



City of Saugatuck
Historic District Commission
Meeting Minutes September 5, 2024, 6:00 PM
Saugatuck City Hall
102 Butler Street

Call to Order/Roll Call: Chair Straker called the meeting to order at 6:00 p.m.

Present: Chairman Straker, Commission members: Cannarsa, Donahue, Gardner, Godfrey, Lampen, & Paterson.

Absent: None.

Others Present: City Manager Cummins, Director of Planning & Zoning Thompson, Deputy Clerk Williams.

Agenda Changes/Additions/Deletions: None.

Approval of Minutes for June 6, 2024, Meeting:

Motion by Gardner, second by Donahue, to approve the minutes for the June 6, 2024, meeting minutes. Upon voice vote, the motion was carried unanimously.

Public Comments: None.

Unfinished Business: None.

New Business:

A. 413 Lake St – New rear windows and a door.

The applicant proposes new rear windows and a door at 413 Lake Street. The property is located in the Lake Street R-1 zoning district. The dwelling is not listed as a contributing resource. The subject windows and door appear to face the water, not the public right-of-way. The windows and door are proposed to be replaced with a three-panel Pella sliding door and two Pella casement windows. Although the photo shows black trim, it is proposed to be white to match the existing trim.

The Commission deliberated with Chair Straker emphasizing the importance of guidelines-based recommendations. Cannarsa expressed concerns, noting that the new ones are more modern and not keeping with the house's style. The applicant Keely Frye explained that the new door will be a slider, and the windows will have narrower frames but will still match the existing white color. She then provided additional details including dimensions and materials. The Commissioners discussed the consistency of the new windows with the existing house and the importance of not making the structure more non-conforming.

Motion by Donahue, second by Godfrey, to approve the replacement of windows and a sliding door in accordance with the plans and details submitted withing the application materials. Approval shall be subject to the following conditions:

- *No sandwich divided light additions permitted.*

Upon roll call vote, motion carried 6-1.

Yeas: Donahue, Gardner, Godfrey, Lampen, Paterson, Straker

Nays: Cannarsa.

B. Village Square Park – Install in interpretive history sign:

The City of Saugatuck, in conjunction with the Saugatuck-Douglas History Center, proposes to install an interpretive history sign on City property within the Village Square Park.

The subject property is located within the City Center C-1 zoning district and the Historic District. A secondary sign will also be placed within the city, although outside of the Historic District.

The Commissioners deliberated and expressed concerns about the sign's location, particularly its proximity to pedestrian traffic. They made suggestions to move the sign to a less crowded area, and they emphasized the importance of consulting with the Department of Public Works for placement.

Motion by Cannarsa, second by Godfrey to approve the installation of an interpretive history sign in Village Square Park, with placement to be decided at the discretion of the Department of Public Works as the Commissioners have a concern about impeding the public right-of-way:

Upon voice vote, motion carried unanimously.

Administrative Approvals & Updates:

- A. 647 Butler – Natural Gas Fireplace.
- B. 246 Culver – Temporary Construction Signs.
- C. 302 Culver – Signage.
- D. 546 Butler – Sign.

Communication: None.

Public Comment: None.

Commission Comments: None.

Adjourn:

Motion by Cannarsa, second by Donahue to adjourn. Upon voice vote, motion carried unanimously. Chairman Straker adjourned the meeting at 6:35 p.m.

Respectfully Submitted by,
Sara Williams

Deputy Clerk