

**AGENDA  
CITY OF SWARTZ CREEK  
PLANNING COMMISSION  
PAUL D. BUECHE MUNICIPAL BUILDING  
VIRTUAL (ZOOM) MEETING AVAILABLE FOR GENERAL PUBLIC  
TUESDAY, JUNE 7, 2022, 7:00 P.M.  
CALL TO ORDER:**

**1. PLEDGE OF ALLEGIANCE:**

**2. ROLL CALL:** Binder, Campbell, Currier, Grimes, Henry, Keene, Krueger, Long, Wyatt

**3. APPROVAL OF AGENDA:**

**4. APPROVAL OF MINUTES:**

**5. CORRESPONDENCE:**

- A. Resolutions
- B. Minutes: March 8, 2022
- C. Staff Meeting Letter
- D. [Master Plan Draft Link](#)

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

**7. BUSINESS:**

- A. Master Plan Public Hearing

**8. MEETING OPENED TO THE PUBLIC:**

**9. REMARKS BY PLANNING COMMISSION MEMBERS:**

**10. ADJOURNMENT:**

**RESOLUTIONS  
CITY OF SWARTZ CREEK  
PLANNING COMMISSION  
PAUL D. BUECHE MUNICIPAL BUILDING  
TUESDAY, JUNE 7, 2022, 7:00 P.M.**

**Resolution No. 220607-01**                      **AGENDA OF JUNE 7, 2022**

Motion by Planning Commission Member: \_\_\_\_\_

**I Move** the Swartz Creek Planning Commission approves the agenda for the June 7, 2022 Planning Commission meeting.

Second by Planning Commission Member: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 220607-02**                      **MINUTES OF MARCH 8, 2022**

Motion by Planning Commission Member: \_\_\_\_\_

**I Move** the Swartz Creek Planning Commission approves the Minutes for the March 8, 2022 Planning Commission meeting.

Second by Planning Commission Member: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 220308-03**                      **RESOLUTION TO APPROVE THE 2022 MASTER PLAN**

Motion by Planning Commission Member: \_\_\_\_\_

**WHEREAS**, Michigan Public Act 33 of 2008, the Michigan Planning Enabling Act, requires a community to adopt a master plan and sets forth the procedures for such plan review and adoption, and;

**WHEREAS**, the City of Swartz Creek Planning Commission is currently developing a Master Plan, and;

**WHEREAS**, a draft of the plan has been circulated for public review and comment, and

**WHEREAS**, a public hearing was held regarding the plan on June 7, 2022.

**NOW THEREFORE, BE IT RESOLVED**, that the Swartz Creek Planning Commission recommends that the Swartz Creek City Council approve and adopt the plan in accordance with the Planning Enabling Act (PA 33 of 2008, as amended).

Second by Planning Commission Member: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 220607-04**

**ADJOURN**

Motion by Planning Commission Member: \_\_\_\_\_

**I Move** the Swartz Creek Planning Commission adjourns the June 7, 2022 Planning Commission meeting.

Second by Planning Commission Member: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**CITY OF SWARTZ CREEK  
VIRTUAL PLANNING COMMISSION BOARD MEETING  
ACCESS INSTRUCTIONS  
TUESDAY, JUNE 7, 2022, 7:00 P.M.**

The Planning Commission meeting of June 7, 2022 at 7:00 p.m. will be conducted as a hybrid meeting, with commissioners, staff, consultants, petitioners, and public attending in-person. The meeting will also be held virtually (online and/or by phone) to non-commissioners, due to health concerns surrounding Coronavirus/COVID-19.

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](https://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 (DTMF) 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.

Topic: City of Swartz Creek Planning Commission Meeting  
Time: June 7, 2022 07:00 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**

**If you have any further questions or concern, please contact 810-429-2766 or email [colger@cityofswartzcreek.org](mailto: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 Zoom application or by dialing \*9 on their phone.

## **MOTIONS & RESOLUTIONS**

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

## **PUBLIC ADDRESS OF BOARD OR COMMISSION**

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

1. Each person who wishes to address the public body will be first recognized by the Mayor or Chair and requested to state his / her name and address. This applies to staff, petitioners, consultants, and similar participants.
2. Individuals shall seek to be recognized by raising their digital hand as appropriate on the digital application.
3. Petitioners are encouraged to appropriately identify their digital presence so they can be easily recognized during business. If you intend to call in only, please notify the clerk in advance of your phone number.
4. The city clerk shall unmute participants and the members of the public based upon the direction of the mayor or chair. Participants not recognized for this purpose shall be muted by default, including staff, petitioners, and consultants.
5. Individuals shall be allowed five (5) minutes to address the public body, unless special permission is otherwise requested and granted by the Mayor or Chair.
6. There shall be no questioning of speakers by the audience; however, the public body, upon recognition of the Mayor or Chair, may question the speaker.

