



## CITY OF SAUGATUCK HISTORIC DISTRICT COMMISSION

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

June 23, 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 May 26, 2016**
4. Public Comments:
5. Unfinished Business:
6. New Business:
  - A: **747 Water Street – fence/screen for dumpster**
  - B: **699 Lake Street – replace shingles**
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  
May 26, 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, Deem, Mahan, Straker & Burns  
Absent: Boyce  
Others: Zoning Administrator Osman
2. **Agenda Changes:** None
3. **Approval of Minutes:**
  - A. **Regular Meeting Minutes of April 28, 2016:** A motion was made by Straker, 2<sup>nd</sup> by Deem, to approve the April 28, 2016 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.
  - B. **Special Meeting Minutes of May 10, 2016:** A motion was made by Straker, 2<sup>nd</sup> by Deem, to approve the May 10, 2016 special meeting minutes presented. Upon voice vote the motion carried unanimously
4. **Public Comments:** None
5. **Unfinished Business:** None
6. **New Business:**
  - A. **Application HIS-16-0011 / 449 Water Street – Railing Installation & Window Alteration:** A motion was made by Deem, 2<sup>nd</sup> by Mahan, to approve the Application HIS-16-0011 / 449 Water Street for the installation of a Barrier Free Ramp and the replacement of a window with a barrier free door 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.
  - B. **Application HIS-16-0012 / 880 & 884 Holland Street – Addition at Rear of Building:** A motion was made by Hillman, 2<sup>nd</sup> by Straker, to approve Application HIS-16-0012 / 880 & 884 Holland Street for a small addition at the rear of the building, an addition of a door on the south side of the building and paint 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, 9 and 10 have been satisfied.
7. **Administrative Approvals:** Zoning Administrator Osman presented the board with a list of administrative approvals.
8. **Communications:** Zoning Administrator Osman reviewed enforcement procedures with the commission.  
  
Member Hillman presented the board with a magazine article for informational purposes only.
9. **Public Comments:** None
10. **Adjournment:** Chairperson Bella adjourned the meeting at 7:40 p.m.

Respectfully Submitted,

Monica Nagel, CMC  
City Clerk



## MEMORANDUM

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

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

**DATE:** June 17, 2016

**RE:** **Application P-HIS-16016; 747 WATER ST**

---

Mark Klungle is requesting approval for the installation of Two part fence to screen dumpster

**Background:** The memo dated March 18, 2010 from Williams & Works notes that the structure should not be considered to be a contributing feature to the Saugatuck Historic District.

**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:** The requested material is vinyl, because it is used to enclose a dumpster, vinyl will be easier to keep clean.

- 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:** Fence is not in the front or the side.

- 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:** Proposed screen/fence meets the City Zoning ordinance 154.143.

- 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 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:** The proposed fence is not of one of the listed styles, and needs case by case review.

**Recommendation:** If the commission 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-16016 747 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)



## Historic District Permit Application

**LOCATION INFORMATION** **APPLICATION NUMBER** \_\_\_\_\_ - \_\_\_\_\_

Address 747 Water + Butler Parcel Number 300-007-00  
005-50

**APPLICANTS INFORMATION**

Name Mill Pond Realty Address / PO Box 1093  
City Saugatuck State Mi Zip 49453 Phone 857-1477  
Interest In Project Owner E-Mail mark@millpondrealty.com  
Signature \_\_\_\_\_ Date 7-15-16

**OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)**

Name SAA 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 SAA Contact Name \_\_\_\_\_  
Address / PO Box \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

**PROPERTY INFORMATION**

Depth \_\_\_\_\_ Width \_\_\_\_\_ Size \_\_\_\_\_ Zoning District WN-C Current Use Office  
Check all that apply: Waterfront \_\_\_\_\_ Dunes \_\_\_\_\_ Vacant \_\_\_\_\_

**PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)**

Construct 6' vinyl fence to screen dumpster  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## 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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



MADE IN   
**U.S.A**  
with US & Global Parts

747 water buffer west souka 6' samekka bricks!

