

**HISTORIC PRESERVATION COMMISSION**  
**Minutes**  
**September 8, 2009**  
***DRAFT***

3rd Floor Conference Room  
City Hall  
241 W. South Street, Kalamazoo, MI 49007

Members Present: Chris Wright, Vice Chair (Acting Chair); Peter Carroll; Tony Holewinski; Katie Jacobs; Josh Willson

Member Excused: Claire Milne, Chair; Michael Dunn

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

Guests: Pam O'Connor; Linda Bennett; Curt Aardema; David Brose

**I. CALL TO ORDER**

Mr. Wright called the meeting to order at 7:01 p.m.

**II. APPROVAL OF ABSENCES**

Ms. Milne and Mr. Dunn advised that they would not be present for the September HPC meeting.

**Mr. Carroll, supported by Mr. Willson, moved approval of the absences of Ms. Milne and Mr. Dunn from the September 8, 2009 HPC meeting. With a voice vote, the motion carried unanimously.**

**III. APPROVAL OF AGENDA (September 8, 2009)**

Mr. Carroll requested that a discussion regarding the August Historic District Commission meeting be added to the September HPC agenda under item G.

Ms. Ferraro requested that Pat McCarthy, Old House Network, provide her presentation under item D.

**Ms. Jacobs, supported by Mr. Carroll, moved approval of the September 8, 2009 HPC agenda as amended. With a voice vote, the motion carried unanimously.**

**IV. APPROVAL OF MINUTES (June 9, 2009 and July 14, 2009)**

There were no changes to the June 9, 2009 HPC minutes.

**Mr. Carroll, supported by Ms. Jacobs, moved approval of the June 9, 2009 HPC minutes as submitted. With a voice vote, the motion carried unanimously.**

There were no changes to the July 14, 2009 HPC minutes.

**Ms. Jacobs, supported by Mr. Wright, moved approval of the July 14, 2009 HPC minutes as submitted. With a voice vote, the motion carried unanimously.**

## **V. INTRODUCTION OF GUESTS**

Mr. Wright introduced Curt Aardema, Pam O'Connor, Pat McCarthy and Linda Bennett as guests at the September HPC meeting.

## **VII. CITIZEN COMMENTS ON NON-AGENDA ITEMS**

Ms. O'Connor advised that downtown Buchanan is on the National Register of Historic Places as of September 2<sup>nd</sup>.

Mr. Aardema referred to an e-mail he sent to Ms. Ferraro regarding questions about the county land bank. He inquired as to the motivation for the land bank. He expressed concern that the houses in the land bank are not protected. Ms. Ferraro advised that unless federal (NSP – Neighborhood Stabilization Program among others) funds are involved the City of Kalamazoo doesn't have any say in what happens to the houses acquired by the land bank. Ms. Ferraro was uncertain if the City of Kalamazoo has control of the houses in the land bank that are in the city, or if the county has control over those properties.

Mr. Aardema expressed concern that the county is not interested in historic preservation. Ms. Ferraro advised that according to state law, the only entity allowed to have a land bank is the county. The land bank is a more public process so fewer houses may be lost to demolition.

Mr. Aardema stated that he thought WMU had some role regarding the Noble Lodge building. However, the Department of Corrections owns the building, not WMU. Ms. Ferraro advised that she would add Noble Lodge to the watch list. Ms. Ferraro stated that the building is currently empty.

(7:15 – David Brose – a guest - arrived at the meeting.)

Mr. Brose advised that he lives about a quarter mile from Noble Lodge. Mr. Brose is on the Board of Directors of FOHEC (Friends of Historic East Campus) and has extensive experience with historic preservation including the National Park Service and directing historical and archeological museums.

(7:20 p.m. – Commissioner McCann arrived.)

## **VII. CORRESPONDENCE**

Ms. Ferraro advised that she received an invitation to a special fund representative meeting for the Kalamazoo Community Foundation. Ms. O'Connor advised that she could not attend the meeting; Ms. Ferraro will attend the meeting if her schedule allows.

## **VIII. FINANCIAL REPORT**

### **a. City (Holewinski) (Item C)**

Ms. Jacobs stated that Item C had been assigned to her. Ms. Ferraro advised that this information would be corrected on next month's agenda. Ms. Bennett stated that planning for the new budget should begin in August; it is due in early November. The

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working capital number is \$7,459, which is down substantially and will change the upcoming budget for 2010. Outstanding debits through the end of the year will include Ms. O'Connor's invoice for new ISBN numbers and new bar codes for *Kalamazoo: Lost and Found* and the invoice for her contract. The O'Connor Fund appeal in November will cost approximately \$200 including postage and envelopes. With those items subtracted, the remaining balance is approximately \$6,800 which is \$1,250 less than the 2009 budget.

