

**City of Swartz Creek
AGENDA**

**Regular Council Meeting, Monday, July 23, 2018, 7:00 P.M.
Paul D. Bueche Municipal Building, 8083 Civic Drive Swartz Creek, Michigan 48473**

1. **CALL TO ORDER**
2. **INVOCATION AND PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**
 - 4A. Council Meeting of July 9, 2018 MOTION Pg. 18
5. **APPROVE AGENDA:**
 - 5A. Proposed / Amended Agenda MOTION Pg. 1
6. **REPORTS & COMMUNICATIONS:**
 - 6A. City Manager's Report MOTION Pg. 3
 - 6B. Sharp Funeral Home Applications and Plans (Attached) Pg. 24
 - 6C. See Click Fix Report Pg. 51
 - 6D. Civil Alert Siren Report Pg. 52
 - 6E. Monthly Budget Report Pg. 53
 - 6F. Planning Commission and Park Board Minutes Pg. 63
7. **MEETING OPENED TO THE PUBLIC:**
 - 7A. General Public Comments
8. **COUNCIL BUSINESS:**
 - 8A. 8118 Zoning Map Amendment RESO Pg. 14
 - 8B. Sharp Funeral Home Site Plan & Special Land Use RESO Pg. 16
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION

Next Month Calendar

Metro Police:	Wednesday, July 25, 2018, 10:00 a.m., Metro PD
Park Board:	Wednesday, August 1, 2018, 5:30 p.m., PDBMB
Planning Commission:	Tuesday, August 7, 2018, 7:00 p.m., PDBMB
Downtown Development Authority:	Thursday, August 9, 2018, 6:00 p.m., PDBMB
City Council:	Monday, August 13, 2018, 7:00 p.m., PDBMB
ZBA:	Wednesday, August 15, 2018, 6:00 p.m., PDBMB
Fire Board:	Monday, August 20, 2018, 6:00 p.m., Public Safety Bldg
City Council:	Monday August 27, 2018, 7:00 p.m., PDBMB

City of Swartz Creek Mission Statement

The City shall provide a full range of public services in a professional and competent manner, assuring that the needs of our constituents are met in an effective and fiscally responsible manner, thus promoting a high standard of community life.

City of Swartz Creek Values

The City of Swartz Creek's Mission Statement is guided by a set of values which serve as a common operating basis for all City employees. These values provide a common understanding of responsibilities and expectations that enable the City to achieve its overall mission. The City's values are as follows:

Honesty, Integrity and Fairness

The City expects and values trust, openness, honesty and integrity in the words and actions of its employees. All employees, officials, and elected officials are expected to interact with each other openly and honestly and display ethical behavior while performing his/her job responsibilities. Administrators and department heads shall develop and cultivate a work environment in which employees feel valued and recognize that each individual is an integral component in accomplishing the mission of the City.

Fiscal Responsibility

Budget awareness is to be exercised on a continual basis. All employees are expected to be conscientious of and adhere to mandated budgets and spending plans.

Public Service

The goal of the City is to serve the public. This responsibility includes providing a wide range of services to the community in a timely and cost-effective manner.

Embrace Employee Diversity and Employee Contribution, Development and Safety

The City is an equal opportunity employer and encourages diversity in its work force, recognizing that each employee has unlimited potential to become a productive member of the City's team. Each employee will be treated with the level of respect that will allow that individual to achieve his/her full potential as a contributing member of the City staff. The City also strives to provide a safe and secure work environment that enables employees to function at his/her peak performance level. Professional growth opportunities, as well as teamwork, are promoted through the sharing of ideas and resources. Employees are recognized for his/her dedication and commitment to excellence.

Expect Excellence

The City values and expects excellence from all employees. Just "doing the job" is not enough; rather, it is expected that employees will consistently search for more effective ways of meeting the City's goals.

Respect the Dignity of Others

Employees shall be professional and show respect to each other and to the public.

Promote Protective Thinking and Innovative Suggestions

Employees shall take the responsibility to look for and advocate new ways of continuously improving the services offered by the City. It is expected that employees will perform to the best of his/her abilities and shall be responsible for his/her behavior and for fulfilling the professional commitments they make. Administrators and department heads shall encourage proactive thinking and embrace innovative suggestions from employees.

City of Swartz Creek
CITY MANAGER'S REPORT

Regular Council Meeting of Monday, July 23, 2018 - 7:00 P.M.

TO: *Honorable Mayor, Mayor Pro-Tem & Council Members*

FROM: Adam Zettel, City Manager

DATE: July 16, 2018

ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

✓ **MICHIGAN TAX TRIBUNAL APPEALS** (*No Change of Status*)

The 2017 Huizinga appeal has a hearing date for November. The 2016 for this office appeal was very unusual in terms of value sought by petitioner and because of procedural abnormalities by the petitioner and MTT. Heather recommends that we attempt one round of good faith negotiation for settlement prior to an appraisal. If this is not successful by mid-summer we will seek funds for a third party professional appraisal.

The golf appraisal continues. They do not appear to be cooperating. The allocation of value between the city and Flint Township is as much an issue as the establishment of a total true cash value for the entire course. While all the road frontage, structures, and much acreage is in the city, there is more land area for the course in the township. This circumstance is problematic for us.

✓ **STREETS** (*See Individual Category*)

✓ **2017-2020 TRAFFIC IMPROVEMENT PROGRAM (TIP)** (*No Change of Status*)

We are moving forward with our project that was approved in this three year federal funding cycle. The next step is completion of preliminary engineering and design, with the intention of bidding Fairchild Street this coming winter for 2019 construction. A resolution approved in April to engage engineering through the state contract. This is a required state instrument that will enable design and bidding to occur, with 80% of the cost picked up by the MDOT. A resolution is included.

In speaking with the engineer, the city still has the ability to add a sidewalk to the east side of Fairchild. We were informed that the sidewalk would not be an eligible expense so could not get federal funds. However, if it was done at the same time, the city would need to pay 'prevailing wages', which would increase the cost substantially. As such, it was recommended that, should the city decide to add sidewalks, we do so at a later time with another project that is ongoing in the Village.

After this three year cycle is complete, we hope that Miller, west of Morrish will be in the 2020-2022 cycle. Seymour is not on the radar at this point, though we may try to put it on the next cycle as well.

✓ **STREET PROJECT UPDATES** (*Update*)

This is a standing section of the report on the status of streets as it relates to our dedicated levy, 20 year plan, ongoing projects, state funding, and committee work. Information from previous reports can be found in prior city council packets.

Daval Drive is substantially complete in all of its facets except for Consumers Energy street lighting. We still await the installation of the new lights for Daval, as well as last year's projects.

Consumers Energy has pulled permits for street light installation on last year's projects. The start date on the permit was May 12th, with completion in September.

Helmsley is now in the hopper for 2019 (excluding water main, which is newer). Design engineering is to be underway soon.

In other news, preventative maintenance for the following streets has been awarded and will be done this summer, likely around mid to late August:

Jennie Lane (Bristol Road to Abbey Lane)
Miller Road (Dye Road to Morrish Road)
Parkridge Subdivision (All Streets)
Church Street (Morrish to Frederick)

✓ **WATER – SEWER ISSUES PENDING** *(See Individual Category)*

✓ **SEWER REHABILITATION PROGRAM** *(No Change of Status)*

Lining work is complete for Chelmsford and Valleyview Drives. Inspection of Winshall has also been completed. There were no unexpected abnormalities, work items, or damages reported. Mr. Svrcek will be debriefing with Liqui-Force and Rowe PSC about this project and future work soon.

We are also going to have camera footage of many Miller Road and downtown lines. This is being provided by Consumers Energy. They are performing the inspections because there is some concern that gas lines may have been bored through sewer lines during installation in the mid 90s.

This multi-year program is on schedule and budget. Based upon current rates and existing fund balance, staff may recommend expending more in the next year or two on the sewer rehabilitation plan in order to get some higher risk assets completed more quickly. This could include Winshall Drive and Miller Road sections.

✓ **WATER MAIN REPLACEMENT** *(No Change of Status)*

The city has held its public meeting on the proposed USDA Rural Development grant/loan application and related investment plan. The engineer is nearly ready with the grant/loan submission. Most of the unpleasant work has been completed, and the Mayor has begun authorizing submission of various documents to the feds. We are hopeful that the city will qualify for grant funds, and that we will be notified of such by fall. If (when) that occurs, the real planning for cost apportionment, scheduling, and design will begin.

In addition, the Genesee County Drain Commission - Water and Waste Services still intends to update its 2003 Water Master Plan this year. During this process, they are going to analyze the Swartz Creek area to ascertain what current and future needs are. This information will then be used by their consultant to make determinations concerning additional water feeds into the area and the sizing of the water main, including Miller Road.

Their plan is to rely less on Miller Road and more on secondary feeds that could approach the city from the north, south, and west. This would be good for us in the long run and negates the concern that Miller Road would need to be increased in size and/or used as an intercommunity transmission line.

As observed with the break that was experienced on December 18th, additional feeds from other directions are essential for the west end of the county.

The city is also working with the county to abandon the Dye Road water main in the vicinity of the rail line. This line is prone to breaks, which can be very costly and dangerous near the rail spur. The intention would be to connect our customers to the other side of the street, onto the county line. It appears the transition cost would be about \$25,000. We will work with the county on this matter and report back on our findings.

✓ **POLICE SERVICE** *(Update)*

The Metro PD met on June 27th. Mr. Bade was affirmed as the Police Chief and Mr. Grahn was affirmed as the Lieutenant.

The authority board now has tentative dates for a visioning session in the month of July. It appears this will be July 16th and 17th. Chemical Bank is offering to facilitate the board discussion with staff regarding how to focus MPA resources in the short and long term. I am not sure if these will be open to the public and/or allow for public input at any point. I have not received any updates on this matter.

✓ **HERITAGE VACANT LOTS** *(No Change of Status)*

We are in the 30 day review period for the final two of six lots that were held by the city prior to the summer of 2017. The council will have these back at their meeting on August 13th. Sale proceeds will be paid to the Heritage Village of Swartz Creek Home Owners Association unless otherwise encumbered or owed to the Genesee County Treasurer (Land Bank).

If there is no objection, I will look to prepare instruments for the two units acquired in 2017 at new, negotiated pricing if requested by the buyer at some point in the future.

✓ **NEWSLETTER** *(No Change of Status)*

The newsletter has been finished and has been mailed.

✓ **HOLLAND SQUARE** *(Update)*

The DDA spent much time deliberating on this issue at their meeting on July 19th. It has come to our attention that the owner of Luea's will be unable to commit to any site changes or additions as it relates to their parking area, alley, and driveways. They have

some issues they are working on internal to the site that may take a couple years to sort out.

The owner of the “Assenmacher Building” is not interested in cooperatively planning for the use or sale of their site in conjunction with the city’s property.

This leaves us in a tough spot. The community wants to move forward, but we wish to remain flexible in the final site build out so that it might be incorporated into larger plans that have a better impact on everyone. With this in mind, the DDA has been proceeding with the understanding that this investment is likely to occur in phases due to cost, with some initial streetscape components, surface investment into Holland Square, and potential structures to occur over two to three phases in multiple years.

As such, the DDA discussion led to two decisions. The first is that they wish to see some sort of investment in 2019. The second is that that investment would need to be flexible enough to accommodate future changes with Holland Square. They propose to proceed with designing a streetscape for Miller Road that includes an improved surface and partial enclosure of Holland Square, thereby making it useful for events, parking, and future structures.

I plan to have a resolution before the council on August 13th that affirms proceeding with design of the streetscape and square features by the DDA, with the intention of bidding the project this winter and constructing improvements in 2019. A steering committee, similar to the street project review committee, is proposed to detail the improvements. The council will have the final say in design, award, and budget of this endeavor.

There is a total of \$200,000 in the DDA and city budgets for fiscal year 2019 that is related to this project. Estimates indicate the full scope of Phase I could be \$350,000, necessitating additional general fund dollars as an advance or contribution.

✓ **TRAILS** (*No Change of Status*)

The MDOT Enhancement application is submitted, and I am hearing positive feedback about our chances from the engineer! We hope this covers 65% of the investment. Work with Consumers Energy and CN Rail is positive for those project components that require their engagement. We are still working with the MTA and GM on some easements and permissions.

The DNR match portion for the remainder of the project has been submitted. This entails an application for the Department of Natural Resources Trust Fund Grant for construction. This grant can fund up to 50% of a project, up to \$300,000. We will be seeking an amount close to that to offset the 35% that the city must cover to match the Enhancement grant. I have met with DNR staff in Elms Park to go over their questions. I am hopeful for this award as well.

Note that that the city will still be heavily invested in this, even if both grants are awarded. Count on a general fund outlay of \$200,000 for all engineering, construction, and inspection services. This outlay will be required because the DNR requires that the

city match 25% of the 'ask' from the DNR. So, the actual 'ask' will be 75% of what MDOT does not fund, leaving us with 25% of the DNR match of 35%.

Since this will get us close to the \$300,000 cap, we can expect to self-fund any overages, add-ons, and engineering that exceeds the limit. Again, the city WILL be using general fund dollars to make this connection happen.

The project timeline is as follows:

September 2017: Intercommunity Project Resolutions (Complete)
October 2017: Draft MDOT Application (Complete)
November 2017: Submit Application for MDOT Funds (Complete)
December 2017: Review and Revise MDOT Application (Complete)
March 2018: Submit Final MDOT Application (Complete)
March 2018: Draft DNR Application: (Complete)
April 2018: Submit DNR Application: (Complete)
October 2018: Final Trail Design
December 2018: Bid Trail Project
April 2019: Commence Trail Construction

✓ **REDEVELOPMENT READY COMMUNITIES (Update)**

The first meeting of the Economic Development Strategy Committee is set for Tuesday, July 31st at 10am, at the Paul D. Bueche Municipal Building. The previous report follows:

The zoning ordinance technical review is complete and the council approved the work related to the economic development strategy. The planning commission will look to proceed with some immediate zoning changes, however, a large scale zoning code revision is recommended to be done by a third party in the future.

I ask council members and other officers of the city to make every effort to engage themselves in the economic development strategy process and to encourage the engagement of our affiliates, such as the chamber, senior center, schools, etc.

The following RRC components are also at the forefront of our improvement and certification efforts:

- Development review flowchart and checklist **(In Progress)**
- Integrated community development webpage for city/DDA processes and programs **(Complete)**
- Economic Development Strategy for the city and its partners (chamber of commerce, schools, etc.) **(In Progress)**
- Public participation plan and tracking methods **(In Progress)**
- Consolidated capital improvement plan (compiled list of street, water, sewer, park and other investment for the next six years) **(Complete)**

✓ **BRANDING (Update)**

The logo/image has been selected, and the city also has adopted an official tagline: Where Friendships Last Forever. The consultant has delivered the final binder of

recommendations and branding use. This was distributed with the July 19 DDA meeting packet. Let me know if you desire a hardcopy. The image and tagline will be integrated. There will also be recommendations for community descriptions, image use, and integration with the economic development strategy.

