

**GENERAL APPLICATION FOR WORK LOCATED WITHIN A HISTORIC DISTRICT**

Section X, Item B.

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:** 7358 Market St. 051-550-010-00  
(Number) (Street) (Property Tax ID #)

**PROPERTY OWNER**

Name: City of Mackinac Island Email Address: \_\_\_\_\_  
Address: 7358 Market St. Mackinac Island MI 49757  
(Street) (City) (State) (Zip)  
Telephone: (906) 847 3702  
(Home) (Business) (Fax)

**APPLICANT/CONTRACTOR**

Name: Danielle Leach Email Address: \_\_\_\_\_  
Address: 7358 Market St. Mackinac Island, MI 49757  
(Street) (City) (State) (Zip)  
Telephone: (906) 436-7036  
(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

Danielle Leach SIGNATURES \_\_\_\_\_  
Signature City Clerk Signature \_\_\_\_\_  
Please Print Name 3/9/2024 Please Print Name 3/11/24

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: MD26-010-014(H) Date Received: 3-10-24 Fee: Waived  
Received By: Kyle Work Completed Date: \_\_\_\_\_

# City of Mackinac Island

City Hall, 7358 Market Street, P.O. Box 455, Mackinac Island, MI 49757-0455

March 10, 2026

File No: MD26-010-014(H)  
Exhibit: A  
Date: 3.11.26  
[Handwritten initials]



Dear Planning Commission Members,

Please let this memorandum serve as an attachment to my General Application for Work Located Within a Historic District, to give further explanation to my request presented to you today.

The State of Michigan per MCL Section 168.761d, now requires that each jurisdiction have at least one (1) absentee ballot drop box that meets the following requirements:

- Be clearly labeled as an absent voter ballot drop box that can be used to return completed absent voter ballot applications and voted absent voter ballots.
- Be securely locked, be affixed to the ground or to another stationary object.
- Be accessible 24 hours each day during the 40 days before election day, and be accessible until 8 p.m. on election day.
- Be located in a publicly accessible, well-lit area with good visibility.
- Video monitoring of the absent voter ballot drop box is required

A photo of the ballot box is attached to this letter.

I have arranged for City Foreman Mike Ruddle to perform the installation of the drop box. At this time, we would like to place the drop box on the north side of the stairs leading in to the side entrance of City Hall. By attaching the box here, it is out of the way, but still in a well lit and accessible area. This also provides the use of a post already secured in the ground.

The box will need to be installed in the near future as it will need to be in use for the May 5, 2026 election.

Sincerely,

Danielle Leach

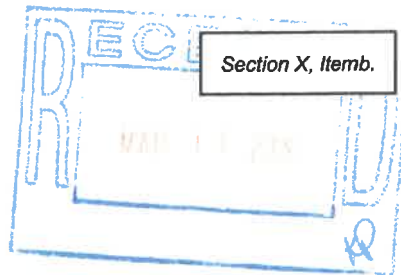
City Clerk & Election Coordinator

City Clerk: (906) 847-3702  
City Treasurer/Assessor: (906) 847-6002

Mayor's Assistant: (906) 847-6556  
Building & Zoning: (906) 847-4035  
Fax: (906) 847-6430

Police Administration: (906) 847-3345  
Fire Administration: (906) 847-8159

# City of Mackinac Island - Elections Ballot Drop Box



## Placement

- To the right of the stairs at the side entrance to City Hall
- Consider having Maintenance build a "cover" that can completely block access to the box when not in use for an election
  - o Prevent tampering & weather damage

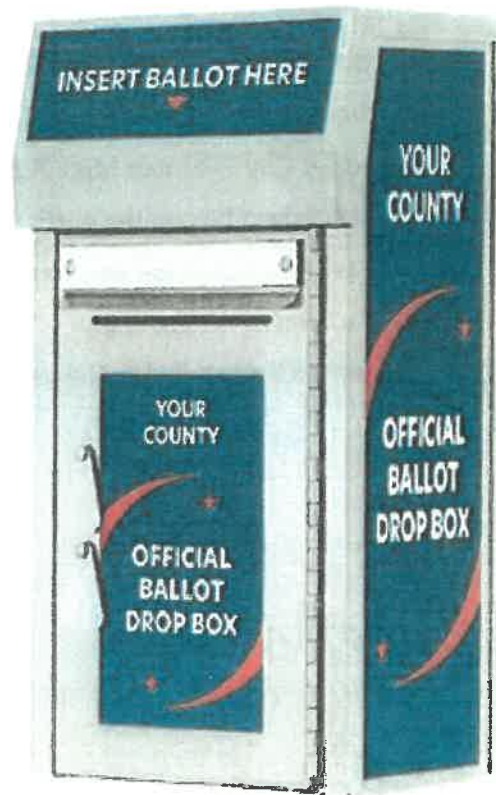
## Security Camera

- Monitoring when in use for an election is now required by the State of Michigan
- Camera will need to be installed on the side of the building, out of reach of general tampering

## Wall Mounted Ballot Box - Item # BA-400

- The "traditional" ballot box style
- Holds 270 ballots at a time
- Cost of \$1,312.50 (lowest cost option)
- Dimensions: 11" L x 8" W x 22" H
- Made from low-maintenance, brushed stainless steel
- Features an anti-tamper slot for added protection
- Storage Capacity - approximately 270 ballots

File No MD26-010-014(H)  
Exhibit C  
Date 3-11-26  
Initials MP





Sales Number: **SO63844**

Business Name: Election Source

Model/Cabinet: 400

Date of Proof: 4/01/2026

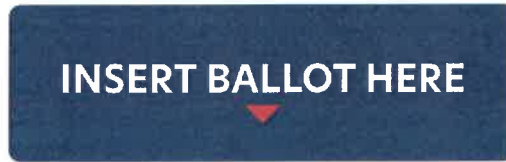
Quantity: 1

Date Shipped: \_\_\_\_\_

Special Instructions:



Left  
7.25" x 20"



Front Top  
11" x 3.25"



Door  
7" x 12"



Right  
7.25" x 20"