### **CITY OF MACKINAC ISLAND**

### **AGENDA**

### **PLANNING COMMISSION**

Tuesday, January 09, 2024 at 1:00 PM City Hall – Council Chambers, 7358 Market St., Mackinac Island, Michigan

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Minutes
  - a. December 12, 2023 Minutes
- V. Adoption of Agenda
- VI. Correspondence
- VII. Staff Report
  - a. HDC Meeting Summary
  - b. DPW Update
- **VIII. Committee Reports** 
  - a. Master Plan Update
- IX. Old Business
- X. New Business
  - a. R423-012-108 Hoppenrath Porch & Stair Railings
- **XI. Public Comment**
- XII. Adjournment

### Section IV, Itema.

### CITY OF MACKINAC ISLAND

### **MINUTES**

### **PLANNING COMMISSION**

Tuesday, December 12, 2023 at 3:00 PM City Hall – Council Chambers, 7358 Market St., Mackinac Island, Michigan

### I. Call to Order

The meeting was called to order at 3:01 PM.

### II. Roll Call

PRESENT
Trish Martin
Jim Pettit
Michael Straus
Anneke Myers
Ben Mosley
Mary Dufina

Lee Finkel Staff: Erin Evashevski

Dennis Dombroski

### III. Pledge of Allegiance

### IV. Approval of Minutes

Motion to approve the minutes as written.

Motion made by Finkel, Seconded by Martin. Voting Yea: Martin, Pettit, Straus, Myers, Mosley, Dufina, Finkel

### V. Adoption of Agenda

Motion to approve the agenda as submitted.

Motion made by Martin, Seconded by Finkel. Voting Yea: Martin, Pettit, Straus, Myers, Mosley, Dufina, Finkel

### VI. Correspondence

None

### VII. Staff Report

### a. HDC Meeting Summary

Finkel summarized the December 12th meeting. Finkel summarized the discussion on fines. Myers brought up the point that there should be a way that you could assess the maximum fine for the first offense, if the violation warrants it. Evashevski agreed with Myers and stated that the wording should be considered to allow for the maximum fine at the first offense. Straus asked the Commission if a larger fine is something Planning Commission would like to consider. The Commission agreed this would be a good thing to look in to.

### b. REU Update

Burt had no REU update. Burt provided a sewer plant update and showed pictures of construction that showed the secondary clarifiers. Burt stated they are 2 weeks behind schedule due to a delay in waiting for State building permits. They plan to pour concrete once they get those. The concrete batch plant is up and running and the cold storage building floor is being poured. Mosley asked the expected end date. Burt stated fall of 2025. Dufina asked about the pump station progress. Burt stated it is running but it will be transitioning to grid power in the next week and a half. Spring will be clean up and painting. Myers asked about the station at the end of runway. Burt stated almost done but there have been complaints on the smell and they are working to figure out the cause. Finkel asked when he anticipates that REU's will no longer be important. Burt stated in his opinion when we hit a point when we know for sure the waste water plant is not going to have any major delays. This should be well in advance of completion but we don't want to change the system and then have some major delay in the project. Myers pointed out that new REU fees also need to be developed.

### c. Master Plan Update

Myers stated there was no meeting in December. The next meeting will be in January.

