

CITY OF SWARTZ CREEK
Park and Recreation Advisory Board
Tuesday, June 16, 2026, 5:30 P.M.
City Council Chambers, 8083 Civic Drive
Agenda

1. CALL TO ORDER:
2. PLEDGE OF ALLEGIANCE:
3. ROLL CALL: James Barclay (Chair), Dennis Cramer, Mark Gonyea
(Secretary), Nate Henry (Vice Chair), Kelli Melen, Walt Melen, Chad Parenteau,
David Witter, Sara Witter
4. APPROVAL OF AGENDA:
5. APPROVAL OF MINUTES:
6. MEETING OPEN TO PUBLIC:
7. COMMUNICATIONS TO BOARD:
 - A. May 19, 2026 Minutes
 - B. Staff Letter
 - C. Abrams Trail Quotes
 - D.
8. REPORTS:
 - A. DPW Director & City Manager
9. BUSINESS:
 - A. Elms Park
 - B. Abrams Path Pricing Change
 - C. Social District
 - D.
10. MEETING OPEN TO PUBLIC:
11. BOARD MEMBER COMMENTS:
12. ADJOURNMENT:

**CITY OF SWARTZ CREEK
VIRTUAL PARK AND RECREATION ADVISORY BOARD
ACCESS INSTRUCTIONS
TUESDAY, JUNE 16, 2026 5:30 P.M.**

The **June 16, 2026 Park Board meeting** will commence at 5:30 p.m. This meeting will be conducted in-person and virtually (online and/or by phone) under rules promulgated by the State of Michigan.

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain the notice in alternate formats, please contact Jacquie Forrest, 810.635.4464 48 hours prior to meeting,

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID** number (also provided below) when prompted using your touch-tone (DTMF) keypad.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provide below. The details include a link to **“Join via computer”** as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone (DMTF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View participant list-opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” show the active speaker.

Swartz Creek is inviting you to a scheduled Zoom meeting.

Topic: City of Swartz Creek Park & Recreation Board Meeting

Time: June 16, 2026 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83096401128>

Meeting ID: 830 9640 1128

One tap mobile

+13017158592,,83096401128# US (Washington DC)

+13126266799,,83096401128# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 830 9640 1128

Find your local number: <https://us02web.zoom.us/j/83096401128>

If you have any further questions or concern, please contact 810-635.4464 or email jforrest@cityofswartzcreek.org. A copy of this notice will be posted at City Hall, 8083 Civic Drive, Swartz Creek, Michigan.

**CITY OF SWARTZ CREEK
VIRTUAL (ELECTRONIC) MEETING RULES AND PROCEDURES**

In order to conduct an effective, open, accessible, and professional meeting, the following protocols shall apply. These protocols are derived from the standard practices of Swartz Creek public meetings, Roberts Rules of Order, and city board & commission procedures. These procedures are adopted to govern participation by staff, councilpersons and members of the public in all City meetings held electronically pursuant to PA 228 of 2020. Note that these protocols do not replace or eliminate established procedures or practices. Their purpose is to augment standing expectations so that practices can be adapted to a virtual meeting format.

The following shall apply to virtual meetings of the city's public bodies that are held in accordance with the Open Meetings Act.

1. Meetings of the City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Park Board, or committees thereunder may meet electronically or permit electronic participation in such meetings insofar as (1) the Michigan Department of Health and Human Services restricts the number of persons who can gather indoors due to the COVID-19 pandemic; (2) persons have an illness, injury, disability or other health-related condition that poses a risk to the personal health or safety of members of the public or the public body if they were to participate in person; or (3) there is in place a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or other person authorized to declare a state of emergency or disaster.
2. All meetings held hereunder must provide for two-way communication so that members of the public body can hear and respond to members of the general public, and vice versa.
3. Members of the public body who participate remotely must announce at the outset of the meeting that he/she is in fact attending the meeting remotely and by further identifying the specific physical location (by county, township, village and state) where he/she is located. The meeting minutes must include this information.
4. Notice of any meeting held electronically must be posted at the City Offices at least 18 hours before the meeting begins and must clearly explain the following:
 - (a) why the public body is meeting electronically;
 - (b) how members of the public may participate in the meeting electronically, including the specific telephone number, internet address or similar log-in information needed to participate in the meeting;

- (c) how members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting;
 - (d) how persons with disabilities may participate in the meeting.
5. The notice identified above must also be posted on the City's website homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes the meeting's purpose.
 6. The City must also post on the City website an agenda of the meeting at least 2 hours before the meeting begins.
 7. Members of the public may offer comment only when the Chair recognizes them and under rules established by the City.
 8. Members of the public who participate in a meeting held electronically may be excluded from participation in a closed session that is convened and held in compliance with the Open Meetings Act.

MAINTAINING ORDER

Public body members and all individuals participating shall preserve order and shall do nothing to interrupt or delay the proceedings of public body.

All speakers shall identify themselves prior to each comment that follows another speaker, and they shall also indicate termination of their comment. For example, "Adam Zettel speaking. There were no new water main breaks to report last month. That is all."

Any participants found to disrupt a meeting shall be promptly removed by the city clerk or by order of the Mayor. Profanity in visual or auditory form is prohibited.

