

SWARTZ CREEK DDA

Agenda

**Downtown Development Authority, Thursday, March 9, 2023, 6:00 P.M.
City Hall 8083 Civic Drive, Swartz Creek Michigan 48473
Virtual (Zoom) Meeting Available for General Public**

1. CALL TO ORDER:

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL:

4. APPROVE AGENDA:

4A. Proposed or Amended Agenda, February 9, 2023

5. MOTION TO APPROVE MINUTES:

5A. Board Meeting, December 8, 2022

6. REPORTS & COMMUNICATIONS:

6A. Resolutions

6B. December 8, 2022 Minutes

6C. February 9, 2023 Meeting Letter

6D. TIF Incentive Guidelines (Forthcoming)

6E. Dragon Cruise Application

Page No:

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Forthcoming

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7. MEETING OPENED TO THE PUBLIC:

7A. General Public Comments

8. BUSINESS:

8A. Downtown Crowdfunding Concept

8B. TIF Funding Policies and Procedures Templates

8C. Dragon's Cruise Car Show

9. MEETING OPENED TO THE PUBLIC:

9A. General Public Comments

10. REMARKS BY MEMBERS:

11. ADJOURNMENT:

CITY OF SWARTZ CREEK
DOWNTOWN DEVELOPMENT AUTHORITY
RESOLUTIONS
THURSDAY, MARCH 9, 2023

Resolution No. 230309-01

Agenda – March 9, 2023

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the agenda for the March 9, 2023 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 230309-02

Minutes – February 9, 2023

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the Minutes for the February 9, 2023 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 230309-03

Public Spaces, Community Places

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approve the crowdfunding proposal as included in the March 9, 2023 DDA packet and direct staff to commence the effort with Patronicity, conditioned upon approval by the city council.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 230309-04

TIF Incentive Guidelines

Motion by Board Member: _____

I Move the Swartz Creek DDA approve the TIF Incentive Guidelines as included in the DDA packet of March 9, 2023.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 230309-05

Adjourn

Motion by Board Commission Member: _____

I Move the Swartz Creek Downtown Development Authority adjourns the March 9, 2023 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

CITY OF SWARTZ CREEK
VIRTUAL DOWNTOWN DEVELOPMENT AUTHORITY MEETING ACCESS INSTRUCTIONS
THURSDAY, MARCH 9, 2023, 6:00 P.M.

The regular virtual meeting of the City of Swartz Creek park board is scheduled for **March 9, 2023** starting at 6:00 p.m. and will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 and rules promulgated by the Michigan Department of Health and Human Services.

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: DDA- Downtown Development Authority Meeting
Time: March 9, 2023 06:00 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/u/kz4Jb4etg>

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 meeting 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 THE DOWNTOWN DEVELOPMENT AUTHORITY MEETING
February 9, 2023**

The meeting was called to order at 6:00 p.m. by Board Member Ryan in the Swartz Creek Council Chambers with a virtual (Zoom) meeting available for the general public.

Board Members Present: Beedy, Ryan, King, Jesme, Barclay, Toms.

Board Members Absent: Krueger, Jamison, Whittey.

Staff Present: Adam Zettel, Samantha Fountain.

Others Present: Nate Henry, Lania Rocha.

APPROVAL OF MINUTES:

Resolution No. 230209-01 **(Carried)**

Motion by Board Member Beedy
Second by Board Member Barclay

I Move the Swartz Creek City Downtown Development Authority approves the minutes for the December 8, 2022, Downtown Development Authority meeting.

Unanimous affirmative voice vote: Motion declared carried.

APPROVAL OF AGENDA:

Resolution No. 230209-02 **(Carried)**

Motion by Board Member Beedy
Second by Board Member Barclay

I Move the Swartz Creek City Downtown Development Authority approves the agenda for the February 9, 2023, Downtown Development Meeting.

Unanimous affirmative voice vote: Motion declared carried.

MEETING OPEN TO PUBLIC:

None.

BUDGET APPROPRIATION FOR ECONOMIC DEVELOPMENT

Resolution No. 230209-03

(Carried)

Motion by Board Member Beedy
Second by Board Member King

I Move the Swartz Creek Downtown Development Authority approve a budget amendment in the amount of \$7,500 to support the professional service fees and related expenses associated with the contracted economic development interlocal agreement with Mundy Township.

Unanimous affirmative voice vote: Motion declared carried.

