

# **KALAMAZOO HISTORIC PRESERVATION COMMISSION**

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

**TUESDAY, September 11, 2018 – 7:00pm**

**I. Call to order:**

**II. Approval of Absences:**

**III. Approval of Agenda:**

**IV. Introduction of Guests:**

**V. Special project: KPL Local History Room VR Project**

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

**VII. Financial Report (20 min)**

- i. REVENUE March (\$23.97 July/August) YTD (\$4303.80) *Sale – one copy K:L&F*
- b. EXPENDITURES May \$716.51 YTD (\$2676.68) *Framemaker for HP Awards, Lunches for HidKzo*
- c. BALANCE REMAINING (\$28,463.32)
- d. RESERVE FUND (\$27,996.20) (Quarterly reports ~~Feb, MAY,~~ Aug, Nov)

**VIII. Action and Discussion Items - Work Plan Reports from Team Leaders Note any changes to the work plan**

- a. Sustainability (SU) – (10 min) (Ferraro) (Hidden Kalamazoo Tour)
- b. Preservation Month (PM) (Gorham) (5 min)
- c. Bronson Park 21<sup>st</sup> Century (BP21) (15 min) (ITEM A)
- d. Education (Brose)
- e. Operations (O) – Koenig (5 min)
- f. Sites (SI) – Robinson & Kohrman (5 min)
- g. Designation (D) – Kohrman (10 min)

**IX. Old/New Business**

- a. Certified Local Government Report (ITEM B) and Evaluation (ITEM C) (After years of inaction, SHPO has designated a Certified Local Government Coordinator – this report – item B, submitted on July 9. Evaluation of the report with four corrective actions (see ITEM C highlights) sent on Aug. 1.
  - i. Corrective action #1 Conflict of Interest Policy (ITEM D)
  - ii. Corrective action #2 – Done – minor change in meeting procedures for HDC
  - iii. Corrective action #3 – Copies of all NR nominations available to General public – KPL?
  - iv. Corrective action #4 - Timeline for HPC Goals for SHPO – committee to propose a timeline to go with the existing GOALS
- b. Place existing Bronson Park National Register Historic District under study as a potential local historic district. (ITEM E)
- c. NAPC CAMP to be presented in March or early April 2019
- d. Discussion on O’Connor Fund grants & administration (ITEM F)
- e. Report on binder about National Register designation for the library local history room - Larson (ITEM G)
- f. Set a date for the O’Connor Fund annual mailing, with suggested dates as Nov. 14, 15, 19 & 20.
- g. Application for HPC (Nicole Sabel) (ITEM H)

**X. Approval of meeting notes: (5 min)**

- a. June 12, 2018 (ITEM I) (Thank you Regina!) and July 10, 2018 (ITEM J)

**XI. Coordinators Report on non-agenda items (5 min)**

- a. Coordinators monthly report (ITEM K)

**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 2018-2019**

**Chair: Josh Koenig Vice-chair: David Brose Secretary: Keri LeClerq Treasurer: Regina Gorham**

## **PRESERVATION MONTH & OTHER EVENTS 2018 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 21<sup>ST</sup> CENTURY Leader: David Brose**

### **HIGHEST PRIORITY GOAL: Public Education by 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 & 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
- Edison/Washington Square Area
- Hillcrest/Winchell Area
- Parkwyn Village
- Mid-Century Resources
- Loring-McMartin Farm /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**

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 (Bronson, Former K Christian John St)
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)

**FOUNTAIN OF THE PIONEERS - BRONSON PARK FUNDS RETURNED**

**August 29, 2018** (Steve Brown, Foundation for Excellence Coordinator- Grants specialist)

*These numbers are from mid-July but remain current for most intents and purposes:*

- **How much was originally raised for Bronson Park Improvements, including fountain restoration?**  
*\$2,280,000 had been raised for park, fountain, planning, and endowment, of which \$1,350,000 was cash received, the balance being multiyear grants awarded and multiyear pledges.*
- **How many of those dollars were recalled when the fountain restoration project was cancelled?**  
*\$785,500 has been refunded or cancelled (pledges) to date (7.11.18, and not substantially changed today).*
- **How many dollars remain for general park improvements?**  
*This leaves \$1,500,000 in cash and pledges remaining, of which \$776,400 is cash on hand. To give a sense of scale, the budget for physical improvements is approximately \$896,000. The fountain was to cost \$1.25 million. The balance of the overall \$2.8 goal was for planning, A&E, education, education endowment, contingency, etc. The significant unknown is the amount of the remaining pledges that will not be honored.*

**Major foundation grants that were refunded:**

Downtown Rotary

Evanston Community Foundation

Fabri-Kal Foundation

Hopkins, Andy & Jack Fund at KZCF

Jon Stryker/Arcus Gift Fund

KHPC

O'Connor Fund for the Historic Preservation in the City of Kalamazoo

O'Connor Fund at KZCF

Stucki Family Foundation

Tyler-Little Family Foundation

Weisblat Fund at Community Foundation of Boulder County/Ann Ford

Richard and Thelma Hall Foundation

Sally Appleyard Trust

Jeffris Family Foundation

MSHDA SHPO CLG

National Endowment for the Arts (NEA)

Jim Gilmore Jr., Foundation

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## 2018 Baseline Certified Local Government Evaluation

Today's date: July 9, 2018

CLG Community Name: City of Kalamazoo      Year certified: Before 1997

Informant's Name and Title: Sharon Ferraro, Historic Preservation Coordinator

Mailing address: 415 East Stockbridge, Kalamazoo MI 49001

Email address: [ferraros@kalamazoo.org](mailto:ferraros@kalamazoo.org)      Phone: 269-337-8804

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**Please answer the following questions for your Certified Local Government regarding the period 2015-2018.**

***To review Basic Requirement #1: A local government shall "Enforce appropriate state or local legislation for the designation and protection of historic properties."***

- 1) Has the CLG kept its ordinance in effect during the entire period 2015-2018? **YES**
- 2) Did your community amend or revise the Historic District Commission bylaws during the evaluation period? **NO**

Did your community amend or revise the local historic preservation ordinance during the evaluation period? **NO**

➡ **Submit** copies of amendments, new regulations, or guidelines if applicable.

- 3) List and provide boundary descriptions and maps for any historic districts designated during the period 2015-2018. **None**

To review Basic Requirement #2: A local government shall “Establish by state or local law an adequate and qualified historic preservation review commission composed of professional and lay members.”

4) Please detail HDC staffing levels during the evaluation period and indicate the dates when positions were vacated and filled, for example:

Position	Vacated	Filled
HISTORIC DISTRICT	Design review in HDs	
Architect	12/31/16	01/01/17
Commissioner	12/31/15	01/01/16
Commissioner	12/31/16	01/01/17
Commissioner	12/31/17	01/01/18
Commissioner	12/31/17	03/01/18
HISTORIC PRESERVATION	Advise & educate, policy	
Commissioners (2)	03/30/15	08/15/15
Commissioners (3)	03/30/16	04/01/16
Architect	Vacant since 2010	

5) Explain how your community sought to find qualified professionals to fill vacancies. **Word of mouth - especially in the local AIA chapter. According to city ordinance, the architect serving on the HDC may live outside the city limits - all the other members must be city residents.**

➡ **Submit** a copy of the announcement used for vacant positions **Attachment A**

6) List the names of current historic district commission members, the positions they fill, their qualifications for that position, and whether they meet the Secretary of the Interior’s professional qualifications as an archaeologist, architect, architectural historian, historian, or historic architect. **(Attachment B)**

➡ **Attach** the resume of each commission member **Attachments C & D**

➡ **Attach** the resume of the CLG coordinator **Attachment E**

➡ **Submit** your commission’s conflict of interest policy **The city of Kalamazoo does not currently have a formal conflict of interest policy relating to the Historic District Commission or the Historic Preservation Commission.**

7) List any Memoranda of Understanding or contracts signed during the evaluation period and indicate which responsibilities—required or

optional—will belong to the CLG and which will belong to any other group.

