



Historic District Commission
Special Meeting - June 9, 2026 - 1:00PM
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:
5. Public Comments on Agenda Items (*Limit 3 Minutes*)
6. Unfinished Business:
7. New Business:
 - A. 340 Water – Exterior Rennovations
8. Administrative Approvals & Updates:
9. Communication:
10. Public Comments (*Limit 3 Minutes*)
11. Commission Comments
12. Adjourn (*Voice Vote*)

NOTICE:

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

Join online by visiting:

<https://us06web.zoom.us/j/2698572603>

Join by phone by dialing:

(312) 626-6799

-or-

(313) 588-8656

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.



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Grayson Moore
Director of Planning & Zoning

MEETING DATE: June 9, 2026

RE: Historic District Permit Application, 340/360 Water Street

REQUEST: The applicant is requesting approval to replace an existing window on the north wall with a glass overhead door to match the previously approved west side (waterfront) concept in 2025. The proposed glass overhead door will be centered between existing doors, Cholpay Architectural Series Aluminum Full View; 906U: Black Anodized with clear glass. The image below shows the current condition of the north building end where work is proposed.



Figure 1: 06/2026

BACKGROUND: The property at 340/360 Water St. is located in the Water Street South (WSS) Zoning District and lies within the Historic District. The structure is a non-contributing resource to the district. The portion of the building where the work is proposed is visible from a prominent parking lot, Water St., and the waterway.

Previously approved plans documenting the site have been provided in the 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 has provided a comprehensive overview of the proposed improvements.

§ 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

D. Doors and Windows

1. **Retaining Windows and Doors.** Windows and doors that contribute to the overall historic character of a building should be retained and repaired as needed, including their functional and decorative features, such as frames, sash, muntins, sills, heads, moldings, surrounds, hardware, shutters, glazing, panels, sidelights, fanlights, and thresholds.

2. **Replacing Windows and Doors.**

- a. If replacement of a deteriorated window or door feature or detail is necessary replace only the deteriorated feature in kind rather than 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.

F. **Commercial Structure Style and Detailing**

1. **Storefront Features.** Functional and decorative features that are important in defining the overall historic character of a storefront, such as display windows, signs, doors, transoms, kick plates, corner posts, and entablatures should be preserved.
Repair of Storefronts
2. **Storefronts.** should be repaired as needed, which may include replacement in kind or with compatible substitute material of those extensively deteriorated or missing parts of storefronts where there are surviving prototypes such as transoms, kick plates, pilasters or signs.
3. **New and Rebuilt Storefronts.** When a storefront is being built new or extensively renovated, the following characteristics of typical storefronts should be considered:
 - a. Roofs are normally relatively flat and never visually prominent

- b. Facades which stretch across more than one business space are normally articulated with a strong vertical element at each division of space.
 - c. Parapet walls are used on the facade facing the street, and sometimes on other walls.
 - d. Store-front glass is a major element of the main facade of a retail commercial building, taking up most of the length of the facade. The bottom of the glass is normally within 2 feet of the pavement, and the top at least as high as the top of the entry door; glass transom windows is often placed above the storefront. The glass should be clear, not tinted or mirrored.
 - e. Entries are recessed to create a visual indication of their importance, and to allow doors to swing outward without striking pedestrians passing by.
4. **Secondary Facades.** In some cases, more than one facade is highly visible to the public, such as with a corner building, or a rear entrance from a parking area. In these cases, the visible facades should be treated with similar parapets and major architectural details. In cases where secondary facades are visible but not highly so, architectural features may be simplified, or wrapped a short way around a corner.

Comment:

The subject property at 340/360 Water Street is classified as a non-contributing resource within the Historic District and is located within the Water Street South (WSS) Zoning District.

The applicant is requesting approval to replace an existing window opening on the north façade with a new full-view glass overhead door. The proposed overhead door would be centered between existing door openings and would match the design, material, color, and glazing characteristics of the previously approved overhead door installation on the west (waterfront) elevation. The proposed door is identified as a Cholpay Architectural Series Aluminum Full View 906U door with a black anodized finish and clear glazing. The applicant has not specified the material of the existing window proposed for removal, or if it is original.

