

Agenda

Historic Preservation Commission

City of Kalamazoo



Wednesday, March 13, 2024

6:00 PM

City Commission Chambers at City Hall – 241 West South Street

A. CALL TO ORDER/ROLL CALL

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

B. ADOPTION OF FORMAL AGENDA

C. APPROVAL OF MINUTES

- 1.

D. PUBLIC COMMENTS

E. REPORTS

1. Financial Report
2. O'Connor Fund Reports
3. O'Connor Fund Grant Program update

F. DISCUSSION/ACTION ITEMS

1. Workplan Review and Subcommittee Assignments
2. MHPN Dues and Conference Fees

3. Annual Report Review

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.

Fund Summary

Balance	\$4,890
Expenditures	\$289.47
Total	\$4,600.53

Projected Expenses

MHPN Member Registration	\$230
MHPN Conference	NTE \$2,800
Total	\$3,030

Fund Summaries**OCON1**

Balance \$63,727.38

Cash Available \$14,968.25

OCON2

Balance \$398,473.25

Cash Available \$57,811.29

Grants**OCON1**

\$2,500 (This was processed 2/15/2024)

OCON2

\$0 (No grants have been taken from this account)

O'Connor Fund Grant Program update/important dates for your calendar!

27 February 2024

Dear Grant-makers and others –

Hope you are all well and not suffering greatly from the spring-like weather. As we near grant-making time, I wanted to provide you with a report on what's happened in late 2023 and early 2024 on the program.

1) Luis and I worked on changes to the application following our committee discussions last year. I was delayed in my work due to a health issue, and so was not able to get them to Luis until much later in the year than planned. However, they are with the City Communications department now and we are confident the application web pages will be ready in time.

2) Also as discussed, we created a list of qualified non-profits in the City that owned old buildings (about 300), (Thanks to Curt & Luis); then Luis sent an invitation to all to attend a pre-application workshop.

About 10% of the group attended (a good turnout!) Kyle provided a brief introduction and overview on the KHPC & OCF (O'Connor Fund.) Luis described the program and reviewed relevant documents, encouraged the group to contact him with questions and to submit an application. He also promised to send an email to those who signed up that way with digital copies, along with an annotated PowerPoint.

There were some catering issues, but it sounds as if good conversations took place and questions addressed.

Comments:

Kyle commented afterward that he hopes people were not scared off by our word count requirements. (Pam's response: We put those in place to help us get concise, accurate applications. We'll hope it works, and if we decide it needs tweaking – we'll do that.)

- The application seems complicated for a small pool of money, which may all go to a single project. (Pam's response: I can seem complicated. That's one of the biggest reasons we held the workshop. Assuming we receive worthy applications, it's possible it may all go to one project. I believe this will be determined by the quality of the applications and what size impact we hope to make with our first grant or grants.)

- In his report afterward, Kyle asked: if there were several worthwhile applications, perhaps we can expand our granting allotment next year? (Pam's response: That may be possible, but I'd recommend we don't consider that until: a) we have at least two successful grant-making years under our belt, and b) we have a deep discussion and decision about how to best balance the spend down of our spendable portion.)

- KHPC member Lynee Powell-Wilson attended part of the workshop and asked a really good question: Can organizations apply year after year, even if they become grant recipients?

Luis responded that it could change, but nothing bars the practice currently, and he's correct. (Pam's response: I'd like the Grant Committee to take it up for a more in-depth conversation after this spring's round. Personally, I'd recommend one qualification for applicants who have received previous grants: that they have successfully completed their earlier project. I hope you'll think about this so we can discuss at the appropriate time.)

O'Connor Fund Grant Program update/important dates for your calendar!

27 February 2024

- Someone asked about their application being part of a larger capital campaign. Luis told them that this could make for a stronger application if they pick out a specific project aligning with KHPC's goals so we could better gauge need and impact. GREAT QUESTION/GREAT ANSWER!

- And, finally, many people were keen to know time frames and deadlines. Thanks to Katherine for setting (most of) them out so they could be shared with potential applicants.

Here are the important dates for you as we proceed. Please see and record our 6-21-24 "Second Round" meeting date below on your calendars NOW— we will set a time soon. Please let me know about your availability that afternoon.

