Historic District Commission
Regular Meeting - August 6, 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 Special Mee ing held on June 9, 2026
5. **Public Comments on Agenda Items** *(Limit 3 Minutes)*
6. **Unfinished Business:**
7. **New Business:**
   - **A.** Coughlin Park – Bike Rack ***(Pg. 4)***
   - **B.** 326 Water – Renovations ***(Pg. 8)***
   - **C.** 630 Holland – Fence ***(Pg. 32)***
   - **D.** 249 Mason – Fence ***(Pg. 41)***
8. **Administrative Approvals & Updates:**
   - **A.** 329 Water – Deck
   - **B.** 560 Mill – Fence
   - **C.** 888 Holland – Fence
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://us02web.zoom.us/j/2698572603
Join by phone by dialing:
(312) 626-6799
-or-
(646) 518-9805
Then enter "Meeting ID":
269 857-2603
Please send questions or comments regarding meeting agenda items prior to meeting to: gmoore@saugatuckcity.com
Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or sara@saugatuckcity.com for further information.

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 – Special Meeting

Meeting Minutes Draft

June 9, 2026, at 1:00 P.M.

Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453

1. Call to Order

The meeting was called to order at 1:00 p.m. by Chair Straker.

2. Roll Call

Members Present: Baldwin, Dean, Lampen, Root, & Straker
Members Absent: Cannarsa, Paterson
Staff Present: Deputy Clerk Williams
Others Present: David Jirousek (Horizon Community Planning)

3. Agenda Changes/Additions/Deletions

None

4. Approval of Minutes

None

5. Public Comment

None

6. Unfinished Business

None

7. New Business

A. 340 Water – Exterior Renovation

The commission's discussion on 340 Water Street exterior renovation focused on whether adding a new overhead garage door on the north (park-facing) façade would be compatible with historic district guidelines and the building's already non-contributing status. Commissioner Lampen raised concerns that replacing an existing window with a large door would disrupt the elevation's balance and violate the "like-for-like" replacement principle, potentially making the building more non-contributing. Others, including Commissioners Dean and Baldwin, felt the overhead door was appropriate

because the structure is already non-contributing, similar doors have been approved on the more prominent waterfront side, and the industrial style opening reflects the area's maritime and commercial history. The applicant explained the need for more natural light and an open feel in a dark basement-like space and indicated broader plans for exterior cleanup and future stone/brick changes.

Motion by Baldwin, supported by Root, to approve the applicant's request for a Historic District Permit for exterior improvements at 340/360 Water Street, consisting of the replacement of an existing window opening on the north façade with a Cholpay Architectural Series Aluminum Full View 906U overhead door with black anodized framing and clear glazing, as proposed, based on the application meeting the applicable Historic District Guidelines set forth in 152.07. Approval is contingent upon:

1. *Removing the trim from the man door on the right of the building.*

Upon voice vote, motion carried 5-0.

8. Administrative Approvals & Updates
None.

9. Communication
None.

10. Public Comments
None.

11. Commission Comments
None.

12. Adjournment
Motion Dean, supported by Baldwin, to adjourn at 1:25 p.m. Via voice vote, motion carried 5-0.

Submitted by:
Sara Williams
Deputy Clerk
City of Saugatuck

MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Grayson Moore
Director of Planning & Zoning

MEETING DATE: August 6, 2026

RE: Historic District Permit Application, CVB Artsy Bike Rack

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REQUEST & BACKGROUND: In 2025, the Saugatuck Douglas Area Convention & Visitors Bureau (CVB) partnered with the Industrial Arts class at Saugatuck High School to create a custom artistic bike rack for installation in downtown Saugatuck.

The bike rack concept was created by Saugatuck High School student Tessa Knap as part of the school's Architecture and Design class. Inspired by the iconic paint palette sign that has long symbolized the area's arts community, students Nolan LaLoade and Nick Mohr fabricated the design through the Industrial Arts program, transforming the concept into a durable, functional piece of public art.

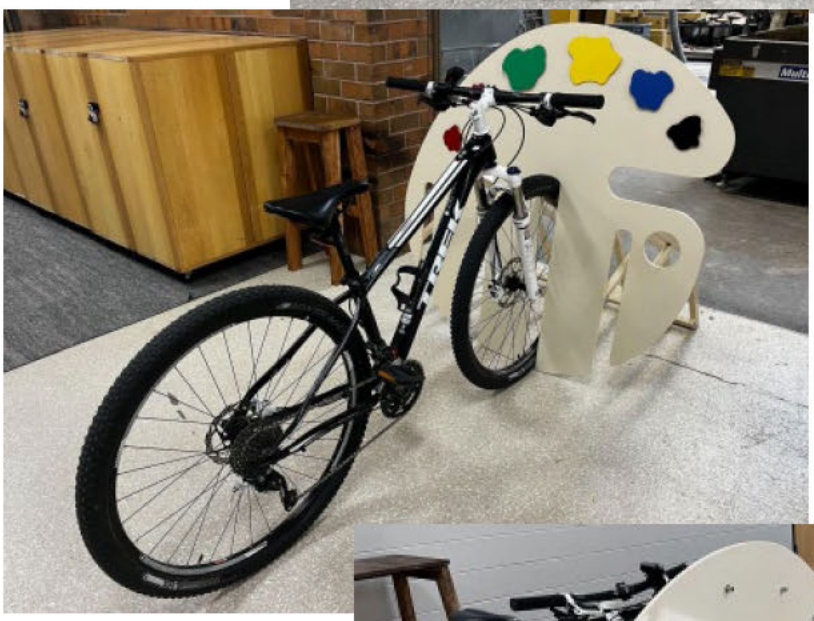
Following review by the Parks & Public Works Committee, Coghlin Park was recommended as the installation location because of its visibility, pedestrian activity, and proximity to downtown destinations. The bike rack is intended to function both as bicycle parking and as a public art feature recognizing local student craftsmanship.

On June 22, 2026, the City Council approved installation of the powder coated metal bike rack at Coghlin Park. The applicant is now requesting Historic District Commission approval for the installation within the City's Historic District. Images of the proposed bike rack and installation location are attached.



Figure 1 – Proposed Location







Figures 2-4: Palette Rack

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:

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.

Comment:

The proposed bike rack at Coghlin Park is intended to provide functional bicycle parking while serving as a piece of public art. The installation does not involve alteration or removal of any contributing historic structure or historic architectural features.

Staff finds that the Commission's review should focus on whether the proposed installation is compatible with the surrounding historic environment. Relevant considerations include:

- Whether the bike rack is appropriately scaled for its location within Coghlin Park.
- Whether its materials and finish are compatible with the surrounding streetscape.
- Whether its placement preserves the historic character of the park and does not adversely impact significant views or the pedestrian environment.
- Whether the installation is compatible with the visual and historic context of the Historic District.

Although the bike rack incorporates a contemporary artistic design, the Historic District Guidelines recognize that new features need not replicate historic styles, provided they remain compatible with the character of the district. The proposal functions as both public art and bicycle parking while maintaining the open character of the park and introducing no alterations to existing historic resources.

SUGGESTED MOTIONS:

If the HDC determines that the proposed installation is appropriate and the applicable standards of the Historic District Guidelines are met, the following motion may be used:

I move to **(approve/deny)** *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/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) _____

d) _____

MEMORANDUM

TO:	Historic District Commission City of Saugatuck
FROM:	Grayson Moore Director of Planning & Zoning
MEETING DATE:	August 6, 2026
RE:	Historic District Permit Application, 326 Water Street

REQUEST: The applicant is requesting approval for repair, wash, and replacement of exterior materials including:

- Replacement of siding;
- Replacement of windows;
- Removal of existing front canopy and brackets and replacement with new cantilever canopy;
- Limestone wash existing stone;
- Replacement of wood siding with Everlast vinal lap siding and planter boxes;
- Widen east elevation windows by 6 inches excluding the “upper level middle” window which will remain the current size;
- Replacement of wood trim with painted Boral trim;
- Replacement of wood lap siding with Everlast vinal lap siding with seven (7”) inch exposure as is existing;
- Replacement of wood windows with Marvin ultimate aluminum clad windows;
- Replacement of decorative light fixtures;
- Paint existing wood railings; and
- Replacement of existing gutters with copper gutters.

The applicant has provided several current condition photos demonstrating portions of the structure which are in disrepair as well as photos of the neighboring structures. The applicant has also included elevations of the existing structure with the proposed modifications.

The following supplemental images depict the current conditions of the site.



Figure 1 – East Elevation: 07/2026



Figure 2 – North Elevation: 07/2026



Figure 3 – West Elevation: 07/2026



Figure 4 – South Elevation: 07/2026

BACKGROUND: The property at 326 Water Street is located within the Water Street South (C-2) Zoning District and is also located within the City's Historic District. The existing structure was constructed in 1950 and is classified as a non-contributing resource within the Historic District.

The existing awning was modified in 2012 to its current design as part of a larger repair and rehabilitation project. The project also included siding restoration and replacement, roof

replacement, shutter replacement, and construction of a porch above the existing dumpster enclosure, which incorporates landscaping and vegetation.

Prior to the 2012 modification, the City entered into a Revocable License Agreement with the property owners in 2001 to permit an existing canopy along the east side of the building. The approved canopy extended twelve (12) feet in length and eight (8) feet in width and was located partially within the 99-foot-wide Water Street right-of-way, as shown on the survey dated March 16, 2001. The Revocable License Agreement became void upon transfer of the property and must be updated and approved by City Council prior to construction. The proposed reconstruction of the canopy will continue to extend partially into the public right-of-way.

Prior to the existing modifications, the building was a two-story, side-gabled dwelling featuring a symmetrical front façade, central entrance, double-hung windows with shutters, and minimal classical detailing. The first story was clad in stone veneer, while the second story featured horizontal siding.





Figure 7: 7/19/1977

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:

1. In reviewing applications and plans submitted under this chapter, the Commission shall follow U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Structures as set forth in 36 C.F.R. part 67, as amended. Additional guidelines may be developed and followed if they are equivalent in guidance to the Secretary's standards and guidelines and are approved by the Center. Any additional guidelines must be adopted by the Commission and approved by the City Council. In reviewing applications and plans, the Commission shall also give consideration to:
    a. *The historical or architectural significance of the resource and its relationship to the historic value of the surrounding area*.
    b. *The compatibility of the exterior of the structure and the space around it with the visual or historical context of the surrounding area*.
    c. *The impact of the exterior of the structure and the space around it on the village/rural character and contextual aesthetic of the city*.
    d. *Other factors which the Commission considers to be pertinent*.
2. In exercising its authority to approve or deny an application under this chapter, the Commission shall exercise its educated judgment on a case-by-case basis in interpreting these guidelines and the following the applicable standards.

II. PRIMARY STRUCTURES

A. Materials, Maintenance, and Substitutes

1. **Original Materials.** On contributing resources, original materials shall be used for repairs and additions wherever feasible. (Note: Existing substitute siding or trim may be repaired with the same substitute materials without review, if less than 25% of the material needs to be replaced.)

2. **Maintenance.**

a. Exterior materials should be maintained, cleaned and repaired using methods and products which will not endanger the integrity of the materials.

b. Clean wood using gentle methods such as low-pressure washing with detergents and natural bristle brushes. Blasting with particulates, power washing at high pressures, and propane or butane torches are not appropriate.

c. Only types of paint which “breathe” (allow moisture to pass through the surface) should be used on wood surfaces.

d. The cleaning of exterior masonry for the rehabilitation or restoration of a historic structure may be appropriate, provided that the cleaning technique used will not cause damage or permanent alteration to the historic structure. The natural weathering and discoloration or patina of masonry materials is to be respected as the appearance achieved as a result of the original design's selection of exterior materials. The use of any cleaning technique that would totally remove this natural patina from original building materials should be avoided

e. Cleaning guidelines for metal are available from the National Park Service.

3. **Retaining Wood Features.** Wooden features that contribute to the overall historic character of a building and a site should be retained and preserved. These features include, but are not limited to, such functional and decorative elements as siding, shingles, shakes, cornices, architraves, brackets, pediments, columns, balustrades, other architectural trim, porch ceilings, floors and facia.

4. **Replacing Wood Features.**
    a. If replacement of an entire wooden feature is necessary, it should be replaced in kind, matching the original design, dimension, detail, material and texture. Compatible substitute materials should be considered only if using the original material is not technically feasible.
    b. If replacement of a deteriorated detail or element is necessary, replace only the deteriorated detail in kind rather than an entire feature.
    c. If a wooden feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in profile, scale, size, material and texture with the historic building and district.

5. **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).

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.

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.

H. Lighting Fixtures & Light Sources

1. **Compatible Lighting.** Exterior lighting, including lighting of signs, should be consistent with the historical period of the structure. The quality and color of light on or near a building should be comfortable and flattering to the people entering the businesses. Awnings should not be lit with interior bulbs or up-lights.
2. **Security Lighting.** Security lighting should be designed and located discretely so as not to detract from the historic building and neighborhood.
3. **Floodlighting Buildings.** The illumination of building facades in residential areas with harsh floodlights is not recommended.
4. **Retaining Fixtures.** When possible a historic light fixture should be repaired rather then replaced. If fixtures are missing or beyond repair, antique or reproduction lighting fixtures are readily available. Contemporary fixtures that are inconspicuous or that complement the style and the character of the building may be selected for historic buildings.

J. Awnings, Canopies & Shutters

1. **Compatible Replacements.** Replacement of deteriorated or missing shutters should be based on historic and pictorial evidence. Shutters should be made of wood, sized to fit the opening and mounted as if they were operable. All shutters must be attached to wood elements and when necessary into mortar joints. They are never to be installed in a manner that damages masonry.
2. **Canopies & Awnings.** Canopies or awnings are encouraged, and should be placed to give a comfortable human scale underneath them. Normally this would call for the lowest part of a canopy or awning to be a minimum of 7 feet and a maximum of 10 feet above the pavement, and a maximum of 1 foot above the store-front windows (not

counting any transom windows). They should be triangular in form, and should not be back-lit.

3. **Repairs not Reviewed.** Repair of awnings, canopies or shutters when there is no change in design, materials, or general appearance requires no review.
4. **Attaching Awnings.** Awnings must be attached to the building through the wood storefront framing when possible. They should be attached into masonry and metal only if no other option exists. When installed into a masonry wall it must be attached into the mortar joints and not the stone or brick.

Comment:

The subject property is a non-contributing resource within the Historic District and has been altered over time, including a substantial exterior rehabilitation completed in 2012. The current application proposes additional exterior improvements consisting of replacement of deteriorated materials, installation of a new cantilever canopy, replacement of windows, replacement of siding and trim, cleaning of the existing stone veneer, replacement of lighting fixtures and gutters, repainting of existing railings, and widening of several window openings on the east elevation.

