



Zoning Board of Appeals

Bruce Douglas, Chairperson Denise M. O'Connell, Trustee
Michael Mitchell, Vice-Chairperson Melanie Bartley, Member
Dennis Pate, Member

Zoning Board of Appeals Agenda
Hartland Township Hall
Wednesday, August 19, 2026
7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the By-Laws and Election of Officers
 - [a.](#) Hartland Township Zoning Board of Appeals Rules and Procedures (Bylaws)
 - [b.](#) Election of Officers
5. Approval of the Agenda
6. Approval of Meeting Minutes
 - [a.](#) Special Meeting Minutes of July 16, 2025
7. Public Hearing
 - [a.](#) Zoning Board of Appeals Application #26-001 requesting to construct a single-family home which does not meet the current zoning regulations for required building setbacks or percentage of lot coverage. The property is located at 11639 Island Court Hartland, MI 48353 (Parcel ID# 4708-27-202-024)
8. Other Matters to be Reviewed by the Zoning Board of Appeals
 - [a.](#) 2027 ZBA Meeting Calendar
 - [b.](#) 2028 ZBA Meeting Calendar
9. Report from the Planning Commission Representative
10. Call to Public
11. Adjournment

Hartland Township Zoning Board of Appeals Rules and Procedures (Bylaws)

(Adopted August 19, 2026)

The following rules of procedure are hereby adopted by the Hartland Township Zoning Board of Appeals to facilitate the performance of its duties as outlined in the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended, MCL 125.3101, et seq.

SECTION 1: Duties of the Zoning Board of Appeals

The Zoning Board of Appeals shall perform the following duties:

- A. Act on applications for variances, appeals, interpretations, or other matters as required by the zoning ordinance and Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended, MCL 125.3101, et seq.
- B. Provide oversight on the annual budget for the Zoning Board of Appeals' activities.
- C. Attend training sessions, conferences, or meetings as needed to properly fulfill the duties of a Zoning Board of Appeals member, and for which appropriations of funds have been approved by the Township Board, as needed.
- D. Perform other duties and responsibilities as requested by the Township Board or as may be specified in another township ordinance.
- E. Conduct site visits as deemed necessary to evaluate an application and supporting material. Site visits shall be conducted individually.

SECTION 2: Officers

- A. **Selection and Tenure** - At the first regular meeting of each year, the Zoning Board of Appeals shall select from its membership a Chairperson and Vice Chairperson. An elected township official shall not serve as Chairperson. All officers shall serve a term of one year, or until their successors are selected and assume office, except as noted in B and C below. All officers shall be eligible for re-election for consecutive terms for the same office.
- B. **Chairperson** - The Chairperson shall preside at all meetings, appoint committees and perform such other duties as ordered by the Zoning Board of Appeals or Township Board.
- C. **Vice Chairperson** - The Vice Chairperson shall act in the capacity of the Chairperson in his/her absence. In the event the office of Chairperson becomes vacant, the Vice Chairperson shall succeed to this office for the unexpired term and the Zoning Board of Appeals shall select a successor to the office of Vice Chairperson for the unexpired term.

SECTION 3: Secretary

- A. **Duties and Responsibilities** - The Township Clerk shall be responsible for acting as secretary or providing secretarial services for the Zoning Board of Appeals. The secretary shall execute documents in the name of the Zoning Board of Appeals, perform duties hereinafter listed below and shall perform such other duties as the Zoning Board of Appeals may determine.
 1. **Minutes** - The secretary shall be responsible for a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records retained by the Township Clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes, conditions or recommendations made on any action and record of attendance.
 2. **Attendance** - The secretary shall be responsible for maintaining an attendance record for each Zoning Board of Appeals member and report those records annually to the Zoning Board of Appeals for inclusion in the annual report to the Township Board.
 3. **Correspondence** - All communications, petitions, reports or other written materials received by the secretary shall be brought to the attention of the Zoning Board of Appeals.

SECTION 4: Township Board Representative

- A. Duties and Responsibilities** - The Township Board Representative to the Zoning Board of Appeals shall report the actions of the Zoning Board of Appeals to the Township Board and update the Zoning Board of Appeals on actions by the Township Board that relate to the functions and duties of the Zoning Board of Appeals.

SECTION 5: Planning Commission Representative

- A. Duties and Responsibilities** - The Planning Commission Representative to the Zoning Board of Appeals shall report the actions of the Zoning Board of Appeals to the Planning Commission and update the Zoning Board of Appeals on actions by the Planning Commission that relate to the functions and duties of the Zoning Board of Appeals.

SECTION 6: Zoning Administrator

A. Duties and Responsibilities

1. **Correspondence** - The Zoning Administrator shall be responsible for issuing formal written correspondence with other groups or persons, **as** directed by the Zoning Board of Appeals. All communications, petitions, reports or other written materials received by the secretary shall be brought to the attention of the Zoning Board of Appeals.
2. **Notices** - The Zoning Administrator shall issue notices in accordance with the zoning ordinance for all Zoning Board of Appeals' cases.
3. **Coordination** - The Zoning Board of Appeals shall be assisted by the Zoning Administrator in performing the duties of the Zoning Board of Appeals, as noted in Section 1, including but not limited to, processing applications for review, attending Zoning Board of Appeals meetings, preparing and forwarding written reviews on all applications at least one week prior to the scheduled meeting, prepare an annual budget for the Zoning Board of Appeals' activities and submit to the Township Board and perform other duties as may be directed by the Zoning Board of Appeals.

SECTION 7: Other Professional Services

- A. Duties and Responsibilities** - The Zoning Board of Appeals may be assisted by other professional or township staff as needed, including the building inspector, township attorney, township engineer or other person or agency.

SECTION 8: Meetings

- A. Meetings** - The regular meeting of the Zoning Board of Appeals will be held the third Wednesday of every month at a time to be determined by the Zoning Board of Appeals at the meeting in which the regular meeting schedule is adopted or as otherwise designated by the Chair of the Zoning Board of Appeals. When a regular meeting day falls on a legal holiday or when an occasion of special importance takes place, the Chair shall select a suitable alternative day in the same month. Prior to the end of the year, the Zoning Administrator will submit to the Zoning Board of Appeals the regular meeting schedule for the upcoming year, for their approval.
- B. Notice** - Meetings shall be noticed in accordance with the requirements of the zoning ordinance. Meeting notices shall state the purpose, time and location of meetings and shall be posted in accordance with the Open Meetings Act.
- C. Public Records** - All meetings, minutes, records, documents, correspondence and other materials of the Zoning Board of Appeals shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.
- D. Quorum** - A majority of the membership of the Zoning Board of Appeals shall constitute a quorum for transacting business and taking official action for all matters. The Zoning Board of

Appeals shall not conduct business unless a majority of the regular members is present.

- E. Voting** - To pass or deny any variance, appeal or other official action required by the zoning ordinance, an affirmative vote of at least a majority of the total membership of the Zoning Board of Appeals is required. Voting shall be by voice vote; a roll call vote shall be required if requested by any Zoning Board of Appeals member or directed by the Chairperson. Except in the case of conflict, all Zoning Board of Appeals members, including the Chairperson, shall vote on all matters, but the Chairperson shall vote last.
- F. Agenda** - The Chairperson shall be responsible for preparing an agenda for Zoning Board of Appeals meetings. The order of business for meetings shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Meeting Agenda
5. Approval of Meeting Minutes
6. Public Hearing
7. Other Matters to be Reviewed by the Zoning Board of Appeals
 - a. Correspondence Received
 - b. Zoning Board of Appeals Members
8. Report of Planning Commission Representative
9. Call to Public
10. Adjournment

- G. Public Hearings** - All public hearings held by the Zoning Board of Appeals must be held as part of a regular or special meeting of the Zoning Board of Appeals. The following rules of procedure shall apply to public hearings held by the Zoning Board of Appeals:

1. Chairperson opens public hearing and announces the subject.
2. Chairperson summarizes procedures/rules to be followed during the hearing.
3. Applicant presents request.
4. Township Zoning Administrator and/or representative presents a summary or analysis of the request.
5. Persons wishing to comment on the request are recognized.
6. Chairperson closes public hearing and returns to the regular/special meeting.
7. Zoning Board of Appeals deliberates and decides.

