



Zoning Administrator Report

February 2025

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

- Conducted several Inspections for Compliance.
- Zoning permit application for a new detached garage on Burns Road. Shoreline Review Committee conducted inspection. Waiting for Shoreline Landscaping Site Plan from Applicant.
- Variance application to reduce the 50' Shoreland setback from creek for a new single family dwelling at 6995 Birdland Drive. ZBA set public hearing date at for March 26th 2025 at 7pm.
- Variance application to reduce the 100' Shoreland setback for reconstruction of an existing non-conforming dwelling unit at 07115 Birdland Drive. ZBA set public hearing date at for March 26th 2025 at 7pm.
- Special use permit application for an Assisted Living and Memory care Facility on US 31 North. Planning Commission will set a Public Hearing date at their February 18th, 2025 meeting.
- Two special use permit amendment applications for the special use permit approved to Mark McCol & Dewitt Marine at May 6th 2024 Planning Commission Meeting. The Planning Commission will set a Public Hearing date at their February 18th, 2025 meeting.
- 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.
- Special use permit application for a Kennel and Dog Day Care Facility on Burgess Road. Planning Commission set Public Hearing date for their February 18th, 2025 meeting.
- Application for rezone from A1 to RR on Burnett Road PC set public hearing date for their February 18th, 2025 meeting.



- Received and reviewing zoning permit application for a 72"x60" Free Standing Sign on US 31. Consulting Legal Counsel for advise on enforcement within the road right away.
- Continuing to discuss a non-compliance nuisance complaint with landowner on Hyek Road.
- Received and reviewing zoning permit application for a 28x32 addition to garage at 6885 Birdland Drive.
- Received and reviewing zoning permit application for a 30x60 Accessory Building at 11724 North Star C Drive.
- Received and reviewing zoning permit application for a 30x60 Accessory Building at 11730 North Star C Drive.
- Received and reviewing parcel division application located at 9581 Burnett Road.
- 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.
- Applicant withdrew Zoning permit application for a 12'x24' Storage Barn Structure on Burnett Road.
- Received Zoning permit application for a 20'X20' detached Garage on Nine Mile Point. Waiting for survey from applicant.
- Received a Site Plan Approved by Tip of the Mitt and pictures of new plantings to resolve a Zoning Ordinance Violation on Boyne City Road. Progress will continue once weather permits.
- First Notice Letter was sent to landowner on Shrigley Road for permitted use within the Small Lot Residential District compliant.
- First Notice letter was sent to land owner on Michigan Heights Drive for a non-compliance Lighting Compliant. Received pictures and email providing the violation was corrected. Second Notice Letter was sent to landowner and Michigan Heights Management after multiple nuisance complaints were received.



- Second Notice Letter was sent to landowner on Maple Grove Road for a Nuisance Ordinance compliant, Charlevoix County Fire Department Chief is monitoring parcel for fire hazards.
- Resolved Nuisance Ordinance compliant with landowner on Maple Grove Road.

25-01-01	01-22-25	001-014-40	6670 Peaceful Valley Rd	Steve & Melissa Devitt	New 144x60 Single Family Dwelling with one attached Garage, on porch and Lake Shore Renovation as approved by Shoreland Review Committee and Planning Commission
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