The Historic District Guidelines identify repair of existing historic materials as the preferred treatment, with replacement generally limited to situations where repair is not feasible. The Commission should evaluate whether the proposed replacement of exterior materials, including siding, trim, windows, and gutters, is consistent with the applicable material and maintenance guidelines. Because the structure currently contains substitute siding, the Commission should also consider the provisions related to replacement of existing substitute materials.

The application proposes cleaning of the existing stone veneer with a limestone wash. The Historic District Guidelines recognize that masonry cleaning may be appropriate when the selected methods do not damage or permanently alter the material. The Commission should consider whether the proposed treatment is consistent with those guidelines.

The proposed canopy represents a change from the existing awning installed in 2012. The Commission should evaluate the canopy's design, scale, materials, attachment method, and relationship to the building and surrounding historic context. Staff also notes that the canopy extends into the public right-of-way. The previous Revocable License Agreement became void upon transfer of ownership, and a new agreement would be required through City Council prior to installation.

The proposed widening of several window openings on the east elevation changes the size of existing openings. The Historic District Guidelines generally discourage altering the size and proportion of window openings. The Commission should evaluate the proposed

modifications in relation to the building's architectural character and the compatibility of the structure within the surrounding Historic District.

The surrounding area contains both contributing and non-contributing resources, including contributing structures located at 321 and 329 Water Street. In accordance with §152.07, the Commission's review should focus on the compatibility of the proposed exterior alterations with the historic character of the resource, the surrounding district, and the village character of the City.

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:

I move to **(approve/deny)** *the applicant's request for a Historic District Permit for exterior improvements at 326 Water Street, including replacement and repair of exterior materials, installation of a new cantilever canopy, replacement of windows, siding, trim, lighting fixtures, and gutters, cleaning of the existing stone veneer, painting of existing railings, and modification of select window openings, 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) A new Revocable License Agreement for the proposed canopy encroachment into the public right-of-way shall be approved by City Council prior to installation.

b) _____

c) _____

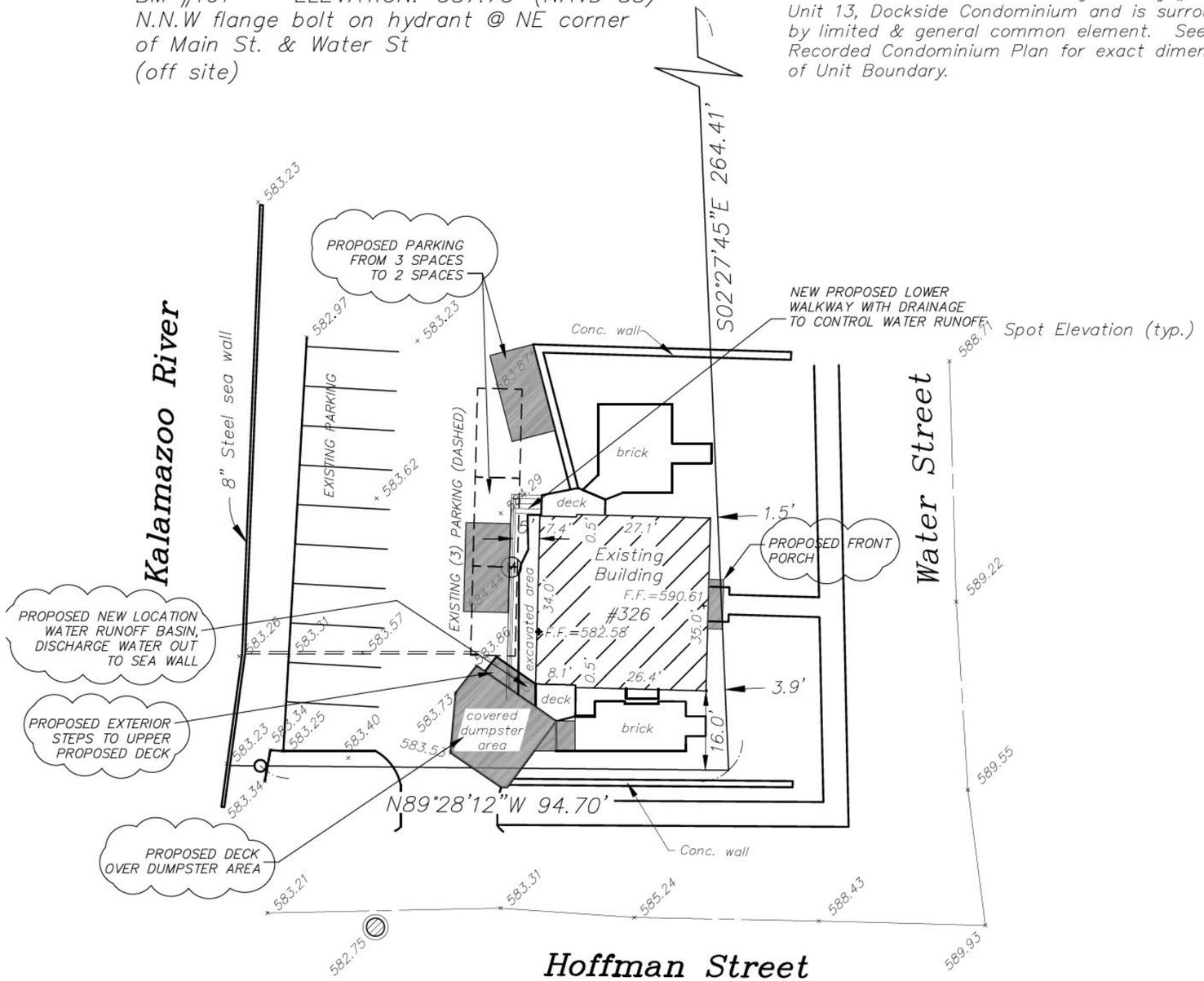
d) _____

e) _____

Replace siding and windows do to window poor function, siding and trim to a more durible product than wood do to roting and paint peeling maintenance.
To continue to be used as it currently is a vacation home.
1-Remove existing front canopy and brackets, provide new cantilever canopy.
2- limestone wash existing stone.
3- replace wood siding with Everlast vynal lap siding. To include planter boxs.
4- widen east elevation windows by 6 inches except upper level middle one to stay the current size.
5-replace wood trim with painted Boral trim.
6- replace wood lap siding with Everlast vynal lap siding with 7 inch exposure as is existing.
7-replace wood windows with Marvin ultimate aluminum clad windows.
7- replace decrotive light fixtures
8- paint existing wood railings.
9- replace gutters with copper gutters

BM #101 -- ELEVATION: 587.73' (NAVD 88)
N.N.W flange bolt on hydrant @ NE corner
of Main St. & Water St
(off site)

SURVEYORS NOTE: The existing building #326 is Unit 13, Dockside Condominium and is surrounded by limited & general common element. See Recorded Condominium Plan for exact dimensions of Unit Boundary.



PREPARED FOR: Mike Schaap Builders, Inc.
Mike Schaap

RE: 326 Water Street

DESCRIPTION: Unit 13, Dockside Condominium, Section 9, Town 3 North, Range 16 West, City of Saugatuck, Allegan County, Michigan

N

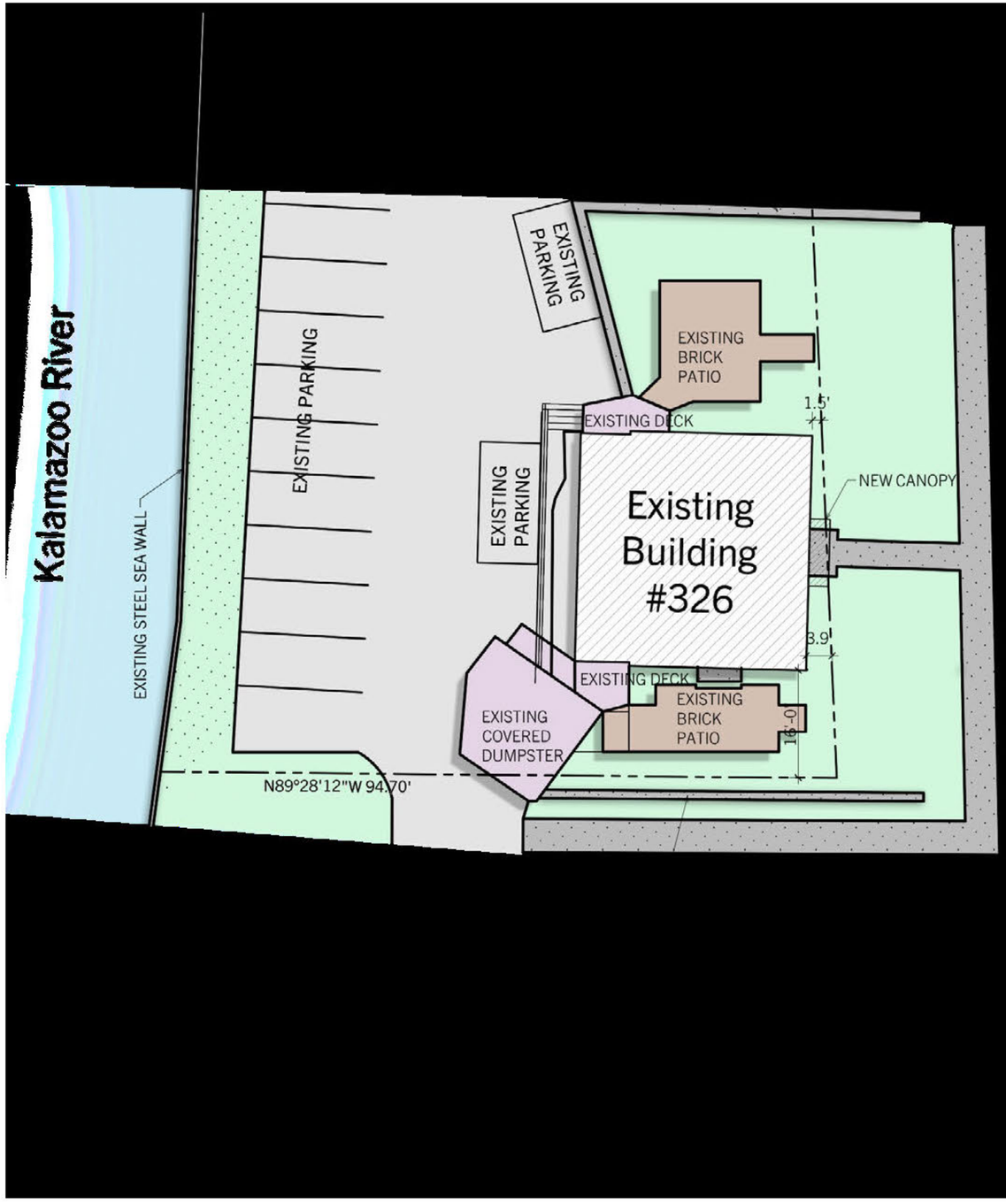
By: Scott A. Hendges

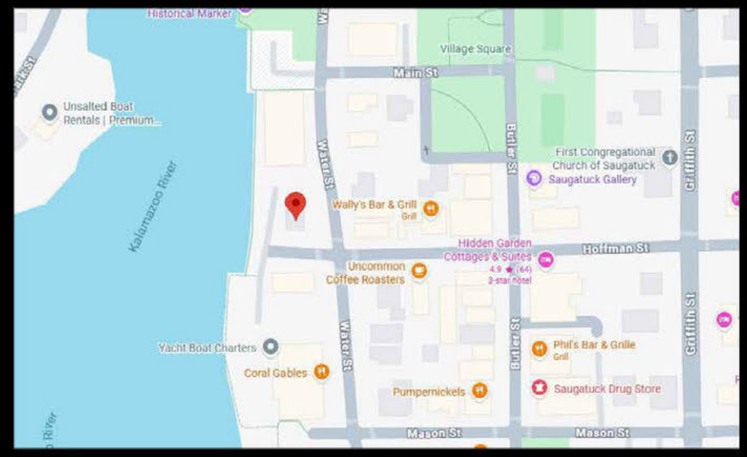
Scott A. Hendges Licensed Professional Surveyor No. 47953

We hereby certify that we have examined the premises herein described, that the improvements are located entirely thereon as shown and that they do not encroach except as shown hereon.

This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

= Storm Sewer





*EXISTING BUILDING - SINGLE FAMILY RESIDENCE (NO CHANGE)

*NOT FOR CONSTRUCTION

Via	**Site Plan:** Proposed Concept	**Scale:** 1" = 20'-0"	**Project:** 15-0506 DPDV Delta Suites	**Date:** 6/09/2026	**Page:** 1



Front Facade - Existing



Back Facade - Existing

Conceptual rendering May be enhanced utilizing AI visualization tools For illustrative purposes Final details may vary NOT FOR CONSTRUCTION



West Elevation

NOTES

- Provide limestone wash on existing stone
- Remove brackets and canopy at East elevation. Provide new cantilevered canopy.
- Replace wood siding with vinyl siding (Everlast)
- Widen east elevation windows by 6” each except for the center upper level window
- Replace window trim and corner trim with vinyl trim
- Replace misc. wood trim with painted composite wood trim (Boral)
- Replace wood windows with new aluminum clad windows (Marvin)
- Replace shingles
- Replace decorative light fixtures
- Paint existing wood railings
- Replace existing gutters with new copper gutters

*NOT FOR CONSTRUCTION





NOTES

- Provide limestone wash on existing stone
- Remove brackets and canopy at East elevation. Provide new cantilevered canopy.
- Replace wood siding with vinyl siding (Everlast)
- Widen east elevation windows by 6” each except for the center upper level window
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- Replace wood windows with new aluminum clad windows (Marvin)
- Replace shingles
- Replace decorative light fixtures
- Paint existing wood railings
- Replace existing gutters with new copper gutters

*NOT FOR CONSTRUCTION

Via	**Elevations:** Proposed Concept	**Scale:** 1/8" = 1'-0"	**Project:** 15-0506 DPDV Delta Suites	**Date:** 6/09/2026	**Page:** 4

