

WEST TRAVERSE TOWNSHIP
ZONING BOARD OF APPEALS
July 21, 2026 – 5:30 PM

1. Call to order

Chair Bartlett called the meeting to order at 5:30 PM.

2. Roll Call

Present: Jim Bartlett, John Dohan, Tom Cook, Ed Taylor

Absent: Kristi Hollingsworth

Visitors: David Kimble

Staff Present: Ken Lane, Planning & Zoning Administrator

3. Visitors—please sign in

Chair Bartlett requested that the applicant sign the sign in sheet.

4. Approve minutes of February 19, 2026

Motion by Cook, second by Taylor, to approve the February 19, 2026, minutes as presented.
The motion was unanimously approved.

5. Discussion of any Conflict of Interest

It was determined that no members had a conflict with Case #ZBA-2-2026.

6. Old Business

None.

7. New Business

a. Case #ZBA-2-2026: Public Hearing-- to consider an application by David W. Kimble, Architect, on behalf of James & Cindy Randazzo, for a rear yard setback variance to construct an addition at 2244 Pinecrest, Harbor Springs, MI 49740. The property is zoned A-1. The property is more particularly described in tax parcel #24-16-15-03-126-110.

Chair Bartlett introduced the case and opened the public hearing at 5:32 PM. Aside from the applicant, there was no public in attendance.

Chair Bartlett asked for public comments. Hearing none, he closed the public hearing at 5:34 PM and asked Zoning Administrator Lane to offer his report.

Zoning Administrator Lane stated the applicant was notified earlier today that unexpectedly only 4 of the 5 members of the ZBA are available to attend the meeting tonight, and that at least 3 of the 4 members in attendance must vote to approve the requested variance. He added that the applicant was given the option to reschedule the meeting to a date when all 5 ZBA members are available to consider the request, and the applicant opted to proceed tonight with 4 members.

Zoning Administrator Lane stated that the applicant on behalf of the property owners is requesting an 8' rear yard setback variance to facilitate the construction of a residential

addition. He added that the subject property is located in the A-1 Zoning District and is part of the Birchwood Farms Golf & Country Club PUD. He added that in the A-1 District there is a 40' front yard setback, a 40' rear yard setback, and a 15' side yard setback, which is specific to the Birchwood PUD.

Zoning Administrator Lane stated that the existing single family home on the subject property encroaches into the required east side yard setback area by approximately 1'. He added that the existing structure otherwise complies with the A-1 District setback requirements.

Zoning Administrator Lane stated that the proposed addition will require an 8' rear yard setback variance, but the proposed addition will not increase the homes existing setback encroachment. He added that the applicant has provided rationale for the variance request within the submitted application, and that rationale is also listed on page 1 of the analysis memo included in the meeting packet.

Zoning Administrator Lane stated that the proposed addition has been approved by the Birchwood Farms Golf & Country Club's Architectural Control and Safety Committee, and a copy of that approval was included in the meeting packet.

Zoning Administrator Lane stated that a public hearing is required for a variance request, and notice of tonight's public hearing was published in the Harbor Light Newspaper on July 1, 2026, and mailed to surrounding property owners on June 29, 2026. He added one written comment was received from Cindy Baiardi, and a copy of that comment has been provided to the ZBA and the applicant.

Zoning Administrator Lane stated that the variance standards under Section 804.3 of the Zoning Ordinance are listed on pages 2-3 of the analysis memo in the meeting packet along with staff findings for each of the variance standards. He added that the ZBA may use, modify, or reject the staff findings during your deliberations.

Zoning Administrator Lane summarized the staff findings within the analysis memo for the ZBA. He added that sample motions are provided on page 3 of the analysis memo.

Member Cook asked if the proposed addition would encroach into the side yard setback or be closer to the neighboring property than the existing home.

David Kimble, Architect on behalf of the property owners, stated that the proposed addition will not encroach into the setback and will not extend beyond the line of the existing house. He used display boards of the submitted site plan to demonstrate this to the ZBA.

Member Dohan asked if a reduction of 8' to the required rear yard setback will impact the adjacent golf course fairway.

David Kimble responded that it will not, and that the proposed addition will be completely within the boundaries of the subject property. He added that the golf course area adjacent to the subject property is not playable area.

