

Agenda

Historic Preservation Commission

City of Kalamazoo



Friday, January 5, 2024

6:00 PM

City Commission Chambers at City Hall – 241 West South Street

A. CALL TO ORDER/ROLL CALL

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

B. ADOPTION OF FORMAL AGENDA

C. APPROVAL OF MINUTES

1. Approval of the minutes from the Historic Preservation Commission meeting on 13 December 2023

D. PUBLIC COMMENTS

E. REPORTS

1. Financial Report
2. Grant making Report

F. DISCUSSION/ACTION ITEMS

1. Workplan Finalization

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, December 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 6:04

White approved, moved to approve absence of Walker.

Dr. Lenee Powell-Wilson 2nd motion.

B. ADOPTION OF FORMAL AGENDA

Vail moved to approve.

White 2nd motion.

C. APPROVAL OF MINUTES

Approval of the minutes from the 13 September meeting of the Historic Preservation Commission.

Edison approved.

Vail 2nd motion.

D. PUBLIC COMMENTS

E. REPORTS

1. Financial Report

Pena read report.

2. Kalamazoo Community Foundation O'Connor Fund Presentation

White does the principle grow but the gains are not accessible is that correct. The spendable is based on the rate when the fund was opened. Joanna Dales said if the market grows 10 percent one year but the spendable is 5 percent then the 5 percent goes spendable side the additional 5 percent that was earned in that 10 percent market year becomes part of that principle. We call the Historic Gift balance the original gift from the first year.

Hibbard said the slide also says that people can specify when they donate but could go straight to spendable. Rebekah Kreckman said yes, they sometimes what it more immediately accessible, could be a capital campaign etc.

Pena asked could it be possible to spend down the spendable amounts of money but never to be allowed to spend down the principle. Even if Historic Preservation Commission tapped out for the year, then could bounce back next year. Joanna Dales said for example if you had a need for 100,000.00 only 62,551.00 could be released then the rest of the year can't ask for anything else. That is correct we as the Historic Preservation Commission would not have to

worry about spending down all the money. Then you as a group help us guide not where we are spending the money but would let us know that we have spent a third of our money and guide us. Joanne Dales said no you the fund representative you have the authority to request to the full amount no one else can request funds. Is there someone at the Kalamazoo Community Foundation that can advise on the disbursement of funds from a financial point of view. The entirety of the fund is invested in the market any gains or losses only shown on principle side and only have that amount of money available. In October or November there is a Spendable Statement that has the number that you have access to. The portal also has access to have statements pulled from. Dr. Lenee Powell-Wilson how many organizations do you support we have 535 organizational funds, we support 65 different organizations.

3. Section 106 Review Report- Quarters 3 and 4
Pena read report.
4. O'Connor Fund Organizing Committee Report
O'Connor had nothing to add.
5. MHPN Support Proposal
\$2,500.00 to 2024 MHPN
White Motion.
Edison 2nd motion.
\$2,500 to 2024 MHPN approved.

F. DISCUSSION/ACTION ITEMS

1. Programmatic Agreement Review
No changes.
2. New Commissioner Appointment Recommendation- Kaila Akina
White motion to recommend Mayor of City Commission to appoint Kaila Akina.
Vail 2nd motion.
3. Workplan Review and Adoption
January meeting will vote on Workplan Review. Luis will send out email by Friday December 15th.

G. COORDINATOR'S REPORT

1. Coordinator's Report
Pena read report.

H. COMMISSIONER COMMENTS

I. ADJOURNMENT

Hibbard moved to adjourn at 7:52pm.

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Fund Summary

Fund: OCON02 - O'Connor Fund for Historic Preservation in the City of Kalamazoo*

Balance:	\$381,816.16
Cash Available	\$47,451.20
	1/4/2024

Fund Summary

Fund: OCON01 - O'Connor Fund for Historic Preservation in the City of Kalamazoo (Agency)*

Balance:	\$63,460.23
Cash Available	\$15,099.81
	1/4/2024

	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

KHPC Report for Meeting of January 10, 2024

KHPC/O'Connor Fund Organizing Committee Report

The O'Connor Fund Grant Program Pre-Application Workshop date has been set for Wednesday, February 21st at lunchtime. Luis is contacting the Kalamazoo Public Library to see if the Van Deusen room will be available for us to use.

TO DO:

- Invitations need to be printed and sent out to the list of compiled applicable non-profit organizations.
- Complete final preparations of agenda and materials for the Pre-Application Workshop and print them.
- Update the Communications Plan in the next week (KW will accomplish this).

Upcoming:

- Ensure all application materials have been appropriately migrated to the website in order for the grant round to open.

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: 10 January 2024

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.

New Commissioner

The recommendation for the new Historic Preservation Commissioner should be on the agenda at the next City Commission meeting. I will update the HPC on the status of the recommendation following that meeting.

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