

## HISTORIC DISTRICT COMMISSION

November 3, 2022 - 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 October 6, 2022
- 5. Public Comments (Limit 3 Minutes)
- 6. Unfinished Business: None
- 7. New Business:
  - A. City Hall and Information Booth Restoration
  - B. Jones Park Historic Marker
  - C. 221 Water St
  - D. 841 Holland St
- 8. Administrative Approvals & Updates:
  - A. 120, 124, 128 Elizabeth Lattice Removal, Repair,

Replacement

- B. 612 Lake St Fence Replacement
- 9. Communication: None
- **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.

#### **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



## City of Saugatuck Historic District Commission- *Proposed*

## Meeting Minutes October 6th, 2022, 6:00 PM Saugatuck City Hall. 102 Butler Street

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

Present: Cannarsa, Leo, Stanton, Paterson & Straker.

Absent: Pannozzo.

**Others Present:** Director of Planning, Zoning and Project Management Cummins and City Manager Heise.

#### Agenda Changes/Additions/Deletions: None.

#### **Approval of Minutes**

Motion by Patterson, second by Cannarsa, to approve the September 1st, 2022, meeting minutes. Upon voice vote the motion carried 5-0.

Public Comments: None.

#### Unfinished Business: None.

# New Business:

#### 329-337 Culver Street:

The applicant proposes a comprehensive exterior renovation to the condominium building, including replacement siding, decks, railings, and exterior painting. It appears that improvements are also proposed for the detached garages.

Commission member Patterson noted he is the owner for 335 Culver St. in the Windjammer of Saugatuck Condominium Association. He is also the President of the Association. He has a personal and financial interest in this agenda item for the changes that they are proposing for the condos.

Commission member Cannarsa noted he has an ownership interest in 337 Culver St. and a pending offer on 333 Culver St. He has a financial interest in both 337 and 333 Culver and a personal interest in making sure that this property is all it can be and will do so in an unbiased manner.

Chairman Straker noted he has a financial interest and ownership of 337 Culver St. and a pending off on 333 Culver St. He said he would act in an unbiased way in the decision on the application.

A motion was made by Leo,  $2^{nd}$  by Stanton in accordance with the plans and details submitted within the application materials with no additional conditions. Upon voice vote the motion carried 5-0.

#### Administrative Approvals & Updates:

447 Butler Street – Roof replacement of roof with same materials.

Communication: None

Public Comment: None

#### **Commission Comment:**

<u>Chair Straker</u>- Mr. Plum reached out to Chair Straker requesting staff approval on putting a shed in his backyard. Chair Straker reviewed the correct process with Mr. Plum and he will attend the November meeting with his proposal. <u>Commissioner Leo</u>- welcomed Ryan Cummins to the Historic District Commission.

<u>Commissioner Stanton</u>- noted that the Saugatuck/Douglas Historic Society is proposing two new locations for historic markers, one being in the historic district.

**Adjourn**: Motion by Cannarsa, second by Stanton to adjourn. Chair Straker adjourned the meeting adjourned at 7:25 p.m.

Respectfully Submitted by Jamie Wolters,

City Clerk



# Historic District Commission Agenda Item Report

FROM: Ryan Cummins

**MEETING DATE:** 11-03-22

SUBJECT: City Hall and Jones Park Information Booth Restoration

#### **DESCRIPTION:**

City Hall needs significant exterior repairs and restoration. City Hall is a contributing resource to the historic district. City Hall was built in the late 1800s to be a fire house for the area Fire Department. Over time, the building transitioned to house City Hall functions and is now home to the offices of the City Manager, Treasurer, City Clerk, Zoning Administrator, and Assessor. City Hall is also listed on Michigan's State Register of Historical Sites and sensitivities exist to maintain the exterior character of the building. Further historical detail can be viewed on the City's website at this link: <u>https://www.saugatuckcity.com/history-of-city-hall.html</u>

The information booth at Jones Park is in similar disrepair and in need of restoration work as well.

City Council appropriated funds for this work to occur in 2022/2023. City staff have been working with an architect to prepare a detailed scope of work and bid documents.

Attached is a summary of work for the City Hall and information booth repairs and restoration. Full details, materials, and specifications are also included. Is it expected that the approved work will take place this spring.

The plans have also been provided to the Saugatuck Douglas Historical Society for any feedback they may wish to provide.

#### LEGAL REVIEW:

N/A

#### **SAMPLE MOTION:**

Motion to approve the City Hall and Jones Park information booth exterior restoration work in accordance with the plans and details submitted. Approval shall be subject to the following conditions (if applicable):

#### **SECTION 01 11 00**

#### SUMMARY OF WORK

#### PART 1 - GENERAL

#### 1.01 BACKGROUND:

- A. Saugatuck City Hall was built in the late 1800s to be a fire house for the area Fire Department. Over time, the building transitioned to house City Hall functions and is now home to the offices of the City Manager, Treasurer, City Clerk, Zoning Administrator, and Assessor.
- B. Saugatuck City Hall is listed on Michigan's State Register of Historical Sites and thus sensitivities exist to maintain the exterior character of the building. Additionally, City Hall is located within the Saugatuck Historic District and any significant changes to the exterior will need to be reviewed and approved by the Historic District Commission.

#### 1.02 SUMMARY OF WORK:

- A. BASE BID: CITY HALL EXTERIOR PAINTING AND RESTORATION The purpose of the exterior work to City Hall is to refresh and enhance the exterior of the building. The project scope for City Hall will include the following:
  - 1. Remove and dispose of abandoned electrical wire, conduit, and pipes/fittings, including oil supply pipe & valve.
  - 2. Remove and salvage existing flower box irrigation system for reinstallation after painting of building.
  - 3. Remove and salvage all existing signage, record locations for reinstallation after painting of building.
    - a. Clean and restore the signs.
    - b. The City and Contractor to work with the Historic District Commission to change the text of the building identification sign to read "SAUGATUCK CITY HALL". Match font and size of existing text. Match existing colors.
  - 4. Remove and salvage all shutters and associated hardware for reinstallation after painting of building. Record location of each shutter.
    - a. Completely strip the shutters of paint.
    - b. Sand stripped surfaces and clean of sanding dust before priming and painting.
    - c. Identify deteriorated, damaged, or warpped shutters and review condition with the City. With City approval, replace designated shutter. Replacement to replicate the existing shutter.
      - 1) Cost of replacing of shutters to be on a unit price basis.
    - d. Paint all shutters to match existing color.
  - 5. Remove and salvage existing window screens for reinstallation after painting of building and reinstallation of windows.
    - a. Replace all existing screen fabric within the existing screen frames.
  - 6. Remove and salvage existing exterior wood windows for painting, reglazing, and reinstallation.
    - a. Provide temporary opening protection while windows are being restored.
    - b. Completely remove existing glazing putty and glazing points.
    - c. Remove and salvage existing glass panes for reinstallation.
    - d. Strip all paint from wood sashes and mutton bars.
    - e. Prime and paint sashes and mutton bars.
    - f. Reglaze existing glass panes with new glazing points and glazing putty.
    - g. Reinstall window sashes after opening trim has been repainted.

- 7. Remove and dispose of all existing metal gutters, downspouts, and brackets.
- 8. Replace existing exterior wood stair on north side of building (i.e., with two treads, landing, and railings):
  - a. Field measure, replicate, and paint the stairs prior to removal of the existing steps.
  - b. Entire wood assembly to be preservative-treated.
  - c. At four posts, place engineered composite footing (12" diameter) at 42" minimum below grade.
- 9. Scrape to remove loose, flaking, chalky, or peeling paint from entire building (i.e., siding, trim, doors, stairs, landings, railings, columns, and foundation).
  - a. Exception: Do not remove paint from existing prefinished metal trim unless paint is peeling.
- 10. Identify deteriorated, or damaged, siding, trim, and sheathing/substrate and review condition with the City. With City approval, replace designated material
  - a. Cost of labor to replace material will be on a unit cost basis. Cost of replacement material to be reimbursed at the direct cost of the material.
- 11. All scraped surfaces shall be sanded and cleaned of sanding dust before priming and painting.
- 12. Paint the exterior of the entire building including stairs, landings, and railings. Color to match existing colors of surfaces.
- 13. Install two duplex GFI electric receptacle in waterproof boxes above entry canopy. Coordinate location with the City.
- 14. Replace two existing flag lights (on entry canopy) with two LED flag lights with white housing. Review with and get approval from the Historic District Commission prior to installation.
- 15. Install new prefinished metal gutters (with gutter guard screens) and downspouts on all four eaves.
- 16. Reinstall shutters and signage in their original location.
- 17. Install flowerboxes under six first floor windows (four on south facade and two on the east facade):
  - a. The City will fabricate new flowerboxes that replicate the original flower boxes.
  - b. The Contractor to paint the flowerboxes (green matching shutters).
  - c. The contractor to provide ½-inch neoprene shims between flower box and wall. Cut profile of shims to fit clapboard siding.
  - d. Provide new stainless-steel water-tight flashing inside of each flowerbox.
- 18. Reinstall flowerbox irrigation system and extend system to feed flowerboxes.
- 19. Along the north facade, former basement windows have been infilled with wood wall assembly. Replace each infill and provide new covered window wells as follows:
  - a. Dig out soil down to footing in accordance with window well manufacturer's installation directions. Sawcut and remove any existing concrete window wells.
  - b. Remove existing infill assembly and replace with new assembly:
    - 1) 2x4 preservative treated wood framing @ 16" OC.
    - 2) 5/8" gypsum sheathing on both exterior and interior sides of framing.
    - 3) Fill stud cavities with spray-on polyurethane insulation.
    - 4) 0.027" stainless steel sheet metal on exterior sheathing. 1" fold on all four edge and seal to existing wall opening.
  - c. Provide new prefabricated window wells with dome covers (Bilco StakWEL modules & stkwl-C) see appendix. (www.bilco.com/SCResult/Window-Wells-1316).
    - 1) Measure height of existing opening to determine window well height per manufacturer's installation instructions.
  - d. Provide A6 stone around window wells for drainage per manufacturer's installation instructions.
- 20. Caulk around the doors, windows, and trim boards as needed.

