



CITY OF SAUGATUCK
HISTORIC DISTRICT COMMISSION

102 Butler St. Saugatuck MI 49453
Phone: (269) 857-2603 Fax: (269) 857-4406

April 1, 2021 6:00 PM
Saugatuck City Hall

Meeting will be held via Zoom due to the
current cautions in place regarding the
COVID-19 virus

1. Call to Order/Roll Call:
2. Agenda Changes/Additions/Deletions:
3. Approval of Minutes: **Minutes of regular meeting March 4, 2021**
4. Public Comments:
5. Unfinished Business:
6. New Business:
 - A. 118 Hoffman Street – remove walls to create a covered outdoor seating area.
 - B. 248 Hoffman Street – replacement sign
7. Administrative Approvals & Updates:
129 Griffith Street – signs
8. Communication: None
9. Public Comment:
10. Commission Comment:
11. Adjourn:

The Saugatuck Historic District Commission has the responsibility to regulate the construction, demolition, and improvements to the exterior of structures in the historic district. The intent is to; safeguard the heritage of the City of Saugatuck, to protect the architecture and local village character of the City, to foster civic beauty, and to promote the use of historic districts for the education, pleasure, and welfare of the residents, visitors, and general public.

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com

NOTICE:

This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

Join online by visiting:
<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:
(312) 626-6799
-or-
(646) 518-9805

Then enter “Meeting ID”:
269 857 2603

Please send questions or comments regarding meeting agenda items prior to meeting to:
cindy@saugatuckcity.com

Saugatuck Historic District Commission Meeting

March 4, 2021, 6:00 PM

Saugatuck City Hall 102 Butler St.

Due to COVID-19 the meeting was held via Zoom.

1. **Call to Order/Roll Call:** Chairman Straker called the meeting to order at 6:00 pm.
Present: Straker, Lewis, Cannarsa, Davenport, Paterson, Leo, Pannozzo
Absent: None
Others Present: Zoning Administrator Osman, Clerk Wilkinson
2. **Agenda Changes/Additions/Deletions:** None
3. **Approval of Minutes:**
 1. **February 4, 2021** - A motion was made by Paterson, 2nd by Lewis, to approve the regular meeting minutes of February 4, 2021. Upon roll call vote the motion passed unanimously.
4. **Public Comments:**
5. **Unfinished Business:** None
6. **New Business:**
 - A. **302 Culver Street – replace door:** A motion was made by Davenport, 2nd by Leo, approve the application to replace the door at 302 Culver Street as submitted. Upon roll call vote the motion carried unanimously.
 - B. **125 Water Street – Marro’s – pergola:** A motion was made by Lewis, 2nd by Cannarsa, to approve the application to P-HIS-17029 installation of a 20’x24’ aluminum pergola with a canvas awning to cover the barrier free design ramp at Marro’s. Upon roll call vote the motion carried unanimously.
7. **Administrative Approvals & Updates:**
 - A. 64 Griffith Street – replace decking, add beam
 - B. 40 Butler Street – extend guard rail
8. **Communication:** None
9. **Public Comment:** None
10. **Commission Comment:** Straker encouraged commissioners to keep an eye on the Historic District to keep on top of any unauthorized projects.

Davenport suggested adding a notice to people in the Historic District to ensure they are aware of it.

Cannarsa agreed a reminder for homeowners in the Historic District could possibly be added to their tax bills or assessment notices.

11. **Adjourn:** A motion was made by Lewis, 2nd by Davenport, to adjourn the meeting at 6:35 pm. Upon roll call vote the motion passed unanimously.

Respectfully Submitted,

Erin K. Wilkinson
Clerk
City of Saugatuck



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Cindy Osman
Zoning Administrator

DATE: April 1, 2021

RE: **Application P-HIS-21009; 118 HOFFMAN ST**

BOARDWALK CAFE LLC is requesting approval for the remove the walls from the former garage addition to create an outdoor covered patio for food service.

