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Memorandum

To: City of Mackinac Island Steering Committee
From: Adam Young, AICP, Project Manager
Date: June 22, 2023
Subject: Master Plan Kick-Off

We are pleased to be working with you to prepare an update to the City of Mackinac Island Master Plan. We are providing this correspondence as an official “kick-off” for the project. Our scope of work for the updated Master Plan is outlined in our January 25, 2023, proposal, which was accepted by the City Council. As a summary, our scope will include the following key tasks (*along with a tentative timeline for completion*):

1. **Notice of Intent to Plan Letters** (*Completed*) – We will provide template letters and assistance to City staff to send out the initial “notice of intent to plan” letters, as required by State law.
2. **Existing Conditions Analysis Updates** (*In Progress – Complete by July 2023*) – We will collect data and conduct the necessary research to prepare updates to the narratives, tables and maps included within chapters 1 through 5 of the current (2018) Master Plan. We will need your assistance to update the existing land use chapter and will discuss this during the June 2023 kick-off meeting.
3. **Online Citizen Opinion Survey** (*Late Summer 2023*) – We will prepare and facilitate an online citizen opinion survey. We will work with the City to get the word out about the availability of the survey.
4. **Student Survey** (*Early Fall 2023*) – Using the same student survey questions from the 2018 Master Planning process, we will work with school representatives to facilitate another survey of students at the Mackinac Island Public School.
5. **Town Hall Meeting** (*Fall 2023*) – We will facilitate a town hall meeting focusing on the confirmation of community values and the identification of community-driven solutions to challenges being faced by Mackinac Island. Although participants will be asked to consider weaknesses and constraints, the broader purpose of the meeting will be to focus on Mackinac Island’s strengths and opportunities, and to brainstorm land use and development strategies that would capitalize on them.
6. **Planning Recommendations, including Focus Area Plans** (*Late 2023*) – Based on the existing conditions findings and the results of the public engagement, we will prepare updates to the recommendations chapters of the 2018 Master Plan (chapters 6 through 8). This work will also include up to two “focus area plans” consisting of a more detailed investigation of selected areas of the Island and/or particular topics of concern.
7. **Preparation of a Complete Draft Report** (*Early 2024*) – We will assemble a complete draft report, to be endorsed by the Steering Committee and Planning Commission, prior to proceeding with the State-required adoption process.

8. **Adoption Process** (*Late Winter/Early Spring 2024*) – We will lead the City through the legal adoption process, which includes notification letters, a 63-day “review period” and a public hearing to be held by the Planning Commission.

We look forward to working with you in the months ahead. If you have any questions, please feel free to reach out to me at 313.961.3651 or ayoung@wadetrim.com.

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