



CITY OF BATTLE CREEK

COMMUNITY SERVICES DEPARTMENT – PLANNING AND ZONING

AGENDA

Historic District Commission Meeting

Date: June 8, 2026

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: May 11, 2026

5. Correspondence:

6. Old Business:

7. New Business

A. H05-26 (16 Ann Ave)

Petition for a Certificate of Appropriateness to rebuild the front stoop steps and walkway to the house. Parcel #3560-00-042-0.

B. H06-26 (49 W Michigan Ave)

Petition for a Certificate of Appropriateness for the replacement of a commercial cabinet sign, door signs, and awning cover. Parcel #8750-00-002-0.

C. Historic District Design Guidelines Outline

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 May 11, 2026

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

ATTENDANCE: Chairman Simpson asked for a roll vote.

Chairman Simpson, present
Comm. Drozdowski, present
Comm. Davis, present
Comm. Sallee, present
Comm. Steinbrunner, present
Vice Chairman Case, present
Comm. Belsaas, absent

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

ADDITIONS OR DELETIONS TO AGENDA: None.

APPROVAL OF MINUTES: Approval of the April 13, 2026 meeting minutes.

MOTION MADE BY COMMISSIONER DROZDOWSKI TO APPROVE THE APRIL 13, 2026 MEETING MINUTES. SECONDED BY COMMISSIONER CASE.

ROLL VOTE: A roll vote was taken.

ALL IN FAVOR, NONE OPPOSED, MOTION APPROVED.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS:

A. H03-26 (112 Oaklawn Ave)

Petition filed for a Notice to Proceed for the demolition and removal of a detached garage located at 112 Oaklawn Ave. Parcel #3550-00-059-0.

Staff Presentation: Adam Jenks gave the staff report for item H03-26.

Applicant Presentation: Kandace Johnson of 112 Oaklawn Ave was present to speak.

Questions by Commissioners:

Chairman Simpson asked if the homeowner was aware of any historical events that may have happened in the structure,

MOTION MADE BY COMMISSIONER CASE TO APPROVE #H03-26. MOTION SECONDED BY COMMISSIONER DROZDOWSKI.

ROLL VOTE: A roll vote was taken.

ALL IN FAVOR, NONE OPPOSED, MOTION APPROVED.

Commissioner Steinbrunner asked if the window was salvageable to use in the house. The homeowner responded, no that the window was broken.

B. H04-26 (62 W Michigan Ave)

Petition filed for a Certificate of Appropriateness for the application of new composite panels to replace the previously existing second-story panels that were destroyed in a recent storm on the building located at 62 W Michigan Ave. Parcel #0252-00-051-1.

Questions by Commissioners:

Commissioner Simpson asked staff a clarifying question regarding the owner restoring the brick facade.

Commissioner Steinbrunner asked if Rice's Shoes owned the whole building and if they would be restoring the whole building or just the portion of the store front.

MOTION MADE BY COMMISSIONER STEINBRUNNER TO DENY REQUEST #H04-26. MOTION SECONDED BY COMMISSIONER CASE.

ROLL VOTE: A roll vote was taken.

ALL IN FAVOR, NONE OPPOSED, MOTION APPROVED. APPLICATION DENIED.

C. Quarterly Administrative Approval Report- 2026 1st Quarter

Staff Presentation: Adam Jenks presented the 2026 1st Quarter report.

Questions by Commissioners:

Commissioner Steinbrunner asked if the information regarding the City Hall roof was included in the report, if City Hall was within a city historic district.

Commissioner Case asked if the windows were replaced like for like for one of the items in the report.

Chairman Simpson asked if they were replacing vinyl windows for vinyl windows.

ADDITIONS TO THE AGENDA: None.

COMMENTS FROM COMMISSION MEMBERS AND STAFF:

Darcy Schmitt introduced an Administratively Approved item; a Certificate of Appropriateness for the replacement of the membrane on the roof of City Hall.

Chairman Steinbrunner asked were removing the current roof and replacing it, mentioned historically the roof highlights have been covered and was told that at the time the roof is replaced, then they could uncover the highlights, any thoughts on both highlights being opened for natural light, asked if there was a flat place on the roof or if it goes to a peak, no cost to put back the terra cotta tiles, stated if the roofing material could be colorized to the red terra cotta, it could be a decent options, if available. Asked if staff new the total cost of the new roof and when the last time the roof was done.

Chairman Simpson asked about the color going back to black from white, why are they wanting to use black, asked if the color could match the church next door, asked what supplies were ordered, Commissioner Case mentioned a grant may be able to help with returning the roof to terra cotta tiles, asked when work on the roof was going to begin., Asked if there were still pigeon issues at city hall.

Commissioner Drozdowski asked why ordering the materials could not have been postponed for 18 hours, has concerns about standards not being followed and there should be equity within the commission's ruling and recommendations when it comes to the private sector and City.

Commissioner Sallee had a question about why we would not want a black roof.

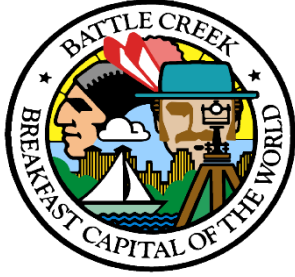
Commissioner Davis considers like for like to mean the same colors and feels this change from a white roof to a black roof should come to the commission.

Darcy Schmitt asked Commissioner Case if he knew how long it takes to get a grant after applying for a new tile roof.

COMMENTS FROM THE PUBLIC: None.

ADJOURNMENT: Chairman Simpson adjourned the meeting at 5:04.

Submitted by: Melody Carlsen, Planning and Zoning Administrative Assistant



Battle Creek Historic District Commission

Staff Report

16 Ann Ave.

Meeting: June 1, 2026

To: Historic District Commission

From: Adam Jenks, Planner

Date: June 1, 2026

Subject: The petition, filed by the applicant for a Certificate of Appropriateness for the replacement of the front stoop with concrete semicircle steps, along with the removal of railings and repair of the front sidewalk walkway at 16 Ann Ave., Parcel #3560-00-042-0.

Summary

Staff recommends approval of H05-26, a Certificate of Appropriateness request at 16 Ann Ave (Parcel #3560-00-042-0) for the replacement of the front stoop with concrete semicircle steps, along with the removal of railings and repair of the front sidewalk walkway. The proposed work meets the standards outlined in Section 1470.09 “Review of Applications,” Section 1470.17 “Preservation of Historic Features” and the Secretary of the Interior’s Standards and Guidelines.

Site & History

The subject site (16 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 19th and early 20th 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 June 1, 2026.

The subject site contains a 2,254 sq. ft., 2-story single family home. The house was constructed in 1913. The property has been the subject of three previous Certificate of Appropriateness applications and approvals for an addition of a wheelchair ramp in 2009, door replacements and siding in 2022, and a back porch addition in 2025.

Figure 1 below provides an aerial view, and Figure 2 provides a street level view.

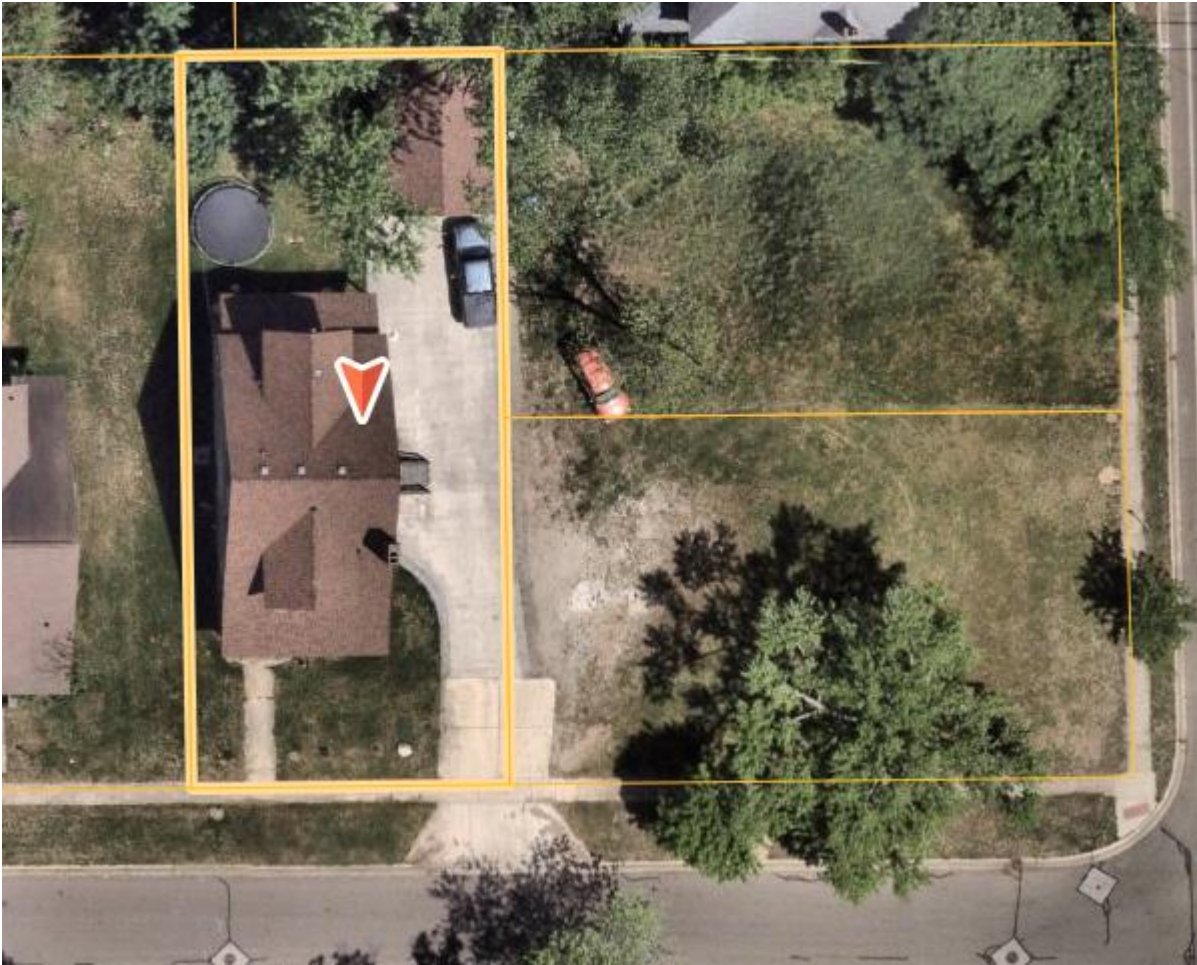


Figure 1: Orange pin on aerial points to subject site (16 Ann Ave.). The thick gold outline shows the boundary of the subject parcel. Photo courtesy of Nearmap.



