



CITY OF SAUGATUCK
HISTORIC DISTRICT COMMISSION

102 Butler St. Saugatuck MI 49453
Phone: (269) 857-2603 Fax: (269) 857-4406

February 4, 2021, 6:00 PM

Saugatuck City Hall
102 Butler Street

1. Call to Order/Roll Call:
2. Agenda Changes/Additions/Deletions:
3. Approval of Minutes: **Minutes of regular meeting January 7, 2021**
4. Public Comments:
5. Unfinished Business:
6. New Business:
 - A. **730 Water Street – Place fishing shanty on site.**
 - B. **880 Holland Street – Add walk in coolers, relocate shed.**
 - C. **820 Holland Street – Remove windows, replace siding.**
7. Administrative Approvals & Updates:
8. Communication: 2020 HDC Summary of activities
9. Public Comment:
10. Commission Comment:
11. Adjourn:

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.

Proposed Minutes
Saugatuck Historic District Commission Meeting

January 7, 2021, 6:00 PM
Saugatuck City Hall 102 Butler St.

Due to COVID-19 restrictions currently in place, the meeting was held via Zoom.

1. **Call to Order/Roll Call:** Chairman Straker called the meeting to order at 6:00 pm.
Present: Straker, Lewis, Cannarsa, Pannozzo, Patterson
Absent: Davenport, Leo
Others Present: Zoning Administrator Osman, Clerk Wilkinson
2. **Agenda Changes/Additions/Deletions:**
 - A. Approval of the 2021 Meeting Schedule was added under New Business 6C.
(No roll call)
3. **Approval of Minutes:**
 1. **December 3, 2020** - A motion was made by Cannarsa, 2nd by Lewis, to approve the regular meeting minutes of December 3, 2020. Upon roll call vote the motion passed unanimously.
4. **Public Comments:** None
5. **Unfinished Business:** None
6. **New Business:**
 1. **60 Griffith Street** – add egress window - A motion was made by Cannarsa, 2nd by Lewis, to approve the egress window as presented for 60 Griffith Street. The commission confirmed that the resource is non-contributing, and the window is not on the street side of the house. Upon roll call vote the motion passed unanimously.
 2. **820 Holland Street** – re-shingle, remove deck - A motion was made by Lewis, 2nd by Cannarsa, to approve the re-shingle and deck removal as presented for 820 Holland Street. Although the structure is contributing, the deck is a relevantly recent addition, and the roof was in need of replacement. Upon roll call vote the motion passed unanimously.
 3. **2021 Meeting Schedule** - A motion was made by Straker, 2nd by Cannarsa, to approve the 2021 Meeting Schedule as presented. Upon roll call vote the motion passed unanimously.
7. **Administrative Approvals & Updates:** None
8. **Communication:** None

9. **Public Comment:** None

10. **Commission Comment:** None

11. **Adjourn:** A motion was made by Lewis, 2nd by Straker, to adjourn the meeting at 6:25 pm. Upon roll call vote the motion passed unanimously.

Respectfully Submitted,

Erin K. Wilkinson
Clerk
City of Saugatuck



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Cindy Osman
Zoning Administrator

DATE: Feb 4, 2021

RE: **Application P-HIS-21001; 730 WATER ST**

John Sharar of Retroboats, representing TO DO LLC, is requesting approval to locate the historic fish shanty removed from 720 Water Street to this site at 730 Water Street. The Planning Commission approved the site plan review with conditions on January 21, 2021.

Background: On August 6, 2020, the following action was taken by the Historic District Commission:

720 Water Street: Remove structures fish shanty and smoke house, raise the house not more than 3 feet. A motion was made by Straker, 2nd by Lewis, to approve the removal of the two buildings, the fish shanty and the smokehouse, in order to install a new seawall, and to raise the house and adjacent grade approximately 3 feet, finding that the removals meet requirements of Section IV. 2 (a) (should be VI. 2 (a)) of the Historic Preservation Review Guidelines as shown on application **P-HIS 20014**.

The glass garage door has been requested by the Demerest family so that people can view the artifacts even when Retro Boats is closed. The applicant is exploring alternative access as the rolling glass door could be problematic with head room and other technical issues.

The applicant intends to keep the look “rustic.” Some structural wood that was in the water needs to be replaced, but they intend to keep the wood siding. The siding on the south side is a different type. They plan to remove that siding and use it inside the building and replace the outside with the closest they can find to match the other walls. Due to building code restrictions, it may be necessary to remove the window on south side.

The storyboards as far as I can tell are not signs as they are not intended to be read from the public right of way. The HDC may have other interpretations.

Standards: Section VI 4 and 5 of the *Local Guidelines regulating additions would apply. It states the following:*

4. Compatibility with New Location If it is proposed to relocate a structure in a historic district, the Commission should only permit it if it is determined to be **architecturally compatible with the adjacent buildings according to the guidelines for new construction.**

5. Site Protection With relocation of a structure in a historic district, significant site features of the new context should be protected, and the building should be situated on the site **according to the guidelines for new construction.**

V. B. New Construction

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.

Fish Shanty History

The fishing shanty has played an important role in the commercial fishing history of Saugatuck. The shanty was originally owned by the Sewers family, one of the largest commercial fishing operators in Saugatuck during the 1940s through 1960s. The shanty was originally located at the Sewers docks on the shores of Lake Kalamazoo at present day Coughlin Park.

The shanty was moved sometime during the 1950s to the Sewers's Water Street docks adjacent to the current Star of Saugatuck building. In its heyday, the shanty bustled with fishermen cleaning and packing fresh-caught perch, whitefish, and lake trout. An ice room inside kept the catch chilled until a delivery truck arrived. An adjacent smoke house processed chubs.

In the mid-1960s, the shanty was purchased by lifelong Saugatuck fisherman Marvin (Demmy) Demerest. Demmy continued to use the shanty for commercial fishing operations until 1969 when his and other commercial fishing operations in Saugatuck ceased due to a combination of environmental factors and state regulations that favored recreational fishing.

After 1969, the Shanty was used for various seasonal business rentals or sat unoccupied. Most recently, the Demerest family leased the site to Sean Steele of the Star of Saugatuck.

A victim of disuse and the rising Kalamazoo River, the shanty was approved by the Historic District Commission for removal. Before that happened, an agreement was reached to restore and repurpose the building as both a "mini-museum" to Saugatuck's commercial fishing history, and as an accessory building to the Retro Boat business.

The agreement was reached between the Saugatuck-Douglas History Center, who will maintain interpretive exhibits and artifacts at the building, the operators of Retro Boat Rentals, and the Harrington Family owners of the Retro Boat site. With Sean Steele's help, the shanty was removed from its site to Retro Boats Blue Star garage, where it now awaits restoration and relocation to the Retro Boat building Water Street site, just feet from its most recent home further south along the river.



Site Plan Review Application

LOCATION INFORMATION APPLICATION NUMBER _____ - _____

Address 730 Water St Parcel Number _____

APPLICANTS INFORMATION

Name John Sharor Address / PO Box 740 Lake St
City Saugatuck State Mi Zip 49453 Phone 616-638-1744
Interest In Project owner / Tenant E-Mail John.Sharor@retroboatrentals.com
Signature [Signature] Date 12/21/20

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Josh Harrington Address / PO Box 4778 12414 Ave
City Fennville State Mi Zip 49408 Phone _____

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 12-21-20

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

Name TBD Contact Name _____
Address / PO Box _____ City _____
State _____ Zip _____ Phone _____ Fax _____
License Number _____ Expiration Date _____

PROPERTY INFORMATION

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

Check all that apply:
Waterfront Historic District Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Relocate Fish Shanty 14'x26' to 730 Water St
(Attached)



Site Plan Review Application

Application # _____

Site Plan Review Application

(6) How will the arrangement of public or common ways for vehicular and pedestrian circulation be connected to existing or planned streets and pedestrian or bicycle pathways in the area? Will streets and drives which are part of an existing or planned street pattern serving adjacent development be of a width appropriate to the traffic volume they will carry and shall have a dedicated right-of-way equal to that specified in the City's land use plan?

sidewalk connection requested

(7) How will all streets be developed in accordance with city specifications, unless developed as a private road?

City Engineer to approve

(8) How will appropriate measures be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system? Will provisions be made to accommodate storm water, prevent erosion and the formation of dust? The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, create puddles in paved areas or create erosion problems.

Raise cement to mitigate street flooding

(9) How will all loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public thoroughfares, shall be screened by an opaque wall or landscaped screen not less than six feet in height? (See §§ 154.142 through 154.144).

Screened and on site plan

(10) How will exterior lighting be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets? Flashing or intermittent lights shall not be permitted.

low voltage outdoor lighting

OFFICE USE ONLY:

Application Complete _____ Paid _____ Date Paid _____

Notice Sent _____ Resident Notification _____ Hearing Date _____

Notes: _____



Site Plan Review Application

Application # _____

- Location and dimensions of all access drives, including driveway dimensions, pavement markings, traffic-control signs or devices, and service drives;
- Exterior lighting showing area of illumination and indicating the type of fixture to be used.
- Elevations of proposed buildings drawn to an appropriate scale shall include:
 1. Front, side and rear views;
 2. Heights at street level, basement floor level, top of main floor, top of building, and if applicable, height above water level; and
 3. Exterior materials and colors to be used.
- Location, if any, of any views from public places to public places across the property;
- Location, height and type of fencing; and
- The name and address of the person and firm who drafted the plan, the seal of the professional responsible for the accuracy of the plan (licensed in the state) and the date on which the plan was prepared.

STANDARDS FOR APPROVAL (SECTION 154.062)

Please respond to each of the following questions by explaining how the proposed development will meet the standards for site plan approval:

*note: not all questions will apply for all requests.

(1) How will the elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of the buildings? Will the site will be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter? AN Building
to meet w/ current zoning requirements

(2) How will the landscape be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this chapter? NONE

(3) How will the site plan provide reasonable visual and sound privacy for all dwelling units located therein? How will fences, walks, barriers and landscaping shall be used, as appropriate, be used to accomplish these purposes? zoned commercial

(4) How will all buildings or groups of buildings be arranged so as to permit necessary emergency vehicle access as required by the Fire Department? Street Parking

(5) How will there be provided a pedestrian circulation system which is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of schools, playgrounds, local shopping areas and other uses which generate a considerable amount of pedestrian traffic? (All federal, state and local barrier free requirements shall be met.) _____

sidewalk connection requested and will be included in forthcoming site plan

Historic Fish Shanty Project

Phase One Interpretive Graphics



Building footprint approx. 14 x 26 feet

A

B

C

D


E

EXTERIOR GRAPHICS

- A: Story of the Shanty and Marvin “Demi” Demerest**
3 feet wide by 4 feet high – most visible location centered on facade with down light. “Net Menders” supporting panel to recognize donors
- B: Area Map (traces Shanty’s location over time)** 3 feet wide by 4 feet high
- C: Clear glass overhead door for viewing interior displays 24/7**
- D: “Squeezed Out”-- The End of the Commercial Fishing Era.**
3 feet wide by 4 feet high
- E: Story of the Harrington Boat House.**
3 feet wide by 4 feet high

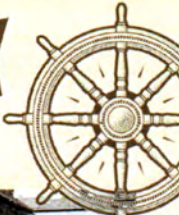
Historic Fish Shanty Project


Phase One Interpretive Graphics



COMMERCIAL FISHING IN
 SAUGATUCK & DOUGLAS

THE DEMEREST SHANTY






Frank Sewers shows off a sturgeon with the shanty in the background

The Demerest Shanty

Originally owned by Reuben (Rube) Sewers, this shanty was the home port of commercial fisherman Marvin "Demi" Demerest. Demi used the shanty to clean and pack fresh-caught fish for regional fish markets and restaurants. A smoke house and (another structure) was added to the site. Need family input here. Xernam expero te nonne in con conseceaquim volutem quas es quisitae andendit doles ex vendit entlandis et omniet accit et eum hicabore verro ipsi dolorum ut la volores ernatur, vallabore ipsandi tatiuntios rem digenimi, auditae rciunt.

