

KALAMAZOO HISTORIC PRESERVATION COMMISSION
3rd Floor Conference Room – City Hall – 241 West South Street
Wednesday, December 9, 2008 – 7:00 pm

- I. Call to Order – 7:00 pm** **15 minutes**
 - II. Approval of Absences**
 - III. Approval of Agenda**
 - IV. Approval of Minutes:** October 14 (**Item B-1**) and November 5, 2008 meetings (**Item B-2**)
 - V. Introduction of Guests**
 - VI. Citizen Comments on NON-agenda items**
 - VII. Correspondence**
 - VIII. Financial Report** **30 minutes**
 - a. City (**Item C**)
 - b. O’Connor Fund (O’Connor) (**Item D**)
 - c. Kalamazoo: Lost and Found book project (O’Connor) (**Item E**)
 - IX. Action and Discussion Items** **30 minutes**
 - a. Work Plan Reports from Team Leaders
 - i. Designation (D) - Seaverson
 - ii. Communication (C) - Wright
 - iii. Partnership Development (PD) - Milne
 - iv. Preservation Month (PM) - Jacobs
 - v. Iannelli Fountain (IF) – Carroll
 - vi. Budget (B) - Gentry-Bennett
 - X. Old/New Business** **30 minutes**
 - 1. Mike Jackson / AIA event
 - 2. Rickman House SRLHD addition (**Item F**)
 - XI. Coordinators Reports** **15 minutes**
 - a. Site Watch & Issues (**Item G**)
 - XII. Commissioner Comments**
- Adjourn 9:00 PM**

*The mission of the Kalamazoo Historic Preservation Commission is to educate the public and city leaders on the value of preserving the City’s historic resources, and to advise the City Commission accordingly. Questions and comments regarding this agenda should be directed to the Historic Preservation Coordinator at 337-8804. *The Commission’s Work Plan is on the reverse side.

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

DESIGNATION

TEAM LEADER: SEAVERSON

D1- Finish local designation paperwork for 100 block (Seaverson)

- 1- Advise City of consideration
- 2- Determine extent of 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 recommendations
- 9- Resubmit report
- 10- Notify property owners in potential district
- 11- Hold public hearings
- 12- Submit to City Commission for consideration
- 13- Update City ordinance
- 14- Celebrate 100 block designation

D2- Apply for Ianelli Fountain National Register designation (Jacobs)

- 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 after SHPO approval
- 7- Submit nomination
- 8- Get City Commission approval
- 9- Present nomination to SHPO review Board
- 10- Submit nomination for NPS approval
- 11- Celebrate Ianelli Fountain designation

D3- Explore type of designation for State Theater (Jacobs)

- 1- Investigate State rules re: interior
- 2- Investigate ordinance re: interior
- 3- Make decision on type of designation
- 4- Prepare local designation plan

COMMUNICATION

TEAM LEADER: WRIGHT

C1- Initiate Monthly public education e-mail (Ferraro)

- 1- Gather list
- 2- Create first e-mail
- 3- Publish e-mail to list
- 4- Set up monthly e-mail blast

C2- Create packet for homeowners in new historic districts (Milne)

- 1- Gather pertinent info.
- 2- Draft homeowner packet documents
- 2- Create format
- 3- Write welcome cover letter
- 4- Review draft packets
- 6- Revise packets as necessary
- 7- Research potential businesses for advertisements/sponsorship

- 8- Solicit advertisers/sponsors
- 9- Create final packet

C3- Create and employ a distribution system for the Historic District Homeowner Packets (Ferraro)

C4- Create 100 block urban design study (Nave)

- 1- Form team
- 2- Revise timelines
- 3- Write up contract
- 4- Sign contract
- 5- Arrange design charrette
- 6- Meet with stakeholder groups
- 7- Complete findings
- 8- Make backgrounds for drawings
- 9- Build study model
- 10- Photograph site
- 11- Create initial drawings
- 12- Review initial drawings
- 13- Create final drawings
- 14- Build final model
- 15- Present model and drawings to client

C5- Publicly present 100 block urban design study (Nave)

- 1- Request City Commission meeting date
- 2- Create PowerPoint presentation
- 3- Set up video recording equipment
- 4- Make presentation
- 5- Respond to Questions
- 6- Write up report
- 7- Add a narrative to recorded presentation

PARTNERSHIP DEVELOPMENT

TEAM LEADER: MILNE

PD1- Get quarterly meetings on the City Commission Agenda (Ferraro)

PD2- Develop relationship with Kalamazoo Gazette (Willson)

- 1- Obtain agreement with the *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 the KCPA obtain 501(c) (3) status (Ferraro)

PRESERVATION MONTH

TEAM LEADER: JACOBS

PM1- Prepare awards ceremony (Ferraro)

- 2008 – 2009 – 2010 – 2011 – 2012
- 1- Develop list of potential awardees
- 2- Decide on awardees
- 3- Write wording of plaques
- 4- Order plaques
- 5- Select location
- 6- Develop agenda
- 7- Recruit presenters
- 8- Rehearse agenda

PM2- Prepare awards ceremony reception (Ferraro/Milne)

- 2008 – 2009 – 2010 – 2011 – 2012
- 1- Develop budget
- 2- Brainstorm potential sponsors
- 3- Create sponsorship letter
- 4- Send letter to potential sponsors
- 5- Follow up sponsorship letter responses
- 6- Select reception location (if different from awards location)
- 7- Order food, beverages, supplies
- 8- Order decorations

PM3- Conduct awards ceremony and reception (Milne)

- 2008 – 2009 – 2010 – 2011 – 2012
- 1- Decorate location(s)
- 2- Oversee food and beverage installation/service
- 3- Host reception

PM4- Investigate Preservation Month speaker and/or event (Wright)

- 2009 – 2010 – 2011 – 2012
- 1- Brainstorm list of potential speakers and/or events
- 2- Select speaker/event
- 3- Select location(s)
- 4- Set date(s)
- 5- Present info to KHPC
- 6- Contract with speaker(s)/participant(s) upon KHPC approval
- 7- Develop info about event(s)
- 8- Request publicity through the Communication Committee
- 9- Handle event logistics
- 10- Conduct event(s)

PM5- Investigate series partnerships (Seaverson)

- 2009 – 2010 – 2011 – 2012
- 1- Brainstorm potential partners
- 2- Research partners
- 3- Contact organizations
- 4- Reach agreement with each partner
- 5- Prepare plan with each partner
- 6- Research topics
- 7- Research speakers
- 8- Carry out plan

IANELLI FOUNTAIN

TEAM LEADER: CARROLL

IF1- Create fund raising plan (Jung/Carroll)

- 1- Prepare draft proposal
- 2- Present proposal to KHPC
- 3- Present finished proposal to Arts Council
- 4- Present finished proposal to other community groups

BUDGET

TEAM LEADER: BENNETT

B1- Prepare budget (Gentry-Bennett)

- 2008 – 2009 – 2010 – 2011 – 2012

HISTORIC PRESERVATION COMMISSION

Minutes

October 14, 2008

DRAFT

(Item B-1)

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

Members Present: Chris Wright, Vice Chair (Acting Chair); Peter Carroll; Linda Gentry-Bennett; Josh Willson; Katy Jacobs; Erin Seaverson;

Members Excused: Claire Milne, Chair

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

Guests: Sean McCann, City Commissioner; Pam O'Connor; Tony Holewinski; Norm Jung; Curt Aardema

I. CALL TO ORDER

Mr. Wright called the meeting to order at 7:00 p.m.

II. APPROVAL OF ABSENCES

Claire Milne

III. APPROVAL OF AGENDA (October 14, 2008)

Ms. Ferraro advised that she has new information to discuss regarding the Iannelli Fountain, and she has an update to provide regarding the Preserve America application.

Mr. Carroll advised that he would like to add under Old/New Business a debriefing of the Traditional Building Conference that he attended in Chicago.

Ms. Gentry-Bennett, supported by Ms. Seaverson, moved approval of the October 14, 2008 Historic Preservation Commission agenda as amended. With a voice vote, the motion carried unanimously.

IV. APPROVAL OF MINUTES (July 8, 2008)

Ms. Gentry-Bennett referred to page 3, under item 6 budget, and requested that "October 7th" be changed to "October 14th." The end of the sentence at the bottom of page 3 was cut off. It should read, "....by the February meeting." Page 4, the motion to approve the \$365 for Mr. Carroll should also state that he is to provide a report about the conference at the next meeting. Ms. Ferraro suggested that a second sentence be added to the motion to state as follows: "Mr. Carroll will report on the conference at the October meeting."

Ms. Seaverson, supported by Ms. Gentry-Bennett, moved approval of the September 9, 2008 Historic Preservation Minutes as amended. With a voice vote, the motion carried unanimously.

V. INTRODUCTION OF GUESTS

Ms. O'Connor introduced Tony Holewinski, Norm Jung, Curt Aardema

VI. CITIZEN COMMENTS ON NON-AGENDA ITEMS

None

VII. CORRESPONDENCE

Ms. Ferraro referred to the report from the Kalamazoo Foundation that was provided in the HPC packets. Ms. Gentry-Bennett inquired as to the total value. Ms. O'Connor advised that the quarterly report will probably be available next month and it should have that information.

