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) At meeting – No report
   a. BALANCE REMAINING ($25,024.59)
   b. 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) No change from July
   b. Kalamazoo Reservation Public Education (Gorham) (10 min) No change from July
   c. OHOW (O’Connor/Ferraro) ITEM A
   d. KVCC Traditional Trades program (Ferraro)
      a. Proposed classes for July 27 and 29 (Intro to Historic Preservation) and August 3 and 5 (Built in the Style – Architectural Styles in the Kalamazoo Valley 1850 to 1970) were both cancelled. Each class had only one or two registrations. We are hoping to reschedule during “cabin fever” season – January and February next year. Classes will be online
   e. Grave Issues – Cemetery Project (Timmerman)
      a. Consider a gravestone cleaning session in late September before the water is turned off on Sept 30. Or perhaps schedule now for Preservation Month 2021
   f. Preservation Month (PM) (Gorham) (15 min)
   g. Designation & Sites (D) – (10 min) No report
   h. Sustainability (SU) – (10 min) (Ferraro/Koenig) (Hidden Kalamazoo Book) No report
      a. Continue work with publication date of May 2021
   i. Operations (O) – Koenig (5 min) Report at meeting

VIII. Old/New Business
   a. Election of officers
   b. Change of HPC meeting date to the 2nd Wednesday of each month through the end of 2020 to eliminate conflict with the Public Safety Review Board.
   c. Changes to Work Plan – items discussed in February are highlighted in gray.
   d. Open discussion on HPC presenting a more complete view of Kalamazoo history. (10-20 min) ITEM B

IX. Approval of meeting notes: (5 min)
   a. July 21, 2020 ITEM C

X. Coordinators Report on non-agenda items (5 min)
   a. Coordinators monthly report ITEM D

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

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: xxxxxxxxxx  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: xxxxxxxx**  
**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. Ensure quorum at meetings  
5. Meet monthly with Historic Preservation Coordinator to review issues and plan agendas.  
6. Oversight and update of operational plans monthly  
7. 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)
- 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)
8-9-20 “Updated” KHPC Report

Since 7-6-20…

ACTIVITY

a) Editing is complete on our first three OHOW “Shorts” episodes. They will be released in September, October and November on Public Media Network and KPL TV. Pam is working to schedule the second 3 “Report” episodes with Lynn Houghton. Hopefully, Sharon will be able to share those with us at the meeting!

b) Our sincere thanks to both Brakeman Design and PMN for their expertise.

PARTNERSHIPS

a) We await the Kalamazoo City Attorney’s review of the partnership agreement with PMN and KPL. It must then go to KPL for review.

b) Pam sent the letter of support requested by PMN as part of the agreement to them on 7-6-20

7-6-20 KHPC Report

The KHPC’s OHOW subcommittee has met virtually on a frequent basis since mid-March. Here is a summary of activity, and our funding request for OHOW 2020.

ACTIVITY

Meeting monthly or every 2 weeks, we transitioned quickly from planning in-person workshops to virtual ones. Once we had an idea of what we hoped to do, we made some “episode” decisions, and began developing 2 partnerships to help us carry OHOW 2020 to fruition and distribution.

Our intent (Short Term Mission?) is to create educational, videotaped programs now and into the future, ultimately producing a catalog of episodes whose content will remain relevant for the long-term, and will be widely available and easily accessed through Internet links on multiple sites.

Partner #1: Public Media Network (PMN)

We started planning for high-quality video presentations that could be as widely distributed as possible. With Lenee’s help, OHOW reached out to PMN and began a conversation about videotaping, editing, and showing multiple OHOW programs.

With the help of our designer, Peter Brakeman, PMN also “animated” the OHOW Logo that Brakeman created for us last year. It turned out great, and although we can’t view it at the moment, they are tweaking it for us.

Through our conversations with PMN, we settled on 2 types/lengths of programs for now. The shortest are 5-7 minutes long, for which the series working title is “OHOW Shorts”. These programs quickly and efficiently address old house issues (like windows, roofs, porches, foundations, and a whole lot more.) The first 3 of these were taped on 6-24-20. We had access to an old house that will ultimately be demolished and had good sample windows, so did programs on window anatomy, installing spring bronze weather stripping, and un-sticking painted windows. Former KHPC member Peter Carroll of North Coast Windows was our guest speaker for all three, and everyone did a great job while social distancing! PMN has started editing these. We are currently working on topics and scheduling for 2 more of these “shorts” for 2020.
The longer length series is 7-10 minutes. We are planning 3 episodes for 2020, all dedicated to Kalamazoo’s architectural styles. Our guest speaker will be Lynn Houghton, who will work according to local style chronology. Pam is working with Lynn on a general draft format/outline that will guide content for all of these programs.