The public body members, participating staff, and recognized staff/consultants/presenters shall be the only participants not muted by default. All other members must request to speak by raising their digital hand on the Zoom application or by dialing *9 on their phone.

MOTIONS & RESOLUTIONS

All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. A public body member whom reads/moves for a motion may oppose, argue against or vote no on the motion.

PUBLIC ADDRESS OF BOARD OR Commission

The public shall be allowed to address a public body under the following conditions:

1. Each person who wishes to address the public body will be first recognized by the Mayor or Chair and requested to state his / her name and address. This applies to staff, petitioners, consultants, and similar participants.
2. Individuals shall seek to be recognized by raising their digital hand as appropriate on the digital application.
3. Petitioners are encouraged to appropriately identify their digital presence so they can be easily recognized during business. If you intend to call in only, please notify the clerk in advance of your phone number.
4. The city clerk shall unmute participants and the members of the public based upon the direction of the mayor or chair. Participants not recognized for this purpose shall be muted by default, including staff, petitioners, and consultants.
5. Individuals shall be allowed five (5) minutes to address the public body, unless special permission is otherwise requested and granted by the Mayor or Chair.
6. There shall be no questioning of speakers by the audience; however, the public body, upon recognition of the Mayor or Chair, may question the speaker.
7. No one shall be allowed to address the public body more than once unless special permission is requested, and granted by the Mayor or Chair.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the public body unless special permission has been requested, and granted by the Mayor or Chair.
9. Those addressing the public body shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor or Chair.
11. Public comments (those not on the agenda as speakers, petitioners, staff, and consultants) are reserved for the two "Public Comment" sections of the agenda and public hearings.

VOTING RECORD OF PUBLIC BODIES

All motions, ordinances, and resolutions shall be taken by "YES" and "NO" voice vote and the vote of each member entered upon the journal.

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PARK AND RECREATION ADVISORY BOARD
MINUTES OF REGULAR MEETING
PAUL D. BUECHE MUNICIPAL BUILDING
MAY 19, 2026

Meeting called to order at 8083 Civic Drive at 5:30 p.m. by Chairman Barclay

Members Present: Barclay, Cramer, Henry, K. Melen, W. Melen, D. Witter, S. Witter.

Members Absent: Gonyea, Parenteau.

Staff Present: Adam Zettel & Robert Bincsik.

Others Present: Mr. Henry, Sandi Brill, Ken Brill, Boots Abrams, Lania Rocha (online).

APPROVAL OF AGENDA: Motion by W. Melen to approve the agenda for May 19, 2026, as printed, support by Cramer.

Unanimous Voice Vote.
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by W. Melen to approve minutes of March 17, 2026, support by Cramer.

Unanimous Voice Vote.
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC:

Sandi Brill spoke about the potential conversion of a basketball court at Elms to pickleball. She noted that there is enough pickleball and not enough basketball in the community. She inquired about spending on forestry at Abrams Park.

COMMUNICATIONS TO THE BOARD:

- A. March 17, 2026 Minutes
- B. Staff Letter
- C. Park Action Plan
- D. Pickleball Estimates
- E. Pest Management Pricing
- F. Picnic Table Options

REPORTS:

- A. DPW Director Mr. Bincsik noted that park reservations so far have been going well. Nets are up for pickleball. Mowing is going well. Vandalism issues continue at Abrams Park
- B. Mr. Zettel noted that Otterburn construction is being held up by HUD compliance but it is expected to be granted a notice to proceed this month. Holland Square plans are proceeding to May crowdfunding and July construction. Forestry continues in downtown and by the trail. Signs are in the city and DDA budgets. The Abrams drinking fountain by the bathrooms will be looked at for replacement.

BUSINESS:

- A. Pickleball Fence: Discussion occurred regarding whether the pickleball fence installation to separate play from basketball should be installed where the current court configuration is or if it should expand to include four more courts.

Motion by W. Melen to place a divider fence at Elms Park, east of the existing courts, support by Cramer.

Roll Call Vote.

Yes: Barclay, Cramer, Henry, K. Melen, W. Melen, D. Witter, S. Witter.

No: None.

- B. Picnic Tables: Discussion occurred regarding the number and style of picnic tables to purchase. The board leaned towards a less expensive, more readily available, and easier maintenance option. The plan is to cycle these in as needed over five or so years.

Motion by W. Melen to seek purchase of up to twenty wood-topped and galvanized from picnic tables for all parks, support by Cramer.

Roll Call Vote.

Yes: Barclay, Cramer, Henry, K. Melen, W. Melen, D. Witter, S. Witter.

No: None.

- C. Otterburn Insect Control: The board discussed options for insect control at Otterburn.

Motion by Cramer to authorize up to \$2,500 from the existing budgets for On Target insect control services at Abrams Park, support by K. Melen.

Roll Call Vote.

Yes: Barclay, Cramer, Henry, K. Melen, W. Melen, D. Witter, S. Witter.

No: None.

