

**Brunswick Hills Township
Zoning Commission Regular Meeting Minutes
June 11, 2026**

Call Meeting to Order

Mr. Witt called the Brunswick Hills Township Zoning Commission Regular Meeting on June 11, 2026 to order at 7:00 pm.

A roll call of the board was executed.

- **Board Members in Attendance:** Mr. Witt, Mrs. Wetterman, Mr. McFarland
- **Alternate Board Members as Voting Members:** Mr. Smerek
- **Board Members Absent:** Ms. Brunn, Mr. Kalina
- **Others in Attendance:** Mr. DeCastra, Trustee; Ms. Beck, Secretary.

NEW BUSINESS

Site Plan Review - Circle K, Corner of Sleepy Hollow Road and Pearl Road, Parcel No. 001-02C-1-8-008

Mr. Witt introduced the Circle K site plan for the commission's review. Richard Blasey, Project Manager and Civil Engineer with Colliers Engineering and Design, 7050 West Saginaw Highway, Lansing, Michigan, presented on behalf of the applicant. Mr. Blasey described the proposed development as a Circle K convenience store and fuel station on the corner lot at Sleepy Hollow Road and Pearl Road. The proposed store is approximately 4,000 square feet in size, which is the smaller of Circle K's two standard store footprints, selected based on the constraints of the lot. The fueling station includes six pumps arranged in a stacked formation with two pumps per row. Site access is proposed via two driveways, one off Pearl Road and one off Sleepy Hollow Road. The fuel offerings will include diesel fuel.

The commission reviewed the site plan, landscaping plan, and lighting plan with Mr. Blasey. With respect to hours of operation, Mr. Blasey noted that Circle K locations typically open on a 24 hour basis and adjust operating hours based on how a particular location performs. The lighting fixtures are shielded and directed downward consistent with dark sky standards, and light does not leave the property line. Mr. Smerek noted the proximity of residential uses across the street, and the applicant confirmed the photometric design addresses that concern.

Regarding traffic, Mr. Blasey reported that a traffic study has been completed and submitted to ODOT for review; a response had not yet been received at the time of the meeting. The study did not warrant a dedicated turn lane on Pearl Road for northbound vehicles turning into property. Mr. Witt noted that northbound traffic on Pearl Road could alternatively use the Sleepy Hollow Road entrance. On the matter of signage, Mr. Blasey explained that the signage shown on the plans exceeds the township's zoning requirements and will require a variance. Signage is handled separately by Circle K after site plan approval, and the applicant will go through the variance process or select a compliant sign option at that stage. Vendor deliveries will be accommodated along the south drive aisle near the dumpster area during off peak hours to minimize any impact on site traffic flow. Mr. Witt also inquired about Circle K's corporate community involvement; Mr. Blasey indicated that Circle K is generally willing to support community fundraisers and similar activities.

PUBLIC COMMENT — Circle K Site Plan:

Gene Jasinski, 2307 Pearl Road

Mr. Jasinski expressed skepticism about the viability of a Circle K at this location, noting that the existing gas station at that corner on Sleepy Hollow Road is rarely busy despite offering diesel, regular gasoline, etc. He questioned whether the area could support an additional fuel station.

Ron Wetterman, 1085 Substation Road

Mr. Wetterman stated that for motorists traveling southbound on Route 42 from Brunswick toward Medina, there are no gas stations on that side of the road through the township. He expressed support for the Circle K as a useful addition to the area.

Mr. Witt noted that Circle K, as a national company, would have conducted market and traffic studies prior to making an investment of this scale. Mr. Blasey confirmed this, adding that Circle K evaluates metrics and traffic counts independently and believes its newer facility will attract customers regardless of existing nearby competition.

MOTION — Circle K Site Plan Recommendation:

Motion: Mrs. Wetterman made a motion to recommend approval of the site plan for Circle K at the corner of Sleepy Hollow Road and Pearl Road, Parcel No. 001-02C-18-008 to the Township Trustees. Mr. McFarland seconded the motion.

Roll Call: Mr. Smerek – Yes; Mrs. Wetterman – Yes; Mr. McFarland – Yes; Mr. Witt – Yes

Mr. DeCastra advised the applicant's representative that the Zoning Commission will send a letter of recommendation to the Board of Trustees, who will schedule the matter at their next meeting. The applicant will be notified of that meeting date.

