

**AGENDA
CITY OF SWARTZ CREEK
PLANNING COMMISSION
PAUL D. BUECHE MUNICIPAL BUILDING
TUESDAY, JANUARY 8, 2019, 7:00 P.M.**

1. CALL TO ORDER:

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL: Binder, Culinkski, Grimes, Krueger, Dennis Novak, Pinkston, Ridley, Root, Stephens.

4. APPROVAL OF AGENDA:

5. APPROVAL OF MINUTES:

6. CORRESPONDENCE:

- A. Resolutions
- B. Minutes: December 4, 2018
- C. Staff Meeting Letter
- D. 2018 Annual Report
- E.

7. MEETING OPENED TO PUBLIC (NON-PUBLIC HEARING ITEMS):

8. BUSINESS:

- A. 2018 Annual Report Draft Review
- B. Zoning Updates
- C. Community Updates

9. MEETING OPENED TO THE PUBLIC:

10. REMARKS BY PLANNING COMMISSION MEMBERS:

11. ADJOURNMENT:

**RESOLUTIONS
CITY OF SWARTZ CREEK
PLANNING COMMISSION
PAUL D. BUECHE MUNICIPAL BUILDING
TUESDAY, JANUARY 8, 2019, 7:00 P.M.**

Resolution No. 190108-__ **Agenda – January 8, 2019**

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission approves the agenda for the January 8, 2018 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 190108-__ **Minutes – December 4, 2018**

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission approves the Minutes for the December 4, 2018 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 190108-__ **2018 Annual Report** **(Carried/Denied)**

Motion by Planning Commission Member: _____

WHEREAS, the Planning Enabling Act of the State of Michigan requires an annual report to be compiled that reflects the activities of the planning commission, and;

WHEREAS, the City of Swartz Creek desires to consolidate such activities with those of the Zoning Board of Appeals to better communicate with officials and the public, and;

WHEREAS, the annual report, as reviewed by the planning commission at their regular meeting on January 8, 2019 also includes training and related information to shape actions in the coming year.

NOW, BE IT RESOLVED that the Swartz Creek Planning Commission hereby recommends the approval of the 2018 annual report and direct staff to submit the report to the city council.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 190108-__

Adjourn

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission adjourns the January 8, 2019 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK SWARTZ
CREEK, MICHIGAN
MINUTES OF PLANNING COMMISSION MEETING
DECEMBER 4, 2018**

Meeting called to order at 7:00 p.m. by Commissioner Stephens.

Pledge of Allegiance.

ROLL CALL:

Commissioners present: Binder, Culinski, Root, Novak, Grimes, Krueger, Pinkston, Ridley, Stephens.

Commissioners absent: None.

Staff present: Adam Zettel, City Manager.

Others present: Bob Plumb, Jentery Farmer, Rae Lynn Hicks, Lania Rocha.

APPROVAL OF AGENDA:

Resolution No. 181204-01

(Carried)

Motion by Commissioner Ridley support by Commissioner Novak, the Swartz Creek Planning Commission approves the agenda for the December 4, 2018 Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

APPROVAL OF MINUTES:

Resolution No. 181204-02

(Carried)

Motion by Commissioner Krueger support by Commissioner Binder the Swartz Creek Planning Commission approves the minutes for the November 6, 2018 Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

MEETING OPENED TO THE PUBLIC:

None.

BUSINESS:

Streetscape Review

Adam Zettel, City Manager, objective tonight is to have the planning commission review and affirm the concept that we are allocating resources to a streetscape in 2019.

Andy Harris, OHM, reviewed the plans in the packet. Highlights include stamped concrete, decorative

LED lamps, plantings, two general types of wall and two mountable pedestrian islands.

Resolution No. 181204-03

(Carried)

Motion by Planning Commission Member Binder
Second by Planning Commission Member Culinski

WHEREAS, the city council has enable the planning of a streetscape plan that includes use of Holland Square, with said planning effort led by the Swartz Creek Downtown Development Authority, and;

WHEREAS, after extensive and rigorous review, the DDA committee finds that the permanent use of Holland Square is uncertain and opted to invest in the Miller Road streetscape while maintaining the openness of Holland Square as parking and mixed use indefinitely, and;

WHEREAS, there is not a change of land use, zoning, or site plan related to this change, but there are functional and decorative capital improvement features that merit a review by the Planning Commission prior to the bidding of the current plans;

NOW, THEREFORE, BE IT RESOLVED that the Swartz Creek Planning Commission hereby recommends the following for consideration by the city council as it relates to the Miller Road Streetscape and Holland Square improvement plans:

1. Electrical conduit to Southwest Corner.

Yes: Novak, Grimes, Krueger, Pinkston, Ridley, Stephens, Binder, Culinski, Root.
No: None. Motion Carried.

