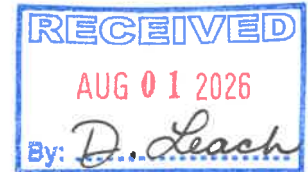


July 30, 2026



Dear Mackinac Island City Council,

We would like to request permission to pursue a couple of minor changes to the exterior of the Mackinac Island Tourism offices located at 7274 Main Street. This building is owned by the City of Mackinac Island and leased by Mackinac Island Tourism.

The requested changes are detailed in the following application submitted to the Historic District Commission on July 28, 2026.

In summary, we would like to:

- Add an utility pedestal at the rear of the building for Spectrum internet service. This was previously discussed with Council at the November 24, 2025 meeting and Council commented that they were in favor of the project. The small utility pedestal is a necessary piece of equipment that must be installed on the exterior of the building to complete this project.
- Update the rack card display area on the west side of the building by removing one of the existing rack card holders on the exterior of the building. In its place, we propose mounting an island map and brochure holders for the island visitor guide and map.
- Replace the exterior white painted wood countertop at the information booth with a composite countertop.

We understand that if approved by Council and the Historic District Commission, we will need to apply for and acquire the necessary permits for the Spectrum utility work. We hope they will complete the utility work in the Fall 2026 or Spring 2027.

Please let us know if you have any questions.

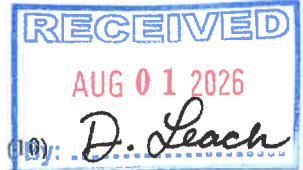
Thank you.

Sincerely,

Tim Hygh
Executive Director
tim@mackinacisland.org
(906) 847-3783

GENERAL APPLICATION FOR WORK LOCATED WITHIN A HISTORIC DISTRICT

- ✓ Minor Work (Complete Section A and refer to General Directions)
- ✓ New Construction (Complete Section B and refer to General Directions and Item B)
- ✓ Demolition (Complete Section B and refer to General Directions and Item C)



Application Deadline: Application and materials must be completed and submitted by 4:00 p.m. ten (10) business days before each Commission Meeting. Late applications will be placed on the agenda for the following month. Decision by the Commission will not necessarily occur at the meeting at which the application materials are first received.

A) MINOR WORK

PROPERTY LOCATION: 7274 Main Street

(Number) (Street)

(Property Tax ID #)

PROPERTY OWNER

Name: City of Mackinac Island /Leased by Mackinac Island Tourism

Email Address: director@mackinacisland.org

Address: 7358 Market Street

Mackinac Island

MI

49757

(Street)

(City)

(State)

(Zip)

Telephone:

906-847-3702

(Home)

(Business)

(Fax)

APPLICANT/CONTRACTOR

Name: Emily Kizer

Email Address: emilykizer@mackinacisland.org

Address: PO Box 451

Mackinac Island

MI

49757

(Street)

(City)

(State)

(Zip)

Telephone: 734-834-0136

906-847-3783

(Home)

(Business)

(Fax)

☒ Attach a brief description of the nature of the minor work proposed and the materials to be used.

☒ Attach one or more photograph(s) of the whole building including façade and any relevant elevations showing the area, item or feature proposed to be repaired or replaced. The Building Official or Historic District Commission may require additional information necessary to determine the work to be Minor Work.

If the Building Official determines that the proposed work is not Minor Work, the Building Official shall direct the applicant to complete an Application for New Work and/ or Application for Demolition or Moving work which will then be referred to the HDC.

I certify that the information provided in this Application and the documents submitted with this Application are true to the best of my information, knowledge and belief; and that the property where work will be undertaken has, or will have before the proposed project completion date, a fire alarm system or a smoke alarm complying with the requirements of the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MLC 125.1501 to 125.1531

Signature

SIGNATURES

Signature

Emily Kizer

Please Print Name

Tim Hygh

Please Print Name

NOTE: All photos, drawings and physical samples, etc., become the property of the HDC/City of Mackinac Island. These may be returned to the applicant upon request after they are no longer needed by the Commission/City.

