



HISTORIC DISTRICT COMMISSION

August 3, 2023 - 6:00PM
Saugatuck City Hall
102 Butler St. Saugatuck, MI 49453

1. **Call to Order**
2. **Roll Call**
3. **Agenda Changes/Additions/Deletions**
4. **Approval of Minutes:**
 - A. Minutes of Regular Meeting held on July 6, 2023
5. **Public Comments on Agenda Items** (*Limit 3 Minutes*)
6. **Unfinished Business:** None
7. **New Business:**
 - A. 333 Lucy - Renovations to the enclosed front porch, removal of non-original sliding doors, installation of double-hung windows, installation of a porch side entry door, and replacement of front porch stairs. **(Pg. 6)**
 - B. Waterfront Initial Assessment Report – Discussion and Feedback **(Pg. 21)**
8. **Administrative Approvals & Updates:**
 - A. 647 Butler – Rear Yard Patio
 - B. 790 Lake – Rear Yard Deck
 - C. 109 Butler – Sign
 - D. 245 Spear – Patios
 - E. 133 Butler - Sign

NOTICE:

This public meeting will be held in-person. The public can join via Zoom video/audio conference technology.

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

(312) 626-6799

-or-

(646) 518-9805

Then enter “Meeting ID”:

269 857 2603

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

9. Communication: None

10. Public Comments (*Limit 3 Minutes*)

11. Commission Comments

12. Adjourn (*Voice Vote*)

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



**City of Saugatuck
Historic District Commission**

Meeting Minutes July 6, 2023, 6:00 PM

PROPOSED

Saugatuck City Hall
102 Butler Street

Call to Order/Roll Call: Chair Straker called the meeting to order at 6:04 p.m.

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

Absent: Commission members Lewis.

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 June 1, 2023:

Motion by Leo, second by Donahue, to approve the June 1, 2023, meeting minutes. Upon voice vote, the motion carried 6-0.

Public Comments: None.

Unfinished Business: None.

New Business:

A. 727 Butler – Window replacement, new siding, porch work, metal roof, replacement of concrete stairs, soffit repair, and construction of a second story accessory (ADU) over the existing garage. (Voice Vote)

The applicant proposes a comprehensive exterior renovation of the existing dwelling, including replacing windows, new siding, porch roof repair, metal roof, replacement of concrete stairs, enclosing a small porch area and rearranging nearby windows, soffit repair, and the construction of a second-story accessory dwelling unit

(ADU) over the existing garage.

Director of Planning & Zoning Ryan Cummins said that he would present the application and explained to the Commissioners that this application is Commissioner Pannozzo's and he recognizes that there is a conflict and that he can't participate in the deliberations or the actual vote. He noted that Pannozzo would present his application from the podium as would any other applicant.

A motion was made by Straker, second by Paterson to approve the following elements of the application for 727 Butler Street.

On page 37 (of the 7/6/23 meeting packet)

-Replacing the left front porch, which is currently a three-panel window, replacing it with four panels of three over one, simulated divided light, to match the spec in the application. All other windows on the main house remain original with rebuilt wooden storm windows.

On page 38 (of the 7/6/23 meeting packet)

-No replacement of any windows. Remain three over one with rebuilt new wooden storm windows to match the profile.

On page 40 (of the 7/6/23 meeting packet)

-Replacing one window and one exterior door. The replaced window will match the existing window three over one. The door will be site built-in wood to match the wooden storm windows and a wooden door behind. The porch is completely enclosed and clad and the approved LP smart siding.

On page 39 (of the 7/6/23 meeting packet)

-Upper two windows remain original three over one with custom wood storms, lower left window remains original but gets moved to the left proportionally to the addition. Three new windows according to the spec, three over one, clad windows will be replaced on the side elevation of that garage.

Materials

-Will be LP smart siding in the same profile as the original wood siding as depicted in the application using page 27 (of the meeting packet) as an example.

-All the original cedar shake will remain on the upper half of the house.

-All soffits and gutters replaced with same LP material gutters are replaced like as with OG style profile.

Concrete Stoop

-If the applicant wants to replace concrete stoop, anything other than what's there, will come back for commission approval on that profile, material, and placement.

Roof

*-Roof is approved as submitted with the exception of no panel screw down metal roof.
It needs to be true standing seam.
-Roof will be black in color.*

Tabled:

*Applicant will come back on the front elevation to reconcile the current sliding window to be replaced with three over one units or a simulated garage door.
Tabling approval of the ancillary structure of the garage until the applicant has a proper survey showing placement mass and scale in relation to the neighbors and to the contributing structure that it sits behind.*

The motion carried 5-0.

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

No: None.

Abstained: Pannozzo

Absent: Commissioner Lewis.

