

**KALAMAZOO HISTORIC PRESERVATION COMMISSION**  
**3<sup>rd</sup> Floor Conference Room – City Hall – 241 West South Street**  
**Tuesday, November 10, 2009 – 7:00 pm**

- |              |   |                   |
|--------------|---|-------------------|
| <b>I.</b>    | <b>Call to Order – 7:00 pm</b>  | <b>15 minutes</b> |
| <b>II.</b>   | <b>Approval of Absences</b>   |                   |
| <b>III.</b>  | <b>Approval of Agenda</b>   |                   |
| <b>IV.</b>   | <b>Approval of Minutes:</b> October 13, 2009 ( <b>Item B</b> )                |                   |
| <b>V.</b>    | <b>Introduction of Guests</b> – John Urschel – Kalamazoo 1884                 |                   |
| <b>VI.</b>   | <b>Citizen Comments on NON-agenda items</b>                                   |                   |
| <b>VII.</b>  | <b>Correspondence</b>   |                   |
| <b>VIII.</b> | <b>Financial Report</b>   | <b>30 minutes</b> |
|              | a. City (Jacobs) ( <b>Item C</b> )  |                   |
|              | b. O’Connor Fund (O’Connor) ( <b>Item D</b> )                                 |                   |
|              | c. <u>Kalamazoo: Lost and Found</u> book project (O’Connor) ( <b>Item E</b> ) |                   |
| <b>IX.</b>   | <b>Action and Discussion Items</b>  | <b>30 minutes</b> |
|              | a. Work Plan Reports from Team Leaders  |                   |
|              | i. Designation (D) - Jacobs   |                   |
|              | ii. Communication (C) - Milne   |                   |
|              | iii. Partnership Development (PD) - Willson                                   |                   |
|              | iv. Preservation Month (PM) – Holewinski                                      |                   |
|              | v. Iannelli Fountain (IF) – Carroll   |                   |
|              | vi. Operations (O) – Wright   |                   |
| <b>X.</b>    | <b>Old/New Business</b>   | <b>30 minutes</b> |
|              | a. <b>1884 movie – DVD sales (Ferraro)</b>                                    |                   |
| <b>XI.</b>   | <b>Coordinators Reports</b>   | <b>15 minutes</b> |
|              | a. Site Watch & Issues ( <b>Item F</b> )                                      |                   |
| <b>XII.</b>  | <b>Commissioner Comments</b>  |                   |
|              | <b>Adjourn</b>  | <b>9:00 PM</b>    |

\*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.

**2009 Workplan****Designation K..J.****D1 Iannelli Fountain national register designated K.J.**

- 1 Write preliminary IF nomination
  - 2 Complete preliminary IF nomination
  - 3 Submit preliminary IF nomination to SHPO
  - 4 Prepare nomination for RFP
  - 5 Prepare IF nomination after SHPO approval
  - 6 Complete IF nomination
  - 7 Submit IF nomination for SHPO approval
  - 8 Notify property owners
  - 9 Present IF nomination to SHPO Review Board
  - 10 Celebrate Iannelli Fountain designation
- ~~D2 Fin. local designation doc for 100 Block S.F.~~
- ~~1 Prep 100 Block NR nomination & study comm.~~
- ~~2 Prepare local/national historic district report~~
- 3 Notify property owners in district
  - 4 Send local nomination to Planning Comm.
  - 5 Send NR nomination to SHPO for review
  - 6 Send local nomination to SHPO, SHPRB, HDC
  - 7 Revise report based on SHPO comments
  - 8 Hold public hearings
  - 9 Resubmit report
  - 10 Submit to city comm. for consideration
  - 11 Update city ordinance
  - 12 Celebrate 100 Block designation
- D3 Explore Local Designation for State Theater & Gazette Buildings S.F.**

- 1 Contact State & Gazette Building owners
- 2 Obtain property owner support letters
- 3 Possibly meet State & Gazette Building owners
- 4 Prep State & Gazette prelim nomination
- 5 Submit State & Gazette Buildings prelim nomination to HPC and Planning Comm.
- 6 Submit State & Gazette prelim nomination to SHPRB & HDC
- 7 Hold Public Hearing
- 8 Review Public Hearing comments
- 9 Resubmit State & Gazette prelim designation to Planning Comm.
- 10 Resubmit State & Gazette Buildings prelim designation to City Comm.

**D4 Explore Local Designation for E. Campus S.F.**

- ~~1 Present local designation to task force~~
- 2 Obtain support letter from task force
  - 3 Prepare E.Campus prelim nomination
  - 4 Submit E. Campus prelim nomination to HPC and Planning Comm.
  - 5 Submit E.Campus prelim nomination to SHPRB & HDC
  - 6 Hold Public Hearing
  - 7 Review Public Hearing comments
  - 8 Resubmit East Campus prelim designation to Planning Comm.
  - 9 Resubmit E.Campus prelim designation to City Comm.

**D5 Create Designation Pipeline K.J.**

- 1 Maintain watchlist
- 2 Create Designation Pipeline Process
- 3 Form pipeline subcommittee
- 4 Develop exploration shortlist
- 5 Research exploration shortlist
- 6 Recommend exploration projects for next year
- 7 Recommend designation projects for next year

**COMMUNICATIONS C.M.****C1 Develop 300 Subscriber e-Newsletter Address List C.W.**

- 1 Investigate internet mailing application
- 2 Contact FOMEC for email list, if needed

- 3 Contact Old House Network for email list, if
  - 4 Contact neighborhood associations for email list,
  - 5 Develop 300 Subscriber E-Newsletter email list
- C2 Develop e-Newsletter Template K..J.**

- 1 Investigate who will send e-Newsletter
  - 2 Design e-Newsletter template
  - 3 Investigate e-Newsletter software
  - 4 Investigate e-Newsletter legal issues
- C3 Publish 2 e-Newsletters P.C.**
- 1 Develop e-Newsletter topic list
  - 2 Shortlist e-Newsletter topics for each issue
  - 3 Draft first e-Newsletter
  - 4 Edit first e-Newsletter using template
  - 5 Publish first e-Newsletter
  - 6 Draft second e-Newsletter
  - 7 Edit second e-Newsletter using template
  - 8 Publish second e-Newsletter
- C4 Develop long-term e-Newsletter oversight and maintenance C.W.**

