

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF PLANNING COMMISSION MEETING
NOVEMBER 4, 2025**

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

Pledge of Allegiance.

ROLL CALL:

Commissioners present: Campbell, Binder, Branoff, Genovesi, Grimes, Henry, Melen, Wyatt

Commissioners absent: Krueger

Staff present: Adam Zettel, City Manager.

Others present: None

Others Virtually Present: None

APPROVAL OF AGENDA:

Resolution No. 251104-01

(Carried)

Motion by Planning Commission Member Henry
Second by Planning Commission Member Binder

I Move the Swartz Creek Planning Commission approves the agenda for the November 4, 2025, Planning Commission meeting, with the addition of the 2026 Calendar to Business.

Unanimous Voice Vote
Motion Declared Carried

MINUTES OF OCTOBER 7, 2025

Resolution No. 251104-02

(Carried)

Motion by Planning Commission Member Henry
Second by Planning Commission Member Binder

I Move the Swartz Creek Planning Commission approves the amended Minutes for the October 7, 2025, Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

MEETING OPENED TO THE PUBLIC: None.

BUSINESS:

CONSIDERATION OF 2026 PLANNING COMMISSION CALENDAR:

Mr. Zettel indicated that the planning commission generally does not adopt a calendar, since meetings are universally held on the 1st Tuesday of each month. However, it has been brought to his attention that this day could have up to four annual conflicts with established elections, making attendance difficult or impossible for the general public and election workers, of which there are three on the commission.

The commission decided to postpone regular meetings on election months by one week.

Resolution No. 251104-03

(Carried)

Motion by Planning Commission Member Henry
Second by Planning Commission Member Binder

WHEREAS, the Swartz Creek Planning Commission established, per 6.1 of their Rules of Procedure, a regular meeting date of the first Tuesday of each month, with the exceptions required by City holidays, facility scheduling, or as notified in the annual meeting calendar adopted by the Commission; and

WHEREAS, the Commission finds that periodic elections create conflict with meetings, as they place demands upon city staff, facilities, and election workers.

NOW, THEREFORE, pursuant to the Planning Commission Rules of Procedure, public notice is hereby given that regular meetings for calendar year 2026 shall be held monthly, and further, that all meetings shall be held in the Paul D. Bueche Municipal Building Council Chambers located at 8083 Civic Drive, Swartz Creek, Michigan, unless otherwise provided in advance by the City Council, and further, meetings shall commence at 7:00 P.M. on the following dates:

January 2026:	Tuesday – 6th
February 2026:	Tuesday – 3rd
March 2026:	Tuesday – 3rd
April 2026:	Tuesday – 7th
May 2026:	Tuesday – 12 th - One week later
June 2026:	Tuesday – 2nd
July 2026:	Tuesday – 7th
August 2026:	Tuesday – 11 th - One week later
September 2026:	Tuesday – 1st
October 2026:	Tuesday – 6th
November 2026:	Tuesday – 10 th - One week later

December 2026:

Tuesday – 1st

BE IT FURTHER RESOLVED that the Clerk is hereby directed to post a copy of this resolution in a prominent place in the City Offices of the City of Swartz Creek.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to supply forthwith, upon request, a copy of this resolution to any newspaper of general circulation in the political subdivision in which the meeting will be held and/or to any radio or television station that regularly broadcasts into the City of Swartz Creek.

Unanimous Voice Vote
Motion Declared Carried

REVIEW/TRAINING OF OFF STREET PARKING & LOADING/UNLOADING REQUIREMENTS:

City Manager Adam Zettel discussed the City of Swartz Creek's Article 18 of Zoning Appendix A, Off-street Parking and Loading/unloading Requirements. He delivered a Powerpoint presentation on the ordinances. Content included the intentions, process details, review criteria, and standards of the ordinances. He also covered best practices and trends in parking, as well as related landscaping, lighting, and traffic circulation. There were questions and discussion from the board, specifically regarding previous projects done in the city and the role of maintenance standards. There were no recommendations for ordinance changes.

MEETING OPENED TO THE PUBLIC: None.

REMARKS BY PLANNING COMMISSION:

Commissioner Binder wished everyone a Merry Christmas.

Commissioner Melen hoped for Happy Holidays.

Commissioner Branoff really enjoyed the training and noted that additional sessions would be well received.

Commissioner Wyatt also enjoyed the training and thought it would be good for the public to attend.

Commissioner Henry thanked staff for the training.

Adjourn

Resolution No. 251104-04

(Carried)

Motion by Planning Commission Member Henry
Second by Planning Commission Member Campbell

I Move the Swartz Creek Planning Commission adjourns the November 4, 2025, Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

Meeting adjourned at 8:14 p.m.

Betty Binder, Secretary