

# **CITY OF MACKINAC ISLAND**

## **AGENDA**

### **REGULAR CITY COUNCIL MEETING**

**Wednesday, June 25, 2025 at 4:00 PM**

**City Hall – Council Chambers, 7358 Market St., Mackinac Island, Michigan**

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**I. Call to Order**

**II. Roll Call**

**III. Pledge of Allegiance**

**IV. Additions to / Adoption of Agenda**

**V. Approval of Minutes**

[a.](#) Minutes of the Truth in Taxation hearing, held on June 11, 2025

[b.](#) Minutes of the Regular Meeting, held on June 11, 2025

**VI. Approval of the Treasurer's Report**

**VII. Approval of Payments for:**

**VIII. Committee Reports**

**IX. Correspondence**

[a.](#) Planning Commission Letter to Stonecliffe regarding the need for a Zoning Variance

**X. Old Business**

**XI. New Business**

[a.](#) Discussion and / or action regarding the proposal from Architectural Solutions for Landscape Architectural Collaborations at the Forest Way Townhomes

[b.](#) Request for approval to set a Zoning Board of Appeals hearing & meeting regarding a setback variance for the Gilmer residence located at 7575 Main Street

[c.](#) Request for approval of a Commercial Fireworks Permit Application for the 4th of July

[d.](#) Request for approval of a New Business License Application for Vintage Glam on the Go, LLC

[e.](#) Request for approval of an Off-Island Business License Application for Nocturnal Excursions

[f.](#) Request for approval of a Temporary Trailer Permit, submitted by Rick Tromble, to haul household goods to his residence located at 8247 Lakeview Blvd.

**XII. Miscellaneous / General Council Discussion / Additional Agenda Items**

**XIII. Adjournment**

**CITY OF MACKINAC ISLAND**  
**TRUTH IN TAXATION HEARING MINUTES**

Section V, Itema.

**Wednesday, June 11, 2025 at 3:45 PM**

**City Hall – Council Chambers, 7358 Market St., Mackinac Island, Michigan**

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**I. Call to Order**

Mayor Doud called the hearing to order at 3:45 pm

**II. Roll Call**

PRESENT

- Richard Chambers
- Tom Corrigan
- Steven Moskwa
- Anneke Myers
- Lindsey White
- Jason St. Onge

**VI. New Business**

The City of Mackinac Island held a public hearing on Wednesday, June 11, 2025 at 3:45 for the proposed increase of 0.2589 mills in the operating tax millage rate to be levied in 2025.

If adopted, the proposed additional millage will increase operating revenues from ad valorem property taxes 2.61% over such revenues generated by levies permitted without holding a hearing. If the proposed additional millage rate is not approved the operating revenue will increase by 3.73% over the preceding year's operating revenue.

- Operating General Fund – 5.8217
- Operating Road Improvement – 0.2000
- Operating Capital Fund – 0.2000
- Operating Fire Truck – 0.2400
- Operating Housing – 1.7960
- Operating Coal Dock – 0.8320
- Operating DPW – 1.1000
  - o Total Mills – 10.1897

**VIII. Adjournment**

There being no further business, motion made by Moskwa, seconded by Corrigan, to adjourn the hearing at 3:50 pm.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

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Margaret M. Doud, Mayor

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Danielle Leach, City Clerk

REGULAR CITY COUNCIL MEETING MINUTES

Wednesday, June 11, 2025 at 4:00 PM

City Hall – Council Chambers, 7358 Market St., Mackinac Island, Michigan

**I. Call to Order**

Mayor Doud called the meeting to order at 4:00 pm

**II. Roll Call**

PRESENT

- Richard Chambers
- Tom Corrigan
- Steven Moskwa
- Anneke Myers
- Lindsey White
- Jason St. Onge
- Attorney Evashevski
- Kaitlynn Bazinau, Treasurer
- Michael Gruits, Chief of Police

**IV. Additions to / Adoption of Agenda**

Motion made by Myers, seconded by Corrigan, to adopt the agenda as presented.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

**V. Approval of Minutes**

Special City Council Meeting, held on May 27, 2025

- Mayor Doud stated that the minutes stood approved as presented.

Regular City Council Meeting, held on May 28, 2025

- Mayor Doud stated that the minutes stood approved as presented.

**VI. Approval of the Treasurer's Report**

Mayor Doud stated that the report would be placed on file as presented.

**VII. Approval of Payments for:**

Motion made by Myers, seconded by Corrigan, to pay the bills and payroll as presented.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

**XI. New Business**

2025 Tax Rate Request – Form L-4029

- Operating General Fund – 5.8217 mils
- Operating Road Improvement – 0.2000 mils
- Operating Capital Fund – 0.2000 mils
- Operating Fire Truck – 0.2400
- Operating Housing – 1.7960
- Operating Coal Dock – 0.8320
- Operating DPW – 1.1000
  - Total Mils – 10.1897

Motion made by Myers, seconded by Moskwa, to adopt the 2025 L-4029 as presented.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

New Zero-Turn Mower for the Cemeteries

- Current mower is seven (7) years old and needs a new deck
- New deck costs roughly \$1,500.00
- Budgeted for street striping, but MDOT is not performing street striping this year, so there is extra money in the budget to cover the purchase.

Motion made by St. Onge, seconded by Moskwa, to approve the Maintenance Department to purchase a new John Deere Z330R ZTrack.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Re-key all three (3) phases of the Forest Way Townhomes to obtain one (1) master key

- Manager Emma Motz was given a master key for phase one (1) and two (2) upon completion, but was told she will not be getting one for phase three (3).
- Dennis Dombroski contacted Gordon Graham - decided that it would be safer to not have multiple master keys on property, so working on making one master key for the entire property.
- Councilwoman Myers noted that this should be paid from the funds the City holds with KMG, rather than the City's general fund

Motion made by Myers, seconded by Corrigan, to approve the re-keying of the townhomes, and for the payment to be issued from City funds held with KMG.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Turtle Park lease – Mackinac State Historic Parks

- 20-year lease
- Annual rent of \$1.00

Motion made by St. Onge, seconded by Myers, to accept the lease and to authorize Mayor Doud to execute the agreement.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Trailer permit, submitted by Endless Summer Band

- Trailer will arrive on July 15<sup>th</sup> for the Bayview Yacht Race party at Mission Point's Great Lawn

Motion made by Myers, seconded by Moskwa, to approve the trailer permit.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Streets & Right of Way Permit, submitted by Verizon Wireless, for work at the Lilac Tree & Chippewa Hotels, located at 7372 Main St. and 7221 Main St.

- To install conduit to route power to new meter
- Work dates – November 17, 2025 through November 21, 2025

Motion made by St. Onge, seconded by White, to approve for Lilac & Chippewa.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Off-Island Business License Application, submitted by Newkirk Electric Associates, Inc.

Motion made by Moskwa, seconded by Myers, to approve the business license application.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Two (2) vehicle permits, submitted by Mission Point Resort, for propane deliveries

- Deliveries will be made on June 17<sup>th</sup> & June 26<sup>th</sup>

Motion made by St. Onge, seconded by Moskwa, to approve the vehicle permits.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Preapproved vehicle permit, submitted by Arnold Transit, to hang signs at the Main Dock

- Lift used on June 7<sup>th</sup>
- Must move early – out of town by 5:30 am

Motion made by Myers, seconded by Moskwa, to approve the pre-approved vehicle permit.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Two (2) trailer permits, submitted by Scout Troop 114, to haul food & gear to the Scout Barracks

- Trailers will arrive on June 14<sup>th</sup> and will remain on site for eight (8) days

Motion made by St. Onge, seconded by Myers, to approve the trailer permits.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Seven (7) trailer permits, submitted by Fun Services, for the 4th of July events at the Grand Hotel Tea Garden.

- Trailers will arrive on June 24<sup>th</sup> and will remain for two (2) weeks

Motion made by St. Onge, seconded by Moskwa, to approve the trailer permits.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Trailer permit, submitted by Scout Troop 609, to haul good & gear to the Scout Barracks

- Trailer will arrive on August 2<sup>nd</sup> and will be in use for eight (8) days

Motion made by Corrigan, seconded by Chambers, to approve the trailer permit.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Off-Island business license application, submitted by High Winds Graphix dba Bayview Yacht Club

Motion made by Myers, seconded by Moskwa, to approve the business license application.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Three (3) vehicle & one (1) trailer permit, submitted by Belonga Excavating, for paving prep at the Coal Dock for the Mackinac Island Transportation Authority / J. Ranck Electric

Motion made by Myers, seconded by Moskwa, to approve the vehicle and trailer permits and to waive fee

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Three (3) vehicle & one (1) trailer permit, submitted by Belonga Excavating, for paving prep at LaChance Cottage, located at 6860 Main St.

Motion made by Myers, seconded by Moskwa, to approve the vehicle and trailer permits.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Three (3) vehicle & one (1) trailer permit, submitted by Belonga Excavating, for paving prep for Kate Rise at 2827 7th Street

Motion made by Myers, seconded by Chambers, to approve the vehicle and trailer permits.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Three (3) vehicle & one (1) trailer permit, submitted by Belonga Excavating, for paving prep at the top of the Coal Dock for UCI / AT&T

Motion made by Moskwa, seconded by Chambers, to approve the vehicle and trailer permits.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Request for approval of (8) vehicle permits, submitted by Bacco Construction Company, for blacktop patching at two (2) locations on Cadotte Ave., Bogan Lane, 7<sup>th</sup> Street, and two (2) locations at the Coal Dock.