- 1 Review e-mail address list before 1st publication
  - 2 Institute regular e-Newsletter topic generation agenda item
  - 3 Institute e-Newsletter topic assignment scheme
  - 4 Institute e-newsletter address list review process
- C5 Define packet for historic district new homeowners S.F.**
- 1 Meet with OHN to discuss homeowner packet partnership
  - 2 Define new homeownership packet
  - 3 Discuss possible homeownership packet printing grants
  - 4 Brainstorm ultimate new homeowner packet
  - 5 Work with city assessors or realtors to ID new homeowners in historic districts

**PARTNERSHIP DEVELOPMENT J.W.**

- PD1 Help KCPA get their 501 (c) (3) L.B.**
- 1 Contact CLR for pro bono help
  - 2 Contact pro bono attorney for 501 (c) (3) help
  - 3 Research potential grants for 501 (c) (3) attorney
  - 4 Apply for grant for 501 (c) (3) attorney fees
- PD2 Facilitate KCPA organizing event L.B.**
- 1 Request MHPN Representative Nan Taylor's help
  - 2 Hold organizing event planning meeting
  - 3 Create organizing event agenda
  - 4 Develop organizing event attendee list
  - 5 Invite organizing event speakers
  - 6 Arrange organizing event logistics
  - 7 Invite organizing event attendees
  - 8 Publicize organizing event
  - 9 Hold organizing event

**PRESERVATION MONTH T.H.**

- PM1 Prepare awards ceremony - Ferraro**  
~~1, 2, 3, 4, 5~~
- 6 Develop agenda for awards ceremony
  - 7 Recruit presenters
  - 8 Rehearse agenda
- PM2 Prepare awards reception S.F.**
- 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 Have awards ceremony and reception - TBD**
- 1 Decorate awards reception location
  - 2 Oversee food and drink installation
  - 3 Host reception
- PM4 Investigate speakers T.H.**

- 1 Brainstorm list of potential speakers
  - 2 Select speaker
  - 3 Find a location
  - 4 Set a date
  - 5 Present information to KHPC
  - 6 Contract speaker with KHPC approval
  - 7 Develop information about event
  - 8 Ask Comm Committee publicize speaker event
  - 9 Handle event logistics
  - 10 Conduct event
- PM5 Investigate Series partnerships T.H.**
- 1 Brainstorm possible 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

**IANNELI FOUNTAIN P.C.**

- IF1 Fundraise \$ for Iannelli Fountain P.C.**
- 1 Prepare exec summary/case statement
  - 2 Prepare grant application text
  - 3 Prepare brochure for private gift adds
  - 4 Identify means for brochure distribution
  - 5 Identify funds for brochure distribution
  - 6 Identify potential private donors
  - 7 Insert IF into 2010 CIP funding process
  - 8 Obtain \$50,000 in commitments
  - 9 Formulate plan for exhibition

**OPERATIONS C.W.**

- O1 Adopt 2010 Budget T.H.**
- 1 Draft 2010 budget
  - 2 Propose 2010 budget
  - 3 Adopt 2010 budget
- ~~O2 Create Workplan C.W.~~
- O3 Manage Workplan Implementation C.W.**  
~~1, 2, 3, 4~~
- 5 Ask for 2nd quarter committee updates
  - 6 Review 2nd quarter revised workplan
  - 7 Contact chairs on 2nd quarter progress
  - 8 Ask for 3rd quarter committee updates
  - 9 Review 3rd quarter revised workplan
  - 10 Followup with chairs on 3rd quarter progress
  - 11 Ask for 4th quarter committee updates
  - 12 Review final 2009 revised workplan
- O4 Nominate Potential Commissioners C.W.**
- 1 Convene comm. nomination meeting
  - 2 Brainstorm potential commissioners
  - 3 Assign comm. to interview potential comm.
  - 4 Create nomination slate
- O5 Nominate Workplan Committee Chairs C.W.**
- 1 Have workplan committee chair nomination meeting
  - 2 locate possible workplan committee chairs
  - 3 Assign someone to interview potential workplan committee chairs
  - 4 Create workplan committee chair list
- O6 Recruit 5 New Volunteers C.W.**
- 1 Brainstorm volunteer recruitment ideas
  - 2 Develop recruitment materials and assistance for Preservation Month events
  - 3 Contact Public History month interns
  - 4 Interview 5 recruits for interests
  - 5 Place 5 recruited volunteers on committees

<b>HISTORIC PRESERVATION COMMISSION</b> <b>Minutes</b> <b>October 13, 2009</b> <i>DRAFT</i>
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Third Floor Conference Room, City Hall  
241 W. South Street, Kalamazoo, MI 49007

Members Present: Chris Wright, Chair; Peter Carroll, Vice Chair;  
Michael Dunn; Tony Holewinski; Katie Jacobs; Claire Milne

Members Excused: Josh Willson

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

Guests: James Dally, MavCon; Erin Dorbin; Scott Slagor; Curt  
Aardema; Pam O'Connor

### **I. CALL TO ORDER**

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

### **II. APPROVAL OF ABSENCES**

Mr. Willson advised city staff that he would not be in attendance at the October HPC meeting.

**Ms. Jacobs, supported by Mr. Wright, moved approval of Mr. Willson's absence from the October 13, 2009 HPC meeting. With a voice vote, the motion carried unanimously.**

### **III. APPROVAL OF AGENDA (October 13, 2009)**

Ms. Ferraro requested that Mr. Dally's presentation regarding history in Kalamazoo be added to the agenda under introduction of guests.

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

(Ms. Milne arrived at 7:05 p.m.)

### **IV. APPROVAL OF MINUTES (September 8, 2009) (Item B)**

There were no changes to the minutes.

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

### **V. INTRODUCTION OF GUESTS**

Mr. Wright introduced James Dally, Erin Dorbin, Curt Aardema, Scott Slagor and Pam O'Connor.

Mr. Dally was present to propose a Kalamazoo Archival Alliance. While working on the restoration of the buildings in the 100 block of W. Michigan, Mr. Dally developed an interest in

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Kalamazoo history. The Alliance he is proposing would be a web-based platform for all historical organizations and individuals in Kalamazoo to collectively compile their data. He suggested that the Alliance could partner with the HPC, WMU Archives Department, and other organizations. He is hoping the Alliance would encourage a large influx of historical data from a variety of sources from existing research and documents to oral histories and family histories.

Ms. O'Connor suggested that this topic could be further discussed at the Public History Round Table meeting, which will take place a week from Friday (10-23-09). The Roundtable includes professional historians from the archives at WMU, the City of Kalamazoo, the Kalamazoo Public Library Local History Room, Kalamazoo College, Richland Public Library and others.

