



## CITY OF SAUGATUCK HISTORIC DISTRICT COMMISSION

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

May 26, 2016, 7:00 PM  
Saugatuck City Hall  
102 Butler Street

1. Call to Order/Roll Call:
2. Agenda Changes/Additions/Deletions:
3. Approval of Minutes:
  - A. **Minutes of regular meeting held on April 28, 2016 and May 10, 2016**
4. Public Comments:
5. Unfinished Business:
6. New Business:
  - A: **449 Water Street – alter window, add ramp**
  - B: **880 Holland Street – addition at rear**
7. Administrative Approvals & Updates: To be presented at the meeting.
8. Communication:
9. Public Comment:
10. Commission Comment:
11. Adjourn:

**PROPOSED Minutes**  
City of Saugatuck – Historic District Commission  
102 Butler Street, Saugatuck, MI 49453  
April 28, 2016 – 7:00 p.m.

1. **Call to Order:** The meeting was called to order by Chairperson Bella at 7:00 p.m.  
  
**Roll Call:** Present: Bella, Hillman, Boyce, Deem, Mahan & Burns  
Absent: Straker  
Others: Zoning Administrator Osman, Karen Padnos - Guest
2. **Agenda Changes:** None
3. **Approval of Minutes:** A motion was made by Deem, 2<sup>nd</sup> by Mahan, to approve the February 25, 2016 special meeting minutes as amended. Upon voice vote the motion carried unanimously.
4. **Public Comments:** None
5. **Unfinished Business:** None
6. **New Business:**
  - A. **Application HIS-16-003 / 546 Butler Street – Fence Installation:** A motion was made by Deem, 2<sup>nd</sup> by Burns, to approve the amendment to Application HIS-16-003 / 546 Butler Street for the installation of a six foot high block fence to match house with iron gates in the middle six feet that will be in line with the house parallel to the street; rebuild fire place base, and tuck point as needed; a 6' x 36' wood fence parallel to the block fence in rear of home finding the following to be true. Upon voice vote the motion carried unanimously.

Mark Ransom Builder presented the application. The intent is to create a court yard. The block fence will be set back 6" from the front line of the garage, there will be 15' of block, a 6' fence and another 15' of block fence. The wood privacy fence will set a back drop for the court yard. The commission specifically found that the fence is appropriate for a unique structure. There will be no change to the structure and it can be removed without damage to structure.

\*Ordinance 152.00 has been satisfied

\*Section 152.07/Application and Review Procedures have been satisfied

\*36 CFR 67 Secretary of the Interior Standards for Historic Rehabilitation Standards IV,C have been satisfied.

**B. Application HIS-16-004 / 220 Water Street – Stairway Addition/Modifications:** A motion was made by Boyce, 2<sup>nd</sup> by Deem, to approve Application HIS-16-004 / 220 Water Street for an additional exit stairway from the west side of the structure finding the following to be true. Upon voice vote the motion carried unanimously:

The stair will be similar to the existing exit stair. It is not out of scale with the rest of the structure. The window that will be removed does not have historical significance. The siding that will replace the window and fan blower opening shall match the style and type of siding and shall be painted to match existing. The stair will be constructed of wood and painted.

\*Ordinance 152.00 has been satisfied

\*Section 152.07/Application and Review Procedures have been satisfied

\*Section 152.10/Preservation, Moving and Demolition of Historic Resources has been satisfied

\*36 CFR 67 Secretary of the Interior Standards for Historic Rehabilitation Standards 1, 9 and 10 have been satisfied.

**C. Application HIS-16-005 / 230 Culver Street – Pergola & Canvas Addition:** A motion was made by Mahan, 2<sup>nd</sup> by Boyce, to approve Application HIS-16-005 / 230 Culver Street for the installation of a pergola with a retractable canvas cover for the outdoor seating area as indicated in the staff report dated April 28, 2016 finding the following to be true.

Jeffery Bianchi presented the application. The pergola as proposed will provide rain and sun protection for exterior seating. The proposed pergola and canvas cover were approved with the following conditions:

- 1) No part of the structure will be within 32" of the main structure.
- 2) No support columns shall be located closer than 30" from the side and front perimeter fencing.