The proposed work will remove an existing window opening and introduce a larger glazed opening on a secondary façade that is visible from Water Street, adjacent parking areas, and the waterfront. While the Historic District Guidelines generally encourage retention of existing window and door openings, the structure is a non-contributing building and the proposed alteration is limited to a portion of the building. However, the area of the proposed change is highly visible.

The proposed overhead door is compatible with the commercial and industrial character of the building and is consistent with the overhead door previously approved by the Historic District Commission on the west façade. The use of clear glazing and black framing materials is generally compatible with the existing building materials and does not introduce reflective or incompatible elements.

Because the north elevation functions as a visible secondary façade, the Historic District Commission should consider whether the proposed alteration maintains an appropriate relationship to the building's overall design and whether the modification is consistent with the Historic District Guidelines related to doors, windows, storefront elements, and secondary facades. Ultimately, the Commission must determine whether the proposed overhead door is compatible with the character of the structure and the surrounding Historic District and whether the application satisfies the standards contained in § 152.07.

SUGGESTED MOTIONS:

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

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

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



Historic District Permit Application

LOCATION INFORMATION	APPLICATION NUMBER _____
Address <u>340 WATER STREET</u> <u>360</u>	Parcel Number <u>52 025 001 00, 01100</u> <u>ETAL</u>

APPLICANTS INFORMATION	
Name <u>CHAD VAN HORN</u>	Address / PO Box _____
City _____	State _____ Zip _____ Phone _____
Interest in Project <u>Member Owner/Entity</u>	E-Mail _____
Signature <u>[Signature]</u>	Date <u>1/18/2025</u>

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)	
Name <u>Butt Shop Properties, LLC</u>	Address / PO Box _____
City _____	State _____ Zip _____ Phone _____
E-Mail <u>[Signature]</u>	_____

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 6/1/2025

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 <u>50ft</u>	Width <u>50ft</u>	Size <u>.67 Acs</u>	Zoning District <u>C2</u>	Current Use <u>Commercial</u>
Check all that apply: Waterfront ☒ Dunes _____ Vacant _____				

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Attached - Replace Window @ North Wall
With Glass Overhead Door to
Match West Side Concept



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~~ ^{Sketches} 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: _____

