

Agenda

Historic Preservation Commission

City of Kalamazoo



Wednesday, December 13, 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 (Excused Absence)
 6. Katherine White

B. ADOPTION OF FORMAL AGENDA

C. APPROVAL OF MINUTES

1. Approval of the Minutes on 13 September 2023

D. PUBLIC COMMENTS

E. REPORTS

1. Kalamazoo Community Foundation O'Connor Fund Presentation
2. Financial Report
3. Section 106 Review Report - Quarters 3 and 4
4. O'Connor Fund Organizing Committee Report
5. MHPN Support Proposal

F. DISCUSSION/ACTION ITEMS

1. New Commissioner Appointment Recommendation - Kaila Akina
2. Programmatic Agreement Review
3. Workplan Review and Adoption

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.

Agenda

Historic Preservation Commission

City of Kalamazoo



Wednesday, September 13th, 2023

6:00 PM

City Commission Chambers at City Hall – 241 West South Street

A. CALL TO ORDER/ROLL CALL

Called to order at 6:01.

White approved, moved to approve absence of Edison.

Walker 2nd motion.

B. ADOPTION OF FORMAL AGENDA

White moved to approve.

Walker 2nd motion.

C. APPROVAL OF MINUTES

White said header say February.

Hibbard said section D should be more applicants and following formal motion.

E 1 historic figures and what role the Historic Preservation Commission want to be involved in.

1. Approval of the minutes from the Historic Preservation Commission Meeting on 09 August 2023 and 12 July 2023.

Walker moved to approve minutes as amended.

White 2nd motion.

D. PUBLIC COMMENTS

Pam O'Connor funds still not transferred to O'Connor fund.

Propose \$5,000.00 to be transferred will talk about it when discussion items are up.

Need to learn how to read revenue and financial reports. There is \$1,000.00 difference between them. Meeting to discuss October 4th 6pm to 9pm in Planning Community Room.

E. REPORTS

1. Financial Report
Pena read report.
2. O'Connor Fund Organizing Committee Report
O'Connor read report.
3. Gravestone Cleaning Report
Pena read report.

F. DISCUSSION/ACTION ITEMS

1. Proposal to Transfer Funds from City-held Account to O'Connor Fund
Pena said June fiscal year after transfer funds. Must wait until audit is complete before funds can be moved. Not going to move funds quarterly this will have to be addressed every fall. O'Connor motion to transfer from city held account \$5,000.00 in the next 30 days and make permanent part of the KHPC work plan. Pena said can transfer now he will check.
 1. White motion to transfer \$5,000.00 from city held account to O'Connor Fund within 30days.
Vail 2nd motion.
Motion approved.
 2. White motion to view this annually \$5,000.00 by \$1,000.00.
Powell-Wilson 2nd motion.
Motion approved.
 3. White motion permanent part of work plan.
Walker 2nd motion.
Motion approved.
2. Programmatic Agreement Review

G. COORDINATOR'S REPORT

1. Coordinator's Report
Pena read report.
Received application 9/13/23 for Commissioner seat.
Pena will interview then Commissioner.

H. COMMISSIONER COMMENTS

District Hall Pena will speak with a someone when he is back from vacation.

I. ADJOURNMENT

Powell-Wilson moved to adjourn at 7:02pm.

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Kalamazoo Historic Preservation Commission: O'Connor Fund for Historic Preservation in the City of Kalamazoo

December 13, 2023



Agenda

- ◆ Introductions
- ◆ KZCF overview
 - ◆ Who we are
 - ◆ Endowment 101
 - ◆ Different fund types, different purposes
- ◆ Review of the O'Connor Fund for Historic Preservation in the City of Kalamazoo
 - ◆ Purpose
 - ◆ Net assets and spendable balance
 - ◆ Grantmaking from the fund
 - ◆ Gifting to the fund
- ◆ Q&A

Kalamazoo Community Foundation: Who we are

Geographically focused:

The Kalamazoo Community Foundation (KZCF) is committed to serving the county of Kalamazoo.

Community centered:

KZCF supports many causes of interest to community members but also invests strategically in long-term, transformative change.

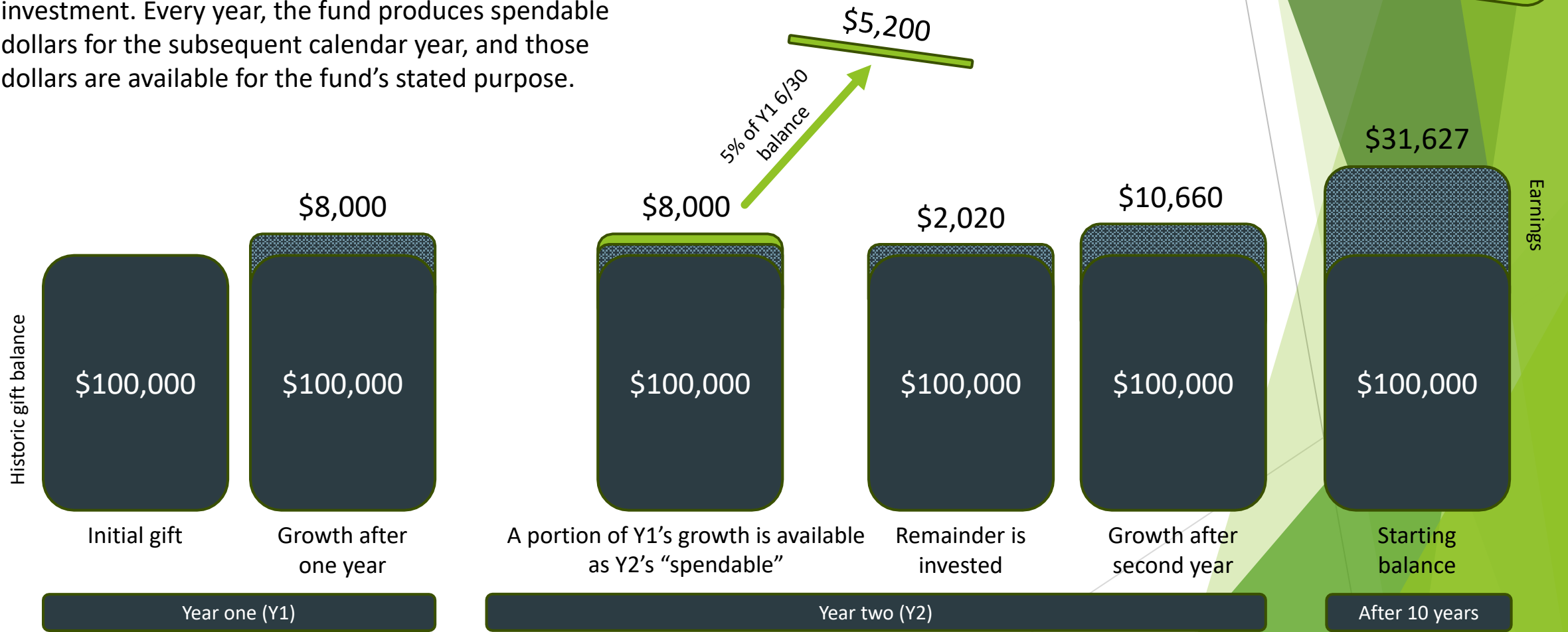
Established for growth:

KZCF was established in 1925 with a gift of \$1,000. We now hold more than 1,000 funds and manage over \$610 million in assets. Our grants in 2022 totaled \$19 million.



What is an endowment (or endowed) fund?

An endowment fund is designed to last in perpetuity and to pay out, over time, far more than its initial investment. Every year, the fund produces spendable dollars for the subsequent calendar year, and those dollars are available for the fund’s stated purpose.



*Assumes no additional gifts made to fund since initial gift; 8% average net annual return; 5% average net grant payout spent every year; and KZCF fee of 0.75%

Benefits of an Endowment Fund



Can grow over time providing a source of lasting support forever



Provides a stable option for donors to leave a legacy gift



Allows your staff to focus on mission rather than investments



KZCF is able to facilitate complex gifts

Additional benefits of an endowment fund:



Online account access.



Request distributions throughout the year.



Anyone can add to the fund. We will provide gift receipts to all donors.



We handle all the administrative details, for a fee based on the fund's market value.

Challenges of an endowment:



Principle of the fund is NOT ACCESSIBLE



\$50,000 can be a lot to contribute for a smaller organization



Spendable dollars on NEW funds not available for at least six months



Must adhere to the purpose of the fund

Designated Funds: A Key Tool

Today's focus

Unrestricted

- Flexible to meet changing needs in community

Field-of-interest

- Focused on issues or causes important to community members—such as youth, the environment, education, healthcare, or disability services—but still flexible to address the evolution of needs over time

Advised

- Convenient, flexible tools for individuals, families, businesses or groups that want to be actively involved in suggesting community investments made possible by their gifts

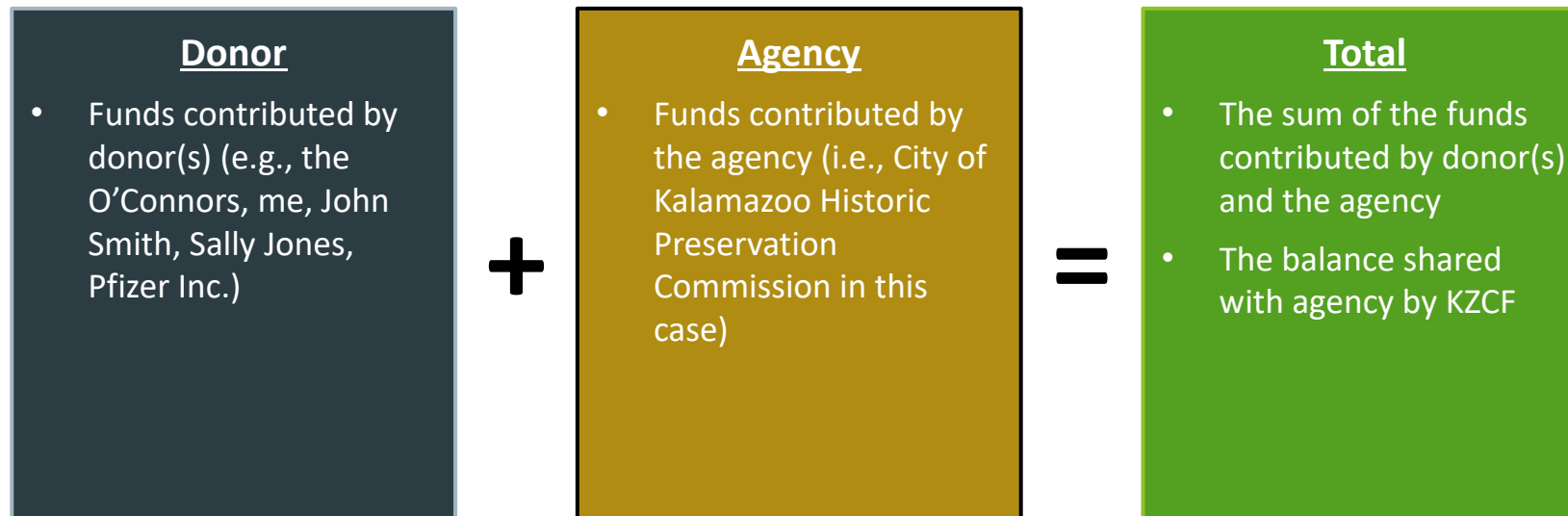
Designated

- Established for the benefit of specific nonprofit organizations or educational or religious institutions
- Can be established by individuals or nonprofits themselves
- Also includes designated scholarship funds, which are administered by the agency

Scholarship

- Support undergraduate and graduate education, professional development, or other educational enrichment opportunities
- Administered by KZCF

Sub-funds: Two Sides of the Same Designated Fund



Note that due to an IRS requirement, we (KZCF) must maintain separate records of gifts received from agencies vs. donors. The full spendable balance is available to the agency.

