

**City of Brighton
Planning Commission
Meeting Minutes
December 19, 2016**

1. Call to Order/Roll Call

Chairperson Monet called the meeting to order at 7:30 p.m.

The following Commissioners were present:

Steve Monet	David McLane
William Bryan	Matthew Smith
Robert Pawlowski	David Petrak
Susan Gardner	Jim Bohn
Michael Schutz	

Also present: Nate Geinzer, City Manager; Mike Caruso, Rental Inspector / Code Enforcement Officer; Brandon Skopek, Community Development Associate; Brad Maynes, City Attorney; Kari Jozwik, City Engineer, and an audience of 4.

2. Approval of the November 21, 2016 Meeting Minutes.

Moved by Commissioner Gardner, supported by Commissioner Pawlowski, to approve the November 21, 2016 Planning Commission meeting minutes as presented. **The motion carried with Commissioner Bohn abstaining.**

3. Approval of the December 19, 2016 Agenda

Mr. Caruso advised that Brighton Commercial Center has withdrawn their application so Item #7 should be deleted from tonight's agenda.

Moved by Commissioner Smith, supported by Commissioner Petrak, to approve the agenda as amended. **The motion carried unanimously.**

4. Call to the Public

The call to the public was made at 7:32 pm with no response.

Old Business

5. Site Plan Amendment #16-013 – 8068 Challis Road – Hampton Inn (Tabled from previous meeting – November 21, 2016).

Mr. Caruso stated that he spoke with the applicant and they submitted new photographs. The lights will be clear/white.

Mr. Patrick Stiebert with Allied Signs was present. He confirmed that the lighting will be clear/white.

Moved by Commissioner Gardner, seconded by Commissioner Bryan, to recommend to City Council approval of Site Plan Amendment #16-013 for 8068 Challis Road – Hampton Inn. **The motion carried unanimously.**

New Business

6. Veterans Memorial Site Plan Amendment, #16-014 (Mill Pond Location – DBD)

Mr. Caruso stated that the Veterans Memorial Subcommittee has submitted a site plan for another sidewalk to be installed to accommodate additional brick pavers.

Mr. John Emus, the City Council liaison to the Veterans Memorial Subcommittee, stated that the new sidewalk is needed due to the success of the veteran's memorial and the demand for pavers.

Mr. Steve Conway, a veteran and a member of the Subcommittee, stated that they have 751 pavers installed currently and space for 45 more. They are requesting the additional sidewalk to accommodate another 450 pavers.

Ms. Jozwik advised that the applicant has addressed all of the concerns outlined in her letter dated November 30, 2016.

Moved by Commissioner Pawlowski, seconded by Commission Gardner, to recommend to City Council approval of the Veterans Memorial Site Plan Amendment #16-014. **The motion carried unanimously.**

7. Zoning Code Update & Discussion (Clearzoning / Giffels Webster)

Ms. Jill Bahm and Jason Bibby from Giffels Webster were present.

Mr. Bibby reviewed the changes that were discussed at the November Planning Commission meeting. The Planning Commission also discussed additional items in the zoning ordinance that are proposed to be amended, specifically the development review standards and the subdivision ordinance.

There was also a discussion regarding changing the site plan approval process whereas some items can be approved administratively by staff, others can be approved by the Planning Commission, and then others that will need City Council approval.

Other Business

8. Election of Officers
 - Chairperson

- Vice Chairperson
- Secretary

Chairman Monet advised that he would like to step down as Chairperson, but would like to continue to serve as a Planning Commission member.

Moved by Monet, seconded by Bryan, to nominate Commissioner Smith as Chairperson. **The motion carried unanimously.**

Moved by Bohn, seconded by Schutz, to nominate Commissioner Petrak as Vice-Chairperson. **The motion carried unanimously.**

Moved by Monet, seconded by Petrak, to nominate Commissioner Bryan as Secretary. **The motion carried unanimously.**

9. Staff Updates

- Current Committee Liaison Appointments

Mr. Caruso stated that Commissioner Smith is the liaison to the Traffic Safety Advisory Board and Commissioners Bryan and Pawlowski are the liaisons to the City/Township Advisory Board. These appointments are indefinite and he asked if all of them would like to continue their positions. All Commissioners would like to continue to serve on these Boards.

- Meeting Date Changes – Jan 23, 2017 and Feb 27, 2017

Moved by Gardner, seconded by Petrak, to change the January and February Planning Commission dates to January 23, 2017 and February 27, 2017 due to the holidays in those months. **The motion carried unanimously.**

10. Commissioners Report

The Commissioners discussed their disappointment in the lack of Christmas decorations downtown. Mr. Geinzer advised that he will pass along the concerns.

11. Call to the Public

The call to the public was made at 8:52 pm with no response.

12. Adjournment

Moved by Commissioner McLane, supported by Commissioner Gardner, to adjourn the meeting at 8:52 pm. **The motion carried unanimously**

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Bill Bryan, Secretary

Patty Thomas, Recording Secretary