RETURN THIS FORM AND SUPPORTING MATERIALS TO:
MACKINAC ISLAND BUILDING OFFICIAL
7358 MARKET STREET, MACKINAC ISLAND, MI 49757
PHONE: (906) 847-4035

File Number:

Date Received:

Fee:

Received By:

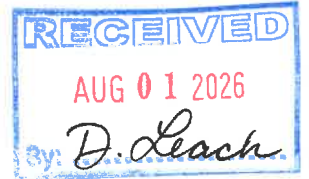
Work Completed Date:

We propose the following changes to the building located at 7274 Main Street:

Add an utility pedestal at the rear of the building for internet service.

The work will be done by a contractor for Spectrum after applying and receiving all appropriate permits and permissions. Approximate pedestal dimensions: 9" x 20"

This installation would allow the Mackinac Island Tourism office to improve their internet reliability with a dedicated service line.



EXISTING: Northeast corner of the MITB office



PROPOSED: NE corner of the building with proposed location of pedestal



EXISTING: North side view of MITB office from brick pathway



Update display area on west side of building.

We propose removing one of the existing rack card holders (approximately 43" by 42") on the exterior of the building. In its place, we propose mounting a map of Mackinac Island and two brochure holders for the island visitor guide and map.

Island businesses are utilizing fewer racks cards for advertising purposes compared to years ago. We find we need less space and can improve the overall look of the area if we have fewer empty spaces by removing one of the card display boards.

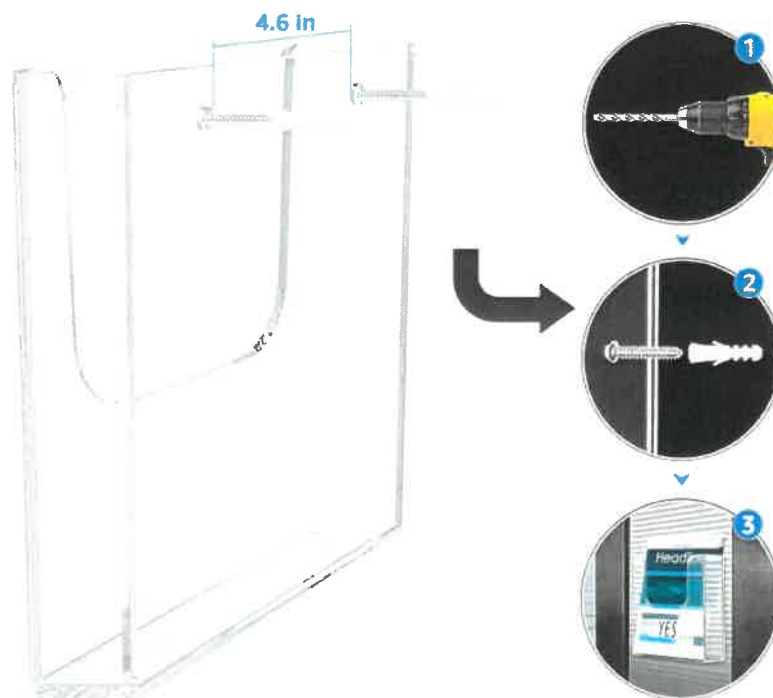
If approved, the map that will be installed will help guests understand the island better while still providing space for Mackinac Island Tourism members to display their advertising materials.

Installation work to be done by MITB Staff and Matt Myers of Mackinac Woodworks.

EXISTING: Two rack card holders



PROPOSED: Mock-up of map/publication holder location.



Example brochure holder, mounted with screws

Replace white painted wood countertop with composite countertop.

We propose replacement of the existing white painted wood exterior countertop at the Mackinac Island Tourism office's information booth. With the foot traffic we see every year at the window, the painted surface wears quickly, requiring regular painting in the off season.

