Historic District Commission
Regular Meeting - April 2, 2026 - 6:00PM
Saugatuck City Hall 102 Butler St. Saugatuck, MI 49453

Our Purpose

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

1. **Call to Order**
2. **Roll Call**
3. **Agenda Changes/Additions/Deletions**
4. **Approval of Minutes:**
   - **A.** Minutes of Regular Meeting held on March 5, 2026
5. **Public Comments on Agenda Items** *(Limit 3 Minutes)*
6. **Unfinished Business:**
7. **New Business:**
   - **A.** 322 Culver – Expanded Outdoor Dining ***(Pg. 5)***
8. **Administrative Approvals & Updates:**
   - **A.** 118 Hoffman – Signage ***(Pg. 14)***
   - **B.** 435 Water – Signage ***(Pg. 19)***
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.

Historic District Commission

Meeting Minutes Draft – Subject to Approval

March 5, 2026, at 6:00 P.M.

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

1. Call to Order

The meeting was called to order at 6:00 p.m. by Chair Straker.

2. Roll Call

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

3. Agenda Changes/Additions/Deletions

None

4. Approval of Minutes

Motion by Paterson, supported by Baldwin, to approve the January 9, 2026, minutes as presented. Via voice vote, motion carried unanimously.

5. Public Comment

None

6. Unfinished Business

A. 640 Water – New Construction

The commission reviewed a revised proposal for 640 Water Street, a new mixed-use waterfront building to replace the existing one-story structure. The architect explained that the design in inspired by historic local fishing tugs, using metal and wood siding, porthole windows, and a transparent ground floor, and that a PUD allowed reduced setbacks in exchange for a new public waterfront. Most commissioners felt the redesign is a major improvement over the earlier submission and now fits the surrounding context in scale, roofline, and character, though Commissioner Paterson

remained concerned that the massing and balconies read as too contemporary and residential for the commercial waterfront.

Motion by Baldwin, supported by Root, to approve the applicant's request for the demolition of the existing building at 640 Water Street. A new building is presented in the application with the stipulation that the Historic District Commission will review the following:

1. *Final exterior building materials, including siding type & texture, roof material and color, and exterior color selections.*
2. *Final window and door specs including materials, proportions and glazing.*
3. *Final details for the dumpster enclosure including materials, height, and screen design.*

Upon voice vote, motion carried unanimously.

7. New Business

A. 890 Simonson – Pergola Installation Application

The commission heard a proposal for a 29' x 17'6" pergola in the rear yard at 890 Simonson, presented by Brian Abraham on behalf of the homeowner's architect. Abraham explained that the structure is an operable louvered aluminum pergola (similar to ones installed at local sites like Marro's and another nearby property), designed to provide shade over a very hot courtyard/grill/seating area while matching the house's modern, rectilinear architecture. He noted the high-quality materials and finishes, including optional wood-grain coatings, and emphasized that the pergola is largely screened from public view and blends well with the existing home. Commissioners asked brief clarifying questions about height and scale relative to the house and, seeing no compatibility issues, were satisfied that the pergola would remain subordinate to the main structure.

Motion by Baldwin, supported by Dean, to approve the applicant's request for the installation of a 29' x 17'6" pergola in the rear yard. Upon voice vote, motion carried unanimously.

B. 2025 Activity Log

The commission briefly reviewed the 2025 Activity Log that that been presented to City Council, with Chair Straker noting that roughly half of the applications were for contributing structures and half for non-contributing, and that nearly all applications in recent years have ultimately been approved – making the 640 Water Street case the first non-approval in some time. He reported there were about 58-59 applications heard last year. Commissioner Dean relayed that Council was very appreciative of the

commission's work and Straker's leadership. The group then discussed that there is no formal inspection program to verify built work against approvals; instead, compliance issues are typically caught informally by staff or commissioners as they move around town. They also touched on when items are handled as staff approvals versus being brought to the commission (with pergolas and significant exterior features tending to come to the board).

8. Administrative Approvals & Updates

A. 888 Holland – Gravel Parking Area
B. 248 Hoffman – Little Free Library

9. Communication

None.