Administrative Approvals & Updates:

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

- A. 246 Culver – Flowerboxes
- B. 129 Griffith #101 - Sign

Communication: None.

Public Comment: Brooks Twist – Discussed a new project for a brew pub and distillery at 246 Culver. He hopes to have application in by July 17th, to be able to present at the August or September meeting.

Commission Comments: None.

Adjourn:

*Motion by Leo, second by Cannarsa to adjourn. Upon voice vote, motion carried 6-0.
Chair Straker adjourned the meeting at 7:20 p.m.*

Respectfully Submitted by
Sara Williams,

Deputy Clerk



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: David M. Jirousek, AICP
Consulting Planner

DATE: July 31, 2023

RE: Historic District Permit Application: 333 Lucy

REQUEST: The applicant proposes renovations to the enclosed front porch, including the removal of five (5) non-original sliding doors, installation of nine (9) double-hung windows, installation of a porch side entry door, and replacement of the front porch stairs.

BACKGROUND: The property is located in the Community Residential (R-1) zoning district. The lot is approximately 66 feet wide and 132 feet deep (8,712 square feet), and a single-family detached home exists on the site. Known as the Singapore House, the subject building is a contributing Italianate structure built in 1868.

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

COMPLETENESS REVIEW: All applications to construct, alter, repair, move, or demolish any structure or install or alter any signage or fence structure in a historic district shall include the supporting plans and documents as specified by § 152.07 B. The applicant submitted pictures of the existing home, concept elevations, and a 3D model.

I. KEY ELEMENTS: The City previously approved a rear attached garage with a rooftop deck. All of the sliding doors on the home are not original, so this project will bring the building façade back to a more traditional and historic appearance while not creating a false sense of history.

II. PRIMARY STRUCTURES:

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

A. Materials, Maintenance, and Substitutes

1. *Original Materials- On contributing resources, original materials shall be used for repairs and additions wherever feasible. (Note: Existing substitute siding or trim may be repaired with the same substitute materials without review, if less than 25% of the material needs to be replaced.)*

Comment: This guidance is not applicable as the five (5) sliding doors are not original to the home.

2. Maintenance

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

Comment: Not applicable.

3. *Retaining Wood Features- Wooden features that contribute to the overall historic character of a building and a site should be retained and preserved. These features include, but are not limited to, such functional and decorative elements as siding, shingles, shakes, cornices, architraves, brackets, pediments, columns, balustrades, other architectural trim, porch ceilings, floors and facia.*

Comment: It does not appear that the original siding will be impacted as part of the project.

4. Replacing Wood Features

- a. *If replacement of an entire wooden feature is necessary, it should be replaced in kind, matching the original design, dimension, detail, material and texture. Compatible substitute materials should be considered only if using the original material is not technically feasible.*
- b. *If replacement of a deteriorated detail or element is necessary, replace only the deteriorated detail in kind rather than an entire feature.*
- c. *If a wooden feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in profile, scale, size, material and texture with the historic building and district.*

Comment: Significant wood features will not be removed or replaced. It does not appear that the original siding will be impacted as part of the project. Wood or composite siding is proposed to match the siding on rest of the structure.

5. *Substitute Materials*

- a. *The use of substitute siding or trim in any form on an existing building is not recommended. Substitute siding or trim rarely replicates the dimensions or appearance of original materials*
- b. *Cast, molded, composite or synthetic architectural details and exterior materials may be used on existing structures if the original product is no longer available and if such application would not eliminate any architectural details. Such materials shall be permitted in new construction.*
- c. *In order to qualify for the exceptional approval of substitute materials on an existing building, the application must meet the following tests:*
 - 1. *the substitute material will replace other substitute material on the structure; and*
 - 2. *the cost of restoring the original material is unreasonable, judged in relation to*
 - 3. *the finished value of the property; and/ or*
 - 4. *the original materials (or other suitable alternatives), or the skills necessary to apply those materials are unavailable; or*
 - 5. *there is an emergency (probably temporary) need to provide the material in a time period which does not allow use of the original material (or other suitable alternative).*

- d. *Where substitute material replaces other substitute material, the siding installation should not eliminate any architectural details.*
- e. *On existing structures, the first-time application of vinyl or aluminum siding is not permitted. The use of vinyl or aluminum siding is also not permitted on new structures.*

Comment: A smooth style of composite or wood is proposed for the replacement siding (horizontal). The intent is to match the remaining siding on the home.

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

Comment: Not applicable.

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

Comment: Not applicable.

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

Comment: Not applicable.

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

in kind is always preferable to using substitute material. The reactions between dissimilar metals limit the options of patching one metal with another.

Comment: Not applicable.

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

Comment: Not applicable.

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

Comment: The proposed windows are of a traditional design consistent with historic buildings but not an attempt to create a false historical appearance. In general, materials seem to be consistent with the historical appearance but do not portray a false historical appearance.

