



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Grayson Moore
Director of Planning & Zoning

MEETING DATE: September 3, 2026

RE: Historic District Permit Extension Request, 326 Water Street

REQUEST:

The applicant is requesting an extension (attached) for the Historic District permit submitted and initially brought before the Commission during its August meeting. The request was prompted by the applicant to allow for additional time in order to prepare for their presentation.

BACKGROUND:

The Historic District Commission began its review of the property at 326 Water Street during its August 6, 2026, meeting. The Commission determined it would be most appropriate to table the application to allow time for staff to review the process for reclassification of a resource within the historic district.

APPLICABILITY:

Section 152.07(F) of the City Code provides that the Historic District Commission must act on an application within 60 days after a complete application is filed unless an extension is agreed upon in writing by the applicant and the HDC.

COMMENT:

Staff recommends the Historic District Commission grant the applicant their requested extension to allow for preparation of their presentation at the next regularly scheduled meeting.

SUGGESTED MOTIONS:

If the Commission determines that the applicant's request for an extension is appropriate the following motion may be used:

*I move to **(approve)** the applicant's request for the extension of a Historic District Permit per Section 152.07(F) of the City Code to the next regularly scheduled meeting.*

Grayson Moore

From: Foster, Rachel [REDACTED]
Sent: Wednesday, August 26, 2026 5:19 PM
To: Grayson Moore
Cc: Gerville-Reache, Gaetan; Hannapel, Caryn
Subject: 326 Water Street - HDC Adjournment Request

Importance: High



Caution: External (rfoster@wnj.com)

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Hi Grayson,

I'm writing to let you know that we have been retained to help the owners of the property located at 326 Water Street with the Historic District Commission submission. We are just getting up to speed but we understand that their request was tabled at the August meeting and that the HDC plans to discuss this at the upcoming meeting on September 3rd.

We also understand that the HDC members brought up the reclassification of the property from non-contributing to contributing. That is also to be discussed at the upcoming meeting held on September 3rd. We would like to be heard on that issue – and we would like time to prepare a presentation for the HDC members.

Can we request an adjournment of both issues to the October meeting? Please let us know if anything additional is required in order to obtain the adjournment beyond this email. Please also be sure to "reply to all" on this email. I will be out of the office tomorrow attending meetings and want to be sure that my partner, Gaetan, can respond in my absence, if needed.

Thank you,



Rachel J. Foster | Partner
Warner Norcross + Judd LLP

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