

KALAMAZOO HISTORIC PRESERVATION COMMISSION

CITY HALL - 241 W. South – Third Floor Conference room
(West side – center – top of the west staircase next to the women’s bathroom)
MONDAY, March 13, 2017 – 6:00pm

I. Call to Order – 6:00 pm

SPECIAL MEETING – presentation from Rebekah Kik on Imagine Kalamazoo. The Historic District Commission will join us for the presentation

II. Approval of Absences:

III. Approval of Agenda:

IV. Introduction of Guests:

V. Citizen Comments on NON-agenda items* & Correspondence:

VI. Financial Report - REPORT AT MEETING

- a. REVENUE October (\$0) YTD (~~\$11,301.49~~)
- b. EXPENDITURES November (~~\$1893.40~~) YTD (~~\$11,013.22~~)
- c. BALANCE REMAINING (~~\$4198.51~~)
- d. RESERVE FUND (~~\$30,337.32~~)

VII. Action and Discussion Items

- a. Work Plan Reports from Team Leaders Note any changes to the workplan
 - i. Sustainability (SU) – Stevens (Hidden Kalamazoo Tour) **(ITEM A)**
 - ii. Preservation Month (PM)
 - 1. Approve the site for the awards ceremony on May 24 **(ITEM B)**
 - 2. Report on nominations (received March 6) **(ITEM C)**
 - iii. Bronson Park 21st Century (BP21)
 - 1. Fundraising
 - 2. Planning
 - 3. Education – Brose
 - iv. Operations (O) – Wright
 - v. Sites (SI) – Aardema
 - vi. Designation (D) – Aardema

VIII. Old/New Business

- a. Evaluate status of budget. Consider a budget adjustment to add back the \$8000 and possibly make a \$6000 gift to the O’Connor Fund for Historic Preservation at the Kalamazoo Community Foundation. (Postponed from January 10, 2017 HPC meeting)

IX. Approval of meeting notes and minutes:

- a. February 14, 2017 **(ITEM E)**

X. Coordinators Report on non-agenda items

- a. Coordinators monthly report **(ITEM F)**

XI. Citizen Comments on NON-agenda items*

XII. 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.

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KALAMAZOO HISTORIC PRESERVATION COMMISSION GOALS FOR 2017-2018

DRAFT

Elect or appoint – *Election in April after new commissioners are approved*

Chair:

Vice-chair

Secretary

Treasurer

PRESERVATION MONTH & OTHER EVENTS **2017 Leader: Regina Gorham**

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

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

BRONSON PARK 21ST CENTURY **Leader: David Brose**

HIGHEST PRIORITY GOAL: Public Education by 2017 and FOTP Restoration in 2018

Fundraising – Pam O'Connor & David Brose

1. Research and submit private organization grant applications: 2014-2017.
2. Submit public agency grant applications: 2015-2017.
3. Implement tiered public fund raising (2016 - 2017)
4. Celebrate Fund-raising success and launch endowed programs (2018)

Fountain Rehabilitation Work- Pam O'Connor

1. Draft RFP for prep of Plans & Specs (2017)
2. Solicit & Award Job to prepare Plans & Specs (2017)
3. Draft RFP, Solicit & Award Job for fountain rehabilitation work (2017-2018)
4. Monitor work on Fountain complex restoration (2018-2019)

Public Education – David Brose (David Benac)

After the markers are installed and the program begins, there will be an ongoing care for the markers, updating and maintaining Next Exit History, determining public education projects like speaking and other events.

- a) Establish NextExitHistory websites
 - a. Text and Static Pictures (2016 - 17)
 - b. Integrate Gun Lake Band video stories (2017)
- b) Coordinate Corner Marker and Bronson Park panel design, structure and location with property managers (2017)
- c) Complete requisite fund raising (2017)
- d) Implement Street Sign placement (2017-18)
- e) Construct and install Reservation Corner markers and Bronson Park panel (2017-18)
- f) Evaluate completed NextExitHistory + Video presentations (2017-18)
- g) Develop policies and procedures for ongoing and endowed public interpretation and programming in Bronson Park (2017)

DESIGNATION: Leader David Kohrman (Curt Aardema will stay involved)

GOAL: Increase the number of properties with local and/or national designations in the City of Kalamazoo.