After a short discussion of ways to trim the budget, the commission decided that further budget discussions should be done through the budget committee.

Ms. Jacobs mentioned that the ledger is confusing and it is not an effective tool for seeing how much money there is in each of the budgets. Ms. Ferraro suggested setting up a time with Karleen to have her explain the details of the ledger.

**Mr. Carroll, supported by Mr. Wright, moved to create an HPC Budget Committee. Mr. Willson, Ms. Jacobs and Ms. Bennett will serve on the committee, which will prepare the HPC budget for 2010. With a voice vote, the motion carried unanimously.**

The committee members will communicate by e-mail to determine the time and date of their first meeting.

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

Ms. O'Connor advised that she had no updates.

Mr. Willson inquired if the HPC would like to schedule the annual gathering at his house to do the fund appeal mailing for the O'Connor Fund. The mailing normally goes out between Election Day and Thanksgiving. The date for the mailing was set as Thursday, November 5<sup>th</sup>, 6:15 p.m. at Mr. Willson's house. Food from Martini's will be provided for the event. Ms. Milne has normally assisted with this event, but she was unable to attend the September HPC meeting. Mr. Holewinski mentioned that local high school students have helped stuff envelopes in the past. Mr. Carroll stated that he would contact the honor society again to assist with the mailing.

Ms. O'Connor suggested that she and Ms. Bennett should discuss the letter (for the mailing) in October. Ms. O'Connor will not be available at an earlier date.

Mr. Wright suggested that someone provide, at the October HPC meeting, a list of attendees for the November mailing. This will help determine how much pizza and beverages should be provided.

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

Ms. O'Connor advised that Barnes and Noble has a new Community Resource Manager, who advised that the old system of delivery and invoicing would cease immediately. The former CRM indicated that the old system was rather informal. During the transition, the Regional Buyer decided to adopt a new system. Barnes and Noble has depleted their inventory of books, so it is essential to make the conversion to the new process as soon as

possible. They had been using a 10-digit ISBN number; the new system uses a 13-digit ISBN number. Accordingly, the books will have to be relabeled with the new numbering system. Two sets of labels will be ordered, one for the hard cover books and one for the soft cover books - the new labels will be placed on the shrink wrap over the existing bar code.

Ms. O'Connor advised that Barnes and Noble will be purchasing the books at a 40% discount rather than the 20% they had been receiving. They normally order two books at a time but, in this instance, they will take a case of each at a time. Barnes and Noble will pay for the shipping. The Kalamazoo Community Resource Manager, can place an order with the warehouse. If the warehouse is out of stock, the Manager can contact Ms. O'Connor, who will deliver the books to the local store. Barnes and Noble has sold 400 copies of *Kalamazoo: Lost and Found* over the past five years.

Ms. O'Connor stated that the new bar codes and labels will cost \$150 plus shipping. She would also like to set up a new record keeping system to keep track of information. Ms. O'Connor requested that she be made the primary contact, which is allowed under the current contract, with the account in the HPC's name. Over the last four years, the checks have been going to Ms. O'Connor, made out in her name, and she has been signing them over. She would prefer that the checks be made out to the HPC. They should still be sent to Ms. O'Connor so she can log them into the record keeping system. She would be the purchase contact person and the returns contact person. This would slightly alter her contract with the HPC.

Ms. O'Connor requested a motion allowing her to proceed with ordering the new bar codes and ISBN stickers.

**Mr. Holewinski, supported by Ms. Jacobs, moved to accept Pam O'Connor's proposal for the handling of the Barnes and Noble Contract from this point forward, and to authorize purchase of the new bar codes and ISBN numbers for *Kalamazoo: Lost and Found*, not to exceed \$200. With a roll call vote, the motion carried unanimously.**

Ms. O'Connor stated that she also needs to resolve issues regarding a 1099 form. She was unsure if the city would need to fill it out. Ms. Ferraro advised that she would look into finding more information about the requirements for the 1099 form. She confirmed that Ms. O'Connor should be able to sign on behalf of the city.

Ms. O'Connor advised that Petals and Postings has placed an order for the book, this is a new account.

