



CITY OF SAUGATUCK HISTORIC DISTRICT COMMISSION

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

September 22, 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 August 25, 2016**
4. Public Comments:
5. Unfinished Business:
6. New Business:
 - A: 125 Water Street – retractable awning**
 - B: 311 Water Street – Dutch lap siding on north side, install windows on north and south sides**
7. Administrative Approvals & Updates:
 - A: 246 Culver, replace window like for like.
 - B: 60 Butler, tear off and recover roof.
8. Communication:
9. Public Comment:
10. Commission Comment: Review goals and objectives
11. Adjourn:

PROPOSED Minutes

City of Saugatuck – Historic District Commission
102 Butler Street, Saugatuck, MI 49453
August 25, 2016 – 7:00 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, Davenport, Burns, Straker, Hillman & Leo
Absent: None
Others: Zoning Administrator Osman

Board welcomed new Members Jennifer Davenport and Nico Leo to the table.

2. **Agenda Changes:** None

3. **Approval of Minutes:**

A. Regular Meeting Minutes of July 28, 2016: A motion was made by Straker, 2nd by Bella, to approve the July 28, 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-16019 – 455 Culver Street – Installation of Siding, Awnings, Guardrail: A motion was made by Davenport, 2nd by Hillman, to approve application P-HIS-16019 as presented to install new siding on the entire building, awnings on the top story and replacement of guardrails at the Street side of the building, finding the following to be true. The condos are non-contributing as they were constructed in 1982. The textured Hardiboard siding is appropriate for the style of the time in which it was built. The steel cabled guardrail and the awnings on the top floor do not detract from the style of the structures and can be removed. Upon voice vote the motion carried unanimously.

*Ordinance 152.00 has been satisfied

*Section 152.07 (C)(1) / Application and Review Procedures have been satisfied

*36 CFR 67 Secretary of the Interior Standards for Historic Rehabilitation Standards II,A have been satisfied.

B. Application P-HIS-16020 – 221 Water Street – Addition, Window Replacements: A motion was made by Deem, 2nd by Davenport, to approve application P-HIS-16020 for the replacement of all the windows except the north boarded over window with the following conditions: the windows will match the existing windows in size and location. The windows are in varying conditions of decay. The replacements will all be wood clad, two over two simulated divided lite with fixed muntins and spacers without blinds between any panes, being Pella Architect Series 857 or 750 or equivalent. The dentil on the south window shall be restored or replicated. The board also noted that there has been sufficient work on the project to allow for an extended time.

*Ordinance 152.00 has been satisfied

*Section 152.07 (C)(1) / Application and Review Procedures have been satisfied

*the City of Saugatuck Historic Preservation Review Guidelines II,D, have been met.

Upon voice vote the motion carried by the following vote:

Yes: Deem, Davenport, Leo, Burns

No: Straker, Bella

Abstain: Hillman

C. Application P-HIS-16022 – 326 Butler Street – Window Replacement: A motion was made by Straker, 2nd by Bella, to approve application P-HIS-16022 with the modification that the windows on the sleeping porch be replaced with wood-clad casement windows with simulated divided lite panes that duplicate the original size location and number of panes with fixed muntins and spacers, 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 the City of Saugatuck Historic Preservation Review Guidelines II,D, have been met.

D. 129 Griffith Street – Exterior Changes / Dumpster Enclosure: A motion was made by Deem, 2nd by Hillman, to table to the September meeting. Upon voice vote the motion carried unanimously.

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

8. **Communications:**

9. **Public Comments:** None

10: **Commission Comments:**

A. Draft Goals and Objectives for FY17 – *Accepted as information*

11. **Adjournment:** Chairperson Bella adjourned the meeting at 8:26 p.m.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Cindy Osman, Zoning Administrator

DATE: September 22, 2106

RE: 125 Water Street

Carlton T. Ashborne, on behalf of Frank and Lynn Marro, is requesting to install a retractable awning on the second floor of the building at 125 Water Street on the street side of the building. The awning as proposed will be approximately 15 feet wide with a maximum projection of 8 feet, 6 inches.

Background: According to a 2010 memo from Williams and Works, this is a contributing structure. However the original building was demolished and this new building constructed in 2000-2001. I was not able to find a COA for the construction, and it may not have been required at the time.

COMMENT: Given this information, the board may want to consider the “contributing” designation.

Non Contributing Structures:

(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: The narrower of the two proposed awnings appears to be more consistent with the form and scale of the structure.



