

KALAMAZOO HISTORIC PRESERVATION COMMISSION

CITY HALL – 3rd Floor Conference Room

Tuesday, July 9, 2013 – 7:00pm

I. Call to Order – 7:00 pm

II. Approval of Absences:

III. Approval of Agenda:

IV. Introduction of Guests:

V. Citizen Comments on NON-agenda items*

VI. Financial Report

- a. City (Steppenwolf) **(ITEM A)**
- b. Kalamazoo: Lost and Found **(ITEM B)**

VII. Action and Discussion Items

- a. Work Plan Reports from Team Leaders
 - i. Designation (D) – Aardema
 - ii. Sustainability (S) – Stevens (Hidden Kalamazoo)
 - 1. Post-tour report (Ferraro) **(ITEM C)**
 - iii. Preservation Month (PM) – Holewinski
 - iv. Iannelli Fountain (IF) – Brose
 - v. Operations (O) – Wright
 - vi. Sites – Aardema

VIII. Old/New Business

- a. Kalamazoo: Lost and Found – approve 9 additional copies as Thank You gifts to sites, site managers and ticket sellers
- b. MHPN Renew memberships
- c. Proposal – send coordinator to National Trust conference in Indianapolis
- d. Recruiting new commissioners

IX. Approval of meeting notes: June 11, 2013 (Lost)

X. Correspondence

XI. Coordinators Reports on non-agenda items

- a. Coordinator's Report **(ITEM D)**
- b. Section 106 Reviews – 2nd quarter **(ITEM E)**

XII. Citizen Comments on NON-agenda items*

XIII. Commissioner Comments

Adjourn

7:00 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 2013

PRESERVATION MONTH 2013 Leader: Tony Holewinski

GOAL: Present a diverse variety of events to celebrate Preservation Month in May and promote sustainability for the HPC

- ~~1. Committee to develop activities & budgets~~
- ~~2. Schedule & promote/publicize events~~
- ~~3. Preservation Awards committee to decide awards~~
- ~~4. Create work schedules, recruit & train volunteers~~
5. Complete events
6. Post event debrief presented to HPC
7. Form committee for next year.

FOUNTAIN OF THE PIONEERS Leader: David Brose

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

1. Develop Friends of the Fountain Committee to lead & secure lead gifts and City/County commitments: 2013.
- ~~2. Submit Jeffris Foundation Grant application 2013.~~
3. Submit full (art & local history) NATIONAL level NRHP nomination to SHPO 2013.* (PO)
4. Create Public Interpretation Task Force: 2014
5. Implement tiered public fund raising 2013 - 2015.
6. Submit PRESERVE AMERICA and other public agency grant applications: 2014(SF).
7. Celebrate Fund-raising success, launch interpretive programs - monitor work on Fountain complex: 2015

DESIGNATION Leader: Curt Aardema

GOAL: Enhance Local Historic Districts and National Register designated properties to add development potential and protect important resources.

1. Create a simple process for property owners interested in local or national designation.
2. Research new properties for potential designation.
3. Identify funding sources to assist property owners or the HPC in preparing documentation
4. Invite property owners to consider local or national designation based on research.

LOCAL DESIGNATION

- Isaac Brown House
- Woodside Properties
- Park Club
- South Rose/Cedar Area

NATIONAL REGISTER DESIGNATION

- Continue work to create new Washington Square NR HD
- State Theater
- Fifth Third and PNC Bank Buildings
- Bronson/Upjohn Headquarters Buildings
- Kalamazoo Gazette Building
- Milwood Neighborhood
- Hillcrest/Waite Farm Neighborhood
- Westnedge Hill Neighborhood
- Parkwyn Village Neighborhood
- Update Bronson Park NR HD
- Update 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
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 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. Working quarterly or as needed with Jeff Chamberlain to discuss KHPC activities.
2. Ensuring quorum at meetings.
3. Conduct O'Connor fund appeal in November.
4. Help create monthly agendas with the coordinator.
5. Oversight and updates of operational plans monthly.
6. Ensure succession plans for HPC

SITES Leader: Curt Aardema **HISTORIC SCHOOLS INITIATIVE**

GOAL: Inform the Kalamazoo community about the history, value, sustainability and significance of preserving local buildings designed for education.

- ~~1. Identify and list the historic school buildings in Kalamazoo.~~
- ~~2. Host remote KHPC meetings at schools around the city.~~
3. Research and compile information related to the schools on the list. Concentrate on the Lincoln School.
4. Establish a communication link with local school administrators.
5. Establish a program and presentation to share with school teachers, students, administrators, parents, etc.

