



CITY OF SAUGATUCK HISTORIC DISTRICT COMMISSION

May 5, 2022 - 6:00 PM
Saugatuck City Hall
102 Butler Street

1. Call to Order/Roll Call:
2. Agenda Changes/Additions/Deletions:
3. Approval of Minutes of the regular meeting of April 7, 2022
4. Public Comments:
5. Unfinished Business:
None
6. New Business:
 - A. 450 Culver Street – shed
 - B. 233 Francis Street – Windows, siding, chimney siding, remove garage and shed, build new carriage house.
7. Administrative Approvals & Updates:
 - A. 880 Holland – Fence
8. Communication: None
9. Public Comment:
10. Commission Comment:
11. Adjourn:

This public meeting will be held IN PERSON The public may join by 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:

cindy@saugatuckcity.com

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 April 7, 2022, 6:00 PM

Saugatuck City Hall 102 Butler Street

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

Present: Leo, Davenport, Pannozzo, & Paterson.

Absent: Cannarsa, Stanton, Straker, excused

Others Present: Cindy Osman - Zoning Administrator.

Agenda Changes/Additions/Deletions: None

Approval of Minutes:

Minutes of special meeting March 3, 2022:

A motion was made by Paterson, 2nd by Leo, to approve the March 3, 2022, meeting minutes.

Upon voice vote the motion carried 4-0.

Public Comments: None

Unfinished Business: None

New Business:

248 (269) Hoffman Street – replace doors.

Cindy Raue made a brief presentation about how the doors didn't close properly and squirrels get in. It was noted that the existing doors are not the original doors. The doors will be Tubelight brand and be tarnished bronze in color.

A motion was made by Davenport, 2nd by Paterson to approve the application to replace the doors and the transom at 248 (269) Hoffman Street as submitted. Motion carried 4-0.

Administrative Approvals & Updates:

Extension to Tree of Life sign at 201 Culver Street.

Communication: None

Public Comment: None

Commission Comment: None

A motion was made by Paterson, 2nd by Davenport, motion carried 4-0 the meeting adjourned at 6:07 PM.



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Cindy Osman,
Zoning Administrator

DATE: May 5, 2022

RE: **Application P-HIS-22005; 450 CULVER ST**

Brian Hogan is requesting approval for the installation of new 10x12 Tuff Shed in the rear yard at 450 Culver Street.

Background: According to the memo from Williams and Works in 2010, this is a contributing resource in the Arts and Crafts Style. This property file was quite full of correspondence regarding the use of the property but light on historic district approvals. It looks like there were some signs approved, some landscaping and a bench near a pool/fountain. The big thing that I did find with little related paperwork was the second story addition in 2000.



Standards: Section V, B. of the *Local Guidelines regulating additions* would apply to the new shed. It states the following:

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 shed is greater than 100 sq. ft. so it cannot be administratively approved.

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: This is a prefabricated building. Commission may want to discuss details.

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 shed will be located near the rear of the lot.

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: This is a prefabricated building. Commission may want to discuss details.

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: NA

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

Comment: This is a prefabricated building. Commission may want to discuss details.



Historic District Permit Application

LOCATION INFORMATION

APPLICATION NUMBER _____ - _____

Address 450 CULVER

Parcel Number _____

APPLICANTS INFORMATION

Name BRIAN HOGAN Address / PO Box 4300 QUINCY ST.
City HUDSONVILLE State MI Zip 49426 Phone (616) 437-3234
Interest In Project SHED E-Mail BHOGAN@HITEC-SERVICES.COM
Signature [Signature] Date 4-11-2022

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name SAME Address / PO Box _____
City _____ State _____ Zip _____ Phone _____

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature [Signature] Date 4-11-2022

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

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

PROPERTY INFORMATION

Depth _____ Width _____ Size _____ Zoning District R1 Current Use _____
Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

NEW 10x12 SHED



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: _____

FEE: \$50.00



DATE 4-11-22

PROPERTY ADDRESS 450 Culver

ZONING PERMIT APPLICATION

Failure to answer all pertinent questions and to supply all of the requested information could delay processing of this application

