

Agenda

Historic Preservation Commission

City of Kalamazoo



Wednesday, September 9, 2026

6:00 PM

City Commission Chambers at City Hall – 241 West South Street

A. CALL TO ORDER/ROLL CALL

B. ADOPTION OF FORMAL AGENDA

C. APPROVAL OF MINUTES

1. Approval of the minutes from the Historic Preservation Commission meeting on 12 August 2026

D. PUBLIC COMMENTS

E. REPORTS

1. Financial Report
2. O'Connor Fund: Manage Grants, Solicitations & KHPC Operating Expenses

F. DISCUSSION/ACTION ITEMS

G. COORDINATOR'S REPORT

H. COMMISSIONER COMMENTS

I. ADJOURNMENT

The mission of the Kalamazoo Historic Preservation Commission is to educate the public and city leaders on the value of preserving the City's historic resources and to advise the City Commission accordingly. Questions and comments regarding this agenda should be directed to the Historic Preservation Coordinator at 337-8804.

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

Minutes

Historic Preservation Commission

City of Kalamazoo



Wednesday, August 12th, 2026

6:00 PM

City Commission Chambers at City Hall – 241 West South Street

A. CALL TO ORDER/ROLL CALL

Called to order at 6:00 PM

B. ADOPTION OF FORMAL AGENDA

Hibbard financial reports are not there. Pena I will add them and we can move it down to the bottom after Pam's comments. Kastner, I have two proposals. One we add placards for this commission. Two: looks like we still get money from the book sale. Pena, we can move these two things to the budget.

Kastner moved to amend agenda as discussed.

Paduk 2nd

C. APPROVAL OF MINUTES

Hibbard in B says Pena after commissioner review take out after. Also in B Morton line forwarding should be forward. C towards the bottom of the section it says Megan Daniels whos just delete the S. E 3 the MHPN notes does not make sense at all. Evan Cutler from WMU has a website about the Pioneer Cemetery. F2 ninth line has "filed" should be "field of interest". F4 the fifth line application delete the be submittal for clarity. 6th line says ships should be the acronym SHPO. The last sentence says build cost of the service should be but cost of the service.

Akina motion to approve minutes as amended

Kastner 2nd

D. PUBLIC COMMENTS

Pam, I didn't have any problem accessing any of the documents attached at the link provided for this meeting, except the proposed budget. If someone could share it with me, maybe after the meeting. Are you planning on voting on it tonight? Pena, this is just a draft; we will have a more serious one. This is for internal budgeting purposes. I will get it over to you.

E. REPORTS

1. Financial Report
Pena read report

2. Historic Tours Report
Paduk I included in the report we are working on Goal 3. Our goals one and two have been completed. We are working on completing our tours, prioritizing our tour of Mount Home Cemetery. We have our rough drafts all written for all of the entries that we are going to be focusing on. The next steps are editing those

down, getting pictures together and figuring out our locations that we can put pins in Clio and uploading everything. Hope to have a bigger update at next month.

3. O'Connor Fund Report

Hibbard, I think the only new thing on there was that Pam, Luis, and I met to discuss the changes to the website application and website itself. Pena, I have a list and will schedule time with Neal to get all those updates put on the website. Pena, we changed over behind the scenes; now it does not have to pass through the City. We can directly disperse the funds right to the recipient of mini grants or grants. Hibbard, I did ask if we still had two buckets you said yes but I saw somewhere else it said O'Connor four fund. Pena on the final page of Pam's report she includes O'Connor fund values. In the past, we would have had Ocon 1 and Ocon 2 we were lifting the names directly from the Community Foundation for these funds. Since we changed the way we can disperse funds a new Ocon 4 has been named and we don't use Ocon 1 or Ocon 2 anymore. We skipped over 3. Pam did a great job breaking it out on this report to show actual values. We're north of \$800,000 now. I did disperse the funds to the Friends of Kalamazoo Historic Cemeteries for their mini grant. Hibbard now with any future motion will just say from O'Connor 4? Pena, yes we wont have to specify.