Samantha Fountain introduced herself and a brief discussion ensued.

FY24 BUDGET FOR PROFESSIONAL SERVICES

Resolution No. 230209-04

(Carried)

Motion by Board Member Beedy
Second by Board Member Ryan

I Move to spend up to \$20,000 for the next fiscal year including professional services and ancillary activities or as need subscribed.

Unanimous affirmative voice vote: Motion declared carried.

SWARTZ CREEK FINE ARTS ASSOCIATION

Resolution No. 230209-05

(Carried)

Motion by Board Member Beedy
Second by Board Member King

I Move the Swartz Creek DDA approves payment of \$300 to the Swartz Creek Fine Arts Association to support programming for the 2023 concert season.

YES: Toms, Beedy, Ryan, King, Jesme.

NO: Barclay

Motion declared carried.

DOWNTOWN CROWDFUNDING CONCEPT

Resolution No. 230209-06

(Carried)

Motion by Board Member Ryan

Second by Board Member Toms

I motion to move forward toward crowdfunding concept.

Unanimous affirmative voice vote: Motion declared carried.

Samantha Fountain discussed the crowdfunding project and possibly doing a smaller project to start out with since and move to a larger project later since the money can be used multiple times. Ice skating, concerts, markets, and improvements to Holland Square such as a stage, planter boxes and a statue were discussed.

TIF FUNDING POLICIES AND PROCEDURES TEMPLATE

Mr. Zettel discussed and answered questions regarding the TIF fund policies and procedures. A policy from the City of Farmington DDA was reviewed as an example.

MEETING OPEN TO PUBLIC:

Nate Henry asked if money from the fund was used would it be permanent and lock the land down or could someone develop it if they wanted. Mr. Zettel is going to check on it but doesn't think it is limited.

REMARKS BY BOARD MEMBERS:

Board member Barclay said the dragon statue is a terrible idea and we are greater than our high school mascot. He asked about Fortinos and Mr. Zettel stated nothing is happening with it yet that he is aware of.

Board member Jesme said she loved the dragon but would prefer to see something else besides a dragon.

ADJOURNMENT:

Resolution No. 230209-07

(Carried)

Motion by Board Member Beedy
Second by Board Member Barclay

I Move the Swartz Creek Downtown Development Authority adjourns the February 9, 2023, Downtown Development Authority meeting at 7:14 p.m.

Unanimous affirmative voice vote: Motion declared carried.

Connie King



SWARTZ CREEK DDA
SWARTZ CREEK CITY OFFICES
8083 CIVIC DR.
SWARTZ CREEK, MI 48473

PHONE: 810-635-4464
FAX: 810-635-2887

Date: March 2, 2023

To: DDA Board Members
From: Adam Zettel
RE: March 9, 2023 DDA Meeting

Hello everyone,

There will be a meeting of the DDA at 6:00 p.m. on Thursday, March 9, 2023. All board members must now attend in person to participate. This will also be broadcast virtually via Zoom for the public. Instructions and guidelines for the virtual meeting are in the packet.

We have a few items of business. The first is the Tax Increment Financing policy. We have been introduced to this in past meetings, and the February meeting included a sample policy from Farmington. In short, the DDA is able to use new taxes created by development projects to help support the realization of those projects.

The dedication of such dollars is governed by a scoring system that priorities public benefits of such new development. For example, projects that are multi-story may score points over single story, or projects that use 100% of the frontage may score higher. The idea is to get developers to deliver the appearance, function, and feel that the DDA plan is encouraging. With that said, our planning is looking through our plan and will translate the Swartz Creek priorities into a policy that takes the form of one like Farmington. I expect to get this Friday, and I will pass this along to the DDA when I get it.

The big ask for this meeting was to commit to a first round of public spaces, community places. This is the Michigan Economic Development Corporation program that will fund half of a downtown public place investment if a crowdfunding campaign can fund the other half. We have been homing in on a project for months, but it is time to take plans to the next level.

At this point, we know that we have access to future rounds of funding, so we do not need to worry about building the biggest, all-encompassing, more popular project. We can actually serve ourselves better with some more approachable and smaller

scale investments that attract the public attention and improve our downtown. However, Sam and I started the application, and we have some issues. Our contact believes we may not get MEDC approval for users that are not permanent and do not activate the space at all times. They also want to see a project that is in the final stages of planning (e.g. design, hard costs, and illustrations). This knocks us back a step.

