



# CITY OF BATTLE CREEK

## COMMUNITY SERVICES DEPARTMENT – PLANNING AND ZONING

### AGENDA

#### Historic District Commission Meeting

**Date:** Monday, November 10, 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: October 13, 2025

5. Correspondence:

6. Old Business:

7. New Business

A. H19-25 (40 Ann Ave)

Petition filed by Arnold Payne & Venus Payne for a Certificate of Appropriateness for the property located at 40 Ann Ave for the addition of a sunroom to the back of the house. Parcel #3560-00-037-0.

B. H20-25 (66 W Michigan Ave)

Petition filed by by Natanael Robles for a Certificate of Appropriateness for the property located at 66 W Michigan Ave for the removal of a tee in the rear of the building to prevent damage to the foundation. Parcel #0258-00-045-0.

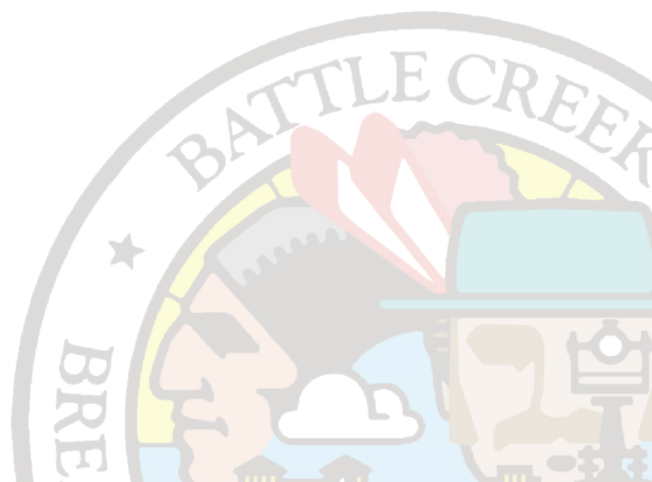
C. Quarterly Administrative Approval Report

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 October 13, 2025**

**MEETING CALLED TO ORDER:** By Vice Chairman Thornton at 3:59 p.m.

**ATTENDANCE:** Commissioner Thornton asked for attendance to be noted.

**Comm. Simpson,** absent

**Comm. Drozdowski,** present

**Comm. Davis,** present

**Comm. Sallee,** present

**Comm. Thornton,** present

**Comm. Steinbrunner,** absent

**Comm. Case,** present

**Comm. LaCosse,** absent

**Staff Present:** Darcy Schmitt, Planning Supervisor, Melody Carlsen, Administrative Assistant, Patrick Batterson, Assistant City Attorney.

**ADDITIONS OR DELETIONS TO AGENDA:**

**APPROVAL OF MINUTES:** Approval of the September 8, 2025 meeting minutes.

**MOTION MADE BY COMMISSIONER DROZDOWSKI TO APPROVE THE SEPTEMBER 8, 2025 MEETING MINUTES WITH THE CORRECTIONS NOTED, SECONDED BY COMMISSIONER SALLEE.**

**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. 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.

**Staff Presentation:** Darcy Schmitt presented the staff report H17-25.

**Applicant Presentation:** None.

**Questions by Commissioners:** None.

**MOTION MADE BY COMMISSIONER DROZDOWSKI TO APPROVE H17-25.  
SECONDED BY COMMISSIONER SALLEE.**

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

**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.

**Staff Presentation:** Darcy Schmitt presented the staff report H17-25.

**Applicant Presentation:** Ken Ward of Milestone Senior Services was present to speak and answer questions from Commissioners.

**Questions by Commissioners:**

Commissioner Case asked if the ramp could be installed to the rear of the home and if aluminum footings would be used and what kind of pad is used. Mr. Ward responded to the question.

**MOTION MADE BY COMMISSIONER DROZDOWSKI TO APPROVE H18-25.  
SECONDED BY COMMISSIONER SALLEE.**

**ROLL VOTE: ALL INFAVOR, NONE OPPOSED. MOTION APPROVED.**

**C. 2026 Historic District Commission Meeting Date and Application Deadlines**

**MOTION MADE BY COMMISSIONER DROZDOWSKI TO APPROVE THE 2026  
HISTORIC DISTRICT COMMISSION MEETING DATES AND APPLICATION  
DEADLINES. SECONDED BY COMMISSIONER SALLEE.**

**COMMENTS FROM THE PUBLIC:** None.

**ADDITON TO ADENDA ITEM:**

Appointment of Commission Members to the Historic District Consultant Review Committee.

Commissioner Thornton appointed Commissioner Case and Commissioner Davis to serve on the committee. Both agreed to serve on the Committee.

**COMMENTS FROM COMMISSION MEMBERS AND STAFF:**

**Darcy Schmitt** invited Commissioners to the upcoming Housing Strategy meetings.

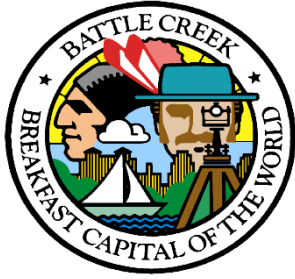
**Commissioner Sallee** asked where the meeting would be held.



**Commissioner Thornton** discussed the demolition of Battle Creek Public School's Southwest Junior High School and an upcoming open house.

**ADJOURNMENT:** Commissioner Thornton adjourned the meeting at 4:14 pm.

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



## **Battle Creek Historic District Commission**

### **Staff Report**

**40 Ann Avenue**

Meeting: November 10, 2025

**To:** Historic District Commission

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

**Date:** November 3, 2025

**Subject:** The petition, H19-25, filed by Arnold and Venus Payne for a Certificate of Appropriateness for the construction of an attached sunroom on the back of the house located at 40 Ann Ave., Parcel #3560-00-037-0.

### **Summary**

The applicant has filed the subject HDC Notice to Proceed request for the proposed construction of an attached sunroom on the back of the house located at 40 Ann Ave (Parcel #3560-00-037-0). The proposed sunroom, if approved, would measure 12' x 16' and stand approximately 8.5' in height, extending off the rear of the 840 sq. ft. home on the site. Based upon the plans submitted, no portion of the proposed sunroom would be visible from the road or the sidewalk. Additionally, the proposed sunroom meets all zoning requirements contained within Section 1240.17 (R-1B dimensional requirements).

Staff recommends approval of a Certificate of Appropriateness for the construction of the sunroom addition as the existing building on the site was constructed in 1970, the building currently on the site is not representative of the general architectural style or massing that is common to this section of the Old Advent Town local historic district, as well as the fact that the proposed addition would not be visible from the road or sidewalk. As such, the construction of the proposed sunroom 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 and Request**

The subject site (40 Ann Ave.) is located within the Old Advent Town local historic district on the north side of Ann Ave. between Howland St. to the west and N Washington Ave. to the east. The Old Advent Town local historic district was platted in two phases. The "Manchester's Addition" section was platted in 1836, and the "Graves Addition" was platted in 1852. The district features primarily Colonial Revival, American Foursquare, Bungalow, and American Craftsman style single-family residences that were constructed throughout the late 19<sup>th</sup> and early 20<sup>th</sup> Centuries. 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 November 3, 2025.

The existing main structure at the subject site was constructed in 1970. According to BS&A records, the property at 40 Ann Ave. has been the subject of one previous Historic District Commission (HDC) Certificate of Appropriateness request, that being a Minor Class of Work request in 2024 for the reroofing of the home with matching asphalt shingles.

The applicant is proposing the addition of an attached 12' x 16' galvanized steel and aluminum framed sunroom on the rear of the home on the site, which would stand approximately 8.5' in height.

Figure 1 below provides an aerial view of the subject property. Figure 2 provides a present-day street-level view of the building on the subject site viewed from Ann Ave., courtesy of Google Street View. Figure 3 provides a sketch of the existing home on the site as well as the proposed sunroom addition at the rear of the home. Likely due to the newer age of the building on the the property, no historical photo of the property is contained within the Willard Library digital collection.



