Historic District Commission

Regular Meeting - September 3, 2026 - 6:00PM

Saugatuck City Hall 102 Butler St. Saugatuck, MI 49453

Our Purpose

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

1. **Call to Order**
2. **Roll Call**
3. **Agenda Changes/Additions/Deletions**
4. **Approval of Minutes:**
   - **A.** Minutes of Regular Meeting held on August 6, 2026
5. **Public Comments on Agenda Items** *(Limit 3 Minutes)*
6. **Unfinished Business:**
   - **A.** 326 Water – Extension Request ***(Pg. 6)***
7. **New Business:**
   - **A.** 699 Lake - Fence ***(Pg. 8)***
   - **B.** 303 Butler - Gutters ***(Pg. 16)***
   - **C.** Rose Garden – Warming Station ***(Pg. 34)***
   - **D.** 249 Mason – Fence ***(Pg. 52)***
   - **E.** 560 Mill – Residential Improvements ***(Pg.67)***
   - **F.** 333/337 Culver – Windows ***(Pg. 83)***
8. **Administrative Approvals & Updates:**
   - **A.** Historic District Signs
   - **B.** Coghlin Park Bike Rack
9. **Communication**
10. **Public Comments** *(Limit 3 Minutes)*
11. **Commission Comments**
12. **Adjourn** *(Voice Vote)*

NOTICE:

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

Join online by visiting:
https://us06web.zoom.us/j/2698572603?omn=83088957018

Join by phone by dialing:
(312) 626-6799
-or-
(646) 518-9805
Then enter "Meeting ID":
269 857 2603

Please send questions or comments regarding meeting agenda items prior to meeting to: gmoore@saugatuckcity.com

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

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.

Historic District Commission

Meeting Minutes - Draft

August 6, 2026, at 6:00 P.M.
Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453

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1. Call to Order
The meeting was called to order at 6:00 p.m. by Vice-Chair Paterson.

2. Roll Call
Members Present: Baldwin, Dean, Lampen, Root, Paterson
Members Absent: Cannarsa, Straker
Staff Present: Director of Planning & Zoning Moore, Deputy Clerk Williams
Others Present: None

3. Agenda Changes/Additions/Deletions
None

4. Approval of Minutes
Motion by Baldwin, supported by Lampen, to approve the June 9, 2026, Special minutes as presented. Via voice vote, motion carried 5-0.

5. Public Comment
None

6. Unfinished Business
None

7. New Business

A. Coghlin Park – Bike Rack
The Commission reviewed a proposal for an artsy bike rack at Coghlin Park that had been designed and fabricated by Saugatuck High School students which has been reviewed and approved by the Parks & Public Works Committee and City Council. Members were broadly enthusiastic, praising the student involvement, the collaboration with the school's industrial arts program, and how the paint-palette motif fits Saugatuck's "art coast" identity

and the surrounding historic context. They confirmed that the rack's scale, materials (powder-coated metal), and placement would not obstruct views or adversely affect the pedestrian environment or historic character of the park. Commissioners discussed details such as which way the palette should face and whether the "paint splotches" could eventually be visible on both sides, suggesting that might be a good future class project, but agreed those were not conditions of approval. They noted that the idea of additional detailing be shared with the applicant and school collaborators.

Motion by Root, supported by Dean, to approve the applicant's request for a Historic District Permit for the installation of the powder coated metal CVB Artsy Bike Rack at Coghlin Park, as proposed, based on the application meeting the applicable Historic District Guidelines set forth in §152.07. Upon voice vote, motion carried 5-0.

B. 326 Water - Renovations

The contractor, Bruce Brown, presented a proposal to replace all siding and windows, limewash the stone façade, alter the front gable to a flat roof, install vinyl siding, Marvin Ultimate windows in ebony, Boral trim/soffits, black half-round gutters, and repaint the deck railings. Commissioners initial review focused on compliance with Historic District guidelines: vinyl siding is not permitted, siding should generally be repaired or replaced "like for like", and smooth, historically appropriate materials are preferred. Several members expressed concern that the proposed changes – specifically the new flat-roofed entry and other front-façade modifications would significantly compromise the house's architectural integrity. This led to a broader discussion about whether the structure, currently listed as non-contributing, should be reclassified as contributing. The Commission expressed uncertainty regarding the details of the reclassification process and moved to table the application to allow staff to prepare the necessary materials for formal consideration and a vote on the proposed reclassification at the next regularly scheduled meeting.

Motion by Dean, supported by Baldwin, to table the application until the next meeting to allow staff time to determine whether the Commission must formally designate the structure as contributing or non-contributing. Upon voice vote, motion carried 5-0.

C. 630 Holland - Fence

The applicant, Jim Beckley, requested retroactive approval for a front-yard fence that had been installed, replacing a previous wood fence with a new vinyl fence of similar location and height. Staff noted that zoning limits front-

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yard fences to three feet, and that while the old fence at roughly three and a half feet was an existing nonconformity, removing it requires compliance with current zoning standards. Commissioners agreed that the new fence did not comply with Historic District guidelines because it used vinyl rather than wood and exceeded the allowed front-yard height. They emphasized the need for consistency and expressed concern about setting a precedent following consideration of a similar fence at a previous meeting. They advised the applicant that the fence must come down and that any replacement should be wood, at compliant height, and properly reviewed through both Historic District and zoning process.

Motion by Baldwin, supported by Lampen, to deny the applicant's request for a Historic District permit for the retroactive replacement of the front yard fence at 630 Holland Street, based on the applicable historic district guidelines set forth in Code Section §152.07, including consideration of the fence's design materials and compatibility with the character of the Historic District. Upon voice vote, motion carried 5-0.

D. <u>249 Mason – Fence</u>

The Commission reviewed the applicant, Terry Walker's, application for retroactive approval of a wood fence enclosing an elevated patio area at 249 Mason Street. The fence had been installed prior to Historic District and zoning approval. Commissioners acknowledged the unique conditions of the former bank drive-through (elevated deck over asphalt, adjacent commercial parking and brewery impacts) and the applicant's goals for safety, noise and privacy. However, they concluded that the fence – at roughly 67 inches high and solid in appearance – did not comply with Historic District guidelines because of its height in relation to the streetscape and its visual incompatibility with the architecture and character of the district, despite the wood material itself being acceptable. Following further discussion staff agreed to follow up with the applicant and provide guidance on zoning regulations.

Motion by Lampen, supported by Baldwin, to deny the applicant's request for a retroactive Historic District permit for the installation of a fence with a maximum height of 67 inches associated with the outdoor amenity area at 249 Mason Street as presented based on the application not meeting the applicable Historic District guidelines set forth in §152.07. Upon voice vote, motion carried 5-0.

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8. Administrative Approvals & Updates

A. 329 Water - Deck
B. 560 Mill - Fence
C. 888 Holland - Fence

9. Communication

None.

10. Public Comments

None.

11. Commission Comments

In closing comments, Commissioners briefly discussed the new Historic District signage that had been approved by City Council. Councilmember Dean noted that the signs are high quality and suggested DPW use theft-proof fasteners, so they are not easily removed. Commissioners confirmed that three signs would be installed (at Holland, Water, and Old Allegan) and expressed interest in making their installation with a small on-sire gathering or "field trip," while acknowledging they would need to avoid Open Meetings Act issued by treating it as a noticed event if a quorum attended. Planning & Zoning Director Moore added that Concept A had contacted the fabricator and would soon provide an updated fabrication and installation timeline.

12. Adjournment

Motion by Lampen, supported by Dean, to adjourn the meeting at 7:12 p.m. Via voice vote, motion carried 5-0.

Submitted by:
Sara Williams
Deputy Clerk
City of Saugatuck

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MEMORANDUM

TO:	Historic District Commission City of Saugatuck
FROM:	Grayson Moore Director of Planning & Zoning
MEETING DATE:	September 3, 2026
RE:	Historic District Permit Extension Request, 326 Water Street

REQUEST:
The applicant is requesting an extension (attached) for the Historic District permit submitted and initially brought before the Commission during its August meeting. The request was prompted by the applicant to allow for additional time in order to prepare for their presentation.

BACKGROUND:
The Historic District Commission began its review of the property at 326 Water Street during its August 6, 2026, meeting. The Commission determined it would be most appropriate to table the application to allow time for staff to review the process for reclassification of a resource within the historic district.

APPLICABILITY:
Section 152.07(F) of the City Code provides that the Historic District Commission must act on an application within 60 days after a complete application is filed unless an extension is agreed upon in writing by the applicant and the HDC.

COMMENT:
Staff recommends the Historic District Commission grant the applicant their requested extension to allow for preparation of their presentation at the next regularly scheduled meeting.

SUGGESTED MOTIONS:
If the Commission determines that the applicant's request for an extension is appropriate the following motion may be used:

I move to **(approve)** *the applicant's request for the extension of a Historic District Permit per Section 152.07(F) of the City Code to the next regularly scheduled meeting.*

Grayson Moore

From: Foster, Rachel [redacted]
Sent: Wednesday, August 26, 2026 5:19 PM
To: Grayson Moore
Cc: Gerville-Reache, Gaetan; Hannapel, Caryn
Subject: 326 Water Street - HDC Adjournment Request

Importance: High

Caution: External (rfoster@wnj.com)

First-Time Sender Details

Shoreline Technology Solutions (STS)

Safe Spam Phish More... FAQ Protection by INKY

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Grayson,

I'm writing to let you know that we have been retained to help the owners of the property located at 326 Water Street with the Historic District Commission submission. We are just getting up to speed but we understand that their request was tabled at the August meeting and that the HDC plans to discuss this at the upcoming meeting on September 3rd.

We also understand that the HDC members brought up the reclassification of the property from non-contributing to contributing. That is also to be discussed at the upcoming meeting held on September 3rd. We would like to be heard on that issue – and we would like time to prepare a presentation for the HDC members.

Can we request an adjournment of both issues to the October meeting? Please let us know if anything additional is required in order to obtain the adjournment beyond this email. Please also be sure to "reply to all" on this email. I will be out of the office tomorrow attending meetings and want to be sure that my partner, Gaetan, can respond in my absence, if needed.

Thank you,

Rachel J. Foster | Partner
Warner Norcross + Judd LLP
[redacted]

This email and any attachments are solely for the confidential use of the intended recipient. If you are not the intended recipient, please do

MEMORANDUM

TO:	Historic District Commission City of Saugatuck
FROM:	Grayson Moore Director of Planning & Zoning
MEETING DATE:	September 3, 2026
RE:	Historic District Permit Application, 699 Lake Street

REQUEST: The applicant is requesting approval to extend the existing four (4') foot high green vinyl chain link fence along the side lot line approximately 200 feet. The applicant is also requesting approval for the stabilizing of the foundation on the south side of the home. The existing fencing along the street facing side yard is roughly six (6') feet high and would obstruct the view of the proposed fence from Lake Street as seen in the image provided. The existing four (4') foot high chain link fence runs along the waterfront and southern property line shown in red on the aerial photo.

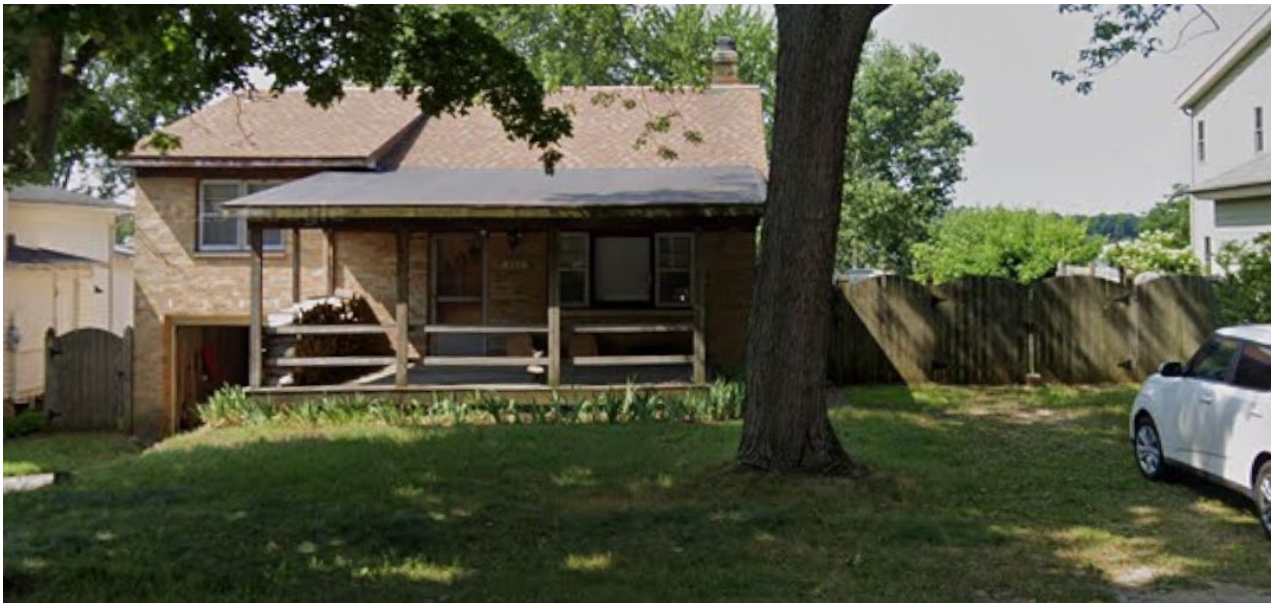


Figure 1 – Subject Property View from Lake St.: 07/2025

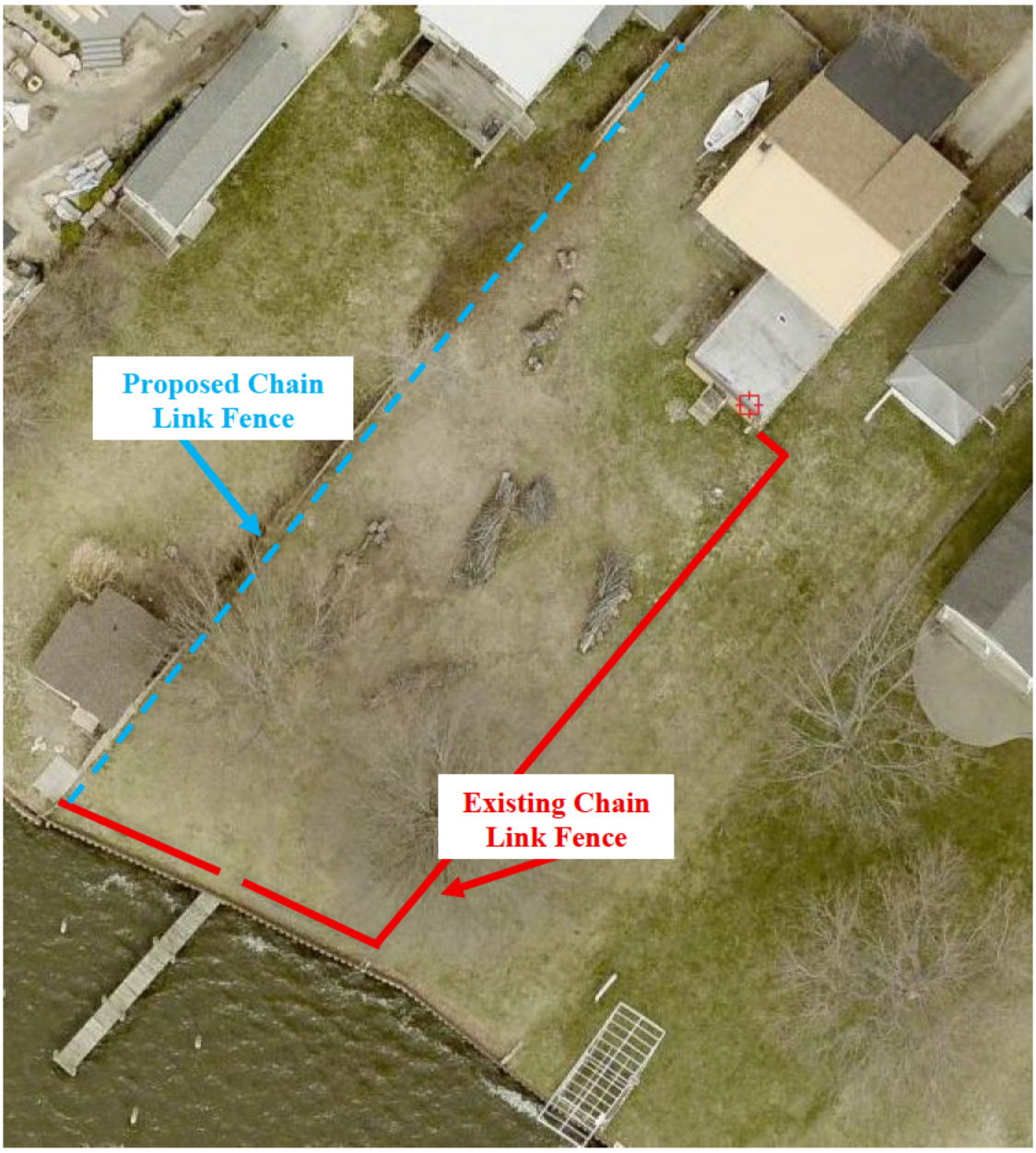


Figure 2 – Subject Property Aerial View: 03/2026

BACKGROUND: The property at 699 Lake St. is located in the Lake Street (R-2) Zoning District and lies within the Historic District. The structure is a contributing resource to the district. The location where the work is proposed on site is visible from the waterfront and neighboring properties.

As proposed, the fence complies with Zoning Ordinance (§ 154.143) requirements for height and materials.

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.

IDENTIFYING KEY ELEMENTS OF THE RESOURCES:

1. **Contributing Resources:** Resources which contribute to the historic character of the district (most of which will be over 50 years old) may be described by condition:
    a. The original design is largely intact, with its original ornament and detail. Maintenance and repair may be needed, but new design work is not necessary.
    b. The original design can be discerned, but some elements have been removed or replaced with later designs. If early photographs or architectural drawings are available, exact reconstruction of missing details will be possible. Otherwise, new but compatible designs may be necessary.

    For these contributing resources, the Secretary of the Interior's Standards for Rehabilitation should be followed. The guidelines in this document provide greater detail but are consistent with the Secretary's standards.

2. **Non-Contributing Resources.** Resources may not contribute to the historic character of the district for several reasons. Applicable reason(s) are stated below.
    a. Some are over 50 years old but their original design has been significantly altered. For these, even when documentation of the original design and details is available, the Commission must decide whether enough remains to justify restoration to the original design. Otherwise, the guidelines for additions and new construction should be applied (section V).

