



## COMMUNITY DEVELOPMENT DEPARTMENT

45175 Ten Mile Road  
Novi, MI 48375  
(248) 347-0415 Phone  
(248) 735-5600 Facsimile  
[www.cityofnovi.org](http://www.cityofnovi.org)

## ZONING BOARD OF APPEALS STAFF REPORT

**FOR:** City of Novi Zoning Board of Appeals      **ZONING BOARD APPEALS DATE:** November 14, 2023

**REGARDING:** 24560 Glenda Street, Parcel # 50-22-22-351-035 (PZ23-0040)

**BY:** Alan Hall, Deputy Director Community Development

### I. GENERAL INFORMATION:

#### **Applicant**

Matthew Burns

#### **Variance Type**

Dimensional Variance

#### **Property Characteristics**

Zoning District: This property is zoned One-Family Residential (R-4)

Location: north of Ten Mile, east of Taft Road

Parcel #: 50-22-22-351-035

#### **Request**

The applicant is requesting variances from the City of Novi Zoning Ordinance Section 3.1.5 for a side yard setback of 3 ft. (10 ft. required, variance of 7 ft.); and Section 4.19.1.E.i for an increase in garage square foot coverage to 1,374 sq. ft. (850 sq. ft. maximum, variance of 524 sq. ft.) This variance would accommodate a garage addition. This property is zoned One-Family Residential (R-4).

### II. STAFF COMMENTS:

The requests are to allow construction of additional garage space adjacent to the current existing attached garage.

**III. RECOMMENDATION:**

**The Zoning Board of Appeals may take one of the following actions:**

1. I move that we **grant** the variance in Case No. **PZ23-0040**, sought by \_\_\_\_\_, for \_\_\_\_\_ because Petitioner has shown practical difficulty requiring \_\_\_\_\_.

(a) Without the variance Petitioner will be unreasonably prevented or limited with respect to use of the property because \_\_\_\_\_.

(b) The property is unique because \_\_\_\_\_.

(c) Petitioner did not create the condition because \_\_\_\_\_.

(d) The relief granted will not unreasonably interfere with adjacent or surrounding properties because \_\_\_\_\_.

(e) The relief if consistent with the spirit and intent of the ordinance because \_\_\_\_\_.

(f) The variance granted is subject to:

1. \_\_\_\_\_.
2. \_\_\_\_\_.
3. \_\_\_\_\_.
4. \_\_\_\_\_.

2. I move that we **deny** the variance in Case No. **PZ23-0040**, sought by \_\_\_\_\_, for \_\_\_\_\_ because Petitioner has not shown practical difficulty requiring \_\_\_\_\_.

- (a) The circumstances and features of the property including \_\_\_\_\_ are not unique because they exist generally throughout the City.
  
- (b) The circumstances and features of the property relating to the variance request are self-created because \_\_\_\_\_.
  
- (c) The failure to grant relief will result in mere inconvenience or inability to attain higher economic or financial return based on Petitioners statements that \_\_\_\_\_.
  
- (d) The variance would result in interference with the adjacent and surrounding properties by \_\_\_\_\_.
  
- (e) Granting the variance would be inconsistent with the spirit and intent of the ordinance to \_\_\_\_\_.

Should you have any further questions with regards to the matter please feel free to contact me at (248) 347-0423.

Alan Hall – Deputy Director Community Development - City of Novi



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SEP 01 2023

**ZONING BOARD OF APPEALS  
 APPLICATION**

**APPLICATION MUST BE FILLED OUT COMPLETELY**

CITY OF NOVI  
 COMMUNITY DEVELOPMENT

<b>I. PROPERTY INFORMATION (Address of subject ZBA Case)</b>				Application Fee: <u>200.00</u>
PROJECT NAME / SUBDIVISION Garage Addition				Meeting Date: <u>10-10-23</u>
ADDRESS 24560 Glenda St. Novi MI		LOT/SUITE/SPACE # 48		ZBA Case #: PZ <u>23-0040</u>
SIDWELL # 50-22-22 -351 -35		May be obtained from the Assessing Department (248) 347-0485		
CROSS ROADS OF PROPERTY Off 10 Mile, North Side, between Novi and Taft Roads, across from Library				
IS THE PROPERTY WITHIN A HOMEOWNER'S ASSOCIATION JURISDICTION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		REQUEST IS FOR: <input checked="" type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> VACANT PROPERTY <input type="checkbox"/> SIGNAGE		
DOES YOUR APPEAL RESULT FROM A NOTICE OF VIOLATION OR CITATION ISSUED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
<b>II. APPLICANT INFORMATION</b>				
<b>A. APPLICANT</b>		EMAIL ADDRESS mattbums21@icloud.com	CELL PHONE NO. 248-880-4799	
NAME Matthew Burns		TELEPHONE NO.		
ORGANIZATION/COMPANY		FAX NO.		
ADDRESS 24560 Glenda St.		CITY Novi	STATE MI	ZIP CODE 48375
<b>B. PROPERTY OWNER</b> <input type="checkbox"/> CHECK HERE IF APPLICANT IS ALSO THE PROPERTY OWNER				
Identify the person or organization that owns the subject property:		EMAIL ADDRESS	CELL PHONE NO.	
NAME		TELEPHONE NO.		
ORGANIZATION/COMPANY		FAX NO.		
ADDRESS		CITY	STATE	ZIP CODE
<b>III. ZONING INFORMATION</b>				
<b>A. ZONING DISTRICT</b>				
<input type="checkbox"/> R-A <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input checked="" type="checkbox"/> R-4 <input type="checkbox"/> RM-1 <input type="checkbox"/> RM-2 <input type="checkbox"/> MH <input type="checkbox"/> I-1 <input type="checkbox"/> I-2 <input type="checkbox"/> RC <input type="checkbox"/> TC <input type="checkbox"/> TC-1 <input type="checkbox"/> OTHER _____				
<b>B. VARIANCE REQUESTED</b>				
INDICATE ORDINANCE SECTION (S) AND VARIANCE REQUESTED:				
1. Section <u>3.15</u>		Variance requested	<u>Side Yard Setback proposed 3 variance 7</u>	
2. Section <u>4.19.1.E.I</u>		Variance requested	<u>Total square foot Variance of 332</u>	
3. Section _____		Variance requested	_____	
4. Section _____		Variance requested	_____	
<b>IV. FEES AND DRAWINGS</b>				
<b>A. FEES</b>				
<input checked="" type="checkbox"/> Single Family Residential (Existing) \$200 <input type="checkbox"/> (With Violation) \$250 <input type="checkbox"/> Single Family Residential (New) \$250 <input type="checkbox"/> Multiple/Commercial/Industrial \$300 <input type="checkbox"/> (With Violation) \$400 <input type="checkbox"/> Signs \$300 <input type="checkbox"/> (With Violation) \$400 <input type="checkbox"/> House Moves \$300 <input type="checkbox"/> Special Meetings (At discretion of Board) \$600				
<b>B. DRAWINGS 1-COPY &amp; 1 DIGITAL COPY SUBMITTED AS A PDF</b>				
<ul style="list-style-type: none"> <li>Dimensioned Drawings and Plans</li> <li>Site/Plot Plan</li> <li>Existing or proposed buildings or addition on the property</li> <li>Number &amp; location of all on-site parking, if applicable</li> </ul>		<ul style="list-style-type: none"> <li>Existing &amp; proposed distance to adjacent property lines</li> <li>Location of existing &amp; proposed signs, if applicable</li> <li>Floor plans &amp; elevations</li> <li>Any other information relevant to the Variance application</li> </ul>		



# ZONING BOARD OF APPEALS APPLICATION

## V. VARIANCE

### A. VARIANCE (S) REQUESTED

DIMENSIONAL    USE    SIGN

There is a five (5) hold period before work/action can be taken on variance approvals.

