



August 21, 2023

Manistee County
Planning & Zoning Department
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Re: Amendment to Portage Point Inn Special Use Permit

To Whom it May Concern:

Our firm represents Windfalls Landing, LLC (“WFL”), the successor developer of Portage Point Inn and Marina. In 2017, Onekama Township Planning Commission approved an amendment to the 2014 Special Use Permit (“Amended SUP”). My client received a letter from Jodie Lynch, Planning and Zoning Administrator, dated July 25, 2023, requesting a Special Use Permit Amendment Application and further additional information as outlined in the letter (“Letter”).

The purpose of this letter, is to request an amendment to the existing Special Use Permit (“SUP”) for Portage Point Inn for the following purposes:

1. Clarification of clerical mistakes in the Amended SUP.
2. A modification of the hotel footprint as shown on the submitted site plan.
3. A modification of the doll house footprint and structures as shown on the submitted site plan.
4. The addition of a pool, spa and sundeck as shown on the submitted site plan.

INTRODUCTION

Upon approval of the Amended SUP, WFL commenced work on the approved site plan. WFL has invested over 3.1 million dollars into Portage Point Inn and Marina since the Amended SUP was approved. The improvements have been significant. WFL completely removed the collapsed pool house structure, leaking plastic pool and spa and constructed a new infinity edge pool and spa. WFL has constructed a new sundeck, which has radiant heat for four seasons use, and lounge area. As part of this project, WFL constructed a frame superstructure, which includes a second floor viewing area and sundeck. The old leaking bathrooms and showers have been replaced with new bathrooms, showers and laundry facilities. The ballroom has also been fully renovated with new French doors leading to a newly constructed exterior deck space. The bar has also been gutted and rebuilt, and the Portage Point Café has been constructed and open for business.

WFL will continue its investment into the project and wishes to have some minor modifications to the Amended SUP approved to make Portage Point Inn and Marina an even better project.



SUMMARY OF REQUESTED AMENDEMENTS TO SUP

Clarification of Clerical Mistakes in Amended SUP

It has come to my client's attention that there were errors in the list of parcel identification numbers contained in the first paragraph of the Amended SUP. This list included incorrect parcel identification numbers and was not a complete list of parcel identification numbers impacted by the SUP. We believe the parcel identification numbers listed in the Amended were a clerical error and listed the parcels from the original SUP.

Attached as Exhibit A is a list of all parcels owned by my client and that are subject to the SUP. We are requesting that the Planning Commission approve amending the SUP to include this list of properties.

Also, footnote 1 Amended SUP indicates "A list of those other condominium units is attached as Exhibit 1 to this SUP Amendment." It looks like the Exhibit was never included in the final signed Amended SUP. We are asking the planning commission to amend the SUP to include the list of properties identified on Exhibit B as Schedule 1 to the Amended SUP.

Modification of Hotel Footprint as Shown on the Submitted Site Plan

My client has been planning on fully renovating and restoring the historic hotel. In preparing for the renovation, my client learned that the hotel is virtually resting on the sand and its footings and foundations are grossly inadequate. In order to remedy this, my client will need to jack up the entire structure and construct a basement, foundation and footings. The basement will be used for the purpose of housing mechanicals, storage and possibly a fitness center. The new footprint is shown on the site plan submitted for your review.

The hotel has also been reduced from 26 units to 23 units. The reduction of the number of Units in the hotel, also reduces the number of required parking spaces, which is reflected on the provided site plan.

Modification of Doll House Footprints and Structures

The Amended SUP approved seven (7) Doll Houses, which were 14 feet by 28 feet sites. WFL plans on combining a couple of these sites into a total of five (5) doll houses. There will be two (2) units that will remain as the standard Doll Houses and three (3) new cottage units that will be on the larger footprints as shown on the submitted site plan.



Addition of an Additional Swimming Pool

Based on guests' responses to the new pool and sundeck, WFL would like to add an additional swimming pool, spa and sundeck in front of the historic hotel as shown on the submitted site plan. This pool will reduce the burden on the existing pool once the historic hotel has been renovated and in service. It will be constructed in conjunction with the historic hotels renovation and be a very nice addition to Portage Point Inn and Marina.

RESPONSE TO ADDITIONAL INFORMATION REQUESTED

In response to the materials and information requested in the Letter, below is a response to each of the requests.

1. Master Deed for the Condominium Association.

The Master Deed for Portage Point Inn Condominiums was originally recorded in 1996. The project consists of the traditional condominium units containing residential and commercial units and six (6) site condominiums located on 5th Street. As requested, I have enclosed a copy of the Master Deed and Amendments 1-5 for your records.

2. The Parcel ID Numbers to remain under the SUP.

Attached to this letter as Exhibit A are all of the Parcel Numbers that will remain as part of the SUP.

