

HISTORIC DISTRICT COMMISSION

May 4, 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 March 2, 2023
 - B. Minutes of Special Meeting held on March 16, 2023
- **5. Public Comments on Agenda Items** (Limit 3 Minutes)
- 6. Unfinished Business: None
- 7. New Business:
 - A. 865 Holland Windows, Doors, Roof and Siding
 - **B.** 201 Butler New ATM
 - C. 149 Griffith Windows, Deck, Fence, Siding, Doors, Remove Chimney
 - **D.** 660 Lake Windows, Door, Remove Awnings
 - E. Social District Signage
 - F. Rules of Procedure Amendments

8. Administrative Approvals & Updates:

- 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 Roof
- G. Various Temporary Rain Barrels

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@saugatuckeity.com

- 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.

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City of Saugatuck Historic District Commission

Meeting Minutes March 2nd, 2023, 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: Chairman Straker, Commission members: Cannarsa, Donahue, Lewis,

Panozzo & Paterson.

Absent: Vice Chairman Leo.

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 February 2, 2023:

Motion by Cannarsa, second by Donahue, to approve the February 2, 2023, meeting minutes. Upon voice vote, the motion carried 6-0.

Public Comments: None.

Unfinished Business: None.

New Business:

A. <u>127 Hoffman (Voice Vote)</u>

The applicant requests retroactive approval of plexiglass walls and wood framing surrounding the outdoor seating area along the front porch of Uncommon Coffee Roasters at 127 Hoffman.

A motion was made by Cannarsa, second by Panozzo to approve the application for plexiglass walls at 127 Hoffman as submitted. There was no vote, the Commission continued to deliberate.

Cannarsa withdrew the previous motion.

A motion was made by Lewis, second by Cannarsa to deny the application as submitted. Upon voice vote, motion was carried 6-0.

B. 890 Simonson (Voice Vote)

The applicant proposes to construct a new dwelling on a lot at 890 Simonson Street. The subject lot is approximately 132 feet in width and 132 feet in depth and is zoned Community Residential- R-1. A dilapidated garage currently exists on the site, which will be demolished prior to the construction of the single-family detached dwelling.

A motion was made by Donahue, second by Panozzo, to approve the application as submitted. The commission added that the cut sheets for windows, doors, garage doors, and siding need to be submitted for staff approval prior to final approval. Upon voice vote, motion carried 6-0.

C. 133 Main (Voice Vote)

The applicant requests approval of new exterior siding for the dwelling at 133 Main.

A motion was made by Cannarsa, second by Lewis to approve application as submitted for the siding replacement at 133 Main St. The commission added that every surface and material be non-stamped. Upon voice vote, motion carried 6-0.

D. 331-333 Culver (Voice Vote)

The application requests approval to replace windows and doors as specified on the attached drawings with like replacement according to attached cut sheets.

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.

The commission discussed that a staff report was not prepared for this request. Director Cummins explained this was due to the timing of when the application was received and that the rules of procedure required the application to be brought to the HDC. He advised he would bring a future recommendation to change the rules of procedure to require applications be submitted sooner so staff is able to review and prepare the necessary report.

A motion was made by Lewis, second by Donahue to table the application until a Special Meeting can be held on March 16, 2023. Staff need time for the Consulting Planner to complete a cover page for the application. Upon voice vote, motion carried 6-0.

Administrative Approvals & Updates:

Director of Planning, Zoning and Project Management Cummins gave an update regarding administrative approval for an awning replacement at 428 Butler.

Communication: None.

Public Comment: None.

Commission Comments: None.

Adjourn: Motion by Donahue, second by Cannarsa to adjourn. Chair Straker

adjourned the meeting adjourned at 7:04 p.m.

Respectfully Submitted by Sara Williams,

Deputy Clerk



City of Saugatuck Historic District Commission – Special Meeting

Meeting Minutes March 16th, 2023, 6:00 PM

Saugatuck City Hall 102 Butler Street

Call to Order/Roll Call: Chair Straker called the meeting to order at 6:01 p.m.

Present: Chairman Straker, Commission members: Donahue, Leo, Lewis &

Paterson.

Absent: Commission members Cannarsa and Panozzo.

Others Present: Director of Planning, Zoning and Project Management

Cummins & Deputy Clerk/DPW Admin. Assistant Williams.

Agenda Changes/Additions/Deletions: None.

Approval of Minutes: None.

Public Comments on Agenda Items Only: None.

Unfinished Business:

A. 331-333 Culver (Voice Vote)

The application requests approval to replace windows and doors as specified on the attached drawings with like replacement according to attached cut sheets.

Chair Straker and Commission member 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 and Commission member 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 Leo, second by Donahue to approve the replacement doors, windows, and the sliding doors at 331 and 333 Culver Street in accordance with the locations identified in the exhibits and the specification sheets included within the application materials with no other conditions. Upon Voice Vote, motion carried 5-0.

New Business: None.

Administrative Approvals & Updates: None.

Communication: None.

Public Comment: None.

Commission Comments: None.

Adjourn: Motion by Lewis, second by Leo to adjourn. Chair Straker adjourned

the meeting adjourned at 6:07 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 1, 2023

RE: Historic District Permit Application: 865 Holland

REQUEST: 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.

BACKGROUND: The property is located in the R-1 Community Residential District within the Historic District. The lot is 114 feet wide and 88 feet deep, and it is approximately 10,032 square feet in size.

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 photographs of the windows, doors, and trim used on the recently constructed detached garage.

I. KEY ELEMENTS: The two-family building is not a contributing structure.

II. PRIMARY STRUCTURES:

The existing building materials are non-historic, and the building is non-contributing. The siding, roofing, doors, and windows will match the recently constructed detached garage. Quality and consistent materials are proposed to ensure a uniform appearance. Window trim, doors, and

siding will be white, consistent with the existing building and the recently approved detached garage. The restoration will have no impact on the character of the historic district.

RECOMMENDATION: 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 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. Approval shall be subject to the following conditions (if applicable):

1.	
4.	
5.	
6.	

mature Distrermit Application

Address 865 Hollar		Parcel Number	0357-051-002	
APPLICANTS INFORMATION				
Name Imothy Woo	5461 Address/F	10 Box 500		
City Saugatuck	State M.L.		7 Phone 53% - 489.	267
Interest In Project 24		E-Mail / Maca		
Signature Samuel			Date 3/3/23	
		ress/POBox		
			Phone	
C-Mail				
I hereby authorize that the applicant as I all applicable laws and regulations of the the property to inspect conditions, before	e City of Saugatuck. I additionally g	grant City of Saugatuck sta	sed work as my agent and we agree to deaff or authorized representatives thereof	conform to access to
Signature				
Name ////		lactivane		
Address / PO Box				
Ctate Zip				
E-Mail				
License Number		Expiration Date		
Depth 2% Width //		Zoning District	Curent Use And Andrews	
Check all that apply: Waterl		Vacant		
			LICENTY APRUSA	
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Historic District Application

HSTORICIES REQUESTS SECTION 52.07)

Pursuant to Section 152.07, please attach the following supporting documents when applying for historic district approval if applicable: 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. Drought to meeting 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. Andicaton Combet Moles

Project Description for Historic District

We are seeking approval to side 865 Holland with the same material (LP siding) to match the garage recently approved by Historic District and built on site. We would also like to replace the windows at 865 Holland using Andersen 100 windows as were used on garage. We would also like approval to install the roofing and doors as were used on the new garage.

The intent of this project is to not only replace windows, doors and siding, but to make the garage and dwelling match. Pictures of the windows needing replacement and old siding are included. The plan from Dovetail Design Studio can be use to as a preview to the project's completion without the addition. Pictures of the elevation are included as is photo replacement doors.





Current elevations residents and new garage The elevations match.



Windows needing replacement New Andersen windows

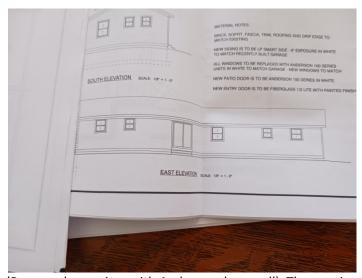


Old siding Replacement LP siding and trim



Replacement fiberglass entry door with anti-rot jams.

Mastercraft® 36"W x 80"H White Smooth Fiberglass 6 Panel Composite Frame Exterior Door System



(Proposed rear view with Andersen door wall) The rear is not visible from Holland Street.



MEMORANDUM

TO: Historic District Commission

City of Saugatuck

FROM: David M. Jirousek, AICP

Consulting Planner

DATE: May 1, 2023

RE: Historic District Permit Application: 201 Butler

REQUEST: The applicant requests approval for an outdoor Huntington ATM machine in front of the front windows 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.