Motion made by Myers, seconded by St. Onge, to approve the vehicle permits, and to waive the fees for the Cadotte locations and the lower patch on the Coal Dock.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Motion made by Myers, seconded by Moskwa, to enter in to closed session at 4:42 pm to discuss ongoing litigation.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Motion Moskwa, Seconded St. Onge, to leave closed session at 5:52 pm

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Motion St. Onge, seconded by Moskwa, to go in to open session at 5:52 pm

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

**XII. Miscellaneous / General Council Discussion / Additional Agenda Items**

Boat Update – Veronica Dobrowolski:

- The Huron will be completed by Labor Day
- Lasalle will be going on-line next week
  - Councilwoman Myers noted that it would be nice if the Lasalle could be put on-line for St. Ignace so that a fast boat could be running every half hour rather than every hour with the slow boat picking up the other runs
    - Ms. Dobrowolski responded that this could be done
- Mackinac Express - hoping by the end of July, but not guaranteed
  - Will go on-line in Mackinaw City once completed
- Ottawa - waiting on generator approval

Councilman Moskwa –

- Would like a letter from the City to AT&T regarding bad cell service outside of town
  - Possibly consider an additional cell tower in Harrisonville, or replacing the old microwave tower / antenna in the Annex.
  - No generator backup available.

Motion made by Myers, seconded by Moskwa, to authorize the Clerk to work with Dennis Dombroski on a letter to AT&T regarding poor cell services and the consideration of adding a new tower in the Harrisonville area.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

Dave Jurcak addressed the Council regarding the ongoing issue of Shepler’s no longer allowing bike parking at the end of their dock.

- Historically there has always been bike parking at the end of all of the docks.
- Would like an agreement from the City on what the lot between the Windsor and Twilight should look like
- Councilwoman Myers suggested referring this to the Streets Committee for a more in-depth conversation, and Mayor Doud concurred.

**XIII. Adjournment**

There being no further business, motion made by Myers, seconded by Moskwa, to adjourn the meeting at 5:54 pm.

Voting Yea: Chambers, Corrigan, Moskwa, Myers, White, St. Onge

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Margaret M. Doud, Mayor

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Danielle Leach, City Clerk

# MACKINAC ISLAND

PLANNING COMMISSION ★ HISTORIC DISTRICT COMMISSION ★ BUILDING DEPARTMENT

June 11, 2025

Patrick Conlon  
Stonecliffe Properties  
PO Box 338  
Mackinac Island, MI 49757

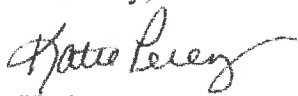
Dear Mr. Conlon:

At the meeting of the Planning Commission on June 10, 2025, an application was received from Stonecliffe Properties for three, 98 square foot sheds to be used as commercial buildings selling artwork. Per the City of Mackinac Island Ordinance, Section 4.25, any commercial unit shall have a minimum floor area of 400 square feet. The applicant is proposing three 98 square foot sheds that would not be permitted, per the City Ordinance.

At the Commission meeting, it was mistakenly believed that this requirement was under the City's business license ordinance. Although the business license ordinance does require all zoning, building department and building code requirements are met, the actual minimum square footage requirement is in the Zoning Ordinance and therefore will require a variance from the Zoning Board of Appeals. Under this belief, the Commission directed the applicant to the City Council for its approval prior to zoning approval.

After further review and understanding, the proper procedure, should the applicant wish to move forward with its request, is to make application for a variance from the Section 4.25 minimum floor area for a commercial unit.

Sincerely,



Katie Pereny

Secretary, City of Mackinac Island Planning Commission

Cc: Danielle Leach, City of Mackinac Island Clerk



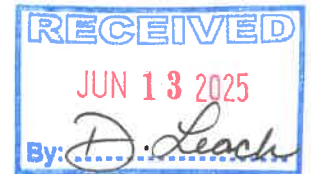
720 E. MICHIGAN AVE  
SUITE 210  
LANSING, MI 48912  
517.484.0828  
WWW.ASL-ARCHITECTS.COM

Forest Way Community  
Landscape Architecture  
Mackinac Island, MI

Section XI, Itema.

June 11, 2025

RE: Fee proposal for Landscape Architectural Collaboration



We appreciate the opportunity to provide you with the following proposal for Landscape and Architectural Services.

### SCOPE OF WORK

ASL understands the scope of work will be to work hand in hand with a Landscape Architect to create a set of Documents that focus on redeveloping the Site Plan and Planting Plan for Forest Way Townhomes located in Mackinac Island, MI.

ASL will utilize the existing Site Plan that was a part of the Construction Documents that were completed for permit on 09/04/2024 for reference.

### SCOPE OF SERVICES

ASL shall develop Documents for the project as indicated in the scope of work above. The services described above will be broken down into the following phase:

Phase 1: Construction Documents

### PHASE 1: CONSTRUCTION DOCUMENTS

ASL will proceed with the construction documents utilizing the Site Plan that was a part of the Construction Documents that were completed for permit on 09/04/2024 for reference. Any further revisions to the layout or increase of scope for the project will be charged as additional services.

The Construction Documents shall consist of but not be limited to the following:

Site Plan  
Planting Plan

One set of drawings will be submitted to the Owner for final review and approval prior to distribution and submission to the Local Authority for plan review and permit. Drawings will be made available for printing by ASL and will be charged to the Owner as a reimbursable expense.

The Construction Documents phase will be completed upon ASL's digital delivery of the Construction Documents to the Owner. Once the Owner has approved and signed off on the documents as complete, any further revisions will be charged as additional services.





Forest Way Community Landscape Architecture – Mackinac Island, MI

06/11/2025

SERVICES NOT INCLUDED

- Presentations to local approval boards
- Sustainable/Green/LEED design
- Design modifications due to peer review comments or suggestions, substitutions proposed by the contractor, investigative and redesign services for non-conforming work, or changes caused by value engineering
- Architectural and Structural, Mechanical, Electrical, and Plumbing Engineering
- Permit and permit review fees
- Civil Engineering

PROPOSED FEES

The fees stated in this proposal shall be considered as full compensation for services provided by ASL. Any additional consultants required would be brought on as an additional reimbursable expense with prior approval by the Owner.

Typical expenses incurred by Architectural Solutions, Ltd., such as printing, mailing, mileage, and travel (hotels, meals), will be billed as part of this proposal total at cost +15%. Any other non-typical expenses shall be approved by the owner first and billed as an additional cost.

Additional Service hourly rates: \$155 per hour Architectural and \$175 per hour for Engineering.

ASL proposes to perform the following services as listed below:

Phase 1: Construction Documents		
	Architectural Coordination	\$ 930
	Landscape Architectural	\$ 6,200
TOTAL		\$ 7,130

ASL reserves the right to renegotiate the fee amount should the scope of work or time frame be revised.

Forest Way Community Landscape Architecture – Mackinac Island, MI  
06/11/2025

TERMS

- Items not specifically noted or agreed upon in this proposal shall be considered outside the scope of work and shall be charged as reimbursable expenses and billed at the hourly rate.
- Any requested revisions to the documents after they have been completed will be considered additional services and billed as a reimbursable expense at the hourly rate.
- In the case that the project has not started construction within one year of the construction document completion, which requires modifications to the construction documents, ASL reserves the right to provide a proposal for additional services for the remainder of the project.
- In case of material supply difficulties and modifications to the construction documents that are required, ASL reserves the right to provide a proposal for additional services.
- Statements for both fees and expenses are sent monthly and at the completion of each phase of work.
- Payment is required within thirty (30) business days from the date of invoice.
- All invoices will be submitted electronically.
- All fees quoted are valid for sixty (60) days from the date of this proposal.
- This proposal, along with the attached Terms and Conditions, constitutes an agreement. If this agreement is acceptable, please sign and return one copy to ASL for our records prior to the initiation of the project.

Thank you for considering our firm for this project.

ACCEPTED AND APPROVED:



By: \_\_\_\_\_  
Bradley D. Williams, A.I.A.

Date: 06/11/2025

By: \_\_\_\_\_  
Authorized Signature

Date: \_\_\_\_\_



## TERMS AND CONDITIONS

Architectural Solutions, Ltd. (The Architect) shall perform the services outlined in this agreement for the stated fee in the proposal. The attached proposal letter, along with these Terms and Conditions constitutes an agreement.

**Access to Site:** Unless otherwise stated, the Architect will have access to the site for activities necessary for the performance of the services.

**Billings/Payments:** Invoices for the Architect's services shall be submitted, at the Architects option, either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the Invoice date. If the invoice is not paid within 30 days, the Architect, without waiving any claim or right against the Client, and without liability whatsoever to the Client, may terminate the performance of the service. Retainers shall be credited on the final invoice.

**Late Payments:** Accounts unpaid 60 days after the Invoice date may be subject to a monthly service charge of 1.6% of the unpaid balance. In the event any portion of the account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

**Changes:** The Client may, during the course of this Agreement, request changes in the Scope of Services to be performed. Any increase or decrease in the amount of the Architect's compensation must be initially agreed upon between the Client and the Architect and shall be incorporated in written amendments to this agreement.

**Project Delays:** If the project is suspended for more than thirty calendar days, the Architect shall be compensated for services performed to date and, upon resumption, an equitable adjustment in fees to accommodate the resulting re-mobilization costs.

**Opinion of Probable Costs:** In providing an opinion of probable construction cost, the Client understands the Architect has no control over the price of labor, equipment, materials, or over the Contractors method of pricing. The Architect makes no warranty, expressed or implied, as to the accuracy of such opinion as compared to bid or actual costs.

**Ownership of Documents:** All documents produced by the Architect under this agreement shall remain the property of the Architect and may not be used by the Client for any other endeavor without the written consent of the Architect.

**Dispute Resolution:** Any claims or disputes made during design, construction, or post-construction between the Client and Architect shall be submitted to non-binding mediation as the primary method for dispute resolution.

**Termination of Services:** This agreement may be terminated by the Client or the Architect at any time, should the other fail to perform its obligations hereunder beyond applicable grace and cure periods. In the event of termination, the Client shall pay the Architect for all services rendered to the date of termination, including all reimbursable expenses.

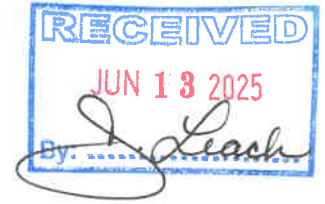
**Indemnification:** The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Architect, his or her officers, directors, employees, agents, and sub-consultants from and against all damages, liabilities or costs related to this project except to the extent attributable to the sole negligence or willful misconduct of the Architect, its agents, employees, and contractors.