3. **Identify Characteristics.** Identify and give consideration to the elements and characteristics which are original to the resource, and those that are later but contribute to its history or architectural significance.
    a. All features, components and details which are original to the building should be preserved. They should not be covered with signs or new materials.
    b. Features which are damaged should be repaired whenever possible. Repair is always preferred over replacement.
    c. When replacement is absolutely necessary, the original element should be reconstructed as exactly as possible.
    d. When a feature is missing, it should only be reconstructed if there is a model or clear documentary evidence upon which to base the design. Otherwise, recognizably new but compatible designs may be necessary

4. **The Surroundings.** Identify the significant characteristics of the history and/or architecture of the surroundings and give consideration to the impact of the proposed changes on the integrity of the surrounding area.

§ 152.07 D. GUIDELINES:

A. 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:

   1. *The historical or architectural significance of the resource and its relationship to the historic value of the surrounding area*.
   2. *The compatibility of the exterior of the structure and the space around it with the visual or historical context of the surrounding area*.
   3. *The impact of the exterior of the structure and the space around it on the village/rural character and contextual aesthetic of the city*.
   4. *Other factors which the Commission considers to be pertinent*.

B. 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.

IV. THE LAND & SITE IMPROVEMENTS

C. Fences

1. **Rear Yard Fences.** Erection of fences on the rear, side (except on corner lots), or interior location of the lot, at or behind the building line may receive administrative approval, when height and materials are similar to those regularly approved by the Commission.
2. **Front and Side.** Front and side yard fences should not impede clear vision at intersections or driveways, as they could sacrifice safety as well as historical appropriateness. Front yard fencing should not infringe upon or obstruct historic setbacks, vistas, streetscapes or neighborhood continuity.
3. **Compatible Fences.** Fencing shall be permitted contingent upon the appearance and appropriateness in relation to the building and Historic District. (Applicants should note that all fencing within the Historic District is also subject to the City Zoning Codes, Chapter 155.143.)
4. **Height of Fences.** Height should be between two (2) and six (6) feet, with a maximum height of three (3) feet for front yard fences. Materials should be

wood, wrought iron, or other historic materials (some aluminum faux wrought iron products are allowed). Styles may include picket and wood privacy fences, with tops trimmed with horizontal boards or simple dog-ear detail. Other styles not listed will be reviewed on a case by case basis.

Comment:
The subject property at 699 Lake Street is classified as a contributing resource within the Historic District and is located in the Lake Street (R-2) Zoning District.

The application proposes extending the existing four (4') foot green vinyl-coated chain link fence approximately 200 feet along the side lot line and repair the foundation on the southern portion of the home. The proposed extension would connect to the existing fence located along the waterfront and second side yard. The existing six (6') foot fencing along the street-facing side yard screens the proposed extension from views along Lake Street, although the fence remains visible from the waterfront and the adjoining property to the south.

The proposed fence complies with the applicable Zoning Ordinance requirements for fence height and materials.

The Historic District Guidelines recognize that fencing may be appropriate when it is compatible with the appearance of the principal structure and the surrounding Historic District. The guidelines further provide that front and side yard fences should not obstruct historic vistas, streetscapes, or neighborhood continuity and identify wood, wrought iron, and other historically compatible materials as the preferred fence materials. Fence styles not specifically identified within the guidelines are reviewed on a case-by-case basis.

The Commission should evaluate the proposed extension in the context of the existing site conditions, including the presence of the existing chain link fencing, the limited visibility of the proposed extension from Lake Street, the specific location of the proposed fence, and the visibility of the fence from the waterfront and neighboring properties. The Commission should also consider whether extending the existing fence maintains compatibility with the contributing structure, the surrounding Historic District, and the review criteria established in §152.07.

SUGGESTED MOTIONS:
If the Historic District Commission determines that the proposed fence extension is appropriate and satisfies the applicable Historic District Guidelines, the following motion may be used:

I move to **(approve/deny)** *the applicant's request for a Historic District Permit for the foundation repair and extension of the four (4) foot green vinyl-coated chain link fence to the existing retaining wall along the north side lot line at 699 Lake Street, as proposed, based on*

the application **(meeting/not meeting)** *the applicable Historic District Guidelines set forth in §152.07.*

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

a) _____

b) _____

Installer Center

HIRE A LOCAL CONTRACTOR

Company Name **Peninsula Fence**

Contact Information

Contact Name **Rob Bakker**

Contact Number [redacted]

Email Address [redacted]



PENINSULA FENCE

Rob Bakker
(616) 594-0358

[redacted]

BUILDING MATERIALS SERVICES OFFERED BY THIS CONTRACTOR

HOME BUILDERS

- ☐ New Homes
- ☐ Additions/Remodels
- ☐ Framing Only
- ☐ Shop/Garage/Agriculture
- ☐ Barndominium/ Residential Post Frame

DECK BUILDER

- ☐ Wood Deck
- ☐ Composite Deck

NEW BUILDINGS / STRUCTURES

- ☐ Post Frame Buildings
- ☐ Stick Frame Garage
- ☐ Shed/Workshop
- ☐ Gazebo/Pergola
- ☐ Dock/Pier

INSULATION

- ☐ Blow-In
- ☐ Roll/Batt

DRYWALL

- ☑ Hang Drywall
- ☑ Mud & Tape Only
- ☑ Specialty Finishing

FENCING

- ☑ Wood Fencing
- ☑ Chain-Link Fencing
- ☑ Vinyl/ PVC Fencing
- ☐ Metal Fencing
- ☐ Composite Fencing

LANDSCAPING

- ☐ Patios/Driveways
- ☐ Retaining Walls
- ☐ Excavating

ROOFING

- ☐ Steel Roofing
- ☐ Shingles
- ☐ Rubber Roofing
- ☐ Gutters
- ☐ Soffit / Fascia

SIDING

- ☐ Steel Siding
- ☐ Vinyl Siding
- ☐ Panel Siding
- ☐ Lap Siding
- ☐ Log Siding
- ☐ Stone/Veneer Siding

MASONRY & CEMENT

- ☐ Block Work
- ☐ Insulated Concrete Forming
- ☐ Concrete Flat Work
- ☐ Foundations

OTHER SERVICES OFFERED: _____

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August 19, 2026

Grayson Moore
Planning & Zoning Director
102 Butler Street
PO Box 86
City of Saugatuck, Michigan 49453

Re: Historic District Commission and Dan Murzyn

Dear Mr. Moore and HDC members,

We are in support of Mr. Dan Murzyn's proposal to install a new 4' high, green chain-link fence along his westerly property line at 699 Lake Street, Saugatuck, Mi.

It is our understanding; the fence will begin at the existing SW terminal post and extend in a north-east direction approximately 145' +/-.

The color selection will make the fence a lot less conspicuous than the typical silver galvanized/aluminized fence. In fact, when we look to the west, we will likely not see it at all because of the existing background being the weathered brown stockade fence.

If there are any questions, we can be reached at:

- [redacted]
- [redacted]

Regards,

Bruce and Jane Lemons
[redacted]
(secondary residence)

Bruce Lemons

Jane Lemons

MEMORANDUM

TO:	Historic District Commission City of Saugatuck
FROM:	Grayson Moore Director of Planning & Zoning
MEETING DATE:	September 3, 2026
RE:	Historic District Permit Application, 303 Butler Street

REQUEST: The applicant is requesting approval for gutter and downspout repair and replacement at the Owl House and the Saugatuck Woman's Club. Work on the Woman's Club structure includes adding a robust liner to the existing front and rear gutters. Installation of a gutter at the east end of the auditorium to match the existing gutter over the kitchen and installing similar gutters and downspouts in the front and back of the east portion of the building.

The Owl House, or Breuckman House, current gutters are half round. The applicant is proposing the addition of a small section of gutter with downspouts painted to match the existing color as well as rerouting downspouts. No change in style or color is proposed.

BACKGROUND: The property at 303 Butler is located in the City Center (CC) Zoning District and lies within the Historic District. The structure is a contributing resource to the district. The location where the work is proposed on site is visible from the public right-of-way and neighboring properties.

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.

IDENTIFYING KEY ELEMENTS OF THE RESOURCES:

1. **Contributing Resources:** Resources which contribute to the historic character of the district (most of which will be over 50 years old) may be described by condition:

a. The original design is largely intact, with its original ornament and detail. Maintenance and repair may be needed, but new design work is not necessary.
b. The original design can be discerned, but some elements have been removed or replaced with later designs. If early photographs or architectural drawings are available, exact reconstruction of missing details will be possible. Otherwise, new but compatible designs may be necessary.

For these contributing resources, the Secretary of the Interior's Standards for Rehabilitation should be followed. The guidelines in this document provide greater detail but are consistent with the Secretary's standards.

2. **Non-Contributing Resources.** Resources may not contribute to the historic character of the district for several reasons. Applicable reason(s) are stated below.
    a. Some are over 50 years old but their original design has been significantly altered. For these, even when documentation of the original design and details is available, the Commission must decide whether enough remains to justify restoration to the original design. Otherwise, the guidelines for additions and new construction should be applied (section V).

3. **Identify Characteristics.** Identify and give consideration to the elements and characteristics which are original to the resource, and those that are later but contribute to its history or architectural significance.
    a. All features, components and details which are original to the building should be preserved. They should not be covered with signs or new materials.
    b. Features which are damaged should be repaired whenever possible. Repair is always preferred over replacement.
    c. When replacement is absolutely necessary, the original element should be reconstructed as exactly as possible.
    d. When a feature is missing, it should only be reconstructed if there is a model or clear documentary evidence upon which to base the design. Otherwise, recognizably new but compatible designs may be necessary

4. **The Surroundings.** Identify the significant characteristics of the history and/or architecture of the surroundings and give consideration to the impact of the proposed changes on the integrity of the surrounding area.

§ 152.07 D. GUIDELINES:

A. 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:

1. *The historical or architectural significance of the resource and its relationship to the historic value of the surrounding area*.
2. *The compatibility of the exterior of the structure and the space around it with the visual or historical context of the surrounding area*.
3. *The impact of the exterior of the structure and the space around it on the village/rural character and contextual aesthetic of the city*.
4. *Other factors which the Commission considers to be pertinent*.

B. 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 STRUCTURE

C. Roofs, Parapets, and Gutters

5. **Gutters:** Both "K Style" and "Half Round" gutters have a historical presence on homes in our historic districts depending on the architectural design of the roof and eaves of the house. The appropriate application of either gutter system is related to the overall roof design for the practical long term success and economy of the roof drainage system.
   —Appropriate “K Style" Gutter installations rely on a vertical facia board on the eave to support the flat back side of the gutter in a vertical position. The facia board must be large enough to both support the base of the gutter and allow the gutter to be pitched along its length for drainage.
   —Half Round Gutters are designed to suspend below the eave and catch the run-off. Because half-round gutters are self-supporting, not reinforced by a facia board, they are typically manufactured from heavier gauge materials. They are typical and appropriate to houses with tapered eaves and open rafter tails.
   —Built-in gutters that are integral to a historic property are an important characteristic of the property and should be preserved.

Comment:

The subject property at 303 Butler Street is classified as a contributing resource within the Historic District and is located in the City Center (CC) Zoning District. The proposed work involves the repair and replacement of gutters and downspouts on both the Saugatuck Woman’s Club and the Owl House (Breuckman House).

The proposed work consists of repairing existing gutter systems, adding gutter liners where necessary, extending or adding gutters to areas of the Woman's Club where additional drainage is needed, and adding or rerouting downspouts. The proposed gutters and downspouts on the Owl House would remain consistent with the existing half-round gutter system, with the new components painted to match the existing color.

The Historic District Guidelines recognize gutters as an important functional and architectural component of historic buildings and distinguish between half-round and K-style gutter systems based on the architectural design of the building, roof, and eaves. The Guidelines also emphasize the preservation of original features and the repair of historic materials whenever possible, with replacement occurring only when necessary.

The Commission should evaluate the proposed work in consideration of the existing historic gutter systems and the architectural characteristics of each structure.

Because much of the proposed work is visible from the public right-of-way and neighboring properties, the Commission should also consider the visual impact of the proposed gutters and downspouts and whether their materials, profile, placement, and color are compatible with the existing structures and surrounding Historic District.

The Commission should determine whether the proposed repairs, additions, and replacements satisfy the review criteria established in §152.07 and the Historic District Guidelines.

SUGGESTED MOTIONS:

If the Historic District Commission determines that the proposed fence extension is appropriate and satisfies the applicable Historic District Guidelines, the following motion may be used:

I move to **(approve/deny)** *the applicant's request for a Historic District Permit for the repair, replacement, addition, and rerouting of gutters and downspouts at 303 Butler Street, including the Saugatuck Woman's Club and the Owl House (Breuckman House), as proposed, based on the application* **(meeting/not meeting)** *the applicable Historic District Guidelines set forth in §152.07.*

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

a) _____

b) _____

Saugatuck Woman's Club

Gutter Improvements

Revised 8/21/2026

There are two portions of the gutter project connected to the Saugatuck Woman's club

	**Breuckman's House** – The former residence is now a tenant-occupied retail space which is operationally separate from the Woman's Club.
	**Auditorium** – The main entrance to the Woman's Club is along Hoffman St. The façade of this portion of the building is red brick, with original painted wood windows and doors.

Owl House

(Breuckman House)



Current gutters are half round.

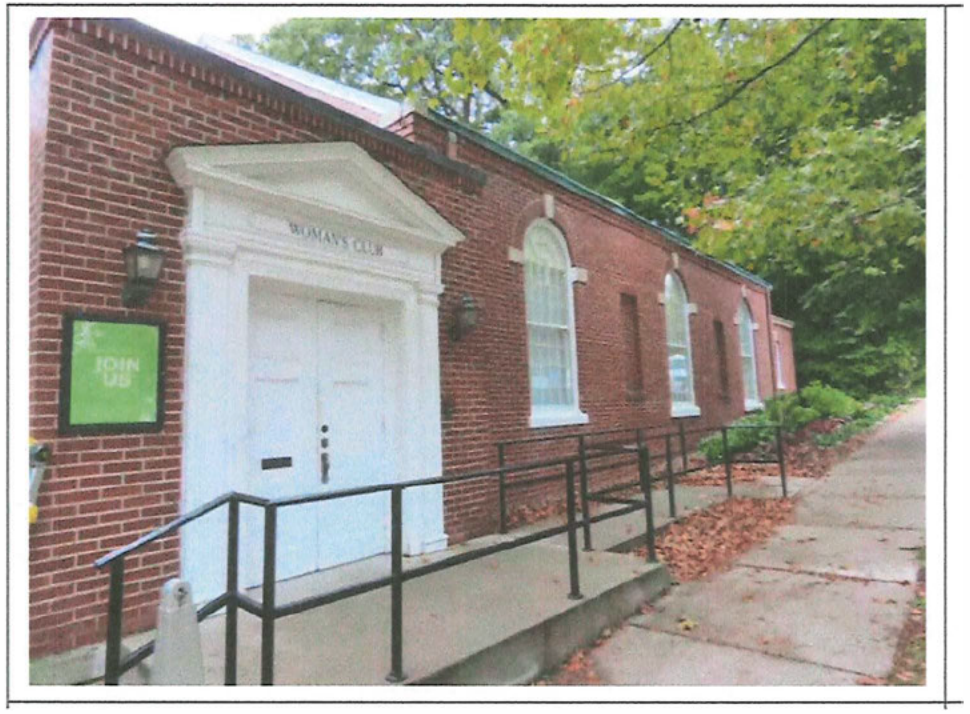
Small gutter addition and rerouting downspout.

No style changes or color changes.



Adding a small gutter section with downspout, matching white color and shape of the current Breukman House.

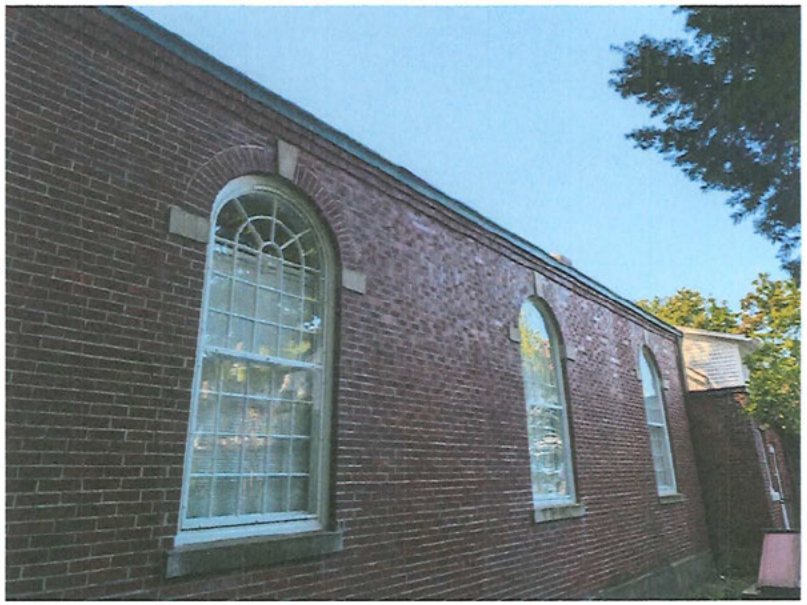
Saugatuck Woman's Club Auditorium



Front of the Building



Rear of the Building



Copper Gutter

Painted Aluminum Downspout

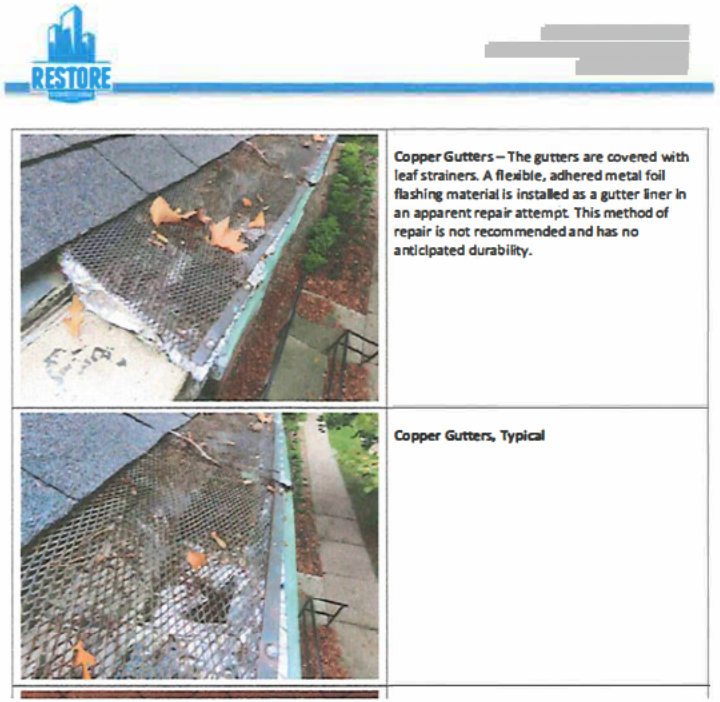


The current auditorium gutters are built into the existing building structure.