### B. SIGN CASES (ONLY)

Your signature on this application indicates that you agree to install a **Mock-Up Sign** ten (10) days before the scheduled ZBA meeting. Failure to install a mock-up sign may result in your case not being heard by the Board, postponed to the next scheduled ZBA meeting, or cancelled. A mock-up sign is **NOT** to be an actual sign. Upon approval, the mock-up sign must be removed within five (5) days of the meeting. If the case is denied, the applicant is responsible for all costs involved in the removal of the mock-up or actual sign (if erected under violation) within five (5) days of the meeting.

### C. ORDINANCE

#### City of Novi Ordinance, Section 7.10 – Miscellaneous

No order of the ZBA permitting the erection of a building shall be valid for a period longer than one (1) year, unless a building permit for such erection or alteration is obtained within such period and such erection or alteration is started and proceeds to completion in accordance with the terms of such permit.

No order of the ZBA permitting a use of a building or premises shall be valid for a period longer than one-hundred and eighty (180) days unless such use is established within such a period; provided, however, where such use permitted is dependent upon the erection or alteration of a building such order shall continue in force and effect if a building permit for such erection or alteration is obtained within one (1) year and such erection or alteration is started and proceeds to completion in accordance with the terms of such permit.

### D. APPEAL THE DETERMINATION OF THE BUILDING OFFICIAL

PLEASE TAKE NOTICE:

The undersigned hereby appeals the determination of the Building Official / Inspector or Ordinance made

CONSTRUCT NEW HOME/BUILDING    ADDITION TO EXISTING HOME/BUILDING    SIGNAGE

ACCESSORY BUILDING    USE    OTHER \_\_\_\_\_

## VI. APPLICANT & PROPERTY SIGNATURES

### A. APPLICANT

  
Applicant Signature

8-31-23  
Date

### B. PROPERTY OWNER

**If the applicant is not the owner, the property owner must read and sign below:**

The undersigned affirms and acknowledges that he, she or they are the owner(s) of the property described in this application, and is/are aware of the contents of this application and related enclosures.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

## VII. FOR OFFICIAL USE ONLY

### DECISION ON APPEAL:

GRANTED

DENIED

The Building Inspector is hereby directed to issue a permit to the Applicant upon the following conditions:

\_\_\_\_\_  
Chairperson, Zoning Board of Appeals

\_\_\_\_\_  
Date

## **Standard #2. Not Self-Created.**

Describe the immediate practical difficulty causing the need for the Dimensional Variance, that the need for the requested variance is not the result of actions of the property owner or previous property owners (i.e., is not self-created).

Existing garage has 380 sf (19'x20') of parking. Too short to park a full size truck. Parking 1 medium and 1 compact vehicle would be exceptionally difficult and by doing so would create a high probability situation for property damage. Over 29 years, and the garage has never served as a place to park because of this. The existing garage is side entry. Only the tightest turning ratio vehicles can make this turn without backing up at least once in order to gain a straight line into the garage.

## **Standard #3. Strict Compliance.**

Explain how the Dimensional Variance in strict compliance with regulations governing area, setback, frontage, height, bulk, density or other dimensional requirements will unreasonably prevent the property owner from using the property for a permitted purpose, or will render conformity with those regulations unnecessarily burdensome.

Tearing down the existing garage in order to replace with a larger front entry garage would almost double the cost of the project.

## **Standard #4. Minimum Variance Necessary.**

Explain how the Dimensional Variance requested is the minimum variance necessary to do substantial justice to the applicant as well as to other property owners in the district.

332 additional square foot variance will allow for the proper width of garage to suit our needs. The 30 foot length is needed to match the main house front line for aesthetic purpose. It also allows for enough protrusion into the back yard in order to properly change direction with the new roof intersecting with the old roof both front and back.

## **Standard #5. Adverse Impact on Surrounding Area.**

Explain how the Dimensional Variance will not cause an adverse impact on surrounding property, property values, or the use and enjoyment of property in the neighborhood or zoning district.

There will be no adverse impact with surrounding areas. The proposed new garage will sit where current parking exists. The closest next door neighbor's house sits much higher than the proposed new garage. No roof runoff will impact her property.



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**REVIEW STANDARDS  
DIMENSIONAL VARIANCE**

The Zoning Board of Appeals (ZBA) will review the application package and determine if the proposed Dimensional Variance meets the required standards for approval. In the space below, and on additional paper if necessary, explain how the proposed project meets each of the following standards. (Increased costs associated with complying with the Zoning Ordinance will not be considered a basis for granting a Dimensional Variance.)

**Standard #1. Circumstances or Physical Conditions.**

Explain the circumstances or physical conditions that apply to the property that do not apply generally to other properties in the same zoning district or in the general vicinity. Circumstances or physical conditions may include:

- a. **Shape of Lot.** Exceptional narrowness, shallowness or shape of a specific property in existence on the effective date of the Zoning Ordinance or amendment.

