



HISTORIC DISTRICT COMMISSION

June 1, 2023 - 6:00PM
Saugatuck City Hall
102 Butler St. Saugatuck, MI 49453

1. **Call to Order**
2. **Roll Call**
3. **Agenda Changes/Additions/Deletions**
4. **Approval of Minutes:**
 - A. Minutes of Regular Meeting held on May 4, 2023
5. **Public Comments on Agenda Items** (*Limit 3 Minutes*)
6. **Unfinished Business:** None
7. **New Business:**
 - A. 201 Butler – New ATM
 - B. 149 Griffith – Window panel removal, new fencing, new patio space and door, new walk-in refrigerator and freezer, and replacement of a door with a window.
8. **Administrative Approvals & Updates:**
 - A. 450 Culver – Like for like window and roof replacement (storm damage)
 - B. 831 Holland – Fence
 - C. 214 Butler – Roof
 - D. 220 Culver – Sign
 - E. 242 Butler - Sign
9. **Communication:** None

NOTICE:

This public meeting will be held in-person. The public can join via Zoom video/audio conference technology.

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:

rcummins@saugatuckcity.com

10. Public Comments *(Limit 3 Minutes)*

11. Commission Comments

12. Adjourn *(Voice Vote)*

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.



**City of Saugatuck
Historic District Commission**

Meeting Minutes May 4, 2023, 6:00 PM -

PROPOSED

Saugatuck City Hall
102 Butler Street

Call to Order/Roll Call: Chair Straker called the meeting to order at 6:00 p.m.

Present: Chairman Straker, Vice-Chairman Leo, Commission members: Cannarsa, Donahue, Lewis, Panozzo & Paterson.

Absent: None.

Others Present: Director of Planning, Zoning and Project Management Cummins & Deputy Clerk/DPW Admin. Assistant Williams.

Agenda Changes/Additions/Deletions: None.

Approval of Minutes for March 2, 2023:

Motion by Leo, second by Cannarsa, to approve the March 2, 2023, meeting minutes. Upon voice vote, the motion carried unanimously.

Approval of Special Minutes for March 16, 2023:

Motion by Leo, second by Cannarsa, to approve the March 16, 2023, Special meeting minutes. Upon voice vote, the motion carried unanimously.

Public Comments: None.

Unfinished Business: None.

New Business:

A. 865 Holland – Windows, Doors, Roof, and Siding (Voice Vote)

The applicant proposes an exterior renovation to the existing two-family residence at 865 Holland Street, including replacement windows, doors, roofing, and siding on the main

building. The materials are intended to match those on the recently approved and constructed detached garage.

A motion was made by Lewis, second by Donahue to approve replacement windows, doors, roofing, and siding for the two-family building located at 865 Holland Street in accordance with the plans and details submitted within the application materials. The approval shall be subject to the following conditions: smooth not stamped siding. Upon voice vote, the motion carried 5-2.

Yes: Chair Straker, Commissioners Cannarsa, Donahue, Lewis, Paterson.

No: Vice-Chair Leo, and Commissioner Pannozzo.

Absent: None.

B. 201 Butler – New ATM (Voice Vote)

The applicant requests approval for an outdoor Huntington ATM machine in front of the front windows of the building located at 201 Butler. The property is located in the City Center C-1 zoning district within the Historic District. A commercial building exists on the site.

A motion was made by Leo, second by Donahue, to deny the application to put an ATM in front of 201 Butler Street. Upon voice vote, motion carried unanimously.

C. 149 Griffith – Windows, Deck, Fence, Siding, Doors, Remove Chimney - (Voice Vote)

The applicant proposes a comprehensive exterior renovation to the existing building at 149 Griffith Street, including a replacement deck, steps, and fence to the rear of the building; removal of overgrowth; repainting the building; replacement of siding; restoration of six windows; repairs to the roof; new front windows and doors; front deck replacement; repair of deck rail, trim, and spindles; and removal of the brick chimney.

A motion was made by Cannarsa, second by Leo to approve the comprehensive renovation plans for 149 Griffith in accordance with the plans and details submitted with the application materials. In addition, the windows on the Mason Street elevation are to remain in their footprint and interior blackout can occur on the one window in question. For the requested window modification, the window frame and window will stay the same with the lower sash being a false sash and appear the same from the outside. Upon roll call vote, motion carried unanimously.