- D. Friends of Abrams Park Updates/Comments: Sandi Brill advocated for the Abrams drinking fountain replacement and felt this should include a hose spigot. She inquired about insect spray and allergies. She noted that coaches want the Abrams field groomed (Rob said they would do this). She noted the bleachers are hazardous. She indicated that the pavilion floor closest to the bathrooms was damaged. She voiced that porta johns should be viewed as a temporary solution and should be upgraded to full bathrooms, such as the Green Flush bathroom that is available for about \$175,000. She recommended Goats for Hire as a solution to clearing the creek bank at Abrams Park. She asked about the possibility of having the Army Corp of Engineers conduct drain improvements at Abrams. She recommend an historic grant for a potential paved trail at Abrams. She asked to have the Abrams Park sign landscaped. She felt the teens in the neighborhood would benefit from an exercise park at Abrams, which would cost about \$150,000. She indicated that the city did not attend to or invest sufficiently in Abrams Park.

- E. Elms Park Drainage: Discussion occurred regarding the prospect of following the park plan guidance to improved drainage at Elms Park through the design and construction of an engineered system. Ultimately, it was felt that this problem could be remedied when and if the primary playscape is replaced. Funds should be accrued for that purpose. A motion was made without support, but there appeared to be consensus with this point. The board moved on.

- F. Abrams Trail: The trail quote for Abrams was about \$118,000 for about 3,000 lineal feet of 8 foot aggregate trail. This was found to be excessive. There was discussion about using millings that the city owns instead of aggregate. There was also discussion of installing shorter segments. Staff is seeking new quotes based on use of owned millings.

MEETING OPEN TO PUBLIC:

Boots Abrams thanked the park board for cooperating.

Sandra Brill indicated that Abrams did not get attention or funding, despite their efforts. She said that the baseball fields look like crap, that the structures were dilapidated, that she would avoid the park if she had a young family, and that the park needs to be brought into the future.

Motion by D. Witter to remove the bleachers at Abrams Park, support by W. Melen.

Unanimous Voice Vote.
Motion Declared Carried.

BOARD MEMBER COMMENTS:

Board Member Cramer spoke about the America 250 handbook and the butterfly waystation.

Board Member D. Witter noted that he believes the park board is functioning well and is glad the bleachers are gone.

Board Member Henry wanted graphic information for the American 250 logo.

Board Member K. Melen asked about security at Elms. It was noted that this topic comes up often and the park board can recommend a course of action that staff will look to follow as it relates to security cameras

Board Member S. Witter is excited for the butterfly garden.

Board Member Barclay asked to have the balance beam at Abrams removed and the equipment by the flag pole inspected. He noted the new rules signs could use a cleaning. The basketball courts at Abrams look good. Mini bikes and dirt bikes are growing in their use in the village.

ADJOURNMENT: Motion by W. Melen to adjourn the meeting of March 17, 2026, support by Cramer.

Unanimous Voice Vote.
Motion Declared Carried.

Meeting adjourned at 7:18 p.m.

NEXT MEETING: June 17, 2026, 5:30 p.m.

Mark Gonyea, Secretary



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: June 8, 2026

To: Park Commissioners
From: Adam Zettel, AICP
RE: June 16, 2026 Park Board Meeting

Hello everyone,

We will be meeting at 5:30 p.m. on Tuesday, June 16, 2026. The location is the council chambers at city hall.

In addition to updates regarding Otterburn, regular maintenance, 2026 work plan items, and Holland Square, we wish to discuss some crowd issues at Elms Park, revisit the concept of the trail at Abrams Park, and introduce the social district.

Concerning Elms, we have had a number of incidents at the park in the month of May. On Memorial Day, it was necessary to deploy about a dozen police patrol units and close the park due to violence and disruption. Arrests were made.

Given Elms Park's size and location, we have been attempting to focus routine activity in the park on smaller, family units that are making use of the assets and rental areas. We have been experiencing larger crowds again, which can create a number of practical issues. The largest concern is that the large crowds tend to engage in activities that violate the rules, stress law enforcement, and push the smaller families away.

We have discussed the issues with Metro, and we have some suggestions for the park board.

1. Close the park to traffic at 8pm or sundown, whichever is first (the park can remain open to pedestrians and trail users)
2. Prohibit portable grills and cooking devices (this inflates the cooking capacity of pavilions beyond our desired capacity)
3. Provide power only to pavilions with reservations on weekends and holidays (this reduces the costs and practical capacity of pavilions for which no payment has been made)
4. Reduce seating capacity at pavilions (some pavilions contain table/seat numbers that are higher than what is optimal for parking and use)

8083 Civic Drive

Swartz Creek Michigan 48473

Phone: (810)-635-4464

Fax: (810)-635-2887

www.cityofswartzcreek.org

<ftp://cityofswartzcreek.org>

June 16, 2026

Park Board

5. Consider dedicated police presence in Elms Park for high-use days and holidays
6. Consider controlled entrance such as that at Lake Callis (may contain fees for resident/nonresident, controls total occupancy number, provides security checkpoint, can distribute park rules)

In addition, the board should discuss management of the basketball courts. These were damaged again during the issue that occurred on Memorial Day. The DPW and police report that this location is consistently at the forefront of damage, trash, and observed violations.

