



Zoning Administrator Report

September 2025

Zoning Administrator work in progress report for the month of August 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.
- Received rezone request application for 7977 Pincherry Rd. Planning Commission meeting scheduled for September 16th 2025.
- Received Zoning permit application for New Single Family Dwelling on Spring Street, waiting for Health Department Permit from applicant.
- Received Variance request application for 7125 Nine Mile Point Dr. ZBA Meeting scheduled for October 8th 2025 at 7:00 pm.
- Received Variance request application for 7720 Indian Trails Dr. ZBA Meeting scheduled for October 8th 2025 at 7:00 pm.
- 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. Sheriff department checking for occupancy.
- 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. DeWitt Marine requested 45 days to re-submit.
- 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.
- Communicated with landowner on Stonebridge drive for a trailer encroaching into the front yard, they will be correcting the issue by the end of the month.
- Resolved violation 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. EGLE confirmed that the property owner complied with requirements, contaminated soils were removed from the site.
- Received and reviewing Zoning permit application for a new single family residence on Deer path Drive.

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.
25-08-02	08/11/25	007-129-009-15	7645 Mulberry Lane	Tyler Kruzel	Repair two existing decks 13.6'X44' and 8'X14'
25-08-03	08/11/25	007-129-014-35	10850 Quarter Line Rd.	KCB LLC	Replace existing home with new Single Family dwelling unit 28'X70'
25-08-04	08/20/25	007-109-016-10	10504 Burgess rd	Jason and Kaylee Lagwig	24'X16' Addition on existing Accessory Building.