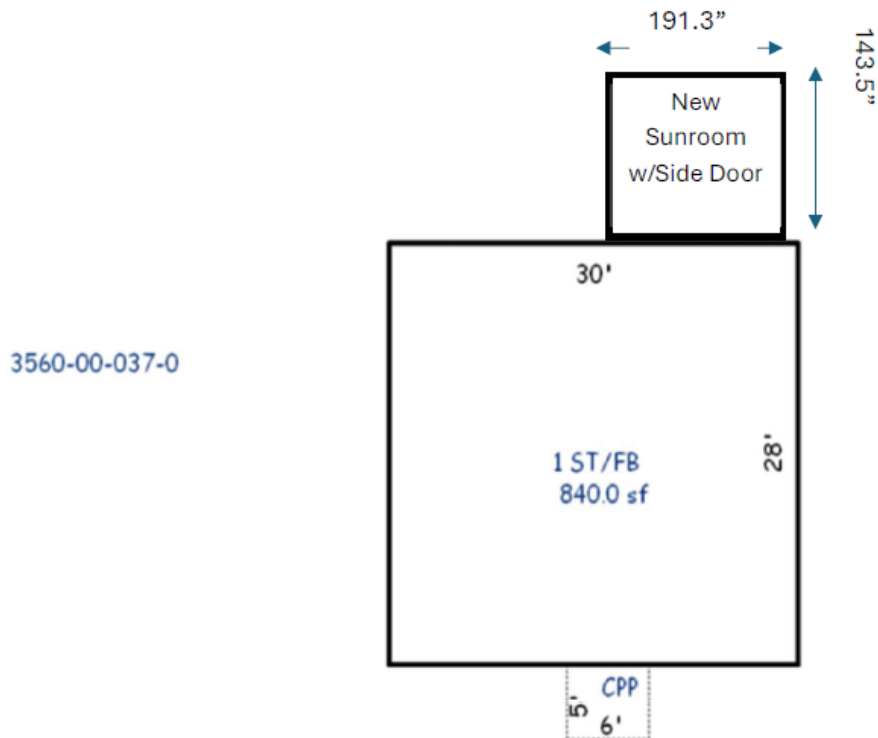
**Figure 1:** Aerial photo of the subject site (40 Ann Ave.). The thick outline and orange pin indicate the location of the subject parcel. Photo courtesy of Near Map.



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



**SITE PLAN : 40 Ann Avenue**



**Figure 4:** Sketch of the location of the proposed sunroom addition to the single-family home on the property located at 40 Ann Ave.

**Applicable HDC Guidelines and Analysis for a Certificate of Appropriateness for the installation of a temporary wooden wheelchair ramp at the subject site, 40 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 sunroom addition will not impact the use of the resource, and will require no alteration to the existing building itself, with the exception of the method of attachment. The addition is being proposed at the rear of the building, which is not visible from the road. Additionally, as the building was constructed in 1970 and is not representative of the time period nor the architectural style and massing common to the Old Advent Town local historic district, this home viewed by staff to be a non-contributing resource.

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 sunroom addition 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 historical 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 as a standard condition of approval that any archaeological resources discovered during the construction of the proposed sunroom 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 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.*

It is not anticipated that any future removal of the proposed sunroom addition would impair the essential form or integrity of the resource.

The commission may find this standard to be met.

### **Recommendation**

The applicant is proposing the construction of a new attached sunroom off of the rear of the existing single-family home located at 40 Ann Ave. Given the more modern construction (1970) compared to the majority of the Old Advent Town local historic district, which is characterized by two-story single-family structures constructed in the late 1800's and early 1900's, as well as the lack of cohesion with the historical character and massing of other homes in the immediate neighborhood, it is the opinion of staff that the existing building on the site be viewed as a non-contributing resource to the district.

**Given each of the aforementioned reasons as well as other details explained in this report, staff recommends approval of H19-25, a request for a Certificate of Appropriateness for the construction of a new attached sunroom off of the rear of the existing single-family home on the property located at 40 Ann Ave. as the request meets the standards outlined in Section 1470.09 "Review of Applications," Section 1470.17 "Preservation of Historic Features" and the Secretary of the Interior's Standards and Guidelines, as outlined in the staff report. 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

## 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. H19-25

Date Received: 10-6-2025

### APPLICANT\*\*

Name: Arnold Payne & Venus Payne

Address: 40 Ann Avenue

Phone: 5025726311

Fax: \_\_\_\_\_

Email: veej.payne@gmail.com

### OWNER (if different from applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

### SUBMITTAL REQUIREMENTS/EXISTING CONDITIONS

Address(es) of property for which the request is being sought: 40 Ann Avenue, Battle Creek

Current use of the property: Primary Residence

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

Storage Shed - approx. 2012

Main House - 1970

Please list all activities/proposed work for the property area and how the proposed work relates to the building as a whole: Adding an attached sunroom to the back of the house.

Indicate in which manner the proposed work will result in changes to the size and/or appearance of the features outlined in this application: Adding a sunroom to the rear of the house with the only entrance into the sunroom is through the sunroom. Please see the attached photo for review.

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

It will create new features that currently do not exist.

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

	Existing Materials	Proposed Materials (if applicable)
Roof		<u>Galvanized Steel Roof</u>
Windows		<u>Fiberglass PVC Screen</u>
Siding		<u>Aluminum Frame</u>
Foundation	<u>Existing Patio Stones</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

**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.

Arnold Payne / Thomas Payne  
Name

9-22-2025 / 9/22/25  
Date

# Building Plans Summary: 40 Ann Avenue

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## 1. Site Plan

- Location: 40 Ann Avenue
- New Sunroom with Side Door
- Dimensions:
  - 191.3" x 143.5"
  - Main structure: 30' x 28'
  - Area: 840.0 sq ft
  - Side door and entry details included
- Reference: Sketch updated 5-15-14

## 2. Construction Plan

- Sunroom Dimensions: 12' x 16'
  - 191.3" x 144.6"
  - Other key measurements: 100.2", 82.3", 143.5"
- Snow Pressure Resistance: 35 lbs/sq.ft
- Wind Resistance: 60 mph
- Pre-drilled Holes:
  - For easy installation and secure anchoring to ground/foundation
- Roof:
  - Galvanized steel for durability
  - Front-end roof gutter channels rainwater out both sides

## 3. Energy Compliance & Product Specifications

- Material: Galvanized Steel Roof, Aluminum Frame, PVC Screen
- Color: Brown
- Snow Pressure Resistance: 35 lbs/sq.ft
- Wind Resistance: 60 mph
- Sun & UV Protection: 99% UV-proof, UPF 50+
- Total Weight:
  - 428.58 lbs (10'x12')
  - 483 lbs (12'x14')
  - 507.5 lbs (12'x16')

# Building Plans Summary: 40 Ann Avenue

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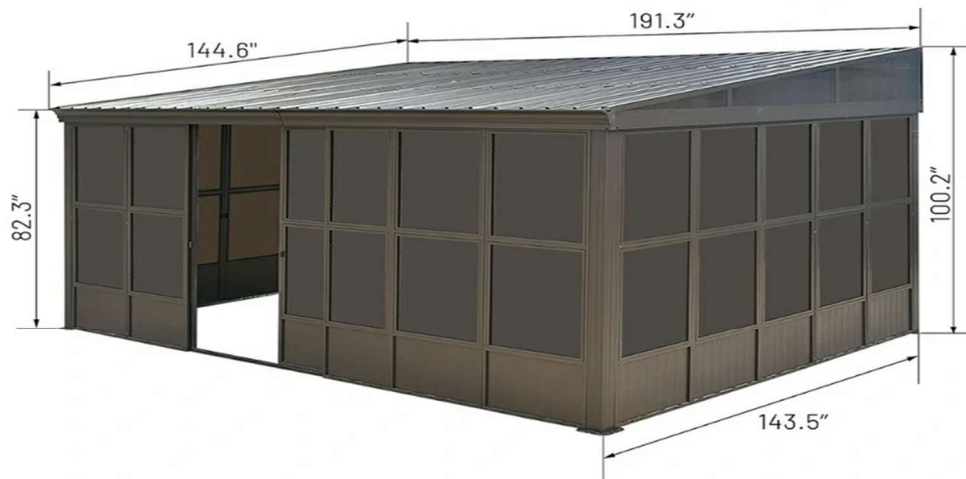
- **Installation Notes:**

- Anchor sunroom immediately after installation
- Clear snow from roof in winter
- Requires at least 2 people for installation
- All parts must be properly clicked/screwed for water resistance and sturdiness
- Can be anchored to wood or concrete with M6 expansion bolts
- Consult HOA for permit requirements
- Handles high winds (up to 60 mph) if posts are secured

- **3. Materials Order Sheet**

- | • <b>Material</b>        | • <b>Specifications</b>                |
|--------------------------|--|
| • Galvanized Steel Roof  | • Durable, with gutter channels        |
| • Aluminum Frame         | • Structural support for sunroom       |
| • PVC Screen             | • Protective screen material           |
| • M6 Expansion Bolts     | • Anchoring bolts for wood or concrete |
| • Brown Paint/Finish     | • Exterior color                       |
| • Concrete Slab/Footings | • For foundation stability             |
| • Glass/Polycarbonate    | • For windows and roof glazing         |
| • Insulation (optional)  | • For year-round comfort               |

## 12\*16 SUNROOM DIMENSIONS



Snow pressure resistance: 35 LBS/sq.ft  
Wind resistance: 60 mph



— 02

### Pre-drilled Holes

The design involves pre-drilled holes at the base of the sunroom pillars. These strategically positioned openings facilitate easy installation, allowing for secure anchoring to the ground or a foundation, ensuring stability and structural integrity.