So far, the focus appears to be Holland Square. However, most of what we discussed was temporary uses, with the area remaining parking at most times. This is not a popular concept with MEDC. Sam will go over the new parameters as we see them, and we should still be able to make something happen that activates the space and is affordable. In addition, I will be seeking the assistance of OHM Advisors to help solidify costs, designs, and any illustrations.

Hot off the press is the application for the 2023 Dragons Cruise. This car show, as far as I can tell, met with mixed results in 2022. The chamber is still the application, and they still wish to have Miller Road closed. Given the attendance last year, the 2023 Miller Road resurfacing, and some of the business owner concerns, I recommended that they seek to run the event with Miller Road open. As of writing, there has not been a revision of the application.

This will go to the city council on March 13 for review. In the meantime, I am including it in the packet for review by the DDA. I wish to hear what the board thinks of the event and if there are ways to improve it.

If there is time left, we can return to the discussion about parking on Miller Road. Given the agenda demands and project timeline, this can wait until March.

Contact me directly with any questions, comments, or agenda items. Please see the city council packets for updates of other downtown and community projects! **Please let us know if you can attend or not.** We have struggled to get a quorum recently.

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 legible.

Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

The Swartz Creek Chamber of Commerce and The Dragon's Cruise, both non profit charitable organizations, are working together to host a free, family friendly events in Downtown Swartz Creek. This will be a service to the community and raise awareness to as many businesses and activities in the Swartz Creek Community.

The Swartz Creek Chamber of Commerce and the Dragon's Cruise will follow all city and state guide lines for all events.

We are applying to the City of Swartz Creek for a Street closure permit for Miller Road between Hayes and Morrish Roads, a Street Closure for Holland Drive as well as a Municipal Property Reservation for Holland Square.

The Swartz Creek Chamber of Commerce and The Dragon's Cruise



RESOLUTION # _____

CITY OF SWARTZ CREEK (An Equal Opportunity Employer) STREET CLOSURE/USE APPLICATION

DATE OF REQUEST: _____

SPONSOR ORGANIZATION: Swartz Creek Chamber of Commerce

X AUTHORIZED REPRESENTATIVE: Carolyn McQuigg

*8059 W GALLS ST
SWARTZ CREEK MI 48473*

WORK ADDRESS: 5023 Holland Dr.

HOME ADDRESS: 11359 Brooks Rd., Lennon

X PHONE NO: WORK (810) 569-5411 HOME: () _____ CELL: (810) 569-5411

X EMAIL ADDRESS: info@swartzcreekchamber.org

TYPE OF EVENT: (check box)

PARADE ** (Draw Route on Attached Map)

CARNIVAL

FOOT/BIKE RACE

CRAFT SHOW

CONCERT

OTHER: Car Cruise

DATE OF EVENT: 6/22/23, 7/6/23, 7/27/23, 8/3/23, 8/24/23, 9/7/23, 9/28/23

TIME OF EVENT: FROM: 4 AM/PM TO: 9 AM/PM

*10/5/23, 10/21/23
(1-4pm)*

ESTIMATED NUMBER OF PARTICIPANTS: 100 to 200

DESCRIPTION OF EVENT; NOTE STREETS REQUESTED TO BE CLOSED/USED:

The Dragon's Cruise & the Swartz Creek Chamber of Commerce, will be holding our 2nd annual car cruise season with vendors, live DJ music, and local businesses to be open during the events. See attached

The applicant agrees, as a condition of the granting of this permit, to hold the City of Swartz Creek, its officers, employees, and agents harmless from any liability from any injuries caused to persons or property in connection with this event. To that end, the applicant shall provide the City with evidence of insurance for such liability in an amount determined adequate by the City Attorney, but in no case less than \$ 1,000,000/2,000,000 aggregate and the City of Swartz Creek shall be named as an insured party on said policy. The policy shall also contain a provision providing the City with ten (10) days written notice of cancellation.

X FOR: Swartz Creek Area Chamber of Commerce BY: Carolyn McQuigg
(Organization) (Authorized Representative)

APPROVED BY: _____ (Chief of Police) _____ (Street Administrator)

* The throwing of any item(s) from any vehicle during the course of a parade is strictly prohibited and violations may result in criminal prosecution and/or the denial of future permit applications.