B. Coatings and Colors

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

Comment: The siding and window trim is proposed to be white, consistent with the rest of the structure.

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

Comment: Not applicable.

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

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

Comment: Not applicable.

C. *Roofs, Parapets, and Gutters*

Comment: Not applicable.

D. *Doors and Windows*

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

Comment: Only non-original sliding doors will be replaced with new windows. The sliding doors have no historic value to the structure.

2. *Replacing Windows and Doors*

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

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

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

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

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

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

Comment: Nine (9) double-hung windows are proposed for the front porch, each with 3-D mullions.

E. Porches, Steps and Entries

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

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

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

RECOMMENDATION: If the HDC determines that the applicable standards of the Historic Preservation Review Guidelines are met, the following motion may be used. However, the applicant should provide additional details on the following:

1. Replacement window specification sheets for the proposed windows.
2. Description of existing siding and the final proposed replacement siding.

I move to approve renovations to the structure at 333 Lucy Street, including the removal of five (5) non-original sliding doors, installation of nine (9) double-hung windows, installation of a side entry door, and replacement of the porch stairs, in accordance with the plans and details submitted within the application materials. Approval shall be subject to the following conditions (if applicable):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Commission Review Fee: \$250
Administrative Review Fee: \$50



Historic District Permit Application

LOCATION INFORMATION **APPLICATION NUMBER** _____ - _____

Address 333 Lucy Street, Saugatuck MI 49453 Parcel Number 57-208-038-00

APPLICANTS INFORMATION

Name Maureen Hayes Address / PO Box 333 Lucy Street
City Saugatuck State MI Zip 49453 Phone 248-514-5643
Interest In Project Owner E-Mail mhayes@rassini.com
Signature *Maureen Hayes* Date 7/13/2023

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____
City _____ State _____ Zip _____ Phone _____
E-Mail _____

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature *Maureen Hayes* Date _____

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

Name Innovations Custom Homes Contact Name Kyle Hondorp
Address / PO Box 9354 Hanna Lake Road City Caledonia
State MI Zip 49316 Phone 616-204-2459 Fax _____
E-Mail _____
License Number 2102216871 Expiration Date 5/31/2026

PROPERTY INFORMATION

Depth 132 Width 66 Size .2 acres Zoning District RES-R1 Current Use residence
Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

On the front porch, owner proposes to remove 5 existing sliding doors and replace them with
9 new double-hung windows and a new french door.
Existing steps to entrance would also be replaced.



333 LUCY STREET



DESIGN:
**NORTH MAIN
DESIGN
(312) 636-3970**

SHEET TITLE:
EXTERIOR

PROJECT DESCRIPTION:
**HAYES/BERARD RESIDENCE
333 LUCY STREET
SAUGATUCK, MI 49453**

CONSTRUCTION:

DATE:

7/12/2023

SCALE:

N/A

SHEET:

A-1



333 LUCY STREET



DESIGN:
**NORTH MAIN
DESIGN
(312) 636-3970**

SHEET TITLE:
EXTERIOR

PROJECT DESCRIPTION:
**HAYES/BERARD RESIDENCE
333 LUCY STREET
SAUGATUCK, MI 49453**

CONSTRUCTION:

DATE:
7/12/2023

SCALE:
N/A

SHEET:
A-2



METAL-CLAD
DOUBLE-HUNG
WINDOWS WITH
3-D MULLIONS

SMOOTH COMPOSITE
OR WOOD SIDING TO
MATCH EXISTING

NEW WOOD
STAIRS & RAILING

NORTH ELEVATION



DESIGN:
**NORTH MAIN
DESIGN**
(312) 636-3970

SHEET TITLE:
**NORTH
ELEVATION**

PROJECT DESCRIPTION:
**HAYES/BERARD RESIDENCE
333 LUCY STREET
SAUGATUCK, MI 49453**

CONSTRUCTION:

DATE:

7/12/2023

SCALE:

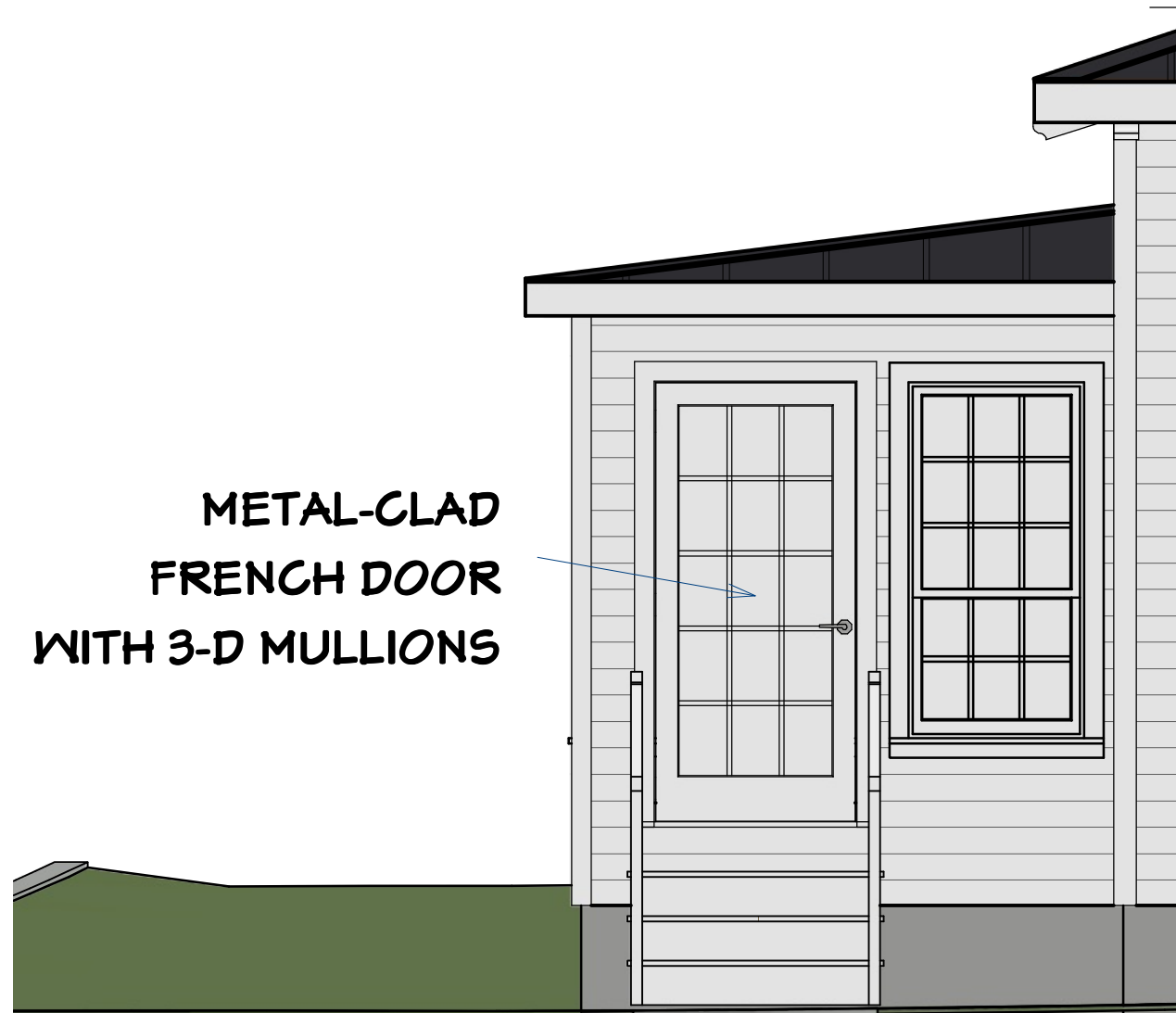
N/A

SHEET:

A-3



EAST ELEVATION



WEST ELEVATION



DESIGN:
**NORTH MAIN
DESIGN
(312) 636-3970**

SHEET TITLE:
**EAST & WEST
ELEVATIONS**

PROJECT DESCRIPTION:
**HAYES/BERARD RESIDENCE
333 LUCY STREET
SAUGATUCK, MI 49453**

CONSTRUCTION:

DATE:

7/12/2023

SCALE:

N/A

SHEET:

A-4



PERSPECTIVE VIEW



DESIGN:
**NORTH MAIN
DESIGN
(312) 636-3470**

SHEET TITLE:
**PERSPECTIVE
VIEW**

PROJECT DESCRIPTION:
**HAYES/BERARD RESIDENCE
333 LUCY STREET
SAUGATUCK, MI 49453**

CONSTRUCTION:

DATE:

7/12/2023

SCALE:

N/A

SHEET:

A-5



PERSPECTIVE VIEW



DESIGN:
**NORTH MAIN
DESIGN
(312) 636-3970**

SHEET TITLE:
**PERSPECTIVE
VIEW**

PROJECT DESCRIPTION:
**HAYES/BERARD RESIDENCE
333 LUCY STREET
SAUGATUCK, MI 49453**

CONSTRUCTION:

DATE:

7/12/2023

SCALE:

N/A

SHEET:

A-6

Memorandum

To: City of Saugatuck Planning Commission
Date: July 17, 2023
From: David M. Jirousek, AICP
RE: Waterfront Regulation Report #1- Character, Development, and Zoning

Overview

Waterfront development and building concerns along Water Street and Park Street led to the initiation of a waterfront regulation assessment project. The City's objective is to assess land use regulations applicable to this area and update the Zoning Ordinance to ensure adequate riverfront character protection related to development and redevelopment. This initial discussion report is the first of two, with background information and other considerations. A final report will be formalized for the August Planning Commission with additional zoning analysis, best practices, a summary of public input, and final zoning recommendations.