PMN will video-tape, edit, broadcast and archive each episode, and then share content with KPL. To that end, it is also drafting a “Creative Common” type agreement for OHOW review and approval.

Partner #2: Kalamazoo Public Library (KPL)
In early May, we decided to ask the KPL if they’d like to partner with OHOW as well. KPL is a long-time host site for MANY preservation and related in-person education programs, some of which are already on its “KPL TV” YouTube site. KPL’s “TV” catalog is also well-organized, accessible and growing. KPL’s Director, Ryan Wieber, was glad for the partnership invitation and enthusiastic about the episode topics we could tell him about. He acknowledged the KPL’s need to grow on-line content, and these programs are a good fit. Ryan/KPL also agreed to pay a per-episode honorarium to each guest speaker as part of KPL’s partnership contribution.

Partners Discussion & Decisions Representatives from OHOW, PMN, KPL) met via Zoom on 7-1-20 to discuss how a 3-way partnership would work, and came away with the following procedure:

- PMN will do the video-ing, editing and initial broadcast of each episode
- OHOW will post link to PMN/OHOW program the same day as initial broadcast
- PMN will transfer content to KPL no less than 5 days after the initial broadcast, so it can catalog it and put it up on KPL TV
- At that time, OHOW will post KPL link on its FaceBook page
- OHOW will prepare a schedule with topics to be shown monthly for KPL on or before July 17, so it can be promoted in PRISM’s, (the KPL newsletter) fall issue.
- PMN has provided OHOW with costs associated with it’s work, some of which will be no charge due to the Municipal Partnership the City has already established with them, and grant funding they have available to do this work.

We also agreed that monthly releases are a good idea, and can use one release to “tease” the next.

Others Involved We have asked Peter Brakeman to help us with series and episode titles and graphics. He submitted initial suggested series and episode titles to us on July 2, and we reviewed them at our July 6 meeting. (Will share more at the KHPC meeting.)

In Addition Sharon reported several days ago that the FFE has granted $10,000 to her department for other educational works, and the OHOW committee discussed this at it’s July 6th meeting. (Will share more at the KHPC meeting.)

REQUEST FOR 2020 FUNDING from O’Connor Fund at KZCF I have attached a proposed budget for a grant from the O’Connor Fund to cover expenses for this program partnership for this year, and recommend approval. If any of the costs exceed the budget, we will return to the KHPC with an additional grant proposal.

Budget:
- Five 5-7 minute “Shorts” at no charge (100% of production cost covered with Muni partnership and grants) No Charge
- Three 7-10 minute “Reports” @ $500/ea, (75% of production cost covered with Muni partnership and grants) $1,500
- Brakeman Design consulting 500
- Production Supplies 200
Total $2,200
I mentioned at the KHPC's last meeting that I hoped that the KHPC can play a role in learning about and uplifting the histories and places important to Black and other people of color in Kalamazoo. As I said then – although we are not alone, our preservation work to date has been one-sided. Probably most of us have not, until now, really considered how important it is, and how our community could be enriched by knowing more, and if appropriate, lifting it up. I think there may be routes to doing this through preservation.

To that end, I’ve done some reading and reviewing, and have found a couple interesting and helpful resources. I hope you’ll have found some too, but if not, let’s, as Sharon suggested, at least begin a conversation!

I’ve been in on several webinars in recent months that have discussed this, but none so far have been put out there to share that I know of. Brent Leggs, who leads the National Trust’s African American American Cultural Heritage Action Fund at the National Trust, moderated a webinar about a week ago, however, which included discussion on how to preserve history for which no “place” still exists, which was interesting.

Here is a link to a TED talk Brent did 1-2 months ago, as well as several others.

https://savingplaces.org/brent-leggs#.X01f6S2z1TY
https://www.youtube.com/watch?v=FufqeH1TFXU
https://www.youtube.com/watch?v=E_T-slXDlyY

And some articles.

https://mellon.org/shared-experiences-blog/bolstering-historic-preservation-fuller-american-story/

I’m also including a pdf of an article from the National Trust that addresses its initiative, which Brent also mentioned in the above.

