

# Zoning Administrator Report

June 2018

Zoning Permits/Actions for June 2018				
Permit #	Parcel #	Owner Name	Address	Improvement
18-06-01	002-017-50	Arrigo Family LLC	7914 BC/Chx Road	Addition to Storage Building
18-06-02	888-056-00	J. Caron & J. Prell	7453-56 Michigan Heights	Add to decks to dwelling
18-06-03	004-001-90	Midwest Cabinets LLC	5800 Parsons Lane	Construct Single Family Dwelling
18-06-04	128-006-30	Gail Ager	9755 Quarterline Rd.	Construct Pole Building
18-06-05	118-001-55	Community Pool	11905 US-31 North	Locker Room Addition to Pool Building
18-06-06	888-103-00	Donald Gregory Jr.	7250-103 Lower Kelsey Dr.	Construct Garage

## Land Divisions

Two property owners requested information on making a shift of property lines between their property and an adjoining property. The property owners have not moved forward with their plans as of this time but will be within the next month or two. Lately, there seems to be a growing interest in making these types of land transfers. Our existing application form seems to work very well for the division of properties that result in the creation of new parcels but does not seem to be a great form to deal with property transfers that do not result in the creation of new parcels. I have done some research in regard to developing a new form to address the situation of property splits that do not result in new parcels of property but rather are just a property line adjustment. Leland Township is one of many townships in Leelanau County that have developed a Property Line Adjustment Application Form. I have attached a copy of their application form to this staff report as an example of what type of form we could use and the types of information that should be provided.

## Nuisance Complaints

Two nuisance complaints were received during the month of June. Junk has been placed at the roadside of two parcels of property in the Township and the respective owners have been notified that they need to be cleaned up.

## Zoning Violations

While doing a site inspection of a location for which a zoning permit had been issued, it was evident that a violation of the Shoreline Protection Strip had occurred at 9038 Boyne City/ Charlevoix Road. I spoke with the property owner and followed up with mailing a letter to both the property owner and the contractor. I have since met with the contractor and he is working with the property owner to develop a restoration plan. I have requested the Charlevoix County Department of Building Safety to not issue a Soil Erosion and Sedimentation Control Permit until I have resolved the issue with the property owners.

I have a list of property owners that will be receiving notices shortly. I had hopes of sending out the violation notices during the month of June but I felt it prudent to check some older aerial photos before doing so. I have borrowed aerial photos from the Charlevoix County Planning Department and will reviewing these and then sending out notices.

The parties that are on the list without further review necessary are as follows:

<b><u>Property Owners</u></b>	<b><u>Property Address</u></b>	<b><u>Tax Id #</u></b>
Richard and Connie Pierce	7955 Indian Trails	515-001-00
Mitchell and Diane Mondry	10992 Quarterline Road	300-002-10
Marc and Stephanie Layne	6885 Nine Mile Point Dr.	400-018-00
Joseph P. Chartier	9038 Boyne City Road	004-001-95

Fifteen additional properties are on the list with approximately six to seven to be selected for the next round of notices that they need to come into compliance with the Shoreline Protection Strip requirements.

## Short Term Rental Licenses

Two applications are still outstanding; the first is for the Catt property located on Indian Trails Road where the dwelling contains double the number of bedrooms that were approved by the Health Department. I am still awaiting the property owner to resolve this issue with the Health Department before I can proceed with this application. The second application is for a property on Woods Road. Following my inspection, the property owner was notified of a number of deficiencies that needed to be resolved prior to my being able to issue the permit.

## Meetings Attended

I attended the June Township Board and Planning Commission meetings. At the Planning Commission meeting, the Shoreline Protection Subcommittee was appointed with Marilyn Morehead, Roy Griffiths, and Grenetta Thomassey from the Tip of the Mitt Watershed Council.selected to serve.