

**AGENDA
CITY OF SWARTZ CREEK
PLANNING COMMISSION
PAUL D. BUECHE MUNICIPAL BUILDING
VIRTUAL (ZOOM) MEETING AVAILABLE FOR GENERAL PUBLIC
TUESDAY, FEBRUARY 3, 2026, 7:00 P.M.
CALL TO ORDER:**

1. PLEDGE OF ALLEGIANCE:

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

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

5. CORRESPONDENCE:

- A. Resolutions
- B. Minutes: November 4, 2025
- C. Meeting Letter
- D. 2026 Meeting Calendar
- E. 2025 Annual Report
- F. Otterburn, Holland Square, and Church Materials.

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

7. BUSINESS:

- A. Selection of Officers
- B. Review of 2025 Annual Report
- C. 2026 Outlook

8. MEETING OPENED TO THE PUBLIC:

9. REMARKS BY PLANNING COMMISSION MEMBERS:

10. ADJOURNMENT:

**RESOLUTIONS
CITY OF SWARTZ CREEK
PLANNING COMMISSION
PAUL D. BUECHE MUNICIPAL BUILDING
TUESDAY, FEBRUARY 3, 2026, 7:00 P.M.**

Resolution No. 260203-01

AGENDA OF FEBRUARY 3, 2026

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission approves the agenda for the February 3, 2026 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 260203-02

MINUTES OF NOVEMBER 4, 2025

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission approves the Minutes for the November 4, 2025 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 260203-03

SELECTION OF CHAIRPERSON

Motion by Planning Commission Member: _____

I Move, the Swartz Creek Planning Commission selects Commissioner _____ to serve as the Planning Commission Chairperson for a twelve month period commencing immediately and ending at the next annual meeting or as stated in the bylaws.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 260203-04

SELECTION OF VICE CHAIRPERSON

Motion by Planning Commission Member: _____

I Move, the Swartz Creek Planning Commission selects Commissioner _____ to serve as the Planning Commission Vice-Chairperson for a twelve month period commencing immediately and ending at the next annual meeting or as stated in the bylaws.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 260203-05

SELECTION OF SECRETARY

Motion by Planning Commission Member: _____

I Move, the Swartz Creek Planning Commission selects Commissioner _____ to serve as the Planning Commission Secretary for a twelve month period commencing immediately and ending at the next annual meeting or as stated in the bylaws.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 260203-06

2025 ANNUAL REPORT

Motion by Planning Commission Member: _____

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

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

WHEREAS, the annual report, as reviewed by the planning commission at their regular meeting on February 3, 2026 also includes training and related information to shape actions in the coming year.

NOW, BE IT RESOLVED that the Swartz Creek Planning Commission hereby recommends the approval of the 2025 annual report and direct staff to submit the report to the city council.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 260203-07

ADJOURN

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission adjourns the February 3, 2026 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
VIRTUAL PLANNING COMMISSION BOARD MEETING
ACCESS INSTRUCTIONS
TUESDAY, FEBRUARY 3, 2026, 7:00 P.M.**

The Planning Commission meeting of February 3, 2026 at 7:00 p.m. will be conducted as a hybrid meeting, with commissioners, staff, consultants, petitioners, and public attending in-person. The meeting will also be held virtually (online and/or by phone) to non-commissioners.

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

Zoom Instructions for Participants

To join the conference by phone:

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

Before a videoconference:

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

To join the videoconference:

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

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

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

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

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



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

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

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

Topic: City of Swartz Creek Planning Commission Meeting

Time: February 3, 2026, 7:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 830 9640 1128

One tap mobile

+13017158592,,83096401128# US (Washington DC)

+13126266799,,83096401128# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 830 9640 1128

If you have any further questions or concern, please contact 810-429-2766 or email rkraft@cityofswartzcreek.org. A copy of this notice will be posted at City Hall, 8083 Civic Drive, Swartz Creek, Michigan.

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

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

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

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

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

MAINTAINING ORDER

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

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

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

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

MOTIONS & RESOLUTIONS

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

PUBLIC ADDRESS OF BOARD OR Commission

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

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

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

VOTING RECORD OF PUBLIC BODIES

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

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF PLANNING COMMISSION MEETING
NOVEMBER 4, 2025**

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

Pledge of Allegiance.

ROLL CALL:

Commissioners present: Campbell, Binder, Branoff, Genovesi, Grimes, Henry, Melen, Wyatt

Commissioners absent: Krueger

Staff present: Adam Zettel, City Manager.

Others present: None

Others Virtually Present: None

APPROVAL OF AGENDA:

Resolution No. 251104-01

(Carried)

Motion by Planning Commission Member Henry
Second by Planning Commission Member Binder

I Move the Swartz Creek Planning Commission approves the agenda for the November 4, 2025, Planning Commission meeting, with the addition of the 2026 Calendar to Business.

Unanimous Voice Vote
Motion Declared Carried

MINUTES OF OCTOBER 7, 2025

Resolution No. 251104-02

(Carried)

Motion by Planning Commission Member Henry
Second by Planning Commission Member Binder

I Move the Swartz Creek Planning Commission approves the amended Minutes for the October 7, 2025, Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

MEETING OPENED TO THE PUBLIC: None.

BUSINESS:

CONSIDERATION OF 2026 PLANNING COMMISSION CALENDAR:

Mr. Zettel indicated that the planning commission generally does not adopt a calendar, since meetings are universally held on the 1st Tuesday of each month. However, it has been brought to his attention that this day could have up to four annual conflicts with established elections, making attendance difficult or impossible for the general public and election workers, of which there are three on the commission.

The commission decided to postpone regular meetings on election months by one week.

Resolution No. 251104-03

(Carried)

Motion by Planning Commission Member Henry
Second by Planning Commission Member Binder

WHEREAS, the Swartz Creek Planning Commission established, per 6.1 of their Rules of Procedure, a regular meeting date of the first Tuesday of each month, with the exceptions required by City holidays, facility scheduling, or as notified in the annual meeting calendar adopted by the Commission; and

WHEREAS, the Commission finds that periodic elections create conflict with meetings, as they place demands upon city staff, facilities, and election workers.

NOW, THEREFORE, pursuant to the Planning Commission Rules of Procedure, public notice is hereby given that regular meetings for calendar year 2026 shall be held monthly, and further, that all meetings shall be held in the Paul D. Bueche Municipal Building Council Chambers located at 8083 Civic Drive, Swartz Creek, Michigan, unless otherwise provided in advance by the City Council, and further, meetings shall commence at 7:00 P.M. on the following dates:

January 2026:	Tuesday – 6th
February 2026:	Tuesday – 3rd
March 2026:	Tuesday – 3rd
April 2026:	Tuesday – 7th
May 2026:	Tuesday – 12 th - One week later
June 2026:	Tuesday – 2nd
July 2026:	Tuesday – 7th
August 2026:	Tuesday – 11 th - One week later
September 2026:	Tuesday – 1st
October 2026:	Tuesday – 6th
November 2026:	Tuesday – 10 th - One week later

December 2026:

Tuesday – 1st

BE IT FURTHER RESOLVED that the Clerk is hereby directed to post a copy of this resolution in a prominent place in the City Offices of the City of Swartz Creek.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to supply forthwith, upon request, a copy of this resolution to any newspaper of general circulation in the political subdivision in which the meeting will be held and/or to any radio or television station that regularly broadcasts into the City of Swartz Creek.

Unanimous Voice Vote
Motion Declared Carried

REVIEW/TRAINING OF OFF STREET PARKING & LOADING/UNLOADING REQUIREMENTS:

City Manager Adam Zettel discussed the City of Swartz Creek's Article 18 of Zoning Appendix A, Off-street Parking and Loading/unloading Requirements. He delivered a Powerpoint presentation on the ordinances. Content included the intentions, process details, review criteria, and standards of the ordinances. He also covered best practices and trends in parking, as well as related landscaping, lighting, and traffic circulation. There were questions and discussion from the board, specifically regarding previous projects done in the city and the role of maintenance standards. There were no recommendations for ordinance changes.

MEETING OPENED TO THE PUBLIC: None.

REMARKS BY PLANNING COMMISSION:

Commissioner Binder wished everyone a Merry Christmas.

Commissioner Melen hoped for Happy Holidays.

Commissioner Branoff really enjoyed the training and noted that additional sessions would be well received.

Commissioner Wyatt also enjoyed the training and thought it would be good for the public to attend.

Commissioner Henry thanked staff for the training.

Adjourn

Resolution No. 251104-04

(Carried)

Motion by Planning Commission Member Henry
Second by Planning Commission Member Campbell

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

Unanimous Voice Vote
Motion Declared Carried

Meeting adjourned at 8:14 p.m.

Betty Binder, Secretary



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: January 27, 2026

To: Planning Commissioners
From: Adam Zettel, AICP
RE: February 3, 2026 Planning Commission

Hello everyone,

We will be meeting at 7:00 p.m. on Tuesday, February 3, 2026. Commissioners MUST attend in-person. If you cannot attend, please let me know.

The purpose of this meeting will be to appoint officers and review the annual report. We will also be hosting the DDA, Park Board, and the Zoning Board of Appeals as a means to cooperatively receive updates and discuss recent business, as well as the 2026 outlook. We will provide updates on the Methodist Church, Holland Square, Otterburn Park, and the advanced manufacturing district (megasite). I am attaching the report, Otterburn design, Holland Square plans, the church promotional materials, and the 2026 meeting calendar.

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

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

As noted, I am inviting the DDA, Park Board, and ZBA to this meeting. The planning commission will still be the host, and the other boards will not be officially called to order, but this will effectively enable a joint meeting of the three bodies. This will help the individuals network, explore the annual report and liaise on other important matters that impact the downtown, parks, and the city as a whole.

