



CITY OF SAUGATUCK HISTORIC DISTRICT COMMISSION

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

August 25, 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 July 28, 2016**
4. Public Comments:
5. Unfinished Business:
6. New Business:
 - A: **455 Culver – Siding, Awnings, Guardrail**
 - B: **221 Water Street – Addition, Window replacements, Status report with timelines**
 - C: **129 Griffith, changes to the exterior, dumpster enclosure**
 - D: **326 Butler, Window replacements**
7. Administrative Approvals & Updates:
 - A. Freestanding sign at 900 Lake
 - B. Windows at 607 Butler – Carriage House
8. Communication:
9. Public Comment:
10. Commission Comment:
 - A. Draft goals and objectives for FY17
11. Adjourn:

PROPOSED Minutes
City of Saugatuck – Historic District Commission
102 Butler Street, Saugatuck, MI 49453
July 28, 2016 – 4:00 p.m.

1. **Call to Order:** The meeting was called to order by Chairperson Bella at 4:00 p.m.
Roll Call: Present: Bella, Deem, Mahan & Straker
Absent: Hillman & Boyce
Others: Zoning Administrator Osman
2. **Agenda Changes:** A motion was made by Deem, 2nd by Mahan, to approve the agenda as presented. Upon voice vote the motion carried unanimously.
3. **Approval of Minutes:**
A. Regular Meeting Minutes of June 23, 2016: A motion was made by Deem, 2nd by Mahan, to approve the June 23, 2016 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.
4. **Public Comments:** None
5. **Unfinished Business:**
A. Application P-HIS-16006 / 740 Lake Street – Roof Addition: A motion was made by Straker, 2nd by Deem, to approve the amendment application P-HIS-16006 / 740 Lake Street for the installation of a shed roof at the rear of the house and the installation of board and batten siding on the 2nd floor and clapboard siding on the first floor of residence, 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.

Board Member Burns entered into session at 4:15 p.m.
6. **New Business:**
A. Election of Officers: A motion was made by Straker, 2nd Burns, to nominate Michael Deem as Chairperson. Upon voice vote the motion carried unanimously.

A motion was made by Deem, 2nd by Burns, to nominate Tim Straker as Vice Chairperson. Upon voice vote the motion carried unanimously.

A motion was made by Deem, 2nd by Bella, to nominate Judy Hillman as Secretary. Upon voice vote the motion carried unanimously.
7. **Administrative Approvals:** Zoning Administrator Osman presented the board with a list of administrative approvals.
8. **Communications:** Zoning Administrator updated board on project status at 607 Butler Street.
9. **Public Comments:** None
10. **Adjournment:** Chairperson Bella adjourned the meeting at 4:58 p.m.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk



DRAFT

MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Mike Deem, Chair of the Historic District Commission
Cindy Osman, Zoning Administrator

DATE: August 25, 2016

RE: Target activities for Fiscal Year 2017 (July 1, 2016-June 30, 2017)

Ordinance section 152.01 states in part, “The purpose of the Historic District Commission is to regulate the construction, addition, moving, excavation and demolition, and exterior alteration and repair of structures and resources within the Historic District in order to:

1. Safeguard the heritage of the City of Saugatuck by ensuring that the Historic District(s) continue to reflect the architecture, archaeology, engineering, culture, local village/rural character and the contextual aesthetic of the city;
2. Stabilize and improve property values in each district and surrounding areas;
3. Foster civic beauty;
4. Strengthen the local economy; and
5. Promote the use of historic districts for the education, pleasure and welfare of the citizens of the city, county, state and country.”

Fiscal Year 2017

Goal: Improve public opinion and increase support of the Historic District Commission. Improve credibility and respect by becoming a Certified Local Government.

Action Plan:

1. Educate our members and staff through available training programs at the state, regional, and local levels. (begin immediately – ongoing - responsible person: Staff)
2. Prepare our applicants:
 - a. Review the Ordinance (the local law) and the Guidelines (based on the Secretary of the Interior Guidelines).

- i. Review the ordinance (law) to be sure that it is clear and complete. Is the ordinance addressing everything needed for Certified Local Government establishment?
 - ii. Review the guidelines. Is the guideline complete? Does it clearly reflect the intention of the ordinance? Does it meet the requirements for Certified Local Government establishment? Is it understandable to the lay person?
 - Both the Ordinance and the Guidelines need to be reviewed by the City Attorney and approved by City Council. Ample time should be allowed for this, but we should take advantage of the momentum generated by new and enthusiastic members and history and knowledge of seasoned members. Target date: December 31, 2016.
 - b. Update the application:
 - i. Review the application and the application process. Make sure that the application is clear and concise yet flexible for applications of varying complexity.
 - ii. By creating a better application process and a more educated citizen we do away with confused, histrionic applicants claiming ignorance as their defense. I fear that in the past we've too often faced applicants that have taken the position that it's easier to ask forgiveness than permission...
 - iii. Review each application as soon as it is received to be sure that all pertinent information is included. In the case that the application is incomplete, contact applicant in a timely manner with request for missing information. (begin immediately)
 - c. Education:
 - i. Develop a packet including guidelines, HDC statistics, district map, and a copy of the application along with application deadlines. This can be done through real estate offices, direct delivery to the included addresses and a packet to be delivered at the closing of every sale within the district.
 - ii. Through delivery of above-mentioned packets, op-ed columns in the local papers and public workshops... perhaps in conjunction with the historical society... we educate the citizens informing them of our purpose as well as benefits to our community.
3. Instill pride in historic district owners, as well as in the general citizenry and tourism.
 - a. Upgraded signage for entry to the district as well as offering historical markers for contributing structures.
 - b. Develop a quarterly newsletter listing projects, tips and tricks, other updates.
4. Establish a budget for FY18.



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Cindy Osman, AICP
Zoning Administrator

DATE: August 25, 2016

RE: Application P-HIS-16019; 455 CULVER ST

Terry Stewart, on behalf of the Condominium Association for the Bridges Condominium is requesting approval for the installation of new siding on the entire building, and awnings on the top story, and replacement guardrails at the Water Street side of the building.

Background: This eight unit condo building was built in 1982, and is considered a non-contributing resource in the Historic District. It is approximately 34 years old. In 2010, approval was granted to replace a chain-link fence with an aluminum fence, and to make repairs to the pool. The original siding was stained wood. It appears to be rough sawn cedar.

Standards:

II. PRIMARY STRUCTURES

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: Since this is NOT a contributing structure, Section I, 2, b will apply:

(b) Some are less than 50 years old but are of good architectural quality for the period in which they were built, and they have become important parts of the context of the contributing resources in the district. Proposed changes should be judged against the standards of the period of the building. Changes should only be approved which are consistent with the structure's own style, form, scale, relationship of openings, selection of materials, details and other features.

Comment: Just because the resource is non-contributing, does not mean that "anything goes," but rather the discussion revolves around the date built standards. Rough sawn wood was a common design feature of the times. Textured Hardiboard appears to be an appropriate product. The awnings are attached with simple hardware and can be removed without damage to any features. The guardrails as proposed were desirable during that period, but prohibited by the building code in effect at that time. (Guard rail codes changed every three years)



Historic District Permit Application

LOCATION INFORMATION

APPLICATION NUMBER _____ - _____

Address 455 CULVER ST. Parcel Number _____

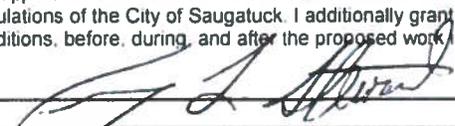
APPLICANTS INFORMATION

Name FERRY STEWART Address / PO Box 455 CULVER ST # 4
City SAUGATUCK State MI Zip 49453 Phone 269.806.8276
Interest In Project OWNER OF CONDO UNIT E-Mail TSTEWART@TLSVENTURES.COM
Signature _____ Date _____

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

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 8-16-2016

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

Name PREMIER ROOFING & EXTERIORS LLC Contact Name JOSH BELL
Address / PO Box 3061 PINE AVE City GRANDVILLE
State MI Zip 49418 Phone 616.706.8757 Fax _____
License Number 2104183181 Expiration Date 05/31/2017

PROPERTY INFORMATION

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

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

SEE ATTACHED SHEET



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)
- 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. (B)
- Samples of all proposed exterior finishes and materials.
- Photographs showing, in detail, the problem areas to be addressed during the proposed repair or alteration. (C)
- 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: _____

Proposed Improvement to The Bridges of Saugatuck 455 Culver Street, Saugatuck, Michigan

Photographs

Photograph A: The Bridges of Saugatuck (aerial view)

Photograph B: Elevation Pic from West Michigan Canvas and Awning showing the exact awning owners plan to purchase (however, in solid red fabric)

Photograph C: Photographs of The Bridges of Saugatuck exterior (sample problem areas including rotting wood, splitting wood, wood pecker holes, etc.)

Proposed Improvements and Usage

First, The Bridges of Saugatuck would like to remove existing wood siding and replace it with Hardie Plank Lap Siding (see information on James Hardie Plank Lap Siding and sample: Gray Slate).

Second, The Bridges of Saugatuck would like to remove existing wood spindle deck railings and replace with a stainless steel cable system (see attached pic).

Third, The Bridges of Saugatuck would like to add awnings provided by West Michigan Canvas Company (see attached information on look of awning, awning specific, and color sample).

Rationale and Benefits

By removing the existing wood siding and replacing it with Hardie Plank Lap Siding, The Bridges of Saugatuck will eliminate continuous rotting and splitting issues which have led to routine repair and replacement along with water leaks, etc. Wood Pecker holes that allow for rot, bird and bee infestation will also be eliminated. The final product will create a nearly mainte-

nance free structure (except for window/door trim and door painting). The proposed Hardie Plank Lap Siding color is a near perfect match to the existing siding color. Finally, we strongly believe that the siding we propose will add to our complex's beauty, much like the improvements to Sergeant Marine Condos added beauty.

By adding a stainless steel cable system to existing decks, the condo units will receive a needed update while at the same time increasing visibility of the water/harbor from inside each unit and from each of the decks.

By adding canvas retractable awnings to the top four condo units, greater cooling efficiency will be realized by owners. Currently, Morning and afternoon sun floods the upper condo units increasing the temperature in each unit resulting in the need for greater use of air conditioning. The proposed awning color (solid red) matches existing pool/deck area umbrellas. This will create a uniformed look.

Awnings For Top Floor Units Only



(A)

(A)



A





A



©

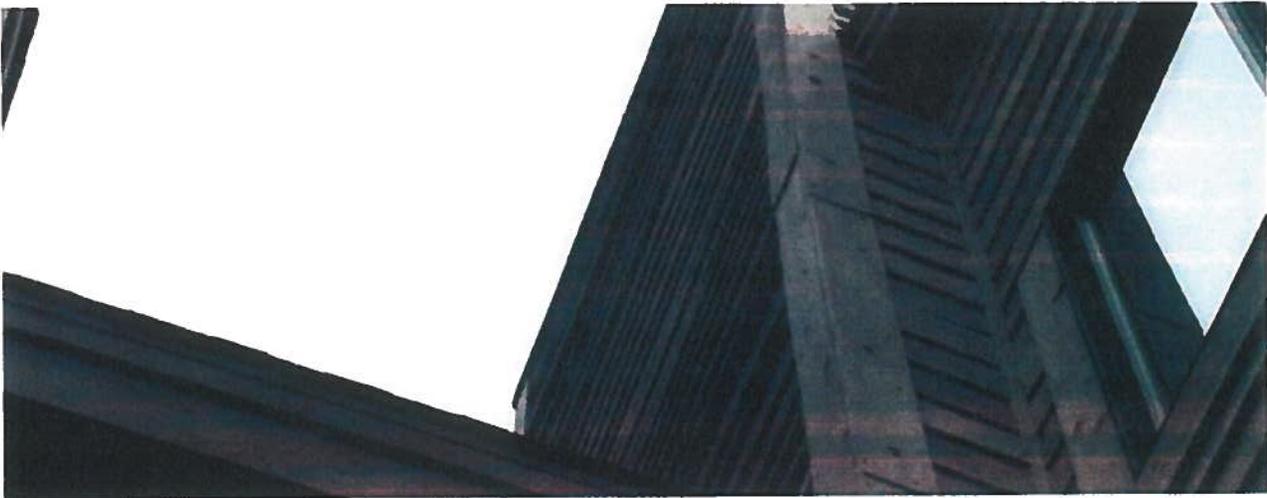
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Subject: [REDACTED]
Date: [REDACTED]
To: [REDACTED]