**Historic Preservation Commission
July 2013 Monthly Report**

Revenue

| | |
|-------------------------|--------------|
| Book Fund | \$ 61,844.61 |
| Interest Income | \$ (98.48) |
| Interest on Investments | |

| | |
|----------------------|---------------------|
| Total Revenue | \$ 61,746.13 |
|----------------------|---------------------|

Expenses

| | |
|------------------------|--------------|
| Commissioner Education | \$ 1,941.89 |
| O'Connor Fund | \$ 1,212.80 |
| Memberships | \$ 1,456.00 |
| Public Education | \$ 39,272.56 |
| Publications | \$ 14,024.49 |
| Miscellaneous | \$ 1,397.67 |

| | |
|-----------------------|---------------------|
| Total Expenses | \$ 59,305.41 |
|-----------------------|---------------------|

| | | |
|-------------------------------|-----------------------|--------------------|
| Ending Working Capital | (as of 7/2/13) | \$ 2,440.72 |
|-------------------------------|-----------------------|--------------------|

=====

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 | |
| 9/5/2012 | book sales - Michigan News Agency | \$113.19 | |
| 9/20/2012 | Book Sales - Barnes & Noble | \$ 160.56 | |
| 10/3/2012 | Book Sales - Barnes & Noble | \$ 92.82 | |
| 10/17/2012 | Book Sales - Barnes & Noble | \$ 4.20 | |
| 10/12/2012 | Book Sales - Now & Then | \$ 16.17 | |
| 12/12/2012 | Book Sales - The Nature Connection | \$ 144.96 | |
| 12/19/2012 | Book Sales - Kazoo Books | \$ 144.96 | |
| 12/20/2012 | Book Sales - Now & Then | \$ 32.34 | |
| 1/4/2013 | Book Sales - Pam O'Connor | \$ 31.96 | |
| 1/30/2013 | Book Sales - Barnes & Noble | \$ 192.90 | |

| | | |
|--|----|--------------------|
| 1/30/2013 Book Sales - Kalamazoo Antiques | \$ | 160.56 |
| 2/6/2013 Book Sales - Heritage Co. | \$ | 152.76 |
| 2/21/2013 Greenleaf Trust - Fountain study | \$ | 5,000.00 |
| 3/13/2013 Book Sales - Kazoo Books | \$ | 129.36 |
| 2/28/2013 Book Sales - Kazoo Books | \$ | 160.56 |
| 4/30/2013 B&N shortage on payment | \$ | (0.90) |
| 4/15/2013 Book Sales - Spirit of Kalamazoo | \$ | 129.36 |
| 4/4/2013 Hidden tour Donation rec#122552 | \$ | 100.00 |
| 4/3/2013 Hidden tour Donation rec#122551 | \$ | 100.00 |
| 4/19/2013 Hidden tour Donation rec#122555 | \$ | 600.00 |
| 4/29/2013 Hidden tour Donation rec#122554 | \$ | 200.00 |
| 5/2/2013 Douglas & Sons - Hidden Tour | \$ | 500.00 |
| 5/15/2013 Book Sales - Barnes & Noble | \$ | 152.76 |
| 5/31/2013 Hidden Kalamazoo Tour | \$ | 562.00 |
| 6/18/2013 Hidden Kalamazoo Tour | \$ | 1,050.00 |
| 6/25/2013 Hidden Kalamazoo Tour | \$ | 15.98 |
| Total | | \$42,108.15 |

**Publications/Promotion
2012**

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

Expenses

| <u>Date</u> | <u>Description</u> | <u>Amount</u> |
|-------------|--|---------------|
| 2010 | Publications | \$7,223.91 |
| | 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 |
| 12/31/2012 | Pamela O'Connor - marketing | \$177.64 |
| 12/31/2012 | Pamela O'Connor - 2nd printing Royalties | \$181.41 |
| 12/31/2012 | Lynn Houghton - 2nd printing Royalties | \$181.41 |
| | Total | \$12,372.15 |

**Memberships
2012**

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 |
| 4/4/2013 | NTHP membership - David Brose | \$25.00 |
| 6/17/2013 | NTHP membership gifts | \$125.00 |
| | Total | \$ 1,103.00 |

O'Connor Fund
For Appeal Costs

2012 Budget
\$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 |
| 11/15/2012 | Tony Holewinski - reimburse for supplies | 158.40 |
| | Total | \$ 1,212.80 |