Next steps will be to incorporate the image and tagline into standard media. There are also recommendations for additional investments such as downtown and community wayfinding signage and similar features.

Allow some time to make the transition on our official materials. Once the graphic artist creates various digital copies of the image in the proper formats, we should be able to convert our digital presence quickly. This will include social media, the webpage, & SeeClickFix. We will make new orders for letter head, business cards, and other forms of media as needed. I don't expect there is a need to waste existing paper.

The developing relationship with the Swartz Creek Area Chamber of Commerce and the Economic Development Steering Committee will help to operationalize this branding strategy across the community.

✓ **DOG PARK** *(No Change of Status)*

The Eagle Scout candidates are back on the case. There is now a fundraising platform set up to make this happen (GoFundMe), and they are about 25% of the way to their goal. The park board has designated their annual slip and slide fundraiser for this purpose this year! That will probably work out well for all parties! If you are interested in contributing or know of another person or entity that might be, feel free to contact me.

✓ **CONSUMERS CONSERVATION PILOT PROGRAM** *(Update)*

I have not seen much activity or marketing on this program lately. I feel like it has lost a lot of steam and momentum. The webpage for this program is still up and running. Part of the program includes a \$15,000 donation to one of two local projects. These projects include the future "Holland Square" and the trail system that is proposed. Obviously, these resources would be put to good use!

✓ **DURAND AREA INDUSTRY - PROJECT TIM** *(No Change of Status)*

There has been some positive chatter about the project in recent weeks. I can attest that many folks involved with the Shiawassee Economic Development Partnership and City of Durand were in Washington D.C. in June, apparently at the White House.

This project potential announcement and potential operation has political implications and drivers. It is clear to everyone that coal and steel production in the U.S. is a key objective of the current administration. Trade tariffs, incentives, and economic growth in the Midwest are all linked to these industries and are very dynamic. I will do my best to keep the council informed.

✓ **TAX REVERTED PROPERTY USE** *(No Change of Status)*

We are in the 30 day review period for 5157 Morrish Road and vacant land on Wade Street. The council will have these instruments back in front of them on August 13th.

✓ **8002 MILLER** *(No Change of Status)*

The city opted to acquire one property this year through the county tax reversion process. The property is 8002 Miller Road, the building that houses Lasers Flower shop downtown. We do not hold the deed yet, but I intend to work with the owner on a game plan for renovation and use. We will also need a temporary lease and a potential plan for building sale.

The plan that appears most agreeable is to lease the building at a market rate to the current occupant with the understanding that all collected revenues will be put toward operations, maintenance, and renovation of the building. Since the tenant is able and willing to work with us on its use, and they are a willing buyer, I will look to bring back a renovation plan, budget, and timeline for proceeding.

The building is two levels, with an apartment on the second floor. The condition of the building is fair and functional, but there are areas in which updates and upgrades are required.

Note that the flower shop is a tenant and this foreclosure in no way reflects the status or fiscal health of that business. They do have an interest in working with the city on the condition of the building. They also have an interest in potentially taking ownership prior to or after improvements.

✓ **DON SHENK HOME REHABILITATION** *(Update)*

We have a warranty deed, and the concrete work is done. A notice was placed in the paper for July 12th, and I hope to have offers returned by July 26th.

The expectation is that we sell the home in as-is condition (which is outstanding) to a pre-qualified buyer via a warranty deed. The city will invite the public to make offers that cover the city's investment. Once offers are received, a 'final and best' may be requested by those participating buyers if interest is high enough. This will ensure that all parties can bid, but it will ensure that the offer received is based upon a sealed bid instead of subjective seller preference.

✓ **MILLER ROAD DRAIN** *(Update)*

The proposal for repair has been approved, and an agreement prepared. We await the contractor to establish a schedule. Unfortunately, the affected homeowner has passed recently. A family member will be coordinating with the city on repairs.

✓ **GROUNDWATER WITHDRAWAL ORDINANCE** *(No Change of Status)*

The groundwater withdrawal ordinance for the Holland Square project is in the final phase. As noted previously, the practical impact of this is small, since wells are no longer permitted in the city and there are no known 'grandfathered' wells in the impacted area.

The council held a public hearing at our meeting on April 23rd. ExxonMobil, the Michigan DEQ, and other representatives will now be reaching out to property owners to research if there are any well impacts. Once this is done, we should be

able to proceed with the ordinance. Representatives of Exxon indicated a fall timeline for approval.

✓ **CGI PROMOTIONAL VIDEO** *(No Change of Status)*

The videos have been filmed and are being edited. I believe this process will take about a month.

✓ **SCHOOL FACILITY STUDY** *(No Change of Status)*

The school board commissioned a comprehensive study of all buildings and grounds. The study makes many recommendations based on various priority levels for maintenance, security upgrades, educational facility investments, and other improvements. There is a figure of \$48 million floating around that is tied to an apparent preferred investment need. This is unofficial. The board has not indicated any level of investment or scope at this time.

The report, in eleven sections, is available on the schools webpage. I was going to include it, but it is absolutely massive in scale. Please consider taking a look, especially at those facility components that are in the city.

I encourage all members of council, planning commission, park board, DDA, and other boards to make an effort to review the study and related news as it is released. I will continue reporting to the various boards and committees what changes might be expected and how the city might partner.

The future of our community is very much tied to the real and perceived condition and function of the school's various buildings and related educational amenities. The city is a vested stakeholder in ways too numerous to list.

✓ **PAUL FORTINO PROPERTY PROPOSAL** *(No Change of Status)*

By a narrow margin, the council has enabled the planning of vacant land on Paul Fortino Drive for use as townhomes as conceived and amended by the DDA and RBF construction. The concept is to construct fifteen condo units of two-level housing on the site, provide for some usable open space, and add another ingress lane to Paul Fortino Drive at Morrish.

The units proposed will be 1,300 to 1,500 square feet, including a two-car garage, and sell for \$200,000 to \$225,000 in today's market. I am for this project to create positive change in the downtown physically, economically, and symbolically. This project will create housing for the 'missing middle' at a small but very visible scale in our downtown and will advance many of our strategic objectives.

I expect the next step will be planning commission review of site plans and architectural renderings.

✓ **CIVIC CAMPUS PARKING LOT** *(Update)*

The prices from the asphalt provider are prohibitive based upon our existing budget and expectations. Tom is looking into a process that is similar to that observed on Mason Street. This may be a better solution to solidifying the base and saving

money at the same time. If we cannot work out a something else, we may need to delay this until the pavers can get to it without a cost premium.

✓ **OTHER COMMUNICATIONS & HAPPENINGS (Update)**

✓ **MONTHLY REPORTS (Update)**

The budget report is included. As discussed in the budget workshop, this monthly does not reflect all revenues and expenses for the fiscal year due to the timing of certain revenues and expenses. For example, some road monies are still due and some sewer operating expenses

✓ **SEE CLICK FIX REPORT (Update)**

I have included the report on all requests received in the last year from SCF. Activity has been picking up, especially in the last two weeks. The usage is not very high, but it is a useful tool.

✓ **CIVIL ALERT SIRENS REPORT (Update)**

I have included a memo regarding the unexplained siren operation that occurred recently. The cause is noted as unknown, with plausible natural causes or human interference. Note that this occurred again, county wide, after the Swartz Creek incident. I do not have new information, but it appears the operation of the alert system is compromised and unreliable for the time being.

✓ **BOARDS & COMMISSIONS (See Individual Category)**

✓ **PLANNING COMMISSION (Update)**

The commission met a week later in July, on the 10th instead of the 3rd. They reviewed a zoning, site plan, and special land use application package to consider related to the reconstruction and expansion of the Sharp Funeral Home on Miller Road. See the section below and included attachments for details.

The commission continues to work on Redevelopment Ready Communities initiatives. This includes expected zoning changes, the economic development strategy (first meeting to be July 31, 10am at city hall), and various forms and policies. They have business scheduled for the August meeting already.

A special land use has been requested for the gas regulator at Miller and Bristol. This has been reviewed and approved previously, but the approval has expired. As such, it is on the August 7 agenda.

✓ **DOWNTOWN DEVELOPMENT AUTHORITY (Update)**

The DDA met on July 19th. In addition to the branding (logo) and Holland Square discussion above, the DDA also approved another façade grant in the amount of \$2,500.

The DDA anticipates further work on the townhome concept that was approved. They will be meeting July 19th (one week later), and I suspect this will be on the agenda.

Family Movie Night is on track for a wonderful season! We need some good weather, but as far as the attributes that we can control, things are looking good. The remaining lineup includes:

July 20: Coco - 109 min
August 3: Willow - 119 min
August 17: Star Wars Episode 8 - 152 min

Once again, Funtastic Inflatables will provide bounce house activities prior to show time. If anyone wants to engage in promoting a movie or conducting some other onsite activity to draw crowds, please let me know! Ideas could include sponsoring a show or a culture visit for Coco. Please help make this the best year ever! This could be a great way to include local businesses while creating more activities and interest!

✓ **ZONING BOARD OF APPEALS** (*No Change of Status*)

They held their annual meeting on March 21, 2018. This was their organizational meeting in which they selected officers. Mr. Packer remains Chair, Mr. Plumb remains Vice-Chair, and Mr. Smith remains the Secretary. There are no pending or expected variances, appeals, or interpretations at this time.

✓ **PARKS AND RECREATION COMMISSION** (*Update*)

They met on July 11th (one week later due to Independence Day). There was further planning for the slip and slide, which is Saturday, July 28th! The slip and slide will run from 11am to 4pm and will be dedicated and promoted as a dog park fundraiser. If you know of any sponsors or folks that would like to be involved, please let myself or Councilmember Hicks know.

The park board continued planning for the Abrams Park Dedication on July 19th (6pm). The board also resolved to enable a small expansion of the youth football storage structure at Elms Park. Staff will coordinate with the group to oversee pouring of a small slab and the possible placement of a portable shed.

✓ **BOARD OF REVIEW** (*Update*)

The BoR met on July 17th. They denied one principal residence exemption request, granted one clerical error and granted one Disabled Veterans Exemption.

An alternate position to this board is vacant and candidates are beings sought to fill it.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

- ✓ **ZONING AMENDMENT AND SHARP FUNERAL HOME SITE PLAN** (*Business Item*)
Please see the applications, plans, and reviews for complete information.

Subsequent to the fire at Sharp's Funeral Home, a request to zone vacant land next door and rebuild an expanded facility has been received. After review by staff, city consultants, and the planning commission there is full support for the zoning request and site plan, including the special land use for a funeral home.

Again, see the planning commission materials for a full description of the project, process, and review findings. Please note that all recommended conditions have been met and adjusted accordingly. I strongly recommend approval.

Council Questions, Inquiries, Requests, Comments, and Notes

July 23rd Council Meeting Attendance: I hope that council recognizes that I place an extremely high priority on attending city council meetings and have been able to attend all such meetings during my tenure here as the manager. However, I have a commitment to the scout camp for Pack 122 and must be away at their annual camp during the meeting of July 23rd. I will look to manage business around this meeting and find someone to cover in my place. I do not take this absence lightly. Items expected to be placed on the August 13 agenda are an insurance settlement agreement for a claim that occurred with a police department patrol officer a few years back, as well as property sale final reviews.

**City of Swartz Creek
RESOLUTIONS
Regular Council Meeting, Monday, July 23, 2018, 7:00 P.M.**

Resolution No. 180723-4A MINUTES – July 9, 2018

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, July 9, 2018, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 180723-5A AGENDA APPROVAL

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of July 23, 2018, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 180723-6A CITY MANAGER’S REPORT

Motion by Councilmember: _____

I Move the Swartz Creek City Council accept the City Manager’s Report of July 23, 2018, including reports and communications, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**Resolution No. 180723-8A A RESOLUTION TO APPROVE ORDINANCE 432 TO
AMEND THE ZONING MAP AS IT RELATES TO 8118
MILLER ROAD**

Motion by Councilmember: _____

WHEREAS, the Public Act 110 of 2006, the Michigan Zoning Enabling Act, enables cities to regulate land use through the creation and enforcement of zoning maps and regulations, and

WHEREAS, a land owner has petitioned the city to zone a parcel of land in the Downtown Neighborhood to Neighborhood Business District (NBD) from Downtown Residential (R-3), and;

WHEREAS, the parcel to the west is zoned NBD and used for a funeral home, with a pre-existing right to the requisite special land use, and;

WHEREAS, property to the north is zoned and used as Central Business District for civic uses, and;

WHEREAS, property to the east is zoned and used for downtown residential, and;

WHEREAS, the master plan and zoning allowances have been reviewed by the planning commission as it relates to this parcel and its relationship with the downtown area; and,

WHEREAS, the planning commission, at a public hearing at their meeting on July 10, 2018 and in reviewing the criteria in Zoning Ordinance Section 31.04, found the proposed zoning ordinance map amendment for the conversion of 8118 Miller Road to NBD to be in the best interest of the public.

THEREFORE, I MOVE the City of Swartz Creek ordains:

ORDINANCE NO. 432

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CITY OF SWARTZ CREEK TO BRING SAID ORDINANCE INTO COMPLIANCE WITH THE MICHIGAN ZONING ENABLING ACT, ACT 110 OF THE PUBLIC ACTS OF 2006, AS AMENDED; TO AMEND THE ZONING MAP.

THE CITY OF SWARTZ CREEK ORDAINS:

Section 1. Amendment of the Zoning Map of the City of Swartz Creek.

The official Zoning Map of the city shall be amended to reflect Neighborhood Business District (NBD) zoning for property identified as:

LOT 38 SUPERVISORS PLAT OF SWARTZ CREEK SHARP FUNERAL HOME
(8118 Miller Road, parcel number 58-35-576-023 on the 2018 Assessment Roll)

Section 2. Penalties; Sanctions.

Any person who violates any provision of this Ordinance is subject to the penalties and sanctions provided for in Article 32 of the Zoning Ordinance.

Section 3. Effective Date.

This ordinance shall be effective 20 days after publication.

At a regular meeting of the City Council of the City of Swartz Creek held on July 23, 2018, adoption of the foregoing ordinance was moved by _____ and supported by _____.

Voting for:

Voting against:

The Mayor declared the ordinance adopted.

David Krueger
Mayor

CERTIFICATION

The foregoing is a true copy of Ordinance No. 432 which was enacted by the City Council of the City of Swartz Creek at a regular meeting held on July 23, 2018.