Background: The 2010 memo from Williams and Works identifies this property as a non-contributing resource. On May 13, 2009 the HDC approved the following work: Install new shingles on roof, reroofing. Replace rotted fascia boards Install aluminum soffit, repair existing gutters, cold mop tar on flat roof area, and install hardy board or cedar fascia.

In May of 2010 the HDC approved a new façade and removal of flower boxes.

Various signs in 2010, 2011, and 2013.

Install metal roofing at rear in 2012.



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Standards: If the Commission agrees that the structure is non-contributing, Section V, B. of the *Local Guidelines regulating additions would apply. It states the following:*

V. ADDITIONS AND NEW CONSTRUCTION

A. Additions

1. **Compatible Additions** New additions within historic districts can be appropriate if they do not destroy historic features, materials and spatial relationships of the original building and site. Their location, size, height, scale, design and materials should be compatible with the original structure. The Commission may make recommendations to the Planning Commission and/ or the Zoning Board of Appeals concerning placement of additions on the lot.

2. **Site Protection** A new addition should be designed and located so that significant site features, including mature trees, are not lost.

3. **Distinguishing New from Old** New additions should be designed in such a manner as to make clear what is historic and what is new. They should be constructed so that they can be removed in the future without damage to the building.

4. **Massing** It is not appropriate to construct an addition that significantly changes the proportion of built mass to open space on the individual site.

B. New Construction

1. **Streetscape Compatibility** With new structures or renovations which totally change the facades, the appearance of the streetscape as a whole should be respected. Facades for new structures should be compatible with the overall design and appearance of the surrounding streetscape in its design and appearance.

Comment: this will change the façade, but not necessarily in a detrimental way.

2. **Architectural Style** New structures need not replicate existing styles. They may be honest modern or contemporary adaptations or reflections of traditional styles or they may be totally new, distinctive structures which are nevertheless compatible with the district's character.

3. Compatibility of Siting and Massing

- (a) The historic relationship between buildings, landscape features and open space should be retained. The siting should be reviewed based on existing district setbacks, orientation, spacing and distance between adjacent buildings.
- (b) The height and bulk of a new building shall be compatible with its surroundings and shall in no event exceed that of existing buildings in the Historic District.
- (c) If there is a significant variation in siting or in height and bulk from the immediately surrounding buildings which creates a material adverse impact on the character of that area, the Commission may make recommendations to the Planning Commission and/ or the Zoning Board of Appeals concerning height, massing and placement on the lot of the new construction.

4. **Compatible Detailing** In addition to the scale of the structure, details such as roof lines, materials, the size, type, and placement of windows, doors, porches, fences, chimneys and garages, should be considered in assessing the compatibility of the new structure with the existing streetscape.

5. **Pedestrian Scale** Especially in commercial areas, the scale of architectural elements should provide comfortable surroundings for pedestrians. This applies especially to heights of canopies or awnings, and heights of doors and windows.

6. **Distinguishing New from Old** New buildings should be designed so that they are compatible with, but discernable from, adjacent historic buildings.

Possible Motion:

I move to approve/deny the removal of walls at 118 Hoffman Street as submitted/modified/with conditions subject to approval by the Building Inspector.



Historic District Permit Application

LOCATION INFORMATION	APPLICATION NUMBER _____ - _____
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Address 118 heffman st. Parcel Number _____

APPLICANTS INFORMATION

Name Erhan Kara Address / PO Box 1121
City Saugatuck State MI Zip 49453 Phone 832-370 6646
Interest In Project 100% owner E-Mail erhan1972@gmail.com
Signature [Signature] Date _____

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____
City _____ State _____ Zip _____ Phone _____

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature _____ Date _____

CONTRACTORS/ DEVELOPERS INFORMATION (UNLESS PROPOSED WORK IS TO BE DONE BY THE PROPERTY OWNER)
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Name _____ Contact Name _____
Address / PO Box _____ City _____
State _____ Zip _____ Phone _____ Fax _____
License Number _____ Expiration Date _____

PROPERTY INFORMATION

Depth _____ Width _____ Size _____ Zoning District _____ Current Use _____
Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Take out walls (west side) of the old garage and turn it into a patio seating area adjacent to the cafe. Also take out the front and back existing wall and doors to complete the patio seating area. the space is a 10'x20' and currently empty.