- 21. Provide construction protection barriers around the building to restrict public access.
- 22. Protect all surfaces (i.e., concrete, plantings, grass) with tarps during scraping, priming, and painting.
- 23. Remove all paint chips, spills, etc. from all adjacent surfaces when spilled.
- **B. INFORMATION BOOTH PAINTING & RESTORATION**

Paint & restore the existing information booth located in Jones Park (southwest corner of Butler St. & Culver St.):

- 1. Remove and dispose of abandoned electrical wire, conduit, and pipes/fittings, including oil supply pipe & valve.
- 2. Remove and salvage existing flower box irrigation system for reinstallation after painting of building.
- 3. Remove and salvage all existing signage, record locations for reinstallation after painting of building.
  - a. Clean and restore the signs.
- 4. Remove and refurbish existing exterior signs:
  - a. Provide new accurate replica of the "INTERURBAN" sign and install on the replica booth.
  - b. Remove existing "INFORMATION" SIGN, clean and refurbish before installation on replica booth.
- 5. Remove and salvage existing exterior wood windows for painting, reglazing, and reinstallation.
  - a. Provide temporary opening protection while windows are being restored.
  - b. Completely remove existing glazing putty and glazing points.
  - c. Remove and salvage existing glass panes for reinstallation.
  - d. Strip all paint from wood sashes and mutton bars.
  - e. Prime and paint sashes and mutton bars.
  - f. Reglaze existing glass panes with new glazing points and glazing putty.
  - g. Reinstall window sashes after opening trim has been repainted.
- 6. Remove & salvage existing flowerbox irrigation system, reinstall after painting is complete.
- 7. Scrape to remove loose, flaking, chalky, or peeling paint from entire building (i.e., siding, trim, doors, flower boxes, interior walls, shelve, and supports).
  - a. Exception: Do not remove paint from existing prefinished metal trim unless paint is peeling.
- 8. Identify deteriorated, or damaged, siding, trim, and sheathing/substrate and review condition with the City. With City approval, replace designated material
  - a. Cost of labor to replace material will be on a unit cost basis. Cost of replacement material to be reimbursed at the direct cost of the material.
- 9. All scraped surfaces shall be sanded and cleaned of sanding dust before priming and painting.
- 10. Paint the exterior and interior of the entire booth including trim, flower boxes, shelving & supports. Color to match existing colors of surfaces.
- 11. Reinstall flowerbox irrigation system and extend system to feed flowerboxes.
- 12. Remove existing roofing down to wood roof deck and replace with new architectural laminate shingles and underlayment.
  - a. Remove and replace associated metal roof trim.
  - b. Identify deteriorated, or damaged sheathing/substrate and review condition with the City. With City approval, replace designated material
    - 1) Cost of labor to replace material will be on a unit cost basis. Cost of replacement material to be reimbursed at the direct cost of the material.
- 13. Caulk around the doors, windows, and trim boards as needed.
- 14. Provide construction protection barriers around the building to restrict public access.

- 15. Protect all surfaces (i.e., concrete, plantings, grass) with tarps during scraping, priming, and painting. 16. Remove all paint chips, spills, etc. from all adjacent surfaces when spilled.

#### SECTION 06 10 00

#### ROUGH CARPENTRY

#### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Nonstructural dimension lumber framing.
- B. Sheathing.
- C. Preservative treated wood materials.

#### 1.02 REFERENCE STANDARDS

- A. ASTM A153/A153M Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware; 2016a.
- B. ASTM C557 Standard Specification for Adhesives for Fastening Gypsum Wallboard to Wood Framing; 2003 (Reapproved 2017).
- C. ASTM D3498 Standard Specification for Adhesives for Field-Gluing Wood Structural Panels (Plywood or Oriented Strand Board) to Wood Based Floor System Framing; 2019a.
- D. AWC (WFCM) Wood Frame Construction Manual for One- and Two-Family Dwellings; 2015.
- E. AWPA U1 Use Category System: User Specification for Treated Wood; 2018.
- F. PS 1 Structural Plywood; 2009 (Revised 2019).
- G. PS 20 American Softwood Lumber Standard; 2020.

#### 1.03 DELIVERY, STORAGE, AND HANDLING

A. General: Cover wood products to protect against moisture. Support stacked products to prevent deformation and to allow air circulation.

#### PART 2 PRODUCTS

#### 2.01 GENERAL REQUIREMENTS

- A. Dimension Lumber: Comply with PS 20 and requirements of specified grading agencies.
  - 1. Species: Douglas Fir-Larch, unless otherwise indicated.
  - 2. If no species is specified, provide species graded by the agency specified; if no grading agency is specified, provide lumber graded by grading agency meeting the specified requirements.
  - 3. Grading Agency: Grading agency whose rules are approved by the Board of Review, American Lumber Standard Committee at www.alsc.org, and who provides grading service for the species and grade specified; provide lumber stamped with grade mark unless otherwise indicated.

#### 2.02 DIMENSION LUMBER FOR CONCEALED APPLICATIONS

- A. Sizes: Nominal sizes as indicated on drawings, S4S.
- B. Moisture Content: S-dry or MC19.
- C. Miscellaneous Framing, Blocking, Nailers, Grounds, and Furring:
  - 1. Lumber: S4S, No. 2 or Standard Grade.
  - 2. Boards: Standard or No. 3.

#### 2.03 EXPOSED DIMENSION LUMBER

- A. Sizes: Nominal sizes as indicated on drawings.
- B. Surfacing: S4S.
- C. Moisture Content: S-dry or MC19.

#### 2.04 CONSTRUCTION PANELS

A. Wall Sheathing: Plywood, PS 1, Grade C-D, Exposure I.

#### 2.05 ACCESSORIES

- A. Fasteners and Anchors:
  - 1. Metal and Finish: Hot-dipped galvanized steel complying with ASTM A153/A153M for high humidity and preservative-treated wood locations, unfinished steel elsewhere.
- B. Construction Adhesives: Adhesives complying with ASTM C557 or ASTM D3498.

#### 2.06 FACTORY WOOD TREATMENT

- A. Treated Lumber and Plywood: Comply with requirements of AWPA U1 Use Category System for wood treatments determined by use categories, expected service conditions, and specific applications.
  - 1. Preservative-Treated Wood: Provide lumber and plywood marked or stamped by an ALSC-accredited testing agency, certifying level and type of treatment in accordance with AWPA standards.
- B. Preservative Treatment:
  - 1. Preservative Pressure Treatment of Lumber Above Grade: AWPA U1, Use Category UC3B, Commodity Specification A using waterborne preservative.
    - a. Kiln dry lumber after treatment to maximum moisture content of 19 percent.
    - b. Treat lumber exposed to weather.
    - c. Treat lumber in contact with masonry or concrete.
    - d. Treat lumber less than 18 inches (450 mm) above grade.

#### PART 3 EXECUTION

- 3.01 INSTALLATION GENERAL
  - A. Select material sizes to minimize waste.

- B. Reuse scrap to the greatest extent possible; clearly separate scrap for use on site as accessory components, including: shims, bracing, and blocking.
- C. Where treated wood is used on interior, provide temporary ventilation during and immediately after installation sufficient to remove indoor air contaminants.

#### 3.02 FRAMING INSTALLATION

- A. Set structural members level, plumb, and true to line. Discard pieces with defects that would lower required strength or result in unacceptable appearance of exposed members.
- B. Make provisions for temporary construction loads, and provide temporary bracing sufficient to maintain structure in true alignment and safe condition until completion of erection and installation of permanent bracing.
- C. Install structural members full length without splices unless otherwise specifically detailed.
- D. Comply with member sizes, spacing, and configurations indicated, and fastener size and spacing indicated, but not less than required by applicable codes and AWC (WFCM) Wood Frame Construction Manual.
- E. Construct double joist headers at floor and ceiling openings and under wall stud partitions that are parallel to floor joists; use metal joist hangers unless otherwise detailed.
- F. Frame wall openings with two or more studs at each jamb; support headers on cripple studs.