### VIII. Committee Reports

None

### IX. Old Business

a. MD23-026-085 Benser - Rose Gazebo Change of Use and Alterations

Roy Shryock stated they want to change from retail to residential use with a single bedroom apartment. They plan to install a fire suppression system. The shed in back is to be mostly removed except for 12' for the fire suppression riser. They would like to install new egress windows and at a later time will ask for permission to build a deck on the front like the Gull building. Straus stated the site plan shows the deck all the way to the sidewalk but Shryock stated they are going to try and set it back. Straus pointed out the ebike parking stations and the revised bike parking are reflected on the site plan. Straus asked Mosley about the fire departments thoughts on the location of the charging stations. Mosley said it needs to be as far away as possible and the site shown on site plan is fine. Myers asked if he and Pereny had researched the bike parking. Dombroski stated Pereny found the previous agreement and Shryock consolidated all the information and created the new bike parking plan. The previous parking agreement was from September of 2012 and provided parking for Lilac Tree and Mr. B's. The revised site plan provided by Shryock shows bike parking for the Lilac Tree apartments, the LCC building, the Gull Building, Rose East and Rose West. Motion to approve Change of Use and alterations with a note on the site plan that 10 Rose East spaces include 6 for Lilac studios as previously agreed to for that project.

Motion made by Myers, Seconded by Mosley. Voting Yea: Martin, Pettit, Straus, Myers, Mosley, Dufina, Finkel

### X. New Business

### a. C23-021-097(H) Bicycle Street Inn Alterations

Barry Polzin stated they would like to rearrange the entry to the Bicycle Street Inn main floor. The entire first floor will be a food hall. Polzin stated they want to do the changes to create a cleaner entrance from the street making it wider and symmetrical. Straus asked if Polzin had a diagram for traffic patterns. Polzin stated that all commercial coming and going would be at the new entrance. This moves the public off the street while they decide where they are going. Motion to approve.

Motion made by Dufina, Seconded by Mosley. Voting Yea: Martin, Pettit, Straus, Myers, Mosley, Dufina, Finkel

### XI. Public Comment

David Jurcak gave an update on grand projects. Dirt is being moved for wall and the rock is being produced. Jurcak stated the project is still on schedule.

Facade work is progressing. They will start scraping and painting. The west end columns have been removed and are being restored. When the columns are complete the windows will be done. The bell will be finished after the road is done.

Straus asked about the snow fence for traffic on the Cadotte Avenue side and the signage for people coming from west end up by Hamady's. State Park has given permission to place a sign. Dombroski stated a wooden snow fence by the gate would be best. Jurcak is to coordinate with Myron from State Park.

### XII. Adjournment

Michael Straus, Chair

With no further business there was a Motion to adjourn at 3:48 PM
Motion made by Myers, Seconded by Finkel. Voting Yea: Martin, Pettit, Straus, Myers, Mosley, Dufina, Finkel

Katie Pereny, Secretary

# CITY OF MACKINAC ISLAND

## PO Box 455 Macking sland, MI 49757 PLANNING COMMISSION & BUILDING DEPARMENT **APPLICATION FOR ZONING ACTION**

906-847-6190 kep@cityofmi.org www.cityofmi.org

APPLICANT NAME & CONTACT INFORMATION:

Please complete both sides of application.

prior to , plans ed to

7450 Marshall St	The Fee and five (5) o	The Fee and five (5) copies of the application	o
UNRHIN 49752	and all required docu the Zoning Administr	and all required documents must be submitt the Zoning Administrator fourteen (14) days	ijt Vs
or & Mailing Addrace (If Different Erom A	the scheduled Pianni	the scheduled Planning Commission Meeting	Ë.
Pa Box 250			
Muckinson Toland, My. 49260			
Is The Proposed Project Part of a Condominium Association?	٥.	Yes Mx	7
Is The Proposed Project Within a Historic Preservation District?	ict?	No	
Applicant's Interest in the Project (If not the Fee-Simple Owner):	ner):	OWNER	
Is the Proposed Structure Within Any Area That The FAA Regulates Airspace?	gulates Airspace?	No	
Is a Variance Required?		100	
Are REU's Required? How Many?		No	
Type of Action Requested:			

## Property Information:

Planned Unit Development

Standard Zoning Permit

Special Land Use

Appeal of Planning Commission Decision

Ordinance Amendment/Rezoning

Ordinance Interpretation

20 20) Association Documents Attached (Approval of project, etc.): Photographs of Existing and Adjacent Structures Attached:\_ 544 Site Plan Attached: (Comply With Section 20.04 of the Zoning Ordinance) 200 05 RSbul Site Plan Checklist Completed & Attached: \_ Property Number (From Tax Statement): Ma Samo 5 FAA Approval Documents Attached:\_ Legal Description of Property: ( 6 Jack NAC Architectural Plan Attached: Sketch Plan Attached; Address of Property: Zoning District: ci Ci B. نیا π. ю Ï