Character Assessment

This section assesses the character of existing buildings and land uses within the area of study (see Exhibit #1). Within this assessment, factors such as land use, building siting and placement, building design and architecture, building frontage type, parking availability, and pedestrian accommodations are considered.

The study area is situated along the Kalamazoo River, with the downtown on the east side and the Resort Districts/Peninsula on the west side. While the east side study area is part of the City's vibrant downtown area, the west side is a quieter neighborhood and primarily consists of multi-family buildings along Park Street and several boat lots.

East Side

The waterfront area along Water Street includes an eclectic mix of buildings and architectural designs and waterfront parks, boardwalks, and boat slips. Most of the land uses are commercial, including retail, offices, restaurants, and accommodations. The newer buildings include The Butler restaurant's open-air building and the Saugatuck Landings Luxury Suites and Marina. The area is generally walkable, with some notable gaps in the sidewalk network.

Architecture

The architectural character includes a significant range of building age and style. The Sergeant Marina Condominium was built in 1978, and units are oriented toward the waterfront. The Butler Restaurant building was built in 1960, and its newer two-story open-air building was constructed within the last two years. These buildings are one to two stories, two with walk-out lower levels.

Moving north, beyond Cook Park and the Singapore Yacht Club parking lot, is the Coral Gables Restaurant, a three-story building with a gambrel roof. Along with the one-story Annex take-out restaurant, coffee shop, and bakery, these businesses also include outdoor space for dining. Beyond that is a residential-scale two-story building with an Italianate style and the Dockside Market Place, a multi-tenant warehouse-style building. The warehouse building style is the only of its kind in the study area.

North of Wicks Park is the Ship 'n Shore Hotel. While the covered primary entryway faces Water Street, the rest of the hotel appears to be the rear of the building with no significant architectural features. North of the Ship 'n Shore includes additional bed and breakfast accommodations, with a complex of residential-scale buildings with gable, hip, and shed roofs making up the Bayside Inn – Harbor House.

The next buildings include Big Lake Outfitters, a one-story flat-roof building, and the River Market and Deli, a one-and-a-half-story building with a gable roof. Just north of the boat launch is the Star of Saugatuck building, a two-story multiple-use building with a gable roof.

Saugatuck Landings Luxury Suites and Marina is a newer two-story building that includes rental dwelling units. Just north of the marina is the Demerest Shanty and the Old Boat House. These buildings accommodate additional dining opportunities, exhibits, and boat rentals, and are one-story structures with gable roofs.

As observed, there is a significant range in building type and a variety of commercial and residential land uses. However, there are a few common themes. The majority of buildings have gable roofs and are one to two stories in height. However, a few gambrel, hipped, and flat roofs were observed. While several buildings have walk-out lower levels, they are not evident from the front of the building when considering visual impact, bulk, and scale.

Most buildings are drawn close to the right-of-way, aside from the Ship 'n Shore Hotel with its associated front parking lot and The Butler, with a front lawn area. However, The Butler is drawn close to the Griffith Street right-of-way.

Water Access

From the south end of the study area behind the Sergeant Marina Condominium, there are boardwalks or concrete walkways all the way to the north end of Wicks Park, a distance of approximately one-half mile. While open, the boardwalk along the Singapore Yacht Club parking lot is noted as private property. The remaining 2/10th of a mile is private, with water access for customers, renters, guests, and owners.

Sidewalks/Pathways

Sidewalks and crosswalks exist along Culver and Water Streets from the south end of the study area to The Butler restaurant. Sidewalks are not present along Cooks Park and the Singapore Yacht Club parking lot. Sidewalks then stretch from Coral Gables to the Star of Saugatuck building. The only striped crosswalk is located crossing Hoffman Street.

Parking

There is on-street parking available along Water Street for the entire study area. Also, it should be noted that the only front on-site parking is located at the Ship 'n Shore Hotel, and the only front-loaded garage is located at the Saugatuck Landings Luxury Suites and Marina.

Building Frontages and Water Views

The widths of most buildings do not span the entire property frontage, with the exceptions of the Ship 'n Shore Hotel and the Saugatuck Landings Luxury Suites and Marina. The width of the hotel blocks views of the water from the right-of-way for the entire frontage, while the marina includes an open corridor between two components of the building. While some smaller buildings may be almost as wide as their associated lot frontage, the impact is much lesser due to building height, road-end/right-of-way views, or separation from adjacent buildings.

