



CITY OF BATTLE CREEK

COMMUNITY SERVICES DEPARTMENT – PLANNING AND ZONING

AGENDA

Historic District Commission Meeting

Date: Monday, May 12, 2025
 Time: 4:00 P.M.
 Where: City Hall, Room 301

1. Call to Order:
2. Attendance:
3. Additions or Deletions to Agenda:
4. Approval of minutes: April 14, 2025
5. Correspondence:
6. Old Business:
7. New Business
 - A. Commemorative Street Designations
 Commemorative Designation for a portion of Wayne Road, United Way Road and Battle Creek Avenue.
 - B. H11-25 (16 Ann Ave)
 Petition for a Certificate of Appropriateness for the property located at 16 Ann Ave., filed by Clara Hernandez for the addition of an open porch on the back of the house. Parcel #3560-00-042-0.
8. Comments by the Public:
9. Comments from Commission members and Staff:
10. 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)

CITY OF BATTLE CREEK
HISTORIC DISTRICT COMMISSION MEETING
10 North Division, Battle Creek, MI 49014
Minutes for April 14, 2025

MEETING CALLED TO ORDER: By Chairperson Simpson 4:00 p.m.

ATTENDANCE: Chairperson Simpson asked for a roll vote.

Comm. Simpson, present

Comm. Drozdowski, present

Comm. Davis, present

Comm. Sallee, absent

Comm. Thornton, present

Comm. Steinbrunner, present

Comm. Case, present

Staff Present: Travis Sullivan, Planner Administrator, Melody Carlsen, Administrative Assistant, Patrick Batterson, Assistant City Attorney.

ADDITIONS OR DELETIONS TO AGENDA: None.

APPROVAL OF MINUTES: Approval of the March 10, 2025 meeting minutes.

**MOTION MADE BY COMMISSIONER DROZDOWSKI TO APPROVE THE MARCH 10, 2025
MEETING MINUTES, SECONDED BY COMMISSIONER CASE.**

ROLLVOTE: Commissioner Simpson asked everyone in favor to signify by saying “aye”.

ALL IN FAVOR, NONE OPPOSED, MOTION APPROVED.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS:

A. H05-25 (263 N Washington Ave)

Petition for a Certificate of Appropriateness for the property located 263 N Washington Ave., filed by Donita Moye for the replacement of cedar shake in the peaks of the exterior siding. Parcel #3570-00-001-0.

Staff Presentation: Travis Sullivan

Applicant Presentation: Donita Moye was present to speak.

Questions by Commissioners:

Commissioner Simpson inquired to the color of the proposed shingles.

Commissioner Davis asked about the window trim.

MOTION MADE BY COMMISSIONER CASE TO APPROVE H05-25. SECONDED BY COMMISSIONER THORNTON.

ROLL VOTE: ALL IN FAVOR, NONE OPPOSED. MOTION APPROVED.

B. H06-25 (123 W Manchester St)

Petition for a Certificate of Appropriateness for the property located at 123 W Manchester Street, filed by The Calhoun County Land Bank for the rehabilitation of the home, to include the replacement and wrapping of the windows on the home, the exterior doors, and the fascia as well as replacing the siding and installing new soffits where needed. Parcel #5020-00-113-0.

Staff Presentation: Travis Sullivan

Applicant Presentation: Amy Rose-Robinson, Quinton Hay and Krista Trout-Edwards.

Questions by Commissioners:

Commissioner Simpson inquired to any changes to windows.

Commissioner Case asked about the ornate piece above the window, the doors location, and the columns, if the door would be a six panel door and about the windows. Recommended the door be wood material with raised panels.

Commissioner Davis if the removal of the awning would need to come back to the Commission.

MOTION MADE BY COMMISSIONER CASE TO APPROVE H06-25 WITH THE CONDITIONS OF THE REMOVAL OF THE AWNING AND SUPPORT COLUMNS AND THAT THE WINDOWS ARE DOUBLE HUNG WINDOWS. SECONDED BY COMMISSIONER STEINBRUNNER.

ROLL VOTE: ALL IN FAVOR, NONE OPPOSED. MOTION APPROVED.

C. H07-25 (119 W Michigan Ave)

Petition for a Certificate of Appropriateness for the property located at 119 W Michigan Ave, filed by Burkett Signs, Inc., for the installation of one internally illuminated sign cabinet and two non-illuminated blade sign. Parcel #0253-00-047-1.

Staff Presentation: Travis Sullivan

Applicant Presentation: Robb Perrin of Burkett Signs

Questions by Commissioners:

Commissioner Simpson inquired to SHPO approval.

