



CITY OF SAUGATUCK HISTORIC DISTRICT COMMISSION

Special meeting January 19, 2022, 6:00 PM

Saugatuck City Hall
102 Butler Street

1. Call to Order/Roll Call:
2. Agenda Changes/Additions/Deletions:
3. Approval of Minutes:
 - A. Minutes of regular meeting December
4. Public Comments:
5. Unfinished Business:
6. New Business:
 - A. 302 through 322 Culver Street – dumpster enclosure OR
 - B. 129 Griffith Street – dumpster enclosure
 - C. 311 (313) Water Street – windows doors remove balcony
7. Administrative Approvals & Updates:
 - 40 Butler Street – replace sign
8. Communication:
9. Public Comment:
10. Commission Comment:
11. Adjourn:

NOTICE:

As of January 1, 2022, public bodies are required to meet in person. Staff, applicants, and other interested parties may attend in person, or via Zoom.

Join online by visiting:
<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:
(312) 626-6799
-or-
(646) 518-9805

Then enter “Meeting ID”:
269 857 2603

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

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

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com

City of Saugatuck Historic District Commission
Proposed Regular Meeting Minutes
December 2, 2021 - 6:00 PM
Saugatuck City Hall 102 Butler Street
Held via Zoom due to Covid

Call to Order/Roll Call: Chair Straker called the meeting to order at 6:03 pm.

Present: Lewis, Leo, Straker, Cannarsa, Paterson, and Davenport (Davenport entered at 6:08)

Absent: Pannozzo

Others Present: Cindy Osman - Zoning Administrator,

Agenda Changes/Additions/Deletions: None

Approval of the 2022 Meeting Schedule: A motion was made by Leo, 2nd by Paterson to approve the 2022 meeting schedule as submitted. Upon roll call the motion carried unanimously.

Approval of Minutes of the regular meeting of November 4, 2021: A motion was made by Lewis, 2nd by Cannarsa, to approve the meeting minutes of November 4, 2021. Upon roll call the motion carried unanimously.

Public Comments: None

Unfinished Business: None

New Business:

547 Butler AKA 219 Francis - various

Jeffery Bianchi representing the owners of 547 Butler Street presented the project. The plan is to remove one brick chimney and use the salvaged bricks to cover a different chimney that currently is covered with a kind of stamped metal. One of the closet doors on the porch will be removed and replaced with matching clapboard siding, and the opening in roof where the chimney passed through will be patched. A motion was made by Davenport, 2nd by Lewis to approve the application as submitted stipulating that the repair of the siding is to be feathered in wood clapboard, and the replacement door for the closet will be a flat panel door. Upon roll call the motion carried unanimously.

302 Culver Street thru 322 Culver Street – Dumpster Enclosure

Fred Gerigery presented his application to install a second dumpster enclosure adjacent to the Scooters dumpster enclosure. It would match the existing enclosure. It would not take up any parking spaces. The alternative would be to locate the dumpster enclosure behind 129 Griffith Street. A motion was made by Lewis, 2nd by Davenport to table this application to the January meeting. Upon roll call the motion carried unanimously.

Administrative Approvals & Updates: None

Public Comment: None

Commission Comment: Lewis reported that Lauren Stanton will be replacing her on the Historic District Commission effective January 1, 2022.

Adjourn: A motion was made by Leo, 2nd by Cannarsa to adjourn at 6:51. Upon roll call the motion carried unanimously.

Respectfully Submitted,

Jamie Wolters
City Clerk



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Cindy Osman
Zoning Administrator

DATE: December 02, 2021

RE: **Application P-HIS-21029; 302 CULVER ST THRU 322**

FMG INVESTMENTS LLC is requesting approval for the installation of a new dumpster enclosure to match existing dumpster enclosure

Background: The building is considered contributing in the 2010 memo by Williams and Works. The records in the assessor's files indicate that this building was built in 1910. The Livery across the street was built in 1905. Based on the 1910 and 1916 Sanborn maps, the structure was of frame construction while the existing building is block and brick. The addition of the building that housed Amaru Leather was probably added some time later, and front half of the Scooters Café and the Burrito Feliz, sometime after that.

In 2011 the HDC approved the addition of an additional exterior door as required by the liquor commission. Other than façade improvements, signs and the dumpster enclosure, there have been no permits issued at this address in the files.