VIII. FINANCIAL REPORT

A. City Report

Ms. Gentry-Bennett advised that the ending working capital is a little over \$16,000, which is more than adequate to meet the HPC's remaining needs for 2008 and also provide funds for the 2009 budget. Income from the sale of books has been steady.

Ms. Ferraro inquired if *Kalamazoo: Lost and Found* was selling any of the second printing yet. Ms. O'Connor stated that there are only about 20 to 30 soft cover books in inventory at this point; there is a larger stock of the hard cover books still available in the first printing.

Ms. Gentry-Bennett stated that the expected expenses through the end of the year will bring the working capital down to about \$11,000 by the end of 2008. She inquired if Ms. O'Connor had any expenses to submit. Ms. O'Connor advised that she had only minor expenses to report, which she would clarify later in the meeting.

C. *Kalamazoo: Lost and Found* book project.

Ms. O'Connor inquired if the HPC would like to do a WMUK book promotion this year, as in prior years since the book was published. Also, will there be any other holiday marketing for the book? She stated that a book signing is scheduled at Barnes and Noble on the 14th of December. Ms. Ferraro advised that the WMUK sponsorship was \$525 last year. A total of \$550 has already been set aside this year for the WMUK sponsorship.

Ms. O'Connor stated that she will check with Ms. Houghton to see if Gazelle Sports might be interested in selling the books. Ms. Houghton is partnering with Gazelle to do the historic walks. Ms. O'Connor has an appointment with the Convention and Visitors Bureau at the end of October to see if they would like to carry the book in their Kalamazoo store. The store carries several Kalamazoo books as well as other Kalamazoo items. Discussion followed as to whether or not City Attorney, Clyde Robinson, has a copy of *Kalamazoo Lost and Found*; Ms. Ferraro advised that she would look into that.

Ms. O'Connor inquired if Mr. Willson had checked with the Nature Connection to find out if they are interesting in carrying the book. Mr. Willson stated that they are considering it.

Mr. Willson mentioned the number of at downtown retail locations *carrying Kalamazoo Lost and Found*. He expressed concern with regard to over saturation. That brings up concerns from a marketing standpoint. Ms. O'Connor stated that when the book was originally marketed, it was at 7 or 8 downtown locations. The book is now available at fewer than half of those sites. The book is available at the Heritage Company and Verdegres. The KIA may still have a few books but they haven't taken any in a long time. They are no longer at Amy Zane's store, which has closed and the shop that has replaced it has opted not to carry the books. The Michigan Newsstand only orders the books at Christmas time. Rio, the shop in the Radisson, has not order the books in several months. Mr. Willson said he would inquire if the Park Club would be willing to take some of the books to sell. Ms. O'Connor advised that she would proceed with the WMUK sponsorship and follow up with the Park Club and the Convention and Visitors' Bureau. Ms. Seaverson inquired if the WMUK sponsorship would mention the *Kalamazoo: Lost and Found* book signing, and Ms. O'Connor responded in the affirmative.

B. O'Connor Fund

Ms. O'Connor inquired if the HPC would like to include a copy of *Where Place Prospers* in the O'Connor Fund mailing this year. The mailing will be sent to approximately 200 people. Ms. Ferraro was in favor of proceeding with that suggestion. Discussion followed with regard to the option of sending the publication without an envelope; it would cost about \$1.30 each to mail them. Ms. Ferraro advised that the letter would be sent with the publication so it should either be in an envelope or the letter should be taped inside the publication. The general consensus was that mailing the information in an envelope would be preferable.

Ms. Gentry-Bennett suggested sending a copy of *Where Place Prospers* to people who have donated in the past, since that would be about half of the people on the list. Ms. Ferraro stated that she would donate the envelopes. Ms. O'Connor stated that the letters cost 42 cents each to mail. The additional expense for sending the publication would be

approximately \$250.00 total but there is money available to do that. Ms. Ferraro offered to print the return address labels. Ms. O'Connor mentioned that in the years a gift was included with the mailing, the HPC has receives more contributions. Ms. Seaverson mentioned that the mailing will be sent to people who have supported the O'Connor Fund and historic preservation in the past so they may be interested in providing additional financial support. Ms. Ferraro stated that *Where Place Prospers* is a publication showing the accomplishments of preservation in Kalamazoo in the last 30 years, as well as areas still in need of attention. Mr. Jung commented that the publication may provide alternative ideas for people contemplating projects. It was suggested that a motion be made to approve this idea since it represents an increase in the cost of the mailing. The HPC already has envelopes available for the mailing. Ms. O'Connor stated that an envelope from the Kalamazoo Foundation will no longer be included in the mailing. The HPC would be providing the envelopes at a cost of 50 cents each if they include them in the mailing this year. The HPC was not charged for the envelopes in prior years.

Ms. Seaverson, supported by Ms. Jacobs, moved approval to include the publication *Where Place Prospers* in the mailing for the O'Connor Fund solicitation for 2008. The motion includes approval for the increase in cost for the mailing of \$250.00. With a roll call vote, the motion carried unanimously.

After a brief discussion, it was decided that everyone helping with the mailing would meet at Mr. Willson's house on November 13th at 6:30 p.m. to stuff envelopes. Ms. O'Connor advised that she and Chris maintain the mailing list. Accordingly, Ms. O'Connor's name and address should be on the return address label.

Discussion followed with regard to the content of the solicitation letter for the O'Connor Fund. Ms. Gentry-Bennett read the letter out loud, which includes language pertaining to *Where Place Prospers*. Ms. Seaverson suggested that the phrase, "for your review" should be changed to, "as our gift to you". The current wording seems to imply that input is being requested from people receiving the publication.

IX. ACTION AND DISCUSSION ITEMS

A. Work Plan Reports from Team Leaders

1. Designation

Ms. Seaverson and Ms. Jacobs had no information to report.

2. Communication

Mr. Wright had no information to report.

3. Partnership Development

Ms. Jacobs advised that she and Ms. Seaverson determined that there are people who would be willing to partner with the HPC. However, Ms. Jacobs expressed concern that she and Ms. Seaverson don't have enough knowledge about the preservation community to be able to create a well-rounded program. She suggested including Ms. O'Connor and Ms. Ferraro in the discussions. Ms. Jacobs stated that she and Ms. Seaverson hope to have a plan of action by January so that organizations can include important dates on their calendars. There is potential for partnership with the AIA (American Institute of Architects) for an event in May. Other potential partners are Gazelle Sports, the Engineering Group and the Kalamazoo Library/Museum, but there should be clarification on what the partnership entails.

Ms. Ferraro suggested having a lunch meeting at her office at the City's Community Planning and Development Department to further discuss this matter.

4. Preservation Month

Ms. Ferraro advised that the Old House Network voted at their last board meeting to designate a house on Douglas Ave. as the subject of the Great Unveiling. The subject property is a two-story house, and the owners are ready to proceed with renovations once the siding is removed. Arrangements are being made to obtain the necessary insurance and a dumpster for the project. The owners have made arrangements with a neighbor to provide a lunch buffet for workers involved with the project. The house is cater-corner (across the street) from the Harper Funeral Home on Douglas Ave. It is a vernacular Queen Anne style with a Craftsman double porch added to the front. The asbestos siding will be stripped from the house; safety equipment will be provided for people working on the house. Habitat for Humanity may also be involved with this project.

The Great Unveiling will be scheduled for a Saturday in May but an exact date has not yet been determined. The public is invited to this event, which will be announced at the Expo. Ms. Ferraro stated that she is hoping to coordinate the unveiling with other events that are being held around that time. Ms. O'Connor stated that the MHPN conference will be held from May 14th through the 16th in Grand Rapids at the old YWCA. Ms. Ferraro is hoping to get the Kalamazoo Gazette or WWMT to do a story about the unveiling. A banner advertising the event will be placed on the house approximately two weeks before work begins. An event banner can remain in place for up to two weeks without a permit or fee.

Mr. Wright stated that he contacted the library and was advised that it costs \$20.00 for the Van Deusen room for the movie, "Blue Vinyl". There is no licensing fee to show the movie, but there is requirement that a discussion take place afterward regarding the dangers of PVC. Mr. Wright stated that he would find out if there is a charge for using the projector.

Mr. Willson spoke with Dick Barron of the Friends of Historic East Campus (FOHEC) about having Donovan Rypkema come to Kalamazoo to do a presentation on preservation. He requested help from the HPC members and, particularly, Ms. O'Connor

with regard to getting the speaker. Mr. Willson is hoping to have Mr. Rypkema speak at Western Michigan University.

Ms. O'Connor stated that she spoke with Mr. Barron's predecessor John Houdek about having Mr. Rypkema speak at WMU. Representatives from the University were enthusiastic about having him provide a presentation. Mr. Willson advised that he will be meeting with FOHEC representatives tomorrow to further discuss this subject. Ms. O'Connor recalled that Mr. Rypkema charged \$2,500 six years ago when he came to Kalamazoo to speak. She advised that he can be reached at www.placeeconomics.com.

