



Historic District Commission

Regular Meeting - October 1, 2026 - 6:00PM

Saugatuck City Hall 102 Butler St. Saugatuck, MI 49453

Our Purpose

Protect, celebrate, and advocate for the historic fabric of Saugatuck. We are caretakers of something special, carefully preserving what we love today for those who come after us to enjoy tomorrow.

1. Call to Order
2. Roll Call
3. Agenda Changes/Additions/Deletions
4. Approval of Minutes:
 - A. Minutes of Regular Meeting held on September 3, 2026
5. Public Comments on Agenda Items (*Limit 3 Minutes*)
6. Unfinished Business:
7. New Business:
 - A. 673 Lake – Trash Enclosure **Pg. 8**
8. Administrative Approvals & Updates:
 - A. 421 Water St. – Gutters & Downspouts **Pg. 16**
 - B. 428 Butler St. – Roofing Replacement **Pg. 22**
9. Communication
10. Public Comments (*Limit 3 Minutes*)
11. Commission Comments
12. Adjourn (*Voice Vote*)

NOTICE:

This public meeting will be held in-person. The public can join via Zoom video/audio conference technology.

Join online by visiting:

<https://us06web.zoom.us/j/2698572603?omn=83088957018>

Join by phone by dialing:

(312) 626-6799

-or-

(646) 518-9805

Then enter “Meeting ID”:

269 857 2603

Please send questions or comments regarding meeting agenda items prior to meeting to:

gmoore@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck Deputy Clerk at (269)224-9507 or sara@saugatuckcity.com for further information.



Historic District Commission

Meeting Minutes

September 3, 2026, at 6:00 P.M.

Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453

1. Call to Order

The meeting was called to order at 6:00 p.m. by Chair Straker.

2. Roll Call

Members Present: Baldwin, Cannarsa, Dean, Root, Paterson & Straker.

Members Absent: Lampen.

Staff Present: Director of Planning & Zoning Moore, Clerk Wolters.

Others Present: None.

3. Agenda Changes/Additions/Deletions: None.

4. Approval of Minutes

Motion by Baldwin, supported by Patterson, to approve the August 6, 2026, minutes as presented. Via voice vote, motion carried 6-0.

5. Public Comment: None.

6. Unfinished Business:

A. 326 Water:

Chair Straker noted that unfinished business item 326 Water was an extension request.

Motion by Baldwin, second by Patterson to approve the applicant's request for the extension of the historic district permit for section §152.07 of the City Code to the next regular scheduled meeting. Via voice vote, motion carried 6-0.

7. New Business

A. 699 Lake – Fence:

Applicant Dan Murzyn appeared in person regarding a request for a four-foot-high, green vinyl-coated chain-link fence along the northwest side lot line. The proposed fence would connect the existing green chain-link fence near the water to an existing wood fence, stopping approximately 15 feet from the front of the property. The proposed fence would match the existing green vinyl-coated chain-link fence, which has been in place since 1996.

Murzyn stated that the purpose of the fence was to clearly establish the property boundary due to ongoing disputes with adjacent property owners regarding encroachment. He indicated that the property line had been surveyed and staked and that the proposed fence would be located on the applicant's side of the property line.

The primary discussion concerned the proposed fence in relation to the existing six-foot stockade fence located on the neighboring property. The proposed chain-link fence would be placed just inside the applicant's property line, resulting in two parallel fences with a gap between them.

Straker raised the concern that the Commission has not historically approved a "double fence" and stated that the typical approach has been to encourage neighboring property owners to reach a single agreed-upon fencing solution. Straker also noted that waterfront views are an important consideration. Alternatives discussed included removal of the existing stockade fence or adding slats to the proposed chain-link fence. Murzyn indicated that he was not pursuing removal of the neighboring fence and preferred to maintain an open chain-link fence without slats.

Commissioners discussed the visual impact of the two fences, including the varying width of the space between them and the potential for the chain-link fence to become more visually prominent when located adjacent to the solid wood fence. The Commission also discussed whether the existing neighboring fence should affect consideration of the proposal and the potential precedent that approval could establish for similar requests involving multiple parallel fences. Zoning Director Moore provided clarification regarding the applicable zoning and historic district considerations. He stated that the zoning ordinance permits two fences, making the issue before the HDC primarily an aesthetic determination. Moore also noted that the neighboring six-foot stockade fence is a grandfathered structure and is taller than what could currently be constructed at the waterfront, where a new fence would be limited to three feet. As proposed, the applicant's fence would therefore be the lower of the two fences. Moore further noted that the HDC guidelines provide for case-by-case review.

Commissioners Baldwin, Paterson, Cannarsa, and Root discussed the applicant's stated need to establish a clear property boundary, the compatibility of the proposed material with the existing fencing on the property, and the existing fencing conditions. It was also noted that some of the existing fencing would not likely meet current standards if proposed as new construction. A letter of support from neighboring property owner was included in the application packet and one letter that was received after the packet was distributed and subsequently printed for the members at the meeting.

