



## HISTORIC DISTRICT COMMISSION

July 6, 2023 - 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 June 1, 2023
5. **Public Comments on Agenda Items** (*Limit 3 Minutes*)
6. **Unfinished Business:** None
7. **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 dwelling unit (ADU) over the existing garage.
8. **Administrative Approvals & Updates:**
  - A. 246 Culver – Flowerboxes
  - B. 129 Griffith #101 – Sign
9. **Communication:** None
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](mailto: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 June 1, 2023, 6:00 PM**

**PROPOSED**

Saugatuck City Hall  
102 Butler Street

**Call to Order/Roll Call:** Chair Straker called the meeting to order at 6:00 p.m.

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

**Absent:** Commission members: Lewis & Panozzo.

**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 May 4, 2023:**

*Motion by Leo, second by Donahue, to approve the May 4, 2023, meeting minutes. Upon voice vote, the motion carried 5-0.*

**Public Comments:** None.

**Unfinished Business:** None.

**New Business:**

**A. 201 Butler – New ATM (Voice Vote)**

The applicant requests approval for an outdoor Huntington ATM in front of a front window of the building located at 201 Butler.

*A motion was made by Donahue, second by Straker to approve the ATM in the revised location at the less far left side of the store. There was no vote, deliberation continued.*

*A motion was made by Leo, second by Cannarsa to deny the application as presented. The motion carried 5-0.*

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

*No: None.*

*Absent: Commissioners Lewis & Panozzo.*

**B. 149 Griffith – Window panel removal, new patio space & door, new walk-in refrigerator and freezer, and replacement of a door with a window. (Voice Vote)**

The applicant proposes several changes to the existing building and property at 149 Griffith Street, including a three-foot aluminum picket fence and gate along Griffith Street, removal of a non-original stained-glass panel attached to the original cottage window, new patio space to the rear of the building with a new door from the bar area, and a new walk-in refrigerator and freezer to be accessed from the interior.

Additionally, while not listed on the application, the site plan also shows a new wood fence in the rear yard and the removal of the existing second-story door with a window.

*Motion by Straker, second by Leo to approve 149 Griffith Street as submitted, the window panel removal, new patio space and door, new walk-in refrigerator and freezer and replacement of a door with a window. In addition:*

- New fencing to be added to be a 6 ft stockade wood fence matching the existing fencing on the current property, masking the walk-in freezer and all other utility elements behind the fence.*
- Final site plan materials and measurements to be administratively approved and to also be approved, as needed, by the zoning board.*
- Changes to the application include infill of the window on the second floor, infill of the garage door where the refrigerator and freezer will cover it up, and door material to match.*

*Upon voice vote, motion carried 5-0.*

**Administrative Approvals & Updates:**

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

- A. 450 Culver – Like for like window and roof replacement (storm damage)
- B. 831 Holland - Fence
- C. 214 Butler – Roof
- D. 220 Culver - Sign
- E. 242 Butler – Sign

**Communication:** None.

**Public Comment:** None.

**Commission Comments:** None.

**Adjourn:**

*Motion by Cannarsa, second by Leo to adjourn. Upon voice vote, motion carried 5-0.  
Chair Straker adjourned the meeting at 6:41 p.m.*

Respectfully Submitted by  
Sara Williams,

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Deputy Clerk



## MEMORANDUM

**TO:** Historic District Commission  
City of Saugatuck

**FROM:** David M. Jirousek, AICP  
Consulting Planner

**DATE:** July 3, 2023

**RE:** Historic District Permit Application: 727 Butler Street

**REQUEST:** 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.

**BACKGROUND:** The property is located in the R-4 City Center Transitional Residential District (CER) zoning district. The lot is approximately 66 feet wide and 132 feet deep (8,712 square feet), and a single-family detached home exists on the site.

**APPLICABILITY:** A permit shall be obtained before any work affecting the exterior appearance of a resource is performed within the Historic District (§ 152.03).

**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 submitted pictures of the existing home as well as examples of windows, faux garage door, siding, metal roof, and a 3D model of the dwelling.

**I. KEY ELEMENTS:** The subject building is a contributing structure. It is unknown when the original attached garage was added and when it was converted to living space.

## II. PRIMARY STRUCTURES:

The HDC may consider the following guidelines in its decision-making process:

### 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.)*

**Comment:** The materials to be replaced include multiple windows, roofing, and siding. The new products will have a minor overall impact on the character of the dwelling.

2. *Maintenance*

- a. *Exterior materials should be maintained, cleaned and repaired using methods and products which will not endanger the integrity of the materials.*
- b. *Clean wood using gentle methods such as low-pressure washing with detergents and natural bristle brushes. Blasting with particulates, power washing at high pressures, and propane or butane torches are not appropriate.*
- c. *Only types of paint which “breathe” (allow moisture to pass through the surface) should be used on wood surfaces.*
- d. *The cleaning of exterior masonry for the rehabilitation or restoration of a historic structure may be appropriate, provided that the cleaning technique used will not cause damage or permanent alteration to the historic structure. The natural weathering and discoloration or patina of masonry materials is to be respected as the appearance achieved as a result of the original design's selection of exterior materials. The use of any cleaning technique that would totally remove this natural patina from original building materials should be avoided*
- e. *Cleaning guidelines for metal are available from the National Park Service.*

**Comment:** 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.*

**Comment:** No significant wood features will be affected. The condition of the siding has significantly deteriorated, so replacement is reasonable.

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.*

**Comment:** As stated earlier, significant wood features will not be removed or replaced aside from the deteriorated siding.

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:** A smooth style of engineered wood is proposed for the replacement siding (horizontal).

- 6. *Missing Details- When a feature is missing it must be replaced with a new feature based on accurate documentation of the original design or a new design compatible in scale, size, material, and color with the historic building and district. If a detail of a painted metal feature such as a decorative cornice is missing or deteriorated, replacement in kind may not be feasible, and the replication of the detail in fiberglass, wood or aluminum may be appropriate.*

**Comment:** Not applicable.

- 7. *Masonry Repairs- Masonry repairs must retain the original or existing appearance of the masonry. If masonry is to be replaced, the new material must match the original or existing material in color, texture and hardness. Mortar must replicate original or existing mortar in color, consistency, design and hardness. For example, older brick walls were often laid with a higher lime content than is now common, and sometimes with dark gray or black mortar and finished with recessed joints.*

**Comment:** Not applicable.

- 8. *Sealing Masonry- Sealants should not be applied to masonry unless it is necessary to prevent further deterioration. Use of sealants is subject to review by the Commission.*

**Comment:** Not applicable.

- 9. *Maintaining Metal- Regular maintenance of metal is critical in the prevention of corrosion, oxidation (rust) and water damage which are chemical reactions to air exposure and moisture. A sound coat of appropriate paint can be the key to preserving historic metal (except in the instance of copper and bronze which should retain their natural patina). If corrosion begins it will be necessary to remove all of the rust immediately followed by priming the areas with a zincbased primer or other rust-inhibiting primer. Again this does not apply to copper and bronze. Corrosion can also result from a chemical reaction caused by contact between two dissimilar metals. Patching or replacing deteriorated metal in kind is always preferable to using substitute material. The reactions between dissimilar metals limit the options of patching one metal with another.*



**Comment:** Not applicable.

10. *Painting Metal and Concrete- Unpainted metal and unpainted exposed concrete (except in a foundation wall) is prohibited unless it is deemed an essential element to the total design and is compatible with the existing character of the overall Historic District.*

**Comment:** Not applicable.

11. *False History- It is not appropriate to introduce wood or architectural metal features or details to a historic building in an attempt to create a false historical appearance.*

**Comment:** The proposed windows, roofing, siding, and porch enclosure appear to be a traditional design consistent with historic buildings but not an attempt to create a false historical appearance. In general, materials seem to be consistent with the historical appearance but do not portray a false historical appearance.