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Marvin "Demi" Demerest

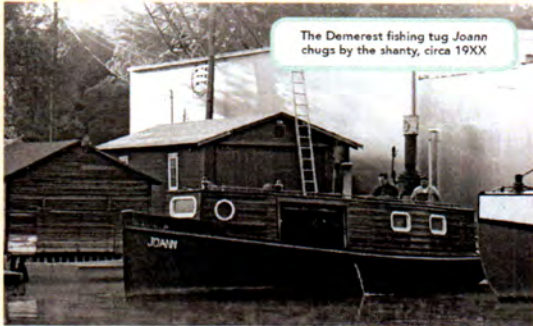
About Demi. Need family input here. Xernam expero te nonne in con conseceaquim volutem quas es quisitae andendit doles ex vendit entlandis et omniet arci et eum hicabore verro ipiti dolorum ut la volores ernatur, vallabore ipsandi tatiuntios rem digenimi, auditae rciunt.

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Through the years, the Demerest Shanty has inspired artists.



The Demerest fishing tug Joann chugs by the shanty, circa 19XX

Presented by the
 SAUGATUCK-DOUGLAS
**HISTORY
 CENTER**

Learn more at
www.MysDHistory.org

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This panel sponsored by

SAMPLE Panel: Final text and graphics to be created with the Demerest family

Historic Fish Shanty Project

Phase One Interpretive Graphics



COMMERCIAL FISHING IN
SAUGATUCK & DOUGLAS

THE DEMEREST SHANTY



The Four Netmenders by (artists name) courtesy of the SDHC

A tribute by
RETRO BOAT RENTALS and the **SAUGATUCK-DOUGLAS HISTORY CENTER**

Thank you to the Demerest family, the Harrington family, Sean Steel of the Star of Saugatuck, organizations that provided grants (list) and the sponsors who have funded the individual interpretive panels.

Historic Fish Shanty Project


Phase One Interpretive Graphics



SAMPLE Panels

Historic Fish Shanty Project

Phase One Interpretive Graphics



**COMMERCIAL FISHING IN
SAUGATUCK & DOUGLAS**

THE HARRINGTON BOAT HOUSE

The Harringtons

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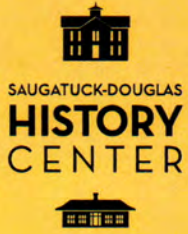
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SAMPLE Panel: Final text and graphics to be created with the Harrington family



Historic Fish Shanty Project

Phase One Interpretive Graphics



COMMERCIAL FISHING IN SAUGATUCK & DOUGLAS

NAVIGATIONAL MAP 1919

1

Fishtown and the Old Channel

The site of Saugatuck-Douglas' first commercial activity. More text here. Consequis debitat explisti omnim ratisa siset qui que nim nos expla non eum ut accae lis ut andis id ullab lum excoetet molupta volor sit, to digniet ex exerovit aut eosam quia eu, cor as esci am, susciae conseedit et fugtat inlupa nam qui nos volupta tionsequ More text here. Consequis debitat explisti omnim ratisa siset qui que nim nos expla non eum ut accae lis ut andis id ullab lum excoetet molupta volor sit, to digniet ex exerovit aut eosam quia eu, cor as esci am, susciae conseedit et fugtat inlupa nam qui nos volupta tionsequ

2

Original Shanty Site

When originally owned by Reuben (Rube) Sovers, the Demerest shanty stood where Coughlin Park is today. Consequis debitat explisti omnim ratisa siset qui que nim nos expla non eum ut accae lis ut andis id ullab lum excoetet molupta volor sit, to digniet ex exerovit aut eosam quia eu, cor as esci am, susciae conseedit et fugtat inlupa nam qui nos volupta tionsequ

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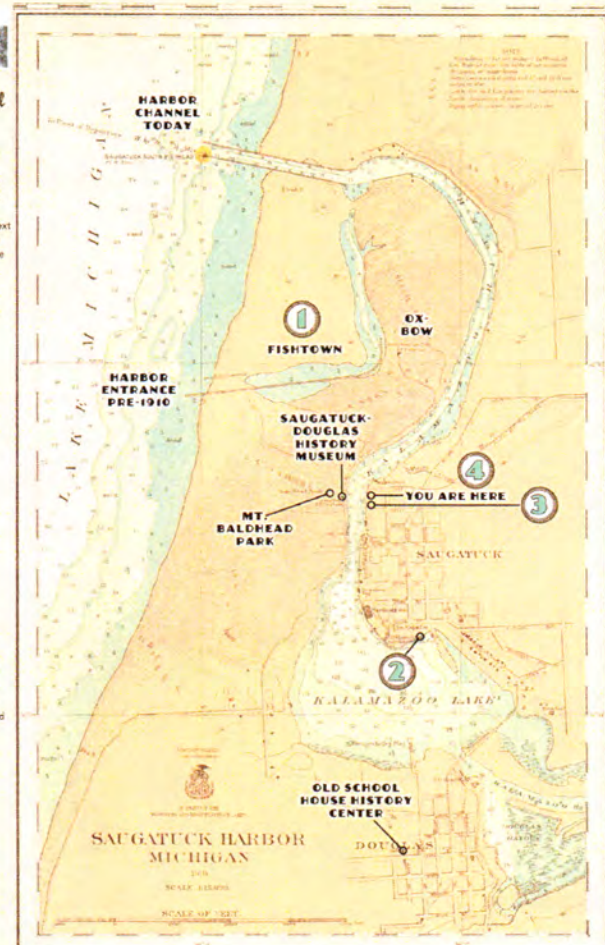
Shanty Site 19xx to 2020

In the 19XXs the shanty was moved to this location at XXX Water Street. For the next X years, commercial fisherman Marvin "Dem" Demerest used the shanty to clean and pack fresh-caught fish for regional fish markets and restaurants. A smoke house and (another structure) was added to the site.

4

Shanty Site Today

In 2020, this last remaining fishing shanty was in danger of being torn down. Thanks to a partnership between the Demerest family, Sean Steel of the Star of Saugatuck and (include names ok?) Retro Boat Rentals, the Shanty was moved to this location to tell the story of commercial fishing in Saugatuck-Douglas.



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SAMPLE Panel



Historic Fish Shanty Project

Phase One Interpretive Graphics



COMMERCIAL FISHING IN SAUGATUCK & DOUGLAS

SQUEEZED OUT

What Happened to All The Commercial Fishermen?

Invasive Species Damage Lake Michigan's Fishery

Sea Lamprey destroyed native Lake Trout population. Lacking a predator, invasive Alewife populations exploded. Smelly beaches. Coho salmon introduced. Axim estis nonest laet pro lus re, nias peroriam voluptaQuis milluptatis archiliquam quo tem is quamusa denda. Et labore nobis debet mod mi, te as prora excessit, veliqui oditates exxam in conecum quid magnimi Renimusam qui optarunt, officis ut adii bla eosume nimusseptim, te necab ipsam faccum lam amus aut qui quatatem eos si a officipam, et aut hicit quo tempore videstrum facpe commodia voluptatur? Niet andit et, nus moluptusciet aute corum quander- uptatur mi, velitat. Inis nos autametur maxim aut adicabore.



Decline in High Value Species Cuts Profitability

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The Final Blow: Increasing Restrictions

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SAMPLE Panel

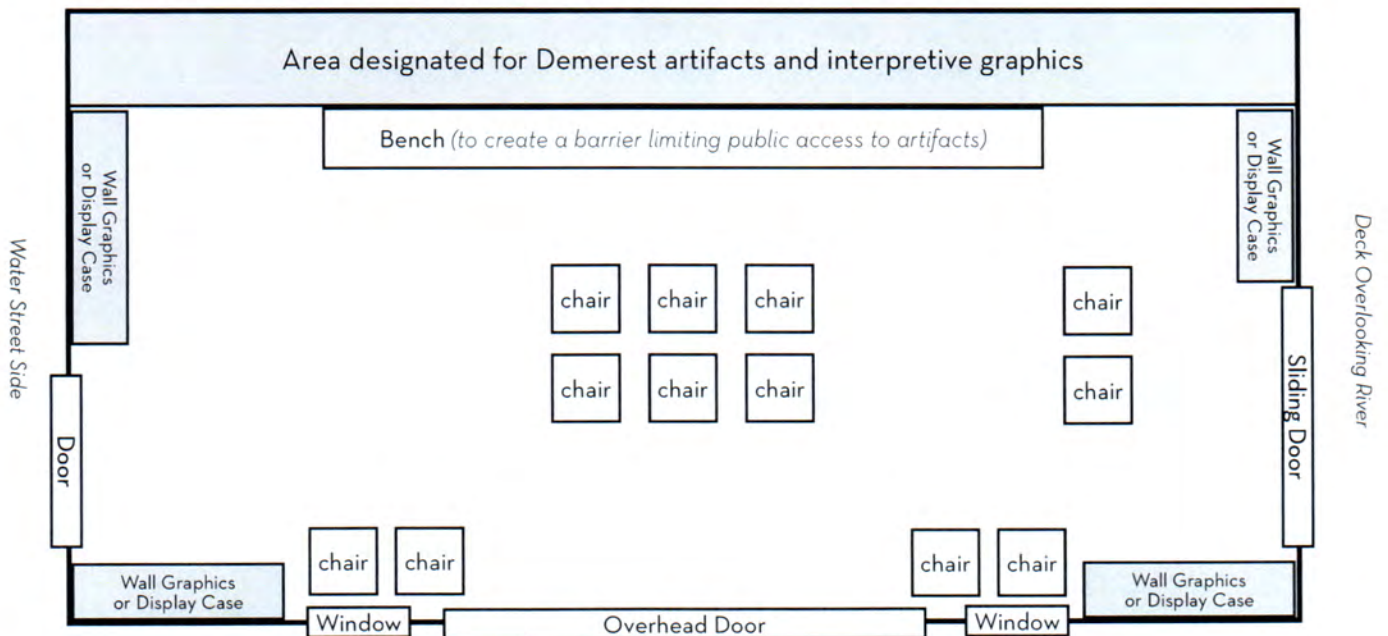
Historic Fish Shanty Project

Phase One Interpretive Graphics

Inside the Shanty: Possible Layout of Interpretive Graphics



Floor plan assumes windows on this Dewey-facing side of building will be covered. Plan not to scale.