3/8/24	Public announcement of grant round opening (Luis)
4/17/24	Public reminder of grant round opening & deadline (Luis)
5/17/24	Applications due (Applicants)
5/24/24	Applications sent to grant-making committee members and Kyle (Luis)
6/7/24	Round 1 of application reviews. (Luis & Kyle review and send comments to grant-making committee ASAP)
6/21/24	Round 2 of application reviews (Grant-making committee meets in person, time TBD) (Committee)
6/28/24	Notify applicants of decisions (Luis)

Luis, Kyle, Katherine: please let me know if there is anything I've missed here, and thank you all!

Pam

Copies to, via email today:

Curt Aardema

Kyle Hibbard

Nelson Nave

Luis Peña

Maria Perez-Stable

Katherine White



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: March 13, 2024

SUBJECT: Workplan Review and Subcommittee Assignments

SUMMARY:

Time to discuss the draft work plan as a commission, propose changes for the final draft, and assign committee members to subcommittees.

BACKGROUND:

The HPC drafted a new workplan in Fall 2023 at a full session of the commission. Drafting the workplan was only the first step in the adoption of a new workplan, however. In order to finalize the draft, the HPC needs to look over the existing draft as a group, propose any final alterations or amendments, appoint members to subcommittees, and vote on the adoption of the document.

RECOMMENDATION:

Staff recommends that the HPC adopt the amended document.

Kalamazoo Historic Preservation Commission's Core Values:

Diversity, Equity and Inclusion, Education, Sustainability, Stewardship

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

Committee Leader: ???

Committee Members: ???

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

Estimated Completion Date: July, 2024

Core Value Alignment: DEI

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

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

Committee Leader: ???

Committee Members: ???

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

Estimated Completion Date: Fall 2025

Core Value Alignment: DEI, Education

Ordinance Duties Alignment: 6, 7

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

Committee Leader: Kyle Hibbard & Ryan Walker

Committee Members: ???

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

Estimated Completion Date: October 31, 2024

Core value alignment: DEI, education, stewardship

Ordinance Duties Alignment: 6

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

Committee Leader: 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: March 13, 2024

SUBJECT: MHPN Dues and Conference Fees

SUMMARY:

The HPC will need to approve the expenditure of funds to pay MHPN dues and MHPN conference costs.

BACKGROUND:

With the MHPN conference coming, and dues being due, the HPC (the branch of Historic Preservation within the city of Kalamazoo) needs to consider disbursing payment to the MHPN. Totals would be as follow:

MHPN Member Registration: \$230
MHPN Conference fees: NTE \$2800

RECOMMENDATION:

Staff Recommends that the HPC approve the disbursement of funds to the MHPN for dues and for conference fees.

IMPORTANT REGISTRATION DETAILS

IN-PERSON REGISTRATION

Apply for a Scholarship or Consider Volunteering – By April 6 at 5:00 PM:

First, we have SCHOLARSHIPS for students, professionals, tradespeople, and others. Registration and overnight costs are covered. Submit a letter describing preservation interests and one letter or email of recommendation to mhpnships@gmail.com. Second, VOLUNTEERS are needed. Volunteers receive free registration on work days; added days are at the Student Rate. Contact VolunteerMHPN@gmail.com.

Two Pairs of Hotels for Overnight Accommodations:

Conference rates have been secured at four hotels located just minutes from the Fetzer Center for Tuesday through Saturday nights with Sunday check-out. Go to the MHPN website for on-line registration portals; hotel details and phone numbers are below. Room arrangements based on availability at time of call; requests made after the cutoff dates are at the hotels' discretion. Use Block Name "Michigan Historic Preservation Network."

Cutoff Date, Sunday, April 7:

The following two hotels are adjacent and less than 4 miles northwest of the Fetzer Center off US 131. 1) Holiday Inn & Suites at 1247 Westgate Drive; rooms priced \$99-\$102 + taxes; call 1-269-888-4800. 2) Holiday Inn Express & Suites at 1315 Westgate Drive; rooms priced \$109-\$114 + taxes; call 1-269-447-1700. Parking is free for both.

Cutoff Date, Saturday, April 6:

The following two hotels are connected and less than 4 miles northeast from the Fetzer Center in downtown Kalamazoo. 1) Hilton Garden Inn is located in the National Register-listed Masonic Temple Building, designed by Spier & Rohns and built in 1913-1915; rooms priced \$199 + taxes. 2) Adjacent Home2 Suites by Hilton is new; rooms priced \$189 + taxes. Both at 303 North Rose Street; \$20 daily parking fee; call Central Reservations 1-877-517-5303.

Guest Attire:

Business casual is appropriate for all activities, but many dress more formally for Friday's Awards Evening. Wear comfortable shoes for tours; have rain/cold weather gear available.

