

Agenda

Historic Preservation Commission

City of Kalamazoo



Wednesday, August 9, 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 the minutes from the Historic Preservation Commission meeting on 12 July 2023

D. PUBLIC COMMENTS

E. REPORTS

1. August 2023 Financial Report
2. O'Connor Fund Organizing Committee Report
3. Gravestone Cleaning Report

F. DISCUSSION/ACTION ITEMS

1. Proposal to Transfer Funds from City-held Account to O'Connor Fund

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.

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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**

Called to order at 5:58.

White approved, moved to approve absence of Vail.

Walker 2nd motion.**B. ADOPTION OF FORMAL AGENDA**

Walker moved to approve agenda as amended.

White 2nd motion.**C. APPROVAL OF MINUTES**

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

Hibbard said F2 O'Conner was misspelled should be O'Connor.

White moved to approve minutes as amended.

Edison 2nd motion.**D. PUBLIC COMMENTS**

Pam O' Connor wants to be formally added to two sets of information received from the coordinator.

Call for reports.

Meeting packet be on contact list.

Add to monthly agenda until resolved City Hall Local Historic District Study Report.

Other topics as Historic Preservation Commission are working on.

Application for seventh seat and have not interviewed.

Roll over funds has it happened yet.

Luis Pena will add Pam O'Connor to the contact list for call for materials to be included in the packets. Call goes out the week before, the packet materials are on the Civic Clerk portal.

Local Historic District will be included on next month's agenda.

Applicant was hoping to get my applicants will move forward with interview of applicant.

Will get funds sent over to Marcy by the end of the week the formal motion.

Training will discuss the work plan.

E. REPORTS

1. Jae Slaby- Neighborhood Activator
Ransom Street right of way, Walbridge to Pitcher to start July 24th, 2023.
Pitcher to Westnedge 2024 to be completed. We are working on having 36 pillars on Ransom block that will focus on black businesses and historic. Working with Ransom South Side NACB, North Side Association and NCDBA. Have a partnership with Western school of engineering, Bronco construction and students removing historic bricks that are there and reuse and preserve the bricks early install 2025. There will be lighting in pillars focusing on safer walkway. Working with electrical contractor for conduit and outlets. Once the pillars are done then they can just be set on and plugged in. There are 2 homes in that area have talked with them about the lighting they are on board and think it will be safer for the area. The rest of the area is industrial properties that have bright lights already. Pillars will be 4x4 size that will fit in sidewalk slab. Dr. Powell-Wilson would like a map of the area and commission needs to decide on what buildings. Also, what roll the Historic Preservation Commission wants to be involved in. Jae said it will be \$50,000 to \$90,000 for all pillars.
2. Financial Report
Pena read report.
3. Section 106 Quarter1 and 2 Review
Pena read report.

F. DISCUSSION/ACTION ITEMS**G. COORDINATOR'S REPORT**

1. Coordinators Report
Pena read report.

H. COMMISSIONER COMMENTS**I. ADJOURNMENT**

White moved to adjourn at 7:14pm.

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expstat.rpt
08/01/2023 10:54AM
Periods: 7 through 7

Expenditure Status Report

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City of Kalamazoo
7/1/2023 through 7/31/2023

<u>Account Number</u>		<u>Adjusted</u> <u>Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date</u> <u>Expenditures</u>	<u>Year-to-date</u> <u>Encumbrances</u>	<u>Balance</u>	<u>Prct</u> <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	610.00	1,381.46	0.00	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
Total HISTORICAL COMMISSION FUND		8,000.00	610.00	1,381.46	0.00	6,618.54	17.27
Grand Total		8,000.00	610.00	1,381.46	0.00	6,618.54	17.27