Connie Eskew, City Clerk

Publish Date: _____
Swartz Creek View

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 180723-8B RESOLUTION TO APPROVE A SITE PLAN AND SPECIAL LAND USE FOR A FUNERAL HOME AT 8118 AND 8138 MILLER ROAD

Motion by Councilmember: _____

WHEREAS, the city received a proposal to construct a funeral home on two parcels of land zoned NBD, those parcels being 8118 Miller Road and 8138 Miller Road, and;

WHEREAS, the project is a special land use within the NBD and requires a full site plan review, with an additional approval for the special land use, and;

WHEREAS, the planning commission, at a public hearing at their meeting on July 10, 2018 and in reviewing the application materials and review criteria in Zoning Ordinance Sections 8, 20, & 26-30, among other sections, found the proposed site plan for a funeral home meets the intent of the zoning ordinance, and;

WHEREAS, the planning commission found 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. A bike rack and sidewalk shall be provided at a public entrance to the structure
2. Screening of the east lot line shall be by vegetative landscaping only

WHEREAS, the applicant revised the project plans to incorporate all such conditions.

NOW, BE IT RESOLVED that the City of Swartz Creek City Council hereby approves the site plan, dated July 19, 2018, subject to the conditions in this resolution.

BE IT FURTHER RESOLVED that the City of Swartz Creek City Council hereby approves the special land use, dated July 19, 2018, subject to the conditions in this resolution.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE 07/09/2018**

The meeting was called to order at 7:00 p.m. by Mayor Krueger in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Invocation and Pledge of Allegiance.

Councilmembers Present: Cramer, Florence, Gilbert, Hicks, Krueger, Pinkston, Porath.

Councilmembers Absent: None.

Staff Present: City Manager Adam Zettel, Clerk Connie Eskew, Director of Public Services Tom Svrcek.

Others Present: Lania Rocha, Bob Plumb, Fay Porath, Steve Shumaker, Erik & Dawn Jamison, Tommy Butler, Andy Harris, James Barclay, Paul Spaniola, Jentery Farmer, Chief Matt Bade.

APPROVAL OF MINUTES

Resolution No. 180709-01 **(Carried)**

Motion by Councilmember Porath
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday June 25, 2018, to be circulated and placed on file.

YES Florence, Gilbert, Hicks, Krueger, Pinkston, Porath, Cramer.
NO: None. Motion Declared Carried.

APPROVAL OF AGENDA

(Carried)

Resolution No. 180709-02

Motion by Councilmember Cramer
Second by Councilmember Florence

I Move the Swartz Creek City Council approve the Agenda as, printed for the Regular Council Meeting of July 9, 2018, to be circulated and placed on file.

YES: Gilbert, Hicks, Krueger, Pinkston, Porath, Cramer, Florence.
NO: None. Motion Declared Carried.

CITY MANAGER'S REPORT

Resolution No. 180709-03

(Carried)

Motion by Councilmember Florence
Second by Councilmember Gilbert

I Move the Swartz Creek City Council accept the City Manager's Report of July 9, 2018, including reports and communications as updated to be circulated and placed on file.

Discussion Ensued.

YES: Hicks, Krueger, Pinkston, Porath, Cramer, Florence, Gilbert.
NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

Erik Jamison, 5015 & 5017 Holland, spoke on the LCC application and request. He briefly discussed future renovations for 5015 Holland.

Chief Matt Bade invited everyone to the open house at the Metro Police Department on August 8th from 6-8 p.m.

COUNCIL BUSINESS:

RESOLUTION TO APPROVE PRELIMINARY ENGINEERING AND CONTRACTOR SERVICES FOR HELMSLEY DRIVE

Resolution No. 180709-04

(Carried)

Motion by Councilmember Hicks
Second by Councilmember Cramer

WHEREAS, the City of Swartz Creek owns, operates, and maintains a system of major streets, local streets, and water main, and

WHEREAS, the city has a twenty year asset management plan on file that is funded in part by a twenty year street levy, and

WHEREAS, the city is also attempting to secure funding for water main projects that are related to streets in the 20 year plan, specifically Oakview Drive and Chelmsford Drive, and

WHEREAS, Helmsley Drive is one of the first streets in phase II of the plan to require reconstruction and does not require water main replacement, and

WHEREAS, the city finds it to be in the best interest of the public to maintain the existing relationship and unit costs for ongoing street reconstruction by working with Glaeser Dawes on this project.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek City Council affirms the recommendation of staff to commence engineering work for Helmsley Drive as outlined in the proposal from OHM Advisors, dated June 26, 2018, in the amount of \$63,685

BE IT FURTHER RESOLVED, that the City Council directs the Mayor to execute said engineering proposal on behalf of the city.

BE IT FURTHER RESOLVED, that the City Council hereby extends the contract with Glaeser Dawes for street reconstruction through the 2019 construction season, with allowances for escalators to be considered by the city council for asphalt and concrete unit costs.

BE IT FURTHER RESOLVED, that the City Council authorizes the City Manager to execute change orders required to effect this change on behalf of the city.

Discussion Ensued.

YES: Krueger, Pinkston, Porath, Cramer, Florence, Gilbert, Hicks.

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE A LIQUOR LICENSE FOR 5015 HOLLAND DRIVE

Resolution No. 180709–05

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Cramer

WHEREAS, the City of Swartz Creek geography possesses an unclaimed Class C Liquor License as relegated by the State of Michigan Liquor Control Commission; and

WHEREAS, the owner of 5015 Holland Drive, the Smoothie Shop, LLC, is seeking to attach said license to their property with the intention of adding a restaurant/tavern to the site; and

WHEREAS, the City of Swartz Creek and the Swartz Creek Downtown Development Authority allow such uses within the Central Business District; and

WHEREAS, the City of Swartz Creek maintains rights to review and approve or deny use of the site based upon objective site plan and building conditions prior to final review and inspection by the State of Michigan.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek recommends that the application by the Smoothie Shop, LLC for a Class C Liquor License for

5015 Holland Drive, Swartz Creek, Michigan be considered for approval by the Michigan Liquor Control Commission.

YES: Pinkston, Porath, Cramer, Florence, Gilbert, Hicks, Krueger.

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE DRAIN REPAIR SERVICES FOR MILLER ROAD

Resolution No. 180709-06

(Carried)

Motion by Mayor Pro Tem Pinkston

Second by Councilmember Hicks

WHEREAS, the city owns, operates, and maintains a drain that sheds water from Miller Road to the Swartz Creek; and

WHEREAS, a property owner with frontage along the creek indicated that the drain is failing and eroding the channel; and

WHEREAS, the city engineer has affirmed this and originally estimated that the cost to restore the drain could be as high as \$60,000; and

WHEREAS, the city did not hold adequate easements to perform the work and subsequently sought and recently acquired such easements from property owners; and

WHEREAS, the city received a quote to repair the work during the winter, prior to having easement rights; and

WHEREAS, the affected owner and Director of Public Works desire to expedite the process and proceed with work using the quote instead of engaging in a mid-summer, less-competitive bid process, which is expected to delay and add cost to the project; and

WHEREAS, the City's Purchasing Ordinance, Chapter 2, Article VI, Section 2-402 provides for an award by the council under such findings and circumstances.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek hereby approves the proposal submitted by C&H Construction Co., Inc. in the amount of \$13,100, with a 20% contingency, as included in the July 9, 2018 City Council Packet.

BE IT FURTHER RESOLVED the City of Swartz Creek directs the City Manager to execute a standard contractor agreement with the bidder and further directs the Treasurer to appropriate funds from the general fund and/or major street fund as appropriate.

Discussion Ensued.

YES: Porath, Cramer, Florence, Gilbert, Hicks, Krueger, Pinkston.
NO: None. Motion Declared Carried.

RESOLUTION TO APPOINT A TEMPORARY COMMITTEE: ECONOMIC DEVELOPMENT STRATEGY COMMITTEE

Resolution No. 180709-07

(Carried)

Motion by Councilmember Porath
Second by Councilmember Florence

WHEREAS, under the General Operating Rules of the Council, the Mayor, with the advice and consent of Council, may appoint temporary committees whose membership may include persons not on Council; and

WHEREAS, such committees must be temporary in nature, have a specific purpose, and include a specific time frame for their activities; and

WHEREAS, the city is seeking certification by the Michigan Economic Development Corporation as a Redevelopment Ready Community; and

WHEREAS, the development of a community-wide economic development strategy, involving numerous stakeholders is under contract with a state-affiliated professional service provider, Community Branding and Imaging (CBI), to fulfill program requirements; and

WHEREAS, the council desires to enable a committee of community members, business owners, councilmembers, and staff to serve as the core representative body and partner with CBI to draft the strategy.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek City Council hereby creates a temporary committee, to be referred to as the “Economic Development Strategy Steering Committee,” for the purpose of formulating and drafting an economic development strategy under the guidance of the MEDC and CBI.

BE IT FURTHER RESOLVED, the Committee shall deliver such findings on or before the regular meeting on December 10, 2018 and be subsequently dissolved unless otherwise engaged in further reviews at the direction of the city council.

BE IT FURTHER RESOLVED, the membership of the Committee shall be composed of the following individuals:

Mayor Krueger
Councilmember Hicks
Douglas Stephens
Erik Jamison
Dawn Jamison
Angie Root

Todd Beedy
Ben Mainka
Brenda Huyck
Sharlene Howe
Connie King
Jared Whittey
John Knickerbocker
Adam Zettel

YES: Cramer, Florence, Gilbert, Hicks, Krueger, Pinkston, Porath.
NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

None.

REMARKS BY COUNCILMEMBERS:

Councilmember Cramer thanked Glaeser Dawes & Rowe for the road construction work. Concert last Tuesday was great

Councilmember Florence is interested in seeing a data report on the SEECLICKFIX program.

Councilmember Hicks flower baskets look good downtown. Movie night was good. Sharp's has started tearing down building. July 28th is the Slip and Slide at Elms Park, if anyone interested in helping please contact her. The Friend of the Library will be there providing drinks and the Boy Scouts will be there helping.

Mayor Pro Tem Pinkston Nascar race was won by a Swartz Creek grad Erik Jones.

Mayor Krueger thanks everyone for coming tonight it was a very good meeting.

ADJOURNMENT

Resolution No. 180709-08

(Carried)

Motion by Councilmember Cramer
Second by Councilmember Gilbert

I Move the Swartz Creek City Council adjourn the regular meeting at 8:10 p.m.

Unanimous Voice Vote.

David A. Krueger, Mayor

Connie Eskew, City Clerk

APPLICATION FOR REZONING

City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473
810-635-4464

Date: 6/28/18

File No: _____

Fee Received: 250-

Receipt No: 211801

NOTICE TO APPLICANT:

Regular meetings of the Swartz Creek Planning commission are held on the first Tuesday of each month at 7:00 PM, at the City Hall, 8083 Civic Dr. Application for rezoning shall be filed at least thirty (30) days before the scheduled meeting date.

TO THE PLANNING COMMISSION:

I, (We), the undersigned, do hereby respectfully make application and petition the Planning Commission to amend the Zoning Ordinance and change the zoning as hereinafter requested, and in support of this application, the following facts are shown.

The property is located and described, as follows:

Assessment Roll Description No. 58-35 -576 -023,

Address: 8118 Miller Road, Swartz Creek, MI 48473

Other description: Sharp Funeral Homes

It has a frontage of: 97.2 feet and a depth of: 406.27 feet.

PRESENT ZONING: R-3 - Downtown Residential

If the property is in acreage, and is not therefore a part of a recorded plat: The property sought to be rezoned is located and described as follows: (indicate total acreage also).

Assessment Roll Description No. 58- _____ - _____ - _____,

A. Action Taken by the Planning Commission:

1. Date application: ____/____/____
2. Date of Public Hearing: ____/____/____
3. Findings of Planning Commission:

4. Recommendation:

B. Action Taken by the City Council:

1. Date of Public Hearing: ____/____/____
2. Findings of the City Council:

3. Action of the City Council:

By: _____
City Clerk

Date: ____/____/____



Directors

Roger L. Sharp • Michael T. Scully
Roger R.J. Sharp II • Jennifer Sharp Scully
Stephanie Sharp Foster

June 20, 2018

To Whom It May Concern:

I authorize Kevin W. Johnson of Rhoads & Johnson LLC and Rowe Engineering to act on behalf of Sharp Funeral Homes in matters pertaining to obtaining required permits, licenses, inspections and approvals from various authorities having jurisdiction and which are necessary and legally required by the laws, ordinances and rules applicable to the project located at 8138 Miller Rd. Swartz Creek, Michigan.

Sincerely,

Miller Road Chapel
Roger L. Sharp, Manager
8136 Miller Road
PO. Box 69, Swartz Creek, MI 48473
(810) 635-4411
Fax (810) 635-3149

Quality Monuments
1000 Silver Lake Road
PO. Box 1161, Fenton, MI 48430
(810) 629-9321
Fax (810) 629-0666

Fenton Chapel
Michael T. Scully, Manager
1000 Silver Lake Road
PO. Box 1161, Fenton, MI 48430
(810) 629-9321
Fax (810) 629-0666

Linden Chapel
Stephanie Sharp Foster, Manager
209 East Broad Street
PO. Box 70, Linden, MI 48451
(810) 735-7833
Fax (810) 735-1018

Funeral Home & Cremation Center
Jennifer Sharp Scully, Manager
6063 Fenton Road, Lot. MI 48407
(Just South of Hill Road)
(810) 694-4900
Fax (810) 694-2090

APPLICATION FOR SPECIAL USE APPROVAL

City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473
810-635-4464

To: City Clerk Date: 6/28/18 Paid: 265- Receipt No: 211800

NOTICE TO APPLICANT:

Regular meetings of the Swartz Creek Planning Commission are held on the 1st Tuesday of each month at 7:00 PM, at the City Hall, 8083 Civic Dr. Application for Special Use shall be filed at least thirty (30) days before the scheduled meeting date.

TO THE PLANNING COMMISSION

I, (We), the undersigned do hereby respectfully make application and petition the Planning Commission to call a special hearing to determine whether there are objections for the use of said property as follows:

Funeral home to be built on parcels 58-35-576-057 and 58-35-576-023.

1. The property sought to be used as a "Special Use" is located and described, as follows: Assessment Roll Description No. 58-35 -576 -057 & 023

8138 Miller Road, Swartz Creek, MI 48473 and

8118 Miller Road, Swartz Creek, MI 48473

2. The property sought for "Special Use" is owned by:

Name: Roger Sharp

Address: 209 E. Broad Street, Linden, MI 48451

3. Requirements:

Funeral homes require a special use permit in accordance with Article 12 - NBD,

Neighborhood Business District



ROWE PROFESSIONAL SERVICES COMPANY

Large Firm Resources. Personal Attention.™

June 22, 2018

Mr. Adam Zettel
City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473

RE: Special Land Use Application for Sharp Funeral Homes

Dear Mr. Zettel:

Sharp Funeral Homes, located at 8138 Miller Road in the City of Swartz Creek is requesting special land use approval for parcels 58-35-576-057 and 58-35-576-023. Parcel 58-35-576-057 is currently zoned as Neighborhood Business District (NBD) and parcel 58-35-576-023 is currently zoned as Downtown Residential (R-3). An application to rezone parcel 58-35-576-023 from R-3 to NBD has also been submitted along with this special land use application.

