

# Agenda

## Historic Preservation Commission

---

City of Kalamazoo



**Wednesday, July 12, 2023**

**6:00 PM**

**City Commission Chambers at City Hall – 241 West South Street**

**A. CALL TO ORDER/ROLL CALL**

1.
  1. Fred Edison
  2. Kyle Hibbard - Chair
  3. Dr. Lenee Powell - Wilson
  4. Patrick Vail
  5. Ryan Walker - Vice Chair
  6. Katherine Kirby-White

**B. ADOPTION OF FORMAL AGENDA**

**C. APPROVAL OF MINUTES**

1. Approval of minutes from the Historic Preservation Commission Meeting on 14 June 2023

**D. PUBLIC COMMENTS**

**E. REPORTS**

1. Jae Slaby - Neighborhood Activator
2. Financial Report
3. Section 106 Quarter 1 and 2 Review

**F. DISCUSSION/ACTION ITEMS**

**G. COORDINATOR'S REPORT**

1. Coordinator's Report

**H. COMMISSIONER COMMENTS**

**I. ADJOURNMENT**

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.

Comments under the "Public Comments" section of the agenda are limited to four minutes per speaker. During agenda items, comments from members of the public are also limited to four minutes each, unless the speaker is invited to join in the discussion by the Commission.

# Minutes

## Historic Preservation Commission

City of Kalamazoo



**Wednesday, JUNE 14, 2023**

**6:00 PM**

**City Commission Chambers at City Hall – 241 West South Street**

**A. CALL TO ORDER/ROLL CALL**

Called to order at 5:59.

Vail approved.

Dr. Powell-Wilson 2<sup>nd</sup> motion.

**B. ADOPTION OF FORMAL AGENDA**

Dr. Powell- Wilson approved.

Vail 2<sup>nd</sup> motion.

**C. APPROVAL OF MINUTES**

Approval of the minutes from the 12 April meeting of the Historic Preservation Commission

Dr. Powell-Wilson approved.

Edison 2<sup>nd</sup> motion.

**D. PUBLIC COMMENTS**

Pam O' Connor no grants this year, application was incomplete.

**E. REPORTS**

1. Financial Report  
Pena read the report.

**F. DISCUSSION/ACTION ITEMS**

1. Gift- Community Homeworks.  
Vail approved.  
Dr. Powell-Wilson 2<sup>nd</sup> motion.
2. Proposal to Transfer Funds from City-Held Account to O'Conner Fund  
Dr. Powell-Wilson suggested set threshold of \$5000.00 then anything over will roll over to O'Conner fund this will be quarterly.  
Dr. Powell-Wilson approved.  
Vail 2<sup>nd</sup> motion.

3. City Hall Local Historic District Study Report Discussion Standing Committee.
4. Historic Preservation Commission Training Scheduling Meeting July 19<sup>th</sup> 6pm to 9pm open to public.
5. Roberts Rules of Order Packet ( Roberts Rules in a Nutshell) Meeting July 19<sup>th</sup> 6pm to 9pm open to public.
6. Payment to KNAC for Historic Preservation Awards of Merit Space 110.00 to be paid.  
Vail approved.  
Edison 2<sup>nd</sup> motion.
7. Payment to Blair of Building Renovation, LLC for Leading a Masonry Workshop  
500.00 to be paid.  
Vail approved.  
Dr. Powell-Wilson 2<sup>nd</sup> motion.

**G. COORDINATOR'S REPORT**

1. Coordinators Report  
Pena read report.

**H. COMMISSIONER COMMENTS**

**I. ADJOURNMENT**

Dr. Powell- Wilson moved to adjourn at 7:22pm.

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.