PVC fence. ~~wood~~

Folders  
Last Refresh:  
Tue, 9:11 am  
[Check Mail]  
INBOX (1028)  
Drafts  
Sent  
Trash [Purge]  
Junk

Viewing an image attachment - [View message](#)  
[Download this as a file](#)



~~easy~~ to clean.



## MEMORANDUM

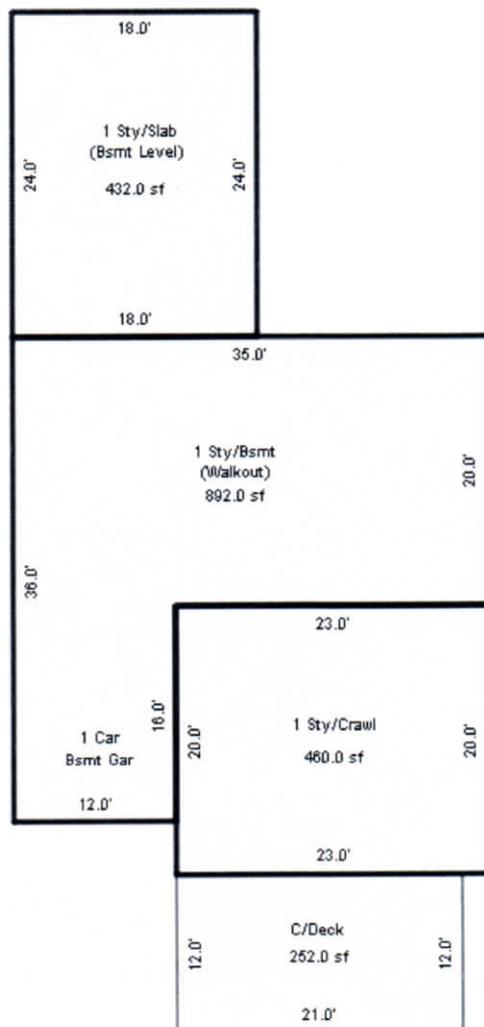
**TO:** Historic District Commission  
City of Saugatuck

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

**DATE:** June 17, 2016

**RE:** Application P-HIS-16015; 699 LAKE ST

MURZYN FIONA & DANIEL is requesting approval for the installation of replacement shingle of a different style.



**Background:** This single family home and garage is suggested to be a contributing resource according to a memo from Williams dated April 21, 2010. According to the tax records, the home was built in 1959 on a lot of 9,900 square feet.

**Standards:** If the Commission agrees that the structure contributing, Section II, C. Roofs, Parapets, and Gutters of the *Local Guidelines regulating additions* would apply. It states the following:

### C. Roofs, Parapets, and Gutters

1. **Roof Forms** Roofs and roof forms should be maintained and preserved when they contribute to the historic character of the building, including but not limited to materials, cresting, dormers, chimneys, cupolas and cornices. Repairs may include the limited replacement in kind of those extensively deteriorated or missing parts of a feature when there are surviving prototypes such as cupola louvers, dentils, dormer roofing or slates, tiles or wood shingles on a main roof

2. **Roofing Materials** When roofing material is clearly distinctive to a building's style, retaining or replacing it in kind is important and all efforts should be exhausted before replacement with a substitute material is considered. It is not appropriate to remove a roof that is repairable, and then reconstruct it with new material in order to create a uniform or improved appearance.

**Comment:** This interlocking diamond shape shingle style is reflective of the 1950s era.

3. **Substitute Roofing** If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

**Comment:** The patented Art-Loc shingles are closest in appearance. The manufacturer holds exclusive rights for installation.

4. **Roof Accessories** Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights is generally not appropriate. Exceptions may arise when the addition of such a feature will solve a design problem raised by an adaptive re-use of the resource (such as adding a dormer to light a previously unused space).

**Comment:** It is proposed to replace the pot vents with a ridge vent. Proper attic ventilation is essential to the function of the roof, improper or inadequate ventilation will cause moisture problems, ice damming, and increased energy costs. A low profile ridge vent although noticeable, should not detract from the historic character of the building.

5. **Gutters** Both "K Style" and "Half Round" gutters have a historical presence on homes in our historic districts depending on the architectural design of the roof and eaves of the house. The appropriate application of either gutter system is related to the overall roof design for the practical long term success and economy of the roof drainage system.