The existing land use for the above-mentioned property is for a funeral home. This property has a long history as a funeral home. Prior to 1970, it was Bendle Funeral Home. Roger Sharp purchased the Bendle Funeral Home in 1970 turning it into Sharp Funeral Homes where it has remained since. Sharp Funeral Homes had a previously approved special land use permit for this site. However, due to a fire in May, the facility needs to be rebuilt. The proposed building will be slightly larger than the previous one; going from approximately 11,300 square feet to 14,640 square feet; and is being shifted to the east to be centered on the property.

Since the scope of the use is expanding, it is our understanding that the previous special land use permit must be amended. We are requesting the approval of the special land use to allow the funeral home to be rebuilt on this property. Roger Sharp established Sharp Funeral Homes at this location and would like nothing more than to be able to keep his business at this location within Swartz Creek. Further, we believe the request complies with the standards for approval in Section 30.02 of the zoning ordinance.

The property to the west is zoned Multiple Family Residential (RM-1) and consists of the Mari-Dan Miller Farm apartment complex. To the north is the public library and City Hall, both zoned Central Business District (CBD); to the east is zoned Downtown Residential (R-3) which contains a single-family home; and to the south across Miller Road is a mixture of R-3 and CBD zoned lots. Since the land use is not changing, we feel that this does not negatively impact the surrounding properties. In addition, the area is designated "Mixed Use" in the City Master Plan's Future Land Use Map, which is "intended for a variety of uses".

Engineering | Surveying | Aerial Photography/Mapping | Landscape Architecture | Planning

Corporate: The ROWE Building, 540 S. Saginaw Street, Ste. 200 • Flint, MI 48502 • O (810) 341-7500 • F (810) 341-7573

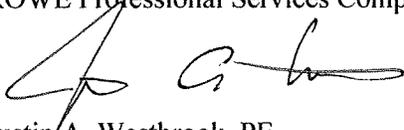
With Office Locations: Detroit, MI • Mt. Pleasant, MI • Farmington Hills, MI • Lansing, MI • Grayling, MI • Tri-Cities, MI • Myrtle Beach, SC

www.rowepsc.com

Mr. Adam Zettel
June 22, 2018
Page 2

If you have any questions, comments, or concerns; please do not hesitate to contact me at email JWestbrook@rowepsc.com or phone number (810) 341-7500. We appreciate you time for reviewing this application and look forward to rebuilding Sharp Funeral Homes.

Sincerely,
ROWE Professional Services Company

A handwritten signature in black ink, appearing to read 'Justin A. Westbrook', written over a horizontal line.

Justin A. Westbrook, PE
Senior Project Engineer

R:\Projects\18C0121\Docs\Sharp Funeral Homes SLU Letter.docx

APPLICATION FOR SITE PLAN REVIEW

City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473
810-635-4464

Date: 6/28/18

File No: _____

Fee Received: 600 -

Receipt No: ~~017740~~ 211799

NOTICE TO APPLICANT:

Regular meetings of the Swartz Creek Planning commission are held on the first Tuesday of each month at 7:00 PM, at the City Hall, 8083 Civic Dr. Application for site plan review shall be filed at least thirty (30) days before the scheduled meeting date.

Applicant should be familiar with all aspects of the City's Zoning Appendix A pertinent to the site plan application, including but not limited to: the appropriate level of site plan review, the site plan process, review standards, performance guarantees, use restrictions, landscaping, parking, design standards, fees, and enforcement.

TO THE PLANNING COMMISSION:

I, (We), the undersigned, do hereby respectfully make application and petition the Planning Commission to recommend approval of the attached site plan as hereinafter requested, and in support of this application, the following facts are shown.

Furthermore, I (We) have attached proof of ownership, information regarding the number of peak employees anticipated to accompany the site plan uses, and the names, addresses, and telephone/fax numbers of any and all engineers, attorneys, architects, and other professionals associated with this project.

The property is located and described, as follows:

Assessment Roll Description No. 58-35 - 576 - 057 & Q23

Address: 8138 Miller Road, Swartz Creek, MI 48473

Other description: Sharp Funeral Homes

It has a frontage of: 318.41 feet and a depth of: 406.27 feet. Total acreage is: 2.97

PRESENT ZONING: NBD & R-3: Rezoning application submitted to change R-3 to NBD

Level of review required (Circle one):

Full

Limited

Administrative

A. Action Taken by the Planning Commission:

1. Date application: ____/____/____
2. Date of Public Hearing: ____/____/____
3. Findings of Planning Commission:

4. Recommendation:

B. Action Taken by the City Council:

1. Date of Public Hearing: ____/____/____
2. Findings of the City Council:

3. Action of the City Council:

By: _____
City Clerk

Date: ____/____/____

- A. Upon approval of a site plan by City Council, construction consistent with said site plan shall be commenced within one year of the date said site plan was approved. In the event construction is not so commenced said site plan approval shall become void and of no force and effect.
- B. Upon a site plan approval becoming void pursuant to the provisions hereof no construction may commence upon said site unless and until the site plan approval process has been reinstated and completed. In such event all applicable fees shall be paid.
 - 1. The applicant shall submit the required number of copies of an application for site plan approval, site plans, and other information where applicable. The number of copies required will be determined by the Zoning Administrator. The applicant or the applicant's representative must be present at the scheduled reviews or the matter will be tabled.
 - 2. If the site plan is in order and contains the required information, the site plan shall be placed on the agenda of a regular or special Planning Commission meeting.
 - 3. The Planning Commission shall make a recommendation on the site plan and Special Land Uses, with the final action by the City Council.
 - 4. The Planning Commission shall take action no sooner than fourteen (14) days and within seventy (70) days of the meeting at which the application first appeared on the agenda.
 - 5. The Planning Commission, as a condition of its approval of a site plan, may require reasonable modifications relating to: the location, height, number of stories, and size of dwellings, buildings, and other structures; the area of the yards, courts, and other open spaces; and the sanitary, safety, and protective measures which shall be required for such dwellings, buildings, and structures; and any other changes to meet the standards and intent of this Zoning Ordinance and other Ordinances, laws and regulations.
 - 6. For any approval with condition(s), the applicant shall submit a revised plan within sixty (60) days illustrating compliance with all conditions for approval by the Zoning Administrator. No permits shall be issued until such revised plan is submitted and approved.
 - 7. The applicant shall be responsible for the cost of preparing all site plan submittal information and for the evaluation of the site plan and related documents by consultants selected by the City.

Section 29.06 -- APPLICATION FOR FULL SITE PLAN REVIEW

The detailed site plan presented for consideration shall contain all information required in this Ordinance.

- d) Northpoint.
- e) Dates of submission and revisions (month, day, year).
- f) Location map drawn to scale with northpoint.
- g) Legal and common description of property.
- h) The dimensions of all lots and property lines, showing the relationship of the site to abutting properties. If the site is a part of a larger parcel, the plan should indicate the boundaries of total land holding.
- i) A schedule for completing the project, including the phasing or timing of all proposed developments.
- j) Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared plan.
- k) Written description of proposed land use.
- l) Zoning classification of applicant's parcel and all abutting parcels.
- m) Proximity to driveways serving adjacent parcels.
- n) Proximity to section corner and major thoroughfares.
- o) Notation of any variances which have or must be secured.
- p) Net acreage (minus rights-of-way) and total acreage, to the nearest 1/10 acre.

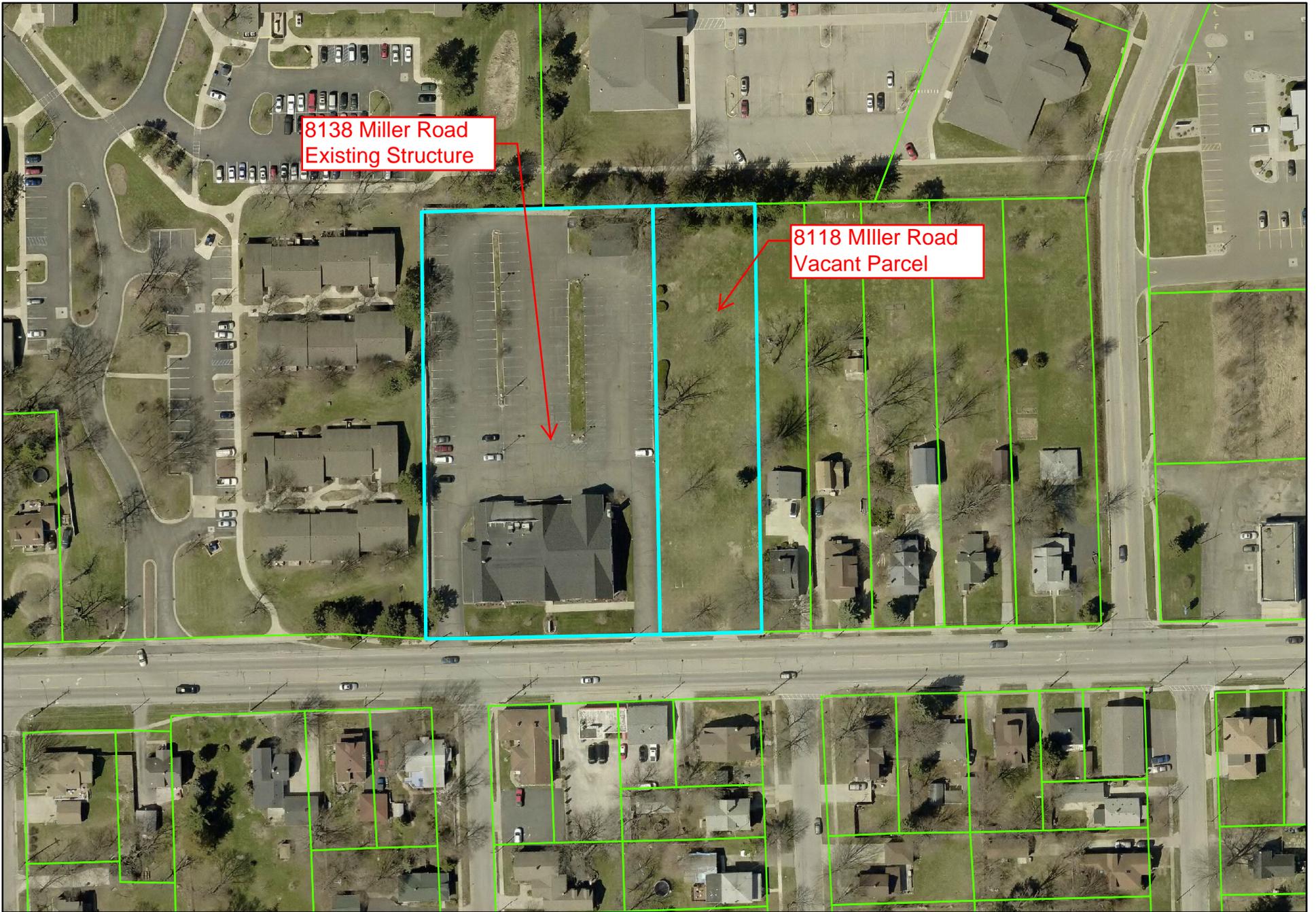
4. Site Data

- a) Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site.
- b) Front, side, and rear setback dimensions.
- c) Topography on the site and within 100 feet of the site at two foot contour intervals, referenced to a U.S.G.S. benchmark.
- d) Proposed site plan features, including buildings, roadway widths and names, and parking areas.
- e) Dimensions and centerlines of existing and proposed roads and road rights-of-way.

- t) Location, sizes, and types of existing trees five (5) inches or greater in diameter, measured at one (1) foot off the ground, before and after proposed development.
- u) Cross-section of proposed berms.
- v) Location and description of all easements for public right-of-way, utilities, access, shared access, and drainage.
- w) Designation of fire lanes.
- x) Loading/unloading area.
- y) The location of any outdoor storage of materials and the manner by which it will be screened.

5. Building and Structure Details

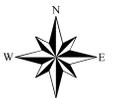
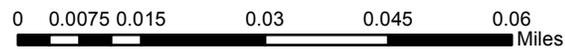
- a) Location, height, and outside dimensions of all proposed buildings or structures.
- b) Indication of the number of stores and number of commercial or office units contained in the building.
- c) Building floor plans.
- d) Total floor area (gross floor area and usable floor area).
- e) Location, size, height, and lighting of all proposed signs.
- f) Proposed fences and walls, including typical cross-section and height above the ground on both sides.
- g) Building facade elevations, drawn to a scale of one (1) inch equals four (4) feet, or another scale approved by the Zoning Administrator and adequate to determine compliance with the requirements of this Ordinance. Elevations of proposed buildings shall indicate type of building materials, proposed colors, roof design, projections, canopies, awnings and overhangs, screen walls and accessory buildings, and any outdoor or roof-located mechanical equipment, such as air conditioning units, heating units, and transformers.
- h) Samples of building materials and colors are required for review and approval by the Planning Commission.



8138 Miller Road
Existing Structure

8118 Miller Road
Vacant Parcel

City of Swartz Creek



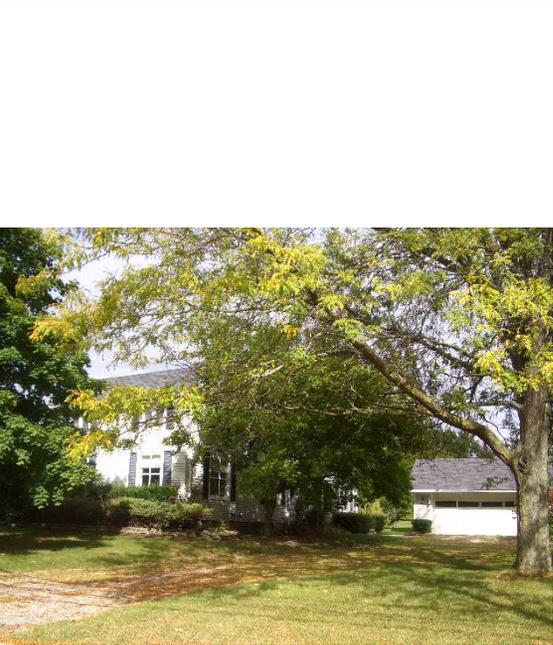
Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.
THE SECRETARY OF HUD	SCULLY, MICHAEL & SHARP,	70,000	04/14/2008	WD	FORECLOSURE SALE	20080429003616		100.0
THE SECRETARY OF HUD	THE SECRETARY OF HUD	0	11/17/2007	IV	INVALID SALE			100.0
WASHINGTON MUTUAL BANK	THE SECRETARY OF HUD	0	02/06/2007	SDM	SHERIFF'S DEED	20070209000996		0.0
J BLANKENSHIP, GEN CO DEP	WASHINGTON MUTUAL BANK	151,149	05/17/2006	SDM	SHERIFF'S DEED	20060602005		0.0

Property Address	Class: RESIDENTIAL VACAN	Zoning: R-3	Building Permit(s)	Date	Number	Status
8118 MILLER RD	School: SWARTZ CREEK		DEMOLITION	10/07/2009	09-DEMO3	COMPLETED

Owner's Name/Address	MAP #:
SCULLY, MICHAEL & SHARP, ROGER II PO BOX 70 LINDEN MI 48451-0070	2018 Est TCV 46,284

Improved	X	Vacant	Land Value Estimates for Land Table 03.03-MILLER/MORRISH SEC 2,3 & 35							
Public Improvements			* Factors *							
			Description	Frontage	Depth	Front	Depth	Rate %Adj.	Reason	Value

Tax Description	Dirt Road	\$270/FF	97.00	406.00	1.0000	1.7672	270	100		46,284	
LOT 38 SUPERVISORS PLAT OF SWARTZ CREEK	Gravel Road	97 Actual Front Feet, 0.90 Total Acres								Total Est. Land Value =	46,284
HARP FUNERAL HOME	Paved Road										
Comments/Influences	Storm Sewer										
	Sidewalk										
	Water										
	Sewer										
	Electric										
	Gas										
	Curb										
	Street Lights										
	Standard Utilities										
	Underground Utils.										