**Limitation of Liability:** The Client agrees to the fullest extent permitted by law, to limit the liability of the Architect and his or her sub-consultants, from any and all claims to a total aggregate liability of \$5,000.00 for services rendered for this project.

# MACKINAC ISLAND

Section XI, Itemb.

PLANNING COMMISSION ★ HISTORIC DISTRICT COMMISSION ★ BUILDING DEPARTMENT



June 12, 2025

Mayor Margaret M. Doud  
Members of the City Council  
City of Mackinac Island  
PO Box 455  
Mackinac Island, MI 49757

Dear Mayor and Council Members,

At the regular meeting of the Mackinac Island Planning Commission held on Tuesday, June 10, 2025, there was a request from Gary Gilmer for a variance to build a shed addition to his home located at 7575 Main Street. The required variance is due to setbacks. There was a motion made and supported to send the request to the Zoning Board of Appeals with the recommendation of approval from the Planning Commission.

Sincerely,

Katie Pereny  
Secretary to the Planning Commission

enclosures

File No. BS25-046-045 (+)Exhibit BDate 5.27.25Initials KP

## CITY OF MACKINAC ISLAND

## PLANNING COMMISSION &amp; BUILDING DEPARTMENT

## APPLICATION FOR ZONING ACTION

www.cityofmi.orgkep@cityofmi.org

906-847-6190

PO Box 455 Mackinac Island, MI 49757

## APPLICANT NAME &amp; CONTACT INFORMATION:

Tamara Burns, HopkinsBurns Design Studio  
113 S 4th Ave, Ann Arbor, MI 48104

734.604.9312

tamara.burns@hopkinsburns.com

Phone Number

Email Address

Please complete both sides of application.

The Fee and five (5) copies of the application, plans  
 and all required documents must be submitted to  
 the Zoning Administrator fourteen (14) days prior to  
 the scheduled Planning Commission Meeting.

## Property Owner &amp; Mailing Address (If Different From Applicant)

Gilmer Cottage LLC  
320 Hummingbird Ln, Kerrville, TX 78028

Is The Proposed Project Part of a Condominium Association?

No

Is The Proposed Project Within a Historic Preservation District?

Yes

Applicant's Interest in the Project (If not the Fee-Simple Owner):

Architect

Is the Proposed Structure Within Any Area That The FAA Regulates Airspace?

No

Is a Variance Required?

Yes

Are REU's Required? How Many?

NO /     

## Type of Action Requested:

☒ Standard Zoning Permit☐ Appeal of Planning Commission Decision☐ Special Land Use☐ Ordinance Amendment/Rezoning☐ Planned Unit Development☐ Ordinance Interpretation☒ Other Variance

## Property Information:

A. Property Number (From Tax Statement): 051-575-046-00B. Legal Description of Property: Lot 7 Block 4 Assessor's Plat No 4C. Address of Property: 7575 Main Street, Mackinac Island, MI 49757D. Zoning District: Shoreline ResidentialE. Site Plan Checklist Completed & Attached: YesF. Site Plan Attached: (Comply With Section 20.04 of the Zoning Ordinance) YesG. Sketch Plan Attached: YesH. Architectural Plan Attached: YesI. Association Documents Attached (Approval of project, etc.): N/AJ. FAA Approval Documents Attached: N/AK. Photographs of Existing and Adjacent Structures Attached: Yes

## Proposed Construction/Use:

A. Proposed Construction:

☐ New Building☒ Alteration/Addition to Existing Building☐ Other, Specify

**B. Use of Existing and Proposed Structures and Land:**

Existing Use (If Non-conforming, explain nature of use and non-conformity):

Residential - Original structure is in setbacks

Proposed Use: Residential. Addition of shed to non-conforming residential building.**C. If Vacant:**

Previous Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

STATE OF MICHIGAN        | )  
 COUNTY OF MACKINAC    | ) ss.

**AFFIDAVIT**

The applicant agrees that the permit applied for, if granted, is issued on the representation made herein and that the permit issued may be revoked without further notice on any breach of representation or conditions.

The applicant further understands that any permit issued on this application will not grant any right of privilege to erect any structure or to use any premises described for any purposes or in any manner prohibited by the Zoning Ordinance, or by other codes or ordinances or regulations of the City of Mackinac Island.

The Applicant further agrees to furnish evidence of the following before a permit will be granted:

- A. Proof of ownership of the property; and/or other evidence establishing legal status to use the land in the manner indicated on the application.
- B. Proof that all required federal, state, county, and city licenses or permits have been either applied for or acquired.
- C. Other information with respect to the proposed structure, use, lot and adjoining property as may be required by the Zoning Administrator in accord with provisions of the Mackinac Island Zoning Ordinance.

The Applicant further agrees to notify the Zoning Administrator when construction reaches the stage of inspection stated on the permit, if granted. Upon completion of construction to the structure(s) or land the Zoning Administrator shall inspect the premises for compliance with the Mackinac Island Zoning Ordinance and the terms of this permit. Upon determination of compliance, an occupancy permit may be issued. It is further understood that pursuant to the City of Mackinac Island Zoning Ordinance, No. 479 and amendments, adopted November 2013, unless a substantial start on the construction is made within one year, unless construction is completed within one and one-half years from the date of issuance of the permit, this permit shall come under review by the Planning Commission and may either be extended or revoked.

The undersigned affirms that he/she or they is (are) the applicant and the Architect \_\_\_\_\_ (specify: owner, Lessee, Architect/Engineer, Contractor or other type of interest) involved in the application and that the answers and statements herein attached are in all respects true and correct to the best of his, her or their knowledge and belief. The applicant hereby further affirms that he/she or they has read the foregoing and understands the same. If the applicant is other than the owner, then a notarized affidavit from the owner, giving the applicant permission to seek the requested zoning action on their behalf, shall also be submitted with this application.

Signature

SIGNATURES

Signature

Please Print Name

Please Print Name

Signed and sworn to before me on the 22 day of May, 2025.

LUIS ESCUDERO-FLORES  
 NOTARY PUBLIC - STATE OF MICHIGAN  
 COUNTY OF WASHTENAW  
 My Commission Expires 10/23/2026  
 Acting in the County of Washtenaw

Notary Public

Washtenaw County, Michigan  
 My commission expires: 10/23/2026

Washtenaw

## FOR OFFICE USE ONLY

Zoning Permit Issued: \_\_\_\_\_

Inspection Record:

	Inspection	Date	Inspector	Comments
1.				
2.				
3.				

Occupancy Permit Issued \_\_\_\_\_

Revised October 2023

## OFFICE USE ONLY

FILE NUMBER: \_\_\_\_\_

FEE: \_\_\_\_\_

DATE: \_\_\_\_\_

CHECK NO: \_\_\_\_\_

INITIALS: \_\_\_\_\_

Revised October 2023

## City of Mackinac Island

7358 Market Street  
P.O. Box 455  
Mackinac Island, MI 49757

### Site Plan Review Checklist

#### Please Submit With The Application for Zoning Action

As a minimum, the following information shall be included on the site plan submitted for review and processing; more complex plans may require additional information as noted.

NOTE: The engineer, architect, planner and/or designer retained to develop the site plan shall be responsible for securing a copy of the City of Mackinac Island Zoning Ordinance (Ord. No. 479, effective November 12, 2013), which can be obtained via the City's website at [www.cityofmi.org](http://www.cityofmi.org).

Site plan review requirements are primarily found within Article 4, General Provisions, and Article 20, Site Plan Review of the City Zoning Ordinance. References are provided whenever possible for the section of the Zoning Ordinance that deals with a particular item. When in doubt, refer to the Zoning Ordinance directly for required information.

For further information, contact Mr. Dennis Dombroski, City Building Official/Zoning Administrator, at (906) 847-4035.

#### Optional Preliminary Plan Review Informational Requirements (Section 20.03)

<u>Item</u>	<u>Provided</u>	<u>Not Provided or Applicable</u>
1. Name and address of the applicant or developer, including the names and addresses of any officers of a corporation or partners of a partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Legal description of the property	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Sketch drawings showing tentative site plans, property boundaries, placement of structures on the site, and nature of development	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Revised October 2023



**Site Plan Informational  
Requirements (Section 20.04, B and C)**

<u>General Information</u>	<u>Provided</u>	<u>Not Provided or Applicable</u>
1. Name and address of the applicant or developer, including the names and addresses of any officers of a corporation or partners of a partnership. For condominium subdivision project site plans, also include the name and address of the planner, design engineer or surveyor who designed the project layout and any interest he holds in the land.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Name and address of the individual or firm preparing the site plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Scale of not greater than one 1 in = 20 ft for a development of not more than three acres and a scale of not less than 1 in = 100 ft for a development in excess of three acres	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Legend, north arrow, scale, and date of preparation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Legal description of the subject parcel of land	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Lot lines and general location together with dimensions, angles, and size correlated with the legal description of the property	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Area of the subject parcel of land	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Present zoning classification of the subject parcel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Written description of the proposed development operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Written description of the effect, if any, upon adjoining lands and occupants, and any special features which are proposed to relieve any adverse effects to adjoining land and occupants	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. A freight hauling plan shall be shown to demonstrate how the materials, equipment, construction debris, and any trash will be transported to and from the property, what, if any motor vehicles may be needed for the project. (Applicant is responsible for ensuring frost laws do not delay necessary actions of this plan).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Revised October 2023

- |   |                                     |                          |
|---|-------------------------------------|--------------------------|
| 12. A construction staging plan shall be shown to demonstrate where and how materials, equipment, construction debris, trash, dumpsters and motor vehicles will be stored and secured during construction. This plan shall ensure the site is kept clean, show how construction debris and trash will be controlled, and how safety issues will be secured including any necessary fencing or barriers that will be needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 13. Proposed construction start date and estimated duration of construction.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Other information pertinent to the proposed development, specifically required by the Zoning Ordinance, and/or as may be determined necessary by the City Planning Commission   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Natural FeaturesProvidedNot Provided  
or Applicable

