Historic District Commission
Regular Meeting
January 9, 2026 - 3:00PM
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 December 4, 2025 ***(Pg. 3)***
5. **Public Comments on Agenda Items** *(Limit 3 Minutes)*
6. **Unfinished Business:**
   - **A.** Historic District Sign Proposal – Amended ***(Pg. 6)***
7. **New Business:**
   - **A.** 246 Butler – Sign Application ***(Pg. 14)***
   - **B.** 250 Mason – Exterior Modifications ***(Pg. 32)***
   - **C.** 202 Butler – Northwest Attached Addition ***(Pg. 74)***
   - **D.** 640 Water PUD – Demolition & Construction of a New Structure ***(Pg. 88)***
   - **E.** 2026 Election of Officers ***(Pg. 111)***
8. **Administrative Approvals & Updates:** *(None.)*
9. **Communication** ***(Pg. 112)***

NOTICE:
This public meeting will be held in-person. The public can join via Zoom video/audio conference technology.
Join online by visiting:
https://us02web.zoom.us/j/2698572603
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 City Clerk at 269-857-2603 or sara@saugatuckcity.com for further information.

10. Public Comments *(Limit 3 Minutes)*

11. Commission Comments

12. Adjourn *(Voice Vote)*

The Saugatuck Historic District Commission has the responsibility to regulate the construction, demolition, and improvements to the exterior of structures in the historic district. The intent is to safeguard the heritage of the City of Saugatuck, to protect the architecture and local village character of the City, to foster civic beauty, and to promote the use of historic districts for the education, pleasure, and welfare of the residents, visitors, and general public.

City of Saugatuck
Historic District Commission
Meeting Minutes December 4, 6:00 PM - PROPOSED.
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: Baldwin, Cannarsa, Dean (arrived 6:19pm), & Lampen.

Absent: Paterson & Root.

Others Present: Director of Planning & Zoning Moore, Deputy Clerk Williams.

Agenda Changes/Additions/Deletions: None.

Approval of Regular Meeting Minutes for October 2, 2025:

Motion by Cannarsa, second by Baldwin, to approve the Regular meeting minutes for October 2, 2025. Upon voice vote, the motion was carried 4-0. Dean was not present for vote.

Public Comments: None.

Unfinished Business: None.

New Business:

A. <u>546 Butler: Street facing double French door replacement:</u>

Daniel Evans was online to present the project, and he explained that there are two options for the door replacement: one option is an all-glass door, and the other is to replace the door with one that matches the current design. Both designs are Jeld-Wen brand, both made of steel with insulated cores, measuring 72 by 80 inches. He clarified that nothing has been purchased yet, as they are awaiting approval.

The commission discussed the replacement of the deteriorating, inefficient wood French doors at 546 Butler Street. They raised questions about the material, historical appropriateness, specifications, and the feasibility of repair versus replacement. There was some support for a simpler, single-pane steel door to better match the building's style.

Motion by Baldwin, second by Cannarsa to approve the applicant's request for the removal of the existing multi-pane French double-hinged doors and installation of a single-pane French double-hinged door system, as presented in the application and supporting materials. Approval shall be subject to the following conditions: a.) Spec sheet to be provided to staff for final staff approval to make sure it meets the HDC guidelines. After voice vote, motion carried 4-0. (Dean was not present for vote)

B. <u>Historic District Sign Proposal – District sign concept proposal:</u>

The Commission reviewed three design concepts for new Historic District entry signs, focusing on elements like shape, color, materials, and typography. Members favored classic, easily readable fonts and a black metal pole, but had mixed feelings about including illustrative icons and were not particularly supportive of including a founding date.

For the sign options presented:

- The first (classic) concept was praised for is simple, readable font and overall clean look. Some appreciated the black metal pole and suggested adding a founding dater for historical context, though opinions differed on the date's relevance.
- The second concept, which reference the Village Hall typeface, was viewed as more distinctive and "Saugatuck-like" by some but also drew concern about readability from a distance.
- The third, illustrative concept was seen as visually interesting but considered too busy for a boundary sign; several members preferred a less cluttered design. Across, options, members widely favored a traditional black metal pole over wood, were split on including historical illustrations, and emphasized readability and uniqueness as top priorities.

The Commission decided to table a final decision on the Historic District sign, requesting that the designers revise the concepts with a greater focus on readability and distinctiveness. Updated design options incorporating the feedback will be discussed, will be presented for further review and potential approval at the January meeting.

Motion by Baldwin, second by Cannarsa, to table the discussion of approval on Historic District signage until the January 2026 meeting. Upon voice vote, motion carried 5-0.

C. <u>Approval of 2026 Meeting Dates:</u>

The Commission discussed the 2026 meeting schedule, noting that the originally proposed January 1 meeting date conflicted with the holiday. They explored alternative days and times, taking into account other city meetings and members' availability. Ultimately, they agreed to move the January meeting to Friday, January 9th at 3pm.

Motion by Baldwin, second by Lampen, to approve the meeting dates, as stated, with the exception of January 1, 2026, to be moved to Friday, January 9, at 3pm.

Administrative Approvals & Updates:

A. 730 Water St – Temporary Seasonal Shades.
B. 220 Water St – Parking Lot Construction.
C. 820 Holland St – Generator Location.

Communication: None.

Public Comment: None.

Commission Comments:

- Cannarsa: He commented on the need for better monitoring of ongoing projects to ensure they adhere to commission approvals. He noted that commissioners often notice work being done around town and sometimes struggle to recall the specifics of past approvals. He mentioned a property on Lucy Street as an example and suggested it would be valuable to have a structured process for verifying compliance. John also raised concerns about projects starting long after approval and the lack of a built-in check system. He concluded by welcoming City Council representative Dean to the commission.
- Lampen: She commented on noticing a new large driveway installation on Lake Street, questioning whether the project went before the board for approval since she did not recall it being discussed. She highlighted the difficulty, especially for newer members, in tracking which projects have been reviewed and approved by the commission.
- Straker: He explained that the commission's usual process for monitoring ongoing projects relies on members noticing work around town and recalling whether it matches previously approved plans. When needed, commissioners refer questions or observations to staff for verification against original applications. He acknowledged there is no formal check-in process for project compliance, and that the current system mostly depends on informal awareness and communication among members and staff. He also welcomed City Council representative Dean to the commission.

Adjourn:

Motion by Cannarsa, second by Baldwin, to adjourn. Upon voice vote, motion carried 5-0. Chairman Straker adjourned the meeting at 7:00 p.m.

Respectfully Submitted by,
Sara Williams

_____
Deputy Clerk

Saugatuck Historic District Signage
Round 2 Concepts

Brand Essence

Should communicate the boundaries of the district and reason for celebrating it.

Fresh

Celebratory

Timeless

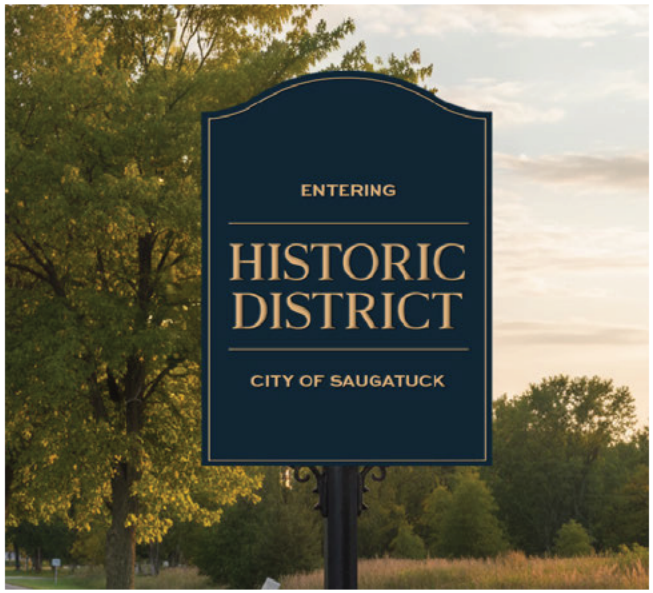
Sense of Pride

Round 1 Review

Current Sign



1 – Classic



2 – Charming



3 – Illustrative



Round 1 Feedback

01. The font in Option 1 is highly readable but feels too modern. Option 2 has a charming, historic feel, but readability suffers.

Takeaway: Explore a new font that balances clarity with a traditional aesthetic.

02. The weight of the illustrations in Option 3 at the bottom of the sign works well, but the illustrations feel overly branded and the icons too busy for this application.

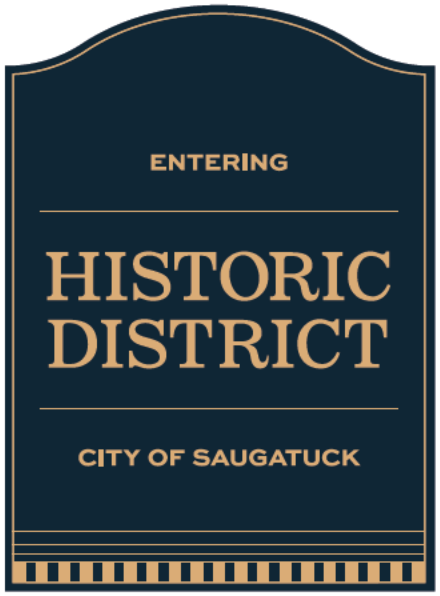
Takeaway: Find an alternative way to add personality and visual interest—something subtle and ownable to the Saugatuck area—without making it feel branded.



Round 2 - Direction 1

Inspired by the cornice of the Butler Pantry building—Saugatuck's oldest existing retail building—we added a pattern along the bottom of the sign to draw the eye and create a subtle connection to the area's historic architecture. We also updated the font to a taller serif, improving readability while maintaining a traditional look and feel.



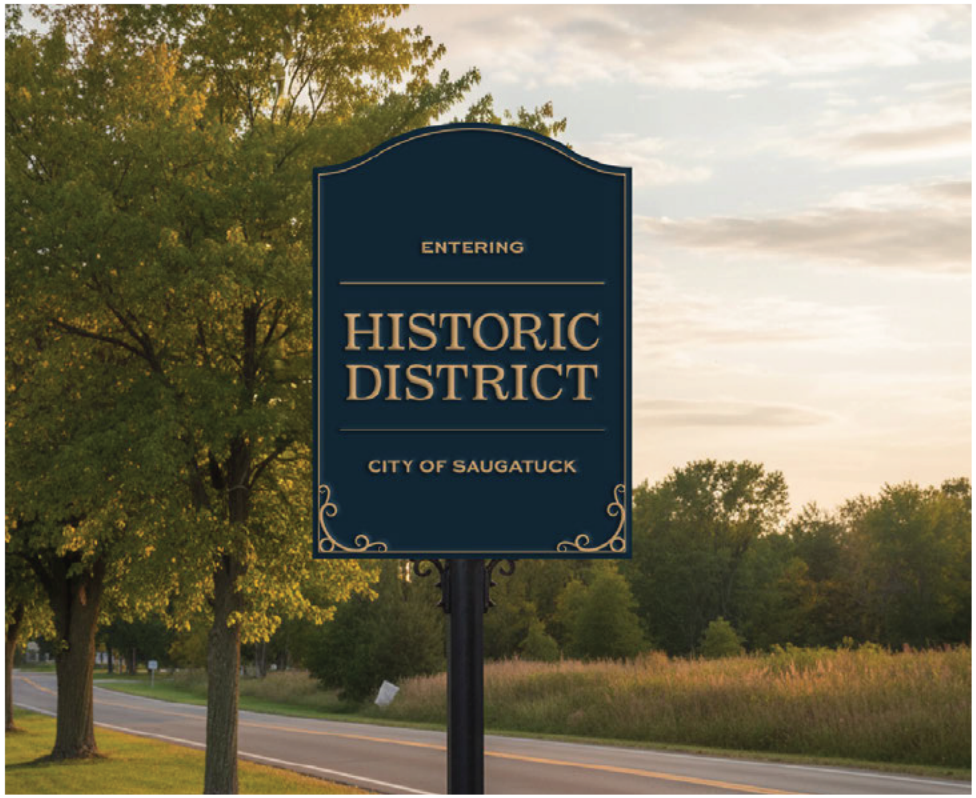


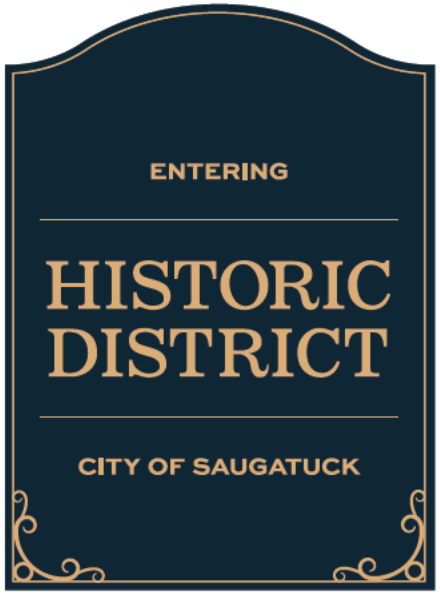




Round 2 - Direction 2

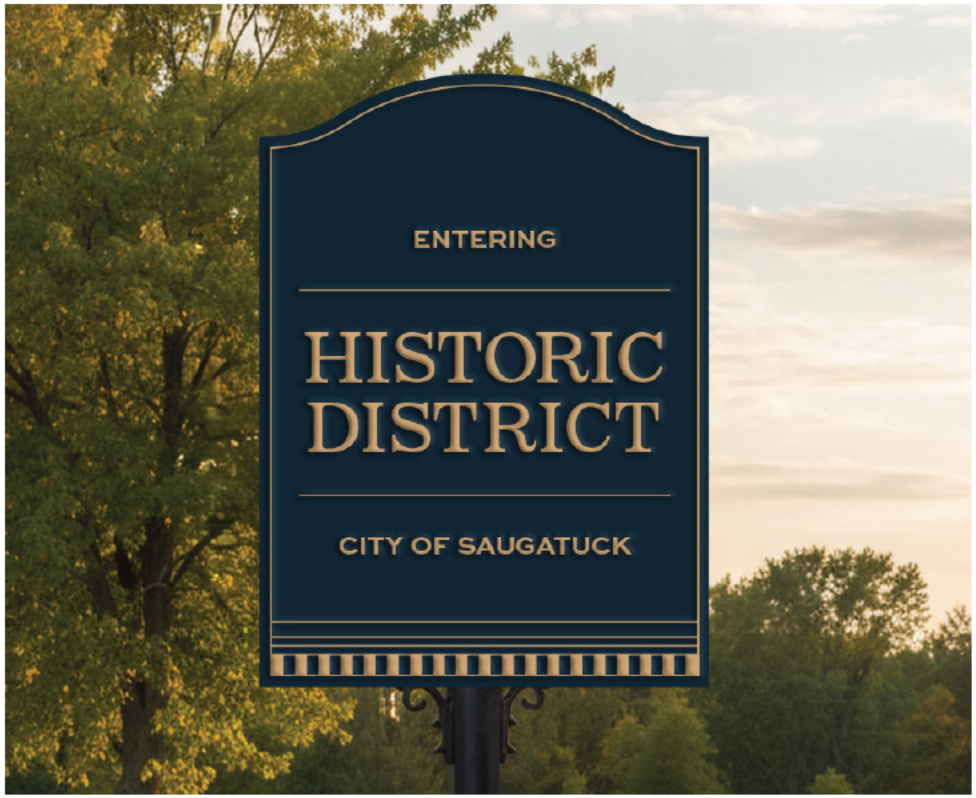
Inspired by the flourishes found on local signs and architecture, this direction reflects the details that define the town's character and charm. Subtle corner detailing adds a refined decorative touch without overwhelming the sign.



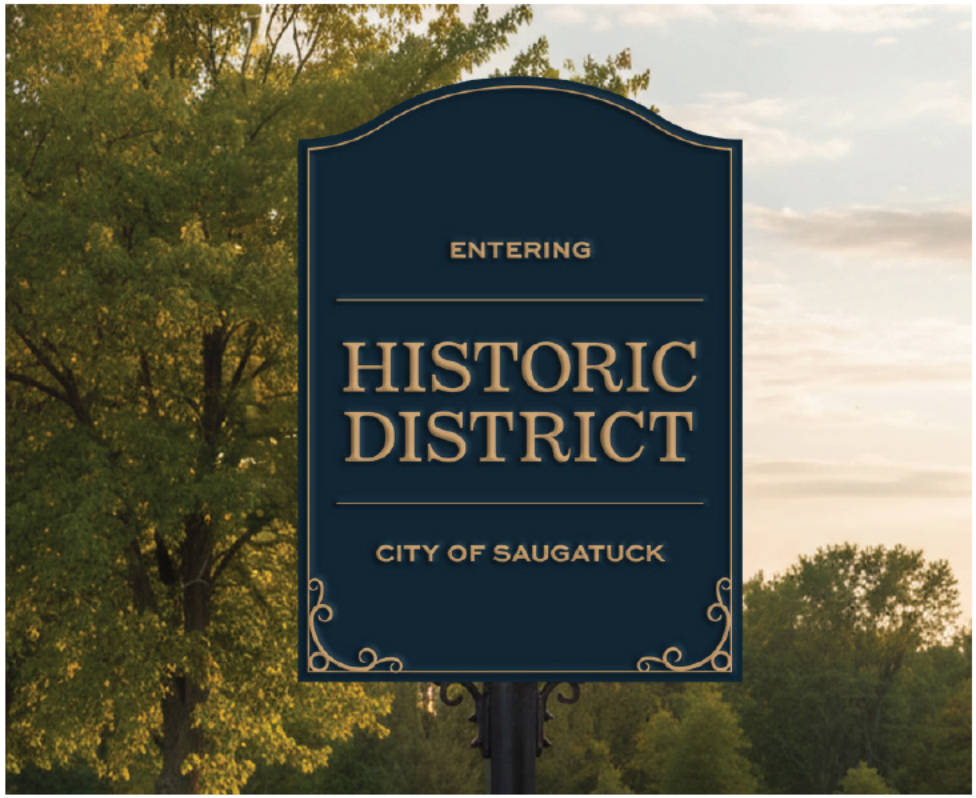


Round 2 Directions

Round 2 –Direction 1



Round 2 – Direction 2

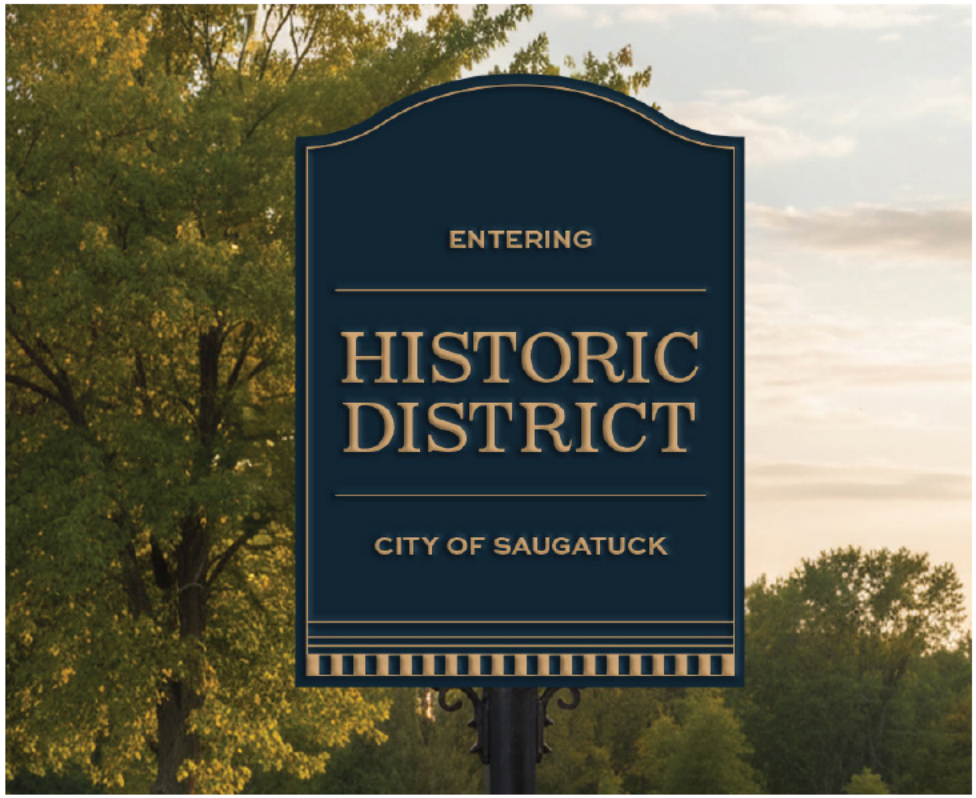


Comparing Fonts

Round 1 Font



Round 2 Font



MEMORANDUM

TO:	Historic District Commission City of Saugatuck	
FROM:	Grayson Moore Director of Planning/Zoning	David M. Jirousek, AICP Consulting Planner
MEETING DATE:	January 9, 2026	
RE:	Historic District Permit Application, Pascale Remy: 246 Butler St.	

REQUEST:

The applicant is requesting approval for a change in signage at 246 Butler Street. Three sign alternatives have been submitted for review.

- Option 1 proposes painting an approximately 58-inch by 17-inch (6.74 square feet) sign directly onto the storefront brick. Under this option, the brick surface along the storefront and the exposed electrical conduit would be painted black, with the sign lettering painted white.

- Option 2 proposes installing individually mounted letters corresponding to a 58-inch by 17-inch (6.74 square feet) sign affixed directly to the storefront brick. The exposed electrical conduit would be painted to match the existing brick color.

- Option 3 proposes a 67-inch by 25-inch black wall sign panel affixed to the storefront brick, with white painted lettering sized at approximately 58 inches by 17 inches.

As proposed, Options 1 and 2 comply with the maximum sign area permitted under the Zoning Ordinance for the subject frontage. Option 3 may comply with the dimensional standards of the Zoning Ordinance only if the overall sign panel is reduced to fit within the maximum allowable 6.75 square feet for the storefront.

BACKGROUND:
The property at 246 Butler was built in 1950 and is located in the C-1 City Center District (CC) and lies within the Historic District. The structure is a contributing resource to the district. The existing façade has been modified several times. Alterations have been made to the entryway including to the signage, doorway, and awning. See Figures 1-3.

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



Figure 1: 07/1977



Figure 2: 10/2019



Figure 3: 10/2025

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.

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.)

B. Coatings and Colors

1. Colors. Colors that are historically associated with the period of the resources shall not be considered for existing structures; however, the commission may recommend a broad palette of colors as being compatible with the overall character of the district.

2. Unpainted Masonry. Previously unpainted masonry shall not be painted. Masonry which was previously painted may be re-painted. Unless old paint or other coatings can

be removed without damage to the masonry, a painted surface should be re-painted rather than stripped of old paint. In preparing to repaint previously painted masonry, stripping should only occur where the paint can be easily removed without damaging the underlying masonry. Blasting with sand or other highly abrasive materials is not permitted. Where paint stripping cannot be performed without damaging the masonry, repainting over the existing paint is the only appropriate solution.

F. Commercial Structure Style and Detailing

1. Storefront Features. Functional and decorative features that are important in defining the overall historic character of a storefront, such as display windows, signs, doors, transoms, kick plates, corner posts, and entablatures should be preserved.

G. Building – Mounted Signs

1. Architectural Compatibility. A sign should be consistent in size, type, materials, color, and type of supporting device with the architectural characteristics of the building upon which it is placed or within which it is placed for the purpose of being viewed from the exterior.

2. Protecting the Building. A sign should not in any way obstruct or destroy unique architectural features of the building upon which it is placed nor of surrounding buildings. An affixed sign should be installed to avoid damaging the structure. For example, those affixed to a brick wall should be attached into the mortar joints and not through the brick.

3. Sign Locations. The preferred location for the main business sign is flush mounted below the cornice-line of a single-story building, or the area between the store-front windows and the second-story windows on a two or more story building. If there is a separate cornice above the store-front, the sign should be on or below that cornice-line. Another acceptable location for a business sign is on the storefront glass, where painted or stenciled letters may be placed.

5. Substitute Materials. Sign materials which were not used when the structure was built may be permitted contingent upon the durability, permanency, appearance, and appropriateness in relation to the building and District.

9. Sign Lighting. Lighting of signs should be done through external means. Internally illuminated signs are generally considered inappropriate.

Comment:

The subject property at 246 Butler Street is a contributing resource within the Historic District. While the building has experienced multiple façade alterations over time, including

changes to the storefront entry, awning, and signage. The underlying brick masonry has remained an unaltered exterior material.

One option the applicant proposes includes painting a sign directly onto the brick façade, consisting of a black painted background, extending the entirety of the storefront façade, applied to the brick with white lettering, covering approximately 6.74 square feet.

Based on available photographic documentation (Figures 1 & 2) and prior permitting for the property, the storefront brick appears to have historically remained unpainted. The proposal would introduce a new coating to historic masonry, which may be deemed inconsistent with adopted guidelines intended to preserve original materials.

Additionally, the Secretary of the Interior's Standards for Rehabilitation emphasize the retention and preservation of historic materials and caution against treatments that alter the character of masonry surfaces. Painting brick, particularly as a sign substrate, could be considered a non-reversible intervention that may accelerate material deterioration and compromise long-term preservation objectives.

Brick masonry is present throughout downtown Saugatuck; however, it is not a uniformly character-defining material across the Historic District, which is characterized by a mix of wood-frame, masonry, and altered commercial storefronts developed over time. As such, Historic District review may not treat brick as categorically significant by default and instead evaluates masonry on a structure-specific basis, with particular emphasis on whether masonry surfaces were historically painted or unpainted. In this case, available documentation indicates the storefront brick has historically remained unpainted, and the proposed treatment would introduce a new coating to an original exterior material.

From a signage compatibility standpoint, the Guidelines support signage that is architecturally compatible and installed in a manner that minimizes physical and visual impacts to the structure. The Guidelines identify painted or stenciled lettering on storefront glass as an acceptable alternative sign location, which would allow business identification without altering historic masonry. Other compatible options include wall-mounted signs affixed through mortar joints, rather than directly modifying the brick surface. The applicant should address the manner in which they intend to affix the signage to the storefront brick in Option 2 & Option 3 and the materials proposed in Option 3.

While the building has undergone prior alterations, those changes do not establish precedent for further deviation from adopted preservation standards. Each application must be evaluated independently by the Historic District commission based on current guidelines and best preservation practices.

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:

1. *Motion to **approve (CHOOSE ONE: Option 1, Option 2, Option 3)** of the applicant's request for:*

    a. ***(Option 1):** the front masonry façade, including the electrical pipe, to be painted black and to **approve** the 6.74 square foot sign to be printed in white lettering onto the painted façade.*

    b. ***(Option 2):** the black letters of the 58" x 17" sign to be* individually affixed directly to storefront brick and paint the electrical pipe in a color to match the existing brick.

    c. ***(Option 3):** the black baseboard signage consisting of _____ material with white lettering painted onto its surface and the electrical pipe painted in a color to match the existing brick, with the amendment that the black baseboard signage be reduced to comply with the permitted 6.75 sqft signage envelope and the white lettering adjusted to fit within said envelope.*

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

a) _____

b) _____

If the HDC determines that the improvements are not appropriate or the application requires revisions based on the applicable standards of the Historic Preservation Review Guidelines are met, one of the following motions may be used:

2. *Motion to **deny** the applicant's requests as presented in Option 1, Option 2, and Option 3 on the basis that the proposed work does not meet the applicable standards of the Historic Preservation Review Guidelines including:*

    a) _____

    b) _____


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PANDORA

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

Historic District Permit Application

Location Information

Application Number ____ - ____

Address 246 Butler Street

Parcel Number 5730013600

Applicants Information

Name Pascale REMY

Address / PO Box

City Saugatuck State MI Zip 49453 Phone [redacted]

Interest In Project Owner

E-Mail [redacted]

Signature

Date 1/2/2026

Owners Information (if different from applicants)

Name

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 Lakeshore Signature Homes, Inc.

