

# **KALAMAZOO HISTORIC PRESERVATION COMMISSION**

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

**TUESDAY, July 9, 2019 – 6:00pm**

**I. Call to order:**

**II. Approval of Absences:**

**III. Approval of Agenda:**

**IV. Introduction of Guests:**

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

**VI. Financial Report (20 min) (Sabel) *April-June***

- a. REVENUE March (\$200.70) Apr-June YTD (\$821.25)
- b. EXPENDITURES Apr - June \$315 YTD (\$315) (Hidden Kalamazoo website renewal)
- c. BALANCE REMAINING (\$28,175.00)
- d. RESERVE FUND (\$28,492.74) (Quarterly reports – Feb., May, Aug, Nov)

**VII. Action and Discussion Items**

- a. Reconnaissance Level Historic Resource Survey (Ferraro/Sabel) Report at meeting
- b. Kalamazoo Reservation Public Education (Gorham) (10 min) Report at meeting
  - i. Renew Next Exit History
- c. Practical Homeowner Workshops (Gorham/Ferraro) Report at meeting
  - i. Scheduled Weatherization presentation for November 14 at KPL – no charge
- d. Grave Issues – Cemetery Project (Timmerman) Report at meeting
- e. Preservation Month (PM) (Gorham) (**15 min**)
- f. Designation & Sites (D) – Robinson (10 min) Report at meeting
- g. Sustainability (SU) – (**10 min**) (Ferraro/Koenig) (Hidden Kalamazoo Book) Report at meeting
- h. Operations (O) – Koenig (5 min) Report at meeting

**VIII. Old/New Business**

- a. Recruiting new HPC members
- b. Schedule Bronson Park kiosks planning – Deadline mid-August – Ferraro, Sabel, Robinson
- c. Plan annual budget
- d. Skip August meeting
- e. Moving forward – a discussion of future projects and review of ongoing

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

- a. June 11, 2019 (**ITEM A**)

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

- a. Quarterly report on Section 106 reviews
- b. Coordinators monthly report (**ITEM B**)
- c. Correspondence - None

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

**XIII. Commissioner Comments**

**Adjourn**

**8:00 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 2019-2022**

**Chair: Josh Koenig      Vice-chair: Regina Gorham**

**Secretary: Kerrie LeClercq      Treasurer: Nicole Sabel**

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**PRIORITY GOAL #1      LEADER: Nicole Sabel      PROJECT COMPLETE – JULY 2020**

## **RECONNAISSANCE LEVEL HISTORIC RESOURCE SURVEY**

**GOAL:** Prepare a historic resource survey of all structures and resources within the boundaries of the city of Kalamazoo

- a) Design survey to comply with SHPO and NPS standards
- b) Obtain funding – CLG grant or other sources
- c) Organize public outreach meetings to take place before field work on survey begins.
- d) Begin Survey in Fall 2019 – complete by July 2020

**PRIORITY GOAL #2      LEADER: Regina Gorham      PROJECT COMPLETE – DEC 2021**

## **KALAMAZOO RESERVATION PUBLIC EDUCATION COMMITTEE**

**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) Non-destructive archaeological survey of Bronson Park & the mound. (2019)
- b) Implement Street Sign placement (April 2019 – Earth Day)
- c) Coordinate Corner Marker & Bronson Park panel design, structure and location with property managers (2020)
- d) Continue requisite fund raising (2020)
- e) Construct and install Reservation Corner markers and Bronson Park panel (2021 – 200<sup>th</sup> anniversary of reservation)
- f) Evaluate and update Next Exit History + Videopresentations (Ongoing)
- g) Develop policies & procedures for ongoing and endowed public interpretation and programming in Bronson Park (Ongoing)

**PRIORITY GOAL #3      LEADER After planning meeting      ANNUAL/ONGOING**

## **CREATE A PROGRAM OF HOMEOWNER PRACTICAL PRESERVATION WORKSHOPS FUNDED BY THE O’CONNOR FUND FOR HISTORIC PRESERVATION**

- a) Appoint a sub-committee in January 2019 to plan pilot program for 2019
  - a. Both “hands-on” programs and in-seat informational sessions
  - b. Local instructors or MHPN provided
- b) Announce during Preservation Month (May 2019)
- c) All publicity and promotional materials should include the KHPC Logo and note the program is funded by the O’Connor Fund for Historic Preservation
- d) Engage neighborhoods to host or sponsor workshops
- e) Create a digital resource library for reference materials – possibly a web page with resources and links
- f) Explore making instructional videos in cooperation with instructors and KPL Local History.