—Appropriate "K Style" Gutter installations rely on a vertical fascia board on the eave to support the flat back side of the gutter in a vertical position. The fascia board must be large enough to both support the base of the gutter and allow the gutter to be pitched along its length for drainage.

—Half Round Gutters are designed to suspend below the eave and catch the run-off. Because half-round gutters are self-supporting, not reinforced by a fascia board, they are typically manufactured from heavier gauge materials. They are typical and appropriate to houses with tapered eaves and open rafter tails.

—Built-in gutters that are integral to a historic property are an important characteristic of the property and should be preserved.

**Comment:** Not applicable.

Motion to (Approve/ Deny) the amendment to application P-HIS-16015 699 LAKE 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> _____ - _____
-----------------------------	---

Address 699 Lake St Parcel Number \_\_\_\_\_

<b>APPLICANTS INFORMATION</b>
-------------------------------

Name Dan & Fiona Murzyn (Address) PO Box 699 Lake St  
City Saugatuck State MI Zip 49453 Phone \_\_\_\_\_  
Interest In Project Home owners E-Mail \_\_\_\_\_  
Signature Daniel D. Murzyn Date June 16, 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 TNT Roofing Contact Name \_\_\_\_\_  
Address / PO Box \_\_\_\_\_ City Saugatuck  
State MI Zip 49453 Phone 269-857-7663 Fax \_\_\_\_\_  
License Number 2102128077 Expiration Date \_\_\_\_\_

<b>PROPERTY INFORMATION</b>
-----------------------------

Depth 200ft Width 66ft Size \_\_\_\_\_ Zoning District \_\_\_\_\_ Current Use Single home  
Check all that apply: Waterfront Yes Dunes \_\_\_\_\_ Vacant \_\_\_\_\_

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

Re-shingle roof  
Same as Craig & Cathy at 685 Lake St (see pictures)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## 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~~ <sup>Photos</sup> 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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ART TOLSMA  
 Cell 616-291-6376  
 art@857roof.com

MIKE TOLSMA



271 INDUSTRIAL PARK DRIVE SAUGATUCK, MI 49453  
 PH 269-857-ROOF(7663) FAX 269-857-1351  
 website: www.857roof.com



3271 Industrial Park  
 Saugatuck, Mi 49453

PH. 269-857-7663

FAX 269-857-1351

DATE: 6/14/2016 PROPOSAL: 5850

SUBMITTED TO:	CONTACT INFORMATION	PROJECT LOCATION
Dan Murzyn 699 Lake St Saugatuck, MI 49453	616-218-2633	
<b>WE SUBMIT SPECIFICATIONS &amp; ESTIMATES</b>		
Tear Off 2 Layers Of Roofing & Dispose Of Materials	16	Squares
Install Certainteed Landmark Dimensional Shingles, Algae Resistant	16	Squares
Hip and Ridge Cap Shingles	40	Lineal Feet
1-1/2" Aluminum Drip Edge	220	Lineal Feet
Ice Guard 6 Feet Up Eaves	6	Squares
15# Felt On Remainder Of Roof Deck	3	Rolls
Remove 2 Can Vents And Install Ridge Vent At Roof Peak	36	Lineal Feet
New 26 Gauge Color Clad Chimney Flashing	20	Lineal Feet
Install .060 EPDM Rubber On 19x25 Flat Roof	1	System
Any Additional Wood Repairs Or Siding Removal Is T+M At \$70/hr.		
ADD \$4050 To Install Metal On 20x37 Water Side Roof		
ADD \$2275 To Install Metal On 1/2 Of 15x23 Roadside Roof		
<i>THANKS ART</i> <i>616 291 6376</i>		
Builders License 2102128077	<b>Total</b>	<b>\$7,410.00</b>

Thank you for the opportunity to quote on your project. Art Tolsma & Mike Tolsma...TNT Roofing

**THIS PROPOSAL MAY BE WITHDRAWN BY TNT IF NOT ACCEPTED WITHIN 30 DAYS**

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and hereby accepted.

You are authorized to do the work as specified.

Signature \_\_\_\_\_

Payment is due upon completion. Service charge 2% per month, 24% per year.



