

WHITEHALL TOWNSHIP
7644 Durham Rd., Whitehall 49461
Planning Commission Meeting Minutes
May 6, 2026

I. Call to Order

The meeting was called to order at 5:58pm by Carmen Rodriguez, Chairperson.

II. Pledge of Allegiance

III. Roll Call

Planning Commission Members Present: Carmen Rodriguez, Al Wheeler, Tim Hicks, Kathy Dusseau, David Holly and Tom Zmolek

Guests Present: Dennis Kroll, Twp. Supervisor, John Duff;

Absent: Rachael Novak

IV. Approval of Agenda

A. Mr. Holly made a motion to approve the agenda. Mr. Wheeler seconded. Motion carried unanimously.

V. Approval of Minutes

A. Ms. Dusseau made a motion to approve the April 1, 2026 minutes which was seconded by Mr. Hicks. Motion carried unanimously.

VI. Public Hearing

A. Requesting but receiving no public comment, Ms. Rodriguez closed this part of the meeting.

VII. New Business

A. Master Plan Discussion

1. Ms. Rodriguez summarized the complexities and the possible approaches to the Master Plan which needs to be updated every five years and reviewed annually. A draft timeline and preliminary table of contents provided by Mr. Zmolek was discussed.

2. After much discussion, Ms. Dusseau made a motion to formally declare to the Whitehall Township Board our intent to redo the Master Plan. Mr. Hicks seconded

the motion. Motion carried by unanimous vote.

- a. Mr. Wheeler brought up the need to identify the list of all parties which need to be notified of this intent. Ms. Rodriguez agreed and indicated she would work with Rachael Novak, the township attorney, to formalize this list.
 - b. Reference was made to one of the handouts provided to members entitled, "Procedures to Adopt or Amend a Master Plan" developed by the Michigan Townships Association. Sample letters of notification were provided within the document.
3. Mr. Hicks reported that he received a quote of \$20,000 from WMSRDC for external consulting to assist the Planning Commission in completing the Master Plan project. He indicated he was waiting for a quote from another agency.
 4. The commission members reviewed sections of the 2004 Master Plan and provided specific comments on wording and recommendations on which sections need to be kept but update or sections which could be eliminated altogether.
 5. After a healthy discussion, Ms. Rodriguez proposed contacting various agencies or county departments for assistance with specific plan sections. The following assignments were made and accepted:

Agency/Department	Section	Assigned To
Michigan EGLE ¹	Ground water/wetlands	Carmen Rodriguez
Muskegon County Road Commission	Transportation	Tom Zmolek
Muskegon County Conservation Office	Soil Map	Kathy Dusseau
Muskegon County Health Department	Soil Conservation (Septic suitability, well water statistics, erosion, etc.)	Dave Holly
U.S. Census	Population Characteristics	Dave Holly

¹ EGLE = Environment, Great Lakes, and Energy

