



HISTORIC DISTRICT COMMISSION

March 7, 2024 - 6:00PM
Saugatuck City Hall
102 Butler St. Saugatuck, MI 49453

1. **Call to Order**
2. **Roll Call**
3. **Agenda Changes/Additions/Deletions**
4. **Approval of Minutes:**
 - A. Minutes of Regular Meeting held on February 1, 2024
5. **Public Comments on Agenda Items (Limit 3 Minutes)**
6. **Unfinished Business:**
7. **New Business:**
 - A. 120 Butler – Roof Replacement and Installation of Siding along Parapet
 - B. 230 Culver – Installation of Canvas and Metal Entry Structure
8. **Administrative Approvals & Updates:**
 - A. 149 Griffith – Minor deviations from approved plans.
 - B. 435 Water – Signage
 - C. Continuation of Discussion of 2024 Goals
9. **Communication:**
10. **Public Comments (Limit 3 Minutes)**
11. **Commission Comments**
12. **Adjourn (Voice Vote)**

NOTICE:

This public meeting will be held in-person. The public can join via Zoom video/audio conference technology.

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

(312) 626-6799

-or-

(646) 518-9805

Then enter "Meeting ID":

269 857 2603

Please send questions or comments regarding meeting agenda items prior to meeting to:

rcummins@saugatuckcity.com

The Saugatuck Historic District Commission has the responsibility to regulate the construction, demolition, and improvements to the exterior of structures in the historic district. The intent is to safeguard the heritage of the City of Saugatuck, to protect the architecture and local village character of the City, to foster civic beauty, and to promote the use of historic districts for the education, pleasure, and welfare of the residents, visitors, and general public.



**City of Saugatuck
Historic District Commission
Meeting Minutes February 1, 2024, 6:00 PM**

PROPOSED

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 Paterson, Commission members: Cannarsa, Donahue, Gardner, Godfrey & Leo.

Absent: None.

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

Agenda Changes/Additions/Deletions: None.

Approval of Minutes for January 4, 2024:

Motion by Godfrey, second by Cannarsa, to approve the minutes for the January 4, 2024, meeting minutes. Upon voice vote, the motion was carried unanimously.

Public Comments:

- Catherine Simon (428 Butler) – Supports mural and would like the Commission to reconsider their prior motion to have mural removed.
- Christine Murphy Pierce (449 Water) – Thanked Zoning Director Cummins and the Commission for their hard work. She explained that the outdoor eating area at Wicks Park Bar & Grill is the same as it was before but smaller. She is open to suggestions.

Unfinished Business: None.

New Business:

A. 685 Lake St. - Renovate Accessory Building:

The applicant proposes a complete exterior renovation of an existing accessory building located in the rear yard of the waterfront lot.

The property is located in the R-2 Lake Street zoning district and the Historic District. The lot is approximately 66 feet wide and 235 feet deep (15,497 square feet). The applicant proposes the following:

1. Replacement siding
2. Replacement roof
3. Replacement windows
4. Sliding glass door facing the water

While a deck was previously proposed, the applicant withdrew a variance request that was necessary for its construction.

Motion by Gardner, second by Donahue to approve the renovation of the existing accessory building at 658 Lake Street in accordance with the plans and details submitted within the application materials. Upon voice vote, the motion was carried unanimously.

B. 311 Water St - Outdoor Dining Area:

The applicant requests Historic District Commission approval for a restaurant with an expanded outdoor seating area.

The property is in the C-2 Water Street East zoning district and the Historic District. The building is a contributing structure. The scope of the project includes the placement of picnic tables on sidewalks within the public right-of-way.

The tables have light grey plastic tops and seats with dark metal framing. Tables are proposed to be placed on the patio seating areas and on the concrete sidewalk. Four (4) tables are proposed along Water Street and two (2) along Hoffman Street.

Motion by Leo, second by Godfrey to approve the outdoor dining area in accordance with the plans and details submitted within the application materials. There are no conditions. Upon voice vote, the motion was carried unanimously.

C. 449 Water St - Outdoor Dining Area:

The applicant requests Historic District Commission approval for a restaurant with an expanded outdoor seating area.

The property is in the C-2 Water Street East zoning district and the Historic District. The building is a contributing structure. The scope of the project includes the placement of picnic tables on sidewalks and parking spaces within the public right-of-way.

Based on the location of the outdoor dining area in relation to the street and traffic, barrels, planters, and metal partitions are proposed to enclose the area within existing diagonal parking spaces. The picnic tables are constructed with wood, and umbrellas will be installed through a central hole. Areas between the curb and sidewalk are proposed to be improved by installing pavers to provide a stable and clean surface for placing the picnic

tables. String lights were previously installed around the boundaries of the angled parking area.

Motion by Donahue, second by Leo to approve the outdoor dining areas in accordance with the following plans and details submitted within the application materials with no conditions. Upon voice vote, motion carried unanimously.

D. 650 Water St (Outdoor Dining Area, Exhaust Vent, Screening, and Pylon Sign Replacement):

The applicant requests Historic District Commission approval for a restaurant with expanded outdoor seating that involves minor exterior alterations and improvements.

The property is in the C-1 Water Street North zoning district and the Historic District. However, this lot was included within the recently adopted C-2 Waterfront Preservation District, and the rezoning will be effective in mid-February. The building is 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.