West Side

The west side of the Kalamazoo River within the Resort District zoning designation is a significantly different environment than the east side. There are three primary properties with buildings within this study area. These properties include, from south to north, a larger marina property with an aging residential structure (Casa Loma), one relatively new multi-family building, and one older multi-family building.

Architecture

The Casa Loma property includes what appears to be two residential buildings, which at times has been a short-term rental. Moving north are boat lots and parking areas, followed by a multi-tenant building. This building appears to be three levels. However, it is a split-level design with less visual impact. The roof varies with gable end sections and hipped sections with multiple roof-top and side porches. North of this building is an older multi-family building with a flat roof and a flat rear deck area.

Water Access

The City owns two small parcels along the waterfront, with one being the chain ferry stop. All other waterfront access is private.

Sidewalks/Pathways

Park Street does not have sidewalks or pathways, and the shoulders are narrow. Pedestrians and cyclists must share the road or walk off of the paved surface.

Parking

Aside from the Casa Loma property with on-site parking, all other properties have parking along the street frontage between the buildings and the right-of-way. Most of the properties are narrow and have no other parking option besides in front of the principal buildings.

Building Frontages and Water Views

Due to the number of boat lots and docks, there are ample water views. However, both multi-family building widths take up most of the building frontage.

Conclusion

While there is an eclectic mix of building types and designs within the project area, understanding the current character is essential when considering new regulations. Zoning regulations may allow for a similar character of buildings or, in some cases, a complete transformation, intended or unintended.

Based on initial survey responses, it appears that participants prefer buildings in the one to two-and-a-half-story range. Further, participants preferred more traditional architecture than modern, with pitched roofs. Although some newer buildings may not be preferred, the general sense from the survey as it relates to the existing character is that participants prefer and appreciate the current conditions rather than supporting a transformation of the study area.

Development Assessment

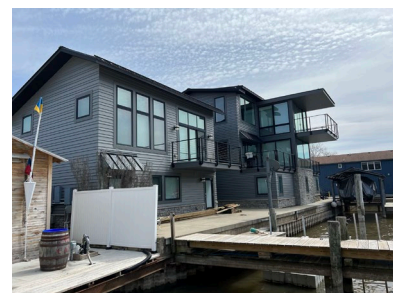
The project area includes a variety of redevelopment opportunities, while other sites will likely remain in their present states for years to come. Recently developed properties or those with significant investments in improvements are less likely to be redeveloped. In contrast, properties that have not maximized their development potential or have aging structures may have a higher likelihood of redevelopment. Vacant land or lands with parking lots could also have a higher development potential.



Potential Development Site



Potential Redevelopment Site



Recent Development Site

Please note that this assessment does not consider the owners' intentions, historical attributes, significance in the community, or other unknown information. It should be considered a general assessment of development potential for planning purposes only.

East Side Property Assessment				
Address/Name	Year Built	Lot Size	Potential	Comments
64 th Griffith Street <i>Sergeant Marina Condominium Building</i>	1978	0.62	Low	Numerous owners involved would significantly lower redevelopment potential.
64 th Griffith Street <i>Sergeant Marina Condominium Parking Lot</i>	--	0.96	Low	Although there may be restrictions in the Master Deed, surface parking lots are commonly redeveloped. However, development could block views from owners' units.
40 Butler Street <i>The Butler Restaurant</i>	1960 & 2022	0.45	Low-Mid	The site is primarily built-out. However, the principal structure is 63 years old. Given the age, there could be a higher possibility of redevelopment than otherwise assumed.
48 Water Street <i>Singapore Yacht Club Parking Lot</i>	--	0.64	High	Given the waterfront location, lot size, and the existence of a surface parking area, the lot has a high potential for development.
220 Water Street <i>Coral Gables and Annex</i>	1900 (main building)	0.75	High	The location and size of the property and the building's age give this property a higher redevelopment potential.
326 Water Street	1950	0.18	Low-Mid	While the location is attractive, the lot area is smaller, and the condominium ownership could complicate redevelopment.
340-360 Water Street <i>Dockside Market Place</i>	1998	0.79	Low	A newer building with numerous owners involved would significantly lower redevelopment potential.
528 Water Street <i>Ship 'n Shore Hotel</i>	Not known	0.76	Low	As a well-established hotel and restaurant in a renovated and expanded building, redevelopment potential is low.
608 & 618 Water Street <i>Bayside Inn – Harbor House</i>	Not known	0.25	Low-Mid	Although a well-established bed and breakfast, the three individual buildings are smaller and under common ownership, giving a slightly higher redevelopment potential than "low."
640 Water Street <i>Big Lake Outfitters</i>	1970	0.24	High	Given the common ownership with 650 Water Street and the age of the building, redevelopment potential is high.
650 Water Street <i>The River Market and Deli</i>	1956	0.16	High	Given the common ownership with 640 Water Street and the age of the building, redevelopment potential is high.
716 Water Street <i>Star of Saugatuck</i>	1956	0.16	High	The location and the building's age give this property a higher redevelopment potential.
720 Water Street	Not known	0.08	Low	If combined with 716 Street, this property would have redevelopment potential. Otherwise, it is too small for any significant redevelopment.

