



# AGENDA REPORT

New Haven, Michigan

Meeting Type

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**MEETING DATE:** 10 February 2026

**DEPARTMENT:** Village President

**DATE SUBMITTED:** 4 February 2026

**PREPARED BY:** Brian Meissen

**ITEM TITLE:** Planning Commission Seat

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## EXECUTIVE SUMMARY:

Originally, we had two letters of interest submitted prior to the January 13<sup>th</sup>, 2026, Council Meeting. There was confusion for one of the letters' submission date, but it was later confirmed the letter was submitted on December 4<sup>th</sup>, 2025, prior to the deadline.

At the January 13<sup>th</sup> meeting, Council agreed to table the appointment for one month due to the confusion on timing of submission, lack of executive summary, and an additional member of the audience submitting their letter of interest at the meeting.

The open seat was again posted on social media, and we had an additional letter of interest (4<sup>th</sup> letter) submitted to the Clerk. Although the reply was that they were ineligible due to being a member of the ZBA, since the 3<sup>rd</sup> letter of interest was also from a current member of the ZBA, we either need to accept both or reject both. For sake of inclusion, all 4 letters are included in the private packet. The four letters were received from the following individuals:

- James Shephard
- Jennifer Crawford
- Matt Benoit, ZBA
- Barb Williams, ZBA

At the February 3<sup>rd</sup> Planning Commission meeting, I asked for a recommendation to Council for the open seat. The Commission voted unanimously to recommend Council to appoint James Shephard to the Planning Commission.

**RECOMMENDED ACTION:** Accept the recommendation of the Planning Commission by appointing James Shephard to the open Planning Commission seat.