



Zoning Administrator Report

April 2025

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

- Variance application to reduce the 50' Shoreland setback from creek for a new single family dwelling at 6995 Birdland Drive. ZBA denied this variance request at the public hearing held on 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 approved this variance request at the public hearing held on March 26th 2025 at 7pm. Shoreland Site Plan has been sent to Tip of the Mitt for review.
- Special use permit application for an Assisted Living and Memory care Facility on US 31 North. Planning Commission approved at the Public Hearing held on March 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. Applicant has not requested to be on the April 29th 2025 Planning Commission meeting agenda.
- 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.
- Zoning permit application for a 72"x60" Free Standing Sign on US 31. Application denied.
- Continuing to discuss a non-compliance nuisance complaint with landowner on Hyek Road.
- Received Zoning Application for a 24x42 new single family dwelling unit at 6680 Bay Shore West Dr. Waiting for additional information from applicant to proceed.



- Received Zoning Application for a 138×81 accessory structure as the principle use at 10855 Pincherry rd. Waiting for additional information from applicant to proceed.
- Progress received from Landowner on Villa Road for Violation of Nuisance Ordinance and a non-compliance complaint.
- Second Notice Letter was sent to landowner on Shrigley Road for permitted use within the Small Lot Residential District compliant.
- Received complaint regarding a Shoreline violation on Peaceful Valley Road.
- 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.

3-03-01	03/19/25	425-012-00	8175 Trillium Court Unit 12	Steven and Diane Klein	5X18 deck addition with railing within building envelope of approved PUD
3-04-01	4-7-2025	101-002-00	6413 Division Ave	Little Traverse Conservancy	16'x20' Viewing Deck with Boardwalk and Trail approved by the Shoreline Review Committee with conditions they follow the recommendations of T1p of the M22 and restore the shoreline to its prior state.
3-04-02	4-9-2025	109-009-20	9025 Upper Bay Shore Rd	Jessica Perry	16x40 In ground pool with power safety cover with patio surround