Retro Boats Rentals will furnish the space with suitable chairs that visitors can arrange as fits their needs. The space will only be open during Retro Boats normal hours but visitors can peek through the overhead door 24/7.

Lighting can be "industrial" fixtures, as shown, or spotlights attached to rafters/ceiling.



Artifacts will be incorporated, once they are known. Hazards to children, like netting, can be hung high or from the ceiling.

Historic Fish Shanty Project

Phase One Interpretive Graphics

TIMELINE

November 23	Determine project scope: what artifacts will be included and size/ quantity of panels to be produced. Request quotes for printing/ shipping of panels.
December 7	First draft panel review.
January 25	Revised (2nd draft) panel review
February 8	Final graphics to proofreader, final review and production
February 22	Panel graphics to printer
TBD	Shanty moved to site
March 29	Panels delivered to site
April 1:	Exhibit install on site

Historic Fish Shanty Project

Interpretive Graphics



Building footprint approx. 14 x 26 feet

EXTERIOR GRAPHICS

- A: **Shanty Props:** Period-correct stenciled crates, buoys and barrel.
- B: **“Net Menders” Exhibit Title Panel:** 3 feet wide by 4 feet high with down light.
- C: **Signs:** Hanging fish-shaped sign, “catch of the day” chalkboard and “welcome” over the door. Door will be propped open during business hours.
- D: **Exhibit Panels:** Panels hung on Shanty exterior and on facing wall of Harrington Boat House will create a plaza-like space between the buildings.
- E: **Flip up door:** to invite passers-by to wander in.

Historic Fish Shanty Project

Interpretive Graphics

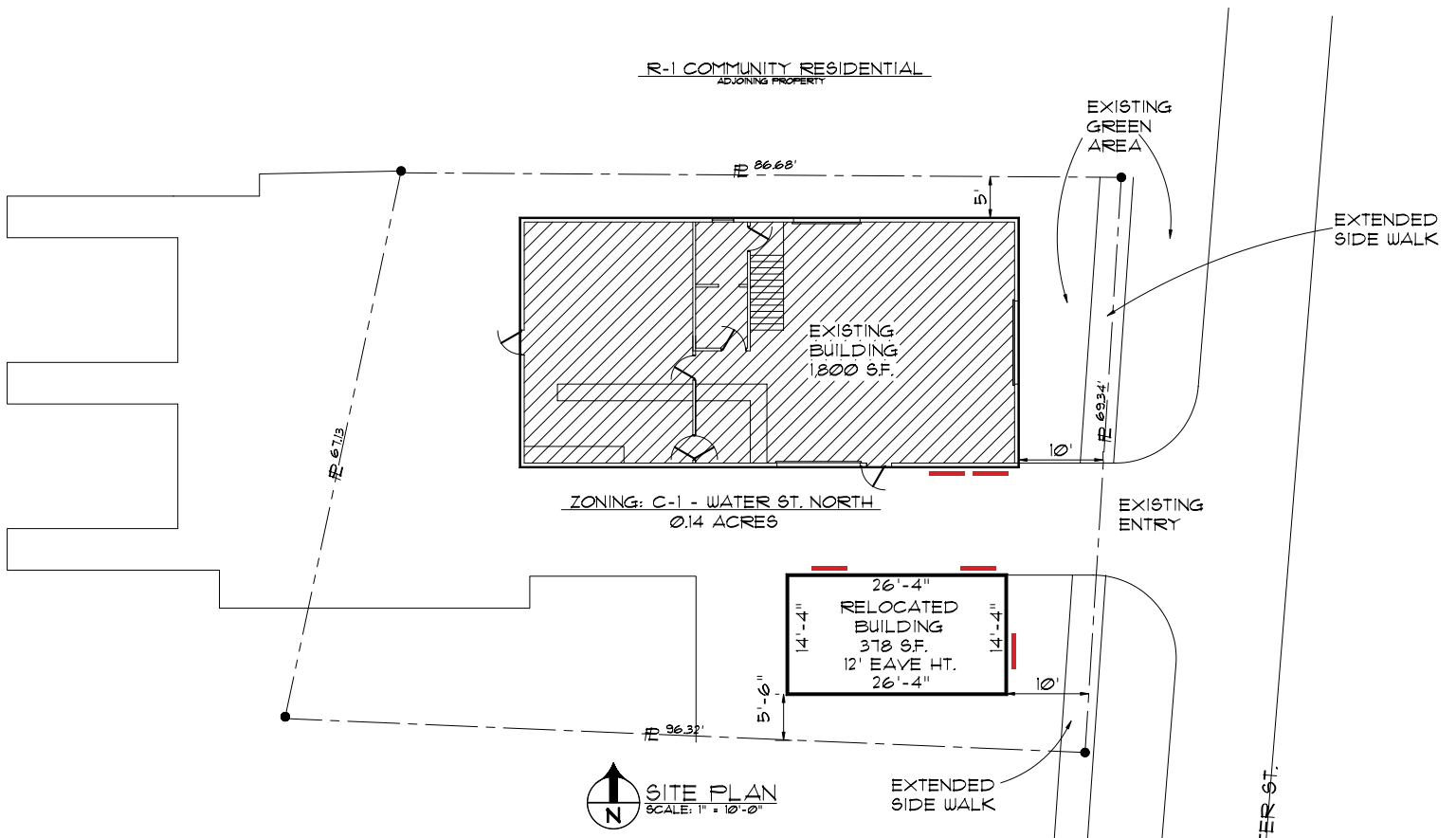


Facade



Historic Fish Shanty Project

Interpretive Graphics



Red bars indicate panel mounted outside of buildings.

Not to scale.

Historic Fish Shanty Project

Interpretive Graphics

COMMERCIAL FISHING IN SAUGATUCK & DOUGLAS

HOME PORT SAUGATUCK

In 1906, to accommodate large steamships trying to dock in Saugatuck, a new channel was dug to straighten the meandering course of the Kalamazoo River.

By 1919, the old course of the Kalamazoo River had completely silted up but remains today as the landlocked Ox-Bow lagoon.

Shriver's Bend

PRIOR TO 1906

1. SHRIVER'S BEND: At the time of European settlement, the Kalamazoo River made a sharp turn south before reaching Lake Michigan. Around 1868, the Shriver brothers purchased land on the east side of this final bend (now the Oxbow School of Art). Here they began a highly successful commercial fishing operation.

Fishtown

2. FISHTOWN: By 1881, several families of mostly German descent had built "quite a village" of docks, cabins, and fishing shanties across the river. In 1885, fishermen at Fishtown and Shriver's Bend brought in about 200 tons of mostly whitefish, sturgeon, and lake trout worth nearly one-half million dollars today.

AFTER 1906

After the Kalamazoo River was straightened the old river course silted up and closed, stranding Shriver's Bend and Fishtown. Commercial fishing operators moved upriver to docks at two locations in Saugatuck.

Sewers operations at Culver Street docks

Water street docks

3. CULVER STREET DOCKS on Kalamazoo Lake (today's Coghlin Park).

4. WATER STREET DOCKS, on Kalamazoo River between Francis and Lucy Streets. In 1957, seven fishing operators brought in fish worth about \$1 million today.

5. YOU ARE HERE. The Demerest shanty was most recently located just upriver of this location before it was restored and moved here to become a mini-museum to the history of commercial fishing in Saugatuck.

Presented by the
SAUGATUCK-DOUGLAS HISTORY CENTER

Love History?

Visit the Museum at Mt. Baldhead Park (a short walk from the Chain Ferry crossing) or the Old School House and Garden in Douglas

Learn more at www.MySDHistory.org

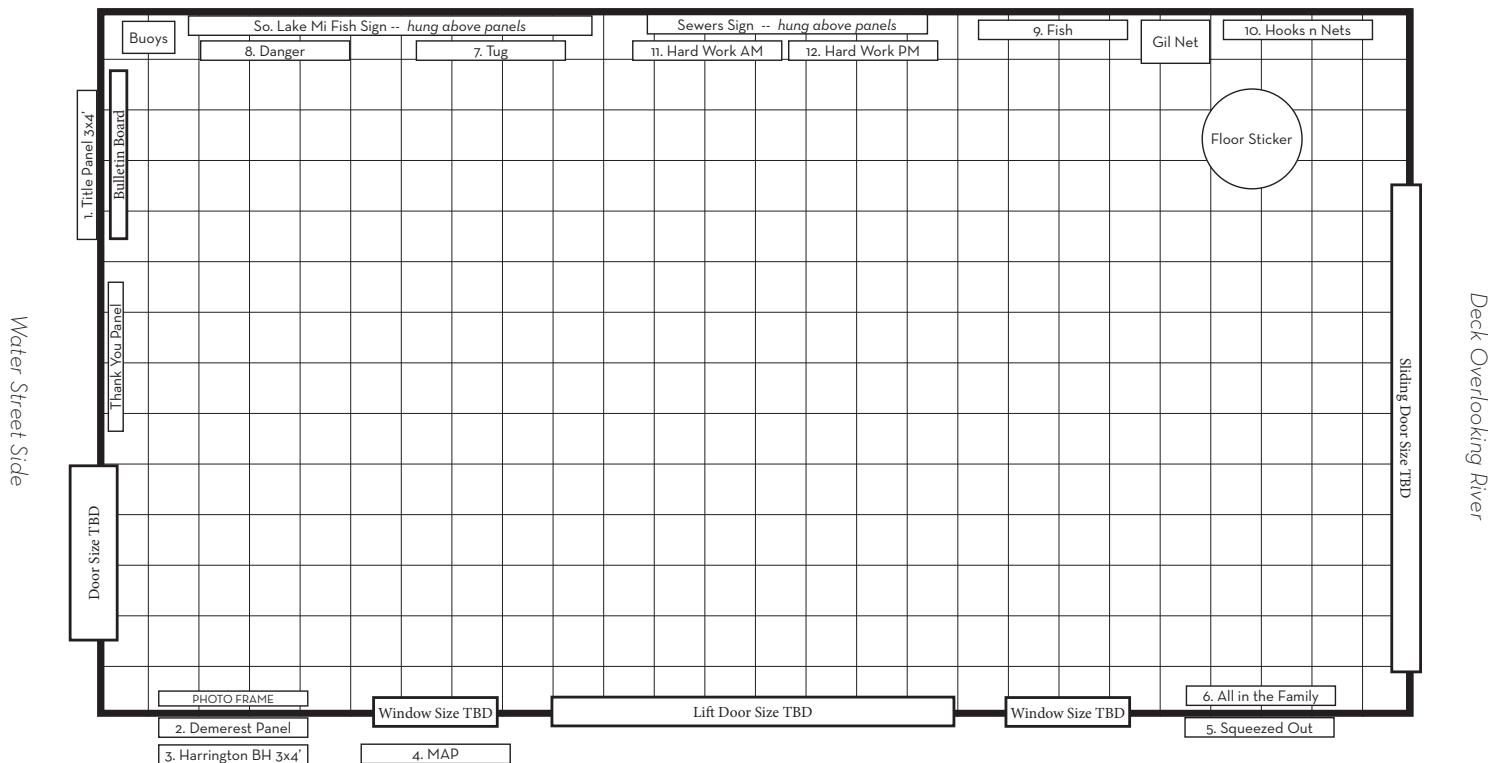
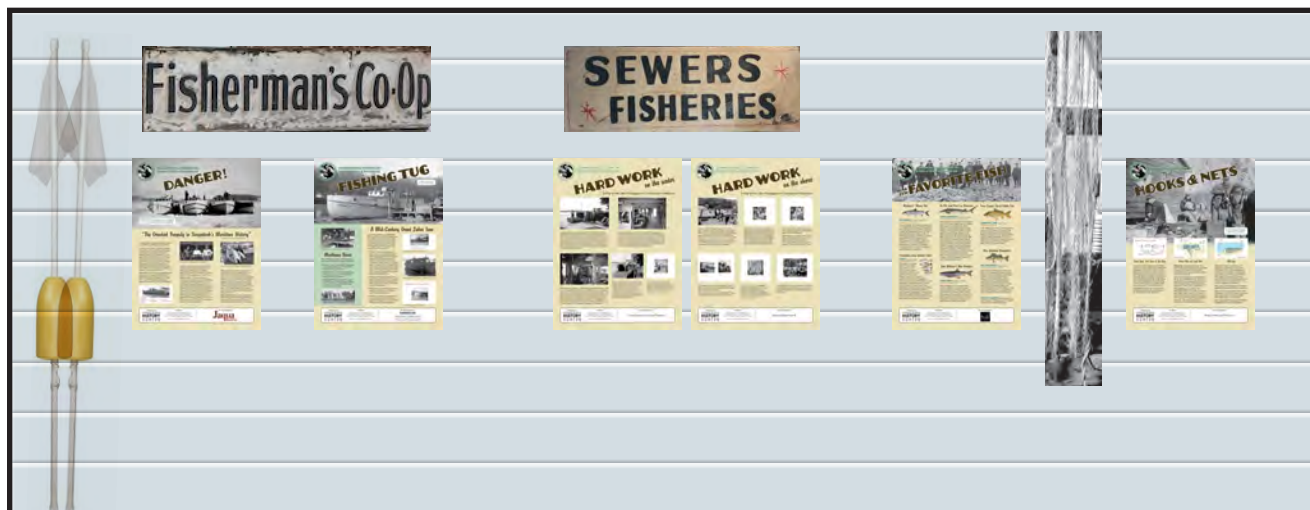
This Panel Sponsored by