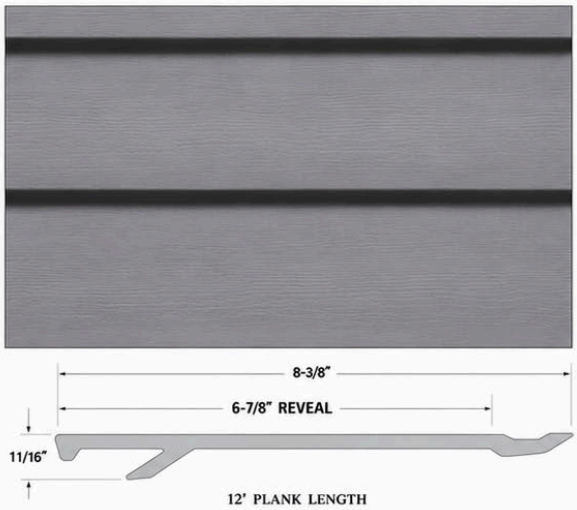
FRONT VIEW TO ADJOINING PROPERTIES



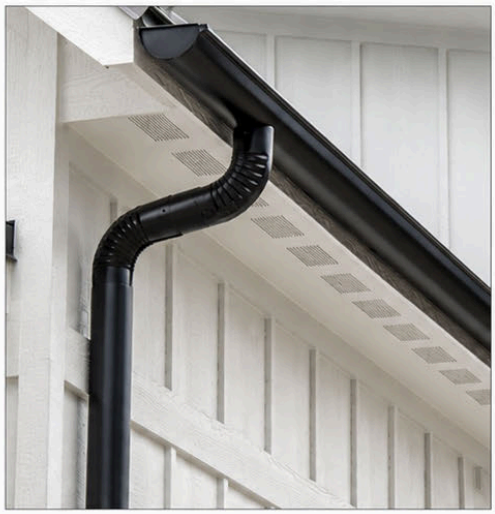


EXTERIOR SELECTIONS

1. SIDING – 7" EXPOSURE LAP



2. GUTTERS & DOWNSPOUTS – BLACK



3. ROOFING – ARCHITECTURAL SHINGLES



4. WINDOWS – BLACK



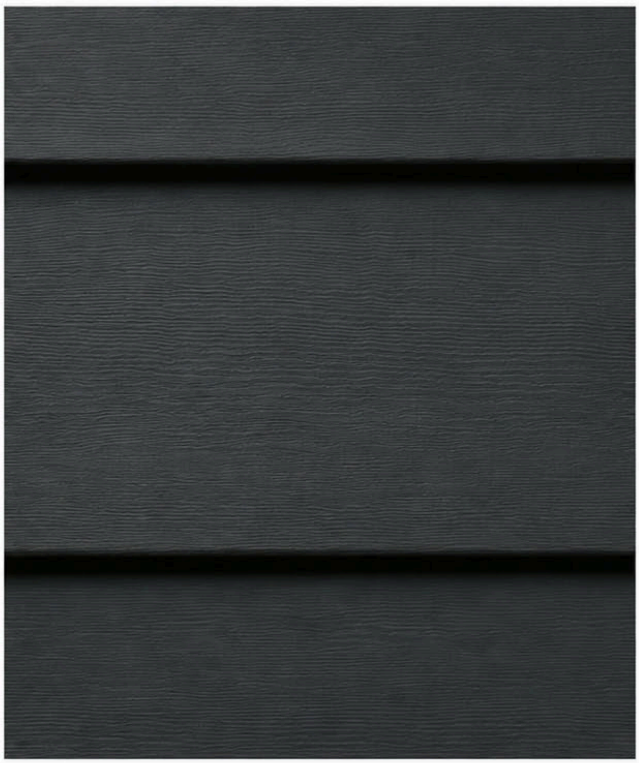
EXTERIOR SELECTIONS

5. EXTERIOR LIGHTING



BLACK FINISH

6. SIDING COLOR



STORM GREY

ADJOINING PROPERTIES





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

Saugatuck

Historic District Permit Application

LOCATION INFORMATION — **APPLICATION NUMBER** ____ - ____

Address 326 Water St. Parcel Number 57-075-013-00

APPLICANTS INFORMATION

Name Patrick Velthouse Address / PO Box [redacted]

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

Interest In Project Owners Rep E-Mail [redacted]

Signature [signature] Date 05/27/26

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name WSM DP Properties LLC Address / PO Box [redacted]

City [redacted] State MI Zip [redacted] 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 [signature] Date 6/9/26

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

Name Larry's Custom Woodwork Contact Name Bruce Brown

Address / PO Box [redacted] City [redacted]

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

E-Mail [redacted]

License Number 2101091388 Expiration Date 05-31-2029

PROPERTY INFORMATION

Depth 130' Width 60' Size 7,800 Zoning District HDC Current Use ____

Check all that apply: Waterfront X Dunes ____ Vacant ____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Saugatuck

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:	August 6, 2026
RE:	Historic District Permit Application, 630 Holland Street

REQUEST: The applicant is requesting retroactive approval for the replacement of a front yard fence along Holland Street. Construction of the new fence was noted by staff in late May 2026. A notice was sent to the property owners and zoning and historic district applications were received.

The original wood fence was 42 inches (3.5 feet) high, and the replacement vinyl fence is 46 inches (approx. 3.83 feet) in height. As installed, the fence exceeds the three (3') foot height limit for front yard fences but meets the setback requirement from the right of way.

In order to comply with the Zoning Ordinance, the fence must be three (3') feet or less within the front yard measured from the surface of the ground.

While it is unclear when exactly the three and one-half (3.5') fence was installed it would have been considered a existing nonconforming structure. Section 154.174(C)(1)(a) of the Zoning Ordinance states:

A lawful nonconforming structure may not be enlarged, expanded or altered in any way which increases its nonconformity with the provisions of this chapter unless otherwise noted within this chapter. The nonconforming structure may be enlarged or altered provided that all such changes are in conformance with all provisions of this chapter at every structural level.

As the existing nonconforming three and one-half (3.5') foot fence was removed in its entirety and expanded it must be compliant with the current zoning regulations.

Photos demonstrating the replacement and enlargement of the fence have been provided.



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



Figure 2 – Subject Property View from Holland St.: 05/2026

BACKGROUND: The property at 630 Holland St. is located in the Community Residential (R-1) Zoning District and lies within the Historic District. The structure is a non-contributing resource to the district. The location where the work is proposed on site is visible from the street, sidewalk, and neighboring properties.

As proposed, the fence does not comply with Zoning Ordinance (§ 154.143) requirements for height.

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.

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. **Retaining Wood Features.** Wooden features that contribute to the overall historic character of a building and a site should be retained and preserved. These features include, but are not limited to, such functional and decorative elements as siding, shingles, shakes, cornices, architraves, brackets, pediments, columns, balustrades, other architectural trim, porch ceilings, floors and facia.

4. **Replacing Wood Features.**
   a. If replacement of an entire wooden feature is necessary, it should be replaced in kind, matching the original design, dimension, detail, material and texture. Compatible substitute materials should be considered only if using the original material is not technically feasible.
   b. If replacement of a deteriorated detail or element is necessary, replace only the deteriorated detail in kind rather than an entire feature.
   c. If a wooden feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in profile, scale, size, material and texture with the historic building and district.

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 630 Holland Street is a non-contributing resource within the Historic District and is located in the Community Residential (R-1) Zoning District.

The application requests retroactive approval for a front yard fence that was installed prior to issuance of Zoning and Historic District permits. As discussed above, the replacement fence exceeds the maximum front yard fence height permitted by the Zoning Ordinance and will at a minimum need to be modified to three (3') feet. Any relief from this requirement would need to be obtained through the appropriate zoning process.

The replacement fence also changes the material from a painted wood fence to a white vinyl fence. 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 identify wood, wrought iron, and other historically compatible materials as the preferred fencing materials, while also directing the Commission to consider the overall compatibility of the proposed fence with the surrounding historic context.

In evaluating the application, the Commission should consider the compatibility of the fence's height, materials, design, scale, and location with the principal structure, 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 retroactive replacement of the front yard fence at 630 Holland Street,* ***(as proposed, as modified to*** _____***)*** *based on the application* **(meeting/not meeting)** *the applicable Historic District Guidelines set forth in §152.07 including consideration of the fence's design, materials, and compatibility with the character of the historic district.*

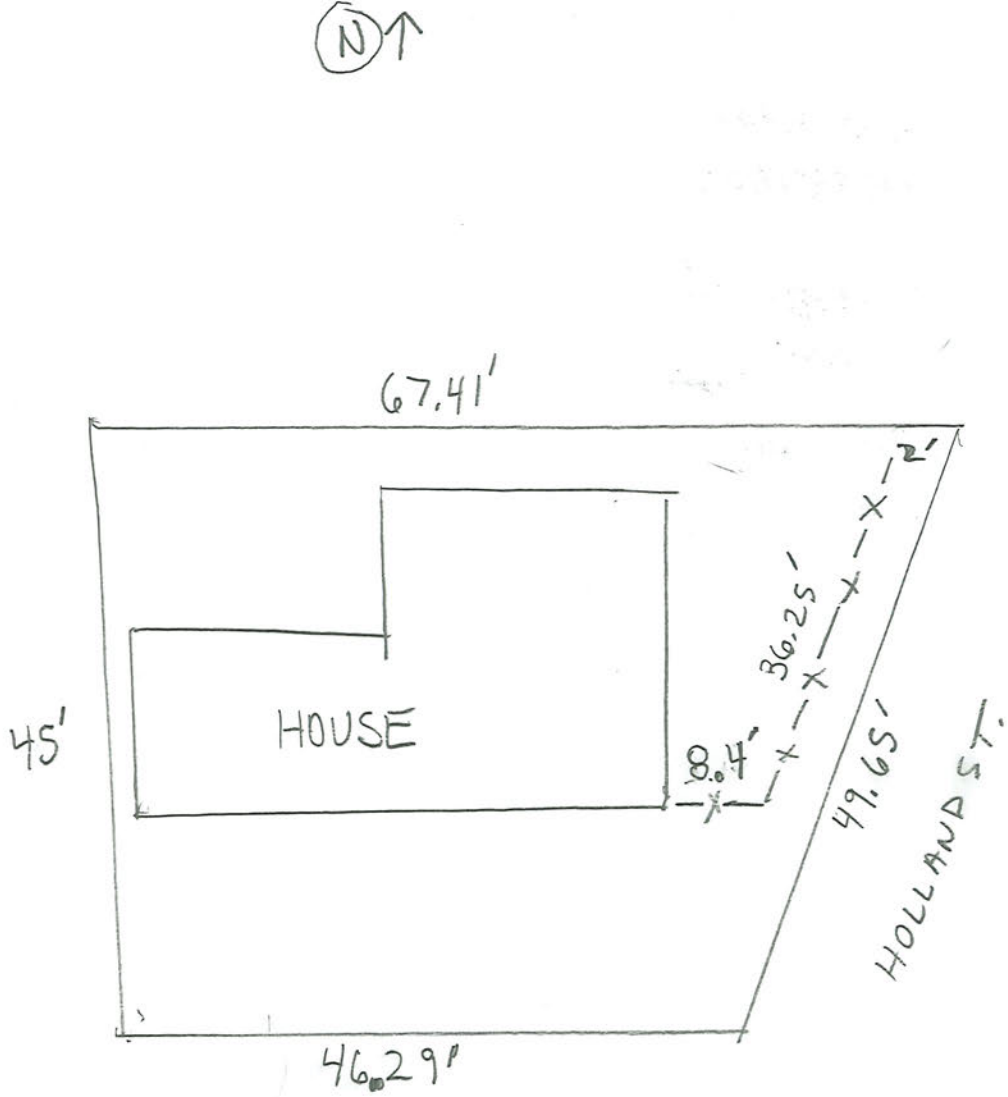
Approval shall be subject to the following conditions (if applicable):

a) The fence must comply with Zoning Ordinance height restrictions.

b) _____

c) _____

d) _____



- FENCE APPROX. 2' FROM SIDEWALK (USED PRIOR FENCE DISTANCE)

- REPLACEMENT FENCE HEIGHT 46"
  PRIOR FENCE HEIGHT ESTIMATED 42"

- REPLACEMENT FENCE - VINYL
- PRIOR FENCE - WOOD

RECEIVED
JUL 20 2026
CITY OF SAUGATUCK
102 BUTLER ST
SAUGATUCK, MI 49453

630 HOLLAND ST.

RECEIVED
JUL 20 2026
CITY OF SAUGATUCK
102 BUTLER ST
SAUGATUCK, MI 49453

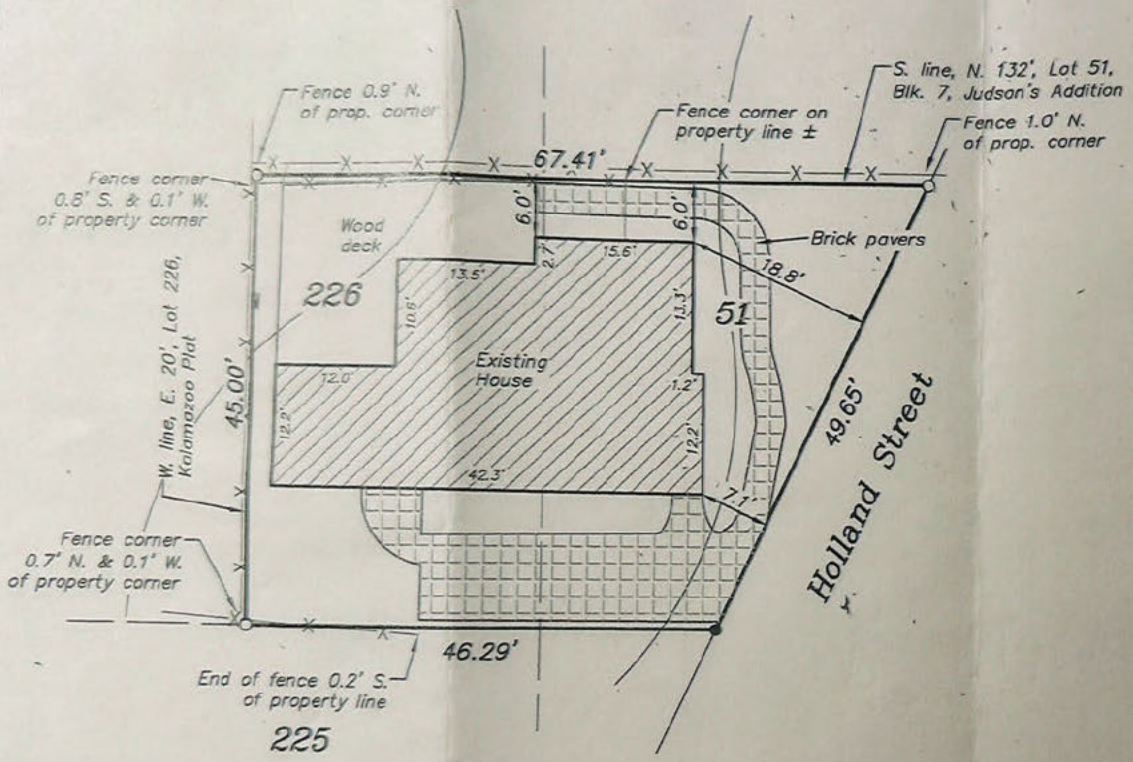
PREPARED FOR: Mill Pond Realty
Laura Durham
[redacted]

RE: 630 Holland Street

The land referred to in the Commitment, situated in the City of Saugatuck, County of Allegan, State of Michigan, is described as follows:

The South 45 feet of the North 132 feet of Lot 51, Block 7, Judsons Addition, and the South 45 feet of the East 20 feet of Lot 226, Kalamazoo Plat, all in the Village (now City) of Saugatuck, Allegan County, Michigan.

