

**AGENDA
CITY OF SWARTZ CREEK
PLANNING COMMISSION
PAUL D. BUECHE MUNICIPAL BUILDING
TUESDAY, FEBRUARY 2, 2021, 7:00 P.M.**

- 1. CALL TO ORDER:**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. ROLL CALL:** Binder, Campbell, Farmer, Grimes, Krueger, Long, Novak, Wyatt, Zuniga.
- 4. APPROVAL OF AGENDA:**
- 5. APPROVAL OF MINUTES:**
- 6. CORRESPONDENCE:**
 - A. Resolutions
 - B. Minutes: November 10, 2020
 - C. Staff Meeting Letter
 - D. 2020 Annual Report
 - E. 8067 Miller Road Data
- 7. MEETING OPENED TO PUBLIC (NON-PUBLIC HEARING ITEMS):**
- 8. BUSINESS:**
 - A. Selection of Officers
 - B. 2020 Annual Report Draft Review
 - C. Review of 8067 Miller Road Use Options
- 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 2, 2020, 7:00 P.M.**

Resolution No. 210202-__ **Agenda – February 2, 2021**

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission approves the agenda for the February 2, 2021 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 210202-__ **Minutes – November 10, 2020**

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission approves the Minutes for the November 10, 2020 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 210202-__ **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. 210202-__ **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. 210202-__ 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. 210202-__ 2020 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 2, 2021 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 2020 annual report and direct staff to submit the report to the city council.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 210202-__ 8067 Miller Road (Carried/Denied)

Motion by Planning Commission Member: _____

WHEREAS, the City has been working with the Michigan Economic Development Corporation as it relates to building the community as a Redevelopment Ready Community, and;

WHEREAS, the community identified priority sites for redevelopment in downtown, including the Assemacher Building, and;

WHEREAS, a working group related to promoting the reuse of the Assenmacher Building recommended the provision of an alley between Hayes Street and Holland Drive; and

WHEREAS, the City Council acquired 8067 Miller Road, a residential home, to enable the establishment of such an alley, as well as to hold in the event that the Assenmacher redevelopment required the real estate for 8067 Miller Road; and

WHEREAS, the Assenmacher Building has been purchase, is intended for minor rehabilitation that does not involve 8067 Miller Road, however the owner is interested in the alley access in the future; and

WHEREAS, the planning commission has reviewed the property and near term options, including residential rental, business rental, retention for investment, sale as residential, and use/rent as community space; and

WHEREAS, the planning commission finds that the best near term use is that of _____

NOW, BE IT RESOLVED that the Swartz Creek Planning Commission hereby recommends that the city council take the following action as it relates to 8067 Miller Road:

1. Survey and obtain an easement across the south side of the parcel sufficient to enable minimum two way traffic across said easement.
2. _____.
3. _____.
4. _____.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 210202-__ Adjourn

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission adjourns the February 2, 2021 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
VIRTUAL PLANNING COMMISSION MEETING
ACCESS INSTRUCTIONS
TUESDAY, FEBRUARY 2, 2021 7:00 P.M.**

February 2, 2021 starting at 7:00 p.m. and will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 under the Governor of Michigan’s Executive Orders 2020-15 and 2020-21.

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 Connie Olger, 810-429-2766 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.

Connie Olger is inviting you to a scheduled Zoom meeting.

Topic: Planning Commission Meeting

Time: February 2, 2021 7:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/5699610014>

Meeting ID: 569 961 0014

One tap mobile

+13126266799,,5699610014# US (Chicago)

+19292056099,,5699610014# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 569 961 0014

Find your local number: <https://us02web.zoom.us/j/5699610014>

If you have any further questions or concern, please contact 810-429-2766 or email colger@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 virtual 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
MINUTES OF NOVEMBER 10, 2020**

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

Pledge of Allegiance.

ROLL CALL:

Commissioners present: Binder, Novak, Grimes, Krueger, Farmer, Zuniga, Wyatt.

Commissioners absent: Campbell.

Staff present: Adam Zettel, City Manager.

Others present: George Hicks, John Costa, Nate Henry, Phil Banacki.

APPROVAL OF AGENDA:

Resolution No. 201110-01 **(Carried)**

Motion by Commissioner Krueger support by Commissioner Farmer,
November 10, 2020 Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

APPROVAL OF MINUTES:

Resolution No. 201110-02 **(Carried)**

Motion by Commissioner Zuniga support by Commissioner Krueger the Swartz
Creek Planning Commission approves the minutes for the October 13, 2020
Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

MEETING OPENED TO THE PUBLIC:

None.