Meeting Open to Public:

Rae Lynn Hicks thanked everyone for their input and ideas in regards to the streetscape project.

Remarks By Planning Commission:

Commissioner Binder wished everyone a Merry Christmas and Happy New Year.

Commissioner Root thanked everyone for having her be a part of this and it's going to be fun.

Commissioner Ridley loves the new sign at the corner at Elms and Miller.

Commissioner Krueger mentioned Fireside Coffee and the great products they have there.

Commissioner Pinkston feels whatever happens to town square it will be a great improvement.

Commissioner Grimes commented on the turning out of KFC. It needs a sign saying no left turn. The signing needs changed.

Adjourn

Resolution No. 181204-04

(Carried)

Motion by Planning Commission Member Grimes
Second by Planning Commission Member Pinkston

I Move the Swartz Creek Planning Commission adjourns the December 4, 2018 Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

Meeting adjourned at 8:09 p.m.

, Secretary



Where Friendships Last Forever

Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: January 3, 2019

To: Planning Commissioners
From: Adam Zettel, AICP
RE: January 8, 2019 Planning Commission Meeting

Hello everyone,

We will be meeting at 7:00 p.m. on January 8, 2019. Though the annual meeting is not until February as it relates to officer selection, I am including a draft of the 2018 annual report. My hope is to review and recommend approval of the document as it relates to prior activities, as well as the plan for 2019 activities.

We will also be returning to the RRC program and the next phase of zoning changes. There is quite a list of items to address, and the planner will be attending to help us prioritize how we proceed and in what many we wish to proceed. I do not have any additional materials to distribute at this point.

Lastly, I will be giving updates on Holland Square/streetscape, the Economic Development Strategy draft, Apple Creek Station, Sports Creek Raceway, and other projects.

That is all for now. Contact me with questions or comments. If I get other materials, I will send them along!

Sincerely,

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

8083 Civic Drive
Swartz Creek Michigan 48473

Phone: (810)-635-4464

Fax: (810)-635-2887

www.cityofswartzcreek.org

<ftp://cityofswartzcreek.org>

CITY OF SWARTZ CREEK
**SWARTZ CREEK, MICHIGAN
PLANNING COMMISSION
ZONING BOARD OF APPEALS
2018 ANNUAL REPORT**

To: The Honorable David Krueger & Swartz Creek City Council
From: The Swartz Creek Planning Commission
Subject: 2018 Annual Report

Greetings,

Introduction

In addition to the Planning Commission and Zoning Board of Appeals updates that are delivered in city council meeting packets, and respective minutes, this document serves as a summary report of the activities of the planning commission and zoning board of appeals for the calendar year of 2018. This report is not to be confused with the monthly building report. This document is intended to summarize the general status and open-meeting decisions made by the planning commission (PC) and zoning board of appeals (ZBA).

Summary Findings

The PC had another busy year. They conducted a mix of reviews on site plans, ordinances, and other initiatives. In pursuit of the Redevelopment Ready Communities objectives, the PC was able to act quickly on a number of site plans that included zoning and special land use requests, such as Sharp Funeral Home in June and Apple Creek in November. They were also able to process the Consumers Energy Gas Regulator site and pass a number of ordinances that align the zoning code to the master plan. Specifically, the approved updates to better enable mixed uses, outdoor cafes, pick up windows, and shared parking in downtown.

Projects that were approved in 2017 that saw action this year include the Dort Federal Credit Union, KFC restaurant, and Springbrook East expansion.

The ZBA had a relatively uneventful year. After hearing zero cases in 2016 and two variance requests in 2017, the convened only twice in 2018 for the purpose of affirming minutes and having their annual meeting.

Training and memberships in professional organizations have been limited even though opportunities have been made available. We have also had some turnover in the planning commission, which will require more orientation and training on a formal level. Additional

conference attendance and/or other local training is recommended for members of both groups on a rotating basis. Some members have taken advantage of these opportunities.

Concerning membership, there has only been a couple changes to the planning commission, with Mr. Novak and Mrs. Root replacing Mr. Florine and Mr. Farmer respectively. Attendance with the planning commission and zoning board of appeals has been adequate, with no meeting quorum issues. The planning commission experienced 52 attendances out of 63 attendance opportunities (83%). This is a decrease from 90% in 2017. ZBA met twice, both times for internal housekeeping matters of approving minutes and board elections. Attendance was about 86% (12 of 14 attendances out of total opportunities). Current commissioners appear to be active and take a strong interest in their respective fields.