Contact Name Steve Hamberg

Address / PO Box [redacted]

City Holland

State MI Zip 49424 Phone [redacted]

Fax

E-Mail [redacted]

License Number 2102209679

Expiration Date 5-31-2027

Property Information

Depth 41.2 Width 9.01 Size 348 sq.ft. Zoning District Current Use

Check all that apply: Waterfront Dunes Vacant Yes

Project Description (attach more sheets if necessary)

Storefront building signage

Paint front of brick building black, including electrical service pipe. Paint descriptive qualifing size signage lettering white.

Usage:

Retail store

Please see attached proposed signage

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: _____

Collages

COLLECTION

Collages

COLLECTION

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

Historic District Permit Application

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Parcel Number 5730013600

Applicants Information

Name Pascale REMY

Address / PO Box [redacted]

City [redacted] State [redacted] Zip [redacted] Phone [redacted]

Interest In Project Owner

E-Mail [redacted]

Signature _____ Date 1/2/2026

Owners Information (if different from applicants)

Name _____ Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

E-Mail _____

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Signature _____ Date _____

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Name Lakeshore Signature Homes, Inc. Contact Name Steve Hamberg

Address / PO Box [redacted] City Holland

State MI Zip 49424 Phone [redacted] Fax _____

E-Mail [redacted]

License Number 2102209679 Expiration Date 5-31-2027

Property Information

Depth 41.2 Width 9.01 Size 348 sq.ft. Zoning District _____ Current Use _____

Check all that apply: Waterfront _____ Dunes _____ Vacant Yes

Project Description (attach more sheets if necessary)

Storefront building signage

Descriptive qualifing letters individually attached to bricks. Paint electrical pipe in a brick color.

Usage:

Retail store

Please see attached proposed signage

Historic District Application

Application #____-____

HISTORIC DISTRICT REQUIREMENTS (SECTION 152.07)

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☐	☐	☒	Proposed improvements and distances from other improvements or property lines.
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☐	☐	☒	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: _____


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Collages
COLLECTION

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Usage:

Retail store

Please see attached proposed signage

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: _____


The Book Nook of Saugatuck
and Used Books * Literary Gifts * Puzzles
Collages
COLLECTION

Collages

COLLECTION

MEMORANDUM

TO:	Historic District Commission City of Saugatuck	
FROM:	Grayson Moore Director of Planning/Zoning	David M. Jirousek, AICP Consulting Planner
MEETING DATE:	January 9, 2026	
RE:	Historic District Permit Application, Kendra Scheerhorn: 250 Mason	

REQUEST:

The applicant is requesting approval for a series of exterior changes in support of the adaptive reuse of the former United Methodist Church, a contributing resource to the Historic District, as an owner-occupied bed & breakfast establishment. The applicant proposes exterior changes to take place over two phases with no expansion of the existing building footprint or building height. Phase I will include the build-out of five guest suites on the main level, along with exterior changes outlined below. Phase II proposes the addition of four guest suites within the upper levels of the existing structure. The applicant has recognized that any exterior modifications associated with Phase II will require additional review at a later date.

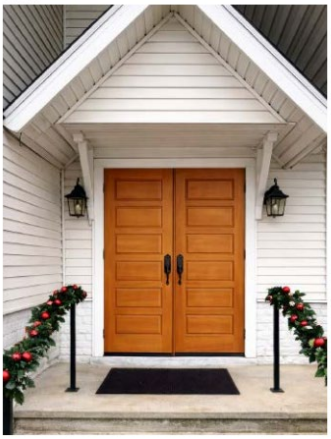
Phase I includes the following changes to the South Façade:

1. **Main Entry Doorway:** Replace existing main fiberglass door with a fir wood door stained in a honey teak tone as shown below.

Before



After



2. **Entry Lighting:** Replace existing entryway lighting with a “liberty wall scone” in a heritage bronze finish.





3. **Porch Post:** Minor repairs to repair peeling paint. No proposed changes to material, color, or configuration.

Before



After



4. **Stained Glass Windows:** Preserve and clean the fifteen stained glass windows on south, west, and east facades of structure. Window sash repair and repaint to match existing color where needed. Install an acrylic vented protective glazing replacing in-kind.
5. **Attached Signage:** Mimic existing interior treatment on existing stained-glass windows with hand-applied black lettering on the east, south, and west façades. Each sign will be .45 sqft.





6. **Sign Removal:** Removal of existing non-historic sign in south yard.



7. **Permeable Landscaped Walkway:** Add permeable landscaped walkway to provide pedestrian circulation from the main entry to the owner/ADA entry and west patio. Material will consist of loose, natural pea stone with rounded earth-toned river gravel in mixed tan, buff and muted gray hues.
8. **Electrical Relocation:** Remove existing surface-mounted electrical components on the south façade. Reroute underground and relocate electrical service to rear yard.
9. **Owner/ADA Entry Doorway:** Remove the existing fiberglass doorway and replace with a fir wood single door with a honey teak tone stain.

Before



After



Phase I includes the following changes to the West Façade:

1. **West Patio & ADA Accessible Walkway**: Install an ADA accessible walkway connecting the west patio to the Mason St. sidewalk. The patio & walkway will be brick pavers in a muted tone.

2. **Fan Vents & Window Trim Repair:** Replace broken bathroom fan vent covers and repair existing lower-level window trims with no change in material, color or configuration.

3. **Private Entry/Deck & Door:** Install a new deck within the same footprint of the existing deck. Stairs are proposed to move to the north side facing the off-street parking area in the rear yard. The railing will be cathedral picket panel skirting with horizontal cedar skirting. The existing fiberglass entryway door will be replaced with a fir wood door stained in a honey teak tone.

Before



After



Before



After



4. **Deck Stairs & Private Entry Lighting:** Lighting along the deck stairs is proposed to be a Hinkley lighting taper LED deck light. Private entry lighting, similar to existing, will be a Boto solid brass wall light finished in bronze.

5. **Arch:** Removal of the existing lattice screening arch and replace with a similar scale cedar arch.



Phase I includes the following changes to the North & East Façades:

1. **Window Modifications:** Two windows to be replaced within the existing frame where no change to window size, location, or opening is proposed. Additionally, two stained glass windows are proposed to be replaced with casement windows for egress in a bedroom maintain existing proportions.

   The stained glass windows proposed for replacement are not original to the structure and differ in design and character from the other fifteen stained glass windows. The stained glass removed during this replacement is intended to be reused or incorporated into interior architectural or interpretive features within the building where feasible.

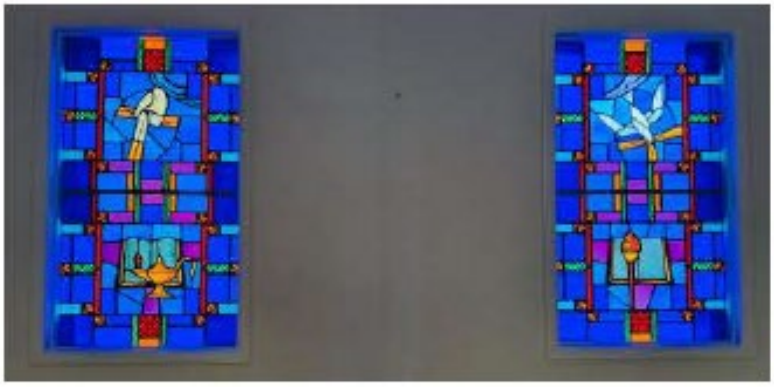
Before



After



Interior View of Stained Glass Windows



2. **HVAC & Refuse Container Screening:** Proposed screening includes horizontal cedar boards installed with minimal spacing on a cedar frame stained in a honey teak tone. The screening enclosure includes a slatted wood access door on the west side of the screening to allow for servicing of he HVAC units and access to refuse containers.
3. **Off Street Parking:** A new curb cut is proposed in the rear yard to provide access to eight-off-street parking spaces. The off-street parking area will be surfaced with compacted washed limestone gravel over a stabilized base. The applicant has also noted that they are working with Consumers Energy to relocate the existing utility pole approximately five feet to the north with all on site utility lines servicing the property to be routed underground.
4. **East Façade Windows:** Existing stained-glass windows to be cleaned, window sashes repaired as needed, and installation of a new acrylic vented protective glazing. The applicant has noted that existing aluminum window components of the west and east façades of the structure may be selectively replaced only as required to meet egress requirements, with no change to the size, location, or appearance of the opening.

BACKGROUND:

The property at 250 Mason St. was built in 1872 and was originally located at St. Joseph and Main Streets until 1914 when it was moved to the corner of Mason and Griffith Streets.

It is a contributing resource to the Historic District and is known for its revival services in the 1880s. The structure originally took on a tall "Country Gothic" style and adopted a more stylish Arts & Crafts façade when it was moved to its new location according to the Saugatuck-Douglas History Center.

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

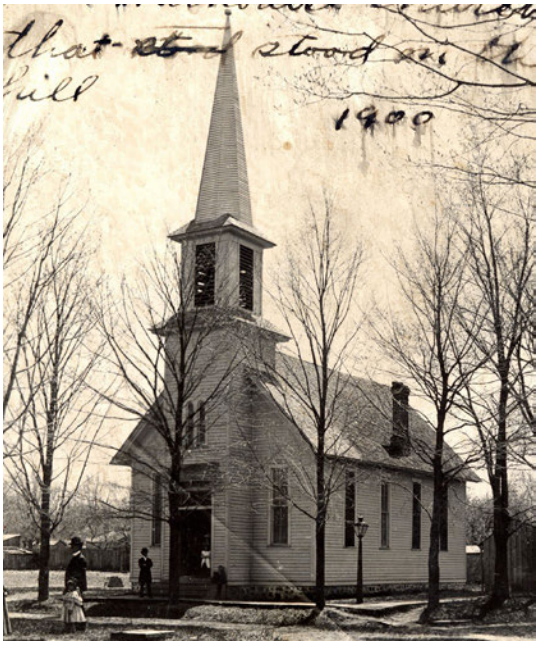


Figure 1: 1900

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.

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.)

2. **Maintenance.**

a) Exterior materials should be maintained, cleaned and repaired using methods and products which will not endanger the integrity of the materials.
b) Clean wood using gentle methods such as low-pressure washing with detergents and natural bristle brushes. Blasting with particulates, power washing at high pressures, and propane or butane torches are not appropriate.
c) Only types of paint which "breathe" (allow moisture to pass through the surface) should be used on wood surfaces.

B. Coatings and Colors

1. Colors. Colors that are historically associated with the period of the resources shall not be considered for existing structures; however, the commission may recommend a broad palette of colors as being compatible with the overall character of the district.

2. Repair Before Painting. Necessary masonry repairs (i.e. tuckpointing, stucco patching, crack repairs, etc.) should be satisfactorily completed prior to cleaning the masonry surface. This will help guard against possible damage that could be caused by cleaning tools or materials penetrating into cracks and holes. A masonry surface must be in a state of good repair before cleaning is attempted.

F. 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.

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 then 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.
3. **Doors**. Original doors should not be substituted with stock doors that do not fit the opening properly or do not fit with the style of the house. Transom windows and sidelights should be preserved.
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.

E. Porches, Steps, and Entries

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.

H. Lighting Fixtures and Light Sources

1. **Compatible Lighting.** Exterior lighting, including lighting of signs, should be consistent with the historical period of the structure. The quality and color of light on or near a building should be comfortable and flattering to the people entering the businesses. Awnings should not be lit with interior bulbs or up-lights.
2. **Retaining Fixtures.** When possible a historic light fixture should be repaired rather then replaced. If fixtures are missing or beyond repair, antique or reproduction lighting fixtures are readily available. Contemporary fixtures that are inconspicuous or that complement the style and the character of the building may be selected for historic buildings.

G. Building – Mounted Signs

1. Architectural Compatibility. A sign should be consistent in size, type, materials, color, and type of supporting device with the architectural characteristics of the building upon which it is placed or within which it is placed for the purpose of being viewed from the exterior.

2. Protecting the Building. A sign should not in any way obstruct or destroy unique architectural features of the building upon which it is placed nor of surrounding buildings. An affixed sign should be installed to avoid damaging the structure. For example, those affixed to a brick wall should be attached into the mortar joints and not through the brick.

3. Sign Locations. The preferred location for the main business sign is flush mounted below the cornice-line of a single-story building, or the area between the store-front windows and the second-story windows on a two or more story building. If there is a separate cornice above the store-front, the sign should be on or below that cornice-line. Another acceptable location for a business sign is on the storefront glass, where painted or stenciled letters may be placed.

5. Substitute Materials. Sign materials which were not used when the structure was built may be permitted contingent upon the durability, permanency, appearance, and appropriateness in relation to the building and District.

9. Sign Lighting. Lighting of signs should be done through external means. Internally illuminated signs are generally considered inappropriate.

Comment:

The subject property at 250 Mason Street is a contributing resource within the Historic District and is historically significant for its 1872 construction and subsequent relocation in 1914. The structure maintains some architectural integrity and continues to reflect its historic evolution from a Country Gothic church to an Arts & Crafts–influenced façade.

While the building has undergone alterations over time, many character-defining features, including stained glass windows, massing, roof form, and primary façade orientation, remain intact and contribute to the historic character of the district.

The applicant proposes a series of exterior modifications associated with the adaptive reuse of the structure as an owner-occupied bed and breakfast. The proposal is structured in two phases, with Phase I limited to exterior improvements necessary to support initial occupancy and Phase II reserved for future interior build-out of upper-level guest suites. No expansion of the building footprint or increase in building height is proposed, and any future exterior modifications associated with Phase II are appropriately deferred for additional Historic District Commission review.

The Phase I exterior improvements emphasize repair, preservation, and selective replacement of non-historic materials. Proposed work to repair porch posts, window sash, trim, and stained glass windows prioritizes retention of existing materials and aligns with adopted guidelines requiring repair rather than replacement where feasible. The proposed cleaning and protective glazing of stained glass windows represents a preservation-minded approach, provided installation is reversible and does not damage original materials.

The proposed wood doors to replace the existing fiberglass doors maintain the existing openings and proportions and appear to be consistent with guidelines addressing doors and primary entries.

Window modifications are limited in scope and are driven by safety and egress requirements. Two non-original stained glass windows are proposed for replacement with casement windows that maintain existing proportions, size, and location. Available documentation indicates these windows are not original and differ in character from the remaining stained glass windows. The applicant's intent to reuse removed stained glass as interior or interpretive features helps mitigate the loss and supports the educational and preservation goals of the project.

Proposed porch, deck, and entry modifications on the west façade—including reconstruction of the existing deck within its current footprint, relocation of stairs to the rear

yard, and installation of new railings and lighting—are secondary in scale and reduce visual impacts on primary public-facing façades.

Exterior lighting fixtures appear to be appropriately scaled and styled to complement the historic character of the building. The proposed fixtures appear to be consistent with guideline recommendations for compatible lighting, subject to final verification that light color temperature and intensity remain appropriate for a historic context.

The proposed signage approach—hand-applied lettering on stained glass windows—aligns with adopted guidelines that identify painted or stenciled lettering on storefront or window glass as a preferred signage method. The small scale of the proposed signage and removal of the existing non-historic yard sign reduces visual clutter and avoids physical impacts to historic masonry or trim.

Mechanical and utility improvements, including relocation of surface-mounted electrical components from the south façade to the rear yard and screening of HVAC equipment and refuse containers, represent a clear visual improvement. The proposed cedar screening appears to be compatible in material and finish and is appropriately located to minimize visibility from public rights-of-way.

The proposed off-street parking in the rear yard, surfaced with compacted washed limestone gravel, is functionally necessary for the proposed use and visually subordinate to the historic structure. The applicant's coordination with Consumers Energy to relocate the utility pole and route service lines underground further reduces site impacts and supports preservation objectives.

While the structure has experienced changes over time, those alterations do not establish precedent for future modifications that are inconsistent with adopted guidelines. Each element of the proposal has been evaluated independently against current Historic District standards and the Secretary of the Interior's Standards for Rehabilitation. Overall, it is staff opinion that the Phase I proposal demonstrates a thoughtful balance between preservation and adaptive reuse and is generally consistent with applicable guidelines and long-term preservation goals of the 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:

1. *Motion to **approve** the applicant's request for Phase I exterior improvements at 250 Mason Street, as proposed in the application dated January 5, 2026, finding the work to be consistent with the Historic District Ordinance and the Secretary of the Interior's*

Standards for Rehabilitation, based on the materials submitted and the discussion at the January 9, 2026 Historic District Commission meeting.

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

a) _____

b) _____

If the HDC determines that the improvements are not appropriate or the application requires revisions based on the applicable standards of the Historic Preservation Review Guidelines are met, one of the following motions may be used:

2. *Motion to **deny** the applicant's request for approval of Phase I exterior improvements at 250 Mason Street, as proposed in the application dated January 5, 2026 on the basis that the proposed work does not meet the applicable standards of the Historic Preservation Review Guidelines including:*

   a) _____

   b) _____

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

Historic District Permit Application

LOCATION INFORMATION **APPLICATION NUMBER** ____ - _____

Address 250 Mason Street Parcel Number 0357-300-152-00

APPLICANTS INFORMATION

Name 250 Mason Street LLC Address / PO Box [redacted]

City [redacted] State [redacted] Zip [redacted] Phone [redacted]

Interest In Project Owner E-Mail [redacted]

Signature Kendra Scheerhorn Date 1/3/2026

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ 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 Scheerhorn Builders LLC Contact Name [redacted]

Address / PO Box [redacted] City [redacted]

State [redacted] Zip [redacted] Phone [redacted] Fax _____

E-Mail [redacted]

License Number 2102214354 Expiration Date 5/31/2026

PROPERTY INFORMATION

Depth 132' Width 66' Size 8,712 sq. ft. Zoning District R4 Current Use _____

Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

This application proposes a series of limited exterior improvements focused on maintenance, preservation, and site organization in support of the adaptive reuse of the former United Methodist Church as an owner-occupied single-family residence as a bed-and-breakfast. The proposed exterior changes outlined herein correspond to Phase I of the project, which includes the build-out of five guest suites on the main level, along with with minor modifications necessary for the owner's suite in the lower level. Phase II of the project anticipates the addition of four guest suites within the upper levels of the existing structure. Any exterior modifications associated with Phase II will be proposed under a separate application at a later date.

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:
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☒	☐	☐	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: _____



250 MASON STREET

PROPOSED SITE IMPROVEMENTS

250 Mason Street, Saugatuck, Michigan

SCOPE SUMMARY

This application proposes a series of limited exterior improvements focused on maintenance, preservation, and site organization in support of the adaptive reuse of the former United Methodist Church as an owner-occupied single-family residence as a bed-and-breakfast.

The proposed exterior changes outlined herein correspond to Phase I of the project, which includes the build-out of five guest suites on the main level, along with minor modifications necessary for the owner's suite in the lower level.

Phase II of the project anticipates the addition of four guest suites within the upper levels of the existing structure. Any exterior modifications associated with Phase II will be proposed under a separate application at a later date.

NOTES

All proposed finishes and fixtures are representative and subject to final selection. Diagrammatic elements are shown for reference only. No expansion of the building footprint is proposed.