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: There are four main window panels facing Butler Street on the ground floor. The proposed ATM would significantly cover the window panel to the right of the entry door.

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 window panel to the right of the entry door. The placement is inconsistent with this guideline as the ATM will block windows that 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 changes 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 previously installed soda machines and FedEx box were approved by the City or HDC.

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 in no way compatible 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 a permanently mounted 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

	APPLICATION NUMBER
Address 201 Butler Street	Parcel Number <u>0357-300-150-00</u>
APPLICANTS INFORMATION	
City Columbus State OH	PO Box _5555 (leveland Ave. Zip 4323/ Phone (4/2) 973-8698 _ E-Mail <u>benjamin</u> boziz @ Huntingt _ Date <u>03/07/20</u> 23
OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)	
hereby authorize that the applicant as listed above is authorized to make applicable laws and regulations on the City of Saugatuck. I additionally the property to inspect conditions, before, during and after the proposed of	Phone 6/6-836-076/
CONTRACTORS/ DEVELOPERS INFORMATION (UNLESS PRO	OPOSED WORK IS TO BE DONE BY THE PROPERTY OWNER)
Name Joshua Hargrave Cor Address / PO Box 812 S Crowley Road City State X Zip76036 Phone 817-297-8 E-Mail permitting@powerhousenow.com	
License Number 801873664	Expiration DateNA
PROPERTY INFORMATION	
Depth Width Size Check all that apply: Waterfront Dunes	Zoning DistrictCurrent UseVacant
PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESS.	ARY)

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



Application #	·

HISTORIC DISTRICT REQUIREMENTS (SECTION 152.07)

district approval if applicable: Υ 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. X 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 X (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, Ä 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. X **OFFICE USE ONLY:** Application Complete _____ Fee Paid ___ Date Paid ___ Notes:

Pursuant to Section 152.07, please attach the following supporting documents when applying for historic

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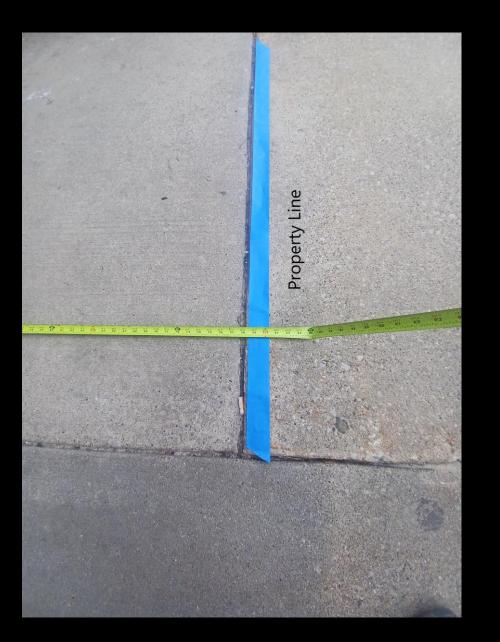
BAU300543 – Saugatuck Drug Store Survey Photos

Measurements		
Distance from wall to property line	78.5"	
Distance from wall to approx. edge of ATM	42"	
Distance from edge of ATM to property line	36.5"	

















MEMORANDUM

TO: Historic District Commission

City of Saugatuck

FROM: David M. Jirousek, AICP

Consulting Planner

DATE: May 1, 2023

RE: Historic District Permit Application: 149 Griffith Street

REQUEST: 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.

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.

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 examples of siding, doors, and windows. However, no details were provided on the replacement deck, steps, and fence to the rear of the building

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:

A. Materials, Maintenance, and Substitutes

 Original Materials- On contributing resources, original materials shall be used for repairs and additions wherever feasible. (Note: Existing substitute siding or trim may be repaired with the same substitute materials without review, if less than 25% of the material needs to be replaced.)

Comment: Original materials are not proposed for repairs. The siding will be an LP Smart Side type with a smooth finish. New windows and doors along the Griffith frontage will replace existing non-contributing and more recently installed windows and doors.

2. Maintenance

- a. Exterior materials should be maintained, cleaned and repaired using methods and products which will not endanger the integrity of the materials.
- b. Clean wood using gentle methods such as low-pressure washing with detergents and natural bristle brushes. Blasting with particulates, power washing at high pressures, and propane or butane torches are not appropriate.
- c. Only types of paint which "breathe" (allow moisture to pass through the surface) should be used on wood surfaces.
- d. The cleaning of exterior masonry for the rehabilitation or restoration of a historic structure may be appropriate, provided that the cleaning technique used will not cause damage or permanent alteration to the historic structure. The natural weathering and discoloration or patina of masonry materials is to be respected as the appearance achieved as a result of the original design's selection of exterior materials. The use of any cleaning technique that would totally remove this natural patina from original building materials should be avoided
- e. Cleaning guidelines for metal are available from the National Park Service.Comment: Not applicable.
- 3. Retaining Wood Features- Wooden features that contribute to the overall historic character of a building and a site should be retained and preserved. These features include, but are not limited to, such functional and decorative elements

as siding, shingles, shakes, cornices, architraves, brackets, pediments, columns, balustrades, other architectural trim, porch ceilings, floors and facia.

Comment: Original wood siding, decking, and trim will be preserved as much as possible. However, the replacement elements are only proposed where there is significant water damage and rot.

4. Replacing Wood Features

- a. If replacement of an entire wooden feature is necessary, it should be replaced in kind, matching the original design, dimension, detail, material and texture. Compatible substitute materials should be considered only if using the original material is not technically feasible.
- b. If replacement of a deteriorated detail or element is necessary, replace only the deteriorated detail in kind rather than an entire feature.
- c. If a wooden feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in profile, scale, size, material and texture with the historic building and district.

Comment: Replacement siding, decking, spindles, and other wood elements are intended to match the preserved elements to the maximum extent.

5. Substitute Materials

- a. The use of substitute siding or trim in any form on an existing building is not recommended. Substitute siding or trim rarely replicates the dimensions or appearance of original materials
- b. Cast, molded, composite or synthetic architectural details and exterior materials may be used on existing structures if the original product is no longer available and if such application would not eliminate any architectural details. Such materials shall be permitted in new construction.
- c. In order to qualify for the exceptional approval of substitute materials on an existing building, the application must meet the following tests:
 - 1. the substitute material will replace other substitute material on the structure; and
 - 2. the cost of restoring the original material is unreasonable, judged in relation to
 - 3. the finished value of the property; and/or
 - 4. the original materials (or other suitable alternatives), or the skills necessary to apply those materials are unavailable; or

- 5. there is an emergency (probably temporary) need to provide the material in a time period which does not allow use of the original material (or other suitable alternative).
- d. Where substitute material replaces other substitute material, the siding installation should not eliminate any architectural details.
- e. On existing structures, the first-time application of vinyl or aluminum siding is not permitted. The use of vinyl or aluminum siding is also not permitted on new structures.

Comment: Substitute materials are only proposed where significant rot and damage are evident. New engineered wood siding will allow for material consistency around the original building and south side addition.

6. Missing Details- When a feature is missing it must be replaced with a new feature based on accurate documentation of the original design or a new design compatible in scale, size, material, and color with the historic building and district. If a detail of a painted metal feature such as a decorative cornice is missing or deteriorated, replacement in kind may not be feasible, and the replication of the detail in fiberglass, wood or aluminum may be appropriate.

Comment: Not applicable.

7. Masonry Repairs- Masonry repairs must retain the original or existing appearance of the masonry. If masonry is to be replaced, the new material must match the original or existing material in color, texture and hardness. Mortar must replicate original or existing mortar in color, consistency, design and hardness. For example, older brick walls were often laid with a higher lime content than is now common, and sometimes with dark gray or black mortar and finished with recessed joints.

Comment: The applicant intends to remove the chimney along Mason Street based on its condition. The extent of the deterioration is unknown, and it is unknown if it is an original component of the building.

8. Sealing Masonry- Sealants should not be applied to masonry unless it is necessary to prevent further deterioration. Use of sealants is subject to review by the Commission.

Comment: Not applicable.

9. Maintaining Metal- Regular maintenance of metal is critical in the prevention of corrosion, oxidation (rust) and water damage which are chemical reactions to air exposure and moisture. A sound coat of appropriate paint can be the key to preserving historic metal (except in the instance of copper and bronze which

should retain their natural patina). If corrosion begins it will be necessary to remove all of the rust immediately followed by priming the areas with a zincbased primer or other rust-inhibiting primer. Again this does not apply to copper and bronze. Corrosion can also result from a chemical reaction caused by contact between two dissimilar metals. Patching or replacing deteriorated metal in kind is always preferable to using substitute material. The reactions between dissimilar metals limit the options of patching one metal with another.