Saugatuck Woman's Club Auditorium

View looking inside the gutter

- Copper exterior
- Thin liner
- Screen Mesh



	Copper Gutters – The gutters are covered with leaf strainers. A flexible, adhered metal foil flashing material is installed as a gutter liner in an apparent repair attempt. This method of repair is not recommended and has no anticipated durability.
	Copper Gutters, Typical

No proposed changes to existing gutter & downspout exterior

Add a more robust liner to the front and rear gutters inside the existing gutter system



Rear of the Building



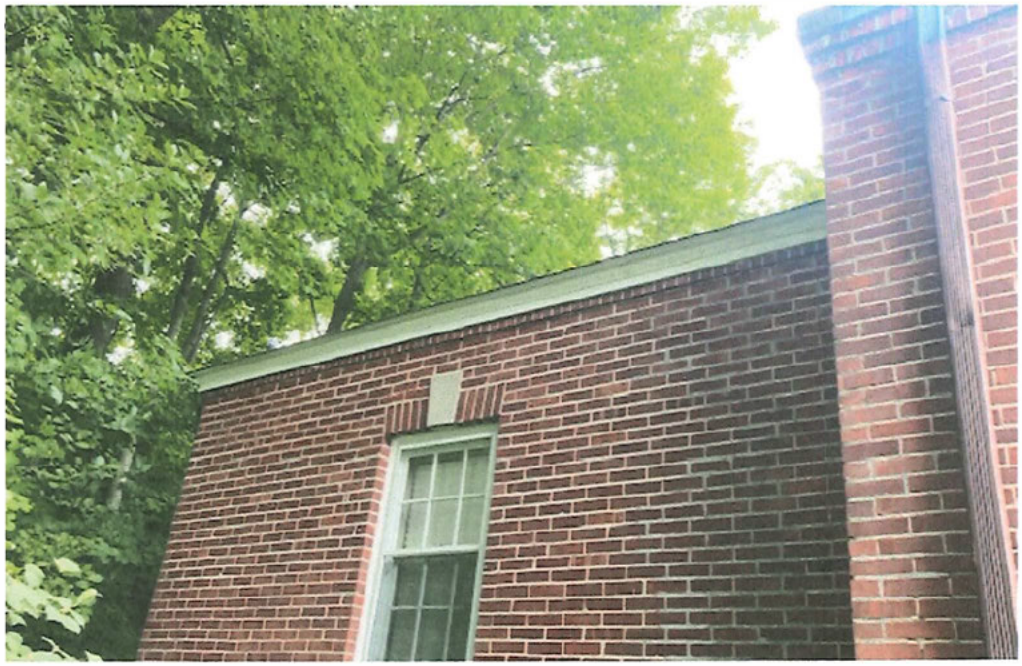
Proposal to add bronze color gutter to east end of the auditorium to match the existing gutter over the kitchen.



Auditorium east end of the building



Front



Back

Adding gutters and downspouts (front and back) similar to the existing kitchen gutter.

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

Historic District Permit Application

LOCATION INFORMATION — APPLICATION NUMBER ____ - ____

Address 303 Butler St — Parcel Number ____

APPLICANTS INFORMATION

Name Kevin Keller — Address / PO Box [redacted]

Interest In Project President of FSWC — E-Mail [redacted]

Signature K. L. Keller — Date 8/13/2026

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Saugatuck Woman's Club — Address / PO Box [redacted]

City Saugatuck — State MI — Zip 49453 — Phone ____

E-Mail [redacted]

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

Signature [redacted] — Date 8/13/2026

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

Name TNT Gutters Inc. — Contact Name TRAMPAS SMITH

Address / PO Box [redacted]

Fax ____

E-Mail tntgutterservice75@gmail.com

License Number ____ Expiration Date ____

PROPERTY INFORMATION

Depth ____ Width ____ Size ____ Zoning District ____ Current Use ____

Check all that apply: Waterfront ____ Dunes ____ Vacant ____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Gutter and downspout improvements for the Owl House and Saugatuck Woman's club which will include adding gutters where necessary and refurbishing the existing gutters.

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: _____

MEMORANDUM

TO:	Historic District Commission City of Saugatuck
FROM:	Grayson Moore Director of Planning & Zoning
MEETING DATE:	September 3, 2026
RE:	Historic District Permit Application, Mize Rose Garden, 57-300-170-10

REQUEST: The applicant is requesting approval to modify the existing rose garden located at the corner of Mason Street and Butler Street. The proposed changes include removing the existing wrought iron fence and replacing it with low-masonry seating walls. All existing plantings will remain, and an additional 84 landscaping features will be installed including Boxwood "Winter Gem' which will line the boundaries of the site along the masonry walls.

A custom natural gas fire feature is proposed to be located at the entrance of the garden mounted atop brick pavers. The proposed masonry walls allow for two (2) additional brick paver entryways to be added. No additional lighting fixtures are proposed with the project.



Figure 1 – Subject Property View from Corner of Mason St. & Butler St.: 08/2026



Figure 2 – Subject Property View from Butler St.: 08/2026



Figure 3 – Subject Property View from Mason St.: 08/2026

BACKGROUND: The property at the corner of Mason Street and Butler Street (57-300-170-10) is located in the City Center (CC) Zoning District and lies within the Historic District. The resource is non-contributing to the district. The location where the work is proposed on site is highly visible from the public right-of-way and neighboring properties.

As proposed, the proposed three (3') foot wall complies with Zoning Ordinance (§ 154.143) requirements for height and materials.

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.

IDENTIFYING KEY ELEMENTS OF THE RESOURCES:

1. **Contributing Resources:** Resources which contribute to the historic character of the district (most of which will be over 50 years old) may be described by condition:
    a. The original design is largely intact, with its original ornament and detail. Maintenance and repair may be needed, but new design work is not necessary.
    b. The original design can be discerned, but some elements have been removed or replaced with later designs. If early photographs or architectural drawings are available, exact reconstruction of missing details will be possible. Otherwise, new but compatible designs may be necessary.

    For these contributing resources, the Secretary of the Interior's Standards for Rehabilitation should be followed. The guidelines in this document provide greater detail but are consistent with the Secretary's standards.

2. **Non-Contributing Resources.** Resources may not contribute to the historic character of the district for several reasons. Applicable reason(s) are stated below.
    a. Some are over 50 years old but their original design has been significantly altered. For these, even when documentation of the original design and details is available, the Commission must decide whether enough remains to justify restoration to the original design. Otherwise, the guidelines for additions and new construction should be applied (section V).

3. **Identify Characteristics.** Identify and give consideration to the elements and characteristics which are original to the resource, and those that are later but contribute to its history or architectural significance.
    a. All features, components and details which are original to the building should be preserved. They should not be covered with signs or new materials.
    b. Features which are damaged should be repaired whenever possible. Repair is always preferred over replacement.
    c. When replacement is absolutely necessary, the original element should be reconstructed as exactly as possible.
    d. When a feature is missing, it should only be reconstructed if there is a model or clear documentary evidence upon which to base the design. Otherwise, recognizably new but compatible designs may be necessary

4. **The Surroundings.** Identify the significant characteristics of the history and/or architecture of the surroundings and give consideration to the impact of the proposed changes on the integrity of the surrounding area.

§ 152.07 D. GUIDELINES:

A. 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:

   1. *The historical or architectural significance of the resource and its relationship to the historic value of the surrounding area*.
   2. *The compatibility of the exterior of the structure and the space around it with the visual or historical context of the surrounding area*.
   3. *The impact of the exterior of the structure and the space around it on the village/rural character and contextual aesthetic of the city*.
   4. *Other factors which the Commission considers to be pertinent*.

B. 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.

IV. THE LAND & SITE IMPROVEMENTS

C. Fences

1. **Rear Yard Fences.** Erection of fences on the rear, side (except on corner lots), or interior location of the lot, at or behind the building line may receive administrative approval, when height and materials are similar to those regularly approved by the Commission.
2. **Front and Side.** Front and side yard fences should not impede clear vision at intersections or driveways, as they could sacrifice safety as well as historical appropriateness. Front yard fencing should not infringe upon or obstruct historic setbacks, vistas, streetscapes or neighborhood continuity.
3. **Compatible Fences.** Fencing shall be permitted contingent upon the appearance and appropriateness in relation to the building and Historic District. (Applicants should note that all fencing within the Historic District is also subject to the City Zoning Codes, Chapter 155.143.)

4. **Height of Fences.** Height should be between two (2) and six (6) feet, with a maximum height of three (3) feet for front yard fences. Materials should be wood, wrought iron, or other historic materials (some aluminum faux wrought iron products are allowed). Styles may include picket and wood privacy fences, with tops trimmed with horizontal boards or simple dog-ear detail. Other styles not listed will be reviewed on a case by case basis.

V. ADDITIONS AND NEW CONSTRUCTION

A. Additions

1. **Compatible Additions.** New additions within historic districts can be appropriate if they do not destroy historic features, materials and spatial relationships of the original building and site. Their location, size, height, scale, design and materials should be compatible with the original structure. The Commission may make recommendations to the Planning Commission and/ or the Zoning Board of Appeals concerning placement of additions on the lot.
2. **Site Protection**. A new addition should be designed and located so that significant site features, including mature trees, are not lost.
3. **Distinguishing New from Old.** New additions should be designed in such a manner as to make clear what is historic and what is new. They should be constructed so that they can be removed in the future without damage to the building.
4. **Massing.** It is not appropriate to construct an addition that significantly changes the proportion of built mass to open space on the individual site.

B. New Construction

1. **Streetscape Compatibility.** With new structures or renovations which totally change the facades, the appearance of the streetscape as a whole should be respected. Facades for new structures should be compatible with the overall design and appearance of the surrounding streetscape in its design and appearance.
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 subject property at the corner of Mason Street and Butler Street is classified as a non-contributing resource within the Historic District and is located in the City Center (CC) Zoning District.

The application proposes removal of the existing wrought iron fence and replacement with low-masonry seating walls. The existing plantings will be retained, with approximately 84 additional landscaping features proposed throughout the garden, including Boxwood “Winter Gem” along portions of the site perimeter. The proposal also includes two (2) additional brick paver entryways and a custom natural gas fire feature located at the entrance to the garden. No additional lighting fixtures are proposed.

The Historic District Guidelines provide that site improvements and fencing within the Historic District should be compatible with the surrounding Historic District and should not adversely affect historic vistas, streetscapes, or neighborhood continuity. While the Guidelines identify wood, wrought iron, and other historically compatible materials for fencing, the proposed low-masonry seating walls are not a conventional fence and should therefore be evaluated based on their location, scale, materials, design, and relationship to the surrounding streetscape and site.

The Commission should consider the visual relationship between the proposed masonry walls and the surrounding historic streetscape, including the intersection of Mason Street and Butler Street. Particular consideration should be given to the height and scale of the walls, the proposed brick and masonry materials, the extent to which the walls maintain visibility into and through the garden, and whether the improvements preserve the existing character and openness of the site.

The proposed landscaping retains the existing plantings while adding substantial new landscaping throughout the garden. The Commission should consider whether the proposed plantings, particularly those located along the site perimeter, maintain appropriate visibility and pedestrian scale and contribute positively to the character of the surrounding Historic District.

The proposed brick paver entryways and natural gas fire feature should also be evaluated based on their design, materials, scale, and visibility from the public right-of-way. Because no additional lighting is proposed, the application does not introduce additional exterior lighting other than the proposed fire feature that would alter the nighttime appearance of the site.

Overall, the Commission should determine whether the proposed site improvements are compatible with the visual and historical context of the surrounding Historic District and whether the proposed materials, scale, landscaping, and site layout satisfy the review criteria established in §152.07 and the applicable Historic District Guidelines.

SUGGESTED MOTIONS:

If the Historic District Commission determines that the proposed fence extension is appropriate and satisfies the applicable Historic District Guidelines, the following motion may be used:

I move to **(approve/deny)** *the applicant's request for a Historic District Permit for modifications to the Mize Rose Garden at the corner of Mason Street and Butler Street, including removal of the existing wrought iron fence and installation of low-masonry seating walls, additional landscaping, two (2) brick paver entryways, and custom natural gas fire feature, as proposed, based on the application* **(meeting/not meeting)** *the applicable Historic District Guidelines set forth in §152.07.*

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

a) _____

b) _____

Rose Garden Warming Station Proposal
Presented to the City of Saugatuck Parks & Public Works Committee
By the Saugatuck/Douglas Area Convention & Visitors Bureau

Summary

The Saugatuck/Douglas Area Convention & Visitors Bureau (CVB) respectfully requests the Historic District Commission's approval to proceed with the installation of a permanent warming station at the entrance to the Mize Memorial Rose Garden.

Designed as a welcoming public gathering place, the warming station will encourage year-round use of one of Saugatuck's most beloved parks while thoughtfully preserving the character and beauty of the Rose Garden.

The funding for this project comes entirely from lodging assessments paid by overnight visitors, not local property taxes.

Project Vision

The vision for the Rose Garden Warming Station is simple: Create a beautiful, permanent public gathering space that encourages people to enjoy downtown Saugatuck throughout all four seasons.

Rather than serving solely as a fire feature, the warming station is intended to become a place where friends meet, families gather, visitors pause during winter walks, and residents enjoy the outdoors even on cooler days.

Respecting the Rose Garden

The Mize Memorial Rose Garden is one of Saugatuck's most treasured public spaces, and preserving its character has remained one the project's highest priorities. Throughout the design process, the project team has worked to ensure the warming station complements rather than competes with the existing garden.

Feedback from the public consistently emphasized the importance of respecting the Rose Garden's legacy. Survey respondents specifically encouraged preserving existing plantings where possible, and maintaining the garden's historic character.

Project Design

The design of the warming station has been guided by a commitment to preserving and enhancing the Mize Memorial Rose Garden. Throughout the design process, Martin Horner, owner of Souci Horner Design Collective and a member of the Saugatuck/Douglas Area Convention & Visitors Bureau Board of Directors, has worked closely with John Cannarsa, owner of Cannarsa Structure & Design, to ensure the project complements the existing landscape while honoring the garden's original vision.

A custom natural gas fire feature will serve as the focal point of a new gathering area, surrounded by brick pavers and landscaping that integrates seamlessly with the existing park. As part of the project, the existing wrought iron fence will be removed and replaced with low masonry seating walls. This enhancement opens the garden visually, provides additional seating, and invites residents and visitors to pause, relax, and enjoy the space.

The design also improves accessibility by creating two new entrances into the Rose Garden, making the park easier to access from multiple directions and strengthening its connection to the surrounding sidewalks.

Rather than functioning solely as a warming station, the space is envisioned as a year-round gathering place. During the cooler months, the fire feature will provide warmth and encourage outdoor activity. Throughout the rest of the year, the seating walls, landscaping, and open design will continue to serve as an attractive public amenity that enhances one of Saugatuck's most cherished parks.

The proposed location and site layout are illustrated in the attached landscape plan.

Community Support

In November 2025, the CVB conducted a Community Support Survey regarding a warming station in downtown Saugatuck. The survey received **171 responses** representing residents, business owners, visitors, and other community stakeholders.

Overall Support

- **74.7%** Support
- **18.3%** Oppose
- **7.1%** Neutral/Unsure

Among business owners who expressed an opinion, support was overwhelmingly positive, with only four respondents indicating they believed the warming stations would negatively impact their business.

Common themes from public comments included:

- Creating a more welcoming downtown during winter
- Encouraging year-round activity
- Increasing community gathering opportunities
- Respecting the historic character of the Rose Garden
- Providing additional seating and thoughtful landscaping

A complete summary of the survey results is attached.

Project Funding

The Saugatuck/Douglas Area Convention & Visitors Bureau has committed to funding the construction of the Rose Garden Warming Station.

Estimated Project Costs

Item	Cost
Masonry Construction	$35,910
Fire Feature	$12,565
Decorative Log Assembly	$20,000
Landscaping	$35,000
Estimated Total	**$103,475**

Proposed Timeline

August 2026

- Historic District Commission Review

September 2026

- Saugatuck City Council Review

Fall 2026

- Construction

Prior to the Community Tree Lighting (11/27) and Whootville Parade (12/5)

- Project Completion

Requested Action

The Saugatuck/Douglas Area Convention & Visitors Bureau respectfully requests that the Historic District Commission's approval of the Rose Garden Warming Station project so that it may proceed to the Historic District Commission for review.

The CVB appreciates the Commission's thoughtful consideration of this proposal and looks forward to continuing its partnership with the City of Saugatuck to invest visitor-generated revenue into projects that strengthen our community and improve public spaces for everyone.