The zoning ordinance contains the following statement:

(6) *Trash storage areas.* All areas used for the storage of trash or rubbish including dumpsters and other commercial containers shall be screened on all sides by a solid screen no less than six feet in height. Gates shall have a working latch and remain closed when not in use. All such enclosures shall be maintained in good working order with properly functioning gates and hardware.

The most appropriate standards in the guidelines are the standards for fencing.

Standards: If the Commission agrees that the structure is contributing, Section IV, C. of the *Local Guidelines regulating fencing would apply. It states the following:*

- 1. Rear Yard Fences** *Erections of fences on the rear, side (except on a corner lot), or interior location of the lot, at or behind the building line may receive*

administrative approval when the height and materials are similar to those regularly approved by the Commission.

Comment: The enclosure will actually be on city property, so the owner will also need a revocable license to be approved by City Council. It will be on east side of the building.

- 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.*

Comment: it appears as the enclosure will not negatively affect visibility or other items listed above.

- 3. Compatible Fences** *Fencing shall be permitted contingent upon the appearance and appropriateness in relation of the building and Historic District. (Applicants should note that all fencing within the Historic District is also subject to the City Zoning codes. 154.143)*

Comment: The enclosure will match the existing enclosure.

- 4. Height of fences** *Height should be between two and six feet, with a maximum height of three 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 zoning ordinance states: (6) *Trash storage areas.* All areas used for the storage of trash or rubbish including dumpsters and other commercial containers shall be screened on all sides by a solid screen no less than six feet in height. Gates shall have a working latch and remain closed when not in use. All such enclosures shall be maintained in good working order with properly functioning gates and hardware.

Recommendation: The commission If the HDC determines that the standards as listed above are met, the following motion may be used:

Motion to (Approve/ Deny) the amendment to application P-HIS-21029 302 CULVER ST THRU 322, finding the following to be true:

- ☐ 1. Ordinance 152.00 has been (satisfied/not satisfied)
- ☐ 2. Section 152.07 C 3 Application and Review Procedures has been (satisfied/not satisfied)
- ☐ 3. 36 CFR 67, Secretary of the interior standards for historic rehabilitation standards IV,C has been(satisfied/not satisfied)



DATE 12/1/21

PROPERTY ADDRESS 302 CULVER ST.