“See” you next week!
Pam
Getting to the fuller story of “us.”

Pam O’Connor
31 August 2020
I. Call to order (WELCOME NEW COMMISSIONERS):
   a. Fred Edison – he and his wife Shelly run a B&B at 435 Stuart Avenue, just north of the Stuart Mansion
   b. Katherine White (Associate Curator at The Henry Ford)
   c. Other commissioners introduced themselves to the new commissioners – Tim Hills, Josh Koenig (chairperson), Lenee Wilson, Regina Gorham. Nicole Sabel was absent from this virtual meeting because she was having computer problems
   d. Pam O’Connor – former commissioner and volunteer
   e. Dan Sytsma – representing Kalamazoo Non-Profit Advocacy Coalition (Owns Crawlspace Theater Productions & Improv Effects; President of KNAC; taking ownership of the First Baptist Church building)

II. Approval of Absences: No approved absences

III. Approval of Agenda: Approval of Agenda: Gorham moved, Wilson second – passed by voice vote
   a. Move to amend the Agenda; Move 8b (approval of new commissioners) & 8e (consideration of proposal to add First Baptist Church to local historic district) moved to section VI to facilitate the meeting and allow Dan Systma to have KNAC considered at the beginning of the meeting. Hills motion; Wilson second – passed by voice vote

IV. (moved items)

   a. Approval of new commissioners. In February of 2020, the HPC interviewed Katherine White and Fred Edison as new commissioners. There was another applicant, Cliff Locke who was unable to attend. The commission voted to delay making a decision until their March meeting so that Mr. Locke could attend. The March HPC meeting was cancelled, along with April, May and June so no further action was taken. In April Mr. Locke withdrew his application to serve on the commission. In a technical error, Ms. Ferraro sent appointment recommendations for Mr. Edison and Ms. White to Mayor Anderson. The mayor appointed them and presented the information to the City Commission at their first meeting in July. At the beginning of this meeting the commissioners serving before the new appointments need to be approved and the recommendation for appointment approved. Motion by Gorham, second by Hills. By roll call vote Hills, Wilson, Gorham and Koenig all approved the appointment of Katherine White and Fred Edison.

   b. First Baptist Church Study Committee Report – to be made a single resource local historic district.
      i. We were asked by First Baptist & KNAC as a single resource local historic district. Pam prepared report. Next steps: Kalamazoo Planning Commission; State Historic Preservation Review Board; The State Historic Preservation Office and the Michigan Historical Commission; then will have comments; Then there will be a short “public hearing”. After the hearing, the report will be revised to include all the comments. The final step will be approval by the city commission, probably in fall.

   c. Historic District protection is the best tool we have available in the state of Michigan to deny demolition. The church is already on the National Register but there may be some granting and other advantages to having them listed as well in a local district.

   d. Everyone thanked Pam for her work in preparing the report. Dan thanked Pam directly; they’ve been able to use the document already as a resource for speaking with donors & board members.

   e. Applying for layers of protection; federal historical tax credits. Preservation is one of the tenets that they’re focusing on.

   f. Dan recap of Robb McKay’s virtual visit – Matt shared photos and areas of the building; in the room they’re leasing in the space for their comedy area; roll down dividers that roll into the ceiling; concealed in the ceiling; he wanted to get closer and see that they were not only unique but also 100% intact and
usable that dates back a ways; the building has been renovated a few times. Bell tower and that the bell is still used. Climbing into the bell tower is a bit terrifying.

Motion to approve the document as amended: Regina Gorham motioned; Josh Koenig, second – unanimously approved by roll call vote.

Dan used some of the trivia from Pam’s report and put it in the Kalamazoo Quiz show.

V. Introduction of Guests: Pam O’Connor, former commissioner and volunteer and Dan Systma from the board of the Kalamazoo Non-Profit Advocacy Coalition.

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

a. Ms. O’Connor spoke on a need to expand the concept of preservation to work towards a more inclusive, complete history of Kalamazoo.