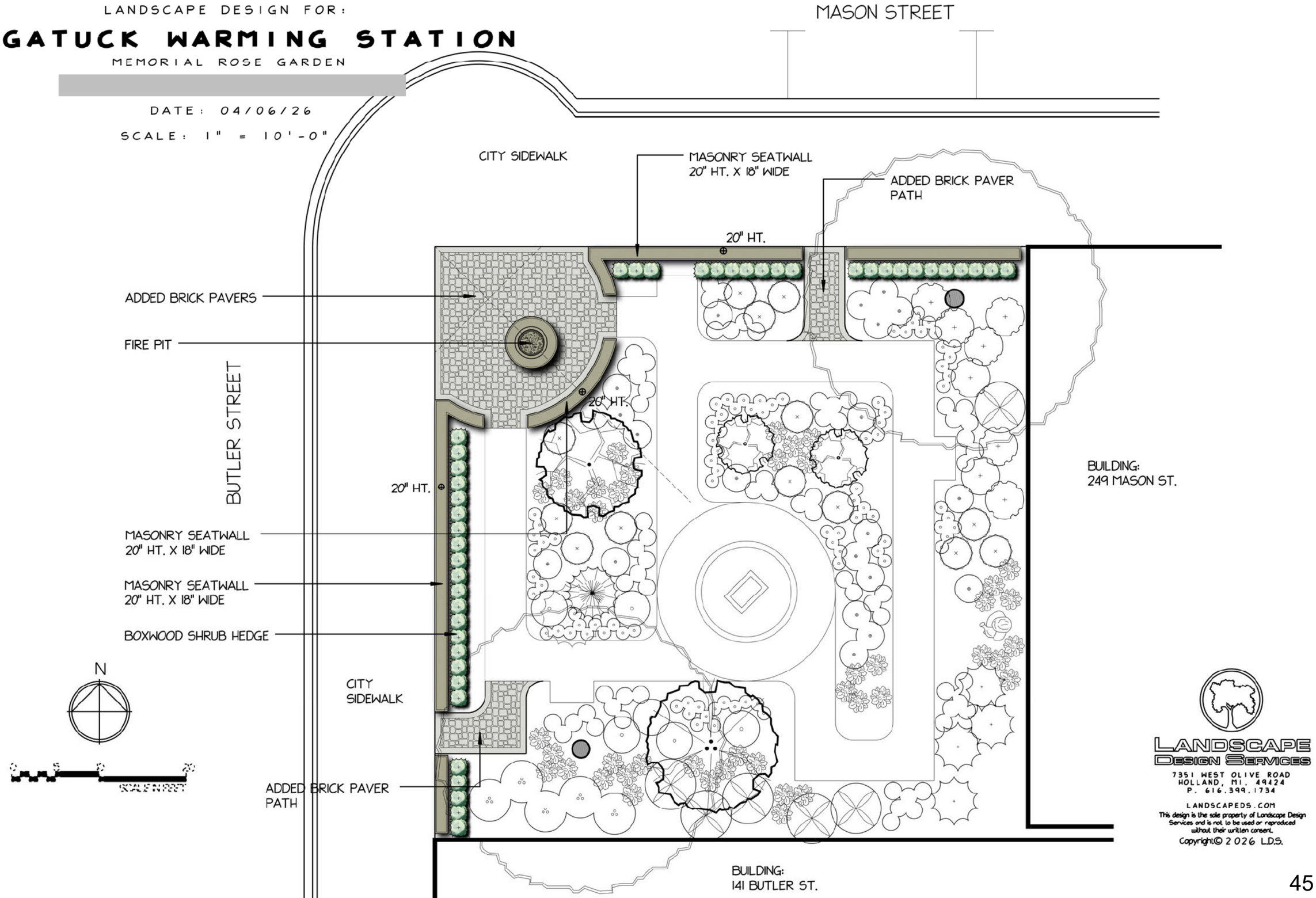
LANDSCAPE DESIGN FOR:

SAUGATUCK WARMING STATION

MEMORIAL ROSE GARDEN

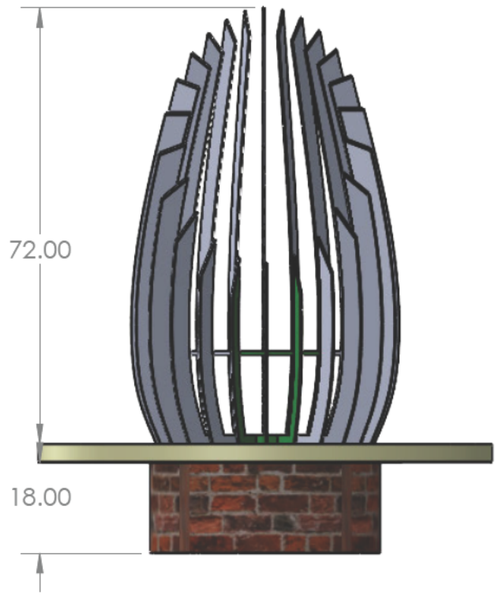
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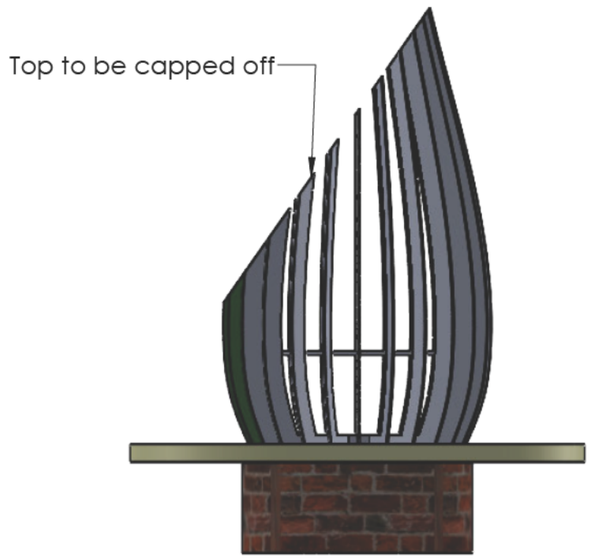
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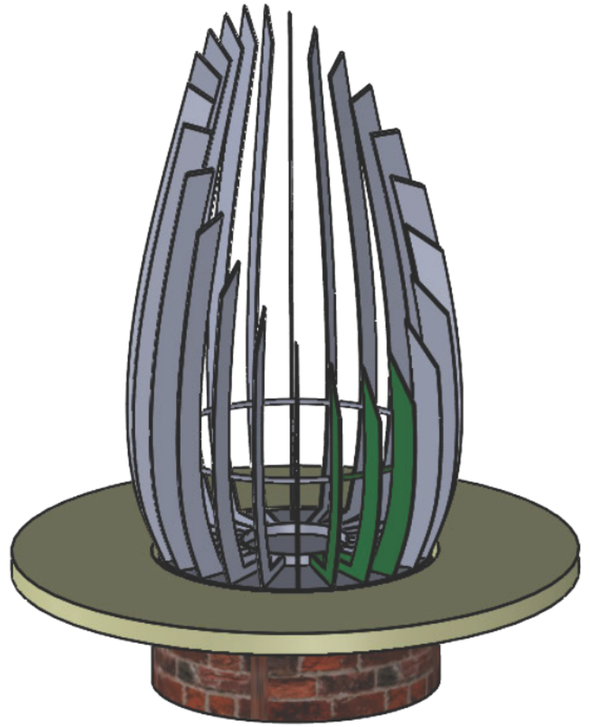


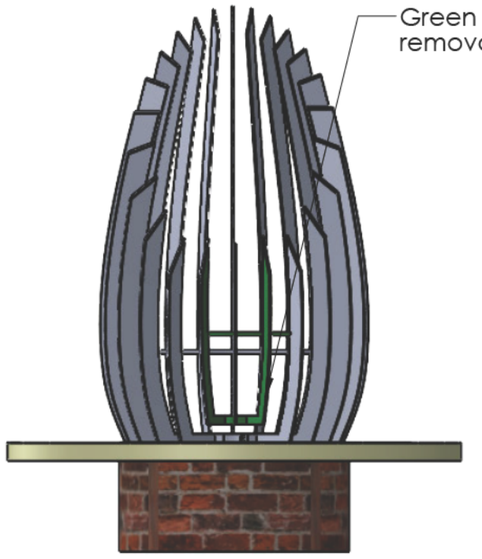
LANDSCAPE DESIGN SERVICES
7351 WEST OLIVE ROAD
HOLLAND, MI. 49424
P. 616.399.1734
LANDSCAPEDS.COM

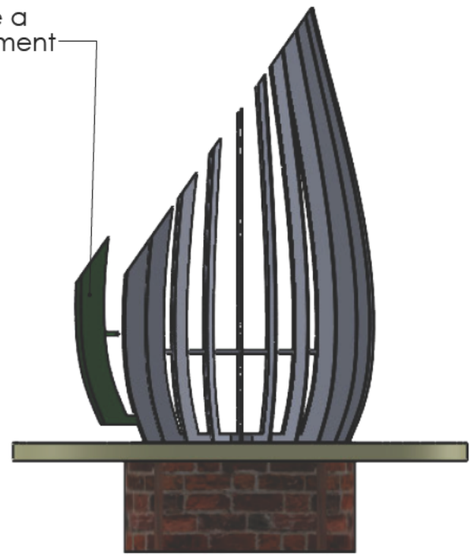
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NOTE: Inside of firepit will be wrapped in either expanded metal or perforated sheet metal per fire code for the city.

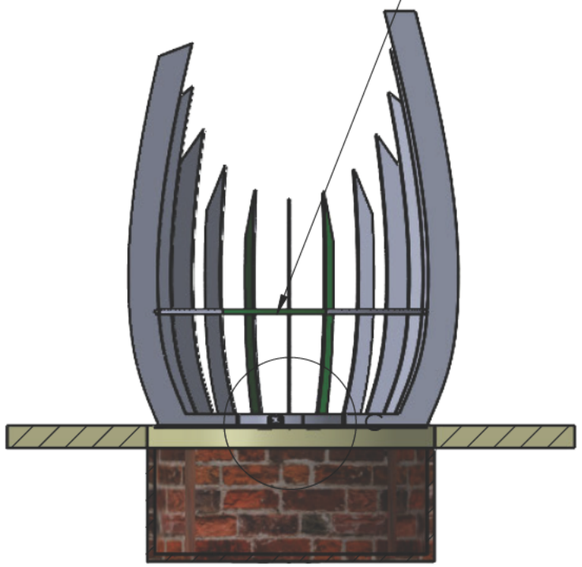
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Job Num:	
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Gauge: -- Select Gauge --	
Finish: -- Select Finish --	

TOTAL FABRICATION SOLUTIONS

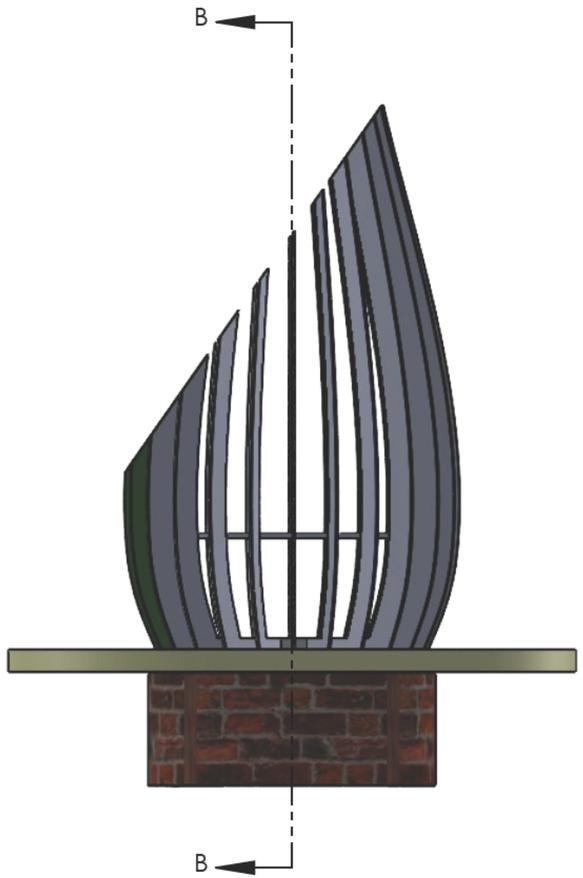
PROPRIETARY AND CONFIDENTIAL

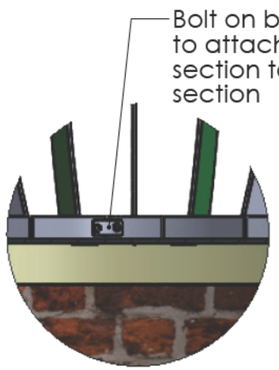
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF Total Fabrication Solutions. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF Total Fabrication Solutions IS PROHIBITED.

DWG: Firepit		
Descrp:		
DWG BY: ZJH	**DATE:** 5/19/2026	
Quantity:	**SCALE: NTS**	SHEET 1 OF 3



SECTION B-B
SCALE 1 : 20





DETAIL C
SCALE 1 : 10

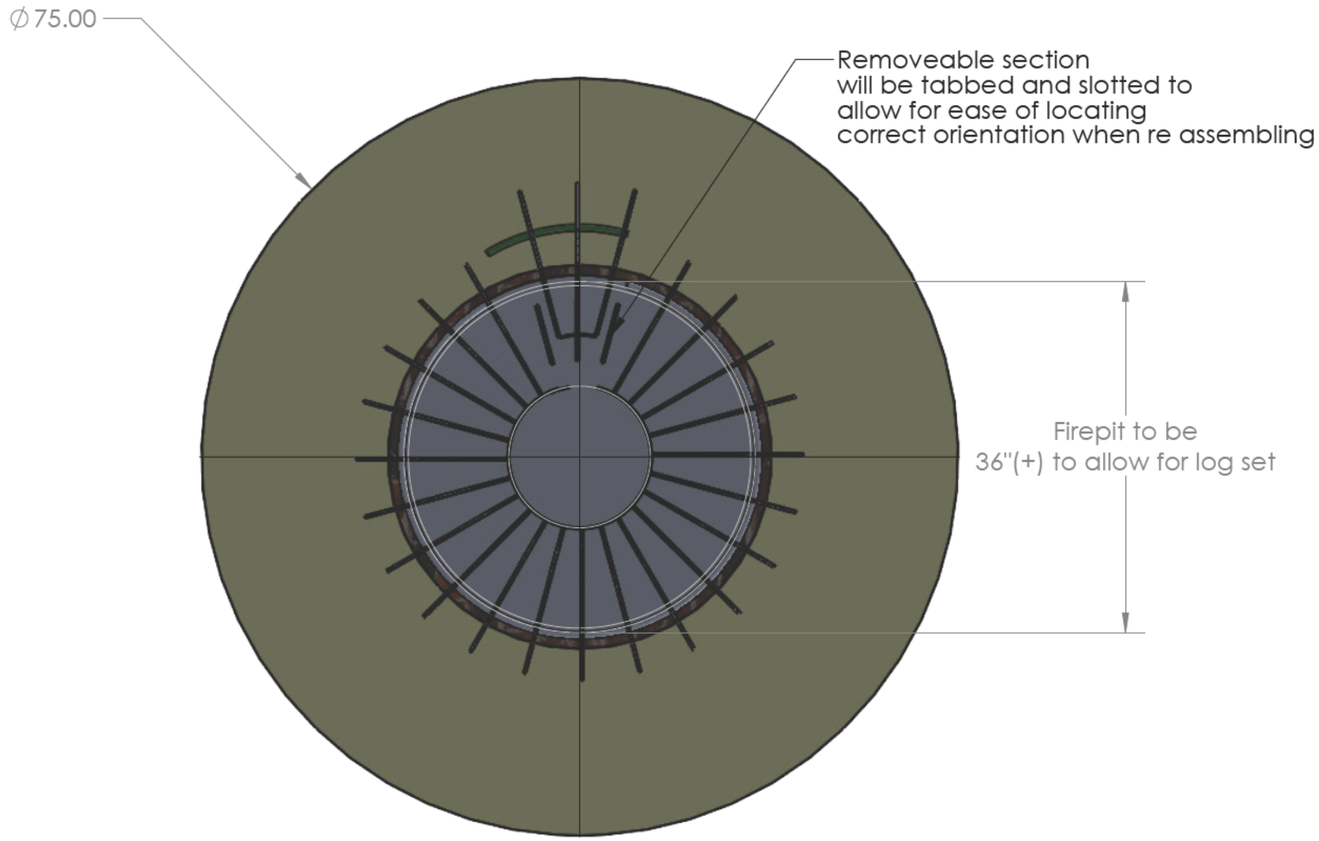
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Job Num:	
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Gauge:	-- Select Gauge --
Finish:	-- Select Finish --

TOTAL FABRICATION SOLUTIONS

PROPRIETARY AND CONFIDENTIAL

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DWG: Firepit		
Descrp:		
DWG BY: ZJH	**DATE:** 5/19/2026	
Quantity:	**SCALE: NTS**	SHEET 2 OF 3



Customer: Saugutuck	
Job Num:	
Material: -- Select Material --	
Gauge: -- Select Gauge --	
Finish: -- Select Finish --	

TOTAL FABRICATION SOLUTIONS

PROPRIETARY AND CONFIDENTIAL

THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF <INSERT COMPANY NAME HERE>. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF <INSERT COMPANY NAME HERE> IS PROHIBITED.

DWG: Firepit		
Descrp:		
DWG BY: ZJH	**DATE:** 5/19/2026	
Quantity:	**SCALE: NTS**	SHEET 3 OF 3

LANDSCAPE DESIGN SERVICES, INC.

MATERIAL ORDER

DATE 8/24/2026

CUSTOMER Saugtatuck Visitors Bureau - **JOB NUMBER**

PROJECT Saugtatuck Rose Garden-Warming Station **EMPLOYEE**

ITEM NUMBER	MATERIAL NAME	SIZE	LOCATION	TAGGED Y/N	ORDER QTY.	SHIPPED QTY.
	Boxwood 'Winter Gem'	7 gal.			44	
	Geranium 'Max Frei'	1 gal.			20	
	Coral Bells 'Carmel'	1 gal.			10	
	Allium Millennium	1 gal.			10	

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

Historic District Permit Application

LOCATION INFORMATION — APPLICATION NUMBER ____ - ____

Address Mize Rose Garden - 115 Butler St. Parcel Number ____

APPLICANTS INFORMATION

Name Ashely Siebelink Address / PO Box [redacted]

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

Interest In Project ____ E-Mail [redacted]

Signature Ashely Siebelink Date 8-11-26

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name City of Saugatuck 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 JPD Construction Contact Name Jason Dedic

Address / PO Box [redacted] City [redacted]

State [redacted] Zip [redacted] Phone [redacted] Fax ____

E-Mail [redacted]

License Number ____ Expiration Date ____

PROPERTY INFORMATION

Depth ____ Width ____ Size ____ Zoning District ____ Current Use ____

Check all that apply: Waterfront ____ Dunes ____ Vacant ____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

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: _____

MEMORANDUM

TO:	Historic District Commission City of Saugatuck
FROM:	Grayson Moore Director of Planning & Zoning
MEETING DATE:	September 3, 2026
RE:	Historic District Permit Application, 249 Mason Street

REQUEST:
The applicant is requesting retroactive approval for the installation of a fence enclosing the approved outdoor amenity area located within the former bank drive-thru lane and covered service area. The fence currently varies in height from 48 inches (4 feet) to 67 inches (5.58 feet) and is constructed of pine intended to weather to a soft gray patina.

The image below shows the site's current conditions.



Figure 1: 08/2026

The applicant has revised and re-submitted their application for fencing along the covered and uncovered portions of the deck.

The proposal now requests approval for the installation of a 36" high black decorative metal railing around the covered deck on the north and east sides. The uncovered portion of the deck along the east and south sides are proposed as six (6') foot dog-ear fencing intended to provide additional screening from the abutting parking lot.

BACKGROUND:
The property at 249 Mason Street is located in the City Center (CC) Zoning District and lies within the Historic District. The property is a noncontributing resource to the district.

At its November 7, 2024, meeting the property received HDC approval for the outdoor seating area, decking, planters, furniture, and signs (with the exception of proposed sign #2), in accordance with the submitted plans & details which have been attached for reference. This application noted that the final goal was to enclose the area with low brick/stone walls or fencing to achieve a courtyard, but final details were not provided.

At its June 19, 2025 meeting, the property received Planning Commission approval for the conversion of the existing drive-thru lane and covered service area with outdoor amenity space.

Additionally, at its August 6, 2026 the Historic District Commission denied the retroactive request for the wooden fence currently installed, which prompted the resubmission.

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.