Sent from my iPhone

©

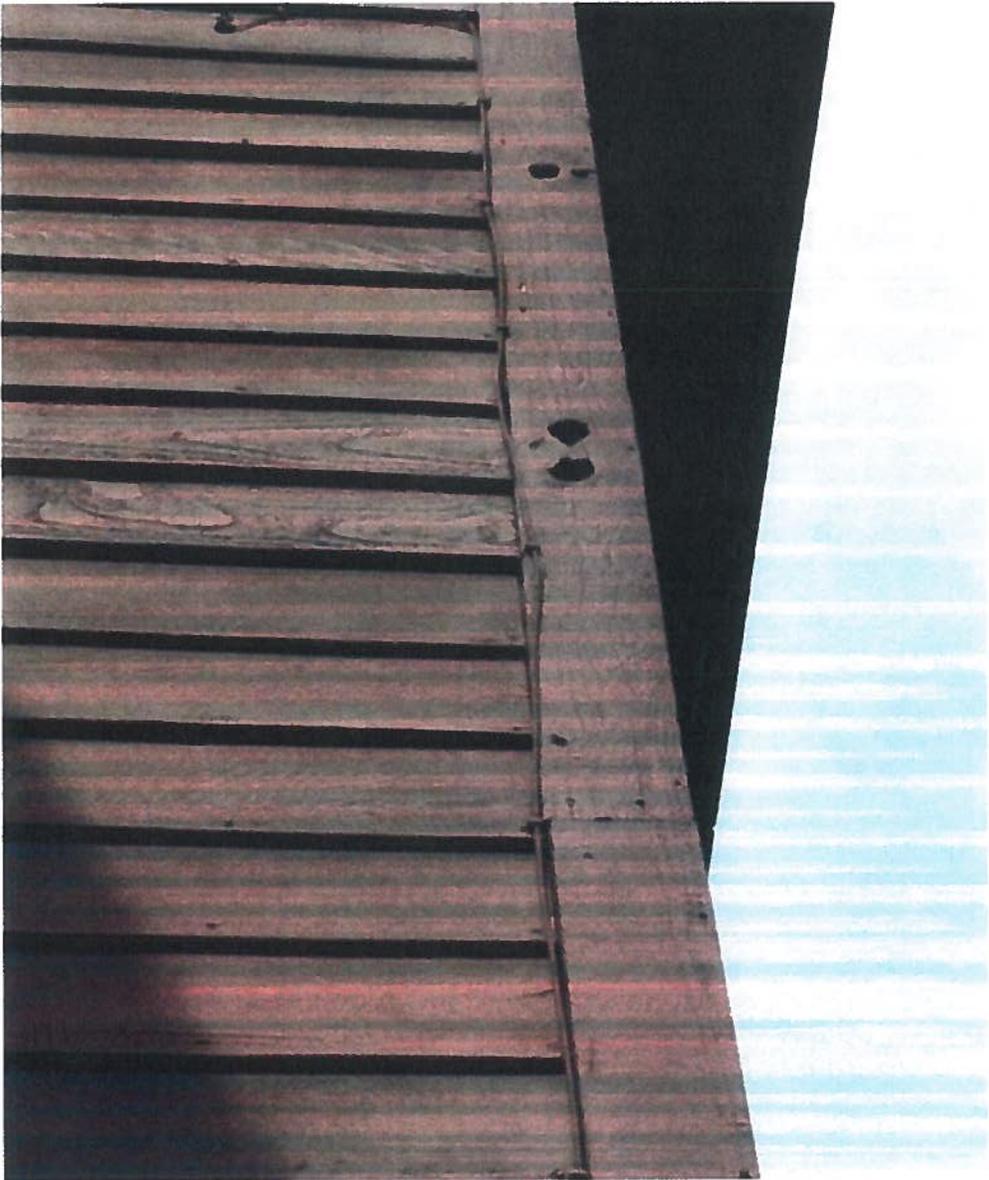
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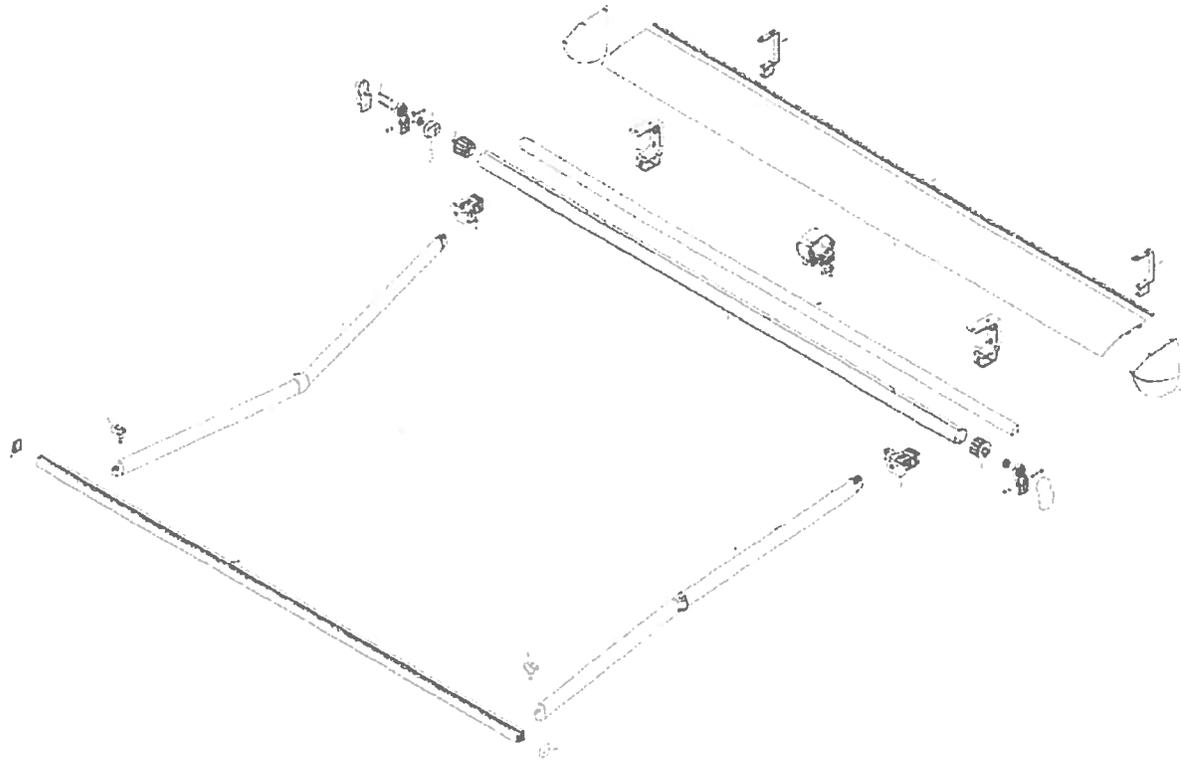
(c)



From: **Todd Petty** petty.todd@gmail.com 
Subject:
Date: **August 16, 2016 at 10:05 AM**
To: **Terry Stewart** tlsventures@gmail.com



III. Parts List



17	Gear	4	Torsion Bar
16	Round Gudgeon	3	Arm
15	Square Gudgeon	2	Arm
14	Roller Tube 80mm Steel		
13	Shoulder		
12	Hood Kit		
11	Center Support		
10	Roller Tube Support Bracket		
9	Front Bar Attachment		
8	Wall Bracket		
6	Front Bar		
5	Front Bar End Caps		

b. Mounting Height

When determining the proper height to mount an awning on a wall, two factors must be considered:

- 1) **Pitch** – the slope of the awning when extended. Recommended pitch is 15 degrees.
- 2) **Front bar height** – the height of the front bar when the awning is extended. Recommended front bar height is 7'.

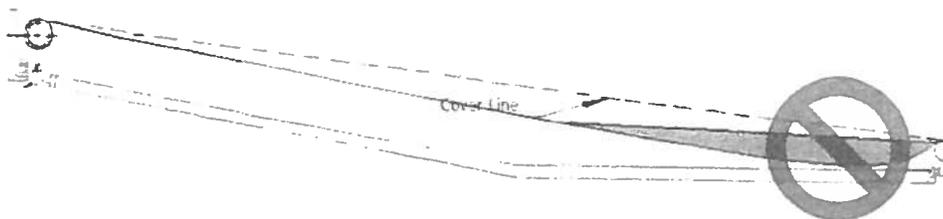
The Solair Pro is factory set with a 15-degree pitch (this is also referred to 3" of drop per foot of projection). The pitch allows water to run off the awnings if accidentally left out in the rain. An awning's pitch can be adjusted to a minimum of 5% (or 1") of drop per foot of projection. The "mounting height" refers to the height off the ground where the bottom of the brackets should be attached to the structure. Below is a chart showing the minimum bracket mounting height with the front bar at 7'.

With 15 degree pitch			With Minimum 5 Degree Pitch*		
Awning Projection		Mounting Height	Awning Projection		Mounting Height
Feet	Inches	Feet Inches	Feet	Inches	Feet Inches
5'	0"	8' 3"	5'	0"	7' 5"
6'	11"	8' 9"	6'	11"	7' 7"
8'	7"	9' 2"	8'	7"	7' 9"
10'	2"	9' 7"	10'	2"	7' 10"
11'	6"	9' 11"	11'	6"	7' 12"
13'	0"	10' 3"	13'	0"	8' 1"

***In the case where the minimum recommended pitch cannot be obtained, you must be vigilant in retracting the awning in windy and inclement weather.**

If you want the front bar higher or lower than 7', you can adjust the mounting height accordingly. For example, if you want the front bar 6'6" off the ground on a 10'2" projection with the recommended 15 degree pitch, mount the awning 6" lower than you would for a 7' front bar height, or 9'1" off the ground.

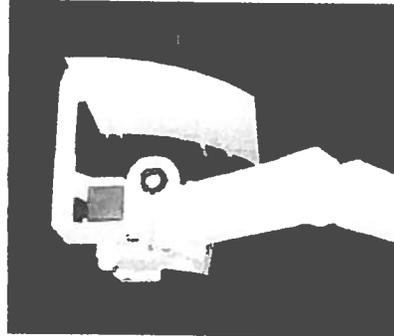
WARNING: Awnings with a shallow pitch are more susceptible to gathering water and should never be left unattended in even a light rain. If water is allowed to puddle on the fabric cover, it could have a devastating effect on the long-term performance of the awning.



VIII. Optional Mounts

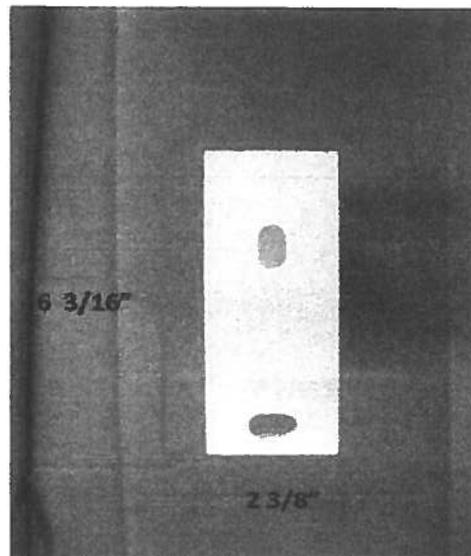
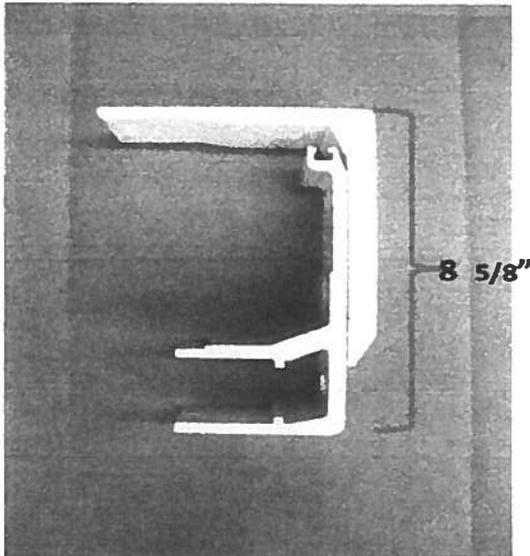
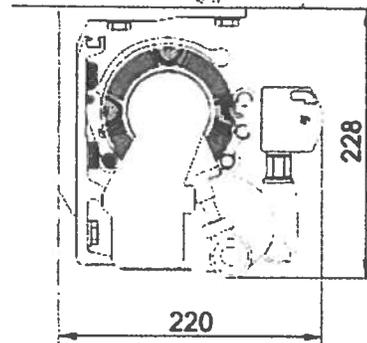
a. Hood

- Installation of hood is best performed prior to the awning being installed into the wall brackets.
- There are equal number of hood attachments as there are brackets.
- Install the hood adapter (provided) to the mounting bracket.
- Secure with set screw.
- Hood is then slipped into the channel and secured with a set screw in the front.



b. Ceiling or Soffit

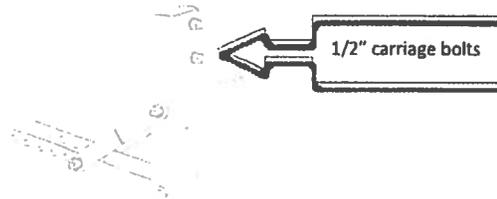
- Used when mounting under porch or eave.
- Requires soffit adapter (purchased separately).
- Soffit adapter must be mounted to studs.
- Follow mounting rules for brackets.
- Use guidelines for bracket spacing identical to the mounting bracket guidelines.
- After installation of the soffit bracket, attach the mounting bracket to the soffit bracket in the holes provided.



c. Roof Mount

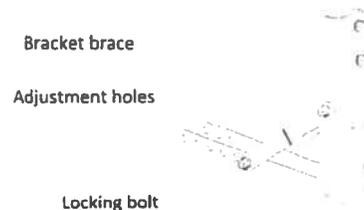
Adequate mounting height and clearance is critical to the function and safety of product. If the minimum mounting requirements cannot be met (see page 9) on a wall, additional height may be available by securing the awning to the roof utilizing roof mount brackets. There are some limitations to this type of installation; however, they often provide a good solution in overcoming the mounting height problem.

- You will need one roof mount bracket for every mounting bracket, which are purchased separately.
- Roof Mount brackets must be installed into rafters.
- Mounting brackets will be installed on to the roof mount bracket using 1/2" carriage bolts.

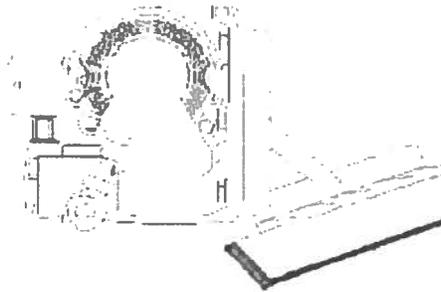


Bracket Adjustment

- Roof Brackets are adjustable to accommodate a variety of roof angles.
- It is not necessary to have the brackets completely vertical as a slight variation can be accommodated with the pitch adjustment of the awning arms.
- They should be uniform in their settings.
- Roof mounts can be adjusted by moving the side braces to the desired hole on the bottom of the bracket and locking in place with the bolts provided.



- Brackets should be mounted reasonably close to the edge of the roof, but high enough to ensure a secure mount.
- If they are mounted higher on the roof it will diminish the projection of the awning and prevent access to the gear or override motor.
- As with the wall brackets, it is imperative that the roof mount brackets be secured or fastened to a structural member of the building.
- All brackets should be **level, plumb and in the same plane** so the support tube (square bar) of the awning can be easily inserted into the brackets.



Restrictions: Roof mount brackets are not recommended on Slate or Tile roofs as they may cause cracking of the surface. Check with manufacturer for recommendations on any metal seam roofing products.



HardiePlank® **FZL5** Lap Siding

Select CedarMill® with ColorPlus® Technology

GRAY SLATE

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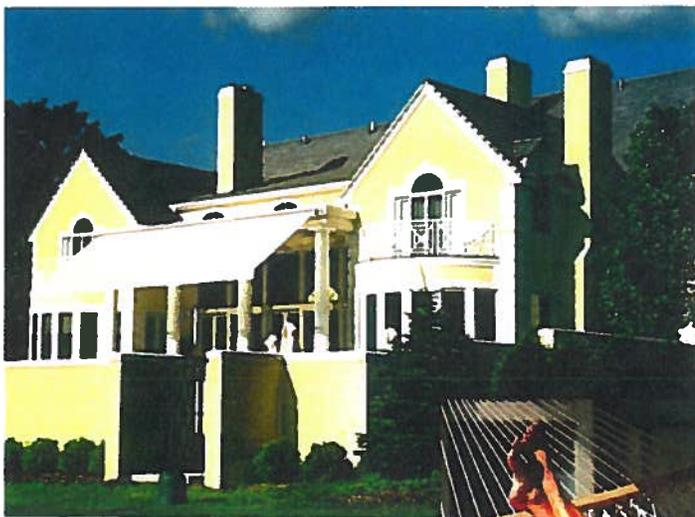


**GOING OUTSIDE
ON THE DECK TO
STRETCH OUT?
NOW YOUR AWNING CAN
DO THE SAME.**

It's easy. Just turn a crank. Or hit the optional electric motor switch. In moments, the attractive awning has extended out over you, enveloping you and your entire deck with refreshing shade.