D. 660 Lake – Windows, Door, Remove Awnings (Voice Vote)

The applicant proposes exterior renovations to the existing dwelling at 660 Lake Street, including repainting the building; replacement of awnings, replacement of windows, and replacement of a door.

Chair Straker, Cannarsa and Paterson disclosed that they live in the Windjammer Condominiums. Chair Straker and Cannarsa are owners of 333. Chair Straker and Paterson are on the board.

Director Cummins explained that the rule of necessity applies as it did during a previous meeting. He explained the quorum necessary for the official action would not be met due to the conflict of interest. He advised each member should declare that conflict on the record and indicate they don't have any bias and that they're going to fairly decide this request on its merits.

Chair Straker, Cannarsa and Paterson each declared the conflict, that they wouldn't act with bias and would decide the case based on the standards.

A motion was made by Straker, second by Donahue to approve the application with the following modifications:

- *The brick and stone masonry components not be painted and left in natural state.*
- *All windows to remain original except for the jalousie windows on the side and rear of the structure.*
- *The six over six double hung window will be replaced with a two over two window to match the other windows and it will be blacked out to be developed on the other side.*
- *Awnings can provisionally be removed, but what goes in their place needs to come back to the Commission and be reviewed with an additional application.*
- *Anything related to the garage needs to come back with an additional application.*
- *Doors on the front and back to be as submitted, single view French style doors, per the specification sheet.*
- *All trim to be either wood or if synthetic, be non-stamped.*

Upon voice vote, motion carried unanimously.

E. Social District Signage (Voice Vote)

The City of Saugatuck established a Social District in February of 2021. Qualified licensees whose licensed premises are contiguous to the commons area within the Social District, and that have been approved for and issued a Social District Permit, may sell alcoholic liquor (beer, wine, mixed spirit drink, spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within the commons area of the Social District. State law requires the social district to be “clearly designated and clearly marked”. In past years, the City has utilized a combination of sidewalk decals, metal signage, and yard signage to mark the boundaries. Over time many of the yard signs have disappeared. Staff is recommending more permanent signage be used to mark the social district boundaries.

Motion by Lewis, second by Cannarsa to approve sign location with decal stickers. Upon voice vote, motion carried 6-1.

Yes: Chair Straker, Vice-Chair Leo, Commissioners Cannarsa, Donahue, Lewis, Paterson.

No: Pannozzo

Absent: None.

D. Rules of Procedure Amendments (Voice Vote)

The Historic District Commission's current Rules of Procedure allow an applicant to submit an application up to a week prior to a regularly scheduled Historic District Commission meeting. This doesn't provide enough time for staff and professional consultants to review the application, prepare a report, and submit a meeting packet to the Historic District Commission for sufficient time to review. Staff and our planning consultant met with the Historic District Chair to discuss a more reasonable timeline. We are recommending that the Historic District Commission amend its Rules of Procedure to change the submission deadline to Monday at noon ten days prior to a regularly scheduled meeting. Meeting packets would then be sent out the following Monday.

The current meeting date and time of the Commission doesn't currently align with the Rules of Procedure. It is recommended that the Rules of Procedure be updated to reflect your current meeting date and time.

Motion by Leo, second by Pannozzo, to accept the rules and procedure amendments as written second. Upon voice vote, motion carried unanimously.

Administrative Approvals & Updates:

Director of Planning, Zoning and Project Management Cummins gave an update regarding administrative approval for the following:

- A. 222 Butler – Sign
- B. 233 Butler – Roof
- C. 547 Butler – Roof
- D. 127 Hoffman – New Board to Support Awning
- E. 428 Butler – Sign
- F. 329-339 Culver – New Roof
- G. Various – Temporary Rain Barrels

Communication: None.

Public Comment: None.

Commission Comments:

Commissioner Paterson: Asked the Commission if they have seen the lattice work that El Burrito Feliz recently put up. He said that it is Black lattice, looks like it's about maybe five, six feet tall. He thinks that it looks terrible and mentioned that the Commission just agonized over the application for the ATM at 201 Butler. He has seen the disconnect there and the streetscape of that is not acceptable. He asked if

that is something that the Zoning Administrator Cummins could call them on.