Topography of Site
Level
Rolling
Low
High
Landscaped
Swamp
Wooded
Pond
Waterfront
Ravine
Wetland
Flood Plain

Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value
2018	23,100	0	23,100			15,325C
2017	20,600	0	20,600			15,010C
2016	20,600	0	20,600			14,877C
2015	19,700	0	19,700			14,833C

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*** Information herein deemed reliable but not guaranteed***

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.
SHARP, ROGER L SR	SHARP-MILLER ROAD LLC	0	11/29/2004	QC	INVALID SALE	20041216012		0.0

Property Address	Class: COMMERCIAL IMPROV	Zoning: NBD (Building Permit(s)	Date	Number	Status
8138 MILLER RD	School: SWARTZ CREEK		ADDITION	10/11/2017	1700067	COMPLETED

Owner's Name/Address	MAP #:
SHARP-MILLER ROAD LLC ATN: STEPHANIE SHARP-FOSTER 209 E BROAD ST LINDEN MI 48451-9062	2018 Est TCV 849,627 TCV/TFA: 64.08

X	Improved	Vacant	Land Value Estimates for Land Table COM.COMMERCIAL-MILLER RD				
	Public Improvements		* Factors *				

Tax Description	Description	Frontage	Depth	Front	Depth	Rate	%Adj.	Reason	Value	
LOT 37 SUPERVISORS PLAT OF SWARTZ CREEK AND THE E 115.5 FT OF S 442.75 FT OF W 1/2 OF SE 1/4 SEC 35 T7N R5E OWNED AND OCCUPIED AS ONE PARCEL (94)	Dirt Road	220.00	424.00	1.0000	1.1888	700	100		183,081	
	Gravel Road	220 Actual Front Feet, 2.14 Total Acres							Total Est. Land Value =	183,081

Comments/Influences	Description	Rate	CountyMult.	Size	%Good	Cash Value	
	Water						
	Sewer						
	Electric	1.50	1.00	73500.0	70	100	77,175
	Gas	2.10	1.00	430.0	75	100	677
	Curb	10.00	1.00	408.0	80	100	3,264
	Street Lights	Total Estimated Land Improvements True Cash Value =					81,116
	Standard Utilities						
	Underground Utils.						

Topography of Site	Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value
Level	2018	91,500	333,300	424,800			424,800S
Rolling	2017	91,500	409,100	500,600			431,421C
Low	2016	91,500	401,800	493,300			427,573C
High	2015	91,500	397,000	488,500			426,295C
Landscaped							
Swamp							
Wooded							
Pond							
Waterfront							
Ravine							
Wetland							
Flood Plain							



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*** Information herein deemed reliable but not guaranteed***

Desc. of Bldg/Section: 1ST FLOOR Calculator Occupancy: Mortuary		<<<<< Calculator Cost Computations >>>>> Class: D Quality: Average								
Class: D Floor Area: 11,194 Gross Bldg Area: 13,258 Stories Above Grd: 1 Average Sty Hght : 10 Bsmnt Wall Hght : 7		Construction Cost <table border="1"> <tr> <td>High</td> <td>Above Ave.</td> <td>Ave.</td> <td>X</td> <td>Low</td> </tr> </table>		High	Above Ave.	Ave.	X	Low		
High	Above Ave.	Ave.	X	Low						
Depr. Table : 1.5% Effective Age : 19 Physical %Good: 75 Func. %Good : 100 Economic %Good: 100		Base Rate for Upper Floors = 71.80 (10) Heating system: Package Heating & Cooling Cost/SqFt: 0.00 100% Adjusted Square Foot Cost for Upper Floors = 71.80 1 Stories Number of Stories Multiplier: 1.000 Average Height per Story: 10 Height per Story Multiplier: 1.000 Ave. Floor Area: 11,194 Perimeter: 454 Perim. Multiplier: 0.936 Refined Square Foot Cost for Upper Floors: 67.20 County Multiplier: 1.49, Final Square Foot Cost for Upper Floors = 100.135 Total Floor Area: 11,194 Base Cost New of Upper Floors = 1,120,913 Reproduction/Replacement Cost = 1,120,913 Eff.Age:19 Phy.%Good/Abnr.Phy./Func./Econ./Overall %Good: 75 /100/100/100/75.0 Total Depreciated Cost = 840,685								
1885 Year Built Remodeled Overall Bldg Height Comments:		** ** Calculator Cost Data ** ** Quality: Average Adj: %+0 \$/SqFt:0.00 Heat#1: Package Heating & Cooling 100 Heat#2: Heat Pump System 0% Ave. SqFt/Story: 11194 Ave. Perimeter: 454 Has Elevators: *** Basement Info *** Area: Perimeter: Type: Storage (No Rates) Heat: No Heating or Cooling * Mezzanine Info * Area #1: Type #1: Area #2: Type #2: * Sprinkler Info * Area: Type: Average								
<table border="1"> <tr> <td>X</td> <td>Poured Conc</td> <td>Brick/Stone</td> <td>Block</td> </tr> </table>		X	Poured Conc	Brick/Stone	Block	<table border="1"> <tr> <td>Many Above Ave.</td> <td>Average Typical</td> <td>Few None</td> </tr> </table>		Many Above Ave.	Average Typical	Few None
X	Poured Conc	Brick/Stone	Block							
Many Above Ave.	Average Typical	Few None								
(1) Excavation/Site Prep: (2) Foundation: (3) Frame: (4) Floor Structure: (5) Floor Cover: (6) Ceiling:		(7) Interior: (8) Plumbing: Total Fixtures 3-Piece Baths 2-Piece Baths Shower Stalls Toilets Urinals Wash Bowls Water Heaters Wash Fountains Water Softeners (9) Sprinklers: (10) Heating and Cooling: <table border="1"> <tr> <td>Gas Oil</td> <td>Coal Stoker</td> <td>Hand Fired Boiler</td> </tr> </table>		Gas Oil	Coal Stoker	Hand Fired Boiler				
Gas Oil	Coal Stoker	Hand Fired Boiler								
		(11) Electric and Lighting: <table border="1"> <tr> <td>Outlets:</td> <td>Fixtures:</td> </tr> <tr> <td>Few Average Many Unfinished Typical</td> <td>Few Average Many Unfinished Typical</td> </tr> <tr> <td>Flex Conduit Rigid Conduit Armored Cable Non-Metalic Bus Duct</td> <td>Incandescent Fluorescent Mercury Sodium Vapor Transformer</td> </tr> </table>		Outlets:	Fixtures:	Few Average Many Unfinished Typical	Few Average Many Unfinished Typical	Flex Conduit Rigid Conduit Armored Cable Non-Metalic Bus Duct	Incandescent Fluorescent Mercury Sodium Vapor Transformer	
Outlets:	Fixtures:									
Few Average Many Unfinished Typical	Few Average Many Unfinished Typical									
Flex Conduit Rigid Conduit Armored Cable Non-Metalic Bus Duct	Incandescent Fluorescent Mercury Sodium Vapor Transformer									
		(13) Roof Structure: Slope=0 (14) Roof Cover:								
		(39) Miscellaneous: (40) Exterior Wall: <table border="1"> <tr> <td>Thickness</td> <td>Bsmnt Insul.</td> </tr> </table>		Thickness	Bsmnt Insul.					
Thickness	Bsmnt Insul.									

*** Information herein deemed reliable but not guaranteed***

Desc. of Bldg/Section: Calculator Occupancy: Residential Garage		<<<< Calculator Cost Computations >>>> Class: D,Siding Quality: Average						
Class: D,Siding Floor Area: 936 Gross Bldg Area: 13,258 Stories Above Grd: 1 Average Sty Hght : 9 Bsmnt Wall Hght		Construction Cost <table border="1"> <tr> <td>High</td> <td>Above Ave.</td> <td>Ave.</td> <td>X</td> <td>Low</td> </tr> </table> Base Rate for Upper Floors = 18.25		High	Above Ave.	Ave.	X	Low
High	Above Ave.	Ave.	X	Low				
Depr. Table : 1.5% Effective Age : 19 Physical %Good: 75 Func. %Good : 100 Economic %Good: 100		** ** Calculator Cost Data ** ** Quality: Average Adj: %+0 \$/SqFt:0.00 Heat#1: No Heating or Cooling 100 Heat#2: No Heating or Cooling 0% Ave. SqFt/Story: 936 Ave. Perimeter: 124 Has Elevators:						
Year Built Remodeled		*** Basement Info *** Area: Perimeter: Type: Heat: Hot Water, Radiant Floor						
Overall Bldg Height		* Mezzanine Info * Area #1: Type #1: Area #2: Type #2: * Sprinkler Info * Area: Type: Average						
Comments:		(10) Heating system: No Heating or Cooling Cost/SqFt: 0.00 100% Adjusted Square Foot Cost for Upper Floors = 18.25 1 Stories Number of Stories Multiplier: 1.000 Average Height per Story: 9 Height per Story Multiplier: 1.000 Average Height per Story: 9 Height per Story Multiplier: 1.000 Refined Square Foot Cost for Upper Floors: 18.25 County Multiplier: 1.49, Final Square Foot Cost for Upper Floors = 27.198 Total Floor Area: 936 Base Cost New of Upper Floors = 25,458 Lin. Ft. of Wall: 124 Wall Rate: 96.48 Common wall deduction = -11,963 Reproduction/Replacement Cost = 13,495 Eff.Age:19 Phy.%Good/Abnr.Phy./Func./Econ./Overall %Good: 75 /100/100/100/75.0 Total Depreciated Cost = 10,121 ECF (COMMERCIAL) 0.610 => TCV of Bldg: 3 = 6,174 Replacement Cost/Floor Area= 14.42 Est. TCV/Floor Area= 6.60						

(1) Excavation/Site Prep:	(7) Interior:	(11) Electric and Lighting:	(39) Miscellaneous:
(2) Foundation:	(8) Plumbing:	Outlets:	(40) Exterior Wall:
X Poured Conc	Many Above Ave.	Few Average Many Unfinished Typical	
	Average Typical	Few Average Many Unfinished Typical	Thickness
	Few None	Flex Conduit Rigid Conduit Armored Cable Non-Metalic Bus Duct	Bsmnt Insul.
(3) Frame:	Total Fixtures 3-Piece Baths 2-Piece Baths Shower Stalls Toilets	Incandescent Fluorescent Mercury Sodium Vapor Transformer	
(4) Floor Structure:	Urinals Wash Bowls Water Heaters Wash Fountains Water Softeners	(13) Roof Structure: Slope=0	
(5) Floor Cover:	(9) Sprinklers:	(14) Roof Cover:	
(6) Ceiling:	(10) Heating and Cooling:		
	Gas Oil Coal Stoker Hand Fired Boiler		

*** Information herein deemed reliable but not guaranteed***



Adam Zettel, AICP

Zoning Administrator

azettel@cityofswartzcreek.org

Date: July 20, 2018

Attention: Swartz Creek Planning Commission

Subject: Zoning Review: Neighborhood Business District (NBD)
Property as illustrated in the attached plans, dated July 3, 2018

Dear Chairman and Commissioners:

A request has been filed to zone 0.9 acres of vacant land east of Sharp Funeral Home. This site is commonly referred to as 8118 Miller Road, parcel 58-35-576-023. The site was previously a home site with R-3 Downtown Residential zoning. The home was demolished in 2009. Please refer to the maps, with legal descriptions for details.

The intention is to zone the property Neighborhood Business District (NBD), from R-3 (downtown residential). The applicant is requesting to use the site in conjunction with the parcel to the east, which is currently zoned NBD and was the site of Sharp Funeral Home. A site plan, with a request to expand the funeral home special land use has been concurrently filed.

Staff Findings

I have attached ordinance excerpts for commissioners to use to make their own findings, since much of what is to be interpreted is less objective than site plan review. Please see Appendix A Zoning Sections 12 and 31 in their entirety for more information.

Master Plan

The master plan places this parcel, as well as the existing funeral home to the west, in the 'Downtown' neighborhood with 'mixed use' as the preferred future land use. This offers a lot of flexibility, but it requires a more nuanced approach that involves the narrative goals of neighborhood development that are much more context sensitive.

Desires for downtown and mixed use areas are integration of sites (or buffering), walkability through pedestrian connections, appropriate scale of uses, good site traffic access, and appropriate transitions between uses. See the master plan for details. This

8083 Civic Drive

Swartz Creek Michigan 48473

Phone: (810)-635-4464

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<ftp://cityofswartzcreek.org>

site sits between an existing NBD use to the west, civic uses to the north, Miller Road to the south, and a residential use to the east.

Given the allowable building footprints for NBD, uses of this intensity and scale (size) make a lot of sense as transitional uses between the apartments, civic area, and downtown residential to the east. Miller Road is a well-established corridor that has good traffic flow, sidewalks, and a mixture of uses between the core downtown and the apartments to the west. South of this location, across Miller Road, are traditional businesses of a small scale and one residence.

I find NBD to be appropriate for the zoning of this parcel, especially to serve an expanding business to the immediate west.

Zoning

The intention of the NBD reads as follows:

“It is intended that this district provide for the location of retail, service and office enterprises serving a localized market area. It is intended that uses in this district serve the day to day needs of a neighborhood or group of neighborhoods. It is intended that structures in this district will generally be small in floor and site area.”

This type of zoning fits well within the downtown neighborhood, outside of those areas that are best suited for multi-story development in the core of downtown. Some aspects of development would be design oriented in the site plan process, but the uses allowed as-of-right are found to be compatible, especially as a transition between downtown and the large-scale housing to the west.

Note that the funeral home is a special land use within the NBD. This use is recognized for the property to the west. Expansion of that use to this parcel would need to be approved through a separate site plan application. Such a site plan and application is pending.

