I. Approval of Absences:

II. Approval of Agenda:

III. Introduction of Guests:

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

V. Financial Report (20 min)
   a. REVENUE March ($356.02*) ($129.36 Mar) YTD ($558.72)
      i. $129.36 – K:L&F sales (3/19)
   b. EXPENDITURES March $139.80 YTD ($659.35)
      i. Houghton - royalties $139.80 (3/2)
   c. BALANCE REMAINING $11,741
   d. RESERVE FUND ($27,960.00) (Quarterly reports Feb, May, Aug, Nov)

VI. Action and Discussion Items
   a. Work Plan Reports from Team Leaders Note any changes to the work plan
      i. Sustainability (SU) – (10 min) (Ferraro) (Hidden Kalamazoo Tour) (ITEM A)
      ii. Preservation Month (PM) (Gorham) (5 min)
         1. Preservation Month project
         2. Preservation Awards (in packet)
            • Review HP award nomination for Plazacorp submitted by Fran Dwight. (ITEM B)
      iii. Bronson Park 21st Century (BP21) (Brose) (15 min)
         1. Fundraising – ON HOLD
         2. Planning – ON HOLD
         3. Education (Brose/Benac)
      iv. Operations (O) – Koenig (5 min)
      v. Sites (SI) – Robinson & Kohrman (5 min) report at meeting – Recommendation submitted to clerk for Sue Robinson’s reappointment
      vi. Designation (D) – Kohrman (10 min)

VII. Old/New Business
   a. Quarterly report on Section 106 reviews (ITEM C)
   b. O’Connor Fund grant ideas (ITEM D)
   c. Donate one copy of Kalamazoo: Lost and Found to Silent Observer fundraising auction
   d. Application for vacancy on HPC Ciara Larson (ITEM E)

VIII. Approval of meeting notes: (5 min)
   a. March 13, 2018 (ITEM F)

IX. Coordinators Report on non-agenda items (5 min)
   a. Coordinators monthly report (ITEM G)
   b. Nazareth Historic District Study Committee Report (Postponed to May – short report at meeting)

X. Citizen Comments on NON-agenda items*

XI. Commissioner Comments

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 2017-2018

Chair: Josh Koenig
Vice-chair: David Brose

Secretary: Regina Gorham
Treasurer: Regina Gorham

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. 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


Fountain Rehabilitation Work - Pam O’Connor
1. Draft RFP, Solicit & Award Job for fountain rehabilitation work (2017-2018)

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) Coordinate Corner Marker & Bronson Park panel design, structure and location with property managers (2017)
b) Complete requisite fund raising (2017)
c) Implement Street Sign placement (2017-18)
d) Construct and install Reservation Corner markers and Bronson Park panel (2017-18)
e) Evaluate completed NextExitHistory + Video presentations (2017-18)
f) 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 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 (W) and panhandle Greenlawn  
• Park Club  
• Milwood Area (New Survey may identify more issues)  
• Edison/Washington Square Area (New Survey)  
• Hillcrest/Winchell Area (New Survey)  
• Parkwyn Village (New Survey)  
• Mid-Century Resources (New Survey)  
• Loring-McMartin Farmhouse and railroad viaduct  

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/5/3 Bank Tower - NRE  
• 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?)  
5. Start looking for other fund-raising plans to implement when the Hidden Kalamazoo Tour is ended.  
6. Research and create for markers and a Kalamazoo Register of Historic Places – fee?

OPERATIONS  
Leader: Koenig  
1. To see that 1-2 representatives from KHPC meet quarterly w/ Rebekah Kik to discuss KHPC  
2. Review financial status & 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 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 by highest likelihood of demolition or extensive renovation.  
3. Establish a communication link with local school administrators/leadership teams.  
4. Establish a program/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.):  
Underlined – recently completed substantial renovations

