

**HISTORIC PRESERVATION COMMISSION**  
**Minutes**  
**February 10, 2009**

City Hall  
Third Floor Conference Room  
241 W. South St., Kalamazoo, MI 49007

Members Present: Chris Wright, Vice Chair (Acting Chair); Claire Milne, Chair; Linda Bennett; Peter Carroll; Katie Jacobs; Erin Seaverson; Josh Willson

Guests: Pam O'Connor; Tony Holewinski;

WMU journalism students from Mary Cohen's class, as follows:  
Kelly O'Keefe; Rebecca Parmentier; Matt Vader; Justine Horton;  
Tyler Evans; Emily Siegmon; Kelsey Lundstrom; Erin Adair

City Staff: Sharon Ferraro, Historic Preservation Coordinator; Amy Thomas, Recording Secretary

**I. Call to Order**

Mr. Wright called the meeting to order at 7:04 p.m.

**II. Approval of Absences**

None

**III. Approval of Agenda (February 10, 2009)**

Mr. Wright requested an additional agenda item under X , Old/New Business: e. Appoint a sub-committee to find judges for the Preservation Awards.

He inquired if officers for the HPC would be elected at the February meeting. Ms. Ferraro advised that new officers would be elected in April, after new commissioners are approved by the City Commission.

Ms. Seaverson requested that the discussion regarding Mike Jackson be removed under Action and Discussion Items/Preservation Month, and that advertising be added under that category.

Ms. Ferraro requested the following change under Old/New Business/Item d: Approve Tony Holewinski to replace Linda Bennett (rather than Erin Seaverson) on the HPC when

her term expires in March. If Ms. Seaverson is approved for the HDC, a replacement will be sought for her at a later date.

Mr. Wright stated that he spoke with Curt Aardema and he is considering filling out an application to serve on the HPC.

Ms. Jacobs suggested the wording, “review application” rather than “approve recommendation” of Tony Holewinski under Old/New Business, item d.

**Ms. Jacobs, supported by Mr. Wright, moved approval of the February 10<sup>th</sup> HPC Agenda as amended. With a voice vote, the motion carried unanimously.**

#### **IV. Approval of Minutes (January 13, 2009)**

Ms. Bennett referred to the paragraph in the middle of the page, and questioned the wording of the first sentence pertaining to twenty-five percent of the tax credits. Ms. O’Connor confirmed that the information was correct. Ms. Ferraro suggested adding the word “available” before “tax credits” to clarify the information. Same paragraph, last sentence insert “because” after “entire credit.” Page 6, under preservation month, “6:30 p.m.” should be “6:00 p.m.” Remove the word “accordingly” at the beginning of the second to last sentence. Page 7, under Iannelli fountain, next to last paragraph, second to last sentence, Ms. Bennett questioned if the fountain was the largest piece of work produced by the artist. Ms. O’Connor advised that Mr. Iannelli worked mostly on details of buildings, such as doors. The fountain is the largest known piece that he produced. Page 7, last paragraph, remove the last sentence regarding the possible future presentation. Page 8, under budget, add “which will include the KHPC’s budget.” at the end of the sentence. Page 8, first paragraph, last sentence, “designation” should be “dedication.”

**Ms. Bennett, supported by Mr. Wright, moved approval of the January 13, 2009 HPC minutes as amended. With a voice vote, the motion carried unanimously.**

#### **V. Introduction of Guests**

The students, commissioners and staff introduced themselves for the record. Ms. Ferraro offered to stay after the meeting to answer questions for the students. She also provided her e-mail address as an additional means for the students to obtain information.

#### **VI. Citizens’ Comments on Non-Agenda Items**

Ms. O’Connor advised that she sent an e-mail to the HPC regarding Governor Granholm’s state of the state address last week. Governor Granholm advised that the Department of History, Arts and Libraries is going to be eliminated; the State Historic Preservation Office (SHPO) is located in that department. The department is only twelve

years old and will be eliminated with the current budget cuts. The State Historic Preservation Office is federally mandated and funded in every state so the state cannot eliminate it. The question is where will this department relocate? Ms. O'Connor commented that, as private citizens, the HPC members can help make that decision. There has been some discussion about SHPO relocating to the Department of Labor and Economic Growth (DLEG).