8083 Civic Drive

Swartz Creek Michigan 48473

Phone: (810)-635-4464

Fax: (810)-635-2887

www.cityofswartzcreek.org

<ftp://cityofswartzcreek.org>

February 3, 2026
Planning Commission

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Adam Zettel", with a stylized flourish at the end.

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



City of Swartz Creek Planning Commission 2026 Meeting Schedule

All meetings are located at the Paul D. Bueche Municipal Building (PDBMB) and commence at 7:00pm. Meetings may be cancelled, rescheduled, or added as requested by applicants or dictated by business needs. Meeting packets are available on the city website approximately seven days prior to meetings.

January 2026:	Tuesday – 6th
February 2026:	Tuesday – 3rd
March 2026:	Tuesday – 3rd
April 2026:	Tuesday – 7th
May 2026:	Tuesday – 12 th - One week later
June 2026:	Tuesday – 2nd
July 2026:	Tuesday – 7th
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December 2026:	Tuesday – 1st

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PLANNING COMMISSION
ZONING BOARD OF APPEALS
2025 ANNUAL REPORT

To: The Honorable Nate Henry & Swartz Creek City Council
From: The Swartz Creek Planning Commission
Subject: 2025 Annual Report

Greetings,

Introduction

In addition to the Planning Commission and Zoning Board of Appeals updates that are delivered in city council meeting packets, and respective minutes, this document serves as a summary report of the activities of the planning commission and zoning board of appeals for the calendar year of 2025. This report is not to be confused with the monthly building report. This document is intended to summarize the general status and open-meeting decisions made by the planning commission (PC) and zoning board of appeals (ZBA). It also serves as a guide to training and activity expectations for 2026.

Summary Findings

The PC experienced another slow year in terms of reviews. There were none. In fact, we held three meetings for the exclusive purpose of training in order to meet the statutory minimum of four meetings. We covered a number of the city's own ordinances and processes. In addition, there was a joint meeting of the ZBA and PC on March 12, which sixteen individuals attended. This was held at the Metro PD headquarters so all attendees could engage in formal training, "Managing Risk." The heavy focus on training in 2025 actually worked very well.

The ZBA had a single variance application, in July. They held their annual meeting in March. This meeting also served as the in-house annual training.

Concerning attendance and activity, the planning commission met four times and experienced 28 attendances out of 36 attendance opportunities (78%). This is on par with the 79% mark in the prior year. I would like to see this around 85%.

The commission experienced some change to membership in 2025, with the appointment of Ms. Genovesi to replace Ms. Sturgess. Mr. Henry serves on the commission by default as the Mayor. Mr. Krueger continues to serve to the commission as the city council

representative. Tom Wyatt serves as the chair and represents the planning commission on the ZBA.

The ZBA met two times in addition to the joint training. Because the board has five regular members and two alternates, attendance for participation purposes was 100%. Attendance of the whole board, including alternates, was about 92% (12 attendances out of 13 total opportunities), an improvement over last year's 77%. The board is currently at full capacity, with Mr. Gonyea filling the 2025 vacancy.

Community development was very slow overall, including new house starts and other building projects. While there was a lot of interest in new users for commercial property, as well as for redevelopment property, there were not any site plans or developments. Anecdotally, I am hearing that many projects are on hold because of the Advanced Manufacturing District potential. Essentially, while some commercial projects may be desirable under current circumstances, owners and prospectors believe they would benefit from awaiting a formal announcement of investment at that site. This has put us in a holding pattern while communities around us grow and change.

The community and economic development specialist has been working on various projects to spur economic activity in accordance with the city's community and economic development plan. This includes liaising with businesses, promoting events, providing grant opportunities, general marketing, park development, Holland Square improvements, and the DDA acquisition of the church at 4484 Morrish Road.

Boardmembers & Commissioners

PLANNING COMMISSION	Term end date	Address
Monica Genovesi	06/30/28	5240 Durwood
Charles Campbell	06/30/27	5342 Winshall
Kelli Melen	06/30/27	7054 Bristol Road
Betty Binder, Secretary	06/30/26	8079 Bristol Road
Tom Wyatt (ZBA), Chair	06/30/26	5097 School
Bud Grimes	06/30/28	7358 Crosscreek
David Krueger (Council),	11/23/26	7399 Miller Rd
Mark Branoff	06/30/27	7216 Parkridge
Nate Henry, Mayor, Vice-Chair	Per Council Term	David Krueger

February 3, 2026
Planning Commission
Annual Report for 2025

ZONING BOARD OF APPEALS	Term end date	Address
Tom Wyatt (PC Chair)	Based on PC officer selection	5097 School
Ronald Smith, Secretary	06/30/26	9194 Chesterfield
John Gilbert (Council member), Vice-Chair	11/25/26	7459 Miller Rd.
Mark Gonyea (Altnerate)	06/30/28	5378 Winshall
James Packer, Chairperson	06/30/27	7515 Elizabeth Ct.
Kenneth Brill (Alternate)	06/30/26	5352 Greenleaf
George Hicks	06/30/27	8373 Miller

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

Facts & Figures on Projects

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

Project	Venue	Review	Location	Size or Units	Value	Month	Approval	Status
Managing Risk	PC & ZBA	Training (Third Party)	N/A	N/A	Priceless	March	N/A	Complete
ZBA Basics	ZBA	Training (In House)	N/A	N/A	Priceless	March	N/A	Complete
Downtown PUD Zoning	ZBA	Use Variance	7538 Miller Road	Existing Mixed Use Structure	N/A	July	Denied	Complete
Site Plan Review	PC	Ordinance Training (In House)	N/A	N/A	Priceless	September	N/A	Complete
Landscaping and Special Land Use	PC	Ordinance Training (In House)	N/A	N/A	Priceless	October	N/A	Complete
Parking and Loading Standards	PC	Ordinance Training (In House)	N/A	N/A	Priceless	November	N/A	Complete

Training

Staff is made a concerted effort to return onsite training for the planning commission and zoning board of appeals members in 2025. This worked well and was efficient. We continue to request that members with less than one full term engage in standard Michigan Association of Planning events, including the annual conference. A training letter is sent

via email and hardcopy that encourages members to pursue formal training, to attend other city events/meetings, and to consult with the city manager about opportunities for improvement.

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

Community and Economic Development

Economic development activity in 2025 focused on **implementation, partnership development, and funding readiness** in alignment with the City's Economic Development Strategy. While private-sector development activity remained limited, staff concentrated on positioning key downtown and public-space projects for execution by securing outside funding, advancing infrastructure improvements, and strengthening relationships with regional and state partners.

Downtown Investment & Placemaking

Staff successfully secured **\$50,000 in private naming-rights funding** from Dort Financial Credit Union for the proposed Holland Square pergola. This investment represents a significant leveraging of private capital to advance a public-space improvement that supports downtown activation, community events, and increased visitor activity, while minimizing local financial exposure. The pergola project has received local design approval and state crowdfunding approval and is now positioned for full fundraising and construction.

In addition, staff secured a **Consumers Energy grant to install electric vehicle (EV) charging stations** in Holland Square. The placement of EV chargers supports downtown competitiveness, encourages longer visitor dwell time, and prepares the area for evolving consumer expectations and future reinvestment. This infrastructure improvement aligns with the City's long-term goals related to modernization and redevelopment readiness.

Funding Readiness & External Partnerships

Staff completed the setup of the **MEDC Public Spaces Community Places (Patronicity) crowdfunding platform** for the Holland Square pergola project. Due to a delay in adoption of the State budget, the fundraising campaign could not launch in 2025; however, all required approvals and platform preparations were completed during the calendar year. The fundraising campaign is scheduled to launch in late January or early February 2026, positioning the project for timely implementation.

Staff continued to pursue additional philanthropic and institutional funding opportunities for Holland Square improvements and maintained coordination with regional partners to ensure alignment with broader redevelopment and placemaking efforts.

Capacity Building & Professional Development

Staff attended the **Michigan Economic Developers Association (MEDA) Conference** to remain current on state economic development tools, redevelopment financing, legislative updates, and best practices. Participation ensured that local economic development efforts reflect current MEDC programs and Redevelopment Ready Communities standards and supports effective implementation of grants, incentives, and partnership-based projects.

Business Outreach & Ongoing Efforts

Throughout the year, staff maintained regular communication with local businesses, provided information on available grant and incentive programs, and supported downtown promotion efforts. While new private development proposals were limited, staff activity emphasized relationship-building, responsiveness, and positioning the City to capitalize on opportunities as market conditions improve.

