

KALAMAZOO HISTORIC PRESERVATION COMMISSION
3rd Floor Conference Room – City Hall – 241 West South Street
Tuesday, September 11, 2012 – 7:00 pm

- I. **Call to Order – 7:00 pm**
- II. **Approval of Absences:** David Brose
- III. **Approval of Agenda**
- IV. **Introduction of Guests:**
- V. **Citizen Comments on NON-agenda items***
- VI. **Financial Report**
 - a. City (Jacobs/Steppenwolf) **(ITEM A)**
- VII. **Action and Discussion Items**
 - a. Work Plan Reports from Team Leaders
 - i. Designation (D) – Aardema
 - ii. Sustainability (S) – Stevens (Hidden Kalamazoo)
 - iii. Preservation Month (PM) – Holewinski
 - iv. Iannelli Fountain (IF) – Brose
 - v. Operations (O) – Wright
 - vi. Sites – Aardema
- VIII. **Old/New Business**
 - a. Organize plans for 2012 O’Connor Fund Appeal
 - b. Discussion of changes to the HPC, Appoint subcommittee to meet with Jeff Chamberlain. (See Operations Report for additional details)
 - c. Discussion – off site meetings for HPC to raise awareness
- IX. **Approval of meeting notes:** August 14, 2012 **(ITEM B)**
- X. **Correspondence**
- XI. **Coordinators Reports on non-agenda items**
 - a. Site Watch & Issues **(ITEM C)**
- XII. Citizen Comments on NON-agenda items***
- XIII. **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.

Kalamazoo Historic Preservation Commission goals for 2012

PRESERVATION MONTH 2013 Leader: Tony Holewinski

GOAL: Present a diverse variety of events to celebrate Preservation Month in May

1. Steering committee to develop activities
2. Schedule & complete events
3. Activities & Budget approved by HPC
4. Preservation awards committee to decide awards
5. List of events & schedules publicized
6. Work schedules & volunteers confirmed
7. Post Preservation Month debrief presented to HPC

FOUNTAIN OF THE PIONEERS Leader: David Brose **HIGHEST PRIORITY**

GOAL: Restoration of the Fountain of the Pioneers by 2015.

- ~~1. Identify General Contractor to lead project.~~
- ~~2. Inaugurate meeting with Indian Bands locally for historic markers~~
3. Submit PRESERVE AMERICA application
4. Create city/tribal/private sector sub-committee for planning & executing the restoration project: 2012
5. Submit full (art & local history) NATIONAL level NRHP nomination to SHPO 2013
6. Develop Friends of the Fountain Committee to lead & secure lead gifts 2013
7. Register solicitation license and implement tiered public fund raising 2014

DESIGNATION Leader: Curt Aardema

GOAL: Add to LHD and National Register designated properties to aid development & protect resources.

1. Create formal process for owners interested in local or national designation
2. Invite eligible property owners annually to consider designation

LOCAL DESIGNATION

- Isaac Brown House - single resource LHD
- Woodside properties (2) added to the WMHLHD
- Park Club*
- State Theater
*Pending

NATIONAL REGISTER DESIGNATION

- Updated Bronson Park NR HD (outside of FOTP)
- Updated East Campus NR HD to include Oakland Recital Hall and remove demolished buildings

SUSTAINABILITY Leader: Lynn Stevens

1. Identify new fund raising sources for HPC budget
2. Create subcommittee to explore options
3. Present short list of options to HPC
4. Identify a working group to explore market feasibility and budget for a product based fund-raising project
5. Provide support to oversight of the Lost & Found Book sales & O'Connor Fund for Historic Preservation.

OPERATIONS Leader: Chris Wright

1. Ensure succession plans for HPC
2. Conduct O'Connor Fund pledging in November.
3. Ensuring Quorum for monthly meetings
4. Consult with coordinator as needed about agenda items
5. Providing oversight & updates of Operational Plans monthly

SITES Leader: Curt Aardema

HISTORIC SCHOOLS

GOAL: Educate the Kalamazoo community about the significance of historic school buildings in the city.

1. Identify and list the historic school buildings in Kalamazoo.
2. Research and compile information regarding each school on the list.
3. Prioritize the list based on real and perceived threats to their continued use.
4. Establish an award program for historic milestones and proper maintenance of the buildings.
5. Develop a presentation schedule to meet with educators and students about their schools.
6. Establish a communication link with local school administrators to provide information and insight regarding historic buildings in Kalamazoo.

