MEMORANDUM

TO:	Historic District Commission City of Saugatuck
FROM:	Grayson Moore Director of Planning & Zoning
MEETING DATE:	August 6, 2026
RE:	Historic District Permit Application, 249 Mason Street

REQUEST:
The applicant is requesting retroactive approval for the installation of a fence enclosing the approved outdoor amenity area located within the former bank drive-thru lane and covered service area. The fence varies in height from 48 inches (4 feet) to 67 inches (5.58 feet) and is constructed of pine intended to weather to a soft gray patina.

The image below shows the site's current conditions.

Figure 1: 07/2026

BACKGROUND:
The property at 249 Mason Street is located in the City Center (CC) Zoning District and lies within the Historic District. The structure is a noncontributing resource to the district.

At its November 7, 2024, meeting the property received HDC approval for the outdoor seating area, decking, planters, furniture, and signs (with the exception of proposed sign #2), in accordance with the submitted plans & details which have been attached for reference. This application noted that the final goal was to enclose the area with low brick/stone walls or fencing to achieve a courtyard, but final details were not provided.

At its June 19, 2025 meeting, the property received Planning Commission approval for the conversion of the existing drive-thru lane and covered service area with outdoor amenity space. Approved plans have been attached for reference which did not identify the installation of fencing. This application noted planter boxes being placed around the entirety of the deck (outlined in red). No further detail was provided.

Previously approved plans documenting the permitted work are provided below.

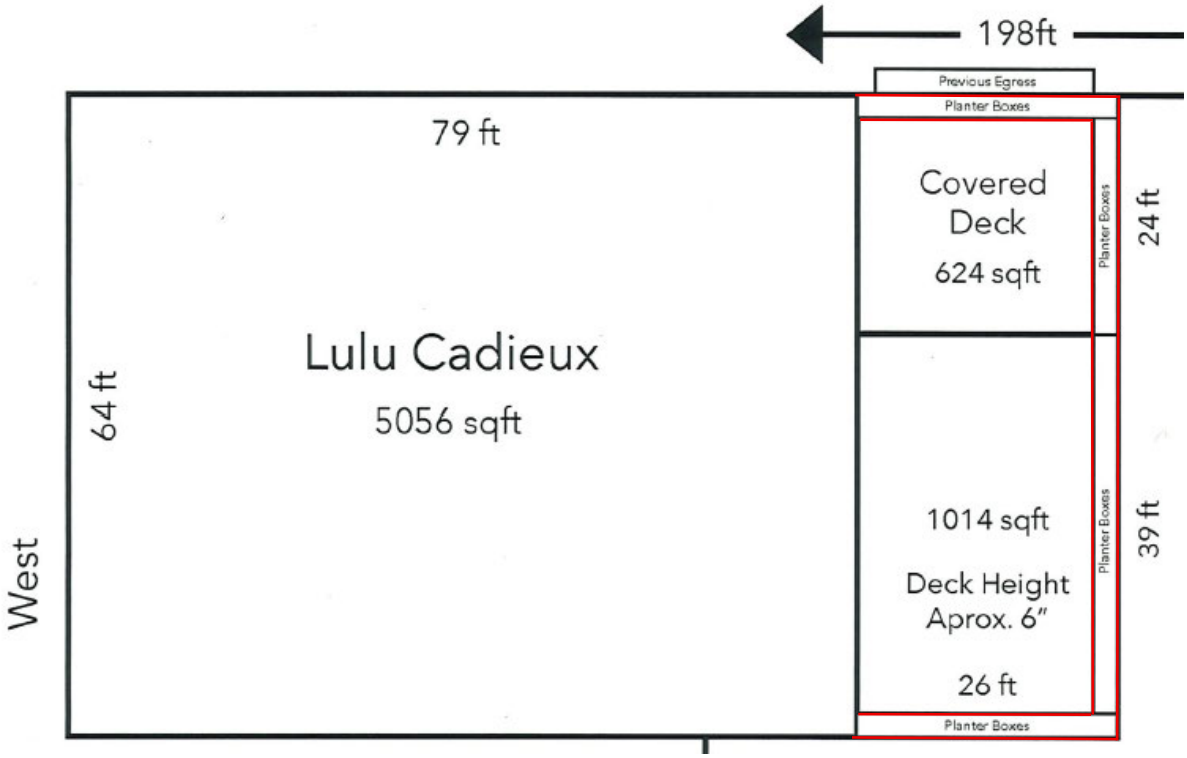


Figure 2: PC Application 4/2025

Figure 3: HDC Application 11/2024

LULU CADIEUX
FORMER BANK DRIVE-THRU CONVERSION TO GREEN SPACE

#1-2: Installed wood decking at same height as concrete dividers to eliminate the former bank drive-thru.
#3-5: Continue wood decking over asphalt at ground level continuing to back of building to minimize effect of parking lot and adding plants to achieve a significant green space.

Final goal will be to enclose the area with low brick/stone walls or fencing to achieve a courtyard.

Figure 4: HDC Application Excerpt 11/2024

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:

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.

C. Fences

1. **Rear Yard Fences.** Erection of fences on the rear, side (except on corner lots), or interior location of the lot, at or behind the building line may receive administrative approval, when height and materials are similar to those regularly approved by the Commission.
2. **Front and Side.** Front and side yard fences should not impede clear vision at intersections or driveways, as they could sacrifice safety as well as historical appropriateness. Front yard fencing should not infringe upon or obstruct historic setbacks, vistas, streetscapes or neighborhood continuity.
3. **Compatible Fences.** Fencing shall be permitted contingent upon the appearance and appropriateness in relation to the building and Historic District. (Applicants should note that all fencing within the Historic District is also subject to the City Zoning Codes, Chapter 155.143.)
4. **Height of Fences.** Height should be between two (2) and six (6) feet, with a maximum height of three (3) feet for front yard fences. Materials should be wood, wrought iron, or other historic materials (some aluminum faux wrought iron products are allowed). Styles may include picket and wood privacy fences, with tops trimmed with horizontal boards or simple dog-ear detail. Other styles not listed will be reviewed on a case by case basis.

Comment:
The subject property at 249 Mason Street is classified as a noncontributing resource within the Historic District and is located within the City Center (CC) Zoning District.

Due to the parcel being located on a corner lot, a portion of the enclosed area is located within the parcels front yard. Section 154.143 of the Zoning Ordinance states that, "*For purposes of this division, for a corner lot the widest lot dimension along a street line shall be deemed to be a side yard on a side street.*" Meaning that the northern lot line along Mason St. is the property's side yard and the eastern lot line is the property's front yard shown in the image below.

Fences located within the front yard are limited to three (3') feet in height while side and rear yard fences may be up to six (6') feet in height. The Historic District Guidelines also note that the maximum height of front yard fences should be limited to three (3') feet in height. While the fencing functions as an enclosure for an outdoor amenity area rather than a traditional yard fence, the Zoning Ordinance does not currently distinguish between these applications when regulating fence height. Therefore, as installed, portions of the current fencing do not satisfy the applicable fence height requirements of the Zoning Ordinance.

From a Historic District perspective, the Commission should consider whether the height, material, and placement of the fence are compatible with the surrounding historic context.

Although the property itself is noncontributing, the site is located within the Historic District and improvements should be evaluated based on their impact on the surrounding streetscape and community character.

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, one of the following motion may be used:

*I move to **(approve)** the applicant's request for a Historic District Permit for the installation of an enclosure associated with the outdoor amenity area at 249 Mason Street, as modified by the Historic District Commission as follows: **(installation of a fence/barrier/planter box enclosure not exceeding ___ feet in height and constructed of _____)**, based on the application **(meeting)** the applicable Historic District Guidelines set forth in §152.07.*

Approval shall be subject to the following conditions (if applicable):

a) Revised plans shall be submitted to the Planning & Zoning Department and shall demonstrate compliance with all applicable requirements of the Zoning Ordinance prior to installation.

b) _____

c) _____

d) _____

I move to **(approve/deny)** *the applicant's request for a retroactive Historic District Permit for the installation of a fence with a maximum height of 67 inches associated with the outdoor amenity area at 249 Mason Street as presented 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) Plans shall be submitted to the Planning & Zoning Department and shall demonstrate compliance with all applicable requirements of the Zoning Ordinance prior to installation.

b) _____

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

City of Saugatuck ★ EST. 1868

Historic District Permit Application

Location Information

Application Number____-_____

Address 249 Mason Street

Parcel Number 03-57-300-170-00

Applicants Information

Name Lulu Cadieux/AMK

Address / PO Box [redacted]

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

Interest In Project _____

E-Mail [redacted]

Signature Terry Walker

Date 7/16/26

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 132' Width 198' Size _____ Zoning District_____ Current Use _____

Check all that apply: Waterfront_____ Dunes_____ Vacant _____

Project Description (attach more sheets if necessary)

Install fence to complete enclosure of outdoor space at 249 Mason. HDC approved project, but did not include language approving fence. This project has been through the original HD permit process, the official site plan process, the official zoning process and the fire department approval process. We were not aware that additional HDC process was required.