O'Connor Fund for Historic Preservation in the City of Kalamazoo: Purpose

Purpose: "...It is intended that in establishing this fund, distributions of income subject to an appropriate spending rule, would be made available to permit the *Kalamazoo Historic Preservation Commission* to accomplish its goals and purposes. Such distributions will be made available to a designated contact who is authorized to request and review disbursements from the *O'Connor Fund for Historic Preservation in the City of Kalamazoo*."

Authorized fund representative: Historic Preservation Coordinator, Luis Peña

May 2000

Dr. John E. Hopkins
Kalamazoo Foundation
151 S. Rose Street, Suite 332
Kalamazoo, MI 49007

RE: A Designated Endowment Fund

Dear Dr. Hopkins:

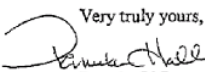
We wish to establish a fund within the Kalamazoo Foundation to be designated as the *O'Connor Fund for Historic Preservation in the City of Kalamazoo*. This fund is established with the irrevocable gift of stock and will act as a depository to receive additional gifts, conveyances and transfers from others or us and is intended to assist the *Kalamazoo Historic Preservation Commission* to achieve its goals and purposes.

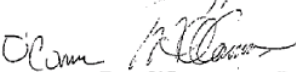
It is understood that any distribution made from this fund can only be made with the approval and authorization of the board of trustees of the Kalamazoo Foundation. However, it is intended that in establishing this fund, distributions of income subject to an appropriate spending rule, would be made available to permit the *Kalamazoo Historic Preservation Commission* to accomplish its goals and purposes. Such distributions will be made available to a designated contact who is authorized to request and review disbursements from the *O'Connor Fund for Historic Preservation in the City of Kalamazoo*.

In the event the *Kalamazoo Historic Preservation Commission* should cease to exist, it is intended that distributions, subject to an appropriate spending rule, would be made available to the *City of Kalamazoo Historic District Commission* or another city body whose charge is substantially the same as the Historic Preservation Commission. Should the *City of Kalamazoo Historic District Commission* cease to exist, the *City of Kalamazoo* shall receive a portion of the spendable income from the *O'Connor Fund for Historic Preservation in the City of Kalamazoo* equal to its original gift. Should the City of Kalamazoo cease to exist as a municipal corporation, the *O'Connor Fund for Historic Preservation in the City of Kalamazoo* would become a permanent *Field-of-Interest* endowed fund of the Kalamazoo Foundation. The board of trustees of the Kalamazoo Foundation would be authorized to distribute such amounts of income, subject to an appropriate spending rule, for such historic preservation efforts as the board shall deem appropriate.

Thank you for your assistance in the establishment of the *O'Connor Fund for Historic Preservation in the City of Kalamazoo*.

Very truly yours,


Pamela O'Connor


Terry O'Connor

Date: 4 June 2000

O'Connor Fund for Historic Preservation in the City of Kalamazoo: Financials

Sub-fund	Sub-fund name	Balance ¹	Spendable ¹
OCON01	O'Connor Fund for Historic Preservation in the City of Kalamazoo (Agency)*	\$59,485.50	\$15,099.81
OCON02	O'Connor Fund for Historic Preservation in the City of Kalamazoo (Donor)	\$352,895.53	\$47,451.20
TOTAL		\$412,381.03	\$62,551.01

Grantmaking from the fund: The fund representative can submit grant distribution requests through our online portal, Kalamazoo Connect, or by contacting a member of the KZCF Donor Relations team.

Gifting to the fund: KZCF can accept gifts of all sizes and many types from donors wishing to support the O'Connor Fund. Gifts to the fund—from either donors or the agency—can be specifically designated for spendable.

1. Balance and spendable are calculated as accurate as of November 22, 2023.

Questions?

	Document Date	Description	Acct #	GL Amount
	06/08/2023	2023 HISTORIC AWARDS - FRAMEMA	270-803-00.000-801.000	\$257.00
	06/08/2023	2023 HISTORIC AWARDS - FRAMEMA	270-803-00.000-801.000	(\$257.00)
	06/30/2023	HISTORIC PRESERVATION - MASONR	270-803-00.000-801.000	\$500.00
	06/30/2023	HISTORIC PRESERVATION - KNAC R	270-803-00.000-801.000	\$110.00
	07/17/2023	HISTORIC PRESERVATION - KNAC R	270-803-00.000-801.000	(\$110.00)
	07/17/2023	HISTORIC PRESERVATION - MASONR	270-803-00.000-801.000	(\$500.00)
	02/15/2023	Lunch for attendees participat	270-803-00.000-801.000	\$114.46
	05/24/2023	HPC - REIMBURSEMENT TO PAM O'C	270-803-00.000-801.000	\$400.00
	06/08/2023	2023 HISTORIC AWARDS - FRAMEMA	270-803-00.000-801.000	\$257.00
	07/17/2023	HISTORIC PRESERVATION - KNAC R	270-803-00.000-801.000	\$110.00
	07/17/2023	HISTORIC PRESERVATION - MASONR	270-803-00.000-801.000	\$500.00
11				
	Total Expendature			\$1,381.46

Debit or Credit	Document Description	Vendor Last Name	Check Date
	2023 HISTORIC AWARDS - FRAMEMAKER - LUIS	FRAMEMAKER	
	2023 HISTORIC AWARDS - FRAMEMAKER	FRAMEMAKER	06/14/2023
	HISTORIC PRESERVATION - MASONRY RESTORAT	BUILDING RENOVATION LLC	
	HISTORIC PRESERVATION AWARDS - KNAC RENT	KALAMAZOO NONPROFIT ADVOCACY	
	2023 HISTORIC PRESERVATION AWARDS - KNAC	KALAMAZOO NONPROFIT ADVOCACY	07/26/2023
	HISTORIC PRESERVATION - BUILDING RENOVAT	BUILDING RENOVATION LLC	07/26/2023
D	HISTORIC PRESERVATION WINDOW WORKSHOP CA	JIMMY JOHNS	02/28/2023
D	HPC - REIMBURSEMENT TO PAM O'CONNOR - GU	O'CONNOR	05/31/2023
D	2023 HISTORIC AWARDS - FRAMEMAKER	FRAMEMAKER	06/14/2023
D	2023 HISTORIC PRESERVATION AWARDS - KNAC	KALAMAZOO NONPROFIT ADVOCACY	07/26/2023
D	HISTORIC PRESERVATION - BUILDING RENOVAT	BUILDING RENOVATION LLC	07/26/2023

	Document Date	Description	Acct #	GL Amount	Debit or Credit	Document Description	Vendor Last Name	Check Date
	02/28/2023	HISTORIC PRESERVATION CLASS	270-803-00.000-642.003	\$300.00	C	P & R CIVICREC ACTIVITY FEBRUARY 2023		
	06/30/2023	HISTORIC PRESERVATION CLASS	270-803-00.000-642.003	\$200.00	C	P & R CIVICREC ACTIVITY JUNE 2023		
	2							

Total Revenue

\$500

Document Reference
23582
24070

***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.

5. 07/14/2023 206 REED AVE Edison CHW

PROPOSED WORK: Wooden step repair

Handrails

Porch repair

Window repair

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

HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the Ihling Everard potential district the 2021 Edison 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 of Kalamazoo and the State Historic Preservation Office.

Work may proceed without further review

6. 07/14/2023 536 S ROSE ST South Street – Vine Area CHW

PROPOSED WORK:

Boiler repair/tune up.

Active plumbing leak - leaking toilet.

Blocked tub drain clear out.

Repair front step handrails.

Window screen repairs.

AREA OF POTENTIAL EFFECT: Limited to this house and adjacent properties on S Rose Street.

HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the South Street – Vine Area local historic district.

DETERMINATION OF EFFECT: No ADVERSE Effect on historic properties. Work may proceed without further review. The work is covered under appendix c of the programmatic agreement between the city of Kalamazoo and the Michigan State Historic Preservation Office.

Work may proceed without further review

7. 07/27/2023

304 REED AVE

Edison

CHW

PROPOSED WORK:

Porch Repairs. Handrails. Water heater tune up. Repair active plumbing leaks.

AREA OF POTENTIAL EFFECT: Limited to this property.

HISTORIC PROPERTIES PRESENT: This building was identified as retaining a good degree of historic integrity and is National Register eligible as determined in the 2022 Reconnaissance Level Historic Resources Survey of the Edison neighborhood. This house is **National Register (NR)** eligible.

DETERMINATION OF EFFECT: **ADVERSE EFFECT Pending review of further details**

a. Porch Repairs : Elaborate on the nature and extent of the repairs. Provide a scope of work

b. Handrails: Elaborate on the nature and extent of the work.

Please send details of the proposed work to the coordinator for review before beginning.

8. 10/02/2023

703 REED AVE

Edison

CHW

PROPOSED WORK: Front/back porch repairs to include handrails and guardrails to match in kind.

This is an upcoming CERP repair.

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 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. Work may proceed without further review.

9. 10/23/2023

1028 PALMER AVE

Edison

KNHS

PROPOSED WORK: Re-roof property. Remove all layers of shingles, pull the underlayment, and replace any damaged or deteriorated decking/soffit/fascia.

AREA OF POTENTIAL EFFECT: Limited to this house and adjacent properties on Palmer Avenue.

HISTORIC PROPERTIES PRESENT: This house was evaluated as being a contributing structure in the South Edison 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. Work may proceed without further review.

10. 10/23/2023 1710 BANK ST Edison KNHS
PROPOSED WORK: Re-roof property. Remove all layers of shingles, pull the underlayment, and replace any damaged or deteriorated decking/soffit/fascia.
AREA OF POTENTIAL EFFECT: Limited to this house and adjacent properties on Bank Street.
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. Work may proceed without further review.

