



B. Use of Existing and Proposed Structures and Land:

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

RESIDENTIAL APARTMENT RENTALS & EXISTING HOME

Proposed Use:

RETAIN APARTMENT RENTALS AND CONVERT EXISTING HOME INTO EMPLOYEE HOUSING

C. If Vacant:

Previous Use: N/A

Proposed Use: N/A

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 owner (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 *KR*

SIGNATURES *June Campbell*  
Signature

KATY RISE  
Please Print Name

June Campbell  
Please Print Name

Signed and sworn to before me on the 27 day of February, 2024.

K. RICKLEY, Notary Public  
Mackinac County, State of Michigan  
Acting in the County of Mackinac  
My Commission Expires: 10/21/2025

*K Rickley*  
Notary Public

Mackinac County, Michigan  
My commission expires: 10/21/2025

**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: \$1000.00

DATE: 2.27.24

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

INITIALS: KD

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<br/>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. Sketch drawings showing tentative site plans, property boundaries, placement of structures on the site, and nature of development               | <input checked="" type="checkbox"/> | <input type="checkbox"/>              |

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

| <u>General Information</u>   | <u>Provided</u>                     | <u>Not Provided<br/>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 checked="" type="checkbox"/> | <input 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.<br>(Applicant is responsible for ensuring frost laws do not delay necessary actions of this plan).                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/>   |

- 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.
- 13. Proposed construction start date and estimated duration of construction.
- 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

Natural Features

Provided

Not 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)
- 16. Topography of the site with at least two- to five-foot contour intervals
- 17. Proposed alterations to topography or other natural features
- 18. Earth-change plans, if any, as required by state law

Physical Features

Provided

Not Provided or Applicable

- 19. Location of existing manmade features on the site and within 100 feet of the site
- 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
- 21. For multiple family residential development, a density schedule showing the number of dwelling units per acre, including a

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 checked="" type="checkbox"/> | <input 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 type="checkbox"/>            | <input checked="" type="checkbox"/> |

Utility Information

Provided

Not Provided  
or Applicable

- |  |                          |                                     |
|--|--------------------------|-------------------------------------|
| 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 type="checkbox"/> | <input checked="" 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)**

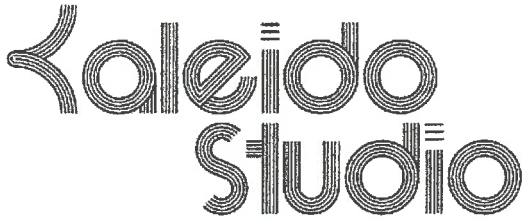
| <u>Demolition</u>   | <u>Provided</u>          | <u>Not Provided<br/>or Applicable</u> |
|---|--------------------------|---------------------------------------|
| 1. Site plan of property where demolition is going to take place. This plan shall include structure(s) being demolished, location of utilities, 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 type="checkbox"/> | <input checked="" type="checkbox"/>   |



---

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

| <u>Item</u>   | <u>Provided</u>                     | <u>Not Provided<br/>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"/>              |



LETTER OF INTENT FOR WORKER HOUSING

February 23, 2024

Dear Dennis,

We are writing to present the project narrative outlining our intention to legalize a portion of the existing structure located at 7547 7th Street and 2827 Cadotte Ave into code-compliant employee housing through the Planning Commission & Building Department application for zoning action, per attached.

The residences have historically served as employee housing by the previous owner, but without proper planning approval, potentially with non-permitted or non-inspected work and unknown licensure. Following the planning committee review and approval, we intend to apply for a building permit for completion of the conversion of the residence at 2827 Cadotte Ave into two apartments and for the addition of a bedroom in the one-story cottage at 7547 7th Street for conversion to employee housing.

The new current co-owner of the site intends to continue to be a year-round resident of the upper-level apartment, and the lower-level apartment will be rented to a long-term year-round employee. The intent is to have up to four seasonal employees housed in the one-story cottage with a basement shown in the attached plans.

We believe the proposed use will meet the intent of all relevant zoning codes and regulations as shown in the attached drawings.

We understand the planning commission review is the first step to obtaining a license for these uses per section 10-134 of Mackinac Island Zoning Code. Thank you for considering our proposal. We look forward to the next steps and presenting virtually at the upcoming planning meeting.

Sincerely,

Corey Omev & Scott Dufreche  
Kaleido Studio Architecture, LLC  
Formerly Known as EMA Architecture, LLC  
1661 SE 3<sup>rd</sup> Avenue, Suite D #201  
Portland, OR 97214  
503.224.1282

File No. R424-043-011  
Exhibit B  
Date 2-27-24  
Initials KP