



**Zoning Board of Appeals
Regular Meeting**

March 12, 2026 - 6:30PM

Saugatuck City Hall - 102 Butler St. Saugatuck, MI 49453

1. **Call to Order / Roll Call**
2. **Agenda Changes/Additions/Deletions**
3. **Approval of Minutes:**
 - A. Minutes of Regular Meeting held on January 8, 2026
4. **Public Comments on Agenda Items (Limit 3 Minutes)**
5. **Old Business:** None.
6. **New Business:**
 - A. 250 Mason – Dimensional Variance Request
7. **Communication:**
8. **Commission Comments:**
9. **Public Comments (Limit 3 Minutes)**
10. **Adjourn (Voice Vote)**

NOTICE:

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

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

(312) 626-6799

-or-

(646) 518-9805

Then enter "Meeting ID":

269 857-2603

Please send questions or comments regarding meeting agenda items prior to meeting to:

gmoore@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck

City Clerk at

269-857-2603 or

sara@saugatuckcity.com for further information.

Public Hearing Procedure

- A. Hearing is called to order by the Chair
- B. Summary by the Zoning Administrator
- C. Presentation by the Applicant
- D. Public comment regarding the application
 - 1) Participants shall identify themselves by name and address
 - 2) Comments/Questions shall be addressed to the Chair
 - 3) Comments/Questions shall be limited to **three** minutes
 - 1. Supporting comments (audience and letters)
 - 2. Opposing comments (audience and letters)
 - 3. General comments (audience and letters)
 - 4. Repeat comment opportunity (Supporting, Opposing, General)
- E. Public comment portion closed by the Chair
- F. Commission deliberation
- G. Commission action



Zoning Board of Appeals

Meeting Minutes Draft – Subject to Approval

January 8, 2026, at 6:30 P.M.

Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453

1. Call to Order

The meeting was called to order at 6:30 by Vice-Chair Bouck.

2. Roll Call

Members Present: Bouck, Crawford, Raphael, Holley

Members Absent: Bont, Kubasiak

Staff Present: Planning & Zoning Director Moore, Deputy Clerk Williams

Others Present: None.

3. Approval of Agenda

Motion by Holley, supported by Raphael, to approve the agenda as presented for January 8, 2026. Via voice vote, motion carried 4-0.

4. Approval of Minutes

Motion by Crawford, supported by Holley, to approve the December 11, 2025, minutes as presented. Via voice vote, motion carried 4-0.

5. Public Comment

None.

6. New Business

A. Activity Report 2025

Motion by Holley, supported by Raphael, to approve the Activity Report for 2025.

Via voice vote, motion carried 4-0.

B. Annual Election of Officers

Motion by Bouck, supported by Crawford to elect Kubasiak as Chair, and Bouck as Vice Chair of the Zoning Board of Appeals. Via voice vote, motion carried 4-0.

7. Communications

None.

8. ZBA Member Comments

None.

9. Public Comments

None.

10. Adjournment

Motion by Holley, supported by Raphael, to adjourn at 6:38 pm. Via voice vote, Motion carried 4-0.

Submitted by:

Sara Williams

Deputy Clerk

City of Saugatuck



MEMORANDUM

City of Saugatuck Zoning Board of Appeals

Memo Date:	March 6, 2026	Meeting Date:	March 12, 2026
Request:	Dimensional Variance	Applicant:	Kendra Scheerhorn
Address:	250 Mason Street	Zoning District:	R-4 CER
Parcel:	03-57-300-152-00	Recommendation:	See report
City Staff:	Grayson Moore	Consultant:	David M. Jirousek, AICP

Overview

The applicant requests a variance to allow an off-street parking area to be placed within the required five-foot (5') landscape separation screening strip along the north property line of the subject property. The request relates to Section 154.134 (G)(1), which is shown below:

(G) Screening.

(1) All off-street parking shall have a properly maintained landscape separation strip at least five feet in width along all property lines and streets on which the off-street parking is located.

Background

The applicant plans to renovate and retrofit the building for the purpose of establishing a bed and breakfast establishment. The subject property is zoned R-4 City Center Transitional Residential District (CER), and it also falls within the boundaries of the Historic District. All building and site improvements are also subject to review and approval by the Historic District Commission (HDC).