(Lighthouse Title Commitment No. 11-0697006 Rev. 1, Dated July 1, 2011)



STATE OF MICHIGAN
SCOTT A. HENDGES
PROFESSIONAL SURVEYOR
No. 47953

By: Scott A. Hendges
Scott A. Hendges Licensed Professional Surveyor No. 47953

Scale 1" = 15'
= Asphalt
= Concrete
D = Description dimension
M = Measured dimension
P = Platted Dimension
● = Set Iron Stake
O = Found Iron Stake
—x— = Fence Line
□ = Set wood stake

N

We hereby certify that we have examined the premises herein described, that the improvements are located entirely thereon as shown and that they do not encroach except as shown hereon.

This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

NEDERVELD

[redacted]

rev.: date:
project no.: 11200621 date: 08.0[illegible]

© 2011 Nederveld, Inc.

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

RECEIVED
JUN 0 8 2026
CITY OF SAUGATUCK
102 BUTLER ST
SAUGATUCK, MI 49453

Historic District Permit Application

Location Information

Application Number _____

Address 630 Holland St. Saugatuck, Mi 49453 Parcel Number 57207034 00

Applicants Information

Name James Beckley Address / PO Box [redacted]

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

Interest In Project Owner E-Mail [redacted]

Signature James Beckley Date 6/1/2026

Owners Information (if different from applicants)

Name N/A 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 N/A Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

E-Mail _____

License Number _____ Expiration Date _____

Property Information

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

Check all that apply: Waterfront _____ Dunes _____ Vacant _____

Project Description (attach more sheets if necessary)

Reconstruct/Extend Current Fence

MEMORANDUM

TO:	Historic District Commission City of Saugatuck
FROM:	Grayson Moore Director of Planning & Zoning
MEETING DATE:	August 6, 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 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: 07/2026

BACKGROUND:
The property at 249 Mason Street is located in the City Center (CC) Zoning District and lies within the Historic District. The structure 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. Approved plans have been attached for reference which did not identify the installation of fencing. This application noted planter boxes being placed around the entirety of the deck (outlined in red). No further detail was provided.

Previously approved plans documenting the permitted work are provided below.

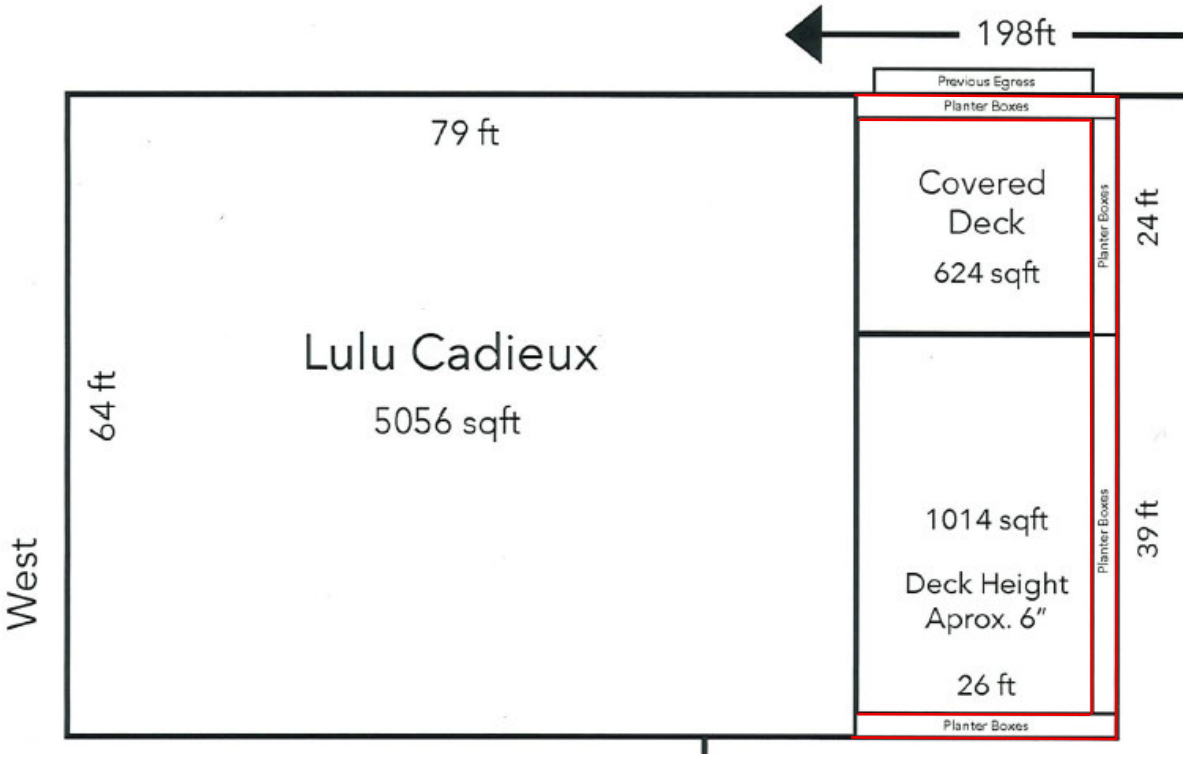


Figure 2: PC Application 4/2025



Figure 3: HDC Application 11/2024

LULU CADIEUX
FORMER BANK DRIVE-THRU CONVERSION
TO GREEN SPACE

#1-2: Installed wood decking at same height as concrete dividers to eliminate the former bank drive-thru.
#3-5: Continue wood decking over asphalt at ground level continuing to back of building to minimize effect of parking lot and adding plants to achieve a significant green space.

Final goal will be to enclose the area with low brick/stone walls or fencing to achieve a courtyard.

Figure 4: HDC Application Excerpt 11/2024

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 noncontributing resource within the Historic District and is located within the City Center (CC) Zoning District.

Due to the parcel being located on a corner lot, a portion of the enclosed area is located within the parcels front yard. Section 154.143 of the Zoning Ordinance states that, "*For purposes of this division, for a corner lot the widest lot dimension along a street line shall be deemed to be a side yard on a side street.*" Meaning that the northern lot line along Mason St. is the property's side yard and the eastern lot line is the property's front yard shown in the image below.

Fences located within the front yard are limited to three (3') feet in height while side and rear yard fences may be up to six (6') feet in height. The Historic District Guidelines also note that the maximum height of front yard fences should be limited to three (3') feet in height. While the fencing functions as an enclosure for an outdoor amenity area rather than a traditional yard fence, the Zoning Ordinance does not currently distinguish between these applications when regulating fence height. Therefore, as installed, portions of the current fencing do not satisfy the applicable fence height requirements of the Zoning Ordinance.

From a Historic District perspective, the Commission should consider whether the height, material, and placement of the fence are compatible with the surrounding historic context.

Although the property itself is noncontributing, the site is located within the Historic District and improvements should be evaluated based on their impact on the surrounding streetscape and community character.

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)*** *the applicant's request for a Historic District Permit for the installation of an enclosure associated with the outdoor amenity area at 249 Mason Street, as modified by the Historic District Commission as follows:* ***(installation of a fence/barrier/planter box enclosure not exceeding ___ feet in height and constructed of _____)****, based on the application* ***(meeting)*** *the applicable Historic District Guidelines set forth in §152.07.*

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

a) Revised plans shall be submitted to the Planning & Zoning Department and shall demonstrate compliance with all applicable requirements of the Zoning Ordinance prior to installation.

b) _____

c) _____

d) _____

I move to **(approve/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* **(meeting/not meeting)** *the applicable Historic District Guidelines set forth in §152.07.*

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

a) Plans shall be submitted to the Planning & Zoning Department and shall demonstrate compliance with all applicable requirements of the Zoning Ordinance prior to installation.

b) _____

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 Lulu Cadieux/AMK

Address / PO Box [redacted]

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

Interest In Project

E-Mail [redacted]

Signature Terry Walker

Date 7/16/26

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 132' Width 198' Size

Zoning District

Current Use

Check all that apply: Waterfront Dunes Vacant

Project Description (attach more sheets if necessary)

Install fence to complete enclosure of outdoor space at 249 Mason. HDC approved project, but did not include language approving fence. This project has been through the original HD permit process, the official site plan process, the official zoning process and the fire department approval process. We were not aware that additional HDC process was required.

See 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: _____

_____

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_____

_____

_____

_____

ZONING PERMIT APPLICATION

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

FEES

Fence Only: $75.00

Deck, Patio, Shed, Pool or Hot Tub Only (per item): $125

New Dwelling (Single or Two Family) or Bed and Breakfast: $500

All Others: $250

Escrow Deposit: Zoning Administrator Discretion

City of Saugatuck Zoning Code: https://codelibrary.amlegal.com/codes/saugatuck/latest/saugatuck_mi/0-0-0-4355

PROPERTY ADDRESS 249 Mason Street, Saugatuck, MI 49453

PARCEL NUMBER 03-57-300-170-00

PROPERTY OWNER Lulu Cadieux/AMK

ADDRESS / PO BOX [redacted]

EMAIL [redacted]

PHONE [redacted]

I hereby authorize the applicant listed below to make this application for proposed work as my agent. I agree the statements made in this application and submitted plans are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable laws, ordinances and regulations will be complied with. 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. Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

OWNER SIGNATURE Terry Walker **Date** 7/17/26

APPLICANT Lulu Cadieux/AMK

ADDRESS / PO BOX [redacted]

EMAIL [redacted]

PHONE [redacted]

I agree the statements made in this application and submitted plans are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. I understand that this application will not be processed until it is deemed complete and the required fees and escrow deposit (if applicable) are paid. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable laws, ordinances and regulations will be complied with. Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

APPLICANT SIGNATURE Terry Walker Date 7/17/26

PROJECT DESCRIPTION Install fence to complete enclosure of outdoor space at 249 Mason. See attached

PROPOSED AREA/ DIMENSIONS

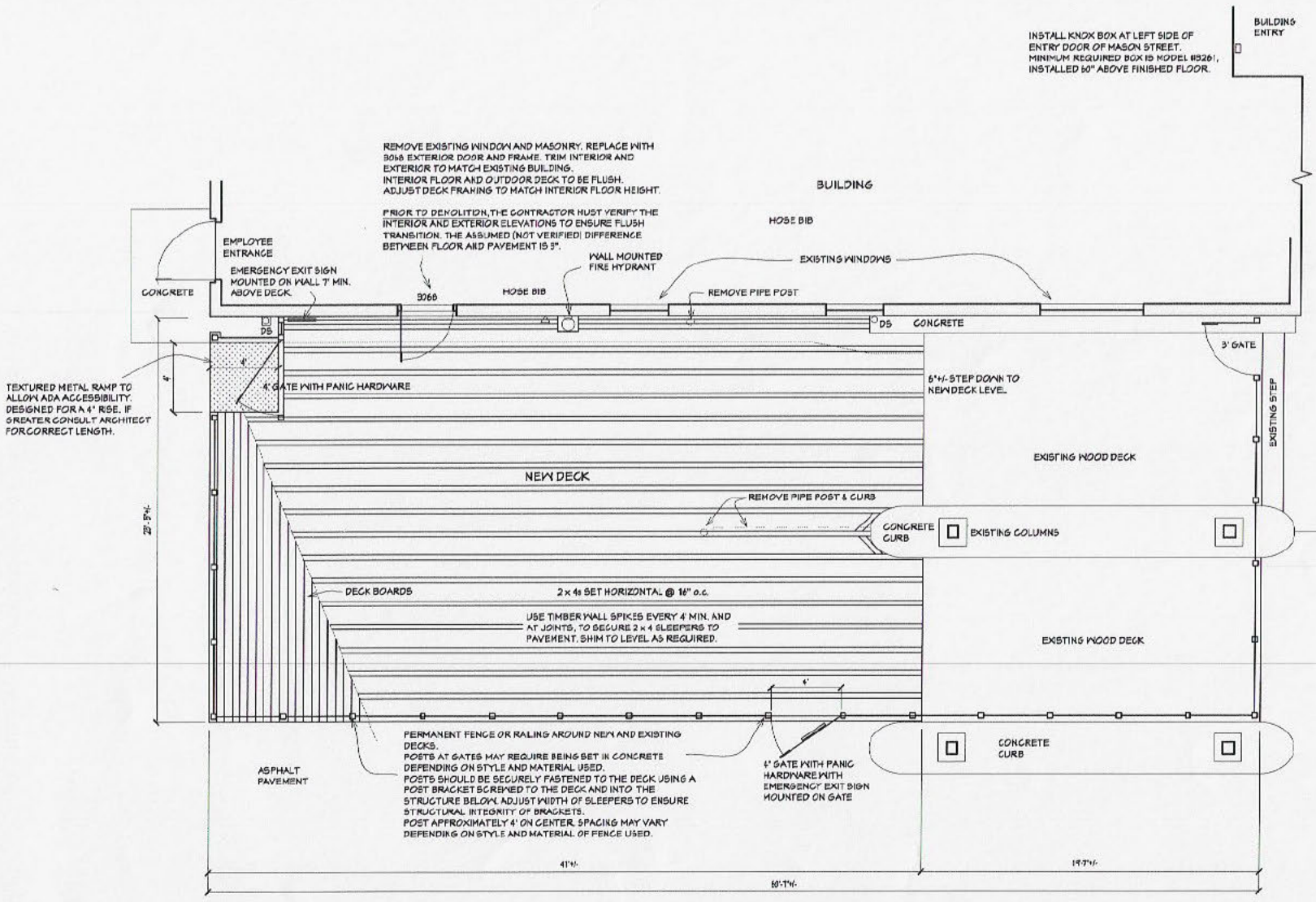
LOT AREA (SQ FT) _____ LOT COVERAGE (%) _____ HEIGHT _____

TOTAL FLOOR AREA _____ FLOOR AREA RATIO _____

CHECKLIST

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

See attached architectural drawings, fire department approval, site plan approval and building permit.



NOTES
ZONING: C-1 CITY CENTER
DECK AREA: 1,419 s.f.
CAPACITY: 85 @ 15 s.f. / PERSON SEATED
205 @ 7 s.f. / PERSON STANDING

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

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

Reviewed for Code Compliance

STATE OF MICHIGAN
BARRY D. WOOD
ARCHITECT
No. 1301204205
LICENSED ARCHITECT

STUDIO 2N2 TWO
ARCHITECTURE
LANDSCAPE ARCHITECTURE

51

DECK ADDITION
LULU CADIEUX
249 MASON STREET
SAUGATUCK, MICHIGAN

THE PURPOSE OF THIS DRAWING IS ONLY TO DEPICT GRAPHICALLY THE GENERAL NATURE OF THE WORK.