The new programmatic agreement between the city of Kalamazoo and SHPO was signed in the summer of 2016. All the responsibilities in the agreement belong to the city of Kalamazoo with comment solicited, as specified, from local preservation organizations, non-profits and neighborhood associations.

PROGRAMMATIC AGREEMENT BETWEEN THE MICHIGAN STATE  
HISTORIC PRESERVATION OFFICER AND THE CITY OF  
KALAMAZOO, MICHIGAN REGARDING THE ADMINISTRATION  
OF CERTAIN HOUSING AND COMMUNITY DEVELOPMENT  
PROGRAMS FUNDED BY THE U. S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT

8) List the time frame specified in your ordinance and for each evaluation year list the average time frame for issuing the Certificate of Appropriateness.

- a. Time frame specified in the ordinance matches PA 169 (Local Historic Districts Act, MCLA § 399.201 et seq. 1970 PA 169, as Amended 1992) "The failure of the Historic District Commission or the Historic Preservation Coordinator to act within 60 calendar days after the date a complete application is filed, unless an extension is agreed upon in writing by the applicant and the Historic District Commission or the Historic Preservation Coordinator, shall be considered to constitute approval." Chapter 16-23 b 3."
- b. There are no other time frames specified by the historic district ordinance
- c. The average time from a complete application varies:
  - i. For an administrative review (82%) the time varies from an hour to 5 business days.
  - ii. For a hearing application, the time varies from one week to several months. The average is 4-6 weeks.

9) Provide the following information for each year. (see attached table - attachment F)

The number of applications.

2015- 150; 2016 - 127; 2017-126; 2018 (to date) 84

The number of decisions.

2015- 150; 2016 - 127; 2017-126; 2018 (to date) 84

The number of approvals.

2015- 149; 2016 - 126; 2017-123; 2018 (to date) 84

The number of denials.

2015- 1; 2016 - 1; 2017-3; 2018 (to date) 0

The number of appeals. - 0

The number of decisions overturned. -0

- 10) Did each new historic district commissioner receive a copy of:

The Secretary of the Interior's Standards for Rehabilitation

Michigan Public Act 169 of 1970 (as amended)

Michigan's Certified Local Government Program manual

Information on each locally designated historic district

**Yes, each new commissioner received the above listed items along with a complete copy of the Kalamazoo Historic District Commission Standards and Guidelines, Chapter 16 (Historic Districts), "Nuts and Bolts of Commission Operation" from the National Alliance of Preservation Commissions and a set of maps and an address list detailing all the 2070 historic resources protected by the ordinance.**

If not, explain.

- 11) Describe the training that has occurred for HDC members since 2014.

**Each year, the HDC receives training from the preservation coordinator, usually in February or March to assist the newly appointed commissioners and to refresh the veterans. We usually cover the Kalamazoo Standards and Guidelines, and defensible decision making. We have had an emphasis lately on replacement or alternative materials and lead paint hazards.**

***To review Basic Requirement #3: A local government shall "Maintain a system for the survey and inventory of historic resources."***

- 12) What has been your system for the survey and inventory of historic resources during the evaluation period?

**The new programmatic agreement between the city of Kalamazoo and SHPO was signed in the summer of 2016. The city has planned a new reconnaissance level historic resource survey to update the last survey of the entire city completed in 2001. We planned to coordinate with the new National Park Service survey platform or the GIS being proposed by SHPO. Neither is available so we are currently in the process of designing a tablet-based program in Filemaker/Excel to begin field work with volunteers in the fall followed by analysis and further refinement over the winter. We will be submitting a Reconnaissance Level Historic Resource survey plan to SHPO in late August.**

- 13) Provide a list of surveys undertaken during the evaluation period. Indicate whether they were for archaeological or above ground resources and indicate the number of resources surveyed. **None**
- 14) Were surveys conducted in accordance with SHPO's *Manual for Historic and Architectural Surveys in Michigan*? **The new survey will comply.**
- 15) Was a copy of the survey data given to SHPO? **The data will be shared with SHPO.**

***To review Basic Requirement #4: A local government shall "Provide for adequate public participation in the Historic Preservation program, including the process of recommending properties to the***

- 16) List the typical annual meeting schedule for the Historic District Commission.  
**The Historic District Commission meets on the third Tuesday of each month at 5PM. Each year, most often in winter, there may be no meeting because there are no applications or because of hazardous weather conditions.  
 The Historic Preservation Commission meets on the second Tuesday of each month at 7PM. Each year, most often in summer, the commission chooses to cancel a meeting.**
- 17) Explain how HDC meetings are publicized.  
**Meeting announcements are read aloud at the City Commission before the regularly scheduled HDC and/or HPC meeting. The agendas are posted at City Hall as soon as they are ready, usually by the Thursday afternoon before the meeting.**
- 18) Has the CLG kept detailed minutes that record all decisions and actions of the commission and include an explanation of the basis for those actions? **Yes**

**➡ Submit** minutes from three meetings at which the HDC took action.  
**See Attachment G**

- 19) How are procedures, guidelines, criteria, and standards been made available to the public in accordance with Michigan's Freedom of Information Act, PA 442 of 1976?

The following documents are available in a binder at the Community Planning and Development Department located at 415 East Stockbridge:

- MCLA § 399.201 et seq. 1970 PA 169 as Amended 1992 (Michigan Local Historic District Act);
- Code of Ordinances City of Kalamazoo, Michigan (Chapter 16 - Historic District);
- Secretary of the Interiors Standards for Rehabilitation & Guidelines for Rehabilitating Historic Buildings, 1990;
- Standards and Guidelines for Kalamazoo Historic Districts
- Maps of Kalamazoo Local Historic Districts.
- These documents and maps are also available on the city of Kalamazoo website at <http://www.kalamazoo-city.org/local-historic-districts>

20) How do you maintain a record of properties listed in the National Register of Historic Places in your community?

The city maintains a list of National Register listed properties on the city website: <https://www.kalamazoo-city.org/historicpreservation>

***To review Basic Requirement #5: A local government that has been certified shall "Satisfactorily perform the responsibilities delegated to it under the Act."***

21) Which goals established either in your CLG application or during your last evaluation have been met during this latest evaluation period?

Kalamazoo has been a Certified Local Government since at least 1997. I do not have a copy of the application.

22) What are your CLG's goals for the next three years?

- a. Prepare a three year plan to present a diversity of Preservation Month Events
- b. Continue the Reservation Boundary Marker Project in cooperation with the Match-E-Be-Nash-She-Wish band of Pottawatomi to mark the four corners of the 1821-27 reservation with monuments, special street signs marking the boundary and an enhanced curriculum with the public schools to teach 4<sup>th</sup> to 6<sup>th</sup> grades in the Kalamazoo Public Schools about Native American History in Michigan.
- c. Working with cemetery staff, inventory grave marker condition and assist in developing with a long term plan for repair, cleaning and maintenance in Kalamazoo's two historic cemeteries, Mountain Home and Riverview. This project will also engage the public and may include cemetery tours and historic re-enactors representing people buried in the cemeteries.

- d. Increase the number of properties with local and/or national designations in Kalamazoo including eligible public and private school buildings.
- e. Continue to present the Hidden Kalamazoo Tour each June emphasizing underutilized historic buildings in the downtown.
- f. Complete a Reconnaissance Level Historic Resource Survey and formulate a plan for additional surveys.

