



CITY OF SAUGATUCK HISTORIC DISTRICT COMMISSION

May 6, 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 of the regular meeting of April 1, 2021
4. Public Comments:
5. Unfinished Business:
 - A. 118 Hoffman Street – remove walls
 - B. 248/296 Hoffman Street - Sign
6. New Business:
 - A. 222 (226) Butler Street – Awning
7. Administrative Approvals & Updates:
 - 237 Butler Street – Projecting sign
 - 434 Butler Street – Flat work and ramp
 - 131 Hoffman Street – Sign
 - 129 Griffith Street - Sign
 - 118 Hoffman Street – Roof and sign
8. Communication:
9. Public Comment:
10. Commission Comment:
11. Adjourn:

This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

Join online by visiting:
<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:
(312) 626-6799
-or-
(646) 518-9805

Then enter “Meeting ID”:
269 857 2603

Please send questions or comments regarding meeting agenda items prior to meeting to:
cindy@saugatuckcity.com

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

Saugatuck Historic District Commission Meeting

April 1, 2021, 6:00 PM
Saugatuck City Hall 102 Butler St.

Due to COVID-19 the meeting was held via Zoom.

1. **Call to Order/Roll Call:** Chairman Straker called the meeting to order at 6:02 pm.
Present: Straker, Cannarsa, Davenport, Paterson, Pannozzo
Absent: Lewis, Leo
Others Present: Zoning Administrator Osman, Clerk Wilkinson
2. **Agenda Changes/Additions/Deletions:** None
3. **Approval of Minutes:**
 1. **March 4, 2021** - A motion was made by Patterson, 2nd by Davenport, to approve the regular meeting minutes of March 4, 2021. Upon roll call vote the motion passed unanimously.
4. **Public Comments:** None
5. **Unfinished Business:** None
6. **New Business:**
 - A. **118 Hoffman Street** - remove walls to create a covered outdoor seating area: A motion was made by Patterson, 2nd by Davenport to table the application for the renovation on 118 Hoffman Street, pending additional information including the street view from the front and also the side view, interior treatments of the walls that will be exposed, including window treatments, siding treatments, and ceiling condition, as well as any other supporting structures for the modification. Upon roll call vote the motion carried unanimously.
 - B. **248 Hoffman Street** - A motion was made by Straker, 2nd by Patterson, to deny the application. The commission believes it was originally done by Carl Hoerman. It is of an age where it would/could be contributing. Upon roll call vote the motion carried unanimously.
7. **Administrative Approvals & Updates:** Taverna Rosa Sign Application Approved
8. **Communication:** None
9. **Public Comment:** None
10. **Commission Comment:** None
11. **Adjourn:** A motion was made by Davenport, 2nd by Cannarsa, to adjourn the meeting at 6:32 pm. Upon roll call vote the motion carried unanimously.

Respectfully Submitted,

Erin K. Wilkinson
City of Saugatuck Clerk



Historic District Permit Application

LOCATION INFORMATION	APPLICATION NUMBER _____ - _____
----------------------	----------------------------------

Address 118 heffman st. Parcel Number _____

APPLICANTS INFORMATION

Name Erhan Kara Address / PO Box 1121
City Saugatuck State MI Zip 49453 Phone 832-370 6646
Interest In Project 100% owner E-Mail erhan1972@gmail.com
Signature [Signature] Date _____

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 _____ 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 _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Take out walls (west side) of the old garage and turn it into a patio seating area adjacent to the cafe. Also take out the front and back existing wall and doors to complete the patio seating area. the space is a 10'x20' and currently empty.



Historic District Application

Application # ____ - ____

HISTORIC DISTRICT REQUIREMENTS (SECTION 152.07)