**Commissioner Education
2012**

Commissioner Education - NTHP,
MHPN, State HP

2012 Budget
\$0.00

Expenses

| <u>Date</u> | <u>Description</u> | <u>Amount</u> |
|-------------|--|--------------------|
| 2010 | Commissioner Education | \$ 968.87 |
| | 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 |

Kalamazoo: Lost & Found
Monthly Sales Report --
through 6-30-13, 2013

Sales

| | | |
|----------------|------------------|-----------------|
| As of 6-30-13: | First Printing: | \$ 144,906.86 |
| | Second Printing: | <u>9,371.43</u> |
| | | \$ 152,276.95 |

Earnings from previous report: \$ 2,001.34

| | |
|---|-----------|
| Hard Covers Sold/Distributed; 1st printing: | 2,478 |
| Hard Covers Sold/Distributed; 2nd printing: | <u>75</u> |
| Hard Covers Sold/Distributed; TOTAL: | 2,553 |

| | |
|---|------------|
| Soft Covers Sold/Distributed; 1st printing: | 2,523 |
| Soft Covers Sold/Distributed; 2nd printing: | <u>419</u> |
| Soft Covers Sold/Distributed; TOTAL: | 2,942 |

Marketing

The Hidden Kalamazoo Tour was a great opportunity to get the book into the hands of people at a "Tour Only" sales price of \$25/hard & \$15/soft. **We sold 40 soft covers and 20 hard covers, and thus earned revenue of \$1,100!** Please act at the July 9th meeting to put this income into the O'Connor Fund.

Book Retailers

Since the beginning of the year, we've filled orders for the Kalamazoo Antiques Mall, Barnes & Noble, Kazoo Books and Spirit of Kalamazoo.

Action Items

The KHPC needs to continue to address how the remainder of the books should be sold/distributed.

Other

Respectfully,
Pam O'Connor

FINAL REPORT

HPC Meeting - July 9, 2013



SPONSORSHIP

| | | |
|--------------------------|--------|--------|
| Peregrine | \$ 100 | |
| South Street Properties | \$ 100 | |
| Nehil-Sivak | \$ 100 | |
| Robert Oudsema | \$ 100 | |
| Kal Comm Fdn (Trestar) | \$ 200 | |
| Heritage Co | \$ 100 | |
| CSM | \$ 100 | |
| Downtown Kalamazoo Inc | \$ 100 | |
| Nelson Nave | \$ 100 | |
| Douglas & Son | \$ 500 | |
| KVCC (Kal Valley Museum) | \$ 100 | |
| Bell's Brewery | \$ 200 | |
| 5/3 Bank (pending) | \$2000 | |
| Total | \$3800 | \$3800 |

TICKET SALES

| | | |
|---------------------|--------|----------------|
| June 13, 2013 | \$1791 | |
| June 17, 2013 | \$1364 | |
| June 18, 2013 | \$1538 | |
| June 24, 2013 | \$2219 | |
| SUB TOTAL | \$6912 | \$ 6912 |
| D&W check (pending) | \$5390 | <u>\$ 5390</u> |
| TOTAL INCOME | | \$16,102 |

EXPENSES

| | |
|--|-----------------|
| A-1 Printing | \$ 87.00 |
| Spark ¼ page ad | \$300.00 |
| Misc (Reimburse Ferraro) | <u>\$173.39</u> |
| Sub-total | \$560.39 |
| Wages for Wayne Novick (State Theatre) | ??????? |

Prepared, Wednesday July 3, 2013

Sharon Ferraro

NON-ticket sales:

Kalamazoo: Lost and Found

\$1050.00

\$ 15.98

\$1065.98

Plus T-shirts

PRELIMINARY TOTALS

Books \$ 1,065.98

Tickets \$11,302.00

Sponsors \$ 3,800.00 TOTAL \$17,167.98

Expenses (to date) - \$ 560.39

NET PROFIT \$16,607.59



**Community Planning and Development
Historic Preservation Coordinator**

415 Stockbridge
Kalamazoo, MI 49001
Telephone: (269) 337-8804
FAX (269) 337-8429

ferraros@kalamazoo-city.org

July 3, 2013

Karleen:

The attached receipts are for items I purchased for the 2013 Hidden Kalamazoo Tour. The Historic Preservation Commission authorized me purchase these items and be reimbursed.

| | |
|------------------|----------------|
| Dollar Tree | \$ 37.10 |
| Office Depot | \$ 66.44 |
| Michaels | \$ 25.33 |
| Gales True Value | \$ 40.89 |
| Gales True Value | <u>\$ 3.63</u> |
| Total | \$ 173.39 |

Please issue a reimbursement check from the HPC budget to Sharon Ferraro in the amount of \$173.39

Thanks!!

