



Zoning Administrator Report

January 2024

Zoning Administrator work in progress report for the month of December includes the following:

- Conducted several Inspections for Compliance.
- Received and reviewing zoning permit application for a new detached garage on Burns Road.
- Received and reviewing a variance application to reduce the 50' Shoreland setback from creek for a new single family dwelling on Birdland Drive. ZBA will set public hearing date at their meeting on January 8th, 2025.
- Received and reviewing zoning permit application for a Demo and rebuild of existing home on Quarterline road. Shoreline Review Committee conducted inspection and advised applicant to work with Tip of the Mitt to create shoreland restoration plan.
- Received special use permit application for a Kennel and Dog Day Care Facility on Burgess Road. Planning Commission will set Public Hearing date at their January 7th, 2025 meeting.
- Received Application for rezone from A1 to RR on Burnett Road PC will set public hearing date at the January 7th, 2025 meeting.
- Approved Parcel Division and reconfiguration Application on Pincherry Road.
- Received and reviewing zoning permit application for a new single family dwelling unit on Peaceful Valley Road. Conducted Shoreline Review Committee Visit, Shoreland review committee preparing report. Planning Commission will Review the Shoreland Restoration Plan at the January 21st 2025 Meeting.
- Received and reviewing zoning permit application for a 72"x60" Free Standing Sign on US 31.
- Resolving with assistance from Tip of the Mitt a non-compliant parcel on Susan Lake.



- Resolving a non-compliance nuisance complaint with landowner on Hyek Road.
- Continuing to receive updates towards compliance from landowner regarding non-compliance notice letter sent to 6099 Charlevoix Street. Owner is making good progress.
- Resolved violation of Nuisance Ordinance with land owner on Susan Shore Drive.
- Zoning Board of Appeals at the September 18th 2024 Public Hearing approved Zoning Variance Application from Little Traverse Conservancy for a parcel on Division Ave. Received Zoning Application for Shoreline Review waiting for survey and additional information from applicant.
- Progress received from Landowner on Villa Road for Violation of Nuisance Ordinance and a non-compliance complaint.
- Received Zoning permit application for a 12'x24' Storage Barn Structure on Burnett Road.
- Received Zoning permit application for a 20'X20' unattached Garage on Nine Mile Point. Waiting for survey from applicant.
- Received a Site Plan Approved by Tip of the Mitt to resolve a Zoning Ordinance Violation on Boyne City Road.
- First Notice Letter was sent to landowner on Maple Grove Road for a Nuisance Ordinance complaint, also sent violation information to Charlevoix County Fire Department.
- Resolved Nuisance Ordinance complaint with landowner on Maple Grove Road.