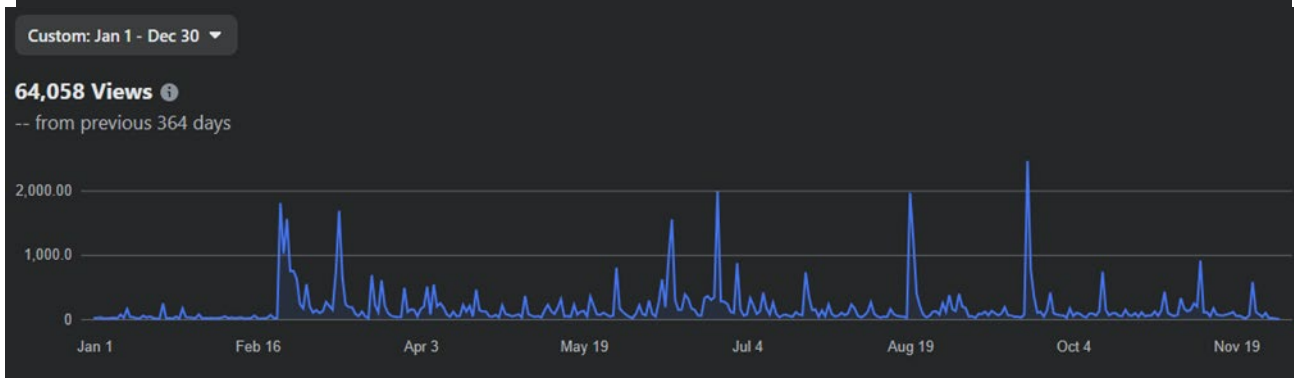
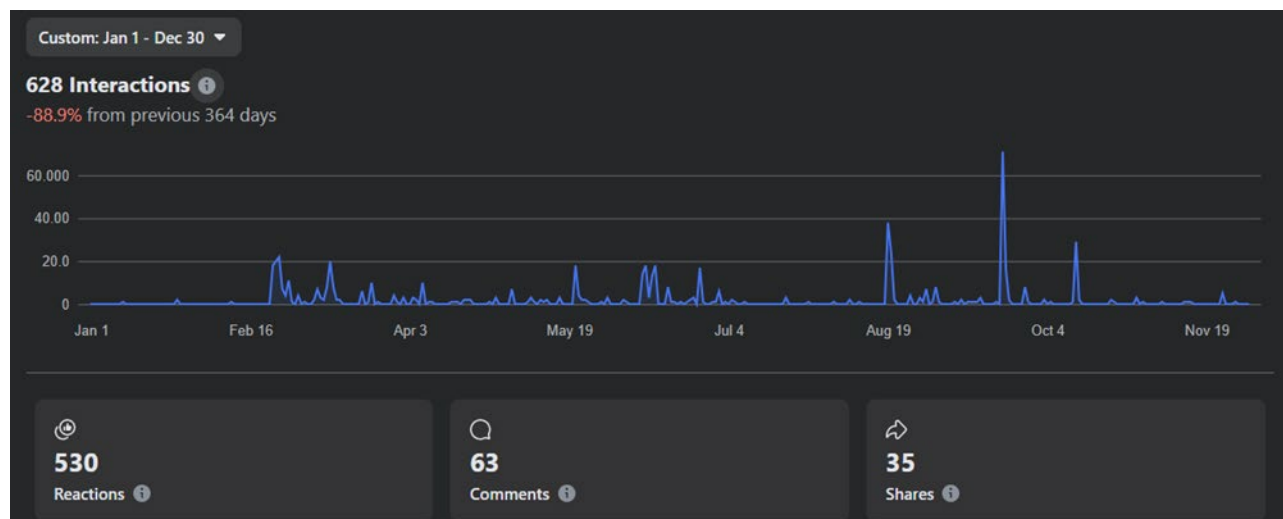
Public Participation

Social Media

From January 1 through December 30, the City of Swartz Creek's DDA Facebook page generated **64,058 total views**, reflecting steady visibility throughout the year with several clear spikes tied to high-interest announcements and community events. While total **interactions declined to 628 (-88.9% year-over-year)**, this decrease appears to reflect fewer high-engagement post types rather than reduced audience reach. Importantly, the City's **follower base grew to 1,854, a 6.2% increase** over the previous year, indicating continued long-term audience growth and sustained interest in City communications.

Engagement activity—comprised of **530 reactions, 63 comments, and 35 shares**—was concentrated around specific posts, suggesting that residents respond most strongly to timely, event-driven, or service-related content. Overall, the data shows consistent reach, growing followers, and an opportunity to increase interaction by prioritizing content formats that historically drive engagement.

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Economic Development Strategy

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

Objective List Key

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

Objective	Action Item(s)	Responsible Entity	Time Frame	Status
Dedicate new, expanded areas for a mixture of commercial development, while supporting the success and improvement of existing business areas.	<ul style="list-style-type: none"> Complete zoning amendments to meet RRC Technical Review Develop an internal business retention strategy to support existing base companies - Create downtown PUD District 	City Administration, City Council, Planning Commission	2019	Complete; ongoing implementation. Zoning compliance and RRC technical requirements remain in place. Staff activity in 2025 focused on supporting existing business areas and preparing priority downtown projects for implementation.
Encourage the type and amount of business operation supported by market analysis, historical performance, and consumer desires.	<ul style="list-style-type: none"> Complete target market analysis to identify potential industry markets to attract to Swartz Creek Complete a consumer survey to identify shopping trends of Swartz Creek residents 	DDA	Short Term	Complete. Market analysis and retail leakage data continue to inform decision-making and downtown investment priorities. No

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				additional studies were required in 2025.
Encourage the rehabilitation or replacement of obsolete commercial/office and industrial buildings and sites with viable business establishments or other appropriate uses.	<ul style="list-style-type: none"> Update codes and penalties to strengthen blight enforcement efforts for buildings and properties in need of repair and upkeep Identify additional resources, incentives, and grants to assist with façade improvements Identify additional resources, incentives, and grants to assist with redevelopment of core downtown sites Utilize TIF Funds to assist with downtown feasibility analyses as needed - Identify funding sources and grants to assist with environmental cleanup and restoration as needed Review and update DDA Development Plan to ensure a current project list and access to all tools available to the DDA 	Staff, Metro PD, DDA	Short Term Ongoing	Ongoing. Staff continued to identify and pursue external funding and incentive opportunities to support rehabilitation and redevelopment, with emphasis on readiness and feasibility for priority sites.
Promote the revitalization of downtown Swartz Creek through the attraction of businesses and other uses suited to that area.	<ul style="list-style-type: none"> Utilize Redevelopment Communities to develop promotional materials for key redevelopment sites downtown identified in this plan, the DDA Development Plan, and the City Master Plan. This should include detailed concept plans for priority sites Create city-wide promotional materials to reach specified target investment markets. These materials should focus on consumer spending patterns, educational attainment, wages, labor force, and available redevelopment sites Focus efforts and resources when available on priority redevelopment sites identified within this plan 	Planning Commission, DDA, Staff, Chamber	Ongoing	Ongoing. Efforts in 2025 emphasized placemaking, infrastructure investment, and funding readiness to support future downtown business attraction and reinvestment.
Encourage the retention of residential neighborhoods in the vicinity of downtown Swartz Creek as a source of customers.	<ul style="list-style-type: none"> Look to identify areas within the core of the city to encourage new housing development, especially missing middle housing, which can attract workforce and families to the city 	DDA, Planning Commission	Ongoing	Complete; Ongoing.

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	<ul style="list-style-type: none"> Identify opportunities to increase core residential density 			
Promote visual and physical links between the downtown and the Civic Center such as landscaped walkways, streetscape, and public art.	<ul style="list-style-type: none"> Implement the city's streetscape plan currently under development Work with local artisan groups such as the Greater Flint Arts Council or the Flint Institute of Arts to identify opportunities to include art into public spaces and pedestrian ways throughout the city Include artistic features such as murals or statues into downtown design guidelines Use vacant spaces or underutilized sites in downtown to host popup events such as farmers markets, art fairs, food truck festivals, movies or concerts featuring local artists to increase programming in the city and to drive visitors to the core of the downtown 	Council, DDA, Planning Commission	Ongoing	Complete; Ongoing.
Continue to promote community events in the downtown and Civic Center areas as a way of attracting attention and customers to downtown businesses.	<ul style="list-style-type: none"> Work with the DDA and the Chamber to develop a promotional platform to highlight local events to residents of the city and potential outside markets to attract visitors. Various forms of media including print, social, radio, and television should be utilized to maximize the extent of the message Develop a platform to highlight local businesses to residents Work with the Visitors and Convention Bureau of Genesee County to highlight local events and drive visitors to Swartz Creek 	DDA, Chamber, Visitors and Convention Bureau of Genesee County	Ongoing	Complete; Ongoing.
Promote the development of a traditional mixed-use downtown corridor along Morrish Road, between the entrance into the Sports Creek racetrack and Civic Drive in accordance	<ul style="list-style-type: none"> Permit commercial uses such as small-scale retail stores; professional offices for physicians, optometrists, chiropractors, dentists, psychologists, and similar professions Ensure businesses have frontage on Morrish Road and build to the right-of-way or agreed-upon short distance setback 	Planning Commission, DDA	Ongoing	Ongoing; Brewer Townhomes phase 1 complete. All units sold.

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with the following standards.	<ul style="list-style-type: none"> Encourage or develop requirements for a second or third floor for residential dwellings Allow the use of alleyways for rear parking and loading 			
Promote the development of the mixed-use area north of the Morrish Road/I-69 interchange for retail and other uses.	<ul style="list-style-type: none"> Locate any residential uses along or in proximity to Bristol Road or within the rears of the properties and locate commercial uses near I-69 and Morrish Road Ensure that commercial uses are of a size, scale, and character consistent with other development in the area Develop a gateway strategy to welcome shoppers and visitors to Swartz Creek Enhance the entryway to Sports Creek as a prime destination site for the city should it be repurposed 	Planning Commission, DDA	Ongoing	Ongoing; Gateway strategy is a priority. Sports Creek entryway cannot be enhanced without willing owner.
Coordinate efforts to retain and attract industrial development and work with other groups that are involved in economic development.	<ul style="list-style-type: none"> Work with the Flint & Genesee Chamber Economic Development team to ensure available properties in the city are listed on Zoom Prospector Prepare a city-wide fact sheet identifying target industrial markets, properties available, proximity to major markets and industry sectors (auto, medical...), access to local workforce, tax incentives (if applicable) and any other asset (utilities) that could be used to attract new industry Host regional and state economic developers at prime properties in the city to give them an on-the-ground feel for the site - Market sites available for advanced manufacturing in all industry sectors Encourage General Motors to increase when feasible, its operations at the Customer Care and Aftersales facility within the city Work with Bishop Airport to solicit intermodal or other distribution industries to the city 	Staff, Council, Chamber	Short Term – Mid Term	Most efforts still ongoing, some obsolete; Very little industrial space available.

