



# CITY OF BATTLE CREEK

## COMMUNITY SERVICES DEPARTMENT – PLANNING AND ZONING

### AGENDA

#### **Historic District Commission Meeting**

**Date: Monday, August 11, 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: July 14, 2025
5. Correspondence: Calhoun County Land Bank Authority Letter
6. Old Business:
7. New Business
  - A. **H15-25 (211 NE Capital Ave)**  
Petition for a Certificate of Appropriateness filed by Monty H. Bishop for the construction of a new 6-foot-tall wood fence located along the side and back yard. Parcel #5350-00-006-0.
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 July 14, 2025

**MEETING CALLED TO ORDER:** By Commissioner Simpson at 4:01 p.m.

**ATTENDANCE:** Commissioner Simpson asked for a roll vote.

**Comm. Simpson,** present

**Comm. Drozdowski,** absent

**Comm. Davis,** present

**Comm. Sallee,** absent

**Comm. Thornton,** present

**Comm. Steinbrunner,** present

**Comm. Case,** present

**Staff Present:** Travis Sullivan, Planning & Zoning Administrator, Melody Carlsen, Administrative Assistant, Patrick Batterson, Assistant City Attorney.

**ADDITIONS OR DELETIONS TO AGENDA:** None.

**APPROVAL OF MINUTES:** Approval of the June 9, 2025 meeting minutes.

**MOTION MADE BY COMMISSIONER THORNTON TO APPROVE THE JUNE 9, 2025 MEETING MINUTES, SECONDED BY COMMISSIONER CASE.**

**ROLL VOTE:** 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. H13-25 (94 Walter Ave )**

Petition for a Certificate of Appropriateness filed by Jose Ortiz for the construction of a new 6-foot tall white vinyl fence located at 94 Walter Ave., Parcel #0601-21-400-0.

**Staff Presentation:** Travis Sullivan presented the staff report for H13-25.

Commissioner Simpson noted the staff report list the address as 94 Walter Avenue but the maps labeled the address as Walters Ave. Mr. Sullivan noted the map was taken from the County GIS mapping system and is not clear as to why but our system indicates the address as 94 Walter Ave. Commissioner Simpson asked if the front of the house is located on Walter Ave, not Wilkes. Mr. Sullivan responded, yes.

Commissioner Simpson asked if the Commission's main concern is the view of the property from the street. Mr. Sullivan responded that is correct and to take into consideration that the view of Wilkes did not exist in the past due to a house being present.

**Applicant Presentation:** Jose Ortiz was present to speak and answer questions from commissioners.

**Questions by Commissioners:**

Commissioner Case noted vinyl fencing does have issues and stains over time and can't really be cleaned.

Mr. Ortiz approached the Commission to show supporting photos. Commissioner Case noted that he has not seen fencing of the type shown in that area. Added, this is a historic district and you must maintain the standards of the historic district.

Commissioner Simpson mentioned there are materials that the Commission has approved, he thinks, for fences other than wood that better mimic the design. Asked Mr. Case if the proposed fencing pattern looks anything like what was popular back then. Mr. Case responded that he went around and looked in the district and there is nothing like that and no vinyl fences in that area that are privacy fences. They are all made of wood.

Commissioner Simpson asked Commissioner Case if he was aware of many modern materials that might mimic wood that might give the applicant what he is looking for as far as durability.

Commissioner Case responded he does not think they have ever approved a vinyl fence.

Commissioner Steinbrunner asked the applicant if he was putting the fence in the back of the house and if there was fencing already back there. Mr. Ortiz responded no, just the L-shape and the neighbor has fencing in the back area.

**MOTION MADE BY COMMISSIONER CASE TO APPROVE H13-25. SECONDED BY COMMISSIONER DAVIS.**

**ROLL VOTE: NONE IN FAVOR, ALL OPPOSED. MOTION DENIED.**

**B. H14-25 (200 NE Capital Ave )**

Petition for a Notice to Proceed for the removal of the ADA ramp along the side of the building located at 200 NE Capital Ave., Parcel #4110-00-016-0.

**Staff Presentation:** Travis Sullivan presented the staff report for H14-25. Staff recommends approval to remove the ramp and rail by the entryway.

**Questions by Commissioners:**

Commissioner Steinbrunner asked if the applicant provided the photos in the staff report. Mr. Sullivan responded, yes. And asked if there was any plan for separation between this house and the neighboring property. Mr. Sullivan responded that the applicant has not indicated anything for a separation of the properties.

Commissioner Simpson asked clarifying questions regarding the ramp and where the ramp was located and where it was attached near the entryway. Is there a plan to put in another ramp? Mr. Sullivan responded, no, the ramp was put in to accommodate a business and the property is now a residential home and the ramp is no longer needed.

Commissioner Case mentioned he designed the ramp and recommends removal and add cedar shake back to match the rest of the porch.

**MOTION MADE BY COMMISSIONER CASE TO APPROVE H14-25 SUBJECT TO REBUILDING THE SUPPORT RAIL THAT IS LEFT BETWEEN THE HOUSE AND THE CORNER POST TO MATCH THE CEDARSHAKE BARRIER WALL THAT IS PRESENT AROUND THE REST OF THE PORCH. SECONDED BY COMMISSIONER THORNTON.**

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

**COMMENTS FROM THE PUBLIC:** None.

**COMMENTS FROM COMMISSION MEMBERS AND STAFF:**

Commissioner Steinbrunner asked if the City has recommendations for applicants regarding fencing. Mr. Sullivan responded that besides the design guidelines document found on the website, we do not right now.

Commissioner Simpson brought up a previous topic regarding the possibility of turning County Club Hills into a possible Historic District and asked if a letter could be put together and sent to residents regarding this. Mr. Sullivan responded that any way you can gather feedback would be ok. There was discussion about forming a Neighborhood Association and going to the Neighborhood Council meetings for feedback.

**ADJOURNMENT:** Commissioner Simpson adjourned the meeting at 4:47 pm.

*Submitted by: Melody Carlsen, Planning and Zoning Administrative Assistant*





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## MEMORANDUM

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**TO:** HISTORIC DISTRICT COMMISSION

**FROM:** AMY ROSE ROBINSON, ASSISTANT DIRECTOR

**SUBJECT:** HISTORY FOR OLD ADVENT TOWN & NPC 2

**DATE:** 7.16.2025

**CC:** NA

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### History of Old Advent Town Area

Since 2021, the Calhoun County Land Bank Authority (CCLBA) has had the privilege to work in Neighborhood Planning Council 2, which is home to the Old Advent Town historic district. The CCLBA was awarded \$900,000 in grant funds by W.K. Kellogg Foundation for work in this area to address and create a land reuse strategy for its two hundred + parcels. This work has helped to inform the disposition of these properties and highlight resident concerns. A main component of the grant was to work with the residents to help make these decisions for their community; therefore, the Washington Heights Neighborhood Advisory Committee was formed to guide the project. This committee of home/landowners, business owners, community leaders, and elected officials has continued to bring forth positive change for this community.

