



# CITY OF BATTLE CREEK

## COMMUNITY SERVICES DEPARTMENT – PLANNING AND ZONING

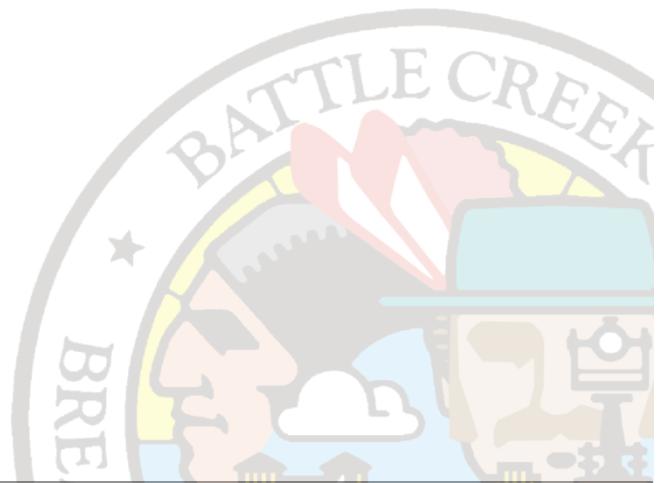
### AGENDA

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

**Date:** Monday, October 13, 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: September 8, 2025
5. Correspondence:
6. Old Business:
7. New Business
  - A. **H17-25 (50 W Jackson St)**  
 Petition filed by Aaron Gibson of Battle Creek Unlimited for a Certificate of Appropriateness for the property located at 50 W Jackson Street for the installation of an exterior wall sign. Parcel #8750-00-001-0.
  - B. **H18-25 (127 Ann Ave)**  
 Petition Filed by Milestone Senior Services for a Certificate of Appropriateness for the property located at 127 Ann Ave for the installation of a temporary wooden wheelchair ramp to the front of the home. Parcel #3550-00-097-0.
  - C. **2026 Historic District Commission Meeting Date and Application Deadlines**
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 September 8, 2025**

**MEETING CALLED TO ORDER:** By Commissioner Simpson at 4:04 p.m.

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

**Comm. Simpson**, present

**Comm. Drozdowski**, present

**Comm. Davis**, present

**Comm. Sallee**, absent

**Comm. Thornton**, present

**Comm. Steinbrunner**, absent

**Comm. Case**, present

**Comm. LaCosse**, absent

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

### **ADDITIONS OR DELETIONS TO AGENDA:**

**APPROVAL OF MINUTES:** Approval of the August 11, 2025 meeting minutes.

**MOTION MADE BY COMMISSIONER DROZDOWSKI TO APPROVE THE AUGUST 11, 2025 MEETING MINUTES, SECONDED BY COMMISSIONER THORNTON.**

**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. H16-25 (160 N Washington Ave)**

Petition for a Certificate of Appropriateness filed by Grace Health for a Notice to Proceed for the demolition of the main building located at 160 N Washington Ave., Parcel #7720-00-007-0.

**Staff Presentation:** Travis Sullivan presented the staff report H16-25.

**Applicant Presentation:** Chris Davis, Peter Chang, Scott Hutchings of Grace Health were present to speak and answer questions from Commissioners.

**Questions by Commissioners:**

**Commissioner Simpson** asked the applicant if they were aware that the house in question was located within a Historic District when it was purchased, if they could speak to the parking issues mentioned. Asked Staff if there was any information regarding the changes made to the house and if it has always been in a Historic District. Asked how long they have been looking at alternate parking.

Mr. Hutchings handed the Commission an updated map to showing their facilities and current parking.

**Commissioner Case** inquired to how long the proposed area would be kept as green space, and when the siding and windows were changed.

**Commissioner Davis** asked why other areas owned by Grace Health are not being developed first. Brought up a past demolition petition that the Commission did not approve. The house seemed to be in worse shape than the house in question today. Was the house in question bought on the open market or did they approach the past owner? Asked about another area to use as an entrance to alleviate some traffic in the front entrance.

**Commissioner Drozdowski** expressed concerns about the properties current state and function and if the use would better serve the community if it was turned into a parking lot. Asked what Grace Health would do if the petition was not approved.

**Commissioner Thornton** agreed with Commissioner Drozdowski and feels the need for parking is great than someone trying to renovating the house into something else.

**MOTION MADE BY COMMISSIONER DROZDOWSKI TO APPROVE H16-25.  
SECONDED BY COMMISSIONER THORNTON.**

**ROLL VOTE: FOUR IN FAVOR, ONE OPPOSED. MOTION APPROVED.**

**COMMENTS FROM THE PUBLIC:** None.

**COMMENTS FROM COMMISSION MEMBERS AND STAFF:**

**Travis Sullivan** gave a Grant Agreement update and introduced the new City Planner, Adam Jenks.

**Attorney Patrick Batterson** asked Commissioners to state which criteria out of the four that they based their vote for H16-25 on. A roll was taken and responses were noted.