3. Clean Marina Certificates.

As Mr. Gezon has discussed with the Planning and Zoning officials, the Clean Marina Certificates cannot be obtained until the Marina has been renovated, improved, and expanded. As the Planning Commission may recall, WFL agreed to not commence the work on the marina until the final phase of the buildout. This was reflected in the phasing plan that was part of the Amended SUP. To the extent that the SUP needs to be amended to modify this requirement, we are requesting that the SUP be amended to reflect that the Clean Marina Certificates will be required once the Marina has been completed.

4. Marina slip ownership (10% reserved for transit boaters).

The Marina is wholly owned by WFL and 10% of the slips are reserved for transient boaters.

5. An updated site plan that reflects any changes to the SUP you may be making.

The site plan has been submitted with the application to amend the SUP.



6. A timeline been for phasing.

Phase 1 - Infrastructure approvals and installation, such as a municipal sewer system, three phase electric, T1 internet, etc. This is subject to governmental approvals, which are beyond WFL's control.

Phase 2 – Apply for and obtain all local, state, and federal permits, such as USACE & EGLE permits, approval of county road vacation, etc.

Phase 3 - Build Out: Completed within 6 years from completion of infrastructure and obtaining all governmental and regulatory permits and approvals.

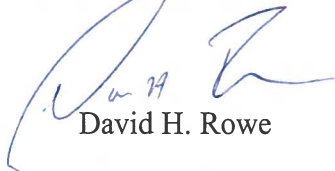
NOTE - Economic Conditions could affect start dates of Phase 3. Extension Approvals for Build Out will not be unreasonably withheld by the Planning Commission or Onekama Township.

CONCLUSION

We appreciate your consideration of WFL's request to amend the SUP. WFL and its representatives will be available to respond to any questions you may have.

If you have any questions or concerns, please contact me directly.

Sincerely,



David H. Rowe

DHR/jje

cc: Association

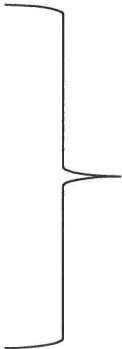

Exhibit A

Windfalls Landing, LLC Parcel ID #s.
Subject to the July 20, 2017 Special Use Permit Zoning

51-11-370-093-00,
51-11-370-095-00,
51-11-370-113-00,
51-11-370-114-05,
51-11-370-116-00,
51-11-410-010-00,
51-11-410-015-00,
51-11-410-037-00,
51-11-410-038-00,
51-11-410-041-00,
51-11-410-054-00,
51-11-410-124-00,
51-11-411-038-00,
and 51-11-900-022-01.

Exhibit B

Windfalls Landing, LLC Special Use Permit Parcels

11-411-001-00	Unit #1		Hotel Reserve
11-411-002-00	Unit #2		
11-411-003-00	Unit #3		
11-411-004-00	Unit #4		
11-411-005-00	Unit #5		
11-411-006-00	Unit #6		
11-411-007-00	Unit #7		Johnson Cottage
11-411-008-00	Unit #8		Hall Cottage
11-411-009-00	Unit #9		Lakeview Cottage
11-411-010-00	Unit #10		Rexwood Cottage
11-411-011-00	Unit #11		Avalon Cottage
11-411-012-00	Unit #12		Terrace Apartments
11-411-013-00	Unit #13		
11-411-014-00	Unit #14		
11-411-015-00	Unit #15		
11-411-016-00	Unit #16		
11-411-017-00	Unit #17		
11-411-018-00	Unit #18		
11-411-019-00	Unit #19		
11-411-020-00	Unit #20		
11-411-021-00	Unit #21		
11-411-022-00	Unit #22		
11-411-023-00	Unit #23		

11-411-024-00	Unit #24	}	Terrace Apartments
11-411-026-00	Unit #26		
11-411-027-00	Unit #27		
11-411-028-00	Unit #28		
11-411-029-00	Unit #29		
11-411-030-00	Unit #30		

11-411-031-00	Unit #31	}	Beech Lodge
11-411-032-00	Unit #32		
11-411-033-00	Unit #33		
11-411-034-00	Unit #34		
11-411-035-00	Unit #35		
11-411-036-00	Unit #36		
11-411-037-05	Unit #37A		
11-411-037-10	Unit #37B		

11-411-038-00	Unit #38	}	Pavilion
11-411-039-00	Unit #39		
11-411-040-00	Unit #40		
11-411-041-00	Unit #41		
11-411-042-00	Unit #42		
11-411-043-00	Unit #43		
11-411-044-00	Unit #44		
11-411-045-00	Unit #45		
11-411-046-00	Unit #46		
11-411-047-00	Unit #47		
11-411-048-00	Unit #48		
11-411-049-00	Unit #49		