

# *SWARTZ CREEK DDA*

## **Regular Meeting Agenda**

**Downtown Development Authority, Thursday, May 14, 2026, 6:00 P.M.**

**City Hall 8083 Civic Drive, Swartz Creek Michigan, 48473**

**Virtual (Zoom) Meeting Available for General Public**

**1. CALL TO ORDER:**

**2. PLEDGE OF ALLEGIANCE:**

**3. ROLL CALL:**

**4. APPROVE AGENDA:**

4A. Proposed or Amended Agenda, May 14, 2026

**5. MOTION TO APPROVE MINUTES:**

5A. Board Meeting, April 9, 2026

**6. REPORTS & COMMUNICATIONS:**

**Page No:**

6A. Resolutions

**02**

6B. April 9, 2026 Minutes

**12**

6C. May 14, 2026 Meeting Letter

**15**

6D. Draft Fiscal Year 2027 DDA Budget

**18**

6E. Social District Program Materials

**19**

6F. Incentive Policy and TIF Assistance Program

**43**

6G. Summer Bash Applications (Approved by Council) & Support Request

**73**

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

7A. General Public Comments

**8. BUSINESS:**

8A. Fiscal Year 2027 Budget

**02**

8B. Social District Program Discussion

**03**

8C. Brewer Townhome Incentive Request

**04**

8D. Summer Bash Support Request

**05**

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

9A. General Public Comments

**10. REMARKS BY MEMBERS:**

**11. ADJOURNMENT:**

***CITY OF SWARTZ CREEK***  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**RESOLUTIONS**  
**THURSDAY, MAY 14, 2026**

**Resolution No. 260514-01**

**AGENDA – May 14, 2026**

Motion by Board Member: \_\_\_\_\_

**I Move** the Swartz Creek Downtown Development Authority approves the agenda for the May 14, 2026 Downtown Development Authority meeting.

Second by Board Member: \_\_\_\_\_

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

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

**Resolution No. 260514-02**

**MINUTES – April 9, 2026**

Motion by Board Member: \_\_\_\_\_

**I Move** the Swartz Creek Downtown Development Authority approves the Minutes for the April 9, 2026 Downtown Development Authority meeting.

Second by Board Member: \_\_\_\_\_

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

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

**Resolution No. 260514-03**

**RESOLUTION TO APPROVE THE FISCAL YEAR  
2027 DDA BUDGET**

Motion by Board Member: \_\_\_\_\_

**WHEREAS**, the Swartz Creek DDA operates and independent budget that is subject to affirmation of the Swartz Creek City Council; and,

**WHEREAS**, the DDA has reviewed the proposed fiscal year 2027 budget and finds the operating and capital expenses are in the best interest of the authority operations.

**NOW, THEREFORE, BE IT RESOLVED THAT**, the Swartz Creek Downtown Development Authority approve the proposed 2027 fiscal year budget for the Downtown Development Authority for distribution and review by the city council.

Second by Board Member: \_\_\_\_\_

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

**Resolution No. 260514-04**

**RESOLUTION TO APPOINT A SOCIAL DISTRICT REVIEW COMMITTEE**

Motion by Board Member: \_\_\_\_\_

**WHEREAS**, the Downtown Development Authority (DDA) is charged with promoting economic vitality, business development, and placemaking within the downtown district; and

**WHEREAS**, the establishment of a social district may enhance downtown activity, support local businesses, and improve community engagement; and

**WHEREAS**, the DDA desires to evaluate the feasibility, requirements, and potential impacts of establishing a social district within the City of Swartz Creek; and

**WHEREAS**, a focused review committee will assist in analyzing relevant factors and providing informed recommendations to the DDA Board;

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**NOW, THEREFORE, BE IT RESOLVED, that the Swartz Creek Downtown Development Authority hereby establishes a Social District Review Committee as follows:**

**1. COMPOSITION**

The Social District Review Committee shall consist of the following five (5) members:

- The City Manager
- The Director of Community Development
- Three (3) members of the DDA Board, to be designated by the DDA Chair

**2. PURPOSE AND DUTIES**

The Committee shall:

- Review applicable Michigan laws and administrative requirements related to social districts
- Evaluate potential district boundaries and participating establishments
- Assess operational considerations, including public safety, sanitation, maintenance, and enforcement
- Engage stakeholders, including downtown businesses and community members, as appropriate
- Coordinate with City staff and public safety officials
- Develop and present recommendations to the DDA Board regarding the establishment and structure of a social district

**3. AUTHORITY**

The Committee shall act in an advisory capacity only. Final recommendations and any formal action regarding the establishment of a social district shall remain with the DDA Board and, where required, the City Council.

**4. MEETINGS AND ADMINISTRATION**

- Meetings shall be held as needed at the call of the City Manager or DDA Chair
- The City Manager or designee shall provide administrative support
- The Committee shall operate in accordance with applicable laws and policies

**5. TERM**

Members shall serve until:

- The Committee has completed its review and presented recommendations to the DDA Board, or
- The Committee is dissolved by action of the DDA

**BE IT FURTHER RESOLVED**, that this resolution shall take effect immediately upon adoption.

Second by Board Member: \_\_\_\_\_

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

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

**Resolution No. 260514-05**

**RESOLUTION TO APPOINT A REVIEW COMMITTEE FOR THE EVALUATION OF TAX INCREMENT FINANCING (TIF) ASSISTANCE APPLICATIONS**

Motion by Board Member: \_\_\_\_\_

**WHEREAS**, the Downtown Development Authority (DDA) is authorized to promote economic growth and redevelopment within the downtown district; and

**WHEREAS**, the DDA has adopted a Tax Increment Financing (TIF) Assistance Program to encourage investment and redevelopment; and

**WHEREAS**, the TIF Assistance Program contemplates review of applications by a committee prior to consideration by the full DDA Board; and

**WHEREAS**, the DDA desires to formally appoint a review committee to ensure consistent, informed, and efficient evaluation of applications and related incentive proposals.

**NOW, THEREFORE, BE IT RESOLVED**, that the Swartz Creek Downtown Development Authority hereby establishes a TIF Review Committee as follows:

**1. COMPOSITION**

The TIF Review Committee shall consist of the following five (5) members:

- The City Manager
- The Director of Community Development
- The Planning Consultant (OHM)
- Two (2) members of the DDA Board, to be designated by the DDA Chair

**2. PURPOSE AND DUTIES**

The Committee shall:

- Review all TIF Assistance applications for completeness and eligibility
- Meet with applicants, as appropriate, prior to formal submission
- Evaluate financial, planning, and redevelopment considerations
- Coordinate with City staff, assessor, and consultants as needed
- Provide recommendations regarding advancement of applications to the full DDA Board
- Review and provide input on related economic development incentive proposals

**3. AUTHORITY**

The Committee shall act in an advisory capacity and shall not have authority to approve or deny applications. Final action shall remain with the DDA Board and, where applicable, the City Council.

**4. MEETINGS AND ADMINISTRATION**

- Meetings shall be held as needed at the call of the City Manager or DDA Chair
- The City Manager or designee shall provide administrative support
- The Committee shall operate in accordance with applicable laws and policies

**5. TERM**

Members shall serve until:

- The DDA Board reconstitutes the Committee, or
- The Committee is dissolved by action of the DDA

**BE IT FURTHER RESOLVED**, that this resolution shall take effect immediately upon adoption.

Second by Board Member: \_\_\_\_\_

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

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

**Resolution No. 260514-06**

**RESOLUTION TO APPROVE SPONSORSHIP SUPPORT FOR SWARTZ CREEK SUMMER BASH**

Motion by Board Member: \_\_\_\_\_

**WHEREAS** the Swartz Creek Downtown Development Authority actively seeks community partners that can increase recreation, hospitality, and culture in the community through the creation and continuation of events; and

**WHEREAS**, the DDA budgets funds to support such events financially; and

**WHEREAS**, the Rebecca's Reason organization, which is a recognized area not for profit that is in good standing, has permission to operate a Summer Bash one day family event on June 20, 2026 in and around Holland Square in downtown.

**NOW THEREFORE, BE IT RESOLVED**, the Swartz Creek Downtown Development Authority sponsor the 2026 event in the amount of \$1,000.

Second by Board Member: \_\_\_\_\_

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

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

**Resolution No. 260514-07**

**ADJOURN**

Motion by Board Commission Member: \_\_\_\_\_

**I Move** the Swartz Creek Downtown Development Authority adjourns the May 14, 2026 Downtown Development Authority special meeting.

Second by Board Member: \_\_\_\_\_

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

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

**CITY OF SWARTZ CREEK  
VIRTUAL DOWNTOWN DEVELOPMENT AUTHORITY MEETING ACCESS INSTRUCTIONS  
THURSDAY, MAY 14, 2026, 6:00 P.M.**

The regular virtual meeting of the City of Swartz Creek park board is scheduled for **May 14, 2026** starting at 6:00 p.m. The meeting will be conducted in person and also made available to the general public under rules promulgated by the Michigan Department of Health and Human Services.

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain the notice in alternate formats, please contact city hall, 810.635.4464 48 hours prior to meeting,

**Zoom Instructions for Participants**

**To join the conference by phone:**

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID** number (also provided below) when prompted using your touch-tone (DTMF) keypad.

**Before a videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provide below. The details include a link to **“Join via computer”** as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

**To join the videoconference:**

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone (DMTF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer.

**Participant controls in the lower left corner of the Zoom screen:**



Using the icons in the lower left corner of the Zoom screen you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View participant list-opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” show the active speaker.

The City of Swartz Creek is inviting you to a scheduled Zoom meeting.

Topic: DDA- Downtown Development Authority Meeting  
Time: May 14, 2026 6:00 PM Eastern Time (US and Canada)

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83096401128>

**Meeting ID: 830 9640 1128**

**One tap mobile**

+13017158592,,83096401128# US (Washington DC)

+13126266799,,83096401128# US (Chicago)

**Dial by your location**

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

**Meeting ID: 830 9640 1128**

Find your local number: <https://us02web.zoom.us/u/kz4Jb4etg>

If you have any further questions or concern, please contact 810.635.4464 or email [jforrest@cityofswartzcreek.org](mailto:jforrest@cityofswartzcreek.org).

A copy of this notice will be posted at City Hall, 8083 Civic Drive, Swartz Creek, Michigan.

**CITY OF SWARTZ CREEK**  
**VIRTUAL (ELECTRONIC) MEETING RULES AND PROCEDURES**

In order to conduct an effective, open, accessible, and professional meeting, the following protocols shall apply. These protocols are derived from the standard practices of Swartz Creek public meetings, Roberts Rules of Order, and city board & commission procedures. These procedures are adopted to govern participation by staff, councilpersons and members of the public in all City meetings held electronically pursuant to PA 228 of 2020. Note that these protocols do not replace or eliminate established procedures or practices. Their purpose is to augment standing expectations so that practices can be adapted to a virtual meeting format.

The following shall apply to virtual meetings of the city's public bodies that are held in accordance with the Open Meetings Act.

1. Meetings of the City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Park Board, or committees thereunder may meet electronically or permit electronic participation in such meetings insofar as (1) the Michigan Department of Health and Human Services restricts the number of persons who can gather indoors due to the COVID-19 pandemic; (2) persons have an illness, injury, disability or other health-related condition that poses a risk to the personal health or safety of members of the public or the public body if they were to participate in person; or (3) there is in place a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or other person authorized to declare a state of emergency or disaster.
2. All meetings held hereunder must provide for two-way communication so that members of the public body can hear and respond to members of the general public, and vice versa.
3. Members of the public body who participate remotely must announce at the outset of the meeting that he/she is in fact attending the meeting remotely and by further identifying the specific physical location (by county, township, village and state) where he/she is located. The meeting minutes must include this information.
4. Notice of any meeting held electronically must be posted at the City Offices at least 18 hours before the meeting begins and must clearly explain the following:
  - (a) why the public body is meeting electronically;
  - (b) how members of the public may participate in the meeting electronically, including the specific telephone number, internet address or similar log-in information needed to participate in the meeting;
  - (c) how members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting;
  - (d) how persons with disabilities may participate in the meeting.
5. The notice identified above must also be posted on the City's website homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes the meeting's purpose.

6. The City must also post on the City website an agenda of the meeting at least 2 hours before the meeting begins.
7. Members of the public may offer comment only when the Chair recognizes them and under rules established by the City.
8. Members of the public who participate in a meeting held electronically may be excluded from participation in a closed session that is convened and held in compliance with the Open Meetings Act.

## **MAINTAINING ORDER**

Public body members and all individuals participating shall preserve order and shall do nothing to interrupt or delay the proceedings of public body.

All speakers shall identify themselves prior to each comment that follows another speaker, and they shall also indicate termination of their comment. For example, "Adam Zettel speaking. There were no new water main breaks to report last month. That is all."

Any participants found to disrupt a meeting shall be promptly removed by the city clerk or by order of the Mayor. Profanity in visual or auditory form is prohibited.

The public body members, participating staff, and recognized staff/consultants/presenters shall be the only participants not muted by default. All other members must request to speak by raising their digital hand on the meeting application or by dialing \*9 on their phone.