#### 3.03 INSTALLATION OF CONSTRUCTION PANELS

- A. Wall Sheathing: Secure with long dimension perpendicular to wall studs, with ends over firm bearing and staggered, using screws.
  - 1. Replace existing damaged/deteriorated siding substrate with preservative-treated sheathing matching the thickness of existing substrate.

#### 3.04 INSTALLATION OF PRESERVATIVE TREATED TRIM

- A. Replace damaged/deteriorated decorative trim in contact with concrete (i.e. decorative wood column bases) with new preservative treated blocking.
- B. Replace existing two tread stair and landing, including associated railing with new preservative treated lumber.

#### SECTION 07 46 23

#### WOOD SIDING

#### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Replacement of damaged/deteriorated wood siding and trim.
- B. Trim, flashings, accessories, and fastenings.

#### 1.02 RELATED REQUIREMENTS

- A. Section 07 62 00 Sheet Metal Flashing and Trim: Product requirements for metal flashings and trim associated with wood siding for placement by this section.
- B. Section 09 91 13 Exterior Painting: Prime and finish painting.

#### 1.03 DELIVERY, STORAGE, AND HANDLING

A. Store in ventilated areas with constant minimum temperature of 60 degrees F (16 degrees C) and maximum relative humidity of 55 percent.

#### PART 2 PRODUCTS

#### 2.01 SIDING

- A. Board Siding: Flat, redwood, B grade, maximum moisture content of 10 percent.
  - 1. Size & Profile: match existing trim board being replaced.
  - 2. Surface Texture: Sanded.
- B. Board Siding: Beveled, cedar, maximum moisture content of 10 percent.
  - 1. Size & Profile: match existing clapboard siding being replaced.
  - 2. Surface Texture: Sanded.

#### 2.02 ACCESSORIES

- A. Nails: Corrosion resistant type; non-staining, of size and strength to securely and rigidly retain the work.
- B. Flashing: Galvanized steel; see Section 07 62 00.

#### PART 3 EXECUTION

#### 3.01 EXAMINATION

- A. Examine all existing siding, substrate, and trim for damage and/or deterioration.
  - 1. Notify City Representative of any damaged/deteriorated material prior to replacement.
  - 2. Record size and profile of material to be replaced and match new material to existing.

- B. Verify that substrates are ready to receive work.
- C. Do not begin until unacceptable conditions have been corrected.
- D. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

#### 3.02 PREPARATION

- A. Prime paint surfaces in contact with cementitious materials.
- B. Do not install materials until site pre-finishing is complete and dry.

#### 3.03 INSTALLATION

- A. Fasten siding in place, level and plumb.
  - 1. Arrange for orderly nailing pattern, blind nail except over trim.
  - 2. Install siding for natural shed of water.
  - 3. Position cut ends over bearing surfaces, and sand cut edges smooth and clean.
- B. Install replacement siding and trim to match existing adjacent material.
- C. Sand work smooth and set exposed nails and screws.

#### SECTION 07 62 00

#### SHEET METAL FLASHING AND TRIM

#### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Fabricated sheet metal items, including flashings, counterflashings, gutters, downspouts, and sheet metal roofing.
- B. Sealants for joints within sheet metal fabrications.
- C. Precast concrete splash pads.

#### 1.02 REFERENCE STANDARDS

- AAMA 2603 Voluntary Specification, Performance Requirements and Test Procedures for Pigmented Organic Coatings on Aluminum Extrusions and Panels (with Coil Coating Appendix); 2017a.
- B. AAMA 2604 Voluntary Specification, Performance Requirements and Test Procedures for High Performance Organic Coatings on Aluminum Extrusions and Panels (with Coil Coating Appendix); 2017a.
- C. ASTM B209 Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate; 2014.
- D. ASTM B209M Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate (Metric); 2014.
- E. ASTM C920 Standard Specification for Elastomeric Joint Sealants; 2018.
- F. ASTM D4586/D4586M Standard Specification for Asphalt Roof Cement, Asbestos-Free; 2007 (Reapproved 2018).

#### PART 2 PRODUCTS

#### 2.01 MANUFACTURERS

- A. Sheet Metal Flashing and Trim Manufacturers:
  - 1. K&M Sheet Metal and Gutter Supply: www.kmsheetmetal.com.
  - 2. Petersen Aluminum Corporation: www.pac-clad.com/#sle.

#### 2.02 SHEET MATERIALS

- A. Pre-Finished Aluminum: ASTM B209 (ASTM B209M); 20 gauge, 0.032 inch (0.81 mm) thick; plain finish shop pre-coated with modified silicone coating.
  - 1. Modified Silicone Polyester Coating: Pigmented Organic Coating System, AAMA 2603; baked enamel finish system.
  - 2. Fluoropolymer Coating: High Performance Organic Finish, AAMA 2604; multiple coat, thermally cured fluoropolymer finish system.

3. Color: White.

#### 2.03 FABRICATION

- A. Form sections true to shape, accurate in size, square, and free from distortion or defects.
- B. Form pieces in longest possible lengths.
- C. Hem exposed edges on underside 1/2 inch (13 mm); miter and seam corners.
- D. Form material with flat lock seams, except where otherwise indicated; at moving joints, use sealed lapped, bayonet-type or interlocking hooked seams.
- E. Fabricate corners from one piece with minimum 18 inch (450 mm) long legs; seam for rigidity, seal with sealant.
- F. Fabricate flashings to allow toe to extend 2 inches (50 mm) over roofing gravel. Return and brake edges.

#### 2.04 GUTTER AND DOWNSPOUT FABRICATION

- A. Gutters: 6-inch K-style.
- B. Gutter Guards (Screen) : Manufucaturer's profile to fit gutter style & size.
- C. Downspouts: corrugated rectangular, 4 x 5 inches. profile.
- D. Accessories: Profiled to suit gutters and downspouts.
  - 1. Anchorage Devices: In accordance with SMACNA (ASMM) requirements.
- E. Splash Pads: Precast concrete type, of size and profiles indicated; minimum 3000 psi (21 MPa) at 28 days, with minimum 5 percent air entrainment.
- F. Seal metal joints.

#### 2.05 ACCESSORIES

- A. Fasteners: Stainless steel, with soft neoprene washers.
- B. Primer: Zinc chromate type.
- C. Concealed Sealants: Non-curing butyl sealant.
- D. Exposed Sealants: ASTM C920; elastomeric sealant, with minimum movement capability as recommended by manufacturer for substrates to be sealed; color to match adjacent material.
- E. Plastic Cement: ASTM D4586/D4586M, Type I.

#### PART 3 EXECUTION

#### 3.01 EXAMINATION

- A. Verify roof openings, curbs, pipes, sleeves, ducts, and vents through roof are solidly set, reglets in place, and nailing strips located.
- B. Verify roofing termination and base flashings are in place, sealed, and secure.

#### 3.02 INSTALLATION

- A. Secure flashings in place using concealed fasteners, and use exposed fasteners only where permitted..
- B. Apply plastic cement compound between metal flashings and felt flashings.
- C. Fit flashings tight in place; make corners square, surfaces true and straight in planes, and lines accurate to profiles.
- D. Seal metal joints watertight.
- E. Secure gutters and downspouts in place with fasteners.
- F. Slope gutters 1/4 inch per 10 feet (2.1 mm per m), minimum.
- G. Set splash pads under downspouts.

#### SECTION 07 92 00

#### JOINT SEALANTS

#### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Nonsag gunnable joint sealants.
- B. Joint backings and accessories.

#### 1.02 REFERENCE STANDARDS

- A. ASTM C920 Standard Specification for Elastomeric Joint Sealants; 2018.
- B. ASTM C1193 Standard Guide for Use of Joint Sealants; 2016.

#### PART 2 PRODUCTS

- 2.01 JOINT SEALANT APPLICATIONS
  - A. Scope:
    - 1. Exterior Joints: Seal open joints, whether or not the joint is indicated on drawings, unless specifically indicated not to be sealed. Exterior joints to be sealed include, but are not limited to, the following items.
      - a. Wall expansion and control joints.
      - b. Joints between door, window, and other frames and adjacent construction.
      - c. Joints between different exposed materials.
      - d. Other joints indicated below.
    - 2. Do not seal the following types of joints.
      - a. Joints where sealant is specified to be provided by manufacturer of product to be sealed.
      - b. Joints where installation of sealant is specified in another section.
  - B. Exterior Joints: Use non-sag silyl-terminated polyether/polyurethane sealant, unless otherwise indicated.

