



**City of Saugatuck
Historic District Commission**

Meeting Minutes December 4, 6:00 PM - PROPOSED.

Saugatuck City Hall, 102 Butler Street

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

Present: Chairman Straker, Commission members: Baldwin, Cannarsa, Dean (arrived 6:19pm), & Lampen.

Absent: Paterson & Root.

Others Present: Director of Planning & Zoning Moore, Deputy Clerk Williams.

Agenda Changes/Additions/Deletions: None.

Approval of Regular Meeting Minutes for October 2, 2025:

Motion by Cannarsa, second by Baldwin, to approve the Regular meeting minutes for October 2, 2025. Upon voice vote, the motion was carried 4-0. Dean was not present for vote.

Public Comments: None.

Unfinished Business: None.

New Business:

A. 546 Butler: Street facing double French door replacement:

Daniel Evans was online to present the project, and he explained that there are two options for the door replacement: one option is an all-glass door, and the other is to replace the door with one that matches the current design. Both designs are Jeld-Wen brand, both made of steel with insulated cores, measuring 72 by 80 inches. He clarified that nothing has been purchased yet, as they are awaiting approval.

The commission discussed the replacement of the deteriorating, inefficient wood French doors at 546 Butler Street. They raised questions about the material, historical appropriateness, specifications, and the feasibility of repair versus replacement. There was some support for a simpler, single-pane steel door to better match the building's style.

Motion by Baldwin, second by Cannarsa to approve the applicant's request for the removal of the existing multi-pane French double-hinged doors and installation of a single-pane French double-hinged door system, as presented in the application and supporting materials. Approval shall be subject to the following conditions: a.) Spec sheet to be provided to staff for final staff approval to make sure it meets the HDC guidelines. After voice vote, motion carried 4-0. (Dean was not present for vote)

B. Historic District Sign Proposal – District sign concept proposal:

The Commission reviewed three design concepts for new Historic District entry signs, focusing on elements like shape, color, materials, and typography. Members favored classic, easily readable fonts and a black metal pole, but had mixed feelings about including illustrative icons and were not particularly supportive of including a founding date.

For the sign options presented:

- The first (classic) concept was praised for its simple, readable font and overall clean look. Some appreciated the black metal pole and suggested adding a founding date for historical context, though opinions differed on the date's relevance.
- The second concept, which referenced the Village Hall typeface, was viewed as more distinctive and "Saugatuck-like" by some but also drew concern about readability from a distance.
- The third, illustrative concept was seen as visually interesting but considered too busy for a boundary sign; several members preferred a less cluttered design. Across options, members widely favored a traditional black metal pole over wood, were split on including historical illustrations, and emphasized readability and uniqueness as top priorities.

The Commission decided to table a final decision on the Historic District sign, requesting that the designers revise the concepts with a greater focus on readability and distinctiveness. Updated design options incorporating the feedback will be discussed, will be presented for further review and potential approval at the January meeting.

Motion by Baldwin, second by Cannarsa, to table the discussion of approval on Historic District signage until the January 2026 meeting. Upon voice vote, motion carried 5-0.

C. Approval of 2026 Meeting Dates:

The Commission discussed the 2026 meeting schedule, noting that the originally proposed January 1 meeting date conflicted with the holiday. They explored alternative days and times, taking into account other city meetings and members' availability. Ultimately, they agreed to move the January meeting to Friday, January 9th at 3pm.

Motion by Baldwin, second by Lampen, to approve the meeting dates, as stated, with the exception of January 1, 2026, to be moved to Friday, January 9, at 3pm.

Administrative Approvals & Updates:

- A. 730 Water St – Temporary Seasonal Shades.
- B. 220 Water St – Parking Lot Construction.
- C. 820 Holland St – Generator Location.

Communication: None.

Public Comment: None.

Commission Comments:

- Cannarsa: He commented on the need for better monitoring of ongoing projects to ensure they adhere to commission approvals. He noted that commissioners often notice work being done around town and sometimes struggle to recall the specifics of past approvals. He mentioned a property on Lucy Street as an example and suggested it would be valuable to have a structured process for verifying compliance. John also raised concerns about projects starting long after approval and the lack of a built-in check system. He concluded by welcoming City Council representative Dean to the commission.
- Lampen: She commented on noticing a new large driveway installation on Lake Street, questioning whether the project went before the board for approval since she did not recall it being discussed. She highlighted the difficulty, especially for newer members, in tracking which projects have been reviewed and approved by the commission.
- Straker: He explained that the commission's usual process for monitoring ongoing projects relies on members noticing work around town and recalling whether it matches previously approved plans. When needed, commissioners refer questions or observations to staff for verification against original applications. He acknowledged there is no formal check-in process for project compliance, and that the current system mostly depends on informal awareness and communication among members and staff. He also welcomed City Council representative Dean to the commission.

Adjourn:

Motion by Cannarsa, second by Baldwin, to adjourn. Upon voice vote, motion carried 5-0. Chairman Straker adjourned the meeting at 7:00 p.m.

Respectfully Submitted by,
Sara Williams

Deputy Clerk