

Zoning Administrator Report

October 2018

Zoning Permits/Actions for October 2018				
Permit #	Parcel #	Owner Name	Address	Improvement

Zoning Trends

No zoning permits were issued during the month of October. One permit was applied for but due to the need to obtain Health Department approval, no action was taken on the application.

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 and the application fee. I have spoken to the Assessor and the Equalization Department and due to the fact that all three lots are located within a recorded subdivision, it will not be necessary to have a survey undertaken. A legal description and deeds conveying the property will need to be developed along with the application fee being submitted. I have conveyed this information to the property owner desiring to divide the middle lot of the three. Two of the three lots are non-conforming lots due to them not having sufficient lot width. A portion of the middle lot was separated a number of years ago and conveyed to the owner of lot # 3 resulting in lot #3 now being a conforming lot. The current proposal is to equally split lot #2 such that both lots 1 and 3 will both be conforming lots with lot #2 being eliminated.

A new parcel split application was submitted in October to divide two parcels into five parcels which I approved with conditions. After having conversations with the Equalization Department and the Township Assessor, I will be developing a revised approval letter to better address the fact that due to the resulting parcels having area in two different sections, additional descriptions will need to be created along with the deeds needing to tie some of the parcels together as one parcel for zoning purposes pursuant to the PUD approval in January of 2008.

Nuisance Complaints

No nuisance complaints were received during the month of October.

Zoning Violations

I was notified of the potential of two waterfront zoning violations. Upon investigation, one is not a violation and the second is one that I have been working to resolve for some period of time.

Late in the month I was notified of a potential violation regarding the use of a dwelling to house construction workers. Due to the late date at which I received information of this potential violation, it will be dealt with in early November.

Short Term Rental Licenses

No applications have been received for short term rental licenses during the month. I have had numerous conversations with representatives of the Catt Family regarding their property located on Indian Trails Drive. I believe we may be close to resolving the issues that have prevented the short term rental license from being issued.

Secretarial Work on behalf of the Planning Commission

The packet was copied and mailed out for the October Planning Commission meeting. The major focus of this meeting was the Attitude Survey, and discussion regarding updating of the Master Plan.

Zoning Board of Appeals

One meeting of the Zoning Board of Appeals was scheduled during the month of October which I did not attend as the sole purpose of the meeting was to approve the minutes of the September meeting.

Meetings Attended

I have attended the September Township Board, Planning Commission, and the County Planners Forum put on by the Tip of the Mitt Watershed Council.