Ms. O'Connor has contacted Mike Jackson, from the Illinois State Historic Preservation Office, who gave a speech regarding preservation and sustainability for the National Trust Partners meeting in April. Mr. Jackson is a dynamic speaker who provided a demonstrative slide presentation. If the HPC can work with him to provide a presentation on a Thursday in May, he can coordinate the visit with his family in Michigan. Mr. Jackson will charge \$1,500, which includes his travel expenses. He is available in May but not for Earth Day. Mr. Jackson encourages preservationists to partner with environmentalists. He also likes to do a public presentation and then participate in a meeting afterward with local organizations regarding programs and policies.

Ms. O'Connor advised that when Mr. Rypkema spoke in Kalamazoo, he gave a speech to a group in the morning, he spoke to city officials and downtown administrators at an afternoon session, and then he provided a public presentation in the evening. Ms. O'Connor inquired if the HPC would like to set a date for Mr. Jackson to come to Kalamazoo to speak. He is already booked for fall so Ms. O'Connor would like to schedule him to speak in Kalamazoo next spring.

Ms. Seaverson suggested that the Southwest Michigan Sustainable Business Forum might be interested in hosting a speaker. She was uncertain as to when they meet and advised that they might not be able to fund the cost of the speaker. However, they might be part of the public forum or discussion with business leaders if that were to take place.

Ms. O'Connor commented that the sustainability portion of preservation has been missing from the conversation. Since Mr. Jackson is a preservation architect, the Southwest Michigan AIA might be a potential partner. Architects are generally leaders in the sustainability movement, but not all of them make the link between preservation and sustainability.

Ms. Jacobs suggested waiting until the HPC meets again to figure out whether there is a venue where Mr. Jackson's presentation might be appropriate. Ms. O'Connor commented that the decision regarding the speaker could wait until next HPC meeting. She will communicate with Mr. Jackson to advise that this matter will be discussed further at an interim meeting and a final decision will likely be made next month.

Mr. Willson inquired if there is a possibility of another group assisting with financial support regarding the speaker's fees. Ms. O'Connor suggested that information regarding

potential partners could be discussed at the next meeting.

IANNELLI FOUNTAIN

Mr. Carroll advised that the subcommittee met in September. He provided copies of the notes that were taken at the meeting. The subcommittee is working on compiling a packet regarding the Iannelli Fountain in order to proceed with requesting a grant. Listed on page 1 of the notes are items which the subcommittee felt were important. He requested consensus with the rest of the HPC members regarding those items, and inquired if there was any additions to the outline for the packet as presented.

Ms. O'Connor suggested adding information about lobbying the city administration for a new CIP (Capital Improvement Fund) allocation. She stated that due to the budget process being nearly completed this year, Ms. Ferraro had recommended pursuing this matter in January of 2009. That would allow time to have a discussion with staff at the parks department since the fountain is in a city park. Ms. Ferraro advised that the fountain is not a top priority of the parks department. Ms. O'Connor stated that she would still like to pursue this matter with staff in that department.

Ms. Carroll stated that the subcommittee will pursue the completion of a professional-looking packet and use the \$40,000 in available funds to leverage matching grant funds. This will coincide with efforts to pursue funds in the 2010 city budget. Hopefully, during the CIP negotiations in the summer, the subcommittee can approach the city about any budget shortfalls regarding the fountain.

Ms. O'Connor advised that she was in Chicago last weekend. She picked up two more sheets of plans from David Jamieson for the Iannelli Fountain. Ms. O'Connor requested reimbursement for her taxi fare for this trip. Mr. Jamieson provided Ms. O'Connor with a file to copy containing correspondence between Alfonso Iannelli and Lydia Siedschlag. The file is over an inch thick. Ms. O'Connor expressed enthusiasm for having an exhibit about the fountain to correspond with the release of Mr. Jamieson's book, which is nearing completion. Mr. Jamieson suggested that the HPC might launch an exhibit and restoration of the fountain to coincide with a book signing. Mr. Jamieson cannot speak publicly due to a voice disability, but he might be willing to do a slide presentation.

Mr. Carroll inquired if there were any additions to the case statement outlined by the subcommittee. Ms. Seaverson referred to the landfill issue discussed on the second page of the report and advised that concrete and re-bar are recyclable. Ms. Jacobs mentioned the cost of transporting material to the landfill. Ms. Ferraro suggested removing the word "demolished" from the text. Ms. O'Connor suggested the wording, "restoration is sustainable" Mr. Wright inquired as to the urgency of this matter, and Ms. Ferraro advised that there is some deterioration but it is not urgent at this point.

A brief discussion followed with regard to deferred maintenance. Ms. Ferraro suggested rewording the text to include the term "deferred maintenance." Ms. O'Connor inquired as

to why a CIP allocation would not be possible this year. Ms. Ferraro confirmed that the Director of Community Planning and Development had advised that it is too late to pursue a CIP allocation this year. Ms. Ferraro advised that if the engineering report and the plumbing report had indicated action should take place within the next 12 months or irreparable damage could occur, then she would have pushed harder for a CIP allocation this year. Pushing for CIP funds this late in the year might only cause ill will against the HPC since funding would probably have to be diverted from another project for use on the fountain. Ms. Ferraro suggested gathering information that will be compelling enough to warrant funding of repairs to the fountain next year and allow time to identify potential grant partners.

Ms. O'Connor requested permission to submit approximately \$20.00 worth of receipts for taxi fare to and from the architect gallery in Chicago.

Ms. Seaverson, supported by Ms. Jacobs, moved approval for reimbursement of Ms. O'Connor's taxi fare incurred while obtaining records in Chicago regarding the Iannelli Fountain. With a roll call vote, the motion carried unanimously.

Ms. Ferraro stated that she has been in contact with a firm who can make a custom cover for the Iannelli Fountain. The company has been in business since 1855. The estimate for the cost of the cover is \$2,998.40. It will not cover the sculpture or the open part where the jets are, but it will cover the walls around the edge and all of the shelves. For an additional cost, the firm could also be responsible for putting the cover on, taking it off, cleaning, repairing and storing it every year. The cover is made of a woven vinyl and is available in a color that will match the fountain. The cover should help prevent further damage to the fountain by keeping snow and ice from resting on it. The firm estimates that the cover will last at least 10 years. Ms. Ferraro advised that if the HPC is in favor of proceeding with this option, she will take the next steps with the city.

Mr. Carroll inquired if Ms. Ferraro was suggesting that the cover be used in the interim and she responded in the affirmative. Ms. Ferraro stated that she will be meeting with Tom Nehil, who provided the condition assessment report, to inquire if it would be worth to work quickly to get the fountain covered for the upcoming winter or if we could wait until next year.

Mr. Jung inquired as to how much the yearly maintenance fee would cost. Ms. Ferraro advised that the installation cost for the first year would be \$1,300.00 because that includes charges for fitting the cover. Thereafter, the fee for putting the cover on, taking it off and storing it would be approximately \$600.00. Funds for this project would come from the city.

Ms. O'Connor inquired as to what other communities do to maintain large pieces of water sculpture. Ms. Ferraro advised that most other sculptures are made of marble rather than concrete, except the Jackson Cascades, which doesn't hold much snow and ice because of the way it is slanted. Mr. Jung inquired as to the construction materials of the Buckingham Fountain in Chicago. Ms. O'Connor advised that the Buckingham Fountain

was closed for restoration when she saw it recently and she wondered about the maintenance procedures for that fountain.

Mr. Wright stated that he would prefer to avoid using vinyl if possible, especially since sustainability is an issue. Ms. Ferraro questioned if there would be another equally cost effective material. Ms. O'Connor advised that she was not against having a cover made. However, since this matter is not urgent enough for a CIP allocation to be pursued this year, it might be advisable to wait and think about packaging the cost of a cover into the total restoration costs. She referred to Ms. Ferraro's comments about the fountain waiting another 20 years without incurring additional substantial damage. Ms. Ferraro advised that what she was trying to convey is that it could be another 20 years before the fountain becomes hazardous. If the repairs are not made soon, there is danger of losing the fountain.

Ms. Seaverson stated that she thought the damage to the fountain would likely accelerate. Keeping the water off will prevent the damage from getting worse and escalating the cost for repairs. Discussion followed with regard to the cost of the initial cost of the cover and the additional maintenance costs. Ms. Ferraro stated that the firm told her that the cover can be designed so that someone from the Parks and Recreation Department can take care of it. However, the Parks and Recreation Department has already expressed a disinterest in being involved with the fountain.

Ms. Seaverson expressed concern with regard to the cost involved with the engineering drawings for the cover, and whether the cover can be cut with a knife and vandalized. Ms. Ferraro stated that the cost of the drawings is included in the estimate. She inquired about the possibility of the cover being damaged and was advised that it can be repaired the next day on site without being removed. Ms. Ferraro advised that she was not sure who would pay for the repairs.

Ms. O'Connor observed that employees from the Parks and Recreation Department remove snow from the sidewalks in the park every day when it snows. She inquired as to why those workers can't brush the snow off the fountain. Ms. Ferraro advised that the situation is more complicated than just brushing off the snow; the moisture absorbs in the building material. Also, rain and ice cause damage. The engineers advised keeping as much moisture as possible off the fountain in the winter.

