



# Brighton City Council Meeting

200 N First St • City Hall Council Chambers • Brighton, Michigan 48116  
(810) 227-1911 • [www.brightoncity.org](http://www.brightoncity.org)

**\*\*\*REVISED\*\*\* Regular Meeting  
October 21, 2021 – 7:30 p.m.**

## AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Consider Approval of the Agenda
5. Consider Approval of Consent Agenda Items

### Consent Agenda Items

- a. Approval of Minutes: [Special Retreat Meeting of October 2, 2021](#)
- b. Approval of Minutes: [Study Session of October 7, 2021](#)
- c. Approval of Minutes: Closed Session of October 7, 2021
- d. Approval of Minutes: [Regular Session of October 7, 2021](#)
- e. [Approval of Sidecar Slider Bar Redevelopment Liquor License, Resolution #2021-22 and Resolution #2021-23](#)
- f. [Consider Approval of Budget Amendment to Transfer Funds Back to the General Fund for Sidewalk Improvements Not Completed in 2020-2021](#)
- g. [Appointments to Various Boards and Commissions](#)
- h. [Acceptance of the Pension and OPEB Reporting Under Public Act 202 of 2017](#)
- i. Approval of a Budget Amendment for the 2021/2022 Police Millage Fund in the Amount of \$5,121 from Fund Balance to Cover the Cost of Replacing a Furnace at the Police Department that was Approved by Council During the Last Fiscal Year
- j. Cancellation of Scheduled November 4, 2021 City Council Meeting

### Correspondence

6. Call to the Public
7. Staff Updates
8. Updates from Councilmember Liaisons to Various Boards and Commissions
9. Receive Annual Audit Report and Presentation

### Public Hearing

10. [Conduct a Public Hearing and Consider Adoption of Proposed Ordinance Number 598: Code of Ethics Amendments to Chapter 43 of the City of Brighton Code of Ordinances, Resolution #2021-24](#)

### New Business

11. [Consider Approval of Site Plan 21-16, Scooters Coffee Drive Thru, 910 W. Grand River](#)
12. Consider Approval of Resolution #2021-26 to Accept the Caesar Memorial Statue Donation from Brighton Area Schools
13. [Consider Adoption of Resolution #2021-25 to Adopt City of Brighton Public Meeting Procedures](#)
14. [Consider Award of Bid for Backwash Basin Rehabilitation to Myers Excavating in an Amount Not to Exceed](#)

\$34,000, with a Budget Transfer of \$44,000 from the Utilities Fund Fund Balance to the Utilities CIP Fund for a Total Project Cost Not to Exceed \$114,000.

15. Consider Approval of City Manager's 2021/22 Budget Amendment Recommendations

**Other Business**

16. Call to the Public

17. Consider Entering Closed Sessions to Receive Written Attorney-Client Privileged Communications Pursuant to MCL 15.268(h)

18. Consider Approval of City Manager Compensation Task Force Recommendations

19. Adjournment



# Brighton City Council Retreat

Community Center • 555 Brighton St. • Brighton, Michigan 48116  
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## MINUTES OF THE SPECIAL RETREAT MEETING OF THE BRIGHTON CITY COUNCIL HELD ON OCTOBER 2, 2021

### 1. Call to Order

Mayor Pipoly called the Special Retreat Meeting to order at 8:00 a.m.

The Pledge of Allegiance was recited.

### 2. Roll Call

Present were Mayor Pipoly, Mayor Pro Tem Gardner, Councilmembers: Bohn, Muzzin, Pettengill, and Tobbe. Also present were City Clerk Tara Brown, Community Development Manager Mike Caruso, Chief Rob Bradford, Sergeant Brent Pirochta, Jill Bahm from Giffels Webster, Attorney Laura Genovich, Marcia Gebarowski, and Economic Development Coordinator Denise Murray. There were approximately 55 persons in the audience.

### 3. Consider Approval of the Agenda

**Motion** by Mayor Pro Tem Gardner, seconded by Councilmember Emaus to approve the agenda as presented. **The motion carried without objection.**

### 4. Call to the Public

Mayor Pipoly opened the Call to the Public at 8:03 a.m.

Janice Nier, Genoa Township, spoke regarding the benefits of cannabis to help with cancer symptoms but opposes sales in the downtown area.

Mike Hanzik, Green Oak Township, opposes marijuana establishments in the City.

Connie Robinson, Hartland Township, quoted studies from the Hudson Institute.

Tony Kasab, owner of Jameson's Pub, asked City Council to address parking issues now before it becomes a bigger problem.

Mac Miller, 307 W. Main, opposes marijuana establishments downtown Brighton but supports good planning and proper parking accommodations should City Council approve marijuana in the City.

Kristin Storey stated that parking is an issue but is supportive of marijuana in proper areas with enough parking.

Edward Loniewski spoke in opposition of marijuana establishments the City.

Megan Palmer spoke in opposition of marijuana establishments in the City.

Elizabeth Johnson spoke in opposition of marijuana establishments in the City.

Ken Johnson spoke in opposition of marijuana establishments in the City.

Soujoud Hamade, a cannabis attorney, spoke in support of marijuana. She stated marijuana purchased in establishments are highly regulated and safe.

Theresa Hanzik, Green Oak Township, spoke in opposition of marijuana establishments in the City.

Ron Spanko, Brighton Township, spoke in opposition of marijuana establishments in the City.

Brian Bradford spoke in opposition of marijuana establishments in the City.

Jennifer Smith, Genoa Township, spoke in opposition of marijuana establishments in the City. She is also the chair of Moms for Liberty.

Nic Rossio, stated that the public should be asking why minors use versus taking marijuana away. He stated that exposure is not bad.

Ken Burke spoke in favor of a processing and growing facility in the City.

Michelle Marrficyk spoke in support of marijuana.

Sandra Parker, Stockbridge, spoke in opposition of marijuana establishments in the City.

Leslie Dinkleman spoke in opposition of marijuana establishments in the City.

Nicole Collars spoke in opposition of marijuana establishments in the City.

Susan Topoleski requested that marijuana establishments not be zoned in the downtown area.

Susan Bakhaus spoke in opposition of marijuana in the City. She stated there are LETS buses that can take people to purchase marijuana outside of the City.

Robert Carpenter, Brighton Township, opposes marijuana establishments in the City.

John Connelly, Genoa Township, spoke in opposition of marijuana establishments in the City.

Jerry Griffin spoke in opposition of marijuana establishments in the City.

Ashley Tucker spoke in support of marijuana establishments in the City.

Mayor Pipoly closed the Call to the Public at 9:36 a.m.

