



HISTORIC DISTRICT COMMISSION

October 16, 2024 - 6:00PM Special Meeting
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 September 5, 2024
5. **Public Comments on Agenda Items (Limit 3 Minutes)**
6. **Unfinished Business:**
7. **New Business:**
 - A. 149 Lucy St - Addition to principal dwelling.
 - B. 229 Francis St - replacement doors, deck, and concrete flatwork.
 - C. Village Square Park - install benches on concrete pads around the Village Square Park.
8. **Administrative Approvals & Updates:**
9. **Communication:**
10. **Public Comments (Limit 3 Minutes)**

NOTICE:

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

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

(312) 626-6799

-or-

(646) 518-9805

Then enter "Meeting ID":

269 857 2603

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

11. Commission Comments**12. Adjourn (Voice Vote)**

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



**City of Saugatuck
Historic District Commission**

Meeting Minutes September 5, 2024, 6:00 PM - **PROPOSED.**

Saugatuck City Hall
102 Butler Street

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

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

Absent: None.

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

Agenda Changes/Additions/Deletions: None.

Approval of Minutes for June 6, 2024, Meeting:

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

Public Comments: None.

Unfinished Business: None.

New Business:

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

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

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

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

- *No sandwich divided light additions permitted.*

Upon roll call vote, motion carried 6-1.

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

Nays: Cannarsa.

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

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

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

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

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

Upon voice vote, motion carried unanimously.

Administrative Approvals & Updates:

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

Communication: None.

Public Comment: None.

Commission Comments: None.

Adjourn:

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

Respectfully Submitted by,
Sara Williams

Deputy Clerk



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Luke Thompson
Director of Planning/Zoning

David M. Jirousek, AICP
Consulting Planner

DATE: September 30, 2024

RE: Historic District Permit Application, Barry Chesterman: 149 Lucy Street

REQUEST: The applicant proposes an 850 square feet second story to an existing dwelling at 149 Lucy Street.

BACKGROUND: The property is located in the Center Residential R-4 Zoning District and Historic District. The dwelling is not listed as a contributing resource.

0357-300-005-00	149 LUCY	ST					NC	
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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 existing building photos, a property survey, a proposed floor plan, 3D renderings, preliminary building elevations, siding materials, and roofing materials.

§ 152.07 D. GUIDELINES:

- 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.*

Comments: The proposed second-story addition fits into the existing historic neighborhood in several ways, even though the current building is non-contributing and uses non-historic materials. The proposal complements the surrounding area for the following reasons.

Concerning scale and proportion, the proposed second-story addition is relatively modest at 850 square feet. This ensures that the building will remain in scale with the surrounding historic properties, which is an important factor in maintaining the character of the historic neighborhood.

The choice of a standing seam metal roof or a polycarbonate shed roof feature offers a modern yet complementary aesthetic. Both material options are visually distinct but subtle, ensuring that they do not detract from the overall feel of the neighborhood. However, the metal product may be considered more compatible. Additionally, the black shingles on the new second-story roof area will match the existing roof.

The gray, seven-inch straight-edge shingles proposed for the second-floor addition generally complement the horizontal siding on the first floor. The difference in texture between the two stories (straight-edge shingles vs. horizontal siding) will provide some variation without overwhelming the structure's appearance or conflicting with the building's aesthetic.

The use of Anderson casement windows on the second floor will match the undivided style of the first-floor windows and help maintain consistency.

Although the building is non-contributing and uses non-historic materials, the proposed changes are mindful of the scale, design, and appearance of the neighboring historic properties. The overall design does not attempt to mimic historic structures but instead

complements them with newer but traditional materials. In summary, the second-floor addition and material choices appear appropriate and should integrate well with the historic neighborhood without negatively impacting its character.

RECOMMENDATION: If the HDC determines that the applicable standards of the Historic Preservation Review Guidelines are met, the following motion may be used.

I move to approve second-story addition in accordance with the plans and details submitted within the application materials. Approval shall be subject to the following conditions (if applicable):

1. The shed roof overhang shall be constructed with a [standing seam metal roof OR a polycarbonate material].
2. _____
3. _____
4. _____
5. _____
6. _____

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



RECEIVED 9 of 44

SEP 18 2024

Historic District Permit Application

LOCATION INFORMATION	APPLICATION NUMBER
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Address 149 Lucy Street Parcel Number 57-300-005-00

APPLICANTS INFORMATION

Name Barry Chesterman Address / PO Box 13132 Ludlow Avenue
City Huntington Woods State MI Zip 48070 Phone 248-910-2957
Interest In Project Owner E-Mail 149lucy@gmail.com
Signature Jeffrey Bianchi JEFFREY BIANCHI FOR BARRY CHESTERMAN Date 9/18/2024

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____
City _____ State _____ Zip _____ Phone _____
E-Mail _____

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

Signature _____ Date _____

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

Name Nugent Builders, Inc. Contact Name Matt Boelema
Address / PO Box 11625 Northland Drive NE City Rockford
State MI Zip 49341 Phone 616-866-7663 Fax 616-866-7726
E-Mail mattboelema@nugentbuilder.com
License Number 2102095564 Expiration Date 5/31/2026

PROPERTY INFORMATION

Depth 66 Width 66 Size 4356 SQ FT Zoning District R4 Current Use Personal
Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

The addition of an 850 SQ FT second story to an existing ranch house, to accommodate the owners' growing family.



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:



Historic District Permit Application

LOCATION INFORMATION

APPLICATION NUMBER _____ - _____

Address 149 Lucy Street

Parcel Number 57-300-005-00

APPLICANTS INFORMATION

Name Barry Chesterman Address / PO Box 13132 Ludlow Avenue

City Huntington Woods State MI Zip 48070 Phone 248-910-2957

Interest In Project Owner E-Mail 149lucy@gmail.com

Signature _____ Date 9/18/2024

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

E-Mail _____

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

Signature _____ Date _____

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

Name Nugent Builders, Inc. Contact Name Matt Boelema

Address / PO Box 11625 Northland Drive NE City Rockford

State MI Zip 49341 Phone 616-866-7663 Fax 616-866-7726

E-Mail mattboelema@nugentbuilder.com

License Number 2102095564 Expiration Date 5/31/2026

PROPERTY INFORMATION

Depth 66 Width 66 Size 4356 SQ FT Zoning District R4 Current Use Personal

Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

The addition of an 850 SQ FT second story to an existing ranch house, to accommodate the owners' growing family.