Historic District Permit Application

LOCATION INFORMATION

APPLICATION NUMBER _____ - _____

Address 125 WATER ST.

Parcel Number _____

APPLICANTS INFORMATION

Name FRANK + LYNN MARRO Address / PO Box 145 WATER STREET
City SAUGATUCK State MI Zip 49453 Phone 269-857-4278
Interest In Project OWNERS E-Mail FRANK@SAUGATUCK.COM
Signature SEE BELOW Date 13 SEPT 2016

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 CARLTON T. ASHEBOURNE Contact Name DOBIN H. BAUER
Address / PO Box PO BOX 427 City DOUGLAS MI 49406
State MI Zip 49406 Phone 269-857-5316 Fax 0
License Number 42-2904237 Expiration Date DEC. 31. 2016

PROPERTY INFORMATION

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

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

THE OWNERS WISH TO PURCHASE + INSTALL AN "BUD
CORRAL" RETRACTABLE AWNING, MEASURING
170" W X 8'6" DEPTH. FABRIC IS GREEN/TAN
TO COORDINATE WITH BLDG TRIM. THE RETRACTABLE
AWNING WILL BE ATTACHED TO THE 125 WATER ST.
BLDG, ABOVE THE 4 GLASS PANELS (CENTERED).
THE MOTORIZED RETRACTABLE AWNING WILL HAVE A
8'6" DEPTH (MAXIMUM).

Frank Marro



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

PENDING

- 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.

[Handwritten Signature]

OFFICE USE ONLY:

Application Complete _____ Fee Paid _____ Date Paid _____

Notes: _____

From: **Robin Bauer** robin@carlton-t-ashbourne.com
Subject: **Marro's Restaurant Saugatuck MI**
Date: **September 2, 2016 at 3:10 PM**
To: **Ebel Eric** ucoutdoors@aol.com
Cc: **Bauer Robin** robin@carlton-t-ashbourne.com

Marro's guest house



Robin H. Bauer

CARLTON T. ASHBOURNE

mbl. 312.961.7722
o. 269.857.5616
robin@carlton-t-ashbourne.com
carlton-t-ashbourne.com
PO Box 427
Douglas MI 49406 USA

From: Eric Ebel ucoutdoors@aol.com
Subject: Marros
Date: Today at 5:29 PM
To: Bauer Robin robin@carlton-t-ashbourne.com





MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Cindy Osman, Zoning Administrator

DATE: September 22, 2106

RE: 311 Water Street

Deborah Koorey is requesting approval for replacement of eight windows, four on the north side and four on the south side. These window frames currently contain plexiglass that is very drafty. This application also includes the removal of some kind of imitation arch top that unsuccessfully tries to mimic the façade to be replaced with matching siding. She also intends to replace/repair/install dutch lap siding on the north side of the building.

Background: According to a 2010 memo from Williams and Works, this is a contributing structure. However the entire front half of the building is an addition that was added in 1993. This is evidenced by old drawings, a photo, and some sketchy permit information. The tax records also indicate a serious jump in 1994. The second story is supported by engineered floor trusses.

COMMENT: Given this information, the board may want to consider the “contributing” designation.

This is further complicated by a Historic District Certificate of Appropriateness issued in 2011 for what looks like almost this same application. A similar application was received in 2002, but I cannot find where that one went. The siding is different all over the structure.

When you are at the property, the eaves will show you where the addition begins. You can also access the building via 108 Hoffman. The property owner did give permission for the commissioners to enter the property.

D. Doors and Windows

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

COMMENT: in this case, there are no windows to replace, they are already gone, and have been for some time, maybe since construction in 1993.

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.

COMMENT: applicant is proposing wood windows with fixed muntins, and spacer.

(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.

COMMENT: My guess is that the owner used some salvaged material when constructing the façade addition, than attempted to mimic that along the sides. The applicant proposes to use these existing openings.

(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.

COMMENT: it appears as if the windows on the second floor are four over four, or casements. Without going inside, it looks as these windows may also be salvaged, as they are part of the 1993 addition. The applicant has not indicated a preferred pattern.

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.

COMMENT: Applicant proposes to conform to this standard.