Ah, what comfort. The Astrup Solair system can offer you as little or as much sun as you want, allowing you to stop at any desired position. In the evening, you can simply retract the awning into its own, year-round storage unit. It not only keeps it clean, but assures a long life.



Hundreds of decorative fabrics are available, which can be coordinated with the vast array of complementing frame colors. Powered models feature either a manual switch or automatic sensor controls that adjust the awning's projection according to wind, rain and sun conditions. Solair comes with a 5 year manufacturer's limited warranty on the frame system.



As well as five standard colors, we also offer over a hundred custom colors.

SOMFY® is the motor of choice for powering Astrup Solair systems.



Astrup



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Cindy Osman
Zoning Administrator

DATE: August 19, 2016

RE: **Application P-HIS-16020; 221 WATER ST**

PLUM DANIEL is requesting approval for the installation of Addition at rear, window selection, and to present a status report on the previous approval dated August 22, 2014.

Background: **Background:** The subject 3006 square-foot property is located within the Water Street East (C-2) zoning district and contains a 1,332 square-foot, two story single family dwelling. The City does not have a date of construction for the dwelling, but the structure is believed to be greater than 50 years old. The memo dated March 18, 2010 from Williams & Works notes that the structure should be considered to be a contributing feature to the Saugatuck Historic District as it retains many of its original features. On August 22, 2014, the HDC made approvals for various changes. (see excerpt from minutes attached)

Request: Mr. Plum is now requesting window replacements, and addition to the rear.

Standards: D. Doors and Windows

2. Replacing Windows and Doors

(a) If 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.

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.

This sample motion may be used,

I move to approve/deny the application to replace all of the windows as submitted/amended because _____

(optional) with the following conditions:

1. A
2. B
3. C

Additions 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. The Commission may make recommendations to the Planning Commission and/ or the Zoning Board of Appeals concerning placement of additions on the lot.

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.

This sample motion may be used,

I move to approve/deny the application for the addition as submitted/amended because _____

(optional) with the following conditions:

1. A
2. B
3. C



Historic District Permit Application

LOCATION INFORMATION

APPLICATION NUMBER _____ - _____

Address 221 Water StreetParcel Number 0357-300-143-00

APPLICANTS INFORMATION

Name Dan Plum Address / PO Box 221 Water StreetCity Saugatuck State MI Zip 49453 Phone 805-341-5709Interest In Project Owner E-Mail emailplum@yahoo.comSignature  Date 8/17/16

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

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 _____ Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

License Number _____ Expiration Date _____

PROPERTY INFORMATION

Depth _____ Width _____ Size _____ Zoning District _____ Current Use residential

Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

property renovation - see attachedproperty information - see attached survey



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: _____

August 18, 2016

Dear Historical Commission,

My name is Dan Plum and I am the present owner of 221 Water Street.

My Grandparents, Julia and Roscoe Funk originally bought the house in 1926 and resided in the house until their passing in the early 80's and 90's. Upon that time my mom, Marianne Plum (Funk) inherited the house and upon her passing the house came into my possession.

I look forward to working with the historical Commission and the revitalization of the family home.

Original Plans and Design for 221 Water Street restoration:

Hillman Associates
562 Weirich Drive
Saugatuck, MI 49453
Office: (269) 857-7197
Attn: Judith Hillman

Thank you,

A handwritten signature in blue ink, appearing to read 'Dan Plum', with a long horizontal flourish extending to the right.

Dan Plum

Short term, 1 to 2 years:

I am requesting a two year approval for list as follows:

- 1) Remove tiles from the house and restore the exterior to 1926, the year my Grandparents first purchased the property (see picture).
- 2) Replace windows. Present choice is Pella designer windows (see brochure).
- 3) Reconstruct as closely to pictures the front porch that was on the house when purchased in 1926. I have two (2) of the original posts, the front door from 1926, doorknobs and railings as seen in the picture. I have applied for and received revocable license agreement with the city for porch.
- 4) Build a screened in porch on the side of the house and add entrance from the kitchen. (see drawings).
- 5) Extend the back exterior wall of house (kitchen) 4 feet.
- 6) Rebuild and shingle roofs
- 7) Build deck and covered entrance upon the back of house (see drawings)
- 8) Due to logistics, I will be in contact with the historical commission for the timely running of utilities needed for long term project listed below.

Long term, 3 to 4 years:

It is my desire to replace the cottage that previously existed on the property and is seen in pictures. The foundation is shown on the last survey done. (see survey).

I want to replace the structure with another cottage or garage with living space above. I would like to extend it to the back property line. It may require a variance and I will be in contact with the city about application and approval.



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Michael Clark, AICP
Planning Director

DATE: August 22, 2014

RE: **Application 14-050; 221 Water Street, Exterior renovations**

Dan Plum, owner of 221 Water Street has submitted an application for multiple exterior modifications and porch additions. The purpose of this memo is to provide a review of the information provided for the August 28, 2014 Historic District Commission Meeting.

Background: The subject 3006 square-foot property is located within the Water Street East (C-2) zoning district and contains a 1,332 square-foot, two story single family dwelling. The City does not have a date of construction for the welling, but the structure is believed to be greater than 50 years old. The memo dated March 18, 2010 from Williams & Works notes that the structure should be considered to be a contributing feature to the Saugatuck Historic District as it retains many of its original features.

Proposed Request: The applicant is proposing the following modifications to the house:

- Lift the existing structure and installing a new basement noting that the existing basement is detonating. Please note that this may increase the height of the house by 12 to 18 inches.
- Restoration of the exterior siding and patch where needed to match the 1926 photos.
- Reconstruction of the front porch found in the 1926 photos
- Construct a screen porch on the south side of the house near the back of the house
- Construct a covered entrance on the back of the house and a deck.

Completeness of Submittal: All requested materials and information has been provided and further details regarding materials will be available at the meeting.

Standards: Section II(E) of the Local Guidelines regulates porches and states:

*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.*

Furthermore, Section II(A)(7) would apply for the replacement of the existing foundation. It states:

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.*

Finally, Section V will apply for the new screen porch and covered entry additions onto the structure. In short it states that new additions shall be in keeping with the character of the structure, not create false history, and shall not overpower or reduce the prominence of the historic resource.

Discussion: The Commission may want to discuss the design and character of the additions and determine if the existing foundation is a contributing feature to the house. Staff can recommend approval of the reconstruction of the front porch and restoration of the original siding on the structure.

If the HCD finds the work as proposed to be appropriate, the request may be approved as submitted and a Certificate of Appropriateness may be issued. The following motion may be used:

Motion to (Approve/ Deny) application 14-050: 221 Griffith Street, to permit the restoration of the siding and replacement where needed with matching siding, reconstruction of the porch found in

the 1926 photo, construction of an attached screen porch on the east side of the structure, and addition of a deck and covered entry on the back of the structure, indicated in the staff report dated August 22, 2014, finding the following to be true:

- 1. *Ordinance 152.00 has been (satisfied/not satisfied)*
- 2. *Section 152.07/ Application and Review Procedures has been (satisfied/not satisfied)*
- 3. *Section 152.10/ Preservation, Moving, and Demolition of Historic Resources has been(satisfied/not satisfied)*
- 5. *36 CFR 67, Secretary of the interior standards for historic rehabilitation standards 1, 2, 3, 5, 6, 9 and 10 has been(satisfied/not satisfied)*

Excerpt

D. Application 14-048 / 252 Butler Street – Door & Window Replacement / Trim Detail: A motion was made by Straker, 2nd by Spoerl, to approve Application 14-048 / 252 Butler Street to permit replacement of a door with a ½ lite door to be staff approved as indicated in the staff report dated August 22, 2014 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, 3, 9 and 10 have been satisfied.

E. Application 14-049 / 60 Griffith Street – Replacement Windows: A motion was made by Hillman, 2nd by Deem, to table Application 14-049 / 60 Griffith Street to the September 25, 2014 regular meeting. Upon voice vote the motion carried unanimously.



F. Application 14-050 / 221 Water Street – Exterior Modification / Porch Addition: A motion was made by Boyce, 2nd by Spoerl, to recuse Member Hillman due to conflict of interest. Upon voice vote the motion carried unanimously.

A motion was made by Deem, 2nd by Spoerl, to **approve/deny** Application 14-050 / 221 Water Street to permit the restoration of the siding and replacement where needed with matching siding, reconstruction of the porch found in the 1926 photo, construction of an attached screen porch on the east side of the structure, and addition of a deck and covered entry on the back of the structure as indicated in the staff report dated August 22, 2014, finding the following to be true.

*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, 3, 5, 6, 9 and 10 have been satisfied.

Upon voice vote the motion carried by the following vote:

Yes: Boyce, Spoerl, Bella, Deem & Straker

No: None

Abstain: Hillman

G. Application 14-051 / 520 Lake Street – Exterior Modifications: A motion was made by Boyce, 2nd by Deem, to approve Application 14-051 / 520 Lake Street for the following exterior modifications: close off door on the front of the structure while maintaining the existing exterior door, remove concrete walk way leading to door, install exterior door on south-east side of structure, installation of handicap ramp on south-east side of structure, replace sliding glass doors with appropriate double hung doors on the north-west wall on north-east wing as indicated in the staff report dated August 25, 2014, with vertical spindles on new railing 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, 8, 9 and 10 have been satisfied.

H. Discussion of Signs for Historic Properties:

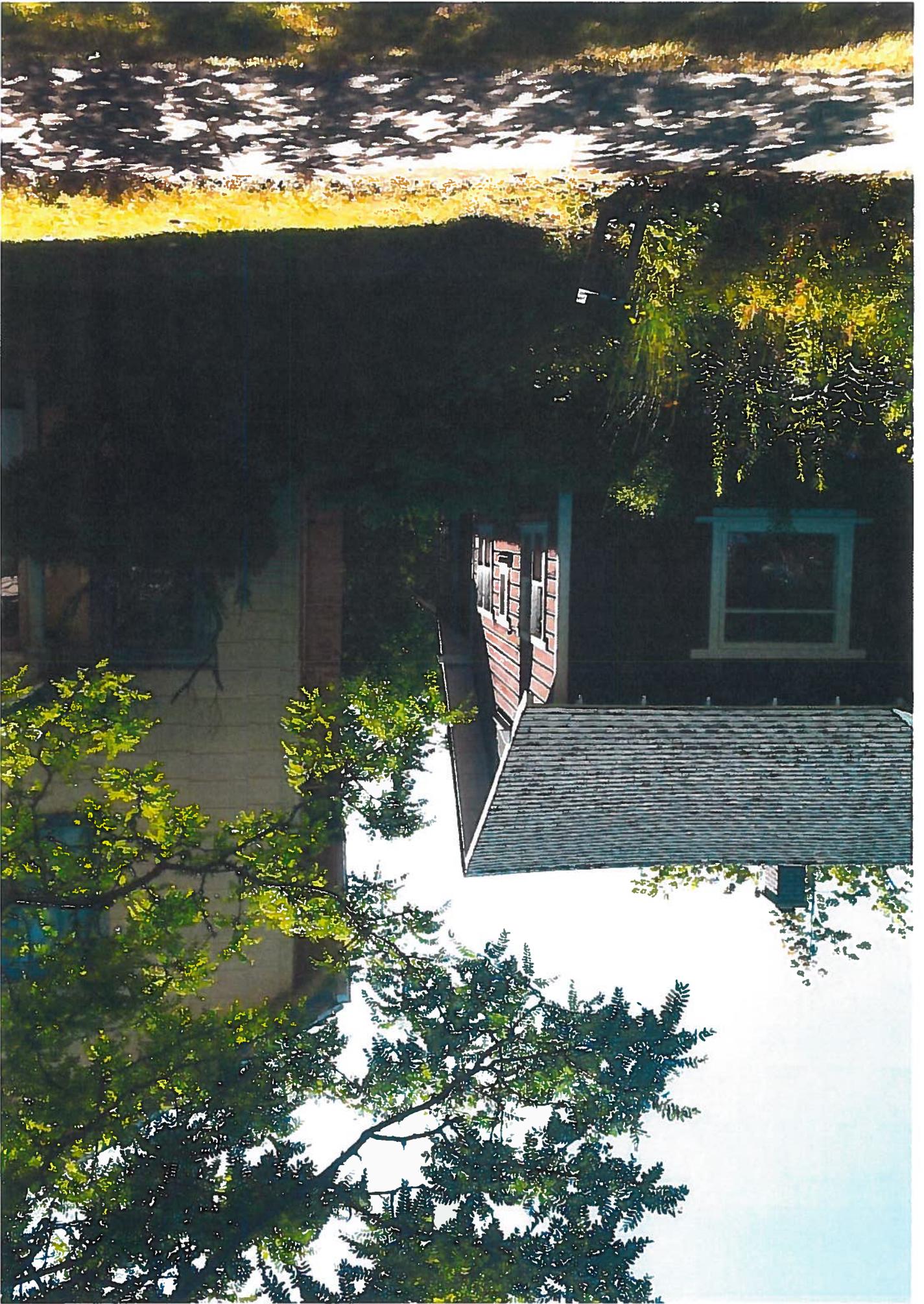
7. **Administrative Approvals:** Zoning Administrator Clark presented the commission with permits that were administratively approved.
8. **Communications:** None
9. **Public Comments:** None
10. **Commission Comments:** None