IDENTIFYING KEY ELEMENTS OF THE RESOURCES:

2. **Non-Contributing Resources.** Resources may not contribute to the historic character of the district for several reasons. Applicable reason(s) are stated below.
    a. Some are over 50 years old but their original design has been significantly altered. For these, even when documentation of the original design and details is available, the Commission must decide whether enough remains to justify restoration to the original design. Otherwise, the guidelines for additions and new construction should be applied (section V).

3. **Identify Characteristics.** Identify and give consideration to the elements and characteristics which are original to the resource, and those that are later but contribute to its history or architectural significance.
    a. All features, components and details which are original to the building should be preserved. They should not be covered with signs or new materials.
    b. Features which are damaged should be repaired whenever possible. Repair is always preferred over replacement.
    c. When replacement is absolutely necessary, the original element should be reconstructed as exactly as possible.
    d. When a feature is missing, it should only be reconstructed if there is a model or clear documentary evidence upon which to base the design. Otherwise, recognizably new but compatible designs may be necessary

4. **The Surroundings.** Identify the significant characteristics of the history and/or architecture of the surroundings and give consideration to the impact of the proposed changes on the integrity of the surrounding area.

§ 152.07 D. GUIDELINES:

A. 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:

    1. *The historical or architectural significance of the resource and its relationship to the historic value of the surrounding area*.

    2. *The compatibility of the exterior of the structure and the space around it with the visual or historical context of the surrounding area*.

    3. *The impact of the exterior of the structure and the space around it on the village/rural character and contextual aesthetic of the city*.

    4. *Other factors which the Commission considers to be pertinent*.

B. 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.

C. Fences

1. **Rear Yard Fences.** Erection of fences on the rear, side (except on corner lots), or interior location of the lot, at or behind the building line may receive administrative approval, when height and materials are similar to those regularly approved by the Commission.
2. **Front and Side.** Front and side yard fences should not impede clear vision at intersections or driveways, as they could sacrifice safety as well as historical appropriateness. Front yard fencing should not infringe upon or obstruct historic setbacks, vistas, streetscapes or neighborhood continuity.
3. **Compatible Fences.** Fencing shall be permitted contingent upon the appearance and appropriateness in relation to the building and Historic District. (Applicants should note that all fencing within the Historic District is also subject to the City Zoning Codes, Chapter 155.143.)
4. **Height of Fences.** Height should be between two (2) and six (6) feet, with a maximum height of three (3) feet for front yard fences. Materials should be wood, wrought iron, or other historic materials (some aluminum faux wrought iron products are allowed). Styles may include picket and wood privacy fences, with tops trimmed with horizontal boards or simple dog-ear detail. Other styles not listed will be reviewed on a case by case basis.

Comment:
The subject property at 249 Mason Street is classified as a non-contributing resource within the Historic District and is located in the City Center (CC) Zoning District. The current application represents a revised proposal following the Historic District Commission's August 6, 2026 denial of the request for retroactive approval of the wooden fence currently installed around the outdoor amenity area.

The revised application proposes a 36-inch-high black decorative metal railing along the north and east sides of the covered deck and six (6) foot dog-ear fencing along the east and south sides of the uncovered deck. The applicant has indicated that the taller fencing is intended to provide additional screening from the abutting parking lot.

The proposed fencing is located within an outdoor amenity area that was previously approved by the Historic District Commission and Planning Commission. The Commission should evaluate the revised fencing based on its height, materials, design, location, and relationship to the surrounding Historic District and streetscape.

The Historic District Guidelines provide that fencing shall be permitted based on its appearance and appropriateness in relation to the building and Historic District. The Guidelines further provide that front and side yard fencing should not obstruct historic vistas, streetscapes, or neighborhood continuity and establish a preferred fence height of between two (2) and six (6) feet, with a maximum height of three (3) feet for front yard fences. The Guidelines identify wood, wrought iron, and other historically compatible materials as

appropriate fencing materials, while allowing other styles to be considered on a case-by-case basis.

The proposed 36-inch decorative metal railing is generally consistent with the height and material characteristics identified in the Guidelines and is intended to provide enclosure while maintaining a relatively open appearance. The proposed six (6) foot dog-ear fencing is at the maximum height identified by the Guidelines and is opaque. The Commission should consider whether the additional height and solid nature of the fencing is appropriate for its specific location and whether the proposed screening is compatible with the surrounding historic streetscape.

The Commission should also consider the distinction between the covered and uncovered portions of the deck, the visibility of each fence section from the public right-of-way and neighboring properties, and whether the combination of fencing types creates an appropriate relationship with the existing building, outdoor amenity area, and surrounding Historic District.

The proposed fencing complies with the applicable zoning requirements under §154.143, and the City Engineer has reviewed the revised proposal with respect to sight clearance and determined the proposed configuration to be appropriate for the location.

Ultimately, the Commission should determine whether the revised fencing proposal is compatible with the surrounding historic context and satisfies the review criteria established in §152.07 and the applicable Historic District Guidelines.

SUGGESTED MOTIONS:

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

I move to **(approve/deny)** *the applicant's request for a Historic District Permit for the revised fencing associated with the outdoor amenity area at 249 Mason Street, including a 36-inch-high black decorative metal railing along the north and east sides of the covered deck and six (6) foot dog-ear fencing along the east and south sides of the uncovered deck with accompanying gates, as proposed, based on the application* **(meeting/not meeting)** *the applicable Historic District Guidelines set forth in §152.07.*

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

a) _____

b) _____

c) _____

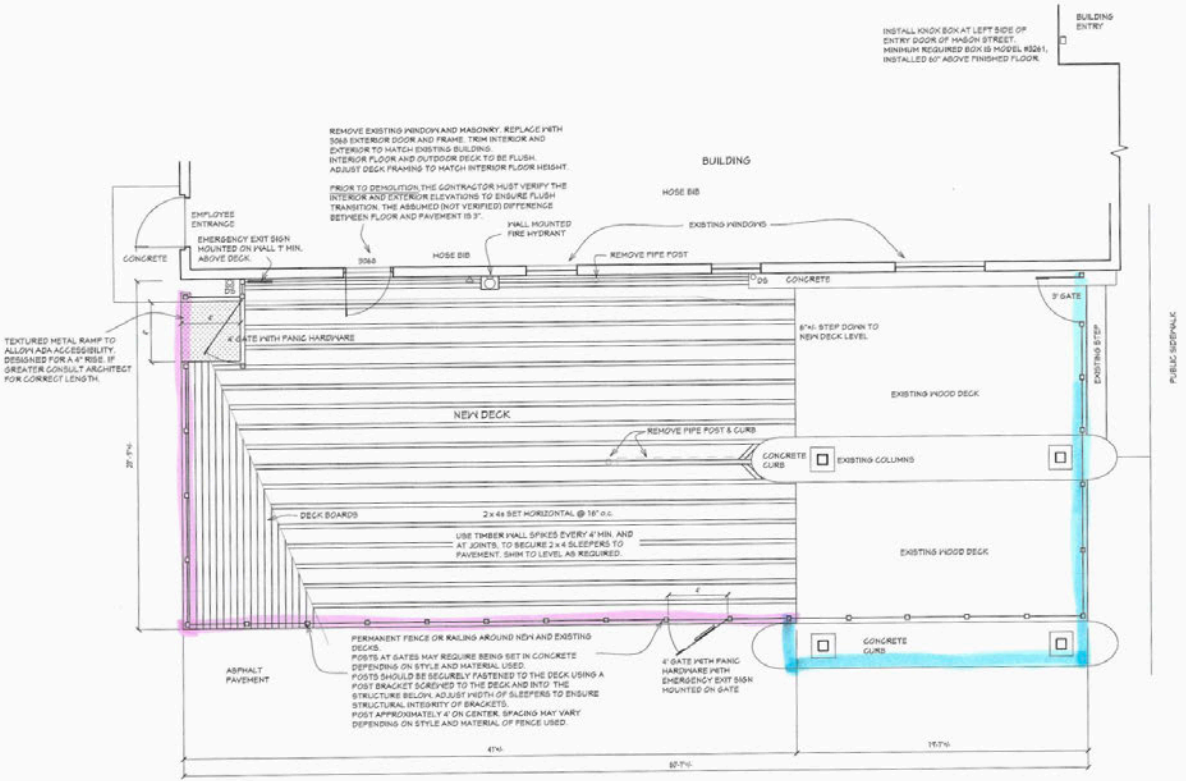
If the Commission determines that the revised proposal requires additional information or modifications before a determination can be made, the following motion may be used:

I move to **table** *the applicant's request for a Historic District Permit for the revised fencing associated with the outdoor amenity area at 249 Mason Street to allow the applicant to provide additional information or revisions regarding the height, materials, design, placement, and screening characteristics of the proposed fencing for further review including:*

a) _____

b) _____

c) _____



NOTES
ZONING: C-1 CITY CENTER
DECK AREA: 1,418 s.f.
CAPACITY: 95 @ 15 s.f. / PERSON SEATED

ALL LUMBER TO BE PRESSURE TREATED, WITH MEMBERS TOUCHING THE GROUND TREATED FOR GROUND CONTACT. FASTENERS, SCREWS AND NAILS TO BE

DECK PLAN

LEGEND

6'-0" HIGH WOOD DOG-EAR FENCE - MEASURED FROM GRADE

36" HIGH BLACK METAL DECK RAILING - MEASURED FROM DECK SURFACE

STUDIO 2212 TWO
ARCHITECTURE
LANDSCAPE
ARCHITECTURE

DECK ADDITION
LULU CADIEUX
SAUGATUCK, MICHIGAN

STATE OF MICHIGAN
BARRY D. WOOD
ARCHITECT
No. 1301025209

DECK

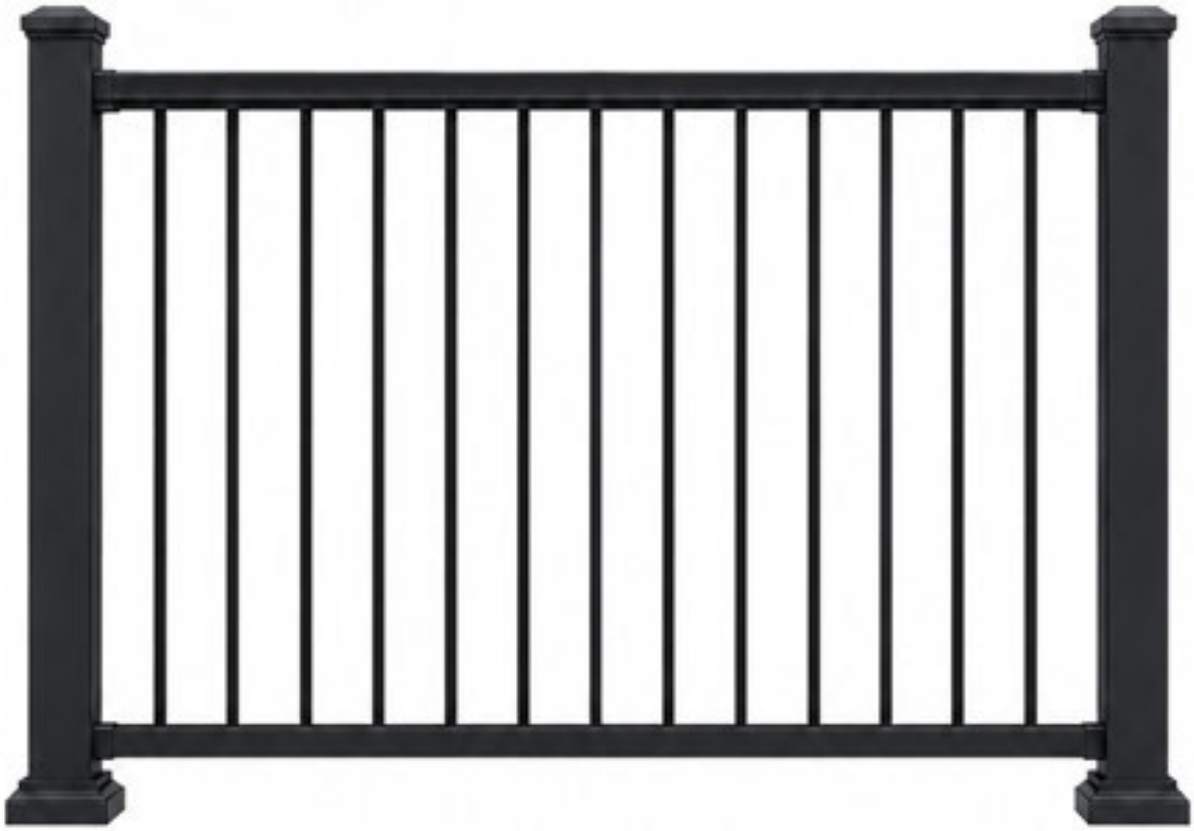
1 of 1

6 ft. x 8 ft. Pressure Treated Dog Ear Fence Panel



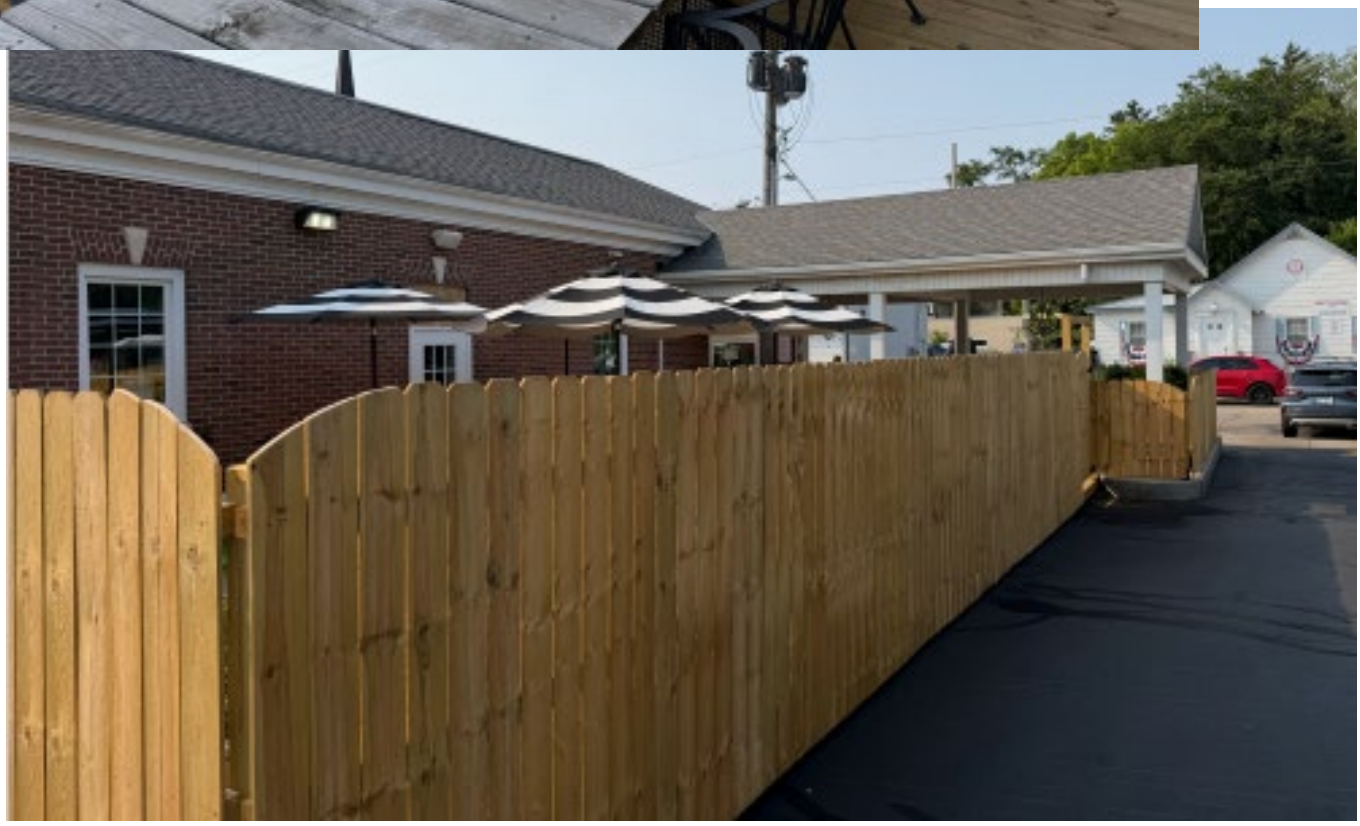
Product Type:	Wood Privacy Fence Panel
Material:	Green Pressure Treated Wood
Installed Height:	72.0 in.
Overall Height:	72.0 in.
Overall Width:	96.0 in.
Thickness:	2-1/4 in.
Top Style:	Dog Ear
Special Features:	Pressure Treated Against Rot & Decay
Weight:	135.0 lb.

36 in. x 72 in. Black Deck Railing



Product Type:	Deck Railing Panel
Material:	Aluminum
Color Family:	Black
Nominal Size:	36 in. x 72 in.
Product Height:	34 in.
Product Width:	69 in.
Railing Type:	Pre-Assembled Railing Kit
Features:	Hidden Fasteners Compatibility, Prefinished, Water Resistant
Includes:	Hardware
Product Weight:	15 lb.








EXIT


Example Mockup Image


Existing

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

Historic District Permit Application

LOCATION INFORMATION — APPLICATION NUMBER ____-____

Address 249 Mason Street Parcel Number 03-57-300-170-00

APPLICANTS INFORMATION

Name _____ Address / PO Box _____

City Saugatuck State MI Zip 49453 Phone _____

Interest In Project _____ E-Mail _____

Signature Brandon Kalb Date 8/17/2026

OWNERS (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 _____ Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

E-Mail _____

License Number _____ Expiration Date _____

PROPERTY INFORMATION

Depth 132’ Width 198’ Size _____ Zoning District _____ Current Use _____

Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Please see project description page and attached documents.

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: _____

Project Description

Proposed comprehensive exterior improvements to the existing deck and immediately associated area, as depicted and noted on the attached architect-prepared Deck Plan, Sheet 1 of 1.

Install 36” high black decorative metal railing around portions of the existing and proposed deck, mounted to the deck surface. The railing will enclose and define the deck area while maintaining an open appearance and visibility toward the neighboring parking area and its egress.

Install 6’-0” high wood dog-ear fencing along portions of the deck and property as shown on the submitted plan. The wood fencing will provide privacy and visual screening between the deck area and the adjacent parking lot.

The proposed work also includes the associated deck, access, gate, transition, and exterior improvements depicted and noted on the submitted architectural plan necessary to complete the overall project.

Approval is requested for the exterior improvements, materials, dimensions, locations, and associated work as depicted and noted on the attached Deck Plan and supporting documents. The attached architectural drawing, specifications, material sheets, and supporting documents are incorporated into this application as the proposed project scope.