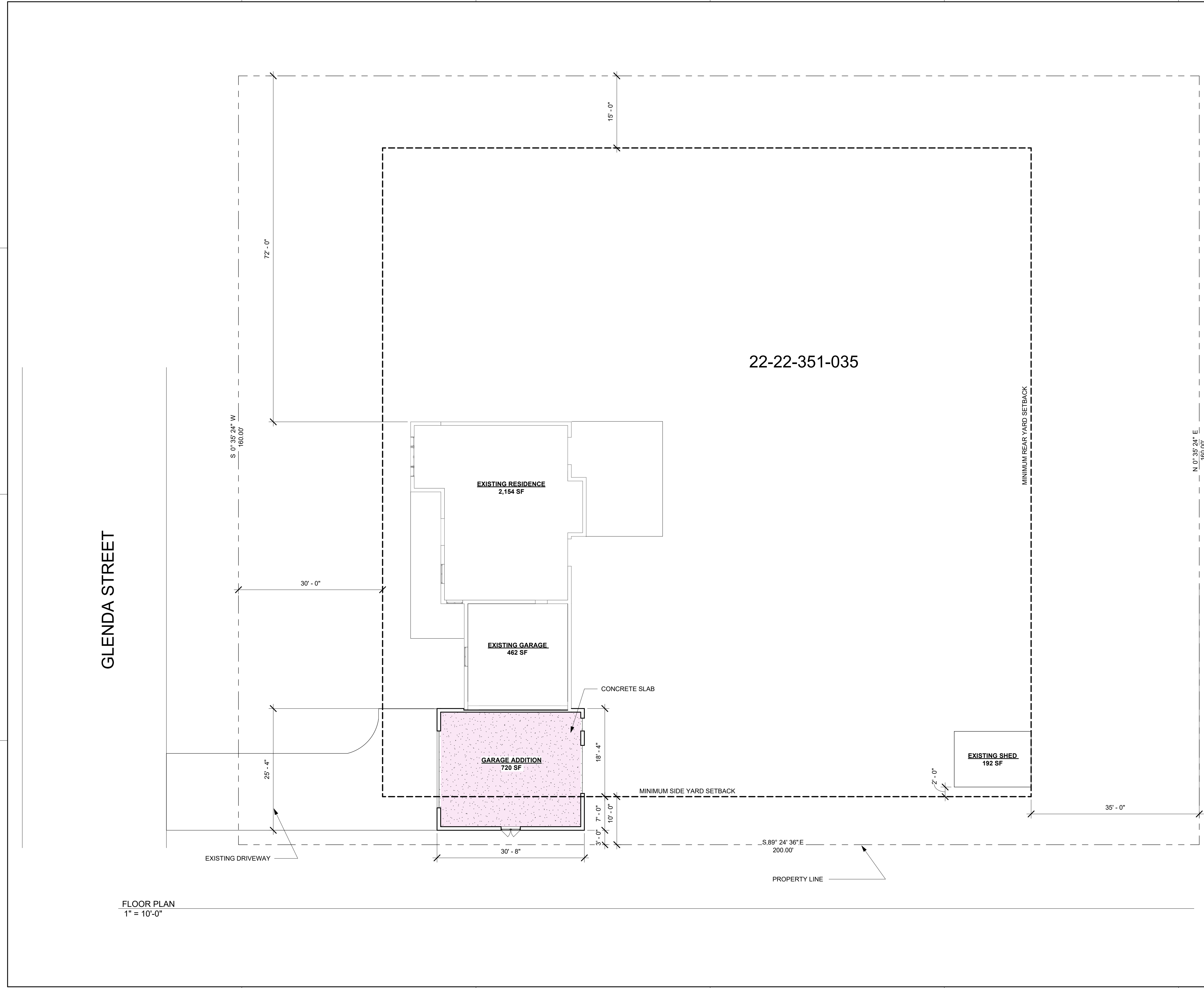
**Describe below:**

**OR**

- b. **Environmental Conditions.** Exceptional topographic or environmental conditions or other extraordinary situations on the land, building or structure. **Describe below:**

**OR**

- c. **Abutting Property.** The use or development of the property immediately adjacent to the subject property would prohibit the literal enforcement of the requirements of the Zoning Ordinance or would involve significant practical difficulties. **Describe below:**



FLOOR PLAN  
1" = 10'-0"

KEY LEGEND

GARAGE

SEAL:

OWNER:  
**Mathew & Kimberly Burns**

PROJECT:  
**Garage Addition**

24560 Glenda Street, Novi MI 48375

NOT FOR CONSTRUCTION

SHEET TITLE:  
**SITE PLAN**

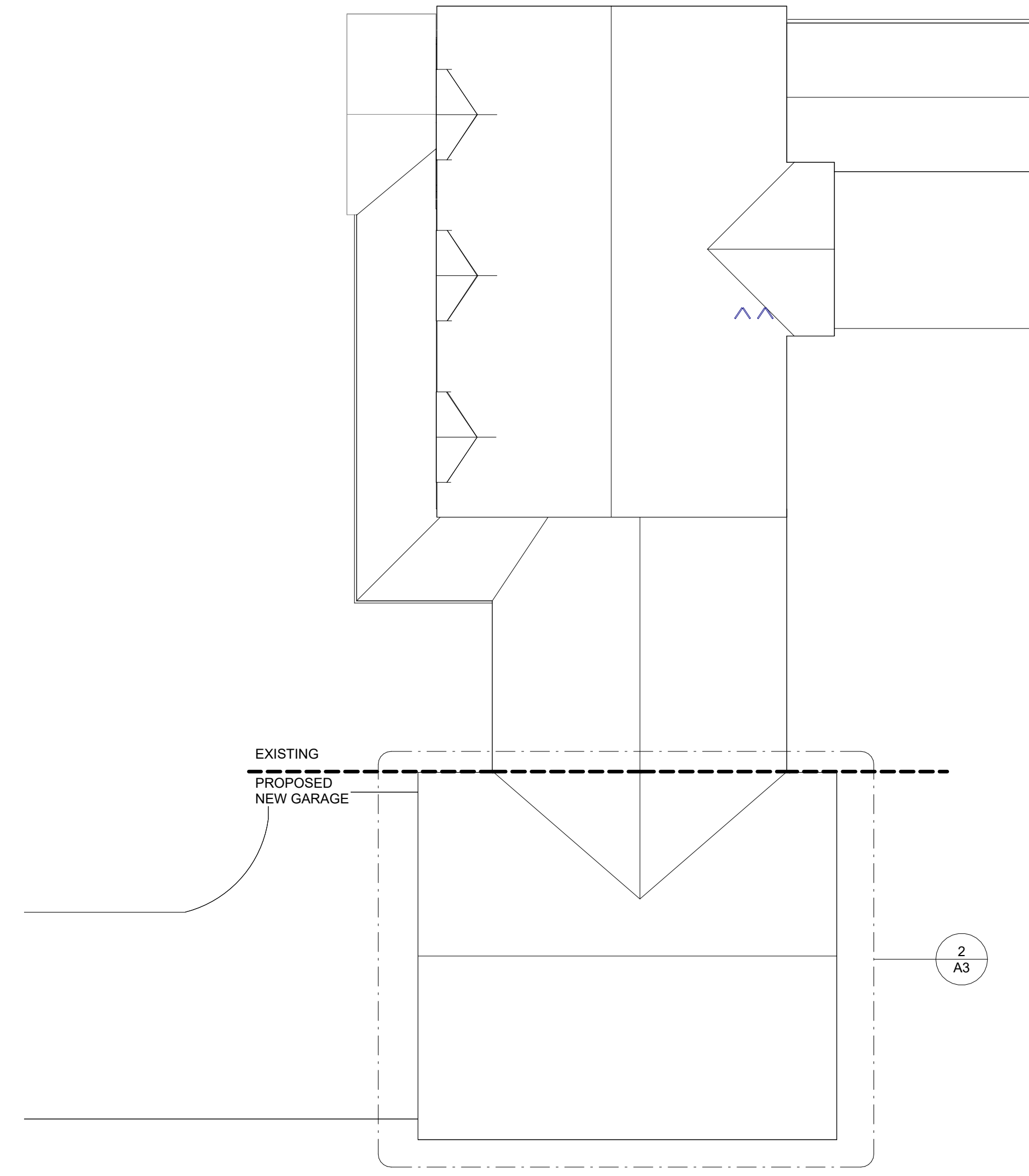
NO.	DESCRIPTION	DATE

PROJECT NO.: 19003  
DATE: \_\_\_\_\_  
DRAWN BY: \_\_\_\_\_  
CHECKED BY: \_\_\_\_\_

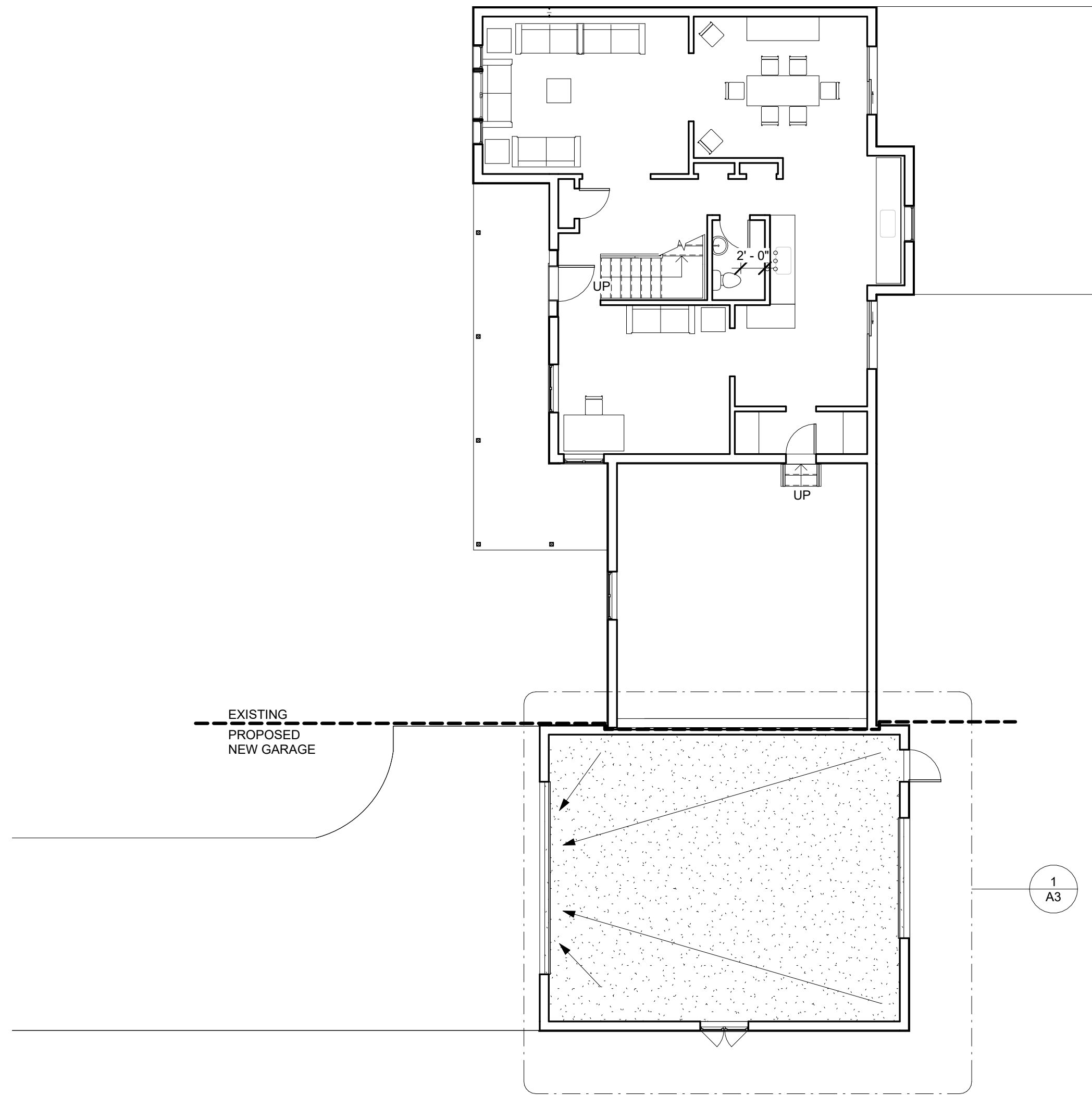
**A1**

Scale: AS INDICATED





TRUE  
Roof Plan  
1/8" = 1'-0"



TRUE  
FLOOR PLAN  
1/8" = 1'-0"

SEAL:

OWNER:  
Mathew & Kimberly Burns  
PROJECT:  
Garage Addition  
24560 Glenda Street, Novi MI 48375