#### B. *Coatings and Colors*

1. *Colors- Colors that are historically associated with the period of the resources shall not be considered for existing structures; however, the commission may recommend a broad palette of colors as being compatible with the overall character of the district.*

**Comment:** The color of the new siding was not specified in the application materials. It appears that all window trim will be black, based on the options noted on the Jeld-Wen specification sheet. However, the image provided shows white trim. This should be clarified.

2. *Unpainted Masonry- Previously unpainted masonry shall not be painted. Masonry which was previously painted may be re-painted. Unless old paint or other coatings can be removed without damage to the masonry, a painted surface should be re-painted rather than stripped of old paint. In preparing to repaint previously painted masonry, stripping should only occur where the paint can be easily removed without damaging the underlying masonry. Blasting with sand or other highly abrasive materials is not permitted. Where paint stripping cannot be performed without damaging the masonry, repainting over the existing paint is the only appropriate solution.*

**Comment:** Not applicable.

3. *Repair Before Painting- Necessary masonry repairs (i.e. tuckpointing, stucco patching, crack repairs, etc.) should be satisfactorily completed prior to cleaning the masonry surface. This will help guard against possible damage that could be*

*caused by cleaning tools or materials penetrating into cracks and holes. A masonry surface must be in a state of good repair before cleaning is attempted.*

**Comment:** Not applicable.

### C. Roofs, Parapets, and Gutters

1. *Roof Forms- Roofs and roof forms should be maintained and preserved when they contribute to the historic character of the building, including but not limited to materials, cresting, dormers, chimneys, cupolas and cornices. Repairs may include the limited replacement in kind of those extensively deteriorated or missing parts of a feature when there are surviving prototypes such as cupola louvers, dentils, dormer roofing or slates, tiles or wood shingles on a main roof.*

**Comment:** The porch enclosure area will include a new flat roof, and the existing roof of the main building will be replaced with a metal roof.

2. *Roofing Materials- When roofing material is clearly distinctive to a buildings style, retaining or replacing it in kind is important and all efforts should be exhausted before replacement with a substitute material is considered. It is not appropriate to remove a roof that is repairable, and then reconstruct it with new material in order to create a uniform or improved appearance.*

**Comment:** The replacement roof material for the porch will be asphalt or rubber. The new roof on the main building is proposed to be metal.

3. *Substitute Roofing- If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.*

**Comment:** The existing roof for the main building will be replaced with a metal roof. It is not unfeasible to replace the roof with shingles, but the HDC may certainly consider the metal roof.

4. *Roof Accessories- Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights is generally not appropriate.*

*Exceptions may arise when the addition of such a feature will solve a design problem raised by an adaptive re-use of the resource (such as adding a dormer to light a previously unused space).*

**Comment:** Not applicable.

5. *Gutters- Both "K Style" and "Half Round" gutters have a historical presence on homes in our historic districts depending on the architectural design of the roof and eaves of the house. The appropriate application of either gutter system is related to the overall roof design for the practical long term success and economy of the roof drainage system.*

—Appropriate “K Style” Gutter installations rely on a vertical fascia board on the eave to support the flat back side of the gutter in a vertical position. The fascia board must be large enough to both support the base of the gutter and allow the gutter to be pitched along its length for drainage.

—Half Round Gutters are designed to suspend below the eave and catch the run-off. Because half-round gutters are self-supporting, not reinforced by a fascia board, they are typically manufactured from heavier gauge materials. They are typical and appropriate to houses with tapered eaves and open rafter tails.

—Built-in gutters that are integral to a historic property are an important characteristic of the property and should be preserved.

**Comment:** Not applicable.

#### D. Doors and Windows

1. *Retaining Windows and Doors- Windows and doors that contribute to the overall historic character of a building should be retained and repaired as needed, including their functional and decorative features, such as frames, sash, muntins, sills, heads, moldings, surrounds, hardware, shutters, glazing, panels, sidelights, fanlights, and thresholds.*

**Comment:** The applicant proposes to repair and preserve several existing windows and doors. However, many of the windows are proposed to be replaced. No information was provided concerning the present state of the windows planned for replacement. It is unknown if they can be repaired, and a window condition assessment was not provided. The repair and replacement plan is as follows:

##### Front

- Replace two pairs of second-floor windows
- Replace three first-floor windows
- Replace windows as part of a faux garage door
- Retain/repair three first-floor windows

##### Left Side (North)

- Replace/relocate kitchen window
- Replace three first-floor windows
- Retain/repair two second-floor windows

- Include two sidelight windows on each side of primary entry

#### Right Side (South)

- Replace second-floor windows
- Replace first-floor windows
- Retain/repair front porch windows

#### Back

- Replace two first-floor windows
- Retain one large first-floor window and sliding glass door
- Retain/repair three second-floor windows

## 2. *Replacing Windows and Doors*

*a. replacement of a deteriorated window or door feature or detail is necessary replace only the deteriorated feature in kind rather than the entire unit. Match the original in material, design, dimension, proportion, reflective qualities, profile, sash rails, stiles, muntins, panels, and operation. If replacement of an entire unit is necessary, replace the unit in kind, matching the design, dimension, panels, pane configuration, architectural trim, detail, muntins and materials. It is not appropriate to use snap-in muntins to create a false divided-light appearance.*

*b. Replacement windows and doors should maintain and fit existing openings and be consistent in glass size and with existing trim and other features of the structure.*

*c. Changing the number, location, and size or glazing pattern of windows and doors through cutting new openings, blocking-in, and installing replacement sash which does not fit the historic opening are not recommended.*

*3. Doors- Original doors should not be substituted with stock doors that do not fit the opening properly or do not fit with the style of the house. Transom windows and sidelights should be preserved.*

*4. Windows- If a replacement window has an insulating glass pane which is not actually divided by muntins, the appropriate muntin pattern should be permanently applied with muntins no wider than 7/8 inch, as well as with spacer bars internal to the insulated glass. There should be no flat muntin grids, nor removable muntin grids, applied to the inside or outside panes.*

5. *Glass Block- The use of glass block to fill in openings is generally not appropriate, unless it was part of the style and period of the structure. Instead, existing features should be repaired.*
6. *Storm Windows- Installation of metal storm windows and doors which have a painted or baked enamel finish may be approved when they do not alter or destroy the original structure and trim of the opening. Replacement, repair, or installation of wood storm or screen doors and which are stained or painted to match the house or trim may also be approved.*

**Comment:** Replacement windows, aside from the kitchen window, will remain in the current configuration. Storm windows are not proposed. Only one window specification sheet was provided, which shows a double-hung window with two vertical bars on each upper sash.

#### *E. Porches, Steps and Entries*

1. *Porch Details- If replacement of a deteriorated detail or element is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, and material. If the original is not known, use a design commonly used at the time the original building was constructed.*
2. *Complete Replacement- Replacing in-kind an entire porch that is too deteriorated to repair using physical evidence to guide the new work. Design a new entrance or porch if the historic entrance or porch is completely missing using historic evidence.*
3. *Rails and Skirting- The style of porch railings and skirting should match the original or be consistent with those commonly used at the time the original building was constructed.*
4. *Porch Flooring- Tongue and groove 3" wide cedar or pine extended 1" past fascia/ trim is the preferred porch flooring. The boards should be laid in the traditional manner, directly on the joists (to allow drying from the underside) and with a slight slope away from the building (to allow drainage—at least 1 ½ inches in 8 feet). Decking is not an appropriate flooring material (but see also IV.C regarding decks).*
5. *Pressure Treated Wood is not recommended other than where the structural wood will be in contact with the ground and hidden from view by finish material.*
6. *Risers- All steps should have enclosed/solid risers.*
7. *Porch Foundations- Repair of masonry porch foundations should match existing or original materials. When replacing missing masonry foundations they should*

*match the foundation of the main building. If such a match is technically or economically unfeasible an unobtrusive material may be used.*

8. *Painting- All exposed wood elements should be finished or painted. Only types of paint which “breathe” (allow moisture to pass through the surface) should be used on wood surfaces.*