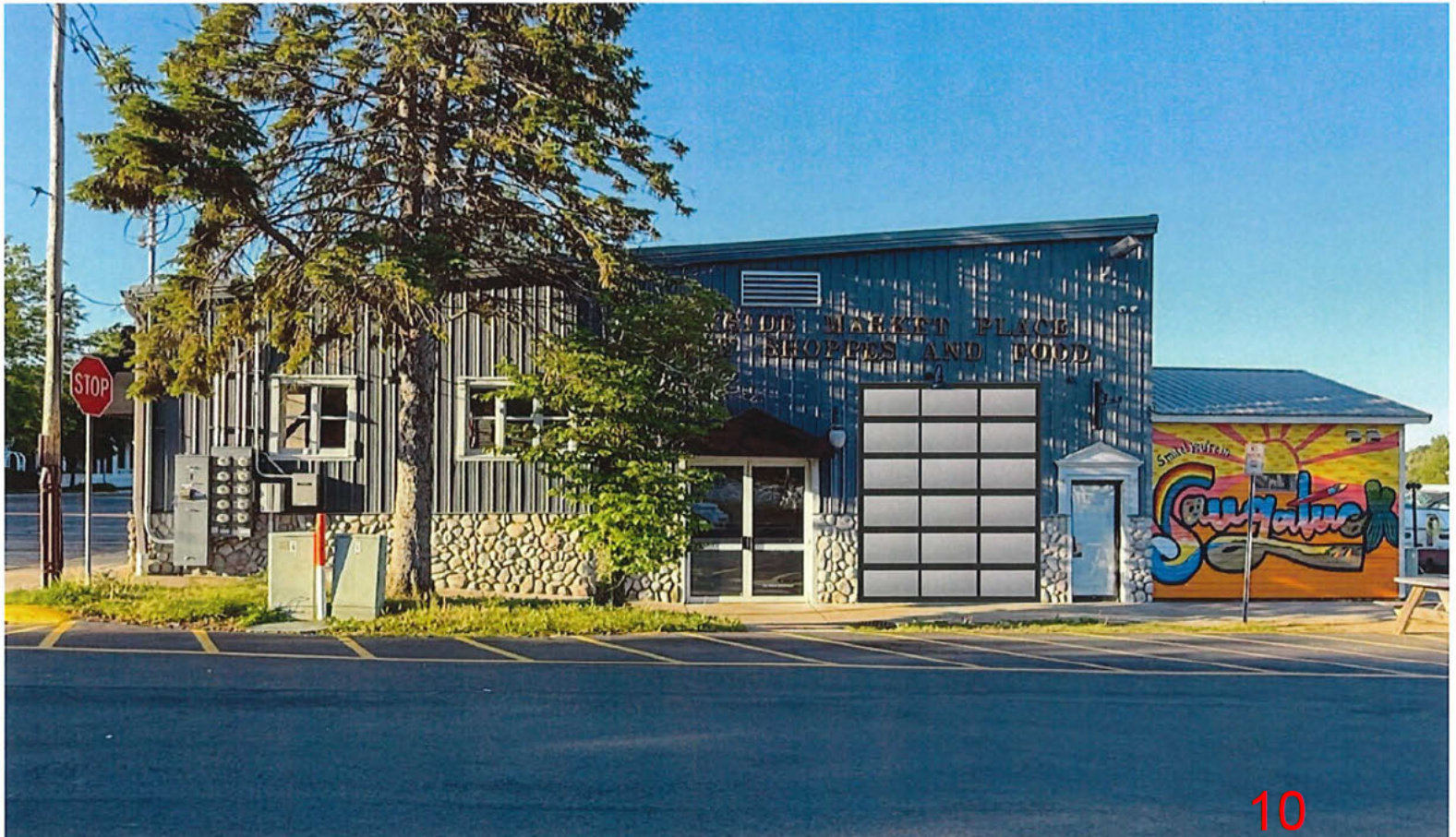
Boat Shed Properties, LLC

340/360 Water St. Saugatuck, MI

Before



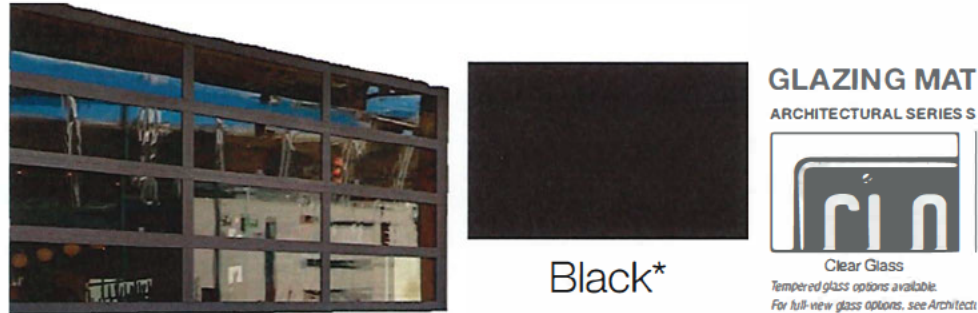
After



Proposed Exterior North End Modifications



Proposed Exterior North End Modifications



Eliminate existing window & replace with 1 ovhd door, centered between existing doors; Chlopay Architectural Series Aluminum Full View; 906U: Black Anodized w/ clear glass