**Motion** by Councilmember Emaus, seconded by Councilmember Pettengill to take a break at 9:36 a.m. for ten minutes. **The motion carried without objection.**

**Motion** by Mayor Pro Tem Gardner, seconded by Councilmember Tobbe to resume the meeting at 9:48 a.m. **The motion carried without objection.**

## **5. Discussion and Possible Staff Direction Regarding Marijuana Businesses and Related Land Uses**

Community Development Manager Mike Caruso provided a brief introduction and then turned discussion over to the presenters.

Marcia Gebarowski, director for business development at SPARK provided a presentation on marijuana market interest and outlook with comparisons to similarly sized communities. A detailed look at jobs within the cannabis industry has grown significantly over within the United States since 2017, revenue across the states, excise tax distribution, a snapshot of Michigan so far. Ms. Gebarowski also highlighted marijuana licensing fees based on business type.

Jill Bahm, partner at Giffels Webster, examined types and necessary zoning for medical and recreational cannabis establishments. Legal cases, ballot initiatives, medical cannabis versus recreational marijuana requirements and regulations were also discussed. Ms. Bahm also provided considerations that municipalities should look at when deciding to opt-in to marijuana establishments.

Laura Genovich, Foster Swift, provided a detailed legal marijuana overview, described ballot initiatives, and legal challenges. Ms. Genovich provided Attorney General opinions on various Michigan court cases, overview and notable features of the Michigan Regulation and Taxation of



Marihuana Act (MRTMA) provision. Ms. Genovich also spoke extensively on various ballot committees that experienced a ballot question and the extensive process that is involved.

City Council then discussed the options and opinions presented extensively. City Council specifically discussed the downtown area, what types of businesses, why do we want this in our community, considerations when zoning given the proximity to freeways as buffers.

#### **6. Consider Possible Action Providing Staff Direction**

Combined with the motion in item 7.

#### **7. Consider Possible Action Providing Planning Commission Direction**

**Motion** by Councilmember Bohn, Seconded by Councilmember Emaus to direct the Planning Commission to (1) investigate licensure requirements and zoning amendments to allow two adult-use marihuana retailers and two adult-use marihuana safety compliance facilities; (2) consider locational requirements for these establishments that are not in residential areas, not within 1,000 feet of schools, and not within 1,000 (or, alternatively, 500 feet) of the downtown business district; and (3) work with City staff, the City Attorney, and the City's consultants to refer proposed ordinances to City Council within 60 days after October 2, 2021. **The motion carried by roll call vote; Mayor Pro Tem Gardner voted no.**

**Motion** by Councilmember Emaus, seconded by Councilmember Pettengill to take a break for five minutes at 12:20p.m. **The motion carried without objection.**

**Motion** by Councilmember Emaus, seconded by Councilmember Tobbe to resume the meeting at 12:26 p.m. **The motion carried without objection.**

#### **8. Call to the Public**

Mayor Pipoly opened the Call to the Public at 12:27 p.m.

Susan Topoleski stated it is best to be proactive in case of a ballot initiative so the City can limit the number of businesses.

Francis Givens stated that a majority has been represented at the meeting and is a fair representation of the will of the people.

Mike Hanzlik spoke in opposition of marijuana establishments in the City.

Theresa Hanzik spoke in opposition of marijuana establishments in the City.

Michelle Marrficyk spoke in support of marijuana establishments in the City.

Nic Rossio asked City Council to find congruence when deciding what the next steps should be and consider that some use marijuana to cope with traumatic or mental issues.

Mayor Pipoly closed the Call to the Public at 12:37 p.m.

#### **9. Adjournment**

**Motion** by Councilmember Emaus, seconded by Councilmember Muzzin to adjourn the meeting at 12:38 p.m.



# City Council Study Session

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This meeting was conducted electronically.

## MINUTES OF THE STUDY SESSION OF THE BRIGHTON CITY COUNCIL HELD ON OCTOBER 7, 2021

### 1. Call to Order

Mayor Pipoly called the early study session to order at 6:00 p.m.

### 2. Roll Call

Present were Mayor Pipoly, Mayor Pro Tem Gardner, Councilmembers: Bohn, Emaus, Muzzin, Pettengill, and Tobbe.

Staff Present: City Manager Nate Geinzer, City Clerk Tara Brown, Community Development Manager Mike Caruso, DPS Director Marcel Goch, Attorney Sarah Gabis, and Chief Rob Bradford. There were three persons in the audience.

### 3. Consider Approval of the Agenda

**Motion** by Mayor Pro Tem Gardner, seconded by Councilmember Emaus to approve the agenda as presented. **The motion carried without objection by roll call vote.**

### 4. Call to the Public

Mayor Pipoly opened the Call to the Public at 6:02 p.m.

Susan Bakhaus, 907 Brighton Lake Road, spoke regarding an agenda number.

Mayor Pipoly closed the Call to the Public at 6:02 p.m.

### 5. Consider Entering Closed Sessions to Receive Written Attorney-Client Privileged Communications Pursuant to MCL 15.268(h)

**Motion** by Councilmember Emaus, seconded by Councilmember Tobbe to enter into closed session to receive written attorney-client privileged communication pursuant to MCL 15.268(h) at 6:03 p.m. **The motion carried without objection by roll call vote.**

**Motion** by Councilmember Pettengill, seconded by Councilmember Emaus to come out of closed session at 6:41 p.m. **The motion carried without objection by roll call vote.**

### 6. Consider Entering Closed Session Regarding Strategy in Connection with Jacobson v City of Brighton Where Discussion in an Open Meeting Would Have a Detrimental Financial Effect on the Litigating or Settlement Position of the City Pursuant to MCL 15.268(e)

**Motion** by Mayor Pro Tem Gardner, seconded by Councilmember Pettengill to enter into closed session regarding strategy in connection with Jacobson v City of Brighton where discussion in an open meeting would have a detrimental financial effect on the litigating or settlement position of the City pursuant to MCL 15.268(e) at 6:42 p.m. **The motion carried without objection by roll call vote.**

**Motion** by Mayor Pro Tem Gardner, seconded by Councilmember Pettengill to come out of closed session at 7:12 p.m. **The motion carried without objection by roll call vote.**

### 7. Call to the Public

Mayor Pipoly opened the Call to the Public at 7:13 p.m. Hearing and seeing no comment, Mayor Pipoly closed the Call to the Public.

**8. Adjournment**

**Motion** by Councilmember Tobbe, seconded by Councilmember Pettengill to adjourn the meeting at 7:13 p.m. **The motion carried without objection by roll call vote.**

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Tara Brown, City Clerk

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Shawn Pipoly, Mayor



# Brighton City Council Meeting

200 N First St • City Hall Council Chambers • Brighton, Michigan 48116  
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This meeting was conducted electronically.