Together, we have addressed a myriad of topics, including: lighting on a corridor to protect children walking to school; the numerous demolitions across the neighborhood; the history of the historic district, both national and local, in this particular neighborhood; as well as the history of black owned businesses; and the creation of a heirs and legacy program to get properties back in the hands of families that lost them due to foreclosure.

Staff understands that the Historic District Commission intends to preserve the architecture of the structures in this designated historic district. We have often wondered if consideration could be given to the history of the area of the district and the fabric that is woven in this formerly redlined community. Many families own property here not because they wanted to, but because this is the only area where they were allowed to own property after being relocated from The Bottoms. Not all residents understand the implications of living in a historic district, nor the financial impacts that accompany this.

This issue arose in our work when staff invited the city of Battle Creek Planning Department to a monthly committee meeting, and they explained what that meant to members of the WHNAC. At the time, the

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WHNAC wanted to see more education and signage to demarcate the districts. However, residents also need to know what that means to them and their homes when they want to rehabilitate or renovate their exteriors.

Because of our dedication to this neighborhood and its people, churches, and community, we are requesting that this body consider creating a piece that can be mailed to the neighbors of this (and all) historic districts, so they are made aware. We believe this communication will help them and this body when it is time to make exterior changes.

Staff would also respectfully ask the Commission and its staff to consider the affordability and lifespan of repairs when being approached by property owners. The CCLBA has limited grant funds to address concerns on its properties, yet many in this neighborhood do not. We are grateful that on the many occasions that we have brought forth issues with affordability that they have been granted by this Commission. However, staff is used to addressing boards, commissions, and other governmental bodies. It is extremely intimidating for residents to do the same, addressing a commission can become confusing when the scope of what the board can and cannot act on is not clarified at the meeting.



## **Battle Creek Historic District Commission**

### **Staff Report**

**211 NE Capital Ave.**

Meeting: August 11, 2025

**To:** Historic District Commission

**From:** Travis Sullivan, Planning and Zoning Administrator

**Date:** July 31, 2025

**Subject:** The petition, H-15-25, filed by Monty Bishop for a Certificate of Appropriateness for the construction of a new 6-foot tall wood privacy fence located at 211 NE Capital Ave., Parcel #5350-00-006-0.

### **Summary**

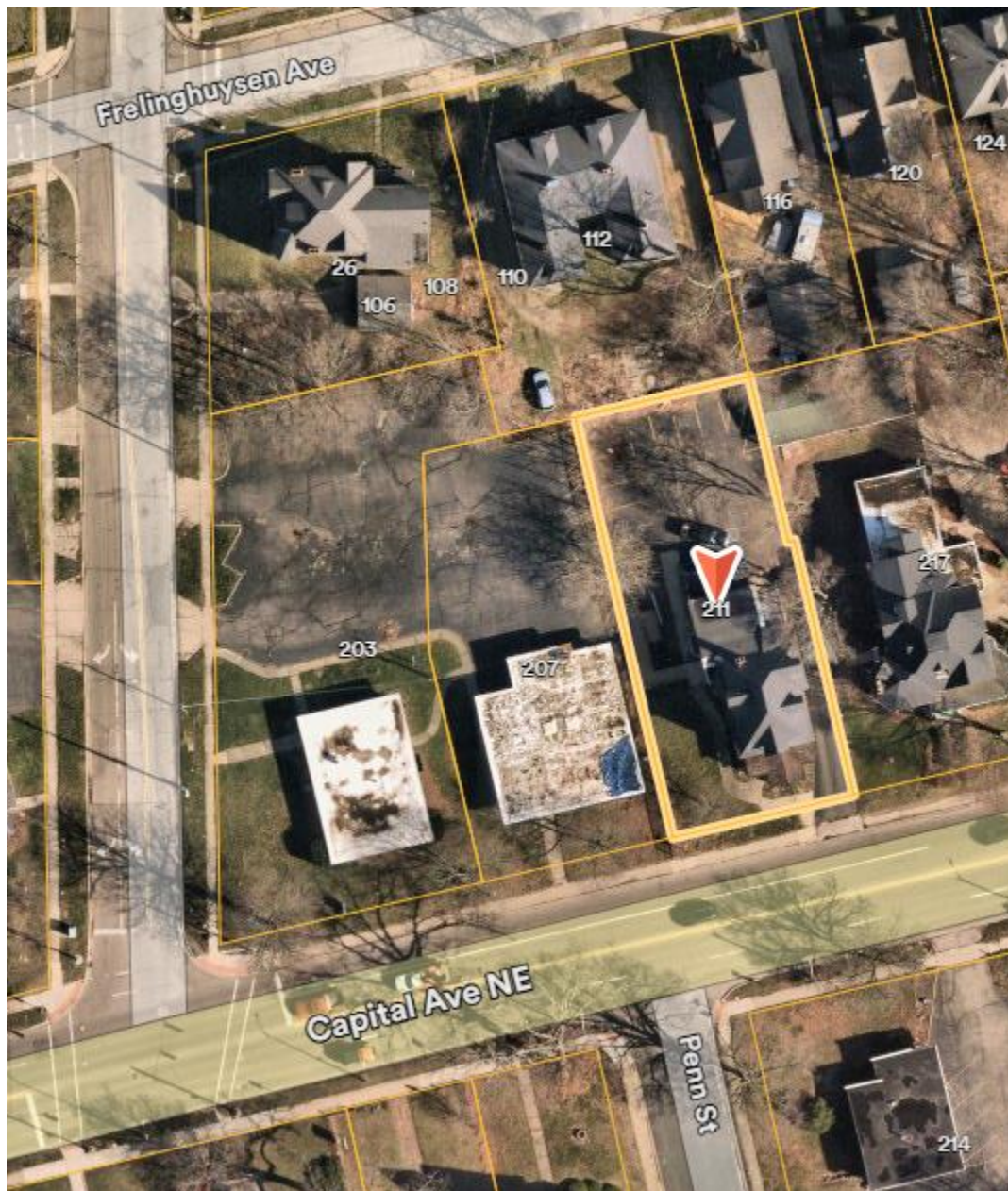
Staff recommends approval of a Certificate of Appropriateness at 211 NE Capital Ave. (Parcel #5350-00-006-0) for the construction of a new 6-foot tall privacy fence in the secondary front yard facing Wilkes Ave. The proposed fence meets the standards outlined in Section 1470.09 “Review of Applications,” Section 1470.17 “Preservation of Historic Features” and the Secretary of the Interior’s Standards and Guidelines.

### **Site & History**

The subject site (211 NE Capital Ave.) is located in the Old Maple Street local historic district along the north side of NE Capital Ave. between Chestnut St. to the east and Fremont St. to the west. The Old Maple Street local historic district consists of the largest concentration of architecturally significant homes in the city, with most built near the end of the nineteenth and beginning of the twentieth centuries. The subject property consists of a 3,500 sq. ft. single-family home constructed in 1900. The subject site is not independently registered on the National Register of Historic Places, as verified by staff on July 31, 2025.