The R-4 CER district requires lots to be 8,712 square feet in area and 66 feet in width. The application notes that the lot dimensions match these minimum requirements. Additionally, the building on the site is a former church with a footprint of 2,598 square feet. The rear of the building extends approximately halfway into the site.

Submittal Checklist

The applicant has provided responses to variance standards, project information, fence screening specifications, and a parking lot site plan based on a site survey.

Zoning Commentary

The bed and breakfast is proposed to have one (1) parking space for each of the 10 guestrooms and one (1) for the owner-occupant, for a total of 11 off-site parking spaces. The proposed number of parking spaces exceeds the requirement of the Zoning Ordinance for bed and breakfast establishments by seven (7) spaces, as the calculation below results in four (4) spaces (rounded up from 3.66). It should also be noted that the Zoning Ordinance does not set a maximum number of guest rooms for a bed and breakfast establishment, so additional parking is needed as the number of rooms increases.

*Section 154.135 Minimum Off-Street Parking Requirements
Bed and Breakfast: 1.0 parking spaces per 3 sleeping units*

The Zoning Ordinance requires 90-degree parking spaces to be at least nine feet (9') wide and 20 feet deep, while drive aisles between parking rows must be at least 22 feet in width. The depth of the rear yard is approximately 62 to 63 feet, which would provide adequate space for the proposed 62-foot-deep, 11-space off-street parking lot.

*Off-Street Parking
Section 154.134 Site Development Requirements*

(B) Size. All parking spaces shall be at least nine feet wide and 20 feet in length.

(F) Site maneuverability. Each parking space, within an off-street parking area, shall be provided with adequate access by means of maneuvering lanes. Backing directly onto a street right-of-way shall be prohibited. The width of required maneuvering lanes may vary depending upon the proposed parking pattern as follows:

(1) For right angle parking patterns 75 to 90 degrees, the maneuvering lane width shall be a minimum of 22 feet...

While the dimension and size of the rear yard allow for an 11-space parking lot, there is insufficient space to incorporate the required five-foot (5') landscaping separation strip between the north parking row and the north (rear) property line. As such, the applicant seeks relief from this requirement and proposes a six-foot (6') high cedar board fence in place of the landscaped area.

It should be noted that the parking lot could be designed with nine-foot (9') wide parking spaces arranged in an "L-shape," with six (6) parking spaces along the rear of the building and four (4) parking spaces along the west property line, resulting in 10 spaces. The applicant should address whether alternative designs were considered and why compliance would be unnecessarily burdensome.

ZBA Authority and Variance Standards

According to Section 154.155 (A), where there are practical difficulties or unnecessary hardship in the way of carrying out the strict letter of this chapter, the Zoning Board of Appeals (“Board”) may, in passing on appeals, vary or modify any of the rules or provisions of the Zoning Ordinance relating to the construction, or structural changes in, equipment, or alteration of buildings or structures, or the use of land, buildings or structures, so that the intent of the ordinance is observed, public safety secured, and substantial justice done. Variances should only be approved in limited cases with unique circumstances and extraordinary conditions.

Section 154.155 (B) provides the standards that must be met in order for the Board to grant a dimensional (non-use) variance:

- 1. That strict compliance with area, setbacks, frontage, height, bulk, or density would unreasonably prevent the owner from using the property for a permitted purpose, or would render conformity unnecessarily burdensome.*

Comment: The applicant has not demonstrated that compliance with the Zoning Ordinance would be unnecessarily burdensome, as other development scenarios or a lesser number of parking spaces could be considered. The Zoning Ordinance only requires four (4) parking spaces for 10 guestrooms and an owner’s suite, which can be easily accommodated on the site, so compliance does not prevent the owner from using the property as a bed and breakfast. However, based on the City’s seasonal parking demands, it seems reasonable to accommodate all guest parking on-site and off-street, so compliance with the landscape strip and reducing the parking lot capacity could be considered unnecessarily burdensome.

- 2. That a variance would do substantial justice to the owner as well as to other property owners in the district, or whether a lesser relaxation would give substantial relief and be more consistent with justice to others.*

Comment: A variance would allow the owner to reasonably accommodate all guests with on-site and off-street parking. Additionally, as long as stormwater runoff is managed, the larger parking area without the north landscape strip would do substantial justice to nearby property owners and residents, as the proposed six-foot (6’) fence would provide more substantial and effective screening of the parking lot than a landscape strip.