Booth Discounts and Information for Vendors:

For a Vendors' Showcase space at the Fetzer Center, complete Registration page 35 or register on-line at www.mhpn.org/conference/. Vendor spaces approx. 8' x 10' with up to two 6' tables with cloths and 2 chairs. You provide display elements; attaching items to walls is prohibited. Electrical outlets and internet available. There is no secure on-site storage; neither MHPN nor the venue is liable. Set-up/break-down details are sent closer to the conference. Hours: Setup Wednesday, 2:00 PM–6:00 PM, and Thursday, 8:15 AM–12:00 Noon. Open Thursday, 8:15 AM–6:45 PM; Vendors' Showcase and Opening Reception Thursday, 5:15 PM–6:45 PM. Open Friday 7:30 AM–3:45 PM; breakdown Friday 3:45 PM–5:30 PM. If you are a sponsor, a discount on the member booth price of \$125 applies: support of \$2,500+ = FREE; \$1,500 = \$31.25; \$1,000 = \$62.50; \$750 = \$93.75; \$500 = \$112.50; \$250 or less = \$125. Have questions or don't know if you're a conference sponsor? Contact Janet Kreger at 734-222-9310 or kregerj1981@att.net.

Net Profit Policy:

Any net profit supports MHPN operations, programs, and/or endowments at the direction of the Executive Committee. A review of finances is available through the office.

Disclaimer:

The MHPN assumes no responsibility for any injury, loss, or other damage to any person or property occurring in relation to any activity connected to or arising out of this Annual Conference or any events or tours associated therewith.

Releases:

General: Each person participating in any activity related to this Annual Conference hereby releases the MHPN and all cooperating organizations and related individuals from any and all suits, demands, or claims for injury (including death), loss, or other damage arising out of or occurring in connection with that activity. Photography: Your registration constitutes implied consent to be photographed and to have those photos published with non-personal identification.

MHPN Code of Professional Conduct:

The MHPN seeks to assure that programs, meetings, and other sponsored events, held either in person or virtually, are open and welcoming to everyone. To assure this is possible, MHPN expects all participants to follow the Code of Professional Conduct found at www.mhpn.org; click on the button at the top labelled "About Us." We expect everyone's cooperation to help ensure a welcoming, inclusive, and respectful environment for all.

Questions:

Contact the MHPN at (517) 371-8080 / info@mhpn.org. Also find answers at www.mhpn.org/conference/.

Registration Policies:

1) Registrations after April 17 and walk-ins welcome, but food/activities are not guaranteed. 2) Refunds subject to a \$20 administrative fee and made 30-45 days post-conference. 3) Cancellations or changes after April 17, and no-shows, are not reimbursed. 4) Reservations may be transferred, unchanged, to another participant; notify the MHPN. 5) Tours, events, lunches have capacity limits; waiting lists are kept.

VIRTUAL 24/7 VENDORS' SHOWCASE

**Register on-line at www.mhpn.org/conference/ no later than May 3, 5:00 PM.
Showcase opens to visitors on April 1. Check it out on-line!**

IN-PERSON CONFERENCE REGISTRATION FORM

Mail, fax, or on-line at www.mhpn.org/conference/ by April 17, 2024, at 5:00 PM

SAVE! Early Bird Registration by March 27, 2024, at 5:00 PM

ONE PERSON PER FORM AND PLEASE PRINT:

Last Name: _____ First Name: _____

Affiliation: _____ County: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ Special Needs: _____

E-Mail: _____

On-line Registration is encouraged! Do not include me on the Participant List _____

REGISTERING FOR 1 OR MORE DAYS? DO THAT HERE!

This is Basic Registration. If you qualify for a discount, you'll find it below at Check Out. If not a member, join at Check-Out and qualify for member discounts immediately!

- ☐ **I am registering for Thursday, May 9:** \$190 _____
Incl. continental b'fast, breaks, lunch, sessions, and
Opening Reception & Vendors' Showcase (Cash Bar).
- Add "Ladies Library Association" Bus & Venue Tour \$10 _____
- Add "Houses of Worship" Bus & Walking Tour \$20 _____

- ☐ **I am registering for Friday, May 10:** \$190 _____
Includes continental b'fast, breaks, lunch, sessions,
and Keynote
- Add "Residential Gems" Bus & Walking Tour \$25 _____
- Add "Downtown Commercial" Bus & Walking Tour... \$25 _____
- Add Awards Reception & Ceremony (Cash Bar) \$30 _____

- ☐ **I am registering for Saturday, May 11:**
For Sat pricing, you must register for at least one day above.
"Wood Window Workshop for Old Home Owners" \$30 _____
Includes continental b'fast, breaks

YOUR SUB-TOTAL FOR BASIC REGISTRATION: _____

REGISTRATION CHECK OUT!

