

Sunset Forest Association

Preserving the Unique Character of Mackinac Island

Architectural Review and Building Handbook



Sunset Forest Association
Architectural and Building Handbook

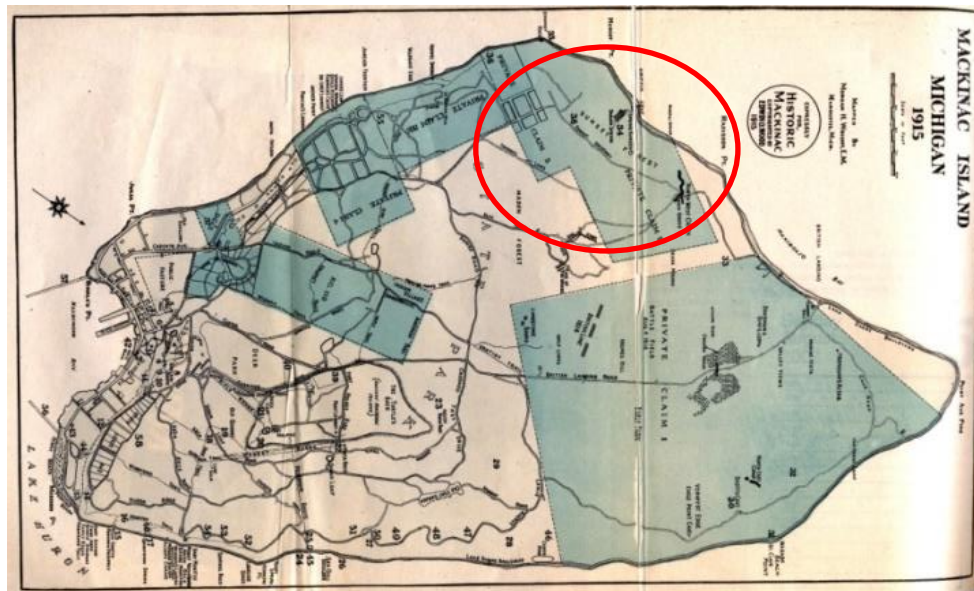
Section i - Introduction

Sunset Forest Association is a grouping of neighborhood developments in a beautiful and unique setting on Mackinac Island, Michigan. These neighborhoods are called Woodbluff, Stonecliffe Manor I, II, III, IV, and V. The Association was incorporated with the following goals in mind:

1. Coordinating safety for property owners, their families, and their guests.
2. Collaborating on architectural review.
3. Improving communication between all six developments, the City of Mackinac Island, and the Mackinac Island State Park.
4. Protecting the unique character of Sunset Forest as a private Mackinac Island community.

As part of the City of Mackinac Island, Sunset Forest is surrounded by the serenity of the Mackinac Island State Park. Located on the western side of the Island and far from the daily bustle of town, the “Stonecliffe Manors” intertwine with the sweeping fairways of the Grand Hotel’s “Jewel / Woods” golf course. “Woodbluff” perches on a bluff overlooking Lake Huron and the Straits of Mackinac waterway.

As historic as the Island itself, this area represents one of the largest tracks of private ownership land outside the boundaries of the state park. It was once part of the 150-acre palatial grounds of the “Stonecliffe” mansion (Turn-of-the-Century Tudor Revival style) - built by Chicago cottager, John Cudahy and family, in 1901. As shown in the circle on the 1915 map below, this area has long been known as Sunset Forest.



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Introduction (Continued)

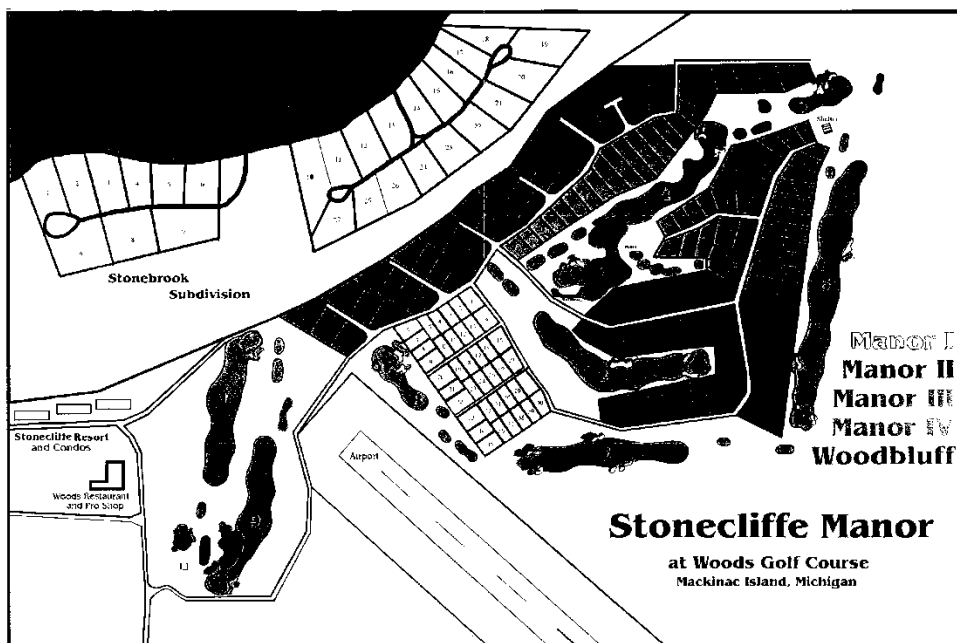
With development beginning in the late 1980's, Sunset Forest represents a truly magnificent community of permanent homes and summer cottages. It is a community that is entrusted with the important responsibility of stewardship – to promote and preserve the historic architecture and all that has come to represent this Island – this place we love and call “Mackinac”.

The Architectural Review and Building Handbook contains the following sections:

Section I	Victorian and Turn-of-the-Century Architecture
Section II	Architecture and Building Requirements
Section III	General Neighborhood Requirements
Section IV	Architectural Plan Submittal and Approval Process
Section V	Helpful Hints for Building and Living on Mackinac Island

Appendix A	ARC Co-Owner Acknowledgement Statement
Appendix B	ARC Design Review Form
Appendix C	ARC Project Approval Form

The following pages describe the location of the various neighborhoods in Sunset Forest.



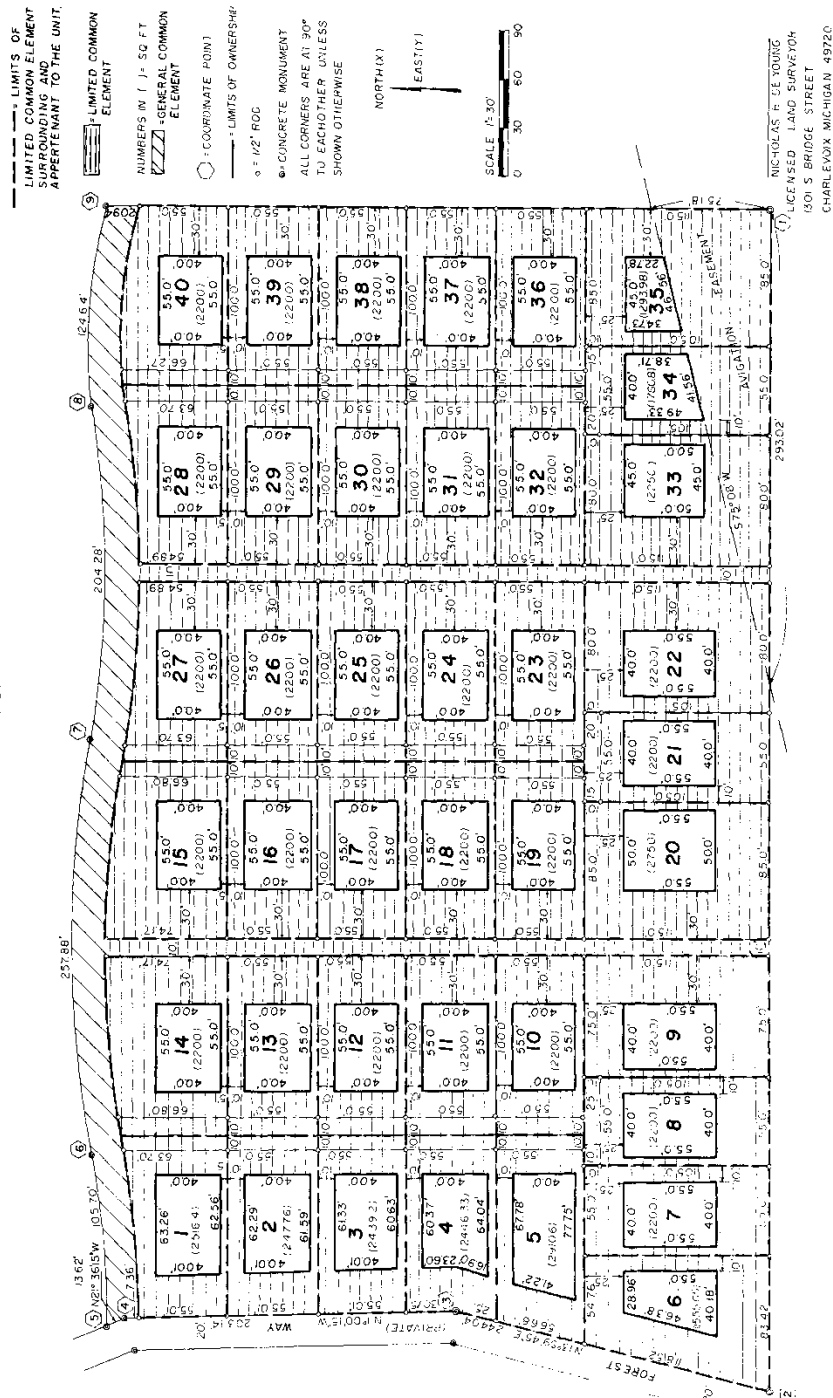
You may obtain the latest promotional map from local Mackinac Island realtors.

