



**CITY OF GAYLORD PLANNING COMMISSION
AGENDA FOR SPECIAL MEETING ON AUGUST 24th, 2026
6:00 P.M., CITY COUNCIL CHAMBERS
305 EAST MAIN STREET
GAYLORD MI 49735**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Corrections, Deletions or Amendments to Agenda
5. Approval of Minutes
6. Communications
7. Public Hearings
 - Special Use Permit, The Dive, 114 S Center Ave, Suite 103: Body Art Request
 - Special Use Permit, Lone Ronin LLC, 146 N Center Ave, Tattoo Request
8. Public Comment by Citizens

A. UNFINISHED BUSINESS:

9. Special Use Permit, The Dive, 114 S Center Ave, Suite 103: Body Art Request
10. Special Use Permit, Lone Ronin LLC, 146 N Center Ave, Tattoo Request

B. NEW BUSINESS:

August 5th, 2026

Muzyl called the planning commission meeting to order at 7:00pm on Wednesday August 5th, 2026. The Pledge of Allegiance to the Flag of the United States of America followed.

Members present: Muzyl, Koronka, Awrey, and Mason.

Members absent: Hartz, Feeheley

Motion by Awrey, supported by Mason to excuse Member Hartz and Member Feeheley's absences as excused.

Ayes: Unanimous. Motion carried.

Motion by Mason, supported by Koronka to table the Public Hearing for the Special Use Permit for The Dive at 114 S. Center Ave, Suite 103, and table agenda item Special Use Application for The Dive 114 S. Center Ave, Suite 103.

Ayes: Unanimous. Motion carried.

Motion by Mason, supported by Koronka to approve the minutes from the July 1st, 2026, as presented.

Ayes: Unanimous. Motion carried.

Public Comment: None.

Unfinished Business: Johnson Oil Addition – 411 W. Fourth Street

Motion by Koronka, supported by Mason to postpone the Johnson Oil Addition -411 W. Fourth Street until the next Planning Commission meeting scheduled for September 2, 2026.

Ayes: Unanimous. Motion carried.

New Business:

Motion by Mason, supported by Awrey, to approve the site plan for RGB Properties, 1037 O'Rourke Blvd.

Ayes: Unanimous. Motion carried.

Motion by Mason, supported by Koronka to approve the Façade Changes presented by Manage Michigan, 130 W. Main.

Ayes: Awrey, Koronka, Mason.

Abstained: Muzyl

Motion carried.

Motion by Mason, supported by Awrey, to set a Special Planning Commission meeting on August 24th at 6:00pm for the Special Use Permits for The Dive, 114 S. Center, and The Last Ronan, 146 N. Center.

Ayes: Unanimous. Motion carried.

There being no further business, motion by Awrey, supported by Koronka to adjourn the meeting at 7:38pm.

Erika Peters, Assistant City Manager

Public Hearing Notice
Special Meeting

NOTICE IS HEARBY GIVEN that the Gaylord Planning Commission on Wednesday, August 5th approved a special meeting to hold a public hearing at 6:00 p.m. on Monday, August 24th, 2026, in the City Council Chambers, located at 305 East Main Street, Gaylord, Michigan, 49735, for consideration of the following items:

Request by The Dive – Special Use Permit Request by The Dive at 114 S Center Ave, Suite 10 in the B-1, Central Business District. This request is to allow for Body Art to take place at this location. The City of Gaylord Zoning Ordinance indicates that all Body Art Facility applications must have a public hearing before consideration.

Request by Lone Ronin Tattoo LLC – Special Use Permit Request by Lone Ronin Tattoo LLC at 146 N Center Ave, in the B-1, Central Business District. This request is to allow for Tattooing to take place at this location. The City of Gaylord Zoning Ordinance indicates that all Tattoo Facility applications must have a public hearing before consideration.

Written and oral comments on the requests will be heard during this hearing. Written comments can be mailed to the attention of the Gaylord Planning Commission, 305 E Main Street, Gaylord, MI 49735 or via email to pischelt@cityofgaylord.org. Questions regarding the request should be directed to Tyler Pischel or Kim Awrey at 989-732-4060 or via email at pischelt@cityofgaylord.org.

