

Unapproved

BOIS BLANC TOWNSHIP
Regular Meeting
Sept 10, 2025
Bois Blanc Township Hall

Meeting was called to order at 7:00 pm Supervisor Brent Sharpe

Pledge of Allegiance

Present: Diane Akright, Brent Sharpe, Tom Wybranowski, Megan Hawver-Vallance and Sue Winters

Agenda was reviewed and accepted with the addition of metal collection to the transfer station dept heading.

Motion was made by T Wybranowski with a 2nd by M Hawver to accept the 08/13/25 regular minutes as submitted.
Roll call vote: Ayes: B Sharpe, D Akright, T Wybranowski, M Hawver, S Winters Nays: none Absent: None **Motion 2025-071 carried**

Treasurer's report was submitted.

Budget Amendments: None

Motion was made by M Hawver with a 2nd by S Winters to pay the bills as submitted.
Roll call vote: Ayes: B Sharpe, D Akright, T Wybranowski, M Hawver, S Winters Nays: none Absent: None **Motion 2025-073 carried**

Department Reports:

Airport: The Runway Rehab project was approved for funding today. Meeting with contractor regarding next steps for work should be yet this fall. Clearing project: disappointed with lack of progress, follow up with contractor.

Funding was approved for the new Generator at the Airport. Estimated cost is approx. \$75,000 with \$0 cost to the township. Motion was made by D Akright, 2nd by M Hawver to authorize Supervisor Brent Sharpe to sign the contracts for Grant# 3-26-0155-20425 for the new Generator. Roll call vote: Ayes: B Sharpe, D Akright, T Wybranowski, M Hawver, S Winters Nays: none Absent: None **Motion 2025-072 carried**

Fire: One of the sheds behind the Wagner Room have been cleared for maint/P&R usage. Bryce Tracey called from Mackinac County 911. We may be asked to join a conference call regarding some partial reimbursement plans for Marine rescue.

Marina: The Harbormaster, Tom Lower reported as follows.

- Assistant Harbormaster Megan Bollon helped fill in while Tom was gone.
- Had a conference call regarding the dredge permits with Army Corp of Engineers and EGLE. A follow up with some drawings needs to be completed. Still hoping to complete yet this fall.
- Transient income for Sept has dropped slightly.
- At the next HC meeting we will be covering the requirements for DNR pricing for 2026.
- Don got a bid for recoating the Parking Lot and Causeway. (\$15,000 for recoating and up to \$3000 for striping)
Board requested a copy of the bid in writing.
- Flag is to be lowered tomorrow am & back up in the afternoon.

There is an upcoming meeting for Harbormasters in Port Huron on October 8th & 9th that Tom would like to attend.
Motion was made by D Akright, 2nd by T Wybranowski to approve up to \$500 travel reimbursement for the

Unapproved

Harbormaster Seminar with the DNR. Roll call vote: Ayes: B Sharpe, D Akright, T Wybranowski, M Hawver, S Winters
Nays: none Absent: None **Motion 2025-074 carried**

Law:

Cemetery: We had one interment on Aug 21st and another one is set for end of Sept.

Parks and Rec: Not a lot going on right now. Still have the photo contest and game, calendars and fly swatter sales going on. Will coordinate at some point the movement of the shed at cut off road to Bright Water Park. Don't want it in the way for well drilling or digging of the outhouse though.

Planning: Planning is continuing to work through zoning updates revising what we have so they are consistent with our master plan and any changes in the laws. Newspaper posting s/b in the paper today regarding a public hearing on the last updates we have completed. This will include the PUD (Planned Unit Development), The Pines Beach Park and Tree preservation zoning. Other than that, we continue to work through everything in our zoning as presented to us step by step.

Transfer Station: Everything going smoothly. Carl requested the township allow him to operate under contract with the township regarding metal collection in the same way Nagy did in the past. (Collection at the township, his container). T Wybranowski motioned, 2nd by S Winters to approve metal collection through Carl Pickworth at the transfer station. Roll call vote: Ayes: B Sharpe, D Akright, M Hawver, S Winters, T Wybranowski Nays: none Absent: none **Motion 2025-075 carried.**

Zoning: The last applicant we had interested in the position has decided they cannot commit the time necessary. We will need to re-post the position. In the interim, Brent will continue to process. We have had 10 applications thus far this year.

Maintenance: New fencing is up around the outhouses at the marina. Next will be working on the platform/deck by the hand pump at the marina and installation of the kiosks. Now that we have the maintenance shed we can move the old mower out of the way of the airport.

