

Kalamazoo Historic Preservation Commission's Core Values:

Diversity, Equity and Inclusion, Education, Sustainability, Stewardship

- I. **Goal: Determine if and how the KHPC may contribute to the City of Kalamazoo's [Ransom Street Reconstruction](#) project.**

Committee Leader: ???

Committee Members: ???

1. Understand the project's goals and progress to date.
2. Identify neighborhood, CoK and other stakeholders working with the project.
3. Meet with stakeholders by April 2024 to determine ways the HPC might assist.
4. identify Next steps, if any, as determined according to need, and which needs fall within the KHPC's Duties.
5. Make a monthly Committee status report in writing for KHPC meetings, when necessary.

Estimated Completion Date: July, 2024

Core Value Alignment: DEI

Ordinance Duties Alignment: (Potentially, 3, 6, 7)

- II. **Goal: Develop relationships with under-represented community groups within the City of Kalamazoo for the purpose of learning those group's missions and goals, and sharing the KHPC's core values, activities and duties.**

Committee Leader: ???

Committee Members: ???

1. Create a list of under-represented community groups within the City of Kalamazoo.
2. Create a "one pager" document that explains what the Historic Preservation Commission is and its duties, including a list of ways (generally) that the KHPC can assist.
3. Attend a meeting held by each organization to make introductions and understand that organization's mission and goals (bring the list to the meetings and plan to listen well).
4. Consider ways in which historic preservation can be mutually beneficial.
5. Make a monthly Committee status report in writing for KHPC meetings, when necessary.

Estimated Completion Date: Fall 2025

Core Value Alignment: DEI, Education

Ordinance Duties Alignment: 6, 7

III. Goal: Hold two Grave Issues Squad cleanings before October 31st 2024

Committee Leader: Kyle Hibbard & Ryan Walker

Committee Members: ???

1. Take inventory of cleaning supplies (and purchase more if necessary).
2. Schedule grave cleaning events.
3. Send out communications for each cleanup, targeting the following:
 - a. Neighborhood associations
 - b. Social Media
 - c. Try for print material
 - d. Local schools
4. Host events, ensuring supplies are handed out and new attendees are familiarized with the process of grave cleaning, as well as the core values and duties of the KHPC.
5. Develop materials that enhance the gravestone cleaning experience and help connect people to the experience, like research-based storytelling and interpretation.
6. Make a monthly Committee status report in writing for KHPC meetings, when necessary.

Estimated Completion Date: October 31, 2024

Core value alignment: DEI, education, stewardship

Ordinance Duties Alignment: 6

IV. Goal: Host (or co-host) 2 or 3 educational workshops in historic districts within the city of Kalamazoo by the end of the year.

Committee Leader: Lenee Powell-Wilson

Committee Members: ???

1. Identify relevant topics by working with community members.
2. Identify community partners.
3. Plan events.
4. Provide outreach.
5. Make a monthly Committee status report in writing for KHPC meetings, when necessary.

Estimated Completion Date: ???

Core Value Alignment: Education, Stewardship

Ordinance Duties Alignment: 6

V. Goal: Hold a nomination for Preservation Awards and have a ceremony for the winners.

Committee Leader: ???

Committee Members: ???

1. Consider creation of new categories that highlight underrepresented communities.
2. Publicize and email out award nomination forms.
3. Make decisions and vote on award winners.
4. Put together videos of the award winners for use at the awards event.
5. Complete preservation awards event during month of May.
6. Report to the KHPC on the event.
7. Create further programming for Preservation Month that can align with other KHPC goals and duties, including workshops, presentations on the findings of the SHPO project, etc.
8. Make a monthly Committee status report in writing for KHPC meetings, when necessary.

Estimated Completion Date: May 2024

Core Value Alignment: Education, Stewardship, DEI

Ordinance Duties Alignment: 6

VI. Goal: Manage grants and gifts programs for the O'Connor Fund

Committee Leader: Pam O'Connor

Committee Members: Katherine White, Kyle Hibbard

1. Invite the KZCF Donor Relations Officer to speak to the KHPC about how the Fund works.
2. Implement a Spending Policy for the O'Connor Fund's use, using 6-25-23 draft to begin
3. Publicize the new spending policy on the City's O'Connor Fund Web Page
4. Manage the recently developed and revised O'Connor Fund grant programs for preservation rehabilitation and planning, and make grants as appropriate.
 - Revise the calendar for grant-making
 - Hold informational meeting early in the year for potential applicants.
 - Open the grant round and publicize.
 - Close the grant round and review applications.
 - Select grantees if appropriate.
 - Publicize grants made, per the calendar.
5. Using the new Spending Policy, consider and investigate options to financially support historic preservation programs for the City of Kalamazoo, including means to help develop a more inclusive and diverse Kalamazoo history as it relates to preserving important buildings, places, people and culture in general.
6. Write, print, stuff, stamp & and mail annual O'Connor Fund solicitation in early November.
7. Make a monthly Committee status report in writing for KHPC meetings, when necessary.

Estimated Completion Date: Annual, Ongoing

Core Value Alignment: Diversity, Equity and Inclusion, Education, Sustainability, Stewardship
Ordinance Duties Alignment: 1, 5, 6, 7

VII. Goal: Develop finance ad hoc group for financial understanding and disbursements decision-making.

Committee Leader: Patrick Vail & Katherine White

Committee Members: None.

1. Gain a better understanding of the current financial situation in the KHPC's city-held account through meetings with appropriate parties from the City of Kalamazoo
2. Gain a better understanding of the O'Connor Fund accounts held at the KZCF, possibly by meeting with a representative (see Goal VI. for more detail).
3. Develop guiding financial principles and policies for monitoring and understanding the KHPC's monthly financial report, including a policy for making transfers to and from the O'Connor Fund.
4. Make a monthly Committee status report in writing for KHPC meetings, when necessary.

Estimated Completion Date: September, 2024

Core Value Alignment: Sustainability, Stewardship

Ordinance Duties Alignment:

VIII. Goal: Complete the process of listing Kalamazoo City Hall as a local historic district in 2024.

Committee Leader: Kyle Hibbard

Committee Members: Luis Pena, Pam O'Connor

1. Review what has occurred to date.
 - a. Confirm SHPO's advice to proceed with designation under the current ordinance appointing the KHPC as the Study Committee.
 - b. Review minutes from public meeting from **9/14/2022**

(Pam's note: Here is the remainder of the process that follows the above, as I understand it – we may have to **begin again**)

1. Study Committee has up to **1 year after the public hearing to submit a final report (we are past that deadline now)** to the local legislative body (The City Commission.)
2. Local legislative body (City Commission) votes to approve or reject the proposed historic district
3. A historic district ordinance must be adopted and a historic district commission appointed at the time the historic district is approved
4. Property owners apply to Commission for a Certificate of Appropriateness (COA) before undertaking work in the historic district
5. Make a monthly Committee status report in writing for KHPC meetings

Estimated Completion Date: September 2024

Core Value Alignment: Education, Sustainability, Stewardship

Ordinance Duties Alignment: 1, 5