To ensure that everyone has the opportunity to speak, the Zoning Board of Appeals may elect to limit the time permitted for each person to speak, except that the applicant may be permitted additional time as the Chairperson allows. The Chairperson may also elect to allow persons to speak only once, until all persons have had the opportunity to speak, at which time the Chairperson, in his/her discretion, may permit additional comments. All comments by the public and the Zoning Board of Appeals shall be directed to the Chairperson.

- H. Special Meetings** - Applicants to the Zoning Board of Appeals may request a special meeting, of which all costs shall be paid by the applicant; if there is more than one applicant, the costs shall be shared equally between all applicants. The business the Zoning Board of Appeals may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. Special meetings shall also be noticed as required by the Michigan Zoning Enabling Act, as amended, the Open Meetings Act and these bylaws.

SECTION 9: Absences, Removals, Resignations, Vacancies and Alternates

- A.** To be excused, Zoning Board of Appeals members shall notify the Township Supervisor, Zoning

Board of Appeals Chairperson or Zoning Administrator when they intend to be absent from a meeting. Failure to make this notification prior to a meeting shall result in an unexcused absence.

- B. Members of the Zoning Board of Appeals may be removed by the Township Board, after written charges have been prepared and a hearing conducted, for nonperformance of duty, misconduct in office or upon failure to declare a conflict of interest. For purposes of this section, nonperformance of duty shall mean two or more consecutive, unexcused absences. Alternates shall be notified to attend a meeting any time a regular member will be absent for one or more meetings.
- C. A member may resign from the Zoning Board of Appeals by sending a letter of resignation to the Township Supervisor, Township Board or Zoning Board of Appeals Chairperson.
- D. Vacancies shall be filled by the Township Board within one month of resignation or removal of a member of the Zoning Board of Appeals. Successors shall serve out the unexpired term of the member being replaced, with the exception of the Planning Commission representative, whose term shall run consecutively with the term as Planning Commissioner.
- E. The Township Board may appoint not more than two alternates to the Zoning Board of Appeals. The alternate member may be called to sit as a regular member as provided in the zoning ordinance and the Michigan Zoning Enabling Act.

SECTION 10: Conflict of Interest

- A. Zoning Board of Appeals members shall declare a conflict of interest and abstain from participating in a hearing or deliberations on a request when:
 - 1. A relative or other family member is involved in any request for which the Zoning Board of Appeals is asked to make a decision;
 - 2. The Zoning Board of Appeals member has a business or financial interest in the property involved in the request, or has a business or financial interest in the applicant's company, agency or association;
 - 3. The Zoning Board of Appeals member owns or has a financial interest in neighboring property. For purposes of this section, a neighboring property shall include any property falling within the notification radius for the proposed development, as required by the zoning ordinance or other applicable ordinance, or
 - 4. There is a reasonable appearance of a conflict of interest, as determined by the Zoning Board of Appeals member declaring such conflict.
- B. The Zoning Board of Appeals member declaring a conflict of interest should state the nature of the conflict and whether he/she believes he or she could impartially consider the request before the Zoning Board of Appeals. He/she should individually decide to abstain from any discussion or votes relative to the matter that is the subject of the conflict. The member declaring a conflict may absent him/herself from the room in which the discussion takes place, unless doing so would violate his/her constitutionally protected rights to participate. He/she should not make any presentations to the Zoning Board of Appeals as a representative of the proposal.

SECTION 11: Amendments

These bylaws may be amended at any meeting by a vote of a majority of the membership of the Zoning Board of Appeals.

Adopted by the Hartland Township Zoning Board of Appeals at their meeting on August 19, 2026.

**Zoning Board of Appeals
Special Meeting Minutes
Date: July 16, 2025 at 7:00 p.m.
Hartland Township Hall**

This is a Draft until Final Approval

1. CALL TO ORDER:

The meeting was called to order at 7:01 p.m. by Chairperson Douglass.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL:

Members Present: Bartley, Douglass, Mitchell, O'Connell, Pate

Members Absent: None

Also present: Troy Langer, Township Planning Director

4. APPROVAL OF THE BY-LAWS AND ELECTION OF OFFICERS

a. By-Laws

Planning Director Troy Langer stated there were no changes to the Hartland Township Zoning Board of Appeals Rules and Procedures (By-Laws) from the previous year.

Move to Approve the Hartland Township Zoning Board of Appeals By-Laws.

Motion: O'Connell Second: Pate Voice Vote: Motion Carried 5-0-0

b. Election of Officers

Director Langer stated that Bruce Douglass is the current Chair and Mike Mitchell is the Vice Chair.

Move to approve Bruce Douglass as Chair and Mike Mitchell as Vice Chair.

Motion: Mitchell Second: O'Connell Voice Vote: Motion Carried 5-0-0

5. APPROVAL OF THE MEETING AGENDA:

Move to approve the July 16, 2025 Zoning Board of Appeals meeting agenda as presented.

Motion: O'Connell Second: Pate Voice Vote: Motion Carried 5-0-0

6. APPROVAL OF MEETING MINUTES:

Move to approve the Special Meeting Minutes of November 15, 2023 ZBA meeting minutes.

Motion: Bartley Second: Pate Voice Vote: Motion Carried 5-0-0

7. PUBLIC HEARING:

A. Zoning Board of Appeals Application #25-001.

Applicant: Jeffrey Lawrence
Property Owner: Jeffrey Lawrence
Present: Jeffrey Lawrence, Homeowner
Dennis Disner, Arcadian Residential Design

Location:

The property is located at 1831 Lakena, Hartland, MI 48353 (Parcel #: 4708-27-101-086).

Chairperson Douglass asked Director Langer to provide a summary of the applicant's request. Director Langer explained that the location of the property is south of M-59 and east of US-23. Photos of the properties' current condition were shown including the south and east facades. Director Langer stated that this property was a deer processing facility which was then turned into a single-family home. All previous variances have been approved, and the applicant is now requesting to enclose the deck to make it a 3-season room. There will be a slight roof overhang. The applicant went to the Zoning Board of Appeals in 2019 for this as a deck and it is now a variance because there is a change to the original variance.

Chairperson Douglass requested clarification on the roof peak next to the deck, as the current photos do not show it. Architect Disner stated that the roof peak shown in the photo is already approved from a different request.

The applicant stated that the original intent was to rent this property, but then it was decided that they would move into it and make it their main home. There were changes to the project from what was on the original variance and that is why they are here today. They are ready to move on with the project quickly if approved.

Chairperson Douglass inquired if there were any further questions and if not, he will call for a motion.

Move to approve Zoning Board of Appeals Case #25-001, a request for a variance to add onto a nonconforming structure, as outlined in Section 7.2.4.C. of the Hartland Township Code of Ordinance, for the property addressed as 1831 Lakena Street, Parcel ID #4708-27-101-086, based on a finding of the following:

- 1. Strict compliance with the restrictions governing setbacks would unreasonably prevent the owner from converting an existing balcony into a sunroom, of a size that is useable for residential use.**
- 2. Alternate designs are not practicable to be considered that could provide compliance with the required setbacks and still provide substantial justice to the applicant.**
- 3. Granting a lesser variance will limit the size of the floor area/living space and will not give substantial relief to the applicant or be consistent with justice to other property owners.**
- 4. Unique circumstances exist on the subject site that would restrict the applicant from meeting the required setback standards. The corner lot is a nonconforming lot regarding lot area and the existing building is nonconforming relative to the rear yard setback.**

5. The circumstances are not self-created as the lot was created in 1925, and the building was constructed in 1930 in its current location. The building is considered nonconforming, and the required modification (conversion of balcony to a sunroom) requires a variance

Motion: Douglass Second: O'Connell Voice vote: Motion Carried 5-0-0

8. OTHER MATTERS TO BE REVIEWED BY THE ZONING BOARD OF APPEALS

Move to approve the 2025 and 2026 ZBA Calendar.

Motion: Bartley Second: Pate Voice vote: Motion Carried 5-0-0

9. REPORT OF THE PLANNING COMMISSION REPRESENTATIVE

Member Mitchell gave a brief overview of the developments that are underway in the Township including

- Sawyer Ridge single family housing development which is south of M-59 and west of Pleasant Valley Rd. This property was previously owned by Maybury Homes.
- Square One which will be a combination of commercial properties and deluxe apartment units at the corner of M-59 and Old US-23.
- LOC Credit Union will leave Fountain Square to have a standalone with a drive-thru in front of Target.
- Kroger gas station in front of Target.
- 3-Story Climate Controlled Storage Unit behind Arbys.
- Urban Air behind Mackles and Black Rock which will include rock walls, ziplines, trampolines and more.
- Chick-fil-a at the old Burger King Site.

