

MEETING MINUTES

MEETING DATE: June 5, 2025

- 1) Interim Chair Locke led meeting attendees in the Pledge of Allegiance.
- 2) **Roll Call:** Members Present: Roger Harris, Ben Kudwa, Jeff Locke, Maureen Sorbet, Jack Temsey, Chris Tennes, Barb Wickerham; Members absent: None.

Others Present: Terrie L. Kosbar, Janet Merryfield, Justin Caughey, Katisha Gates, Gary Vorce, David Kosbar, James Gensel, Nancy Gensel, and Zoning Administrator Tammy Foster

3) **Approval of Agenda**

a) **MOTION** – To add to the meeting agenda recognition of Jack Caughey’s dedicated service to Benton Township and the Planning Commission. Motion made by Mr. Kudwa with support by Mr. Tennes. Motion carried unanimously.

b) **MOTION** - To approve the Thursday, June 5, 2025 Planning Commission agenda as amended was made by Ms. Sorbert with support by Ms. Wickerham. The motion carried unanimously.

- 4) **Jack Caughey Plaque Dedication:** Mr. Tennes presented a plaque to the family members of Jack Caughey present at the meeting in appreciation of his long and dedicated service to Benton Charter Township and the Planning Commission. Jack Caughey’s sister thanked the Planning Commission for the recognition of her brother. Mr. Tennes informed the family that the plaque will be permanently hung in the Township Board Room but a copy of the certificate will be made available to the family.

Interim Planning Commission Chair Locke, Mr. Kudwa and Ms. Sorbet also shared their thoughts on Jack’s dedication and service to the Township.

5) **Approval of December 5, 2024 Planning Commission Meeting Minutes**

a) **MOTION** – A motion was made by Ms. Sorbet with support by Ms. Wickerham to approve the Thursday, December 5, 2024 Planning Commission meeting minutes. Motion carried unanimously.

6) **Public Comment unrelated to Agenda Items**

No public comment was made.

7) **NEW BUSINESS**

a) **2025 Election of Planning Commission Officers**

Ms. Sorbet with support by Mr. Tennes nominated Jeff Locke as Chair of the Planning Commission for 2025. Mr. Locke accepted the nomination.

Ms. Wickerham with support by Ms. Sorbet nominated Roger Harris as Vice-Chair of the Planning Commission for 2025. Mr. Harris accepted the nomination.

Mr. Locke with support by Mr. Tennes nominated Ben Kudwa as Secretary of the Planning Commission for 2025. Mr. Kudwa accepted the nomination.

A motion was made by Mr. Tennes with support by Ms. Sorbet to accept the following slate of officers for the 2025 Planning Commission Board positions.

Jeff Locke – Chair
Roger Harris – Vice-Chair
Ben Kudwa – Secretary

Motion carried unanimously.

b) **Review Zoning Administration Permit Fees**

Zoning Administrator Foster summarized a memo dated 05-27-2025 which detailed information about the current zoning related permit fees in relationship to actual incurred costs the Township realizes for permit administration. The memo recommends increases to the existing permit fees which were established in 2019 when the Township adopted its first Interim Zoning Ordinance.

A motion was made by Mr. Temsey with support by Mr. Harris to recommend that the Township Board review proposed permit fee increases as noted in the presented memo, with an amendment of the proposed fee for variance petitions for single-family dwelling or accessory building permits. Discussion on the proposed permit fee increases was made. Motion carried unanimously.

c) **Review SUP2024-002 Heinze Required Fence Installation Extension Request**

Zoning Administrator Foster conveyed a request made by Brad Heinze on May 15, 2025 for a six (6) month extension of the deadline for installation of screening fence which was required as a stipulation to the SUP2024-002 approval. Mr. Heinze has not received his State of Michigan license for additional Adult Foster Care residents, and therefore, has been unable to operate at an increased resident capacity to-date.

A motion was made by Mr. Temsey with support by Mr. Harris to approve a six (6) month extension of the deadline for screening fence installation. Discussion by the board occurred. The motion carried unanimously.

8) **OLD BUSINESS** – none

9) **NEXT MEETING** – July 10, 2025, as required.

Planning Commission discussed the possibility of changing Planning Commission’s regular meeting day for calendar year 2026 to allow a greater amount of time between the Planning Commission meetings and the regularly scheduled Township Board meetings. The topic will be reviewed at the December 2025 meeting when next year’s meeting dates are established.

10) **ADJOURNMENT**

A motion was made by Mr. Tennes with support by Ms. Sorbet to adjourn the meeting at 8:15 pm.