



CITY OF SAUGATUCK HISTORIC DISTRICT COMMISSION

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

October 1, 2020 6:00 PM
Saugatuck City Hall via Zoom technology due to Covid-19

1. Call to Order/Roll Call:
2. Agenda Changes/Additions/Deletions:
3. Approval of Minutes September 3, 2020
4. Public Comments:
5. Unfinished Business:
None
6. New Business:
127 Hoffman Street – retractable awnings
7. Administrative Approvals & Updates:
None
8. Communication:
9. Public Comment:
10. Commission Comment:
11. Adjourn:

The Saugatuck Historic District Commission has the responsibility is 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.

Proposed Minutes

City of Saugatuck – Historic District Commission
102 Butler Street, Saugatuck, MI 49453
September 3, 2020, 6:00 pm via Zoom

1. **Call to Order/Roll Call:** The meeting was called to order by Chairperson Straker at 6:00 p.m. via Zoom as the Covid restrictions remain in place.

Roll Call:

Present: Straker, Leo, Cannarsa, Lewis, Davenport, Paterson

Absent: None

Others: Zoning Administrator Osman, Clerk Wilkinson

2. **Agenda Changes/Additions/Deletions:** None
3. **Approval of Minutes (06:02:20):** A motion was made by Cannarsa, supported by Paterson to approve the minutes of regular meeting held on August 6, 2020 as amended. Upon roll call vote the motion carried unanimously.
4. **Unfinished Business:** None
5. **New Business:**
 - A. **245 Spear Street** – renovate pole building (06:15:15): A motion was made by Paterson, 2nd by Leo, to approve the renovation to the pole building at 245 Spear Street as designed in the submitted application **P-HIS-20016**, with staff approval required for any changes or alterations to siding and windows. Upon roll call vote the motion carried unanimously.
 - B. **230 Culver Street** – install igloos or green house structures (06:39:14): A motion was made by Cannarsa, 2nd by Lewis, to approve the application to temporarily install four 8' x 8' igloos or two 12' x 12' greenhouses at 230 Culver Street as shown in application **P-HIS-20017**, also allowing the potential with staff

approval required for two temporary tent structures not exceeding 12' x 12', and requiring any temporary structures be removed within 60 days of the State of Michigan lifting the 50% occupancy restriction for COVID-19. Upon roll call vote the motion carried unanimously.

- C. **233 Lucy Street** – window (06:55:05): A motion was made by Paterson, 2nd by Leo, to approve the to paint a faux-window over the bricked window on the west side of the house of 233 Lucy Street, as submitted in application **P-HIS-20018**. Upon roll call vote the motion carried five to one:

Yes: Leo, Cannarsa, Davenport, Lewis, Paterson

No: Straker

6. **Administrative Approvals & Updates:** None

7. **Communication:** None

8. **Public Comments:** None

9. **Commission Comment** (06:58:15):

- i. At an upcoming workshop city council will be discussing the gazebo bandshell project. Commission Members are encouraged to attend.
- ii. Election of officers will be added to the next meeting agenda.

10. **Adjourn** (07:12:32): A motion was made by Paterson, 2nd by Lewis, to adjourn the meeting at 7:13 pm. Upon roll call vote the motion carried unanimously.

Respectfully Submitted,

Erin K. Wilkinson
Saugatuck City Clerk



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Cindy Osman
Zoning Administrator

DATE: October 1, 2020

RE: **Application P-HIS-20019; 127 HOFFMAN ST**

HOFFMAN HOUSE LLC is requesting approval for the installation of some retractable awnings to cover front porch, add plexiglass behind existing railing to expand outdoor seating for the winter.

Background: Background: According to some records, this building was built in 1836 and remodeled in 1993, although I was unable to find more background. The memo from Williams and Works dated February of 2010 states that this is considered to be a contributing resource. An application to replace fixed windows with double hung windows was approved on October 3, 2017.

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

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

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.