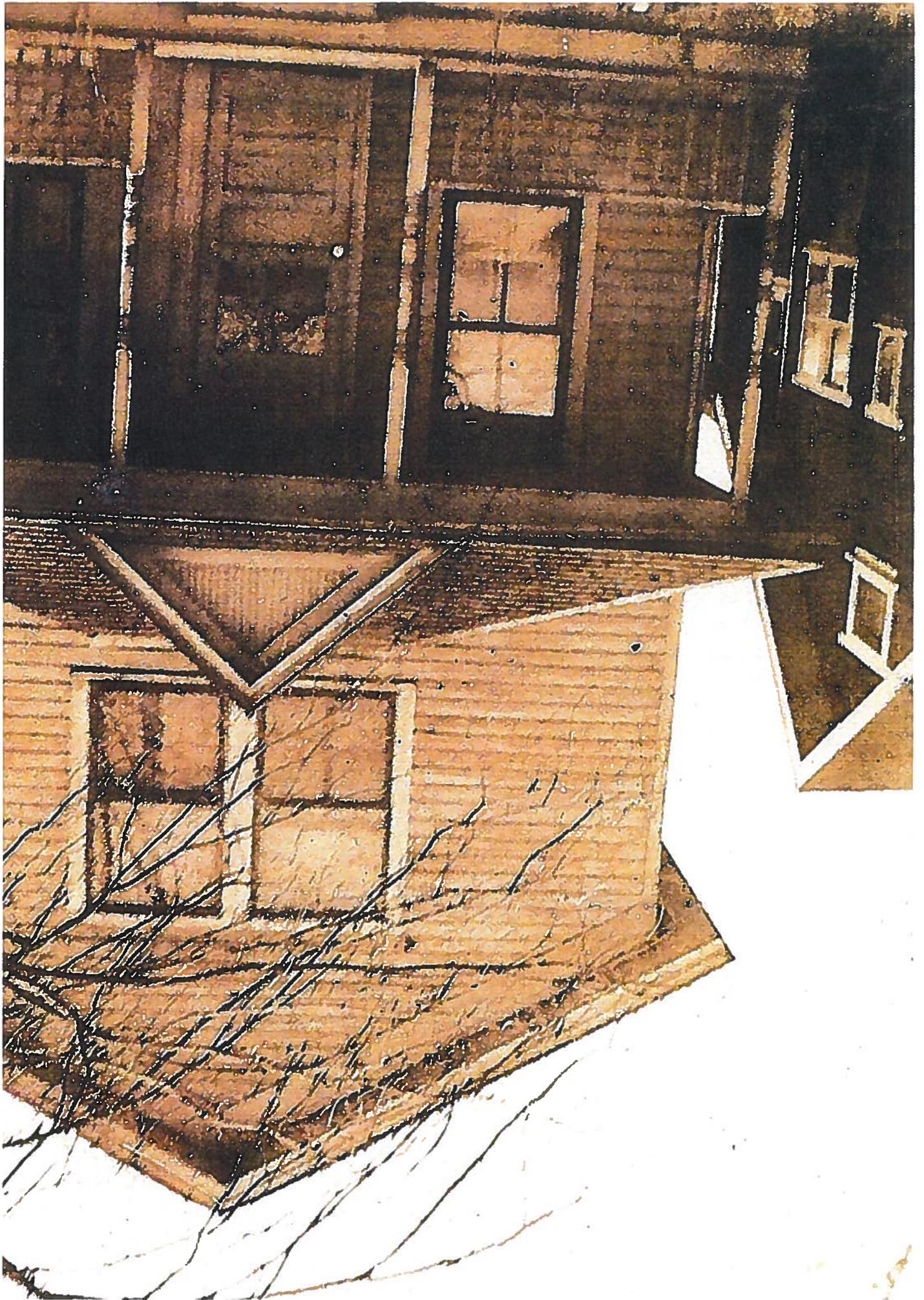






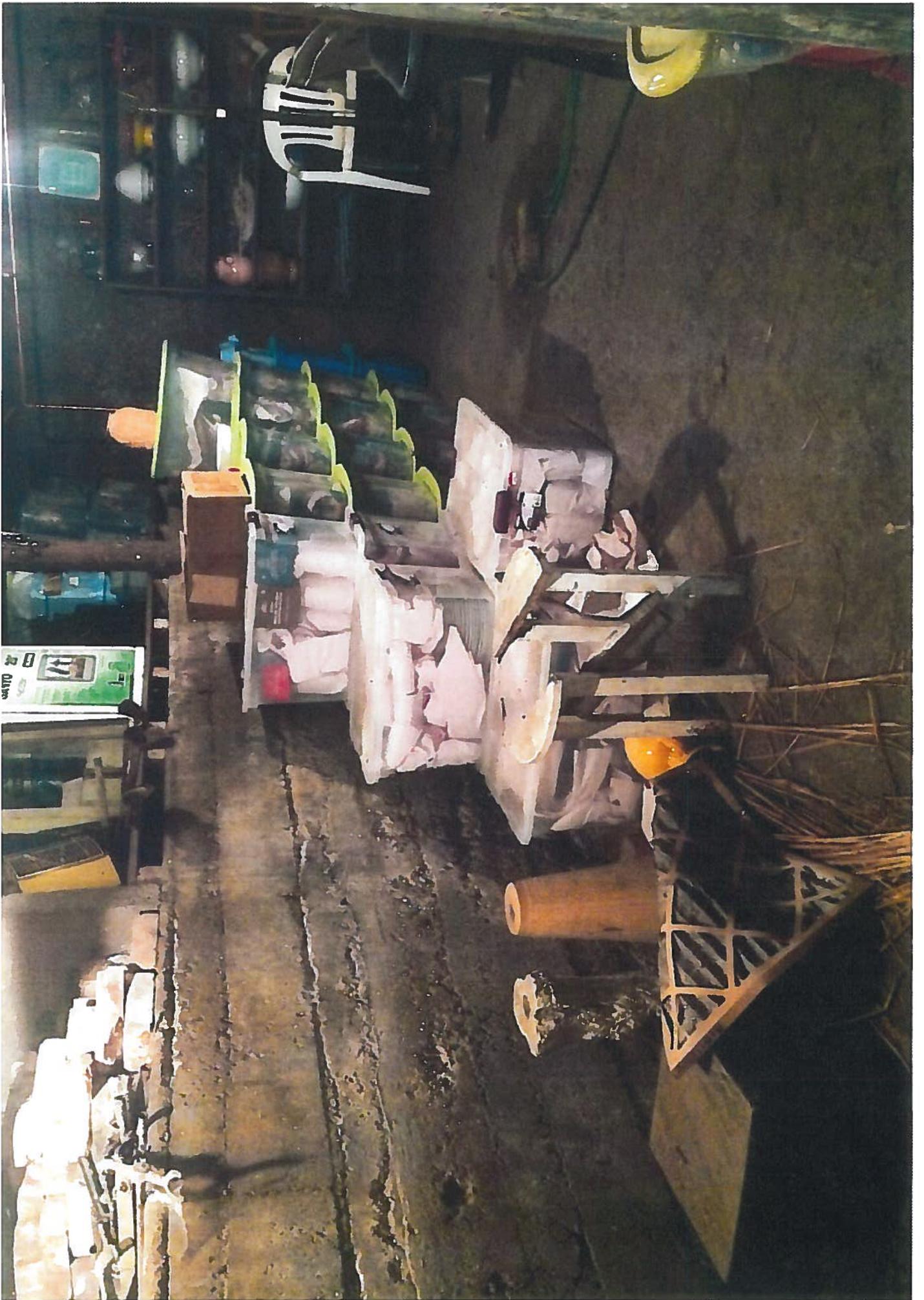




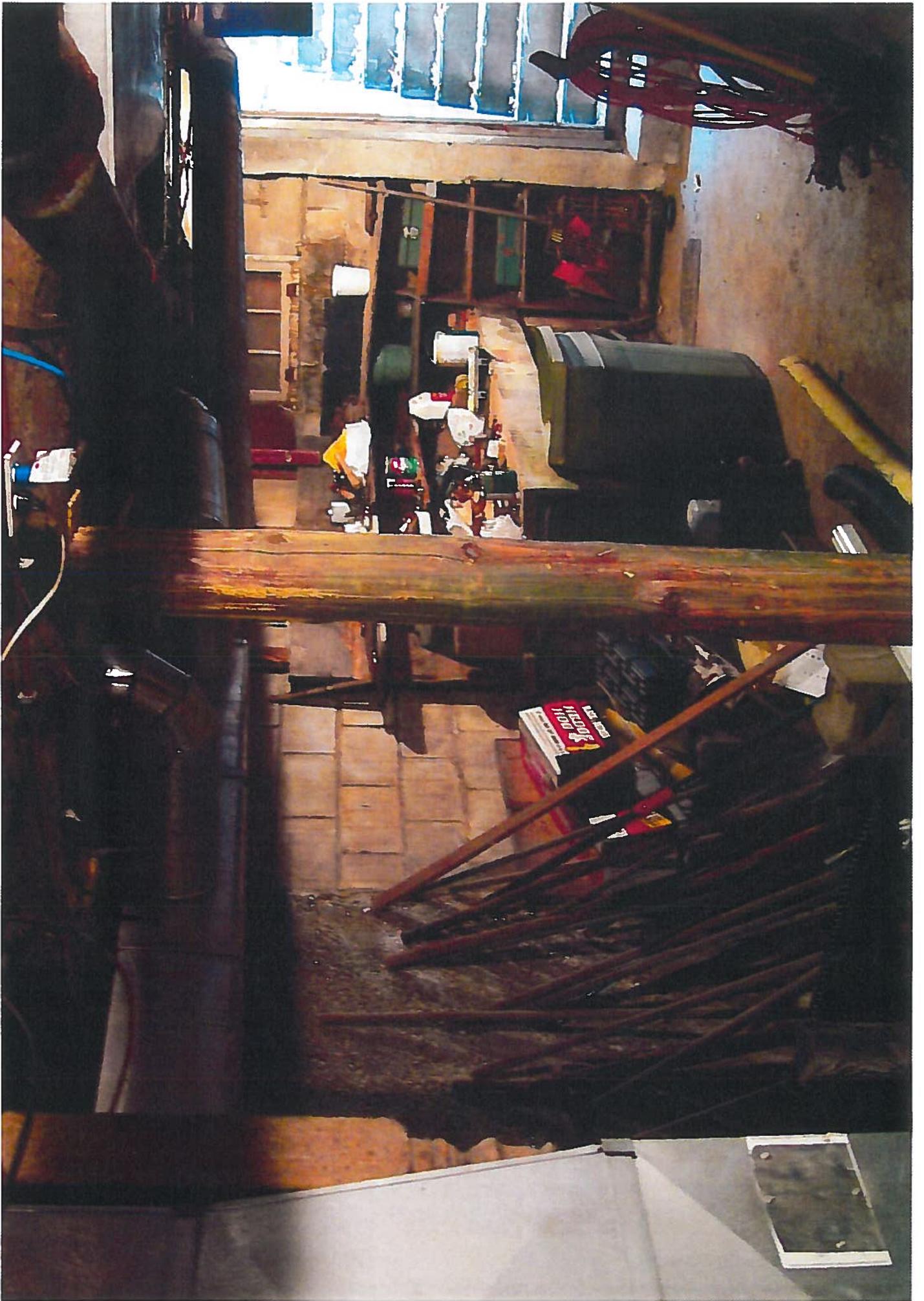






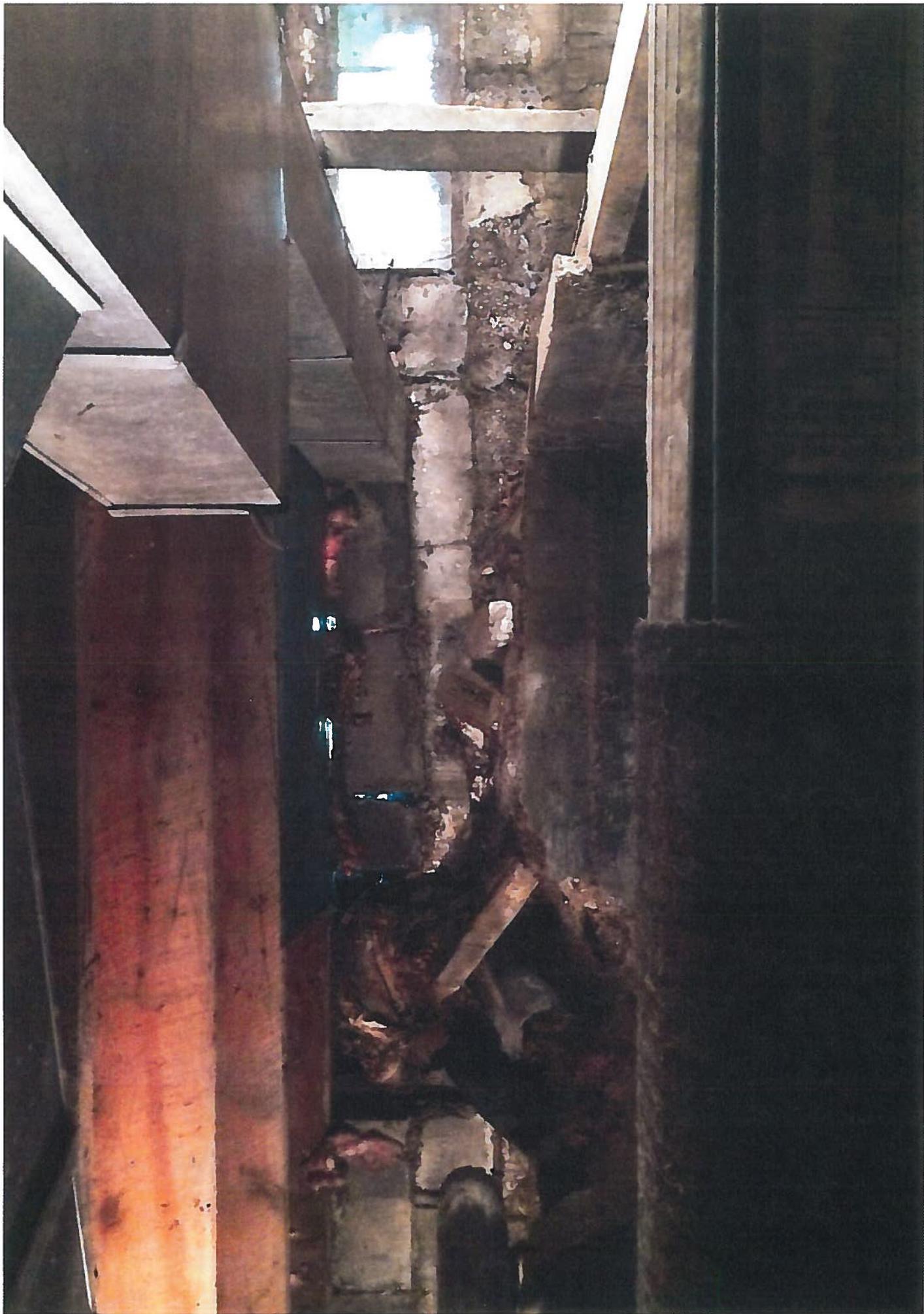




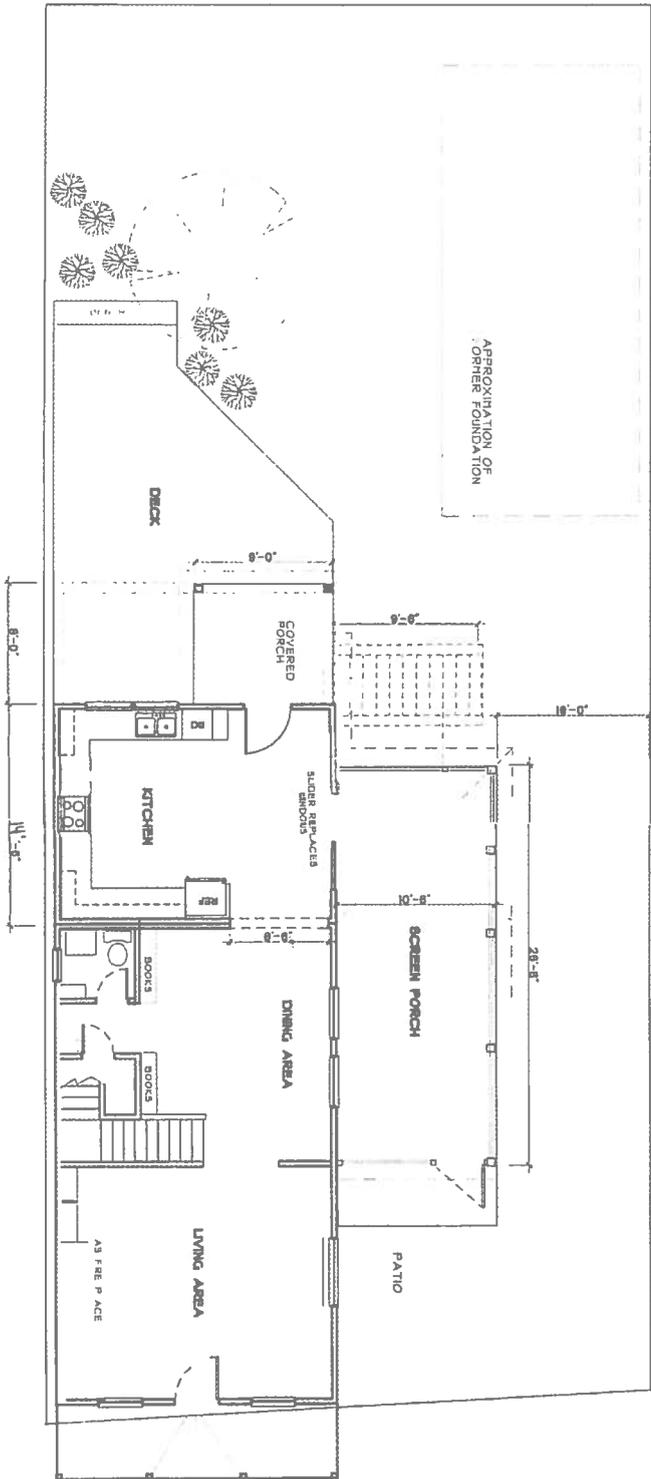












SCALE: 1/8"=1'0"

DANIEL PLUM RESIDENCE

221 WATER STREET SAUGATUCK, MICHIGAN

PLANS MODIFIED BY
DAN PLUM
8/17/15

HILLMAN
ASSOCIATES
582 WERICH DRIVE
SAUGATUCK, MI 49453
STUDIO: 269 857 7197
CELL: 616 706 9368
EMAIL: hillman@hope.edu

DATE:
8.18.14
12.18.14

SHEET NO:
A1

PLANS MODIFIED BY
DAN PLUM
8/17/16

DANIEL PLUM RESIDENCE

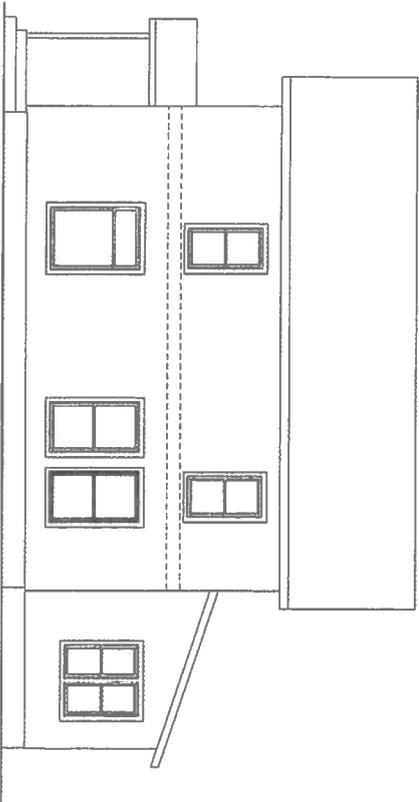
221 WATER STREET SAUGATUCK, MICHIGAN

HILLMAN
ASSOCIATES
562 WEIRICH DRIVE
SAUGATUCK, MI 49453
STUDIO: 269 857 7197
CELL: 616 706 9368
EMAIL: hillman@hope.edu

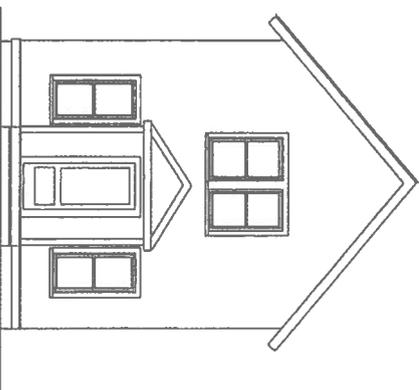
DATE:
8.18.14

SHEET NO:

A2



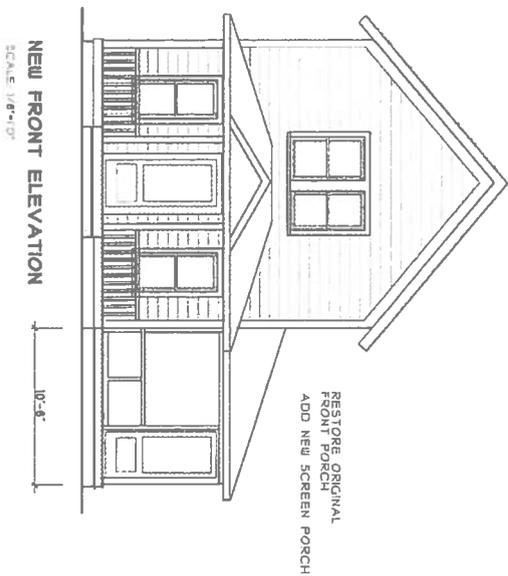
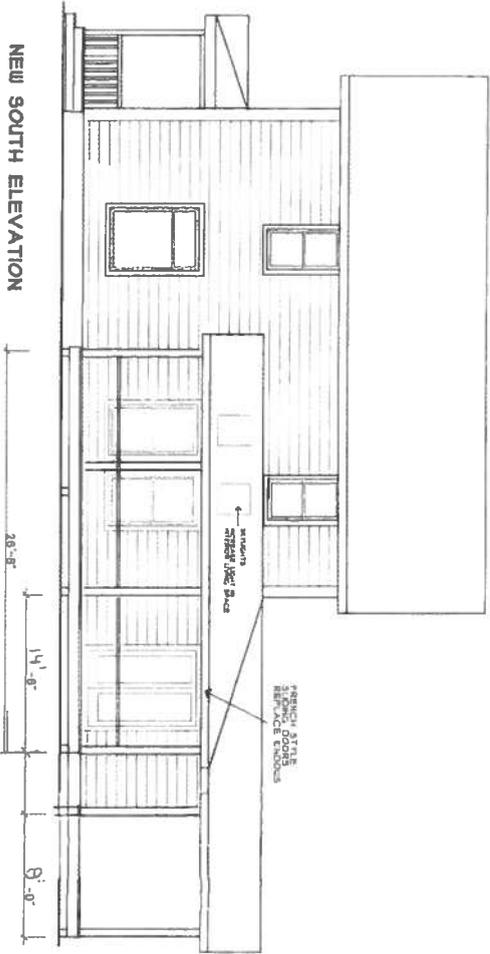
EXISTING SOUTH ELEVATION



EXISTING FRONT ELEVATION

SCALE: 1/8"=1'-0"

PLANS MODIFIED BY
DAN PLUM
8/17/15



DANIEL PLUM RESIDENCE

221 WATER STREET SAUGATUCK, MICHIGAN

HILLMAN
ASSOCIATES
582 WEIRICH DRIVE
SAUGATUCK, MI 49453
STUDIO: 269 857 7197
CELL: 618 706 9368
EMAIL: hillman@hope.edu

DATE:
8.18.14

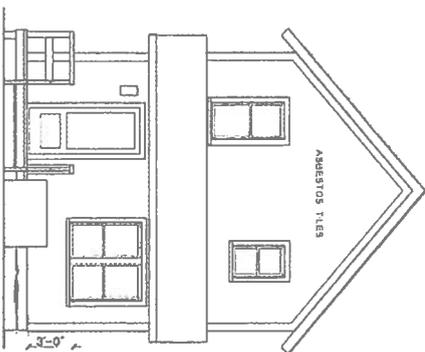
SHEET NO:

A3

PLANS MODIFIED BY
DAN PLUM
8/17/16



EXISTING NORTH ELEVATION
SCALE: 1/8"=1'-0"



EXISTING EAST ELEVATION

DANIEL PLUM RESIDENCE

221 WATER STREET SAUGATUCK, MICHIGAN

HILLMAN
ASSOCIATES
562 WEIRICH DRIVE
SAUGATUCK, MI 49453
STUDIO: 289.857.7197
CELL: 618.708.9388
EMAIL: hillman@hope.edu

DATE:
8/18/14

SHEET NO:

A4

PLANS MODIFIED BY
DAN PLUM
8/17/16

DANIEL PLUM RESIDENCE

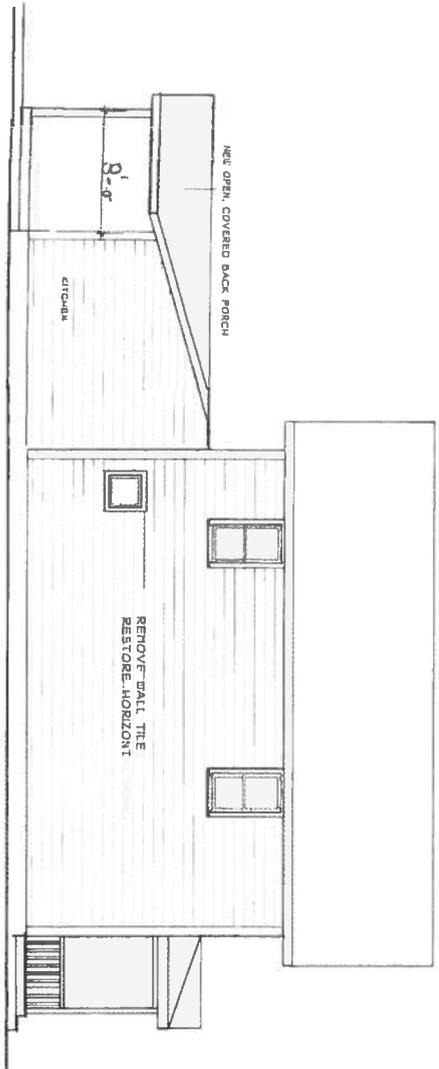
221 WATER STREET SAUGATUCK, MICHIGAN

HILLMAN
ASSOCIATES
562 WEIRICH DRIVE
SAUGATUCK, MI 49453
STUDIO: 269 857 7197
CELL: 616 706 9368
EMAIL: hillman@hopa.edu

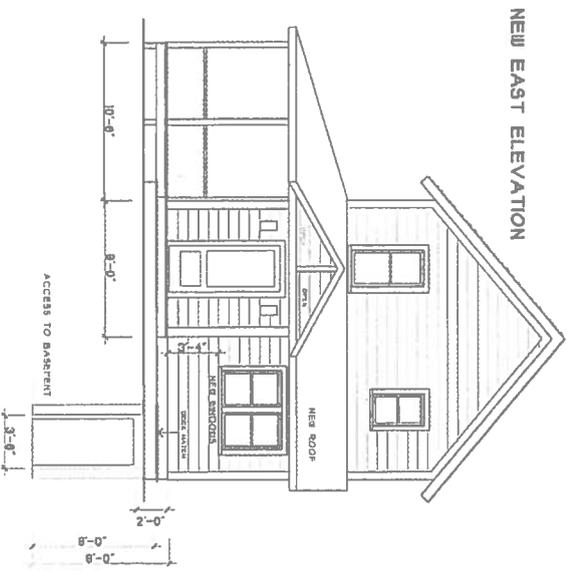
DATE:
8/18/14

SHEET NO:

A5



NEW NORTH ELEVATION
SCALE 1/8"=1'-0"



NEW EAST ELEVATION



Memorandum

To: Saugatuck Historic District Commission
From: Michael Clark AICP, Zoning Administrator
Date: August 16, 2012
Subject: 129 Griffith Street; 12-064; Request to Construct Mixed Use Building

Jeffrey McKean of McKean Architecture has applied on behalf of Cynthia McKean, owner of 129 Griffith for the construction of a new mixed use (commercial/ residential) structure. This memo is a review of the drawings, information and application submitted on August 6, 2012 by the applicant for your consideration at the August 23, 2012 Historic District Commission meeting.