Comment: Not applicable.

10. Painting Metal and Concrete- Unpainted metal and unpainted exposed concrete (except in a foundation wall) is prohibited unless it is deemed an essential element to the total design and is compatible with the existing character of the overall Historic District.

Comment: Not applicable.

11. False History- It is not appropriate to introduce wood or architectural metal features or details to a historic building in an attempt to create a false historical appearance.

Comment: Replacement materials seem to be consistent with the historical appearance but do not portray a false historical appearance.

B. Coatings and Colors

1. Colors- Colors that are historically associated with the period of the resources shall not be considered for existing structures; however, the commission may recommend a broad palette of colors as being compatible with the overall character of the district.

Comment: Exterior paint is assumed to be the same light green as the original building and south-side addition. The replacement window and door trim appears to be white but should be confirmed by the applicant. Although not specifically stated, we are aware that the entire building will be repainted but the color is not specified.

2. Unpainted Masonry- Previously unpainted masonry shall not be painted. Masonry which was previously painted may be re-painted. Unless old paint or other coatings can be removed without damage to the masonry, a painted surface should be re-painted rather than stripped of old paint. In preparing to repaint previously painted masonry, stripping should only occur where the paint can be easily removed without damaging the underlying masonry. Blasting with sand or other highly abrasive materials is not permitted. Where paint stripping cannot be performed without damaging the masonry, repainting over the existing paint is the only appropriate solution.

Comment: Not applicable.

3. Repair Before Painting- Necessary masonry repairs (i.e. tuckpointing, stucco patching, crack repairs, etc.) should be satisfactorily completed prior to cleaning the masonry surface. This will help guard against possible damage that could be caused by cleaning tools or materials penetrating into cracks and holes. A masonry surface must be in a state of good repair before cleaning is attempted.

Comment: Not applicable.

C. Roofs, Parapets, and Gutters

1. Roof Forms- Roofs and roof forms should be maintained and preserved when they contribute to the historic character of the building, including but not limited to materials, cresting, dormers, chimneys, cupolas and cornices. Repairs may include the limited replacement in kind of those extensively deteriorated or missing parts of a feature when there are surviving prototypes such as cupola louvers, dentils, dormer roofing or slates, tiles or wood shingles on a main roof.

Comment: Roof repairs are proposed. However, the extent of repair and/or replacement is unknown. The application shows that repairs will only occur where there is significant deterioration or damage.

2. Roofing Materials- When roofing material is clearly distinctive to a buildings style, retaining or replacing it in kind is important and all efforts should be exhausted before replacement with a substitute material is considered. It is not appropriate to remove a roof that is repairable, and then reconstruct it with new material in order to create a uniform or improved appearance.

Comment: It is assumed that the proposed materials will match existing materials.

3. Substitute Roofing- If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Comment: Not applicable.

4. Roof Accessories- Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights is generally not appropriate.

Exceptions may arise when the addition of such a feature will solve a design problem raised by an adaptive re-use of the resource (such as adding a dormer to light a previously unused space).

Comment: Not applicable.

5. Gutters- Both "K Style" and "Half Round" gutters have a historical presence on homes in our historic districts depending on the architectural design of the roof

and eaves of the house. The appropriate application of either gutter system is related to the overall roof design for the practical long term success and economy of the roof drainage system.

—Appropriate "K Style" Gutter installations rely on a vertical facia board on the eave to support the flat back side of the gutter in a vertical position. The facia board must be large enough to both support the base of the gutter and allow the gutter to be pitched along its length for drainage.

—Half Round Gutters are designed to suspend below the eave and catch the run-off. Because half-round gutters are self-supporting, not reinforced by a facia board, they are typically manufactured from heavier gauge materials. They are typical and appropriate to houses with tapered eaves and open rafter tails.

—Built-in gutters that are integral to a historic property are an important characteristic of the property and should be preserved.

Comment: Not applicable.

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: Aside from one proposed replacement window on the Mason Street side elevation, all existing windows will be preserved and restored as necessary.

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 then 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: Due to a drainage and rainwater damage issue, the front doors of the south-side addition will be replaced with two window pairs and one window and French door pair. Below the two window pairs will be the construction of a low wall. However, no plans were provided to show height or trim. These replacements are for non-historic additions.

One existing double-sash window in the middle addition along Mason Street will be replaced with a single aluminum-clad casement window. The reason for this replacement is based on an interior improvement.

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: Three doors will be replaced along the Griffith Street front elevation. All new doors will replace non-historic ones added in recent years.

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: Not applicable. One existing double-sash window in the middle addition along Mason Street will be replaced with a single aluminum-clad casement window.

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.

E. Porches, Steps and Entries

- 1. Porch Details- If replacement of a deteriorated detail or element is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, and material. If the original is not known, use a design commonly used at the time the original building was constructed.
- 2. Complete Replacement- Replacing in-kind an entire porch that is too deteriorated to repair using physical evidence to guide the new work. Design a new entrance or porch if the historic entrance or porch is completely missing using historic evidence.
- 3. Rails and Skirting- The style of porch railings and skirting should match the original or be consistent with those commonly used at the time the original building was constructed.
- 4. Porch Flooring- Tongue and groove 3" wide cedar or pine extended 1" past fascia/ trim is the preferred porch flooring. The boards should be laid in the traditional manner, directly on the joists (to allow drying from the underside) and with a slight slope away from the building (to allow drainage—at least 1 ½ inches in 8 feet). Decking is not an appropriate flooring material (but see also IV.C regarding decks).
- 5. Pressure Treated Wood is not recommended other than where the structural wood will be in contact with the ground and hidden from view by finish material.
- 6. Risers- All steps should have enclosed/solid risers.
- 7. Porch Foundations- Repair of masonry porch foundations should match existing or original materials. When replacing missing masonry foundations they should match the foundation of the main building. If such a match is technically or economically unfeasible an unobtrusive material may be used.
- 8. Painting- All exposed wood elements should be finished or painted. Only types of paint which "breathe" (allow moisture to pass through the surface) should be used on wood surfaces.

Comment: Replacement flooring for the deteriorated porch is 3" wide tongue and grove yellow pine, as recommended in these guidelines. The existing rail, trim, and spindles will remain but will be repaired and replaced with matching materials as necessary.

VII. CURRENT CODES & MECHANICAL SYSTEMS

E. Chimneys

1. Retaining Chimneys Primary chimneys on historic structures are defining characteristics of these buildings. They should not be removed, even if their function is eliminated by modern utilities. Smaller, secondary chimneys may not be so important visually, and the Commission may approve their removal. For maintenance and repair of chimneys, see Masonry section for guidelines, II.A.

Comment. The applicant's architect stated that the chimney is separating from the building and is unsafe.

RECOMMENDATION: The main questions noted in the report relate to the extent of the painting and repainting of the building and its additions, the low wall specifications and details for the south-side addition under the new windows, window and door trim color, and the extent of the roof repair and replacement. Further detail should also be provided concerning the replacement deck, steps, and fence to the rear of the building. The applicant should provide this information at the HDC meeting along with further clarification of the scope.

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 comprehensive renovation 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.	
6.	

Commission Review Fee: \$250 Administrative Review Fee: \$50



Historic District Permit Application

LOCATION INFORMATION		APPLICA ¹	TION NUMBER
Address		Parcel Number _	
APPLICANTS INFORMATION			
Name	Address /	PO Box	
City	State	Zip	Phone
Interest In Project		E-Mail	
Signature			Date
OWNERS INFORMATION (IF DIFFERENT	T FROM APPLICANTS)		
Name	Ad	dress / PO Box	
			Phone
E-Mail			
I hereby authorize that the applicant as listed a all applicable laws and regulations of the City of the property to inspect conditions, before, during	of Saugatuck. I additionally	grant City of Saugatuck staff of	
Signature			Date
CONTRACTORS/ DEVELOPERS INFO	RMATION (UNLESS PR	OPOSED WORK IS TO BE DO	ONE BY THE PROPERTY OWNER)
Name	Co	ntact Name	
Name Address / PO Box			
Address / PO Box	Cit	у	
Address / PO Box	Cit _Phone	У	
Address / PO Box	Cit _Phone	у	
Address / PO Box	Cit _Phone	у	_Fax
Address / PO Box	Cit	yExpiration Date	_Fax
Address / PO Box	Cit	Expiration Date	Current Use
Address / PO Box	Cit	Expiration Date Zoning District Vacant	Current Use
Address / PO Box	Cit	Expiration Date Zoning District Vacant	Current Use
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Address / PO Box	Cit	Expiration Date Zoning District Vacant	Current Use