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Stonecliffe Manor I

Presently consisting of 40 Units or Lots. Borders Jewel / Woods Golf Course – Fairways 7 and 8

UNIT PLAN OF STONECLIFFE MANOR A CONDOMINIUM



PROPOSED APRIL 23, 1986

SHEET 3

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Stonecliffe Manor II

Presently consisting of 38 Units or Lots. Borders Jewel / Woods Golf Course – Fairways 2, 3, 6 and 7.
(Originally had 47 Units. Units 1 through 9 were acquired by Musser Reality for the Grand Hotel Jewel / Woods Golf Course.)

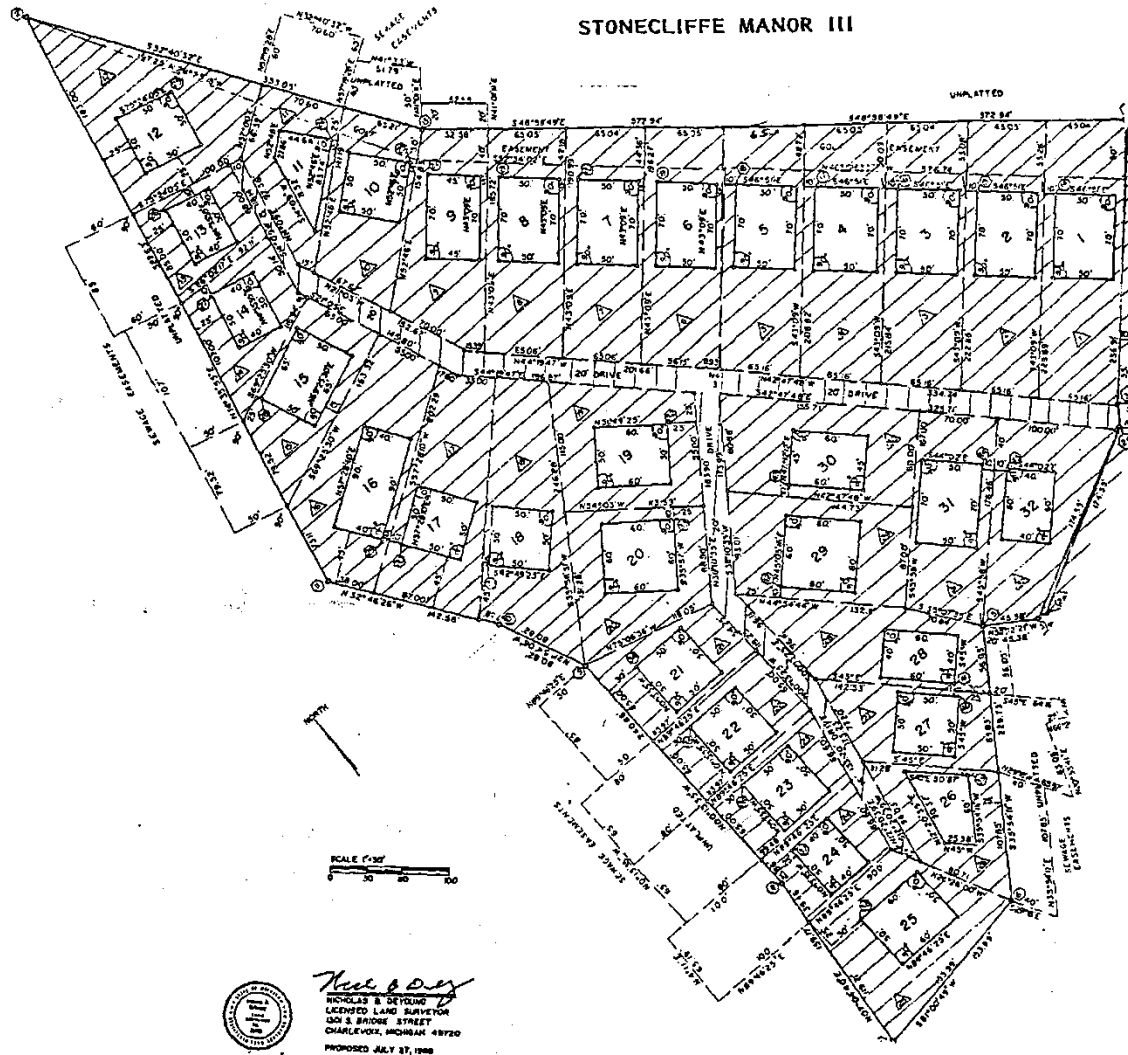
STONECLIFFE MANOR II



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Stonecliffe Manor III

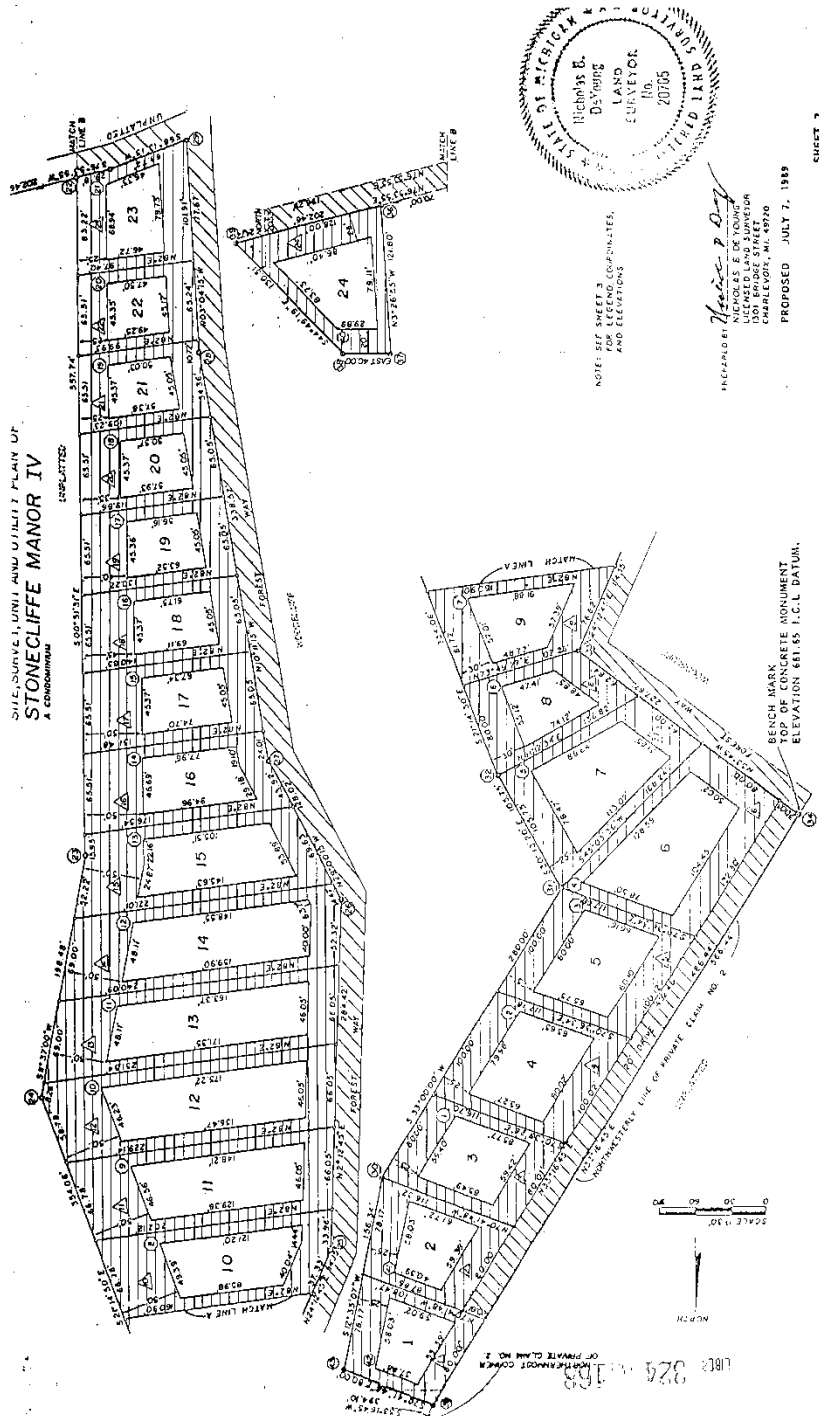
Presently consisting of 30 Units or Lots. Borders Jewel / Woods Golf Course – Fairways 3, 4, 5 and 6.
(Originally had 32 Units. Units 12 and 25 were acquired by Musser Reality for the Grand Hotel Jewel / Woods Golf Course.)