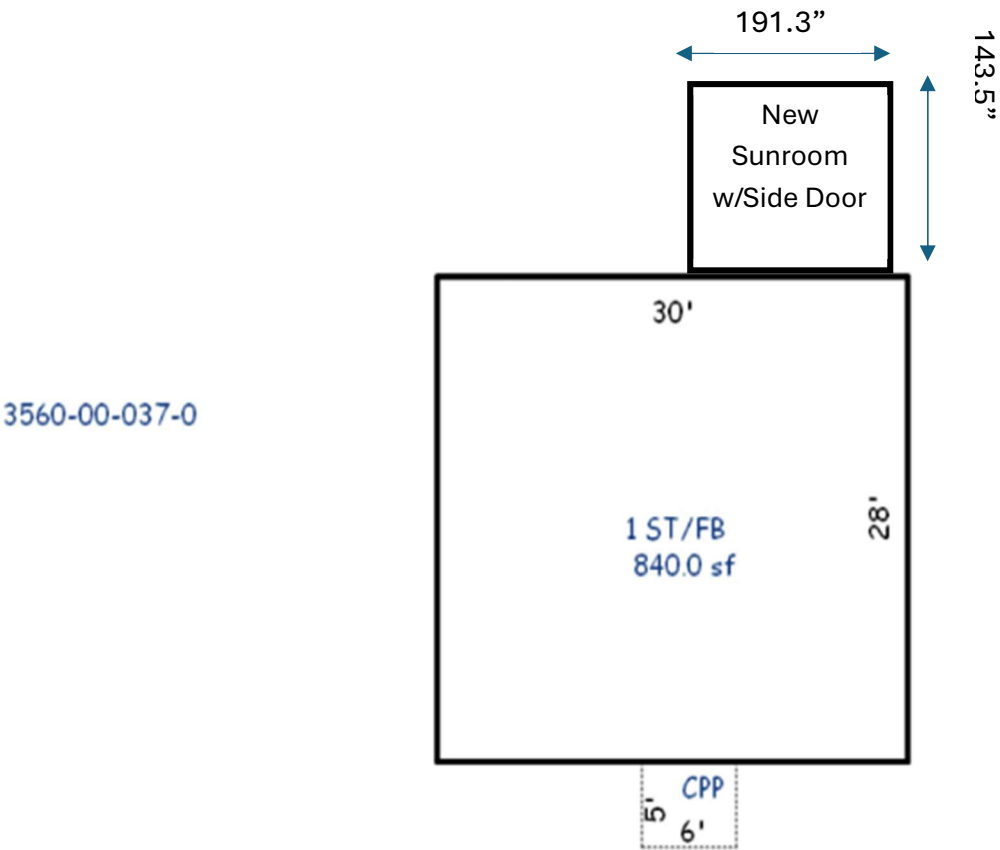


### Superior Protection with Galvanized Steel Roof

The galvanized steel roof provides superior strength and durability, ensuring that your gazebo will withstand even the harshest weather conditions. The design of the front-end roof gutter effectively channels rainwater out from both sides.

