



CITY OF SAUGATUCK HISTORIC DISTRICT COMMISSION

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

July 28, 2016, 4:00 PM
NOTE MEETING TIME CHANGE
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 June 23, 2016
4. Public Comments:
5. Unfinished Business:
 - A: 740 Lake Street – Roof addition at rear**
6. New Business:
 - A: Election of officers**
7. Administrative Approvals & Updates: To be presented at the meeting.
8. Communication:
9. Public Comment:
10. Commission Comment:
11. Adjourn:

Minutes
City of Saugatuck – Historic District Commission
102 Butler Street, Saugatuck, MI 49453
June 23, 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, Boyce & Burns
Absent: Straker
Others: Zoning Administrator Osman
2. **Agenda Changes:** None
3. **Approval of Minutes:**
 - A. **Regular Meeting Minutes of May 26, 2016:** A motion was made by Deem, 2nd by Mahan, to approve the May 26, 2016 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.
4. **Public Comments:** None
5. **Unfinished Business:** None
6. **New Business:**
 - A. **Application P-HIS-16016 / 747 Water Street – Fence/Screen for Dumpster:** A motion was made by Deem, 2nd by Hillman, to approve the Application P- HIS-16016 / 747 Water Street for the installation of a two part vinyl fence to screen dumpster 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 P-HIS-16015 / 699 Lake Street – Shingle Replacement: A motion was made by Hillman, 2nd by Burns, to approve Application P-HIS-16015 / 699 Lake Street for the installation of replacement shingles of a different style finding the following to be true. Upon voice vote the motion carried unanimously:

*Ordinance 152.00 has been satisfied
*Section 152.07 (C) (3) 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:** Zoning Administrator reported due to conflict the Historic District Commission meeting for July 28, 2016 will be held at 4:00 p.m.
9. **Public Comments:** None
10. **Adjournment:** Chairperson Bella adjourned the meeting at 7:20 p.m.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Cindy Osman, Zoning Administrator

DATE: April 28, 2016

UPDATE: July 28, 2016

RE: Application P-HIS-16006; 740 LAKE ST

Update: HDC made a partial approval on 4/28/16 for the door removal and new door, the concessioners window, railing for the deck over the carport, and footings only for the roof/overhang. A new plan will be required for the roof/overhang. The only part of that structure that was approved are the footings.

Attached is the original application and two new drawings of the rear roof over.

Sharar John is requesting approval to: Remove one door, add one door, add concessioner's window, 4x10, add overhang/roof, discuss railing for carport, pictures and drawings to be presented at the meeting.

Background: The structure at 740 Lake Street is suggested to be a non-contributing resource according to the Williams & Works memo dated April 21, 2010. The 4816 square-foot two story structure was last remodeled in 1995 and appears to have been constructed or remodeled in a non-residential style and is not consistent with the character of the residential style structures along Lake Street. A carport toward the rear was added as approved at the December 3, 2015 meeting.

Standards: Section V.A. of the Local Guidelines regulates additions and new construction and notes that new structures 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.

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

Recommendation: 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-16006 740 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

LOCATION INFORMATION	APPLICATION NUMBER _____ - _____
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Address 740 Lake Street Parcel Number _____

APPLICANTS INFORMATION

Name John Sharer Address / PO Box 740 Lake Street
City Saugatuck State Mi Zip 49453 Phone 616-638-1744
Interest In Project OWNER E-Mail John.Sharer@airgas.com
Signature [Signature] Date 4/21/16

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)
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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 _____

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

Name Right Way Renovations Contact Name Dave Schaefer
Address / PO Box 2824 66th St City Fennville
State Mi Zip 49408 Phone 616-862-2215 Fax _____
License Number 2101182545 Expiration Date 5/31/17

PROPERTY INFORMATION

Depth _____ Width _____ Size _____ Zoning District _____ Current Use _____
Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)
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Remove Door
Add Door
Add concessioner's window 4x10
Add overhang / Roof
Discuss - Railings for carport
Pictures / Drawings to be presented next week