Kim Awrey

City Manager

**CITY OF GAYLORD
SPECIAL USE PERMIT APPLICATION**

305 E MAIN ST
GAYLORD, MI 49735
TELEPHONE: (989) 732-4060 FAX: (989) 732-8266

THE CITY OF GAYLORD STRONGLY ENCOURAGES THE USE OF THE SWISS ALPINE MOTIF IN THE CONSTRUCTION AND/OR RENOVATION OF ALL COMMERCIAL BUILDINGS IN THE CITY OF GAYLORD TO MAINTAIN, ENHANCE AND PROMOTE, "GAYLORD, THE ALPINE VILLAGE."

1. GENERAL INFORMATION:

551 E. Petaskey St.

Property Owner: Kaitlynn Wallace ↓
Address: 114 S. Center Ave Suite 103
City, State and Zip Code: Gaylord MI 49735
Telephone Number: 989 858 1555

Contractor or Agent: _____
Address: _____
City, State and Zip Code: _____
Telephone Number: _____

2. PROPERTY DESCRIPTION:

Tax ID Number: 802908845
Property Address: 114 S. Center Ave. Suite 103
Nearest Cross-Streets: Main St.
Zoning District: B1

3. PROPOSED USE AND/OR TYPE OF CONSTRUCTION:

a. Type of Construction:

____ Non-Residential Structure – Describe _____
____ Addition
____ Other – Describe – Canopy over handicap ramp
X Use Change of Existing Structure

SPECIAL USE PERMIT APPLICATION – Proposed Use And/Or Type of Construction

b. Proposed Use: zoning for tattoo use

4. PROPOSED SPECIFICATIONS:

- a. Setbacks: _____ Front _____ Rear
 _____ Side _____ Side
- b. Property Dimensions: _____
- c. Exterior Dimensions of Proposed Structure: _____
- d. Height of Proposed Structure: _____
- e. Square Footage of Proposed Structure: _____
- f. If Addition, Square Footage of Existing Structure: _____
- g. Proposed Parking Spaces: _____
- h. Parking Spaces Required Per Ordinance: _____
- i. Ordinance requires that all driveways, drive approaches, means of ingress and egress to and from parking areas, vehicle storage areas and service drives be either asphalt or concrete for all developments except Single and Two-Family Dwelling properties. Certain exceptions are permitted for those areas behind the front face of a structure for those properties located in the M-1 District. All drive approaches in the road right-of-way of any district, for any use must be either asphalt or concrete. A separate Drive Permit is required.

Does the Proposed Development Comply with the Above Requirements? yes

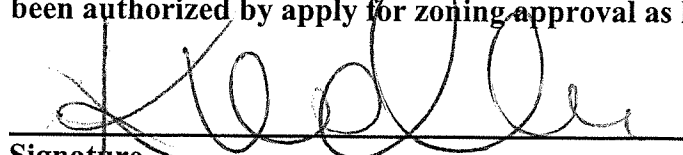
5. SITE PLAN:

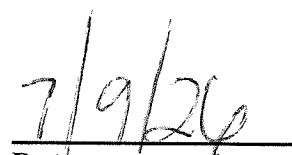
Attach a scaled drawing using a common engineering or architect scale for all non-residential structures, which can be verified, in the field by the Zoning Administrator. Please include the following:

- _____ Lot or Parcel Dimensions, Scale, North Arrow, etc.
- _____ Existing Building & Dimensions, Including Eaves and Dimensions
- _____ Proposed Building & Dimensions, Including Eaves
- _____ Front, Side and Rear Yard Setbacks
- _____ Name of Street, Easements or Dedicated Right-of-Way
- _____ Storm Water Retention or On-Site Drainage Detail
- _____ Building Elevation
- _____ Detailed Parking, Service Drives and Approaches, Including Surface Materials
- _____ Air Quality, Waste, Safety, and Security Plan

6. CERTIFICATION:

I hereby agree to comply with the provisions of the Zoning Ordinance of the City of Gaylord for the installation, construction, alteration, addition, demolition or use described herein, and, if not the property owner, I hereby certify that the proposed work is authorized by the property owner and I have been authorized by apply for zoning approval as his/her selected agent.