Health Committee:

Old Business:

Public Comment:

Veteran's Park collecting names of veterans from the island (part time or full time residents past or present) to be added to their post. A dedication is planned for 11/11/25.

New Business:

STR (Short Term Rental) ordinance: Ordinance review received no comments from the county. PC voted to have it recommended for adoption to the township board. This was distributed in advance to the board members. Motion was made by D Akright, 2nd by T Wybranowski to adopt as submitted. Roll call vote: Ayes: M Hawver, T Wybranowski, B Sharpe, D Akright Nays: S Winters, Absent: none **Motion 2025-076 carried.**

STR (Short Term Rental) application: Application form to be used for STR permits was approved by the PC and is being submitted to the Township Board for implementation. Motion was made by D Akright, 2nd by T Wybranowski to adopt as submitted. Roll call vote: Ayes: M Hawver, T Wybranowski, B Sharpe, D Akright Nays: S Winters, Absent: none **Motion 2025-077 carried.**

Website: Township current website will no longer be supported after March 2026. We have been presented with 3 options. 1) we re-do our website with our current provider LIAA 2) We partner with another developer or 3) we retire

Unapproved

the site. Discussion..... We will pursue a quote from LIAA as well as another developer that Megan picked up information on at MTA so we can review both. There will be a fee of \$90/mo starting in October to maintain what we have until we get a new site in place.

Correspondence & Meetings:

There being no further business, the meeting was closed at 7:30 pm.

Respectfully submitted,

Diane M Akright , Bois Blanc Township Clerk

CASH SUMMARY BY FUND FOR BOIS BLANC TOWNSHIP
FROM 08/01/2025 TO 08/31/2025
FUND: 101 206 207 226 295 594
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 08/01/2025	Total Debits	Total Credits	Ending Balance 08/31/2025
101	GENERAL FUND	495,452.12	28,076.22	50,682.51	472,845.83
206	FIRE FUND	369,958.57	2,311.16	7,906.58	364,363.15
207	LAW FUND	225,120.60	1,671.83	3,382.41	223,410.02
226	TRANSFER STATION FUND	188,934.41	9,263.12	18,945.19	179,252.34
295	AIRPORT FUND	360,301.60	299.40	2,426.70	358,174.30
594	MARINA FUND	469,099.47	11,973.43	22,403.67	458,669.23
	TOTAL - ALL FUNDS	2,108,866.77	53,595.16	105,747.06	2,056,714.87