See attached documents.

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: _____

City of Saugatuck
EST. 1868

ZONING PERMIT APPLICATION

Failure to answer all pertinent questions and to supply all of the requested information will delay processing of this application.

FEES

Fence Only: $75.00

Deck, Patio, Shed, Pool or Hot Tub Only (per item): $125

New Dwelling (Single or Two Family) or Bed and Breakfast: $500

All Others: $250

Escrow Deposit: Zoning Administrator Discretion

City of Saugatuck Zoning Code: https://codelibrary.amlegal.com/codes/saugatuck/latest/saugatuck_mi/0-0-0-4355

PROPERTY ADDRESS 249 Mason Street, Saugatuck, MI 49453

PARCEL NUMBER 03-57-300-170-00

PROPERTY OWNER Lulu Cadieux/AMK

ADDRESS / PO BOX [redacted]

EMAIL [redacted]

PHONE [redacted]

I hereby authorize the applicant listed below to make this application for proposed work as my agent. I agree the statements made in this application and submitted plans are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable laws, ordinances and regulations will be complied with. 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. Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

OWNER SIGNATURE Terry Walker **Date** 7/17/26

APPLICANT Lulu Cadieux/AMK

ADDRESS / PO BOX [redacted]

EMAIL [redacted]

PHONE [redacted]

I agree the statements made in this application and submitted plans are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. I understand that this application will not be processed until it is deemed complete and the required fees and escrow deposit (if applicable) are paid. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable laws, ordinances and regulations will be complied with. Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

APPLICANT SIGNATURE Terry Walker Date 7/17/26

PROJECT DESCRIPTION Install fence to complete enclosure of outdoor space at 249 Mason. See attached

PROPOSED AREA/ DIMENSIONS

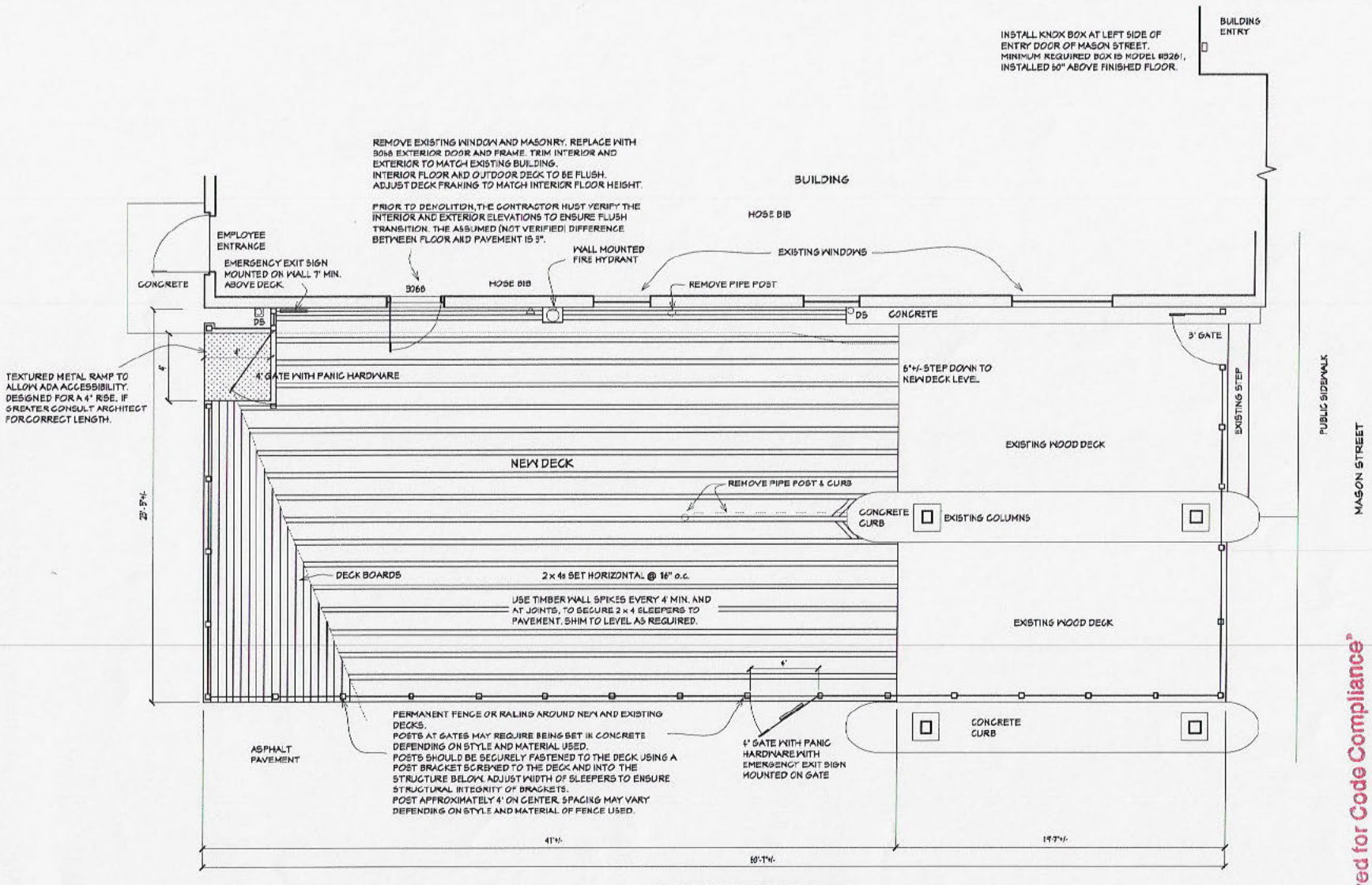
LOT AREA (SQ FT) _____ LOT COVERAGE (%) _____ HEIGHT _____

TOTAL FLOOR AREA _____ FLOOR AREA RATIO _____

CHECKLIST

- ☐ SURVEY
- ☐ CURRENT SITE IMPROVEMENTS (include structures, sidewalks, decks, streets, fences, etc)
- ☐ PROPOSED IMPROVEMENTS, DISTANCES FROM OTHER IMPROVEMENTS/PROPERTY LINES, DIMENSIONS
- ☐ LOCATION OF FLOOD PLAINS, WATERSHED, WETLANDS, EASEMENTS, CRITICAL DUNES
- ☐ DESCRIPTION OF PROPOSED USE INCLUDING ACTIVITIES

See attached architectural drawings, fire department approval, site plan approval and building permit.



NOTES
ZONING: C-1 CITY CENTER
DECK AREA: 1,419 s.f.
CAPACITY: 95 @ 15 s.f. / PERSON SEATED
205 @ 7 s.f. / PERSON STANDING

ALL LUMBER TO BE PRESSURE TREATED, WITH MEMBERS TOUCHING THE GROUND TREATED FOR GROUND CONTACT. FASTENERS, SCREWS AND NAILS TO BE RATED FOR USE WITH TREATED LUMBER

DECK PLAN
SCALE: 1/4" = 1'-0"

STATE OF MICHIGAN
BARRY D. WOOD
ARCHITECT
No. 1301020205
LICENSED ARCHITECT

Reviewed for Code Compliance

STUDIO 2022 TWO
ARCHITECTURE
LANDSCAPE ARCHITECTURE

51

DECK ADDITION
LULU CADIEUX
249 MASON STREET
SAUGATUCK, MICHIGAN

THE PURPOSE OF THIS DRAWING IS ONLY TO DEPICT GRAPHICALLY THE GENERAL NATURE OF THE WORK.

DATE	DESCRIPTION
3/13/2026	DECK DESIGN

DRAWN: BTS
CHECKED: BDW
DATE: 10/31/2021
PROJECT #25017

COPY RIGHT
2026 NOT PUBLISHED
ALL RIGHTS RESERVED

DECK

City of Saugatuck

102 Butler St PO Box 86
Saugatuck, MI 49453
(269) 857-2603 (269) 857-4406

PZ25028

Issued: 04/16/26
Expires: 04/16/27

PLANNING & ZONING

Zoning

Type of Construction: **Site Plan Review** Edition of Code: **Section 154**

LOCATION	OWNER	APPLICANT
249 MASON ST 57-300-170-00 **Lot:** **Plat/Sub:**	AMK HOLDINGS LLC	AMK HOLDINGS LLC

Work Description: Applicant to install 1638 sft deck per plans. Approved contingent upon Fire Department Approval.