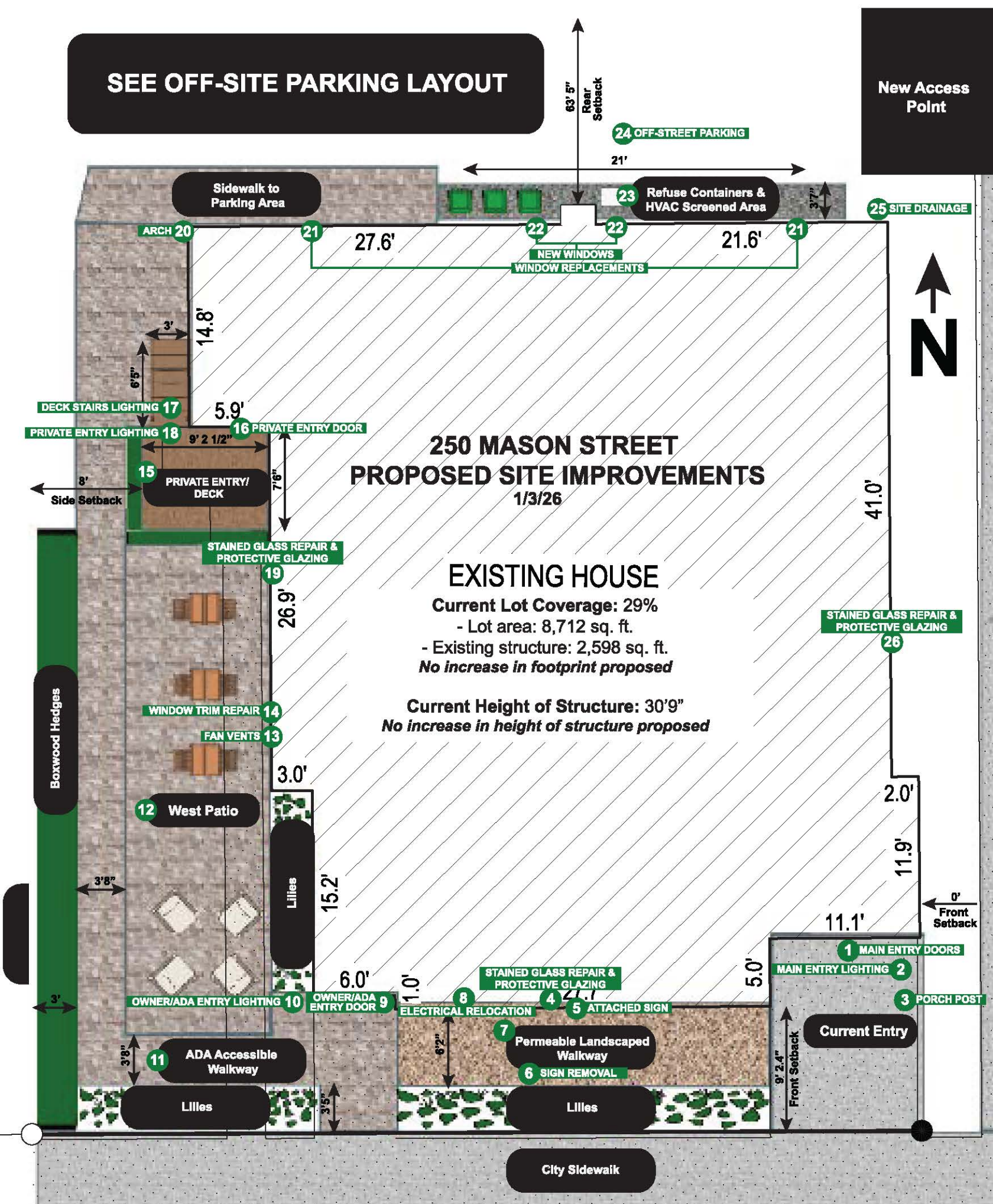
PREPARED FOR

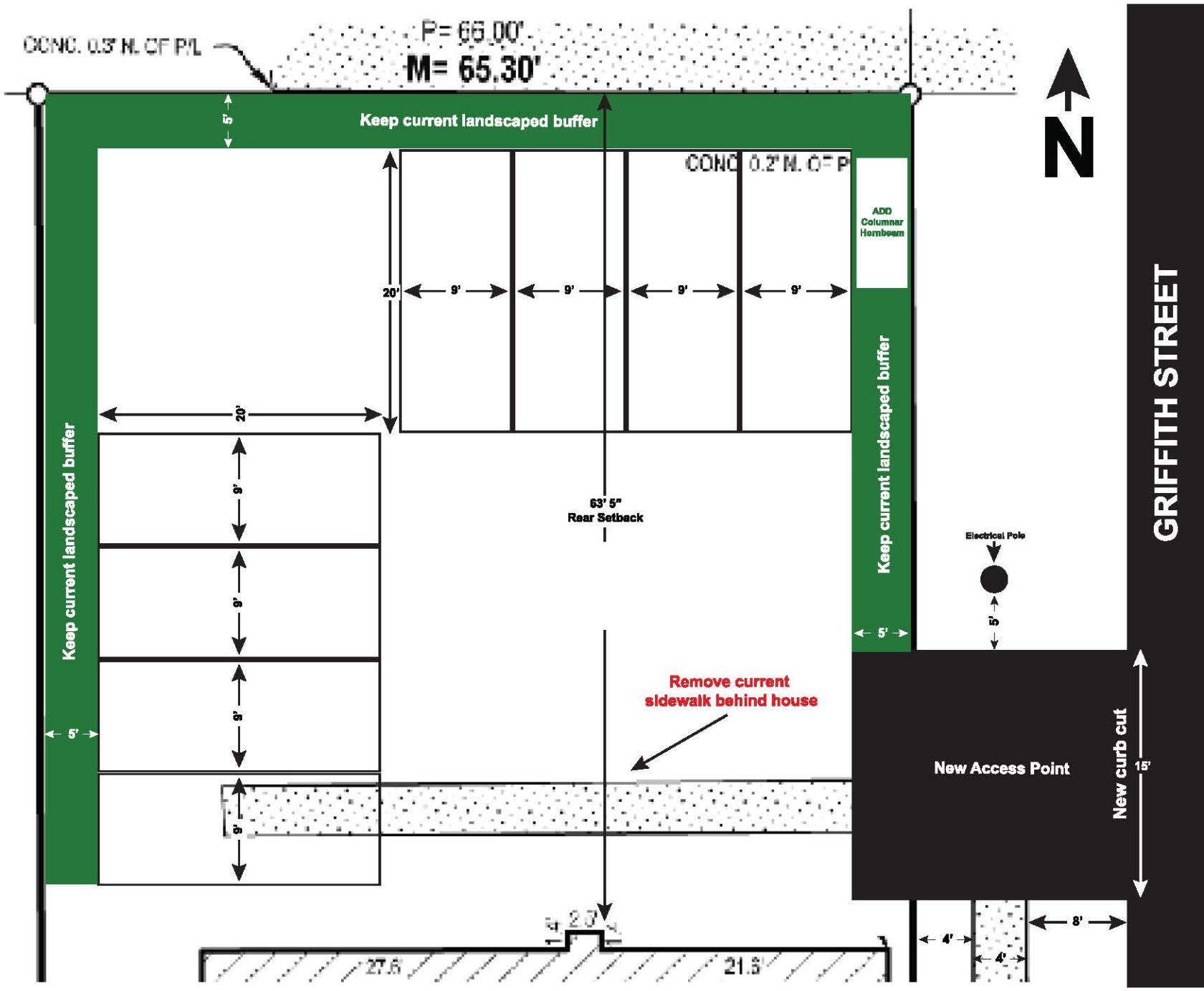
Saugatuck Historic District Commission

PREPARED BY

250 Mason Street LLC | Kendra Scheerhorn, Property Owner

1/5/2026

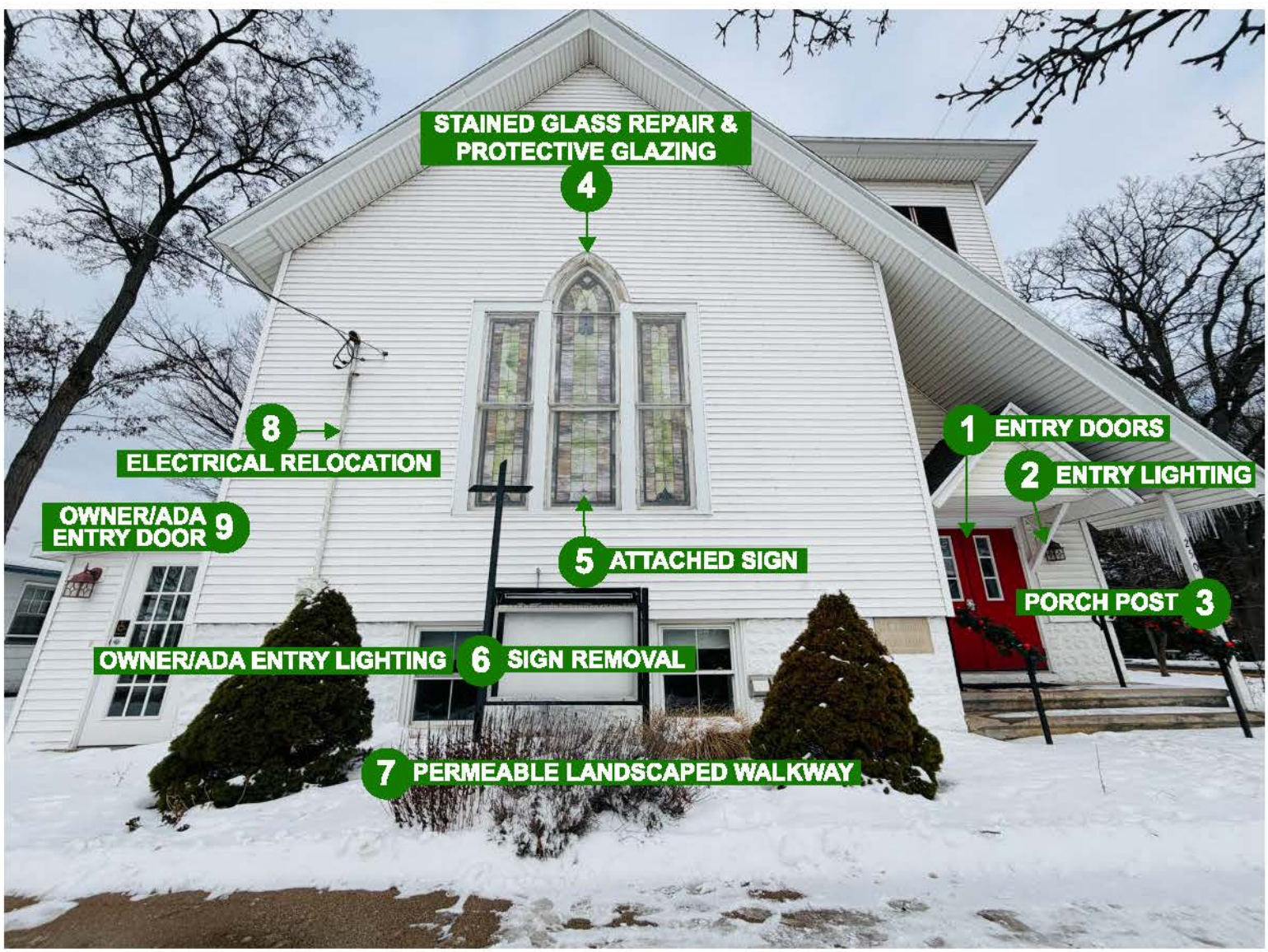

SEE OFF-SITE PARKING LAYOUT
New Access Point
63' 5" Rear Setback
24 OFF-STREET PARKING
21'
Sidewalk to Parking Area
23 Refuse Containers & HVAC Screened Area
3'7"
25 SITE DRAINAGE
ARCH 20
21
27.6'
22
22
NEW WINDOWS
WINDOW REPLACEMENTS
21.6'
21
N
14.8'
3'
6'5"
DECK STAIRS LIGHTING 17
5.9'
16 PRIVATE ENTRY DOOR
PRIVATE ENTRY LIGHTING 18
9' 2 1/2"
250 MASON STREET
PROPOSED SITE IMPROVEMENTS
1/3/26
15
PRIVATE ENTRY/ DECK
7'6"
8' Side Setback
41.0'
STAINED GLASS REPAIR & PROTECTIVE GLAZING
19
EXISTING HOUSE
Current Lot Coverage: 29%
- Lot area: 8,712 sq. ft.
- Existing structure: 2,598 sq. ft.
No increase in footprint proposed
26.9'
STAINED GLASS REPAIR & PROTECTIVE GLAZING
26
Current Height of Structure: 30'9"
No increase in height of structure proposed
Boxwood Hedges
WINDOW TRIM REPAIR 14
FAN VENTS 13
3.0'
2.0'
12 West Patio
11.9'
3'8"
Lilies
15.2'
0' Front Setback
11.1'
1 MAIN ENTRY DOORS
MAIN ENTRY LIGHTING 2
5.0'
3 PORCH POST
3'
OWNER/ADA ENTRY LIGHTING 10
6.0'
OWNER/ADA ENTRY DOOR 9
1.0'
STAINED GLASS REPAIR & PROTECTIVE GLAZING
8 ELECTRICAL RELOCATION
4
5 ATTACHED SIGN
7 Permeable Landscaped Walkway
6'2"
Current Entry
3'8"
11 ADA Accessible Walkway
6 SIGN REMOVAL
9' 2.4" Front Setback
Lilies
3'5"
Lilies
City Sidewalk



250 MASON STREET
OFF-STREET PARKING LAYOUT

SOUTH FACADE

MASON STREET



SOUTH FACADE

DOORS

1 Main Entry Doors

Company: Simpson Door Company
Model: 2055 Traditional
Species: Fir
Proposed Stain: Honey Teak Tone

See Appendix A: Main Entry Door Specs

Before



After



6 Owner/ADA Entry Door

Company: Simpson Door Company
Model: 37482 Thermal Sash (SDL)
Species: Fir
Proposed Stain: Honey Teak Tone

See Appendix B: Owner/ADA Entry Door Specs

Before



After



EXTERIOR WOODWORK/TRIM

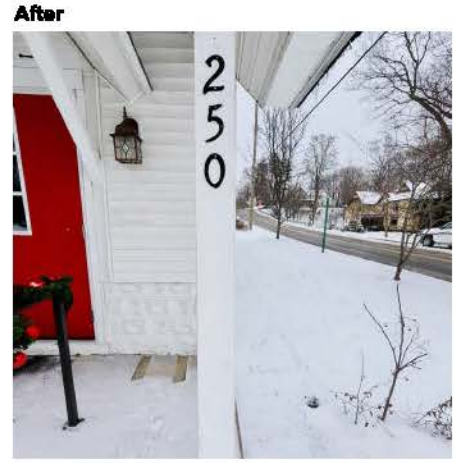
3 Porch Post

Touch-up repainting of existing post to address peeling paint. No change in materials, color, or configuration.

Before



After



SOUTH FACADE

ELECTRICAL

2 Main Entry Lighting

Example shown: Liberty Wall Sconce by Troy Lighting

Finish: Heritage Bronze



10 Owner/ADA Entry Lighting

Example shown: Boto Solid Brass Wall Light By Alcott Hill®

Finish: Bronze



8 Electrical Relocation

Existing surface-mounted electrical components on the south facade will be removed. The electrical service is proposed to be relocated to the rear yard and rerouted underground, eliminating visible equipment on the south facade on Mason Street.

WALKWAY

7 Permeable Landscaped Walkway

A permeable landscaped walkway is proposed to provide pedestrian circulation from the Main Entry to the Owner/ADA Entry and West Patio.

Example composition: The walkway will consist of loose, natural pea stone consisting of rounded, earth-toned river gravel in mixed tan, buff, and muted gray hues.

Temporary, movable seating may be placed within the landscaped area and will not be permanently affixed.



SOUTH FACADE

STAINED-GLASS WINDOWS

4 Stained-Glass Repair & Protective Glazing

- Retain and clean the original fifteen stained-glass windows on south, west, and east facades of structure
- Repair existing window sashes as needed and repaint to match the existing color
- Install new acrylic vented protective glazing, replacing in-kind



SIGNAGE

5 Attached Sign

Black lettering will be hand-applied to display The Bell & Lily Inn on existing stained-glass windows.

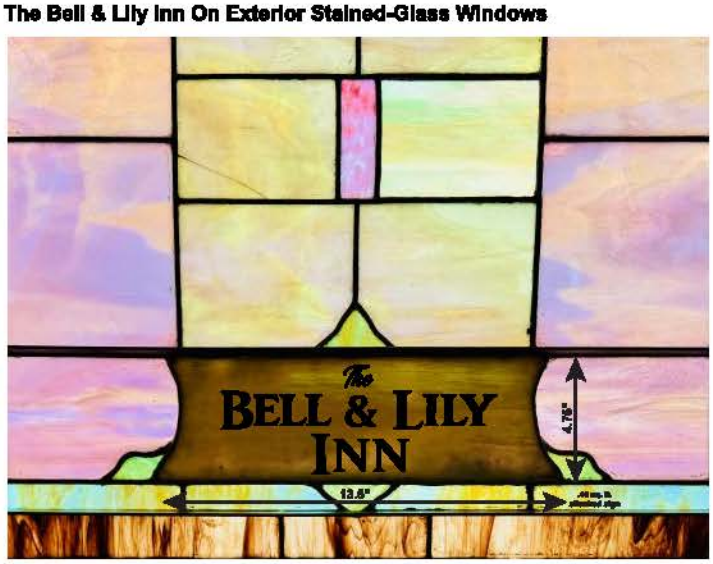
Application material
- Primer: One Shot 4331010 Gloss Chromatic TiCote Clear Primer/Barrier
- Paint: One Shot Top Coat
  - Color: Lettering Black
  - Product Code: 199L

Locations
- East facade on Griffith Street (1)
- South facade on Mason Street (1)
- West facade facing West Patio (1)

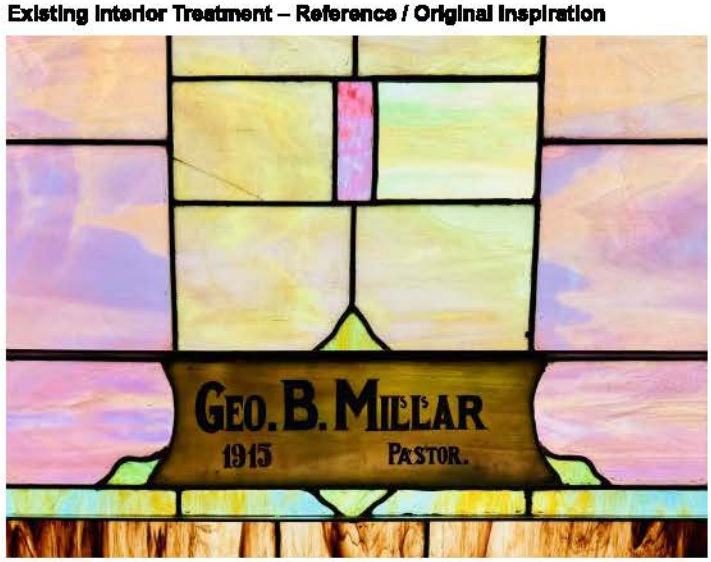
Size:
- 13.5" (W) X 4.75" (H) = .45 sq. ft.

See Appendix C: Attached Sign - Application Material Specs

The Bell & Lily Inn On Exterior Stained-Glass Windows



Existing Interior Treatment – Reference / Original Inspiration

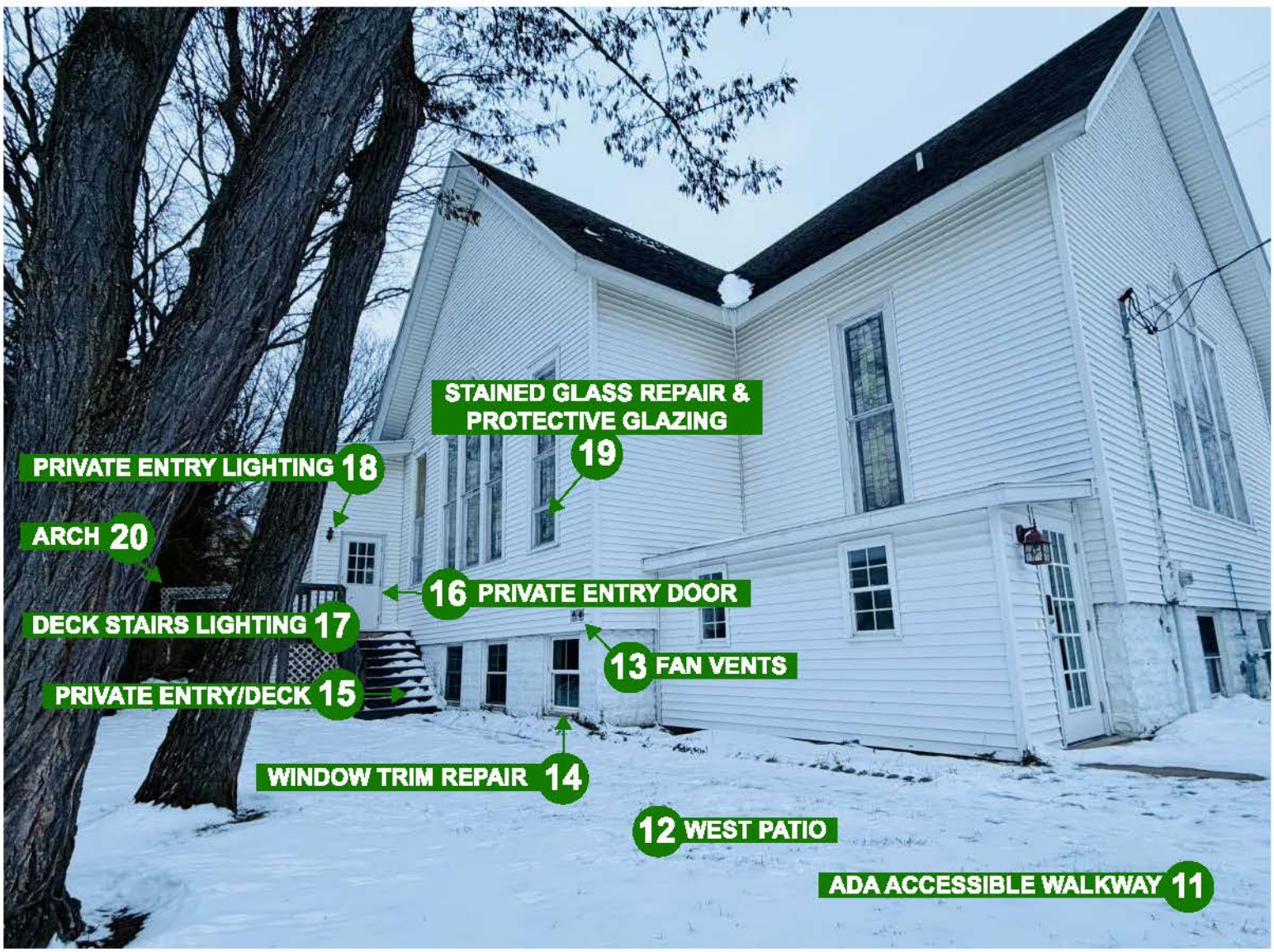


6 Sign Removal

Administrative approval obtained for removal of non-historic sign

WEST FACADE

MASON STREET



WEST FACADE

WALKWAY & PATIO

11 ADA Accessible Walkway

The new ADA accessible walkway connects the sidewalk on Mason Street to the ADA entry and adjacent to the proposed West Patio utilizing tightly laid pavers on a stabilized base.

Material & Colors: Brick pavers will be selected in a single, muted tone drawn from the West Patio palette to maintain visual continuity across the site.



12 West Patio

The new West Patio provides a modest, low-impact space for enjoyment of the side yard and is connected by a walkway extending from the rear yard off-street parking to Mason Street.

Material & Colors: Brick pavers in a muted blend of buff, gray, and soft red-brown tones with subtle texture and natural variation.

HVAC & VENTILATION

13 Fan Vents

Replace broken bathroom fan vent covers.

Before



After



EXTERIOR WOODWORK/TRIM

14 Window Trim Repair

Touch-up repainting of existing lower level window trims to address peeling paint. No change in materials, color, or configuration.

Before



After



WEST FACADE

DECK

15 Private Entry/Deck

A new deck will replace the current deck in-kind. Stairs will be moved to the north side facing the off-street parking in the rear yard. No expansion in footprint.

Flooring: Trex Enhance Composite Decking, replace in-kind
Railing: The Cathedral Picket Panel
Skirting: Horizontal cedar skirting

See Appendix D: Private Entry/Deck - Flooring Specs
See Appendix E: Private Entry/Deck - Railing Specs
See Appendix F: Private Entry/Deck - Structural Specs

Before



After



DOORS

16 Private Entry Door

Company: Simpson Door Company
Model: 37482 Thermal Sash (SDL) - Dutch Door
Species: Fir
Proposed Stain: Honey Teak Tone

See Appendix G: Private Entry Door Specs

Before



After



ELECTRICAL

17 Deck Stairs Lighting



Example shown:
Hinkley Lighting Taper
12v 2.5w 8" Wide LED Deck Light

Finish: Bronze

18 Private Entry Lighting

Example shown: Boto Solid Brass Wall Light By Alcott Hill®

Finish: Bronze



STAINED-GLASS WINDOWS

19 Stained Glass Repair & Protective Glazing

- Retain and clean the original 15 stained glass windows on south, west, and east facades of structure
- Repair existing window sashes as needed and repaint to match the existing color
- Install new acrylic vented protective glazing, replacing in-kind
- The existing aluminum window components on the west and east facades of the structure may be selectively replaced only as required to meet egress requirements, with no change to the size, location, or appearance of the opening.



ARCH SURROUND

20 Arch

The existing lattice screening arch will be removed and replaced with a cedar arch surround of similar scale and proportion.

Before



After



NORTH FACADE

REAR YARD



WINDOWS

21 Window Replacements

Replace two existing windows within the existing frame and rough opening. No change to window size, location, or opening.

Window: Andersen CX145, 400 Series Casement, White Exterior Frame, White Exterior Sash/Panel, Pine w/Unfinished Interior Frame

Size: RO = 32" x 53 3/8" Unit = 31 1/2" x 52 13/16"

See Appendix H: Windows - Window Specs

After



22 New Windows

Two stained glass windows located on the north facade will be replaced with casement windows for egress in a bedroom and will maintain the existing opening sizes and proportions. These stained glass windows are not original stained glass windows to the 1915 structure and differ in design and character from the 15 other stained glass windows that will be retained and preserved. Stained glass removed as part of this work will be salvaged and retained, with the intent to reuse or incorporate into interior architectural or interpretive features within the building where feasible.

Window: Andersen CXW145, 400 Series Casement, White Exterior Frame, White Exterior Sash/Panel, Pine w/Unfinished Interior Frame

Size: RO = 36 1/2" x 53 3/8" Unit = 35 15/16" x 52 13/16"

See Appendix H: Windows - Window Specs

Before



After



Interior View of Stained Glass Windows



NORTH FACADE

SCREENING

23 HVAC & Refuse Container Screening

Horizontal cedar boards (nominal 1'x6') installed with minimal spacing on a cedar frame, stained in a Honey Teak Tone. Structural posts are 4'x4' cedar with horizontal supports at top, middle, and bottom. Horizontal cedar boards on top and three sides. Screening enclosure includes a slatted wood access door on the west side of screening to allow servicing of the HVAC units and access to refuse containers. The door matches the enclosure in material and finish and maintains required airflow and clearances.



REAR YARD

24 Off-Street Parking



Curb cut: A new curb cut is proposed in the rear yard to provide access to eight off-street parking spaces. To maximize the access entry point, relocation of the existing utility pole approximately 5' to the north is proposed, subject to Consumers Energy approval. Utility lines serving the property are proposed to be routed underground within the rear yard.

Parking surface: Rear yard off-street parking will be surfaced with compacted washed limestone gravel over a stabilized base.

Wheel stops: Approx. 7½" X 3½" gauged H4 pine with 1⅛" pine packers, mounted with threaded rod fixings/nits/washers; length of 6'1"

WATER MANAGEMENT

25 Site Drainage

Roof runoff will be managed to direct water away from the building foundation, with grading maintained to support proper drainage at the rear yard.

EAST FACADE

GRIFFITH STREET



STAINED GLASS WINDOWS

26 Stained Glass Repair & Protective Glazing

- Retain and clean the original 15 stained glass windows on south, west, and east facades of structure
- Repair existing window sashes as needed and repaint to match the existing color
- Install new acrylic vented protective glazing, replacing in-kind
- The existing aluminum window components on the west and east facades of the structure may be selectively replaced only as required to meet egress requirements, with no change to the size, location, or appearance of the opening.





2055 TRADITIONAL

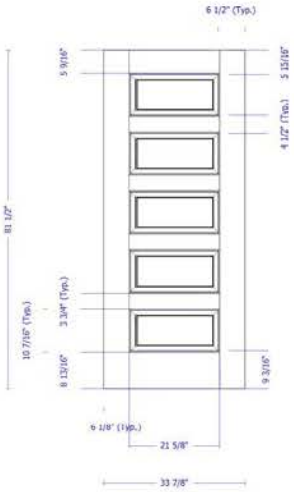
DOOR SPECIFICATIONS (AS SHOWN):

Wood Species: Fir

Profile: Ovolo Sticking

Panel Type: 3/4" DHRP

Rough opening needs to be 2" wider and 2 1/2" taller than your door.



Use my location to provide accurate pricing

STANDARD OPTIONS

Quantity	2 Change Quantity		
Change Door Shape			
Planning to Stain or Paint? view more	Stain / Paint		
Wood Species	Fir		
	Feet	Inches	Fraction
Original Slab Width view more	2	9	7/8
Original Slab Height view more	6	9	1/2
Thickness view more	1 3/4"		
Sticking Profile	Ovolo Sticking		
Panel Type	3/4" DHRP		
Groove Type	None		
Stile Width view more	6-1/2"		
UltraBlock view more	Yes		

DESIGN AND CONSTRUCTION ALTERATIONS

Two-Piece Laminated Stiles and Rails view more	Yes / No
Engineered Stiles and Rails with 1/4" Veneer view more	Yes / No
Mouldings view more	None

FINISHING TOUCHES

Priming view more	Yes / No

1-800-Simpson Email Us

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FIND A DOOR DESIGN TOOLS GALLERY Simpson Door Company PROJECT CENTER PROFESSIONALS WHERE TO BUY



37482 THERMAL SASH (SDL)

DOOR SPECIFICATIONS (AS SHOWN):

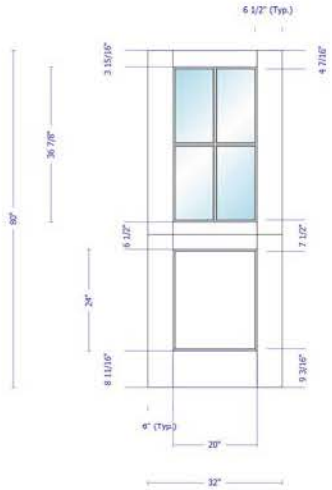
Wood Species: Fir

Glass: Clear

Profile: Ovolo Sticking

Panel Type: 3/4" FP

Rough opening needs to be 2" wider and 2 1/2" taller than your door.



Use my location to provide accurate pricing

STANDARD OPTIONS

Quantity	1	Change Quantity		
Change Door Shape				
Planning to Stain or Paint? view more	Stain / Paint			
Wood Species	Fir			
	Feet	Inches	Fraction	
Original Slab Width view more	2	8	0	
Original Slab Height view more	6	8	0	
Thickness view more	1 3/4"			
IG Glass, Option 1 view more	Clear			
Add Low-E	Yes / No			
Sticking Profile	Ovolo Sticking			
Bar Type view more	7/8" Ovolo SDL			
Panel Type	3/4" FP			
Groove Type	None			
Stile Width view more	6-1/2"			
UltraBlock view more	Yes			
WaterBarrier view more	Yes / No			

DESIGN AND CONSTRUCTION ALTERATIONS

Dutch	Dutch Cut (square ends
Modified Mortise & Tenon view more	Yes / No
Two-Piece Laminated Stiles and Rails view more	Yes / No
Engineered Stiles and Rails with 1/4" Veneer view more	Yes / No
Mouldings view more	None

FINISHING TOUCHES

Priming view more	Yes / No

Ti-Cote Clear Primer Barrier

1S115

4331010

A waterborne primer intended for use on most flexible synthetic fabrics including untreated banner materials, canvas, leather, leatherette, naugahyde, and many synthetic awning fabrics. Ti-Cote Primer Barrier makes these non-enamel receptive surfaces ready for painting, lettering and striping with 1–Shot Lettering Enamels.



Features & Benefits

- Dries Clear
- Fast Drying

Compatible Surfaces

Synthetic fabrics, untreated banner materials, canvas, leather, leatherette

Directions For Use

Surface Preparation:
Clean the surface with isopropyl alcohol

Application:
Roll, rag, foam brush or any brush not previously used to apply oil or solvent based products.

Matthews Paint • Toll Free: 800.323.6593 • Fax: 800.947.0377
www.matthewspaint.com • www.1shot.com
760 Pittsburgh Drive • Delaware, OH 43015

Product Information Effective 06/22
Part No. 1S115 06/22
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Directions For Use (Continued)



Drying Times:
Dry to topcoat: 1-2 hours

Equipment Cleaning:
Clean equipment with warm, soapy water

4331010 Technical Data:

VOC	2.43 lbs/gallon
Solids by Weight	33.43
Solids by Volume	30.09
Theoretical Coverage	483

4331010 Technical Data:

VOC Less Water Less Exempts	2.48 lbs./gal (298 g/L)
Solids by Weight	33.4%
Solids by Volume	30.7%
Theoretical Coverage - Ready to Use (package/as is)	492 sq. ft./gal at 1 mil, 100% transfer efficiency

Important Notes / Precautions:
- Prevent from Freezing

Important:
The contents of this package may have to be blended with other components before the product can be used. Before opening the packages, be sure you understand the warning messages on the labels of all components, since the mixture will have the hazards of all its parts. Improper spray technique may result in a hazardous condition. Follow spray equipment manufacturer's instructions to prevent personal injury or fire. Follow directions for respirator use. Wear eye and skin protection. Observe all applicable precautions.

See Material Safety Data Sheet and Labels for additional safety information and handling instructions.

Emergency Medical or Spill Control Information:
US (412) 434-4515; CANADA (514) 645-1320; Mexico 01-800-00-21-400
Materials described are designed for application by professional, trained personnel using proper equipment and are not intended for sale to the general public. Products mentioned may be hazardous and should only be used according to directions, while observing precautions and warning statements listed on label. Statements and methods described are based upon the best information and practices known to Matthews Paint. Procedures for applications mentioned are suggestions only and are not to be construed as representations or warranties as to performance, results, or fitness for any intended use, nor does Matthews Paint warrant freedom from patent infringement in the use of any formula or process set forth herein. If you require technical assistance, please call us toll-free 800/323-6593.

Oil Based, High Gloss Enamels

1S101

Lettering Enamels

Oil based, high gloss enamels for interior or exterior use on metal, glass, wood, enamel receptive banners and vinyl, vehicle lettering, pinstriping and graphics.



Features & Benefits

- Single stroke coverage
- Outstanding hiding, durability, and fade resistance
- Superior flow characteristics assure the virtual absence of brush marks and provide a clean, sharp edge
- Excellent weathering properties
- Vibrant colors can be intermixed
- Can be brushed, rolled, or sprayed
- Intended for sign writing on storefronts, vehicles, or wherever fine lettering is desired.

Compatible Surfaces

- 4331010 Gloss Chromatic TiCote Clear Primer/Barrier

Optional Products

Hardeners: 4007 Hardener (No more than 10%.)
Reducers: ZZ6000 Cromaflow Enhancer, ZZ6001 Low Temperature Reducer, ZZ6002 High Temperature Reducer
Additives: 4329500 Clear Flattening Paste (no more than 50%), Dana Color D406 Smith's Cream Blending Agent (no more than 10%)

Directions For Use



Surface Preparation:

- Apply over clean, dry surfaces which are free from wax, grease, dust, chalk, etc., and have been primed with the appropriate 1 Shot/Chromatic Primer.
- Prime most flexible plastics, synthetics, (including vinyl, many awning materials and non-ERC prepared banner materials) as well as leather and faux leathers with Chromatic Ti-Cote Primer Barrier (4331010 Gloss).

Matthews Paint • Toll Free: 800.323.6593 • Fax: 800.947.0377
www.matthewspaint.com • 760 Pittsburgh Drive • Delaware, OH 43015

Product Information Effective 06/23
Part No. 1S101 06/23
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Directions For Use (Continued)



Mix Ratios:

- Use only 6000 series reducers (ZZ6000, ZZ6001, ZZ6002).
- For brush applications, use no more than 10% reducer or flow enhancer as needed to maintain desired flow characteristics and brush control.
- For spray and airbrush applications, use no more than 25% ZZ6001 Low Temperature Reducer.
- Do not reduce Lettering Enamels for roller applications.