- 3. That the plight of the owner is due to unique circumstances of the property and not to general neighborhood conditions.*

Comment: The lot complies with the minimum area and with the requirements of the R-4 CER Zoning District. However, only half of the lot is available to accommodate on-site parking, and it barely meets the minimum zoning requirements.

While the lot would certainly provide sufficient space for residential use and parking, the lot's size relative to the building and the dimensions required for a commercial parking lot could be considered unique circumstances. Additionally, the presence of an existing historic church building, which is intended to be preserved and retrofitted, could certainly be considered a unique circumstance related to the property that would not apply to most other properties in the neighborhood and zoning district.

4. *That the problem is not self-created or based on personal financial circumstances.*

Comment: While it could be argued that a smaller parking lot or fewer guest rooms could be proposed, the seasonal parking demand in the City of Saugatuck and the need to accommodate as much on-site and off-street parking as possible are not self-created. Additionally, incorporating a larger 11-car parking area with wood fence screening is not financially advantageous compared to a smaller, compliant four (4)- car parking lot.

Recommendation

Pursuant to Section 154.155 (B), if the applicant is not able to meet all of the standards noted above, the Board must deny the request. If the Board finds that the practical difficulty is not unique but common to several properties in the area, the finding shall be transmitted by the Board to the Planning Commission, which will determine whether to initiate an amendment to the Zoning Code, per Section 154.156 (C).

Based on a review of the four aforementioned variance standards, we believe that a variance can be justified. The ZBA could also take a strict stance, and counterarguments could also be warranted. Ultimately, the ZBA must exercise its discretion to assess whether requiring compliance with the Zoning Ordinance is unnecessarily burdensome and whether the church retrofit and related seasonal parking demands are unique in this situation.

Any motion supporting or against the variance request must specifically reference the Board's findings concerning all applicable standards. Possible motions for consideration include the following:

- A. *I move to **approve** the variance request related to Section 154.134 (G)(1), submitted by Kendra Scheerhorn to construct an 11-space parking lot at 250 Mason Street in the rear yard without a five-foot (5') northern landscape separation strip. The **approval** is based on the board's findings related to Section 154.155 (B).*
- B. *I move to **postpone consideration** of the variance request related to Section 154.134 (G)(1), submitted by Kendra Scheerhorn to construct an 11-space parking lot at 250 Mason Street in the rear lot without a five-foot (5') northern landscape separation strip to provide the applicant with the opportunity to provide further justification for their request.*

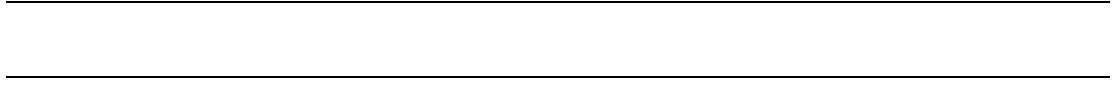
C. I move to **deny** the variance request related to Section 154.134 (G)(1), submitted by Kendra Scheerhorn to construct an 11-space parking lot at 250 Mason Street in the rear lot without a five-foot (5') northern landscape separation strip. The **denial** is based on the board's findings related to Section 154.155 (B).

1. Strict compliance with area, setbacks, frontage, height, bulk, or density would unreasonably prevent the owner from using the property for a permitted purpose, or would render conformity unnecessarily burdensome because of the following:

2. A variance would do substantial justice to the owner as well as to other property owners in the district, or whether a lesser relaxation would give substantial relief and be more consistent with justice to others, because of the following:

3. The plight of the owner is due to unique circumstances of the property and not to general neighborhood conditions because of the following:

4. The problem is not self-created or based on personal financial circumstances because of the following:





Zoning Board of Appeals Application

LOCATION INFORMATION APPLICATION NUMBER _____ - _____

Address 250 Mason Street Parcel Number 57-300-152-00

APPLICANTS INFORMATION

Name Kendra Scheerhorn Address / PO Box _____
City _____ State _____ Zip _____ Phone _____
Interest In Project Owner E-Mail _____
Signature Kendra Scheerhorn Date 2/16/26

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 or to gather further information related to this request.