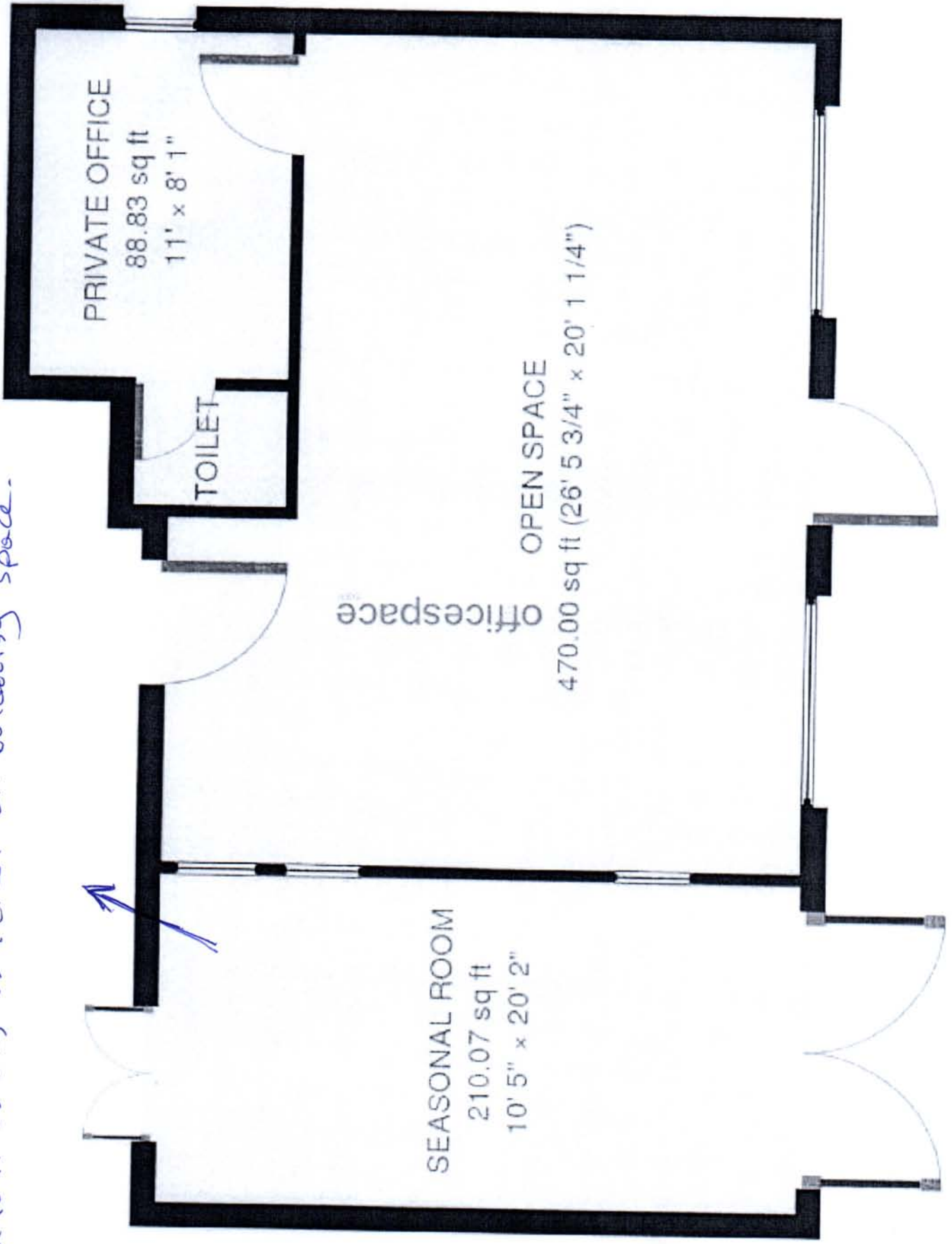
Pursuant to Section 152.07, please attach the following supporting documents when applying for historic district approval if applicable:

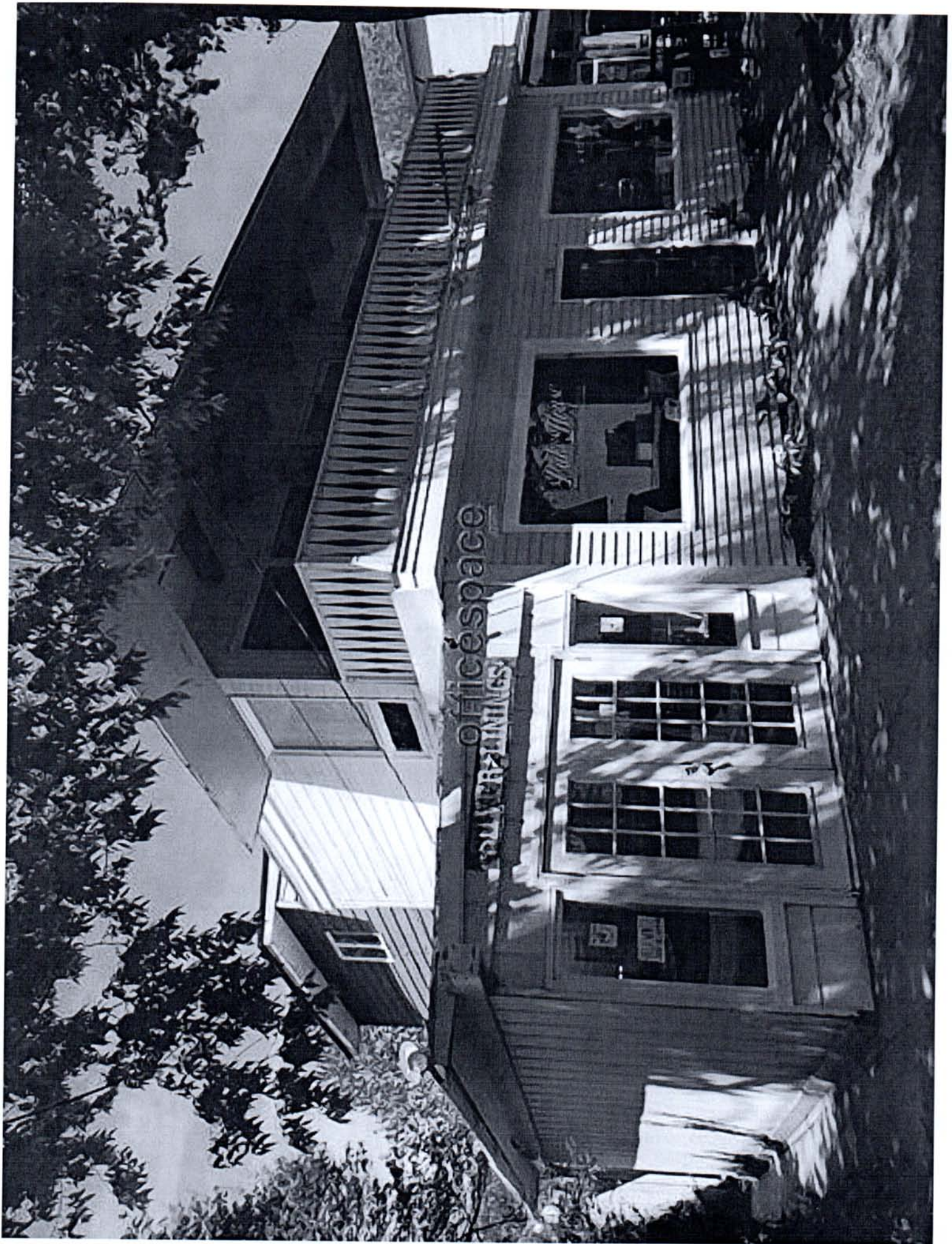
Y N NA

- 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.

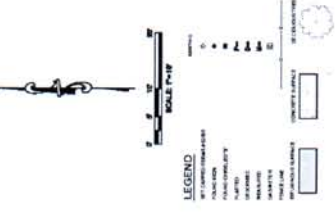
OFFICE USE ONLY:
 Application Complete _____ Fee Paid _____ Date Paid _____
 Notes: _____

I'd like to turn this Seasoned room into an outdoor seating area. So I propose to remove the enclosing walls and doors and keep the roof. If you have another idea for seating, I am open to it as long as I create an outdoorsy space.





