

**AGENDA
CITY OF SWARTZ CREEK
PLANNING COMMISSION
PAUL D. BUECHE MUNICIPAL BUILDING
TUESDAY, FEBRUARY 4, 2020, 7:00 P.M.**

- 1. CALL TO ORDER:**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. ROLL CALL:** Binder, Farrell, Grimes, Henry, Krueger, Novak, Ridley, Wyatt, Zuniga.
- 4. APPROVAL OF AGENDA:**
- 5. APPROVAL OF MINUTES:**
- 6. CORRESPONDENCE:**
 - A. Resolutions
 - B. Minutes: December 3, 2019
 - C. Staff Meeting Letter
 - D. 2019 Annual Report
- 7. MEETING OPENED TO PUBLIC (NON-PUBLIC HEARING ITEMS):**
- 8. BUSINESS:**
 - A. Selection of Officers
 - B. 2019 Annual Report Draft Review
- 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, FEBRUARY 4, 2020, 7:00 P.M.**

Resolution No. 200204-__ **Agenda – February 4, 2020**

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission approves the agenda for the February 4, 2020 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 200204-__ **Minutes – December 3, 2019**

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission approves the Minutes for the December 3, 2019 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 200204-__ **Selection of Chairperson**

Motion by Planning Commission Member: _____

I Move, the Swartz Creek Planning Commission selects Commissioner _____ to serve as the Planning Commission Chairperson for a twelve month period commencing immediately and ending at the next annual meeting or as stated in the bylaws.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 200204-__ **Selection of Vice Chairperson**

Motion by Planning Commission Member: _____

I Move, the Swartz Creek Planning Commission selects Commissioner _____ to serve as the Planning Commission Vice-Chairperson for a twelve month period commencing immediately and ending at the next annual meeting or as stated in the bylaws.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 200204-__ Selection of Secretary

Motion by Planning Commission Member: _____

I Move, the Swartz Creek Planning Commission selects Commissioner _____ to serve as the Planning Commission Vice-Chairperson for a twelve month period commencing immediately and ending at the next annual meeting or as stated in the bylaws.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 200204-__ 2019 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 February 4, 2020 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 2019 annual report and direct staff to submit the report to the city council.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 200204-__ Adjourn

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission adjourns the February, 4, 2020 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 3, 2019**

Meeting called to order at 7:02 p.m. by Commissioner Novak.

Pledge of Allegiance.

ROLL CALL:

Commissioners present: Binder, Farrell, Henry, Novak, Grimes, Krueger, Farmer, Zuniga.

Commissioners absent: Stephens.

Staff present: Adam Zettel, City Manager.

Others present: Bob Plumb, Dennis Cramer, Tom Wyatt, John Gilbert, Angie Root, Ron Smith, Rae Lynn Hicks, Jared Whittey, Samantha Fountain, Erik & Dawn Jamison.

APPROVAL OF AGENDA:

Resolution No. 191203-01 **(Carried)**

Motion by Commissioner Henry support by Commissioner Krueger, the Swartz Creek Planning Commission approves the agenda for the December 3, 2019 Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

APPROVAL OF MINUTES:

Resolution No. 191203-02 **(Carried)**

Motion by Commissioner Krueger support by Commissioner Binder the Swartz Creek Planning Commission approves the minutes for the August 6, 2019 Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

MEETING OPENED TO THE PUBLIC:

None.

BUSINESS:

Training (Placemaking)

Presentation

Mr. Zettel introduced the trainer, Mr. Wyatt.

Mr. Tom Wyatt, ZBA member lives in Swartz Creek and works for Kettering University with a background in urban planning.

Sustainability in the future, if something is working it's how we insure that it continues to exist in that state into the future. Placemaking comes into place by creating opportunities and an environment that is attractive to entrepreneurs and businesses. It's really about place, programming, resources, people and how the community functions. It is more than just promoting better urban designs it's about making spaces people want to be in and enjoy. It is a community driven collaborative process where people of all ages can be involved. Function before form, adaptable, flexible and could be contact specific. It is not a quick fix. It is driven by the vision of the community and thinking about the long term benefit. Incremental steps to making things better and test things out. Many benefits to placemaking are public safety, crime prevention, community and economic development. Spaces thrive when there is more than one thing to do.

Things to think about in strategic placemaking:

- Does our community have housing options for people of different income levels.
- Have we done a target market analysis.
- Do we see a demand for people who want to live in duplexes
- Do we have a complete street plan.
- Do we have quality spaces and goals for maintaining and increases those spaces.
- Are we looking at ways to add density to downtown.
- Are we looking at ways to reduce the impact on storm water and infrastructure.
- What is our walk score.
- Preserving our history.

He feels Swartz Creek is moving in the right direction. He recommends continuing events like Jeepers Creekers.

Meeting Open to Public:

None.

Remarks By Planning Commission:

Commissioner Binder Merry Christmas everyone.

Commissioner Krueger tonight was interesting, many ideas and much opportunity.

Commissioner Farmer thanks for the presentation.

Commissioner Farrell good presentation and thank you.

Commissioner Grimes good presentation.

Adjourn

Resolution No. 191203-03

(Carried)

Motion by Planning Commission Member Krueger
Second by Planning Commission Member Farmer

I Move the Swartz Creek Planning Commission adjourns the December 3, 2019 Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

Meeting adjourned at 8:42 p.m.

Jentery Farmer,
Secretary



Where Friendships Last Forever

Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: January 29, 2020

To: Planning Commissioners
From: Adam Zettel, AICP
RE: February 4, 2020 Planning Commission Meeting

Hello everyone,

We will be meeting at 7:00 p.m. on February 4, 2020. We have our annual meeting as it relates to officer selection. I am also including a draft of the 2019 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 2020 activities.

