



MEMORANDUM

TO: Historic District Commission
City of Saugatuck

FROM: Grayson Moore
Director of Planning & Zoning

MEETING DATE: September 3, 2026

RE: Historic District Permit Application, 303 Butler Street

REQUEST: The applicant is requesting approval for gutter and downspout repair and replacement at the Owl House and the Saugatuck Woman's Club. Work on the Woman's Club structure includes adding a robust liner to the existing front and rear gutters. Installation of a gutter at the east end of the auditorium to match the existing gutter over the kitchen and installing similar gutters and downspouts in the front and back of the east portion of the building.

The Owl House, or Breuckman House, current gutters are half round. The applicant is proposing the addition of a small section of gutter with downspouts painted to match the existing color as well as rerouting downspouts. No change in style or color is proposed.

BACKGROUND: The property at 303 Butler is located in the City Center (CC) Zoning District and lies within the Historic District. The structure is a contributing resource to the district. The location where the work is proposed on site is visible from the public right-of-way and neighboring properties.

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:

1. **Contributing Resources:** Resources which contribute to the historic character of the district (most of which will be over 50 years old) may be described by condition:

- a. The original design is largely intact, with its original ornament and detail. Maintenance and repair may be needed, but new design work is not necessary.
- b. The original design can be discerned, but some elements have been removed or replaced with later designs. If early photographs or architectural drawings are available, exact reconstruction of missing details will be possible. Otherwise, new but compatible designs may be necessary.

For these contributing resources, the Secretary of the Interior's Standards for Rehabilitation should be followed. The guidelines in this document provide greater detail but are consistent with the Secretary's standards.

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 STRUCTURE

C. Roofs, Parapets, and Gutters

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 fascia board on the eave to support the flat back side of the gutter in a vertical position. The fascia 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 fascia 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.

Comment:

The subject property at 303 Butler Street is classified as a contributing resource within the Historic District and is located in the City Center (CC) Zoning District. The proposed work involves the repair and replacement of gutters and downspouts on both the Saugatuck Woman's Club and the Owl House (Breuckman House).

The proposed work consists of repairing existing gutter systems, adding gutter liners where necessary, extending or adding gutters to areas of the Woman's Club where additional drainage is needed, and adding or rerouting downspouts. The proposed gutters and downspouts on the Owl House would remain consistent with the existing half-round gutter system, with the new components painted to match the existing color.

The Historic District Guidelines recognize gutters as an important functional and architectural component of historic buildings and distinguish between half-round and K-style gutter systems based on the architectural design of the building, roof, and eaves. The Guidelines also emphasize the preservation of original features and the repair of historic materials whenever possible, with replacement occurring only when necessary.

The Commission should evaluate the proposed work in consideration of the existing historic gutter systems and the architectural characteristics of each structure.

Because much of the proposed work is visible from the public right-of-way and neighboring properties, the Commission should also consider the visual impact of the proposed gutters and downspouts and whether their materials, profile, placement, and color are compatible with the existing structures and surrounding Historic District.

The Commission should determine whether the proposed repairs, additions, and replacements satisfy the review criteria established in §152.07 and the Historic District Guidelines.

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 repair, replacement, addition, and rerouting of gutters and downspouts at 303 Butler Street, including the Saugatuck Woman's Club and the Owl House (Breuckman House), 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) _____

Saugatuck Woman's Club

Gutter Improvements

Revised 8/21/2026

There are two portions of the gutter project connected to the Saugatuck Woman's club



Breuckman's House – The former residence is now a tenant-occupied retail space which is operationally separate from the Woman's Club.



Auditorium – The main entrance to the Woman's Club is along Hoffman St. The façade of this portion of the building is red brick, with original painted wood windows and doors.

Owl House

(Breuckman House)



Current gutters are half round.

Small gutter addition and rerouting downspout.

No style changes or color changes.



Adding a small gutter section with downspout, matching white color and shape of the current Breukman House.