ALTA / NSPS LAND TITLE SURVEY

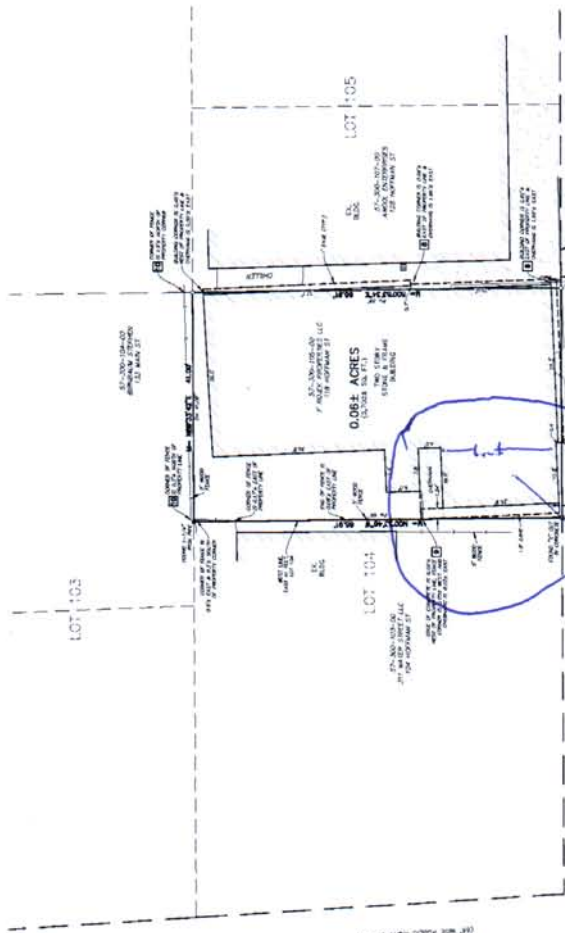


LEGEND

- EXISTING CONSTRUCTION
- PROPOSED CONSTRUCTION
- PROPOSED CURB
- PROPOSED SIDEWALK
- PROPOSED DRIVE
- PROPOSED DRIVEWAY
- PROPOSED DRIVEWAY
- PROPOSED DRIVEWAY
- PROPOSED DRIVEWAY

SURVEYOR'S NOTES

- ALL MEASUREMENTS WERE MADE BY THE SURVEYOR ON THE DATE OF THE SURVEY. THE SURVEYOR HAS REVIEWED ALL RECORDS IN THE AREA. THE SURVEYOR HAS FOUND NO RECORDS IN THE AREA THAT AFFECT THE SURVEY.
- THE FIELD WORK WAS COMPLETED ON FEBRUARY 18, 2020.
- BY DRAWING PLATTING ONLY, THIS PROPERTY IS IN ZONE "C" OF THE FLOOD INSURANCE RATE MAP. AREAS SHOWN TO BE IN AREAS OF ANNUAL FLOODING.
- ADJOINING LOTS AND RECORDS WERE NOT PROVIDED TO THE SURVEYOR BY CLIENT AS SPECIFIED IN REC.
- ADJOINING LOTS AND RECORDS WERE NOT PROVIDED TO THE SURVEYOR BY CLIENT AS SPECIFIED IN REC.
- TOTAL LOT AREA IS 1.08 ACRES (202,000 SQUARE FEET).
- ALL MEASUREMENTS WERE MADE BY THE SURVEYOR ON THE DATE OF THE SURVEY. THE SURVEYOR HAS REVIEWED ALL RECORDS IN THE AREA. THE SURVEYOR HAS FOUND NO RECORDS IN THE AREA THAT AFFECT THE SURVEY.



181
 Keep others below.
 Call before you dig.

a area that needs the outer walls taken out. north, south and west walls will be taken out, but the roof will remain, along with supporting pillars at the corners

DRIEBENCA ASSOCIATES, P.C.
 Engineering
 Surveying
 Testing

118 Hoffmann Street
 Ann Arbor, MI 48106-1901
 734-769-1100

118 HOFFMAN STREET
 ANN ARBOR, MI 48106-1901
 SECTION 09, TOWNSHIP 35 NORTH, RANGE 06 WEST, MICHIGAN 49406

REVISIONS

NO.	DESCRIPTION	DATE

ALTA/NSPS LAND TITLE SURVEY

Project No. 2019-001
 Date 02-18-2020
 Surveyor 11802734
 Plate No.

V-101
 1 of 1

CERTIFICATION

I DO HEREBY CERTIFY THAT I AM A LICENSED SURVEYOR IN THE STATE OF MICHIGAN AND THAT I AM THE SURVEYOR OF RECORD FOR THIS SURVEY. I HAVE REVIEWED ALL RECORDS IN THE AREA AND HAVE FOUND NO RECORDS THAT AFFECT THE SURVEY.

[Signature]
 DATE: FEBRUARY 18, 2020

THE FIELD WORK WAS COMPLETED ON FEBRUARY 18, 2020.





MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Cindy Osman
Zoning Administrator

DATE: April 1, 2021

RE: **Application P-HIS-21009; 118 HOFFMAN ST**

BOARDWALK CAFE LLC is requesting approval for the remove the walls from the former garage addition to create an outdoor covered patio for food service.

Background: The 2010 memo from Williams and Works identifies this property as a non-contributing resource. On May 13, 2009 the HDC approved the following work: Install new shingles on roof, reroofing. Replace rotted fascia boards Install aluminum soffit, repair existing gutters, cold mop tar on flat roof area, and install hardy board or cedar fascia.

In May of 2010 the HDC approved a new façade and removal of flower boxes.

Various signs in 2010, 2011, and 2013.

Install metal roofing at rear in 2012.



102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com

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

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.

Comment: this will change the façade, but not necessarily in a detrimental way.

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.

Possible Motion:

I move to approve/deny the removal of walls at 118 Hoffman Street as submitted/modified/with conditions subject to approval by the Building Inspector.





Mastercraft® Nova 32"W x 80"H Primed Steel Half Lite Exterior Door Only

Model Number: 4096786 | Menards® SKU: 4096786



Obscurity Rating



Online Price

EVERYDAY LOW PRICE

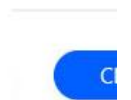
11% MAIL-IN REBATE

FINAL PRICE

You Save \$34

Nominal \$

Qty:



Panel - Fr



Koorey Creations
• Handcrafted Jewelry •
• Extraordinary Gems •





127
UNCOMMON
Coffee Roasters

ESTABLISHED 2014

Walk-Up
Window
←

PROTECT OUR COMMUNITY
PROTECT OUR BUSINESSES
**PLEASE WEAR
A MASK!**

The
to drink
NOW!
Come in
and get
our
Pasture
Perfect
Smoothies
Fresh



125

25



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Cindy Osman
Zoning Administrator

DATE: April 1, 2021

RE: Application PSIGN 21 002; 248/296 HOFFMAN ST

Sarah Gladstone, on behalf of the First Congregational Church of Saugatuck is requesting approval for the replacement of a permanent free standing sign per drawing and application

Background: According to "Raising the Roof" this was Saugatuck's first church and was started in 1861 but construction was interrupted by the Civil War. It was used unfinished for a time, and in 1890 an addition was added, and siding was changed to stucco. In 1938 the stucco was removed or covered by the brick veneer and the tower and entrance modified.



Standards:

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.

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.

9. **Sign Lighting** Lighting of signs should be done through external means. Internally illuminated signs are generally considered inappropriate.

Possible motion:

I move to approve/deny the request to replace the sign at the First Congregational Church at 248/296 Hoffman Street as submitted/modified.