**The Chief of Police reserves the right to determine the length of time that any street(s) remain(s) closed to traffic.

The Road closures that will impact local Swartz Creek City traffic will involve closure of the streets of Miller Road West of Morrish Road to Hayes, including Holland Drive from Miller Road South to Ingalls, along with Holland Square.

We are of the opinion that East bound Traffic would be diverted using Hayes, South to Ingalls, then North on Morrish Road to Miller Road. Westbound traffic would be diverted South on Morrish Road, West on Ingalls and then North on Ingalls to Miller Rd.

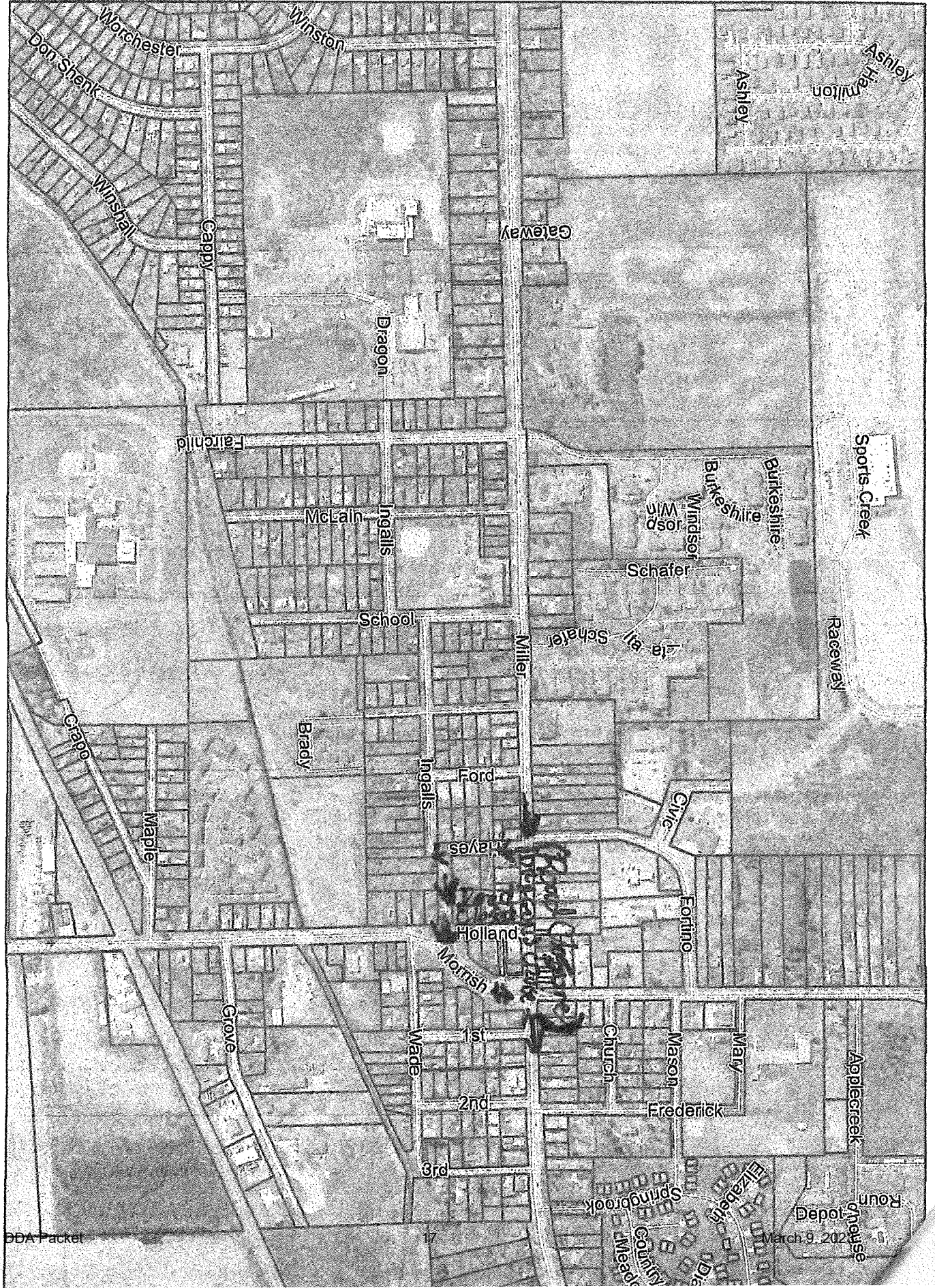
This is taking into consideration the altered traffic flow for Swartz Creek residents on the 1st and 4th Thursday of every month. These dates would be starting on the 4th Thursday, June 22nd 2023, and ending with a Trunk R Treat on Saturday October 21st 2023.