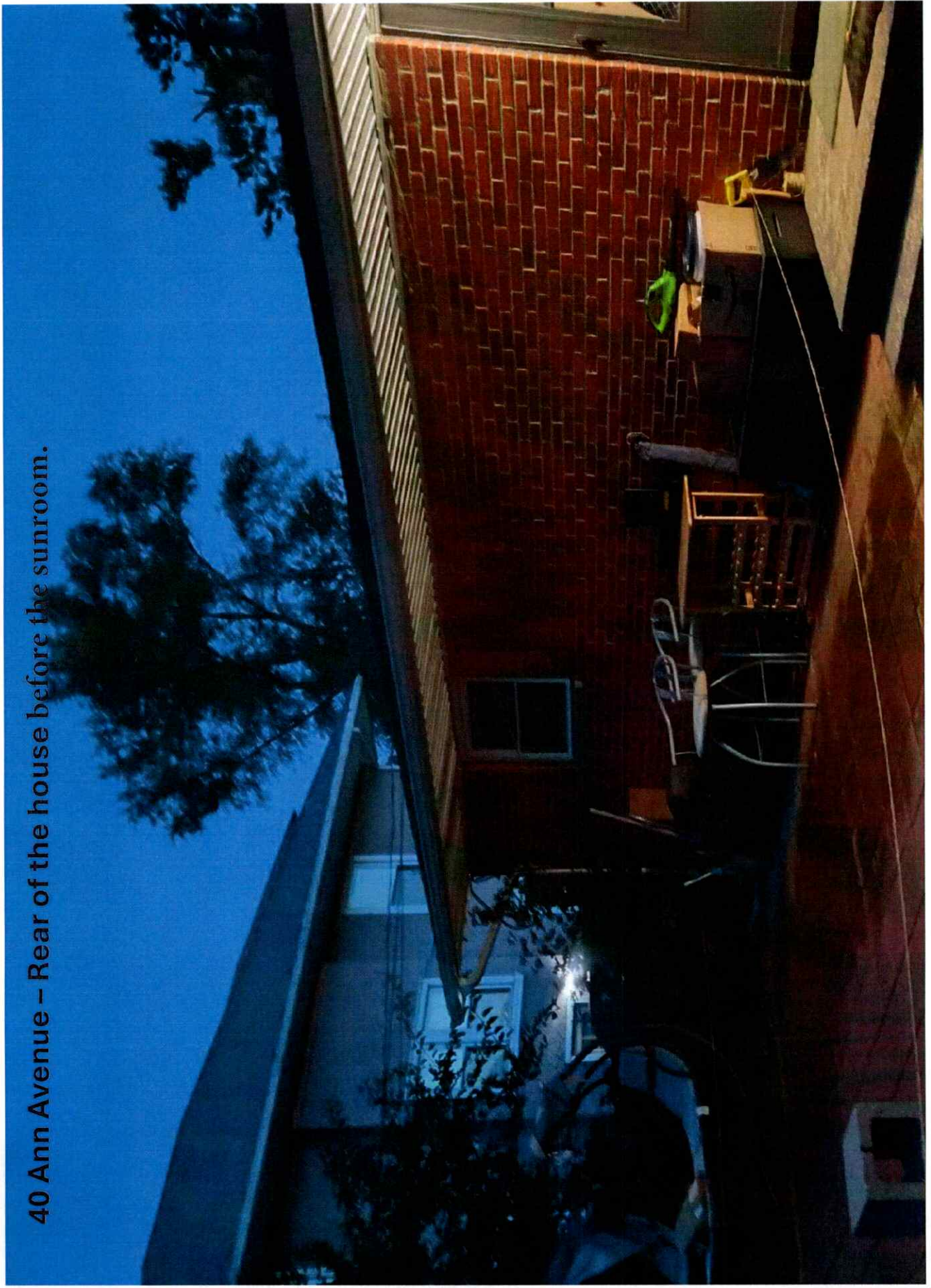


SITE PLAN : 40 Ann Avenue



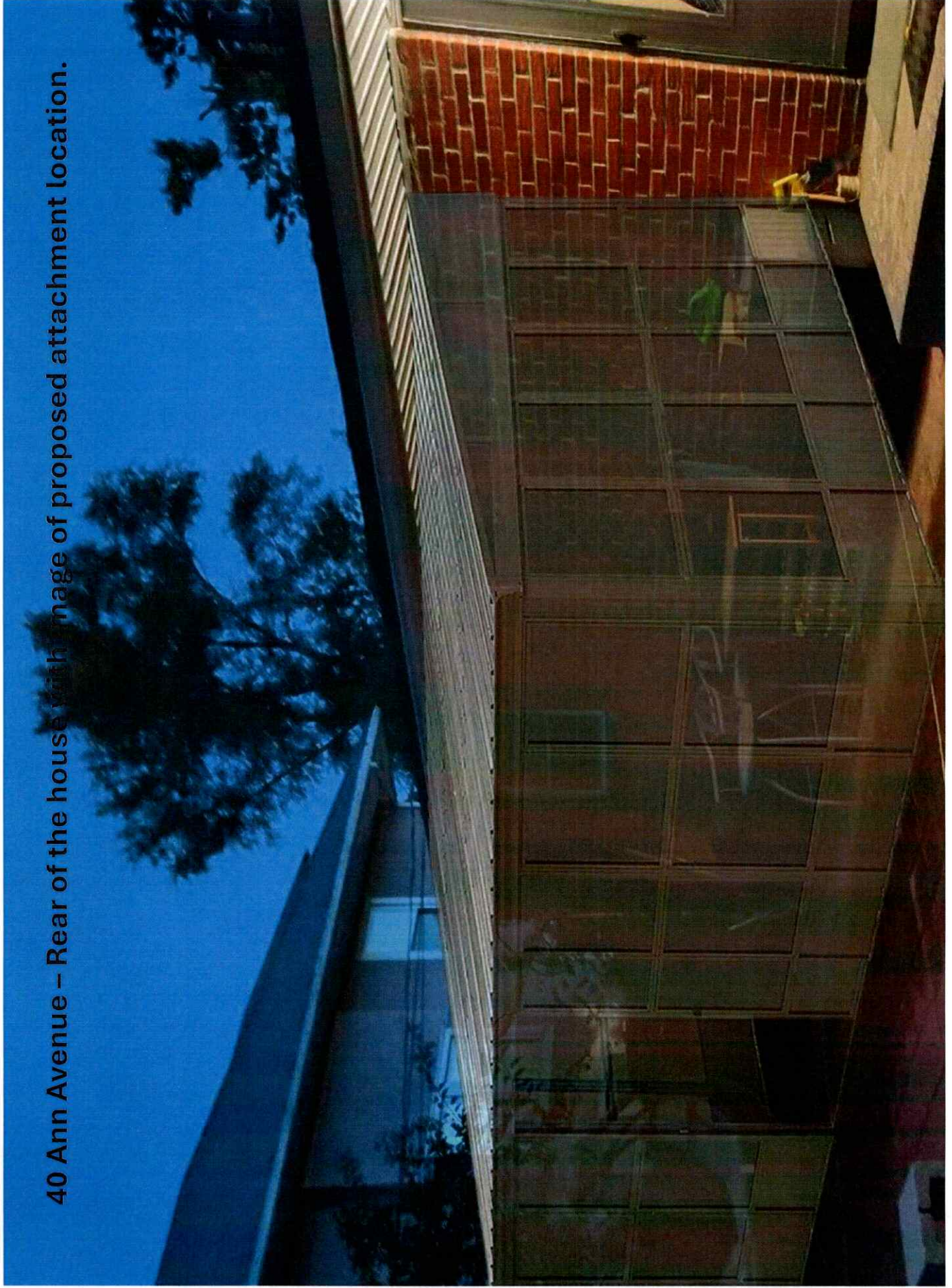
sketch using aerial  
updated 5-15-14

40 Ann Avenue – Rear of the house before the sunroom.





40 Ann Avenue – Rear of the house with image of proposed attachment location.



ENERGY COMPLIANCE: 40 Ann Avenue

Product specification

To ensure maximum stability, please anchor the sunroom to the ground as soon as installation is complete. Additionally, in extreme weather conditions, we recommend closing the door and regularly clearing snow accumulation from the roof during the winter. These simple tips will help you make the most of your sunroom in the days ahead.

Material	Galvanized Steel Roof, Aluminum Frame and PVC Screen
Color	Brown
Snow pressure resistant	35 LBS./Square foot
Wind resistance	60 mph
Sun & UV protection performance	99% UV-proof, UPF 50+
Gazebo total weight	428.58 LBS (10'x12'), 483 LBS(12'X14'), 507.5 LBS(12'X16')

View less

Our sunroom is made to last. The whole installation requires at least 2 people to ensure safety and sturdiness. Make sure all parts are clicked or screwed properly following the instructions to ensure water resistance and sturdiness. Please contact us for any installation problems.

Is this a 4 season gazebo? Will it hold up with snow?

This is a 4 season gazebo, 99% UV-proof, UPF 50+ and the snow load rating is 35 LBS./Square foot.

How long is the warranty?

How many boxes are there in total for the sunroom?

There are a total of 4 boxes, and we are delivering them by truck. All boxes will arrive together.

Can the sunroom be anchored to the ground/ a concrete pad?

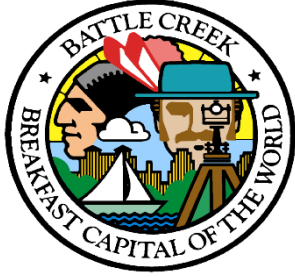
The sunroom can be secured to wooden decks or concrete floors with M6 expansion bolts.

Does this structure require a permit?

Each state has different regulations and we do not provide any permit. Please consult HOA.

Does it have a rating for high winds?

The structure is absolutly fine in high winds, can handle 60 mph winds. Make sure all posts are screwed to a deck.



## **Battle Creek Historic District Commission**

### **Staff Report**

**66 E Michigan Ave.**

Meeting: November 10, 2025

**To:** Historic District Commission

**From:** Adam Jenks, Planner

**Date:** November 3, 2025

**Subject:** The petition, filed by Natanael Robles of Natanael Robles Holdings LLC for a Notice to Proceed for the removal of a tree at 66 E Michigan Ave., Parcel #0258-00-045-0.

### **Summary**

Staff recommends approval of H20-25, a Notice to Proceed request at 66 E Michigan Ave. (Parcel #0258-00-045-0) for the removal of a tree along the south side and rear of the building. The tree has no historical value and could pose future problems related to power lines and to the integrity of the building foundation.

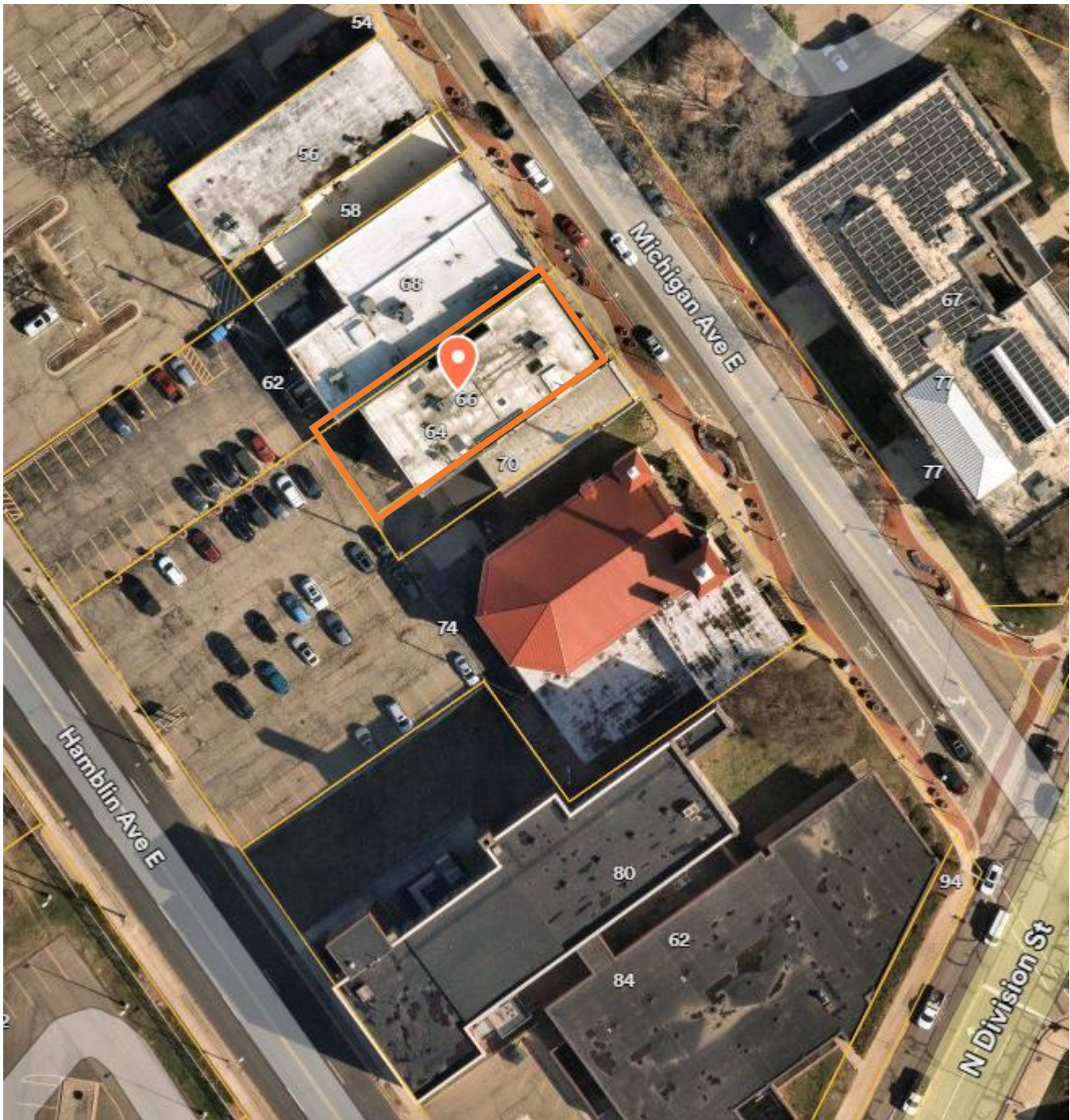
### **Site & History**

The subject building (66 E Michigan Ave.) is located in the Central Business Local Historic District near the southeast end, between Division St. and Hamblin Ave. 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 November 3, 2025.

The subject site contains a 13,628 sq. ft., 3-story commercial structure, currently serving office uses. The property has been the subject of six previous Certificate of Appropriateness applications, signage approvals occurring in 2002 and 2005, along with a window replacement approval in 2021.

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 (66 E Michigan Ave.). The thick orange outline shows the boundary of the subject parcel. Photo courtesy of Nearmap.



**Figure 2:** Street view of the south-facing rear of the subject property, May 2025. Photo courtesy of Google Street View. The tree appears to be in close proximity of the building and overhead wire.





**Figure 3:** Street view of the south-facing rear of the subject property, November 2008. Photo courtesy of Google Street View. While the photo is blurred, the absence of the tree is notable, as this establishes a timeframe within which the tree was planted.