The waterfront lot is just under 7,000 square feet in size. No significant exterior changes or site improvements are proposed as part of the project. While significant interior renovations will be involved with the project, noticeable exterior changes and temporarily placed items will be the following:

1. Seasonal or Temporary
 - a. Three six-person tables
 - b. Six two-person tables
 - c. Six planters (20-inch diameter)
 - d. Sanitation station for waste and recycling collection
 - e. Waste containers (side building placement)

2. Permanent
 - a. Four-foot-high screen for waste containers (side building placement)
 - b. Freestanding sign face replacement
 - c. Kitchen hood exhaust

It is unclear if existing lighting will be used or if additional light fixtures are proposed. Additionally, staff and consultants recommended that a safety barrier be placed between the north-side outdoor dining area and the seawall. All details have yet to be provided.

Motion by Godfrey, second by Cannarsa for the property at 650 Water Street to approve the four conditions: The outdoor seating area, the exhaust vent, the outdoor sign, and the wooden privacy fence for the garbage cans with slight codicil for the potential review of a railing at a future date. There was no vote, the Commission continued to deliberate. Chair Straker amended the motion to say that the applicant should return to the Commission if anything changes from a contractor standpoint around placement. Upon voice vote, motion carried unanimously.

E. New Trash Can and Recycling Pilot:

The City Council listed recycling in City parks on their priority list for 2023. The City's Parks and Public Works Committee studied options and recommended that a recycling pilot project be undertaken. City Council approved, with the understanding that the new trash and recycling receptacles would be reviewed by the Historic District Commission.

The Parks and Public Works Committee is proposing the attached receptacles. For the pilot project, these will be placed at Mt. Baldhead, Village Square, and outside the pharmacy.

Motion by Gardner, second by Godfrey to approve the new trash and recycling receptacles as presented.

F. 2024 Goals:

Chair Straker thinks that training should be a top priority for goals for 2024 for the Commission. The State has separated the training into two different functions, a basic training, and an advanced training. He thinks that it is important that each person on the Commission obtains a certificate stating that they have been through the training that can be posted on the City website so that members of the community know that they have done their due diligence in understanding and applying the historic guidelines. He says that those that have been on the Commission for awhile could take the advanced training and help others with what they have learned, and newer members could take the basic training and help others with what they learned with that.

Commission member Donahue brought up education and awareness. He said it could be as simple as what the Commission has brought up in the past with highlighting homeowners in the community that have followed the guidelines and educating the community on what the Historic Commission does, or other preservation projects.

Commission member Godfrey said that when you think about setting goals, there is always a proactive nature in setting goals. She wonders if the Commission could be more proactive instead of sitting back and always reviewing applications, if they could bring matters forward for inquiry to zoning, or other entities and just have more surveillance and awareness and take a more proactive approach.

Commission member Paterson suggested that they discuss norms for behavior for public facing commissioners. He says that it is always a challenge to determine what is appropriate to say, in our context, out of this meeting versus an opening loop that you don't know how to close. What can they say? What is appropriate to say? He thinks that is a pretty normal thing, but a lot of them aren't used to it.

Commission member Gardner said that he is onboard with the training, he thinks it is an excellent idea. He suggests that as they talk about the goals, they keep them as simple and achievable as possible. Don't try to overdo it. He agrees with Commissioner Paterson and thinks that there could be some opportunity with the Planning Commission and with City Council on how they work with the public. There are boundaries, and he says that sometimes it is not clear what those boundaries are.

Chair Straker told the Commission members if they think of anything else, send him an email, and he will add it to the next meeting agenda. He said that he reached out to the State of Michigan and found out that they do zoom training. They have an opportunity on March 12 from 6-9pm for zoom training for the basic course. He is waiting for the state to get back to him to see if that is doable, and if so, he will confirm with everyone whether they are able to attend. He said that they could make it a party, and everyone can do the training together or they could all complete it separately. He will get back to the Commission once he has more details.

Administrative Approvals & Updates:

- Historic District Status During Online Search – Information on the GIS website is live and ready to go and now states the Historical designation for properties in the district.

Communication:

- Catherine Simon (428 Butler) – Letter in favor of mural.

Public Comment:

- Bruce Henke (612 Holland): He would like measures to be taken to make sure the homeowner is involved in the preservation of the large oak tree on the property for the new construction at 254 Francis Street.

Commission Comments: None.

Adjourn:

Motion by Gardner, second by Donahue to adjourn. Upon voice vote, motion carried unanimously. Chairman Straker adjourned the meeting at 7:30 p.m.

Respectfully Submitted by
Sara Williams,

Deputy Clerk



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: David M. Jirousek, AICP
Consulting Planner

DATE: March 3, 2024

RE: Historic District Permit Application, Lakefront Roofing and Ext.: 120 Butler Street

REQUEST: The applicant requests approval for a partial roof replacement and installation of vinyl siding along the rear side of a front parapet.

COMPLETENESS REVIEW: All applications to construct, alter, repair, move, or demolish any structure or install or alter any signage or fence structure in a historic district shall include the supporting plans and documents as specified by § 152.07 B. The applicant has provided specifications concerning the proposed roofing and siding materials. While the location of the siding was specified, the extent of the roof replacement is unclear (the application states “one whole section”).

