

# Zoning Administrator Report

## August 2018

Zoning Permits/Actions for August 2018				
Permit #	Parcel #	Owner Name	Address	Improvement
18-08-01	113-014-15	Joel & Melissa Robinson	06872 Upper Bay Shore Rd.	Sign Permit
18-08-02	570-021-00	Bill Schneider	11551 Summerhill Way	Residential Addition
18-08-03	301-021-55	Camp A.S.L.	7055 Birdland Drive	Accessory Building
18-08-04	119-004-10	Eryn & Brenda Willson	11701 Boyne City/ Charlevoix Road	Accessory Building
18-08-05	465-002-00	North Star Development	North Star Drive North Lot 2	Accessory Building
18-08-06	465-007-00	North Star Development	North Star Drive North Lot 7	Accessory Building
18-08-07	465-008-00	Enclave Enterprises LLC	North Star Drive North Lot 8	Accessory Building
18-08-08	465-001-00	William Schulman	North Star Drive N. Lot 2	Accessory Building

### Pending Zoning Permits

Last month (July) only one zoning permit was issued but as I mentioned at that time, a number of activities were being planned and the month of August reflected the projects in the pipeline moving into the permitting stage with eight permits having been issued.

I expect the pace to let up to some extent in September but a couple of time consuming permit applications have been submitted in August but were rejected as not complying with the ordinance requirements. One is headed to the Zoning Board of Appeals and the second may either be going before the Zoning Board of Appeals or the Planning Commission for a revision to an approved site plan for a site condo development.

### Land Divisions

One land division application was received in July but was not acted upon due to the need for both property owners party to the agreement needing to sign off on the boundary line adjustment. I am still awaiting the signature from the second party. A property line adjustment application was received in August involving two property owners and three parcels. I am awaiting legal descriptions, surveys and the permit application fee. Since these three parcels are located in a recorded subdivision, I am checking to determine whether or not surveys would

be required. The intent of the realignment is to split the middle parcel of the three parcels such that the resulting two parcels would each have an equal lot width.

As I indicated in June, I have acquired a copy of a form used by another township in northern Michigan that seems to better address the issue of shifting a property boundary line which I would like to discuss with the Township Board at your convenience.

### Nuisance Complaints

No nuisance complaints have been received during the month of August.

### Zoning Violations

Two complaints of alleged zoning violations were received in August. Following my investigation, notices were sent out to both property owners. The first was for a sign violation at the property occupied by Toy Boxes on US-31. I have not seen the sign reappear since the date the property owner was given to comply. The second violation was for the Argonne Supper Club property owned by Steve Ager. Earth moving and removal appeared to have taken place. I have not seen any additional activity since the letter was sent.

### Short Term Rental Licenses

No applications have been received for short term rental licenses during the month.

### Secretarial Work on behalf of the Planning Commission

The packet was copied and mailed out for the Planning Commission August meeting. I also prepared a public hearing notice and mailed out notices to all property owners within 300 feet of the property for which Elliot Falls is requesting approval by the Planning Commission of a special use permit and site plan approval for rental storage units located adjacent to the Americinn Hotel. This hearing will occur during the month of September. Another hearing is planned for the October Planning Commission meeting for a revision to a site plan for the Featherly property on US-31.

At the request of the Planning Commission, I have created a letterhead for the exclusive use of the zoning administrator for any correspondence that I send out.

### Zoning Board of Appeals

A meeting of the Zoning Board of Appeals has been scheduled for September 26<sup>th</sup>, for a request to construct a garage addition to a dwelling owned by Helga Strey on Nine Mile Point Drive. A variance was granted approximately 17 months ago but due to the variance not having been used and the plans being changed, a new variance request is required and has been submitted.

### Meetings Attended

I attended the July Township Board and Planning Commission meetings.