#### 2.02 JOINT SEALANTS - GENERAL

#### 2.03 NONSAG JOINT SEALANTS

- A. Silyl-Terminated Polyurethane (STPU) Sealant: ASTM C920, Grade NS, Uses M and A; single component; not expected to withstand continuous water immersion or traffic.
  - 1. Movement Capability: Plus and minus 35 percent, minimum.
  - 2. Color: Match adjacent finished surfaces.

#### 2.04 ACCESSORIES

- A. Backer Rod: Cylindrical cellular foam rod with surface that sealant will not adhere to, compatible with specific sealant used, and recommended by backing and sealant manufacturers for specific application.
  - 1. Closed Cell and Bi-Cellular: 25 to 33 percent larger in diameter than joint width.
- B. Backing Tape: Self-adhesive polyethylene tape with surface that sealant will not adhere to and recommended by tape and sealant manufacturers for specific application.
- C. Masking Tape: Self-adhesive, nonabsorbent, non-staining, removable without adhesive residue, and compatible with surfaces adjacent to joints and sealants.
- D. Joint Cleaner: Non-corrosive and non-staining type, type recommended by sealant manufacturer; compatible with joint forming materials.
- E. Primers: Type recommended by sealant manufacturer to suit application; non-staining.

#### PART 3 EXECUTION

#### 3.01 EXAMINATION

- A. Verify that joints are ready to receive work.
- B. Verify that backing materials are compatible with sealants.
- C. Verify that backer rods are of the correct size.

#### 3.02 PREPARATION

- A. Remove loose materials and foreign matter that could impair adhesion of sealant.
- B. Clean joints, and prime as necessary, in accordance with manufacturer's instructions.
- C. Perform preparation in accordance with manufacturer's instructions and ASTM C1193.
- D. Mask elements and surfaces adjacent to joints from damage and disfigurement due to sealant work; be aware that sealant drips and smears may not be completely removable.

#### 3.03 INSTALLATION

- A. Perform work in accordance with sealant manufacturer's requirements for preparation of surfaces and material installation instructions.
- B. Perform installation in accordance with ASTM C1193.
- C. Measure joint dimensions and size joint backers to achieve width-to-depth ratio, neck dimension, and surface bond area as recommended by manufacturer.
- D. Install bond breaker backing tape where backer rod cannot be used.
- E. Install sealant free of air pockets, foreign embedded matter, ridges, and sags, and without getting sealant on adjacent surfaces.

- F. Do not install sealant when ambient temperature is outside manufacturer's recommended temperature range, or will be outside that range during the entire curing period, unless manufacturer's approval is obtained and instructions are followed.
- G. Nonsag Sealants: Tool surface concave, unless otherwise indicated; remove masking tape immediately after tooling sealant surface.

#### SECTION 08 80 00

#### GLAZING

#### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Glazing compounds.
- 1.02 FIELD CONDITIONS
  - A. Do not install glazing when ambient temperature is less than 40 degrees F (4 degrees C).
  - B. Maintain minimum ambient temperature before, during and 24 hours after installation of glazing compounds.

#### PART 2 PRODUCTS

#### 2.01 GLAZING COMPOUNDS

A. Glazing Putty: Polymer modified latex recommended by manufacturer for outdoor use, knife grade consistency; white color.

#### PART 3 EXECUTION

#### 3.01 PREPARATION

- A. Remove existing window sash from opening and place on flat worksurface for reglazing work.
- B. Remove all existing glazing putty & glazing points.
- C. Remove and salvage existing glass for reinstallation.
  - 1. Replace any damaged panes.
- D. Prime and paint entire sash & muttons.

#### 3.02 INSTALLATION

- A. Apply 1/8-inch thick glazing compound back bedding to sash and muttons.
- B. Reinstall existing glass and secure in place with new glazing points at 8-inches on center.
- C. Apply glazing putty to glass and wood sash/mutton.
  - 1. Use putty knife to form a smooth surface at a 45 degree angle from outboard edge of sash/mutton.
  - 2. Remove excess putty from glass and wood.

#### 3.03 CLEANING

- A. Remove excess glazing materials from finish surfaces immediately after application using solvents or cleaners recommended by manufacturers.
- B. Clean glass and adjacent surfaces after sealants are fully cured.
- C. Clean glass on both exposed surfaces not more than 4 days prior to Date of Substantial Completion in accordance with glass manufacturer's written recommendations.

#### SECTION 09 90 00

#### PAINTING AND COATING - COMMERCIAL FACILITY GUIDE SPECIFICATION - SHERWIN-WILLIAMS

#### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Surface preparation.
- B. Exterior painting and coating systems.
- C. Scope:
  - 1. Finish surfaces exposed to view, unless fully factory-finished and unless otherwise indicated, including the following:
    - a. Exterior:
      - 1) Metal, Miscellaneous: Iron, ornamental iron, structural iron and steel, ferrous metal.
      - 2) Wood: Decks, exterior including pressure treated lumber, non-vehicular floors and platforms.
      - 3) Wood: Siding, trim, shutters, sashes, and hardboard-bare/primed.

#### 1.02 REFERENCE STANDARDS

- A. SSPC-SP 1 Solvent Cleaning; 2015, with Editorial Revision (2016).
- B. SSPC-SP 6 Commercial Blast Cleaning; 2007.
- 1.03 FIELD CONDITIONS
  - A. Do not apply materials when environmental conditions are outside the ranges required by manufacturer.
  - B. Follow manufacturer's recommended procedures for producing the best results, including testing of substrates, moisture in substrates, and humidity and temperature limitations.

#### PART 2 PRODUCTS

#### 2.01 MANUFACTURERS

- A. Basis of Design Products: Subject to compliance with requirements, provide Sherwin-Williams Company (The) products indicated; www.sherwin-williams.com/#sle.
- B. Other Acceptable Manufacturers:
  - 1. Behr Paint Company: www.behr.com.
  - 2. Benjamin Moore & Co.: www.benjaminmoore.com.
  - 3. PPG Industries, Inc.: www.ppgpaints.com.
  - 4. Valspar Corporation: www.valspar.com.

#### 2.02 PAINTINGS AND COATINGS

- A. General:
  - 1. Provide factory-mixed coatings unless otherwise indicated.
  - 2. Do not reduce, thin, or dilute coatings or add materials to coatings unless specifically indicated in manufacturer's instructions.
- B. Accessory Materials: Provide primers, sealers, cleaning agents, cleaning cloths, sanding materials, and clean-up materials as required for final completion of painted surfaces.

#### 2.03 PAINT SYSTEMS - EXTERIOR

- A. Metal, Miscellaneous: Iron, ornamental iron, structural iron and steel, ferrous metal.
  - 1. Alkyd Systems, Water Based:
    - a. Low Sheen Finish:
      - 1) 1st Coat: Sherwin-Williams Pro Industrial Pro-Cryl Universal Primer, B66-1310 Series: www.sherwin-williams.com/#sle.
      - 2) 2nd and 3rd Coat: Sherwin-Williams Pro Industrial Water Based Alkyd Urethane Enamel Low Sheen, B53-1250 Series: www.sherwin-williams.com/#sle.
- B. Wood: Decks, exterior including pressure treated lumber, non-vehicular floors and platforms.
  - 1. Acrylic Floor Systems, Water Based:
    - a. Floor Finish:
      - 1) 1st and 2nd Coat: Sherwin-Williams Porch and Floor Enamel, A32-200 Series: www.sherwin-williams.com/#sle.
- C. Wood: Siding, trim, shutters, sashes, and hardboard-bare/primed.
  - 1. Latex Systems:
    - a. Satin Finish:
      - 1) 1st Coat: Sherwin-Williams Preprite ProBlock Primer, B51W00620: www.sherwin-williams.com/#sle.
      - 2) 2nd and 3rd Coat: Sherwin-Williams A-100 Exterior Latex Satin, A82 Series: www.sherwin-williams.com/#sle.

#### PART 3 EXECUTION

#### 3.01 EXAMINATION

- A. Verify that surfaces are ready to receive work as instructed by the product manufacturer.
- B. Examine surfaces scheduled to be finished prior to commencement of work. Report any condition that may potentially effect proper application.

#### 3.02 PREPARATION

- A. Clean surfaces thoroughly and correct defects prior to application.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

- C. Remove mildew from impervious surfaces by scrubbing with solution of water and bleach. Rinse with clean water and allow surface to dry.
- D. Ferrous Metal:
  - 1. Solvent clean according to SSPC-SP 1.
  - 2. Remove rust, loose mill scale, and other foreign substances using methods recommended by paint manufacturer and blast cleaning according to SSPC-SP 6. Protect from corrosion until coated.
- E. Wood: Remove dust, grit, and foreign matter. Scrape, sand, and spot prime knots and pitch streaks. Fill nail holes and imperfections with wood filler and sand smooth.

#### 3.03 APPLICATION

- A. Remove unfinished louvers, grilles, covers, and access panels on mechanical and electrical components and paint separately.
- B. Apply products in accordance with manufacturer's written instructions.
- C. Apply coatings at spread rate required to achieve manufacturer's recommended dry film thickness.