Upon voice vote the motion carried by the following vote:

Yes: Bella, Boyce, Deem, Mahan & Burns

No: Hillman

\*Ordinance 152.00 has been satisfied

\*Section 152.07/Application and Review Procedures have been satisfied

\*Section 152.10/Preservation, Moving and Demolition of Historic Resources has been satisfied

\*36 CFR 67 Secretary of the Interior Standards for Historic Rehabilitation Standards 1, 3, 9 and 10 have been satisfied.

**D. Application HIS-16-006 / 740 Lake Street – Exterior Modifications:** A motion was made by Deem, 2<sup>nd</sup> by Mahan, to approve in part Application HIS-16-006 / 740 Lake Street the relocation of the door, the installation of the concessioner's window, the railing for the deck above the carport and the installation of footings only for a future roof overhang conditioned upon the following:

- 1) The railing will be similar to the neighbor's railing shown in the photo.
- 2) The applicant will return with a detailed plan for the roof overhang.

John Sharer presented small drawings and photos for the proposed project. The commission approved finding the following to be true. Upon voice vote the motion carried unanimously.

\*Ordinance 152.00 has been satisfied

\*Section 152.07/Application and Review Procedures have been satisfied

\*36 CFR 67 Secretary of the Interior Standards for Historic Rehabilitation Standards IV, C have been satisfied.

7. **Administrative Approvals:** Zoning Administrator Osman presented the board with a list of administrative approvals.

8. **Communications:** 900 Lake Street would like to replace a door and windows, they will have to submit a new application.

Special Guest Padnos updated the commission on status of the bills to limit Historic Districts.

9. **Public Comments:** None

11. **Adjournment:** Chairperson Bella adjourned the meeting at 8:25 p.m.

Respectfully Submitted,

Monica Nagel, CMC  
City Clerk

**PROPOSED Minutes**  
City of Saugatuck – Special Historic District Commission  
102 Butler Street, Saugatuck, MI 49453  
April 28, 2016 – 7:00 p.m.

1. **Call to Order:** A special meeting was called to order by Chairperson Bella at 4:00 p.m. on site at 900 Lake Street, Saugatuck, MI 49453

**Roll Call:** Present: Bella, Hillman, Boyce, Deem, Burns  
Absent: Straker, Mahan  
Others: Zoning Administrator Osman

2. **Agenda Changes:** None

3. **Approval of Minutes:** None

4. **Public Comments:** None

5. **Unfinished Business:** None

6. **New Business:**

**A. Application HIS-16-007 / 900 Lake Street – Window and Door Modifications:** A motion was made by Deem, 2<sup>nd</sup> by Hillman, to remove center window on Cottage C because it didn't contribute to the historical character finding the following to be true. Upon voice vote the motion carried unanimously.

\*Ordinance 152.00 has been satisfied

\*Section 152.07/Application and Review Procedures have been satisfied

\*Section 152.10/Preservation, Moving and Demolition of Historic Resources has been satisfied

\*36 CFR 67 Secretary of the Interior Standards for Historic Rehabilitation Standards 1, 2, 6, 9 and 10 have been satisfied.

A motion was made by Burns, 2<sup>nd</sup> by Hillman, to approve the fiberglass door in a shaker style with a three pane divided light for all cottages for a total of seven (7) doors. To be administratively approved by Chairperson Bella and Zoning Administrator Osman finding the following to be true. Upon voice vote the motion carried unanimously.

\*Ordinance 152.00 has been satisfied

\*Section 152.07/Application and Review Procedures have been satisfied

\*Section 152.10/Preservation, Moving and Demolition of Historic Resources has been satisfied

\*36 CFR 67 Secretary of the Interior Standards for Historic Rehabilitation Standards 1, 2, 6, 9 and 10 have been satisfied.

9. **Public Comments:** None

11. **Adjournment:** Chairperson Bella adjourned the meeting at 4:25 p.m.

Respectfully Submitted,

Monica Nagel, CMC  
City Clerk



## MEMORANDUM

**TO:** Historic District Commission  
City of Saugatuck

**FROM:** Cindy Osman, AICP  
Zoning Administrator

**DATE:** May 23, 2016

**RE:** Application P-HIS-16011; 449 WATER ST

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WPBG, LLC is requesting approval for the installation of Install Barrier Free Ramp, replace window with BF door

**Background:** The structure at 449 Water Street is suggested to be a non-contributing resource according to the Williams & Works memo dated April 21, 2010. There has been extensive remodeling to the windows and doors. This building may be over 50 years old, the original design has been significantly altered. For these, 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)

**Standards:** If the Commission agrees that the structure is noncontributing, Section V.A. of the Local Guidelines regulates additions and alterations should be designed to be compatible with the surrounding structures and be compatible in siting and massing.