According to BS&A records, the property at 211 NE Capital Ave. has been the subject of two previous Historic District Commission (HDC) Certificate of Appropriateness requests. The first was a 1999 application for the installation of an entrance ramp and a new door. The second was a 2012 application for the reroofing of the property.

Figure 1 below provides an aerial view of the subject property. Figures 2 provides a historical view of the home on the subject site (undated), courtesy of the Willard Library collection. Figure 3 provides a present-day street-level view of the home on the subject site, courtesy of Google Street View.



**Figure 1:** Aerial photo of the subject site (211 NE Capital Ave.). The thick outline and orange pin indicate the location of the subject parcel. Photo courtesy of Near Map.





**Figure 2:** Street view of the south-facing front of the property from NE Capital Ave., May 2025. Photo courtesy of Google Street View.



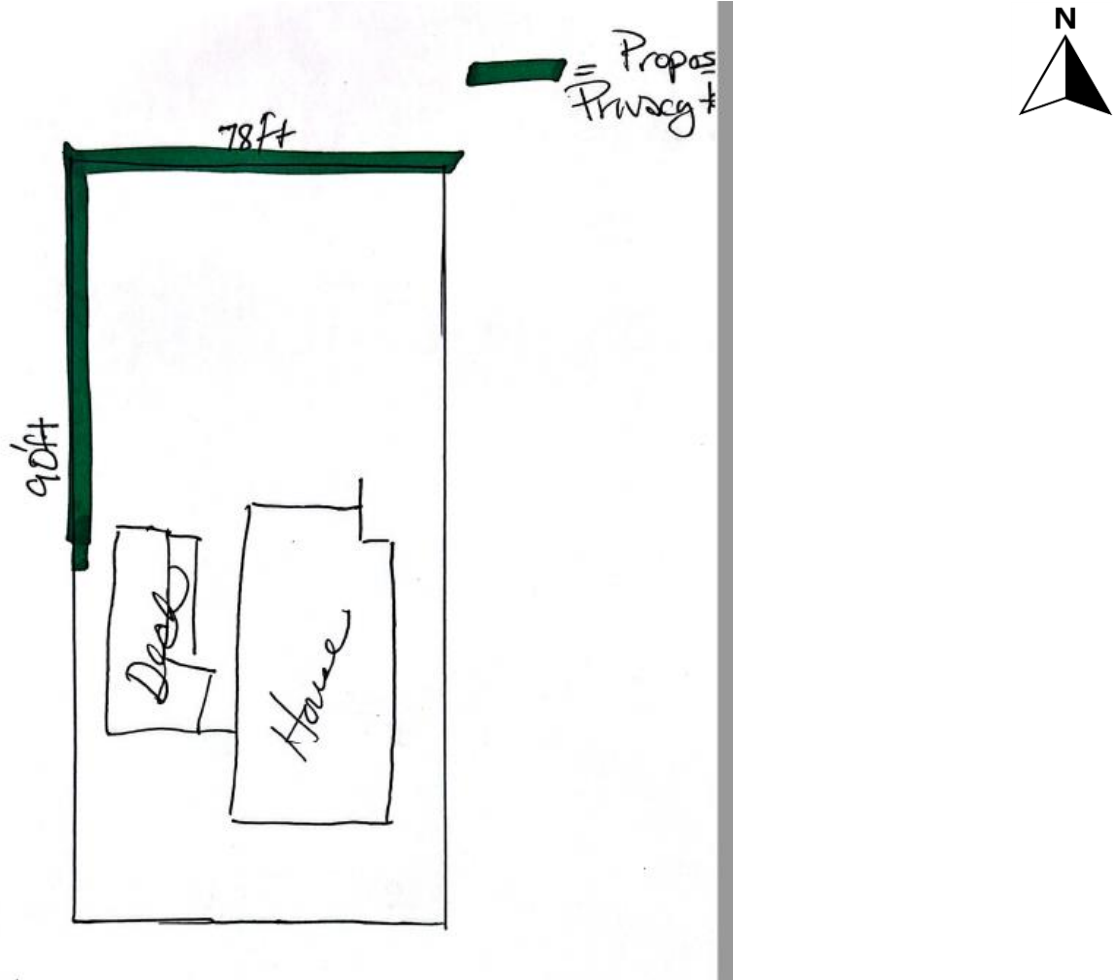
**Figure 3:** Historical photograph of the home on the subject property, courtesy of the Willard Library collection.

### **Summary of Request**

The applicant has filed the subject HDC Certificate of Appropriateness application for the construction of a new 6-foot tall wood privacy fence in the rear yard of the property for 90 feet along the west (side) lot line and for 78 feet across the north (rear) lot line. The proposed fence meets the requirements of Section 1260.02 (Fences) of the zoning ordinance, as fences in a side or rear yard may be constructed to a maximum of 6 feet in height with no transparency requirement.

The applicant states that the proposed privacy fence is intended for purposes of security and to prevent trespassing upon the applicant's property.

Figure 4 below shows a graphical depiction of the fencing plan for the subject property submitted by the applicant.



**Figure 4:** Sketch of the location of the proposed fencing on the property. The “north arrow” was added by staff based off of the configuration of the lot relative to the location of the house and the “deck” (or ramp).

**Applicable HDC Guidelines and Analysis for a Certificate of Appropriateness for the construction of a new 6-foot tall wood privacy fence in the rear yard at the subject site, 211 NE Capital Ave. (Parcel #5350-00-006-0).**

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 fencing will not impact the use of the resource, and will require no alteration of the building itself.

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 fencing would not destroy any distinguishing original qualities or character of the resource and its environment. No distinctive architectural features would need to be removed or altered to allow for the construction of the proposed fencing.

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 addition of the proposed fencing.

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.*

Staff would recommend a standard condition of approval that any archaeological resources discovered during the construction of the proposed fencing be preserved and reported to the City of Battle Creek.

- (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 proposed wood privacy fencing is characteristic of other similar fences in the vicinity of the subject property. Additionally, because of the fence's proposed location it is anticipated that the fencing would result in a minimal (if any) visual change in the property from the street.

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 proposed fencing 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 at the subject site.

The commission may find this standard to be met.

### **Recommendation**

The applicant is proposing the construction of a new 6-foot tall wood privacy fence in the rear yard of the property at 211 NE Capital Ave. along the west (side) lot line for 90 feet and connecting with 78 feet worth of fencing along the north (rear) lot line.

