

**AGENDA
CITY OF SWARTZ CREEK
PLANNING COMMISSION
PAUL D. BUECHE MUNICIPAL BUILDING
VIRTUAL (ZOOM) MEETING AVAILABLE FOR GENERAL PUBLIC
TUESDAY, FEBRUARY 4, 2024, 7:00 P.M.
CALL TO ORDER:**

1. PLEDGE OF ALLEGIANCE:

2. ROLL CALL: Binder, Branoff, Campbell, Grimes, Henry, Krueger, Melen, Sturgess, Wyatt

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

5. CORRESPONDENCE:

- A. Resolutions
- B. Minutes: December 3, 2024
- C. Meeting Letter
- D. 2024 Annual Report
- E. Holland Square Concept Documents
- F. 4484 Morrish Promotional Materials
- G. Wayfinding Sign Examples

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

7. BUSINESS:

- A. Selection of Officers
- B. 2024 Annual Report
- C. Holland Square & Old Methodist Church Update

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, FEBRUARY 4, 2025, 7:00 P.M.**

Resolution No. 250204-01 **AGENDA OF FEBRUARY 4, 2025**

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission approves the agenda for the February 4, 2025 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 250204-02 **MINUTES OF DECEMBER 3, 2024**

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission approves the Minutes for the December 3, 2024 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 250204-03 **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. 250204-04 **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. 250204-05 Selection of Secretary

Motion by Planning Commission Member: _____

I Move, the Swartz Creek Planning Commission selects Commissioner _____ to serve as the Planning Commission Secretary 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. 250204-06 2024 Annual Report

Motion by Planning Commission Member: _____

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

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

WHEREAS, the annual report, as reviewed by the planning commission at their regular meeting on January 7, 2025 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 2024 annual report and direct staff to submit the report to the city council.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 250204-04 ADJOURN

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission adjourns the February 4, 2025 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
VIRTUAL PLANNING COMMISSION BOARD MEETING
ACCESS INSTRUCTIONS
TUESDAY, FEBRUARY 4, 7:00 P.M.**

The Planning Commission meeting of February 4, 2025 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.

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 Renee Kraft at 810.635.4464 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.

Topic: City of Swartz Creek Planning Commission Meeting

Time: February 4, 2025, 7:00 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 rkraft@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
December 6, 2024**

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

Pledge of Allegiance.

ROLL CALL:

Commissioners present: Binder, Branoff, Sturgess, Grimes, Krueger, Henry. Melen.

Commissioners absent: Campbell, Wyatt

Staff present: Adam Zettel, City Manager.

Others present: Nate Brown, Dave McLane

Others Virtually Present: Logan Granger

APPROVAL OF AGENDA:

Resolution No. 241203-01

(Carried)

Motion by Planning Commission Member Krueger

Second by Planning Commission Member Binder

I Move the Swartz Creek Planning Commission approves the agenda for the December 3, 2024, Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

MINUTES OF NOVEMBER 6, 2024

Resolution No. 241203-02

(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 November 6, 2024, Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

MEETING OPENED TO THE PUBLIC FOR NON PUBLIC HEARING: None.

BUSINESS:

SPECIAL LAND USE APPLICATION: 6273 MILLER ROAD CHILD CARE (PUBLIC HEARING)

Open: 7:25pm
No comments
Closed: 7:26pm

MEETING OPEN TO THE PUBLIC: None.

RESOLUTION TO APPROVE A SITE PLAN AND SPECIAL LAND USE FOR 6273 MILLER ROAD, CHILD DAYCARE CENTER (CORNERSTONE BAPTIST CHURCH):

Resolution No. 241203-03

(Carried)

Motion by Planning Commission Member Branoff
Second by Planning Commission Member Sturgess

WHEREAS, the city received a proposal to convert existing building space of a worship center to Child Day Care on a piece of land zoned as Single Family Residential (R-1), that parcel being 6273 Miller Road, parcel ID 58-31-200-017, and;

WHEREAS, the project is a special land use within the R-1 zoning district and requires a site plan review, with an additional approval for the special land use, and;

WHEREAS, the planning commission, in reviewing the application materials and review criteria in Zoning Ordinance Sections 13 & 30, among other sections, finds the proposed site plan for a Child Daycare Center meets the intent of the zoning ordinance, and;

WHEREAS, a public comment session was offered, and input by city staff has been received, and;

WHEREAS, the planning commission finds that the site plan in conjunction with the special land use, would meet all other general and specific standards applicable if the following conditions are met:

1. Adhere to landscaping.

NOW, BE IT RESOLVED that the Swartz Creek Planning Commission hereby recommends approval of the site plan, dated October 11, 2024 to the city council, subject to the conditions in this resolution.

BE IT FURTHER RESOLVED that the Swartz Creek Planning Commission hereby recommends approval of the special land use for Child Daycare Center to the city council, subject to the conditions in this resolution.

YES: Branoff, Grimes, Krueger, Henry, Melen, Binder, Sturges
NO: None. Motion Declared Carried.

Unanimous Voice Vote
Motion Declared Carried

REMARKS BY PLANNING COMMISSION:

Commissioner Binder wished everyone a Merry Christmas.
Commissioner Krueger wished everyone Happy Holidays. Concert on December 16.
Commissioner Sturgess questioned if there is a January meeting? Unknown.
Commissioner Henry mentioned the Christmas parade on December 7 at 6:00pm

Adjourn

Resolution No. 241203-04

(Carried)

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

I Move the Swartz Creek Planning Commission adjourns the December 3, 2024, Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

Meeting adjourned at 7:31 p.m.

Betty Binder, Secretary

Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: January 28, 2025

To: Planning Commissioners
From: Adam Zettel, AICP
RE: February 4, 2025 Planning Commission

Hello everyone,

We will be meeting at 7:00 p.m. on Tuesday, February 4, 2025. Commissioners MUST attend in-person. However, we shall be conducting the meeting using the Zoom application for the benefit of the public. If you cannot attend, please let me know.

The purpose of this meeting will be to appoint officers and review the annual report. We will also be hosting the DDA and the Zoning Board of Appeals as a means to cooperatively receive updates and discuss recent business, as well as the 2025 outlook. We will cover topics such as the Methodist Church, Holland Square, and the potential megasite. I am attaching the report, with supplemental information, as well as the architectural concept of Holland Square and the church promotional materials.

Concerning election positions, the current chair is Tom Wyatt. Vice chair is Nate Henry (who is now serving as Mayor), and the secretary is Betty Binder. Appointments are valid for one year. Please be prepared to nominate or volunteer!

Concerning the annual report, are maintaining the new sections that we added in 2024. In addition to providing a general status report to the council and community, as part of the Redevelopment Ready Communities program, we have some obligations related to tracking public outreach and reporting on economic development updates. Greg Dietrich, as the city's new Community and Economic Development Director, is overseeing these functions. In addition, we have our standard sections on attendance, projects, training, and future outlook. Take a look!

As noted, I am inviting the DDA and ZBA to this meeting. The planning commission will still be the host, and the other boards will not be officially called to order, but this will effectively enable a joint meeting of the three bodies. This will help the individuals

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Swartz Creek Michigan 48473

Phone: (810)-635-4464

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www.cityofswartzcreek.org

<ftp://cityofswartzcreek.org>

February 4, 2025
Planning Commission

network, explore the annual report and liaise on other important matters that impact the downtown, parks, and the city as a whole.

If you have any comments or questions, please contact me directly.

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 visible.

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

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PLANNING COMMISSION
ZONING BOARD OF APPEALS
2024 ANNUAL REPORT

To: The Honorable David Krueger & Swartz Creek City Council
From: The Swartz Creek Planning Commission
Subject: 2024 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 2024. 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). It also serves as a guide to training and activity expectations for 2025.

Summary Findings

The PC experienced another slow year in terms of the number of review. However, their meeting count was seven, which is more than most years. Most of their meetings were related to housekeeping functions, such as the annual report, the zoning ordinance amendment for lighting, and the zoning ordinance amendment for solar use regulations. There was one site plan review for a special land use. Training for the PC was done independently by each member.

The ZBA had two variance applications, in addition to their annual meeting. There was not an in-person training in 2024. We will focus on formal targeted training for the commission and ZBA early this calendar year.

Concerning attendance and activity, the planning commission met seven times and experienced 49 attendances out of 62 attendance opportunities (79%). This is down from the 83% mark in the prior year.

The commission experienced some change to membership in 2024, with the resignation of Mr. Currier. This seat was filled by Mrs. Melen. In addition, the city selected a new Mayor, which places Mr. Henry on the commission by default. Mr. Henry appointed Mr. Krueger to

the commission as the city council representative, effectively keeping membership the same. Tom Wyatt serves as the chair and represents the planning commission on the ZBA. Mr. Krueger is the City Council representative on the planning commission. The Mayor serves on the planning commission by default.

The ZBA met four times. Attendance was about 77% (20 attendances out of 26 total opportunities, including alternates), an improvement over last year's 71%. There is currently a vacancy in the alternate position, with Mr. Melen becoming ineligible after winning a council seat.

Community development was very slow overall, including new house starts and other building projects. While there was a lot of interest in new users for commercial property, as well as for redevelopment property, there were not any site plans or developments. The community and economic development specialist has been working on various projects to spur economic activity in accordance with the city's community and economic development plan. This includes liaising with businesses, promoting events, providing grant opportunities, general marketing, park development, Holland Square improvements, and the DDA acquisition of the church at 4484 Morrish Road.