Since the new enhanced historic tax credit legislation passed, SHPO and MHPN (Michigan Historic Preservation Network) have been overwhelmed with calls from developers. The hope is that the new legislation will allow some people to return to work, and that it will help create new jobs for others.

Ms. O'Connor advised that the Preservation Network received a grant from the National Parks Service to create a high school curriculum training manual for preservation trades. Further information about this program is available on the MHPN website. There are CLG (Certified Local Government funds) still available this year. The Network has been talking with SHPO about using the CLG funds to start a training program, which would run for 18 months.

## **VII. Correspondence**

Ms. Ferraro advised that she received a note from the MHPN with regard to renewing the HPC memberships, which will probably happen shortly. However, there has also been discussion about including the HDC in the membership renewal, and that needs to be addressed.

Ms. Ferraro received a letter of support from Senator George regarding the Preserve America program. It is uncertain at this point if this program will continue, but Ms. Ferraro will proceed with projects she has started in hopes that this program will remain.

Ms. O'Connor advised that today the senate removed the \$55,000,000 designated for preservation projects from the stimulus package today.

### **a. City of Kalamazoo Reports (Item C)**

Ms. Ferraro advised that the HPC received a check today from Barnes and Noble in the amount of \$1,030. Ms. Bennett advised that the HPC has budgeted \$11,000 and there is over \$13,000 in the account. Mr. Carroll has not submitted a reimbursement request for the last expenses he incurred in 2008. That is the only outstanding reimbursement remaining from 2008. Ms. O'Connor advised that all of her receipts for reimbursement for 2008 have been submitted. Receipts from Saturday's work plan session should be submitted to Ms. Ferraro for reimbursement.

**b. O'Connor Fund (O'Connor) (Item D)**

Ms. O'Connor stated that Curt and Liz Aardema made a generous donation of \$500 to the HPC. This is one of the largest gifts ever received by the HPC, and Ms. O'Connor expressed her thanks for this kind gesture.

**c. Kalamazoo: Lost and Found book project (O'Connor) (Item E)**

Ms. O'Connor mentioned that one responsibility of the HPC is to publish and provide education to the public about historic preservation. The last publication from the HPC, *Kalamazoo: Lost and Found*, was released in 2001. Ms. O'Connor co-authored the book, which talks about historic buildings in the Kalamazoo area. Sales of this book help fulfill the goal of educating the public. The HPC is one of the few city boards that is allowed, through a city ordinance, to accept gifts and cash. *Kalamazoo: Lost and Found* has been a major source of income for the HPC. Ms. O'Connor advised that she sold three of the books (soft cover) at the Old House Expo at \$22.50 per book.

Ms. Ferraro mentioned that there was a total of \$119,406 in the O'Connor Fund at the beginning of 2008. The ending balance for the year was \$89,417, resulting in a loss of about \$30,000.

**d. Special Mainstreet Scholarship Request (O'Connor)**

Ms. O'Connor advised that Alan Levy will be attending this event. Arrangements have been made for overnight accommodations for Mr. Levy. Ms. O'Connor may be sharing the expense for the accommodations, and a third person may also contribute. Ms. O'Connor stated that the National Trust Mainstreets Conference 2.0 is part of the Mainstreet program, which is one of the National Trust's oldest programs. It was specifically created to help with downtown revitalization. The Mainstreet program has one of the best records for leveraging of funds of any redevelopment programs. On average, for every public dollar that is invested in the program, another \$22 to \$25 in private funding or investment is leveraged. Ms. O'Connor advised that she would issue a report for the conference, which will be held in Chicago from March 1<sup>st</sup> through the 4<sup>th</sup>. Ms. O'Connor is planning to attend the conference on March 2<sup>nd</sup> and 3<sup>rd</sup>. The cost for the conference is \$415, which includes a discount for being a forum level member of the national trust.

Ms. Bennett inquired if anyone else on the HPC would like to attend the National Trust Conference. No one else expressed an interest in attending.