2023 Q 3 and 4 **ER 96-713** **106 Review Log**
City of Kalamazoo, Kalamazoo County – A Certified Local Government

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 th	Rehabilitation	CHW
48	05/16/2023	1101 Cobb	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
61	07/14/2023	418 E Frank	Rehabilitation	CHW
62	07/14/2023	129 W Maple	Façade work	CHW
63	07/14/2023	2229 Banbury	Façade work	CHW
64	07/14/2023	111 Dixie Pl	Roof	KNHS
65	07/14/2023	1012 Albert Ave	Roof	KNHS
66	07/14/2023	1820 Woodward	Roof	KNHS
67	07/14/2023	707 Fairbanks	Roof	KNHS
68	07/14/2023	320 W Hopkins	Roof	KNHS
69	7/14/2023	1110 Sherwood	Roof	KNHS
70	7/14/2023	1818 N Edwards	Roof	KNHS
71	7/14/2023	1904 Humphrey	Roof	KNHS
72	7/14/2023	2030 Dixie	Roof	KNHS
73	7/25/2023	722 N Rose	ADA Ramp	CHW
74	7/27/2023	404 Parker	Demolition	COK
75	8/14/2023	1132 W Paterson	Plumbing	CHW
76	8/14/2023	1114 Staples	Façade work	CHW

77	8/14/2023	1345 Krom	Maintenance	CHW
78	9/12/2023	1105 Riverview	Repairs	CHW
79	9/12/2023	2834 Alpine	Maintenance	CHW
80	9/12/2023	1823 N Edwards	Rehab	CHW
81	9/12/2023	4501 Stonebrook	Maintenance	CHW
82	9/12/2023	1921 Krom	Maintenance	CHW
83	9/12/2023	920 N Rose	Rehab	KNHS
84	9/13/2023	1004 Newland	Maintenance	CHW
85	9/14/2023	1708 N Church	Demolition	COK
86	10/2/2023	1609 N Edwards		CHW
87	10/13/2023	1619 N Westnedge		SS
88	10/13/2023	1215 N Rose	Rehab	CHW
89	10/17/2023	1523 N Westnedge		KNHS
90	10/18/2023	724 Mabel	Roof	KNHS
91	10/18/2023	1407 N Church	Roof	KNHS
92	10/18/2023	618 Ransom	Roof	KNHS
93	10/23/2023	532 Harding	Roof	KNHS
94	10/23/2023	530 W Paterson	Roof	KNHS
95	10/23/2023	1103 Sherwood	Rehab	CHW
96	10/24/2023	1917 Harding	Roof	KNHS
97	10/25/2023	1330 Jefferson	Roof	KNHS
98	10/26/2023	134 E Paterson	Roof	KNHS
99	10/26/2023	619 Mabel	Maintenance	CHW
100	10/26/2023	718 Mabel	Maintenance	CHW
101	10/27/2023	1304 E Vine	Roof	KNHS
102	10/30/2023	1217 Cobb		KNHS
103	11/17/2023	1816 N Rose	Roof	KNHS
104	11/17/2023	1345 N Krom	Roof	KNHS
105	11/17/2023	1344 E Main	Demolition	COK
106	10/02/2023	824 Staples		CHW

KHPC Report for Meeting 12-13-23

KHPC/O'Connor Fund Committee

Pam O'Connor

12-6-23

- **De-duping an 1,800 line non-profit list.** The first round resulted in less than 300. In early October, subcommittee HP Coordinator Pena and Grant Making member Curt Aardema further refined the list to those we believe are qualified to about 200. Letters will go out in January describing the program and inviting recipients to attend a pre-application workshop in early February.

- **In September, Kyle H. & Katherine W. reviewed the grant application revisions.**

On November 27th, I was finally able to forward edited online and paper application forms to Luis, with copies to Kyle & Katherine, which achieved the following goals:

- 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
- re-order instructions for online and paper, and include advice to read all (see below)
- advise applicants to read all instructions/attachments BEFORE starting application
- insure online and paper instructions and applications are as close to identical as Possible, and,
- Created an "Eligibility Checklist" for applicants to complete and submit with an application

- **Planning, scheduling and promoting a pre-application workshop.**

- set date for pre-application workshop in mid-February
- prepare & print workshop invitation & agenda

On 12-5-23, I sent Luis, Katherine and Kyle the following draft items:

- Draft Pre-application Workshop agenda, with suggested dates for it and other activities, through June, 2024, so that decisions can be made on dates and communications plan can then be updated

January, 2024

- mail workshop invite to non-profits mid-month
- finalize workshop agenda and materials

February/March 2024

- hold workshop (Pam will be out of town in February, but this could be easily carried out by Katherine, Kyle & Luis!)

Proposal for Support the Michigan Historic Preservation Network's 2024 Annual Conference
in Kalamazoo from the O'Connor Fund for Historic Preservation

7 December 2023

Each year for more than four decades, the Michigan Historic Preservation Network (MHPN) has held a statewide conference to assist and educate preservation practitioners of all sorts in our state in learning about and caring for old places. Old places that make our towns, cities and rural places unique, that contribute to our sense of history and place, our economic vitality, and to our connections to the past.

For those reasons and more, I propose the KHPC consider making a gift of support in the amount of \$2,500 from the O'Connor Fund for Historic Preservation (Agency Account) for the upcoming 2024 Kalamazoo Conference. Note: the KHPC approved a gift for the last Kalamazoo conference in the amount of \$5,000, also from the O'Connor Fund.

At MHPN's Kalamazoo conference on May 8 - 11, attendees, presenters, professionals, neighborhood leaders, government officials and others will gather to learn about MHPN's work, about what local, state and federal programs can and are accomplishing, about proposed and pending legislation, about hands-on preservation work, about preservation economics and a lot more.

The conference attracts hundreds of attendees, and putting it together is no small feat, nor is it inexpensive, even working with a largely volunteer group. I've either assisted with or led four conference planning groups, so I know this. The organizing is important, the MHPN takes its statewide leadership role seriously, and the annual conference is its single most important annual event. However, its outcome counts even more, and that's why it's backed by the Michigan Economic Development Corporation, The Michigan State Historic Preservation Office, and the Michigan Arts and Culture Council, and accredited through the AIA Continuing Education, the American Institute of Certified Planners, and the Michigan State University Citizen Planning programs.

Beyond the conference, MHPN is constantly engaged in shaping and improving state legislation and other public policy efforts. It offers virtual and in-person workshops, manages two preservation loan programs, produces an annual Preservation Professional Directory and its monthly *NetworkNews*, annually recognizes wonderful preservation projects and the people who make them happen, operates a historic preservation easement program, and whole lot more.

In the mid-20th century, Michigan citizens spoke up when historic properties faced threats. Homeowners organized to protect neighborhoods. Business owners fought to keep traditional downtowns from being emptied by urban sprawl. And people still do this work, but now, they are joined by historians, architects and engineers, anthropologists and archaeologists, traditional crafts- and tradespeople, and more recently, attorneys, accountants, realtors, and others. MHPN has brought them all together and been with them every step along the way. Please help MHPN continue to do its good work, and support this proposal. Thank you for your consideration.

Sincerely, Pam O'Connor

Proposal for Support the Michigan Historic Preservation Network's 2024 Annual Conference
in Kalamazoo from the O'Connor Fund for Historic Preservation



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: December 13, 2023

SUBJECT: New Commissioner Appointment Recommendation - Kaila Akina

SUMMARY:

Review of the Historic Preservation Commission appointment application submitted by Kaila Akina. Currently, the Historic Preservation Commission has one empty seat.

BACKGROUND:

Kaila Akina is a Cultural Resources Specialist with the Match-E-Be-Nash-She-Wish Band of Pottawatomis Indians who holds degrees in History and Anthropology. This educational background, and current profession, aligns excellently with the Historic Preservation Commission. Additionally, Akina's focus on archaeology would make a strong contribution to the commission.

RECOMMENDATION:

Recommend the appointment of Akina to the Historic Preservation Commission to the Mayor and City commission for approval.

Board, Commission, or Committee Application



Submitted on11 September 2023, 2:33PM

Receipt number156

Related form version18

Applicant Information

Full Name

Kaila Akina

Home Address

Are you a City of Kalamazoo resident?

Yes

Phone Number

Email Address

Occupation

Cultural Resources Specialist

Employer

Match-E-Be-Nash-She-Wish Band of Pottawatomis Indians (Gun Lake Tribe)

Employer Address

Board or Commission

Which Board or Commission are you applying for?

Historic Preservation Commission (HPC)

What experience, education, community activities, etc. do you think should be considered for your appointment to this board or commission?

I hold a B.A. degree in History and a M.A. degree in Anthropology. In graduate school, I focused on historical archaeology with overlaps in history, public history, and Native American and Indigenous Studies. Through my education, I have also participated in several archaeological field schools where I not only learned field methods but also because of the historical contexts, the importance of ongoing connections to underrepresented histories and descendant communities. I learned how archaeology can shed light on peoples, events, and stories that have either not been recorded in written stories or have been overlooked as well as the unethical nature of archaeology as a discipline, particularly when studying underrepresented peoples and histories. My research in undergraduate and graduate school has allowed me to study a wide variety of contexts such as the first townsite platted by a Freed African American in southwest Illinois, a Japanese internment camp in northern Idaho, a fur trade post in central Michigan, a Basque community in downtown Boise, Idaho, and a Polynesian Mormon town in Utah, to name a few.

In my current position with the Gun Lake Tribe, I have gained experience working with the Tribal Historic Preservation Office. I work with Tribal, federal, state, and local laws, ordinances, and regulations around cultural preservation. I continue to learn about the different levels of review of historic properties, culturally important sites, and traditional cultural places. My work has allowed me to work and communicate extensively with staff across Tribal, federal, and state governments. I have mostly worked with consultations and reviews that fall under the National Historic Preservation Act and know the process of how historic properties become nominated for the National Register of Historic Places.

Because of my education, work experience, and my personal background (as a person from underrepresented communities), I feel well suited to work on the Historic Preservation Commission. Though my educational and professional experiences focus on archaeological contexts, I also feel that I will make a strong addition to the commission as a whole.

Are there any reasons you may have a conflict of interest if you were appointed to this board or commission? If so, please explain.

Because I work with the Gun Lake Tribe, there may be future conflicts of interest if there are future nominations from the Tribe, but I do not know of any at this time.

Are you currently serving as an appointee to any other City of Kalamazoo board or commission? If so, which one(s)?

No

References

Reference 1 Full Name

Lakota Hobia

Reference 1 Address

[REDACTED]

Reference 1 Phone Number

[REDACTED]

Reference 2 Full Name

[REDACTED]

Reference 2 Address

[REDACTED]

Reference 2 Phone Number

[REDACTED]

Supporting Documents

[Kalamazoo HPC_Kaila Akina Resume 092023.pdf](#)

Optional Demographic Information

Gender

Female

Race

American Indian or Alaska Native

Ethnicity

Non-Hispanic or Latinx

Year of Birth

1989

Household Income	More than \$61,921 (More than 80% median family income)
Disability Status	No disability
Employment	Full-time
Education	Post-graduate degree
Neighborhood	West Main Hill
How did you learn about this opportunity to serve on a board or commission?	Through my coworker

Kaila Akina

Education

University of Minnesota (UMN)

Minneapolis, MN

M.A. Anthropology

December 2019

- Relevant coursework: Applied Heritage Management; Foundations of Anthropological Archaeology; Anthropological Research Development & Management; Indigenous Histories, American Colonialism; Public History

University of Idaho (UI)

Moscow, ID

B.A. History and Modern Languages-French

May 2012

- Relevant coursework: Intro. to Archaeology; Historical Archaeology; Intro. to Archaeological Method and Theory; McNair Scholar Seminars: Graduate School Preparation & Intro. to Research

Experience

Cultural Resources Specialist

June 2021-present

Tribal Historic Preservation Office (THPO), Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians, Shelbyville, MI

- Coordinates and manages THPO GIS Cultural Resources Inventory
- Receives, reviews, and responds to Section 106 consultations
- Coordinates and conducts cultural resource fieldwork and land surveying, including supervising staff and interns during fieldwork
- Acts as Tribal monitor on Tribal lands
- Presents information on cultural resources to contractors and agencies during pre-construction meetings

Field Volunteer, Michigan State University (MSU) Campus Archaeology Program

May 2022

MSU Department of Anthropology, East Lansing, MI

- Assisted in pedestrian survey and shovel testing

Predoctoral Teaching Fellow/Instructor

2018-19

University of Minnesota, Morris (UMM) Department of Anthropology

- Developed and delivered teaching activities and materials for two undergraduate Anthropology classes (Intro. to Archaeology and Archaeology & Native Peoples) with 36 students enrolled
- Emphasized and focused on topics for ethical archaeological practice such as collaboration with Native communities and stakeholders and relevant archaeological legislation in the U.S. such as NHPA, ARPA, and NAGPRA

Grant Reviewer

2017-18

UMN Council of Graduate Student Conference Travel Grant Applications

- Reviewed and evaluated 20 travel grant applications in two grant cycles
- Collaborated with approximately 25 other reviewers to evaluate and award successful grants