4. Threats to NHPA Section 106 report

Akina, there are drastic changes being proposed by the Advisory Council on Historic Preservation for the ACHP. Some things it proposes are changes to definitions of what counts as undertakings under Section 106, what historic properties are, axes consultation with tribes and Tippo Shippo and the general public; all of these three were supposed to be strong pillars of Section 106 review process. The draft revisions are with the Office of Information and Regulatory Affairs. A couple of days ago that agency was meeting with people, and they could request to schedule a meeting. There was a webinar today from the National Trust of Historic Places and they were giving more information. There is a 30-day comment period, trying to get 250,000 comments submitted during that period. Once that is done, the ACHP would review those comments and vote on a final rule. I wanted to bring this to everyone's attention because it's really important and it's a big threat to Historic Preservation across the country. This is my last meeting but I would request that the HPC submit a letter during that public comment. Could co-submit it with the HDC or break it up. Pam, I am a resident of the City of Kalamazoo. I am a former member of the KHPC and its former chair. I am the former chair for the Michigan Historic Preservation Network. I am a former advisor from the Michigan National Trust for the Historic Preservation, and I am a co-founder with my husband, Terry of the O'Connor Fund for Preservation in the City of Kalamazoo. I want to speak to you about how Section 106 has affected what happens in Kalamazoo. The KHPC had what we now refer to as the Arcadia Creek area surveyed to determine its eligibility for the National Register of Historic Places and was determined by the Park Service to be eligible because HUD money was involved. Section 106 kicked in and proposed a flood control renewal project for the Arcadia Creek area. It was proposed in 1980 and that whole quadrant of the center of downtown was affected by the survey. The Section 106 survey consultation process, and following lots of time with HUD, Michigan Shippo and MDOT, the Preservation Commission and many members over the months, a

memo of understanding or agreement was agreed to that. That created Luis's position. We still have a preservation specialist in Kalamazoo because of that very first Section 106. It saved very significant buildings in the Arcadia Creek area while allowing demolition of some. It also set up a design process for new construction in that area. Section 106 saw Kalamazoo and the West Main Hill neighborhood through a Department of Transportation undertaking that would have devastated the south boundary of Mount Home Cemetery, the park across the street and encroached substantially on some private property along the stretch between the lower end of West Main Hill and the top. Federal transportation dollars were involved the project would have widened the road. Section 106 was triggered again following lots of consultation. Section 106 has been at work saving Kalamazoo neighborhoods and other places. Because it exists, it drastically reduces demolition. Some buildings, entire blocks and neighborhoods as a result of Section 106, are being fixed and kept rather than demolished. Please don't let them silence your voice or decisions that would harm you or your neighbors. Please make this a priority and act now both individually and collectively. Kastner, can we as a group make recommendations to the City Commission to put it on the agenda? Pena, yes you can. Kastner: I would like to make a motion to make a recommendation to the City Commission that we put this on the formal agenda for them to discuss Section 106. Pena, so you want to say something regarding Section 106 and the edits forthcoming and proposed edits that are forthcoming to be included on the City Commission's agenda when? Kastner, the next one. Then Pam and Kaila can get in front and then explain what's going on.

Edison 2nd motion

Unanimous

F. DISCUSSION/ACTION ITEM

1. Draft Budget Review

Pena, this is just a draft we can make changes to it so we can spend it at a different meeting, dissecting it more fully. Not having to hold a placeholder for those funds. Funds would show up underneath the KCF O'Connor Historic Preservation heading. We would not have to hold \$10,000 for sponsorships or \$10,000 for grants. That would greatly reduce the amount of money we would be looking at for 2026 proposed. Hibbard when does this need to be approved for the City? Pena today is the draft I want to say October is the deadline for the actual final. I have a meeting on my calendar for October 7th for the historic final budget. That would be the week before our October meeting. We need to tentatively look at this seriously for next month if you want extra time I could ask if I could push back that meeting a week so we could have our regular October meeting. Kastner we would probably need it on the budget if that's something we want to explore. I just picked up a book of 19th century houses. I saw it was paid for by this commission. Its great on the education and also on fundraising. I want to propose starting the discussion; maybe the commission should but out another book. Theres so many topics; one I was thinking of is the history of Kalamazoo businesses. Also, historic home tours. Pena, we can certainly look we will have to couch it under expenditures. I don't think we will see any revenues from it this year. You have to make those expenditures and the revenues zero each other out, they have to balance. Kastner, I will email Patrick about a subcommittee. Pena, any budgetary considerations or questions, please

email me. I would like to have something put together by September. I will reach out to you all to see if I can move the October meeting to the 14th and our financial team meeting after the 14th so that would give us an extra month. We can also do budget amendments. Kastner is there anyone who would want to be on the budget sub commission. I see one in the audience I am excited to be. Hibbard, Patrick is an accountant as well. Kastner I will email Patrick, Pam and Luis. Kastner, having commission invest in placards for the commissioners. Pena, I won't be able to do a money vote this time, but we could do a vote next month. Kastner, I move to approve the draft budget, including the notes we discussed, as they will be incorporated into the final budget.

