



CITY OF BATTLE CREEK

COMMUNITY SERVICES DEPARTMENT – PLANNING AND ZONING

WORKSHOP AGENDA

Historic District Commission Steering Committee Workshop

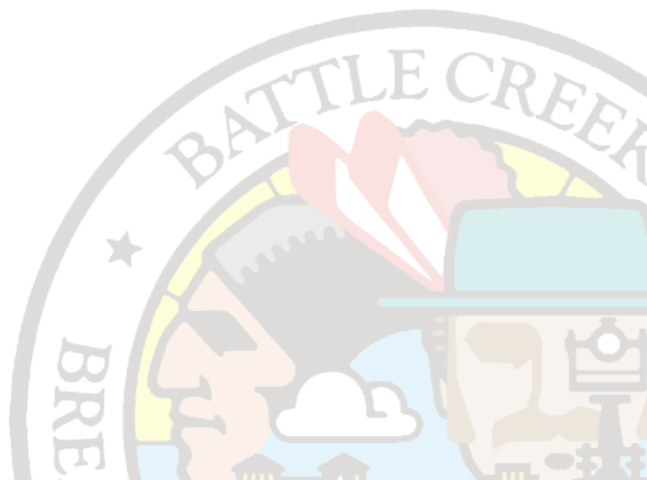
Date: Monday, January 13, 2025

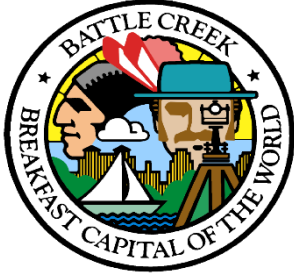
Time: 3:30 P.M.

Where: City Hall, Room 301

1. Call to Order:
2. Attendance:
3. Additions or Deletions to Agenda:
4. Correspondence:
5. Old Business:
6. New Business:
 - A. Historic District Commission Design Guidelines discussion
7. Comments by the Public:
8. Comments from Commission members and Staff:
9. Adjournment:

The City of Battle Creek will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered in the meeting upon notice to the City of Battle Creek. Individuals with disabilities requiring auxiliary aides or services should contact the City of Battle Creek by writing or calling the following: Office of the Planning & Zoning Division, 10 North Division – Suite 117, Battle Creek, MI 49016, (269)966-3348 (Voice), (269)966-3348 (TDD)





Battle Creek Historic District Commission

Staff Report

HDC Steering Committee, Design Guidelines / Feasibility Plans

Meeting: January 13, 2025

To: Historic District Commission

From: Travis Sullivan, Planning and Zoning Administrator

Date: January 6, 2025

Subject: Beginning of discussion regarding the development of Historic District Commission Design Guidelines

Summary

At the October 8, 2024 regular meeting of the Historic District Commission (HDC), the Commission formed a three-member steering committee for the purpose of beginning the process of developing, and eventually drafting, a comprehensive set of historic district design guidelines, and well as a set of policies and procedures for the consideration of proposed projects where exceptional examples of economic and technical feasibility or hardship may exist.

The focus of this initial discussion will be kicking off discussion related to the development of a comprehensive set of Historic District Design Guidelines.

Staff is seeking to receive feedback regarding the following set of questions:

1. What goal(s) does the Commission have regarding the five local historic districts and their decisions for Certificates of Application? Do these differ across the districts?
2. What format would the Commission like to see the final design guidelines in? Other communities have used websites (Kalamazoo), resolutions (Muskegon), booklets (Niles, Grand Rapids, Lansing), and handouts (Holland).
3. What items would the Commission like to see in the design guidelines? Is anything missing from the listed categories below? Should anything be removed from the listed categories below?

Common categories include:

- a. Roofing materials (i.e. shingles, drip edging).
- b. Residing and trim cladding.
- c. Fences.
- d. Porches and decks.
- e. Windows and doors.
- f. Exterior woodwork.
- g. Out buildings/accessory buildings.
- h. General utility/outdoor appliances.

4. What items are of greatest concern to the Commission with regards to design guidelines? Where should the discussion start?
5. What resources does the Commission have in their possession that they believe would be of value to staff?
6. What can staff provide during this process to the Commission that would support their discussions moving forward?

Below are links to information regarding the Cities of Kalamazoo, Muskegon, Niles, Grand Rapids, Lansing, and Holland's historic district design guidelines. These links are provided in effort to present examples of what the Battle Creek Historic District Commission could develop with regard to its own set of design guidelines, and are intended to help to provide some examples and stimulate initial discussion.

[City of Kalamazoo](#)

[City of Muskegon](#)

[City of Niles](#)

[City of Grand Rapids](#)

[City of Lansing](#)

[City of Holland](#)

No action is required related to this discussion, as this meeting is a workshop format. Staff anticipates that while the bulk of the work on the proposed documents will likely not take place until after the potential award of 2025 grant funds from the State Historic Preservation Office, initial discussions and direction provided by the steering committee will can help to lay some groundwork for the task ahead.