Does one of the following discounts apply to you?
(Limit to 1) If so, subtract!

- MHPN Member registering by March 27 **Subtract 25%** - _____
- MHPN Member registering March 28-April 17 **Subtract 10%** - _____
- Student and 60+ registering by March 27 **Subtract 50%** - _____
- Student and 60+ registering March 28-April 17: **Subtract 35%** - _____
- Presenters and Volunteers pay \$0 for their work days;
then, for added days, registering any time: **Subtract 50%** - _____
- Donor at \$1000+ or Scholar registering any time:
Subtract 100% - _____

• **If you are not a member and have taken a discount, join now:**
1-Yr Basic @ \$65, Student/60+ @ \$40 + _____

I want to make a gift to the MHPN + _____

PAY THIS TOTAL: _____

...OR DOING A LA CARTE TICKETING? DO THAT HERE!

If you are registered to the left, *no need to buy a la carte tickets here!* DISCOUNTS DO NOT APPLY ON INDIVIDUAL TICKETS.

Thursday, May 9 - Choose all that apply:

- "Ladies Library Association" Tour \$20 _____
- Lunch (state tax credit discussion) \$25 _____
- Archaeology, Museums, Tribes Session \$25 _____
- Secretary's Standards Session \$25 _____
- "Houses of Worship" Tour \$40 _____
- Reception & Showcase (cash bar) FREE _____

Friday, May 10 - Choose all that apply:

- SHPO Track and Keynote \$100 _____
- "Residential Gem" Tour \$50 _____
- Incentives for Pres Workshop I & II \$85 _____
- Archaeology Standards & Guidelines \$25 _____
- Lunch (before keynote) \$25 _____
- Keynote Address FREE _____
- "Downtown Commercial" Tour \$50 _____
- Awards Evening (cash bar) \$40 _____

Saturday, May 11

- "Wood Window Workshop for Old Home Owners"
Includes continental b'fast, breaks \$45 _____

Add a Membership:

- 1-Yr Basic @ \$65, Student/60+ @ \$40 + _____
- I want to make a gift to the MHPN: + _____

PAY THIS TOTAL: _____

...OR ARE YOU A VENDOR? REGISTER HERE!

For up to 2 people: Thurs includes continental b'fast, breaks, lunch, sessions, Opening Reception & Vendors' Showcase (cash bar); Fri includes continental b'fast, breaks, lunch, sessions, keynote. See "Important Registration Details," opposite page.

- MHPN Member: Pay \$125 _____
- Non-Member; 1 yr basic member inc Pay \$190 _____
- Donor; see booth discount on pg 34: Pay \$ _____

I need (circle one) 0, 1, 2 _____ tables.

Electricity: Yes _____ No _____

Second person's name, if applicable; no need for a second form: _____

THEN EVERYBODY PAYS HERE!

If one payment is made for several registrants, complete a separate form for each person and submit together.

Choices for Remittance: (MHPN Fed Tax #38-2878515)

- 1) Check # _____ made payable to the "MHPN"
- 2) Purchase Order # _____
- 3) CC: VISA _____ MasterCard _____ Discover _____ AmEx _____ # _____

Name on Card: _____ Your Signature: _____

Mail/fax the registration form with payment to:

Michigan Historic Preservation Network, 313 East César E. Chávez Avenue, Lansing, MI 48906 FAX: (517) 371-9090



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: March 13, 2024

SUBJECT: Annual Report Review

SUMMARY:

Review, amend and approve the 2023 HPC Annual Report

BACKGROUND:

Each year, the Historic Preservation Coordinator prepares an annual report of the HPC's activity and shares the report with the City Commission. Before sending the report to the City Commission, However, the Preservation Coordinator shares the report with the HPC to gather input.

RECOMMENDATION:

Staff recommends approval of the amended report.

CITY OF KALAMAZOO HISTORIC PRESERVATION COMMISSION ANNUAL REPORT 2023

Introduction

The duties of the Historic Preservation Commission are defined in Article V of the Code of Ordinance of the City of Kalamazoo. In support of its duties, the commission undertook or continued a variety of projects in 2023.

During the annual reevaluation of their workplan, the Kalamazoo Historic Preservation Commission again chose to further refine the projects proposed, allowing for a more focused direction.