Signature


Date

**CITY OF GAYLORD
SPECIAL USE PERMIT**

305 E MAIN ST
GAYLORD, MI 49735
TELEPHONE: (989) 732-4060 FAX: (989) 732-8266

Kaitlynn Wallace

(NAME OF APPLICANT)

551 E. Petoskey St. (989) 858-1555

(ADDRESS & TELEPHONE NO. OF APPLICANT)

114 S. Center Ave Suite 103

(ADDRESS OF CONSTRUCTION SITE OR USE)

THIS APPLICATION IS IN COMPLIANCE WITH THE CITY OF GAYLORD ZONING ORDINANCE AND THE APPLICANT IS ELIGIBLE TO APPLY FOR A BUILDING PERMIT FROM THE OTSEGO COUNTY BUILDING DEPARTMENT.

.....
APPROVAL IS GRANTED FOR THE FOLLOWING:

CONDITIONS ATTACHED:

APPROVED BY & TITLE

DATE

ZONING DISTRICT

SPECIAL USE PERMIT #

USA TODAY CO.



PO Box 630491 Cincinnati, OH 45263-0491

AFFIDAVIT OF PUBLICATION

Jennifer Molski
City Of Gaylord
305 E Main ST
Gaylord MI 49735-1339

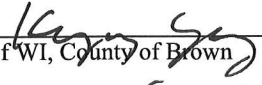
STATE OF MICHIGAN, COUNTY OF OTSEGO

The Gaylord Herald Times, a newspaper published in the English language for the dissemination of local or transmitted news, which is a duly qualified newspaper, and that annexed hereto is a copy of a certain order taken from said newspaper in which the order was published.

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PET Gaylord Herald-Times 08/07/2026
PET petoskeynews.com 08/07/2026

