

MACKINAC ISLAND

PLANNING COMMISSION ★ HISTORIC DISTRICT COMMISSION ★ BUILDING DEPARTMENT

February 10, 2026

FEB 10 2026

D. Leach

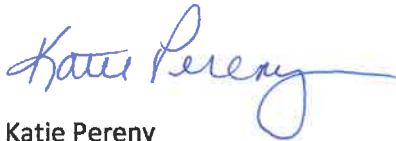
City of Mackinac Island City Council
Mayor Margaret M. Doud
City Council Members

Dear Mackinac Island City Council,

Jeffrey & Christine Steiner submitted an application to the Planning Commission for a lot split and reconfiguration of parcels 051-650-003-00 and 051-650-004-20.

At the regular meeting of the Mackinac Island Planning Commission held on Tuesday, February 10, 2026, at 1:00 p.m., there was a motion made and supported to recommend to the City Council the approval of the requested lot split. All five members present voted yea.

Sincerely,



Katie Pereny
Mackinac Island Planning Commission Secretary

enclosures

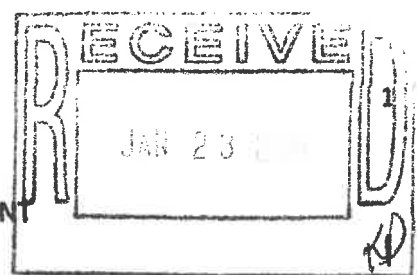
CD26-003/004-006

B

1-23-26

KP

CITY OF MACKINAC ISLAND
PLANNING COMMISSION & BUILDING DEPARTMENT
APPLICATION FOR ZONING ACTION



www.cityofmi.org kep@cityofmi.org 906-847-6190 PO Box 455 Mackinac Island, MI 49757

APPLICANT NAME & CONTACT INFORMATION:

JAMES MURRAY c/o owner
Plymcoett Cooney Petoskey MI
231-838-6102
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 & Mailing Address (If Different From Applicant)

Jeffrey P. and Christine Steiner
127 Heathland Lane
Mooreville NC 28117

Is The Proposed Project Part of a Condominium Association?	<u>NO</u>
Is The Proposed Project Within a Historic Preservation District?	<u>YES</u>
Applicant's Interest in the Project (If not the Fee-Simple Owner):	<u>FEE</u>
Is the Proposed Structure Within Any Area That The FAA Regulates Airspace?	<u>NO</u>
Is a Variance Required?	<u>NO</u>
Are REU's Required? How Many?	<u>NO</u> /

Type of Action Requested:

<input type="checkbox"/> Standard Zoning Permit	<input type="checkbox"/> Appeal of Planning Commission Decision
<input type="checkbox"/> Special Land Use	<input type="checkbox"/> Ordinance Amendment/Rezoning
<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Ordinance Interpretation
<input checked="" type="checkbox"/> Other <u>Lot Split</u>	

Property Information:

A. Property Number (From Tax Statement): 051-650-003-00
051-650-004-20

B. Legal Description of Property: See attached (Hubbards Annex lots, 4, 5, 6 Block 2,

C. Address of Property: Lakeview Blvd. plus other adjacent lots)

D. Zoning District: CD (Cottage)

E. Site Plan Checklist Completed & Attached: YES

F. Site Plan Attached: (Comply With Section 20.04 of the Zoning Ordinance) YES

G. Sketch Plan Attached: Boundary Survey of Neil Hill; Mackinac Land Surveys

H. Architectural Plan Attached: N/A

I. Association Documents Attached (Approval of project, etc.): N/A

J. FAA Approval Documents Attached: N/A

K. Photographs of Existing and Adjacent Structures Attached: N/A

Proposed Construction/Use:

A. Proposed Construction:

<input type="checkbox"/> New Building	<input type="checkbox"/> Alteration/Addition to Existing Building
<input type="checkbox"/> Other, Specify _____	

B. Use of Existing and Proposed Structures and Land:

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

single familyProposed Use: single family

C. If Vacant:

Previous Use: single familyProposed Use: single familySTATE 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 attorney (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 23 day of January, 2026.

Notary Public

Madison County, Michigan
My commission expires: 10/21/2031

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: CD26-003/004-006FEE: \$800DATE: 1-23-26

CHECK NO: _____

INITIALS: KP

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.

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 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 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. (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. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 13. Proposed construction start date and estimated duration of construction. | <input type="checkbox"/> | <input checked="" 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 type="checkbox"/> | <input checked="" type="checkbox"/> |

- | <u>Natural Features</u> | <u>Provided</u> | <u>Not Provided
or Applicable</u> |
|---|--------------------------|---------------------------------------|
| 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 type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Topography of the site with at least two- to five-foot contour intervals | <input type="checkbox"/> | <input checked="" 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"/> |

- | <u>Physical Features</u> | <u>Provided</u> | <u>Not Provided
or Applicable</u> |
|---|-------------------------------------|---------------------------------------|
| 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"/> |

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



23. Location, size and number of on-site parking areas, service lanes, parking and delivery or loading areas (see also Section 4.16)



24. Location, use and size of open spaces together with landscaping, screening, fences, and walls (see also Section 4.09 and Section 4.21)



25. Description of Existing and proposed on-site lighting (see also Section 4.27)



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



27. Proposed surface water drainage, sanitary sewage disposal, water supply and solid waste storage and disposal (see also Section 4.13)



28. Location of other existing and proposed utility services (i.e., propane tanks, electrical service, transformers) and utility easements (see also Section 4.13)



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.