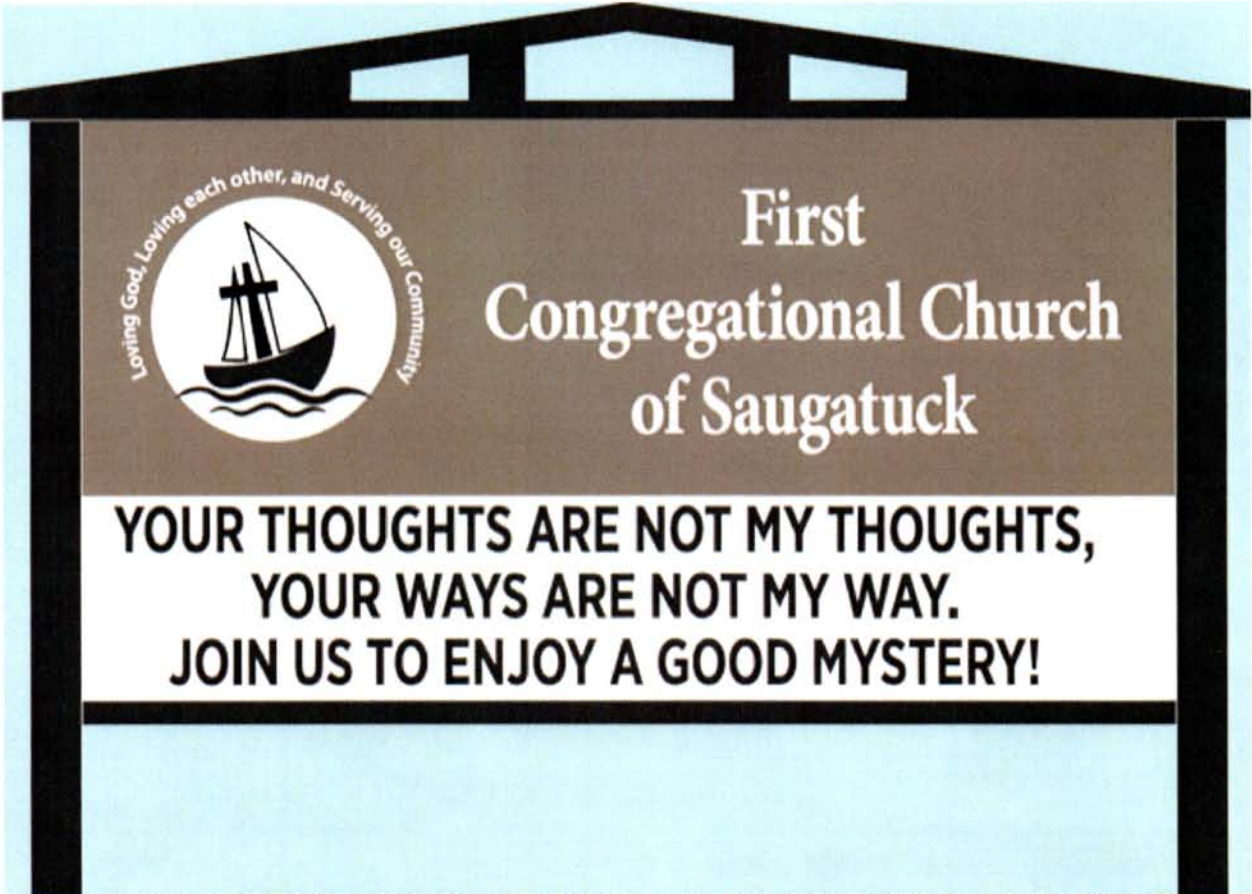
Historic District Permit Application

LOCATION INFORMATION **APPLICATION NUMBER** _____

Address _____ Parcel Number _____

APPLICANTS INFORMATIONName _____ Address / PO Box _____
City _____ State _____ Zip _____ Phone _____
Interested in Project _____ E-Mail _____
Signature _____ Date _____**OWNERS INFORMATION (if different from applicants)**Name _____ Address / PO Box _____
City _____ State _____ Zip _____ Phone _____
I hereby authorize the City of Saugatuck to authorize or make the application for approval with all the agent and we agree to perform it in accordance with the regulations of the City of Saugatuck. I understand that the City of Saugatuck will not authorize the application if there is a need to the property to make a correction, better during and after the proposed work is completed.
Signature _____ Date _____**CONTRACTORS/ DEVELOPERS INFORMATION (UNLESS PROPOSED WORK IS TO BE DONE BY THE PROPERTY OWNER)**Name _____ Contact Name _____
Address / PO Box _____ City _____
State _____ Zip _____ Phone _____ Fax _____
License Number _____ Expiration Date _____**PROPERTY INFORMATION**Depth _____ Width _____ Size _____ Zoning District _____ Current Use _____
Check all that apply: Waterfront _____ Dunes _____ Vacant _____**PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)**

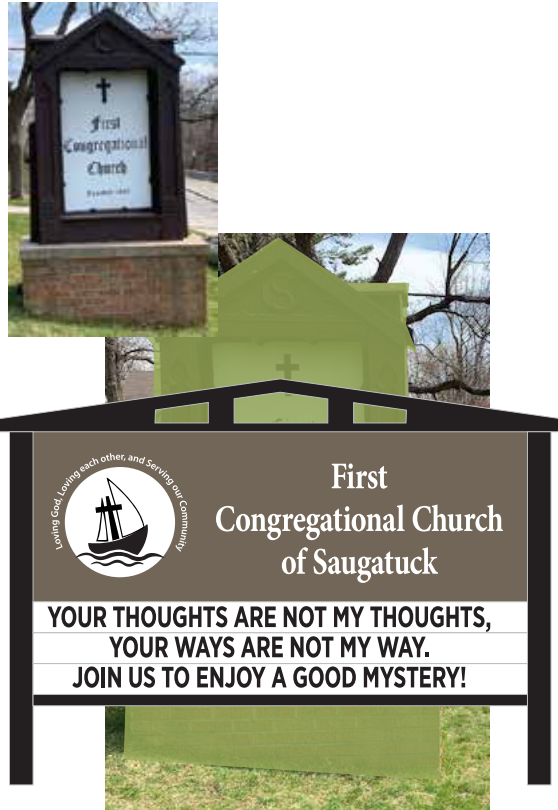
140 Butler Street • P.O. Box 86 • Saugatuck, MI 49855
Phone: 269-837-3463 • Website: www.saugatuckmi.com