HISTORIC DISTRICT APPLICATION

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

PROPERTY OWNER FMG INVESTMENTS, LLC EMAIL FREDGERIGERY@GMAIL.COM

ADDRESS / PO BOX P.O. Box 2840

SIGNATURE [Signature] PHONE 561-889-3255

APPLICANT NAME FRED GERIGERY EMAIL SAME

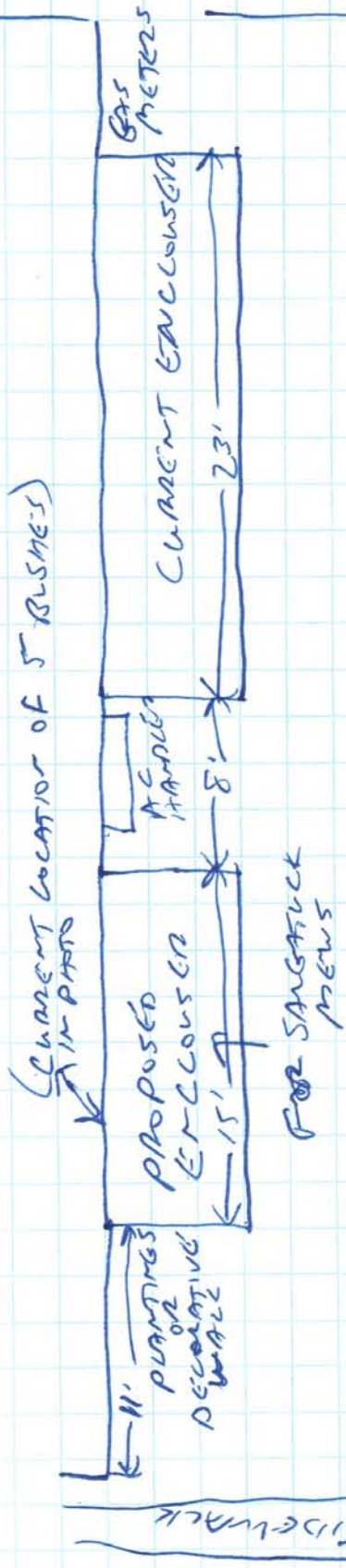
ADDRESS / PO BOX SAME

SIGNATURE [Signature] PHONE 561-889-3255

CHECKLIST

- ☒ PHOTOS OF EACH SIDE OF STRUCTURE IN PRESENT CONDITION LABELED W/THE FOLLOWING:
 - *LOCATION 302 CULVER ST., SAUGATUCK, MI. 49453
 - *ADDRESS
 - *DATE 12/1/21
- ☒ CLOSE UP PHOTOS OF PRESENT CONDITION OF STRUCTURE PROPOSED FOR ALTERATION LABELED
- ☒ ELEVATION AND/OR SCALED DRAWINGS OF FAÇADE OF STRUCTURE PROPOSED FOR ALTERATION SHOWING ARCHITECTURAL DETAILS TO BE ADDED/REMOVED/ALTERED
- ☒ SKETCH IDENTIFYING ALL EXISTING AND PROPOSED MATERIALS / FINISHES THAT INCLUDE MATERIAL LIST
- ☐ PHYSICAL SAMPLES OF MATERIALS / ITEMS TO BE INSTALLED ACCURATELY DEPICTING TEXTURE/SCALE OF NEW MATERIAL
- ☒ DETAILED SITE PLAN OF THE PARCEL WITH DIMENSIONS, EXISTING STRUCTURES AND LOCATION OF NEW STRUCTURES INCLUDING FENCES
- ☒ DETAILED DESCRIPTION OF THE PROJECT LISTING ALL IMPROVEMENTS THAT ARE VISIBLE ON THE EXTERIOR OF THE STRUCTURE OR SITE (USE SEPARATE PAGE) (WOOD. SAME AS EXISTING)
- ☐ NAME BRAND AND SERIES NUMBER OF ALL NEW / REPLACEMENT WINDOWS

Access





NEW'S
Pizzeria
Dinner
Dinner

PROPOSED ENCLOSURE
DOES NOT EXTEND
BEYOND CURBENT
RAILROAD TIES.
(17x105(2) TWO HAND
DUMSTERS (EACH APPROX.
7' LONG x 4' DEEP)

PROPOSED ENCLOSURE
DOES NOT EXTEND
BEYOND CURBENT
RAILROAD TIES

16' * 8' per * 23'