Stipulations: On June 19, 2025 the Planning Commission approved the conversion of an existing drivethrough lane and covered service area with outdoor amenity space at 249 Mason Street based on satisfaction of the site plan approval standards of Section 151.060 documented in the staff memo
dated June 13, 2025. Approval is contingent upon the following:
1. All applicable approvals are granted, including but not limited to:
a. Fire Department

Permit Item	Work Type	Fee Basis	Item Total
Site Plan Review	Zoning	1.00	$750.00
Escrow Deposit	Zoning	1.00	$2,000.00

In accordance with Chapter 154 of the Saugatuck City Code, this permit will remain valid and in full effect unless it expires from the applicant's failure to start construction within twelve months. This permit shall be kept at the site of the work and available for inspection at all times during the project and until an occupancy permit has been issued or until its date of expiration. The Zoning Administrator shall be notified of any proposed modifications in the permitted work prior to the start of such work and shall also determine whether the proposed changes are in compliance with the Saugatuck City Zoning Ordinance and whether a new zoning permit must be issued. This permit does not authorize construction activities on said property until all applicable permits have been issued by MTS and other applicable agencies. The applicant shall notify the building inspector of proposed inspection dates and shall not begin a later stage of work until the previous stage has been approved.

Fee Total:	$2,750.00
Amount Paid:	$2,750.00
Balance Due:	**$0.00**

Grayson Moore
Grayson Moore - Director of Planning & Zoning

ADDITIONAL PERMITS MAY BE REQUIRED

SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

April 14, 2026

c/o Terry Walker
249 Mason St.
Saugatuck, MI. 49453

Re: 249 Mason St. Saugatuck, MI – LuLu Cadieux Deck Expansion - Building Plan Review #1
Sheet: Deck 1 of 1 dated 10/31/2025

Dear Ms. Walker,

We are in receipt of the building plan for the LuLu Cadieux Deck Expansion received 4/3/2026. We reviewed the plans using the International Fire Code (IFC) 2015 edition. Please see the result of the fire department review listed ***below***.

1. Vehicle impact protection required by this code shall be provided by posts that comply with Section 312.2 or by other approved physical barriers that comply with Section 312.3. (312.1) ***Not applicable.***

2. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. (IFC 505.1) ***Address signage must be posted prior to commencement of construction. Green reflective address signs are preferred and provided and installed free of charge at https://www.saugatuckfire.org/address-sign-order-form.html. Approved, address sign is existing.***

3. Streets and roads shall be identified with *approved* signs. Temporary signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles. Signs shall be of an *approved* size, weather resistant and be maintained until replaced by permanent signs. (IFC 505.2) ***Approved, Mason St. is previously assigned and signed.***

4. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the fire code official. (IFC 506.1) ***A Knox Key Box is required and shall be installed adjacent to the main front door and shall be installed 60" AFF. Minimum required box is #3261 and will hold up to 10 keys. Surface mount or recessed options are available at www.knoxbox.com. Approved, Knox Box location is shown.***

5. The size and distribution of portable fire extinguishers shall be in accordance with Sections 906.3.1 through 906.3.4. ***Approved, extinguisher is shown on the plans.***

6. In determining means of egress requirements, the number of occupants for whom means of egress facilities are provided shall be determined in accordance with this section. (IFC 1004) ***The proposed occupant load of 95 people (tables and chairs), or 203 people (chairs only) is approved as shown. An occupant load certificate will be provided for posting at final inspection by the Fire District.***

7. The required capacity in inches (mm), of the means of egress for any room, area, space or story shall be not less than that determined in accordance with Sections 1005.3.1 and 1005.3.2. (IFC 1005.3) ***Approved, based on the maximum 203-person occupant load, a minimum of two exits is required and are shown in the submittals. The primary exit shall be a minimum of 41 inches in width (203 people x 0.2). The secondary exit shall be capable of handling 50% of the occupant load and shall be a minimum of 21 inches (102 persons x 0.2) per calculations, however, no egress door shall be less than 28 inches per 1104.7. The primary exit is shown as 48" in width, and the secondary exit is shown as 48" in width complying with these sections of the code.***

8. Doors serving a Group H occupancy and doors serving rooms or spaces with an *occupant load* of 50 or more in a Group A or E occupancy shall not be provided with a latch or lock other than *panic hardware* or *fire exit hardware*. (IFC 1010.10.10) ***Panic hardware is shown on the plan.***

9. Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. The path of egress travel to exits and within exits shall be marked by readily visible exit signs to clearly indicate the direction of egress travel in cases where the exit or the path of egress travel is not immediately visible to the occupants. Intervening means of egress doors within exits shall be marked by exit signs. Exit sign placement shall be such that no point in an exit access corridor or exit passageway is more than 100 feet (30 480 mm) or the listed viewing distance for the sign, whichever is less, from the nearest visible exit sign. ***Approved, exit sign locations meet the requirements. Function shall be verified in the field.***

10. Anything omitted in this plan review is subject to field inspection. (IFC 105.4.4)

You have approval from the fire department to begin construction of the deck at 249 Mason St. if you are in agreement with the above-mentioned items. Please ensure you receive the appropriate permits from Saugatuck City and Michigan Township Services prior to commencement of construction.

Final approval for occupancy will not be given until a final inspection is completed to confirm compliance with all applicable plans and codes. Please let me know if you have any questions.

Sincerely,

Christopher T. Bernhardy

Captain / Fire Inspector

Cc: Greg Janik – Fire Chief (via email)
Grayson Moore – Zoning Administrator (via email)
Dan Poll – Building Official (via email)

Application Fee: $750
Escrow Deposit: $2,000

Site Plan Review Application

City of Saugatuck Zoning Code: https://codelibrary.amlegal.com/codes/saugatuck/latest/saugatuck_mi/0-0-0-4355

LOCATION INFORMATION

Address 249 Mason Street Parcel Number _____

APPLICANTS INFORMATION

Name Lulu Cadieux Address / PO Box [redacted]

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

Interest In Project Owner E-Mail [redacted]

I agree the statements made in this application and submitted plans are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. I understand that this application will not be processed until it is deemed complete and the required fees and escrow deposit (if applicable) are paid. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable laws, ordinances and regulations will be complied with. Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

Signature _____ Date 4/25/2025

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

E-Mail _____

I hereby authorize the applicant listed above to make this application for proposed work as my agent. I agree the statements made in this application and submitted plans are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable laws, ordinances and regulations will be complied with. 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. Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

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 132' Width 198' Size _____ Zoning District _____ Current Use Retail

Check all that apply:

Waterfront _____ Historic District X Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Convert existing structure (former bank drive-through) into an attractive outdoor green space with decking and planters. Approximately 600 sf deck installed between concrete curbs of drive-through. An additional 1000' sf low profile deck to be continued to back of building to minimize the heat and visibility of asphalt.

There is no change to the ingress of the parking lot from Mason Street. There is no change to the ingress of the parking lot from Griffith Street. There is no change to the egress from the parking lot onto Mason Street. Closure of the two former bank drive-through lanes prevents egress onto Mason Street; however, the function of the drive-through no longer exists.

This plan has been approved by the Historic Society.

Site Plan Review Application

SITE PLAN REQUIREMENTS (SECTION 154.061)

A) Applications for preliminary site plan approval shall consist of the following information unless waived by the Zoning Administrator.

Y	N	NA	
☐	☐	☐	Property dimensions
☐	☐	☐	Significant vegetation
☐	☐	☐	Water courses and water bodies, including human-made surface drainage ways
☐	☐	☐	Existing public right-of-way, pavements and/or private easements
☐	☐	☐	Existing and proposed uses, buildings, structures and parking areas
☐	☐	☐	Zoning classification of abutting properties
☐	☐	☐	The name, address and telephone number of the person and firm who prepared the site plan, and the date on which it was prepared
☐	☐	☐	A north arrow

B) Applications for final site plan approval shall consist of the following information unless waived by the Zoning Administrator. One (1) paper copy of a final site plan (no greater than 11" x 17") and one (1) digital copy, at a scale of not less than one inch equals ten feet, shall include:

Y	N	NA	
☐	☐	☐	Dimensions of property of the total site area,
☐	☐	☐	Contours at 2-foot intervals
☐	☐	☐	Locations of all buildings
☐	☐	☐	Other structures on adjacent properties within 100 feet of the property, including those located across the street from the property
☐	☐	☐	Parking areas
☐	☐	☐	Driveways
☐	☐	☐	Required and proposed building setbacks
☐	☐	☐	Location of abutting streets and proposed alignment of streets, drives and easements serving the development, including existing rights-of-way and pavement widths;
☐	☐	☐	Location, screening, dimensions and heights of proposed buildings and structures, such as trash receptacles, utility pads and the like, including accessory buildings and uses, and the intended uses thereof. Rooftop or outdoor appurtenances should also be indicated, including proposed methods of screening the equipment, where appropriate;
☐	☐	☐	Location and dimensions of parking areas, including computations of parking requirements, typical parking space dimensions, including handicapped spaces, and aisle widths;
☐	☐	☐	Proposed water supply and wastewater systems locations and sizes;
☐	☐	☐	Proposed finished grades and site drainage patterns, including necessary drainage structure. Where applicable, indicate the location and elevation of the 100-year floodplain;
☐	☐	☐	Proposed common open spaces and recreational facilities, if applicable;
☐	☐	☐	Proposed landscaping, including quantity, size at planting and botanical and common names of plant materials;
☐	☐	☐	Signs, including type, locations and sizes;

- ☐ ☐ ☐ Location and dimensions of all access drives, including driveway dimensions, pavement markings, traffic-control signs or devices, and service drives;
- ☐ ☐ ☐ Exterior lighting showing area of illumination and indicating the type of fixture to be used.
- ☐ ☐ ☐ Elevations of proposed buildings drawn to an appropriate scale shall include:
  1. Front, side and rear views;
  2. Heights at street level, basement floor level, top of main floor, top of building, and if applicable, height above water level; and
  3. Exterior materials and colors to be used.
- ☐ ☐ ☐ Location, if any, of any views from public places to public places across the property;
- ☐ ☐ ☐ Location, height and type of fencing; and
- ☐ ☐ ☐ The name and address of the person and firm who drafted the plan, the seal of the professional responsible for the accuracy of the plan (licensed in the state) and the date on which the plan was prepared.