NOT FOR CONSTRUCTION

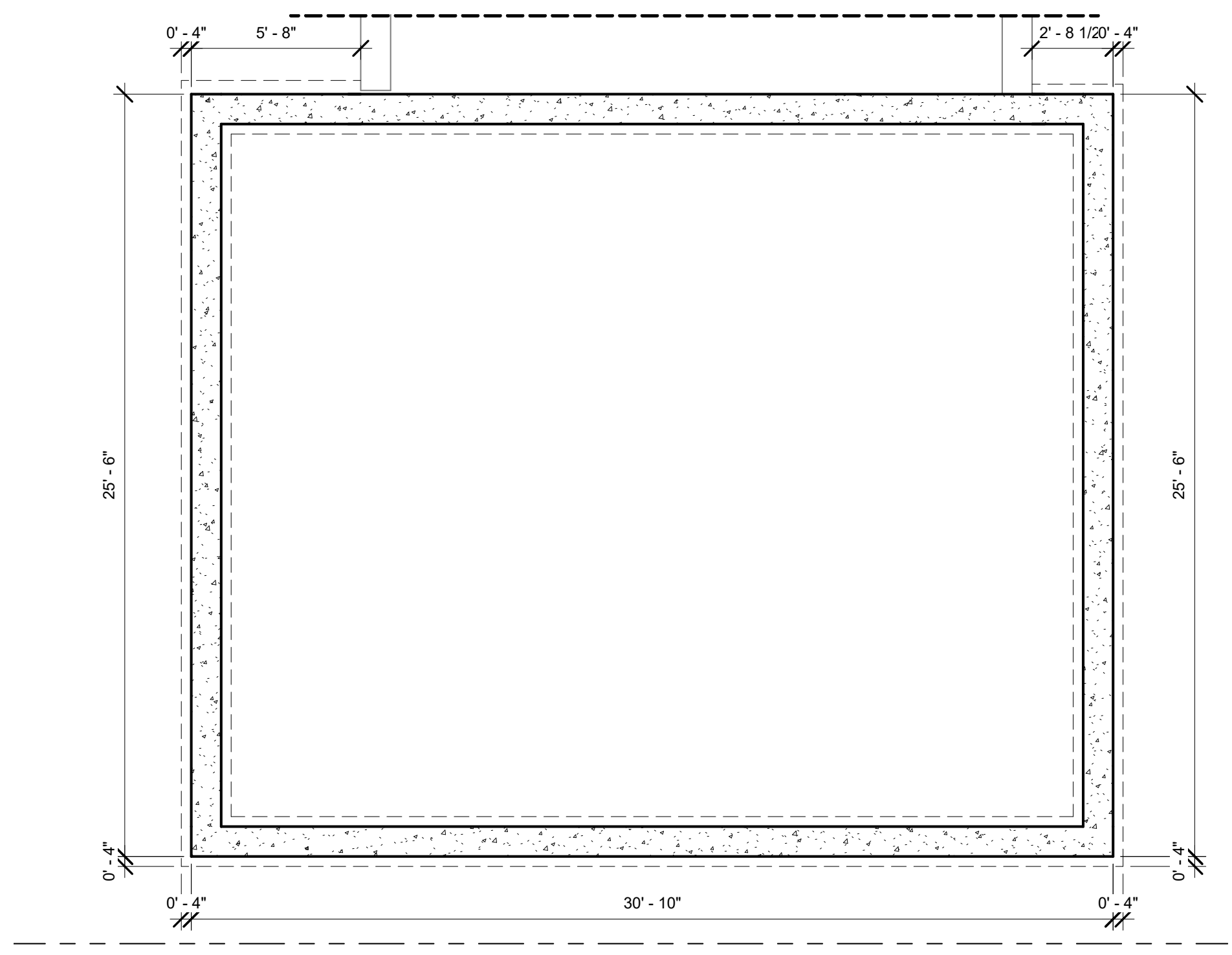
SHEET TITLE:  
FLOOR PLAN

NO.	DESCRIPTION	DATE

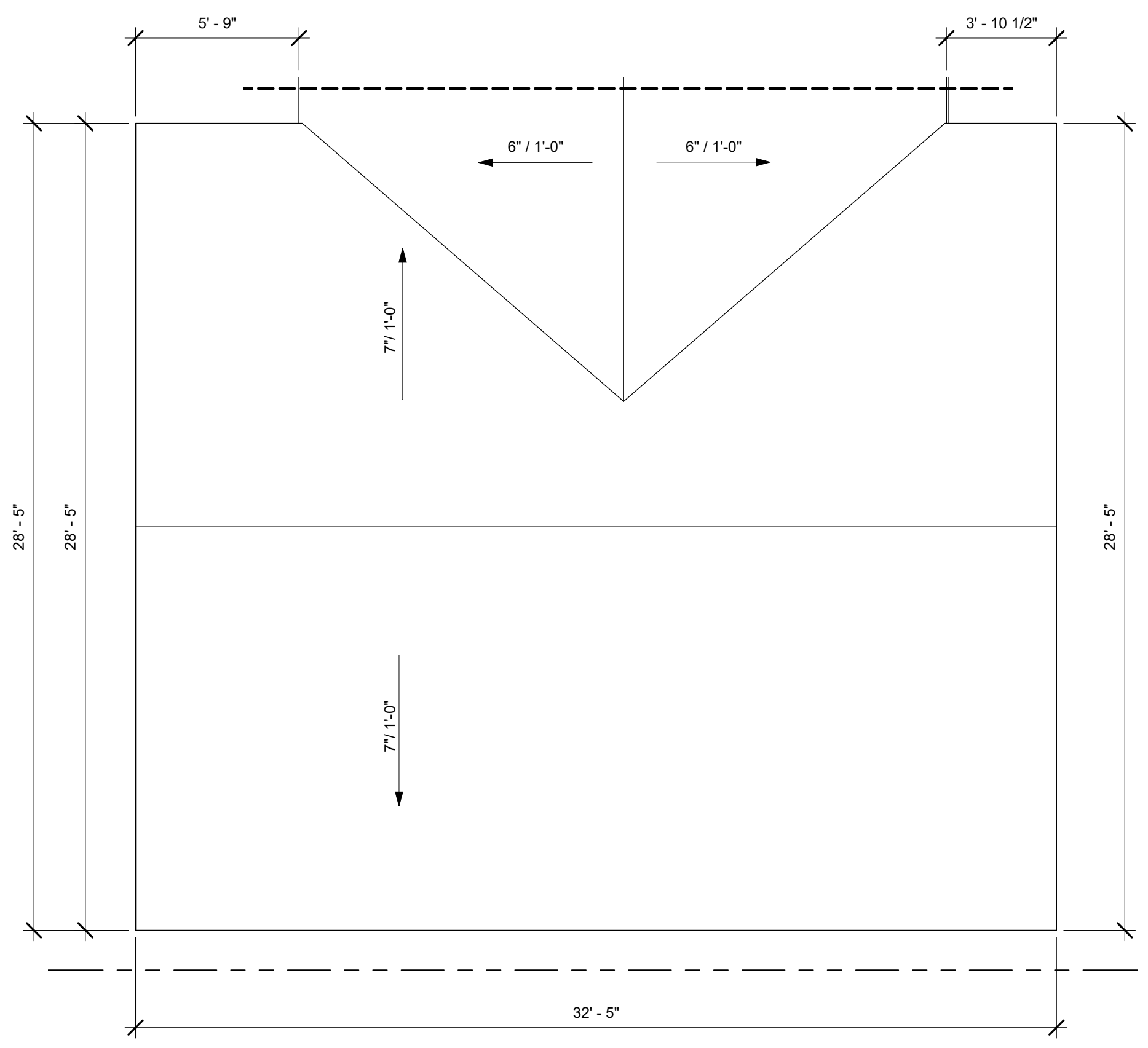
PROJECT NO.: 19003  
DATE: .  
DRAWN BY: .  
CHECKED BY: .

**A2**

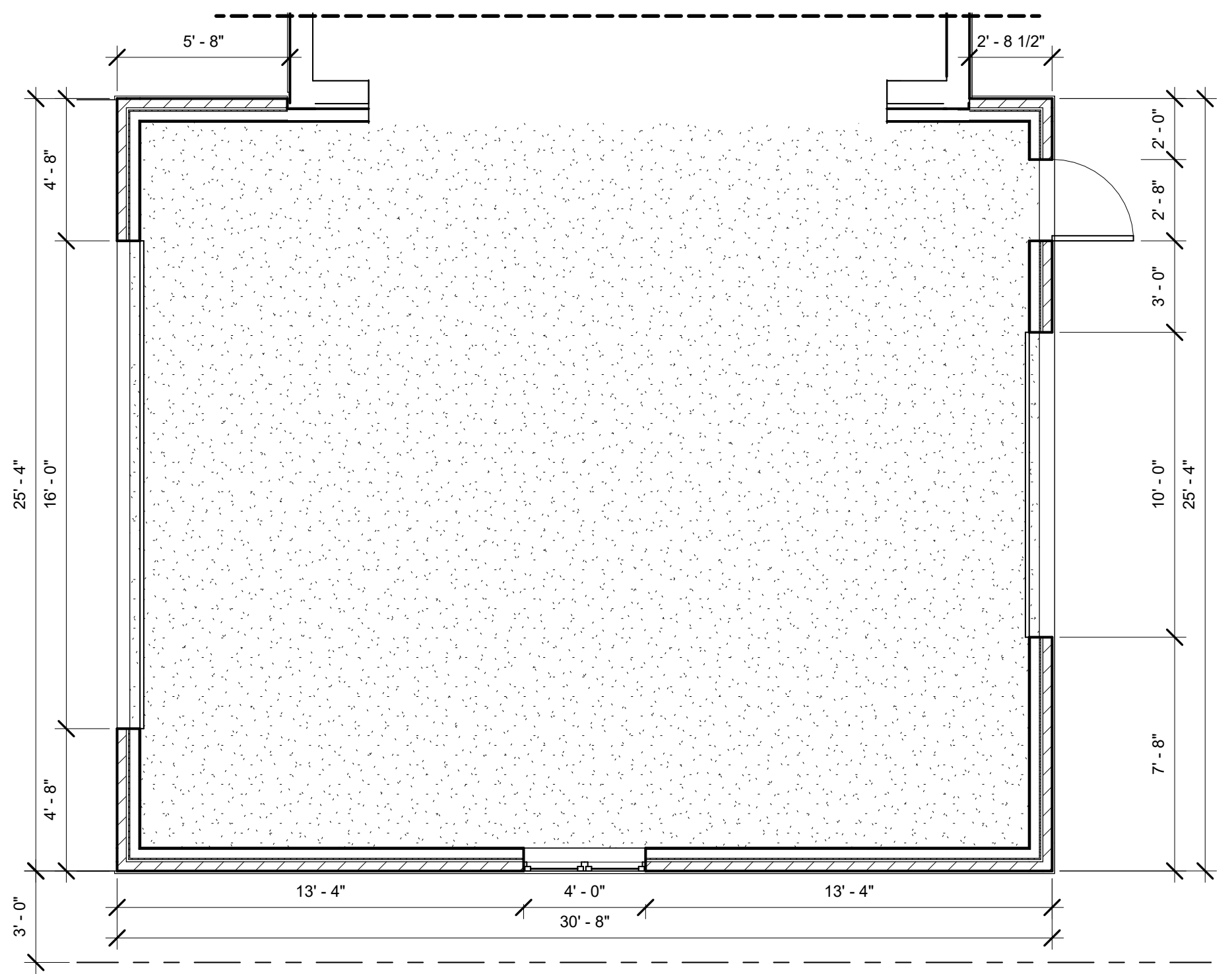
Scale AS INDICATED



FOUNDATION  
1/4" = 1'-0"



ROOF PLAN - GARAGE  
1/4" = 1'-0"



FLOOR PLAN - GARAGE  
1/4" = 1'-0"

SEAL:

OWNER: **Mathew & Kimberly Burns**  
PROJECT: **Garage Addition**  
24560 Glenda Street, Novi MI 48375