Mr. Jacobs inquired as to how Mr. Dally planned to fund this project. Mr. Dally stated that his organization would fund the Alliance to start and it would grow or continue with grants.

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

Mr. Aardema expressed concern about the ownership of the Noble Lodge at the northwest corner of Oakland and Howard. He inquired as to what steps could be taken to follow up with WMU regarding this property. Ms. Ferraro advised that Noble Lodge is state property so there is not much that she or the city can do.

Ms. Ferraro stated that it is unclear at this point who owns the State Hospital water tower, because the Bureau of History no longer exists. Ms. O'Connor commented that there may be something in the legislation stating that the tower is owned by the Bureau of History or its successor. She suggested contacting the State Historic Preservation Office to determine the current ownership of the tower.

## **VII. Correspondence**

Ms. Ferraro referred to correspondence from the Community Foundation, which she placed in the packet under "O'Connor Fund."

## **VIII. Financial Report**

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

Ms. Jacobs stated that the top page of the report contains the budget history of the HPC. The working capital for the HPC for 2008 and 2009 has been \$11,000. Based on the current working capital of \$7,300, minus the budget items for the rest of the year, the expected working capital for 2010 is \$6,800. That means there will be some major cuts to the budget. Page 3 shows what the HPC spent from 2007 to 2009. Sales from the book have declined, but are likely to increase during the Christmas season.

Ms. O'Connor commented that she is still working with Barnes and Noble regarding the updated information they need to continue sales of the book at that venue.

Ms. Jacobs referred to page 4 and the line item regarding commissioner education. The budget for 2009 was \$750, the proposed budget for 2010 is \$500. Several of the HPC

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members attended the MHPN conference in 2009 and, as a result, the HPC went over the budgeted amount in this category. Ms. Jacobs suggested that the HPC be more frugal in the future since the funds are not available to continue spending at the current rate. Page 5 shows the O'Connor Fund budget for 2009 as \$400. The subcommittee is proposing to cut that amount to \$200. Page 6 details expenses for memberships. The HPC provides \$140 to the HPC for memberships. In the past, the HPC has paid for MHPN commissioner memberships, and City Commissioner memberships to the National Trust, which may not be in the budget for 2010. The subcommittee is recommending that the HPC provide a National Trust membership to City Commissioner McCann only, because he is the liaison to the HPC.

Ms. Jacobs is also proposing a substantial cut in the category of public education. In 2009 the HPC has spent approximately \$5,500, which was over the amount budgeted for this year. That included funds spent for the work plan and Mike Jackson.

The 75<sup>th</sup> anniversary of the Iannelli Fountain is next year and there has been some discussion about funding celebrations and a marker in conjunction with that anniversary. It was uncertain if the Iannelli Fountain Committee had funds to be used toward that or if the HPC would be providing the funds. Funds for the Iannelli Fountain may need to be covered in the 2010 budget. The 2009 budget for the Iannelli Fountain was \$5,350. The subcommittee is proposing to cut that amount to \$4,000 for the 2010 budget.

Discussion followed with regard to the possibility of compensating for some of the proposed budget cuts with donations. Ms. Ferraro mentioned that other cities ask local businesses to donate money, food, services, etc. for preservation month. Ms. O'Connor stressed the importance of having someone approach businesses and individuals with requests for donations.

Ms. Milne mentioned that the charges for Gordon Foods and Hardings were not the same amount; the amount of \$21.88 is listed twice. The lamination charge was for the historic district table top maps, which was a one time expense.

Ms. Jacobs advised that the 2009 budget for publication was \$3,700. So far, the HPC hasn't spent even half of that amount this year. The subcommittee is recommending that amount be cut to \$1,575 for 2010. Ms. O'Connor mentioned that the amount of funding needed for publications will likely go up at the end of 2009 due to her work with Barnes and Noble. Ms. Jacobs stated that there are some line items for this year that were anticipated, including Barnes and Noble and Lost and Found. Ms. O'Connor stated that the underwriting support for WMUK has never been raised during the time that the book was published, and she would prefer that remain as is.

Ms. Jacobs inquired as to the amount of \$131 for 2008 ????? Ms. O'Connor stated that it is the last payment on the previous year's expenses. Ms. Jacobs referred to page 9, which shows \$300 allotted for miscellaneous expenses in 2009. The budget committee is proposing to decrease that amount to \$100.

The bottom of page 1 shows a line item added for 2010 as ??????. If the HPC approves these proposed budget items and the costs for funding them, that will be a large portion of the money currently available. It is uncertain at this point how much of those funds will be recouped. The budget cuts are being proposed with the intention of allowing for some

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working capital in 2011. Ms. Jacobs suggested giving the HPC some time to study the proposed budget cuts, and then voting on the 2010 budget at the November meeting.

Ms. Ferraro mentioned that the HPC pledged \$500 toward the NAPC conference next year. Those funds will likely come from the public education portion of the budget. It is unclear at this point if the HPC will be able to provide financial support for the Old House Network.

Ms. Milne mentioned that most of the HPC members have professional memberships of their own for the National Trust. Therefore, the memberships may not need to be included in the HPC budget. Ms. Milne stated that she usually does not request reimbursement for her membership dues, and she questioned if the numbers were correct in this category. Ms. O'Connor advised that it was her idea for the HPC to buy memberships for the City Commissioners and Managers. The intention was to provide information to those individuals regarding historic issues. Ms. O'Connor would prefer to continue those memberships. As new people are elected to the City Commission it would be helpful to provide them with that information. The magazine is published every other month and provides information about what is occurring locally and nationally.

Ms. O'Connor inquired if Commissioner McCann read the publication from the National Trust. Commissioner McCann stated that he receives numerous publications. He and his colleagues don't always have time to review all of the information they receive. He indicated that he does occasionally review articles in the publication from the National Trust. It is helpful to see what activities are taking place in other communities related to historic preservation. He suggested that the City Commission Liaison to the HPC continue to receive the publication.

Ms. Ferraro suggested asking the City Commissioners if they would like to have a membership in the National Trust. Commissioner McCann mentioned that the publication is addressed to "Commissioner #1" or "Commissioner #2" and is circulated among the members of the City Commission, rather than addressing it to specific commissioners because the members change.

Ms. O'Connor referred to the MHPN memberships and commented that it is a good source for information regarding what is happening in other communities. She is not aware of another source for providing this information to the HPC members. Ms. O'Connor suggested continuing the MHPN membership for the HPC.