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: _____



149 LUCY STREET NORTH ELEVATION



DESIGN:
**NORTH MAIN
DESIGN
(312) 636-3470**

SHEET TITLE:

PROJECT DESCRIPTION:
**CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453**

CONSTRUCTION:

DATE:
9/18/2024

SCALE:
N/A

SHEET:
A-1



149 LUCY STREET, EAST & SOUTH ELEVATIONS



DESIGN:
**NORTH MAIN
DESIGN
(312) 636-3470**

SHEET TITLE:

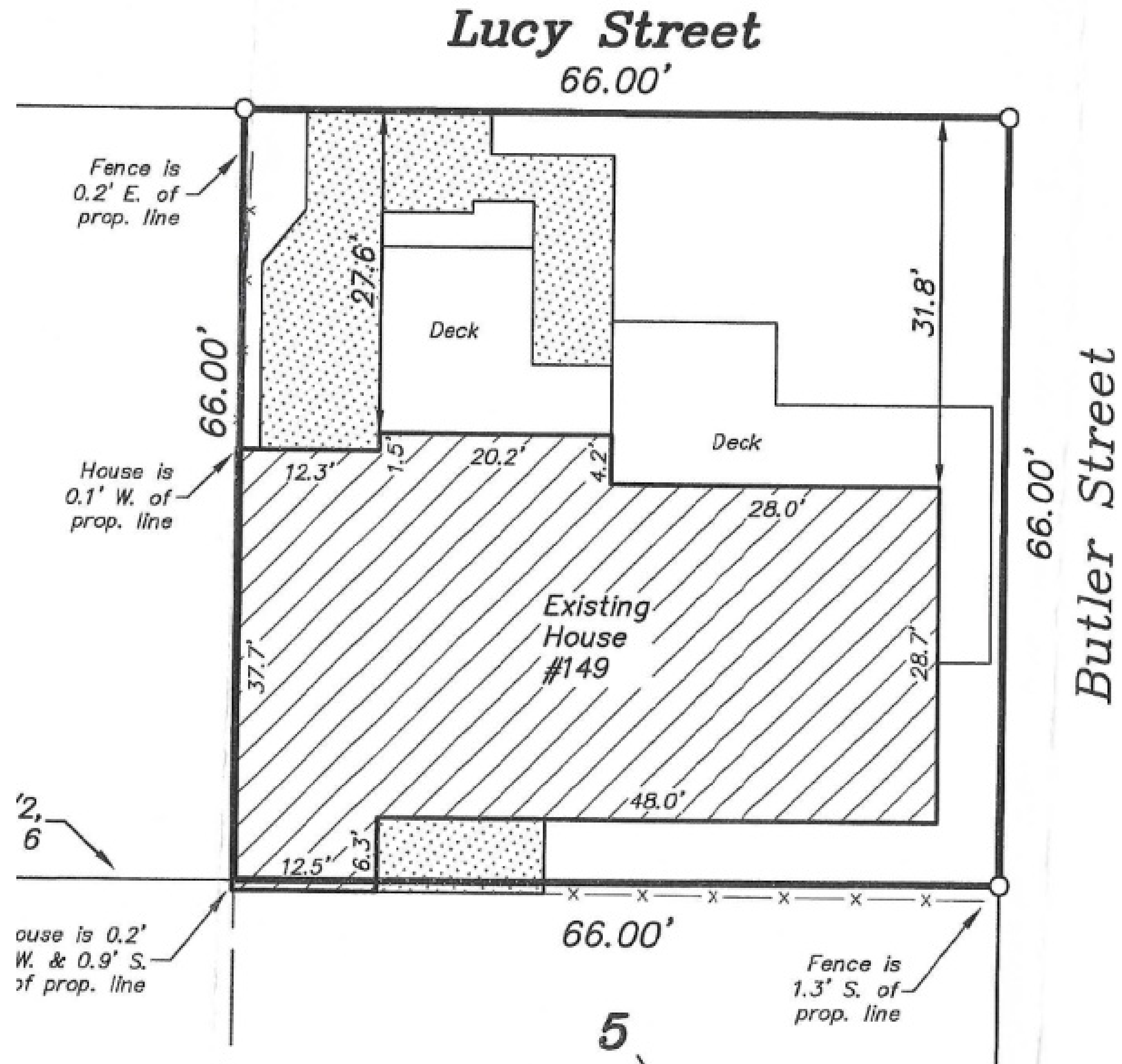
PROJECT DESCRIPTION:
**CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453**

CONSTRUCTION:

DATE:
9/18/2024

SCALE:
N/A

SHEET:
A-2



149 LUCY STREET, SITE PLAN



DESIGN:
NORTH MAIN
DESIGN
(312) 636-3470

SHEET TITLE:

PROJECT DESCRIPTION:
CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

DATE:

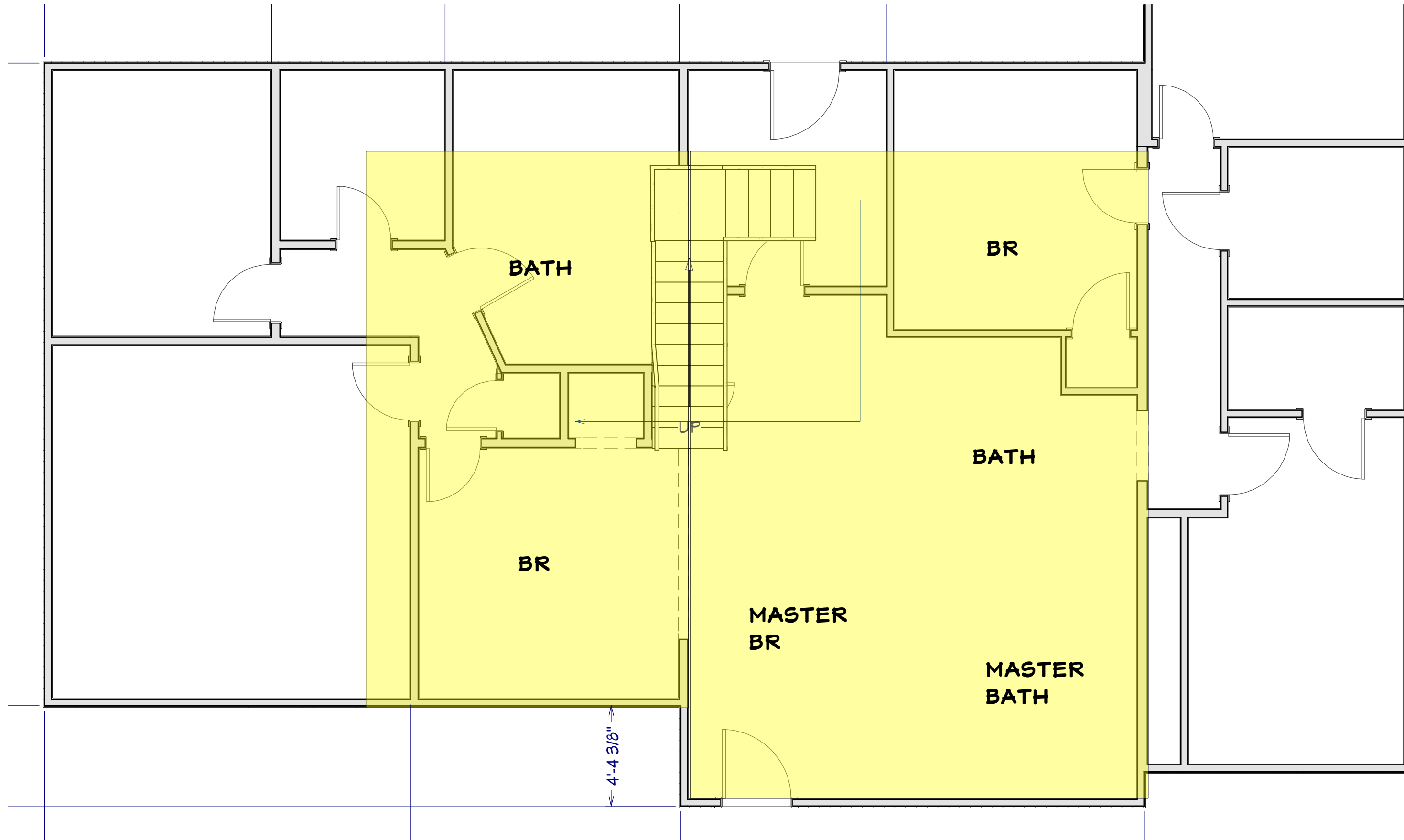
9/18/2024

SCALE:

N/A

SHEET:

A-3



**149 LUCY STREET, PROPOSED SECOND STORY ADDITION, 850 SQUARE FEET
ACCOMMODATES 20' SIDE AND 10' REAR SETBACKS**



DESIGN:
**NORTH MAIN
DESIGN
(312) 636-3470**

SHEET TITLE:

PROJECT DESCRIPTION:
**CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453**

CONSTRUCTION:

DATE:

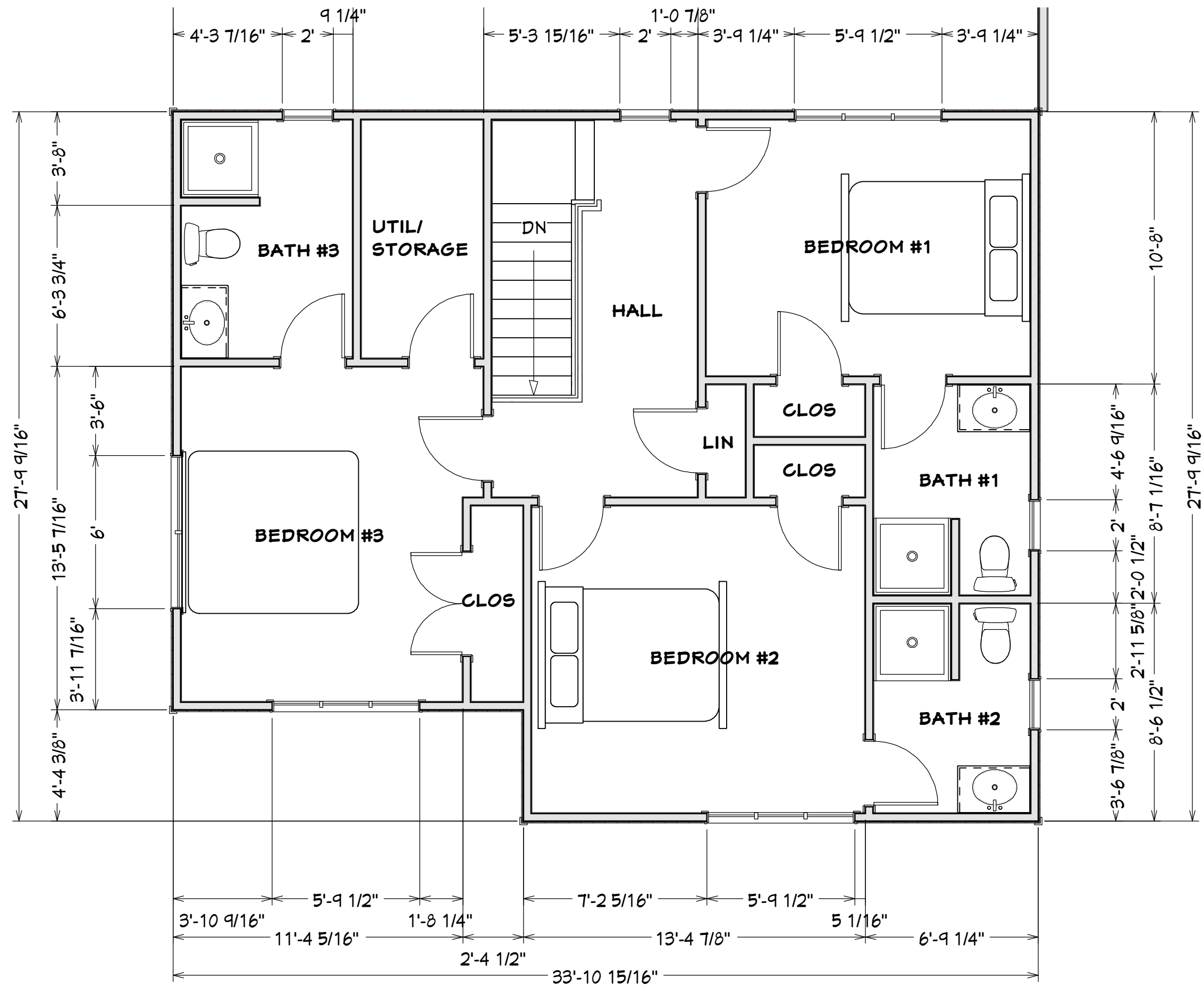
9/18/2024

SCALE:

N/A

SHEET:

A-4



149 LUCY STREET, PROPOSED SECOND STORY ADDITION, 850 SQUARE FEET



DESIGN:
**NORTH MAIN
DESIGN**
(312) 636-3470

SHEET TITLE:

PROJECT DESCRIPTION:
**CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453**

CONSTRUCTION:

DATE:
9/18/2024

SCALE:
N/A

SHEET:
A-5



149 LUCY STREET, NORTH ELEVATION
OPTION 1: STANDING SEAM METAL ROOF



DESIGN:
**NORTH MAIN
DESIGN
(312) 636-3470**

SHEET TITLE:

PROJECT DESCRIPTION:
**CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453**

CONSTRUCTION:

DATE:
9/18/2024

SCALE:
N/A

SHEET:
A-6



149 LUCY STREET, NORTH ELEVATION
OPTION 2: POLYCARBONATE ROOF



DESIGN:
**NORTH MAIN
DESIGN
(312) 636-3470**

SHEET TITLE:

PROJECT DESCRIPTION:
**CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453**

CONSTRUCTION:

DATE:
9/18/2024

SCALE:
N/A

SHEET:
A-7



POLYCARBONATE ROOF SAMPLE

DESIGN:



NORTH MAIN

DESIGN

(312) 636-3470

SHEET TITLE:

PROJECT DESCRIPTION:

CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

DATE:

9/18/2024

SCALE:

N/A

SHEET:

A-8



EAST ELEVATION



DESIGN:
**NORTH MAIN
DESIGN
(312) 636-3470**

SHEET TITLE:

PROJECT DESCRIPTION:
**CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453**

CONSTRUCTION:

DATE:
9/18/2024

SCALE:
N/A

SHEET:
A-9



SOUTH ELEVATION



DESIGN:
**NORTH MAIN
DESIGN
(312) 636-3470**

SHEET TITLE:

PROJECT DESCRIPTION:

**CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453**

CONSTRUCTION:

DATE:

9/18/2024

SCALE:

N/A

SHEET:

A-10



WEST ELEVATION



DESIGN:
**NORTH MAIN
DESIGN**
(312) 636-3470

SHEET TITLE:

PROJECT DESCRIPTION:
**CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453**

CONSTRUCTION:

DATE:
9/18/2024

SCALE:
N/A

SHEET:
A-11

MATERIALS (TO MATCH EXISTING RENOVATION)



CertainTeed Cedar Impressions Double 7 Inch Straight Edge Perfection Shingles Siding (1/2 Square)



IKO CAMBRIDGE DUAL BLACK LAMINATED ROOF SHINGLES



ANDERSEN CASEMENT & AWNING WINDOWS CLAD EXTERIOR; WOOD INTERIOR

DESIGN:
NORTH MAIN
DESIGN
(312) 636-3470

SHEET TITLE:

PROJECT DESCRIPTION:

CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

DATE:

9/18/2024

SCALE:

N/A

SHEET:

A-12



WEST ELEVATION



SOUTH ELEVATION



DESIGN:
NORTH MAIN
DESIGN
(312) 636-3470

SHEET TITLE:

PROJECT DESCRIPTION:
CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

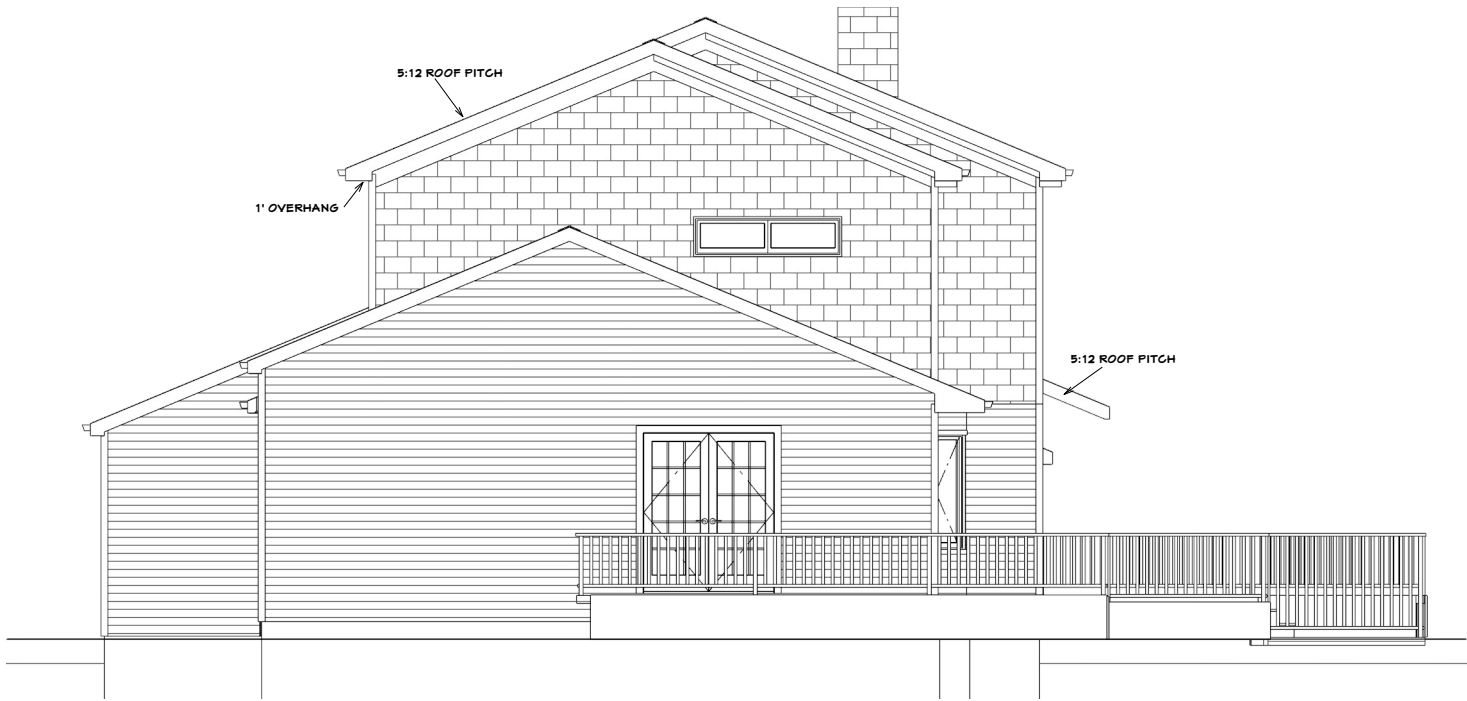
DATE:
9/18/2024

SCALE:
N/A

SHEET:
A-13



NORTH ELEVATION



EAST ELEVATION



DESIGN:
**NORTH MAIN
DESIGN
(312) 636-3470**

SHEET TITLE:

PROJECT DESCRIPTION:
**CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453**

CONSTRUCTION:

DATE:

9/18/2024

SCALE:

N/A

SHEET:

A-14



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Luke Thompson
Director of Planning/Zoning

David M. Jirousek, AICP
Consulting Planner

DATE: September 30, 2024

RE: Historic District Permit Application, Liz Amundson: 229 Francis Street

REQUEST: The applicant proposes replacement doors, deck, and concrete flatwork at 229 Francis Street.

BACKGROUND: The property is located in the Community Residential R-1 Zoning District and Historic District. Although the dwelling is not listed as a contributing resource, the contributing resource report lists it as a cottage-style building constructed prior to 1900. It is assumed that construction projects over the years resulted in a non-contributing status.

0357-300-043-00	229	FRANCIS	ST		Cottage	1900-Pre	NC	WADR
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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 several site photos and a Menard's door specification sheet.

§ 152.07 D. GUIDELINES:

- 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.*

Comments: Concerning the replacement of the side and rear doors, it is important to note that while this home is situated within the boundaries of the historic district, the property itself is not designated as a contributing structure. However, it is unclear why the building is non-contributing based on age. In any case, the doors to be replaced are not original to the structure.

A rear entry is a double French door. Although a Menards' door specification sheet was provided, a French door specification sheet was not provided. It is assumed that both French door panels are proposed in the same style as the side door. No details were provided concerning the existing fence and the proposed fence materials, style, and location. Overall, the applicant should provide more detail on proposed improvements and materials to be used.

The concrete work proposed is anticipated to improve the site. However, a clear plan should indicate the current site conditions and the concrete proposed for replacement.

RECOMMENDATION: Additional details should be provided before approval. However, if the applicant provides additional details at the meeting, if the HDC determines that the applicable standards of the Historic Preservation Review Guidelines are met, the following motion may be used:

I move to approve the replacement side door, replacement rear French door, perimeter fence, and concrete replacement in accordance with the plans and details submitted within the application materials. Approval shall be subject to the following conditions (if applicable):

1. _____

- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____



Historic District Permit Application

LOCATION INFORMATION

APPLICATION NUMBER _____ - _____

Address 229 Francis St

Parcel Number 57-300-043-00

APPLICANTS INFORMATION

Name Liz Amundson Address / PO Box 140 Stafford Avenue

City Battle Creek State MI Zip 49015 Phone 269-579-6244

Interest In Project Owner E-Mail lamund240@aol.com

Signature _____ Date _____

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Liz Amundson Address / PO Box 140 Stafford Avenue

City Battle Creek State MI Zip 49015 Phone 269-579-6244

E-Mail lamund240@aol.com

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 *Liz Amundson* Date 9-19-24

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 1243 Riverveiw Drive City Holland

State MI Zip 49423 Phone 616-291-3363 Fax _____

E-Mail mike@mikedeyounghomes.com *Mike DeYoung*

License Number 2102195151 Expiration Date 5/31/2026

PROPERTY INFORMATION

Depth 72 Width 42 Size .069 acres Zoning District R1 Current Use Residential

Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

1. Replace existing (rotting) back deck with concrete. All dimensions would remain the same.

2. Replace front landing with concrete to match deck. Replacing landing only, canopy to remain.

3. Replace side landing with concrete to match deck. Replacing landing only, canopy to remain.

4. Replace back & side property fence.

5. Replace back patio doors with single door to repair rot.

6. Replace side doors to match back patio door.

6. Replace sidewalk from side steps to back deck with matching concrete

Siding and trim color will remain the same.



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. 229 Francis, rectangle 42ft x78ft |
| ☒ | ☐ | ☐ | Current site improvements (including structures, sidewalks, decks, streets, fences, etc).
Replacement of existing deck, landings, back fence, door replacement and rot repair on back of house. |
| ☒ | ☐ | ☐ | Proposed improvements and distances from other improvements or property lines.
Maintain existing footprint. |
| ☒ | ☐ | ☐ | 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. Deck and entry steps. |
| ☒ | ☐ | ☐ | Detailed written description of the activities related to the proposed use and/or improvements.
Outdoor dining and enjoyment. |

OFFICE USE ONLY:

Application Complete _____ Fee Paid _____ Date Paid _____

Notes: _____



Quote

Page 1 of 1

Quote Number:

Date: 9/12/2024

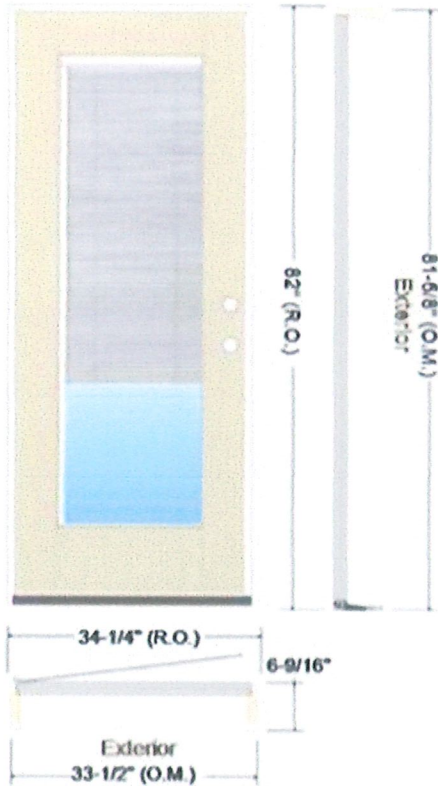
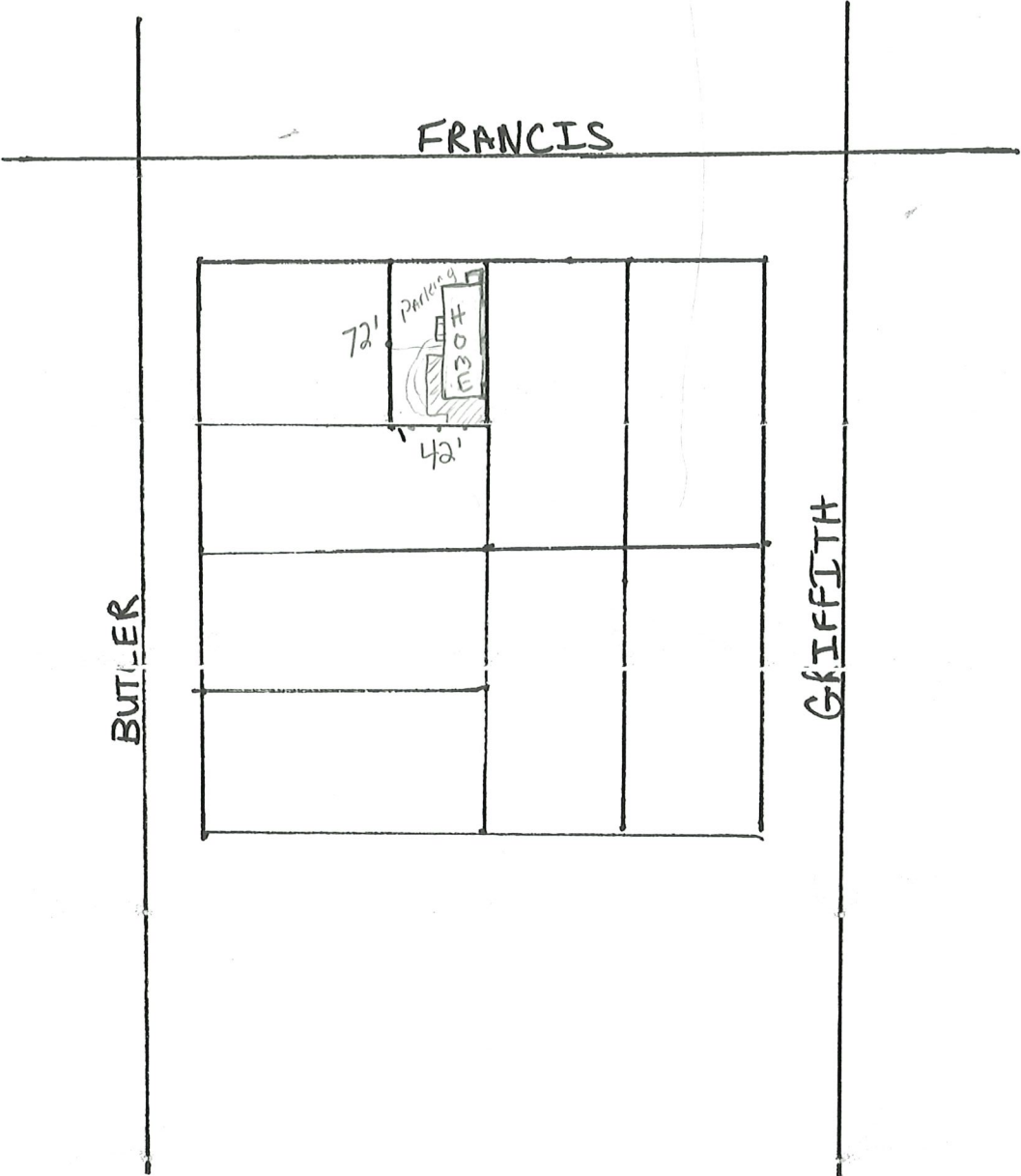


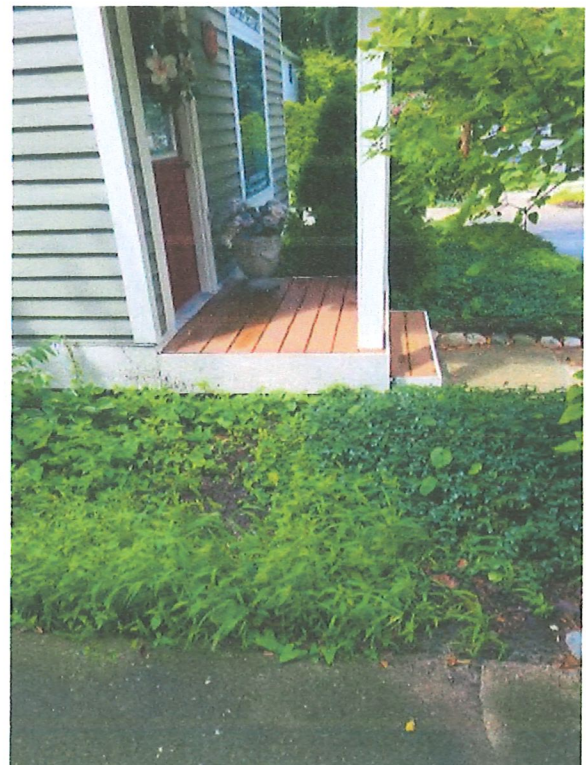
Image is viewed from Exterior!