Check Date	Check	Vendor	Vendor Name	Invoice Vendor	Description	Amount	S
Bank CNBG1 GENERAL CHECKING ACCOUNT							
08/26/2025	20034	AIRGAS2	AIRGAS USA, LLC	AIRGAS USA, LLC	OXYGEN RENTAL	223.95	0
08/26/2025	20035	AGP	AMERICAN GAS PRODUCTS	AMERICAN GAS PRODUCTS	PROPANE	1,015.08	0
08/26/2025	20036	MISC	BAB'S PARK INC	BAB'S PARK INC	WAGNER ROOM DEPOSIT REFUND	400.00	0
08/26/2025	20037	BERNARD	BERNARD BC-CHEBOYGAN	BERNARD BC-CHEBOYGAN	QUICK CRETE	13.98	0
08/26/2025	20038	BLOOM	BLOOM SLUGGETT, PC	BLOOM SLUGGETT, PC	ATTORNEY FEES THROUGH 7/31/25	1,045.50	0
08/26/2025	20039	MISC	CAYLA BEGLE	CAYLA BEGLE	WAGNER ROOM DEPOSIT REFUND	100.00	0
08/26/2025	20040	CVIERS	CHRIS VIERS	CHRIS VIERS	CELL PHONE STIPEND - SEPT	40.00	0
08/26/2025	20041	WITEK	DENNIS WITEK	DENNIS WITEK	SEPTEMBER RENTAL	875.00	0
08/26/2025	20042	GFL	GFL ENVIRONMENTAL USA INC	GFL ENVIRONMENTAL USA INC	TRASH REMOVAL - 7/18 & 7/30	6,924.64	0
08/26/2025	20043	MISC	GINGER CANUP	GINGER CANUP	WAGNER ROOM DEPOSIT REFUND	400.00	0
08/26/2025	20044	LIAA	LAND INFORMATION ACCESS AS	LAND INFORMATION ACCESS AS	PRORATED HOSTING FEE (DEC 2024-SE	275.00	0
08/26/2025	20045	MACKINAC C	MACKINAC COUNTY ROAD COMMI	MACKINAC COUNTY ROAD COMMI	50% OF PROJECT COST - ROAD WORK L	9,701.25	0
08/26/2025	20046	PLAUNT	PLAUNT TRANSPORTATION	PLAUNT TRANSPORTATION	TRANSPORTATION COSTS	1,130.00	0
					TRANSPORTATION - OXY TANKS	48.00	0
						1,178.00	
08/26/2025	20047	PIE & G	PRESQUE ISLE ELECTRIC & GA	PRESQUE ISLE ELECTRIC & GA	ELECTRIC SERVICES	778.45	0
08/26/2025	20048	STAN'S	STAN'S EASTSIDE SERVICE LL	STAN'S EASTSIDE SERVICE LL	REPAIR SERVICE LAW TRUCK	365.62	0
08/26/2025	20049	STRAITS E	STRAITS ELECTRIC INC	STRAITS ELECTRIC INC	NEW LIGHT INSTALL - MARINA FLAG	1,426.73	0
08/26/2025	20050	VC3	VC3, INC	VC3, INC	SSL CERTIFICATION - VPN 1YR	150.00	0
09/10/2025	20055	ANDERSON	ANDERSON, TACKMAN & COMPAN	ANDERSON, TACKMAN & COMPAN	PROGRESS BILLING - AUDIT	1,500.00	0
09/10/2025	20056	CVIERS	CHRIS VIERS	CHRIS VIERS	AUGUST MILEAGE	28.00	0
09/10/2025	20057	CITZ CARD	ELAN FINANCIAL SERVICES	ELAN FINANCIAL SERVICES	CREDIT CARD CHARGES - SEE BELOW	1,760.73	0
09/10/2025	20058	FRESH COAS	FRESH COAST PLANNING, LLC	FRESH COAST PLANNING, LLC	ZONING UPDATES PUD AND STR TREE P	938.00	0
09/10/2025	20059	MISC	LINDA GEKLE	LINDA GEKLE	MILEAGE REIMBURSEMENT	70.00	0
09/10/2025	20060	MERCHANT	MERCHANT EXC. & SEPTIC SER	MERCHANT EXC. & SEPTIC SER	PORTA JOHN RENTAL 7/18/2025 FOR P	150.00	0
09/10/2025	20061	PLAUNT	PLAUNT TRANSPORTATION	PLAUNT TRANSPORTATION	TRANSPORTATION COSTS	1,012.03	0
09/10/2025	20062	RICK NAV	RICKY NAVARRE	RICKY NAVARRE	MAINT MILEAGE AUG	191.10	0
09/10/2025	20063	TDS	TDS TELECOM	TDS TELECOM	AUGUST 2025 TELEPHONE AND INTERNE	696.66	0
09/10/2025	20064	CINCI INS	THE CINCINNATI INSURANCE C	THE CINCINNATI INSURANCE C	MARINA INS	25.00	0
09/10/2025	20065	UPNORTH	UPNORTH	UPNORTH	FIRE EXTINGUISHER INSP AND TESTIN	400.00	0
09/10/2025	20066	POSTMASTER	US POSTAL SERVICES	US POSTAL SERVICES	12MONTH PO BOX RENTAL	126.00	0

CNBG1 TOTALS:

Total of 29 Checks:
Less 0 Void Checks:

Total of 29 Disbursements:

31,810.72
0.00

31,810.72

(Handwritten signature)
M. H. [unclear]
[unclear]
[unclear]

**BOIS BLANC TOWNSHIP
MACKINAC COUNTY, MICHIGAN
(Ordinance No. 2025-076)**

At a regular meeting of the Township Board for Bois Blanc Township held at the Township Hall on September 10, 2025, beginning at 7:00p.m., this Ordinance was offered for adoption by Township Board Member Diane Akright and was seconded by Township Board Member Tom Wybranowski:

**AN ORDINANCE TO AMEND THE ZONING ORDINANCE
OF THE TOWNSHIP OF BOIS BLANC**

(Short Term Rentals)

THE TOWNSHIP OF BOIS BLANC ORDAINS:

Section 1. Supplemental Site Development Standards. Article 6 of the Zoning Ordinance of the Township of Bois Blanc is hereby amended by the addition of subsection 22 within Section 6.01, which shall read in its entirety as follows:

Section 22 Short Term Rentals

This section is intended to protect and promote the health, safety, and welfare of all the citizens of Bois Blanc Township, as well as those visiting the area, by requiring the licensing of Short Term Rentals within the Township. The Township wishes to preserve and retain the residential community character of the Township. It is the intent of Bois Blanc Township to make Short Term Rental activity permitted through this section resemble the existing traditional residential uses made by resident owners and lessees. Short Term Rentals provide a community benefit by expanding the number and type of lodging facilities available, however the transient nature of occupants of Short Term Rentals makes continued enforcement regarding the occupants difficult. The provisions of this section are necessary to prevent the continued burden placed upon Township services and impacts on residential neighborhoods posed by Short Term Rental properties.

- 1. Permitted Districts.** Short Term Rentals shall be a permitted use in any zoning district in which a single-family dwelling is allowed, subject to issuance of a Short Term Rental permit and compliance with all requirements of this Section.

2. **Definitions.** For the purposes of this Section only, the following terms shall be defined as follows:

- A. **Dwelling Unit:** A building or portion of a building, either site-built or pre-manufactured which has sleeping, living, cooking and sanitary facilities and can accommodate one family, either permanently or transiently. In the case of buildings, which are occupied in part, the portion occupied shall be considered a dwelling unit, provided it is in conformance with the criteria for dwellings. In no case shall a travel trailer, truck, bus, motor home, tent or other such portable structures be considered a dwelling unit.
- B. **Local contact person.** A local property manager, owner, or agent of the owner, who is over the age of 18 and available to respond to tenant and neighborhood questions or concern, and authorized by the owner to take remedial action and respond to any violation of this ordinance. The local contact person shall have a place of residence within the geographical limits of the Township.
- C. **Operator.** The person who is proprietor of a property (or portion thereof) used for a Short Term Rental whether in the capacity of owner, managing agent, lessee, mortgagee in possession, licensee, or any other capacity.
- D. **Owner.** The person or entity that holds legal or equitable title to the property (or portion thereof) used as a Short Term Rental.
- E. **Parking space.** An onsite designated parking area legally available to the dwelling unit for overnight parking of a motorized vehicle or trailer.
- F. **Person.** An individual, a group of individuals, or an association, firm, partnership, corporation, or other public or private entity.
- G. **Roadway.** All public and private roads, streets, road ends, access easements, and alleys.
- H. **Short Term Rental.** The use of renting a dwelling unit for a period of time less than thirty (30) consecutive calendar days. Short Term Rental does not include a bed and breakfast, hotel, motel, or resort permitted and operated in accordance with the Bois Blanc Township Zoning Ordinance.

3. **Short Term Rental Standards**

All Short Term Rentals must meet the following standards:

- A. Any dwelling unit utilized as a Short Term Rental shall require a Short Term Rental permit.
- B. All lodging on a property with a Short Term Rental permit is to be within the dwelling unit and not in an accessory building, or any

- other structure or cover.
- C. All parking associated with a Short Term Rental property shall be out of the roadway and entirely on-site, in a garage, driveway or other designated area.
 - D. The owner or operator of a Short Term Rental property shall maintain running water and a functioning septic system or sewer connection in the dwelling.
 - E. The number of guests shall not exceed two (2) times the number of bedrooms in the dwelling unit, unless the applicant can show that the dwelling unit is suited to accommodate more guests. If the Supervisor or his/her designee finds that the applicant has proved that the dwelling unit is suited, he/she may at his/her sole discretion, allow additional guests.
 - F. The owner or local contact person shall be available to respond to emergencies, issues, questions or concerns, of the guest, the Township, or another person or entity that may need to address a person with authority to take remedial action and respond to any violation of this section, or other matters.
 - G. Any pets that may be staying at a Short Term Rental property must be in compliance with Mackinac County Animal Control Ordinance. Bois Blanc Township is not responsible for enforcing the ordinances of Mackinac County, however any verified citations by Mackinac County may be taken into consideration in the application approval process and the renewal process.