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Stonecliffe Manor IV

Presently consisting of 23 Units or Lots. Borders Jewel / Woods Golf Course – Fairways 3, 4 and 5.

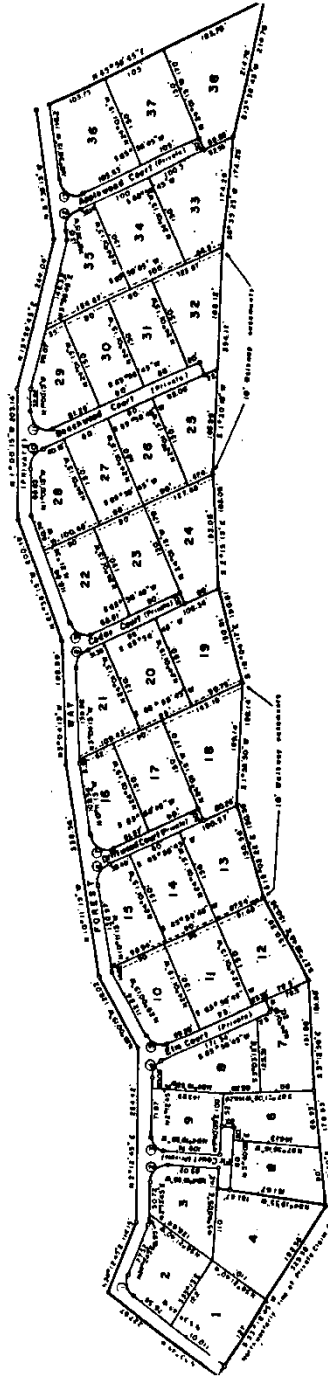


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Woodbluff

Presently consisting of 38 Units or Lots. Borders Jewel / Woods Golf Course – Fairways 1 and 9, and bluff overlooking Stonebrook Subdivision Development

WOODBUFF
PART OF PRIVATE CLAIM NUMBER 2
CITY OF MACKINAC ISLAND, MACKINAC COUNTY, MICHIGAN



Section I – Victorian and Turn-of-the-Century Architecture

The architecture of Mackinac Island is as diverse as its history. With several earlier periods represented in the “Town” and “Fort” areas, the one theme that has come to truly represent the romance of the Island is the Victorian and Turn-of-the-Century periods – the Victorian Era. With its earliest forms appearing on the Island from the late 1870’s to the early 1900’s - “East and West Bluffs”, in “Town” and within “Hubbard’s Annex”, these treasures have come to represent a period of time and architecture that has endured, and still captures the imagination of many of us. In our modern hectic world, this architecture embodies all that seems lacking today – romance, grandness, freedom of expression, artistic detail, a slower, quieter and more rewarding pace of life, close knit neighborhoods, and beautiful summer evenings sitting on porch swings and wicker chairs with family and friends.

In today’s world of often bland, mass-produced architecture – it is extraordinary beautiful and eye-appealing to see the rare restored “Victorian Lady” or a new construction – big or small - that has paid attention to the correct period detail and has captured the essence. This architecture is meant to be admired. Placing a few scallop shingles on a faux turret on the front façade of a modern style built house does not constitute “Victorian” nor “Turn-of-the-Century”.

Nor does this period of architecture represent only one type of style or size. Not all Victorian period homes were grandiose mansions. Large, medium or small – true Victorian and Turn-of-the-Century homes are represented by many common exterior features: a passion for decorative architectural design and details, expressive exterior trim and fretwork, spindle work, gingerbread, scallops, shingles, brackets, carvings, multi-directional wood siding patterns, vaulted elevations, high ceilings, multiple large covered and enclosed porches, bead board / decorative porch ceilings, decorative porch skirting, consistent detail applied to all elevations, wide stairways to porches, stain and leaded glass treatment, ornate windows with variety of sizes and shapes, high multi-pitch roofs, dimensional roof shingling, various shaped turrets, upper level porches and walks, large overhangs and eaves, ornate entry ways and doors, finial roof ornaments, exposed and embellished trusses under the peaks of roof gables and beneath overhang eaves, etc.

Just as important as the architectural details applied to the various styles of period homes are the colors. Victorian homes are often referred to as “Painted Ladies”. Unlike the monochromatic homes of today, where many houses may be painted the same, Victorian and Turn-of-the-Century homes were an expression of many colors. Painted Ladies had three, four, five, six or even more corresponding colors applied to their exteriors.

The terms Victorian and Turn-of-the-Century do not represent a single type of period style and design. Instead, it is the amalgamation of a variety of styles and periods created over a 70-plus year period in architectural history. The multiplicity of Victorian and Turn-of-the-Century style homes included:

Gothic Revival (1840-1880)	Italianate (1840-1885)
Second Empire (1855-1885)	Stick Style (1860-1890)
Queen Anne – Spindle Work (1880-1910)	Queen Anne – Free Classic (1880-1910)
Shingle (1890-1910)	Folk Victorian (1870-1910)
Victorian Cottage (1890-1910)	Tudor Revival (1890-1910)

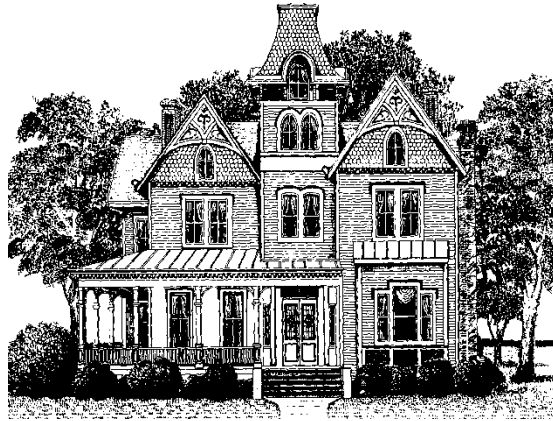
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Some Examples

Gothic Revival (1840-1880)



Italianate (1840-1885)



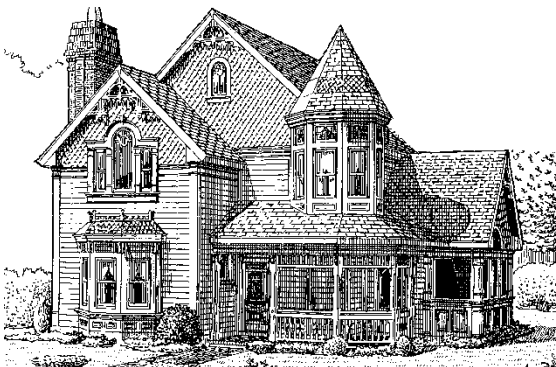
Second Empire (1855-1885)