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
Vicke Sturgess	06/30/25	5153 Durwood
Charles Campbell	06/30/27	5342 Winshall
Kelli Melen	06/30/25	7054 Bristol Road
Betty Binder, Secretary	06/30/26	8079 Bristol Road
Tom Wyatt (ZBA), Chair	06/30/26	5097 School
Bud Grimes	06/30/25	5171 Oakview Drive
David Krueger (Council), Vice-Chair	11/23/26	7399 Miller Rd
Mark Branoff	06/30/27	7216 Parkridge
Nate Henry, Mayor	Per Council Term	David Krueger

ZONING BOARD OF APPEALS	Term end date	Address
Tom Wyatt (PC Chair)	06/30/25	5097 School
Ronald Smith, Secretary	06/30/26	9194 Chesterfield
John Gilbert (Council member), Vice-Chair	11/25/26	7459 Miller Rd.
Vacant	06/30/25	
James Packer, Chairperson	06/30/27	7515 Elizabeth Ct.
Kenneth Brill (Alternate)	06/30/26	5352 Greenleaf
George Hicks	06/30/27	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
Lighting Zoning	PC	Zoning Amendment	City-wide	N/A	Priceless	July	Yes	Complete
Solar Use Zoning	PC	Zoning Amendment	City-wide	N/A	Priceless	November	Yes	Complete
Baptist Church Daycare	PC	Special Land Use	6273 Miller	52,639 sf	N/A	December	Yes	Permitting
Accessory Dwelling Unit	ZBA	Dimensional Variance	8040 Maple	Duplex	N/A	September	Yes	Complete
Country Carriage Liquor License	ZBA	Dimensional Variance	9237 Miller	3,507 sf	N/A	December	Yes	Pending

Training

Staff is going to make a concerted effort to return onsite training for the planning commission and zoning board of appeals members in 2025. This worked well and was efficient in 2023. We continue to request that members with less than one full term engage in standard Michigan Association of Planning events, including the annual conference. A training letter is sent via email and hardcopy that encourages members to pursue formal training, to attend other city events/meetings, and to consult with the city manager about opportunities for improvement.

I expect the ZBA annual meeting in March will include general ZBA training by myself for the entire group.

Community and Economic Development

Notable accomplishments include the successful renewal of the Redevelopment Ready Communities (RRC) certification, outreach to potential partners for Holland Square's development, and the initiation of the Methodist Church project in collaboration with CEDAM. Additionally, staff actively engaged with local businesses, provided valuable resources such as the Match on Main grant information, and participated in industry conferences to stay updated on trends and best practices.

1. Met with MEDC to review our Redevelopment Ready Communities (RRC) certification. Our certification is good for the next 5 years.
2. Holland Sq: Sent an email to Dort Financial CU detailing the opportunity of naming rights for the proposed pergola. The email included a rendering, cost structure and the DDA's vision for the future use of Holland SQ. DDA has requested a \$50,000 would be appropriate for naming rights.
3. Methodist Church: We have initiated the Request for Qualifications through the Community Development Association of Michigan (CEDAM). We will be setting up a call to determine the scope of the project next year.
4. Staff attended the Michigan Economic Developers Association Fall Conference. Content included property rehabilitation, community financing and legislative updates from the Michigan Economic Development Corporation (MEDC).
5. On 11/18 staff met with representatives from Genesee County along with Mayor Henry and RBF Construction to discuss the county housing incentive.
6. A map of Holland Sq to Red E Charge for possible placement of EV chargers on the property. Once the map is submitted Red E Charge will send out a crew to measure traffic volume and parking to determine the best type of charger for the area along with traffic study to determine how many would be appropriate.
7. On 11/1 total of 10 downtown businesses received information about the Match on Main grant. Information was personally delivered to them that also included the new economic developers contact information.

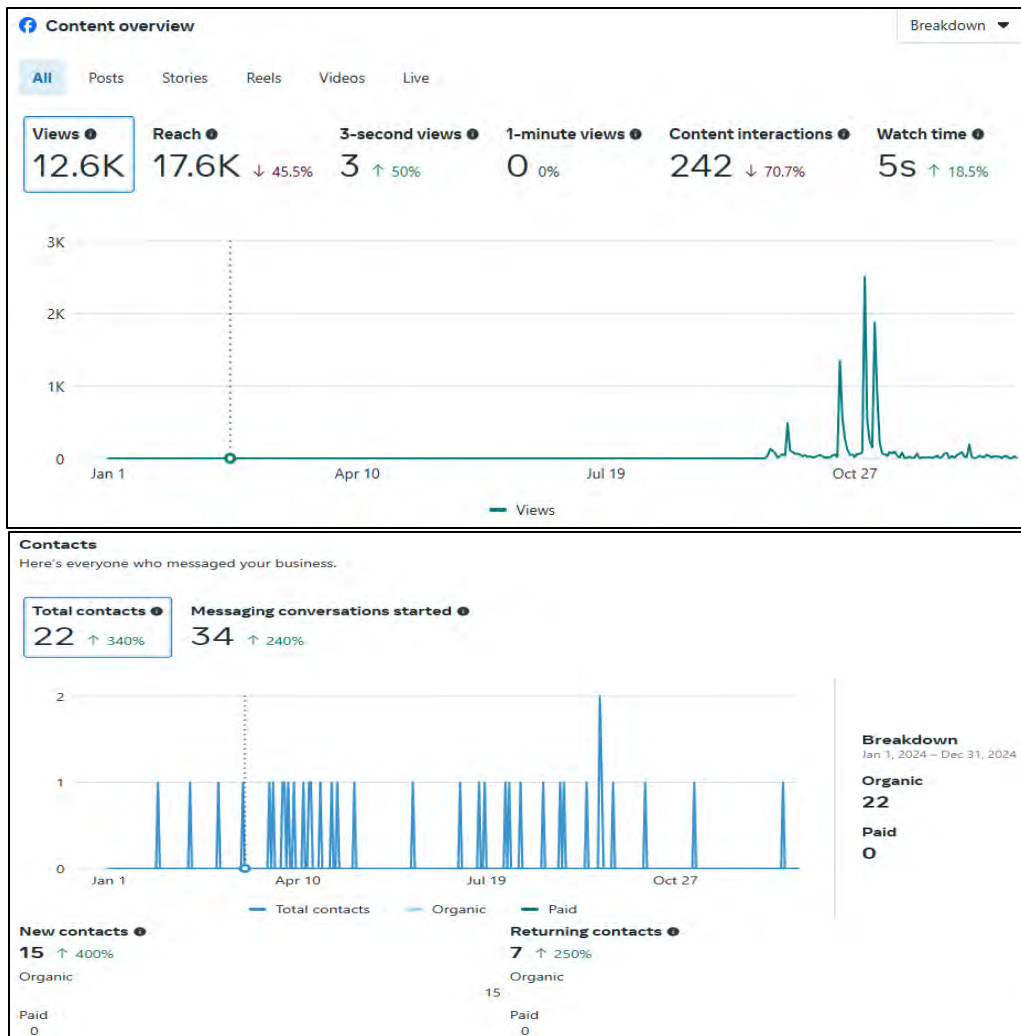
The businesses that were contacted:

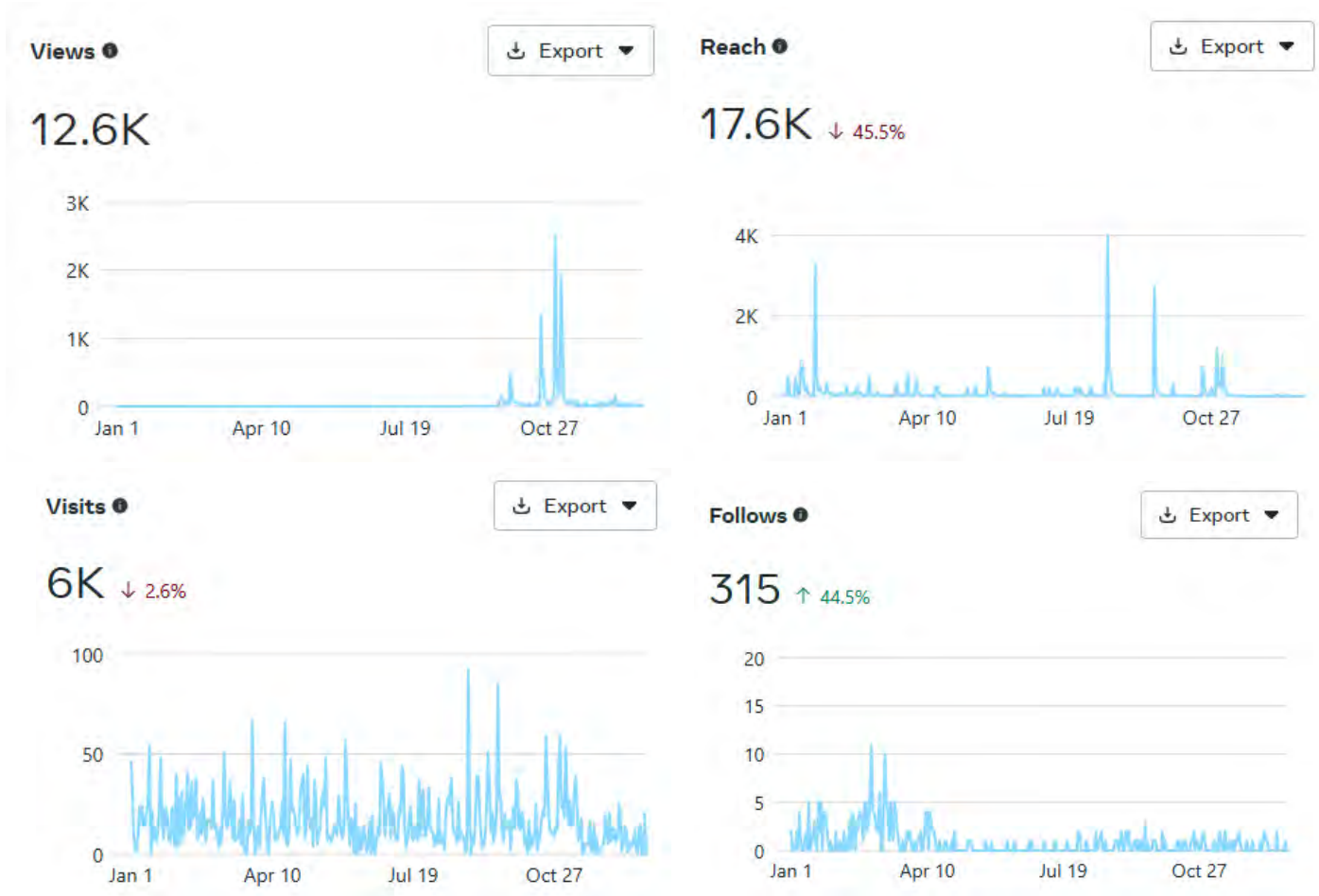
- Jamies Place
- Great Lakes Smoothie CO
- Kelly & Co Nail Studio
- Kallas Heating & Cooling
- Blue Butterfly Gifts
- Against the Grain Hair Studio
- Swartz Creek Pharmacy
- Stay Gold Art
- Pink Florist & Boutique
- S&K Pub

Public Participation

Social Media

Over the past few weeks, our social media engagement on Facebook has shown varied levels of interaction, with a noticeable spike in activity on December 12th, which saw a significant increase in both views (189) and reach (39). The period from December 12th through December 20th also demonstrated stronger engagement, consistently reaching double digits in both views and reach, and generating more visits to the page. However, activity slowed towards the end of December and into early January, with several days experiencing minimal interactions, including zero visits and low reach on holidays like December 25th. Despite these fluctuations, overall engagement trends reflect the ongoing interest from followers and the effectiveness of targeted posts and outreach efforts.