OLD BUSINESS

Proposed Text Amendment — Zoning Resolution Section 1005-3: Variance Period of Validity

Mr. Witt presented a redlined copy of the proposed amendment to Zoning Resolution Section 1005-3 regarding the issuance and period of validity for variances. He noted that, following discussion at the prior meeting, the commission had agreed to strike references to "appeals" from the language, and the redlined copy reflected that change. The commission then reviewed the redlined language and discussed two additional refinements.

Mr. McFarland suggested replacing the word "remodeling" with "renovation," noting that "renovation" is a more current and encompassing term. Mr. Witt agreed, and the commission concurred that "remodeling" would be struck and replaced with "renovation." Second, Mr. McFarland suggested a grammatical correction, changing "an occupancy permit is obtained, and a use is commenced" to "an occupancy permit is obtained and use is commenced." The commission agreed.

A board member also raised the question of whether obtaining an occupancy permit alone is a sufficient final triggering event, or whether a separate use commencement requirement is necessary. Mr. McFarland noted that an occupancy permit is typically issued only after all inspections are complete and effectively confirms that a use has commenced. The commission agreed that the occupancy permit is an appropriate and sufficient endpoint for the period of validity, as it would be unusual for a party to obtain an occupancy permit and then not occupy the space. Mr. Witt concurred.

MOTION — Proposed Text Amendment to Zoning Resolution Section 1005-3:

Motion: Mr. Witt moved to recommend the proposed amendment to Zoning Resolution Section 1005-3, on Issuance by adding a period of validity, as amended during the meeting. Mrs. Wetterman seconded the motion.

Roll Call: Mr. McFarland – Yes; Mr. Smerek – Yes; Mrs. Wettermann – Yes; Mr. Witt – Yes

Mr. DeCastra outlined the next steps: the proposal will be submitted to the Planning Commission for a recommendation, which will be heard in August. The Zoning Commission must then hold a public hearing with the Planning Commission's recommendation included, no earlier than 20 days and no later than 45 days after receipt. Given the timeline, the commission will need to hold an initial public hearing and then continue it into August once the Planning Commission's recommendation is available.

Proposed Rezoning — Blue Bell Parkway Property, Parcel 001-02D-27-037 (RR to R3)

Mr. Witt noted that this matter had been thoroughly addressed during the public hearing immediately preceding this meeting and that the commission had heard substantial public comment. He clarified that the action before the Zoning Commission is the rezoning of the parcel only — not the proposed project, lot sizes, or any site plan. He stated that the matter had been vetted through the Medina County Planning Commission and through the prosecutor's office and indicated he was prepared to make a motion.

Motion: Mr. Witt made a motion to recommend the rezoning of Parcel 001-02D-27-037 from Rural Residential (RR) to R3. Mrs. Wettermann seconded the motion.

Roll Call: Mr. McFarland – Yes; Mr. Smerek – Yes; Mrs. Wettermann – Yes; Mr. Witt.

ADDITIONAL BUSINESS

The commission discussed rescheduling the regular July 2, 2026 meeting due to its proximity to the Independence Day holiday. Mr. DeCastra reminded the commission that a public hearing for the Zoning Resolution text amendment must also be scheduled, noting that the hearing must occur after July 7 to comply with the required 10-day legal notice period. After discussion, the commission agreed to the following schedule: a text amendment public hearing on July 9, 2026 at 6:15 PM, followed by the regular Zoning Commission meeting on July 9, 2026 at 7:00 PM. Mr. DeCastra confirmed that a second public hearing will be required in August after the Planning Commission has made its recommendation.

PUBLIC COMMENT:

Mr. Witt opened the floor for any additional public comment. No additional public comment was received.

ANNOUNCEMENT OF NEXT MEETING:

Text Amendment Public Hearing at 6:15pm on Thursday, July 9, 2026 followed by a regular Zoning commission meeting at 7:00 pm.

MOTION TO ADJOURN

Motion: Mr. McFarland made a motion to adjourn the June 11, 2026 Zoning Commission Regular Meeting. Mrs. Wettermann seconded the motion.

Roll Call: Mr. Smerek – Yes; Mrs. Wettermann – Yes; Mr. McFarland – Yes; Mr. Witt – Yes
Adjourned at 7:41 PM

Respectfully Submitted,

Dalith Beck, Zoning Secretary

Edward Witt, Chair

Date