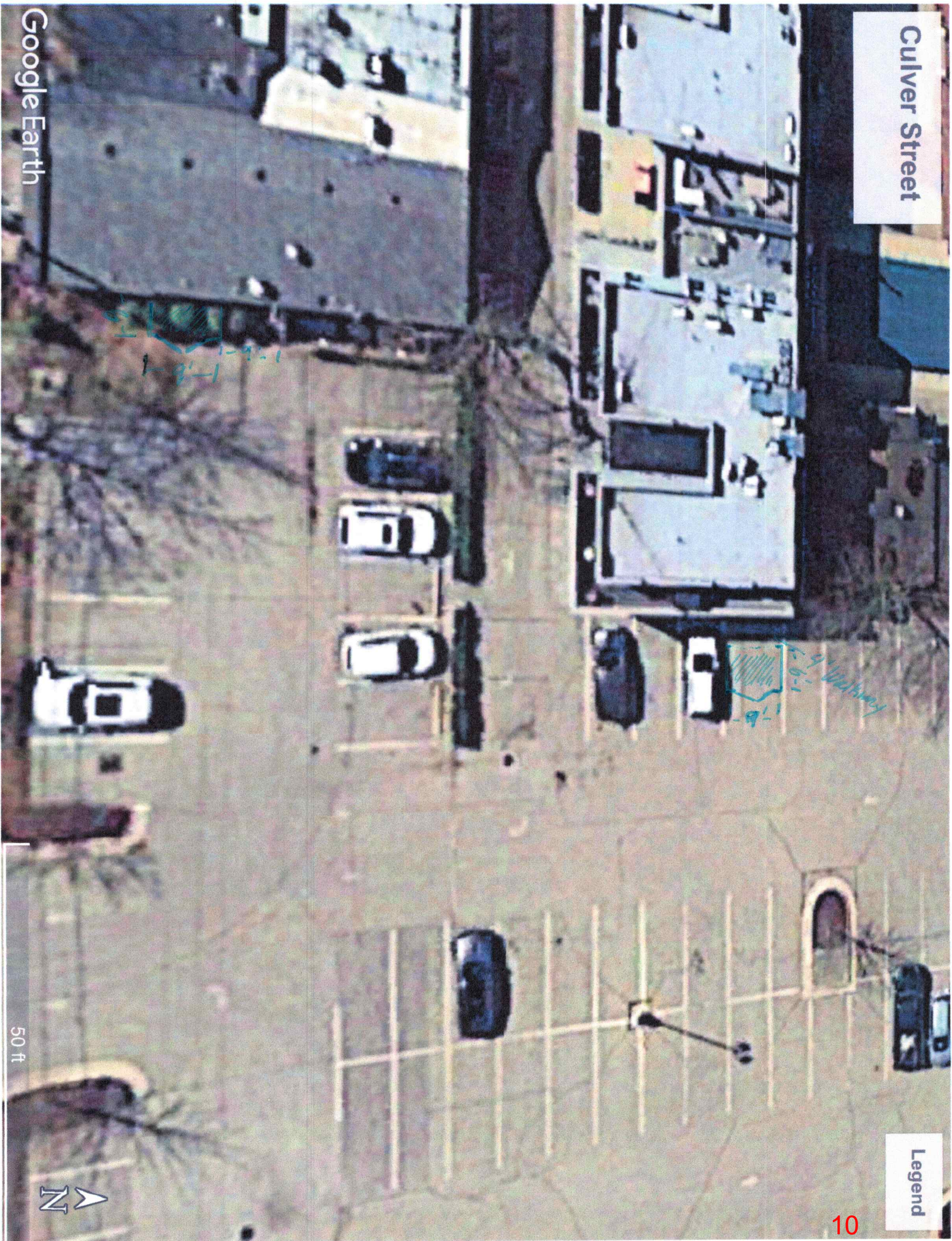
NEED



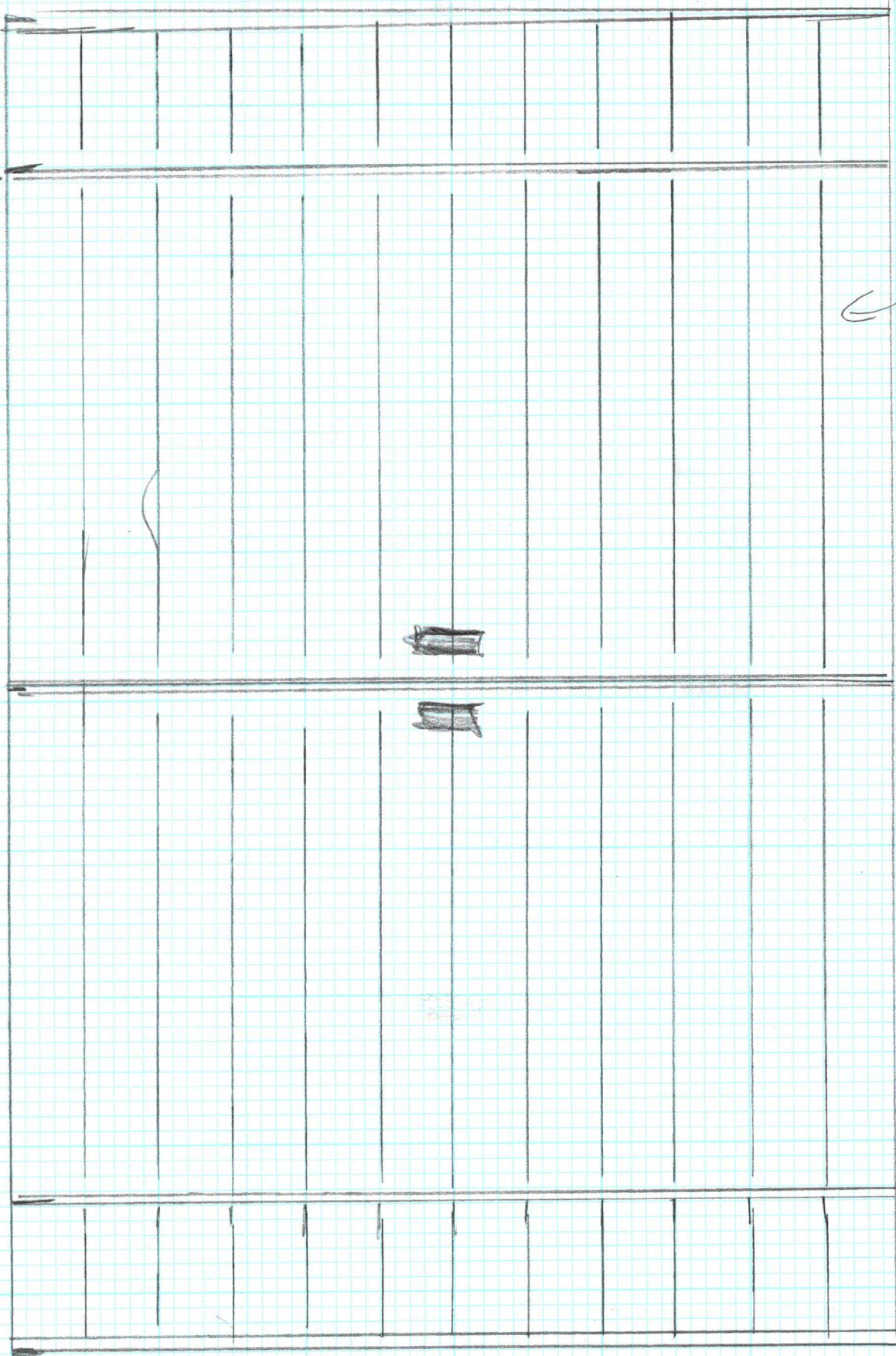
Distance: 5.1 Feet

Distance: 14.1 Feet

Distance: 12.9 Feet



6" Solid
Stacked Bands







MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Cindy Osman
Zoning Administrator

DATE: January 6, 2022

RE: **Alternate location:** Application P-HIS-21029; 129 Griffith Street

The Condo Association is requesting approval for the installation of a new dumpster enclosure.

Background: This the alternate location to address the need for trash removal of the tenants at 129 Griffith Street. The construction was completed ~2016 and was approved by the Planning Commission with the original trash storage to be inside the building. This area inside the building was largely by the installation of a cooler for the restaurant.

Standards: If the Commission agrees that the structure is noncontributing, Section IV, C. of the *Local Guidelines regulating additions would apply. It states the following:*

1. **Rear Yard Fences** *Erections of fences on the rear, side (except on a corner lot), or interior location of the lot, at or behind the building line may receive administrative approval when the height and materials are similar to those regularly approved by the Commission.*

Comment: The enclosure will actually be on city property, so the owner will also need a revocable license to be approved by City Council. It will be on east side of the building.

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.*

Comment: it appears that the enclosure will not negatively affect visibility or other items listed above.

3. **Compatible Fences** *Fencing shall be permitted contingent upon the appearance and appropriateness in relation of the building and Historic District. (Applicants should note that all fencing within the Historic District is also subject to the City Zoning codes. 154.143)*