Paduk 2nd

Unanimous

G. COORDINATOR'S REPORT

Pena, we have moved to 150 E Crosstown Parkway, Suite B. If you would like an in-person meeting with me or see the new space, please come see me. Heather's the first person you will see when you walk in. Kaila, thank you for making it to your last meeting and appreciate you serving on the commission, appreciate you always providing input on stuff and helping me out. You will be missed on the commission, and hope everything goes well for you.

H. COMMISSIONER COMMENTS

Akina, if you want me to, I could stay on the subcommittee to remotely review. But if somebody else joins it won't hurt my feelings. Thank you for having me on the commission. I have enjoyed working with you all and really appreciate all the opportunities to go to MHPN for the O'Connor fund. Hibbard, we appreciated having you; sad to see you go. Hibbard, has your time on the commission informed your Tippo? Akina, just for me personally, learning more about Kalamazoo-specific stuff that I don't necessarily encounter on the Tippo side since I deal more with Section 106 stuff on the more Federal consultation aspect of it.

I. ADJOURNMENT

Hibbard moved to adjourn at 7:15 pm

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.

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270 HISTORICAL COMMISSION FUND

<i>Account Number</i>	<i>Beginning Balance</i>	<i>Debits</i>	<i>Credits</i>	<i>YTD Debits</i>
Assets				
270-000-00.000-001.001 BANK 1 CASH (OPERATING-POC	274.87	0.00	1,863.92	0.00
Total Assets	274.87	0.00	1,863.92	0.00
Liabilities				
270-000-00.000-202.000 ACCOUNTS PAYABLE	0.00	1,863.92	1,863.92	1,863.92
270-000-00.000-214.705 DUE TO DISBURSEMENT FUND	0.00	1,863.92	1,863.92	1,863.92
Total Liabilities	0.00	3,727.84	3,727.84	3,727.84
Equities				
270-000-00.000-385.001 FUND BALANCE - ASSIGNED FO	0.00	150.00	525.00	150.00
270-000-00.000-390.000 FUND BALANCE - UNASSIGNED	274.87 CR	0.00	0.00	0.00
Total Equities	274.87 CR	150.00	525.00	150.00
Operating				
270-000-00.000-700.000 ACTUAL EXPENDITURE CONTR	0.00	1,863.92	0.00	1,863.92
270-000-00.000-700.002 ENCUMBRANCE CONTROL	0.00	525.00	150.00	525.00
Total Operating	0.00	2,388.92	150.00	2,388.92
Budgetary				
Total Budgetary	0.00	0.00	0.00	0.00
Assets	274.87	0.00	1,863.92	0.00
Liabilities	0.00	3,727.84	3,727.84	3,727.84
Equities	274.87 CR	150.00	525.00	150.00
Operating	0.00	2,388.92	150.00	2,388.92
Total HISTORICAL COMMISSION FUND	0.00	6,266.76	6,266.76	6,266.76

Grand Totals

	<i>Beginning Balance</i>	<i>Debits</i>	<i>Credits</i>	<i>YTD Debits</i>
Total Assets	274.87	0.00	1,863.92	0.00
Total Liabilities	0.00	3,727.84	3,727.84	3,727.84
Total Equities	274.87 CR	150.00	525.00	150.00
Total Operating	0.00	2,388.92	150.00	2,388.92
Total Expenditures	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	0.00	0.00
Total Budgetary	0.00	0.00	0.00	0.00
Total All Funds	0.00	6,266.76	6,266.76	6,266.76