NOTE: The city of Kalamazoo organized the Historic Preservation Commission in June 1965 - originally called the Commission for Historical Preservation. In 1973, when the first Historic District was established on West South Street, the Historic District Commission was organized as a separate commission charged with design review in the historic district. So Kalamazoo has two preservation commissions totaling 14 commissioners.

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RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
LANSING

EARL J. POLESKI  
EXECUTIVE DIRECTOR

August 1, 2018

Ms. Sharon Ferraro  
Historic Preservation Coordinator  
City of Kalamazoo  
415 East Stockbridge  
Kalamazoo, MI 49001

Dear Ms. Ferraro:

Enclosed is the Certified Local Government evaluation report prepared by Outreach Coordinator Laura Ashlee in response to your written responses to our questions.

We thank you for your thorough responses. The City of Kalamazoo continues to be an excellent model for CLGs throughout the state and an outstanding local partner.

You will see that we identified four issues needing attention ranging from the need to comply with the National Park Service's conflict of interest policy, to needing timelines in your goals. All should be easily addressed. We'd be happy to discuss them if you have questions.

Please advise this office within ninety days after the date of this letter as to how these deficiencies have been or will be corrected. Also, please provide copies of this letter and the report to the members of the Kalamazoo Historic District Commission.

Feel free to contact Laura Ashlee at 517-335-2725 or [ashleel@michigan.gov](mailto:ashleel@michigan.gov) if you have any questions.

Sincerely,

Brian D. Conway  
State Historic Preservation Officer

BDC:lra

cc: Jim Ritsema, City Manager

Enclosures (Evaluation Report and National Park Service Conflict of Interest Policy)

**STATE HISTORIC PRESERVATION OFFICE**  
735 EAST MICHIGAN AVENUE • P.O. BOX 30044 • LANSING, MICHIGAN 48909  
[michigan.gov/shpo](http://michigan.gov/shpo) • 517-373-1630 • Fax: 517-335-0348

**CERTIFIED LOCAL GOVERNMENT EVALUATION REPORT****City of Kalamazoo****August 1, 2018**

State Historic Preservation Office outreach coordinator Laura Ashlee sent Historic Preservation Coordinator Sharon Ferraro the 2018 evaluation form on June 13, 2018. The completed application was received in SHPO on July 12, 2018.

**Basic Requirement #1: A local government shall “enforce appropriate state or local legislation for the designation and protection of historic properties.”**

A) *Did the local government keep its ordinance in effect during the entire period 2015-2018?*  
YES.

B) *Did the local government amend or revise the Historic District Commission bylaws during the evaluation period?*  
N/A

*Did the local government amend or revise the local historic preservation ordinance during the evaluation period?*  
N/A

C) *Are the new ordinances, amendments, bylaws, etc. consistent with the requirements of the CLG program?*  
N/A

**Basic Requirement #2: A local government shall “establish by state or local law an adequate and qualified historic preservation review commission composed of professional and lay members.”**

A) *Did the local government maintain a fully staffed commission during the entire time period?*  
YES.

B) *Were all vacancies on the commission filled within sixty days?*  
There were five vacancies during the evaluation period. All but one position was filled immediately. The city advertises for positions in anticipation of them being vacated so actual vacancies do not occur. One position was not filled immediately, but it was filled within sixty days.

C) *Was an effort made to find qualified professionals to fill vacancies?*  
YES.  
The City of Kalamazoo has two commissions. The Historic District Commission reviews applications for Certificates of Appropriateness, and the Historic Preservation Commission handles education and policy. The city does an excellent job in announcing vacant positions. The announcement explains the role of the commission and includes a photograph of a historic property. It “sells” the position of historic district commissioner. Announcement is also made to the local chapter of the American Institute of Architects.

**NOTE:** One member of the historic district commission meets the federal professional qualifications as an architect federal professional qualifications outlined in 36 CFR Part 61. Four members of the Historic Preservation Commission meet the qualifications: an archaeologist, two historians, and a historic preservation planner (MS in historic preservation).

- D) *Did the commission maintain records and operate in accordance with its written guidelines, including conflict of interest rules?*
- The HDC maintained solid minutes and adhered to design guidelines.
  - The City of Kalamazoo does not have a conflict of interest policy for boards and commissions. According to clerk Scott Borling, the city attorney has stated that boards and commissions are bound by state law.

#1

**Corrective Action: Adopt a conflict of interest policy consistent with the one required by the National Park Service**

The National Park Service, U. S. Department of the Interior, requires that CLGs adhere to the conditions stipulated in the conflict of interest policy provided to SHPOs. SHPO will provide the City of Kalamazoo with that policy.

- E) *Did the commission respond to 100 percent of the applications for Certificates of Appropriateness within the time frame specified in the ordinance?*  
 YES.  
 The city's ordinance requires action within sixty days after a complete application is file. Administrative review decisions are issued anywhere between one hour and five business days. A hearing application averages four to six weeks.
- F) *Were fewer than 20 percent of the commission's design review decisions appealed and then overturned?*  
 YES.  
 Of 487 applications received and decisions issued during the evaluation period, there were five denials and zero appeals.
- G) *Was the required training information from the SHPO distributed to all commissioners?*  
 YES.  
 Along with the specified required information, each new commissioner received a copy of the Kalamazoo HDC Standards and Guidelines, Chapter 16 (Historic Districts); "Nuts and Bolts of Commission Operation" from the National Alliance of Preservation Commissions (NAPC); and a set of maps and a list of the 2,070 protected resources.
- In addition, the HDC received annual training from Historic Preservation Coordinator Sharon Ferraro, who also serves as a trainer for NAPC. Topics include the city's design guidelines and defensible decision making. Recently emphasis has been on replacement or alternative materials and lead paint hazards.

**Basic Requirement #3: A local government shall "maintain a system for the survey and inventory of historic resources."**

- A) *Did the local government maintain its system for the survey and inventory of historic resources during the entire time period?*

YES.

The city has a Programmatic Agreement with SHPO for HUD-funded projects. It will submit a reconnaissance level survey plan to SHPO in late August 2018. The city has planned to update the 2001 citywide survey, but has been planning to coordinate with the NPS survey platform or SHPO's new GIS system; however, both are unavailable. The city is currently designing a tablet-based program for field work.

- B) *If the survey work within the CLG's jurisdiction is not yet complete, have architectural and/or archaeological surveys been initiated?*

NO.

Survey will be initiated in late August 2018 when a survey plan is submitted to SHPO.

- C) *If archaeological surveys have been initiated, was the State Archaeologist contacted prior to the commencement of work?*

N/A

- D) *Does all survey work meet with the Secretary of the Interior's Standards for Identification?*

The new survey will comply with the SHPO's *Michigan Above-Ground Survey Manual*.

**Basic Requirement #4: A local government shall "Provide for adequate public participation in the Historic Preservation program, including the process of recommending properties to the National Register of Historic Places."**

- A) *Have all commission meetings been publicly announced and held in accordance with the Open Meetings Law, P.A. 267 of 1976?*

YES.

- B) *Do the minutes of commission meetings include all decisions and actions of the commission, including the reasons for those decisions?*

YES.

Three examples of HDC minutes were provided with the evaluation response. Overall the minutes are thorough in recording the discussions that take place, and stating the reasons for the decisions; however, they are inconsistent in their naming of the specific document that is to be issued. As an example:

- The minutes of June 20, 2017, contain details about the discussion.
  - A motion for a Notice to Proceed includes the specific number in the criteria that applies for issuing the Notice to Proceed.
  - The minutes also include the applicable standards from the Secretary of the Interior's Standards for Rehabilitation.
  - There are motions for "approval" that do not specify that the motion is for issuance of a Certificate of Appropriateness.