Comments under the "Public Comments" section of the agenda are limited to four minutes per speaker. During agenda items, comments from members of the public are also limited to four minutes each, unless the speaker is invited to join in the discussion by the Commission.

expstat.rpt  
07/03/2023 11:05AM  
Periods: 6 through 6

## Expenditure Status Report

Page: 1

City of Kalamazoo  
6/1/2023 through 6/30/2023

| <u>Account Number</u>                   |                                       | <u>Adjusted</u><br><u>Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date</u><br><u>Expenditures</u> | <u>Year-to-date</u><br><u>Encumbrances</u> | <u>Balance</u> | <u>Prct</u><br><u>Used</u> |
|-----------------------------------------|---------------------------------------|-----------------------------------------|---------------------|--------------------------------------------|--------------------------------------------|----------------|----------------------------|
| 270                                     | HISTORICAL COMMISSION FUND            |                                         |                     |                                            |                                            |                |                            |
| 270-803                                 | HISTORIC COMMISSION                   |                                         |                     |                                            |                                            |                |                            |
| 270-803-00.000                          | HISTORIC COMMISSION                   |                                         |                     |                                            |                                            |                |                            |
| 270-803-00.000                          | HISTORIC COMMISSION                   |                                         |                     |                                            |                                            |                |                            |
| 270-803-00.000-729.000                  | OPERATING SUPPLIES                    | 400.00                                  | 0.00                | 0.00                                       | 0.00                                       | 400.00         | 0.00                       |
| 270-803-00.000-801.000                  | PROFESSIONAL AND CONTRACTUAL SERVICES | 6,000.00                                | 257.00              | 771.46                                     | 610.00                                     | 4,618.54       | 23.02                      |
| 270-803-00.000-810.003                  | MEMBERSHIPS AND SUBSCRIPTIONS         | 600.00                                  | 0.00                | 0.00                                       | 0.00                                       | 600.00         | 0.00                       |
| 270-803-00.000-811.000                  | PROFESSIONAL DEVELOPMENT              | 500.00                                  | 0.00                | 0.00                                       | 0.00                                       | 500.00         | 0.00                       |
| 270-803-00.000-881.000                  | FUNDRAISING                           | 500.00                                  | 0.00                | 0.00                                       | 0.00                                       | 500.00         | 0.00                       |
| <b>Total HISTORICAL COMMISSION FUND</b> |                                       | 8,000.00                                | 257.00              | 771.46                                     | 610.00                                     | 6,618.54       | 17.27                      |
| <b>Grand Total</b>                      |                                       | 8,000.00                                | 257.00              | 771.46                                     | 610.00                                     | 6,618.54       | 17.27                      |

Page: 1

revstat.rpt  
07/03/2023 11:13AM  
Periods: 6 through 6

## Revenue Status Report

Page: 1

City of Kalamazoo  
6/1/2023 through 6/30/2023

---

| <i><b>Account Number</b></i>                             | <i><b>Adjusted<br/>Estimate</b></i> | <i><b>Revenues</b></i> | <i><b>Year-to-date<br/>Revenues</b></i> | <i><b>Balance</b></i> | <i><b>Prct<br/>Rcvd</b></i> |
|----------------------------------------------------------|-------------------------------------|------------------------|-----------------------------------------|-----------------------|-----------------------------|
| 270 HISTORICAL COMMISSION FUND                           |                                     |                        |                                         |                       |                             |
| 270-803 HISTORIC COMMISSION                              |                                     |                        |                                         |                       |                             |
| 270-803-00.000 HISTORIC COMMISSION                       |                                     |                        |                                         |                       |                             |
| 270-803-00.000 HISTORIC COMMISSION                       |                                     |                        |                                         |                       |                             |
| 270-803-00.000-642.003 HISTORIC PRESERVATION SALES       | 3,000.00                            | 0.00                   | 300.00                                  | 2,700.00              | 10.00                       |
| 270-803-00.000-674.003 HISTORIC PRESERVATION FUNDRAISING | 1,000.00                            | 0.00                   | 0.00                                    | 1,000.00              | 0.00                        |
| 270-803-00.000-684.000 USE OF RESERVES (BUDGET ONLY)     | 4,000.00                            | 0.00                   | 0.00                                    | 4,000.00              | 0.00                        |
| <b>Total</b> HISTORICAL COMMISSION FUND                  | 8,000.00                            | 0.00                   | 300.00                                  | 7,700.00              | 3.75                        |
| <br><b>Grand Total</b>                                   | <br>8,000.00                        | <br>0.00               | <br>300.00                              | <br>7,700.00          | <br>3.75                    |