<table>
<thead>
<tr>
<th>School Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nazareth College/Sisters of St. Joseph</td>
<td></td>
</tr>
<tr>
<td>Loy Norrix High School (KPS)</td>
<td></td>
</tr>
<tr>
<td>El Sol/Vine Elementary (KPS) (In local historic district)</td>
<td></td>
</tr>
<tr>
<td>Edison Elementary (KPS)</td>
<td></td>
</tr>
<tr>
<td>Lincoln Elementary (KPS)</td>
<td></td>
</tr>
<tr>
<td>Milwood Middle School (KPS)</td>
<td></td>
</tr>
<tr>
<td>Woodward Elementary (KPS) (In local historic district)</td>
<td></td>
</tr>
<tr>
<td>Greenwood Elementary (KPS)</td>
<td></td>
</tr>
<tr>
<td>Former Ebenezers School (Bronson, Former K Christian John St)</td>
<td></td>
</tr>
<tr>
<td>Hackett High School (Catholic Diocese)</td>
<td></td>
</tr>
<tr>
<td>St. Augustine Elementary (Catholic Diocese)</td>
<td></td>
</tr>
<tr>
<td>St. Monica Elementary (Catholic Diocese)</td>
<td></td>
</tr>
<tr>
<td>Kalamazoo Christian High School</td>
<td></td>
</tr>
<tr>
<td>Parkwood/Upjohn Elementary (KPS)</td>
<td></td>
</tr>
<tr>
<td>Winchell Elementary (KPS)</td>
<td></td>
</tr>
<tr>
<td>Former Kalamazoo Central High School (KPS)</td>
<td></td>
</tr>
<tr>
<td>(Former) South Christian on Westnedge – owned by KPS</td>
<td></td>
</tr>
<tr>
<td>Hillcrest School (Kazoo School)</td>
<td></td>
</tr>
</tbody>
</table>
REPORT TO HPC 04-10-2018

Hidden Kalamazoo
Sat. June 16 & Sun June 17, 2018 – Fathers’ Day weekend

Lynn Stevens, Tony Holewinski, Sharon Ferraro, Brianna Clawson, Michael Ianni, Regina Gorham, Brittany Williams, Sarah Mead

PLANNING - Sites - 2013-2017  Bronson Park WILL NOT BE UNDER CONSTRUCTION – INCLUDE in Tour?

<table>
<thead>
<tr>
<th>Site</th>
<th>1st contact</th>
<th>response</th>
<th>decision</th>
<th>contact person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Gilmore Building</td>
<td>3/26 email</td>
<td>Tour 4/4</td>
<td>South end of bldg.  OK facing Portage</td>
<td>Chris Shook</td>
</tr>
<tr>
<td>2. Hall-Coney</td>
<td>10/13 email</td>
<td>Nothing</td>
<td>YES</td>
<td>Bill and Catherine Adams</td>
</tr>
<tr>
<td>3. HUFF 1st Nat’l Bank, MontWards + Int’l Hotel?</td>
<td>10/13 email</td>
<td>Tour of PNC/FNB with Tom Int’l Hotel</td>
<td>YES Maybe</td>
<td>Tom Huff and Natalie Valentine</td>
</tr>
<tr>
<td>4. State Theatre</td>
<td>10/13 email</td>
<td>Texted</td>
<td>YES</td>
<td>Stephanie Hinman</td>
</tr>
<tr>
<td>5. Upjohn HQ + Secret site Gazette building?</td>
<td>10/13 email</td>
<td>10/16 Way</td>
<td>YES 90% YES 90%</td>
<td>Mike Way</td>
</tr>
<tr>
<td>6. VanKersen/Food Dance</td>
<td>10/13 email</td>
<td>10/16 Owen</td>
<td>YES</td>
<td>Patti Owen Catalyst</td>
</tr>
<tr>
<td>7. City Hall - HUB</td>
<td></td>
<td></td>
<td>YES</td>
<td>RESERVED</td>
</tr>
<tr>
<td>8. Studio Grill</td>
<td>Historic photos</td>
<td>Display</td>
<td>Large prints</td>
<td>10 prints</td>
</tr>
</tbody>
</table>

- **Hidden Kalamazoo Book**- Suspended until summer – propose preparing and printing a limited edition for the holiday season!
- **Tickets** $15 we can sell from our new website.
- **Volunteers** - Scheduling volunteers from the website also. Volunteers schedule themselves. Email call to veteran volunteers will go out on 4/16., open call on May 1
- **T-shirts** Kalamazoo Sportswear – 100 guide shirts – 25 committee & Site managers! Confirmed SOCIAL MEDIA – PUBLICITY (Michael Ianni, Sarah Mead) – be sure to like us and follow on Facebook – Sponsors on shirt Next Exit History, Kalamazoo Valley Museum, WOOD, Kalamazoo Sportswear
- **Restaurants** – see next page
- **MOVIE?** Approach State theater – Sharon will do
- Graphic Artist Peter Brakeman will update out poster for us.
- Ticket sales set up with the same sites (D&W x 2, Spirit of Kalamazoo, City of Kalamazoo at Stockbridge and City Hall
Restaurants for Hidden Kalamazoo 2018

