



**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. 127 Hoffman (Voice Vote)

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