Field Volunteer, Swede Hollow Archaeology Project, St. Paul, MN

May, July-August 2015

UMN Department of Anthropology Archaeology Field School

- Assisted in Ground Penetrating Radar (GPR) survey and shovel test pits
- Educated & supervised students, public volunteers/visitors on site, archaeological topics, and excavation methods

- Teaching and Field Assistant, Sylvester Manor, Shelter Island, NY** May-June 2014
UMN Department of Anthropology Archaeology Field School
- Supervised 13 undergraduate students in GPR survey and excavation methods
 - Communicated with visiting members of the public during Public Archaeology days
- Field Volunteer, Kooskia Internment Camp Archaeology Project, Kooskia, ID** July 2013
UI Department of Anthropology & Sociology Archaeology Field School
- Assisted archaeological excavation activities at a Japanese internment camp
- Field & Laboratory Volunteer, Reaume Trading Post, Wadena, MN** May-June 2013
UMN Department of Anthropology Archaeology Field School
- Assisted in GPR survey and archaeological excavation for historic fur trade post
 - Cataloged and prepared artifacts for analysis
- Field Volunteer, Cyrus Jacobs/Uberagua House Archaeology Project, Boise, ID** July 2012
UI Department of Anthropology & Sociology Archaeology Field School
- Assisted archaeological excavation activities at a historic Basque house
 - Communicated with visiting members of the public throughout the field school
- Laboratory Analyst, Sandpoint Archaeology Project, Moscow, ID** Jan-May 2012
UI Department of Anthropology & Sociology
- Conducted independent study of bric-a-brac artifacts from historic town of Sandpoint
 - Presented study and results to members of the public
- Laboratory Analyst, Kooskia Internment Camp Archaeology Project, Kooskia, ID** Aug 2011-June 2012
UI Department of Anthropology & Sociology
- Identified and cataloged hundreds of ceramic and glass artifacts
- Laboratory Analyst, Market Street Chinatown Project, Moscow, ID** Jan-May 2011
UI Department of Anthropology & Sociology
- Identified and cataloged faunal remains from the Market Street Chinatown Archaeology Project, San Jose, CA
- Archaeology Intern, New Philadelphia, IL** May-July 2011
NSF-REU New Philadelphia Archaeological Research Project
- Conducted archaeological survey, excavation, and laboratory methods on a multiethnic community in the first town platted by a freed African American

Skills

-
- Research: collect, catalog, and analyze archival records, oral sources, and archaeological objects, theory, and literature
 - Proficiency in ArcGIS Pro and GPS
 - Proficiency in Microsoft Office Suite, Google Drive, and Adobe Photoshop
 - Communication with external federal, state, and local agencies and within internal Tribal government departments
 - French: basic speaking, intermediate reading

Selected Professional Training and Workshops

- ESRI and National Preservation Institute Online Trainings for ArcGIS Pro, August 2021-present
- UMN American Indian and Indigenous Studies Workshop participant reviewing and discussing graduate students' writing and grant proposals, Minneapolis, MN, 2014-2017
- School for Advanced Research Short Seminar participant in topic on Epistemic Colonialism: Indigenous Communities, Archaeology, and Evidence in the Americas, Santa Fe, NM, 2017
- Summer Institute on Global Indigeneities Graduate Fellowship Program participant grappling with diasporic and international Indigenous peoples, histories, and processes, Seattle, WA, 2016
- UMN Summer Spatial Boot Camp participant in a week-long workshop learning about and completing hands-on activities in Remote Sensing, LiDAR, GPS, and ArcGIS Collector, Minneapolis, MN, 10-14 August 2015

Selected Presentations & Talks

- "Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians History and Tribal Historic Preservation Office," Oral co-presentation to MSU Field School Participants, East Lansing, MI, 1 June 2022
- "Iosepa: Historical Archaeology of a Mormon Polynesian Town in Utah, 1889-1917," Public Research Presentation, Morris, MN, 10 April 2019
- "Pacific Islander Latter-day Saints in the Desert: A Case Study from Iosepa, Utah," Paper Presentation at American Anthropological Assoc. Conference, Minneapolis, MN, 17 November 2016
- "Space, Practice, and Heritage: Using Historical Archaeology to Investigate Colonial Encounters at Iosepa, Utah," Paper Presentation at Native American and Indigenous Studies Assoc. Conference, Honolulu, HI, 18 May 2016

Volunteering

- Southwest Michigan Land Conservancy, Kalamazoo, MI: Seed Collector Volunteer helping to collect native plant seeds and planting seedlings, August 2020-2022.
- Kalamazoo Animal Rescue, Kalamazoo, MI: Fundraiser and Grant Writing Volunteer, research grants with team and participate in fundraising efforts such as bottle/can deposits, November 2020-present.
- Project Wingspan, Kalamazoo, MI: Data Collector & Seed Collection & Plant Identification Volunteer working with a team to collect 30 native plant species in Michigan, July 2020-present.
- UMN Community of Scholars Program: Peer-mentored first-year graduate student in program that targets underrepresented first-year graduate students, 2014-15.

References

- (1) Lakota Hobia, Tribal Historic Preservation Officer, Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians, Shelbyville, MI, [REDACTED]
- (2) Dr. Stacey Camp, Associate Professor of Anthropology, Michigan State University, East Lansing, MI, [REDACTED]



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: December 13, 2023

SUBJECT: Programmatic Agreement Review

SUMMARY:

The City of Kalamazoo and the Michigan State Historic Preservation Office have completed a draft Programmatic Agreement. At the next meeting of the Historic Preservation Commission, there will be a public comment period for the draft.

BACKGROUND:

The covered programs would be administered in accordance with the stipulations outlined in the agreements to satisfy the City's Section 106 responsibilities for all individual program undertakings. Following is a summary of the funding sources and activity types the agreement includes:

General Programmatic Agreement

Programs

Community Development Block Grant (CDBG)
HOME Investment Partnerships (HOME)
Special Purpose Grants, the Emergency Solutions
Grants Program, and the Neighborhood Stabilization
Program (collectively, Programs or Program
Activity) with funds from HUD

All HUD Part 58 programs

Activities

- Residential and commercial rehabilitation
- Site improvements
- Public improvements and infrastructure
- Handicapped accessibility
- Demolition
- New construction and additions

RECOMMENDATION:

Please review the attached document and share considerations with the Historic Preservation Coordinator.

**PROGRAMMATIC AGREEMENT
BETWEEN
THE MICHIGAN STATE HISTORIC PRESERVATION OFFICER,
THE MICHIGAN STRATEGIC FUND, AND
THE CITY OF KALAMAZOO, MICHIGAN
REGARDING THE ADMINISTRATION OF CERTAIN
HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS FUNDED BY THE
U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) provides grant funding to the City of Kalamazoo, Michigan (City); and

WHEREAS, the City, with funds from HUD, proposes to administer its grant funds, including but not limited to, Community Development Block Grant (CDBG) Program, the HOME Investment Partnerships Program (HOME), Special Purpose Grants, the Emergency Solutions Grants Program, and the Neighborhood Stabilization Program (collectively, Programs or Program Activity) with funds from HUD; and

WHEREAS, the City's Programs encompass activities that include single family and multi-family rehabilitation, new construction, demolition, public improvements, public infrastructure, commercial rehabilitation, handicapped accessibility, and redevelopment projects; and

WHEREAS, HUD has unique statutory authority as promulgated at 24 CFR Part 58 that allows State, tribal, and local governments (Responsible Entities) to assume HUD's environmental review responsibilities, including obligations under Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§ 470 *et seq*) and its implementing regulations 36 CFR Part 800; and

WHEREAS, the City has determined that the administration of its Programs may have an effect on properties included in or eligible for inclusion in the National Register of Historic Places (National Register); and

WHEREAS, the City, pursuant to the Federal Agency Alternatives (36 CFR § 800.14(b)) implementing Sections 106 and 110 of the National Historic Preservation Act, has consulted with the Michigan State Historic Preservation Officer (SHPO); and

WHEREAS, the State Historic Preservation Officer (SHPO) was transferred to the Michigan Strategic Fund (MSF) pursuant to Executive Order 2019-13; and

WHEREAS, the State Historic Preservation Officer (Michigan SHPO) is part of the SHPO, and

WHEREAS, the City recognizes that the Grand River Bands of Ottawa Indians, Hannahville Potawatomi Indian Community, Little River Band of Ottawa Indians, Match-e-be-nash-she-wish Band of Potawatomi, Nottawaseppi Band of Huron Potawatomi ("Tribes") may have properties of religious and cultural significance within the City of Kalamazoo, and therefore the City has invited the Tribes to engage in government-to-government consultation and, pursuant to 36 C.F.R. § 800.2(c)(2)(ii)(E), has invited the Tribes to enter

into this Agreement to specify how the City and the Tribes will carry out Section 106 responsibilities; and

WHEREAS, the Kalamazoo Historic Preservation Commission (Commission; including the Kalamazoo Historic District Commission in the event the Preservation Commission is dissolved and duties transferred to the Historic District Commission) has participated in consultation and has been invited to concur in this Agreement; and

WHEREAS, the Kalamazoo Community Planning & Development Department (CP&D) administers the City's HUD funds and is an invited signatory to the Agreement; and

WHEREAS, the definitions given in Appendix A are applicable throughout this Agreement;

NOW, THEREFORE, to satisfy the City's Section 106 responsibilities for all individual undertakings of the Programs, the City and the SHPO agree that the Programs shall be administered in accordance with the following stipulations:

STIPULATIONS

The City shall ensure that the following measures are carried out:

I. APPLICABILITY

This Agreement shall apply for all projects and programs where the City is acting as the Responsible Entity under 24 CFR Part 58, including those where the City is not the funding recipient but has been approved by HUD to fulfill the role of the Responsible Entity.

II. QUALIFIED PERSONNEL

A. The City shall employ a Preservation Coordinator(s). The Preservation Coordinator(s) shall meet or exceed the professional qualifications in anthropology, archaeology, architectural history, history, historic architecture, historic preservation, planning or related fields, as specified in the Secretary of the Interior's *Historic Preservation Professional Qualification Standards*, (48 FR 44738-39, September 29, 1983 and 36 CFR § 61) attached and incorporated into this Agreement as APPENDIX B. The Preservation Coordinator shall be responsible for administering those terms of this Agreement that require their particular expertise and for coordinating with the appropriate City departments, authorities and agencies regarding Program-assisted activities.

1. If there is a change in staffing, the City shall within fifteen (15) calendar days notify and provide the SHPO with documentation of the new staff person's qualifications in anthropology, archaeology, architectural history, history, historic architecture, historic preservation, planning or related fields, as specified in the Secretary of the Interior's *Historic Preservation Professional Qualification Standards*, provided in the attached Appendix B incorporated into this Agreement.
2. If the City determines that it cannot employ qualified staff to administer the terms of this Agreement, it must follow regular Section 106 procedures,

which include forwarding documentation to the SHPO for review as outlined in 36 CFR § 800.

- B. The Commission shall assist the City in the identification and evaluation of historic properties covered under the terms of the Agreement.

III. PROGRAM ACTIVITIES NOT REQUIRING REVIEW

The Program activities listed in Appendix C, incorporated into this Agreement, have limited potential to affect historic properties and do not require further review from the SHPO when receiving Program assistance. The City shall retain individual project files for each project reviewed in accordance with this stipulation as verification that the scope of work was limited to these activities. The information retained in the files shall include, at a minimum, the address of the property, the work specifications, and any available photographs.