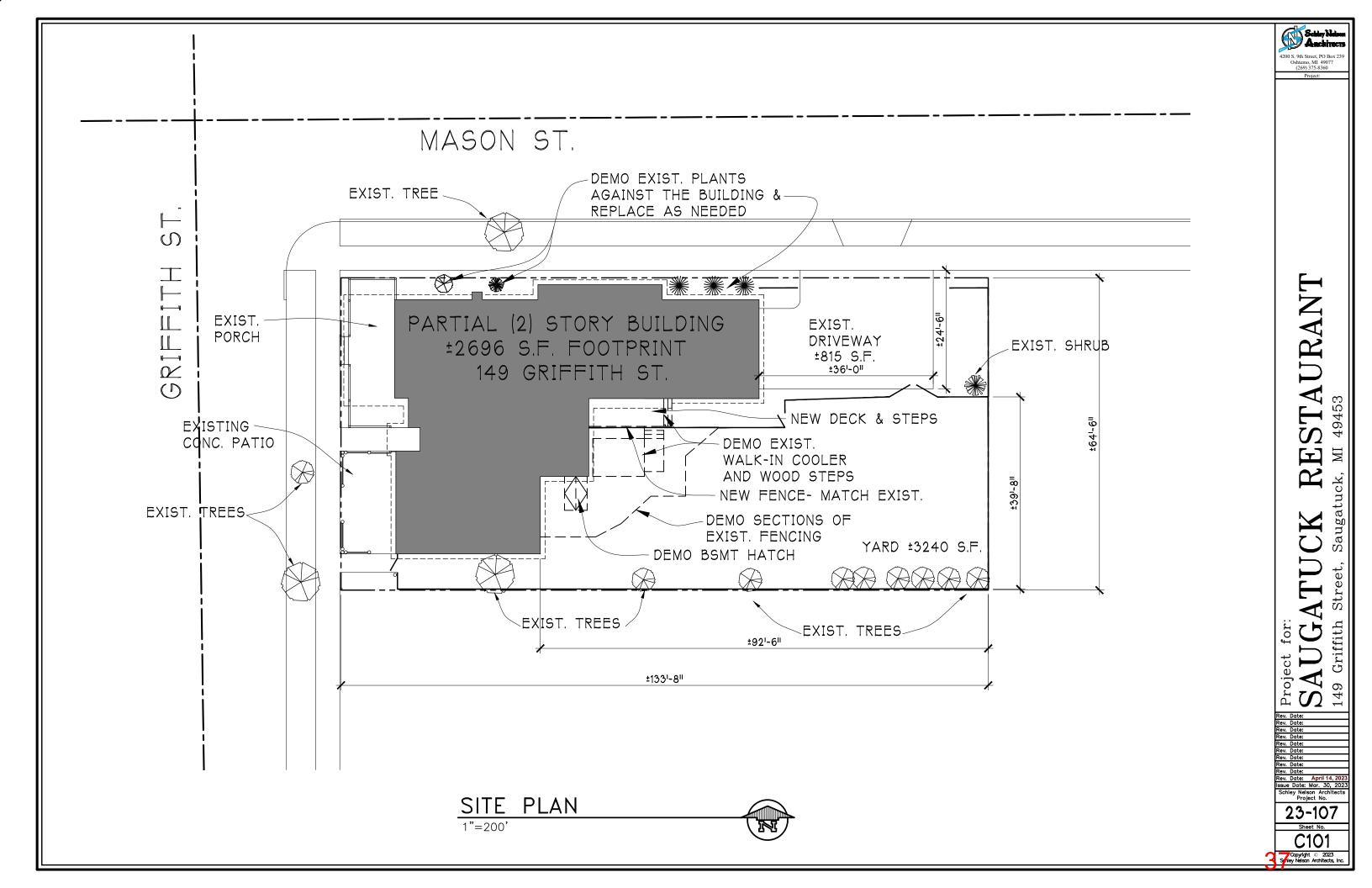


Application #

HISTORIC DISTRICT REQUIREMENTS (SECTION 152.07)

			ection 152.07, please attach the following supporting documents when applying for historic val if applicable:		
Υ	Ν	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.		
0					
OFFICE USE ONLY: Application Complete Fee Paid Date Paid Notes:					
_					

Page 2 of 2 36



23-107

EXIST PHOTOS









SOFFIT ROTTED AND SIDING WATER DAMAGE DUE TO POOR DRAINAGE OFF OF ROOF(MASON ST AT ADDITION)

UNSTABLE CRUMBLING CHIMNEY UNSAFE (MASON ST) DETERIORTED SIDING AND TRIM (GRIFFITH AND MASON STS)



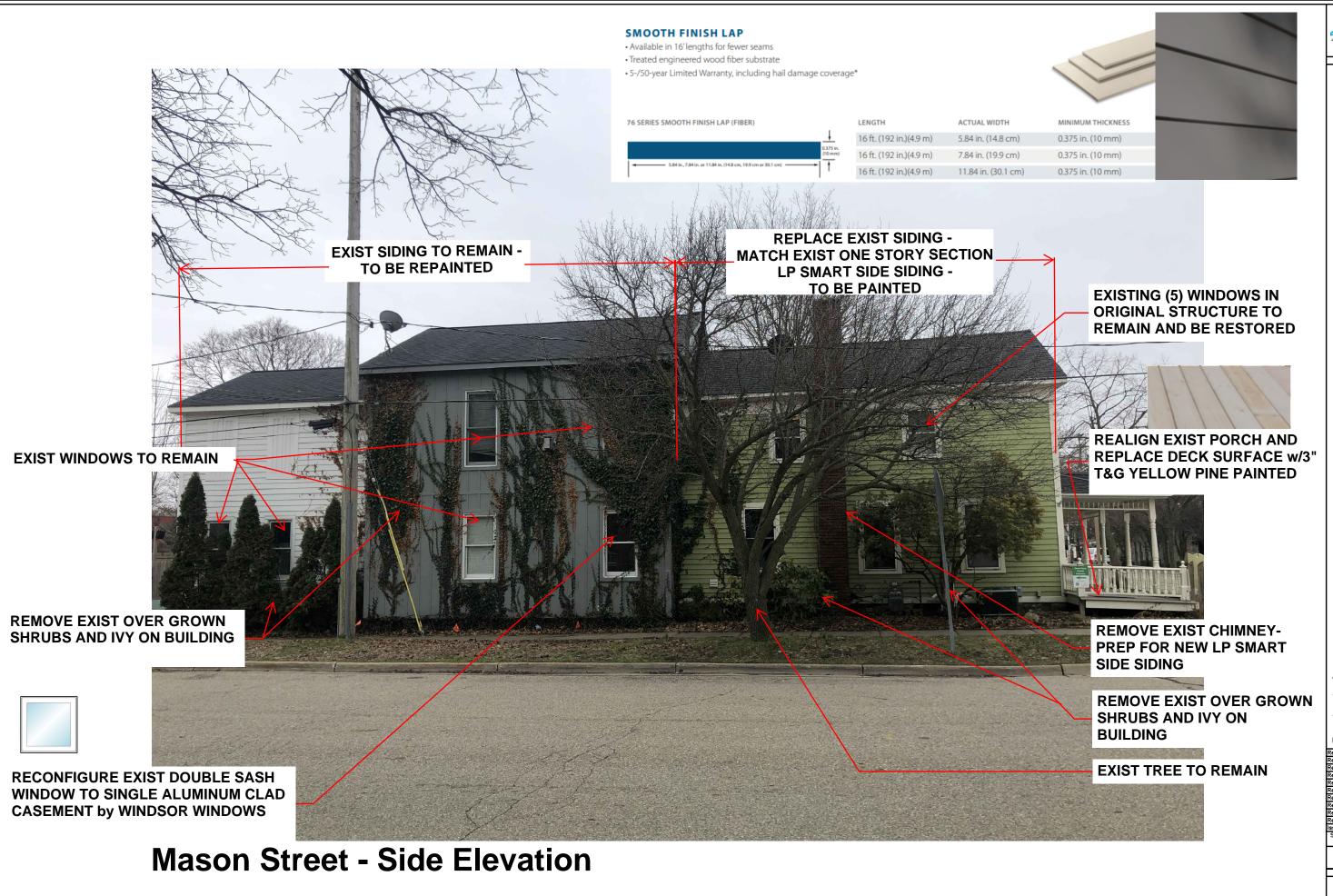


DECK- REPLACE ROTTED WOOD w/NEW 3" YELLOW PINE-PAINTED (MASON ST)

WATER RUN OFF LEAKE INTO ADDITITION- REPLACE DOORS WITH LOW WALL AND WINDOWS (MASON ST ADDITION)