VII. Financial Report (20 min) (Sabel) At meeting – there was no update on finances. Marcy Dix has been very busy handling PPP stimulus money passed through the city to small businesses in Kalamazoo

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)

VIII. Action and Discussion Items

a. Reconnaissance Level Historic Resource Survey & CLG Grant (Ferraro/Sabel) ITEM A

i. Got official letter from SHPO awarding the city $90,000 for reconnaissance survey of Edison Neighborhood. Consultant will be doing this.

ii. Edison is now off of the list for the rest of the survey.

iii. Sharon rearranging everything to have the volunteer work done during fall, winter, spring best times of year to take photos of houses.

iv. Use report model from the consultant to format the rest of the surveys.

v. Good enthusiasm from people wanting to get involved in the survey.

vi. Lenee asked about providing masks & gloves; not handing out masks. Rest is all your own equipment.

vii. So far City isn’t ordering any masks; they’ve been having people wear their own masks or using.

b. Kalamazoo Reservation Public Education (Gorham) (10 min) ITEM B

i. Pam – question about the results of the survey on the mound and whether the results will be shared with the state office.

ii. Ms, Ferraro pointed out that archaeological results are not released to the public to protect them.

iii. Fred asked a question about the Fountain of the Pioneers and where the four corners were.

c. OHOW (O’Connor/Ferraro) ITEM C


b. Possibly planning for virtual workshops in March.

c. Eight episodes planned for this year; 5 “shorts”; 3 ‘reports’ – with Lynn Houghton on architectural styles in Kzoo. Others are planned but not in development. Tentatively filming will be in September or early October [how to read your foundation; when to panic are the next 2 videos]

d. Hoping that we’ll be able to see a draft of the first three window shorts at the August meetings.

e. Request from KPL for some broadcast dates; talked with Matt Schuster new ED at Public Media Network. Death on PNM staff last week was an assistant, unexpected. KPL will be a partner, posting the videos five days after PMN releases them.

f. None of the houses on Park street are not going to be saved. Because of one Kzoo citizen months of work is in the trash. The house at 427 South Park was almost read to be moved but that has been cancelled and the house will be demolished.

g. Pam & Sharon think they made some inroads with developers in Kzoo.

h. Sharon email out the link to the video a draft; send it out to everyone. Shorts, for people who might want to look at their videos on their phones.

i. Vote to approve production expenditures: $2,200

   i. Motion by Wilson to approve the proposal to request $2,200 from O’Connor fund to fund the OHOW project; Katherine White second. Motion passed by roll call vote.
d. KVCC Traditional Trades program (Ferraro) ITEM D
   a. When everything closed down KVCC had to put a pause on talking to instructors and organizing workshops
      i. Intro to Historic Preservation – starts next week – July 27 and 29
      ii. Architecture of the Kzoo Valley. August 2 and 4
         1. So far only a few have registered and if it’s below the threshold number then they’ll postpone it.
         2. Making a decision Friday, July 24 at noon whether or not they’ll go forward. If they don’t do it now, it will be happening later in the fall.
   e. Grave Issues – Cemetery Project
      i. Would like a cleaning time in September – if conditions allow.
      ii. Clean with those you come with; stay away from people.
      iii. Beth – does she still want to be involved?
   f. Preservation Month (PM) (Gorham) (15 min) – Four nominations so far.
      i. Lenee – would hate for a year to go by without the recognition being given out.
      ii. Josh – gets what Lenee is saying. He thinks we kick it to next year.
      iii. Sharon – the nominations we have for this year will carry over for next year. Call them the 2020 awards.
      iv. Sharon – put it on the agenda for next time with the nominations we have; we can vote; choose which ones we want to give awards to. Announce it with media release if we want to. The awards ceremony will be given next May during preservation month.
      v. Pam – are we going to have a committee review? Not appoint a subcommittee – commission can be review committee. Sharon will email the packet of nominations to commissioners in advance of the meeting and in the packet
   g. Designation & Sites (D) – (10 min) No report
   h. Sustainability (SU) – (10 min) (Ferraro/Koenig) (Hidden Kalamazoo Book)
      a. Hidden Kzoo book – Lynn Stevens has been continuing her editing.
      b. Haven’t abandoned doing the book but all has been suspended.
      c. Hoping to get back on editing with a goal of towards the end of the year.
      d. Josh – keep going as is until a roadblock come up we may run into.
      e. Fred asked about what the book is centered on. Sharon gave him the background on it.
      f. Sharon wants to send something out to the group and have a meeting.
      g. Keep the Wix.com website? $315 a year
         i. Sharon would like to cancel it for the next year at least. Would not want to dive into us fulfilling online orders etc. Pam pointed out that Kazoo books that would do the online shipping for us; Michigan News would like to premiere it for us if at all possible.
   i. Operations (O) – Koenig (5 min) Report at meeting
      a. His report of 4-5 months ago is obsolete.
      b. This part of summer is usually when we formulate the annual budget.
      c. Marcy, Sharon & Josh trying to lock down a time to meet and review the budget for next year.
      d. Quarterly report with Christina Anderson – trying to figure out a time to have that meeting.
      e. Election of Officers – move to next month.
      f. Josh hoping end of July/August he’ll start having his normally scheduled meetings with city personnel.