Commissioner Case had questions about the sign photos.

Commissioner Steinbrunner asked about the placement of the signs.

MOTION MADE BY COMMISSIONER STEINBRUNNER TO APPROVE H07-25. SECONDED BY COMMISSIONER THORNTON.

ROLL VOTE: ALL IN FAVOR, NONE OPPOSED. MOTION APPROVED.

D. H08-25 (9 Wilkes St)

Petition for a Certificate of Appropriateness for the property located at 9 Wilkes St, filed by Justice Fence for the repair of fencing and addition of a new gates. Parcel #7270-00-017-0.

Staff Presentation: Travis Sullivan

Applicant Presentation: Not present.

Questions by Commissioners:

Commissioner Simpson inquired to the proposed color or stain of the fencing.

Commissioner Steinbrunner asked if the back fencing would be visible from the street.

**MOTION MADE BY COMMISSIONER STEINBRUNNER TO APPROVE H08-25.
SECONDED BY COMMISSIONER DAVIS.**

ROLL VOTE: ALL IN FAVOR, NONE OPPOSED. MOTION APPROVED.

E. H09-25 (171 W Manchester St)

Petition for a Certificate of Appropriateness for the property location at 171 W Manchester St, filed by Daniel Peterson for the addition of a lean-to style addition, siding repair, roof replacement and window restoration. Parcel #5020-00-151-0.

Staff Presentation: Travis Sullivan

Applicant Presentation: Daniel Peterson. Noted the correct address for this location is 434 Champion St.

Questions by Commissioners:

Commissioner Simpson asked about the source of the historical information the applicant presented.

Commissioner Case inquired to the drawings presented.

**MOTION MADE BY COMMISSIONER STEINBRUNNER TO APPROVE H09-25 WITH
THE CONDITIONS OF ANY ARCHEOLOGICAL RESOURCES DISCOVERED DURING
THE COURSE OF THE PROPOSED WORK SHALL BE PRESERVED AND REPORTED
TO THE CITY OF BATTLE CREEK. SECONDED BY COMMISSIONER THORNTON.**

ROLL VOTE: ALL IN FAVOR, NONE OPPOSED. MOTION APPROVED.

F. H10-25 (63 N Wood St)

Petition for a Certificate of Appropriateness for the property located at 63 N Wood St, filed by Daniel Peterson for window restorations. Parcel #5020-00-168-0.

Staff Presentation: Travis Sullivan

Applicant Presentation: Daniel Peterson.

Questions by Commissioners:

Commissioner Simpson asked if the window replacement would be like-for-like and inquired to the window sashes.

Commissioner Case spoke about the type of wood that would be appropriate.

MOTION MADE BY COMMISSIONER CASE TO APPROVE H10-25. SECONDED BY COMMISSIONER DROZDOWSKI.

ROLL VOTE: ALL IN FAVOR, NONE OPPOSED. MOTION APPROVED.

COMMENTS FROM THE PUBLIC: None.

COMMENTS FROM COMMISSION MEMBERS AND STAFF: None.

ADJOURNMENT: Chairperson Simpson adjourned the meeting at 5:03 pm.

Submitted by: Melody Carlsen, Planning and Zoning Administrative Assistant



CITY OF BATTLE CREEK

COMMUNITY SERVICES DEPARTMENT - PLANNING AND ZONING

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To: Historic District Commissioners
From: Darcy Schmitt, Planning Supervisor
Date: May 5, 2025
Re: Commemorative Designation of a Street

The City of Battle Creek allows for commemorative designation of a street or portion of a street under Chapter 220, Section 220.09 Commemorative Designation. This process does not change the name of the street but allows for the addition of a commemorative designation sign below the existing street signage. The requesting party pays for the signage and the Department of Public Works (DPW) specifies its design and installs it.