The application also included a foundation repair on the left side of the house, immediately behind the gate. The repair involves addressing minor below-grade cracking using the same material that was used for a previously approved repair on the same building.

Motion by Baldwin, second by Patterson to approve the applicant's request for historic district permit for the foundation repair and extension of the four-foot green vinyl-coated chain link fence to existing retaining wall along North Side Lot Line at 699 Lake Street, as amended to take into account the unique nature of this application, in addition to the pre-existing condition of the fence of the neighbor, even though neither of these fences would be

approved under current historic district commission guidelines, we are making an exception based on like for like application and the unique circumstance. Via voice vote, motion carried 6-0.

B. 303 Butler – Gutters:

The applicant opened by clarifying a point of confusion: what looks like two buildings is actually one connected structure — the Breuckman House (*the white house, also called the Owl House*) joined to the Women's Club auditorium, a long red brick building from a 1937 construction. The proposed work included gutter improvements at the Bruckman House and Auditorium. At the Bruckman House, a new gutter and downspout will be added to one corner to match the existing half-round gutters in color and shape. At the Auditorium, the existing copper box gutters will be repaired from the interior by installing a new gutter within the existing gutter, with no exterior change. The existing green-patina copper and painted-aluminum downspouts will remain. The entrance roof is not included in the application, and roof replacement is currently underway. A new bronze-colored aluminum box gutter, approximately 10–12 feet long, is also proposed at the end of the Auditorium to address water runoff and match the existing box gutter at the Bruckman House kitchen.

Straker confirmed the existing built-in copper gutter is a box gutter and supported relining it as the appropriate repair, emphasizing the importance of preserving it architecturally. He noted that the bronze box gutter had been a concern because of the possibility of it appearing as painted copper but was satisfied with the proposed material. Cannarsa expressed support for the copper lining solution.

Motion by Baldwin, second by Cannarsa to approve the applicant's request for historic district permit for the repair, replacement, addition, and rerouting of gutters and downspouts at 303 Butlers Street, including the Saugatuck Woman's Club and the Owl House (Breuckman House) as proposed based on the application meeting the applicable historic district guidelines set forth in city code section §152.07. Via voice vote, motion carried 6-0.

C. Rose Garden – Warming Station:

Cannarsa recused himself as he is a member on the sub-committee for this item.

The Saugatuck Douglas Convention Bureau director Ashley Siebelink presented the proposed improvements which include replacing the wrought iron fence with a full-length masonry bench wall to create additional seating, adding a custom natural gas fire feature, and expanding the garden from one entrance to three. Existing entrance pavers will be reused at the new entrances, with the main entrance replaced in kind. Additional plantings will be added to fill out the garden. Brick samples were presented and confirmed to have been selected specifically for the project. Commission members expressed strong support for the proposed improvements. Baldwin praised the project and noted that removing the wrought iron fence would eliminate significant ongoing maintenance costs. Patterson supported the project's streetscape and gathering benefits.

Discussion included preserving recognition of the Mize family and confirming the garden will remain the Mize Rose Garden.

Members also discussed finding a new location for the removed wrought iron fence. Moore found no conflicts with the historic district guidelines, noting the project qualifies as

a site improvement. Straker noted that the garden is a non-contributing park, meaning no contributing historic elements would be removed.

Motion by Patterson, second by Root to approve the applicant's request for a historic district permit for modifications to the Mize Rose Garden at the corner of Mason Street and Butler Street, including removal of the existing wrought iron fence and installing of low masonry seating walls, additional landscaping, two brick paver entryways, and custom natural gas fire feature as proposed, based on the application. Via voice vote, motion carried 5-0.

D. 249 Mason – Fence:

The applicant submitted a retroactive application which includes a 36-inch decorative black metal railing along the Mason Street frontage, a six-foot dog-eared wood fence along the rear and parking lot side. Commission members generally supported the revised proposal and agreed it was a significant improvement from the previous design. Discussion included the appearance and aging of the wood fence, overall material cohesion, and the relationship of the fencing to the building and surrounding parking area.

Motion by Root, second by Dean to approve the applicant's request for a historic district permit for the revised fencing associated with the outdoor amenity area of 249 Mason Street, including a 36 inch black decorative metal railing along the north and east sides of the covered deck, and six dog-eared fencing along six-foot dog-eared fencing along the east and south sides of the uncovered deck with accompanying gates, as proposed, based on the application meeting the applicable historic district guidelines set forth in city code section §152.07. Via voice vote, motion carried 6-0.

E. 560 Mill – Residential Improvements:

No applicants were present. Moore offered one update to his staff review: he had confirmed the application meets the zoning ordinance requirements. Enclosure of the existing covered porch connecting the garage and the home; Installation of four windows and one exterior door; Installation of LP SmartSide smooth siding and replacement of the existing concrete stairs with slate.