PROPERTY OWNER Brian Hogan EMAIL BHOGAN@HITEC-SERVICES.COM

ADDRESS / PO BOX 4300 QUINCY ST HUDSONVILLE, MI 49426

SIGNATURE [Signature] PHONE (616) 437-3234

APPLICANT NAME SAME EMAIL BHOGAN@HITEC-SERVICES.COM

ADDRESS / PO BOX _____

SIGNATURE _____ PHONE _____

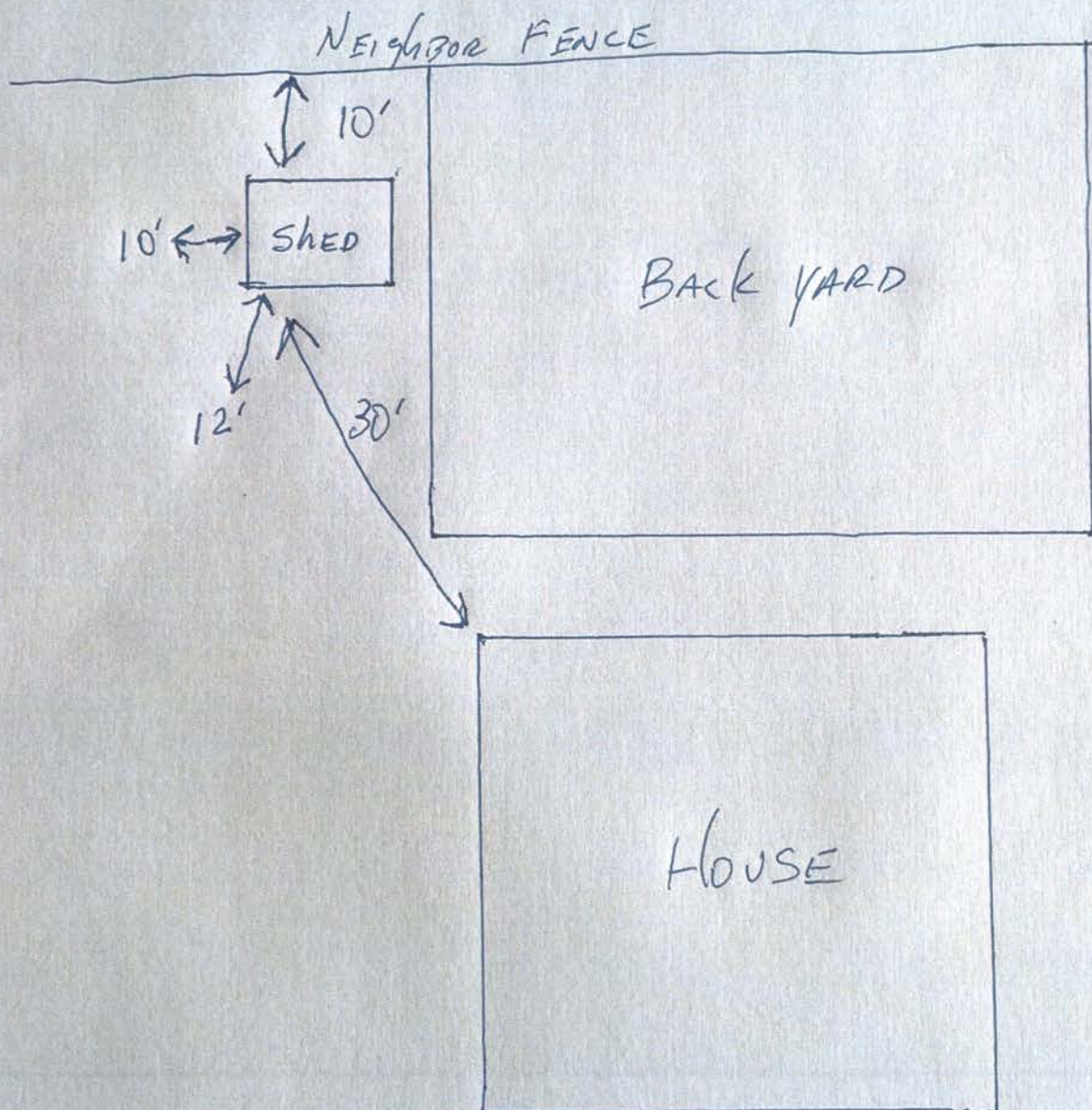
PROJECT DESCRIPTION NEW 10x12 SHED

03-57-300-198-00

CHECKLIST

- ☒ SURVEY
- ☒ CURRENT SITE IMPROVEMENTS (include structures, sidewalks, decks, streets, fences, etc)
- ☒ PROPOSED IMPROVEMENTS & DISTANCES FROM OTHER IMPROVEMENTS/PROPERTY LINES
- ☐ LOCATION OF FLOOD PLAINS, WATERSHED, WETLANDS, EASEMENTS, CRITICAL DUNES
- ☐ DESCRIPTION OF PROPOSED USE INCLUDING ACTIVITIES STORAGE







MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Cindy Osman
Zoning Administrator

DATE: May 5, 2022

RE: **Application P-HIS-22007 233 Francis St**

Kevin and Stephanie Burt are requesting approval to replace windows, remove shutters, reface the chimney, demolish a garage and shed, and construct a new carriage house/garage at 233 Francis Street.