10. CALL TO THE PUBLIC:

No one came forward

11. ADJOURNMENT:

Move to adjourn the meeting at 7:23 p.m

Motion: Mitchell. Second: Douglass. Voice Vote: Motion Carried 5-0-0



Board of Trustees

William J. Fountain, Supervisor
Larry N. Ciofu, Clerk
Kathleen A. Horning, Treasurer

Brett J. Lubeski, Trustee
Summer L. McMullen, Trustee
Denise M. O'Connell, Trustee
Joseph M. Petrucci, Trustee

MEMORANDUM

DATE: August 12, 2026
TO: Hartland Township Zoning Board of Appeals
FROM: Planning Department

SUBJECT: Zoning Board of Appeals Application #26-001 requesting to construct a single-family home which does not meet the current zoning regulations for required building setbacks or percentage of lot coverage. The property is located at 11639 Island Court Hartland, MI 48353 (Parcel ID# 4708-27-202-024).

General Information

Applicant/Property Owner: Larry Ollearis

Subject Property: 11639 Island Court
Hartland, MI 48353
Parcel ID# 4708-27-202-024

Property Information

The property, addressed as 11639 Island Court, is in the Melody Acres #3 Subdivision (Lot 27). The residential subdivision was platted in 1954. The subject property is triangular in shape and is considered a lake lot on Handy Lake. The lot is also considered a corner lot as it has frontage along Handy Lake and Island Court. The lot has approximately 109.9 feet of frontage (lot width) along Island Court (south lot line). The frontage along the lake's edge is approximately 150.8 feet (east lot line). The dimension of the west lot line is approximately 108 feet. The property contains approximately 0.137 acres or approximately 1,790 square feet of land. The existing one-story residential building is approximately 882 square feet in size.

Background Information

The following information gives some background history associated with the subject site.

- Melody Acres #3 Subdivision was platted in 1954. The property is currently zoned SR (Suburban Residential).
- Per the Township Assessing records the original one-story house was built in 1964.
- On September 18, 2012, Land Use Permit #1217 was approved for the installation of four (4) replacement windows.
- On July 16, 2015, Land Use Permit #8965 was approved for the installation of four (4) replacement windows.
- On April 7, 2026, Land Use Permit #26-070 was approved for the demolition of the existing residential structure.

Zoning

The property is zoned SR (Suburban Residential). Section 3.1.6.E. outlines the development standards for SR (Suburban Residential), which requires a minimum lot area of 20,000 square feet if on public sewer and water; 32,670 square feet with no public sewer and water. The SR district also requires a minimum lot width of 120 feet. The subject property is served by public sanitary sewer (grinder pump) and private well (water).

The subject lot is approximately 1,790 square feet in area and does not meet the current SR (Suburban Residential) zoning standards of a minimum lot area of 20,000 square feet (if on public sanitary sewer and water).

The lot width along Island Court is approximately 109.9 feet and does not meet the minimum required lot width of 120 feet. As a result, the lot is considered a nonconforming lot of record, regarding lot width and lot area as required for the SR zoning district.

Section 7.2.3.A.i. of the Zoning Ordinance (Nonconforming Lots of Record) provides yard requirements for a nonconforming lot as follows: the required front yard setback is twenty-five (25) feet; the required side yard setback is ten (10) feet; and the rear yard setback is fifteen (15) feet. A maximum of thirty percent (30%) lot coverage is permitted for buildings. An additional thirty percent (30%) is permitted for driveway areas, sidewalks, patios or other impervious surface materials. In no case shall there be more than a total of sixty percent (60%) impervious surface on a lot.

As noted, the lot is also considered a corner lot as it has frontage along Handy Lake and Island Court and thus has two (2) front yards. The lot has approximately 109.9 feet of frontage (lot width) along Island Court (south lot line). The lot width at the lake's edge is approximately 150.8 feet (east lot line).

Floodplain

The subject property is indicated to be located within a floodplain area, on the Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA), dated September 17, 2008. The applicant has performed a survey, which indicates the floodplain area to be slightly different than the Flood Insurance Rate Map. When an applicant has performed a survey that indicates the floodplain map should be changed, an application to amend the Federal Emergency Management Agency (FEMA) map. This application is called a Letter of Map Amendment (LOMA). Staff has outlined this as a condition of the approval of the variance request (ZBA #26-001).

Summary of ZBA Case #26-001

Existing Nonconforming Residential Structure

The existing one-story residential structure is approximately 882 square feet in area and does not have a garage. The building is approximately fourteen (14) feet from the front lot line (along Island Court); approximately twenty-two (22) feet from the front lot line along Handy Lake; and five (5) feet from the side (west) lot line. The existing house as it is situated on the lot is considered a nonconforming structure because the building does not meet the required front and side yard setbacks. As a result, an addition to the existing structure would require a variance to add onto a nonconforming structure.

Staff is treating the west lot line as the side lot line, which requires a ten (10) foot setback for a nonconforming lot of record. Due to the triangle shape of the lot, there is no rear yard.

If the required building/yard setbacks are applied to this lot, the buildable area is approximately 777 square feet and is a triangular shape. Given this restriction of buildable area and shape of the lot and buildable area,

it would be difficult to construct a new house that would comply with the required setbacks and minimum floor area for the SR zoning district.

Minimum Floor Area

The minimum required floor area for a single-family dwelling in the SR (Suburban Residential) zoning district is 1,200 square feet for a 1-story dwelling. For a 1+ story dwelling the minimum floor area is 960 square feet (first floor) and 1,200 square feet total for the floor area.

The Definitions section of the Zoning Ordinance provides a definition of floor area, usable residential, in Section 2.100 as follows:

Floor Area, Usable Residential: The gross floor area minus areas in basements, unfinished attics, attached garages, and enclosed or unenclosed porches.

Proposed Residential Structure Floor Area

The applicant intends to demolish the existing house and construct a new house on the lot. The proposed 1-story house is approximately twenty-eight (28) feet wide by fifty-two (52) feet long, with a total floor usable area of approximately 1,456 square feet. The house contains three (3) bedrooms and two (2) bathrooms. The house also has an attached 2 stall garage which is approximately 400 square feet (20 feet by 20 feet). The garage does not count as usable floor area. Conceptual elevations of the house are provided, however elevations for the attached garage are not shown. Conceptual floorplans are also provided.

The proposed usable floor of the house is 1,456 square feet if using the house dimensions as 28 feet by 52 feet. This complies with the minimum required floor area of 1,200 square feet for a 1-story dwelling. The total square footage of the house and garage is 1,856 square feet. The house will have a crawl space and no basement.

It should be noted that decks, patios, pavers, or other hardscaping are not shown on the submitted plans. As a result, staff was unable to assess any deviations from the Zoning standards for those features (setbacks or lot coverage).

Variance Requests

The applicant is requesting variances for the proposed single-family residential structure to deviate from the required yard setbacks and to exceed the maximum allowed lot coverage for buildings. The variance requests are based on Section 7.2.3.A.i. of the Zoning Ordinance (Nonconforming Lots of Record) for yard setbacks and lot coverage for buildings. The variance requests are outlined below by topic.

Dimensional Variance Request from Required Yard Setbacks

The proposed house as presented on the survey submitted by the applicant does not meet the required front yard and side yard setbacks; as a result, the applicant is requesting dimensional variances for those setbacks.

As a side note, the applicant has done their best to hand draw a representation of the proposed house on the survey of the property. However, when staff examined the house plans, the footprint of the house and garage did not quite scale properly. As a result, staff has drawn the house and garage on the survey, submitted by the applicant, to the stated scale of (1" = 20'). Staff has provided a marked-up version of the survey showing the correct house and garage dimensions, drawn to scale. This version is used for the analysis of the dimensional deviations and variances.

Following is a summary of the required setbacks, proposed setbacks, and variance request. Setbacks are measured from the closest point of the building to the adjacent lot line.

Yard	Required Setback	Proposed Setback	Variance Request
Front Yard (Island Court frontage)	25 feet	10 feet	15 feet
Front Yard (Handy Lake frontage)	25 feet	10 feet	15 feet
Side Yard (west lot line)	10 feet	5 feet	5 feet

Dimensional Variance Request for Lot Coverage for Buildings

The applicant is also asking for a variance to exceed the maximum allowed lot coverage of thirty percent (30%) for buildings on a nonconforming lot of record. A maximum of thirty percent (30%) lot coverage is permitted for buildings. The combined area of the proposed house and attached garage equates to 1,856 gross square feet. The parcel area is 0.137 acres or 5,968 square feet. Thirty percent (30%) building coverage of the lot area equates to 1,790 square feet.