Motion by Dean, second by Baldwin approve the applicant's request for the historic district permit for improvements at 560 Mill Street, including enclosure of the existing covered porch connecting the garage and home, installation of four windows and one exterior door, installation of LP smart side, smooth siding, and replacement of the existing. Concrete stairs with slate, as proposed in the application, based on the application meeting the applicable historic district guidelines set forth in city code section §152.07. Via voice vote, motion carried 6-0.

F. 333/337 Culver – Windows:

Straker recused himself as he is the owner of 333 Culver and the Windjammer Condominium board president.

Cannarsa recused himself as he is the owner of 333 Culver.

Vice Chair Patterson disclosed that he also resides in the building. He was permitted to participate and vote because he was not directly affected by the matter and, in part, under

the rule of necessity. Without his participation, a quorum would not have been present. Vice Chair Patterson then assumed responsibility for conducting the discussion.

Applicant Tim Straker presented the application, which covers two units, 333 Culver and 337 Culver. The units were included in a single application because they are part of the same structure. Straker stated that this is consistent with how the Windjammer handles common elements for the six units within the building.

333 Culver:

- Two sliding glass doors
- Four transom windows

337 Culver:

- One upper sash window

All proposed replacements are like-for-like Andersen 2400 windows and doors, matching the existing color, dimensions, configuration, and Teraton finish. The building is a non-contributing structure, and the existing windows are original to 1983. Straker explained that Andersen still manufactures the same profile and color, allowing the replacements to closely match the existing units.

Straker referenced a photograph showing two newer sliding glass doors on the lower unit directly below his older doors and noted that the difference is not readily distinguishable due to the matching profile, color, and installation method. The replacements have occurred incrementally over time. The lower windows have previously been replaced, as well as a door on the rear of 337 Culver around 2018. Straker stated that he would prefer to replace all of the windows and doors at one time while the exact match remains available, but the replacements are currently being completed as needed. The existing units are deteriorating and are not repairable. The cladding at the bottom of one door is coming off. At 337 Culver, the hardware on the upper sash window is completely broken, and Straker stated that replacing the entire sash is more cost-effective than rebuilding the internal hardware.

Motion by Patterson, second by Dean to approve to approve the applicant's request for a historic district permit for the replacement of the deteriorated windows and doors at 333 and 337 Culver Street, including two sliders and four transoms at 333 Culver Street and the upper sash at 337 Culver Street, with like-for-like Anderson 2400 windows and doors matching the existing color dimensions, configuration, and Teraton one finish, as proposed based on the application. Via voice vote, motion carried 4-0.

Straker resumed control over the meeting.

8. Administrative Approvals & Updates

- A. Historic District Signs
- B. Coghlin Park Bike Rack

9. Communication: None.

10. Public Comments: None.

11. Commission Comments:

Patterson inquired about the status of the Historic District signage. Dean noted that City Council approved them and Zoning Director Moore updated that he is awaiting a response back the manufacturer, the hired firm Concept A has reached out to the manufacturer twice with no response yet.

12. Adjournment

Motion by Baldwin, supported by Dean, to adjourn the meeting at 7:11 p.m. Via voice vote, motion carried 6-0.

Respectfully Submitted

Jamie Wolters, City Clerk

DRAFT



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Grayson Moore
Director of Planning & Zoning

MEETING DATE: October 1, 2026

RE: Historic District Permit Application, 673 Lake Street

REQUEST: The applicant is requesting approval for the addition of a 6' x 5'2" x 3'6" trash enclosure located along the walkway adjacent to the driveway. The proposed enclosure will be constructed using materials that match the existing home and will be incorporated into two existing columns. The portion of the enclosure facing the roadway will be partially screened by landscaping, while the remaining portion will feature the same siding and trim as the existing home. No additional lighting is proposed.

BACKGROUND:

The site located in the R-2 Lake Street District (LS) was approved for the addition of a pool, pool house, patio, fencing, resurfaced deck, and demolition of the tool shed in June of 2025. In May 2026, the brick work in the front yard was approved by the Commission. The current home at 673 Lake is classified as a noncontributing resource.

APPLICABILITY: A permit shall be obtained before any work affecting the exterior appearance of a resource is performed within the Historic District (§ 152.03).

COMPLETENESS REVIEW: All applications to construct, alter, repair, move, or demolish any structure or install or alter any signage or fence structure in a historic district shall include the supporting plans and documents as specified by § 152.07 B. The applicant has provided a comprehensive overview of the proposed improvements.

§ 152.07 D. GUIDELINES:

1. In reviewing applications and plans submitted under this chapter, the Commission shall follow U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Structures as set forth in 36 C.F.R. part 67, as amended. Additional guidelines may be developed and followed if they are equivalent in guidance to the Secretary's standards and guidelines and are approved

by the Center. Any additional guidelines must be adopted by the Commission and approved by the City Council. In reviewing applications and plans, the Commission shall also give consideration to:

- a. The historical or architectural significance of the resource and its relationship to the historic value of the surrounding area.*
 - b. The compatibility of the exterior of the structure and the space around it with the visual or historical context of the surrounding area.*
 - c. The impact of the exterior of the structure and the space around it on the village/rural character and contextual aesthetic of the city.*
 - d. Other factors which the Commission considers to be pertinent.*
2. In exercising its authority to approve or deny an application under this chapter, the Commission shall exercise its educated judgment on a case-by-case basis in interpreting these guidelines and the following the applicable standards.