First on the agenda is the selection of officers. Doug Stephens served as the chairperson and the vice chair was held by Dennis Pinkston. They have both resigned. Jentery Farmer is currently serving as secretary. Nominations for all three can be made on Tuesday, and I have prepared three separate resolutions that are in the packet.

Note that the chairperson serves on the Zoning Board of Appeals by virtue of the chair appointment. Mr. Wyatt was the PC member that was appointed by the council to serve on the ZBA. This cannot occur unless he is selected chair, but the appointment was made with the understanding that any PC member could serve as the representative. The PC can appoint whoever they desire for the chairperson, but I believe Mr. Wyatt is able and willing to do the job.

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
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CITY OF SWARTZ CREEK
**SWARTZ CREEK, MICHIGAN
PLANNING COMMISSION
ZONING BOARD OF APPEALS
2019 ANNUAL REPORT**

To: The Honorable David Krueger & Swartz Creek City Council
From: The Swartz Creek Planning Commission
Subject: 2019 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 2019. 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. In pursuit of the Redevelopment Ready Communities objectives, the PC was able to act quickly on a number of zoning changes, the economic development strategy, the public participation plan, and an incentive packet. They were also able to process site plans for Brewer Townhomes and Biggby Coffee, both of which are downtown projects.

Projects that were approved in 2018 that saw action in 2019 include the Sharp Funeral Home and Applecreek Station progress.

The ZBA had a relatively uneventful year. After hearing zero cases in 2018 and meeting only for the purpose of affirming minutes and having their annual meeting, they did hear a single variance in the fall of 2019 regarding the use of vacant land for land grading purposes.

Training and memberships in professional organizations have been limited even though opportunities have been made available. We have also had much 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 have been many changes to the planning commission, with Mr. Wyatt, Mr. Henry, Mr. Zuniga, and Mr. Farrell replacing Mr. Stephens, Mrs. Root, Mr. Culinski, and Mrs. Ridley. Attendance with the planning commission and zoning board of appeals has been adequate, with no meeting quorum issues. The ZBA saw Mr. Stephens, Mr. Barclay, and Mr. Porath resign and be replaced by Mr. Gilbert and Mr. Wyatt. One vacancy remains.

The planning commission met eight times and experienced 69 attendances out of 79 attendance opportunities (87%). This is an increase from 83% in 2018. The ZBA met four times. Attendance was about 79% (22 of 28 attendances out of total opportunities). This is decrease from the 86% recorded in 2018. 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 | 06/30/21 | 5282 Greenleaf Dr. |
| Nathan Henry | 06/30/21 | 5411 Don Shenk Dr |
| Juan Zuniga | 06/30/22 | 8059 Maple St |
| Betty Binder | 06/30/20 | 8079 Bristol Road |
| Tom Wyatt (ZBA), | 06/30/20 | 5097 School |
| Bud Grimes | 06/30/22 | 5171 Oakview Drive |
| Jentery Farmer (Council member), Secretary | 11/23/20 | 6287 St. Charles Pass |
| Thomas Farrell | 06/30/22 | 8406 Miller Rd |
| David Krueger, Mayor | Per Council Term | 7399 Miller Rd |

| ZONING BOARD OF APPEALS | Term end date | Address |
|--------------------------------|----------------------|-------------------|
| Tom Wyatt (ZBA) | 06/30/20 | 5097 School |
| Ronald Smith, Secretary | 06/30/20 | 9194 Chesterfield |
| John Gilbert (Council member) | 11/23/20 | 7459 Miller Rd. |
| Robert Plumb, Vice Chairperson | 06/30/21 | 37 Somerset |
| James Packer, Chairperson | 06/30/21 | 7216 Miller Rd. |
| Samantha Fountain (Alternate) | 06/30/20 | 5022 Winston |
| Vacant (Alternate) | 06/30/22 | |

Facts & Figures on Projects

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

| Project | Venue | Review | Location | Size or Units | Value | Month | Approval | Status |
|---------------------------------|---------|------------------------------|----------------------------|-----------------|-----------|----------|----------|--------------------|
| Zoning Audit | PC | Audit | N/A | N/A | N/A | February | Yes | Complete |
| Public Participation Plan | ZBA | Policy | N/A | N/A | N/A | April | Yes | Adopted |
| Economic Development Strategy | PC | Plan | N/A | N/A | N/A | May | Yes | Adopted |
| Brewer Townhomes | PC | Site Plan | Fortino Drive | 15 Units | ~\$3.4M | June | Yes | County Review |
| Zoning Updates | PC | Ordinance | N/A | N/A | N/A | June | Yes | Complete |
| Incentive Package | PC | Policy | N/A | N/A | N/A | July | Yes | Adopted |
| Biggby Coffee | PC | Site Plan - Special Land Use | 4141 Morrish | 333 Square Feet | ~\$500K | August | Yes | Under Construction |
| Placemaking | PC | Training | N/A | N/A | Priceless | December | N/A | Complete |
| Redevelopment Ready Communities | Council | State Recognized Status | N/A | N/A | N/A | December | Yes | Certified |
| ZBA Basics | ZBA | Training | N/A | N/A | Priceless | March | N/A | Complete |
| Grading | ZBA | Variance | Vacant Land - Seymour Road | NA | NA | October | Yes | No Change |

Training

Staff is going to make a concerted effort to engage the new 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 mixed uses and downtown housing regulations in 2020.

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 2020, but we are getting a lot of inquiries for the downtown priority sites. 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. Engaging in proactive planning as it relates to the three RRC sites, such as the raceway
2. Updating the six year Capital Improvement Program
3. Consideration of a specific downtown plan, in conjunction with the DDA

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