Background: The current 8,712 square-foot property is improved with a 120 square-foot temporary ticket booth and an improved parking area containing five parking spaces. The surrounding buildings include a residential style bed and breakfast structure to the north, a painted split face cinder block commercial structures to the south and west, and a parking lot to the east. The memo dated March 18, 2010 from Williams & Works notes that the existing duck ticket booth structure should be not considered to be a contributing feature to the Saugatuck Historic District. Furthermore because of the temporary nature of the structure, no demolition permit is required.

Request: The applicant is proposing the removal of the ticket booth and the construction of a 13,000 square foot, three-story mixed use structure. The proposed building will be constructed such that it will contain building materials found within the historic district, many located within close proximity of the proposed development. These include a concrete block face for the first and second floors, and rough sawn cedar siding in a vertical pattern on the third floor. The total height of the structure is 28 feet, which is the maximum required per Section 154.022 of the Zoning Ordinance and is not out of scale with the surrounding structures.

The proposed development would contain five retail commercial units on the first floor and eight one-bedroom, two-story residential apartments on the second and third floors. The site would also include an 'alley' way that would contain eight off-street parking spaces and pedestrian access into a courtyard area at the center of the building. The applicant is proposing traditional paver stones and 'grasscrete' blocks which provide a permeable surface to address storm water runoff. The proposed retail store and second and third floor apartments are uses are permitted by right per Section 154.024 (B) of the Zoning Code and development received site plan approval from the Planning Commission on August 16, 2012.

Standards: Section V.B. of the Local Guidelines regulates new construction and notes that new structures should be designed to be compatible with the surrounding structures and be compatible in siting and massing. Furthermore, they should contain compatible details to those found on surrounding structures. It should be noted that there are three basic architectural

styles, simple commercial, residential, and industrial, within viewing distance of the subject property. Furthermore, the 'alley' concept is also found on Butler Street next to Bella Vita Suites. As noted above, the applicant has picked up design elements from several of these structures providing a structure that while distinctively new, still blends into the historic character of the district as a whole.