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.

**Comment:** The Guidelines for non-contributing structures does not include a section for windows and doors. It only addresses additions and new construction. However, I believe that the commission has the ability to determine that the alterations are consistent within the context of the district. Since the alteration is from a window to a door, at the side of the building, with a wooden ramp to provide barrier free access the board may find that this condition is met.

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

**Comment:** Again, this is an alteration, but the Commission may find that this condition is met.

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.

**Comment:** The ramp could be removed, the door could be reconverted to a window, therefore the Commission could find that this condition has been met.

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.

**Comment:** This ramp and change of opening will not change the mass to open space proportion, therefore, the Commission may find this condition met.

**Recommendation:** The commission If the HDC determines that the building known as 449 Water Street is a non-contributing structure, and the standards as listed above are met, the following motion may be used:

Motion to (Approve/ Deny) the amendment to application P-HIS-16011 449 WATER ST, finding the following to be true:

- 1. Ordinance 152.00 has been (satisfied/not satisfied)
- 2. Section 152.07 C 3 Application and Review Procedures has been (satisfied/not satisfied)
- 4. 36 CFR 67, Secretary of the interior standards for historic rehabilitation standards IV,C has been(satisfied/not satisfied)



## Zoning and Historic District Application

<b>LOCATION INFORMATION</b>	<b>APPLICATION NUMBER</b> _____ - _____
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Address 449 Water Street Parcel Number 57-300-068-00

<b>APPLICANTS INFORMATION</b>
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Name Patrick Murphy Address / PO Box PO Box 39  
City Douglas State Mi. Zip 49406 Phone 269-906-5004  
Interest In Project Owner E-Mail pat@omurphy.com  
Signature *Patrick Murphy* Date 5/11/16

<b>OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)</b>
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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 \_\_\_\_\_

<b>CONTRACTORS/ DEVELOPERS INFORMATION (UNLESS PROPOSED WORK IS TO BE DONE BY THE PROPERTY OWNER)</b>
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Name Patrick Murphy Builders, LLC Contact Name Patrick Murphy  
Address / PO Box PO Box 39 City Douglas  
State Mi. Zip 49406 Phone 269-906-5004 Fax 866-488-7536  
License Number 2102183388 Expiration Date 5/31/2017

<b>PROPERTY INFORMATION</b>
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Depth 125 Width 93 Size 11,609 Zoning District \_\_\_\_\_ Current Use Single Family

Check all that apply:

Waterfront \_\_\_\_\_ Historic District  Dunes \_\_\_\_\_ Vacant \_\_\_\_\_

<b>PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)</b>
--

We will be dividing the upper section of Wicks Park Bar & Grill -- We have a tenant we would like to rent the section to.  
We are going to be putting two handicap ramps in. One will be inside the other will be at the south door.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**HISTORIC DISTRICT REQUIREMENTS (SECTION 152.07)**

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

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
- 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)

**APPROVALS OUTSIDE HISTORIC DISTRICT**

Y   N   NA

- Plot plan showing the following:
  - 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.
  - The yard, open space and parking space dimensions
  - Location of any flood planes, watersheds, wetlands, easements, or other applicable features.
- Description of proposed use and of the building (dwelling, structure, barn, garage and the like) or improvements
- The proposed number of sleeping rooms, dwelling units, occupants, employees, customers and other users

