



**City of Saugatuck  
Historic District Commission**

**Meeting Minutes June 1, 2023, 6:00 PM**  
Saugatuck City Hall  
102 Butler Street

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

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

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

**Others Present:** Director of Planning, Zoning and Project Management Cummins & Deputy Clerk/DPW Admin. Assistant Williams.

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

**Approval of Minutes for May 4, 2023:**

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

**Public Comments:** None.

**Unfinished Business:** None.

**New Business:**

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

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

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

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

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

*No: None.*

*Absent: Commissioners Lewis & Panozzo.*

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

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

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

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

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

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

**Administrative Approvals & Updates:**

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

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

**Communication:** None.

**Public Comment:** None.

**Commission Comments:** None.

**Adjourn:**

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

Respectfully Submitted by

Sara Williams,

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Deputy Clerk