Mr. Jung expressed concern about how much worse the fountain might look in 20 years or by the time the fountain is declared a hazard. Ms. Seaverson commented that the fountain will not likely be declared a life/safety issue since it is not high overhead like the water tower. She advised that the current condition of the fountain is urgent enough to warrant covering it now.

Ms. Ferraro advised that with the approval of the HPC, she will talk with the Parks and Recreation Department and other city officials about having the cover made. She needs to know if the HPC feels the cover is worth spending the money on. Mr. Jung inquired if Ms. Ferraro had references to other jobs the manufacturer has completed. Ms. Ferraro

replied that the firm has worked on the Snow Leopard exhibit at the John Ball Park in Grand Rapids. He is also working on the Snow Leopard exhibit for Binder Park Zoo in Battle Creek. He does all types of custom covers and awnings in any shape.

Ms. O'Connor stated that she felt the cover was worth pursuing, but she wanted to know where the money is coming from. Mr. Carroll expressed concern that if the money for the cover is taken out of the \$40,000 in remaining HPC funds, the decrease in funds might affect the HPC's ability to leverage money from other sources. Ms. O'Connor inquired if the HPC would be responsible for the annual charges incurred for having the cover removed and stored, etc. Ms. Ferraro advised that expense would be paid for out of city funds. Ms. O'Connor stated that she would like to have that commitment secured before proceeding. Ms. Gentry-Bennett suggested that the Parks and Recreation Department should at least split the cost of the expense since they are supposed to take care of the fountain. Mr. Wright advised making sure the material being used is appropriate for that use before spending the money to have the cover made. The general consensus from the HPC was that the cover is worth pursuing.

Ms. Seaverson inquired if "Apjohn" was an entity that she hadn't heard of or if it was "Upjohn" misspelled. Mr. Carroll stated that it is a venture capital group comprised of former Upjohn employees. They fund health/science business start-ups. He inquired if there were other companies that anyone knew of that might be helpful for providing grant funds for the fountain project. Ms. Seaverson inquired if anyone had done a grant search at the library. Ms. Ferraro advised that the city's former Grants Coordinator did a grant search about six years ago and he came up with a similar list of names.

Ms. Seaverson suggested a search for funding sources in areas other than Kalamazoo. Ms. O'Connor stated that it would be unlikely that an out of town source would provide funds for the fountain. Mr. Jung stated that he would e-mail the Chicago city historian to find out if he knows of any grant sources. Ms. Seaverson commented that if the fountain could be nominated at the national level of significance, then why couldn't it receive grants at the national level. Ms. O'Connor stated that there are no federal grants for this type of project other than the CLG grant. Ms. Ferraro referred to the Preserve America grant and stated that she will be finishing the application this year. However, that is already a known source. Ms. O'Connor stated that she went through an exhaustive grant search several years ago during the creation of *Kalamazoo: Lost and Found*. Many of the names of the grant sources on the current list are there because they were willing to help fund the book.

6. Budget

Ms. Gentry-Bennett advised that the HPC has approximately the same amount of money (\$11,000) in the budget to work with for next year. The money has not all been spent in prior years. Accordingly, she is proposing that budget remain the same for the upcoming year. She inquired if the expenses for Art Hop are covered by the entity who is hosting it. Ms. Jacobs advised that the HPC would be considered the host of the event even though the exhibit would be at Eckert-Wordell. Mr. Willson expressed concern that Eckert-

Wordell would not be setting a good precedent if they didn't contribute to the cost. Discussion followed as to how the cost would be handled and the need for further clarification.

Ms. Gentry-Bennett expressed concern about the Art Hop budget for the upcoming year and the more expensive items that have been suggested for the event. The hope is to incorporate as many of the suggestions as possible, but they might not all be used. There is over \$5,300 set aside for preservation education, and that includes preservation month, neighborhood assistance and general preservation education. Ms. Jacobs advised that Eckert-Wordell might be willing to split the cost of hosting the Art Hop with the HPC. Ms. O'Connor suggested deferring this conversation until the next meeting, at which time more details regarding numbers should be available for discussion. Ms. Gentry-Bennett advised that the overall budget for preservation month has been \$2,000 in the past. The total amount for public education is \$5,350. Ms. Seaverson suggested staying with the \$2,000 budget for preservation month. Those funds would pay for budget items other than the speaker.

Ms Seaverson, supported by Ms. Jacobs, moved approval to allocate \$11,000 for the 2009 Historic Preservation Commission budget. With a roll call vote, the motion carried unanimously.

B. OLD/NEW BUSINESS

Grand Rapids NAPC Conference

Ms. Ferraro advised that Rhonda Baker, the Historic Preservation Coordinator from Grand Rapids, inquired if Kalamazoo's HPC would be willing to support the National Alliance for Preservation Commission conference in Grand Rapids in 2010. Boise, Idaho is also a contender to host the conference in 2010. Part of the process of hosting the conference is to obtain local sponsors to help cover costs. Funds for this conference would be allocated in the 2010 budget. The Grand Rapids preservation office needs a letter pledging support from the HPC for the conference. Ms. Ferraro inquired if the City of Kalamazoo would be willing to pledge money to support the conference. She was advised that monetary support from the City of Kalamazoo would only be made available if the conference was held in Kalamazoo. Ms. Ferraro has been given permission to donate her time to help with the conference in Grand Rapids,

Mr. Aardema inquired regarding the benefit to Kalamazoo for participating in the Grand Rapids conference. Ms. Ferraro advised that the Grand Rapids conference is a nationally recognized gathering of historic preservation commissions across the nation that takes place every two years. Mr. Aardema inquired if Kalamazoo would be providing a presentation at the national conference. Ms. Ferraro stated that she hoped there would be a tour of Kalamazoo in conjunction with the national conference in Grand Rapids.

Ms. O'Connor suggested that the HPC consider providing scholarships for some of the local commissioners to attend the Grand Rapids conference as a way of showing support.

Ms. Gentry-Bennett questioned if there would be funds available for the conference in 2010 since the only money coming in is from book sales. If the \$11,000 budget is depleted in 2009, there might not be enough money to cover additional expenses the following year. The yearly book sales have been totaling approximately \$1,000.

Ms. O'Connor advised that the O'Connor Fund was created to support the work of the HPC and could be used for the conference. Ms. Gentry Bennett expressed concern that by 2010 the HPC may only have half of the money that is currently available. Ms. Ferraro suggested that the HPC pledge a maximum of \$500 for the national conference. She added that the O'Connor fund is earmarked for preservation efforts in Kalamazoo. Therefore, she questioned if it would be appropriate for those funds to be used for a conference in Grand Rapids.

Discussion followed as to whether or not it would be appropriate to use the O'Connor fund to send commissioners from Kalamazoo to the Grand Rapids conference. Ms. Ferraro advised that she thought the cost of the conference was between \$135 to \$150 per person. She stated that the Grand Rapids group is probably looking for sponsors whose names will be added to a list of supporters in a publication for the convention. It is a tangible benefit for Kalamazoo to have the national conference in Grand Rapids rather than Boise, Idaho, since there will not likely be enough money to send the commissioners to Idaho.

Concern was expressed that the HPC might be making a policy decision to actively support the HDC (Historic District Commission). Ms. Ferraro stated that most cities have one commission that fills both roles (HPC and HDC). Kalamazoo is blessed to have two historic commissions. This has helped Kalamazoo achieve many of its goals by spreading the workload among a larger number of commissioners.

Ms. Ferraro stated that Grand Rapids will likely know within the next couple of months whether or not they have been chosen to host the conference. Ms. Seaverson mentioned that there is normally an education requirement for commissioners anyway, why not use the Grand Rapids conference to fulfill the education requirement in 2010. Ms. Ferraro advised that she has spoken to managers at the city regarding the possibility of adding training funds to the budget for commissioners on the HPC and HDC. This would allow the city to help support the cost of education for its volunteers. At this point, the HDC has only \$300 per year to use for education and training.

Ms. Gentry-Bennett, supported by Ms. Jacobs, moved to allocate \$500 from the 2010 budget for the National Alliance of Preservation Commissions conference in Grand Rapids, if Grand Rapids is chosen to host the conference. With a roll call vote, the motion carried unanimously.

Mr. Aardema inquired if the allocation could be made contingent on Kalamazoo providing a tour or presentation at the national conference. Ms. Ferraro stated that she would offer to do a presentation on the dual-commissions concept and how well it works in Kalamazoo. The person who does the presentation would receive a free

membership/registration for the conference. A trip to Kalamazoo could be one of the excursions from the Grand Rapids conference. Staff from the preservation office in Grand Rapids is putting together a packet for NAPC to consider. If the proposal from Grand Rapids appears to more dynamic with the capacity to raise more money, that will increase the chances of Grand Rapids being chosen to host the national conference. A commitment from Kalamazoo would be helpful to add to their budget.

Mr. Wilson suggested tabling this matter in order to allow time to obtain more information. He inquired as to the deadline for submitting the packet. Ms. Ferraro advised that they have already submitted their preliminary packet and the site selection committee has made an initial visit. Discussion followed as to whether or not it would be beneficial to delay a decision on this matter to await further information. It was suggested that the HPC proceed with a vote on the motion, which was passed unanimously.