#2

DONE

**Corrective Action: Cite the specific action that the HDC is approving**

Motions should state the action that will occur as a result of the HDC's decision: Issuance of a Certificate of Appropriateness, issuance of a Notice to Proceed, issuance of a Denial.

- C) *Have all procedures, guidelines, criteria, standards, etc. been available to the public for review and comment in accordance with the Freedom of Information Act, P.A. 442 of 1976?*  
 YES.  
 The materials are available in the office of Community Planning and Development as well as online.
- D) *Has the CLG maintained an accurate record of all national register nominations from within the jurisdiction?*  
 NO.  
 The CLG maintains a list of properties online, but it does not maintain copies of all of the National Register nominations.

#3

**Corrective Action: Obtain copies of nominations and retain for public access**

Downloadable copies of nominations for properties listed through 2013 are available through the National Park Service at <https://catalog.archives.gov/id/20812803>. Upon request SHPO will provide scans of the remaining nominations.

- E) *Were complete reports submitted to the SHPO within the sixty-day period for 90 percent of all national register nominations from within the CLG's jurisdiction?*  
 YES.  
 The city submitted reports for Fountain of the Pioneers Complex, the Eric and Margaret Brown House, the boundary decrease and additional documentation for the Western State Normal School Administration Building, and additional documentation for the Western State Normal School Historic District. All were submitted within the required sixty days.
- F) *Did 100 percent of the reports on National Register nominations objectively evaluate the properties in relation to the National Register criteria?*  
 YES.

**Basic Requirement #5: A local government that has been certified shall "Satisfactorily perform the responsibilities delegated to it under the Act."**

- A) *Did the local government meet one or more of the goals that were identified at the time of certification or at the last evaluation?*  
 The last evaluation occurred in 1996. Goal attainment will begin anew with this evaluation.
- B) *Has the local government identified goals for the upcoming three-year period?*  
 YES.

The city identified four goals for the next three years in its evaluation response.

- *Prepare a three-year plan to present a diversity of Preservation Month Events.*
- *Continue the Reservation Boundary Marker Project in cooperation with the Match-E-Be-Nash-She-Wish band of Pottawatomi to mark the four corners of the 1821-27 reservation with monuments, special street signs marking the boundary and an enhanced curriculum with the public schools to teach 4<sup>th</sup> to 6<sup>th</sup> grades in the Kalamazoo Public Schools about Native American History in Michigan.*
- *Working with cemetery staff, inventory grave marker condition and assist in developing with a long term plan for repair, cleaning and maintenance in Kalamazoo's two historic cemeteries, Mountain Home and Riverview. This project will also engage the public and may include cemetery tours and historic re-enactors representing people buried in the cemeteries.*
- *Increase the number of properties with local and/or national designations in Kalamazoo including eligible public and private school buildings.*
- *Continue to present the Hidden Kalamazoo Tour each June emphasizing underutilized historic buildings in the downtown.*
- *Complete a Reconnaissance Level Historic Resource Survey and formulate a plan for additional surveys.*

These goals are ambitious and beneficial; however, timeframes need to be specified.

**Required Action: Provide Additional Detail about Goals**

#4

- Establish deadlines for each goal specified.
- Explain how the properties referenced in bullet four will be identified. Is there a plan to do a thematic survey of schools in Kalamazoo?

**Comments on the Certified Local Government Grant**

The City of Kalamazoo (City) was awarded a \$55,100 Certified Local Government (CLG) grant in 2017 to fund the preparation of plans and specifications for the rehabilitation of the Fountain of the Pioneers Complex in historic Bronson Park. The timing of the project was such that it got caught up in the groundswell to remove commemorative statues determined by some to be offensive. After much debate at the local level, the Kalamazoo City Council voted to remove the fountain, which is listed in the National Register of Historic Places. SHPO was forced to recapture the CLG funds that had been allocated for the project. The fountain has since been removed; however, prior to the fountain's removal the city paid for it to be digitally recorded.

**Reminder regarding Annual Reports**

Per the certification agreement, the city is required to submit an annual report to SHPO. Annual reports are due March 1 of each calendar year.

Evaluation completed by Outreach Coordinator Laura Ashlee on August 1, 2018



Laura Rose Ashlee, Outreach Coordinator

## HISTORIC PRESERVATION COMMISSION

### Conflict of interest policy

#### 1. Purpose

The purpose of this policy is to help Commission members of the **Historic Preservation Commission** to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to comply with U. S. Department of the Interior's requirements.

#### 2. Objective

The U. S. Department of the Interior requires local governmental bodies participating in the Certified Local Government Program to implement a conflict of interest policy for historic preservation activities. This conflict of interest requirement applies to any person who is paid, who donates time, or provides in-kind services to a historic preservation program and specifically includes certified local government historic preservation commission members, staff members and their family members. The **Historic Preservation Commission** (called the 'Commission' in this policy) aims to ensure that its Commission members are aware of their obligations to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of **the City of Kalamazoo**.

#### 3. Scope

This policy applies to the Historic Preservation Commission members and City staff.

#### 4. Definition of conflicts of interests

A conflict of interest occurs when a person's financial or personal interests conflict with their responsibility to impartially act in the best interests of the City of Kalamazoo. Personal interests include direct interests as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as a shareholder). It also includes a conflict between a Commission member's duty as a member of the Commission and another duty that the member has (for example, to another entity as an employee, principal or director). A conflict of interest may be actual, potential, or perceived and may be financial or non-financial. An apparent conflict of interest exists whatever circumstances are such that a member or member's family may appear to be in a position to benefit, either financially or personally, from the position the person holds as a Commission member, such as by being privy to information not generally available to the general public or it appears the member may be unable to make impartial decisions due to outside relationships or other activities, such as when a person may appear to have an unfair advantage because of his or her relationship to a Commission member or a Commission member's family.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the City or persons appearing before the Historic Preservation Commission and must be managed accordingly.

### **5. Policy**

No member of the Commission shall participate in the selection, award or administration of any program or activity, grant, contract or subcontract, if a conflict of interest, whether real or apparent exists; nor shall a member participate through approval, disapproval, recommendation or other decision of the Commission if such a conflict, real or apparent, exists.

No member of the Commission shall engage in any employment or have any direct or indirect financial interest that presents an actual conflict of interest or would appear to conflict with the fair, impartial and objective performance of officially assigned duties and responsibilities as a member of the Historic Preservation Commission.

No member of the Commission shall solicit nor accept gratuities, favors, nor anything of monetary value from contractors, potential contractors or recipients or potential recipients of an action or decision taken by the Historic Preservation Commission.

Historic Preservation Commission members are to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- follow this policy and respond to any breaches.

### **6. Declaring and resolving conflicts of interest**

When a conflict of interest, real or apparent exists, the Commission member shall fully disclose the nature or circumstances of a possible conflict, preferably in writing, to the other members of the Commission in a public meeting, as soon as the situation becomes apparent, but at a minimum, **before** the issue or action for which the conflict exists is acted upon or brought to resolution. The member shall recuse him or herself from the decision-making process. The disclosure of a conflict of interest shall be noted in the minutes of the meeting and shall indicate the reason for the Commissioner's recusal.

Once the conflict of interest has been appropriately disclosed, the Commissioner is prohibited from voting on the matter or participating in any debate or discussion of the matter before the Commission, and remove themselves from the meeting during the decision-making process.

In exceptional circumstances, such as where a conflict is very significant or likely to prevent a Commission member from regularly participating in discussions, it may be worth the member considering whether it is appropriate for them to resign from the Commission.

