

## Zoning Administrator Report July 2014

Zoning Permits:				
Address	Parcel Number	Owner Name	Permit Number	Improvement
07738 Boyne City Road	002-016-10	Matt Lester Trust	06-14-015	Outdoor arbor, fireplace and patio area
08142 Upper Bayshore	115-003-00	Michael & Jean McCarthy	06-14-016	8' x 20' porch roof structure
08786 Polecat Lane (pvt)	003-020-20	Tudor Family Trust	07-14-017	New 5530 sq.ft. single family residence with 3 car attached garage, 2 decks

Ongoing applications for short term rentals:

1. 11535 US 31 N, inspected and approved property for short term rental.
2. 11505 US 31 N, inspected and approved property for short term rental.
3. 09224 Boyne City Road. Inspected property-construction not complete. Building Department will call when final inspection and occupancy permit are finalized.

Received request to review a potential parcel division on Old US 31. Owner has applied for rezoning. This request will be presented to the Planning Commission on July 15, 2014 and is scheduled for review on August 19, 2014.

Received, reviewed application for zoning permit for alterations in the shoreland protection strip at 08040 Indian Trails. Denied application in writing, contractor has made necessary changes to plans to conform with zoning ordinance but am waiting for documentation from owner confirming "no mowing" in a portion of the existing strip adjacent to proposed alterations. Still waiting for documentation as of 7-14-2014.

Received and reviewing application for variance at 08040 Indian Trails. Request will be scheduled for Wednesday, August 20, 2014 ZBA meeting.

Received and reviewing zoning permit application on Old US 31 N.

Received request to alter building envelope on a lot in Country Club PUD. Will be referred to Planning Commission as an amendment to PUD.

Attended June 17, 2014 Planning Commission meeting Master Plan Public Hearing.

Attended Lake Charlevoix Zoning Administrators quarterly meeting on June 18, 2014.

#### Violations:

- 09224 Boyne City Road, alleged alteration/addition to a non-conforming structure. Owners and Planning Commission have agreed to facilitative negotiations. Waiting for owner/representative authorization.
- 07205 Birdland Drive, Lot 12, alleged greenbelt violation. Township Attorney sent owners a letter on June 25, 2014. Owner did not respond to the letter so citation will be issued this week.
- US 31 N, Manthei property, contacted owners concerning removal of sand from site. Excavation from a basement being dug on the north side of Charlevoix was hauled to this site last summer. Contractor was using the site on US 31 N as a staging area. Have received written confirmation from owners that site will be restored back to original condition as soon as weight limits are off and material can be hauled back to original site. Continue to make progress.
- Re-Inspected property on US 31 N owned by Charlevoix Club Park, LLC. where fill from DeVos was being hauled. Owner of Hilltop Nursery had arranged for this fill. Rob Moblo has applied for SUP but as of July 14, 2014, application is not complete.
- Boat moored/beached on public portion of Eastern Ave. Boat has been removed.
- Inspected 10965 Burnett Road for property being used for purposes only allowed by special use permit. Owner has applied for SUP but as of July 14, 2014, application is not complete.
- Inspected property at US 31 N, Charlevoix Club Park, for possible sign violation. Owners have removed illegal signs and are applying for new sign.
- 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 to rectify.
- 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.
- Received complaint concerning alterations to public area at Maple Grove road end. Will inspect this week.