



Zoning Administrator Report

December 2025

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

- Variance application for 6995 Birdland Drive approved at ZBA meeting on July 23rd 2025 at 7:00 pm. Applicant will submit Site Plan for the Shoreland Protection strip from the Stream and Lake Charlevoix after the first of the year.
- 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 approved 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. Applicant submitted a variance request application.
- Received Variance request application for 7125 Nine Mile Point Dr. Zoning Board of Appeals approved variance request on November 19th 2025. Shoreline restoration plan was approved by Planning Commission on November 18th 2025.
- Variance request application for 7720 Indian Trails Dr, ZBA approved Variance request at the October 8th 2025 meeting. Waiting for Shoreline plan and Zoning Application from applicant.
- Received and reviewing zoning permit application for a demo and rebuild of a detached garage on Birdland Drive. Shoreline Subcommittee conducted a site visit. Waiting for additional information from 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. Shoreline plan from applicant will be submitted after the new year.



- 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 on US 31 East of Burgess, to relocate their sign.
- DeWitt Marine has communicated they are no longer leasing the parcel.
- 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 are contacting MDOT for a survey showing the width of the ROW for that part of US31.
- 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. Property has also been cited for wetland violation.
- Received and reviewing zoning permit application for an addition to an existing single family residence on Birdland Drive. Application includes a shoreline restoration plan. Waiting for applicants response to the Shoreline Subcommittee and Tip of the Mitt recommendations regarding the Shoreline Protection Strip.
- Sent Violation notice letter to landowner on US 31 across from the Country Club for the incorrect placement of a sign.

25-12-01	12/04/25 007-600-003-00	8185 Shrigley Road	Robert & Gloria Clarke	New 16X28 Accessory Building with a no-mow zone from the OHWM land ward to existing fire pit as recommended by Tip of the Mitt.
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