Sample Panel

Historic Fish Shanty Project

Interpretive Graphics

Inside the Shanty: Possible Layout of Interpretive Graphics



Retro Boats Rentals will furnish the space with suitable chairs that visitors can arrange as fits their needs. Lighting: "industrial" track lights attached to rafters/ceiling. Artifacts will be incorporated, *once they are known*. Hazards to children, like netting, will be hung high or enclosed in display boxes.



Historic Fish Shanty Project

Interpretive Graphics

TIME LINE 2021

Week of Jan. 25	Meet with RBR to open dialog about shanty restoration Meet with Demerests to determine display artifacts
January 25	First draft panel review, SDHC internal
February 1	Second draft panel review, external
February 4	Saugatuck Historic Commission review
Mid Feb.	Shanty exterior restoration begins
February 15	Deadline for all panel review comments
February 22	Final graphics to proofreader, final review and production Revise printing quotes, determine delivery location
March 1	Panel graphics to printer
March	Concrete work at Harrington site
April	Shanty moved to Harrington site
April 1:	Panels delivered
TBD	Exhibit install
May	Ribbon cutting celebration



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

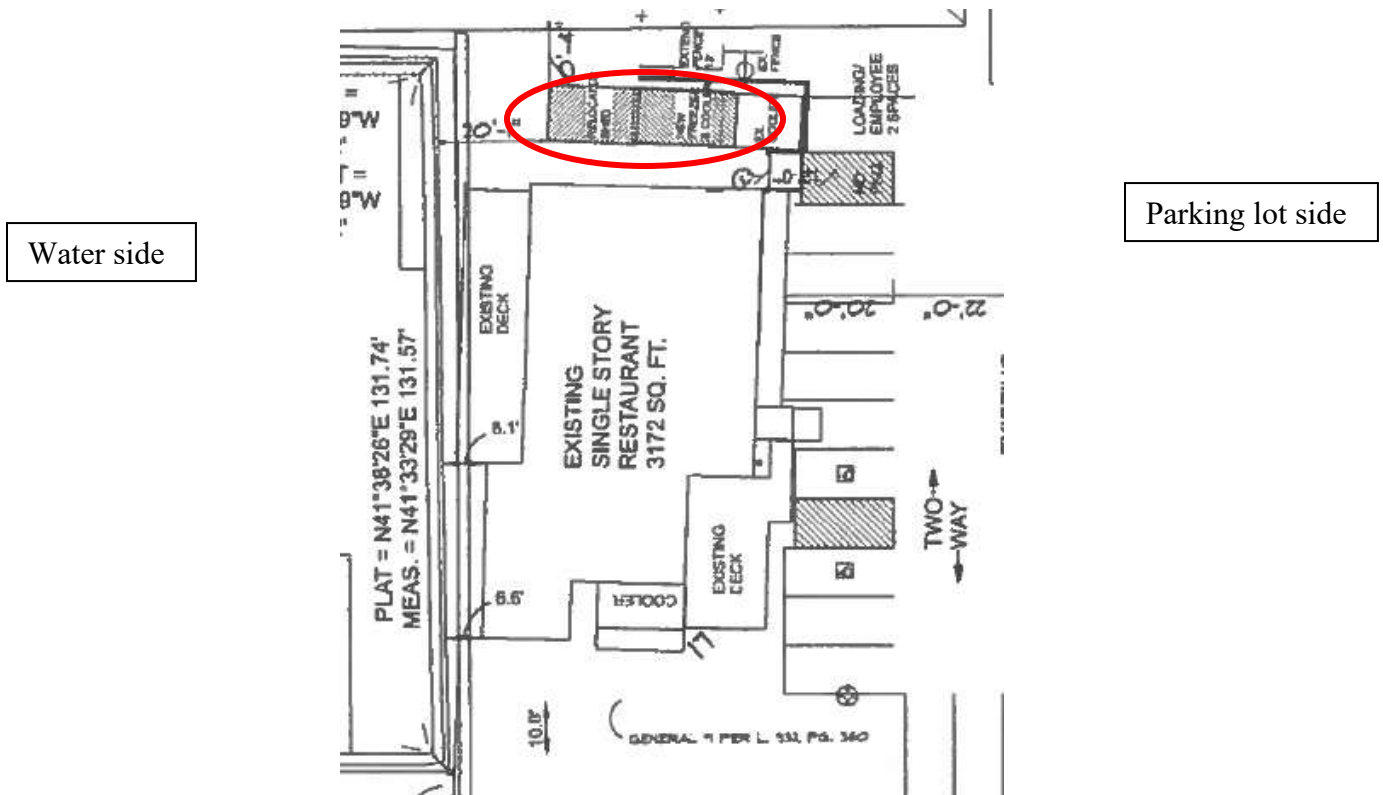
FROM: Cindy Osman
Zoning Administrator

DATE: February 4, 2021

RE: Application P-HIS-21002; 880 884 HOLLAND ST

Matthew Millar representing The Southerner and Hickory Chickory Dock LLC, is requesting approval to expand the walk-in cooler, relocate a shed and extend the fence.

Background: This resource has been designated as non-contributing in a memo from Williams and Works dated 2010. The other walk-in coolers were approved as well as a deck.



Standards: If the Commission agrees that the structure is non-contributing, Section V, A. of the *Local Guidelines regulating additions would apply. It states the following:*

A. Additions

1. **Compatible Additions** New additions within historic districts can be appropriate if they do not destroy historic features, materials and spatial relationships of the original building and site. Their location, size, height, scale, design and materials should be compatible with the original structure. The Commission may make recommendations to the Planning Commission and/ or the Zoning Board of Appeals concerning placement of additions on the lot.

2. **Site Protection** A new addition should be designed and located so that significant site features, including mature trees, are not lost.

3. **Distinguishing New from Old** New additions should be designed in such a manner as to make clear what is historic and what is new. They should be constructed so that they can be removed in the future without damage to the building.

4. **Massing** It is not appropriate to construct an addition that significantly changes the proportion of built mass to open space on the individual site.

Possible motion:

Motion to approve/deny the application for 880 Holland Street for an additional walk-in cooler and relocation of the shed as submitted.



Historic District Permit Application

LOCATION INFORMATION

APPLICATION NUMBER _____ - _____

Address 880 Holland Street

Parcel Number _____

APPLICANTS INFORMATION

Name Matthew Millar Address / PO Box 6207 122nd AveCity Fennville State MI Zip 49408 Phone 616-836-5234Interest In Project Owner/operator E-Mail mgmillar90@gmail.comSignature _____ Date 1/8/2020

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

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 Various Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

License Number _____ Expiration Date _____

PROPERTY INFORMATION

Depth 255' Width 185' Size 2.72 acres Zoning District NM Current Use RestaurantCheck all that apply: Waterfront Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

We wish to add to our walk in coolers on the north side of the building behind the existing privacy fence, and extend that fence along the north property liine. We are also undertaking an upgrade of our electical services from 400 to 800 amps.

FEE: \$50.00



DATE 1/8/2020

PROPERTY ADDRESS 880 Holland Street

ZONING PERMIT APPLICATION

Failure to answer all pertinent questions and to supply all of the requested information could delay processing of this application

PROPERTY OWNER Hickory Chickory Dock LLC EMAIL mj millar 90@gmail.com
 ADDRESS / PO BOX 880 Holland Street Saugatuck, MI 49453
 SIGNATURE _____ PHONE 269-857-3555

APPLICANT NAME Matthew Millar EMAIL mj millar 90@gmail.com
 ADDRESS / PO BOX 6207 122nd Avenue Fennville, MI 49408
 SIGNATURE [Signature] PHONE 616-836-5234

PROJECT DESCRIPTION Add additional walk-in cooler to the north end of the property on new concrete & continue existing fencing to cover. Improving electrical service from 400 to 800 amps.

CHECKLIST

- SURVEY
- CURRENT SITE IMPROVEMENTS (include structures, sidewalks, decks, streets, fences, etc)
- PROPOSED IMPROVEMENTS & DISTANCES FROM OTHER IMPROVEMENTS/PROPERTY LINES
- LOCATION OF FLOOD PLAINS, WATERSHED, WETLANDS, EASEMENTS, CRITICAL DUNES
- DESCRIPTION OF PROPOSED USE INCLUDING ACTIVITIES Continuing restaurant and marina activities.