WATER DAMAGE TO PORCH





Schley Nahon Anchirects 4200 S. 9th Street, PO Box 239 Oshtemo, MI 49077

4200 S. 9th Street, PO Box Oshtemo, MI 49077 (269) 375-8360 Project:

SÁUGATUCK RESTAURAN

Features and Benefits

- Stainable and paintable natural wood interiors - Choose from Clear Select Pine, Natural Alder or Douglas Fir
- Sleek appearance and clean lines Recessed lock, keeper and tilt latch won't get in the way of your view
- Low-maintenance exteriors Heavyduty aluminum cladding protects the sash and pocket frame
- Easy cleaning EZ Tilt sash makes washing the outside glass more convenient
- Concealed jambliner Enhances window's appearance with the warmth of wood on the interior and color-matched aluminum cladding on the exterior
- Easy sash operation Full-sized block and tackle balance system allows sash to smoothly glide open and closed
- Exceptional structural stability Head frame corners are keyed, screwed and silicone-injected
- · Full- or half-screen options

Sizes

Available in custom sizes

Glazing

- 3/4" inch double pane insulated glass comes standard with energy efficient Cardinal® LoE 366 coating; tinted, tempered, obscure and laminated glazing options available
- Double glazing and interior wood stops lend superior strength and sealing against
- · Custom and special glass types available
- Preserve protective film optional

Windsor Divided Lite (WDL) = simulated divided lite

• 7/8" and 1-1/4" Perimeter Grille 1-1/4" Stick Grille

- 3/4" and " Profiled Inner Gr
- 13/16" Flat Inner Grille
- 7/8" and 1-1/4" 5/8", 7/8", 1-1/4" and 2" Short Putty WDL 5/8", 7/8",
- Contemporary WDL ulated Check Rail (DH picture only)
- Standard and custom grille patter

Interior Trim and Accessories

- 11 trim profiles
 Stool and apron
- 7 interior stops Base shoe and cove
- Rosettes

Finishes

- Interior Available in Clear Select Pine, Douglas Fir or Natural Alder
- Primed: white or black - Painted: white, black or gray
- Stained: 9 color options
- Exterior Heavy-duty extruded aluminum

Clad Colors

All clad colors painted in-house with the highly durable AAMA 2604 standard finish, or upgrade to AAMA 2605 for the most challenging of environments

- 23 Standard Clad Colors available in 2604 and 2605 finish
- 20 Feature Clad Colors available in 2604 and 2605 finish (Custom color matching is also available)
- 7 Matte Clad Colors available in the 2604

Double hung lock available in champagne, white, bronze and black; optional finishes in faux bronze, oil rubbed bronze, satin nickel and bright brass

Performance Ratings

For current performance ratings, visit our website at windsorwindows.com and click on "Professional Information" in the



1. REPLACEMENT WINDOWS AND FRENCH DOORS - (FOR **NON-HISTORIC ADDITIONS AS INDICATED)**

1" x 3" TONGUE & GROOVE YELLOW PINE WOOD FOR **DECK REPLACEMENT-**PRIME AND PAINT



2. REPLACEMENT MATERIAL FOR FRONT PORCH DECK

LP® SmartSide®

Manufactured with engineered wood strand technology, LP* SmartSide* Smooth Trim & Siding provides the advanced durability building professionals have come to expect with the distinctive beauty homeowners appreciate.

According to a product trend analysis compiled by Home Innovation,

engineered wood is the fastest growing siding material for new home construction—and is a leader in the race to replace competitive building materials in the market. That's because an engineered wood solution like LP SmartSide Smooth Trim & Siding checks all the boxes for builders, remodelers and homeowners. It is not only a remarkably durable solution, but it has a beautiful aesthetic and is environmentally sustainable.

Additionally, to ensure this advanced durability, LP SmartSide Smooth Trim & Siding has been tested and proven to hold up strong in extreme weather, including moisture, golf-ball-sized hail, freeze/thaw cycles and even up to 200 mph wind gusts.



3. REPLACEMENT FOR SIDING **AND TRIM**

 Ω

23-107

SPEC'S



MEMORANDUM

TO: Historic District Commission

City of Saugatuck

FROM: David M. Jirousek, AICP

Consulting Planner

DATE: May 1, 2023

RE: Historic District Permit Application: 660 Lake Street

REQUEST: 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.

BACKGROUND: The property is located in the Lake Street R-2 zoning district within the Historic District. The lot is approximately 70 feet wide and 130 feet deep (9,104 square feet), and a brick single-family dwelling exists on the site.

On August 25, 2011, the HDC approved improvements to the home:

[r]eplace nine (9) windows and one door on the back porch area specifically noting windows 2 thru 7 will not have muttuns; windows 1, 8 & 9 be a true divided light split window with a vertical mutton, noting to replicate other window patterns on the structure and not create false history finding the request meets the standards...

Later in 2011, the HDC approved a replacement garage door.

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 pictures of all sides of the existing dwelling, several window specification sheets, and door cut-sheet. No detail was provided on the awning replacement and the color of the paint for the brick exterior. No inventory of windows was provided.

I. KEY ELEMENTS: The building is considered a contributing structure, and it was built in 1900. The Historic District inventory refers to the dwelling as the "cozy cottage."

II. PRIMARY STRUCTURES:

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

B. Coatings and Colors

1. Colors- Colors that are historically associated with the period of the resources shall not be considered for existing structures; however, the commission may recommend a broad palette of colors as being compatible with the overall character of the district.

Comment: Replacement window and door trim will be white. The entire building will be repainted by the color is not specified.

2. Unpainted Masonry- Previously unpainted masonry shall not be painted. Masonry which was previously painted may be re-painted. Unless old paint or other coatings can be removed without damage to the masonry, a painted surface should be re-painted rather than stripped of old paint. In preparing to repaint previously painted masonry, stripping should only occur where the paint can be easily removed without damaging the underlying masonry. Blasting with sand or other highly abrasive materials is not permitted. Where paint stripping cannot be performed without damaging the masonry, repainting over the existing paint is the only appropriate solution.

Comment: It does not appear that the existing masonry was ever painted. The applicant intends to paint the masonry, which is inconsistent with this guideline.

3. Repair Before Painting- Necessary masonry repairs (i.e. tuckpointing, stucco patching, crack repairs, etc.) should be satisfactorily completed prior to cleaning the masonry surface. This will help guard against possible damage that could be caused by cleaning tools or materials penetrating into cracks and holes. A masonry surface must be in a state of good repair before cleaning is attempted.

Comment: Not applicable.

D. Doors and Windows

a. 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: A window inventory was not provided. It is unclear how may windows are original and how many of the windows were actually replaced after the 2011 approval.

b. Replacing Windows and Doors

- i. Replacement of a deteriorated window or door feature or detail is necessary replace only the deteriorated feature in kind rather then 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.
- ii. 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.
 - iii. 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: Details have not been provided.

c. 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: A door specification sheet was provided.

d. 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: Muntins are only proposed for front windows. The applicant states that they will be installed on the exterior of the window. It is unclear how they will be applied or if they will be flat or removable muntin grids. It does not appear that this guideline will be met.

e. 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.

f. 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.

- J. Awnings, Canopies and Shutters
 - 2. Canopies and Awnings Canopies or awnings are encouraged, and should be placed to give a comfortable human scale underneath them. Normally this would call for the lowest part of a canopy or awning to be a minimum of 7 feet and a maximum of 10 feet above the pavement, and a maximum of 1 foot above the store-front windows (not counting any transom windows). They should be triangular in form, and should not be back-lit
 - 3. Repairs not Reviewed Repair of awnings, canopies or shutters when there is no change in design, materials, or general appearance requires no review.
 - 4. Attaching Awnings Awnings must be attached to the building through the wood storefront framing when possible. They should be attached into masonry and metal only if no other option exists. When installed into a masonry wall it must be attached into the mortar joints and not the stone or brick.

Comment: Awning details are unknown.

RECOMMENDATION: Overall, this application did not include details regarding the replacement windows, replacement awnings, and paint color. There are also compliance questions regarding the proposed window muntins and the proposal to paint the exterior brick siding. Specifics of the proposal should be discussed at the meeting.