**PRIORITY GOAL #4      LEADER Beth Timmerman      ANNUAL/ONGOING**

**CEMETERIES - survey grave marker condition and assist city staff in developing a long term plan for repair, cleaning and maintenance in Kalamazoo’s two historic cemeteries, Mountain Home and Riverview. Engage the public in the care of the cemeteries**

- a) Establish a sub-committee to outline to plan cemetery surveys, condition assessment and repairs (February 2019)
- b) Create a condition/inventory program for use on smart phones or tablets
- c) Working with city staff, organize a regular public event for interested people to assist in survey in the spring
- d) Encourage interested people to independently add data to the survey using the program
- e) Research appropriate techniques for repairing and cleaning grave markers
- f) Create long term plan to clean and repair using public volunteers and professionals when necessary

## **PRESERVATION MONTH & OTHER EVENTS**

**Leader: Regina Gorham**

**GOAL:** Present a variety of events to celebrate Preservation Month in May

**ANNUAL/ONGOING**

1. Committee to develop activities & budgets
2. Schedule & promote/publicize events
3. Revise award categories and new criteria (January 2019)
4. Awards sub-committee to decide awards
5. Create work schedules, recruit & train volunteers
6. Complete events
7. Post event debrief presented to HPC
8. Form committee for next year
9. Create a three year plan for future events to celebrate Preservation Month (August 2019)

## **DESIGNATION (Preservation Tools/Outreach): LEADERS: Sue Robinson ANNUAL/ONGOING**

(See appendix A to C for current DRAFT lists)

**GOAL:** Increase public awareness of history and historic preservation with ongoing programs to document and designate historic resources and make historic information easily accessible to the public

1. Support a new historic resource survey for the entire city
2. Invite property owners to consider local or national designation based on research.
  - a. Create a process for designation
  - b. Sponsor/create a workshop on documenting your historic building.
  - c. Create a collection of National Register Bulletins for Local History Room
  - d. Identify funding sources to assist property owners or the HPC in preparing documentation
  - e. Post necessary documents on the city website
3. Research new properties for potential designation and addition to public records (Local History Room, etc) working with Public History students (Hist 4100).
4. Prepare Historical Reports on buildings including schools, churches and other sites.
  - a. Generate a list of local school, church and public buildings, prioritizing by highest likelihood of demolition or extensive renovation.
  - b. Prepare a history of school, church and public buildings to be shared with the public on the school, KPS, Local History Rooms and other websites
  - c. Establish a communication link with local school administrators/leadership teams, churches and public buildings. Offer a historical program/presentation for each building on the list.
5. Using results of Reconnaissance Level Survey, create a list of threatened or endangered properties, upgrade regularly (Start August 2020, then ongoing)
  - a. Consider a thematic surveys of schools and churches in Kalamazoo in part derived from Survey Report
  - b. Research and create a program for a Kalamazoo Register of Historic Places and markers for eligible properties (December 2021)

## **SUSTAINABILITY/ REVENUE LEADERS: Coordinator & Josh Koenig ANNUAL/ONGOING**

1. Provide support to oversight of the Kalamazoo: Lost & Found book sales and O'Connor Fund for Historic Preservation.
2. Review plans annually for ongoing and new O'Connor Fund expenditures and support Ensure that O'Connor fund appeal is done in November
3. Start looking for future fund-raising plans

## **OPERATIONS/Chairperson's responsibilities LEADER: Josh Koenig (Chairperson) ONGOING**

1. To see that 1-2 representatives from KHPC meet quarterly w/ Director of CPED and City Planner 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. Monitor the preservation coordinator position so that it remains funded by City
5. Ensure quorum at meetings
6. Meet monthly with Historic Preservation Coordinator to review issues and plan agendas.
7. Oversight and update of operational plans monthly
8. Ensure succession plan for HPC
9. Ensure a representative from KHPC is permitted to attend DDRC meeting

**APPENDIX A:** sites eligible for additional designation – to be expanded and revised after the Reconnaissance

Level Historic Resources Survey is complete

### LOCAL DESIGNATION

- **Isaac Brown House (NR listed)**
- **Nazareth Center/Sisters of St. Joseph - National Register eligible**
- Woodside Properties (W) and panhandle Greenlawn
- **Bronson Park Historic District (NR listed)**
- Milwood Area
- Edison/Washington Square Area
- Hillcrest/Winchell Area
- Parkwyn Village
- Mid-Century Resources
- Loring-McMartin Farm /railroad viaduct