**Comment:** The front concrete stairs will be replaced in the same style.

**V.B NEW CONSTRUCTION:** An upper floor ADU is proposed for the existing single-story garage.

Section V, B. of the Local Guidelines regulating new construction apply to this project. Standards are as follows:

1. *Streetscape Compatibility- With new structures or renovations which totally change the facades, the appearance of the streetscape as a whole should be respected. Facades for new structures should be compatible with the overall design and appearance of the surrounding streetscape in its design and appearance*
2. *Architectural Style New structures need not replicate existing styles. They may be honest modern or contemporary adaptations or reflections of traditional styles or they may be totally new, distinctive structures which are nevertheless compatible with the district’s character.*
3. *Compatibility of Siting and Massing*
  - a. *The historic relationship between buildings, landscape features and open space should be retained. The siting should be reviewed based on existing district setbacks, orientation, spacing and distance between adjacent buildings.*
  - b. *The height and bulk of a new building shall be compatible with its surroundings and shall in no event exceed that of existing buildings in the Historic District.*
  - c. *If there is a significant variation in siting or in height and bulk from the immediately surrounding buildings which creates a material adverse impact on the character of that area, the Commission may make recommendations to the Planning Commission and/ or the Zoning Board of Appeals concerning height, massing and placement on the lot of the new construction.*
4. *Compatible Detailing- In addition to the scale of the structure, details such as roof lines, materials, the size, type, and placement of windows, doors, porches, fences, chimneys and garages, should be considered in assessing the compatibility of the new structure with the existing streetscape.*

5. *Pedestrian Scale- Especially in commercial areas, the scale of architectural elements should provide comfortable surroundings for pedestrians. This applies especially to heights of canopies or awnings, and heights of doors and windows.*
6. *Distinguishing New from Old- New buildings should be designed so that they are compatible with, but discernable from, adjacent historic buildings.*

**Comment:** The remodeled and expanded building includes a gable roof, while the roof of the dwelling is hipped (the current garage has a gable roof). The proposed metal roof will match the new metal roof on the principal dwelling.

The siding is proposed as textured wood, which differs from the smooth engineered wood siding proposed for the principal dwelling. It appears that a vertical board and batten siding style is proposed for the front of the structure, but no specifications were provided. Further, the color of both buildings was not specified.

The HDC must also determine if the massing and scale are consistent with the character of the neighborhood.

**RECOMMENDATION:** If the HDC determines that the applicable standards of the Historic Preservation Review Guidelines are met, the motion on the next page may be used. However, several issues remain unresolved, and the applicant should address the necessary details specified in this report. These issues include:

1. Condition assessment report and feasibility of repair for all windows proposed for replacement.
2. Replacement window specification sheets for all windows and itemized list, including style and color.
3. Color of principal building accessory buildings.
4. Clarification of siding type, style, and texture for principal and accessory buildings (the HDC should determine if consistency is important).

*I move to approve the principal building renovations and the construction of an upper floor accessory dwelling unit at 727 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. \_\_\_\_\_





## Historic District Permit Application

### LOCATION INFORMATION

APPLICATION NUMBER \_\_\_\_\_ - \_\_\_\_\_

Address 727 Butler Street

Parcel Number 125 L 1093-P392

### APPLICANTS INFORMATION

Name Daniel Pannozzo Address / PO Box 727 Butler St/Box 184

City Saugatuck State MI Zip 40453 Phone 269-355-2102

Interest In Project \_\_\_\_\_ E-Mail danpannozzo@gmail.com

Signature \_\_\_\_\_ Date 4/17/23

### 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 \_\_\_\_\_ 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 132 Width 66 Size .2 acres Zoning District \_\_\_\_\_ Current Use \_\_\_\_\_

Check all that apply: Waterfront \_\_\_\_\_ Dunes \_\_\_\_\_ Vacant \_\_\_\_\_

### PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

1. Replace horizontal sliding windows on the north side of what used to be the garage with approved double hung window (see image #1)

2. Replace sliding window on front of what used to be the garage with faux garage door that resembles the original garage door (see image #2A)

a) Faux garage door will be customer made with divided light windows across the top (see image #2B)

3. Replace the concrete steps leading to the front door with new concrete steps (see image #3)

4. Replace damaged windows on front porch with approved double hung windows to match others on front of the house (see image #4)

see additional pages

5. Cover existing horizontal wooden siding with engineered wooden siding. Siding surface will be smooth (see image #5)
6. Enclose existing back porch with permanent walls and approved windows to match other approved windows (see image #6)
7. Replace roof above back porch (see image #7)
8. Move kitchen window (see image #8)

727 Butler Street  
Saugatuck, MI 49453

The windows on what used to be the garage are single pane, corroded, energy inefficient and not acceptable. They will be replaced with approved double hung windows to match the others.

The sliding window on what used to be the front of the garage will be replaced with a faux garage door to match the original garage door in the photos submitted. The windows on the top of the faux garage door will be functional and will be made to match the divided light windows throughout the house.

The front porch windows will be replaced with the same windows that are approved for the old garage

The back porch will be enclosed to allow for a mud room before entering the kitchen from the outside

The roof above the back porch is leaking and must be replaced. It will be replaced with a metal roof.

The original window on the north side of the kitchen was partially covered by the new pitched roof that was put on the garage. The original roof was flat. This window leaks and water has rotted the wood. It will be moved slightly to the east and will be replaced with the same windows approved for the old garage

The storm windows through the house will be removed and replaced with custom made wood frame storm windows.

Vinyl siding and aluminum window casing was removed to expose the original wood siding and window trim. The wood siding and much of the window trim has deteriorated and must be repaired or replaced. The cost of cedar siding has made it unaffordable to replace the wood siding with cedar siding; however, engineered wood siding is significantly more affordable and will be used to cover the existing wood siding. The original shake siding will not be covered but rather painted.

The existing windows will be rebuilt where possible and practical.