If the HCD finds the work as proposed to be appropriate, the request may be approved as submitted and a Certificate of Appropriateness may be issued. The following motion may be used:

Motion to (Approve/ Deny) application 12-064: 129 Griffith Street, finding the following to be true:

- 1. Ordinance 152.00 has been (satisfied/not satisfied)
- 2. Section 152.07/ Application and Review Procedures has been (satisfied/not satisfied)
- 3. Section 152.10/ Preservation, Moving, and Demolition of Historic Resources has been(satisfied/not satisfied)
- 5. 36 CFR 67, Secretary of the interior standards for historic rehabilitation standards 9 and 10 has been(satisfied/not satisfied)



Historic District Permit Application

LOCATION INFORMATION APPLICATION NUMBER _____ - _____

Address 129 Griffith Street Parcel Number _____

APPLICANTS INFORMATION

Name John J. Kean Address / PO Box 129 Griffith St #202
City Saugatuck State MI Zip 49453 Phone 616 610 7078
Interest In Project Owner E-Mail _____
Signature _____ Date 8/8/16

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

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 _____ Contact Name _____
Address / PO Box _____ City _____
State _____ Zip _____ Phone _____ Fax _____
License Number _____ Expiration Date _____

PROPERTY INFORMATION

Depth 66 Width 132 Size _____ Zoning District C-1 Current Use R/C
Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

enclosure of top deck @ north face of building.
installation of nice window
installation of dumpster enclosure on city property. (extension of existing)
removal of one (1) arbor vitae on city property.



Historic District Application

Application # _____

HISTORIC DISTRICT REQUIREMENTS (SECTION 152.07)

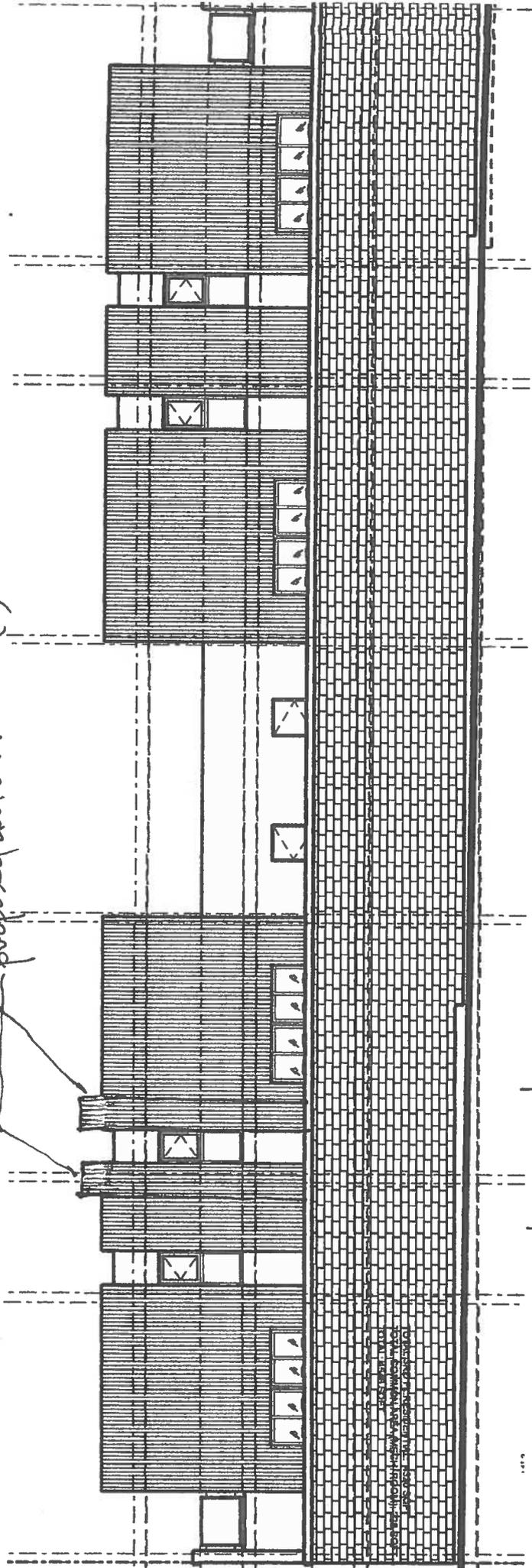
Pursuant to Section 152.07, please attach the following supporting documents when applying for historic district approval if applicable:

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.

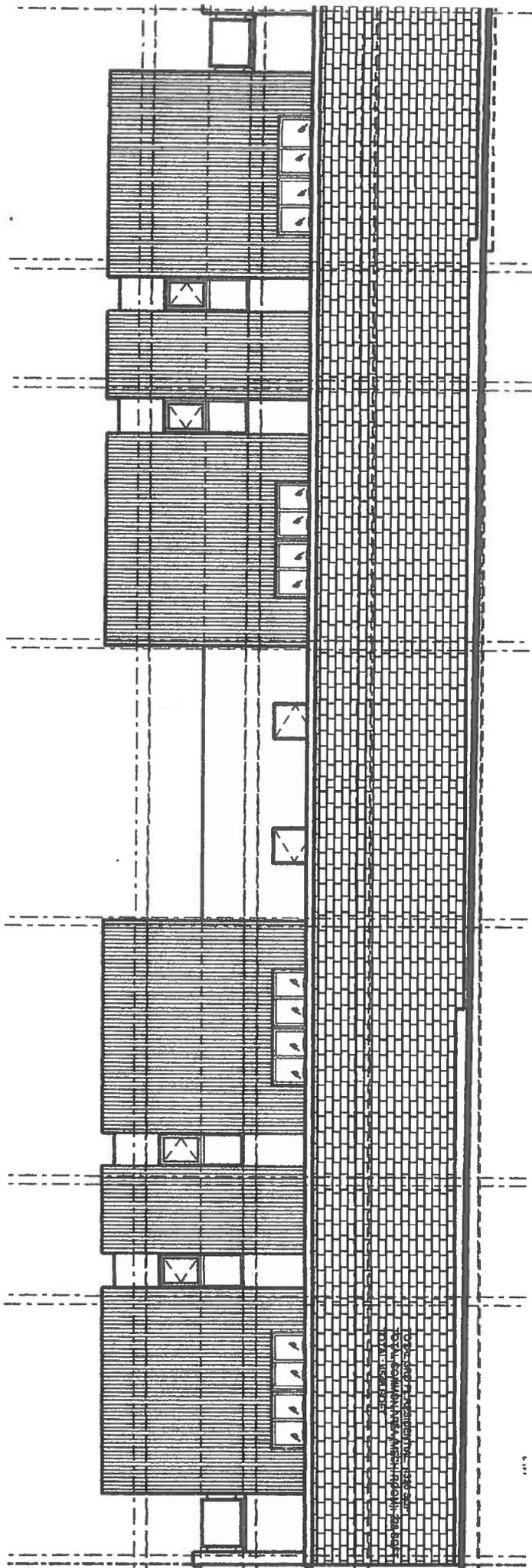
OFFICE USE ONLY:
 Application Complete _____ Fee Paid _____ Date Paid _____
 Notes: _____

proposed duct enclosures (2)

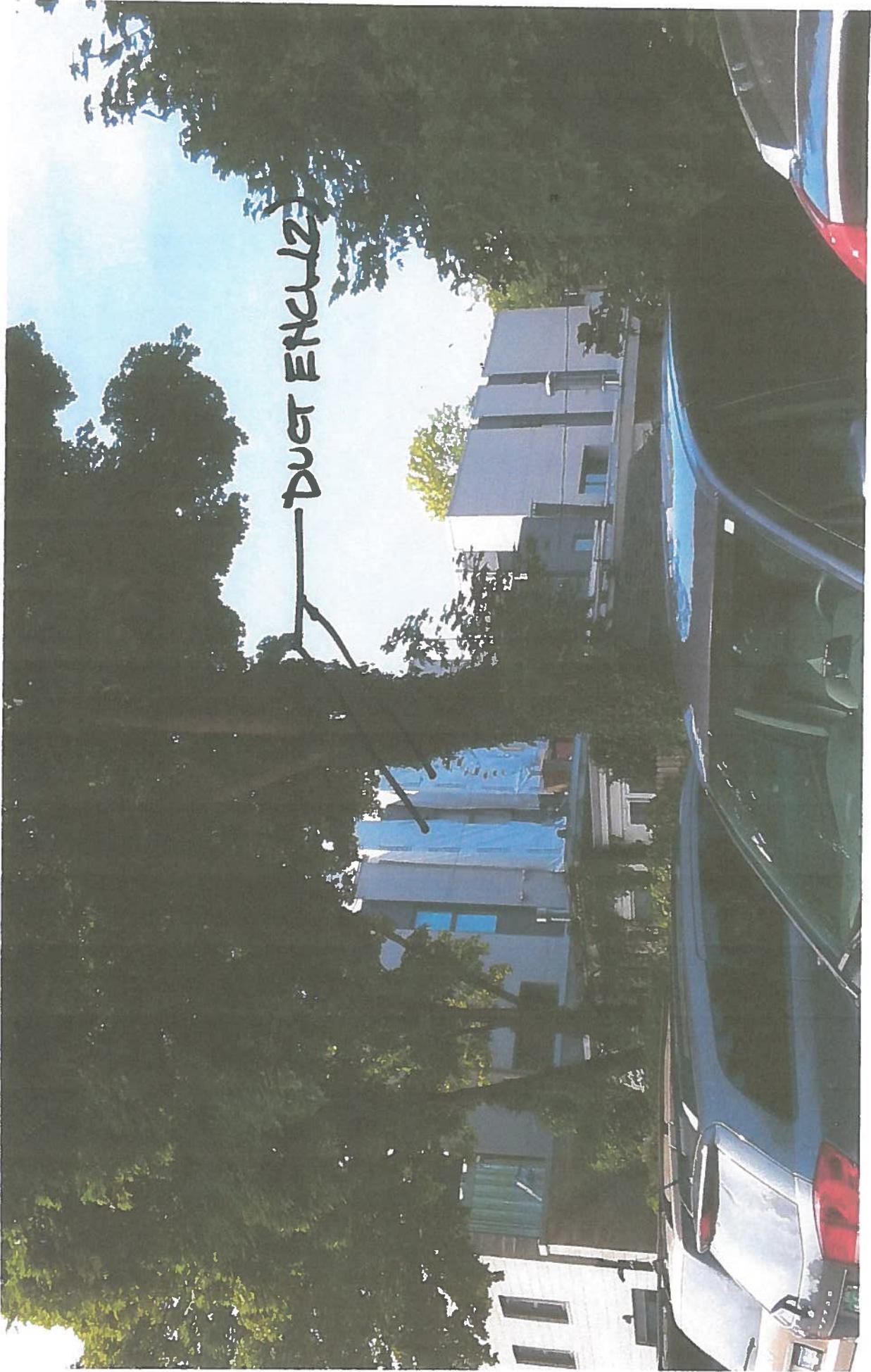


Proposed Elevation

NOTE: duct enclosures to be in same material and color as existing siding.