“The commission may support and produce historical publications”:

The Historic Preservation Commission did not begin any new publications during 2023. Kazoo Books still has a stock of *Kalamazoo: Lost and Found* (a former publication of the Historic Preservation Commission). The availability of the book at a local retailer allows people access to explore the existing history around them, and learn about some of the tangible history that has been lost to time.

“... inventory of historic resources within the city which, in its judgment, have such value as to warrant preservation and/or redevelopment; to publish such inventory; and to cooperate with owners of such resources in devising and carrying out appropriate means for their preservation.” And ***“The commission shall be responsible for the coordination and nomination of National Register and state register historic districts, sites and/or individual properties, and may support the creation of local historic districts”:***

The HPC continues to support and will advise the progress of the Reconnaissance Level Historic Resources Survey which began in the winter of 2020. In 2023 a contract was finalized with Kraemer Design Group to survey and analyze a total of 3,356 properties in the city across multiple neighborhoods. The finished survey report will be useful to other city departments, and available to the public, allowing historic preservation to be a vital part of decision making in the city.

“The commission shall encourage and promote historic preservation and educate the public on preservation wherever possible”:

The commission continues to evaluate ways in which preservation can be more inclusive of all people in the city of Kalamazoo. The commission is still interested in connecting with under-represented community groups within the city and understanding ways in which the Historic Preservation may be beneficial to these groups.

The Historic Preservation Commission offered a public gravestone cleaning session in 2023, and members of the commission were present at an event hosted by another community group.

Additionally, the commission hosted two hands-on workshops for local citizens interested in learning about repairing windows and repointing mortar. 24 people participated in the workshops and gained valuable experience in repairing historic properties.

In 2023, the annual Preservation Awards were held on May 31st. The awards were held at KNAC (315 W Michigan Ave). With the help of Neal Conway, a short video was produced about each award-winning project or individual. The Historic Preservation Coordinator presented the awards video and each segment was narrated by the respective recipient. Winners of the Preservation Awards of Merit in 2023 include:

Community Homeworks for their continuing commitment to preserving history in the City of Kalamazoo, especially through their critical home repair program,

Kalamazoo Public Schools for their outstanding stewardship of Woodward Elementary at 606 Stuart elementary,

Kalamazoo Neighborhood Housing Services for their outstanding rehabilitation of 1209 S Park, where KNHS is headquartered, and,

David Brose for his continuing commitment to preserving history throughout the city of Kalamazoo.

“The commission may support the inclusion of historic preservation concepts in planning and land use...” As participants in the 2016 Programmatic Agreement between the State Historic Preservation Office, the Advisory Council on Historic Preservation and the City of Kalamazoo, in 2022 the HPC commented on 10 projects on buildings that were historic or were potentially historic. 106 non-historic properties were also reviewed.

“... cooperate with owners of such (historic) resources in devising and carrying out appropriate means for their preservation...”

O’Connor Fund for Historic Preservation in the City of Kalamazoo – grant program

Founded in 2000 with \$5000 each from Pam and Terry O’Connor and the City of Kalamazoo, fundraising for the fund held at the Kalamazoo Community Foundation has grown substantially. The fund is controlled by the Historic Preservation Commission and planning continued throughout 2023 to establish and launch a grant program using the spendable funds. The Historic Preservation Commission made a \$10,000 gift to Community Homeworks in 2023 to assist with their critical home repair program.

Concerns

The HPC did not express any concerns about specific sites within the city in 2023.

(Ask HPC)

Recommendations

(Ask HPC).

Acknowledgements

The HPC wishes to thank CPED Department Director Antonio Mitchell and planner Christina Anderson for their continuing support and encouragement.

Conclusion

Historic preservation is a vital part of Kalamazoo’s community character, enhancing both our existing built environment and future development. Kalamazoo. The City of Kalamazoo can look with pride at the handsome, restored, historic buildings along East Michigan Avenue, at the steady improvement of the Stuart and Vine neighborhoods and the preservation of the West Main Hill neighborhood.

Respectfully submitted,

A handwritten signature in black ink that reads "Luis Pena". The signature is written in a cursive, flowing style. The signature is placed over a light gray rectangular background.

Luis Pena, Historic Preservation Coordinator



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic Preservation Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: 13 March 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.

Historic District Reviews

Review Type	Cost	Number of Reviews	Totals
Administrative, no permit	\$35	1	\$0
Administrative, permit	\$35	7	\$245
Hearing	\$85	10	\$850
		4	\$1,095

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