The approval of any action requires the agreement of at least a majority of the Commission (excluding any conflicted Commission member/s) who are present and voting at the meeting. The action and result of the voting will be recorded in the minutes of the meeting.

### **7. Acknowledgment of this policy**

As a member of the Historic Preservation Commission I certify that I have read and understand the conflict of interest policy for historic preservation activities. I agree to abide by the policy and procedures which implement it and in particular I agree to immediately disclose any real or apparent conflict of interest as soon as such a conflict becomes apparent to me.

---

**Commission Member**

**Date**

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**MEMO**

Date: September 5, 2018

To: Kalamazoo Historic Preservation Commission, via email

From: Curt Aardema, former KHPC member  
 Sharon Carlson, former HDC chair  
 Peter Carroll, former KHPC and HDC chair  
 Bob Cinabro, former HDC member  
 Lynn Houghton, former KHPC and HDC chair  
 Norman Jung, former KHPC member  
 Claire Milne, former KHPC member, Old House Network Board member  
 Nelson Nave, former HDC chair  
 Pam O'Connor, former KHPC chair, Advisor, NTHP  
 Rodger Parzyck, former KHPC chair  
 Maria Perez-Stable, former KHPC member  
 Christopher Wright, former KHPC chair

Copy to: Sharon Ferraro, via email

**Subject: Request to immediately place the *Bronson Park (National Register) Historic District* under study for designation as a Local Historic District**

In its role as Local Historic District Study Committee, we ask Kalamazoo's Historic Preservation Commission to **immediately** place ALL of the *Bronson Park (National Register) Historic District* under study for designation as a Local Historic District, to begin the study compilation within the next 30 days, and complete it within 120 days.

Made most immediately in response to a plan to demolish the NR district's second oldest building at 302 Academy, this request also expresses concern over the recent *Fountain of the Pioneers* demolition, other district buildings believed to be "at risk", or that were altered between the district's creation in 1983 and today. (See list.)

From the 1983 *Bronson Park (NR) Historic District* nomination:

The Bronson Park Historic District is an irregularly shaped, seven-block area in the heart of Kalamazoo which **contains Bronson Park, the city's public square, and, surrounding it, seventeen of Kalamazoo's oldest and most historically and architecturally significant governmental, civic, and religious structures.**

Today's Bronson Park district retains many of the characteristics present in the 1929 *City Plan for Kalamazoo, Michigan* and in 1983 when the district was created. However, its significance has, and continues to be eroded by inappropriate alteration and demolition. For these reasons and others, this district should receive the highest level of protection provided under state and local law. The multiple rationale for this request beyond these properties' historic and cultural significance include:

- Kalamazoo's Strategic Vision Environmental Responsibility goal, the City will "Encourage sustainable community redevelopment and rehabilitation practices that address blighted buildings and preserve and protect historic properties."

- Both the Imagine Kalamazoo 2025 Master Plan and 2009 Downtown Comprehensive Plan support **increased** downtown density (as opposed to decreased density.)
- Our Downtown Design Review Standards' list of most important historic places includes this district, and states: "Demolition of any of these buildings would be considered only under extraordinary circumstances."

All of the above rationale also relate *specifically* to the proposed demolition of 302 Academy for a **private**, gated urban playscape in our civic center. And any proposal to demolish (here or elsewhere in the district) is particularly inappropriate when this building and the district are centered on our **public** village green.

It is important to note that the owner of 302 Academy was also responsible for the demolition of the former YMCA building on the northeast corner of this block for parking. We also have strong concerns about the way in which a potential sale of the property was structured by its owner, which set what we believe are unreasonable limits on its potential future adaptive re-uses, thereby predictively finding no buyers. And unfortunately, since buying the property, the owner appears to have made no obvious investment in the building's maintenance.

In addition to 302 Academy, the fate of two other houses of worship are on the at risk list. *If 302 Academy is demolished, it will set a clear and negative precedent for the future of this district.*

Now is the time to act for future protection of the heart of our city. Bronson Park and its historic district are the center of our community. Thank you for your consideration.

**Demolished:**

Henry B. Hoyt House	Academy	1888
Fountain of the Pioneers	Bronson Park	1940 <sup>1</sup>

**Altered:**

St. Luke's Episcopal	Lovell St.	1885
United Methodist Church	S. Park St.	1929
Civic Auditorium	W. South St.	1931
Ladies Library (Nation's 1 <sup>st</sup> ?)	S. Park St.	1878
Lawrence House/Park Club	W. South St.	1890
City Hall	W. South St.	1931
First Presbyterian Church	W. South St.	1930
YWCA (Michigan's first)	S. Park St.	1924
Bronson Park		
Prange Building	S Rose St.	1870

**At Risk:**

1 <sup>st</sup> Reformed Church	Academy	1870
1 <sup>st</sup> Baptist Church	W. Michigan Ave.	1853
First Church of Christ, Scientist	S. Park	1914
County Courthouse Building	W. Michigan	1937

**No major alterations:**

Austin Sill House	W. Lovell	1846
Federal Building	W. Michigan	1938

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<sup>1</sup> The *Fountain of the Pioneers* sat in the center of Bronson Park between 1940 & April, 2018. It was listed on the NRHP individually and nationally significant in June, 2016, as part of this district.

Date: 30 January 2018  
 To: KHPC members  
 Subject: O'Connor Fund Grant ideas for discussion at February 2018 meeting  
 CC: Sharon Ferraro; Curt Aardema, Chris Wright, Norman Jung, Claire Milne, Tony Holewinski

KHPC Josh Koenig, Regina Gorham and I met on 1-22-18 to discuss ideas for possible O'Connor Fund grants in 2018, and after considering a number of options, recommend the KHPC consider the following, (in no particular order):

- **Rehab the Edward Israel State Historical marker in Mt. Home Cemetery, and the Pioneer Cemetery marker in South Westnedge Park.**

These markers belong to the State of Michigan. The entities which have installed them are responsible for their care and maintenance. Refinishing must be coordinated through the State. I think Parks & Recreation would be responsible for removing and reinstalling the refinished markers. Large marker refinishing is \$1,200 ea; new posts (if needed) are \$390 ea. If the two markers were refinished in 2018, the costs would be just under \$4,000. In the case of the Edward Israel marker, it may be worth contacting the synagogue he belonged to and see if they'd like to partner in covering those costs.

- **IF the Bronson Park Campaign goes forward with the Fountain complex in place, helping fund the Fountain "info panel" to be erected adjacent to the Fountain.** (Bronson Park Master Plan)

- **Local and NR Historic District Street markers (Imagine Kalamazoo)**

This item was called out in our new City Master Plan as helpful to both residents and visitors, and we agreed that both Local and NR districts should be marked if we take this forward. I am gathering examples and process info. Conversations with public works would be needed as well.

- **Homeowner Practical Preservation Workshops (Imagine Kalamazoo)**

This item was also called out in the new Master Plan, and MHPN has a number of them available. I spoke with MHPN's Amanda Reintjes on January 26 to get responses to our questions. These workshops are covered in the (attached) descriptions, and costs estimated. Together, we discussed how these might be set up – do them in different neighborhoods over time, for example?

Amanda said most of the workshops are flexible, emphasis can be put on particular parts of a topic, and workshops can be stacked, 1 topic AM, 1 topic pm. They can extend and do half-day workshops too. They like to do them on site, in a house where they can demonstrate, but are not normally meant to be hands on. Tech needs vary, and may not be necessary if the right location is provided. Smaller groups are best (10-12) people, because most homes don't have the space to both set up the demo work and have a crowd (unless the work is demonstrated on the exterior only. After our meeting, I wondered if this might be a good partnership with the Kal, County Land Bank, who may have empty properties in neighborhoods that would make good demo sites.)