East Side Property Assessment				
Address/Name	Year Built	Lot Size	Potential	Comments
726 Water Street <i>Saugatuck Landings Luxury Suites and Marina</i>	2011	0.24	Low	This property was redeveloped 12 years ago. Further redevelopment of a site with a newer building is not anticipated.
730 Water Street <i>Old Boat House</i>	1953	0.14	Low	The size of the lot and more recent investment into the building would lower redevelopment potential.

West Side Property Assessment				
Address/Name	Year Built	Lot Size	Potential	Comments
405 Park Street <i>Casa Loma Marina</i>	Not known	0.65	High	This property has a high development potential due to the age and condition of the building, waterfront location, and the existing marina. Additionally, the lot is deep enough to comply with waterfront and front setbacks without the need for a variance.
503-515 Park Street	1999	0.30 acres	Low	This property has a low redevelopment potential due to the newer age and the condition of the multi-unit building. Significant investments have been made into this property.
615 Park Street <i>Waterside Suites</i>	1970	0.28	Mid	The multi-tenant building on this property is over 50 years old and has experienced flooding issues. Building owners have recently planned improvements to the building. The age and flooding issues give this a mid-level redevelopment potential.

Summary

Overall, approximately one-third (2.5 acres) of the study area is expected to have a higher likelihood of redevelopment than the remaining two-thirds. Please note that boat lots and City-owned property are not included.

Development Potential Summary		
Potential	Properties	Acreage
East Side		
Low	7	3.59
Mid	3	0.88
High	5	1.85
Total	15	6.32
West Side		
Low	1	0.3
Mid	1	0.28
High	1	0.65
Total	3	1.23
Grand Total	18	7.55

Master Plan and Zoning

The City's Zoning Ordinance regulations have the most significant impact on the development and redevelopment potential of the area of study. A zoning assessment will provide City officials with an understanding of what type of development or redevelopment could occur on sites within the area of study.

While this report includes a summary of waterfront planning policies and goals and a summary of zoning regulations, a future report will address the questions below.

1. *Will allowable development implement the City's vision for the Area of Study and the Tri-Communities Master Plan?*
2. *Will allowable development result in a desirable waterfront area?*

Master Plan

The Tri-Communities Master Plan is a comprehensive document that covers three jurisdictions. However, there is not a detailed plan for the downtown area. The policies and goals are general in nature, with no specific recommendations regarding building scale, form, and design.

However, the plan includes guidance that directly relates to this project, and the following statements support zoning requirements and regulation to ensure sensitive development which preserves views and access to the waterfront, place reasonable limitations on development, preserve historic buildings, and consider the compatibility of future development and land uses with existing land uses and buildings.

- *Policy: Encourage **architectural and site design that complements**, rather than detracts from **existing development** on neighboring parcels.*
- *Policy: Encourage the **preservation and restoration** of historic structures.*
- *Policy: **Preserve the character** of the area by encouraging land uses and densities/intensities of development which are consistent with and complement the character, economic base, and image of the area (Page 1-3).*
- *Policy: Encourage a **compatible and desirable mix of commercial uses**. (Page 1-7)*
- *Policy: **Avoid separate parking lots** for each business where feasible and encourage centrally placed lots which serve several businesses.*
- *Goal: **Protect and enhance the natural aesthetic values and recreation potential** of all waterfront areas for the enjoyment of area citizens while recognizing **private property rights** of waterfront property owners (Page 1-13)*
- *Policy: Encourage private property owners to **grant scenic easements** wherever public values dictate the maintenance of visual access to the waterfront and the property is not available for fee simple purchase.*

- *Policy: **Limit the height and mass** of new development along waterfront areas and **preserve setbacks between buildings** to maintain visual access and the natural beauty of the waterfront for the broader public (Page 1-14).*
- *This commercial district has a **unique historic character worth preserving** and further enhancing and represents a great asset to the Tri-Community area as well as to the region and the state (Page 5-8).*
- *The primary issues concerning proper future use of the waterfront involve **competition between economic development and environmental protection**. Waterfront lands represent the highest value lands in the Tri-Community area, and local officials are therefore concerned about the potential tax base associated with use of waterfront lands (Page 8-1).*
- *Examine zoning along the waterfront with an eye to permitting **limited mix use** and more **public views** of the waterfront without increasing **building height** (Page 13-3).*
- *Protect the **visual quality** of and **visual access** to the waterfront (Page 13-5).*

Zoning Comparison

The following tables compare dimension requirements and land use regulations for the C-1 Water Street North district (C-1 WSN), C-2 Water Street South district (C-2 WSS), and C-4 Resort district.