### NATIONAL REGISTER DESIGNATION

- **Nazareth Center/Sisters of St. Joseph - National Register eligible** – need new photos, expanded and detailed Statement of Significance and permission letter from owner, redevelopment project eligible for Federal and possibly Michigan Tax Credits.
- State Theater – National Register eligible – need new photos and permission letter from owner
- American National/5/3 Bank Tower - National Register eligible – need new photos and permission letter from owner
- Bronson/Upjohn Headquarters and Kalamazoo Gazette Building-
- Parkwyn Village
- Mid Century Resources

**APPENDIX B:** Schools – encourage and prepare history and heritage of schools to post on KPL Local History Room and KPS, Kal Christian Schools, Catholic Schools websites. Encourage adaptive use if buildings become vacant. Prioritized List of Local Public and Private School Buildings:

1. **Nazareth Center/Sisters of St. Joseph - National Register eligible** – need new photos, expanded and Statement of Significance and permission letter from owner, redevelopment project might be eligible for Federal and possibly Michigan Tax Credits.
1. Edison Elementary (KPS)
2. El Sol/Vine Elementary (KPS) (In local historic district)
3. Milwood Middle School (KPS)
4. Winchell Elementary (KPS)
5. Greenwood Elementary (KPS)
6. Hackett High School (Catholic Diocese)
7. St. Augustine Elementary (Catholic Diocese)
8. St. Monica Elementary (Catholic Diocese)
9. Kalamazoo Christian High School (Christian Schools)
10. Community Education Center (former Kalamazoo Central High School) (KPS) NR & Local HD
11. (Former) South Christian Elementary on Westnedge – owned by KPS
12. Hillcrest School (Kazoo School - private)
13. Former Ebenezer School (Bronson, Former K Christian John St)

#### **Work completed on upgrades and new construction (Nov 2018)**

1. Loy Norrix High School (KPS)
2. Lincoln Elementary (KPS)
3. Woodward Elementary (KPS) (In NR and local historic district)
4. Parkwood/Upjohn Elementary (KPS)

### **APPENDIX C:** Churches (by address and denomination)

- 1) North Presbyterian (North Rose)
- 2) West Paterson and North Westnedge
- 3) North Westnedge next to William
- 4) Christian Science Church (National Register listed)
- 5) First Christian Reformed (302 Academy) (National Register listed)
- 6) Allen Chapel AME (West North Street)

**KALAMAZOO HISTORIC PRESERVATION COMMISSION**  
**CITY HALL - 241 W. South – Community Room – 2<sup>nd</sup> floor**  
**TUESDAY, June 11, 2019 – 6:00pm**  
**MEETING NOTES**

**I. Call to order: 6:01pm**

**II. Approval of Absences:** Sue Robinson – approved absence. Sabel motioned, Gorham second, approved unanimously.

**III. Approval of Agenda:** Gorham motioned to approve the agenda as presented, Koenig second, Approved unanimously

**IV. Introduction of Guests:**

Pam O'Connor and Luis Pena.

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

O'Connor had two things. First, O'Connor stated that the request for the city to cover the cost of preparing a HALS report for Bronson Park is not quite finished yet. Second, she indicated that she would like to write a short proposal to begin a conversation about the O'Connor fund make a substantial donation to historic preservation. Then, the conversation turned to next year's Michigan Historic Preservation Commission conference. Timmerman said that she felt the library could provide some rooms for the conference. Ferraro talked about proposed sessions for the next conference. Ferraro went on to speak about something interesting in Kalamazoo, what some people are calling "Kalamazoo Stonehenge". There will be an 'unveiling' coming in June. O'Connor went on to talk about Alfonso Iannelli, and a workshop he kept in Illinois, where people wished to dismantle some of his artwork. Instead, however, the city government decided to keep the art up in an effort to create meaningful discussion.