Old House Expo

Ms. Ferraro advised that the Old House Expo will be held on January 24, 2009. The secretary of the board decided to ask Gordon Bock, the former editor of the Old House Journal, to speak at the Expo. He is willing to speak with other interested groups during his visit to Kalamazoo. The Old House Network is looking for financial support from the HPC for bringing in this speaker. Mr. Bock charges \$700 to speak, plus lodging and airfare, which will be approximately \$350 from Silver Springs, MD. The entire cost will be approximately \$1,500. The HPC will have a booth at the Expo.

Ms. Jacobs, supported by Mr. Carroll, moved to allocate \$500 from the 2009 HPC budget for Gordon Bach to speak at the Old House Network Expo. With a roll call vote, the motion carried with 5 ayes and one abstention. Mr. Willson abstained from voting because he is a board member of the Old House Network.

Work Plan

Mr. Wright advised that he had a conference call with Ms. O'Connor and Alan Levy the other day. Consideration was given to bumping the planning session into January. The following dates were given as possibilities: January 10, January 17 or February 7. Ms. Ferraro stated that she would prefer February 7. Mr. Wright advised that this matter should be taken care of within a month. Ms. O'Connor stated that this may involve changes in the way the HPC does business. The reports should be provided electronically at least a week before the meeting, and committee work should not be done at the HPC meetings. This should help shorten the meetings. After a brief discussion, it was determined that February 7 would be the best date, which will be contingent upon the approval of Mr. Levy's fee. Mr. Wright stated that he would contact Mr. Levy and provide more details at the next meeting.

Ms. Jacobs inquired if the subcommittee reports should be copied to the entire commission. Mr. Wright suggested putting the name of the group in the subject title of the e-mail and sending it to the entire group for review. Only changes to the original

report should be discussed at the meeting.

Downtown Comprehensive Plan (DKI)

Ms. Ferraro advised that DKI would be willing to give a presentation to the HPC regarding the Downtown Comprehensive Plan. She inquired if the HPC would like to have the presentation added to next month's agenda. It was suggested that the meeting start early in order to allow time for the presentation. The presentation lasted approximately 30 minutes when it was provided to the Planning Commission a couple weeks ago. Ms. Ferraro stated that she would book the meeting room for 6:30 p.m. for the November HPC meeting, provided that DKI is available to provide the presentation on the date of the November meeting. The November HPC meeting is currently scheduled for November 11, which is Veterans' Day. City offices will be closed that day. After a brief discussion, it was determined that the next HPC meeting would be held on Wednesday, November 5 at 6:30 p.m.

Ms. Gentry-Bennett, supported by Ms. Seaverson, moved that the next HPC meeting be held on Wednesday, November 5 at 6:30 p.m. to allow time for the presentation from DKI. With a voice vote, the motion carried unanimously.

"Where Place Prospers" discuss plans.

Ms. O'Connor advised that many of copies will be given away to coordinators and contributors. Some of the copies will be mailed and she is hoping that DKI will assist with the mailing. MHPN will get a 100 of the publications. She suggested provided copies to the National Trust in whatever quantity they request since they provided a grant to the HPC. Only one of the links is up and running. Ms. O'Connor inquired as to what is happening with the city link. Ms. Ferraro advised that LKF Marketing is responsible for the website and someone is working with them to remedy problems. Ms. O'Connor advised that information should be on the National Trust website shortly. It will also be advertised on an e-mail to be sent by the Network within the next 10 business days. DKI, the National Trust and the City of Kalamazoo should eventually have information on their websites.

Ms. O'Connor stated that DKI has promised to put information about the publication in a hard copy newsletter, on their e-mail distribution list. They have also advised that they will provide their mailing list of about 700 residents in the downtown area. Ms. Ferraro suggested that the mailing list be provided on labels and reviewed prior to mailing. The list will likely be whittled down to about 300 people. Ms. O'Connor stated that the publication can be made into a self-mailer for about \$1.34 each. Therefore, the \$500 set aside for the mailing should cover the cost. DKI advised that they will distribute it from their office. She suggested having a couple locations at city offices where the publication can be made available. Ms. Ferraro suggesting the City Manager's office and the Economic Development Department as possible locations.

Ms. O'Connor stated that there will be about 800 of the publications remaining for

distribution after the DKI mailing and the distribution to city offices. Ms. Ferraro suggested mailing them to member of the DTI board. The names are available on the incorporation site list.

Ms. O'Connor inquired if the city received an invoice from Judy Fagin. Ms. Ferraro confirmed that the invoice was turned over to the appropriate city staff for processing. Ms. O'Connor stated that Peter Brakeman did the design work for the publication. She suggested purchasing a \$100 gift certificate from the Food Dance Restaurant as a thank you from the HPC for Mr. Brakeman's contribution. Ms. O'Connor stated that she incurred about \$70 worth of expenses in color cartridges and PDF's of the old Arcadia Creek Plan and she would like to be reimbursed. She suggesting purchasing the gift certificate for Mr. Brakeman and adding that amount to her expenses for reimbursement.

Mr. Willson, supported by Mr. Carroll, moved to reimburse Ms. O'Connor for her personal expenses regarding "Where Place Prospers" as well as a gift certificate for Peter Brakeman for a total of \$170. With a roll call vote, the motion carried unanimously.

Once DKI provides the list, a meeting will need to be scheduled for addressing the mailings. The print for the return address needs to be very small to fit in the area provided. The return address will be 445 W. Michigan.

C. CITY REPORTS

Mr. Carroll advised that he would be e-mailing his report and defer discussion to next month.

Ms. Ferraro provided the coordinator's report for the third quarter. Things have been busier lately than usual. She hopes to have an update regarding east campus at the next meeting. The first meeting of the task force will take place on October 22 and will likely include Lowell Rinker and Dave Dakin from WMU and possibly Ms. Ferraro, Jeff Chamberlain and Martha Aills from the City's Community Planning and Development Department. This series of meetings was instigated by the university.

Ms. Ferraro provided a copies of the Preserve America Application. Letters of support will be requested from appointed and elected officials in the area. Support will be sought from Fred Upton. The application is one step toward becoming a Preserve America Community, which is step one in applying for a Preserve America grant.

Ms. Ferraro advised that she had been approached by a local property management group. They want to use one of their vacant properties on Potter Street to do a demonstration house for sustainability and preservation in one building. It will be affordable and eligible for the historic tax credit.

CITIZEN COMMENTS

Ms. O'Connor stated that the Preservation Network had its fall fund raiser last Friday night. The new tax credit bill will be a five year program and will add an additional 15% credit to big projects. Twenty-five percent of it is set aside for small projects. The bill has passed through the Senate and the Speaker of the House advises that the bill will be passed through the House. This may happen before the end of the year. This will provide a total 35% tax credit for larger commercial projects.

ADJOURNMENT

Mr. Willson, supported by Ms. Jacobs, moved to adjourn the October 14th meeting of the Historic Preservation Commission. With a voice vote, the motion carried unanimously.

The meeting adjourned at 9:20 p.m.

Submitted by: _____ Dated: _____

Reviewed by: _____ Dated: _____

Approved by: _____ Dated: _____

HISTORIC PRESERVATION COMMISSION
Minutes
November 5, 2008
DRAFT

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

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

Members Excused: Katie Jacobs, Josh Willson

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

Guests: Steve Deisler, Downtown Kalamazoo, Inc. (DKI); Pam O'Connor;
Norman Jung; Tony Holewinski; Curt Aardema

CALL TO ORDER

Mr. Wright called the meeting to order at 6:30 p.m.

APPROVAL OF ABSENCES

Ms. Jacobs and Mr. Willson contacted city staff to advise that they would not be present at the November 5th meeting.

AGENDA (November 5, 2008)

Ms. O'Connor requested the addition of an update regarding Where Place Prospers. Ms. Bennett referred to the work plan reports and requested that her name be changed from "Gentry-Bennett" to "Bennett."

Ms. Seaverson, supported by Mr. Carroll, moved approval of the November 5, 2008 Historic Preservation Commission agenda. With a voice vote, the motion carried unanimously.

PRESENTATION REGARDING THE DOWNTOWN COMPREHENSIVE PLAN.

Steve Deisler, Downtown Kalamazoo, Inc. (DKI) was for a presentation on the Downtown Comprehensive Plan. The planning process began in February of 2008, and presentations were provided to various community groups to obtain feedback. DKI is partnering with TSI Consulting, Downtown Parking Solutions and LSL Planning Consultants regarding the updates to the plan.

Mr. Deisler advised that the City of Kalamazoo has requested that DKI delay approval of the plan until the city's budgeting process is finalized. The plan will likely be finalized by January or February of 2009. At that point it will be presented to the Planning Commission and the City Commission for endorsement. The Historic Preservation Commission will likely be invited to the Planning

Commission meeting when the plan is presented. Further information about the plan is available at www.central-city.net.

Minutes (October 14, 2008)

The October minutes were turned in a couple days before the meeting. A request was made for more time to review the minutes.

Ms. Seaverson, supported by Mr. Wright, moved to postpone approval of the October HPC minutes until the December HPC meeting. With a voice vote, the motion carried unanimously.