I ask the park board to consider some of these options. My opinion is that the real and perceived safety of this park plays a crucial role in shaping the livability of the broader community. The park MUST remain safe, feel safe, and provide for city-level recreation to all users. I hope to have Metro PD be present to discuss realistic options to have intentional and effective measures taken to ensure the area is used appropriately and provides for that comfortable environment for all families, individuals, and groups.

Procedurally, recommended changes can take the form of amended park rules, budget adjustments, and new policies. Please take time to visit the park to observe its function and to familiarize yourself with the existing rules. Any and all ideas are welcome.

Lastly, the Downtown Development Authority is considering a social district for downtown. This would be a defined area in which the liquor license holding establishments could sell alcoholic beverages for consumption in public during specific days and times, under specific conditions. The idea is to enhance the ability of the downtown area to host social events. With three licenses downtown and Holland Square gaining the pavilion, a district could serve to increase downtown patronage the success of events like car shows.

Durand has had a district for years, which has been largely successful, especially for their Wednesday night concerts. Davison just created a district. I am including some basic social district information for reference.

The DDA has formed a committee to consider the matter. So far, there appears to be a strong appetite for creating a district. They are now moving on to considering the specifics of where the district would be, what days/times it would function, and what the other rules would be. This is important for the park board because there is consideration of including Bicentennial Park. With a location adjacent to Holland Drive/Square, this area offers passive enjoyment with shade, seating, and greenery. The DDA would like to know the thoughts of the park board as it relates to this.

Contact me with additional future agenda items, questions, or comments.

Sincerely,

8083 Civic Drive
Swartz Creek Michigan 48473
Phone: (810)-635-4464 Fax: (810)-635-2887
www.cityofswartzcreek.org <ftp://cityofswartzcreek.org>

June 16, 2026
Park Board



Adam H. Zettel, AICP
City Manager
City of Swartz Creek
azettel@cityofswartzcreek.org

From: gdoffices@aol.com
To: [Adam Zettel](#); [Gregg Dawes](#)
Subject: Abrams Trail
Date: Tuesday, May 19, 2026 4:40:55 PM

Good Afternoon, Adam,

Abrams Trail 3000 Ft Shared use Path with 8 inches of Aggregate would cost approximately \$39.32 a foot.

Clearing is not figured in this cost.

Respectfully,

Russ Confer
Mobile: 810-845-1630

Glaeser Dawes Corp.
4130 Commerce Drive
Flushing, MI 48433
Tel: 810-487-1560
Fax: 810-487-1564

From: gdoffices@aol.com
To: [Adam Zettel](#); [Gregg Dawes](#)
Subject: Abrams Trail / City Millings
Date: Wednesday, May 20, 2026 4:38:21 PM

Good Afternoon, Adam,

Abrams Trail 3000 Ft Shared use Path with 8 inches of City Millings would cost approximately \$30.82 a foot.

Clearing is not figured in this cost.

Respectfully,

Russ Confer
Mobile: 810-845-1630

Glaeser Dawes Corp.
4130 Commerce Drive
Flushing, MI 48433
Tel: 810-487-1560
Fax: 810-487-1564

Social Districts

Introduction

The State of Michigan enacted a new law intended to spur economic activity and provide flexibility for hospitality businesses by enabling the on-site sale and off-site consumption of alcoholic beverages in designated “Social District” areas. On July 1, 2020, Governor Whitmer signed House Bill 5781 into law (MCL 436.1551) creating the “Social District Permit,” which allows local governments to designate a Social District within their jurisdictions. Businesses that are granted a Social District Permit may sell alcoholic liquor (beer, wine, mixed spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within the commons area of the Social District.

Permit Information for Local Governments

Local governments may now designate a Social District that contains a “commons area.” Once designated, “qualified licensees” whose licensed premises are contiguous to the commons area within the Social District and who obtain a license from the Michigan Liquor Control Commission (MLCC) may permit patrons to leave the licensed premises with the alcohol and consume it within the commons area.

Under MCL 436.1551(8)(a), a “commons area” is defined as: “an area within a social district clearly designated and clearly marked by the governing body of the local governmental unit that is shared by and contiguous to the premises of at least two other qualified licensees. Commons area does not include the licensed premises of any qualified licensee.”

Along with designating a Social District that contains a commons area, which must be clearly defined and marked with signs, a local government must establish local management and maintenance plans, including hours of operation, for a commons area. The statute provides that a local governmental unit shall not designate a Social District that would close a road unless the governing body receives prior approval from the road authority with jurisdiction over the road. In addition, the commons area must be maintained in a manner that protects the health and safety of the community.

A Social District designation must be filed with the MLCC, and include:

- A copy of the resolution passed by the governing body designating the Social District and commons area;
- A copy of management and maintenance plans, including the hours of operation, established by the local governmental unit for the Social District and commons area; and
- A diagram or map that clearly shows the boundaries of the Social District and commons area and identifies the qualified licensees that are contiguous to the commons area on the diagram or map.

To the extent a commons area threatens the health, safety, or welfare of the public or has become a public nuisance, a local government may revoke the Social District designation. Before revoking the designation, the local government must hold at least one public hearing on the proposed revocation, with appropriate notice being given under the Open Meetings Act (OMA). Any revocation of the Social District must be filed with the MLCC.