Chair Straker: Wanted to mention that in relation to the meeting that the Commission had that talked about the procedures, they also talked with their consultant and gave him kudos on the write ups. They did talk about which they hit on tonight, the notion regarding modern architecture. In one of their last meetings, there was a comment in the recommendations about this is making it up, it's modern, and it doesn't feel compatible. They had good dialogue around what modern is today and the fact that modern is okay. It is about the scale and materiality and streetscape compatibility. They use the modern house at the end of Lake Street across from Hotel Saugatuck, the agony that they went through to make sure that it was cited properly, and it had the right relationship and the right materiality. That is the most important thing in those conversations. He said that it's a dangerous thing in Historic Districts, that people think that if they come in and make something look like it's 1896 approved, but that it is actually the opposite. He stated that they just had that dialogue and thinks that he is good in the way that he prepares these reports and that he is appreciative of the push and pull of all of that.

Adjourn:

Motion by Straker, second by Donahue to adjourn. Upon voice vote, motion carried unanimously. Chair Straker adjourned the meeting adjourned at 7:49 p.m.

Respectfully Submitted by
Sara Williams,

Deputy Clerk



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: David M. Jirousek, AICP
Consulting Planner

DATE: May 30, 2023

RE: Historic District Permit Application: 201 Butler

REQUEST: The applicant requests approval for an outdoor Huntington ATM in front of a front window of the building located at 201 Butler.

BACKGROUND: The property is located in the City Center C-1 zoning district within the Historic District. A commercial building exists on the site. Since the previous location was denied, the applicant proposes to shift the location of the ATM to the left side of the building frontage. However, this location is still in front of a store window (left window of the Village Store).

APPLICABILITY: A permit shall be obtained before any work affecting the exterior appearance of a resource is performed within the Historic District (§ 152.03).

COMPLETENESS REVIEW: All applications to construct, alter, repair, move, or demolish any structure or install or alter any signage or fence structure in a historic district shall include the supporting plans and documents as specified by § 152.07 B. The applicant has provided the necessary information, including site photos and renderings of the proposed ATM machine.

I. KEY ELEMENTS: The subject building was constructed in 1913 and is a contributing resource.

3. Identify Characteristics. (a) All features, components and details which are original to the building should be preserved. They should not be covered with signs or new materials.

Comment: The proposed ATM would significantly cover the left-end window panel.

4. The Surroundings Identify the significant characteristics of the history and/ or architecture of the surroundings and give consideration to the impact of the proposed changes on the integrity of the surrounding area.

Comment: An ATM structure has no relationship to the historic building characteristics and would detract from the façade of the building.

5. Need for Changes Identify and give consideration to how important the proposed adaptations are to continuing the same use, or allowing an adaptive re- use of the resource.

Comment: The proposed exterior placed ATM is not essential for the continued commercial use of the existing building.

II. Primary Structures

F. Commercial Structure Style and Detailing

1. Storefront Features Functional and decorative features that are important in defining the overall historic character of a storefront, such as display windows, signs, doors, transoms, kick plates, corner posts, and entablatures should be preserved.

Comment: The proposed ATM would significantly cover the left-end window of the Village Store. The placement is inconsistent with this guideline as the ATM will block a window that helps to define the overall historic character of the storefront.

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.

Comment: The proposed placement of the ATM is incompatible with the original structure, and its permanent placement would significantly impact the historic features of the building.

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: The proposed ATM would change the appearance of the façade and the streetscape. Aside from the soda machines and FedEx box, these types of accessory structures and units are

uncommon along Butler Street. It is unknown if the City or HDC approved the previously installed soda machines and FedEx box.

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.

Comment: The proposed ATM is incompatible with the district's character. An ATM machine is not a prohibited use, but the style and placement proposed would detract from the district's character. For instance, an ATM machine integrated into the side of a building or enclosed by appropriate building materials would better reflect the Historic District Guidelines.

RECOMMENDATION: Adding an ATM machine without any historically appropriate surrounding materials or enclosure does not seem to be an appropriate permanent improvement to a contributing resource. The placement detracts from the storefront characteristics of the building that add to the significance of the Historic District.