BUSINESS:

**Resolution to affirm approval of the site plan for 7550 Miller Road; 58-36-552-010, to enable
improvements and use for medical office**

Mr. Costa gave a brief presentation.

Mr. Banaki commented the yellow parking blocks will be more visible.

Resolution No. 201110-03

(Carried)

Motion by Planning Commission Member Binder
Second by Planning Commission Member Farmer

WHEREAS, the city received a proposal to expand a current medical office, including the provision of parking area and related site improvements, and;

WHEREAS, the project includes building alterations, building additions, and alterations to the grounds surrounding the property, and;

WHEREAS, the planning commission approved the site plan with certain conditions, including the provision of curbing for the north side of the parking lot, and;

WHEREAS, the petitioner requested to amend the application given the uncertainty regarding the necessity for such a provision, and;

NOW, BE IT RESOLVED that the Swartz Creek Planning Commission hereby approves the site plan, dated October 6, 2020 and updated on November 3, 2020.

Yes: Grimes, Krueger, Farmer, Zuniga, Wyatt, Binder.
No: Novak.

Meeting Open to Public:

None.

Remarks by Planning Commission:

Commissioner Krueger very efficient meeting tonight.

Adjourn

Resolution No. 201110-04

(Carried)

Motion by Planning Commission Member Grimes
Second by Planning Commission Member Novak

I Move the Swartz Creek Planning Commission adjourns the November 10, 2020 Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

Meeting adjourned at 7:21 p.m.

Jentery Farmer,

Secretary



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: January 28, 2021

To: Planning Commissioners
From: Adam Zettel, AICP
RE: February 2, 2021 Planning Commission Meeting

Hello everyone,

We will be meeting at 7:00 p.m. on February 2, 2021. This will be a virtual meeting, held using the Zoom application. Instructions and expectations for the virtual meeting format are in the packet.

We have our annual meeting as it relates to officer selection. I am also including a draft of the 2020 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 2021 activities.

First on the agenda is the selection of officers. Mr. Wyatt served as the chairperson and the vice chair was held by Mr. Novak. 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.

We also have the matter of 8067 Miller Road. I am including some property data. Please refresh yourself with the master plan narratives and maps related to this site. In short, this is a two story brick single family home with historic value that is located on the south east corner of Hayes and Miller, west of the Assenmacher Building. It is zoned Downtown Residential (R-3) and is listed in the future land use map as Mixed Use (enabling the building, property, and block to be represented by retail, office, and residential in various forms. It is our most flexible future land use category).

The city purchased the property in the summer of 2020. We have taken over maintenance and upkeep. The property was acquired primarily to obtain an easement that would enable an alley to connect from Hayes to Holland Drive. This was recommended as an appropriate functional feature for the whole block when the community was looking to repurpose and market the Assenmacher Building.

The city investigated the possibility of acquiring the easement. We discovered that the owner had relocated and was about to put the home of for sale. As such, we performed

8083 Civic Drive

Swartz Creek Michigan 48473

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Fax: (810)-635-2887

www.cityofswartzcreek.org

<ftp://cityofswartzcreek.org>

January 8, 2019
Planning Commission

an appraisal and purchased the property directly. The home is partially remodeled, but there is still some work to perform if it were to be sold as a residential home.

Since that time, the city was holding the property without an immediately evident use, since the Assenmacher Building was for sale. Possibilities included use of an alley or even demolition and integration into a larger redevelopment.

At this time, the Assenmacher Building has been purchased, and the owner's disposition of the block is known. Their near term goals (1-5 years) include building restoration and improvement. They do NOT intent to add on to the building height or footprint nor utilize a drive-through. There is no apparent need for 8067 Miller in the development plans. They DO believe an alley would be beneficial and could result in closing one or both access drives to Miller Road.

The city has been holding off on the survey and any interior finishing of the home, pending the plan for use of the Lovegrove Building. With the potential for resale and/or demolition of the home eliminated, I recommended that the city carve out the easement and sell the property as residential with restrictions on the deed (residential only, no rentals, first right of refusal for city, etc.).

However, there are other near term options that are available. It is still possible to hold the building for future public use (museum, visitor center/restrooms, chamber building, etc.). It is also possible to rent the building as a home or business, thereby enabling long term speculation on future use or value.