## **MOTIONS & RESOLUTIONS**

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

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

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

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

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

## **VOTING RECORD OF PUBLIC BODIES**

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

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE DOWNTOWN DEVELOPMENT AUTHORITY MEETING  
APRIL 9, 2026**

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

Board Members Present: Henry, Beedy, Gardner, Kelley, Parenteau,

Board Members Absent: Barclay, Kallas, King, Ryan

Staff Present: Adam Zettel-City Manager

Others Present: Dennis Cramer

**APPROVAL OF AGENDA AND MINUTES:**

**Resolution No. 260409-01** **(Carried)**

Motion by Board Member Kelly  
Second by Board Member Henry

**I Move** the Swartz Creek City Downtown Development Authority approves the agenda for the April 9, 2026 meeting.

Voting For: Henry, Gardner, Parenteau, Kelley, Beedy  
Voting Against: None

**Resolution No. 260409-02** **(Carried)**

Motion by Board Member Henry  
Second by Board Member Parenteau

**I Move** the Swartz Creek City Downtown Development Authority approves the minutes from the March 12, 2026, Downtown Development Authority Meeting as written.

Voting For: Henry, Gardner, Parenteau, Kelley, Beedy  
Voting Against: None

**REPORTS AND COMMUNICATIONS:**

Mr. Zettel described the Davison social district and inquired if the DDA would like to visit this issue again at a future meeting. There was consensus to do so.

**MEETING OPEN TO PUBLIC:**

Dennis Cramer spoke about the opportunity of a 250<sup>th</sup> anniversary mural in town. He specifically inquired about DDA financial support. It was explained that the DDA could probably support half the of the mural cost through the existing façade improvement program. The owner will need to apply and half of the funds will need to come from the Flint Art Project or other contributions.

## **CHURCH ABATEMENT MONITORING PROPOSAL**

**Resolution No. 260409-03**

### **RESOLUTION TO APPROVE THE LOW BID FOR ABATEMENT OF ASBESTOS AT THE OLD METHODIST CHURCH**

Motion by Board Member: Parenteau  
Second by Board Member: Henry

**WHEREAS** the Swartz Creek Downtown Development Authority acquired the historic church structure at 4484 Morrish Road with the intention of finding a private partner to secure a viable economic use for the site that will engage the community and preserve the structure; and

**WHEREAS**, the DDA awarded a contract for asbestos mitigation to Southeast Abatement in order to reduce a barrier to site reuse or potential demolition; and

**WHEREAS**, monitoring of such abatement activities is strongly recommended to protect workers, the site, the general public, and the DDA body; and

**WHEREAS**, a proposal for monitoring and compliance was received by the DDA's hazardous material consultant, Triterra.

**NOW THEREFORE, BE IT RESOLVED**, the Swartz Creek Downtown Development Authority approve the proposal for abatement mitigation monitoring by Triterra as included in the April 9, 2026 DDA packet.

**BE IT FURTHER RESOLVED** the DDA authorizes and directs the Chair to execute the proposal for said services.

Voting For: Henry, Gardner, Parenteau, Kelley, Beedy  
Voting Against: None

### **MEETING OPEN TO PUBLIC:**

No comment.

### **REMARKS BY BOARD MEMEBERS:**

Rod Gardner: He asked about a business outreach plan. Mr. Zettel indicated that this has not been addressed yet. The board deliberated on the nature of "Swartz Creek Patch" and felt this was a viable tool. Mr. Beedy asked to see marketing funds in the FY 2027 budget. He asked who bought the Trecha building. It is not known.

Jeff Kelley: He noted that Holland Drive was very dark (Mr. Zettel noted that Consumers Energy has been notified to create a proposal for two decorative lights. EV's were

noted to be earning small revenues and to be under robust use. Handicap parking on Holland Drive was discussed.

## **ADJOURN**

### **Resolution No. 260409-04**

Motion by Board Member Henry  
Second by Board Member Parenteau

**I Move** the Swartz Creek Downtown Development Authority adjourns the April 9, 2026 Downtown Development Authority meeting.

Unanimous affirmative voice vote: Motion declared carried.

Adjourn at 6:53 pm

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Jeffrey E. Kelley



Swartz Creek DDA  
Swartz Creek City Offices Fax:  
8083 Civic Dr.  
Swartz Creek, MI 48473

Phone: 810-635-4464  
810-635-2887

Date: May 7, 2026

**To: DDA Board Members**  
**From: Adam Zettel**  
**RE: May 14, 2026 DDA Meeting**

Hello everyone,

**There will be a meeting of the DDA at 6:00 p.m. on Thursday, May 14, 2026.** All board members must attend in person to participate. This will also be broadcast virtually via Zoom for the general public. Instructions and guidelines for the virtual meeting are in the packet.

This is going to be a very important and busy meeting. By way of update, the church abatement is going well, but there are some issues with the windows that require a site visit to learn more about. There are a couple parties that wish to tour the site once it is available again. Hopefully, we can get somethings started this summer.

Holland Square pergola has been ordered and construction drawings are done. We expect construction of the main structure in July and August. Crowdfunding is expected to start this month, with lighting, sound, signs, and related assets being supported by the fundraiser.

The EV charging stations are actually making money!

Concerning our agenda, we have important matters to discuss. The first is the budget, which will set our priorities and activities for the coming year (July 1-June 30). I am including a draft budget which I will go over in detail at the meeting. In short, revenues are healthy, but there is much more to do than we currently have funds for. Spending priorities, as included in the budget, include:

- General operations (City admin, planning/economic development services)
- Family Movie Night
- Church Improvements (water connection, brick work)
- Holland Square
- Wayfinding, flowers, seasonal decorations
- Façade program

When accounting for the Holland Square revenues and expenses, this budget is still projected to run slightly in the red, by about \$25,000. However, a healthy fund balance

remains. While there are a lot of opportunities for these funds, I urge patience. There are many demands that could present themselves to the DDA in time sensitive ways and require obligation of some of these funds. Examples include a church user that may require parking upgrades, potential property acquisition/demolition, etc.

Overall, I think the DDA is in a good position to impact immediate positive change this year, while keeping options open for a big impact with the church, parking, streetscape, or other matter in the next 12-24 months. I will seek the recommendation of the DDA as it relates to a draft budget by resolution. As always, the DDA can revisit this at any time.

Also on the agenda is the discussion of a social district. With more time elapsing and the experience of many communities adding to the mix, I think we should consider this again. Bella's and the other taverns would like to see this occur for obvious reasons. I think there is a strong argument that other businesses and the community would benefit as well, just as Durand does with their Wednesday evening activities.

I am including some factual information about the program, as well as some draft materials that COULD represent how the program might function in our town. I am not expecting this to go anywhere formal at our meeting. If folks see enough here that they would like to formally investigate this, I would recommend we get a focus group/steering committee to come up with details that can be brought back to the whole body.

For the first time, we have a formal request for incentives. This comes from the Brewer Town homes. Since these submissions are initially confidential (for financial reasons), I am not including them in the packet. However, I am including our general incentive policy and the Tax Increment Financing Assistance program in the packet. This lays out the steps for reviewing these initially, getting a recommendation to the DDA, and presenting to the city council. The next step is analysis and a recommendation by a committee of five that the DDA forms.

I am hopeful that the applicant attends the meeting and shares some information. I have prepared a resolution for the review committee.

Lastly, we have a request for support from the Summer Bash event. This is the 2<sup>nd</sup> year of what appears to be an annual family event that is to take place at Holland Square. The event is family friendly and takes the form of a market with games, entertainment, and food. They are seeking \$1,000. This seems on the high end. I have requested additional information.

Contact me directly with any questions, comments, or agenda items. **Please let us know if you can attend or not.**

Sincerely,

A handwritten signature in blue ink that reads "Adm Zettel". The signature is fluid and cursive, with the first letters of "Adm" and "Zettel" being capitalized and prominent.

**Adam Zettel, AICP**

City Manager

[azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org)

ESTIMATED REVENUES	DESCRIPTION	FY 2025 Actual	FY 2026 Amended	FY 2026 YTD	FY 2026 Projected	FY 2027 Requested	
Dept 000.000 - General							
248-000.000-402.000	Current Tax Revenue	211,644	204,216	204,217	204,217	231,392	
248-000.000-664.000	Interest Income	4,345	8,500	9,457	9,500	9,000	
Totals for dept 000.000 - General		215,989	212,716	213,674	213,717	240,392	
Dept 728.000 - Economic Development							
248-728.000-551.000	Other State Grant Revenue	20,000					
248-728.000-584.000	Grants from Private Entities		225,000	40,000	225,000	185,000	MSHDA Grant, Crowdfunding
248-728.000-645.000	EV Charger Revenue		1,600	760	1,000	1,500	
248-728.000-675.000	Misc			75	75	100	
Totals for dept 728.000 - Economic Development		20,000	226,600	40,835	226,075	186,600	
TOTAL ESTIMATED REVENUES		235,989	439,316	254,509	439,792	426,992	
APPROPRIATIONS							
Dept 000.000 - General							
248-000.000-702.000	DDA WAGES	392	800	891	900	900	
248-000.000-704.100	FICA - Employer's Share	24	50	55	60	60	
248-000.000-704.200	Medicare - Employer's Share	6	12	13	14	14	
248-000.000-705.000	Medical Insurance - ER	180	200	177	180	180	
248-000.000-705.100	Vision Benefits	2	3	2	3	3	
248-000.000-705.200	Dental Benefits	19	40	27	30	30	
248-000.000-706.000	Life Insurance - ER cost	2	20	8	15	15	
248-000.000-707.000	Retirement Contributions-ER	39	80	89	95	95	
248-000.000-707.100	Health Care Savings Plan - ER	14	30	25	30	30	
248-000.000-708.000	Sick & Accident Premiums-ER	15	30	10	15	15	
248-000.000-941.000	Equipment Rental	142	0	376	380	380	
Totals for dept 000.000 - General		835	1,265	1,673	1,722	1,722	
Dept 173.000 - DDA Administration							
248-173.000-726.000	Supplies	60	0	0	0	0	
248-173.000-745.000	Postage	0	100	0	100	100	
248-173.000-801.000	Contractual Services	0	5,000	0	5,000	5,000	
248-173.000-825.000	Admin Services	10,000	10,000	10,000	10,000	10,000	City Overhead
248-173.000-961.000	Miscellaneous	4,973	4,500	5,837	6,000	6,000	
Totals for dept 173.000 - DDA Administration		15,033	19,600	15,837	21,100	21,100	
Dept 728.000 - Economic Development							
248-728.000-801.000	Contractual Services	21,544	35,000	12,523	35,000	35,000	Mundy and Planning Services
248-728.000-910.100	Property Insurance	0	0	873	873	873	
248-728.000-920.100	Electricity	0	0	725	1,000	1,000	
248-728.000-961.000	Miscellaneous	1,462	75,000	11,877	60,000	75,000	Church Maintenance
248-728.000-976.000	Equipment	0	1,000	0	1,000	1,000	
Totals for dept 728.000 - Economic Development		23,006	111,000	25,998	97,873	112,873	
Dept 728.002 - Streetscape							
248-728.002-726.000	Supplies	29,600	400,000	15	200,000	210,102	Holland Sq
248-728.002-801.000	Contractual Services	20,000	0	0	0	100,000	Wayfinding, Flowers, Decorations
Totals for dept 728.002 - Streetscape		49,600	400,000	15	200,000	310,102	
Dept 728.003 - Facade Program							
248-728.003-801.000	Contractual Services	0	10,000	0	10,000	20,000	8013 Miller & Mural
Totals for dept 728.003 - Facade Program		0	10,000	0	10,000	20,000	
Dept 728.004 - Family Movie Night							
248-728.004-726.000	Supplies	965	2,000	75	2,000	2,000	
248-728.004-801.000	Contractual Services	3,340	4,000	2,065	4,000	4,000	
248-728.004-968.000	Depreciation Expense	2,486	0	0	0	0	
Totals for dept 728.004 - Family Movie Night		6,791	6,000	2,140	6,000	6,000	
TOTAL APPROPRIATIONS		95,265	547,865	45,663	336,695	471,797	
NET OF REVENUES/APPROPRIATIONS - FUND 248		140,724	(108,549)	208,846	103,097	(44,805)	
BEGINNING FUND BALANCE		232,617	373,341	373,341	373,341	476,438	
ENDING FUND BALANCE		373,341	264,792	582,187	476,438	431,633	

## Social Districts

### Introduction

The State of Michigan enacted a new law intended to spur economic activity and provide flexibility for hospitality businesses by enabling the on-site sale and off-site consumption of alcoholic beverages in designated “Social District” areas. On July 1, 2020, Governor Whitmer signed House Bill 5781 into law (MCL 436.1551) creating the “Social District Permit,” which allows local governments to designate a Social District within their jurisdictions. Businesses that are granted a Social District Permit may sell alcoholic liquor (beer, wine, mixed spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within the commons area of the Social District.

### Permit Information for Local Governments

Local governments may now designate a Social District that contains a “commons area.” Once designated, “qualified licensees” whose licensed premises are contiguous to the commons area within the Social District and who obtain a license from the Michigan Liquor Control Commission (MLCC) may permit patrons to leave the licensed premises with the alcohol and consume it within the commons area.