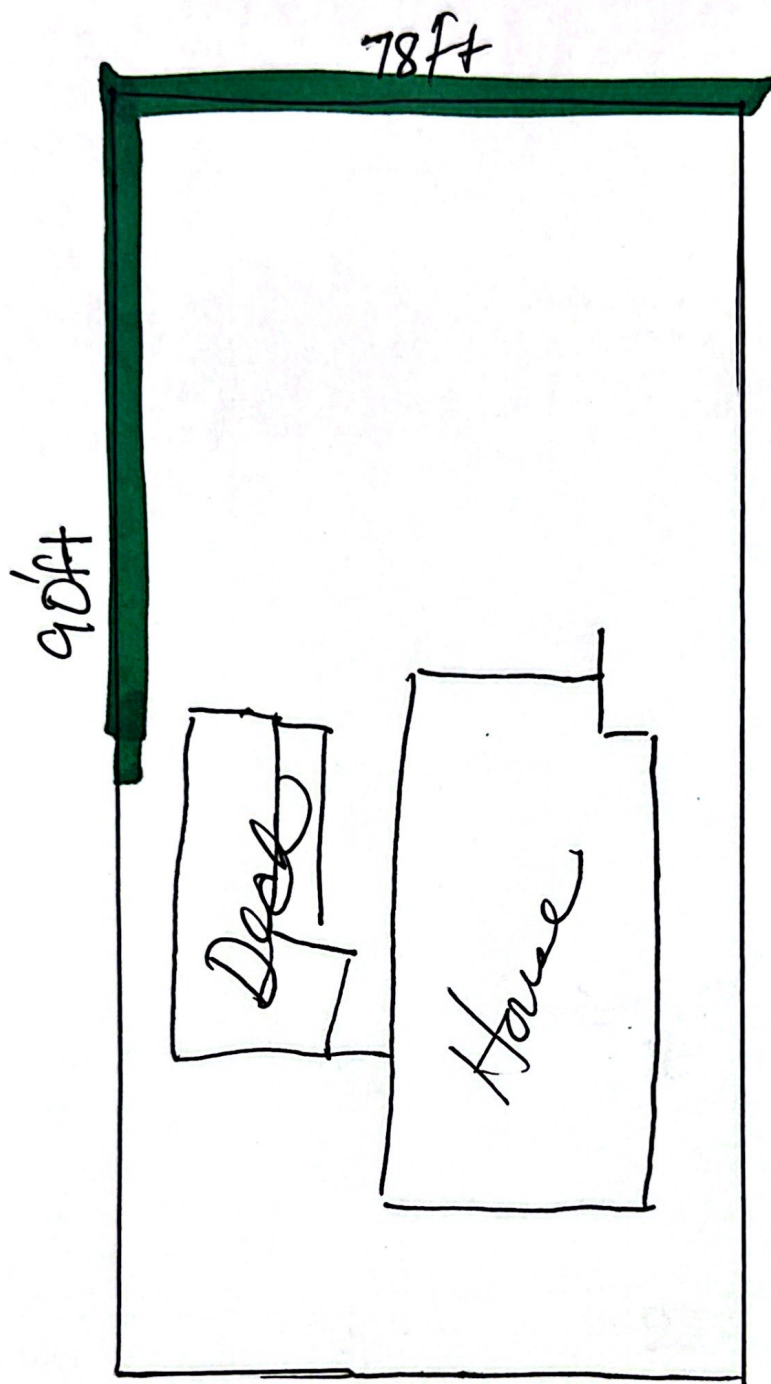
**Given the material composition of the proposed fencing (wood) as well as the minimal amount of resulting alteration which would be visible from the street, staff recommends approval of H-15-25, a request for a Certificate of Appropriateness for the construction of a total of 168 linear feet of new 6-foot tall wood privacy fencing in the rear yard of the property at 211 NE Capital 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. If approved, staff would recommend the following condition:**

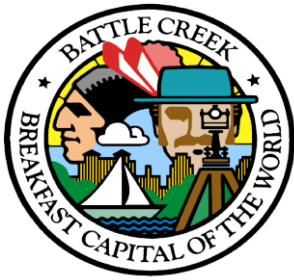
- 1. Any archaeological resources discovered during the construction process be preserved and reported to the City of Battle Creek.**

### **Support Material**

Historic District Commission Application  
Site Plan

= Proposed Privacy





## **Battle Creek Historic District Commission**

### **Staff Report**

#### **Administrative Approval Quarterly Report**

Meeting: August 11, 2025

**To:** Historic District Commission  
**From:** Travis Sullivan, Planning and Zoning Administrator  
**Date:** August 8, 2025  
**Subject:** Quarterly reporting of all minor classes of work approved administratively in any of the local historic districts, as required by Section 1470.10 (Delegation of Authority)

#### **Summary**

Section 1470.10 of the City of Battle Creek Code of Ordinances requires that the Historic Commission review, on at least a quarterly basis, the certificates of appropriateness, if any, issued for work by the authorities delegated pursuant to Section 1470.10 to determine whether or not the delegated responsibility should be continued.

Given this requirement, staff has provided in this packet an inventory of each certificate of appropriateness issued for a minor class as specified by resolution of the Commission adopted on April 18, 2019 (amended on February 12, 2024). Such certificates were issued during the second quarter of the year 2025.

#### **2025 Quarter 2 Administrative Approvals**

1. 26 W Michigan Ave. – Approval for the reroofing of the building at 26 W Michigan Ave. The proposed reroofing consists of the like-for-like replacement of the existing flat roofing system with a new flat roofing system.
2. 92 Garrison Ave. – Approval for the replacement of the current asphalt driveway with a concrete driveway in the same location.

#### **Support Material**

HDC Minor Class of Work Resolution

26 W Michigan Ave. Certificate of Approval and Application

92 Garrison Ave. Certificate of Approval and Application



CITY OF BATTLE CREEK  
COMMUNITY SERVICES DEPARTMENT – PLANNING & ZONING

04/02/25

**HISTORIC DISTRICT COMMISSION**  
**ADMINISTRATIVE APPROVAL**

**26 W Michigan Ave.**

*Petition submitted by Tichenor, Inc. on behalf of Jack Pearl's Sport Center, for the reroofing of the building at 26 W Michigan Ave. The proposed reroofing consist of the like-for-like replacement of the existing flat roofing system with new flat roofing system.*

Tichenor, Inc.  
637 W Michigan Ave.  
Battle Creek, MI 49037  
Sent via email to: [mv@tichenorinc.com](mailto:mv@tichenorinc.com)

By authority given by the Historic District Commission of the City of Battle Creek Planning Department, staff may review applications for approval on minor renovations on behalf of the Historic District Commission of the City of Battle Creek.

**By decision of the Planner, your request to replace in a like-for-like manner the existing flat roofing system with new flat roofing system on the building located at 26 W Michigan Ave., as described in the Minor Class of Work application you submitted meets the Secretary of the Interior's Standards for rehabilitation and guidelines for rehabilitating historic buildings for property located at 26 W Michigan Ave. has been APPROVED as submitted with the stipulation that it meets City Code.**

**Note: Historic District Commission only requires approval of exterior renovations.**

If you have any questions, please feel free to contact Mr. Travis Sullivan, Planning and Zoning Administrator at 966-3320 ext 1506.