Figure 2: Street view of the south facing front of the subject property, depicting the stoop and walkway in its current state, June 2025. Photo courtesy of Google Street View.

Summary of Request

The applicant has filed the subject HDC Certificate of Appropriateness application for the replacement of the front stoop with concrete semicircle steps, along with the removal of railings and repair of the front sidewalk walkway. The current stairs, railings, and retaining features will be completely removed from the stoop and replaced with semi-circle “halfmoon” steps leading up to the front porch. The sidewalk to the front walkway will be repaired with no new features or dimensions.

Applicable HDC Guidelines and Analysis for a Certificate of Appropriateness for the replacement of the front stoop with ascending concrete halfmoon steps, along with the removal of railings and repair of the front sidewalk walkway. located at 16 Ann Ave.

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

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

- (b) *The commission shall also consider all of the following:***
 - (1) *The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.***

- (2) *The relationship of any architectural features of the resource to the rest of the resource and the surrounding area.*
 - (3) *The general compatibility of the design, arrangement, texture, and materials proposed to be used.*
 - (4) *Other factors, such as aesthetic value that the Commission finds relevant.*
- (c) *The Historic District Commission shall review and act upon only exterior features of a resource and shall not review and act upon interior arrangements...*

And

1470.17 PRESERVATION OF HISTORIC FEATURES.

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

Staff finds that the proposed stoop replacement will not impact the use of the resource (office use), and is consistent with the intended function of front walkway to the home.

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 stoop would destroy any distinguishing original qualities or character of the resource and its environment, as the current stoop and railings are not likely original to the house. No distinctive architectural features would need to be removed or altered to allow for the construction of the stoop and walkway.

The commission may find this standard to be met.

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

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

The commission may find this standard to be met.

- (d) *Changes which may have taken place in the course of time are evidence of the history and development of a resource and its environment. These changes may*

have acquired significance in their own right, and this significance shall be recognized and respected.

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

The commission may find this standard to be met.

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

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

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 replacement of the stoop will constitute a repair of the intended front walkway feature and function. The proposed design of the stoop and walkway is similar to the configuration of other homes found in the neighborhood and throughout the historic district.

The commission may find this standard to be met.

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

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

The commission may find this standard to be met.

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

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

The commission may find this standard to be met.

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

The proposed work is not anticipated to impact any historic, architectural or cultural material.

The commission may find this standard to be met.

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

Should the proposed stoop need to be removed in future, given that a similar configuration of the front walkway is retained, it is not anticipated that such removal would not result in the impairment of the essential form and integrity of the resource.

The commission may find this standard to be met.

Recommendation

The proposed replacement of the stoop and front walkway at 16 Ann Ave. is appropriate to the configuration and function of the home. The new stoop is aesthetically compatible and is not dissimilar to other single family home stoops found throughout the neighborhood and historic district.

Therefore, planning staff recommends approval of H05-26, a request for a Certificate of Appropriateness for the replacement of the front stoop with concrete semicircle steps, along with the removal of railings and repair of the front sidewalk walkway represented in the attached plan set as the request meets the standards outlined in Section 1470.09 “Review of Applications,” Section 1470.17 “Preservation of Historic Features” and the Secretary of the Interior’s Standards and Guidelines, as outlined in the staff report.

Support Material

Historic District Commission Application

Supplementary Photos

Applicant Sketch of Stoop



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

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: 5-22-2026

APPLICANT**

NAME: _____

ADDRESS: 16 Ann Ave

PHONE: 269 2344927 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: 16 Ann Ave

Current use of the property: Living

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.

The main stairs of the property will be re-done and sidewalk will also be redone all the way to the city sidewalk.

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

We will do a slight change, the stairs will not have the retaining walls, but the design will be the same half moons.

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 be repair of existing features of the house.

Please indicate the existing building materials of the following structural features and the proposed materials if that feature is included as part of the application.

	Existing Materials	Proposed Materials (if applicable)
Roof	_____	_____
Windows	_____	_____
Siding	_____	_____
Foundation	_____	_____
Other <u>stairs/ sidewalk</u>	<u>concrete</u>	<u>concrete</u>

For Notice To Proceed requests only:

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

SUBMITTAL REQUIREMENTS

As outlined in "HDC, Information and Procedure", each request requires supplementary items that thoroughly describe the existing structure and proposed project. These items are to be submitted with the completed application; incomplete applications will not be forwarded to the Historic District Commission.

APPLICANT SIGNATURE

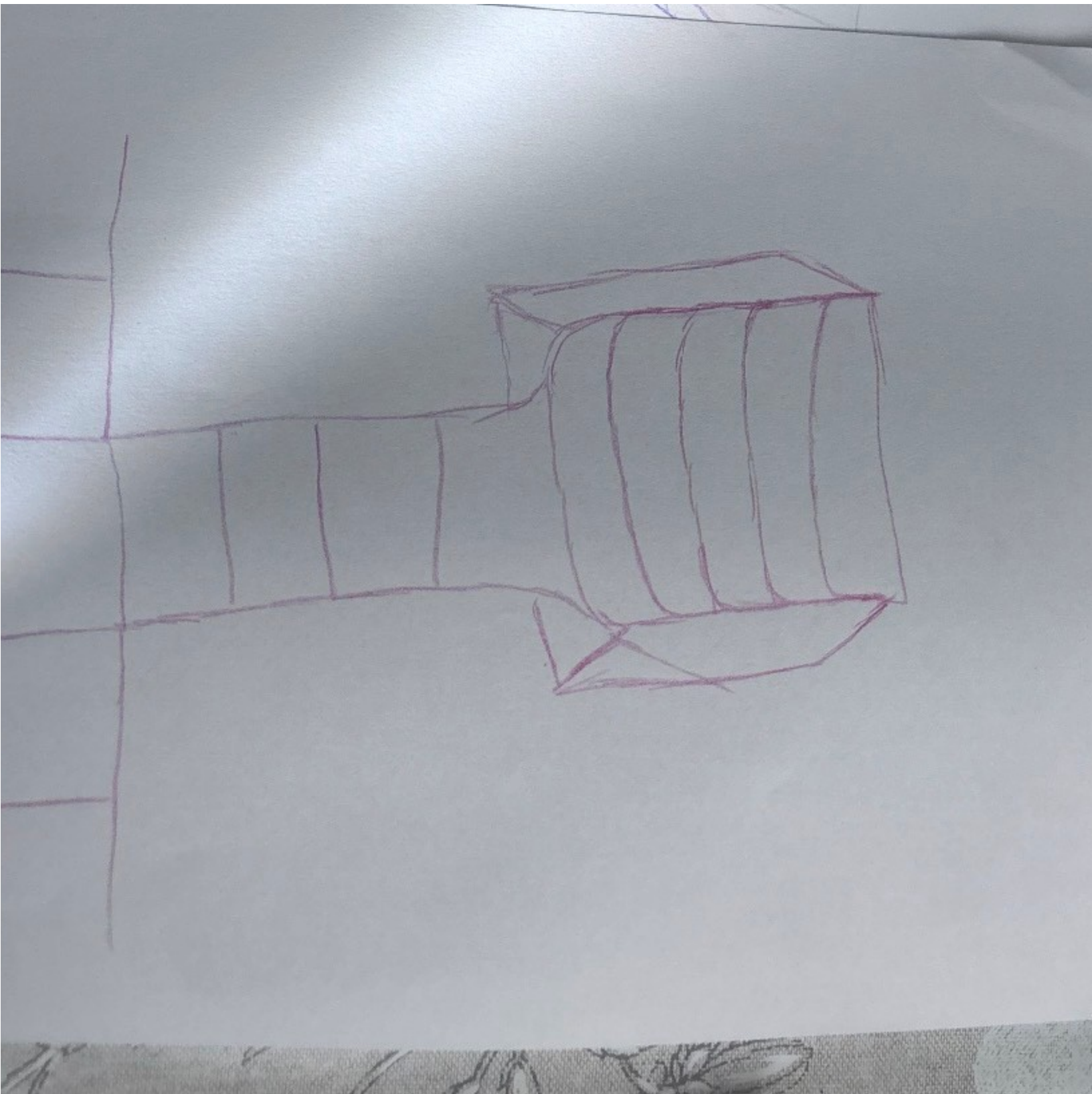
By signing this application, the applicant hereby declares that all answers given herein are true to the best of their knowledge, and confirms that all information required for Historic District Commission review has been submitted. Furthermore, the applicant confirms that they have thoroughly read the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

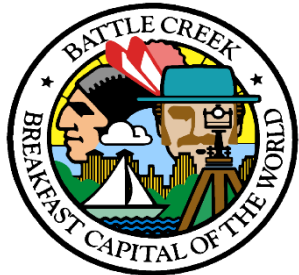

Name

5/22/26
Date









Battle Creek Historic District Commission

Staff Report

49 W Michigan Ave.

Meeting: June 1, 2026

To: Historic District Commission

From: Adam Jenks, Planner

Date: June 1, 2026

Subject: The petition, filed by the applicant for a Certificate of Appropriateness for the replacement of an illuminated aluminum cabinet sign, replacement of the ATM awning cover, and placement of vinyl door signage at 49 W Michigan Ave., Parcel #8750-00-001-0.