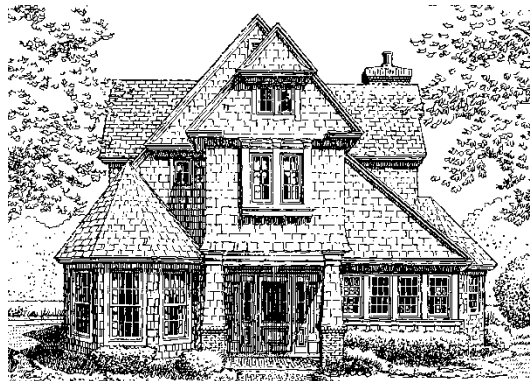
Stick Style (1860-1890)



Queen Anne – Spindle Work (1880-1910)
Queen Anne – Free Classic (1880-1910)

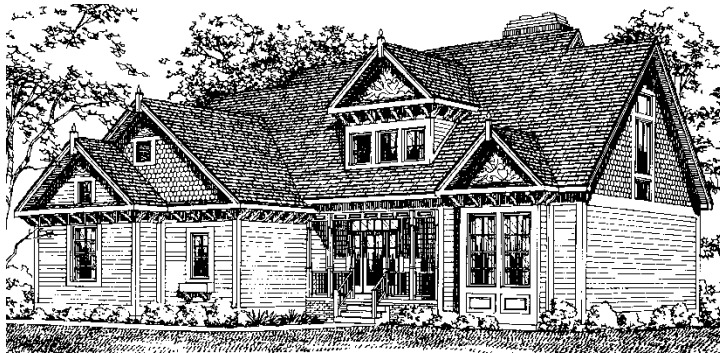


Shingle (1890-1910)



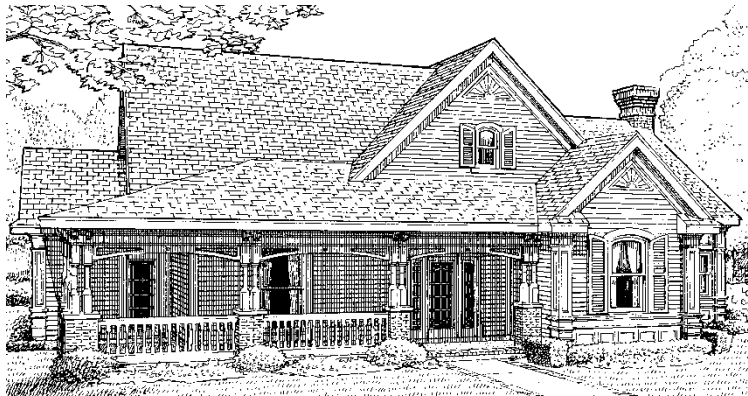
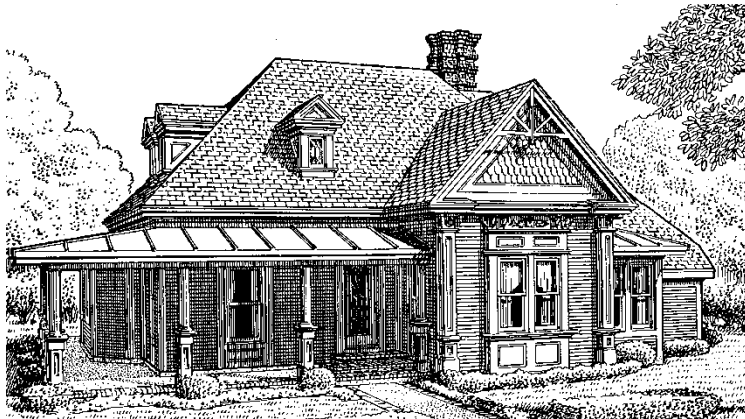
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Folk Victorian (1870-1910)



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Victorian Cottage (1890-1910)



Section II – Architectural and Building Requirements

In keeping with the unique history of Mackinac Island, the building architecture defined for the Sunset Forest community (both by the Development(s) and by the City of Mackinac Island) is that of detached single-family residential houses of Victorian and Turn-of-the-Century styles.

In order to actively promote the architectural standards as originally intended for the Development(s), an Architectural Review Committee consisting of representatives from each of the individual Associations has been established. The Architectural Review Committees' mandate is to assist all property owners in the approval process for new home construction or remodeling of an existing home in the community. It is also tasked to insure that the architectural style and aesthetic integrity of the neighborhoods, as was intended, is adhered to. This section was collectively compiled by the members of the Committee.

The purpose of this section is to familiarize Sunset Forest property owners of the architectural and building requirements necessary to gain both the Association(s) and the City of Mackinac Island approvals. Home ownership on Mackinac represents an extraordinary opportunity to contribute to and preserve the architectural heritage of the Island. What you build today shall define your homes' historical significance for years to come!

1. The Association Development are intended for single-family residential purposes, and the common elements shall be used for purposes consistent with the use of single-family residences. The design of the home shall be that of a **detached single-family residence**.
2. The architectural design of all new construction, as well as, alterations, additions, major repair / replacement and other structures – i.e. gazebo, garage and/or carriage house, shed, deck, decorative fencing, retaining walls, etc. – or other improvements to be built or erected and any changes to existing buildings or structures prior to the construction shall be in aesthetic keeping with the Victorian and Turn-of-the-Century periods: Gothic Revival, Italianate, Second Empire, Stick Style, Queen Anne – Spindle Work, Queen Anne – Free Classic, Shingle, Folk Victorian, Victorian Cottage, Tudor Revival and other variations of the same.
3. No building, alteration, fence, wall, deck, swimming pool, outbuilding or other structure, sidewalks, road, landscaping or exterior improvement shall be commenced, erected or maintained on any Unit - nor shall any change in the exterior appearance thereof or change in the landscaping be made until the plans and specifications showing the type, size, shape, height, colors, materials, topography and location of the same on the Unit **shall have been submitted to and approved in writing** by the “Committee” and the “City” (where zoning and building permits are required).
4. All construction projects **require both the “Committee” and “City” written approvals** of proposed plans prior to the start of the project. The Co-owner shall submit preliminary proposed plans to the “Committee” for preliminary review and approval. In most cases, the Association Development(s) bylaw restrictions are more stringent than the “City’s”. In those situations, the Association Development(s) restrictions are the governing instrument. Upon receiving such approvals from both the “Committee” and the “City”,

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the Co-owner may engage the services of a licensed contractor to move forward with the project.

5. The Co-owner **shall not begin any clearing and/or preparation** of the proposed construction site (tree cutting and/or removal, grading, material storage, construction equipment storage, trailers, signs, etc.) **prior to receiving final written approval** from the “Committee” and the “City” for the project. Upon receiving written approval, the Co-owner must also submit a proposal to the “Committee” and receive its authorization for selected tree removal on the property prior to beginning the project.
 - a. For the **Stonecliffe Manors**, no living trees of a height of twenty (20’) feet or more, or more than five (5”) inches in diameter at three (3’) feet above the ground, and which do not directly interfere with the permanent building constructed, shall be removed without written approval of the “Committee”.
 - b. For **Woodbluff**, no living trees that exceed (18”) inches in circumference (measured at two (2) feet above the ground), and which do not directly interfere with the permanent building constructed, shall be removed without the approval of the “Committee”.
 - c. No person shall do any act of which the result could cause damage to or destruction to any tree.
 - d. All existing natural cover (wild flowers, ground cover, shrubs, etc.) shall be preserved wherever possible and/or practical.
6. **The “Committee” may retain the services of a certified licensed architect** to assist it in the review process and hired at its discretion. If those services are used, whether the project is approved or disapproved, the cost for this service shall be borne by the Co-owner.
7. The “Committee” and its retained architect shall review the proposed plans to determine whether the project meets all criteria as set forth by the Association Development(s) and this supporting document. The “Committee” and its architect are in no way responsible for verifying the correctness, technical accuracy, dimensions, structure, topography design, grades, etc. of the project package submitted. Nor will the “Committee” and its architect make any changes or corrections to that design. These responsibilities fall upon the Co-owner, his/her architect and contractors.
8. **The “Committee” has the right to disapprove plans** due to non-compliance with any of the restrictions defined by the Development(s), or because of dissatisfaction with the grading and drainage plan, the location of the structure on the property, architectural design, materials used, color scheme, finish, design, proportion, shape, height, style or appropriateness of the proposed improvement or alteration or due to any matter or thing in the judgment of the “Committee” would render the proposed improvement or alteration inharmonious or out of keeping with the objectives of the “Committee” or with improvements erected or to be erected on other properties in the development, including purely aesthetic conditions.