Member Taylor asked why the subject property was created with the unique jog in the rear property line.

Zoning Administrator Lane responded that the subject property boundary lines were established when the original Birchwood plat and PUD were created. He stated that he

speculates the odd jog in the rear property line may have been done to line up with the neighboring property.

Chair Bartlett asked if the applicant would like to offer any comments, or if ZBA members had additional questions.

Member Dohan stated that he believes the request meets the variance standards, and that the property is unique due to the odd angle of the rear property line. He added that the addition has been approved by the Birchwood Architectural Committee. He added that the proposed addition is minor, and the requested 8' setback is reasonable.

Member Taylor stated that he thinks an 8' variance is reasonable as well.

Chair Bartlett stated that the lack of opposition from surrounding property owners and the approval of the Birchwood Architectural Committee are important, but he also believes this request meets the variance standards under the Zoning Ordinance.

Chair Bartlett asked for further discussion or questions from the ZBA. Hearing none, he suggested that the ZBA review the variance standards and staff findings of fact as listed in the analysis memo.

Based on their deliberations, the ZBA adopted the following findings of fact:

1. The parcel is in the A-1 Zoning District and the Birchwood Farms Golf and Country Club PUD.
2. The parcel contains a single family home and is approximately 0.81 acres in size.
3. The A-1 District has a front yard setback requirement of 40', a rear yard setback of 40', and a side yard setback of 15'.
4. The applicant is requesting a rear yard setback variance of 8' to construct an addition to the existing home.
5. The variance accomplishes substantial justice to the applicant as well as to other property owners in the district, or whether granting a lesser variance than requested would give substantial relief to the property owner and be more consistent with justice to other property owners.

ZBA Finding: Satisfied.

Granting the variance will modify the zoning so that the property owner can update the existing home and construct a small addition. An approved variance will allow this property owner to modify their home and construct an addition in the area between the east and south wall of the house.

6. The variance will not cause any adverse effect to property values in the vicinity of the zoning district, or the Township.

ZBA Finding: Satisfied.

Neighboring properties are similar in size to the subject property and have similar structures architecturally. No written comments in opposition to the variance request have been received from surrounding or adjacent property owners, and the Birchwood Architectural Control and Safety Committee has approved the location of the addition.

7. The variance affects only property subject to exceptional or extraordinary circumstances or conditions that do not generally apply to other property in the vicinity such as narrowness, shallowness, shape, water or topography and is not due to the applicant's personal or economic hardship.

ZBA Finding: Satisfied.

The subject property is similar in size to surrounding properties. However, the jog in the rear property line toward the existing home is unique in comparison to surrounding properties.

8. Strict compliance with the regulations governing 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.

ZBA Finding: Satisfied.

The jog in the rear property line toward the existing home is unique in comparison to surrounding properties. The requested setback is minor, and the deviation in the rear property line will make it impossible to construct an addition in the area between the east and south wall of the house.

9. The need for the requested variance has not resulted from any act of the applicant (self-created).

ZBA Finding: Satisfied.

The dimensions of the subject property are not self-created.

Based upon the adopted findings of fact, Chair Bartlett suggested that a motion may be in order.

Member Dohan made the following motion:

Due to the findings of fact as stated in the July 13, 2026, memo from the Township Planning & Zoning Administrator, and as discussed and modified by the ZBA, I move to approve Case# ZBA-2-2026, an application by David W. Kimble, Architect, on behalf of James & Cindy Randazzo, for an 8' rear yard setback variance to construct an addition at 2244 Pinecrest, Harbor Springs, MI 49740, tax parcel #24-16-15-03-126-110, as described and depicted in the application dated April 17, 2026, and the site plan dated April 13, 2026, because the applicable standards of the West Traverse Township Zoning Ordinance have been met.

The motion was seconded by Member Cook, and approved unanimously by roll call vote.

8. Set date for meeting to approve minutes of this meeting

Wednesday, August 19, 2026, at 5:30 PM.

9. Public comments

None.

10. ZBA Comments

None.

11. Adjourn

Motion by Dohan, second by Cook, to adjourn at 5:55 PM. The motion was unanimously approved.

Submitted by:

Ken Lane, Planning & Zoning Administrator