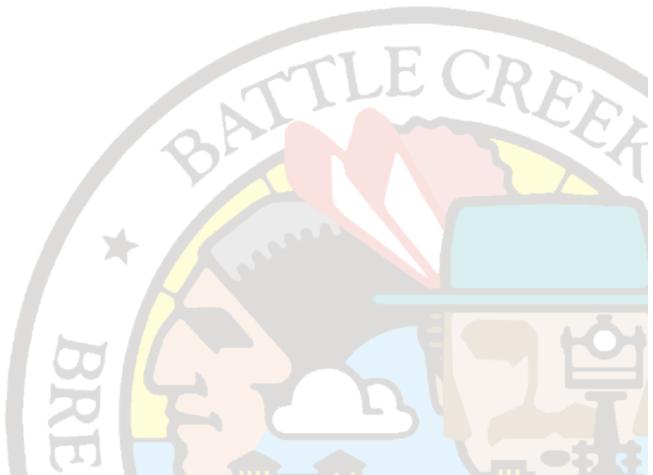
Staff received an application from Mayor Behnke, Commissioner X, and Commissioner X requesting to designate the section of Wayne Road between Brady Hill Road and Clark Road to "Honorary Makoto Teraura Way". The historical significance of this section of section of Wayne Road is Hi-Lex was the first Japanese company to set up operations in the Fort Custer Industrial Park. The company was then known as TSK of America and was renamed in 1981. Representatives from Battle Creek met with Hi-Lex President Tomesaburo Teraura (Makoto Teraura's father) in Japan in 1974 and the company set up a sales/warehouse operation in 1975. A few years later, the company constructed the building they are in now on Wayne Road.

The Battle Creek factory was Hi-Lex's first facility in North American and Makoto Teraura traveled here many times. He took over as president in 1978 and became quite fond of Battle Creek and Michigan. So much so, that in February 1985, Governor Jim Blanchard named him an honorary ambassador for Michigan in Japan.

Makoto Teraura passed away in 2023 and his son Taro Teraura now serves as president. In recognition of Hi-Lex's 50th anniversary, and the fact that they were the first Japanese company to set up in Battle Creek, it would seem fitting to mark the occasion with a commemorative street naming of Wayne Road between Hill Brady Road and Clark Road as "Honorary Makoto Teraura Way".



A requirement of the approval process is that the Historic District Commission review and comment on the request. To meet this requirement, there is no need for a vote of the commission only comments from commissioners. Staff will compile the comments to forward to the City Commission for their May 20, 2025 meeting. Attached you will find a copy of the application and Section 220.09 Commemorative Designation.





City of Battle Creek

Community Services - Planning and Zoning Division

City Hall • 10 N. Division Street, Ste. 117 • Battle Creek, Michigan 49014

Ph (269) 966-3320 • Fax (269) 966-3555 • www.battlecreekmi.gov

Commemorative Designation of Street Section 220.09 Application

Date Received: _____

APPLICANT

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

What is the nature or historical significance of the proposed commemorative name? The proposed name shall either be informative in nature or of historical significance, including a former street name determined to be of historical significance, or a memorial to an individual or family having national, state or local significance for notable community service.

What is the requested street for proposed commemorative designation? _____

What is the requested name for the street? The proposed name shall not be similar or duplicative of a current street name in the Battle Creek metropolitan area. City staff will verify whether the name is similar or duplicative. _____

What portion of the requested street is proposed for the commemorative designation? A commemorative designation is to be limited to that portion of the street or portion of the community where the designation is significant.

(Signature)

Applicant Name (Print Name)

Date

Hi-Lex was the first Japanese company to set up operations in the Fort Custer Industrial Park. The company was then known as TSK of America and was renamed in 1981. Representatives from Battle Creek met with Hi-Lex President Tomesaburo Teraura (Makoto Teraura's father) in Japan in 1974 and the company set up a sales/warehouse operation in 1975. A few years later, the company constructed the building they are in now on Wayne Road.

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Staff received an application from the New Harvest Christian Center (Nina Mathews) requesting to designate the section of United Way between Vanburen Street and Michigan Avenue to "Ivan Tina Way". The historical significance of this section of United Way is that New Harvest Christian Center has made a significant impact on schools, the community and the city under the leadership of Ivan and Tina Lee.



A requirement of the approval process is that the Historic District Commission review and comment on the request. To meet this requirement, there is no need for a vote of the Commission only comments from Commissioners. Staff will compile the comments to forward to the City Commission for their May 20, 2025 meeting. Attached you will find a copy of the application and Section 220.09 Commemorative Designation.



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Commemorative Designation of Street Section 220.09 Application

Date Received: _____

APPLICANT

NAME: Nina Mathews

ADDRESS: 155 W Van Buren St

PHONE: 269-410-15497

EMAIL: newhardeschristiancenter05@gmail.com

What is the nature or historical significance of the proposed commemorative name? The proposed name shall either be informative in nature or of historical significance, including a former street name determined to be of historical significance, or a memorial to an individual or family having national, state or local significance for notable community service. (Heritage Streets are not eligible for renaming)

NHCC under the leadership of Pastors Ivan and Tina Lee has made a significant impact in schools, the community and the city.