**ADJOURNMENT:** Commissioner Simpson adjourned the meeting at 4:56 pm.

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



## Battle Creek Historic District Commission

### Staff Report

**50 W Jackson St.**

Meeting: October 13, 2025

**To:** Historic District Commission

**From:** Adam Jenks, Planner

**Date:** October 6, 2025

**Subject:** The petition, filed by Aaron Gibson of Battle Creek Unlimited for a Certificate of Appropriateness for the placement of illuminated lettering signage at 50 W Jackson St., Parcel #8750-00-001-0.

### Summary

Staff recommends approval of H17-25, a Certificate of Appropriateness request at 50 W Jackson St. (Parcel #8750-00-001-0) for the placement of illuminated channel lettering signage on the southwest corner of the building. The proposed new illuminated channel lettering signs consist of two rows measuring 4'11" x 20'4" in total. 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.

### Site & History

The subject building (50 W Jackson St.) is located in the Central Business Local Historic District along the northeast side of W Jackson St. between McCamly St. S to the north and Capital Ave. SW to the south. The Central Business Local Historic District consists of a mix of typical downtown commercial, religious and multiple-family residential uses, with architectural character typically reflective of the late 19<sup>th</sup> and early 20<sup>th</sup> century. The subject site is not independently registered on the National Register of Historic Places, as verified by staff on October 6, 2025.

The subject site contains a 24,433 sq. ft., 3-story commercial structure, which will be occupied by Grand Valley State University as an office use. The property has been the subject of five previous Certificate of Appropriateness applications, with signage approved in 2005, 2009 and 2010, the reconstruction of the building's façade and parking area in 2024, and the installation of the new "Grand Valley State University" signage previously in 2025.

Figure 1 below provides an aerial view, and Figures 2 and 3 provide street level views of the site.



**Figure 1:** Orange pin on aerial points to subject site (50 W Jackson St.). The thick yellow outline shows the boundary of the subject parcel. Photo courtesy of Nearmap.



**Figure 2:** Street view of the south-facing front of the subject property, September 2019. Photo courtesy of Google Street View. The façade of the building is currently under construction in accordance with the Certificate of Appropriateness that was issued in December 2024.



**Figure 3:** Photo of the northwest-facing side of the property, September 2019. Photo courtesy of Google Street View. The façade of the building is currently under construction in accordance with the Certificate of Appropriateness that was issued in December 2024.

### **Summary of Request**

The applicant has filed the subject HDC Certificate of Appropriateness application for the placement of one new wall sign measuring 4'-11" x 20'-4" below the roofline of the building. The signage is proposed to be sized 4'11" x 20'4", comprised of illuminated channel letters featuring 5" deep construction and painted with GripGard EFX semi-gloss enamel, projecting in white lettering the words "Battle Creek Innovation Hub" powered by low voltage white LED power supplies. The sign is proposed to be mounted flush to the façade of the building. The new wall sign is proposed to be visible to traffic traveling along W Jackson St.

The illuminated lettering meets all requirements of the sign ordinance (Chapter 1263). For more information and a detailed visual rendering of the proposed signage, please refer to the plan set included with the application and attached to this staff report.

It will be important for the Historic District Commission (HDC) to note the existing "Grand Valley State University" channel letters and insignia were approved previously in 2025 based on the analysis that the resource at the site no longer retains its historically defining features and significance to the district. The additional signage being proposed by the applicant is similar in nature to the previously approved signage, and is proposed to be placed on the same building face as the existing signage.

**Applicable HDC Guidelines and Analysis for a Certificate of Appropriateness for the application of “Battle Creek Innovation Hub” illuminated channel lettering on the building at the subject site, 50 W Jackson St.**

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 signage will not impact the use of the resource (office use), and will require minimal alteration of the building itself related to the mounting process.

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 lettering 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 placement of the proposed signage.

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 lettering.

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.*

No digging or excavation is anticipated in association with this request.

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 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 lettering 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 subject building located at 50 W Jackson St. was constructed in 1950, and may be in most respects viewed as a non-contributing resource to the Central Business Local Historic District. Additionally, the existence of the previous signage and lettering of a similar nature on the building during the era of Robinson's department store likely provides further justification for the style of lettering chosen by the applicant. Finally, it is important to note that similar channel letter signage was approved by the Historic District Commission previously in 2025 on the same face of the building.