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9. No dwelling shall be permitted on any Lot, unless it meets or exceeds the finished living area minimum square footage requirements as defined by the Development(s) bylaws and restrictions. All computations of finished livable square footage for the determination of the permissibility of erection of residences shall be exclusive of basements, crawl spaces, attics, out buildings, porches, breezeways, seasonal rooms, entrance ways or similar areas which are not normally classified as living areas. It may include any finished living area that is above a porch or breezeway. The “Committee” may, at its sole discretion, reduce the square footage requirements in situations it deems to warrant such change. The minimum livable square footage requirements are defined per Development.

Minimum Finished Livable Square Footage Chart

Development	One Story	One and Half Story	Two Story	Three and Four Story
Woodbluff	1,250 sq. ft. (ground floor minimum)	1,500 sq. ft.** (1,250 ground floor minimum)	1,500 sq. ft.** (1,250 ground floor minimum)	1,500 sq. ft.** (1,250 ground floor minimum)
Stonecliffe Manor (I) Condominiums	900 sq. ft. (ground floor minimum)	1,200 sq. ft. (900 sq. ft. ground floor minimum)	1,200 sq. ft. (900 sq. ft. ground floor minimum)	1,500 sq. ft. (900 sq. ft. ground floor minimum)
Stonecliffe Manor II	1,000 sq. ft. (ground floor minimum)	1,600 sq. ft. (1000 sq. ft. ground floor minimum)	1,600 sq. ft. (1,000 sq. ft. ground floor minimum)	2,000 sq. ft. (1,000 sq. ft. ground floor minimum)
Stonecliffe Manor III	1,000 sq. ft. (ground floor minimum)	1,600 sq. ft. (1000 sq. ft. ground floor minimum)	1,600 sq. ft. (1,000 sq. ft. ground floor minimum)	2,000 sq. ft. (1,000 sq. ft. ground floor minimum)
Stonecliffe Manor IV	1,000 sq. ft. (ground floor minimum)	1,600 sq. ft. (1000 sq. ft. ground floor minimum)	1,600 sq. ft. (1,000 sq. ft. ground floor minimum)	2,000 sq. ft. (1,000 sq. ft. ground floor minimum)

** Woodbluff requires the following clarification:

- A one story dwelling, or multi-level dwelling, shall have a main or ground floor area of not less than 1,250 square feet of finished living area.
- In computing the main or ground floor area of a multi-level dwelling:
 - All finished living areas located above the grade level shall be included in the computation, provided, however, that if any of the levels overlap each other, the square footage of only one such portion of overlapping areas shall have not less than 1,500 square feet of finished living area.

10. Though not to be considered in the determination of livable square footage of a dwelling, nothing herein shall be construed as restricting the finishing of basement space for living quarters.
11. A private storage out building for the sole use of the occupants of the property upon which the out building is erected must also be erected and maintained in a matter consistent with these restrictions.

For the Stonecliffe Manors, the out building must be attached and architecturally integrated with and related to the main dwelling.

For Woodbluff, an out building may be attached to or detached from the main building. If attached, the out building shall be architecturally integrated with and related to the main dwelling. If detached, the out building shall be aesthetically pleasing and compliment the architecture of the main dwelling. In cases where lots or portions of

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them may be combined by a single owner to make a building site, such combined building site shall be considered a single lot for the purpose of this restriction – i.e. one dwelling (with or without an attached out building) and one detached out building.

Attached storage buildings connected to a residence either directly by a breezeway or otherwise shall be considered as part of the residence and shall be erected within the front, side and rear building line (or within the Unit's build site footprint).

12. The grade of any lot in the Development(s) may not be changed without prior written consent of the "Committee".
13. The roof pitch on any main structure shall not be less than 8/12 pitch. It shall be aesthetically fitting to Victorian and Turn-of-the-Century period designs.
14. All roof shingles for the main dwelling along with attached structures in Stonecliffe Manor II, III, and IV must be of cedar shake wood, only. All roof shingles for the main dwelling along with attached structures and out building in Stonecliffe Manors (I) and IV Condominiums and Woodbluff shall be cedar shake wood or premium dimensional asphalt. The "Committee" may grant such exceptions to these restrictions, as it deems suitable. They shall be aesthetically fitting to Victorian and Turn-of-the-Century period designs.
15. The visible exterior walls, siding and all trim of any dwelling structures shall be made of wood (rot and insect resistant – i.e. cedar or redwood). The "Committee" may grant such exceptions to this restriction, as it deems suitable. They shall be in aesthetically fitting to Victorian and Turn-of-the-Century period designs.
16. Windows and doors made of aluminum are prohibited. Windows shall be premium grade all wood or wood/vinyl clad. They shall be aesthetically fitting to Victorian and Turn-of-the-Century period designs.
17. All exterior doors shall be manufactured of premium wood or wood resembling materials and construction. They shall be aesthetically fitting to Victorian and Turn-of-the-Century period designs.
18. No building may be constructed or maintained over or on any easements.
19. No temporary occupancy shall be permitted for unfinished residential buildings.
20. All utility lines including electric, gas, telephone, cable television must be installed underground.
21. No Swimming pool may be built which is higher than one foot above the final lot grade. No swimming pool may be built unless some portion of the pool is within twenty feet of the residence. All swimming pools must be constructed so that they drain in a manner approved by the "Committee".

Depending upon the Development, only certain lots have been approved by the original Development plan as potential sites for swimming pools.

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- 22.** No radio, television, or other communication antenna of any type shall be installed on or outside of any residence unless specifically approved by the “Committee” in writing. Antennas may be installed or placed in the interior of any residence (attic space).
- 23.** No exterior lighting shall be installed so as to disturb the occupants of neighboring Units or impair the vision of traffic on any street.
- 24.** Septic systems (where required) may only be installed beneath the golf course upon reasonable notice to its owner, Musser Reality Corporation, its successors or assigns.
- 25.** Trailers, shacks, barns, or any temporary buildings of any description whatsoever are expressly prohibited. The erection of a temporary storage building by a Co-owner’s builder or contractors for materials and supplies to be used in the construction of the project is permitted during the approved construction period.
- 26.** Any debris resulting from construction and/or alteration on any unit shall be removed with all reasonable dispatch from such unit in order to prevent an unsightly or unsafe condition.
- 27.** The grade of the Lot shall be maintained in harmony with the topography of the Development and with respect to the adjoining lots, and shall be finished and maintained in such manner as to avoid soil erosion, undesirable storm runoff, standing water, etc. The final grade shall also be aesthetically pleasing.
- 28.** No stairways, ladders, slides, elevators, lifts, etc. shall be constructed on the side of any steep slopes without the prior written consent of the “Committee”.
- 29.** No fence, wall or solid hedge may be erected, grown or maintained in front of or along the front building line of any unit; provided however, that low ornamental fencing or planting along the front Unit line in architectural harmony with the design of the house, may be erected without the prior written consent of the “Committee”.
- 30.** No fence or wall may be erected or maintained on or along the sidelines of any Unit and/or on or along the rear line of any Unit, except fences which are required by law to enclose swimming pools and fences which are an integral part of a deck or patio design shall be permitted. Deck and patio fences (privacy screens) shall not exceed a height of six (6’) feet.
- 31.** No fence, wall, hedge, or shrub planting which obstructs sight lines at elevations between three (3) and six (6) feet above the roadways shall be placed or permitted to remain on any corner lot within the triangular area formed by the lot lines and a line connecting them at points twenty-five (25) feet from the intersection of the lot lines, or in the case of a rounded property corner, from the intersection of the lot lines as though extended. No tree shall be permitted to remain within such distances of such intersections unless the foliage line is maintained at sufficient height to prevent obstruction of the sight lines.