Following is a summary of the maximum allowed lot coverage for buildings and the variance request.

Maximum lot coverage for Buildings: 30% of lot area (lot area = 5,968 sq. ft.)	Proposed Lot Coverage %	Variance Request
30% = 1,790 Sq. ft. (30% x 5,968 sq. ft.)	31.9% (house sq. ft. ÷ lot area) (1,856 sq. ft. ÷ 5,968 sq. ft.)	1.9%

Considerations

The Zoning Board of Appeals may grant a dimensional variance only upon a finding by the Board that the spirit of the Zoning Ordinance will be observed, public safety secured, and substantial justice rendered by granting the variance(s). A dimensional or non-use variance allows a deviation from the dimensional (that is, height, bulk setback) requirements of the Ordinance. The applicant has provided a summary of the variance criteria and his reasons for the variances.

The findings by the Board shall confirm that practical difficulties exist and shall require demonstration by the applicant of all of the following (per Sec. 7.9.3.D. (Variances) of the Zoning Ordinance):

1. Strict compliance with the restrictions governing area, setback, frontage, height, bulk, density or other non-use matters, will unreasonably prevent the owner from using the property for a permitted purpose or will render conformity with the Ordinance unnecessarily burdensome.
2. The variance will do substantial justice to the applicant as well as to other property owners.
3. A lesser variance than requested will not give substantial relief to the applicant and/or be consistent with justice to other property owners.
4. The need for the variance is due to unique circumstances peculiar to the property and not generally applicable in the area or to other properties in the same zoning district.
5. The problem and resulting need for the variance has not been self-created by the applicant and/or the applicant's predecessors.

Analysis

In examining the criteria for a variance, the Township should only grant variances that meet the criteria outlined above. When applying the applicant's request to those criteria; staff has the following comments:

1. **Strict compliance with the restrictions governing area, setback, frontage, height, bulk, density or other non-use matters, will unreasonably prevent the owner from using the property for a permitted purpose or will render conformity with the Ordinance unnecessarily burdensome.** In this case, the lot is considered nonconforming for lot width and lot area for a SR (Suburban Residential) zoned lot. Staff believes that due to size of the lot, unique shape of the lot, and the fact that the lot has two (2) front yards, the buildable area is restricted to approximately 777 square feet, if the required building setbacks are applied. The applicant is proposing to construct an approximate 1,456 square foot single-family dwelling to comply with the minimum floor area requirements but is unable to comply with the required setbacks or lot coverage.
2. **The variances will do substantial justice to the applicant as well as to other property owners.** The variances, if granted would allow the applicant to construct a basic family home allowing proper use of the property while not becoming a problem for other homeowners in the neighborhood. This would provide substantial justice to the applicant and other property owners.
3. **A lesser variance than requested will not give substantial relief to the applicant and/or be consistent with justice to other property owners.** In this case, the proposed house size is not excessive and allows for standard living areas. The shape of the lot, size of the lot, and the required setbacks limit the buildable area for a new house. The proposed house size is consistent with the neighboring properties. A lesser variance would not give substantial relief to the applicant.
4. **The need for the variance is due to unique circumstances peculiar to the property and not generally applicable in the area or to other properties in the same zoning district.** Unique circumstances exist for this property regarding the fact that the lot is triangular in shape and has two frontages; the lot does not meet the minimum area standards; and the lot is considered a nonconforming lot of record. These unique circumstances are not generally applicable in the area or to other properties in the same zoning district.
5. **The problem and resulting need for the variance has not been self-created by the applicant and/or the applicant's predecessors.** In this case, the applicant did not create the shape or size of the subject property. The property was originally platted in 1954 with the same lot configuration as is currently presented.

Based on the analysis of the criteria and based on the evidence that was made a part of this staff memorandum; staff would support and recommend approval of the variances. Variances should only be approved when there is a showing that they meet the criteria for approval of a variance.

The Zoning Board of Appeals may approve the variance application, approve the variance application with conditions, or deny the variance request. Should the Zoning Board of Appeals wish to take one of these actions, the following is offered as recommended motion language:

Variance request:

Move to approve Zoning Board of Appeals Case #26-001 as outlined in the staff report dated August 12, 2026.

- **Move to approve** Zoning Board of Appeals Case #26-001, a request which includes variances from required yard setbacks for a new single-family structure and to exceed the maximum lot coverage for the proposed building, for a nonconforming lot of record, as outlined in Section 7.2.3.A.i. of

the Hartland Township Code of Ordinance, for the property addressed as 11639 Island Court, Parcel ID #4708-27-202-024, based on a finding of the following:

1. Strict compliance with the restrictions governing setbacks and lot coverage would unreasonably prevent the owner from constructing a single-family dwelling at a size that is useable for a residential use.
2. Alternate designs are not practicable to be considered, which could provide compliance with the required setbacks and lot coverage and still provide substantial justice to the applicant.
3. Granting a lesser variance will limit the size of the floor area/living space and will not give substantial relief to the applicant or be consistent with justice to other property owners.
4. Unique circumstances exist on the subject site that would restrict the applicant from meeting the required setback standards and lot coverage. The corner lot is a nonconforming lot of record regarding lot area and lot width. The triangular lot configuration is unique and limits the buildable area.
5. The circumstances are not self-created as the lot was created in 1954 and the lot configuration has not been altered.
6. The applicant shall submit an application to FEMA for a Letter of Map Amendment (LOMA) Determination for the floodplain area(s) associated with the property prior to the issuance of a Land Use Permit for any structures on the subject property.

Decision of the variance request:

The approval of the variance was based on the materials submitted by the applicant and presented before the Zoning Board of Appeals. Any modification that would affect the intent of the variance would require approval by the Zoning Board of Appeals. The effective date for the variance is August 19, 2026, the date the Zoning Board of Appeals approved the variance.

Appeals of a ZBA decision may be taken to Livingston County Circuit Court at the discretion of the applicant. An appeal to the Livingston County Circuit Court shall be filed within thirty (30) days after the ZBA certifies its decision in writing or approves the minutes of its decision.

If the ZBA denies a request for a variance, the decision of the ZBA shall not be subject to reconsideration for 365 days, whereupon the applicant may submit a new application for the variance. However, the ZBA may waive the one-year period if conditions upon which their original decision change, or if information relating to their original decision are found to be incorrect or inaccurate.

In the event that the Zoning Board of Appeals has determined that based on the evidence in the memorandum and/or evidence presented at the meeting, there is not sufficient reason to approve the request, the following motion to approve the request has been provided:

- **Move to deny** Zoning Board of Appeals application #26-001 a request which includes variances from required yard setbacks for a new single-family structure and to exceed the maximum lot coverage for the proposed building, for a nonconforming lot of record, as outlined in Section 7.2.3.A.i. of the Hartland Township Code of Ordinance (*based on a finding of the following...*)

ZBA Case #26-001
11639 Island Court
August 12, 2026
Page 7

Cc: Larry Ollearis

Attachments:

1. Applicant's email 07.15.2026 – PDF version
2. Site plans and floorplan – PFD version
3. Proposed Elevations – PDF version
4. Exhibit with scaled house dimensions – PDF version

T:\PLANNING DEPARTMENT\ZONING BOARD OF APPEALS\2026 Zoning Board of Appeals\Applicants\ZBA #26-001 11639 Island Court\Staff reports\ZBA #26-001 staff report 08.12.2026.docx

Martha Wyatt

To: Martha Wyatt
Subject: FW: 11639 Island Court Variance Request

From: Larry Ollearis <larryoacc@gmail.com>
Sent: Wednesday, July 15, 2026 8:07 AM
To: knuthconstruction <knuthconstruction@gmail.com>; Martha Wyatt <MWyatt@hartlandtwp.com>
Subject: 11639 Island Court Variance Request

Good Morning Martha,

Sorry for the delay in response on the variance request write up. Hoping this is what you expected as it can be edited if we did not take the direction properly.

Let us know please.