Existing Conditions

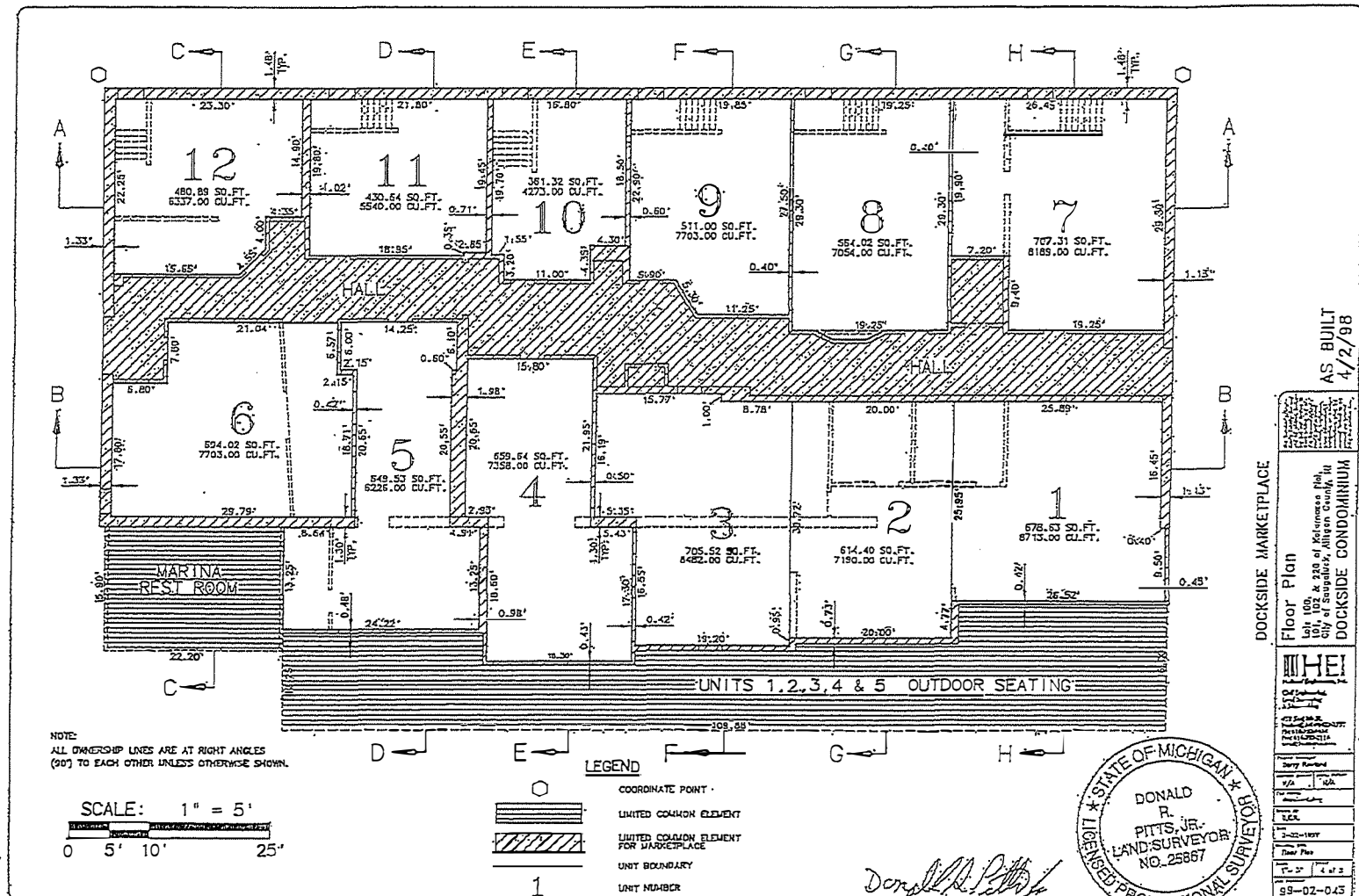


Existing Conditions



Existing Conditions





Client: COD	File No.: 62160
Property Address: 360 Water St.	Case No.:
City: Saugatuck	State: MI Zip: 49453