- |   |                                     |                                     |
|---|-------------------------------------|-------------------------------------|
| 15. Location of natural features such as wood lots, streams, wetlands, unstable soils, bluff lines, rock outcroppings, and similar features (see also Section 4.26) | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 16. Topography of the site with at least two- to five-foot contour intervals  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 17. Proposed alterations to topography or other natural features  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 18. Earth-change plans, if any, as required by state law  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

Physical FeaturesProvidedNot Provided  
or Applicable

- |   |                                     |                                     |
|---|-------------------------------------|-------------------------------------|
| 19. Location of existing manmade features on the site and within 100 feet of the site   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 20. Location of existing and proposed principal and accessory buildings, including proposed finished floor and grade line elevations, height of buildings, size of buildings (square footage of floor space), and the relationship of buildings to one another and to any existing structures on the site | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 21. For multiple family residential development, a density schedule showing the number of dwelling units per acre, including a  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

Revised October 2023

dwelling schedule showing the unit type and number of each such units

- |  |                                     |  |
|--|-------------------------------------|--|
| 22. Existing and proposed streets, driveways, sidewalks and other bicycle or pedestrian circulation features   | <input checked="" type="checkbox"/> | <input type="checkbox"/>                 |
| 23. Location, size and number of on-site parking areas, service lanes, parking and delivery or loading areas (see also Section 4.16)   | <input type="checkbox"/>            | <input checked="" type="checkbox"/>      |
| 24. Location, use and size of open spaces together with landscaping, screening, fences, and walls (see also Section 4.09 and Section 4.21)   | <input checked="" type="checkbox"/> | <input type="checkbox"/>                 |
| 25. Description of Existing and proposed on-site lighting (see also Section 4.27)  | <input checked="" type="checkbox"/> | <input type="checkbox"/>                 |
| <b><u>Utility Information</u></b>  | <b><u>Provided</u></b>              | <b><u>Not Provided or Applicable</u></b> |
| 26. Written description of the potential demand for future community services, together with any special features which will assist in satisfying such demand  | <input type="checkbox"/>            | <input checked="" type="checkbox"/>      |
| 27. Proposed surface water drainage, sanitary sewage disposal, water supply and solid waste storage and disposal (see also Section 4.13)   | <input type="checkbox"/>            | <input checked="" type="checkbox"/>      |
| 28. Location of other existing and proposed utility services (i.e., propane tanks, electrical service, transformers) and utility easements (see also Section 4.13)   | <input checked="" type="checkbox"/> | <input type="checkbox"/>                 |
| 29. Written description and location of stormwater management system to be shown on a grading plan, including pre- and post-site development runoff calculations used for determination of stormwater management, and location and design (slope) of any retention/detention features (see also Section 4. | <input type="checkbox"/>            | <input checked="" type="checkbox"/>      |

**Site Plan Informational (Demolition)  
Requirements (Section 20.04, D)**

<u>Demolition</u>	<u>Provided</u>	<u>Not Provided or Applicable</u>
1. Site plan of property where demolition is going to take place. This plan shall include structure(s) being demolished, location of utilities, septic tanks, an itemized statement of valuation of demolition and restoration work to be performed, or other such items as may be required by the building official.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Copy of asbestos survey if required by EGLE or other state department.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Results of a pest inspection and, if necessary, a pest management plan.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Plans for restoring street frontage improvements (curb closure, sidewalk replacement, street patch, or other items as required by the building official). These items will not be required if building permits for redevelopment have been applied for or if redevelopment is planned within six months. In such case, the cash bond will be held until building permits for redevelopment are issued or improvements are complete. Completion shall not be deferred more than six months. Temporary erosion control and public protection shall be maintained during this time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. A written work schedule for the demolition project. Included in this may be, but are not limited to, street closures, building moving dates, right-of-way work, or other items as required by the building official.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Acknowledgment that if any unknown historic or archeological remains discovered while accomplishing the activity authorized by a permit granted by the City, all work must immediately stop and notification of what was discovered must be made by the applicant to the City as well as any other required offices. The City will initiate the Federal and state coordination required to determine if the remains warrant a recovery effort or if the site is eligible for listing in the National Register of Historic Places.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

---

**Architectural Review  
Informational Requirements (Section 18.05)**

<u>Item</u>	<u>Provided</u>	<u>Not Provided or Applicable</u>
1. Name and address of the applicant or developer, including the names and addresses of any officers of a corporation or partners of a partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Legal description of the property	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Drawings, sketches and plans showing the architectural exterior features, heights, appearance, color and texture of the materials of exterior construction and the placement of the structure on the lot, and any additional information determined necessary by the planning commission to determine compliance with the architectural standards (see also Section 18.06)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Photographs of existing site conditions, including site views, existing buildings on the site, streetscape views in all directions, and neighboring buildings within 150 feet of the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

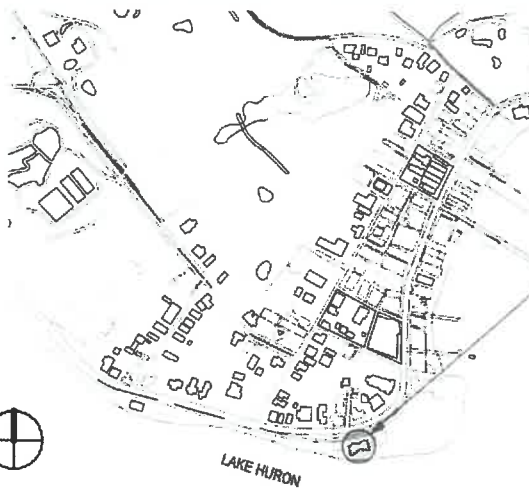
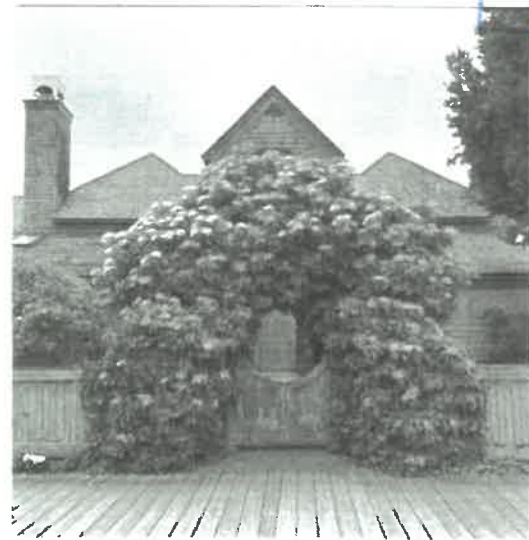
File No. BS25.046.045(H)  
 Exhibit D  
 Date 5-27-25  
 Initials KP

Section XI, Itemb.

MAY 27 2025

# GILMER RESIDENCE

## SUBMITTAL FOR PLANNING COMMISSION & HISTORIC DISTRICT COMMISSION



### Sheet List

- GENERAL
- 0 COVER
- 1 SURVEY
- 2 SITE PLAN
- 3 EXISTING PLAN
- 4 PROPOSED PLAN
- 5 NORTH ELEVATION
- 6 SOUTH ELEVATION
- 7 EAST ELEVATION
- 8 PHOTOGRAPHS

PC/HDC


### Legal Description

LOT 7 BLOCK 4 ASSESSOR'S PLAT NO 4

### Zoning

ZONING DISTRICT: SHORELINE RESIDENTIAL

### Historic District

WEST END

### Construction

PROPOSED CONSTRUCTION START DATE: NOVEMBER 01, 2025  
 ESTIMATED DURATION OF CONSTRUCTION: 6 MONTHS

AREA OF WORK.  
 EXISTING RESIDENCE.  
 SEE SITE PLAN.  
 PARCEL: 051-575-046-00

ARCHITECT  
**HopkinsBurns Design Studio**  
 113 S Fourth Ave.  
 Ann Arbor, Michigan 48103  
 (734)424-3344  
 www.hopkinsburns.com

OWNER: GILMER COTTAGE LLC  
 PROPERTY ADDRESS: 7575 MAIN STREET  
 MACKINAC ISLAND, MICHIGAN 49757  
 PARCEL #: 051-575-046-00

### Project Description

This project entails alterations to a non-contributing residential structure located in the West End historic district. The property will continue to serve as a single-family residence. Interior modifications include updates to the Kitchen and Laundry Room. Exterior improvements include the expansion of the West Deck, relocating the door and modifying the window configuration, new exterior access stairs and relocation of the existing transformer. All windows will be replaced. This work has gotten Historic District Commission and Planning Commission approvals. **Scope added to the project and the subject of this submission is the addition of a shed on the east side of the house.**

### Requirements

	REQ'D	EXISTING	
MIN. LOT SIZE:	10,000 SF	12,500 SF	
<b>SETBACKS</b>	<b>REQ'D</b>	<b>EXISTING</b>	<b>PROPOSED</b>
FRONT YARD	40'	19' - 11"	NO CHANGE
SIDE YARD	20'	11' - 3"	NO CHANGE
SIDE YARD	20'	6' - 1"	NO CHANGE
REAR YARD	60'	VARIES	NO CHANGE
		APPROX. 0' TO 10' - 0"	
<b>HEIGHT</b>	<b>ALLOWED</b>	<b>EXISTING</b>	<b>PROPOSED</b>
STORIES MIN.	1	2	NO CHANGE
STORIES MAX.	1.5	2	NO CHANGE
FEET MIN.	12'	32'	NO CHANGE
FEET MAX.	20'	32'	NO CHANGE
<b>LOT COVERAGE</b>	<b>ALLOWED</b>	<b>EXISTING</b>	<b>PROPOSED</b>
SQ. FT. (INCLUDING PORCHES AND DECKS)	3,750 SF	3,550 SF	3,637 SF
PERCENTAGE	30%	28.4%	29.1%

GILMER

GILMER RESIDENCE  
 RENOVATION  
 PC/HDC

HopkinsBurns

Section X, Itema.