STANDARDS FOR APPROVAL (SECTION 154.063)

Please respond to each of the following questions by explaining how the proposed development will meet the standards for site plan approval:
*note: not all questions will apply for all requests.

(1) How will the elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of the buildings? Will the site be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter? _____

Convert an unused former bank drive-through into an attractive outdoor hospitality green space.

(2) How will the landscape be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this chapter? _____

No change to topography or vegetation.

(3) How will the site plan provide reasonable visual and sound privacy for all dwelling units located therein? How will fences, walks, barriers and landscaping shall be used, as appropriate, be used to accomplish these purposes? _____

No sound or privacy issues.

(4) How will all buildings or groups of buildings be arranged so as to permit necessary emergency vehicle access as required by the Fire Department? _____

No change in access for emergency vehicles.

(5) How will there be provided a pedestrian circulation system which is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of schools, playgrounds, local shopping areas and other uses which generate a considerable amount of pedestrian traffic? (All federal, state and local barrier free requirements shall be met.) _____

No change in pedestrian circulation or vehicular circulation systems.

(6) How will the arrangement of public or common ways for vehicular and pedestrian circulation be connected to existing or planned streets and pedestrian or bicycle pathways in the area? Will streets and drives which are part of an existing or planned street pattern serving adjacent development be of a width appropriate to the traffic volume they will carry and shall have a dedicated right-of-way equal to that specified in the City's land use plan?

No patterns changed; unused former bank drive-through is no longer in use.

(7) How will all streets be developed in accordance with city specifications, unless developed as a private road?

No changes.

(8) How will appropriate measures be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system? Will provisions be made to accommodate storm water, prevent erosion and the formation of dust? The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, create puddles in paved areas or create erosion problems.

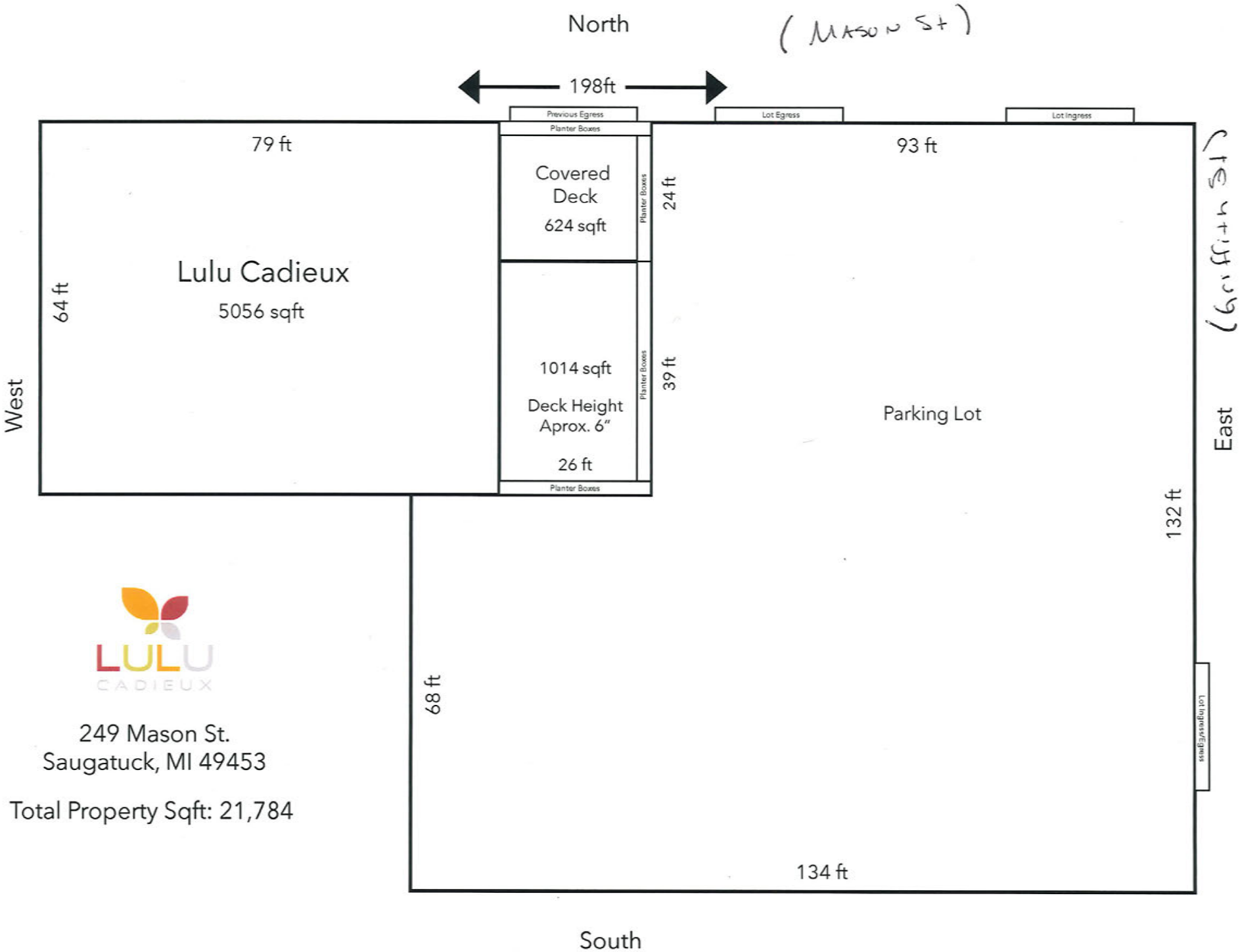
No change to existing asphalt and concrete.

(9) How will all loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public thoroughfares, shall be screened by an opaque wall or landscaped screen not less than six feet in height? (See §§ 154.142 through 154.144).

No changes.

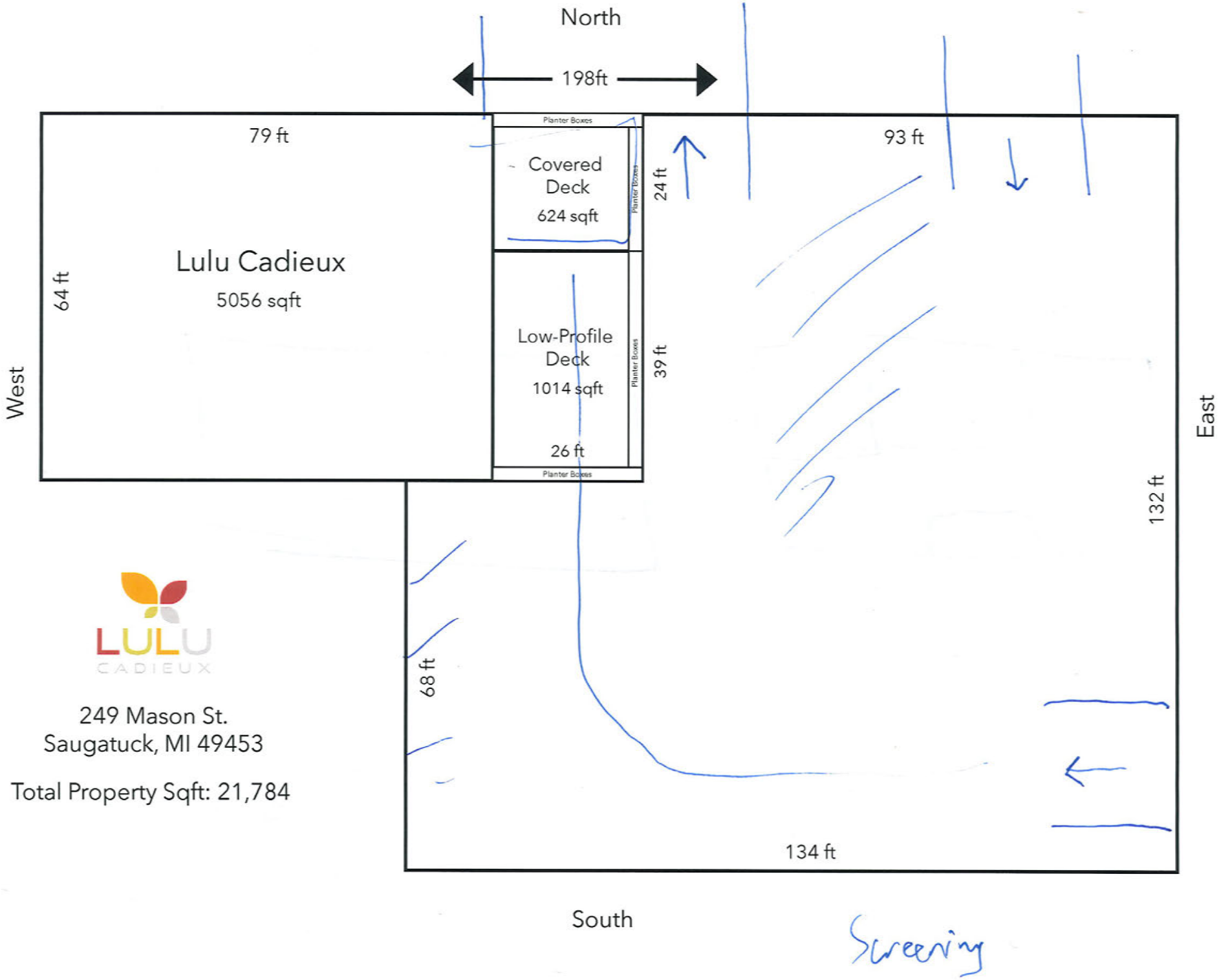
(10) How will exterior lighting be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets? Flashing or intermittent lights shall not be permitted.