4. Application for Short Term Rental Permit

- A. Application information required:
 - 1. The name, address, telephone number, and email address of the owner of the proposed short-term rental, and of the applicant, if different than the owner.
 - 2. Documentation signed by the owner granting authority to the applicant to act on behalf of the owner to make application for the short-term rental permit on the owner's behalf.
 - 3. The name, address, telephone number, and email address of a local contact person, if different than the owner.
 - 4. The address and parcel tax ID number of the proposed Short Term rental property.
 - 5. Proof of ownership or authority to use (deed, land contract, lease agreement) along with a list of any rules or restrictions applicable to the proposed Short Term rental property.
 - 6. Site plan of proposed Short Term rental property (may be hand-drawn and must include the measured dimensions) indicating property lines, floor plan drawing of the dwelling unit including the number of bedrooms intended to be occupied, building's driveway,

- parking area, drain field location and docks (if applicable).
7. The proposed maximum occupancy of the Short Term rental.
- B. Application fee. The application shall be accompanied by an application fee as established by resolution and set forth by the Township Board.

5. Permits.

- A. Number of Permits Issued. The total number of permits issued for Short Term Rentals in Bois Blanc Township shall be limited to fifty (50). No permit shall be issued to a property that will not be made available for rent. A permit shall be revoked by the Township Supervisor if the Supervisor determines that the permit was not obtained in good faith and the dwelling was not made available for rent.
- B. Standards for Approval. The Township Supervisor, or his/her designee, shall approve, or approve with conditions, an application for a Short Term Rental permit only upon finding that the application fee has been paid, no taxes are delinquent, all required information has been provided by the applicant, and the information shows that the proposed property complies with all of the standards provided in Section 6.01.22.3.
- C. Permit duration and renewal.
1. A Short Term rental permit shall be issued for a period of one calendar year at which time that permit shall expire.
 2. An existing Short Term rental permit may be renewed, subject to the exception provided in subsection 5C3 herein, each year if reapplication (with updated information) is made and the fee is paid prior to thirty (30) days of the expiration of the applicant's current permit.
 3. An existing Short Term Rental permit may not be renewed for a period of not less than two (2) years if the permit holder, or the property owner, has been issued a citation for violation of any Bois Blanc Township Ordinance, including this Zoning Ordinance, relating to use of the property. In the event a property is not permitted to renew a Short Term Rental permit, a new application for Short Term Rental use of the property may be made as if the applicant is making application for the first time.
- D. Any new Short Term rental shall be registered within 30 days of occupancy by the Owner. Following initial registration, the Township may arrange for inspection of the Short Term rental and upon successful inspection and the payment of any applicable fee, will issue a rental certificate of compliance as permitted by this Ordinance.
- E. The Owner of a Short Term rental in existence prior to the adoption of this Ordinance shall register the Short Term rental no later than four

months after the effective date of this Ordinance or October 31, 2025, whichever is later. Following, the Township may arrange for inspection of the Short Term rental and upon successful inspection and the payment of any applicable fee, will issue a rental certificate of compliance as permitted by this Ordinance.

- F. Transferability. A Short Term Rental permit may not be transferred from one dwelling unit to another dwelling unit, nor may it be transferred to a new owner of the property.

6. Enforcement, Revocation and Appeals.

Revocation of Permit. The Township may revoke the Short Term Rental permit for any dwelling unit which is the site or subject of at least three (3) separate violations of any Ordinance. Upon determination by the Township Supervisor that the permit of a dwelling unit is subject to revocation, pursuant this Section, the Supervisor shall issue written notice by certified mail to the Owner or Operator, to the address listed on the application, informing them that the Township intends to revoke the permit. The Owner, Managing Agent, or Operator may, within thirty (30) days from the date of the notice, request a hearing before the Bois Blanc Township Board of Trustees to show cause as to why the permit should not be revoked. If a hearing is requested, the Township Supervisor or his/her designee shall notify the Owner or Operator of the time and place of the hearing. At the hearing, the Owner or Operator may present evidence that the violations of this Ordinance were due to or caused by extraordinary circumstances. The Township Board of Trustees may, in its discretion, reverse the determination of the Township Supervisor to revoke the permit by a majority vote.

Section 2. Publication; Effective Date. This Ordinance shall become effective seven days after its publication or seven days after the publication of a summary of its provisions in a local newspaper of general circulation.

The vote to adopt this Ordinance was as follows:

YEAS: Magan Hawver-Vallance, Tom Wybranowski, Brent Sharpe, Diane Akright

NAYS: Susan Winters _____

ABSENT/ABSTAIN: None _____

ORDINANCE DECLARED ADOPTED.

CERTIFICATION

I hereby certify the above is a true copy of an Ordinance adopted by the Township Board for Bois Blanc Township at the time, date and place as specified above, pursuant to the required statutory procedures.

Respectfully submitted,

By 
Diane Akright
Bois Blanc Township Clerk

Pub: St Ignace News 09/24/25