Economic Development Strategy

The following table represents tasks from the city’s Economic Development Strategy. The cells are highlighted as noted, with comments about progress.

Objective List Key

Accomplished! Efforts ongoing where appropriate.
Efforts still ongoing. Some goals accomplished, but not all.
Objective no longer aligns with goals.
New objective!

February 4, 2025
 Planning Commission
 Annual Report for 2024

Objective	Action Item(s)	Responsible Entity	Time Frame	Status
Dedicate new, expanded areas for a mixture of commercial development, while supporting the success and improvement of existing business areas.	<ul style="list-style-type: none"> Complete zoning amendments to meet RRC Technical Review Develop an internal business retention strategy to support existing base companies - Create downtown PUD District 	City Administration, City Council, Planning Commission	2019	Complete. Samantha uses software to track retention visits.
Encourage the type and amount of business operation supported by market analysis, historical performance, and consumer desires.	<ul style="list-style-type: none"> Complete target market analysis to identify potential industry markets to attract to Swartz Creek Complete a consumer survey to identify shopping trends of Swartz Creek residents 	DDA	Short Term	Completed through retail leakage study, and spending analysis by UM-Flint.
Encourage the rehabilitation or replacement of obsolete commercial/office and industrial buildings and sites with viable business establishments or other appropriate uses.	<ul style="list-style-type: none"> Update codes and penalties to strengthen blight enforcement efforts for buildings and properties in need of repair and upkeep Identify additional resources, incentives, and grants to assist with façade improvements Identify additional resources, incentives, and grants to assist with redevelopment of core downtown sites Utilize TIF Funds to assist with downtown feasibility analyses as needed - Identify funding sources and grants to assist with environmental cleanup and restoration as needed Review and update DDA Development Plan to ensure a current project list and access to all tools available to the DDA 	Staff, Metro PD, DDA	Short Term Ongoing	Complete; Ongoing.
Promote the revitalization of downtown Swartz Creek through the attraction of businesses and other uses suited to that area.	<ul style="list-style-type: none"> Utilize Redevelopment Communities to develop promotional materials for key redevelopment sites downtown identified in this plan, the DDA Development Plan, and the City Master Plan. This should include detailed concept plans for priority sites 	Planning Commission, DDA, Staff, Chamber	Ongoing	Completed through RRC site assistance; Ongoing efforts to create city-wide promotional materials.

February 4, 2025
 Planning Commission
 Annual Report for 2024

Objective	Action Item(s)	Responsible Entity	Time Frame	Status
	<ul style="list-style-type: none"> • Create city-wide promotional materials to reach specified target investment markets. These materials should focus on consumer spending patterns, educational attainment, wages, labor force, and available redevelopment sites • Focus efforts and resources when available on priority redevelopment sites identified within this plan 			
<p>Encourage the retention of residential neighborhoods in the vicinity of downtown Swartz Creek as a source of customers.</p>	<ul style="list-style-type: none"> • Look to identify areas within the core of the city to encourage new housing development, especially missing middle housing, which can attract workforce and families to the city • Identify opportunities to increase core residential density 	<p>DDA, Planning Commission</p>	<p>Ongoing</p>	<p>Complete; Ongoing.</p>
<p>Promote visual and physical links between the downtown and the Civic Center such as landscaped walkways, streetscape, and public art.</p>	<ul style="list-style-type: none"> • Implement the city’s streetscape plan currently under development • Work with local artisan groups such as the Greater Flint Arts Council or the Flint Institute of Arts to identify opportunities to include art into public spaces and pedestrian ways throughout the city • Include artistic features such as murals or statues into downtown design guidelines • Use vacant spaces or underutilized sites in downtown to host popup events such as farmers markets, art fairs, food truck festivals, movies or concerts featuring local artists to increase programming in the city and to drive visitors to the core of the downtown 	<p>Council, DDA, Planning Commission</p>	<p>Ongoing</p>	<p>Complete; Ongoing.</p>
<p>Continue to promote community events in the downtown and Civic Center areas as a way of attracting attention and customers to downtown businesses.</p>	<ul style="list-style-type: none"> • Work with the DDA and the Chamber to develop a promotional platform to highlight local events to residents of the city and potential outside markets to attract visitors. Various forms of media including print, social, radio, and television should be utilized to maximize the extent of the message 	<p>DDA, Chamber, Visitors and Convention Bureau of Genesee County</p>	<p>Ongoing</p>	<p>Complete; Ongoing.</p>

February 4, 2025
 Planning Commission
 Annual Report for 2024

Objective	Action Item(s)	Responsible Entity	Time Frame	Status
	<ul style="list-style-type: none"> Develop a platform to highlight local businesses to residents Work with the Visitors and Convention Bureau of Genesee County to highlight local events and drive visitors to Swartz Creek 			
<p>Promote the development of a traditional mixed-use downtown corridor along Morrish Road, between the entrance into the Sports Creek racetrack and Civic Drive in accordance with the following standards.</p>	<ul style="list-style-type: none"> Permit commercial uses such as small-scale retail stores; professional offices for physicians, optometrists, chiropractors, dentists, psychologists, and similar professions Ensure businesses have frontage on Morrish Road and build to the right-of-way or agreed-upon short distance setback Encourage or develop requirements for a second or third floor for residential dwellings Allow the use of alleyways for rear parking and loading 	<p>Planning Commission, DDA</p>	<p>Ongoing</p>	<p>Ongoing; Brewer Townhomes phase 1 complete. 2/3 units sold.</p>
<p>Promote the development of the mixed-use area north of the Morrish Road/I-69 interchange for retail and other uses.</p>	<ul style="list-style-type: none"> Locate any residential uses along or in proximity to Bristol Road or within the rears of the properties and locate commercial uses near I-69 and Morrish Road Ensure that commercial uses are of a size, scale, and character consistent with other development in the area Develop a gateway strategy to welcome shoppers and visitors to Swartz Creek Enhance the entryway to Sports Creek as a prime destination site for the city should it be repurposed 	<p>Planning Commission, DDA</p>	<p>Ongoing</p>	<p>Ongoing; Gateway strategy is a priority. Sports Creek entryway cannot be enhanced without willing owner.</p>
<p>Coordinate efforts to retain and attract industrial development and work with other groups that are</p>	<ul style="list-style-type: none"> Work with the Flint & Genesee Chamber Economic Development team to ensure available properties in the city are listed on Zoom Prospector 	<p>Staff, Council, Chamber</p>	<p>Short Term – Mid Term</p>	<p>Most efforts still ongoing, some obsolete; Samantha is reworking these objectives.</p>

February 4, 2025
 Planning Commission
 Annual Report for 2024

Objective	Action Item(s)	Responsible Entity	Time Frame	Status
involved in economic development.	<ul style="list-style-type: none"> • Prepare a city-wide fact sheet identifying target industrial markets, properties available, proximity to major markets and industry sectors (auto, medical...), access to local workforce, tax incentives (if applicable) and any other asset (utilities) that could be used to attract new industry • Host regional and state economic developers at prime properties in the city to give them an on-the-ground feel for the site - Market sites available for advanced manufacturing in all industry sectors • Encourage General Motors to increase when feasible, its operations at the Customer Care and Aftersales facility within the city • Work with Bishop Airport to solicit intermodal or other distribution industries to the city • Prioritize sites available for manufacturing growth and promote them to encourage business expansions within the city 			Very little industrial space available.
Coordinate existing programs and provide information on small business development programs.	<ul style="list-style-type: none"> • Work with the Flint & Genesee Chamber Economic Development Team to host local small businesses educational events in partnership with the Swartz Creek Chamber of Commerce • Host the Genesee County eTeam for small business education • Provide a small business resource kiosk at city hall to inform small businesses about assistance programs available locally and throughout the state 	Chamber, DDA	Short Term	Initial goals obsolete. Ongoing; Greg will complete these with other resource partners, online link to a small business resource guide.
Work to grow the City of Swartz Creek Chamber of Commerce and its capacity to assist local companies, attract new	<ul style="list-style-type: none"> • Work to increase capacity of the chamber to become the city's primary promotional entity • Focus membership growth on companies located within the City of Swartz Creek 	Chamber	Ongoing	Obsolete. Hired professional staff instead.

Objective	Action Item(s)	Responsible Entity	Time Frame	Status
companies and promote the City as a whole.				
Implement the recently completed marketing and branding strategy.	<ul style="list-style-type: none"> Incorporate the DDA Development Plan, Master Plan and Economic Development Plan into a comprehensive marketing strategy to promote Swartz Creek Develop a communications plan to ensure all targeted marketing is formatted to reflect the new marketing and branding strategy Complete a brand kickoff and begin implementation of new logos and taglines 	Council, Staff, DDA, Chamber	Ongoing	Accomplished.

Looking Ahead

2025 could be a monumental year. We do expect to have changes in the community result from public projects, which include Otterburn Park, Holland Square, and the Methodist Church on Morrish. However, it is not clear if the planning commission will be directly involved or to what degree.

In other news, rumors are swirling about the mega site. Unconfirmed information that appears to be substantiated by media sources indicates that the site just south of the city could potentially house about 10,000 direct jobs related to chip production. If this is the case, the city and our partners will be very engaged to determine the potential impact of such an investment, as well as to plan a path forward.

In the absence of this, there is not a lot of private activity to speak of. However, there are a number of new businesses and potential projects on the horizon. In addition, we will continue to market the community, pursue wayfinding signage and historical signage programs, as well as to invite downtown renovations and improvement projects using incentives.

That is all for now. Please contact me with any questions or comments!