#### 3.04 PRIMING

- A. Apply primer to all surfaces unless specifically not required by coating manufacturer. Apply in accordance with coating manufacturer's instructions.
- B. Primers specified in painting schedules may be omitted on items that are factory primed or factory finished if acceptable to top coat manufacturers.

# StakWEL® Window Well Systems



an Amesbury **Truth**<sup>®</sup> company



# **Affordable Window Wells**

## Don't Have to Be an Eyesore

- Priced competitively with standard, corrugated metal window wells
- The ideal replacement for rusty metal window wells. High-density polyethylene construction will never rust, rot or discolor
- Allows natural daylight and ventilation into lower-level living areas. Soft earth tone color complements the basement interior and blends with the landscaping on any home
- Satisfies section R310.2 of the International Building Code (IRC 2015) for emergency egress
- Unique "Grip/Step" design features a convenient handle and gusseted step to aid egress

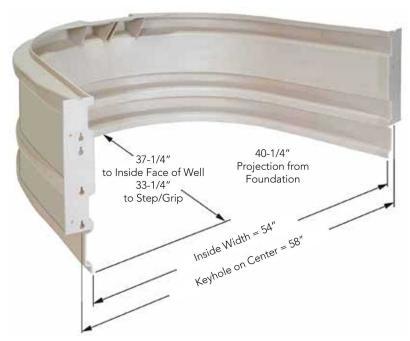
# **Experience. Innovation.** 800-854-9724 | WWW.BILCO.COM





# StakWEL® Window Well System

## **Sizes and Dimensions**



## One Module and Cover does it all!

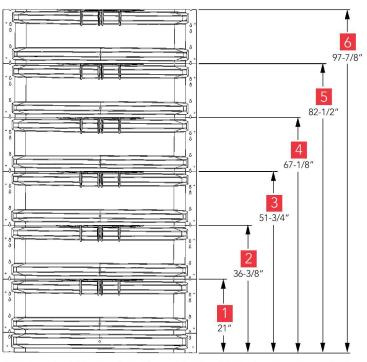
Fast and easy to install modular system

- Modular system can be used on foundations of up to ten feet and greater in depth
- Single modules work well with 16", 20" & 24" utility windows
- 54" standard width for simplified installation
- Easy-to-install system features modules that simply slide together to create the required window well height
- Versatile mounting flanges are designed for attachment to a standard window buck or directly to the foundation wall
- Window well system drains directly into a home's perimeter foundation drain without piping or special materials Ideal for both new construction and remodeling projects



Limits the accumulation of snow, leaves and debris. Constructed of polycarbonate, this high impact cover is UV-resistant and designed for durability and long-life. Dome is designed to withstand a 40 PSF load and is supplied with quick release hold-down clips.

**IMPORTANT:** When using a dome cover with a casement window, the window well must be installed so that it is higher than the top of the window so that the cover will not interfere with the window operation.



Simply select the number of modules to determine the assembled well height.

The BILCO Company | P.O. Box 1203, New Haven, CT | 800-854-9724 | email: residential@bilco.com



#### an Amesbury Truth company

# Selecting the Proper Size $\mathsf{StakWEL}^{\texttt{R}}$ Egress Window Well

#### STEP 1:

Measure and calculate dimension A as shown in the detail on the right based on the site's grade conditions and foundation height.

#### STEP 2:

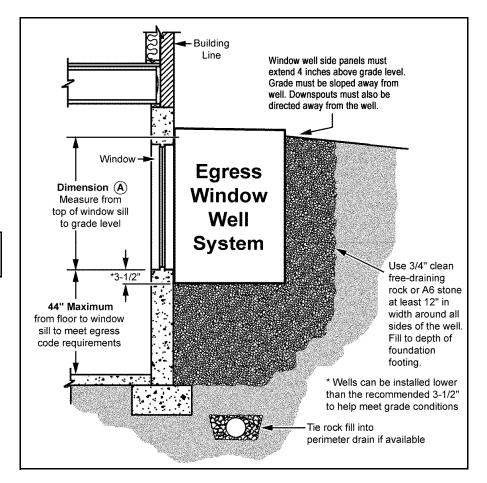
Determine the required window well height by performing this simple calculation:



From the first column in the table below, select the closest height that will meet the site conditions.

#### STEP 3:

Once the height has been determined, read across and select the number of modules required for your site condition.



## StakWEL<sup>®</sup> STANDARD SIZES AND MODEL NUMBERS

Modules	Height	Width	Keyhole on Center Dimension	Projection from Foundation	Optional Dome Cover
stkwl	1 module = 21"	54"	58"	40-1/4"	stkwl-C
stkwl	2 modules = 36-3/8"	54"	58"	40-1/4"	stkwl-C
stkwl	3 modules = 51-3/4"	54"	58"	40-1/4"	stkwl-C
stkwl	4 modules = 67-1/8"	54"	58"	40-1/4"	stkwl-C
stkwl	5 modules = 82-1/2"	54"	58"	40-1/4"	stkwl-C
stkwl	6 modules = 97-7/8"	54"	58"	40-1/4"	stkwl-C

## Note: StakWEL Window Wells cannot be used with 60" wide windows

StakWEL modules are designed for use on 36" and 48" windows only (See ScapeWEL model for 60" window installations).

BILCO Egress Window Wells satisfy International Building Code requirements for Emergency Escape and Rescue Openings per section R310.

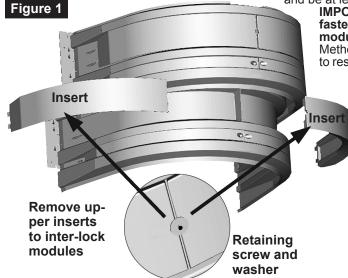
6/9/17

# IMPORTANT

#### MODULE INSTALLATION

Install bottom window well module so that it rests on flat, undisturbed soil as shown in Figure 2. Mount and anchor lower module into position as instructed below.

Buck Mounting: Utilize the back-out screws provided in the buck for attachment. IMPORTANT: Use washers provided with buck (or minimum 3/4" diameter) and a minimum of (3) fasteners per mounting flange (6 per module) for proper



installation. Add fasteners and washers as required if there are not enough back-out screws to meet this requirement (see wall mounting instructions for fastener requirements).

Wall Mounting: Important - maintain a 58-1/4" on center dimension between the keyholes on each flange to ensure proper fit of the optional well cover. Anchor module to wall using 3/8" (.375") diameter masonry fasteners\* with washers\* (minimum 3/4" diameter). Fasteners must be designed for the wall material to which attachment will occur and be at least 1-3/4" in length.

**IMPORTANT:** Use a minimum of (3) fasteners per mounting flange (6 per module) for proper installation. Method of attachment must be adequate to restrain earth loads imposed on the well. \* Not supplied with window well

# stakWEL<sup>®</sup> Installation Instructions **Read BEFORE Backfilling**



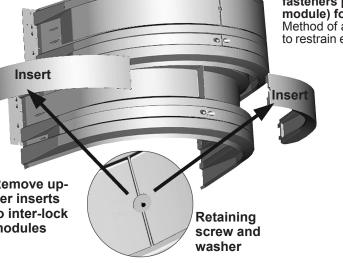
After the first module is fully anchored, remove the top inserts so that the next module can be installed. This is done by removing the retaining screw and washer as shown in Figure 1. Slide the next module in place and anchor module as instructed above. Replace the inserts into the lower module and secure with retaining screw and washer. Make sure that insert tabs are placed under the retaining pins as shown in Figure 3. Repeat process until all modules are installed.

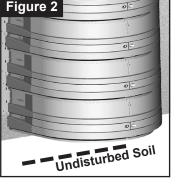
#### BACKFILLING FAILURE TO PROPERLY BACK FILL WILL **VOID WARRANTY**

If sandy soil exists, line the opening with a permanent barrier (such as house wrap) to restrict sand from washing into rock.

Outside of Well: Backfill evenly by hand on all sides as the hole is filled in; Do not do one side at a time. Always use 3/4" clean free-draining rock or A6 stone completely around the well at least 12" in width to isolate the well from the earth. Fill area to within 4" of top module. This will keep window well movement to a minimum during cold weather freeze/thaw conditions and settling soil. Do not use expansive soils, frozen soils, material that has debris, or organic material.

Inside of Well: Place the free-draining rock in the bottom of the well to within 1" of the window sill. If a perimeter drainage system exists, it is best to tie the well drainage into this system by running a pipe extension up from the drain line to the base of the well. Make sure that the free draining rock fills the space directly under the deepest well module to the bottom of the excavation. Do not settle material around the well with water.