Application:

Brush, roller, airbrush or spray



Drying Times:

- Dry to touch: 2 to 5 hours
- Dry to handle: 8 to 12 hours
- Dry to recoat: 12 to 16 hours

Drying time is best when temperature is above 65°. Between 50° and 65°, drying time is much slower. Paint will not completely dry below 50°.

Total Film Build:

None required. Color dependent.

Equipment Cleaning:

- Clean equipment with mineral spirits

Technical Data:

VOC Less Water Less Exempts - Ready to Use (package/as is)	2.87-4.36 lbs./gal (344-523 g/L)
VOC Less Water Less Exempts - w/ 10% hardener	2.95-4.31 lbs./gal (353-517 g/L)
VOC Less Water Less Exempts - w/ 10% reduction or flow enhancer	3.21-4.57 lbs./gal (385-548 g/L)
VOC Less Water Less Exempts - w/ 25% reduction	3.62-4.81 lbs./gal (385-548 g/L)
Solids by Weight - Ready to Use (package/as is)	50.3-74.9 %
Solids by Volume - Ready to Use (package/as is)	38.6-56.9 %
Theoretical Coverage - Ready to Use (package/as is)	619-913 sq. ft./gal at 1 mil, 100% transfer efficiency

Important:
To prevent the possibility of condensation during the coating application the surface temperature should be a minimum 5° above the dew point. If the surface temperature is too high the solvents will volatilize within the film, causing tiny vapor blisters or pin-holes that usually leads to an early coating failure. When the ambient temperature is too high, the coating may cure on the surface and inhibit full cure of the underlying material and this will also lead to the formation of blisters and pinholes. To prevent above problems the temperature range has been established. The additives should be used when their properties are required.

The contents of this package may have to be blended with other components before the product can be used. Before opening the packages, be sure you understand the warning messages on the labels of all components, since the mixture will have the hazards of all its parts. Improper spray technique may result in a hazardous condition. Follow spray equipment manufacturer's instructions to prevent personal injury or fire. Follow directions for respirator use. Wear eye and skin protection. Observe all applicable precautions.

See Material Safety Data Sheet and Labels for additional safety information and handling instructions.

Emergency Medical or Spill Control Information:
US (412) 434-4515; CANADA (514) 645-1320; Mexico 01-800-00-21-400
Materials described are designed for application by professional, trained personnel using proper equipment and are not intended for sale to the general public. Products mentioned may be hazardous and should only be used according to directions, while observing precautions and warning statements listed on label. Statements and methods described are based upon the best information and practices known to Matthews Paint. Procedures for applications mentioned are suggestions only and are not to be construed as representations or warranties as to performance, results, or fitness for any intended use, nor does Matthews Paint warrant freedom from patent infringement in the use of any formula or process set forth herein. If you require technical assistance, please call us toll-free 800/323-6593.

Trex Enhance® Composite Decking

Enhance decking offers an authentic wood-grain appearance with the durability of composite and the affordability of wood.



Trex Enhance® Composite Decking

FEATURES GALLERY PROFILES INSPIRATION Shop Now

Worry-Free

Enhance decking boards are scalloped, making them as lightweight as lumber—without the extra work. This long-lasting decking requires little upkeep and comes in ten colors.

Smarter in the Sun*

Golden Haze, Pebble Beach, Tide Pool and Honey Grove, new colors that offer heat-mitigating technology for budget-minded builds for a worry-free alternative to wood.

*"Trex SunCoolerStable" decking stays cooler than our original boards, but like all decking, it will get hot in direct sun, especially darker colors. Care should be taken to avoid extended contact between exposed skin and the deck surface, especially with young children and those with special needs.

Sustainable Style

Enhance decking uses 95% recycled plastic film and reclaimed sawdust, and is backed by our 25-Year Limited Residential Fade & Stain Warranty.

Enhance®

Naturals

Basics

Color: Honey Grove

Browns, greys and onyx black streaks harmonize into a warm, essential color evoking the beauty of our natural world.

Learn More About Honey Grove

Order a Sample — Trex® Honey Grove — $1.00 (Ships Free)



DECKING PROFILES FASCIA PROFILES



1" Grooved Edge Board

Our grooved edge boards install with our Hidden Fastening System beneath the deck surface, leaving a tidy finish free of screw holes.

Actual Dimensions

.94 in x 5.5 in x 12 ft (24 mm x 140 mm x 366 cm)

.94 in x 5.5 in x 16 ft (24 mm x 140 mm x 487 cm)

.94 in x 5.5 in x 20 ft (24 mm x 140 mm x 608 cm)

THE PORCH STORE
UNIQUE PORCH COMPONENTS

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CATEGORIES: Railings | Screen Doors | Gates | Bed Swings | Miscellaneous | Overstock

The Cathedral Picket Panel





★★★★★ 29 Reviews See reviews summary

$136.50 – $446.25

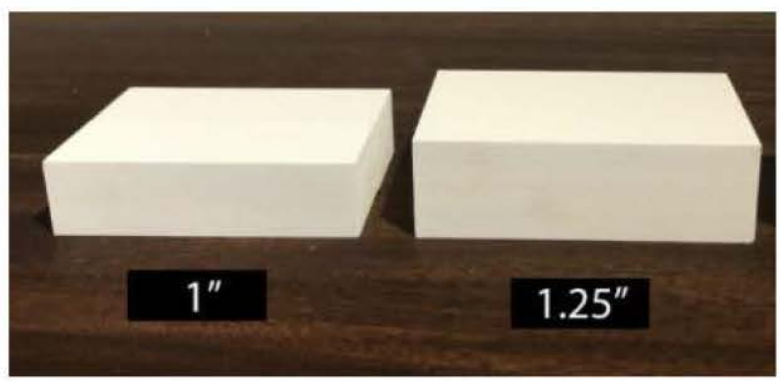
The Cathedral Picket Panel is created by combining our Cathedral Scroll and Picket Panels.

We started with the traditional picket rail design and added interlocking arches to bring a touch of old world charm to your porch.

This custom panel can be installed as a whole panel or cut-to-size to fit your specific deck or porch railing spans. Adjoin cut panel sections seamlessly to avoid waste.

Our panels are designed to be used with a number of different railing systems. Depending on which system you use, plan on adding approximately **7″** to the panel height to determine your finished rail height. (Typically between **30″** and **42″**)

The Porch Store custom panels have the body and substance of wood without the character flaws or necessary maintenance. **They are made from 1″ or 1.25″ thick solid cellular PVC.** The white panels are made from Versatex brand sheet goods.



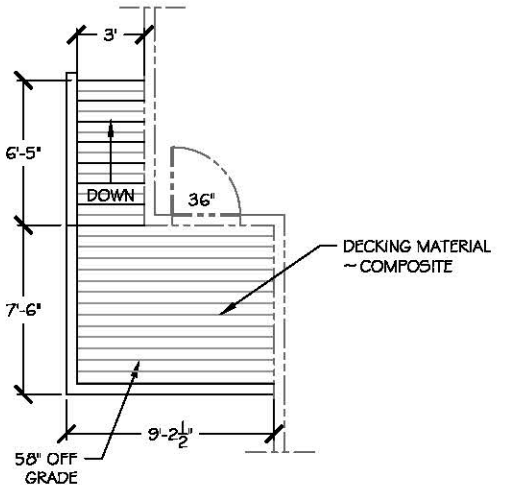
EXAMPLES



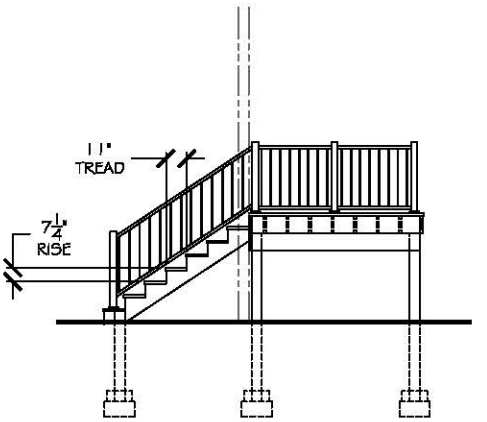


Engineering
3840 140th Ave.
Hamilton, MI 49419

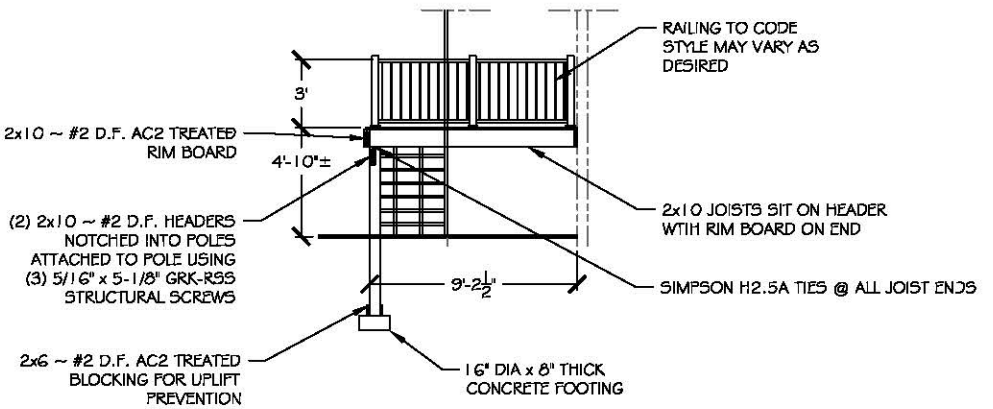
ARCHITECTURAL PLANS FOR: 250 MASON STREET



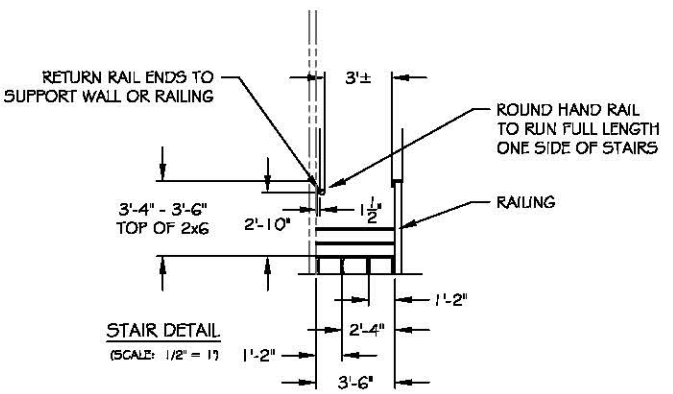
TOP ELEVATION



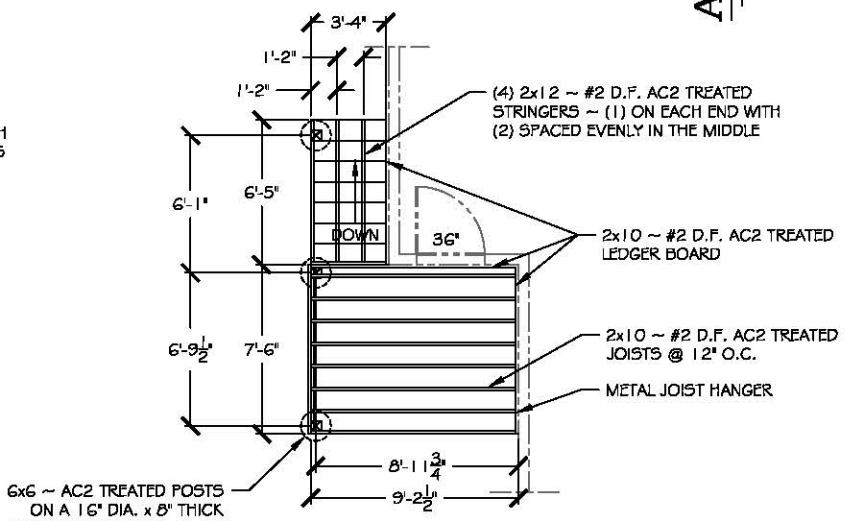
WEST ELEVATION



SOUTH ELEVATION



STAIR DETAIL
(SCALE: 1/2" = 1')



DECK FRAME

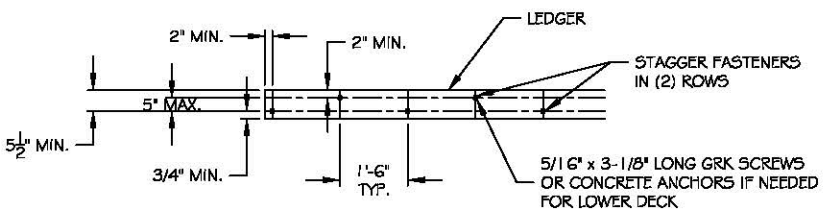
CONSTRUCTION NOTES:

ALL FASTENERS TO BE EXTERIOR SCREWS RATED FOR TREATED LUMBER.
#9 x 3" LG. FOR JOISTS AND FRAMING
#9 x 2-1/2" LG. FOR DECKING (UNLESS OTHERWISE SPECIFIED)

ANY LUMBER DIRECTLY IN CONTACT WITH THE GROUND TO BE "GROUND CONTACT RATED"

DECK BOARDS TO HAVE (2) FASTENERS PER JOIST AND MANUFACTURER SPECIFICATIONS

RAILING DESIGN SHOWN IS FOR DIMENSIONS AND SPECIFICATIONS ONLY. OWNER MAY DESIRE A DIFFERENT STYLE.



SCALE = 2X FOR LEDGER BOARD DETAIL



37482 THERMAL SASH (SDL)

DOOR SPECIFICATIONS (AS SHOWN):

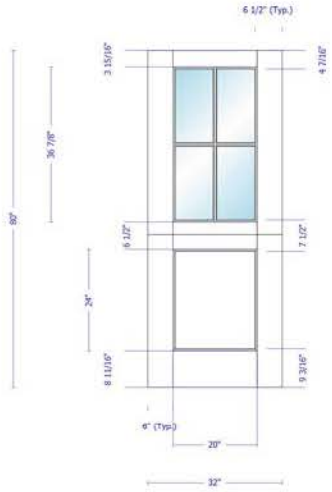
Wood Species: Fir

Glass: Clear

Profile: Ovolo Sticking

Panel Type: 3/4" FP

Rough opening needs to be 2" wider and 2 1/2" taller than your door.



Use my location to provide accurate pricing

STANDARD OPTIONS

Quantity	1	Change Quantity		
Change Door Shape				
Planning to Stain or Paint? view more	Stain / Paint			
Wood Species	Fir			
	Feet	Inches	Fraction	
Original Slab Width view more	2	8	0	
Original Slab Height view more	6	8	0	
Thickness view more	1 3/4"			
IG Glass, Option 1 view more	Clear			
Add Low-E	Yes / No			
Sticking Profile	Ovolo Sticking			
Bar Type view more	7/8" Ovolo SDL			
Panel Type	3/4" FP			
Groove Type	None			
Stile Width view more	6-1/2"			
UltraBlock view more	Yes			
WaterBarrier view more	Yes / No			

DESIGN AND CONSTRUCTION ALTERATIONS

Dutch	Dutch Cut (square ends
Modified Mortise & Tenon view more	Yes / No
Two-Piece Laminated Stiles and Rails view more	Yes / No
Engineered Stiles and Rails with 1/4" Veneer view more	Yes / No
Mouldings view more	None

FINISHING TOUCHES

Priming view more	Yes / No

ANDERSEN WINDOWS & DOORS

SOLD BY:

De Leeuw Lumber Company Holland
PO Box 8005
Holland, MI 49422-8005
Fax: 616-392-8835

SOLD TO:

CREATED DATE
1/2/2026

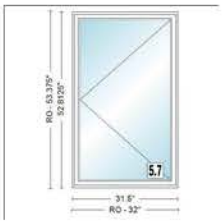
LATEST UPDATE
1/2/2026

OWNER
Ryan Brandsen

Abbreviated Quote Report - Customer Pricing

QUOTE NAME	PROJECT NAME	QUOTE NUMBER	CUSTOMER PO#	TRADE ID
SCHEERHORN		8626886		

ORDER NOTES: **DELIVERY NOTES:**



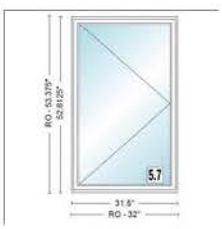
Item	Qty	Operation	Location	Unit Price	Ext. Price
100	1	Left	None Assigned	$754.06	$754.06

RO Size = 32" x 53 3/8" **Unit Size = 31 1/2" x 52 13/16"**

CX145, Unit, 400 Series Casement, Installation Flange, White Exterior Frame, White Exterior Sash/Panel, Pine w/Unfinished Interior Frame, Left, Hinge for Widest Clear Opening, Dual Pane Low-E4 Standard Series Argon Fill Traditional Trim Stop Profile Stainless Glass / Grille Spacer, Classic Series, White, White, Full Screen, Aluminum

Hardware: PSC Classic Series White PN:1361536
Insect Screen 1: 400 Series Casement, CX145 Full Screen Aluminum White PN:1398413

Unit #	U-Factor	SHGC	ENERGY STAR	Clear Opening/Unit #	Width	Height	Area (Sq. Ft)
A1	0.28	0.32	NO	A1	25.6910	47.9610	8.55670



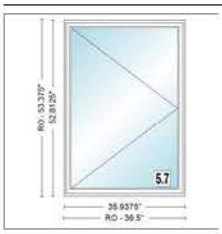
Item	Qty	Operation	Location	Unit Price	Ext. Price
200	1	Right	None Assigned	$754.06	$754.06

RO Size = 32" x 53 3/8" **Unit Size = 31 1/2" x 52 13/16"**

CX145, Unit, 400 Series Casement, Installation Flange, White Exterior Frame, White Exterior Sash/Panel, Pine w/Unfinished Interior Frame, Right, Hinge for Widest Clear Opening, Dual Pane Low-E4 Standard Series Argon Fill Traditional Trim Stop Profile Stainless Glass / Grille Spacer, Classic Series, White, White, Full Screen, Aluminum

Hardware: PSC Classic Series White PN:1361536
Insect Screen 1: 400 Series Casement, CX145 Full Screen Aluminum White PN:1398413

Unit #	U-Factor	SHGC	ENERGY STAR	Clear Opening/Unit #	Width	Height	Area (Sq. Ft)
A1	0.28	0.32	NO	A1	25.6910	47.9610	8.55670



Item	Qty	Operation	Location	Unit Price	Ext. Price
300	1	Right	None Assigned	$796.90	$796.90

RO Size = 36 1/2" x 53 3/8" **Unit Size = 35 15/16" x 52 13/16"**

CXW145, Unit, 400 Series Casement, Installation Flange, White Exterior Frame, White Exterior Sash/Panel, Pine w/Unfinished Interior Frame, Right, Hinge for Widest Clear Opening, Dual Pane Low-E4 Standard Series Argon Fill Traditional Trim Stop Profile Stainless Glass / Grille Spacer, Classic Series, White, White, Full Screen, Aluminum

Hardware: PSC Classic Series White PN:1361536
Insect Screen 1: 400 Series Casement, CXW145 Full Screen Aluminum White PN:1345068

Unit #	U-Factor	SHGC	ENERGY STAR	Clear Opening/Unit #	Width	Height	Area (Sq. Ft)
A1	0.29	0.32	NO	A1	30.1290	47.9610	10.0348



Item	Qty	Operation	Location	Unit Price	Ext. Price
400	1	Left	None Assigned	$796.90	$796.90

RO Size = 36 1/2" x 53 3/8" **Unit Size = 35 15/16" x 52 13/16"**

CXW145, Unit, 400 Series Casement, Installation Flange, White Exterior Frame, White Exterior Sash/Panel, Pine w/Unfinished Interior Frame, Left, Hinge for Widest Clear Opening, Dual Pane Low-E4 Standard Series Argon Fill Traditional Trim Stop Profile Stainless Glass / Grille Spacer, Classic Series, White, White, Full Screen, Aluminum

Hardware: PSC Classic Series White PN:1361536
Insect Screen 1: 400 Series Casement, CXW145 Full Screen Aluminum White PN:1345068

Unit #	U-Factor	SHGC	ENERGY STAR	Clear Opening/Unit #	Width	Height	Area (Sq. Ft)
A1	0.29	0.32	NO	A1	30.1290	47.9610	10.0348

MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Grayson Moore, Director of Planning/Zoning
David M. Jirousek, AICP, Consulting Planner

DATE: January 5, 2026

RE: Historic District Permit Application, Rison BS, LLC: 202 Butler Street

---

REQUEST: The applicant proposes a 500-square-foot rear building addition at 202 Butler Street to expand the existing commercial kitchen serving the Pumpernickels restaurant at the historic Union Hotel building. The addition will include basement space beneath a portion of the addition footprint and will be located entirely to the rear of the principal structure. The project requires review and approval by the Historic District Commission (HDC) due to the property's location within the Historic District and the contributing status of the building.

BACKGROUND: The proposed addition is designed as a secondary and subordinate element to the rear of the historic Union Hotel, utilizing a sloped shed roof, horizontal clapboard siding, and a PVC membrane roof consistent with the existing rear kitchen roof. The addition will be largely screened from public view by the mass of the existing building and by an existing gated enclosure along Mason Street. No windows are proposed, but a small loading dock and service entry are located on the south elevation fronting Mason Street.

The existing principal structure and the existing rear kitchen addition currently differ in exterior colors and clapboard widths. No alterations are proposed to the primary Butler Street façade or to character-defining historic features of the original 1864 structure, and all work is confined to the rear of the building.

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.*

Comment: The Union Hotel building is a contributing historic resource, and the proposed addition is limited to the rear of the building, preserving the historic and architectural significance of the structure and its relationship to the surrounding historic area. The design, scale, and placement of the addition are generally compatible with the visual and historical context of the district and result in minimal impact on the city's character due to limited visibility from public rights-of-way.

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.

Comment: The proposed rear kitchen addition does not destroy historic features, materials, or spatial relationships of the original 1864 Union Hotel. The addition is located entirely at the rear of the building, maintains a subordinate size, height, and scale, and is designed as a secondary service element. The proposed sloped shed roof, horizontal clapboard siding, and PVC membrane roof are compatible with the existing rear kitchen roof and do not impact the primary Butler Street façade or character-defining historic features.

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

   Comment: The proposed addition is located off of a non-original kitchen addition. The project does not require the removal of mature trees or other significant site features.

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.*

   Comment: The addition is clearly identifiable as new through its simplified form, shed roof, and service-oriented design while remaining compatible with the historic structure. The addition does not obscure or remove historic materials and is subordinate in massing, allowing for future removal without damage to the historic 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.*

   Comment: The proposed 500-square-foot addition does not significantly alter the proportion of built mass to open space on the site. The addition is modest in size relative to the existing building and consistent with the existing rear service development pattern.

RECOMMENDATION:

The proposed addition includes horizontal clapboard siding; however, the siding width and exterior color have not been specified. The principal building and the existing rear kitchen addition currently exhibit different colors and clapboard widths, creating an existing inconsistency. Additional information is necessary to ensure the addition remains visually cohesive and consistent with the intent of the Historic District Preservation Guidelines.

If the siding and color issues are addressed and 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:

Move to approve the applicant's request for a 500 square foot rear building addition at 202 Butler Street, as presented in the application and supporting materials.

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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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

Historic District Permit Application

Location Information

Application Number ____ - ____

Address 202 Butler St

Parcel Number 57-300-146-00

Applicants Information

Name Rison BS, LLC

Address / PO Box [redacted]

City [redacted] State [redacted] Zip [redacted] Phone [redacted]

Interest In Project Owner

E-Mail [redacted]

Signature _____ Date 12/01/2025

Owners Information (if different from applicants)

Name _____ 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 TBD

Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

E-Mail _____

License Number _____ Expiration Date _____

Property Information

Depth 70 Width 66.42 Size .106 acres Zoning District CC-C1 Current Use Restaurant

Check all that apply: Waterfront _____ Dunes _____ Vacant _____

Project Description (attach more sheets if necessary)

Kitchen addition approx 500 sqft to the NW corner of existing building. The addition proposes a basement space also.

Historic District Application

Application #____-____

Historic District Requirements (Section 152.07)

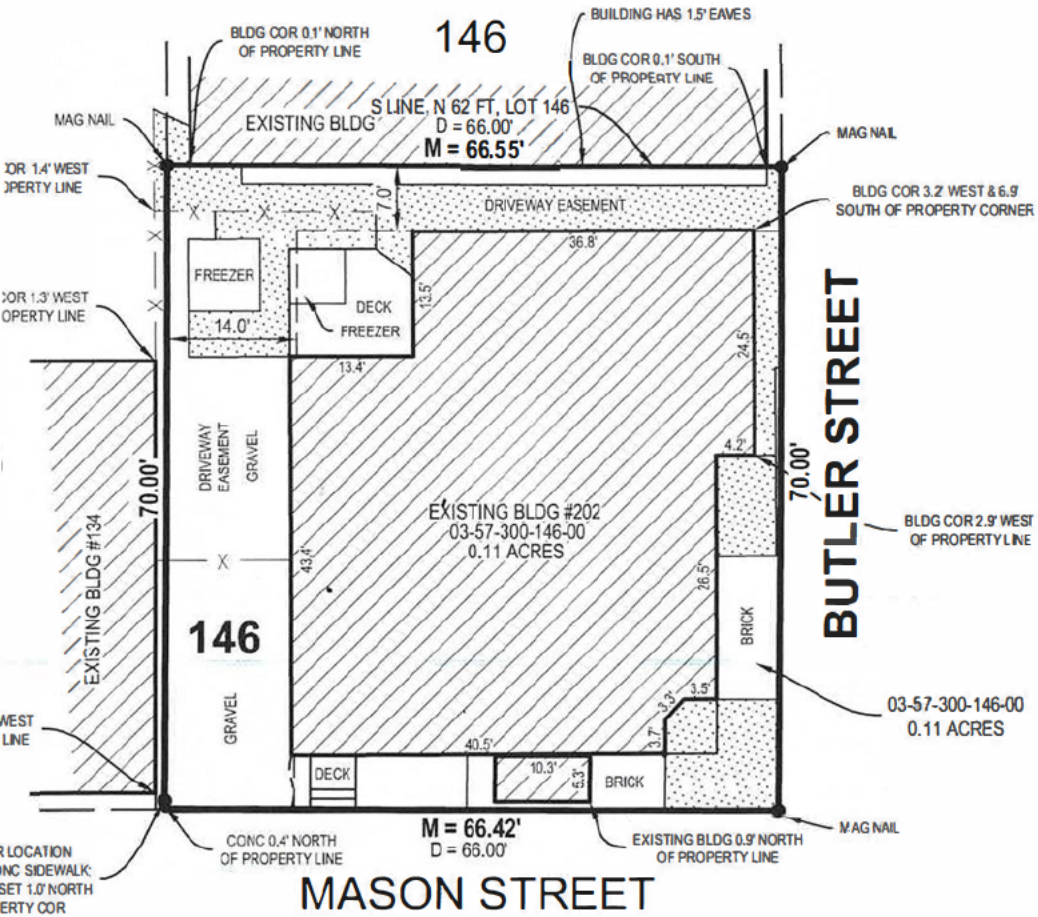
Pursuant to Section 152.07, please attach the following supporting documents when applying for historic district approval if applicable:

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: _____



LEGEND

- Iron - Set
- Fence
- Concrete
- Building

rein described, that the improvements
t encroach except as shown hereon.
bove. The description should be
racy, easements and exceptions.

DESCRIPTION

The land referred to in this Commitment is described as follows:

Located in the City of Saugatuck, County of Allegan, State of Michigan, Lot 146, Kalamazoo Plat of the Village (Now City) of Saugatuck, Allegan County, Michigan in Section 9, Town 3 North, Range 16 West. EXCEPT: The North 62.00 feet according to the recorded plat thereof as recorded in the office of the Register of Deeds for Allegan County, Michigan.

Subject to an easement for driveway purposes to the grantors over and across the West 14.00 feet and the North 7.00 feet of the premises being sold pursuant to this agreement which driveway privileges shall be given to grantor, their heirs, executors, grantees and assigns and shall be for the benefit of and run with the title to the South 32.00 feet of the North 62.00 feet of Lot 146 of said Kalamazoo Plat.