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	<ul style="list-style-type: none"> Prioritize sites available for manufacturing growth and promote them to encourage business expansions within the city 			
Coordinate efforts to retain and attract industrial development and work with other groups that are involved in economic development.	<ul style="list-style-type: none"> Work with the Flint & Genesee Chamber Economic Development team to ensure available properties in the city are listed on Zoom Prospector Prepare a city-wide fact sheet identifying target industrial markets, properties available, proximity to major markets and industry sectors (auto, medical...), access to local workforce, tax incentives (if applicable) and any other asset (utilities) that could be used to attract new industry Host regional and state economic developers at prime properties in the city to give them an on-the-ground feel for the site - Market sites available for advanced manufacturing in all industry sectors Encourage General Motors to increase when feasible, its operations at the Customer Care and Aftersales facility within the city Work with Bishop Airport to solicit intermodal or other distribution industries to the city Prioritize sites available for manufacturing growth and promote them to encourage business expansions within the city 	Staff, Council, Chamber	Short Term – Mid Term	Most efforts still ongoing, some obsolete; Very little industrial space available.
Coordinate existing programs and provide information on small business development programs.	<ul style="list-style-type: none"> Work with the Flint & Genesee Chamber Economic Development Team to host local small businesses educational events in partnership with the Swartz Creek Chamber of Commerce Host the Genesee County eTeam for small business education Provide a small business resource kiosk at city hall to inform small businesses about assistance programs available locally and throughout the state 	Chamber, DDA	Short Term	Ongoing. Staff continued to provide businesses with information on available state and regional resources and incentives.

Work to grow the City of Swartz Creek Chamber of Commerce and its capacity to assist local companies, attract new companies and promote the City as a whole.	<ul style="list-style-type: none"> • Work to increase capacity of the chamber to become the city's primary promotional entity • Focus membership growth on companies located within the City of Swartz Creek 	Chamber	Ongoing	<i>Objective modified. Professional staffing and direct partnerships have replaced earlier capacity-building assumptions, with continued coordination as appropriate.</i>
Implement the recently completed marketing and branding strategy.	<ul style="list-style-type: none"> • Incorporate the DDA Development Plan, Master Plan and Economic Development Plan into a comprehensive marketing strategy to promote Swartz Creek • Develop a communications plan to ensure all targeted marketing is formatted to reflect the new marketing and branding strategy • Complete a brand kickoff and begin implementation of new logos and taglines 	Council, Staff, DDA, Chamber	Ongoing	Accomplished.

2026 Summary

In summary, 2025 represented a year of **strategic groundwork** for economic development in Swartz Creek. By securing outside funding, advancing modern infrastructure, preparing state-approved fundraising mechanisms, and strengthening professional capacity, the City is well-positioned to advance priority projects and respond effectively to redevelopment opportunities in 2026 and beyond.

Looking Ahead

2026 is not shaping up to be a busy year for reviews or projects for the PC or ZBA. There are not any official plans or ordinances that are expected to be updated yet either. However, in-house and formal training could suit this phase of our development very well, preparing the community for potential change down the road.

However, community development will continue to advance as initiatives of the DDA mature. We do expect to have changes in the community result from public projects, which include Otterburn Park, Holland Square, and the Methodist Church on Morrish. However, it is not clear if the planning commission or ZBA will be directly involved or to what degree.

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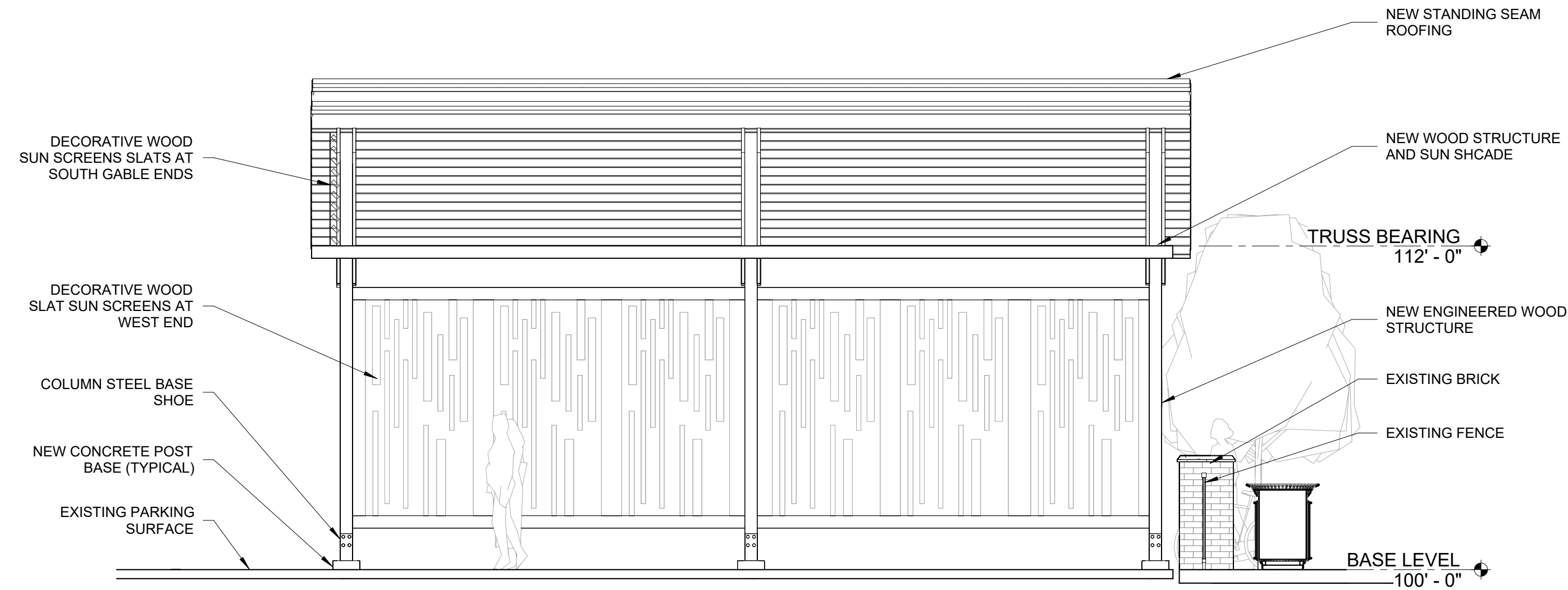
In addition, we will continue to market the community, pursue wayfinding signage and historical signage programs, as well as to invite downtown renovations and improvement projects using incentives. We will also be monitoring the AMD closely to see what, if any, impact we can expect.

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

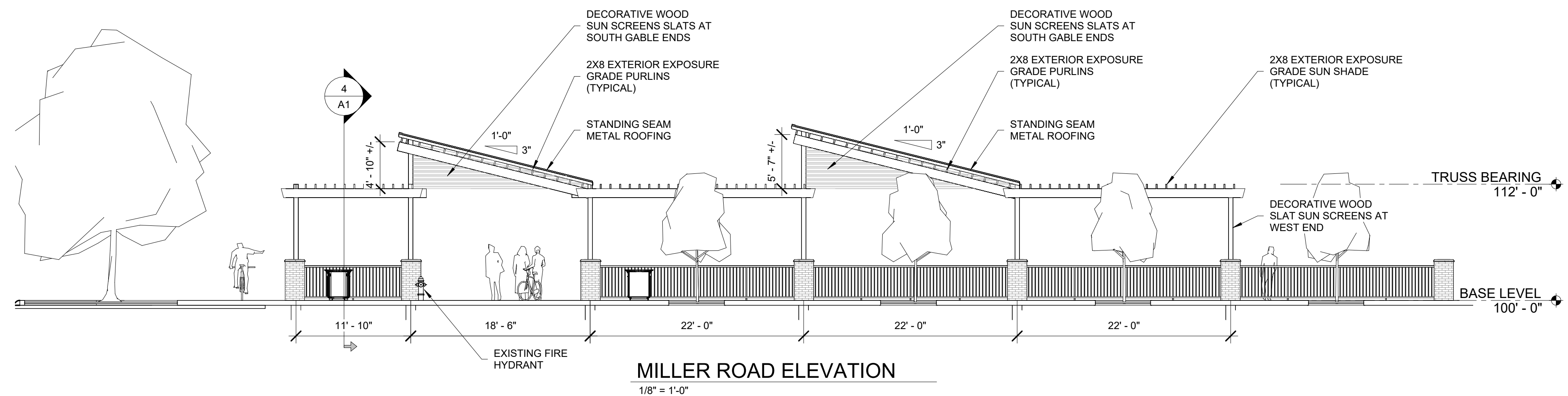
Sincerely,

A handwritten signature in blue ink that reads "Adam Zettel". The signature is fluid and cursive, with the first name "Adam" and the last name "Zettel" clearly distinguishable.