NOT FOR CONSTRUCTION

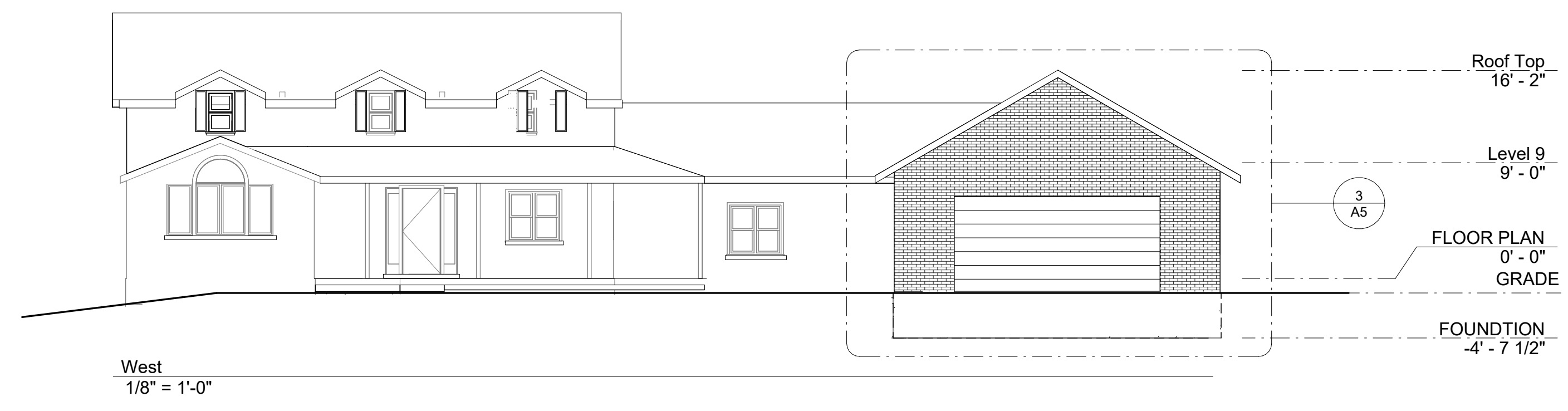
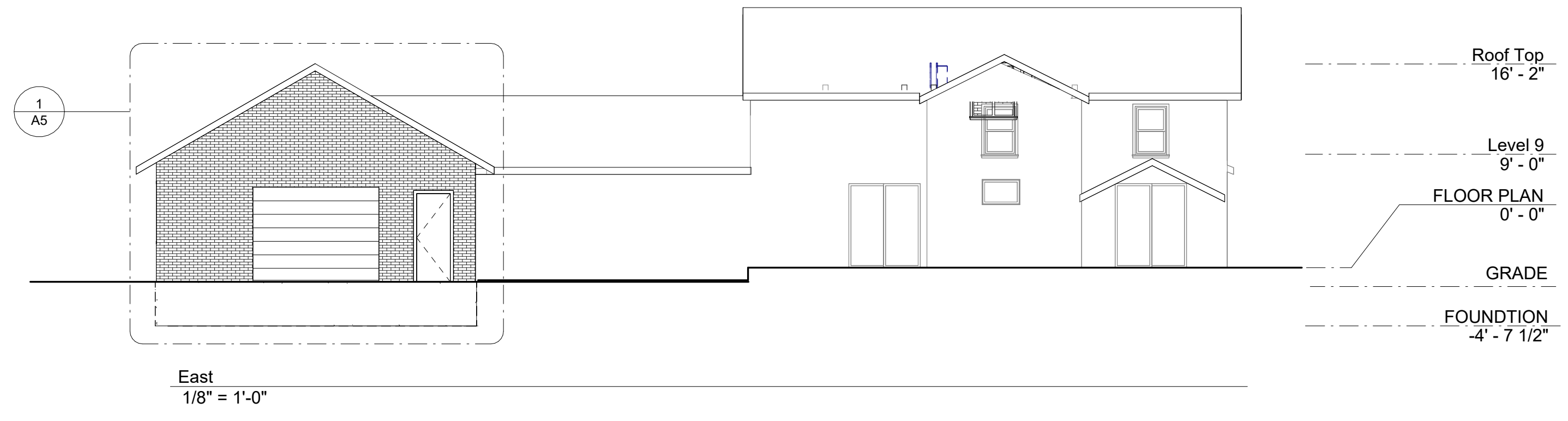
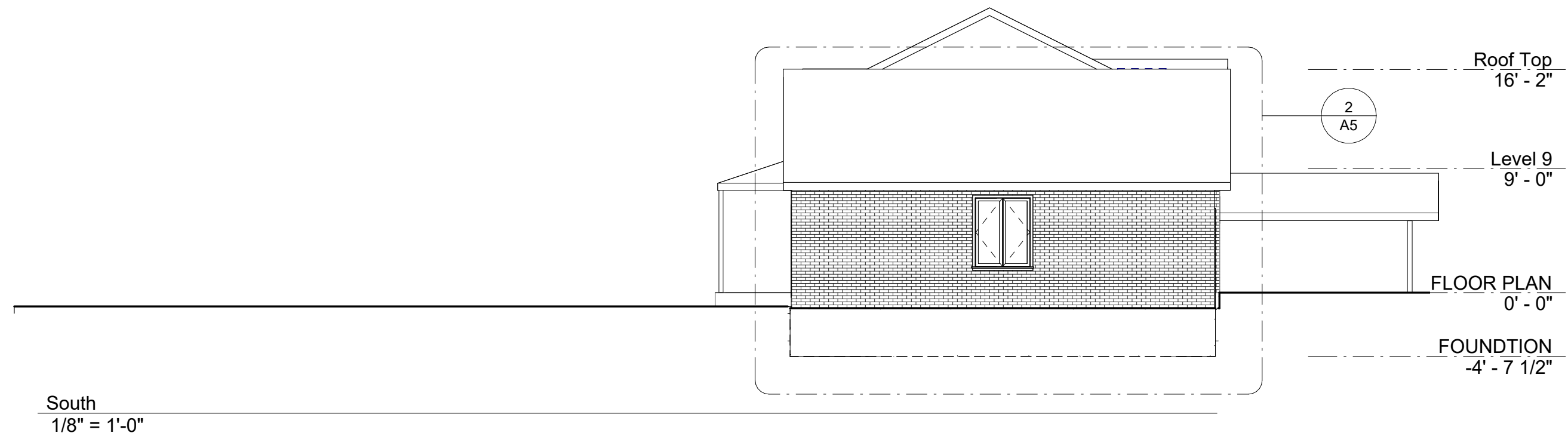
SHEET TITLE:  
**GARAGE ADDITION**

NO.	DESCRIPTION	DATE

PROJECT NO.: 19003  
DATE: .  
DRAWN BY: .  
CHECKED BY: .