Closure Dates will be as follows From 4pm to 9pm:

<u>Thursday June</u>	<u>22nd 2023</u>
<u>Thursday July</u>	<u>6th 2023</u>
<u>Thursday July</u>	<u>27th 2023</u>
<u>Thursday August</u>	<u>3rd 2023</u>
<u>Thursday August</u>	<u>24th 2023</u>
<u>Thursday September</u>	<u>7th 2023</u>
<u>Thursday September</u>	<u>24th 2023</u>
<u>Thursday October</u>	<u>5th 2023</u>
<u>Saturday October</u>	<u>21st 2023</u>

The Thursday June 22nd 2023 Car Cruise will be our 2nd Annual 1st Show of the Downtown Swartz Creek Car Cruise Season. The Saturday October 21st 2023 Car Cruise will be a Trunk R Treat Show, an will be our 2nd Annual Trunk R Treat Show.

City of Swartz Creek Downtown & Schools



THIS REQUEST AND ALL REQUIRED ASSOCIATED DOCUMENTS MUST BE SUBMITTED TO THE
CITY HALL NO LATER THAN THIRTY (30) DAYS PRIOR TO EVENT DATE
CITY OF SWARTZ CREEK
STREET APPLICATION
CHECKLIST

APPLICATION MUST BE COMPLETED THIRTY (30) DAYS PRIOR TO EVENT

EVERY LINE ON APPLICATION MUST BE COMPLETED AND ROUTE DRAWN ON ATTACHED
MAP

APPLICANT SHALL PROVIDE THE CITY WITH EVIDENCE OF INSURANCE FOR AMOUNT
DETERMINED ADEQUATE BY THE CITY ATTORNEY

Phone: (810) 635-4464

Fax: (810) 635-2887



Where Friendships Last Forever

City of Swartz Creek Municipal Property Reservation Application

X Date of Reservation: _____ Reservation location: Holland Square

One time event

Recurring event

Name of Responsible Party: Swartz Creek Chamber of Commerce

Address: 5023 Holland Dr. X Phone: _____

City: Swartz Creek Zip Code: 48473

Nature of Activity: Car Cruise / overflow parking / vendor Approx. # Attendees: 200

Arrival Time: 4pm Departure Time: 9pm

X Responsible Party Signature: Candice McQuigg

X E-Mail Address: info@swartzcreekchamber.org

Proof of Insurance Provided

Please check all that will be needed

Water

Waste collection

X Electricity Other Services – Specify: _____

X I have received a copy of the Plaza Rules: cm

IF THERE ARE PROBLEMS DURING THE EVENT CONTACT 911.

City Official _____

Date _____

Additional details for the City of Swartz Creek Municipal Property Reservation Application for Holland Square

The Swartz Creek Chamber of Commerce and The Dragon's Cruise, a non-profit, a charitable entity, are looking to hold a Car Cruise Event every Thursday of the month, June 22nd 2023 through October 21st 2023.

Holland Square will be utilized for a live DJ Booth, Vendors, and Overflow parking as needed. One standard portable toilet will be set up for each event in Holland Square as well. Event Dates are as follows:

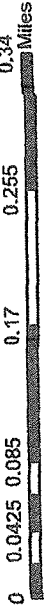
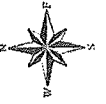
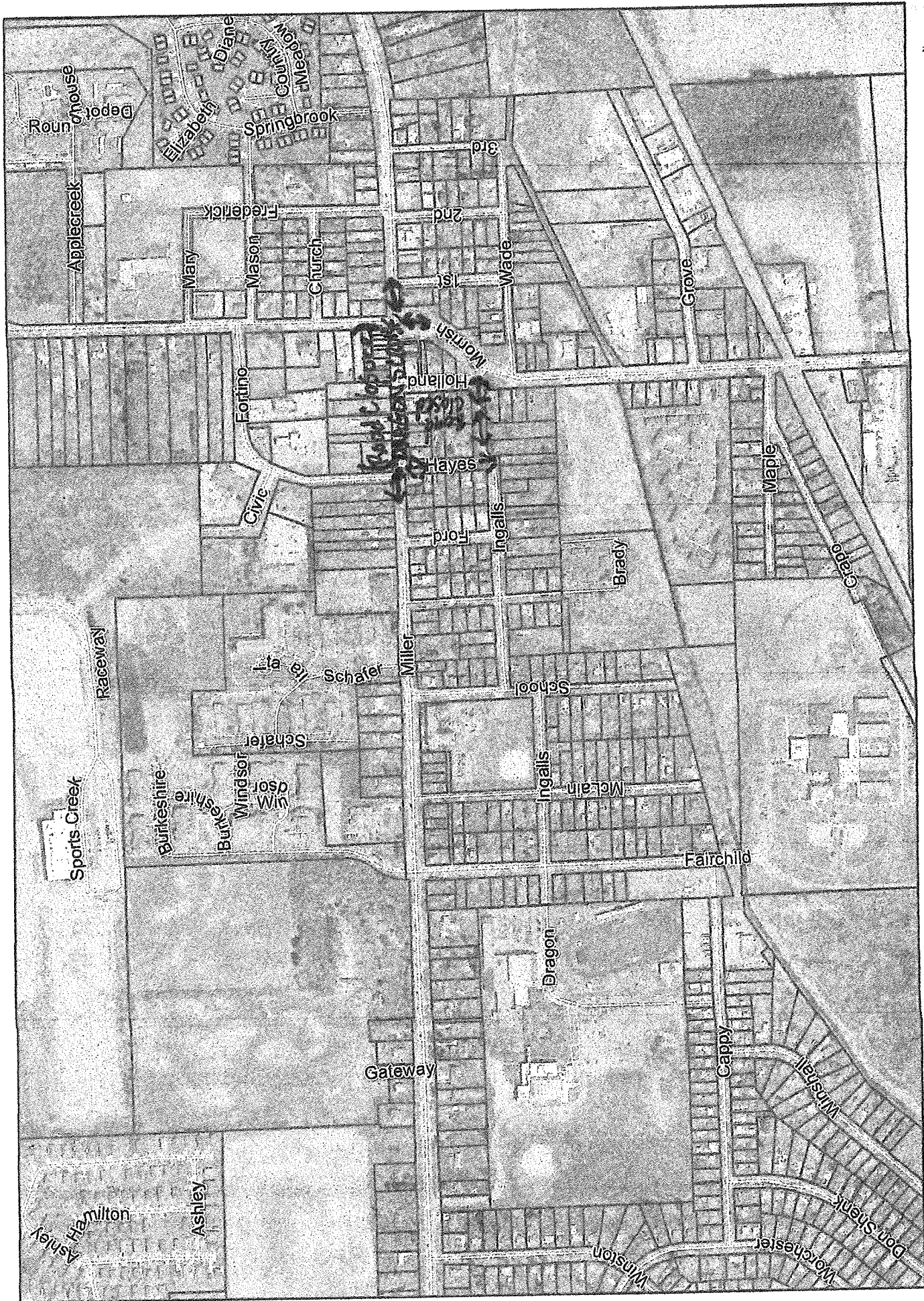
<u>Thursday June</u>	<u>22nd 2023</u>
<u>Thursday July</u>	<u>6th 2023</u>
<u>Thursday July</u>	<u>27th 2023</u>
<u>Thursday August</u>	<u>3rd 2023</u>
<u>Thursday August</u>	<u>24th 2023</u>
<u>Thursday September</u>	<u>7th 2023</u>
<u>Thursday September</u>	<u>24th 2023</u>
<u>Thursday October</u>	<u>5th 2023</u>
<u>Saturday October</u>	<u>21st 2023</u>

Quotes for portable toilets range from \$130.00 on up. We will have between 6 to 10 volunteers to park vehicles and for traffic control of the following roads: Hayes, Ingalls, Morrish Road and Miller Roads. Also we will have Live DJ Music with Reverend Jason Dover.

Thank You all for your consideration. Please Come out and Join Us for our 2nd Season.

The Swartz Creek Area Chamber of Commerce
&
The Dragon's Cruise

Please use this page for any additions or details.



City of Swartz Creek Downtown & Schools

CITY OF SWARTZ CREEK
PLAZA AND LOT USAGE GUIDELINES

AUTHORITY. These rules are approved by the city council and enforceable pursuant to the provisions of the Code of Ordinances of the City of Swartz Creek, Michigan.

APPLICABILITY. These rules apply to City of Swartz Creek Plaza, located at 5012 Holland Drive. The city council may apply these rules to other city parking lots and alleys at its discretion.