§ 152.07 D. GUIDELINES:

1. *In reviewing applications and plans submitted under this chapter, the Commission shall follow U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Structures as set forth in 36 C.F.R. part 67, as amended. Additional guidelines may be developed and followed if they are equivalent in guidance to the Secretary's standards and guidelines and are approved by the Center. Any additional guidelines must be adopted by the Commission and approved by the City Council. In reviewing applications and plans, the Commission shall also give consideration to:*
 - a. *The historical or architectural significance of the resource and its relationship to the historic value of the surrounding area.*
 - b. *The compatibility of the exterior of the structure and the space around it with the visual or historical context of the surrounding area.*

- c. *The impact of the exterior of the structure and the space around it on the village/rural character and contextual aesthetic of the city.*
 - d. *Other factors which the Commission considers to be pertinent.*
2. *In exercising its authority to approve or deny an application under this chapter, the Commission shall exercise its educated judgment on a case-by-case basis in interpreting these guidelines and the following the applicable standards.*

I. KEY ELEMENTS: The subject building is over 110 years old and is a contributing resource.

II. PRIMARY STRUCTURES: A shingle roof is proposed to replace the deteriorating roof section. Siding is proposed along the rear of a front parapet extending the front wall of the building.

The HDC must also determine if the replacement roofing and siding are consistent with the neighborhood and the Historic District. The following guidelines should be considered:

A. Materials, Maintenance, and Substitutes

1. *Original Materials- On contributing resources, original materials shall be used for repairs and additions wherever feasible. (Note: Existing substitute siding or trim may be repaired with the same substitute materials without review, if less than 25% of the material needs to be replaced.)*
2. *Maintenance- Not applicable.*
3. *Retaining Wood Features- Wooden features that contribute to the overall historic character of a building and a site should be retained and preserved. These features include, but are not limited to, such functional and decorative elements as siding, shingles, shakes, cornices, architraves, brackets, pediments, columns, balustrades, other architectural trim, porch ceilings, floors and facia.*
4. *Replacing Wood Features*
 - a. *If replacement of an entire wooden feature is necessary, it should be replaced in kind, matching the original design, dimension, detail, material and texture. Compatible substitute materials should be considered only if using the original material is not technically feasible.*
 - b. *If replacement of a deteriorated detail or element is necessary, replace only the deteriorated detail in kind rather than an entire feature.*
 - c. *If a wooden feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design*

compatible in profile, scale, size, material and texture with the historic building and district.

5. *Substitute Materials*

- a. *The use of substitute siding or trim in any form on an existing building is not recommended. Substitute siding or trim rarely replicates the dimensions or appearance of original materials*
- b. *Cast, molded, composite or synthetic architectural details and exterior materials may be used on existing structures if the original product is no longer available and if such application would not eliminate any architectural details. Such materials shall be permitted in new construction.*
- c. *In order to qualify for the exceptional approval of substitute materials on an existing building, the application must meet the following tests:*
 1. *the substitute material will replace other substitute material on the structure; and*
 2. *the cost of restoring the original material is unreasonable, judged in relation to*
 3. *the finished value of the property; and/ or*
 4. *the original materials (or other suitable alternatives), or the skills necessary to apply those materials are unavailable; or*
 5. *there is an emergency (probably temporary) need to provide the material in a time period which does not allow use of the original material (or other suitable alternative).*
- d. *Where substitute material replaces other substitute material, the siding installation should not eliminate any architectural details.*
- e. *On existing structures, the first-time application of vinyl or aluminum siding is not permitted. The use of vinyl or aluminum siding is also not permitted on new structures.*

Comment: The roofing product proposed for a section of the roof appears to be consistent with the current materials. The rear-facing vinyl product is less of a concern as it relates to consistency and compatibility with the subject building and surrounding properties.

RECOMMENDATION: If the HDC determines that the applicable standards of the Historic Preservation Review Guidelines are met, the following motion may be used:

Motion to approve the roofing and siding project for the building located at 120 Butler Street in accordance with the plans and details submitted within the application materials. Approval shall be subject to the following conditions (if applicable):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Commission Review Fee: \$250
Administrative Review Fee: \$50



Historic District Permit Application

APPLICATION NUMBER _____

LOCATION INFORMATION

Address 120 Butler Street, Saugatuck Parcel Number _____

APPLICANTS INFORMATION

Name Lakefront Roofing and Ext Address / PO Box PO Box 1912
City Holland State MI Zip 49422 Phone 6169140302
Interest In Project _____ E-Mail lakefrontexteriors@yahoo.com
Signature [Signature] Date 02/09/2024

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name AMK Holdings Address / PO Box 120 Butler Street
City Saugatuck State MI Zip 49453 Phone (269) 767-8232
E-Mail agalemore@gw-builds.com

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature [Signature] Date 2/11/24

CONTRACTORS/ DEVELOPERS INFORMATION (UNLESS PROPOSED WORK IS TO BE DONE BY THE PROPERTY OWNER)

Name Lakefront Roofing and Exteriors Contact Name Jessica Follman
Address / PO Box PO Box 1912 City Holland
State MI Zip 49422 Phone 616-914-0302 Fax _____
E-Mail _____
License Number 210222193259 Expiration Date 05/25

PROPERTY INFORMATION

Depth _____ Width _____ Size _____ Zoning District _____ Current Use _____
Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

We will be removing and replacing one whole section (section that is leaking with shingles that are worn)
We will also install new vinyl siding on wall(s) that meet roof with new white vinyl siding
There will be no structural changes made. If the roof has rotted decking underneath the shingles, it
affect the existing structure.
Materials we will be using will be Certainteed WinterGuard ice and water shield around all roof per
Certainteed SwiftStart Starter Shingles along all eave and rake edges;
Certainteed Matching 3 in 1 Shingles per specifications using 1 1/4" roofing nails. The shingles w