What is the requested street for proposed commemorative designation? United Wy

What is the requested name for the street? The proposed name shall not be similar or duplicative of a current street name in the Battle Creek metropolitan area. City staff will verify whether the name is similar or duplicative. Ivan Tina Lee Blvd

What portion of the requested street is proposed for the commemorative designation? A commemorative designation is to be limited to that portion of the street or portion of the community where the designation is significant.

Mich- United Wy - Van Buren

N Mathews
(Signature)

Nina Mathews
Applicant Name (Print Name)

2/27/25
Date



CITY OF BATTLE CREEK

COMMUNITY SERVICES DEPARTMENT – PLANNING AND ZONING

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To: Historic District Commissioners
From: Darcy Schmitt, Planning Supervisor
Date: May 5, 2025
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Staff received an application from Mayor Behnke, Commissioner Reynolds, and Commissioner Morris requesting to designate the intersection of Battle Creek Avenue and Capital Avenue SW as "Jack Snyder Way". The significance of this intersection is that Jack Snyder lost his life by a kind gesture during the late night hours on a cold snowy January night at this intersection. The family would like to honor Jack by memorializing his name on Battle Creek Avenue



A requirement of the approval process is that the Historic District Commission review and comment on the request. To meet this requirement, there is no need for a vote of the Commission only comments from Commissioners. Staff will compile the comments to forward to the City Commission for their May 20, 2025 meeting. Attached you will find a copy of the application and Section 220.09 Commemorative Designation.



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Commemorative Designation of Street Section 220.09 Application

Date Received: _____

APPLICANT

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

What is the nature or historical significance of the proposed commemorative name? The proposed name shall either be informative in nature or of historical significance, including a former street name determined to be of historical significance, or a memorial to an individual or family having national, state or local significance for notable community service.

What is the requested street for proposed commemorative designation? _____

What is the requested name for the street? The proposed name shall not be similar or duplicative of a current street name in the Battle Creek metropolitan area. City staff will verify whether the name is similar or duplicative. _____

What portion of the requested street is proposed for the commemorative designation? A commemorative designation is to be limited to that portion of the street or portion of the community where the designation is significant.

(Signature)

Applicant Name (Print Name)

Date

(a) Alternative to Street Name Change. Without changing the official street name, streets may be designated to commemorate persons, events or organizations not meeting the criteria or conditions for a street name change.

(b) Procedure. To request the commemorative designation of a street or portion of a street, three or more of the following conditions must be fulfilled prior to consideration by the City Commission to commemoratively designate a street or portion of a street:

(1) The proposed commemorative name or designation shall either be informative in nature or of historical significance, including a former street name determined to be of historical significance, or a memorial to an individual or family having national, state or local significance for notable community service.

(2) The proposed name shall not be similar or duplicative of a current street name in the Battle Creek metropolitan area.

(3) A commemorative designation is to be limited to that portion of the street or portion of the community where the designation is significant.

(c) Review of Commemorative Designation Requests. A request for the commemorative designation of a City street shall be directed to the Planning and Community Development Department. The Department shall refer the request to the following City Departments for review and comment:

(1) Fire Department;

(2) Police Department;

(3) Traffic Engineering Manager;

(4) Geographic Information Systems Department;

(5) Battle Creek Historic District Commission.

(d) Report. The Planning and Community Development Department shall prepare a report for the City Manager, applying the required conditions for commemorative street designation contained in this section. The Manager shall forward the report to the City Commission for consideration and public hearing. All property owners of record directly abutting the street or portion of the street as well as affected neighborhood partnership associations shall be notified of the public hearing by regular mail.

(e) Consideration of Request. City Commission shall approve or deny a request to commemorate a City street or portion of a City street following a public hearing within thirty days of the public hearing. Upon approval of a commemorative designation of a public street, the City shall add the honorary commemorative name to any City street sign name along the section of the street so designated. The street name designs and placement must conform to the Battle Creek Traffic Engineering Operations Manual. The commemorative name shall be clearly subordinate to the primary name in size and style of lettering. A logo may also be included to highlight the designation. The cost of producing, installing, maintaining and replacing commemorative names shall be paid for by the requesting party prior to any City work being commenced to change signs.

(f) Heritage Streets. The following streets are recognized and commemoratively designated as Heritage Streets as being in existence when Battle Creek was incorporated as a City and remain in existence under their original name at the time of adoption of this ordinance: Bartlett, Battle Creek, Bennett, Brook, Calhoun, Caroline, Cass, Champion, Cherry, Clay, Cliff, College, Division, Fountain, Frelinghuysen, Fremont, Goguac, Green, Jackson, Jay, Kendall, Main, Manchester, Mary, McCamly, Mott, North Avenue, Penn, Poplar, Prospect, Race, Rittenhouse, South Avenue, Spring, State, Tompkins, Van Buren, Washington, Wendell, West, Willis, Wood, Yuba. These streets or any portion of them are not eligible for renaming.