Back/Side Deck- Propose to keep existing footprint (Approved 2005/2006)

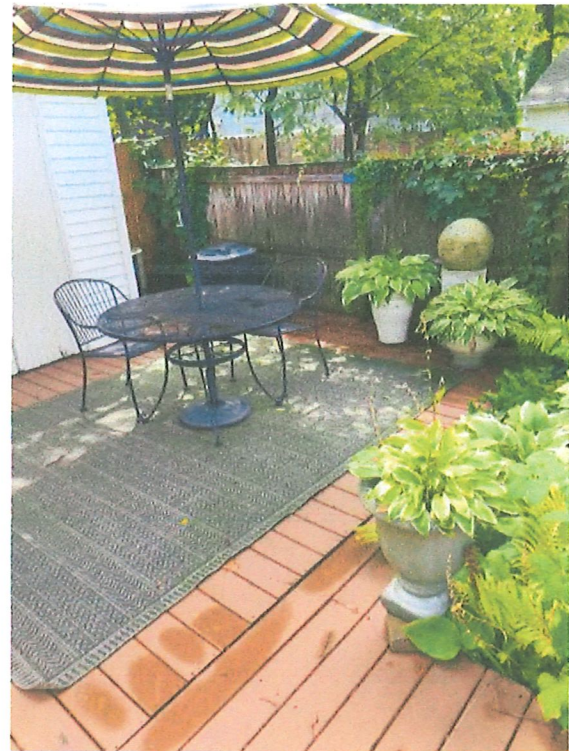
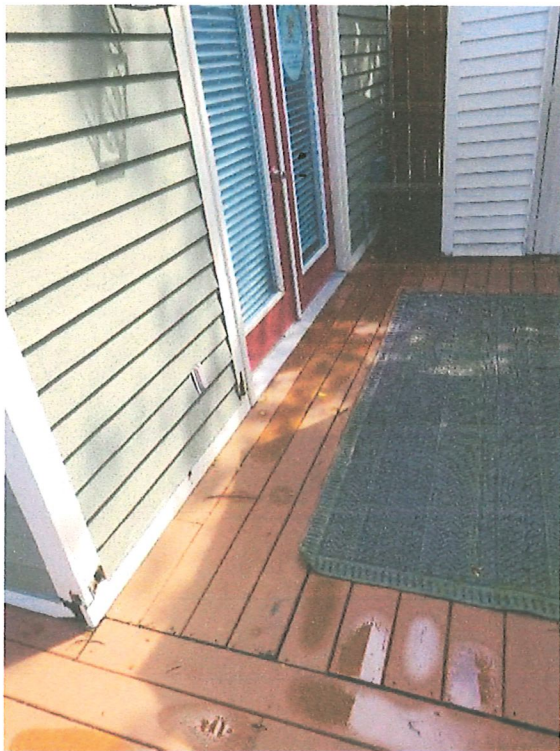


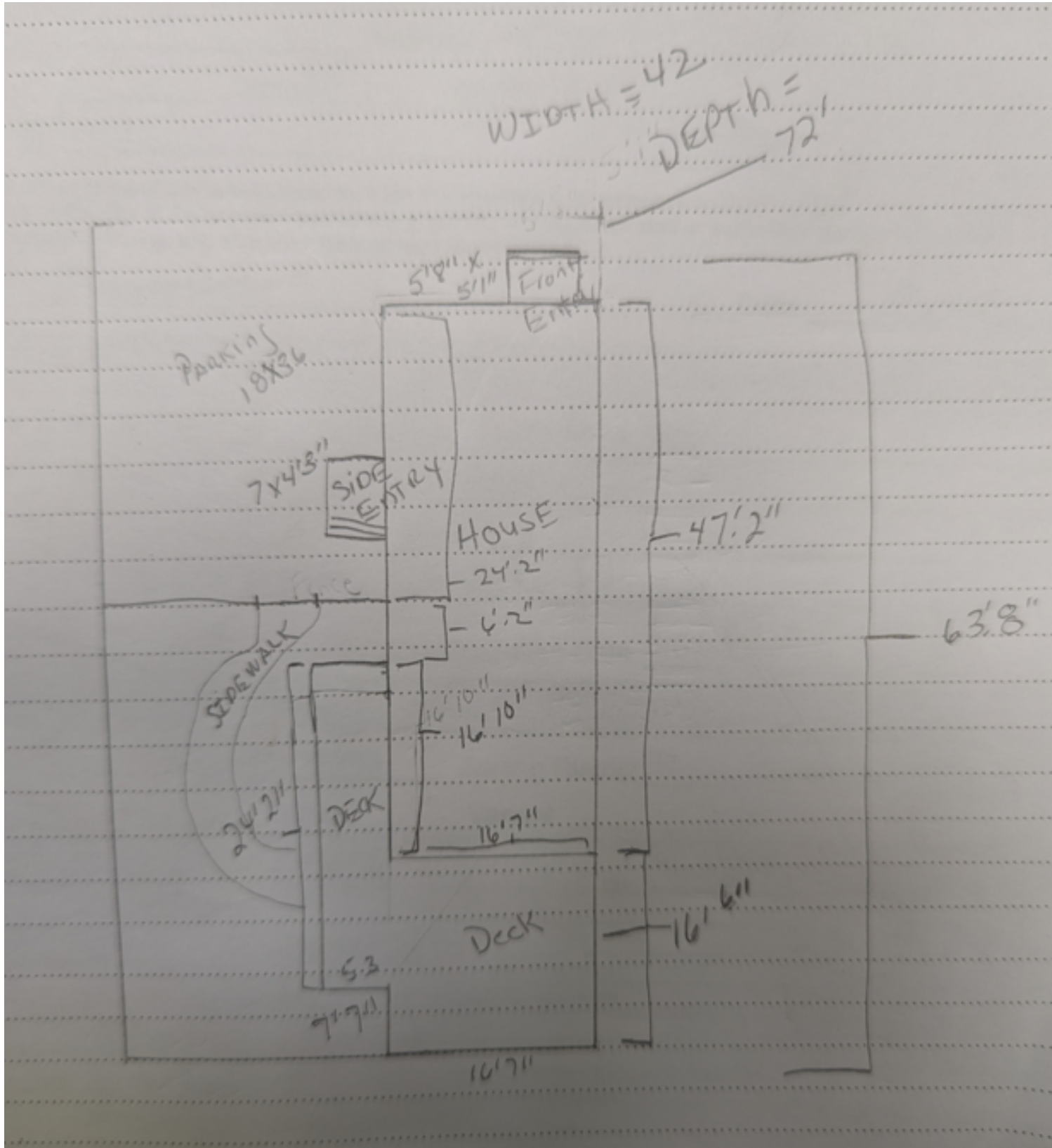
Front Steps – Propose to keep existing footprint. (Approved 2005/2006)



Side Entry Steps – Propose to keep existing footprint. (Approved 2005/2006) – Concrete would be laid where red landscape stones are placed and wrap to back patio steps.









MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Luke Thompson
Director of Planning/Zoning

David M. Jirousek, AICP
Consulting Planner

DATE: September 30, 2024

RE: Historic District Permit Application, City of Saugatuck: Village Square Park Benches

REQUEST: The City Manager, on behalf of the City of Saugatuck, proposes to re-install benches on concrete pads around the Village Square Park.