**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:

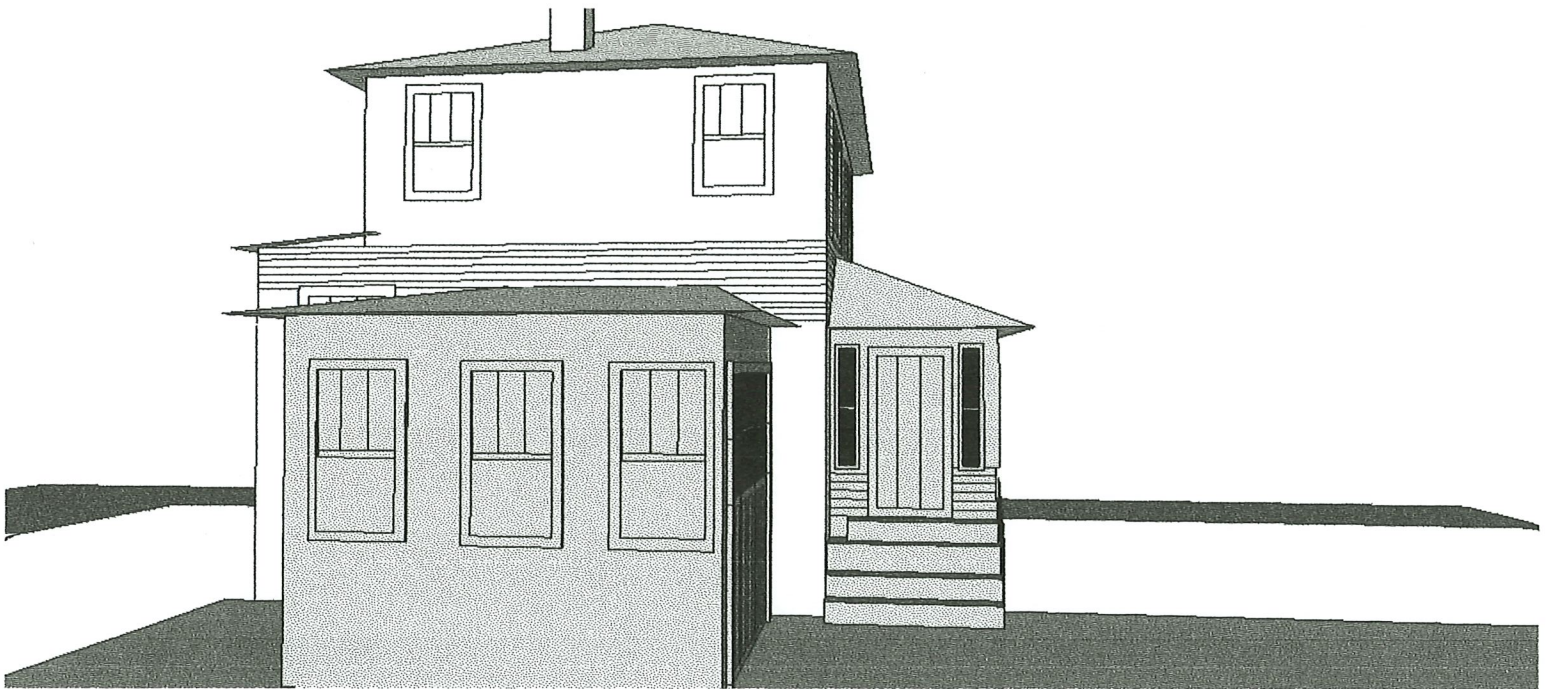
Y N NA

- 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: \_\_\_\_\_  
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#1