(Ord. 2-01. Passed 2-20-01.)



Battle Creek Historic District Commission

Staff Report

16 Ann Avenue

Meeting: May 6, 2025

To: Historic District Commission

From: Travis Sullivan, Planning and Zoning Administrator

Date: May 5, 2025

Subject: The petition, filed by Clara Hernandez for the addition of a covered, unenclosed porch on the rear of the home located at 16 Ann Ave., Parcel #3560-00-042-0.

Summary

Staff recommends approval of the subject petition at 16 Ann Ave. (Parcel #3560-00-042-0) for the addition of a covered, unenclosed porch on the rear of the home. The term “porch” is the terminology used by the homeowner in their application. The functional reality of the addition could be more accurately described as a wood-framed awning with asphalt shingles matching the shingles on the house, with a minimal amount of pavement visible in photos provided by the applicant underneath the awning. The purpose of the awning is to provide a covered entrance to the rear of the home and to channel storm water away from the structure. The proposed work meets the standards outlined in Section 1470.09 “Review of Applications,” Section 1470.17 “Preservation of Historic Features” and the Secretary of the Interior’s Standards and Guidelines.

For clarity, members of the Historic District Commission (HDC) should be aware of the fact that construction of the awning has already been completed, and that the applicant is now seeking the required approvals and permits for the structure.

Site & History

The subject building (16 Ann Ave.) is located in the Old Advent Town Local Historic District on the north side of Ann Ave. and immediately west of Washington Ave. N. The subject property lies within the city’s largest local historic district, which consists of a mix of commercial and residential uses. Residential uses are predominantly detached single-family homes, with a lesser number of duplexes and small multiple-family buildings, incorporating various historic architectural styles.

According to the City of Battle Creek Assessor’s database, the building was constructed in 1913 as a two-family residential home. The property consists of 7,623 square feet and is developed with a two-story home and detached garage. The home is constructed to approximately 2,200 square feet; the garage was built around the same time and consists of approximately 400 square feet. The exterior architecture of the house has elements of the Bungalow style with a large front porch and projecting roof line, and a

prominent dormer. However, numerous unpermitted alterations were made to the exterior of the building in 2022 and in the years prior, which undermined much of the historical integrity of the home and its defining features. Those who were members of the Historic District Commission (HDC) during the year 2022 will likely recall working with this same applicant to restore a number of the features of the home that had been damaged over the years.

Figure 1 provides an aerial view of the subject site. Figure 2 provides a street level view of the subject site from the road, and Figure 3 provides a view of the completed awning along the rear of the building. Additional photos of the awning are available to the HDC as attachments to this staff report.



Figure 1: Orange pin on aerial points to subject site (16 Ann Ave.). The thick yellow outline shows the boundary of the subject parcel. Photo courtesy of Nearmap.



Figure 2: Street view of the front of the subject property, May 2025. Photo courtesy of City of Battle Creek staff.