**Therefore, planning staff recommends approval of H17-25, a Certificate of Appropriateness for the application of illuminated channeled lettering signage on the southwest-facing wall of the building as represented in the attached plan set 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



# City of Battle Creek

Department of Planning and Community Development  
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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. H17-25  
 Date Received: 9-18-2025

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

NAME: Aaron Gibson  
 ADDRESS: 4950 W Dickman Rd Suite 1 Battle Creek, MI 49037  
 PHONE: 269-380-5255 FAX: \_\_\_\_\_  
 EMAIL: aaron@bcunlimited.org

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

NAME: Battle Creek Unlimited  
 ADDRESS: 4950 W Dickman Rd Suite 1, Battle Creek, MI 49037  
 PHONE: 269-380-5255 FAX: \_\_\_\_\_  
 EMAIL: aaron@bcunlimited.org

**\*\*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: 50 W Jackson St.  
 Current use of the property: Business  
 List existing structures on the property and the approximate age of each. (1) 1950's

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

This is for an exterior sign only, it is a non-contributing building in the downtown area and the sign is not contributing either.

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

An added sign to mark the building as the "BATTLE CREEK INNOVATION HUB" - south side elevation only.

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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?

Yes.

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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	_____	_____
Windows	_____	_____
Siding	_____	_____
Foundation	_____	_____
Other _____	_____	_____

**For Notice To Proceed requests only:**

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

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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.

Please see attachment

September 18, 2025

Name

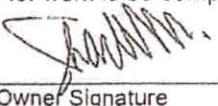
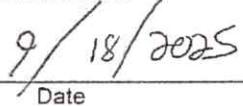
Date

SignArt

## LETTER OF AUTHORIZATION TO OBTAIN PERMITS

Property Owner Name: Battle Creek Unlimited	
Property Owner Address: 4950 Dickman Rd Suite 1, Battle Creek, MI 49037	
Property Address: 50 W Jackson St	City, State, ZIP: Battle Creek, MI 49017
Property Owner Email: aaron@bcunlimited.org	Property Owner Phone: 269-380-5255
Contractor Name: SIGNART, INC	

I, the above-indicated property owner, the undersigned, do hereby willingly recognize the above-indicated Contractor as my agent, and in so doing, I grant them the authority to apply for and obtain a permit and any required approvals on my behalf for work to be completed at the property commonly addressed as indicated above.

  
Property Owner Signature  
Date



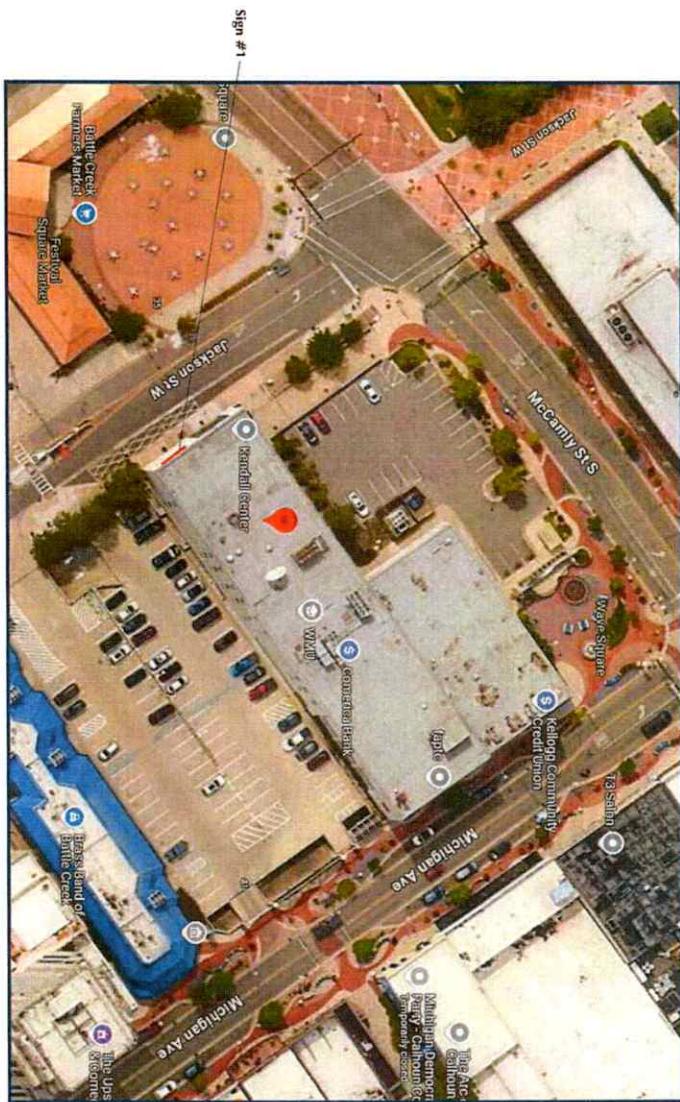


## Signs with craftsmanship.

signartinc.com • 269.381.3012 • 5757 E. Cork St., Kalamazoo, MI 49046

Site Plan

Notes:



Site Plan

Scale: None



## Battle Creek Historic District Commission

### Staff Report

127 Ann Avenue

Meeting: October 13, 2025

**To:** Historic District Commission

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

**Date:** October 6, 2025

**Subject:** The petition, H18-25, filed by Milestone Senior Services for a Certificate of Appropriateness for the installation of a temporary wooden wheelchair ramp in the front yard of the site located at 127 Ann Ave., Parcel #3550-00-097-0.