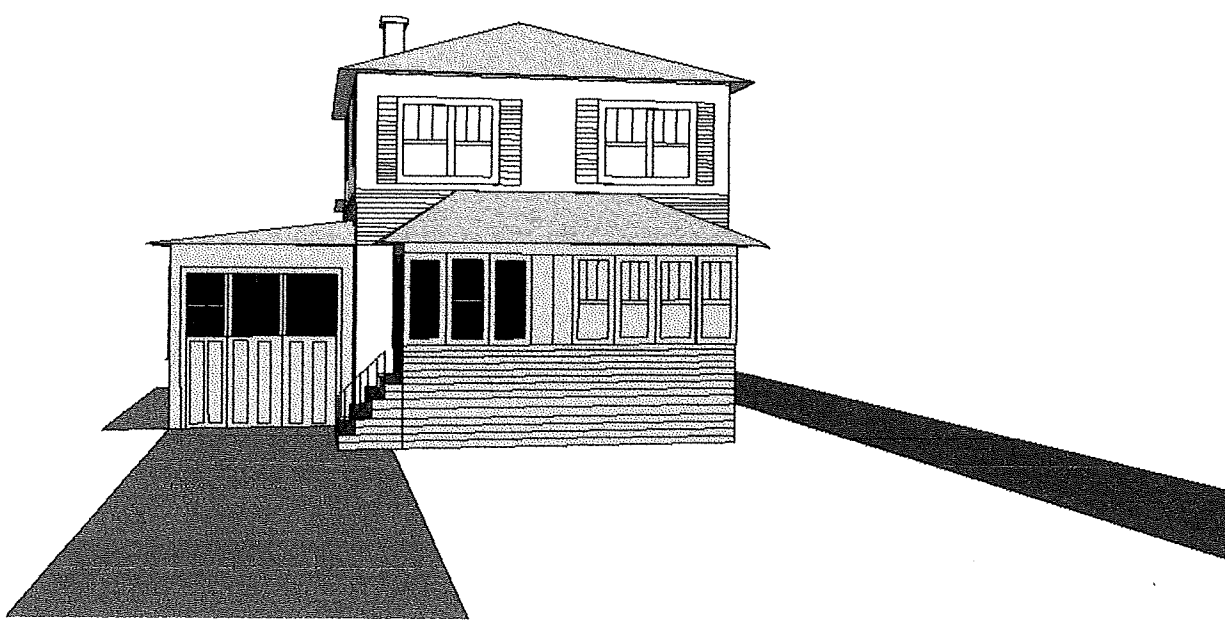
#2A



#2A

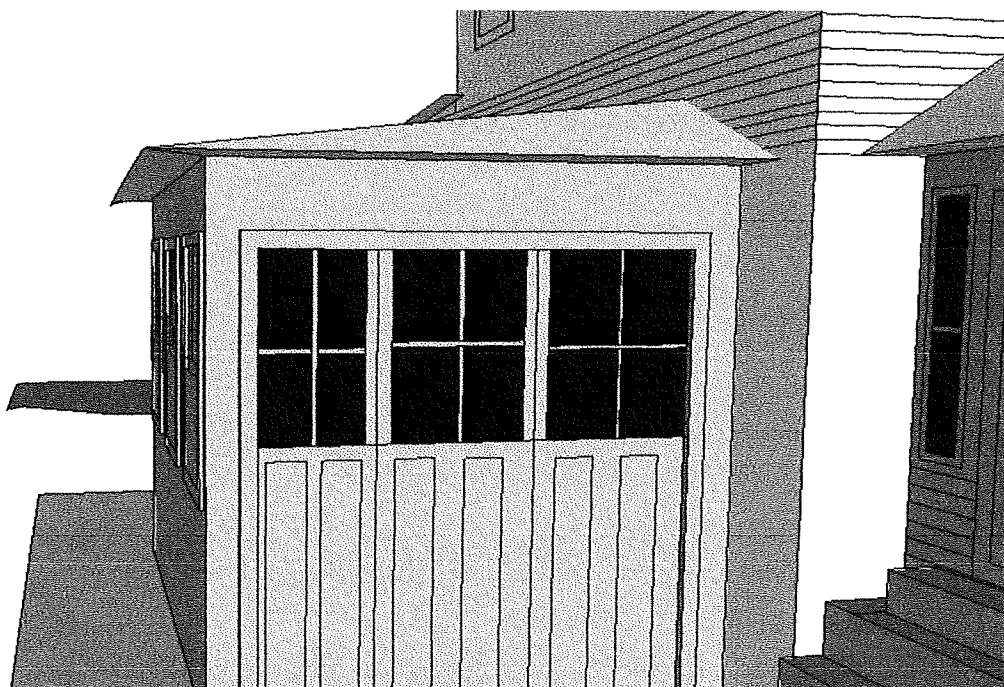
23

2A





2B







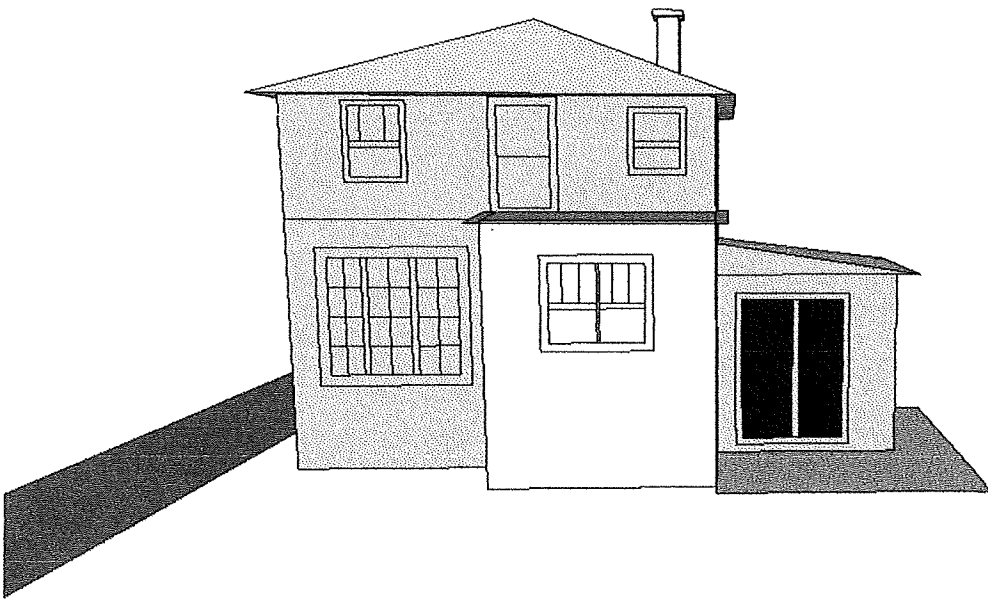
#5



#16



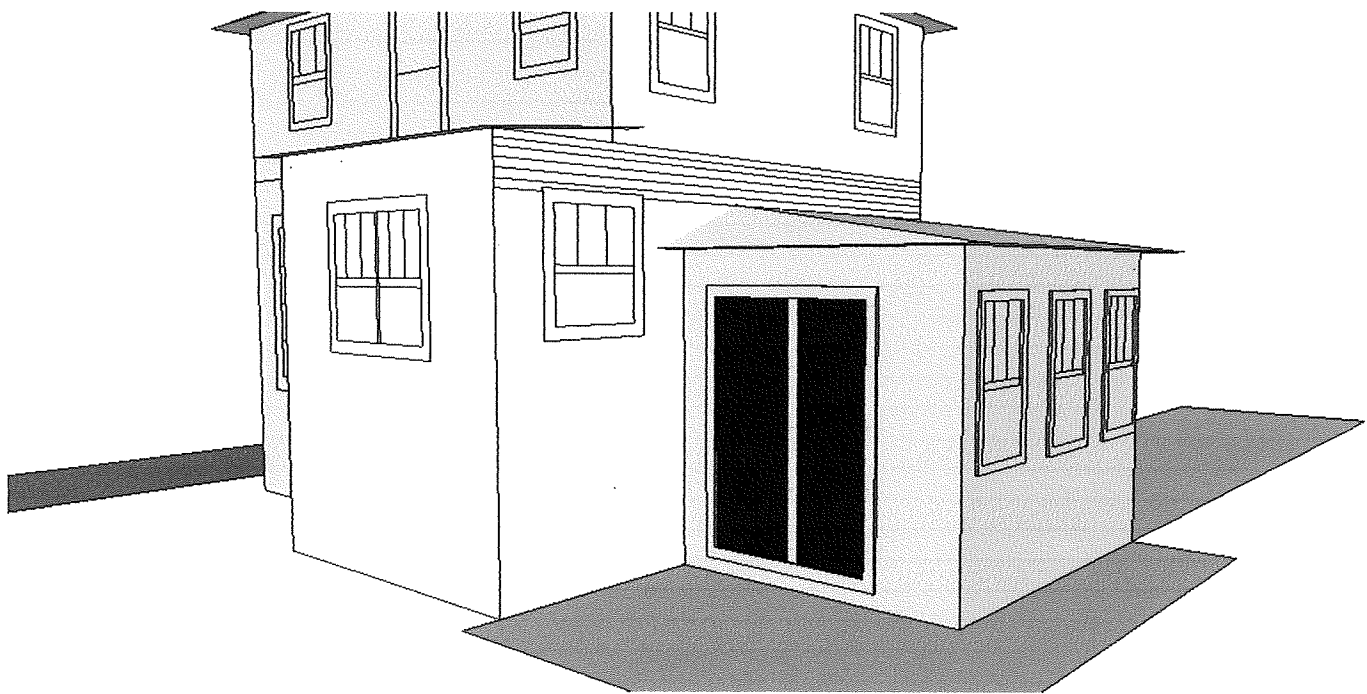
#6



#7 #8

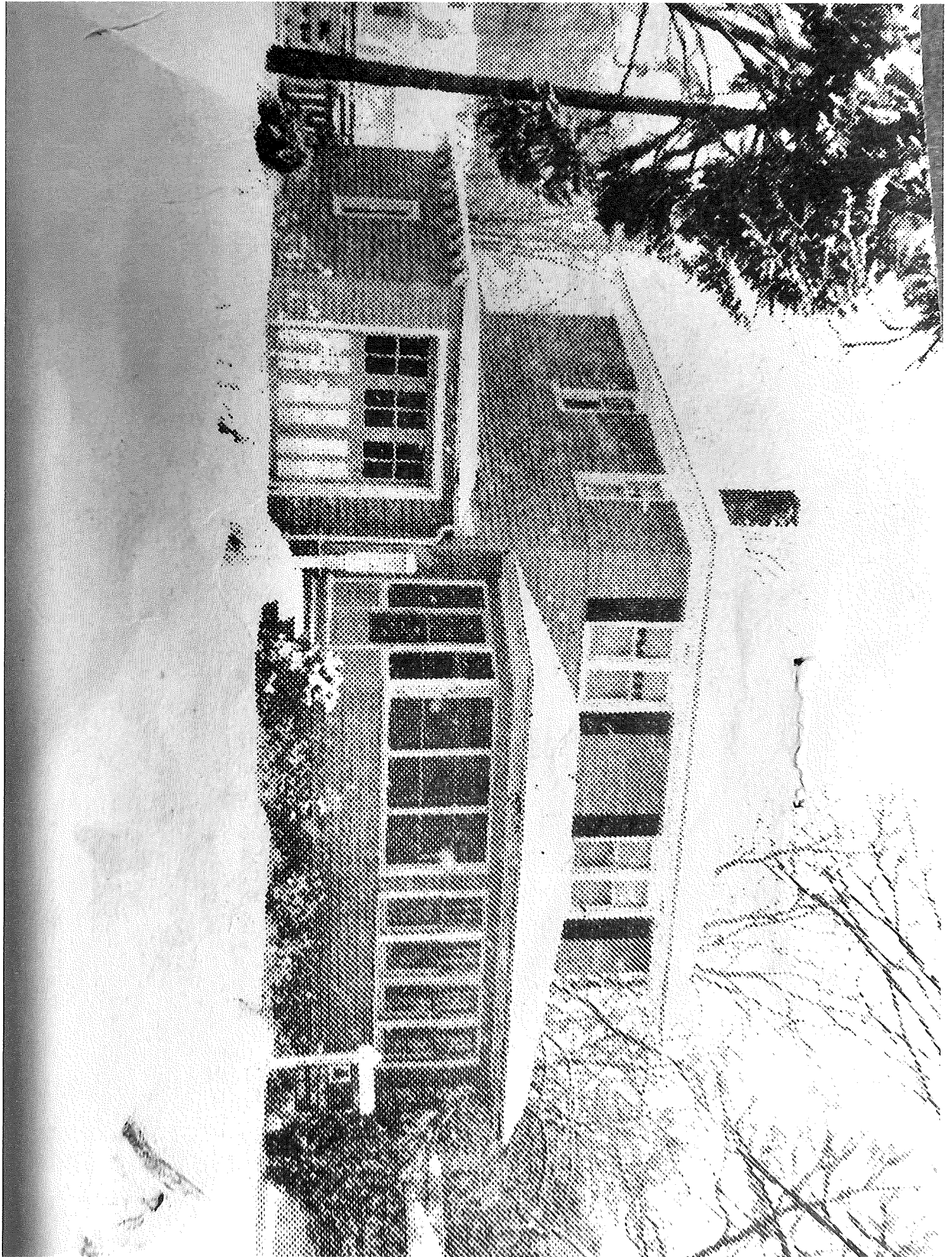


#8









## Ryan Cummins

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**From:** Dan Pannozzo <danpannozzo@gmail.com>  
**Sent:** Monday, June 19, 2023 5:53 PM  
**To:** Ryan Cummins  
**Subject:** HDC Application Project Scope and Details  
**Attachments:** Jeld-Wen.pdf

Hi Ryan

I hope everything needed is here. Thanks for your follow up!