---

Page: 1

Fund: 270

Account: 270-803-00.000-801.000 PROFESSIONAL AND CONTRACTUAL SERVICES

| Doc Date                     | Jrnl | Type | Doc #   | Ref #    | Line | Description                    | Project String | Actual | D/C | Encumbrance | Budget Adj |
|------------------------------|------|------|---------|----------|------|--------------------------------|----------------|--------|-----|-------------|------------|
| 6/8/2023                     | AP   | PO   | 5505792 | P-044181 | 1    | 2023 HISTORIC AWARDS - FRAMEMA |                | 0.00   |     | 257.00      | 0.00       |
| 6/8/2023                     | AP   | IN   | 5506190 | 1044     | 1    | 2023 HISTORIC AWARDS - FRAMEMA |                | 257.00 | D   | 0.00        | 0.00       |
| 6/8/2023                     | AP   | LI   | 5506190 | 1044     | 2    | 2023 HISTORIC AWARDS - FRAMEMA |                | 0.00   |     | -257.00     | 0.00       |
| 6/30/2023                    | AP   | PO   | 5510223 | P-044372 | 1    | HISTORIC PRESERVATION - MASONR |                | 0.00   |     | 500.00      | 0.00       |
| 6/30/2023                    | AP   | PO   | 5510232 | P-044378 | 1    | HISTORIC PRESERVATION - KNAC R |                | 0.00   |     | 110.00      | 0.00       |
| TOTAL 270-803-00.000-801.000 |      |      |         |          |      |                                |                | 257.00 |     | 610.00      | 0.00       |
| Fund 270 TOTAL               |      |      |         |          |      |                                |                | 257.00 |     | 610.00      | 0.00       |
| GRAND TOTAL                  |      |      |         |          |      |                                |                | 257.00 |     | 610.00      | 0.00       |

**\*ALSO REVIEWED – No Historic Property – end of this document**

1. 04/04/2023                      1615 LAY BLVD                      Edison                      Community  
Home Works

**PROPOSED WORK:** Code Enforcement Project

- Run new gutter across 2nd story eave at rear of home
- Install aluminum flashing on bath fan vent at rear 1st story roof
- Install new posts and handrail system on rear deck
- Replace broken deck boards on rear deck and stairs as needed
- Seal around exterior dryer vent
- Re-mount handrail to basement
- Install dehumidifier with pump in basement for moisture issues
- Install nut/washer on drain extension under bathroom sink
- Install new flush light fixture in living room
- Install new switch and outlet plates on main floor where missing

**AREA OF POTENTIAL EFFECT:** Limited to this house and adjacent properties on Lay Blvd

**HISTORIC PROPERTIES PRESENT:** This house was evaluated as being a contributing structure in the Hays Park / South Park Historic District in the 2022 Reconnaissance Level Historic Survey. This area is **National Register eligible**. This house is **National Register (NR)** eligible.

**DETERMINATION OF EFFECT:** No ADVERSE Effect on historic properties. Work may proceed without further review. The proposed work is covered under Appendix C of the Programmatic Agreement between the City of Kalamazoo and the State Historic Preservation Office of Michigan.

2. 06/07/2023                      617 STUART AVE                      Stuart                      Community Homeworks

**PROPOSED WORK:** Code enforcement project. Following details were provided from subcontractor's bid:

- Remove 2 layers of shingles and decking on east side of garage. All the way down to framing.
- Remove all soffits and fascia on east side of garage including gables.
- Repair any damaged framing including overhangs on east side only.
- Install new ¼ inch plywood to soffits and new 1x8 to fascia on east side of garage.
- Install new 7/16 OSB to east side decking of garage.
- Install new CertainTeed diamond deck underlayment to east side of garage.
- Install new CertainTeed Landmark shingles to east side.
- Install new CertainTeed Hip and Ridge shingles across ridge of roof.

**AREA OF POTENTIAL EFFECT:** Limited to this house and adjacent properties on Stuart Ave.

**HISTORIC PROPERTIES PRESENT:** This house was evaluated as being a contributing structure in the Stuart National Register of Historic Places multiple resource listing and the Stuart Area local historic district.

**DETERMINATION OF EFFECT:** No ADVERSE Effect on historic properties. Work may proceed without further review. This is an Appendix C project.

