



Mackinac Island State Park Commission
Policy

Cottage Remodeling, Construction, Repair Guidelines

Minutes: May 18, 1990, p. 2519
July 26, 2002, p. 3413
March 23, 2012, p. 3982

Preamble:

The cottages on State leased lands are historic structures, which are important to the historical landscape of Mackinac Island. Though the buildings belong to the lease owner, the terms of the lease require that they be well maintained and that the Mackinac Island State Park Commission has the right to review all building modifications and written permission must be secured from the Director before construction begins. Non-compliance constitutes a violation of the lease. The Commission's prime concern is maintaining the exterior visual appearance of the structure. Building modification should follow the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

General Policy

1. Lessee shall contact the Michigan Department of Labor and Economic Growth for necessary building permits when making any structural changes on exterior or interior.
2. Lessee shall also inform the Director of MSHP in writing of all planned exterior modification at least one month before construction is to begin. A formal application shall be filled out.
3. Plans, sketches, and photographs of the proposed work shall be furnished for review.
4. It is not necessary to inform the Commission of projects that do not modify the exterior appearance of the structure.
5. Should the plans not be a replica, appropriate criteria will be used in evaluating the plan including the following:
 - a. Is the project simply repairing or replacing existing architectural features?
 - b. Is the modification in a location visible to the public?
 - c. Does the modification harmonize with the existing structure and is it of a similar architectural style?

**COTTAGE
REMODELING
CONSTRUCTION
REPAIRS**

Page 2 of 5

- d. Does the modification create any health or safety concerns?
 - e. Does the modification impact adjacent leaseholders or park users?
 - f. Does the modification impinge on the aesthetics of the surroundings?
 - g. Does the modification detract from the historic integrity of the structure?
 - h. Does the construction process have an adverse affect on the surroundings?
6. Placement of satellite dish antennas of twenty-four inch maximum dimension shall be considered through the architectural review process with procedures to be established by the architectural review committee. Placement of satellite dish antennas or electronic devices of similar purpose on buildings in the parks is permitted only upon issuance of a Certificate of Appropriateness by the committee. Review shall be in accordance with Federal Communication Commission requirements, the Secretary of the Interior Standards and the requirement to preserve the historic visual appearance of the parks. Application and issuance of a certificate to a leaseholder shall constitute a mutual written agreement amending a lease that contains an outright prohibition on satellite dish antennas."
7. The proposed modification will be reviewed within thirty days by an internal committee of professionals with historical architecture expertise led by the Director.
8. A written approval or disapproval with reasons will be provided to the leaseholder.

Guidelines for Constructing a Cottage on Leased Land

Minutes: May 18, 1990, p. 2574

1. In the event that any structure and/or building on the Premises is damaged or destroyed by fire or other calamity, Lessee will be allowed to repair or replace the structures/buildings in accordance with Commission guidelines. If lessee chooses to repair or replace destroyed structures/buildings, work must begin within 12 months and be completed within twenty-four (24) months after construction begins. This period may be extended by the Director and/or the Commission if good cause is shown why the repairs or new construction cannot be completed within twenty-four (24) months. If the lessee chooses not to repair or replace the structures/buildings, or fails to complete construction in accordance with this provision, this lease shall be cancelled. If the lessee chooses not to repair or replace the structures/buildings on the Premises, or does not complete construction within the time frame set forth above, the lessee will pay for the full cost of clearing debris from the property and restoring the property to its natural condition.
2. If the lessee chooses to construct a new cottage on the leasehold, the following criteria will be used by the Architectural Review Committee in evaluating the plan prior to providing a final recommendation for Commission approval.
 - a. ***Orientation***
The orientation of a building is the direction it faces. **The orientation of a new building should be the same as its neighbors.**
 - b. ***Scale***
Scale is the relative or apparent size of a building in relation to its lot and neighboring structures of similar use. Scale is also the relative or apparent size of building elements, such as windows, doors, cornices and other features to each other and to the building. **The scale of a new building (and its elements) should respect the prevailing scale of its neighbors. The placement on the lot should be similar to the original regarding front, rear and side lot set backs.**
 - c. ***Proportion***
Proportion is the relationship of the dimensions of building elements, such as windows and doors, to each other and to the elevations. **The proportions of a new building should be compatible with those of its neighbors.**
 - d. ***Massing***
Massing is derived from the articulation of a building's facade through the use of dormers, towers and other roof projections, as well as facade projections such as bays, porches and steps. **The massing of a new building should be compatible with the massing of existing buildings.**

**COTTAGE
REMODELING
CONSTRUCTION
REPAIRS**

Page 4 of 5

e. ***Height***

The height of walls, cornices and roofs, as well as the height of bays, chimneys and towers, contributes to the character of existing buildings and districts. **A new building built in a street of existing buildings with varied heights should not be significantly higher or lower than its neighbors.**

f. ***Materials***

The materials used for walls, windows, sloping roofs, details and other visible elements of historic buildings should be respected in the design of a new building. **A new building should use the same or similar exterior materials that are used on existing buildings in the district.**

g. ***Roof Shapes***

The roof shape of a new building should respect those of its neighbors. **The roof shape of a new building should be compatible with the roof shapes of neighboring buildings.**

h. ***Details and Ornamentation***

A new building should consider the amount, location and elaborateness of details and ornamentation on existing neighboring buildings in its design. **Existing details and ornamentation may be used as the basis for those on a new building but they should not be copied exactly.**

i. ***Landscape Features***

Plants, trees, fences, retaining walls, sidewalks, driveways and other landscaping and landscape features are important character-defining elements in many historic districts. **If possible, the land forms and important existing plant materials, such as mature trees and shrubs, should be retained when a new building is built. If this is not possible, new landscaping that respects the natural terrain and complements neighboring buildings and landscaping should be installed.**

**APPLICATION FOR MODIFICATION OF A STRUCTURE LOCATED ON LAND
LEASED FROM THE MACKINAC ISLAND STATE PARK COMMISSION**

Date of Application _____

Name of Leaseholder _____

Address _____

Telephone Number _____

Contractor or Laborer _____

Location of Lease _____

Contractor's Address _____

Contractor's Telephone Number _____

Description of Proposed Modification _____

Expected Beginning Date of Project _____

Attach set of plans, site plan sketches, photographs and other items necessary for plan review.

Has a Department of Labor & Economic Growth Building Permit been applied for?
☐ YES ☐ NO

Signature of Leaseholder _____

**Return to: Mackinac Island State Park Commission
P.O. Box 370, Mackinac Island, Michigan 49757-0370**

For Office Use

Date of Plan Review _____

Recommendations _____

Signature of Director _____
Director

Date _____

Rev. 10/2002 - permit expires one year from date approved