Summary

Staff recommends approval of H06-26, a Certificate of Appropriateness request at 49 W Michigan Ave. (Parcel #8750-00-001-0) for the replacement of an illuminated aluminum cabinet sign on the northeast facing side of the building, replacement of the ATM awning cover, and placement of vinyl door signage. The proposed cabinet sign measures 3'3''x 14'10'' in total. The proposed ATM awning cover measures 1'2''x 9'2''. The proposed vinyl door signage measures 1'2'' x 1'7''. The proposed work meets the standards outlined in Section 1470.09 "Review of Applications," Section 1470.17 "Preservation of Historic Features" and the Secretary of the Interior's Standards and Guidelines.

Site & History

The subject building (49 W Michigan Ave.) is located in the Central Business Local Historic District near the southwest corner of McCamly St. and Michigan 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 19th and early 20th century. The subject site is not independently registered on the National Register of Historic Places, as verified by staff on May 26, 2026.

The subject site contains a 22,584 sq. ft., 3-story commercial structure, currently serving office uses. The building was constructed in 1950. The property has been the subject of three previous Certificate of Appropriateness applications and approvals for an addition of exterior equipment for an ATM in 2005, signage approval occurring in 2008, and roof replacement in 2018.

Figure 1 below provides an aerial view, and Figure 2 provides a street level view of the site.

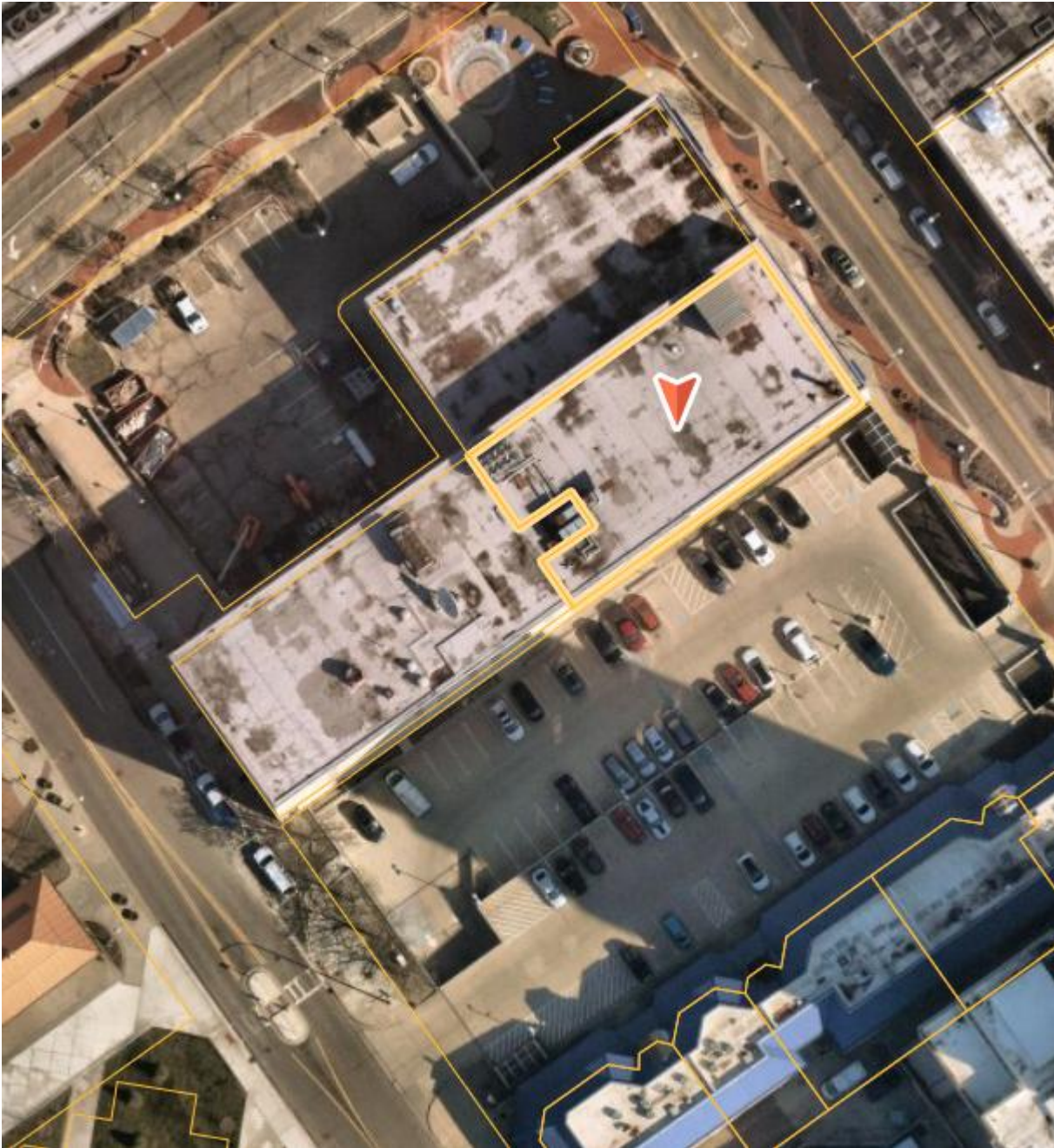


Figure 1: Orange pin on aerial points to subject site (49 W Michigan Ave.). The thick gold outline shows the boundary of the subject parcel. Photo courtesy of Nearmap.



Figure 2: Street view of the northeast-facing front of the subject property, May 2025. Photo courtesy of Google Street View.

Summary of Request

The applicant has filed the subject HDC Certificate of Appropriateness application for the replacement of one illuminated aluminum cabinet sign measuring 3'3''x 14'10'', where the existing sign is located just above the first-floor entrance. The signage proposed will continue to be comprised of aluminum

and have the ability to illuminate at nighttime. The cabinet will measure 3” deep construction from the side of the building, and will feature the 5/3 Bank logo along with the text “Fifth Third”, powered by low voltage power supplies. The ATM awning will match the existing cover in dimensions and will be a simple dark blue with no lettering. The vinyl door signage will feature the 5/3 logo with text reading “Fifth Third”. The door signage will also list the branch days and hours of operation. The new cabinet sign is proposed to be visible to traffic traveling along W Michigan Ave.

The applicant states that the cabinet sign, ATM awning cover, and vinyl door sign is a part of the phasing out of the Comerica name and transiting to 5/3 Bank branding. The proposed signage will not significantly depart from the existing footprint found on the building façade and doors.

Applicable HDC Guidelines and Analysis for a Certificate of Appropriateness for the replacement of the illuminated aluminum cabinet sign, awning canvass cover, and vinyl door signage located at 49 W 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 Local Historic Districts Act, as amended, and the criteria for the National Register of Historic Places as outlined in the Secretary of the Interior's Standards and Guidelines.

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

- (b) *The commission shall also consider all of the following:*
- (1) *The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.*
 - (2) *The relationship of any architectural features of the resource to the rest of the resource and the surrounding area.*
 - (3) *The general compatibility of the design, arrangement, texture, and materials proposed to be used.*
 - (4) *Other factors, such as aesthetic value that the Commission finds relevant.*
- (c) *The Historic District Commission shall review and act upon only exterior features of a resource and shall not review and act upon interior arrangements...*

And

1470.17 PRESERVATION OF HISTORIC FEATURES.

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

Staff finds that the proposed signage will not impact the use of the resource (office use), and will require minimal repairs to the mounting area to replace the cabinet sign.

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

The commission may find this standard to be met.

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

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

The commission may find this standard to be met.

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

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

The commission may find this standard to be met.

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

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

The commission may find this standard to be met.

- (f) ***Deteriorated architectural features shall be repaired rather than replaced wherever possible. In the event replacement is necessary, the new material***

should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other resources.

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

The commission may find this standard to be met.

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

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

The commission may find this standard to be met.

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

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

The commission may find this standard to be met.

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

The proposed work is not anticipated to impact any historic, architectural or cultural material.

The commission may find this standard to be met.

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

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

The commission may find this standard to be met.

Recommendation

As has been discussed, the subject building located at 49 W Michigan Ave. was constructed in 1950, and may be in most respects viewed as a non-contributing resource to the Central Business Local Historic District. Additionally, the current signage and awning matches the existing footprint found on the building façade and awning.

