

# **KALAMAZOO HISTORIC PRESERVATION COMMISSION**

**CITY HALL - 241 W. South – Community Room – 2<sup>nd</sup> floor**

**TUESDAY, April 11, 2017 – 7:00pm**

**I. Approval of Absences:**

**II. Approval of Agenda:**

**III. Introduction of Guests:**

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

**V. Financial Report - REPORT AT MEETING**

- a. REVENUE October (\$-129.36\*) YTD (\$15.60)  
*\*This moved a payment rec'd in January back to Fiscal Year 2016*
- b. EXPENDITURES November (\$89.70) YTD (\$8089.70)
- c. BALANCE REMAINING (\$6860.74)
- d. RESERVE FUND – Current \$30,375.21 (\$30,337.32 - January) (minor adjustments)

**VI. Action and Discussion Items**

- a. Work Plan Reports from Team Leaders Note any changes to the work plan
  - i. Sustainability (SU) – Stevens (Hidden Kalamazoo Tour) **(ITEM A)**
  - ii. Preservation Month (PM)
  - iii. Bronson Park 21<sup>st</sup> Century (BP21)
    1. Fundraising
    2. Planning
    3. Education – Brose
  - iv. Operations (O) – Wright
  - v. Sites (SI) – Aardema
  - vi. Designation (D) – Aardema

**VII. Old/New Business**

- a. Vote on adopting the Workplan **(ITEM B)**
- b. Discussion of long-term institutional management of our NextExitHistory websites. (Brose)
- c. Election of Officers

**VIII. Approval of meeting notes and minutes:**

- a. March 13, 2017 **(ITEM C)**

**IX. Coordinators Report on non-agenda items**

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

**X. Citizen Comments on NON-agenda items\***

**XI. 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.

# Hidden Kalamazoo – Report to KHPC 04-11-17

**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– Confirmed via email (upper floors OK per bldg. official.)**
  4. **Park Trades – Confirmed via email**
  5. **Old Dog (Star Building)**
  6. **Muleskinner**
  7. **Austin Sill House – 226 West Lovell (Secret site\*)– Confirmed via email**
  8. ~~Hotel Holt – under construction or completed! (Secret site\*)-Withdrawn- construction delays~~
  9. **Bronson Park** - PUBLICITY AND FUNDRAISING – VOLUNTEERS FROM Public education and fundraising committee?
  10. **City Hall – Hub – LEGOS and bathroom (new in lobby!) – reserved – David – when can we set up?**  
**There is a security guard in the lobby whenever the building is open.**  
*\* These two sites have agreed to be on the tour, but may be unavailable. If Austin Sill House is rented, it may not be on the tour.*

## 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 have been sent –**responses are highlighted above.**
  - b. Modify the poster – Peter Brakeman will have that ready soon
  - c. Begin historical research for scripts and ticket booklet
  - d. April 5 – 1<sup>st</sup> call for volunteers – via email to returning volunteers. Lynn will post on Facebook
  - e. Update the website with new info, links to Spark article, etc by end of March – DKI has offered to take over the website
    - i. Start with sites chosen but DO NOT announce specific sites!
    - ii. Dates, tickets available after May 1, call for volunteers.
  - f. Scheduled for “reveal” of sites on Lori Moore Show on Wednesday May 3, 2017
3. REPORTS :
  - a. SPONSOR : Kalamazoo Valley Museum is a sponsor again this year, we may also have other sponsors from other parties.
  - b. Gilmore Car Museum is willing to provide a car.
4. DISCUSS:
  - a. Lego building in City Hall (“East Hall”, Hotel Holt and Star Building)

## MEETING SCHEDULE - WEDNESDAYS

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

Historic Preservation Commission ITEM B  
**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 21<sup>ST</sup> 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
2. Loy Norrix High School (KPS)
3. El Sol/Vine Elementary (KPS) (In local historic district)
4. Edison Elementary (KPS)
5. Lincoln Elementary (KPS)
6. Milwood Middle School (KPS)
7. Woodward Elementary (KPS) (In local historic district)
8. Greenwood Elementary (KPS)
9. Former Ebenezer School (Owned by Bronson, Former K Christian Building., John Street)
10. Hackett High School (Catholic Diocese)
11. St. Augustine Elementary (Catholic Diocese)
12. St. Monica Elementary (Catholic Diocese)
13. Kalamazoo Christian High School
14. Parkwood/Upjohn Elementary (KPS)
15. Winchell Elementary (KPS)
16. Former Kalamazoo Central High School (KPS)
17. (Former) South Christian on Westnedge – owned by KPS
18. Hillcrest School (Kazoo School)

Historic Preservation Commission ITEM C  
**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. Historic District Commissioners Max Tibbitts, John Mitchell and Sally Reynolds were also present.

Short presentation on the planning process. Tonight will get comments from both commissions. There will be downtown meetings in April (11 & 12) that will summarize the data we have collected so far and begin work on the Design Phase.

