

# **KALAMAZOO HISTORIC PRESERVATION COMMISSION**

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

**Tuesday, March 11, 2014 – 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)**

**VII. Action and Discussion Items**

a. Work Plan Reports from Team Leaders **(no reports in advance of meeting)**

i. Designation (D) – Aardema

1. State Theatre – Ferraro – report in packet

ii. Sustainability (SU) – Stevens (Hidden Kalamazoo)

iii. Preservation Month (PM) – Holewinski

iv. Iannelli Fountain (IF) – Brose

v. Operations (O) – Wright

vi. Sites (SI) – Aardema

**VIII. Old/New Business**

**IX. Approval of meeting notes: February 11, 2014 **(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 and 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  
March 2014 Monthly Report**

**Revenue**

Book Fund	\$ 74,623.29
Interest Income	\$ (98.48)
Interest on Investments	
Historic Preservation Fundraising **	\$ 29,837.00
<b>Total Revenue</b>	<b>\$ 104,361.81</b>

**Expenses**

Commissioner Education	\$ 2,171.89
O'Connor Fund	\$ 1,421.63
Memberships	\$ 1,456.00
Public Education	\$ 40,547.01
Publications	\$ 15,518.73
Miscellaneous	\$ 1,397.67
Transfer fund to FOTP per Pam's request	\$ 8,000.00
<b>Total Expenses</b>	<b>\$ 70,512.93</b>
<b>Ending Working Capital (as of 3/5/14)</b>	<b>\$ 33,848.88</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

# Historic Preservation Commission

ITEM A

12/2/2013 Phyllis Herring	\$	40.00	
12/18/2013 Petals & Postings	\$	240.84	
12/18/2013 Nature Connection	\$	120.42	
12/18/2013 Heritage Company	\$	120.42	
12/18/2013 Michigan News	\$	97.02	
12/18/2013 Nelson Breech Nave	\$	112.62	
12/6/2013 HPC Grant - Fountain Study	\$	(5,000.00)	(journal entry done by Marcy Dix)
1/29/2014 Fountain Campaign Planning		\$21,500.00	
2/25/2014 Fountain Campaign Planning	\$	9,000.00	
3/5/2014 transfer funds to FOTP campaign		(\$8,000.00)	
Total		\$76,714.83	

Miscellaneous  
2012

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Misc: Travel/Supplies/Materials      **2012 Budget**  
\$100

<u>Date</u>	<u>Description</u>	<u>Expenses</u>	<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>\$</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
12/31/2013	Pamela O'Connor - marketing	\$354.79
12/31/2013	Pamela O'Connor - 2nd Printing Royalties	\$410.13
1/30/2014	Lynn Houghton - 2nd printing Royalties	\$410.13
	Total	\$13,866.39



**Public Education  
2012**

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**2012 Budget**

Public Education

\$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
2/7/2013	The Sweeney Group - lanelli 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 - lanelli 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 - lannelli books and USPS	\$ 164.99
12/16/2013	Top Five Books - Alfonso lannelli: Modern by Design	\$ 480.00
12/31/2013	Reimburse Pam O'Connor - shipping of lannelli books	\$ 64.43
	<b>Totals</b>	<b>\$ 36,332.89</b>

**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
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**

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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
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**

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

**FOUNTAIN CAMPAIGN PLANNING**

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<b>2014</b>	<b>Amount</b>
1/29/2014 MHPN/Dreilhaus	\$9,500.00
1/29/2014 Tyler-Little Family	\$2,000.00
1/29/2014 Greenleaf Trust	\$10,000.00
2/25/2014 Kalamazoo Comm. Foundation	\$9,000.00
3/5/2014 KHPC general account - transfer of funds	\$8,000.00
<b>Total</b>	<b>\$38,500.00</b>

