



**City of Saugatuck**  
**Historic District Commission**  
**Meeting Minutes September 7, 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, Vice-Chairman Leo, Commission members: Cannarsa, Donahue, Godfrey, & Paterson.

**Absent:** Commission member Lewis.

**Others Present:** Director of Planning, Zoning, and Project Management Cummins & Deputy Clerk Williams.

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

**Approval of Minutes for August 3, 2023:**

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

**Public Comments:** None.

**Unfinished Business:** None.

**New Business:**

**A. 321 Water – Fence Replacement (Voice Vote)**

The applicant proposes replacement fence panels/pickets for an existing fence at 321 Water Street. The applicant plans to use the existing fence posts and support system.

The property is located in the C-2 Water Street East (WSE) District zoning district. The lot is approximately 3,700 square feet, with commercial businesses on each side. The C-2 WSE allows a variety of uses: retail services, accommodations, restaurants, and residential dwellings, so improved privacy screening is desired by the applicant.

The Zoning Board of Appeals previously approved a variance to increase the allowable fence height to six feet and ten inches (6'10") instead of the maximum six-foot (6') fence height, an increase of 10 inches (10").

*A motion was made by Cannarsa, second by Leo to approve the new fence at 321 Water Street as submitted. Following voice vote, motion carried 6-0.*

**B. 820 Holland – Various Deviations from Approved Work (Voice Vote)**

The applicant requests several retroactive approvals for the accessory building recently constructed at 820 Holland Street as well as abutting site improvements.

The subject lot is approximately 99 feet in width and 112 feet in depth and is zoned Community Residential- R-1. The HDC previously approved plans to construct a new two-story carriage house and a replacement deck. Several changes were made to the building that were not consistent with the original HDC approval, including the following:

- Garage light fixtures
- Windows on east and west elevations
- Door on east elevation
- Additional windows on north elevation
- Railing on back deck and patio
- Concrete pad
- Privacy fence for screening of garbage can and recycling bin- height unknown
- Dog run fence

*A motion was made by Paterson, second by Donahue to approve the revisions to the approved plans at 820 Holland Street in accordance with the plans and details submitted within the application materials. Following voice vote, motion carried 6-0.*

**C. 344 Lucy Street – Repair siding, repair-replace garage pergola, cover garage service door, replace light fixtures, front door, patio doors with slider doors, rebuild upper and lower deck, install new hand railing. (Voice Vote)**

The applicant proposes several renovations to the existing home.

The property is located in the Community Residential (R-1) zoning district. The lot is approximately 66 feet wide and 148 feet deep (9,768 square feet), and a single-family detached home exists on the site. While the dwelling is within the Historic District, it is not a contributing structure.

The applicant proposes the following:

- Repair siding
- Repair/replace garage pergola (replicate exactly)
- Cover garage service door
- Replace front door
- Replace patio doors with slider doors
- Rebuild upper and lower deck
- Install new hand railings
- Replace light fixtures

*A motion was made by Leo, second by Cannarsa to approve renovations to the structure at 344 Lucy Street in accordance with the plans and details submitted within the application materials. Additional approvals include: Additional door on the second level to match the door below it. Closing off the service door to the garage and replacing the siding, not replacing with the door. Replacing the deck boards on the southern balcony. Following voice vote, motion carried 6-0.*

**D. Waterfront Regulation Report # 2 (Public Input and Zoning Recommendations)**

Planning Consultant Jirousek said that this is the second of two waterfront regulation assessment reports, and it includes an overview of public input and initial recommendations on the framework for waterfront regulation amendments within the Zoning Ordinance. The objective of this phase is to gain consensus on the direction of the changes to the ordinance. After consideration and discussion by the Planning Commission, the final zoning language will be drafted for formal review.

**Administrative Approvals & Updates:**

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

- A. 346 Butler – Literature Box
- B. 640 Water – Enforcement in progress

**Communication:**

- A. Linda DeWindt – email regarding Historical District Boundaries

**Public Comment:** None.

**Commission Comments:**

Commissioner Cannarsa – Would love to start giving monthly “Preservation Award or Recognition” to recognize the folks who are following guidelines and celebrating those who are doing the right things. He thinks that the Commission could select an individual(s) and it could be announced publicly in the Commercial Record with before and after photos to help educate and raise awareness of what is going on in the community.

**Adjourn:**

*Motion by Leo, second by Cannarsa to adjourn. Upon voice vote, motion carried 6-0.  
Chair Straker adjourned the meeting at 6:54 p.m.*

Respectfully Submitted by

Sara Williams,

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Deputy Clerk