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- 32.** No Co-owner shall perform any landscaping or plant any trees, shrubs or flowers or place any ornamental materials upon and/or make changes to the Development(s) Common Elements without the prior written approval of the “Committee”.
- 33.** For the Stonecliffe Manor Developments, each individual Unit has a building footprint area as defined by the Development plot plan - indicating where the main body of the residence structure is to be constructed within and the maximum footprint it is allowed. This area is also defined by setbacks - front, side and rear building lines. These setbacks have been redefined at times by the original Developer(s) as where warranted. These setbacks may be redefined in the future by the “Committee” and/or the “City” as where warranted.

For example: Stonecliffe Manor III – Units 1 through 10 have been modified. The building footprint area for each of these Units has been moved forward and is now defined by a front setback of (50’) feet.

- 34.** Projections forming part of the body of the residence structure, excluding small open and uncovered porches or steps, but including covered porches (open, screened in, enclosed) along with attached out building and/or integral storage areas, shall be considered as part of the main residence structure.

For the Stonecliffe Manors, this structure shall be erected within the building footprint (front, side and rear building lines) as defined by the Development plot plan for each individual Unit unless otherwise determined.

- 35.** For the Woodbluff area, the building footprint may be determined by “City” ordinances defining minimum setback requirements along with the maximum percentage of the Lot that the main dwelling may occupy. Also, setbacks previously established for other lot owners shall be taken into consideration.
- 36.** The architectural design of the dwelling shall incorporate a covered porch (open, screened in, enclosed) in both its front and rear elevations, as a minimum requirement. The “Committee” may alter this requirement were it is deemed warranted.
- 37.** Fireplace chimney(s) incorporated within the dwelling elevation(s) shall be aesthetically pleasing and consistent with the house period design. Exterior finished in cultured stone or brick is preferred. Flue-less (wall vented) design (no chimney required) for low emission fireplaces and stoves is allowed. The “Committee” may alter this requirement were it deems warranted.
- 38.** The design of the dwelling shall incorporate architectural detail and aesthetics on all elevations of the residence (including not only front and back, but also, both side elevations). There shall be ample window allowance on all elevations.

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Section III – General Neighborhood Requirements

1. No dwelling shall be used for any purpose other than a single family residence.
2. A dwelling may be leased for single family residence usage, provided that written disclosure of such lease transaction is submitted to the Board of the Development involved. It is further provided that:
 - a. The term of the lease shall be a minimum of one (1) week.
 - b. The co-owner shall disclose the lease intention at least ten (10) days prior to commencing the lease.
 - c. Tenants must comply with all neighborhood document provisions.
3. Trailers, shacks, barns, or other temporary buildings of any kind are prohibited. Also, there shall be no temporary occupancy in any unfinished residential buildings.
4. No exterior construction shall occur between July 1 and Labor Day in each year. Further, no foundation construction, well drilling, or septic system installation shall occur between June 1 and Labor Day in each year.
5. In order to maintain the beauty of the Neighborhoods:
 - a. No property shall be used or maintained as a dumping ground for rubbish, trash, garbage, or other waste. Such items must be kept in sanitary containers properly maintained and concealed from public view. Also, when such containers are placed for scheduled pick-up, they should be protected from attack by wildlife such as squirrels and crows.
 - b. No laundry shall be hung for drying in such a way as to be visible from the street on which the dwelling fronts and/or sides.
 - c. Garage doors shall be kept closed at all times except as may be necessary to gain access to and from.
 - d. No unsightly condition shall be maintained on any patio, porch, or deck, and only furniture and equipment consistent with normal and reasonable use shall be permitted during seasons when normally in use.
6. No trailers, drays, commercial vehicles, boat trailers, boats, camping vehicles, camping trailers, motorcycles, all-terrain vehicles, snowmobiles, or snowmobile trailers may be parked or stored on dwelling premises unless parked in an outbuilding with the door closed. Snowmobiles are permitted and may be parked and stored in the open between November 15 and April 15 each year. These dates are subject to change by City ordinance.

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Section IV – Plan Submittal and Approval Process

Before submitting a project for approval, please be aware of the following:

- A. It is the responsibility of the Co-owner to be fully knowledgeable of all documents associated with the individual Association Development(s) prior to submitting project requests: Master Deed, Condominium and Association Bylaws, Subdivision Plan, Articles of Incorporation, Restrictions, Regulations, Governing Instruments, etc. - and all Amendments to these documents.
- B. It is the responsibility of the Co-owner to contact the Building Department of the City of Mackinac Island and to be fully knowledgeable of City ordinances and building codes along with zoning and building permit requirements prior to submitting project requests.
- C. The Co-owner shall have written approval from the Development(s) Architectural Review Committee before any project or improvement is to commence. The Co-owner shall, also, have written approval from the Zoning and Building Departments of the City of Mackinac Island for those projects and improvements where a zoning and building permit and/or variance is required.

Process for SFA Architectural Review Committee

The following procedure outlines the step-by-step process to be used by the Sunset Forest Architectural Review Committee (“Committee”) for the review and approval of all new construction, as well as, remodeling, additions, major repair / replacement and appending structures – i.e. gazebo, garage, carriage house, shed, deck, decorative fencing, retaining walls, swimming pool, barbeque pit, sidewalks, landscaping, etc. – or other improvements to be built or erected and any changes to existing building or structures prior to the construction.

- 1. Co-owner shall submit, by registered mail or in person, a letter and preliminary proposed plan document package to the “Committee”. The letter shall be a formal request for preliminary review and approval by the “Committee” for the proposed project. The letter shall be addressed to the appointed “Committee” member for the particular Association Development (Woodbluff, Stonecliffe Manor I, II, III, IV). The package shall include the following information:
 - a. Co-owner name(s), permanent address, home / work / fax / cell telephone numbers, e-mail address.
 - b. Development name and lot number (Example: Stonecliffe Manor II, Lot 15).
 - c. Detailed description of the proposed project.
 - d. Proposed start and finish dates along with milestone dates – foundation, rough, etc..
 - e. Name, address and telephone numbers of certified registered architect contracted by the Co-owner.
- 2. Quantity (1) - Complete full size set of certified print package and material list to be left permanently with the “Committee”. Package shall be produced at the Co-owners expense and shall include the following as a minimum:

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- a. Detailed description defining the overall scope of the proposed project.
 - b. Detailed elevation drawings, all four sides, to scale and fully dimensioned.
 - c. Detailed floor plan drawings for each floor, to scale and fully dimensioned.
 - d. Detailed foundation drawings, to scale and fully dimensioned.
 - e. Detailed roof drawings, to scale and fully dimensioned.
 - f. Detailed drawings of any special retaining walls, fences, topography alterations, drainage, septic, etc.
 - g. Detailed drawings and/or descriptions of porch design details, including ceilings, railings, and skirting. These can be catalogs, brochures, manufacturers specifications, etc).
 - h. Detailed drawings and/or descriptions of exterior trim details.
 - i. Complete exterior list of materials indicating size, material types, colors, and textures of all exterior elements, including roof materials, fences, and retaining walls.
 - j. Detailed manufacturer specification and catalog sheets for proposed exterior windows, exterior entryway doors and garage / shed / carriage house doors.
 - k. Detailed plot plan drawing showing the placement of the project on the property and relationship to other structures, to scale and fully dimensioned.
 - l. Detailed engineered plan for topography changes and showing proper storm water runoff.
 - m. Copy of a recent dated lot survey (within past two years), along with name, address and telephone number of licensed surveyor. The “Committee” requires the Co-owners property be fully surveyed with lot lines re-established and permanently marked prior to starting the approval process.
 - n. Detailed engineering drawings showing individual septic systems (where required) – to scale and fully dimensioned.
 - o. A perspective drawing, if deemed necessary by the “Committee”, to adequately interpret the exterior design.
 - p. Any other data, drawings or materials, which the “Committee” requests in order to fulfill its function.
3. Upon receipt of the complete preliminary package, the “Committee” shall begin the review process. Within the period of 45 days, the “Committee” shall contact the Co-owner indicating one of the following:
 - A. The “Committee” has disapproved the preliminary plan with explanation.
 - B. The “Committee” requests additional information - data, drawings, materials, etc. – and/or changes in order to fulfill its function.
 - C. The “Committee” has conditionally approved the project based upon certain factors and additional requirements listed and mandated.
 - D. The “Committee” has approved the preliminary plan and specifications, marked approved and dated.
 - E. In the event that the “Committee” fails to approve or disapprove the proposed plans submitted by the Co-owner within forty-five (45) days after proper submission, then such approval will not be required but all other limitations, conditions and restrictions set forth by the governing Association Development(s) Bylaw restriction documents along with this document shall apply and remain in force as to such plans.