**A3**

Scale AS INDICATED



SEAL:

OWNER: **Mathew & Kimberly Burns**  
 PROJECT: **Garage Addition**  
 24560 Glenda Street, Novi MI 48375

NOT FOR CONSTRUCTION

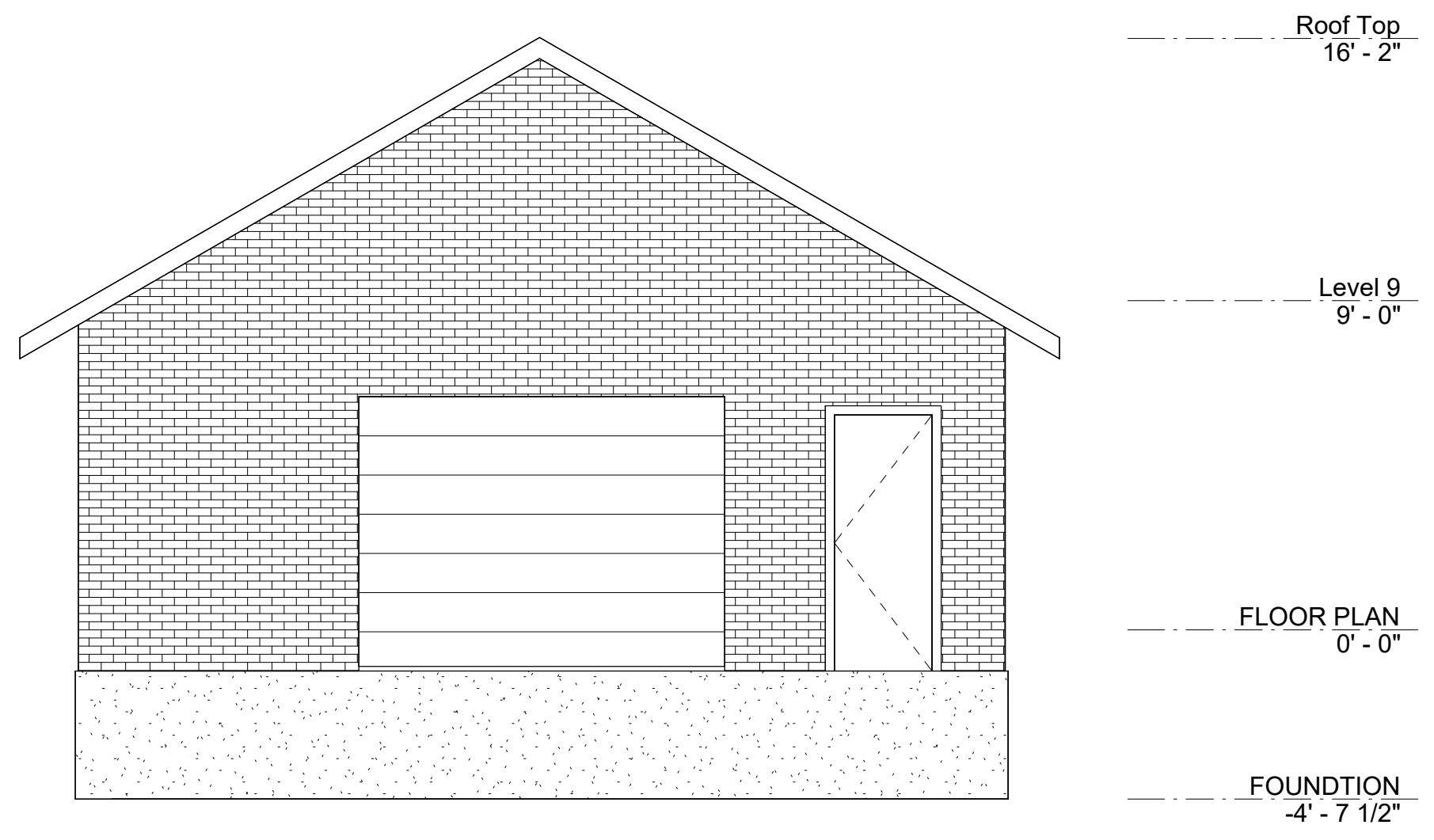
SHEET TITLE:  
**ELEVATIONS**

NO.	DESCRIPTION	DATE

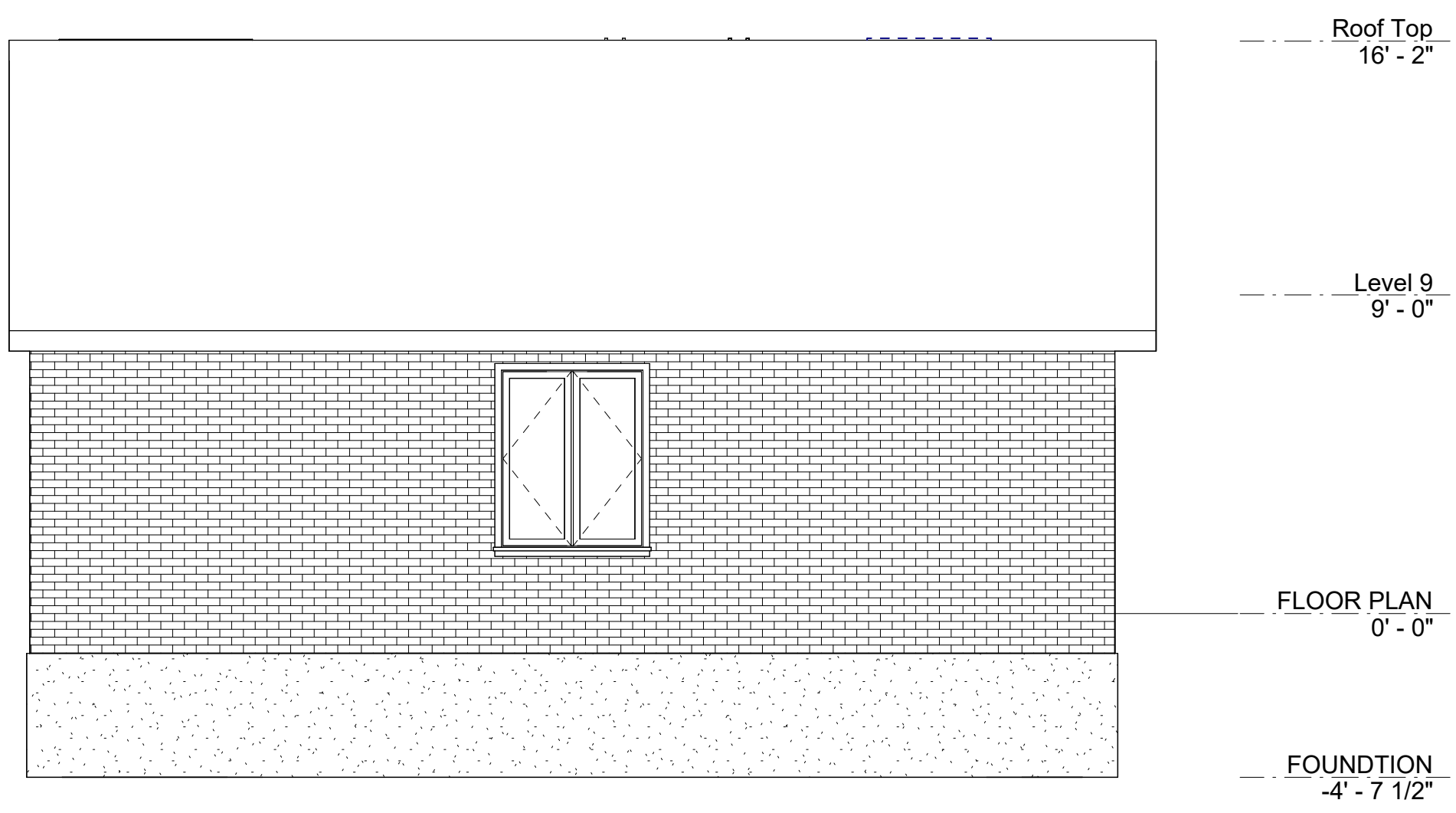
PROJECT NO.: 19003  
 DATE: .  
 DRAWN BY: .  
 CHECKED BY: .

