

# **Mastodon Township Planning Commission**

## **Meeting Agenda**

**Wednesday, January 7, 2026 – 5:00pm**

**CALL MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF PLANNING COMMISSION MEMBERS**

**APPROVAL OF THE AGENDA**

**APPROVAL OF THE MINUTES:** December 3, 2025 Regular Board Meeting

**ZONING ADMINISTRATOR'S REPORT**

**NEW BUSINESS:**

**OLD BUSINESS:** Master Plan Updates/Discussion

**PUBLIC COMMENT**

**ADJOURNMENT**

**NEXT MEETING:** February 4, 2026

## **Mastodon Township Planning Commission Minutes - DRAFT**

Wednesday, December 3<sup>rd</sup>, 2025

**Call to Order:** Chairperson Mallon called the meeting to order at 5:00pm and the Pledge of Allegiance was said.

### **Commission Members Present:**

Chairperson, Paul Mallon

Vice Chairperson, Courtney Franz

Secretary, Ashlee Kinsey

Township Liaison, Mike Bjork

Member, Sherie Courchaine

**Approval of Agenda:** Mallon made a motion to add Rec. survey discussion to our agenda under old business. Motion made by S. Courchaine with support by Franz to approve the agenda with the addition. Call to vote: ALL AYES, NO NAYS. Motion carried.

**Approval of previous meeting minutes:** Franz made a motion to approve November minutes, with support from Mallon. Call to vote: ALL AYES, NO NAYS. Motion carried.

**Zoning Administrators report:** on hold.

**Old Business:** The Zoning ordinance of 2022 did not go through the proper process to get approved by the state of Michigan. Prior to the 2022 changes, C. Franz had requested a budget line item of hiring a planning and zoning liaison to guide the process. The board approved but no one was hired to help with the ordinance revisions. Ordinance changes need to be based off of the 2021 Master Plan. The planning Commission will focus on updating the master plan before finalizing ordinance changes.

Mallon has asked the commission members to read the following documents before our January meeting: The Master Plan (2021), FACT SHEET MASTER PLAN, Mastering the Updating Process and the MSU Most local governments need to update their Master Plan.

**New Business:** It has been suggested each member complete the online Citizen Planner Training through the State of MI, MSU. This training will provide helpful information for the Master Plan updating. It is \$225 a person. Chad Skinner asked P.Mallon to send an email to M.Bjork so he can present the training request to the board for Ashlee, Courtney, and m.Bjork. The goal is to get this approved by the next meeting for this fiscal year so our members can get started right away.

As discussed, a map of the trails in our parks (trailheads), electricity at buck lake, and signage for all things recreation related are being prioritized with the upcoming budget.

Discussed Rec Plan in detail while referring back to the results of the rec survey. We will be having a joint meeting In February to discuss requests before the budget is submitted.

Public Comment: NONE

**Adjourned:** Motion by P. Mallon with support by C. Franz to adjourn at 6:11pm. Call to vote: All AYES, NO NAYS, Motion carried.

**The next regular meeting will be January 7th, 2026 at 5pm.**

**Draft Minutes of the 12/3/2025 Regular Meeting**

Secretary, Ashlee Kinsey

Date: 12/9/2025

# **Zoning Administrator Report**

**December 2025**

No activity to report for the month.

Waiting for Board approval of Zoning Ordinance, Municipal Civil Infraction Ordinance along with appointment of enforcement officer(s), and the fee schedule. Once approved, appropriate administration can begin.

# Zoning Enforcement Report

December 2025

12/31/2025

## Zoning Violations Opened

- Erika Michaud, 147 Elvira Drive: Notice of abandonment per section 903(c) of the ordinance. Certified letter drafted and sent 11/6/25; received and signed for on 11/15/25. Received voice mail from Ms. Michaud on 12/31/25. Following up in January.

## Zoning Violations Resolved

- Paul/Paul Jacobs, 137 Jacobs Dr.: Sect. 500 & 701(a). Settlement accepted by Board. New application is to be submitted and both gazebo and sauna must be verified to be compliant with 701(a). 12/31/25 have not received signed settlement nor new application. Following up with Attorneys in January.

## Open Violations

- Perry/Denise Jacobs, 172 Jacobs Dr.: Sect. 500 & 701(a). Litigation continues.
- Clint Johnson, 424 & Alpha village: Sect. 500 ; No site plan submitted to date. Will follow up in January.

## Violation Inquiries

## Enforcement Issues

- Ordinance(s) adoption still not completed.