Motion to (Approve/ Deny) the application to replace the windows and repair/replace/install dutch lap siding incorporating the comments as listed above, and 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 II D has been(satisfied/not satisfied)*



Historic District Permit Application

LOCATION INFORMATION **APPLICATION NUMBER** ____ - ____

Address 311 Water St. Saugatuck Parcel Number 57-300-103-00

APPLICANTS INFORMATION

Name Deborah Koorey Address / PO Box 393
City Saugatuck State MI Zip 49453 Phone 269-857-8050
Interest In Project owner E-Mail Deb@Kooreycreations.com
Signature _____ Date _____

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Same 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 Mike Fry MZF construction Contact Name Mike Fry
Address / PO Box 2611 madrosodc City Ann Arbor
State MI Zip 48103 Phone 734-657-5771 Fax _____
License Number 2101142255 Expiration Date 05-31-2017

PROPERTY INFORMATION

Depth 76 ft Width 91 ft Size _____ Zoning District CC Current Use Retail
Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Dutch lapping and install of permanent windows, simulated-divisional light grilles with spacers
(Refer to attachments)



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.
- catalog description* Samples of all proposed exterior finishes and materials.
- Photographs showing, in detail, the problem areas to be addressed during the proposed repair or alteration.
- later date* 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: _____



PZ11057

Issued: 09/26/11
Expires: 09/25/12

City of Saugatuck

102 Buttler St PO Box 86
Saugatuck, MI 49453
(269) 857-2603 (269) 857-4406

PLANNING & ZONING

Zoning

This permit conveys no right to occupy any STREET, ALLEY, or SIDEWALK, or any part thereof either temporarily or permanently.

Type of Construction: Commercial, Add/Alter/Repair Edition of Code: Section 154

LOCATION	OWNER	APPLICANT
104 HOFFMAN ST 57-300-103-00 Plat/Sub:	Lot: KOSTER HARRIS 15 TRILLIUM CT HOLLAND MI 49423 Ph.: Fx.:	Richard Meade 360 Maple Saugatuck MI 49453 Ph.: (616) 566 4015 Fx.:

Work Description: New windows and repair of siding and eaves.

Stipulations: HDC approved replacement of windows with wood, double pane windows and restoration of door opening.

Original siding is to be restored or patched with matching replacement.
Wood eaves are to be replaced with wood.

Permit Item	Work Type	Fee Basis	Item Total
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In accordance with Chapter 154, Section 154.172 (A) through (J) of the Saugatuck City Code, this permit will remain valid and in full effect unless it expires from the applicant's failure to start construction within twelve months. This permit shall be kept at the site of the work and available for inspection at all times during the project and until an occupancy permit has been issued or unit its date of expiration. The Zoning Administrator shall be notified of any proposed modifications in the permitted work prior to the start of such work and shall also determine whether the proposed changes are in compliance with the Saugatuck City Zoning Ordinance and whether a new zoning permit must be issued. This permit does not authorize construction activities on said property until all the conditions of the Building Code are complied with. Any construction must be in inspection when: 1) the structure is staked, 2) the footings are in, and 3) when the construction is completed. The applicant shall notify the building inspector of proposed inspection dates and shall not begin a later stage of work until the previous stage has been approved.

Fee Total: \$0.00
Amount Paid: \$0.00
Balance Due: \$0.00


Michael J. Clark AICP, Zoning Administrator

CC: Kirk Harrier, City Manager



City of Saugatuck

102 Buttler St PO Box 86
Saugatuck, MI 48823
(269) 857-2603 Fax (269) 857-4406

Certificate of Appropriateness

P-HIS-11057

Issued: 09/26/11

Expires: 09/25/12

Historic District

This permit conveys no right to occupy any STREET, ALLEY, or SIDEWALK, or any part thereof either temporarily or permanently.

Type of Construction: Commercial, Add/Alter/Repair Code Section: SEC 152

LOCATION	PROPERTY OWNER	APPLICANT
104 HOFFMAN ST 57-300-103-00 Plat/Sub:	Lot: KOSTER HARRIS 15 TRILLIUM CT HOLLAND MI 49423 Ph.: Fx.:	Richard Meade 360 Maple Saugatuck MI 49453 Ph.: (616) 566 4015 Fx.:

Work Description: Eaves & siding to be repaired with like material
Windows replaced with double pane windows of same dimensions
Door to be installed in original opening. (Final door design to receive approval)

Stipulations: HDC approved replacement of windows with wood, double pane windows and restoration of door opening.

Original siding is to be restored or patched with matching replacement.
Wood eaves are to be replaced with wood.

