

**KALAMAZOO HISTORIC PRESERVATION COMMISSION**  
**Development Center – East Conference Room – 445 West Michigan**  
**March 11, 2008 – 7:00PM**

**7:00**

- I. Call to Order**
- II. Approval of Absences:**
- III. Approval of Agenda:**
- IV. Approval of Minutes of January 8, 2008 meeting:**
- V. Introduction of Guests**
- VI. Citizen Comments on NON-agenda items**
- VII. Correspondence:**

**7:15**

- VIII. Financial Report**
  - A. City
  - B. O'Connor Fund
  - C. Lost and Found Book Project – O'Connor
- IX. Workplan - Wright**

**7:35**

- X. Action Items/Discussion Items – citizen comments on each item**
  - A. Old Business
  - B. New business
    - 1. Planning for Preservation Celebration/Reception to present annual awards
    - 2. Review of proposal from LKF to set up HPC E-newsletter
    - 3. Review of changes to Old Central/Chenery Auditorium
    - 4. Affirm Letter of Support for Arcus Depot nomination for National Trust Award
    - 5. Affirm annual report - due to City Clerk on March 1, 2008.
    - 6. Affirm judges decision for Annual Preservation Awards
    - 7. Approve signing letter of support for City of Kalamazoo application for a CLG grant to prepare Plans and Specifications for repair of the State Hospital Water Tower.
    - 8. Recruit new commissioner to fill Norman Jung's April opening
    - 9. Approve assigning one of remaining 8 ISBN numbers to Parks Advisory Board for their publication of a history of City of Kalamazoo Parks
    - 10. Approve payment from HPC budget for Green building and Historic Districts in Grand Rapids on March 19

**8:05**

- XI. Committee Reports**

**8:20**

- XII. City Reports - Reports from the Coordinator**
  - 1. Site watch list and issues watch list

- XIII. Commissioner Comments**

- XIV. Citizen Comments on NON-agenda items**

**8:40**

- XV. Adjourn**

Questions and comments regarding this agenda of the Kalamazoo Historic Preservation Commission should be directed to the Historic Preservation Coordinator at 337-8804.

**Citizen Comments are limited to four minutes on non-agenda items. During the agenda items, citizens are requested to limit their comments to four minutes unless invited to join in the discussion by the commission.**

Workplan on reverse

**D1 Finish local designation paperwork for 100 block**

1. Advise city of consideration
2. Decide extension or new designation
3. Decide who is to do study
4. Send letter to property owners
5. Do study
6. Prepare local historic district report
7. Submit report to state
8. Revise report based on SHPO comments
9. Resubmit report
10. Notify property owners in district

**D2 Apply for Iannelli Fountain national register**

1. Determine who will do work
2. Hire consultant to write nomination via RFP
3. Attain City Commission approval
4. Complete preliminary evaluation
5. Forward preliminary evaluation to SHPO
6. Prepare nomination upon receiving SHPO approval
7. Submit nomination
8. Gain City Commission approval
9. Present nomination to SHPO review board
10. Submit nomination for NPS approval

**C1 Initiate a monthly public education email**

1. Gather list
2. Create 1st email
3. Publish email to list
4. Set up monthly email blast

**C2 Create packet for new historic district**

1. Gather pertinent info
2. Draft homeowner packet documents
3. Create format
4. Write welcome cover letter
5. Review draft packets
6. Revise packets
7. Research potential businesses for ads
8. Solicit businesses
9. Create final packet

**C3 Employment distribution mechanism for new hist. dist.****C4 Create 100 block urban design study**

1. Form team
2. Revise timelines
3. Write up contract
4. Sign contract
5. Arrange meeting charrette
6. Meeting with stakeholder groups
7. Compile findings
8. Make drawing backgrounds
9. Build study model
10. Photograph site

**C5 Present 100 block urban design study**

1. Request City Commission meeting date
2. Create powerpoint presentation
3. Setup video recording equipment
4. Make presentation
5. Respond to questions
6. Write up report
7. Add a narrative to recorded presentation.

**PD1 Get quarterly meetings with City Commission****PD2 Develop relationship with Gazette**

1. Attain agreement with Gazette for article space
2. Write first article
3. Review first article with Gazette
4. Arrange for a year's worth of additional articles

**PD3 Help KCPA get their 501 (c) (3)****D3 Explore type of designation for State Theater**

1. Investigate state/int.
2. Investigate ord/int.
3. Make decision on type of designation
4. Prepare local designation plan

**PM1 Prepare awards ceremony**

1. Develop list of potential awardees
2. Decide on awardees
3. Put plaque wording together
4. Order plaques
5. Select location
6. Develop agenda for awards ceremony
7. Recruit presenters
8. Rehearse agenda

**PM2 Prepare awards reception**

1. Develop awards reception budget
2. Brainstorm potential sponsor list
3. Create sponsorship letter
4. Send letter to potential sponsors
5. Followup on sponsorship letters
6. Select awards reception location
7. Order food and drink
8. Buy decorations

**PM3 Conduct awards ceremony and reception**

1. Decorate awards reception location
2. Oversee food and drink installation
3. Host reception

**B1 Prepare budget****IF1 Create fundraising plan**

1. Prepare draft proposal
2. Present proposal to KHPC
3. Present finished proposal to Arts Council

4. Present finished proposal to other community group

**PM4 Investigate speakers**

1. Brainstorm list of potential speakers
2. Select speaker
3. Find a location
4. Set a date
5. Present information to KHPC
6. Contract with speaker upon Commission approval
7. Develop information about event
8. Request Communication Committee publicize speaker
9. Handle event logistics
10. Conduct event

**PM5 Investigate Series Partnership**

1. Brainstorm possible partners
2. Research partners
3. Conduct organizations
4. Reach agreement with each partner
5. Prepare plan with each partner
6. Research topics
7. Research speakers
8. Carry out plan

**IF3 Conduct bid process**

1. Develop RFP
2. Solicit bids
3. Review bids
4. Announce bids