IV. IDENTIFICATION AND EVALUATION

- A. **Survey.** It is the City's responsibility under Section 106 (36 CFR § 800.4(b)) to identify historic properties within the area of potential effects for projects undertaken under this Agreement. To accomplish this responsibility, the City shall provide funding for and complete the survey activities outlined below:
 - 1. In consultation with the SHPO, the City shall continue the ongoing Reconnaissance Level Historic Above-Ground Resources Survey. The ongoing survey will be conducted in collaboration with resident volunteers using digital data collection methods (Survey123). Volunteer efforts will be coordinated by the Historic Preservation Coordinator for efficiency. Collection efforts shall be divided into neighborhoods. Neighborhoods having a majority of properties older than forty years shall be surveyed before neighborhoods with a newer building stock. Once a neighborhood has been fully surveyed, data analysis will begin. Data analysis will be completed by CFR 36 Part 61 qualified individuals using Architectural Properties Identification Forms in accordance with the SHPO Survey Manual and the Secretary of the Interior's Standards for Identification and Evaluation. Evaluation and eligibility recommendations will be made at the neighborhood level. Analyzed survey data will be used to serve as the basis for preservation planning in the City and replace the 1999-2001 Reconnaissance Survey. Areas deemed "Potential Historic Study Areas" in the 1999-2001 survey will be evaluated using survey data and eliminated where eligibility cannot be adequately determined. Additionally, the analyzed data will identify:
 - a. Areas of the City having lost sufficient integrity that they are either no longer eligible for listing or Areas of the City that are likely to become eligible for listing in the National Register. This may include re-surveying areas previously identified (e.g., 2001 Survey referenced above) as eligible for listing in the National Register.
 - b. Areas of the City not listed in the National Register that are eligible for listing in the National Register.

2. Areas requiring survey activities shall be prioritized in consultation with the SHPO.
 3. The City shall submit documented surveys to the SHPO for comment. Documentation shall include, at a minimum:
 - a. Location maps outlining the surveyed area.
 - b. Photographic sampling of representative buildings in the area.
 - c. General descriptions of architectural character.
 - d. Comparative information on similar types of neighborhoods/areas in the city.
 - e. A statement of historical/architectural significance.
 - f. A statement of evaluation regarding National Register eligibility.
 4. The SHPO shall provide comment on the survey data within thirty (30) calendar days of receipt of the survey documentation.
- B. Eligibility Determinations for Project Reviews.** To determine if a property meets the eligibility criteria for listing in the National Register of Historic Places, properties fifty (50) years of age or older that may be affected by projects covered under this Agreement shall be evaluated by the Preservation Coordinator within fourteen (14) calendar days following the receipt of adequate documentation from the City department, agency or authority requesting the review
- C. The Preservation Coordinator may consult the Commission if the Preservation Coordinator has questions about the eligibility of a property. (Within 14 days) (Optional to bring it to them)
- D. If the Preservation Coordinator and the Commission agree that that the property meets the National Register criteria, the City can proceed to implement projects in accordance with this Agreement.
- E. If the Preservation Coordinator and the Commission do not reach agreement regarding the eligibility of a property, or if the Preservation Coordinator and the Commission would like the SHPO's opinion on the eligibility of a property, the Preservation Coordinator shall submit documentation to the SHPO. The SHPO shall provide written comments within thirty (30) calendar days following the receipt of adequate documentation.
1. Documentation submitted to the SHPO for review of properties located within potentially eligible districts shall include:
 - a. The address of the particular property which is the subject of the review, as well as the name of the historic district.
 - b. A map outlining the boundaries of the potential historic district and identifying the location of the property that is the subject of the review.
 - c. Photographs of the property that is the subject of the review.
 - d. Photographs of sample properties in the potential historic district to provide context.
 - e. A statement of significance.

- f. A physical description of the district.
 - g. A listing of all the addresses of the properties within the district, and whether or not they are contributing or non-contributing, if such a list exists.
2. Documentation submitted to the SHPO for review of potential individually-eligible properties shall include:
 - a. The property's address.
 - b. Photographs of the property as well as photographs of any and all adjacent buildings.
 - c. A map indicating the property's exact location.
 - d. A brief history including when the structure was constructed, the name of the architect or builder, the names of early and subsequent occupants of the structure and any history associated with those occupants.
 - e. A statement of significance.
3. If the City and the SHPO disagree about the National Register eligibility of a property, the City shall request a formal determination of eligibility pursuant to 36 CFR § 800.4(c)(2).

V. REVIEW PROCESS

- A. **Adequate Information to Perform a Review.** The Preservation Coordinator shall ensure that projects reviewed under Stipulation V. and found to affect historic properties are treated in accordance with Stipulation VI or Stipulation VII for New Construction and Additions. The City department administering the HUD funding shall provide the Preservation Coordinator with all appropriate information necessary to perform a project review prior to commencing any work on a project covered by this Agreement as follows:
 1. **Rehabilitation Projects That Have the Potential to be Eligible for the National Register as Part of a District.** Information shall include, at a minimum, the property address and a recent photograph of the property. If the property is determined to be historic, the project specifications shall be reviewed.
 2. **Demolition Projects That Have the Potential to be Eligible for the National Register as Part of a District.** Information shall include, at a minimum, the property address and a recent photograph of the property.
 3. **Rehabilitation of Properties That Have the Potential to be Individually-Eligible for the National Register.** Information for rehabilitation projects of properties having the potential to be individually eligible for listing in the National Register shall include multiple interior and exterior photographs, including those showing all sides of the exterior and photographs showing details of character-defining features. Furthermore, information shall include the address of the property and project plans and specifications, historic photographs, if available, as well as identifying whether or not the architect who prepared the rehabilitation plans meets the professional qualifications for Historic Architecture (see Appendix B attached and incorporated into this Agreement).
 4. **Demolition of Properties That Have the Potential to be Individually-Eligible for the National Register.** Information for demolition of properties having the potential to be individually eligible for listing in the National Register shall include

the address of the property and multiple interior and exterior photographs, including those showing all sides of the exterior and photographs showing details of any character-defining features, and historic photographs, if available.

5. **Site Improvement Projects.** Information shall include a description of the work to be done, maps of where the work will occur, as well as recent photographs of adjacent properties that are fifty (50) years or older.
 6. **Infill Construction Projects.** Information shall include photographs of all adjacent and nearby properties. If the project is found to have an effect on any historic properties, the project information shall also include design information for the infill project.
- B. **Eligibility Determination.** The Preservation Coordinator shall identify historic properties in a project area and review projects using survey information and project information provided by the City department (e.g., CP&D,) responsible for administering the HUD funding. Requirements for project information are outlined in Stipulation V. above.
1. If the project does not affect historic properties, the Preservation Coordinator shall provide appropriate and timely notification to the City Department that the project can proceed and review is complete.
 2. If the property itself is listed or eligible for listing in the National Register, or if there are historic properties within the project's area of potential effects, the City shall follow Stipulation VI.
- C. **Adverse Effects.** Prior to taking any action pertaining to historic properties where the Secretary's Standards cannot be met, the proposed treatment of the historic property is not rehabilitation, or if the contemplated action could otherwise have an adverse effect on such historic properties, the City shall notify the SHPO and the ACHP.
1. If a project will have an adverse effect, the City will:
 - a. Notify the ACHP and determine if the ACHP will participate pursuant to 36 CFR § 800.6(a)(1);
 - b. Involve consulting parties as applicable pursuant to 36 CFR § 800.6(a)(2);
 - c. Involve the public pursuant to 36 CFR § 800.6(a)(4) and submit copies of any public comment to the SHPO;
 - d. Consult with the SHPO, and with the ACHP if they participate, to minimize or mitigate the adverse effect.
 - i. If the SHPO agrees to the need for the adverse effect, the City and the SHPO, and the ACHP if they participate, shall develop a Memorandum of Agreement (MOA) to mitigate the adverse effect.
 - ii. If the ACHP does not participate in the development of the MOA, the City shall submit the MOA and the documentation specified in 36 CFR § 800.11(f) to the ACHP prior to approving the project.
 - iii. If the SHPO does not agree to the need for the adverse effect, the City and the SHPO shall consult per Stipulation XVII.

VI. TREATMENT OF HISTORIC PROPERTIES

For projects affecting properties listed in the National Register, considered eligible for listing in the National Register by the City and the SHPO, or determined eligible for listing in the National Register by the Keeper of the National Register the City shall ensure that all historic properties are treated in accordance with the following stipulations.

A. Property Acquisitions

1. The City will secure, stabilize and preserve City-owned historic properties acquired with Program funds, until the disposal of the historic properties. The methods used to secure and stabilize historic properties shall adhere to the Secretary of Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* (Secretary's Standards; 36 CFR § 68.3(b). The Secretary of the Interior's Standards are attached and incorporated into this Agreement as Appendix D) and *Preservation Brief 31, Mothballing Historic Buildings* (U.S. Department of the Interior, National Park Service, September 1993).
2. The City shall consult with the SHPO to determine the need for an architectural façade easement prior to the transfer or lease of historic properties acquired with Program funds.
 - a. An architectural façade easement shall only be considered for historic properties individually listed or eligible for listing in the National Register.
 - b. The easement will be held by the City.
 - c. If it is determined that an architectural façade easement is necessary, the City shall submit to the SHPO for review and approval the proposed architectural façade easement in the case of sale of the historic property or lease agreement, as well as a plan for monitoring and enforcing the easement.
 - d. If the SHPO does not approve the proposed architectural façade easement, the City shall request the ACHP's comments in accordance with 36 CFR § 800.5.
3. For historic properties that are subject to architectural façade easements under Stipulation VI.A.2., the City shall consult with the SHPO to determine whether to create a local historic district for the historic property or properties.

B. Housing, Commercial and Public Improvement Projects.

"Before" and "after" photographs shall be used as evidence of the City's proper application of the Secretary's Standards. The City shall retain in individual project files work descriptions, "before" and "after" photographs of the historic properties proposed for or impacted by rehabilitation or site improvement projects and, when applicable, the comments of the Commission in individual project files. All files shall be retained by the City for a minimum three (3) years following project implementation.

1. **Housing and Commercial Projects.** The City shall ensure that all rehabilitation projects involving historic properties are carried out in accordance with the Secretary's Standards.
 - a. The Preservation Coordinator shall review all plans and specifications or work write-ups prior to the initiation of any work on the historic properties.

- b. If the work as submitted does not meet the Secretary's Standards, the Preservation Coordinator shall request changes to the work that will enable the project to meet the Secretary's Standards.
 - c. The City shall submit the project to the SHPO for review and comment if the City is unable to change the work to meet the Secretary's Standards. Project materials submitted to the SHPO for review shall include:
 - i. The address of the historic property.
 - ii. Photographs of the historic property, including interior and exterior photographs as necessary to convey the condition of the historic property and any character-defining features.
 - iii. Work specifications as submitted to the Preservation Coordinator for review.
 - iv. The changes recommended by the Preservation Coordinator.
 - v. An explanation for why the work could not be altered to meet the Standards. If the Standards could not be met because of lead abatement or other safety considerations, then data to document the hazard must be included as part of the materials submitted to the SHPO.
 - d. The SHPO shall review the project and comment within thirty (30) calendar days.
 - e. If the City cannot avoid an adverse effect, the City shall follow the process in Stipulation V.C.
2. **Public Improvement Projects.** The City shall ensure that public improvement projects impacting either historic properties or historic districts adhere to the Secretary's Standards. Public improvement projects include, but are not limited to, sidewalk improvement projects, re-paving of streets, installation of landscaping, street lighting, street furniture, and other infrastructure improvements. Site improvement projects affecting historic parks shall meet the standards in *Guidelines for the Treatment of Cultural Landscapes* (Heritage Preservation Services, National Park Service, 1996).
- a. If the project cannot meet the standards in the *Guidelines for the Treatment of Cultural Landscapes*, the City shall follow the process outlined in Stipulation V.C.