VIII. Old/New Business
   a. Section 106 reports – 1st and 2nd quarters ITEM E
      i. The city has a big lead remediation grant right now so that’s what’s showing up in a lot of reports.
      ii. Large projects – lead remediation. That can really change the way the house looks substantially, especially because of windows being changed to vinyl windows.
   b. Election of officers – postpone to August meeting after new commissioners have settled in.
      i. Josh – move this topic to next month.
      ii. Lenee – what positions are available? Chair; vice-chair; treasurer. No official secretary. Sharon & Regina take care of it.
      iii. Pam – would like to have a treasurer that would be able to talk to Marcy and translate to the commission members.
iv. Gorham moved to postpone voting for officers to next month’s agenda., second by Koenig – passed by voice vote

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. (Already approved the transfer of funds over $2000 at Feb 2020 meeting).
i. Sharon – when we did the tour – cost about $3,000 but brought in $8,000-10,000 but we needed it in advance.
ii. Generally $2,000-$3,000 per year. Some years it’s more and some years it’s less.
iii. This year probably going to have inconsequential expenses.
iv. Used money to pay for materials for cleaning gravestones.
v. OHOW – used money for upfront costs.
vi. Pam – repeat of information from the last meeting – the greater amount that we have in the O’Connor Fund, the quicker it grows so we can do more things. The money is there; can request funds within the available spending limit for anything and can be reimbursed within 45 days. (there have been some exceptions in the past but not many). Market has taken a dip but much of the fund has been preserved because of the community foundation ranking in the top 1% of investments in its funds in the U.S.
vii. Sharon – does not believe that there is any low level for the city account.
viii. Lenee – thinks that $5,000 is a good number; in the past there hasn’t been a lot of expenses; but we’re going into uncharted territory for the videos etc. if we need to do something extra, have some money there.
ix. Katherine – Said lower than $5,000 if $2,000-$3,000 is generally standard each year, we should look at $3,000.
x. Lenee – thinks $3,000 is fair.
xi. Josh – do we want to say $3,000 flat; do we want a vote for special circumstances//caveat included?
xii. Pam – could set the limit and revisit quarterly. Could leave the policy there for a year and see if we need to change it.

xiii. Motion: Lenee – for $3,000 with an annual review; Fred second; Pam – add a provision to amend the city fund balance quarterly; Motion to amend the original proposal to revisit the city fund balance quarterly. Passed by Roll call vote.

d. Changes to Work Plan – items discussed in February are highlighted in gray. This will remain on the agenda for next month or possibly September.

e. First Baptist Church Study Committee Report and letter from congregation ITEM F (Moved to IV-B)

IX. Approval of meeting notes: (5 min)

X. February 11, 2020

a. Motion to approve the meeting notes of February 11 as presented made by Gorham, seconded by Edison, passed by voice vote.

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

XII. Citizen Comments on NON-agenda items*

a) Discussion of MHPN shift to virtual format for a 2020 Conference. The conference was originally scheduled for May here in Kalamazoo. New conference dates: September 22 & 23 (Tuesday & Wednesday).

b) Registration will be a lot less than if you can go in person. In the past the HPC has been willing to cover registration. Conference will go from 3 days to 2. Pam: MHPN has contracted with a Detroit company to ‘flip’ the conference. They guarantee you as a client that they can convert your conference from in-person to virtual in a week. There are a good number of panel sessions and informational sessions that will be filmed ahead of time; panelists and others will be available for Q&A.