III. SECONDARY STRUCTURES

2. **Materials.** Exterior wall materials should be consistent with historic materials appropriate to the main structure and neighborhood, such as, wood, stucco and masonry. A cement board clapboard siding product known as Hardi-Plank may also be considered in new construction.

V. ADDITIONS AND NEW CONSTRUCTION

A. Additions

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.

B. New Construction

1. **Streetscape Compatibility.** With new structures or renovations which totally change the facades, the appearance of the streetscape as a whole should be respected. Facades for new structures should be compatible with the overall design and appearance of the surrounding streetscape in its design and appearance
2. **Architectural Style.** New structures need not replicate existing styles. They may be honest modern or contemporary adaptations or reflections of traditional styles or they may be totally new, distinctive structures which are nevertheless compatible with the district's character.
3. **Compatibility of Siting and Massing.**
 - (a) The historic relationship between buildings, landscape features and open space should be retained. The siting should be reviewed based on existing district setbacks, orientation, spacing and distance between adjacent buildings.
 - (b) The height and bulk of a new building shall be compatible with its surroundings and shall in no event exceed that of existing buildings in the Historic District.
 - (c) If there is a significant variation in siting or in height and bulk from the immediately surrounding buildings which creates a material adverse impact on the character of that area, the Commission may make recommendations to the Planning Commission and/ or the Zoning Board of Appeals concerning height, massing and placement on the lot of the new construction.

Comment:

The subject property at 673 Lake Street includes a noncontributing primary structure within the Historic District. The current proposal is limited to the installation of a trash enclosure along the walkway adjacent to the driveway. Based on the information provided, the proposed improvement appears to be generally consistent with the Historic District guidelines.

The proposed enclosure is approximately 6' x 5'2" x 3'6" and will be incorporated into two existing columns. The enclosure is proposed to utilize the same siding and trim materials as the existing home, which is consistent with the guidelines recommending exterior wall materials that are appropriate to and compatible with the main structure.

The portion of the enclosure facing the roadway will be partially screened by landscaping, while the remaining portion will match the existing siding and trim of the home. The limited size, location, and design of the enclosure are not anticipated to significantly alter the existing relationship between the structure, landscaping, and open space or have a material adverse impact on the surrounding streetscape.

The proposal is consistent with the intent of the guidelines regarding compatible additions and the use of materials appropriate to the main structure. The Commission should consider whether the proposed materials, design, and extent of the enclosure are compatible with the character of the property and surrounding Historic District.

SUGGESTED MOTIONS:

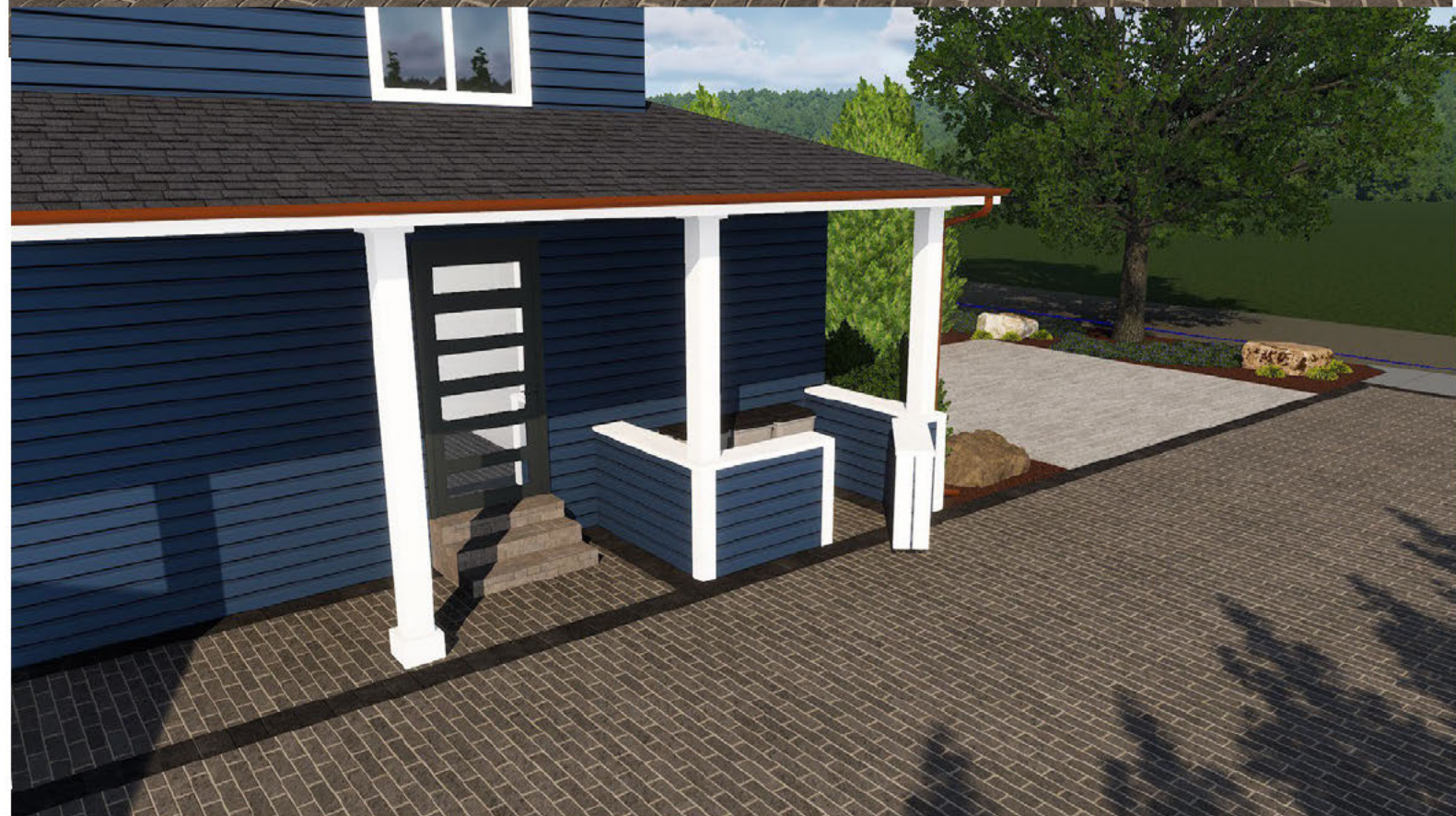
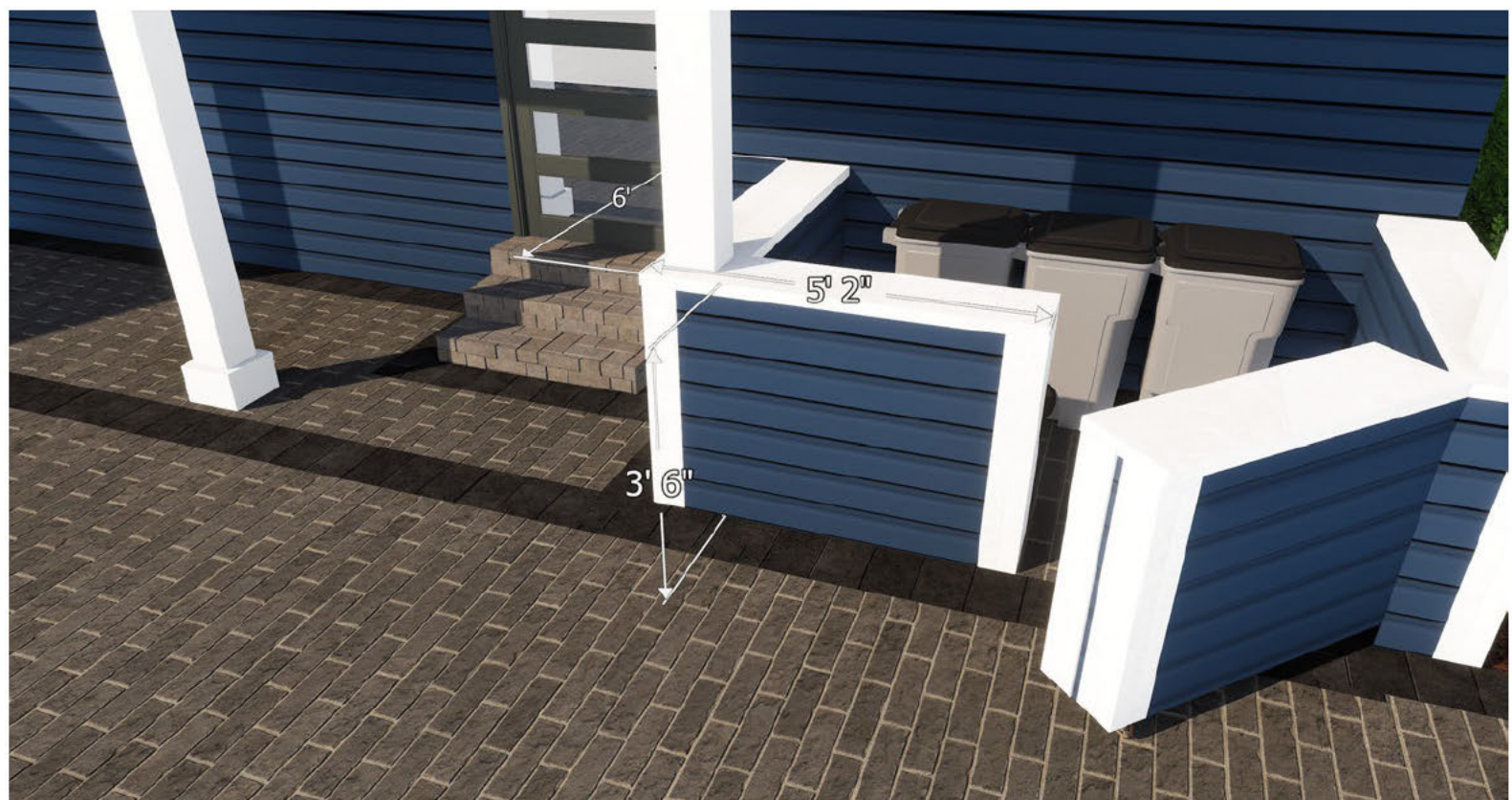
If the HDC determines that the improvements are appropriate and the applicable standards of the Historic Preservation Review Guidelines are met, the following motion may be used:

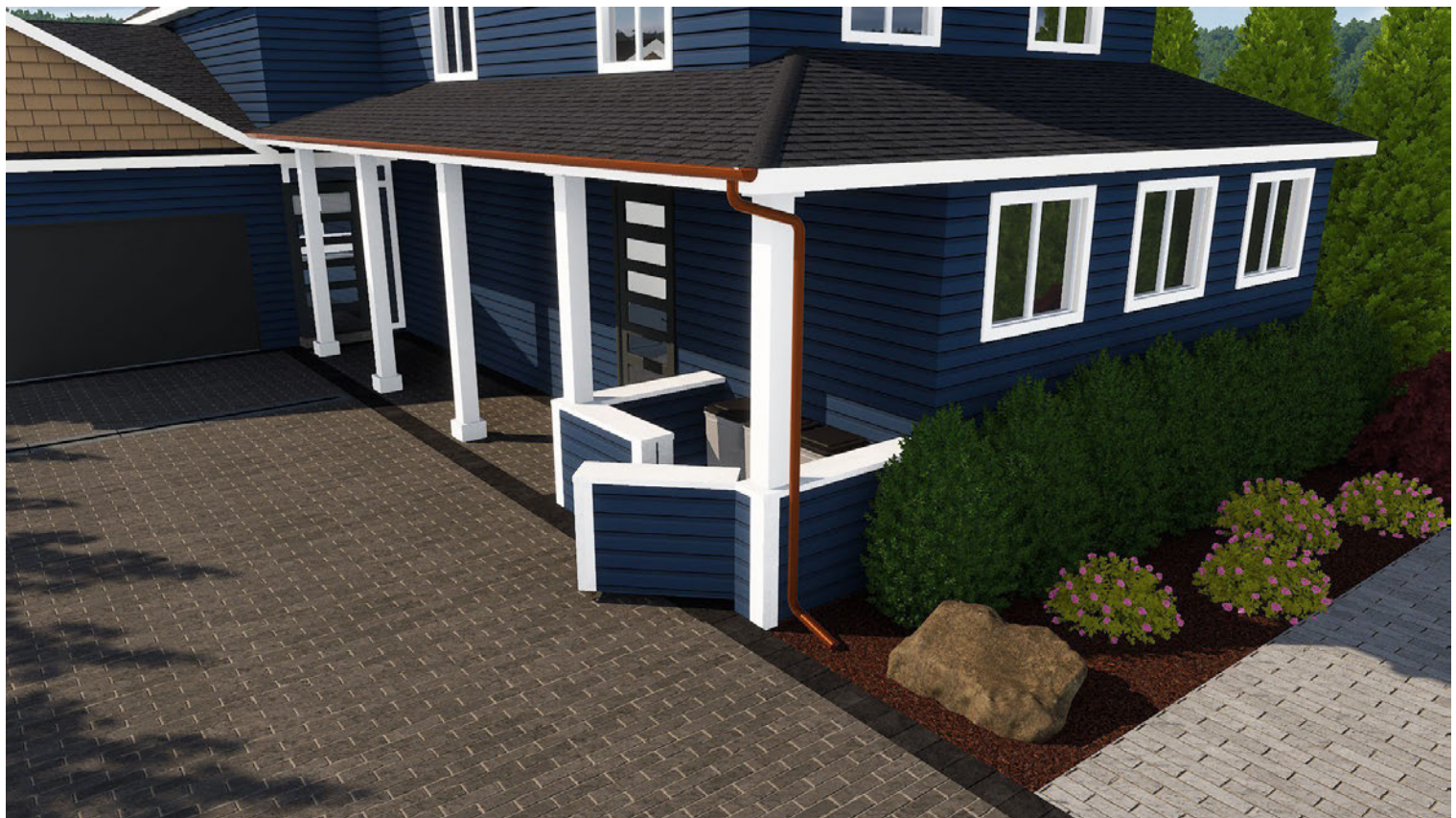
*I move to **(approve/deny)** the applicant's request for the installation of a trash enclosure, as presented at the October 1, 2026 meeting, based on the application **(meeting/not meeting)** the applicable Historic District Guidelines set forth in §152.07.*

