



MINUTES

REGULAR MEETING OF THE BOARD OF ZONING APPEALS

Thursday, August 06, 2026

6:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

1. Call to Order

The August 6, 2026 Board of Zoning Appeals Regular Meeting was called to order by Chairperson Mathisen at 6:30 PM.

2. Roll Call and Determination of Quorum

PRESENT

Chairperson Bradley Mathisen

Vice Chairperson Raymond Putz

Secretary Brenton Bailo

Board Member/Planning Commission Representative Hank Lorant

Board Member Mary Chayka-Crawford

STAFF PRESENT

Planning and Zoning Coordinator Jacob VanBoxel

Planning and Zoning Coordinator Sommer Nafal

Deputy Clerk/Treasurer Lynsey Blough

3. Approval of Agenda

MOTION made by Secretary Bailo, Seconded by Board Member Lorant, to approve the Board of Zoning Appeals Regular Meeting Agenda of August 6, 2026, as presented.

VOTING YEA: Mathisen, Putz, Bailo, Lorant, Chayka-Crawford

VOTING NAY: None

ABSENT: None

MOTION: Carried

4. First Hearing of the Public for Non-Agenda Items Only (3 minute limit)

None.

5. Approval of Minutes

A. Approval of July 2, 2026, BZA Regular Meeting Minutes

MOTION made by Secretary Bailo, Seconded by Board Member Lorant, to approve the July 2, 2026 Board of Zoning Appeals Regular Meeting Minutes, as presented.

VOTING YEA: Mathisen, Putz, Bailo, Lorant, Chayka-Crawford

VOTING NAY: None

ABSENT: None

MOTION: Carried

6. BZA Preface

7. Public Hearing

None.

8. Action Items

A. Training Session for BZA Members

Planner VanBoxel conducted a training session for the Board of Zoning Appeals, with assistance from Planner Nafal. The training covered planning and zoning fundamentals, the roles, responsibilities, and authority of the Village Council, Planning Commission, Zoning Administrator, staff, and BZA, and the relationship between the Master Plan and Zoning Ordinance. The Board reviewed the BZA's authority to hear appeals, interpret zoning provisions, and consider dimensional and use variances, as well as matters involving nonconforming buildings, uses, and lots. The importance of treating a variance as a last option and consistently applying the standards established by the Zoning Ordinance was emphasized.

The training also addressed BZA procedures and decision-making, including the need for decisions to be based on ordinance standards and findings of fact rather than public opinion, personal preferences, or popularity. The Board was reminded that conditions imposed on approvals must be appropriate and related to the project or applicable ordinance standards, and that Board Members should seek clarification before voting when necessary. Sample motions to approve and deny were provided for future reference.

Risk management, conflicts of interest, and ex parte communications were discussed at length. Board Members were advised to avoid discussing pending or potential cases with applicants or other interested parties outside of a public meeting and to disclose potential conflicts of interest and consult staff when uncertain about whether they could make an impartial decision.

The Board also reviewed Open Meetings Act requirements, including conducting deliberations and decisions in public and ensuring that information relied upon in making a decision is presented during the meeting. Board Members were encouraged to visit properties when

helpful for understanding a request, while avoiding communications that could influence a pending matter.

Public hearing procedures were reviewed, including providing an opportunity for public comment, maintaining orderly proceedings, directing comments through the Chair, establishing and enforcing reasonable time limits, and ensuring that public sentiment does not replace the applicable legal and zoning standards in the Board's decision-making.

During the question-and-answer portion, the Board discussed appropriate interactions with neighbors and members of the public regarding potential zoning matters, when to consult the Zoning Administrator or staff regarding possible violations, and the circumstances under which legal counsel may participate in a meeting.

9. Unfinished Business

None.

10. Second Hearing of the Public for Non-Agenda Items Only (3 minute limit)

None.

11. Board Member Comments

Secretary Bailo thanked Planners VanBoxel and Nafal for providing the training.

The annual four-hour training requirement contained in its bylaws was discussed.

Board Member Chayka-Crawford inquired about future training dates and whether Planner VanBoxel provides training to other communities.

Vice Chairperson Putz noted that Oakland County offers zoning board training.

Chairperson Mathisen stated that there is a cost associated with the County's training, which was the reason he did not proceed with registration.

Board Member Lorant stated that the training provided was very helpful to the Board.

Planner VanBoxel indicated that a mock hearing could be prepared for a future meeting, with progressively more complex scenarios used to complete the remaining training requirement.

12. Next Regular Meeting - September 3, 2026

13. Adjournment

MOTION made by Board Member Lorant, Seconded by Secretary Bailo, to adjourn the August 6, 2026, Board of Zoning Appeals Regular Meeting.

VOTING YEA: Mathisen, Putz, Bailo, Lorant, Chayka-Crawford

VOTING NAY: None
ABSENT: None
MOTION: Carried

The August 6, 2026, Board of Zoning Appeals Regular Meeting adjourned at 7:50 PM.

Dr. Brenton Bailo
Secretary

Lynsey Blough, CMC
Deputy Clerk/Treasurer

Sonja Stout, MiCPT
Village Clerk/Treasurer

Date Approved: September 3, 2026