Bars and Restaurants May Apply for a Social District Permit

Bars and restaurants who are “qualified licensees” and wish to take advantage of the new law must first seek application approval from the governing body of their local government. Qualified licensees may then apply to the MLCC for a Social District Permit.

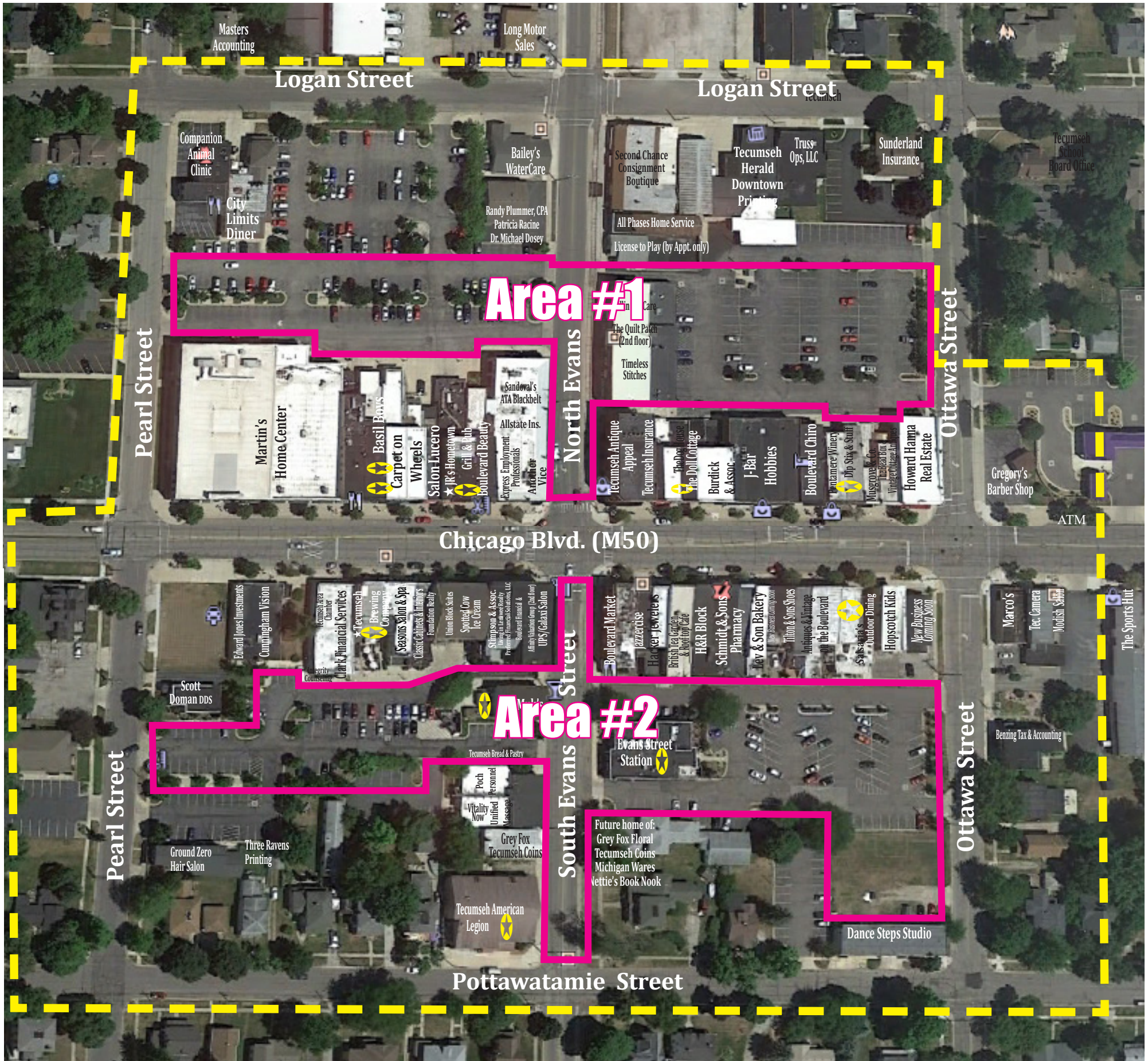
Pursuant to the statute, with some restrictions, qualified licensees include holders of Class C, Tavern, A-Hotel, B-Hotel, Club, G-1, G-2, and Brewpub licenses as well as licensees with on-premises and off-premises tasting rooms.

Upon receiving a Social District Permit, and upon additional approvals that may or may not be required by the municipality, a licensee may sell alcohol on its licensed premises in approved containers for customers to remove and consume in the commons area. A licensee is not permitted to sell alcohol in a commons area.

Approved containers must be glass free and not more than 16 oz., must prominently display the licensee's trade name or logo or some other mark that is unique to the licensee that sold the alcohol as well as a logo or mark unique to the commons area.

This Fact Sheet was provided by Sarah J. Gabis of the law firm of Foster Swift Collins & Swift, P.C.