No changes.



249 Mason St.
Saugatuck, MI 49453

Total Property Sqft: 21,784



LULU CADIEUX

249 Mason St.
Saugatuck, MI 49453

Total Property Sqft: 21,784

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

Historic District Permit Application

LOCATION INFORMATION **APPLICATION NUMBER____-_____**

Address 249 Mason Street, Saugatuck MI 49[redacted] Parcel Number _____

APPLICANTS INFORMATION

Name Lulu Cadieux Address / PO Box 249 Mason Street [redacted]

City [redacted] State [redacted] Zip [redacted] Pho[redacted]

Interest In Project _____ E-Mail [redacted]

Signature Terry Walker Digitally signed by Terry Walker Date: 2024.09.24 14:55:58 -04'00' Date 9/23/24

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 Terry Walker Digitally signed by Terry Walker Date: 2024.09.24 14:58:31 -04'00' 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 67 ft Width 101 ft Size 6700 sf Zoning District _____ Current Use Retail

Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Add wood decking to efficiently transform the former Huntington Bank drive-thru into an attractive outdoor area whenever possible to minimize asphalt and concrete visuals (approximately 600 sf). It is our ongoing intention to add green space whenever possible.

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 _____

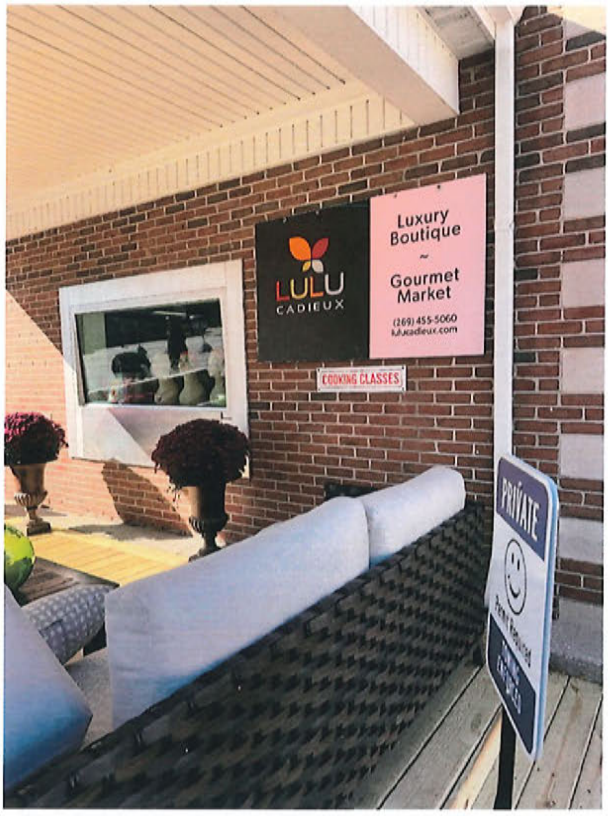
Notes: _____

LULU CADIEUX
SIGNAGE PERMIT

#1: Simple logo on Mason Street hung perpendicular to front of building. Size within permit guidelines.
#2: Recycle existing sign from Blue Star Hwy to west side of building facing Butler Street. 3'x6' size is less than permitted in guidelines.
#3: Recycle existing sign from Blue Star Hwy to east side of building facing Griffith Street. 3'x5' size is less than permitted in guidelines.

SIGN #1

SIGN #2



SIGN #3

LULU CADIEUX
FORMER BANK DRIVE-THRU CONVERSION
TO GREEN SPACE

#1-2: Installed wood decking at same height as concrete dividers to eliminate the former bank drive-thru.
#3-5: Continue wood decking over asphalt at ground level continuing to back of building to minimize effect of parking lot and adding plants to achieve a significant green space.

Final goal will be to enclose the area with low brick/stone walls or fencing to achieve a courtyard.

PHOTO #1

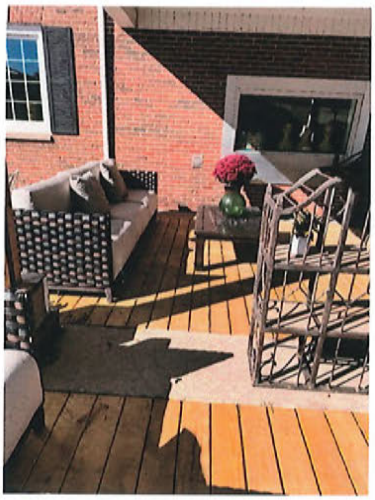


PHOTO #2

PHOTO #3

PHOTO #4

PHOTO #5

Permanent Sign Fee: $75

City of Saugatuck EST. 1868

Sign Application

LOCATION INFORMATION **APPLICATION NUMBER** ____-_____

Address 249 Mason Street Parcel Number _____

APPLICANTS INFORMATION

Name LULU CADIEUX Address / PO Box [redacted]

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

Interest In Project _____ E-Mail [redacted]

Signature _____ Date 10/15/24

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 _____

PROPERTY INFORMATION

Building Width 67' Property Width 101' Current Use Retail

Historic District X

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Permanent 1 Temporary _____ Attached 2 Detached _____

Proposed Size(s) _____ Illumination _____ Dates to be displayed _____

Further Comments:

See attached sheet

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)

OFFICE USE ONLY:

Date Application Complete_____ Date Fee Paid_____

Notes: _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

April 14, 2026

c/o Terry Walker
249 Mason St.
Saugatuck, MI. 49453

Re: 249 Mason St. Saugatuck, MI – LuLu Cadieux Deck Expansion - Building Plan Review #1
Sheet: Deck 1 of 1 dated 10/31/2025

Dear Ms. Walker,

We are in receipt of the building plan for the LuLu Cadieux Deck Expansion received 4/3/2026. We reviewed the plans using the International Fire Code (IFC) 2015 edition. Please see the result of the fire department review listed ***below***.

1. Vehicle impact protection required by this code shall be provided by posts that comply with Section 312.2 or by other approved physical barriers that comply with Section 312.3. (312.1) ***Not applicable.***

2. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. (IFC 505.1) ***Address signage must be posted prior to commencement of construction. Green reflective address signs are preferred and provided and installed free of charge at https://www.saugatuckfire.org/address-sign-order-form.html. Approved, address sign is existing.***

3. Streets and roads shall be identified with *approved* signs. Temporary signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles. Signs shall be of an *approved* size, weather resistant and be maintained until replaced by permanent signs. (IFC 505.2) ***Approved, Mason St. is previously assigned and signed.***

4. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the fire code official. (IFC 506.1) ***A Knox Key Box is required and shall be installed adjacent to the main front door and shall be installed 60" AFF. Minimum required box is #3261 and will hold up to 10 keys. Surface mount or recessed options are available at www.knoxbox.com. Approved, Knox Box location is shown.***

5. The size and distribution of portable fire extinguishers shall be in accordance with Sections 906.3.1 through 906.3.4. ***Approved, extinguisher is shown on the plans.***

6. In determining means of egress requirements, the number of occupants for whom means of egress facilities are provided shall be determined in accordance with this section. (IFC 1004) ***The proposed occupant load of 95 people (tables and chairs), or 203 people (chairs only) is approved as shown. An occupant load certificate will be provided for posting at final inspection by the Fire District.***