Boardmembers & Commissioners

Below is the current list of the PC and ZBA membership. All members have been given copies of the city's personnel policies.

PLANNING COMMISSION	Term end date	Address
Dennis Novak	6/30/21	5282 Greenleaf
Angie Root	6/30/21	5139 Winshall
Kathy Ridley	6/30/19	3414 Elms
Betty Binder	6/30/20	8079 Bristol
Douglas Stephens, Chairperson	6/30/20	5250 Birchcrest
Bud Grimes	6/30/19	5171 Oakview Drive
Dennis Pinkston, Vice Chairperson	11/23/20	9341 Chesterfield
Craig Culinski	11/23/20	5160 Worchester
David Krueger	Per council term	7399 Miller Rd

ZONING BOARD OF APPEALS	Term end date	Address
Douglas Stephens	6/30/20	5250 Birchcrest
Ronald Smith, Secretary	6/30/20	9194 Chesterfield
Curt Porath Council Rep	11/23/20	4485 Frederick
James Barclay - Alt	6/30/19	8420 Cappy
James Packer, Chairperson	6/30/21	7216 Miller
Samantha Fountain - Alt	6/30/20	5022 Winston
Robert Plumb, Vice Chairperson	6/30/21	37 Somerset

Facts & Figures on Projects

February 6, 2019
 Planning Commission
 Annual Report for 2018

Below is an exhaustive list of projects that were reviewed by the Planning Commission and Zoning Board of Appeals.

Project	Venue	Review	Location	Size or Units	Value	Month	Approval	Status
Redevelopment Ready Communities	PC	Policy	N/A	N/A	N/A	Ongoing	N/A	State Review Complete
KFC	PC	Site Plan Restaurant	7026 Miller	2,186 sq. ft on 0.5 acres	~\$2.5M	2017	Yes	Finished
KFC	PC	Special Land Use Drive Through	7026 Miller	2,186 sq. ft on 0.5 acres	~\$2.5M	2017	Yes	Finished
KFC	ZBA	Sign Variance	7026 Miller	N/A	~\$20,000	2017	Yes	Finished
Dort Federal	PC	Site Plan Credit Union	4131 Morrish	3,042 sq. ft. on 1.5 acres	~\$3.5M	2017	Yes	Finished
Dort Federal	PC	Special Land Use Drive Through	4131 Morrish	3,042 sq. ft. on 1.5 acres	~\$3.5M	2017	Yes	Finished
Sharp Funeral Home	PC	Zoning R-3 to NBD	8118 Miller	0.9 acres	NA	June	Yes	Finished
Sharp Funeral Home	PC	Site Plan - Funeral Home	8118 & 8138 Miller	14,312 sa. Ft on 3 acres	~\$3M	June	Yes	Under Construction
Sharp Funeral Home	PC	Special Land Use - Funeral Home	8118 & 8138 Miller	14,312 sa. Ft on 3 acres	~\$3M	June	Yes	Under Construction
Consumers Energy	PC	Special Land Use - Gas Regulator	Bristol/Miller	NA	NA	August	Yes	Under Construction
Ordinances	PC	Parking, Mixed Use, Pick up Windows, Outdoor Cafes	Central Business District	NA	NA	October	Yes	Finished

Apple Creek Station	PC	Site Plan - Apartments	4369 Roundhouse	48 Units	~\$8.5M	November	Yes	Design Engineering
Streetscape	PC	Recommendation	Miller & Holland	NA	\$0.5M	December	Yes	Bidding

Training

Staff is going to make a concerted effort to engage more planning commissioners and zoning board of appeals members in formal training. We will specifically request that members with less than one full term engage in standard Michigan Association of Planning events, including the annual conference. We will also look to send all commissioners to training involving ‘small cell’, marijuana, and downtown housing regulations in 2019.

While opportunities exist, and resources are dedicated to this purpose, folks have not been quick to travel for these sessions. I also expect to encourage some crossover training and events with the DDA and Chamber of Commerce as well, since they are so instrumental in economic development now.

Conclusions - Looking Forward

There were not any issues or anomalies with the commissions that demand attention. It is unclear what is in store for 2019, but we are getting a lot of inquiries for the downtown area. I suspect we will have the Fortino Drive Townhomes in front of the PC and something on Morrish Road.

Issues that we know must be looked at, some of which are pending, include:

1. Completing RRC zoning updates, form creation, and marketing
2. Engaging in proactively planning as it relates to the three RRC sites, such as the raceway
3. Updating the six year Capital Improvement Program

Please contact me directly if you have any comments or inquiries on the matter.

Sincerely,



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