1. Support a new historic resource survey for the entire city
2. Create a simple process for property owners interested in local or national designation.
 - a. Create a process for designation
 - b. Post necessary documents on the city website
3. Research new properties for potential designation.
4. Identify funding sources to assist property owners or the HPC in preparing documentation.
 - a. HPC funds to assist property owners?
5. Invite property owners to consider local or national designation based on research.
 - a. Educate property owners on listing
 - b. Sponsor/create a workshop on documenting your historic building.
 - c. Create a collection of National Register Bulletins for Local History Room
 - d. Research and create for markers and a Kalamazoo Register of Historic Places

LOCAL DESIGNATION -

- **Isaac Brown House**
- Woodside Properties (West Main Hill addition) and panhandle Greenlawn
- **Park Club**
- Milwood Area (New Survey may identify more issues)
- Edison/Washington Square Area (New Survey may identify more issues)
- Hillcrest/Winchell Area (New Survey may identify more issues)
- Parkwyn Village (New Survey may identify more issues)
- Mid-Century Resources (New Survey may identify more issues)

NATIONAL REGISTER DESIGNATION

- Nazareth College/Sisters of St. Joseph - Eligible
- Kalamazoo County Courthouse – Already listed as part of Bronson Park NRHD
- State Theater - Eligible
- American National/Fifth Third Bank Tower - Eligible
- Bronson/Upjohn Headquarters
- Kalamazoo Gazette Building
- Parkwyn Village
- Mid Century Resources

SUSTAINABILITY/ REVENUE Leader:

1. Provide support to oversight of the Lost & Found Book sales and O'Connor Fund for Historic Preservation.
2. Work with Hidden Kalamazoo Tour Committee
3. **Possible marketing person to inform people about historic preservation**
4. **Develop a 3 year plan (What replaces the Hidden Kalamazoo tour?)**
 1. **Brainstorming session before the end of summer for a revenue generating educational experience (David Brose, Curt Aardema, Beth Timmerman, Sharon Ferraro)**
5. Start looking for other fund-raising plans to implement when the Hidden Kalamazoo Tour is ended. Research and create for markers and a Kalamazoo Register of Historic Places – fee?

OPERATIONS Leader

Operations work plan - 2017 draft

1. To see that 1-2 representatives from the KHPC meet with Rebekah Kik to discuss KHPC activities on a quarterly basis
2. Report on financial status and reserve account quarterly in advance of opportunities for budget adjustment
3. Create budget in July or August
4. Coordinate with the O'Connor fund for planning expenditures from the fund
5. Monitor the preservation coordinator position so that it remains and funded by City
6. Ensure quorum at meetings
7. Ensure that O'Connor fund appeal is done in November
8. Help create monthly agendas with coordinator
9. Oversight and update of operational plans monthly
10. Ensure succession plan for HPC
11. Ensure a representative from KHPC is permitted to attend DDRC meeting

SITES: HISTORIC SCHOOLS INITIATIVE Leaders: Sue Robinson & David Kohrman

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

1. Research and compile information related to local school buildings.
2. Generate a list of local school buildings, prioritizing those with the highest likelihood of demolition or extensive renovation.
3. Establish a communication link with local school administrators/leadership teams.
4. Establish a program and presentation for each school on the list to share with school teachers, students, administrators, parents, etc.

Prioritized List of Local Public and Private School Buildings (Suggestions---should add year built info, etc.):

- | | |
|---|--|
| 1. Nazareth College/Sisters of St. Joseph - Eligible | 10. Hackett High School (Catholic Diocese) |
| 2. Loy Norrix High School (KPS) | 11. St. Augustine Elementary (Catholic Diocese) |
| 3. El Sol/Vine Elementary (KPS) (In local historic district) | 12. St. Monica Elementary (Catholic Diocese) |
| 4. Edison Elementary (KPS) | 13. Kalamazoo Christian High School |
| 5. Lincoln Elementary (KPS) | 14. Parkwood/Upjohn Elementary (KPS) |
| 6. Milwood Middle School (KPS) | 15. Winchell Elementary (KPS) |
| 7. Woodward Elementary (KPS) (In local historic district) | 16. Former Kalamazoo Central High School (KPS) |
| 8. Greenwood Elementary (KPS) | 17. (Former) South Christian on Westnedge – owned by KPS |
| 9. Former Ebenezer School (Owned by Bronson, Former K Christian Building., John Street) | 18. Hillcrest School (Kazoo School) |