Sincerely,

HISTORIC DISTRICT COMMISSION  
OF THE CITY OF BATTLE CREEK

*Travis Sullivan*  
By Direction of the Chairperson

CC. Building Inspections



# City of Battle Creek

Department of Planning and Community Development

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

Phone: (269) 966-3320 • [www.battlecreekmi.gov](http://www.battlecreekmi.gov)

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## **HISTORIC DISTRICT COMMISSION**

Application for:

- ☒ Certificate of Appropriateness (for repairs or rehab projects)  
☐ Notice to Proceed (for demolition requests)  
☐ Minor Class of Work (admin approval)

Petition No. \_\_\_\_\_

Date Received: \_\_\_\_\_

### **APPLICANT\*\***

NAME: Jill Margenau

ADDRESS: 92 Garrison Ave Battle Creek MI 49017 United States

PHONE: 561 6993666 FAX: \_\_\_\_\_

EMAIL: jillmargenau@gmail.com

### **OWNER (if different from applicant)**

NAME: Jill Margenau

ADDRESS: 92 Garrison Ave Battle Creek MI 49017 United States

PHONE: \_\_\_\_\_ FAX: 561 6993666

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: \_\_\_\_\_

Current use of the property: Residential

List existing structures on the property and the approximate age of each. \_\_\_\_\_

Home with attached garage, 96 years old (1929).

\_\_\_\_\_  
\_\_\_\_\_

Please list all activities/proposed work for the property area and how the proposed work relates to the building as a whole.

Replace current asphalt driveway with concrete driveway.

\_\_\_\_\_  
\_\_\_\_\_

Indicate in which manner the proposed work will result in changes to the size and/or appearance of the features outlined in this application.

Black asphalt to beige colored concrete.

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

Smooth out edges of driveway

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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.

	Existing Materials	Proposed Materials (if applicable)
Roof	<hr/>	<hr/>
Windows	<hr/>	<hr/>
Siding	<hr/>	<hr/>
Foundation	<hr/>	<hr/>
Other <u>Driveway</u>	<u>Asphalt</u>	<u>Concrete</u>

**For Notice To Proceed requests only:**

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

N/a

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**SUBMITTAL REQUIREMENTS**

As outlined in "HDC, Information and Procedure", each request requires supplementary items that thoroughly describe the existing structure and proposed project. These items are to be submitted with the completed application; 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 therein.

Jill Margenau  
Name

May 20, 2024  
Date



CITY OF BATTLE CREEK  
COMMUNITY SERVICES DEPARTMENT – PLANNING & ZONING

05/22/25

**HISTORIC DISTRICT COMMISSION**  
**ADMINISTRATIVE APPROVAL**

**92 Garrison Avenue**

*Petition submitted by Jill Margenau of 92 Garrison Ave., for the replacement of the current asphalt driveway with a concrete driveway.*

Jill Margenau  
92 Garrison Ave.  
Battle Creek, MI 49017  
Sent via email to: [jillmargenau@gmail.com](mailto:jillmargenau@gmail.com)

By authority given by the Historic District Commission of the City of Battle Creek Planning Department, staff may review applications for approval on minor renovations on behalf of the Historic District Commission of the City of Battle Creek.

**By decision of the Planning and Zoning Administrator, your request to replace the existing asphalt driveway with new concrete driveway in the same location on the property located at 92 Garrison Ave., as described in the Minor Class of Work application you submitted meets the Secretary of the Interior's Standards for rehabilitation and guidelines for rehabilitating historic buildings for property located at 52 Ann Ave. has been APPROVED as submitted with the stipulation that it meets City Code.**

**Note: Historic District Commission only requires approval of exterior renovations.**

If you have any questions, please feel free to contact Mr. Travis Sullivan, Planning and Zoning Administrator at 966-3320 ext 1506.

Sincerely,

HISTORIC DISTRICT COMMISSION  
OF THE CITY OF BATTLE CREEK

*Travis Sullivan*  
By Direction of the Chairperson

CC. Building Inspections





# 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: \_\_\_\_\_

### APPLICANT\*\*

Name: TICHENOR INC

Address: 637 W. MICHIGAN AVE

Phone: 269-965-5359 Fax: \_\_\_\_\_

Email: mv@tichenorinc.com

### OWNER (if different from applicant)

Name: JACK PEARLS SPORT CENTER

Address: 26 W. MICHIGAN AVE

Phone: 269-788-7725 Fax: \_\_\_\_\_

Email: keith.fmannig2@gmail.com

\*\* 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: 26 W. MICHIGAN AVE

Current use of the property: COMMERCIAL RETAIL STORE

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

BRICK CHIMNEY - NOT TOUCHING.

Please list all activities/proposed work for the property area and how the proposed work relates to the building as a whole: RE-ROOF. STOPPING LEAKS TO SAVE CEILINGS.

REMOVING WET ISO PANELS - REPLACE WITH NEW -  
MECHANICALLY ATTACHING NEW 60 MIL WHITE TPO FLEECE-PACK  
MEMBRANE.



features outlined in this application: NOT VISIBLE FROM GROUND.

BLACK ROOF EXISTING WILL BECOME WHITE

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

NO

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	HOT TAR 4 PLY	VERSICO WHITE TPO 60 MIL
Windows		
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**

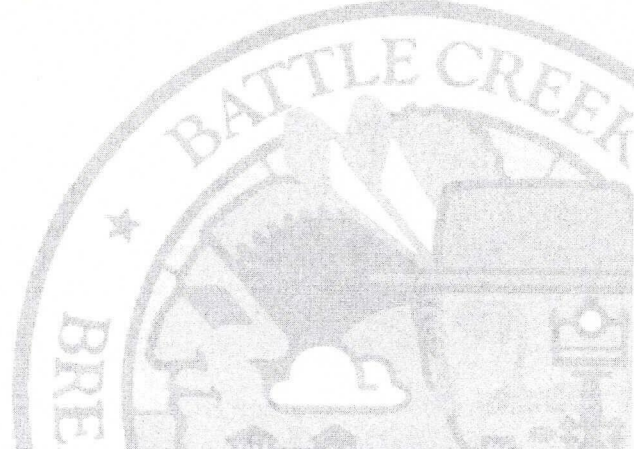
By signing this application, the applicant hereby declares that all answers given herein are true to the best of their knowledge, and confirms that all information required for Historic District Commission review has been submitted. Furthermore, the applicant confirms that they have thoroughly read the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

*R. Wulcham*

Name

*4-2-25*

Date









**Remove to terminate membrane-  
new black compression metal**

**Curb Flash**

**60 Mill White TPO Fleece-back**



**Remove cap & modified roofing  
overlay to terminate new  
membrane, cap with new black  
metal.**

**Remove layers replace wet ISO,  
new flashing curb**

**Flash Boot**

**Laying over 90% of  
existing roof with  
White TPO**

**Photo Description:** Metal cap is 2 pc compression drip style.



Remove caps covered with  
modified roofing to terminate  
new membrane. Install new black  
cap metal.