HISTORIC DISTRICT REQUIREMENTS (SECTION 152.07)

Pursuant to Section 152.07, please attach the following supporting documents when applying for historic district approval if applicable:

Y N NA

- Photographs of the structure and its relationship to adjacent structures.
- A plot plan with the placement of the proposed addition, or location of fencing to be constructed.
- Elevation drawings of the exterior of the structure or improvements.
- Samples of all proposed exterior finishes and materials.
- Photographs showing, in detail, the problem areas to be addressed during the proposed repair or alteration.
- A scale drawing of all proposed signage, including design, lettering style, type of illumination (if any), placement or location on the lot or building, and the type of support(s) for the sign(s).
- If an application for signage is made by tenants of a building located within a historic district, the tenants must obtain written permission from the building owner to install or alter the proposed sign(s).
- Plot plan showing the following:
 - Current location, shape, area and dimension of the lot.
 - Current site improvements (including structures, sidewalks, decks, streets, fences, etc).
 - Proposed improvements and distances from other improvements or property lines.
 - Proposed and/or current yard, open space and parking space dimensions and calculations.
 - Location of any flood plains, watersheds, wetlands, easements, critical dunes, or other applicable features.
- Description of proposed use and of the building (dwelling, structure, barn, garage and the like) or improvements.
- Detailed written description of the activities related to the proposed use and/or improvements.

OFFICE USE ONLY:
 Application Complete _____ Fee Paid _____ Date Paid _____
 Notes: _____

Monogram™

Vinyl Siding

General Description: Monogram™ provides the look of wood siding, but does not require the upkeep common to wood. Monogram siding is manufactured with TrueTexture™ rough cedar finish molded directly from real cedar boards. Available in a selection of profiles, Monogram offers the industry’s widest selection of colors. It is appropriate for use in new construction for single family homes, multi-housing projects and light commercial developments. Monogram is also an ideal product for remodeling.

Styles:

Profile	Finish	Panel Projection (Nominal)	Wall Thickness (Nominal)	Lock Design	Colors	Accessory Pocket
Double 4” Clapboard	Rough Cedar	¾”	.046”	CertiLock™ post-formed positive lock	43	¾”
Double 5” Clapboard	Rough Cedar	¾”	.046”	CertiLock™ post-formed positive lock	29	¾”
Double 5” Dutchlap	Rough Cedar	¾”	.046”	CertiLock™ post-formed positive lock	29	¾”

Colors: Monogram siding profiles are available in the industry’s widest selection of colors. All colors are Spectrophotometer controlled and utilize exclusive PermaColor™ color science.

Colonial White	Savannah Wicker	Oxford Blue	Glacier Blend*	Spruce
Autumn Yellow	Seagrass	Suede	Hearthstone	Terra Cotta
Bermuda Blue	Silver Ash	Autumn Red	Meadow Blend*	Arbor Blend**
Desert Tan	Sterling Gray	Brownstone	Melrose	Arctic Blend**
Green Tea	Buckskin	Canyon Blend*	Midnight Blue	Frontier Blend**
Heritage Cream	Castle Stone	Charcoal Gray	Mountain Cedar	Timber Blend**
Herringbone	Cypress	Espresso	Pacific Blue	Weathered Blend**
Light Maple	Granite Gray	Flagstone	Sable Brown	
Sandstone Beige	Natural Clay	Forest	Slate	

* Deluxe Color: Deluxe colors utilize CertainTeed’s proprietary manufacturing process to provide the unique appearance of semi-transparent and solid stained wood siding.

** Premium Color: Made with an exclusive, highly durable polymer capstock combined with unique heat distortion modifiers that helps ensure long-term weatherability in darker hues that would otherwise quickly fail.

STUDfinder™: The patented STUDfinder Installation System combines precisely engineered nail slot locations with graphics. Nail slots are positioned 16" on center to allow for alignment with studs. STUDfinder graphics centered at each slot provide a quick and easy guide to help locate studs.

RigidForm™: Monogram RigidForm 220 technology has a stiff, double-thick .092" nail hem for a straighter-on-the-wall appearance and wind load performance.

CertainTeed Corporation
 20 Moores Road
 Malvern, PA 19355
 certainteed.com
 © 01/19

Lock: Uniquely designed for ease of installation, Monogram features the CertiLock™ locking system; a post-formed positive lock which provides for self-aligning installation. Properly installed panels will snap together with an audible “click” signaling that they are ready for nailing.

Accessories: CertainTeed manufactures a wide range of siding accessories which are compatible with Monogram siding styles and colors. Accessory products include installation components, soffit, window and door trim, corner lineals, corner systems and decorative moldings.

Composition: Monogram siding products are produced using CertaVin™ custom-formulated PVC resin. This resin is produced exclusively by CertainTeed, allowing CertainTeed to maintain the high quality of its siding products.

Technical Data: Monogram siding is in compliance with ASTM specification for Rigid Polyvinyl Chloride (PVC) Siding-D 3679, and the requirements of section R703.11 of the International Residential Code, and section 1404.14 of the International Building Code. Monogram siding meets or exceeds the properties noted in Table 1.

ASTM E 84	Meets Class A flame spread requirements as tested according to ASTM E84.
ASTM D 635	Material is self-extinguishing with no measurable extent of burn when tested in accordance with this specification.
NFPA 268	Radiant Heat Test - Ignition Resistance of Exterior Walls - Conclusion that CertainTeed met the conditions for allowable use as specified in section 1406 of the International Building Code.