COVER  
 2025.05.22  
 SCALE: As Noted

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# ZONING REQUIREMENTS VERIFY WITH MACKINAC ISLAND

ZONING DISTRICT - RS  
MINIMUM LOT WIDTH - 100'  
MINIMUM LOT AREA - 10,000 SQFT  
SETRACKS - WATERFRONT - 60' FROM WATERS EDGE  
STREET - 40'  
SIDE - 20'

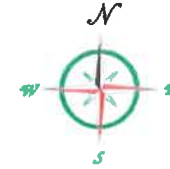
**BENCH MARK**  
HYDANT MAIN STEAKS  
ELEV. = 586.5' 1288 0910

HURON AVENUE

## BOUNDARY SURVEY

LOT 7, ASSESSOR'S PLAT NO. 4

CITY OF MACKINAC ISLAND, MACKINAC COUNTY, MICHIGAN



SCALE 1" = 20'

### LEGEND:

●	FOUND SURVEY IRON	(M)	MEASURED BEARING AND DISTANCE
○	SET 5/8" REBAR, CAPPED = 33883	(C)	COMPUTED BEARING AND DISTANCE
□	ELECTRIC BOX / METER	(R)	RECORD BEARING AND DISTANCE
□	TELEPHONE BOX	—	PROPERTY LINE
⊙	LAMP	---	EASEMENT AS NOTED
○	BIRDHOUSE	---	FEMA FLOOD PLAIN LINE (DEC. 2022)
○	WATER CURBSTOP	---	PLATTED LOT LINE
○	MANHOLE	---	CEDAR HEDGE
○	IRRIGATION VALVE	---	PAVED SURFACE
○	WATER VALVE	---	WOODEN BOARDWALK
○	FIRE HYDRANT	---	CONCRETE SURFACE
○	SPOT ELEVATION	---	PAVER STONES
○	WOODEN FENCE	---	LARGE STONES
---	CHAIN LINK FENCE		

### NOTES:

The property description was furnished, and no check of title relative to ownership, gaps, overlaps or occupation has been performed as part of this sketch.

Drawings and distances shown on this map were taken from a Sketch of Survey, by James E. Young, P.S. 24626, for City of Mackinac Island, dated 24 April 1984.

This is a professional opinion concerning the location of the property boundaries depicted hereon, based upon the appropriate boundary law principles governed by the facts and evidence gathered and evaluated during the course of this survey. Monuments, that is the opinion of this surveyor represent the true and correct corners of the property being surveyed, have been found or not as indicated hereon. As a professional opinion, this survey carries with it no warranties or guarantees, expressed or implied.

The area lying between the Ordinary High Water Line and the Edge of water is subject to rights by others. The ordinary high water line was not mapped for purposes of this survey.

This survey is not intended to be used in place of an ALTA/NSPS Land Title Survey, or to be used to remove the survey exceptions of a title insurance policy.

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FUTURE FEMA FLOOD PLAIN LINE  
(EFFECTIVE DEC. 2022)  
ELEV. = 585.0'

LAKE HURON  
ELEV. = 578.5'  
(SEPT. 2022)



**BENCHMARK  
ENGINEERING  
INC.**

SURVEYORS = CIVIL ENGINEERS

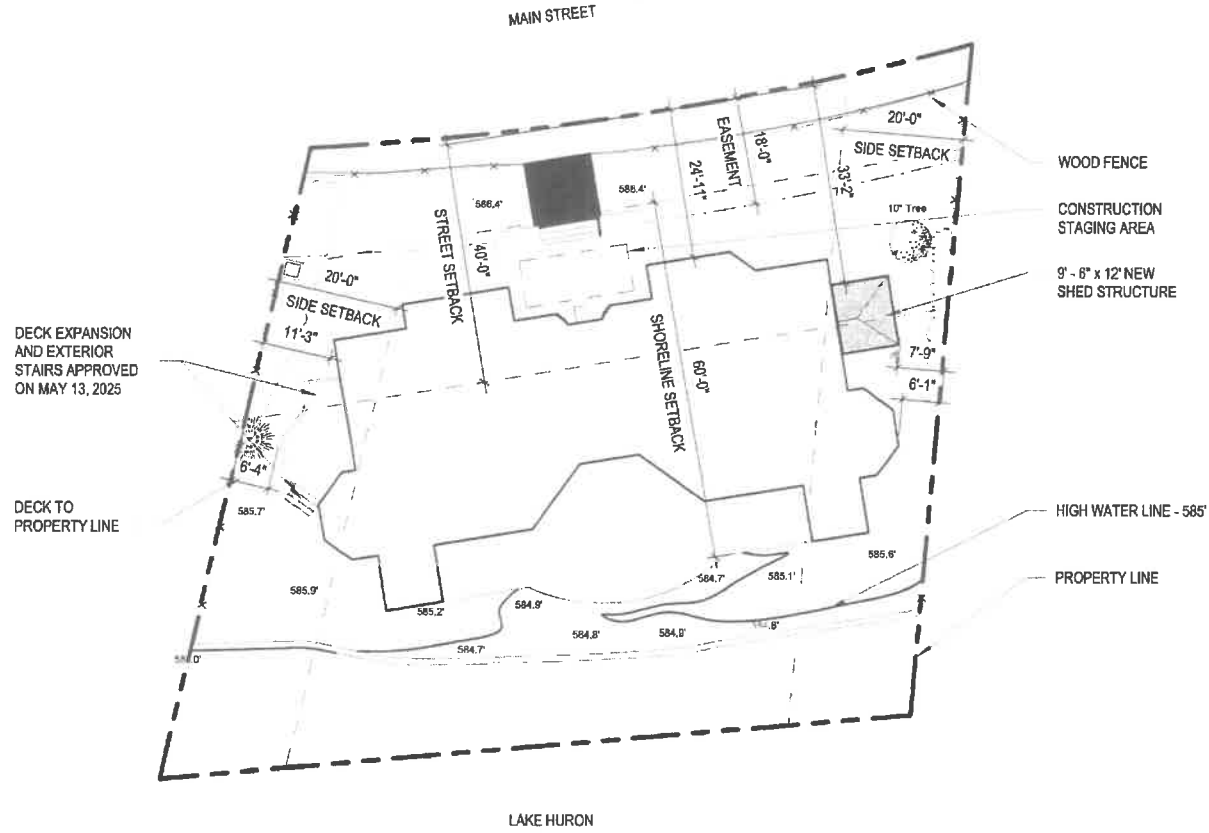
607 E. LAKE ST.  
HARBOR SPRINGS, MICHIGAN 49740  
PHONE (231) 526-2788 FAX (231) 526-7257  
benchmark607@gmail.com

Client : FISHER & GILMAN  
Project Mgr : M.E. GELKE  
Drawn By : J.E.  
Field By : WINTER-GEARY  
File : 422388.020  
Job # : 22-388  
Sheet # : 1 of 1

Date (revision)	by
26 September 2022	

BOUNDARY SURVEY  
LOT 7, ASSESSOR'S PLAT NO. 4

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SITE PLAN  
1" = 20'-0" SCALE



Section X, Itema.

2  
SITE PLAN

GILMER

GILMER RESIDENCE  
RENOVATION

PC/HDC

2025.05.22  
SCALE: 1" = 20'-0"

HopkinsBurns  
historic preservation  
community by design



EXTERIOR SCONCE  
LIGHTING TO REMAIN

NOTE: EXTERIOR  
SOFFIT LIGHTING TO  
REMAIN

NEW SHED  
STRUCTURE

EXTERIOR DECK  
LIGHTING TO REMAIN

FIRST FLOOR - PROPOSED

1/8" = 1'-0" SCALE



Section X, Items.

3

PROPOSED P

GILMER

2025.05.22

SCALE: 1/8" = 1'-0"

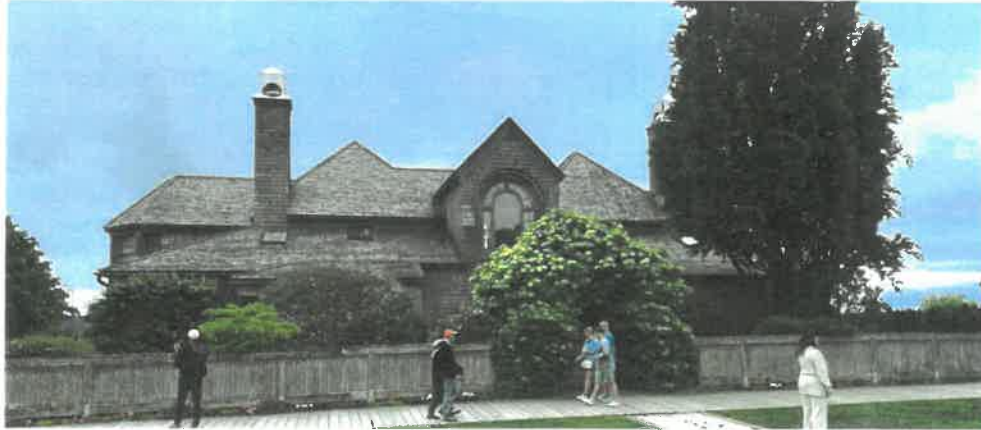
GILMER RESIDENCE  
RENOVATION

PC/HDC

HopkinsBurns  
ID

Historic preservation  
community by design

105



EXISTING BAND AT  
WEST ELEVATION

NORTH ELEVATION - PHOTOGRAPHS

SNOWMOBILE  
ACCESS: PR. 4'0"  
DOORS WITH WOOD  
SHINGLE FINISH  
SIMILAR TO  
ADJACENT SURFACES

RANDOM SIZE  
WOOD SHINGLES  
WITH DECORATIVE  
CUT CORNERS

RANDOM SIZE  
WOOD SHINGLES,  
STRAIGHT CUT

BRICK  
CONCRETE



NORTH ELEVATION - PROPOSED

ALIGN BAND WITH EXISTING  
DECK ON WEST ELEVATION

EXTERIOR SCONCE  
LIGHTING TO REMAIN

APPROVED DECK  
EXPANSION

Section X, Itemb.