**Photo Description:** Metal cap is 2 pc compression drip style.

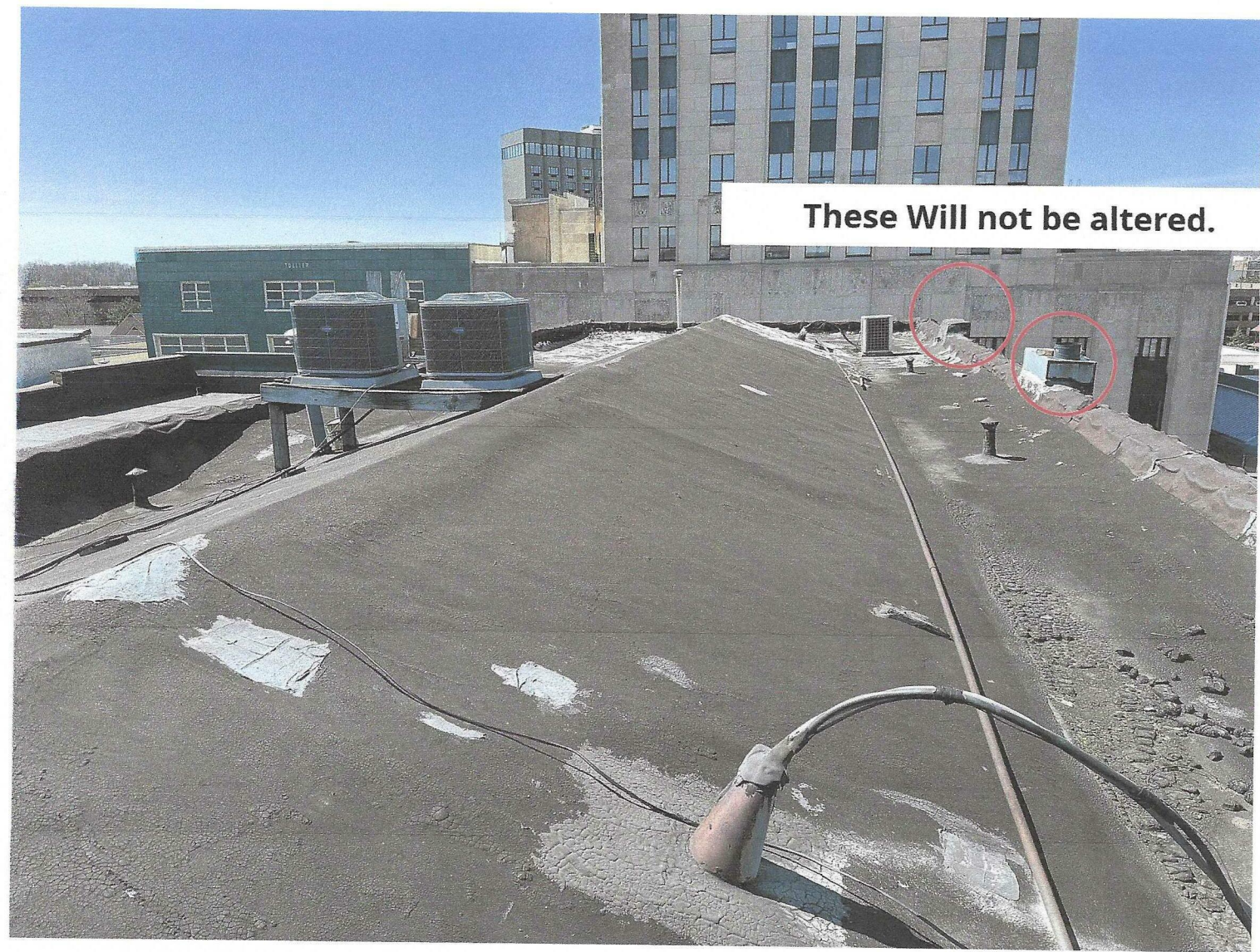


**Remove caps to terminate  
membrane, 2 pc black  
compression metal**

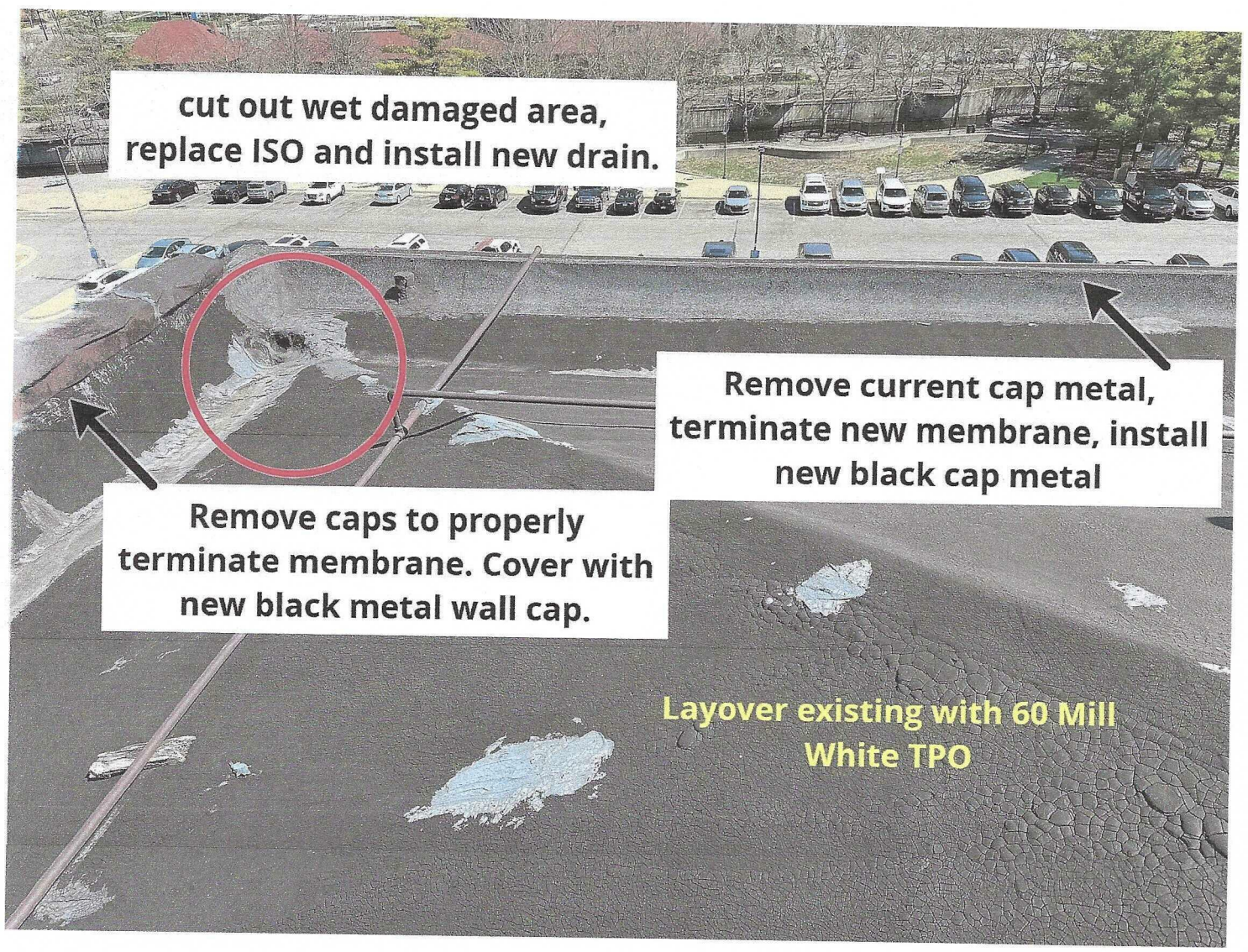




**These Will not be altered.**







**cut out wet damaged area,  
replace ISO and install new drain.**

**Remove current cap metal,  
terminate new membrane, install  
new black cap metal**

**Remove caps to properly  
terminate membrane. Cover with  
new black metal wall cap.**

**Layover existing with 60 Mill  
White TPO**



# VersiFleece® TPO Membranes



## Overview

VersiFleece TPO membranes are manufactured using a hot-melt extrusion process for complete scrim encapsulation. Once the TPO is reinforced and enhanced with fleece, the total sheet thicknesses available are 100-, 115-, and 135-mils, creating a very tough, durable and versatile sheet that is ideal for re-roofing or new construction projects. VersiFleece TPO sheets are chlorine free and plasticizer free with excellent chemical resistance to acids, bases, restaurant oils, and greases.

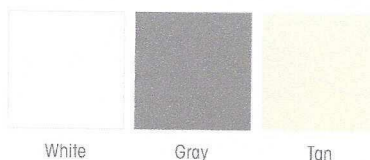
All VersiFleece TPO membranes utilize Octaguard XT™ weathering package technology to withstand extreme durability testing intended to simulate exposure to severe climates. VersiFleece TPO's advanced polymerization technology combines the flexibility of ethylene-propylene (EP) rubber with the heat weldability of polypropylene.

VersiFleece TPO membranes are intended to be used with adhered or mechanically fastened roofing systems. VersiFleece TPO is ideally suited for roof garden and solar panel applications and projects demanding superior wind uplift resistance due to its added toughness and durability. VersiFleece TPO is also a great solution for buildings requiring low noise and odors during roofing application.

## Features and Benefits

- No VOCs, low odor, low noise, and speed of application minimizes occupied building disruptions
- Superior wind uplift performance and ratings (up to an FM 1-990) due to a mechanical bond between fleece and adhesive

- 75% fewer seams than Modified Bitumen
- Wide window of weldability
- Fleece reinforcement adds toughness, durability, and enhanced puncture resistance
  - 115-mil membrane delivers 33% greater puncture resistance and 33% greater breaking strength than 60-mil TPO
  - Greater puncture resistance than Modified Bitumen
- Excellent hail damage resistance:
  - Passes FM's severe hail test
  - Passes UL-2218 Class 4 rating
  - Passes National Bureau of Standards – 23 Ice Ball test up to 3"-diameter hail with the membrane cooled to 32°F
- Standard Colors:



## Special Colors:



\*VersiWeld® HS Special Color TPO membranes are available in limited sizes. Refer to Versico's VersiWeld HS TPO Special Color Program Sell Sheet for details.



## Sustainable Attributes

Versico Roofing Systems' focus has always been innovation - Innovation to solve problems, improve performance, reduce labor, and above all, improve sustainability. Versico is committed to driving sustainable and efficient processes in the design and manufacturing of our products.

- Up to 10% pre-consumer recycled content
- Free of Living Building Challenge red list chemicals
- NSF P151 Certification for rainwater catchment\*
