

Zoning Administrator Report

March 2015

Zoning Permits/Actions:				
Address	Parcel Number	Owner Name	Permit Number	Improvement

Short Term Rentals:

1. 09224 Boyne City Road. [Waiting for final inspection from building department.](#) [No occupancy as of 3-9-15.](#)
2. Application complete as of 2-9-15, for 09870 Murray Road, parcel #15-007-113-014-24. [Scheduling inspection.](#) [Inspection completed 2-16-15.](#) [License issued 2-18-15.](#)

Current:

Received and reviewing application for parcel division on Stolt Road.

Notified and met with owners of SUP display on US 31N for sign violations.

Working with applicant on variance application on Nine Mile Point.

Wrote letter to Army Corp's of Engineers concerning proposed permanent dock in Oyster Bay. [Received acknowledgement and consideration from the Corp's.](#) [No approval as of 3-9-15.](#) [Forwarded comments and questions to DEQ and have received comments back.](#)

Received application for variance for a parcel on Burns Road previously granted a variance with restrictions to consider a request to relieve property owner from some those restrictions. [Owner has surveyor working on reconfiguring plan for application.](#) [New application will be made in June 2015.](#)

Sent letter of violation for blight at 08988 US 31 N. [Sent second letter of violation.](#) [Owner has responded and indicated cleanup will start soon.](#) [No action as of 1-28-15.](#) [Sent another letter 1-28-15.](#) [Clean up started on 3-4-15.](#)

Sent letter concerning Planning Commission Special Use Permit requirements for property located on US 31 N. Have received parcel division application for same parcel. Moblo. [At Planning Commission request, sent letter indicating that parcel division could be approved however new applications for special use permits would be required because of the reconfiguration of property.](#) [Moblo submitted new site plan 1-12-15.](#) [Minor changes to west parcel to be approved administratively.](#) [East parcel will need to apply for new special use permit.](#) [Minor changes made on west parcel and lot split approved 2-25-15.](#)

Sent greenbelt violation notice to property located at 07606 Indian Trails. [Received response letter from property owners attorney.](#) [Waiting for Spring.](#)

Sent greenbelt violation notice to property located at 07644 Indian Trails. Owners representative met with PC. **Waiting for Spring.**

Presented proposed changes/considerations to zoning ordinance at January's Planning Commission meeting. Continue to work with Mary Campbell on proposed changes.

Presented applicant information packet at January Zoning Board of Appeals meeting. **Applicant information handout approved by ZBA to be included in application packet. Completed.**

Received and reviewing site plan for proposed new construction of single family residence and greenbelt restoration and 10114 Anglers Cove.

Previous Violations:

- 09224 Boyne City Road, alleged alteration/addition to a non-conforming structure. Owners and Planning Commission have agreed to facilitative negotiations. Have received representative authorization and will be meeting with representative on Wednesday, August 13, 2014. **Township attorney has reviewed and approved, owner has requested two minor changes. Owner agrees to proposed amendment to PUD. Need signatures. APPROVED AND SIGNED 2-14-15**
- 07205 Birdland Drive, Lot 12, alleged greenbelt violation. Township Attorney sent owners a letter on June 25, 2014. Civil Infraction issued. **Owner served with civil infraction and has contacted me/waiting for attorney response. .Owner has contacted me several times to schedule meetings but has not shown up as scheduled. Waiting for the legal process. Owner contacted me on 12-11-14 indicating that he still would like to meet with me.**
- Inspected property at 07216 Birdland. Property is under construction with prior zoning permit approval/variance granted. It appears construction is not within the requirements granted under variance. Construction is in violation of variance granted. Working with owners, Soil Erosion Department and Building Department to rectify. **Waiting for wetlands determination. Emailed DEQ again but have not received a response as of 2-9-15. Emailed DEQ again, no response as of 3-9-15.**
- Received complaint of hot tub being located too close to property line at 06758 Boyne City Road. Discovered violation of hot tub, outdoor lighting and greenbelt. Letter of violation mailed July 9, 2014. Owners have removed lighting and are in process of removing hot tub. **Sent second letter of violation. Sent third letter of violation with intent to issue civil infraction within 10 days. Certified mail received-civil infraction will be issued. HOT TUB HAS BEEN REMOVED. Will check greenbelt in spring.**

Attended Planning Commission meeting on February 19, 2015.

Attended County Planning Commission meeting on March 5, 2015.

Having been working, as a member of the Lake Charlevoix Shoreline Protection steering committee, on final draft of recommendations.

Normal number of calls concerning zoning ordinance requirements, zoning districts and parcel divisions/combinations.