



**City of Saugatuck  
Historic District Commission**

**Meeting Minutes July 6, 2023, 6:00 PM**

**PROPOSED**

Saugatuck City Hall  
102 Butler Street

**Call to Order/Roll Call:** Chair Straker called the meeting to order at 6:04 p.m.

**Present:** Chairman Straker, Vice-Chairman Leo, Commission members: Cannarsa, Donahue, Pannozzo & Paterson.

**Absent:** Commission members Lewis.

**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 June 1, 2023:**

*Motion by Leo, second by Donahue, to approve the June 1, 2023, meeting minutes. Upon voice vote, the motion carried 6-0.*

**Public Comments:** None.

**Unfinished Business:** None.

**New Business:**

**A. 727 Butler – Window replacement, new siding, porch work, metal roof, replacement of concrete stairs, soffit repair, and construction of a second story accessory (ADU) over the existing garage. (Voice Vote)**

The applicant proposes a comprehensive exterior renovation of the existing dwelling, including replacing windows, new siding, porch roof repair, metal roof, replacement of concrete stairs, enclosing a small porch area and rearranging nearby windows, soffit repair, and the construction of a second-story accessory dwelling unit

(ADU) over the existing garage.

Director of Planning & Zoning Ryan Cummins said that he would present the application and explained to the Commissioners that this application is Commissioner Pannozzo's and he recognizes that there is a conflict and that he can't participate in the deliberations or the actual vote. He noted that Pannozzo would present his application from the podium as would any other applicant.

*A motion was made by Straker, second by Paterson to approve the following elements of the application for 727 Butler Street.*

*On page 37 (of the 7/6/23 meeting packet)*

*-Replacing the left front porch, which is currently a three-panel window, replacing it with four panels of three over one, simulated divided light, to match the spec in the application. All other windows on the main house remain original with rebuilt wooden storm windows.*

*On page 38 (of the 7/6/23 meeting packet)*

*-No replacement of any windows. Remain three over one with rebuilt new wooden storm windows to match the profile.*

*On page 40 (of the 7/6/23 meeting packet)*

*-Replacing one window and one exterior door. The replaced window will match the existing window three over one. The door will be site built-in wood to match the wooden storm windows and a wooden door behind. The porch is completely enclosed and clad and the approved LP smart siding.*

*On page 39 (of the 7/6/23 meeting packet)*

*-Upper two windows remain original three over one with custom wood storms, lower left window remains original but gets moved to the left proportionally to the addition. Three new windows according to the spec, three over one, clad windows will be replaced on the side elevation of that garage.*

*Materials*

*-Will be LP smart siding in the same profile as the original wood siding as depicted in the application using page 27 (of the meeting packet) as an example.*

*-All the original cedar shake will remain on the upper half of the house.*

*-All soffits and gutters replaced with same LP material gutters are replaced like as with OG style profile.*

*Concrete Stoop*

*-If the applicant wants to replace concrete stoop, anything other than what's there, will come back for commission approval on that profile, material, and placement.*

*Roof*

*-Roof is approved as submitted with the exception of no panel screw down metal roof.  
It needs to be true standing seam.  
-Roof will be black in color.*

*Tabled:*

*Applicant will come back on the front elevation to reconcile the current sliding window to be replaced with three over one units or a simulated garage door.  
Tabling approval of the ancillary structure of the garage until the applicant has a proper survey showing placement mass and scale in relation to the neighbors and to the contributing structure that it sits behind.*

*The motion carried 5-0.*

*Yes: Chair Straker, Vice-Chair Leo, Commissioners Cannarsa, Donahue & Paterson.*

*No: None.*

*Abstained: Pannozzo*

*Absent: Commissioner Lewis.*

**Administrative Approvals & Updates:**

Director of Planning, Zoning and Project Management Cummins gave an update regarding administrative approval for the following:

- A. 246 Culver – Flowerboxes
- B. 129 Griffith #101 - Sign

**Communication:** None.

**Public Comment:** Brooks Twist – Discussed a new project for a brew pub and distillery at 246 Culver. He hopes to have application in by July 17<sup>th</sup>, to be able to present at the August or September meeting.

**Commission Comments:** None.

**Adjourn:**

*Motion by Leo, second by Cannarsa to adjourn. Upon voice vote, motion carried 6-0.  
Chair Straker adjourned the meeting at 7:20 p.m.*

Respectfully Submitted by  
Sara Williams,

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Deputy Clerk