

**AGENDA**  
**CITY OF KENTWOOD**  
**HISTORIC PRESERVATION COMMISSION**  
**Kentwood Library Heritage Room (In-Person meeting)**  
**Monday, January 9, 2023 at 6:00 P.M.**

1. Roll Call
2. Digitization of oral history cassette tapes
3. New calendar for 2024
4. Potential designation of historic sites: Patterson Farm, former Tassell home, 32<sup>nd</sup>/Shaffer-process
5. Adjournment

**Please contact Lisa Golder if you are unable to attend**

## MINUTES

### KENTWOOD HISTORIC PRESERVATION COMMISSION

December 5, 2022

Present: Karleen Root, Debi Crawford-Poyner, Dave VanDyke, Dwell Moore, Erika Plunkett

Absent:

Others present: Lisa Golder, Doug Van Dyke

#### 1. Roll Call

The Commissioners introduced themselves and welcomed Erika to the Historic Preservation Commission. Visitor Doug VanDyke was present.

#### 2. Future Goals and Projects

The Commission had a lengthy discussion about the various projects undertaken through the years and the potential projects that may be undertaken in the future. The following were listed as potential projects during the next year. There was recognition that some of the projects could fall during this fiscal year and some could occur in the next fiscal year. If they are in the next fiscal year it would be imperative to get estimates and list it as a project for the 2023-24 budget.

1. Digitize Historic Preservation cassette tapes.  
Budget for 23-24 fiscal year to have this done professionally  
Potential contractor is LaVigne Company  
Need to get a quote for the purpose of estimating how much to budget  
Possibly create blog on oral history segments
2. New calendar for 2024  
City branding is required  
“Then and Now” calendar  
Start collecting photos since the printing will need to occur well before the end of 2023  
Some of the photos in the old calendar can be re-used – Bowen and Octagon Houses, cattle tunnel, churches, Shippy’s Pharmacy, Woodland Mall, Roller rink
3. Look into the possibility of designation of Patterson farm as a historic resource  
Development project is likely pending in the near future—since process takes a long time we should be aware of costs, benefits and timeframe.  
  
Look into possible designation of former Tassel home at 32<sup>nd</sup> and Shaffer
4. See if Ed Paciencia is available to do Division Avenue history program

5. Collect information on the Churches of Kentwood. Could include history, photos, etc.  
Histories could be collected and used for Facebook articles

Next meeting:

The next KHPC meeting is scheduled for Monday, January 9, 2023 at 6:00PM in the Heritage Room of the Library.

Newsletter topics:

Octagon House

Airport History

Diversity in Kentwood

Paris Township name

Heyboer Farm

Historic Preservation Commission

Snowstorm of 1978

Library history

Relocating the VanderLaan barn

Grange

Gypsum mines

Strong Mayor

Landfill

Township structure

City Hall

Train wreck

Heritage Room

Heyboer family

Plank roads

Civil War Veterans

Bowen House

## PROCESS FOR THE ESTABLISHMENT OF AN HISTORIC DISTRICT

Before establishing a historic district, the legislative body shall appoint a historic district study committee.

Committee have majority of persons who have a clearly demonstrated interest or knowledge in historic preservation and shall contain representation from one of more duly organized historic preservation organizations.

Committee shall:

1. Conduct a photographic inventory of resources within each proposed historic district following procedures established or approved by the bureau.
2. Conduct basic research of each proposed historic district and the historic resources located within the district
3. Determine the number of historic and non-historic resources within a proposed historic district and the percentages of historic resources in that total. Use the selection criteria for evaluation used by the US Secretary of Interior for inclusion in National Register of Historic Places
4. Prepare a Preliminary Historic District Study Committee report that addresses at a minimum all of the following:
  - Charge of the committee
  - Composition of the committee membership
  - Historic district studied
  - Boundaries for each proposed historic district in writing and on maps
  - The history of each historic district
  - Significance of the district as a whole, as well as a sufficient number of its individual resources to fully represent the variety of resources found within the district, relative to the evaluation criteria
5. Transmit copies of the preliminary report for review and recommendations to the local planning body, to the bureau, to the Michigan Historical Commission and to the State Historic Preservation board
6. Make copies of the preliminary report available to the public pursuant to subsection 4
7. No less than 60 days after the transmittal of the preliminary report, the committee shall hold a public hearing in compliance with Act 267 of the Public Acts of 1976 as amended, being Sections 15.261 and 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the hearing shall be given in a manner required by Act 267. Written notice shall be mailed by first class mail not less than 14 calendar days before the hearing to the owners of properties within the proposed historic district as listed on the tax rolls of the local unit.

8. After the hearing, the committee and the legislative body have not more than one year, unless otherwise authorized by the legislative body of the local unit, to take the following actions:
  - a. Committee shall prepare and submit a final report with its recommendations and the recommendations of any local planning body to the legislative body of the local unit. The report shall include a draft or proposed ordinance.
  - b. After receiving the final report the legislative body may introduce and pass or reject an ordinance or ordinances. If an ordinance is passed, the local unit shall file a copy with including a legal description of the property located in the historic district with the register of deeds
  - c. A local unit shall not pass an ordinance less than 60 days after a majority of property owners within the local historic district have approved the establishment of the historic district pursuant to the to a written petition.

A writing prepared, owned, used, in the possession of or retained by a committee in the performance of an official function shall be make available to the public in accordance with Act 442 of the Public Acts of 1976, as amended, being section 15.231 to 15.246.