BACKGROUND: The subject property is located within the City Center C-1 Zoning District and the Historic District. The same benches were placed around the previous playground area.

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 City Manager provided photographs of the benches proposed for the playground area and an image of the previous playground with the benches shown in their past locations on the site.

§ 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.*

Comments: The City Manager's request to reinstall the same park benches in the playground is considered appropriate within the Historic District. The benches previously existed on the site, and their reinstallation will not introduce any new or incompatible elements to the park. Since the benches have already been part of the landscape, their return will have no greater impact than their prior installation, ensuring consistency with the site's historical context. Additionally, the community supports the benches, as they enhance the park's usability and are a desired amenity for residents, contributing to the park's continued value as a community gathering space without compromising the Historic District's character.

RECOMMENDATION: If the HDC determines that the applicable standards of the Historic Preservation Review Guidelines are met, the following motion may be used.

I move to approve the re-installation of the previous benches around the Village Square playground. Approval shall be subject to the following conditions (if applicable):

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



Historic District Permit Application

LOCATION INFORMATION

APPLICATION NUMBER _____ - _____

Address No Address - Village Square Park - Butler St / Main St

Parcel Number 57-300-ROW / Public Square of Kalamazoo Plat

APPLICANTS INFORMATION

Name Ryan Cummins Address / PO Box 102 Butler / PO BOX 86

City Saugatuck State MI Zip 49453 Phone 269-857-2603

Interest In Project City Manager E-Mail rcummins@saugatuckcity.com

Signature [Signature] Date 9.20.24

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

E-Mail _____

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

Signature _____ Date _____

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

Name _____ Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

E-Mail _____

License Number _____ Expiration Date _____

PROPERTY INFORMATION

Depth See Survey Width See Survey Size 2.48 Gross Acres Zoning District City Center Current Use Park / Recreation

Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Install benches on concrete pads around Village Square Park playground. The same type of benches were placed around the previous playground. The community has made many requests for benches to be reinstalled.

Staff believes the benches are compatible with the visual and historical context of the surrounding area and will not negatively impact the space, character, or contextual aesthetic of the City. Staff believes having benches in the area will enhance the district and how visitors interact with and enjoy it.



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

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- ☐ ☐ ☐ 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: _____

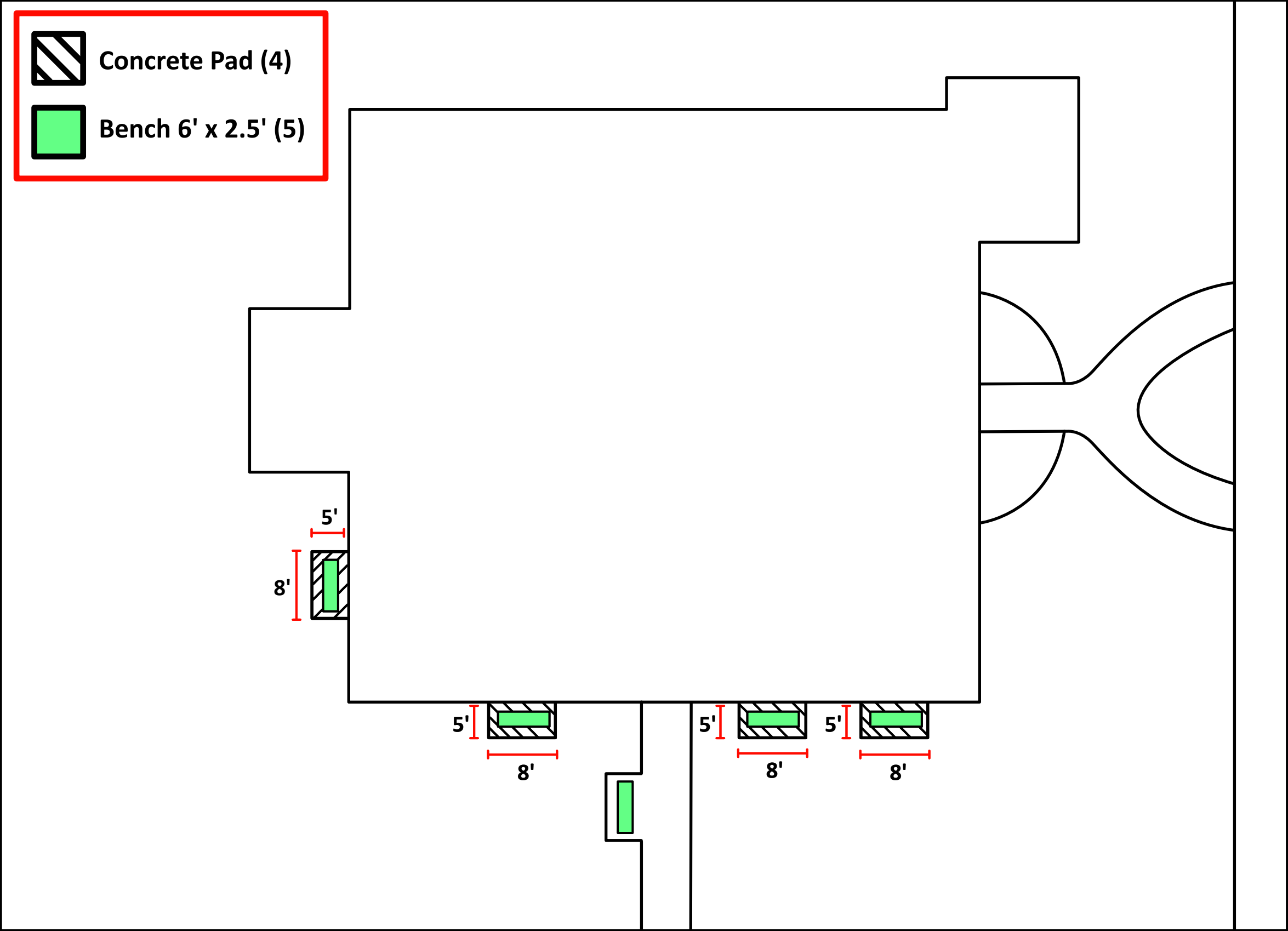




REPUBLIC
SERVICES

877-698-7274
republicservices.com

Village Square Park



Butler St

Main St