Commission Review Fee: \$250 Administrative Review Fee: \$50



Historic District Permit Application

LOCATION INFORMATION		APPLIC	CATION NUMBER
Address 660 Lake Street		Parcel Number	57-514-045-00
APPLICANTS INFORMATION			
NamePatrick Murphy	Address /	PO Box PO Box 39	9
_{City} Douglas	_stateMi	Zip49406	Phone 269-906-5004
Interest In Project Builder		E-Mail pat@o	murphy.com
Signature Little Many			Date <u>4/14/23</u>
OWNERS INFORMATION (IF DIFFERENT FR			
Name Chuck Bullock	Ac	dress / PO Box 728	3 Lake St. Phone 248-240-4126
_{City} Saugatuc k	State	Zip49453	Phone 248-240-4126
E-Mail cbullock@sbplclaw.com			
I hereby authorize that the applicant as listed above all applicable laws and regulations of the City of Sathe property to inspect conditions, before, during, a Signature	augatuck. I additionally nd after the proposed	y grant City of Saugatuck sta ⊢work is completed.	aff or authorized representatives thereof access to
CONTRACTORS/ DEVELOPERS INFORM			
Name Patrick Murphy Builders, L Address / PO Box PO Box 39	.LCCo	ontact Name Patrick	k Murphy
Address / PO Box PO Box 39	Ci	_{ty} Douglas	
StateMi Zip49406 P	hone 269-906-5	5004	Fax
E-Mail pat@omurphy.com			
License Number 2101178278		Expiration Date	5/31/26
PROPERTY INFORMATION			
Depth 130 Width 70 S	_{ize} 9104	Zoning District	Lake St r-2 Current Use Res
Check all that apply: Waterfront	Dunes		
PROJECT DESCRIPTION (ATTACH MORE	SHEETS IF NECES	SARY)	
1) We are replacing all of the windows - We are 2) We will also be removing the awings they are 3) We will aslo be replacing the front door and 4) Windows will be white 5) We will be painting the brick	e in bad shape		ill be on the exterior of the glass.



Historic District Application

Application	#	

HISTORIC DISTRICT REQUIREMENTS (SECTION 152.07)

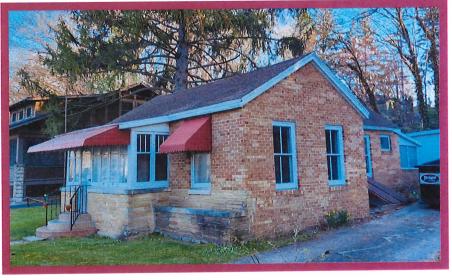
			ection 152.07, please attach the following supporting documents when applying for historic ral if applicable:
Υ	Ν	NA	
M			Photographs of the structure and its relationship to adjacent structures.
		Ø	A plot plan with the placement of the proposed addition, or location of fencing to be constructed.
V			Elevation drawings of the exterior of the structure or improvements.
Ø			Samples of all proposed exterior finishes and materials.
		Ø	Photographs showing, in detail, the problem areas to be addressed during the proposed repair or alteration.
		Ø	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).
		Þ	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).
		Þ	Plot plan showing the following:
		」	Current location, shape, area and dimension of the lot.
		₩.	Current site improvements (including structures, sidewalks, decks, streets, fences, etc).
		Image: Control of the	Proposed improvements and distances from other improvements or property lines.
		Ø	Proposed and/or current yard, open space and parking space dimensions and calculations.
		À	Location of any flood plains, watersheds, wetlands, easements, critical dunes, or other applicable features.
		Ø	Description of proposed use and of the building (dwelling, structure, barn, garage and the like) or improvements.
		M	Detailed written description of the activities related to the proposed use and/or improvements.
			,
	icat	USE O	NLY: omplete Fee PaidDate Paid

660 Lake St. Saugatuck remodel



FRONT

EAST SIDE & FRONT





EAST SIDE



WEST
SIDE
FRONT

WEST SIDE

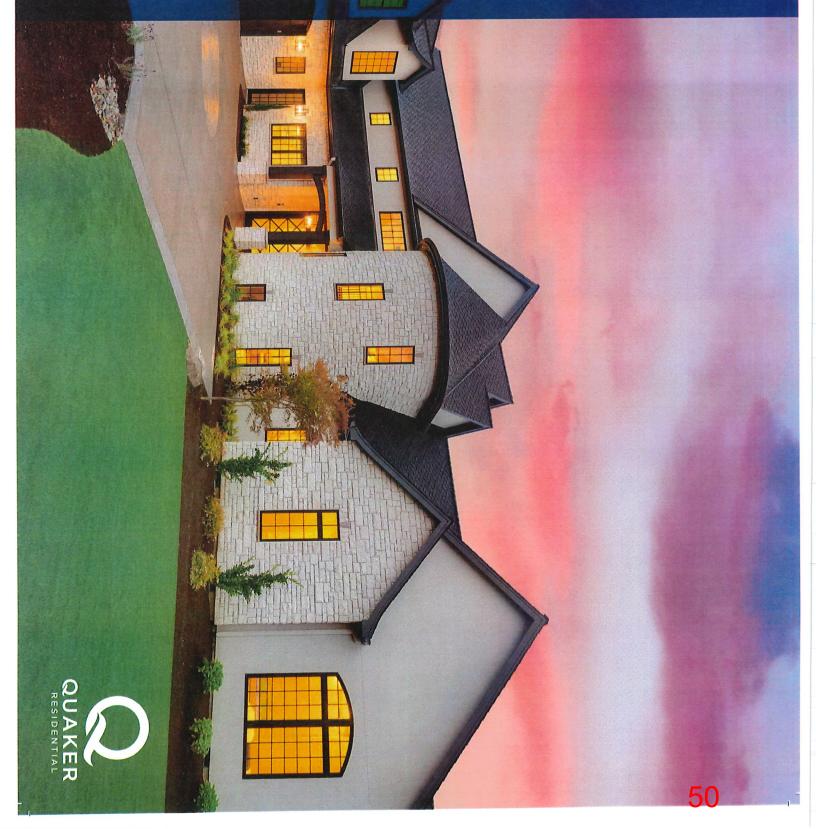




REAR

Manchester

VINYL SERIES



Over 70 Years of Right Solutions

When shopping for new windows, the choices can be daunting. So we present to you a simple promise: you will have all the tools to make the best window investment possible – courtesy of Quaker's Manchester Series of products and The Quaker Difference.

The Quaker Difference

- Our first-generation, 100% virgin vinyl, will fade less over time and is generally stronger than typical reground vinyl.
- Vinyl framing is 20% thicker than many leading brands and contains metal inserts in critical areas, so it holds firm against Mother Nature's forces.



- Manchester glass panes are 33% thicker than many other windows on the market offering increased thermal control and sound deflection.
- Only top-of-the-line hardware, all independently tested to assure years of use.
- Fusion-welded corners form nearly unbreakable and impenetrable joints.
- Multiple quality checks utilized throughout the manufacturing process guarantee a paramount product.
- The best screen mesh on the market, BetterVue™, comes standard with no upcharge, including within our revolutionary flexscreen. BetterVue™ offers better air flow, more optical clarity, and increased insect control than standard screen meshes.
- Unparalleled attention to detail provided by our Manufacturing Specialists, some with more than 40 years of window knowledge.
- Quaker is here for the long run, with over 70 years of proven window and door experience and customer satisfaction.

The Manchester Series by Quaker. It is the right solution for your home



Single Hung Windows

- Maintenance-free vinyl resists elemental wear over long periods
- Fusion-Welded Corners on frame and sash
- Metal reinforcements in critical areas for extra support during harsh weather

Thermally Efficient

- Dual-sealed 3/4" Insulating Glass with warm-edge spacer
- Meets Energy Star® qualifications in every state
- Fin-Seal Weatherstripping in critical areas

Curb Appeal

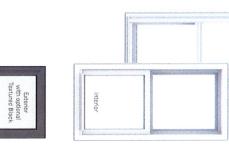
- Faux Brickmold Appearance
- Colors: See pages 12 & 13
- Arch Head and Arch Trapezoid Single Hungs mix stunning looks with functionality

Operational Benefits

- Operating Sash tilts in for easy cleaning
- Cam locking hardware is easy to operate

Multi-Step Protection

- Dual cam locks on all Single Hung windows 24" and wider
- Hidden interlock system at the meeting rail pulls the sashes tightly together
- Half Screen with BetterVue™ screen mesh limits encroachment of insects





For Your Builder

- Integral, Pre-Punched Nail Fin, and J-Channel
- Save job-site labor with optional factory-mulling (some limitations apply), applied jamb extensions and trim
- 88 Standard Sizes & Custom Sizing available

Glass Package Energy 3S Energy Basic Energy Max Energy Plus Energy North Energy TG*	0.29 0.29 0.25 0.25 0.26	0.22 0.33 0.21 0.32 0.49 0.13 to 0.45	0.51 0.56 0.49 0.55 0.61	59 58 58 47 46	Air Filtration <-0.30 <-0.30 <-0.30 <-0.30 <-0.30
age	0.29 0.29 0.25 0.25	0.22 0.33 0.21 0.32	0.51 0.56 0.49 0.55		59 58 47
olus	0.25	0.32	0.55	47	
nergy North	0.26	0.49	0.61	46	
Energy TG*	0.23 to 0.26*	0.13 to 0.45*	0.27 to 0.56*	52 to	65*

*See Page 7 For More Details

Customizable Grid Options

Simulated Divided Lites

Truly enhance your Manchester windows with Simulated Divided Lites (SDL). SDLs, with their three-dimensional feel, simulate early window architecture, which used individual glass panes (divided lites) for a decorative and distinct impression.