She also told me that MHPN will be doing some this summer in Battle Creek, if we'd like to get an idea of who they work. She will put me on the list and keep me informed, and I can share that info with you, and maybe see if one of us can attend as an "auditor".

Attachments: MHPN Practical Preservation Work Shop descriptions; Michigan History Center "Caring for a Michigan Historical Marker" and (reverse) "Michigan Historical Marker Price Information."

# Michigan History Center

MICHIGAN HISTORY CENTER / ABOUT US / HISTORICAL MARKERS / APPLY FOR A MARKER

## Caring for a Michigan Historical Marker

The



manufacturer of Michigan Historical Markers recommends washing the marker twice per year with mild soap (i.e. dish detergent) and water and a soft bristle brush. The spring and late fall would be most advisable. It is imperative that the soap be mild and the brush soft so as not to abrade the surface of the marker.

Additionally, care should be taken not to damage the posts with lawn mowers, snow blowers, weed trimmers, etc. Constant contact with machinery may cause the aluminum skin on the posts to split and peel.

The Michigan Historical Commission recommends planting a small flower bed around the base of the marker or adding landscaping in order to discourage close contact with machines.

### REFINISHING A MICHIGAN HISTORICAL MARKER

After many years, a historical marker may begin to show wear. Do not paint the marker yourself! If it needs to be refinished, contact Mary Patrick at 517-373-1650 or patrickm@michigan.gov. The marker must be shipped to the manufacturer, where the surface will be stripped and repainted. The result will be a "like-new" historical marker.

New posts are available for purchase at any time.

Please consult the Michigan Historical Marker price list for current pricing on marker refinishing and posts.

Updated 10/02/2015

**Michigan Historical Marker Price Information  
For Applications Received Beginning May 15, 2015**

Name of Unit	Price
<b>LARGE MARKERS</b> <b>Dimensions: 42" Wide x 54" High</b> <b>Uses 2 Installation Posts</b>	
With the <b>SAME TEXT</b> on both sides Includes: 2 Installation Posts and Shipping	\$3,750
With <b>DIFFERENT TEXT</b> on each side Includes: 2 Installation Posts and Shipping	\$3,900
Wall-mounted Includes: Shipping	\$2,800
<b>SMALL MARKERS</b> <b>Dimensions: 24" Wide x 36" High</b> <b>Uses 1 Installation Post</b>	
With the <b>SAME TEXT</b> on both sides Includes: 1 Installation Post and Shipping	\$2,600
With <b>DIFFERENT TEXT</b> on each side Includes: 1 Installation Post and Shipping	\$2,700
Wall-mounted Includes: Shipping	\$1,900
<b>MISCELLANEOUS</b>	
Sponsor Strip for Large Marker (for use by non-profits only)	\$590
Aluminum Replacement Post	\$390
Refinishing of Large Marker (Includes Round-Trip Delivery)	\$1,200
Refinishing of Small Marker (Includes Round-Trip Delivery)	\$800
Refinishing of Identification Plaque (Includes Round-Trip Delivery)	\$275

**PLEASE NOTE: Installation and maintenance of Michigan Historical Markers are the responsibility of the Sponsor/Applicant.**

## Michigan Historic Preservation Network's Educational Offerings: *Workshops, Trainings, and Presentations*



### Practical Preservation Workshops

These workshops usually last between two and four hours.

Communities with member commissions or organizations: \$300 plus instructor mileage\*

Communities without member commissions or organizations: \$400 plus instructor mileage\*

\*fee is per workshop, not per attendee. Qualifying memberships are those in good standing from the following membership levels: Organization, Business, Institution, Government, Historic District Commission, or Historic District Study Committee. Presenter overnight accommodations may also need to be added to the honorarium.

#### **BUILDING ASSESSMENT 101**

This workshop is intended for people who are considering purchasing an older home or small commercial property, and want to know the main trouble spots to look for and how to evaluate them. Participants learn how to complete a basic building assessment and how to determine whether signs of disrepair indicate a simple cosmetic problem or serious structural failure.

#### **GENERAL MAINTENANCE FOR HISTORIC BUILDINGS**

This workshop's participants will learn of the problems common to many older structures, how to remedy them, and how to institute a maintenance program that will prevent the need for many future repairs.

#### **MASONRY MAINTENANCE AND REPAIR**

This workshop investigates stone and brick as building materials, and examines some common issues associated with their deterioration and repair. Participants will learn how to assess mortar conditions, how and when to re-point (often referred to as tuckpointing), how and when to replace stones or bricks, and the importance of selecting and using the right replacement mortar.

#### **PAINTING FOR LONG-LASTING RESULTS**

Participants in this workshop will learn how to prepare historic surfaces for painting, including interior and exterior wood, brick, and other materials. Cleaning and patching

techniques necessary prior to repainting will be demonstrated, and participants will learn and practice painting methods using the most appropriate tools. Also, methods for safely removing lead-based paint will be addressed.

### **PLASTER AND STUCCO REPAIR**

Participants in this workshop will learn various methods for repairing and restoring plaster and stucco surfaces — both on flat and decorative features — and will also learn maintenance tips to keep their homes looking great well into the future.

### **PORCH REPAIR**

Participants will learn how to diagnose problems, how to repair columns, railings, decking, and steps, and maintenance tips.

### **ROOF RESTORATION**

Wood, metal, and slate roofing materials and components such as gutters and flashings will be examined, and instruction as to how to assess their age and condition will be provided. Participants will learn how to troubleshoot, maintain, and repair their roofs and roof components, and how to hire the right contractor for the job.

### **WINDOW RESTORATION AND REPAIR**

Participants will learn what it takes to repair and restore wood and steel windows. With the right upgrades, window repair and restoration often provides the same or better energy efficiency than new windows, costs less than replacement, and protects the building's historic integrity.

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Historic Preservation Binder Content Outline  
Ciara Mackenzie Larson

PROGRESS REPORT – Aug 31, 2018

HPC Meeting Sept. 11, 2018

Progress Report:

So far I have been able to create the following overall outline of the binder's contents. It includes the topics discussed as well as the sources that I will be using (mostly for my own purposes).

I will be formatting the binder by having the discussion portions in sequential order as the outline dictates, and I will add referenced materials at the end of the binder as appendices. The documents that I'll be referencing will be fairly long, so this will make the book easier to navigate. I will also be including a listing of helpful links for readers to access further information if they need to; this will include Bulletins from the NPS, articles, and introductory books on Historic Preservation as a reference since I will be quoting them fairly often. Most of these have come from the class Josh teaches. Again, since many of the Bulletins are nearly 100 pages long, I thought it best to include the links and titles rather than the documents themselves. These links will be live on the electronic versions of the binder, and all pertinent citation information will be available in the hardcopy versions should the links be confusing to type out.

I have not yet been able to contact local libraries and museums to discuss the possibility of incorporating this binder into their collection. I think it would be best for me to have a better idea of a completion date before I start reaching out. If you have any suggestions on places that I should contact, please let me know! I am already planning on talking to WMU's History Department, the Local History Room, Kalamazoo Valley Museum, the Ladies Library, and possibly all of the neighborhood associations in town.

Please feel free to look through this outline and provide any insights on the organization and topics discussed. Please remember, this is meant to be a resource guide and quick reference for community members, so we won't want it to be too in-depth on some of these subjects. I'm open to suggestions, so please send any ideas, edits, or additional sources to my email at [ciara.m.larson@wmich.edu](mailto:ciara.m.larson@wmich.edu). I'll be providing more information as it comes together, all of which will be subject to approval by the Commission before it is completed.