Signature _____ Date _____

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

Name Scheerhorn Builders LLC Contact Name Curtis Scheerhorn
Address / PO Box _____
State _____ Zip _____ Phone _____ Fax _____
E-Mail _____
License Number _____ Expiration Date 5/31/2026

PROPERTY INFORMATION

Depth 132' Width 66' Size 8,712 sq. ft. Zoning District R4 Current Use _____
Check all that apply: Waterfront _____ Historic District Dunes _____ Vacant _____
Application Type: Interpretation _____ Dimensional Variance Use Variance _____

ZONING VARIANCE INFORMATION

Zoning Requirement 5' landscape separation strip Proposed Variance Fence in lieu of 5' landscape separation strip
Zoning Requirement _____ Proposed Variance _____
Zoning Requirement _____ Proposed Variance _____

The applicant requests to be considered for a variance from Section 154.134(G)(1), of the requirement to provide a 5' landscape separation strip along the north property line of the off-street parking area and proposes to install fencing (see Appendix A) in lieu of the 5' landscape separation strip.



SITE PLAN REQUIREMENTS (SECTION 154.061)

A site plan and survey showing the following information shall be submitted with the coverage of this application and other required information as outlined below. (Please note that not all will apply for minor waterfront construction)

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.
- Other information as requested by the Zoning Administrator

DIMENSIONAL VARIANCE REQUEST STANDARDS PER SECTION 154.155(B)

Please respond to each of the following questions. As part of your request to obtain a dimensional or non-use variance, the owner must show a practical difficulty by demonstrating that all of the following standards are met:

- (1) Explain how strict compliance with area, setbacks, frontage, height, bulk or density would unreasonably prevent the owner from using the property for a permitted purpose, or would render conformity unnecessarily burdensome;

Strict compliance with the required 5' landscape separation strip on the north property line would render conformity unnecessarily burdensome due to the fixed footprint of the existing building, a contributing historic resource that cannot be modified without impacting its historic character. The remaining site area would significantly constrain the parking layout, preventing on-site parking for all guests and the owner-occupants. The burden results from the unique physical constraints of the property rather than the actions of the applicant.

- (2) Explain how a variance would do substantial justice to the owner as well as to other property owners in the district, or whether a lesser relaxation would give substantial relief and be more consistent with justice to others;

Granting the variance would do substantial justice to the property owner by allowing a minor adjustment necessary to accommodate the proposed layout of 11 on-site parking spaces, one space per guestroom, as well as parking for the owner-occupants. Providing adequate parking will reduce the reliance on street parking, and support community goals to improve parking availability in downtown. The request represents the minimum relief necessary, as a lesser relaxation wouldn't allow the proposed parking configuration. The plan also proposes an opportunity to extend the City sidewalk to the property to the north that is currently utilized as a single-family residential rental property; the sidewalk extension would improve pedestrian access and connectivity serving that residence.

- (3) Explain how the plight of the owner is due to unique circumstances of the property and not to general neighborhood conditions; and

The difficulty results from unique conditions specific to this property, including the presence of a historic structure identified as a contributing resource in the Historic District, originally constructed as a church and now being adaptively reused as an owner-occupied bed and breakfast within the R-4 City Center Transitional Residential District. The project adheres to preservation of the structure consistent with its historic status, limiting opportunities to modify the building footprint or placement. As a result, site layout options are constrained, and limited opportunities exist to repurpose the structure while providing on-site parking for all guests and the owners who will reside at the property.

- (4) Explain how the problem is not self-created or based on personal financial circumstances. The difficulty is not self-created and is not based on financial considerations. It results from the historic building placement and physical limitations of the property that predate current ownership. The request represents the minimum relief necessary to allow efficient use of the site and maximize reasonable parking opportunities while maintaining the intent of the ordinance.



USE VARIANCE REQUEST STANDARDS PER SECTION 154.155(C)

Please respond to each of the following questions. As part of your request to obtain a use variance, the applicant must show an unnecessary hardship by demonstrating that all of the following standards are met:

- (1) Please explain how the property in question cannot be used for any of the uses permitted in the district in which it is located;

- (2) Please explain how the plight of the owner is due to unique circumstances of the property and not to general neighborhood conditions;

- (3) Please explain how by granting the variance, the essential character of the neighborhood would not be altered; and

- (4) Please explain how the problem is not self-created or based on personal financial circumstances.