Background: The date of construction is unknown. The memo from William and Works in 2010 identified this as a contributing resource. In November of 2019, the HDC approved some (non-original) replacement windows for egress. Those were Pella windows, wood with aluminum cladding.

Standards: If the Commission agrees that the structure is contributing, Section II of the *Local Guidelines regulating additions would apply to the main structure. It states the following:*

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.*)

D. Doors and Windows

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

2. Replacing Windows and Doors

(a) If replacement of a deteriorated window or door feature or detail is necessary replace only the deteriorated feature in kind rather than the entire unit. Match the original in material, design,

dimension, proportion, reflective qualities, profile, sash rails, stiles, muntins, panels, and operation. If replacement of an entire unit is necessary, replace the unit in kind, matching the design, dimension, panels, pane configuration, architectural trim, detail, muntins and materials. It is **not appropriate** to use snap-in muntins to create a false divided-light appearance.

(b) Replacement windows and doors should maintain and fit existing openings and be consistent in glass size and with existing trim and other features of the structure.

(c) Changing the number, location, and size or glazing pattern of windows and doors through cutting new openings, blocking-in, and installing replacement sash which does not fit the historic opening are not recommended.

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.

Chimney:

Roof Forms Roofs and roof forms should be maintained and preserved when they contribute to the historic character of the building, including but not limited to materials, cresting, dormers, chimneys, cupolas and cornices. Repairs may include the limited replacement in kind of those extensively deteriorated or missing parts of a feature when there are surviving prototypes such as cupola louvers, dentils, dormer roofing or slates, tiles or wood shingles on a main roof

1. **Retaining Chimneys** Primary chimneys on historic structures are defining characteristics of these buildings. They should not be removed, even if their function is eliminated by modern utilities. Smaller, secondary chimneys may not be so important visually, and the Commission may approve their removal. For maintenance and repair of chimneys, see Masonry section for guidelines, II.A.

Demolish garage:

1. **Relocation or Demolition** of structures which are contributing resources in a historic district is not recommended.

2. **Exceptions** An application for the relocation or demolition of a resource may only be permitted through issuance of a “notice to proceed” by the Commission if any of the following conditions prevail:

(a) The resource constitutes a hazard to the safety of the public or the occupants and if, in the opinion of the Commission, the proposed demolition is the only reasonable way to improve or correct this condition.

(b) The resource is a deterrent to a major improvement program which will be of substantial benefit to the community and which outweighs the benefit to the public interest and the general welfare of the citizens of the city derived from the historic, architectural, or contextual significance of the structure.

(c) Retention of the structure would cause undue financial hardship to the owner, provided that any hardship or difficulty claimed by the owner is not self-created or is not the result of a failure to maintain the property in good repair, which itself is not the result of financial hardship of the owner. All feasible alternatives to eliminate the financial hardship, which may include offering the property for sale at its fair market value, or moving the resource to a vacant site within a historic district, should have been attempted and exhausted by the owner.

(d) Retention of the structure would not be in the best interest of the community.



Build new garage/carriage house

New Construction

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

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.

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.

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.

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.

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



Historic District Permit Application

LOCATION INFORMATION

APPLICATION NUMBER _____ - _____

Address 233 Francis Street

Parcel Number 57-300-042-00

APPLICANTS INFORMATION

Name Kevin & Stephanie Burt Address / PO Box 233 Francis Street, P.O. Box 504

City Saugatuck State MI Zip 49453 Phone 773-469-4606

Interest In Project Owners E-Mail kevindburt@gmail.com; stephanie.ann.burt@gmail.com

Signature Kevin & Stephanie Burt Digitally signed by Kevin & Stephanie Burt
Date: 2022.04.21 19:48:55 -05'00' Date April 21, 2022

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 Aaron Hans Kronemeyer Contact Name Aaron Kronemeyer

Address / PO Box _____ City Fennville

State MI Zip 49453 Phone 616-215-8835 Fax _____

E-Mail ahkronemeyer@yahoo.com

License Number 2101213465 Expiration Date _____

PROPERTY INFORMATION

Depth 132 Ft. Width 66 Ft. Size 8,712 Sq. Ft. Zoning District RES-R1 Current Use Residence

Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Replacing current 2nd story windows on the front of the house. Removing the current siding from the West chimney and replacing with a brick veneer and metal cap to more closely complement the East-side chimney.

Demolishing existing stand-alone garage structure and backyard shed. Building new garage with second floor studio space to align with style of the house.