# Proposed Construction/Use:

Proposed Construction:

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- Alteration/Addition to Existing Building Other, Specify **New Building** œ.
  - Existing Use (If Non-conforming, explain nature of use and non-conformity): Use of Existing and Proposed Structures and Land: Proposed Use:

FILE NO. 8423:012:108	Exhibit A	The state of the s	Date A. A. A. A.	in Vacant: Initials	
	If Vacant:	Previous Use: NA	Proposed Use:	Length of Time Parcel Has Been Vacant:_	

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		Revised July 2023
	FEE: 6150	
DEFICE USE ONLY		INITIALS: XP
OFFIC	801	CHECK NO: ///5/
	FILE NUMBER: R433-013	DATE: 12 A. 23

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Section X, Itema.

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

privilege to erect any structure or to use any premises described for any purposes or in any manner prohibited The applicant further understands that any permit issued on this application will not grant any right of 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:

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

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

Lessee, Architect/Engineer,Contractor or other type of interest) involved in the application and that the answers and (specify: owner, statements herein attached are in all respects true and correct to the best of his, her or their knowledge The undersigned affirms that he/she or they is (are) the applicant and the\_\_Ound\_

applicant hereby further affirms that he/she or they has read the foregoing and understands the same. If the app 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.	applicant hereby further affirms that he/she or they has read the foregoing and understands the same. If the applican 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.
Britislem L. Hopponualh Signature	SIGNATURES Signature
Kathleen F. Hoppen Ruth Please Print Name	Please Print Name
Signed and sworn to before me on theday of	day of December, 2023.
K. RICKLEY, Notary Public Mackinac County, State of Michigan Acting in the County of Mackinac My Commission Expires: 10/21/2025 My commission expires:	DOC County, Michigan xpires: 10/31 2025
FOR OFFIG	FOR OFFICE USE ONLY
Inspection Record: Inspection Date Ins	Inspector Comments
ς; ε <sub>ι</sub> (	
Occupancy Permit Issued	Revised July 2023

Section X, Itema.

Revised July 2023

# City of Mackinac Island

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

# Please Submit With The Application for Zoning Action Site Plan Review Checklist

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.

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 <a href="www.cityofmi.org">www.cityofmi.org</a>. NOTE: The engineer, architect, planner and/or designer retained to develop the site plan shall be

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.

Preliminary Plan Review	Requirements (Section 20.03)
Optional	Informational R

Item	ΕΙ	Provided	Not Provided or Applicable
ij	<ol> <li>Name and address of the applicant or developer, including the names and addresses of any officers of a corporation or partners of a partnership</li> </ol>	7	
2.	2. Legal description of the property	7	
က်	<ol> <li>Sketch drawings showing tentative site plans, property boundaries, placement of structures on the site, and nature of development</li> </ol>	7	

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

Ge	General Information	Provided	Not Provided or Applicable
÷	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.		
2.	Name and address of the individual or firm preparing the site plan	<u>&gt;</u>	
ñ	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	7	
4.	Legend, north arrow, scale, and date of preparation	7	
5.	Legal description of the subject parcel of land	7	
9.	Lot lines and general location together with dimensions, angles, and size correlated with the legal description of the property	2	
7.	Area of the subject parcel of land	7	
oi.	Present zoning classification of the subject parcel	7	
6	Written description of the proposed development operations	2	
10.	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		
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).		2
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.		7
13.	Proposed construction start date and estimated duration of construction.	7	
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	2	