Under MCL 436.1551(8)(a), a “commons area” is defined as: “an area within a social district clearly designated and clearly marked by the governing body of the local governmental unit that is shared by and contiguous to the premises of at least two other qualified licensees. Commons area does not include the licensed premises of any qualified licensee.”

Along with designating a Social District that contains a commons area, which must be clearly defined and marked with signs, a local government must establish local management and maintenance plans, including hours of operation, for a commons area. The statute provides that a local governmental unit shall not designate a Social District that would close a road unless the governing body receives prior approval from the road authority with jurisdiction over the road. In addition, the commons area must be maintained in a manner that protects the health and safety of the community.

A Social District designation must be filed with the MLCC, and include:

- A copy of the resolution passed by the governing body designating the Social District and commons area;
- A copy of management and maintenance plans, including the hours of operation, established by the local governmental unit for the Social District and commons area; and
- A diagram or map that clearly shows the boundaries of the Social District and commons area and identifies the qualified licensees that are contiguous to the commons area on the diagram or map.

To the extent a commons area threatens the health, safety, or welfare of the public or has become a public nuisance, a local government may revoke the Social District designation. Before revoking the designation, the local government must hold at least one public hearing on the proposed revocation, with appropriate notice being given under the Open Meetings Act (OMA). Any revocation of the Social District must be filed with the MLCC.

### Bars and Restaurants May Apply for a Social District Permit

Bars and restaurants who are “qualified licensees” and wish to take advantage of the new law must first seek application approval from the governing body of their local government. Qualified licensees may then apply to the MLCC for a Social District Permit.

Pursuant to the statute, with some restrictions, qualified licensees include holders of Class C, Tavern, A-Hotel, B-Hotel, Club, G-1, G-2, and Brewpub licenses as well as licensees with on-premises and off-premises tasting rooms.

Upon receiving a Social District Permit, and upon additional approvals that may or may not be required by the municipality, a licensee may sell alcohol on its licensed premises in approved containers for customers to remove and consume in the commons area. A licensee is not permitted to sell alcohol in a commons area.

Approved containers must be glass free and not more than 16 oz., must prominently display the licensee's trade name or logo or some other mark that is unique to the licensee that sold the alcohol as well as a logo or mark unique to the commons area.

This Fact Sheet was provided by Sarah J. Gabis of the law firm of Foster Swift Collins & Swift, P.C.

Tecumseh documents:

Resolution

Map

Qualified licensees

Common Areas Management and Maintenance Plan

Commons Area Use Application



## Resolution R-16-20

### Resolution #16-20 - Establishing Social Districts

**WHEREAS**, Michigan Public Act 124 of 2020 was signed into law on July 1, 2020; and

**WHEREAS**, the law allows Michigan municipalities to establish Social Districts that allow for Commons Areas where two or more contiguous licensed establishments could sell alcoholic beverages in special cups to be taken into the Commons Areas for consumption; and

**WHEREAS**, the Tecumseh Social District would be created and managed by the City through a collaboration with its Downtown Development Authority; and

**WHEREAS**, the Tecumseh Social District boundaries are generally Logan Street, Ottawa Street, Pottawattamie Street, and Pearl Street; and

**WHEREAS**, the Commons Areas boundaries incorporate the City-owned parking lots in the downtown area as well as the adjoining sections of North and South Evans Street. The Commons Areas include the sidewalks and streets along with the public parking lots within the boundaries that are not included in the qualified licensees' premises; and

**WHEREAS**, the City of Tecumseh will follow all stipulations of Michigan Public Act 124 of 2020 and follow established best practices in the creation and maintenance of the Social District; and

**WHEREAS**, the creation of the Tecumseh Social District will assist our downtown businesses in adapting to the social distancing requirements of the COVID-19 crisis as well as attract customers for enhanced outdoor dining and entertainment experiences in downtown Tecumseh.

**NOW, THEREFORE, BE IT RESOLVED**, that the Tecumseh City Council does hereby approve the creation of the Tecumseh Social District as depicted in the attached map (Exhibit A) for consideration by the Michigan Liquor Control Commission.

**Motion for adoption by:** Naugle

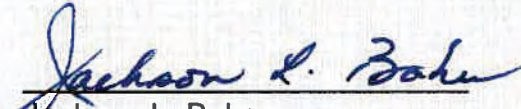
**Supported by:** Harmon

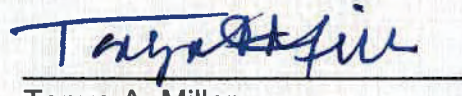
**AYES** Harmon, Naugle, Riddle, See, Wimple, Baker, Fox

**NAYS**

**ABSENT**

This is to certify that this resolution was duly adopted at the meeting of the City Council on **Sep 8, 2020**.


  
Jackson L. Baker  
Mayor

  
Tonya A. Miller  
Tecumseh City Clerk

**CERTIFICATION**

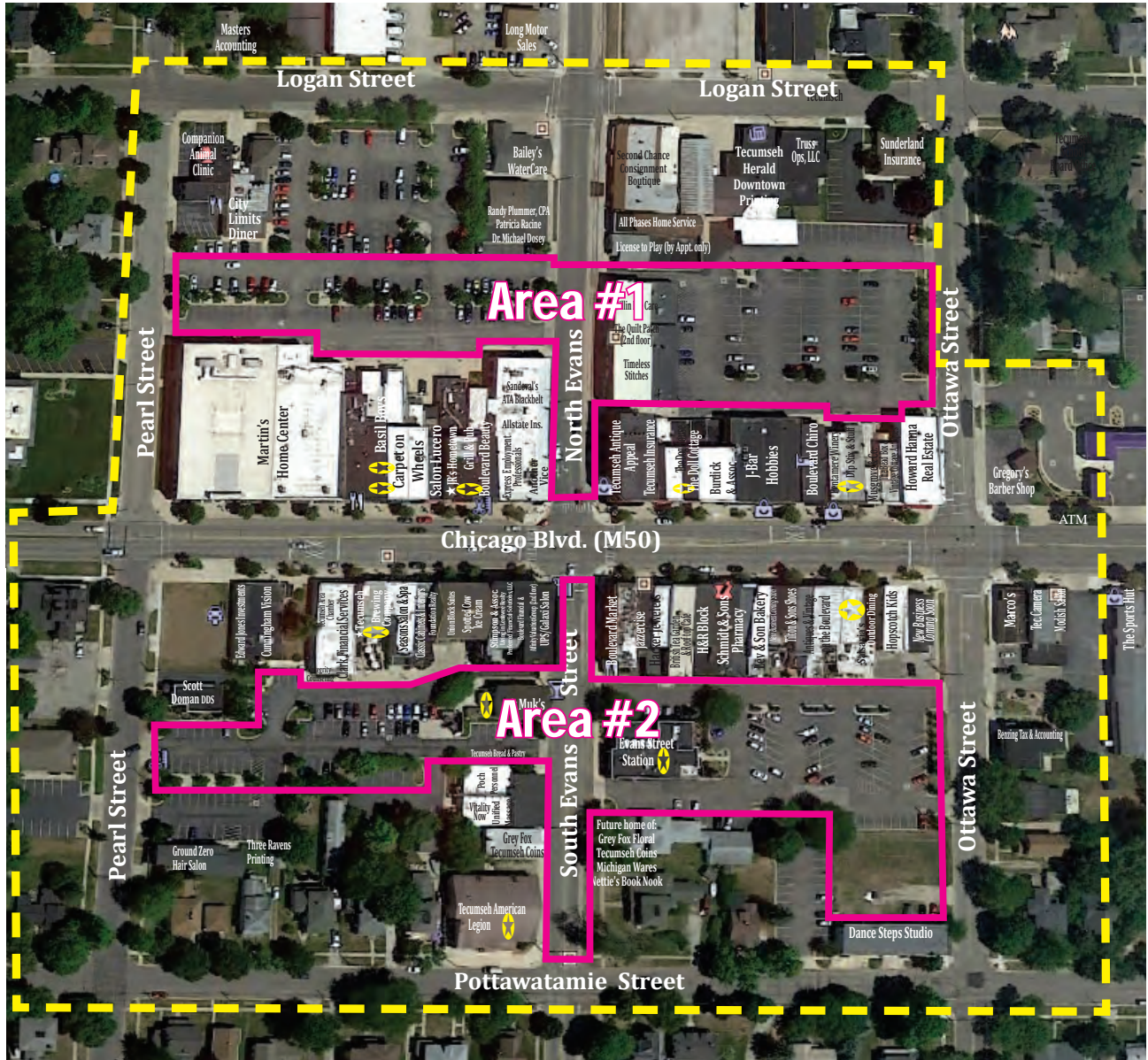
I, the undersigned, the duly qualified City Clerk for the City of Tecumseh, County of Lenawee, Michigan do hereby certify that the foregoing constitutes a true and complete copy of a motion adopted by the City Council of the City of Tecumseh, on **September 8, 2020**, the original of which is in my office, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the full set of minutes from said meeting will be made available, as required by said Act.

Dated: **9/10/2020**

  
Tonya A. Miller  
Tecumseh City Clerk



# Downtown Tecumseh Social District Commons Area



Social District  
 Commons Area  
★ Qualified Licenses

City of Tecumseh  
Social District  
Qualified Licensees

<b>LARA ID</b>	<b>Account Name</b>	<b>DBA</b>	<b>Address</b>
2098	Wrong Way Pub Inc.	Wrong Way Pub	107 S. Evans St. Tecumseh 49286
8127	American Legion Memorial Home Assn. of Tecumseh	American Legion Memorial Home Assn. of Tecumseh	101 W. Pottawatomie St. Tecumseh 49286
133417	Pentamere Winery, LLC	Pentamere Winery	131 E. Chicago Blvd. Tecumseh 49286
134702	Evans Street Station LLC	Evans Street Station	110 S. Evans St. Tecumseh 49286
153852	The Tecumseh Club	The Tecumseh Club	123 W. Chicago Blvd. Tecumseh 49286
215099	Devniks, Inc.	Basil Boys	125 W. Chicago Blvd. Tecumseh 49286
226011	LRS Restaurant Holdings, LLC	JR's Hometown Grill & Pub	111 W. Chicago Blvd. Tecumseh 49286
227486	The Dog House Restaurant, LLC	The Doghouse Restaurant	107 E. Chicago Blvd. Tecumseh 49286
235137	Salsaria's LLC	Salsarias	146 E. Chicago Blvd. Tecumseh 49286
237108	Tecumseh Brewing Company, LLC	Tecumseh Brewing Co	128 W. Chicago Blvd. Tecumseh 49286



P.O. Box 396, Tecumseh, MI 49286 • [www.mytecumseh.org](http://www.mytecumseh.org)

## Commons Areas Management and Maintenance Plan

### Overview

In an effort to support local restaurants, microbreweries, bars, and similar food service businesses, the City of Tecumseh has established a permitting process for temporary outdoor social districts and commons areas ("Commons Areas"). Commons Areas are intended to allow for outdoor dining and alcoholic beverage consumption on City properties that are adjacent to or near associated business establishments. This application package is designed to ensure compliance with the Michigan Liquor Control Commission (MLCC) guidelines and Public Act 58 of 1998 as amended by Public Act 124 of 2020.

The Commons Areas are proposed to be administered through the City's Developmental Services Office and permits from both the MLCC and the City are required prior to utilization by any qualified establishment(s).

### Intent

Commons Areas are intended provide extra outdoor space for dining and consumption of alcoholic beverages while ensuring sufficient separation between unrelated parties. This is in response to the social distancing requirements necessitated by the COVID-19 crisis. The areas will accommodate tables, chairs, barriers, boundaries, and accessory materials related to the offered services. Qualified establishments, as defined by PA 124 of 2020 may apply to utilize **certain specifically designated places within** the established Commons Areas:

1. City owned parking lots in the Central Business District.
2. The North and South Evans Street road right-of-way.
3. In accordance with the MLCC guidelines, all Commons Areas must be "contiguous to the premises of at least 2 qualified licensees."

It is also intended that Commons Areas may be shared by multiple businesses, so long as the shared use is defined by the City authorization and joint operation and maintenance guidelines are established.

However, public spaces immediately in front of or behind a business establishment will be reserved solely for that business (exp. public sidewalks and parking spaces).

All designated spaces will be subject to review by Tecumseh Police and Fire Departments for traffic and safety considerations.

**City of Tecumseh**  
**Commons Areas Management and Maintenance Plan**

Page 2 of 5

### **Other Options for Outdoor Dining and Alcoholic Beverage Consumption**

The establishment of the Commons Areas in accordance with the new MLCC provisions in no way negates the ability of businesses to establish sidewalk cafes for outdoor dining and alcoholic beverage consumption in accordance with the pre-existing MLCC guidelines and City ordinances. The Commons Areas are intended to be supplemental and in addition to these previous provisions.