Historic District Application

Application # ____ - ____

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: _____



SCALE: 1/8" = 1'-0"
Unless Noted Otherwise

DRAWN BY: a.cook

DATE: JAN 12, 2021

REVISIONS:

PARTIAL SITE PLAN
& NORTH ELEVATION

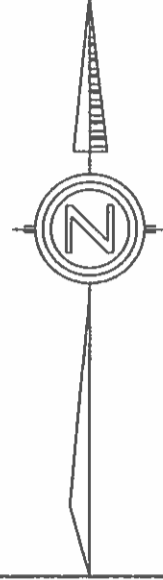
PROJECT: the SOUTHERNER
880 Holland Street
Saughtuck, MI 49453

DRAWING:

SHEET: 2 OF 4

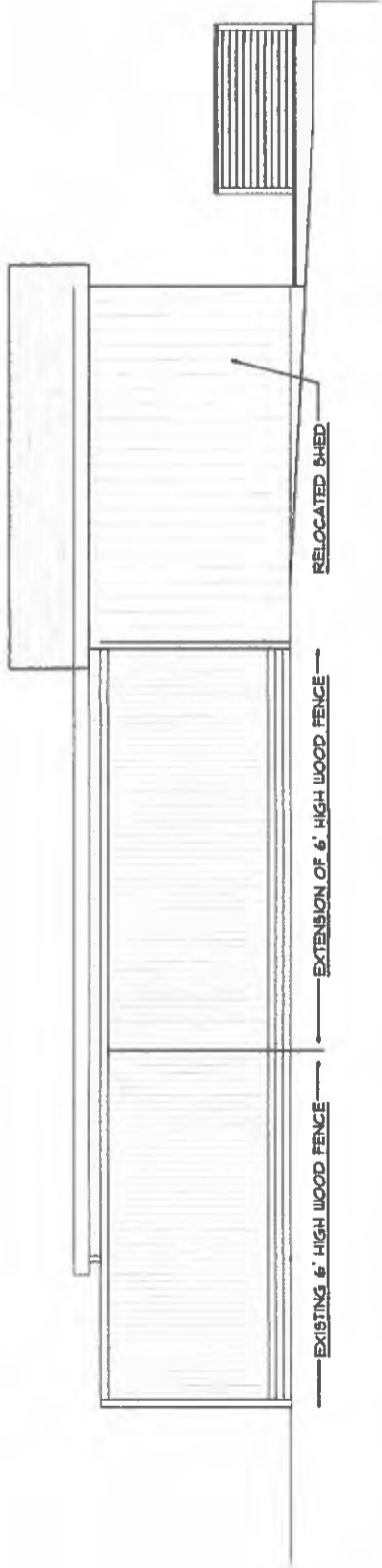
AREA INFORMATION

LOT SIZE: 119,617 SF (2.72 ACRES)
EXISTING LOT COVERAGE: 3985.6 SF (3.4%)
PROPOSED LOT COVERAGE: 4792.6 SF (4.0%)

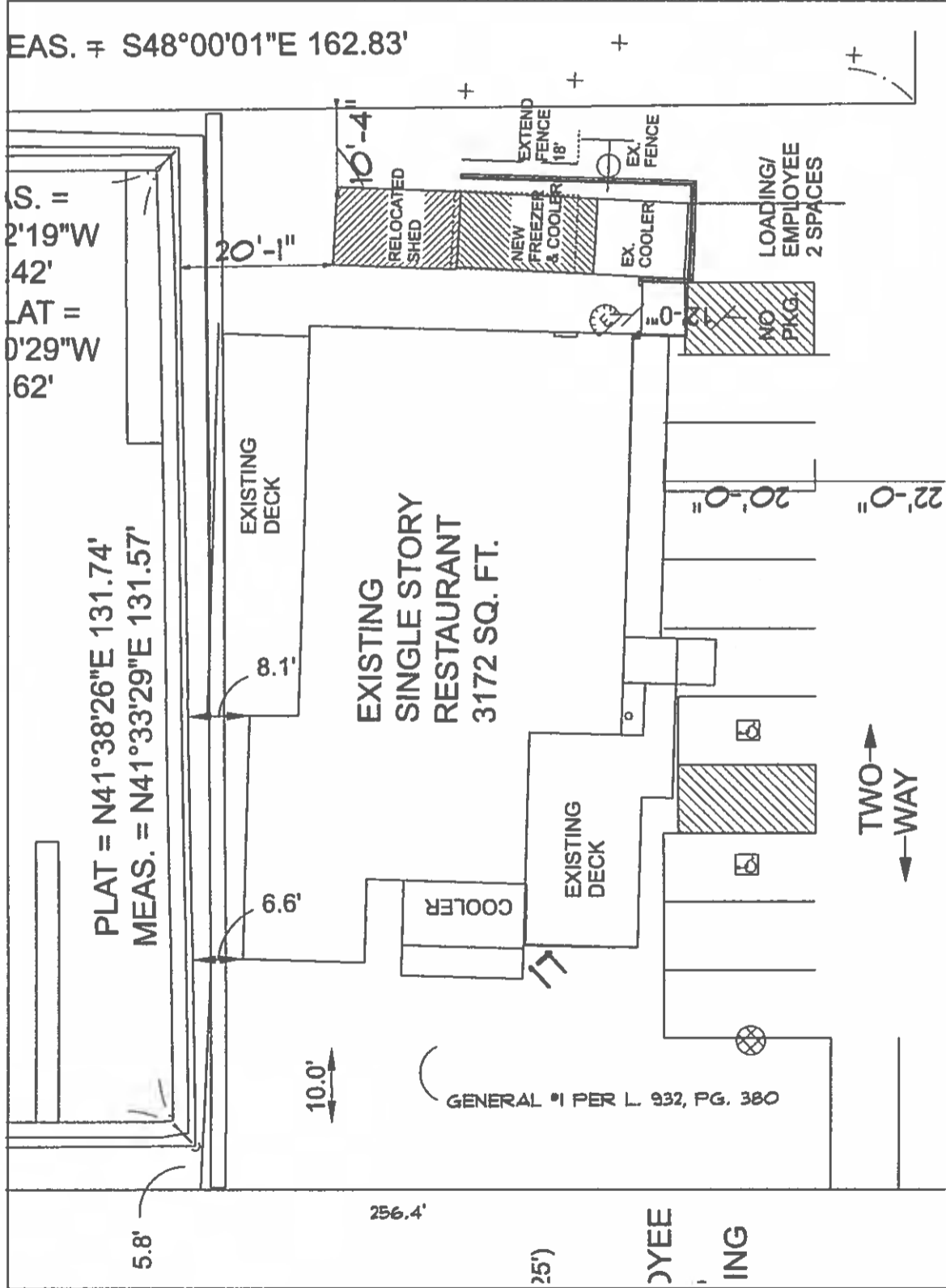


PARTIAL SITE PLAN

SCALE: 1" = 20'



NORTH ELEVATION



SCALE:
1/8" = 1'-0"
Unless Noted Otherwise

DRAWN BY:
a.cook

DATE:
JAN 12, 2021

REVISIONS:

PROJECT:
the SOUTHERNER
880 Holland Street
Saugatuck, MI 49453

DRAWING:
DEMO PLAN

SHEET:
3 OF 4

EXISTING WALKWAY & SEAWALL

EXISTING BLOCK RETAINING WALL

LAWN

DECK SEATING

CONCRETE RAMP

DINING

DINING

ACCESSIBLE PATH

EXPEDITE

COOLER

EXISTING GAS FIREPLACE BAR

STORAGE SHED TO BE RELOCATED

WOMENS

MENS

KITCHEN LINE

DRY STORAGE & MECHANICAL

DISH

KITCHEN PREP

OUTDOOR DECK WAITING AREA

COOLER

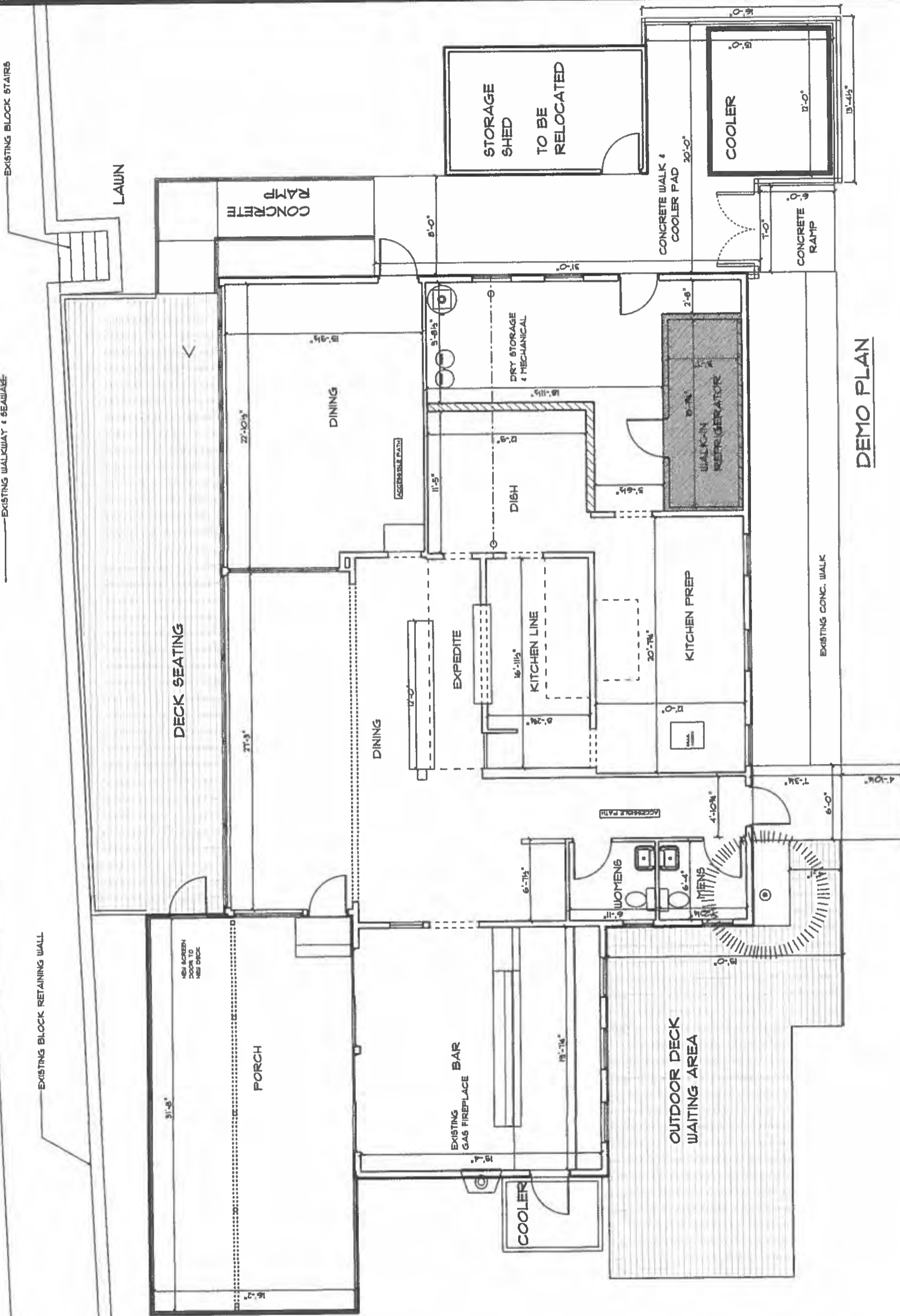
WALK-IN REFRIGERATOR

CONCRETE WALK & COOLER PAD

CONCRETE RAMP

EXISTING CONC. WALK

DEMO PLAN





DOVE TAIL
DESIGN STUDIO

amy cook
6207 122nd ave.
fennville, mi 49408
269-355-2112
amy@dovetail-design-
studio.com