**Historic Preservation Commission
September 2012 Monthly Report**

Revenue

Book Fund	\$	51,898.11
Interest Income	\$	(98.48)
Interest on Investments		
Total Revenue	\$	51,799.63

Expenses

Commissioner Education	\$	1,941.89
O'Connor Fund	\$	1,054.40
Memberships	\$	1,306.00
Public Education	\$	28,276.38
Publications	\$	13,484.03
Miscellaneous	\$	1,397.67
Total Expenses	\$	47,460.37
Ending Working Capital	(as of 8/28/12)	\$ 4,339.26



**Historic Preservation
Revenue Ledger**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	BOOK SALES	\$19,617.64
2010	BOOK SALES	\$ 5,446.04
1/12/2011	Book Sales - Barnes & Noble	\$ 281.70
5/18/2011	book sales - Michigan News Agency	\$ 209.70 will be abated-was rebilled at lower cost*
6/23/2011	HPC awards - Mueller Enterprises	\$ 220.00
6/29/2011	Book Sales - Nature Connection	\$ 144.96
6/29/2011	Book Sales - Michigan News Agency	\$ 161.70 *
7/31/2011	Book Sales - \$95.88 - \$209.70 =	\$ (113.82)
11/2/2011	Book Sales - Kazoo Books	\$ 200.70
12/31/2011	Book Sales - Kazoo Books	\$ 161.70
12/31/2011	book sales - Michigan News Agency	\$ 129.36
12/31/2011	Book Sales - Heritage Co.	\$ 152.76
3/28/2012	Book Sales - The Spirit of Kalamazoo	\$ 113.19
5/29/2012	Mavcon Properties contribution	\$ 5,000.00
5/29/2012	Now & Then, LLC	\$ 32.34
6/6/2012	Michigan News Agency	\$ 129.36
6/27/2012	The Nature Connection	\$ 144.96
8/22/2012	Book Sales - The Spirit of Kalamazoo	\$ 129.36
	Totals	\$32,161.65

**Commissioner Education
2012**

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Commissioner Education - NTHP,
MHPN, State HP

2012 Budget
\$0.00

Expenses

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	Commissioner Education	\$ 968.87
2010	Commissioner Education	\$ 20.00
8/26/2011	MHPN renew memberships	\$ 250.00
11/22/2011	Katie Jacobs - reimburse for NTHP membership	\$ 20.00
	Total	\$ 1,258.87

**O'Connor Fund
2012**

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O'Connor Fund **2012 Budget**
For Appeal Costs \$600.00

Expenses

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	Appeal costs	341.43
2010	Appeal costs	\$ 153.40
11/22/2011	Terry O'Connor - reimburse postage	275.00
11/22/2011	Chris Wright - reimburse pizza for fund appeal	56.71
12/21/2011	Katie Jacobs - reimburse for supplies	227.86
	Total	\$ 1,054.40

**Memberships
2012**

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Memberships - NTHP, HPC

2012 Budget
\$500.00

Expenses

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	Memberships	\$ 492.00
2010	Memberships	\$ 125.00
2/17/2012	NTHP Membership - David Brose	\$20.00
4/17/2012	NTHP membership gifts	\$140.00
	Total	\$ 953.00

**Public Education
2012**

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Public Education **2012 Budget**
\$5,000

Expenses

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	Public Education	\$ 13,063.13
2010	Public Education	937.94
2/3/2011	Old House Network - Sponsorship	\$ 500.00
4/19/2011	Signwriter - sided corex	\$ 307.50
6/9/2011	Sharon Ferraro - reimburse for sharpies	\$ 39.95
6/24/2011	Claire Milne - reimburse reception food & appeal stationery	\$ 219.31
6/9/2011	Tony Holewinski - reimburse for reception supplies	\$ 150.36
6/9/2011	Martinis Pizza - food for Vine Nd HD Orientation	\$ 114.48
5/23/2011	The Framemaker-award certificates	\$ 488.70
8/22/2011	Sharon Ferraro - reimburse for gas for trip to Kentucky	\$ 191.85
12/21/2011	David Brose - reimburse for copying for lanelli Fountain	\$ 15.79
3/8/2012	Old House Network - Sponsorship	\$ 500.00
5/17/2012	Kalamazoo Color Lab - chromira	\$ 15.69
5/22/2012	Sharon Ferraro - MHPN Conference	\$ 415.00
5/22/2012	The Framemaker-award certificates	\$ 395.64
5/24/2012	Ladies Library Assoc. - HPC reception	\$ 690.00
8/7/2012	National Register Nomination - lanelli Fountain	\$ 5,000.00
Total		\$ 24,062.26