### Summary

The applicant has filed the subject HDC Notice to Proceed request for the proposed installation of a temporary wooden wheelchair ramp off of the front of the home located at 127 Ann Ave. (Parcel #3550-00-097-0). The proposed ramp, if approved, would extend toward the Ann Ave. right-of-way, ending short of the sidewalk by seven feet. Generally, ramps of this nature are not attached the building that they serve. However, as this aspect of the project was unclear based on the submitted application and plans, the commission will want to confirm with the applicant the detached nature of the proposed ramp. The proposed ramp meets the requirements of the zoning ordinance, as wheelchair ramps are permitted to encroach within a required yard in Section 1241.07 (Yard Requirements).

Staff recommends approval of a Certificate of Appropriateness for the installation of the ramp as the project 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 (127 Ann Ave.) is located in the Old Advent Town local historic district at the southeast corner of Kendall St. N and Ann Ave. The subject site is not independently registered on the National Register of Historic Places, but is included within the nationally recognized Advent Historic District as verified by staff on October 6, 2025. The structure at the subject site was constructed in 1930.

According to BS&A records, the property at 127 Ann Ave. has not been the subject of previous Historic District Commission (HDC) Certificate of Appropriateness requests. However, various building and trade permits have been issued over the past 30 or so years for interior renovations to the building.

Figure 1 below provides an aerial view of the subject property. Figure 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 building on the subject site viewed from Ann Ave., courtesy of Google Street View.



**Figure 1:** Aerial photo of the subject site (127 Ann Ave.). The thick outline and orange pin indicate the location of the subject parcel. Photo courtesy of Near Map.