The Bilco Company, New Haven, CT, 06505, www.bilco.com

Figure 3

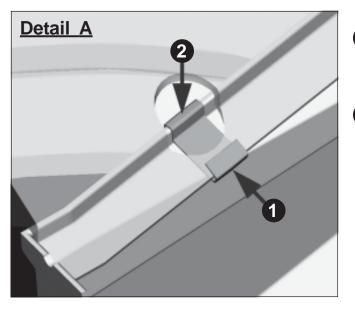
Tab



# Attachment Instructions for stakWEL<sup>™</sup> Cover Retainers

For additional information or questions, please contact The Bilco Company at: 1-800-854-9724 or www.bilco.com

Four (4) plastic retainers are provided. Remove retainers from plastic runner and attach as follows:



Push plastic retainers onto cover flange as shown in Detail A. The four clips should be spaced and located approximately as shown in Detail B

2 Lower the cover onto the well. Push down on each of the plastic retainers to fully engage them with the vertical flange on the top of the well.





Imagine .... What Bilco can do for your Basement For Emergency Egress: Place both hands in the center of cover and push up and away from the house. Make sure everyone in the household understands how the cover is removed.





























## Historic District Commission Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: 11-03-22

SUBJECT: Jones Park Historic Marker

### **DESCRIPTION:**

The Saugatuck-Douglas History Center (SDHC) wishes to place an interpretive marker in Jones Park. The SDHC previously placed historical markers in other portions of the city, including in the Historic District. The proposed marker for Jones Park would be of the same material (steel), size, and appearance as the others. Full details can be viewed in the attached documents.

The City Council approved the locations for the historic markers with final approval subject to Historic District Commission review and approval.

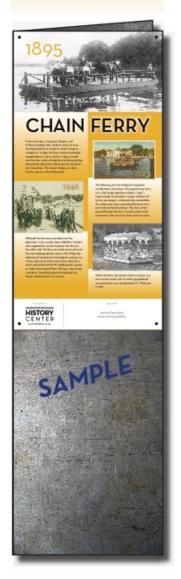
### LEGAL REVIEW:

N/A

### SAMPLE MOTION:

Motion to approve the placement of a historic marker at Jones Park in accordance with the plans and details submitted. Approval shall be subject to the following conditions (if applicable):

SAUGATUCK-DOUGLAS HISTORY CENTER



### HISTORY LIVES HERE HISTORICAL MARKER PROJECT

The Saugatuck-Douglas History Center is launching a new historical marker program, placing permanent interpretive markers across Saugatuck-Douglas in the spring of 2022.

From logging to ship building to the Big Pavilion, each seven-foot tall steel marker will be erected on the spot where history happened. Rich in images and interpretive content, the markers will engage residents and visitors alike.

- V-shape design to minimize footprint, maximize area site lines, withstand wind, and allow ease of clean out by grounds crew.\*
- Concrete base with bolt-on structure for easy ground crew mowing/trimming, and ease of replacement in future years.
- Two affixed history graphic panels on the two outer walls, 24"wide by 48" high, 35" off the ground for ease of reading.

\*design and placement input provided by City Manager and DPS/DPW This report presents details on the placement and form of the two permanent interpretive markers planned for 2023.

The project team selected sites in direct consultation with City of Saugatuck Department of Public Works staff with input from the City Manager and Council members.

Each sheet in this packet illustrates the marker location on a satellite photograph as well as providing a site photograph.





HISTORY

CENTER



Building on the success of the 2022 marker project, the **Saugatuck-Douglas History Center** will research, design and install four, interpretive markers in 2023 at

- Oval Beach
- Douglas Beach
- Interurban/Information Booth at Jones Park
- Center Street Douglas

New sponsorship opportunities for 2023 include exclusive personalized naming opportunities on eight panels. Each historical marker location will feature two interpretive panels, each with an exclusive sponsor (one per panel) for a \$2,500 commitment.

Options for sponsorships include:

- Business name and logo
- Individual(s) names with or without business name
- Family names
- 'In memory of' memorial dedication

In addition to naming rights on a History Lives Here panel, sponsors will also receive an invitation to the VIP Dedication Event in the summer of 2023, a commemorative gift booklet, and acknowledgement in SDHC publicity including press releases, social media, and newsletters.

Please contact SDHC Director Eric Gollannek at director@sdhistoricalsociety.org for more information on how you can support Saugatuck-Douglas history.



# Oval Beach marker site

Oval Beach Year-round sandy shoreline with dunes Oval Dr Restroom and Bathhouse Oval Dr

Letter of Agreement (LOA) – City of Saugatuck

This letter sets forth the terms of an agreement reached between the City of Saugatuck, represented by its City Council and City Manager, and the Saugatuck Douglas History Center (SDHC), represented by its Executive Director, for the Historical Markers Project. The project is defined as the creation, installation and upkeep of two historical markers on city property. The purpose of the agreement is to detail the terms of the installation, maintenance and, if exercised, the removal of the Historical Markers.

SDHC will be responsible for the design, development and cost of the historical marker structures, based on input from the designated city DPW associate.

SDHC will be responsible for the delivery and installation costs and process, in coordination with the designated city DPW associate.

SDHC will be solely responsible for the determination and development of all content displayed on the interpretive panels affixed to the historic markers.

SDHC will be responsible for the cost to produce and affix the interpretive panels on the marker structures.

SDHC will be responsible for the installation and costs of the city required concrete base upon which the Historical Marker structures will be affixed, in the pre-selected and approved placement with each of the defined properties as agreed and documented during the Council approval process.

SDHC will coordinate with the designated city DPW associate, to arrange for Miss Dig markings prior to site preparation for the concrete base.

SDHC will coordinate with the designated city DPW associate to prepare the site for installation of the concrete base.

The city will be responsible for the grounds maintenance around the concrete base as part of its general maintenance of the park area where the Historic Markers are installed.

The SDHC will be responsible for the timely repair and or replacement, and costs associated with such, for damage to the Historic Markers which the SDHC deems necessary in the professional appearance of said Markers.

The city will be responsible for the liability of the Historical Markers on city property, under its umbrella policy.

The SDHC is the sole owner of the Historical Markers and May remove, at its own expense, the structures and concrete pads following written notification of 90 days to the city manager.

The city may require the removal of the Historical Marker structures, with advance written notice of no less than 90 days. In the event of city required removal of one or all of the Historical Markers, the city will be responsible for the removal of the concrete pad and repair of the ground upon which it sat. Should the city provide a mutually agreeable site for marker relocation, the city will be responsible for the relocation or replacement of the concrete base, with the SDHC responsible for the re-installment of the Historical Marker structure(s).

Upon agreement by the city and SDHC, any additional Historical Markers installed will be subject to the terms of this letter of agreement, with any mutually agreed upon amendments.

Signature indicates agreement to the terms above.

Print Name	Print Name
Signature	Signature
Date of Signing	Date of Signing
City Manager	Executive Director
City of Saugatuck	Saugatuck Douglas History Center



#### MEMORANDUM

TO: Historic District Commission City of Saugatuck

FROM: David M. Jirousek, AICP Consulting Planner

**DATE:** October 26, 2022

RE: Historic District Permit Application, Dan Plum: 221 Water Street

**REQUEST:** The applicant proposes to construct a 10'x12' accessory shed, expand the existing deck, and install a hot tub in the rear yard of the property.

**BACKGROUND:** The Zoning Board of Appeals recently reviewed the same sketch plan and approved zero-foot setbacks for all three improvements. The property is located in the C-2 Water Street East District (WSE) zoning district. The lot is approximately 40 feet wide and 90 feet deep (3,600 square feet), and a single-family detached home exists on the site. The principle dwelling is a contributing Greek Revival structure built in 1850.

**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 a rough sketch plan and an example image of the proposed shed. Proposed shed materials and hot tub details were not provided. The deck is proposed to be built with a brown composite material called TimberTech Azek Arbor Collection.

**V.B NEW CONSTRUCTION:** The proposed improvements are not anticipated to impact the streetscape based on the rear location. The shed is a traditional design found on many residential properties. The size and massing of the shed are not overwhelming nor inconsistent with nearby development. The deck and hot tub will be even less visible than the shed.

Section V, B. of the Local Guidelines regulating new construction applies to this project. Standards are as follows:

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 improvements will be blocked from view by the existing dwelling and will not impact the streetscape. There will be no changes to the façade of the dwelling.

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 shed is a traditional design that is not intended to replicate a specific historic design element of the downtown area. This type of shed design is found on many residential properties.

- 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.

**Comment:** The size and massing of the shed are not overwhelming nor inconsistent with nearby development. Variances have already been secured for placement within the required setback area.

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.

**Comment:** The shed will have a similar gable roof style as the existing dwelling. The HDC may consider requiring the same color scheme and shingles as the dwelling.

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.

### Not applicable

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

**Comment:** The improvements will be blocked from view by the existing dwelling and will not be comparable to adjacent historic buildings based on the proposed location.