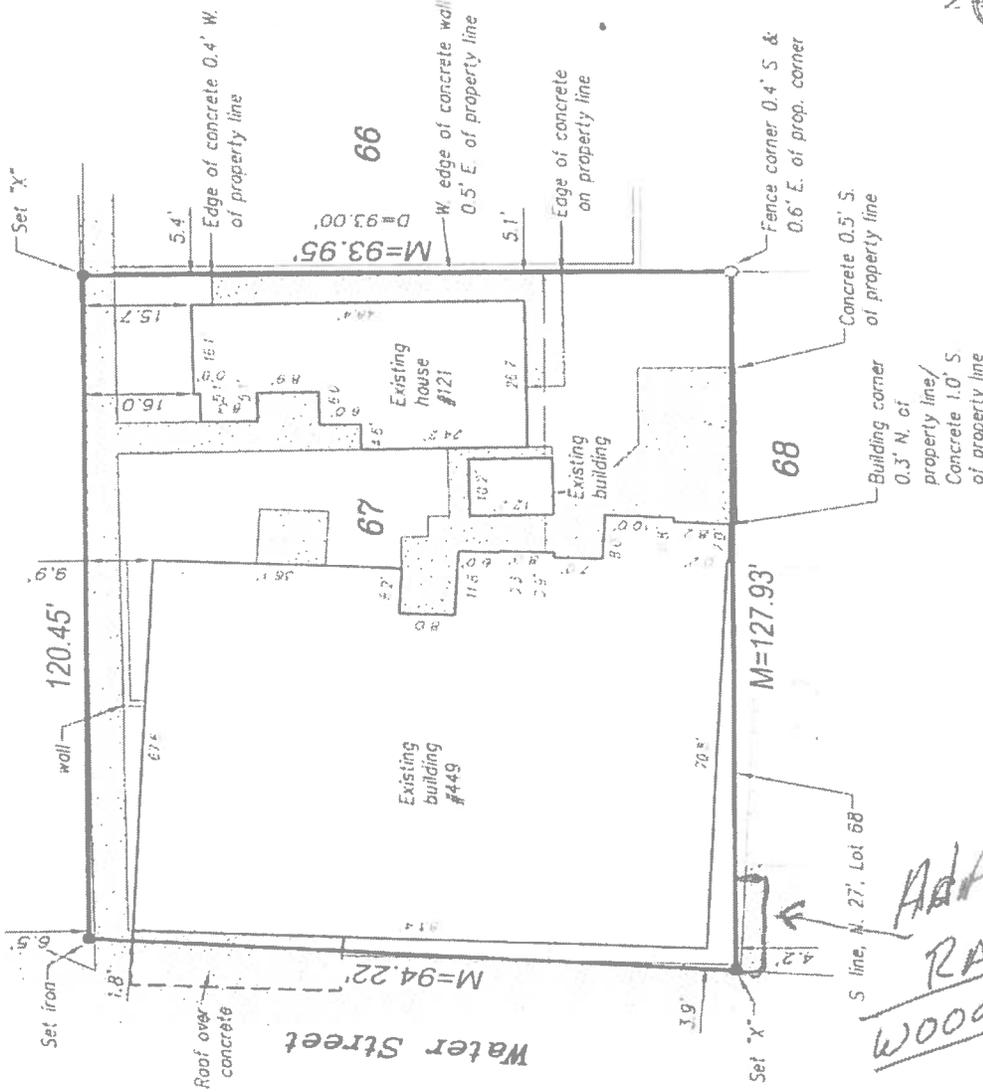
**OFFICE USE ONLY:**

Application Complete \_\_\_\_\_ Date \_\_\_\_\_ Fee Paid \_\_\_\_\_ Date Paid \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Mary Street



Scale 1" = 25'

- = Asphalt
- = Concrete
- D = Description dimension
- M = Measured dimension
- P = Platting Dimension
- = Set Iron Stake
- O = Found Iron Stake
- - - = Fence Line
- = Set wood stake

We hereby certify that we have examined the premises herein described, that the measurements are located entirely thereon as shown and that they do not encroach except as shown hereon.

This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

PREPARED FOR: Shoreline Realty - Douglas  
 Dan Shanahan  
 202 Center Street  
 P.O. Box 997  
 Douglas, MI 49406

RE: 449 Water Street

The following described premises is situated in the City of Saugatuck, County of Allegan and State of Michigan, to wit:  
 Lot 67 and the North 27 feet of Lot 68, Plat of Kalamazoo, now City of Saugatuck, according to the plat thereof as recorded in Liber 111 of Deeds, Page 551, Allegan County Records.