Summary and Recommendation

Based upon master plan objectives for this area, I believe the key elements to consider are the ability to incorporate an appropriate scale of future use and the ability to develop the site with appropriate buffers and/or transitions. The NBD class limits building sizes and purpose of use to those that appear consistent with the neighborhood level of service expected on the edge of downtown (e.g. no large-scale regional retail). The location of this zoning change also adheres to the narrative expectations of the master plan because it connects a lot that is adjacent to a NBD use instead of promoting a spot zone or inconsistent business use mid-block.

I think that the use of NBD zoning accomplishes the intent of the master plan with or without the affirmation of the expanded funeral home. It is worth noting that I believe the funeral home expansion will actually enable improvements to the site with added buffering, more open space for the business, and improved ingress and egress. However, the proposal received is not tied to this zoning request so the commission must consider the possibility for other land uses in NBD for this parcel as well.

Given the expectations of the master plan, the allowances in the zoning code, and the site circumstances I recommend approval of this zoning change.

Please contact me directly if you have any comments or inquiries on the matter. I am happy to receive comments in person, in writing, over the phone, or via e-mail.

Sincerely,



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



Adam Zettel
Zoning Administrator
zettelconsulting@gmail.com

Date: July 20, 2018

Attention: Swartz Creek Planning Commission
Subject: **Sharp Funeral Home Site Plan & Special Land Use**
Tax ID No: 58-35-576-057 & 58-35-576-023
Property Owner: Sharp et al, represented by Rhoads & Johnson LLC and Rowe Engineering (PSC)

Dear Chairman and Commissioners:

I have reviewed the above site plan and special land use request submitted to reconstruct and expand a 14,312 square foot funeral home on 3.0 acres of previously developed and vacant land on Miller Road, in the downtown neighborhood. The property is zoned Neighborhood Business District (NBD) and Downtown Residential (R-3), with the eastern R-3 portion being concurrently petitioned for a zoning change to NBD.

The plan includes a replacement structure for a funeral home, new HMA parking lot, driveways, sidewalk, storm sewer, landscaping, lighting, and pavement markings. The plans are dated July 3, 2018 and were prepared by a certified engineer and architect.

The following constitutes the site plan and special land use review for the project. Note that the special land use adds additional requirements, but it also provides for more flexibility and deviation from the ordinance standards typically applied to a site plan.

1. NBD Standards.

Finding: In compliance

Staff finds that the proposed use meets the intent of the master plan and NBD zoning intentions, subject to the NBD zoning change for 8118 Miller Road. The site plan also meets all dimensional, density, and standard provisions of the NBD zoning class.

NBD Dimension Standards

RM-1	Required	Proposed	Comments
Minimum lot area	0 sq ft	3.0 acres	In compliance
Minimum lot width	0 ft	573 ft	In compliance
Minimum front yard setback	5 ft	25.9 ft	In compliance
Minimum side yard setback	0 ft (10 ft next to residential)	68.5 ft	In compliance
Minimum rear yard setback	20 ft	234.4 ft	In compliance
Maximum lot coverage for all buildings	0% N/A	~11%	In compliance
Maximum building height	30 ft.	1 story 23' 9.5"	In compliance

Other Applicable Provisions

On the exterior side yard which borders on a residential district there shall be provided a side yard setback of not less than ten feet. If walls of structures facing such interior side lot lines contain windows, or other openings, side yards of not less than 15 feet shall be provided. **(In Compliance).**

Loading spaces shall be provided in the rear yard. **(In Compliance, loading is on the west rear of the building).**

A wall or fence shall be provided on those sides of the property abutting land zoned for residential use. **(Such a fence is illustrated. However, the neighbor has verbally indicated a desire to satisfy this screening requirement with landscaping instead of a fence).**

A minimum five-foot wide concrete sidewalk shall be provided within the road right-of-way for the entire frontage along a street. **(In Compliance).**

A minimum of five-foot wide greenbelt shall be provided adjacent to a residential district and no structures or off-street parking spaces shall be located within the greenbelt.

Grade changes to the greenbelt area shall not be permitted unless the planning commission finds that improved screening of the highway service district could be accomplished by changing the grade. The greenbelt area shall be maintained by one of, or a combination of, the following, depending, upon the characteristics of the area:

1. The greenbelt shall be left in its natural state if, in the judgment of the planning commission, it would provide the best protection for the residential district and preservation of the natural setting. The commission may require supplemental plantings, in accordance with the landscape design principles if it is necessary to provide adequate year-round screening.
2. If sufficient natural vegetation does not exist in the greenbelt area or if, in the opinion of the planning commission, it would not survive or is not suitable for saving, a minimum four-foot high landscaped earth berm shall be constructed in the greenbelt area. Landscaping shall be carried out in accordance with [Article 28](#), the landscape design principles adopted by the planning commission.

(Concerning the greenbelt, the plans include the proper spacing, fencing, and much landscaping. Final determination of the need for new fencing and the amount/manner of landscaping is subject to the planning commission).

2. Site Plan and Structures-Generally.

Finding: In Compliance, Recommendations Suggested

Overall, the design conveys a consistency with the surrounding area and a level of architectural interest that supports the intent of the ordinance. The elevations appear to meet the ordinance design guidelines in terms of architectural interest, materials, use of glass, etc. (Note that concrete siding has been found to constitute a durable material that is reflective of historic character in the community).

Ground and roof mounted mechanical equipment must be screened in accordance with the ordinance. A bike rack and sidewalk connection is recommended near the public entrance nearest Miller Road.

Recommended Amendments

1. A bike rack is recommended near the public entrance.
2. A sidewalk connection is recommended at or near the public entrance.

3. Landscaping and screening.

Finding: In Compliance

Staff reviewed the landscape plan in accordance with the requirements in Section 26 and Section 28. The provided plan appears to satisfy the intent and objective requirements of the ordinance. Note that the commission can accept alternate landscaping plans in accordance with 28.00.E.

NBD	Required	Proposed	Comments
Parking lot landscaping	One tree for every eight spaces; 14 trees	14	Not in compliance
Frontage Trees	One tree per 40 ft; 6 trees	7	In compliance
Screening Requirements	One canopy tree, one evergreen & four shrubs for every 20 ft; 20 canopy, 20 evergreen & 80 shrubs	20/24/102	In compliance
Total	181 trees, 292 shrubs	113/327	Not in compliance
Dumpster & mechanical screening	Per ordinance	N/A	In compliance
Additional shrubbery	None	35	In compliance

No dumpster is indicated in the plans. The provision of a dumpster shall require an enclosure for screening.

4. Parking and Loading.

Finding: In compliance

The space count is listed below. The plans show an adequate number of spaces. There appear to be no issues.

Parking	Required	Proposed	Comments
Funeral Home	1 spaces per 50 sq ft of service parlor, chapel & reception area, plus 1 space per funeral vehicle. (71 patron & 5 business)	107	In compliance
Barrier-Free Spaces	-	6*	In compliance

Space Dimensions	9' x 18'	9' x 18.5'	In compliance
Aisle Dimensions	24'	24'	In compliance

*Barrier-free spaces count toward the total parking lot space count.

An adequate loading and unloading area is provided.

5. Lighting.

Finding: In Compliance

A photometric plan and fixture type was not provided but is expected. Submitted notes indicate parameters that comply with ordinance standards.

6. Signs.

Finding: No findings; subject to administrative approvals

No signs are requested at this time.

7. Vehicular and Pedestrian Circulation.

Finding: In compliance

Ingress, egress, and internal circulation appear adequate and improved from the prior layout.

8. Natural Features

Finding: In compliance

No significant natural features have been identified.

9. Special Land Use

Finding: In compliance, subject to planning commission review

The general requirements of any special land use are:

- A. The special land use will be consistent with the goals, objectives and future land use plan described in the City of Swartz Creek Master Plan.
- B. The special land use will be consistent with the stated intent of the zoning district.
- C. The special land use will be designed, constructed, operated and maintained to be compatible with, and not significantly alter, the existing or intended character of the general vicinity in consideration of environmental impacts, views, aesthetics, noise, vibration, glare, air quality, drainage, traffic, property values, and similar impacts.
- D. The special land use will not significantly impact the natural environment.
- E. The special land use can be served adequately by public facilities and services such as police and fire protection, drainage structures, water and sewage facilities, refuse disposal and schools.
- F. The proposed use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration the following:
 - 1. Vehicular turning movements;
 - 2. Proximity and relationship to intersections;
 - 3. Adequacy of sight distances;
 - 4. Location and access of off-street parking;
 - 5. Provisions for pedestrian traffic.
- G. The proposed use shall be such that the location and height of buildings or structures, and the location, nature and height of walls, fences, and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value.
- H. The proposed use shall be designed, located, planned, and operated to protect the public health, safety, and welfare.

Staff has no findings contrary to these expectations.

The specific special land use requirements for a funeral home are:

- a) Adequate assembly (car stacking) area is provided off-street for vehicles to be used in a funeral procession, provided further that such assembly area shall be provided in addition to any required off-street parking area. A caretaker's residence may be provided within the main building of mortuary establishments.
- b) A funeral home or mortuary establishment does not include a crematorium.

Staff has no findings contrary to these expectations.

Summary and Recommendation

The proposed use is a reconstruction with minor adjustments to a use that has existed at this location for decades. The applicant has a good understanding of the surrounding community and immediate surroundings. Notable features, such as access and the building layout are much improved.

Overall, the site should work well given the general layout, size, density, parking, and landscaping. There are just a couple recommendations, which follow:

Recommended Amendments

1. A bike rack is recommended near the public entrance.
2. A sidewalk connection is recommended at or near the public entrance.

Staff finds the proposed site to satisfy the intent and objective requirements of the zoning ordinance, provided 8118 is zoned to NBD (which is recommend in a separate letter). I find the submission to be complete, detailed, and well thought out. I also find the alterations from the prior layout to be an improvement as it relates to traffic ingress/egress and building layout. Note that storm water, grading, and utility review shall be done by others.

I recommend approval of the site plan and special land use. I encourage the planning commission and applicant to consider and include the two noted recommendations. Please contact me directly if you have any comments or inquiries on the matter. I am happy to receive comments in person, in writing, over the phone, or via e-mail.

Sincerely,



Adam H. Zettel, AICP
City of Swartz Creek
810.287.2147
azettel@cityofswartzcreek.org

SeeClickFix Request Activity Report

Requests filtered by request category that have been created 05/01/2017 - 07/10/2018

Request Category	Created in period	Average days to close	Category SLA length	Unit of category SLA length	Closed within sla	Number of requests within period that are overdue	Number of requests within period that are overdue and not closed
Animal	0				0	0	0
Blight	7	6.4		5 days	4	3	0
Brush Collection Service Requested	2	21.9		2 weeks	1	1	0
Curb box repair	0				0	0	0
Garbage/Recycling/Yard Waste Not Collected	12	2.8		1 days	4	6	1
Illegal Dumping	0			2 days	0	0	0
Park Or Public Space Issue	5	1.2		1 days	2	1	2
Pothole	3	3.3		5 days	2	1	0
Sewer Backup	0				0	0	0
Sidewalk repair	4	58.3		2 days	3	1	0
Signs	1	1.6			0	0	0
Storm Drains	1	2			0	0	0
Street Light Out	4	0		2 weeks	3	0	1
Trees	8	19.1			0	0	0
Water Pressure Issue	1	9.4		1 days	0	1	0
Water Quality Issue	0			1 days	0	0	0
Weeds	4	5.3			0	0	0
Other	36	10.6			0	0	0
	88						

Memo

To: Luke Miller
From: Ken Hoehn
Date: June 29, 2018
Re: Swartz Creek, MI

EXECUTIVE SUMMARY: An undesired activation occurred on June 23rd at Genesee one way RTU 120 in Swartz Creek, MI. The RTU was reviewed carefully; no problems were found. If the problem recurs, a new controller and CTCSS card should be installed.

I was advised of an undesired activation of the subject RTU, and as part of the investigation, the site was reviewed.

I uploaded the programming from the RTU in question, and carefully reviewed it. Programming was correct. A security code is in use, so it is doubtful, but not completely out of the realm of possibility that the activation was digital. However, for that to occur there would need to be a CTCSS tone present on the incoming signal.

Sporadic E or tropospheric ducting (known informally and colloquially as "skip") is also possible. Conditions this summer are favorable for these radio phenomena. However, this too would require the presence of a CTCSS tone. This is not out of the realm of reason or possibility.

It should be noted that historically, mysterious activations of sirens are NOT uncommon in the Genesee system. They have occurred periodically for years, in various systems.

The long term recommendation is the transition of the Genesee system to digital control. The short term recommendation, should the situation recur, would be the setup, testing, and replacement of the controller and CTCSS module at the subject RTU. Costs for this would be significant.

The problem remains at this time unidentified and unresolved.