Hidden Kalamazoo – Report to KHPC 03-13-17

Saturday June 17 and Sunday June 18, 2017 – Fathers’ Day weekend

COMMITTEE: **Lynn Stevens, Chris Wright**, Tony Holewinski, Sharon Ferraro, Brianna Clawson, Michael Ianni, , Regina Gorham

- 1) Sites – 2017 (Sharon Ferraro & Regina Gorham) ALL SITES CONFIRMED
 1. **Ladies Library** – provides their own guides
 2. **Park Club**
 3. **Masonic Temple**
 4. **Park Trades**
 5. **Old Dog (Star Building)**
 6. **Muleskinner**
 7. **Austin Sill House** – 226 West Lovell (Secret site*)
 8. **Hotel Holt** – under construction or completed! (Secret site*)
 9. **Bronson Park** - PUBLICITY AND FUNDRAISING – VOLUNTEERS FROM Public education and fundraising committee?
 10. **City Hall** – Hub – LEGOS and bathroom (new in lobby!)

** These two sites have agreed to be on the tour, but may be unavailable. If Austin Sill House is rented, it will not be on the tour. If the Hotel Holt is at an awkward time in the rehabilitation, that building may not be available.*

REPORTS

1. BUDGET/FINANCIAL (Brianna Clawson)
 - a. Ticket sales –D&W on Oakland and Parkview and in Portage, Spirit of Kalamazoo (154 South Kalamazoo Mall) and Douglas and Son (213 West Cedar) will sell tickets
2. SCHEDULE:
 - a. Confirmation letters to all the sites go out the March 15-17
 - b. Modify the poster
 - c. Begin historical research for scripts and ticket booklet
 - d. April 1 – 1st call for volunteers
 - e. Update the website with new info, links to Spark article, etc by end of March
 - i. Start with sites chosen but DO NOT announce specific sites!
 - ii. Dates, tickets available after May 1, call for volunteers.
3. REPORTS :
 - a. SPONSOR : Kalamazoo Valley Museum is a sponsor again this year.
 - b. Gilmore Car Museum is willing
4. DISCUSS:
 - a. Lego building in City Hall (“East Hall” and maybe Hotel Holt?)
 - b. Updating the Hidden Kalamazoo Logo – the committee wants to continue with the same logo

MEETING SCHEDULE - WEDNESDAYS

2017 March 15 April 12 & 26 May 10 & 24 & 31 June 7 & 14

HPC
Preservation Awards 2017

Per our earlier conversation, here are the details of the four different rental scenarios for a 2-hour reservation:

Wednesday May 24, 2017 – ceremony at 5:30

1) Conference Room

4:30-5:00 - \$22.50 (\$45.00/hour)

5:00-6:30 - \$101.25 (\$67.50/hour)

TOTAL=\$123.75

2) Conference Room/Hub

4:30-5:00 - \$37.50 (\$75/hour)

5:00-6:30 - \$168.75 (\$112.50/hour)

TOTAL=\$206.25

3) Barn & Grounds (No restroom)

4:30-5:00 - \$10.00 (\$20/hour)

5:00-6:30 - \$45.00 (\$30.00/hour)

TOTAL=\$55.00

4) Barn & Grounds (With restroom)

4:30-5:00 - \$10.00 (\$20/hour)

5:00-6:30 - \$45.00 (\$30.00/hour)

Restroom charge - \$50.00

TOTAL=\$105.00

I assumed you'd want to reserve the space for two hours; one hour for the event and a half hour before and after the event for setup/cleanup. Rates change after 5 and those rates have been broken down as well. Please let me know if you have further questions.