Important Fire Safety Information: When rigid vinyl siding is exposed to significant heat or flame, the vinyl will soften, sag, melt or burn, and may thereby expose material underneath. Care must be exercised when selecting underlayment materials because many underlayment materials are made from organic materials that are combustible. You should ascertain the fire properties of underlayment materials prior to installation. All materials should be installed in accordance with local, state and federal Building Code and fire regulations.

Wind Load Testing: CertainTeed Monogram double 4" siding has been tested per ASTM D 5206 standard test method for resistance to negative wind load pressures of 86 psf, which equates to more than 258 mph (V_{ASD}) and 300 mph (V_{ULT}), per VSI windspeed calculation guidelines, when installed with nails positioned 16" on center. Check with your local building inspector for wind load requirements in your area on the type of structure you are building.

Documents: CertainTeed Vinyl Siding meets the requirements of one or more of the following specifications.

- Texas Department of Insurance Product Evaluation EC-11
 - Conforms to ASTM Specification D3679
 - Florida BCIS Approval FL1573
 - ICC-ES Evaluation Report ESR-1066
- For specific product evaluation/approval information, call 800-233-8990.

Installation: Prior to commencing work, verify governing dimensions of building, examine, clean and repair, if necessary, any adjoining work on which the siding is in any way dependent for its proper installation. Sheathing materials must have an acceptable working surface. Siding, soffit and accessories shall be installed in accordance with the latest editions of CertainTeed installation manuals on siding and soffit. Installation manuals are available from CertainTeed and its distributors.

Warranty: CertainTeed supports Monogram siding products with a Lifetime Limited Warranty including PermaColor Lifetime Fade Protection to the original homeowner. The warranty is transferable if the home is sold.

Technical Services: CertainTeed maintains an Architectural Services staff to assist building professionals with questions regarding CertainTeed siding products. Call 800-233-8990 for samples and answers to technical or installation questions.

Sample Short Form Specification: Siding as shown on drawings or specified herein shall be Monogram Vinyl Siding as manufactured by CertainTeed Corporation, Malvern, PA. The siding shall have a .092" thick nail hem. Installation shall be in accordance with manufacturer’s instructions.

CertainTeed Corporation
20 Moores Road
Malvern, PA 19355
certainteed.com
© 01/19

Three-part Format Specifications: Long form specifications in three-part format are available from CertainTeed by calling our Architectural Services Staff at 800-233-8990. These specifications are also available on our website at certainteed.com.



CertainTeed Corporation
20 Moores Road
Malvern, PA 19355
certainteed.com
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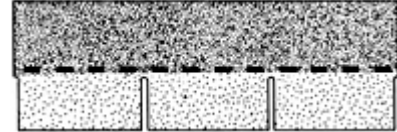
Technical Data Sheet

XT™ 30 Shingles
XT™ 25 Shingles
CT™ 20 Shingles



PRODUCT INFORMATION

CertainTeed offers a variety of three-tab shingle products that combine exceptional durability with flexibility for better resistance to blow-off. In addition to their suitability for residential applications, these products are ideal for commercial applications. Available in “English” dimensions – 12" x 36" and in “Metric” dimensions – 13 1/4" x 39 3/8", depending on the product and sales region.



Algae Resistant (AR) versions of these shingles are available in some regions. Algae resistant shingles help protect against staining or discoloration caused by algae.

Colors: Please refer to the product brochure or CertainTeed website for the colors available in your region.

Limitations: Use on roofs with slopes greater than 2" per foot. Low slope applications (2" to 4" per foot) require additional underlayment. In areas where icing along the eaves can cause a backup of water, apply CertainTeed WinterGuard® Waterproofing Shingle Underlayment, or its equivalent, according to application instructions provided with the product and on the shingle package.

On slopes greater than 21" per foot, apply a spot of roofing cement under each shingle tab corner according to application instructions provided on the shingle package.

Product Composition: These shingles are composed of a fiber glass mat base. Ceramic-coated mineral granules are tightly embedded in carefully refined, water-resistant asphalt. These shingles have self-sealing adhesive. These are 3-tab shingles.

Applicable Standards:

ASTM D3018 Type I	UL 790 Class A Fire Resistance
ASTM D3462	ICC-ES ESR-1389 and ESR-3537
ASTM E108 Class A Fire Resistance	CSA Standard A123.5 (except CT20 & XT 25 English)
ASTM D3161 Class F Wind Resistance	Florida Product Approval # FL5444
ASTM D7158 Class H Wind Resistance	Miami-Dade Product Control Approved

Technical Data:

	XT 30 – English
Weight/Square (approx.):	215 lbs
Dimensions (overall):	12" x 36"
Shingles/Square:	80
Weather Exposure:	5"

	XT 25 – English
Weight/Square (approx.):	205 lbs
Dimensions (overall):	12" x 36"
Shingles/Square:	80
Weather Exposure:	5"

	XT 25 – Metric
Weight/Square (approx.):	220 lbs
Dimensions (overall):	13-1/4" x 39-3/8"
Shingles/Square:	65
Weather Exposure:	5-5/8"

	CT 20 – English
Weight/Square (approx.):	195 lbs
Dimensions (overall):	12" x 36"
Shingles/Square:	80
Weather Exposure:	5"

	CT 20 – Metric
Weight/Square (approx.):	195 lbs
Dimensions (overall):	13-1/4" x 39-3/8"
Shingles/Square:	65
Weather Exposure:	5-5/8"

INSTALLATION

The following is a general summary of the installation methods. Detailed installation instructions are supplied on each bundle of strip shingles and must be followed. Separate application sheets may also be obtained from CertainTeed.