4

NORTH  
ELEVATION

GILMER

2025.05.22

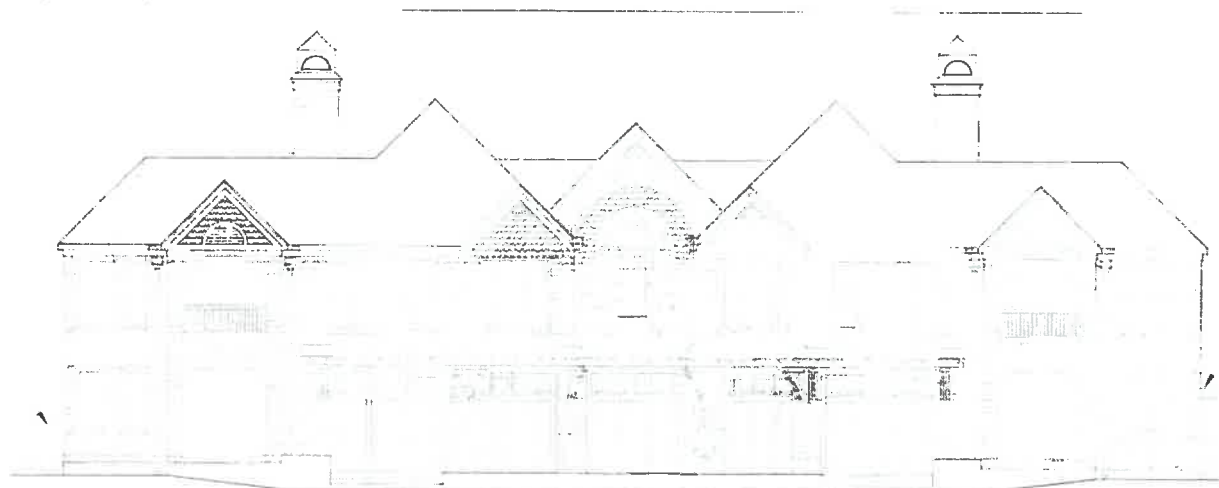
SCALE: As Noted

GILMER RESIDENCE  
RENOVATION  
PC/HDC

HopkinsBurns  
Historic preservation  
community by design



SOUTH ELEVATION - PHOTOGRAPHS



APPROVED DECK  
EXPANSION AND  
EXTERIOR STAIRS

NEW SHED  
STRUCTURE

SOUTH ELEVATION - PROPOSED

Section X, Itema.

5

SOUTH  
ELEVATION

GILMER

2025.05.22

SCALE: As Noted

GILMER RESIDENCE  
RENOVATION  
PC/HDC

HopkinsBurns

historic preservation  
community by design

107

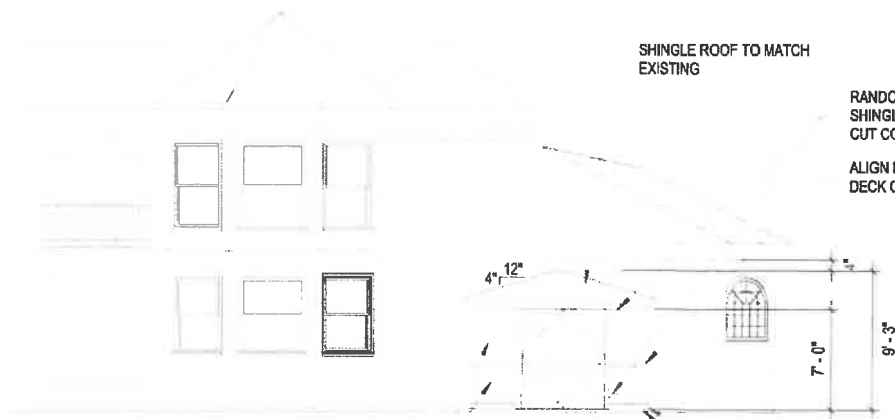
EAST ELEVATION - PHOTOGRAPHS



NEW SHED STRUCTURE  
LOCATION



PROFILE OF SHED ROOF  
TO MATCH EXISTING



EAST ELEVATION - PROPOSED

RANDOM SIZE  
WOOD SHINGLES,  
STRAIGHT CUT

BRICK  
CONCRETE

RANDOM SIZE WOOD  
SHINGLES WITH DECORATIVE  
CUT CORNERS  
ALIGN BAND WITH EXISTING  
DECK ON WEST ELEVATION



Section X, Itema.

6

EAST ELEVAT

GILMER

2025.05.22

SCALE: 1/8" = 1'-0"