Dan

Project Scope:

The project to rehab/improve the property at 727 Butler Street will consist of 6 phases

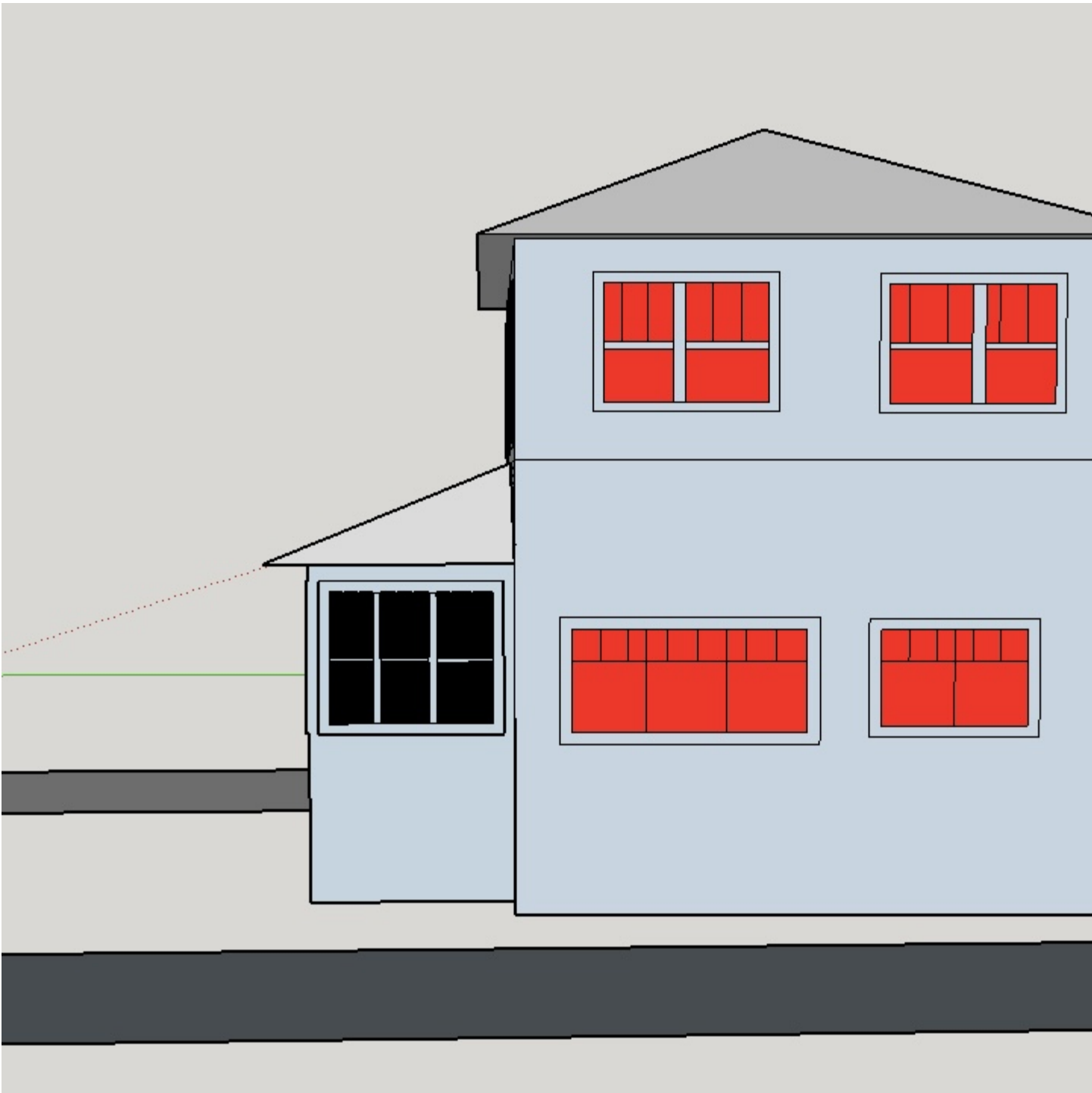
Phase 1 - Replace select windows

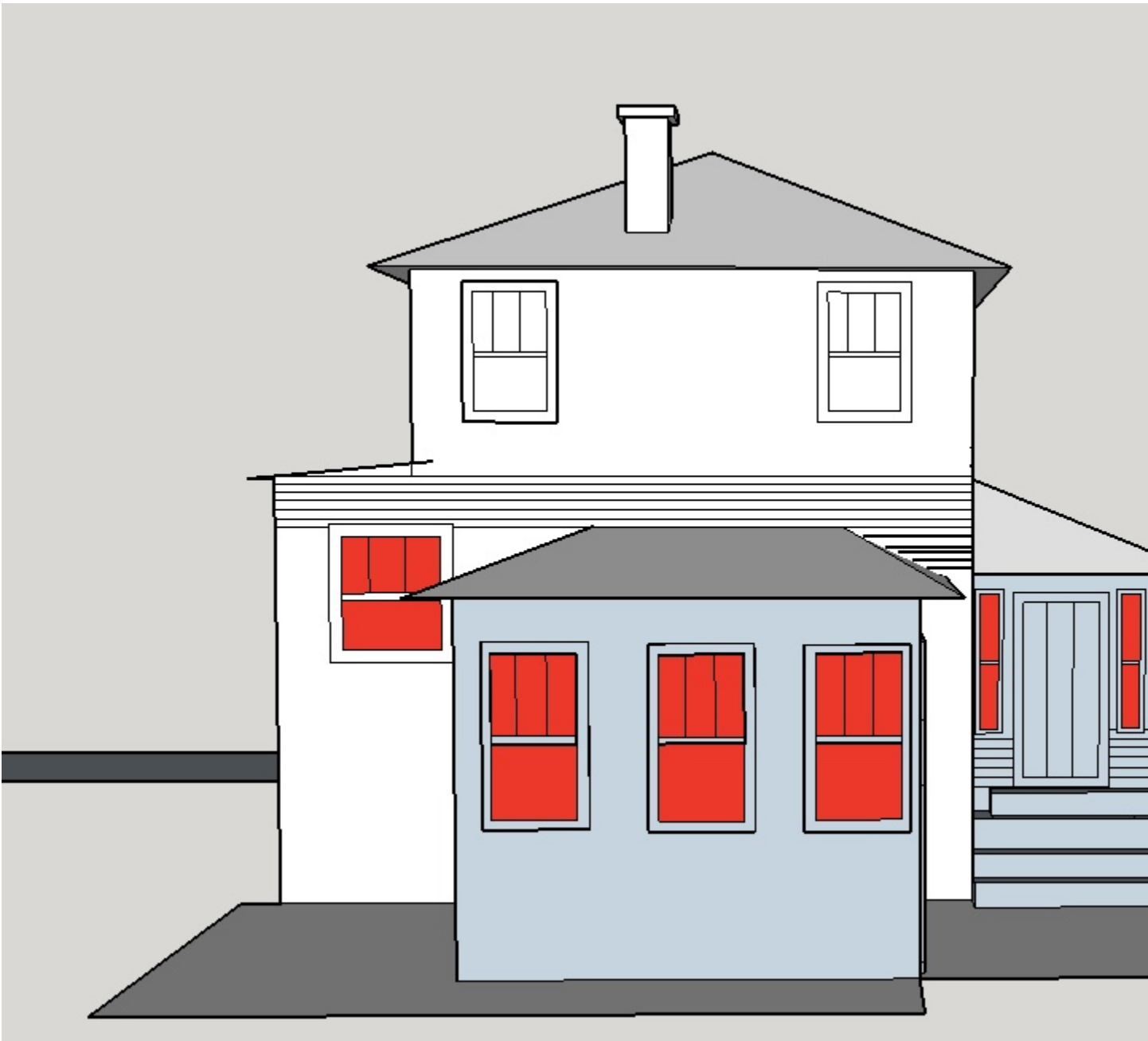
- a) Jeld-Wen 3500 series wood clad windows will be used to replace select windows
- b) Jeld-Wen 3500 series window spec is attached
- c) Window additions and/or replacements are indicated with red glass on the SketchUp drawings included
- d) Windows that are not being replaced will be rebuilt