### **Summary of Request**

The applicant has filed the subject HDC Notice to Proceed application for the removal of a tree at the south side and rear of the building. The action being taken is in the interest of avoiding future foundation damage from root expansion and also to avoid tree limb contact with the overhead electrical wires.

The applicant states that the tree was a relatively recent addition to the property. It should be noted that the tree was not present at the site until after 2008. Based upon an analysis of aerial imagery, the tree appears to be planted no more than five feet from the building.

### **Applicable HDC Guidelines and Analysis for a Notice to Proceed for the removal of a tree from from the rear of the building located at 66 E Michigan Ave.**

This property is reviewed in accordance with City of Battle Creek Building and Housing Code Chapter 1470 "Historic Preservation", as amended, the Michigan's 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.

If the standards outlined in the Secretary of Interior's Standards and Guidelines cannot be met by a request, the State Act and local ordinance (Ch 1470.09(e)) states that a notice to proceed **shall** be issued if any **one** of the following criteria is met:

- (e) ***Work 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.***

The applicant has stated that the tree on the site presents a threat to both the foundation of the building as well as to the power lines that feed the building. While the removal of a mature tree is always unfortunate, such removal in this case, according to the applicant's statements, is necessary to ensure the safety of the structure on the site.

The commission may find this standard to be met.

- (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.***

Based on staff's records, the tree proposed for removal is not a deterrent to a major improvement program.

This standard appears to not be met.

- (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.***

Retention of this resource would cause undue financial hardship to the owner of the property through potential future maintenance issues associated with the root system which is threatening the foundation of the building.

The commission may find this standard to be met.

- (4) ***Retaining the resource is not in the interests of the majority of the community.***

The resource on the property is a tree that was planted sometime between 2008 and the present. While the loss of a mature tree is always unfortunate, retaining a resource that could in the future pose a threat to both the foundation of the building at 66 E Michigan Ave. and to the power lines that feed the building would not be in the interest of the majority of the community. Such retention, based upon the applicant's statements, could actually pose a threat to the future of the structure on the site (that being the building located at 66 E Michigan Ave.).

The commission may find this standard to be met.

### **Recommendation**

The existence of a tree planted in close proximity to the rear of the building located at 66 E Michigan Ave., according to the applicant's statements, presents a future threat to the foundation of the building, as well as the power lines which feed the building. The tree was planted sometime after 2008 and is not in and of itself of any historical significance to the district or the surrounding neighborhood. Additionally, the tree appears to have been planted no more than 5 feet from the building, lending support for the applicant's assertion that the tree potentially poses a threat in the future to the foundation of the building.

**Therefore, planning staff recommends approval of H17-25, a request for a Notice to Proceed for the removal of the tree at the rear of the building, as it is the opinion of staff that the tree presents a future threat to both the foundation of the building at site as well as to the power lines feeding the building, and could additionally cause undue financial hardship upon the owner. Additionally, retention of the resource does not appear to be in the interest of the majority of the community.**

### **Support Material**

Historic District Commission Application





# 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)

## 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: 10-24-25

### APPLICANT\*\*

NAME: Natanael Robles  
ADDRESS: 68/66 Michigan Ave E Battle Creek, MI 49017  
PHONE: 269 419-1387 FAX: \_\_\_\_\_  
EMAIL: Nate@RoblesCruzAgency.com

### OWNER (if different from applicant)

NAME: Natanael Robles Robles holdings LLC  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

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

### SUBMITTAL REQUIREMENTS/EXISTING CONDITIONS

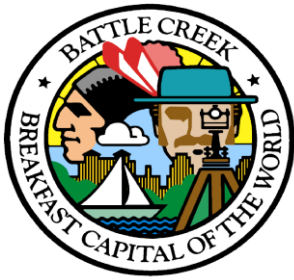
Address(es) of property for which the request is being sought: 68/66 Michigan Ave E BC  
Current use of the property: Commercial use  
List existing structures on the property and the approximate age of each. 1915

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

I am requesting approval to remove the tree in the back of the building, which was likely planted around 2020 to prevent potential damages to foundation and because it is dangerously close to the power lines.







## **Battle Creek Historic District Commission**

### **Staff Report**

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

Meeting: November 10, 2025

**To:** Historic District Commission  
**From:** Travis Sullivan, Planning and Zoning Administrator  
**Date:** November 3, 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 third quarter of the year 2025.

#### **2025 Quarter 3 Administrative Approvals**

1. 248 NE Capital Ave. – Approval for the reroofing of the main building at 248 NE Capital Ave. The proposed reroofing consists of the like-for-like replacement of the existing asphalt shingles with new asphalt shingles.
2. 116 Frelinghuysen Ave – Approval for the reroofing of the main building at 116 Frelinghuysen Ave. The proposed reroofing consists of the like-for-like repair and replacement of the damaged trusses, damaged siding, and damaged shingles with materials that match the existing.
3. 136 Frelinghuysen Ave. – Approval for the following minor classes of work:
  - The like-for-like reroofing of the main building at 136 Frelinghuysen Ave. (asphalt shingles for asphalt shingles).
  - The repair of the stone masonry foundation to exactly match the existing in color, size, texture, coursing, mortar profile, color, composition, and joint width.
  - The repair of the corner pillar on the historic porch. The materials and design must exactly match the existing materials and design.

4. 52 Ann Ave. - Approval for the reroofing of the main building at 52 Ann Ave. The proposed reroofing consists of the like-for-like replacement of the existing asphalt shingles with new asphalt shingles.
5. 411 Champion St. - Approval for the replacement of the air conditioning unit at 411 Champion St. The new air conditioning unit will be placed in the same location as the existing unit, and is located behind the building and not visible from Champion St.
6. 123 W Manchester St. – Approval for replacement of the existing 8' x 10' deck off the rear of the structure at 123 W Manchester St. The replacement deck will match the size of the existing deck.

**Support Material**

HDC Minor Class of Work Resolution

248 NE Capital Ave. Certificate of Approval and Application

116 Frelinghuysen Ave. Certificate of Approval and Application

136 Frelinghuysen Ave. Certificate of Appropriateness Application

52 Ann Ave. Certificate of Appropriateness Application

411 Champion St. Certificate of Appropriateness Application

123 W Manchester St. Certificate of Appropriateness Application

**Historic District Commission  
Resolution Delegating Minor Classes of Work  
For Staff Approval**

**WHEREAS**, Michigan’s Local Historic District Act, being MCL 399.205(10), authorizes the City of Battle Creek Historic District Commission to ‘delegate the issuance of certificates of appropriateness for specified minor classes of work to its staff’, and “the commission shall provide to the delegated authority specific written standards for issuing certificates of appropriateness”; and

**WHEREAS**, THE City of Battle Creek Ordinance 1470.10 authorizes the City of Battle Creek Historic District Commission to “delegate the issuance of certificates of appropriateness for specific minor classes of work to its staff,” and “the commission shall provide to the delegated authority specific written standards for issuing certificates of appropriateness”;

**NOW THEREFORE BE IT RESOLVED** that, the City of Battle Creek Historic District Commission defines the following activities as “minor classes of work” which may be approved by the Planning Supervisor or their designee:

- 1) Installation of new **storm windows** and **storm doors** that match the opening size and are not bare metal; that mullions and meeting rails of storm windows match the prime windows; and the design of the storm door is similar in style to the prime door.
- 2) Replacement of **non-original windows or doors**; or windows or doors in non-contributing resources; with new windows or doors that are an accurate restoration using historical, pictorial, and physical documentation, or a new design that is compatible with the openings and historic character of the building.
- 3) Installation of any **awnings** at any opening on the rear elevation of a structure for properties not situated on a corner lot.
- 4) Replacement of **existing awnings** in the same location and dimension.
- 5) Replacement of **existing signage** in the same size, dimension, and location.
- 6) Installation of new **skylights** or solar panels on non-character defining roof surfaces not visible from the street provided the skylights are flat, do not extend more than 8 inches above the roof surface, are similar to the color of the roof material and cover not more than 10% of the roof surface on which they are located; bare metal finishes, bubble or domed skylights are permitted only on flat or rear-facing roofs.
- 7) Replacement of **roofs** with a material exactly matching the existing top roofing layer or with the original roofing material or a replica of the missing or covered original roofing material.
- 8) Installation of new wood clapboard **siding** or artificial siding that replicates clapboard where the existing siding is artificial and provided the exposed vertical dimension of the new “clapboard” is no more than five inches or within one inch of the missing or covered original; no new material may cover nor