Historic District Permit Application

LOCATION INFORMATION	APPLICATION NUMBER _____
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Address 201 Butler Street Parcel Number 0357-300-150-00

APPLICANTS INFORMATION

Name Huntington National Bank Address / PO Box 5555 Cleveland Ave.
City Columbus State OH Zip 43231 Phone (412) 973-8698
Interest In Project ATM Owner E-Mail benjamin.bozic@Huntington.com
Signature [Signature] Date 03/07/2023

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)
--

Name Barnes/Alexander Daniel Alexander Address / PO Box 6274 147th Ave
City Holland State MI Zip 49423 Phone 616-836-0761
E-Mail DanielMAlexanderRph@gmail.com

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 [Signature] Date 3-3-2023

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

Name Joshua Hargrave Contact Name _____
Address / PO Box 812 S Crowley Road City Crowley
State TX Zip 76036 Phone 812-297-8575 Fax _____
E-Mail permitting@powerhousenow.com
License Number 801873664 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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Deliver and Install new lobby ATM
Deliver and Install lobby enclosure
Bolt down ATM and enclosure to sidewalk (minimal impact and not permanent)



ATM

FedEx

DR PEPPER
SNAPPLE
PROPERTY OF
AMERICA'S BEVERAGE GROUP
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www.americasbeveragegroup.com
100 SOUTH WALKER PLACE, ST. LOUIS, MO 63102
FOR EQUIPMENT REPAIR
800-786-8778 ext 44

7UP

7UP

7UP

Security Van & More, Inc.
Indianapolis, IN

HAPPY BIRTHDAY
BIRTHDAY



The Village Store

201 BUTLER

Huntington

FedEx

Huntington.com

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MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: David M. Jirousek, AICP
Consulting Planner

DATE: May 30, 2023

RE: Historic District Permit Application: 149 Griffith Street

REQUEST: The applicant proposes several changes to the existing building and property at 149 Griffith Street, including a three-foot aluminum picket fence and gate along Griffith Street, removal of a non-original stained-glass panel attached to the original cottage window, new patio space to the rear of the building with a new door from the bar area, and a new walk-in refrigerator and freezer to be accessed from the interior.

Additionally, while not listed on the application, the site plan also shows a new wood fence in the rear yard and the removal of the existing second-story door with a window.

BACKGROUND: The property is located in the City Center C-1 zoning district within the Historic District. The lot is approximately 65 feet wide and 134 feet deep (8,624 square feet), and a commercial building exists on the site.

The HDC previously proposed a comprehensive exterior renovation to the existing building, including a replacement deck, steps, and fence to the rear of the building; removal of overgrowth; repainting the building; replacement of siding; restoration of six windows; repairs to the roof; new front windows and doors; front deck replacement; repair of deck rail, trim, and spindles; and removal of the brick chimney.

APPLICABILITY: A permit shall be obtained before any work affecting the exterior appearance of a resource is performed within the Historic District (§ 152.03).

COMPLETENESS REVIEW: All applications to construct, alter, repair, move, or demolish any structure or install or alter any signage or fence structure in a historic district shall include the supporting plans and documents as specified by § 152.07 B. The applicant submitted a site plan, photographs of the existing building, and renderings.

I. KEY ELEMENTS: The building is considered a contributing structure, with the original portion built in 1863 in a Greek Revival style. In recent years, a south-side addition was constructed for the new bar area. Two east-side rear additions were constructed in completely different styles and colors, giving the Mason frontage an inconsistent look and feel with three distinct and inconsistent building components.

II. PRIMARY STRUCTURES:

The HDC may consider the following guidelines in its decision-making process:

D. Doors and Windows

1. *Retaining Windows and Doors- Windows and doors that contribute to the overall historic character of a building should be retained and repaired as needed, including their functional and decorative features, such as frames, sash, muntins, sills, heads, moldings, surrounds, hardware, shutters, glazing, panels, sidelights, fanlights, and thresholds.*

Comment: The applicant wishes to remove the non-original stained glass window panel, as it was not originally intended for the space and was not designed to fit this particular space. The application does not include the replacement window type, and it should be specified by the applicant.

