

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF PLANNING COMMISSION MEETING  
OCTOBER 7, 2025**

Meeting called to order at 7:00 p.m. by Vice Chair Henry

Pledge of Allegiance.

**ROLL CALL:**

Commissioners present: Campbell, Binder, Branoff, Grimes, Krueger, Henry, Melen

Commissioners absent: Genovesi, Wyatt

Staff present: Adam Zettel, City Manager.

Others present: Ken Brill (ZBA)

Others Virtually Present: None

**APPROVAL OF AGENDA:**

**Resolution No. 251007-01**

**(Carried)**

Motion by Planning Commission Member Krueger  
Second by Planning Commission Member Grimes

**I Move** the Swartz Creek Planning Commission approves the agenda for the October 7, 2025, Planning Commission meeting.

Unanimous Voice Vote  
Motion Declared Carried

**MINUTES OF SEPTEMBER 2, 2025**

**Resolution No. 250902-02**

**(Carried)**

Motion by Planning Commission Member Binder  
Second by Planning Commission Member Krueger

**I Move** the Swartz Creek Planning Commission approves the amended Minutes for the September 2, 2025, Planning Commission meeting.

Unanimous Voice Vote  
Motion Declared Carried

**MEETING OPENED TO THE PUBLIC:** None.

**BUSINESS:**

**REVIEW/TRAINING OF SITE PLAN REVIEW AND SPECIAL LAND USE ORDINANCES:**

City Manager Adam Zettel discussed the City of Swartz Creek’s articles 21 & 22 of Zoning Appendix A, Site Plan Review and Special Land Uses. He delivered a Powerpoint presentation on both ordinances. Content included the intentions, purposes, filing requirements, timelines, process details, review criteria, and standards of the ordinances. He also covered best practices for review methods, fact-finding, seeking expert/legal input, decision crafting, and public input sessions. There were questions and discussion from the board, specifically regarding the role of public input and the process for managing requests that are not covered by the codes. The burden of proof for site plans versus special land use was discussed at length. Mr. Zettel mentioned that one additional Planning Commission meeting was likely in 2025. There were no recommendations for ordinance changes.

**MEETING OPENED TO THE PUBLIC:** None.

**REMARKS BY PLANNING COMMISSION:**

Commissioner Binder stated that the school property, Cage, may drain to the Smith drain, and she would like to learn more if possible.

Commissioner Branoff asked if the schools are exempt from standard site plan review and zoning. They are.

Commissioner Grimes asked about Bella’s Book Nook. There is no update

**Adjourn**

**Resolution No. 251007-03**

**(Carried)**

Motion by Planning Commission Member Krueger  
Second by Planning Commission Member Binder

**I Move** the Swartz Creek Planning Commission adjourns the October 7, 2025, Planning Commission meeting.

Unanimous Voice Vote  
Motion Declared Carried

Meeting adjourned at 8:47 p.m.

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Betty Binder, Secretary