Roof Deck Requirements: Apply shingles to minimum 3/8" thick plywood, minimum 7/16" thick non-veneer (e.g. OSB), or minimum 1" thick (nominal) wood decks. The plywood or non-veneer decks must comply with the specifications of APA-The Engineered Wood Association.

Ventilation: Provisions for ventilation should meet or exceed current HUD Standards. To ensure adequate balance ventilation, use a combination of continuous ridge ventilation (using CertainTeed Ridge Vent products, or a comparable product with an external baffle) combined with soffit venting.

Valleys: Valley liner must be applied before shingles. The Closed-Cut valley application method is recommended, using CertainTeed WinterGuard Waterproofing Shingle Underlayment, or its equivalent, to line the valley prior to being fully covered by the shingles.

Underlayment:

On slopes 4" per foot or greater, CertainTeed recommends one layer of DiamondDeck® Synthetic Underlayment, or Roofers' Select® High-Performance shingle underlayment, or shingle underlayment meeting ASTM D226, D4869 or ASTM D6757. Always ensure sufficient deck ventilation, and take particular care when DiamondDeck or other synthetic underlayment is installed. For UL fire rating, underlayment may be required. Corrosion-resistant drip edge is recommended and should be placed over the underlayment at the rake and beneath the underlayment at the eaves. Follow manufacturer's application instructions.

On low slopes (2" up to 4" per foot), one layer of CertainTeed's WinterGuard Waterproofing Shingle Underlayment (or equivalent meeting ASTM D1970) or two layers of 36" wide felt shingle underlayment (Roofers' Select High-Performance Underlayment or product meeting ASTM D226, D4869 or ASTM D6757) lapped 19" must be applied over the entire roof, ensure sufficient deck ventilation. When DiamondDeck or other synthetic underlayment is installed, weather-lap at least 20" and ensure sufficient deck ventilation. When WinterGuard is applied to the rake area, the drip edge may be installed under or over WinterGuard. At the eave, when WinterGuard does not overlap the gutter or fascia, the drip edge should be installed under WinterGuard. When WinterGuard overlaps the fascia or gutter, the drip edge or other metal must be installed over it. Follow manufacturer's application instructions.

Fastening: Four nails are required per shingle. For English-sized shingles they are to be located 5/8" above the top of each cutout and 1" and 12" in from each side of the shingle. For Metric-sized shingles they are to be located 1" and 13-1/8" in from each side of the shingle. They must be of sufficient length to penetrate into the deck 3/4" or through the thickness of the decking, whichever is less. Nails are to be 11 or 12 gauge, corrosion-resistant roofing nails with 3/8" heads.

On steep slopes greater than 21" per foot, apply a spot of roofing cement under each shingle tab corner according to application instructions provided on the shingle package.

Application (English-Sized Shingles): The recommended application method is the Six-Course, 6" Stepped-Off Diagonal Method found on each bundle of shingles. These shingles may also be applied using the 5" Stepped-Off Diagonal Method, or the 6" Offset, Single-Column Vertical-Racking Method, instructions for which may be obtained from CertainTeed. These shingles may be used for new construction or for re-roofing over old shingles.

Application (Metric-sized shingles): The recommended application method is the Seven Course, 5-5/8" Stepped-Off Diagonal Method found on each bundle of shingles. These shingles may also be applied using the Eight Course, 5" Stepped-Off Diagonal Method or the Half-Tab Diagonal Method, instructions for which may be obtained from CertainTeed. These shingles may be used for new construction or for reroofing over old shingles.

Flashing: Use corrosion-resistant metal flashing.

Hips and Ridges: Use field shingles of a like color for capping hips and ridges.

MAINTENANCE

These shingles do not require maintenance when installed according to manufacturer's application instructions. However, to protect the investment, any roof should be routinely inspected at least once a year. Older roofs should be looked at more frequently.

WARRANTY

XT 30 (and AR), shingles carry a 30-year limited transferable warranty, XT 25 (and AR) carry a 25-year limited transferable warranty, and CT 20 (and AR), shingles carry a 20 year limited transferable warranty to the consumer against manufacturing defects. All of these shingles carry 5-year SureStart protection except for CT 20 which carries 3-year SureStart protection. For specific warranty details and limitations, refer to the warranty itself (available from the local supplier, roofing contractor or on-line at www.certainteed.com).

FOR MORE INFORMATION

Sales Support Group: 800-233-8990

Web site: www.certainteed.com

See us at our on-line specification writing tool, CertaSpec, at www.certainteed.com/certaspec.

CertainTeed Roofing

20 Moores Road
Malvern, PA 19355

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MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: David M. Jirousek, AICP
Consulting Planner

DATE: March 3, 2024

RE: Historic District Permit Application, Joshua Nottingham: 230 Culver Street

REQUEST: The applicant requests a canvas and metal entry structure at 230 Culver Street, the home of Bowdies Chophouse.