2017 workplan meeting, Wednesday March 1, 2017

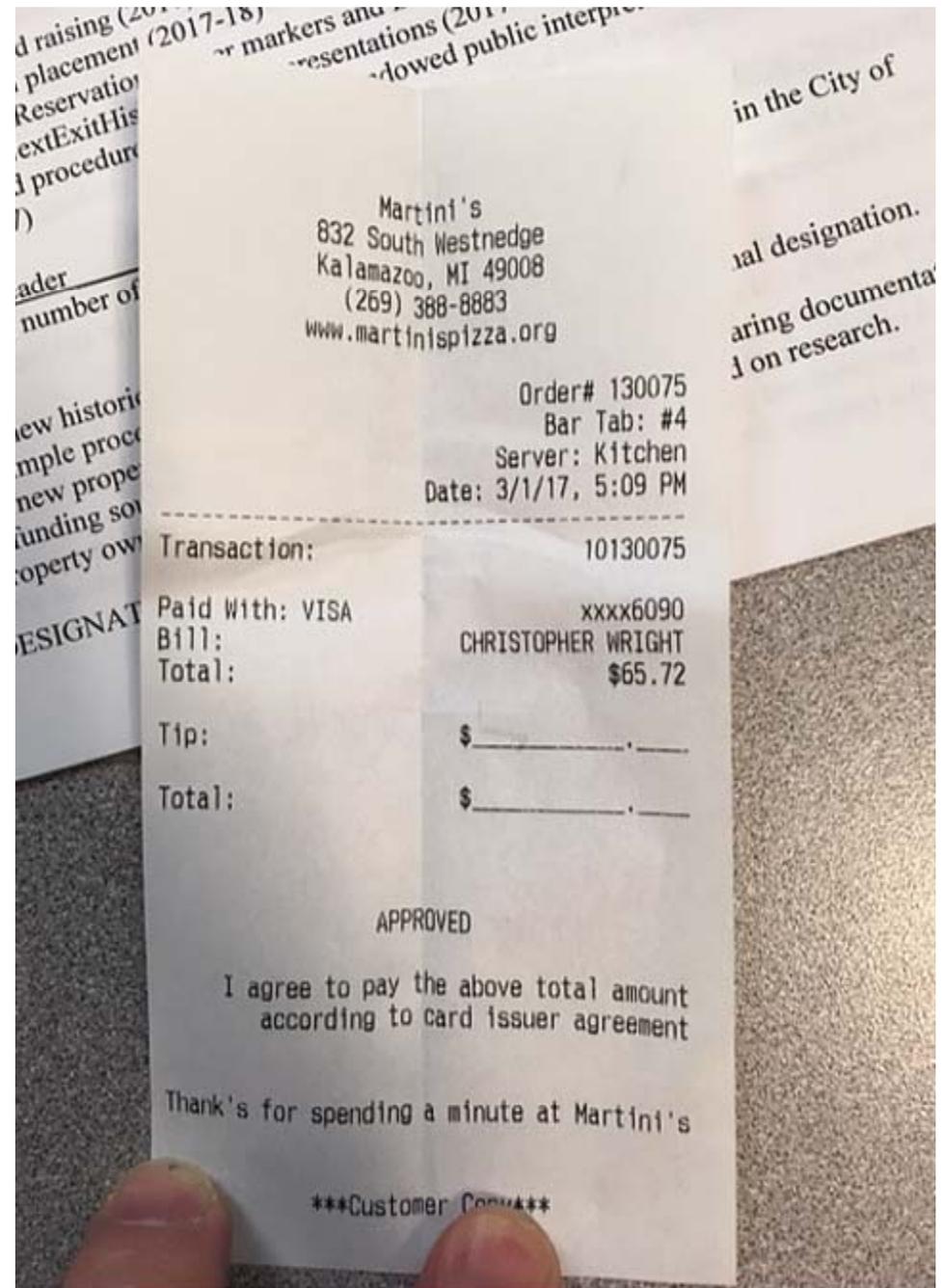
Community Room City Hall

Pay to

Christopher Wright

1623 Grove

Kal MI 49006



MEETING NOTES

**CITY HALL - 241 W. South – Community Room – 2nd floor
TUESDAY, February 14, 2017 – 7:00pm**

- I. **Call to Order – 7:00 pm**
- II. **Approval of Absences: David Benac Kohrman, Aardema**
- III. **Approval of Agenda: No changes CA/CW**
- IV. **Introduction of Guests: Josh Koenig, Regina Gorham, Jack Urban, Beth Timmerman, Norman Jung**
- V. **Citizen Comments on NON-agenda items* & Correspondence:**
- VI. **Financial Report (January 1 – everything resets to \$0)**
 - a. REVENUE October (\$0) YTD (\$144.96)
 - i. \$1200 transferred from Mich Humanities Council grant to HPC to reimburse for payment to NextExitHistory – amends 2016
 - b. EXPENDITURES November (\$8,549.56) YTD (\$8,549.56)
 - i. Royalties and marketing for Kalamazoo: Lost and Found \$549.56
 - ii. HPC to Bronson Park 21st Century \$8,000
 - c. BALANCE REMAINING (\$7,600 from budget of \$16,000 - *ESTIMATE*)
 - d. RESERVE FUND (\$30,337.32) Unchanged
- VII. **Action and Discussion Items**
 - a. Work Plan Reports from Team Leaders
 - i. Sustainability (SU) – Stevens (Hidden Kalamazoo Tour) (**ITEM A**) Short discussion of added publicity – which of this year’s sites to cover in Spark and should we approach Encore? Decided to concentrate on Masonic Temple and the story of how it was saved from demolition for Encore and let Steve Ellis and Spark cover the Muleskinner.
 - ii. Preservation Month (PM) – the call for nominations went out on January 30 with a media release Wed May 24 or Thur May 25 email - Contact Land Bank Sharon will send out a reminder next week for nominations.
 - iii. Bronson Park 21st Century (BP21)
 1. Fundraising – \$1.1M raised another \$350,000 in grants out.
 2. Planning -
 3. Education – Brose – Committee is working on curriculum development wince two markers will be on Public School property. Working on Next Exit History postings. Have contracted with Act Naturally Studio to produce 5 short (2 minute) videos – one for each corner and one for the park. The videos are covered by the grant from the Michigan Humanities Council. The committee is working with Jason Wesaw, the artist, a metal fabrication company KNM Metallurgy and Engineering and 7Gen A&E for the bases. Worked with architect Steve VandenBussche to review the sited and choose specific locations for the monuments – need to evaluate for soil stability and plan for footings and installation. Also working on marking the street signs. We have received the final payment from the Michigan Humanities Council Grant.