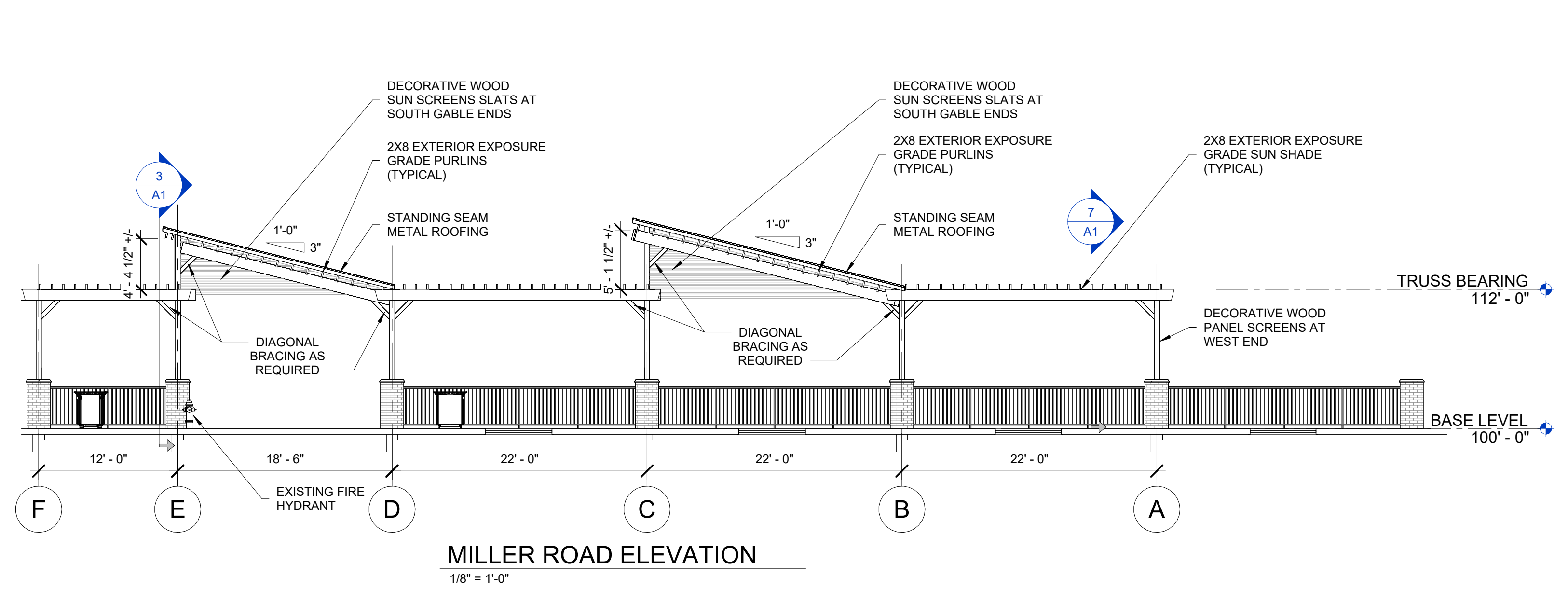
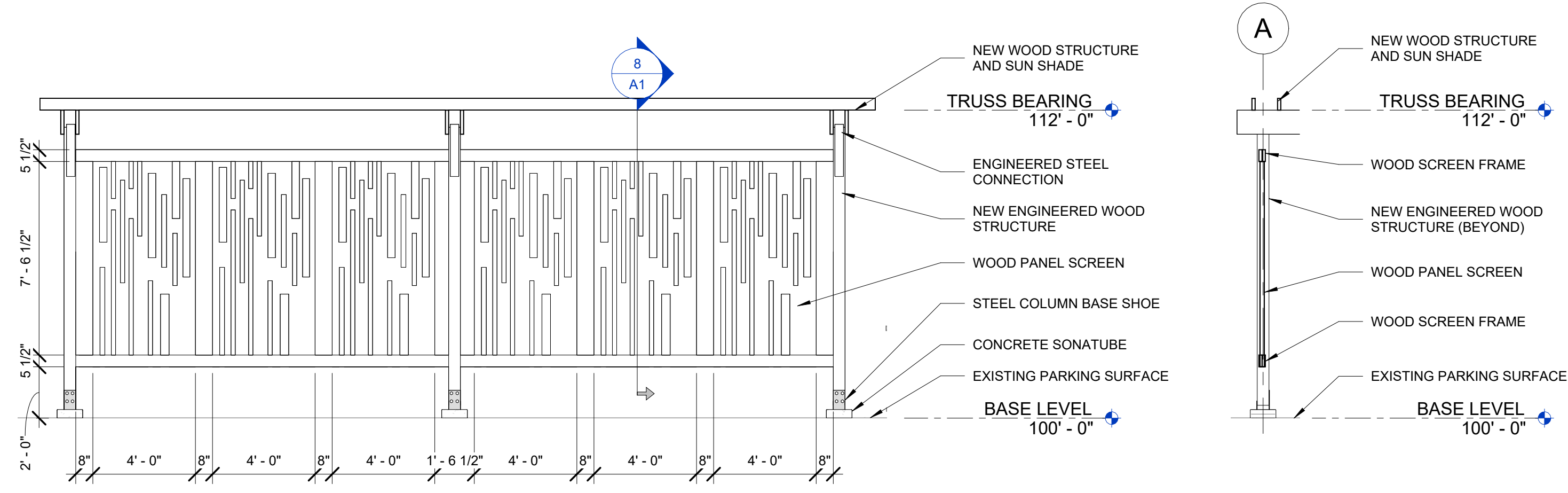
Sincerely,



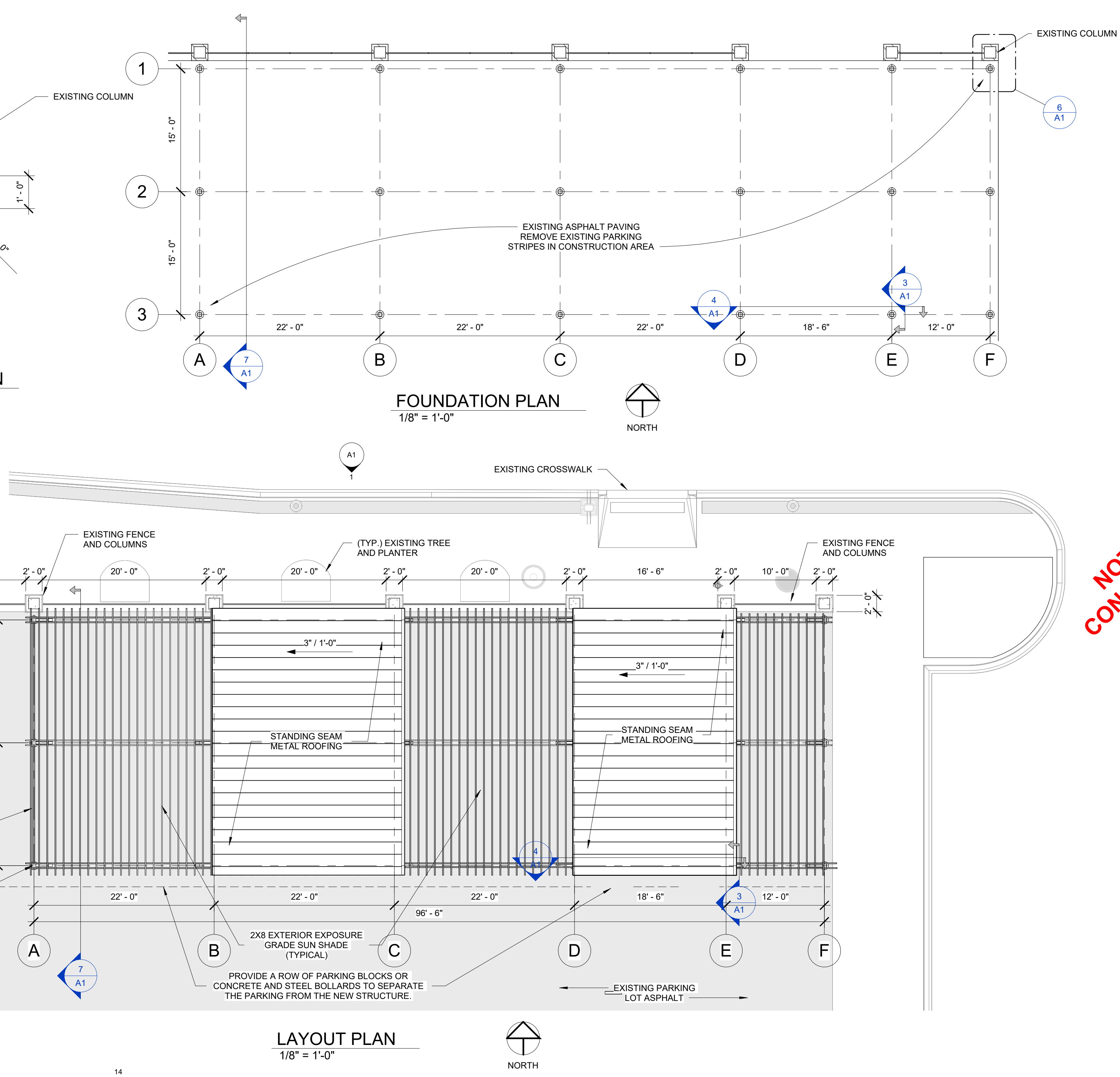
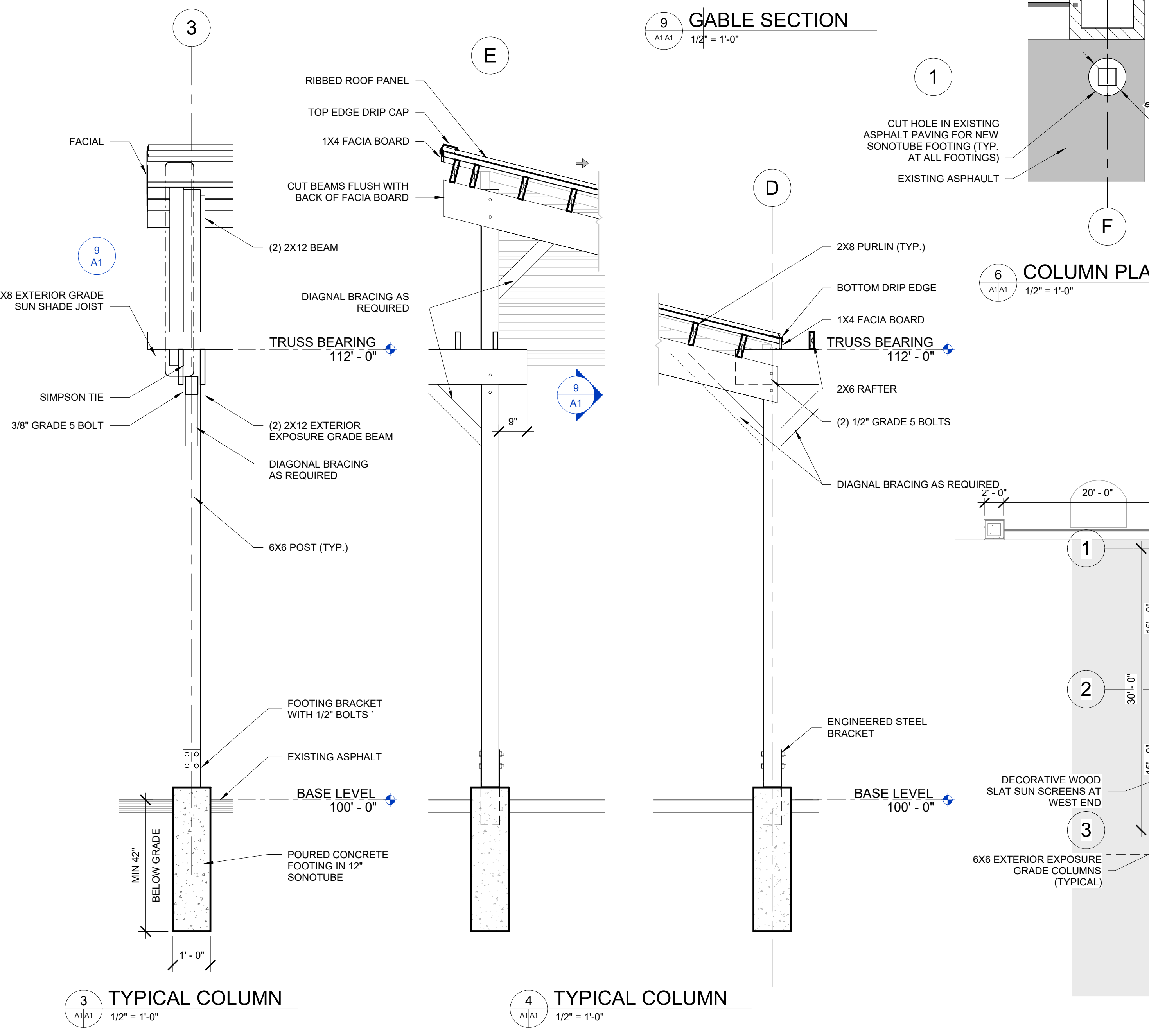
Adam H. Zettel, AICP
 City Manager