BACKGROUND: In 2018, the HDC considered a request to install pergolas on each side of a black canvas awning in front of the restaurant building. The approved elements do not currently exist on the site. The 12-6-18 minutes state:

***P-HIS 18046 / 230 Culver Street – Pergola Addition:** A motion was made by Peterson, 2nd by Cannarsa, to approve Application P-HIS 18046 / 230 Culver Street for installation of two black metal frame pergola structures over the restaurant’s existing outdoor patio area. The motion included approving the vestibule entryway cover on a seasonal basis from about Halloween to Easter (removed completely between approximately Easter to Halloween), conditioned upon fire department approval. Upon voice vote the motion carried unanimously.*

COMPLETENESS REVIEW: All applications to construct, alter, repair, move, or demolish any structure or install or alter any signage or fence structure in a historic district shall include the supporting plans and documents as specified by § 152.07 B. The applicant has provided the necessary information, including a hand-drawn plan exhibit of the entry feature, images identifying the proposed location, and an example of a comparable design from the manufacturer. It is not clear if the applicant intends seasonal or year-round usage.

§ 152.07 D. GUIDELINES:

1. *In reviewing applications and plans submitted under this chapter, the Commission shall follow U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for*

Rehabilitating Historic Structures as set forth in 36 C.F.R. part 67, as amended. Additional guidelines may be developed and followed if they are equivalent in guidance to the Secretary's standards and guidelines and are approved by the Center. Any additional guidelines must be adopted by the Commission and approved by the City Council. In reviewing applications and plans, the Commission shall also give consideration to:

- a. The historical or architectural significance of the resource and its relationship to the historic value of the surrounding area.*
 - b. The compatibility of the exterior of the structure and the space around it with the visual or historical context of the surrounding area.*
 - c. The impact of the exterior of the structure and the space around it on the village/rural character and contextual aesthetic of the city.*
 - d. Other factors which the Commission considers to be pertinent.*
- 2. In exercising its authority to approve or deny an application under this chapter, the Commission shall exercise its educated judgment on a case-by-case basis in interpreting these guidelines and the following the applicable standards.*

I. KEY ELEMENTS: The subject building is noted as a contributing resource in the historic resources inventory.

V.F. COMMERCIAL STRUCTURE STYLE AND DETAILING: The applicant has not provided a narrative concerning the purpose and intent of the proposed entry feature. The HDC must determine if the character of the temporary canvas and metal entry structure is consistent with the district, neighborhood, and nearby properties. The most applicable guidelines are numbers 1-2 within Section V.F.

- 1. Storefront Features Functional and decorative features that are important in defining the overall historic character of a storefront, such as display windows, signs, doors, transoms, kick plates, corner posts, and entablatures should be preserved.*
- 2. Repair of Storefronts Storefronts should be repaired as needed, which may include replacement in kind or with compatible substitute material of those extensively deteriorated or missing parts of storefronts where there are surviving prototypes such as transoms, kick plates, pilasters or signs.*

Comment: The use of a canvas and metal framed entry structure seems inconsistent with Historic District guidance and the purpose of the district. Canvas and metal have no relation to the overall historic character of the façade and the building as a whole.

However, while the material and design have no positive impacts on the contributing resource, the entry structure is not permanent construction, reasonably non-descript in appearance, and unobtrusive.

RECOMMENDATION:

If the HDC determines that the applicable standards of the Historic Preservation Review Guidelines are met, the following motion may be used.

I move to approve the proposed temporary canvas and metal entry structure in accordance with the plans and details submitted within the application materials. Approval shall be subject to the following conditions (if applicable):

1. The temporary entry structure is approved from (date) to (date). *(if applicable)*
2. The temporary entry structure material shall be constructed of materials previously approved by Chris Mantels, Deputy Chief / Fire Inspector.
3. _____
4. _____
5. _____
6. _____

Commission Review Fee: \$250
Administrative Review Fee: \$50



Historic District Permit Application

LOCATION INFORMATION APPLICATION NUMBER _____ - _____

Address _____ Parcel Number _____

APPLICANTS INFORMATION

Name _____ Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

Interest In Project _____ E-Mail _____

Signature [Handwritten Signature] Date _____

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

E-Mail _____

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature [Handwritten Signature] Date _____

CONTRACTORS/ DEVELOPERS INFORMATION (UNLESS PROPOSED WORK IS TO BE DONE BY THE PROPERTY OWNER)

Name _____ Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

E-Mail _____

License Number _____ Expiration Date _____

PROPERTY INFORMATION

Depth _____ Width _____ Size _____ Zoning District _____ Current Use _____

Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)



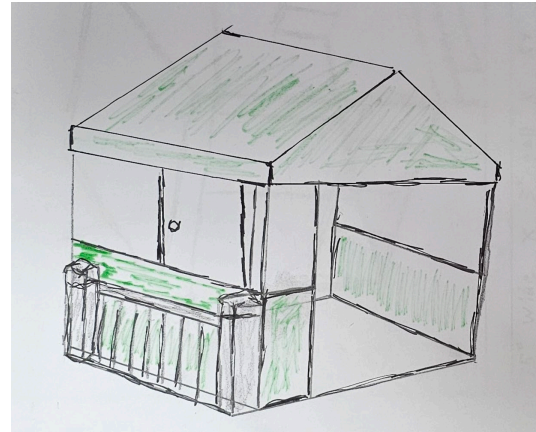
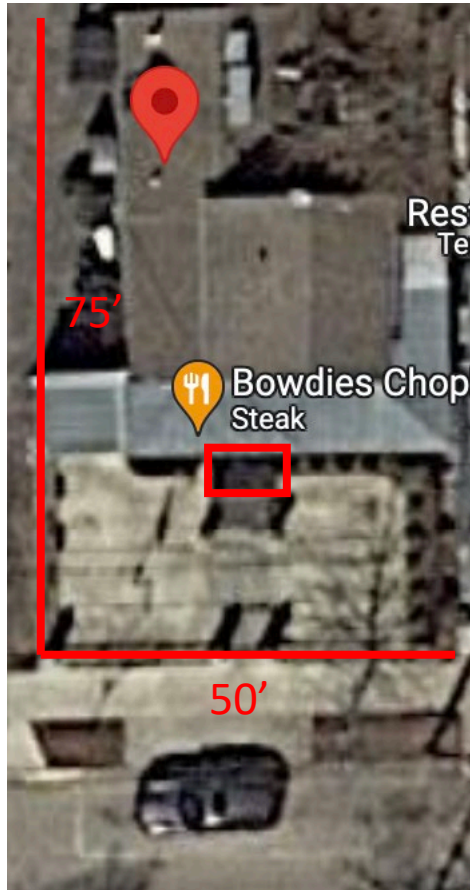
HISTORIC DISTRICT REQUIREMENTS (SECTION 152.07)