- require the removal of any original trim or architectural detail such as ornamental shingles, carved brackets, window hoods and the like.
- 9) Removal of **artificial siding** to repair and restore original siding.
  - 10) Cleaning of **masonry** provided the application meets the requirements in Preservation Briefs 1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings and Preservation Briefs 6: Dangers of Abrasive Cleaning to Historic Buildings.
  - 11) Reconstruction of **masonry** to exactly match the existing in color, size, texture, coursing, mortar profile, color, composition, and joint width.
  - 12) **Gutter and downspout** replacement with exactly matching design, materials, and placement.
  - 13) The installation of **satellite dishes** or antenna, provided the location is not visible from the street or sidewalk in the front, or if a corner lot, the street or sidewalk on the side.
  - 14) Installation of new **handrails** that match the existing balustrade may be added to porch steps, or the replacement of non-original handrails with replicas of documented original handrails, or new compatible handrails.
  - 15) Re-construction of existing **fire escapes** in a matching or smaller size.
  - 16) The removal of dead, diseased or damaged **trees** with a written statement from a professional service or arborist.
  - 17) The replacement of existing on-grade **walkways**, stairways, retaining walls and driveways in the same location in matching or compatible materials.
  - 18) Replacement of **fences** of any kind except that chain link or metal security type fences may not be installed in the front open space or within the side open space on the street side of corner lots.
  - 19) Installation of **glass block** in existing basement openings that are not on the front or street facing side elevations provided that the glass block is recessed to the same plane as the window.
  - 20) Replacement of concrete **basement walls** provided that the exterior of the portions of the walls above grade are finished in a material matching the original or with a smooth parge coat.
  - 21) Window and door **boarding** provided that the boarding-up is temporary and for the protection of the building.
  - 22) Installation of **artwork** that is non-permanently attached to a building exterior provided that it measures less than 25 square feet in total area, does not damage or destroy historic materials, does not obscure historic or architectural features, and is not visible from the street or sidewalk.
  - 23) Reconstruction of existing **historic porches** or porch elements provided the materials and design exactly match the existing materials and design.
  - 24) Reconstruction of existing **non-historic porches** to match the existing design or the historic design that is documented using historical, pictorial, or physical documentation, or a new design that is compatible with the historic character of the building.
  - 25) Replacement of non-original **garage doors** with new doors that are compatible with the design of the garage and are located within the existing or historic opening.

- 26) Installation of air conditioning or **mechanical equipment** provided that the equipment is not visible from the street or sidewalk and does not destroy historic features.
- 27) Replacement of existing **playground** equipment in public parks.
- 28) The replacement of existing **decks** in the same location in a matching or smaller size; or the expansion of decks on non-contributing resources provided the expansion is not greater than 25% of the existing deck area and does not negatively impact historic resources.
- 29) Installation of a new or replacement of an existing accessory, detached building or structure which consists of 199 square feet or less and does not connect to a permanent foundation provided that the 1) exterior cladding matches in color and design of the main existing building; or 2) is mostly screened or not easily seen from the nearest street(s).
- 30) Projects reviewed and approved by the State Historic Preservation Office under Section 106 of the National Historic Preservation Act for housing rehabilitation.

ADOPTED February 12, 2024

EFFECTIVE February 12, 2024





CITY OF BATTLE CREEK  
COMMUNITY SERVICES DEPARTMENT – PLANNING & ZONING

08/07/25

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

**248 NE Capital Ave.**

*Petition submitted by Yvonne Lee of 52 Ann Ave., for the reroofing of the main building at 248 NE Capital Ave. The proposed reroofing consist of the like-for-like replacement of the existing asphalt shingles with new asphalt shingles.*

Curt Eakins  
55 W Kingman Ave.  
Battle Creek, MI 49014  
Sent via email to: [curtiseakins60@gmail.com](mailto:curtiseakins60@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 Planner, your request to replace in a like-for-like manner the existing asphalt shingles with new asphalt shingles on the main building located at 248 NE Capital 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 248 NE Capital 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)

## 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: 8/1/2025

### APPLICANT\*\*

NAME: Curt Eakins  
ADDRESS: 55 West Kingman AVE Battle Creek MI 49014  
PHONE: 269-300 6865 FAX: \_\_\_\_\_  
EMAIL: Curtiseakins60@gmail.com

### OWNER (if different from applicant)

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

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

### SUBMITTAL REQUIREMENTS/EXISTING CONDITIONS

Address(es) of property for which the request is being sought: 248 NE Capital

Current use of the property: Residential

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

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

Remove shingles fix wood and Reshingle  
Roof.

### **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.

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

New shingles

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 same

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	<u>Shingles Bandones</u>	<u>Shingles Bandones</u>
Windows	<u></u>	<u></u>
Siding	<u></u>	<u></u>
Foundation	<u></u>	<u></u>
Other <u></u>	<u></u>	<u></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.