Therefore, planning staff recommends approval of H06-26, a request for a Certificate of Appropriateness for the replacement of an illuminated aluminum cabinet sign on the northeast facing side of the building, replacement of the ATM awning cover, and placement of vinyl door signage represented in the attached plan set as the request meets the standards outlined in Section 1470.09 “Review of Applications,” Section 1470.17 “Preservation of Historic Features” and the Secretary of the Interior’s Standards and Guidelines, as outlined in the staff report.

Support Material

Historic District Commission Application

Letter from Applicant

Sign Brand Book Summary



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: 49 W Michigan Ave

Current use of the property: Bank

List existing structures on the property and the approximate age of each: N/A

Please list all activities/proposed work for the property area and how the proposed work relates to the building as a whole: Replacing Comerica sign with like Fifth Third sign. No changes to the building other than repairs.

Indicate in which manner the proposed work will result in changes to the size and/or appearance of the features outlined in this application: We are replace Comerica signs with like Fifth Third Bank signs.

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

There will be light wall repair where needed.

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>NA</u>	<u></u>
Windows	<u>NA</u>	<u></u>
Siding	<u>NA</u>	<u></u>
Foundation	<u>NA</u>	<u></u>
<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 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.

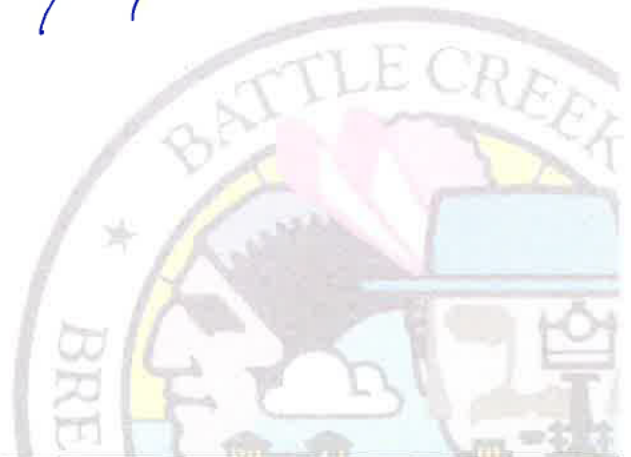
APPLICANT SIGNATURE

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

5/14/20

Date



**FIFTH THIRD BANK**

March 3, 2026

RE: Comerica Signage conversion to Fifth Third Bank

Our business is in the process of rebranding its visual identity and company name from Comerica to Fifth Third Bank. We are writing to inform you of the intent to replace existing branded signage with similar signs depicting the Fifth Third Bank name at the above referenced location.

Please provide your acknowledgement and authorization of the proposed change by signing and returning a copy of the attached acknowledgement and consent letter, along with your approval signature on the enclosed brand document, to allow us to obtain all municipal approvals in a timely fashion and avoid any unnecessary delays. We would greatly appreciate the return, via email, within the next ten (10) business days. We are excited to undertake these improvements to the Premises and appreciate your prompt response.

Sincerely,

Thomas Quill

Tom Quill
VP, Senior Project Group Manager
Enterprise Workplace Services
Fifth Third Bank, National Association

AUTHORIZATION AND CONSENT FORM

Landlord/Owner: *The Hinman Company*
750 Trade Centre Way
Ste 100
Portage, MI 49002
ATTN: Scott Triemstra

Leased Premises: *Comerica Bank*
49 W. Michigan Ave
Battle Creek, MI 49017

Landlord Contact: *SCOTT Triemstra, Capital Offices, LLC*
Agent

Print Name: _____

Telephone Number: *269-488-3644*

Re: Fifth Third Bank Exterior Signage Conversion

To Whom It May Concern:

I am a duly authorized representative of *The Hinman Company*, the Landlord/Owner at the referenced leased premises.

In my capacity as Landlord's official representative, I do hereby authorize Fifth Third Bank to perform all work associated with the sign conversion. I further authorize *Valley City Sign* and/or its representatives to obtain all permits for the sign conversion hereby consented to by Landlord. Costs associated with permit acquisition and signage replacement will be at Fifth Third Bank's expense.

Thank you in advance for your consideration.

Landlord/Owner:

By: *Scott Triemstra*

Printed: *SCOTT Triemstra*

Date: *5-13-2026*

Enc. Approval of MI-297 – Battle Creek Main dated 04/15/2026



FIFTH THIRD

Property ID#: MI-297
 Building Name: Battle Creek Main
 Address: 49 W. Michigan Avenue
 City/State: Battle Creek, MI
 Creation Date: 3/30/2026

VALLEY CITY SIGN
 8009 West River Drive
 Comstock Park, MI 48821
 616.709.4880
 www.valleycitysign.com

The original, details and final approved report, as the provider of this service, shall be the property of the client. Any reproduction or use of this information without the express written consent of Valley City Sign is strictly prohibited.

Revisions:

1	SF 4/2/26	4	8
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Initial Designer: Devon / Brandon
 Vendor Project Mgr: Kevin Carlson

KT

Code Check Form

PROJECT INFORMATION

Building Name: Battle Creek Main Property ID #: MI-297
 Address: 49 Michigan Ave W Parcel #: 8750-00-001-0
 Battle Creek MI 49017

CONTACT INFORMATION

Jurisdiction: City of Battle Creek Contact person: Travis Sullivan - ZA
 T5 - Core Downtown Commercial District Phone: 269-966-3355 Ext. 1506
 Email: tsullivan@battlecreekmi.gov

BUILDING SIGNAGE

What formula is used to calculate square foot allowances?
 10% of the wall area upon which the signs will be placed.

Max projection: _____ Street front only: No

Max square ft: up to 200 SqFt max Max sq ft signs: (yes/no)

Notes: _____

Permitted on any side of the building facing a parking lot or street so long as they do not project away from the building's surface further than the thickness of the signs and they are not facing any residential district or use.

Window Signs: Shall not exceed 30% of the window area upon which the sign will be placed.
 Shall not exceed 10% of the face of the building the canopy is attached to. Can be used in combination with other signs. 1 per each side of the building fronting a parking lot, street or alley. Height: 8 Ft above grade

Blade Signs (perpendicular Mounted): Considered a Blade sign
 Area: 8 SqFt on each side fronting a street. 6 SqFt on sides fronting an alley
 Clearance: 8 Ft
 Number: 1 per side of the building fronting a street or alley
 Projection: 4 Ft max
 Illumination: Not allowed

PYLON SIGNAGE

What formula is used to calculate square foot allowance?
 Minimum Clearance: _____
 Wind load?: _____

Quantity allowed: _____
 Max square ft: _____
 Maximum OAH: _____

SETBACKS - PYLON

Front: Pylon sign Illumination allowed? If so, Internal or External
 Side: setbacks If so, Internal or External
 Notes: Prohibited.

Electronic Message Board Allowances:

GROUND SIGNAGE

What formula is used to calculate square foot allowance?
 Quantity allowed: 1 max
 Max square ft: 100 SqFt max Minimum Clearance: _____
 Maximum OAH: 25 Ft max Wind load?: _____

SETBACKS - GROUND SIGN

Front: _____ Ground sign setbacks: Shall not be closer than ten feet to the edge of the road.
 Side: _____ Illumination allowed? Yes No If so, Internal or External Internal or External
 Notes: _____

Revisions:

1	4
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Code Check Form

Electronic Message Board Allowances: 50% max

Reliefs/Retrofits: No

Does a retrofit (i.e. pylon cabinet replacement) require a permit?
 Simple retrofit always requires an electrical permit. If you are changing the cabinet, that is changing the structure of the sign, and would therefore always require a sign/building permit.

Reliefs/Retrofit NOTES No permit as long as no structural changes are made

DIRECTIONAL/SREGULATORY

Do directional/regulatory signs require a permit? No
 If yes, what are size and City allowances? _____ Maximum OAH

Minimum Clearance _____

SETBACKS - DIRECTIONAL/REGULATORY

Setback: Cannot contain commercial messages.

Notes: _____

AWNINGS / CANOPIES:

Are branded awnings allowed? Yes
 What, if any, are restrictions (illumination color/materials, minimum/maximum projection)?
 See awning allowances. Max number, one per each side of the building fronting a parking lot, street or alley. Max area: shall not exceed 10% of the face of the building the canopy is attached to. Can be used in combination with other signs. Max height: Min of 8 Ft above grade.

Are ATM sunscreens allowed? Do they count against overall SF allowance?
 Is a signature canopy allowed? What are the restrictions if any?