**KALAMAZOO HISTORIC PRESERVATION COMMISSION**CITY HALL – 3<sup>rd</sup> Floor Conference Room

Tuesday, February 11, 2014 – 7:00pm

**MEETING NOTES**

- I. Call to Order – 7:25 pm
- II. Approval of Absences: TH/LT Curt Aardema - tardy Passed unanimously.
- III. Approval of Agenda: TH/LT approve agenda
- IV. Introduction of Guests: Norman Jung, Peter Carroll, Pam O'Connor
- V. Citizen Comments on NON-agenda items\*
- VI. Financial Report
  - a. City (Steppenwolf) **ITEM A**
  - b. O'Connor Fund year end reports 2014 **ITEM B**
- VII. Action and Discussion Items
  - a. Work Plan Reports from Team Leaders **(no reports in advance of meeting)**
    - i. Designation (D) – Aardema
      1. Curt is trying to reach Kelly Clarke at the Land Bank since they own most of the buildings now. Curt has talked to Tammy Taylor about Washington Square and Tammy says that the meetings dealing with Wash2 – working to convene a meeting with the property owners.
      2. East Campus – concerns about NR status for East Campus and remaining buildings. HPC will wait until demolition is complete, then consider a letter to SHPO inquiring officially about delisting.
    - ii. Sustainability (SU) – Stevens (Hidden Kalamazoo)
      1. Lynn is talking to PNC about using their old building AND new location as a hub for the Hidden Kalamazoo Tour.
      2. Subcommittee meeting on Thursday Feb 20 at 11:30 – Studio Grille
    - iii. Preservation Month (PM) – Holewinski –
      1. May 28<sup>th</sup> – awards ceremony at LLA 5:30-6:30 Tony is meeting with Barb Baker on Tuesday Feb 18<sup>th</sup> to review which parts of the building to use
      2. Tony is looking into showing “Blue Vinyl” at Alamo Draft House as a fundraiser
    - iv. Iannelli Fountain (IF) – Brose
      1. Pam had a meeting with SHPO about NR nomination – working for all three criteria A, B and C – she will check with Dave Jameson next week as to whether Iannelli’s relationship with Kalamazoo was extraordinary and significant. (So criteria B – persons)
    - v. Operations (O) – Wright - No report
    - vi. Sites (SI) – Aardema – Curt is working to set up a meeting with the principal at Lincoln School.
- VIII. Old/New Business
  - a. **Bellevue Court** – The commission expressed concern about precedent setting of allowing WMU to demolish sound houses in a historic district. The commission awaits a decision of whether the HDC has determination.
- IX. Approval of meeting notes: January 14, 2014 **ITEM C** CA/DBr – approve meeting notes unanimous approval
- X. Correspondence

**REVIEWS:**Historic District Commission:

- ✓ HDC cases to 03/04/14 – 13
  - 9 no fee \$ 0
  - 1 building permit -\$30 \$ 30
  - 3 - HDC hearing-\$75 \$ 225
  - In 2013, 36 total cases by 03/04/13 (33 Administrative)

Section 106 reviews (Federally funded projects)

- ✓ Section 106 reviews to 03/05/14 – 14 (All demolitions)
  - In 2013, 12 reviews were complete by 03/05/13

Site Plan Review

- ✓ Site Plan review to 03/04/14 – 0
  - Site Plan review to 03/04/13 - 3

**SITES and PROJECTS:**

- 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**
- M.D. Ellis Clock – the underpowered motor is in the hands of a city electrician to search for a new, stronger motor to drive the clock. DKI has included repairing the clock in their budget for this year.

**OUTREACH and EDUCATION:**

- Saturday, February 15<sup>th</sup>, 2014 was the 9<sup>th</sup> Annual Old House Expo. A solid attendance of 130 and a perfect location. Overall very good comments and the Network is planning next year's Expo for Saturday Feb 21 – Mark your calendars.
- On Wednesday, February 19<sup>th</sup>, the coordinator made a presentation to the Oakland Drive – Winchell Neighborhood Association that was very well received including the question, “Is our neighborhood eligible for historic designation?”
- On Monday March 31, the coordinator will be working with a group of 20+ visitors from the Portage Senior Center on a tour of the State Theater, the Boudeman House, Ladies Library and First Baptist Church.

**PRESERVATION MONTH:**

- Great Unveiling – Saturday May 3 – 501 Elm in partnership with the Old House Network
- WWMT is interested in a visit to the top of the State Hospital Water Tower for a segment to be aired during Preservation Month.