SCALE: 1/8" = 1'-0"
Unless Noted Otherwise

DRAWN BY: a.cook

DATE: JAN 12, 2021

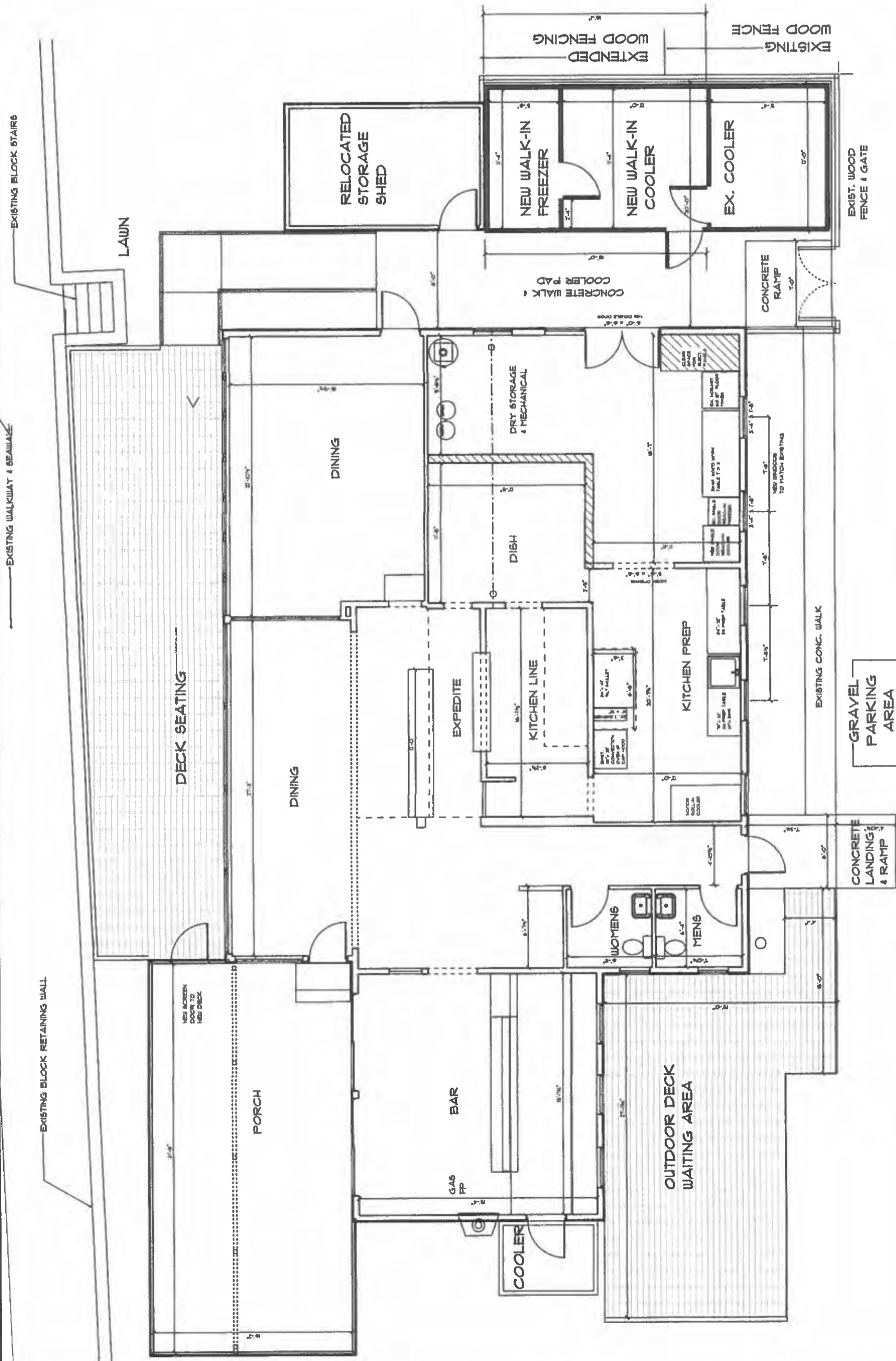
REVISIONS:

MAIN FLOOR PLAN
EQUIPMENT LAYOUT

PROJECT: the SOUTHERNER
880 Holland Street
Saugatuck, MI 49453

DRAWING:

SHEET: 4 OF 4



MAIN FLOOR PLAN
EQUIPMENT LAYOUT





MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Cindy Osman
Zoning Administrator

DATE: February 4, 2021

RE: Application 820 HOLLAND ST

Lisa Gonzales and Chris Timmons is requesting approval to eliminate some windows in order to accommodate some interior remodeling, and the replacement of the siding with Hardi-board.

Background: The memo from Williams and Works dated 2010 indicates that the structure was built in 1915 and is a contributing resource. The deck was added in 1992, and the last re-roof was done in 2003. The current sign was installed in 2002. Earlier this year the HDC approved the removal of the deck and re-roofing.



Standards: If the Commission agrees that the structure is contributing, Section II of the *Local Guidelines regulating additions would apply. It states the following:*

II. PRIMARY STRUCTURES

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.*)

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:
 - the substitute material will replace other substitute material on the structure; and
 - the cost of restoring the original material is unreasonable, judged in relation to the finished value of the property; and/ or
 - the original materials (or other suitable alternatives), or the skills necessary to apply those materials are unavailable; or
 - 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.

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.

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.

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.

2. Replacing Windows and Doors

(a) If 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.



DATE 1/13/2021
PROPERTY ADDRESS:
820 Holland St., Saugatuck, MI

HISTORIC DISTRICT APPLICATION

Failure to answer all pertinent questions and to supply all of the requested information could delay processing of this application

PROPERTY OWNER: Lisa Gonzalez & Chris Timmons EMAIL d.lisa.gonzalez@gmail.com ctimmons1339@gmail.com

ADDRESS / PO BOX 1339 W Huron St., Chicago, IL 60642

SIGNATURE

PHONE 219-308-0842; 773-301-9550

APPLICANT NAME Lisa Gonzalez EMAIL d.lisa.gonzalez@gmail.com

ADDRESS / PO BOX (same as above)

SIGNATURE

PHONE 219-308-0842

CHECKLIST

- PHOTOS OF EACH SIDE OF STRUCTURE IN PRESENT CONDITION LABELED W/THE FOLLOWING:
 - *LOCATION pictures of each side of the house where windows will be removed to accommodate needed updates and renovations inside of the house.
 - *ADDRESS 820 Holland St., Saugatuck, MI
 - *DATE TBD (spring possibly)
- CLOSE UP PHOTOS OF PRESENT CONDITION OF STRUCTURE PROPOSED FOR ALTERATION LABELED
- ELEVATION AND/OR SCALED DRAWINGS OF FAÇADE OF STRUCTURE PROPOSED FOR ALTERATION SHOWING ARCHITECTURAL DETAILS TO BE ADDED/REMOVED/ALTERED
- SKETCH IDENTIFYING ALL EXISTING AND PROPOSED MATERIALS / FINISHES THAT INCLUDE MATERIAL LIST
- PHYSICAL SAMPLES OF MATERIALS / ITEMS TO BE INSTALLED ACCURATELY DEPICTING TEXTURE/SCALE OF NEW MATERIAL
- DETAILED SITE PLAN OF THE PARCEL WITH DIMENSIONS, EXISTING STRUCTURES AND LOCATION OF NEW STRUCTURES INCLUDING FENCES
- DETAILED DESCRIPTION OF THE PROJECT LISTING ALL IMPROVEMENTS THAT ARE VISIBLE ON THE EXTERIOR OF THE STRUCTURE OR SITE (USE SEPARATE PAGE)
- NAME BRAND AND SERIES NUMBER OF ALL NEW / REPLACEMENT WINDOWS

820 Holland Street, Saugatuck, MI

Diana Lisa Gonzalez/Chris Timmons d.lisa.gonzalez@gmail.com

Updates/repairs:

1. Windows needed to be removed in order to accommodate extensive updates and repairs inside the house.
 - a. Pictures of each side of the house. (north, south, east, west)
 - b. **No windows** will be removed from the front of the house (Holland Street).
2. Outside of house will be painted (eventually), we will either keep the existing wood and replace rotted boards or we will find something similar as to not disrupt the look of the house.
 - a. Materials will either be wood or hardy board replacement
 - b. Color is undetermined at this time (possibly white though as historical pictures indicate the house was originally white?). Still looking for any old pictures.













To: Saugatuck City Council
From: Saugatuck Historic District Commission
Date: February 4, 2021
Re: 2020 Historic District Commission Activities

The purpose of this memo is to provide an overview on the activities for the Historic District Commission for the 2020 calendar year. There were 18 regular applications, and 6 administrative application (24 applications). There was one application denied, the remainder were approved, this is an approval rate of 96%.

This compares activities to the 2019 calendar year. There were 23 approved regular applications, and 14 administratively approved applications (37 approved applications). There were 4 items tabled, and 6 applications were denied, 3 status reviews, and 2 training sessions.

This compares activities to the 2018 calendar year. There were 28 approved regular applications, and 29 administratively approved applications (57 approved applications). There were 4 items tabled, and 6 applications were denied, 3 status reviews, and 2 training sessions.

This compares to following activities in the 2017 calendar year: There were 15 approved regular applications, and 31 administratively approved applications (46 approved applications). There were 2 consultations, 6 items tabled, and 2 applications were denied.

This compares to the following activities in calendar year 2016: There were 21 approved regular applications, and 23 administratively approved applications (44 approved applications). One application was tabled, and two applications were denied.

During 2020, the Historic District Commission met 8 times for the following activities at each meeting:

January:

- Approved a window size change at 403 Water Street – Non-contributing
- Approved a resolution of support for Historic District Tax Credits

February:

- Tabled an application to replace windows and siding at 234 Spear Street – Non-contributing

March:

- Approved the demolition of 645 Lake Street house – Contributing
- Approved the construction of a new house 645 Lake Street – Non-contributing
- Replace deck at 716 Water Street – Non-contributing

May:

- Approved a door replacement and an additional window at 237 Butler Street - Contributing
- Approved a new garage at 865 Holland Street – Non-contributing

June:

- Approved an application to replace a screen porch at 526 Butler Street – Non-contributing
- Approved a grade level deck at 880 Holland Street
- Presentation on Pop Up Patios

July:

- Approved window replacements at 865 Holland Street – Non-contributing
- Approved a new ½ garage door window at 730 Water Street – Non-contributing

August:

- Approved an exterior stairway to the basement at 727 Butler Street – Contributing
- Approved the removal of two structures at 720 Water Street – Non-contributing

September:

- Approved a renovation of the accessory structure at 245 Spear Street - Contributing
- Approved igloos for outdoor dining at 230 Culver Street
- Approved a faux window at 233 Lucy Street

October:

- Approved a retractable awing at 127 Hoffman Street - Contributing

December:

- Elected officers
- Approved an addition, window and door replacements at 890 Holland Street – Non-contributing
- Discussed Wicks Park Gazebo
- Appointed members to the design review committee for the band shell

In addition to the projects listed above for formal Historic District Commission consideration, the following administrative approvals were granted:

- 121 Butler Street – Sign Kilwins II
- 132 Mason Street Good Intentions – Temporary sign
- 249 Mason Street– Bank - Sign Replacements
- 841 Holland – minor changes to windows and doors for previously approved new house
- 607 Butler Street – shed
- 845 Lake Street - minor adjustments to house and windows for previously approved new house
-

If you should have any further questions, please contact Planning Director Cindy Osman.