Historic District Application

Application # ____ - ____

HISTORIC DISTRICT REQUIREMENTS (SECTION 152.07)

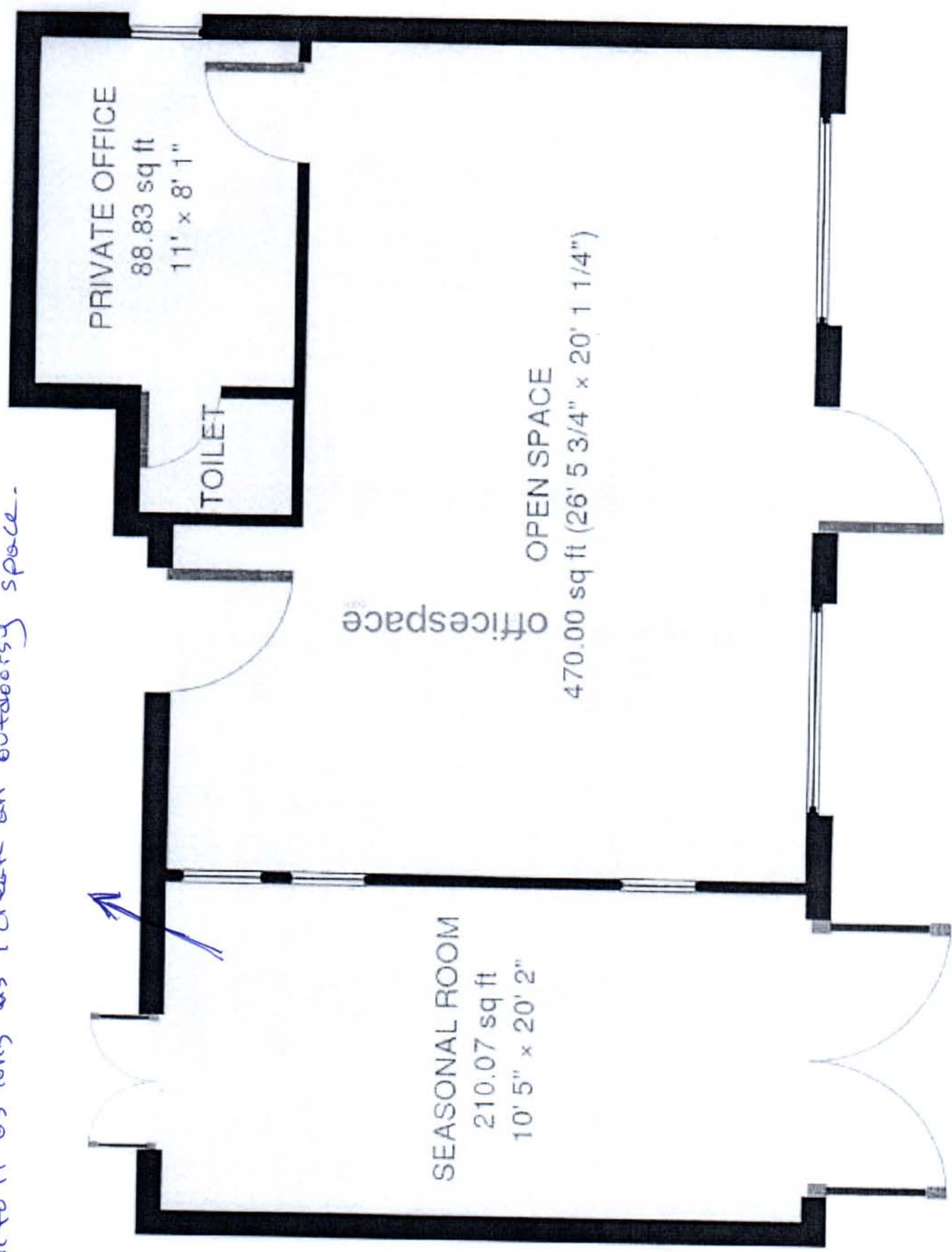
Pursuant to Section 152.07, please attach the following supporting documents when applying for historic district approval if applicable:

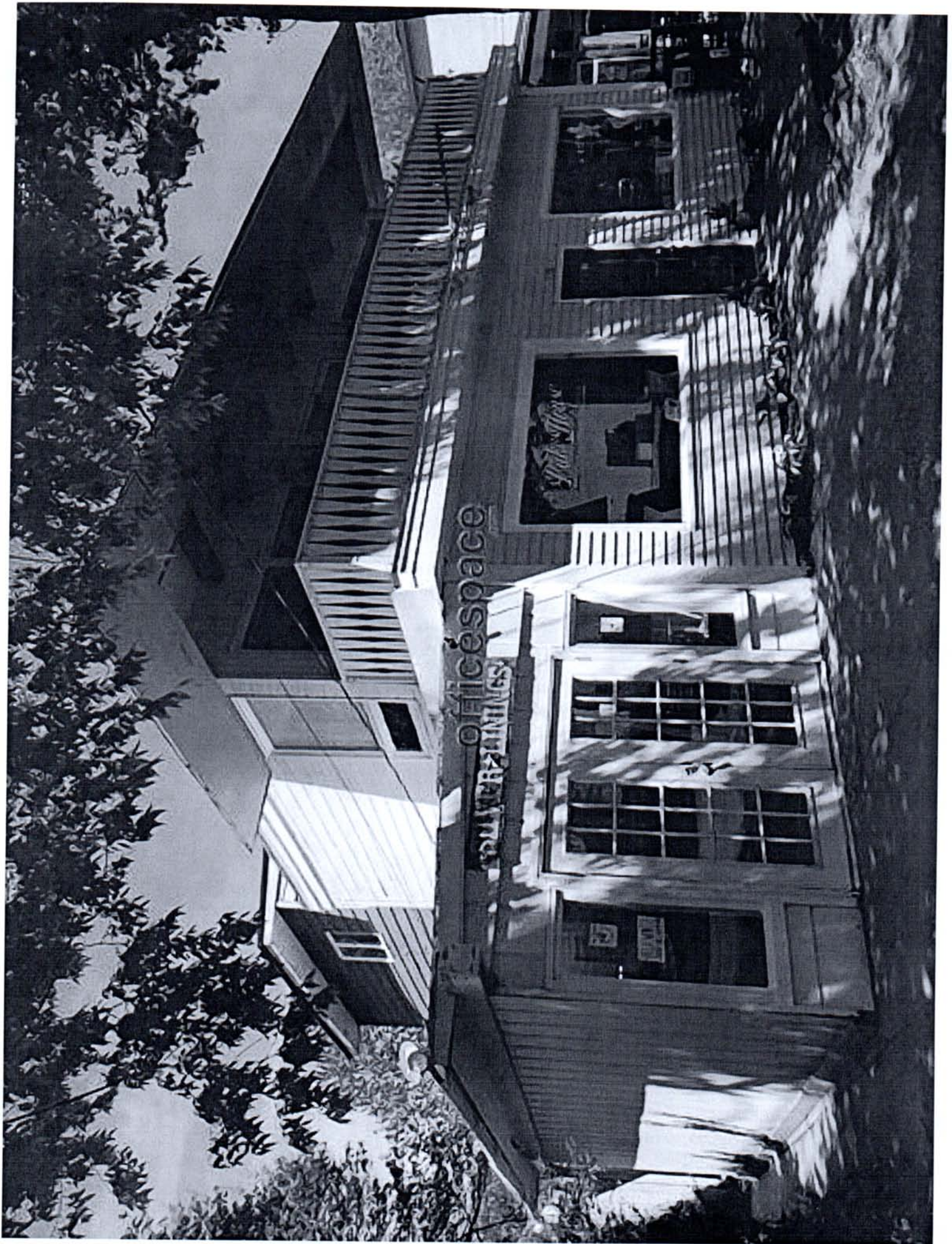
Y N NA

- Photographs of the structure and its relationship to adjacent structures.
- A plot plan with the placement of the proposed addition, or location of fencing to be constructed.
- Elevation drawings of the exterior of the structure or improvements.
- Samples of all proposed exterior finishes and materials.
- Photographs showing, in detail, the problem areas to be addressed during the proposed repair or alteration.
- A scale drawing of all proposed signage, including design, lettering style, type of illumination (if any), placement or location on the lot or building, and the type of support(s) for the sign(s).
- If an application for signage is made by tenants of a building located within a historic district, the tenants must obtain written permission from the building owner to install or alter the proposed sign(s).
- Plot plan showing the following:
 - Current location, shape, area and dimension of the lot.
 - Current site improvements (including structures, sidewalks, decks, streets, fences, etc).
 - Proposed improvements and distances from other improvements or property lines.
 - Proposed and/or current yard, open space and parking space dimensions and calculations.
 - Location of any flood plains, watersheds, wetlands, easements, critical dunes, or other applicable features.
- Description of proposed use and of the building (dwelling, structure, barn, garage and the like) or improvements.
- Detailed written description of the activities related to the proposed use and/or improvements.

OFFICE USE ONLY:
 Application Complete _____ Fee Paid _____ Date Paid _____
 Notes: _____

I'd like to turn this Seasoned room into an outdoor seating area. So I propose to remove the enclosing walls and doors and keep the roof. If you have another idea for seating, I am open to it as long as I create an outdoorsy space.







MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Cindy Osman
Zoning Administrator

DATE: April 1, 2021

RE: **Application PSIGN 21 002; 248/296 HOFFMAN ST**

Sarah Gladstone, on behalf of the First Congregational Church of Saugatuck is requesting approval for the replacement of a permanent free standing sign per drawing and application

Background: According to "Raising the Roof" this was Saugatuck's first church and was started in 1861 but construction was interrupted by the Civil War. It was used unfinished for a time, and in 1890 an addition was added, and siding was changed to stucco. In 1938 the stucco was removed or covered by the brick veneer and the tower and entrance modified.