OFFICE USE ONLY:

Application Complete _____ Date _____ Fee Paid _____ Date Paid _____

Date Notice Sent _____ Date Resident Notification _____ Hearing Date _____

Notes: _____

Motion to Approve _____ Deny _____

Findings of Fact:

Chair Signature _____	Vote _____
Member Signature _____	Vote _____
Member Signature _____	Vote _____
Member Signature _____	Vote _____
Member Signature _____	Vote _____

250 MASON STREET SITE PLAN
3/1/2026



LEGEND

	Iron-Found		Existing Gas Line
	Iron-Set		Existing Water Line
	Existing Building		Proposed Concrete Driveway
	Existing Concrete		Proposed Screening
M=	Measured		Proposed Fence
P=	Platted		Proposed Catch Basin
	Existing Sewer Line		Proposed Leach Basin
	Existing Gas Meter		Existing Spot Elevation
	Existing City Storm Drain		Proposed Spot Elevation
			Proposed Minor Contour

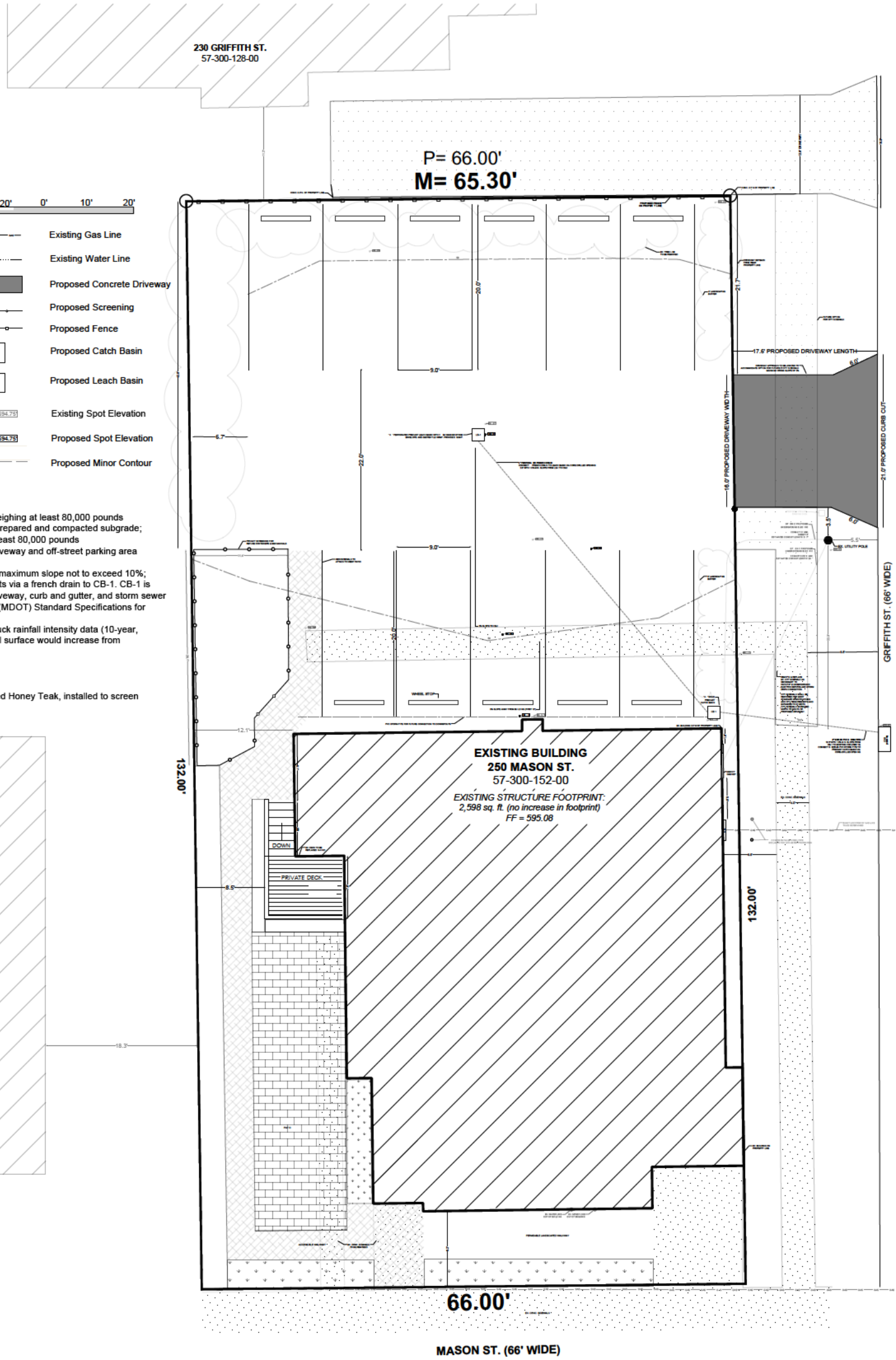
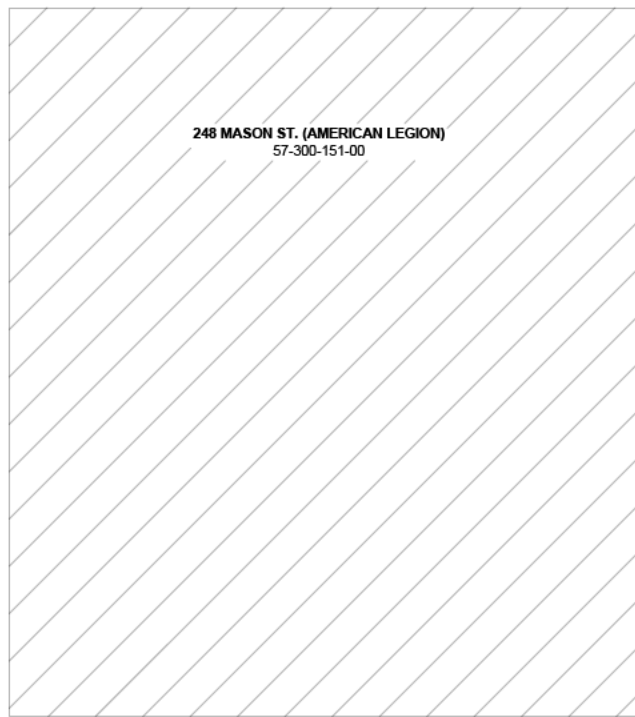
SCALE: 1" = 20' 0" 10" 20"