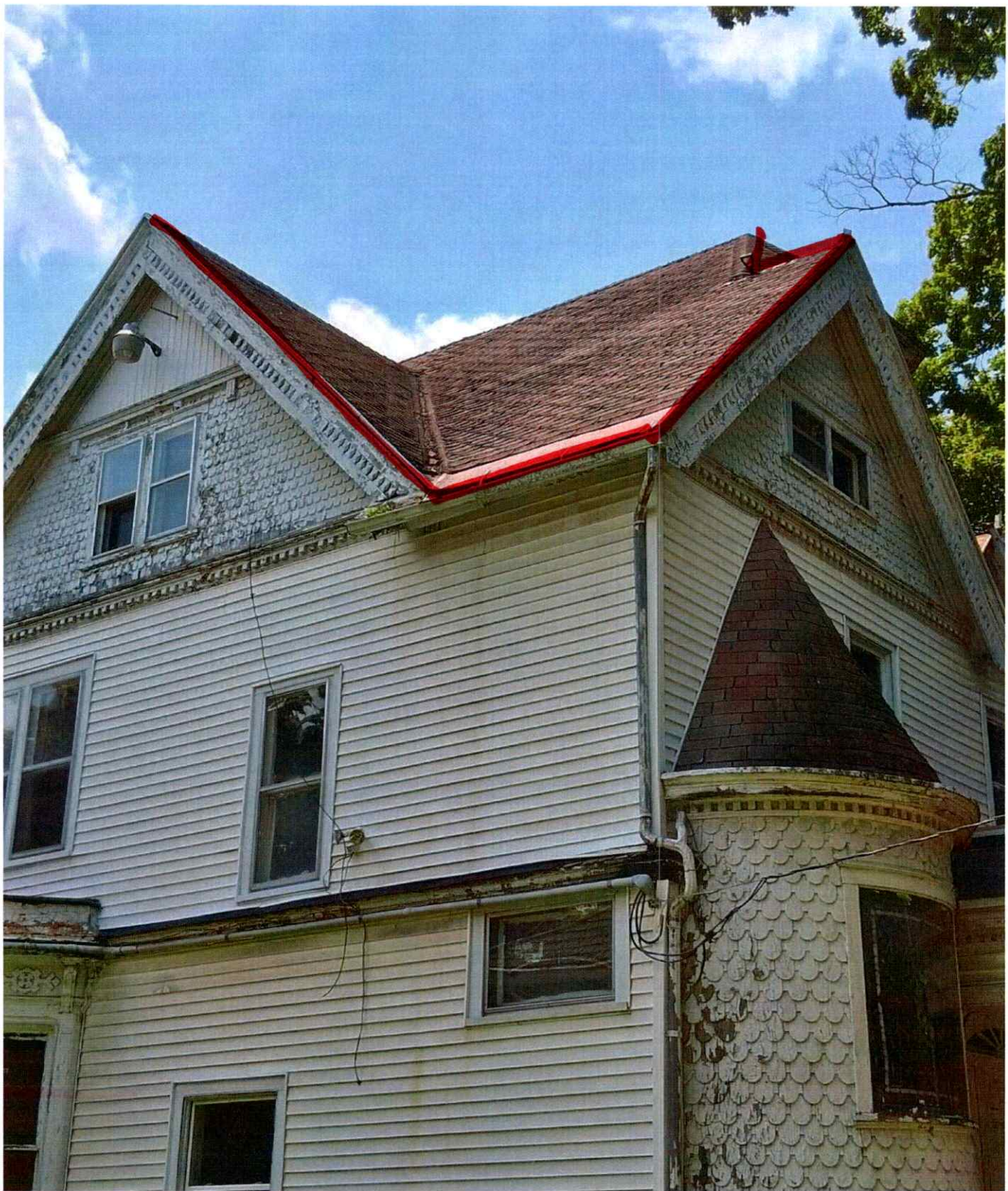
Curt Echlin  
Name

8/1/25  
Date

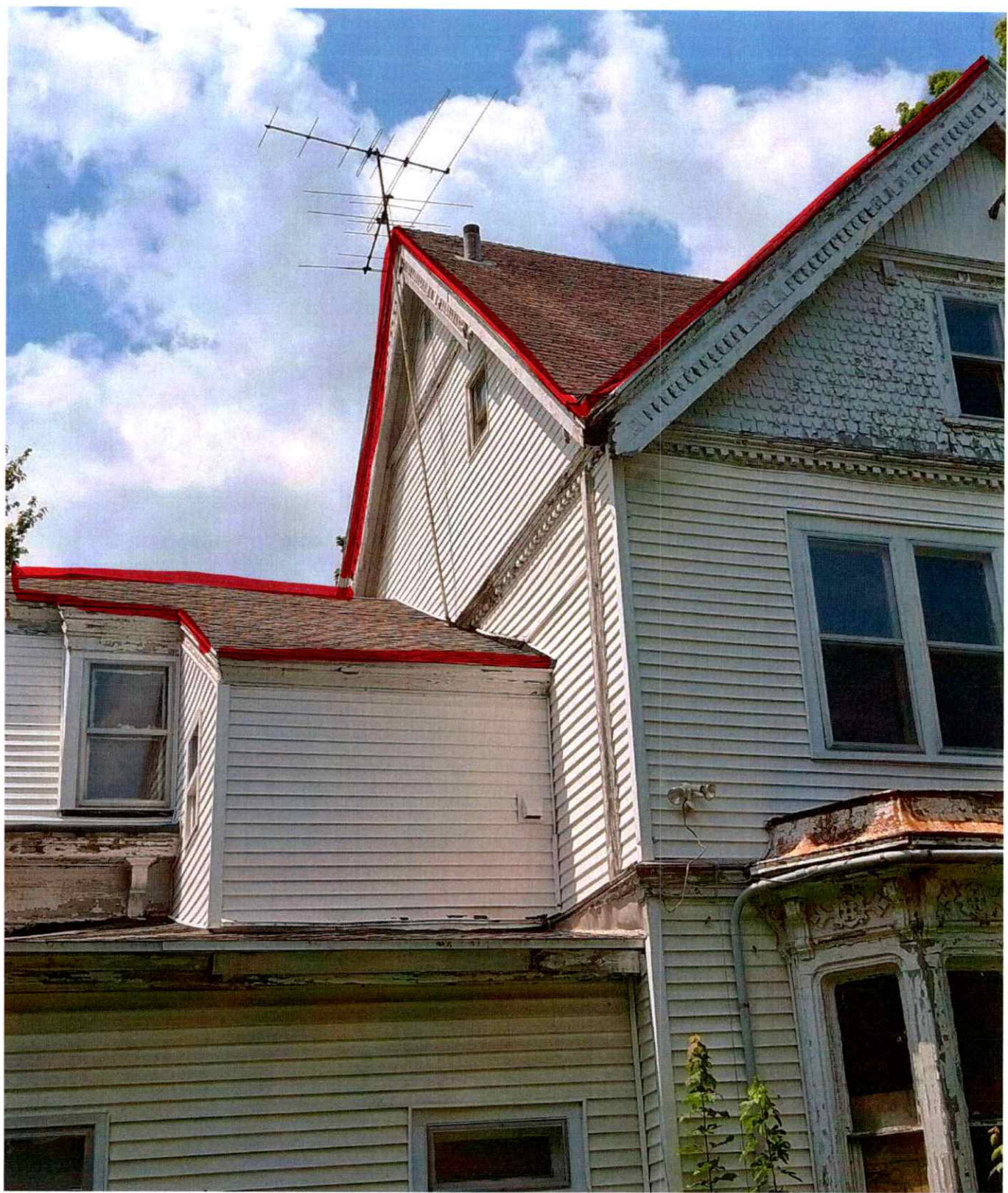




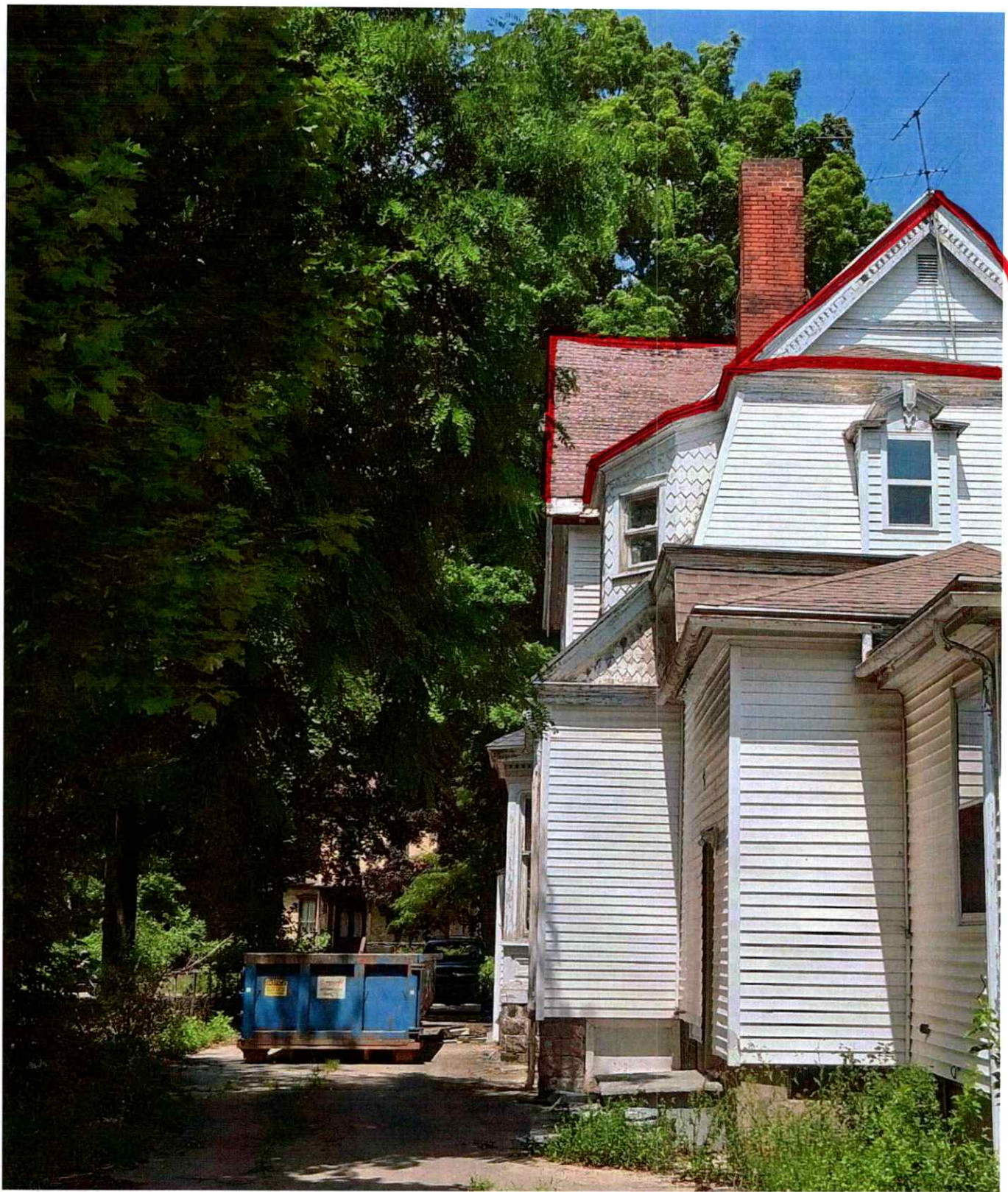














CITY OF BATTLE CREEK  
COMMUNITY SERVICES DEPARTMENT – PLANNING & ZONING

08/28/25

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

**116 Frelinghuysen Ave.**

*Petition submitted by Alex Richardson on behalf of Joshua Dejong of 116 Frelinghuysen Ave., for the reroofing of the main building 116 Frelinghuysen. The proposed reroofing consist of the like-for-like repair and replacement of the damaged trusses, damaged siding, and damaged shingles with materials that match the existing.*

Alex Richardson  
56 Latta St.  
Battle Creek, MI 49017  
Sent via email: [alex.p.richardson@kustom.us](mailto:alex.p.richardson@kustom.us)

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 repair and replace in a like-for-like manner the existing trusses, siding, and asphalt shingles with new materials matching the existing on the detached garage located at 116 Frelinghuysen 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 116 Frelinghuysen 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





# CITY OF BATTLE CREEK

## COMMUNITY SERVICES DEPARTMENT – PLANNING & ZONING

### 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: 8-25-2025 8:30am

### APPLICANT\*\*

Name: Alex Richardson

Address: 56 Latta St Battle Creek MI 49017

Phone: 517-962-9100

Fax: \_\_\_\_\_

Email: alex.p.richardson@kustom.us

### OWNER (if different from applicant)

Name: Joshua Dejong

Address: 116 Frelinghuysen Ave. Battle Creek MI 49017

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: joshuamdejong@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: 116 Frelinghuysen Ave

Current use of the property: Residence of Joshua Dejong & family

List existing structures on the property and the approximate age of each: House: 117 years

Garage: 14 years

Please list all activities/proposed work for the property area and how the proposed work relates to the building as a whole: Tree damage to detached garage, it will

need some trusses, framing to repair wall & siding.

- No work on the house -





- 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.**

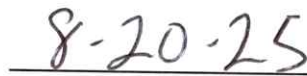
#### **APPLICANT SIGNATURE**

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.