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Contact name</th>
<th>Email &amp; website</th>
<th>Offer</th>
</tr>
</thead>
</table>
| Spirit of Kalamazoo       | 154 S. Kal Mall           | Kathleen Widner | kewidner@sbcglobal.net  
www.spiritofkalamazoo.com | Buy any size ice cream, receive a FREE small ice cream |
| Central City Tap House    | 359 S. Kal Mall           | Amy Wine     | a.wine.mrg@gmail.com                                 | 15% off food ½ page ad                     |
| Union Cabaret & Grille    | 125 S. Kal Mall           | Amy Wine     | a.wine.mrg@gmail.com                                 | 15% off food ½ page ad                     |
| Wine Loft                 | 151 E. Michigan           | Amy Wine     | a.wine.mrg@gmail.com                                 | 15% off food ½ page ad                     |
| Tudor House Tea and Spice | 352 S. Kalamazoo Mall     | Kelly Zajac  | info@tudorhousetea.com  
www.tudorhousetea.com       | 1/2 off any drink                        |
| Sarkozy Bakery            | 350 E. Michigan           | Judy Sarkozy | sbakery@tds.net  
www.sarkozybakery.com       | 10% off all food                        |
Kalamazoo Historic Preservation Commission
Historic Preservation Awards of Merit - 2018

INDIVIDUAL OR INSTITUTION

Individual or institutions whose day-to-day, general preservation activities or specific projects merit recognition.

Name of Individual or Institution: PlazaCorp Realty Advisors, Inc.

Mailing Address 200 West Michigan Avenue, Suite 201

City Kalamazoo State MI Zip 49007

Contact Phone # for nominee (269) 220-3065 email knacci@plazacorp.net

Nominated by Fran Dwight

Nominators may be neighborhood organization, owners or friends

If the awards committee has questions about this nomination, who should be contacted?

Contact name Ken Nacci Contact phone (269) 220-3065

Contact email address knacci@plazacorp.net

Please take no more than one page to tell us why this individual or institution deserves a Historic Preservation Award of Merit. What was the activity! How did it benefit preservation in Kalamazoo?

Mail or deliver nominations before the DEADLINE at 5:00 pm on Monday, March 5, 2018 to:
Historic Preservation Coordinator, 415 East Stockbridge, Kalamazoo, MI 49001
ferraros@kalamazoomcity.org
Kalamazoo Historic Preservation Commission,

I would like to nominate PlazaCorp Realty Advisors, Inc. (PlazaCorp) as a candidate for the Award of Merit related to their history of preservation activities in the City of Kalamazoo.

Plazacorp is a Kalamazoo based company devoted to the acquisition and restoration of many of Kalamazoo’s historic, obsolete and/or unique buildings. Over the past two decades, PlazaCorp has renovated and restored six historically significant properties that have effectively enlarged the boundaries of downtown. PlazaCorp encourages and participates in various historic tours for many associations and interested parties to highlight and celebrate Kalamazoo’s past. PlazaCorp continues to focus its efforts within the City of Kalamazoo and is in the process of planning and renovating many others (see a partial list below).

**Completed Projects:**
1. Globe Building
2. Speakreflex Building (Biggs/Gilmore)
3. Shakespeare Building
4. United Building
5. Kalwards Building (Neil’s Automotive)
6. The Depot

**Under Renovation:**
8. 225 Parsons (Heritage)
9. 400 Bryant St.
10. Park Trades Building
11. Rose Street Market
12. Arcadia North Building

As a long-term asset management company, PlazaCorp prides itself in maintaining all its properties in a way that provides the community an opportunity to experience what was, and now is, Kalamazoo. The Globe building is one example, now going on its twentieth year of ownership and management by PlazaCorp.

Over the past couple years, I’ve had the privilege to see and photograph the preservation work being done by PlazaCorp from the inside out. Seeing and photographing these sad old buildings as they progress from ruin to resurrection has given me a deep appreciation for PlazaCorp’s core values. In building after building I’ve witnessed the craftsmanship and attention to detail as the years of neglect were peeled away to reveal the beauty of the original building. These were buildings which might otherwise have been lost to the city forever but for the vision of PlazaCorp and its many dedicated employees.