DATE	DESCRIPTION
3/13/2026	DECK DESIGN

DRAWN: BTS
CHECKED: BDW
DATE: 10/31/2021
PROJECT #25017

COPYRIGHT 2026 NOT PUBLISHED ALL RIGHTS RESERVED

DECK

1 of 1



City of Saugatuck

102 Butler St PO Box 86
Saugatuck, MI 49453
(269) 857-2603 (269) 857-4406

PZ25028

Issued: 04/16/26
Expires: 04/16/27

PLANNING & ZONING

Zoning

Type of Construction: **Site Plan Review** Edition of Code: **Section 154**

LOCATION	OWNER	APPLICANT
249 MASON ST 57-300-170-00 **Lot:** **Plat/Sub:**	AMK HOLDINGS LLC	AMK HOLDINGS LLC

Work Description: Applicant to install 1638 sft deck per plans. Approved contingent upon Fire Department Approval.

Stipulations: On June 19, 2025 the Planning Commission approved the conversion of an existing drivethrough lane and covered service area with outdoor amenity space at 249 Mason Street based on satisfaction of the site plan approval standards of Section 151.060 documented in the staff memo
dated June 13, 2025. Approval is contingent upon the following:
1. All applicable approvals are granted, including but not limited to:
a. Fire Department

Permit Item	Work Type	Fee Basis	Item Total
Site Plan Review	Zoning	1.00	$750.00
Escrow Deposit	Zoning	1.00	$2,000.00

In accordance with Chapter 154 of the Saugatuck City Code, this permit will remain valid and in full effect unless it expires from the applicant's failure to start construction within twelve months. This permit shall be kept at the site of the work and available for inspection at all times during the project and until an occupancy permit has been issued or until its date of expiration. The Zoning Administrator shall be notified of any proposed modifications in the permitted work prior to the start of such work and shall also determine whether the proposed changes are in compliance with the Saugatuck City Zoning Ordinance and whether a new zoning permit must be issued. This permit does not authorize construction activities on said property until all applicable permits have been issued by MTS and other applicable agencies. The applicant shall notify the building inspector of proposed inspection dates and shall not begin a later stage of work until the previous stage has been approved.

Fee Total:	$2,750.00
Amount Paid:	$2,750.00
Balance Due:	**$0.00**

Grayson Moore
Grayson Moore - Director of Planning & Zoning

ADDITIONAL PERMITS MAY BE REQUIRED

April 14, 2026

c/o Terry Walker
249 Mason St.
Saugatuck, MI. 49453

Re: 249 Mason St. Saugatuck, MI – LuLu Cadieux Deck Expansion - Building Plan Review #1
Sheet: Deck 1 of 1 dated 10/31/2025

Dear Ms. Walker,

We are in receipt of the building plan for the LuLu Cadieux Deck Expansion received 4/3/2026. We reviewed the plans using the International Fire Code (IFC) 2015 edition. Please see the result of the fire department review listed ***below***.

1. Vehicle impact protection required by this code shall be provided by posts that comply with Section 312.2 or by other approved physical barriers that comply with Section 312.3. (312.1) ***Not applicable.***

2. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. (IFC 505.1) ***Address signage must be posted prior to commencement of construction. Green reflective address signs are preferred and provided and installed free of charge at https://www.saugatuckfire.org/address-sign-order-form.html. Approved, address sign is existing.***

3. Streets and roads shall be identified with *approved* signs. Temporary signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles. Signs shall be of an *approved* size, weather resistant and be maintained until replaced by permanent signs. (IFC 505.2) ***Approved, Mason St. is previously assigned and signed.***

4. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the fire code official. (IFC 506.1) ***A Knox Key Box is required and shall be installed adjacent to the main front door and shall be installed 60" AFF. Minimum required box is #3261 and will hold up to 10 keys. Surface mount or recessed options are available at www.knoxbox.com. Approved, Knox Box location is shown.***

5. The size and distribution of portable fire extinguishers shall be in accordance with Sections 906.3.1 through 906.3.4. ***Approved, extinguisher is shown on the plans.***

6. In determining means of egress requirements, the number of occupants for whom means of egress facilities are provided shall be determined in accordance with this section. (IFC 1004) ***The proposed occupant load of 95 people (tables and chairs), or 203 people (chairs only) is approved as shown. An occupant load certificate will be provided for posting at final inspection by the Fire District.***

7. The required capacity in inches (mm), of the means of egress for any room, area, space or story shall be not less than that determined in accordance with Sections 1005.3.1 and 1005.3.2. (IFC 1005.3) ***Approved, based on the maximum 203-person occupant load, a minimum of two exits is required and are shown in the submittals. The primary exit shall be a minimum of 41 inches in width (203 people x 0.2). The secondary exit shall be capable of handling 50% of the occupant load and shall be a minimum of 21 inches (102 persons x 0.2) per calculations, however, no egress door shall be less than 28 inches per 1104.7. The primary exit is shown as 48" in width, and the secondary exit is shown as 48" in width complying with these sections of the code.***

8. Doors serving a Group H occupancy and doors serving rooms or spaces with an *occupant load* of 50 or more in a Group A or E occupancy shall not be provided with a latch or lock other than *panic hardware* or *fire exit hardware*. (IFC 1010.10.10) ***Panic hardware is shown on the plan.***

9. Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. The path of egress travel to exits and within exits shall be marked by readily visible exit signs to clearly indicate the direction of egress travel in cases where the exit or the path of egress travel is not immediately visible to the occupants. Intervening means of egress doors within exits shall be marked by exit signs. Exit sign placement shall be such that no point in an exit access corridor or exit passageway is more than 100 feet (30 480 mm) or the listed viewing distance for the sign, whichever is less, from the nearest visible exit sign. ***Approved, exit sign locations meet the requirements. Function shall be verified in the field.***

10. Anything omitted in this plan review is subject to field inspection. (IFC 105.4.4)

You have approval from the fire department to begin construction of the deck at 249 Mason St. if you are in agreement with the above-mentioned items. Please ensure you receive the appropriate permits from Saugatuck City and Michigan Township Services prior to commencement of construction.

Final approval for occupancy will not be given until a final inspection is completed to confirm compliance with all applicable plans and codes. Please let me know if you have any questions.

Sincerely,

Christopher T. Bernhardy

Captain / Fire Inspector

Cc: Greg Janik – Fire Chief (via email)
Grayson Moore – Zoning Administrator (via email)
Dan Poll – Building Official (via email)

Application Fee: $750
Escrow Deposit: $2,000

Site Plan Review Application

City of Saugatuck Zoning Code: https://codelibrary.amlegal.com/codes/saugatuck/latest/saugatuck_mi/0-0-0-4355

Location Information

Address 249 Mason Street Parcel Number _____

Applicants Information

Name Lulu Cadieux Address / PO Box [redacted]

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

Interest In Project Owner E-Mail [redacted]

I agree the statements made in this application and submitted plans are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. I understand that this application will not be processed until it is deemed complete and the required fees and escrow deposit (if applicable) are paid. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable laws, ordinances and regulations will be complied with. Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

Signature _____ Date 4/25/2025

Owners Information (if different from applicants)

Name _____ Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

E-Mail _____

I hereby authorize the applicant listed above to make this application for proposed work as my agent. I agree the statements made in this application and submitted plans are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable laws, ordinances and regulations will be complied with. 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. Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

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 Retail

Check all that apply:

Waterfront_____ Historic District X Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Convert existing structure (former bank drive-through) into an attractive outdoor green space with decking and planters. Approximately 600 sf deck installed between concrete curbs of drive-through. An additional 1000' sf low profile deck to be continued to back of building to minimize the heat and visibility of asphalt.

There is no change to the ingress of the parking lot from Mason Street. There is no change to the ingress of the parking lot from Griffith Street. There is no change to the egress from the parking lot onto Mason Street. Closure of the two former bank drive-through lanes prevents egress onto Mason Street; however, the function of the drive-through no longer exists.

This plan has been approved by the Historic Society.

Site Plan Review Application

SITE PLAN REQUIREMENTS (SECTION 154.061)

A) Applications for preliminary site plan approval shall consist of the following information unless waived by the Zoning Administrator.

Y	N	NA	
☐	☐	☐	Property dimensions
☐	☐	☐	Significant vegetation
☐	☐	☐	Water courses and water bodies, including human-made surface drainage ways
☐	☐	☐	Existing public right-of-way, pavements and/or private easements
☐	☐	☐	Existing and proposed uses, buildings, structures and parking areas
☐	☐	☐	Zoning classification of abutting properties
☐	☐	☐	The name, address and telephone number of the person and firm who prepared the site plan, and the date on which it was prepared
☐	☐	☐	A north arrow

B) Applications for final site plan approval shall consist of the following information unless waived by the Zoning Administrator. One (1) paper copy of a final site plan (no greater than 11" x 17") and one (1) digital copy, at a scale of not less than one inch equals ten feet, shall include:

Y	N	NA	
☐	☐	☐	Dimensions of property of the total site area,
☐	☐	☐	Contours at 2-foot intervals
☐	☐	☐	Locations of all buildings
☐	☐	☐	Other structures on adjacent properties within 100 feet of the property, including those located across the street from the property
☐	☐	☐	Parking areas
☐	☐	☐	Driveways
☐	☐	☐	Required and proposed building setbacks
☐	☐	☐	Location of abutting streets and proposed alignment of streets, drives and easements serving the development, including existing rights-of-way and pavement widths;
☐	☐	☐	Location, screening, dimensions and heights of proposed buildings and structures, such as trash receptacles, utility pads and the like, including accessory buildings and uses, and the intended uses thereof. Rooftop or outdoor appurtenances should also be indicated, including proposed methods of screening the equipment, where appropriate;
☐	☐	☐	Location and dimensions of parking areas, including computations of parking requirements, typical parking space dimensions, including handicapped spaces, and aisle widths;
☐	☐	☐	Proposed water supply and wastewater systems locations and sizes;
☐	☐	☐	Proposed finished grades and site drainage patterns, including necessary drainage structure. Where applicable, indicate the location and elevation of the 100-year floodplain;
☐	☐	☐	Proposed common open spaces and recreational facilities, if applicable;
☐	☐	☐	Proposed landscaping, including quantity, size at planting and botanical and common names of plant materials;
☐	☐	☐	Signs, including type, locations and sizes;

- ☐ ☐ ☐ Location and dimensions of all access drives, including driveway dimensions, pavement markings, traffic-control signs or devices, and service drives;
- ☐ ☐ ☐ Exterior lighting showing area of illumination and indicating the type of fixture to be used.
- ☐ ☐ ☐ Elevations of proposed buildings drawn to an appropriate scale shall include:
  1. Front, side and rear views;
  2. Heights at street level, basement floor level, top of main floor, top of building, and if applicable, height above water level; and
  3. Exterior materials and colors to be used.
- ☐ ☐ ☐ Location, if any, of any views from public places to public places across the property;
- ☐ ☐ ☐ Location, height and type of fencing; and
- ☐ ☐ ☐ The name and address of the person and firm who drafted the plan, the seal of the professional responsible for the accuracy of the plan (licensed in the state) and the date on which the plan was prepared.

STANDARDS FOR APPROVAL (SECTION 154.063)

Please respond to each of the following questions by explaining how the proposed development will meet the standards for site plan approval:
*note: not all questions will apply for all requests.

(1) How will the elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of the buildings? Will the site be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter? _____

Convert an unused former bank drive-through into an attractive outdoor hospitality green space.

(2) How will the landscape be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this chapter? _____

No change to topography or vegetation.

(3) How will the site plan provide reasonable visual and sound privacy for all dwelling units located therein? How will fences, walks, barriers and landscaping shall be used, as appropriate, be used to accomplish these purposes? _____

No sound or privacy issues.

(4) How will all buildings or groups of buildings be arranged so as to permit necessary emergency vehicle access as required by the Fire Department? _____

No change in access for emergency vehicles.

(5) How will there be provided a pedestrian circulation system which is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of schools, playgrounds, local shopping areas and other uses which generate a considerable amount of pedestrian traffic? (All federal, state and local barrier free requirements shall be met.) _____

No change in pedestrian circulation or vehicular circulation systems.

(6) How will the arrangement of public or common ways for vehicular and pedestrian circulation be connected to existing or planned streets and pedestrian or bicycle pathways in the area? Will streets and drives which are part of an existing or planned street pattern serving adjacent development be of a width appropriate to the traffic volume they will carry and shall have a dedicated right-of-way equal to that specified in the City's land use plan?

No patterns changed; unused former bank drive-through is no longer in use.

(7) How will all streets be developed in accordance with city specifications, unless developed as a private road?

No changes.

(8) How will appropriate measures be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system? Will provisions be made to accommodate storm water, prevent erosion and the formation of dust? The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, create puddles in paved areas or create erosion problems.

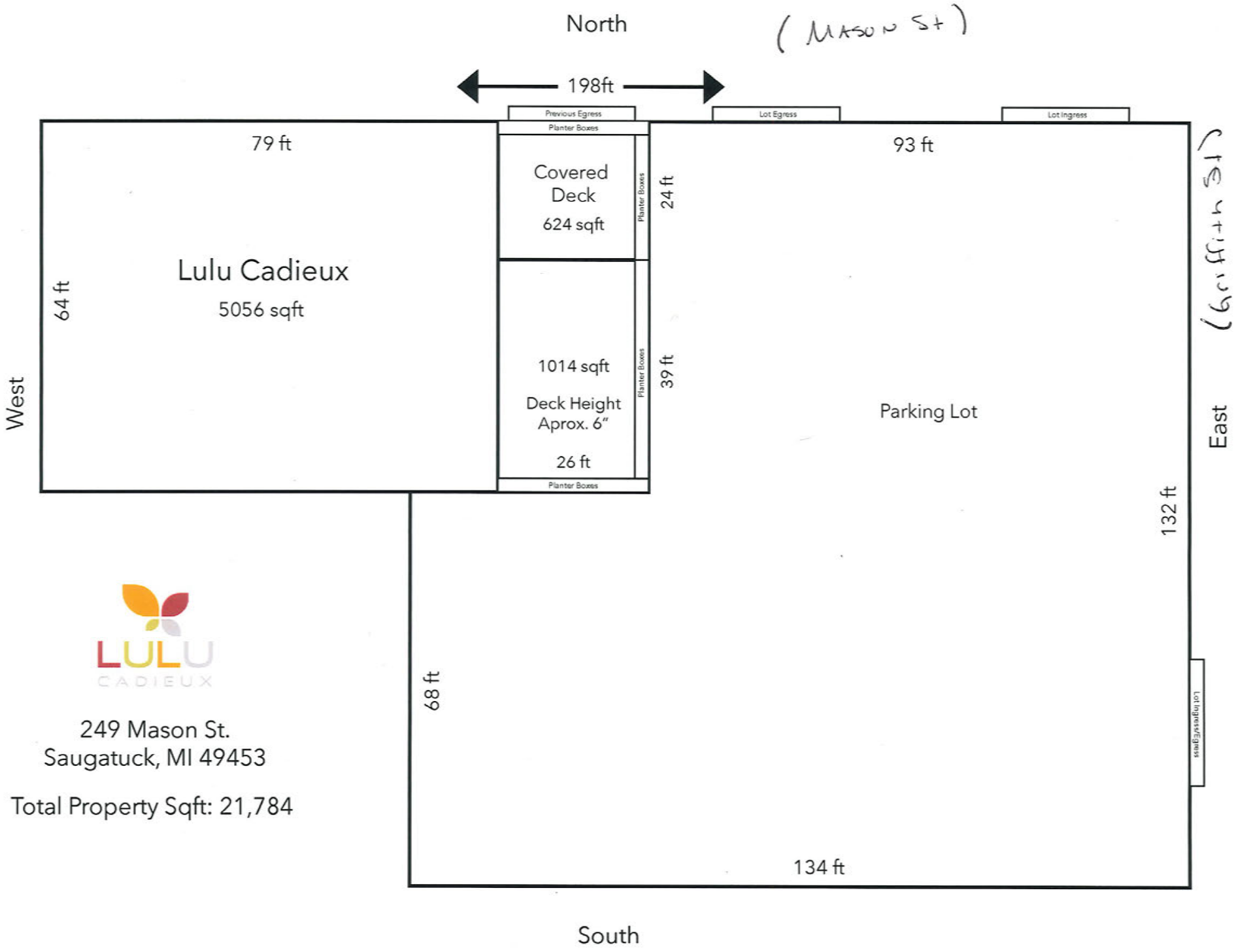
No change to existing asphalt and concrete.

