

**KALAMAZOO HISTORIC  
PRESERVATION  
COMMISSION MINUTES**

**April 8, 2008  
Third Floor Conference Room  
241 W. South St.  
Kalamazoo, MI 49007**

**Members Present:** Erin Seaverson; Claire Milne;  
Chris Wright; Linda Gentry Bennett

**Members Absent:** Katie Jacobs & Josh Willson

**City Staff:** Sharon Ferraro, Historic Preservation Coordinator  
Karleen Steppenwolf, Recording Secretary

**Call To Order:**  
Mr. Wright called the meeting to order at 7:00pm.

**Approval of Absences:**

Ms. Bennett, supported by Mr. Wright, moved to approve the absences for Ms. Jacobs and Mr Willson.

**Agenda:**  
Add item X,B7. Speaker series brainstorm.

**Ms. Bennett supported by Ms. Seaverson moved to approve the April 8, 2008 agenda as amended. With a roll call vote the motion carried unanimously.**

**Minutes:**  
There were some minor corrections to the minutes.

**Ms. Milne, supported by Ms. Bennett, moved to approve the March 11, 2008 minutes as amended. With a roll call vote the motion carried unanimously.**

**Introduction of Guests:**  
Pete Carroll – visitor  
Pam O’Connor – former commissioner

## Historic Preservation Commission Minutes

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### Citizen Comments:

Ms. O'Connor has information about getting the Iannelli Fountain nominated if needed.

Ms. O'Connor stated that the development guide is close to being fully drafted in another 3 to 4 weeks.

### Correspondence

None.

### Financial Report

**City:** on track.

**O'Connor Fund:** no report.

**Lost and Found Book Project:** There are 5000 reprint books that are not sold. Ms. O'Connor will be checking with Gloria Tiller of Kazoo Books to see if she would be willing to help sell the books.

### Work plan:

Mr. Wright and Ms. Ferraro meet and made some minor adjustments to the work plan.

Mr. Wright discussed how things could work and provided worksheets to each individual with goals that they are responsible for.

Ms. Ferraro will create a template with numbered pages to be filled out each month by each board member.

Action Items/Discussion Items:

A) **Old Business:** None

B) **New Business:**

1. Preservation Celebration/Reception – The celebration will be held on Monday, May 12 @ 5:30pm at 309 N. Burdick. John Donaldson will have an empty area on 1<sup>st</sup> floor to hold reception. Ms Milne will check on the price of renting chairs, food menu, decorations, podium and sound system. Ms. Ferraro will handle the invitations, press release and award letters. Ms. Milne will be the MC for the night. Mayor Hopewell will say a few words. Blaire Bates of Old House Network will present the Keystone Award. There will also be a brief report on the State Water Tower condition assessment. It was also suggested if the HPC would like to have a copy of Kalamazoo: Lost & Found on display with a plaque describing where it could be purchased.
2. Peter Carroll application to fill seat on HPC.

**Ms. Milne, supported by Ms. Seaverson moved to recommend Mr. Carroll to the City Commission to fill the empty seat on the Historical Preservation Commission. Will a roll call vote the motion carried unanimously.**

3. Approve letter supporting Grand Rapids as the site in 2010 for the National Alliance of Preservation Commissions bi-annual conference.

**Ms. Seaverson, supported by Ms. Bennett, moved to approve the letter supporting the Grand Rapids Site in 2010 for the conference. With a roll call vote the motion carried unanimously.**

4. Review – Green Building and Historic Districts in Grand Rapids – The conference was an open discussion format. The main theme was to continue with current guidelines to keep with the historic feel and character of historic buildings.
5. Review – DKI downtown plan meetings – Mr. Willson and Mr. Wright attended the meeting. Mr. Wright stated that the meeting went well.

6. HPC E-newsletter – Ms. Ferraro will talk with the IT Department about getting it set up.
7. Speaker Series – Ms. Seaverson shared her list of speaker ideas to partner with during Preservation month. For example...the Blue Vinyl film series, Kalamazoo Film Society at the Little Theater and Home Builders Association.

Committee Reports:  
None.

**CITY REPORTS:**

- 1) Site watch list – in packets.

Commissioner Comments:

There appears to be a new membrane on the roof of the 100 block of E. Michigan.

Citizen Comments

Adjournment: 9:00pm.

**Submitted by (Karleen Steppenwolf)**

**Reviewed by (Sharon Ferraro)**

**Approved by (Chris Wright)**