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK
PERIOD ENDING 06/30/2018

GL NUMBER	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund					
000.000 - General	2,157,936.00	2,349,890.11	2,290,022.54	59,867.57	97.45
215.000 - Administration and Clerk	165.00	165.00	54.00	111.00	32.73
253.000 - Treasurer	980.00	1,270.00	1,400.00	(130.00)	110.24
301.000 - Police Dept	5,400.00	47,266.67	47,146.07	120.60	99.74
345.000 - PUBLIC SAFETY BUILDING	24,200.00	25,804.39	22,166.17	3,638.22	85.90
410.000 - Building & Zoning & Planning	41,120.00	67,144.78	82,497.58	(15,352.80)	122.87
410.025 - 2017 CDBG 5157 Morrish C	0.00	12,000.00	12,000.00	0.00	100.00
448.000 - Lighting	8,921.52	8,921.52	8,991.69	(70.17)	100.79
782.000 - Facilities - Abrams Park	140.00	195.00	300.00	(105.00)	153.85
783.000 - Facilities - Elms Rd Park	28,552.25	28,552.25	9,550.00	19,002.25	33.45
783.016 - Elms Park Brm-Trail Reno R	45,000.00	45,000.00	26,869.87	18,130.13	59.71
790.000 - Facilities-Senior Center/Lib	7,900.00	7,900.00	7,738.12	161.88	97.95
790.012 - CDBG Senior Center Operat	1,724.00	1,724.00	1,724.00	0.00	100.00
797.000 - Facilities - City Parking Lots	115,000.00	115,000.00	115,000.00	0.00	100.00
TOTAL REVENUES	2,437,038.77	2,710,833.72	2,625,460.04	85,373.68	96.85
000.000 - General	1,500.00	1,500.00	0.00	1,500.00	0.00
101.000 - Council	17,444.34	19,326.34	17,100.02	2,226.32	88.48
172.000 - Executive	109,122.71	121,214.71	93,979.32	27,235.39	77.53
201.000 - Finance,Budgeting,Account	41,961.15	44,271.46	43,049.03	1,222.43	97.24
215.000 - Administration and Clerk	23,369.31	27,294.26	24,328.42	2,965.84	89.13

GL NUMBER	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018	AVAILABLE BALANCE	% BDGT USED
228.000 - Information Technology	12,850.00	15,610.00	16,432.60	(822.60)	105.27
247.000 - Board of Review	3,665.00	3,665.00	1,615.65	2,049.35	44.08
253.000 - Treasurer	41,933.86	41,933.86	39,167.91	2,765.95	93.40
257.000 - Assessor	67,412.15	76,862.15	37,138.23	39,723.92	48.32
262.000 - Elections	35,435.69	35,517.69	16,435.80	19,081.89	46.27
266.000 - Legal Council	20,000.00	20,000.00	13,597.36	6,402.64	67.99
301.000 - Police Dept	0.00	665,914.00	666,414.00	(500.00)	100.08
301.851 - Retiree Employer Health Ca	26,750.00	26,750.00	20,436.69	6,313.31	76.40
334.000 - Metro Police Authority	1,005,000.00	1,005,000.00	941,099.50	63,900.50	93.64
336.000 - Fire Department	156,530.00	189,885.25	149,964.85	39,920.40	78.98
345.000 - PUBLIC SAFETY BUILDING	54,707.15	57,707.15	57,492.73	214.42	99.63
410.000 - Building & Zoning & Plannin	72,496.81	89,172.81	82,565.93	6,606.88	92.59
410.025 - 2017 CDBG 5157 Morrish C	0.00	12,925.00	12,550.00	375.00	97.10
448.000 - Lighting	160,000.00	160,000.00	180,047.12	(20,047.12)	112.53
463.000 - Routine Maint - Streets	0.00	21,917.10	41,293.38	(19,376.28)	188.41
728.000 - Economic Development	0.00	81,905.27	86,009.86	(4,104.59)	105.01
780.000 - Parks & Recreation	5,500.00	5,500.00	4,913.05	586.95	89.33
781.000 - Facilities - Pajtas Amphithe	1,876.45	1,876.45	1,579.35	297.10	84.17
782.000 - Facilities - Abrams Park	36,256.52	34,402.52	26,101.63	8,300.89	75.87
783.000 - Facilities - Elms Rd Park	60,324.31	115,316.81	80,934.39	34,382.42	70.18
783.016 - Elms Park Brm-Trail Reno R	55,622.57	48,947.62	46,237.12	2,710.50	94.46
784.000 - Facilities - Bicentennial Parl	6,264.40	5,766.90	523.60	5,243.30	9.08
786.000 - Non-Motorized Trailway	0.00	4,497.50	4,497.50	0.00	100.00

GL NUMBER	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018	AVAILABLE BALANCE	% BDGT USED
787.000 - Veterans Memorial Park	3,691.00	3,691.00	2,810.68	880.32	76.15
790.000 - Facilities-Senior Center/Lib	36,410.58	37,918.29	32,832.00	5,086.29	86.59
790.012 - CDBG Senior Center Operat	1,724.00	1,724.00	1,724.00	0.00	100.00
793.000 - Facilities - New City Hall	27,084.35	27,284.35	15,834.49	11,449.86	58.04
794.000 - Community Promotions Pro	25,469.60	30,508.85	33,853.38	(3,344.53)	110.96
796.000 - Facilities - Cemetary	6,930.82	6,950.82	2,169.31	4,781.51	31.21
797.000 - Facilities - City Parking Lots	101,856.00	85,656.00	7,289.87	78,366.13	8.51
851.000 - Retired Employee Health C	38,000.00	38,000.00	21,588.00	16,412.00	56.81
852.000 - Insurance Claims Assessme	150.00	150.00	106.80	43.20	71.20
965.000 - Transfers Out	123,655.00	323,655.00	173,655.00	150,000.00	53.65
TOTAL EXPENDITURES	2,380,993.77	3,490,218.16	2,997,368.57	492,849.59	85.88
Fund 101 - General Fund:					
TOTAL REVENUES	2,437,038.77	2,710,833.72	2,625,460.04	85,373.68	96.85
TOTAL EXPENDITURES	2,380,993.77	3,490,218.16	2,997,368.57	492,849.59	85.88
NET OF REVENUES & EXPENDITURES	56,045.00	(779,384.44)	(371,908.53)	(407,475.91)	
Fund 202 - Major Street Fund					
000.000 - General	400,200.00	445,924.96	379,068.23	66,856.73	85.01
441.000 - Miller Rd Park & Ride	5,000.00	6,800.00	7,342.10	(542.10)	107.97
449.500 - Right of Way - General	0.00	1,050.00	1,050.00	0.00	100.00
478.000 - Snow & Ice Removal	5,000.00	240.30	240.30	0.00	100.00
TOTAL REVENUES	410,200.00	454,015.26	387,700.63	66,314.63	85.39
228.000 - Information Technology	575.00	950.37	867.63	82.74	91.29
429.000 - Occupational Safety	43.06	0.00	0.00	0.00	0.00
441.000 - Miller Rd Park & Ride	5,256.20	5,650.62	5,648.22	2.40	99.96

GL NUMBER	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018	AVAILABLE BALANCE	% BDGT USED
449.500 - Right of Way - General	10,000.00	10,000.00	5,115.96	4,884.04	51.16
449.501 - Right of Way - Storms	200.00	100.00	2,836.75	(2,736.75)	2,836.75
453.103 - Miller Rd - Morrish Rd to El	0.00	708.93	708.93	0.00	100.00
453.105 - Fairchild-Cappy to Miller Tl	0.00	23,959.82	0.00	23,959.82	0.00
463.000 - Routine Maint - Streets	366,178.90	424,673.87	398,425.22	26,248.65	93.82
463.104 - Winston Drive Reconstruct	168,837.00	141,837.00	141,058.67	778.33	99.45
473.000 - Routine Maint - Bridges	495.00	495.00	369.00	126.00	74.55
474.000 - Traffic Services	19,130.00	34,851.46	37,861.29	(3,009.83)	108.64
478.000 - Snow & Ice Removal	58,569.40	69,449.12	47,479.26	21,969.86	68.37
482.000 - Administrative	18,241.00	18,242.80	11,883.85	6,358.95	65.14
538.500 - Intercommunity storm drai	10,000.00	10,000.00	5,657.34	4,342.66	56.57
786.000 - Non-Motorized Trailway	3,000.00	3,000.00	0.00	3,000.00	0.00
TOTAL EXPENDITURES	660,525.56	743,918.99	657,912.12	86,006.87	88.44
Fund 202 - Major Street Fund:					
TOTAL REVENUES	410,200.00	454,015.26	387,700.63	66,314.63	85.39
TOTAL EXPENDITURES	660,525.56	743,918.99	657,912.12	86,006.87	88.44
NET OF REVENUES & EXPENDITURES	(250,325.56)	(289,903.73)	(270,211.49)	(19,692.24)	
Fund 203 - Local Street Fund					
000.000 - General	125,020.00	151,562.21	137,222.44	14,339.77	90.54
449.000 - Right of Way Telecomm	15,000.00	15,000.00	19,907.26	(4,907.26)	132.72
449.500 - Right of Way - General	0.00	1,050.00	1,050.00	0.00	100.00
463.000 - Routine Maint - Streets	0.00	441.42	441.42	0.00	100.00
478.000 - Snow & Ice Removal	2,200.00	240.30	240.30	0.00	100.00
931.000 - Transfers IN	394,850.00	1,604,850.00	2,000,000.00	(395,150.00)	124.62
TOTAL REVENUES	537,070.00	1,773,143.93	2,158,861.42	(385,717.49)	121.75

GL NUMBER	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018	AVAILABLE BALANCE	% BDGT USED
228.000 - Information Technology	575.00	930.00	867.64	62.36	93.29
449.000 - Right of Way Telecomm	3,500.00	3,500.00	0.00	3,500.00	0.00
449.500 - Right of Way - General	4,675.00	8,645.00	14,090.47	(5,445.47)	162.99
449.501 - Right of Way - Storms	1,500.00	1,500.00	0.00	1,500.00	0.00
463.000 - Routine Maint - Streets	491,184.19	420,248.44	335,787.10	84,461.34	79.90
463.103 - Worcester/Chesterfield Rd	1,536,996.02	1,465,996.02	1,465,578.46	417.56	99.97
463.105 - Daval Reconstruction	97,797.60	808,757.36	405,757.00	403,000.36	50.17
474.000 - Traffic Services	12,130.00	13,136.99	10,601.79	2,535.20	80.70
478.000 - Snow & Ice Removal	50,275.20	54,322.60	50,903.54	3,419.06	93.71
482.000 - Administrative	18,003.00	21,346.63	20,251.36	1,095.27	94.87
538.500 - Intercommunity storm drain	6,500.00	6,031.50	5,657.34	374.16	93.80
TOTAL EXPENDITURES	2,223,136.01	2,804,414.54	2,309,494.70	494,919.84	82.35
Fund 203 - Local Street Fund:					
TOTAL REVENUES	537,070.00	1,773,143.93	2,158,861.42	(385,717.49)	121.75
TOTAL EXPENDITURES	2,223,136.01	2,804,414.54	2,309,494.70	494,919.84	82.35
NET OF REVENUES & EXPENDITURES	(1,686,066.01)	(1,031,270.61)	(150,633.28)	(880,637.33)	
Fund 204 - MUNICIPAL STREET FUND					
000.000 - General	610,535.00	614,316.38	615,577.97	(1,261.59)	100.21
TOTAL REVENUES	610,535.00	614,316.38	615,577.97	(1,261.59)	100.21
905.000 - Debt Service	165,666.66	165,666.66	165,474.07	192.59	99.88
965.000 - Transfers Out	394,850.00	1,404,850.00	1,950,000.00	(545,150.00)	138.80
TOTAL EXPENDITURES	560,516.66	1,570,516.66	2,115,474.07	(544,957.41)	134.70
Fund 204 - MUNICIPAL STREET FUND:					
TOTAL REVENUES	610,535.00	614,316.38	615,577.97	(1,261.59)	100.21
TOTAL EXPENDITURES	560,516.66	1,570,516.66	2,115,474.07	(544,957.41)	134.70
NET OF REVENUES & EXPENDITURES	50,018.34	(956,200.28)	(1,499,896.10)	543,695.82	

GL NUMBER	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018	AVAILABLE BALANCE	% BDGT USED
Fund 226 - Garbage Fund					
000.000 - General	374,771.00	377,930.74	382,210.02	(4,279.28)	101.13
TOTAL REVENUES	374,771.00	377,930.74	382,210.02	(4,279.28)	101.13
000.000 - General	10,865.50	9,365.50	9,365.50	0.00	100.00
101.000 - Council	6,176.87	4,111.51	2,839.13	1,272.38	69.05
172.000 - Executive	9,354.66	8,334.62	7,271.39	1,063.23	87.24
201.000 - Finance,Budgeting,Account	6,106.00	6,399.30	6,460.39	(61.09)	100.95
215.000 - Aministration and Clerk	4,492.15	4,174.78	3,830.95	343.83	91.76
228.000 - Information Technology	1,500.00	1,747.45	2,089.72	(342.27)	119.59
253.000 - Treasurer	8,040.29	7,646.17	7,370.17	276.00	96.39
257.000 - Assessor	3,000.00	0.00	0.00	0.00	0.00
528.000 - Sanitation Collection	287,719.20	281,509.75	278,496.29	3,013.46	98.93
529.000 - Hazardous Waste Pickup	360.00	0.00	0.00	0.00	0.00
530.000 - Wood Chipping	44,107.38	36,832.87	33,481.02	3,351.85	90.90
782.000 - Facilities - Abrams Park	3,153.60	4,612.41	5,866.20	(1,253.79)	127.18
783.000 - Facilities - Elms Rd Park	4,443.20	8,304.19	6,898.58	1,405.61	83.07
793.000 - Facilities - New City Hall	4,251.25	4,368.80	3,851.34	517.46	88.16
TOTAL EXPENDITURES	393,570.10	377,407.35	367,820.68	9,586.67	97.46
Fund 226 - Garbage Fund:					
TOTAL REVENUES	374,771.00	377,930.74	382,210.02	(4,279.28)	101.13
TOTAL EXPENDITURES	393,570.10	377,407.35	367,820.68	9,586.67	97.46
NET OF REVENUES & EXPENDITURES	(18,799.10)	523.39	14,389.34	(13,865.95)	
Fund 248 - Downtown Development Fund					
000.000 - General	61,050.00	58,700.84	58,701.95	(1.11)	100.00
728.004 - Family Movie Night	1,000.00	1,000.00	1,000.00	0.00	100.00

GL NUMBER	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018	AVAILABLE BALANCE	% BDGT USED
TOTAL REVENUES	62,050.00	59,700.84	59,701.95	(1.11)	100.00
173.000 - DDA Administration	3,670.00	2,835.00	2,822.96	12.04	99.58
728.000 - Economic Development	15,000.00	25,912.00	25,457.66	454.34	98.25
728.002 - Streetscape	90,000.00	14,400.00	9,568.51	4,831.49	66.45
728.003 - Facade Program	10,000.00	10,000.00	5,000.00	5,000.00	50.00
728.004 - Family Movie Night	3,900.00	3,850.00	3,754.68	95.32	97.52
TOTAL EXPENDITURES	122,570.00	56,997.00	46,603.81	10,393.19	81.77
Fund 248 - Downtown Development Fund:					
TOTAL REVENUES	62,050.00	59,700.84	59,701.95	(1.11)	100.00
TOTAL EXPENDITURES	122,570.00	56,997.00	46,603.81	10,393.19	81.77
NET OF REVENUES & EXPENDITURES	(60,520.00)	2,703.84	13,098.14	(10,394.30)	
Fund 350 - City Hall Debt Fund					
000.000 - General	15.00	21.40	16.10	5.30	75.23
931.000 - Transfers IN	93,605.00	93,655.00	93,655.00	0.00	100.00
TOTAL REVENUES	93,620.00	93,676.40	93,671.10	5.30	99.99
905.000 - Debt Service	93,605.00	93,605.00	93,605.00	0.00	100.00
TOTAL EXPENDITURES	93,605.00	93,605.00	93,605.00	0.00	100.00
Fund 350 - City Hall Debt Fund:					
TOTAL REVENUES	93,620.00	93,676.40	93,671.10	5.30	99.99
TOTAL EXPENDITURES	93,605.00	93,605.00	93,605.00	0.00	100.00
NET OF REVENUES & EXPENDITURES	15.00	71.40	66.10	5.30	
Fund 402 - Fire Equip Replacement Fund					
000.000 - General	70.00	25.72	26.64	(0.92)	103.58
931.000 - Transfers IN	30,000.00	30,000.00	30,000.00	0.00	100.00
TOTAL REVENUES	30,070.00	30,025.72	30,026.64	(0.92)	100.00
Fund 402 - Fire Equip Replacement Fund:					
TOTAL REVENUES	30,070.00	30,025.72	30,026.64	(0.92)	100.00