C. Relocation of Historic Properties.

- 1. If the historic property was originally located in a historic district, relocation within that same historic district, if feasible, is preferred.
- 2. If relocation within the same historic district is not possible, the City shall consult with the SHPO to identify an acceptable alternate site prior to the relocation of historic properties. The new site shall be compatible with the historic structure being moved in terms of adjacent structures and uses of similar historic and architectural character and period of significance.
- 3. The City and the SHPO shall consult per Stipulation XVII if the SHPO objects to the proposed alternate site.

4. If the SHPO approves the alternate site the City shall ensure that the historic property is moved by qualified movers in accordance with recommended approaches found in *Moving Historic Buildings* (John Obed Curtis, National Park Service, 1979).
5. Following the historic property's relocation, the Commission and the SHPO shall consult as to the National Register eligibility of the property.

D. Accessibility

1. Where the removal of an architectural barrier under the Americans with Disabilities Act (ADA) 42 U.S.C. § 12182(b)(2)(A)(iv) and other local and federal requirements for accessibility would cause an adverse effect to a historic property, the City shall explore alternative methods for providing accessibility to the historic property in accordance with 42 U.S.C. § 12182(b)(2)(A)(v). Access for historic buildings will be built in accordance with the secretary of the interior's standards and should be placed on secondary elevations to the extent feasible and will not result in the removal of a historic building's significant architectural features per 28 CFR § 36.405.
2. The design of accessible features shall be consistent with the Secretary's Standards, National Park Service *Preservation Brief No. 32: Making Historic Properties Accessible*, and the Department of Interior report entitled, *Access to Historic Buildings for the Disabled: Suggestions for Planning and Implementation* (Washington DC, Department of the Interior, 1980).
3. The City shall retain documentation regarding alternatives as part of the individual project files.
4. The City shall consult with the SHPO and provide all documentation of alternate methods of creating access when accessibility projects will have an adverse effect on the historic and/or architectural character of historic properties. Project materials submitted to the SHPO for review shall include:
 - a. The address of the historic property.
 - b. Photographs of the historic property, including interior and exterior photographs as necessary to convey the condition of the historic property and any character-defining features.
 - c. Work specifications as submitted to the Preservation Coordinator for review.
 - d. The changes recommended by the Preservation Coordinator.
 - e. An explanation for why the work could not be altered to meet the Secretary's Standards. If the Secretary's Standards could not be met because of lead abatement or other safety considerations, then data to document the hazard must be included as part of the materials submitted to the SHPO.
 - f. The SHPO shall review the project and comment within thirty (30) calendar days.
5. If, after receiving comments from the SHPO, the City cannot avoid an adverse effect, they shall follow the process outlined in Stipulation V.C.

E. Demolition of Historic Properties

1. **Demolition of Ineligible Buildings.** Upon completion of the review process outlined in Stipulation V, the City may proceed with the demolition of properties determined ineligible for listing in the National Register without further review by the SHPO.
2. **Non-Emergency Demolitions.** The City shall forward documentation regarding historic properties not covered under emergency demolitions in Stipulation VI.E.3 to the SHPO for review and comment.
 - a. Documentation shall include, at a minimum:
 - i. A completed SHPO Architectural Properties Identification Form.
 - ii. Photographs of all elevations and significant features.
 - iii. Historic photograph(s) of the property, if available.
 - iv. A brief history of the property including a statement of the historic and/or architectural significance of the resource meeting the criteria for listing in the National Register.
 - v. A structural report by a qualified structural engineer experienced with historic building structural systems or a qualified architect meeting the Secretary of the Interior's *Historic Preservation Professional Qualification Standards* found in the attached Appendix C incorporated in this Agreement.
 - vi. An explanation of how long the property has been listed on the City's Blighted Property List and/or Potential Demolition Cases List and why demolition is proposed.
 - vii. A summary of efforts undertaken by the City to rehabilitate and reuse the property.
 - viii. A summary of alternatives to demolition that were considered and why they were not used.
 - ix. The views of the local community.
 - x. Any proposed mitigation measures which shall be forwarded to the SHPO in a "two-party" Memorandum of Agreement (MOA) between the City of Kalamazoo and the State Historic Preservation Office.
 - b. Concurrent with submitting the information required in Stipulation VI.E.2.a. to the SHPO, the City shall notify the ACHP of the adverse effect per 36 CFR § 800.6(a)(1) and determine whether the ACHP wishes to be involved in consultation.
 - c. If the SHPO agrees with the proposed demolition of a historic property, the SHPO shall sign the "two-party" MOA and return it to the City for signature within thirty (30) calendar days following receipt of adequate documentation.

- i. The City shall send the executed MOA to the ACHP per 36 CFR § 800.6(b)(1)(iv).
 - ii. The City shall ensure that all mitigation requirements of the MOA are completed before allowing the demolition to occur.
- d. If the SHPO objects to the demolition, the City and the SHPO shall consult per Stipulation XVII.

3. Emergency Demolitions

- a. When the City determines that the emergency demolition of historic properties is required to comply with §9-329 of the City of Kalamazoo Code of Ordinance to avoid an imminent threat to the health and safety of residents, and federal funds are used for the demolition, the City shall forward documentation to the SHPO by express mail, and/or electronic mail with a request for comments within five (5) business days of SHPO's receipt of the project information. Documentation shall include, at a minimum:
 - i. A completed SHPO Architectural Properties Identification Form
 - ii. Documentation regarding the National Register eligibility of the historic property.
 - iii. Recent photographs of the property.
 - iv. Historic photograph(s) of the property, if available.
 - v. The address of the property and the nature of the emergency.
 - vi. A signed copy of the local order requiring that emergency demolition commence within thirty (30) calendar days or less.
- b. The SHPO shall notify the City in writing within five (5) business days following receipt of adequate documentation whether it approves the emergency demolition and what, if any, mitigation measures must be implemented prior to demolition (i.e. recordation, architectural salvage, etc.). The City shall ensure that, to the extent feasible, all mitigation measures are implemented and appropriate documentation forwarded to the SHPO and the ACHP within fourteen (14) calendar days following the completion of demolition activities.
- c. If the SHPO objects to the emergency demolition, the City and the SHPO shall consult per Stipulation XVII.

VII. NEW CONSTRUCTION AND ADDITIONS

- A. The City may proceed with new construction and additions if projects are determined to be either outside of a historic district or are not adjacent to historic properties. This shall occur without further review by the SHPO upon completion of the review process outlined in Stipulation V.
- B. Proposals for new construction and additions either within or adjacent to a historic district or adjacent to historic properties will be developed in accordance with Standards 9 and 10 of the Secretary's Standards, attached and incorporated into this Agreement as Appendix D.

- C. If the Secretary's Standards cannot be met, the City will consult with the SHPO under the process outlined in Stipulation V.C.

D. Infill Planning Process.

1. Preliminary plans shall be developed in consultation with the SHPO. The SHPO shall have thirty (30) calendar days from the date of receipt of an adequately documented project to review and comment on the plans and specifications.
2. Final plans and specifications shall be submitted to the SHPO for review and comment prior to initiation of construction activities. The SHPO shall have thirty (30) calendar days from the date of receipt of an adequately documented project to review and comment on the plans and specifications.

- E. **Review Process for Prototype Infill Housing.** If the SHPO agrees that a prototype(s) design for infill construction within a neighborhood or historic district meets the Secretary's Standards, the City may request review and comment on construction projects using the prototype design without further review of the design documents.

1. If the prototype(s) either cannot be followed or is otherwise modified, the City shall submit changed designs to the SHPO for review and comment.

VIII. REDEVELOPMENT PROJECTS

- A. The City shall consult with the SHPO during the preparation of redevelopment or urban renewal plans for a neighborhood, historic district, or target area. The City shall afford the SHPO an opportunity to comment during the early stages of the planning process. The SHPO shall evaluate the potential effect that the goals, objectives and implementation strategy of the plan will have on historic properties and respond to the City within thirty (30) calendar days. The SHPO's comments shall be integrated into the plan or referenced in any resulting document before it is submitted for required local administrative reviews.
- B. The City shall consult with the SHPO to determine whether the redevelopment or urban renewal plan should be implemented under the terms of this Agreement or whether a project-specific MOA should be developed in accordance with 36 CFR § 800.6. The City shall notify the ACHP of the SHPO's determination and, if appropriate, provide the ACHP with background documentation to initiate the consultation process.

IX. ARCHEOLOGICAL RESOURCES

In the event that ground disturbing activities are planned as part of any rehabilitation, new construction, or site improvement project, the City shall consult with the SHPO to determine whether the project will adversely affect archeological resources.

- A. The City's archeological survey and SHPO inventory forms shall be reviewed to determine if any National Register eligible resources are located on the project site.
- B. If the SHPO determines that an archeological survey is required, the City shall hire qualified archeologists to assist in the identification, evaluation and treatment of National Register eligible archeological sites. Archaeologists shall meet the Secretary of Interior's *Historic Preservation Professional Qualification Standards* as described in Appendix B, attached and incorporated into this Agreement.

- C. If archeological resources meeting the National Register criteria are identified they shall, if feasible, be avoided or preserved in place.
- D. If the City determines that it is infeasible to preserve or avoid archeological resources, the City shall consult with the SHPO to develop a treatment plan consistent with the ACHP's publication, "Treatment of Archeological Properties: A Handbook" (ACHP, 1980) and current guidance on archaeology available on the ACHP website at <http://www.achp.gov/archguide>. The City shall ensure that the plan is implemented by a qualified archeologist once it is approved by the SHPO.

X. TRIBAL CONSULTATION

- A. The City shall identify Native American Tribes with an interest in projects occurring in the City using HUD's Tribal Directory Assessment Tool.
- B. The City shall consult on projects with all Tribes identified in Stipulation X.A pursuant to 36 CFR § 800.2(c)(2).

XI. PUBLIC PARTICIPATION

- A. **Public Notice.** Each year the City shall notify the public of the City's current Program Activities and make available documentation about the City's Program for public inspection. Public notice shall include:
 - 1. General information on the type(s) of activities undertaken with Program funds.
 - 2. Information on identified historic properties in communities which might be affected by these activities.
 - 3. The amount of Program funds available in the current program year.
 - 4. How interested persons can advise the City of any comments or concerns they may have about the Program activities.
 - 5. The effects of the City's Program activities on historic properties.
- B. Public notice will be provided to all neighborhood associations, the Kalamazoo Historic Preservation Commission, the Kalamazoo County Preservation Alliance, the Old House Network, and the SHPO.
- C. **Public Meetings.** Each year the City shall conduct a minimum of one (1) public hearing and comment period on the activities covered under this Agreement. An announcement of the public hearing and public comment period shall be provided via the public notice referenced in Stipulation XI.A. and published in the Kalamazoo Gazette or another regularly published general circulation publication and posted on the City of Kalamazoo web page.
 - 1. The public hearing may be incorporated into another meeting held by the City. However, the issues outlined in Stipulation XI.A.2. and Stipulation XI.A.5. must be specifically addressed at such meeting.
 - 2. The public hearing and comment period, shall address planned activities for the coming Program year from January 1 – December 31.
 - 3. The public hearing and comment period shall also address the performance of Programs and the Programmatic Agreement. During the comment period, the

City's Consolidated Annual Performance and Evaluation Report (CAPER) and the City's Annual Action Plan covering Program Activities, as well as the Programmatic Agreement, shall be available for public inspection. The public shall also be invited to submit comments to the SHPO and the ACHP regarding the effectiveness of the Agreement.