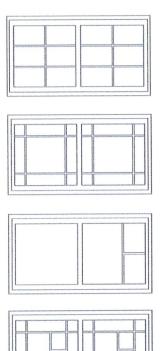
Internal

Decorative internal muntins add a touch of class to your Manchester windows. Because they are inside the glass, they are dust and maintenance free. The architecture of the grid bar can be either a traditional flat design or a more contemporary contoured design.



Grid Designs

Choose one of Quaker's standard designs, or opt for a "personal" or custom look.



Colonial 4 over 4

Colonial 6 over 6

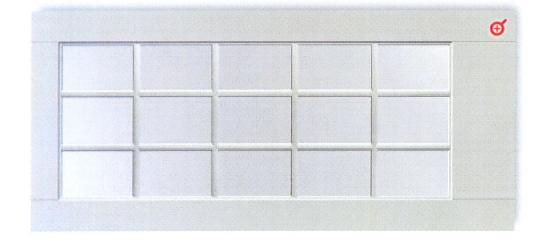
Queen Anne

Bungalow

Deco



www.quakerresidentialwindows.com





Historic District Commission Agenda Item Report

FROM: Ryan Cummins, Director of Planning and Zoning

MEETING DATE: May 4, 2023

SUBJECT: Social District Signage

DESCRIPTION:

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. The Department of Public Works is recommending the following:

1. Coghlin Park/Culver Street Lot:

What Exists: Metal sign attached to a permanent street sign post on the north side. Recommendation: Add a metal sign to an existing sign post on the south side.

2. Mason Street East:

What Exists: Nothing.

Recommendation: Install a sidewalk decal sticker on both the north and south side of the street.

3. Mason/Griffith:

What Exists: Metal sign attached to a temporary post on the south side.

Recommendation: Relocate the temporary metal sign to an existing permanent sign post on the south side. Install a sidewalk decal sticker on the north side.

4. Buter/Mason:

What Exists: Metal sign attached to a permanent street sign post on the south side.

Sidewalk decal sticker on the north side.

Recommendation: Replace the decal sticker on the north side.

5/6. **Butler/Hoffman:**

What Exists: Temporary yard sign on the north side.

Recommendation: Replace temporary yard sign with a sidewalk decal sticker on the north side. Add a permanent metal sign to the existing utility pole on the south side.

7/8. Buter/Mary:

What Exists: Nothing.

Recommendation: Install a sidewalk decal sticker on both the east and west side of the street.

9. Water/Mary:

What Exists: Nothing.

Recommendation: Attach metal signs to existing permanent metal sign posts on both the north and south side.

10. Water/Francis:

What Exists: Metal sign attached to a permanent sign post on the north side. Recommendation: Add a metal sign to the existing utility pole on the south side.

11. Water/Spear:

What exists: A sidewalk a sidewalk decal sticker on the north side. Metal sign attached to a permanent sign post on the south side.

Recommendation: Replace the sidewalk decal sticker on the north side.

12. Water/Lucy:

What Exists: Nothing.

Recommendation: Install a sidewalk decal sticker on the east side.

13. Wicks Park/Chain Ferry Landing:

What Exists: Nothing.

Recommendation: Install a sidewalk decal sticker east of Chain Ferry landing.

Attached is a sample of the signage. Staff will also have the sidewalk decals available for the Historic District Commission to review at the meeting.

SAMPLE MOTION:

Motion to APPROVE/DENY the signage locations and materials for the social district.

Saugatuck Social District

Prior with ridhe to the said

Alcoholic drinks may be purchased from participating bars and restaurants and enjoyed throughout downtown as shown.

The Saugatuck Social District is open from March 7 through May 24

Social District Hours. Dely from 11.00 am until 11.00 pm

Look for Saugatuck Social District window decals of participating restaurants, bars and shops. Please respect those shops that do no have a decal by keeping your drink outside.

*Sticker inspots significant)

*trash barrels by need

*Add laudmarks

* signage material? - Investment

Rich Davis material Streamline Desgu

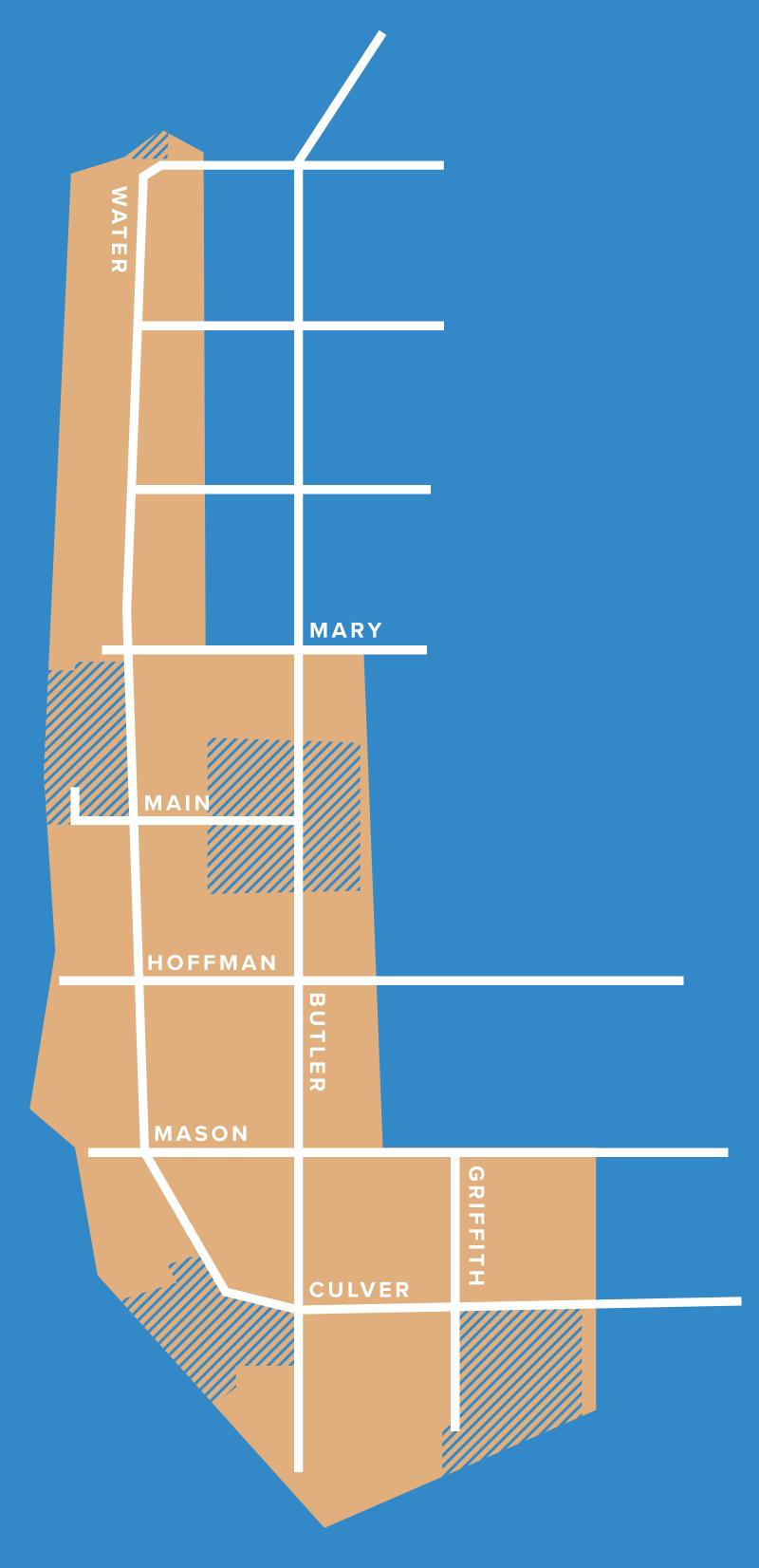
Social District Boundary
Parks Within the District Bou

Saugatuck Social District

Boundary Begins Here

Alcoholic drinks may be purchased from participating bars and restaurants and enjoyed throughout downtown Saugatuck as shown.