The council wishes to know the Planning Commission's recommendation. As such, we have it on the agenda for the first time. I am including a resolution, but this need not be completed or voted on at this meeting, depending on how much the commission wishes to deliberate the matter. We will see where the conversation takes us. If there is quick consensus on a recommendation, the council will welcome it. If the PC wishes to engage a more rigorous process, we can do that as well.

The one thing I caution against is a determination based upon long term speculation (beyond five years). As a general practice, if we cannot put this property into productive use within the near-term, the city should probably return it to the open market unless there is a compelling reason otherwise.

I encourage the commission to be creative and aggressive in their ideas. While it is unlikely the city can afford to engage in a use that is not economically viable, given the circumstances, it is not impossible. Again, please refresh yourself with the master plan and approach this with those goals for downtown in mind. We can then seek out economic means of addressing them, if possible.

If you wish to see the inside, let me know. We may be able to arrange a time to have folks go through it. It is quite impressive in its historical offerings.

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January 8, 2019
Planning Commission

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

Sincerely,

A handwritten signature in blue ink that reads "Adam Zettel". The signature is fluid and cursive, with the first name "Adam" and the last name "Zettel" clearly distinguishable.

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

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CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PLANNING COMMISSION
ZONING BOARD OF APPEALS
2020 ANNUAL REPORT

To: The Honorable David Krueger & Swartz Creek City Council
From: The Swartz Creek Planning Commission
Subject: 2020 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 2020. 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 a slow year after COVID. The year started with various approvals related to the Mary Crapo Senior Housing project, a project that is still in the approval status but has yet to be sold, financed, or started. This was a zoning and site plan request that was subject to much scrutiny.

After COVID, meetings ceased until the fall, when the Planning Commission approved a site plan for the expansion of the medical office on Miller and Fairchild. Business, meetings, and trainings were otherwise slow or halted due to COVID.

Projects that were approved in previously that are still pending include Biggby Coffee (complete), Applecreek Townhomes, and Brewer Townhomes.

The ZBA had an extraordinarily uneventful year. After having their March meeting cancelled due to COVID, the group did not meet until September. Able to meet in-person for this meeting, the board underwent training and held their annual meeting.

Training and memberships in professional organizations have been limited, with even fewer opportunities made available. Nearly all of these, including state conferences, have been virtual. 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 some changes to the planning commission, with Mr. Campbell, Mr. Farmer, and Mr. Long replacing Mr. Farrell, Mr. Henry, and Mr. Stephens. Attendance with the planning commission and zoning board of appeals has been adequate, with no meeting quorum issues.

The planning commission met four times and experienced 28 attendances out of 35 attendance opportunities (80%). This is a decrease from 87% in 2019. The ZBA met once. Attendance was about 71% (5 of 7 attendances out of total opportunities). Mr. Hicks joins the ZBA to replace alternate Samantha Fountain, who joined council. Mr. Wyatt joins the ZBA in place of Mr. Stephens. 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, Vice-Chair	06/30/21	5282 Greenleaf Dr.
Charles Campbell	06/30/21	5342 Winshall
Juan Zuniga	06/30/22	8059 Maple St
Betty Binder	06/30/23	8079 Bristol Road
Tom Wyatt (ZBA), Chair	06/30/23	5097 School
Bud Grimes	06/30/22	5171 Oakview Drive
Jentery Farmer (Council member), Secretary	11/28/22	6287 St. Charles Pass
Steve Long	06/30/22	5356 Worchester
David Krueger, Mayor	Per Council Term	7399 Miller Rd
ZONING BOARD OF APPEALS	Term end date	Address
Tom Wyatt (PC Chair)	06/30/22	5097 School
Ronald Smith, Secretary	06/30/23	9194 Chesterfield
John Gilbert (Council member)	11/28/22	7459 Miller Rd.
Robert Plumb, Vice Chairperson	06/30/21	37 Somerset
James Packer, Chairperson	06/30/21	7216 Miller Rd.
Dennis Cramer (Alternate)	06/30/23	5299 Worchester
George Hicks (Alternate)	06/30/22	8373 Miller

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
Mary Crapo Senior Housing	PC	Zoning	8197 Miller	2.2 Acres	N/A	March	Yes	Final
Mary Crapo Senior Housing	PC	Site Plan	8197 Miller	40 Units	N/A	April	Yes	Financing
Medical Office Expansion	PC	Site Plan	7550 Miller	1,296 sq. ft.	~\$250,000	November	Yes	Under Construction
Brewer Townhomes	PC	Site Plan	Fortino Drive	15 Units	~\$3.4M	2019	Yes	County Review
Applecreek Station	PC	Site Plan	Depot Drive	48 Units	~\$8,000,000	2019	Yes	County Review
ZBA Basics	ZBA	Training	N/A	N/A	Priceless	September	N/A	Complete

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 site plan review, master plan process, mixed uses and downtown housing regulations in 2021.