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4. Upon approval of a construction project, the “Committee” is entitled to require the Co-owner and/or his contractor(s) to furnish to the Association(s) adequate security to protect the Association(s) against costs and expenses which it might incur in connection with the failure to complete construction in a timely and diligent manner, in accordance with the approved plans and specifications for the dwelling and its appurtenances.
5. Upon approval of any plan, the exterior of any improvement being constructed upon a Unit shall not remain incomplete for a period longer than six (6) months from the date upon which construction was commenced (unless amended and approved by the “Committee”). All construction shall be diligently pursued to completion.
6. Any approved plans for construction or alteration shall include a plan for restoration of the premises after construction or alteration to a condition satisfactory to the “Committee”. This includes not only the Unit site, but also any common areas affected (roads, easements, etc.) by the construction or alteration. Costs associated with the restoration of these areas affected is the Co-owner’s responsibility.
7. Any deviation to the original project proposed and approved must be approved again by the “Committee” and possibly by the “City” per the approval process stated.
8. Any deviation instituted to the original project without “Committee” and “City” approval may result in project delays along with possible legal action, fines and penalties.
9. All preliminary plans and working drawings must be prepared by a certified registered architect.
10. As mentioned above, the certified print package of the proposed plan to be submitted to the “Committee” is the full responsibility of the Co-owner. Any and all costs attributed to this package shall be borne by the Co-owner. Any material requested that is not included in the package may result in review and approval delays.
11. If the preliminary proposed plan submitted is incomplete or if additional information and/or changes, and/or evaluation time is required of the Co-owner by the “Committee”, in order to complete its review and decision, the 45 day review period may be extended at the “Committee’s” discretion. If such a situation arises, the “Committee” shall make every effort to complete the process in a timely fashion.
12. Upon receipt of final “Committee” approval, the Co-owner shall submit the final approved document package (if request by the “Committee”).
13. Receipt of final “Committee” approval shall deemed to be in affect for a period of one year from the approval date. If the project is not fully started within that time frame, the “Committee” shall reserve the right, at its discretion, to review the project and its past approval, in its entirety. The intention of any approval is that the project shall start shortly afterward. Also, all construction shall be diligently pursued to completion.
14. The “Committee” shall be notified of any proposed modifications to the approved work prior to the start of the project or such modification. The “Committee” shall then determine whether the proposed changes are to be approved or disapproved.

Process for City of Mackinac Island

The following information is supplied to help in the zoning and building approval process. However, it is the applicant's responsibility to contact the Zoning and Building Department of Mackinac Island to determine all required forms that need to be submitted along with timelines that need to be followed and the fees required. Please note that the "City" will not grant approval unless the applicant has received final approval from the SFA Architectural Review Committee.

1. The co-owner shall submit an "Application for Zoning Action" to the "City". This and other related forms can be found at www.cityofmi.org. Items requested on the application are applicant information, type of zoning action requested, property information, and proposed construction information.
2. The applicant shall submit to the "City" a certified print package identical to the one submitted to the "Committee" for SFA approval. The quantity of drawings is one (1) full size set, and thirteen (13) reduced size (8.5" x 17") sets.
3. The appropriate applicant fee should accompany the drawings in check form, made out to the "City of Mackinac Island".
4. The drawings and fee must be submitted a minimum of 14 days prior to a scheduled Planning Commission meeting.
5. The application and plans shall be reviewed by the City's Zoning Administrator and the Building Department. The Zoning Administrator and the Building Department shall determine if additional information is required of the applicant and/or if the improvement meets all "City" ordinances.
6. Upon completion of this initial review process, the application and its required documents shall be forwarded to the "City" Planning Commission for zoning and architectural review.
7. Upon approval by the Mackinac Island Planning Commission, a zoning permit shall be issued. A zoning permit is not to be considered a building permit. A zoning permit does not authorize construction activities on said property. The zoning permit will remain valid and in full effect for a period of one year, at which time the permit shall come under review by the Planning Commission and may either be extended or revoked based on changes in conditions or circumstances.
8. Any modifications to the approved plans require approval from the Planning Commission. An amendment must be submitted to the Zoning Administrator following the same guidelines as the original application.
9. Before the final zoning permit can be issued, the applicant shall furnish evidence of the following to the "Zoning Administrator":

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- a. Proof of ownership of the property; or other evidence establishing legal status to use land in the manner indicated on the application.
 - b. Proof that all required federal, state, county and city licenses or permits have been applied for and/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 “City” Zoning Ordinance.
10. A building permit application must be obtained from and submitted to the “City” Building Inspector. The Building Inspector shall determine if all conditions of the Building Code are complied with. Included with the application, the Co-owner shall submit the final approved document package including a complete set of construction documents (same as provided for SFA approval and “City” zoning approval). An approved building permit authorizes construction activities on said property.
11. As required by Sunset Forest Association, exterior construction shall be complete in 6 months.

Section V – Helpful Hints for Building and Living on Mackinac Island

When planning a home construction or improvement project on Mackinac Island, you may want to take into consideration a few architectural and construction recommendations:

1. The “City” has specific building ordinances relating to maximum allowable elevation heights of the structure, rooflines, turrets, etc. along with maximum percentage of property coverage that the main dwelling may occupy. It is important to obtain this information along with similar ordinances that affect the overall architectural design of your dwelling or improvement.
2. Storage space is in very short supply on Mackinac Island. Keep in mind where you are going to store all the toys – bikes, bikes and more bikes, snowmobile(s), porch and lawn furniture, barbeque, water toys...the list goes on. A detached storage building is only allowed in the Woodbluff development. In the Stonecliffe Manors, your storage facility must be integral to the main house design.
3. If you decide to have an integral designed carriage house / garage to your home, you may want to consider a side entry or rear entry design. Depending upon your home design, this will make the front elevation of the home look as if it has more livable space along with keeping to a Victorian and Turn-of-the-Century period. Also, many custom door manufactures are out there offering period design wood-insulated sectional roll-up doors.
4. If the topography of your property and house permits, you may want to consider incorporating a storage area beneath an elevated porch area and/or access door(s) to your crawlspace / basement.
5. If you’re not interested in a full depth basement, consider a crawl space of a minimum seven blocks high – 4 below ground level, 3 above. It’s easy enough to get around in and still provide additional storage space. Also, a foundation that sits a bit out of the ground (at least three block high) is very desirable – from the standpoint of rain and snow. It also gives the house the “lift” that most Victorian and Turn-of-the-Century designed homes are known for.
6. There is never enough interior dry storage space. If you have workable attic space, design in a plywood floor and a pull-down attic staircase in the hallway or in a large bedroom closet.
7. When you go down into the crawlspace / basement / under porch storage and up into the attic – it’s nice to see where you are going - consider lights throughout.
8. If you have a crawl space with a dirt (sand & gravel) floor – a ground vapor barrier is a must. Heavy gauge plastic sheeting does the trick.
9. Consider providing an access door and staircase to your crawl space or full basement inside the carriage house / garage – open it up and walk right downstairs. If that doesn’t work, consider exterior mounted outside cellar style access doors.