GILMER RESIDENCE  
RENOVATION

PC/HDC

Hopkins Burns

historic preservation &  
community design

108

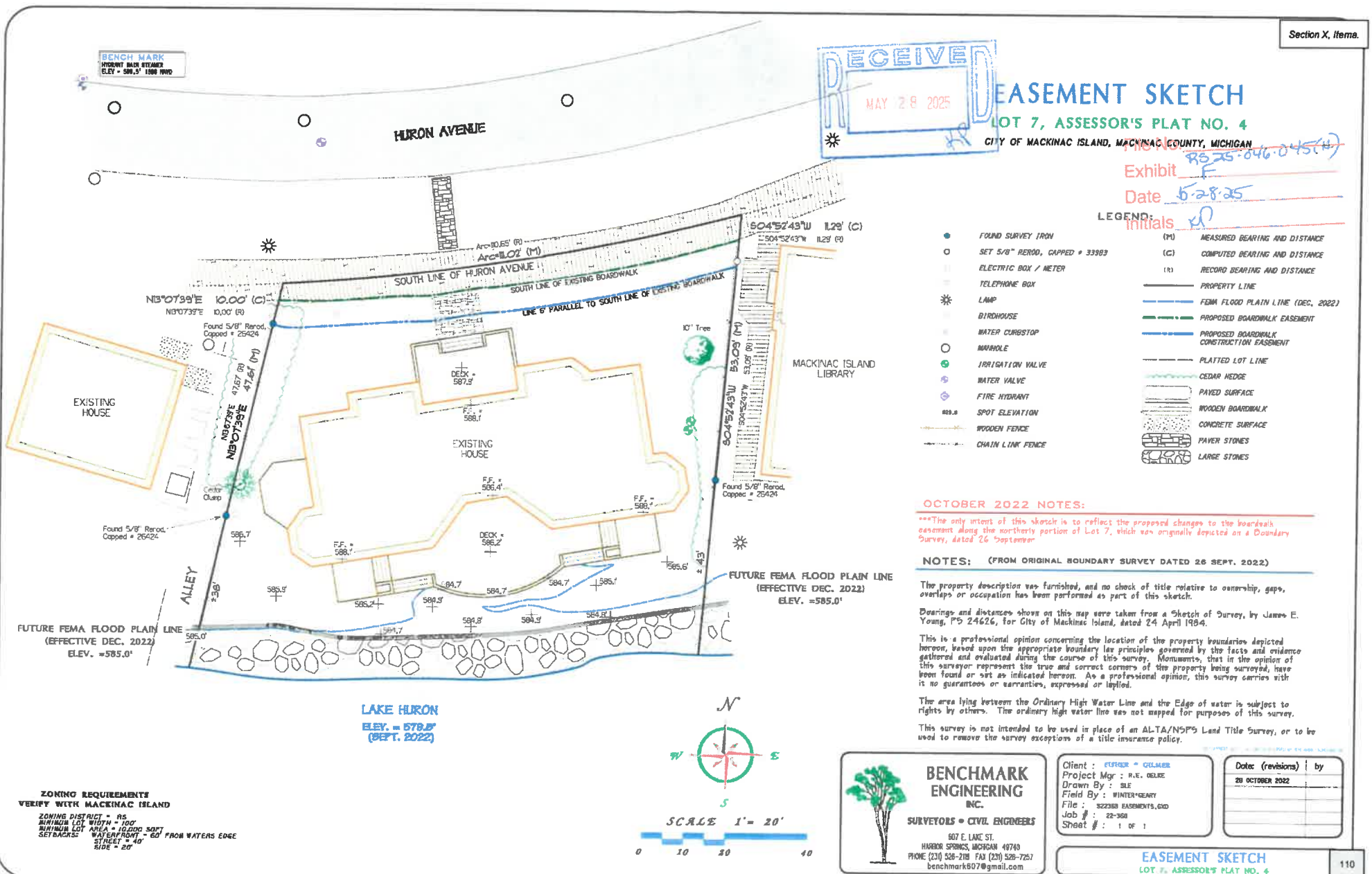




STREET CONTEXT VIEWS

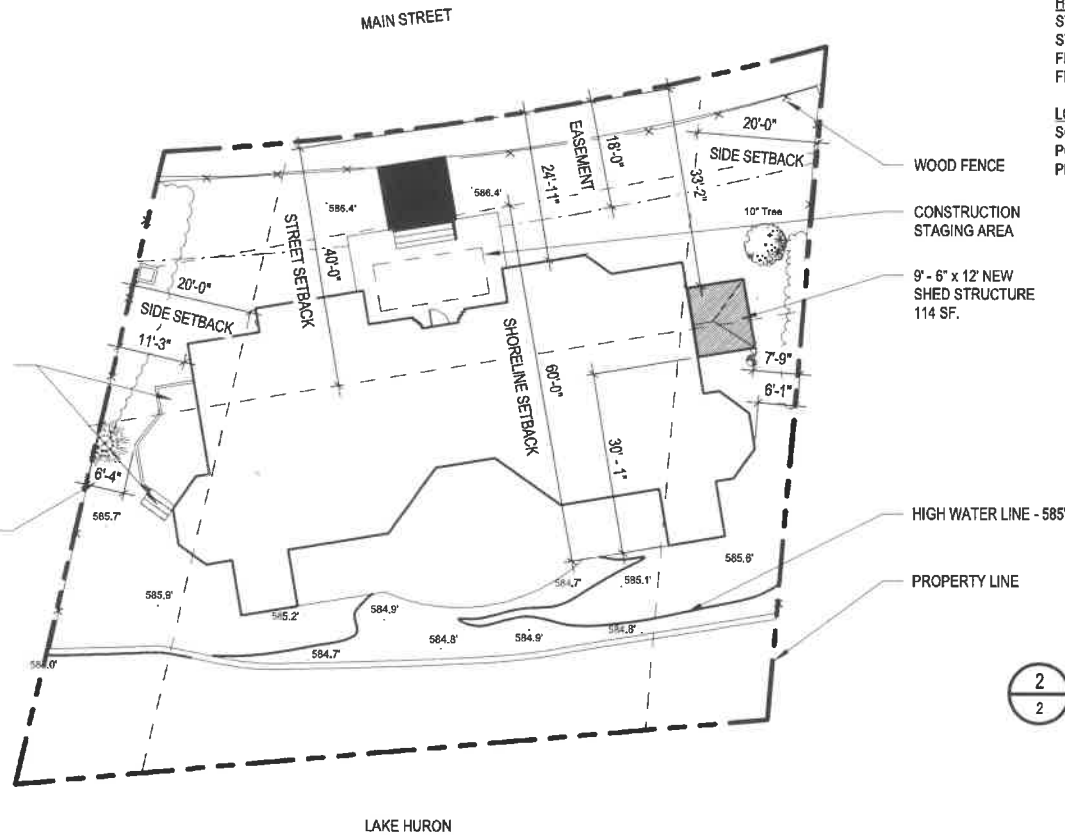


VIEWS OF HOUSE

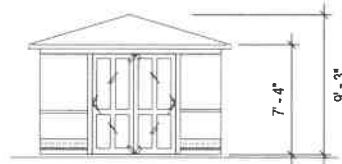


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**SITE PLAN**  
1" = 20'-0" SCALE



MIN. LOT SIZE:	REQ'D 10,000 SF	EXISTING 12,500 SF		
SETBACKS	REQ'D	EXISTING	PROPOSED	SHED
FRONT YARD	40'	19' - 11"	NO CHANGE	33' - 2"
SIDE YARD	20'	11' - 3"	NO CHANGE	NA
SIDE YARD	20'	6' - 1"	NO CHANGE	7' - 9"
SHORELINE	60'	VARIES	NO CHANGE	30' - 1"
		APPROX. 0' TO 10' - 0"		
HEIGHT	ALLOWED	EXISTING	PROPOSED	SHED
STORIES MIN.	1	2	NO CHANGE	1
STORIES MAX.	1.5	2	NO CHANGE	1
FEET MIN.	12'	32'	NO CHANGE	7' - 4"
FEET MAX.	20'	32'	NO CHANGE	9' - 3"
LOT COVERAGE	ALLOWED	EXISTING	PROPOSED	
SQ. FT. (INCLUDING PORCHES AND DECKS)	3,750 SF	3,550 SF	3,664 SF	
PERCENTAGE	30%	28.4%	29.3%	



**2 PARTIAL EAST ELEVATION - ROOF HEIGHTS**  
1/8" = 1'-0" SCALE



Section X, Itema.

**2**

SITE PLAN

GILMER

GILMER RESIDENCE  
RENOVATION

PC/HDC

2025.05.27

SCALE: As Indicated

HopkinsBurns

historia preservation  
community by design



# GILMER RESIDENCE

## SUBMITTAL FOR PLANNING COMMISSION & HISTORIC DISTRICT COMMISSION



### Sheet List

- GENERAL
- 0 COVER
- 1 SURVEY
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- 4 NORTH ELEVATION
- 5 SOUTH ELEVATION
- 6 EAST ELEVATION
- 7 PHOTOGRAPHS
- X3 EXISTING PLAN

PC/HDC


### Legal Description

LOT 7 BLOCK 4 ASSESSOR'S PLAT NO 4

### Zoning

ZONING DISTRICT: SHORELINE RESIDENTIAL

### Historic District

WEST END

### Construction

PROPOSED CONSTRUCTION START DATE: NOVEMBER 01, 2025  
ESTIMATED DURATION OF CONSTRUCTION: 6 MONTHS

AREA OF WORK.  
EXISTING RESIDENCE.  
SEE SITE PLAN.  
PARCEL: 051-575-046-00

### ARCHITECT

**HopkinsBurns Design Studio**  
113 S Fourth Ave.  
Ann Arbor, Michigan 48103  
(734)424-3344  
www.hopkinsburns.com

OWNER: GILMER COTTAGE LLC  
PROPERTY ADDRESS: 7575 MAIN STREET  
MACKINAC ISLAND, MICHIGAN 49757  
PARCEL #: 051-575-046-00

### Project Description

This project entails alterations to a non-contributing residential structure located in the West End historic district. The property will continue to serve as a single-family residence. Interior modifications include updates to the Kitchen and Laundry Room. Exterior improvements include the expansion of the West Deck, relocating the door and modifying the window configuration, new exterior access stairs and relocation of the existing transformer. All windows will be replaced. This work has gotten Historic District Commission and Planning Commission approvals. **Scope added to the project and the subject of this submission is the addition of a shed on the east side of the house.**

### Requirements

	REQ'D	EXISTING		
MIN. LOT SIZE:	10,000 SF	12,500 SF		
<b>SETBACKS</b>	<b>REQ'D</b>	<b>EXISTING</b>	<b>PROPOSED</b>	<b>SHED</b>
FRONT YARD	40'	19' - 11"	NO CHANGE	33' - 2"
SIDE YARD	20'	11' - 3"	NO CHANGE	NA
SIDE YARD	20'	6' - 1"	NO CHANGE	7' - 9"
SHORELINE	60'	VARIES	NO CHANGE	30' - 1"
		APPROX. 0' TO 10' - 0"		
<b>HEIGHT</b>	<b>ALLOWED</b>	<b>EXISTING</b>	<b>PROPOSED</b>	<b>SHED</b>
STORIES MIN.	1	2	NO CHANGE	1
STORIES MAX.	1.5	2	NO CHANGE	1
FEET MIN.	12'	32'	NO CHANGE	7' - 4"
FEET MAX.	20'	32'	NO CHANGE	9' - 3"
<b>LOT COVERAGE</b>	<b>ALLOWED</b>	<b>EXISTING</b>	<b>PROPOSED</b>	
SQ. FT. (INCLUDING PORCHES AND DECKS)	3,750 SF	3,550 SF	3,664 SF	
PERCENTAGE	30%	28.4%	29.3%	

Section X, Itema.

0 COVER

GILMER

2025.05.27

SCALE: As Noted

GILMER RESIDENCE  
RENOVATION

PC/HDC

HopkinsBurns  
historics preservation  
community by design

112



Permit Fee: \$100.00

**CITY OF MACKINAC ISLAND**  
**COMMERCIAL FIREWORKS PERMIT APPLICATION**

Name of Person/Organization Conducting the Display: Wolverine Fireworks Display, Inc.Address, City, State, Zip: 205 W. Seidlers Rd., Kawkawlin, MI 48634Phone: 989-662-0121 Fax: 989-662-0122Name of Pyrotechnics Company/Technician: Paul KisteAddress, City, State, Zip: 2140 S State Road, Ionia, MI 48846Phone: 989-607-3296 Fax: \_\_\_\_\_Date, Time and Duration of Display: July 4, 2025 (ARD) July 5, 2025, Dusk-Approximately 10:30p.m., Approximately 20 minutes longLocation Offshore of Display (Attach Map): See map

- In addition to the application, the following is required: A copy of the certificate of insurance naming the City of Mackinac Island as additional insured for the amount of \$5,000,000.
- All applicants and pyrotechnic companies must submit, with this application, proof of any licenses, permits or other authorization required by any branch of the local, state or federal government relating to the proposed fireworks display.
- All fireworks displays will only be permitted offshore.

**Make checks payable to: City of Mackinac Island**

Applicant's Signature: Rachel Lambert Date: 6/16/25

Application Date: <u>6.18.25</u> Council Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date: <u>6.25.25</u>
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Dec. 16, 2015



## **Mackinac Island 4th of July Fireworks**

**\$20,800.00 Proposal**

**Includes Insurance & Labor**

(Proposal Based off Previous years Budget)

### **Main**

120	3"	Lidu Assorted Shells Time Chained
72	4"	Assorted Color (A) Shells Time Chained 6/1
72	4"	Assorted Color (B) Shells Time Chained 6/1
126	5"	Dragon Head Assorted Shells
72	6"	Nishi Pyro Assorted Shells w/Tails
2	100 Shot	Big Crackle w/Color
1	25 Shot	2.5" Dragon Eggs
2	100 Shot	Assorted Variety Color
2	36 Shot	2.5" Special Mixed Color Cake
2	130 Shot	Glittering Brocade Crown
2	100 Shot	Mixed Stars w/ Whistling crackling
4	100 Shot	Red Strobe Tail

### **Finale**

108	2.5"	Preloaded 2.5" Titanium Salutes w/Tail
125	3"	Preloaded 3" Mixed Color Finale Cake
144	3"	Color & Report Chained 12/1
36	4"	RWB Crosssette Quick
6	5"	Salute
72	4"	Sunny Assorted Color Shells

Section XI, Itemc.

BFS 999 (Rev 06/15)

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commander  
Sector Northern Great Lakes

337 E. Water Street  
Sault Sainte Marie, MI 49783  
Staff Symbol: (sp)  
Phone: (906) 635-3323

16750  
May 22, 2025

Mackinac Island Convention and Visitor Bureau  
Attn: Mr. Paul Kiste  
205 E. Seidlers Rd  
Kawkawlin, MI 48631

Dear Mr. Kiste:

I received your Application for Approval of Marine Event, Form CG-4423 in which you requested approval for the Annual Mackinac Island Independence Day Fireworks July 4, 2025. I reviewed your application and determined that the proposed event does not require a Coast Guard Marine Event Permit, as outlined in Title 33 CFR Part 100, in that the event does not introduce any extra or unusual hazards that would jeopardize the safety of human life on the navigable waters or the U.S. **For this reason, a Coast Guard Permit for Marine Event, Form CG-4424, is not required.**

You are reminded that, while no Coast Guard permit is required, you must comply with all existing Federal, State, and local laws and other requirements that may impact your ability to hold your event as proposed. You should take appropriate action to ensure compliance with all such requirements prior to holding your event. Although no Coast Guard permit will be issued at this time, it is your responsibility to contact this office if there are any changes to the event, including the number of participants and/or expected spectators, location, or any other significant changes that may necessitate reconsideration as to whether a permit is required.

