



Zoning Administrator Report

August 2025

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

- Variance application for 6995 Birdland Drive approved at ZBA meeting on July 23rd 2025 at 7:00 pm. Waiting for applicant to submit Site Plan for the Shoreland Protection strip from the Stream and Lake Charlevoix.
- Communicating with landowner regarding violation for a non permitted patio on Oyster Bay Drive. Sent Zoning permit application and section 3.14 of the Hayes Township Zoning Ordinance to landowner.
- Nuisance Ordinance Violation at 9985 Maple Grove Road has been resolved and is in compliance.
- Application for two new decks on an existing single family dwelling on Mulberry Lane. Waiting for additional information from landowner.
- 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.
- Continuing to see progress from landowner for non-compliance nuisance complaint with landowner on Hyek Road. Seeking to purchase property in Boyne City.
- Inspected and trying to contact landowner, last communication with landowner stated he was not well on Villa Road for Violation of Nuisance Ordinance and a non-compliance complaint.
- Spoke with landowner with storage units US 31, to relocate their signs.
- Working with equalization to complete the Zoning Map updates.
- Sent an informational letter to Rick Lobenherz and DeWitt Marine after Planning Commission moved to change to provisions of their special use permit. Requested 45 days to re-submit.
- Received a Zoning permit application for a new single family dwelling in replacement of an existing razed single family dwelling.



- Application for a new single family dwelling unit on Murray Road. Waiting for additional information from landowner.
- Spoke with Holtec Representative, sign permitted to Holtec on 4/23/2025 was placed incorrectly, they will be correcting the placement.
- Sent first notice letter to landowner on Stonebridge drive for a non-compliance compliant.
- Communicating with landowner on Shrigley Road for a violation of the Hayes Township Zoning Ordinance.
- Met with Landowner regarding complaint of a Shoreline violation on Peaceful Valley Road, they will be submitting a Shoreline Restoration plan.
- Continuing to see progress from landowner on Maple Grove Road for a Nuisance Ordinance complaint, Charlevoix County Fire Department Chief is monitoring parcel for fire hazards.

25-07-01	07/07/25 125-001-10	6738 N Horton Creek rd.	Joseph McHugh	24'X56' New Accessory Building
25-07-02	07/07/25 110-008-40	8115 Major Douglas Sloan Rd.	Benjamin Speigl	New 3300 square Foot Single Family Dwelling Unit with 32'X48' detached Accessory Building as show on site plan
25-07-03	07/14/25 121-008-00	8144 Shirley Rd	Dennis & Mona O'Neil	New 16'X46' Single Family Dwelling
25-07-04	07/23/25 007-115-003-10	8250 Upper Bay Shore	Penny L. Cremer	Rebuilding existing 21'X13' deck with a small additional platform and stairs attached to the back of the principle structure.
25-08-01	08/04/25 007-119-007-20	11950 US 31N	Charlevoix Meadows Assisted Living	New 29,000 sq ft Assisted Living and Memory Care Facility as approved by the Planning Commission on March 18 th 2025.