Name

Alex Richardson



Date

I, Joshua de Jong, grant Alex Richardson permission to apply to the Historic District Commission to make repairs to an existing permitted garage constructed prior to my purchasing of the property.

Joshua de Jong

8/20/2025













1/8 INCH AT ENDS  
1/8 INCH AT EDGES  
THIS SIDE DOWN  
DO NOT WALK ON THIS  
DO NOT STEP ON THIS





Box 4/2













CITY OF BATTLE CREEK  
COMMUNITY SERVICES DEPARTMENT – PLANNING & ZONING

03/06/25

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

**136 Frelinghuysen Ave.**

*Petition submitted by Herman Spranger of 136 Frelinghuysen Ave., for the following minor classes of work:*

- 1. The like-for-like reroofing of the main building at 136 Frelinghuysen Ave. (asphalt shingles for asphalt shingles).*
- 2. The repair of the stone masonry foundation to exactly match the existing in color, size, texture, coursing, mortar profile, color, composition, and joint width. The restoration work includes the returning the stones that had fallen out back to the foundation where they were originally set.*
- 3. The repair of the corner pillar on the historic porch. The materials and design must exactly match the existing materials and design.*

Herman Spranger  
174 Brentwood Dr.  
Battle Creek, MI 49015  
Sent via email to: [cspranger@battlecreek-homes.com](mailto:cspranger@battlecreek-homes.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 asphalt shingles with new asphalt shingles on the main building, perform repair work to the stone foundation of the building, and repair the corner pillar on the historic front porch of the building located at 136 Frelinghuysen 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 20 Buckeye St. 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,



CITY OF BATTLE CREEK  
COMMUNITY SERVICES DEPARTMENT – PLANNING & ZONING

HISTORIC DISTRICT COMMISSION  
OF THE CITY OF BATTLE CREEK

*Travis Sullivan*

By Direction of the Chairperson

CC. Building Inspections



Outlook

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**Fw: 136**

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**From** Bruce Hampson <brucehampson72@gmail.com>**Date** Wed 3/5/2025 11:09 AM**To** Travis A. Sullivan <tasullivan@battlecreekmi.gov>

2 attachments (14 MB)

20250305\_095237.jpg; 20250305\_095232.jpg;

We are using the rocks that came out from it and rebuilding them. We are also re roofing using asphalt shingle take off asphalt shingle

---

**From:** Bruce Hampson <brucehampson72@gmail.com>**Sent:** Wednesday, March 5, 2025 11:04 AM**To:** Bruce Hampson <brucehampson72@gmail.com>**Subject:** 136



# 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: 2-25-2025

#### APPLICANT\*\*

Name: Herman Spangler

Address: 174 BARNWOOD DR

Phone: 441-5580 Fax: \_\_\_\_\_

Email: CSpangler@BattleCreek-Homes.com

#### OWNER (if different from applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

#### SUBMITTAL REQUIREMENTS/EXISTING CONDITIONS

Address(es) of property for which the request is being sought: 136 FRELINGHUSEN / 1908

Current use of the property: Home

List existing structures on the property and the approximate age of each: Garage / 1908

Please list all activities/proposed work for the property area and how the proposed work relates to the building as a whole: NEW ROOF SHINGLES AND REPAIR FRONT PORCH

REPAIR PILLAR (STONE).



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

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 new features

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

	Existing Materials	Proposed Materials (if applicable)
Roof	<u>Composite Shingle</u>	<u>New Shingle</u>
Windows	<u></u>	<u></u>
Siding	<u></u>	<u></u>
Foundation	<u>Stone</u>	<u>Same</u>
	<u></u>	<u></u>

**For Notice to Proceed requests only:**

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

No 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.

12-3-25

Name

2-24-25

Date













CITY OF BATTLE CREEK  
COMMUNITY SERVICES DEPARTMENT – PLANNING & ZONING

03/19/25

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

**52 Ann Ave.**

*Petition submitted by Yvonne Lee of 52 Ann Ave., for the reroofing of the main building at 52 Ann Ave. The proposed reroofing consist of the like-for-like replacement of the existing asphalt shingles with new asphalt shingles.*

Yvonne Lee  
52 Ann Ave.  
Battle Creek, MI 49037  
Sent via email to: [sunshinegoldenglory@yahoo.com](mailto:sunshinegoldenglory@yahoo.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 asphalt shingles with new asphalt shingles on the main building located at 52 Ann 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



# 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: Yvonne Lee  
 ADDRESS: 52 Ann Ave. Battle Creek, Mi 49037  
 PHONE: 269-274-1585 FAX: \_\_\_\_\_  
 EMAIL: sunshinegoldenglory@yahoo.com

## OWNER (if different from applicant)

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

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

## SUBMITTAL REQUIREMENTS/EXISTING CONDITIONS

Address(es) of property for which the request is being sought: 52 Ann Ave. Battle creek

Current use of the property: Home / Rental

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

House -

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

Tear off existing Roof down to decking

Re-Roof entire House



features outlined in this application.

No change

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.

	Existing Materials	Proposed Materials (if applicable)
Roof	<u>3 tab shingles</u>	<u>Dimensional shingles</u>
Windows	<u></u>	<u></u>
Siding	<u></u>	<u></u>
Foundation	<u></u>	<u></u>
Other <u></u>	<u></u>	<u></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.

Yvonne Lee

Name

3/19/2025

Date





CITY OF BATTLE CREEK  
COMMUNITY SERVICES DEPARTMENT – PLANNING & ZONING

09/19/25

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

**411 Champion St.**

*Petition submitted by Sims Electric on behalf of the Historic Adventist Village, for the replacement of the air conditioning unit at 411 Champion St. The new air conditioning unit will be placed in the same location as the existing unit, and is located behind the building and not visible from Champion St.*

Sims Electric  
466 Main St.  
Battle Creek, MI 49014  
Sent via email to: [beth@simselectric.com](mailto:beth@simselectric.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 air conditioning system with a new air conditioning system in the same location behind the building and not visible from the road located at 411 Champion St., 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 411 Champion St. 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



# CITY OF BATTLE CREEK

## COMMUNITY SERVICES DEPARTMENT – PLANNING & ZONING

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)

## 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: SIMS ELECTRIC  
ADDRESS: 466 MAIN STREET, BATTLE CREEK, MI 49014  
PHONE: 269-963-7910 FAX: 269-962-7276  
EMAIL: BETH@SIMSELECTRICINC.COM

### OWNER (if different from applicant)

NAME: WERLEI GROMIDE - ADVENTIST HISTORIC PROPERTY  
ADDRESS: 411 CHAMPION STREET, BATTLE CREEK, MI 49037  
PHONE: 207-415-6464 FAX: \_\_\_\_\_  
EMAIL: mellow@andrews.edu

\*\*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: 411 CHAMPION STREET

Current use of the property: \_\_\_\_\_

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

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

REPLACED AIR CONDITIONER

















CITY OF BATTLE CREEK  
COMMUNITY SERVICES DEPARTMENT – PLANNING & ZONING

09/18/25

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

**123 W Manchester St.**

*Petition submitted by the Calhoun County Land Bank Authority of 315 W Green St., Marshall MI, for the replacement of the existing 8' x 10' deck off the rear of the structure at 123 W Manchester St. The replacement deck will match the size of the existing deck.*

Calhoun County Land Bank Authority  
315 W Green St.  
Marshall, MI 49088

Sent via email to: [qhay@calhouncountymi.gov](mailto:qhay@calhouncountymi.gov); [theath@calhouncountymi.gov](mailto:theath@calhouncountymi.gov);  
[arobinson@calhouncountymi.gov](mailto:arobinson@calhouncountymi.gov)

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 in a like-for-like manner the existing 8' x 10' deck off of the rear of the structure at 132 W Manchester St., 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 123 W Manchester St. 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





# CITY OF BATTLE CREEK

## COMMUNITY SERVICES DEPARTMENT – PLANNING & ZONING

CC. Building Inspections



# CITY OF BATTLE CREEK

## COMMUNITY SERVICES DEPARTMENT – PLANNING AND ZONING

### 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 are 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 building (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 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: <https://www.nps.gov/orgs/1739/index.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 feature 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 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 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. Demolitions 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 condition 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.

## Submittal 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 Planning 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:
  - 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 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.
- 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 ½ 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 the 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 meetings once a month, on the second Monday of each month at 4:00pm, and are conducted in the Commission Chamber (Rm 301) of City Hall. **Please call or email the Planning Department 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 an 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.**

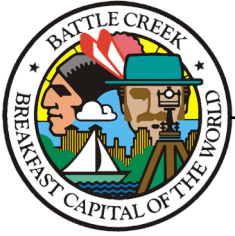
## Additional Concerns

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 seeking 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.



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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

#### OWNER (if different from applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

#### SUBMITTAL REQUIREMENTS/EXISTING CONDITIONS

Address(es) of property for which the request is being sought: \_\_\_\_\_

Current use of the property: \_\_\_\_\_

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

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

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

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



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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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	_____	_____
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.

Name

*Krista Lent Edwards*

Date