11639 Island Court Variance request reasoning.

A_ We have a very nonconforming lot in the Island Court property that completely restricts our ability to build to even meet the minimum township requirements. We are looking just to build a standard family home with garage that must infringe on the ordinance but not in the spirit of avoiding neighborhood disruption. We will not be infringing on the neighbors but do need to exceed the ordinance to allow use of the property.

B. The variance would allow us to build a basic family home allowing for proper use of the property for us while not becoming a problem for other homeowners in the neighborhood.

C. We are trying to stay with a basic home for a family in our plans. Trying to allow for standard living areas and using the property for intended use not excessive in size or scope for a like property in the area. In fact we are smaller than most.

D. Being a triangle shaped property it is definitely a unique problem building on this location and is unbuildable without a variance. This variance would not be repeated or used as an example for other properties and future exceptions needed by others.

E. This variance is due to the property that existed and overall need to rework the home that existed here for years beyond our ownership of the home.

11639 Island Ct.

Lot Size 109.9' x 108.5' x 150.8'

0.137 AC

5968 Sq. Feet

Proposed House

28' x 52' - 1456 Sq. Ft.

Garage 20' x 20' - 400 Sq. Ft.

1856 Sq. Ft.

Lot Coverage 31.09%

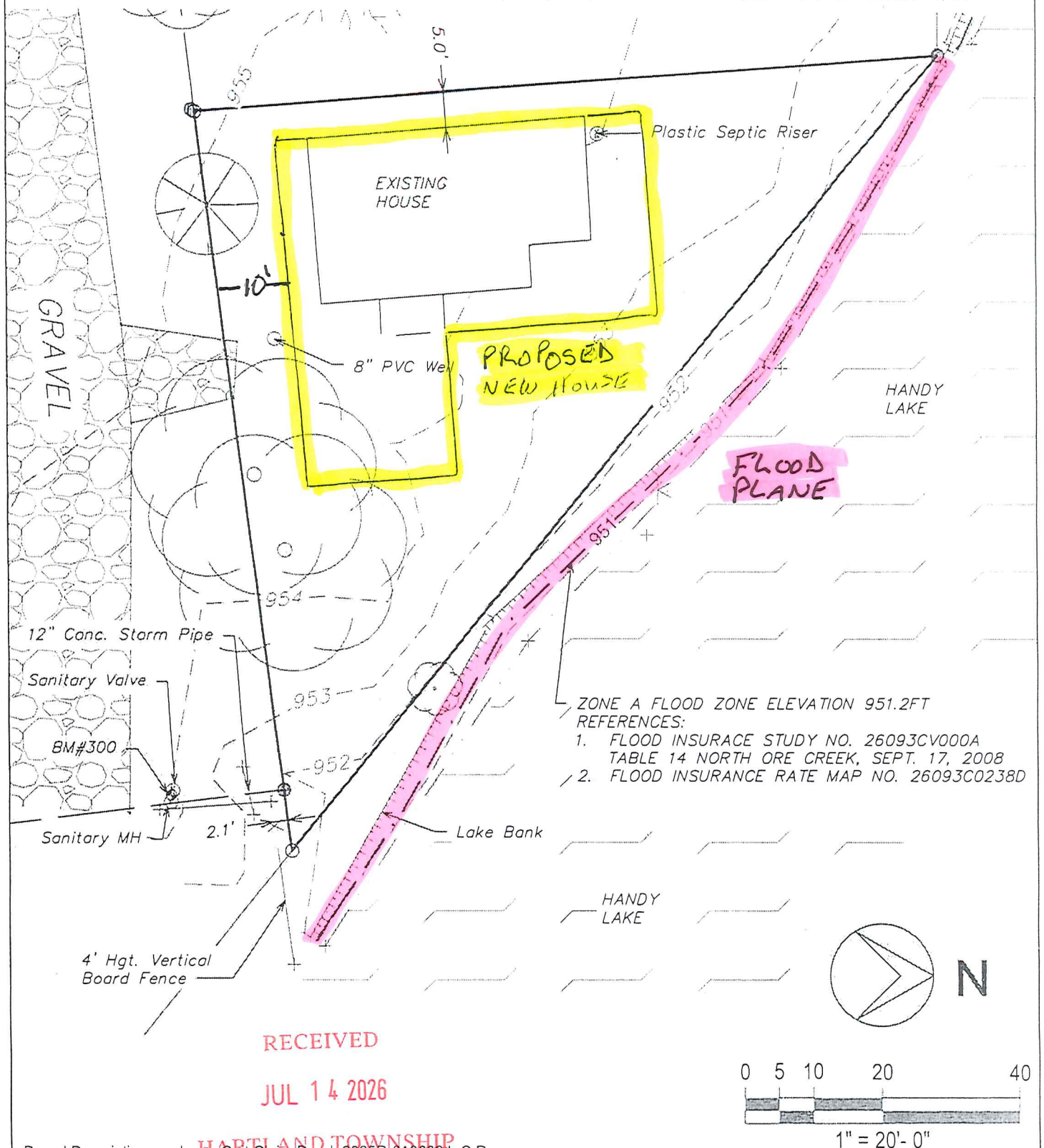
RECEIVED

JUL 14 2026

HARTLAND TOWNSHIP

CERTIFICATE OF SURVEY

PART OF THE NW1/4 OF THE NE1/4 OF SECTION 27, T3N, R6E, HARTLAND TWP, LIVINGSTON COUNTY, MI



Parcel Description as shown Quit Claim Deed, 2025R-010692 L.C.R.
Sec. 27, T.3N., R.6E., Melody Acres #3, Lot 127

Contains 0.14 Acres more or less.

NOTES:

- 1.) Elevation Datum = NAVD88
- 2.) NGS Benchmark Referenced: DI6191 (Orthometric Height = 1031.09ft)
- 4.) Easements, encumbrances, and other real property interests may exist for the surveyed property which are not depicted on this map.