(Transntation Title Commitment No. 197343WMS, dated November 4, 2016)

STATE OF MICHIGAN
SCOTT A. HENDGES
PROFESSIONAL SURVEYOR NO. 47953
LICENSED PROFESSIONAL SURVEYOR

By: Scott A. Hendges

Scott A. Hendges Licensed Professional Surveyor No. 47953

SCALE: 1" = 20' 0' 10' 20' NORTH

Fred Gerigery
P. O. Box 2840
Douglas, MI 49406

FMG Investments, LLC
202 Butler Street

DRAWN BY: HM | DATE: 11/09/2016 | PRJ #: 16201726
REV. BY: | REV. DATE:
REV.: | 1 OF 1

NEDERVELD
www.nederveld.com • 800.222.1868
Holland
347 Hoover Blvd.
Holland, MI 49423

214 Butler Street

68' - 0 1/2"

North Property Line 68.16'm

Remove existing fence and install new wall in exactly the same location

Concrete walkway: 4" limestone concrete slab with 6"x6" wwm and 4" high curb on west edge. Sloped to south to direct water to the gravel absorbsion area.

4" Concrete curb

East Property Line 70.02'

Slope down

Kitchen Addition
106

106

106a

Ramp up to dining deck

Dining Ramp
101

Outdoor Stair
105

Outdoor Dining
102

Existing Kitchen
103

112

115

West Property Line 70.02'
202 Butler Street

Dish

106b

Ground Status 4 Tyres
Surface mix: Long grass, and cultivated grasses, 4" over layered delivery base

Existing Dining Rm.
104

Pumpernickels

46' - 0"

104a

104b

Mason St. Outdoor Dining

South Property Line 68.42'm

134 Mason St.

Existing side walk

Mason St.

ADA Parking

Potted planter

String of lights

Picket Fence see sheet A-04

2'-9"

2

A-07

Butler St. Outdoor Dining

Potted planter

String of lights

Picket Fence see sheets A-04

String of lights 10' high

Picket Fence

Potted planter

Butler Street

Butler Street

1
A-05
First Floor Plan
SCALE: 1/4" = 1'-0"
0' 2' 4' 8'

Ty

Tx

Architectural Workshop, Inc.
Richard Schramm, Architect
7540 Stadium Drive
Kalamazoo, MI 49009
Phone: 269.375.2472
FAX: 269.372.2722
www.ArchWorks.us

First Floor Plan

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Pumpernickels, Kitchen Addition

202 Butler Street, Saugatuck, Michigan 49453

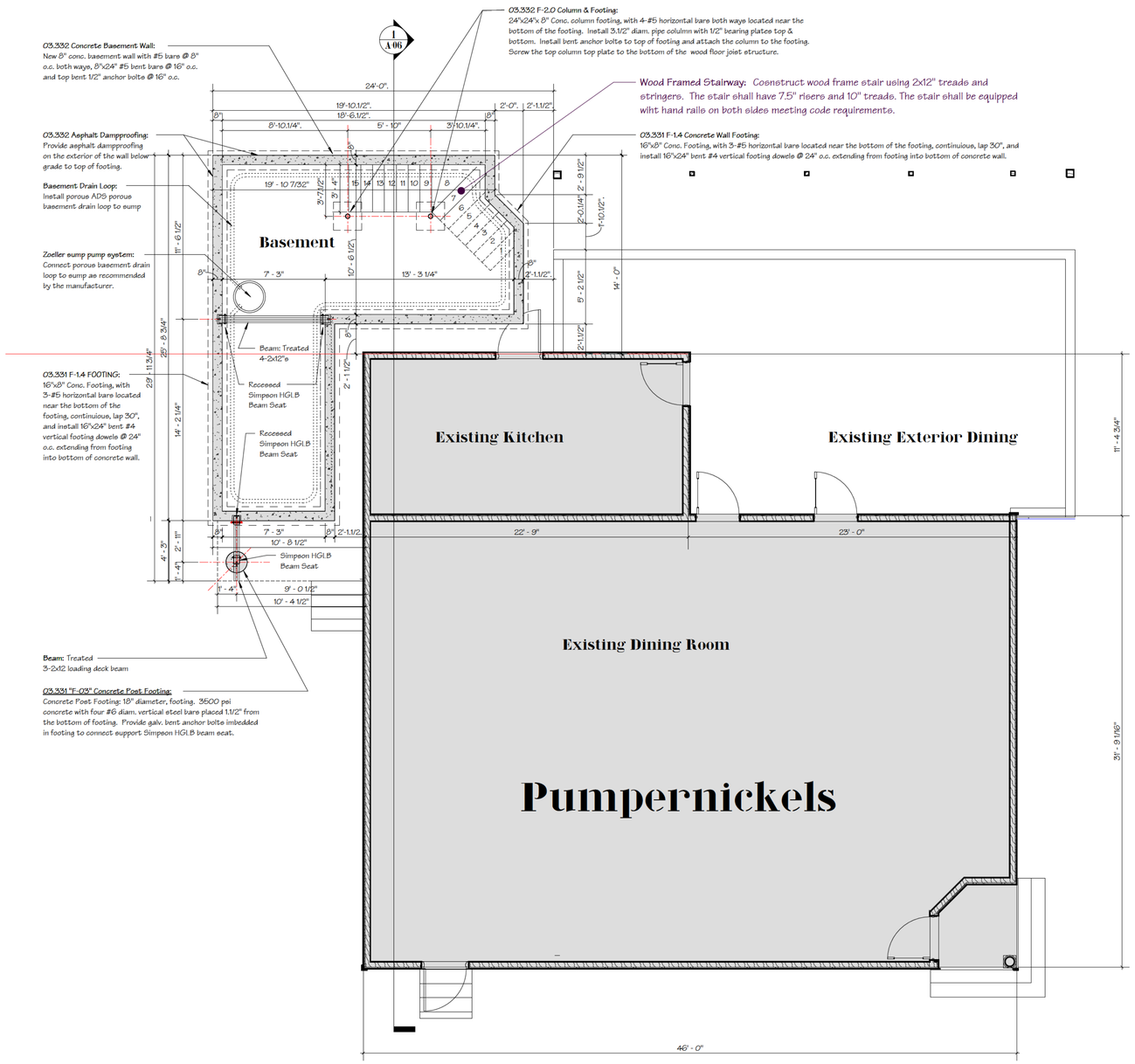
Architect's Seal

NOTE: Offic al drawings prepared by the Arch tect bear t e embossed seal below.

Date: 12/15/25
Revised:
Drawn by: R.A.S.
Project: 1023.101

Sheet Number
A-05


U.S. No. 1
ONIONS
U.S. No. 1
POTATOES
MARION



1 A-04 **Basement Floor Plan**

SCALE: 1/4" = 1'-0"

0' 2' 4' 8'

Architectural Workshop, Inc.
Richard Schramm, Architect
7540 Stadium Drive
Kalamazoo, MI 49009
Phone: 269.375.2472
www.ArchWorks.us
FAX: 269.372.7272

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Basement Plan

Pumpernickels, Kitchen Addition

202 Butler Street, Saugatuck, Michigan 49453

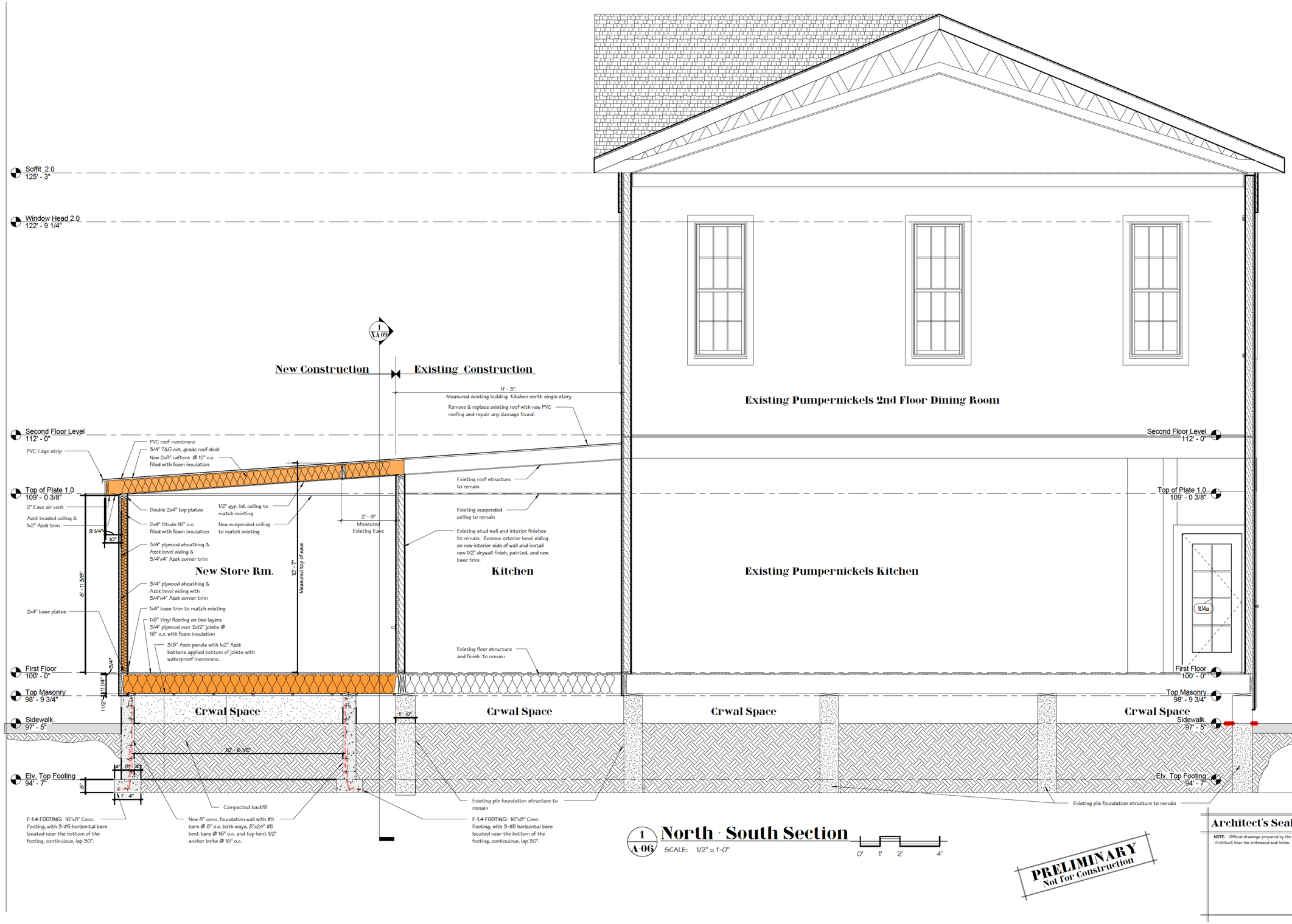
Architect's Seal

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Date:	12/15/25
Revised:	
Drawn by:	R.A.S.
Project:	1028.101

Sheet Number

A-04



1 A-06 **North · South Section**

SCALE: 1/2" = 1'-0"

0' 1' 2' 4'

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Not For Construction

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Pumpernickels, Kitchen Addition

North · South Section

202 Butler Street, Saugatuck, Michigan 49453

Architect's Seal

NOTE: Official drawings prepared by the Architect bear his embossed seal below.

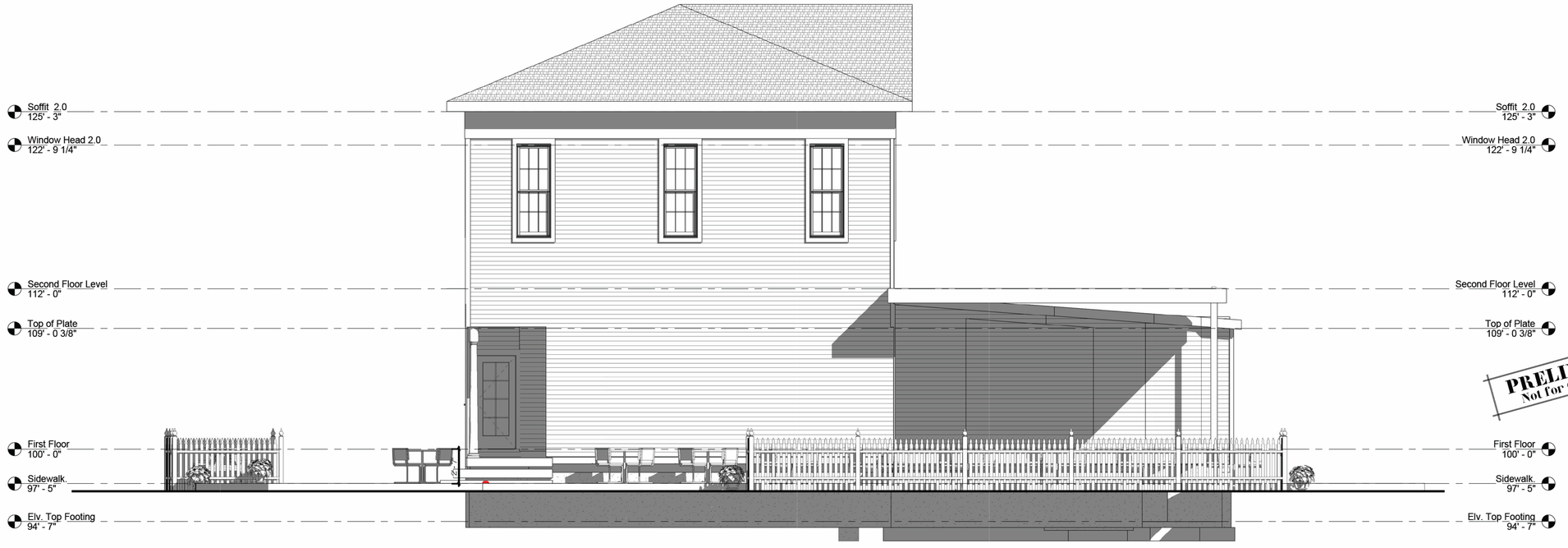
Date: 12/04/25
Revised:
Drawn by: R.A.S.
Project: 1028.101

Sheet Number
A-06



2 / A-07 **S. Elevation, on Mason St.**

SCALE: 1/4" = 1'-0"



1 / A-07 **E. Elevation, on Butler St.**

SCALE: 1/4" = 1'-0"

PRELIMINARY
Not For Construction

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South & East Elevations

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Pumpernickels, Kitchen Addition

202 Butler Street, Saugatuck, Michigan 49453

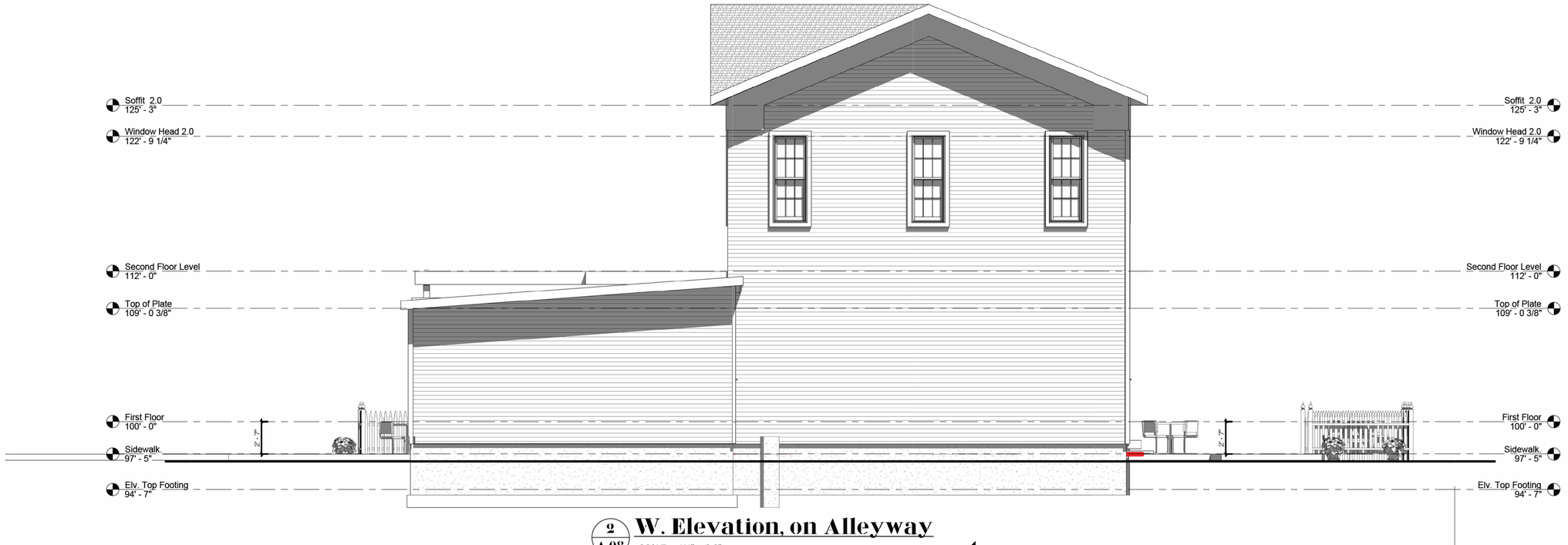
Architect's Seal

NOTE: Official drawings prepared by the Architect bear his embossed seal below.

Date:	12/04/25
Revised:	
Drawn by:	R.A.S.
Project:	1028.101

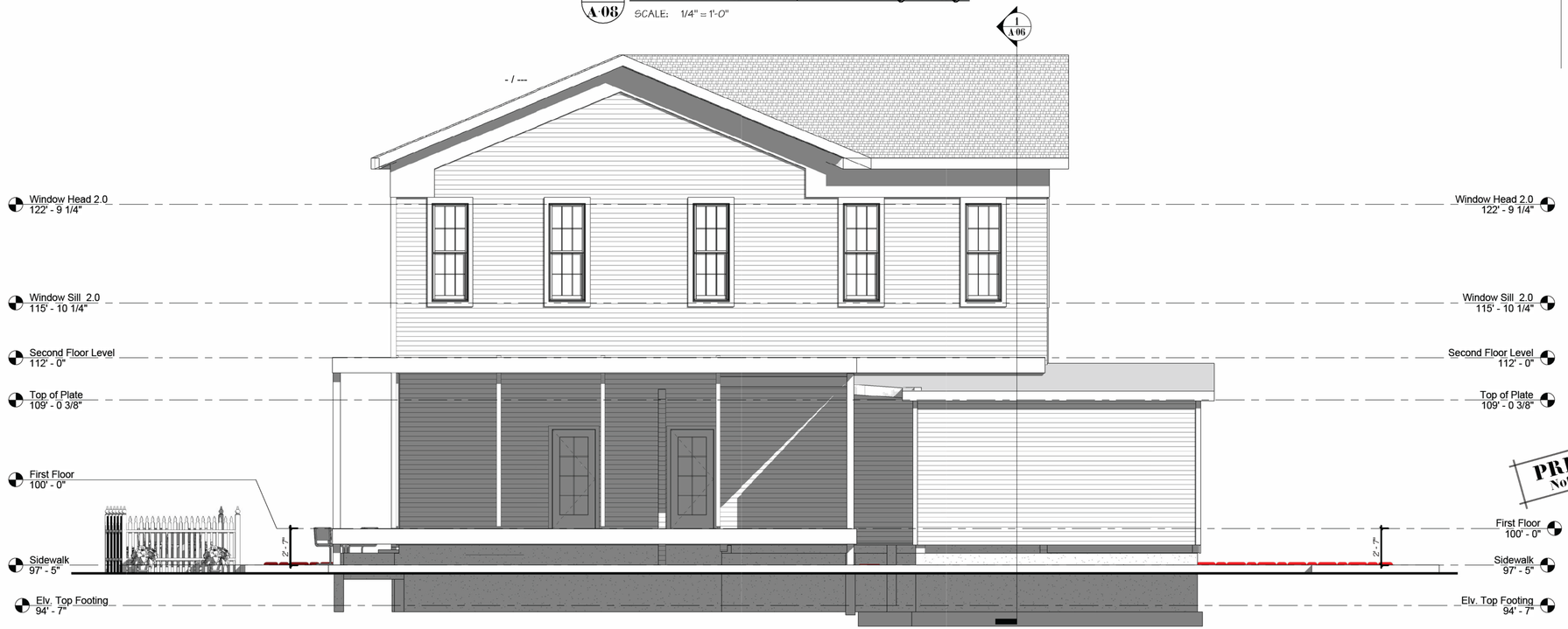
Sheet Number

A-07



2/A-08 W. Elevation, on Alleyway

SCALE: 1/4" = 1'-0"



1/A-08 N. Elevation, on Sidewalk

SCALE: 1/4" = 1'-0"

PRELIMINARY
Not for Construction

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Pumpernickels, Kitchen Addition

202 Butler Street, Saugatuck, Michigan 49453

North & West Elevations

Architect's Seal

NOTE: Official drawings prepared by the Architect bear his embossed seal below.

Date: 12/04/25
Revised:
Drawn by: R.A.S.
Project: 1028.101

Sheet Number
A-08

214 Butler Street

1 A-06

1 A-09

Kitchen Storage Addition

10' - 6 1/2"

Ramp up to dining deck

Existing Kitchen

Existing Exterior Dining

202 Butler Street

4' - 1"

7' - 4"

14' - 0 1/2"

Existing Dining Room

Pumpernickels

46' - 0"

134 Mason St.

Existing side walk

Mason St.
Outdoor Dining

8' - 0"

10-9

Potted plants

String of lights

Picket Fence
see sheet A-04

40' - 0"

49' - 0"

String of lights
10' high

Picket Fence

Potted plants

Butler St.
Outdoor Dining

Butler Street

Butler Street

String of lights

Mason St.

1 First Floor Plan

Architectural Workshop, Inc.
Richard Schramm, Architect
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Kalamazoo, MI 49009
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FAX: 269.372.7272

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First Floor Plan

Pumpernickels, Kitchen Addition

202 Butler Street, Saugatuck, Michigan 49453

Architect's Seal

Date: 4/15/2025

Revised:

MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Grayson Moore, Director of Planning/Zoning
David M. Jirousek, AICP, Consulting Planner

DATE: January 5, 2026

RE: Historic District Permit Application, Daniel Boggs: 640 Water Street

REQUEST: The applicant proposes to demolish the existing building at 640 Water Street and construct a new building in its place, along with three on-site parking spaces. The project requires review and approval by the Historic District Commission (HDC) due to the property's location within the Historic District.

BACKGROUND: The project includes the construction of a two-story mixed-use building oriented towards Water Street and the Kalamazoo River. The Planning Commission considered the proposal on December 18, 2025, through the Planned Unit Development (PUD) review process. The Planning Commission sent a favorable recommendation to the City Council, which will review the project on January 26, 2026. As part of the project, the existing non-contributing/nonconforming building is proposed for demolition.

The first floor is proposed to contain a retail/commercial tenant space, including a commercial kitchen and an outdoor riverfront dining patio. The second floor includes three dwelling units, consistent with allowable upper-story residential use in the C-2 DWP District, which are intended to serve as short-term rentals.

The building footprint occupies much of the shallow lot, necessitating dimensional deviations addressed through the PUD, including a zero-foot front setback and a reduced waterfront setback of approximately 15 feet (compared to the standard 25 feet). The building is two stories and approximately 25.5 feet at mid-roof (30.5 feet at the ridge), which is within the district's maximum permitted height.

Architecturally, the building features fiber-cement board-and-batten siding, aluminum storefront glazing, standing-seam metal roofing, balconies with metal railings, and a design intended to reflect the character of downtown Saugatuck and the waterfront setting. While

the renderings show a grey first floor and white second floor, it is unknown whether this is the final proposed color scheme, or if the siding is proposed as smooth or textured. The color of the standing-seam metal roof is also unknown. Window and door specifications have not been provided.

The Planning Commission also recommended a parking lot modification to reduce the setback from 20 feet to five feet along the right-of-way. However, the visual impact of the parking area will be buffered by compliant landscape screening. A screened dumpster pad is proposed behind (west) of the three proposed parking spaces. The dumpster screening materials and final design have not been provided.

It should also be noted that, in early 2024, the Historic District Commission approved various improvements to 650 Water Street to the north of this site, including a four-foot-high screen for the waste containers on the south side of the building. As part of the applicant's revised site plan, an access path is proposed along the south side of 650 Water Street to provide access to the waterfront at 640 Water Street. This path may affect the previously approved waste container screening. The applicant should clarify whether the proposed access path will impact the approved screening.

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.*

Comment: The proposed demolition of the existing non-contributing structure and construction of a new building at 640 Water Street has been reviewed in consideration of the U.S. Secretary of the Interior's Standards for Rehabilitation and applicable local Historic District guidelines. The existing building lacks historical or architectural significance, and its removal would not adversely affect the integrity of the surrounding historic area.

The proposed new construction is compatible with the district's visual and historical context in terms of use, orientation, scale, and overall form, and it is designed to complement the established waterfront and downtown setting. The exterior design and site layout have been evaluated for their relationship to surrounding development and their impact on the village character and the city's contextual aesthetic. Based on the submitted materials, the proposal meets the applicable standards, subject to review of final exterior details.

V. ADDITIONS AND NEW CONSTRUCTION:

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.*

Comment: The proposed two-story mixed-use building is oriented to Water Street and the Kalamazoo River and maintains a continuous street-facing facade consistent with the downtown streetscape. Ground-floor commercial use supports established street activity.

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.*

Comment: The design represents a contemporary interpretation using traditional forms and materials common to the district, consistent with the guideline allowing compatible modern adaptations.

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 proposed building maintains a zero-foot front setback that is consistent with the established street wall along Water Street and is oriented toward the street and the Kalamazoo River. The relationship between the building, the shallow lot configuration, and surrounding development reflects existing downtown patterns of placement and spacing. The two-story structure, at approximately 25.5 feet at mid-roof and 30.5 feet at the ridge, remains within the maximum height permitted in the district. Dimensional deviations, including the reduced waterfront setback, are addressed through the Planned Unit Development approval, and the proposal does not exceed the general height or bulk of surrounding development.

4. *Compatible Detailing. In addition to the scale of the structure, details such as roof lines, materials, the size, type, and placement of windows, doors, porches, fences, chimneys and garages, should be considered in assessing the compatibility of the new structure with the existing streetscape.*

    Comment: Proposed materials include fiber-cement board-and-batten siding, aluminum storefront glazing, standing-seam metal roofing, and metal balcony railings. Final confirmation of siding texture, roof color, window and door specifications, and exterior color palette has not been provided.

5. *Pedestrian Scale. Especially in commercial areas, the scale of architectural elements should provide comfortable surroundings for pedestrians. This applies especially to heights of canopies or awnings, and heights of doors and windows.*

    Comment: The ground-floor storefront and outdoor dining patio contribute to pedestrian-oriented design along Water Street. Specific details regarding canopies, awnings, and door/window dimensions have not been submitted.

6. *Distinguishing New from Old. New buildings should be designed so that they are compatible with, but discernable from, adjacent historic buildings.*

Comment: The proposed building is contemporary in design and materials, allowing it to be distinguishable from adjacent historic resources while remaining compatible with the district's overall character.

RECOMMENDATION:

It is understood that the applicant intends to provide certain material samples for review. The Historic District Commission should request and review the following, which may be addressed at the meeting:

1. Final exterior building materials, including siding type and texture, roof material and color, and exterior color selections;
2. Final window and door specifications, including materials, proportions, and glazing;
3. Final details for the dumpster enclosure, including materials, height, and screening design; and
4. Clarification as to whether the proposed waterfront access pathway will impact the previously approved waste receptacle screening at 650 Water Street, with any necessary plan modifications to maintain compliance with prior Historic District Commission approvals.

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:

Motion to approve the applicant's request for the demolition of the existing building at 640 Water Street and a new building as presented in the application and supporting materials.