HDC Approved on 9/22/2011

The City of Saugatuck Historic District finds that the project as approved meets the following criteria:

The proposed work is historic or architectural significant resource in relationship to the historic value of the surrounding area.

The exterior of the structure and the space around it are compatible with the visual or historical context of the surrounding area.

The impact of the Exterior of the Structure and the space around it on the village or rural character and contextual aesthetic of the City is acceptable.

All other applicable standards have been met.

Chair, Historic District Commission


Michael J. Clark, AICP
Zoning Administrator



Memorandum

To: Saugatuck Historic District Commission
From: Michael Clark AICP, Zoning Administrator
Date: September 15, 2011
Subject: 104 Hoffman Street; 11-057; Request to repair eaves, replace siding, and replace windows.

Richard Meed has applied on behalf of Deborah Coorey, owner of 104 Hoffman, to repair the eaves and trim, replace the siding, and replace the windows at the building at the back of the structure, addressed as 108 Hoffman. This memo is a review of the materials submitted on September 14, 2011 by the applicant for your consideration at the September 22, 2011 meeting.

The memo dated March 18, 2010 from Williams & Works notes that this structure should be considered a contributing resource to the district as it has retained many of the original exterior details including wooden windows.

The applicant is requesting approval to repair the existing eaves with matching wood, replace the existing asphalt brick appearance siding with vertical paneling board found on the front of the structure, and replace the existing single pane wood windows with matching dual pane wood windows. The applicant notes that the existing windows are beyond repair and the original siding is too damaged to restore.

Section II,D,2 of the City of Saugatuck Historic Preservation Review Guidelines regulates Windows and doors. It notes that the windows should be as close to the original materials, design, and size as possible.

Comment: The applicant notes that the windows will be a wood framed window with trim to match the existing design. The sizes, patterns, and styles will match the existing. The only difference is the replacements will be dual pane.

Section, II,A,5 regulates substitute materials and notes that alternative materials is not recommended unless particular factors are present.

Comment: The replacement materials will be wood, however the style of the siding material will be different than what was original, but is found elsewhere on the structure. The existing asphalt

Based on the standards listed above, staff can recommend approval. If HDC determines the work as proposed to be appropriate, the request may be approved as submitted. The following motion may be used:

Motion to (approve/deny) application 11-057: 104 Hoffman 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)
4. 36 CFR 67, Secretary of the interior standards for historic rehabilitation standards 6,9, and 10 have been (satisfied/not satisfied)



Zoning and Historic District Application

LOCATION INFORMATION APPLICATION NUMBER 11-057

Address 108 Hoffman

Parcel Number 300-103-00

APPLICANTS INFORMATION

Name Richard Mead Address / PO Box 360 Maple St

City Saugatuck State MI Zip 49453 Phone 269 857 5323

Interest In Project _____ E-Mail _____

Signature Richard Mead Date 9-13-11

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Deborah Koorey Address / PO Box 393

City Saugatuck State MI Zip 49453 Phone 269-857-4550

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 [Signature] Date _____

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

Name Richard Mead Contact Name Richard Mead

Address / PO Box 360 Maple St City Saugatuck

State _____ Zip _____ Phone _____ Fax _____

License Number 21101 Expiration Date 6/25/13

PROPERTY INFORMATION

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

Check all that apply:

Waterfront _____ Historic District _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

New windows and siding -
siding on rear of building in serious disrepair
windows and casing also needs to be replaced

Photo show new front.
It is proposed for repair back to match front - same
color material etc.

New wood window will conform to existing openings.



HISTORIC DISTRICT REQUIREMENTS (SECTION 152.07)

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

Y N NA

- Photographs of the structure and its relationship to adjacent structures
- A plot plan with the placement of the proposed addition, or location of fencing to be constructed
- Elevation drawings of the exterior of the structure
- Samples of all proposed exterior finishes and materials
- Photographs showing, in detail, the problem areas to be addressed during the proposed repair or alteration
- A scale drawing of all proposed signage, including design, lettering style, type of illumination (if any), placement or location on the lot or building, and the type of support(s) for the sign(s)
- If an application for signage is made by tenants of a building located within a historic district, the tenants must obtain written permission from the building owner to install or alter the proposed sign(s)