HISTORIC DISTRICT REQUIREMENTS (SECTION 152.07)

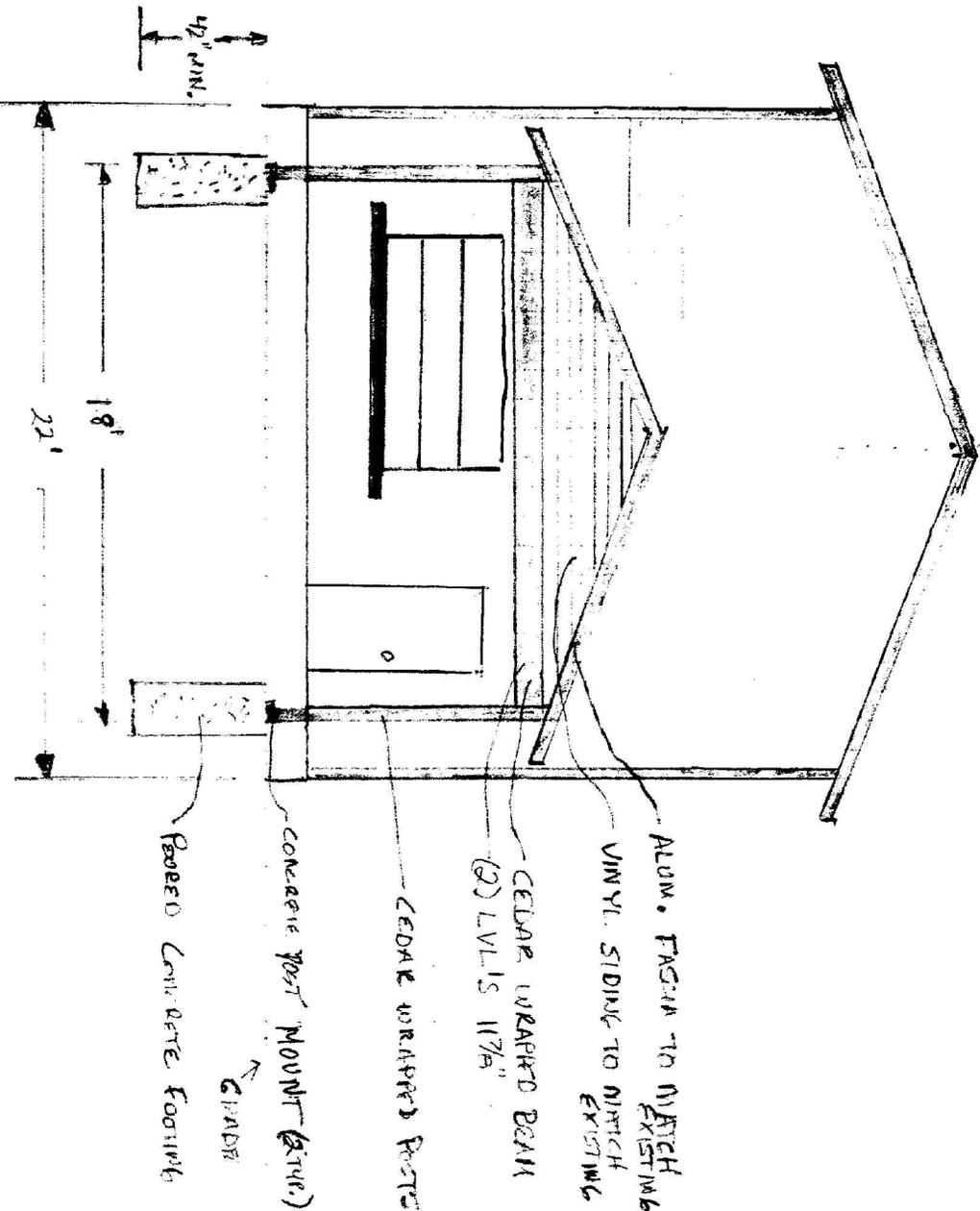
Pursuant to Section 152.07, please attach the following supporting documents when applying for historic district approval if applicable:

Y N NA

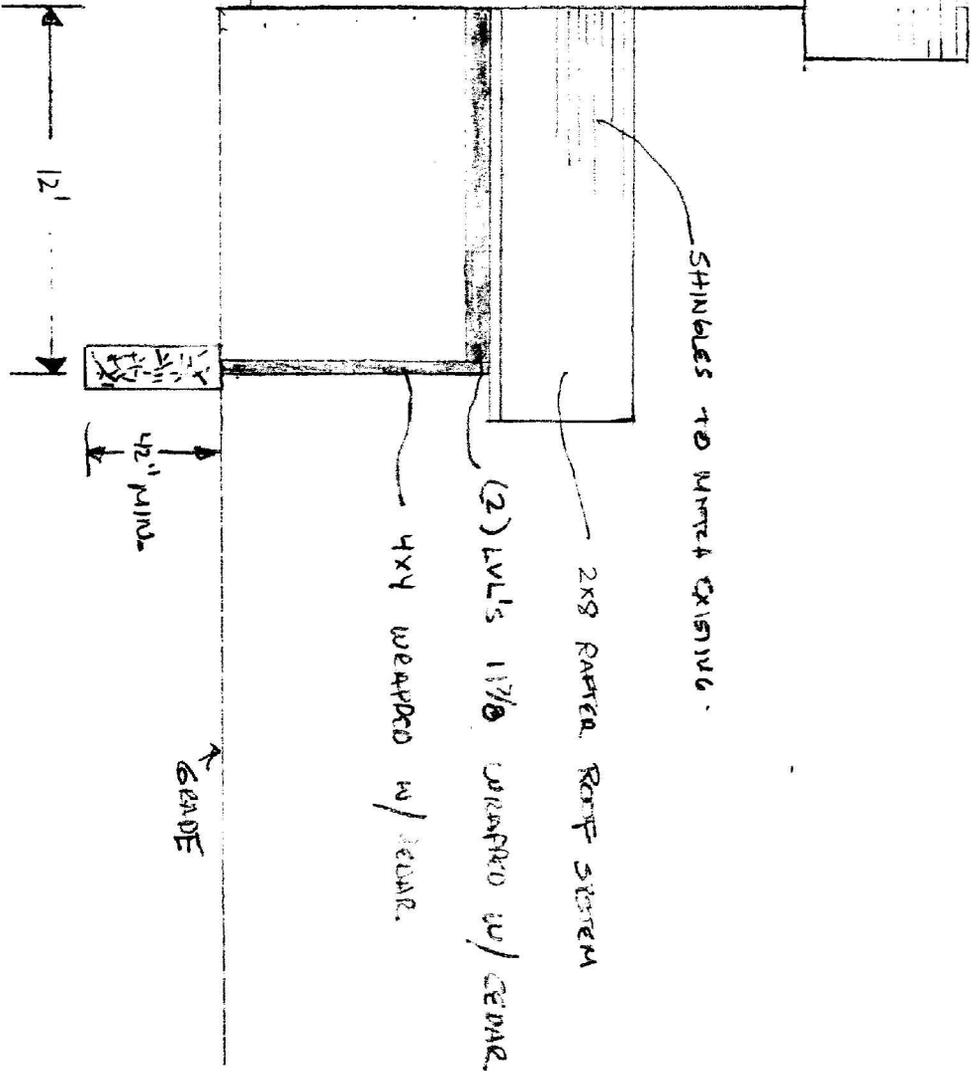
- Photographs of the structure and its relationship to adjacent structures.
- A plot plan with the placement of the proposed addition, or location of fencing to be constructed.
- Elevation drawings of the exterior of the structure or improvements.
- Samples of all proposed exterior finishes and materials.
- 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: _____