Approval shall be subject to the following conditions:

1. Final approval of the PUD and site plan by the City Council.
2. _____
3. _____
4. _____

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

Historic District Permit Application

LOCATION INFORMATION **APPLICATION NUMBER** ____ - ____

Address 640 water st Parcel Number 57-300-030-00

APPLICANTS INFORMATION

Name ndrew Galemore Address / PO Box [redacted]

City [redacted] Zip [redacted]

Signature Andrew Galemore Date 9/20/2023

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name AMK Holdings [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 Kalyn Swigon Date 9/20/2023

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

Name Greenwood Builds LLC Contact Name [redacted]

License Number 242200321 / 262200166 Expiration Date 5/31/2025

PROPERTY INFORMATION

Depth ____ Width ____ Size .24 acres Zoning District Historic Current Use ____

Check all that apply: Waterfront X Dunes ____ Vacant ____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Remove metal sided structure on north side of building. Remove damaged/ rotted awning on west side of building. Remove vinyl siding and repair and seal block wall.
Paint block wall and trim. Wall Color - Snakeskin (VR064B) Trim Color- White
Remove existing signage. Future lessee to decide upon signage.

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: _____

AMK PROPERTIES - SAUGATUCK BUILDING

640 Water Street, Saugatuck, MI 49453



Example of white fibre cement board and batten siding



Example of gray fibre cement board and batten siding



SOUTHWEST ELEVATED PERSPECTIVE



LOCATION MAP

DRAWING INDEX

DWG NO.	Drawing Title	Issuance	Date
GENERAL			
G-1	Title Sheet	PUD Submission	11-18-25
GENERAL: 1			
CIVIL			
C-1	Survey	Survey Issue	10-21-25
C101	Grading Plan	PUD Submission	11-18-25
C202	Utility and Stormwater Management Plan	PUD Submission	11-18-25
CIVIL: 3			
LANDSCAPE			
L-1	Landscape Plan	PUD Submission	11-18-25
L-2	Landscape Details	PUD Submission	11-18-25
LANDSCAPE: 2			
DEMOLITION			
D-1	Site Demolition Plan	PUD Submission	11-18-25
DEMOLITION: 1			
ARCHITECTURAL			
A-0.1	PUD Pre-Application	PUD Pre-Application	09-23-25
A-0.2	PUD Pre-Application - Setbacks	PUD Pre-Application	09-23-25
A-1	Site Plan	PUD Submission	11-18-25
A-1.1	Site Details	PUD Submission	11-18-25
A-2	Floor Plans	PUD Submission	11-18-25
A-3	Exterior Elevations	PUD Submission	11-18-25
A-4	Exterior Elevations	PUD Submission	11-18-25
ARCHITECTURAL: 7			
ELECTRICAL			
PH-1	Site Photometric Plan	PUD Submission	11-18-25
ELECTRICAL: 1			
TOTAL DRAWINGS: 15			



NORTHWEST PERSPECTIVE



SOUTHWEST PERSPECTIVE



NORTHEAST PERSPECTIVE

DANIEL BOGGS ARCHITECT

ARCHITECTURE & PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:

Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN · DANIEL WAYNE BOGGS · 1301033 · LICENSED ARCHITECT

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:

10-22-25 Client Review
10-27-25 Revision
11-18-25 PUD Submission

PROJECT NO:
2025.13

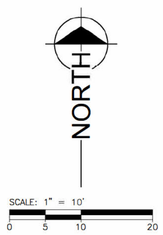
DRAWN BY:
DWB

These drawings have been specifically prepared for **AMK Properties for use at 640 Water Street Saugatuck, MI 49453**
These drawings shall not be used at other locations without the consent and participation of Daniel Boggs Architect.

SHEET TITLE:
Title Sheet

SHEET NO:
G-1





LEGEND

- PROPERTY IRON (FOUND)
- UTILITY POLE
- LIGHT POLE
- UTILITY MANHOLE
- CATCH BASIN
- WATER VALVE
- UTILITY RISER
- MAILBOX
- UTILITY METER
- SIGN
- POST
- MONITORING WELL
- BENCHMARK

- PROPERTY BOUNDARY
- PLAT LOT LINE
- CURB LINE
- BUILDING LINE AT GROUND LEVEL
- FENCE

BENCHMARK 200 ELEVATION: 585.28
NORTHEAST FLANGE BOLT OF HYDRANT, NORTHEAST QUADRANT OF FRANCIS AND WATER STREETS

BENCHMARK 201 ELEVATION: 583.85
CHISELED X ON SEAWALL, WEST SIDE OF 640 WATER STREET BULIDING

PARCEL DESCRIPTION AS FURNISHED:
(FROM COVENANT DEED LIBER 4875, PAGE 157 DOCUMENT NO. 2023010350, ALLEGAN COUNTY RECORDS)

LOT(S) 29, 30 AND NORTH ONE HALF OF LOT 31 OF KALAMAZOO PLAT, ACCORDING TO THE PLAT THEREOF RECORDED IN LIBER 111 OF DEEDS, PAGE 551 OF ALLEGAN COUNTY RECORDS.

STATE OF MICHIGAN
Anthony
Gerald
Bartol
License No.
4001056499
LICENSED PROFESSIONAL SURVEYOR

fishbeck
Engineers | Architects | Scientists | Constructors

AMK Properties
Village of Saugatuck, Michigan

604 Water Street
Topographic Survey

REVISIONS

Drawn By	MLNITENGALE
Designer	MLNITENGALE
Reviewer	TBARTOL
Manager	TBARTOL

Hard copy is intended to be 24"x36" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

PROJECT NO.
2501331

SHEET NO.
1

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P:\OT INFO Z:\2025\2501331\CAD\SURVEY\XSURV\2501331_TO CLIENT.DWG LAYOUT: LAYOUT1 DATE: 10/21/2025 TIME: 8:12:59 AM USER: MLNITENGALE



GRADING PLAN

SCALE 1" = 10'

NORTH

0 5 10 20

MICHIGAN 811
3 full working days before you dig:
1-800-482-7171
on the web at: www.missdig.org

BENCH MARKS

BENCHMARK 200 ELEVATION: 585.28
NORTHEAST FLANGE BOLT OF HYDRANT, NORTHEAST QUADRANT OF FRANCIS AND WATER STREETS

BENCHMARK 201 ELEVATION: 583.85
CHISELED X ON SEAWALL, WEST SIDE OF 640 WATER STREET BUILDING

SURVEY NOTES

1. TOPOGRAPHIC SURVEY WAS COMPLETED BY FISHBECK IN SEPTEMBER 2025 AND REFLECTS CONDITIONS AT THAT TIME. THE SURVEY HAS BEEN SUPPLEMENTED WITH RECORD AND PAST PROJECT INFORMATION FOR THE CONTRACTOR'S CONVENIENCE. THE CONTRACTOR IS RESPONSIBLE FOR VISITING THE SITE PRIOR TO BIDDING TO CONFIRM EXISTING CONDITIONS AS SHOWN ON THE PLANS. REPORT ALL DISCREPANCIES TO THE ENGINEER.
2. THE HORIZONTAL AND VERTICAL INFORMATION PROVIDED IS BASED ON THE MICHIGAN STATE PLANE COORDINATE SYSTEM (SOUTH ZONE, INTERNATIONAL FEET) WITH NAD83 HORIZONTAL AND NAVD88 VERTICAL DATUM, RESPECTIVELY.
3. UNDERGROUND UTILITIES ARE SHOWN BASED ON SURFACE MANHOLE AND VALVE LOCATIONS, RECORD DRAWINGS, AND OWNER PROVIDED UTILITY MAPS AND MAY NOT BE ACCURATE. CONTRACTOR SHALL CONTACT MISS DIG PRIOR TO ANY EXCAVATION. CONTACT ENGINEER IF UTILITIES ARE FOUND IN DIFFERENT CONDITIONS THAN SHOWN ON THESE PLANS.

SYMBOL LEGEND

-725-	EXISTING MAJOR CONTOUR
-724-	EXISTING MINOR CONTOUR
725	PROPOSED MAJOR CONTOUR
724	PROPOSED MINOR CONTOUR
(L)	LANDING (2% MAX. SLOPE ALL DIRECTIONS)
(R)	RAMP
724.50 XX	SPOT ELEVATION
EM	EDGE OF METAL
EW	EDGE OF WALK
FF	FINISH FLOOR
GP	GUTTER PAN
GR	GRADE ELEVATION
HP	HIGH POINT
LP	LOW POINT
TC	TOP OF CURB
TP	TOP OF PAVEMENT
TW	TOP OF WALL

NOTES

1. FINISH GRADE OF SOIL EDGES ALONG PAVEMENT TO MATCH EDGE OF PAVEMENT.
2. STRIP AND STOCKPILE TOPSOIL FROM GRADING AREAS. USE STOCKPILED TOPSOIL AND IMPORTED TOPSOIL AS NECESSARY FOR SURFACE RESTORATION.
3. GRADES SHOWN ARE FINAL SURFACE GRADES AFTER COMPLETION OF SURFACE IMPROVEMENTS AND PLACEMENT OF TOPSOIL.
4. ADA PARKING AREAS NOT TO EXCEED 2.0% SLOPE IN ALL DIRECTIONS.
5. GRADE AREAS AT SITE PERIMETER TO MATCH GRADES OF ADJACENT PARCELS.
6. REMOVE EXCESS SOIL FROM SITE AND DISPOSE OF PROPERLY IN ACCORDANCE WITH APPLICABLE REGULATIONS.
7. PROVIDE TEMPORARY GRADING FEATURES SUCH AS BERMS, SWALES, SUMPS AND BASINS TO MANAGE INTERIM STORM WATER RUNOFF DURING CONSTRUCTION PROCESS. STORM WATER RUNOFF LEAVING THE SITE SHALL MEET ALL FEDERAL, STATE AND LOCAL QUALITY REQUIREMENTS.

fishbeck
Engineers | Architects | Scientists | Constructors

AMK Properties
640 Water Street, Saugatuck, MI 49453

Saugatuck Building

REVISIONS

NOT FOR CONSTRUCTION

11/18/2025	PUD SUBMISSION

Drawn By	SNETZ
Designer	BAMCDOWELL
Reviewer	DRHOTON
Manager	BAMCDOWELL

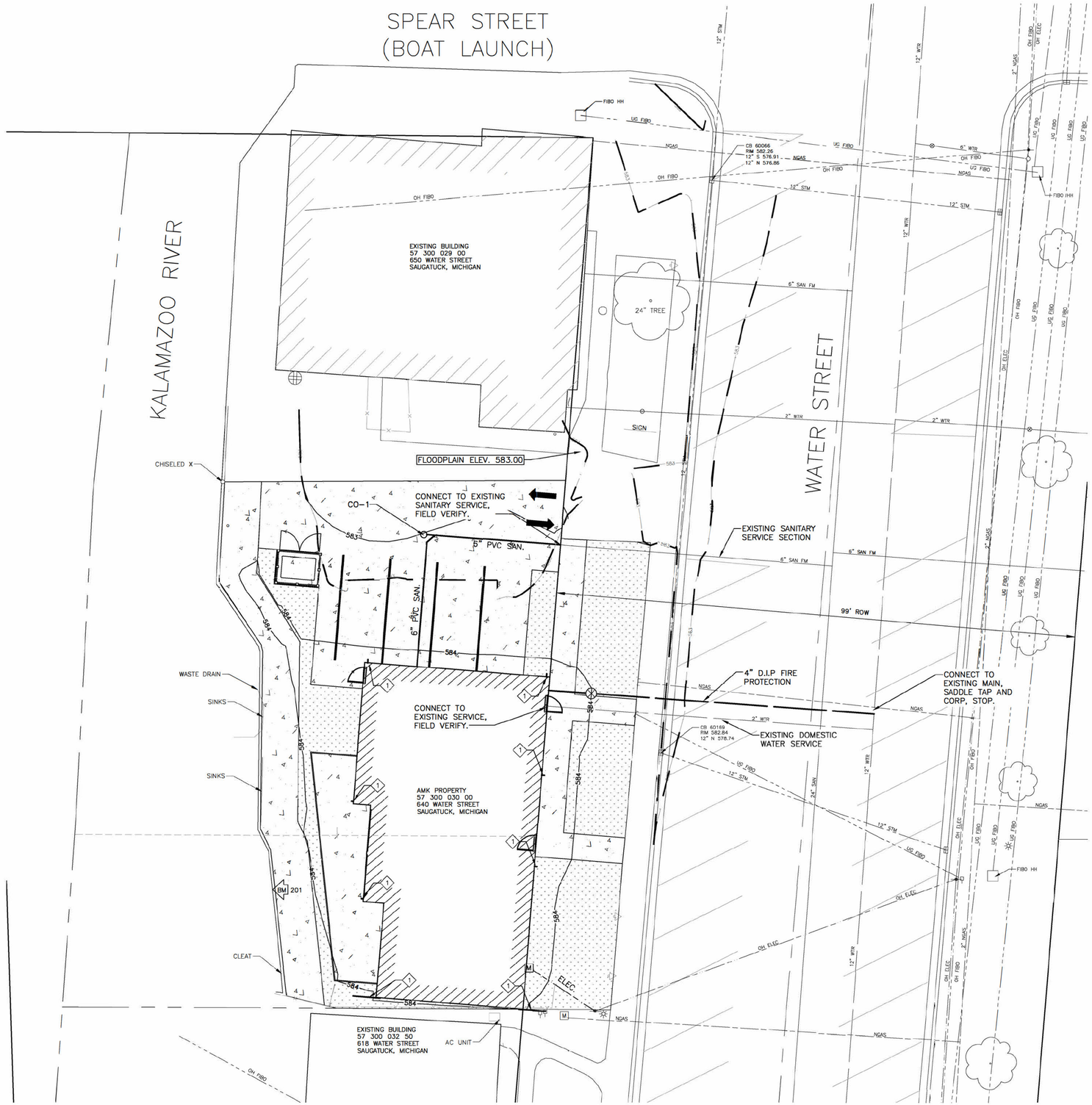
Hard copy is intended to be 24"x36" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

PROJECT NO.
2501807

SHEET NO.
C101

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PLOT INFO: Z:\2025\2501807\CAD\GDNC\01_2501807.DWG LAYOUT:C101 DATE: 11/7/2025 TIME: 2:08:38 PM USER: BAMCDOWELL



UTILITY AND STORMWATER MANAGEMENT PLAN

MICHIGAN 811
3 full working days before you dig:
1-800-482-7171
on the web at: www.missdig.org

BENCH MARKS

BENCHMARK 200 ELEVATION: 585.28
NORTHEAST FLANGE BOLT OF HYDRANT, NORTHEAST QUADRANT OF FRANCIS AND WATER STREETS

BENCHMARK 201 ELEVATION: 583.85
CHISELED X ON SEAWALL, WEST SIDE OF 640 WATER STREET BUILDING

SYMBOL LEGEND

- 8" SAN — SANITARY SEWER & MANHOLE
- WYE & LEAD
- RISER & LEAD
- STANDARD SEWER CLEANOUT
- 12" STM — STORM SEWER & MANHOLE
- CATCH BASIN
- UNDERDRAIN
- 8" WTR — WATER MAIN
- VALVE & BOX
- VALVE & CHAMBER
- M — METER
- PLUG
- STANDARD FIRE HYDRANT ASSEMBLY
- CURB STOP & BOX
- GAS MAIN
- ELECTRIC
- TELEPHONE/FIBER OPTIC

ENVIRONMENTAL NOTES

THE SITE CONTAINS 2 ABANDONED UNDERGROUND STORAGE TANKS THAT WERE PREVIOUSLY USED AS FUEL STORAGE FOR RECREATIONAL USE ALONG THE KALAMAZOO RIVER. THE TANKS FED A FUEL DISPENSER ON THE DOCKS OF THE ADJACENT PROPERTY. THE FUEL DISPENSER AND PRODUCT LINE WERE REMOVED, AND THE UNDERGROUND STORAGE TANKS WERE REMOVED OF PRODUCT, CLEANED, BACKFILLED, AND LEFT IN PLACE. THE SITE SOIL IS CONTAMINATED WITH RESIDUAL NON AQUEOUS PHASE LIQUID (NAPL) AND A CONTAMINATED GROUNDWATER PLUM IS PRESENT ON THE NORTH SIDE OF THE PROPERTY. A DEED RESTRICTION IS IN PLACE PROTECTING AGAINST UNACCEPTABLE EXPOSURES TO THE CONTAMINATION, AND THAT FUTURE LAND USE MUST NOT EXACERBATE EXISTING CONDITIONS.

NOTES

1. EXISTING UTILITIES LOCATIONS SHOWN ARE APPROXIMATE.
2. VERIFY THE HORIZONTAL AND VERTICAL LOCATION OF EXISTING UTILITIES PRIOR TO EXCAVATION WHERE NECESSARY.
3. PROTECT AND MAINTAIN SERVICE OF OTHER UTILITIES AT CROSSINGS.
4. DO NOT CONNECT ROOF DRAINS, FOUNDATION DRAINS, AND OTHER CLEAN WATER SERVICES TO THE SANITARY SEWER.
5. PROVIDE AND MAINTAIN INLET FILTERS AT ALL CATCH BASIN INLETS, DURING CONSTRUCTION.
6. WATER MAIN TO HAVE A MINIMUM OF 5.5 FEET OF COVER.
7. FIRE HYDRANTS LOCATED IN CURB ISLAND OR GREEN SPACE SHALL BE LOCATED 5' FROM BACK OF CURB OR EDGE OF PAVEMENT (TYP.).
8. PROVIDE A MINIMUM OF EIGHTEEN (18) INCHES OF VERTICAL SEPARATION AND TEN (10) FEET OF HORIZONTAL SEPARATION BETWEEN THE WATER MAIN AND ALL SANITARY AND STORM SEWERS.
9. FACE NOZZLES OF SITE FIRE HYDRANTS TOWARD BUILDING.
10. ADJUST ALL CASTINGS TO FINISH GRADES.
11. PIPE LENGTHS ARE TO CENTER OF STRUCTURES UNLESS NOTED OTHERWISE. ALL PIPE LENGTHS ARE FOR THE CONVENIENCE OF THE CONTRACTOR.
12. UTILITY ELEVATIONS INDICATED REPRESENT INVERT ELEVATIONS UNLESS OTHERWISE NOTED.

STORMWATER MANAGEMENT SUMMARY

THE PROJECT TEAM IS SEAKING AN ALTERNATIVE STORMWATER APPROACH DUE TO THE SITES ENVIRONMENTAL CONTAMINATES AND HIGH GROUNDWATER, SEE DETAILED ENVIRONMENTAL NOTES ON THIS SHEET. THE PROPOSED SITE CONDITIONS GENERATE LESS RUNOFF THAN THE EXISTING SITE CONDITIONS.

PRE-DEVELOPED CONDITIONS
DRAINAGE AREA: 7,725 SF = 0.18 AC
RUNOFF COEFFICIENT: 0.95

POST DEVELOPED CONDITIONS
DRAINAGE AREA: 7,725 SF = 0.18 AC
RUNOFF COEFFICIENT: 0.91

GEOTECHNICAL NOTES

1. SOIL CLASSIFICATION: PRIMARILY SANDY AN LOAMY AQUENTS (34) PER WEB SOIL SURVEY
2. GROUNDWATER ELEVATION: 579.75

FLOODPLAIN NOTES

1. SITE IS LOCATED IN A AE/(EL 583) FLOODPLAIN ZONE PER FEMA FLOODPLAIN MAPS.

WETLAND NOTES

1. SITE IS NOT LOCATED IN A WETLAND PER EGLE WETLANDS MAPPER.

KEY NOTES

1. DOWNSPOUT

fishbeck
Engineers | Architects | Scientists | Constructors

AMK Properties
640 Water Street, Saugatuck, MI 49453

Water Building

REVISIONS

NOT FOR CONSTRUCTION

11/18/2025	PUD SUBMISSION
Drawn By	SNETZ
Designer	BAMCDOWELL
Reviewer	DRHOTON
Manager	BAMCDOWELL

Hard copy is intended to be 24"x36" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

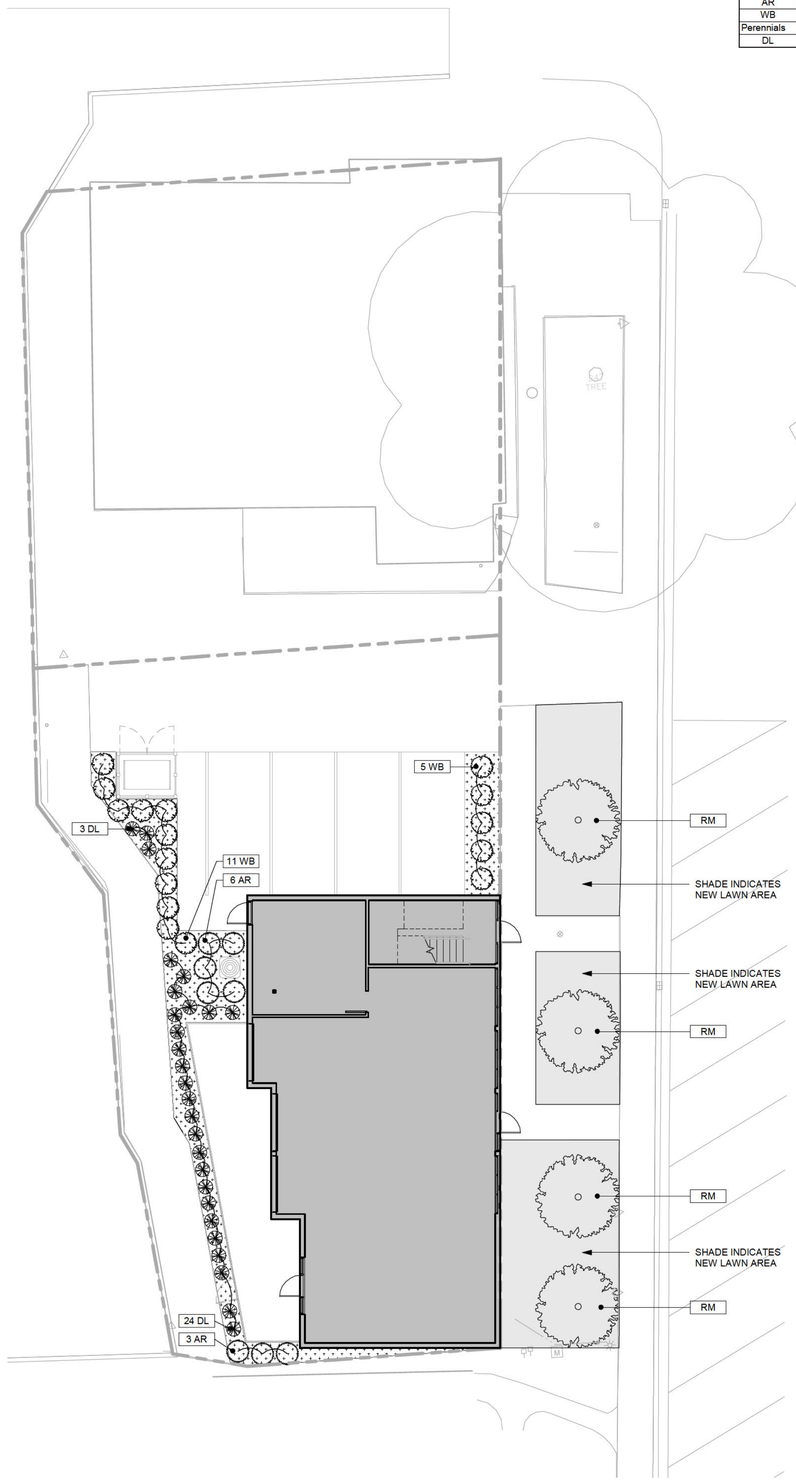
PROJECT NO.
2501807

SHEET NO.
C201

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PLOT INFO: Z:\2025\2501807\CAD\CD\C201_2501807.DWG LAYOUT: C201 DATE: 11/14/2025 TIME: 3:36:52 PM USER: BAMCDOWELL

Planting Schedule						
Type	Common Name	Miniumum Caliper	Miniumum Height	Miniumum Spread	Root Type	Count
Trees						
RM	Red Maple	2-1/2 inches	----	----	BB	4
Shrubs						
AR	Arborvitae	-----	48 inches	----	BB	8
WB	Wintergreen Boxwood	----	24 inches	----	BB	16
Perennials						
DL	Daylily - Stella De Oro	-----	----	15 inches	BB	27



1 L-1 **LANDSCAPE PLAN**
SCALE: 1" = 10'-0"

LANDSCAPE GENERAL NOTES

1. ALL LANDSCAPE AREAS, ESPECIALLY PARKING LOT ISLANDS AND SHRUB BEDS NEXT TO BUILDING, SHALL BE EXCAVATED OF ALL BUILDING MATERIALS AND POOR SOIL TO A DEPTH OF 12"-18" AND BACK FILLED W/ A GOOD MEDIUM TEXTURED SOIL (LOAM OR LIGHT YELLOW CLAY). ALL LANDSCAPE AREAS TO HAVE 4"-6" OF TOP SOIL AND ARE TO BE CROWNED A MINIMUM OF 6" HIGHER THAN ADJACENT CURBS OF WALKS AFTER EARTH SETTLING.
2. PLANT TREES AND SHRUBS GENERALLY NO CLOSER THAN THE FOLLOWING DISTANCES APART:
   A. SHADE TREES: 20' O.C.
   B. SHRUBS LESS THAN 1'-0" HT & WIDTH AT MATURITY: 5' O.C.
   C. ORNAMENTAL & EVERGREEN TREES (CRAB, PINE, SPRUCE): 10' O.C.
3. DIG SHRUB PITS 1'-0" LARGER THAN THE SHRUB ROOT BALLS. TREE PITS 2'-0" LARGER THAN ROOT BALLS. BACK FILL W/1 PART TOPSOIL - 1 PART SOIL FROM EXCAVATED PLANT HOLE.
4. REMOVE ALL TWINE, WIRE, AND BURLAP FROM TOP OF ALL SHRUB EARTH BALLS AND TREE TRUNKS.
5. LAWN TREES TO BE MULCHED WITH A 2'-0" WIDE BY 3" DEEP MINIMUM SHREDDED BARK RING OR APPROVED ALTERNATE DESIGN FOR TRUNK PROTECTION.
6. ALL LANDSCAPE AREAS TO BE MULCHED WITH 3" OF SHREDDED WOOD MULCH ON CONTINUOUS WEED-CONTROL BARRIER WITH PLASTIC EDGING AROUND PERIMETER.
7. INSTALLATION OF PLANT MATERIAL SHALL BE IN ACCORDANCE WITH THE AMERICAN ASSOCIATION OF NURSERYMEN LANDSCAPE STANDARDS.
8. ALL TREES TO STAKED, WRAPPED, AND MULCHED ACCORDING TO THE CITY STANDARDS.
9. ALL ERICACIOUS PLANT MATERIAL AND OTHER ACID LOVING PLANTS SHALL BE PLANTED IN PLANTING MIX OF 1 PART TOPSOIL - 1 PART PEAT.
10. ALL LAWN AREAS TO BE FINE GRADED AND TOP DRESSED WITH 3" OF TOPSOIL BEFORE SODDING.
11. ALL QUANTITIES ON PLANS HAVE BEEN FIGURED AS CLOSELY AS POSSIBLE. IT REMAINS THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR TO COMPLETE THE PROJECT AS INDICATED ON THE DRAWINGS.
12. ALL GROUND COVER BEDS SHALL RECEIVE 3" OF PLANT MIX (1/3 TOPSOIL, 1/3 SAND, 1/3 PEAT) ROTOTILLED INTO THE UPPER 6" OF SOIL, MULCH WITH 2" OF MICHIGAN PEAT MULCH.
13. ALL NEW PLANT BEDS AND LAWN AREAS TO BE IRRIGATED UNLESS INDICATED OTHERWISE. EXISTING PLANT BEDS AND LAWN AREAS TO BE IRRIGATED IF INDICATED. CONTRACTOR TO PROVIDE A DESIGN/BUILD IN-GROUND AUTOMATIC IRRIGATION SYSTEM.

CITY LANDSCAPE REQUIREMENTS

CITY OF SAUGATUCK ZONING ORDINANCE

154.144 LANDSCAPING

(C) SITE LANDSCAPING REQUIREMENTS
MINIMUM OF 10% OF THE SITE AREA SHALL BE LANDSCAPED.