### **Signage and Barriers**

The City will prepare generic signs as required by the MLCC Rules that identify the general boundaries of the Commons Areas. The individual establishments may be required to provide additional barriers to define the portion of the Commons Area they plan to utilize and provide for the safety of their customers/patrons. Additional barriers or barricades as specified by the City **will** be required when the area utilized is within a public parking lot and/or on a public street or sidewalk. The City will assist in coordination between the permitted establishments to minimize the necessary investment in additional barriers/barricades.

### **Application Process**

Commons Area permits must be requested by the business owner or an authorized representative. Applications and supplemental information must be provided in complete form for review and approval by the Building Official.

Required checklist items are the following:

1. Completed City application form.
2. Copy of Michigan Liquor Control Commission Permit. *Note: The City will conduct a preliminary review prior to the applicant submitting their MLCC permit in order to determine if the proposed use of the Commons Area is acceptable to the City.*
3. Certificate of Liability Insurance, naming the City of Tecumseh additionally insured.
4. Commons Area layout plan (drawn to-scale with dimensions noted and all information in legible form).
  - a. Lot lines, portion(s) of Commons Area intended for use, and proposed barriers/barricades.
  - b. Existing entries/exits, sidewalks, structures, and building footprints.
  - c. Proposed location of tables, chairs, tents, shelters, and other fixtures, allowing for at least 6 feet minimum between unrelated parties. *Note: The City may*

**City of Tecumseh**  
**Commons Areas Management and Maintenance Plan**

Page 3 of 5

*require the removal or relocation of these furnishings and fixtures at the end of each business day in order to facilitate access to the surrounding properties.*

- d. Outdoor service and host area(s) (if any).
- e. Proposed occupancy. *Attached is the section of the International Building Code (IBC) which has been adopted as the standard for the State of Michigan related to occupancy calculations to provide you with a starting point. This does not consider the requirements in item (c) above.*

## General Requirements

Commons Areas are subject to the following requirements:

1. Boundaries, structures, and materials associated with Commons Areas shall:
  - a. Not impede drivers, pedestrians, or wheelchair users. *Note: The City will consider the extended closure of sections of public parking lots and streets, subject to maintaining adequate access to the surrounding properties.*
  - b. Not block sight visibility of remaining parking lot aisles or intersections.
  - c. Not impede emergency vehicle and personnel access.
  - d. Not prevent access to nearby businesses or homes.
  - e. Be approved by City of Tecumseh Police and Fire Departments.
  
2. Alcohol service shall conform to all Michigan Liquor Control Commission requirements, including any Social District and Commons Areas Permit requirements. Specifically:
  - a. The serving container must prominently display the licensee's trade name or logo or some other mark that is unique to the licensee that sold the alcohol.
  - b. The serving container must prominently display a logo or some other mark that is unique to the commons area.
  - c. The serving container is not made of glass.
  - d. The serving container does not have a liquid capacity over 16 ounces.
  
3. **Hours of operation shall begin no earlier than 10:00 AM and food and beverage service shall discontinue in the Commons Areas no later than 11:00 PM.** However, hours shall be further restricted when adjacent to residential land uses. Service shall not extend beyond the range established in the MLCC or City permits.
  
4. Service shall conform to the permitted days of operation.
  
5. The layout of boundaries, structures, and materials shall conform to the proposed outdoor Commons Area layout plan during open hours. Tables, chairs, and temporary barriers may be permitted to remain outdoors during closed hours but must be secured. Service items, decorations, cleaning materials and equipment and other easily stored items must be removed from

**City of Tecumseh**  
**Commons Areas Management and Maintenance Plan**

Page 4 of 5

the area at the end of each business day. Solid barriers, if incorporated, may remain for the duration of the permitted timeframe.

6. Sites and surfaces shall be cleaned before service hours and upon close.
7. Tents and other temporary shelter structures shall be approved by the Fire Department and Building Official.
8. Amplified music shall be set at reasonable levels so as not to disturb owners and occupants of neighboring properties.
9. Temporary lighting shall be established to ensure safe conditions during evening hours but shall not result in excessive glare onto adjacent properties.
10. Waste receptacles shall be provided within the Commons Area and shall be emptied regularly during open hours and at close each day.
11. Heaters must be approved by the Fire Department (type and location).
12. Smoking is not permitted within designated Commons Areas.

### **Review and Approval**

The review of Commons Areas will occur in conjunction with the Developmental Services Office and Police Department and Fire Departments. The City reserves the right to request additional details and information to ensure the protection of public health, safety, and welfare.

If requirements and standards are met, the proposed outdoor social zone will be permitted for a period of time specified by the Building Official. Reasonable conditions may be applied by the City to ensure the protection of public health, safety, and welfare. Plan amendments may be considered at any time but must comply with all requirements for Commons Areas.



**Building Services Department**

P.O. Box 396, Tecumseh, MI 49286

Ph: 517-424-6544

[www.mytecumseh.org](http://www.mytecumseh.org)

**COMMONS AREA USE APPLICATION**

Date of Application:

Name of Business:

Requested Date Range for Commons Area Use      From:      To:

Recurring Dates Requested:  
*(Attach additional sheet if needed)*

Name of Owner / Responsible Party:

Mailing Address:

Business Address:  
*(If different from above)*

Contact Person:

Phone #:      E-Mail:

Description of Commons Area Services/Uses:

Required Attachments:

Layout Plan  
*(See Management Plan for Requirements)*

Proof of MLCC Approval

Proof of Liability Insurance  
*(Naming City Additionally Insured)*

**X** \_\_\_\_\_  
*Signature of Owner/Responsible Party*  
Date: \_\_\_\_\_

*I verify all of the information on and attached to this application is accurate to the best of my knowledge; and I commit to adhere to the City of Tecumseh Commons Area Management Plan and the MLCC requirements for Social Districts/Commons Areas.*

**CITY USE ONLY BELOW THIS LINE**

ALL Required Attachments Provided

Logistics Meeting Needed

Department Approval Needed:  Police     Fire     Building     DPW

Permit #:       Approved      Date of Approval: \_\_\_\_\_

Conditions of Approval:

**X** \_\_\_\_\_ Printed Name: \_\_\_\_\_  
*Signature of Building Official*  
Date: \_\_\_\_\_

## CITY OF SWARTZ CREEK

### SOCIAL DISTRICT – PARTICIPANT QUICK GUIDE

---

#### ELIGIBILITY

- Must hold a valid license from the Michigan Liquor Control Commission
  - Must have a valid Social District Permit
  - Must have a signed Participation Agreement with the City
- 

#### APPROVED CONTAINERS ONLY

- Use **City-approved cups only**
  - Must include:
    - Social District logo
    - Your business name
  - **NO GLASS**
  - **NO refills of Social District cups**
- 

#### HOURS

- Sell Social District drinks **only during approved hours**
  - Follow any special event modifications
- 

#### WHERE CUSTOMERS CAN GO

- Drinks may leave your business **ONLY in approved cups**
  - Customers must stay within:
    - The **Commons Area**
  - You are responsible for **reminding customers of boundaries**
-

## **DO NOT ALLOW**

- Drinks in non-approved containers
  - Visibly intoxicated individuals to be served
  - Customers leaving with alcohol outside district rules
- 

## **STAFF RESPONSIBILITIES**

Ensure all staff:

- Check IDs properly
  - Understand Social District rules
  - Know district boundaries
  - Politely correct violations
- 

## **CLEANLINESS**

- Keep storefront and adjacent sidewalk clean
  - Help prevent litter tied to your sales
  - Use and maintain trash containers
- 

## **FEES**

- Annual participation fee: \$\_\_\_\_\_
  - Per-cup fee (if applicable): \$\_\_\_\_\_
- 

## **ENFORCEMENT**

Violations may result in:

1. Warning
2. Suspension

### 3. Removal from the Social District

---

#### **PILOT PROGRAM**

- This is a **1-year pilot program**
  - Rules may evolve based on performance and feedback
- 

#### **QUESTIONS / SUPPORT**

Contact: City of Swartz Creek

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# CITY OF SWARTZ CREEK

## SOCIAL DISTRICT PARTICIPATION AGREEMENT

---

### THIS AGREEMENT

This Social District Participation Agreement (“Agreement”) is entered into this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between the **City of Swartz Creek**, a Michigan municipal corporation (“City”), and:

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**MLCC License Number:** \_\_\_\_\_

(“Participant”)

---

## SECTION 1: PURPOSE

This Agreement establishes the terms under which Participant may operate within the Swartz Creek Social District in compliance with:

- City Resolutions establishing the Social District
  - Requirements of the Michigan Liquor Control Commission
  - Applicable state and local laws
- 

## SECTION 2: ELIGIBILITY

Participant certifies that it:

1. Holds a valid, active MLCC on-premises license
  2. Will obtain and maintain a Social District Permit from the State
  3. Is in good standing with the City (no outstanding violations, taxes, or fees)
- 

## SECTION 3: PERMITTED ACTIVITIES

Participant may:

- Sell alcoholic beverages for consumption within the Commons Area
  - Provide beverages only in approved Social District containers
  - Allow patrons to exit the premises with approved containers
- 

## **SECTION 4: CONTAINERS AND BRANDING**

Participant agrees to:

1. Use only City-approved containers which:
    - Are non-glass
    - Display the Social District logo
    - Identify the Participant business
    - Meet size requirements (\_\_\_ oz max)
  2. Not allow:
    - Refills of Social District containers
    - Use of non-compliant containers
  3. Purchase or obtain containers through:
    - City/DDA-approved vendors or programs
- 

## **SECTION 5: HOURS OF OPERATION**

Participant may sell Social District beverages only during approved hours:

- As established by City Resolution
  - As modified for special events
- 

## **SECTION 6: STAFF TRAINING AND RESPONSIBILITY**

Participant agrees to ensure all staff:

1. Are trained on:

- Social District rules
  - ID verification and intoxication standards
  - Boundary restrictions
2. Will not:
- Serve visibly intoxicated persons
  - Allow removal of alcohol in non-approved containers
- 

## **SECTION 7: CLEANLINESS AND MAINTENANCE**

Participant agrees to:

- Maintain a clean premises and adjacent sidewalk area
  - Provide adequate trash receptacles
  - Assist in preventing litter associated with its sales
- 

## **SECTION 8: FEES (COST RECOVERY)**

Participant agrees to:

1. Pay an annual participation fee of \$\_\_\_\_\_
2. Pay a per-container fee of \$\_\_\_\_\_ (if applicable)
3. Comply with any future Council-approved fee structures

Failure to pay fees may result in suspension.

---

## **SECTION 9: INSURANCE AND INDEMNIFICATION**

1. Participant shall maintain all insurance required by the Michigan Liquor Control Commission
2. Participant agrees to indemnify and hold harmless the City from:
  - Claims arising from Participant's operations
  - Violations of law
  - Acts of employees or patrons

---

## SECTION 10: ENFORCEMENT AND VIOLATIONS

The City may impose the following for violations:

### Level 1 – Warning

- Minor or first-time violations

### Level 2 – Suspension

- Temporary suspension from the Social District

### Level 3 – Termination

- Removal from participation

Violations include, but are not limited to:

- Use of improper containers
- Serving intoxicated patrons
- Repeated litter or nuisance issues
- Violations of MLCC or City rules

---

## SECTION 11: PILOT PROGRAM ACKNOWLEDGMENT

Participant acknowledges:

- The Social District is a **pilot program (1 year)**
  - Rules, fees, and boundaries may be modified
  - Participation is not guaranteed beyond the pilot period
-

## **SECTION 12: EVENT AND SPECIAL CONDITIONS**

Participant agrees that:

- The City may alter:
    - Boundaries
    - Hours
    - Operational rules
  - Additional conditions may apply during:
    - Festivals
    - Concerts
    - Special events
- 

## **SECTION 13: TERMINATION**

This Agreement may be terminated:

1. By the City:
    - For cause (violations)
    - For public safety concerns
    - Upon discontinuation of the Social District
  2. By Participant:
    - With written notice
- 

## **SECTION 14: TERM**

This Agreement shall:

- Begin upon execution
  - Expire at the end of the pilot period unless renewed
- 

## **SECTION 15: COMPLIANCE WITH LAWS**

Participant shall comply with:

- All applicable Michigan laws
  - MLCC rules
  - City ordinances and resolutions
- 

## **SECTION 16: MISCELLANEOUS**

- This Agreement is not assignable
  - No partnership or joint venture is created
  - Amendments must be in writing
- 

## **SIGNATURES**

### **CITY OF SWARTZ CREEK**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

---

### **PARTICIPANT**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

---



CITY OF  
**SWARTZ CREEK**  
**SOCIAL DISTRICT**  
PARTICIPANT QUICK GUIDE



**ELIGIBILITY**

- Must hold a valid license from the Michigan Liquor Control Commission
- Must have a valid Social District Permit
- Must have a signed Participation Agreement with the City



**APPROVED CONTAINERS ONLY**

- Use City-approved cups only
- Must include the Social District logo and your business name
- NO GLASS
- NO refills of Social District cups



**HOURS**

- Sell Social District drinks only during approved hours
- Follow any special event modifications



**WHERE CUSTOMERS CAN GO**

- Drinks may leave your business ONLY in approved cups
- Customers must stay within the Commons Area
- You are responsible for reminding customers of boundaries



**DO NOT ALLOW**

- Drinks in non-approved containers
- Visibly intoxicated individuals to be served
- Customers leaving with alcohol outside district rules



**STAFF RESPONSIBILITIES**

- Check IDs properly
- Understand Social District rules
- Know district boundaries
- Politely correct violations



**CLEANLINESS**

- Keep storefront and adjacent sidewalk clean
- Help prevent litter tied to your sales
- Use and maintain trash containers



**FEES**

- Annual participation fee: \$ \_\_\_\_\_
- Per-cup fee (if applicable): \$ \_\_\_\_\_
- Fees support cleaning, security, marketing and programming



**ENFORCEMENT**

- Violations may result in:
1. Warning
  2. Suspension
  3. Removal from the Social District



**PILOT PROGRAM**

- This is a 1-year pilot program
- Rules may evolve based on performance and feedback



**QUESTIONS / SUPPORT**

City of Swartz Creek | (810) 635-4464 | info@cityofswartzcreek.org



**SOCIAL DISTRICT**  
= Rules for Patrons =

ENJOY RESPONSIBLY!