**RECOMMENDATION:** It is acknowledged that this application does not include the detail typically requested by the HDC. The application could be tabled, or details could be reviewed administratively as a condition of approval. If the HDC determines that the applicable standards of the Historic Preservation Review Guidelines are met, the following motion may be used:

Motion to approve the new 10'x12 shed, deck extension, and hot tub located at 221 Water 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 Permit Application**

APPLICATION NUMBER
Parcel Number 0357-300-143-00
PO Box $200$ , $B0X 702$ Zip 49453 Phone $818-207-9603E-Mail E MAIL PLVM 0 AH00, C-0 M Date 92722$
dress / PO Box
ZipPhone
e this application for proposed work as my agent and we agree to conform to grant City of Saugatuck staff or authorized representatives thereof access to work is completed.
Date
OPOSED WORK IS TO BE DONE BY THE PROPERTY OWNER)
ntact Name
у
Fax
Expiration Date
Zoning District Structurent Use SFQ
ARY)
B, SHED AND DECK



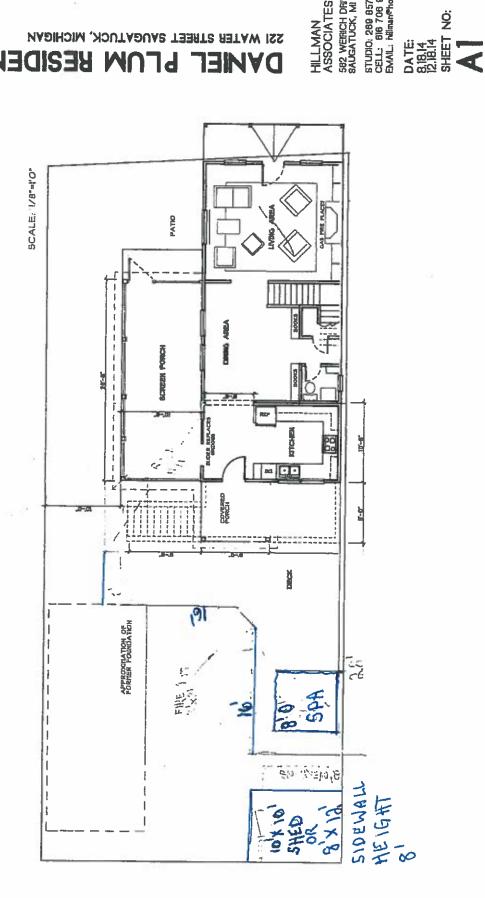
### HISTORIC DISTRICT REQUIREMENTS (SECTION 152.07)

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

Υ	Ν	NA	
1			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.
	1		Elevation drawings of the exterior of the structure or improvements.
19			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.
3			Current site improvements (including structures, sidewalks, decks, streets, fences, etc).
1ê			Proposed improvements and distances from other improvements or property lines.
			Proposed and/or current yard, open space and parking space dimensions and calculations.
		<b>E</b>	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.

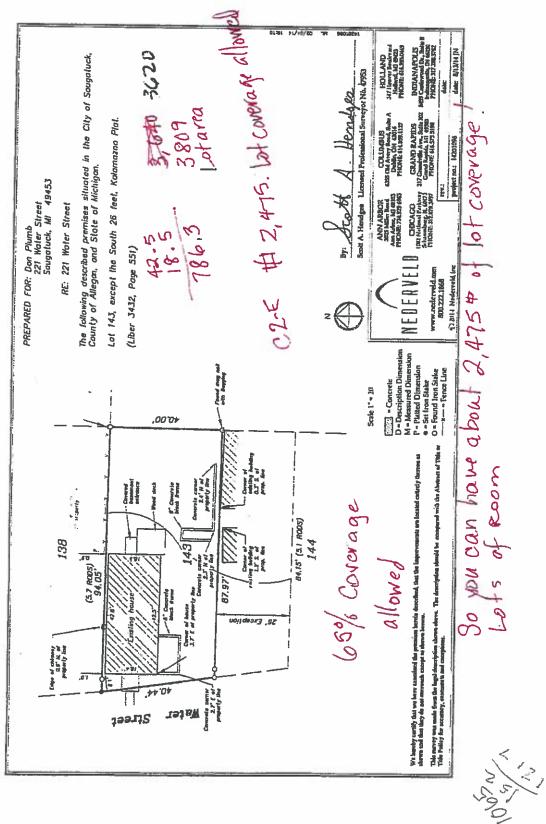
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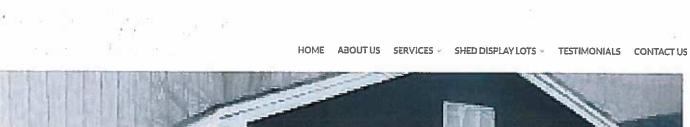




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### MEMORANDUM

то:	Historic District Commission
	City of Saugatuck

FROM: David M. Jirousek, AICP Consulting Planner

**DATE:** October 26, 2022

RE: Historic District Permit Application, Sevryn Nowicki: 841 Holland Street

**REQUEST:** The applicant constructed a cedar privacy screen to block the patio from the public right-of-way and requests retroactive approval.

**BACKGROUND:** The HDC approved a new single-family dwelling on the subject property in December 2019, and it is not a contributing structure. The property is located in R-1 Community Residential District (CR) zoning district. The applicant constructed what appears to be a six-foot-tall by 12-foot-wide cedar privacy screen.

**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 a 3D rendering of the building and photographs of the existing privacy screen.

**V.B NEW CONSTRUCTION:** Since the building was recently constructed, it seems appropriate to review it against new construction guidelines (Section V, B). The privacy screen appears to make up approximately 40 percent of the horizontal building frontage, blocking architectural elements approved in 2019.

Standards are as follows:

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:** Building facades along the streetscape vary significantly. However, a front privacy screen of this size and proportion appears uncommon in the vicinity.

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 screen somewhat matches the horizontal stained boards next to the primary entry door but slightly varies in design. The design does not appear to be compatible with the dwelling. The dwelling was considered compatible in 2019, but it is suspected that this new element would have led to a different recommendation or decision at that time.

- 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.

**Comment:** The privacy screen appears to make up approximately 40 percent of the horizontal building frontage, which does not appear compatible with nearby dwellings.

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.

**Comment:** As mentioned earlier, the screen somewhat matches the horizontal stained boards next to the primary entry door but slightly varies in design.

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.

**Comment:** The scale of the screen appears oversized and detracts from the existing building.

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

**Comment:** As stated earlier, a front privacy screen of this size and proportion appears uncommon in the vicinity.

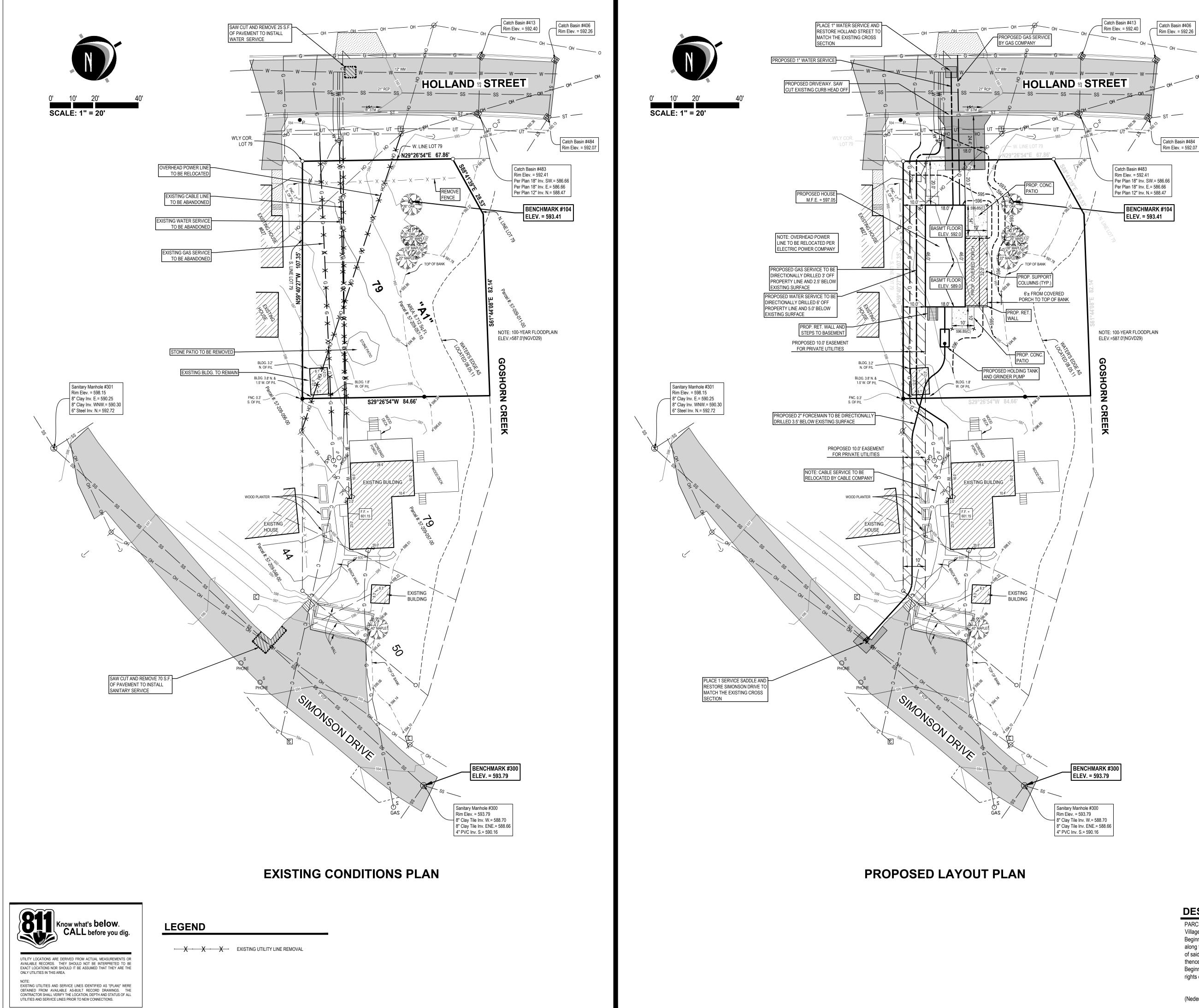
**RECOMMENDATION:** The screen detracts from the design intent originally approved by the HDC in 2019.