Sworn to and subscribed before on 08/07/2026


Legal Clerk


Notary, State of WI, County of Brown

7.28

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Kim Awrey
City Manager

KONGMENG YANG
Notary Public
State of Wisconsin



GAYLORD METHODIST CHURCH
215 SOUTH CENTER ST
GAYLORD, MI 49735

GO NORTH PROPERTIES LLC
308 W MAIN ST
GAYLORD, MI 49735

HANEL, SABINE
6901 CUT OFF RD
AFTON, MI 49705

GATEWAY HAVEN VENTURES LLC
27 LIBRARY ST NE UNIT 505
GRAND RAPIDS, MI 49503

HAVY LLC
410 PETOSKEY ST
PETOSKEY, MI 49770

GO NORTH PROPERTIES LLC
408 W 6TH ST
BLOOMINGTON, IN 47404

GO NORTH PROPERTIES LLC
408 W SIXTH ST
BLOOMINGTON, IN 47404

GO NORTH PROPERTIES LLC
408 W SIXTH ST
BLOOMINGTON, IN 47404

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BLOOMINGTON, IN 47404

GO NORTH PROPERTIES LLC
408 W SIXTH ST
BLOOMINGTON, IN 47404

GO NORTH PROPERTIES LLC
408 W SIXTH ST
BLOOMINGTON, IN 47404

GOLD COAST PROPERTIES INC
502 NORTHLAND DR STE 200
ROCKFORD, MI 49314

CITY OF GAYLORD
305 E MAIN ST
GAYLORD, MI 49735

GO NORTH PROPERTIES LLC
408 W SIXTH ST
BLOOMINGTON, IN 47404

GO NORTH PROPERTIES LLC
408 W SIXTH ST
BLOOMINGTON, IN 47404

WESTERMAN, ROBERT T II & LORI A
889 WOODCREST DR
GAYLORD, MI 49735

CITY OF GAYLORD
305 E MAIN ST
GAYLORD, MI 49735

CITY OF GAYLORD
305 E MAIN ST
GAYLORD, MI 49735

PRUITT ROBERT E & JANET M
118 W SECOND ST
GAYLORD, MI 49735

PRUITT ROBERT E & JANET M
118 W SECOND ST
GAYLORD, MI 49735

GAYLORD 120 E MAIN LLC
877 E 16TH ST
HOLLAND, MI 49423

PLAZA PROPERTIES GAYLORD LLC
152 N ESTATES DR
GAYLORD, MI 49735

ALEXANDER LIMITED PARTNERSHIP LP
116 COURT ST
MT PLEASANT, MI 48858

APPLETON, GARY H & TISA M
5578 MANUKA TRL
GAYLORD, MI 49735

CITIZENS BANK
2 CORPORATE DR SUITE 300
SOUTHFIELD, MI 48076

STUDY, MELINDA
5081 E MARTIN LAKE DR
GAYLORD, MI 49735

HEADWATERS LAND CONSERVANCY INC
PO BOX 783
GAYLORD, MI 49734

THURSTON, TODD M
615 SHELDON ST W
GAYLORD, MI 49735

ROBINSON, RYAN
324 E MAIN ST APT C
GAYLORD, MI 49735

GO NORTH PROPERTIES LLC
408 W 6TH ST
BLOOMINGTON, IN 47404

GO NORTH PROPERTIES
121 E KIRKWOOD STE 304
BLOOMINGTON, IN 47408

CITY OF GAYLORD
305 E MAIN ST
GAYLORD, MI 49735

MOREHOUSE, VANCE & RENEE
2162 VANTYLE RD
GAYLORD, MI 49735

ASHTON, JASON
414 E FIRST ST
GAYLORD, MI 49735

LIFE CHURCH OF GAYLORD
2210 E DIXON LAKE DR
GAYLORD, MI 49735

CITY OF GAYLORD
305 E MAIN ST
GAYLORD, MI 49735

APPLEGATE BUILDING LLC
408 W SIXTH ST
BLOOMINGTON, IN 47404

CITY OF GAYLORD
305 E MAIN ST
GAYLORD, MI 49735

BIE PROPERTIES LLC
8449 NORTHVALE RD
JOHANNESBURG, MI 49751

106 W MAIN LLC
PO BOX 673
GAYLORD, MI 49734

EQUILIBRIUM HOLDINGS LLC
PO BOX 673
GAYLORD, MI 49734

EQUILIBRIUM HOLDINGS LLC
PO BOX 673
GAYLORD, MI 49734

OTSEGO COUNTY TREASURER
225 W MAIN ST #107
GAYLORD, MI 49735

GAYLORD DOWNTOWN DEVELOPMENT
225 W MAIN ST
GAYLORD, MI 49735

EQUILIBRIUM HOLDINGS LLC
PO BOX 673
GAYLORD, MI 49734

CROSSROADS INDUSTRIES INC
130 W MAIN ST
GAYLORD, MI 49735

132 W MAIN LLC
PO BOX 309
GAYLORD, MI 49734

City of Gaylord

305 East Main Street, Gaylord, MI 49735

Phone: (989) 732-4060 Fax: (989) 732-8266

SPECIAL USE PERMIT APPLICATION

THE CITY OF GAYLORD STRONGLY ENCOURAGES THE USE OF THE SWISS ALPINE MOTIF IN THE CONSTRUCTION AND/OR RENOVATION OF ALL COMMERCIAL BUILDINGS IN THE CITY OF GAYLORD TO MAINTAIN, ENHANCE AND PROMOTE, "GAYLORD, THE ALPINE VILLAGE."

1. GENERAL INFORMATION:

Property Owner Name: Dustin Steiner Phone Number: 989-350-1773

Property Owner Address: 146 W center ave

Business Name (If Applicable): Lone Ronin Tattoo LLC

Contractor/Agent: _____ Phone Number: _____

Address: _____

2. PROPERTY DESCRIPTION:

Tax ID Number: 41-3456997

Property Address: _____

Nearest Cross-Street(s): _____

Zoning District: _____

3. PROPOSED USE AND/OR TYPE OF CONSTRUCTION

A. Proposed Use: tattoo studio

B. Type of Construction:

☒ Non-Residential Structure – Describe: tattoo studio

☐ Addition

☐ Canopy over handicap ramp

☐ Other – Describe: _____

☒ Use Change of Existing Structure

4. PROPOSED SPECIFICATIONS

- A. Setbacks: _____ Front _____ Rear
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Does the Proposed Development Comply with the above requirements?

☒

Yes

☐

No

If no, please explain: _____

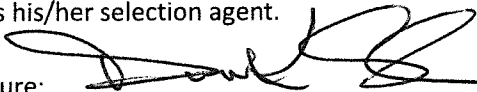
5. SITE PLAN:

Attach a scaled drawing using a common engineering or architect scale for all non-residential structures, which can be verified, in the field by the Zoning Administrator. Include the following:

- ☐ Lot or Parcel Dimensions, Scale, North Arrow, etc.
- ☐ Existing Building & Dimensions, Including Eaves and Dimensions
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6. CERTIFICATION

I, hereby agree to comply with the provisions of the Zoning Ordinance of the City of Gaylord for the installation, construction, alteration, addition, demolition or use described herein, and, if not the property owner, I hereby certify that the proposed work is authorized by the property owner and I have been authorized to apply for zoning approval as his/her selection agent.