## MINUTES OF THE REGULAR MEETING OF THE BRIGHTON CITY COUNCIL HELD ON OCTOBER 7, 2021

### 1. Call to Order

Mayor Pipoly called the meeting to order at 7:30 p.m.

### 2. Pledge of Allegiance

Mayor Pro Tem Gardner led in the Pledge of Allegiance.

### 3. Roll Call

Present were Mayor Pipoly, Mayor Pro Tem Gardner, Councilmembers: Bohn, Emaus, Muzzin, Pettengill, and Tobbe.

Staff Present: City Manager Nate Geinzer, City Clerk Tara Brown, DPS Director Marcel Goch, Community Development Manager Mike Caruso, Attorney Sarah Gabis, and Chief Rob Bradford. There were six persons in the audience.

### 4. Consider Approval of the Agenda

**Motion** by Mayor Pro Tem Gardner, seconded by Councilmember Emaus to approve the agenda as presented. **The motion carried without objection by roll call vote.**

### 5. Consider Approval of Consent Agenda Items

**Motion** by Councilmember Emaus, seconded by Councilmember Pettengill to approve the consent agenda as presented. **The motion carried without objection by roll call vote.**

#### Consent Agenda Items

- a. **Approval of Minutes: Regular Session of September 16, 2021**
- b. **Approval of the Annual Purchase of 75 Iron Scales Anti-Phishing Email Add-ons for \$4,200 Along with a Budget Amendment for use of \$4,200 in General Fund Balance to Cover the Costs**

#### Correspondence

### 6. Call to the Public

Mayor Pipoly opened the Call to the Public at 7:33 p.m. Hearing and seeing no comment, the Call to the Public was closed.

### 7. Staff Updates

Director Goch provided an update on the Northwest Neighborhood project.

Manager Geinzer noted that the next meeting scheduled for October 21, 2021 will be finance focused with the annual audit presentation and ARPA funds for the Study Session.

Clerk Brown stated the fall edition of the print newsletter should be in residents' mailboxes by the end of October.

Manager Geinzer spoke about the recent Special Retreat on Marijuana and relayed the Planning Commission has direction from City Council on specific requests to be brought back before City Council. Please visit the City website for a dedicated page for all Marijuana updates.

### 8. Updates from Councilmember Liaisons to Various Boards and Commissions

Councilmember Muzzin noted that the Brighton Area Fire Authority will meet on October 14, 2021.

Mayor Pro Tem Gardner stated the Brighton Arts and Culture Commission meeting was rescheduled from October 11 to October 12, 2021 where they will discuss moving forward with the Community Enrichment Commission and a special donation/enhancement to the Imagination Station from the Brighton Area Schools.

Councilmember Pettengill noted there will be one item on the agenda for the October 14, 2021 Zoning Board of Appeals meeting.

Councilmember Bohn stated the Planning Commission met and approved Scooters Coffee and will come before City Council on October 21, 2021. Mr. Bohn also noted Community Development Manager Caruso gave Planning Commission a brief update regarding the recent Marijuana Retreat and what is expected from Planning Commission and what to expect as they move through the process.

Mayor Pipoly was sad to report the recent passing of Marieanna Bair who was a lifelong resident of the City of Brighton and served on the Brighton Area Historical Society for many years. He offered his condolences to Ms. Bair's family and friends.

**9. Conversation with Corrigan Oil Regarding August 24<sup>th</sup> Diesel Spill**

Tim Corrigan and Roger Hayes from Corrigan Oil spoke in detail about the recent diesel spill, mitigation, cleanup, and next steps. A final report from EGLE is forthcoming.

**Public Hearing**

**10. Conduct a Public Hearing for Proposed Ordinance Number 597: Intoxicating Liquors Amendments to Chapter 58 Section 58-2 of the City of Brighton Code of Ordinances**

Manager Geinzer provided a brief overview on the ordinance amendment, noting the correct resolution was posted on the website and emailed to Councilmembers.

Mayor Pipoly opened the public hearing at 8:02 p.m.

Susan Bakhaus, 907 Brighton Lake Road, spoke in opposition to Social Districts.

Jordan Genso, 1628 Woodlake Circle, asked that markings designating the Social District be clear and easy to read. He remarked that the City of Howell signage is not clear.

**Motion** by Mayor Pro Tem Gardner, seconded by Councilmember Emaus to approve of resolution #2021-21 to adopt ordinance 597: Intoxicating Liquors Amendments to Chapter 58 Section 58-2 of the City of Brighton Code of Ordinances. **The motion carried by roll call vote; Councilmember Bohn voted no.**

**New Business**

**11. Consider Approval of Site Plan 21-11, HyperShine Car Wash, With the Condition the Applicant Addresses the Remaining Comment Described on the Tetrattech Engineer Review dated 9/17/2021**

**Motion** by Councilmember Bohn, seconded by Councilmember Emaus to approve of site plan 21-11, HyperShine Car Wash, with the condition the applicant addresses the remaining comment described on the TetraTech Engineer review dated 9/17/2021. **The motion carried without objection by roll call vote.**

**12. Consider Approval of Resolution #2021-20 to Introduce First Reading and Set a Public Hearing of October 21, 2021 for Proposed Ordinance Number 598: Code of Ethics of the City of Brighton Code of Ordinances**

**Motion** by Mayor Pro Tem Gardner, seconded by Councilmember Emaus to approve of resolution #2021-20 to introduce first reading and set a public hearing of October 21, 2021 for proposed ordinance number 598: Code of Ethics of the City of Brighton Code of Ordinances. **The motion carried without objection by roll call vote.**

**13. Consider Approval of Proposal from Absolute Security & Investigations for Security Cameras and Associated Equipment at City DPS Buildings and Parking Lots in the Amount of \$58,400**

**Motion** by Councilmember Muzzin, seconded by Councilmember Bohn to approve of proposal from Absolute

Security & Investigations for security cameras and associated Equipment at City DPS buildings and parking lots in the amount of \$58,400. **The motion carried without objection by roll call vote.**

**14. Possible Action Resulting from Closed Sessions**

**Motion** by Councilmember Bohn, seconded by Emaus to direct City Attorney to proceed as discussed in Closed Session regarding item #5 MCL 15.368(h) from the Study Session. **The motion carried by roll call vote; Councilmember Muzzin voted no.**

**Other Business**

**15. Call to the Public**

Mayor Pipoly opened the Call to the Public at 8:36 p.m. Hearing and seeing no comment, the Call to the Public was closed.