**YOU MAY**



Carry alcoholic beverages in approved Social District cups



Walk within the designated Commons Area



Enjoy drinks from participating businesses



**YOU MAY NOT**



Leave the district with alcohol



Use glass containers



Bring your own alcohol into the district



Enter non-participating businesses with alcohol



Litter or damage property



**LOOK FOR THE CUP**

Your drink must be in an official Social District cup.  
(No cup = Not allowed outside the business)

**STAY IN THE ZONE**

Alcohol is only allowed within the marked district boundaries.



**HOURS**

Social District hours:  
Sun - Thurs: \_\_\_\_\_  
Fri - Sat: \_\_\_\_\_



**ENFORCEMENT**

- Violations may result in:
- Fines
  - Removal from the district
  - Other penalties



**BE A GOOD NEIGHBOR**

- Respect businesses and residents
- Dispose of trash properly
- Drink responsibly



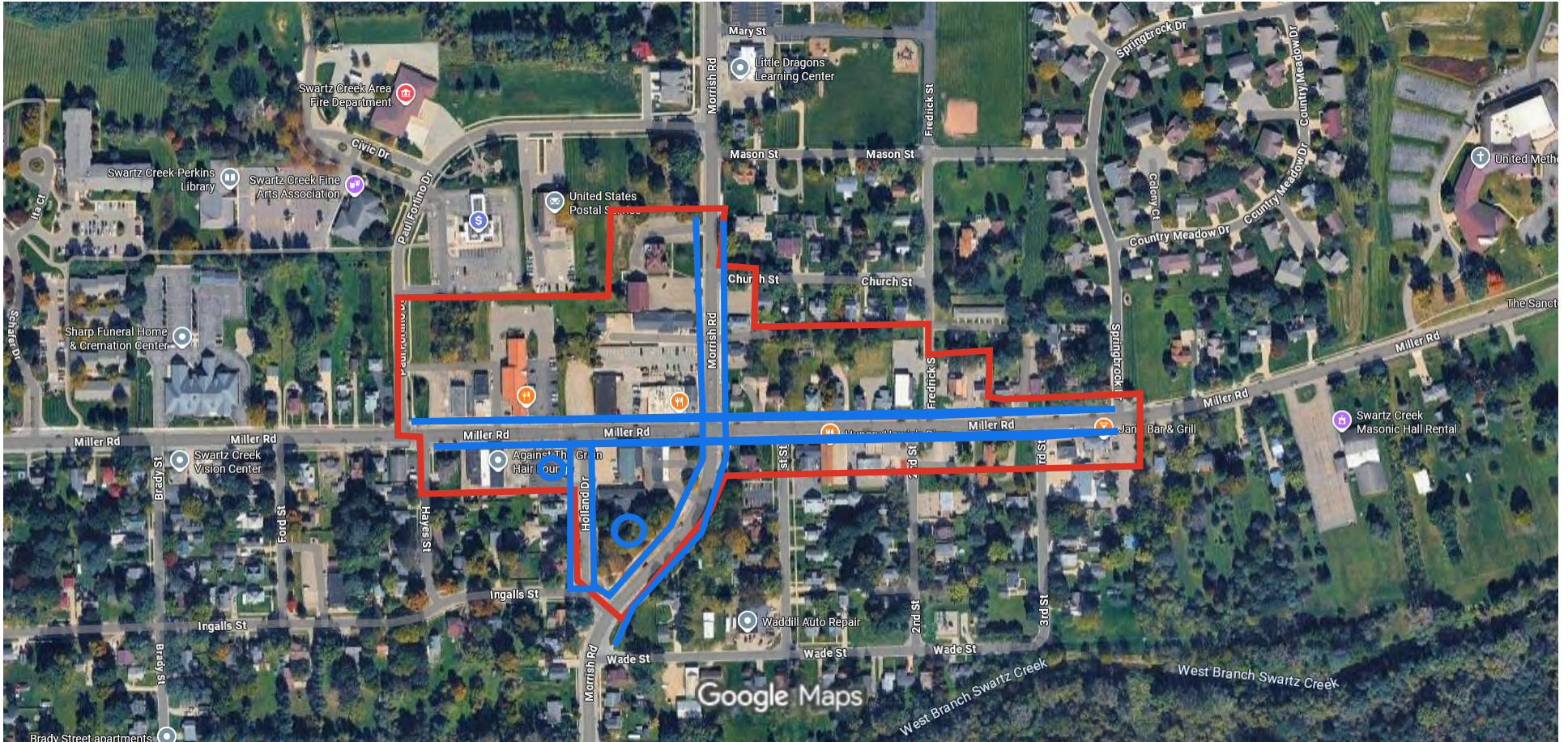
**SWARTZ CREEK SOCIAL DISTRICT**  
**DRINK. STROLL. ENJOY.**

**QUESTIONS?**

Visit: [cityofswartzcreek.org](http://cityofswartzcreek.org)  
Call: (810) 635-4464



Imagery ©2026 Airbus, Maxar Technologies, Map data ©2026 200 ft



Imagery ©2026 Airbus, Maxar Technologies, Map data ©2026 200 ft

- Social District (Where businesses can be located to participate)
- Commons Area (Where open beverages can be taken on sidewalks or public spaces)

# CITY OF SWARTZ CREEK

## Tax Abatement & Incentive Policy

**Policy Statement:** The City of Swartz Creek is committed to enhancing the quality of life for its residents. To do so, the community recognizes the need for robust and diverse businesses to add cultural, entertainment, economic, and related value to the community. The community further recognizes a need to create high-quality places (including walkable areas, diverse housing, higher densities, and public amenities) for such activities, especially in the traditional downtown. Lastly, the community recognizes that some barriers exist to fulfilling these aspirations. Such barriers include obsolescence of property, a struggling regional economy, and limited market strength of certain sectors.

Tax abatements (as provided by state statute) and local incentives (in the form of fee waivers and Tax Increment Financing assistance) can encourage private development projects that produce the results desired. Accordingly, consideration for tax abatements and/or incentives is viewed as a privilege, not as a property right. This policy establishes minimum requirements and a uniform set of standards and procedures to be used when considering a request for a tax abatement/exemption or incentives.

The focused purpose of tax abatements and local incentives is to provide for private investment that would not otherwise occur, provided such investment is aligned with the city's stated intentions. See the City Master Plan and Downtown Development Plan. Abatements and incentives, if awarded, are expected to be awarded to varying degrees that are in proportion with the degree of public benefit that results. The impetus for a formal program is based upon the Michigan Redevelopment Ready Communities best practices.

### Abatements include:

1. Michigan Public Act 255 of 1978: Commercial Redevelopment Act
2. Michigan Public Act 210 of 2005: Commercial Rehabilitation Act
3. Michigan Public Act 198 of 1974: Plant Rehabilitation and Industrial Development Act

### Incentives Include:

1. Water and Sewer Connection Fee Waivers
2. Tax Increment Financing Assistance (Per DDA policy & City Council Budget Oversight)

## I. MINIMUM REQUIREMENTS FOR TAX ABATEMENTS & INCENTIVES

- A. Abatements & incentives shall be subject to duration and amount limits.
- B. Such duration and amount limits shall be for the minimum amount necessary to meet the goals of the project.
- C. Benefits to the city of the proposed abatement or incentive shall be:
  1. at least equal to or greater than the cost of the abatement; and
  2. accomplish at least one of the following purposes:
    - a. provide significant economic and/or employment opportunities;
    - b. provide or help acquire or construct public facilities;

- c. significantly redevelop or renew blighted areas;
  - d. help provide access to services for residents; or
  - e. preserve or restore a feature of historical significance.
- D. The taxable value of any proposed abatement, considered together with the aggregate taxable value of property exempt under certificates previously granted and in force shall not exceed five-percent of taxable value of the City of Swartz Creek.

Example: 2020 City of Swartz Creek potential taxable value - \$150,000,000  
 Five-percent of City of Swartz Creek - \$7,500,000

- E. The city will not issue or be a signatory on bonds in connection with abatements.
- F. Commencement of any new construction or improvements shall be within the limits set forth within the applicable act related to the abatement being applied for.
- G. The city council will not take action on any abatement or incentive unless the applicant or legal representative is present at the public hearing to make a presentation and/or answer questions.
- H. The City reserves the right to waive, modify, or amend any of these policies when it is in the best interest of the city residents.
- I. Abatements shall be granted for RRC sites only.
- J. Incentives shall be granted for DDA sites only.

**II. EVALUATION CRITERIA**

- A. *Private Development Objectives.* The City of Swartz Creek will consider using tax abatement and local incentives to help private development projects that strive to achieve three or more of the following objectives:
  - 1. Include investment in formally recognized RRC sites (required for abatements)
  - 2. Provide for hospitality, cultural, entertainment, and recreational uses
  - 3. Include historic preservation or restoration
  - 4. Provide or retrain build-to lines for development (little or no setbacks)
  - 5. Provide outdoor uses such as dining, seating, recreation, etc.
  - 6. Include strong pedestrian features and design
  - 7. Include residential uses
  - 8. Provide multiple stories
  - 9. Provide total investment of over \$10,000,000 or 50 FTE
  - 10. Satisfy specific plan goal
- B. *Additional Objectives.* Some investments and their consequences are difficult to foresee, requiring flexibility in the decision making process. The City of Swartz Creek will therefore consider the following factors when evaluating tax abatement and incentive requests to help private development projects:
  - 1. Additional consideration will be given to existing businesses seeking to expand and grow within the city.

2. Whether or not the proposed project provides services not already provided in the city or services which are needed.
3. Whether or not the proposed business would be in direct competition with existing businesses in the city. Abatements should not be given to businesses which would receive a competitive advantage over similarly situated businesses in the city.
4. Whether or not the project will significantly impact environmental/natural resources.
5. Public and other stakeholder input.
9. The extent to which the project satisfies or requires improvements in city infrastructure, traffic control, or services such as law enforcement.
10. Consistency of the proposed project with city land use regulations, zoning and planning policies.
11. How the proposed project furthers the goals and objectives of the city and/or community.
12. The level of private financial investment into the project.

### **III. APPLICATION**

- A. The applicant shall submit an application (available from the city) for all projects for which a tax abatement is sought from the City of Swartz Creek.
- B. Applications shall include:
  1. A letter formally requesting tax abatement or incentive from City of Swartz Creek;
  2. Completed application for tax abatement with all support materials attached (if applicable);
  3. The applicant will pay for any contracted legal, financial, consultant or other third party costs not to exceed statutory limits of the applicable act.
  4. Official forms developed by the state of Michigan, if applicable, shall also be submitted in a timely manner per procedures set forth within the applicable abatement/exemption act under which the application is made.
- C. The applicant shall submit completed applications to the city clerk.

### **IV. APPROVAL PROCESS**

- A. The city clerk shall notify, by certified mail, each taxing jurisdiction of a request to establish an abatement district or an application for the abatement. Said taxing jurisdiction shall have 15 days from the date of receipt of said notification to respond in writing of their thoughts and considerations. These taxing jurisdictions shall have no voting or veto authority.
- B. The city clerk shall notify applicant by certified mail if the application is found consistent with this policy. Procedures set forth within the abatement/exemption act shall be followed.
- C. The length of the exemption shall be determined by the attached abatement schedule.
- D. The approval for the abatement district and approval of an application for abatement shall not be addressed at the same meeting.

### **V. DEVELOPMENT AGREEMENT AND ANNUAL REPORTING REQUIREMENTS**

- A. *Development Agreement.* All projects granted tax abatement will be required to enter a development agreement. The development agreement will be recorded against the property, will clearly define the responsibilities of the property owner(s) receiving the abatement, and will require annual reporting.

- B. *Annual Reporting Requirements.* All projects granted tax abatement shall submit an annual status report on the form developed and provided by the City of Swartz Creek. The requirement makes all abatements granted consistent with State Tax Commission Administrative Rules, as they pertain to relevant Public Acts, as amended. The report content will meet reporting expectations set in the Development Agreement.