Pursuant to Section 152.07, please attach the following supporting documents when applying for historic district approval if applicable:

Y N NA

- Photographs of the structure and its relationship to adjacent structures.
- A plot plan with the placement of the proposed addition, or location of fencing to be constructed.
- Elevation drawings of the exterior of the structure or improvements.
- Samples of all proposed exterior finishes and materials.
- Photographs showing, in detail, the problem areas to be addressed during the proposed repair or alteration.
- A scale drawing of all proposed signage, including design, lettering style, type of illumination (if any), placement or location on the lot or building, and the type of support(s) for the sign(s).
- If an application for signage is made by tenants of a building located within a historic district, the tenants must obtain written permission from the building owner to install or alter the proposed sign(s).
- Plot plan showing the following:
 - Current location, shape, area and dimension of the lot.
 - Current site improvements (including structures, sidewalks, decks, streets, fences, etc).
 - Proposed improvements and distances from other improvements or property lines.
 - Proposed and/or current yard, open space and parking space dimensions and calculations.
 - Location of any flood plains, watersheds, wetlands, easements, critical dunes, or other applicable features.
- Description of proposed use and of the building (dwelling, structure, barn, garage and the like) or improvements.
- Detailed written description of the activities related to the proposed use and/or improvements.

OFFICE USE ONLY:
 Application Complete _____ Fee Paid _____ Date Paid _____
 Notes: _____



Example of a previous project done by West Michigan Canvas.

- Awning: 75" wide by 3' tall by 54" proj.
- Curtains: 85" tall by 54" wide. clear top with canvas bottom.



Specifications

Description:	Vinyl laminated on a weft insertion scrim base of high tenacity filament polyester.
Weight:	15 oz. per lineal yard
Width:	62 inches / 157.48 centimeters
Surface:	Top surface treated with Rain Kleen® for color retention and prolonged fabric life.
Transparency:	Some light color shades offer good illumination.
Abrasion Resistance:	Excellent
Dimensional Stability:	Excellent
Flexibility:	Excellent in both hot and cold environments
Flame Resistance:	Meets California State Fire Marshall Title 19, NFPA-701 ASTM E84-81A Flame Spread Rating Class A (15)
Mildew Resistance:	Excellent
Chemical Resistance:	Excellent
Water Repellency:	Excellent – Water Proof
Oil Resistance:	Excellent
Sewability:	Excellent
Heat Sealability:	Excellent. Can be sealed by hot air weg welder or radio frequency bar type.



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Historic District Commission – Saugatuck
2024 Team Goals/Team Charter

Team Goals

In 2024 we will...

- Focus on Education and Awareness
 - Post-application survey (three questions)
 - Quarterly newspaper spotlight
 - Thank you notes to applicants at project completion.
 - Award program?

- Focus on Training
 - Basic or Advanced training every three years for every commissioner.
 - Certification of completion listed on city website.
 - Focus on Community Nuance (ie: Protecting water views? Green space? Massing?)

- Establish Internal Champions
 - Assign each commissioner an area of focus. For example:
 1. Building Materials
 2. External Communication
 3. Guidelines Expertise
 4. Community Nuance
 5. Learning/Trends from other Historic Districts

Team Charter

Our Purpose

Protect, celebrate, and advocate for the historic fabric of Saugatuck. We are caretakers of something special, carefully preserving what we love today for those who come after us to enjoy tomorrow.

Our Focus/Things that Matter

- Helping owners improve their properties in a way that preserves history but honors the challenges of modern living.
- Continuous improvement to hone our skills.
- Recruiting new commissioners who are diverse in skill and approach.

Success Criteria – We know we’ve been successful when we...

- Treat owners as stakeholders.
- Build goodwill, and ultimately, create community followership.
- Leave the district better than we found it.

Team Norms

- Value differences amongst each other, and applicants.
- Believe positive intent.
- Lead with empathy (and be kind)
- Seek to understand.
- Hold ourselves accountable to consistent performance.
- Say “thank you”.

Communication Commitments

We communicate with each other by creating space for active dialogue, balancing inquiry and advocacy, and supporting our shared goals.

- Avoid “liking or disliking” something in an application. Instead ask if it is successful or unsuccessful in meeting the applicable guideline.
- Encourage shared dialogue in commission meetings, not outside the meeting.
- Give each other equal voice in dialogue and opinions.