APPROVALS OUTSIDE HISTORIC DISTRICT

Y N NA

- Plot plan showing the following:
 - Location, shape, area and dimension of the lot
 - Current site improvements (including structures, sidewalks, decks, streets, fences, etc)
 - Proposed improvements and distances from other improvements or property lines.
 - The yard, open space and parking space dimensions
 - Location of any flood planes, watersheds, wetlands, easements, or other applicable features.
- Description of proposed use and of the building (dwelling, structure, barn, garage and the like) or improvements
- The proposed number of sleeping rooms, dwelling units, occupants, employees, customers and other users

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



FINDINGS OF FACT:

Hearing Date 9/22/11

Notes: _____

509 North West

replace windows @ 100

and 2 rest of the door

Motion to Approve Deny _____

Findings of Fact:

Chair Signature	<u>Margaret A. Blyse</u>	Vote	<u>yes</u>
Member Signature	<u>Robert Feiler</u>	Vote	<u>yes</u>
Member Signature	<u>Mark J. Gillis</u>	Vote	<u>yes</u>
Member Signature	<u>Kevin Brown</u>	Vote	<u>yes</u>
Member Signature	<u>James Hillman</u>	Vote	<u>yes</u>
Member Signature	<u>Debra Burton</u>	Vote	<u>yes</u>
Member Signature	_____	Vote	_____
Member Signature	_____	Vote	_____
Member Signature	_____	Vote	_____

Date Certificate of Appropriateness/ Notice to Proceed Issued _____

CORNER OF HOUSE
IS 2' NORTH OF IRON

103

HOUSE

3'

62.38'

10.02'

2.2'

NEW
ADDITIONS
- 37 -

8.31'

20.74'

EXISTING
2 STORY
FRAME
BUILDING

104

5' SIDEWALK

77.05'

66.36'

EXISTING
8 STORY
FRAME
HOUSE

8'-0"

41'

5' SIDEWALK

74.02'

1.8'

EDGE OF WALK
OPPOSITE IRON
ELEV. 100.44

EDGE OF WALK
OPPOSITE IRON
ELEV. 100.76

HOFFMAN ST.