10. Public Comments

None.

11. Commission Comments

Lampen: She questioned what the status was for the new Historic District signs. Chair Straker explained that the historic district sign project's design Concept A's specifications are currently out for fabrication bids (with staff exploring in-state vendors and costs per sign) before proceeding.

Straker: The Chair explained how he and Zoning Administrator Moore decide what can be handled as staff approval versus what should come before the commission. Using the 890 Simonson pergola as an example, he noted that while a rear-yard pergola could arguably be staff-approved, they brought it to the commission because such structures can feel architectural and the HDC has historically been scrutinized over similar elements like awnings. He emphasized that when in doubt especially for prominent or architecturally important features (such as the Women's Club front doors) – they lean toward bringing items to a public meeting, while still trying not to waster applicants' or commissioners' time on minor issues.

12. Adjournment

Motion by Root, supported by Cannarsa, to adjourn at 6:39 p.m. Via voice vote, motion carried unanimously.

Submitted by:
Sara Williams
Deputy Clerk
City of Saugatuck

MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Grayson Moore, Director of Planning/Zoning
David M. Jirousek, AICP, Consulting Planner

DATE: March 30, 2026

RE: Historic District Permit Application, James Wohl: 322 Culver Street

REQUEST: The applicant requests approval from the Historic District Commission (HDC) for an expanded outdoor seating area within public parking spaces along Culver Street.

BACKGROUND: The property is located in the City Center C-1 zoning district and the Historic District. While 322 Culver is not a contributing structure, it is connected to 302 Culver, which is the corner building and a contributing structure.

The applicant proposed to construct a platform within two parking spaces in front of the restaurant. The platform will hold six tables with umbrellas. Tables on each side will seat six people, and four tables in the middle will seat four people each.

The HDC considered a similar request in May of 2024. However, it related to outdoor seating for El Burrito Feliz, with a separate application for tables, chairs, planters, barriers, and lighting for two parking spaces and the sidewalk area. A platform was not proposed in the previous application.

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 provided a short written description and a survey of the property. No supporting details, specifications, or visual materials have been provided that would allow for a complete and informed review of the request.

§ 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 applicable standards.*

Comment: The HDC guidelines have no specific recommendations regarding temporary tables, chairs, and barriers. In this case, the intent of § 152.07 D. Guidelines should be considered. Prior submittals have included information regarding the layout and placement of tables and chairs; material types and finishes; barrier design and construction; lighting specifications; and the location of accessory elements such as planters, garbage receptacles, and sanitation stations.

The applicant has provided the style of proposed tables and chairs as well as general information regarding the proposed platform including the height and material. The applicant should provide more precise platform plans prior to zoning approval.

As submitted, staff recommend tabling the proposal to allow for additional details, which are necessary to assess the overall design, functionality, and visual compatibility of the proposed improvements, to be provided.

RECOMMENDATION:

Because the application is incomplete, Staff is unable to evaluate the request against § 152.07 D. Guidelines, including considerations related to compatibility with the surrounding historic context, impacts on the visual character of the area, and the relationship of the proposed elements to adjacent contributing structures. Additionally, the application does not meet the completeness expectations outlined in § 152.07 B, which requires sufficient plans and supporting documentation to fully understand the scope and design of the proposed work.

A sample motion is provided below:

I move to table the applicant's request for an expanded outdoor dining area at 322 Culver until a complete submittal with sufficient detail is provided.

If the applicant provides sufficient information during their presentation to the Commission which satisfies the completeness expectations outlined in § 152.07 B as well as allowing for evaluation of the request against § 152.07 D. Guidelines, the Commission may use the following motion.

I move to approve the outdoor dining areas in accordance with the plans, materials, and details submitted with the application and presented at the April 2nd 2026 meeting for 322 Culver Street. Approval shall be subject to the following conditions (if applicable):

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

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

Historic District Permit Application

Location Information

Application Number ____ - _____

Address 322 Culver St

Parcel Number East unit

Applicants Information

Name James Wohl

Address / PO Box [redacted]

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

Interest In Project _____ E-Mail [redacted]

Signature James A Wohl

Date 1/15/2026

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 _____

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 8 ft Width 30 ft Size _____ Zoning District _____ Current Use street parking

Check all that apply: Waterfront _____ Dunes _____ Vacant _____

Project Description (attach more sheets if necessary)

See attached diagram

We would like to expand our outdoor dining area into the street using the 2 parking spaces in front of our restaurant. We will build a platform for the tables and chairs. T

The tables on either end of the platform will seat up to 6 people each and will have umbrellas. The other 4 tables will seat up to 4 people each.