Mr. Wright inquired if the city might be willing to pay for the HDC training. Ms. Ferraro advised that might be possible depending on the cost. They are obliged to pay under the CLG agreement. Ms. O'Connor stressed the importance of having a time and place when commissioners from different boards can interact. Ms. Ferraro stated that the Holland HDC members will be at the November HDC meeting in Kalamazoo.

Approval of the budget is being deferred to the next HPC meeting. Questions regarding the budget can be directed to Ms. Jacobs.

**b. O'Connor Fund (O'Connor) (Item D)****i. Designation of funds for 2010 (item D-1)**

Ms. O'Connor advised that the updates regarding the O'Connor Fund were included in the HPC packets. Ms. Ferraro stated that the money in the O'Connor Fund can either remain as is, or the HPC can withdraw some of the funds. There is about \$3,000 in the fund. It might be appropriate to leave the funds where they are so they are available to sustain the HPC during the current economic downturn. The numbers are looking better than they did during the beginning of the year.

Ms. Ferraro advised that the decision regarding these funds needs to be made now. It can be rolled over into the account. If funds are withdrawn they don't have to spent, but they would be available for use at a later date.

**Ms. Jacobs, supported by Mr. Dunn, moved to allow the O'Connor Fund to remain as is, with no withdrawals at this time. With a roll call vote, the motion carried unanimously.**

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

Ms. O'Connor stated that there is currently a single new marketing effort underway. It began with a conversation with Beth Timmerman at the Kalamazoo Public Library History Room. Ms. Timmerman agreed to put some of the large format photos that have been displayed in the atrium at city hall for the past several years, in the local history room at the Kalamazoo Public Library. She will display three of the pictures at a time. The didactic explanations that accompany the pictures contain a paragraph stating that all of the receipts from the sale of the book go to the Historic Preservation Commission to support preservation projects. That statement became a potential issue for the library.

Ms. O'Connor asked Mary Doud, the Executive Director of the Library, as to the appropriateness of posting that information by the pictures. She also inquired if the Friends of the Kalamazoo Public Library (non-profit in the basement of the library) could sell the book. Ms. Doud advised that the Friends of the Kalamazoo Public Library is an independent entity and she will propose that they offer the book for sale. The photos will be displayed in the near future.

Ms. O'Connor stated that issues with the city's tax I.D. number are still being rectified. Barnes and Noble has been advised that the tax I.D. number is legal, and they have acknowledged that communication from Ms. O'Connor. Ms. Ferraro stated that Barnes and Noble is required to report the money they provide to the HPC and they didn't have the right tax identification number. The first number provided was incorrect, but Ms. Ferraro provided the correct number, which is used to report all of the HPC income to the IRS. Barnes and Noble couldn't find the number in the database. Ms. O'Connor stated that Barnes and Noble hasn't had a supply of the books for over a month. The new ISBN stickers are available to put on the books, but she is waiting for the go-ahead from Barnes and Noble before proceeding. She will continue to follow up regarding this issue.

**IX Action and Discussion Items**

**A. Work Plan Reports from Team Leaders**

**i. Designation (D) – Jacobs**

Nothing to report.

**ii. Communication (C) – Milne**

Ms. Milne requested Ms. Ferraro's help with drafting a brochure to introduce home owners to the historic district.

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

Mr. Willson was not present at the meeting.

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

Nothing to report.

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

Mr. Carroll stated that he and Ms. Ferraro met with representatives of the Parks and Recreation Department on October 6<sup>th</sup> and got their approval to purchase a cover for the fountain.

On October 12<sup>th</sup>, Mr. Carroll, Ms. Ferraro, Tom Nehil and Dave Smith from Coye Awning met at the fountain to talk about the design criteria for the cover. The cover will need to house the whole structure. Mr. Smith will provide a sketch for Mr. Nehil to review. Further information will be presented to the HPC when it is available.

Ms. Ferraro advised that damage to the fountain is clearly accelerating. In some places, the corners are swollen because crystallization is occurring. The decision was made to purchase a full cover rather than a partial cover to protect only the parapet and shelves because some of the ice damage is occurring on the inside of the fountain. The cover may not be finished until after the holidays this year, but use of the full cover may hinder placement of holiday decorations on the fountain in the future. It may be possible to incorporate a platform on top of the fountain to accommodate the Christmas decorations, but it would be difficult to secure it without a substantial increase in costs.

Ms. Ferraro stated that the Parks and Recreation Advisory Board and the Parks and Recreation Department are in supportive of having a cover for the fountain. A cost estimate for the cover should be available in the near future.

Ms. O'Connor advised that an initial proposal for a grant from the Weisblatt Foundation. Chris and David Weisblatt have expressed an interest in hearing a proposal regarding the fountain restoration. The proposal is due by November 1<sup>st</sup>. Ms. O'Connor send an e-mail to the Foundation advising that the Iannelli subcommittee won't be ready to submit a grant application by then because they are waiting to find out if they can get an estimate from Cincinnati Fountain for the repairs. Ms. Ferraro confirmed that approval has been given for Cincinnati Fountain to provide an estimate.



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Ms. O'Connor stated that the report from Nehil-Sivak does not include information about the reflecting pool. Ms. Ferraro advised that information regarding the reflecting pool will be covered in the report from Cincinnati Fountain. The preliminary numbers have been provided to the Weisblatt Foundation because they requested information on the projected costs. Mr. Carroll and Ms. O'Connor came up with a figure of around \$300,000, recognizing that not all of the details are available at this point.

The subcommittee is recommending that the HPC ask the Weisblatt Foundation for \$1,500 per year for three consecutive years, as a challenge grant. The Foundation would then be asked to match every dollar the HPC is able to raise from other sources in each of three consecutive years, once the fundraising formally begins.

Ms. Ferraro stated that representatives from Cincinnati Fountain have advised that they can look at the fountain this year; the fountain doesn't need to be on when they are assessing it. They have not indicated when they will be in Kalamazoo. A purchase order will be issued to cover the cost of the quote, which will provide details regarding the water circulation in the fountain.

Mr. Carroll commented that the report from Cincinnati Fountain will be a guideline for repairs on the fountain. The next subcommittee meeting will take place in a couple of weeks and discussion will continue with regard to fundraising for the fountain repairs.

Ms. O'Connor inquired if the HPC felt that approaching the Weisblatt Foundation is appropriate. No objections were voiced with regard to approaching the Weisblatt Foundation.

Mr. Wright inquired if signage could be provided requesting that people stay off the fountain. Ms. Ferraro expressed concern that signage might attract people to the fountain rather than deter them from climbing on it.

**vi. Operations (O) – Wright**

No report.