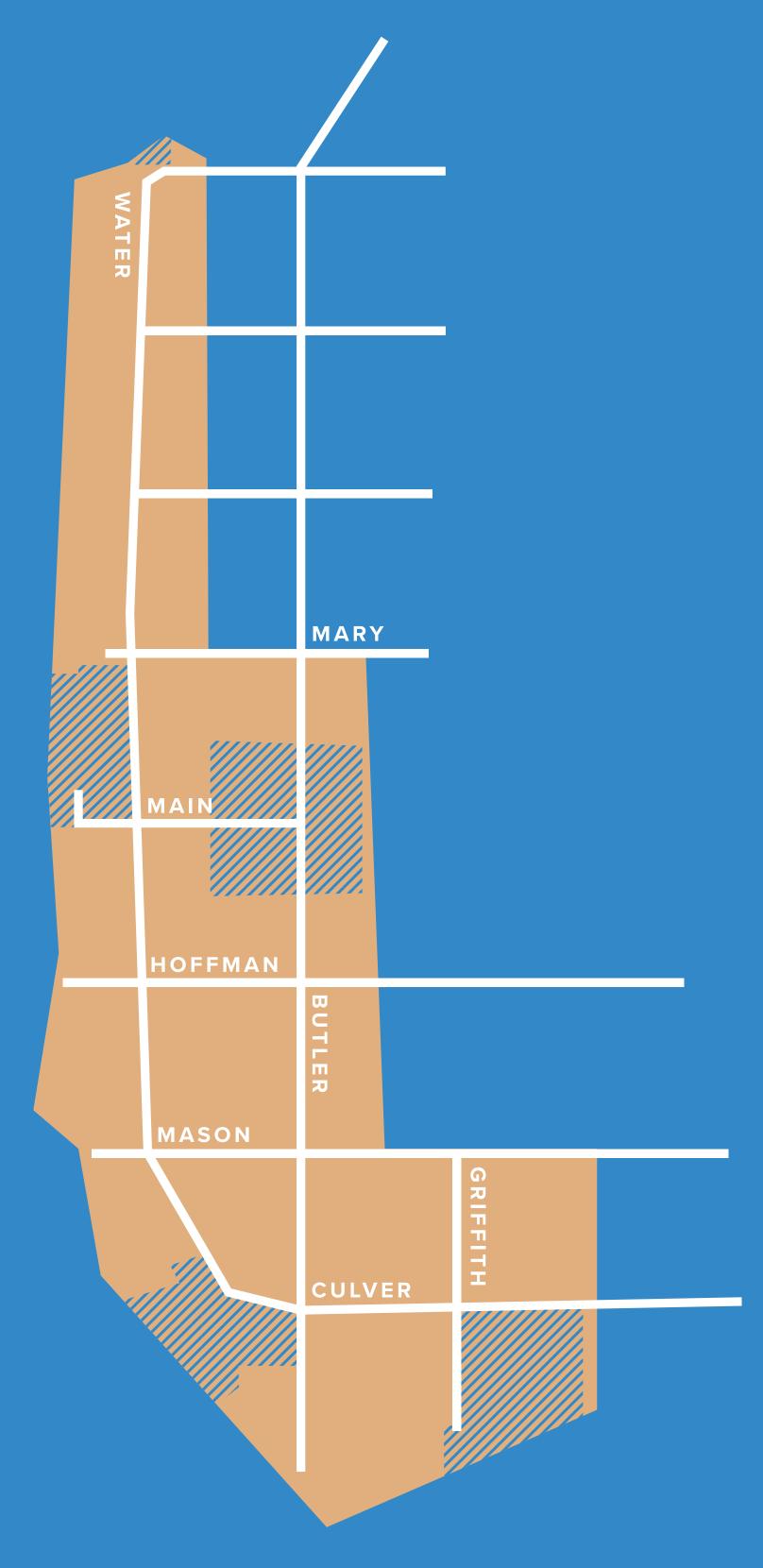
Look for retail businesses that allow drinks while you shop!



Saugatuck Social District

Boundary Ends Here

Please finish your beverage and properly dispose of your cup before exiting the social district as shown.





Historic District Commission Agenda Item Report

FROM: Ryan Cummins, Director of Planning and Zoning

MEETING DATE: May 4, 2023

SUBJECT: Rules of Procedure Amendment

DESCRIPTION:

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.

SAMPLE MOTION:

Motion to APPROVE/DENY amending the Rules of Procedure as presented.

CITY OF SAUGATUCK HISTORIC DISTRICT COMMISSION RULES OF PROCEDURE

PURPOSE:

To establish procedures as set forth in Act 169 of the Public Acts of 1970 and subsequent amendments, Michigan State Statues, to provide for the preservation and continued existence of historic areas within the City of Saugatuck, historic structures, combinations of structures, sites, and for the construction, reconstruction, and remodeling of structures, including signs and fences within legally designated historic districts, to promote the educational, cultural, economic and general welfare of the public by preserving those qualities that relate to the history of the City of Saugatuck.

ARTICLE 1. NAME OF COMMISSION

The name of the organization shall be the "Saugatuck Historic District Commission" Hereinafter will be referred to as the "Commission".

ARTICLE 2. AUTHORIZATION

The Authorization for the Commission is set forth in Public Act 169 of 1970 and Act 230 of 1986, and the Saugatuck City Code, Chapter 152.

ARTICLE 3. MEMBERSHIP

Section 1. Appointment. The Commission shall consist of seven members who are residents of the City of Saugatuck, and shall be appointed by the Mayor with approval of the City Council. A majority of the members shall have clearly demonstrated interest in or knowledge of historic preservation, a graduate of an accredited school of architecture who has two years or architectural experience or who is an architect registered in the state of Michigan.

Section 2. Terms of Office. Members of the Commission shall serve for terms of three (3) years. Three members shall be appointed alternating with four members in an alternate year. Appointments will be made at a July City Council meeting. The terms of all Commissioners commence on the first day of the month following their appointment. Members may be reappointed after their terms expire.

Section 3. Election of Officers. The Commission shall elect a Chairperson, Vice-Chairperson, and secretary annually at the November meeting.

Section 4. Vacancies. Any Commissioner missing three (3) consecutive regular meetings without notifying the Chair or Vice-Chair is considered resigned from the Commission. Any Commissioner missing more than six (6) consecutive regular meetings, regardless of notification is resigned. In the event of a vacancy on the Commission, interim appointments may be made by the Mayor with the approval Of the City Council to complete the unexpired term of such position.

ARTICLE 4. MEETINGS

Section 1. Regular meetings shall be held on the fourth (4th) first (1st) Thursday of

each month

other

at 7:00-6:00 P.M. in the Saugatuck City Hall. In the event of conflict with holidays or events, a majority at any meeting may change the date of said meeting and notice out in accordance with the Open Meetings Act, Act 267 of 1976, as amended.

Formatted: Superscript

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Section 2. All meetings of the Commission shall be open to the public and any person or his duly authorized representative shall be entitled to appear and be heard on any matter before the Commission reaches its decision. The business to be performed by the Commission shall be held in compliance with Act 267 of the Public Acts of 1976, as amended, including public notice of the time, date, and place of the meeting shall be given in the manner required by Act 267 of the Public Acts of 1976, as amended.

Section 3. When a regular meeting is rescheduled, cancelled, or a special meeting is called, a public notice must be posted 18 hours prior to the meeting stating the telephone number of the public body. This is in compliance with Act 267 of the Public Acts of 1976, as amended.

Section 4. Special meetings may be called by the Chair with the consent of two (2) Commissioners, or when requested to do so by a majority of the members of the Commission.

Section 5. A quorum shall consist of four (4) members of the Commission. All votes shall be decided by a majority of the quorum present. A tie vote will defeat the motion. The Chair will vote on all applications since the Chair is elected within the Commission.

Section 6. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at the meetings of the Commission.

ARTICLE 5. APPLICATIONS TO THE COMMISSION

Section 1. All items requiring Commission action shall be submitted to the Zoning Administrator by 4:00 P.M., Thursday, one week Monday at 12:00 P.M. ten days prior to a regularly scheduled meeting of the Commission.

Section 2. Incomplete applications may be tabled to allow the applicant to furnish necessary information.

Section 3. After ruling on the application, the applicant will receive a certificate of approval or denial with stated reasons of same.

ARTICLE 6. NON-COMPLIANCE

Section 1. If work is being done on buildings or sites within the Historic District without an application, or is not in compliance of approved work, the Commission will Request the Zoning Administrator to issue a stop work order. An application must be presented to the Commission, or in the case of non-compliance of approved work, an amendment to the application must be submitted and approved by the Commission.

Section 2. If signage has been erected without application to the Commission, the owner/proprietor shall be notified by the Commission to apply at the next regular scheduled meeting.

Section 3. If the owner/proprietor does not respond to the notice, the matter will be referred to the City Manage for legal action.

ARTICLE 7. AMENDMENTS

Amendments to these Rules of Procedure may be made by the Commission at any regular meeting upon the affirmative vote of a majority of the seven member Commission.