7. The required capacity in inches (mm), of the means of egress for any room, area, space or story shall be not less than that determined in accordance with Sections 1005.3.1 and 1005.3.2. (IFC 1005.3) ***Approved, based on the maximum 203-person occupant load, a minimum of two exits is required and are shown in the submittals. The primary exit shall be a minimum of 41 inches in width (203 people x 0.2). The secondary exit shall be capable of handling 50% of the occupant load and shall be a minimum of 21 inches (102 persons x 0.2) per calculations, however, no egress door shall be less than 28 inches per 1104.7. The primary exit is shown as 48" in width, and the secondary exit is shown as 48" in width complying with these sections of the code.***

8. Doors serving a Group H occupancy and doors serving rooms or spaces with an *occupant load* of 50 or more in a Group A or E occupancy shall not be provided with a latch or lock other than *panic hardware* or *fire exit hardware*. (IFC 1010.10.10) ***Panic hardware is shown on the plan.***

9. Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. The path of egress travel to exits and within exits shall be marked by readily visible exit signs to clearly indicate the direction of egress travel in cases where the exit or the path of egress travel is not immediately visible to the occupants. Intervening means of egress doors within exits shall be marked by exit signs. Exit sign placement shall be such that no point in an exit access corridor or exit passageway is more than 100 feet (30 480 mm) or the listed viewing distance for the sign, whichever is less, from the nearest visible exit sign. ***Approved, exit sign locations meet the requirements. Function shall be verified in the field.***

10. Anything omitted in this plan review is subject to field inspection. (IFC 105.4.4)

You have approval from the fire department to begin construction of the deck at 249 Mason St. if you are in agreement with the above-mentioned items. Please ensure you receive the appropriate permits from Saugatuck City and Michigan Township Services prior to commencement of construction.

Final approval for occupancy will not be given until a final inspection is completed to confirm compliance with all applicable plans and codes. Please let me know if you have any questions.

Sincerely,
Christopher T. Bernhardy
Captain / Fire Inspector

Cc: Greg Janik – Fire Chief (via email)
Grayson Moore – Zoning Administrator (via email)
Dan Poll – Building Official (via email)

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

City of Saugatuck
EST. 1868

Historic District Permit Application

Location Information

Application Number ____ - _____

Address 329 Water Street

Parcel Number 03-57-300-099-00

Applicants Information

Name Chris Andrus

Address / PO Box [redacted]

City [redacted]

State MI

Zip [redacted]

Phone [redacted]

Interest In Project Tenant and operator

E-Mail [redacted]

Signature [signature]

Date 7/24/26

Owners Information (if different from applicants)

Name Mike Mraz

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 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 Property owner and tenant

Contact Name [redacted]

Address / PO Box [redacted]

City [redacted]

State [redacted]

Zip [redacted]

Phone [redacted]

Fax n/a

E-Mail [redacted]

License Number n/a

Expiration Date n/a

Property Information

Depth irregular

Width irregular

Size 552 sq ft

Zoning District C-2

Current Use Restaurant

Check all that apply: Waterfront _____ Dunes _____ Vacant _____

Project Description (attach more sheets if necessary)

We are currently using the SE end of the yard for outdoor seating, but the area is currently a mix of gravel and woodchips and is difficult to keep clean and seat guests in the manner which we would prefer. We propose adding a natural (treated, unstained pine) deck to seat guests on instead. The hardscaping will require less maintenance and will provide a better experience for both staff and guests. We are not proposing to add any additional capacity or alter any historic aspects of the property. The deck would abut the natural existing fence barriers on the south and east sides of the property. It would be essentially at ground level, requiring a single step up to enter. There would be safety rails installed (see diagram). We would also incorporate the existing trees by building the deck around them, preserving the natural environment. In concert with the property owner, we would be doing the work ourselves.

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:

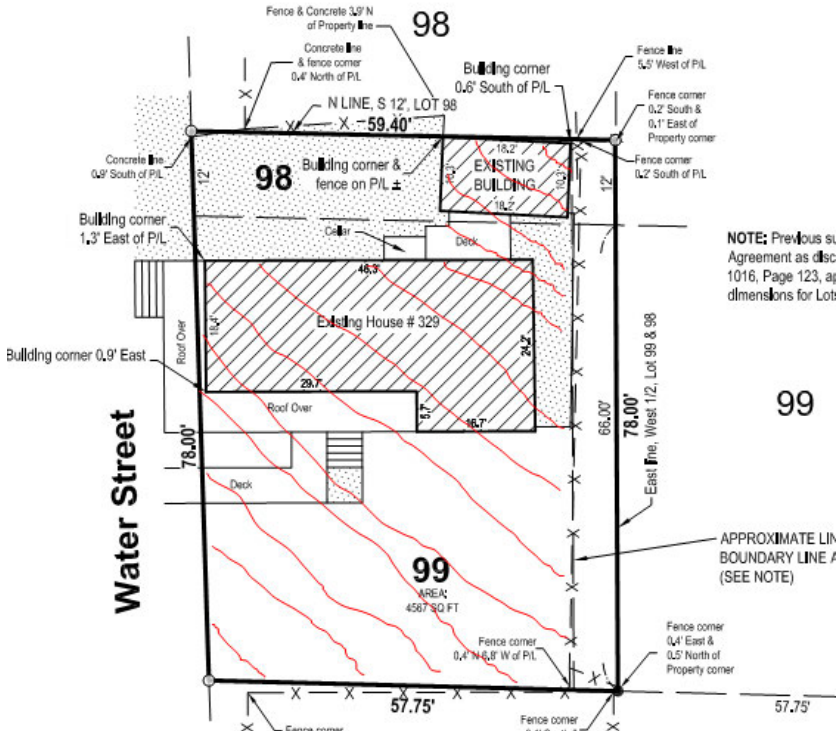
Y	N	NA	
☒	☐	☐	Photographs of the structure and its relationship to adjacent structures.
☒	☐	☐	A plot plan with the placement of the proposed addition, or location of fencing to be constructed.
☒	☐	☐	Elevation drawings of the exterior of the structure or improvements.
☒	☐	☐	Samples of all proposed exterior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

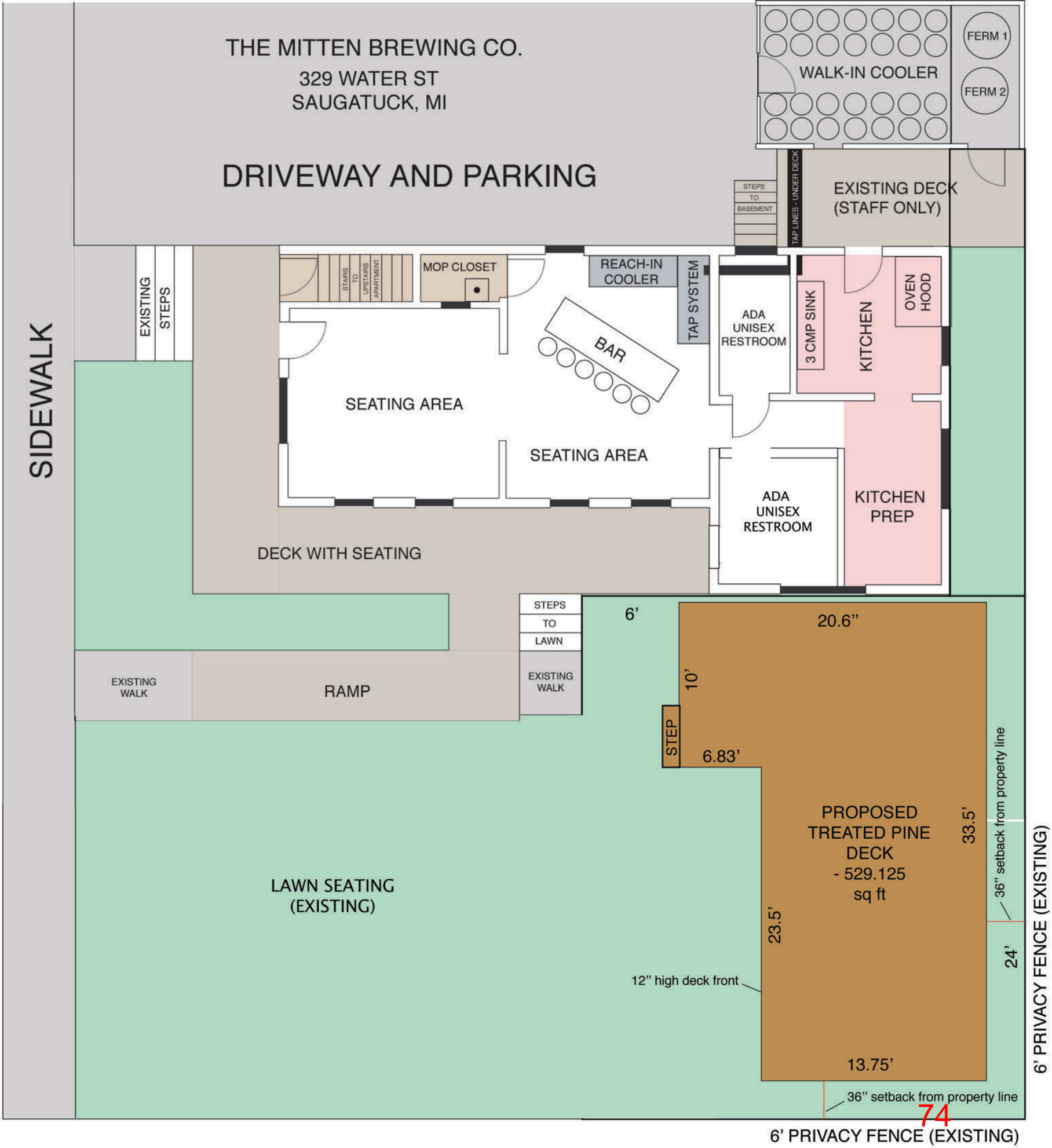
OFFICE USE ONLY:

Application Complete _____ Fee Paid_____ Date Paid _____

Notes: _____

Exhibit A
Floor Plan/Survey

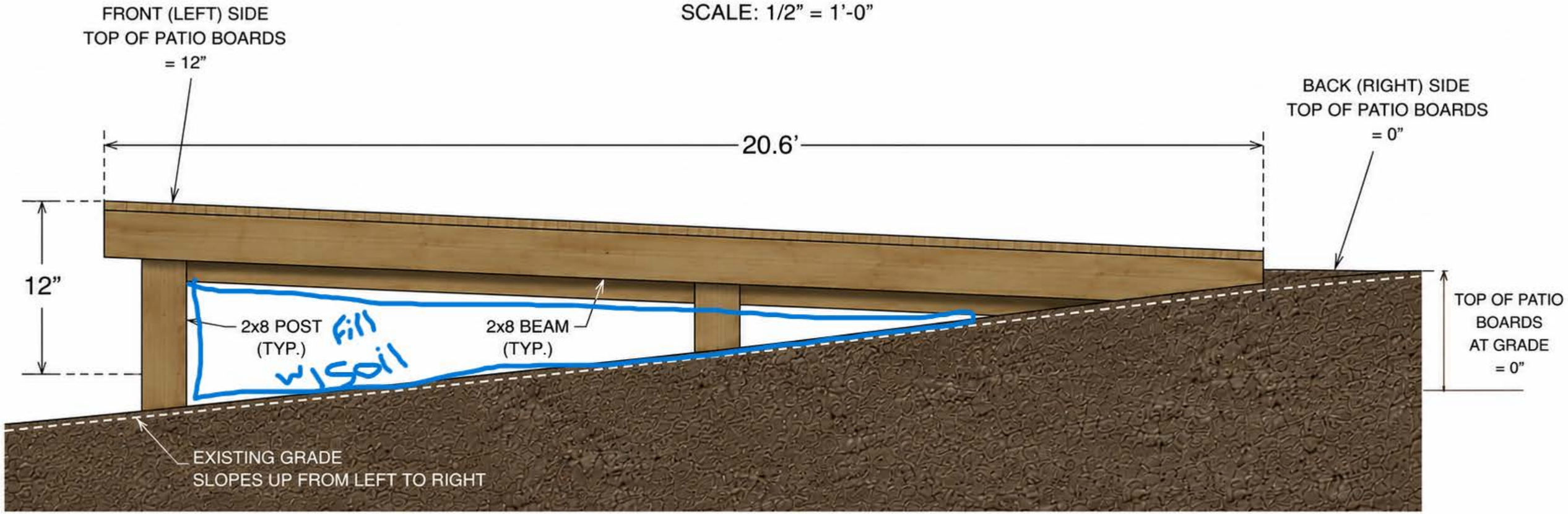



THE MITTEN BREWING CO.
329 WATER ST
SAUGATUCK, MI
DRIVEWAY AND PARKING
WALK-IN COOLER
FERM 1
FERM 2
STEPS TO BASEMENT
TAP LINES - UNDER DECK
EXISTING DECK (STAFF ONLY)
SIDEWALK
EXISTING STEPS
STAIRS TO UPSTAIRS APARTMENT
MOP CLOSET
REACH-IN COOLER
TAP SYSTEM
BAR
ADA UNISEX RESTROOM
3 CMP SINK
KITCHEN
OVEN HOOD
SEATING AREA
SEATING AREA
ADA UNISEX RESTROOM
KITCHEN PREP
DECK WITH SEATING
STEPS TO LAWN
EXISTING WALK
RAMP
EXISTING WALK
6'
20.6''
10'
STEP
6.83'
PROPOSED TREATED PINE DECK - 529.125 sq ft
33.5'
36'' setback from property line
LAWN SEATING (EXISTING)
23.5'
24'
12'' high deck front
13.75'
36'' setback from property line
6' PRIVACY FENCE (EXISTING)
6' PRIVACY FENCE (EXISTING)

PROPOSED TREATED PINE PATIO

HORIZONTAL ELEVATION

SCALE: 1/2" = 1'-0"



NOTES:

- TOP OF PATIO BOARDS SLOPES DOWN FROM LEFT (12") TO RIGHT (0")
- EXISTING GRADE SLOPES UP FROM LEFT TO RIGHT
- FRONT (LEFT) SIDE OF PATIO IS ABOVE GRADE SO TOP OF PATIO BOARDS IS 12" ABOVE GRADE
- BACK (RIGHT) SIDE OF PATIO IS SET INTO GRADE SO TOP OF PATIO BOARDS IS AT 0" ELEVATION
- FOOTINGS CONCEALED BELOW EXISTING GRADE
- ALL STRUCTURAL MEMBERS ARE 2x8 TREATED PINE (TYP.)
- FOOTING SIZE AND DEPTH PER STRUCTURAL (TYP.)

RECEIVED

JUN 3 0 2026

CITY OF SAUGATUCK
102 BUTLER ST
SAUGATUCK, MI 49453

City of Saugatuck
EST. 1868

ZONING PERMIT APPLICATION

Failure to answer all pertinent questions and to supply all of the requested information will delay processing of this application.

FEES

Fence Only: $75.00

Deck, Patio, Shed, Pool or Hot Tub Only (per item): $125

New Dwelling (Single or Two Family) or Bed and Breakfast: $500

All Others: $250

Escrow Deposit: Zoning Administrator Discretion

City of Saugatuck Zoning Code: https://codelibrary.amlegal.com/codes/saugatuck/latest/saugatuck_mi/0-0-0-4355

PROPERTY ADDRESS 560 Mill Street, Saugatuck MI 49453

PARCEL NUMBER 0357-051-001-22

PROPERTY OWNER Timothy J. Tamer

ADDRESS / PO BOX same as above

EMAIL [redacted]

PHONE [redacted]

I hereby authorize the applicant listed below to make this application for proposed work as my agent. I agree the statements made in this application and submitted plans are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable laws, ordinances and regulations will be complied with. 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. Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

OWNER SIGNATURE Timothy J Tamer **Date** 6/30/26

APPLICANT Out Back Fence

ADDRESS / PO BOX [redacted]

EMAIL [redacted]

PHONE [redacted]

I agree the statements made in this application and submitted plans are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. I understand that this application will not be processed until it is deemed complete and the required fees and escrow deposit (if applicable) are paid. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable laws, ordinances and regulations will be complied with. Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

APPLICANT SIGNATURE Timothy J. Tamer **Date** 6/30/26

PROJECT DESCRIPTION Replace current fence with privacy fence. Install 93 LF of 6' high privacy fence.
All posts to be set with cement. Aluminum frame/post - black with composite charcoal fencing