February 4, 2025
Planning Commission
Annual Report for 2024

City of Swartz Creek
azettel@cityofswartzcreek.org



GENERAL CONSTRUCTION NOTES:
1. ALL WOOD IS TO BE EXTERIOR EXPOSURE RATED.



NOT FOR CONSTRUCTION

PROPOSED PROJECT FOR:
MILLER ROAD STREETSCAPE
CITY OF SWARTZ CREEK, MICHIGAN

Project Phase:
Design
Permit
Construction

Date:
06-14-23
01-09-24

Rev. Description
1 CONSTRUCTION DETAILS
2 PITCHED ROOF

Project # 2320
Drawn by: BD
Checked by: DM

NEW WORK PLANS
Sheet **A1**
February 4, 2025

J. W. MORGAN CONSTRUCTION, LLC

**7152 SEYMOUR RD.
SWARTZ CREEK, MI 48473
810-635-9228 OFFICE/FAX
810-691-6281 CELL
LIC# 2102148537**

PROPOSAL

City of Swartz Creek
Miller Road Streetscape

January 2, 2025

We hereby propose to provide the materials and labor necessary to complete the following:

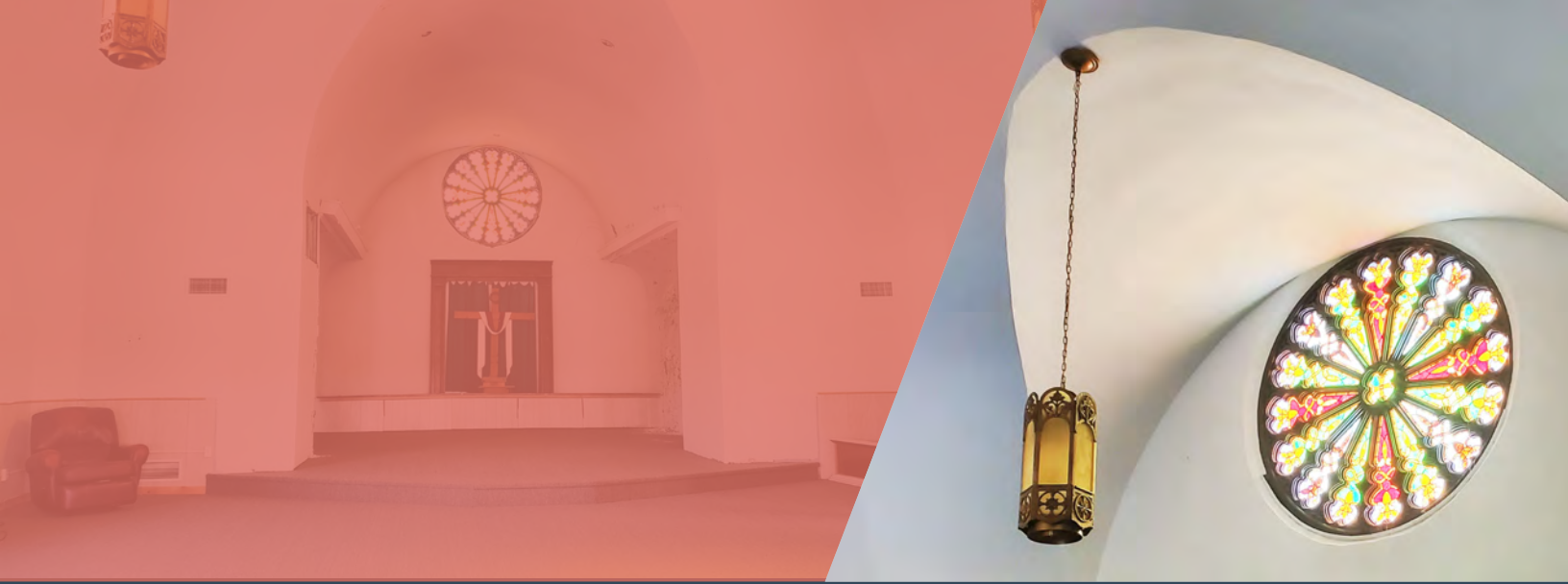
- Secure building permit
- Construct the gazebo and trellis structure per the revised drawings provided using engineered laminated, pressure-treated, southern yellow pine structure provided by Structural Wood Systems
- Install pro-rib steel roofing fastened with exposed screws over 2x6 southern yellow pine, tongue-and-groove 2x6 roof decking
- We will bore through the asphalt parking lot and pour concrete footings to support the structure
- Price includes factory applied, one coat, oil-based, semi-transparent SWS stain on all lumber

Total Labor and materials **\$257,545 ***

*I will apply a 3% credit to the job as my portion of donated funding (\$7,700)

**Electrical is not included in this price

***Screen wall detail is not included in this price



MARKETING PACKAGE FOR



4488 MORRISH ROAD
SWARTZ CREEK, MICHIGAN

PPN: 58-35-576-053



TABLE OF CONTENTS

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A Little Background	2
Church to Brewery Adaptive Reuse.....	2
Building Assessment & Opportunities.....	3
Preferred Development Scenario.....	4
Incentives.....	7
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williams&works
engineers | surveyors | planners

THOMAS ROBERTS ARCHITECT
Architecture
Planning
Historic Preservation



4488 MORRISH ROAD Swartz Creek, Michigan

Celebrations and cheer echo through the halls of the former Methodist Church in Swartz Creek.

Located in the heart of downtown and a short walk from city amenities, an attractive and stately community icon is awaiting redevelopment. 4488 Morrish Road is home to a historic church. Adjacent to the church is a former daycare/office building and parking lot, also available for sale either with the church or as a separate project. Together, both sites represent 1.56 acres of land and 13,616 square feet of commercial space.

Economic studies point to many in-demand options that would garner a strong market position. The site is less than a mile from the I-69 freeway interchanges at Morrish Road and Miller Road and also near I-75.

Local market data demonstrates an unmet need for many uses. Be it a brewery, restaurant, banquet hall, or event space, the unique interior with colorful and intricate stained-glass accents will become a new city icon and backdrop for memories to come. City leadership anticipates being a partner in the rehabilitation and redevelopment, and the community provides robust support for entrepreneurs and new businesses.

The property is eligible for several financial incentives including Redevelopment Ready support from the Michigan Economic Development Corporation through the Community Revitalization Program, local façade grants, expedited approvals, collaboration with the City for parking development on adjacent lands, TIF reimbursement, and MDOT logo sign reimbursement.

Architectural studies have proven the brick edifice is structurally sound and repurposing the nave and aisles into seating could accommodate more than 200 guests. Outdoor seating and yard games in the front of the church will welcome passersby, while rear deck seating provides a secluded oasis for gathering. The lower level is ideal for private events, chef dinners, dressing rooms for wedding parties, and other social occasions.

The City is supportive and welcomes new development. Future community planning envisions new uses for and surrounding this former church. Swartz Creek has welcomed condos and townhouse development the past year, as well as several revitalization projects in the downtown. Adjacent land to the north of the site, owned by the City, can accommodate a parking lot should the need arise, as City leaders are prepared to facilitate and support the project.