I cannot think of an organization more deserving of this honor.
March 2, 2018

Ms. Sharron Ferraro  
Historic Preservation Coordinator  
Historic Preservation Commission  
415 East Stockbridge  
Kalamazoo, MI 49001

Re: 2018 Historic Preservation Awards

Dear Ms. Ferraro:

I am pleased to submit this application to nominate PlazaCorp Realty Advisors, Inc. (PlazaCorp) as a candidate for the 2018 Award Program. The attached narrative gives a brief description of the projects completed or in progress that, I believe, qualify PlazaCorp as a candidate for consideration of the Award.

I respectfully encourage the Commission to reviewed the attached application and consider PlazaCorp for this Award.

Sincerely,

[Signature]

Fran Dwight
This page left blank for packets.
1. 01/15/2018 716 WEST WALNUT  VINE City of Kalamazoo CPED
  PROPOSED WORK: Demolish severely fire damaged house
  AREA OF POTENTIAL EFFECT: Limited to this house and adjacent properties on West Walnut
  HISTORIC PROPERTIES PRESENT: This house is a contributing structure in the South Street – Vine Area local Historic District. The fire occurred on March 20, 2017. The HDC approved demolition and the Notice to Proceed at their meeting the next day on March 21, 2017:

  Demolition of the fire damaged house located at 716 W WALNUT ST was approved as an emergency demolition by the Historic District Commission at their meeting on March 21, 2017

  Referred to BBA for hearing on July 20, 2017:
  Obtain new permits and commence either demolition or exterior and structural repairs by July 28, 2017 or complete all exterior and structural repairs or demolition by August 21, 2017.

  DETERMINATION OF EFFECT: NO ADVERSE EFFECT on historic properties.

2. 01/16/2018  1212 Lay Edison Senior Services
  PROPOSED WORK: Railing and grab bars, new kitchen faucet, CO and smoke detectors, new barrier free ramp in spring 2018.
  AREA OF POTENTIAL EFFECT: Limited to this house and adjacent houses
  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 items except the barrier free ramp are cleared under Federal regulation 36 CFR 800 for the “Protection of Cultural Resources”.
  • Details of placement and materials for the barrier free ramp should be submitted for approval before materials are purchased or work begins.
  • Work on the approved items 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

HPC Meeting 04/10/2018
3. 01/23/2018  701 West Cedar  Vine  Senior Services
PROPOSED WORK: Replace rear steps and handrail, CO and smoke detectors, interior handrails, repair broken window.
AREA OF POTENTIAL EFFECT: Limited to this house and adjacent houses in the historic district
HISTORIC PROPERTIES PRESENT: This house is a contributing structure in the South Street- Vine Area local historic district. This area is National Register eligible.
DETERMINATION OF EFFECT: NO ADVERSE EFFECT with the following conditions.
• All work items except the rear steps and handrail and the broken window are cleared under Federal regulation 36 CFR 800 for the “Protection of Cultural Resources”.
  o If the steps and handrail are rebuilt, the details of design and materials for the rear steps and rail should be submitted for approval before materials are purchased or work begins. Material may be treated lumber, steps should have risers. If only pieces of the steps and handrail, like treads are balusters (spindles) are replaced, new material may match existing in size and configuration.
  o For the broken window – glass may be replaced in the existing window sash frame. If the entire window needs to be replaced, the proposed window must be wooden to match the existing windows. Vinyl replacement windows are not allowed in the historic district.
• Work on the approved items may proceed without further review.
Edward Israel Marker. Jewish Cemetery, Mountain Home

Pioneer Cemetery – east side of South Westnedge at end of Wheaton
**Epaphroditus Ranson Marker. East side of South Burdick at Cedar**

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aluminum Replacement Post</td>
<td>$390</td>
</tr>
<tr>
<td>Refinishing of Large Marker (Includes Round-Trip Delivery)</td>
<td>$1,200</td>
</tr>
</tbody>
</table>

**O’Connor Fund Projects**

- Aluminum replacement posts (each) $390
- Refinishing of large marker  $1200
  (Includes Round Trip delivery)
Ciara Larson
Application created: 03/20/2018

I would like to serve on the following board(s) or commission(s):

1. Kalamazoo Historic Preservation Commission

Education and Experience

Occupation: Public History Professional
Company name: Zoetis
Position: Library Technician
Availability details: Open.

See resume.