Expenditure Detail Report

City of Kalamazoo

01/01/2026 through 12/31/2026

270 HISTORICAL COMMISSION FUND

803 HISTORIC COMMISSION

Account Number		Adjusted Appropriation	Expenditures	Year-to-date Expenditures
270-803-00.000	HISTORIC COMMISSION			
270-803-00.000	HISTORIC COMMISSION			
270-803-00.000-729.000	OPERATING SUPPLIES	500.00	0.00	0.00
270-803-00.000-729.000	OPERATING SUPPLIES	500.00	0.00	0.00
270-803-00.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	500.00	0.00	0.00
3/16/2026	invoice IN 3912		271.44	
	Line Description: CPED - CATERING FOR HPC MEETIN			
	Vendor: 023596 JIMMY JOHNS			
	Document Description : CPED - CATERING FOR HPC MEETIN			
	Check # 1164083			
3/24/2026	po PO P-054802			
	Line Description: KNAC - CRAWLSPACE RENTAL - 202			
	Vendor: 033635 KALAMAZOO NONPROFIT ADVOCACY, COALITION			
	Document Description : KNAC - CRAWLSPACE RENTAL - 2026			
	Check # 0			
4/21/2026	po PO P-055118			
	Line Description: RENTAL - 2026 O'CONNOR PRE-APP			
	Vendor: 034766 CRAWLSPACE THEATRE PRODUCTIONS			
	Document Description : RENTAL - 2026 O'CONNOR PRE-APP			
	Check # 0			
4/30/2026	invoice IN 1400		150.00	
	Line Description: RENTAL - 2026 O'CONNOR PRE-APP			
	Vendor: 034766 CRAWLSPACE THEATRE PRODUCTIONS			
	Document Description : RENTAL - 2026 O'CONNOR PRE-APP			
	Check # 1164838			
4/30/2026	po LI 1400			
	Line Description: RENTAL - 2026 O'CONNOR PRE-APP			
	Vendor: 034766 CRAWLSPACE THEATRE PRODUCTIONS			
	Document Description : RENTAL - 2026 O'CONNOR PRE-APP			
	Check # 1164838			
5/18/2026	po PO P-055442			
	Line Description: HISTORIC PRESERVATION AWARDS O			
	Vendor: 034766 CRAWLSPACE THEATRE PRODUCTIONS			
	Document Description : HISTORIC PRESERVATION AWARDS			
	Check # 0			
270-803-00.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	500.00	421.44	421.44
270-803-00.000-810.003	MEMBERSHIPS AND SUBSCRIPTIONS	345.00	0.00	0.00
5/15/2026	invoice IN 28566		237.48	
	Line Description: CPED - HISTORIC DISTRICT MEMBE			
	Vendor: 003962 MICHIGAN HISTORIC PRESERVATION			
	Document Description : CPED - HISTORIC DISTRICT MEMBE			
	Check # 1165532			
270-803-00.000-810.003	MEMBERSHIPS AND SUBSCRIPTIONS	345.00	237.48	237.48
Total	HISTORIC COMMISSION	1,345.00	658.92	658.92
270-803-03.000	KCF O'CONNOR HISTORIC PRESERVATION			
270-803-03.000	KCF O'CONNOR HISTORIC PRESERVATION			
270-803-03.000-729.000	OPERATING SUPPLIES	2,800.00	0.00	0.00
270-803-03.000-729.000	OPERATING SUPPLIES	2,800.00	0.00	0.00
270-803-03.000-811.000	PROFESSIONAL DEVELOPMENT	2,200.00	0.00	0.00
5/15/2026	invoice IN WHV-2FZ69T8		210.00	
	Line Description: CPED - 2026 MI PRESERVATION CO			
	Vendor: 003962 MICHIGAN HISTORIC PRESERVATION			
	Document Description : CPED - 2026 MI PRESERVATION CON			
	Check # 1165531			
5/15/2026	invoice IN WHV-2FZ69T8		210.00	
	Line Description: CPED - 2026 MI PRESERVATION CO			
	Vendor: 003962 MICHIGAN HISTORIC PRESERVATION			
	Document Description : CPED - 2026 MI PRESERVATION CON			
	Check # 1165531			
5/15/2026	invoice IN WHV-ASNS2L9		210.00	
	Line Description: CPED - 2026 MI PRESERVATION CO			
	Vendor: 003962 MICHIGAN HISTORIC PRESERVATION			
	Document Description : CPED - 2026 MI PRESERVATION CON			
	Check # 1165531			
5/15/2026	invoice IN WHV-ASNS2L9		155.00	
	Line Description: CPED - 2026 MI PRESERVATION CO			
	Vendor: 003962 MICHIGAN HISTORIC PRESERVATION			
	Document Description : CPED - 2026 MI PRESERVATION CON			
	Check # 1165531			