Note\* Here are the appendices I've gathered thus far:

- Local Historic Building Contractors List
- Historic District Commission's Bylaws and Ordinances
- Helpful Links and Sources Used
- Contact Information for SHPO, Sharon, and Commissions
- An Example of a Simple, Single Building Nomination
- Copy of the State's Local Historic District Act
- Listing of Kalamazoo Historic Places and Districts
- Listing of Historic Surveys Conducted in Kalamazoo

## Proposed

- **Introduction**
  - Information on Preservation (Definitions, What it Means, Broad Overview)
    - Materials from City Website and Josh's class
- **Types of Nominations**
  - Single Building Nominations (Commercial or Residential)
  - Landscape Nominations
  - Group Nominations or Districts
  - Landmark Nominations
    - NPS Bulletins and Josh's class for each
- **Benefits of Nomination**
  - Pro's for Nominations (Economic, Environmental, Historical, and Cultural Incentives)
    - NPS Bulletins and Josh's Class
  - Financing Available (Federal, State, Local Level Grants and Tax Incentives)
    - NPS Bulletins and Josh's Class
- **Process for Nominations**
  - Designation Criteria
    - NPS Bulletins
  - Laid Out Sections of Nominations
    - NPS Bulletins
  - Examples of Kalamazoo Nominations (One simple single designation)
    - Sharon's Records
    - Pictures from KPL Website
- **Kalamazoo List of Registered Properties and Areas**
  - List of the Nationally Designated
  - List of the State Designated
  - List of the City Designated
    - Sharon's Records
  - Map Showing Designated Areas and Properties
    - I will make this if it doesn't exist
- **Other Preservation Entities and Resources**
  - HABS and HALS
    - NPS Bulletin
    - Example from Sharon
  - Kalamazoo Historic Preservation Commission and Historic District Commission
    - City Website
  - Historical Surveys (How to access and what has already been done)
    - NPS Bulletin and Sharon

- **Ordinances and Guidelines for Historic Preservation (Local, State and Federal)**
  - Historic District Commission
    - Sharon
  - Secretary of the Interior's Standards and Guidelines
    - NPS Bulletin
  - List of Businesses that will do Historic Preservation Work
    - Sharon?
- **More Information**
  - Contact Information for both Preservation Boards, SHPO, Sharon
    - City and State Websites
  - How to join the commissions
    - City Website
- **Citations and Sources**

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## **Board and Commission Application**

### **Nicole Sabel**

Application created: 07/02/2018

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

- 1 **Kalamazoo Historic Preservation Commission**

### **Education and Experience**

**Availability details** Open & Flexible  
**Education and Experience**

### **Qualifications**

#### **Non-Resident Members Permitted**

Applicant: City Resident

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

Applicant: Love and passion for Historic Preservation.

### **Contact Information**

**Email** NCSabel79@gmail.com

**Cell** (989) 640-4558

**Address** 1403 Reycraft Drive  
Kalamazoo MI, 49001

### **Diversity Information**

{LIST Applicant.Details}

**Current Appointments to City of Kalamazoo Boards/Commissions**

**Attachments**

**KALAMAZOO HISTORIC PRESERVATION COMMISSION****CITY HALL - 241 W. South – Community Room – 2<sup>nd</sup> floor****TUESDAY, June 12, 2018 – 7:00pm**

- I. Call to order:**
- II. Approval of Absences: David Kohrman was absent – no notice when coordinator left the office.**
- III. Approval of Agenda:**
- IV. Introduction of Guests: Christina Anderson, Norman Jung, Tony Holewinski, Commissioner Jack Urban**
- V. Citizen Comments on NON-agenda items\* & Correspondence:**
- VI. SPECIAL PRESENTATION – Christina Anderson, city planner, on Form-Based Code (30-45 minutes)**
- VII. Financial Report (20 min)**
- a. REVENUE March (\$1235.56 May) YTD (\$2034.83)
    - i. \$160.56 – K:L&F sales; \$100 Private donation; \$975 Ads & tickets for HidKzo
  - b. EXPENDITURES May \$1041.02 YTD (\$1870.18)
    - i. Yardsticks \$9.80; HidKzo website (\$242.07); HidKzo tickets (\$798.95)
  - c. BALANCE REMAINING \$16,783.47
  - d. RESERVE FUND (\$27,960.00) (Quarterly reports ~~Feb, MAY~~, Aug, Nov)
- VIII. 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)
      1. Don't know about ticket sales. Possibly a slower year; have had no calls for extra tickets.
    - i. Kalamazoo: Lost & Found books for sale at City Hall - Voted: hard cover \$35; soft cover \$25
    - ii. Preservation Month (PM) (Gorham) **(5 min)** Report **(ITEM A)**
      1. The commission wants to revise the award eligibility guidelines.
      2. At the Awards Ceremony Miller-Davis was not mentioned specifically, though they were involved in two projects
      3. David Brose suggested name tags for next year to facilitate mingling, commissioners should have talking points in advance. Next year a space with more tables and chairs.
      4. Good coverage in the Gazette and on PMN.
    - iii. Bronson Park 21<sup>st</sup> Century (BP21) (Brose) (15 min)
      2. Presentation/briefing – context of fountain, planning and fundraising and current status – update on what comes next. Sharon presented a 20 minute Powerpoint to brief the commissioners on the history of the fountain and the issues. Sharon will send the presentation out to all the commissioners.
        - There are no specific plans for the park yet.
        - We do not know how much money was returned. Sharon will ask Steve for a list of foundations that were refunded, but not individuals
        - Cost to remove the fountain was about \$156,000 and there are funds left over from the city allocation.
        - Pam asked if there has been any reaction from the tribe. There have been no official statements beyond the letters submitted to the City Commission.
      3. Education (Brose)
        - Suggested a briefing on all projects for new commissioners in April of each year, since they are appointed to start on March 31.
        - Next step is to sit down with the steering committee members
        - Should still be money left in the overall fundraising to put towards education
        - Planning something for Indigenous People's Day
        - May meeting: Josh Koenig told Kik & Anderson that HPC are frustrated by the lack of communication from the city. HPC needs to be involved in the planning committee for the park.
    - iv. Operations (O) – Koenig (5 min) –
      - Sue Robinson's reappointed (through 03/31/2021 – last term) and Ciara Larson's appointment (through 03/31/2021 – eligible for 1 reappointment)
      - Josh, Sharon & Regina to set a budget meeting.

- v. Sites (SI) – Robinson & Kohrman (5 min) report at meeting
  - Sue Robinson had no report – still working on gaining access to the Edison School
- vi. Designation (D) – Kohrman (10 min) No report

**IX. Old/New Business**

- a. Discussion of HABS/HALS recordation for Alfonso Iannelli's Fountain of the Pioneers and Bronson Park Landscape.
  - i. Quinn-Evans quote: \$42,000; Sharon meeting to figure this out, talking through with the city & Wightman on 6/20
  - ii. Quinn-Evans quoted \$7,000 to prepare the HALS report.
  - iii. In the early stages of budgeting so a good time to discuss it.
  - iv. HPC is getting our \$8,000 back from Bronson Park fundraising.
- b. Discussion of launching an independent HP non-profit. (O'Connor Fund to help? This IS Historic Preservation in the City of Kalamazoo!)
  - i. Current ardent preservationists are limited on what they can do.
  - ii. Cannot put out press releases, can't fundraise, or actively advocate.
  - iii. Sharon thinks that Hidden Kalamazoo has launched an interest in preservation in the city.
  - iv. Rodger P. has kept up the paperwork for the Kalamazoo County Preservation Alliance.
  - v. Questions brought up:
    1. Who would lead this?
    2. Would need fundraising arm.
    3. Eventually pay a director?
    4. Need 501C-3 Status
    5. Need lawyer
    6. Need a board
    7. Combo of the Old House Network.
- c. Still one opening on the commission
  - Sharon has reached out to people who have applied to boards before to see if they're interested in the open spot on HPC.