**16. Adjournment**

**Motion** by Councilmember Emaus, seconded by Councilmember Bohn to adjourn the meeting at 8:37 p.m. **The motion carried without objection by roll call vote.**

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Tara Brown, City Clerk

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Shawn Pipoly, Mayor



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL October 21, 2021

**SUBJECT: CONSIDER APPROVAL OF ALCOHOL SALES BY SIDECAR SLIDER BAR LLC, LOCATED AT 120 W. MAIN ST.**

### ADMINISTRATIVE SUMMARY

- Sidecar Slider Bar LLC has applied to the Michigan Liquor Control Commission (MLCC) to obtain a new Class “C” Redevelopment License issued under MCL 436.1521a(1)(b), with on premises permits for Sunday AM and PM sales under PA 501 of 2006.
- Brighton City Code 6-32 requires approval of the Brighton City Council for a liquor license operation in the City of Brighton.
- To qualify for consideration by the MLCC for a Redevelopment License, the redevelopment must meet certain requirements:
  - The business must be located within an established Development District.
  - The business must expend at least \$75,000 for the rehabilitation or restoration of the building.
  - The business must demonstrate that there is a seating capacity of not less than 25 persons.
  - The total public/private investment in the Development District must be at least \$200,000 over the preceding five-year period
- Sidecar Slider Bar LLC has met the requirements listed above.

### RECOMMENDATION

The Brighton City Police Department has determined the applicant meets the requirements of the City of Brighton’s liquor control ordinances (6-31 to 6-41) and therefore recommends approval of the request.

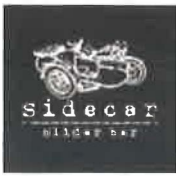
The Community Development Department has determined the applicant meets the requirements for consideration by the MLCC for liquor licenses pursuant to PA 501 of 2006.

Prepared by: Kelly Haataja, Executive Assistant to Community Development

Reviewed by: Craig Flood, Deputy Police Chief  
Mike Caruso, Community Development Manager

Approved by: Nate Geinzer, City Manager

Attachments: 1. Application  
2. Police Dept Letter of Recommendation  
3. Resolution 21-22, Approving the Sale of Alcoholic Liquor  
4. Resolution 21-23, Approving the Redevelopment Liquor License Application to the MLCC



## Sidecar Slider Bar

October 3<sup>rd</sup> 2021

Attn: City of Brighton

Community Development

200 N. First St Brighton Mi 48116

Dear City of Brighton,

We are respectfully requesting approval for a CLASS C redevelopment liquor license for Sidecar Slider Bar located at 120 W Main street Brighton Michigan 48116. We are also requesting a Sunday sales (am and pm) and a SDM permit in conjunction with the class C license. Sidecar will be owned and operated by Raymond Kurmas who lives in the community and has over 30 years of hospitality experience and has previously owned and operated many restaurants most recently Sidecar Slider Bar of Novi, The Michigan Beer Company and Duel Novi. Raymond has an outstanding record with the MLCC regarding his previous CLASS C license and will be operating this location with his wife. We will be spending approximately \$185,000 to renovate and rehabilitate the existing space. This space in total will be for approximately a 150 plus guest including a four seasons room and an open air rooftop bar. The proposed hours of operation will be 11am to 2 am seven days a week and food sales estimated at 70% and liquor sales at 30%.

Enclosed are the following documents for your review/ consideration:

- City of Brighton liquor license application questionnaire
- Filed articles of organization for Sidecar slider bar Brighton LLC
- Copy of executed lease of the building
- Proposed floor plan

I look forward to working with all of you on this matter. Thank you for your consideration and time if you have and further questions please do not hesitate to contact me.

Sincerely,

Raymond Kurmas

(Owner) Sidecar Slider Bar Brighton LLC

Cell: (586) 921-3643

Email: [sidecarsliderbarbrighton@gmail.com](mailto:sidecarsliderbarbrighton@gmail.com)

**sidecarsliderbar.com**



**LARA** Corporations  
Online Filing System  
Department of Licensing and Regulatory Affairs

Form Revision Date 02/2017

**ARTICLES OF ORGANIZATION**  
For use by **DOMESTIC LIMITED LIABILITY COMPANY**

Pursuant to the provisions of Act 23, Public Acts of 1993, the undersigned executes the following Articles:

**Article I**

The name of the limited liability company is:

SIDECAR SLIDER BAR BRIGHTON L.L.C.

**Article II**

Unless the articles of organization otherwise provide, all limited liability companies formed pursuant to 1993 PA 23 have the purpose of engaging in any activity within the purposes for which a limited liability company may be formed under the Limited Liability Company Act of Michigan. You may provide a more specific purpose:

**Article III**

The duration of the limited liability company if other than perpetual is:

**Article IV**

The street address of the registered office of the limited liability company and the name of the resident agent at the registered office (P.O. Boxes are not acceptable):