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 2021 in the market place, making the workload for zoning, site plans, and variances unpredictable. However, the city shall be revisiting the master plan and combining the efforts of the PC and DDA to make a more detailed plan for the downtown, with or without raceway development.

February 2, 2020
Planning Commission
Annual Report for 2020

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

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Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.
LOOMIS, KARL & SHARON & E	MOORE, STEVEN	100,000	07/24/2014	WD	ARMS-LENGTH	20140821006215		100.0
LOOMIS, KARL & SHARON	LOOMIS, KARL & SHARON & E	0	10/10/2012	QC	QUIT CLAIM	20121024008036		0.0
PROUSE, RUTH D	LOOMIS, KARL & SHARON	65,000	09/06/2012	WD	ARMS-LENGTH	20120920007318		100.0

Property Address	Class: RESIDENTIAL IMPRO	Zoning: R-3	Building Permit(s)	Date	Number	Status
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8067 MILLER RD	School: SWARTZ CREEK					
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	P.R.E. 100% 07/24/2014					
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Owner's Name/Address	MAP #:					
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MOORE, STEVEN 8067 MILLER RD SWARTZ CREEK MI 48473-1333	2020 Est TCV 142,074 TCV/TFA: 67.91					
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	X Improved	Vacant	Land Value Estimates for Land Table 03A.03A-S OF MILLER- FAIRCHILD TO MRSH			
--	------------	--------	--	--	--	--

	Public Improvements	* Factors *				
--	---------------------	-------------	--	--	--	--

		Description	Frontage	Depth	Front	Depth	Rate %Adj.	Reason	Value
--	--	-------------	----------	-------	-------	-------	------------	--------	-------

		\$300/FF	55.00	132.00	1.0000	0.9228	300	100	15,227
--	--	----------	-------	--------	--------	--------	-----	-----	--------

		55 Actual Front Feet, 0.17 Total Acres				Total Est. Land Value =	15,227
--	--	--	--	--	--	-------------------------	--------

Tax Description	Dirt Road					
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W 55 FT OF LOT 2 BLK 1 AND W 55 FT OF LOT 4 BLK 1 VILLAGE OF SWARTZ CREEK SEC 2 T6N R5E	Gravel Road					
---	-------------	--	--	--	--	--

Comments/Influences	Paved Road					
---------------------	------------	--	--	--	--	--

	Storm Sewer					
--	-------------	--	--	--	--	--

	Sidewalk					
--	----------	--	--	--	--	--

	Water					
--	-------	--	--	--	--	--

	Sewer					
--	-------	--	--	--	--	--

	Electric					
--	----------	--	--	--	--	--

	Gas					
--	-----	--	--	--	--	--

	Curb					
--	------	--	--	--	--	--

	Street Lights					
--	---------------	--	--	--	--	--

	Standard Utilities					
--	--------------------	--	--	--	--	--

	Underground Utils.					
--	--------------------	--	--	--	--	--

	Topography of Site					
--	--------------------	--	--	--	--	--

	Level					
--	-------	--	--	--	--	--

	Rolling					
--	---------	--	--	--	--	--

	Low					
--	-----	--	--	--	--	--

	High					
--	------	--	--	--	--	--

	Landscaped					
--	------------	--	--	--	--	--

	Swamp					
--	-------	--	--	--	--	--

	Wooded					
--	--------	--	--	--	--	--

	Pond					
--	------	--	--	--	--	--

	Waterfront					
--	------------	--	--	--	--	--

	Ravine					
--	--------	--	--	--	--	--

	Wetland					
--	---------	--	--	--	--	--

	Flood Plain					
--	-------------	--	--	--	--	--

	Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/ Other	Taxable Value
--	------	------------	----------------	----------------	-----------------	-----------------	---------------

Who	When	What	2020	7,600	63,400	71,000	49,702C
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			2019	9,100	48,200	57,300	48,776C
--	--	--	------	-------	--------	--------	---------