**X. OLD/NEW BUSINESS**

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

Ms. Ferraro advised that the HPC has \$295 from sales of the DVD. The city administration and the City Attorney determined that it would be acceptable for the HPC to "give" the DVD's to interested parties for a donation. The original 20 copies have already been purchased/distributed. The HPC will receive a \$10 profit from the sale of each DVD at the current price.

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Ms. Ferraro inquired as to how many more DVDs the HPC would like to have made. They cost \$5.00 each to make. She suggested making another 40 or 50 to sell over the holiday season. Profits from the first round of sales could be used to purchase the next batch of DVDs. There has been a request to sell them at the Antiques Market and Kazoo Books. Ms. O'Connor suggested selling the DVD to Kazoo books at a 40% discount. Ms. Ferraro suggested having another article in the Gazette in early November regarding advising that the DVD is available for sale during the holidays. Ms. Thomas and Ms. Dorbin volunteered to help with sales of the DVD.

**Mr. Carroll, supported by Mr. Wright, moved to allocate \$300 of the HPC budget to make 60 more copies of the DVD 1884, regarding the history of the City of Kalamazoo. With a roll call vote, the motion carried unanimously.**

Ms. Ferraro will contact John Urschel to have the DVDs made. She will provide e-mail updates to the HPC. Sale of the DVD to Kazoo Books at a 40% discount was approved by general consensus. Kazoo Books received over 30 phone inquiries when the article appeared in the Gazette. Ms. O'Connor suggested that Kazoo Books purchase a minimum of 30 DVD's at the discounted rate. The DVDs are prepackaged and ready to sell when they are obtained from the company who makes them. Ms. Ferraro may ask the HDC to invest in either padded or cardboard envelopes to mail the DVDs; the \$15.00 price includes mailing. An e-mail will be sent to City of Kalamazoo employees regarding availability of the DVD.

**b. Touring Kalamazoo – letter of support to Arts Council (Ferraro)**

Ms. Ferraro referred to a series in the Gazette last year by Charles Stroh which asked readers to identify the architectural features and locations within a one mile radius of downtown Kalamazoo and prizes were offered. Ms. Ferraro has been working on a book with Mr. Stroh entitled *Touring Kalamazoo: Architecture of the City's Center*. Half of the book contains walking tours of Kalamazoo; the other half of the book has information about architectural terms and pictures from buildings in Kalamazoo as illustrations.

Mr. Stroh is trying to get a grant from the Arts Council to pay for the graphic design and is seeking a letter of support from the HPC to provide to the Arts Council with his grant application package. Mr. Stroh and Ms. Ferraro may try to pre-sell the book to organizations next year to pay for the printing costs.

Ms. O'Connor inquired who edited the book and if the book is accurate. Ms. Ferraro stated that she has been working with Mr. Stroh on the book; she is the co-author. And that she is unlikely to benefit personally from the book.

Ms. O'Connor expressed concern about possible conflict of interest due to Ms. Ferraro's work as staff liaison for the HPC. Mr. Wright suggested that a motion could be made stating that the HPC would be providing a letter of supported pending review by Ms. O'Connor. Ms. O'Connor stated that her concern does not pertain to the accuracy of the book but, rather, Ms. Ferraro's relationship to the HPC and the appearance of what might be serving her interests as liaison and as a city employee. Ms. Milne suggested that Ms. Ferraro could sign away her interest in any profits that might occur as a result of the book sales.

## Historic Preservation Minutes

October 13, 2009

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The letter could be written stating that the HPC supports the concept of the proposed book. The general consensus was that Ms. Ferraro's involvement with the project only lends more credibility to the book. Ms. Ferraro stated that Mr. Stroh is a retired professor of art and architecture at WMU.

**Ms. Jacobs, supported by Mr. Carroll, moved to allow the HPC to submit a letter of support to the Arts Council on behalf of Mr. Stroh's book, *Touring Kalamazoo: Architecture of the City's Center*.**

Mr. Dunn questioned how the City Attorney's office would view the legal aspects of having the HPC support a project with direct involvement from the staff liaison. Ms. Ferraro suggested amending the motion to state that the HPC will provide the letter of support pending review by the City Attorney's office and an assurance that there is no conflict of interest. Ms. O'Connor stated that she would be happy to write an independent letter of support for the book. There may be other people willing to submit letters of support.

**Mr. Dunn offered the following amendment to the motion:**

**The letter of support is to be submitted pending the approval of the City Attorney's office. Ms. Jacobs and Mr. Carroll accepted the amendment. With a roll call vote, the motion carried unanimously.**

**c. 919 Short Road**

Mr. Aardema requested that this item be placed on the agenda. This house was used as a fraternity and is still owned by the fraternity's national organization. It is outside the South Street-Vine Area Local Historic District. The property is for sale by owner, and it is uncertain at this point what the plans are for the property. It was added to the agenda as a point of discussion. Ms. O'Connor has done some research on the background of the house, the architect who designed the house, and other projects he has done in Kalamazoo.

Ms. O'Connor stated that the architect is Robert Seyfert from Chicago. He was a contemporary of Howard Van Doren Shaw. They were well-known, society architects primarily on the north shore of Chicago, during the early part of the 20<sup>th</sup> century. Blanche Hull appears to have been his first Kalamazoo client. He designed 2320 and 2230 Glennwood for George and Hubert Humphrey (Humphrey Products); 1537 Long Road for Paul Ihling, and 1550 Long Road for Bartlett Dickinson who worked for one of the paper companies; and two homes in the West Main Hill Neighborhood, 136 Bulkley and 161 Prospect. The architect's grandson maintains a website and he will be doing research at the Chicago Historical Society Archives at the end of October. There is a folder at the archives facility with pictures of unidentified works of the architect. The grandson is hoping to identify some of the pictures with the information Ms. O'Connor has provided.

Mr. Aardema expressed concern that the house could be demolished, moved or altered and nothing could be done to stop it. Ms. Ferraro concurred that there are no legal tools available to prevent a private buyer from altering the house. He mentioned that the HPC has discussed inviting specific owners include their building in the local historic district.

## Historic Preservation Minutes

October 13, 2009

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Mr. Aardema inquired as to possible strategies for advocating for the house. Ms. Milne suggested contacting the neighbors, some of them may be willing to advocate for the house. It was also suggested that contact with the owner in this regard might be viewed as a good marketing strategy, particularly after the problems the fraternity created in the neighborhood. The additional information Ms. O'Connor found regarding the history of the house may create more interest in the property. Mr. Aardema stated that he would be willing to contact the owner.