West Main Hill – discussion of the interface between the city and township on the west edge of West Main Hill. Discussion of a Corridor Improvement Authority – similar to a DDA, can regulate new construction and work and use TIF (Tax Increment Financing) to attract and fund projects. The authority could begin at Douglas and extend to Solon/Howard/ Nichols or further. Also discussed traffic calming measures for Lovell, Monroe and Academy to slow or inhibit cut through traffic.

Stuart – homes need help with painting houses – possible grant or loan fund. Also discussed a rehab fund available to income qualified people in Vine and Stuart. The people in Stuart are interested in branding Stuart as a historic gateway. They want to examine how the thoroughfares of West Kalamazoo and Douglas fit into the historic character, possible traffic calming or (preferably) two way traffic on West Kalamazoo.

Also discussed form based code for commercial and residential infill for both Vine and Stuart – how can form based code become a tool for preserving neighborhoods, both designated historic and non-historic.

**II. Approval of Absences: Lynn Stevens (CA/CW - approved)**

**III. Approval of Agenda: (DBr/CW – approved without changes)**

**IV. Introduction of Guests: Pam O’Connor, Regina Gorham, Beth Timmerman, Josh Koenig**

**V. Citizen Comments on NON-agenda items\* & Correspondence:** Pam O’Connor commented on the impending property exchanges and sales between Kalamazoo County, WMU, DTI, Kalamazoo Community Foundation and Plazacorp that would end with the historic Kalamazoo County Courthouse transferred to ownership by Plazacorp investors. According to an article in the Sunday, March 15, Kalamazoo Gazette, the Kalamazoo County Administrator believes the courthouse is not historic. Ms. O’Connor proposes a letter from the HPC to the County administrator and commissioners to let them know that the courthouse is part of the Bronson Park National Register Historic District. She has drafted a letter and shared copies with the commission. The commission supports the idea but would like to revise the letter a little Curt Aardema offered to help. **Motion by David Brose, seconded by Chris Wright to send a letter to the county about the courthouse. With a voice vote, the motion passed unanimously.**

Ms. O’Connor also reported that the National Trust for Historic Preservation Conference is in November in Chicago and will send all the commissioners information to consider.

**VI. Financial Report - REPORT AT MEETING - no update at the 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)**
    - 1. Ms. Ferraro reported that all the proposed sites have been confirmed

- ii. Preservation Month (PM)
  - 1. Approve the site for the awards ceremony on May 24 **(ITEM B)**
    - I. **CA/CW Approve renting the barn at Riverview Launch for the Preservation Awards on Wednesday May 24. With a voice vote, the motion passed unanimously.**
  - 2. Report on nominations (received March 6) **(ITEM C)**
    - I. **DBr/DK – Approve all four projects nominated for Preservation Awards. With a voice vote, the motion passed unanimously. (432 Woodward, GTW Depot, KPL Local History Room website, 1301 Portage)**
- iii. Bronson Park 21<sup>st</sup> Century (BP21)
  - 1. Fundraising
    - I. Pam O’Connor reports that the fundraising is \$200,000 shy of the halfway point, with about \$500,000 in grant applications or proposals pending. One of the commissioners asked if the Bronson Park 21<sup>st</sup> Century Project is eligible as an aspirational project under the pre Foundation for Excellence giving. The churches around the park are very supportive of the master plan. The Bronson Park 21<sup>st</sup> Century fundraising has a Facebook page. The first issue of the fundraising newsletter going to donors and potential donors and supporters went out yesterday.
  - 2. Planning
  - 3. Education – Brose
    - I. The videography project to produce 5 – two minute videos – is progressing. Some of the tribal council are willing to speak – not all are willing to be photographed. The project needs to wrap up by May 31<sup>st</sup> to meet the requirements of the grantor, the Michigan Humanities Council. A question was raised. Currently the HPC is in charge of the NextExit History sites. Who will be charged with monitoring, and updating in the future?
- iv. Operations (O) – Wright
- v. Sites (SI) – Aardema
- vi. Designation (D) – Aardema

#### VIII. Old/New Business

- a. Approve reimbursing Chris Wright for purchase of pizza for the Workplan retreat. **(ITEM D) CA/DK – approve reimbursement of \$65.72. With a voice vote, the motion passed unanimously.**
- b. Evaluate status of budget. Consider a budget adjustment to add back the \$8000
  - i. **CA/DBe Move to amend the 2017 HPC Budget to add \$8000 into the budget from the reserve fund. With a roll call vote, the motion passed unanimously.**
- c. Make a \$6000 gift to the O’Connor Fund for Historic Preservation at the Kalamazoo Community Foundation. (Postponed from January 10, 2017 HPC meeting)
  - i. **CA/CW Move to amend the 2017 HPC Budget to include an additional \$6000 into the budget from the reserve fund. With a roll call vote, the motion passed unanimously.**
  - ii. **CA/CW Move to donate \$6000 to the O’Connor Fund for Historic Preservation at the Kalamazoo Community Foundation. With a roll call vote, the motion passed unanimously.**
  - iii. Ms. O’Connor requests notice when the check from the Historic Preservation Commission account is sent to the O’Connor Fund.