5,487x10% = 549 SF

Landscaping Area	
Type	Area
Landscape	451 SF
Landscape	100 SF
Total:	551 SF

DANIEL BOGGS ARCHITECT

ARCHITECTURE & PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:

Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN
DANIEL WAYNE BOGGS
No. 1301053
LICENSED ARCHITECT

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:

10-22-25 Client Review
10-27-25 Revision
11-18-25 PUD Submission

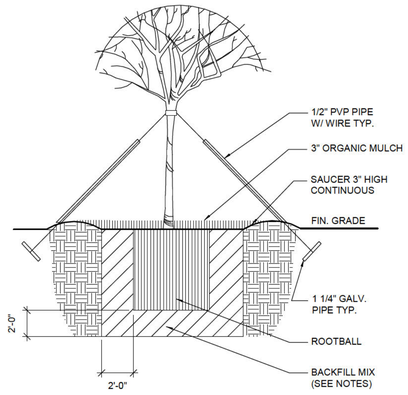
PROJECT NO:
2025.13

DRAWN BY:
Author

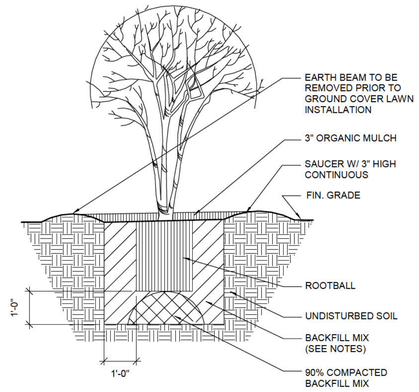
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SHEET TITLE:
Landscape Plan

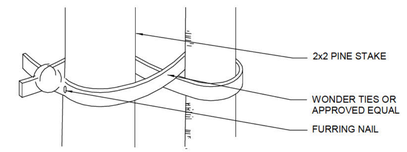
SHEET NO:
L-1

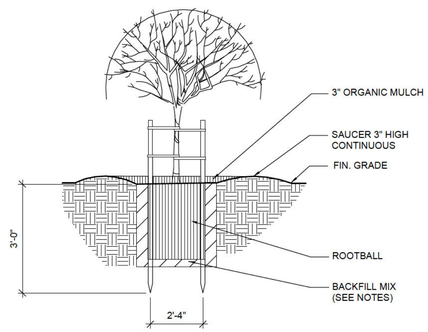


TREES - STAKING

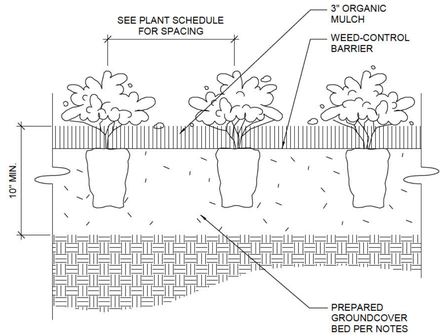


SHRUBS





TREES - GUYING



GROUND COVER PLANTING

1 L-2 **PLANTING DETAILS**
SCALE: 1/2" = 1'-0"

DANIEL BOGGS
ARCHITECT

ARCHITECTURE
&
PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN
DANIEL WAYNE BOGGS
ARCHITECT
NO. 1301026
LICENSED ARCHITECT

PRELIMINARY
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ISSUED:
10-22-25 Client Review
11-18-25 PUD Submission

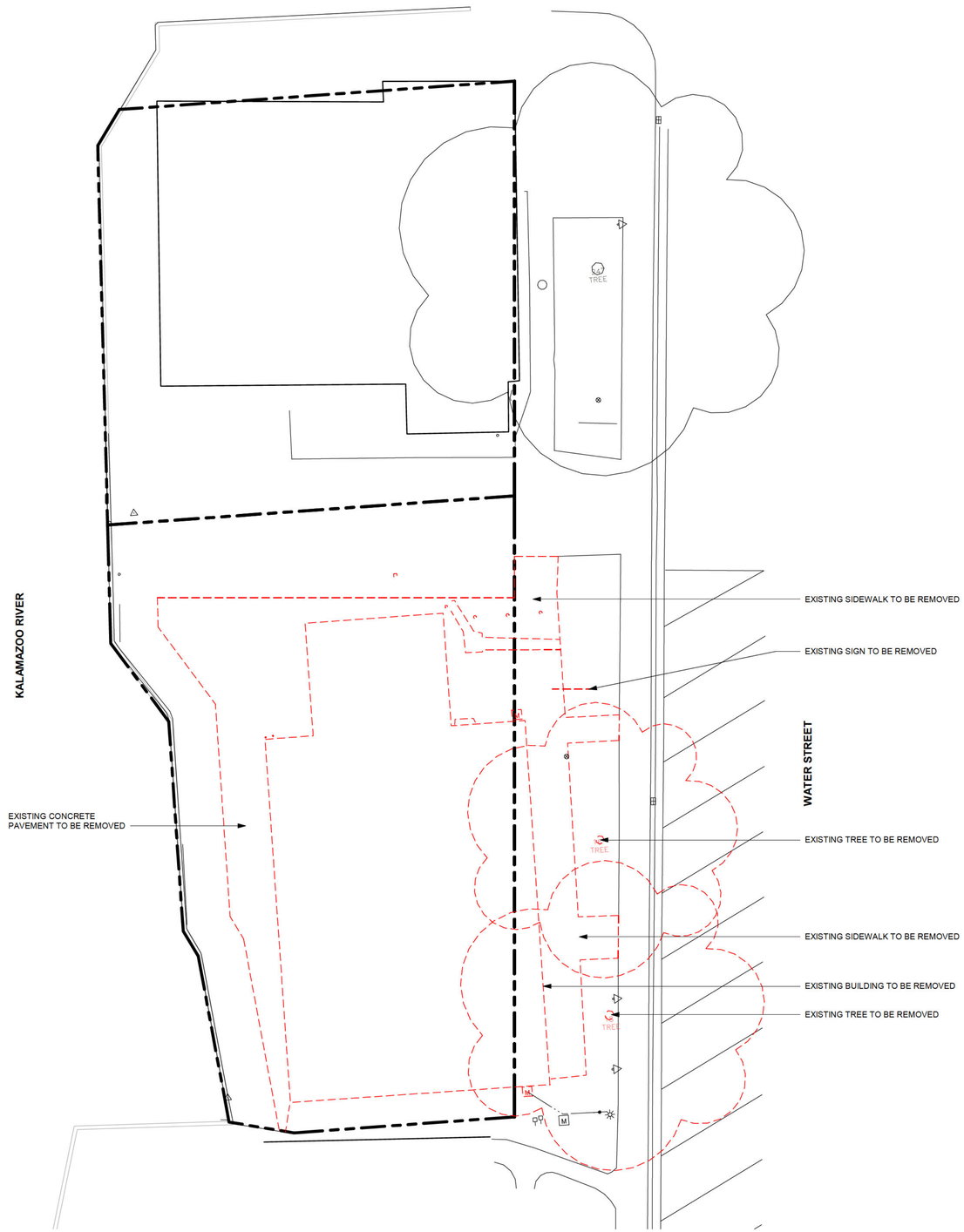
PROJECT NO:
2025.13

DRAWN BY:
Author

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SHEET TITLE:
Landscape Details

SHEET NO:
L-2



1 D-1 **SITE DEMOLITION PLAN**
SCALE: 1" = 10'-0"

DANIEL BOGGS
ARCHITECT

ARCHITECTURE & PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN
DANIEL WAYNE BOGGS
No. 1301053
LICENSED ARCHITECT

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:
10-22-25 Client Review
11-18-25 PUD Submission

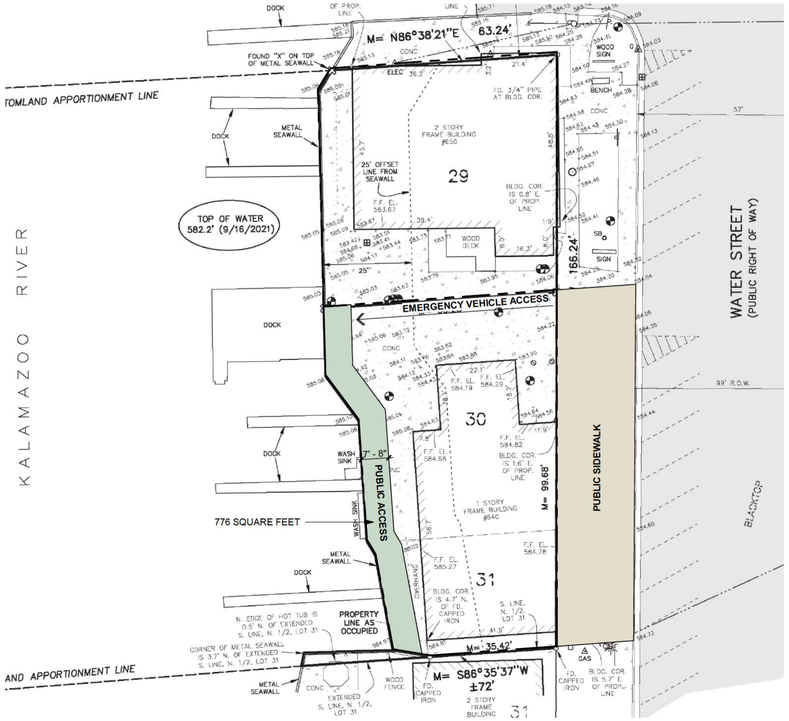
PROJECT NO:
2025.13

DRAWN BY:
Author

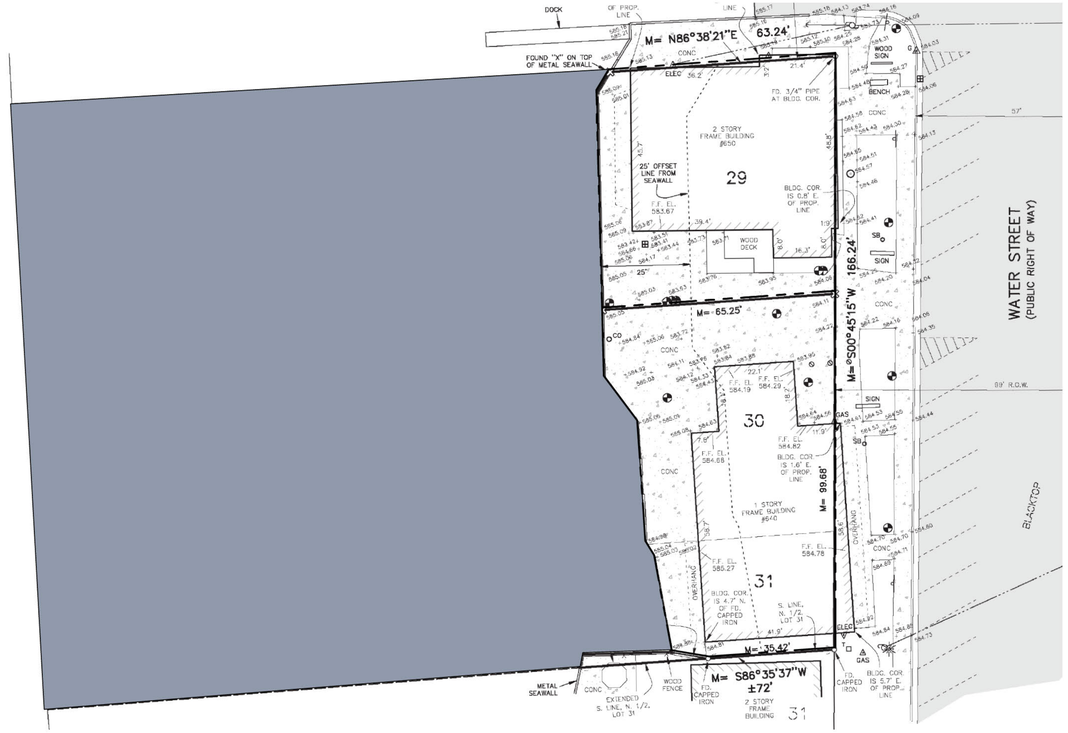
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SHEET TITLE:
Site Demolition Plan

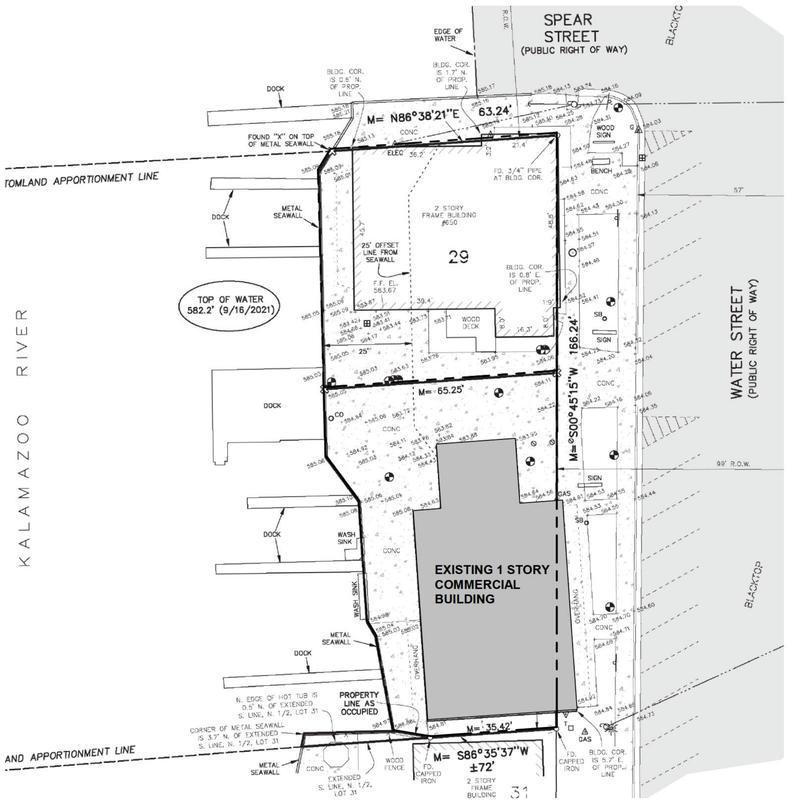
SHEET NO:
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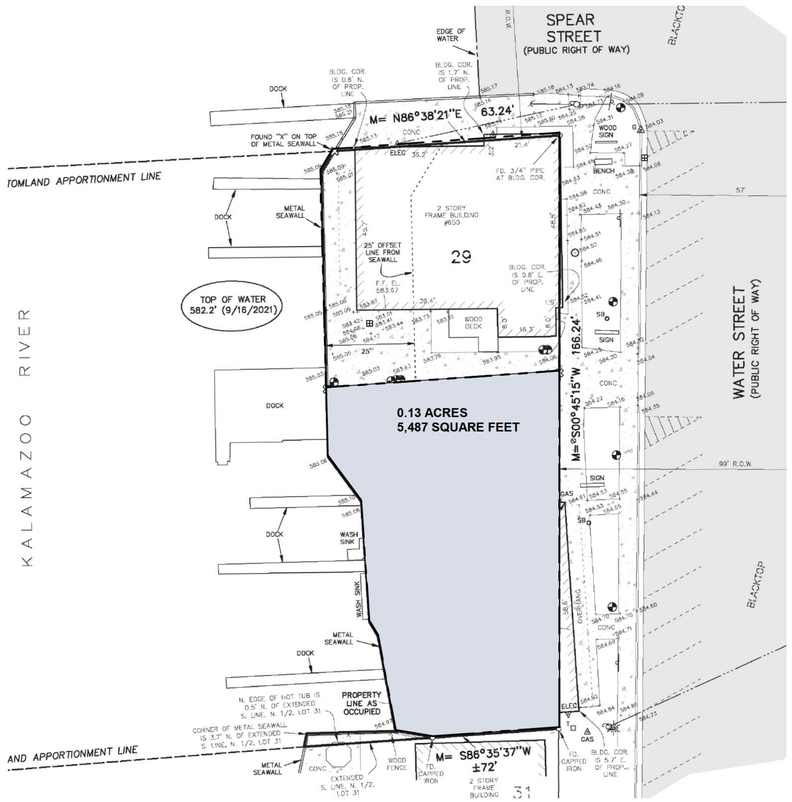
4 A-0.1 **SITE PLAN - CIRCULATION PATTERNS**
SCALE: 1" = 20'-0"



3 A-0.1 **SITE PLAN - NATURAL RESOURCES**
SCALE: 1" = 20'-0"



2 A-0.1 **SITE PLAN - EXISTING USE**
SCALE: 1" = 20'-0"



1 A-0.1 **SITE PLAN - AREA**
SCALE: 1" = 20'-0"

DANIEL BOGGS ARCHITECT

ARCHITECTURE & PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:

Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN
DANIEL WAYNE BOGGS
REGISTERED
13010[illegible]
LICENSED ARCHITECT

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:

09-23-25 PUD Pre-Application

PROJECT NO:
2025.13

DRAWN BY:
Author

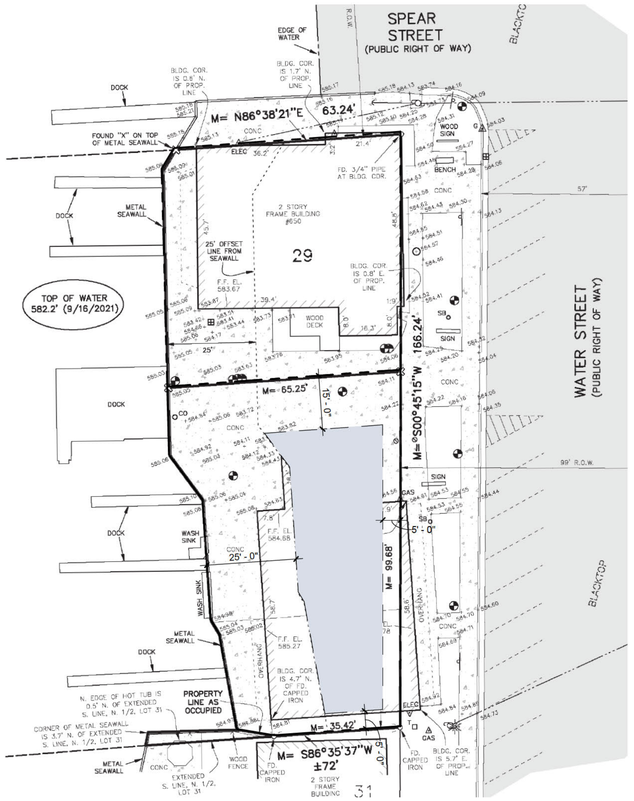
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SHEET TITLE:

PUD
Pre-Application

SHEET NO:

A-0.1

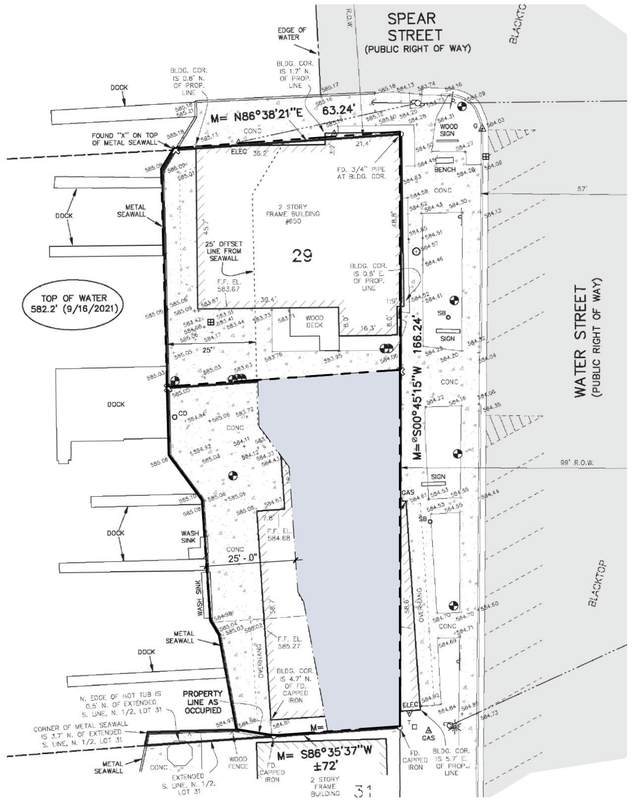


CURRENT ZONING:

Dimension and area regulations north of Francis Street:

Front setback	5 feet
Maximum front setback	20 feet
Side setback	20 feet minimum between both side setbacks
Rear setback	15 feet
Waterfront setback	25 feet, see § 154.021 (F)(4)
Minimum lot area	4,560 square feet for all uses except for hotels/inns, which require 8,712 square feet
Minimum lot width	100 feet of street frontage
Maximum lot coverage	No requirement
Maximum number of stories	Two and a half (2.5)
Minimum parking lot setback	20 feet

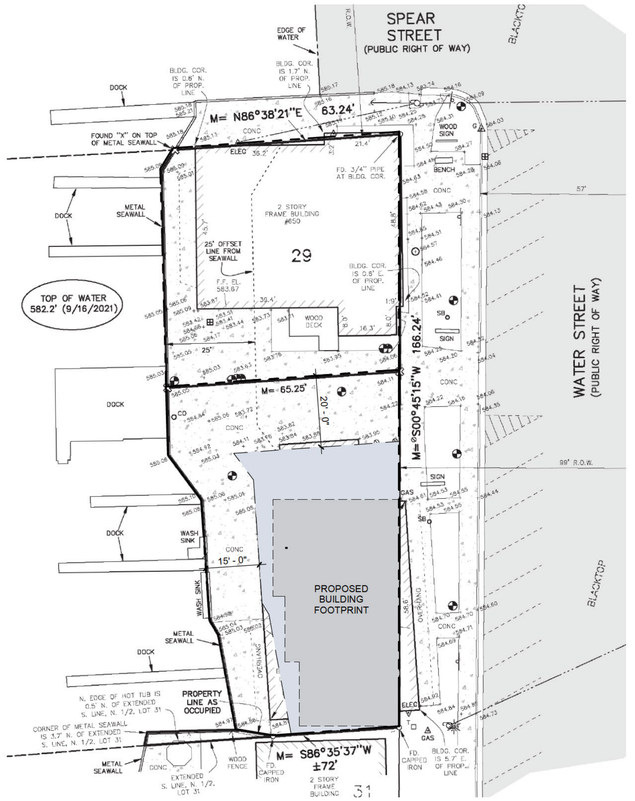
1 A-0.2 **SITE PLAN - CURRENT SETBACK REQUIREMENTS**
SCALE: 1" = 20'-0"



PREVIOUS ZONING:

Front setback	0 feet
Side setbacks	0 feet*
Rear setback	0 feet*
Minimum lot	4,560 square feet
Minimum lot width	66 feet
Maximum lot coverage	100%*
* Subject to Fire Code Regulations	

2 A-0.2 **SITE PLAN - PREVIOUS SETBACK REQUIREMENTS**
SCALE: 1" = 20'-0"



MODIFICATIONS TO BE SOUGHT:

FRONT SETBACK: 0 FT
WATERFRONT SETBACK: 15 FT (PUD PROVISION)
PARKING SETBACK: 5 FT (LANDSCAPE SCREENING)

3 A-0.2 **SITE PLAN - MODIFICATIONS TO BE SOUGHT**
SCALE: 1" = 20'-0"

DANIEL BOGGS ARCHITECT

ARCHITECTURE & PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:

Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN DANIEL WAYNE BOGGS 1301064 LICENSED ARCHITECT

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:

09-23-25 PUD Pre-Application

PROJECT NO:

2025.13

DRAWN BY:

Author

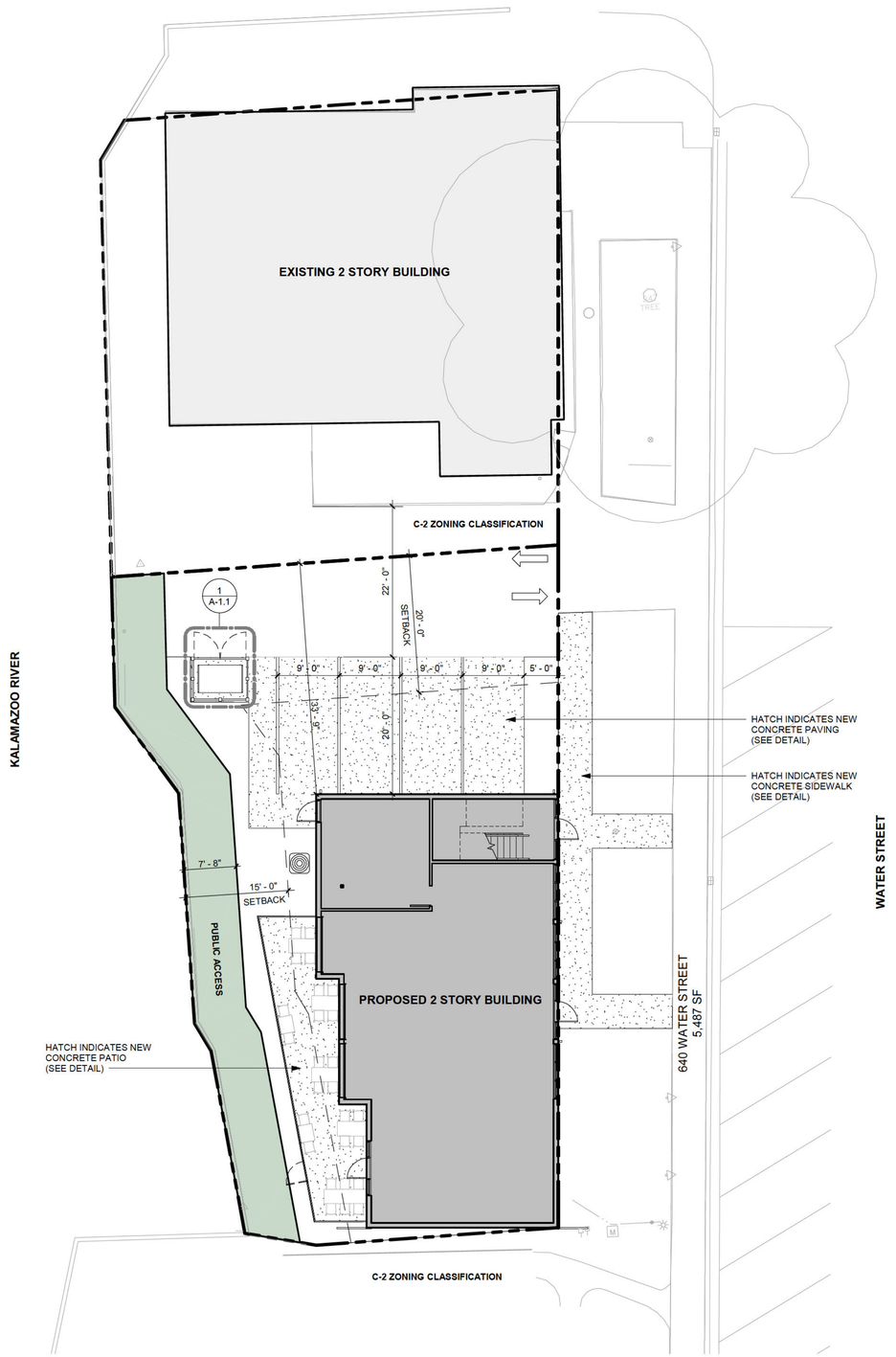
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SHEET TITLE:

PUD
Pre-Application - Setbacks

SHEET NO:

A-0.2



1 A-1 **SITE PLAN**
SCALE: 1" = 10'-0"

CITY ORDINANCE REVIEW

CITY OF SAUGATUCK ZONING ORDINANCE

154.038 C-2 DOWNTOWN WATERFRONT PRESERVATION DISTRICT (DWP)

(B) PERMITTED USES
- (1) SHORT-TERM RENTAL OF ALLOWABLE APARTMENTS
- (4) SIGNIFICANT EXTERIOR CHANGE
  - (e) RETAIL STORES

