

**CALL TO ORDER**

The Regular Scheduled Meeting held on Monday, January 12<sup>th</sup>, 2026 of the Benton Charter Township Planning Commission was called to order at 6:00 p.m.

Members Present: Chairperson Joseph Taylor, Marletta Seats, Gregory Whitehead and Matt Davis  
Members Absent: Trina Rodez  
Staff Present: Loyall Bennett, Caleb O’Toole and Deeann Scalf  
Also present: Elizabeth Ashmead (BCT Building Dept)

**SILENT INVOCATION:**

**APPROVAL OF MINUTES:** Mr. Davis motioned and support of approval by Mr. Whitehead approved his motion to approve. Motion passed.

**AGENDA AMENDMENTS:** Mr. Davis would like to Recommend (4) four Amendments. (1) PC Selection of ZBA Representative to state PC Recommends, Matt Davis continues as the ZBA Representative. (2) Review of Proposals from Rebecca Harvey and add Reviewing and Amending of the Master Plan. (3) Accept Report / Work Plan, but the Report was already Accepted on December 8<sup>th</sup>, 2025 Meeting. So it needs to state Acceptance of the Work Plan. (4) For the Work Plan, what Action Items would like to be discussed next? Ms. Seats would like to Amend the Election of Officers (since Ms. Rodez is absent).

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**2026 Planning Commission Workplan Discussion**

- Elect Officers
- Adopt Meeting Schedule
- Accept Report / Work Plan
- PC Selection of ZBA Representative

**Zoning Ordinance Review of Quote with Rebecca Harvey, Planning & Zoning Consultant for the Recommendation to the Township Board**

**BUILDING DEPARTMENT REPORT:** Ms. Seats made a motion to adopt Meeting Schedule as presented for the Planning Commission Meetings for 2026. Supported by Mr. Whitehead.

Ms. Seats made a motion for the PC Recommend to the Township Board, that Matt Davis continues as the ZBA Representative. Supported by Mr. Whitehead.

Zoning Ordinance Review of Quote with Rebecca Harvey. Mr. Bennett she is Quoting \$12,000 and up to a year to get this completed. And St Joseph City is taking Quotes at \$80,000 at this time. Rebecca Harvey was the one who wrote the Master Plan, so she is aware of what is in it. Mr. Bennett stated to have a “Not to exceed \$20,000 max”. As the Master Plan is Quoted at \$4,000 and the Zoning Ordinance Review Quoted at \$12,000.

Mr. Davis requested tackling the Master Plan first, then the Zoning Ordinance to test drive working with her on the smaller end of the Project and make sure she is the right Consultant for us. Mr. Bennett would like to have both authorized tonight, but only tackle one item at a time with the Master Plan first and finishing with the Zoning Ordinance Review this year. Mr. Davis moves to Recommend to the Township Board to engage Rebecca Harvey for Reviewing and Updating the Master Plan and Developing a new Zoning Ordinance with the amount specified in the Proposal for the (2) two not to exceed \$20,000. And for the Master Plan Amendment needed prior to starting on the Zoning Ordinance. Supported by Ms. Seats.

Ms. Seats made a motion to accept the 2026 Work Plan as presented. Mr. Davis supported. Mr. Davis wants to highlight the timeframe Ms. Harvey put on things for the 2026 year. And the assumptions made on the dollar amounts for 2026 will mainly be for the Master Plan fees, and for the Zoning Ordinance costs as the budget will not reflect that \$20,000 as the spend might be more for this year (2026). Mr. Davis would like to amend our motion for the Work Plan Budget to include \$20,000 on the first item. The other item modified is the education for the PC

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Board Members and the continuing Education Plan. Ms. Seats supported the Amendment to the Motion. Mr. Bennett stated any Training is taken to the Township Board for Approval (as needed at the time of the Training).

**PUBLIC COMMENTS, CONCERNS, QUESTIONS OR REQUESTS:** None.

**BOARD MEMBER COMMENTS:** Mr. Davis recommended reviewing of the Master Plan by the Board Members prior to having Ms. Harvey being involved before the next PC Board Meeting scheduled for Monday, January 26<sup>th</sup>, 2026, so a Plan is in place once she gets involved. Ms. Seats and Mr. Whitehead support.

**PUBLIC COMMENTS:** None.

**TOWNSHIP BOARD REPRESENTATIVE REPORT:** None.

**ZONING BOARD OF APPEALS REPRESENTATIVE REPORT:** None.

**OTHER COMMENTS/CONCERNS:** None.

**ADJOURNMENT:** Mr. Davis motioned to adjourned Mr. Whitehead supported. Motion carries and Meeting adjourned at 6:40 p.m.

**ADJOURNMENT:** There being no further business before the PC, the Meeting was adjourned:  
*Minutes: Deeann Scalf the Secretary of the Planning Commission.*

**Loyall Bennett, Building Inspector**