**Mr. Willson, supported by Mr. Wright, moved to set aside \$415 for Pam O'Connor to attend the National Trust Main Street Conference 2.0. With a voice vote, the motion carried unanimously.**

Ms. O'Connor stated that the Network conference will be in Grand Rapids this year. Registration will be \$200 and lodging is \$99 with one to four people per room. Ms. Jacobs advised that a couple of the commissioners are thinking about going to the conference and she inquired if money was set aside for that purpose. Ms. Bennett stated that \$750 has been set aside for commissioner education. The HPC also has general preservation education funds under public education in the amount of \$2,650. Ms. O'Connor's expenses will come out of the public education fund because she is not a commissioner. The HPC could provide funding for one or two people to attend the MHPN conference.

Ms. Jacobs stated that she is interested in attending the conference but not as a volunteer. Mr. Carroll stated that he is trying to arrange to be an exhibitor at the conference. There would be no cost to the HPC for him to attend as an exhibitor. Ms. O'Connor offered her assistance with securing exhibit space. If he is unable to attend as an exhibitor, Mr. Carroll expressed an interest in attending the conference. Ms. Ferraro mentioned that volunteers would be required to work half a day each day at the conference. In exchange for their volunteer work, they would be charged a reduced rate for registration. Mr. Wright advised that he would consider volunteering at the conference. Mr. O'Connor stated that Kathy Holtz is the contact person for volunteers at the conference, and she would provide Ms. Holtz' e-mail address for anyone needing further information.

Ms. Bennett inquired if any of the HPC members were interested in attending the National Trust Conference, which will be held in Nashville, TN in the fall. Ms. Seaverson expressed concern about Ms. O'Connor's registration being funded out of public education, since her role is similar to that of a commissioner. Ms. Bennett advised that it wouldn't be necessary to specify which part of the budget these funds are coming from.

Mr. Wright provided some background information regarding Ms. O'Connor for the benefit of the students who were present.

## **IX. Action and Discussion Items**

### **a. Work Plan Reports from Team Leaders**

#### **i. Designation (D) – Jacobs**

Ms. Jacobs advised that she had nothing to report.

**ii. Communication (C) - Wright**

Mr. Wright advised that he had nothing to report.

**iii. Partnership Development (PD) - Milne**

Ms. Milne advised that she had nothing to report.

**iv. Preservation Month**

**1. Advertising/AIA Event (Item F)**

Ms. Seaverson advised that the schedule has been finalized and publicity is in the works. She inquired if the HPC would like to pay for advertising in the Kalamazoo Gazette to increase exposure.

Ms. O'Connor stated that Mr. Jackson is interested in talking with people on East Campus. Ms. O'Connor suggested a tour followed by an hour and a half presentation regarding his experiences in Illinois with the university, historic campuses and the sustainability aspect.

Mr. Willson requested that Ms. O'Connor ask Mr. Jackson to correspond with him directly regarding FOHEC (Friends of Historic East Campus) and he would work out the details.

Ms. Ferraro inquired if it was time to send out the letter of agreement to Mr. Jackson. Ms. O'Connor stated that she would like to talk with him first. Ms. Seaverson stated that FOHEC would be a closed event so there will be no publicity. However, FOHEC will be a sponsor of the public discussion. Mr. Willson advised that FOHEC would donate \$500.

The conversation returned to the subject of advertising in the Gazette. Ms. Ferraro commented that the Gazette ran four small ads for the Home Expo for a total of about \$800. Mr. Willson suggested setting aside \$300 to \$500 for advertising. Ms. Ferraro advised that the Gazette may match that amount because the HPC is a non-profit organization. There is a form to fill out to request the matching funds. Mr. Willson commented that the HPC may receive the ads at a prorated amount or there may not be a charge; he will look into that possibility.

Ms. Jacobs suggested having a preservation-related article in the Gazette in May with an inset listing preservation-related events for

the month. Ms. O'Connor mentioned that it is easier to get an article in the Gazette if you are buying advertising.

Ms. Seaverson suggested putting aside up to \$500 for advertising for preservation month. The main event is partially covered by FOHEC, and there are two other potential sponsors in the works. Accordingly, there should be minimal expense to the HPC for these events. Ms. Bennett inquired as to the budget for preservation month. The speaker will be approximately \$1,500 (Mike Jackson), plus \$50 for Blue Vinyl. Ms. Seaverson advised that there is a \$500 commitment for FOHEC, an unspecified commitment from the Southwest Michigan Sustainable Business Forum, and a grant application through the AIA to be submitted.