Benchmark #300

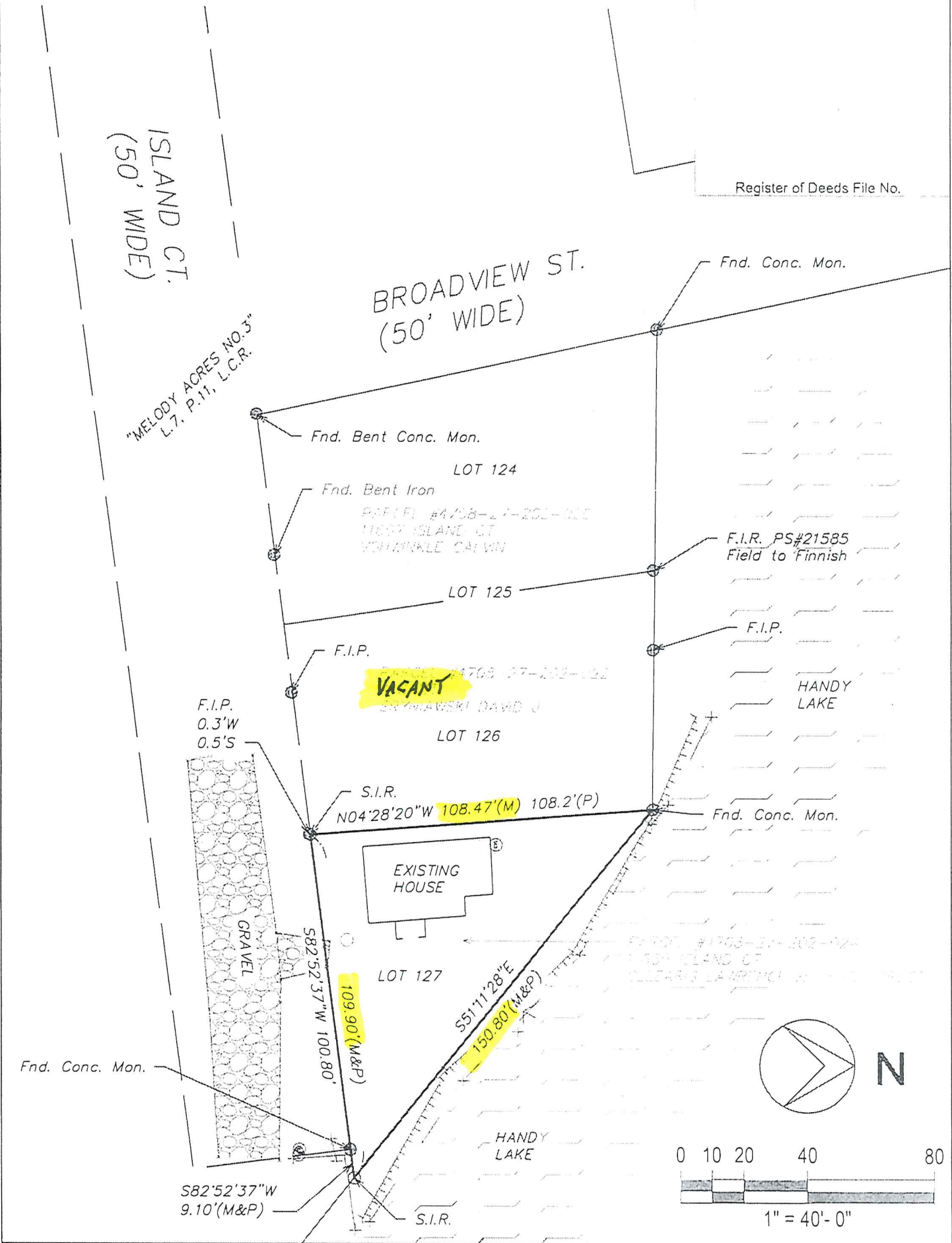
Elevation Datum = 954.32ft

Description: Cut X on West rim of sanitary manhole at the East terminus of Island Ct. 25ft+/- North of the 1/4 of Island Ct. and 35ft+/- West of the edge of water.

<u>LEGEND:</u> F.I.R. FOUND IRON ROD F.I.P. FOUND IRON PIPE S.I.R. SET IRON ROD (P) PLATTED (M) MEASURED		BASIS OF BEARINGS: MICHIGAN STATE PLANE COORDINATE SYSTEM SOUTH ZONE NAD83 (2011) S.I.R. = SET 1/2" IRON ROD AND CAP CAP = "S.ROTH P.S.61490"		SCOTT D. ROTH, P.S., No:4001061490 ORIGINAL SIGNATURE IN BLUE	
PREPARED FOR LAWRENCE OLLERIS 7320 WIGGINS RD. HOWELL, MI 48855		I Scott D. Roth, hereby certify that I have surveyed the above mapped and described property, and that this map complies with Act 132, P.A. 1970 as amended.		OFFICIAL SEAL  <i>Scott D. Roth</i>	
SHEET NO. 2 OF 2		JOB NO. 20260399 DATE 6/15/2026			
 HUBBELL, ROTH & CLARK, INC CONSULTING ENGINEERS SINCE 1915		105 W. GRAND RIVER HOWELL, MI 48843 PHONE: (517) 552-9199 WEB SITE: www.hrcengr.com			

CERTIFICATE OF SURVEY

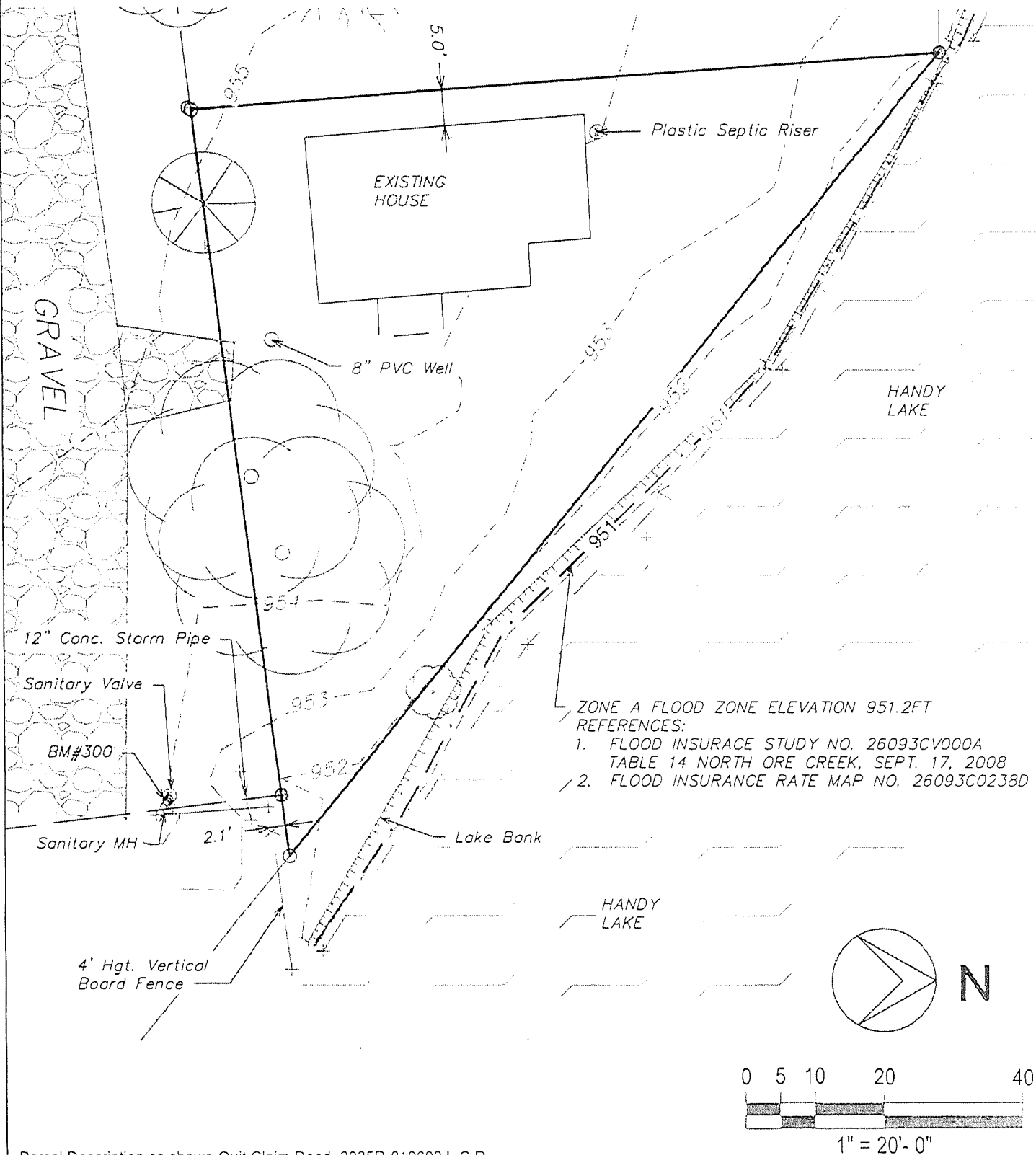
SECTION 36, T3N, R4E, CITY OF HOWELL
LIVINGSTON COUNTY, MI



LEGEND: F.I.R. FOUND IRON ROD F.I.P. FOUND IRON PIPE S.I.R. SET IRON ROD (P) PLATTED (M) MEASURED		BASIS OF BEARINGS: MICHIGAN STATE PLANE COORDINATE SYSTEM SOUTH ZONE NAD83 (2011) S.I.R. = SET 1/2" IRON ROD AND CAP CAP = "S.ROTH P.S.61490"		SCOTT D. ROTH, P.S., No:4001061490 ORIGINAL SIGNATURE IN BLUE	
PREPARED FOR LAWRENCE OLLEARIS 7320 WIGGINS RD. HOWELL, MI 48855		I Scott D. Roth, hereby certify that I have surveyed the above mapped and described property, and that this map complies with Act 132, P.A. 1970 as amended.		OFFICIAL SEAL STATE OF MICHIGAN SCOTT DRANSFIELD ROTH PROFESSIONAL SURVEYOR No. 4001061490 LICENSED PROFESSIONAL SURVEYOR	
SHEET NO. 1 OF 2	JOB NO. 20260399 DATE 6/15/2026	HRC HUBBELL, ROTH & CLARK, INC CONSULTING ENGINEERS SINCE 1915		105 W. GRAND RIVER HOWELL, MI 48843 PHONE: (517) 552-9199 WEB SITE: www.hrcengr.com	

CERTIFICATE OF SURVEY

PART OF THE NW1/4 OF THE NE1/4 OF SECTION 27, T3N, R6E, HARTLAND TWP, LIVINGSTON COUNTY, MI



Parcel Description as shown Quit Claim Deed, 2025R-010692 L.C.R.
Sec. 27, T.3N., R.6E., Melody Acres #3, Lot 127