(9) How will all loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public thoroughfares, shall be screened by an opaque wall or landscaped screen not less than six feet in height? (See §§ 154.142 through 154.144).

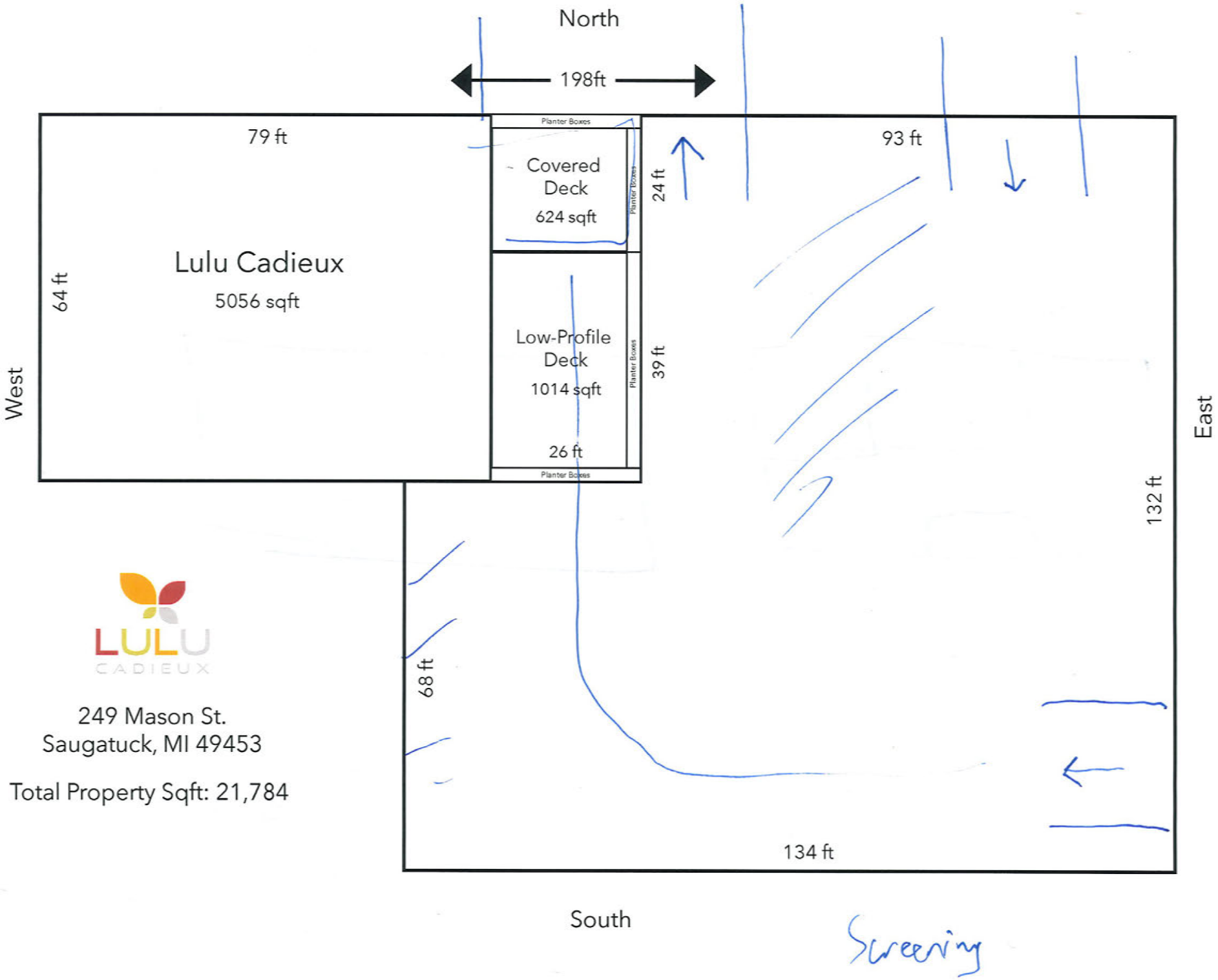
No changes.

(10) How will exterior lighting be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets? Flashing or intermittent lights shall not be permitted.

No changes.


North
(Mason St)
198ft
Previous Egress
Planter Boxes
Lot Egress
Lot Ingress
79 ft
93 ft
Covered Deck
624 sqft
Planter Boxes
24 ft
Lulu Cadieux
5056 sqft
64 ft
1014 sqft
Deck Height Aprox. 6"
26 ft
Planter Boxes
39 ft
Planter Boxes
West
Parking Lot
East
(Lake St)
132 ft
68 ft
Lot Ingress/Egress
134 ft
South
LULU
CADIEUX
249 Mason St.
Saugatuck, MI 49453
Total Property Sqft: 21,784

61



LULU CADIEUX

249 Mason St.
Saugatuck, MI 49453

Total Property Sqft: 21,784

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

Historic District Permit Application

LOCATION INFORMATION **APPLICATION NUMBER____-____**

Address 249 Mason Street, Saugatuck MI 49 Parcel Number

APPLICANTS INFORMATION

Name Lulu Cadieux Address / PO Box 249 Mason Street

City State Zip Phone

Interest In Project E-Mail

Signature Terry Walker Digitally signed by Terry Walker Date: 2024.09.24 14:55:58 -04'00' Date 9/23/24

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 Terry Walker Digitally signed by Terry Walker Date: 2024.09.24 14:58:31 -04'00' 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 67 ft Width 101 ft Size 6700 sf Zoning District Current Use Retail

Check all that apply: Waterfront Dunes Vacant

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Add wood decking to efficiently transform the former Huntington Bank drive-thru into an attractive outdoor area whenever possible to minimize asphalt and concrete visuals (approximately 600 sf). It is our ongoing intention to add green space whenever possible.

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: _____

LULU CADIEUX
SIGNAGE PERMIT

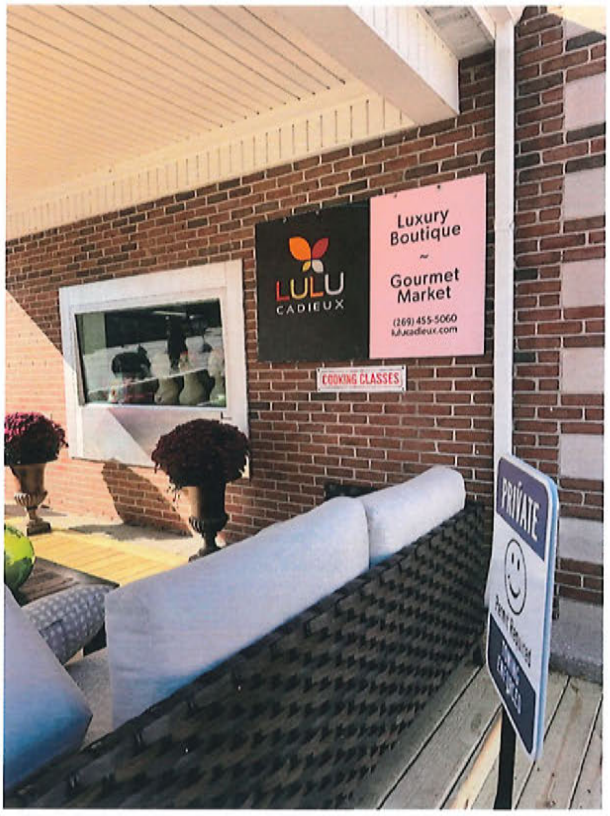
#1: Simple logo on Mason Street hung perpendicular to front of building. Size within permit guidelines.
#2: Recycle existing sign from Blue Star Hwy to west side of building facing Butler Street. 3'x6' size is less than permitted in guidelines.
#3: Recycle existing sign from Blue Star Hwy to east side of building facing Griffith Street. 3'x5' size is less than permitted in guidelines.



SIGN #1



SIGN #2



SIGN #3

LULU CADIEUX
FORMER BANK DRIVE-THRU CONVERSION
TO GREEN SPACE

#1-2: Installed wood decking at same height as concrete dividers to eliminate the former bank drive-thru.
#3-5: Continue wood decking over asphalt at ground level continuing to back of building to minimize effect of parking lot and adding plants to achieve a significant green space.

Final goal will be to enclose the area with low brick/stone walls or fencing to achieve a courtyard.



PHOTO #1

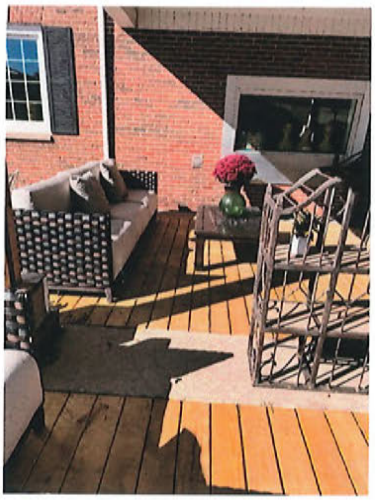


PHOTO #2



PHOTO #3



PHOTO #4



PHOTO #5

Permanent Sign Fee: $75

Sign Application

Location Information

Application Number ____ - ____

Address 249 Mason Street

Parcel Number ____

Applicants Information

Name LULU CADIEUX

Address / PO Box [redacted]

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

Interest In Project ____

E-Mail [redacted]

Signature ____ Date 10/15/24

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 ____

Property Information

Building Width 67' Property Width 101' Current Use Retail

Historic District X

Sign Description (attach more sheets if necessary)

Type: Permanent 1 Temporary ____ Attached 2 Detached ____

Proposed Size(s) ____ Illumination ____ Dates to be displayed ____

Further Comments:

See attached sheet

Sign Application

Application #_____-_____

PLEASE INCLUDE THE FOLLOWING INFORMATION

Pursuant to Section 154.141, please attach the following supporting documents when applying for sign approval

Y	N	NA	
☒	☐	☐	Photographs of the structure including any signage to remain
☒	☐	☐	Dimensions of any signs on the property to remain
☐	☐	☐	Plot plan showing the following:
☒	☐	☐	Location, shape, area and dimension of the lot
☐	☐	☐	Current site improvements (including structures, sidewalks, decks, streets, fences, etc)
☒	☐	☐	Location of any proposed and existing detached signs
☐	☐	☐	Samples of all proposed exterior finishes and materials (if located within Historic District)
☐	☐	☐	A scaled 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)

OFFICE USE ONLY:

Date Application Complete_____ Date Fee Paid_____

Notes: _____

[redacted]

April 14, 2026

c/o Terry Walker
249 Mason St.
Saugatuck, MI. 49453

Re: 249 Mason St. Saugatuck, MI – LuLu Cadieux Deck Expansion - Building Plan Review #1
Sheet: Deck 1 of 1 dated 10/31/2025

Dear Ms. Walker,

We are in receipt of the building plan for the LuLu Cadieux Deck Expansion received 4/3/2026. We reviewed the plans using the International Fire Code (IFC) 2015 edition. Please see the result of the fire department review listed ***below***.

1. Vehicle impact protection required by this code shall be provided by posts that comply with Section 312.2 or by other approved physical barriers that comply with Section 312.3. (312.1) ***Not applicable.***

2. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. (IFC 505.1) ***Address signage must be posted prior to commencement of construction. Green reflective address signs are preferred and provided and installed free of charge at https://www.saugatuckfire.org/address-sign-order-form.html. Approved, address sign is existing.***

3. Streets and roads shall be identified with *approved* signs. Temporary signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles. Signs shall be of an *approved* size, weather resistant and be maintained until replaced by permanent signs. (IFC 505.2) ***Approved, Mason St. is previously assigned and signed.***

4. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the fire code official. (IFC 506.1) ***A Knox Key Box is required and shall be installed adjacent to the main front door and shall be installed 60" AFF. Minimum required box is #3261 and will hold up to 10 keys. Surface mount or recessed options are available at www.knoxbox.com. Approved, Knox Box location is shown.***

5. The size and distribution of portable fire extinguishers shall be in accordance with Sections 906.3.1 through 906.3.4. ***Approved, extinguisher is shown on the plans.***

6. In determining means of egress requirements, the number of occupants for whom means of egress facilities are provided shall be determined in accordance with this section. (IFC 1004) ***The proposed occupant load of 95 people (tables and chairs), or 203 people (chairs only) is approved as shown. An occupant load certificate will be provided for posting at final inspection by the Fire District.***

7. The required capacity in inches (mm), of the means of egress for any room, area, space or story shall be not less than that determined in accordance with Sections 1005.3.1 and 1005.3.2. (IFC 1005.3) ***Approved, based on the maximum 203-person occupant load, a minimum of two exits is required and are shown in the submittals. The primary exit shall be a minimum of 41 inches in width (203 people x 0.2). The secondary exit shall be capable of handling 50% of the occupant load and shall be a minimum of 21 inches (102 persons x 0.2) per calculations, however, no egress door shall be less than 28 inches per 1104.7. The primary exit is shown as 48" in width, and the secondary exit is shown as 48" in width complying with these sections of the code.***

8. Doors serving a Group H occupancy and doors serving rooms or spaces with an *occupant load* of 50 or more in a Group A or E occupancy shall not be provided with a latch or lock other than *panic hardware* or *fire exit hardware*. (IFC 1010.10.10) ***Panic hardware is shown on the plan.***

9. Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. The path of egress travel to exits and within exits shall be marked by readily visible exit signs to clearly indicate the direction of egress travel in cases where the exit or the path of egress travel is not immediately visible to the occupants. Intervening means of egress doors within exits shall be marked by exit signs. Exit sign placement shall be such that no point in an exit access corridor or exit passageway is more than 100 feet (30 480 mm) or the listed viewing distance for the sign, whichever is less, from the nearest visible exit sign. ***Approved, exit sign locations meet the requirements. Function shall be verified in the field.***

10. Anything omitted in this plan review is subject to field inspection. (IFC 105.4.4)

You have approval from the fire department to begin construction of the deck at 249 Mason St. if you are in agreement with the above-mentioned items. Please ensure you receive the appropriate permits from Saugatuck City and Michigan Township Services prior to commencement of construction.