Ms. O'Connor suggested extending the local historic district to include this property. Ms. Ferraro advised that extending the district for one building would be problematic. Ms. O'Connor suggested extending the district up the block to include an additional seven houses. Ms. Ferraro advised that there is not enough staff to handle the addition of that many more properties without reapportioning workloads. Logically, everything on Grant, Wheaton and Oakland should be included if the district is extended. It might also make sense to include all of the houses on Austin. That would be approximately 40 houses. There are rules and regulations for setting boundaries for historic districts, so it might not be possible to include just the seven houses near 919 Short Rd. Ms. Ferraro advised that there must be a natural boundary where the district would end. In this case, the natural boundary would be Oakland Drive.

Mr. Aardema inquired how the house on Sheffield was added to the district. Ms. Ferraro advised that property is unique in its setting. There are no other houses of that style and time period in that area.

Mr. Aardema inquired as to what level of staffing would be needed to include Grant, Austin and Wheaton. Ms. Ferraro advised that an in depth study would need to be done on enough of the houses in that area in order to produce a good study committee report. Work could then proceed with the historic district process, including getting the property owners interested. That area is predominantly rental properties so that might be difficult. A project of this magnitude would also require a number of volunteers to help with the work. There would be a lot of paperwork and monitoring involved. Adding that area to the historic district would be more problematic than adding an area like West Main Hill, where most of the properties are well maintained.

Mr. Aardema expressed concern that the property might be used for student housing. Ms. Ferraro stated that the property at 919 Short Rd. is in a single-family zoning district. The house will revert back to single-family use after it has been empty for a year; the year will be up shortly. Therefore, it would not be possible with the current zoning to put an apartment building on that property.

Ms. O'Connor commented that one of the biggest advantages for having a local historic district is the incentives it would provide for a new owner to do rehab on the house. Ms. Ferraro suggested informing the current owners about the benefits of obtaining a local historic district designation for the house. They could obtain that support from the current owners before the house is sold. Ms. O'Connor and Ms. Ferraro warned that the State Historic Preservation Office might object to the designation of this property without including other historic properties in the vicinity. This property would either have to qualify as a single resource district, or it would be part of a historic district that included the other houses in the city designed by the same architect as a thematic nomination.

## Historic Preservation Minutes

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Discussion continued with regard to the difficulties that are involved in obtaining a historic designation for a property. Ms. Ferraro stated that she did the nomination for the 200 block of the South Kalamazoo Mall. There was 100% unanimous support for that nomination locally, but the National Parks Service denied the request. She also had a National Register Nomination that was turned down because there wasn't enough significance. Qualifying for a nomination depends on the level of significance that is established.

The general consensus among the HPC members was that the contacting the owner to advise of the history of the house would be a good first step.

Mr. Aardema inquired if there was staffing available to assist with the historic designation process in the Hillcrest Neighborhood. Ms. Ferraro advised that she would likely talk with Ms. Milne about a National Register designation. Mr. Aardema commented that the National Register designation would provide no protection for those houses.

Ms. Jacobs suggested that Mr. Aardema attend the designation sub-committee meetings.

Ms. Ferraro stated that when the reconnaissance level survey was done, most of the undesignated parts of the Vine Neighborhood were identified as eligible for Historic District expansion, with the exception for the corner closest to the downtown. Expanding that district east to Burdick Street and west to Oakland might be a possibility. Ms. Ferraro reiterated that staff time is an issue. The city used to employ approximately 900 people, there are now only about 700 people working for the city. There will likely be more job losses and possibly furlough days next year. Therefore, the timing is not good for adding a new historic district because there is not enough staff to appropriately serve the needs of properties in those districts. Kalamazoo is known as a community that is serious about historic preservation. It was suggested that there should be an effort to increase staffing so as to not jeopardize efforts in the historic districts.

Ms. Milne stated that she was appointed to the Kazoo School Board's Buildings and Grounds Committee, which met recently. They are enthused about the possibility of a historic designation. The school building would be considered non-contributing because of the replacement windows. They have decided to deal with the windows first because that would be a signal that this center piece of the Hillcrest Neighborhood is now pursuing historic restoration. The Committee would like to have cooperation from the neighborhood with regard to making this a historic district.

Mr. Aardema suggested defining the neighborhood separately from the Oakland/Winchell Neighborhood. That would help with the creation of a neighborhood association.

## **XI. COORDINATOR'S REPORTS**

### **a. Site Watch & Issues (Item E)**

Ms. Ferraro stated that she has pictures of the interior of Corporation Hall and the interior of the 100 block of E. Michigan on her computer if anyone wants to look at them after the meeting.

## Historic Preservation Minutes

October 13, 2009

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Mr. Holewinski inquired about the boarded up house on Potter Street, between Cedar and Lovell, across from the Carver Center. Ms. Ferraro advised that the district ends at Walnut and Potter and does not extend to this house. The house may be boarded due to foreclosure. If the street address is provided that would be helpful for locating information about the property.

The watch list and the Section 106 Report were provided in the packets. The stimulus money hasn't reached the neighborhoods yet. There are 72 properties in the city that will likely be impacted by the stimulus funds.

The NACD (Northside Association for Community Development) has included an article in their newsletter about an upcoming window workshop. The workshop is scheduled to take place in November. Ms. Ferraro and Mr. Carroll will be assisting with the workshop and trying to show people how to weatherize their windows and save energy.

**XII. COMMISSIONER COMMENTS**

Mr. Wright requested an update regarding the proposed changes to the demolition ordinance. Ms. Ferraro advised that issue is at a standstill until the budget issues are resolved. She is hoping that work can continue on the demolition ordinance in January. The city wants to have their budget approved by the beginning of December.