			2018	5,400	48,400	53,800	47,633C
--	--	--	------	-------	--------	--------	---------

			2017	4,800	48,500	53,300	46,654C
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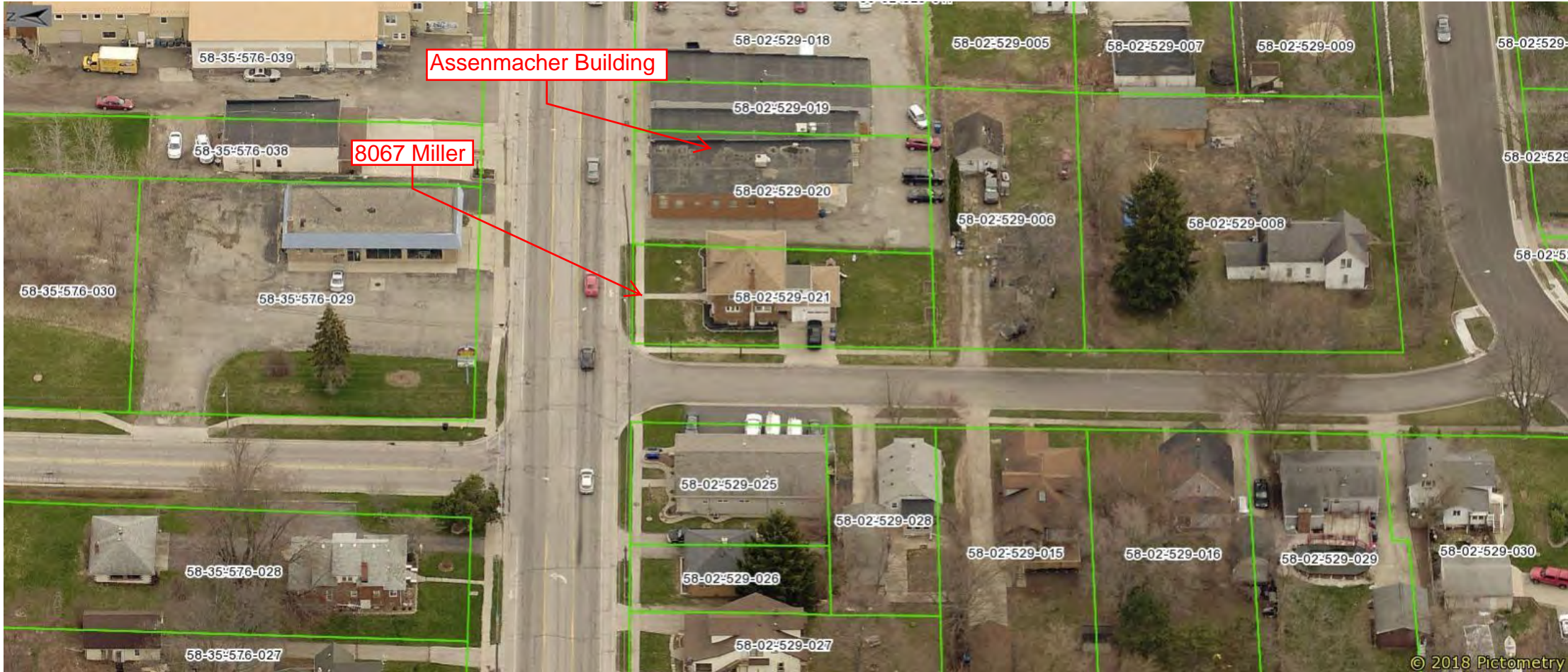
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*** Information herein deemed reliable but not guaranteed***