#### IX. Approval of meeting notes and minutes:

- a. February 14, 2017 **(ITEM E) CA/DK – meeting notes were approved as presented. With a voice vote, the motion passed unanimously.**

#### X. Coordinators Report on non-agenda items

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

#### XI. Citizen Comments on NON-agenda items\*

#### XII. Commissioner Comments

Adjourn

9:14 PM

**REVIEWS:**

Historic District Commission:

|   |                                  |  |   |                  |
|---|----------------------------------|--|---|------------------|
| ✓ | HDC cases to 04/04/17 – 23 total |  | Fees total year to date, 2017 ..... \$600 |                  |
|   | <b>2017</b>                      |  | <b>2017</b>                               | <b>2016</b>      |
| ○ | 13 no fee                        |  | \$ 0                                      | 12 no fee        |
| ○ | 5 bldg permit-\$35               |  | \$ 175                                    | 2                |
| ○ | 5 HDC hearing - \$85*            |  | \$ 425                                    | 3                |
|   | 23 TOTAL                         |  | \$ 600                                    | 17               |
|   |                                  |  |   | <b>2016 fees</b> |
|   |                                  |  |   | \$ 0             |
|   |                                  |  |   | \$ 70            |
|   |                                  |  |   | \$ 255           |
|   |                                  |  |   | \$ 325           |

Section 106 reviews (Federally funded projects)

**2016**

- ✓ Section 106 reviews to 04/04/17 – 0
- ✓ In 2016, 1 reviews was complete by 04/04/16

**REPORTS:**

State Hospital Water Tower: Based on signs of roof leaks detected during the January tour, Robb McKay of the State Historic Preservation Office and Ben Powers of Hoekstra Roofing will be evaluating the condition of the roof seams on Monday April 10. The tower is owned by the Michigan Historical Center and one of the other guests is the director of the historical center.

**SITES and PROJECTS:**

**VACANT – NOT REHABBED BUILDINGS AND/OR UPPER FLOORS in Downtown Kalamazoo****Historic buildings – 50+ years old****Underlined- in Historic District (Eligible for Federal HP tax credit except #3)****Entire building vacant and undeveloped**

1. KALAMAZOO GAZETTE BUILDING – 401 SOUTH BURDICK – Purchased by Bronson Healthcare Group\*(razing east and south additions – return to the footprint of the original building with a possible new addition on the south side.)
2. CHARTER ONE BANK – NORTH SIDE, EAST MICHIGAN 200 BLOCK (No HP tax credit eligibility – 10% eligible!)

**Upper floors vacant or undeveloped – 4 on mall, 6 on Michigan Avenue**

3. International Hotel – Fandango – 241-7 South Kalamazoo Mall (2<sup>nd</sup> & 3<sup>rd</sup> floors)
4. Montgomery Wards – Terrapin/Walgreens – 237 South Kalamazoo Mall\* (2<sup>nd</sup> & 3<sup>rd</sup> floors) **HK**
5. Fuller Building – Petals & Postings/Invitations by Design – 233 South Kalamazoo Mall (2<sup>nd</sup> & 3<sup>rd</sup> floors) **HK**
6. Boudeman Building – Rustica - south end - 236 South Kalamazoo Mall, west side\* (2<sup>nd</sup> & 3<sup>rd</sup> floors) **HK**
7. Stevens Building – 312 West Michigan – Studio Grille (2<sup>nd</sup> floor) **HK**
8. Clapham McDonald Building – 131 East Michigan – 3<sup>rd</sup> floor **HK**
9. Winstons (Weber Building) 228 East Michigan - 3<sup>rd</sup> floor **HK**
10. Hiemstra Optical (Chase Building) - 234-8 East Michigan\*(2<sup>nd</sup> floor) **HK**
11. 266 East Michigan – Hall Building – Coney Island – upper three floors **HK**
12. 318 East Michigan – Hotel Holt – Alfred E. Bike – 2<sup>nd</sup> & 3<sup>rd</sup> floors (NEW OWNER – rehab plans approved by HDC) **HK**
13. 302 North Burdick – Kalamazoo Overall Co – Mr. Presidents – 2<sup>nd</sup> floor **HK**
14. 100 North Edwards – Nave Architects – 2<sup>nd</sup> floor
15. 150 North Edwards – Heritage Co – 2<sup>nd</sup> floor & far north, one story bay **HK**

**Upper floor unoccupied**

16. American National Bank (5/3) – 136 East Michigan – 15<sup>th</sup> floor only **HK**

**First floor vacant, upper floors occupied**

17. Metropolitan Center – one storefront – 105 East Michigan – new tenant – Rocket Fizz
18. Merrill-McCourtie Building – (south storefront only) former Dragon Inn – 232 South Kalamazoo Mall

Notice this list is getting shorter!

**HK = part of Hidden Kalamazoo Tour**