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:

233 FRANCIS STREET



CONSTRUCTION:

DATE:
4/21/2022

SCALE:
1/2" = 1'

SHEET:
A-1

PROJECT DESCRIPTION:
BURT RESIDENCE
233 FRANCIS STREET
SAUGATUCK, MI 49453

SHEET TITLE:
EXISTING
STRUCTURE

DESIGN:
NORTH MAIN
DESIGN
(312) 636-3970



233 FRANCIS STREET

CONSTRUCTION	DATE: 4/21/2022	SCALE: 1/2" = 1'	SHEET: A-2
PROJECT DESCRIPTION: BURTRRESIDENCE 233 FRANCIS STREET SAUGATUCK, MI 49453	SHEET TITLE: EXISTING STRUCTURE		
DESIGN: NORTH MAIN DESIGN (312) 636-3970			

PROJECT DESCRIPTION: BURTRRESIDENCE 233 FRANCIS STREET SAUGATUCK, MI 49453		SHEET TITLE: EAST CHIMNEY		DESIGN: NORTH MAIN DESIGN (312) 696-3970	
CONSTRUCTION:		DATE: 4/21/2022		SCALE: 1/2" = 1'	
		SHEET:		A-3	



EXISTING WEST CHIMNEY



EAST CHIMNEY



**NEW CHIMNEY:
"INCA" RED
BRICK VENEER
W/ METAL CAP**