c) Looking at what a tour through some of the places would look like; 3 of the 4 planned tours will survive. Looking at what video costs might be. Do at a significant savings and have it worked into the rest of the conference materials.

d) Looking for scholarship applicants for this year. Reaching out again in the next month.
Kalamazoo Historic Preservation Commission  
Preservation coordinator’s report  
Tuesday, September 9, 2020

ITEM D

**REVIEWs: Historic District Commission:**

- **HDC cases to 09/01/2020 – 52 total**  
  - Fees total year to date, 2020 ....... $1030

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
<th>2019 fees</th>
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<tbody>
<tr>
<td>47 no fee</td>
<td>$ 0</td>
<td>46 no fee</td>
<td>$ 0</td>
</tr>
<tr>
<td>17 bldg permit–$35* (Incomplete)</td>
<td>$ 595</td>
<td>33</td>
<td>$ 1155</td>
</tr>
<tr>
<td>7 HDC hearing - $85</td>
<td>$ 595</td>
<td>13</td>
<td>$ 1105</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$ 1180</strong></td>
<td><strong>10</strong></td>
<td><strong>$ 2260</strong></td>
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**Section 106 reviews (Federally funded projects):**

- **Section 106 reviews to 03/03/2020:**
  - 7 – in Potential Historic Study Areas or established historic districts
  - 31 - in areas identified in the 2001 survey as “No Historic Properties”

- In 2019, 18 reviews in Potential Historic Study Areas were complete by 03/03/19
  - 27 – in Potential Historic Study Areas or established historic districts
  - 105 - in areas identified in the 2001 survey as “No Historic Properties”

**SITES and PROJECTS:**

- **Bronson Park:**
  - The kiosks are complete

- Progress on Hilton Garden Inn and new Stay2Suites at the Masonic Temple at Eleanor and North Rose.  
  - Current work is finishing the exterior

- The Catalyst Building at East Water and North Edwards has topped off and exterior cladding is in progress.

- The three houses opposite Carver Center in the 400 block have been demolished.
ITEM D

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 almost complete 2019, historic building still vacant
2. CHARTER ONE BANK – NORTH SIDE, EAST MICHIGAN 200 BLOCK (Non-contributing - No HP tax credit)
3. 302 North Burdick – Kalamazoo Overall Co – Mr. Presidents – HK (No HP tax credit)

Upper floors vacant or undeveloped – 4 on mall, 4 on Michigan Avenue, 2 on N. Edwards – total 13
4. International Hotel – Fandango – 241-7 S Kalamazoo Mall (2nd & 3rd floors) (No HP tax credit)
5. Montgomery Wards – Terrapin/Walgreens – 237 S Kalamazoo Mall* (2nd & 3rd floors) HK (No HP tax credit)
6. Fuller Building – Petsal & Postings/Invitations by Design – 233 S Kalamazoo Mall (2nd & 3rd floors) HK (No HP tax credit)
7. Boudeman Building – Rustica - south end - 236 S Kalamazoo Mall, west side* (2nd & 3rd floors) HK (No HP tax credit)
8. Stevens Building – 312 West Michigan – Studio Grill (2nd floor) HK (No HP tax credit)
9. Clapham McDonald Building – 131 East Michigan – 3rd floor HK
10. Gilmore Bldg (Pratt Building/Opera House) upper floors along Portage work in progress HK (No HP tax credit)
11. Winston’s (Weber Building) 228 East Michigan - 3rd floor HK
12. Hiemstra Optical (Chase Building) - 234-8 East Michigan* (2nd floor) HK
13. 266 East Michigan – Hall Building – Coney Island – east storefront, upper three floors vacant (developer) HK
14. 320 East Michigan – Hotel Holt – Alfred E. Bike – 2nd & 3rd floors (NEW OWNER – rehab nearly done) HK
15. 100 North Edwards – Nave Architects – 2nd floor
16. 150 North Edwards – Heritage Co – 2nd floor & far north, one story bay HK

Upper floor unoccupied – total 2
18. Merrill-McCourtie Building – (south storefront only) former Dragon Inn – 232 South Kalamazoo Mall (No HP tax credit)

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

19 buildings or spaces in historic buildings are unoccupied.
Kalamazoo Historic Preservation Commission
Preservation coordinator’s report
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ITEM D

(Not counting temporary vacancies)