 - iv. Operations (O) – Wright
 1. Schedule a planning session for HPC – existing and new commissioners and supporters - Pick a date for a planning session March 1st 6pm 3 hours Send the Agenda to the commissioners in Word so they can fiddle with it – add date and time.
 - v. Sites (SI) – Aardema – Curt has spoken with Sue Robinson to bring her up to speed on the sites, especially schools. Curt discussed the mid-century modern school buildings that we may need to look at and begin education.
 - vi. Designation (D) – Aardema
 - VIII. **Old/New Business**

Historic Preservation Commission

ITEM E

- a. New commissioner – application in packet – HPC has three vacancies at the end of March 2017. Two have already been submitted to the mayor **(ITEM B) Lynn Stevens moved and Chris Wright to recommend appointing Beth to the Preservation**
- b. Comments and approval of Annual Report to the City Commission **(ITEM C) CA/CW approve as written.**

IX. Approval of meeting notes and minutes:

- a. November 9, 2016 (one day later than usual due to presidential election – missing from last month's packet) **(ITEM D) CA/ CW approve as written**
- b. January 10, 2017 **(ITEM E) CA/ CW approve as written Veronica MARTIN, not Morning**
- c. **December** meeting was cancelled – no meeting notes

X. Coordinators Report on non-agenda items

- a. Preservation Commission members are invited to attend the Historic District Commission training on either February 21 or March 21 at 5:00pm. (Definite date available at HPC 2/14 meeting) The annual training will take place after any applications are reviewed.
- b. Coordinators monthly report **(ITEM F)**
- c. Reminder of the joint HDC/HPC meeting on **Tuesday March 14th beginning at 6PM.** Does HPC want to supply a light dinner? This is the same night as the Reading Together and Kareem Abdul Jabbar at Miller – can we shift to the April meeting for the joint meeting and meet at 5PM on 3/14 for the March meeting to allow people to get to the Reading Together event.

XI. Citizen Comments on NON-agenda items*

XII. Commissioner Comments

Adjourn DBrose/CW 8:14 PM

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