**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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
2. Legal description of the property	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>

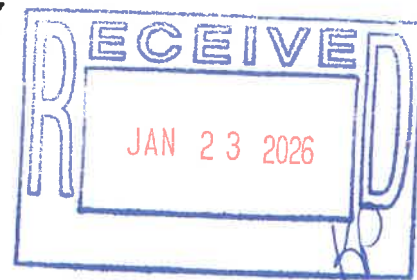
File No. CD26 003/004-004 **PLUNKETT COONEY**

Exhibit A

Date 1-23-26

Initials KP

January 23, 2026



VIA HAND DELIVERY and
EMAIL @ dlipovsky@cityofmi.org

David Lipovsky
Building Inspector
City of Mackinac Island
PO Box 455
Mackinac Island, MI 49757

RE: Jeffrey P. and Christine Steiner Lot Split Application

Dear Dave:

We are attorneys for Jeffrey and Christine Steiner. The Steiners own property in Hubbard's Annex under Tax Identification Numbers: 051-650-003-00 and 051-650-004-20. They requested that I assist them in connection with a lot split/reconfiguration of these two parcels. The request meets the requirements of Section 11.03 of the City Code as each lot will exceed one acre. This request is not defined as a "division" under the Land Division Act as it is a conveyance between adjacent parcels. MCL 560.102(d) and (f). Even if it was, both lots are legally "accessible" to an existing public street and meet the depth to width standards. In short, this request meets all applicable standards.

Upon contacting you, it is my understanding that, per the City Attorney's opinion, an Application for Zoning Action before the City's Planning Commission is a requirement. As such, an Application for Zoning Action, together with a Site Plan Review Checklist and Boundary Survey prepared by Neil Hill of Mackinac Country Land Surveys is attached and incorporated in this Application.

While we ask that this request be placed on the agenda of Planning Commission at their next meeting on February 10, I disagree that it is appropriate to have the Planning Commission review as it is not a necessary requirement under the City Code.

Rather, it appears from the City Code and state law that this lot split request requires the approval of the City Assessor and City Council. As for the City Assessor, I reviewed the survey and proposed lot reconfiguration with the City Assessor, Joe Stakoe. It is my

ATTORNEYS & COUNSELORS AT LAW

Dave Lipovski
January 23, 2026
Page 2

understanding that Mr. Stakoe has approved the lot reconfiguration as being in compliance with the City Code, subject to City Council approval. Section 58-32 of the City Code provides: "*No platted lot within the City shall be divided without the prior approval of the City Council.*" The Planning Commission on the other hand has only the legal authority granted to it by Michigan's Zoning Enabling Act. I find nothing in the Zoning Enabling Act or City Zoning Ordinance setting forth any objective criteria for the approval of a boundary reconfiguration and/or lot splits.

That said, we ask, per the attached Application, that the City approve the lot spit request.

Very truly yours,

PLUNKETT COONEY



James J. Murray
Direct Dial: 231-348-6413

JJM/tll

Enclosures

Katie Pereny

From: David Lipovsky
Sent: Wednesday, January 28, 2026 9:30 AM
To: Katie Pereny
Subject: FW: Steiner
Attachments: 24025 Jeff Steiner Split Blk 2 Blk 14 Hubbards Annex Large.pdf; 24025 Jeff Steiner Cert Blk 2 Blk 14 Hubbards Annex Legal.pdf

From: Murray, James <JMurray@plunkettcooney.com>
Sent: Wednesday, January 28, 2026 9:15 AM
To: David Lipovsky <dlipovsky@cityofmi.org>
Cc: Jeff Steiner <jeff@lifesfood.net>; Larson, Treisha <TLarson@plunkettcooney.com>; Joseph Stakoe Northern Appraisal <jstakoe@nappraisal.net>; Erin Evashevski (erin@evylaw.com) <erin@evylaw.com>; Neil Hill P.S. <neil@mackinacsurveys.com>
Subject: RE: Steiner

Dave,

Per your request, attached is a revised survey prepared by Neil Hill. This version, as you suggested, is color coded and also contains the tax identification numbers.

Per Equalization we will need a Resolution passed by City Council. Then, typically I will attach the Resolution and survey, with the legal descriptions to the deed in order to satisfy the County and the City Assessor.

By copy to Joe Stakoe, I ask whether he has any comments. Likewise, with Erin I am still not finding any authority to require PC approval.

Jim

James Murray



Plunkett Cooney
Attorneys & Counselors at Law
T: 231.348.6413 M: 231.838.6102
office | bio | vcard | web | linkedin



From: Murray, James
Sent: Friday, January 23, 2026 9:27 AM
To: David Lipovsky <dlipovsky@cityofmi.org>