Comment: drawings of the proposed enclosure will be submitted before the meeting.

4. **Height of fences** *Height should be between two and six feet, with a maximum height of three 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 zoning ordinance states: (6) *Trash storage areas.* All areas used for the storage of trash or rubbish including dumpsters and other commercial containers shall be screened on all sides by a solid screen no less than six feet in height. Gates shall have a working latch and remain closed when not in use. All such enclosures shall be maintained in good working order with properly functioning gates and hardware.

Recommendation: The commission If the HDC determines that the standards as listed above are met, the following motion may be used:

Motion to (Approve/ Deny) the application P-HIS-21029 129 Griffith Street, finding the following to be true:



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Cindy Osman
Zoning Administrator

DATE: January 19, 2022

RE: **Application P-HIS-22001; 311 WATER ST**

Skala concepts on behalf of PCM Saugatuck LLC, is requesting approval for finishing upstairs apartments at 313 Water Street - some window changes - removal of balcony - change door to a window to match - replace some siding where door was eliminated.

Background: This parcel is a single parcel with several different tenant spaces. The tenant space in question is 313 Water Street – Fresh Basil Café. According to a 2010 memo from Williams and Works, this is a contributing structure. However, during a review in 2016, it was found that the entire front half of the building is an addition that was added in 1993. This is evidenced by old drawings, a photo, and some sketchy permit information. The tax records also indicate a serious jump in 1994. The second story is supported by engineered floor trusses. The status was officially changed to non-contributing status in 2017.