Final approval for occupancy will not be given until a final inspection is completed to confirm compliance with all applicable plans and codes. Please let me know if you have any questions.

Sincerely,
Christopher T. Bernhardy
Captain / Fire Inspector

Cc: Greg Janik – Fire Chief (via email)
Grayson Moore – Zoning Administrator (via email)
Dan Poll – Building Official (via email)

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

Historic District Permit Application

Location Information

Application Number ____ - ____

Address 329 Water Street

Parcel Number 03-57-300-099-00

Applicants Information

Name Chris Andrus

Address / PO Box [redacted]

City [redacted]

State MI

Zip [redacted]

Phone [redacted]

Interest In Project Tenant and operator

E-Mail [redacted]

Signature Chris Andrus

Date 7/24/26

Owners Information (if different from applicants)

Name Mike Mraz

Address / PO Box [redacted]

City [redacted]

State [redacted]

Zip [redacted]

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 _____

Date _____

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

Name Property owner and tenant

Contact Name [redacted]

Address / PO Box [redacted]

City [redacted]

State [redacted]

Zip [redacted]

Phone [redacted]

Fax n/a

E-Mail [redacted]

License Number n/a

Expiration Date n/a

Property Information

Depth irregular

Width irregular

Size 552 sq ft

Zoning District C-2

Current Use Restaurant

Check all that apply: Waterfront ____ Dunes ____ Vacant ____

Project Description (attach more sheets if necessary)

We are currently using the SE end of the yard for outdoor seating, but the area is currently a mix of gravel and woodchips and is difficult to keep clean and seat guests in the manner which we would prefer. We propose adding a natural (treated, unstained pine) deck to seat guests on instead. The hardscaping will require less maintenance and will provide a better experience for both staff and guests. We are not proposing to add any additional capacity or alter any historic aspects of the property. The deck would abut the natural existing fence barriers on the south and east sides of the property. It would be essentially at ground level, requiring a single step up to enter. There would be safety rails installed (see diagram). We would also incorporate the existing trees by building the deck around them, preserving the natural environment. In concert with the property owner, we would be doing the work ourselves.

Historic District Application

Application #____ - ____

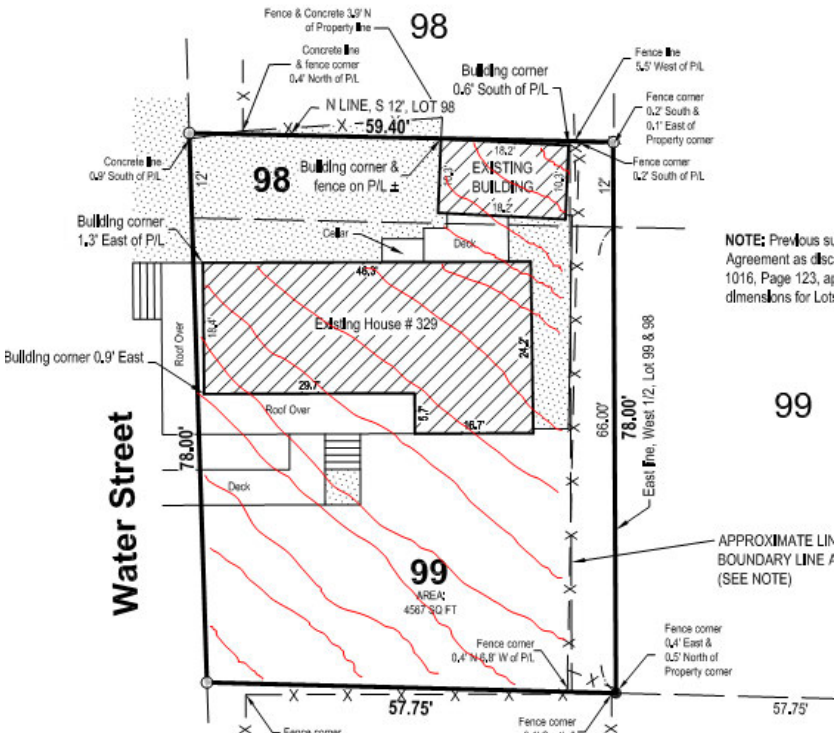
Historic District Requirements (Section 152.07)

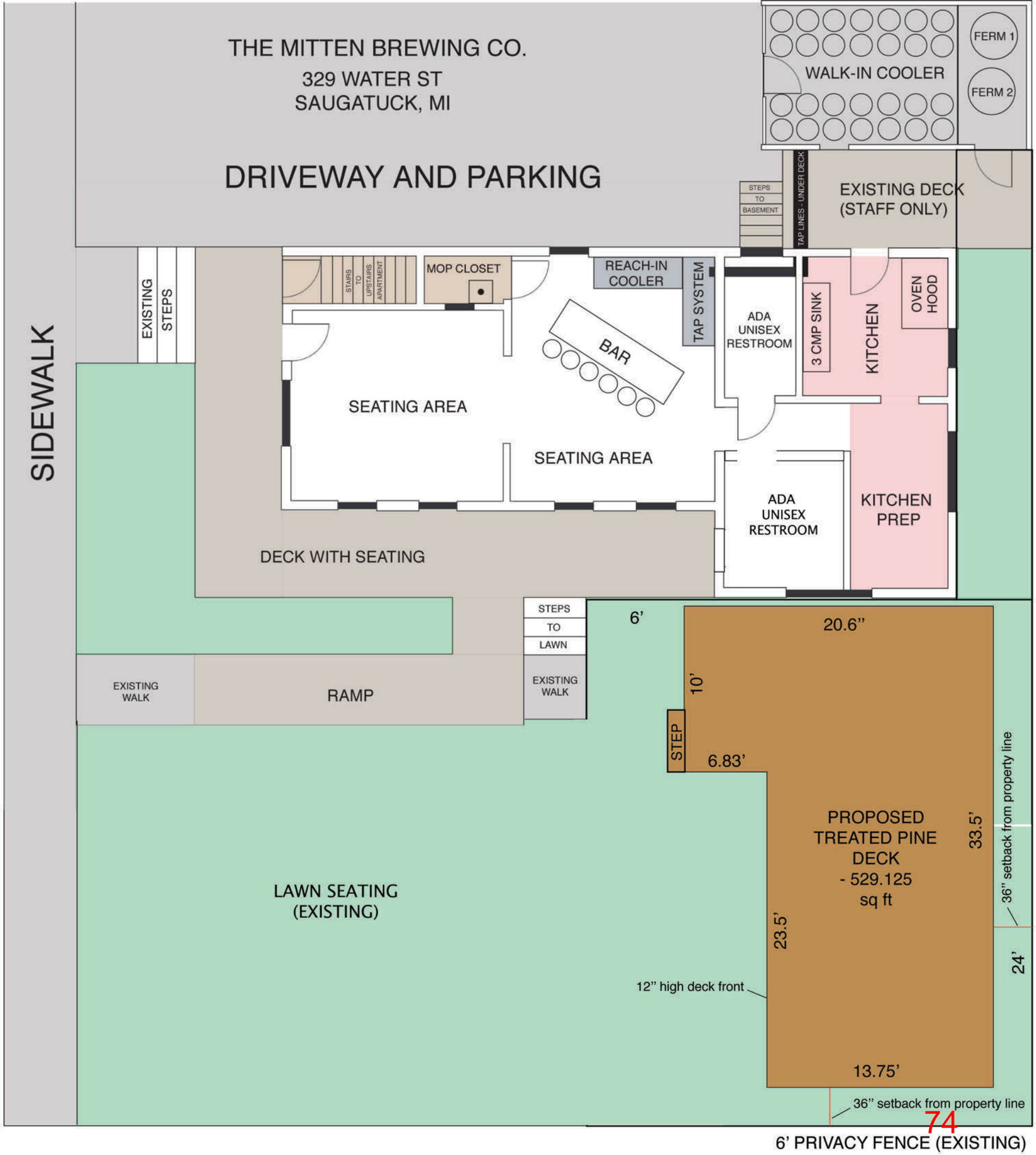
Pursuant to Section 152.07, please attach the following supporting documents when applying for historic district approval if applicable:

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: _____

Exhibit A
Floor Plan/Survey

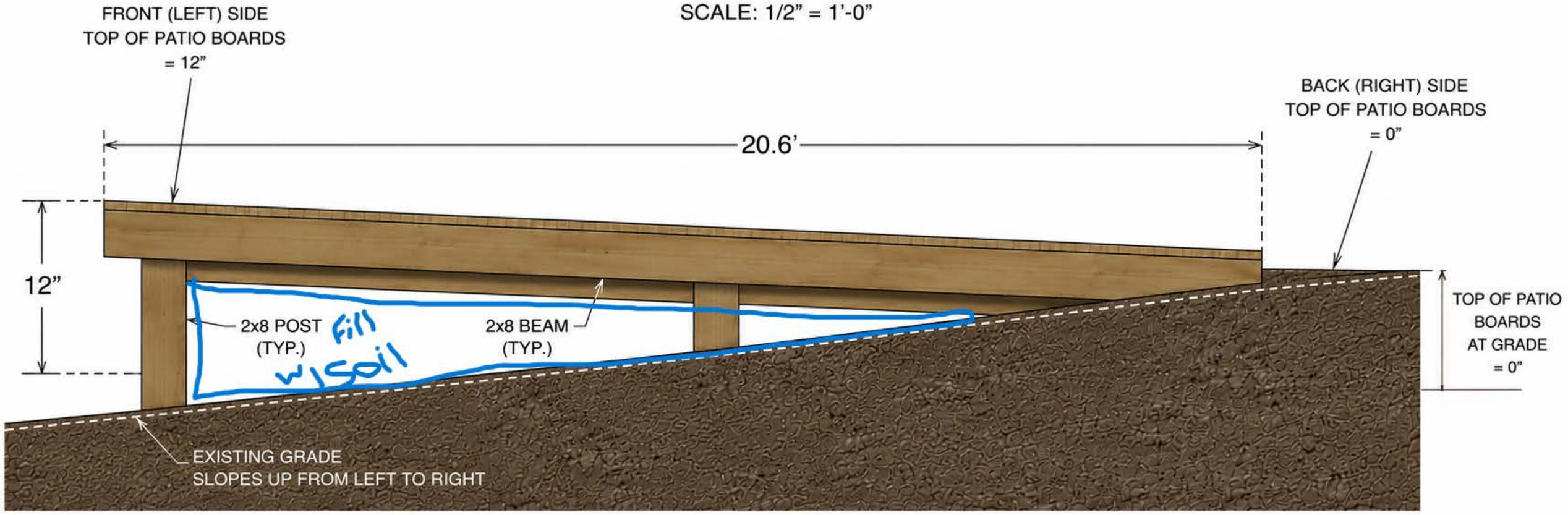



THE MITTEN BREWING CO.
329 WATER ST
SAUGATUCK, MI
DRIVEWAY AND PARKING
WALK-IN COOLER
FERM 1
FERM 2
STEPS TO BASEMENT
TAP LINES - UNDER DECK
EXISTING DECK (STAFF ONLY)
SIDEWALK
EXISTING STEPS
STAIRS TO UPSTAIRS APARTMENT
MOP CLOSET
REACH-IN COOLER
TAP SYSTEM
BAR
ADA UNISEX RESTROOM
3 CMP SINK
KITCHEN
OVEN HOOD
SEATING AREA
SEATING AREA
ADA UNISEX RESTROOM
KITCHEN PREP
DECK WITH SEATING
STEPS TO LAWN
6'
20.6"
10'
EXISTING WALK
RAMP
EXISTING WALK
STEP
6.83'
PROPOSED TREATED PINE DECK - 529.125 sq ft
33.5'
36" setback from property line
LAWN SEATING (EXISTING)
23.5'
24'
12" high deck front
13.75'
36" setback from property line
6' PRIVACY FENCE (EXISTING)
6' PRIVACY FENCE (EXISTING)

PROPOSED TREATED PINE PATIO

HORIZONTAL ELEVATION

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



NOTES:

- TOP OF PATIO BOARDS SLOPES DOWN FROM LEFT (12") TO RIGHT (0")
- EXISTING GRADE SLOPES UP FROM LEFT TO RIGHT
- FRONT (LEFT) SIDE OF PATIO IS ABOVE GRADE SO TOP OF PATIO BOARDS IS 12" ABOVE GRADE
- BACK (RIGHT) SIDE OF PATIO IS SET INTO GRADE SO TOP OF PATIO BOARDS IS AT 0" ELEVATION
- FOOTINGS CONCEALED BELOW EXISTING GRADE
- ALL STRUCTURAL MEMBERS ARE 2x8 TREATED PINE (TYP.)
- FOOTING SIZE AND DEPTH PER STRUCTURAL (TYP.)