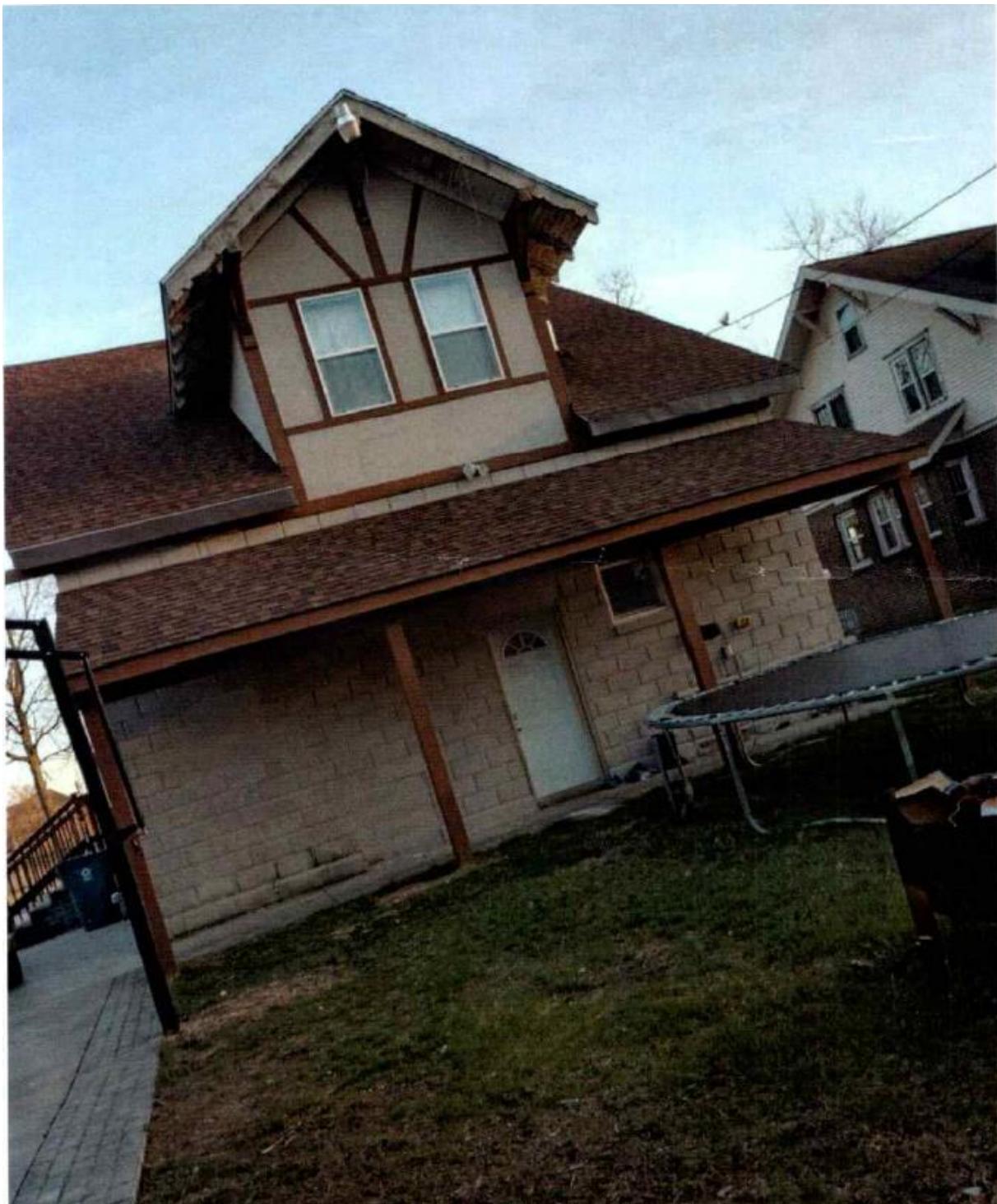


Figure 3: Photo provided by the applicant of the completed porch (or awning) structure along the rear of the building.

Summary of Request

The applicant has filed the subject HDC Certificate of Appropriateness application for the addition of a new porch (or “awning”) off of the rear of the home. It should be understood by members of the HDC that the proposed awning has already been constructed by the homeowner, and the owner is now seeking

the proper permits for the work, which includes review and approval of a Certificate of Appropriateness by the HDC.

The awning is constructed of a wood frame and spans the entirety of the rear of the home, measuring 8' x 28'. The structure is supported by 8" x 8" poles. The awning is attached to the cement block portion of the first floor of the home, with the roof pitching at a relatively consistent angle with the existing roof on the home and featuring asphalt shingles which also match the existing roofing on the home. No portion of the awning is visible from the road or sidewalk in front of the building.

The newly constructed awning meets all requirements of the zoning ordinance, but requires approval from the HDC prior to the issuance of the permits for the structure.

Photographs of the newly constructed awning have been provided by the applicant and are available to members of the HDC as attachments to this staff report.

Applicable HDC Guidelines and Analysis for a Certificate of Appropriateness for the addition of a new wood-framed awning along the rear of the home on the property at 16 Ann Ave.

This property is reviewed in accordance with City of Battle Creek Building and Housing Code Chapter 1470 "Historic Preservation", as amended, the Michigan Local Historic Districts Act, as amended, and the criteria for the National Register of Historic Places as outlined in the Secretary of the Interior's Standards and Guidelines.

Specifically, the commission shall follow Section 1470.09 *Review of Applications*, as follows:

(b) The commission shall also consider all of the following:

- (1) The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.***
- (2) The relationship of any architectural features of the resource to the rest of the resource and the surrounding area.***
- (3) The general compatibility of the design, arrangement, texture, and materials proposed to be used.***
- (4) Other factors, such as aesthetic value that the Commission finds relevant.***

(c) The Historic District Commission shall review and act upon only exterior features of a resource and shall not review and act upon interior arrangements...