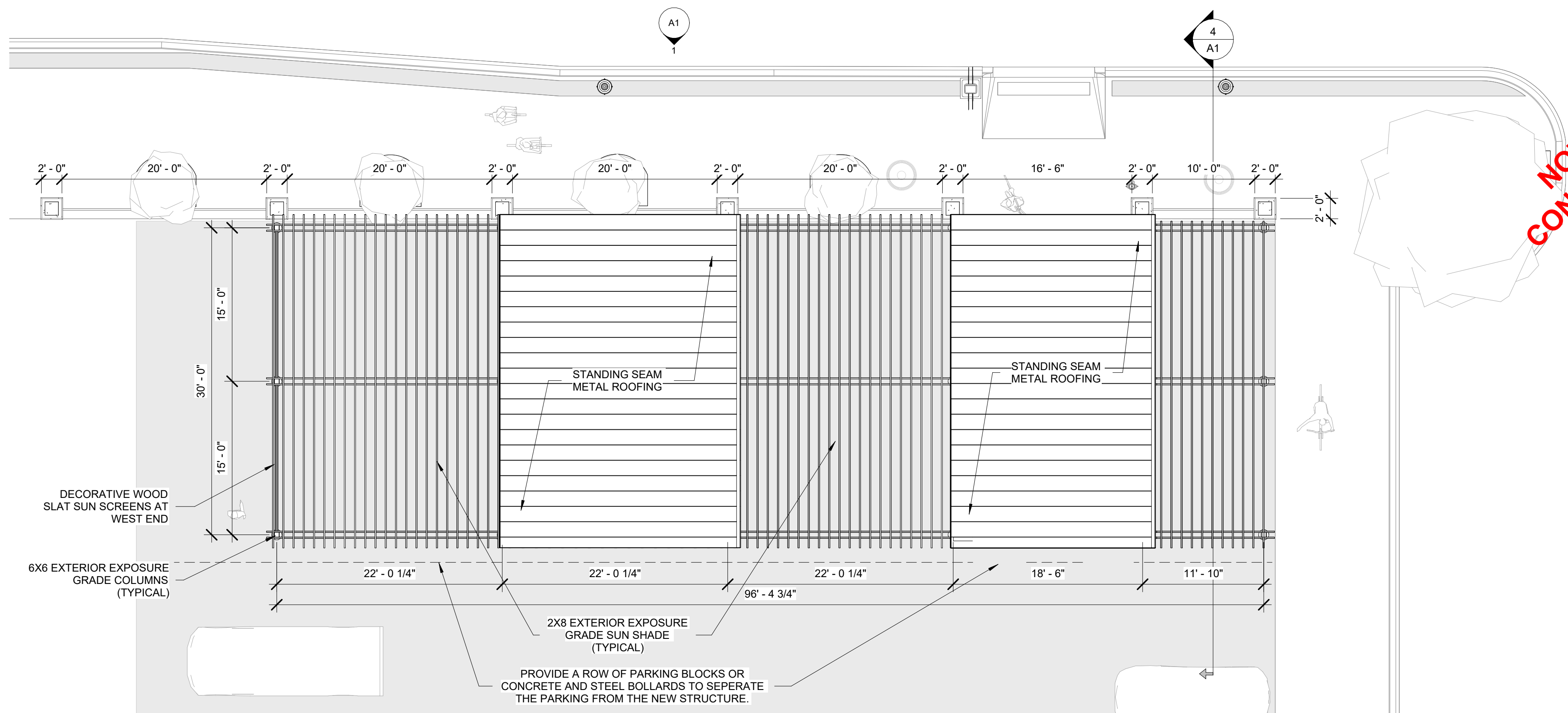
Adam H. Zettel, AICP
City Manager
City of Swartz Creek
azettel@cityofswartzcreek.org



4 SECTION 1
A1/A1
1/4" = 1'-0"



MILLER ROAD ELEVATION
1/8" = 1'-0"



LAYOUT PLAN
1/8" = 1'-0"



Architect

4488 WEST BAYVIEW ROAD, SUITE 200, FRANKLIN, MI 48307 PH: (810) 230-9211

Contractor

PROPOSED PROJECT FOR

MILLER ROAD

STREETSCAPE

CITY OF SWARTZ CREEK, MICHIGAN

Project Phase:

Design ☒

Permit ☐

Construction ☐

Date

08-14-23
01-09-24

Rev. Description

1 CONSTRUCTION DETAILS

2 PITCHED ROOF

Project # 2320

Drawn by: CS

Checked by: DM

Revised Last Issue: 02/2024 10:34:39 AM

FLOOR PLAN AND RENDERING

A1

February 3, 2026



DORT
FINANCIAL

HOLLAND
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CREEK





REQUEST FOR DEVELOPMENT PACKAGE FOR



4488 MORRISH ROAD
SWARTZ CREEK, MICHIGAN

PPN: 58-35-576-053



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williams&works
engineers | surveyors | planners

THOMAS ROBERTS ARCHITECT
Architecture
Planning
Historic Preservation



4488 MORRISH ROAD Swartz Creek, Michigan

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

Located in the heart of downtown and a short walk from City amenities, an attractive and stately community icon is awaiting redevelopment. 4488 Morrish Road is home to a historic church and adjacent open land. The site represent 1.03 acres of land and 250' of frontage on Morrish Road.

Economic studies point to many in-demand options that would garner a strong market position. The site is less than a mile from the I-69 freeway interchanges at Morrish Road and Miller Road and also near I-75. Traffic counts for I-69 at this location are upwards of 40,000 daily trips.

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

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

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

The City is supportive and welcomes new development. Future community planning envisions new uses for and surrounding this former church. Swartz Creek has welcomed condos and townhouse development the past year, as well as several revitalization projects in the downtown. City leaders are prepared to facilitate and support the project.

A LITTLE BACKGROUND

Zoning | Central Business District

Acreage/Frontage | 1.03 acres, 250' on Morrish Road

Utilities | Municipal water and sewer

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

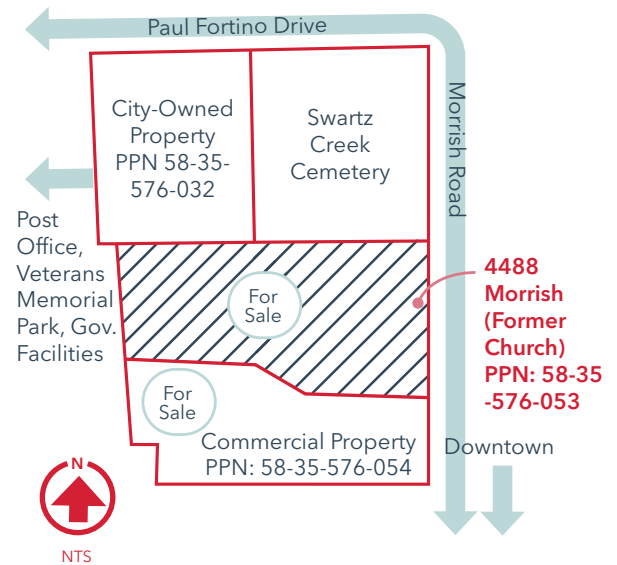
Traffic Counts | I-69 (40,000 ADT), Morrish (9,000 ADT), Miller (14,000 ADT)

Proximity | Located within downtown, near parks, public facilities, walkable neighborhoods, bike lanes on Morrish, and the new Holland Square Event Pergola

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

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

Site Location Key



This site is ripe for investment and brimming with potential

CHURCH TO BREWERY ADAPTIVE REUSE

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



Brewery Vivant, Grand Rapids



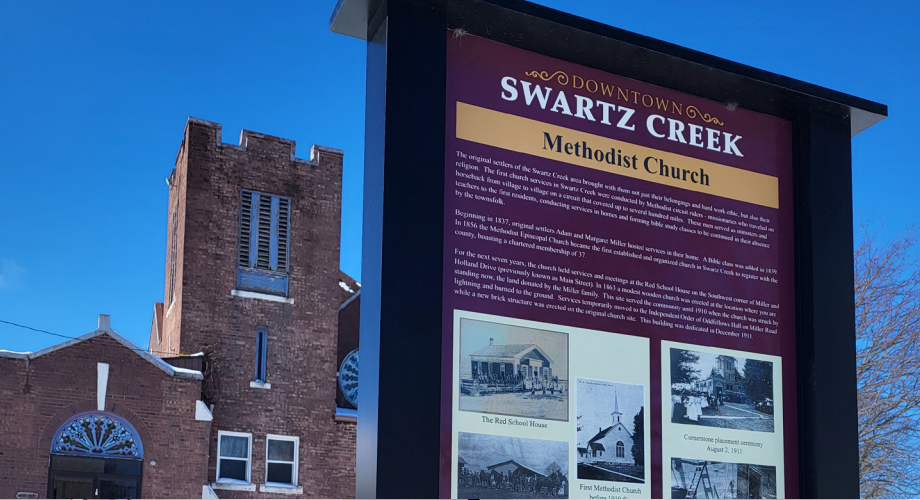
Beer Church Brewery, New Buffalo



Salt Springs Brewery, Saline



Salt Springs Brewery, Saline



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

BUILDING ASSESSMENT & OPPORTUNITIES

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





CONCEPTUAL RENDERING OF THE PREFERRED DEVELOPMENT SCENARIO

PREFERRED DEVELOPMENT SCENARIO

Imagine wedding ceremonies and celebrations in the building, with receptions and celebrations that spill outside to picturesque and lush outdoor spaces. The building can accommodate approximately 200 guests, and architectural studies prove the ability to provide barrier-free access, outdoor dining, brewery equipment spacing, commercial kitchen, and storage space as well as ample restrooms.

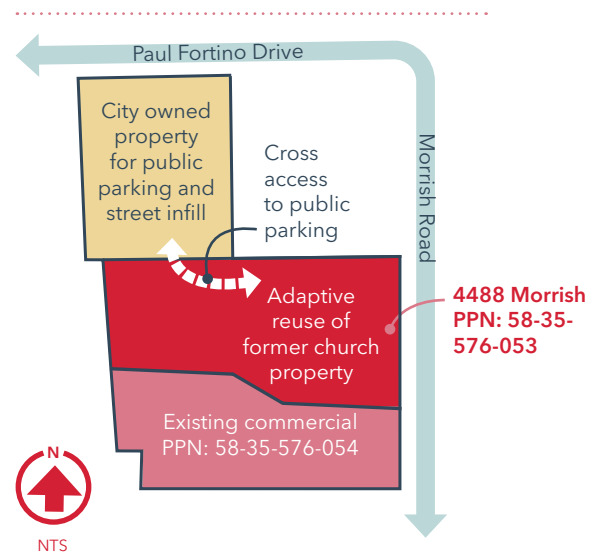
Off-street surface parking may be accommodated on-site and also adjacent to the north in partnership with the City of Swartz Creek. Intuitive and direct sidewalk connections link up with downtown, the City's Civic Campus, including city offices, library, senior center, and amphitheater, Veteran's Memorial, and nearby neighborhoods.