Citizen Comments

Ms. O'Connor suggested that the group make a decision on how best to communicate their comments to DKI regarding the proposed Downtown Comprehensive Plan. It would make a bigger impact if a single statement were submitted. The Recording Secretary suggested e-mailing the comments to her so she could compile them into a single document to be submitted to DKI. Ms. Ferraro advised that she would review the comments and have them available for approval by the HPC when the group gathers on Thursday, November 13th to stuff envelopes for the upcoming fund appeal mailing for the O'Connor Fund at the Kalamazoo Community Foundation.

Mr. Aardema requested an update regarding the Ihling Brothers warehouse building on Factory Street.. Ms. Seaverson stated that one of the options was to put a church in front of the building, with a focus on redevelopment and seed money for businesses to locate there. Ministry with Community may be involved in that process. The owner has a great vision for the building, but he ran out of money. He has done some maintenance and updates to the building, and has done a good job with the changes he's made so far.

Correspondence

Ms. Ferraro advised that she has a new statement from the Kalamazoo Foundation. Ms. O'Connor commented that the statement shows the fund is down 15% through the end of the third quarter. That amounts to \$18,000 and it is anticipated to be down further by the end of the year. Ms. Ferraro advised that the total fund is now \$101,304 but things might start to improve shortly.

City

Ms. Ferraro advised that she submitted the HPC budget to be included in the City of kalamazoo budget for 2009.

O'Connor Fund

Ms. O'Connor reminded the group that they agreed to meet at 6:30 p.m. on Thursday, November 13th at Mr. Willson's house on E. Michigan Ave. to work on the O'Connor Fund mailing. She estimated that it will cost \$1.51 per mailing to send the appeal letter and a copy of "Where Place Prospers" first class.

The total postage for the mailing will be about \$270. Ms. O'Connor removed 50 names from the mailing list so the total for the mailing should be around 170 addresses. Ms. Ferraro stated that she would provide the envelopes for the mailing, Ms. O'Connor will bring the signed letters and provide the postage. Mr. Wright advised that he would bring the pizza.

Kalamazoo: Lost and Found

Ms. O'Connor said the schedule is set for the sponsorship on WMUK radio to promote *Kalamazoo: Lost and Found during the holiday season*. Those segments are scheduled to begin November 6th and run through December 24th. On Friday, December 5th, Ms. O'Connor and Ms. Houghton are scheduled to be at a book signing for *Kalamazoo: Lost and Found* at the Kalamazoo Public Library in the Van Deusen Room at the final Art Hop of the year.

Ms. O'Connor stated that The Nature Connection has agreed to carry copies of *Kalamazoo: Lost and Found* in their store in the Epic Center. She advised that she had not yet approached Gazelle Sports about carrying the books. Ms. O'Connor advised that an article regarding her co-author, Lynn Houghton, was in the Wall Street Journal yesterday. The article included a discussion regarding Henderson Castle. The writer for the journal has a son who has participated in the boys' tennis tournament held in Kalamazoo. When the writer was in town, she obtained one of the walking tour brochures for Kalamazoo that were published about 30 years ago.

Ms. O'Connor stated that she spoke with someone at the Convention and Visitors Bureau. He said he would show the sample copy to the committee who would make the decision about carrying the book. She also spoke with the owner of Milan (in the old Style Shop building), which is a beauty shop/barber shop that also sells giftware. The owner advised that he owns *Kalamazoo: Lost and Found* and that he would talk to his business partner about selling it in the store. Kazoo Books has sold a couple of the books on the Internet. However, they have not contacted Ms. O'Connor for an inventory. They are supposed to be getting an extra 10% for Internet sales.

Ms. Ferraro advised that she would speak with the owner of Irving's Market about carrying the book. Mr. Wright stated that he would talk with someone at Water Street Coffee Joint to find out if they would be interesting in selling *Kalamazoo: Lost and Found*.

Work Plan

Mr. Wright stated that he received an e-mail from Alan Levy about the work plan. Ms. Ferraro advised that he has quoted a price of \$2,450 for a new work plan facilitation quote. Last year he charged \$2,052.90 for work plan services. These funds came out of the public education expenses. Ms. Ferraro mentioned that this would represent a quarter of the HPC's budget for next year. Ms. O'Connor advised that she sold 16 books to Rio today; that will generate another \$600 in income, which will help offset the cost of the consulting fees.

Ms. Seaverson commented that the work plan helps the group stay focused. Ms. O'Connor suggested a two-year plan or a three-year plan.

Ms. Bennett, supported by Mr. Wright, moved approval for expenditure of the \$2,450 to hire Alan Levy to conduct a work plan facilitation meeting on February 7, 2009. With a roll call vote, the motion carried unanimously.

Work Plan Reports

Ms. O'Connor advised that she had been asked to talk with Mike Jackson to get an alternate price if he arrived on a day other than Thursday to speak as part of the planned Preservation Month series. He quoted \$1,000 plus transportation for another other day of the week. For Thursday he would charge \$1,500, including transportation. Therefore, it will probably wind up costing about the same. Mr. Jackson would prefer to arrive in Kalamazoo on a Thursday.

Ms. Seaverson advised that she did the preservation report and sent it via e-mail. She had nothing further to report. None of the other members had anything to report regarding the work plans.

Ms. Seaverson inquired as to the partnership relationship with the Gazette. Ms. Milne stated that the Gazette has been featuring owners of old houses every Sunday.

OLD AND NEW BUSINESS

Ianelli Fountain

Ms. Ferraro stated that she spoke with Bill Scott about the fountain. She is not expecting a response from him until after the election. The HPC budget is part of the budget to be approved in January.

Kalamazoo: Lost and Found

Ms. O'Connor stated that WMUK is charging \$1,250 for the 45 or 50 spots advertising *Kalamazoo: Lost and Found*. The ads have been placed and a motion to approve the expense is needed.

Ms. Bennett, supported by Mr. Wright, moved approval of the expenditure of \$1,250 to WMUK to advertise *Kalamazoo: Lost and Found*. With a roll call vote, the motion carried unanimously.

WMU Campus Planning Report

Mr. Wright and Mr. Aardema attended two different public session. Mr. Wright advised that he sent the HPC some information about East Campus. Ms. Bennett inquired as to the main thrust of the Campus Plan and Mr. Aardema advised that consideration is being given to opening it up. Mr. Wright mentioned that there was discussion in the old plan of putting a bridge over Stadium Drive. Ms. Seaverson advised that there had also been discussion of putting a bridge over Oakland Drive. The bridge over Stadium Drive would be for vehicular traffic. Mr. Wright stated that buildings cannot be constructed over Michigan Avenue where it deadends on campus because of the utilities; fiber optics, etc. under the street. The new buildings had to be built around it. Many plantings near the location of the roundabout make the area confusing and unsafe.

Mr. Wright mentioned that there was a discussion about planning more dorms, the streetscape on Oakland Drive and the importance of keeping the trees there. There was also a discussion about the possibility of developing land to the south of the hospital; it was mapped out four years ago.

Historic Preservation Minutes

November 5, 2008

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Discussion followed with regard to the possibility of this happening. Ms. Ferraro advised that WMU can't take over the hospital on Oakland Drive because it is an active state hospital. Ms. Ferraro advised that it depends on what the state mental health system wants to do. The current hospital is not full and could probably accommodate another 100 patients. Not all of the buildings on the property are currently being used. Pheasant Ridge, the building behind the main facility, is a maintenance building that is mostly vacant. Three quarters of the existing hospital is in use but there is room for expansion.

Mr. Wright inquired if there has been communication with the City of Kalamazoo and WMU. Ms. Ferraro advised that the Board of Education is not required to have such a communication. Ms. Bennett suggested that the new President of WMU might be more amenable to a discussion. Mr. Wright stated that the President was not at the meeting he attended; there were about twelve people in attendance at that meeting..

Mr. Aardema stated that there were about 50 people at the meeting he attended. There is information regarding the campus plan available from as far back as 1903. The WMU website provides more information about the plan. Mr. Wright mentioned that someone at the meeting suggested constructing a new building on campus every year; they also referred to East Campus and Sangren Hall. :Mr. Aardema advised that he heard an estimate of \$60,000,000 to restore Sangren Hall, which is 60% of the cost of the East Campus project.

Mr. Wright advised that someone at the meeting mentioned the city is growing the wrong way to entice students; it should be growing toward campus. Currently, there are few safe access points from campus to the downtown area. The students generally seem to be interested in East Campus, but the university seems more focused on marketing Sangren Hall. They are also discussing closing West Michigan Ave. The university is becoming more of an island rather than becoming more connected to the downtown area.

Ms. Bennett inquired if maintenance of East Campus was discussed at the meeting. Mr. Aardema advised that 75% of the focus was on East Campus at the meeting he attended. However, there are no commitments from WMU for improvements to East Campus. Ms. Ferraro stated that three of the four buildings on the top of the hill are moth-balled; the fourth one houses the archives. The buildings are secure from public access now except for the archives. Ms. O'Connor suggested that Mr. Wright and Mr. Aardema continue to attend the meetings regarding East Campus. Ms. Ferraro commented that the students are intrigued by those buildings and WMU listens to the students.

