

**BOIS BLANC TOWNSHIP**  
**Special Meeting**  
**Aug 26, 2024**  
**Bois Blanc Township Hall**

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Meeting was called to order at 8:00am by Supervisor, Brent Sharpe.

Pledge of Allegiance

Notice/Agenda Attached

Present: Tom Wybranowski, Brent Sharpe, Keri Viers, Diane Akright, Damien Nelson Absent: Anne Kennedy

Zoning Enforcement & Municipal Infractions were discussed and the following parameters agreed upon.

Re: Zoning Infractions:

- Violations can be complaint driven, (form must be filled out and given to the ZA for investigation.)
- ZA has the authority to investigate any possible infraction he can see from the road of his own accord. (Within the limitations of law)
- Process will be documented as follows:
  1. Conversation to remedy
  2. Followed up by a letter from zoning (30 days) if no action to correct has been made.
  3. If not corrected within an additional 30 days, a fine is issued with a notice to **go to magistrate. (Mackinac County)** (copy to the Township Board)
  4. If escalated from magistrate – all documents go to the attorney and a higher court.
- Stop work orders will be utilized when/where necessary until violations are resolved.
- Township will look into the investment of AIS (Arch GIS) software to be able to assist our zoning administrator.
- Fines/Fees were discussed as follows:
  1. Single fine: \$50
  2. Second fine: \$100
  3. Third fine: \$150

Once the fine is issued, the recipient has 30 days to pay and correct. After 30 days, the fine will be doubled and sent to legal at the same time.

Motion was made by D Akright, 2<sup>nd</sup> by K Viers to allow the zoning administrator to act as enforcement officer and write civil infractions in accordance with the implementation of the process, fees and schedules discussed above. Roll call vote: Ayes: T Wybranowski, B Sharpe, K Viers, D Akright Nays: none Absent: A Kennedy **Motion 2024-108 carried**

**Follow up items:**

- Fluorescent Warning Sign to be utilized at building sites: "Notice: You're under review, no permit on File"
- Fluorescent Tags: "Stop Work Order"
- Creation of a Bois Blanc Township Civil Infraction Notice of Violation: (Example of one from the state site was submitted to review, Damien will look at tweaking for our use) – Should be a 3-part carbonless form. \*\*Also include policing ordinances like parking, fire, food truck (safety issues)
- Develop a spreadsheet for reporting to the township board.
- Filing System: Set up within zoning files for all infraction documentation files.
- Review current zoning ordinances for inclusion and possible revision needed to enforcement/governing board (bureau).
- How to set up GL/distributions so that zoning fines are set aside to assist in the cost of zoning administration.

**DNR Road Proposals:** No changes were noted by the board members and verification will be sent to the DNR.

There being no further business, the meeting was closed at 10:00am.

Respectfully Submitted,

Diane M Akright, Bois Blanc Township Clerk

BOIS BLANC TOWNSHIP  
P.O. Box 898  
Pointe Aux Pins, MI 49775  
231-634-7275

# NOTICE

## Special Meeting of Bois Blanc Township Board Monday, Aug 26, 2024 Starting at 8:00 am

The Bois Blanc Township Board will meet to discuss, deliberate and possibly take action on the following:

- Zoning Enforcement parameters, processes and procedures.
- DNR road proposal board comments

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act), MCLA 41.72a (2)(3) and the Americans With Disabilities Act (ADA).

Diane M Akright - Bois Blanc Township Clerk  
*A copy of this notice is on file in the office of the Township Clerk.*