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OF 2	DATE 6/15/2026				

PARAMOUNT 28' Sectional Homes

WARREN

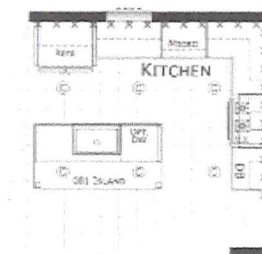
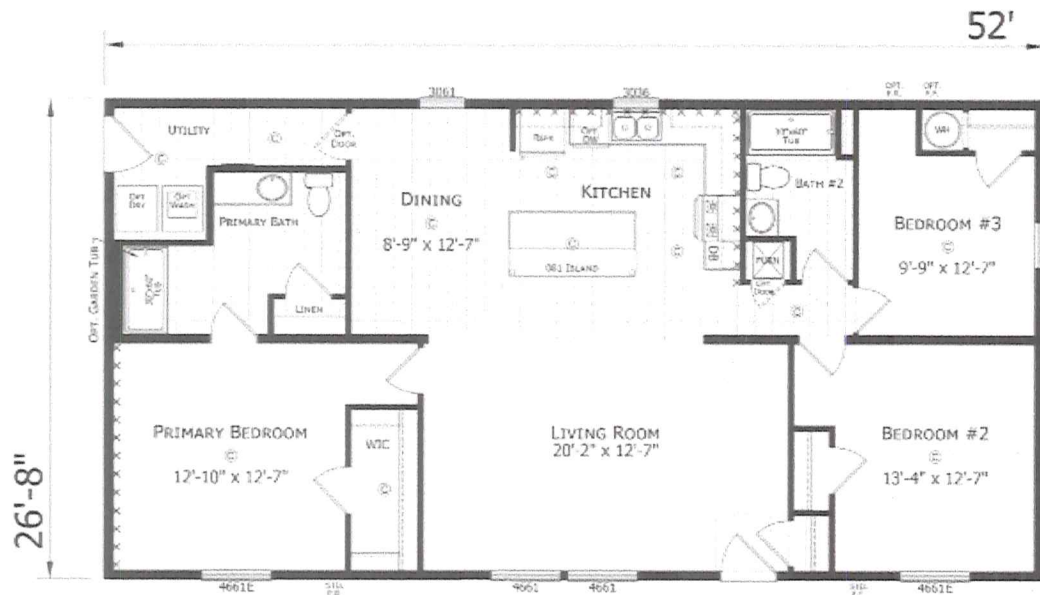
3 BED • 2 BATH • 1387 SQ. FT.

2852H32172

RECEIVED

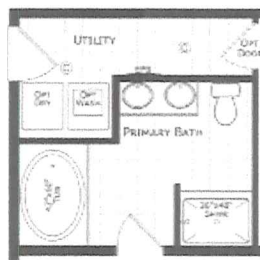
JUL 14 2026

HARTLAND TOWNSHIP

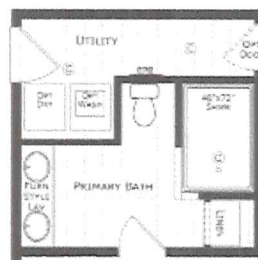


Opt.
Ultimate
Kitchen 2

**Also available
in a 28' x 56'
and a 28' x 60'**



Opt. Primary Bath



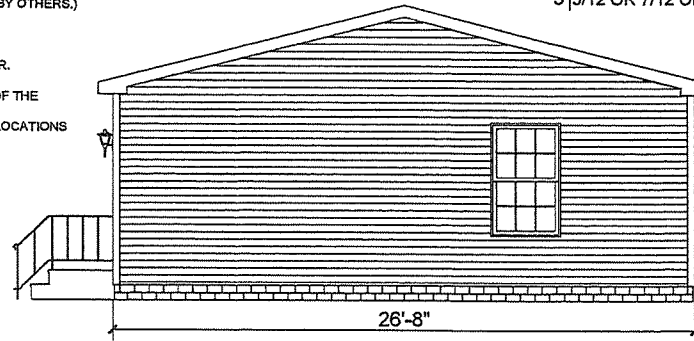
Opt. Serenity Bath

GENERAL NOTES:

1. VINYL SHUTTERS SHOWN ARE STANDARD FRONT SIDE ONLY.
2. ALL WINDOWS SINGLE HUNG INSULATED LOW E.
- * 3. SIDING IS VINYL LAP FACTORY APPLIED OVER 3/8" MIN OSB SHEATHING AND POLYETHYLENE FABRIC HOMEWRAP SHEATHING PAPER (PRIMEWRAP OR EQUAL) INSTALLED TO THE MANUFACTURER'S INSTALLATION INSTRUCTIONS. (SIDING FOR ENDS IS SHIPPED LOOSE FOR FIELD INSTALLATION BY OTHERS.)
4. PERIMETER ROOF OVERHANG IS PERFORATED METAL OR VINYL SOFFIT WITH VENTILATION TO THE ATTIC SPACE.
5. SOME STANDARD AND OPTIONAL FEATURES ARE SHOWN.
6. ALL GUTTERS, DOWN SPOUTS, STEPS AND HANDRAILS BY OWNER.
7. FOUNDATION WINDOWS AND/OR VENTS NOT SHOWN.
8. THIS HOME HAS ATTIC VENTILATION OF NOT LESS THAN 1/150th OF THE ATTIC AREA.
9. OWNER SHOULD GIVE CONSIDERATION TO WINDOW AND DOOR LOCATIONS WHEN PLANNING FOR A SITE BUILT GARAGE.

* DESIGNATES FIELD WORK

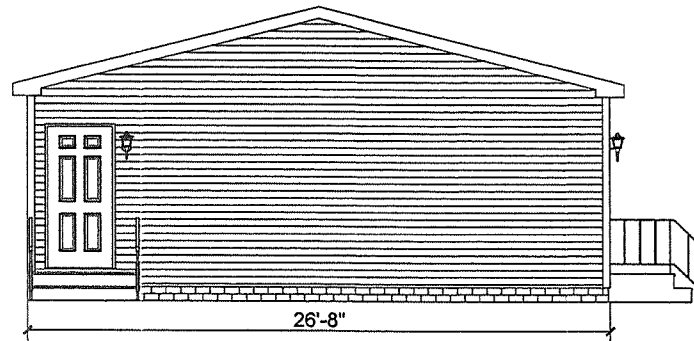
12
3 5/12 OR 7/12 OPTIONAL



RIGHT ELEVATION



PR2025BCC-001330



LEFT ELEVATION

CHAMPION

MANUFACTURED BEAUTIFULLY™

308 SHERIDAN DRIVE TOPEKA, IN 46571

NO MODIFICATIONS

PROJECT:
112APB-2852M32172
52'-0" x 26'-8"
3BD 2BT

DRAWN BY: KG

DATE: 05-06-24

SCALE: 3/16" = 1'-0"

TITLE: ELEVATIONS

FILENAME: 112APB-2852M32172

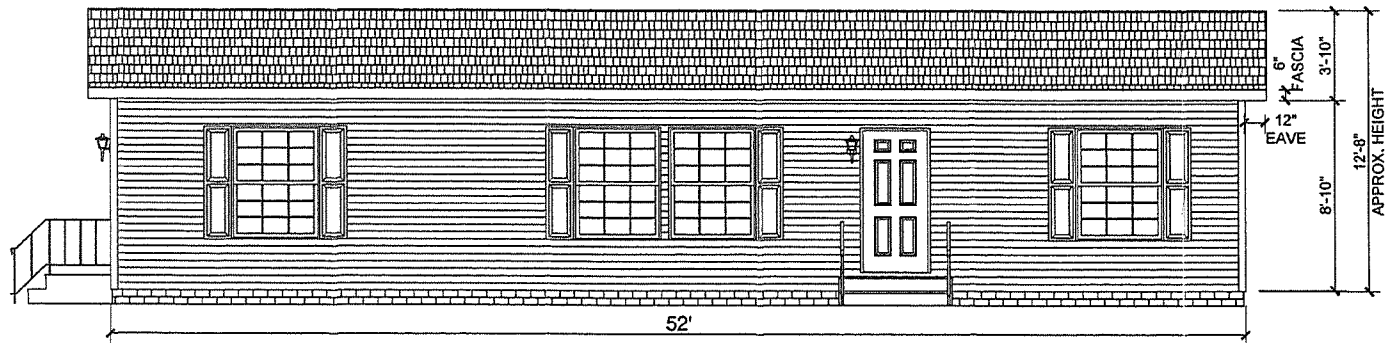
SHEET: EV-102

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4. PERIMETER ROOF OVERHANG IS PERFORATED METAL OR VINYL SOFFIT WITH VENTILATION TO THE ATTIC SPACE.