A LITTLE BACKGROUND

Zoning | Central Business District

Acres/Acreage/Frontage | 1.56 acres, 250' on Morrish Road

Utilities | Municipal water and sewer

Parking | Existing lot meets ordinance requirements; additional expansion to the north is possible

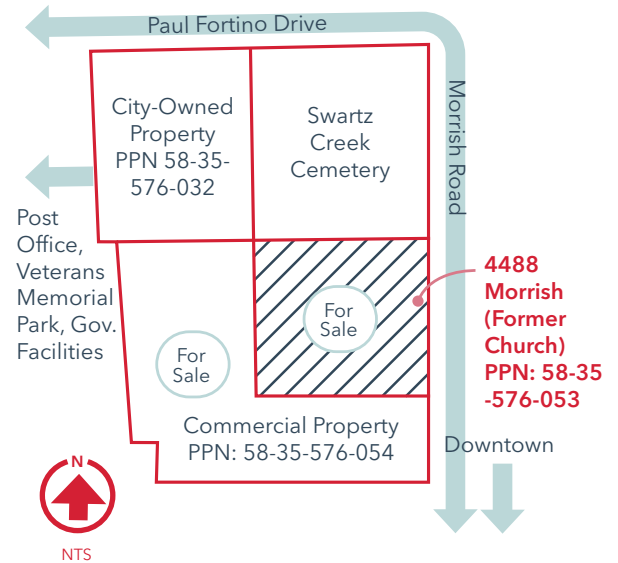
Traffic Counts | Morrish (8,000 ADT), Miller (14,000 ADT)

Proximity | Located within downtown, near parks, public facilities, and walkable neighborhoods

Flexibility | Outdoor activity space (front and rear), multiple interior space configurations, ADA accessibility could easily be accommodated

Iconic | Historic building, original wood work and light fixtures, stained glass rosettes

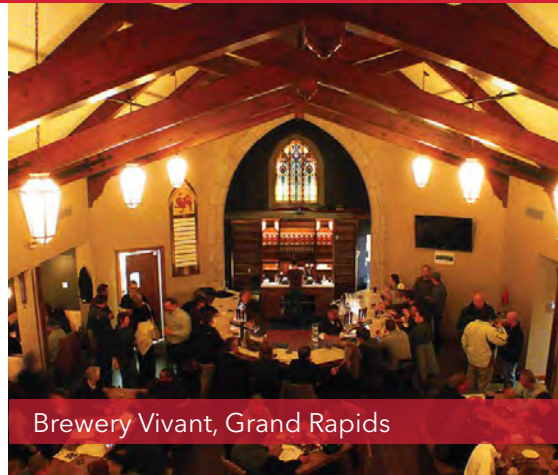
Site Location Key



This site is ripe for investment and brimming with potential

CHURCH TO BREWERY ADAPTIVE REUSE

East to west and north to south, throughout Michigan several former churches have been rehabilitated into restaurants, food halls, breweries and other social gathering spaces. There are many successful redevelopment models to replicate in Swartz Creek.



Brewery Vivant, Grand Rapids



Beer Church Brewery, New Buffalo



Salt Springs Brewery, Saline



Salt Springs Brewery, Saline



LARGE GATHERING SPACES, VAULTED CEILINGS, STAINED GLASS WINDOWS, AND OTHER HISTORIC FEATURES PROVIDE CHARACTER AND OPPORTUNITY TO ENVISION THE FORMER CHURCH AS SOMETHING NEW.

BUILDING ASSESSMENT & OPPORTUNITIES

- Open floor plan and overall structure size lends itself to assembly use, with opportunity for gathering spaces on two levels.
- Structurally sound, with excellent exterior brickwork and unique millwork.
- Cosmetic site improvements needed include: paving, lighting, walkways, and landscaping.
- Tuckpointing is recommended to seal the foundation and all building walls, as well as vegetation removal and positive grading away from the building.
- Roof is weathertight, and reinforcing/repairing along coping, gutters, downspouts is recommended to ensure long-term structural integrity.
- Windows and doors are in fair condition; however, higher-performing doors would ensure improved insulation and could better align with the building's architectural style.
- Barrier free, unisex, and ADA-compliant improvements to the restrooms, entry, and lower level are needed to accommodate accessibility.
- Existing plumbing infrastructure provides basis for the necessary system, and upgrades are needed for modern conveniences.
- The building placement and site orientation are ideal for outdoor gathering, garden spaces, nooks, and unique elements to draw patrons and provide entertainment options as well as possible banquets, weddings, or other communal uses.





CONCEPTUAL RENDERING OF THE PREFERRED DEVELOPMENT SCENARIO

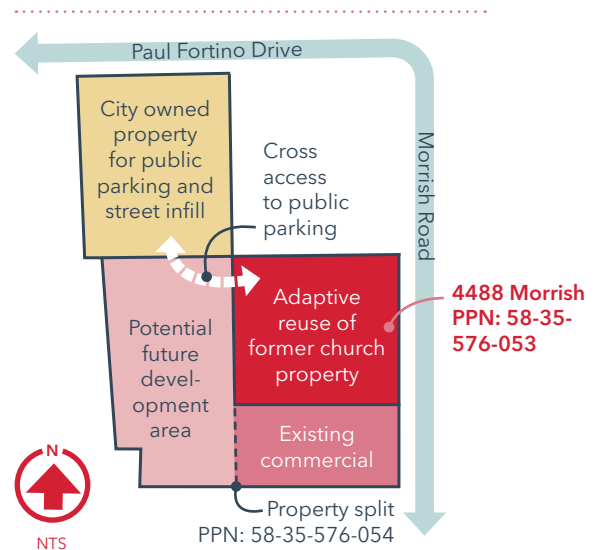
PREFERRED DEVELOPMENT SCENARIO

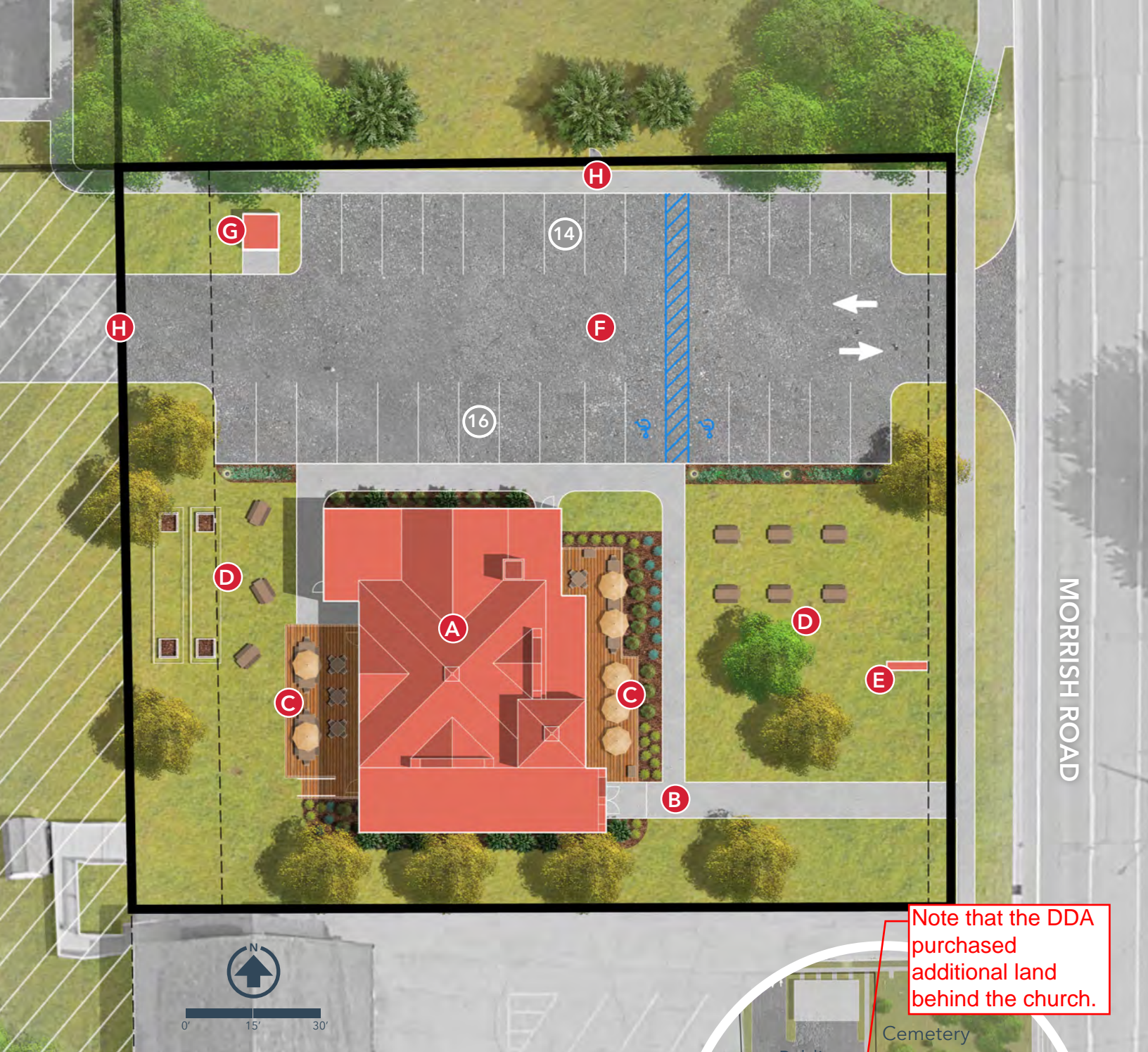
The City of Swartz Creek would like to see the former church be renovated into an active and engaging development. Flexibility and growth are key to creating an adaptive place. The site enables a phased approach: Begin with the church building, strengthen market position, and expand to the adjacent office building, etc.

Imagine wedding ceremonies in the former church, with reception and celebration next door and outside. The church itself can accommodate approximately 200 guests, and architectural studies prove the ability to provide barrier-free access, outdoor dining, brewery equipment spacing, commercial kitchen, and storage space as well as ample restrooms.

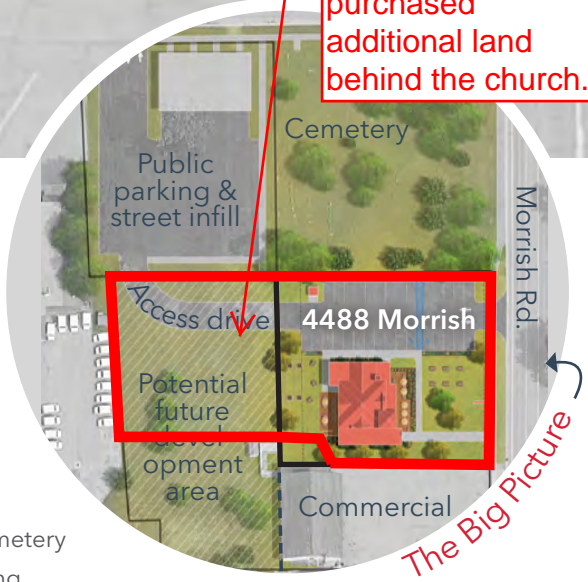
Off-street surface parking may be accommodated on-site and also adjacent to the north in partnership with the City of Swartz Creek. Intuitive and direct sidewalk connections link up with downtown, City Hall, the cemetery, Veterans Park, and nearby neighborhoods.