VIEW OF THE FRONT OF THE SUBJECT
LOOKING NORTHERLY



FRONT AND NORTH SIDE OF THE
SUBJECT AS SEEN FACING SOUTHERLY



STREET SCENE IN FRONT OF SUBJECT
AS SEEN FACING NORTH



ADDITIONAL STREET SCENE AS SEEN
FACING NORTHERLY



STREET SCENE IN FRONT OF THE
SUBJECT AS SEEN FACING SOUTH



WALK DOWN ALONG THE SOUTH SIDE
OF THE BUILDING



SOUTH AND REAR SIDE OF THE
SUBJECT



NORTH END OF THE REAR OF THE
BUILDING



BOARDWALK ALONG THE KALAMAZOO
RIVER AND DOCKAGE

360 Water St.



May 15, 2024

Wetlands

-  Estuarine and Marine Deepwater
-  Estuarine and Marine Wetland

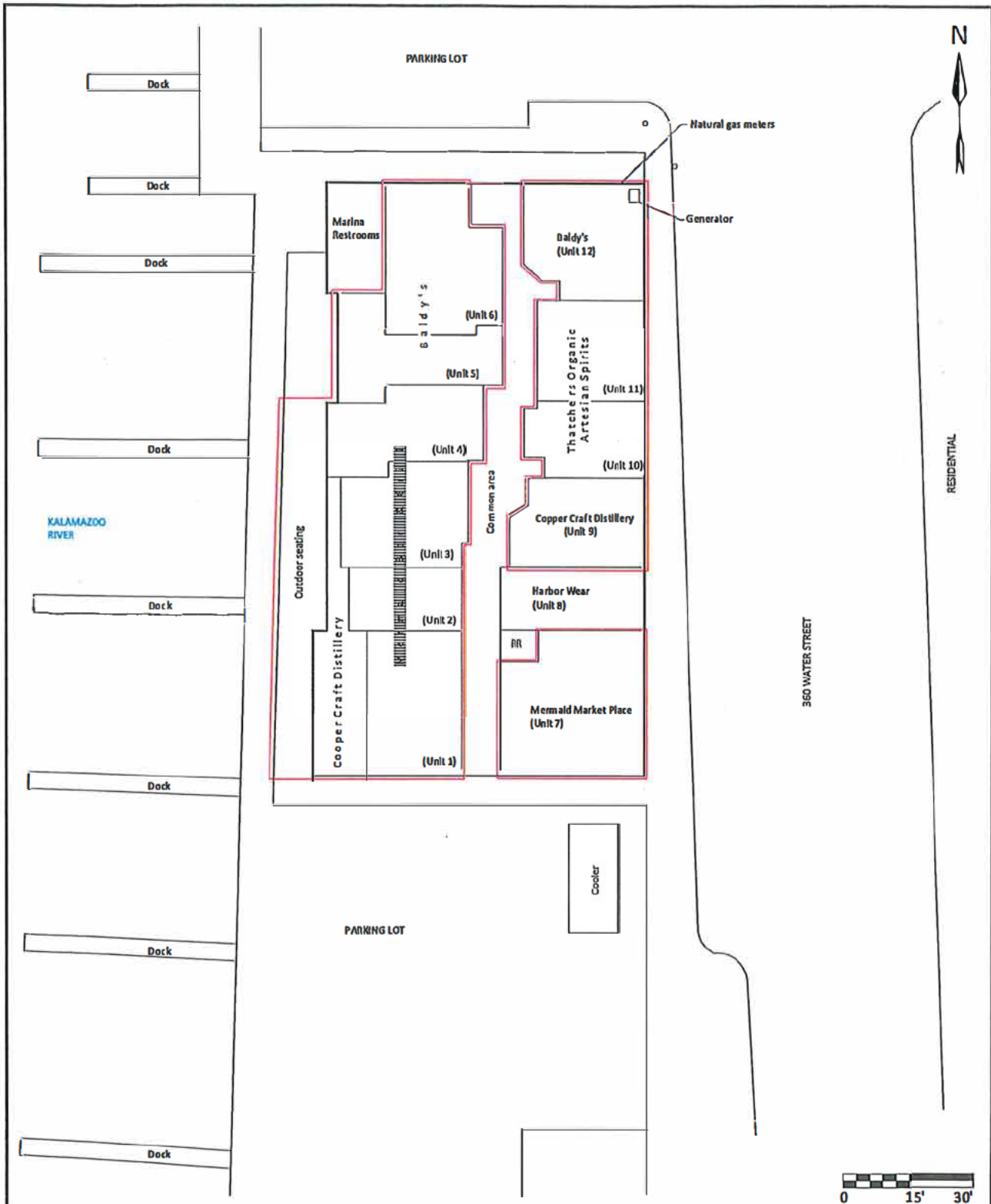
-  Freshwater Emergent Wetland
-  Freshwater Forested/Shrub Wetland
-  Freshwater Pond

-  Lake
-  Other
-  Riverine

86

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

National Wetlands Inventory (NWI)
This page was produced by the NWI mapper



TITLE SITE MAP Phase I Environmental Site Assessment	LEGEND APPROXIMATE BOUNDARY ○ cb CATCH BASIN ○ mh MANHOLE ○ pp POWER POLE ○ lp LIGHT POLE ⊕ POLE-MOUNT TRANSFORMER	PROJECT 2021538		
LOCATION Commercial Property 360 Water Street - Units 1-7 & 9-12 Saugatuck, Michigan		SCALE 1"= 30'	DATE 6/9/21	
		DRAWN dn	CHECKED sm	
		FILE 2021538	FIGURE 2	