City of Saugatuck Zoning has reviewed and approved the proposed plans and materials as applicable to zoning requirements.

Please see the attached architectural drawing, specifications, material sheets, and supporting documentation for review and approval.

MEMORANDUM

TO:	Historic District Commission City of Saugatuck
FROM:	Grayson Moore Director of Planning & Zoning
MEETING DATE:	September 3, 2026
RE:	Historic District Permit Application, 560 Mill Street

REQUEST: The applicant is requesting approval to enclose an existing covered porch connecting the garage to the home. Existing porch dimensions will remain the same and the current concrete stairs will be replaced with slate. Two (2) single pane windows will be installed on both the north and south sides of the enclosure with one (1) new stone white clad exterior pine door. LP Smartside Smooth Trip products are proposed to be used between the windows and doors.

Approval of the enclosed porch is subject to zoning review. A complete application has not been submitted thus far and therefore compliance with the Zoning Ordinance, specifically, the floor area ratio has not been verified at this time.

The following images provide current site conditions.



Figure 1 – Aerial: 04/2026



Figure 2 & 3 – Northwest Elevation: Zillow Listing



BACKGROUND: The property at 560 Mill Street is located within the Community Residential (R-1) Zoning District and is also located within the City's Historic District. The existing structure was constructed in 1999 and is currently classified as a contributing resource within the Historic District.

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.

IDENTIFYING KEY ELEMENTS OF THE RESOURCES:

1. **Contributing Resources.** Resources which contribute to the historic character of the district (most of which will be over 50 years old) may be described by condition:
    a. The original design is largely intact, with its original ornament and detail. Maintenance and repair may be needed, but new design work is not necessary.
    b. The original design can be discerned, but some elements have been removed or replaced with later designs. If early photographs or architectural drawings are available, exact reconstruction of missing details will be possible. Otherwise, new but compatible designs may be necessary.
    For these contributing resources, the Secretary of the Interior's Standards for Rehabilitation should be followed. The guidelines in this document provide greater detail but are consistent with the Secretary's standards.

3. **Identify Characteristics.** Identify and give consideration to the elements and characteristics which are original to the resource, and those that are later but contribute to its history or architectural significance.
    a. All features, components and details which are original to the building should be preserved. They should not be covered with signs or new materials.
    b. Features which are damaged should be repaired whenever possible. Repair is always preferred over replacement.
    c. When replacement is absolutely necessary, the original element should be reconstructed as exactly as possible.
    d. When a feature is missing, it should only be reconstructed if there is a model or clear documentary evidence upon which to base the design. Otherwise, recognizably new but compatible designs may be necessary

4. **The Surroundings.** Identify the significant characteristics of the history and/or architecture of the surroundings and give consideration to the impact of the proposed changes on the integrity of the surrounding area.

§ 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.)

3. **Substitute Materials.**
    a. The use of substitute siding or trim in any form on an existing building is not recommended. Substitute siding or trim rarely replicates the dimensions or appearance of original materials.
    b. Cast, molded, composite or synthetic architectural details and exterior materials may be used on existing structures if the original product is no longer available and if such application would not eliminate any architectural details. Such materials shall be permitted in new construction.
    c. In order to qualify for the exceptional approval of substitute materials on an existing building, the application must meet the following tests:
        i. the substitute material will replace other substitute material on the structure; and

ii. the cost of restoring the original material is unreasonable, judged in relation to the finished value of the property; and/ or
iii. the original materials (or other suitable alternatives), or the skills necessary to apply those materials are unavailable; or
iv. there is an emergency (probably temporary) need to provide the material in a time period which does not allow use of the original material (or other suitable alternative).

d. Where substitute material replaces other substitute material, the siding installation should not eliminate any architectural details.
e. On existing structures, the first-time application of vinyl or aluminum siding is not permitted. The use of vinyl or aluminum siding is also not permitted on new structures.

C. Roofs, Parapets, & Gutters

1. **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.

2. **Roofing Materials.** When roofing material is clearly distinctive to a buildings style, retaining or replacing it in kind is important and all efforts should be exhausted before replacement with a substitute material is considered. It is not appropriate to remove a roof that is repairable, and then reconstruct it with new material in order to create a uniform or improved appearance.

3. **Substitute Roofing.** If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

4. **Roof Accessories.** Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights is generally not appropriate. Exceptions may arise when the addition of such a feature will solve a design problem raised by an adaptive re-use of the resource (such as adding a dormer to light a previously unused space).

D. Doors & Windows

1. **Retaining Windows & 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 & 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.
5. **Glass Block.** The use of glass block to fill in openings is generally not appropriate, unless it was part of the style and period of the structure. Instead, existing features should be repaired.
6. **Storm Windows.** Installation of metal storm windows and doors which have a painted or baked enamel finish may be approved when they do not alter or destroy the original structure and trim of the opening. Replacement, repair, or installation of wood storm or screen doors and which are stained or painted to match the house or trim may also be approved.

E. Porches, Steps, & Entries

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.

V. ADDITIONS AND NEW CONSTRUCTION

A. Additions

1. **Compatible Additions.** New additions within historic districts can be appropriate if they do not destroy historic features, materials and spatial relationships of the original building and site. Their location, size, height, scale, design and materials should be compatible with the original structure. The Commission may make recommendations to the Planning Commission and/ or the Zoning Board of Appeals concerning placement of additions on the lot.
2. **Site Protection.** A new addition should be designed and located so that significant site features, including mature trees, are not lost.
3. **Distinguishing New from Old New.** additions should be designed in such a manner as to make clear what is historic and what is new. They should be constructed so that they can be removed in the future without damage to the building.
4. **Massing.** It is not appropriate to construct an addition that significantly changes the proportion of built mass to open space on the individual site.

COMMENT:
The applicant is proposing to enclose the existing covered porch connecting the garage to the home. The footprint and dimensions of the existing porch will remain unchanged. The proposed work includes installation of four (4) single-pane windows, two (2) stone white clad exterior pine doors, LP SmartSide Smooth siding between the proposed openings, and replacement of the existing concrete stairs with slate.

The Commission should evaluate the proposed enclosure in accordance with § 152.07, including the historical or architectural significance of the resource and its relationship to the surrounding area, the compatibility of the proposed exterior materials and design with the surrounding historic context, and the impact of the alterations on the character of the district.

Because the proposal encloses an existing covered porch rather than creating a new addition with an expanded footprint, the Commission should consider whether the proposed enclosure maintains the existing spatial relationship between the home and garage and whether the scale, location, and design of the enclosure are compatible with the existing structure.

The proposed windows and door should be reviewed under the applicable provisions addressing doors and windows. In particular, the Commission should consider the location, size, proportions, materials, and overall appearance of the new openings and whether they are compatible with the existing structure. The proposed LP SmartSide Smooth siding should also be evaluated under the applicable provisions regarding substitute materials, including whether its use is appropriate for the proposed work and whether it would eliminate or obscure any architectural details.

The proposed replacement of the existing concrete stairs with slate should be evaluated for compatibility with the existing entry and surrounding materials. Overall, the Commission should consider whether the proposed improvements preserve significant existing features and maintain compatibility with the architectural character and historic context of the property and surrounding district.

SUGGESTED MOTIONS:

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

Motion to Approve – As Proposed

*I move to **approve** the applicant's request for a Historic District Permit for improvements at 560 Mill Street, including enclosure of the existing covered porch connecting the garage and home, installation of four (4) windows and one (2) exterior doors, installation of LP SmartSide Smooth siding, and replacement of the existing concrete stairs with slate, **as proposed** in the application, based on the application meeting the applicable Historic District Guidelines set forth in § 152.07.*

Approval shall be subject to the following conditions:

a) _____

b) _____

Motion to Deny

*I move to **deny** the applicant's request for a Historic District Permit for improvements at 560 Mill Street, including enclosure of the existing covered porch connecting the garage and home, installation of four (4) windows and two (2) exterior doors, installation of LP SmartSide Smooth siding, and replacement of the existing concrete stairs with slate, based on the application **not meeting** the applicable Historic District Guidelines set forth in § 152.07.*

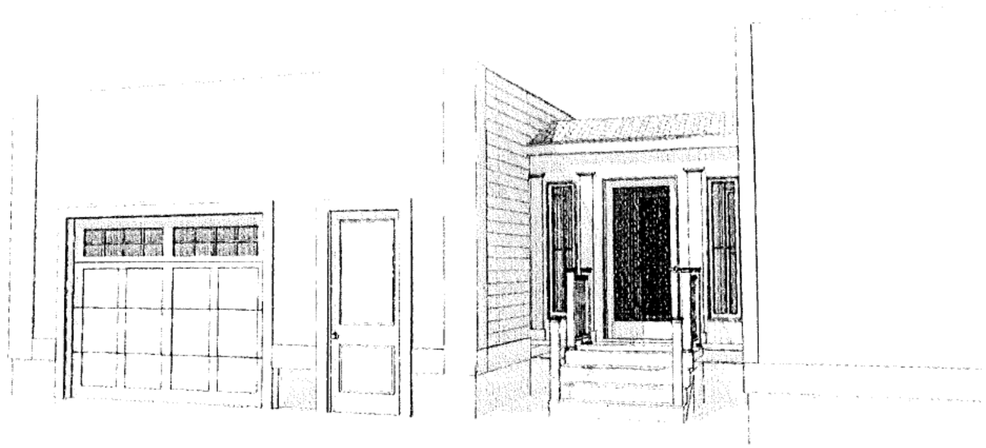
The Commission finds that the proposed improvements are inconsistent with the applicable standards for the following reasons:

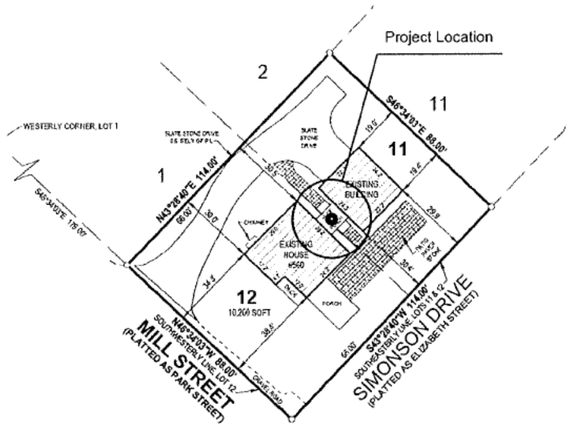
a) The proposed _____ does not meet § 152.07(____) because _____;

b) The proposed _____ does not meet § 152.07(____) because _____.

Kevin Serba

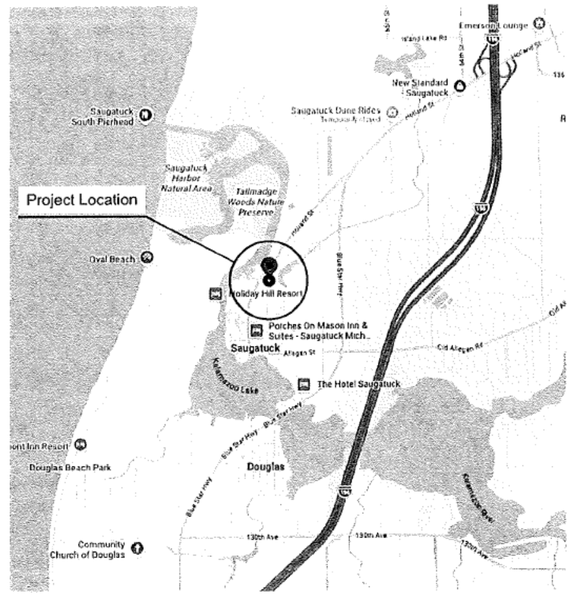
[redacted] Saugatuck, MI





Site Plan

Scale: 1" = 20'-0"



Site Map - General Location Map

Not To Scale

Sheet Index

T1 Title, Sheet Index, Notes

A1 Architectural Plans

Project Information

Governing Codes:
- Michigan Residential Code 2015; Incorporating the 2015 International Residential Code
- Michigan Plumbing Code 2021
- Michigan Mechanical Code 2021
- Michigan Electrical Code 2021
- ICC/ANSI A117.1-2017

Code of Ordinances: City of Saugatuck, MI

Enforcing Agency: Michigan Township Services

Zoning: Community Residential R-1

Site Address: 260 Mill Street, Saugatuck, MI

Building Construction Type: 5B

Design Loads

Building Category (ASCE 7-02) II

Roof Design Loads For This Project Are As Follows
TCLL: 42 psf (snow)
TCDL: 7 psf
Dead Loads: BCLL: 0
BCDL) 7
Total Load: 56 psf
+ Net Roof Truss Uplift = 8.0 psf

Snow Criteria:
Ground Snow Load (P_g) = 50
Snow Exposure Factor (C_e) = 1.0
Importance Factor (I_s)= 1.0
Thermal Factor (C_t) = 1.2
Sloped Snow Load = 42 psf

Wind Loading:
Exposure Category = C
Importance Factor = 1.0
Basic Wind Speed = 115 MPH (V_{ult}) with 3 Second Gust
= 90 MPH (V_{asd})
Internal Pressure Coefficient = (+/-) 18
Components & Cladding Pressure
Windward (Zone 5) = 18.0 psf
Leeward (Zone 5) = -22.0 psf

Seismic Use Group - I
Response Modification Factor (R) = 2.0
S_s = .077
S_1 = .046
S_{DS} = .082
S_{D1} = .074
Seismic Response Coefficient (CS) = .033
Seismic Shear Force = 67 kips
Site Class D
Light Framed Walls & Post
Equivalent Lateral Force Design Procedure
Design Category A

Design Soil Bearing = Refer to Foundation Notes

Preliminary Design - NOT FOR CONSTRUCTION

GEN 1 Architectural Group

Kevin Serba

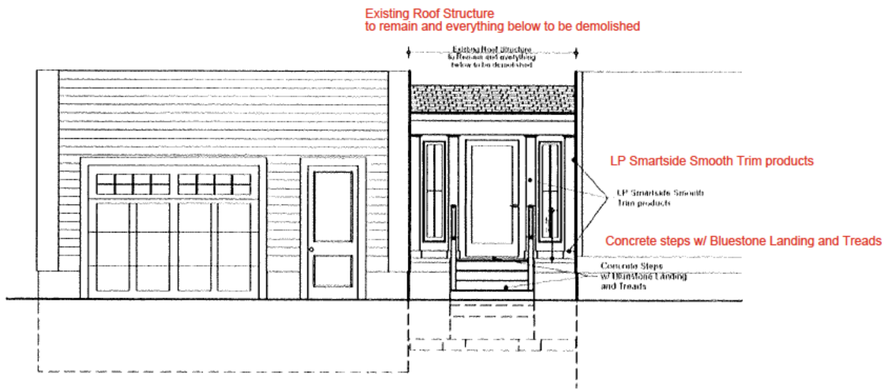
Title

© Gen1 Architectural Group

Preliminary Design	April 01, 2026
Preliminary Design	April 03, 2026
Construction Documents - Permit Set:	

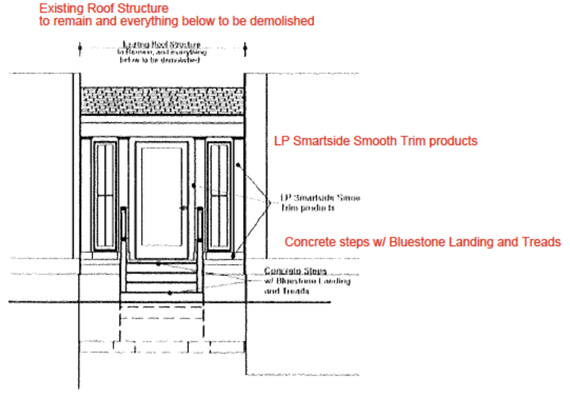
T1

Project Number 25-004 Kevin Serba



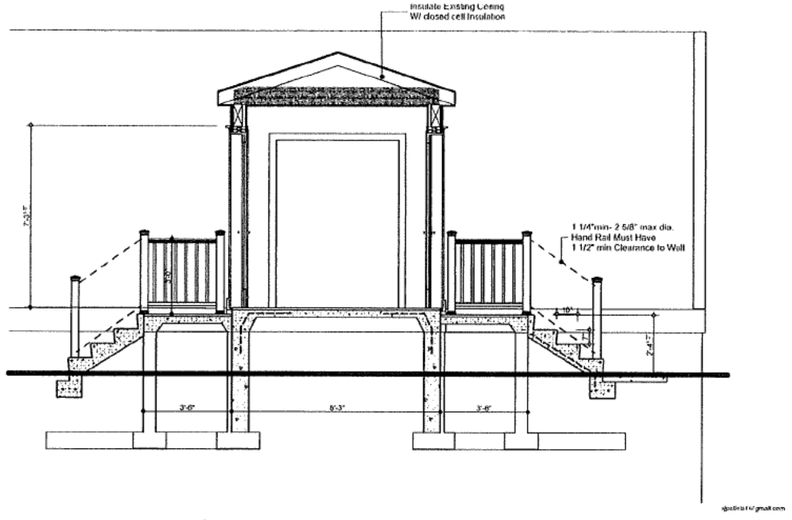
North Elevation

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



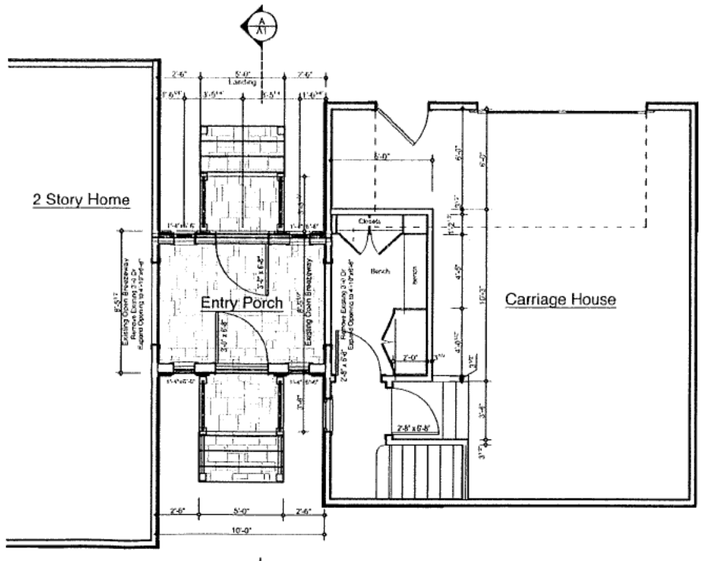
South Elevation

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



Section A-A

SCALE: 3/8" = 1'-0"



A1

Main Level Floor Plan

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

Floor Plan Notes

Egress Windows:
Egress Windows Shall Meet The Following Requirements
- The Sill Height is to be No Higher Than 44" Above Floor.
- The Minimum Net Clear Opening Shall Be 5.7 Sq.Ft. (5.0 Sq.Ft. for Grade Floor Window).
- Net Clear Opening Height 24" Minimum
- Net Clear Opening Width 20" Minimum

Every sleeping room shall have at least one functioning emergency escape and rescue opening, including a sleeping room in a basement. Emergency escape and rescue openings are not required in basement areas that are not sleeping rooms. Emergency escape and rescue openings shall have a sill height of no more than 44 inches (1118 mm) above a permanent interior standing surface. If a door opening, to be used as an emergency escape and rescue opening, has a threshold that is below the adjacent ground elevation and is provided with a bulkhead enclosure. The net clear opening dimensions required in this Section apply to the emergency escape and rescue openings, operated normally from the inside. Emergency escape and rescue openings, which have a finished sill height lower than the adjacent ground elevation, must have a window well.