**XIII. ADJOURNMENT**

**Mr. Carroll, supported by Mr. Wright, moved to adjourn the October 13, 2009 meeting of the Historic Preservation Commission. With a voice vote, the motion carried unanimously.**

**The meeting adjourned at 9:20 p.m.**

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

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

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



**Historic Preservation Commission  
November 2009 Monthly Report**

**Revenue**

Book Fund	\$	36,357.79
Interest Income	\$	(98.48)
Interest on Investments		

<b>Total Revenue</b>	<b>\$</b>	<b>36,259.31</b>
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**Expenses**

Commissioner Education	\$	1,651.89
O'Connor Fund	\$	243.11
Memberships	\$	1,021.00
Public Education	\$	17,186.67
Publications	\$	7,243.17
Miscellaneous	\$	1,217.32

<b>Total Expenses</b>	<b>\$</b>	<b>28,563.16</b>
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<b>Ending Working Capital</b>	<b>(as of 11/3/09)</b>	<b>\$</b>	<b>7,696.15</b>
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### Historic Preservation Revenue Ledger

<u>Date</u>	<u>Description</u>	<u>Amount</u>
2007	BOOK SALES	\$6,894.07
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
12/22/2008	Book Sales - Radisson/Greenleaf	\$ 393.12
12/31/2008	Book Sales - Nature Connection	\$ 196.56
12/31/2008	Book Sales - Wild Goose Chase	\$ 377.46
1/22/2009	Book Sales - Barnes & Noble	\$ 682.32
1/26/2009	Book Sales - Lost & Found/Walking Time	\$ 122.00
2/10/2009	Book Sales - Barnes & Noble	\$ 1,030.80
5/4/2009	Green Preservation Sponsorship	\$ 250.00
5/26/2009	Walking Through Time	\$ 5.00
5/21/2009	Book Sales - Nature Connection	\$ 167.76
4/3/2009	Book Sales	\$ 2.10
6/2/2009	Friends of Historic East Campus	\$ 500.00
8/11/2009	book sales - Michigan News Agency	\$ 209.70
8/20/2009	Book Sales - Petals & Postings	\$ 196.56
10/8/2009	Book Sales - Kazoo Antiques Market	\$ 196.56

ITEM C

10/9/2009 HPC Sales		\$60.00
10/13/2009 Kalamazoo 1884 DVD Sales	\$	265.00

<b>Totals</b>		<b>\$16,621.33</b>
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**Publications**  
**2009**

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	<b>2009 Budget</b>
Promotion	\$ 1,200.00
Consultants - Fulfillment, Marketing and Royalty	\$ 2,500.00

**Expenses**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
2007	Publications	\$1,808.51
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
12/31/2008	Pamela O'Connor	\$742.46
3/4/2009	Pamela O'Connor	\$215.66
3/4/2009	WMUK underwriting support	\$1,250.00
5/7/2009	Pamela O'Connor	\$50.63
9/2/2009	Pamela O'Connor	\$104.99
	<b>Total</b>	<b>\$5,590.83</b>

**Public Education  
2009**

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	<b>2009 Budget</b>
Neighborhood Assistance	\$ 700.00
Preservation Month	\$2,000.00
General Preservation Education	\$2,650.00

**Expenses**

<b><u>Date</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
2007	Public Education	1016.92
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
1/27/2009	Old House Network - Sponsorship	\$ 500.00
3/16/2009	Goal Trac, LLC - workplan services	\$ 2,450.00
5/18/2009	The Canopeum - Tables and chairs	\$ 104.94
5/19/2009	Printmill, Inc - lamination	\$ 66.07
5/20/2009	Reimburse Chris Wright for HPC supplies	\$ 56.75
6/10/2009	First United Church - sound equipment technician	\$ 75.00
6/23/2009	Katie Jacobs - reimburse for Preserv, month activities	\$ 103.64
6/24/2009	The Framemaker-award certificates	\$ 222.66
5/26/2009	Claire Milne - reimburse for Preserv. Month activities	\$ 221.77
6/10/2009	Contribution to film to commemorate the 125th Anniversary	\$ 500.00
7/9/2009	Mike Jackson - HPC training session	\$ 1,200.00
<b>Total</b>		<b>\$13,280.05</b>



O'Connor Fund  
2009

Page 3

O'Connor Fund  
For Appeal Costs

2009 Budget  
\$400.00

Expenses

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

**Commissioner Education  
2009**

Page 2

Commissioner Education - NTHP,  
MHPN, State HP

**2009 Budget**  
\$750.00

**Expenses**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
2007	Commissioner Education	\$ 83.50
3/26/2009	Reimburse Peter Carroll	\$ 365.00
3/18/2009	Martini's Pizza	\$ 67.52
3/26/2009	Reimburse Katie Jacobs for beverages	\$ 7.85
4/14/2009	Reimburse Katie Jacobs for MHPN	\$ 245.00
4/14/2009	Rimburse Tony Holewinski for MHPN	\$ 80.00
4/28/2009	MHPN for Erin Seaverson	\$ 25.00
4/28/2009	MHPN for James Tribu	\$ 25.00
5/20/2009	Reimburse Chris Wright for MHPN	\$ 70.00
	<b>Total</b>	\$ 968.87

For good. For ever.<sup>sm</sup>

151 S. Rose St., Suite 332  
Kalamazoo, MI 49007-4775  
Phone 269.381.4416

*Fund Activity Statement*  
**O'Connor Fund for Historic  
Preservation in the City of  
Kalamazoo**  
*January 1, 2009 through  
September 30, 2009*

**Beginning Fund Value** \$ **81,011.72**

<u>Principal</u>			
<b>Beginning Principal Value</b>		\$	<b>77,199.24</b>
<b><u>Additions:</u></b>			
Gifts	\$	900.00	
Net Investment Return		19,973.27	
Other Additions/Adjustments		0.00	20,873.27
<b><u>Distributions:</u></b>			
Annual Transfer to Grantmaking			(4,334.90)
Foundation Annual Administrative Fee			0.00
<b>Ending Principal Value</b>		\$	<b>93,737.61</b>

<u>Grantmaking</u>			
<b>Beginning Grantmaking Value</b>		\$	<b>3,812.48</b>
<b><u>Additions:</u></b>			
Gifts	\$	0.00	
Annual Transfer from Principal		4,334.90	
Other Additions/Adjustments		0.00	4,334.90
<b><u>Distributions:</u></b>			
Grants Paid		0.00	
Foundation Annual Administrative Fee		( 742.89)	
Other Distributions/Adjustments		0.00	( 742.89)
<b>Ending Grantmaking Value</b>		\$	<b>7,404.49</b>

**Ending Fund Value** \$ **101,142.10**



**O'Connor Fund for Historic Preservation in the City of Kalamazoo****Gifts received from January 1, 2009 through September 30, 2009:**

<u>Donor</u>	<u>Date</u>	<u>Amount</u>
James & Megan Roth	01/27/2009	50.00
West Michigan Christian Foundation	02/03/2009	500.00
Mark & Mary Sue Hoffman	03/10/2009	50.00
Pfizer Foundation Matching Gifts Program	03/10/2009	50.00
Terry & Pam O'Connor	04/27/2009	100.00
Jack A. & Linda Gentry Bennett	05/28/2009	100.00
Pfizer Foundation Matching Gifts Program	07/07/2009	50.00
*** Total Gifts:		900.00