**Publications/Promotion
2012**

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	2012 Budget
Promotion	\$ 200.00
Consultants - Fulfillment, Marketing and Royalty	

Expenses

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	Publications	\$7,223.91
2010	Publications	\$3,552.49
7/7/2011	Pamela O'Connor	\$146.25
12/31/2011	Pamela O'Connor - 2nd printing Royalties	\$302.02
12/31/2011	Lynn Houghton - 2nd Printing Royalties	\$302.02
12/31/2011	Pamela O'Connor - marketing	\$57.05
6/30/2012	Pamela O'Connor - marketing	\$247.95
	Total	\$11,831.69

KALAMAZOO HISTORIC PRESERVATION COMMISSION**Meeting Notes**

**3rd Floor Conference Room – City Hall – 241 West South Street
Tuesday, August 14, 2012 – 7:00 pm**

- I. Call to Order** 7:01pm
- II. Approval of Absences** - All current commissioners present – one vacancy
- III. Approval of Agenda**
- IV. Introduction of Guests:** Pam O'Connor (HPC Alumni), Norman Jung (HPC Alumni), Claudia Holewinski (daughter of commissioner)
- V. Citizen Comments on NON-agenda items***
- a. Pam O'Connor – Michigan Historic Preservation Network (MHPN) Work Plan Retreat is this coming weekend. They will be discussing public policy – CAP Act – House and Senate bills to improve Federal Historic Preservation Tax credit. The bill increases value of credit from 20% to 30% for projects under \$5M + 2% bonus for sustainable features + increasing ability for non-profits to use the tax credit. Michigan tourist oriented design signage (TODS – part of the Pure Michigan program) to be extended to include historic sites. Contractor does not currently include historic sites – tends to fund and make signs available for commercial uses and promotions.
- VI. Presentation from CP&D director Jeff Chamberlain (JC)/ City Planner Andrea Augustine (AA)**
- JC - HP as public policy + real world issues we face with the city budget. JC explained the dept and how it works, what it covers. CP&D has been asked to do all the assigned work on a smaller budget and is evaluating all the work CP&D does in terms of necessity. Anti-Blight and safety are vital. Is HP required as a public service? Is the HPC required by state law? Could the city spin off the HPC to a new non-profit county-wide organization? JC- The discussion at this meeting is meant to begin the conversation. JC cited the Friends of Recreation and their process of becoming a 501c3 non-profit. This will help with fund raising as a stand-alone body.
- AA – HP is an important part of what the city does, providing education and information. Are there benefits to moving the HPC to a county non-profit? Staffing is the largest city issue. City will continue to support HP. CP&D would like to work with a sub-committee
- David Brose (DB) – Sharon's role will continue?
- AA – She will be spending more time working with building inspectors and Anti-Blight
- JC- There are 3 components – staff person, HDC + Historic Districts, and HPC for policy
- DB – Is the vision that HPC dissolves and merges into a county wide?
- JC – That is one scenario – not necessarily county wide, but outside of the city control
- JC – Jeff referred to Andrea's idea – if we could start from scratch what kind of a preservation organization could we envision – a city body or an independent body consulted on preservation issues? How could the city support a transition?
- JC - How do we as a city continue to deliver necessary services with a declining revenue stream?
- AA - HP is important to the planners and to the city – we want to figure out the best way to move forward.
- Katie Jacobs (KJ) – As a city body, the HPC has a more powerful voice – the city is compelled to listen to its own appointed board.
- Curt Aardema (CA) – being a city board gives the HPC more weight in their outreach and significance.
- JC – not only staffing and money, but also are there opportunities for change and growth in a change – in a new structure that could be more effective.
- DB – This is not a role that the city should give up – the support of historic preservation needs to continue
- CA – The HPC mission needs to continue its HP role in the city
- JC- Pros and cons of spinning off the organization or as a city board – any changes in mission, etc to make the board more effective?

ADD TO AGENDA FOR SEPTEMBER – changes, focused non-profit or a city board can we make the board more effective and shift the burden to more people. If we redesigned the commission, what could it become? (done- added to 9/11/12 agenda on 8/20/12)

AA – the city wants to make this a slow and deliberate process for transformation.

DB - as a city appointed commission the HPC has more standing.