1. **PARKING.** The plaza shall accommodate day and night parking in accordance with applicable laws when not otherwise designated for an authorized use. The maximum parking duration is 24 hours, with the expectation that vehicle owners/operators can be notified to relocate their vehicle for a reservation within a 24 hour period.
 - 1) No business or individual shall have an ongoing vested interest in the use of parking.
 - 2) Owners and/or operators of vehicles shall comply with city official and/or police officer instructions to relocate the vehicle at any time for any reason.
 - 3) No person shall park or store any motor vehicle during the hours the plaza is reserved or otherwise closed.
 - 4) Members of the police department are hereby authorized to remove any vehicles so parked or stored if notice was given 24 hours prior to said removal in the form of posting the site, official notice upon the vehicle, or recorded interaction with the owner/operator.
 - 5) It shall be unlawful for any person, whether a pedestrian or operating a motor vehicle, to fail to obey any such applicable traffic control sign, notice, signal, lane marking or other device, whether permanent or temporary, unless otherwise directed by a police officer or city personnel conducting city business.

2. **SMOKING.** Smoking, including (e-cig or e-cigarettes), personal vaporizers (PV) or electronic nicotine delivery systems (ENDS), is prohibited in the plaza, unless part of a council approved event.

3. **PROHIBITED USES AND ACTS.** No person shall engage in:
 - 1) *Injuring, removing property.* Willfully mark, deface, disfigure, cut, injure, tamper with, break, displace, or remove any buildings, cables, benches, tables, light poles, trees, public utilities or parts of appurtenances thereof, signs, notices or placards, whether temporary or permanent, monuments, flag poles, stakes, posts, fences or other boundary markers, or other structures or equipment, facilities or property or appurtenances whatsoever, either real or personal.
 - 2) *Fires.* No person shall kindle or build or cause to be kindled or built a fire in any plaza or parking lot except in designated places. In those areas where fires are permissible, such fires must be contained in a receptacle designed for the purpose of holding a fire and must be attended at all times. No person shall set fire to trash, garbage or the contents of trash receptacles at any time.
 - 3) *Pets, animals.* No person shall bring in, cause, or allow any dog, cat or other pets or animals which they own or have permission to control to be brought within the confines of any plaza unless such animal be attached to a leash not to exceed eight feet in length; such leash is to be of sufficient strength to hold such animal in constant check. Disposal of animal waste is required.
 - 4) *Hindering employees.* No person shall interfere with or in any manner hinder any employee of the city while engaged in constructing, maintaining, repairing or caring for plaza property.
 - 5) *Restricted sections of plaza.* No person shall enter upon any area of the plaza where persons are prohibited from going, as indicated by signs, notices or where secured by fences and gates.
 - 6) *Firearms, bow and arrows, fireworks and devices.* No person shall discharge a firearm or firework of any description while in or on plaza property, provided that such prohibition shall not apply to any peace officer while in the exercise of his official duties. No person shall shoot any arrow by the use of a bow, excepting in such areas as shall be specifically designated as areas for the use of bows and arrows. Crossbows, bolts, and similar weapons are also prohibited.
 - 7) *Peace, disorderly conduct.* No person shall make or excite any disturbance or contention on any public grounds. (No person shall use any indecent or obscene language).
 - 8) *Drunkenness, alcoholic liquors.* No person shall enter, be in or remain on public property while under the influence of intoxicants or under the influence of unlawful drugs or controlled substances. It shall be unlawful to bring into or use alcoholic liquors upon plaza property, unless part of a council approved event.
 - 9) *Drinking fountains.* No person shall throw, discharge or otherwise place in the waters or any fountain, wash basin or temporary or permanent toilets any substance, liquid or solid, which may result in water pollution or create a health hazard to the public.