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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
7/17/2023	AP	IN	5514406	1429	1	HISTORIC PRESERVATION - KNAC R		110.00	D	0.00	0.00
7/17/2023	AP	LI	5514406	1429	2	HISTORIC PRESERVATION - KNAC R		0.00		-110.00	0.00
7/17/2023	AP	IN	5514410	248	1	HISTORIC PRESERVATION - MASONR		500.00	D	0.00	0.00
7/17/2023	AP	LI	5514410	248	2	HISTORIC PRESERVATION - MASONR		0.00		-500.00	0.00
TOTAL 270-803-00.000-801.000								610.00		-610.00	0.00
Fund 270 TOTAL								610.00		-610.00	0.00
GRAND TOTAL								610.00		-610.00	0.00

revstat.rpt
08/01/2023 10:57AM
Periods: 7 through 7

Revenue Status Report

Page: 1

City of Kalamazoo
7/1/2023 through 7/31/2023

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
270 HISTORICAL COMMISSION FUND					
270-803 HISTORIC COMMISSION					
270-803-00.000 HISTORIC COMMISSION					
270-803-00.000 HISTORIC COMMISSION					
270-803-00.000-642.003 HISTORIC PRESERVATION SALES	3,000.00	0.00	500.00	2,500.00	16.67
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
Total HISTORICAL COMMISSION FUND	8,000.00	0.00	500.00	7,500.00	6.25
Grand Total	8,000.00	0.00	500.00	7,500.00	6.25

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HPC Report for Meeting 08-2023

KHPC/O'Connor Fund ORGANIZING Committee

Pam O'Connor

- Deduping of City's 1,800 non-profit owners of buildings is complete; leaving a few less than 300. This list will be reviewed by the sub-committee and may be reduced a bit further later in the fall. This leaves 2 more parts to the grant application changes that we made following the last round.

- Complete by August 31

- Edit paper/online applications to
 - reduce number of written project estimates from 3 to 2
 - embed attachments/links in the instructions/application texts & remove from margin
 - eliminate references to specific building types (Sacred, Institutional, etc.)
 - remove requirement that all applicants MUST call Coordinator prior to applying, and substitute that if they have read all directions and attachments and STILL have questions — they may call Coordinator
 - e-order instructions for online and paper, and include advice to read all (see below)
 - advise applicants to read all instructions/attachments BEFORE starting application
- Edit as needed to insure online and paper instructions and applications are identical
- Create "Eligibility Checklist" for applicants' (that must be completed and submitted with application?)

- Complete by September 30

- a) Plan, b) schedule and c) add to promo/comms calendar a pre-application workshop about a month before application period OPENS (that's mid-February)
- do 2nd edit on de-duped non-profits list, then prepare letter and schedule/carry out mailing in mid- January
- edit comms calendar to reflect deadlines and dates for activities (mailing invite to workshop and workshop itself)



Historic District Commission Staff Report

City of Kalamazoo

TO: Historic Preservation Commission

FROM: Luis Peña, Historic Preservation Coordinator

DATE: August 3, 2023

SUBJECT: Mountain Home Gravestone Cleaning 7/22/23

INTRO: On July 22nd, 2023 from 9:00-12:00 the Historic Preservation Commission hosted the first official gravestone cleaning event of the year at Mountain Home Cemetery in the West Douglas Neighborhood.

DETAILS: 13 people attended the event, including members of the Historic Preservation Commission, current and former city staff and local professors. It is estimated that around 65 gravestones were cleaned during the event.

Gravestone cleanings are necessary to reduce the effects of weathering on gravestones, and stones at Mountain Home date back to the mid-1800s. Chemicals were not provided by the city for the event to simplify the process and ensure that gravestones were not harmed in the process of cleaning. Water, soft-bristled brushes, plastic paint scrapers and tongue depressors were used to clean the stones.

Some attendees provided their own chemicals, and used D-2 to clean the stones, which is a non-hazardous solution widely used to clean gravestones and historic structures.



Below is a before and after example of a gravestone cleaned during the event.





Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: August 9, 2023

SUBJECT: Proposal to Transfer Funds from City-Held Account to O'Connor Fund
(Kalamazoo Community Foundation)

SUMMARY:

Revisiting the proposal to transfer funds from the city-held account to the O'Connor fund held at the Kalamazoo Community Foundation.

BACKGROUND:

At the 14 January 2020 meeting of the Historic Preservation Commission, it was decided that any funds over \$10,000 held in the commission's city account be transferred to the O'Connor fund. The motion stated nothing about the recurrence of this transfer, though it was brought up in discussion that the movement would recur annually.