OPTION 2
Side Yard
perpendicular
to street



OPTION 3
Side Yard
parallel to
street



OPTION 1
Replace existing sign



OPTION 4
Wall facing
street

**First Congregational Church
of Saugatuck**
Alternative locations
new sign



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Cindy Osman
Zoning Administrator

DATE: May 6, 2021

RE: **Application 222 (226) Butler Street**

Maria Miller, on behalf of BrookLyn's is requesting approval for the installation of an awning at 222 Butler Street. The awning, as much as possible will match the awning in size shape and color that is at 226 Butler Street.

Background: This property was identified in a memo from Williams and Works 2010 as a contributing resource. A window and door replacement was approved by the HDC in 2003. Over the years there have been awning over this tenant space of different styles. The polaroid shows an awning in 1985 (before the windows and doors were replaced) and the "Madisons" photo is from 2003 and used the same frame as the 1985 photo.





57-300-147-00

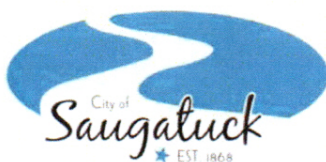
226 BUTLER ST

2003-1



Standards: If the Commission agrees that the structure is contributing, Section II F 5, of the *Local Guidelines regulating additions would apply. It states the following:*

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.



Sign Application

LOCATION INFORMATION **APPLICATION NUMBER** _____ - _____

Address 222 (226) Butler Parcel Number 300-147-00

APPLICANTS INFORMATION

Name Maria Miller Address / PO Box 6458 135th Ave.
City Saugatuck State MI Zip 49453 Phone (818)288-5909
Interest In Project _____ E-Mail mbm4@yahoo.com
Signature Lauren Jala Date 4-5-2021

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Lynn Marro Address / PO Box 147 Water Box 5
City Saugatuck State MI Zip 49453 Phone 713-350-2933

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 4-7-2021

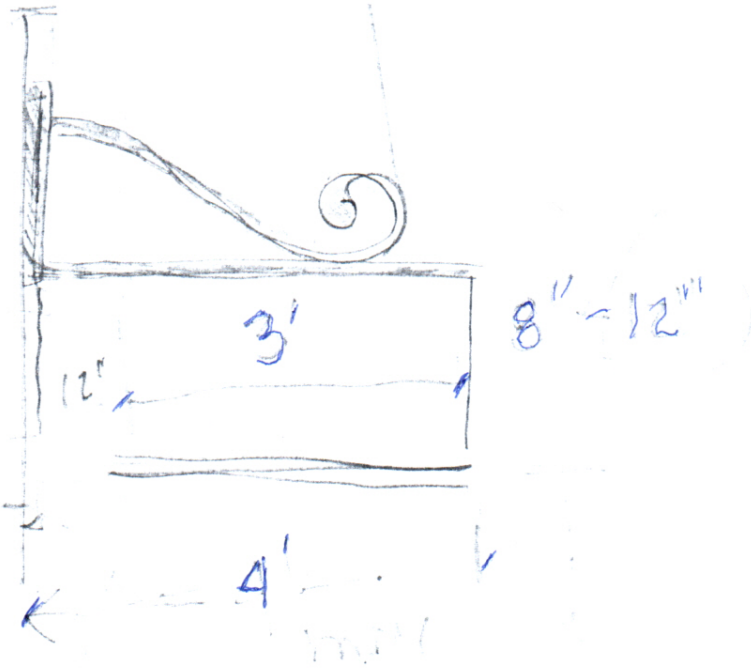
PROPERTY INFORMATION

Building Width 30 Property Width _____ Current Use _____
Historic District contributing