5. SOME STANDARD AND OPTIONAL FEATURES ARE SHOWN.
6. ALL GUTTERS, DOWN SPOUTS, STEPS AND HANDRAILS BY OWNER.
7. FOUNDATION WINDOWS AND/OR VENTS NOT SHOWN.
8. THIS HOME HAS ATTIC VENTILATION OF NOT LESS THAN 1/150th OF THE ATTIC AREA.



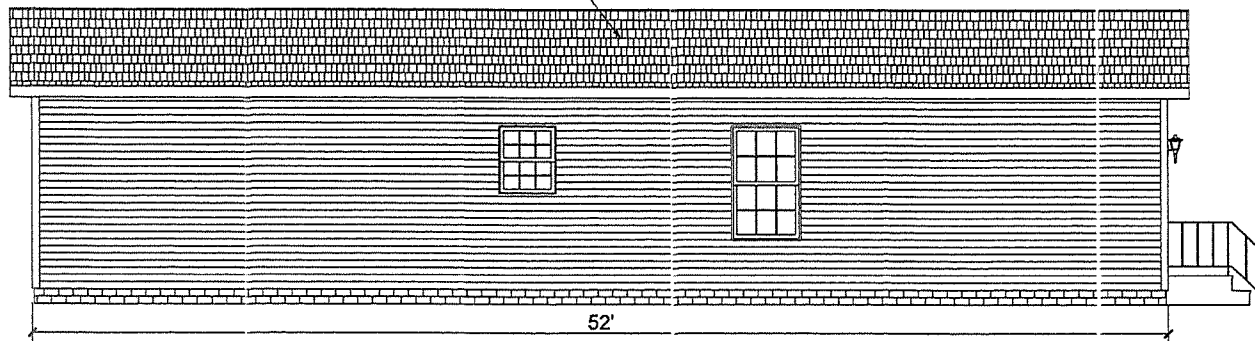
FRONT ELEVATION



PR2025BCC-001330

12
3 5/12 OR 7/12 OPTIONAL

SEAL TAB SHINGLES



REAR ELEVATION

CHAMPION

MANUFACTURED BEAUTIFULLY™

308 SHERIDAN DRIVE TOPEKA, IN 46571

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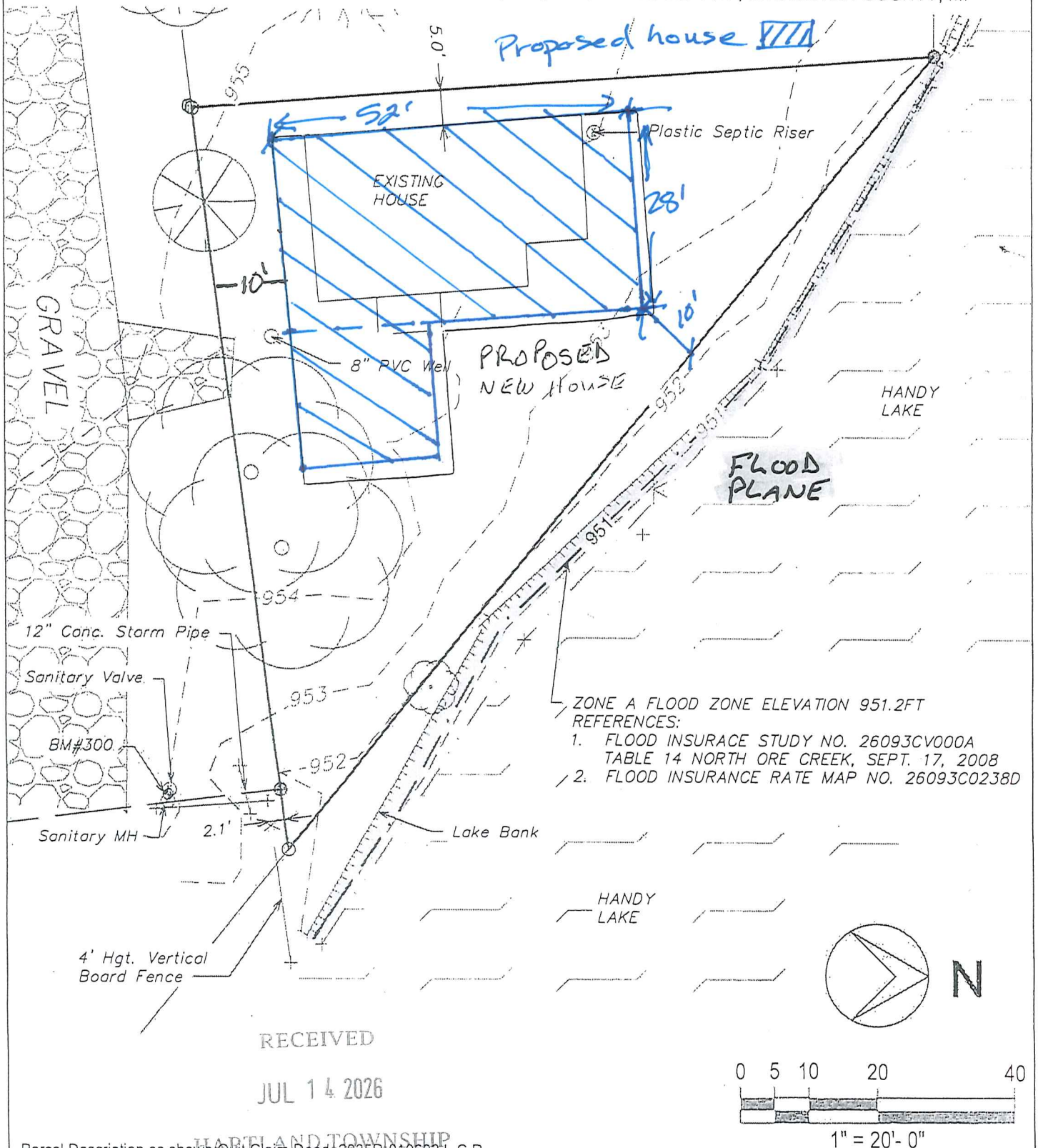
FILENAME: 112A 3-2852M32172

SHEET: EV-101

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CERTIFICATE OF SURVEY

PART OF THE NW1/4 OF THE NE1/4 OF SECTION 27, T3N, R6E, HARTLAND TWP, LIVINGSTON COUNTY, MI





Board of Trustees

William J. Fountain, Supervisor
Larry N. Ciofu, Clerk
Kathleen A. Horning, Treasurer

Brett J. Lubeski, Trustee
Summer L. McMullen, Trustee
Denise M. O'Connell, Trustee
Joseph M. Petrucci, Trustee

HARTLAND TOWNSHIP ZONING BOARD OF APPEALS 2027 MEETING DATES

The Hartland Township Zoning Board of Appeals will hold their regular monthly meetings on the following dates, if requested. All meetings are open to the public.

January 20, 2027
February 17, 2027
March 17, 2027
April 21, 2027
May 19, 2027
June 16, 2027
July 21, 2027
August 18, 2027
September 15, 2027
October 20, 2027
November 17, 2027
December 15, 2027

Regular meetings are typically held the third (3rd) Wednesdays of every month if requested, beginning at 7:00 PM in the Hartland Township Hall, located at 2655 Clark Road, Hartland, MI.

If an applicant has not requested a Zoning Board of Appeals meeting for any given month, the scheduled meeting for that month will be canceled.

Any questions regarding the Zoning Board of Appeals may be directed to the Hartland Township Planning Department at (810) 632-7498.



Board of Trustees

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Brett J. Lubeski, Trustee
Summer L. McMullen, Trustee
Denise M. O'Connell, Trustee
Joseph M. Petrucci, Trustee

HARTLAND TOWNSHIP ZONING BOARD OF APPEALS 2028 MEETING DATES

The Hartland Township Zoning Board of Appeals will hold their regular monthly meetings on the following dates, if requested. All meetings are open to the public.

January 19, 2028
February 16, 2028
March 15, 2028
April 19, 2028
May 17, 2028
June 21, 2028
July 19, 2028
August 16, 2028
September 20, 2028
October 18, 2028
November 15, 2028
December 20, 2028

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