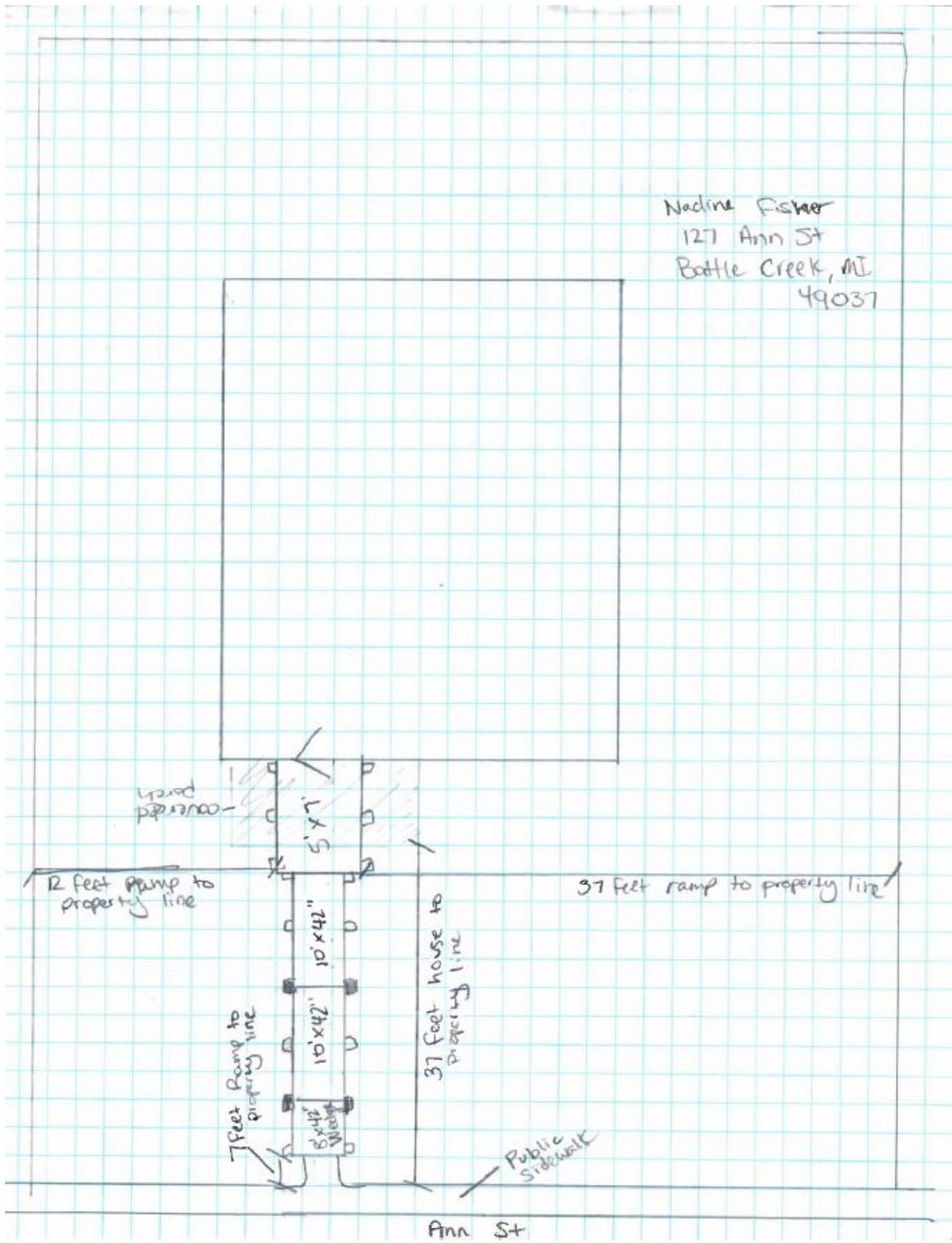


**Figure 2:** Historical view of the subject property from Ann Ave. Photo courtesy of the Willard Library Digital Collection.



Google Maps

**Figure 3:** Street-level view of the subject property from Ann Ave., June 2025. Photo courtesy of Google Street View.



**Figure 4:** Sketch of the location of the proposed wheelchair ramp on the property.

**Applicable HDC Guidelines and Analysis for a Certificate of Appropriateness for the installation of a temporary wooden wheelchair ramp at the subject site, 127 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 wheelchair ramp will not impact the use of the resource, and will require no alteration of the building itself, provided that the ramp is not attached to the building.

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 wheelchair ramp 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 ramp.

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 ramp.

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 wheelchair ramp 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, provided that the ramp is not attached to the home.

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.***

At the point in the future that the proposed wheelchair ramp is to be removed, 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, provided the ramp is not attached to the building.

The commission may find this standard to be met.

## **Recommendation**

The applicant is proposing the installation of a new temporary wooden wheelchair ramp located at 127 Ann Ave. The new wheelchair ramp would provide an essential service to the homeowner, helping to ensure safe passage into and out of the building.

**Staff recommends approval of H18-25, a request for a Certificate of Appropriateness for the construction of a new temporary wooden wheelchair ramp in the front yard of the property at 127 Ann Ave. leading from the home on the site toward the Ann Ave. right-of-way, 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



# City of Battle Creek

Department of Planning and Community Development  
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 Phone: (269) 966-3320 • [www.battlecreekmi.gov](http://www.battlecreekmi.gov)

## **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: Milestone Senior Services  
 ADDRESS: 918 Jasper St Kalamazoo, MI 49001  
 PHONE: 269-217-2281 FAX: \_\_\_\_\_  
 EMAIL: Kward@milestone seniorservices.org

**OWNER (if different from applicant)**

NAME: Nadine Fisher  
 ADDRESS: 127 Ann Ave Battle Creek, MI 49037  
 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: 127 Ann St

Current use of the property: dwelling

List existing structures on the property and the approximate age of each. Garage (1930)  
House (1930)

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

Homeowner is in need of a wheelchair ramp.  
We will be building a temporary wooden wheelchair ramp off the front of the home extending toward the street ending short of the sidewalk

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

The front of the home would have a landing.

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

will create new feature to property

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	_____	_____
Windows	_____	_____
Siding	_____	_____
Foundation	_____	_____
Other	<u>Nothing there</u>	<u>Treated wood</u>

**For Notice To Proceed requests only:**

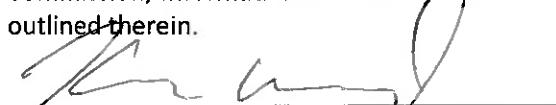
What options have you explored for the repair or relocation of the structure proposed for demolition?

**SUBMITTAL REQUIREMENTS**

As outlined in "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.