(Warranty Deed Liber 2309, Page 688)



By: *Scott A. Hendges*  
 Scott A. Hendges Licensed Professional Surveyor No. 47953

FREDSONVILLE  
 570 32nd Avenue  
 Hudsonville, MI 49426  
 PHONE: (616) 665-5190

ANN ARBOR  
 944 N. Main St  
 Ann Arbor, MI 48104  
 PHONE: (734) 724-6963

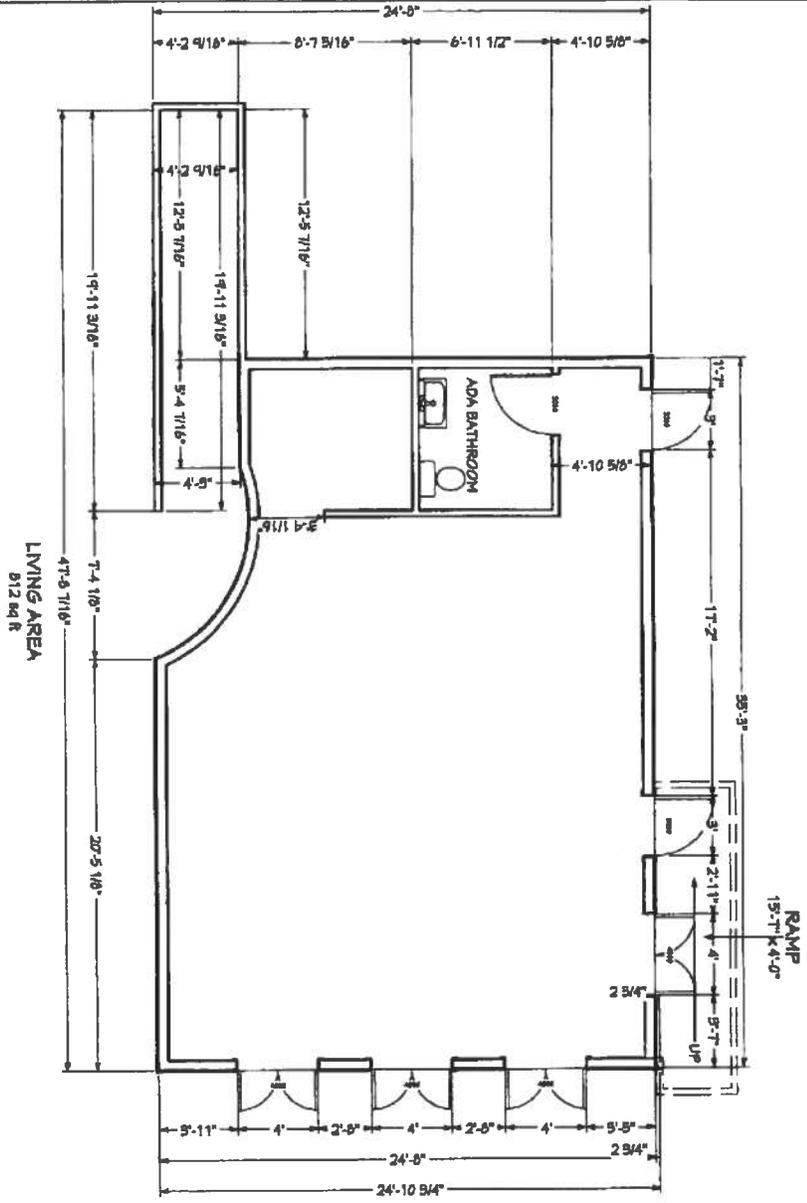
GRAND RAPIDS  
 4079 Park East Court  
 Grand Rapids, MI 49546  
 PHONE: (616) 775-5190

HOLLAND  
 147 Hoover Boulevard  
 Holland, MI 49423  
 PHONE: (616) 893-4449

**NEDERVELD**

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 project no.: 08200474  
 date: 7-21-08 CH

CR200474 CH 07/23/08 16:18



A-1

SHEET:

SCALE:

DATE: 5/19/2016

DRAWINGS PROVIDED BY:  
**PATRICK MURPHY DESIGN**

PROJECT DESCRIPTION:  
**435 WATER ST SAUGATUCK MI 49453**

SHEET TITLE:  
**WPBG LLC NEW RENTAL SPACE**

NO.	DESCRIPTION	BY	DATE



## MEMORANDUM

**TO:** Historic District Commission  
City of Saugatuck

**FROM:** Cindy Osman, AICP  
Zoning Administrator

**DATE:** May 23, 2016

**RE:** Application P-HIS-16012; 880 & 884 HOLLAND ST

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SHORE HARBOR MARINA LLC is requesting approval for the installation of Add small addition at rear of building

### **Background:**

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

- 1. Rear Yard Fences** *Erections of fences on the rear, side (except on a corner lot), or interior location of the lot, at or behind the building line may receive administrative approval when the height and materials are similar to those regularly approved by the Commission.*