- 3rd-party verified Environmental Product Declaration available

\*Plant 91/White only



# VersiFleece TPO Membranes

## Optional APEEL™ Protective Film

Shield Versico's VersiFleece TPO membrane from dirt and scuffs during installation with APEEL Protective Film. Factory-applied and easy to remove, APEEL eliminates the need for rooftop cleaning upon project completion.



- Ideal for re-roofing, re-cover, and new construction projects
- Simple and easy to remove
- Saves time and money when compared to pressure washing
- Protecting from dirt maintains maximum membrane reflectivity and long-term performance

### Installation

Simply order membrane with APEEL, install, and remove the film to reveal a clean, new roof.

- APEEL Protective Film should be removed from within areas that are to be heat-welded together. In areas that do not require heat-welding, the APEEL Protective Film can be left in place for up to 90 days without degrading due to its excellent heat- and UV-resistance.
- When the installation of the entire roofing system is complete, remove and discard the APEEL Protective Film.

## Installation

### Adhered Roofing System

Insulation is mechanically fastened or adhered. Spray-apply, splatter, or extrude Flexible DASH™ Adhesive to the substrate and allow foam to "string/body" approx 1–2 minutes prior to setting VersiFleece TPO into the Flexible DASH Adhesive. Roll VersiFleece TPO membrane with a 30"-wide, 150-pound weighted roller to ensure full embedment. Splices are hot-air welded. End laps are butted and sealed with reinforced membrane or a head sheet may be utilized.

REVIEW CURRENT VERSICO SPECIFICATIONS AND DETAILS FOR SPECIFIC INSTALLATION REQUIREMENTS.

## Precautions

- Use proper stacking procedures to ensure sufficient stability.
- Exercise caution when walking on wet membrane.
- Sunglasses that filter out ultraviolet light are strongly recommended, as tan and white surfaces are highly reflective. Roofing technicians should dress appropriately and wear sunscreen.
- White surfaces reflect heat and may become slippery due to frost and ice accumulation.
- Care must be exercised when working close to a roof edge when the surrounding area is snow covered.
- VersiFleece TPO membrane rolls must be tarped and elevated to keep dry prior to installation. If the fleece gets wet, use a wet vac system to help remove moisture from the fleece. Do not install membrane if fleece is wet.
- VersiFleece TPO membrane exposed to the weather must be prepared with Weathered Membrane Cleaner prior to hot-air welding.

## Supplemental Approvals, Statements and Characteristics:

1. VersiFleece TPO meets or exceeds the requirements of ASTM D6878 Standard Specification for Thermoplastic Polyolefin-Based Sheet Roofing.
2. Radiative Properties for Cool Roof Rating Council (CRRC) and LEED.
3. VersiFleece TPO membranes conform to requirements of the US E.P.A. Toxic Leachate Test (40 CFR part 136) performed by an independent analytical laboratory.
4. VersiFleece TPO was tested for dynamic puncture resistance per ASTM D5635-04 using the most recently modified impact head. 100-mil was watertight after an impact energy of 20 joules, 115-mil was watertight after 25 joules, and 135-mil was watertight after 32.5 joules.