Application Signature:  Date: 7-29-26

7. APPROVAL

This application is in compliance with the City of Gaylord Zoning Ordinance and the application is eligible to apply for a building permit from the Otsego County Building Department.

Approval is granted for the following:

Conditions attached:

Approved _____ Denied _____

Reason: _____

Zoning District: _____ Special Use Permit Number: _____

Zoning Administrator Signature: _____ Date: _____

USA TODAY CO.



PO Box 630491 Cincinnati, OH 45263-0491

AFFIDAVIT OF PUBLICATION

Jennifer Molski
City Of Gaylord
305 E Main ST
Gaylord MI 49735-1339

STATE OF MICHIGAN, COUNTY OF OTSEGO

The Gaylord Herald Times, a newspaper published in the English language for the dissemination of local or transmitted news, which is a duly qualified newspaper, and that annexed hereto is a copy of a certain order taken from said newspaper in which the order was published.

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PET Gaylord Herald-Times 08/07/2026
PET petoskeynews.com 08/07/2026

Sworn to and subscribed before on 08/07/2026

Legal Clerk

Notary, State of WI, County of Brown

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Kim Awrey
City Manager

KONGMENG YANG
Notary Public
State of Wisconsin



KORSON PROPERTIES LLC
121 E MITCHELL ST
GAYLORD, MI 49735

ZAZU LLC
1005 POQUETTE RD
GAYLORD, MI 49735

ERB - ERB - MANIER ESTATE
4390 SPRUCE GROVE ST
LAS VEGAS, NV 89147

MEAD - MEAD
202 N ELM AVE
GAYLORD, MI 49735

CITY OF GAYLORD
305 E MAIN ST
GAYLORD, MI 49735

BLOHM, TODD A
4701 MANUKA TRL
GAYLORD, MI 49735

APPLEGATE BUILDING LLC
408 W SIXTH ST
BLOOMINGTON, IN 47404

FOUST JOINT TRUST
112 N ELM AVE
GAYLORD, MI 49735

ANSTINE, MOLLY & ELLIOTT
352 TUG HILL RD
OSWEGO, NY 13126

DRULARD BRIAN R & KATHALEEN D
209 HURON ST
GAYLORD, MI 49735

VANDUSEN, GREG G
258 S AIRPORT RD
ST IGNACE, MI 49781

KELLER TRUST
PO BOX 1126
GAYLORD, MI 49735

FOX, ANDREW J & TRACY S
142 ELM AVE N
GAYLORD, MI 49735

134 N CENTER LLC
10515 DEMOCRACY LN
POTOMAC, MD 20854

STRADLING, AMY L & CASEY C
9144 BANWELL RD
ALANSON, MI 49706

EQUILIBRIUM HOLDINGS LLC
PO BOX 673
GAYLORD, MI 49734

JNJ RENTAL 16 LLC
2432 E M-32
GAYLORD, MI 49735

JENKINS, MATTHEW T
168 MATHEWS LN
GAYLORD, MI 49735

CAMILLER PROPERTIES LLC
2600 MANORWOOD DR
GAYLORD, MI 49735

PHIL'S DIRECT FLOORING INC
690 NANCY LN
GAYLORD, MI 49735

SAPP, SHERRI
217 N COURT AVE
GAYLORD, MI 49735

DENBOER, MARK
3160 JENSEN RD
PETOSKEY, MI 49770

GRIFFITH, ROBERT P
PO BOX 129
GAYLORD, MI 49734

TRIBUTE PROPERTY HOLDINGS LLC
727 LOGGERS CIR
ROCHESTER, MI 48307

GRIFFITH ROBERT
111 W MITCHELL ST
GAYLORD, MI 49735

TRIBUTE PROPERTY HOLDINGS LLC
727 LOGGERS CIR
ROCHESTER, MI 48307

CITY OF GAYLORD
305 E MAIN ST
GAYLORD, MI 49735

APA, RALPH & SANDRA
207 N CENTER AVE
GAYLORD, MI 49735

SAUNDERS, ANDREW & BETHANY
1869 S WAKELEY BRIDGE RD
GRAYLING, MI 49738

HATHAWAY, NICHOLAS & RHIANNON
6555 WESTSHORE LN
JOHANNESBURG, MI 49751