VII. Financial Report

a. City (Jacobs/Steppenwolf) **(ITEM A)**

b. O'Connor Fund Report **(ITEM B)**

ADD AGENDA ITEM TO SET UP PLANS FOR THIS YEARS O'CONNOR FUND APPEAL (done- added to 9/11/12 agenda on 8/20/12)

c. Kalamazoo: Lost and Found Report **(ITEM C)**

VIII. Action and Discussion Items

a. Work Plan Reports from Team Leaders

i. Designation (D) – Aardema – Washington Square National Register nomination presentation on July 24th for Washington Square property and business owners. Invitations mailed or sent to all property and business owners. The letter prompted some phone calls to Curt Aardema , but the only attendees were members of the HPC & Edison Development Group committee members. HPC members Chris Wright and Lynn Stevens along with the coordinator met with SARA board members to discuss the North and Douglas buildings – HPC will continue to monitor the situation. Noble Lodge has been razed.

ii. Sustainability (S) – Stevens

Hidden Kalamazoo - subcommittee will start with touring the potential sites.

iii. Preservation Month (PM) – Holewinski

iv. Iannelli Fountain (IF) – Brose

DB – met with Frances about Parks & Rec plan for fundraising and Friends of Rec spin off. Frances provided a model RFP to use in soliciting bids for the fundraising feasibility study. She also provided a breakdown of the costs of fountain restoration. David also spoke with Tom Nehil – outside of the cover the cost of the artistic restoration is about \$150,000. FOTP Committee talked about other fundraising

Sharon and David met with Royce Yeater of the Jeffris Foundation on Friday August 10, 2012 – Sharon is preparing a report.

v. Operations (O) – Wright – no report

vi. Sites – Aardema – no report

IX. Old/New Business

Keep Amy Thomas' idea of meeting at different sites on the agenda (done- added to 9/11/12 agenda on 8/20/12)

X. Approval of Minutes: July 10, 2012 **(ITEM D)**

Approve as written LS/CA passed unanimously.

XI. Correspondence - none

XII. Coordinators Reports

a. Site Watch & Issues **(ITEM E)**

XIII. Citizen Comments on NON-agenda items*

XIV. Commissioner Comments

Adjourn 9:20 PM

Historic District Commission:

- ✓ HDC cases to 09/05/12 – 196 (178 Administrative)
 - In 2011, 226 cases by 09/05/12 (185 Administrative)

Section 106 reviews (Federally funded projects)

- ✓ Section 106 reviews to 09/05/12 – 44
 - In 2011, 79 reviews were complete by 09/05/11

SITES**North & Douglas commercial Buildings**

- 1017-1029 West North:
 - Taxpayer of record is now Douglas North LLC (5135 Misty Creek, Kal, MI 49009)
 - Douglas North is buying all the buildings on a \$30,000 land contract.
- 626 Douglas:
 - 6/29/12 Car hit the side of the building and damaged the west wall that required it to need boarding - Approximately 18' of wall was damaged.
 - This former gas station, stripped of the enameled cladding, is now owned by the County Treasurer through a tax foreclosure.
 - No application for demolition submitted as of 9/05/12

Noble Lodge – demolished – Exterior photos taken about a week before the site was fenced before demolition

Old Douglas Community Center (231 East Ransom) – formerly owned by the Merry Makers – an organization of African-American women that remembered the better days of the building. In 1999, they hired architect Nelson Nave to design the roof set on top of the building and paid out of their own pockets for the construction. In 2006 the Merry Makers gave the building to the non-profit New Genesis and in 2010, New Genesis gave it to the Christian Life Center. The building was designed by local architect Ernest Batterson, who also designed the First Methodist Church.



RECRUITING NEW COMMISSIONERS: On the back of this page is a draft of an email to send out for recruiting new commissioners. This can also go out on the PLAN KALAMAZOOO Facebook page.

Ferraro, Sharon

From: Ferraro, Sharon
Sent: Wednesday, September 05, 2012 11:37 AM
To: curtis.aardema@gmail.com; David Brose (dbrose@museumstrategies.com); katiej@eckert-wordell.com; Lynn Stevens (stevenslynn@hotmail.com); Steppenwolf, Karleen; Thomas, Amy S.; tony holewinski; Wright C; 'Claire Milne'; 'jeffturner@sbcglobal.net'; 'Linda Gentry Bennett (lindagentrybennett@charter.net)'; 'Norman Jung (jungnandb@sbcglobal.net)'; 'Pam O'Connor (ppmarlborough@ameritech.net)'; 'Peter Carroll'; Chris Roussi; Ferraro, Sharon; Grant Fletcher; jamestribu@yahoo.com; Jason Novotny (jnovotny@towerpinkster.com); Jason Novotny (Novotnyjason@gmail.com); Jay Bonsignore (julie-maraia@triton.net); Miller, Barbara
Subject: Openings on Kalamazoo's two historic commissions - recruiting letter DRAFT

Hello fellow Kalamazoo folks - You are getting this because I thought you might be interested in serving on one of our two historic commissions - OR that you might be willing to pass this recruiting note on to others that might be interested.