## **X. OLD/NEW BUSINESS**

### **d. Request for assistance from Old House Network (Pat McCarthy)**

Ms. McCarthy commented that the HPC has assisted the Old House Network in the past. The Old House Network provides education, including workshops, which are currently underway. In July they completed a very successful foundation workshop on a Civil War era farm house and a window rehabilitation workshop in August

This year has been very bad for non-profit organizations. The Old House Expo broke even this year with assistance from the Irving S. Gilmore Foundation to cover the expenses for Gordon Bock from Old House Journal as keynote speaker.

Ms. McCarthy stated that she would not be asking the HPC for money. Instead, she is requesting information from the commission regarding resources or ideas they may have that could assist the Old House Network during these tough financial times. The Old House Network will be sending out an appeal letter in the near future.

Ms. Ferraro suggested asking the HPC for a small grant, which would be considered a matching grant. If other organizations contribute at a specific monetary level, that will help qualify The Old House Network for additional funds to be used to support the Expo. The HPC could also help sponsor a specific room at the expo, or they could contribute to the program book. Ms. Ferraro will approach the National Trust about securing additional funding.

Ms. O'Connor inquired if the Old House Network charges for any of its workshops. Ms. McCarthy stated that the business model may be updated to be more self sustaining in the future. The Old House Network is trying to adapt to the economy and will begin charging for workshops.

Ms. O'Connor inquired if the Network could still apply to the Gilmore Foundation for further funding. Ms. McCarthy responded in the affirmative.

Mr. Carroll suggested raising the cost for exhibitors at the Old House Expo and/or to raise the admittance fee.

Ms. O'Connor suggested approaching the Gilmore Foundation and advising that a match has been secured from the National Trust for a network grant.

Mr. Carroll stated that there is not another organization in the city that is better suited for the specific education that it provides with regard to reaching the public about protecting and maintaining housing stock in urban neighborhoods. This is an organization that needs to continue their mission, and it is important to find ways to support them financially. Ms. O'Connor commented that they also need to find better ways to support themselves. Mr. Carroll expressed concern that the Old House Network may under value what people would be willing to pay for the services the Network provides.

## **IX. ACTION AND DISCUSSION ITEMS**

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

#### **i. Designation (D) – Jacobs**

Ms. Jacobs had nothing to report.

#### **ii. Communication (C) – Milne**

Ms. Milne was not present at the meeting.

**iii. Partnership Development (PD) – Willson**

Mr. Willson stated that he would have a report at next month's meeting.

**iv. Preservation Month (PMS) – Holewinski**

Mr. Holewinski stated that he would have a report at next month's meeting.

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

Mr. Carroll advised that there was a determination in July regarding the need for a more updated evaluation of the plumbing system, water filtration and lighting needs regarding the Fountain in order to move forward with the restoration. He wrote a letter as representative of the subcommittee, and addressed it to Ms. Ferraro. Approval has been granted for Cincinnati Fountain to do an evaluation of the infrastructure of the fountain. It is necessary to have this evaluation in order to accurately predict the amount of money to request for the restoration.

The other priority is to obtain a cover for the fountain in order to slow down the deterioration of the concrete. Ms. Ferraro advised that there will be a meeting in October with the Parks and Recreation Advisory Board to discuss the cover for the fountain. The city's forestry personnel may also be involved in a separate meeting because they are in charge of the holiday decorations that are sometimes used on the fountain. Once approval is received from PRAB, the contact with Tom Nehil can proceed and he can advise regarding anchors for the decorations and the cover. One of the objectives is to stop tying the decorations to the parapet wall of the fountain. It might be possible to get the cover yet this year. Mr. Carroll commented that even if the cover isn't ready until winter, it would still be helpful to have it in place in order to prevent further damage from the spring thaw.

**vi. Operations (O) – Wright**

Mr. Wright had nothing to report.

**X. OLD/NEW BUSINESS**

**a. Reaffirm creation of 100 block of Michigan Ave. LHD vote**

Mr. Wright advised that the first three items under old/new business were not on the last HPC agenda, but were discussed. He recommended that these issues be reaffirmed with a motion for each of the three items.