- D. Program activities involving identified historic properties shall be included on the agenda and discussed at Commission meetings which shall be open to the public for comment. The public shall receive notification through the Commission meetings.
- E. If at any time during the implementation of the measures stipulated in this Agreement, should an objection to any such measure or its manner of implementation be raised by a member of the public, the City shall take the objection into account and consult as needed with the objecting party, the SHPO, or the ACHP to resolve the objection.

XII. TECHNICAL ASSISTANCE AND TRAINING

To assist in carrying out the terms of this Agreement, the SHPO staff will provide technical assistance, consultation, and training as requested by the City. The City, assisted by SHPO, shall provide guidance documents to City staff and officials to assist in Agreement compliance.

XIII. PROJECT COORDINATION

- A. Within ninety (90) calendar days following execution of this Agreement, the City, in consultation with the SHPO, shall develop internal review procedures to ensure that Program Activities carried out by City departments, authorities, and agencies are implemented in accordance with the terms of this Agreement. Internal review procedures shall identify at a minimum how documentation will be submitted to the Preservation Coordinator, how the Preservation Coordinator will respond to requests for review, when consultation with the SHPO and/or the ACHP will be triggered, how public comment will be obtained, and the documentation the departments are to retain in individual project files. A final copy of the procedures shall be submitted to the SHPO.
 - 1. If the internal review procedures are modified by the City, the City shall notify the SHPO of the changes within thirty (30) calendar days.
- B. The City shall ensure that Program Activities related to historic properties, including the issuance of certificates of appropriateness, notices to proceed, building permits, construction permits, demolition permits, or the expenditure of federal funds are not implemented until the department, authority, or agency has received written clearance from the Preservation Coordinator or the SHPO, as appropriate.

XIV. REPORTING REQUIREMENTS

A. Meetings and Reports.

- 1. A meeting between the City and the SHPO and any consulting parties will be initiated by the City and held on an annual basis at least one (1) month prior to the beginning of the City's fiscal year on January 1.

In addition to providing the opportunity for parties to this Agreement to review the specific information described in Stipulation XIV.A.3., the meeting described in this Stipulation will also provide parties an opportunity to assess the Agreement's overall effectiveness in addressing the preservation of historic properties within the City. Specifically, the meetings will provide the parties an opportunity to discuss the planning, design, review, and implementation of undertakings affecting historic properties within the City and to discuss and evaluate the following issues:

- a. Whether consultations, when required by this Agreement or carried out pursuant to 36 CFR Part 800, have been initiated early enough in the planning process to ensure consideration of potential alternatives that avoid, minimize, or mitigate harm to historic properties.
 - b. Whether undertakings affecting historic properties within the City have adhered to the Secretary's Standards, unless otherwise provided under this Agreement.
 - c. Whether there has been effective coordination between the Preservation Coordinator and appropriate project managers and contract personnel assigned responsibilities affecting historic properties.
 - d. Whether problems or misunderstandings have arisen in the course of consultations, and if so, how these problems were resolved and how they could be avoided in the future.
 - e. How to increase the effectiveness of project selection criteria and/or contract performance requirements in contracts that involve work affecting historic properties to ensure appropriate treatment of such properties.
2. Participants from the City shall include staff from the CP&D, any other City departments that are administering HUD funds, and the Historic Preservation Coordinator.
 3. At least two (2) weeks prior to these meetings, the Preservation Coordinator will provide the consulting parties with the following information:
 - a. A summary of actions taken under Stipulations VI, VII, VIII, and IX. The summary shall contain:
 - i. Address and historic categorization. If the project is located in a historic district, the name of the district shall be included.
 - ii. A brief description of the proposed action.
 - iii. Determination of effect.
 - iv. Date of project review.
 - v. A list of properties determined in the reporting period to be individually eligible for listing in the National Register.
 - vi. A summary of any training given pursuant to Stipulation XII.
 - vii. Notification of any Preservation Coordinator staff changes.
 - b. A summary of any planning activities in the City subject to consultation with the SHPO per Stipulation XV.
 - c. A brief summary of any and all areas surveyed since the previous meeting.
 - d. A map indicating the area(s) surveyed since the previous meeting.

- e. A brief description of any and all historic districts determined eligible for listing in the National Register, including boundaries for the district(s).
 - f. A brief description of any and all areas determined ineligible for listing on the National Register, including boundaries for those area(s).
 - g. A description and the location of any and all local historic districts established since the previous meeting.
4. The parties to this Agreement shall hold a meeting at least six months before the expiration date of this Agreement to determine whether this Agreement should be extended beyond December 31, 2033. The City shall notify the public of this meeting and shall invite the public to submit comments to the SHPO and ACHP regarding the effectiveness of the Agreement prior to the scheduled meeting.
- B. **File Retention.** The City shall retain individual project files containing determinations of eligibility, written authorization from the Preservation Coordinator, specifications and work write-ups, “before” and “after” photographs, the comments of the SHPO, if applicable, and any other pertinent documentation for at least three (3) years following completion of any Program Activity.

XV. PLANNING

- A. A copy of the City’s 2025 Master Land Use Plan shall be provided to the SHPO. The SHPO may provide comments on the historic preservation provisions contained in the Master Land Use Plan to the City. If comments are received, the City shall take them into consideration should that document be amended.
- B. The City shall provide to the SHPO a copy of any other planning efforts and programs that have the potential to affect historic resources. The SHPO shall provide the City comments on the provisions contained in the plans that may affect historic resources within thirty (30) calendar days of receipt. The City shall make every effort to take those comments into account, should those documents be amended.

XVI. COORDINATION WITH OTHER FEDERAL PROGRAMS

Should other Federal agencies provide financial assistance to the City to assist with the implementation of housing and community development projects, they may satisfy their Section 106 compliance responsibilities by accepting and complying with the terms of this Agreement. The City or the Federal agency shall notify the SHPO in writing of its intent to adhere to this Agreement in lieu of case-by-case Section 106 reviews.

XVII. DISPUTE RESOLUTION

- A. If the City Program staff disagree with the Preservation Coordinator regarding the eligibility of a property or an area, whether an activity is exempt from review, whether the proposed treatment of a historic property is appropriate, or any other provision of this Agreement, the City shall consult with the SHPO. The SHPO shall review the issue referred by the City and comment within thirty (30) calendar days.
- B. Should the SHPO object to any proposed plans for action, the City shall consult with the SHPO to resolve the objection. If the City determines that the objection cannot be

resolved, the City shall forward all relevant documentation to the ACHP for action per 36 CFR § 800.7(b).

- C. Within forty-five (45) calendar days following the receipt of adequate documentation, the ACHP shall either:
 - 1. Provide the City with recommendations, which the City shall take into account in reaching a final decision regarding the dispute (36 CFR § 800.7(b)); or
 - 2. Notify the City that it shall comment pursuant to 36 CFR § 800.7(c), and proceed to comment. Any ACHP comment provided in response to such a request shall be taken into account by the City in accordance with 36 CFR § 800.7(c)(4) with reference to the subject of the dispute.
- D. The ACHP's responses to such request shall be taken into account by the City in accordance with 36 CFR § 800.7(c) with reference only to the subject of dispute; the City's responsibility to carry out all actions under this Agreement that are not the subject of the dispute shall remain unchanged.

XVIII. TERM OF AGREEMENT

This Agreement shall take effect on the date it is signed by all parties and shall continue in full force and effect until December 31, 2033, unless otherwise terminated or extended. At any time in the six-month period prior to this date, the City may request in writing that the SHPO review the City's Program and consider an extension or modification to this Agreement. All parties to this Agreement must agree in writing to any extension for it to take effect.

XIX. AMENDMENTS AND MODIFICATIONS

Any party to this Agreement may request in writing that it be amended. Any amendment must be in writing and signed by all parties to the Agreement. At any time in the six month period prior to the expiration of the Agreement on December 31, 2033, the City may request in writing that the SHPO review the City's Program and consider a modification to this Agreement. The amendment shall take effect on the date a signed copy is filed with the ACHP.

XX. TERMINATION

Any party seeking to terminate this Agreement must make the request in writing to all signatories to this Agreement. Any party seeking termination must consult with all signatories thirty (30) calendar days prior to termination to seek agreement on amendments or other actions that would avoid termination. In the event of termination, the City will comply with 36 CFR § 800.3 - 800.6 with regard to individual undertakings covered by this Agreement.

Execution and implementation of this Agreement evidences that the City has afforded the ACHP a reasonable opportunity to comment on the Program and that the City has taken into account the effects of the Program on historic properties.

MICHIGAN STATE HISTORIC PRESERVATION OFFICER

By: _____ Date: _____
Martha MacFarlane-Faes, Deputy SHP Officer

MICHIGAN STRATEGIC FUND

By: _____ Date: _____
Valerie Hoag, Fund Manager

CITY OF KALAMAZOO

By: _____ Date: _____
James Ritsema, City Manager

Invited Signatory:

CITY OF KALAMAZOO COMMUNITY PLANNING AND DEVELOPMENT DEPARTMENT

By: _____ Date: _____
Antonio Mitchell, Director, Community Planning and Development

Concur:

KALAMAZOO HISTORIC PRESERVATION COMMISSION

By: _____ Date: _____
Kyle Hibbard, Chairperson

APPENDIX A

DEFINITIONS AND ABBREVIATIONS

ACHP	The Advisory Council on Historic Preservation, an independent Federal agency that advises the President and Congress on historic preservation matters
ADVERSE EFFECT	The altering of a property in a manner that would diminish its integrity or alter the characteristics that qualify the property for inclusion in the National Register of Historic Places
CDBG	Community Development Block Grant
CP&D	City of Kalamazoo Community Planning and Development Department
COMMISSION	The Kalamazoo Historic Preservation Commission or the Kalamazoo Historic District Commission
ESG	Emergency Solutions Grants
HISTORIC PROPERTY	As set forth in 36 CFR § 800, any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in, the National Register of Historic Places
HOME	HOME Investment Partnerships Program
HUD	The United States Department of Housing and Urban Development
MOA	Memorandum of Agreement
NATIONAL REGISTER	The basic inventory of historic resources in the United States maintained by the Secretary of the Interior, also known as the National Register of Historic Places
PRESERVATION COORDINATOR	The City staff member who meets the professional qualifications as specified in the Secretary of the Interior's <i>Historic Preservation Professional Qualification Standards</i> , (48 FR 44738-9, September 29, 1983)
PROGRAM	Refers to all activities funded by HUD specifically covered by this Programmatic Agreement
RESPONSIBLE ENTITY	The entity that legally assumes HUD's federal agency responsibility for compliance with environmental review under 24 CFR Part 58

SECTION 106	Refers to the section of the National Historic Preservation Act of 1966 and its resulting review process designed to ensure that impacts on historic properties are taken into account during Federal project planning and execution
SHPO	The Michigan State Historic Preservation Officer
STANDARDS	The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings published at 36 CFR § 67
UNDERTAKING	A project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a federal agency

APPENDIX B
ARCHEOLOGY AND HISTORIC PRESERVATION:
Secretary of the Interior's Standards and Guidelines
[As Amended and Annotated]

Professional Qualifications Standards

The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

- At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
- Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

- At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
- At least four months of supervised field and analytic experience in general North American archeology, and
- Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

- At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
- Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

- At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or

- At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

APPENDIX C

PROGRAM ACTIVITIES NOT REQUIRING REVIEW

A. Public improvements

1. Reconstruction of roads where no change in width, surface materials, surface treatments, or vertical alignments of drainage is to occur.
2. Repair/replacement of existing curbs and sidewalks when located outside of designated historic districts.
3. Repair/replacement of water, gas, storm, and/or sewer lines if it occurs within the dimensions of the original trench and permanent impacts upon surface treatments or landscape features which contribute to the historic or architectural significance of the resource are avoided.
4. Tree plantings.
5. Repainting parking spaces or streets.
6. Items that require immediate attention to correct a threat to health or safety.
7. Installation of required public improvements under the American with Disabilities Act (ADA), if the design was previously approved by the SHPO.
8. Installation of detectable warnings required by the ADA.