  
Name

Date

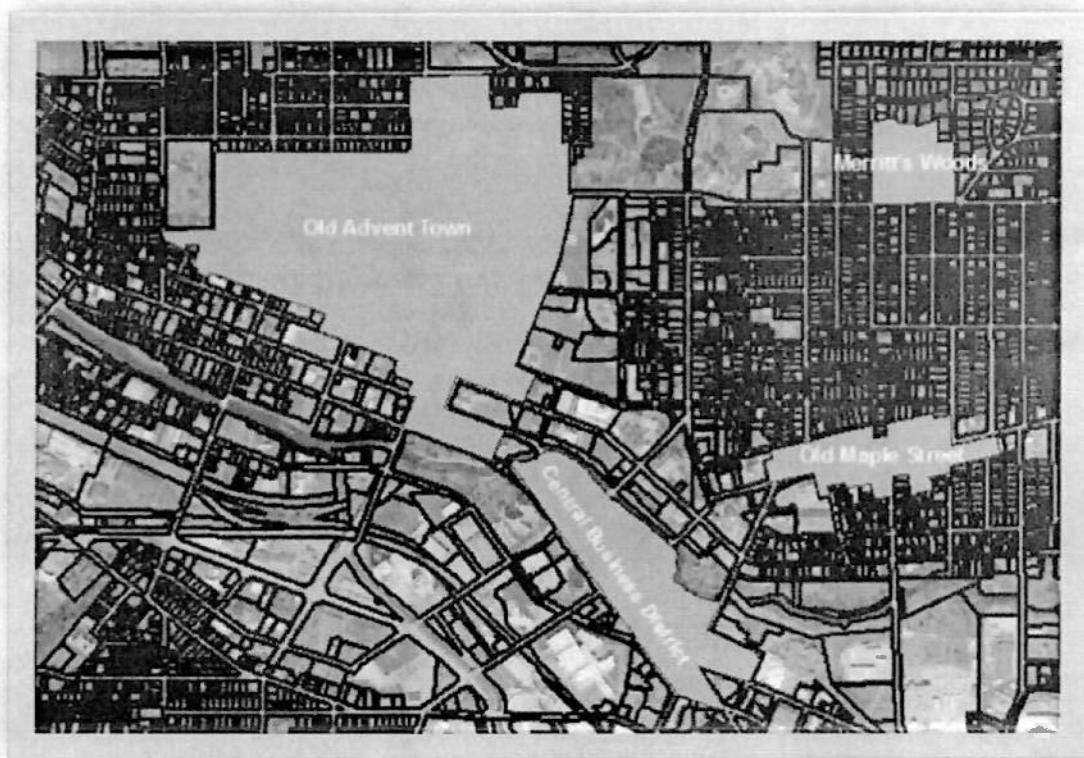
10/2/2025



**City of Battle Creek**  
**Community Services – Planning and Zoning Division**  
 10 N. Division Street, Ste. 117 • Battle Creek, Michigan 49014  
 Phone (269) 966-3320 • [www.battlecreekmi.gov](http://www.battlecreekmi.gov)

**HISTORIC DISTRICT COMMISSION**  
**Information and Procedures**

A local historic district is a historically significant area that is protected by historic district ordinance under the authority of Michigan P.A. 169 of 1970. The purpose of the districts is to safeguard the heritage of the City by preserving the resources located within the districts, foster civic beauty, strengthen local economy, and encourage property owners and residents to participate in preservation activities. The City of Battle Creek has designated four Local Historic Districts in order to preserve the architectural, historical, and/or cultural resources of the community. Proposed modifications affecting the exterior appearance of buildings (except minor classes of work) and property improvements within a historic district require approval from the Historic District Commission (HDC).



**PRE-APPLICATION RECOMMENDATIONS**

Prior to submitting an application to the Historic District Commission for review it is recommended that an applicant consult with Planning Department staff to discuss the proposed work and application requirements. It is further recommended that the applicant contact the Inspections Department at (269) 966-3382 to discuss any possible requirements of the building, plumbing, mechanical, electrical, and/or fire code.

## **APPLICATIONS TO THE HISTORIC DISTRICT COMMISSION**

Typically, any exterior changes to a structure require an application to the Planning Department to ensure that modifications and improvements do not compromise the historical integrity of the building or district in which it is located. Staff will determine if the proposed work is considered a “minor class of work” requiring only administrative staff approval, or if it will require approval by the Historic District Commission. Projects involving repairs or rehabilitations require a Certificate of Appropriateness issued by the Historic District Commission and demolition requests require a Notice to Proceed.

### **Certificate of Appropriateness (repair/rehab)**

In order to be approved for a Certificate of Appropriateness, a project shall conform to each of the following standards. As outlined in chapter 1470.09 “Review of Applications” of the City of Battle Creek Codified Ordinances, the Historic District Commission shall follow the U.S. Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. These standards can be found at the following website:

[http://www.nps.gov/hps/tps/standguide/rehab/rehab\\_standards.htm](http://www.nps.gov/hps/tps/standguide/rehab/rehab_standards.htm)

*Please note that the above website also contains guidelines concerning specific building improvement projects, i.e. window repair vs. replacement, masonry repair, cleaning methods, and general maintenance.*

The commission shall also consider 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.

Lastly, the Historic District Commission shall review the plans for compliance with the preservation standards adopted by the Historic District Commission set forth in Chapter 1470.17 as follows:

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

City of Battle Creek Department of Planning and Community Development  
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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.

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

**Notice To Proceed (demolition)**

Demolition is irreversible, and therefore the Historic District Commission encourages creative rehabilitation and adaptive re-use solutions be considered before demolition of a structure is proposed. There may be situations in which the quality and/or condition of a structure make demolition an appropriate solution. Demolition of properties within a Historic District shall be permitted through the issuance of a Notice to Proceed by the Commission if any of the following conditions prevail and if the proposed work can be demonstrated by a finding of the Historic District Commission to be necessary to substantially improve or correct any of the following conditions:

- (1) The resource constitutes a hazard to the safety of the public or to the structures and occupants.
- (2) The resource is a deterrent to a major improvement program that will be of substantial benefit to the community, and the applicant proposing the work has obtained all necessary planning and zoning approvals and financing and environmental clearances.
- (3) Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God or other event beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the Historic District, have been attempted and exhausted by the owner.
- (4) Retaining the resource is not in the interests of the majority of the community.