Our intention is to build something very nice looking to improve the look of the area. It will be built in such a way that it can be installed in April and taken away in October.

Platform to be between 3 and 6 inches to fit the size of the curb. The planter boxes will border the entire area at 36 inches tall from the platform. They will be planted with a mixture of annual flowering plants and herbs such as oregano, basil, and other appropriate plants. Both the deck and the planter boxes are being built with standard decking materials. Treated lumber and proper hardware.

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:

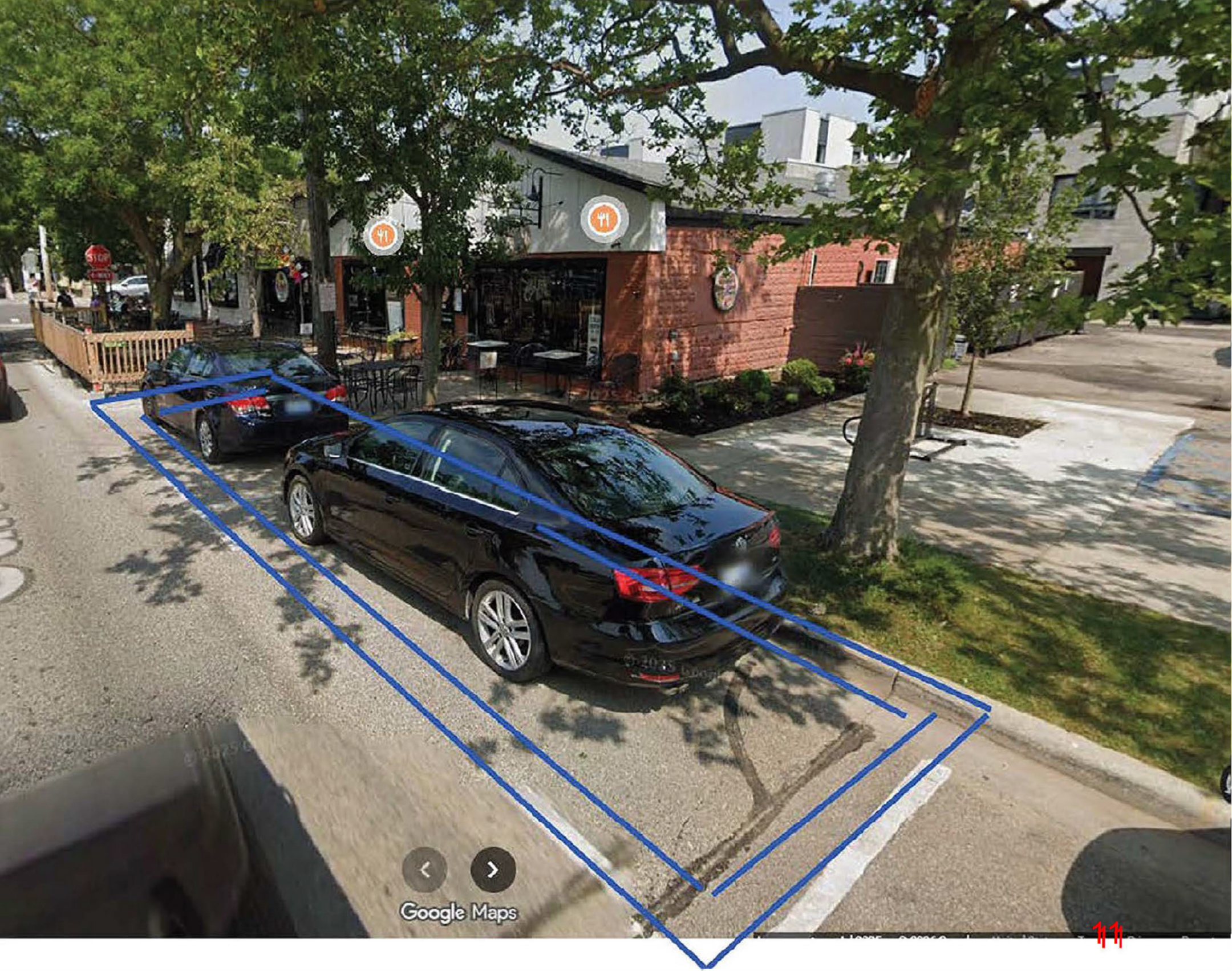
Y	N	NA	
☐	☐	☐	Photographs of the structure and its relationship to adjacent structures.
☐	☐	☐	A plot plan with the placement of the proposed addition, or location of fencing to be constructed.
☐	☐	☐	Elevation drawings of the exterior of the structure or improvements.
☐	☐	☐	Samples of all proposed exterior 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: _____