Available Properties & Potential Uses





Note that the DDA purchased additional land behind the church.



4488 Morrish Conceptual Site Plan Legend

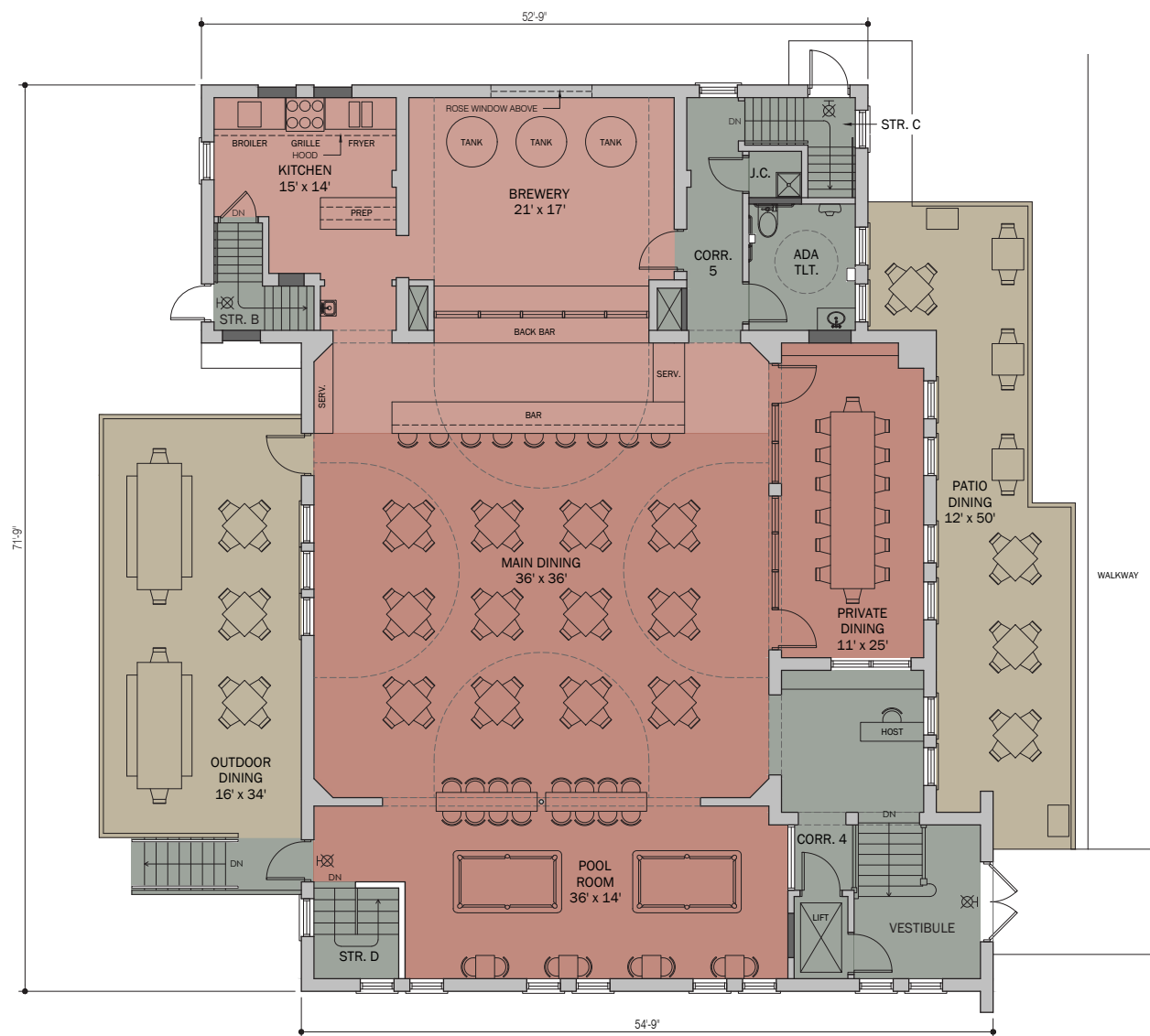
- A** Adaptive reuse of former church
- B** New entry sidewalks and ramps
- C** Outdoor dining deck
- D** Lawn for programming & events
- E** Existing ground sign
- F** Reconstructed parking lot
- G** Refuse enclosure
- H** Connections to existing cemetery and proposed public parking

CONCEPTUAL BUILDING LAYOUT

The existing historic church building is generally in good condition and well suited to the proposed commercial use of a restaurant and/or banquet hall. The large, open, column-free volume of the nave lends itself to an assembly use, with the benefit of the adjacent support spaces for private dining rooms, game rooms, bar, and food preparation spaces. The basement can be used for open multi-purpose space, meeting or dressing rooms, accessible restrooms, storage, kitchen support spaces, and mechanical rooms.

Total Building Gross Area: 7,452 sf **First Floor Gross Area:** 3,726 sf **Basement Gross Area:** 3,726 sf

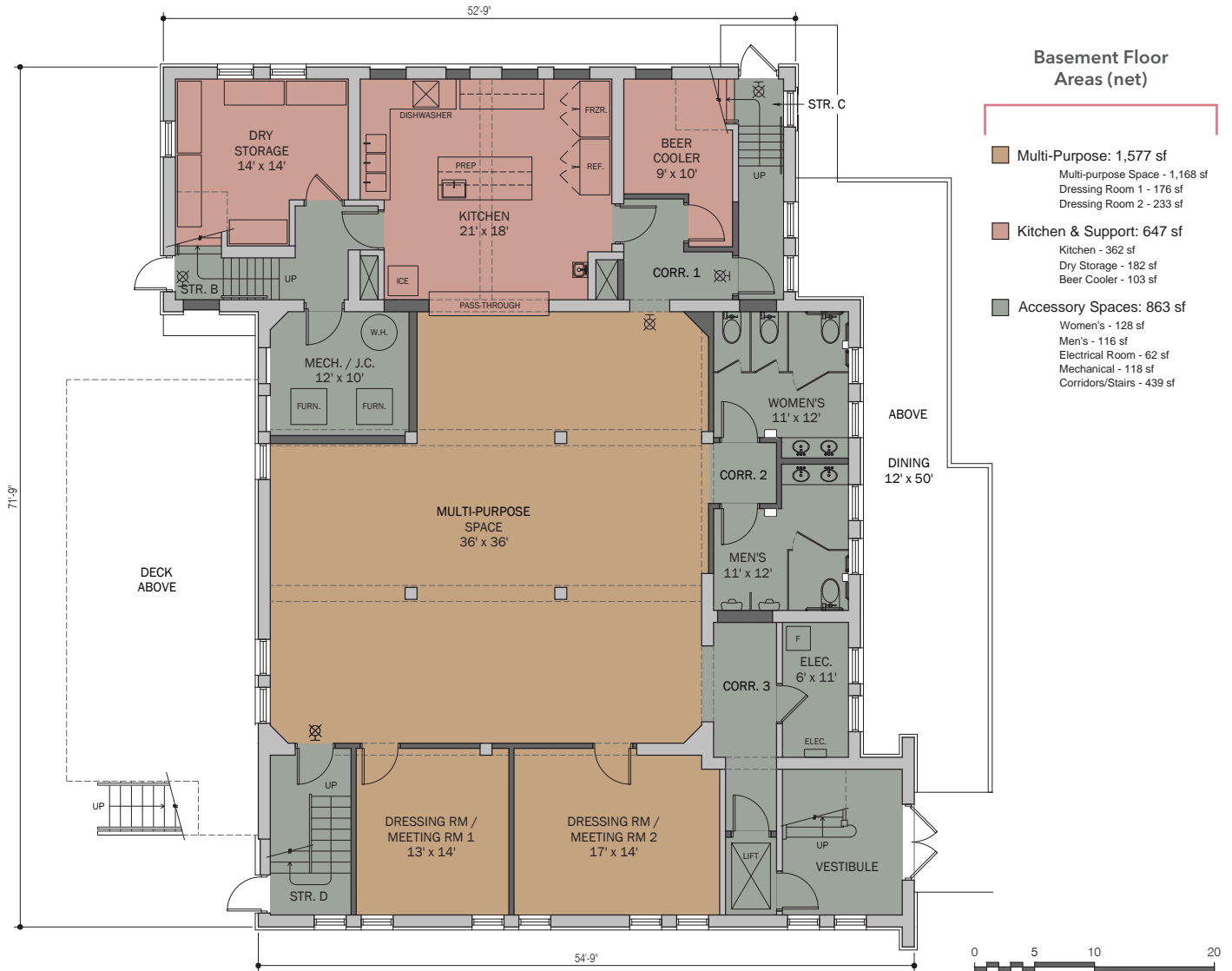
- Guest Areas: 3,345 sf
- Kitchen/Support Areas: 1,490 sf
- Total Outdoor Areas: 1,060 sf



4488 Morrish Conceptual Building Layout - First Floor

First Floor Areas (net)	■ Dining & Bar: 1,768 sf	■ Kitchen & Support: 845 sf	■ Accessory Spaces: 627 sf	■ Outdoor: 1,060 sf
	Main Dining - 1,036 sf Pool Room - 455 sf Private Dining - 277 sf	Kitchen - 209 sf Brewery - 346 sf Bar - 290 sf	Waiting / Host - 127 sf Vestibule - 122 sf Restroom - 85 sf J.C. - 16 sf Corridors/Stairs - 277 sf	Outdoor Dining - 536 sf Patio Dining - 524 sf

4488 Morrish Conceptual Building Layout - Basement



INCENTIVES

The site is designated a Redevelopment Ready opportunity and is eligible for city and state incentives, including Community Revitalization Program grants/loans, TIF reimbursement, façade grants, and MDOT logo sign reimbursement. Preliminary due diligence and architectural work was completed by the community development team as part of the creation of this document.

The City of Swartz Creek is open to supporting this redevelopment through the sale or construction of off-street public parking on their adjacent lot.