Standards: If the Commission agrees that the structure is non-contributing, Section V, A and B. of the *Local Guidelines regulating additions would apply. It states the following:*

V. ADDITIONS AND NEW CONSTRUCTION

A. Additions

1. Compatible Additions New additions within historic districts can be appropriate if they do not destroy historic features, materials and spatial relationships of the original building and site. Their location, size, height, scale, design, and materials should be compatible with the original structure. The Commission may make recommendations to the Planning Commission and/ or the Zoning Board of Appeals concerning placement of additions on the lot.

Comment: Not Applicable

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

Comment: Not Applicable

3. Distinguishing New from Old New additions should be designed in such a manner as to make clear what is historic and what is new. They should be constructed so that they can be removed in the future without damage to the building.

Comment: Not Applicable

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: Not Applicable

B. New Construction

1. Streetscape Compatibility With new structures or renovations which totally change the facades, the appearance of the streetscape as a whole should be respected. Facades for new structures should be compatible with the overall design and appearance of the surrounding streetscape in its design and appearance.

Comment: The application indicates the changes will minimally change the façade.

2. Architectural Style New structures need not replicate existing styles. They may be honest modern or contemporary adaptations or reflections of traditional styles or they may be totally new, distinctive structures which are nevertheless compatible with the district's character.

Comment: Not Applicable

3. Compatibility of Siting and Massing

(a) The historic relationship between buildings, landscape features and open space should be retained. The siting should be reviewed based on existing district setbacks, orientation, spacing and distance between adjacent buildings.

(b) The height and bulk of a new building shall be compatible with its surroundings and shall in no event exceed that of existing buildings in the Historic District.

(c) If there is a significant variation in siting or in height and bulk from the immediately surrounding buildings which creates a material adverse impact on the character of that area, the Commission may make recommendations to the Planning Commission and/ or the Zoning Board of Appeals concerning height, massing and placement on the lot of the new construction.

Comment: Not Applicable

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

Comment: The application appears to be compliant with this section although there are limited details available.

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: There are no proposed changes to the commercial part of the building.

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

Comment: Not Applicable



Historic District Permit Application

LOCATION INFORMATION

APPLICATION NUMBER _____ - _____

Address 311 Water St Saugatuck MI 49453

Parcel Number 57-300-103-00

APPLICANTS INFORMATION

Name Kailey Cox Address / PO Box 430 E 8th St Ste 1031

City Holland State MI Zip 49424 Phone 616-414-7007

Interest In Project We will be finishing this space E-Mail Kaileyc@skalaconcepts.com

Signature *Kailey Cox* Date 1/4/2022

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Pierre Medawar Address / PO Box 6145 W Saginaw

City Lansing State MI Zip 48917 Phone 1-517-402-1160

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 1/4/2022

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

Name SKALA Concepts Contact Name Tomas Brvenik

Address / PO Box 430 E 8th St Ste 1031 City Holland

State MI Zip 49424 Phone 6164140077 Fax _____

License Number 2102219497 Expiration Date 5/31/2024

PROPERTY INFORMATION

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

Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Finishing an unfinished apartment. Separating it from existing finished space with a hallway.

Removal of balcony, balcony not structurally sound. Wood is rotting. Proposal to remove and match
existing siding to cover up any openings. Door change to a window to match the rest. That is the only
exterior change besides a window to match.



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.
- ☐

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A plot plan with the placement of the proposed addition, or location of fencing to be constructed.
- ☐

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Elevation drawings of the exterior of the structure or improvements.
- ☐

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Samples of all proposed exterior finishes and materials.
- ☐

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Photographs showing, in detail, the problem areas to be addressed during the proposed repair or alteration.
- ☐

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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).
- ☐

☐

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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).
- ☐

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Plot plan showing the following:
- ☐

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Current location, shape, area and dimension of the lot.
- ☐

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Current site improvements (including structures, sidewalks, decks, streets, fences, etc).
- ☐

☐

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Proposed improvements and distances from other improvements or property lines.
- ☐

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Proposed and/or current yard, open space and parking space dimensions and calculations.
- ☐

☐

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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.
- ☐

