

# **KALAMAZOO HISTORIC PRESERVATION COMMISSION**

**CITY HALL – 3<sup>rd</sup> Floor Conference Room**

**Tuesday, December 10, 2013 – 7:00pm**

- I. Call to Order – 7:00 pm**
- II. Approval of Absences:** Chris Wright (email 12/02/13)
- III. Approval of Agenda:**
- IV. Introduction of Guests:**
- V. Citizen Comments on NON-agenda items\***
- VI. Financial Report**
  - a. City (Steppenwolf) **(ITEM A)**
- VII. Action and Discussion Items**
  - a. Work Plan Reports from Team Leaders **(no reports in advance of meeting)**
    - i. Designation (D) – Aardema
    - ii. Sustainability (SU) – Stevens (Hidden Kalamazoo)
    - iii. Preservation Month (PM) – Holewinski
    - iv. Iannelli Fountain (IF) – Brose
    - v. Operations (O) – Wright
      1. Set dates for commission officer election and discussion/update of the workplan
    - vi. Sites (SI) – Aardema
- VIII. Old/New Business**
  - a. Discussion of 2014 City of Kalamazoo budget
- IX. Approval of meeting notes:** November 12, 2013 **(ITEM B)**
- X. Correspondence**
- XI. Coordinators Reports on non-agenda items** Coordinator’s Report **(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 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  
December 2013 Monthly Report**

**Revenue**

Book Fund	\$ 69,891.97
Interest Income	\$ (98.48)
Interest on Investments	
Historic Preservation Fundraising **	\$ 8,337.00
<b>Total Revenue</b>	<b>\$ 78,130.49</b>

**Expenses**

Commissioner Education	\$ 2,171.89
O'Connor Fund	\$ 1,421.63
Memberships	\$ 1,456.00
Public Education	\$ 40,002.58
Publications	\$ 14,343.68
Miscellaneous	\$ 1,397.67
<b>Total Expenses</b>	<b>\$ 60,793.45</b>
<b>Ending Working Capital (as of 12/2/13)</b>	<b>\$ 17,337.04</b>



**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	

# Historic Preservation Commission

ITEM A

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
7/8/2013 Lost and Found book sales	\$	50.00
7/11/2013 Spartan Store-ticket sales	\$	5,390.00
8/1/2013 Book Sales - Now & Then	\$	32.34
8/21/2013 Book Sales - The Spirit of Kalamazoo	\$	161.70
May-13 Hidden Kalamazoo Tour**	\$	207.00
Jun-13 Hidden Kalamazoo Tour**	\$	8,130.00
9/25/2013 Book Sales - The Nature Connection	\$	129.36
10/8/2013 Book Sales - Homes Tour - SARA	\$	130.00
10/18/2013 Hidden Kalamazoo Tour - Fifth Third Bank	\$	2,000.00
11/6/2013 Book Sales - Kazoo Books	\$	144.96

Total	\$58,483.51
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**Miscellaneous  
2012**

**Page 7**

**2012 Budget  
\$100**

Misc: Travel/Supplies/Materials

<u>Date</u>	<u>Description</u>	<b>Expenses</b>	<u>Amount</u>
	Miscellaneous Materials		575.93
2010	Miscellaneous Materials		29.81
3/8/2011	Chris Wright - food for work plan retreat		\$ 35.51
7/7/2011	ISBN & price stickers-Pam O'Connor		\$ 51.00
		<b>Total</b>	<b>\$ 692.25</b>

**Publications/Promotion  
2012**

	<b>2012 Budget</b>
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
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
7/25/2013	Pamela O'Connor - marketing	\$319.19
	Total	\$12,691.34



**Public Education  
2012**

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

**Expenses**

<u><b>Date</b></u>	<u><b>Description</b></u>	<u><b>Amount</b></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 Ianelli 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 - Ianelli Fountain	\$ 5,000.00
2/7/2013	The Sweeney Group - Ianelli Fountain	\$ 5,000.00
5/6/2013	A-1 Printing & Copy - tickets for Hidden Tour	\$ 87.00
6/5/2013	Award frames for HPC	\$ 286.76
6/20/2013	The Sweeney Group - Ianelli Fountain	\$ 5,000.00
6/20/2013	Sharon Ferraro - reimburse postage	\$ 147.29
6/20/2013	Sharon Ferraro - items for awards reception	\$ 43.36
6/20/2013	Tony Holewinski - reimburse for reception supplies	\$ 131.77
6/26/2013	SWMSpark - advertising for Hidden Kalamazoo	\$ 300.00
7/25/2013	Sharon Ferraro - reimbursement	\$ 165.03
10/22/2013	NTHP conf registration - Sharon Ferraro	\$ 400.00
11/21/2013	Reimburse Sharon Ferraro - Iannelli books and USPS	\$ 164.99
	Totals	\$ 35,788.46

**Memberships  
2012**

**Page 4**

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
	<b>Total</b>	<b>\$ 1,103.00</b>

**O'Connor Fund  
2012**

**Page 3**

**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
11/15/2012	Tony Holewinski - reimburse for supplies	158.40
10/17/2013	Pam O'Connor - reimburse for mailing material	208.83
	<b>Total</b>	<b>\$ 1,421.63</b>

**Commissioner Education  
2012**

Page 2

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
8/15/2013	MHPN renew memberships	\$ 230.00
	<b>Total</b>	<b>\$ 1,488.87</b>