	storic District Permit Application
His	
LOCATION INFORMATION	St Parcel Number
Address 841 Holland	
APPLICANTS INFORMATION	address/PO Box 921 773 877 18
Name <u>Sevryn</u> Nou	<u>wicki</u> Address / PO Box <u>921</u> <u>State</u> <u>Mi</u> <u>Zip</u> <u>49453</u> Phone <u>773</u> <u>827</u> <u>187</u> <u>E-Mail</u> <u>56Weyynno@omgil.com</u> <u>Date</u> <u>8/31</u> <u>2022</u>
Signature Now164	000
OWNERS INFORMATION (IF DIFFERE	ent FROM APPLICANTS)
Name Sevryn 110	ENT FROM APPLICANTS) WICK Address / PO Box 921 State Hi Zip 49453 Phone 773 822187 Pumoil WM
that the applicant as listed	
the property to inspect conditions, before, dur	ring, and after the proposed work is complete
Signature NOWICH	
CONTRACTORS/ DEVELOPERS INFO	ORMATION (UNLESS PROPOSED WORK IS TO BE DONE BY THE PROPERTY OWNER)
700 1001500	noing LLC Contact NameC(V)
Address / PO Box	City Phone_269-236 - 5895Fax
StateZip	_Phone_269-236 9039_Pax
E-Mail	🕅 🖸 D Devided estres teacher and the balance 🗧 D
License Number	Expiration Date
PROPERTY INFORMATION	
Depth Width	_Size Zoning District Current Use
	DunesVacant
PROJECT DESCRIPTION (ATTACH MC	
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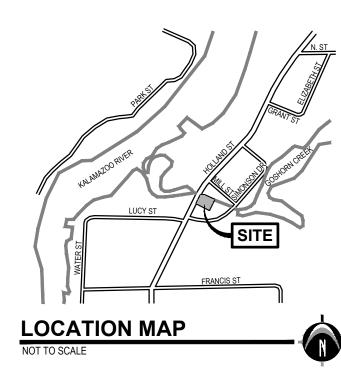
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	5		listoric District Application Application
	Saugala	ick	
HISTO	DRIC	DISTRI	ICT REQUIREMENTS (SECTION 152.07) Section 152.07, please attach the following supporting documents when applying for histo aval if applicable:
Pu	strict	ant to	val if applicable:
Y		NA	the to adjacent structures.
	2		Photographs of the structure and its relationship to adjacent structures.
			A plot plan with the placement of the proposed addition
			constructed. Elevation drawings of the exterior of the structure or improvements.
	2		Elevation drawings of the exterior finishes and materials. Samples of all proposed exterior finishes and materials.
			Samples of all proposed exterior finishes and materials. Photographs showing, in detail, the problem areas to be addressed during the proposed
			Photographs showing, in detail, the programmer in the lettering style type of illumination.
-			repair or alteration. A scale drawing of all proposed signage, including design, lettering style, type of illumina A scale drawing of all proposed signage, including, and the type of support(s) for the signature of support or location on the lot or building, and the type of support(s) for the signature of support of s
8	-	-	(if any), placement of location of the
			(if any), placement or location on the lot of building, and the syn If an application for signage is made by tenants of a building located within a historic dis the tenants must obtain written permission from the building owner to install or alter the
			proposed sign(s).
			Plot plan showing the following:
		6	a structure change area and dimension of the lot.
			Current site improvements (including structures, sidewalks, decks, streets, ierces,
			Proposed improvements and distances from other improvements or property intest.
		(F)	Proposed and/or current yard, open space and parking space dimensions and
-	-	-	calculations.
			Location of any flood plains, watersheds, wetlands, easements, critical dunes, or of applicable features.
			Description of proposed use and of the building (dwelling, structure, barn, garage and th like) or improvements.
			Detailed written description of the activities related to the proposed use and/or improvem
1.			

OFFICE USE ONLY: Application Complete Notes:	Fee PaidDate Paid	
Notes:		-
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<sup>-</sup>Land Planning -Landscape Architecture -Civil Engineering -Land Surveying -High Definition Scanning -Forensic Engineering -Fire Investigation -



### LEGEND

□ <sub>AC</sub>	Air Conditioner
$\bigtriangleup$	Benchmark / Control Point
Ħ	Catch Basin - Square
C	Cable Riser
	Deciduous Tree
	Electric Meter
□ <sub>GM</sub>	Gas Meter
(—	Guy Anchor
•	Iron - Set
0	Iron - Found
	Miss Dig Flag - Cable
Υ.	Miss Dig Flag - Gas
Ψ	Miss Dig Flag - Phone
Υ.	Miss Dig Flag - Water
● <sub>P</sub>	Post
Т	Phone Riser
$\circ_{_{\mathcal{S}}}$	Sign
3	Sanitary Sewer Manhole
Ø	Utility Pole
O <sup>S</sup>	Underground Gas Marker
C	Cable TV
G	Gas
—— ОН ———	Overhead Utility
ss	Sanitary
ST	Storm
UT	Underground Telephone
w	Watermain
— x — x —	Fence
	Zoning Setback
	Asphalt
	Concrete
	Existing Building
543	EX. GRADE CONTOUR
543	PROP. GRADE CONTOUR
≁ <sub>778.00(C)</sub>	PROP. GRADE ELEV. (CONCRETE)
	PROPOSED BITUMINOUS (STANDARD DUTY)
ч Д	PROPOSED CONCRETE (STANDARD DUTY)

	BENCHMARK #300	
	ELEV. = 593.79	
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### BENCHMARKS

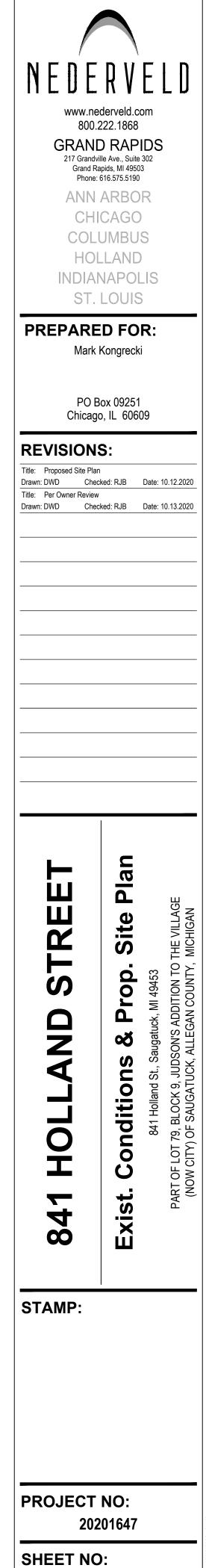
BENCHMARK #104 ELEV. = 593.41 (NGVD29) MAG Nail in West side of base of 18" oak tree located approximately 50' Southeasterly of the centerline of Holland Street and 25' Southwesterly of top of bank.

BENCHMARK #300 ELEV. = 593.79 (NGVD29) Rim of sanitary manhole located in Simonson Drive, 6.4' +/-South of edge of pavement and 20.0' +/- Southeast of power pole on North side of Simonson Drive.

### DESCRIPTION

PARCEL "A1" DESCRIPTION: Part of Lot 79, Block 9, Judson's Addition to the Village (now City) of Saugatuck, Allegan County, Michigan, described as: Beginning at the Westerly corner of said Lot 79; thence N29°26'54"E 67.86 feet along the West line of Lot 79; thence S88°41'39"E 28.53 feet along the North line of said Lot 79; thence S61°44'08"E 82.14 feet; thence S29°26'54"W 84.66 feet; thence N59°40'27"W 107.35 feet along the South line of said Lot 79 to the Point of Beginning. Containing 8,712 square feet. Subject to easements, restrictions and rights of way of record.

(Nederveld survey project no. 11200433 Parcel A1)



**C-300** 

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