## LEED Information

Pre-consumer Recycled Content	10%
Post-consumer Recycled Content	0%
Manufacturing Location	Senatobia, MS; Tooele, UT
Solar Reflectance Index	White: 99    Gray: 52    Tan: 86



## Radiative Properties for Cool Roof Rating Council (CRRC) and LEED®

Physical Property	Test Method	White	Tan	Gray
CRRC – Initial solar reflectance	ASTM C1549	0.79	0.71	0.46
CRRC – Initial solar reflectance	ASTM C1549 (uncleaned)	0.7	0.64	0.43
CRRC – Initial thermal emittance	ASTM C1371	0.9	0.86	0.89
CRRC – Initial thermal emittance after 3 years	ASTM C1371 (uncleaned)	0.86	0.87	0.88
LEED – Thermal emittance	C1371	0.9	0.86	0.85
Solar Reflectance Index (SRI) – Initial	ASTM E1980	99	86	52
Solar Reflectance Index (SRI) – Aged 3 Years	ASTM E1980	85	77	49

Typical properties and characteristics are based on samples tested and are not guaranteed for all samples of this product. This data and information is intended as a guide and does not reflect the specification range for any particular property of this product.

## Versico Extreme Testing – Heat Aging

	ASTM Requirement	VersiFleece TPO Results
ASTM Test 240°F	32 weeks*	>128 weeks

\*Comparable to 3,120 weeks (6 years) at 185°F for 8 hrs/day.

Heat Aging accelerates the oxidation rate that roughly doubles for each 18°F (10°C) increase in roof membrane temperature. Oxidation (reaction with oxygen) is one of the primary chemical degradation mechanisms of roofing materials.

## Versico Extreme Testing – Environmental Cycling

–10 days heat aging at 240°F (116°C) followed by 5 days water immersion at 158°F (70°C)

Followed by 5,040 kJ/m² (2000 hrs. at 0.70 W/m² irradiance) xenon-arc exposure

Environmental Cycling subjects the membrane to repeated cycles of heat aging, hot-water immersion followed by xenon-arc exposure.

## Versico Testing – Q-Trac

	ASTM D6878 Requirement	VersiWeld TPO Requirement
ASTM TEST N/A	N/A	Equivalent of 40 years of exposure

## Radiative Properties (Initial) for Special Colors

	Reflectance	Emittance	SRI
Medium Bronze	0.28	0.86	29
Rock Brown	0.25	0.87	26
Slate Gray	0.38	0.87	42
Terra Cotta	0.25	0.86	25
Patina Green	0.25	0.88	25

Solar Reflectance Index (SRI) is calculated per ASTM E1980. The SRI is a measure of the roof's ability to reject solar heat, as shown by a small temperature rise. It is defined so that a standard black (reflectance 0.05, emittance 0.90) is 0 and a standard white (reflectance 0.80, emittance 0.90) is 100. Materials with the highest SRI values are the coolest choices for roofing. Due to the way SRI is defined, particularly hot materials can even take slightly negative values and particularly cool materials can even exceed 100.

## EXTREME Testing for Severe Climates

ASTM Standard D6878 is the material specification for Thermoplastic Polyolefin-Based Sheet Roofing. It covers material property requirements for TPO roof sheeting and includes initial and aged properties after heat and xenon-arc exposure. As stated in the scope of the standard, "the tests and property limits used to characterize the sheet are values intended to ensure minimum quality for the intended purpose." Versico's goal is to produce TPO that delivers maximum performance for the intended purpose of roofing membranes. Maximum performance requires the membrane to far exceed the requirements of ASTM D6878.

**Heat Aging** accelerates the oxidation rate that roughly doubles for each 18°F (10°C) increase in roof membrane temperature. Oxidation (reaction with oxygen) is one of the primary chemical degradation mechanisms of roofing materials.

**Q-Trac** testing combines accelerated weathering with real-world conditions using an array of ten mirrors to reflect and concentrate full spectrum sunlight onto membrane test specimens. The Q-Trac device automatically tracks the sun's path from morning to night. Also, it adjusts to compensate for seasonal changes in the sun's altitude. Eight years in Q-Trac testing is equal to 40 years of real-world exposure. Versico requires its VersiWeld TPO membranes to pass the equivalent of 40 years of exposure in the Q-Trac.





# TECHNICAL DATA BULLETIN

## Typical Properties and Characteristics

Physical Property	Test Method	SPEC. (Pass)	VersiFleece TPO
Tolerance on Nominal Thickness, %	ASTM D751	+/-10	+/-10
Thickness over Fleece, min 100-mil (2.54 mm) 115-mil (2.92 mm) 135-mil (3.43 mm)			.045 (1.14) .060 (1.52) .080 (2.03)
Weight, lbm/ft <sup>2</sup> 100-mil 115-mil 135-mil	— — —	— — —	0.27 0.33 0.46
Breaking Strength, min. lbf (kN) 100-mil 115-mil 135-mil	ASTM D751 Grab Method	220 (1)	375 (1.7) 450 (2) 500 (2.2)
Elongation at break of internal fabric, %	ASTM D751	15	25
Tearing Strength, min. lbf (N) 100- & 115-mil, 135-mil	ASTM D751 B Tongue Tear	55 (245)	100 (445)
Puncture Resistance, Joules 100-mil 115-mil 135-mil	ASTM D5635	— — —	20 25 32.5
Puncture Resistance, lbf 100-mil 115-mil 135-mil	FTM 101C Method 2031	350 400 425	450 525 600
Brittleness point, max. °F (°C)	ASTM D2137	-40 (-40)	-50 (-46)
Linear Dimensional Change, %	ASTM D1204	± 1 max	-0.2 typical
Field Seam Strength, lbf/in. (kN/m) ASTM D1876 tested in peel 100-mil 115-mil 135-mil	ASTM D1876	25 (4.4) 25 (4.4) 40 (7.0)	50 (8.8) 60 (10.5) 70 (12.3)
Water Vapor Permeance, perms	ASTM E96 Proc B	—	0.10 max, 0.05 typical
Resistance to Microbial Surface Growth, Rating (1 is very poor, 10 is no growth)	ASTM D3274	—	9–10 typical
Properties after heat aging—ASTM D573, 670 hrs. at 240°F Breaking strength, % retained Elongation reinf. % retained Tearing Strength, % retained Weight Change, %	ASTM D573	— — — —	90 min. 90 min. 60 min. ±1.0 max
Ozone Resistance 100 pphm, 168 hours	ASTM D1149	No cracks	No cracks
Resistance to Water Absorption After 7 days immersion @ 158°F (70°C) Change in mass, max. % (one side)	ASTM D471	±3.0	0.90
Resistance to Outdoor (Ultraviolet) Weathering Xenon-Arc, total radiant expo- sure at 0.70 W/m <sup>2</sup> irradiance, 80°C black panel temp. 100-mil 115-mil 135-mil	ASTM G155	No cracks, No loss of break- ing or tearing strength	No cracks, No loss of break- ing or tearing strength 17,640 kJ/m <sup>2</sup> 20,160 kJ/m <sup>2</sup> 27,720 kJ/m <sup>2</sup>

Typical properties and characteristics are based on samples tested and are not guaranteed for all samples of this product. This data and information is intended as a guide and does not reflect the specification range for any particular property of this product.



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