FRONT ELEVATION

Historic District Commission
MASTER PLAN PROPOSAL

311 Water Street
Saugatuck Michigan

Submitted by:
Everett Slentz
Barbara Roeser
Jan Haglund

2002

PHASE I



EXISTING



PROPOSED CHANGES

311 WATER ST SLENTZ 3-4-02



PROPOSED
WINDOWS

LOCATION OF
PROPOSED
DOORS

63-57-360-103-00

311 WATER ST SLENTZ 3-18-02



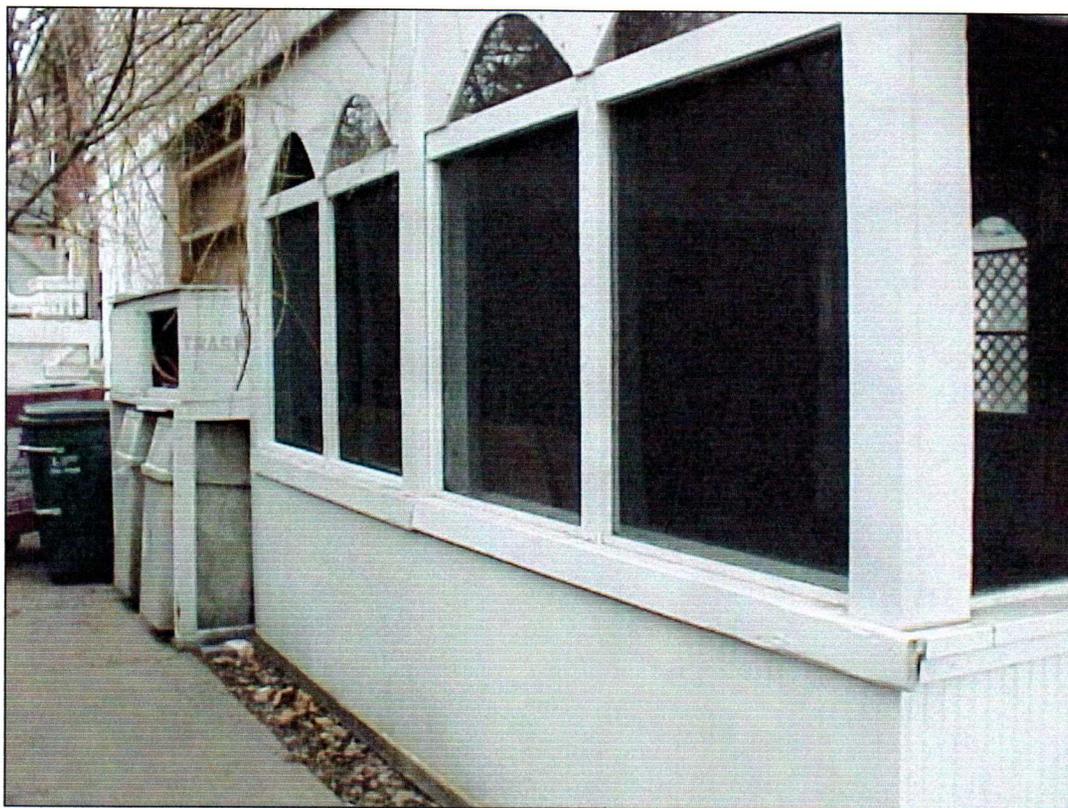


311 WATER ST SLENTZ 3-18-02

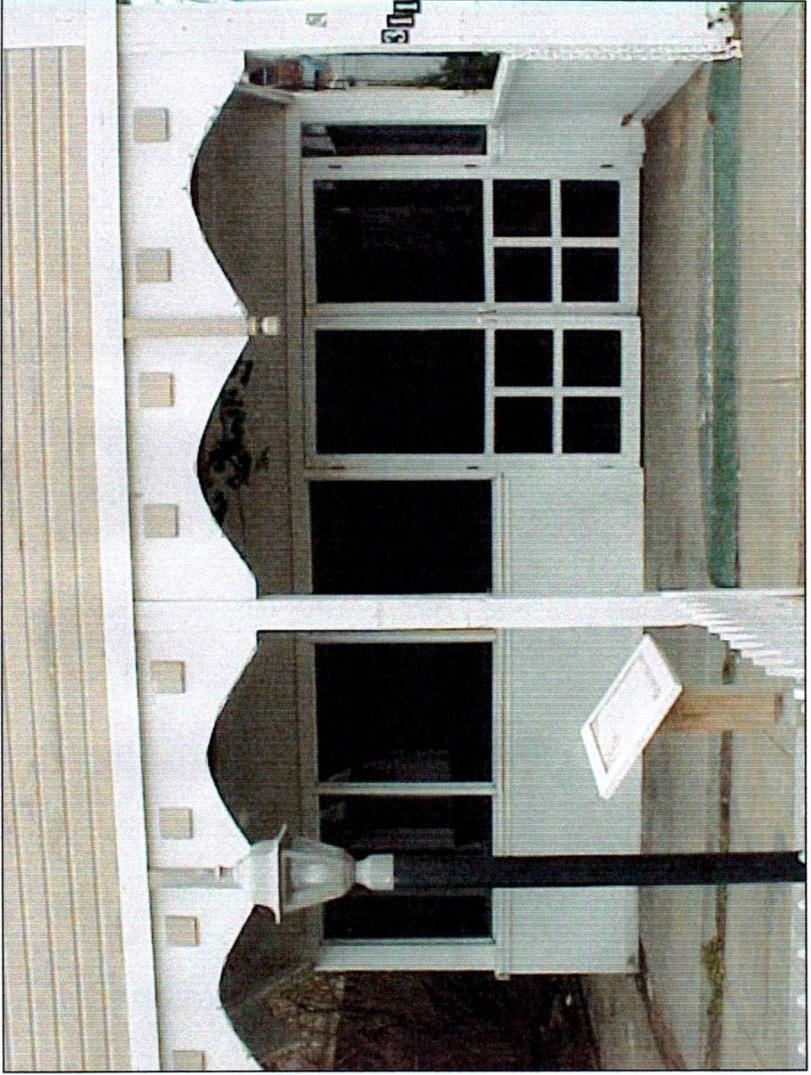
311 WATER ST SLENTZ 3-18-02



311 WATER SLENTZ 3-18-02



311 WATER ST SLENTZ 3-18-02





3 00-10 3-00

June 18, 2002

Barbara Roeser
P.O. Box 1001
Douglas, MI 49406

Dear Barbara:

It has come to my attention that the plexiglass inserts in the Beach House are in use, and have not been approved by the Historic District Commission. It is very important that you obtain an approval from the City. Please call or stop by City Hall, you may pick up an application or we can send you one.

As the busy summer season progresses, it is understandable that removing the plexiglass inserts may be a timely process. However, this issue will need to be resolved within the next seven days. If you have any problems or questions please feel free contact me.

Sincerely,

Gordon Gallagher
City Manager