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Permanent Temporary _____ Attached _____ Detached _____
Proposed Size(s) _____ Illumination _____ Dates to be displayed _____

Further Comments: BrookLyn's Projecting - 12" x 36"
Wall 12" x 18"
Silver Leaf. w Black background

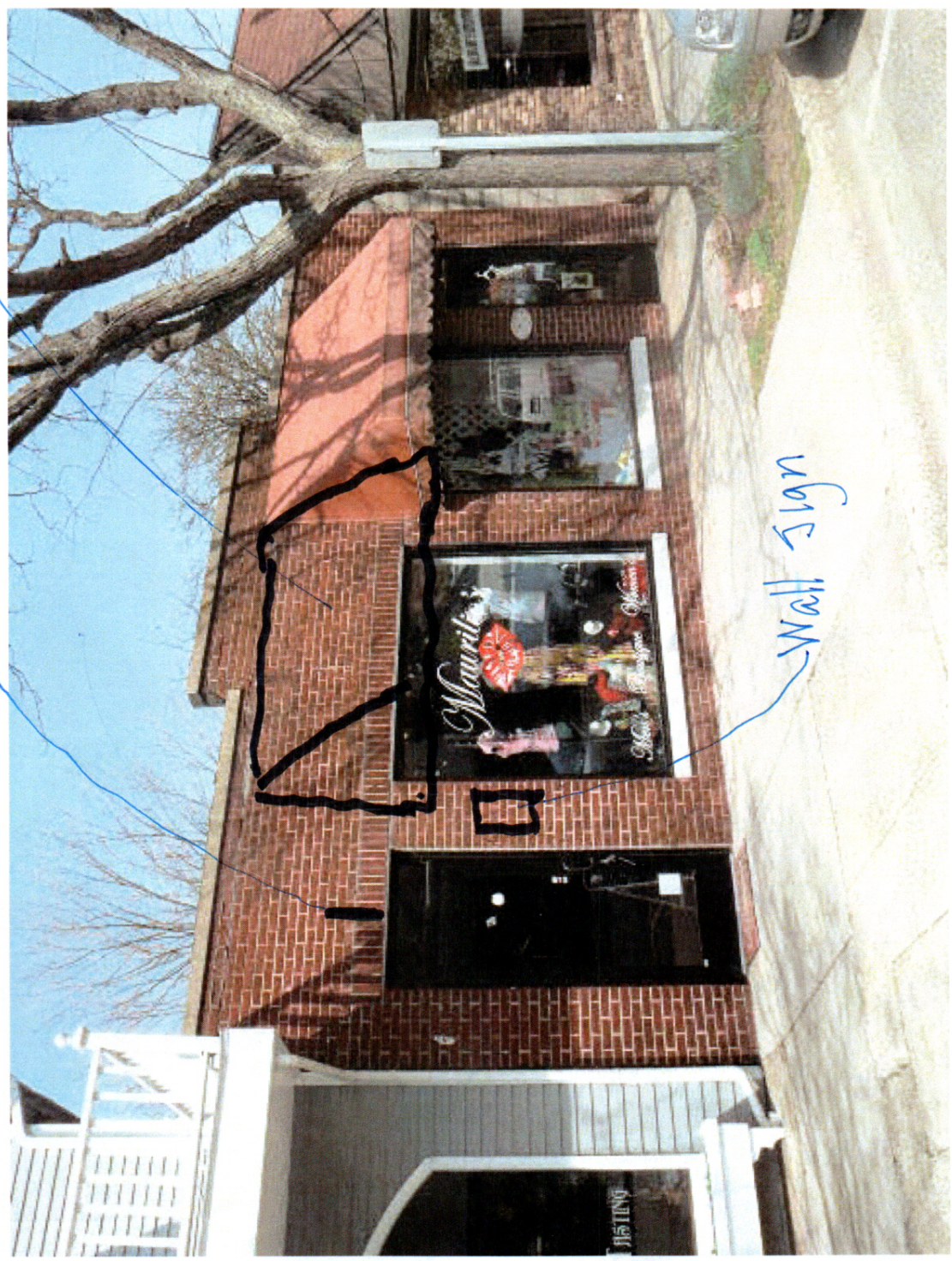


82

Brook Lyn's

Bar
with
little
Market
at
Amming
Market
of

Projecting



Wall sign