Downtown Tecumseh Social District Commons Area



Social District Commons Area
 Commons Area
★ Qualified Licensees



P.O. Box 396, Tecumseh, MI 49286 • www.mytecumseh.org

Commons Areas Management and Maintenance Plan

Overview

In an effort to support local restaurants, microbreweries, bars, and similar food service businesses, the City of Tecumseh has established a permitting process for temporary outdoor social districts and commons areas ("Commons Areas"). Commons Areas are intended to allow for outdoor dining and alcoholic beverage consumption on City properties that are adjacent to or near associated business establishments. This application package is designed to ensure compliance with the Michigan Liquor Control Commission (MLCC) guidelines and Public Act 58 of 1998 as amended by Public Act 124 of 2020.

The Commons Areas are proposed to be administered through the City's Developmental Services Office and permits from both the MLCC and the City are required prior to utilization by any qualified establishment(s).

Intent

Commons Areas are intended provide extra outdoor space for dining and consumption of alcoholic beverages while ensuring sufficient separation between unrelated parties. This is in response to the social distancing requirements necessitated by the COVID-19 crisis. The areas will accommodate tables, chairs, barriers, boundaries, and accessory materials related to the offered services. Qualified establishments, as defined by PA 124 of 2020 may apply to utilize **certain specifically designated places within** the established Commons Areas:

1. City owned parking lots in the Central Business District.
2. The North and South Evans Street road right-of-way.
3. In accordance with the MLCC guidelines, all Commons Areas must be "contiguous to the premises of at least 2 qualified licensees."

It is also intended that Commons Areas may be shared by multiple businesses, so long as the shared use is defined by the City authorization and joint operation and maintenance guidelines are established.

However, public spaces immediately in front of or behind a business establishment will be reserved solely for that business (exp. public sidewalks and parking spaces).

All designated spaces will be subject to review by Tecumseh Police and Fire Departments for traffic and safety considerations.

City of Tecumseh
Commons Areas Management and Maintenance Plan

Page 2 of 5

Other Options for Outdoor Dining and Alcoholic Beverage Consumption

The establishment of the Commons Areas in accordance with the new MLCC provisions in no way negates the ability of businesses to establish sidewalk cafes for outdoor dining and alcoholic beverage consumption in accordance with the pre-existing MLCC guidelines and City ordinances. The Commons Areas are intended to be supplemental and in addition to these previous provisions.

Signage and Barriers

The City will prepare generic signs as required by the MLCC Rules that identify the general boundaries of the Commons Areas. The individual establishments may be required to provide additional barriers to define the portion of the Commons Area they plan to utilize and provide for the safety of their customers/patrons. Additional barriers or barricades as specified by the City **will** be required when the area utilized is within a public parking lot and/or on a public street or sidewalk. The City will assist in coordination between the permitted establishments to minimize the necessary investment in additional barriers/barricades.

Application Process

Commons Area permits must be requested by the business owner or an authorized representative. Applications and supplemental information must be provided in complete form for review and approval by the Building Official.

Required checklist items are the following:

1. Completed City application form.
2. Copy of Michigan Liquor Control Commission Permit. *Note: The City will conduct a preliminary review prior to the applicant submitting their MLCC permit in order to determine if the proposed use of the Commons Area is acceptable to the City.*
3. Certificate of Liability Insurance, naming the City of Tecumseh additionally insured.
4. Commons Area layout plan (drawn to-scale with dimensions noted and all information in legible form).
 - a. Lot lines, portion(s) of Commons Area intended for use, and proposed barriers/barricades.
 - b. Existing entries/exits, sidewalks, structures, and building footprints.
 - c. Proposed location of tables, chairs, tents, shelters, and other fixtures, allowing for at least 6 feet minimum between unrelated parties. *Note: The City may*

City of Tecumseh
Commons Areas Management and Maintenance Plan

Page 3 of 5

- require the removal or relocation of these furnishings and fixtures at the end of each business day in order to facilitate access to the surrounding properties.*
- d. Outdoor service and host area(s) (if any).
 - e. Proposed occupancy. *Attached is the section of the International Building Code (IBC) which has been adopted as the standard for the State of Michigan related to occupancy calculations to provide you with a starting point. This does not consider the requirements in item (c) above.*

General Requirements

Commons Areas are subject to the following requirements:

1. Boundaries, structures, and materials associated with Commons Areas shall:
 - a. Not impede drivers, pedestrians, or wheelchair users. *Note: The City will consider the extended closure of sections of public parking lots and streets, subject to maintaining adequate access to the surrounding properties.*
 - b. Not block sight visibility of remaining parking lot aisles or intersections.
 - c. Not impede emergency vehicle and personnel access.
 - d. Not prevent access to nearby businesses or homes.
 - e. Be approved by City of Tecumseh Police and Fire Departments.
2. Alcohol service shall conform to all Michigan Liquor Control Commission requirements, including any Social District and Commons Areas Permit requirements. Specifically:
 - a. The serving container must prominently display the licensee's trade name or logo or some other mark that is unique to the licensee that sold the alcohol.
 - b. The serving container must prominently display a logo or some other mark that is unique to the commons area.
 - c. The serving container is not made of glass.
 - d. The serving container does not have a liquid capacity over 16 ounces.
3. **Hours of operation shall begin no earlier than 10:00 AM and food and beverage service shall discontinue in the Commons Areas no later than 11:00 PM.** However, hours shall be further restricted when adjacent to residential land uses. Service shall not extend beyond the range established in the MLCC or City permits.
4. Service shall conform to the permitted days of operation.
5. The layout of boundaries, structures, and materials shall conform to the proposed outdoor Commons Area layout plan during open hours. Tables, chairs, and temporary barriers may be permitted to remain outdoors during closed hours but must be secured. Service items, decorations, cleaning materials and equipment and other easily stored items must be removed from

