



Zoning Administrator Report

November 2025

Zoning Administrator work in progress report for the month of October 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 approved the request at their meeting on September 16th 2025. Rezone has been reviewed Charlevoix County Planning Commission. Hayes Township Board of Trustees will be reviewing Rezone Request at their November 10th 2025 Meeting.
- Received Zoning permit application for New Single Family Dwelling on Spring Street, Shoreline Protection Committee will be scheduling a site visit.
- Received Variance request application for 7125 Nine Mile Point Dr. Zoning Board of Appeals will be reviewing variance request on November 19th 2025. Landowner submitted shoreline restoration plan.
- Variance request application for 7720 Indian Trails Dr, ZBA approved Variance request at the October 8th 2025 meeting. Waiting for Shoreline plan from applicant.
- Received and reviewing zoning permit application for a demo and rebuild of an attached garage on Birdland Drive.
- Received Parcel Division application for a parcel on Woods Road. Waiting for additional information form applicant.
- 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. Awaiting Shoreline plan from applicant.



- 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 on US 31 East of Burgess, to relocate their signs.
- Continuing to see progress from DeWitt Marine after Planning Commission moved to change to provisions of their special use permit. DeWitt Marine has removed boats and boat pads.
- 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.
- 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. Stop Work Order has been issued on this project, until shoreline protection strip is restored.
- Received and reviewing zoning permit application for an addition to an existing single family residence on Birdland Drive. Application includes a shoreline restoration plan.
- Sent Violation notice letter to landowner on US 31 across from the Country Club for the incorrect placement of a sign.
- Spoke with landowner on Nine Mile Point regarding trash issues on their property.
- Received zoning permit application for a detached garage on Shirgley Road. Shoreline Protection Strip Committee conducted site visit.

Division	10/24/25	15-007-004-004-00	9284 Woods Rd	FLA Trust	R-1
Transfer/Combination/Reconfiguration	10/27/25	15-007-121-001-30,40,45,35	8625,8741 and 8843 Burgess Rd	Great lake Basin LLC	AG

25-10-01	10/27/25	007-001-001-00	6121 Boyne City Road	Bruce Anderson	New 583.3 SQ Ft Ground Mount Solar Array with 21 X 545 PX Modules on adjustable Tilt Racking with 7 X 18 Pier Style Footings. Solar to be Interconnected with meter on house.
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