Smoke detectors shall be installed on each level, in each sleeping room, and outside each separate sleeping area in the immediate vicinity of the bedrooms; Smoke detectors shall be hard wired, interconnected with battery backup, smoke detectors shall be listed in accordance with UL217. Carbon monoxide alarms shall be installed outside each sleeping area in the immediate vicinity

Power Source. In new construction, where more than one detector is required to be installed, the detectors shall be wired in such a manner that the activation of one alarm will activate all of the alarms. Smoke detectors shall be installed and tested in accordance with NFIPA 72. Power supply shall be ac w/ battery backup.

All Bathrooms to Have Vent-Fan & All Mechanical Rooms to Have Combustion Air

Top Plate. Wood stud walls shall be capped with a double top plate installed to provide overlapping at corners and intersections with bearing partitions. End joints in top plates shall be offset at least 24". Plates shall be nominal 2" depth and have a width at least equal to the studs.

MAX. STUD SPACING
2 x 4 @ 24" OC Supporting Roof and Ceiling Only
2 x 4 @ 16" OC Supporting One Floor, Roof and Ceiling
2 x 4 @ 16" OC Supporting Two Floors, Roof and Ceiling

Weather-Resistive Sheathing Paper. A minimum of one layer no. 15 asphalt felt complying with ASTM D226, for type I felt or other approved weather-resistive materials shall be applied over all exterior walls. Such felt or material shall be applied horizontally, with the upper layer lapped not less than 2". Where joints occur, felt shall be lapped not less than 6". Building paper or other approved material shall be continuous up to the underside of the rafter or truss top chord and terminated at penetrations and building appendages in such a manner to meet the requirements of the exterior wall envelope.

Flashing. Approved corrosion resistant flashing shall be provided in the exterior wall envelope in such a manner to prevent entry of water into the wall cavity or penetration of water to the building structural framing components. The flashing shall extend to the surface of the exterior wall finish and shall be installed to prevent water from reentering the exterior wall envelope, flashing shall extend to, or beyond, the finished exterior face of the wall. Approved corrosion-resistive flashing shall be installed at all of the following locations:

- At the top of all exterior window and door openings in such a manner as to be leakproof, except that self-flashing windows having a continuous lap of not less than 1 1/8" over the sheathing material around the perimeter of the opening, including corners, do not require additions flashing; jamb flashing may also be omitted when specifically approved by the building official.
- At the intersection of chimneys or other masonry construction with frame or stucco walls, with projecting lips on both sides under stucco copings.
- Under and at the ends of masonry, wood, or metal copings and sills.
- Continuously above all projecting wood trim.
- Where exterior porches, decks, or stairs attach to a wall or floor assembly of wood-frame construction.

The garage shall be separated from the residence and its attic area by not less than 5/8 inch (15.9 mm) type x gypsum board or equivalent applied to the garage side.

FRAMING LUMBER
2x4 - 8' thru 16': #2 & better SPF, also premium SPF
2x6 - 8' thru 20': #2 & better SPF
2x8 - 8' thru 20': #2 & better SPF
2x10 - 8' thru 20', Hem Fir Select Structural
2x12 - 8' thru 20', Hem Fir Select Structural
2x4-92-5/8" and 104-5/8", solid SPF precut studs
2x6-92-5/8" and 104-5/8", solid SPF precut studs

All lumber shall be identified by the grade mark of, or certificate of inspection issued by, an approved lumber grading or inspection bureau or agency. All lumber shall be a naturally durable species (such as Redwood or Western Cedars) or be pressure-treated with an approved process and preservative in accordance with American Wood Protection Association standards. All lumber in contact with the ground shall be approved preservative treated wood suitable for ground contact. All nails shall meet the requirements of ASTM F 1667. Threaded nails include helical (spiral) and annular (ring-shank) nails. Wood screws shall meet the requirements of ANSI/ASME B18.6.1. Bolts and lag screws shall meet the requirements of ANSI/ASME B18.2.1. Edge distance and spacing requirements are based on ½" diameter fasteners. If larger (or smaller) fasteners are specified, edge distance and spacing needs to be adjusted.

To resist corrosion, the following is required:
- All screws, bolts, and nails for use with preservative treated wood shall be hot-dipped zinc-coated galvanized steel, stainless steel, silicon bronze, or copper. Fasteners to be hot-dipped galvanized shall meet the requirements of ASTM A 153, Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware, Class D for fasteners 3/8" diameter and smaller or Class C for fasteners with diameters over 3/8".
- Flashing shall be corrosion-resistant metal of minimum nominal 0.019-inch thickness or approved non-metallic material. Aluminum should not be used in direct contact with lumber treated with preservatives that contain copper such as ACQ, Copper Azole, or ACZA.

Decks shall not be used or occupied until final inspection and approval is obtained.

Preliminary Design - NOT FOR CONSTRUCTION

GEN 1
Architectural Group
Kevin Serba

Architecturals

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Scale: 1/4" = 1'-0"	April 01, 2026
Preliminary Design	April 03, 2026
Construction Documents - Permit Set:	

Project Number: 25-084

A1

560 Mill

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

Historic District Permit Application

Location Information

Application Number ____ - ____

Address 260 Mill Street

Parcel Number 0357-051-001-22

Applicants Information

Name Mike DeYoung Address / PO Box [redacted]

City [redacted] State MI Zip 49423 Phone [redacted]

Interest In Project Builder E-Mail [redacted]

Signature Mike DeYoung Date 8/11/26

Owners Information (if different from applicants)

Name Timothy Tamer Address / PO Box [redacted]

City [redacted] State MI Zip 49453 Phone [redacted]

E-Mail [redacted]

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

Signature Timothy J Tamer Date 8/13/26

Contractors/ Developers Information (unless proposed work is to be done by the property owner)

Name Mike DeYoung Homes Inc. Contact Name Mike DeYoung

Address / PO Box [redacted] City Holland

State MI Zip 49423 Phone [redacted] Fax ____

E-Mail [redacted]

License Number 2101089749 Expiration Date 5/31/2029

Property Information

Depth ____ Width ____ Size ____ Zoning District ____ Current Use ____

Check all that apply: Waterfront ____ Dunes ____ Vacant ____

Project Description (attach more sheets if necessary)

Existing Breezway Enclose weather conditions

Slate stairs

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: _____

Docusign Envelope ID: 9FDC9C3C-CFC5-8283-8380-DBC1F7C2D728

Mike DY Homes
Serba Entry Porch

Quote #: KHHCUZL

A Proposal for Window and Door Products prepared for:
Job Site:
Serba Residence
[redacted]
Saugatuck, MI 49453

Contact Name: Mike DY
[redacted]

Shipping Address:
THE WINDOW CENTER-HOLLAND
[redacted]

THE WINDOW CENTER
WINDOW | DOOR | SOLUTIONS
SINCE 1986

KYLE BRATT
THE WINDOW CENTER-HOLLAND
[redacted]

This report was generated on 7/16/2026 11:16:41 PM using the Marvin Order Management System, version 0004.22.00 (Current). Price in USD. Unit availability and price are subject to change. Dealer terms and conditions may apply.

Featuring products from:

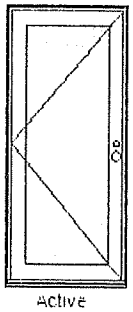
MARVIN

LINE ITEM QUOTES

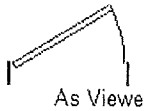
The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes. Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

Line #1 Qty: 2	Mark Unit: Entry Doors	Net Price: Ext. Net Price:	USD	

MARVIN



Active



As Viewed From The Exterior

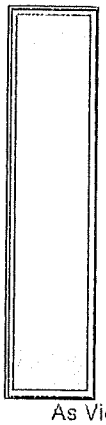
Entered As: CN
CN 3068
FS 37 7/16" X 82"
RO 38 7/16" X 82 1/2"
Egress Information
Width: 32 1/16" Height: 78 3/8"
Net Clear Opening: 17.46 SqFt
Performance Information
U-Factor: 0.3
Solar Heat Gain Coefficient: 0.17
Visible Light Transmittance: 0.38
CPD Number: MAR-N-476-07698-00001
Performance Grade
Licensee #1163
AAMA/WDMA/CSA/101/I.S.2/A440-11
LC-PG40 3632X2489 mm (143X98 in)
Water Resistance: 6.06 psf
LC-PG40 DP +40/-40
FL39753
Paint Specification
Clad Exterior Color: AAMA 2605

Stone White Clad Exterior
Painted Interior Finish - White - Pine Interior
Ultimate Inswing French Door G2 6 9/16" - X Left Hand
CN 3068
Rough Opening 38 7/16" X 82 1/2"
Glass Add For All Sash/Panels
Stone White Clad Sash Exterior
Painted Interior Finish - White - Pine Sash Interior
IG - 1 Lite
Tempered Low E3 w/Argon
Black Stainless Steel Perimeter Bar
Putty Exterior Glazing Profile
Ogee Interior Glazing Profile
4 3/4" Bottom Rail
Multi-Point Lock on Active Panel
No Handle Set on Active Panel
Satin Nickel PVD Adjustable Hinges 3 Per Panel-
Ebony Performance Sill
Black Weather Strip
6 9/16" Jambs
Thru Jamb Installation w/ Nailing Fin
***Note: Unit Availability and Price is Subject to Change

Line #2 Qty: 4	Mark Unit: Sidelights	Net Price: Ext. Net Price:	USD	

MARVIN

Stone White Clad Exterior
Painted Interior Finish - White - Pine Interior
Ultimate Direct Glaze Rectangle
Frame Size 20" X 82"
Rough Opening 21" X 82 1/2"
IG - 1 Lite
Tempered Low E3 w/Argon
Black Stainless Steel Perimeter Bar
Putty Exterior Glazing Profile
6 9/16" Jambs
Nailing Fin
***Note: Unit Availability and Price is Subject to Change



As Viewed From The Exterior

Entered As: FS
FS 20" X 82"
RO 21" X 82 1/2"
Egress Information
No Egress Information available.
Performance Information
U-Factor: 0.26
Solar Heat Gain Coefficient: 0.24
Visible Light Transmittance: 0.55
Condensation Resistance: 59
CPD Number: MAR-N-419-28023-00001
Performance Grade
Licensee #1117
AAMA/WDMA/CSA 101/I.S.2/A440-17
CW-PG50 1602X3697 mm (63.07X145.57 in)
Water Resistance: 8.35 psf
Glass Deflection at Certified Size and Performance: 1.1 in
CW-PG50 DP +50/-60
FL38016
Paint Specification
Clad Exterior Color: AAMA 2605

DocuSigned by:
Mike DeYoung
FF8EA25E6CC8425...

7/21/2026

Project Subtotal Net Price: USD
6.000% Sales Tax: USD
Project Total Net Price: USD

PRODUCT AND PERFORMANCE INFORMATION

NFRC Ratings:

NFRC energy ratings may vary depending on the exact configuration of glass thickness used on the unit. NFRC energy values and ratings may change over time due to ongoing product changes, updated test results or requirements. NFRC values and ratings are finalized on the date of manufacture.

The National Fenestration Rating Council (NFRC) has developed and operates a uniform rating system for the energy performance of fenestration products, including windows, doors and skylights. For additional information regarding this rating system, see www.nfrc.org.

Code (residential, building or energy) Compliance:

Determining the suitability and compliance with state, provincial, local, or other applicable building codes or standards, including energy codes, is the responsibility of the buyer, user, architect, contractor, installer, and/or other construction professional.

MEMORANDUM

TO:	Historic District Commission City of Saugatuck
FROM:	Grayson Moore Director of Planning & Zoning
MEETING DATE:	September 3, 2026
RE:	Historic District Permit Application, 333/337 Culver Street

REQUEST:
The applicant is requesting approval to replace the existing original 1983 Anderson clad windows including the water side units in 333 (two (2) sliders and four (4) transoms as well as the upper sash in 337, due to their deterioration as shown in the photos.

The replacement will be like for like Anderson 200/400 windows and doors that have the same color and dimensions as the originals (teraton).

BACKGROUND:
The property at 333 Culver Street is located in the Lake Street (R-2) Zoning District and lies within the Historic District. The structure is a noncontributing resource to the district.

The Windjammer Condos were constructed in 1982 and began modern updates and restoration efforts in 2022. The proposed replacement specs have been previously approved for 331, 333, and 337 Culver Street in 2023.

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.

IDENTIFYING KEY ELEMENTS OF THE RESOURCES:

2. **Non-Contributing Resources.** Resources may not contribute to the historic character of the district for several reasons. Applicable reason(s) are stated below.
    a. Some are over 50 years old but their original design has been significantly altered. For these, even when documentation of the original design and details is available, the Commission must decide whether enough remains to justify restoration to the original design. Otherwise, the guidelines for additions and new construction should be applied (section V).

3. **Identify Characteristics.** Identify and give consideration to the elements and characteristics which are original to the resource, and those that are later but contribute to its history or architectural significance.
    a. All features, components and details which are original to the building should be preserved. They should not be covered with signs or new materials.
    b. Features which are damaged should be repaired whenever possible. Repair is always preferred over replacement.
    c. When replacement is absolutely necessary, the original element should be reconstructed as exactly as possible.
    d. When a feature is missing, it should only be reconstructed if there is a model or clear documentary evidence upon which to base the design. Otherwise, recognizably new but compatible designs may be necessary

4. **The Surroundings.** Identify the significant characteristics of the history and/or architecture of the surroundings and give consideration to the impact of the proposed changes on the integrity of the surrounding area.

§ 152.07 D. GUIDELINES:

A. 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:

    1. *The historical or architectural significance of the resource and its relationship to the historic value of the surrounding area*.

    2. *The compatibility of the exterior of the structure and the space around it with the visual or historical context of the surrounding area*.

3. *The impact of the exterior of the structure and the space around it on the village/rural character and contextual aesthetic of the city.*

4. *Other factors which the Commission considers to be pertinent.*

B. 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.

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**
    i. 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.
    ii. 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.
    iii. 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.
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.
5. **Glass Block.** The use of glass block to fill in openings is generally not appropriate, unless it was part of the style and period of the structure. Instead, existing features should be repaired.
6. **Storm Windows.** Installation of metal storm windows and doors which have a painted or baked enamel finish may be approved when they do not alter or destroy the original structure and trim of the opening. Replacement, repair, or installation of wood storm or screen doors and which are stained or painted to match the house or trim may also be approved.

COMMENT:
The subject property at 333/337 Culver Street is located within the Historic District and is classified as a non-contributing resource. The Windjammer Condominiums were constructed in 1982, and the applicant is continuing with similar modernization and restoration efforts as previously approved.

The current application proposes the replacement of deteriorated original 1983 Anderson clad windows and doors, including two (2) sliders and four (4) transoms on the waterside of 333 Culver Street and the upper sash at 337 Culver Street. The applicant proposes to replace the existing units with like-for-like Anderson 200/400 windows and doors matching the existing color, dimensions, and Teraton finish.

The Commission should consider the proposed work in accordance with §152.07 of the City Code, the Secretary of the Interior's Standards for Rehabilitation, and the applicable Historic District Guidelines. In particular, the Guidelines provide that original features should be preserved when possible and that repair is preferred over replacement where feasible.

Where replacement is necessary, the replacement should match the original element as closely as possible with respect to material, design, dimensions, proportion, profile, glazing, and operation. In this case, the applicant has indicated that the existing windows and doors have deteriorated to the point where replacement is necessary.

The proposed replacement units are intended to maintain the existing openings, dimensions, color, and overall appearance of the existing windows and doors. The proposed specifications have previously been approved by the Historic District Commission for 331, 333, and 337 Culver Street as part of the Windjammer Condominium improvement efforts in 2023.

Because the structure is a non-contributing resource and the proposed work does not introduce new openings, alter the size or location of existing openings, or substantially change the appearance of the existing windows and doors, the proposed replacement is generally consistent with the applicable Historic District Guidelines. The like-for-like replacement also maintains the existing architectural character of the resource while addressing the deterioration of the existing units.

The Commission should confirm that the replacement windows and doors are consistent with the submitted application and that the proposed work maintains the existing openings, dimensions, configuration, color, and exterior appearance. Subject to that determination, the proposed improvements appear to satisfy the applicable review criteria under §152.07.