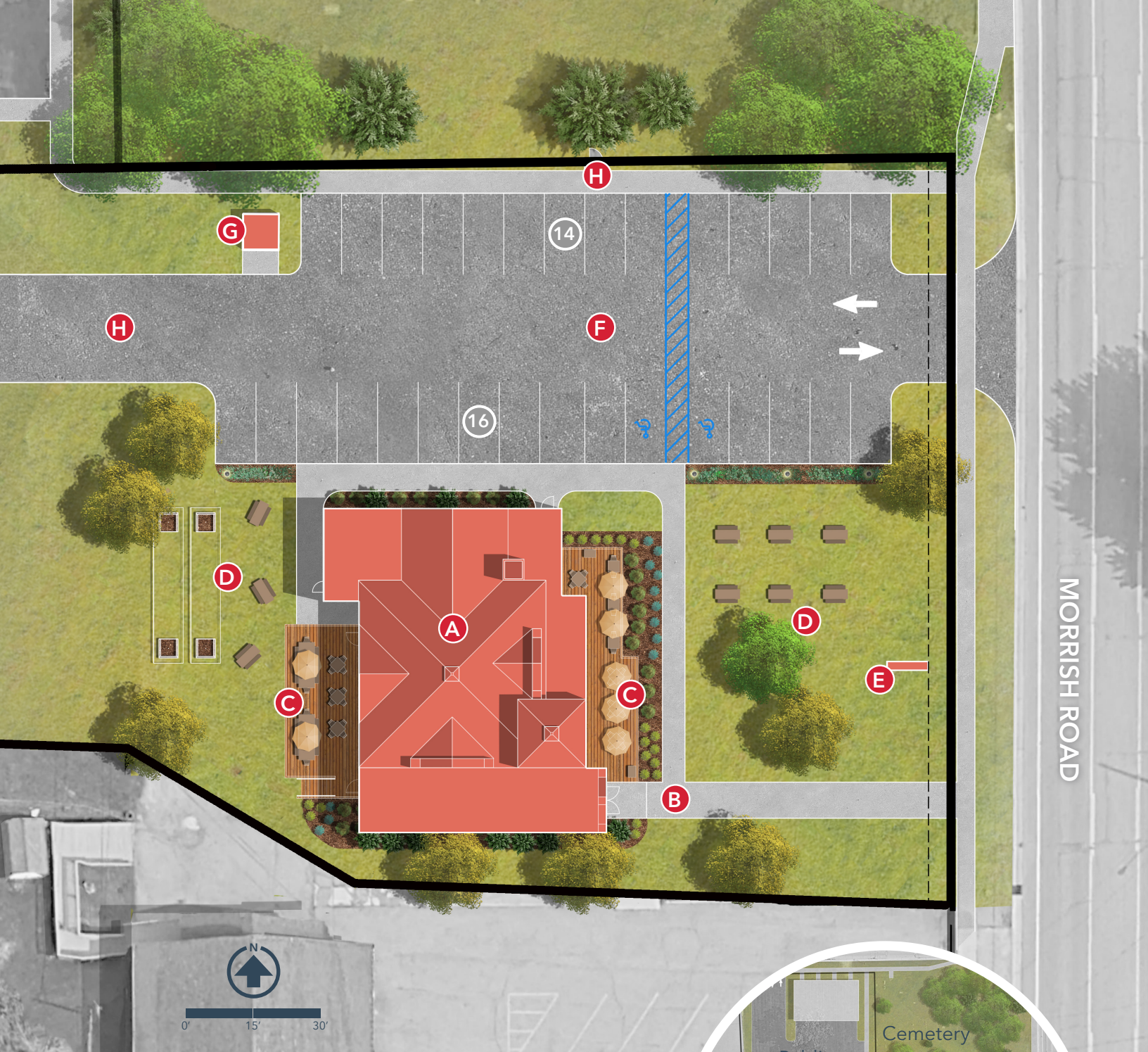
Morrish Road is a prime connector with bike lanes accessing the newly extended Genesee Valley Trail and the Cosmos in the Creek Solar System Model.

The City of Swartz Creek would like to see the former church be renovated into an active and engaging development. While this adaptive reuse has potential, know that the City has moved beyond only considering preservation as a church and is anxious to see reuse of the vacant structure. The preferred development scenario is

one option of many.