Expenditure Detail Report

City of Kalamazoo

01/01/2026 through 12/31/2026

270 HISTORICAL COMMISSION FUND

803 HISTORIC COMMISSION

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures
270-803-03.000-811.000 PROFESSIONAL DEVELOPMENT	(Continued)		
5/15/2026 invoice IN WHV-XYJQYHK		420.00	
Line Description: CPED - 2026 MI PRESERVATION CO			
Vendor: 003962 MICHIGAN HISTORIC PRESERVATION			
270-803-03.000-811.000 PROFESSIONAL DEVELOPMENT	2,200.00	1,205.00	1,205.00
270-803-03.000-882.000 SPONSORSHIPS	10,000.00	0.00	0.00
270-803-03.000-882.000 SPONSORSHIPS	10,000.00	0.00	0.00
270-803-03.000-956.000 GRANTS	10,000.00	0.00	0.00
270-803-03.000-956.000 GRANTS	10,000.00	0.00	0.00
Total KCF O'CONNOR HISTORIC PRESERVATION	25,000.00	1,205.00	1,205.00
Total HISTORIC COMMISSION	26,345.00	1,863.92	1,863.92

expdetl.rpt

09/04/2026

2:20PM

Periods: 0 through 17

Expenditure Detail Report

City of Kalamazoo

01/01/2026 through 12/31/2026

270 HISTORICAL COMMISSION FUND

970 TRANSFERS OUT - OPERATING

<u>Account Number</u>		<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>
270-970-00.000	TRANSFERS OUT - OPERATING			
270-970-00.000	TRANSFERS OUT - OPERATING			
Total	TRANSFERS OUT - OPERATING	0.00	0.00	0.00
Total	HISTORICAL COMMISSION FUND	26,345.00	1,863.92	1,863.92
	Grand Total	26,345.00	1,863.92	1,863.92

O’CONNOR FUND: MANAGE GRANTS, SOLICITATIONS & KHPC OPERATING EXPENSES

Leader: Kyle Hibbard

Members: Pam O’Connor, Kaila Akina, Luis Peña

(+ Maria Perez-Stable, Katherine White and Curt Aardema, for grant reviews)

Goal 1: ~~Execute KZCF fund split to ease administrative burden for grantmaking~~

~~A) Prepare “Explainer” sheet for KHPC Review~~

~~DUE: December 2025~~

~~BUDGET: \$0 ————— 7-3-26: — Now deemed unnecessary.~~

~~B) Confirm w/KZCF how funds will be split & create addendum & new LODs~~

~~DUE: December 2025~~

~~BUDGET: \$0~~

~~8-4-26 — Luis reports he has initiated the first Grantee payment under the new system. This workplan item is now completed.~~

Goal 2: Manage NEW *O’Connor Grantmaking Fund for Historic Preservation Competitive* and “Mini” programs for preservation rehabilitation, planning and special projects.

DUE: Recurring, according to 2026 Schedule/Comms Plan

BUDGET:

• Encumbered (Unpaid) Grants & Mini Grants*

KNAC (\$15,000)	\$15,000 (Competitive)
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Gun Lake Tribe (\$5,000)	\$5,000 (Mini)
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SWMI Disability Network	\$10,000 (Competitive)
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• <u>2026 Anticipated Mini Grants</u>	<u>\$5,000</u>
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TOTAL	\$35,000
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FKHC (\$2,500)	<u>-\$2,500 (Mini = PAID in August)</u>
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Balance	\$ 32,500 total encumbered funds
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Goal 3: Manage O’Connor Fund (04) account at KZCF to provide for KHPC needs and expenses

DUE: As needed

O’Connor Fund annual solicitation materials	\$250
Preservation Month Subcommittee Expenses	\$2,575
BUDGET: Other Operating Expenses	<u>\$17,175</u>
TOTAL	\$20,000

Goal 4: Investigate undertaking a citywide cultural preservation survey using O’Connor Fund and/or CLG Funds.

DUE: End of 2026

BUDGET: \$0

Estimated Completion Date: Annual, Ongoing

Ordinance Duties Alignment: 1, 5, 6, 7

Core Value Alignment: Community Engagement, Education, Sustainability, Stewardship

LATEST UPDATE

9/4/26: Kyle has been instated as subcommittee chair, now submitting this report; he, Pam & Patrick met on 8-24-26 to go over the plethora of files compiled over the years & decided digital storage is cheap & allows for “digging” for info as needed so we might as well keep it all; Pam is working on organizing things in sensible folders by year/topic & Luis will receive & store these files in the cloud, providing access to the subcommittee; Luis should have updates in hand now for the application & website to be implemented as soon as possible

TO REVISIT

During the 2026 grant reviews discussing elevator eligibility, Luis also noted that the next most frequently needed system for old buildings is fire suppression sprinkling, and the subcommittee agreed to note that here for future discussion.

O'Connor Fund Values

2026 Disbursements from **OCON04** \$2,500.00

OCON04 Asset Balance as of 9-4-26: \$722,094.98

→(this figure is the combination of former 01 & 02 accounts)

OCON04 Spendable Balance as of 9-4-26: \$86,494.39