☐

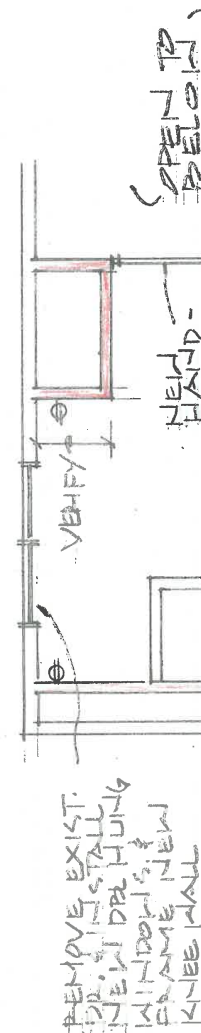
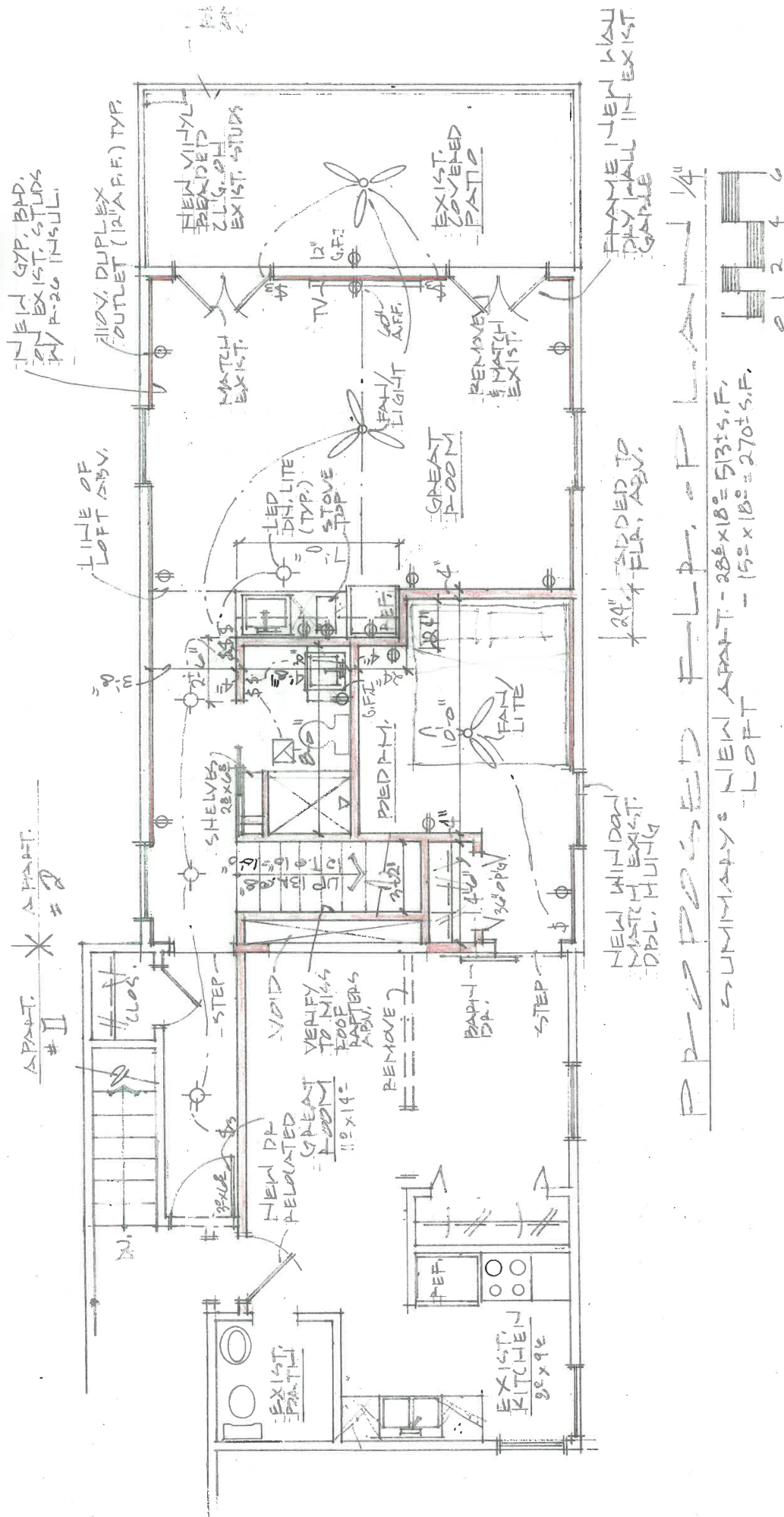
☐

Detailed written description of the activities related to the proposed use and/or improvements.

