



Zoning Administrator Report

April 2026

Zoning Administrator work in progress report for the month of March 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.
- ZBA will be held a public hearing on March 18th 2026 at 7pm to hear appeal cases 022526A and 022526B for property ID 15-007-112-030-10. Applicant withdrew application for case #022526B contingent on BOT granting a full refund of application fee.
- 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 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. Waiting for Zoning Application from applicant.
- Variance request application for 7720 Indian Trails Dr, ZBA approved Variance request at the October 8th 2025 meeting. Received and reviewing Zoning Application 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. Reached out to the VA and Tribe for additional support.
- 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. Sign will be move when weather permits.
- Met with Landowner regarding complaint of a Shoreline violation on Peaceful Valley Road, they will be submitting a Shoreline Restoration plan.
- Spoke with representative from Sign Unlimited regarding sign ordinance regulations for Charlevoix Pool.
- Sent letters out to all waterfront property owners who received a Zoning Permit contingent on Shoreline Restoration plan last year requesting update on improvements.
- Received and reviewing zoning application for an accessory building on 8240 Susan Shores Dr.
- Sent out violation notices regarding the signs located within the setback on US 31.
- 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.