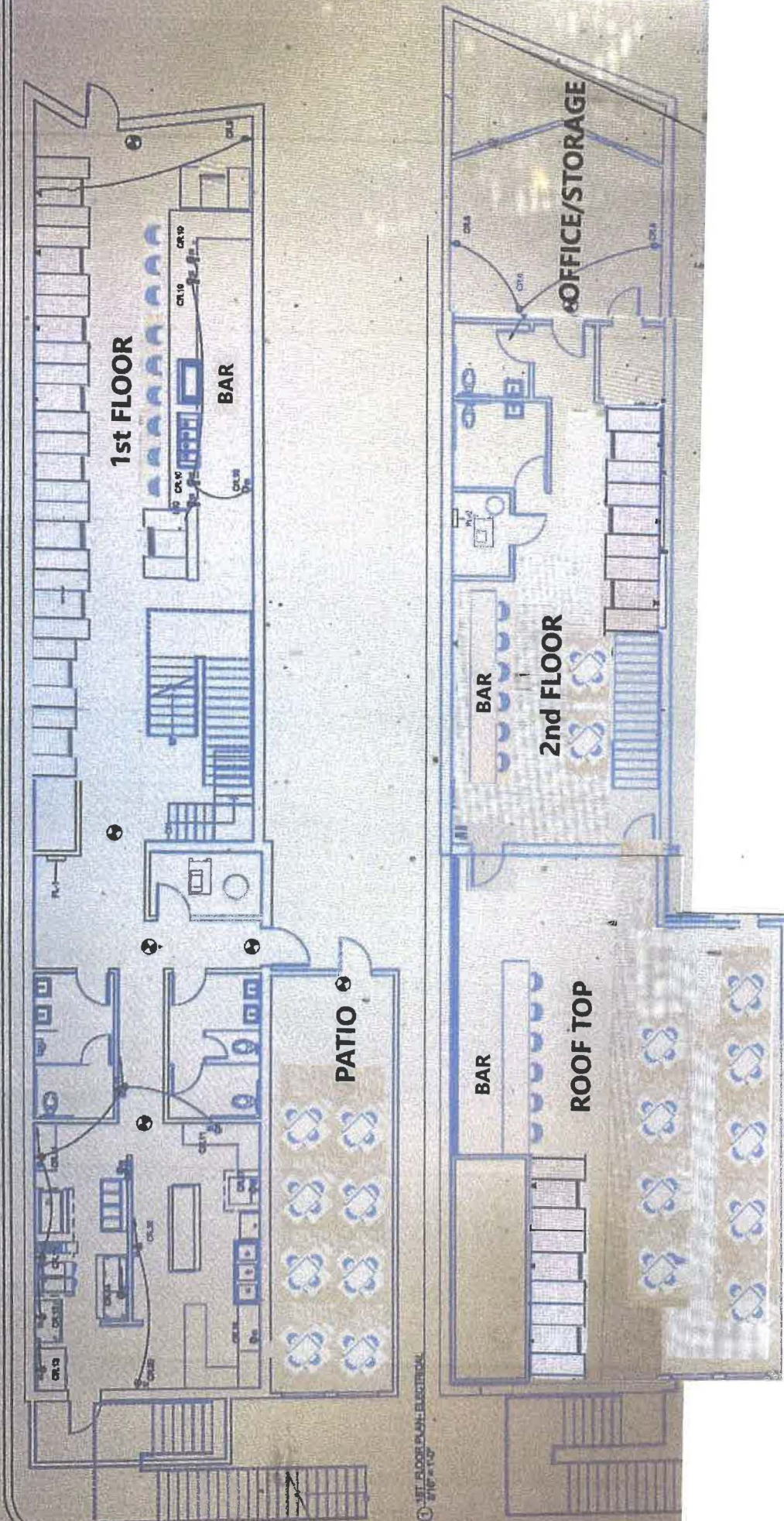
- 1. Agent Name: RAYMOND KURMAS JR
- 2. Street Address: 4034 MERNA LN  
Apt/Suite/Other:  
City: MILFORD  
State: MI Zip Code: 48380
- 3. Registered Office Mailing Address:  
P.O. Box or Street Address: 120 W. MAIN ST  
Apt/Suite/Other:  
City: BRIGHTON  
State: MI Zip Code: 48116

Signed this 7th Day of December, 2018 by the organizer(s):

Signature	Title	Title if "Other" was selected
Raymond Kurmas	Organizer	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

Decline  Accept



Sidecarsliderbar.com



Brighton City Police

Craig CFlood

Deputy Chief of Police



10/12/2021

To: Mike Caruso

Reff: Sidecar Slider Bar Redevelopment License

I have conducted a background check on Mr. Kurmas in regards to a submitted application for a redevelopment liquor license.

I have reviewed Accurant, ICHAT, DDP, RMS, all prior liquor inspections conducted by the City of Brighton Police Department as well as current MLCC status.

I recommend Mr. Kurmas be allowed to proceed with the redevelopment license as outlined in the submitted application.

Thank you,

Deputy Chief Craig C. Flood  
Brighton City Police Department  
810-844-5134  
[floodc@brightoncitypolice.org](mailto:floodc@brightoncitypolice.org)

**Resolution # 2021-22**

**City of Brighton  
A Resolution Approving the Sale of Alcoholic Liquor**

WHEREAS, pertinent sections of the Brighton Municipal Code require that the Brighton City Council expressly approve the sale of alcoholic liquor by any person or persons within the City of Brighton; and

WHEREAS, the applicants have applied to the Michigan Liquor Control Commission for the purchase of a state issued liquor license to be used within the City of Brighton; and

WHEREAS, the Brighton Police Department has conducted an investigation of the applicant and found said applicant to be in compliance with the Brighton Municipal Code; and

NOW, THEREFORE, BE IT RESOLVED, that Sidecar Slider Bar LLC, D.B.A Sidecar Slider Bar, is approved to sell alcoholic liquor at 120 West Main Street, in the City of Brighton in accordance with the Brighton Municipal Code.

AYES:

NAYS:

ABSTAIN:

ABSENT:

I, Tara Brown, City Clerk for the City of Brighton, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council at the Regular Meeting held on October 21, 2021.

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Tara Brown, City Clerk

**Resolution # 2021-23**

**City of Brighton**

At the October 21, 2021 Regular Meeting of the Brighton City Council, called to order by Mayor Pipoly at 7:30 p.m.

The following was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

That the request from Sidecar Slider Bar LLC, DBA Sidecar Slider bar, for a new Redevelopment Class C license under MCL 436.1521.a(1)(b) and a Sunday Sales permit to be located at 120 West Main Street, Brighton, Livingston County, Michigan.

Be considered for approval "above all others:

AYES:

NAYS:

ABSTAIN:

ABSENT:

It is the consensus of this legislative body that the application be recommended for issuance.

State of Michigan  
County of Livingston

I, Tara Brown, City Clerk for the City of Brighton, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council at the Regular Meeting held on October 21, 2021.

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Tara Brown, City Clerk





# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

OCTOBER 21, 2021

**SUBJECT: CONSIDER APPROVAL OF A BUDGET AMENDMENT TO TRANSFER FUNDS BACK TO THE GENERAL FUND FOR SIDEWALK IMPROVEMENTS NOT COMPLETED IN 2020-2021**

### **BACKGROUND**

- During fiscal year 2020-21 City Council approved a request from staff for a budget amendment for additional funding for sidewalk removal and replacement as well as work on the Fire Authority's building pad. This request was made because the contractor was willing to hold his current pricing and we wanted to take advantage of getting the work scheduled for fiscal year 2021-22 completed earlier at this price. Unfortunately, by the time the budget amendment was approved the contractor no longer had availability to complete the work by the end of our fiscal year 2020-2021.

### **ADMINISTRATIVE SUMMARY**

- With approval of that amendment, funds were transferred from the General Fund to both the Major and Local Streets Funds in the amounts of \$54,537 and \$35,463 respectively. The work at the Fire Authority is a General Fund project so no transfers of funds were made for that portion of the project.

### **BUDGET INFORMATION**

- In the 2021-2022 budget, City Council approved sidewalk work for Major and Local Streets in the amounts of \$50,000 each for improvements, and \$117,000 each for the sidewalk gap program funded through the bond.
- As there are already funds allocated in the 2021-22 budget, the funds transferred in the prior year are not needed.

### **RECOMMENDATION**

- Staff is seeking a budget amendment to transfer funds from the Major and Local Streets funds to the General Fund in the amount of \$54,537 and \$35,463 respectively.