Qualifications

Non-Resident Members Permitted

Applicant: I am a resident of the City of Kalamazoo.

Demonstrated Interest in the History of Kalamazoo and/or Principles of Historic Preservation

Applicant: After majoring in public history at Western Michigan University and completing a number of internships in Kalamazoo, I've begun to love the history here. Though most of my experience has been with museums and libraries, I am anxious to delve deeper into the historic preservation side of public history. Josh Koenig's class opened my mind to the complexities of the field, which is one of the reasons I find it so fascinating. It truly gathers from nearly every discipline imaginable, so I would love to use my skill set to contribute to this field in Kalamazoo.
Research is by far my favorite part of this career. Once I began working on the Douglass Community Center’s nomination, the depth of research necessary for this field challenged and inspired me. It is because of that spark that I want to learn more about historic preservation in hopes of pursuing it as a career.

From this position, I hope to not only become more involved in historic preservation in Kalamazoo and contribute as much as I can, but I also hope to gain experience so that I can be as effective as possible in this these nominations. I have greatly enjoyed the Douglass nomination and I hope to write many more in the future. I would like this position to be a starting point for my career in historic preservation so that I can continue to give back to my community through this powerful field - especially those parts of the community that have been largely overlooked.

Regardless of whether or not I am placed in this position, I fully anticipate on regularly attending meetings and events as a citizen so that I can fulfill these goals. However, a position on this commission will allow me to do all of this to a much greater degree. Thank you for your time and please consider me for a position on the Historic Preservation Commission.

Contact Information

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:ciara.m.larson@wmich.edu">ciara.m.larson@wmich.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell</td>
<td>(231) 944-6461</td>
</tr>
<tr>
<td>Address</td>
<td>2400 Ring Road Unit 2020</td>
</tr>
<tr>
<td></td>
<td>Kalamazoo MI, 49006</td>
</tr>
</tbody>
</table>

Diversity Information

{LIST Applicant.Details}

Current Appointments to City of Kalamazoo Boards/Commissions
Attachments

Resume
Ciara Mackenzie Larson
Dedicated to the protection, dissemination, and study of history and art.

EXPERIENCE

Zoetis LLC, Kalamazoo, MI
Library Technician
January 2018-Present

- Cataloging and maintaining all documentation for company practices and studies
- Shipping documents to and from our third party vendor for researchers
- Assisting in research and searches for scientific information in our systems

WMU Special Collections, Kalamazoo, MI
Library Assistant
September 2015 - December 2017

- Researching items in the collection for cataloging and promotional purposes
- Exhibit construction and development
- Training new employees and assigning projects as needed
- Promoting our department through social media management and coordinating events
- Conducting preservation and conservation work on artifacts.

Kalamazoo Institute of Art, Kalamazoo, MI
Library Intern
September 2017 - November 2017

- Cataloging archival collections and accessioning items into the collection
- Assisting in coordinating people and materials for educational programming
- Participating in the AAM accreditation process by preparing the library and creating evaluations to assess the department

Kalamazoo Valley Museum, Kalamazoo, MI
Collections Volunteer
January 2016 - May 2017

- Cataloging items in Argus accompanied by appropriate research, photography, preservative measures, and object labeling
- Accessioning items into the collection based on their rarity and significance corresponding with the collection policy of the institution
- Preserving and cataloging textiles, photographs, paintings, and documents
- Researching various subjects and individuals for exhibitions and cataloging records
- Assisting on exhibit construction, staging, and object placement

Music House Museum, Acme, MI
Intern
March 2015 - December 2015

- Leading tours and working admission for the museum
- Organizing the collection storage area and re-building their website for better navigation and functionality

EDUCATION

Western Michigan University, Kalamazoo, MI
B.A. Public History
Latin Minor
September 2014 - December 2017

- Member and Parliamentarian of Phi Sigma Pi National Honor Fraternity
- Member of Phi Beta Kappa
- Graduated Summa Cum Laude
- Member and Treasurer of the Vocaholics A Capella group
- Interior Design Study Abroad Program to Greece Summer 2017

Coursework in museum studies, historic preservation, academic writing, archival administration, archaeology, sustainability, art history and a variety of historical eras.