**Mr. Willson, supported by Ms. Jacobs, moved approval of the creation of the new historic district in the 100 block of E. Michigan to be known as the Metropolitan Historic District. With a voice vote, the motion carried unanimously.**

**b. Reaffirmed dissolving the South Burdick LHD vote**

**Ms. Jacobs, supported by Mr. Willson, moved to allow the dissolution of the South Burdick Local Historic District. With a voice vote, the motion carried unanimously.**

Mr. Carroll referred to the proposed 100 block historic district, and advised that the recommendation from the state was to add the entire block to the adjacent historic district. Ms. Ferraro stated that she would be meeting with Stacy Skartsiaris, the owner of the Argos East building (located in the 100 block of E. Michigan) to outline the advantages and disadvantages of being in a historic district. If she decides to allow her building to be included in the district, the Haymarket Historic District would be extended to include the buildings in the 100 block. If she decides not to proceed with the historic designation for her building, a new separate historic district (the Metropolitan Historic District) will be created.

**c. Reaffirm Rickman House vote**

**Mr. Carroll, supported by Mr. Wright, moved approval of the creation of the Rickman House Single Resource Historic District. With a voice vote, the motion carried unanimously.**

**e. Oshtemo Township to include Drake House in events for 2010 Preservation Month (Ferraro)**

Ms. Ferraro received an e-mail from Joan Young at the Drake House, which is owned by the Oshtemo Township Historical Society. They inquired if they could participate in Preservation Month next year.

Mr. Carroll advised that the Oshtemo Historical Society intends to turn the Drake House into a museum. The facility may be open to the public in time for next May's preservation events.

Ms. Ferraro stated that she would advise the Oshtemo Historical Society that they are welcome to join the Preservation Month activities. She suggested that the theme for Preservation Month could be "partnering with neighbors".

**f. 1884 movie – DVD sales (Ferraro)**

Ms. Ferraro advised that there have been a number of people expressing an interest in the 1884 Movie, about the City of Kalamazoo's 125 year history. The question is, if the DVD's are sold, who will get the money? John Urschel from the City's Records Department, suggested that the HPC could handle the sales since they advanced money for the project. The HPC is already set up for handling money. She requested feedback from the HPC as to their thoughts on this matter. The Community Planning and Development Department is already selling the Parks and Recreation books so it might be possible to handle sales of the DVD through the same department.

Mr. Carroll inquired as to the advantages and disadvantages of having the HPC sell the DVD's. Mr. Ferraro stated that the sales would need to be tracked. She could be set up under contract to sell the DVDs. Extra accounts would need to be set up to deal with the

funds. Mr. Urschel advised that the Gilmore Foundation isn't interested in profit since they are philanthropic.

A strong case could be made for letting the HPC profit from the DVD sales, but Ms. Ferraro and Mr. Wright will have to discuss that with Alfrelynn Roberts and Jerri Barnett-Moore in the City Manager's Office and Clyde Robinson the city attorney. The sales particulars are already set up for the book, *Kalamazoo: Lost and Found*. If the HPC is interested, Ms. Ferraro can write a proposal to the City Attorney and the Manager's Office to find out if they are agreeable with having the HPC handle the sales of the DVDs and receive the profit from the sales. The DVDs cost \$15.00 each so the profit will be about \$10.00 to \$12.00. Mr. Urschel can order the DVD's from the company that made them; DVD cases and a printed insert will be included.

The general consensus among the HPC members was favorable with regard to the HPC handling the sales. Discussion followed with regard to lowering the price. Mr. Willson suggested putting language in the proposal that would allow the HPC to have some control over the details of the sales. He also suggested that Mr. Urschel should receive a preservation award for his efforts.

Ms. Ferraro advised that she hoped to have an update for next month's meeting. Mr. Urschel has the list of people who expressed interest in ordering a DVD, and those people will be contacted at a later date.

**g. Discussion regarding August HDC meeting**

Mr. Carroll stated that he attended the Historic District Commission (HDC) meeting last month. One of the reviews was for a homeowner on Elm Street in the Stuart Historic District who wants to replace windows in her house. The motion to allow replacement received 3 of 5 affirmative votes, but the motion failed because the HDC bylaws require a majority of the appointed members (4 out of 7) to pass non-administrative motions. The application will likely be on the next HDC agenda for further review.

Mr. Carroll expressed concern that the HDC apparently believes that if windows need to be maintained or serviced, or there is loose paint on the windows, that is grounds for replacing the historic windows and that they may not be administering the Secretary of the Interior's Standards for Rehabilitation as required by PA 169 and Chapter 16 of the City of Kalamazoo Ordinance.

Mr. Carroll commented that from the National Park Service to the State Historic Preservation Office, the general consensus is that when standards regarding windows become more relaxed, everything else may follow suit. He expressed concern that nearly half of the HDC voted in favor of allowing the applicant to have the replacement windows installed. They're saying they don't want to make this a precedent, but that could be an issue.