7. No one shall be allowed to address the public body more than once unless special permission is requested, and granted by the Mayor or Chair.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the public body unless special permission has been requested, and granted by the Mayor or Chair.
9. Those addressing the public body shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor or Chair.
11. Public comments (those not on the agenda as speakers, petitioners, staff, and consultants) are reserved for the two "Public Comment" sections of the agenda and public hearings.

## **VOTING RECORD OF PUBLIC BODIES**

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



**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF PLANNING COMMISSION MEETING  
MARCH 8, 2022**

Meeting called to order at 7:04 p.m. by Commissioner Henry

Pledge of Allegiance.

**ROLL CALL:**

Commissioners present: Binder, Campbell, Keene, Grimes, Krueger, Henry, Currier.

Commissioners absent: Long, Wyatt.

Staff present: Adam Zettel, City Manager.

Others present: Dennis Cramer, Carmine Avantini, Kathleen Duffy, Anatola Sesi, Doug Stewart.

Others Virtually Present: Rae Lynn Hicks, George Hicks, Lania Rocha.

**MINUTES OF FEBRUARY 8, 2022**

**Resolution No. 220308-01** **(Carried)**

Motion by Planning Commission Member Krueger  
Second by Planning Commission Member Binder

**I Move** the Swartz Creek Planning Commission approves the Minutes for the February 8, 2022, Planning Commission meeting.

YES: Campbell, Keene, Grimes, Krueger, Henry, Currier, Binder.  
NO: None. Motion Declared Carried.

**APPROVAL OF AGENDA:**

**Resolution No. 220308-02** **(Carried)**

Motion by Planning Commission Member Krueger  
Second by Planning Commission Member Currier

**I Move** the Swartz Creek Planning Commission approves the agenda for the March 8, 2022, Planning Commission meeting.

Unanimous Voice Vote  
Motion Declared Carried

**MEETING OPENED TO THE PUBLIC:**

Anatola Sesi & Doug Stewart spoke of a future proposed plan on cannabis & non cannabis development and looking to work with the city on developing some parcels.

**BUSINESS:**

**Master Plan Review**

Adam Zettel City Manager complete draft for viewing of the master plan. Looking for comments from the board on the draft.

Kathleen Duffy, SmithGroup, reviewed the schedule, explained how the Master Plan, Downtown Design Guidelines & Zoning Amendment Downtown PUD are related. She continued reviewing the plan taking suggestions and answering questions from commissioners along with Carmine Avantini's, CIB, input.

Break 8:46 p.m.- 8:57 p.m.

Review of plan continues.

**Resolution No. 220308-03**

**(Carried)**

Motion by Planning Commission Member Krueger  
Second by Planning Commission Member Campbell

**I Move** the Swartz Creek Planning Commission recommends City Council to distribute pending noted edits.

YES: Keene, Grimes, Krueger, Henry, Currier, Binder, Campbell.  
NO: None. Motion Declared Carried.

**Meeting Open to Public:**

None.

**Remarks by Planning Commission:**

Commissioner Henry wishes everyone a Happy International Women's Day.

**Adjourn**

**Resolution No. 220308-07**

**(Carried)**

Motion by Planning Commission Member Henry  
Second by Planning Commission Member Long

**I Move** the Swartz Creek Planning Commission adjourns the February 8, 2022, Planning Commission meeting.

Unanimous Voice Vote  
Motion Declared Carried

Meeting adjourned at 9:35 p.m.

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Betty Binder, Secretary

Date: May 31, 2022

**To: Planning Commissioners**  
**From: Adam Zettel, AICP**  
**RE: June 7, 2022 Planning Commission Meeting**

Hello everyone,

**We will be meeting at 7:00 p.m. on June 7, 2022.** Commissioners **MUST** attend in-person. However, we shall be conducting the meeting using the Zoom application for the benefit of the general public.

**This meeting is dedicated to the master plan review and public hearing.** The current draft of the plan, including recommended edits from previous meetings, can be viewed by clicking [here](#).

The draft should be ready to go, with the exception of minor proof errors that can be amended. Please take a look and make sure you are comfortable with the content and delivery. The consultants will give us one final rundown on the plan, but the goal is to have this approved at the meeting and sent along for final affirmation by the city council.

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 letters of the first and last names being capitalized and prominent.

Adam H. Zettel, AICP  
City Manager  
City of Swartz Creek  
[azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org)