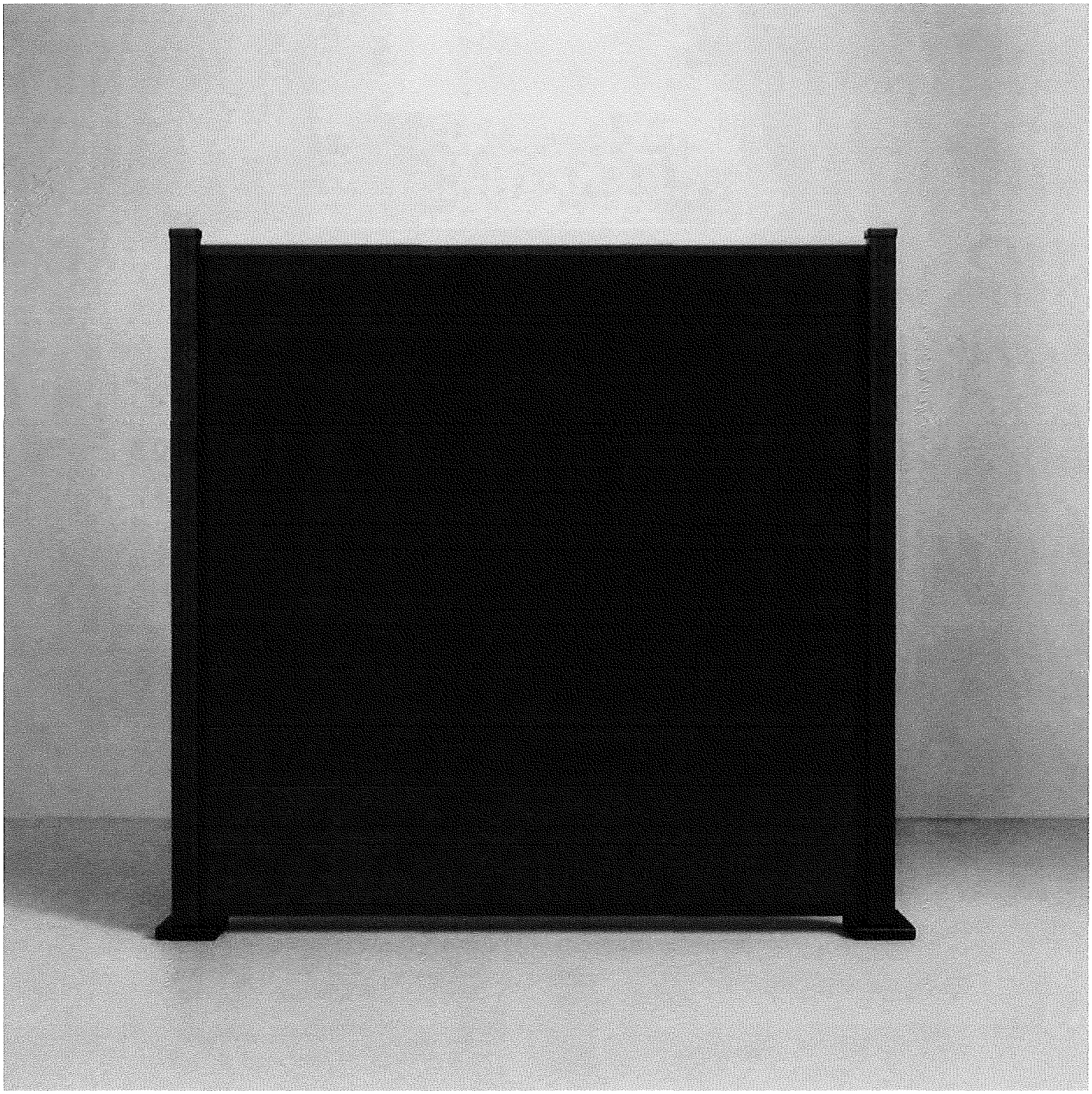
PROPOSED AREA/ DIMENSIONS

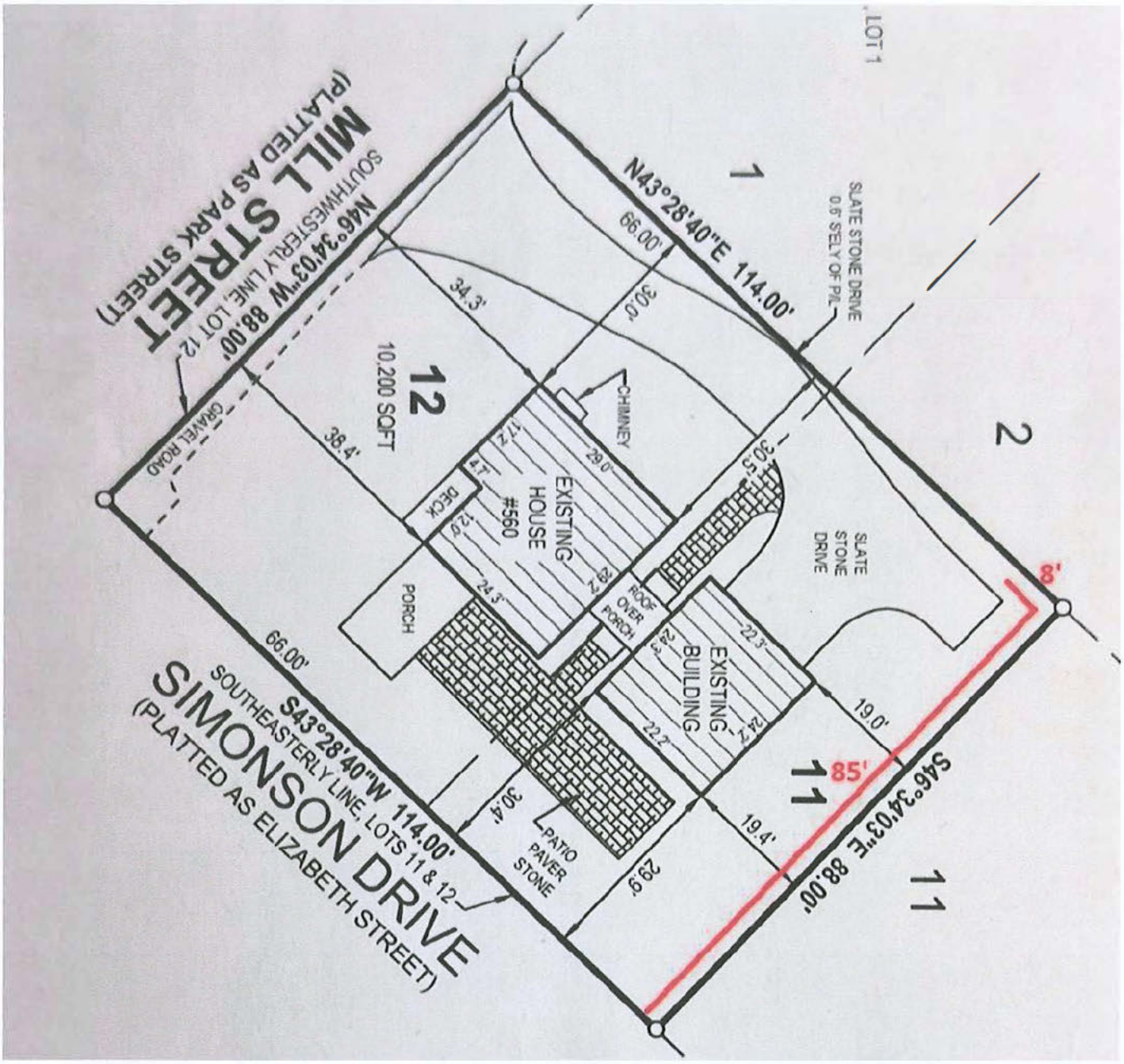
LOT AREA (SQ FT) _____ **LOT COVERAGE (%)** _____ **HEIGHT** 6 foot

TOTAL FLOOR AREA _____ **FLOOR AREA RATIO** _____

CHECKLIST

- ☐ **SURVEY**
- ☐ **CURRENT SITE IMPROVEMENTS** (include structures, sidewalks, decks, streets, fences, etc)
- ☐ **PROPOSED IMPROVEMENTS, DISTANCES FROM OTHER IMPROVEMENTS/PROPERTY LINES, DIMENSIONS**
- ☐ **LOCATION OF FLOOD PLAINS, WATERSHED, WETLANDS, EASEMENTS, CRITICAL DUNES**
- ☐ **DESCRIPTION OF PROPOSED USE INCLUDING ACTIVITIES** _____





From foundation to street fence must not exceed 3 feet. Shown in blue

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

City of Saugatuck EST. 1868

Historic District Permit Application

Location Information — Application Number____-_____

Address 560 Mill St Parcel Number 57 051 001 22

Applicants Information

Name Timothy Tamer Address / PO Box _____

City_____ State_____ Zip_____ Phone_____

Interest In Project _____ E[redacted]

Signature_____ Date _____

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 Out Back Fence Contact Name _____

Address / PO Box [redacted] City [redacted]

State MI Zip [redacted] Phone [redacted] Fax _____

E-Mail [redacted]

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)

Replace current fence with privacy fence. Install 93 lf of 6' high privacy fence.

All posts to be set with cement. Aluminum Frame/post black with composit charcoal fencing

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: _____

Permanent Sign Fee: $75

Sign Application

Location Information

Application Number_____-_____

Address 888 Holland Street

Parcel Number 57-100-016-00

Applicants Information

Name_____ Address / PO Box _____

5/21/2026 City_____ State_____ Zip_____ Phone_____

Interest In Project_____ E-Mail _____

Signature Nadia Hasan Signed by: A066B4AC142546D... Date 5/21/2026

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 _____

Property Information

Building Width 52' Property Width 51' Current Use Bed & Breakfast

Historic District Yes

Sign Description (attach more sheets if necessary)

Type: Permanent_____ Temporary _____ Attached _____ Detached X

Proposed Size(s) 72" H x59" W Illumination No Dates to be displayed 6/1/26 - indefinitely

Further Comments:

I plan to set up the sign almost exactly as the previous owners had it, per the photo attached.

The wooden sign will be attached to two, 72" tall x PVC wrapped fence posts. While I do not have a sample of the materials to be used, I have a link of exactly the fence post I will be using. It is a Home Depot item with the following SKU #s:

Internet # 322870525Model # CC0606ENPCSCS

Best,

Nadia

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)

OFFICE USE ONLY:

Date Application Complete_____Date Fee Paid_____

Notes: _____

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