Zoning District Comparison- Dimensional Requirements				
Requirement		C-1 WSN	C-2 WSS	C-4 Resort
General				
Min. Lot Area (sq. ft.)		4,560 ¹	6,660 ²	15,000
Min. Lot Width (ft.)		66	66 ³	66
Max. Lot Depth (ft.)		--	100 ⁴	--
Max. Lot Coverage (%)		100	45	50
Max. Building Height (ft.)		28	28	28
Min. Setbacks (ft.)	Front	0	0	15
	Side	0	10	10
	Rear	0	15	10
	Water	25	25	25
Single-Family Residential (and Two-Family in C-1 WSN only)				
Min. Lot Area (sq. ft.)		6,600	--	8,712
Min. Lot Width (ft.)		66	--	66
Max. Lot Coverage (%)		50	--	25
Max. Building Height (ft.)		28	--	28
Min. Setbacks (ft.)	Front	15	--	15
	Side	5	--	7 ⁵
	Rear	10	--	10
	Water	25	--	25

¹ 8,712 square feet required for bed and breakfast, hotel/inn, and motel/motor court.

² 13,200 square feet required for hotel/inn, motel/motor court, motion picture facility, and marina commercial/private.

³ 132-foot minimum lot width required for hotel/inn, motel/motor court, motion picture facility, and marina commercial/private.

⁴ 100-foot minimum lot depth required for hotel/inn, motel/motor court, motion picture facility, and marina commercial/private.

⁵ For lots less than 66-feet wide, the side setbacks on each side shall be 10% of the lot width.

Land Use Regulation Comparison				
Land Use	C-1 WSN	C-2 WSS	C-4 Resort	Comments
Accessory				
Home businesses	S	--	--	
Home occupation	P	P	--	
Swimming pools, tennis courts or other recreational facilities oriented to the clientele of the motel or hotel	--	--	S	
Rented accessory dwelling units	--	--	S	
Residential				
Apartments, second and third floors	P	P	--	
Dwelling, single-family detached	P	P	S	Is this feasible, likely, or appropriate for WSN and WSS?
Dwelling unit, two-family	P	--	--	Is this feasible, likely, or appropriate for WSN?
Accommodations, Entertainment, Recreation, and Hospitality				
Amusement and recreational services	--	S	--	Consider removal of this use.
Amusement arcades	--	S	--	Consider removal of this use.
Bed and breakfasts	S	P	P	Is there a reason why this is a special land use in C-1 WSN?
Charter fishing/tours	P	--	--	Why not permitted in WSS?
Club and fraternal organization	--	S	--	Why not a special land use in WSN? Is this use needed at all?
Community Center	--	S	--	Why not a special land use in WSN?
Hotel/inn	S	S	S	
Motel/motor court	S	S	S	A "motor court" would seem out of place in WSN and WSS.
Motion picture facilities	--	S	--	Is this feasible, likely, or appropriate for WSS?
Parks	--	P	--	Why not allow in all districts?
Recreational transportation rental facilities	S	S	--	
Restaurants	S	S	--	
Restaurant in a motel or hotel	S	S	S	
Short-term rental unit	P	--	P	Why not permitted in WSS?
Short-term rental unit on second or third floors	--	P	--	Why not permitted in WSN?
Infrastructure				
Essential public services	P	P	P	
Parking facilities	S	S	S	Does this mean accessory on-site parking for a use or principal use parking lots with no building?

Land Use Regulation Comparison				
Land Use	C-1 WSN	C-2 WSS	C-4 Resort	Comments
Retail and Services				
Art gallery	P	P	--	
Domestic business repairs	S	--	--	This is an antiquated term. Uses typically fall under personal service establishments.
Marina commercial/private	--	S	--	Unsure of the distinction between marina uses and why they are regulated differently between all three districts.
Marinas/commercial boats	P	--	S	
Personal service establishments	P	P	--	
Retail stores	P	P	--	

Summary

The final report will include a summary of public input from the surveys and events. Additionally, it will include a final assessment of the zoning ordinance, best practices, and zoning recommendations.

In the meantime, the Planning Commission should discuss:

1. The characteristics of the study area and the most important elements to encourage or require.
2. The implications of the redevelopment of the higher-potential properties.
3. Dimensional requirements and their appropriateness between districts.
4. Land use regulation and comparison between districts.
5. Initial public input from local events.

Exhibit 1: Area of Study