Policy/Procedure: Historic Preservation Review Guidelines

Date Adopted or Implemented: 06-09-2008 (approved by City Council)

Revision Date: N/A

Resolution Number (if applicable): N/A

CITY OF SAUGATUCK

I. IDENTIFYING KEY ELEMENTS OF THE RESOURCES

1. **Contributing Resources** Resources which contribute to the historic character of the district (most of which will be over 50 years old) may be described by condition:

(a) The original design is largely intact, with its original ornament and detail. Maintenance and repair may be needed, but new design work is not necessary.

(b) The original design can be discerned, but some elements have been removed or replaced with later designs. If early photographs or architectural drawings are available, exact reconstruction of missing details will be possible. Otherwise, new but compatible designs may be necessary.

For these contributing resources, the Secretary of the Interior's Standards for Rehabilitation should be followed. The guidelines in this document provide greater detail but are consistent with the Secretary's standards.

2. **Non-Contributing Resources** Resources may not contribute to the historic character of the district for several reasons:

(a) Some are over 50 years old but their original design has been significantly altered. For these, even when documentation of the original design and details is available, the Commission must decide whether enough remains to justify restoration to the original design. Otherwise, the guidelines for additions and new construction should be applied (section V).

(b) Some are less than 50 years old but are of good architectural quality for the period in which they were built, and they have become important parts of the context of the contributing resources in the district. Proposed changes should be judged against the standards of the period of the building. Changes should only be approved which are consistent with the structure's own style, form, scale, relationship of openings, selection of materials, details and other features.

(c) Others less than 50 years old are of poor architectural quality. The guidelines for additions and new construction should be applied (section V).

3. **Identify Characteristics** Identify and give consideration to the elements and characteristics which are original to the resource, and those that are later but contribute to its history or architectural significance.

(a) All features, components and details which are original to the building should be preserved. They should not be covered with signs or new materials.

(b) Features which are damaged should be repaired whenever possible. Repair is

always preferred over replacement.

(c) When replacement is absolutely necessary, the original element should be reconstructed as exactly as possible.

(d) When a feature is missing, it should only be reconstructed if there is a model or clear documentary evidence upon which to base the design. Otherwise, recognizably new but compatible designs may be necessary.

4. **The Surroundings** Identify the significant characteristics of the history and/ or architecture of the surroundings and give consideration to the impact of the proposed changes on the integrity of the surrounding area.
5. **Need for Changes** Identify and give consideration to how important the proposed adaptations are to continuing the same use, or allowing an adaptive re-use of the resource.
6. **Variances for Lot Lines** Due to conditions of design and construction in historic neighborhoods where structures were often built close to the lot lines, it is in the public interest to retain a neighborhood's historic appearance by allowing variances to normal yard requirements. Where deemed that such variances will not significantly affect neighboring properties, the Commission may recommend to the Zoning Board of Appeals that such variance to standard yard requirements be made.
7. **Variances from Codes** Typical historic details, such as heights of railings, may not meet current building or housing codes. Where deemed that such variances will not significantly affect the safety of occupants or the public, the Commission may recommend to the appropriate authorities that variances to the modern standard codes be allowed.

II. **PRIMARY STRUCTURES**

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**
 - (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.

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:

—the substitute material will replace other substitute material on the structure;
and

—the cost of restoring the original material is unreasonable, judged in relation to the finished value of the property; and/ or

—the original materials (or other suitable alternatives), or the skills necessary to apply those materials are unavailable; or

—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.

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.
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.
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.
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 zinc-based 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.
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.
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.

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.
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.
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.

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

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.

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.
2. **Replacing Windows and Doors**
 - (a) If 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.

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.

F. Commercial Structure Style and Detailing

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.
3. **New and Rebuilt Storefronts** When a storefront is being built new or extensively renovated, the following characteristics of typical storefronts should be considered:
 - Roofs are normally relatively flat and never visually prominent
 - Facades which stretch across more than one business space are normally articulated with a strong vertical element at each division of space.
 - Parapet walls are used on the facade facing the street, and sometimes on other walls.
 - Store-front glass is a major element of the main facade of a retail commercial building, taking up most of the length of the facade. The bottom of the glass is normally within 2 feet of the pavement, and the top at least as high as the top of the entry door; glass transom windows is often placed above the storefront. The glass should be clear, not tinted or mirrored.
 - Entries are recessed to create a visual indication of their importance, and to allow doors to swing outward without striking pedestrians passing by.
 - A two or more story building should have a clear demarcation between the first story and second story.
4. **Signs** For signage concerns see section II.G.
5. **Awnings** Fabric awnings may be considered if historically appropriate and compatible with the storefront in scale, form and material. They should be triangular in form, and should not be back-lit. They should be a minimum of 7 feet and a maximum of 10 feet above the sidewalk.
6. **Secondary Facades** In some cases, more than one facade is highly visible to the public, such as with a corner building, or a rear entrance from a parking area. In these cases, the visible facades should be treated with similar parapets and major architectural details. In cases where secondary facades are visible but not highly so, architectural features may be simplified, or wrapped a short way around a corner.

G. Building-Mounted Signs

1. **Architectural Compatibility** A sign should be consistent in size, type, materials, color, and type of supporting device with the architectural characteristics of the building upon which it is placed or within which it is placed for the purpose of being viewed from the exterior.

2. **Protecting the Building** A sign should not in any way obstruct or destroy unique architectural features of the building upon which it is placed nor of surrounding buildings. An affixed sign should be installed to avoid damaging the structure. For example, those affixed to a brick wall should be attached into the mortar joints and not through the brick.
3. **Sign locations** The preferred location for the main business sign is flush-mounted below the cornice-line of a single-story building, or the area between the store-front windows and the second-storey windows on a two or more storey building. If there is a separate cornice above the store-front, the sign should be on or below that cornice-line. Another acceptable location for a business sign is on the storefront glass, where painted or stenciled letters may be placed.
4. **Historic Signs** If the Historic Preservation Commission determines that an existing sign is of historic significance, its repair or restoration may be allowed whether or not it would otherwise meet the guidelines in this section.
5. **Substitute Materials** Sign materials which were not used when the structure was built may be permitted contingent upon the durability, permanency, appearance, and appropriateness in relation to the building and District.
6. **Residential Buildings** Buildings built as residential structures normally can accommodate a sign no larger than four (4) square feet. Signs are also regulated in the zoning ordinance.
7. **Banners** Flags, banners, buntings and other hanging objects which are not permanently affixed to the structure do not need approval of the Commission. Any flag, banner, bunting, or other hanging object which becomes unsightly because of deterioration must be removed or replaced.
8. **Other City Codes** Applicants should note that signs, banners, awnings, etc. are also subject to the City Zoning Code.
9. **Sign Lighting** Lighting of signs should be done through external means. Internally illuminated signs are generally considered inappropriate.

H. Lighting Fixtures and Light Sources

1. **Compatible Lighting** Exterior lighting, including lighting of signs, should be consistent with the historical period of the structure. The quality and color of light on or near a building should be comfortable and flattering to the people entering the businesses. Awnings should not be lit with interior bulbs or up-lights.
2. **Security Lighting** Security lighting should be designed and located discretely so as not to detract from the historic building and neighborhood.

3. **Floodlighting Buildings** The illumination of building facades in residential areas with harsh floodlights is not recommended.
4. **Retaining Fixtures** When possible a historic light fixture should be repaired rather than replaced. If fixtures are missing or beyond repair, antique or reproduction lighting fixtures are readily available. Contemporary fixtures that are inconspicuous or that complement the style and the character of the building may be selected for historic buildings.

J. Awnings, Canopies and Shutters

1. **Compatible Replacements** Replacement of deteriorated or missing shutters should be based on historic and pictorial evidence. Shutters should be made of wood, sized to fit the opening and mounted as if they were operable. All shutters must be attached to wood elements and when necessary into mortar joints. They are never to be installed in a manner that damages masonry.
2. **Canopies and Awnings** Canopies or awnings are encouraged, and should be placed to give a comfortable human scale underneath them. Normally this would call for the lowest part of a canopy or awning to be a minimum of 7 feet and a maximum of 10 feet above the pavement, and a maximum of 1 foot above the store-front windows (not counting any transom windows). They should be triangular in form, and should not be back-lit.
3. **Repairs not Reviewed** Repair of awnings, canopies or shutters when there is no change in design, materials, or general appearance requires no review.
4. **Attaching Awnings** Awnings must be attached to the building through the wood storefront framing when possible. They should be attached into masonry and metal only if no other option exists. When installed into a masonry wall it must be attached into the mortar joints and not the stone or brick.

III. SECONDARY STRUCTURES

1. **Compatible Out-Buildings** Buildings and their features as well as features of the site that are important in defining its overall historic character should be retained and preserved. Existing out buildings should follow the guidelines set forth for main structures in their repair and maintenance.
2. **Materials** Exterior wall materials should be consistent with historic materials appropriate to the main structure and neighborhood, such as, wood, stucco and masonry. A cement board clapboard siding product known as Hardi-Plank may also be considered in new construction.
3. **Roofs** Roof design should usually be the same type as the roof of the primary structure. If a gable, it should be the same pitch as that of the primary structure. Roofing material may range from asphalt shingles to a more natural product such as slate, tile and wood shingles.

4. **Doors and Windows** All windows and doors should be made of wood. The style and design will be reviewed on a case by case basis.
5. **Retaining Garage Doors** Where possible, repairing and re-hanging original garage doors is preferred. Some garage door designs can lend themselves to conversion of operation. When replacing a historic door the new door should be of the same material. Products such as steel, vinyl and fiberglass seldom match the appearance of wood nor do they lend themselves to the application of added detailing. If a historic door is beyond repair the replacement door should match the historic door in design, dimensions, operation and material. If matching the historic door is not feasible technically or economically, the proposed replacement door should contain some of the elements of the historic door or of a door design appropriate for the period and design of the structure and main structure.
6. **Replacing Garage Doors** When replacing non-historic or missing garage doors new doors should be compatible with the historic character of the building. It should be compatible in quantity of doors, height, width, proportion, trim, corner details, and pattern of panels, glass and operation.
7. **Garage Door Windows** To be compatible with a historic door the new door should have glass panels constituting between one quarter and one-third of the surface of the door.
8. **Size of Garage Doors** In new construction, if the garage door opening is larger than a standard two-stall, the garage wall should be divided and separate doors hung. Standard door height in a residential garage should be seven (7) feet.
9. **New Garages** The construction of new carriage houses and garages shall follow the New Construction Guidelines, section V.
10. **Sheds** The term shed refers to an out building with enclosed walls and roof with an area no greater than 100 square feet and a wall height no greater than 8 feet. When the guidelines pertaining to outbuildings are met they may be staff approved. A shed should be located in the rear yard towards the back property line. Corner lots will require additional scrutiny to determine the least obtrusive location.