SUGGESTED MOTIONS:

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

I move to **(approve/deny)** *the applicant's request for a Historic District Permit for the replacement of the deteriorated windows and doors at 333 and 337 Culver Street, including two (2) sliders and four (4) transoms at 333 Culver Street and the upper sash at 337 Culver Street, with like-for-like Anderson 200/400 windows and doors matching the existing color, dimensions, configuration, and Teraton finish, as proposed, based on the application* **(meeting/not meeting)** *the applicable Historic District Guidelines set forth in §152.07.*

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

a) _____

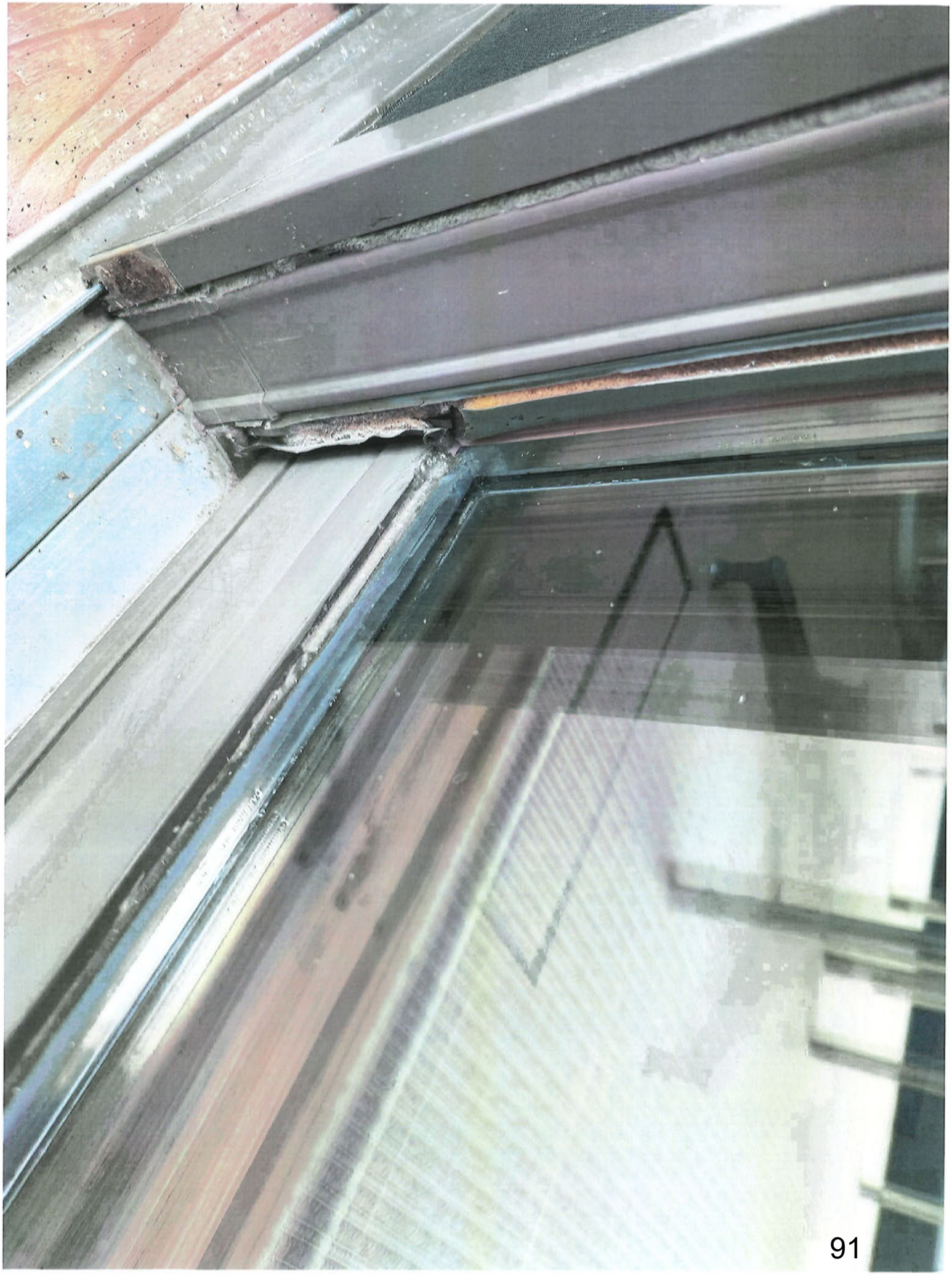
b) _____

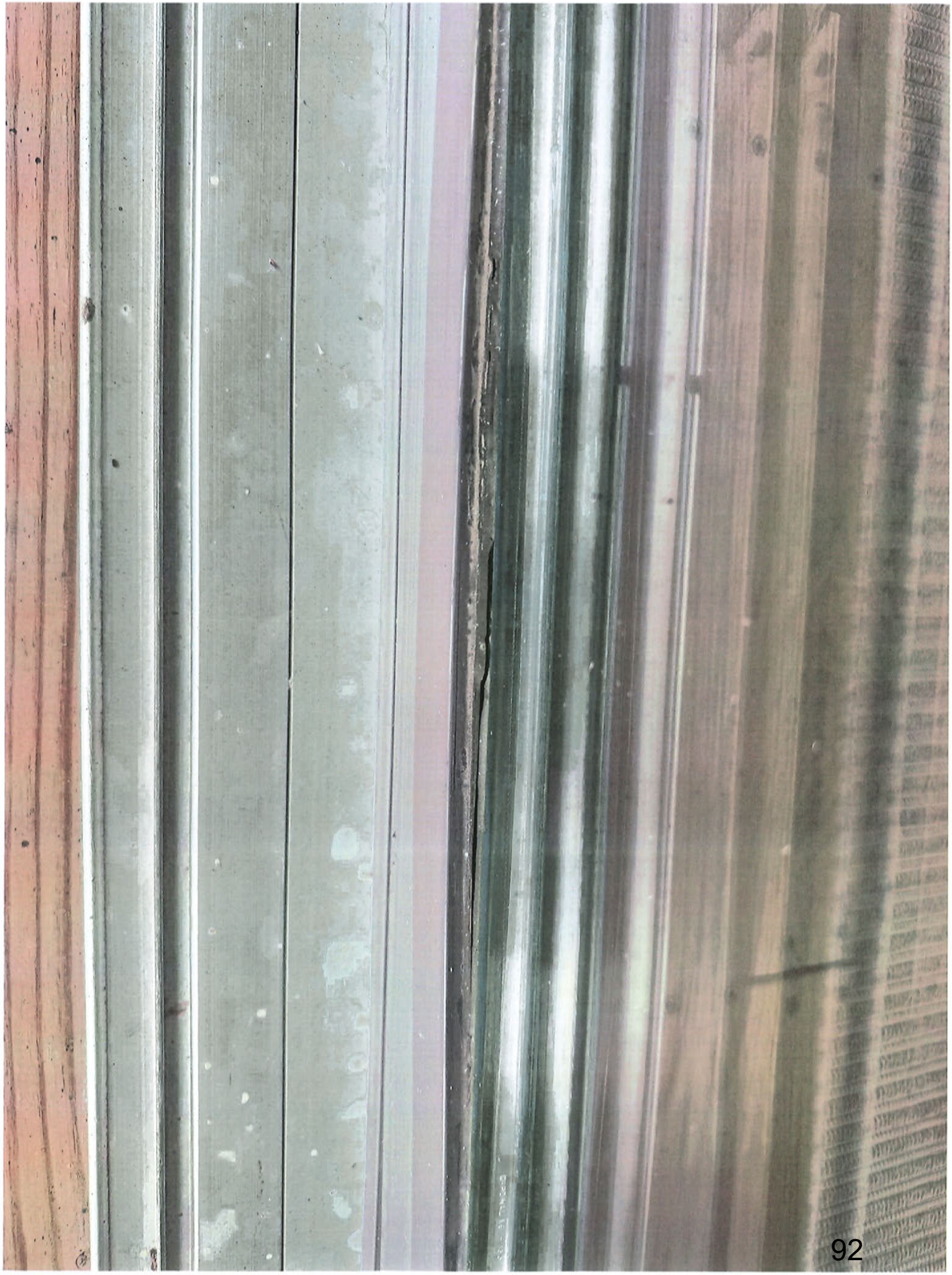
c) _____




4 TRANSOMS
333 2 SLIDERS


337
SINGLE
SASH







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Almost there

Now, choose the options for your window

Clear My Choices

Sizing	Profile	Interior	Exterior	Glass	Grilles	Hardware	Trim	Summary
Required	Required	Required	Required	Required	Optional	Optional	Optional	

Request a quote

Exterior Window Color

White | Sandtone | Terratone | Forest Green | Dark Bronze | Canvas | Black

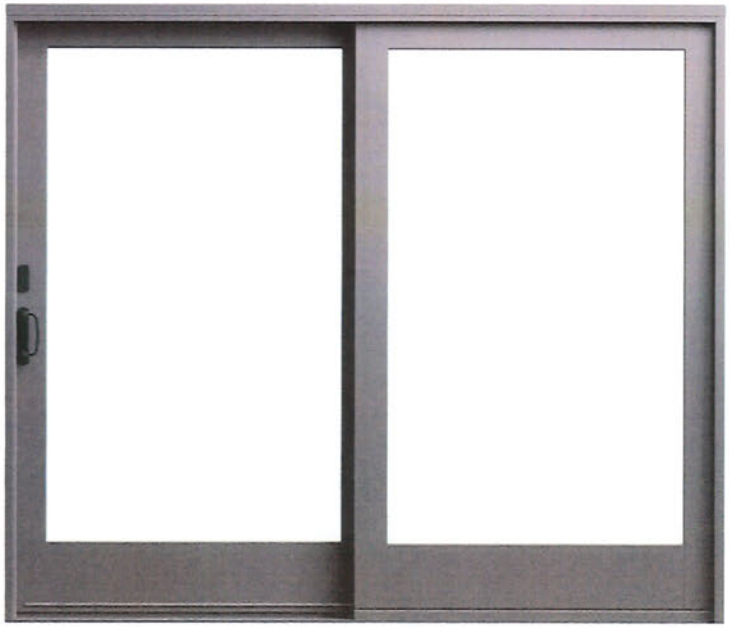
Feedback

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INTERIOR | EXTERIOR

BEST SELLING

The classic gliding patio door

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Andersen® products increase a homes value by at least 15%*

*2024 Andersen brand surveys of U.S. builders, homeowners & real estate agents

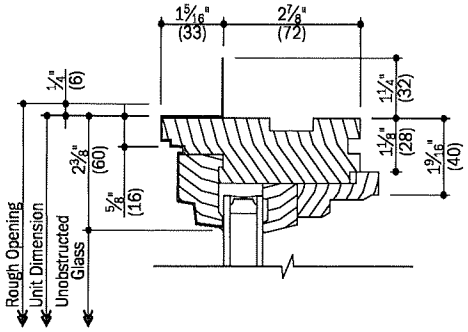
★★★★½ 4.3 (482)

Request a quote → | View in Augmented Reality

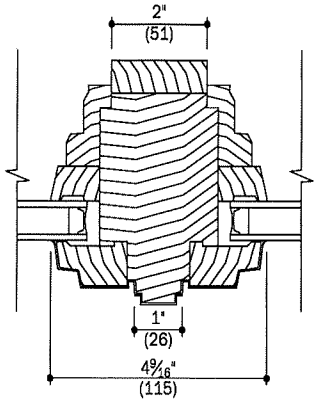
MOST POPULAR EXTERIOR OPTIONS

Black | Forest Green | Sandtone | Terratone

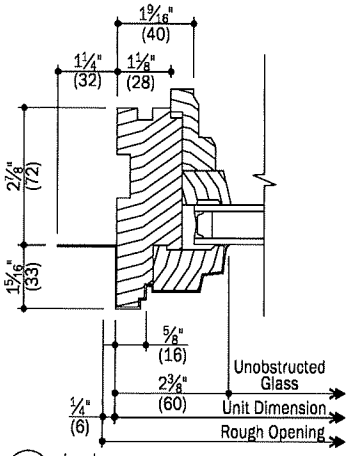
View all options →



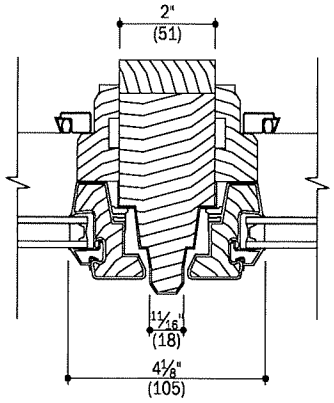
A 4 Head Fixed



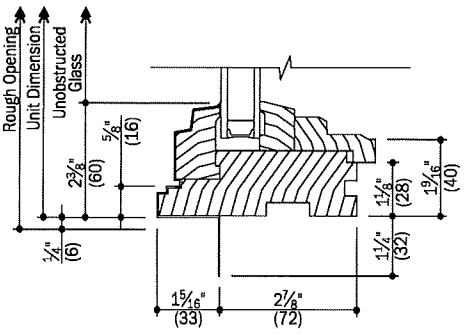
D 4 Vertical Integral Join Fixed/Fixed



B 4 Jamb Fixed



E 4 Vertical Integral Join Operating Awn/Operating Awn



C 4 Sill Fixed

Notes:

Details have been optimized for use in architectural software and do not match manufacturing specifications.
Dimensions in parentheses are in millimeters.

See Pages 5 & 6 for Accessories

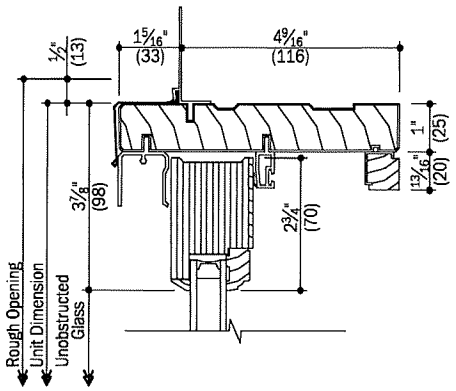
Date: 10/04/16
Scale: 3" (76) = 1' (305)

Andersen Windows, Inc. reserves the right to change drawing specifications without notice

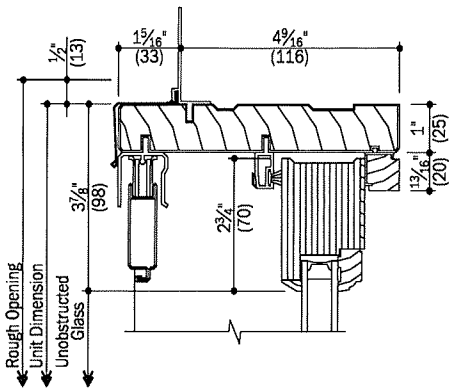
200 Series

Andersen WINDOWS • DOORS AW

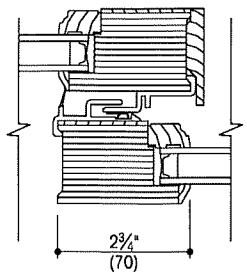
Narroline® Gliding Patio Doors



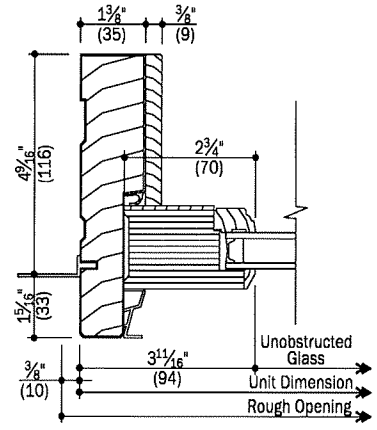
A 2 Head Fixed



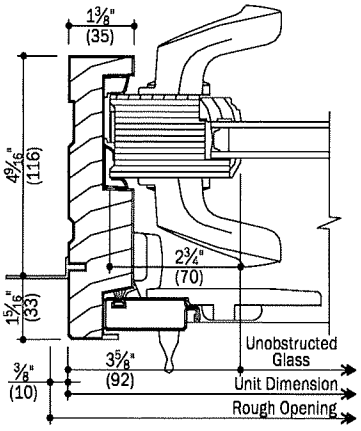
D 2 Head Operating



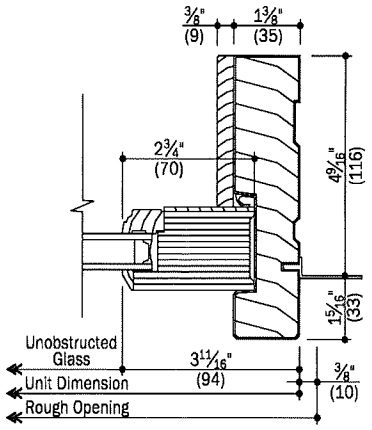
G 2 Interlock



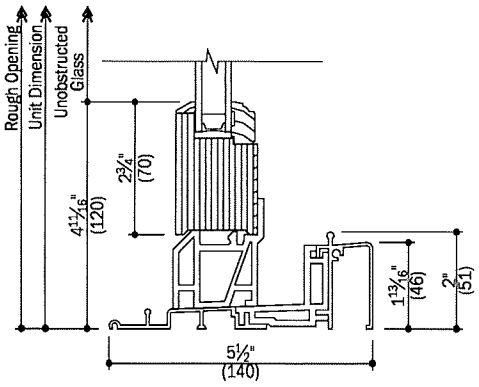
B 2 Jamb Fixed



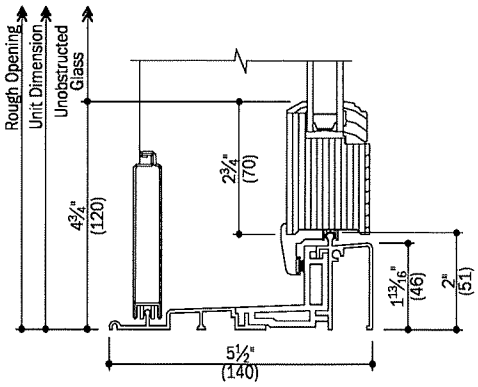
E 2 Jamb Operating - Lock side



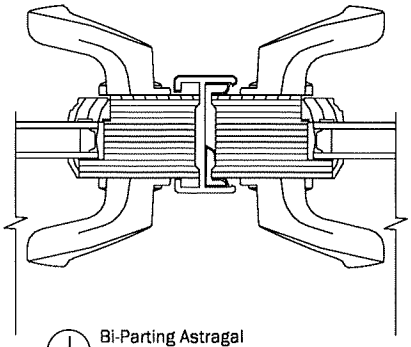
H 2 Jamb Operating - Stationary Side



C 2 Sill Fixed



F 2 Sill Operating



J 2 Bi-Parting Astragal Operating

Notes:

Details have been optimized for use in architectural software and do not match manufacturing specifications.
Dimensions in parentheses are in millimeters.

See Pages 3 Thru 6 for Accessories

Date: 08/30/16
Scale: 3" (76) = 1' (305)

Andersen Windows, Inc. reserves the right to change drawing specifications without notice

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

Historic District Permit Application

Location Information

Application Number ____ - ____

Address 333/337 Culver Street

Parcel Number ____

Applicants Information

Name Timothy Straker (board Pres) Address / PO Box [redacted]

City Saugatuck State MI Zip 49453 Phone [redacted]

Interest In Project owner/board president E-Mail [redacted]

Signature ____ Date 8.14.2026

Owners Information (if different from applicants)

Name TIM STRAKER/BRIAN KLINKSIEK Address / PO Box [redacted]

City Saugatuck State MI Zip 49453 Phone [redacted]

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 Window Specialists Contact Name Joe Buchanan

Address / PO Box ____ City ____

State ____ Zip ____ Phone [redacted] Fax ____

E-Mail ____

License Number ____ Expiration Date ____

Property Information

Depth ____ Width ____ Size ____ Zoning District ____ Current Use ____

Check all that apply: Waterfront ____ Dunes ____ Vacant ____

Project Description (attach more sheets if necessary)

Replace existing Anderson clad windows (original to 1983) which have failed, including water side units in 333 (two sliders and four transoms) and upper sash in 337, all of which have failed (photos attached). This is a 100% like for like replacement with Anderson 200/400 windows and doors that are the exact color/dimension/mfr as the originals (teraton). These also match previous HDC approvals for 331, 333 a 337 Culver street which used the exact same spec