Prepared by: Gretchen Gomolka, Finance Director

Reviewed by:

Gretchen Gomolka, Finance Director (Required for all financial related agenda items)

- Within Budget
- Budget Amendment Necessary and In Proper Form
- Other \_\_\_\_\_

Reviewed &

Approved by: Nate Geinzer, City Manager



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL October 21, 2021

**SUBJECT: REAPPOINTMENT TO THE BRIGHTON AREA FIRE AUTHORITY (BAFA)**

### **ADMINISTRATIVE SUMMARY**

Shawn Pipoly and Jim Muzzin are seeking reappointment to the Brighton Area Fire Authority for another four-year term to represent the City of Brighton.

### **RECOMMENDATION**

Reappointment of Shawn Pipoly and Jim Muzzin to the Brighton Area Fire Authority, as recommended by Mayor Pipoly.

Prepared by: Tara Brown, City Clerk

Approved by: Shawn Pipoly, Mayor



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

OCTOBER 21, 2021

**SUBJECT: TRANSMITTAL OF PENSION AND OPEB REPORTING UNDER PUBLIC ACT 202 OF 2017**

### BACKGROUND

- In 2018, the Michigan Department of Treasury released initial reporting requirements under Public Act 202 of 2017, the Protecting Local Government Retirement Benefits Act (“the Act”), which was a primary component of the act. These reporting requirements apply to all local units of government that offer or provide defined pension and/or defined benefit OPEB retirement benefits.
- In addition to submitting this form to the Department of Treasury, local units must also post this information on their website. The governing body of the local unit must also receive a copy of this form, in according with the Act, but the Act does not require approval by the governing body.
- The reporting form provided by the State uses inputs from the annual audit, actuarial reports, and investment providers to determine if a local unit meets the definition of “underfunded status” which will require corrective action plans by the local unit.
- The tests to determine if an “underfunded status” is triggered for Pension and OPEB are as follows:
  - Pension Triggers – The plan is less than 60% funded AND the annual Actuarial Determined Contribution is greater than 10% of Governmental fund revenues
  - OPEB Triggers – The plan is less than 40% funded AND the Annual Required Contribution is greater than 12% of Governmental fund revenues

### ADMINISTRATIVE SUMMARY

- Attached is a copy of the completed report for the City of Brighton and we are pleased to say that an “underfunded status” was not triggered on either our pension or OPEB plans. We do, however want to point out that while our funded status and percentage of revenue measures for both Pension and OPEB have improved over the last year we continue to be very close in both cases to the trigger point.
  - With the changes that were made to the pension plan in recent years we continue to see our funded status hovering above the 60% funded requirement in the pension plan at 64.5% up from 62.5 in the prior year. We continue to be below the 10% limit for the Annual Requirement Contribution limit as we are at 6.5% down from 7.9% in the prior year
  - For the OPEB plan we continue to fail the 40% funded mark as we are at 22.0% funded, however this is a significant increase over the 18.2, and 12.4% funded status we had in the last two years. This increase is a result of the changes to the OPEB plans that were implemented in 2020 past year, coupled with a rate decreases in the plans for retirees this past year. We continue to be below the 12% limit for the Annual Requirement Contribution limit as we are at 6.6% down from 7.2% in the prior year. This percentage could get larger in coming years if we begin seeing large increases in the premium costs of retiree healthcare as the federal government stops covering the costs of COVID 19 related expense and push them onto insurance companies. Fortunately, for the coming year we have received renewals that continue to be favorable at 1.2% and 6% for our two plans.
- In order to continue to avoid triggering “underfunded status” in future years, city council approved a \$650,000 additional payment to MERS in the 2021-21 budget and management will continue looking into making further additional contributions to these plans as a part of the annual budget process.
- The report also includes trigger calculations using State mandated uniform assumptions. These assumptions are included on the report so that the State can compare all municipalities as though all plans had the same assumptions. While these are not the official calculations for determining if triggers are pulled, they are very



telling for us, because they are indicative of what will happen when MERS changes assumptions. Using the State Assumptions, the City's pension plan DOES pull both triggers and is in UNFUNDED STATUS. This year the assumptions used in calculating the OPEB plan liability were the same as the state uniform assumptions,so we don't see the large difference between the two calculations.

### **RECOMMENDATION**

- Although no action is required, staff recommends Acceptance of the Annual Pension and OPEB PA 202 Report

Prepared by: Gretchen M. Gomolka, Finance Director

Reviewed &

Approved by: Nate Geinzer, City Manager

Attachments: Form 5572 for both Pension and OPEB

**The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report**

Enter Local Government Name	City of Brighton	Instructions: For a list of detailed instructions on how to complete and submit this form, visit <a href="http://michigan.gov/LocalRetirementReporting">michigan.gov/LocalRetirementReporting</a> .
<a href="#">Enter Six-Digit Municode</a>	472010	
Unit Type	City	
Fiscal Year End Month	June	
Fiscal Year (four-digit year only, e.g. 2019)	2021	
Contact Name (Chief Administrative Officer)	Gretchen Gomolka	Questions: For questions, please email <a href="mailto:LocalRetirementReporting@michigan.gov">LocalRetirementReporting@michigan.gov</a> . Return this original Excel file. Do not submit a scanned image or PDF.
Title if not CAO	Finance Director	
CAO (or designee) Email Address	<a href="mailto:gomolkag@brightoncity.org">gomolkag@brightoncity.org</a>	
Contact Telephone Number	810-225-9283	
Pension System Name (not division) 1	MERS	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division) 2		
Pension System Name (not division) 3		
Pension System Name (not division) 4		
Pension System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	YES
2	Provide the name of your retirement pension system	Calculated from above	MERS
<b>3</b>	<b>Financial Information</b>		
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	17,380,233
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	26,963,421
6	Funded ratio	Calculated	64.5%
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	807,464
8	Governmental Fund Revenues	Most Recent Audit Report	12,472,193
9	All systems combined ADC/Governmental fund revenues	Calculated	6.5%
<b>10</b>	<b>Membership</b>		
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	49
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report	13
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	41
<b>14</b>	<b>Investment Performance</b>		
15	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	13.59%
16	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	9.35%
17	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	7.91%
<b>18</b>	<b>Actuarial Assumptions</b>		
19	Actuarial assumed rate of investment return	Actuarial Funding Valuation used in Most Recent Audit Report	7.35%
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Level Percent
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	18
22	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	No
<b>23</b>	<b>Uniform Assumptions</b>		
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	16,575,848
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	28,674,127
26	Funded ratio using uniform assumptions	Calculated	57.8%
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	1,282,080
28	All systems combined ADC/Governmental fund revenues	Calculated	10.3%
<b>29</b>	<b>Pension Trigger Summary</b>		
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	<b>Primary government triggers:</b> Less than 60% funded <b>AND</b> greater than 10% ADC/Governmental fund revenues. <b>Non-Primary government triggers:</b> Less than 60% funded	NO

<b>Requirements (For your information, the following are requirements of P.A. 202 of 2017)</b>
Local governments must post the current year report on their website or in a public place.
The local government must electronically submit the form to its governing body.
Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.
Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local government acknowledges that this report is complete and accurate in all known respects.