### *Comment:*

- 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.*

### *Comment:*

- 3. Compatible Fences** *Fencing shall be permitted contingent upon the appearance and appropriateness in relation of the building and Historic District. (Applicants should note that all fencing within the Historic District if also subject to the City Zoning codes. 154.143)*

### *Comment*

- 4. Height of fences** *Height should be between two and six feet, with a maximum height of three feet for front yard fences. Materials should be*

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

*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.*

*Comment*

**Recommendation:** The commission If the HDC determines that the standards as listed above are met, the following motion may be used:

Motion to (Approve/ Deny) the amendment to application P-HIS-16012 880 & 884 HOLLAND ST, finding the following to be true:

- 1. *Ordinance 152.00 has been (satisfied/not satisfied)*
- 2. *Section 152.07 C 3 Application and Review Procedures has been (satisfied/not satisfied)*
- 4. *36 CFR 67, Secretary of the interior standards for historic rehabilitation standards IV,C has been(satisfied/not satisfied)*



## Historic District Permit Application

<b>LOCATION INFORMATION</b>	<b>APPLICATION NUMBER</b> _____ - _____
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Address 880 Holland Street

Parcel Number \_\_\_\_\_

<b>APPLICANTS INFORMATION</b>
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Name A Priori LLC, M. Miller Address / PO Box 880 Holland Street

City Saugatuck State MI Zip 49453 Phone 269-877-3555

Interest In Project Owners E-Mail mj.millar90@gmail.com

Signature [Signature] Date 5/18/2016

<b>OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)</b>
--

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 \_\_\_\_\_

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

Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address / PO Box \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

<b>PROPERTY INFORMATION</b>
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Depth \_\_\_\_\_ Width \_\_\_\_\_ Size \_\_\_\_\_ Zoning District \_\_\_\_\_ Current Use \_\_\_\_\_

Check all that apply: Waterfront \_\_\_\_\_ Dunes \_\_\_\_\_ Vacant \_\_\_\_\_

<b>PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)</b>
--

Pour a concrete pad, add a small enclosure to house a 6x8 foot and storage.



# 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.

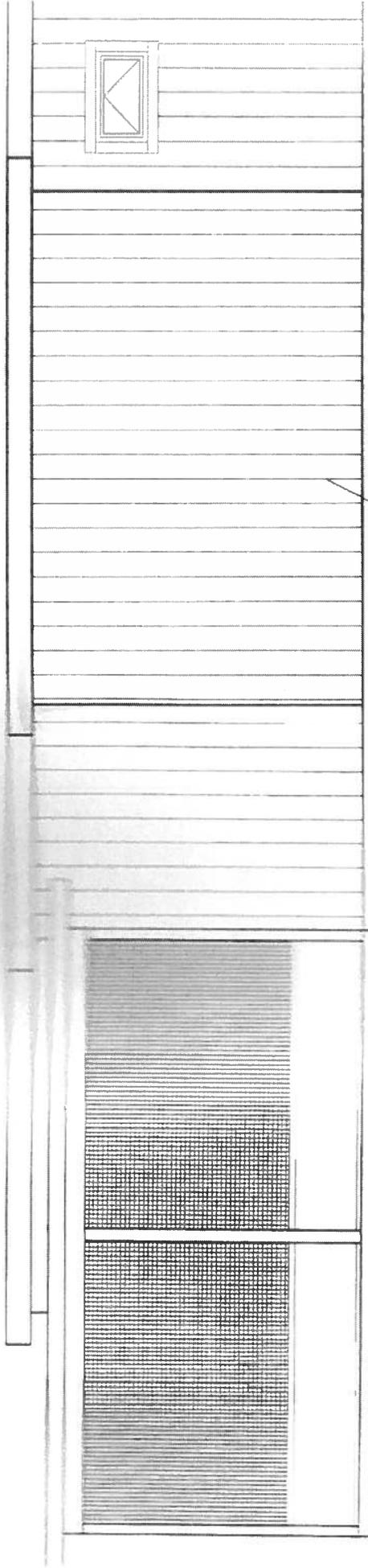
**OFFICE USE ONLY:**

Application Complete \_\_\_\_\_ Fee Paid \_\_\_\_\_ Date Paid \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



PLAN ELEVATION



NEW ADDITION - MATCH ALL EXISTING  
FINISHES AND DIMENSIONS  
8'-6" X 16'

SOUTH ELEVATION