Work may proceed without further review

3. 06/20/2023 1418 E STOCKBRIDGE AVE Edison CHW

PROPOSED WORK: Repair chipped concrete front steps.

AREA OF POTENTIAL EFFECT: Limited to this house.

HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the Hays Park/South Park proposed Historic District in the 2021 Reconnaissance Level Historic Resources Survey. This house is **National Register** (NR) eligible.

DETERMINATION OF EFFECT: No ADVERSE Effect on historic properties. Work may proceed without further review. This is an appendix C project.

Work may proceed without further review

4. 06/28/2023 1829 VAN ZEE ST Edison CHW

PROPOSED WORK: Repair broken front and rear entry doors.

AREA OF POTENTIAL EFFECT: Limited to this house and adjacent properties on Vanzee

HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the Edison potential study area in the 2019 Reconnaissance Level Historic Resources Survey. This area is potentially **National Register eligible**. This house is **National Register** (NR) eligible.

DETERMINATION OF EFFECT: No ADVERSE Effect on historic properties. Work may proceed without further review. This is an appendix C project under the programmatic agreement between the city and the State Historic Preservation Office.

Work may proceed without further review.

ALSO REVIEWED – No Historic Property

| Date |           | Address         | Work             | Agency     |
|------|-----------|-----------------|------------------|------------|
| 1    | 1/3/2023  | 2335 Springmont | Maintenance      | CHW        |
| 2    | 1/11/2023 | 1001 Burdick    | Rehabilitation   | Milestones |
| 3    | 1/12/2023 | 832 Staples     | garage demo      | CDBG       |
| 4    | 1/12/2023 | 130 Balch       | garage demo      | CDBG       |
| 5    | 1/18/2023 | 807 Clarence    | Rehabilitation   | Milestones |
| 6    | 1/18/2023 | 827 Clarence    | Rehabilitation   | Milestones |
| 7    | 1/18/2023 | 1002 N Pitcher  | Rehabilitation   | Milestones |
| 8    | 1/24/2023 | 902 Cobb        | Rehabilitation   | Milestones |
| 9    | 1/24/2023 | 1601 Union      | Rehabilitation   | Milestones |
| 10   | 1/26/2023 | 312 Bessie      | Rehabilitation   | Milestones |
| 11   | 1/31/2023 | 518 W North     | Demolition       | CDBG       |
| 12   | 2/7/2023  | 2335 Springmont | Rehabilitation   | Milestones |
| 13   | 2/8/2023  | 1716 Palmer     | Rehabilitation   | Milestones |
| 14   | 2/8/2023  | 536 Edwin       | Rehabilitation   | KENA       |
| 15   | 2/17/2023 | 1215 N Rose     | Maintenance      | CHW        |
| 16   | 2/17/2023 | 1921 Krom       | Rehabilitation   | Milestones |
| 17   | 2/17/2023 | 1508 Beacon     | Rehabilitation   | CHW        |
| 18   | 2/17/2023 | 615 Wallace     | Rehabilitation   | KENA       |
| 19   | 2/17/2023 | 550 Phelps      | Rehabilitation   | KEENA      |
| 20   | 2/17/2023 | 421 Phelps      | Rehabilitation   | KENA       |
| 21   | 2/17/2023 | 1825 Charles    | Rehabilitation   | KENA       |
| 22   | 2/17/2023 | 703 Charlotte   | Rehabilitation   | KENA       |
| 23   | 2/17/2023 | 604 Gilbert     | Rehabilitation   | KENA       |
| 24   | 2/22/2023 | 4118 Konkle     | Rehabilitation   | CHW        |
| 25   | 2/22/2023 | 1807 N Church   | Rehabilitation   | CHW        |
| 26   | 2/23/2023 | 535 Elizabeth   | Rehabilitation   | CHW        |
| 27   | 3/2/2023  | 524 Lulu        | Rehabilitation   | CHW        |
| 28   | 3/2/2023  | 1218 Woodward   | Rehabilitation   | Milestones |
| 29   | 3/2/2023  | 116 Alcott      | Rehabilitation   | Milestones |
| 30   | 3/10/2023 | 726 Hawley      | Lead Remediation | KNHS       |
| 31   | 3/10/2023 | 526 Lawrence    | Rehabilitation   | Milestones |
| 32   | 3/24/2023 | 1713 Union      | Rehabilitation   | Milestones |
| 33   | 3/24/2023 | 3103 Onondaga   | Rehabilitation   | CHW        |
| 34   | 3/24/2023 | 3228 Konkle     | Rehabilitation   | CHW        |
| 35   | 3/24/2023 | 1131 Maywood    | Rehabilitation   | CHW        |
| 36   | 3/24/2023 | 1510 Krom       | Rehabilitation   | CHW        |
| 37   | 3/24/2023 | 1205 N Rose     | Rehabilitation   | CHW        |