Ms. Ferraro will propose to the HDC that a site visit will be required by the coordinator, or the applicant will be required to submit a complete application. She would also like to require a quote from a window rehabilitation company. Ms. Ferraro suggested establishing a clear, stringent procedure stating that window replacement is a serious issue. The applicant will be required to provide details regarding the proposed

replacement windows, such as the measurements of the existing windows and the proposed new windows.

Ms. Jacobs mentioned that this issue is not the error of the homeowner, this is a matter of the HDC not being strict enough. This harkens back to a conversation that took place about a year ago regarding the need for commissioner education, and issues with commissioners straying from the Secretary of the Interior's Standards and Guidelines. Discussion followed with regard to the possibility of adding that training to the budget next year. It was suggested that this topic be added to the next HPC agenda for further discussion. Mr. Wright recommended that the HDC training take place in February or March of 2010.

Ms. Ferraro stated that as part of the historic district updates, there will be changes in the ordinance to allow charges for demolition reviews, which will be noticed in the future. There is an expense for sending the notices by mail. She would also like to add changes regarding the review process for window replacement.

## **XI. COORDINATORS REPORTS**

### **a. Site Watch & Issues**

Ms. Ferraro advised that she spent three hours touring the buildings in the 100 block of E. Michigan. There is more historic material than what was originally thought. They are thinking of configuring the buildings with a central hall that would extend through all four buildings to allow for front units and back units with windows to the outside so the additions will not be needed. The apartments in the back may have balconies configured to look like fire escapes, which will fit in with the character of the building. The developer will be using the historic tax credit for this project.

Mr. Wright inquired as to the status of Whiskey Alley. He heard that it would be given to the developers of the 100 block. Ms. Ferraro stated that part of Whiskey alley will be vacated as part of the project – but it will be sold to the developer. The portion of Whiskey Alley behind A-1 Printing will not be vacated because it is needed for deliveries.

Ms. Ferraro advised that she spoke with Kevin Ferrara, who is the Operations Manager at WOOD TV in Grand Rapids, for a news feature regarding places that are normally inaccessible. The first place they intend to film is the State Hospital water tower, and they are working on getting a film crew to the top of the tower to do a news segment.

The plans and specs for the water tower are ready and it is estimated to cost about \$600,000 to restore it.

The window rehab workshop funded by a Certified Local Government grant took place in July, and all but \$5,000 of the available money was used for the workshop. An additional \$40,000 was also made available when another city returned their grant. Accordingly, there is still \$46,500 available to spend. Ms. Ferraro is creating a proposal to do two more, two-week training workshops for window rehabilitation contractors for about \$20,000 each.

Ms. Ferraro suggested that the remaining money could be used to establish a website, called fixmyoldwindows.org. There is need for such a website and public service announcements to advertise it.

Ms. Ferraro requested to a letter from the HPC supporting the revision and extension of a certified local government grant through the Michigan State Preservation Office. The letter details the two proposed additional window rehab workshops to be conducted in 2010. She requested a signature from the HPC chair in order to proceed.

**XII. COMMISSIONER COMMENTS**

Mr. Wright referred to the demolition of the Cole Gilmore garage, and inquired if it had been reviewed by the DDRC. Ms. Ferraro advised that Western Michigan University owns the property so the project did not require review by the DDRC. City staff had a courtesy review, but there was no requirement for city to review the project because it is owned by the university.

Ms. Jacobs stated that she met with Blair Bates of Building Restoration Inc whose firm is doing the restoration on the bank at 136 East Michigan. The building is not in a historic district. Ms. Ferraro advised that the project was reviewed by the DDRC. The building is being cleaned and the windows are being replaced.

That building was recommended as part of the Haymarket Historic District but the owners at that time were not receptive to the historic designation. Fifth Third Bank, the current owner, has a 20-year plan for the building. She suggested that an invitation be sent to Fifth Third Bank to have them included in the local historic district. Mr. Aardema commented that the bank building is significant to downtown Kalamazoo. Ms. Ferraro suggested having a discussion about who should be invited next year to join the local historic district.

**ADJOURNMENT**

**Mr. Holewinski, supported by Mr. Wright, moved to adjourn the September 8, 2009 meeting of the Historic District Commission. With a voice vote, the motion carried unanimously.**

The meeting adjourned at 9:15 p.m.

Submitted by: \_\_\_\_\_  
Recording Secretary

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

Reviewed by: \_\_\_\_\_  
Staff Liaison

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

Approved by: \_\_\_\_\_  
HPC Chair

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