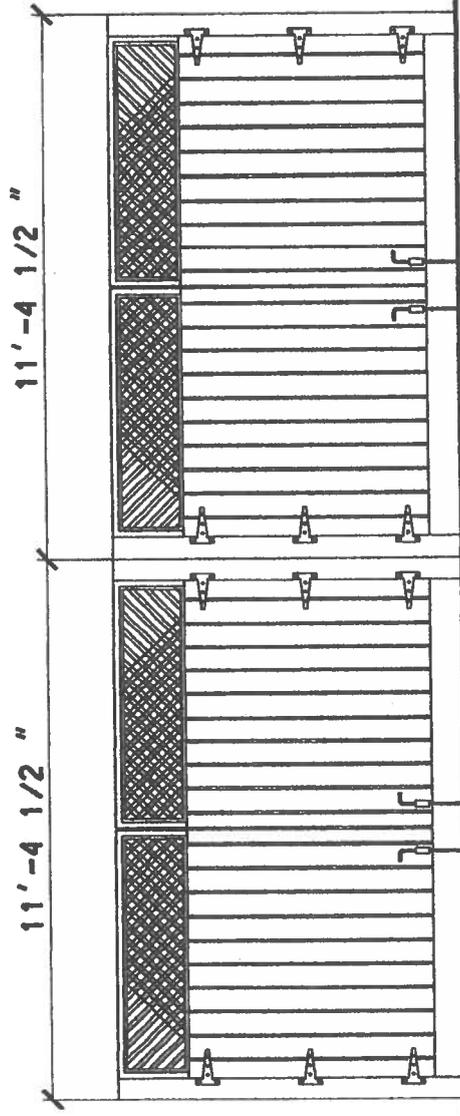


EXISTING ELEVATION

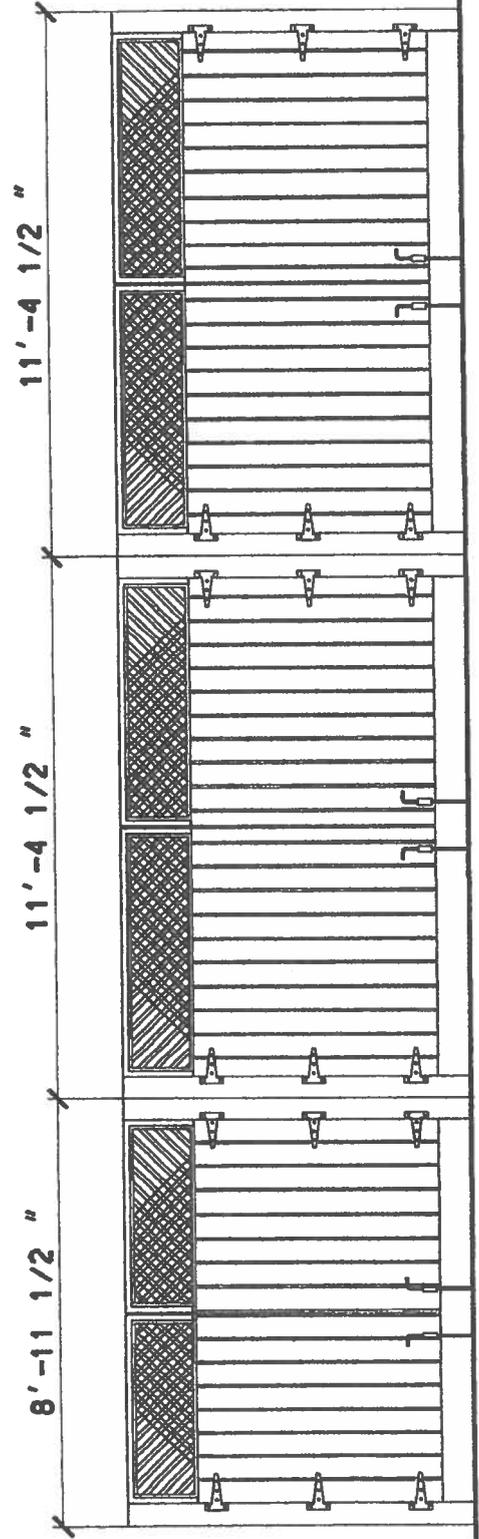




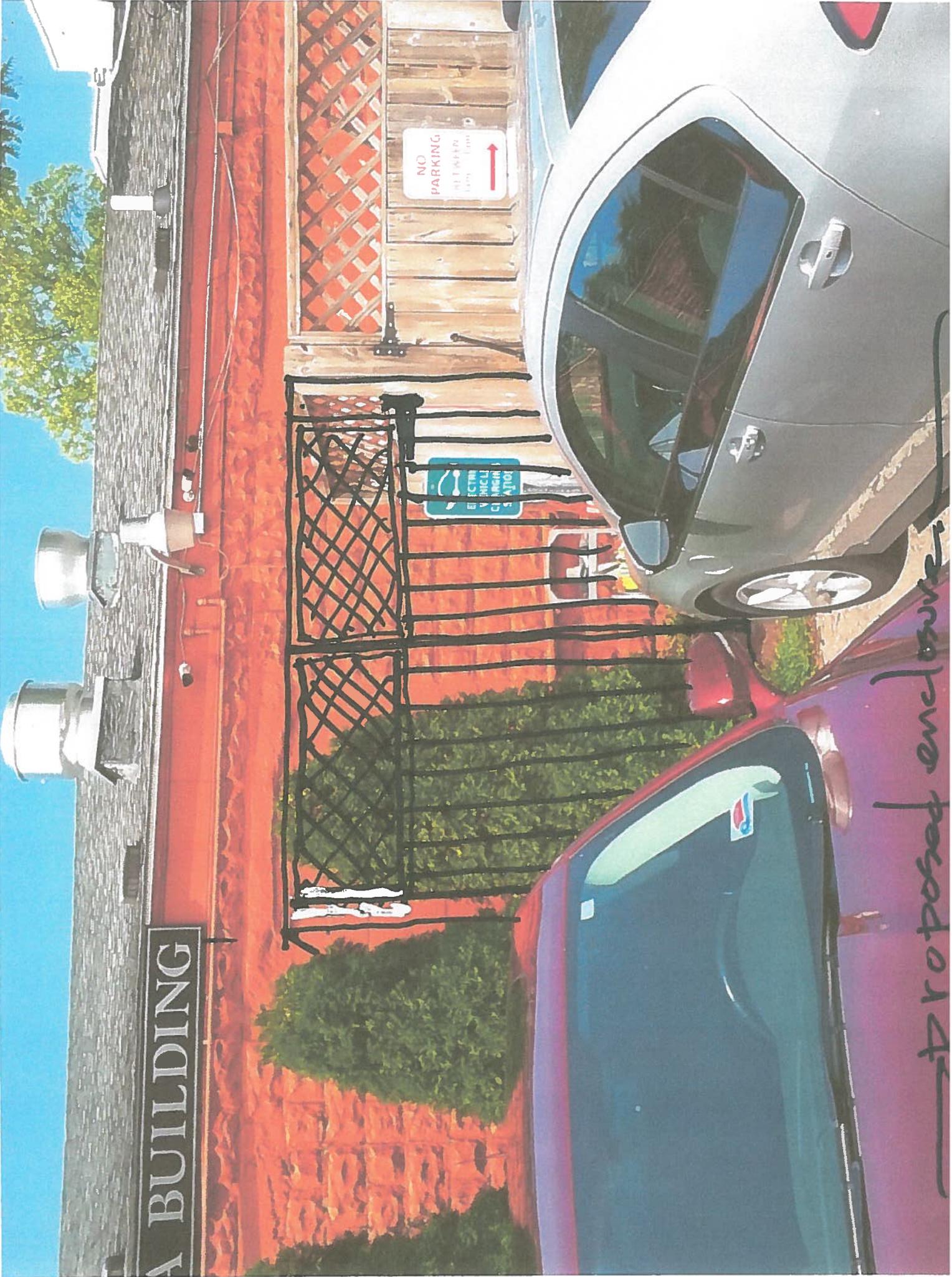
DUCT.
ENCLOSURE
(2)