ATMs:

Are permits required for ATMs? Yes
 Does ATM branding count towards signage allowance? Yes
 If so, is there a maximum SF allowance for ATM branding? No, this falls under the normal square footage allowance for the property

TEMPORARY SIGNS

Are temp signs allowed? Yes - _____ is 8'x4' coming soon ground sign allowed?
 Area: 24 SqFt max total. If yes, how long? _____

If yes, how long? _____

REQUIRED PERMITTING ITEMS

Site Plan	Yes	Engineering Seal	N/A
Elevation	Yes	Property ID	N/A
Legal Description	N/A	LL approval letter	N/A
COO (updated)	N/A	Business License	Yes
# of drawings	1	UL #s	N/A

OTHER GOVERNANCES

Overlay District	N/A	Historic District	N/A
ARB Review	N/A	Sign Criteria	N/A
PUD	N/A	Other	N/A

Initial Designer: Devon / Brandon
 Vendor Project Mgr: Kevin Carlson

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Code Check Form

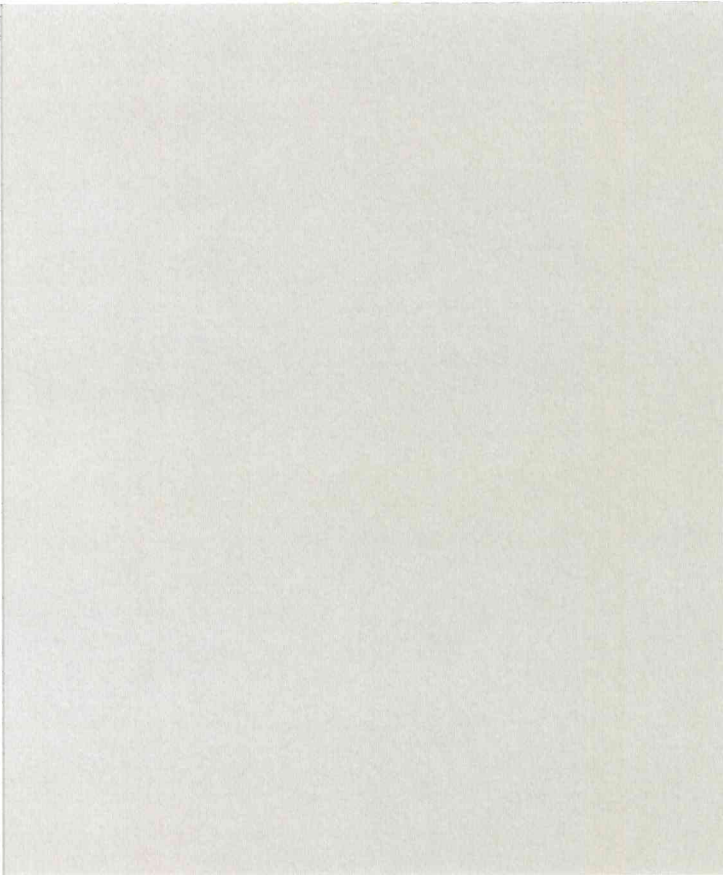
Notes:
Standard Permitting Fees
Additional Fees:

VARIANCE INFORMATION

Application process & Time Frame
Required Documents
Cost to file
Chance of variance

GENERAL NOTES:

The area of a sign, expressed in square feet, shall mean the entire area within any circle, triangle or rectangle or square enclosing the extreme limits of writing, representation, emblem or any figure or similar character, together with any frame or other material or color forming an integral part of the display or used to differentiate the sign from the background against which it is placed, excluding the necessary supports or uprights on which such sign is placed.



REVISIONS:

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Initial Designer: Devon / Brandon
Vendor Project Mgr: Kevin Carlson

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 Exterior Recommendations Summary

Site	MI-297 — Battle Creek Main	Sign No	Existing Sign	SF	Sign Code	SF	Qty	Action Code	Max sq ft
E01	Cabinet			.28	G4-WS-39	48.24	1	Remove and Replace	10%
E02	Awning			.1	MI-297 AWN-RECOVER	10.21	1	Recover Awning	10%
E03	Door Vinyl/Hours			.07	HOURS + Acrylic Frame		1	Remove and Replace	
E04	Door Vinyl/Hours			.07	HOURS + Acrylic Frame		1	Remove and Replace	

Wall sign - up to 200 sq ft max, but no more than 10% of the wall area
 Awning - shall not exceed 10% of the face of the building the canopy is attached to. Max Height of 8ft above grade



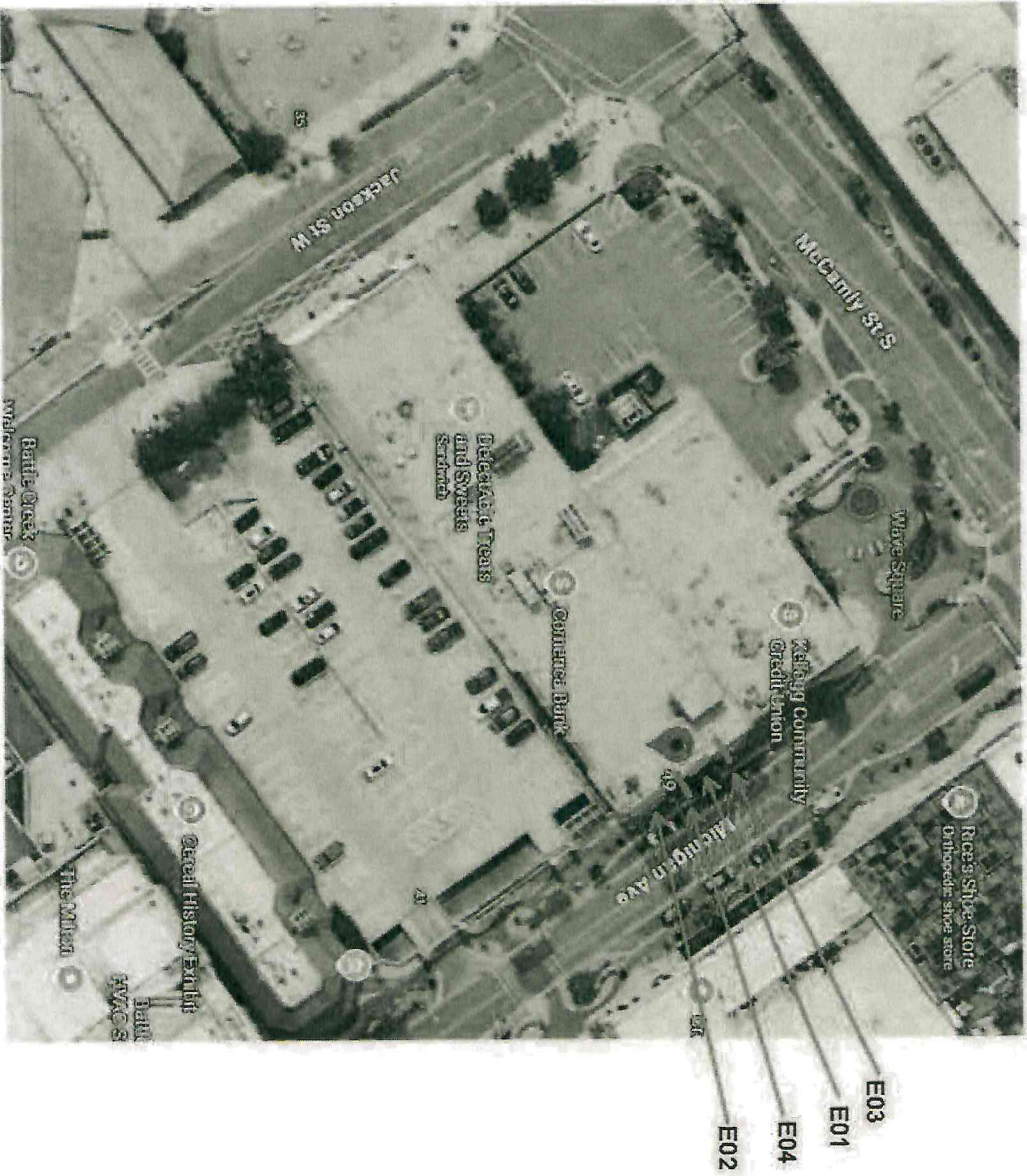
Revisions:

1	SF 4/2/26	4	
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Initial Designer: Devon / Brandon
 Vendor Project Mgr: Kevin Carlson

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Exterior Sign Location Plan



VALLEY CITY SIGN
 5000 Wood River Drive
 Comstock Park, MI 48921
 Ph: 616.794.8711 | Fx: 616.794.8280
 www.valleycitysign.com

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Revisions:

1	LSF 4/2/26	4
2		5
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7		10
8		11

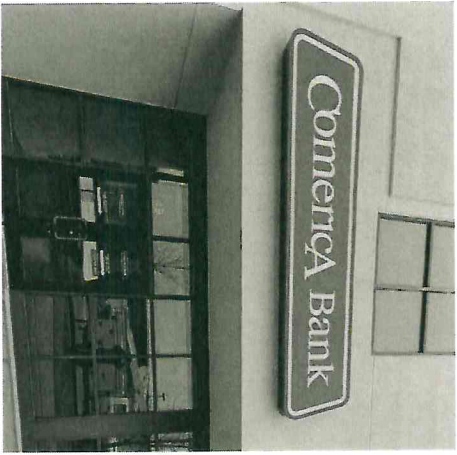
Initial Designer: Devon / Brandon
 Vendor Project Mgr: Kevin Carlson

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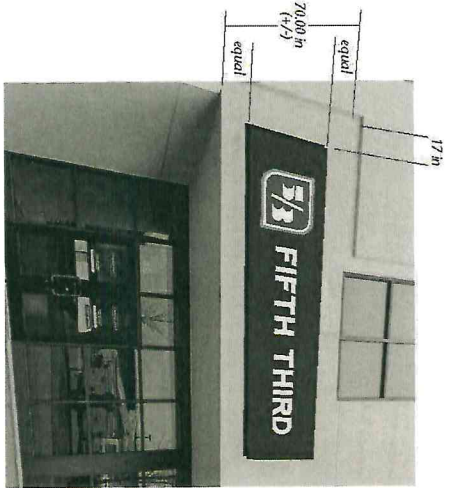
EXTERIOR SIGN DETAIL