**SUBMITAL REQUIREMENTS**

In general, the completed application must be submitted to the Planning Department at least three weeks prior to a scheduled Historic District Commission meeting. Meeting dates and application deadlines can be found on the city website, or by calling the department. In order for the application to be accepted, the following items must be submitted with the completed application:

1. An affidavit authorizing an applicant to act on behalf of the owner if the petitioner is not the owner.
2. Property Site Plan:

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- a) For 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 location of any proposed building additions subject to review by the HDC.
- b) Non-residential properties that propose any revisions from an approved site plan will require a new site plan submittal, per Ch. 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.
3. Photographs of the property and structure, including all four elevations of the building, historical photographs of the property and structure (check the Willard Library 1940 picture file), and street photos of structures adjacent to the property. Photographs shall be mounted, and labeled, on an 8 1/2 x 11 sheet of paper.
4. **For Certificate of Appropriateness applications only:**
  - a) 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.
  - b) 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.
5. **For Notice to Proceed applications only:**
  - a) Labeled photographs of the interior and exterior of the structure proposed for demolition
  - b) Estimates for the complete repair of the property and estimates for demolition of the property OR
  - c) Documentation that the demolition is needed in order to further a major improvement program that has community wide benefit OR
  - d) Any other supporting documentation that demonstrates compliance with any of the above standards for issuance of a Notice to Proceed.

#### **REVIEW PROCESS**

At the time the application is submitted, you will be given the date of the Historic District Commission meeting at which your request will be discussed, and once prepared, an applicant will be mailed a meeting agenda and staff report specific to the application.

The Historic District Commission meets once a month, on the second Monday of each month at 4:00 pm, and are conducted in the Commission Chamber (Rm 301) of City Hall. **Please call or email to verify the date of the meetings. It is possible that some months may have required a different meeting date to accommodate holidays or other events.** There is no fee to make application to the Historic District Commission.

At the meeting the applicant is asked to present their request. The Historic District Commission will discuss the request, possibly asking additional questions of the applicant and/or staff. The Historic District Commission may postpone a decision pending additional information that is needed in order to make a decision. They may also approve, approve with conditions, or deny the request based on the standards listed above. **The applicant or a representative is highly encouraged to attend the meeting to present your request and answer any questions.**

### **ADDITIONAL CONSIDERATIONS**

Staff will be available to review applications for completeness and advise applicants in the preparation and submittal of their application. For complex projects, such as building additions, applicants may consider seeing the advice and expertise of an architect familiar with historic preservation.

Please ensure that the application fully details the proposed work that warrants review by the Historic District Commission. The Certificate of Appropriateness or Notice to Proceed is based upon the contents of the submitted application. Any future proposed exterior change must be reviewed with the Planning Department to ensure consistency with the approved work, and may be subject to additional review by the Historic District Commission.

### **QUESTIONS**

Please contact the Planning Department if you have any additional questions regarding the Historic District Commission, the application, or other requirements.



**MILESTONE**  
senior services

918 Jasper St, Kalamazoo, MI 49001  
200 W. Michigan Ave, Battle Creek, MI 49017  
34 of 39  
269 - 382 -0515  
www. milestoneseniorservices. org