RECEIVED

JUN 3 0 2026

CITY OF SAUGATUCK
102 BUTLER ST
SAUGATUCK, MI 49453

ZONING PERMIT APPLICATION

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

FEES

Fence Only: $75.00

Deck, Patio, Shed, Pool or Hot Tub Only (per item): $125

New Dwelling (Single or Two Family) or Bed and Breakfast: $500

All Others: $250

Escrow Deposit: Zoning Administrator Discretion

City of Saugatuck Zoning Code: https://codelibrary.amlegal.com/codes/saugatuck/latest/saugatuck_mi/0-0-0-4355

PROPERTY ADDRESS 560 Mill Street, Saugatuck MI 49453

PARCEL NUMBER 0357-051-001-22

PROPERTY OWNER Timothy J. Tamer

ADDRESS / PO BOX Same as above

EMAIL [redacted]

PHONE [redacted]

I hereby authorize the applicant listed below to make this application for proposed work as my agent. I agree the statements made in this application and submitted plans are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable laws, ordinances and regulations will be complied with. 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. Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

OWNER SIGNATURE Timothy J Tamer **Date** 6/30/26

APPLICANT Out Back Fence

ADDRESS / PO BOX [redacted]

EMAIL [redacted]

PHONE [redacted]

I agree the statements made in this application and submitted plans are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. I understand that this application will not be processed until it is deemed complete and the required fees and escrow deposit (if applicable) are paid. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable laws, ordinances and regulations will be complied with. Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

APPLICANT SIGNATURE Timothy J. Tamer **Date** 6/30/26

PROJECT DESCRIPTION Replace current fence with privacy fence. Install 93 LF of 6' high privacy fence.
All posts to be set with cement. Aluminum frame/post - black with composite charcoal fencing

PROPOSED AREA/ DIMENSIONS

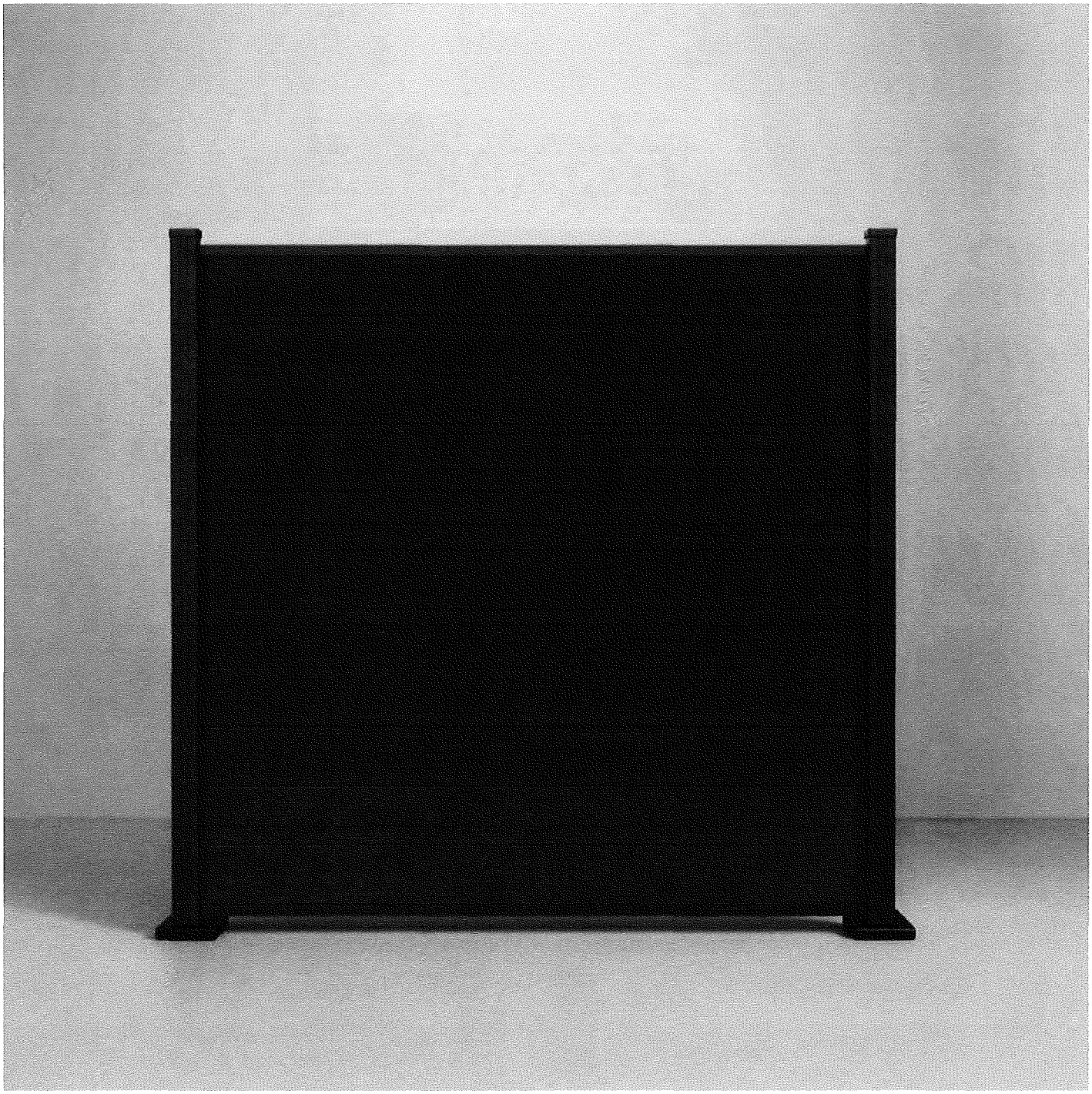
LOT AREA (SQ FT) _____ **LOT COVERAGE (%)** _____ **HEIGHT** 6 foot

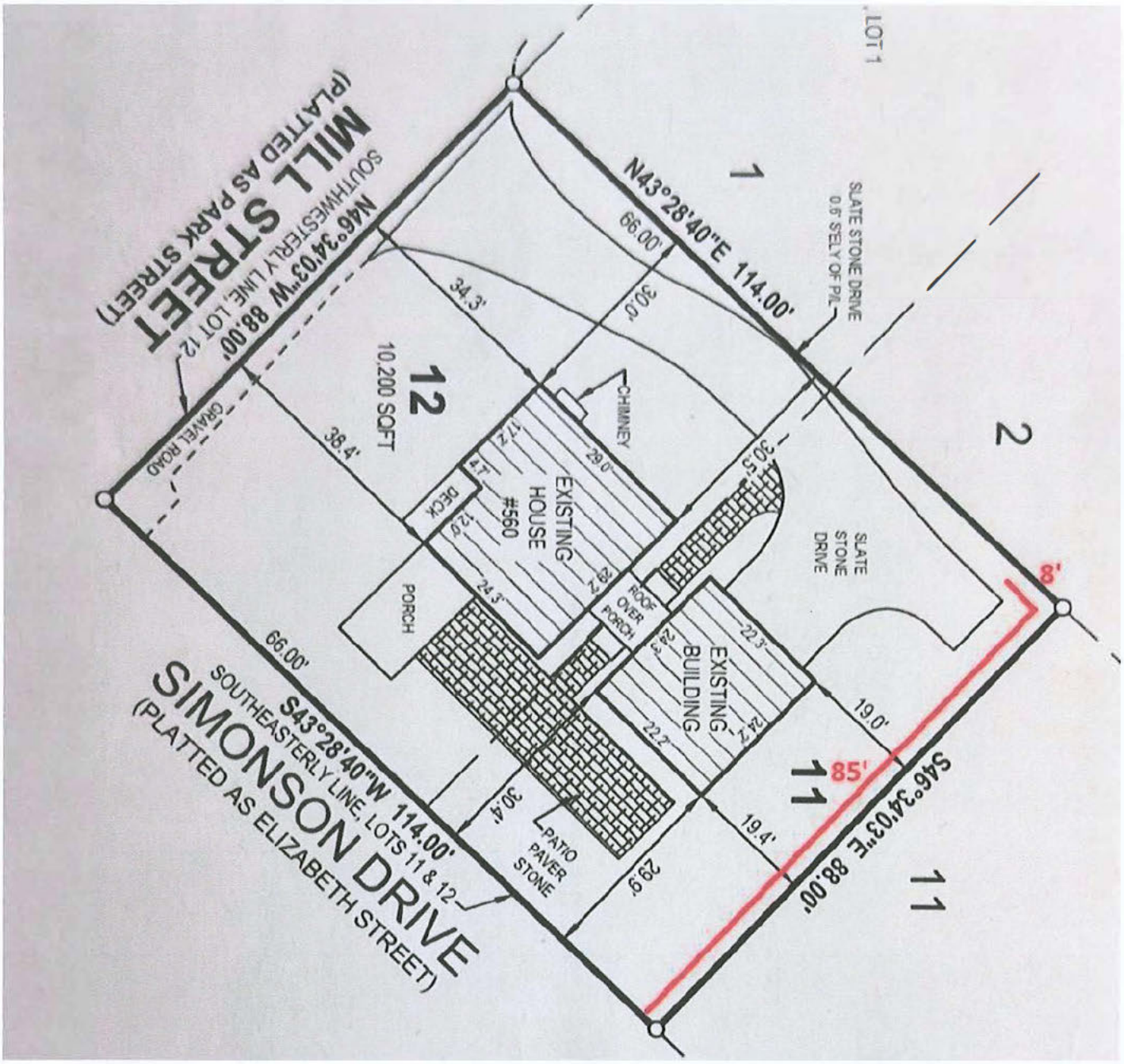
TOTAL FLOOR AREA _____ **FLOOR AREA RATIO** _____

CHECKLIST

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







From foundation to street fence must not exceed 3 feet. Shown in blue

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

Historic District Permit Application

Location Information — Application Number ____-_____

Address 560 Mill St Parcel Number 57 051 001 22

Applicants Information

Name Timothy Tamer Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

Interest In Project _____ E [redacted]

Signature _____ Date _____

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 Out Back Fence Contact Name _____

Address / PO Box [redacted] City [redacted]

State MI 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)

Replace current fence with privacy fence. Install 93 lf of 6' high privacy fence.

All posts to be set with cement. Aluminum Frame/post black with composit charcoal fencing

Historic District Application

Application #_____- _____

HISTORIC DISTRICT REQUIREMENTS (SECTION 152.07)

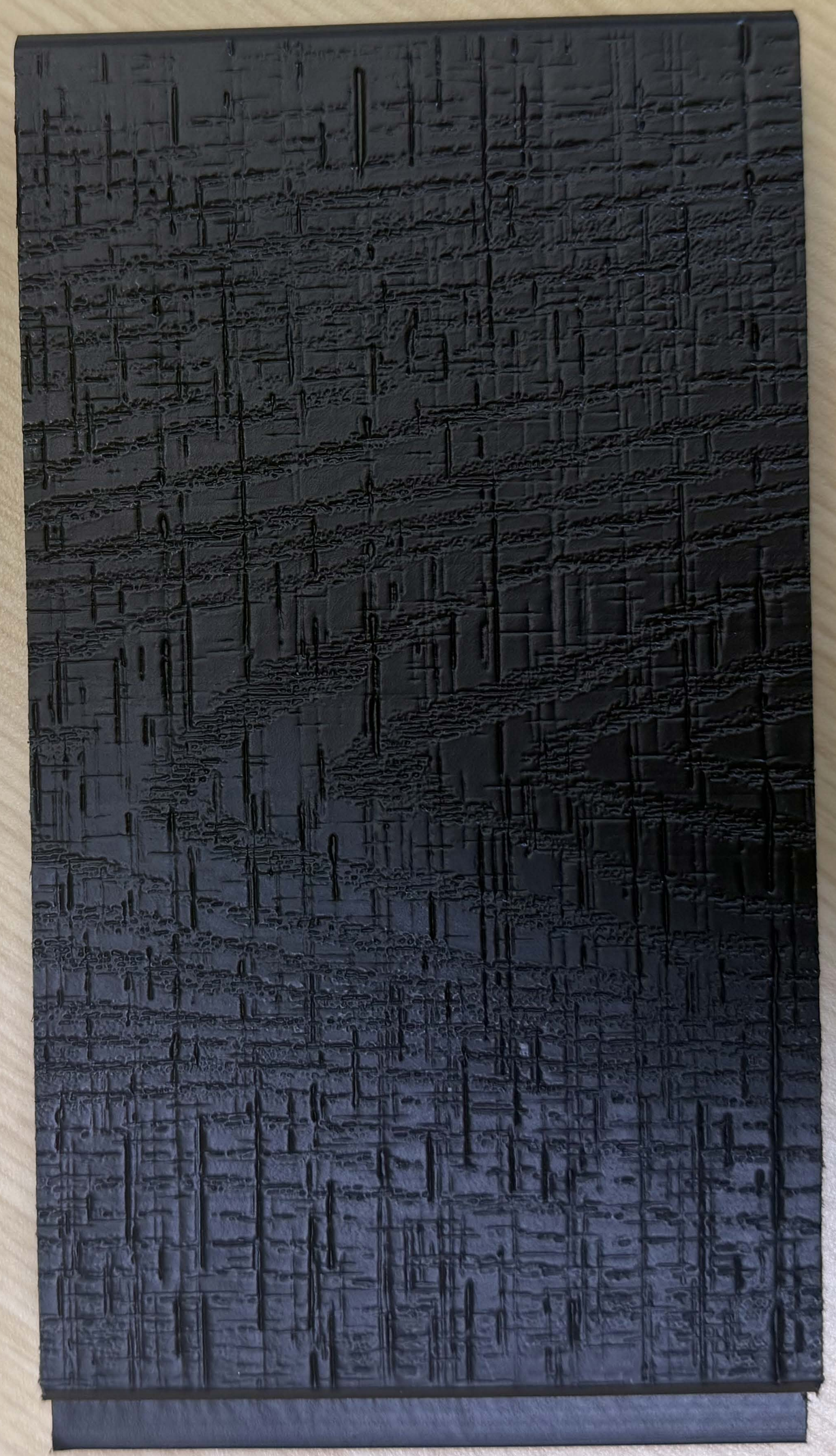
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Y	N	NA	
☐	☐	☐	Photographs of the structure and its relationship to adjacent structures.
☐	☐	☐	A plot plan with the placement of the proposed addition, or location of fencing to be constructed.
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☐	☐	☐	Proposed and/or current yard, open space and parking space dimensions and calculations.
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☐	☐	☐	Description of proposed use and of the building (dwelling, structure, barn, garage and the like) or improvements.
☐	☐	☐	Detailed written description of the activities related to the proposed use and/or improvements.

OFFICE USE ONLY:

Application Complete _____ Fee Paid____Date Paid _____

Notes: _____





Permanent Sign Fee: $75

Sign Application

Location Information — Application Number ____-____

Address 888 Holland Street Parcel Number 57-100-016-00

Applicants Information

Name _____ Address / PO Box _____

5/21/2026

City _____ State _____ Zip _____ Phone _____

Interest In Project _____ E-Mail _____

Signed by:

Signature Nadia Hasan A066B4AC142546D... Date 5/21/2026

Owners Information (if different from applicants)

Name _____ Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

E-Mail _____

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

Signature _____ Date _____

Property Information

Building Width 52' Property Width 51' Current Use Bed & Breakfast

Historic District Yes

Sign Description (attach more sheets if necessary)

Type: Permanent _____ Temporary _____ Attached _____ Detached X

Proposed Size(s) 72" H x59" W Illumination No Dates to be displayed 6/1/26 - indefinitely

Further Comments:

I plan to set up the sign almost exactly as the previous owners had it, per the photo attached.

The wooden sign will be attached to two, 72" tall x PVC wrapped fence posts. While I do not have a sample of the materials to be used, I have a link of exactly the fence post I will be using. It is a Home Depot item with the following SKU #s:

Internet # 322870525Model # CC0606ENPCSCS

Best,

Nadia

Sign Application

Application #_____- _____

PLEASE INCLUDE THE FOLLOWING INFORMATION

Pursuant to Section 154.141, please attach the following supporting documents when applying for sign approval

Y	N	NA	
☒	☐	☐	Photographs of the structure including any signage to remain
☐	☐	☒	Dimensions of any signs on the property to remain
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OFFICE USE ONLY:

Date Application Complete_____ Date Fee Paid _____

Notes: _____