Sign # E01

Existing Sign



Proposed Sign

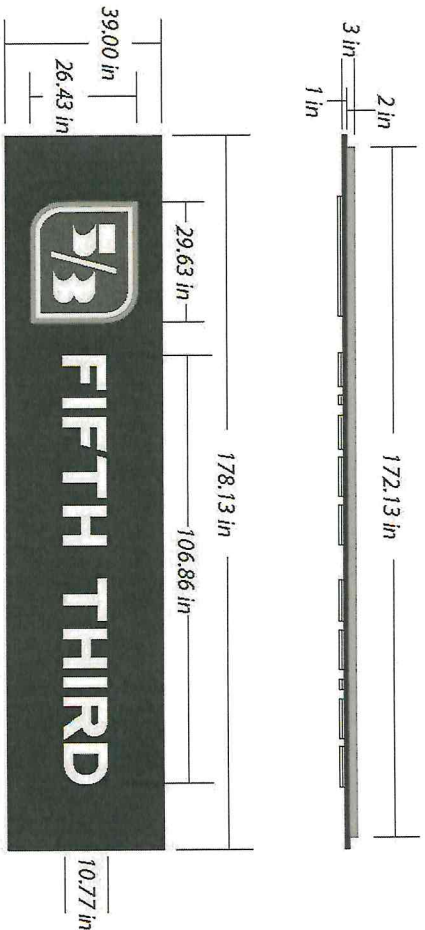


Existing Details

Sign No:	E01
Sign Type:	Cabinet
Quantity:	
Illuminated:	
Attachment Surface:	Aluminum lexan
Overall Sign Ht (in):	1
Overall Sign W/idth (in):	40.5
Sign Depth (in):	186
Letter Height (in):	8.5
Logo Height (in):	18

Recommendation

Sign No:	E01	Action Code:	Remove and Replace
Sign Type Code:	G4-WS-39	Quantity:	1
Sq Footage	48.24	Attachment:	Mechanical
Illuminated:		Internal/face-lit	
Demo:		Remove and dispose	
Restoration:		Silicone Holes	



Revisions:

1	SF 4/2/16	4	
2		5	
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8		11	

5000 West River Drive
 Commerce Park, MI 48921
 Ph 516.784.8271 | Fx 516.784.8280
 WWW.VALLEYCITYSIGN.COM

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EXTERIOR SIGN DETAIL

Sign #E02

Existing Sign



Proposed Sign



Existing Details

Sign No: E02
 Sign Type: Awning
 Quantity: 1
 Illuminated:
 Attachment Surface: Aluminum flex
 Overall Sign Ht (in): 1
 Overall Sign Width (in): 14.29
 Sign Depth (in): 105.5
 Letter Height (in): 36
 Logo Height (in):

Recommendation

Sign No: E02
 Action Code: Recover Awning
 Sign Type Code: ML-297 AWN-RECOVER
 Quantity: 1
 Sq Footage: 10.21
 Attachment:
 Illuminated: Illuminated
 Demo: Recover Awning
 Restoration: NA



Note: Awnings Is blank

Revisions:

1	2	3	4
1 SF 4/27/6			

3509 West Silver Drive
 Commerce Park, MI 48321
 Ph 616/764-8711 Fx 616/764-8280

VALLEY CITY SIGN

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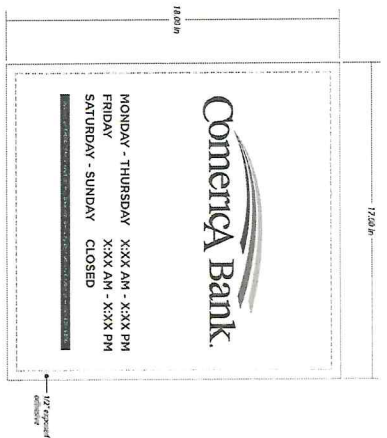
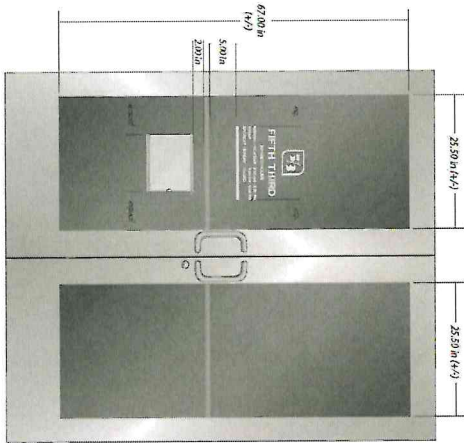
EXTERIOR SIGN DETAIL

Sign # E03

Existing Sign



Proposed Sign

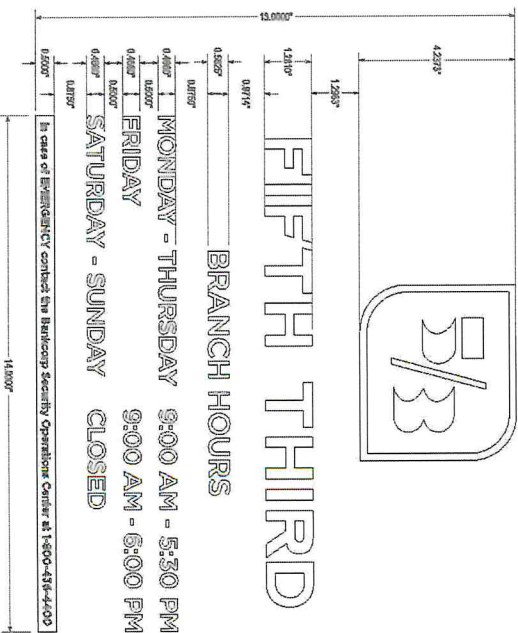


Existing Details

Sign No:	E03
Sign Type:	Door Vinyl/Hours
Quantity:	1
Illuminated:	
Attachment Surface:	Vinyl
Overall Sign Ht (in):	10.5
Overall Sign Width (in):	26
Sign Depth (in):	26
Letter Height (in):	
Logo Height (in):	

Recommendation

Sign No:	E03
Action Code:	Remove and Replace
Sign Type Code:	HOURS + Acrylic Frame
Quantity:	1
Sq Footage	
Attachment:	
Illuminated:	
Demo:	Remove and dispose
Restoration:	NA



Note: Final branch hours TBD

Revisions:			
1	SE 4/27/16		
2			
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Initial Designer: Devon / Brandon
 Vendor Project Mgr: Kevin Carlson

ST

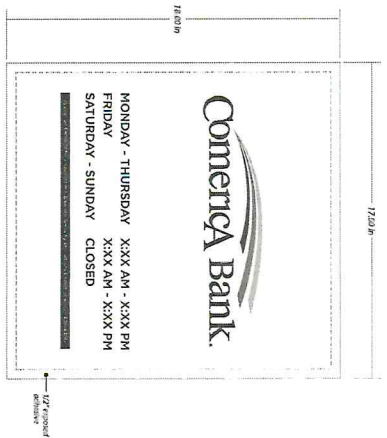
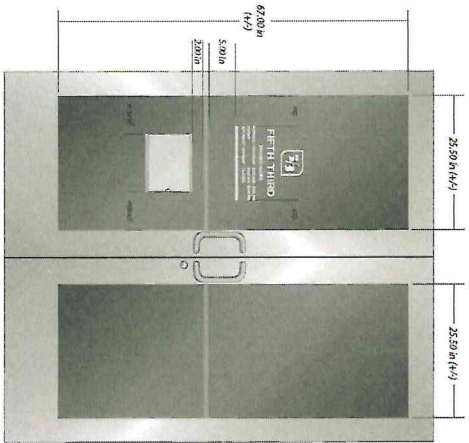
EXTERIOR SIGN DETAIL

Sign #E04

Existing Sign



Proposed Sign



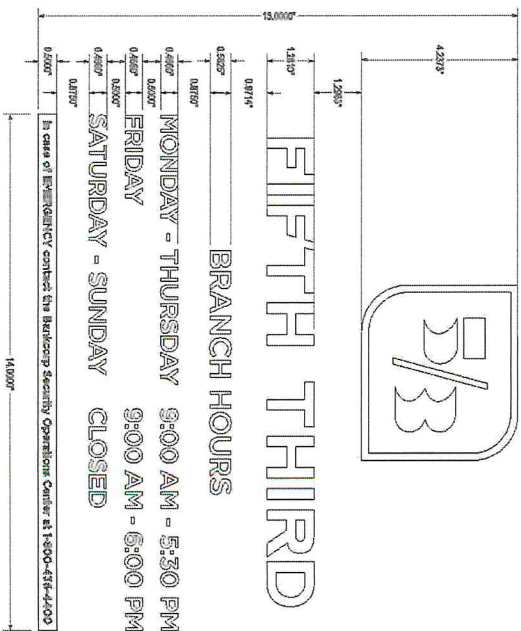
Final banking hours, layout and surface vs sub-surface applied details to be confirmed before production

Existing Details

Sign No:	E04
Sign Type:	Door Vinyl/Hours
Quantity:	
Illuminated:	
Attachment Surface:	Vinyl
Overall Sign Ht (in):	1
Overall Sign Width (in):	10.5
Sign Depth (in):	26
Letter Height (in):	
Logo Height (in):	

Recommendation

Sign No:	E04
Action Code:	Remove and Replace
Sign Type Code:	HOURS + Acrylic Frame
Quantity:	1
Sq Footage	
Attachment:	
Illuminated:	
Demo:	Remove and dispose
Restoration:	NA



Note: Final branch hours TBD



Revisions:

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Initial Designer: Devon / Brandon
Vendor Project Mgr: Kevin Carlson

ST

Masonry

Masonry includes such materials as brick, stone, concrete, stucco, slate, clay tile, and terra-cotta. It also includes the mortar used to bind the masonry units to each other. Masonry is used in a multitude of ways in historic buildings: as foundation material, as structural walls, as cladding, or for decorative detailing. The following standards are recommended when maintaining, preserving, repairing, or replacing historic masonry exterior materials. Given the durability, high insulating value, minimal maintenance requirements, and extended lifetimes of masonry elements—and the embodied energy they represent—the preservation of historic masonry elements contributes to broader goals for sustainability of the built and natural environments.