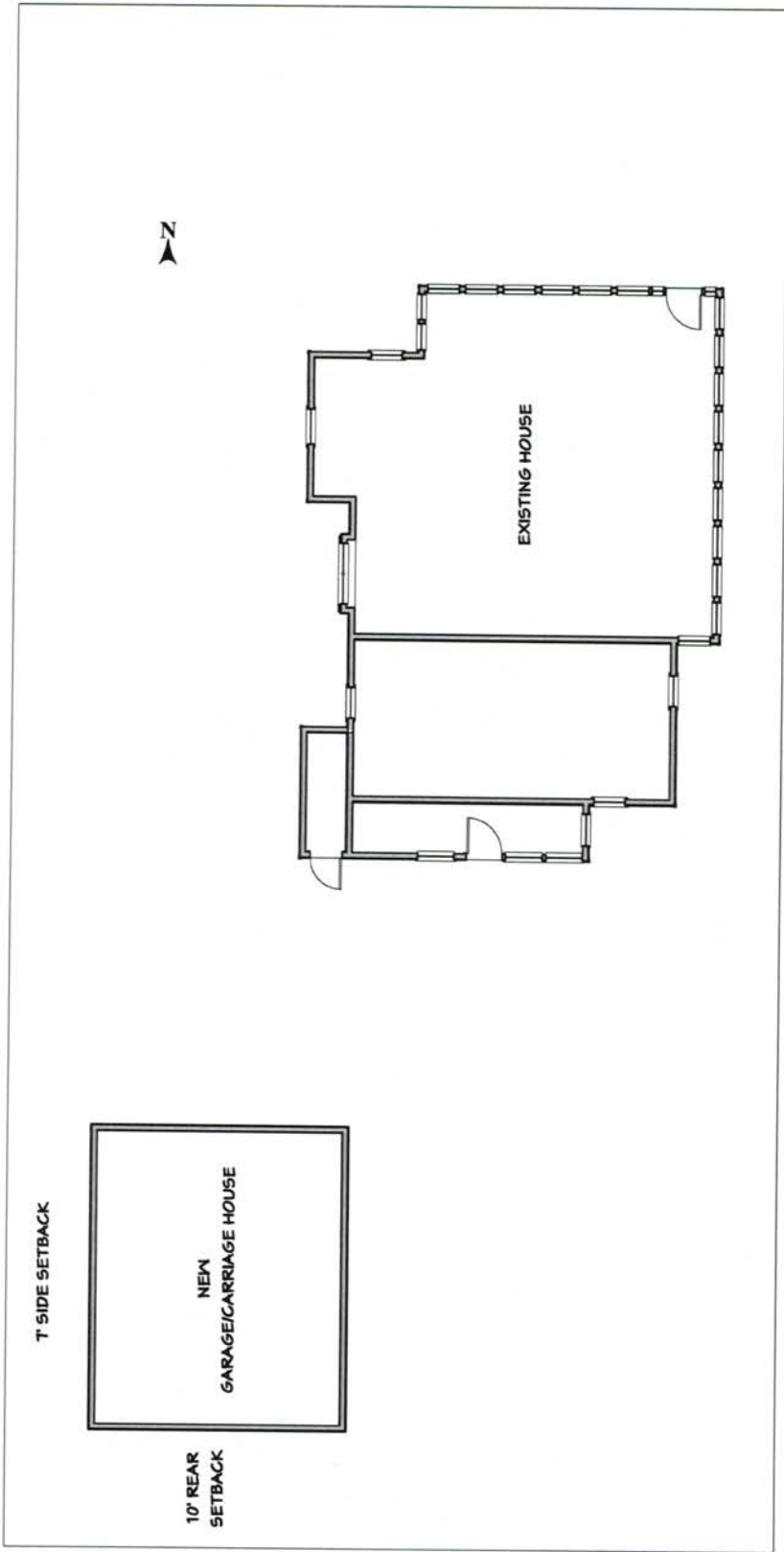




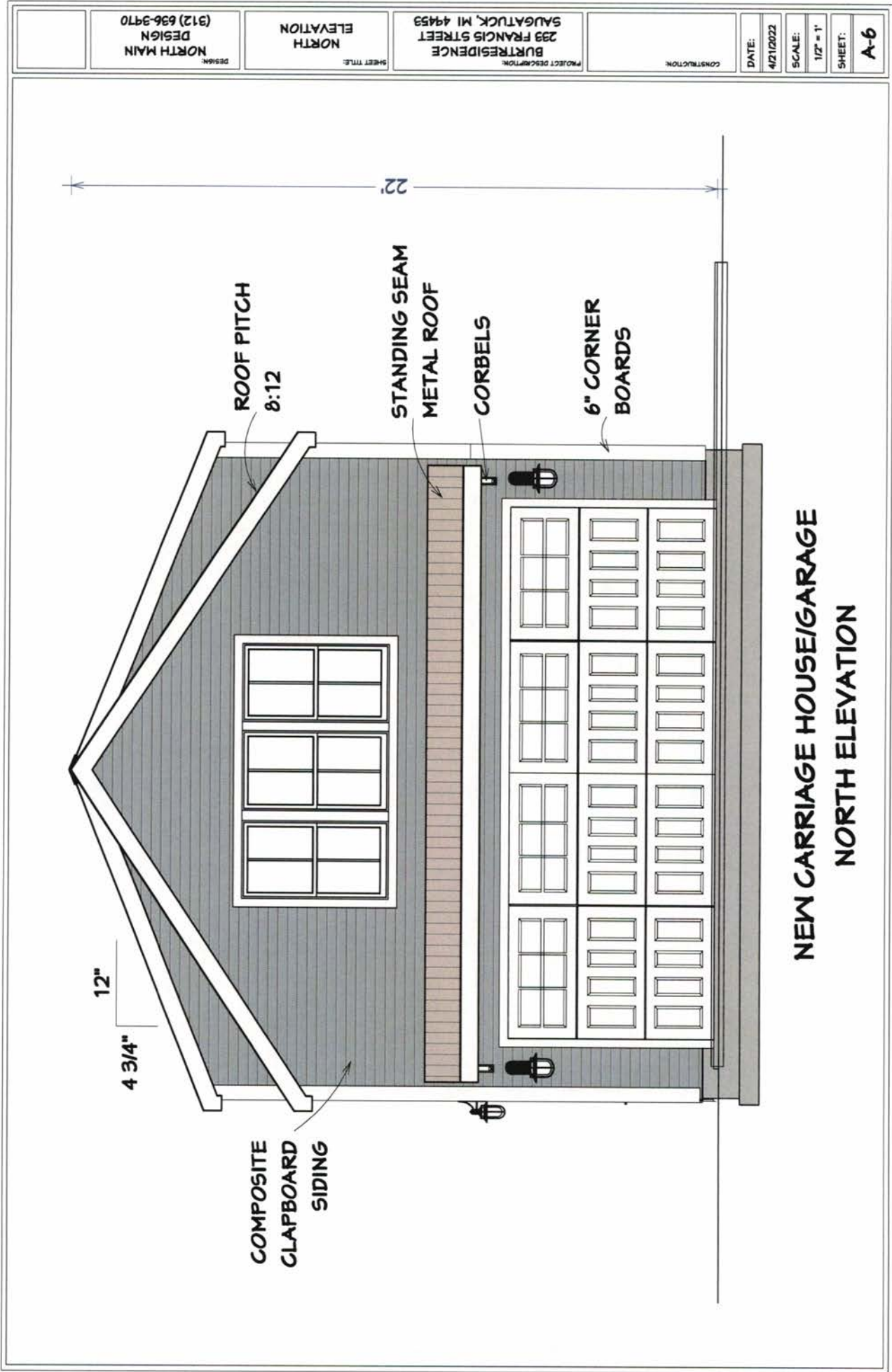
**NEW WINDOWS
NORTH ELEVATION**

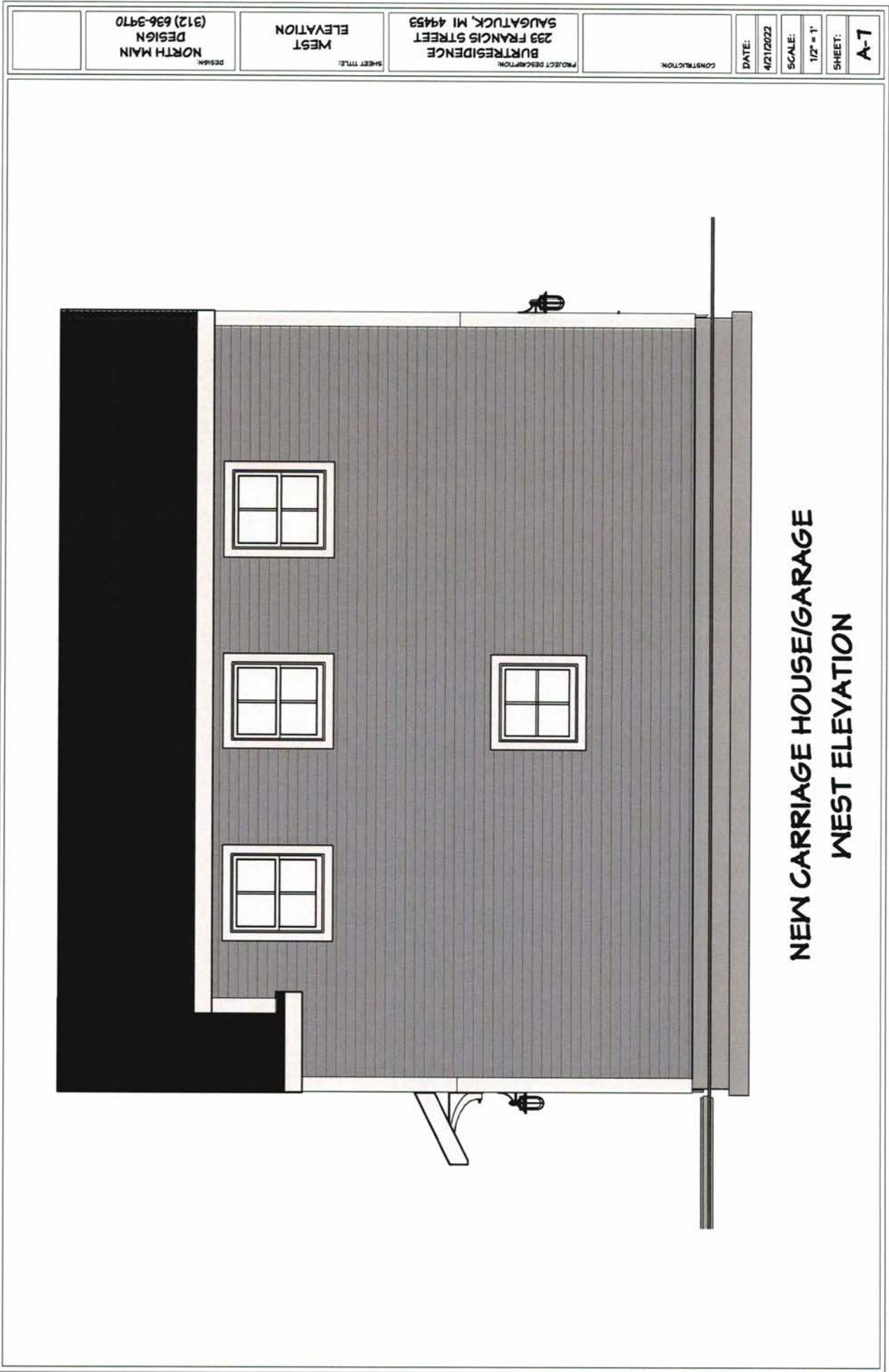
**NEW WINDOWS:
ALUMINIUM CLAD
3-D MULLIONS
3 1/2" WOOD CASING**

CONSTRUCTION:	DATE: 4/21/2022	SCALE: 1/2" = 1'	SHEET: A-4
PROJECT DESCRIPTION: BURTRRESIDENCE 233 FRANCIS STREET SAUGATUCK, MI 49453	SHEET TITLE: NEW WINDOWS	DESIGN: NORTH MAIN DESIGN (312) 636-3970	