SKILLS

- Research and Analysis
- Organization
- Leadership
- Outreach and Development
- Training Individual Employees
- Event Planning
- Marketing and Advertising
- Social Media Management
- Experience in Photograph, Book, Textile, and Document Care
- Book and Paper Conservation
- Proficient in Microsoft Office programs, Argus, Primo, Archive Space, Alma, Verso, Ancestry, and Raiser’s Edge
- Website Design and Maintenance

AWARDS

- Rachal J. Badra Memorial KVM Intern Stipend Award 2017
- Victor Coutant Award in Classics 2017
- Margaret Macmillan Undergraduate Writing Award in History 2017
- WMU Libraries Student Employee Scholarship Award 2016
- Anthropology Department Undergraduate Writing Award 2016

LANGUAGES

- Latin (2 years)
- American Sign Language (2 years)

PROJECTS

- NRHP Nomination for Douglass Community Center 2017-2018
I. Approval of Absences: Beth Timmerman approved; David Benac not approved,

II. Approval of Agenda: approved unanimously

III. Introduction of Guests: Jack Urban, Tony Holewinski, Chris Wright, Norman Jung, Jenifer Blouin-Policelli, Matt Policelli, Curt Aardema (arrived about 8:30pm)

IV. Citizen Comments on NON-agenda items* & Correspondence: Norman – please list names of commissioners in attendance.

V. Financial Report (20 min)
   a. REVENUE January ($356.02*) ($144.96 Feb) YTD ($500.98)
      i. $259 – Alamo Drafthouse (Jan)
      ii. $97.02 book sales (Jan)
      iii. 144.96 book sales (Feb)
   b. EXPENDITURES January $45.00 YTD ($519.55)
      i. Blouin-Policelli – Oct updates to NEH (January) $45
      ii. Hid Kzoo website $102
      iii. K:L&F Marketing $232.75
      iv. KL&F Royalties $139.80
   c. BALANCE REMAINING $16,823
   d. RESERVE FUND ($27,960.00) (Quarterly reports Feb, May, Aug, Nov)

Note from Pam O’Connor – sales of K:L&F at Vanished Kalamazoo $890 to O’Connor Fund. Sales of T-shirts from Kalamazoo Sportswear - a percentage will also be going to the O’Connor Fund.

VI. Action and Discussion Items
   a. Work Plan Reports from Team Leaders Note any changes to the work plan
      i. Sustainability (SU) – (10 min) (Ferraro) (Hidden Kalamazoo Tour) (ITEM A)
      ii. Preservation Month (PM) (Gorham) (5 min)
         1. Preservation Month project (ITEM B) Saturday May 5.
         2. Preservation Awards (in packet) Approve six buildings. Review Plazacorps nomination at April meeting
      iii. Bronson Park 21st Century (BP21) (Brose) (15 min)
         1. Fundraising – ON HOLD donors offered refunds – all or just fountain related – ALL should be offered, even those not directly linked to the fountain. What happens to endowed and non-endowed funds at the community foundation including the Endowment that was 5% of every gift. Can donations be moved to the O’Connor Fund within the foundation as appropriate.
            Jack Urban – would it help for the city to come up with a plan for the park so donors can decide to accept a refund or leave their funds in the Park Master Plan Fund. The city should talk to the campaign consultant Jodi Sweeney.
         2. Planning – ON HOLD
         3. Education (Brose/Benac) Public Education Committee met today at the Kalamazoo Valley Museum. Per J Chamberlain, we will go back to OCBA for a modified park plan. Educ Comm needs to produce a budget for markers, street signs and other things to integrate into the park plan. Given the fact that we have spent 7 years with this plan, the city should make a formal invitation to the band to continue their involvement with the Public Education Committee. Julie from the Kalamazoo Community Foundation felt that this might be a good use for the Kellogg Foundation racial healings fund.
      iv. Operations (O) – Koenig (5 min)
         1. Two terms are up on March 31, 2018 – Sue Robinson (eligible for reappointment) and David Brose – final term. Start search for new
Sue has said she is interested in re-appointment (Previous commissioners need to be “out of office” for a full term, three years, before they are eligible for re-appointment) NO APPLICATIONS

2. Report on meeting with Rebekah Kik and Christina Anderson. Josh met with Regina and Christina – County planning a new courthouse on Kalamazoo Avenue – will meet again the beginning of April or May.

v. Sites (SI) – Robinson & Kohrman (5 min) report at meeting
   1. Sue Robinson – make an appointment with Lynn Houghton to review all her information on the public schools she has collected.