Sharon Ferraro
Historic Preservation Coordinator

History is lived in the main by the unknown and forgotten. Then occasionally voices ring out of the darkness – voices that historians never expected to hear, whose existence they had almost forgotten. Historian - Arthur Schlesinger Jr.

Kalamazoo Historic Preservation Commission
Preservation coordinators report
July 11th, 2013

Historic District Commission:

- ✓ HDC cases to 07/02/13 – 69 total (55 no fee, 8 building permit -\$30; 6-HDC hearing-\$75)
 - In 2012, 134 cases by 07/02/12 (123 Administrative)

Section 106 reviews (Federally funded projects)

- ✓ Section 106 reviews to 07/02/13 – 15
 - In 2012, 28 reviews were complete by 05/06/12

SITES

- PNC (1st National Bank Building) – 108 East Michigan Marble cladding has been re-installed
- North & Douglas commercial Buildings
- 1017-1029 West North– **NO CHANGE**
- Old Douglas Community Center (231 East Ransom) – **NO CHANGE**
- **(Outside city limits)** the Ezra Nichols house on Nichols Road – ca 1844, will be going up for sale soon. I have contact info.



SHPO:

- Demolitions approved (need to submit a Memorandum of Agreement for documentation for each if the city chooses to use Federal Funds.)
 - 425 Oak (Oak Street Market) – Took photos with intern on Monday June 3. There is an almost completely intact Kalamazoo Stove Company furnace – No. 42 – in the basement.
 - 931 Osborne (Demolition approved by HDC in January 2013)

2013

ER 96-713

106 Review Log

Second quarter - April 1 to June 30, 2013 – Report to HPC

City of Kalamazoo, Kalamazoo County – A Certified Local Government

| Date | Address | Neighborhood | Requested by |
|------|---------|--------------|--------------|
|------|---------|--------------|--------------|

| | | | |
|---------------|--------------|--------|-----------------|
| 1. 05/06/2013 | 1611 Clinton | Edison | Senior Services |
|---------------|--------------|--------|-----------------|

PROPOSED WORK: Barrier-free ramp on front

AREA OF POTENTIAL EFFECT: Limited to this house and adjacent houses on Clinton

HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the Clinton-Egleston potential study area in the 1999-2001 Reconnaissance Level Historic Resources Survey. This area is potentially **National Register eligible**.

DETERMINATION OF EFFECT: NO ADVERSE EFFECT All work is cleared under Federal regulation 36 CFR 800 for The "Protection of Cultural Resources". Work may proceed without further review.

COK-CP&D = City of Kalamazoo; ComHome=Community Homeworks; DBB= Dangerous Buildings Board; DCA = Douglass Comm Assoc; DNSWM= Disability Network of SW Mich; East= Eastside Nd Assoc; ENA=Edison Nd Assoc.; HRI= Housing Resources, Inc; KCLB = KalCo Land Bank KNHS= Kal Nd Housing Services; KNNHC = Kal Northside Non Profit; KVHH – Kal Valley Habitat for Humanity; NACD= Northside Association for Community Development; NdRehab (NSP2) – CoK Neighborhood Rehabilitation; ROI – Residential Opportunities; SenServ=Senior Services

WOOD WINDOWS ONLY FOR ANY NR ELIGIBLE BUILDINGS - *ALL ARE CDBG funded

**Kalamazoo Historic Preservation Commission Budget
2013 Budget**

| | 2011 Actual | 2012 Adopted Budget | 2011 Actual Budget | 2013 Proposed Budget |
|----------------------------------|------------------------|------------------------------------|-----------------------------------|-------------------------------------|
| RESOURCES | | | | |
| Lost & Found Book Sales | 6,800 | 6,400 | 7,950 | 6,400 |
| Other | | 0 | 0 | 0 |
| TOTAL RESOURCES | 6,800 | 6,400 | 7,950 | 4,613 |
| 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 | 3,100 |
| Promotion/Publications | 1,575 | 1,575 | 146 | 200 |
| Misc | 350 | 800 | 87 | 100 |
| TOTAL EXPENDITURES | 6,600 | 7,750 | 2,515 | 4,500 |
| Revenue Over Expenditures | 200 | (1,350) | 5,435 | 113 |