Mr. Carroll expressed concern that \$500 for advertising would not be enough. Ms. Seaverson stated that the AIA grants are typically \$2,000, which would cover expenses. Ms. Jacobs expressed concern that the grant funds might not be received by May. Ms. Bennett advised that reimbursement would be acceptable. Ms. Seaverson stated that there is another source. She doesn't have an amount, but it is a committed source. They want to sign on for the evening event and they will be partnering with Green Drinks. The HPC has \$2,000 set aside for preservation month, plus a \$500 commitment. Mr. Willson suggested setting aside \$1,000 for advertising. DKI (Downtown Kalamazoo, Inc.) will help promote the event. Ms. O'Connor suggested publishing a list of events for preservation month in each of the Sunday papers three weeks prior to preservation month.

**Mr. Carroll, supported by Ms. Jacobs, moved to set aside up to \$1,000 for advertising in the Kalamazoo Gazette regarding Preservation Month activities for 2009. With a roll call vote, the motion carried unanimously.**

**v. Iannelli Fountain (IF) - Carroll**

Mr. Carroll advised that there will be a meeting at 7 p.m. on Thursday, February 19th at 141 Prospect for people who want to volunteer to help with fundraising for the Iannelli Fountain. So far, there are two people from the community who are interested in helping. Also, Mr. Carroll, Ms. O'Connor, Ms. Ferraro, Mr. Hernandez and possibly Mr. Jung will be meeting with city staff from the Parks and Recreation Department on February 25<sup>th</sup> from 3 to 5 p.m. to discuss the fountain. Discussions are ongoing with

Vicki Wright from the KIA regarding a potential exhibit of Iannelli's works.

**vi. Budget**

Ms. Bennett stated that the City Commission passed the 2009 budget, which includes funding for the HPC.

**X. Old/New Business**

**a. Discussion/approval of HPC paying for HDC membership in MHPN**

Ms. Ferraro stated that she would invite the HDC (Historic District Commission) members to the MHPN (Michigan Historic Preservation Network) training in Grand Rapids. The HPC would cover the cost of training. Ms. O'Connor advised that the training would include information regarding the Secretary of the Interior's Standards and Guidelines, and three sub-groups to choose from including how to form a historic district, commissioner training and design guidelines.

The HDC members are required to attend training once per year. They can attend the Saturday training session for \$25.00 per commissioner. Ms. Ferraro will find out if there are funds in the city's budget to cover the cost of this training. Ms. Bennett advised that it would cost \$175 for all seven HDC members to attend the training; there is money in the HPC budget to cover that expense.

Ms. Ferraro commented that it will cost \$150 to add the HDC members to the MHPN membership list. The HPC membership for the MHPN will be renewed. If funds are not available through the city, the HPC can have a discussion at their March meeting about approving NACP training costs and membership to the MHPN for the Historic District Commission. The HPC receives only one copy of the MHPN mailing, and Ms. Ferraro would like all of the HPC members to receive a copy. Ms. Bennett cautioned that the HPC could afford either the NACP training or the MHPN membership for the HDC, but not both. Ms. Ferraro stated that she would follow up on this matter, and report back to the HPC at the March meeting.

**b. Old House Expo Review**

Ms. Ferraro advised that the Old House Expo was a success. There were almost 300 attendees at the Expo this year, which is slightly fewer than 2008. The vendors' hall was two thirds full. With the assistance of the Gilmore Foundation, the expo broke even with regard to income from the event. Next year, the expo

will be scheduled for one of the last two Saturdays in January. Ms. Ferraro will try to schedule Bob Yapp to speak at next year's Expo. Representatives from the Heritage Company were unable to attend the Expo this year, but another vendor was able to utilize the booth they had reserved.

**c. Workplan Meeting Discussion if any**

Ms. Ferraro advised that much was accomplished at the dynamic planning session held on February 7<sup>th</sup>. Ms. Jacobs requested input with regard to the best approach for following up with the 59-page work plan document received from Mr. Levy. Ms. Ferraro suggested that HPC members volunteer to review the various sections of the document. Alternatively, sections of the document can be assigned to specific HPC members at next month's meeting.