2. *Replacing Windows and Doors*
 - a. *replacement of a deteriorated window or door feature or detail is necessary replace only the deteriorated feature in kind rather than the entire unit. Match the original in material, design, dimension, proportion, reflective qualities, profile, sash rails, stiles, muntins, panels, and operation. If replacement of an entire unit is necessary, replace the unit in kind, matching the design, dimension, panels, pane configuration, architectural trim, detail, muntins and materials. It is not appropriate to use snap-in muntins to create a false divided-light appearance.*
 - b. *Replacement windows and doors should maintain and fit existing openings and be consistent in glass size and with existing trim and other features of the structure.*
 - c. *Changing the number, location, and size or glazing pattern of windows and doors through cutting new openings, blocking-in, and installing replacement sash which does not fit the historic opening are not recommended.*

Comment: The second-story door which is to be replaced, does not lead to a deck or stairs. It is proposed to be replaced with a window that matches those on each side. Replacing the door with a window will improve the rear of the building as it currently appears “incomplete” without a deck or stairs.

The proposed rear door on the first floor will be placed within a new opening but will have no impact on the character of the building and will not be visible from the public right-of-way.

3. *Doors- Original doors should not be substituted with stock doors that do not fit the opening properly or do not fit with the style of the house. Transom windows and sidelights should be preserved.*

Comment: The applicant should provide additional detail on the new door.

4. *Windows- If a replacement window has an insulating glass pane which is not actually divided by muntins, the appropriate muntin pattern should be permanently applied with muntins no wider than 7/8 inch, as well as with spacer bars internal to the insulated glass. There should be no flat muntin grids, nor removable muntin grids, applied to the inside or outside panes.*

Comment: While the non-original stained glass window is to be removed, the application does not include the replacement window type.

5. *Glass Block- The use of glass block to fill in openings is generally not appropriate, unless it was part of the style and period of the structure. Instead, existing features should be repaired.*

Comment: Not applicable.

6. *Storm Windows- Installation of metal storm windows and doors which have a painted or baked enamel finish may be approved when they do not alter or destroy the original structure and trim of the opening. Replacement, repair, or installation of wood storm or screen doors and which are stained or painted to match the house or trim may also be approved.*

Comment: Storm windows are not proposed.

IV. THE LAND AND SITE IMPROVEMENTS

C. Fences

1. *Rear Yard Fences* Erection of fences on the rear, side (except on corner lots), or interior location of the lot, at or behind the building line may receive administrative approval, when height and materials are similar to those regularly approved by the Commission.
2. *Front and Side* Front and side yard fences should not impede clear vision at intersections or driveways, as they could sacrifice safety as well as historical appropriateness. Front yard fencing should not infringe upon or obstruct historic setbacks, vistas, streetscapes or neighborhood continuity.
3. *Compatible Fences* Fencing shall be permitted contingent upon the appearance and appropriateness in relation to the building and Historic District. (Applicants should note that all fencing within the Historic District is also subject to the City Zoning Codes, Chapter 155.143.)
4. *Height of Fences* Height should be between two (2) and six (6) feet, with a maximum height of three (3) feet for front yard fences. Materials should be wood, wrought iron, or other historic materials (some aluminum faux wrought iron products are allowed). Styles may include picket and wood privacy fences, with tops trimmed with horizontal boards or simple dog-ear detail. Other styles not listed will be reviewed on a case by case basis.

Comment: A three-foot black aluminum fence is proposed to separate the outdoor dining area from the sidewalk. The fence design does not seem to be inappropriate or incompatible with the character of the building and area.

Six-foot rear fencing is proposed to the rear of the building, and no details were provided. However, this fencing will not be visible from the public right-of-way.

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.

Comment: The most significant addition is the proposed walk-in refrigerator and freezer. The unit is screened with a lattice-type design with a trellis at the top.

While not a formal building addition, the HDC should determine if the screening treatment is appropriate for the unit.

RECOMMENDATION: While further detail is needed on the replacement window, new door, and rear fence, compatibility and character impacts are not anticipated, and the rear patio will not be visible from the public right-of-way. The front fence also seems appropriate in scale and design, but the HDC may wish to reference past applications for consistency. The walk-in unit is the most significant addition and change to the plan, which could have a visual impact on Mason Street, so the HDC should assess whether the lattice/trellis screening option is the most appropriate for the unit.

If the HDC determines that the applicable standards of the Historic Preservation Review Guidelines are met, the following motion may be used.

I move to approve the improvement and construction plans for 149 Griffith Street in accordance with the plans and details submitted within the application materials. Approval shall be subject to the following conditions (if applicable):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____



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: _____