- 10) *Sleeping*. No person shall sleep, whether in a vehicle, trailer, tent, hammock or other manner, on public property.
 - 11) *Dumping*. No person shall deposit any rubbish, garbage or refuse matter, break glass or bottles in or upon any part of the plaza other than such refuse accumulated from organized and acceptable activities within the plaza, and such refuse must be deposited in receptacles provided for that purpose.
 - 12) *Posted signs, rules and regulations*. No person shall willfully disregard posted signs which regulate the days, hours for various activities, or any other signs installed, posted or attached for control, maintenance, safety or any other purpose within the plaza.
 - 13) *Public meetings, parades*. No person, organization, club or group shall hold or participate in any parade, drill, exhibition, political meeting, religious meeting, concert, lecture or public entertainment of any kind within the plaza without the express consent and written approval of the city manager.
 - 14) *Advertisements*. No person shall post, stencil or otherwise affix any placard, advertisement or notice of any kind upon or to any public property unless related to an approved event.
 - 15) *Offering articles for sale*. No person shall carry on any trade or business or sell or display any goods, wares or merchandise in the plaza without permission from the city manager.
 - 16) *Inflatable play equipment*. Inflatable play equipment is prohibited unless arrangements are made in advance and a certificate of insurance from the party providing such equipment is filed with the city and includes a rider naming the city as an additionally insured party.
4. **POLICE AND EMPLOYEES**. No person shall resist any police officer or city employee exercising his duty within the plaza area, or fail or refuse to obey any lawful command of any such police officer or employee, or in any way interfere with, hinder or prevent any such police officer or employee from discharging their duty, or in any manner assist or give aid to any person in custody to escape or to attempt to escape from custody, or to rescue or attempt to rescue any person when in such custody.
5. **PLAZA RESERVATIONS**. Applicants may be permitted the use of the plaza, including control during hours the plaza is typically closed to the public, subject to the following conditions:
- 1) Use must be pre-approved by the city council.
 - 2) The organizations' use of the plaza area shall not violate any local or state law nor unreasonably interfere with the use and enjoyment of adjacent areas by others.
 - 3) The organizations shall hold the city harmless from liability for incidents arising out of the organizations' use of the plaza and shall provide evidence of insurance coverage.
 - 4) The city reserves the right to direct where organizations' activities are conducted to minimize interference with the use of adjacent properties and businesses.
 - 5) Fees shall be set by resolution of the city council. Additional fees may be charged for services requested of the city and negotiated in advance, including use of barricades, additional utilities, port-a-johns, etc.
 - 6) In no case will use result in a charge for or prohibition on general access to the plaza by the public unless such charge is approved by the city council in advance.
 - 7) Reservations for annual events can be granted by the city council beginning December 1 of the previous calendar year.
 - 8) All permits shall require the permittee to clean up the plaza after activity has terminated. All applications for permits must give the name, address and phone number of the permittee or the person responsible for the necessary policing thereof.
 - 9) All persons shall honor any special permits issued by the city, for certain areas, days and times, to clubs, organizations, teams or any other groups, provided that such permit is on official forms when presented.
 - 10) Reservations will be given on a first come, first served basis beginning the first business day of each calendar year. Priority for use shall be given to organizations scheduling regular events (e.g. weekly markets) or annual events (e.g. bike races).
- 6) **VENDING**. Vending is permitted on a limited basis after application to the city manager and under the administrative rules that may be set by the city, including a background check and administrative fee.
- 7) **PUBLIC NOTICE**. The public shall be deemed to have been properly notified of the provisions of these rules and regulations upon their publication in a newspaper of general circulation in the city. Signs may be posted to insure substantial compliance with the provisions of these rules and regulations.

CITY OF SWARTZ CREEK PARADE REGULATIONS

The approval of a street closure request and/or a “parade permit” is based on the assumption that the event coordinator(s) fully understand and accept the following regulations regarding the event:

1. The throwing of any object(s) from any vehicle during the course of the parade is prohibited by ordinance. Violations of this ordinance could result in prosecution and/or the denial of future permit requests.
2. The closing of major thoroughfares entails the rerouting of thousands of motorists and the interruption of commerce. It is imperative that parades begin and end on time so as not to unnecessarily disrupt the usual course of traffic and business.
3. Parade organizers must provide a means of direct communication between the event coordinator and the Chief of Police (or his designate) during the course of the parade in order to address any dangerous conditions that may develop during the course of the event.
4. The practice of parade participants jumping onto or off of moving vehicles in the parade is prohibited.
5. When determining the staging area for parade participants, organizers should ensure that the area is sufficient in size to accommodate all entries without creating traffic or pedestrian hazards.

It is the responsibility of the event coordinator(s) to ensure that all parade participants are made aware of the regulations that directly affect them and by signing this document hereby acknowledge that they have received a copy of these regulations and accept said responsibility.

By: Candice M. DeWitt
(Event Coordinator or Representative)

For: Swartz Creek Area
(Organization)
Chamber of Commerce