

Monday, February 10, 2025

Zoning Administrator Report for January 2025

D Shields

- **APPLICATIONS**

- Zoning Compliance - None
- CUP - One
 - Jennifer Stewart requesting STR at E5467 Au Train Riverview Drive, R1/2

- **VIOLATIONS**

- No new violations received. Sent certified letter as follow up to Nimee to provide written notice of decision of Township Board from their December, 2024 meeting stating shipping contained removal deadline is July 1, 2025.

- **MEETINGS**

- Attended Township Board Monthly meeting on January 13, 2025
- Attended Planning Commission organizational meeting on January 16, 2025
- Attended Zoning Board of Appeals organizational meeting on January 23, 2025
- Attended MSUE Zoom meeting for Master Citizen Planner Cohorts - provides networking and sharing of info with other Michigan Master Citizen Planners. Zoom meetings held 3-4 times a year.

- **TRAINING**

- Completed remaining task required and received Master Citizen Planner certificate by presenting to the ZBA on the topic of "Non-conformities and Variances"
- Commencement of the Zoning Administrator Certification course with Zoom presentation by MSUE instructors on January 30, 2025. Currently working through additional on-line modules prior to attending two days in person at Mt. Pleasant, 2/19 & 2/20

- **GENERAL TASKS**

- Returned various phone calls and e-mails regarding zoning and land uses for parcels. Continued with general organization of zoning admin files. Implemented use of the north memo board for Planning & Zoning info including meeting dates and ZA's reports.

February 10, 2025

2025 Zoning Compliance Report

MONTH	APPLICANT	PARCEL ID #	LOCATION	USE	STATUS	DATE OF DECISION
JAN						
FEB						

2025 Hearings Report

MONTH	APPLICANT	PARCEL ID #	LOCATION	USE	STATUS	HEARING DATE
JAN						
FEB						
	Wyatt Seaberg	001-325-024-30	N7768 Ridge Rd	STR	pending	2/12/2025
	Jennifer Stewart	001-450-019-00	E5467 Au Train Riverview Drive	STR	Pending	TBD