Approval shall be subject to the following conditions (if applicable):

a) _____

b) _____





Commission Review Fee: \$250
Administrative Review Fee: \$50



Historic District Permit Application

LOCATION INFORMATION

APPLICATION NUMBER _____

Address 673 Lake St

Parcel Number 57-515-064-00

APPLICANTS INFORMATION

Name Justin Hickman

Address / PO Box _____

City _____

State MI

Zip 49531

Phone _____

Interest In Project Builder

E-Mail _____

Signature _____

Date 9/21/2026

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Michael Mraz

Address / PO Box 673 Lake St

City Saugatuck

State MI

Zip 49543

Phone _____

E-Mail _____

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 7/23/26

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

Name Justin Hickman

Contact Name Ryan

Address / PO Box _____

City _____

State MI

Zip 49531

Phone _____

Fax _____

E-Mail _____

License Number _____

Expiration Date 5/31/2029

PROPERTY INFORMATION

Depth 239'

Width 69'

Size 15,980sqft

Zoning District LS-Lake St

Current Use Personal

Check all that apply: Waterfront ☒

Dunes ☐

Vacant ☐

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Adding a small trash can area to the front porch with a hinged short wall to hide the bins.



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: _____

Commission Review Fee: \$250
Administrative Review Fee: \$50



Historic District Permit Application

LOCATION INFORMATION

APPLICATION NUMBER _____

Address 421 Water Street

Parcel Number 0357-300-069-00

APPLICANTS INFORMATION

Name Brady Bailiff Address / PO Box [REDACTED]

City Ferndale State MI Zip 48220 Phone [REDACTED]

Interest In Project Property Owner E-Mail [REDACTED]

Signature Brady Bailiff Date 9/9/2026

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name The Ivy, LLC (single member) Address / PO Box [REDACTED]

City Ferndale State MI Zip 48220 Phone [REDACTED]

E-Mail [REDACTED]

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 Brady Bailiff Date 9/9/2026

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

Name Elite Gutter Systems Contact Name Jim Simpkin

Address / PO Box [REDACTED] City Saugatuck

State MI Zip 49453 Phone [REDACTED] Fax [REDACTED]

E-Mail [REDACTED]

License Number NA Expiration Date NA

PROPERTY INFORMATION

Depth 128.69 Width 105.06 Size .31 Acres Zoning District WSE Current Use Retail & Residential

Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

see Attached



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: _____

Project Description

In October 2017, I purchased the property at 421 Water Street, formerly known as The Ivy Inn. The property is mixed use; there are single story retail storefronts fronting Water Street and a two-story residence set back which faces the rear of the property. A privacy fence separates the parking area from The Cottage at Wicks on the north, a privacy fence and concrete wall on the east separates the property from the Maplewood Hotel and Village Square Park, and a mixed-use condominium parking lot (corner of Main Street and Water Street) is adjacent to the south side of the property.

Prior to and subsequent to my ownership, the basement floods during heavy rains. I have replaced collapsed clay drain tiles in the basement with PVC plumbing which has improved but not eliminated the water that enters the basement. To preserve the integrity of the basement foundation of the two-story residence, I would like to add gutters and downspouts that divert water away from the structure. I have attached a historical photo which indicates that the residence previously had gutters although the style is not visibly clear from the photographs. In keeping with the historic look and feel of the structure, however, I am proposing to install 6" half round aluminum gutters and round downspouts in a low gloss white color that is consistent with the fascia trim color. I have attached a picture of The Owl House located at 303 Butler Street as the proposed materials are identical to that structure and will be installed by the same contractor, Elite Gutter Systems of Saugatuck.

In addition, I have attached pictures of the residence and the overall plot as well as the expected location of the downspouts. The downspouts will be positioned such that they do not materially change the current drainage (driveway to the north, side yard to the south), they will just divert water away from the foundation preventing further damage to the basement walls and floor.

Please note that I am not seeking approval to put gutters on the single-story storefront buildings which are on crawl spaces or slabs or the single story screen porch, just the two-story residence.