B. Interior Rehabilitation

The following may proceed without review if permanent impacts upon interior elements or surface treatments that contribute to the historic or architectural significance of the buildings are avoided.

1. All plumbing rehab/replacement - includes pipes and fixtures.
2. Repair, replacement or cleaning of existing water heaters, heating systems (including ductwork and piping) and other appliances.
3. Electrical work.
4. Restroom improvements for handicapped access - provided that work is contained within the existing restroom.
5. Interior surface treatments (floors, walls, ceilings, and woodwork) provided the work is restricted to repainting, refinishing, re-papering, or laying carpet or linoleum and the feature is not significant to the integrity of the property.
6. Installation of insulation provided it is restricted to attics and crawl spaces, upper surfaces of existing ceilings and the ceilings are not dropped, and proper vapor barriers are used.
7. Repair or replacement of concrete basement floors and interior basement walls.
8. Installation of new kitchen and bath appliances, cabinets, counters, tubs, sinks and toilets.
9. Installation of smoke or carbon monoxide alarms.
10. Replacement of door locks.

C. Exterior Rehabilitation

1. Caulking, weather stripping and replacement of window glass with glass of the same surface qualities (color, texture, and reflectivity).
2. Installation or replacement of gutters and downspouts (if the color is historically appropriate for the period and style of the historic resource).

3. Flat or shallow pitch roof repair/replacement (shallow pitch is understood to have a rise-to-run ratio equal to or less than 3 inches to 12 inches), with no part of the surface of the roof visible from the ground.
4. New storm windows - provided they conform to shape and size of historic windows and that the meeting rail coincides with that of the existing sash. Color should match trim; mill finish aluminum is not acceptable.
5. Repair or repainting of existing storm windows.
6. In-kind replacement - the new features/items shall duplicate the material, dimensions, configuration and detailing of the existing of the following:
 - a) Porches – including railings, posts/columns, brackets, cornices, steps, and flooring,
 - b) Roofs,
 - c) Siding,
 - d) Exterior architectural details and features,
 - e) Windows - including the frame, panes and sash,
 - f) Doors,
 - g) Cellar/bulkhead doors.
7. Painting previously painted surfaces.
8. Repair or replacement of existing wheelchair ramps.
9. Repair, replace, or install new sidewalks or driveways located outside of designated historic districts.
10. Repair or replacement of chimneys with the same material, dimensions, and design.

APPENDIX D

The Secretary of the Interior's Standards for Rehabilitation

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Appendix E

Unanticipated Discoveries Plan

Purpose

This document outlines the procedures to prepare for and address the unanticipated discovery of historic properties or human remains. It provides direction regarding the proper procedures to follow in the event that unanticipated cultural materials or human remains are encountered during construction. An unanticipated discovery can result when previously undocumented or unknown historic properties are discovered during the course of projects.

Cultural materials include human-made objects (both pre-contact and historic period) and features (e.g., foundation walls, hearths, middens, or other remnants of cultural activity) that are part of an archaeological site. Examples of cultural materials include:

An accumulation of shell, burned rocks, or other food related materials,

Bones or small pieces of bone,

An area of charcoal or very dark stained soil with artifacts,

Stone tools or waste flakes (i.e., an arrowhead, or stone chips),

Clusters of tin cans or bottles,

Logging or agricultural equipment that appears to be older than 50 years,

Buried railroad tracks, decking, or other industrial materials.

Human remains are physical remains of a human body or bodies, including, but not limited to, bones, teeth, hair, ashes, and preserved soft tissues (mummified or otherwise preserved) of an individual.

Remains may be articulated or disarticulated bones or teeth. Any human skeletal remains, regardless of antiquity or ethnic origin, will at all times be treated with dignity and respect.

Procedures for Archaeological Discoveries

STOP WORK. If any employee, contractor, or subcontractor believes that he or she has uncovered cultural materials relating to an archaeological site at any point in the project, all work at and adjacent to the discovery must stop. The discovery location should be secured at all times. Minimize movement of vehicles and equipment in area immediately surrounding the discovery.

CONTACT. If the discovery does not appear to be human remains, the applicant will contact the City and the City will notify the SHPO/THPO of the discovery and the possible actions within two business days of discovery if the discovery occurs Monday through Friday. If the discovery occurs during a weekend or Federal holiday, the City will notify the SHPO/THPO on the first working day after the weekend and/or holiday. The SHPO/THPO will respond within 48 hours of the notification or on the first working day if preceded by a weekend or holiday. The City will take into account the SHPO's/THPO's recommendations and advise the Applicant to carry out appropriate and specific actions.

EVALUATE. Archaeological discoveries will be identified and evaluated by a qualified professional who shall meet, at a minimum, the Secretary of Interior's Professional Qualification Standards (44 FR 44738-9) for archeologists. The professional archaeologist will examine the location of the discovery. All work to evaluate significance and Project effects will be confined to the Project's potential area of impact. The costs of such professional services will generally be the responsibility of the Applicant.

If the archaeologist determines that the discovery is not a cultural resource, the archaeologist will immediately advise the City in writing and will notify the SHPO/THPO of their findings.

If the archaeologist determines that the discovery is a cultural resource, the archaeologist will immediately advise the City and the City will notify the SHPO/THPO. The SHPO will assign an Archaeological Site Number to the discovery.

If the resource is not significant, the archaeologist will document the discovery in a report (including photographs of the discovery site). The report must also include a completed site form for the discovery

and an explanation of why they believe the resource is not significant. The archaeologist will formally request permission from the City and SHPO/THPO for construction to recommence. SHPO and identified tribal representatives will be invited to observe the implementation of any proposed work.

If the resource is believed to be significant, the archaeologist will document the discovery in a report (including photographs of the discovery site). The report must also include a completed site form for the discovery and an explanation of why they believe the resource is significant and a proposal for mitigation or data recovery. Then based on this information, the City and SHPO/THPO will consider mitigation efforts.

MITIGATE. For resources that are deemed significant, the City and its Applicant will consult with the SHPO/THPO on measures to avoid further impacts to the discovery. If the SHPO/THPO does not object to the City's recommendations, the City will require the Applicant to modify the project design plans to implement any recommendations. If the SHPO/THPO objects to the recommendations, the City and the SHPO/THPO will consult further to resolve the objection through actions including, but not limited to, identifying project alternatives that may result in the undertaking having no adverse effect on historic properties. The costs of such recovery and recordation will generally be the responsibility of the Applicant. When an Applicant's project cannot be modified and will have adverse effects on an archaeological property, the City may treat the adverse effect by providing for the recovery of significant information through archaeological data recovery or other scientific means. To accomplish this objective, the City will follow the Council's "Recommended Approach for Consultation on Recovery of Significant Information from Archaeological Sites" published in the Federal Register (64 FR 27085, May 18, 1999); and consult with the other consulting parties to prepare a data recovery plan, including material and record curation provisions. A report of data recovery efforts must be completed and submitted to the SHPO/THPO for review.

For sites where the City determines other treatment measures are appropriate, the City will consult further with the other consulting parties to develop an appropriate approach to resolving the adverse effects.

Procedures for the discovery of human skeletal materials and associated funerary items

STOP WORK. If any employee, contractor, or subcontractor believes that he or she has uncovered skeletal remains at any point in the project, all work adjacent to the discovery must stop. The discovery location should be secured at all times. Minimize movement of vehicles and equipment in area immediately surrounding the discovery.

CONTACT. Notify the appropriate local law enforcement agency and the City immediately. Law enforcement will then determine if the remains are human, and whether the discovery constitutes a crime scene.

If the police determine that human remains represent evidence of a crime or missing person, they will complete their investigation.

If skeletal remains are determined to be non-human and there is no archaeological association, then the City will notify SHPO/THPO and work can proceed.

If the police determine that human remains do not represent evidence of a crime or missing person, but an archaeological burial site, then the City will notify SHPO/THPO and in consultation with the SHPO/THPO a recovery plan will be developed. In most cases, it is preferred that burial sites be preserved, adequately documented, and maintained in place. If this is not possible, the remains and any associated materials would need to be moved for their protection. The following sequence of steps will be employed if it is not possible to preserve and maintain an inadvertently discovered burial in place:

DOCUMENT. A qualified archaeologist experienced in human remains recovery shall document and recover the remains and any related materials that may be present. Archaeological expertise is important in documenting the discovery context and evaluating whether the remains are isolated or if additional remains may be immediately present. Archaeological recovery may be done under the auspices of law enforcement. If law enforcement chooses not to be involved, a permit for disinterment must be obtained from the local Department of Public Health, or through a court order.

Documentation and recovery shall be respectful and conducted out of public view, to the extent possible.

As soon as possible, the remains shall be examined by a physical anthropologist using standard non-invasive methods and procedures to create a basic biological profile and estimate ethnicity. Known or suspected Native American Ancestors or other materials subject to NAGPRA will not be moved, touched, or further disturbed after discovery until completion of Tribal consultation or emergent circumstances arise.

If it can be determined immediately that a discovery is, or has the potential to be, a Native American Ancestor and/or other materials subject to NAGPRA (i.e., associated or unassociated funerary objects, sacred objects, and objects of cultural patrimony), the THPOs will be notified within 48 hours of discovery and potential identification. Tribal notification and consultation will be coordinated by the City and SHPO. After notification and initial consultation, consulting Tribes may request that all federally recognized Tribes likely to be culturally affiliated with the discovery be notified in writing by mail or email and further consultation initiated regarding the cultural affiliation, care, handling, excavation (if necessary), and/or disposition per NAGPRA.

Accommodations will be made for traditional or ceremonial practices in association with discoveries. Consulting Tribes will be afforded opportunities to employ proper traditional cultural practices and treatments during periods of non-Tribal holding of discoveries.

Photographs shall not be taken, except when necessary for identification and documentation. Tribes may request that any photographs of Native American Ancestors or other materials subject to NAGPRA be destroyed or repatriated at the end of the project.

Pending consultations, documentation of the discovery will include a written description, mapping and sketching, and precise GPS coordinates. This documentation will be curated with other project records and not be published or made publicly available in any way.

To ensure the protection, preservation, and proper respectful treatment of any discovered materials, pursuant to applicable law, the nature and location of any discovery shall remain confidential as best as reasonably possible given the circumstances and location. Only those persons and entities identified in this plan shall be notified of the discovery or given information about the discovery. The City and related contractors will ensure all staff and consulting personnel are appropriately trained for their respective roles in implementing this plan.

The permanent care of Native American Ancestors and materials subject to NAGPRA will be determined by the appropriate Tribe or Tribes in consultation with the SHPO.

REPORTING. Draft and final archaeological reports, with related physical anthropological reports and law enforcement case documentation appended, will be submitted to the City, SHPO, and consulting THPOs.

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) 1 (?) educational workshops in historic districts within the city of Kalamazoo by the end of the fiscal year.

Committee Leader: Lenae 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



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: 13 December 2023

SUBJECT: Historic Preservation Coordinator's Report

MHPN 2024

Please remember that the Michigan Historic Preservation Network's annual conference will be held in Kalamazoo next May. While not mandatory, attending the conference will be an opportunity to network with other preservationists.

Historic District Reviews

Review Type	Cost	Number of Reviews	Totals
Administrative, no permit	\$0	29	\$0
Administrative, permit	\$35	42	\$1,470
Hearing	\$85	34	\$2,890
		105	\$4,360