**The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) Health Care (OPEB) Report**

Enter Local Government Name	City of Brighton	Instructions: For a list of detailed instructions on how to complete and submit this form, visit <a href="http://michigan.gov/LocalRetirementReporting">michigan.gov/LocalRetirementReporting</a> .
Enter Six-Digit Municode	472010	
Unit Type	City	
Fiscal Year End Month	June	
Fiscal Year (four-digit year only, e.g. 2019)	2021	
Contact Name (Chief Administrative Officer)	Gretchen Gomolka	Questions: For questions, please email <a href="mailto:LocalRetirementReporting@michigan.gov">LocalRetirementReporting@michigan.gov</a> . Return this original Excel file. Do not submit a scanned image or PDF.
Title if not CAO	Finance Director	
CAO (or designee) Email Address	gomolkag@brightoncity.org	
Contact Telephone Number	810-225-9283	
OPEB System Name (not division) 1	City of Brighton Retiree Healthcare Plan	If your OPEB system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
OPEB System Name (not division) 2		
OPEB System Name (not division) 3		
OPEB System Name (not division) 4		
OPEB System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	YES
2	Provide the name of your retirement health care system	Calculated from above	City of Brighton Retiree Healthcare
<b>3</b>	<b>Financial Information</b>		
4	Enter retirement health care system's assets (system fiduciary net position ending)	Most Recent Audit Report	2,629,499
5	Enter retirement health care system's liabilities (total OPEB liability)	Most Recent Audit Report	11,935,995
6	Funded ratio	Calculated	22.0%
7	Actuarially determined contribution (ADC)	Most Recent Audit Report	826,393
7a	Do the financial statements include an ADC calculated in compliance with <a href="#">Numbered Letter 2018-3?</a>	Most Recent Audit Report	YES
8	Governmental Fund Revenues	Most Recent Audit Report	12,472,193
9	All systems combined ADC/Governmental fund revenues	Calculated	6.6%
<b>10</b>	<b>Membership</b>		
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	28
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report	
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	34
14	Provide the amount of premiums paid on behalf of the retirants	Most Recent Audit Report or Accounting Records	472,940
<b>15</b>	<b>Investment Performance</b>		
16	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	28.19%
17	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	10.47%
18	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	8.18%
<b>19</b>	<b>Actuarial Assumptions</b>		
20	Assumed Rate of Investment Return	Actuarial Funding Valuation used in Most Recent Audit Report	7.00%
21	Enter discount rate	Actuarial Funding Valuation used in Most Recent Audit Report	7.00%
22	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Level Dollar
23	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	28
24	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	Yes
25	Health care inflation assumption for the next year	Actuarial Funding Valuation used in Most Recent Audit Report	8.25% pre-65 6.5% post-65
26	Health care inflation assumption - Long-Term Trend Rate	Actuarial Funding Valuation used in Most Recent Audit Report	4.50%
<b>27</b>	<b>Uniform Assumptions</b>		
28	Enter retirement health care system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	2,148,657
29	Enter retirement health care system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	10,662,573
30	Funded ratio using uniform assumptions	Calculated	20.2%
31	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	830,978
32	All systems combined ADC/Governmental fund revenues	Calculated	6.7%
<b>33</b>	<b>Summary Report</b>		
34	Did the local government pay the retiree insurance premiums for the year?	Accounting Records	YES
35	Did the local government pay the normal cost for employees hired after June 30, 2018?	Accounting Records	
36	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	<b>Primary government triggers:</b> Less than 40% funded AND greater than 12% ARC/Governmental fund revenues. <b>Non-Primary government triggers:</b> Less than 40% funded	NO

<b>Requirements (For your information, the following are requirements of P.A. 202 of 2017)</b>
Local governments must post the current year report on their website or in a public place
The local government must electronically submit the form to its governing body.
Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years
Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local government acknowledges that this report is complete and accurate in all known respects.



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

October 21, 2021

**SUBJECT: RULES OF PROCEDURE TASK FORCE RECOMMENDATIONS FOR THE ETHICS ORDINANCE**

### **BACKGROUND**

- City Council set out to enhance the previous Rules of Procedure. With the help of Foster Swift, the Task Force brought recommendations to City Council at the July 1<sup>st</sup>, 2021 Study Session for discussion.
- A first reading of the Ethics Ordinance was conducted during the October 7, 2021 City Council meeting.

### **ADMINISTRATIVE SUMMARY**

The Brighton ethics ordinances aims to formalize a level of understanding and expectation for staff and officials of the City of Brighton. This ordinance, if approved, would be codified in the City of Brighton Code of Ordinances.

### **RECOMMENDATION**

Conduct a Public Hearing and Consider Approval of Resolution #2021-24 to Adopt Ordinance Number 598: Code of Ethics of the City of Brighton Code of Ordinances.

Prepared by: Tara Brown, City Clerk

City Attorney (Required for all agreements, ordinances, etc.)

Acceptable Form and Ready to Execute

Other \_\_\_\_\_

Reviewed &

Approved by: Nate Geinzer, City Manager

Attachments: Resolution #2021-24 to Adopt ORD 598: Code of Ethics

**RESOLUTION NO. 2021-24**

**RESOLUTION TO ADOPT ORDINANCE NO. 598  
ORDINANCE TO ADOPT CODE OF ETHICS FOR THE CITY OF BRIGHTON**

At a meeting of the City Council of the City of Brighton, Livingston County, Michigan, held at the City Hall, 200 North First Street, Brighton, Michigan 48116, on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, at 7:30 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**WHEREAS**, the City of Brighton (“City”) is authorized by 1909 Public Act 279 and 1929 Public Act 126, as amended (now MCL 117.1 *et seq.*) to adopt ordinances regulating the public health, safety, and general welfare of persons and property; and

**WHEREAS**, the City has determined that a City Code of Ethics will benefit the public and City by prescribing standards of conduct for the officers and employees of the City; and

**WHEREAS**, the City has a desire to amend the City Code to add a new Chapter 43, entitled “Code of Ethics”; and

**WHEREAS**, the City has determined that the public health, safety, and welfare will be best served by adopting an Ordinance to amend the City Code to add a new Chapter 43, entitled “Code of Ethics.”