And

1470.17 PRESERVATION OF HISTORIC FEATURES.

(a) ***Every reasonable effort shall be made to provide a compatible use for a resource which requires minimal alteration of the building, structure or site and its environment, or to use the resource for its originally intended purpose.***

Staff finds that the proposed awning along the rear of the building will provide a covering for the entryway as well as direct storm water away from the foundation of the building. The awning will help to provide for the compatible use of the resource and requires minimal alteration of building and the environment. The applicant intends to continue to utilize this property for its originally intended purpose (residential use).

The commission may find this standard to be met.

(b) ***The distinguishing original qualities or character of a resource and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features shall be avoided when possible.***

The proposed awning structure does not destroy any distinguishing original qualities or character of the resource and its environment. No distinctive architectural features were removed in order to allow for the construction of the awning. Additionally, the awning is not visible from the road or the front of the property.

The commission may find this standard to be met.

(c) ***All resources shall be recognized as products of their own time. Alterations that have no historic basis and which seek to create an earlier appearance shall be discouraged.***

The applicant is not proposing any alterations that have no historic basis or which seek to create an earlier appearance.

The commission may find this standard to be met.

(d) ***Changes which may have taken place in the course of time are evidence of the history and development of a resource and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.***

None of the proposed work at the subject site is anticipated to represent a change in any characteristic of the resource which may have acquired significance in its own right.

The commission may find this standard to be met.

(e) ***Distinctive stylistic features or examples of skilled craftsmanship which characterize a resource shall be treated with sensitivity.***

No distinctive stylistic features or examples of skilled craftsmanship which characterize the resource are anticipated to be impacted by the construction of the proposed awning.

The commission may find this standard to be met.

- (f) *Deteriorated architectural features shall be repaired rather than replaced wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other resources.*

The applicant is not proposing the repair or replacement of any deteriorated architectural features.

The commission may find this standard to be met.

- (g) *The surface cleaning of resources shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic materials shall not be undertaken.*

No surface cleaning of the resource on the subject site is being proposed.

The commission may find this standard to be met.

- (h) *Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.*

As has been stated previously in this report, this project was completed prior to receiving the necessary permits and approvals. While not anticipated, the Commission may wish to inquire with the applicant regarding whether any archaeological resources were discovered during the construction process.

Provided that no resources were discovered, the commission may find this standard to be met.

- (i) *Contemporary design for alterations and additions to existing resources shall not be discouraged when such alterations and additions do not destroy significant historic, architectural or cultural material and when such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.*

The proposed work is not anticipated to impact any historic, architectural or cultural material. The awning that the applicant has constructed is compatible

with the size, scale, color, material and character of the property, neighborhood and environment, and is not visible from the road.

The commission may find this standard to be met.

(j) ***Whenever possible, new additions or alterations to resources shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the resource would not be impaired.***

Should the awning need to be removed in future, it is not anticipated that such removal would result in the impairment of the essential form and integrity of the resource.

The commission may find this standard to be met.

Recommendation

As has been discussed, the applicant has completed the construction of a new awning along the rear of the home located at 16 Ann Ave., and is now seeking the required permits and approvals for the project.

To be clear, the applicant is responsible for applying for and receiving approval of the necessary permits PRIOR to construction. With this in mind, any fines or penalties will be levied by the building officials during the permitting process for commencement of work without permits. However, the premature commencement of work does not change the fact that what was constructed, in staff's analysis, is compliant with all of the standards for consideration by the HDC.

Therefore, planning staff recommends approval of a Certificate of Appropriateness for the construction of an 8' x 28' wood-framed awning along the rear of the home on the property located at 16 Ann Ave., as the request meets the standards outlined in Section 1470.09 "Review of Applications," Section 1470.17 "Preservation of Historic Features" and the Secretary of the Interior's Standards and Guidelines, as outlined in the staff report.

Support Material

Historic District Commission Application

Site Plan

Supplementary Photos



CITY OF BATTLE CREEK

COMMUNITY SERVICES DEPARTMENT - PLANNING AND ZONING

Historic District Commission

Application for (check all that apply):

Certificate of Appropriateness (for repairs or rehab projects)
 Notice to Proceed (for demolition requests)

Petition No.

Date Received: 4-21-2025

APPLICANT**

Name: Clara Hernandez

Address: 16 Ann Ave

Phone: 269 819-4452

Fax: _____

Email: hcdaly@yahoo.com

OWNER (if different from applicant)

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

** If the applicant is not the property owner, a letter signed by the owner agreeing to the application to the Historic District Commission must be included with the application.

SUBMITTAL REQUIREMENTS/EXISTING CONDITIONS

Address(es) of property for which the request is being sought: 16 Ann Ave.

