

## CALL TO ORDER

The regular meeting held on Monday, December 8<sup>th</sup>, 2025 of the Benton Charter Township Planning Commission was called to order at 6:02 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:

## SILENT INVOCATION:

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

**AGENDA AMENDMENTS:** None.

**OLD BUSINESS:** None.

## NEW BUSINESS:

### 2025 Year in Review

**BUILDING DEPARTMENT REPORT:** Mr. Bennett put together a list of items we put together throughout the year, and we are looking for a Motion to accept the 2025 Year in Review Document and pass it on to the Township Board. Mr. Davis questioning it having ZBA Items on it or not. Mr. Bennett will remove those items from the List.

Ms. Seats moves to approve the 2025 Year in Review Document to forward on to the Township Board Members. Mr. Davis. Motion passed.

### 2026 Work Plan

**BUILDING DEPARTMENT REPORT:** Mr. Bennett advised Mr. Davis put together a Proposal for next Year’s Recommended Work Plan. We need to figure out what we want to target for 2026 for the Planning Commission Board. Mr. Davis we are short (1) one Board Member and he advised that Ms. Harvey mentioned having a variety of Board Members from different Businesses’ and backgrounds, and that we should look into getting another person with a different background on the Board and not just fill a void with anyone who wants to do it, but someone of value, experiences and diversity to the current Board whether they are a Benton Charter Township Resident or not, that does not matter, it would just have to be a Benton Charter Township Business Owner at that point. Mr. Bennett the Planning Commission can make recommendations to the Supervisor and / or Township Board and then the Supervisor will take it under advisement.

Mr. Davis thinks the Board should learn about things they don’t know and get some possible Training to better understand the items we are discussing as a Board. Mr. Bennett the Citizens Planner Course would be beneficial as well and what the Boards exact Role is in Community Development. Mr. Taylor mentioned the Robert Rules of Order has been Adopted, so we do have to follow them. Mr. Bennett for January’s Meeting sit down and get a Vice Chair, we Adopt a Meeting Schedule for next year, as well as finalizing the Work Plan for 2026, and identify Action Items. Ms. Seats would like to fine tune the Work Plan as we go, and not set anything in stone as of yet. Ms. Seats how does the Master Plan impact Public Safety (example: Street Lights, or Sidewalks, etc.). Mr. Bennett will look into and get back to the Board on the Public Safety item. Or that the Commercial and Industrial Property Owners maintain their Properties, and trim grass and debris, from their structures, etc.. Mr. Taylor how do we keep people to live, work, play and eat in our Community? Advised we need to have a “Walkable Community” in Benton Charter Township. Mr. Caleb O’Toole, Building Inspector advised the Master Plan is to see how your Community interacts with different places within the Area, does not say anything about Public Safety. Mr. Whitehead advised lots of children from Fairplain Plaza and Union Avenue, he believes sidewalks are a necessity there, as well as some other Areas within the Community.

Mr. Davis would like to know where the Budget for the Planning Commission comes from? Mr. Bennett the General Fund. Because we do not have any other information on line items within that General Fund for Legal

Expenses, Training, Meetings, etc. we can not give a Cost for 2026 for the Planning Commission to give to the Board Members until we have this information. Mr. Taylor wants to add Sidewalks to the 2026 Work Plan Schedule as he thinks it is a very important Safety Concern for the Community. Mr. Bennett thinks that (3) three Trainings for all Planning Commission Board Members is a achievable request for 2026. Nothing received from Rebecca Harvey regarding Quotes for the Technical Review and moving forward for next year with rewriting some things for the Township. Mr. Davis advised that the decision of what type of Training needs to be discussed, online, self training or a Conference, makes a big difference in cost depending on what type of Training you will be doing.

Mr. Bennett stated keeping the (4) four “Regular Quarterly Meetings”, and then every (2) two weeks on Monday’s for the “Special Meetings” as needed, even if we want to change the time from 6:00 p.m. to 5:30 p.m.. Mr. Taylor suggested Training or discussing items during the “Special Meetings” that we have on the schedule, and not cancelling them, but take advantage of the time to get other things done.

Mr. Bennett the MPEA (Michigan Planning and Enabling Act) is to stagger the Board Members every (5) five years, so that if someone is up for Expiration of their Term, they are not all at the same time for each Member. In January we will stagger and reappoint (by the Township Supervisor) everyone’s Term’s so there is some overlap of each Members Term, and so that everyone knows what their Term is as well.

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

**BOARD MEMBER COMMENTS:** None.

**PUBLIC COMMENTS:** None.

**TOWNSHIP BOARD REPRESENTATIVE REPORT:** None.

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

**OTHER COMMENTS/CONCERNS:** None.

**ADJOURNMENT:** Ms. Seats motioned to adjourned Mr. Whitehead supported. Motion carries and Meeting adjourned at 6:48 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**