If you are interested in history AND in the city of Kalamazoo, there are upcoming openings on both of the city's historic commissions.

The Historic Preservation Commission advises the city commission and administration, educates the public and makes recommendations for official designation of historic sites and buildings - as well as organizing events during Preservation Month each May. Meetings are once a month - usually 1-3 hours on the second Tuesday at 7:00. We have two openings - one vacancy to be filled immediately and one term that would start on April 1, 2013. For the vacancy, we would like to see applications by Oct 1, for next year, by Jan 31st.

The Historic District Commission reviews exterior work on buildings in Kalamazoo's five historic districts. Meetings are once a month - usually 1-3 hours on the third Tuesday at 5:00. The term would begin on January 1, 2013 - applications need to be received by October 1, 2012.

The first step is to fill out and submit an application. Or give me a call if you have questions before you fill out an application!

Applications for the city's commissions are available at:
<http://www.kalamazoocity.org/reports/CityCommissionAgendas/Boards/Boards.php>
Scroll down to "Advisory Boards and Commission Applications"

You must live inside the city of Kalamazoo to be eligible for appointment to these commissions.

Questions about the commissions? Call the historic preservation coordinator at 269-337-8804.

Sharon Ferraro
Historic Preservation Coordinator
Downtown Design Review Coordinator
415 Stockbridge (NEW!!)
Kalamazoo, MI 49001
(269)337-8804 phone
(269) 337-8513 fax
ferraros@kalamazoocity.org
www.kalamazoocity.org

Kalamazoo Historic Preservation Commission

Name	Appointment History	Current Term		
		Appointment Date	Expiration Date	Term Status:
Tony Holewinski 521 Academy St. Kalamazoo MI 49007 (269) 290-4106 (h) (269) 323-3200 (w) aquaman811@gmail.com	03/16/2009	03/16/2009	03/31/2012	First full term
David Brose 1805 Waite Ave Kalamazoo MI 49008 (248) 914-1911 (h) (w) dbrose@umich.edu	04/05/2010	04/05/2010	03/31/2013	First full term
Katie Jacobs 6438 Hollison Dr. Kalamazoo MI 49009 (269) 372-3239 (h) (269) 388-7313 (w) katiej@eckert-wordell.com Treasurer	07/30/2007 04/05/2010	04/05/2010	03/31/2013	First full term
Joshua Willson 242 E. Michigan Avenue Kalamazoo MI 49007 (269) 370-1305 (h) (269) 388-3446 (w) jgwillson@ameritech.net	02/21/2005 04/30/2007 04/05/2010	04/05/2010	03/31/2013	Second full term
Curt Aardema 1451 W Maple St. Kalamazoo MI 49008 (269) 492-2692 (h) (269) 329-3656 (w) curtis.aardema@gmail.com Co-Chair	03/21/2011	03/21/2011	03/31/2014	First full term
Lynn Stevens 716 Minor Ave Kalamazoo MI 49008 (269) 929-8201 (h) (w) stevenslynn@hotmail.com	01/31/2011	01/31/2011	03/31/2014	Partial term

Kalamazoo Historic Preservation Commission

Name	Appointment History	Current Term		
		Appointment Date	Expiration Date	Term Status:
Chris Wright 1623 Grove St. Kalamazoo MI 49006 (269) 345-9759 (h) (269) 598-7340 (w) ecoasto@ameritech.net Chair	03/21/2011	03/21/2011	03/31/2014	First full term

**Kalamazoo Historic Preservation Commission Budget
2012 Budget**

	2010 Actual	2011 Adopted Budget	2011 Projected Budget	2012 Proposed Budget
RESOURCES				
Lost & Found Book Sales	6,800	7,950	7,950	6,400
Other		0	0	0
TOTAL RESOURCES	6,800	7,950	7,950	6,400
EXPENDITURES				
O'Connor Fund	200	200	560	600
Commissioner Education	500	500	270	0
Memberships	175	500	0	500
Public Education	4,000	4,375	2,012	5,000
Promotion/Publications	1,575	1,575	146	200
Misc	350	800	87	100
TOTAL EXPENDITURES	6,600	7,750	2,515	5,800
Revenue Over Expenditures	200	200	5,435	600
Beginning Fund Balance	15,898	16,098	16,098	21,533
Ending Fund Balance	16,098	16,298	21,533	22,133