**X. Approval of meeting notes: (5 min)**

- a. May 8, 2018 (ITEM B) Approved as presented

**XI. Coordinators Report on non-agenda items (5 min)**

- a. Coordinators monthly report (ITEM C)

**XII. Citizen Comments on NON-agenda items\*****XIII. Commissioner Comments****Adjourn****9:00 PM**

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

TUESDAY, July 10, 2018 – 7:00pm

**MEETING NOTES****I. Call to order:****II. Approval of Absences:** Retroactive approval of David Kohrman's absence on June 12 (he emailed about 3PM)**III. Approval of Agenda:****IV. Introduction of Guests: Norman Jung, Pam O'Connor, Curt Aardema, Cecilia Ringo****V. Citizen Comments on NON-agenda items\* & Correspondence: Norman Jung commented on the potential arena****VI. Financial Report (20 min)** – My apologies – available at the meeting.

- a. REVENUE March (\$1235.56 May) YTD (\$2034.83)
  - i. Hidden Kalamazoo ticket sales \$2245
- b. EXPENDITURES June \$90.00 YTD (\$1860.18)
  - i. Jenifer Blouin-Policelli \$90
- c. BALANCE REMAINING \$16,783.47
- d. RESERVE FUND (\$27,960.00) (Quarterly reports ~~Feb.~~ **MAY**, Aug, Nov)
- e. Discussion on O'Connor Fund grants & administration **(ITEM B) Discussed possible projects concentrating on the free paint program. Pam has removed the fountain complex from the list of potential projects to fund. Also talked about refurbishing state historic markers and practical preservation workshops and marking the historic districts on the street signs. Sue Robinson likes the educational workshops. Talk to Nd Assoc about some of these ideas – take to Nds. Mention to Oakwood and to Katie on Wed, 7/11 Talk about paint program and training programs. Info from Katie at September meeting, make a decision at the October meeting.**

**VII.** Action and Discussion Items - Work Plan Reports from Team Leaders Note any changes to the work plan

- a. Sustainability (SU) – **(10 min)** (Ferraro) (Hidden Kalamazoo Tour)
- b. Preservation Month (PM) (Gorham) **(5 min) Chris Wright has offered to write a smartphone app for the cemetery inventory Meet in October to discuss awards and qualifications as well as the cemetery project.**
- c. Public Education Committee (Brose) (15 min)
  - i. Public Education Committee breaking into 3 parts Steering committee with construction,
  - ii. Education with the schools – and curriculum development
  - iii. Fundraising for the projects – Estimate is \$400,000 (\$300,000 is corner markers, \$12-15,000 for street sign markers.
  - iv. Will meet with city again to – Nottawaseppi band has a grant program for Native American projects – requirements for grant released on June 30, deadline was July 6. Proposed to have city pay \$100,000, Nottawaseppi \$100,000, city \$100,000 – Gun Lake Band does not want Nottawaseppi money involved. City is considering asking Nottawaseppi to reimburse the city for the removal of the fountain. Contact EMU about a grad student to do HABS/HALS, SHPO for other firms/consultants to get quotes from
- d. Operations (O) – Koenig (5 min) Budget meeting 2018 with Marcy Dix, Sharon Ferraro, Regina Gorham and Josh Koenig
- e. Sites (SI) – Robinson & Kohrman (5 min) report at meeting – Sue Robinson has started working on Edison elementary – will contact KPS staff for access.
- f. Designation (D) – Kohrman (10 min) – delisting the fountain – **Contact SHPO about delisting fountain or can we make a note on the listing that the fountain no longer exists.**

**VIII. Old/New Business**

- a. Proposal from Ciara Larson to create a binder on National Register designation for the library local history room **(ITEM A) Add as an agenda item.**
- b. Discussion on O'Connor Fund grants & administration **(ITEM B) Moved to follow the financial report.**
- c. Still one opening on the commission
- d. Second quarter report on Federally funded projects **(ITEM C)**

**IX. Approval of meeting notes: (5 min)**  
HPC Meeting 09/11/2018

a. June 12, 2018 (ITEM D) *My apologies – available at the meeting.*

**X. Coordinators Report on non-agenda items (5 min)**

- a. Coordinators monthly report (ITEM E)
- b. **Cancel August meeting!**

**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.

\* 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  
 Preservation coordinator's report  
 Tuesday, September 11, 2018

**REVIEWS: Historic District Commission:**

✓	HDC cases to 09/04/18 – 104 total		Fees total year to date, 2018 .....	\$2035
	<b>2018</b>	<b>2018</b>	<b>2017</b>	<b>2017 fees</b>
○	63 no fee	\$ 0	51 no fee	\$ 0
○	29 bldg permit-\$35*	\$ 1015	31	\$ 1085
○	12 HDC hearing - \$85	\$ 1020	12	\$ 1020
	104 TOTAL	\$ 2035	22	\$ 2105

**Section 106 reviews (Federally funded projects)**

- ✓ Section 106 reviews to 09/04/18 – 7 (1 additional review since June 2018)
- ✓ In 2017, 1 reviews were complete by 09/04/17 (1 additional review since June 2017)

**SITES and PROJECTS:**

**Downtown NEW Construction :**

- Exchange Building (Plazacorp/Phoenix)
- Lot 9 Project (Catalyst)
- Rose and Lovell (AVB/Hinman)
- Hilton Garden Inn (Masonic Temple – Plazacorp)  
Right >>>>>>>>>>
- 3 story apartment building – Lake and Portage  
(Kalamazoo Creamery site) BELOW



ITEM K  
Kalamazoo Historic Preservation Commission  
Preservation coordinator's report  
Tuesday, September 11, 2018

**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 #2)**

**Entire building vacant and undeveloped**

1. KALAMAZOO GAZETTE BUILDING – 401 SOUTH BURDICK – Purchased by Bronson Healthcare Group
2. CHARTER ONE BANK – NORTH SIDE, EAST MICHIGAN 200 BLOCK (No HP tax credit eligibility)

3. 302 North Burdick – Kalamazoo Overall Co – Mr. Presidents – **HK**

**Upper floors vacant or undeveloped – 4 on mall, 6 on Michigan Avenue, 2 on N. Edwards**

4. International Hotel – Fandango – 241-7 South Kalamazoo Mall (2<sup>nd</sup> & 3<sup>rd</sup> floors)
5. Montgomery Wards – Terrapin/Walgreens – 237 South Kalamazoo Mall\* (2<sup>nd</sup> & 3<sup>rd</sup> floors) **HK**
6. Fuller Building – Petals & Postings/Invitations by Design – 233 South Kalamazoo Mall (2<sup>nd</sup> & 3<sup>rd</sup> floors) **HK**
7. Boudeman Building – Rustica - south end - 236 South Kalamazoo Mall, west side\* (2<sup>nd</sup> & 3<sup>rd</sup> floors) **HK**
8. Stevens Building – 312 West Michigan – Studio Grille (2<sup>nd</sup> floor) **HK**
9. Clapham McDonald Building – 131 East Michigan – 3<sup>rd</sup> floor **HK**
10. Winston's (Weber Building) 228 East Michigan - 3<sup>rd</sup> floor **HK**
11. Hiemstra Optical (Chase Building) - 234-8 East Michigan\*(2<sup>nd</sup> floor) **HK**
12. 266 East Michigan – Hall Building – Coney Island – upper three floors **HK**
13. 318 East Michigan – Hotel Holt – Alfred E. Bike – 2<sup>nd</sup> & 3<sup>rd</sup> floors (NEW OWNER – rehab in progress) **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
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!**