Ms. Ferraro advised that she has an article from the New York Times regarding deconstructing buildings. The article discussed embodied energy in existing buildings. However, there can be issues with finding a place to store and redistribute the materials after the building has been deconstructed. Ninety percent of a house can be recycled. A local company is planning to do recycling of asphalt roofing. The plaster from the walls can be reground and used as aggregate in concrete. The process can be labor intensive but if the tipping fees are high locally, it is worth the labor to do because you can save the tipping fees. It is also a great employment technique because it doesn't require highly-skilled labor.

Ms. Bennett mentioned that the consultant Alan Levy advised that the HPC become more politically active. Ms. Ferraro commented that the HPC can't become more politically active. Mr. Carroll

suggested that the HPC could provide advice regarding policies and work with the policy makers. There should be incentives for people to invest in historic properties, such as eliminating or lowering fees for permits, etc. Chicago uses such incentives, such as freezing property taxes for a 10-year period, and that has had dramatic results. The HPC should embrace financial perspectives of the people who take care of the urban housing stock. Mr. Carroll commented that people purchase houses that were turned into multi-family rental units and restore them to single-family homes. People who restore these homes feel they are being punished by higher taxes; they need more financial incentives to continue improving historic properties.

Ms. O'Connor advised that she has spoken with the Mayor and the City Manager about providing incentives. So far, there has been little response. Mr. Carroll commented that it should be financially advantageous for people to invest in neighborhoods. Ms. Ferraro mentioned the 30% tax abatement and the new NEZ (Neighborhood Enterprise Zone) should be incentives for making improvements to historic properties.

Where Place Prospers

Ms. O'Connor advised that mailing *Where Place Prospers* first class will cost \$1.51 per mailing. That doesn't include the envelopes or the mailing labels. She will pick up 850 mailing labels for downtown property and business owners from DKI tomorrow. Ms. O'Connor consulted with A-1 Printing to inquire if the mailings could be sent bulk mail without damaging them. She stated that she was not sure of the rate yet but, hopefully, it will be closer to the HPC's budget. Ms. O'Connor stated that she would compose a letter to be included in the mailings. The city has *Where Place Prospers* on its website but it is not the same website address published in the brochure. DKI is preparing a release about the publication to be included in their newsletter, both the hard copy and e-mail versions. Ms. O'Connor suggested providing 250 copies of the publication to DKI to distribute from their office. Ms. Ferraro advised that the number on the list could be reduced by about 200. Discussion followed with regard to how the mailing list could be further reduced. Another mailing party may be necessary to get this project completed. It should be scheduled toward the end of the month since the mailing will not likely be ready until that time. Mr. Wright suggested setting the date for the mailing party by e-mail.

Mr. Aardema requested an update regarding two buildings damaged in recent fires - one in Washington Square and one on the southeast corner of Walnut and Portage Streets. Mr. Jung advised that the building on Walnut and Portage has been demolished. The building probably went up around World War One. The Kraftbrau is relocating in the building behind it. Ms. Ferraro stated that Bob Petrick, Building Official from the City of Kalamazoo, advised that the building in Washington Square would likely be repaired. Mr. Aardema commented that this core of buildings is critical to the neighborhood.

Commissioner Comments

Ms. Milne advised that there have been discussions at her school about restoring the Hillcrest Elementary School building. The old windows are available and need to be reinstalled. They also want to put the old bell back in service. There is interest in designating the Hillcrest Neighborhood as a historic district. Ms. Ferraro suggested that the 7th and 8th graders do the research with a Restore America grant. The kids might be able to help with obtaining the historic designation.

Adjournment

Mr. Carroll, supported by Ms. Bennett, moved to adjourn the November 5, 2008 meeting of the Historic Preservation Commission.

The meeting adjourned at 9:15 p.m.

Submitted by: _____
Recording Secretary

Dated: _____

Reviewed by: _____
Staff Liaison

Dated: _____

Approved by: _____
HPC Chair

Dated: _____

**Historic Preservation Commission
December Monthly Report**

Revenue

Book Fund	\$	31,702.85
Interest Income	\$	(98.48)
Interest on Investments		

Total Revenue	\$	31,604.37
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Expenses

Commissioner Education	\$	766.52
O'Connor Fund	\$	243.11
Memberships	\$	855.00
Public Education	\$	11,685.84
Publications	\$	4,879.43
Miscellaneous	\$	1,027.32

Total Expenses	\$	19,457.22
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Ending Working Capital	(as of 12/2/08)	\$	12,147.15
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Historic Preservation Revenue Ledger

<u>Date</u>	<u>Description</u>	<u>Amount</u>
1/19/2007	L&F Book Sales - Fervor, Inc.	\$ 98.28
1/24/2007	L&F Book Sales - Old House Expo	\$ 67.00
1/29/2007	L&F Book Sales - Barnes & Noble	\$ 1,216.92
1/30/2007	L&F Book Sales - Vertegres	\$ 224.73
2/8/2007	L&F Book Sales - Lynn Houghton	\$20.97
3/6/2007	L&F Book Sales - Barnes & Noble	\$ 279.60
3/29/2007	L&F Book Sales - Fervor, Inc.	\$ 98.28
5/2/2007	L&F Book Sales - Wild Goose Chase	\$ 659.16
5/8/2007	L&F Book Sales - Barnes & Noble	\$ 281.28
5/8/2007	L&F Book Sales - City of Kalamazoo	\$ 187.80
5/15/2007	L&F Book Sales - KSOL Homes Tour	\$ 128.85
5/15/2007	L&F Book Sales - Heritage Co.	\$ 245.70
5/30/2007	L&F Book Sales - Christine Teugh	\$ 46.95
5/30/2007	L&F Book Sales - Jane Bailey	\$ 69.90
5/30/2007	L&F Book Sales - Fervor	\$ 45.04
6/26/2007	L&F Book Sales - Amy Livezey	\$ 42.95
6/26/2007	L&F Book Sales - Pam O'Connor	\$ 58.34
7/5/2007	L&F Book Sales - Barnes & Noble	\$ 223.68
7/30/2007	L&F Book Sales - Michael Sackett	\$ 46.95
8/6/2007	Kingscott Assoc - 2 copies of award	\$ 130.00
9/20/2007	L&F Book Sales - Steven Terranella	\$ 46.95
10/9/2007	Book Sales - Carol Venema	\$ 46.95
10/9/2007	Book Sales - Barnes & Noble	\$ 907.68
10/19/2007	Book Sales	\$ 98.28
11/1/2007	Book Sales - Fervor	\$ 64.26
12/11/2007	National Trust - Grant for brochure	\$ 1,000.00
12/18/2007	Kroll - book sales	\$ 46.95
12/18/2007	Kimberly - book sales	\$ 34.95
12/18/2007	cash book sales	\$ 69.90
12/24/2007	book sales - Vertegres	\$ 302.04
12/24/2007	book sales - Fervor	\$ 19.22
12/28/2007	book sales - Kazoo Books	\$ 84.51

1/8/2008 book sales - Michigan News Agency	\$	207.60
1/11/2008 book sales - Greenleaf Ventures	\$	338.04
1/18/2008 Book Sales - Barnes & Noble	\$	1,000.32
1/22/2008 book sales	\$	150.73
1/29/2008 Book Sales - Barnes & Noble	\$	659.16
2/6/2008 Book Sales - Barnes & Noble	\$	262.08
3/4/2008 Book Sales - Fervor & Rick Reeves	\$	70.43
4/22/2008 Book Sales - Barnes & Noble	\$	327.60
6/13/2008 Book Sales - Kazoo Books	\$	245.70
6/19/2008 Book Sales - Alan Robandt	\$	46.95
6/23/2008 "Where Place Prospers" - Willson Ins.	\$	250.00
7/2/2008 "Where Place Prospers" - Claire Milne	\$	200.00
7/22/2008 "Where Place Prospers" - Linda Bennett	\$	250.00
9/23/2008 Book Sales - Barnes & Noble	\$	327.60
10/2/2008 Book Sales - Lynn Houghton	\$	80.91
10/3/2008 Book Sales - Barnes & Noble	\$	655.20
Totals	\$	11,966.39

**Commissioner Education
2008**

Commissioner Education - NTHP,
MHPN, State HP

2008 Budget
\$750.00

Expenses

<u>Date</u>	<u>Description</u>	<u>Amount</u>
11/16/2007	Martini's - retreat meeting	\$ 83.50
	Total	\$ 83.50

**O'Connor Fund
2008**

O'Connor Fund
For Appeal Costs

2008 Budget
\$400.00

Expenses

<u>Date</u>	<u>Description</u>	<u>Amount</u>
11/13/2008	Pam O'Connor - appeal postage	243.11
	Total	\$ 243.11