vi. Designation (D) – Kohrman (10 min)
   1. David Kohrman –
   2. Pam – consult with SHPO if Bronson Park should be changed from contributing to non-contributing in the National Register listing - Changes include the Rotary stage,

VII. Old/New Business
   a. O’Connor Fund grant ideas (ITEM C)
      i. January 22, Josh Koenig, Regina Gorham and Pam O’Connor met to discuss possible projects to fund from the O’Connor Fund
      ii. Add to agenda in July
   b. Approval of Annual Report to be submitted to city commission in March (ITEM D)
      Kohrman/Robinson ^^
   c. Bronson Park changes following City Commission decision of March 5 to remove the Fountain of the Pioneers from Bronson Park (Discussion)
      i. PO Nationally significant work of public art – the Arts Council, KIA and Museum be invited to consult on the decisions about what to be removed and what not to be removed.
      ii. JU – need to show public we are serious about removing the statue. Cover the statue with a white tarp to indicate that the city is taking action.
      iii. DBrose – remove the sculpture intact – full height from crown to feet, regardless of the cost involved. DBrose/Koenig passed unanimously
      iv. Pam – and a HALS (Historic American Landscape Survey) report.
      v. Also consider at least one water cannon and drinking fountain for saving
      vi. Can LIDAR produce measured drawings to comply with NPS standards? And ground penetrating radar of the entire park. If we do ground penetrating radar we should consult with the tribe about their support
      vii. Jenifer reported that the fountain can continue its presence on Next Exit History even after it has been removed and her blog will be revised to include recent developments.
      viii. Chris Wright – will all the donors be notified before demolition begins?

VIII. Approval of meeting notes: (5 min)
   a. January 9, 2018 (ITEM E) Approved as presented

IX. Coordinators Report on non-agenda items (5 min)
   a. Coordinators monthly report (ITEM F)
   b. Nazareth Historic District Study Committee Report (Postponed to April)

X. Citizen Comments on NON-agenda items*

XI. Commissioner Comments Adjourn 9:13 PM

Christina will present on Form based code in May

Where is the State Historical Marker for East Hall
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REVIEWs:
Historic District Commission:
✓ HDC cases to 04/03/18 –23 total

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Section 106 reviews (Federally funded projects)
✓ Section 106 reviews to 04/03/18 – 3
✓ In 2017, 0 reviews were complete by 04/03/17

REPORTs:
- 739 McCourtie – sold by Land Bank to a qualified rehabilitator – altogether there is one original window and one original door left in this pre Civil War farmhouse.
- 1030 Lake – former church being repurposed as Dormouse Theater

SITES and PROJECTS:
NAZARETH - A Historic District Study Committee Report for Nazareth will be prepared and on the agenda for the May HPC meeting. The site includes several lots so the boundary description needs to be correct. I am still working laying it out correctly. Thanks to Pam O’Connor for copying her files for me.
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* (East and south additions razed – 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 (2nd & 3rd floors)

4. Montgomery Wards – Terrapin/Walgreens – 237 South Kalamazoo Mall* (2nd & 3rd floors) **HK**

5. Fuller Building – Petals & Postings/Invitations by Design – 233 South Kalamazoo Mall (2nd & 3rd floors) **HK**

6. Boudeman Building – Rustica - south end - 236 South Kalamazoo Mall, west side* (2nd & 3rd floors) **HK**

7. Stevens Building – 312 West Michigan – Studio Grille (2nd floor) **HK**

8. Clapham McDonald Building – 131 East Michigan – 3rd floor **HK**

9. Winston’s (Weber Building) 228 East Michigan - 3rd floor **HK**

10. Hiemstra Optical (Chase Building) - 234-8 East Michigan* (2nd floor) **HK**

11. 266 East Michigan – Hall Building – Coney Island – upper three floors **HK**

12. 318 East Michigan – Hotel Holt – Alfred E. Bike – 2nd & 3rd floors (NEW OWNER – rehab plans approved by HDC) **HK**

13. 302 North Burdick – Kalamazoo Overall Co – Mr. Presidents – 2nd floor **HK**

14. 100 North Edwards – Nave Architects – 2nd floor

15. 150 North Edwards – Heritage Co – 2nd floor & far north, one story bay **HK**

**Upper floor unoccupied**


**First floor vacant, upper floors occupied**

17. Metropolitan Center – one storefront – 105 East Michigan

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 – 2/3 of the vacant/underutilized spaces!**