# KALAMAZOO HISTORIC PRESERVATION COMMISSION

## MEETING NOTES

**CITY HALL – 3<sup>rd</sup> Floor Conference Room - Tuesday, November 12, 2013 – 7:00pm**

- I. **Call to Order – 7:07pm**
- II. **Approval of Absences:** no absences
- III. **Approval of Agenda: DB/CW approved as presented**
- IV. **Introduction of Guests:** Pam O'Connor, Pam Riley (WMU student intro to community and regional planning)
- V. **Citizen Comments on NON-agenda items\*:** NTHP conference in Indianapolis, David Kohrmann, Sharon Ferraro and Pam O'Connor reported on the conference
- VI. **Financial Report**
  - a. City (Steppenwolf) Sharon is investigating the newly discovered accounts
  - b. **O'Connor Fund** Pam O'Connor \$3250 in gifts so far since the appeal went out
- VII. **Action and Discussion Items**
  - a. Work Plan Reports from Team Leaders **(No advance reports received)**
    - i. Designation (D) – Aardema
    - ii. Sustainability (SU) – Stevens (Hidden Kalamazoo) Lynn is planning on talking to the manager of PNC Bank as a sponsor and/or to use their downtown lobby as a “hub” Sharon reported that Millenium Restaurant group is very interested in partnering for the tour.
    - iii. Preservation Month (PM) – Holewinski - The commission does not want to take on another project during Preservation Month besides supporting a Great Unveiling.
    - iv. Iannelli Fountain (IF) – Brose – David Brose reported on the fountain committee – ready to start fundraising once Jeff Chamberlain has affirmed that the moratorium is over. The restoration committee is working on forming an education committee for interpreting the fountain and Native American History in the area as part of a path encouraged by the Kalamazoo Community Foundation.  
Pam reported that she has the NR nomination about 80% outlined and is making slow progress. Currently she is working on reviewing Iannelli's contemporaries to put the fountain in context.
    - v. Operations (O) – Wright Nothing to report this month.
    - vi. Sites (SI) – Aardema – David Kohrmann has assembled information on the Lincoln School building. Curt is assembling a Powerpoint presentation on the history of the school.
- VIII. **Old/New Business**
  - a. Approve reimbursement for purchase of Iannelli books and postage for mailing to the Driehaus Foundation to Sharon Ferraro DBr/CA Reimburse Sharon Ferraro \$164.99 Passed Unanimously.
  - b. Approve gifts of Kalamazoo: Lost and Found one for new commissioner Jack Urban and one for the new city manager – **DBr/CA** Passed Unanimously
- IX. **Approval of meeting notes:** October 8, 2013 “Missing second “s” in Old Douglass Community Center
- X. **Correspondence**
- XI. **Coordinators Reports on non-agenda items** Coordinator's Report
- XII. **Citizen Comments on NON-agenda items\***
- XIII. **Commissioner Comments – (CA)** FOHEC has been discussing what's next for the organization to focus on the remaining buildings – Spindler, VanderCook, Walwood and the Little Theater and exploring a potential modified district. WMU has reported that the two wings of East would cost \$10,000,000 each to “whitebox”. FOHEC is considering a new, revised NR district including the WPA era buildings.

**Adjourn**

**8:37 PM**

Historic District Commission:

- ✓ HDC cases to 12/03/13 – 177 total (133 no fee, 31 building permit -\$30; 13-HDC hearing-\$75)
  - In 2012, 266 total cases by 12/03/12 (239 Administrative)

Section 106 reviews (Federally funded projects)

- ✓ Section 106 reviews to 12/03/13 – 27
  - In 2012, 57 reviews were complete by 12/03/12 (NSP 2 projects)

Site Plan Review

- ✓ Site Plan review to 12/03/13 – 15
  - Site Plan review to 12/03/12 - 25

SITES

- PNC (1<sup>st</sup> National Bank Building) – **NO CHANGE**
- North & Douglas commercial Buildings –1017-1029 West North– **NO CHANGE**
- Old Douglass Community Center (231 East Ransom) – **NO CHANGE**

**HIDDEN KALAMAZOO:**

- **WMU Public History student Renee Sibley will be helping with the Hidden Kalamazoo tour, the Great Unveiling and Preservation Month as an internship project.**

**Kalamazoo Historic Preservation Commission Budget  
2013 Budget**

	<b>2012 Adopted Budget</b>	<b>2013 Adopted Budget</b>	<b>2014 Proposed Budget</b>
<b>RESOURCES</b>			
K:L&F Book Sales/Hidden Kzoo tour	7,950	6,400	9,850
Other	0	0	0
<b>TOTAL RESOURCES</b>	<b>7,950</b>	<b>6,400</b>	<b>9,850</b>
<b>EXPENDITURES</b>			
O'Connor Fund	200	600	1,000
Commissioner Education	500	0	1,000
Memberships	500	500	500
Public Education	4,375	3,100	3,500
Promotion/Publications	1,575	200	250
Historic Designation	0	0	3,500
Misc	800	100	100
<b>TOTAL EXPENDITURES</b>	<b>7,750</b>	<b>3,900</b>	<b>9,850</b>
<b>Revenue Over Expenditures</b>	<b>200</b>	<b>2,500</b>	<b>0</b>