250 MASON STREET DRIVEWAY & OFF-STREET PARKING NOTES

- Curb cut: 21' curb cut width
- Driveway: 16' unobstructed width, serving single family dwelling
- Driveway surface: Concrete to support the imposed loads of fire apparatus weighing at least 80,000 pounds
- Off-street parking surface: 4-6" of compacted 22A road gravel over properly prepared and compacted subgrade; off-street parking surface to support the imposed loads of fire apparatus weighing at least 80,000 pounds
- Height: Vertical height clearance greater than 13'6" maintained throughout driveway and off-street parking area
- Water supply: All the water supply requirements are existing
- Drainage: Finished grade shall be designed to provide positive drainage with maximum slope not to exceed 10%; surface runoff from off-street gravel parking area shall be to LB-1 that connects via a french drain to CB-1. CB-1 is proposed to connect to the city's stormwater drain (CB6115). All sidewalk, driveway, curb and gutter, and storm sewer construction shall conform to current Michigan Department of Transportation (MDOT) Standard Specifications for Construction and applicable MDOT Standard Plans.
- Stormwater: Based on Rational Method calculations using the City of Saugatuck rainfall intensity data (10-year, 15-minute event), post-development peak discharge from the proposed gravel surface would increase from approximately 0.092 cfs to 0.168 cfs.

PROPOSED FENCING NOTES

- Height: 6'
- Material: Horizontal 1" X 6" cedar board fence with 4" X 4" cedar posts, stained Honey Teak, installed to screen parking area and provide visual buffer to adjacent property.



APPENDIX A - CONCEPTUAL SCREENING EXAMPLE

Image provided for illustrative purposes only to demonstrate the character and scale of a proposed fence and screening element. Final fencing design is not part of this Variance Request and will comply with applicable City of Saugatuck Zoning and Historic District requirements.



PROPOSED FENCING NOTES

- Height: 6'
- Material: Horizontal 1" X 6" cedar board fence with 4" X 4" cedar posts, stained Honey Teak, installed to screen parking area and provide visual buffer to adjacent property.