Standards:

1. **Architectural Compatibility** A sign should be consistent in size, type, materials, color, and type of supporting device with the architectural characteristics of the building upon which it is placed or within which it is placed for the purpose of being viewed from the exterior.

4. **Historic Signs** If the Historic Preservation Commission determines that an existing sign is of historic significance, its repair or restoration may be allowed whether or not it would otherwise meet the guidelines in this section.

5. **Substitute Materials** Sign materials which were not used when the structure was built may be permitted contingent upon the durability, permanency, appearance, and appropriateness in relation to the building and District.

9. **Sign Lighting** Lighting of signs should be done through external means. Internally illuminated signs are generally considered inappropriate.

Possible motion:

I move to approve/deny the request to replace the sign at the First Congregational Church at 248/296 Hoffman Street as submitted/modified.

cause. It was a simple one-room wooden building and described by one observer as a "miserable building." Later additions to the church included an 1890's "stick style" open belfry, a new chancel, and a new stucco veneer, which reflect the building fashion of the time.⁸ The stucco was later replaced with brick. Also distancing itself from the "flats" was Saugatuck's second church, the Reformed Church (now gone) of 1868, built on the north ridge of the hill along which now runs Holland Street. A tall folk (or "country") gothic Methodist Church was built on the hill in 1883, complete with a central entrance tower at the corner of St. Joseph and Main Streets. Somewhere in this

churching geography was a Universalist Church, but its location remains a mystery.⁹ On the Episcopal side of the hill architectural fashion was certainly in mind when Reverend J. Rice Taylor, the founding pastor of Saugatuck's All Saints Church, brought the well-known Detroit architect Gordon W. Lloyd to the village to design the a new Episcopal church (1872-1874). Rice had been to the area earlier to conduct baptisms. The building, accomplished by highly skilled local carpenters, was undoubtedly inspired by Taylor's fellow New Yorker, Andrew Jackson Downing, whose architectural "plan books" did much to popularize the "Carpenter Gothic" style.