CONTACT / QUESTIONS

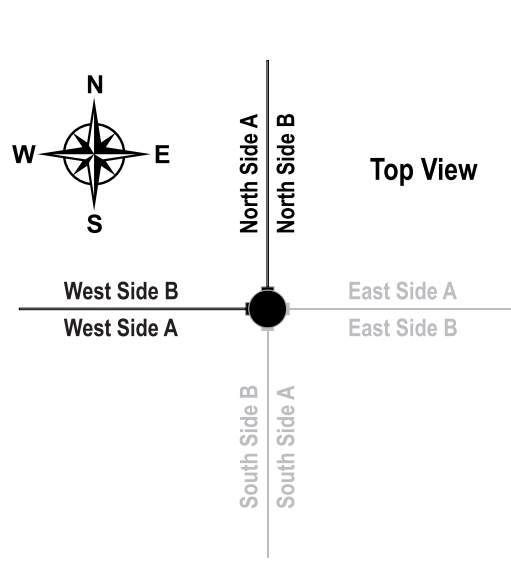
Michael Olivo, Lucia Properties
 Senior Associate
 Phone: (313) 378-5537
 michaelolivo@hotmail.com
 Lic: 6501408149



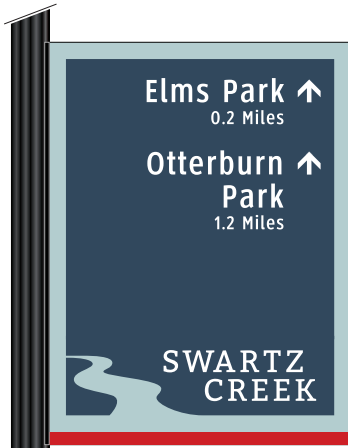
4488 MORRISH ROAD
SWARTZ CREEK, MICHIGAN

MARKETING PACKAGE

Sign #1 - Miller & Elms Rd (Northwest Corner)



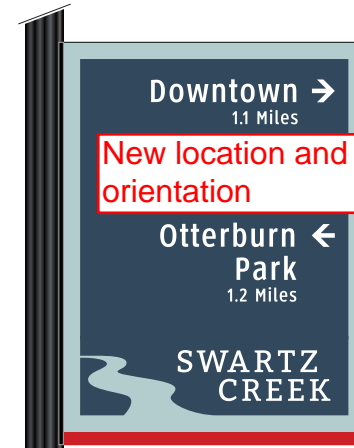
**Panel #1
North Side A
(Facing Westbound)**



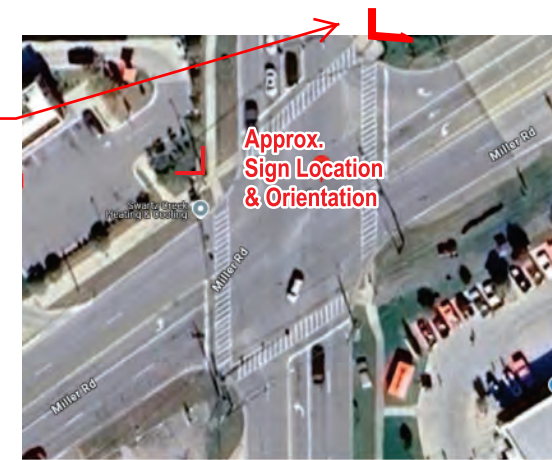
**Panel #1
North Side B
(Facing Eastbound)**



**Panel #2
West Side A
(Facing Northbound)**



**Panel #2
West Side B
(Facing Southbound)**



SIGN TYPE

Trail Wayfinding Signs

SCALE

X-1'-0"

COLORS

NOTES

X

NOT FOR PRODUCTION

SALESPERSON

Aaron Hinman

FILENAME

CityOfSC-24-Trail Wayfinding Signs

Customer / Address

City of Swartz Creek
X

DRAWN BY / DATE

G.Alumbaugh 7-26-23
AL 8-8-23 7-25-24 GA 12-12-24
GA 1-3-25 GA 1-9-25

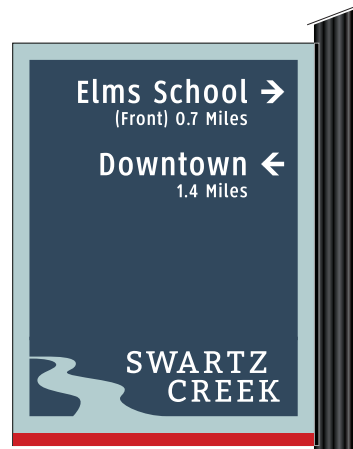
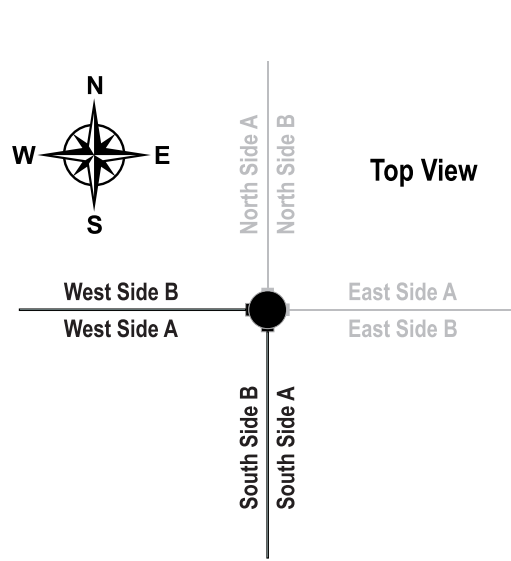


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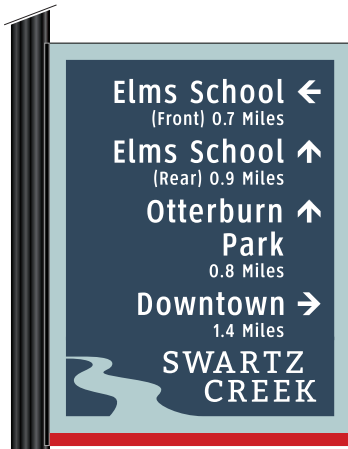


4145 Market Place
Flint, Michigan 48507
810-487-0000
www.SignsByCrannie.com

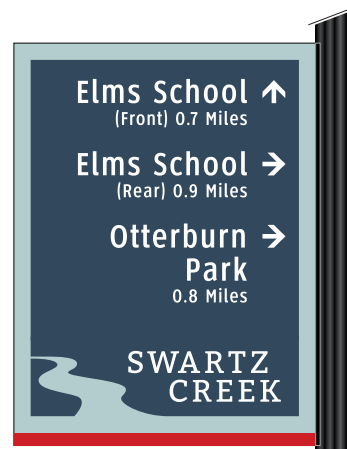
Sign #2 - Elms Rd (Where the path leads to pavilion #2; Northeast corner of path intersection)



**Panel #1
South Side B
(Facing Westbound)**



**Panel #1
South Side A
(Facing Eastbound)**



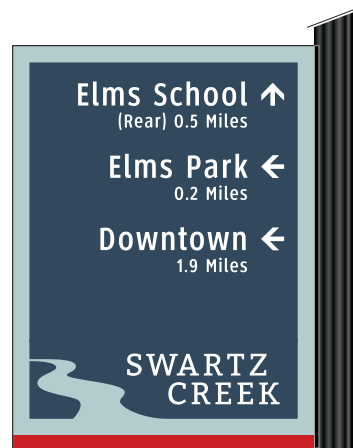
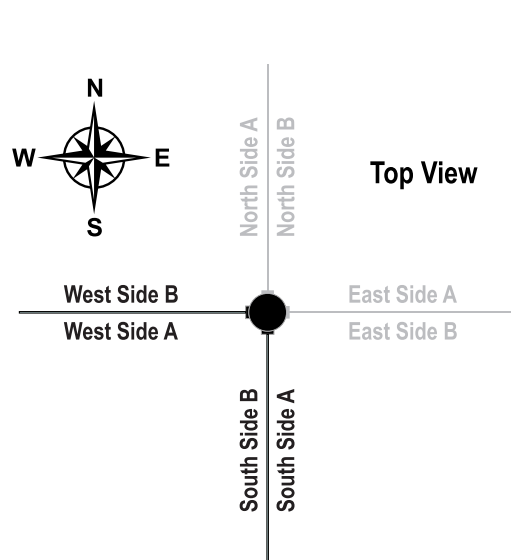
**Panel #2
West Side B
(Facing Northbound)**



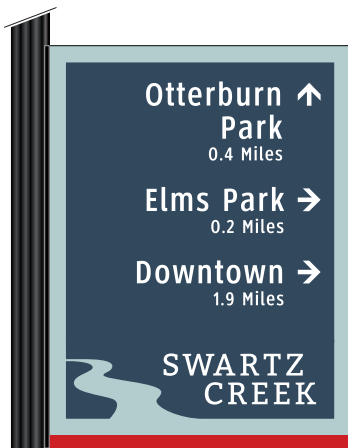
**Panel #2
West Side A
(Facing Southbound)**



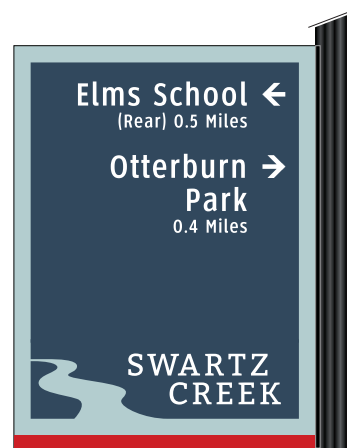
Sign #3 - Bristol Rd At The Crossing (Southwest of path intersection)



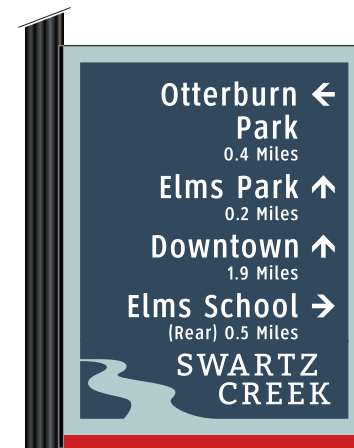
**Panel #1
South Side B
(Facing Westbound)**



**Panel #1
South Side A
(Facing Eastbound)**



**Panel #2
West Side B
(Facing Northbound)**



**Panel #2
West Side A
(Facing Southbound)**