**A4**

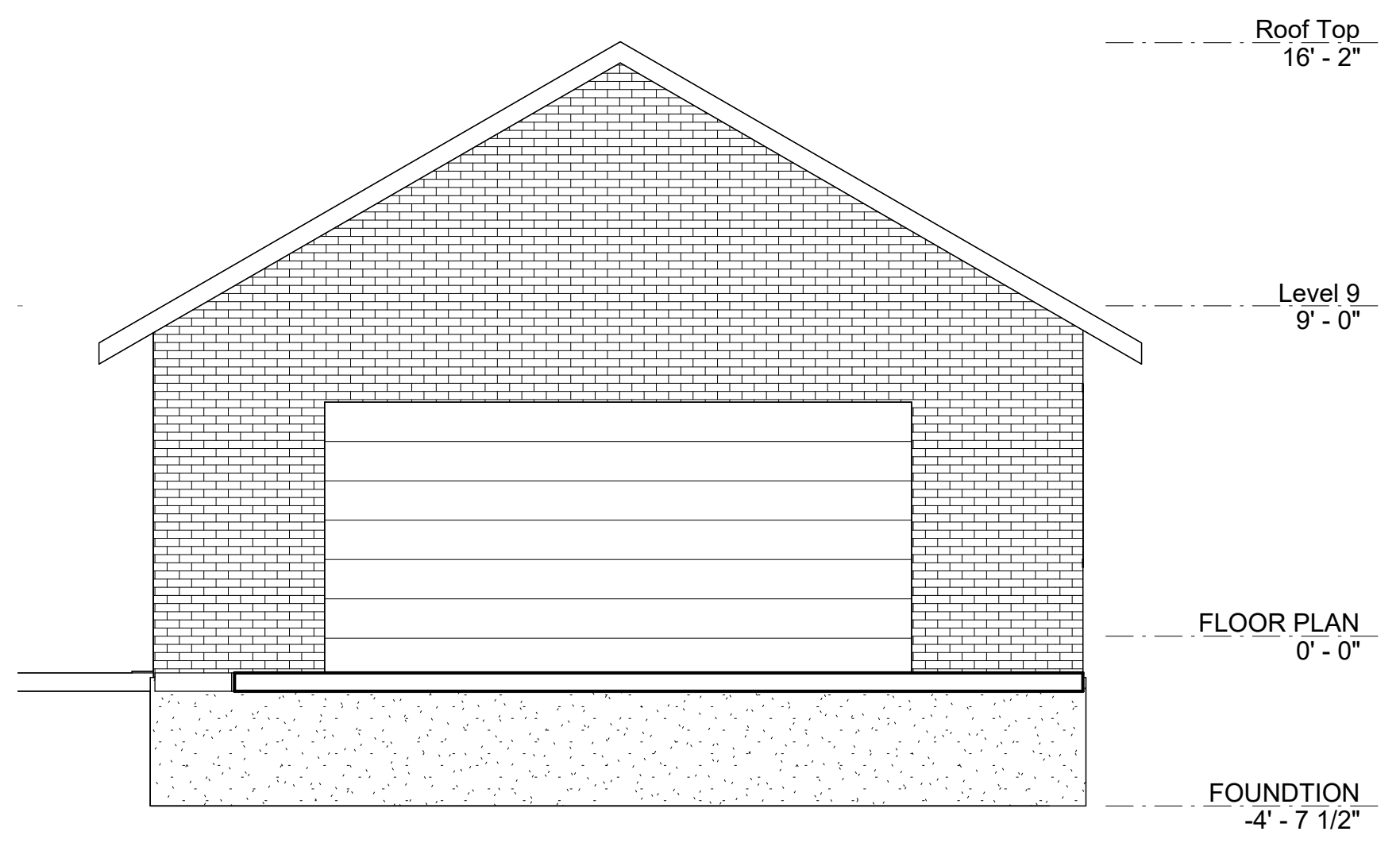
Scale AS INDICATED



EAST ELEVATION  
1/4" = 1'-0"



SOUTH ELEVATION  
1/4" = 1'-0"



WEST ELEVATION  
1/4" = 1'-0"

SEAL:

OWNER: **Mathew & Kimberly Burns**  
PROJECT: **Garage Addition**  
24560 Glenda Street, Novi MI 48375

NOT FOR CONSTRUCTION

SHEET TITLE:  
**GARAGE ELEVATIONS**

NO.	DESCRIPTION	DATE

PROJECT NO.: 19003  
DATE: .  
DRAWN BY: .  
CHECKED BY: .

**A5**

Scale 1/4" = 1'-0"

**Fletcher, Sarah**

---

**From:** Garrasi, Michelle <micgarra@med.umich.edu>  
**Sent:** Friday, September 8, 2023 2:59 PM  
**To:** Fletcher, Sarah  
**Subject:** RE: Garage addition at 24560 Glenda

**RECEIVED**

**SEP 08 2023**

**CITY OF NOVI  
COMMUNITY DEVELOPMENT**

Sorry, I just noticed too many digits in my phone #. It is 248-808-5366.

**From:** Garrasi, Michelle  
**Sent:** Friday, September 8, 2023 2:57 PM  
**To:** sfletcher@cityofnovi.org  
**Subject:** Garage addition at 24560 Glenda

Hello,  
I Michelle Garrasi of 24542 Glenda, Novi 48375 support my next door neighbor Kim and Matt Burns in adding an addition to their existing garage at 24560 Glenda. I give approval to them for this project. Please contact me via email [MMGARRASI@yahoo.com](mailto:MMGARRASI@yahoo.com) or phone 248-8008-5366 if you have any questions or concerns.

Best,  
  
Michelle Garrasi

\*\*\*\*\*

Electronic Mail is not secure, may not be read every day, and should not be used for urgent or sensitive issues

**Fletcher, Sarah**

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**From:** Richard Dozbush <richard.dozbush@gmail.com>  
**Sent:** Thursday, August 31, 2023 1:40 AM  
**To:** Fletcher, Sarah  
**Subject:** Building Permit at 24560 Glenda

**RECEIVED**

SEP 01 2023

CITY OF NOVI  
COMMUNITY DEVELOPMENT

To whom it may concern:

My name is Richard Dozbush of 24706 Glenda Street. I own the house next door from Matt and Kim Burns of 24560 Glenda Street.

I am writing to voice support for the Burns's proposed building permit for a garage addition and voice no objections to variances requested.

Sincerely,  
Richard Dozbush  
24706 Glenda St  
Novi, MI 48375  
(734) 709-1855  
richard.dozbush@gmail.com

**Fletcher, Sarah**

---

**From:** Laura Paulk <lorenee77@gmail.com>  
**Sent:** Tuesday, August 29, 2023 4:27 PM  
**To:** Fletcher, Sarah  
**Cc:** kimandmatt7127@gmail.com  
**Subject:** Approval Letter for our Neighbor's Garage Addition

Anthony and Laura Paulk  
24561 Glenda St.  
Novi, MI 48375

To Whom It May Concern,

We are neighbors located across the street from the Burns residence at 24560 Glenda St. We support their proposed garage addition project at this location. Please let us know if you have any questions or need any additional information.

Thank You,  
Anthony and Laura Paulk  
248-345-6001

**RECEIVED**  
**AUG 30 2023**  
**CITY OF NOVI**  
**COMMUNITY DEVELOPMENT**

**Fletcher, Sarah**

---

**From:** ashleylee510 <ashleylee510@yahoo.com>  
**Sent:** Monday, August 28, 2023 9:58 PM  
**To:** Fletcher, Sarah  
**Subject:** Burns Garage addition on Glenda

August 28,2023

Hello,

I writing to state that my husband and I support the garage addition and variance for Matt and Kim Burns at 24560 Glenda.

Please reach out with any questions.

Thank you,  
Brandon and Ashley Lee  
24543 Glenda  
Novi, MI  
734-674-2319

**RECEIVED**

**AUG 29 2023**

**CITY OF NOVI  
COMMUNITY DEVELOPMENT**