

BENTON CHARTER TOWNSHIP
PLANNING COMMISSION
5136 WINDSOR HIGHWAY, POTTERVILLE MI 48876

MEETING MINUTES

MEETING DATE: December 4, 2025

- 1) Chair Locke called the meeting to order to 7:00 pm and led attendees in the Pledge of Allegiance.
- 2) Roll Call:
Members Present: Roger Harris, Ben Kudwa, Jeff Locke, Maureen Sorbet, Barb Wickerham;
Members Absent: Jack Temsey, Chris Tennes
Others present: Deputy Township Supervisor Kelley Coburn-Harris, Zoning Administrator Tammy Foster
- 3) Approval of Agenda
 - a) A motion to approve the Thursday, December 4, 2025 Planning Commission agenda as presented was made by Ms. Wickerham with support by Ms. Sorbet. Motion carried unanimously.
- 4) Approval of October 9, 2025 Planning Commission Meeting Minutes
 - a) A motion was made to approve the Thursday, October 9, 2025 Planning Commission meeting minutes as presented by Ms. Wickerham with support by Ms. Sorbet. Motion carried unanimously.
- 5) Public Comment unrelated to Agenda Items
No public comment was made.
- 6) NEW BUSINESS
 - a) Proposed 2026 Planning Commission Meeting Dates, all Thursdays at 7 pm were presented for consideration.

Planning Commission historically has met the first Thursday after the first Monday of each month. This meeting day generally precedes the Township Board meeting the following week on Monday. Ms. Wickerham suggested moving the standard meeting day to the second Monday after the first Monday of each month to allow more time for action items, when necessary, to be placed on the Township Board's upcoming agenda. Discussion followed concerning implementation of this revised meeting day. Mr. Harris made a motion to revise Planning Commission's meeting day to the second Thursday after the first Monday of each month at 7 pm with support by Ms. Sorbet. Motion carried unanimously. Meeting dates for 2026 are set as follows:

January 15, 2026	May 14, 2026	September 17, 2026
February 12, 2026	June 11, 2026	October 15, 2026
March 12, 2026	July 16, 2026	November 12, 2026
April 16, 2026	August 13, 2026	December 17, 2026

- b) Zoning Administrator Foster presented information to the Commission members concerning a requirement for municipal websites to meet Web Content Accessibility Guidelines by April 2027 for municipalities with a population under 50,000.

Ms. Coburn-Harris noted that the Township Board is aware of this requirement and deadline.

- i) Additional information can be found at: <https://www.w3.org/WAI/standards-guidelines/wcag/>

7) OLD BUSINESS

- a) Zoning Administrator Foster updated Commission members on the Township Board resolution adoption at their November 2025 meeting setting revised fees for Zoning Administration permits.
- b) Zoning Administrator Foster conveyed a request made by Brad Heinze to Township Supervisor Suits for an additional six (6) month extension of the deadline for installation of screening fence which was a stipulation of the SUP2024-002 approval. Mr. Heinze has still not received State of Michigan licensure for additional Adult Foster Care residents, and therefore, has been unable to operate at an increased resident capacity to-date.

In June 2025, Planning Commission granted the first six (6) month extension which required that the screening fence be installed by December 4, 2025.

A motion was made by Ms. Wickerham with support by Ben Kudwa to grant an additional six (6) month extension of the deadline for screening fence installation by June 4, 2026. The motion carried unanimously.

- c) Ms. Sorbet asked whether the Township has information about future data center development in Windsor Township. No status is known about this type of development.

Member discussion occurred about whether the Michigan Public Service Commission regulates these types of projects or whether local Townships do. Zoning Administrator Foster will research information and present findings at the next meeting.

- d) Ms. Coburn-Harris noted that a new Township Fire Chief has been hired.

8) NEXT MEETING – January 15, 2026, as required.

9) ADJOURNMENT

A motion was made by Ms. Wickerham with support by Ms. Sorbet to adjourn the meeting at 7:55 pm. Motion carried unanimously.