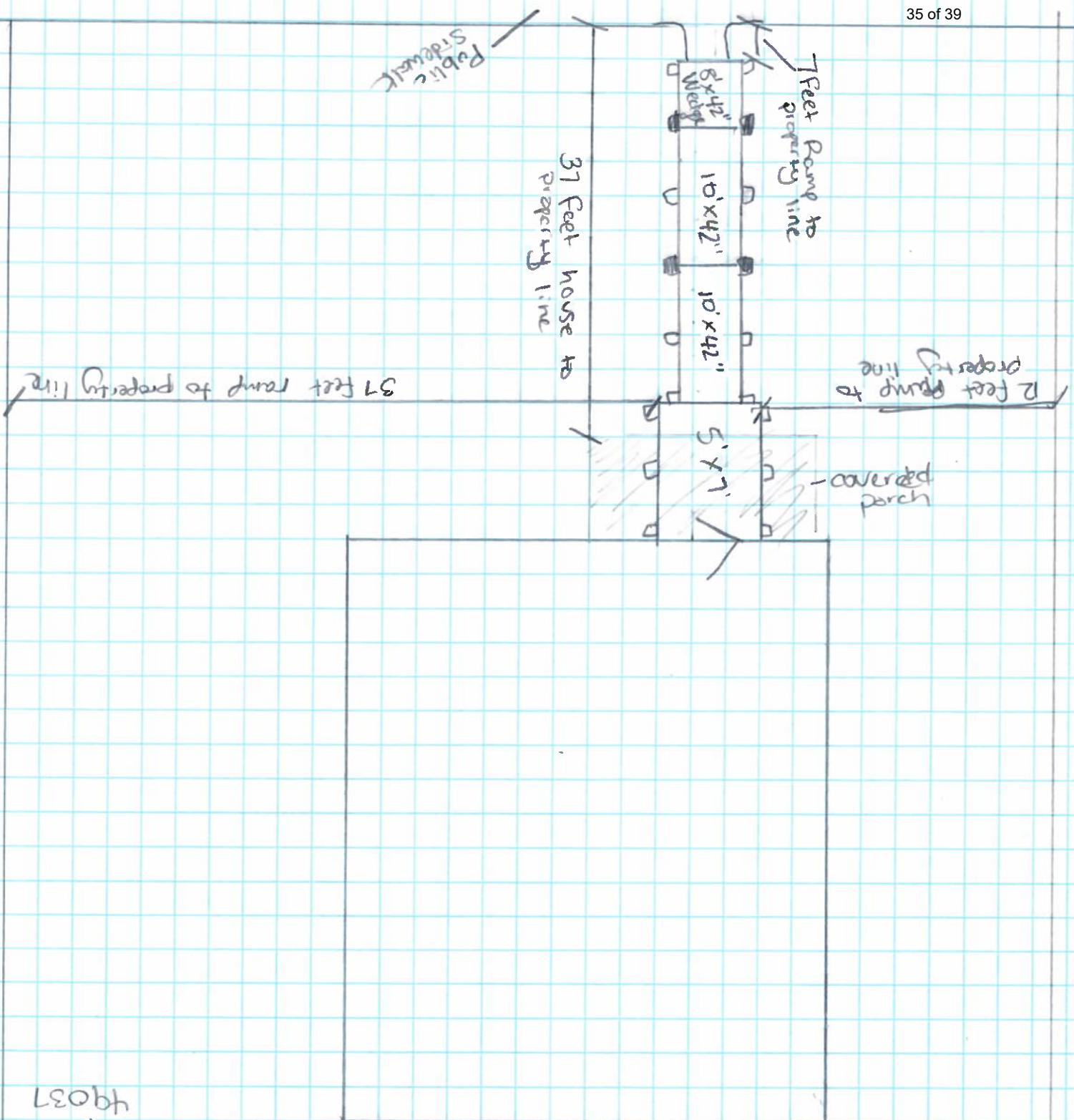
## MILESTONE SENIOR SERVICES HOME REPAIR PROGRAM CLIENT-AGENCY AGREEMENT

I, (Customer).Nadine Fisher, located at **127 Ann Ave**, certify I am the homeowner and I occupy the home. I understand that if I am found not to be the homeowner, or if I sell the home within two years of completion of the work, I may be responsible for any cost associated with the work being done. Per the Funding Sources/Grant Programs, which fund the work being done, I authorize the staff of Milestone Senior Services to share my personal information, to share personal information with other vendors as necessary; and to obtain specific reports such as property title, contractor bids, and such other reports deemed necessary to complete the project. I allow Milestone Senior Services to share my information with necessary contractors and/or agencies for repairs and funding needs. I agree to authorize the following repairs/modifications to be completed on my residence by the Milestone Senior Services Home Repair staff/agents. I further agree to hold harmless Milestone Senior Services, its departments, agents, and employees in connection with acts performed. The acts, which would reasonably be associated with, consultation, technical assistance, property inspection and other construction related activities. I also agree on behalf of my heirs, successors, representatives and assigns, to hereby release the above parties from any and all liability for said actions or said release of information.

Nadine Fisher on Aug 4th 2025 02:49PM

Sign here

49037



49037

Boat Creek, MI  
127 Main St  
Nashua Center









# CITY OF BATTLE CREEK

## COMMUNITY SERVICES DEPARTMENT – PLANNING AND ZONING

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### Historic District Commission

#### 2026 Meeting Dates & Deadline Calendar

Meetings are held on the 2<sup>nd</sup> Monday of each month, 4:00 P.M. at  
10 N. Division, Room 301, Commission Chambers, City Hall

<u>Meeting Date</u>	<u>Petition Deadline @ Noon</u>
January 12, 2026	December 22, 2025
February 9, 2026	January 23, 2026
March 9, 2026	February 20, 2026
April 13, 2026	March 27, 2026
May 11, 2026	April 24, 2026
June 8, 2026	May 22, 2026
July 13, 2026	June 26, 2026
August 10, 2026	July 24, 2026
September 14, 2026	August 28, 2026
October 12, 2026	September 25, 2026
November 9, 2026	October 23, 2026
December 14, 2026	*November 23, 2026

\* Note: Months of January and December have an alternate petition deadline date to avoid a conflict with the holiday.