|    |            |                      |                  |      |
|----|------------|----------------------|------------------|------|
| 38 | 3/24/2023  | 1413 N Burdick       | Rehabilitation   | CHW  |
| 39 | 04/14/2023 | 2008 Miles           | Maintenance      | CHW  |
| 40 | 04/14/2023 | 112 E Alcott         | Rehabilitation   | SSI  |
| 41 | 04/14/2023 | 271 W Maple          | Rehabilitation   | SSI  |
| 42 | 04/14/2023 | 1407 N Church        | Lead Remediation | KNHS |
| 43 | 04/14/2023 | 1417 N Church        | Lead Remediation | KNHS |
| 44 | 05/15/2023 | 216 W Emerson        | Lead Remediation | KNHS |
| 45 | 05/15/2023 | 715 Judge            | Lead Remediation | KNHS |
| 46 | 05/15/2023 | 430 W Ransom         | Rehabilitation   | CHW  |
| 47 | 05/03/2023 | 1306 4 <sup>Th</sup> | Rehabilitation   | CHW  |
| 48 | 05/16/2023 | 1101 C0bb            | Demolition       | CDBG |
| 49 | 05/16/2023 | 1423 N Edwards       | Demolition       | CDBG |
| 50 | 05/25/2023 | 1110 Sherwood        | Maintenance      | CHW  |
| 51 | 05/25/2023 | 1818 Edwards         | Lead Remediation | KNHS |
| 52 | 05/25/2023 | 3316 Michael         | Repairs          | CHW  |
| 53 | 05/25/2023 | 2112 S Westnedge     | Lead Remediation | KNHS |
| 54 | 05/25/2023 | 750 Skinner          | Demolition       | CDBG |
| 55 | 6/12/2023  | 1123 S Rose          | Maintenance      | CHW  |
| 56 | 06/12/2023 | 1818 N Edwards       | Lead Remediation | KNHS |
| 57 | 06/20/2023 | 1308 N Church St     | Maintenance      | CHW  |
| 58 | 06/21/2023 | 1336 E Vine          | Maintenance      | CHW  |
| 59 | 06/21/2023 | 1833 Miles           | Maintenance      | CHW  |
| 60 | 06/21/2023 | 1719 Krom            | Maintenance      | CHW  |



# Historic Preservation Commission Staff Report

City of Kalamazoo

**TO:** The Kalamazoo Historic Preservation Commission

**FROM:** Luis Pena, Historic Preservation Coordinator

**DATE:** 12 July 2023

**SUBJECT:** Historic Preservation Coordinator's Report

## Orientation/Training

Training will be held on 19 July 2023 from 6 to 9PM. Topics will cover things such as how the HPC fits into Kalamazoo's preservation 'big picture', Robert's Rules of Order, Historic Designation, Grants, Section 106 Review, comparable preservation efforts from other communities, and more.

## Current Vacancy

Please spread the word about the current existing vacancy on the Historic Preservation Commission. Currently there has been one application.

## Gravestone Cleaning

The first gravestone cleaning of 2023 will be held on 22 July 2023 from 9AM to noon at Mountain Home Cemetery (1402 W Main St). Reach out to Chair Hibbard or Luis Peña if you are interested in attending the cleaning session.

## Historic District Reviews

| Review Type               | Cost | Number of Reviews | Totals  |
|---------------------------|------|-------------------|---------|
| Administrative, no permit | \$0  | 17                | \$0     |
| Administrative, permit    | \$35 | 20                | \$700   |
| Hearing                   | \$85 | 21                | \$1,785 |
|                           |      | 49                | \$2,485 |