This Americanized version of Gothic Revival was partic among those of Anglican taste. Interestingly, Rever clearly had a Downing pl when he commissioned hi in the Carpenter Gothic s Pleasant Street. This is the example in Saugatuck and



FIRST CONGREGATIONAL CHURCH

ca. 1890
296 Hoffman Street | Saugatuck

The church's bell-tower entrance and new wing have been added. Original eave brackets remain. A center window was added in 1896—a gift from Warner P. Sutton, one time Saugatuck School Superintendent who became a well known American diplomat.

FIRST CONGREGATIONAL CHURCH

2006
A new chancel was added (to the right side) in 1938, along with a redesign of the belfry and entrance—and the stucco veneer was covered with brick. The architect was the local architect-painter, Carl Hoerman.

FIRST CONGI

1861
269 Hoffman Street |

Saugatuck's first church. By were rough hewn, straight & two pot-bellied stoves. The f to recruit volunteers for the Church was a leading liber. of colleges throughout the E

Cindy Osman

From: Sarah Gladstone <rev.sarahgladstone@gmail.com>
Sent: Tuesday, March 16, 2021 5:42 PM
To: Cindy Osman
Subject: FCC Saugatuck_ Historic District Permit Application

Follow Up Flag: Follow up
Flag Status: Flagged

Hello!
I've attached the Historic District Permit Application for the First Congregational Church of Saugatuck for our new sign.

Let me know if there is anything further that you need :)

All together now,
Pastor Sarah Terlouw



Historic District Permit Application

LOCATION INFORMATION	APPLICATION NUMBER
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Address 1012 1/2 S. State St. Parcel Number _____

APPLICANTS INFORMATION

Name Eric & Jennifer Address / PO Box 1012 1/2 S. State St.
 City Saugatuck State MI Zip 49485 Phone 269-221-1111
 Interest in Project _____ E-Mail eric@ericandjennifer.com
 Signature [Signature] Date 10/15/11

OWNERS INFORMATION (if different from applicants)
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Name _____ Address / PO Box _____
 City _____ State _____ Zip _____ Phone _____
I hereby authorize the City of Saugatuck to authorize or issue the application for approval with all the right and we agree to perform it in accordance with all regulations of the City of Saugatuck. I understand that the City of Saugatuck will not be responsible for the cost of the project or any other costs, unless the project is approved and the project work is completed.
 Signature _____ Date _____

CONTRACTORS/ DEVELOPERS INFORMATION (UNLESS PROPOSED WORK IS TO BE DONE BY THE PROPERTY OWNER)