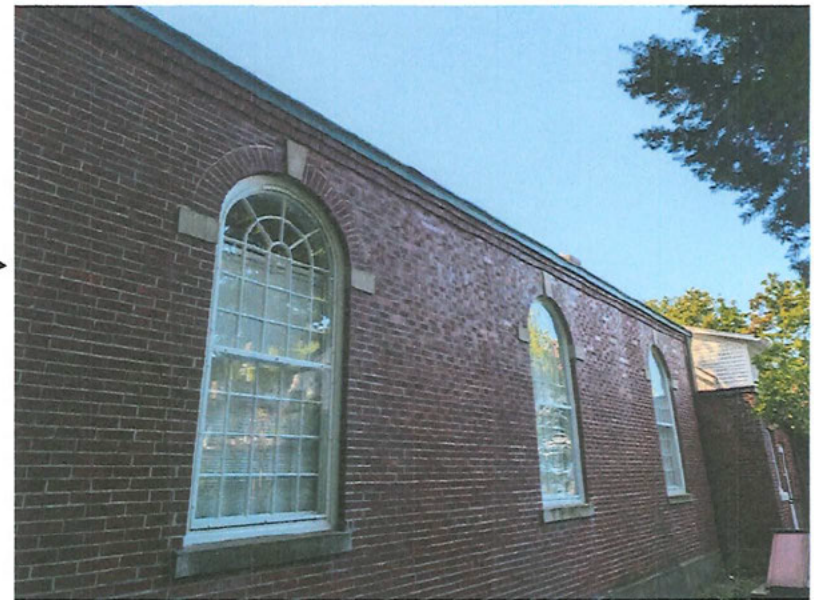
Saugatuck Woman's Club Auditorium

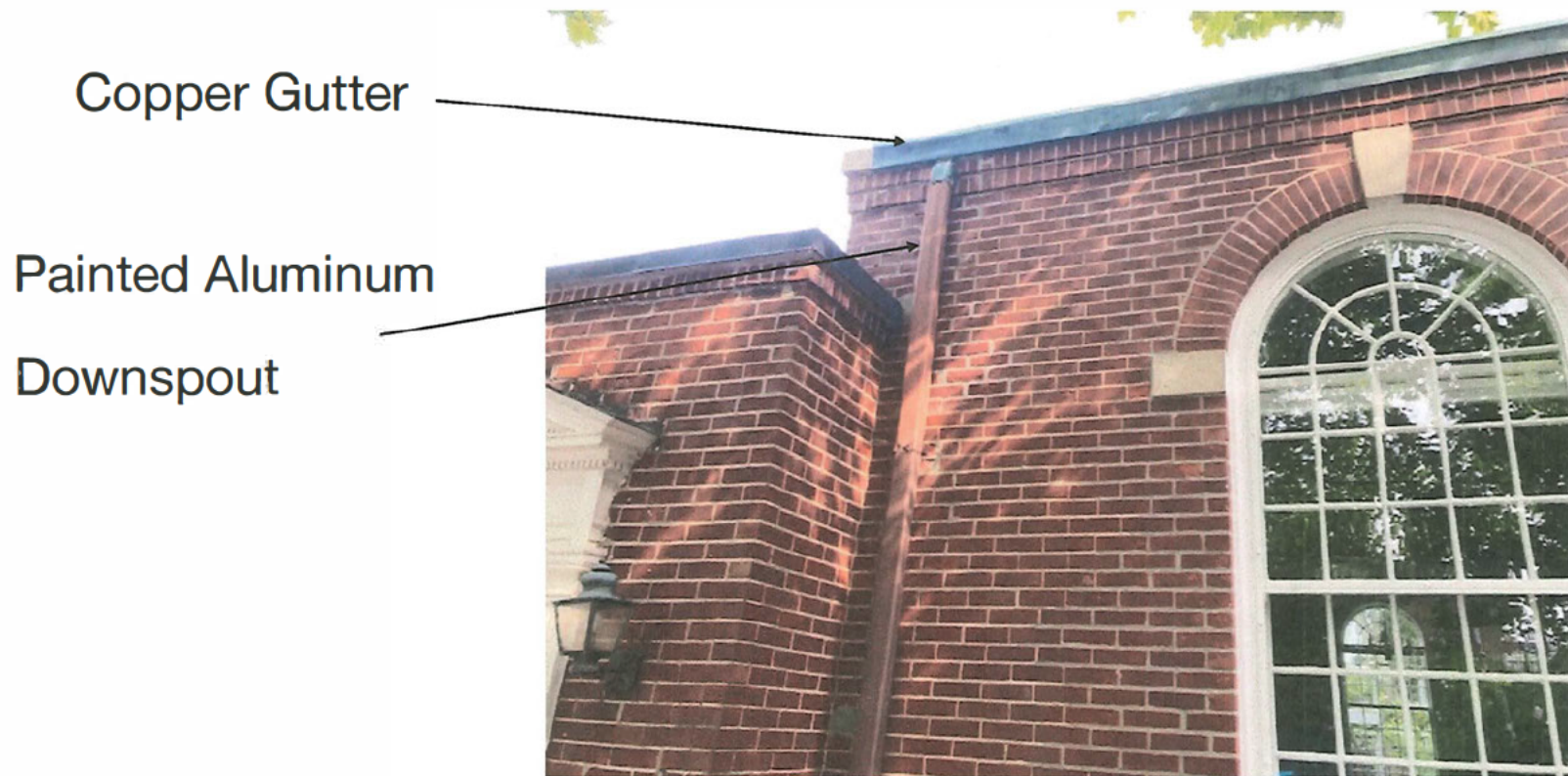


Front of the Building



Rear of the Building





The current auditorium gutters are built into the existing building structure.

Saugatuck Woman's Club Auditorium



View looking inside the gutter

Copper exterior

Thin liner

Screen Mesh



Copper Gutters – The gutters are covered with leaf strainers. A flexible, adhered metal foil flashing material is installed as a gutter liner in an apparent repair attempt. This method of repair is not recommended and has no anticipated durability.



Copper Gutters, Typical

No proposed changes to existing gutter & downspout exterior

Add a more robust liner to the front and rear gutters inside the existing gutter system



Rear of the Building

Auditorium



Breuckman
House

Kitchen

Proposal to add bronze color gutter to east end of the auditorium to match the existing gutter over the kitchen.



Auditorium east end of the building



Front



Back

Adding gutters and downspouts (front and back) similar to the existing kitchen gutter.



Historic District Permit Application

LOCATION INFORMATION	APPLICATION NUMBER _____
-----------------------------	---------------------------------

Address 303 Butler St Parcel Number _____

APPLICANTS INFORMATION

Name Kevin Keller Address / PO Box _____
Interest In Project President of FSWC E-Mail _____
Signature [Signature] Date 8/13/2020

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)
--

Name Saugatuck Womens Club Address / PO Box _____
City Saugatuck State MI Zip 49453 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 [Signature] Date 8/13/2020

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

Name TNT Gutters Inc. Contact Name TRAMPAS SMITH
Address / PO Box _____
E-Mail tntgutterservice75@gmail.com
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)
--

Gutter and downspout improvements for the Owl House and Saugatuck Woman's club which will include adding gutters where necessary and refurbishing the existing gutters.



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: _____