**VI. Financial Report (20 min) (Sabel) *This data is from April.***

- a. REVENUE March (\$330.06 March YTD (\$781.11)
- b. EXPENDITURES March \$150 YTD (\$150) – This charge was for MHPN
- c. BALANCE REMAINING (\$27,643.88)
- d. RESERVE FUND including O'Connor Fund? (\$83,461.45) (Quarterly reports – Feb., May, Aug, Nov)

**VII. Action and Discussion Items**

- a. Reconnaissance Level Historic Resource Survey (Ferraro/Sabel) Ferraro explained that the survey is going well. Specifically, Ferraro explained that the survey will be using software called Survey123, some of the software's complexities, and how the software is used. Logistics were also discussed.
- b. Kalamazoo Reservation Public Education (Gorham) (10 min) Gorham brought some materials concerning the KRPEC and the text for Next Exit History. Then, Gorham went reviewed the aforementioned text and spoke about edits she made. Timmerman then wondered if it was still possible for edits to be made, or was it too late. Gorham said that she wanted someone, who was not present, to also review the text. O'Connor then suggested an edit in the second paragraph. Discussion around the upcoming investigation of the mound at Bronson Park ensued.
- c. Practical Homeowner Workshops (Gorham/Ferraro) Need volunteers to distribute posters. Ferraro stated she wanted everyone to take some flyers so that they can be posted around town. Then, the

budget is discussed, and it appears that some discrepancies arose. Miscalculations in one line one of the budget. A list of who will distribute flyers to each neighborhood was developed. Additionally, a media release for the Old House Owners Workshop is ready, pending approval. The media releases were further discussed. Ferraro also stated that she recently learned that Kalamazoo Sports Wear will make small batches of t-shirt for the workshops. Additionally, it was explained that the Old House Owners Workshop will be taking care of some its own expenses for the workshops.

- d. Grave Issues – Cemetery Project (Timmerman) Timmerman did not have much to report on the grave issues. She did state, however, that she has been speaking with IT people at the library to work on local history initiatives. Because she is busy with other projects, Timmerman anticipates the Grave Issues survey happening next spring. Timmerman also brought up the Nazareth property, and how she noticed that someone had begun the asbestos abatement process.
- e. Preservation Month (PM) (Gorham) (**15 min**) Preservation month went well, Gorham said. A good amount of people are doing work on various projects. Additionally, Gorham wanted to thank the Ladies Library Association for letting the Historic Preservation Commission use their space. Gorham also stated that she already has begun to develop ideas for next year’s preservation month. Ferraro mentioned that doing honorable mentions next year for preservation month may be a fun way to acknowledge good work. O’Connor talked about the MHPN preservation gem, a small award. Sabel pointed out that sometimes preservation projects go unseen. O’Connor then stated that she would like to have professional speakers at preservation month next year, and she would like to develop some sort of children’s programming.
- f. Designation & Sites (D) – Robinson (10 min) No report
- g. Sustainability (SU) – (**10 min**) (Ferraro/Koenig) (Hidden Kalamazoo Book)
- h. Operations (O) – Koenig (5 min)** Koenig will be meeting with Christina Anderson and Rebekah Kik at the end of the month. Koenig will update them on what Historic Preservation Commission is doing, and he hopes that Anderson and Kik will make suggestions. Koenig discussed last meeting that when he, Anderson and Kik met previously they did not get much done, as this meeting was in the wake of City Commission’s April 1<sup>st</sup> decision to halt the establishment of new historic districts.

#### **VIII. Old/New Business**

- a. Sign a resolution in support of the reinstatement of the Michigan Historic Preservation Income Tax Credit – Koenig signed the resolution. Ferraro will deliver to Michigan Historic preservation Network to distribute.
- b. Recruiting new HPC members - Koenig stated that new members are needed. Ferraro said she gave Neal Conway in the city manager’s office a media release so that it could be distributed throughout the city.
- c. Schedule Bronson Park kiosks planning – Deadline mid-August – Ferraro, Sabel, Robinson volunteered to be on the committee. Ferraro brought samples of the text for the new Bronson Park Kiosks – 170 to 200 words per page, 20 and 22 point type respectively. There will be up to 16 “pages” of text and images per kiosk. One kiosk will be pre European settlement and the other will be 1829 to the present. Most of the Commission will be contributing to the text in some capacity.
- d. Preservation Law session (**ITEM A**)
  - a. O’Connor talked about Item A, which dealt with the Law Session. The webinar costs 69 USD. The proposal asks that the HPC register to attend remotely. This also makes the

session available for viewing for 60 days after. Sable motions, Gorham seconds, unanimous.

