



City of Saugatuck
Historic District Commission
Meeting Minutes November 2, 2023, 6:00 PM
Saugatuck City
Hall
102 Butler Street

Call to Order/Roll Call: Vice-Chairman Leo called the meeting to order at 6:00 p.m.

Present: Vice-Chairman Leo, Commission members: Cannarsa, Godfrey, Lewis, & Paterson.

Absent: Chairman Straker, Commission member Donahue.

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

Agenda Changes/Additions/Deletions: None.

Approval of Minutes for October 5, 2023:

Motion by Lewis, second by Cannarsa, to approve the minutes for the October 5, 2023, meeting minutes. Upon voice vote, the motion carried 5-0.

Public Comments: None.

Unfinished Business:

A. 439 Butler – Retroactive approval of window tint (Voice vote)

The applicant requests retroactive approval of window tinting on unit #6.

A motion was made by Lewis, second by Paterson to retroactively approve the existing window tinting at unit #6 at 439 Butler Street in accordance with the plans and details submitted within the application materials. Upon voice vote, the motion carried 5-0.

New Business:

- A. 149 Griffith – Replacement and reconstruction of the non-original front porch, outdoor freezer siding, fence and gate replacement, and replacement deck, steps, and fence to the rear of the building. (Voice Vote)

The applicant originally proposed a comprehensive exterior renovation to the existing building at 149 Griffith Street, including a replacement and reconstruction of the non-original front porch, outdoor freezer siding, fence and gate replacement, and replacement deck, steps, and fence to the rear of the building. At the meeting, the owner advised they are now only requesting approval of the non-original front porch work as shown in the application and plans and withdrawing the other requests.

A motion was made by Lewis, second by Godfrey, to approve the comprehensive renovation plans for 149 Griffith Street in accordance with the plans and details submitted within the application materials.

Lewis withdrew her original motion.

A motion was made by Lewis, second by Godfrey, to approve the removal of the porch extension as discussed. Upon voice vote, the motion carried 5-0.

B. Annual Election of Officers (Voice Vote)

A motion was made by Lewis, second by Godfrey to nominate Commission member Straker to serve as Commission Chair, Commission member Paterson to serve as Vice-Chair, and Donahue to serve as Secretary to the Historic District Commission for the upcoming term. Via voice vote, the motion carried 5-0.

Administrative Approvals & Updates: None.

Communication:

- A. Note from Chair Straker regarding 439 Butler Street.

Public Comment: None.

Commission Comments: None.

Adjourn:

Motion by Lewis, second by Cannarsa to adjourn. Upon voice vote, motion carried 5-0. Vice-Chair Leo adjourned the meeting at 6:27 p.m.

Respectfully Submitted by
Sara Williams,

Deputy Clerk