Available Properties & Potential Uses





4488 Morrish Conceptual Site Plan Legend

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

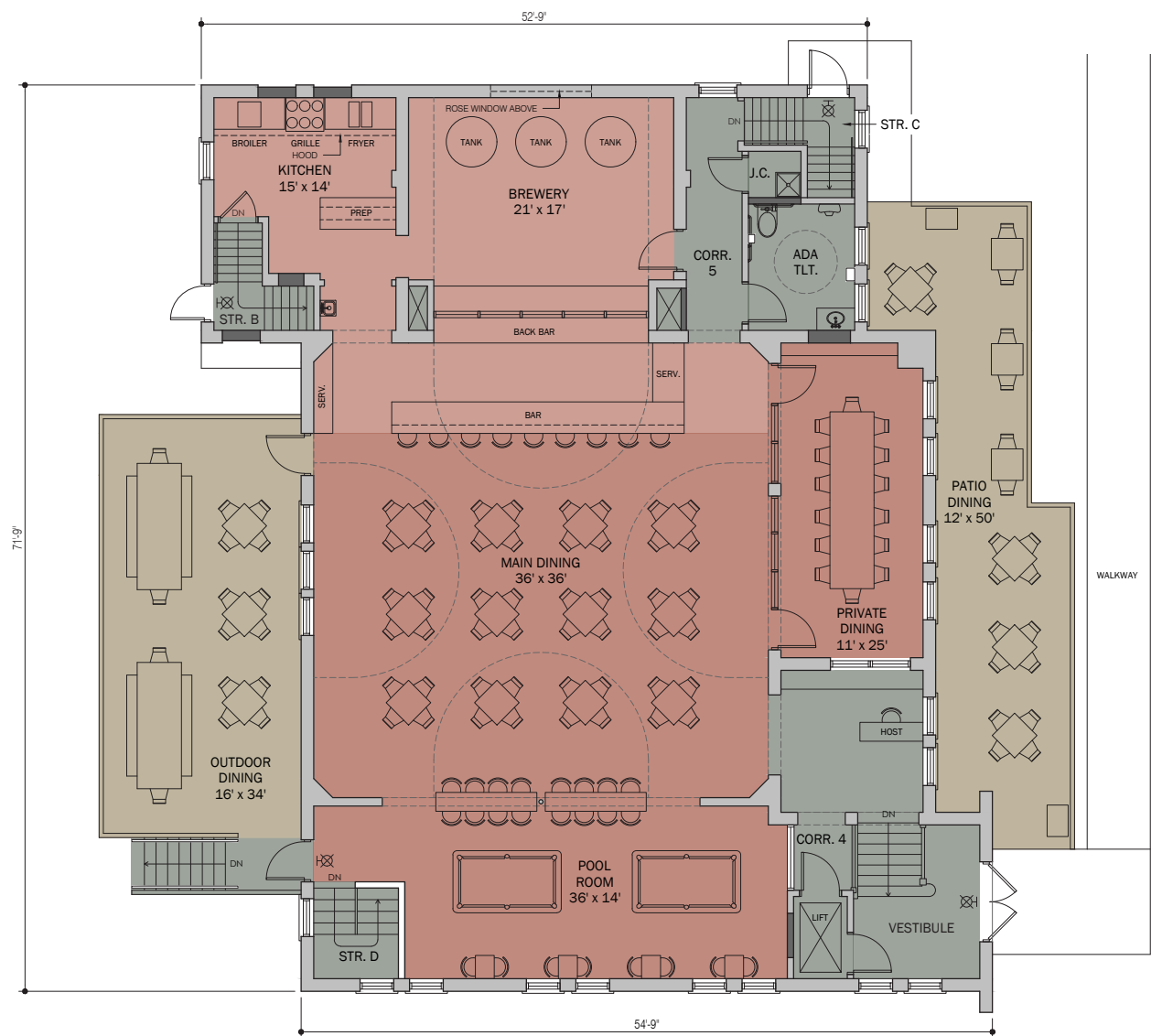


CONCEPTUAL BUILDING LAYOUT

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

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

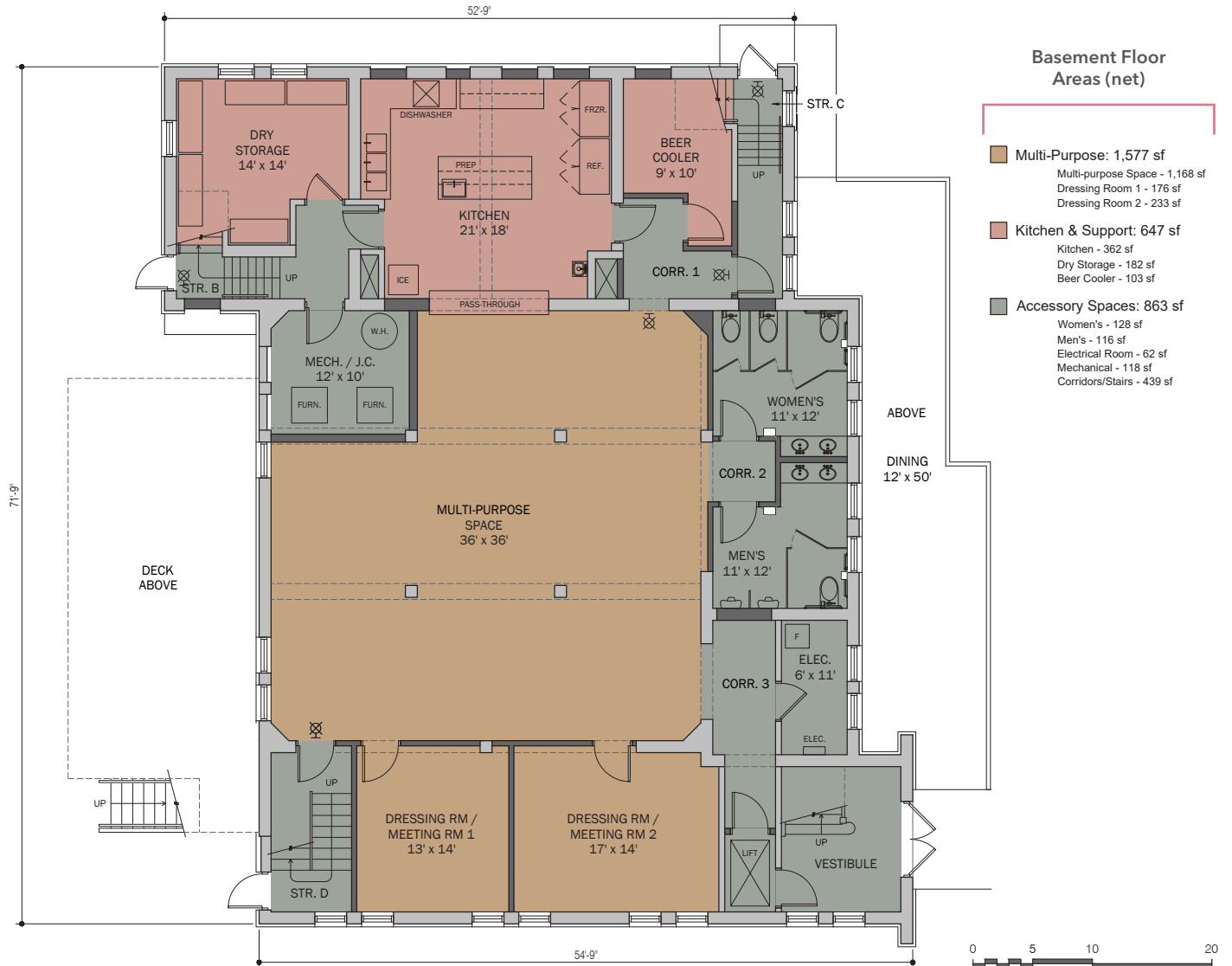
- Guest Areas: 3,345 sf
- Kitchen/Support Areas: 1,490 sf
- Total Outdoor Areas: 1,060 sf



4488 Morrish Conceptual Building Layout - First Floor

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

4488 Morrish Conceptual Building Layout - Basement



INCENTIVES

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

The City of Swartz Creek is open to supporting this redevelopment project and invites qualifications packages.

CONTACT / QUESTIONS

Adam Zettel, City Manager
8083 Civic Drive
Swartz Creek, MI 48473
810.635.4464 general office
810.287.2147 mobile
azettel@cityofswartzcreek.org

REQUEST FOR QUALIFICATIONS

The City of Swartz Creek is seeking qualified developers to rehabilitate and adaptively reuse the historic church located in the heart of the community. The iconic structure represents an important piece of local heritage and presents a unique development opportunity. The City aims to partner with an experienced developer who can transform this significant property while preserving its remaining historic character and creating lasting value for the community. The project is expected to make use of state and local incentives, including Michigan Community Revitalization Program (CRP) or Revitalization and Placemaking Program (RAP).

The City and Downtown Development Authority are committed to selecting a developer with demonstrated experience in preservation, proven financial capacity, and a vision that aligns with the community's values and economic development objectives. Through a transparent and thoughtful two-step selection process, we aim to identify a development partner who can successfully execute this important project while ensuring the building's long-term viability and positive contribution to Swartz Creek's downtown district.

The DDA and City will consider creative deal structures with qualified development partners, including offsite parking provision, and/or the potential transfer of the real estate at a nominal cost to facilitate project feasibility and support the substantial private investment required for this renovation project.

SUBMISSION PROCESS

PHASE ONE | evaluate capabilities and experience

Development Qualifications

- Company profile and history
- Development team structure and key personnel qualifications
- Portfolio of similar preservation/redevelopment projects completed in the last 10 years
- Financial statements demonstrating company stability, including balance sheet and P&L for the last three years. Also, please provide a summary of any current real estate holdings and debt
- 2 letters of reference with contact information from previous municipal partners
- Proof of insurance and bonding capacity
- List of any litigation or bankruptcy history in the past 10 years
- Preliminary concept statement (2 pages max) describing vision for the church property

PHASE TWO | evaluate financing and timelines

Financial Proposal

- Detailed project concept and design plans
- Development budget and pro forma
- Project timeline with major milestones
- Proposed purchase price or lease terms. Note that the DDA may offer the property at no cost to the qualified developer.
- Sources and evidence of project funding
- Letters of intent from potential tenants (if applicable)
- Historic preservation approach
- Maintenance and operations plan
- Project team's roles and responsibilities
- Detailed financial documentation:
 - Proof of funds or financing commitment letters
 - Three years of audited financial statements
 - Tax returns
 - Bank references

SUBMISSION AND REVIEW PROCESS, PHASE ONE

The two phase process allows the DDA and City to thoroughly vet developers' qualifications before investing time in reviewing detailed proposals. The two-phase approach helps ensure that only serious, qualified developers advance to the full proposal stage.

The DDA will establish a Selection Committee to evaluate developer submissions and make recommendations to the DDA Board and City Council. At a minimum, the committee will be composed of the City Manager and staff from the building, planning, community development, engineering and finance departments, as well as the Downtown Development Authority.

PHASE ONE | qualifications

**MINIMUM TO ADVANCE:
75 POINTS**

1. Development Experience (30 points)

- Project scale and complexity (10 points)
 - * Successfully completed projects of similar size/budget (5)
 - * Demonstrated experience with mixed-use developments (5)
- Municipal partnership experience (10 points)
 - * Track record working with local governments (5)
 - * Experience with public-private partnerships (5)
- Historic preservation project experience (10 points)
 - * Completed at least 3 renovations in past 10 years (5)
 - * Experience with buildings on National/State Historic Register (5)

2. Financial Capacity (35 points)

- Company financial strength (15 points)
 - * Strong debt-to-equity ratio (5)
 - * Positive cash flow history (5)
 - * Adequate working capital (5)
- Project financing capability (20 points)
 - * Demonstrated access to capital (15)
 - * Strong banking relationships (5)

3. Professional Qualifications (20 points)

- Team expertise (10 points)
 - * Key personnel qualifications (5)
 - * Relevant certifications/licenses (5)
- Organization capacity (10 points)
 - * Adequate staffing levels (5)
 - * Clear organizational structure (5)

4. Professional Standing (15 points)

- References and reputation (10 points)
 - * Positive municipal references (5)
 - * Strong industry reputation (5)
- Legal/regulatory compliance (5 points)
 - * No significant litigation history (3)
 - * Clean regulatory record (2)

TIMELINE AND SITE VISIT

Responses are due by
Friday, July 25th, 2025.

Interested parties are encouraged to schedule a site visit with the City Manager during the due diligence phase.

The City is able to provide on-going building access to contractors, architects, and other project team members to facilitate the proposal and development process.

SUBMISSION AND REVIEW PROCESS, PHASE TWO

After verifying completeness, the Committee will evaluate submissions, conduct interviews with top candidates, check references, and may visit completed projects. Developers will present their proposals publicly during the Phase Two process, before the Committee makes recommendations to the DDA and City Council for final selection.

Please submit one complete digital copy of all materials in PDF format by Friday, July 25, 2025 to the City Manager, Adam Zettel, azettel@cityofswartzcreek.org. For any questions, please contact Mr. Zettel at 810.287.2147.

PHASE TWO | proposal

1. Project Concept and Design (30 points)

- Architectural quality (10 points)
 - * Design excellence (5)
 - * Contextual appropriateness (5)
- Historic preservation approach (10 points)
 - * Adherence to preservation standards (5)
 - * Restoration methodology (5)
- Functionality and use (10 points)
 - * Space utilization (5)
 - * Programming mix (5)

2. Financial Proposal (30 points)

- Financial feasibility (15 points)
 - * Realistic cost estimates (5)
 - * Market-supported revenue projections (5)
 - * Reasonable operating assumptions (5)
- Funding security (15 points)
 - * Committed funding sources (8)
 - * Equity contribution (7)

3. Community Benefits (20 points)

- Economic impact (10 points)
 - * Job creation (5)
 - * Tax base enhancement (5)
- Public benefits (10 points)
 - * Community access/amenities (5)
 - * Public space improvements (5)

4. Implementation Capacity (20 points)

- Project timeline (10 points)
 - * Realistic schedule (5)
 - * Clear milestones (5)
- Project management (10 points)



4488 MORRISH ROAD
SWARTZCREEK, MICHIGAN

REQUEST FOR DEVELOPMENT PACKAGE

For Review

11/19/2025 11:36:57 AM

CONSTRUCTION DRAWINGS FOR CITY OF SWARTZ CREEK OTTERBURN PARK IMPROVEMENTS T 07N, R 06E, SECTION 30 GENESEE COUNTY, MICHIGAN



UTILITIES AND MUNICIPALITIES

THE EXISTING UTILITIES LISTED BELOW AND SHOWN ON THESE PLANS REPRESENT THE BEST INFORMATION AVAILABLE AS OBTAINED FROM THE UTILITY OWNERS. THIS INFORMATION DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY TO BE SATISFIED AS TO ITS ACCURACY AND THE LOCATION OF EXISTING UTILITIES.