29. Written description and location of stormwater management system to be shown on a grading plan, including pre- and postsite development runoff calculations used for determination of stormwater management, and location and design (slope) of any retention/detention features (see also Section 4.2

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

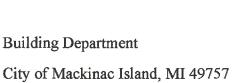
Pernolition  Site plan of property where demolition is going to take place. This plan shall include structure(s) being demolished, location of utilities, septic tanks, an itemized statement of valuation of demolition and restoration work to be performed, or other such items as may be required by the building official.  Copy of asbestos survey if required by EGLE or other state department.  Results of a pest inspection and, if necessary, a pest management plan.  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 are issued or improvements are complete. Completion shall not be deferred more than 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.  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.  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.		
	Provi	
7 7 7 9 9	Demolition  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.  Copy of asbestos survey if required by EGLE or other state department.  Results of a pest inspection and, if necessary, a pest management plan.  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 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.  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.  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.

# Architectural Review Informational Requirements (Section 18.05)

<u>~</u> I	<u>Item</u>	Provided	Not Provided or Applicable
Na na pa	<ol> <li>Name and address of the applicant or developer, including the names and addresses of any officers of a corporation or partners of a partnership</li> </ol>	2	
<u>e</u>	2. Legal description of the property	7	
K n st n fe	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)		
ex an	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.	>	

Section X, Itema.

20 Dec 2023





### Re: Proposed Stair and Front Deck Railings for 7450 Marshall Street (Unit 12), Mackinac Island

Attached please find documents in support of installing railings on the front porch and steps of the referenced property in Edgewood.

Unit 12 is one of four Mackinac Island Community Foundation (MICF) properties recently constructed and sold in the Edgewood subdivision. Porch and step railings were not included in the original architectural plans. In the interest in safety, I am requesting approval to have railings added to both the steps and the porch. I am currently in the process of getting quotes for installation of the railings and will select a Mackinac Island licensed contractor to complete the project. Railings will be in keeping with other styles of railings currently on porches in the Edgewood neighborhood.

I request this proposal be reviewed and then submitted to the Planning Commission, or other city departments as may be required, for consideration and approval. Please let me know if any other documents or information are needed.

Thank you for your review, and I look forward to working with you and the city on this project. Sincerely,