- e. Plan annual budget - Koenig will be in touch with Marcy Dix.
- f. Moving forward – a discussion of future projects  
Ferraro said that while two new historic districts were not established, the Historic Preservation Commission gave it a good shot, and learned a lot. She stated that she does not see any way in which things could have changed. O'Connor wants to work towards electing a City Commissioner who is on board with the ideology of Historic Preservation.
- g. Approval of meeting notes – May 14, 2019: (5 min) Sabel motions, Timmerman Seconds, unanimous.

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

- a. Coordinators monthly report (**ITEM C**) Ferraro spoke about 725 Academy, severely damaged in a fire on April 4. Nelson Nave is doing the architecture work. Discussion ensued regarding raising funds to restore the house's original mansard roof.
- b. Correspondence - None

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

- XI. Commissioner Comments Adjourn 8:00 PM** Gorham motions, Koenig seconds, unanimous.

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**REVIEWS: Historic District Commission:**

✓ HDC cases to 07/02/19 –69 total			Fees total year to date, 2019 .....	\$1325
	<b>2019</b>	<b>2019</b>	<b>2018</b>	<b>2018 fees</b>
○ 36 no fee	\$ 0		47 no fee	\$ 0
○ 22 bldg permit-\$35*	\$ 770		19	\$ 665
○ 11 HDC hearing - \$85	<u>\$ 935</u>		<u>11</u>	<u>\$ 935</u>
69 TOTAL	\$ 1705		77	\$ 1600

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

- ✓ Section 106 reviews to 07/02/19:
  - 23 – in Potential Historic Study Areas
  - 47 - in areas identified in the 2001 survey as “No Historic Properties”
- ✓ In 2018, 6 reviews in Potential Historic Study Areas were complete by 07/02/18

**SITES and PROJECTS:**

- The Certified Local Government grant cycle has opened and we are considering applying for a grant to cover 60% of the cost of a HALS report on Bronson Park. We may also assist the Kalamazoo Psychiatric Hospital with the same grant for needed repairs to the Gate Cottage. Applications are due October 1.
- Vermeulen Farm site (Loring – McMartin Farm and RR – South Drake and Stadium Drive) MORATORIUM through June 3, 2019. Natural Features Protection passed the City Commission on May 4, 2019.
- 725 Academy – The Hall-Balch house burned on April 4, 2019

614 Forest – Before and on July 3, 2019



ITEM B  
Kalamazoo Historic Preservation Commission  
Preservation coordinator's report  
Tuesday, July 9, 2019

**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 – Total 3**

1. **KALAMAZOO GAZETTE BUILDING – 401 SOUTH BURDICK** – Purchased by Bronson Healthcare Group, south addition begins spring 2019, historic building still vacant
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 – total 13**

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 Grill (2<sup>nd</sup> floor) HK**
9. **Clapham McDonald Building – 131 East Michigan – 3<sup>rd</sup> floor HK**
10. **Gilmore Building – upper floors along Portage vacant HK**
11. **Winston's (Weber Building) 228 East Michigan - 3<sup>rd</sup> floor HK**
12. **Hiemstra Optical (Chase Building) - 234-8 East Michigan\*(2<sup>nd</sup> floor) HK**
13. **266 East Michigan – Hall Building – Coney Island – upper three floors HK**
14. **318 East Michigan – Hotel Holt – Alfred E. Bike – 2<sup>nd</sup> & 3<sup>rd</sup> floors (NEW OWNER – rehab in progress) HK**
15. **100 North Edwards – Nave Architects – 2<sup>nd</sup> floor**
16. **150 North Edwards – Heritage Co – 2<sup>nd</sup> floor & far north, one story bay HK**

**Upper floor unoccupied – total 2**

17. **American National Bank (5/3) – 136 East Michigan – 15<sup>th</sup> floor only - now owned by Hinman HK**

**First floor vacant, upper floors occupied – total 3**

18. **Metropolitan Center – one storefront – 105 East Michigan – to be filled by MOMA-grocery store**
19. **Merrill-McCourtie Building – (south storefront only) former Dragon Inn – 232 South Kalamazoo Mall**
20. **Button Jannasch Building - 242 East Michigan – east 1<sup>st</sup> floor bay vacant**

Notice this list is getting shorter! **HK = part of Hidden Kalamazoo Tour – 2/3 of the vacant/underutilized spaces!**

**21 buildings or spaces in historic buildings are unoccupied.  
(Not counting temporary vacancies)**