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10. It can get really cold during the winter months on Mackinac Island. Consider foam insulating the walls of your crawlspace / basement. Insulate all the plumbing in your crawlspace / basement. Insulate your hot water tank. Vents and windows should be closed and insulated during the winter season. Design your plumbing for easy winterization and draining (start-up and shut-down for seasonal properties). Have the water meter and its shutoffs located in the crawlspace / basement and within easy access, if possible. That way, if the main line freezes and breaks before the meter and its shutoffs – you don't flood the entire first floor of the house. Have a crawlspace / basement floor drain for easy draining of your hot water tank.
11. Did we mention that it snows a lot (with ice build-up) during the winter on Mackinac Island? And – oh by the way, when it rains – it pours. Something to do with the fact that a big lake surrounds us. You may want to consider these issues in your roof and porch designs and construction.
12. One of the most beautiful features of the Victorian and Turn-of-the-Century home is its porches. They are meant to be sat on, to entertain on and to waste the day away on. Front, rear, side, covered, enclosed, screened - you may want to give them the special attention they deserve. They are the true welcome mats to your home and the world around you.
13. Consider putting your porch lighting on a dimmer controlled on/off switch. It may give you just the right amount of accent lighting you desire.
14. Regarding additional accent and security lighting, consider mounting recessed lighting at various locations around the house in the overhangs of the house and porch roofs. Besides being on a dimmer controlled on/off switch, you may also want to consider having these lights wired to a photoelectric sensor circuit so that they turn on automatically at night.
15. Not all wood siding, shingling and trim are the same. Wood should be cedar and/or redwood. Both are known for their superior insect and rot resistance. The higher the grade of wood, the fewer knots, blemishes and poor grain detail. Also, all wood siding has two sides – smooth and rough grain. Decide what look you desire.
16. A good contractor knows that on a wood exterior finished home, it is important to prime both sides of all cedar and/or redwood siding and trim board before nailing into place. Moisture may push the natural resins of the wood from the backside through the painted exterior side of the wood, thus showing resin stain spots. Priming all sides prevents this from happening and further protects and seals the finished work.
17. Though your porch and stair framing may be constructed of pressure treated wood, consider cladding that framing with cedar or redwood trim board. Also, use a finish grade cedar or redwood for your porch decking, spindles, railings and stairs. Besides superior appearance, cedar or redwood will hold a latex based paint or stain – pressure treated wood may not.

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18. Just like the ornate hats that the ladies of the late 19th and early 20th century wore, the roof(s) on a Victorian “Painted Lady” is of extreme importance. It needs to fit properly, be well balance, and be attractive. It needs to draw attention to us admirers.
19. Victorian and Turn-of-the-Century homes did not have modern sheet metal roof vents mounted everywhere on the roof. You may want to consider roof overhangs with continuous vent strips along with peak style ornate shutter vents into your design. Well-ventilated attic spaces are a must in the northern climate.
20. If possible, don’t draw attention to rooftop plumbing vents on the front elevation of the home.
21. If you desire or require a cedar shake roof, what lies under the final shingling is key to the lasting beauty and longevity of the roof – felt and breather material layers laid throughout, rubber membrane material (at roof edge, peaks, valleys and potential trouble areas), aluminum or copper flashing in the valleys and where required. Consider installing zinc roof strips to prevent any “greening” of the roof due to damp shaded areas.
22. Victorian and Turn-of-the-Century homes are often referred to as “Painted Ladies”. They are meant to be an expression of colors. Painted Ladies had three, four, five, six or more corresponding colors applied to their exteriors. Many of these colors and combinations of are historically and period defined. Most paint and stain manufacturers have color palettes showing historical home colors and combinations. The colors of your Victorian home are the finishing touch. You may want to paint a sample area, first, before painting the entire house. You’ll want to get this one right.
23. You built this beautiful Victorian home on Mackinac Island, but you have to mount a few unsightly modern things on the exterior of the house – electric meter, phone / cable / water meter boxes and the grinder tank motor starter control box. If you are to be hooked up to the force demand sewer system of the Development(s) – you will have a grinder tank in the front yard along with this control box mounted on the outside of the house. For all these items, it’s necessary to have easy access to them, but you may not necessarily want them to be the focal point on the front elevation of your beautiful home.
24. Considered pre-wiring your home during construction for: Telephone, Cable TV, Attic mounted TV Antenna, Internet, Intercom, etc. It’s much easier when the home is still in the roughed-in stage.
22. Except for the trees you remove from your property during excavation, wood for home fireplaces is not readily available on the Island. State Park trees are a No-No. Unless cleared and obtained from another private property owner; you will have to have your wood transported by boat and dray. Storage is yet another problem. You may want to consider a propane gas or wood pellet burning freestanding cast iron stove or fireplace insert when designing your home. Propane tanks are available on the Island through the Mackinac Island Service Company –100lb and 200lb tanks.

Now for some things to be considered due to the uniqueness of building and living on Mackinac Island:

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1. Everything has to come here by boat. When the lake freezes and the boats stop running, nothing comes to the Island – except people and small items by airplane. Get to know the ferry transport companies, the Mackinac Island Service Company (dray transport service), and the Great Lakes Air, Inc. folks (air charter service from St. Ignace). You need them on your team very early in and throughout the game. Getting things to, from and around Mackinac Island is a delicate balancing act. They are very good at it.
2. Take special consideration in scheduling, staging and packaging your project material to the Island and work sight. Try to eliminate multiple handling of materials. Improperly done, it will cost you time and money. Also, remember, you can't hop into the car and run off to Home Depot at will. Discuss with the ferry companies about the storage and staging of your construction material both in St. Ignace and on the Island.
3. You are on an Island where horses rule. If a horse and dray can do the job – they must be used. Period! Special vehicles permits may be applied for with the City when horses can't do the job – such as excavation and really heavy load hauling. Special permits can only be applied for in the off tourist season (October). Get in line early.
4. During your construction project, consider staging a dray at the property site for the construction waste. This will keep the job site orderly and make clean up easier than having to handle all the waste twice. Contact the Mackinac Island Service Company to arrange for a dray. A special tag is required when the dray is full before it will be removed and replaced with an empty, if required.
5. This is a tourist destination. The tourist season has an effect on any project. Very little visible construction is allowed during the summer months. Special permits may be required.
6. Not all contractors and builders are created equal when it comes to Mackinac Island. As unique as the Island itself, building a home here is truly an experience. With the right team, it will seem uniquely easy – the wrong one, uniquely bad. The most important favor you can do yourself is to hire a team that has demonstrated experience in doing work on the Island. You will save yourself a lot of money and grief.
7. If the contractor works a 40-hour week or more, have him do it in 10+plus hour days. A lot of work time is lost with daily boat, plane and bike travel time - not to mention start-up and clean-up time required each working day.
8. When the excavation of your home foundation begins, don't be surprised what the contractor may dig up. Mackinac Island is all limestone and rock with a little sand and gravel thrown in. What comes out of the hole does not necessarily go back in. The contractor may also have to blast on some rare occasions. Make sure he has a way and place to haul the rough debris away. You don't want the "big stuff" jammed back into the hole against your foundation walls.
9. Don't forget about the Cloverland Electric guys. Without electricity at the job site, you can't get started. Get to them and get scheduled in early.

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10. Fill dirt is not available on the Island unless somebody else has dug a hole in the ground and is trying to get rid of its contents. If you need fill, try to find out who that somebody is. If he doesn't exist, you will have to have a truck(s) full ship to the Island.
11. The Island makes and sells great compost dirt at its DPW solid waste facility for top-dressing your lawn, gardens and flowerbeds. Get lined up for some early in the spring season.
12. Tip – If you need fill dirt, top soil, stone, sand, landscaping material, etc. – and its not available or to costly on the Island – make arrangements with a contractor doing work on the Island. They prefer shipping their trucks to the Island with the beds full.
13. The City DPW charges a sizable sewer system tap in fee. Contact the “City” Department of Public Works for additional information and cost.
14. Mackinac Island does not have a landfill. All garbage and construction debris is sorted at the Island DPW solid waste facility for compost, recyclables and landfill. All landfill material is shipped off the Island and disposed of. Carting half filled drays with construction debris to the waste facility can be expensive. Contact the Mackinac Island Service Company (dray service) and the “City” DPW solid waste facility for information, suggestions and costs.
15. Trash pickup and recycling occurs on Mackinac Island weekly or every other week, depending on the season, via horse-drawn dray. Specially designated bags are required for each and are available for a minimal cost from the “City” DPW.
16. Be prepared, be patient and enjoy the adventure. Remember – Mackinac Island and its People are unique. All – Locals, Cottagers, Business People, Contractors and Visitors – that are drawn to and love this place feel they have a strong interest in what happens here. They are also advocates for maintaining the historical, natural and emotional ambience and uniqueness of this place. All will be interested in your project and will look forward to a job well done.

Appendix

Appendix A – ARC Co-Owner Acknowledgement Statement

Appendix B – Design Review Form

Appendix C – Project Approval Form