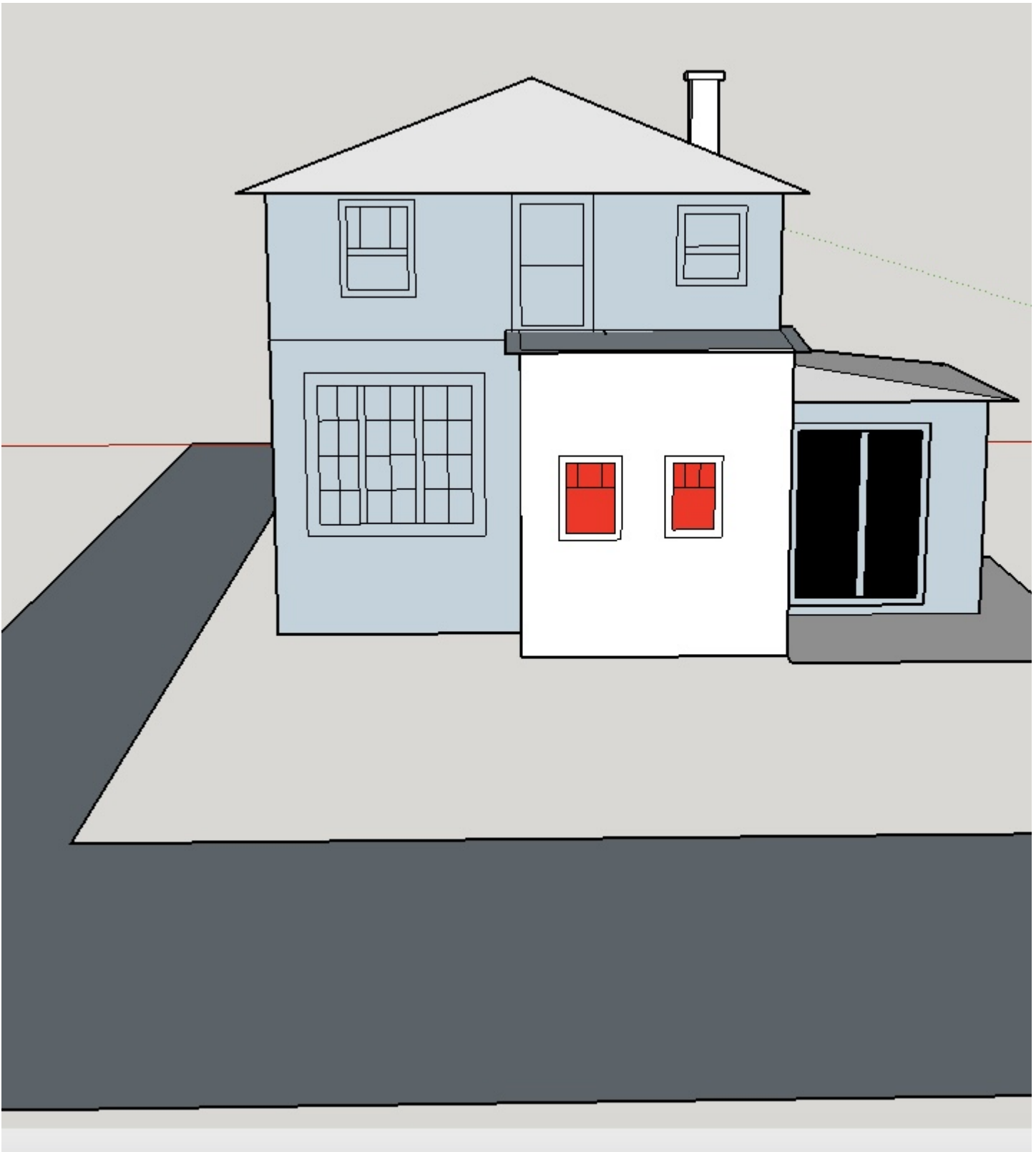












Phase 2 - Replace soffits

a) all soffits (currently wood with aluminum covers) will be replaced with engineered LP wood soffits. The wood



underneath the aluminum has deteriorated and must be replaced  
b) LP wood soffit spec attached





Phase 3 - enclose back porch, replace current roof that is leaking with a similar asphalt or rubber roof and replace back door with a window

- a) The enclosed back porch will be 4' x 6'
- b) The door will be replaced with a Jeld-Wen window to match the current window (see photo)
- b) the roof will be surfaced with asphalt (current - see photo) or rubber if that will provide a better surface

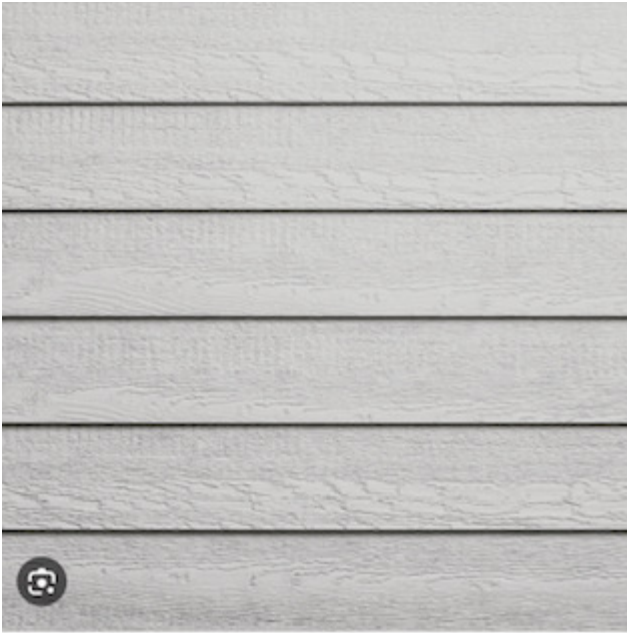




Phase 4 - replace textured vinyl siding with smooth or textured LP Smart siding (engineered wood)

- a) LP Smart Siding spec attached
- b) LP has discontinued the smooth surface Smart Siding. Every attempt will be made to locate a sufficient quantity of smooth surface siding but if efforts prove unsuccessful, textured Smart siding will be used to replace the textured vinyl