City of Tecumseh
Commons Areas Management and Maintenance Plan

Page 4 of 5

the area at the end of each business day. Solid barriers, if incorporated, may remain for the duration of the permitted timeframe.

6. Sites and surfaces shall be cleaned before service hours and upon close.
7. Tents and other temporary shelter structures shall be approved by the Fire Department and Building Official.
8. Amplified music shall be set at reasonable levels so as not to disturb owners and occupants of neighboring properties.
9. Temporary lighting shall be established to ensure safe conditions during evening hours but shall not result in excessive glare onto adjacent properties.
10. Waste receptacles shall be provided within the Commons Area and shall be emptied regularly during open hours and at close each day.
11. Heaters must be approved by the Fire Department (type and location).
12. Smoking is not permitted within designated Commons Areas.

Review and Approval

The review of Commons Areas will occur in conjunction with the Developmental Services Office and Police Department and Fire Departments. The City reserves the right to request additional details and information to ensure the protection of public health, safety, and welfare.

If requirements and standards are met, the proposed outdoor social zone will be permitted for a period of time specified by the Building Official. Reasonable conditions may be applied by the City to ensure the protection of public health, safety, and welfare. Plan amendments may be considered at any time but must comply with all requirements for Commons Areas.

CITY OF SWARTZ CREEK

SOCIAL DISTRICT – PARTICIPANT QUICK GUIDE

ELIGIBILITY

- Must hold a valid license from the Michigan Liquor Control Commission
 - Must have a valid Social District Permit
 - Must have a signed Participation Agreement with the City
-

APPROVED CONTAINERS ONLY

- Use **City-approved cups only**
 - Must include:
 - Social District logo
 - Your business name
 - **NO GLASS**
 - **NO refills of Social District cups**
-

HOURS

- Sell Social District drinks **only during approved hours**
 - Follow any special event modifications
-

WHERE CUSTOMERS CAN GO

- Drinks may leave your business **ONLY in approved cups**
 - Customers must stay within:
 - The **Commons Area**
 - You are responsible for **reminding customers of boundaries**
-

DO NOT ALLOW

- Drinks in non-approved containers
 - Visibly intoxicated individuals to be served
 - Customers leaving with alcohol outside district rules
-

STAFF RESPONSIBILITIES

Ensure all staff:

- Check IDs properly
 - Understand Social District rules
 - Know district boundaries
 - Politely correct violations
-

CLEANLINESS

- Keep storefront and adjacent sidewalk clean
 - Help prevent litter tied to your sales
 - Use and maintain trash containers
-

FEES

- Annual participation fee: \$_____
 - Per-cup fee (if applicable): \$_____
-

ENFORCEMENT

Violations may result in:

1. Warning
2. Suspension

3. Removal from the Social District

PILOT PROGRAM

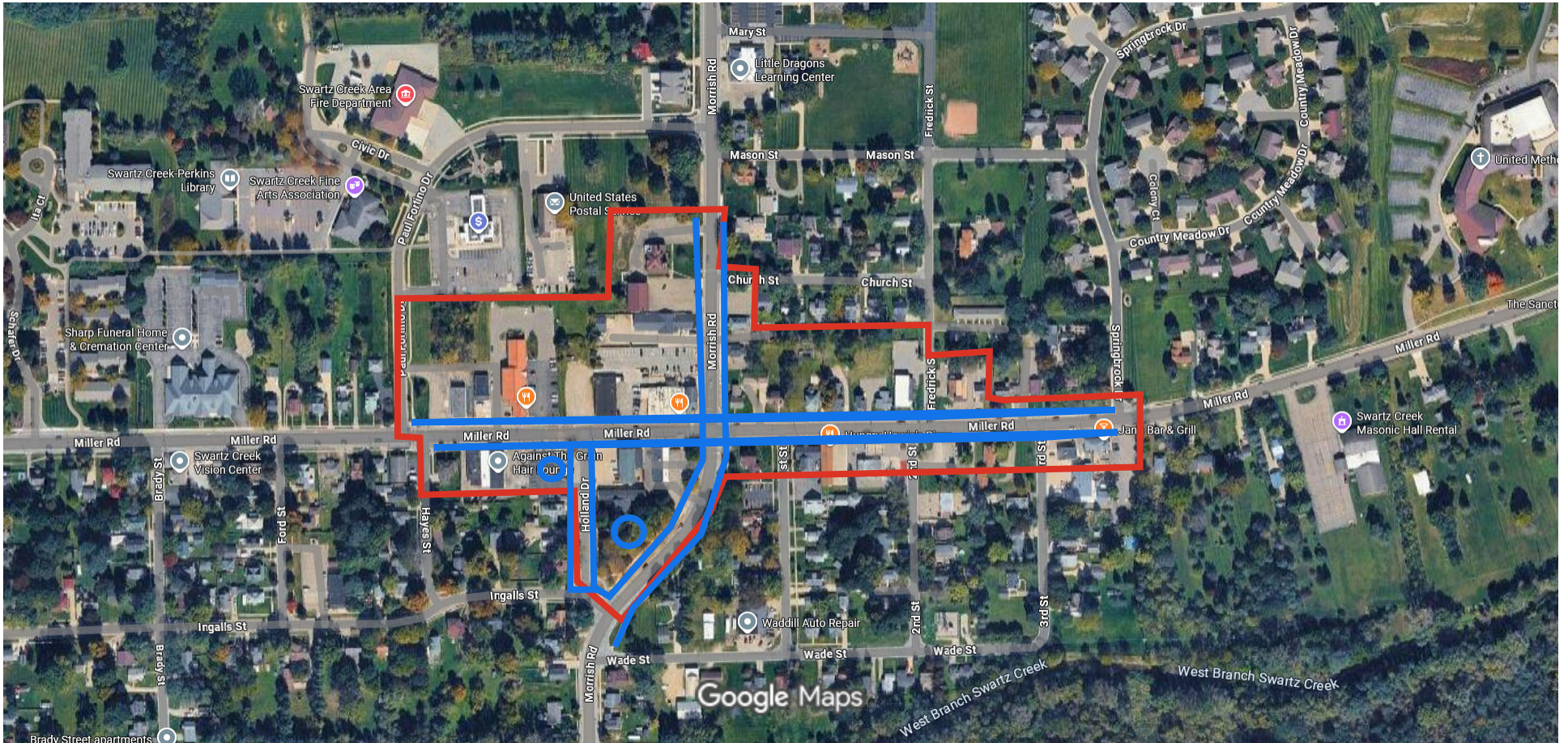
- This is a **1-year pilot program**
 - Rules may evolve based on performance and feedback
-

QUESTIONS / SUPPORT

Contact: City of Swartz Creek

Phone: _____

Email: _____



Imagery ©2026 Airbus, Maxar Technologies, Map data ©2026 200 ft

- Social District (Where businesses can be located to participate)
- Commons Area (Where open beverages can be taken on sidewalks or public spaces)



CITY OF
SWARTZ CREEK
SOCIAL DISTRICT
PARTICIPANT QUICK GUIDE



ELIGIBILITY

- Must hold a valid license from the Michigan Liquor Control Commission
- Must have a valid Social District Permit
- Must have a signed Participation Agreement with the City



APPROVED CONTAINERS ONLY

- Use City-approved cups only
- Must include the Social District logo and your business name
- NO GLASS
- NO refills of Social District cups



HOURS

- Sell Social District drinks only during approved hours
- Follow any special event modifications



WHERE CUSTOMERS CAN GO

- Drinks may leave your business ONLY in approved cups
- Customers must stay within the Commons Area
- You are responsible for reminding customers of boundaries



DO NOT ALLOW

- Drinks in non-approved containers
- Visibly intoxicated individuals to be served
- Customers leaving with alcohol outside district rules



STAFF RESPONSIBILITIES

- Check IDs properly
- Understand Social District rules
- Know district boundaries
- Politely correct violations



CLEANLINESS

- Keep storefront and adjacent sidewalk clean
- Help prevent litter tied to your sales
- Use and maintain trash containers



FEES

- Annual participation fee: \$ _____
- Per-cup fee (if applicable): \$ _____
- Fees support cleaning, security, marketing and programming



ENFORCEMENT

- Violations may result in:
1. Warning
 2. Suspension
 3. Removal from the Social District



PILOT PROGRAM

- This is a 1-year pilot program
- Rules may evolve based on performance and feedback



QUESTIONS / SUPPORT

City of Swartz Creek | (810) 635-4464 | info@cityofswartzcreek.org



SOCIAL DISTRICT
= Rules for Patrons =

ENJOY RESPONSIBLY!



YOU MAY



Carry alcoholic beverages in approved Social District cups



Walk within the designated Commons Area



Enjoy drinks from participating businesses



YOU MAY NOT



Leave the district with alcohol



Use glass containers



Bring your own alcohol into the district



Enter non-participating businesses with alcohol



Litter or damage property



LOOK FOR THE CUP

Your drink must be in an official Social District cup.
(No cup = Not allowed outside the business)

STAY IN THE ZONE

Alcohol is only allowed within the marked district boundaries.



HOURS

Social District hours:
Sun - Thurs: _____
Fri - Sat: _____



ENFORCEMENT

- Violations may result in:
- Fines
 - Removal from the district
 - Other penalties



BE A GOOD NEIGHBOR

- Respect businesses and residents
- Dispose of trash properly
- Drink responsibly



SWARTZ CREEK SOCIAL DISTRICT
DRINK. STROLL. ENJOY.

QUESTIONS?
Visit: cityofswartzcreek.org
Call: (810) 635-4464