WHITEHALL TOWNSHIP

7644 Durham Rd., Whitehall 49461

Planning Commission Meeting Minutes

August 5, 2026

I. Call to Order

The meeting was called to order at 6:00 pm by Carmen Rodriguez, Chairperson.

II. Pledge of Allegiance

III. Roll Call

Planning Commission Members Present: Carmen Rodriguez, Al Wheeler, David Holly, Tom Zmolek, Brian Mulnix, John Duff (new member)

Absent: Kathy Dusseau

Guests Present: Rachael Novak, Township Attorney

Other Guests Present: Jeff Marcinkowski, Scott Erdman, Nancy Erdman, Jason Brookhouse, Clint Kenny

IV. Approval of Agenda

A. Ms. Rodriguez requested a correction to item VI. on the agenda: the name "Gerber Collision" should be replaced with "Silver Creek Property Management." Mr. Mulnix made a motion to approve the agenda as amended. Mr. Wheeler seconded. Motion carried unanimously.

V. Approval of Minutes

A. Mr. Holly made a motion to approve the June 3, 2026 minutes, which was seconded by Mr. Mulnix. Motion carried unanimously.

VI. Public Hearing

A. Ms. Rodriguez opened the public hearing portion of the meeting and requested public comment specifically on the Special Use application submitted by Silver Creek Property Management (SCPM).

1. Mr. Scott Erdman addressed the planning commission stating his full support for the application submitted by SCPM for the creation of a local auto body shop.

B. Being no other public comment, Ms. Rodriguez closed the Public Hearing.

VII. Special Use Determination

A. Ms. Rodriguez opened discussion on the Special Use Application by SCPM.

B. Ms. Novak explained to the commission that a special use permit was needed as the business involves the process and storage of vehicles and not due to property division.

C. Mr. Jason Brookhouse introduced himself as a representative of SCPM and provided an overview of the planned auto collision repair business and answered questions from commissioners. Questions from commissioners centered on:

   1. Traffic flow and load, curb cuts needed, plans for waste management, whether water was used in their process and dissolution of such.

D. After receiving satisfactory answers to the commissioners' questions, Ms. Rodriguez and Ms. Novak led the group through the five Board Guideline questions required for special use permit approval.

   1. The commission concluded that the new business met the five standards in terms of harmonious fit within the business-zoned neighborhood, not flanked by residential neighbors.
   2. Many positive attributes were discussed including city water and sewer hook-up, planned fencing for security, a planned fire suppression system, a deceleration lane on Holton-Whitehall Road to reduce traffic congestion and for safety as well as forethought and planning for rain run-off and snow removal.
   3. Article 29 concerning sidewalks and bike paths was brought up. After considerable debate, it was concluded that a sidewalk would be required for approval.

E. **Motion:** To approve the Special Use Application for Silver Creek Property Management subject to meeting all ordinances and township requirements and installing sidewalks on the property on both road-facing property lines. Mr. Holly made the motion which was seconded by Mr. Duff.

   1. Roll Call Vote: Carmen Rodriguez-Yes; Al Wheeler-Yes; David Holly-Yes: Tom Zmolek-Yes; Brian Mulnix-Yes; John Duff-Yes;

VIII. Public Comment

A. Ms. Rodriguez opened the public comment portion of the meeting and requested public participation.

   1. Mr. Jeff Marcinkowski, a resident of Fruitland Township, expressed his support for the planned business by Silver Creek Properties as much needed in the community.

B. Mr. Rodriguez thanked Mr. Marcinkowski for his input and being no other public comment, closed this section of the meeting.

IX. New Business

A. Port City Exteriors

   1. The attention of the Planning Commission was directed to a Site Plan Review in response to an application by Mr. Clint Kenny for his business, Port City Exteriors.
   2. Planned improvements to the property included: City water/sewer hook-up, signage, lighting, sidewalk/bike path, a new façade and a paved parking area.

3. Mr. Kenny informed the commission of future plans for building an office as well as disposition and/or destruction of two other structures on the property.
4. After a lengthy discussion, Ms. Rodriguez requested Mr. Kenny return in 60 days or less with a complete plan with timelines, which meets all township ordinances as discussed. She requested a motion to table the application approval until that time. Mr. Mulnix made a motion to table the approval which was seconded by Mr. Duff. Motion carried unanimously.

B. Upcoming Issues

1. Ms. Novak informed the members that two issues would be upcoming on next month's agenda: Review of the Ordinance on Solar Energy and a request to review the fencing policy around swimming pools.

X. Unfinished Business

A. Master Plan

1. Ms. Rodriguez reminded commissioners that that homework assignment from the June meeting was to review the Master Plans of adjacent townships, especially Laketon and Dalton, as recommended by Mr. Mulnix.
2. Debate ensued about the use of a survey to gather community input. New member Mr. Duff raised objections to the use of a survey which he felt could raise unrealistic expectations from the community to implement solutions for which there is inadequate funding.
3. Ms. Rodriguez defended the need for input from township citizens, citing not only the statute requirements, but the common sense of listening to the dreams and concerns of community members.
4. Mr. Mulnix recommended that the commissioners review the current goals and objectives. Ms. Rodriguez concurred and requested that everyone review such for discussion at the September meeting.

XI. Correspondence

A. There was no new correspondence.

XII. Announcements

A. Honorable Tim Hicks has resigned from the commission following the June meeting citing increased work duties.
B. The next meeting will be held on Wednesday, September 2, 2026, at 6pm.

XIII. Adjournment

A. Mr. Duff made a motion to adjourn the meeting. Mr. Holly seconded. Motion carried unanimously. The meeting was adjourned at 7:55 pm.

9/2/26

Carmen Rodriguez, Chairperson Date

9.2.2026

Thomas Zmolek, Secretary Date