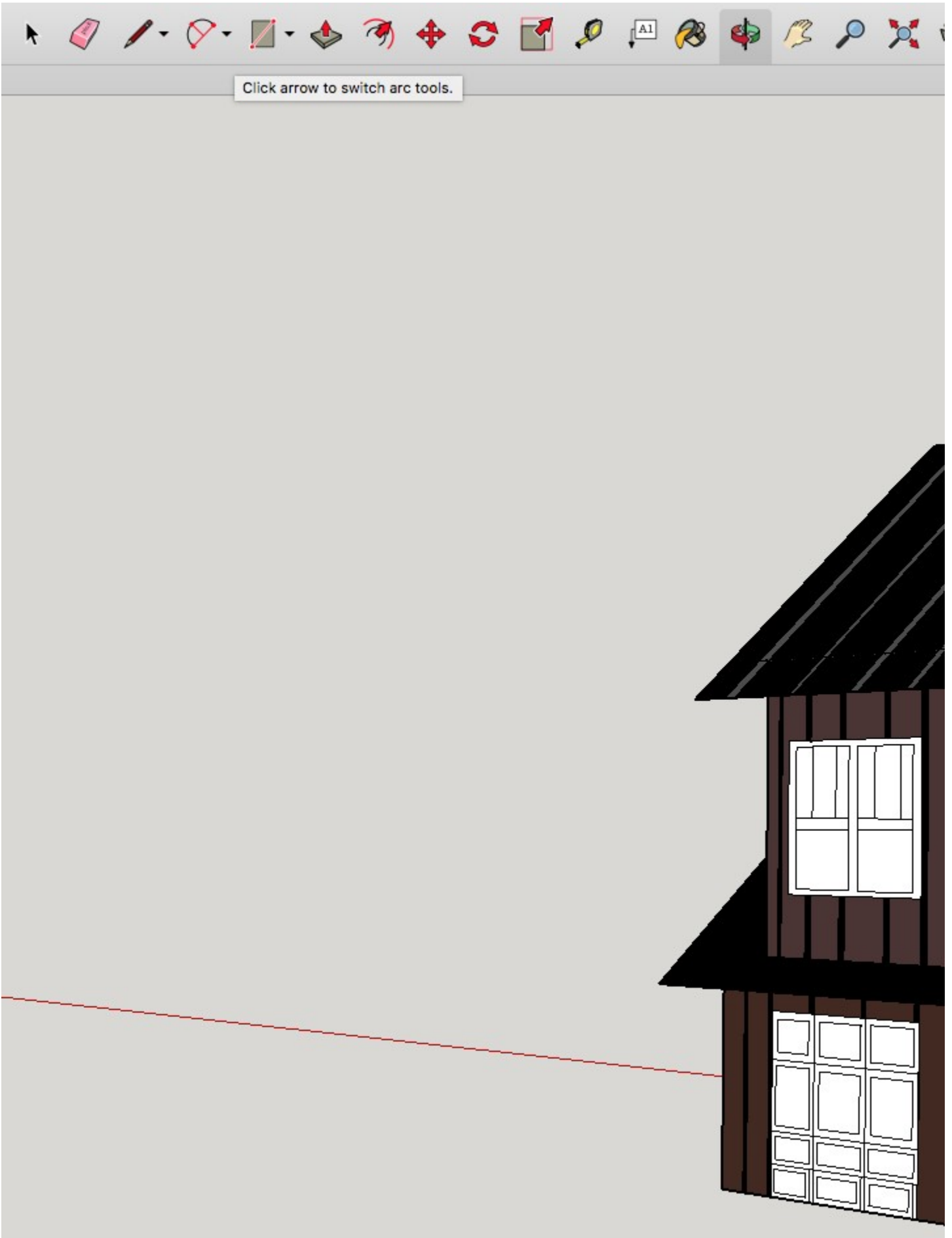


PRODUCT	38 Series Cedar Texture Lap Siding
LENGTHS AVAILABLE	12, 16 ft (3.7, 4.9 m)
GROOVET	No Groove
GROOVE WIDTH	N/A
WIDTHS AVAILABLE	5.84, 6.84, 7.84, 11.84 in (148, 174, 199, 301 mm)
MINIMUM THICKNESS	.354 in (8.9 mm)
SUBSTRATE	Strand
COLORS	Primed
PRODUCT	38 Series Cedar Texture Lap Siding - ExpertFinish
LENGTHS AVAILABLE	16 ft (4.9 m)
GROOVET	No Groove
GROOVE WIDTH	N/A
WIDTHS AVAILABLE	5.84, 7.84 in (148, 199 mm)

#### Phase 5 - add second story to garage

- a) second story will be added to existing garage (see SketchUp drawing)
- b) second story will not exceed 28' at the peak
- c) access to second story will be from the outside stairs built from treated lumber
- d) windows will be Jeld-Wen and match those on the main house (see SketchUp)
- e) textured vinyl siding will be replaced with textured wood.





Phase 6 - replace asphalt shingled roof on house and garage with metal roof

a) metal roof specs attached

5:22 📶 🔋

☰ Enter SKU, Model # or Keyword 🔍 🛒

### 36" Designer Pro-Rib® Matte Knight's Armor Steel Panel

Designer Steel Series

Model Number: KNIGHTS-ARMOR\_1558398-91 | Menards®  
SKU: 1558398



**Specifications** ^

Product Type	Steel Panel
Material	Grade 80 Steel
Gauge	29
Color/Finish	Matte Knight's Armor
Overall Width	36 inch
Overall Length	Custom Inch
On Center Rib Spacing	9 inch
Manufacturer Warranty	Limited 40-year paint warranty
Coverage Area	Custom square foot
Listing Agency Standards	ASTM A755, ASTM A653, UL 2218, UL 580, UL 790
Special Features	G60 galvanized coating plus zinc phosphate
Shipping Dimensions	36.00 H x 0.00 W x 0.00 D
Shipping Weight	63.875 lbs
Return Policy	Special Order Merchandise (view Return Policy)

← → ↺ 🏠 🛒

Brand Name: **Designer Pro Rib**



**Features**

- Low shine Matte paint system
- Panel width 36", installation coverage 36" with 3/4" rib height
- Can be used for residential roofing, out buildings, and post frame applications.
- Custom cut lengths from 2' to 36' in 1" increments available for special order in Menards® store or on [MENARDS.COM](http://MENARDS.COM)®
- Superior hail resistance (Class 4), Class A Fire Rated, 200 MPH wind resistance, properly installed steel panels will withstand devastating winds
- Actual .0142 minimum thickness before painting .0165 nominal thickness after painting (29 gauge)
- G60 galvanized coating plus zinc phosphate
- Through fastener panel system
- Manufactured from structural strength ASTM-A653, grade 80 steel
- UL 580 Class 90 wind uplift
- All steel over 36' to 50' must be ordered at a Menards® store and delivered directly to the jobsite or picked up at the plant in Eau Claire, WI; Holiday City, OH; or Valley, NE. Delivery is extra. Additional packaging/handling charges are required. Exposed fastener/pro-rib price is figured on 36" nominal width.



Line Item	Quantity	Product Description	Unit Price	Total Price
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100-1 1

JELD-WEN Clad W-3500 Double Hung2  
 Assembly = Full Unit  
 Overall Measurement Type = Actual Size  
 Country Where Unit Will Be Installed = USA (Certified)  
 Overall Frame Width = Custom Size  
 Overall Custom Frame Width = 54  
 Exterior Trim Type = Nail Fin (Standard)  
 Overall Frame Height = Custom Size  
 Overall Custom Frame Height = 56.75  
 Overall Sash Split = Cottage  
 Overall Bottom Vent Height = 34.375  
 Sash Model = Traditional - Wide Rails - Top & Bottom  
 Performance Grade Rating = DP 35  
 Exterior Trim Options = No  
 Interior Material Type = Auralast Pine  
 Interior Finish Type = Painted  
 Interior Finish = Paint Perfect White  
 Exterior Finish = Black  
 Sash to Match Exterior Frame Finish = Yes  
 Exterior Sash Finish = Black  
 Grille Type = 7/8" Putty SDL w/Perm Wood  
 Grille Finish = Silver Shadow Bar  
 Simulated Divided Lite (SDL) Finish = Black  
 Grille Location in Glass = Top Lite(s) Only  
 Interior Bar Profile = Traditional Bead Bar  
 Grille Pattern = Define Pattern Separately  
 Unit Grille Pattern = Colonial  
 Unit Number of Squares Wide - Top = 3  
 Unit Number of Squares High - Top = 1  
 Hardware Finish - Interior = White  
 Glass Energy Efficiency = Energy Star  
 Installation Zip Code = 49453  
 Glass Energy Options = SunStable with HeatSave  
 Energy Star Low-E Options = SunStable with HeatSave  
 Glass Type = Standard  
 Neat Glass = Yes  
 Glass Thickness = Standard Default Thickness  
 Protective Film = No Protective Film  
 Glass Spacer Color = Black Spacer  
 Air Space Options = Argon  
 Screen Options = BetterVue Mesh (Standard)  
 Screen Frame Finish = Black  
 Extension Jamb = 4 9/16"  
 Drip Cap = Color Match Metal  
 Mull Assembly = Flat Mull  
 Jamb Liner = White Jamb Liner  
 Jamb Liner Covers = No  
 Secondary Vent Stop / Sash Limiter = No Window Opening Control Device  
 Unit Window Egress = Does Not Meet Egress  
 Finger Plows = No Finger Plows  
 Is this a Reorder? = No  
 Unit U-Factor = 0.28  
 Unit Solar Heat Gain Coefficient = 0.24  
 Unit Visible Light Transmittance = 0.45  
 Unit CPD# = JEL-N-850-01847-00001  
 Catalog Version = 23.2.5.1  
 Unit Energy Star Qualified = North-Central; South-Central; Southern  
 Unit Condensation Resistance = 46  
 Unit MenardsSKU = 4001395

\$1,993.90 \$1,993.90

**Rough Opening:** 54.75 x 57.5

**Actual Size:** 54 x 56.75

**Room:** dinning room

*Unit is viewed from the outside looking in.*

