

CITY OF SAUGATUCK

Saugatuck Historic District & Commission

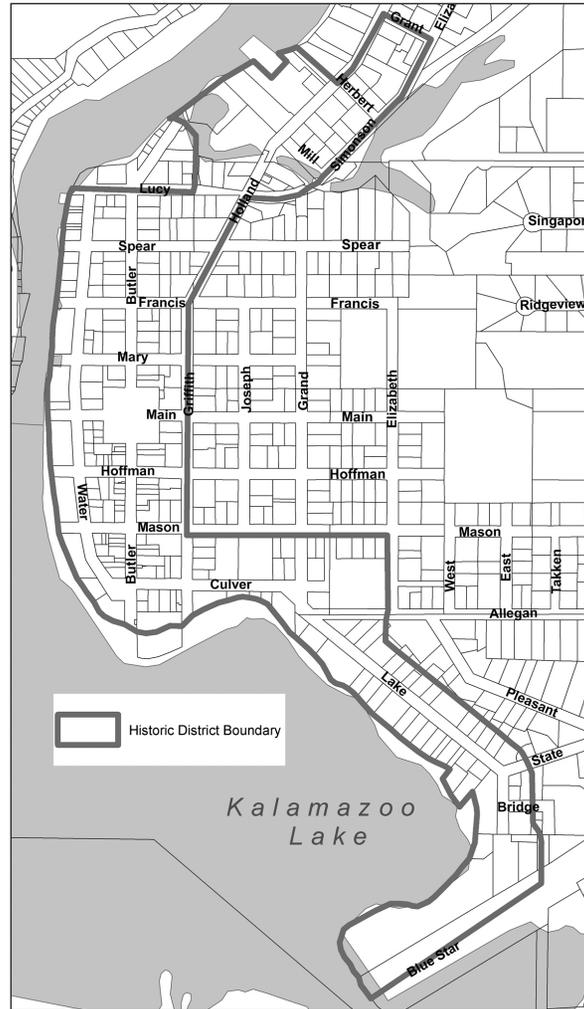
REVIEW PROCESS

The Historic District requires a property owner residing in the district who is planning exterior alterations to complete an application form to obtain a Certificate of Appropriateness. The application is reviewed by the zoning administrator and/or the Historic District Commission who will review the proposed work according to the Secretary of the Interior's Standards for Rehabilitation and the City of Saugatuck's Historic District Guidelines. A building permit will be issued following the approval of the plans.

APPLYING FOR A CERTIFICATE OF APPROPRIATENESS

1. Obtain COA application from City Hall. Confirm time and date of the next scheduled Historic District Commission meeting.
2. Review the Historic District Commission regulations and the Secretary of the Interior's Standards for Rehabilitation. You are encouraged to consult with the zoning administrator prior to submitting your application.
3. Prepare the application and include the following documents if applicable:
 - a. Photographs of the structure and its relationship to adjacent structures.
 - b. A plot plan with the placement of the addition or location of fencing to be constructed.
 - c. Elevation drawings of the exterior of the structure.
 - d. Samples of all proposed exterior finishes and materials.
 - e. Photographs showing in detail the problem areas to be dealt with during repair/alterations.
 - f. A scale drawing of all signage to be installed, including design, colors, lettering style, type of illumination if any, placement on the lot or building and type of support.
 - g. If the application for signage is made by the building tenants, the proposed sign must have the written permission of the building owner.

THE SAUGATUCK HISTORIC DISTRICT



Contributing resources are those which are mostly over 50 years old, have the original design mostly intact and the original design can be discerned and is capable of yielding important information about the period of significance.

A non-contributing resource can be less than 50 years old or more than 50 years old, but the resource does not add to the historic architectural qualities of the period of significance due to significant alterations, disturbances or additions.

Contributing and non-contributing structures within the Historic District are indicated as such on the Historic District map available at City Hall and online.

SAUGATUCK HISTORIC DISTRICT



Our Heritage &
Continuing Story

CITY OF SAUGATUCK
Saugatuck Historic District & Commission



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HISTORY

Concerned with the destruction of the traditional character of the waterfront and with the possible onslaught of chain restaurants and commercial entities in the late 1970s, the citizens of Saugatuck sought protection through the creation of a historic district designation. It was initiated by a local citizens' committee and finally approved by the registered voters, the Saugatuck (Village) City Council, the Michigan Historical Commission and the State Historical Advisory Board on December 14, 1981.

A PUBLIC PURPOSE

Historic preservation has been declared to be a public purpose with its intent being to regulate the construction, addition, moving, excavation and demolition and exterior alteration and repair of structures or resources within the Historic District in order to:

- A) Safeguard the heritage of the City of Saugatuck by ensuring that the Historic District continues to reflect the architecture, archaeology, engineering, culture, local village/rural character and the contextual aesthetic of the city;
- B) Stabilize and improve property values in the district and surrounding areas;
- C) Foster civic beauty;
- D) Strengthen the local economy; and
- E) Promote the use of the Historic District for the education, pleasure and welfare of the city, county, state and country.

COMBINED FEDERAL AND STATE TAX INCENTIVES PROGRAMS

The Michigan Historic Preservation Tax Incentives Program provides for the combined use of federal and state credits. To be eligible to combine the credits a project must be eligible to participate in the federal program and must file for and receive the federal credit.

For more information about State and Federal tax credits, contact the Saugatuck Zoning Administrator or www.saugatuckcity.com

SAUGATUCK HISTORIC DISTRICT PROCEDURES AND REGULATIONS

The City of Saugatuck Historic District Commission Rules of Procedure and Regulations are available at the City Hall and online at www.saugatuckcity.com. Regular meetings are held on the fourth (4th) Thursday of each month at 7 p.m. at the City Hall. In the event of conflict, the date might change with notice announced in accordance with the open meetings act.

HOW TO

The Saugatuck-Douglas Historical Society has written and published a booklet entitled *Building the New and Rehabilitating the Old: A Builder's Guide* which is available at the City Hall and from Saugatuck Historic District Commissioners. Although this manual has no official connection to the Historic District's Ordinances and Regulations, it is a valuable resource for building, rehabilitating, preserving or remodeling in or out of the local Historic District.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The SIS are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs. The Standards apply to historic buildings of all periods, styles, types, materials and sizes. They encompass related landscape features and a building's site and environment as well as attached, adjacent or related new construction. The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

Secretary of Interior's Standards abbreviated:

1. Compatible uses requiring minimum change or original uses.
2. Original qualities not destroyed.
3. Discourage alterations to create an earlier appearance.
4. Recognize changes over time as significant.
5. Sensitive to distinctive styles/craftsmanship
6. Repair rather than replace. If must replace, accurate duplication.
7. Gentle surface cleaning.
8. Protect archeological resources near projects.
9. Not discourage contemporary design if it's not destroying significant aspects and compatible.
10. New additions built so they could be removed without form and integrity damage to structure.

The complete document is available online at www.saugatuckcity.com.