At the 14 June 2023 meeting of the Historic Preservation Commission an invalid motion was made regarding the movement of funds over \$5,000 to the O'Connor fund on a quarterly basis. After internal discussions, it was discovered that quarterly transfers are not possible. Audits of accounts for any fiscal year are completed in the following fiscal year (the audit for 2022 was completed in June 2023), and the transfer will need to wait until after the audit is completed.

RECOMMENDATION:

After internal discussions, City staff recommends against the transfer of funds at this time. As the transfer would only consist of small amounts of money, the impact on the O'Connor fund may be negligible. For the time being, it would be better to keep the money in a city controlled account, until the city account accrues more funds.

The topic of transfer would make more sense when the city fund is larger, and therefore a larger transfer could be made.

Potential Action:

- Motion to transfer funds over \$5,000 from the city-held account to the O'Connor Fund once per fiscal year following the audit of necessary accounts.



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: 09 August 2023

SUBJECT: Historic Preservation Coordinator's Report

Current Vacancy

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

Historic District Reviews

Review Type	Cost	Number of Reviews	Totals
Administrative, no permit	\$0	23	\$0
Administrative, permit	\$35	24	\$840
Hearing	\$85	26	\$2,210
		73	\$3,050

Core Values: Diversity, Equity and Inclusion, Education, Sustainability, Inventory and Resources

Diversity, Equity and Inclusion

Goal: Work with SHPO to develop a city-wide context statement and survey by 2027 that situates and surfaces underrepresented communities, including but not limited to people of color, Indigenous people, and the LGBTQ+ community. Outcomes for the project could include nominations at the Federal and Local Level or a local marker program.

Subcommittee Members: Fred Edison

1. *Contact SHPO to establish feasibility and cost by end of April*
2. *Report to commission what SHPO Says*
3. *Meet with SHPO representatives to discuss granting opportunities in June.*

Education

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

Subcommittee Members: Lead- Kyle Hibbard, Ryan Walker

1. *Take inventory of cleaning supplies*
Buy more if necessary
2. *Send out communications for each cleanup*
 - a. *Neighborhoods*
 - b. *Social Media*
 - c. *Try for print material*
 - d. *Local schools*

Goal: Hold a window workshop in either Vine or Stuart (or both) by the end of the fiscal year.

1. *Find a property to use*
2. *Identify instructor*
3. *Identify areas of work*
4. *Pick dates*
5. *Outreach to community members*
6. *Track results*

Goal: Have a live and accessible page for the history of the Match-e-be-nash-she-wish tribe on the Kalamazoo Public Library Page, created in conjunction with members of the Gun Lake Band.

Lead: Regina Gorham (I'm happy to stay on and would really like to see the project come to fruition).

1. *Meet with committee and Gun Lake Band members to confirm desired text*
2. *Draft text*
3. *Get approval on text*
4. *Host on KPL website*
5. *Create ongoing relationship between the KHPC and the committee group members to continue to support the project of expanding recognition and understanding of Native American history in the Kalamazoo area.*

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

Lead: Regina Gorham (for 2022)

1. *Publicize and email out award nomination forms in February 2022 (Due by March 28, 2022).*
2. *Make decisions and vote on award winners in April 2022.*
3. *Put together videos of the award winners for use at the awards event (April – May 2022).*
4. *Complete preservation awards event during Month of May 2022.*
5. *Report to the KHPC on the event. (June 2022)*
6. *Get new committee lead for 2023.*
7. *Create further programming for Preservation Month that can align with other KHPC goals, including OHOW trainings, presentations on the findings of the SHPO project, etc.*

Sustainability

Goal: If appropriate make a grant by 1 May 2023

Subcommittee Members: Lead- Katherine White, Kyle Hibbard

1. *Finalize application and scoring criteria for grants*
2. *Organize a new committee while promoting the opportunity*
3. *Open grant round*
4. *Review grants*
5. *Select grantees if appropriate*

Inventory and Resources

Goal: Complete the field work for the survey by the of the year.

1. *Finish street assignments*
2. *Conduct trainings with neighborhood associations*
3. *Distribute assignments*
4. *Track progress*
5. *DATA? PATRICK?*