Building Type		(3) Roof (cont.)		(11) Heating/Cooling			(15) Built-ins			(15) Fireplaces			(16) Porches/Decks		(17) Garage																							
X	Single Family Mobile Home Town Home Duplex A-Frame		Eavestrough Insulation 0 Front Overhang 0 Other Overhang	X	Gas Wood	Oil Coal	Elec. Steam	Appliance Allow. Cook Top Dishwasher Garbage Disposal Bath Heater Vent Fan Hot Tub Unvented Hood Vented Hood Intercom Jacuzzi Tub Jacuzzi repl.Tub Oven Microwave Standard Range Self Clean Range Sauna Trash Compactor Central Vacuum Security System		Interior 1 Story Interior 2 Story 2nd/Same Stack Two Sided Exterior 1 Story Exterior 2 Story Prefab 1 Story Prefab 2 Story Heat Circulator Raised Hearth Wood Stove Direct-Vented Ga	Area	Type	Year Built: Car Capacity: Class: C Exterior: Siding Brick Ven.: 0 Stone Ven.: 0 Common Wall: Detache Foundation: 42 Inch Finished?: Auto. Doors: 0 Mech. Doors: 0 Area: 528 % Good: 0 Storage Area: 0 No Conc. Floor: 0																									
X	Wood Frame		(4) Interior	X	Forced Air w/o Ducts Forced Air w/ Ducts Forced Hot Water Electric Baseboard Elec. Ceil. Radiant Radiant (in-floor) Electric Wall Heat Space Heater Wall/Floor Furnace Forced Heat & Cool Heat Pump No Heating/Cooling						136	CGEP (1 Story) 28 CCP (1 Story)																										
Building Style: 2 STORY		Trim & Decoration																																				
Yr Built 1917	Remodeled 0	Ex	X Ord	Min																																		
Condition: Good		Lg	X Ord	Small																																		
Room List		(5) Floors		Central Air Wood Furnace																																		
	Basement 1st Floor 2nd Floor Bedrooms	Kitchen: Other: Other:		(12) Electric																																		
		(6) Ceilings		No./Qual. of Fixtures																																		
(1) Exterior				Ex. X Ord. Min																																		
X	Wood/Shingle Aluminum/Vinyl Brick			No. of Elec. Outlets																																		
Insulation				Many X Ave. Few																																		
(2) Windows				(13) Plumbing																																		
X	Many Avg. X Few	Large Avg. X Small			Average Fixture(s) 1 3 Fixture Bath 1 2 Fixture Bath Softener, Auto Softener, Manual Solar Water Heat No Plumbing Extra Toilet Extra Sink Separate Shower Ceramic Tile Floor Ceramic Tile Wains Ceramic Tub Alcove Vent Fan																																	
				(8) Basement																																		
Wood Sash Metal Sash Vinyl Sash Double Hung Horiz. Slide Casement Double Glass Patio Doors Storms & Screens		Conc. Block Poured Conc. Stone Treated Wood Concrete Floor																																				
(3) Roof				(9) Basement Finish																																		
X	Gable Hip Flat	Gambrel Mansard Shed	Recreation SF Living SF Walkout Doors No Floor SF																																			
X	Asphalt Shingle			(10) Floor Support																																		
Chimney: Brick				Joists: Unsupported Len: Cntr.Sup:																																		
				1 Public Water 1 Public Sewer Water Well 1000 Gal Septic 2000 Gal Septic																																		
				Lump Sum Items:																																		
Cost Est. for Res. Bldg: 1 Single Family 2 STORY (11) Heating System: Forced Hot Water Ground Area = 980 SF Floor Area = 2092 SF. Phy/Ab.Phy/Func/Econ/Comb. % Good=65/100/100/100/65 Building Areas <table border="1"> <thead> <tr> <th>Stories</th> <th>Exterior</th> <th>Foundation</th> <th>Size</th> <th>Cost New</th> <th>Depr. Cost</th> </tr> </thead> <tbody> <tr> <td>2 Story</td> <td>Brick</td> <td>Basement</td> <td>980</td> <td></td> <td></td> </tr> <tr> <td>1 Story</td> <td>Siding</td> <td>Overhang</td> <td>132</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Total:</td> <td></td> <td>216,619</td> <td>140,802</td> </tr> </tbody> </table> Other Additions/Adjustments Plumbing 2 Fixture Bath 1 2,513 1,633 Porches CGEP (1 Story) 136 7,696 5,002 CCP (1 Story) 28 755 491 Garages Class: C Exterior: Siding Foundation: 42 Inch (Unfinished) Base Cost 528 18,918 12,297 Water/Sewer Public Water 1 1,208 785 Public Sewer 1 1,208 785 Totals: 248,917 161,795															Stories	Exterior	Foundation	Size	Cost New	Depr. Cost	2 Story	Brick	Basement	980			1 Story	Siding	Overhang	132			Total:				216,619	140,802
Stories	Exterior	Foundation	Size	Cost New	Depr. Cost																																	
2 Story	Brick	Basement	980																																			
1 Story	Siding	Overhang	132																																			
Total:				216,619	140,802																																	
Notes: ECF (03-MILLER/ MORRISH SEC 2,3,35) 0.784 => TCV: 126,847																																						

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Miller Road



Miller Road Zoom



Miller Road Zoom