***Kalamazoo: Lost & Found***  
**Monthly Sales Report --**  
**through October 31, 2009**

**Sales**

As of 10-31-2009:	\$ 143,019.11	Last Report: \$ 142,717.70
Increase from previous report:	\$ 301.41	
Hard Covers Sold/Distributed:	2,349	Last Report: 2,345
Soft Covers Sold/Distributed:	2,588	Last Report: 2,579

**Marketing**

- Beth Timmerman has hung three Kalamazoo Lost & Found photos (formerly in City Hall atrium) in the KPL Local History Room. There will be, after the KPL Friends Board of Directors votes next week, a note on the History Room wall that tells about the book, and indicates that it's available for sale in the Friends Bookstore in the lower level on the Library.
- Next task is to prepare the annual WMUK radio marketing effort! To be completed this week or next, beginning several days before Thanksgiving and ending just before Christmas.
- Lynn and I will be doing a book signing at Barnes & Noble on Saturday, December 12th, 1-3 PM. Please help spread the word!

**Book Retailers**

- New retailer after November 12 will be the KPL Friends of the Library Bookstore -- just in time for their Thanksgiving week sale.
- Barnes & Noble is FINALLY set up. Delivered 40 books to the Portage store on Sunday, Nov. 1st, and shipped another 28 books to their NJ warehouse. (Next month's figures

**Action Items**

None.

**Other**

None.

Respectfully,  
Pam O'Connor

ITEM F

Kalamazoo Historic Preservation Commission  
Preservation coordinators report  
November 10, 2009

REPORT:

**State Hospital Water Tower**

WOOD did a report on the water tower and broadcast it in late October. Here is the website where the report is available to view.

[http://www.woodtv.com/dpp/eightwest/See\\_inside\\_the\\_Kzoo\\_Psych\\_Tower](http://www.woodtv.com/dpp/eightwest/See_inside_the_Kzoo_Psych_Tower)

**Historic District Commission:**

- ✓ HDC Reviews to 11/05/09 - 459. (In 2008, 477 reviews were complete by 11/05/08)
- ✓ Section 106 reviews to 10/06/09 – 140 (In 2008, 224 reviews were complete by 10/06/08 – 2008 included over 50 houses in the weatherization program)
- ✓ The Appeal of the window replacement proposed for 609 Elm ran from 9:00 am to 3:30 pm on Wednesday November 4<sup>th</sup>. John Kneas from the City Attorney's office accompanied me. The judge will prepare a proposal for decision to be sent to the State Historic Preservation Review Board. They will make the final decision at their meeting in January.

PROJECTS:

Coordinator:

Study Committee – I have received all the comments from the State Historic Preservation Review Board meeting in September and the SHPO. I will be preparing the revised reports in the next two weeks.

SITES – ONLY UPDATES WILL BE NOTED.

**100 block of East Michigan** – The bricks from 232 West Michigan!!

**Corporation Hall** – No further news

**Noble Lodge** (NE corner Oakland and Howard) – No news

**City Hall weatherization** – the city has received a grant to improve energy efficiency at City Hall. Part of the grant will rehabilitate the existing historic windows and replace the wood framed interior storms.

***MISCELLANEOUS:***



# Commission Agenda Report

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City of Kalamazoo

**TO:** Mayor Hopewell, Vice Mayor McKinney, and City Commissioners

**FROM:** Kenneth P. Collard, City Manager, ICMA-CM, P.E.  
Reviewed By: Jeff Chamberlain, Director, Community Planning & Development Department  
Prepared By: Sharon Ferraro, Historic Preservation Coordinator

**DATE:** October 28, 2009

**SUBJECT:** Kalamazoo Historic Preservation Commission – 2010 Budget

## **RECOMMENDATION**

It is recommended that the City Commission approve the attached Kalamazoo Historic Preservation Commission Budget for 2009.

## **BACKGROUND**

In 2001, the Historic Preservation Commission published a book, *Kalamazoo: Lost and Found* on the history of Kalamazoo. There was a dual purpose – to raise awareness of the city's history and architectural heritage and to provide funding for future preservation projects. The plan was to use the proceeds from the book to fund small local initiatives directly or to leverage grants for preservation and community stewardship projects. Thus the Historic Preservation Commission budget is entirely funded by book sales. In 2005, a second printing of an additional 5000 copies of the book was completed.

All of the projects proposed for funding in the budget are in fulfillment of the mission of the commission. "It is the mission of the Kalamazoo Historic Preservation Commission to work towards the preservation of Kalamazoo's historic resources through advocacy of effective preservation practices; public education; and research, compilation, publication and maintenance of historic resource inventories."

## **COMMUNITY RESOURCES CONSULTED**

The Kalamazoo Historic Preservation Commission consulted local preservation organizations, including the Kalamazoo County Preservation Alliance and the Old House Network as well as historic neighborhood associations.

## **FISCAL IMPACT**

The proposed budget will have no impact on the General Fund budget, since the commission is entirely self-funded.

## **ALTERNATIVES**

The City Commission may elect to not to approve the 2010 budget for the Kalamazoo Historic Preservation Commission. In that event, the commission would be unable to spend the proceeds from their book in 2010. This is not recommended.

## **ATTACHMENTS**

Kalamazoo Historic Preservation Commission Budget for 2010

2010 Kalamazoo Historic Preservation Commission Budget	(All Historic Preservation Commission funds are derived from the sale of <u>Kalamazoo: Lost and Found</u> )	Proposed budget for 2010
Account Description	2009 Budget	2010 Budget
<b>Working Capital</b>	\$11,000.00	\$6,800
<b>Spending Plan</b>		
<b>Commissioner Education</b>		
NTHP*, MHPN*, State HP	\$750.00	\$500.00
<b>O'Connor Fund</b>	\$400.00	\$200.00
<b>Memberships</b>		
NTHP* - HPC	\$500.00	\$175.00
<b>Public Education</b>		\$4,000
Neighborhood Assistance	\$700.00	
Preservation Month	\$2,000.00	
General Preservation Education	\$2650.00	
<b>Kalamazoo: Lost and Found</b>		
Promotion	\$1,200.00	\$1,575.00
Consultants - Fulfillment, Marketing and Royalty	\$2,500.00	
<b>Misc. Travel/Supplies/Materials</b>	\$300.00	\$100.00
<b>Contingency</b>		\$250.00
<b>Totals</b>	<b>\$11,000.00</b>	<b>\$6800.00</b>

\*NTHP – National Trust for  
Historic Preservation  
\*MHPN – Michigan Historic  
Preservation Network