

*CITY OF SWARTZ CREEK*  
**SWARTZ CREEK, MICHIGAN  
PLANNING COMMISSION  
ZONING BOARD OF APPEALS  
2017 ANNUAL REPORT**

**To: The Honorable David Krueger & Swartz Creek City Council**  
**From: The Swartz Creek Planning Commission**  
**Subject: 2017 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 2017. This report is not to be confused with the monthly building report. This document is intended to summarize the general status and open-meeting decisions made by the planning commission (PC) and zoning board of appeals (ZBA).

**Summary Findings**

The PC had another busy year. They conducted a mix of reviews on site plans, ordinances, and other initiatives. Most of the site plan reviews occurred in the fall, with the medical marijuana ordinance review extending from April through December. Approved projects include the KFC restaurant, Dort Federal Credit Union, and Springbrook East expansion.

The ZBA had a relatively eventful year. After hearing zero cases in 2016, they reviewed two variance requests in 2017. They also met in March for their annual meeting and in June for a training workshop held by staff.

Participation remains high, and all plans, procedures, and policies are up to date. The planning commission met seven times in 2017 compared to ten times in 2016. The master plan was cause for the large number of meetings in 2016. The ZBA met four times in 2017 and twice in 2016 and 2015.

Training and memberships in professional organizations have been limited even though opportunities have been made available. However, in-house orientation and training has been provided to all new ZBA and PC members. Additional conference attendance and/or

other local training is recommended for members of both groups on a rotating basis. Some members have taken advantage of these opportunities.

Concerning membership, there has only been one change. Mrs. Fountain has been appointed to the ZBA as an alternate, replacing Mr. Pajtas. Attendance with the planning commission and zoning board of appeals has been stronger than past years, with no meeting quorum issues. The planning commission experienced 57 attendances out of 63 attendance opportunities (90%). The zoning board of appeals experienced 24 attendances out of 27 attendance opportunities (89%). Current commissioners appear to be active and take a strong interest in their respective fields.

### **Boardmembers & Commissioners**

Below is the current list of the PC and ZBA membership. All members have been given copies of the city's personnel policies.

<b>PLANNING COMMISSION</b>	Term end date	Address
Robert Florine, Secretary	6/30/18	5914 Cross Creek
Jentery Farmer	6/30/18	6287 St. Charles
Kathy Ridley	6/30/19	3414 Elms
Betty Binder	6/30/20	8079 Bristol
Douglas Stephens, Chairperson	6/30/20	5250 Birchcrest
Bud Grimes	6/30/19	5171 Oakview Drive
Dennis Pinkston, Vice Chairperson	11/23/20	9341 Chesterfield
Craig Culinski	11/23/20	5160 Worchester
David Krueger	Per council term	7399 Miller Rd

<b>ZONING BOARD OF APPEALS</b>	Term end date	Address
Douglas Stephens	6/30/20	5250 Birchcrest
Ronald Smith, Secretary	6/30/20	9194 Chesterfield
Curt Porath Council Rep	11/26/18	4485 Frederick
James Barclay - Alt	06/30/19	8420 Cappy
James Packer, Chairperson	06/30/18	7216 Miller
Samantha Fountain - Alt	6/30/20	5022 Winston
Robert Plumb, Vice Chairperson	6/30/18	37 Somerset

### **Facts & Figures on Projects**

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

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Project	Venue	Review	Location	Size or Units	Value	Month	Approval	Status
Redevelopment Ready Communities	PC	Policy	N/A	N/A	N/A	November	N/A	State Review Complete
KFC	PC	Site Plan Restaurant	7026 Miller	2,186 sq. ft on 0.5 acres	~\$2.5 M	September-October	Yes	Pending Building Review
KFC	PC	Special Land Use Drive Through	7026 Miller	2,186 sq. ft on 0.5 acres	~\$2.5 M	September-October	Yes	Pending Building Review
Springbrook East	PC	Limited Site Plan Duplex Condo	West of Springvale	17 units on 3/2 acres	~\$3.5 M	October	Yes	Pending Engineering Review
Medical Marijuana Policy	PC	Zoning Ordinance Text	N/A	N/A	N/A	April-December	No	Final
Dort Federal	PC	Site Plan Credit Union	4131 Morrish	3,042 sq. ft. on 1.5 acres	~\$3.5 M	September	Yes	Preliminary Construction
Dort Federal	PC	Special Land Use Drive Through	4131 Morrish	3,042 sq. ft. on 1.5 acres	~\$3.5 M	September	Yes	Preliminary Construction
Hotel Concept	PC	Informal-Concept Hotel	Kalway Drive	~100 units	N/A	October	No	No Activity
KFC	ZBA	Sign Variance	7026 Miller	N/A	~\$20,000	November	Yes	Pending Permit
Accessory Structure	ZBA	Dimensional Variance	4010 Jennie Lane	1,280 sq. ft. on ~0.5 acres	~\$50,000	December	No	Final

**Conclusions - Looking Forward**

There were not any issues or anomalies with the commissions that demand attention. It is unclear what is in store for 2018, though there are not currently any projects in the works. Issues that we know must be looked at, some of which are pending, include: the Sunoco site, Redevelopment Ready Communities policies, and the reuse of the Sports Creek Raceway.

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Staff is also going to make a concerted effort to engage more planning commissioners and zoning board of appeals members in formal training. While opportunities exist, and resources are dedicated to this purpose, folks have not been quick to travel for these sessions.

Please contact me directly if you have any comments or inquiries on the matter.

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