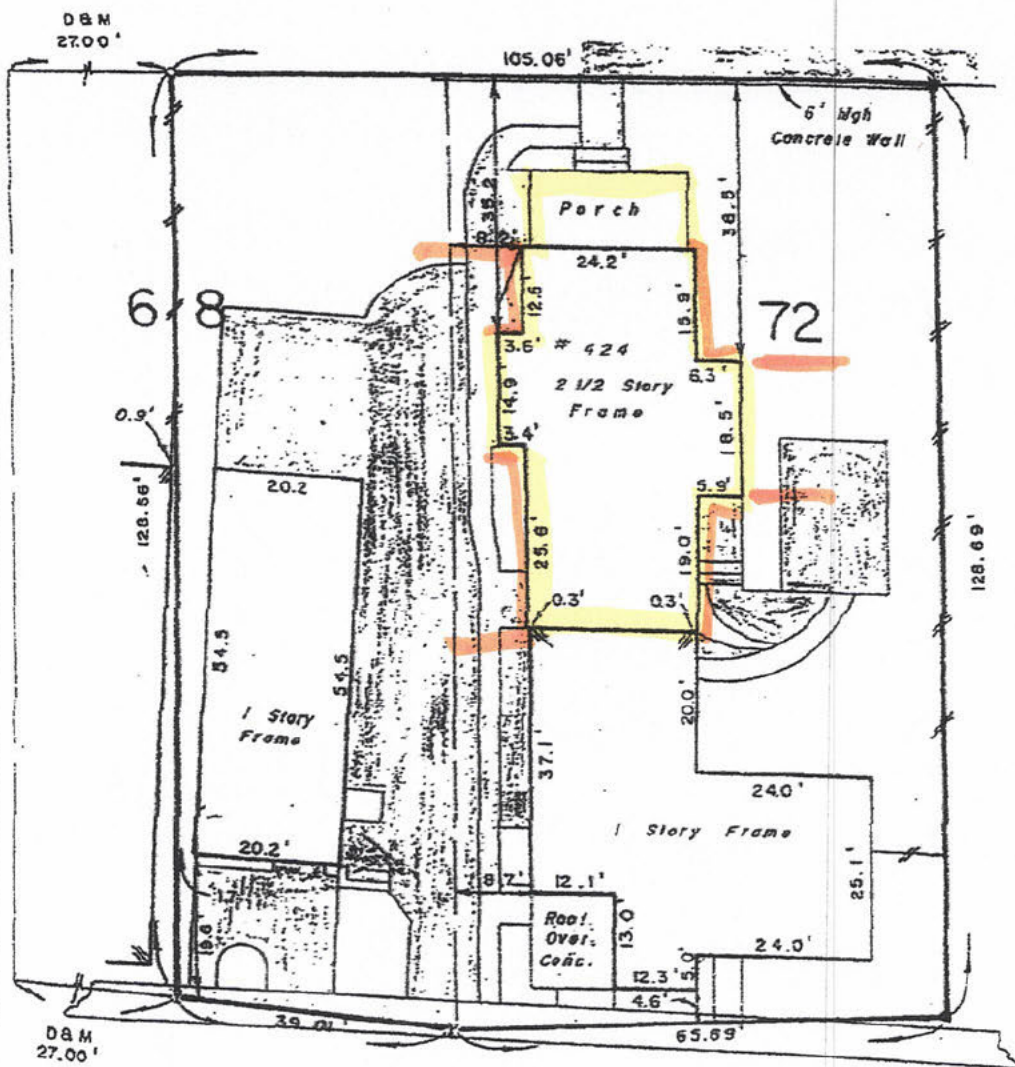
I would like to install the gutters this fall and installation will take a day or two.

This is to certify to

that we have examined the premises described below and that the buildings and surface improvements are located entirely on said described property and do not encroach on any adjoining lands nor do adjacent buildings encroach on said described property except as shown on print of survey. This examination was prepared for the mortgagee in connection with a new mortgage, and no responsibility is extended herein to the present or future land owner.

LEGAL DESCRIPTION

(See Second Page)



D&M
27.00'

SCALE 1" = 20'

Water Street

Anthony Smith
Richard L. Hunter

David R. Green

Registered Land Surveyor No. 16042

RECERTIFIED 7-19-93

HOLLAND ENGINEERING, INC.

Date	Drawn By	Checked By	Surveyed By
8-17-87	KYDK	DRC	SL
For:			
Mortgage:			

Residence

Gutters



Historic District Permit Application

LOCATION INFORMATION

APPLICATION NUMBER _____

Address 428 Butler Street, Saugatuck, MI 49453

Parcel Number 0357-300-066-00

APPLICANTS INFORMATION

Name Catherine L. Simon

Address / PO Box _____

City Saugatuck

State MI

Zip 49453

Phone _____

Interest In Project Owner

Signature _____

E-Mail _____

Date 9/4/2026

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name [Signature]

Address / PO Box _____

City _____

State _____

Zip _____

Phone _____

E-Mail _____

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 Scott Keyzer Roofing LLC

Contact Name Scott Kyzer

Address / PO Box _____

City Allegan

State MI

Zip 49010

Phone _____

Fax _____

E-Mail _____

License Number _____

Expiration Date 05/31/28

PROPERTY INFORMATION

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

Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Replace flat roof of side porch. No changes.



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:

ESTIMATE

Scott Keyzer Roofing LLC



Bill to

Catherine Simon
428 Butler Street
Saugatuck, MI

Estimate details

Estimate date: 08/31/2026

Description	Amount
Estimate is for tearing off 1 layer of flat roof and installing new SBS cap sheet on the house porch and includes all materials, labor, and removal of material waste. Any existing wood that needs replacing will be an additional charge of \$60 per sheet. Install new metal flashing along walls. Materials used are: Certainteed SBS cap sheet. Drip Edge, 15 lb Felt, Ridge Cap, Ice-guard Shield, Ridge Vent, Pipe Boots, Metal Flashing	\$6,830.00
Total	\$6,830.00

Note to customer

Estimate includes all materials, labor and removal of material waste.

Accepted date

Accepted by