5'
10


Google Maps

(30.000)

.834

light

PLANTER

light

light

834

PLANTER

6.332

PLANTER

8.000

Proposed Area

10.000

light

PLANTER

834

light

5.000

2.560

3.450

2.500

5.410

Power pole
Ø1.500

6.900

Tree
Ø.500

2.500

Tree
Ø.500

.900

Existing approved Area

City Planter

City Planter

15.000

Sidewalk

5.000

3.450

Existing approved area

Entrance to resturaunt

3.800

12

1.920

PHI VILLA 5 Piece Outdoor Dining Table Set for 4, 37” Black Square Metal Table with Umbrella Hole & Stackable Wrought Iron Chairs, Outside Furniture Set for Patio, Deck, Porch, Backyard



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

Historic District Permit Application

Location Information

Application Number ____ - _____

Address _____ Parcel Number _____

Applicants Information

Name Lisa Hagenbuch Address / PO Box _____

City Saugatuck State MI Zip 49453 Phone _____

Interest In Project Owner E-Mail _____

Signature See zoning/sign application Date _____

Owners Information (if different from applicants)

Name Erhan Kara 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 See zoning/sign application 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 70 Width 40 Size .06 Zoning District _____ Current Use Business

Check all that apply: Waterfront _____ Dunes _____ Vacant _____

Project Description (attach more sheets if necessary)

32x32 round sign. The metal portion of the sign will be mounted to the floor of the balcony - similar to the current Sienna Cafe Sign - hanging down with rigid mounts to the 6 mm ACM panel. The sign will be 10ft from other signage. Materials are calenar digital print ACM 6mm lamination calendared gloss.

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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anent Sign Fee: $75

City of Saugatuck EST. 1868

Sign Application

LOCATION INFORMATION **APPLICATION NUMBER** ____ - ____

Address 435 Water Street Parcel Number _____

APPLICANTS INFORMATION

Name Kathryn Heston Address / PO Box [redacted]

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

Interest In Project Owner of Business E-Mail [redacted]

Signature [redacted] Date 03-01-2026

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Christine Murphy 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 [redacted] all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature [redacted] Date 03-01-2026

PROPERTY INFORMATION

Building Width _____ Property Width _____ Current Use retail

Historic District yes

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Permanent X Temporary _____ Attached X Detached _____

Proposed Size(s) _____ Illumination No Dates to be displayed All year (or brought inside for winter)

Further Comments:

① 36" wide x 18" tall double sided weather resistant UV coated wood sign (1/2" thick) hanging from existing sign hanger - street facing wicks park bar → sign existing on building is what it will hang from

② Existing sign holder on side of business near front door - sign will be placed here - also a 36" wide x 18" tall ~~double sided~~ weather resistant UV coated wood sign (1/2" thick) single sided

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)

all supports currently affixed and not changing.

OFFICE USE ONLY:

Date Application Complete_____ Date Fee Paid_____

Notes: _____

POSTCARDS FROM PARADISE

A LILLY PULITZER SIGNATURE STORE

21



22


wicks park
bar & grille