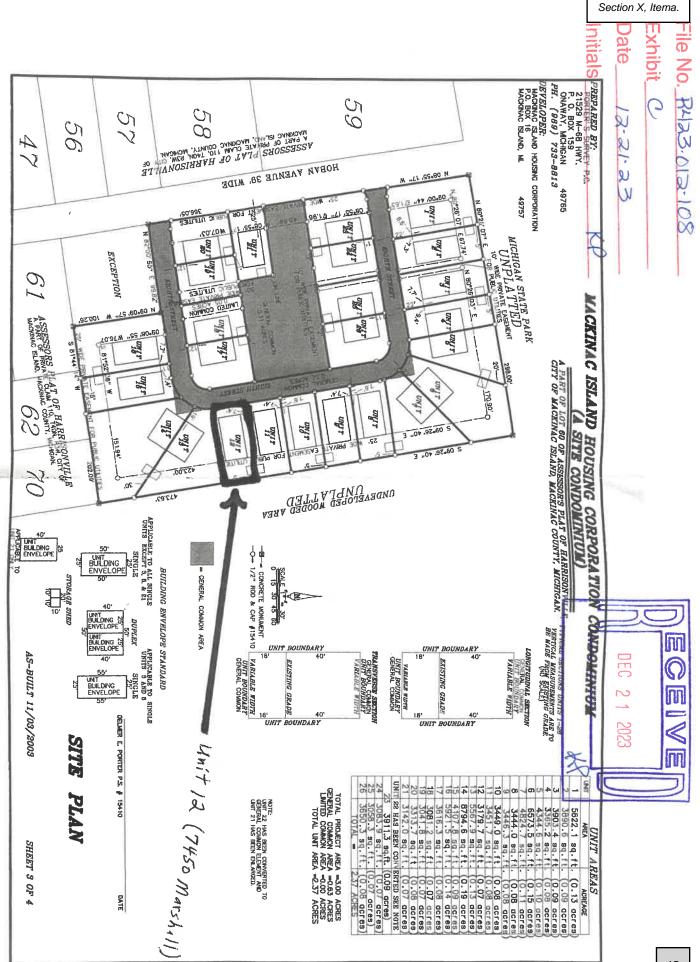
(906) 847-3733

ay Hoppenrath

File No. R423.012.108

Exhibit B

Date 12.21.23



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Section X, Itema.

### MACKINAC ISLAND HOUSING CORP **SINGLE FAMILY HOMES** MARSHALL ST MACKINAC ISLAND, 49757

10/25/2021

ISSUED:

DESCRIPTION: NEW SINGLE FAMILY HOMES SITE PLAN LOCATIONS.

SCALE: NTS



### PLAN NOTES

- EXISTING SINGLE FAMILY UNIT.
- **EXISTING DUPLEX UNIT**
- PROPOSED NEW SINGLE FAMILY UNIT AT UNIT #11
- PROPOSED NEW SINGLE FAMILY UNIT AT UNIT #12

**(4)** 

**(S)** (G) PROPOSED NEW SINGLE FAMILY UNIT AT UNIT #15

PROPOSED NEW SINGLE FAMILY UNIT AT UNIT #16

- EXISTING ACCESSORY BUILDING.
- PROPOSED NEW ACCESSORY BUILDING FOR NEW SINGLE FAMILY UNITS. BUILDING TO SERVE TWO SINGLE FAMILY UNITS.

### **GENERAL NOTES**

- NEIGHBORHOOD IS EXITING AND HAS BEEN GRADED.
- MINIMAL ALTERNATION TO EXISTING TOPOGRAPHY FOR GRADING AWAY FROM NEW SINGLE FAMILY UNITS.
- NEW SINGLE FAMILY UNITS ELEVATIONS TO BE 1'-6" ABOVE EXTERIOR GRADE.
- MAXIMUM HEIGHT OF SINGLE FAMILY UNITS AT 20' FROM FINISH FLOOR.

ENDOTTE AVENUE

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Unit 12 (7450 Marshall)

MARSHALL STREET

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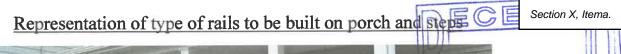


Date 13:21-23
Initials KR



Proposed Deck Rails

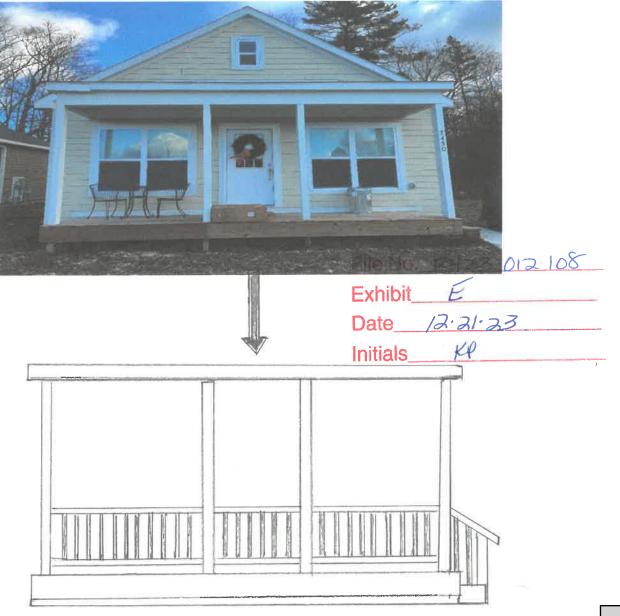
**Proposed Step Rails** 



2 1 2023



### Front View, Unit 12 (7450 Marshall)





Front View, Unit 12 (7450 Marshall)