NAME OF OWNER	CONTACT	TYPE OF UTILITY
CITY OF SWARTZ CREEK 8083 CIVIC DRIVE SWARTZ CREEK, MICHIGAN 48473	ROB BINCOSK RBINCOSK@CITYOFSWARTZCREEK.ORG (810) 635-4464	SANITARY SEWER POTABLE WATER STORM SEWER ROAD
FRONTIER/PEARCE 3006 APPLE AVE MUSKEGON, MICHIGAN 49442	SANIYA HASHMI SANIYA.HASHMI@PEARCE-SERVICES.COM (517) 266-5755	FIBER OPTICS TELEPHONE
CONSUMERS ENERGY 3201 E COURT STREET FLINT, MICHIGAN 48506	TRACY MAHAR TRACY.MAHAR@CONSUMERS.ENERGY.COM (800) 477-5050	ELECTRIC
CONSUMERS ENERGY 3201 E COURT STREET FLINT, MICHIGAN 48506	TONNA WILCOX TONNA.WILCOX@CONSUMERS.ENERGY.COM (810) 280-8827	GAS

PROJECT DESCRIPTION

CONSTRUCTION OF A 4'-WIDE TRAIL ALONG THE PERIMETER OF THE SITE. NEW PAVILION, BIKE FIX STATION, ACCESSIBLE PARKING AREA, LANDSCAPING AND SITE FURNISHING. SITE ALSO WILL INCLUDE SWING ENTRANCE GATES AT DRIVEWAYS.

100-YEAR FLOODPLAIN

PER FEMA COMMUNITY MAP PANEL NUMBER 26049C02810, DATED 9/25/2009, PROJECT LOCATION IS NOT WITHIN THE 100-YEAR FLOODPLAIN.

PROXIMITY TO WATERS OF STATE

THE SOUTHERN MOST POINT OF THE WORK AREA IS APPROXIMATELY 1,650 FEET FROM THE WEST BRANCH SWARTZ CREEK.



OWNER INFORMATION

CITY OF SWARTZ CREEK
8083 CIVIC DRIVE
SWARTZ CREEK, MICHIGAN 48473
MR. ADAM ZETTEL, MANAGER
PHONE: (810) 635-4464
EMAIL: AZETTEL@CITYOFSWARTZCREEK.ORG

VICINITY MAP

NOT TO SCALE



PROPERTY ADDRESS

6162 BRISTOL ROAD
SWARTZ CREEK, MICHIGAN 48473

LEGAL DESCRIPTION

PARCEL NUMBER: 58-30-400-004
LEGAL DESCRIPTION:

(AS SURVEYED)

A PARCEL OF LAND BEG N 89 DEG 26 MIN 32 SEC E 732.63 FT FROM S 1/4 COR OF SEC 14 N 0 DEG 58 MIN 31 SEC W 1440 FT TH N 89 DEG 01 MIN 29 SEC E 580.50 FT TH S 0 DEG 58 MIN 31 SEC E 1440 FT TH S 89 DEG 26 MIN 32 SEC W 580.50 FT TO PL OF BEG SEC 30 T7N R6E (08) 19.19 A

SHEET INDEX

- 1 - COVER SHEET
- 2 - LEGEND SHEET
- 3 - GENERAL NOTE SHEET
- 4 - DETAIL SHEET
- 5 - DETAIL SHEET
- 6 - GDC-WWS STANDARD CONSTRUCTION NOTES
- 7 - GDC-WWS PRESSURE PIPE CONSTRUCTION DETAILS
- 8 - GDC-WWS SANITARY SEWER CONSTRUCTION DETAILS
- 9 - REMOVAL SHEET
- 10 - OVERALL CONSTRUCTION PLAN
- 11 - ENLARGED SITE PLAN
- 12 - GRADING PLAN
- 13 - PLAN AND PROFILE SHEET P.O.B. TO 4+50
- 14 - PLAN AND PROFILE SHEET 4+50 TO 12+50
- 15 - PLAN AND PROFILE SHEET 12+50 TO 17+50
- 16 - PLAN AND PROFILE SHEET 17+50 TO P.O.E.
- 17 - SECC SHEET
- 18 - SECC DETAIL SHEET
- 19 - 21 - ELECTRICAL SHEETS

GENERAL NOTES

ALL FACILITIES FOR THIS PROJECT ARE DESIGNED FOR AND WILL BECOME THE CITY OF SWARTZ CREEK PUBLIC SYSTEMS UPON SATISFACTORY APPROVAL BY THE GENESEE COUNTY DRAIN COMMISSIONER DIVISION OF WATER AND WASTE SERVICES (GDC-WWS).

ALL PUBLIC FACILITIES SHALL BE LOCATED WITHIN A RIGHT-OF-WAY, AN EXISTING EASEMENT, OR SHALL HAVE AN EASEMENT GRANTED TO THE CITY OF SWARTZ CREEK FOR MAINTENANCE, REPAIR AND/OR REPLACEMENT.

EXISTING UTILITIES HAVE NOT BEEN EXPOSED FOR VERIFICATION OF LOCATION AND ELEVATIONS. THE CONTRACTOR SHALL EXCAVATE, LOCATE, AND VERIFY DEPTH OF ANY EXISTING UTILITIES PRIOR TO CONSTRUCTION.

THE CONTRACTOR SHALL ASSUME RESPONSIBILITY FOR PROTECTION OF ALL EXISTING UTILITIES DURING CONSTRUCTION. ALL COSTS FOR LOCATING, REMOVING AND REPLACING, OR RELOCATING THESE UTILITIES SHALL BE INCIDENTAL TO CONSTRUCTION. ALL UTILITIES DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED WITH LIKE MATERIAL.

FOR THE PROTECTION OF UNDERGROUND UTILITIES, THE CONTRACTOR SHALL CALL "MISS DIG" AT 1-800-482-7171 OR DIAL 811 OR ONLINE AT WWW.MISSDIG.ORG A MINIMUM OF 3 WORKING DAYS EXCLUDING WEEKENDS AND HOLIDAYS PRIOR TO BEGINNING EXCAVATION. ALL "MISS DIG" PARTICIPATING MEMBERS WILL, THUS BE ROUTINELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY TO IDENTIFY AND NOTIFY UTILITY OWNERS WITHIN THE PROJECT AREA WHO MAY NOT PARTICIPATE IN THE MISS DIG NOTIFICATION PROGRAM.

FOR ALL CONSTRUCTION ACTIVITY THAT DISTURBS 5 ACRES OR MORE OF LAND, THE OWNER OF THE PROPERTY SHALL OBTAIN AN NPDES STORM WATER DISCHARGE PERMIT FOR CONSTRUCTION ACTIVITIES FROM EQL AS REQUIRED UNDER P.A. 245. THE NOTICE OF COVERAGE FORM SHALL BE SUBMITTED THROUGH GDC-WWS WITH THE SOIL EROSION CONTROL PERMIT APPLICATION. THE DISTURBED AREA FOR THIS PROJECT IS APPROXIMATELY 4.9 ACRES. AN NPDES PERMIT IS NOT REQUIRED FOR THIS PROJECT.

EASEMENT STATEMENT: ALL PUBLIC SANITARY SEWERS AND PUBLIC WATER MAINS SHALL HAVE AN EASEMENT GRANTED TO GDC-WWS AND/OR LOCAL MUNICIPALITY FOR MAINTENANCE, REPAIR AND/OR REPLACEMENT; FOR CONDOMINIUMS, THE EASEMENT SHALL BE RECORDED ON THE MASTER DEED DOCUMENT AND FOR A SUBDIVISION, THE EASEMENT SHALL BE NOTED ON THE FINAL RECORDED PLAT. ALL OTHERS SHALL BE RECORDED ON THE NEW STANDARD GDC-WWS EASEMENT FORM.

CONTRACTOR ALERT STATEMENT: THIS PROJECT HAS BEEN DESIGNED IMPLEMENTING THE LATEST GDC-WWS AND THE CITY OF SWARTZ CREEK DESIGN SPECIFICATIONS. CAREFULLY REVIEW THE NOTES, DETAILS, AND DESIGN PRIOR TO SUBMITTING A BID. FULL COMPLIANCE WITH THE NEW STANDARDS WILL BE REQUIRED.



Know what's below.
Call before you dig.

PLAN SUBMITTALS AND CHANGES

DATE	DESCRIPTION
12/2/2025	ISSUED FOR BIDS

REV:

SHT# 1 of 21
JOB No: 2500068

PREPARED FOR
CITY OF SWARTZ CREEK
OTTERBURN PARK IMPROVEMENTS
SWARTZ CREEK, GENESEE COUNTY, MICHIGAN
COVER SHEET

ROWE PROFESSIONAL
SERVICES COMPANY
The Rowe Building
540 S. Saginaw St., Suite 200
Flint, MI 48502
O: (810) 341-7500
www.rowesc.com

PLAN DATE: NOVEMBER 2025
PROJECT MGR: D.R.S.
REVIEWER: R.A.B.
SCALE: NOT TO SCALE

CONSTRUCTION NOTES

1. THE CONTRACTOR SHALL MAKE MODIFICATIONS TO THE LOCATION OF THE PROPOSED IMPROVEMENTS AS NECESSARY TO AVOID CONFLICT WITH EXISTING UTILITIES AND LANDSCAPING. ALL MODIFICATIONS SHALL BE REVIEWED WITH THE OWNER PRIOR TO PERFORMING THE WORK.
2. ALL WORK SHALL BE COORDINATED WITH THE OWNER PRIOR TO THE START OF THE PROJECT. THE CONTRACTOR SHALL PROVIDE A DETAILED CONSTRUCTION SEQUENCE FOR APPROVAL PRIOR TO STARTING.
3. ALL DISTURBED AREAS SHALL BE RESTORED AND ESTABLISHED WITH TURF.
4. ANY DAMAGED VEGETATION OR OTHER FEATURES NOT IDENTIFIED FOR REMOVAL WILL BE REPLACED IN-KIND AS APPROVED BY OWNER AT NO ADDITIONAL COST TO THE OWNER.
5. MATCH PROPOSED PAVEMENT AREAS FLUSH WITH EXISTING PAVEMENT.
6. SEE SESC SHEET 17 FOR SESC MEASURES AND OTHER INFORMATION.

