

KALAMAZOO HISTORIC PRESERVATION COMMISSION

CITY HALL - 241 W. South – Community Room – 2nd floor

WEDNESDAY, March 11, 2020* – 6:00pm

*Postponed from 2nd Tuesday to accommodate the presidential primary

I. Call to order:

II. Approval of Absences: Tim Hills (email 2/26/20)

III. Approval of Agenda:

IV. Introduction of Guests:

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

VI. Financial Report (20 min) (Sabel) (NOT CURRENT – details at meeting)

- a. REVENUE Dec. \$0 YTD (\$821.25)
- b. EXPENDITURES Dec \$127.20 YTD (\$2909.09)
- c. BALANCE REMAINING (\$25,024.59)
- d. RESERVE FUND (\$25,553.45) (Quarterly reports – Feb., May, Aug, Nov)

VII. Action and Discussion Items

- a. Reconnaissance Level Historic Resource Survey & CLG Grant (Ferraro/Sabel) **ITEM A**
- b. Kalamazoo Reservation Public Education (Gorham) (10 min) *Report at meeting*
- c. Practical Homeowner Workshops (Gorham/Ferraro) **ITEM B**
- d. KVCC Traditional Trades program (Koenig & Ferraro) **ITEM C**
- e. Grave Issues – Cemetery Project (Timmerman) NO REPORT
- f. Preservation Month (PM) (Gorham) (15 min)
- g. Designation & Sites (D) – Robinson (10 min) No report
- h. Sustainability (SU) – (10 min) (Ferraro/Koenig) (Hidden Kalamazoo Book) **ITEM D**
- i. Operations (O) – Koenig (5 min) *Report at meeting*

VIII. Old/New Business

- a. Election of officers
- b. Changes to Work Plan – items discussed in February are highlighted in gray.
- c. Discussion of a policy looking forward on the amount to be kept in the City of Kalamazoo HPC account. Anything above that amount would be placed in the O'Connor Fund for Historic Preservation in the City of Kalamazoo at the Kalamazoo Community Foundation
- d. Applications for Beth Timmerman's and Sue Robinson position
 - i. Cliff Locke, Fred Edison, Katherine White **ITEM E**

IX. Approval of meeting notes: (5 min)

- a. February 11, 2020 **ITEM F**

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

- a. Coordinators monthly report **ITEM G**

XI. Citizen Comments on NON-agenda items*

XII. 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: none Treasurer: Nicole Sabel

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PRIORITY GOAL #1 LEADER: Nicole Sabel PROJECT COMPLETE – JULY 2022

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 March 2020 – complete by July 2022

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 – 200th anniversary of reservation)
- f) Evaluate and update Next Exit History + Video presentations (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 survey 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

- 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 (Nomination being prepared by Peter Copeland)
- 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. 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) First Christian Reformed (302 Academy) (National Register listed)
- 5) Allen Chapel AME (West North Street)