SHARPE / STATION RESIDENCE
740 LAKE ST.
SACRAMENTO, CA 95822



SHARAH / STANBORN RESIDENCE
740 Lake St.
Sarasota, MI 49543









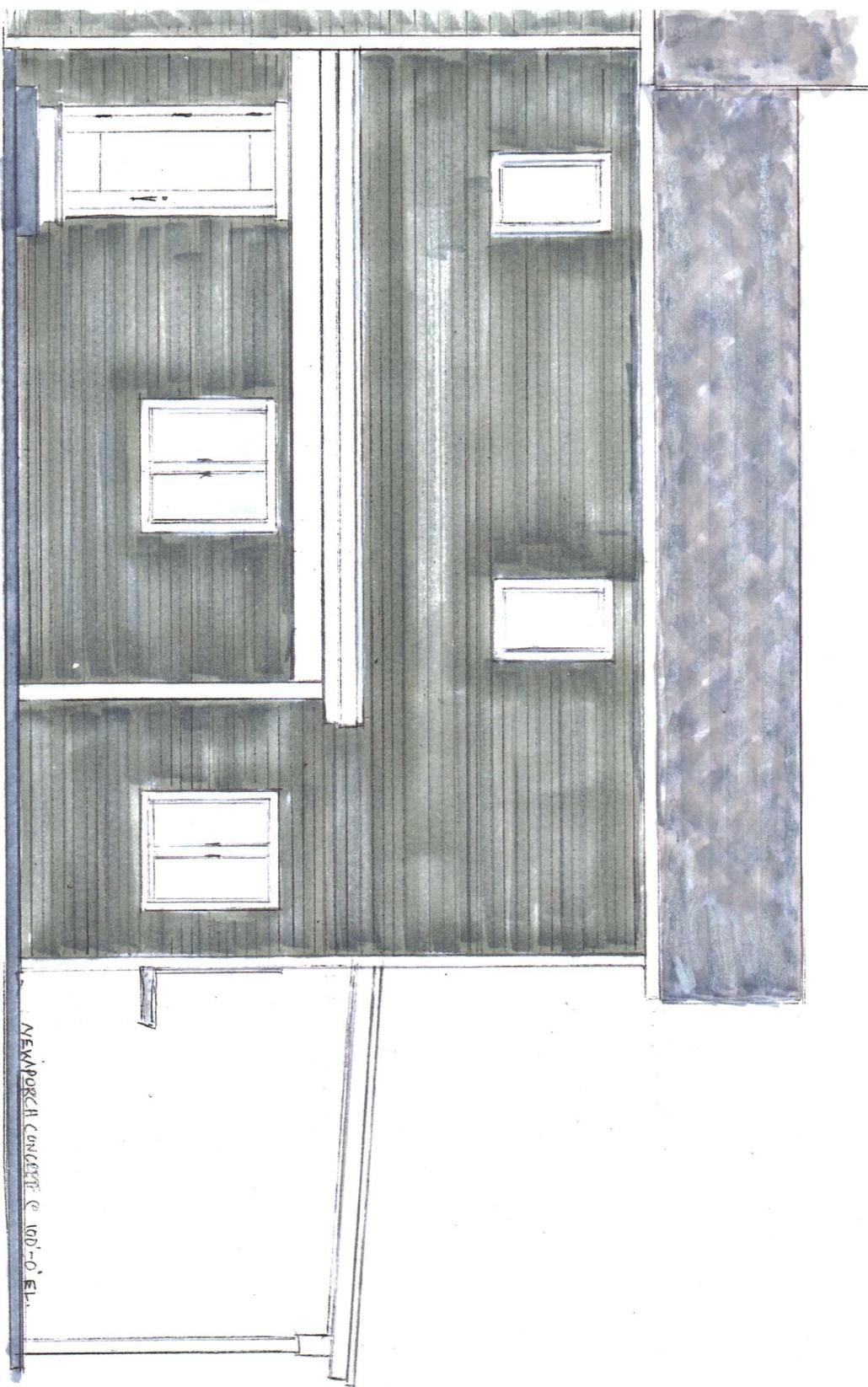








740 LAKE ST. SOUTH ELEVATION 1/4 INCH = 1 FOOT MAY 2016 J.P.





740 LAKE ST. WEST ELEVATION

1/4" = 1 FOOT
MAY 2016
RPT.