## **VI. RESCISSION OF ABATEMENT/EXEMPTION**

- A. Imposition of any rescission is at the sole discretion of the City of Swartz Creek and shall be considered on a case-by-case basis in compliance within the applicable act under review.
- B. Rescission shall not violate the statutory requirements of the applicable act in any way. Consideration may include but are not limited to the:
  - 1. sale or closure of the facility and departure of the company from the jurisdiction unless abatement/exemption is transferable.
  - 2. significant change in the use of the facility and /or the business activities of the company not consistent with the requirement of the applicable act for which approved.
  - 3. significant employment reductions not reflective of the company's (normal) business cycle and/or local and national economic condition.
  - 4. failure to achieve the minimum number of net new jobs and wage level as specified in the abatement/exemption application.
  - 5. failure to complete the project in a timely manner as specified in the approval resolution.
  - 6. failure to comply with annual reporting requirements.
  - 7. failure to pay annual property taxes on real and personal property not exempt under the approved abatement/exemption.
  - 8. failure to cooperate with the City of Swartz Creek ordinances and policies.

## Abatement Schedule

**This schedule applies to Industrial or Commercial Property as defined in 211.34c of the General Property Tax Act**

<b>1. Capital investment</b> \$Up to \$100,000 \$100,001 to \$250,000 \$250,001 to \$500,000 \$500,001 to \$1,000,000 \$1,000,001 to \$2,500,000 \$2,500,001 to \$5,000,000 \$5,000,001 and up	<b>Years of tax abatement</b> 1 2 3 4 5 6 7	<b>Rehabilitated/restored</b> additional two years in any capital investment
<b>2. Job creation <u>as Full Time Equivalent</u></b> 1-10 11-25 26-50 51 and up	<b>Years of tax abatement</b> 2 3 4 5	
<b>3. Job wages</b> Average wage > 1.5x minimum wage Average wage > 2x minimum wage Average wage > 3x minimum wage	<b>Years of tax abatement</b> 2 4 6	
<b>4. Number of years located in the City</b> 2-10 11-15 16 and up	<b>Years of tax abatement</b> 1 2 3	
<b>5. Private Development Objectives (II.A)</b> 4-5 6-7 8+	<b>Years of tax abatement</b> 2 3 4	

**Note: Total number of tax abatement years shall not exceed statutory limits. This schedule applies to years of TIF assistance.**

## Incentive Schedule

**Incentives provided as a percentage of fee waivers (water and sewer REU's) or TIF funds returned to project (if available)**

<b>1. Capital investment</b> \$Up to \$100,000 \$100,001 to \$250,000 \$250,001 to \$500,000 \$500,001 to \$1,000,000 \$1,000,001 to \$2,500,000 \$2,500,001 to \$5,000,000 \$5,000,001 and up	<b>Percent of Fee</b> 5% 10% 15% 20% 25% 30% 40%	<b>Rehabilitated/restored</b>  additional 10%  <b>South of I-69</b>  additional 20%
<b>2. Job creation <u>as Full Time Equivalent</u></b> 1-10 11-25 26-50 51 and up	<b>Percent of Fee</b> 10% 15% 20% 25%	
<b>3. Job wages</b> Average wage > 1.5x minimum wage Average wage > 2x minimum wage Average wage > 3x minimum wage	<b>Percent of Fee</b> 10% 20% 30%	
<b>4. Number of years located in the City</b> 2-10 11-15 16 and up	<b>Percent of Fee</b> 10% 15% 20%	
<b>5. Private Development Objectives (II.A)</b> 4-5 6-7 8+	<b>Percent of Fee</b> 30% 40% 50%	

**Note: Total incentive cannot exceed 100%. This schedule applies to annual TIF assistance as a ratio to the project-specific capture.**

## **Current abatements available**

### **PA 198 – 1974 – Industrial Facilities Tax**

Eligible industries: manufacturing, research and development, high-tech, and communications centers.  
Maximum eligible award – 50% abatement for up to 12 years on new real and personal property investments.

### **PA 255 – 1978 Reinstated 2009 – Commercial Redevelopment Tax**

Eligible industries: obsolete and declining property, zoned for commercial/industrial prior to June 21, 1975  
Maximum eligible award – 50% abatement for up to 12 years on replacement or new real property. Zero taxes levied on value of restored real property investment for up to 12 years.

### **PA 210 – 2005 – Commercial Rehabilitation Tax**

Eligible industries: multifamily housing or group of contiguous commercial property 15 years old or older covering at least three acres or located in a downtown district.  
Maximum eligible award – Zero taxes levied on value of restored real property investment for up to 10 years.

## Swartz Creek Tax Abatement and Incentive Policy Procedures

1. Contact made from perspective applicant of tax abatement or incentive.
  - a. City of Swartz Creek Abatement & Incentive Policy and Application given to applicant. **(All applications are to go through City Clerk per policy and/or public act.)**
  - b. Give notice to city manager & city assessor.
  - c. Review of application and set meeting with applicant if determined they qualify.
2. Meeting with applicant after application is received.
  - a. Applicant presents possible project. Require applicant to have a cost of project analysis prepared by contractor or architect.
  - b. If applicant is unsure of abatement/exemptions available, review of each is presented.
  - c. If a qualified district for abatement is not in place, applicant is required to request, in writing, a district be established. (In some cases, notification must be given to assessor of request for a district because determining obsolescence is charged to assessor.)
  - d. If qualified district exists, skip to 4.
3. Establishing a district after receipt of request (STC abatements only).
  - a. Prepare memo to council explaining the project and if the applicant qualifies for an abatement/exemption per the city's policy. (Council has already proven to ignore interpretation and recommendation from staff).
  - b. Prepare resolution to set public hearing for establishing a qualified district.
  - c. Prepare maps and any other data that will assist council in making a decision.
  - d. All documents given to clerk by deadline set for being placed on council agenda.
4. After receipt of Incentive Application or State Exemption Application. (See tax link on Michigan.gov).
  - a. Prepare report to council, again explaining project.
  - b. Prepare resolution to set public hearing for abatement/exemption (hearing not required for local incentives).
  - c. Prepare Abatement Schedule for council that determines years for the abatement/exemption, not to exceed statutory limits. The applicant is to present cost estimate prepared by contractor or architect.
  - d. Prepare other supporting documents for council, such as maps, drawings, copy of city's abatement application.
  - e. All documents given to clerk (city manager) by deadline set for being placed on council agenda.
5. Assist clerk in preparing final approved and required documents to send to State Tax Commission for their approval. Many of the statutes give the STC 60 days to make their final approval and may also require documents be sent to them by October to place the abatement/exemption in place for the following year.

**TAX ABATEMENT & INCENTIVE CRITERIA CHECKLIST**

**I. INITIAL CONSIDERATION**

- A. Are the benefits to the city of the proposed abatement at least equal to or greater than the cost of the abatement? Y      N
- B. In the public interest, will the abatement accomplish any of the following purposes?
- a. provide significant economic and/or employment opportunities; Y      N
  - b. provide or help acquire or construct public facilities; Y      N
  - c. significantly redevelop or renew blighted areas; Y      N
  - d. help redevelop or renew blighted areas; Y      N
  - e. help provide access to services for residents; or Y      N
  - f. preserve or restore a feature of historical significance. Y      N
- C. Does the abatement apply to a RRC site? Y      N      NA
- D. Does the incentive apply to a DDA site? Y      N      NA

**II. EVALUATION CRITERIA**

- A. *Private Development Objectives.* Will using tax abatement help the development project strive to achieve three or more of the following objectives?
- 1. Include investment in formally recognized RRC sites Y      N
  - 2. Provide for hospitality, cultural, entertainment, and recreational uses Y      N
  - 3. Include historic preservation or restoration Y      N
  - 4. Provide or retrain build-to lines for development (little or no setbacks) Y      N
  - 5. Provide outdoor uses such as dining, seating, recreation, etc. Y      N
  - 6. Include strong pedestrian features and design Y      N
  - 7. Include residential uses Y      N
  - 8. Provide multiple stories Y      N
  - 9. Provide total investment of over \$10,000,000 or 50 Full Time Equivalent jobs Y      N
  - 10. Satisfy specific plan goal Y      N





## APPLICATION FOR TAX ABATEMENT

Applicant (Official Company Name) \_\_\_\_\_

Business Name (If Different) \_\_\_\_\_

Address of Proposed Project \_\_\_\_\_

\_\_\_\_\_

Mailing Address (If Different) \_\_\_\_\_

\_\_\_\_\_

Do you own the property? \_\_\_\_\_ If no, what is your relationship? \_\_\_\_\_

\_\_\_\_\_

Type of Abatement/Incentive Requested (if known) \_\_\_\_\_

Description of proposed project: type of business, product to be manufactured (if applicable), size of proposed structure and proposed activity and/or product. Provide narrative and described materials to support evaluation criteria findings. Attach materials and plans as necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Give the estimated cost of the following components applicable for the proposed project:

Land improvements (excluding land): \_\_\_\_\_

Building improvements: Size \_\_\_\_\_ sf \$ \_\_\_\_\_

Machinery & Equipment: \_\_\_\_\_

Furniture & Fixtures: \_\_\_\_\_

Time schedule for start and completion of construction and equipment installation (if applicable):

Building:

Equipment installation (if applicable):

Start Date \_\_\_\_\_

Start Date \_\_\_\_\_

Completion Date \_\_\_\_\_

Completion Date \_\_\_\_\_

Will project be owned or leased by applicant? \_\_\_\_\_

Will machinery be owned or leased by applicant? \_\_\_\_\_

How many employees do you currently employ? Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

How many new employees do you estimate after project complete? Full Time \_\_\_\_\_

Part Time \_\_\_\_\_

When project is complete, how many will be:

Management/Professional \_\_\_\_\_ Wage level \$ \_\_\_\_\_

Skilled \_\_\_\_\_ Wage level \$ \_\_\_\_\_

Semi-Skilled \_\_\_\_\_ Wage level \$ \_\_\_\_\_

Un-Skilled \_\_\_\_\_ Wage level \$ \_\_\_\_\_

Name of Company Officer (contact person) \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_



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

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

# TAX INCREMENT FINANCING (TIF) ASSISTANCE Application Packet

Dear Prospective Developer,

Welcome to The City of Swartz Creek! Swartz Creek is a community opportunity and embraces prime development that supports the mission and vision of the DDA and the community as a whole. The City Council is working with the members of the Swartz Creek Downtown Development Authority to bring quality redevelopment to the DDA District. As such, we've developed robust programs to incentivize appropriate development projects, including the availability of Tax Increment Financing (TIF).

Please review the contents of this document, which includes the qualifications, process, and application to request TIF funding through our DDA.

For further information about the City's goals and other incentives, please utilize the links provided below.

Thank you for your potential investment in our community!

Sincerely,

*Adam Zettel, AICP*

City Manager

Swartz Creek City

8083 Civic Drive

Swartz Creek, MI 48473

810.635.4464 general office

810.287.2147 mobile

[azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org)

<https://www.facebook.com/CityofSwartzCreek>

## **Downtown Development Authority**

Dear Applicant:

This packet contains information and materials necessary for submitting an application for Tax Increment Financing (TIF) assistance from the City of Swartz Creek Downtown Development Authority.

This packet includes the following:

- ➔ TIF Assistance Application Approval Process Overview
- ➔ TIF Application
- ➔ Personal Profile Form
- ➔ Sources & Uses of Funds, Detailed Pro Forma and Revenue Projection Worksheets

Please complete every section of this application as incomplete applications will not be accepted. If any of the aforementioned items are missing from your packet, please feel free to contact Adam Zettel, City Manager.

## Funding Priorities

The Swartz Creek DDA adopted a Tax Increment Finance and accompanying Development Plan (Plan) which captures new incremental tax revenues beginning in 2020 and concluding in 2039. Over the past few years, the economy has shifted significantly, and the city has identified Downtown Swartz Creek as:

- a critical redevelopment area;
- an area with specific plans for growth and investment;

Further, the Swartz Creek DDA has identified specific projects within the DDA District (District) that need funding. These projects will help position Downtown Swartz Creek toward becoming a great downtown destination and place to live, shop and work. These priorities are within the Development Plan and accompanying attachment for this application and will be the basis from which proposed projects are funded, should those projects meet specific criteria.

Projects meeting or exceeding the scoring criteria driven by the priorities above could potentially qualify for project specific Tax Increment Financing to assist with the successful implementation of the project(s).

# **City of Swartz Creek DDA Tax Increment Financing (TIF) Application Approval Process Overview**

A committee established by the DDA reviews all applications for Tax Increment Financing (TIF) assistance. The process outlined below usually takes at least 30-90 days, although more complex projects typically require more time to review and approve.

1. Convene an introductory meeting prior to formal submission of TIF Application

Prior to preparation of a formal TIF application, prospective applicants should request a meeting with the committee to discuss the concept of the potential project and its scope as well as to obtain general information.

2. Submission & Review of TIF Application \*

The DDA requires submission of a formal application for TIF assistance in order to consider an applicant's request for TIF assistance. TIF assistance may only be used to pay for eligible costs in accordance with the applicable Michigan Statutes. An application must include the items referenced in the TIF application checklist, (see the enclosed application) and applicants are required to demonstrate a financial need for TIF assistance as well as the public benefit of the payment.