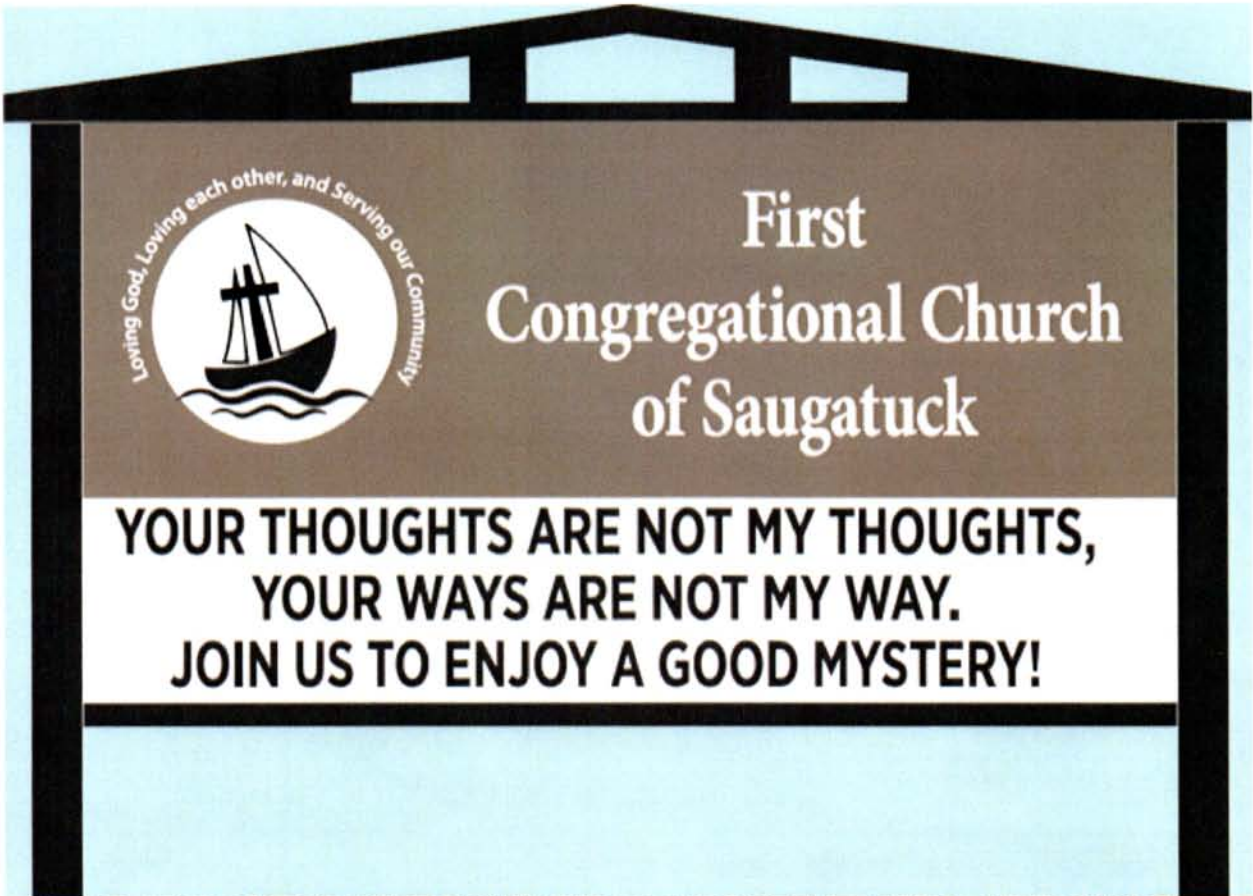
Name _____ Contact Name _____
 Address / PO Box _____ City _____
 State _____ Zip _____ Phone _____ Fax _____
 License Number _____ Expiration Date _____

PROPERTY INFORMATION

Depth _____ Width _____ Size _____ Zoning District _____ Current Use _____
 Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)
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101 Butler Street • P.O. Box 86 • Saugatuck, MI 49485
 Phone: 269-837-3463 • Website: www.saugatuckmi.com



Office Use Only:
 Application Complete
 Fee Paid _____ Date Paid _____
 Name: _____

- Deleted within description of the activities listed in the proposed use and/or improvements (real or improvements)
 - Description of proposed use and of the building, including structure, form, design and the location features
 - Location of any foot paths, walkways, setbacks, easements, utility lines or other easements
 - Proposed and/or current yard, open space and parking space dimensions and
 - Proposed improvements and features from other improvements or projects, such as
 - Current site improvements including structures, walkways, decks, stairs, fences, etc.
 - Current location, shape, area and dimension of the lot
 - Plot plan showing the following
 - Proposed signs
 - If an adjacent lot or building is to be used for the proposed use, the building owner must provide a letter of support for the project
 - A site drawing of all proposed signs, including design, setting, size, type of illumination, color or material
 - Photographs showing, in color, the project area to be addressed during the proposed
 - Changes of all proposed exterior finishes and materials
 - Elevation drawings of the exterior of the structure or improvements
 - A site plan with the placement of the proposed addition, or location of signs to be
 - Photographs of the structure and its relationship to adjacent structures
- Y = Yes
 N = No
 NA = Not Applicable
- Minimum 12 copies of all drawings, including documents when applying for permits, must be provided to the Planning Department when applying for permits.

Historic District Requirements (Section 152.07)

Historic District Application

Application # _____