I sincerely appreciate your proactive effort in bringing this marine event to my attention. Because of the dynamic nature of the waterway, boating, and maritime activities, the Coast Guard carefully considers the totality of the risks associated with each event on a case-by-case basis when determining whether a permit is needed. Although a Coast Guard Permit for Marine Event, Form CG-4424, is not required for this occasion, you should continue to submit an Application for Approval of Marine Event, Form CG-4423, for this, and any similar events you may sponsor in the future at least 135 days before each new event, or at least 60 days before if there are no changes from the previous year's event.

Furthermore, nothing in this determination is intended to restrict the Coast Guard's ability to take action authorized under the Ports and Waterways Safety Act, the Magnusson Act, or other authorities to ensure the safety of vessels and waterfront facilities, and the protection of the navigable waters and the resources therein. Such actions could include promulgation of Regulated Navigation Areas or Limited Access Areas, broadcasting safety notices or disseminating safety flyers, or other actions taken under the authorities granted the United States Coast Guard.

For fireworks displays, the Coast Guard has the authority to supervise and control the transportation, handling, loading, discharging, stowage or storage of all hazardous materials on

16750  
May 22, 2025

board vessels. The Coast Guard may also direct that barges, or other vessels unfamiliar to the Coast Guard, be examined prior to being used for fireworks displays.

The decision that your proposed event does not require a Coast Guard permit in no way implies that the event is without risk or deemed completely safe, nor does it imply that the Coast Guard has "approved" the event. As the event sponsor, you are still responsible for the overall safety of the event and obtaining any appropriate permits from other Federal, State, or local authorities.

The Coast Guard will inform the maritime community of this event through Broadcast Notice to Mariners. Depending on operational commitments, a Coast Guard or Coast Guard Auxiliary vessel may conduct safety patrols during this event. You are encouraged to contact **Coast Guard Station St. Ignace at 906-643-6402**.

Please contact my Waterways Management Marine Events staff at (906) 635-3223 or [ssmprevention@uscg.mil](mailto:ssmprevention@uscg.mil), should you have any questions.

Best wishes for a safe and successful event.

Sincerely,



B. C. JACOBS  
Commander  
Chief, Prevention Department  
U. S. Coast Guard  
By direction

## APPLICATION FOR BUSINESS LICENSE

Please indicate the type of business license you are applying for. Check only one:

- ☒ New Business (A business located within the City which was not licensed the previous year.)  
☐ Renewal Business (A business licensed the previous year and identical to previously approved license.)  
☐ Off-Island Business (A business operating within the City but not physically located within the City.)

Name of Business:

Vintage Glam on the Eco, LLC.

Name of Owner, Agent, or Manager:

Christy Lucas

Location of Business:

~~7530~~ 7530 4th St.

Mailing Address:

P.O. Box 801

Telephone No:

269-209-5031

City, State, & Zip:

Mackinac Island, MI 49757

Fax No.

Type of Business:

Traveling Formal Events Make-up Styling

Email Address:

lucascstylist@yahoo.com

State of Michigan Sales Tax Number / Social Security or FEIN:

N/A 362-02-6515 (social security)

Is this business a licensed trade regulated by the State of Michigan (contractor, architect, etc.) Yes ☒ No ☐  
(if yes, please include a copy of your state license certificate)

Horse or bicycle related businesses please include a copy of your certificate of liability insurance.

### SIGNAGE:

#### NUMBER OF SIGNS

List the number and describe the type and location of all signs. (Refer to the City's Sign and Outdoor Merchandise Display Ordinance for guidance.) Also, check whether each sign is new or existing.

NEW

EXISTING

TYPE & LOCATION

None

The following information is required for all businesses. If there are any changes to existing signage or new signage, please fill out a Sign Permit Application and provide drawings, sketches, and/or photos for each sign; showing all pertinent signage details.

I affirm that the information provided in this application is true and I have the authority to provide such information.

Applicant's Signature

Christy Lucas

Date Signed

6/10/25

Make checks payable to the City of Mackinac Island

DO NOT WRITE IN THIS AREA - CITY USE ONLY

Date Rec'd:

June 10, 2025

Fee Rec'd:

\$400.00

Check No.

1518

Council Action Date:

6.25.25

Approved

Denied

License No.

25-

### APPLICATION FOR BUSINESS LICENSE

Please indicate the type of business license you are applying for. Check only one:

- ☐ New Business (A business located within the City which was not licensed the previous year.)  
☐ Renewal Business (A business licensed the previous year and identical to previously approved license.)  
☒ Off-Island Business (A business operating within the City but not physically located within the City.)

Name of Business: Nocturnal Excursions

Name of Owner, Agent, or Manager: David Dohnal

Location of Business: Brutus, MI

Mailing Address: 10358 Chickagami Trail

Telephone No: 231-222-5680

City, State, & Zip: Brutus, MI 49716

Fax No.                     

Type of Business: Tours

Email Address: info@nocturnalexursions.com

State of Michigan Sales Tax Number / Social Security or FEIN: 88-1144840

Is this business a licensed trade regulated by the State of Michigan (contractor, architect, etc) Yes ☐ No ☒  
(If yes, please include a copy of your state license certificate)

Horse or bicycle related businesses please include a copy of your certificate of liability insurance.

#### SIGNAGE:

NUMBER OF SIGNS           

List the number and describe the type and location of all signs. (Refer to the City's Sign and Outdoor Merchandise Display Ordinance for guidance.) Also, check whether each sign is new or existing.

NEW

EXISTING

TYPE & LOCATION

☐☐☐☐☐☐☐☐


The following information is required for all businesses. If there are any changes to existing signage or new signage, please fill out a Sign Permit Application and provide drawings, sketches, and/or photos for each sign; showing all pertinent signage details.

I affirm that the information provided in this application is true and I have the authority to provide such information.

David Dohnal

6/5/25

Applicant's Signature

Date Signed

**Make checks payable to the City of Mackinac Island**

DO NOT WRITE IN THIS AREA - CITY USE ONLY

Date Rec'd: June 10, 2025

Fee Rec'd:           

Check No.           

Council Action Date: 6.25.25 Approved           

Denied           

License No. 25-341

1/18

## City Clerk

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**From:** David Dohnal <info@nocturnalexursions.com>  
**Sent:** Tuesday, June 10, 2025 9:38 AM  
**To:** City Clerk  
**Subject:** Re: [Retrieved]Business License Application  
**Attachments:** Nocturnal Excursions business\_license\_application.pdf

Hi Danielle,

Here is the application.

At this time I won't have a physical location. I will just be meeting people across the street from the State Parks visitor center and then walking up to Fort Holmes.

Best regards,

Dave

On Mon, Jun 9, 2025 at 1:15 PM City Clerk <[clerk@cityofmi.org](mailto:clerk@cityofmi.org)> wrote:

Hello David,

There was no attachment to your email. If you can get me a copy of the completed application by Monday, June 23<sup>rd</sup> I can get you added to the June 25<sup>th</sup> agenda.

As for the fee – are you basing your business here on the island at a physical location? Or are you using an off island location? That will determine the license pricing.

*Danielle Leach*

City Clerk

City of Mackinac Island

P.O. Box 455

Mackinac Island, MI 49757

Phone: (906) 847 - 3702

Fax: (906) 847 - 6430



**APPLICATION FOR TEMPORARY TRAILER PERMIT**  
(ONE APPLICATION FOR EACH TRAILER AT EACH JOB LOCATION)

Applicant Name: RICK TROMBLE Permit Fee: \$15.00  
Contact Name: u Date: 6/13/25  
Address: 8247 LAKEVIEW BLD City: MACKINAC ISLAND  
State: MI Zip: \_\_\_\_\_ Fax#: \_\_\_\_\_  
Phone #: 231-420-1673 Email Address: RICK@TROMBLE.COM  
Work Site/Destination: 8247 LAKEVIEW BLD  
Reason Trailer is Needed: CAMPS, RUGS, FURNITURE  
Trailer Description: ZEGSAN LEDGANE 11ft ENCLOSED-SINGLE AXLE 1,500 LBS  
Make 7-3-25 Model/Description Weight  
Proposed Starting & Ending Date: 6-20-25 Total Days of Usage: 3  
What Boat Line & Dock: ARNOLD LINES  
Proposed Travel Route: UP TO RAY - MACKINAC ISLAND SERVICE

**Trailers pulled by horse and dray CANNOT EXCEED 3000 pounds**

The submittal of this application does not imply approval from the City of Mackinac Island. Approved permits are based on the information provided on the application. Any use or purpose which is contrary to approved uses and purposes or violation of any other local ordinances or state law constitutes a violation of permits conditions and will be punishable as a civil infraction and revocation of the permit.

Applicants Signature: [Signature] Date: 6/13/25

**Applications will not be submitted to City Council for approval until the fee is received.**

**Please visit:** [cityofmi.org](http://cityofmi.org) for council dates & times.

**Mailing address:** City of Mackinac Island, P. O. Box 455, Mackinac Island, MI, 49757

**Phone:** 906-847-3702

**Fax:** 906-847-6430

**Email:** [clerk@cityofmi.org](mailto:clerk@cityofmi.org)

City Use: Application Received: 06/13/2025 Fee Received: \$15.00 - Ck #: CASH  
Date of Action on Application: 6/25/25 approved: \_\_\_\_\_ Denied: \_\_\_\_\_ By: Council  
Comments: \_\_\_\_\_

ALREADY TALKED WITH RAY

11/21/16