GL NUMBER	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018	AVAILABLE BALANCE	% BDGT USED
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	30,070.00	30,025.72	30,026.64	(0.92)	
Fund 590 - Water Supply Fund					
000.000 - General	1,100.00	4,520.00	8,543.33	(4,023.33)	189.01
540.000 - Water System	2,149,590.00	2,153,460.00	2,139,575.20	13,884.80	99.36
TOTAL REVENUES	2,150,690.00	2,157,980.00	2,148,118.53	9,861.47	99.54
000.000 - General	35,403.57	35,403.57	23,413.75	11,989.82	66.13
101.000 - Council	9,106.87	8,821.87	7,174.01	1,647.86	81.32
172.000 - Executive	40,705.19	41,809.19	27,432.81	14,376.38	65.61
201.000 - Finance,Budgeting,Account	19,243.00	20,867.50	20,079.89	787.61	96.23
215.000 - Aministration and Clerk	15,169.87	15,169.87	14,402.38	767.49	94.94
228.000 - Information Technology	5,590.00	5,730.00	5,728.37	1.63	99.97
253.000 - Treasurer	29,737.57	29,737.57	28,072.39	1,665.18	94.40
540.000 - Water System	2,372,407.74	2,844,126.16	2,536,236.99	307,889.17	89.17
542.000 - Read and Bill	59,602.40	59,097.90	46,365.72	12,732.18	78.46
793.000 - Facilities - New City Hall	10,252.93	11,109.93	9,122.70	1,987.23	82.11
850.000 - Other Functions	12,000.00	12,000.00	0.00	12,000.00	0.00
905.000 - Debt Service	49,484.84	49,484.84	49,427.34	57.50	99.88
TOTAL EXPENDITURES	2,658,703.98	3,133,358.40	2,767,456.35	365,902.05	88.32
Fund 590 - Water Supply Fund:					
TOTAL REVENUES	2,150,690.00	2,157,980.00	2,148,118.53	9,861.47	99.54
TOTAL EXPENDITURES	2,658,703.98	3,133,358.40	2,767,456.35	365,902.05	88.32
NET OF REVENUES & EXPENDITURES	(508,013.98)	(975,378.40)	(619,337.82)	(356,040.58)	
Fund 591 - Sanitary Sewer Fund					
000.000 - General	1,080.00	2,776.00	4,916.01	(2,140.01)	177.09
536.000 - Sewer System	1,290,040.00	1,316,240.00	1,270,048.85	46,191.15	96.49

GL NUMBER	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018	AVAILABLE BALANCE	% BDGT USED
TOTAL REVENUES	1,291,120.00	1,319,016.00	1,274,964.86	44,051.14	96.66
000.000 - General	24,913.75	24,913.75	23,413.75	1,500.00	93.98
101.000 - Council	9,206.87	9,206.87	7,174.57	2,032.30	77.93
172.000 - Executive	33,513.99	34,617.99	27,454.53	7,163.46	79.31
201.000 - Finance,Budgeting,Account	19,198.00	20,788.50	20,075.17	713.33	96.57
215.000 - Aministration and Clerk	15,056.87	15,056.87	14,402.40	654.47	95.65
228.000 - Information Technology	5,590.00	5,730.00	5,728.35	1.65	99.97
253.000 - Treasurer	29,608.57	29,608.57	28,097.66	1,510.91	94.90
536.000 - Sewer System	957,820.70	969,249.70	524,760.47	444,489.23	54.14
537.000 - Sewer Lift Stations	23,053.60	23,180.60	14,060.27	9,120.33	60.66
542.000 - Read and Bill	62,439.04	62,631.54	55,943.82	6,687.72	89.32
543.401 - Flush & TV Sewers	30,904.00	30,904.00	27,238.50	3,665.50	88.14
543.407 - Sewer Rehab Phase 7	179,958.00	179,958.00	132,931.00	47,027.00	73.87
793.000 - Facilities - New City Hall	10,742.93	11,582.93	9,030.17	2,552.76	77.96
850.000 - Other Functions	10,000.00	10,000.00	0.00	10,000.00	0.00
TOTAL EXPENDITURES	1,412,006.32	1,427,429.32	890,310.66	537,118.66	62.37
Fund 591 - Sanitary Sewer Fund:					
TOTAL REVENUES	1,291,120.00	1,319,016.00	1,274,964.86	44,051.14	96.66
TOTAL EXPENDITURES	1,412,006.32	1,427,429.32	890,310.66	537,118.66	62.37
NET OF REVENUES & EXPENDITURES	(120,886.32)	(108,413.32)	384,654.20	(493,067.52)	
Fund 661 - Motor Pool Fund					
000.000 - General	160,270.00	160,862.00	167,426.50	(6,564.50)	104.08
TOTAL REVENUES	160,270.00	160,862.00	167,426.50	(6,564.50)	104.08
172.000 - Executive	13,606.00	10,856.00	10,856.00	0.00	100.00

GL NUMBER	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 06/30/2018	AVAILABLE BALANCE	% BDGT USED
201.000 - Finance,Budgeting,Account	7,591.00	7,593.79	7,267.49	326.30	95.70
228.000 - Information Technology	450.00	706.94	765.94	(59.00)	108.35
795.000 - Facilities - City Garage	178,335.20	199,305.70	119,145.54	80,160.16	59.78
TOTAL EXPENDITURES	199,982.20	218,462.43	138,034.97	80,427.46	63.18
Fund 661 - Motor Pool Fund:					
TOTAL REVENUES	160,270.00	160,862.00	167,426.50	(6,564.50)	104.08
TOTAL EXPENDITURES	199,982.20	218,462.43	138,034.97	80,427.46	63.18
NET OF REVENUES & EXPENDITURES	(39,712.20)	(57,600.43)	29,391.53	(86,991.96)	
Fund 865 - Sidewalks					
478.000 - Snow & Ice Removal	1,820.00	1,395.00	1,395.00	0.00	100.00
TOTAL REVENUES	1,820.00	1,395.00	1,395.00	0.00	100.00
478.000 - Snow & Ice Removal	3,200.00	1,755.00	1,755.00	0.00	100.00
TOTAL EXPENDITURES	3,200.00	1,755.00	1,755.00	0.00	100.00
Fund 865 - Sidewalks:					
TOTAL REVENUES	1,820.00	1,395.00	1,395.00	0.00	100.00
TOTAL EXPENDITURES	3,200.00	1,755.00	1,755.00	0.00	100.00
NET OF REVENUES & EXPENDITURES	(1,380.00)	(360.00)	(360.00)	0.00	
Fund 866 - Weed Fund					
000.000 - General	7,800.00	4,950.00	5,850.00	(900.00)	118.18
TOTAL REVENUES	7,800.00	4,950.00	5,850.00	(900.00)	118.18
000.000 - General	1,840.00	660.00	1,285.00	(625.00)	194.70
TOTAL EXPENDITURES	1,840.00	660.00	1,285.00	(625.00)	194.70
Fund 866 - Weed Fund:					
TOTAL REVENUES	7,800.00	4,950.00	5,850.00	(900.00)	118.18
TOTAL EXPENDITURES	1,840.00	660.00	1,285.00	(625.00)	194.70
NET OF REVENUES & EXPENDITURES	5,960.00	4,290.00	4,565.00	(275.00)	

**CITY OF SWARTZ CREEK SWARTZ
CREEK, MICHIGAN
MINUTES OF JULY 10, 2018**

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

Pledge of Allegiance.

ROLL CALL:

Commissioners present: Binder, Culinski, Farmer, Grimes, Krueger, Pinkston, Stephens, Novak.

Commissioners absent: Ridley.

Staff present: Adam Zettel, City Manager.

Others present:

APPROVAL OF AGENDA:

Resolution No. 180710-01

(Carried)

Motion by Commissioner Krueger support by Commissioner Binder, the Swartz Creek Planning Commission approves the agenda for the July 10, 2018 Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

APPROVAL OF MINUTES:

Resolution No. 180710-02

(Carried)

Motion by Commissioner Krueger support by Commissioner Culinski the Swartz Creek Planning Commission approves the minutes for the June 5, 2018 Planning Commission meeting as printed.

Unanimous Voice Vote
Motion Declared Carried

MEETING OPENED TO THE PUBLIC:

None.

BUSINESS:

8118 Miller NBD Zoning Request

Presentation

Kevin Johnson of Rhoads & Johnson LLC, spoke on behalf of Sharp Funeral Homes. Goal is to make a world-class facility, 17, 000 square foot funeral home, slightly larger footprint than what they currently had. Most important thing is it will be centered now on the site. We will rebuild drives with right curb cuts and nice new landscaping. The back lot will stay pretty much as is, besides repaving.

**Public Hearing
Open 7:11 p.m.**

Karen Jamison, neighbor next to funeral home, at 8110 Miller Rd., really loves the plan and so excited and it is going to be beautiful.

Dennis Cramer, 5299 Worchester Dr., likes it.

Closed 7:13 p.m.

Adam Zettel, City Manager explained procedures, rezoning, site plan and special land use. He feels it is a fantastic reconstruction project for our community.

Resolution No. 180710-03

(Carried)

Motion by Planning Commission Member Binder
Second by Planning Commission Member Culinski

WHEREAS, a land owner has petitioned the city to zone a parcel of land in the Downtown Neighborhood to Neighborhood Business District (NBD) from Downtown Residential (R-3), and;

WHEREAS, the parcel to the west is zoned NBD and used for a funeral home, with a pre-existing right to the requisite special land use, and;

WHEREAS, property to the north is zoned and used as Central Business District for civic uses, and;

WHEREAS, property to the east is zoned and used for downtown residential, and;

WHEREAS, the master plan and zoning allowances have been reviewed by the planning commission as it relates to this parcel and its relationship with the downtown area; and,

WHEREAS, the planning commission, in reviewing the criteria in Zoning Ordinance Section 31.04, finds the proposed zoning ordinance map amendment for the conversion of 8118 Miller Road to NBD to be in the best interest of the public,

NOW, BE IT RESOLVED that the City of Swartz Creek Planning Commission recommends approval of the proposed zoning map amendment to amend 8118 Miller Road to NBD.

Yes: Novak, Grimes, Krueger, Pinkston, Stephens, Binder, Culinski, Farmer.

No: None. Motion Carried.

8118 Miller & 8138 Miller Site Plan

Discussion

Mr. Zettel reviewed site plan and conditions he noted. The resolution for site plan & special land use has four conditions listed, but number one and number four can be eliminated.

Sharp Funeral Home Site Plan & Special Land Use

**Public Hearing
Open 7:25 p.m.**

No comments.

Resolution No. 180710-04

(Carried)

Motion by Planning Commission Member Krueger
Second by Planning Commission Member Grimes

WHEREAS, the city received a proposal to construct a funeral home on two parcels of land zoned NBD, those parcels being 8118 Miller Road and 8138 Miller Road, and;

WHEREAS, the project is a special land use within the NBD and requires a full 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 8, 20, & 26-30, among other sections, finds the proposed site plan for a funeral home meets the intent of the zoning ordinance, and;

WHEREAS, public comment by the owner interest to the east and 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. A bike rack and sidewalk shall be provided at a public entrance to the structure
2. Screening of the east lot line shall be by vegetative landscaping only

NOW, BE IT RESOLVED that the Swartz Creek Planning Commission hereby recommends approval of the site plan, dated July 3, 2018 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, dated July 3, 2018 to the city council, subject to the conditions in this resolution.

Yes: Grimes, Krueger, Pinkston, Ridley, Stephens, Binder, Farmer, Novak.
No: None. Motion Carried.

Meeting Open to Public:

None.

Remarks By Planning Commission:

Commissioner Grimes happy to see activity down at Miller/Elms. He wanted to know if there was any activity on the racetrack. Mr. Zettel responded that he hasn't heard anything.

Commissioner Pinkston commented on how fast and well-organized the prints and paperwork was done and turned in for Sharp's.

Commissioner Farmer commented Rhoades & Johnson put out a good building and he is super excited.

Commissioner Krueger commented this was the fastest he has ever approved a site plan since he has been on the commission and very anxious to see Sharp's rebuilt and back in use.

Commissioner Stephens commented how fast the process is going for Sharp's.

Commissioner Binder Sharp's are a great family and great to have them in our city.

Adjourn

(Carried)

Resolution No. 180710-05

Motion by Planning Commission Member Krueger
Second by Planning Commission Member Farmer

I Move the Swartz Creek Planning Commission adjourns the July 10, 2018 Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

Meeting adjourned at 7:40 p.m.

Robert T. Florine, Secretary

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PARK AND RECREATION ADVISORY BOARD
MINUTES OF REGULAR MEETING
July 11, 2018

Meeting called to order at 5:35 p.m. by Chairperson Hicks at the Paul D. Bueche Municipal Building.

Members Present: Larry Cummings, James Barclay (arrived late), Rick Henry (arrived late), Rae Lynn Hicks, Joe Perrault, Samantha Fountain, Connie Eskew, Trudy Plumb.

Members Absent: Ryan Bueche

Staff Present: Adam Zettel, Tom Svrcek.

Others Present: Lania Rocha, Bob Plumb, Christina Plumb.

APPROVAL OF AGENDA: Motion by Henry, to approve agenda of July 11, 2018, supported by Plumb.
Motion carried.

APPROVAL OF MINUTES: Motion by Henry, to approve minutes of June 6, 2018, supported by Fountain.
Motion carried.

MEETING OPEN TO THE PUBLIC: None.

COMMUNICATIONS TO THE BOARD:

- A. June 8, 2018 Minutes
- B. Staff Letter
- C. Swartz Creek Youth Football Request

REPORTS:

- A. DPW REPORT: Working on Abrams Park for the dedication next week. Elms tot lot looking to put up signs on age appropriate or weight limits on equipment. Backstop won't be done until fall.

BUSINESS:

- A. 2018 Slip and Slide Mr. Barclay will be in charge of it due to Mr. Bueche's absence. Discussion took place on the details for the slip and slide, setup, supplies, workers, advertising.
- B. Elms Park Storage Building Expansion: Swartz Creek Youth Football request to put in additional storage.
Motion by Henry, supported by Barclay to allow Swartz Creek Youth Football to put in additional storage.
Motion carried unanimously.
- C. Abrams Park Dedication July 19th 6 p.m. going to have a ribbon cutting.

MEETING OPEN TO THE PUBLIC: None.

BOARD MEMBER COMMENTS:

Jim Barclay let everyone know about the Winchester Village picnic.

Mr. Zettel passed out some printouts he received from a resident concerning the tennis courts at Abrams Park.

Joe Perrault commented on the need for benches at Elms Park. There are some rocks that were rolled out of place put back in place. This helped with the parking on the grass. He also would like to have all pavilions, parking lots connected by sidewalk as mentioned in the past. Expression swing has been delivered.

ADJOURNMENT: Meeting adjourned at 6:21 p.m.

NEXT MEETING: August 1, 2018, 5:30 p.m. at the Paul D. Bueche Municipal Building.

Connie Eskew, Secretary