The submission will be reviewed by the committee for conformance with the guidelines of the Tax Increment Finance Assistance Program. An application will be considered complete after it has been signed, finances have been reviewed, an assessor's report has been issued, and the committee has reviewed and authorized the application for scoring by the entire DDA Board of Directors.

*\*Application information will be considered confidential except as disclosure may be required under the Michigan Freedom of Information Act (FOIA), which applies to the DDA and City. The DDA shall advise an applicant of any FOIA request it receives for application documentation before disclosing the same under the FOIA.*

3. Present Proposed Developer Scope/Project to DDA

4. DDA Scores Project and Votes to Recommend Full Approval, Partial Approval or Denial of the Project Application.

5. City Council Reviews Recommendation from the DDA and Votes to Approve, Partially Approve or Deny the Application

6. Execute Development Agreement

7. Implement Project / Payout Funds

# City of Swartz Creek DDA TIF Application Checklist

*Please Include This Checklist When Applying for TIF Assistance.*

## **General Project Information**

- Summary Letter
- Copies for DDA
- Project Narrative
- Site Map(s)

## **Detailed Project Information**

- List of Parcel Identification Numbers (PINs)
- Affordable Housing
- Table of Residential Unit Mix
- Renderings of Project
- Project Timeline
- Public Benefits
- Residential Displacement
- Evidence of Site Control

## **Project Financial Information**

- Sources and Uses of Funds
- Employer Personnel Needs
- Request for TIF Assistance
- Budget of TIF Eligible Expenses
- Pro Forma Income & Expense Schedule
- Analysis of Financial Need
- Financial Commitment
- Most Recent Property Tax Bills
- Appeal of Property Taxes
- Other

## **Professional Studies**

- Market Studies/Demonstration of Need
- Environment Studies & Reports
- Other Studies & Reports
- Traffic Impact
- Appraisal

## **Developer Information**

- Ownership Structure
- Financial Statement
- Resumes & Experience of Principals
- Principal Profile Information
- Developer License Number

## **Compliance Information**

- Development Budget
- Affidavit & Escrow Agreement
  - Affidavit/Escrow agreement filled out in its entirety  
(Affidavit must be signed and notarized by both buyer & seller)
  - Copy of most recent Violation Notice if applicable
  - Itemized contractor's proposal from licensed contractor
  - Proof of contractor's licensing

**City of Swartz Creek  
Downtown Development Authority  
Tax Increment Financing (TIF) Assistance  
Application Requirements**

The committee reviews all applications for TIF assistance. In order for the committee to effectively evaluate a request for TIF assistance, the Applicant must:

- Provide all applicable items in a single submission
- Organize the submission and present the required information in the manner indicated below
- Provide five (5) copies of the submission

Failure to provide all the required information in a complete and accurate manner, could delay the processing of your application. The committee reserves the right to reject or halt the processing of applications that lack all required items.

**The Following is a General Overview of the Items Referenced in The TIF Application Checklist:**

**General Project Information**

**Summary Letter**

Provide a summary of the project in the form of a letter addressed to the Downtown Development Director. The letter should not exceed two (2) pages in length and should include only the following essential information about the project:

- Description of site(s) or building(s), including address and location within the TIF District
- Current and proposed uses
- Description of end users
- Project start and end users
- Name of developer and owner
- Total development costs
- Overview of private-sector financing
- Amount of TIF assistance requested
- Statement regarding why TIF is essential
- Summary of increment projections
- Profitability
- Description of public benefits, including job creation

**Project Narrative**

Provide an in-depth overview of the project in narrative format. The narrative must include a description of the following aspects of the project:

- Current condition of the site and historical overview that includes the size and condition of any existing structures, environmental conditions, and past uses of the site.
- Proposed use(s) or project (e.g., commercial, retail, office, residential for sale or for rental, senior housing, etc.)
- Construction information about the project including size of any existing structure to be demolished or rehabbed; sized of any new construction; types of construction materials (structural and finish); delineation of square foot allocation by use; total number and individual square footage of residential units; type of residential units (e.g. for-sale, rental, condominium, single-family, etc.); number and type of parking spaces provided; and construction phasing.
- Confirm that this project is consistent with goals and objectives identified in the City’s Master Plan.

**Site Map(s)**

Provide a map that shows the location of the site. Also provide a map that focuses on the project and its immediate surroundings. Both maps should be no larger than 11x17.

## **Detailed Project Information**

### **List of PINs**

Identify the specific Parcel Identification Numbers (PINs) included in the proposal. Also include the “base” SEV for each of these PINs. This information can be obtained in the TIF District Redevelopment Plan and from the City’s Assessor or Genesee County Assessor’s Office.

### **Table of Residential Unit Mix**

Provide a detailed overview of the residential units in the project. Details must include: the number and type of unit (i.e., number of bedrooms and bathrooms), unit size measured in square feet, construction cost per square foot, base sales price, “write-down” for affordable units, and the projected amount of total sales revenue.

### **Renderings of Project**

Provide preliminary architectural elevations, plans and renderings for the project. These drawings should be no larger than 11x17 inches.

### **Project Timeline**

A comprehensive project timeline is required. Include anticipated dates for site acquisition, project start and completion, as well as other project milestones. Multi-phase projects must include details for each phase. The timeline should also identify any critical or time-sensitive dates as well as any time constraints facing the applicant.

### **Public Benefits**

Fully describe the public benefits that can be realized by the completion of this project. Projects with a high degree of public benefits are typically more likely to receive TIF assistance. Examples of public benefits include, but are not limited to the following:

- Positive Property Value Impacts
- Re-occupancy of a vacant building
- Elimination of blight
- Creation of new retail choices
- Rehabilitation of a historic building
- Increased sales tax revenue
- Job-training opportunities

This statement should include qualitative examples of public benefits as well as quantifiable and measurable outcomes of the short-term and long-term benefits to the neighborhood and to the City of Swartz Creek. Support documentation for the estimates of public benefits can be included in the Professional Studies Section.

### **Demonstration of Need (GAP Analysis)**

Provide a detailed statement that accurately and completely explains why TIF assistance is needed. This statement should provide the reasons why the project would have unacceptable financial returns without TIF.

## **Project Financial Information**

### **Sources & Uses of Funds**

Identify the sources of funds used to finance the project. Typical sources include equity, lender financing, mezzanine financing, other anticipated types of public assistance, and any other types or methods of financing. Describe the sources of equity and include a term sheet for lender financing, if available.

Beware that TIF assistance is generally available as a reimbursement after the project is complete. Thus, the project budget must identify the up-front sources intended to finance the development costs of the project. If determined, specify the specific line items of the project budget that each source will finance.

Summarize the uses of funds. General categories to be identified include but are not limited to, acquisition and related site costs, hard construction costs, and a breakdown of soft costs.

All projects must include for the construction phase a monthly or quarterly cash flow (i.e., sources or “cash in” by source and uses or “cash out” by use).

Note: a performance guarantee may be required by the City to ensure property improvements are completed.

For-sale housing developments must show income from the rental or sale of commercial space, the sale or rental of parking spaces, and unit upgrades must be included. Clearly identify all assumptions (such as absorption, sales prices, taxes, etc.). Identify the profit expected at the completion of the project.

Applicants are advised that to the extent possible, sales contracts for land acquisitions should not be executed until DDA and the Applicant have agreed on an amount of TIF assistance to be provided. This is because the purchase price of a development site to be acquired or recently acquired will be reviewed to determine acquisition costs that will be considered in the estimation of TIF assistance. The committee will review any market value appraisal submitted in support of an acquisition, and the department may obtain its own appraisal or review appraisal.

### **Development Budget**

Provide an accurate and detailed development budget for the project that includes a detailed breakdown of significant line-item costs consistent with the sample included in the application packet. The budget should be arranged to identify acquisition and site related costs, hard costs, and soft costs. Also, identify all line items that are performed by the developer, owner, or related entities.

### **Request for TIF Assistance**

Specifically state the amount of TIF assistance that is necessary to make this project possible. Also specify the terms of payment (e.g., pay-as-you-go or developer note) and how the developer will fund project costs that will be reimbursed with TIF increment after those project costs have been incurred. For example, will the developer provide additional equity or borrow additional funds to “front-fund” the TIF assistance?

### **Budget of TIF Eligible Expenses**

Identify which of the development budget costs are eligible for reimbursement as allowed by the City of Swartz Creek DDA Development Plan.

### **Pro Forma Income & Expense Schedule**

Applicants whose projects involve the rental of commercial, retail, industrial, or dwelling space must submit pro formas that identify income and expenses projections on an annual basis for an eleven-year period. A hypothetical property reversion is to be assumed. Clearly identify all assumptions (such as absorption, vacancies, debt service, operational costs etc.) that serve as the basis for the pro forma. Two sets of pro formas are to be submitted. The first set should show the project without TIF assistance and the second set with TIF assistance.

For owner occupied industrial and commercial projects, detailed financial information must be presented that supports need for financial assistance (see following page).

## **Analysis of Financial Need**

Each application must include financial analyses that demonstrate the need for TIF assistance. Two analyses must be submitted: one without TIF assistance and one with TIF assistance. The applicant must indicate the minimum return or profit the applicant needs to proceed with the project and rationale for this minimum return or profit. The analyses will necessarily differ according to the type or project that is being developed.

**For Sale Residential** – Show profit as a percent cost (minus developer fee and overhead and minus sales commissions and closing costs, which should be subtracted from gross sales revenue). Other measures of profitability may be submitted, such as profit as a percent of sales revenue.

**Mixed Use Commercial / For-Sale Residential** – Provide either separate analyses for each component of the project or include in the revenue sources for the for-sale portion, the sale value of the commercial component based on the net operating income of the commercial space at stabilization. Indicate how the sale value was derived.

**Competitive Projects** – In instances where the city is competing with other jurisdictions for the project (e.g., corporate headquarters, new manufacturing plant), present detailed analyses that demonstrate the capital and operating cost differential between the proposed location(s) in the city and locations outside the city that are being seriously considered by the applicant.

## **TIF Performance Measures**

Identify the performance outcomes of the requested TIF assistance. Actual performance will vary from project to project. Typical performance measures of TIF assistance include:

- ➔ TIF assistance as a percentage of total project costs
- ➔ TIF assistance as a percentage of increment generated by the development project
- ➔ Ratio of public (TIF) to private investment
- ➔ TIF assistance per Full Time Equivalent job created
- ➔ TIF assistance per Full Time Equivalent job retained

## **Financial Commitments**

Submit commitment letters and/or term sheets from all lenders for proposed debt (such as construction, mezzanine, permanent, and government financing) and all other financial sources of the project (such as grants, and tax credits). Commitment letters must clearly specify the nature and terms of the obligations.

## **Most Recent Property Tax Bills**

Submit a copy of the most recent second installment property tax bill for each PIN in the project.

## **Appeal of Property Taxes**

Provide a statement, signed by the developer/owner, that the property has not received a City of Swartz Creek real estate tax reduction. and that such a reduction has not and will not be applied for if TIF assistance is awarded to the project.

## **Other Available Subsidies**

Identify all other forms of public assistance that will be applied for to support this project.

## **Professional Studies**

### **Market Studies**

Applications for commercial and residential projects must include a comprehensive market study. Market studies are not required for industrial projects. The market study must identify target markets, analysis of competition, demographics, market rents, letters of intent/interest from prospective tenants, or for housing developments sale prices or rental rates of comparable properties.

### **Appraisal**

All projects that involve the transfer of land must include a recent appraisal. Projects that include land as a form of equity or collateral must also submit a recent appraisal. The appraisal must value the property “as is”, and the impact on value must be considered for such items as demolition, environmental remediation, relocation of utilities, lease buy-outs and other work necessary to make the site developable. The property must be valued assuming that the highest and best use is the proposed use.

### **Environmental Studies and Reports**

Submit a copy of the Phase I environmental report/study performed on the property. If there is probable or potential contamination on the project site, then a Phase II report/study or evidence that the site has been or is being enrolled in a EGLE No Further Remediation Program must also be included.

### **Other Studies and Reports**

Include as appropriate other reports in support of information that is presented in the application.

## **Developer Information**

### **Ownership Structure**

Submit an organizational chart and narrative description of the ownership structure of the development and ownership entities, which includes information on individuals involved in each. The financial relationship of each entity must be clearly and accurately described. Where applicable, also identify the relationship between the developer/owner and the operating entity. Indicate the entities that will serve as construction manager and general contractor for the project.

### **Financial Statements**

Provide year-end historical (prior 3 years) and interim financial statements of the Applicant and owning and/or operating entity if different from the Applicant. Financial Statements should include an accountant audited or compiled Balanced Sheet, Income Statement, and Statement of Cash Flows.

### **Resumes and Experience of Principals**

Submit resumes for each of the principals of the developer, owner, and operator. Also include a brief history that identifies the development entity’s experience and previous involvement in developing similar projects and the ownership or operating entity’s experience or ability in managing similar projects.