Many of the commercial buildings in the Central Business District have masonry facades and masonry detailing. Photo by Loggia Preservation, 2026

Inspect & Maintain

1. Create and follow a regular maintenance schedule to prevent excessive deterioration to historic masonry features. See Section X - The Importance of Regular Maintenance for more information.
2. Inspect routinely for evidence of moisture damage, structural cracks or settlement, vegetation, deteriorated mortar, and loose masonry units.
3. Remove vegetation from masonry which can lead to issues such as structural damage and impeding ventilation and surface drainage of a masonry element.
4. Provide proper drainage to prevent water from standing on flat, horizontal surfaces, collecting on decorative elements or along foundation walls, piers, steps, or chimneys, and rising through capillary action.
5. Clean masonry surfaces only as necessary to stop deterioration or remove heavy soiling, using the gentlest effective method. Before any cleaning, always test in an inconspicuous area. In most cases, scrubbing with a natural bristle brush, using mild detergent, and rinsing with low pressure water is sufficient. It is not appropriate to use destructive cleaning techniques such as sandblasting, power washing, or high-pressure water blasting on historic masonry surfaces. Use chemical cleaners only if gentler methods like low pressure washing and mild detergents are ineffective.

Preserve & Repair

6. Retain and preserve masonry features and materials that are significant in defining the historic character of the building, structure, or site. The material itself (brick, stone, concrete, terra-cotta, stucco, etc.) as well as the form, pattern, detail, color, and texture should be retained.
7. Repair deteriorated or damaged masonry surfaces and features through traditional methods for consolidating, piecing in, or patching.
8. Repair deteriorated mortar with new mortar that matches the existing mortar in compressive strength, composition, color, texture, joint size, joint profile and method of application. Prior to repointing, loose or crumbling mortar should be carefully removed using hand tools to prevent damage to the units themselves. It is especially important not to replace softer lime mortars with harder Portland cement mortars that will, in turn, damage historic bricks as they contract and expand in response to temperature changes.

9. It is not appropriate to substitute non-historic coatings such as water repellents for repointing or repairing historic masonry. These coatings should only be considered if traditional repair techniques fail to eliminate moisture problems.
10. It is not appropriate to paint or coat an unpainted masonry surface if it was not painted or coated historically. Repaint previously painted masonry surfaces, as needed, with historically appropriate colors.

Replace

11. Replacement of missing masonry units should match the historic masonry units as closely as possible in terms of form, pattern, detail, color, and texture.
12. Replace in-kind a deteriorated or damaged masonry feature only when repair is not feasible. The replacement material shall match the original in design, material, dimension, form, pattern, detail, color, and texture. Replace only the deteriorated portion of a feature rather than the entire feature where possible. If substitute materials are being considered—see Section X – New or Alternative Materials for more information.
13. Replace a missing masonry feature with a new feature based upon accurate documentation of the original or a new design that is compatible with the size, scale, material, form, pattern, detail, color, and texture of the historic landmark. It is not appropriate to introduce new masonry features or details to a historic landmark that creates a false historic appearance.
14. Bond patterns or detailing found in historic masonry should be duplicated. Because there are a wide variety of masonry units generally available, substitutions of material or masonry systems (such as substituting concrete units for brick or substituting exterior insulations systems for traditional stucco) is not appropriate.



The carved limestone spandrel panels on the Milton Tower contribute historic character to the building and should be preserved. Photograph by Loggia Preservation, 2026.



Brick and cast stone features can become stained over time. Cleaning methods should be tested in an inconspicuous place before large scale cleaning efforts begin. Photograph by Loggia Preservation, 2026.



Unpainted brick is naturally porous which allows water and water vapor to pass through the brick; however, when brick is painted with latex paint, that process is compromised and water gets trapped in the brick which can cause significant damage to the masonry. Photograph by Loggia Preservation, 2026.



Stucco can be tooled into unique patterns as shown here. Masonry features like tooled stucco contribute to the historic character of the building and should be preserved. Photograph by Loggia Preservation, 2026.

Battle Creek Design Guidelines Outline

Acknowledgements

Battle Creek Historic District Commission

Ross Simpson, Chair
Geradyn (Geri) Drozdowski, Member
Jana Davis, Member
Randy Case, Member
Jonathan Belsaas, Member
Mark Steinbrunner, Member
Deborah L. Sallee, Member

City of Battle Creek Staff

Marcie Gillette, Community Services Director
Jessica LaCrosse, Ward 1
Darcy Schmitt
Travis Sullivan

Michigan State Historic Preservation Office

Haley Schriber
S. Alan Higgins

Loggia Preservation

Cassandra Talley
Katie Cook

Funding

This activity that is the subject of this project has been financed in part with assistance from the Historic Preservation Fund, administered by the Department of the Interior under Grant Number P25AF01198, through a Certified Local Government (CLG) grant from the Michigan Strategic Fund (MSF), State Historic Preservation Fund (SHPO). This project is subject to a grant agreement between the State of Michigan and the City of Battle Creek, and compliance with all applicable federal, state and local laws, rules and regulations in required.

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, sex, marital status, or disability. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:

Chief Office of Equal Opportunity Programs, United States Department of the Interior, National Park service, 1849 C Street, NW, MS-2740, Washington, DC 20240.

Table of Contents

Introduction

About This Document

1. Description of how to use the guidelines, who they are for, the intent and goal of the guidelines, and the role of HDC
2. Key Words and Acronyms
 - a. COA = Certificate of Appropriateness
 - b. HDC = Historic District Commission
 - c. SHPO = Michigan State Historic Preservation Office
 - d. NPS = National Park Service
 - e. Others

Historic Preservation Basics

1. Brief discussion of legal underpinnings of preservation
 - a. 1966 National Historic Preservation Act promoted retention of architectural heritage in the US
 - b. PA 169 of 1970 – Enabling legislation enacted to promote preservation at the state level
 - c. In the 1970s the National Park Service developed Secretary of the Interior’s Standards for the Treatment of Historic Properties
 - d. History of design guidelines used by HDC
2. Secretary of the Interior Standards
3. Seven aspects of integrity: location, setting, design, materials, workmanship, feeling, association

Key Preservation Concepts

1. Why preservation is important
2. Historic preservation and sustainability
3. Alterations gaining significance over time
 - a. For example, a mid-twentieth century alteration of a late-nineteenth century storefront
4. Preservation of the everyday
 - a. For example, local designation of an intact mid-twentieth century subdivision with Ranch tract houses in addition to architect-designed buildings
5. Falsely historic alterations and additions
6. Reversibility

Local Historic Districts vs. National Register-listed Properties

1. Explanation of differences between programs and the benefits of each
 - a. National Register of Historic Places
 - i. Federal program
 - ii. Discussion of federal and state historic tax credit opportunities for income-producing and owner-occupied properties
 - iii. Section 106 review
 - iv. Purely honorary with no restrictions on the property owner (except for historic tax credit projects)
 - b. Local Historic Districts

- i. Local program
- ii. Subject to design review by the HDC
- iii. Discussion of benefits of designation
 - 1. Federal Historic Tax Credit (commercial properties)
 - 2. State Historic Tax Credit (commercial and residential properties)

Battle Creek’s Historic District Commission & Design Review Process

1. Purpose and role of the HDC
2. Responsibility of property owners
3. What does the HDC review?
 - a. HDC will only review exterior features unless specifically authorized to review interior arrangements by the City Commission or unless interior work will cause visible change to the exterior of the resource
 - b. “A permit shall be obtained before any work affecting the exterior appearance of a resources is performed within a Historic District or, if required under subsection (c) hereof, before work affecting the interior arrangements of a resource is performed within a Historic District. The person proposing to do that work shall file an application for a permit with the Inspections Division of the City.”
4. Standard of Review
 - a. HDC will use the Secretary of the Interior’s Standards and these Historic District Design Guidelines when reviewing applications
 - i. The HDC will also consider the following:
 1. Historic and 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 to be used
 4. Other factors such as aesthetic value that the HDC finds relevant
5. Process of Review by the HDC
 - a. The Inspections Division will forward the application and accompanying documents to the Planning and Zoning Division for review. The Planning and Zoning staff shall review the plans for compliance with the preservation standards adopted by the HDC. Where plans are not in conformity with the preservation standards, the Planning and Zoning staff shall consult with the resource owner to insure that the proper modifications are made. The Planning and Zoning staff will immediately transmit the completed application and all supporting documentation to the HDC.
 - b. “In order to expedite the timely issuance of permits, the Inspections Division, the Planning and Zoning Division and the HDC may review preliminary plan sin advance of completion of final plans and specifications to determine the appropriateness of alterations, additions, repairs or new construction to resources within Historic Districts.”
 - c. Introductory description of what a COA is and the COA process
 - d. Flowchart showing design review process and potential outcomes
 - e. Descriptions of outcomes (Battle Creek Code of Ordinances Part 14 §1470.09)
 - i. Approval of application: COA
 - ii. Notice to Proceed
 - iii. Denial