Current use of the property: Residential

List existing structures on the property and the approximate age of each: Garage

Please list all activities/proposed work for the property area and how the proposed work relates to the building as a whole: Added open porch to back of house

Indicate in which manner the proposed work will result in changes to the size and/or appearance of the features outlined in this application: added 8' to the length of the house.

Does the work proposed include maintenance/repair of existing features of the structure or will it create new features that do not currently exist?

New feature - covered porch.

Please indicate the existing building materials of the following structural features and the proposed materials if that feature is included as part of the application. If the material and location is not listed below, please use the spaces left at the bottom of the list to indicate the feature and the proposed materials.

	Existing Materials	Proposed Materials (if applicable)
Roof	_____	<u>Shingles w/ 8x8 post</u>
Windows	_____	<u>2x6 rafters</u>
Siding	_____	_____
Foundation	_____	_____
	_____	_____

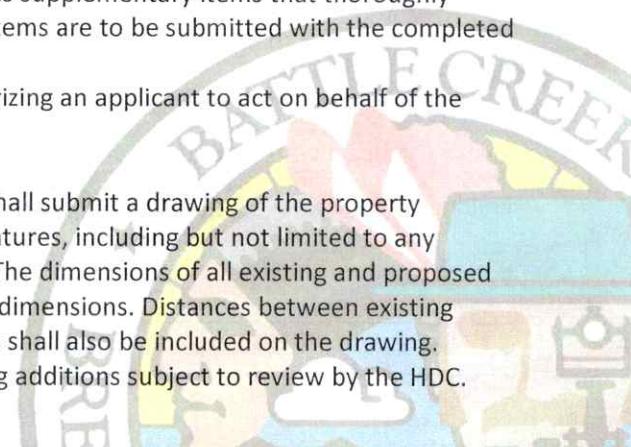
For Notice to Proceed requests only:

What options have you explored for the repair or relocation of the structure proposed for demolition?

SUBMITTAL REQUIREMENTS

As outlined in the attached information, each request requires supplementary items that thoroughly describe the existing structure and proposed project. These items are to be submitted with the completed application, including:

- (If the petitioner is not the owner) an affidavit authorizing an applicant to act on behalf of the owner
- Property Site Plan
 - Residential occupied properties: applicants shall submit a drawing of the property indicating existing and proposed property features, including but not limited to any structures, drives, fences, decks/patios, etc. The dimensions of all existing and proposed features shall be labeled, as well as property dimensions. Distances between existing and/or proposed buildings and property lines shall also be included on the drawing. Indicate the location of any proposed building additions subject to review by the HDC.



- Non-residential properties that propose any revisions from an approved site plan will require a new site plan submittal, per Chapter 1294 of the Zoning Ordinance. If the requested project will NOT result in changes to the property including buildings (new or additions), parking, landscaping, etc. the applicant shall submit a drawing as specified in 2a.
- Photographs of the property and structure, including all elevations of the building, historical photographs of the property and structure, and street photos of structures adjacent to the property.
- **For Certificate of Appropriateness applications only:**
 - Provide one set of drawings that explain exactly what is being proposed including details of the project, specifications, and product information as needed. All drawings should be to scale.
 - Provide specific information on all materials proposed for the project, including manufacturer names, illustrations, specifications, and samples. Material information should be submitted with this application and all samples should be brought to the meeting.,
- **For Notice to Proceed applications only:**
 - Labeled photographs of the interior and exterior of the structure proposed for demolition.
 - Estimates for the complete repair of the property and estimates for demolition of the property OR
 - Documentation that the demolition is needed in order to further a major improvement program that has community-wide benefit OR
 - Any other supporting documentation that demonstrates compliance with any of the above standards for issuance of a Notice to Proceed.

Incomplete applications will not be forwarded to the Historic District Commission.

APPLICANT SIGNATURE

By signing this application, the applicant hereby declares that all answers given herein are true to the best of their knowledge, and confirms that all information required for Historic District Commission review has been submitted. Furthermore, the applicant confirms that they have thoroughly read the "Historic District Commission, Information and Procedures" and agrees to comply with all requirements and procedures outlined herein.

Clara Hernandez
Name

4/21/25
Date



IX. SITE OR PLOT PLAN - FOR APPLICANT USE. Please include locations of streets, driveways, and existing structures. Include the location and number of parking spaces, easements, right-of-way lines, setback distances, location of any on-site water or sewer facilities, retaining walls, water bodies within 500 feet of the property, 100 year flood plains, wetlands, and a north arrow. Include distance between structures and property lines.