**Public Education
2008**

Page 5

	2008 Budget
Neighborhood Assistance	\$ 700.00
Preservation Month	\$ 2,000.00
General Preservation Education	\$2,650.00

Expenses

<u>Date</u>	<u>Description</u>	<u>Amount</u>
2/13/2007	Old House Network - Sponsorship	\$500.00
6/6/2007	Kalamazoo Public Library	\$ 10.00
8/20/2007	The Framemaker-award certificates	\$ 506.92
4/1/2008	Meal reimbursement to Sharon for GR seminar	\$ 56.00
5/21/2008	The Canopeum - Tables and chairs	\$ 104.94
5/21/2008	The Framemaker-award certificates	\$ 188.07
5/21/2008	Claire Milne (Hardings-fruit for reception)	\$ 41.88
5/21/2008	Claire Milne (Gordon Food-paper/table ware)	\$ 41.88
5/21/2008	Goal Trac, LLC - workplan services	\$ 2,052.90
10/2/2008	Judith Fagin - Where Place Prospers	\$ 1,000.00
10/9/2008	Printing of Where Place Prospers	\$ 2,500.00
10/23/2008	Pam O'Connor - reimbursement Where Place Prospers	\$ 177.13
11/21/2008	A-1 Printing - Where Place Prospers	\$ 599.50
	Total	\$7,779.22

**Publications
2008**

Page 6

	2008 Budget
Promotion	\$ 1,200.00
Consultants - Fulfillment, Marketing and Royalty	\$ 2,500.00

Expenses

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3/1/2007	Lynn Houghton - Marketing	\$315.00
3/29/2007	Pamela O'Connor	\$322.87
5/4/2007	Pamela O'Connor	\$190.19
7/12/2007	Pamela O'Connor	\$216.86
9/5/2007	Pamela O'Connor	\$74.29
11/7/2007	Pamela O'Connor	\$164.30
12/5/2007	WMUK underwriting support	\$525.00
1/31/2008	WMUK underwriting support	\$725.00
3/13/2008	Lynn Houghton - Marketing	\$120.00
4/4/2008	Pamela O'Connor	\$67.51
5/7/2008	Pamela O'Connor	\$109.99
7/2/2008	Pamela O'Connor	\$148.20
11/5/2008	Pamela O'Connor	\$247.88
	Total	\$3,227.09

*O'Connor Fund for Historic Preservation
in the City of Kalamazoo*

*KHPC Report
December 3, 2008*

New Gifts

As of today, our annual solicitation has netted \$485 in gifts, and there are several others that I know are in the works, but not yet received. *Don't wait until after the new year begins to make yours!*

Other **BIG** News!

I've been notified by personal friends that the O'Connor Fund has just been named in their estate plan. This is something that we've asked people to consider since the fund was started, but to the best of my knowledge, this is only the *second* time it's actually happened. (Terry and I have had the O'Connor Fund in our estate plan since we created the fund.)

I cannot say more at this time about this particular future gift, but am working with the couple on two things: 1) getting them to send the KHPC a formal letter of notification; and 2) getting their permission to use their names in next year's solicitation letter.

I hope to all too, will consider this option, either for yourself, or with your partners or spouses.

Fund Balance

The Ending Fund Value for the period January 1 through September 30, 2008 was \$ 101,304.57 (Down \$ 18,101.69 from the end of 2007 -- which was \$119,406.26.)

Our "recessed" economy is reflected in these figures -- *all the more reason for you to make your own gift this year, and when others just don't know what to get you for the holidays -- this is the PERFECT idea! (Just like Mom does for me every year.)*

Terry and I are not rich, and we believe that "experience" is more important than "stuff." The opportunities that this Fund will provide for the KHPC in the future are important, especially as book revenue continues to decline as Lost & Found continues to age. I know that everyone's budgets are tighter this year, however, that's why it's especially important to consider -- IF you're spend money on something -- to give something thoughtful, meaningful, impactful and that has the ability to make you FEEL good about DOING good.

Overview of the year's performance:

Total gifts received in 2007:	\$ 2,223.06 (Gifts were down about \$700 in 2007.)
Total gifts received in 2008:	\$ 985.00

Kalamazoo: Lost & Found **Monthly Sales Report --** **through November 30, 2008**

Sales

As of 11-30-08:	\$ 140,184.14	Last Report: \$ 139,012.20
Increase from previous report:	\$ 1,171.94	
Hard Covers Sold/Distributed:	2,303	Last Report: 2,290
Soft Covers Sold/Distributed:	2,526	Last Report: 2,489

Marketing

Delivered separate inventory of books to Kazoo Books for ONLINE sales. Talked w/Gloria, who says she'll work on an internet promotion after the first of the year.

WMUK underwriting spots are running...

Lynn and Pam have book-signing at Barnes & Noble set for Sunday, December 14. Tell your friends!

Book Retailers

- Everyone should continue to think about where this book might be a good seller, and let me know so I can follow up! We have another 5,000 books in our inventory!
- New Retailer! Nature Connection has placed copies into its inventory. They're in the Epic Center.
- Met with Bryan Beers at the Convention & Visitors Bureau -- he promised a response ASAO, but nothing back from him yet, despite 2 follow-up calls. This looks doubtful, in my opinion.

Action Items

- **Do we want to donate 2 hard-cover copies of the book to the Old House Expo as raffle items?**

Other

- Delivered a copy of the book to Clyde Robinson, new City Attorney, following our last meeting.

Respectfully,
Pam O'Connor

Item F

KALAMAZOO HISTORIC PRESERVATION COMMISSION
ISSUE BRIEFING
DECEMBER 9, 2008

FROM: Sharon Ferraro, Historic Preservation Coordinator

DATE: December 4, 2008

RE: Rickman House – Single Resource Local Historic District

SUMMARY

Over the next couple of years, the owners of the Rickman House and Housing Resources Inc., are planning substantial renovations to the building. They would like to be able to take advantage of the Michigan Historic Preservation Income Tax Credit as well as the Federal Rehabilitation Incentive Tax Credit. To be eligible for both credits, the building will need to be included as a local historic district.

Background

Built in 1907, the Rickman Hotel was one of Kalamazoo's outstanding hotels at the time, conveniently located across from the Michigan Central Depot. It is the last surviving hotel (gone or adapted to another use are the Columbia, Park and Burdick hotels.)

In the mid-1980s, the building was rehabilitated by Ted Little and in the early 1990s the building was acquired by the Rickman House Limited Dividend Housing Association as 99% tax paying owner with HRI (tax exempt) as a 1% owner. The partners rehabilitated the building in 1993 and 1994 using Federal Rehabilitation Incentive Tax Credit and Low Income Housing Tax Credits (LITC). Nelson Nave was the architect involved with the last rehabilitation.

The Low Income Housing Tax Credits expire in 15 years – which is next year, so the investors are planning upgrades – including room renovations, an elevator upgrade (for a larger elevator which will accommodate a gurney) and repurposing the HRI office space on the first and second floors.

PROPOSAL

The Historic Preservation Commission in its capacity as a historic district study committee should prepare a report on the Rickman House with the intention of designating a new Single Resource Local Historic District. (The local historic district designation process is on the back of this sheet.)

Item F

KALAMAZOO HISTORIC PRESERVATION COMMISSION
ISSUE BRIEFING
DECEMBER 9, 2008

- I. The study committee researches a report, either with volunteers or paid professionals, which includes inventory, history, evaluation and photography of all the historic resources in the study area.
- II. The study committee prepares a report according to the Michigan State Historic Preservation Office guidelines including recommended boundaries.
- III. The report is reviewed by:
 - a. Kalamazoo Planning Commission
 - b. Michigan State Historic Preservation Office
 - c. Michigan Historical Commission
 - d. Michigan State Historic Preservation Review Board
- IV. Assuming planning commission support, a public hearing is held on the preliminary report within 60 days after review by the Planning Commission. All property owners must be notified of the hearing by first class mail at least 14 days before the hearing. The committee incorporates comments from the public hearing into the final report along with comments from Michigan State Historic Preservation Office, Michigan Historical Commission and Michigan State Historic Preservation Review Board.
- V. A minimum of 60 days or a maximum of one year after the hearing the final report is submitted to the City Commission to pass or reject the new district or addition to an existing district.
- VI. Once the City Commission has approved the new district or addition to a district, property owners must comply with the existing review and approval process as defined in City of Kalamazoo Code of Ordinance Chapter 16.

(Item G)
Kalamazoo Historic Preservation Commission
Preservation coordinators report
December 4, 2008

REPORT:

State Hospital Water Tower

- ❖ **Plans and Specifications Grant Application** –Work on the plans and specs has begun draft is due on January 15, 2009. (Nehil-Sivak leads a team including Diekema-Hamann and Building Restoration, Inc.)

Iannelli Fountain/Fountain of the Pioneers:

- ❖ **Condition assessment:** No additional news.

Historic District Commission:

- ✓ Last year, I had reviewed 205 Section 106 Federally Funded projects by October 29 (216 for all of 2007). This year, I have completed 237 – with three weeks to go yet – and the CDBG funds to be allocated to flood damaged furnaces still not reviewed).
- ✓ Last year, HDC projects to date on December 4 were 515 – in 2008 we are at 536.

PROJECTS:

Coordinator:

City: Assuming the 2009 budget is approved as prepared, we will probably have a new reconnaissance Level Historic Resource survey next year.

SITES – ONLY UPDATES WILL BE NOTED.

100 block of East Michigan – No official news yet.

East Campus – *The first meeting of the East Campus Task Force went very well.*