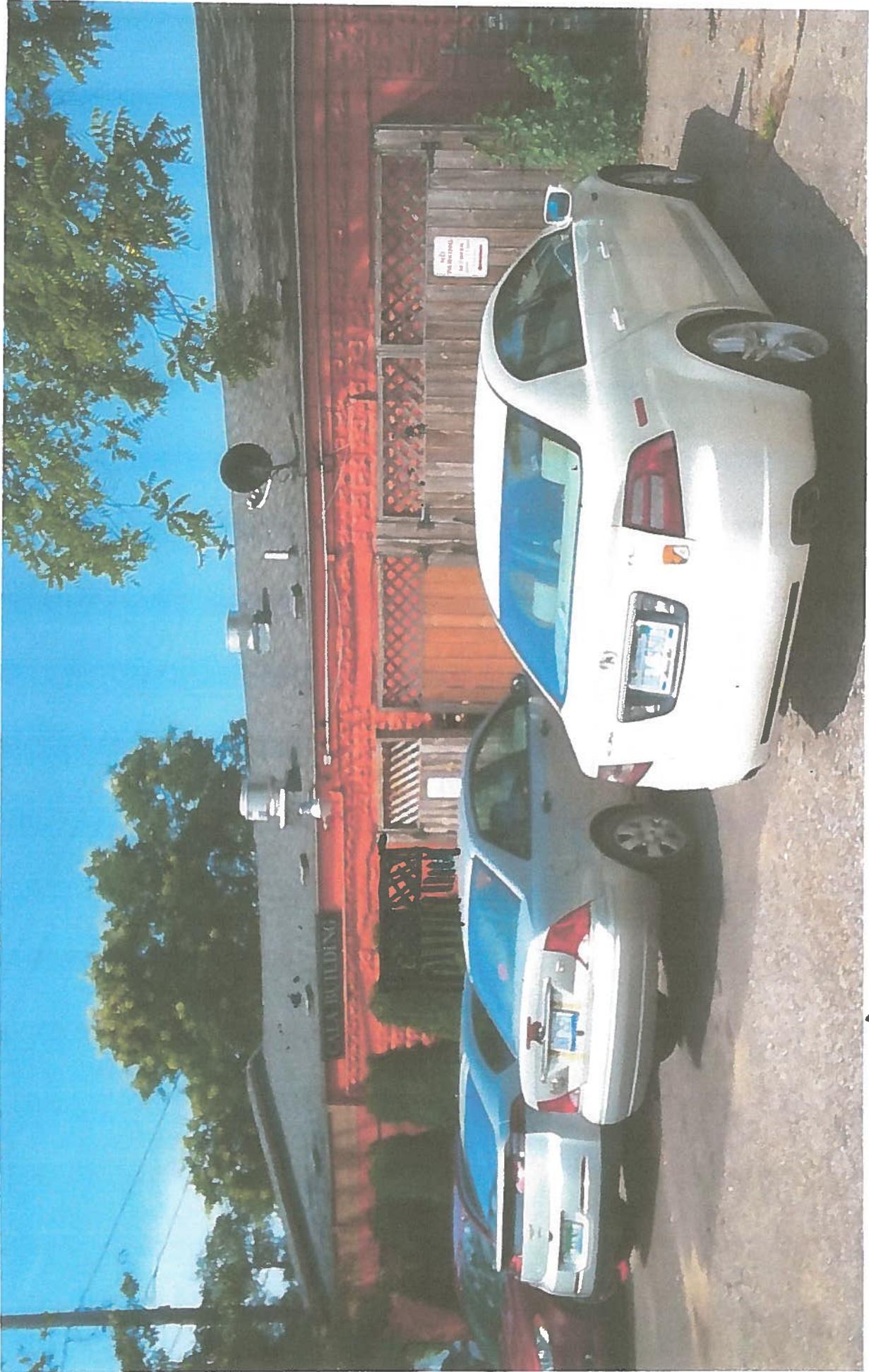
EXISTING ELEVATION



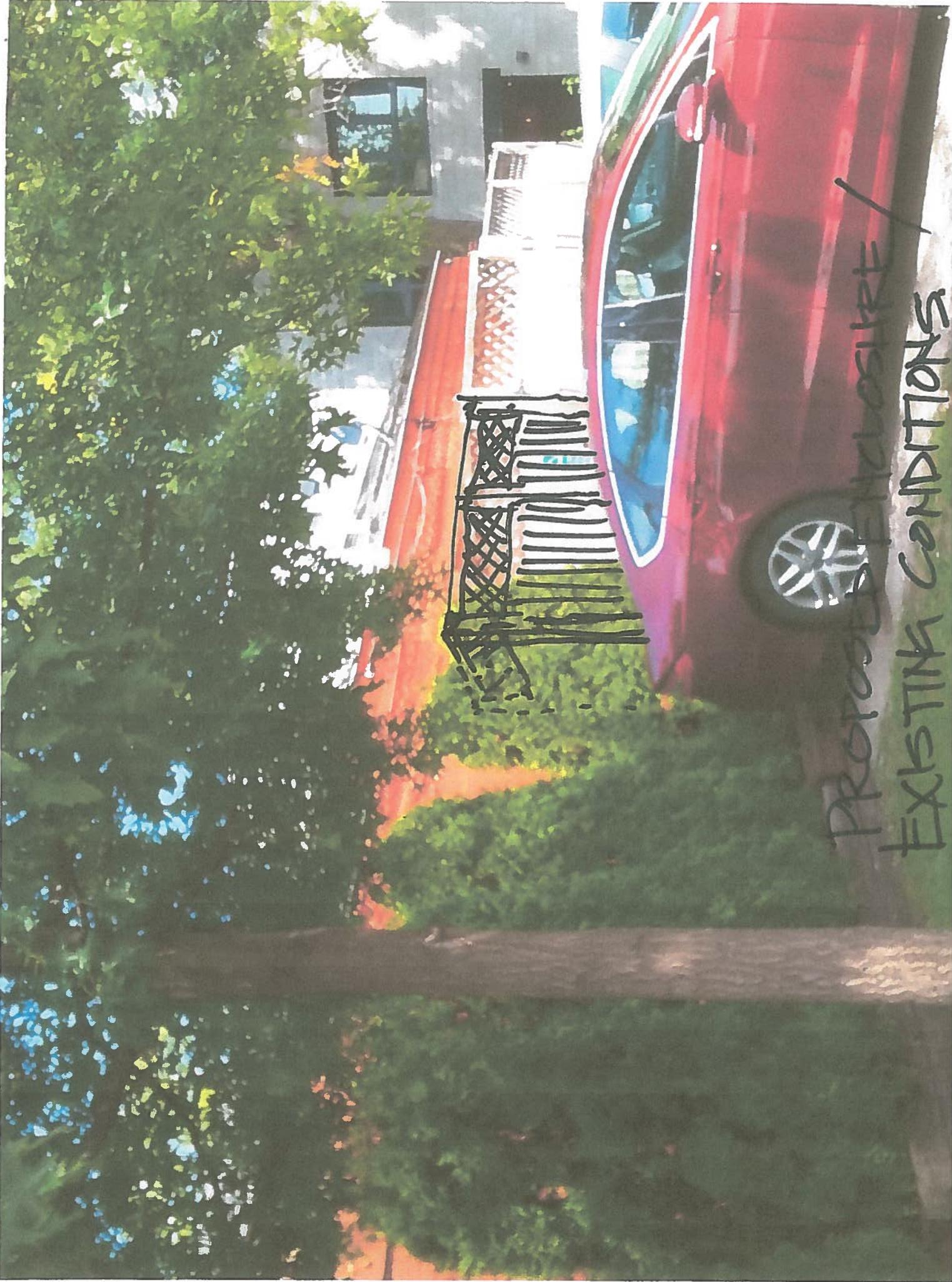
PROPOSED ELEVATION



Proposed enclosure

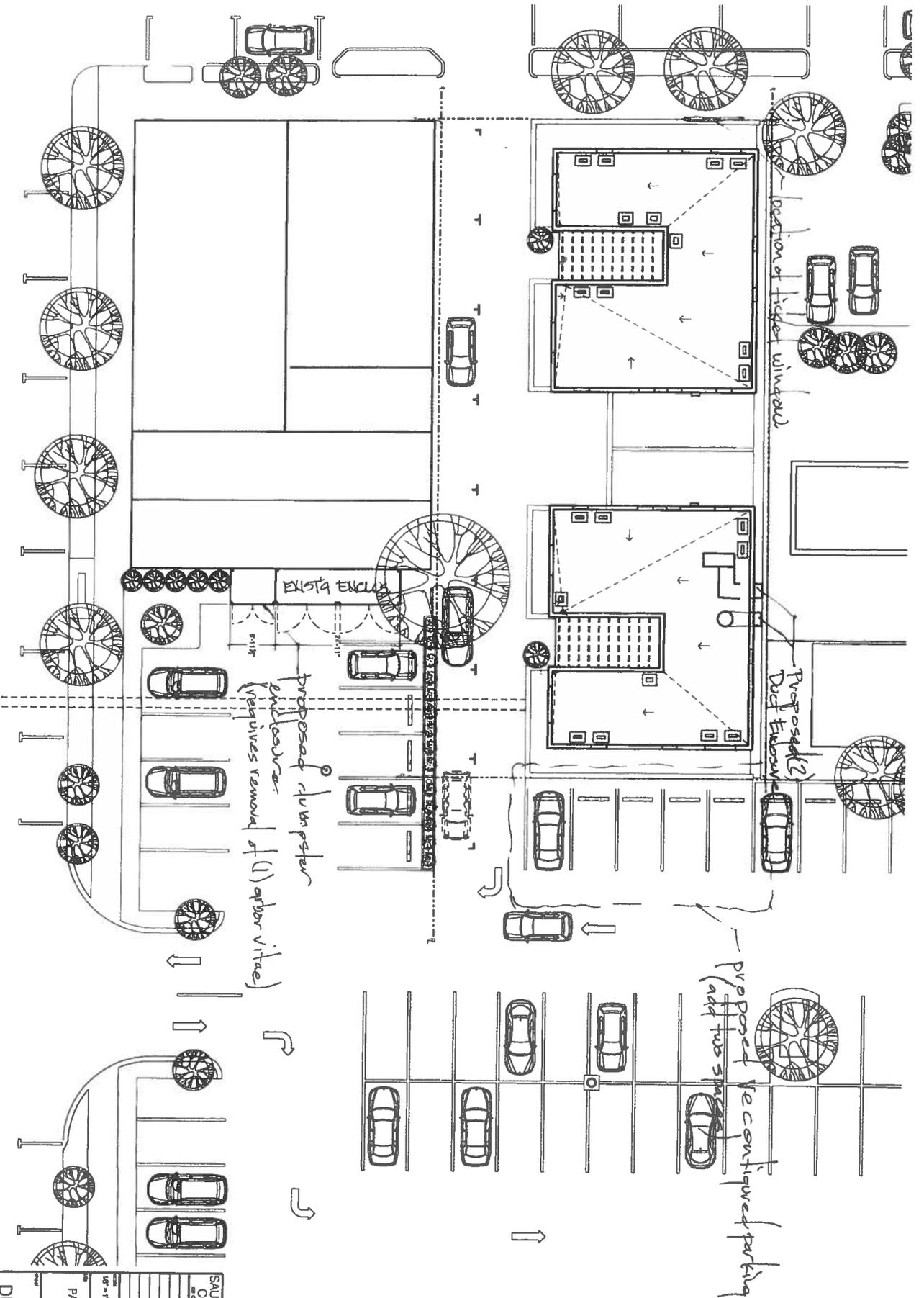


Proposed Enclosure

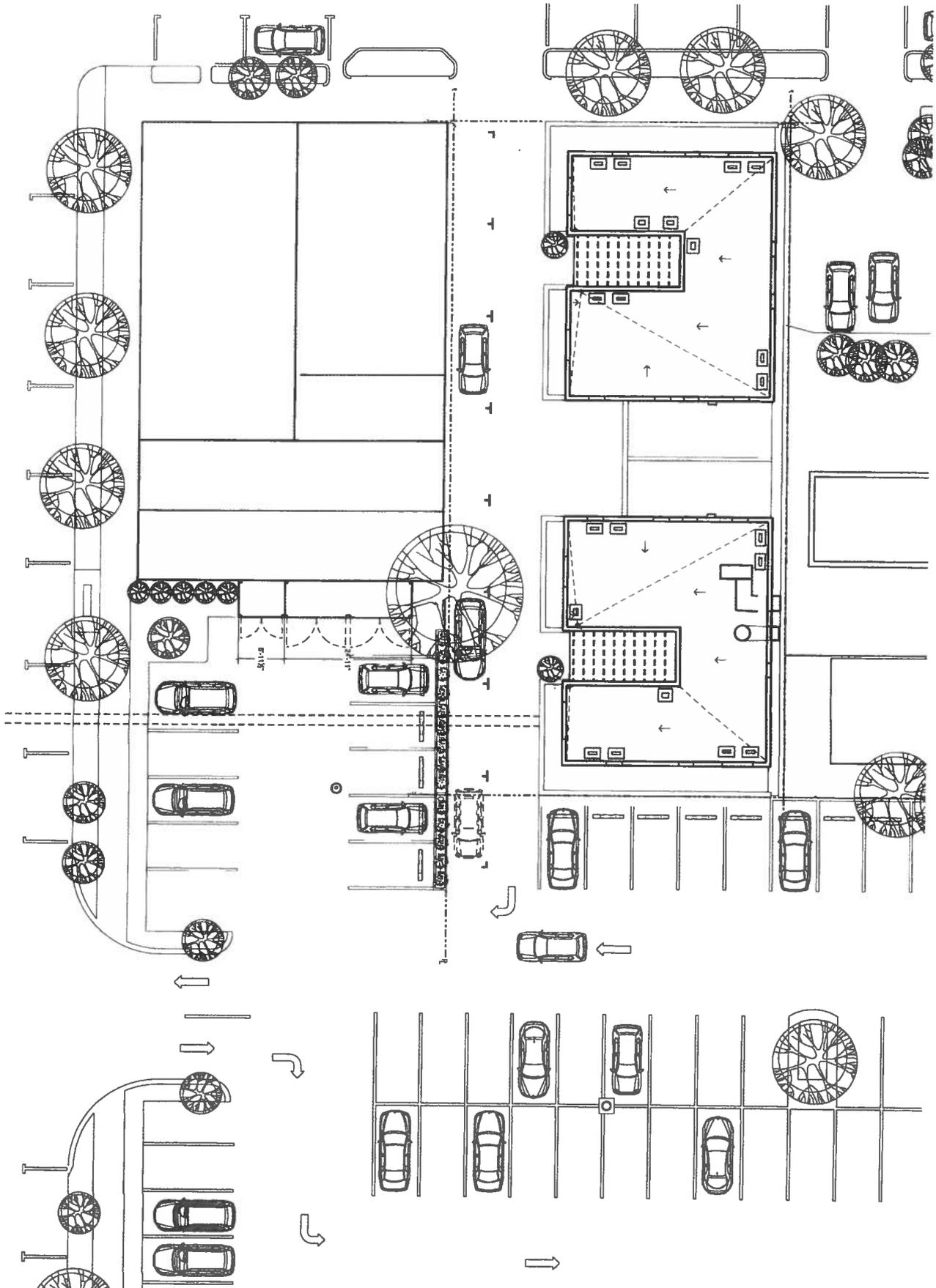


PROCEDE EN POSITIF /
EXISTING CONDITIONS

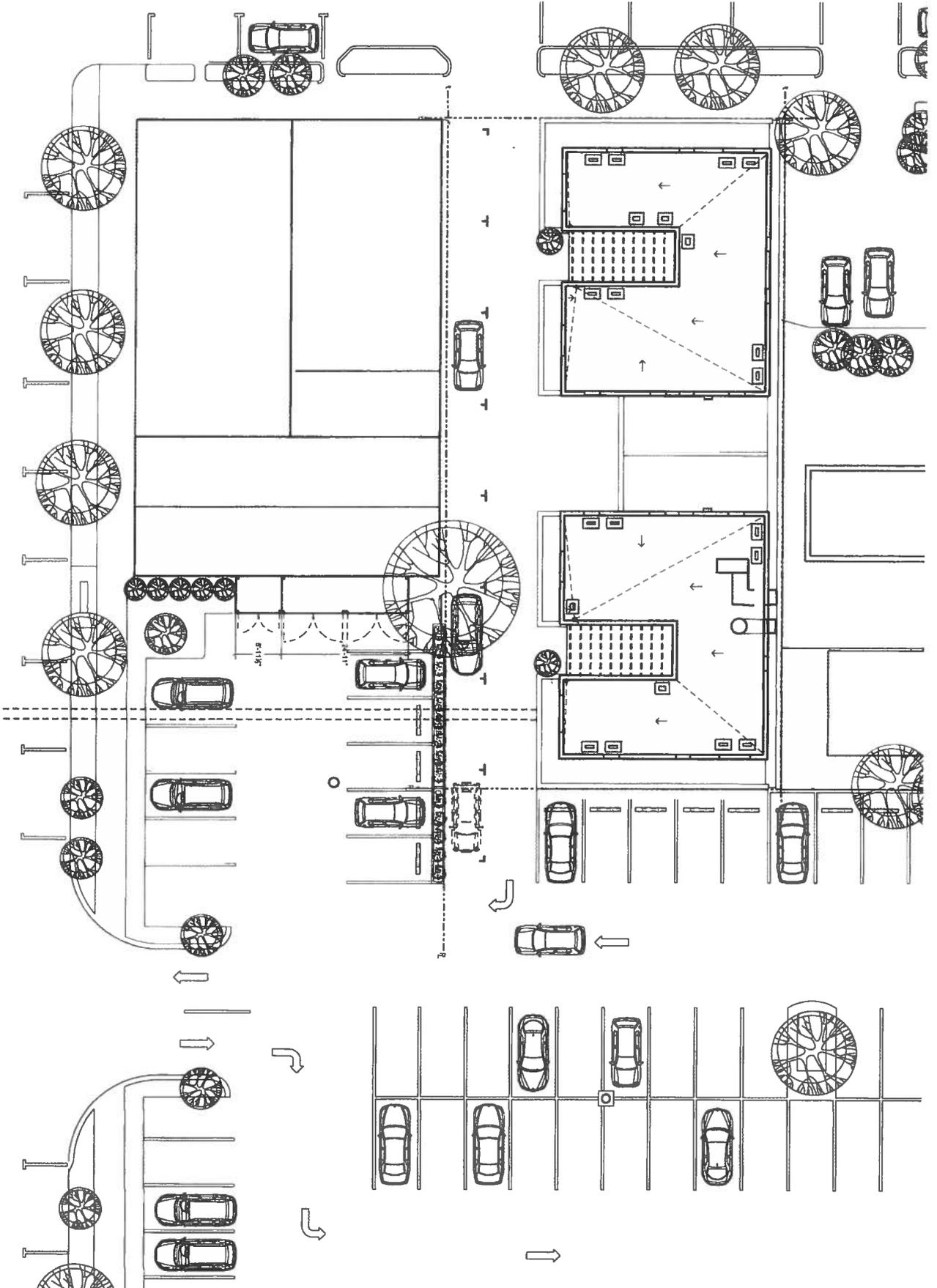




SAUGATUCK ME
 CONDOMINIUM
 PROJECT NO. 2024-001
 1/8" = 1'-0" AUGUST 18, 2024
 PARKING PLAN
 PROPOSED
 PK-2
 DIMPSTEF



SAUGATUCK ME
 CONDOMINIUM
 16-1-1-0 AUGUST 14
 PARKING PLAN
 PROPOSED
 PK-2
 DUMPSTEF



SAUGATUCK MEADOWS
 CONDOMINIUM
 100 CHERRY STREET SUITE 200
 SAUGATUCK, VT 05498

100'-11" AUGUST 18, 2008

PK-2
 DUMPSTEF

PARKING PLAN
 PROPOSED



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Cindy Osman, AICP
Zoning Administrator

DATE: August 19, 2016

RE: **Application P-HIS-16022; 326 BUTLER ST**

Background: Jose and Sherne Santos of JSS properties are requesting to replace the windows on the rear addition at 326 Butler Street.

The structure at 326 Butler Street was built in 1908 and remodeled in 1985. The building has been identified as a contributing resource in the Historic District.

D. Doors and Windows

2. Replacing Windows and Doors

- (a) If 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.

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.

This sample motion may be used,

I move to approve/deny the application to replace the windows at the rear of the building as submitted/amended because _____

(optional) with the following conditions:

1. A
2. B
3. C



Historic District Permit Application

LOCATION INFORMATION

APPLICATION NUMBER _____ - _____

Address 326 ButlerParcel Number 0357-300-110-00

APPLICANTS INFORMATION

Name Jose Santos Address / PO Box 553 State StCity Holland State MI Zip 49423 Phone 616 392 4314Interest In Project Owner E-Mail info@grinsof saugatuck.comSignature _____ Date 8/19/16

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

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 Nick Capaletti Contact Name _____Address / PO Box _____ City SaugatuckState MI Zip 49453 Phone 616 405 1198 Fax _____

License Number _____ Expiration Date _____

PROPERTY INFORMATION

Depth _____ Width _____ Size _____ Zoning District _____ Current Use _____

Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Replace windows on upper rear porch addition to original structure. There are 12 windows: eight across the back and two on each end of the addition. We propose replacing them with vinyl casement windows as shown in the photo. The goal is to increase energy efficiency in this room, maintain functionality of windows and improve the window appearance. Casement windows can include grid between panes as current windows or be more similar to other windows of the building without pane grids.



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

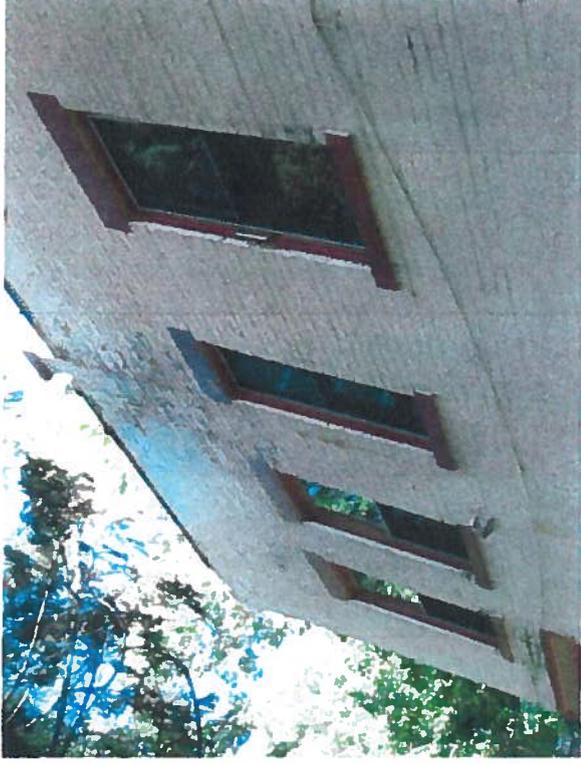
- Photographs of the structure and its relationship to adjacent structures.
- A plot plan with the placement of the proposed addition, or location of fencing to be constructed.
- Elevation drawings of the exterior of the structure or improvements.
- Samples of all proposed exterior finishes and materials.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

326 Butler St



Windows of original structure



2nd Floor Rear Porch – Latter Addition to Building



Windows needing to be replaced on addition





Casement Windows
Open out
Inner screens



Crystal L. Morgan
Direct Dial (616) 965-9344
Fax (616) 965-9354
cmorgan@bsmlawpc.com

August 19, 2016

Mr. Kirk Harrier
City Manager, City of Saugatuck
102 Butler Street, P.O. Box 86
Saugatuck, MI 49453

Re: Porzondek; 790 Lake Street

Dear Mr. Harrier:

The City of Saugatuck (“City”) obtained a court order in February 2015 finding John Porzondek in contempt of Court and requiring him to remove the awning that was erected at 790 Lake Street without Historic District Commission (“HDC”) approval, and after he was previously ordered by the Court to remove it.

In March 2015, John Porzondek applied for a Certificate of Appropriateness for the awning, and the application was denied by the HDC. Mr. Porzondek appealed the denial and, on February 2, 2016, his appeal was denied and dismissed by the State Historic Preservation Review Board.

Despite the multiple court orders and state decisions, Mr. Porzondek recently erected the awning and filed a federal lawsuit against the City, HDC, you, and Vic Bella. The City is defending against the federal lawsuit and it is set for an early scheduling conference on September 22, 2016. We have provided documentation regarding this matter to the attorney handling the federal lawsuit and plan to meet with him in the upcoming weeks to discuss. After that meeting—which I anticipate will take place in early September—we will make a recommendation to the City regarding the process for seeking enforcement of the prior court orders.

If you have any questions or wish to discuss, please call me at (616) 965-9344.

Sincerely,

Crystal L. Morgan

Via Email Only

{09805-001-00060991.1}