(D) DIMENSION AND AREA REGULATIONS NORTH OF FRANCIS STREET

FRONT SETBACK:	5 FT (0 FT ACTUAL)
MAX MUM FRONT SETBACK:	20 FT
SIDE SETBACK:	20 FT MIN. BOTH SIDES
NORTH SIDE:	33'-9" ACTUAL
SOUTH SIDE:	0 FT ACTUAL
REAR SETBACK:	15 FT (N/A)
WATERFRONT SETBACK:	25 FT (15 FT ACTUAL)
MINIMUM LOT AREA:	4,560 (5,487 ACTUAL)
MINIMUM LOT WIDTH:	66 FT (100 ACTUAL)
MAX. LOT COVERAGE:	NO REQUIREMENT
MAX. NUMBER OF STORIES:	2.5 (2 ACTUAL)
MIN. PARKING LOT SETBACK:	20 FT (5 FT ACTUAL)

154.131 EXCEPTION TO OFF-STREET PARKING REQUIREMENTS

(A) FOLLOWING ZONING DISTRICTS SHALL BE EXEMPT FROM ANY PARKING REQUIREMENTS.
- (5) C-2 DOWNTOWN WATERFRONT PRESERVATION DISTRICT

Parking Schedule

Type	Count
9' x 20'	4
Total Provided:	4

DANIEL BOGGS
ARCHITECT

ARCHITECTURE & PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN
DANIEL WAYNE BOGGS
1301036
LICENSED ARCHITECT

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:

07-15-25	Client Review
07-23-25	Revision
07-24-25	City Preliminary Review
09-23-25	PUD Pre-Application
10-22-25	Client Review
10-27-25	Revision
11-18-25	PUD Submission

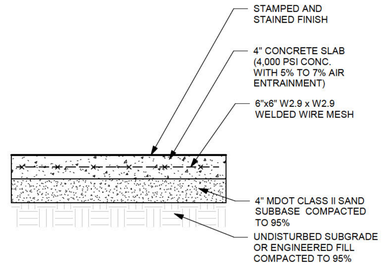
PROJECT NO:
2025.13

DRAWN BY:
Author

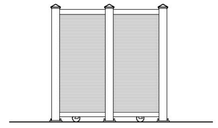
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SHEET TITLE:
Site Plan

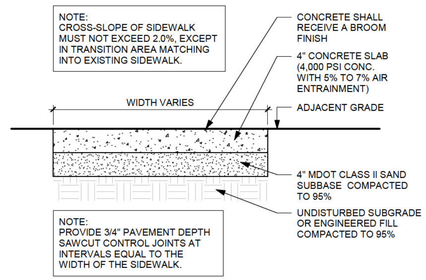
SHEET NO:
A-1



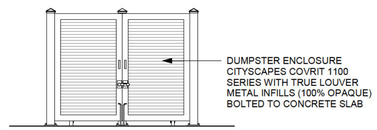
6 A-1.1 **CONCRETE PATIO DETAIL**
SCALE: 1" = 1'-0"



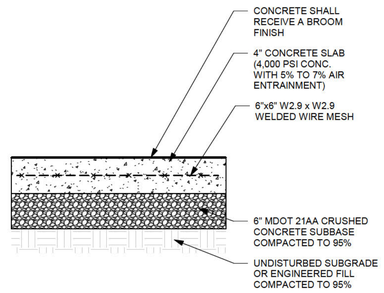
3 A-1.1 **DUMPSTER ENCLOSURE - SIDE**
SCALE: 1/4" = 1'-0"



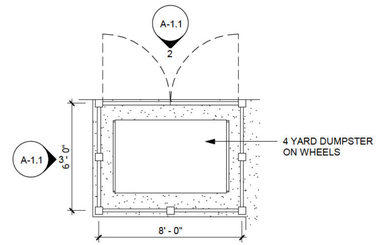
5 A-1.1 **CONCRETE SIDEWALK DETAIL**
SCALE: 1" = 1'-0"



2 A-1.1 **DUMPSTER ENCLOSURE - FRONT**
SCALE: 1/4" = 1'-0"



4 A-1.1 **CONCRETE PAVING DETAIL**
SCALE: 1" = 1'-0"



1 A-1.1 **ENLARGED DUMPSTER ENCLOSURE PLAN**
SCALE: 1/4" = 1'-0"

DANIEL BOGGS ARCHITECT

ARCHITECTURE & PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN
DANIEL WAYNE BOGGS
No. 1301063
LICENSED ARCHITECT

PRELIMINARY
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ISSUED:
11-18-25 PUD Submission

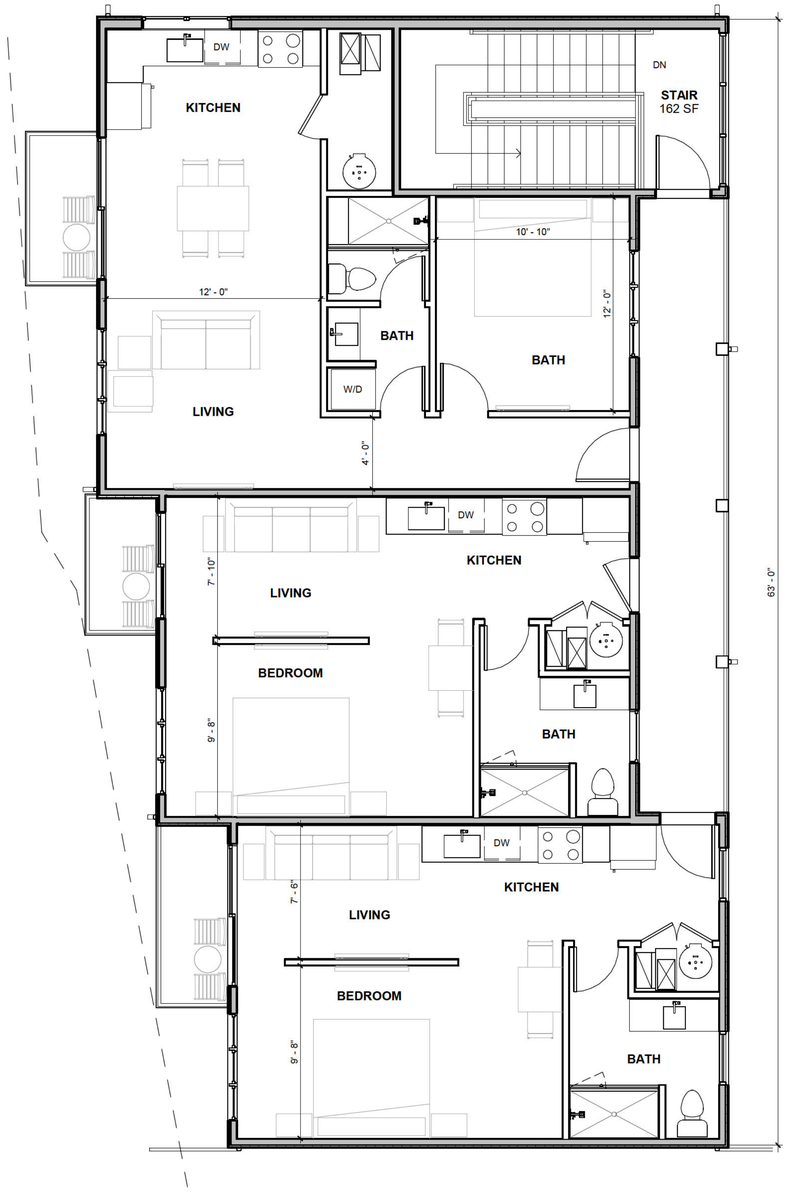
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2025.13

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Author

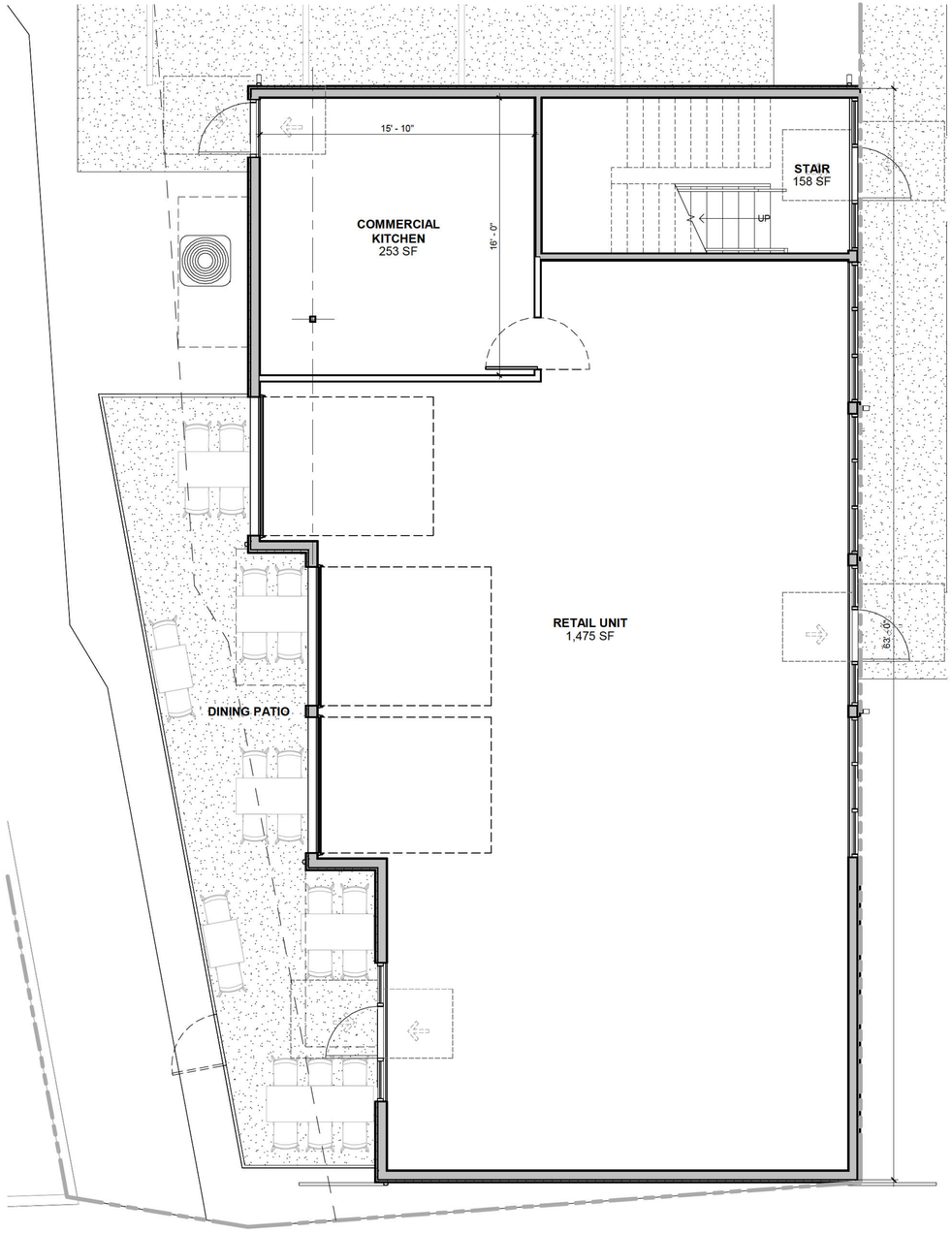
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SHEET TITLE:
Site Details

SHEET NO:
A-1.1



2 A-2 **SECOND FLOOR PLAN**
SCALE: 1/4" = 1'-0"



Seating Schedule		
Type	Count	Seating #
Chair	26	26
Total		26

1 A-2 **FIRST FLOOR PLAN**
SCALE: 1/4" = 1'-0"

DANIEL BOGGS
ARCHITECT

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&
PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138
248.882.3642

PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN
DANIEL WAYNE BOGGS
ARCHITECT
LICENSED ARCHITECT

PRELIMINARY
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ISSUED:

07-15-25	Client Review
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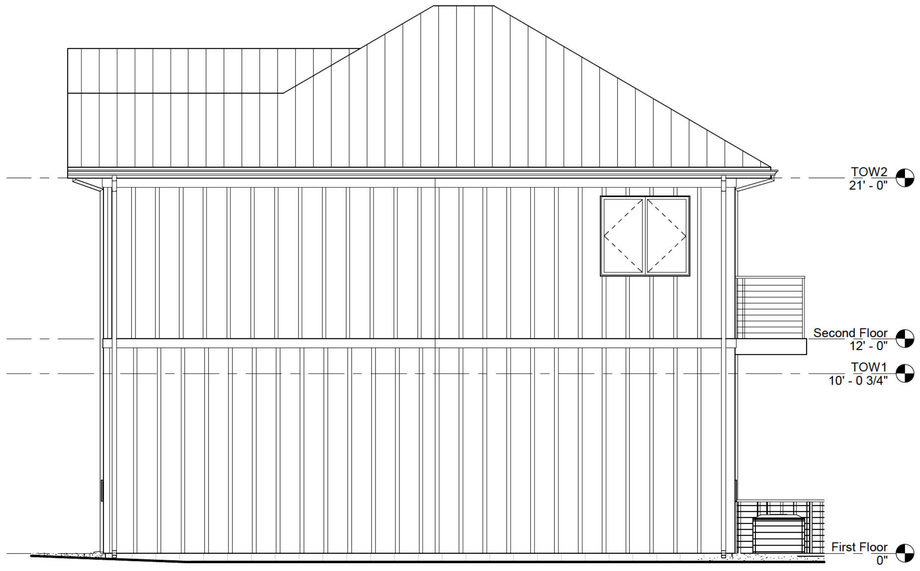
PROJECT NO:
2025.13

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Author

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SHEET TITLE:
Floor Plans

SHEET NO:
A-2



2 A-3 **NORTH ELEVATION**
SCALE: 1/4" = 1'-0"



1 A-3 **EAST ELEVATION**
SCALE: 1/4" = 1'-0"

DANIEL BOGGS ARCHITECT

ARCHITECTURE & PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN
DANIEL WAYNE BOGGS
1301029
LICENSED ARCHITECT

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:
11-18-25 PUD Submission

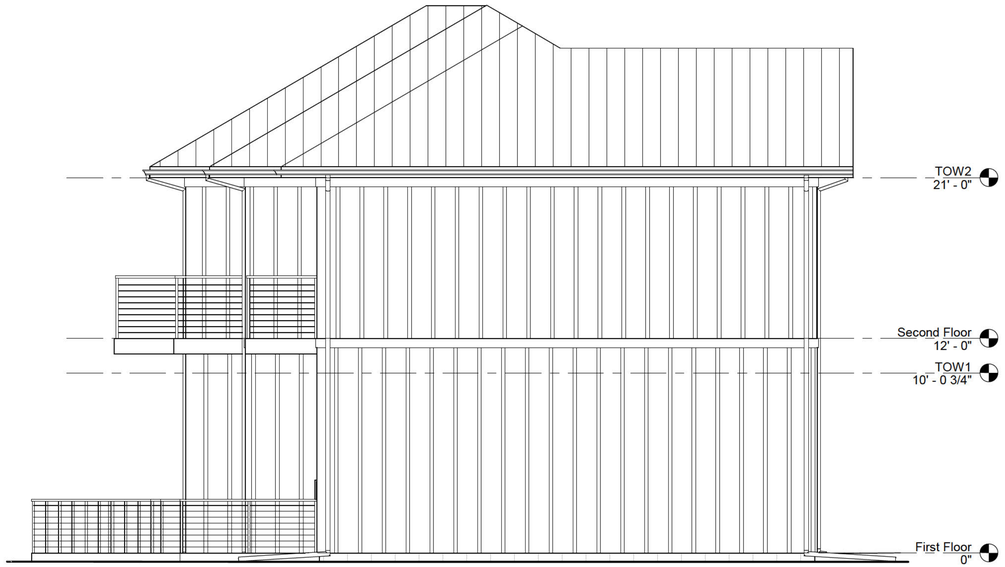
PROJECT NO:
2025.13

DRAWN BY:
Author

These drawings have been specifically prepared for **AMK Properties for use at 640 Water Street Saugatuck, MI 49453**
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SHEET TITLE:
Exterior Elevations

SHEET NO:
A-3



2 A-4 **SOUTH ELEVATION**
SCALE: 1/4" = 1'-0"



3 A-4 **WEST ELEVATION**
SCALE: 1/4" = 1'-0"

DANIEL BOGGS
ARCHITECT

ARCHITECTURE & PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138
248.882.3642

PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN
DANIEL WAYNE BOGGS
1301032
LICENSED ARCHITECT

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:
11-18-25 PUD Submission

PROJECT NO:
2025.13

DRAWN BY:
Author

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SHEET TITLE:
Exterior Elevations

SHEET NO:
A-4

Schedule

Symbol	Label	Image	QTY	Catalog Number	Description	Number Lamps	Lumens per Lamp	LLF	Wattage	Polar Plot
	A		7	SR116 L1L25 40K	SCIROCCO SR116	1	2655	1	53	Max: 960cd

Statistics

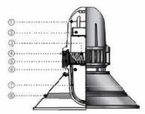
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Calc Zone #3	+	1.5 fc	4.9 fc	0.1 fc	49.0:1	15.0:1

LUMINIS

SR116
SCIROCCO
WALL

PROJECT NAME: **QUANTITY:** **TYPE:**

ORDERING CODE:



1. Cast aluminum driver housing.
2. Universal driver tray with twist lock design.
3. Sealed and isolated LED compartment.
4. Housing/shade assembly hinge mechanism.
5. Cast aluminum LED heat dissipator.
6. Borosilicate prismatic heavy glass diffuser.
7. Cast aluminum ribbed cage.
8. Structurally reinforced perimeter aluminum shade. Inner surface is standard white enamel for increased light performance.



SR116

MATERIALS

Scirocco is made of corrosion resistant 356 aluminum alloy with a copper (Cu) content of less than 0.1%. The top cast aluminum housing is designed with a hinged mechanism. The hard aluminum shade assembly is designed with a set of perimeter reinforcement ribs. The inner surface is standard white enamel for higher light efficiency. The lower optical assembly includes sealed borosilicate prismatic glass diffuser, which is secured with a silicone memory retention gasket.

ELECTRICAL DRIVER

Driver is 0 10V dimming ready (dims to 10%) with: 120 277 multi volt compatibility (50 60Hz), operating temperature range of -30°C/ -22°F to 60°C/140°F, output over voltage protection, output over current protection and output short circuit protection with auto-recovery.

LED LIGHT ENGINE

Offered in 3000K, 3500K, 4000K with 80 CRI. 70% LED lumen maintenance at 60,000 hours (L70/60,000) based on IESNA LM 80 08 LED extrapolated life, calculated per IESNA TM 21 21.

FINISH

Five stage preparation process including preheating of cast aluminum parts for air pocket extraction, and an environmentally friendly alloy sealant. Polyester powder coating is applied through an electrostatic process and oven cured for long term finish.

CERTIFICATION

UL Certified to Canadian and U.S. safety standards. Certified for use in wet locations. Rated IP65. Photometric testing performed by an independent laboratory in accordance with IES LM -79 -08 standards at 25°C. Actual performance may differ as a result of end user environment and application.

WARRANTY

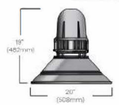
5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed. Complete warranty terms located at: https://www.luminis.com/technical/warranty/

MOUNTING

The mounting plate is designed to fit on a 4" (102mm) octagonal electrical box using 3.5" (89mm) C/C mounting holes.

MEASUREMENTS

Maximum weight: 14.66 lbs (6.7 kg)



EPA: 0.75

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1 A-1 **SITE PLAN**
SCALE: 1" = 10'-0"

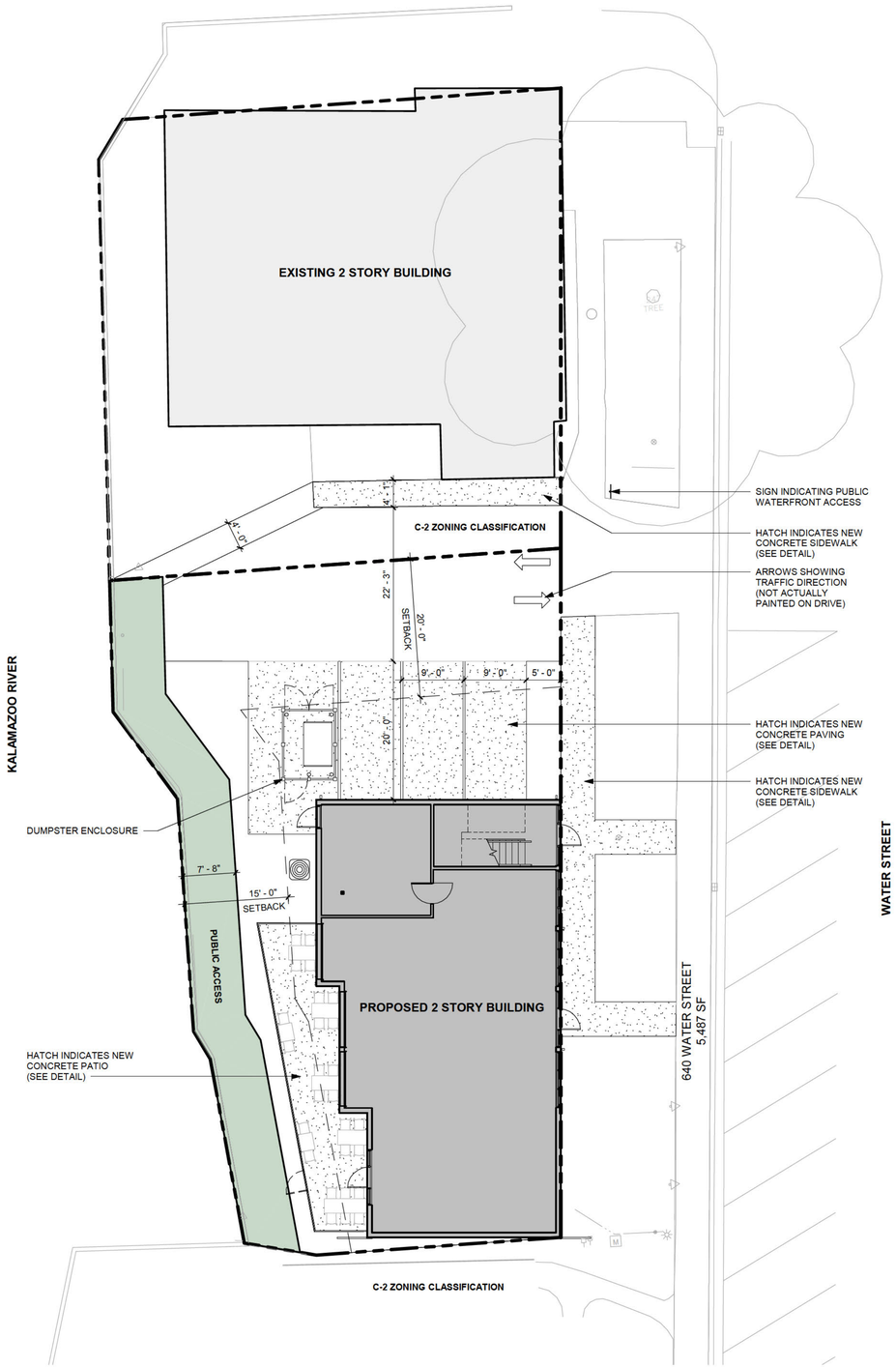
Plan View
Scale 1" = 8ft

West Michigan Lighting & Controls

640 Water Street

Designer
CJR
Date
11/11/2025
Scale
Not to Scale
Drawing No.

Summary



1 A-1 **SITE PLAN**
SCALE: 1" = 10'-0"

CITY ORDINANCE REVIEW

CITY OF SAUGATUCK ZONING ORDINANCE

154.038 C-2 DOWNTOWN WATERFRONT PRESERVATION DISTRICT (DWP)

(B) PERMITTED USES
- (1) SHORT-TERM RENTAL OF ALLOWABLE APARTMENTS
- (4) SIGNIFICANT EXTERIOR CHANGE
  - (e) RETAIL STORES

(D) DIMENSION AND AREA REGULATIONS NORTH OF FRANCIS STREET

FRONT SETBACK:	5 FT (0 FT ACTUAL)
MAX MUM FRONT SETBACK:	20 FT
SIDE SETBACK:	20 FT MIN. BOTH SIDES
NORTH SIDE:	33'-9" ACTUAL
SOUTH SIDE:	0 FT ACTUAL
REAR SETBACK:	15 FT (N/A)
WATERFRONT SETBACK:	25 FT (15 FT ACTUAL)
MINIMUM LOT AREA:	4,560 (5,487 ACTUAL)
MINIMUM LOT WIDTH:	66 FT (100 ACTUAL)
MAX. LOT COVERAGE:	NO REQUIREMENT
MAX. NUMBER OF STORIES:	2.5 (2 ACTUAL)
MIN. PARKING LOT SETBACK:	20 FT (5 FT ACTUAL)

154.131 EXCEPTION TO OFF-STREET PARKING REQUIREMENTS

(A) FOLLOWING ZONING DISTRICTS SHALL BE EXEMPT FROM ANY PARKING REQUIREMENTS.
- (5) C-2 DOWNTOWN WATERFRONT PRESERVATION DISTRICT

Parking Schedule	
Type	**Count**
9' x 20'	3
Total Provided:	3

DANIEL BOGGS
ARCHITECT

ARCHITECTURE & PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN · DANIEL WAYNE BOGGS · 1301025 · LICENSED ARCHITECT

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:

07-15-25	Client Review
07-23-25	Revision
07-24-25	City Preliminary Review
09-23-25	PUD Pre-Application
10-22-25	Client Review
10-27-25	Revision
11-18-25	PUD Submission
12-18-25	Revision
12-19-25	Revision

PROJECT NO:
2025.13

DRAWN BY:
Author

These drawings have been specifically prepared for **AMK Properties for use at 640 Water Street Saugatuck, MI 49453**
These drawings shall not be used at other locations without the consent and participation of Daniel Boggs Architect.

SHEET TITLE:
Site Plan

SHEET NO:
A-1

To:	City of Saugatuck, Historic District Commission
From:	Grayson Moore, Director of Planning & Zoning
Meeting Date:	January 9, 2026
RE:	Annual Election of Officers

Members of the Historic District Commission,

Per the Commission's Bylaws, the election of officers shall be held at the first regularly scheduled meeting of the calendar year. The following procedure, as outlined in the governing document, will be observed:

- **Article 3, Section 3. Election of Officers.** The Commission shall elect a Chairperson, Vice Chairperson, and secretary annually at the first meeting of the calendar year.

The Historic District Commission is asked to nominate and select the three office positions for the next year.

Sample Motion

Motion to elect _____ as Chair, _____ as Vice Chair, and _____ as Secretary of the Historic District Commission.

Respectfully submitted,

Grayson Moore

Director of Planning & Zoning

From: Sally Winthers [redacted]
Sent: Thursday, December 11, 2025 2:34 PM
To: [redacted]
Subject: About those CVB-proposed warming stations

Dear City of Saugatuck-Douglas board members, staff, and supporters

First, thank you for all the work you do to keep Saugatuck running!

New ideas to support year-round tourism is a noble goal. I do not want to be the proverbial wet blanket dripping on innovation. Yet, I am concerned that the Saugatuck-Douglas Conventions and Visitors Bureau-proposed warming stations risk giving visitors a number of **negative** impressions of Saugatuck.

The greatest being, **we don't care about the environment —** Outdoor warming stations consume a significant amount of fossil fuel and could signal a callous disregard or ignorance of their environmental impact.

#2. Warming stations are wholly **ineffective** unless there is a windbreak or protective structure to contain the heat. In my experience, warming stations like the one on 8th Street in Holland look cozy but provide no actual comfort. In the best-case scenario, they roast one side of the body, leaving the other side to freeze.

#3. Warming stations potentially **draw patrons away** from local cafes, bars, restaurants and merchants.

#4. **When the City of Saugatuck accepted nearly $450,000 from the estate of Roxie Mize in 1996**, it was "to create and maintain in perpetuity a memorial rose garden in memory of [her] brother and his wife, Sam and Doris Mize." I don't know how these funds were managed [perhaps they have run out?] because the state of the Mize garden has declined over the years. Nevertheless, the proposed warming station will push even more roses out of the garden and suggests the City is ignorant of the site's history. Will a warming station that operates for a few hours on winter weekends be worth a permanent change to the garden?

If you've made it this far, thank you for taking the time to read my concerns.
Keep up the good work you do every day.
Sally Winthers
[redacted]