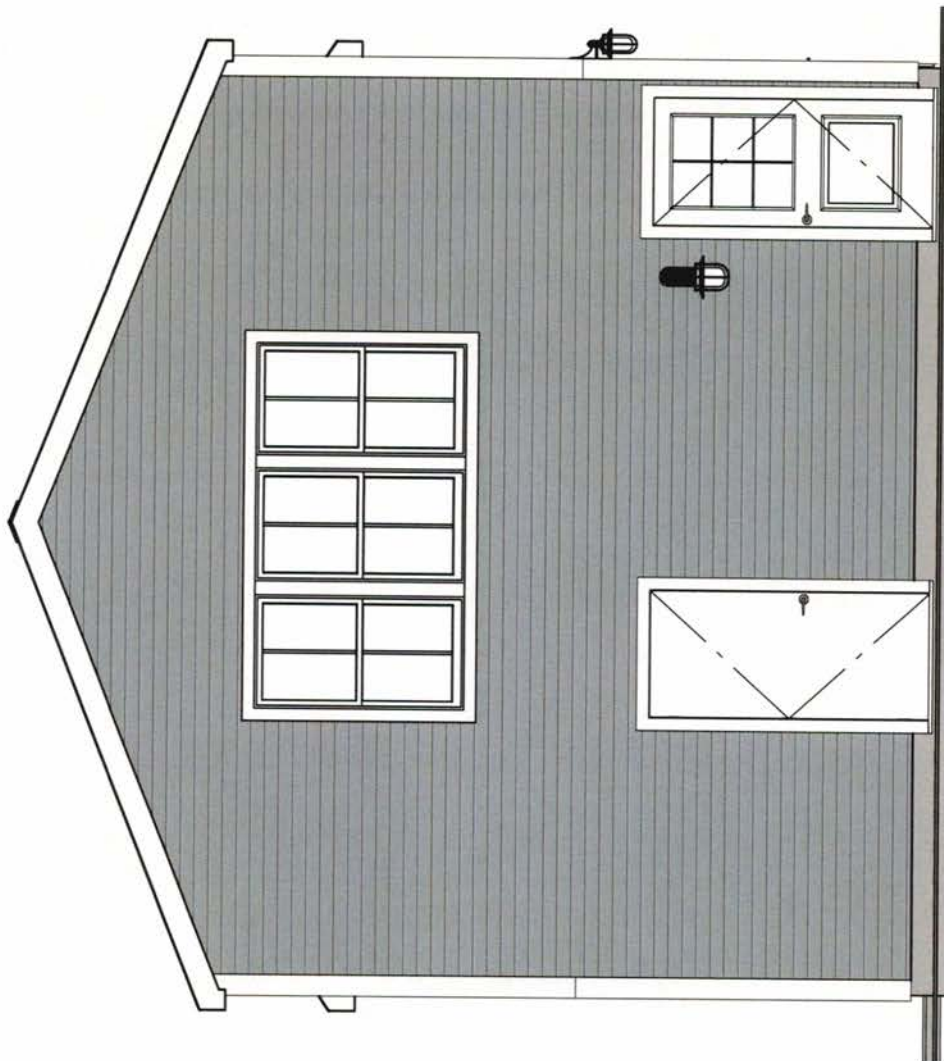


SITE PLAN

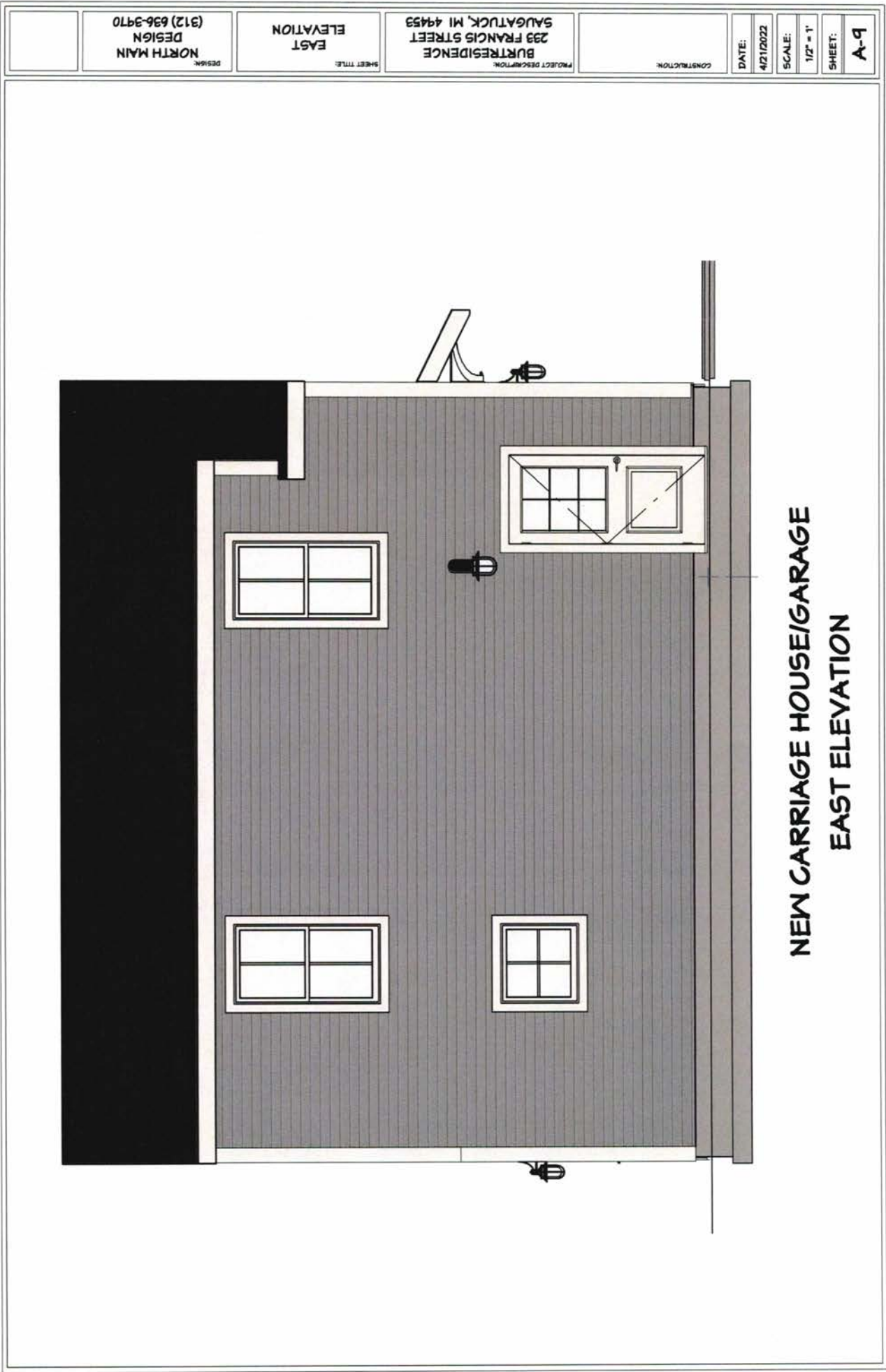




CONSTRUCTION:	DATE:	4/21/2022
	SCALE:	1/2" = 1'
	SHEET:	A-8
	PROJECT DESCRIPTION:	
	BURRESIDENCE 233 FRANCIS STREET SAUGATUCK, MI 49453	
SHEET TITLE:		SOUTH ELEVATION
DESIGN:		NORTH MAIN DESIGN (312) 636-3970



NEW CARRIAGE HOUSE/GARAGE
SOUTH ELEVATION



CONSTRUCTION:	DATE: 4/21/2022	SCALE: 1/2" = 1'	SHEET: A-9
PROJECT DESCRIPTION: BURTRIDGENCE 233 FRANCIS STREET SAUGATUCK, MI 49453	SHEET TITLE: EAST ELEVATION		
DESIGN: NORTH MAIN DESIGN (312) 636-3970			



**NEW CARRIAGE HOUSE/GARAGE
PERSPECTIVE VIEW**

CONSTRUCTION:	DATE: 4/21/2022	SCALE: 1/2" = 1'	SHEET: A-10
PROJECT DESCRIPTION: BURTRIDGENCE 233 FRANCIS STREET SAUGATUCK, MI 49453	SHEET TITLE: PERSPECTIVE 1		
DESIGN: NORTH MAIN DESIGN (312) 636-3970			



**NEW CARRIAGE HOUSE/GARAGE
PERSPECTIVE STREET VIEW**

	DESIGN NORTH MAIN DESIGN (312) 636-3970	SHEET TITLE: PERSPECTIVE 2	PROJECT DESCRIPTION: BURRESIDENCE 233 FRANCIS STREET SAUGATUCK, MI 49459	CONSTRUCTION:	DATE: 4/21/2022	SCALE: 1/2" = 1'	SHEET: A-11
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**NEW CARRIAGE HOUSE/GARAGE
PERSPECTIVE VIEW (WITH SHINGLES)**

CONSTRUCTION:	DATE: 4/21/2022	SCALE: 1/2" = 1'	SHEET: A-12
PROJECT DESCRIPTION: BURTRIDGENCE 233 FRANCIS STREET SAUGATUCK, MI 49453	SHEET TITLE: PERSPECTIVE (SHINGLES)		
DESIGN: NORTH MAIN DESIGN (312) 636-3970			