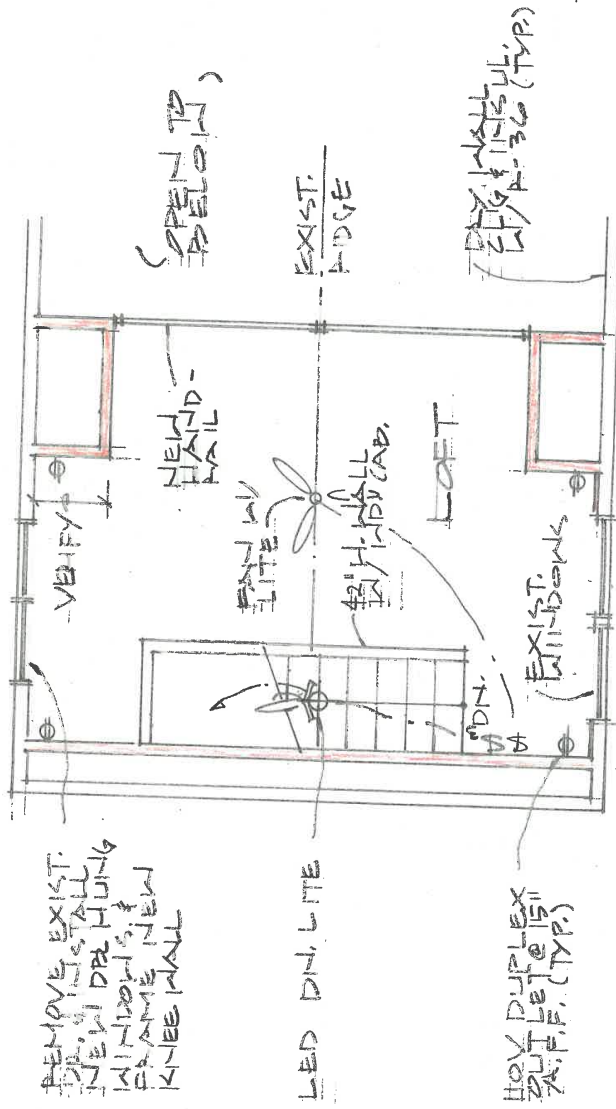
OFFICE USE ONLY:

Application Complete Fee Paid Date Paid

Notes:



PROPOSED F.L.P. - L.A. 1/4
 SUMMARY NEW APART - 286 x 18 = 513 ± S.F.
 LOFT - 150 x 18 = 270 ± S.F.



LOFT - L.A. 1/4



Kailey Cox <kaileyc@skalaconcepts.com>

to Pierre ▾

Mon, Nov 1, 11:42 AM (1 day ago)



Hello Pierre!

Please respond to this email giving SKALA Concepts authorization to apply for permits on your behalf for the property located at:
311 Water St., Saugatuck, Michigan 49453

Thank you,

Kailey Cox

Office Manager/Designer
SKALA Concepts
616-414-0077



Pierre Medawar

to me ▾

12:48 PM (3 minutes ago)



I'm authorizing Skala to get permits to do 311water st apartment
thanks

Pierre Medawar
5710 Ivan Dr. Suite 102
Lansing, MI 48917
517.323.2121
p.medawar@me.com



SHERBONDY
ARCHITECTURE

BURGERS • PIZZA • SALADS • DRINKS
Fresh Basil
CAFE
Saugus, MA

313

Menu
Burgers
Pizza
Salads
Drinks
Desserts
Kids Menu
Wine & Beer
Specials
Seasonal
Vegetarian
Gluten Free
Allergies
Contact Us
Hours
Location

Menu
Burgers
Pizza
Salads
Drinks
Desserts
Kids Menu
Wine & Beer
Specials
Seasonal
Vegetarian
Gluten Free
Allergies
Contact Us
Hours
Location





COFFEE - PASTRIES - PIZZA - SALADS - GELATO - ESPRESSO
Fresh Basil
CAFE
Saginaw, MI

313

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WE SERVE:
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EVENTS \$250.00
PRIVATE PARTIES \$300.00
BIRTHDAYS \$350.00
ANNIVERSARIES \$400.00
WEDDINGS \$450.00
RETIRES \$500.00
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