### **Principal Profile Information**

Submit the requested information for each of the principals and business entities involved in this project. This information will be used to verify that the applicants and related associates do not have any outstanding debts to the city or recipients of child support payments. All outstanding City debts and child support must be paid in full in order for the committee to proceed with processing any application for TIF assistance.

## PRINCIPAL PROFILE

The following information must be provided for each individual that is an owner, partner, investor, director or officer of the applicant entity or of any entity holding an interest in the applicant. The information will be provided only to the Director of Finance for the purpose of determining whether any of the listed persons have outstanding water bills, traffic or parking tickets, child support payments, or other obligations. All outstanding obligations must be satisfied before the committee will proceed with the application.

<b>Name:</b>	
<b>Home Address:</b>	
<b>Date of Birth:</b>	
<b>Social Security Number</b>	
<b>Driver's License Number</b>	
<b>License Plate Number</b>	

<b>Name:</b>	
<b>Home Address:</b>	
<b>Date of Birth:</b>	
<b>Social Security Number</b>	
<b>Driver's License Number</b>	
<b>License Plate Number</b>	

<b>Name:</b>	
<b>Home Address:</b>	
<b>Date of Birth:</b>	
<b>Social Security Number</b>	
<b>Driver's License Number</b>	
<b>License Plate Number</b>	

<b>Name:</b>	
<b>Home Address:</b>	
<b>Date of Birth:</b>	
<b>Social Security Number</b>	
<b>Driver's License Number</b>	
<b>License Plate Number</b>	

**(NOTE: This Profile Must Be Typed)**

# SOURCES AND USES OF FUNDS, DETAILED PRO-FORMA, AND REVENUE PROJECTIONS

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Developer: \_\_\_\_\_

## SOURCES AND USES OF FUNDS

### I. Sources of Funds

Equity			
Developer Equity	\$ _____		
<b><u>% Of total project costs</u></b>			
_____ % Other Equity (___)	\$ _____	_____ %	
<b>Total Equity</b>	\$ _____		_____ %
<b>Loans</b>		<b>Rate</b>	<b>Term</b>
Construction Financing	\$ _____	_____ %	_____ %
Permanent Financing	\$ _____	_____ %	_____ %
Government Assistance (_____)	\$ _____		_____ %
Other (_____)	\$ _____		_____ %
<b>TOTAL SOURCES OF FUNDS</b>	\$ _____		_____ %

### II. Uses of Funds

#### \$ Per SF of Building Area

Land Acquisition	\$ _____	\$ _____
Demolition	\$ _____	\$ _____
Site Clearance and Preparation	\$ _____	\$ _____
Soft Costs/Fees	\$ _____	\$ _____
Soft Cost Contingency	\$ _____	\$ _____
Hard Construction Costs	\$ _____	\$ _____

### III. Detailed Pro Forma (must correspond to line items for Uses of Funds shown above)

Land Acquisition	\$ _____
Demolition	\$ _____
Site Clearance and Preparation	\$ _____
Infrastructure	\$ _____
Utilities/removal	\$ _____
Utilities/relocation	\$ _____
Utilities/installation	\$ _____
Hazardous Materials Removal	\$ _____
Other (_____)	\$ _____

<b>Total Site Clearance and Preparation</b>	\$ _____
<b>Soft Costs/Fees</b>	
Project Management (_____%)	\$ _____
General Contractor (_____%)	\$ _____
Architect/Engineer (_____%)	\$ _____
Developer Fee (_____%)	\$ _____
Appraisal	\$ _____
Soil Testing	\$ _____
Environmental Testing	\$ _____
Market Study	\$ _____
Legal/Accounting	\$ _____
Insurance	\$ _____
Title/Recording/Transfer	\$ _____
Building Permit	\$ _____
Mortgage Fees	\$ _____
Construction Interest	\$ _____
Commissions	\$ _____
Marketing	\$ _____
Real Estate Taxes	\$ _____
Other Taxes	\$ _____
Other (_____)	\$ _____
Other (_____)	\$ _____
<b>Sub-Total Soft Costs/Fees</b>	\$ _____
Soft Cost Contingency	\$ _____

# REVENUE PROJECTIONS – RENTAL PROJECT

	SF	AVG	YEAR 1	YEAR 2	>>>YEAR 5
<b>INCOME</b>					
Commercial Rent	_____	\$ _____	\$ _____	\$ _____	
Commercial Expense Recoveries	_____	\$ _____	\$ _____	\$ _____	
Residential Rent – market rate units	_____	\$ _____	\$ _____	\$ _____	
Residential Rent – affordable units	_____	\$ _____	\$ _____	\$ _____	
Parking Revenue (per space)	_____	\$ _____	\$ _____	\$ _____	
Other Revenue (_____)		\$ _____	\$ _____	\$ _____	
<b>Gross Potential Income</b>			\$ _____	\$ _____	
Commercial Vacancy	_____ %		\$ _____	\$ _____	
Residential Vacancy	_____ %		\$ _____	\$ _____	
<b>EFFECTIVE GROSS INCOME (EGI)</b>			\$ _____	\$ _____	
<b>EXPENSES</b>					
Maintenance & Repairs			\$ _____	\$ _____	
Real Estate Taxes			\$ _____	\$ _____	
Insurance			\$ _____	\$ _____	
Management Fee			\$ _____	\$ _____	
Professional Fees			\$ _____	\$ _____	
Other Expenses (_____)			\$ _____	\$ _____	
Other Expenses (_____)			\$ _____	\$ _____	
<b>TOTAL EXPENSES</b>			\$ _____	\$ _____	
<b>NET OPERATING INCOME (NOI)</b>			\$ _____	\$ _____	
Capital Expenses (reserves, tenant improvements, commissions)			\$ _____	\$ _____	
Debt Service			\$ _____	\$ _____	
<b>NET CASH FLOW (before depreciation)</b>			\$ _____	\$ _____	
<b>REVERSION IN YEAR 10:</b>					
Year 11 NOI before Debt & Capital Expenses		\$ _____			
Capitalization Rate:		_____ %			
Gross Reversion:		\$ _____			

# REVENUE PROJECTIONS – FOR-SALE PROJECT

## GROSS SALES VALUE

### HOUSING UNITS:

<u>Unit Type</u>	<u>Number</u>	<u>Price</u>		
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____

Total Housing Sales

**\*Indicate Affordable Units**

\$ \_\_\_\_\_

Housing Unit Upgrades

\$ \_\_\_\_\_

### PARKING SPACES:

<u>Type</u>	<u>Number</u>	<u>Price</u>		
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____

**Total Parking Sales:**

\$ \_\_\_\_\_

### COMMERCIAL SPACE:

<u>Unit Type</u>	<u>Size-SF</u>	<u>Price Per SF</u>		
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____

Total Commercial Sales:

\$ \_\_\_\_\_

## TOTAL GROSS SALES REVENUE

\$ \_\_\_\_\_

### COSTS of SALES

Commission	_____ %	\$ _____		
Marketing	_____ %	\$ _____		
Closing	_____ %	\$ _____		
Other Costs (_____)		\$ _____		

**TOTAL COSTS of SALES**

\_\_\_\_\_ %

\$ \_\_\_\_\_

## NET SALES REVENUE

\$ \_\_\_\_\_

## **HARD COST CATEGORIES**

*It is not necessary to provide a detailed cost breakdown, but the hard construction costs indicated in the pro forma must include the items listed below, if applicable.*

### ***Site-work***

Shoring & Underpinning  
Erosion Control & Earth Retainage  
Curbing  
Paving  
Drainage Control  
Fencing  
Accessories

### ***Concrete***

Concrete  
Formwork  
Reinforcement  
Grout

### ***Masonry***

Masonry, Stone, Granite, Slate, Glass Block  
Mortar/Grout  
Reinforcing Accessories

### ***Metals***

Structural Framing  
Metal Decking  
Ladders & Rungs  
Grates & Trench Covers  
Stairs & Railings  
Expansion Control

### ***Wood***

All lumber  
Connections & Fasteners  
Architectural Woodwork  
Cabinetry  
Hardware

### ***Thermal & Moisture Protection***

Water/Damp Proofing  
Water Retardants & Repellents  
Roofing  
Siding  
Flashing  
Sealants

### ***Finishes***

Suspended Ceilings  
Lath & Plaster/Gypsum Board  
Flooring  
Acoustical Treatment  
Wall Finishes & Covers

### ***Specialties***

Toilet Partitions  
Fireplaces & Stoves  
Flagpoles  
Signage  
Lockers  
Awnings  
Movable Partitions  
Toilet Accessories  
Shelving

### ***Appliances & Equipment***

Window Washers  
Kitchen Appliances  
Audio/Visual  
Laundry  
Waste

### ***Furnishings***

Window Treatments  
Furniture  
Special Construction

### ***Conveying Systems***

Elevators  
Lift  
Pneumatic Tubes

### ***Mechanical***

Sprinkler System  
Plumbing Fixtures  
HVAC

### ***Electrical***

Conduit & Cabling  
Lighting

# **This Completes Your Application!**

**Please Return To:**

*Adam Zettel, AICP*

City Manager

Swartz Creek City

8083 Civic Drive

Swartz Creek, MI 48473

810.635.4464 general office

810.287.2147 mobile

[azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org)

<https://www.facebook.com/CityofSwartzCreek>



## REBECCA'S REASON

SPREAD HOPE

[www.RebeccasReason.org](http://www.RebeccasReason.org)

192 W Vienna St

Clio, MI 48420

April 15, 2026

Adam Zettel  
DDA  
Swartz Creek, MI

Dear Mr. Zettel:

As you know, Rebecca's Reason along with The Lemon Drop are planning to host a summer kick off craft show this year.

We're writing to request sponsorship for this event from the DDA, in the amount of \$1,000 to help us offset expenses.

For further clarification, here are the proposed expenses:

- DJ from Day & Night Productions: \$350
- Dunk tank from Ford Rentals: \$250
- Port-a-potty from Kincaid's Septic: \$300
- Insurance \$250

The purpose of this event is to raise money for Rebecca's Reason, a nonprofit, public charity based in Genesee County. We exist to help parents afford medical and funeral expenses for their children. Since our start in 2016, we have helped more than 400 families in this way. We have paid for chemotherapy, durable medical equipment, headstones and more.

This event will bring further awareness to our cause and let the community know we are available to them as well.

Please let me know if I can answer any questions.

Sincerely,

Sarah Curtis  
Founder & Executive Director  
[sarah@rebeccasreason.org](mailto:sarah@rebeccasreason.org)

Phone: (810) 635-4464

Fax: (810) 635-2887



# City of Swartz Creek Municipal Property Reservation Application

Date of Reservation: **6/20/26** Reservation location: **Holland drive & Holland Square**

- Onetime event
- Recurring event

Name of Responsible Party: **Rebecca's Reason- Sarah Curtis**

Address: **192 West Vienna Street.** Phone: **(810)449-3324**

City: **Clio** Zip Code: **48420**

Nature of Activity: **Kick Off Summer Bash** Approx. # Attendees **300**

Arrival Time: **7:00a.m** Departure Time: **6:00 p.m**

Responsible Party Signature: *Sarah Curtis*

E-Mail Address: **Sarah@rebeccasreason.org**

Proof of Insurance Provided

Please check all that will be needed

- Water
- Waste collection
- Electricity
- Other Services - Specify: **Picnic tables, cones, yard games**

I have received a copy of the Plaza Rules:

**IF THERE ARE PROBLEMS DURING THE EVENT CONTACT 911.**

City Official \_\_\_\_\_  
DDA Packet

Date **May 14, 2026**

Please use this page for any additions or details.

**We will be renting a dunk tank to help raise money for Rebecca's Reason. (This is why we are asking use for the water.) I also have found a DJ that is willing to work with us for an affordable rate and just wanted to make sure that the city is aware there will be music playing from 10 AM until 3 PM.**



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

DATE OF REQUEST: 6/20/2026

SPONSOR ORGANIZATION: Rebecca's Reason

AUTHORIZED REPRESENTATIVE: Sarah Curtis

WORK ADDRESS: (810)449-3324 HOME ADDRESS: 192 West Vienna Street. Clio, Michigan

PHONE NO: WORK ( ) \_\_\_\_\_ HOME: ( ) \_\_\_\_\_ CELL: ( ) 48420

EMAIL ADDRESS: Sarah@rebeccasreason.org

TYPE OF EVENT: (check box)

PARADE  \*\* (Draw Route on Attached Map)

CARNIVAL

FOOT/BIKE RACE

CRAFT SHOW

CONCERT

OTHER: \_\_\_\_\_

DATE OF EVENT: 6 / 20 / 26

TIME OF EVENT: FROM: 10  AM  M TO: 3 AM  PM

ESTIMATED NUMBER OF PARTICIPANTS: 300

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

**This is a family friendly community event that will have 30 pop-up vendors, 2 to 3 food trucks, a dunk tank to raise money for the nonprofit foundation, Rebecca's Reason. We will also have a DJ and free games for entertainment.**

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

FOR: Rebecca's Reason  
(Organization)

BY: Sarah Curtis  
(Authorized Representative)

APPROVED BY: \_\_\_\_\_  
(Chief of Police)

\_\_\_\_\_  
(Street Administrator)

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

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