



**City of Saugatuck  
Historic District Commission**

Meeting Minutes April 4, 2024, 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: Paterson, Cannarsa, Godfrey.

**Absent:** Commission members Donahue, Gardner, & Leo.

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

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

**Approval of Minutes for March 7, 2024:**

*Motion by Paterson, second by Cannarsa, to approve the minutes for the March 7, 2024, meeting minutes. Upon voice vote, the motion was carried 4-0.*

**Public Comments:** None.

**Unfinished Business:** None.

**New Business:**

A. 132 Mason – Outdoor Dining on Patio and Parking Space:

The applicant requests Historic District Commission approval for an expanded outdoor seating area at the Round the Corner Ice Cream Shop.

The property is located in the City Center C-1 zoning district and the Historic District. The building at 132 Mason Street is a contributing resource built in the 1890s. Three tables with three chairs each are proposed in the existing patio area in front of the building, and three tables with three chairs each are planned to be placed within one public parking space within the City's right-of-way (May 1st to September 30).

The applicable describes the tables as round, and the tables and chairs are constructed with matching stainless steel. The tables and chairs will be the same as those provided in previous seasons, as shown in the pictures in the application and as evident in street-view online imagery. Although dimensions are described, no images of the benches, trash container, or market-style string lights were provided.

*Motion by Cannarsa, second by Godfrey, to approve the outdoor dining areas in accordance with the plans, materials, and details submitted with the application for 132 Mason Street. Upon roll call vote, motion carried 4-0.*

B. 128 Hoffman – Outdoor Dining on Sidewalk Area and Parking Spaces:

The applicant requests Historic District Commission approval for an expanded outdoor seating area at Wally's Bar and Grill.

The property is located in the Water Street East C-2 zoning district and the Historic District. The building at 132 Mason Street is a contributing resource built in the mid-1800s. Four square tables with four chairs each are proposed along the sidewalk and tree lawn area. Two square tables with four chairs and three round tables with barstools are proposed within the public parking spaces in front of the building. Previously approved outdoor seating is located outside of the right-of-way directly in front of the building.

The applicant has provided images of the outdoor seating area from previous years, although images show lounge chairs with blue cushions to the west side of the parking spaces. The proposed barriers are black metal with attached LED string lots. The chairs, barstools, and round tables are black, while the square tables have white tops with black legs. A black garbage can is placed in the central area. However, specifications on the sanitation station were not provided.

*Motion by Paterson, second by Cannarsa to approve the outdoor dining areas in accordance with the plans, materials, and details submitted with the application for 128 Hoffman Street. Upon roll call vote, motion was carried 4-0.*

C. 246 Butler – Front Door Replacement:

The applicant requests approval to replace the front entry doors.

The property is located in the City Center C-1 zoning district and the Historic District. The building is a contributing resource. Please note that a front awning/overhang was removed by a past owner, not the current owner/applicant.

*Motion by Paterson, second by Cannarsa to approve the new front entry replacement doors at 246 Butler Street in accordance with the plans and details submitted within the application materials. Upon roll call vote, motion was carried 4-0.*

D. 650 Water St – Kitchen Hood, HVAC, and Screening:

The applicant requests Historic District Commission approval for a structural expansion to the north side of the building to accommodate kitchen hood exhaust equipment and roof-top HVAC equipment and screening.

The property is in the Waterfront Preservation C-2 zoning district and the Historic District. The building is not a contributing structure.

The Planning Commission recently approved a special land use request and associated site plan for restaurant use, expanded outdoor dining areas, and service of alcoholic beverages. Among other things, approval was conditioned upon HDC approval. Additionally, a variance request was recently approved for the exhaust system's encroachment into front and waterfront setbacks.

The "chase" enclosure is proposed to be two feet deep and four feet wide and is proposed to be constructed with the same finish and materials as the existing building. The HVAC equipment is proposed on the roof and is proposed to be screened with rooftop wooden picket fencing, which is used on the eastern portion of the building.

*Motion by Godfrey, second by Cannarsa to approve the proposed kitchen hood vent exhaust system, HVAC system, and roof screening in accordance with the plans and details submitted within the application materials. Upon roll call vote, motion was carried 4-0.*

E. 120 Mary St – Renovation of Principal Dwelling, Conversion of Accessory Building, Installation of Pool, and Hot Tub:

The applicant proposes a comprehensive project at 120 Mary Street, including the renovation of the principal dwelling, conversion of an accessory building, and installation of a pool and hot tub.

The property is located in the City Center Transitional Residential District R-4 zoning district. The building is a contributing structure known as the Pierce Abby House, built in 1864.

The overall plan is for the dwelling and accessory building at 120 Mary to be incorporated into the Wickwood Inn facility. While zoning issues remain outstanding, they do not preclude consideration and review of improvement projects on the subject property.

The principal dwelling is proposed to be improved with new siding, windows, shutters, and a fireplace on the east side. The front door will be removed, and the primary entry will be relocated to the east side. A rear entry and stairs are proposed for the north side. The accessory building is proposed to have new windows and entry doors.

At the time of the report, no details have been provided concerning the color, siding type, shutter specifications, windows, and doors.

*Motion by Straker, second by Godfrey to deny the improvements and renovations at 120 Mary Street in accordance with the plans and details submitted within the application materials noting that they do not reflect our standard Historic District guidelines. Upon roll call vote, motion was carried 4-0.*

F. Continued Discussion of 2024 Goals:

Chair Straker said that they went over their 2024 goals in their last meeting where they outlined and had dialogue around their purpose, things that matter, or their focus, what their team norms are and what they expect of one another. As a follow-up, Commissioner Gardner did a great matrix of their goals to make sure they are holding themselves

accountable for how they measure, achieve, and over time, track those. Straker thinks it is great and has included the matrix on each of the goals. He reiterated, their goals are focused on education and awareness with a couple of sub bullets, focus on training, and focus on internal champions for each of them and there's some success criteria. Straker said that he reorganized them, he took their edits, and put their purpose and all the other stuff first and put the goals second because it made more sense to do it that way. He suggested that the Commissioners keep them handy in their meetings, tuck them in their folder and bring them back.

**Administrative Approvals & Updates:**

- A. 329-339 Culver – Lift Gate (Pending).
- B. 247 Butler – Roof Replacement.
- C. 241 Culver – Roof Replacement (Pending).

**Communication:** None.

**Public Comment:**

- Gary Medler (address) – He was surprised that they didn't amend the agenda to add his complaint, like they changed the agenda to add the playground to the agenda, despite the fact that the rules of procedure require applications to be filed on the Monday by noon ten days prior to a meeting.

**Commission Comments:** None.

**Adjourn:**

*Motion by Cannarsa, second by Paterson to adjourn. Upon voice vote, motion carried 4-0. Chairman Straker adjourned the meeting at 6:59 p.m.*

Respectfully Submitted by  
Sara Williams,

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Deputy Clerk