



City of Saugatuck
Historic District Commission
Meeting Minutes February 1, 2024, 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 Paterson, Commission members: Cannarsa, Donahue, Gardner, Godfrey & Leo.

Absent: None.

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

Agenda Changes/Additions/Deletions: None.

Approval of Minutes for January 4, 2024:

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

Public Comments:

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

Unfinished Business: None.

New Business:

A. 685 Lake St. - Renovate Accessory Building:

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

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

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

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

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

B. 311 Water St - Outdoor Dining Area:

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

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

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

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

C. 449 Water St - Outdoor Dining Area:

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

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

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

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

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

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

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

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

The Planning Commission recently approved a special land use request and associated site plan for restaurant use, expanded outdoor dining areas, and service of alcoholic beverages. Among other things, approval was conditioned upon HDC approval.

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

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

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

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

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

E. New Trash Can and Recycling Pilot:

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

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

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

F. 2024 Goals:

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

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

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

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

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

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

Administrative Approvals & Updates:

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

Communication:

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

Public Comment:

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

Commission Comments: None.

Adjourn:

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

Respectfully Submitted by
Sara Williams,

Deputy Clerk