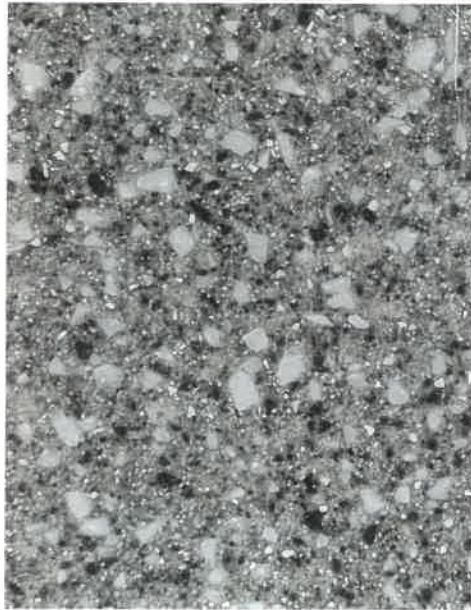
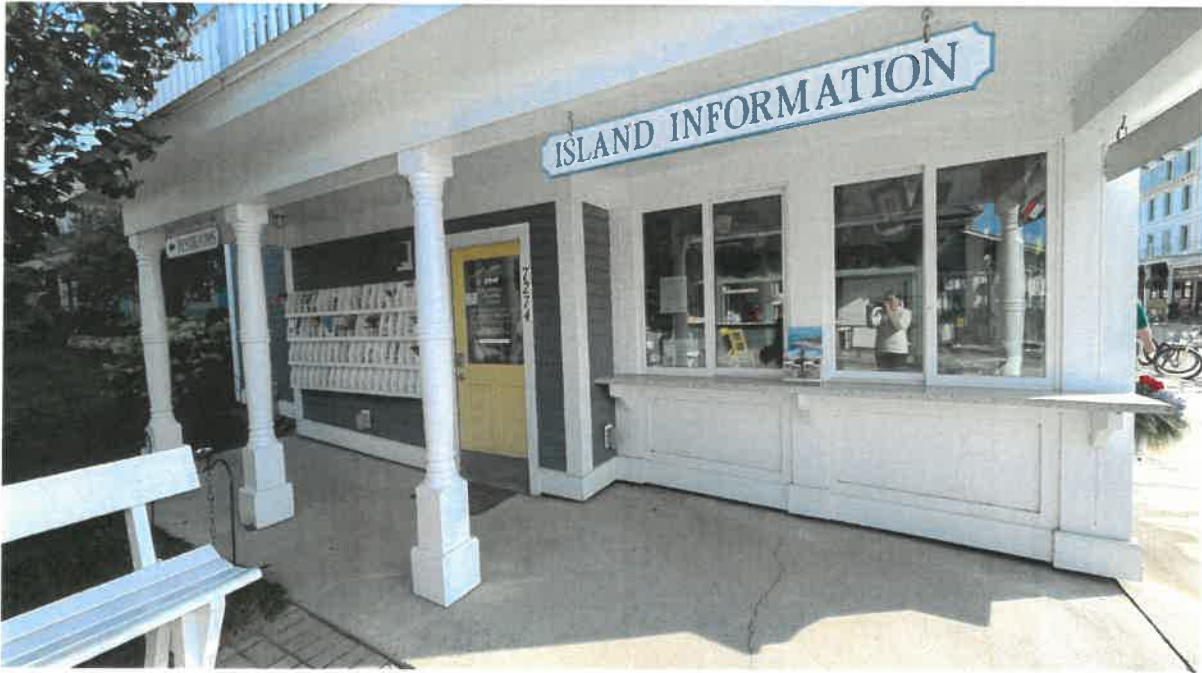
We would like to install a durable composite corian countertop with the same footprint as the existing exterior countertop.

Work to be done by Matt Myers.

EXISTING: Wood countertop painted white



PROPOSED: Corian composite countertop - grey speckle



Sample of proposed corian countertop - speckled grey

SITE PLAN