IV. **THE LAND AND SITE IMPROVEMENTS**

A. **Archeological Resources**

1. Alteration and/ or removal of archeologically significant features require Commission approval.

B. Landscaping and Retaining Walls

1. **Definitions** Landscaping includes the movement and contouring of soils, use of paving and retaining walls and the placement of plantings at a property. Retaining walls include walls or other structures used to retain soils or other materials adjacent to driveways, sidewalks, and property lines.
2. **Changes Requiring Review** The Commission will review landscaping proposals to the extent that they involve a significant change in the contouring and elevations of a property, or incorporate the use of retaining walls. The Commission does *not* review the selection, placement or movement of plantings, although it will consider the use of plantings where they impact on other work, such as their use to obscure a new feature, basement windows, or utility equipment. (Note that there is a separate tree ordinance, and the zoning ordinance may regulate some aspects of landscaping.)
3. **Retaining Walls and Grading**
 - (a) Repair/ replacement of existing retaining walls when there is no change in design, materials, or general appearance requires no review. When repair or reconstruction in the original materials is thought to be impractical, review will be required. If the Commission agrees with replacement, simple designs consistent with historic types are recommended over more contemporary methods. Size and scale of the features will be considered closely.
 - (b) The historic contours and changes of grade and their relation to the structures should not be significantly changed without good reason.
 - (c) Retaining structures which present no more than 9 inches of vertical exposure (such as may be used within a garden layout) are not reviewed unless Commission staff determine that they will have a significant visual impact as seen from the street or neighboring properties.
 - (d) For new retaining walls, concrete, stone, brick or other historic materials are recommended over concrete block, treated wood, railroad ties, metal or other contemporary materials. Walls sometimes reflected the style of the main structure, but often were unadorned and utilitarian. Earlier versions were often constructed of cut stone or brick. Later, concrete became the most common material. The physical evidence of even a deteriorated wall can often give an indication of the original style and material.

C. Fences

1. **Rear Yard Fences** Erection of fences on the rear, side (except on corner lots), or interior location of the lot, at or behind the building line may receive administrative approval, when height and materials are similar to those regularly approved by the Commission.
2. **Front and Side** Front and side yard fences should not impede clear vision at intersections or driveways, as they could sacrifice safety as well as historical appropriateness. Front yard fencing should not infringe upon or obstruct historic setbacks, vistas, streetscapes or neighborhood continuity.

3. **Compatible Fences** Fencing shall be permitted contingent upon the appearance and appropriateness in relation to the building and Historic District. (Applicants should note that all fencing within the Historic District is also subject to the City Zoning Codes, Chapter 155.143.)
4. **Height of Fences** Height should be between two (2) and six (6) feet, with a maximum height of three (3) feet for front yard fences. Materials should be wood, wrought iron, or other historic materials (some aluminum faux wrought iron products are allowed). Styles may include picket and wood privacy fences, with tops trimmed with horizontal boards or simple dog-ear detail. Other styles not listed will be reviewed on a case by case basis.

D. Patios, Decks, Garden Structures

1. **Rear Yard Patios and Decks** Elevated platforms and flush patios may be allowed in rear yards only, unless special circumstances exist. Similar structures in front or side yards should follow guidelines for porches (see II.E). Most decks should be free-standing (not attached to the house). If it is necessary to attach a deck to the house, it should be done in such a way as not to damage any significant architectural details and it should be easily removed.
2. **Height of Decks** Height of decks and patios is a site sensitive issue and will be reviewed on a case by case basis.
3. **Flooring** Flooring materials may consist of masonry (stone or brick pavers, poured concrete), wood 6" decking (this allowance is for rear yard decks only—for porches see porch guidelines, II.E) and wood tongue and groove flooring. Other designs and/ or materials may be presented to the Commission for consideration.
4. **Railings** When allowed by Housing and Building codes, low level or flush decks and patios do not require rails. When rails are required or desired, they should match the historical porch rails on the front porch of the main structure. If this is not feasible, rails may follow the porch guidelines for rail design. Custom rails are allowed and will be reviewed on a case by case basis.
5. **Skirting** Skirting should either match historically appropriate skirting on the main structure or the porch guidelines. Custom designs are welcome and will be reviewed on a case by case basis.
6. **Garden Structures**
 - (a) Garden structures include open structures which are not secured to permanent footings (below the frost line), such as open play equipment, open gazebos, arbors and trellises, ponds, fountains and bird baths, sculpture or other art works. Garden structures will *not* be reviewed.
 - (b) A structure is *not* considered a garden structure if it has one or more of the following characteristics: 1) attached to permanent footings; 2) with solid, glassed, or screened walls, and larger than 50 square feet (such as garages, garden sheds); 3) attached to the principal structure on the property. For structures with the above characteristics, review *is* required. See guidelines on fences (II.C. above), porches (II.E), secondary structures (III.), additions and new construction (V.) which may apply, as well as the Secretary of the Interior's Standards.

E. Free-Standing Signs

1. Installation/ replacement of all signs, fixed and/ or free-standing may receive administrative approval. (Applicants should note that signs posted in a yard may also be subject to the zoning code.)
2. The size of any free-standing sign should be appropriate to the main structure.
3. Building-mounted signs are addressed in section II.G. of these guidelines.

V. ADDITIONS AND NEW CONSTRUCTION

A. Additions

1. **Compatible Additions** New additions within historic districts can be appropriate if they do not destroy historic features, materials and spatial relationships of the original building and site. Their location, size, height, scale, design and materials should be compatible with the original structure. The Commission may make recommendations to the Planning Commission and/ or the Zoning Board of Appeals concerning placement of additions on the lot.
2. **Site Protection** A new addition should be designed and located so that significant site features, including mature trees, are not lost.
3. **Distinguishing New from Old** New additions should be designed in such a manner as to make clear what is historic and what is new. They should be constructed so that they can be removed in the future without damage to the building.
4. **Massing** It is not appropriate to construct an addition that significantly changes the proportion of built mass to open space on the individual site.

B. New Construction

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.

VI. RELOCATION AND DEMOLITION OF CONTRIBUTING RESOURCES

1. **Relocation or Demolition** of structures which are contributing resources in a historic district is not recommended.
2. **Exceptions** An application for the relocation or demolition of a resource may only be permitted through issuance of a “notice to proceed” by the Commission if any of the following conditions prevail:
 - (a) The resource constitutes a hazard to the safety of the public or the occupants and if, in the opinion of the Commission, the proposed demolition is the only reasonable way to improve or correct this condition.
 - (b) The resource is a deterrent to a major improvement program which will be of substantial benefit to the community and which outweighs the benefit to the public interest and the general welfare of the citizens of the city derived from the historic, architectural, or contextual significance of the structure.
 - (c) Retention of the structure would cause undue financial hardship to the owner, provided that any hardship or difficulty claimed by the owner is not self-created or is not the result of a failure to maintain the property in good repair, which itself is not the result of financial hardship of the owner. All feasible alternatives to eliminate the financial hardship, which may include offering the property for sale at its fair market value, or moving the resource to a vacant site within a historic district, should have been attempted and exhausted by the owner.
 - (d) Retention of the structure would not be in the best interest of the community.

3. **Conditions for Relocation** Before permitting relocation of a contributing resource, the Commission should determine whether the structure is threatened with demolition, whether relocation is the only alternative, and whether the structure is sound enough to survive a move.
4. **Compatibility with New Location** If it is proposed to relocate a structure in a historic district, the Commission should only permit it if it is determined to be architecturally compatible with the adjacent buildings according to the guidelines for new construction.
5. **Site Protection** With relocation of a structure in a historic district, significant site features of the new context should be protected, and the building should be situated on the site according to the guidelines for new construction.

VII. **CURRENT CODES & MECHANICAL SYSTEMS**

A. **Accessibility**

1. **Protect Defining Features** A need for public access, a change in use or a substantial rehabilitation of a historic building may necessitate compliance with current standards of life safety and accessibility. Meet accessibility and building code requirements in such a way that the character-defining features of the historic building and site are preserved.
2. **Reversible Changes** If needed, install additional means of access that are reversible and that do not compromise the original.

B. **Mechanical Systems with Outside Elements**

1. **Mechanical Equipment Not Obtrusive** Mechanical equipment and systems include but are not limited to all exterior devices related to heating, electric, plumbing, air conditioning, ventilation and media. A few examples of such devices and systems are vents, exhaust pipes, cable, conduit, electrical boxes, meters, air conditioning units, generators, antennae, and phone and cable boxes. New mechanical systems should be installed so that they cause the least alteration possible to the building's floor plan, the exterior elevation, site and environment, and the least damage to historic building material. All mechanical equipment should be installed in the least visible location, normally the rear of the structure.
2. **Heating/Air Conditioning** units should be installed in the window frames in such a manner that the sash and frames are protected.
3. **Central Air Conditioning** unit(s) should be installed on a side of a structure not facing a public street, where they cannot be seen from the street or are screened from view with shrubbery or appropriate fencing.
4. **Antennas and Vents** Normal-size television and radio antennas, and basement and roof ventilators should be placed to be as little visible as possible from the street or neighboring properties. (Does not include CB and ham radio equipment or satellite dishes.)

5. **Attaching Equipment** When mechanical equipment is affixed to a building it must be installed to avoid damaging the structure. For example, when affixed to a masonry structure, it should be attached to mortar joints, not the brick or stone. Mechanical equipment should be installed low to the ground and using as little space as possible. This will decrease the visual impact, while also enabling the installation of appropriate screening.

C. Satellite Dishes

1. **Location** A satellite dish must be placed in the least visible location possible.
—The placement of a dish on or near the rear of a structure so that they are not visible from the street will not require review. Specifically the dishes should be located at the rear of the primary building or attached to the rear of the primary building (either rear walls or rear slope of the roof). This does not apply to corner lots.
—On the rear 2/3rds of the side of a structure, when a non-visible location is not an option, will require staff approval,. Dishes located on the front 1/3rd of the house will require Commission review.
—On the front 1/3rd or front of the building, review by the Commission will be required. The least visible and best screened solution should be sought.
2. **Attaching** Whenever a satellite dish is affixed to a building, it must be installed to avoid damaging the structure. For example, when affixed to a masonry structure, it should be attached to mortar joints, not the brick or stone.

D. Skylights and Other Roof Accessories

1. **Protecting the Roof Line** The use of features and materials which will adversely alter the original roof line and/ or physical character of designated historic properties and structures is discouraged. Owners of historic properties should explore alternative means of adding light or conserving energy before considering the use or installation of skylights and solar systems.
2. If skylights or solar systems can be placed in locations which are not very visible from the street or neighboring properties, they may be considered appropriate by the Commission.
3. Alternative means should be explored for introducing natural light to the structure's interior and/or conserving heat energy.

E. Chimneys

1. **Retaining Chimneys** Primary chimneys on historic structures are defining characteristics of these buildings. They should not be removed, even if their function is eliminated by modern utilities. Smaller, secondary chimneys may not be so important visually, and the Commission may approve their removal. For maintenance and repair of chimneys, see Masonry section for guidelines, II.A.

F. Commercial Roof Top Additions

1. **Roof Top Additions** for commercial structures are generally a requirement for the installation of roof top mechanical systems. These structures should be placed away from the edges of the building to eliminate or limit visibility from the street. The construction of such structures should not adversely affect any existing architectural details of the structure including such things as historic roof top sky lights. These structures should maintain a low profile and should utilize exterior materials that are compatible with the main structure.