Discussion followed with regard to the best approach for reviewing the work plan document. Mr. Wright suggested that the HPC members look at the work plan during the next week, and then send an e-mail to him indicating any changes they would like to suggest, either to their assignments or the document. Mr. Wright suggested that Ms. Milne could help him with reviewing the document. He will then contact Mr. Levy so revisions can be made using the changes that are suggested. There was some confusion as to the page numbering system used in the document. Ms. Milne suggested referring to the page numbers at the bottom right of the pages. Ms. Ferraro requested that the changes be submitted to Mr. Wright by February 20<sup>th</sup>.

Ms. Bennett suggested that the tasks for which she is currently responsible should be reassigned to Mr. Holewinski after her term ends in March. Sub-tasks can be assigned to non-HPC members. Ms. Bennett mentioned that whoever takes over the Treasurer duties from her will be responsible for the budget. Ms. Ferraro stated that a new Treasurer will be elected at the April meeting.

Ms. O'Connor advised that Mr. Levy suggested the HPC should spend less time knit-picking the details and get to work.

Discussion continued with regard to assigning tasks to HPC members for purposes of reviewing the work plan. Ms. Ferraro suggested that the tasks in the work plan be assigned to each of the HPC members. Each person will be responsible for reviewing their section of the plan and reporting to Mr. Wright with suggested changes. Ms. Bennett can still be assigned to subtasks after her term expires, but she will need to know which commissioner she should report to. Ms. Seaverson suggested that the committee leaders should be commissioners but not necessarily the task leaders. The committee leaders will be providing the reports. Accordingly, Ms. Bennett can report to whoever is in charge of

partnership development if she retains the task of working with the KCPA. The committee chairs were assigned as follows: Iannelli – Carroll; Partnership Development – Willson; Designation – Jacobs; Communications – Milne; Preservation Month – Holewinski; Operations – Wright.

Mr. Carroll advised that he would do the e-newsletter under communications. Ms. Bennett advised that the sub-tasks could be dealt with another time. Ms. Jacobs suggested that each HPC member assigned to a task should be responsible for finding people to help with the sub-tasks. The names and timelines should all be in place by the next meeting, and the work plan should be ready to forward to Mr. Levy for final approval at that time. Ms. Bennett suggested that if costs are known for any of the items, that information should be included in the updates to the plan.

There was some confusion with regard to the format used by Mr. Levy in the plan. Using page 15 as an example, the spaces (not the lines) are the separators.

**d. Review application of Tony Holewinski to replace Linda Bennett (Item H)**

After a brief discussion regarding the applicant, the following motion was made:

**Ms. Jacobs, supported by Mr. Willson, moved to recommend to the City Commission that Tony Holewinski be approved to fill the next available seat on the Historic Preservation Commission. With a voice vote, the motion carried unanimously.**

**e. Appoint a subcommittee to find judges for the preservation awards**

Mr. Willson and Mr. Wright volunteered to be judges for the preservation awards. There will also be two commissioners from the HDC on the subcommittee, and Ms. Ferraro will also participate in the judging.

Ms. Ferraro advised that that there have been two properties nominated so far: The Sears house in Oakwood, which was nominated by the Oakwood Neighborhood Association, and the Dexter Walker House, which was nominated by Nancy Troff for owner, Bill VanderSalm. Anyone can make a nomination, but the property must be in the City of Kalamazoo.

**XI. Coordinators Reports**

**a. Site Watch & Issues (Items G & H)**

Ms. Ferraro is working on the National Register and local historic designations regarding the 100 block of E. Michigan. The draft is due to Bob Christensen by

the 23rd of February. If the draft is approved by the end of March, the nomination can probably go before the review board in May. Ms. Ferraro is also working on an RFP (Request for Proposal) for a reconnaissance-level historic resource survey. The RFP should be done by the end of March, published and sent out for proposals. Kalamazoo is the only city in Michigan that does city-wide surveys.

Ms. Ferraro distributed a promotional flyer regarding the fountain in Marshall, MI.

**XII. Commissioner Comments**

None

**Adjournment**

**Ms. Jacobs, supported by Ms. Bennett, moved to adjourn the February 10, 2009 meeting of the Historic Preservation Commission. With a voice vote, the motion carried unanimously.**

The meeting adjourned at 9:02 p.m.

Submitted by: \_\_\_\_\_  
(Recording Secretary)

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
(Staff Liaison)

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(HPC Chair)

Date: \_\_\_\_\_