- iv. Denial and reasons therefor will be in writing and filed with the Inspections Division and furnished to the applicant
- f. Appeal processes (Battle Creek Code of Ordinances Part 14 §1470.12)
 - i. Appeal to State Historic Preservation Review Board
 1. Filed within 60 days after the decision of the HDC is furnished to the applicant

Economic and Technical Feasibility

1. Overview of policy
2. Components of the application
3. Considerations for HDC during application review
4. Flowchart of the process

Resources for Property Owners

1. Preservation Briefs
2. MHPN Historic Resource Directory
3. Evaluating contractors

Battle Creek's Historic Resources and Architectural Styles

1. City Historic Register
2. Map showing Local Historic Districts
 - a. Overview map
 - b. Additional, smaller-scale maps of each district
3. List of locally designated properties/districts

Architectural Styles in Battle Creek's historic districts

1. 1-page sections for each of the most common architectural styles and the character-defining features of each style
 - a. Greek Revival
 - b. Italianate
 - c. Victorian Period: Second Empire
 - d. Victorian Period: Queen Anne
 - e. Colonial Revival
 - f. Tudor Revival
 - g. Neoclassical
 - h. Prairie
 - i. Craftsman
 - j. Etc.

Design Guidelines

Project Planning

1. Adaptive Use of Historic Resources

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

2. Evaluating Changes Over Time

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

3. New or Alternative Materials

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

4. Accessibility and Life Safety Considerations

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

5. Regular Maintenance

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

Site and Setting

6. Setting

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

7. Site Features and Plantings

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

8. Fences and Walls

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

9. Walkways, Driveways, and On-site Parking

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

10. Sidewalk Cafes and Patios

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

11. Outbuildings and Accessory Structures

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

Building Exterior

12. Wood

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

13. Masonry

Masonry includes such materials as brick, stone, concrete, stucco, slate, clay tile, and terra-cotta. It also includes the mortar used to bind the masonry units to each other. Masonry is used in a multitude of ways in historic buildings: as foundation material, as structural walls, as cladding, or for decorative detailing. The following standards are recommended when maintaining, preserving, repairing, or replacing historic masonry exterior materials. Given the durability, high insulating value, minimal maintenance requirements, and extended lifetimes of masonry elements—and the embodied energy they represent—the preservation of historic masonry elements contributes to broader goals for sustainability of the built and natural environments.

Guidelines

1. Create and follow a regular maintenance schedule to prevent excessive deterioration to historic masonry features. *See Section 5 - Regular Maintenance for more information.*
2. Inspect routinely for evidence of moisture damage, structural cracks or settlement, vegetation, deteriorated mortar, and loose masonry units.
3. Remove vegetation from masonry which can lead to issues such as structural damage and impeding ventilation and surface drainage of a masonry element.
4. Provide proper drainage to prevent water from standing on flat, horizontal surfaces, collecting on decorative elements or along foundation walls, piers, steps, or chimneys, and rising through capillary action.
5. Clean masonry surfaces only as necessary to stop deterioration or remove heavy soiling, using the gentlest effective method. Before any cleaning, always test in an inconspicuous area. In most cases, scrubbing with a natural bristle brush, using mild detergent, and rinsing with low pressure water is sufficient. It is not appropriate to use destructive cleaning techniques such as sandblasting, power washing, or high-pressure water blasting on historic masonry surfaces. Use chemical cleaners only if gentler methods like low pressure washing and mild detergents are ineffective.
6. Retain and preserve masonry features and materials that are significant in defining the historic character of the building, structure, or site. The material itself (brick, stone, concrete, terra-cotta, stucco, etc.) as well as the form, pattern, detail, color, and texture should be retained.
7. Repair deteriorated or damaged masonry surfaces and features through traditional methods for consolidating, piecing in, or patching.
8. Repair deteriorated mortar with new mortar that matches the existing mortar in compressive strength, composition, color, texture, joint size, joint profile and method of application. Prior to

repointing, loose or crumbling mortar should be carefully removed using hand tools to prevent damage to the units themselves. It is especially important not to replace softer lime mortars with harder Portland cement mortars that will, in turn, damage historic bricks as they contract and expand in response to temperature changes.

9. It is not appropriate to substitute non-historic coatings such as water repellents for repointing or repairing historic masonry. These coatings should only be considered if traditional repair techniques fail to eliminate moisture problems.
10. It is not appropriate to paint or coat an unpainted masonry surface if it was not painted or coated historically. Repaint previously painted masonry surfaces, as needed, with historically appropriate colors.
11. Replacement of missing masonry units should match the historic masonry units as closely as possible in terms of form, pattern, detail, color, and texture.
12. Replace in-kind a deteriorated or damaged masonry feature only when repair is not feasible. The replacement material shall match the original in design, material, dimension, form, pattern, detail, color, and texture. Replace only the deteriorated portion of a feature rather than the entire feature where possible. If substitute materials are being considered—see *Section 3 – New or Alternative Materials* for more information.
13. Replace a missing masonry feature with a new feature based upon accurate documentation of the original or a new design that is compatible with the size, scale, material, form, pattern, detail, color, and texture of the historic landmark. It is not appropriate to introduce new masonry features or details to a historic landmark that creates a false historic appearance.
14. Bond patterns or detailing found in historic masonry should be duplicated. Because there are a wide variety of masonry units generally available, substitutions of material or masonry systems (such as substituting concrete units for brick or substituting exterior insulations systems for traditional stucco) is not appropriate.

14. Architectural Metals

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

15. Architectural Ornament

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

16. Paint and Paint Colors

3. Brief 1-2 paragraph description of section
4. Guidelines (numbered)

17. Windows

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

18. Storm Windows

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

19. Exterior Doors

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

20. Awnings and Shutters

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

21. Porches and Balconies

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

22. Roofing and Roof Features

1. Brief 1-2 paragraph description of section. To include roof materials, shape, features, gutters, etc.
2. Guidelines (numbered)

23. Solar Panels

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

24. Exterior Lighting

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

25. Storefronts

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

26. Signage

1. Brief 1-2 paragraph description of section
2. Guidelines Standards (numbered)

Design Guidelines for New Construction

27. Additions

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

28. Decks

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

29. New Construction of Primary Buildings

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

30. New Construction of Secondary Buildings

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

Applying Design Guidelines to Non-Historic Resources in a Historic District

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

Relocation and Demolition

31. Relocation

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

32. Demolition

1. Brief 1-2 paragraph description of section
2. Guidelines (numbered)

Appendices

Ordinance Definitions

Architectural Terms

Preservation Resources

1. Local, state, and national resources included in current standards
2. Links to Battle Creek historic preservation ordinance
3. Books and Magazines
4. National Register of Historic Places Bulletins
 - a. Historic Landscapes
 - b. Historic Residential Suburbs
 - c. Researching Historic Properties
5. Technical Preservation Services Publications
6. National Park Service Preservation Briefs
 - a. Categorize (general, roofing, materials, windows, etc.) and provide hyperlinks to each

loggia preservation

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Southfield, Michigan 48033

www.loggiapreservation.com

Client

Battle Creek

10 N. Division Street

Battle Creek, MI 49014

Client Contact

Darcy Schmitt

dcschmitt@battlecreekmi.gov

Purchase Order

20260373

Invoice

202605201

Invoice Date

5/20/2026

Payment Terms

Net 30

Due Date

6/19/2026

Total Amount Due

\$4,100.00

Phase Description	Phase Amount	Previous Billing	Amount Billed this Invoice
Kick-off Meeting	\$ 160.00	\$ 160.00	\$ -
Research	\$ 2,400.00	\$ 1,200.00	\$ 500.00
Workshop #1 (virtual)	\$ 640.00	\$ 640.00	\$ -
Fieldwork and Public Engagement Meeting #1 (in-person)	\$ 3,267.00	\$ 3,267.00	\$ -
Deliverable 1. Outline of the Design Guidelines and Draft Design Guidelines Section	\$ 3,600.00	\$ -	\$ 3,600.00
Fieldwork and Present Deliverable 1 to HDC (in-person)	\$ 3,587.00	\$ -	\$ -
Workshop #2 (virtual)	\$ 640.00	\$ -	\$ -
Deliverable 2. First Draft of the Design Guidelines and Best Practices Document	\$ 19,200.00	\$ -	\$ -
Present Deliverable 2 to HDC (in-person)	\$ 1,948.00	\$ -	\$ -
Workshop #3 (virtual)	\$ 1,280.00	\$ -	\$ -

Deliverable 3. Revised Draft of the Design Guidelines and Best Practices Document	\$	7,200.00	\$	-	\$	-
Present Deliverable 3 to HDC (virtual)	\$	640.00	\$	-	\$	-
Workshop #4 (virtual)	\$	640.00	\$	-	\$	-
Public Engagement Meeting #2 (virtual)	\$	800.00	\$	-	\$	-
Deliverable 4. Final Design Guidelines and Best Practices Document	\$	3,400.00	\$	-	\$	-

Total Amount Due \$ 4,100.00

Remittance Address

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Southfield, Michigan 48033

We accept check and ACH payments

Questions? Contact

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(586) 441-8168

Payments not received within 30 days of the invoice date shall bear a monthly interest rate of 1 ½%.