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The City Council hereby adopts Ordinance No. \_\_\_\_\_, Ordinance to Adopt Code of Ethics for the City of Brighton, attached hereto as **Exhibit A**.

1. The Ordinance shall be filed with the City Clerk.

2. The City Clerk shall publish notice of adoption in a newspaper of general circulation in the City within ten (10) days.

3. The City Manager shall cause the amendment adopted by Ordinance No. \_\_\_\_\_ to be codified in the Brighton City Code.

4. Any and all resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

5. All resolutions or portions of resolutions that are inconsistent with this Resolution are hereby repealed.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

THE RESOLUTION WAS DECLARED ADOPTED.

STATE OF MICHIGAN                    )  
  )  
COUNTY OF LIVINGSTON            )

I, the undersigned, the duly qualified and acting City Clerk of the City of Brighton, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Council at a meeting held on the \_\_\_ day of \_\_\_\_\_, 2021, at 7:30 p.m.

\_\_\_\_\_  
Tara Brown, City Clerk

# **EXHIBIT A**

**CITY OF BRIGHTON**

**ORDINANCE NO. 598**

**ORDINANCE TO ADOPT CODE OF ETHICS FOR THE CITY OF BRIGHTON**

The City of Brighton ordains:

**Section 1.** The City amends the City Code to add Chapter 43, “Code of Ethics,” which reads as follows:

**ARTICLE I: TITLE, PURPOSE, AND DEFINITIONS**

**Section 43-1. Title.**

This chapter shall be known and cited as the “City of Brighton Code of Ethics” or the “Code of Ethics.”

**Section 43-2. Purpose.**

The purpose of the Code of Ethics is to prescribe standards of conduct for the officers and employees of the City of Brighton.

**Section 43-3. Definitions.**

- a. “Employee” means a person employed by the City, whether on a full-time or part-time basis.
- b. “Confidential information” means information obtained in the course of holding public office or employment that is not available to members of the public and which the official or employee is not authorized to disclose, except to designated individuals or bodies, including written and non-written information.
- c. “Conflict of interest” includes a matter pending before the City Council or any City board or committee in which:
  - i. a member of the Council, board, or committee has a direct pecuniary interest in the matter or in the outcome of the matter, if such interest would result in an incompatibility between the member's private interests and the member's fiduciary duties; or
  - ii. a person in the member's immediate family has a direct pecuniary interest in the matter or in the outcome of the matter, if such interest would result in an incompatibility between the member's private interests and the Member's fiduciary duties. “Immediate family” means a member's spouse, children, stepchildren,



grandchildren, parents, brothers, sisters, grandparents, parent's in-law, or any individual living in the member's household.

- d. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, travel, lodging, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.
- e. "Officer" or "Official" means a person who holds office by election or appointment within the City, regardless of whether the person is compensated for service in his or her official capacity.
- f. "Prohibited source" means any person or entity who:
  - i. is seeking official action by an officer, (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
  - ii. does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
  - iii. conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
  - iv. has interests that may be substantially affected by the performance or nonperformance of the official duties of the officer or employee.

## **ARTICLE II: STANDARDS OF CONDUCT**

### **Section 43-4 Confidential Information.**

Except as otherwise required by law or court order, an officer or employee shall not divulge to an unauthorized person confidential information acquired in the course of employment or in the course of holding office in advance of the time prescribed for its authorized release to the public.

*State law reference:* MCL 15.342(1).

### **Section 43-5. Personal Opinion.**

An officer or employee shall not represent his or her personal opinion as that of the City.

*State law reference:* MCL 15.342(2).

### **Section 43-6. Use of City Property and Resources.**

An officer or employee shall use personnel resources, property, and funds under the officer or employee's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.

*State law reference:* MCL 15.342(3).

**Section 43-7. Gifts.**

- a. **Gifts prohibited.** Except as permitted by this ordinance, no officer or employee of the City shall intentionally solicit or accept any gift from any prohibited source or any gift that is otherwise prohibited by law or ordinance.
- b. **Exceptions.** Subsection (a) is not applicable to the following:
  - i. Opportunities, benefits, and services that are available on the same conditions as for the general public.
  - ii. Anything for which the officer or employee pays the fair market value.
  - iii. Any contribution that is lawfully made under the Campaign Finance Laws of the State of Michigan.
  - iv. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of an individual's spouse and the individual's fiancé or fiancée.
  - v. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees.
  - vi. Food or refreshments not exceeding \$50.00 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from

which they were purchased or prepared, or (ii) catered. For the purposes of this Section, “catered” means food or refreshments that are purchased ready to consume which are delivered by any means.

- vii. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- viii. Intra-governmental and inter-governmental gifts. For the purpose of this ordinance, “intra-governmental gift” means any gift given to an officer or employee from another officer or employee of the City, and “inter-governmental gift” means any gift given to an officer or employee by an officer or employee of another governmental entity.
- ix. Bequests, inheritances, and other transfers at death.
- x. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.00.
- xi. Any item or monetary gift that is donated to the City, held in the City’s possession, and used by the City for any lawful public purpose.

*State law reference:* MCL 15.342(4).

**Section 43-8. Business Transactions.**

- a. An officer or employee shall not engage in a business transaction in which the officer or employee may profit from his or her official position or authority or benefit financially from confidential information which the public officer or employee has obtained or may obtain by reason of that position or authority.
- b. Instruction which is not done during regularly scheduled working hours except for annual leave or vacation time shall not be considered a business transaction pursuant to this subsection if the instructor does not have any direct dealing with or influence on the employing or contracting facility associated with his or her course of employment with this state.

*State law reference:* MCL 15.342(5).

**Section 43-9. Incompatibility.**

Except as provided by Section 2a of Act 196 of 1973, MCL 15.341 *et seq.*, and other applicable law, an officer or employee shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the officer or employee's official duties or when that employment may tend to impair his or her independent judgment or action in the performance of official duties.

*State law reference:* MCL 15.342(6).

### **Section 43-10. Negotiation of Contracts.**

All elective and appointed officers must comply with Section 5.13 of the City Charter, which provides as follows:

(a) Except as permitted by this section no contract or purchase involving an amount in excess of one hundred dollars shall be made by the city in which any elective or appointive officer or any member of his family has a pecuniary interest, direct or indirect. A "contract" shall for the purposes of this section include any arrangement or agreement pursuant to which any material, service or other thing of value is to be furnished to the city for a valuable consideration to be paid by the city or sold or transferred by the city, except the furnishing of personal services as an officer or employee of the city; and the term "member of his family" shall include spouse, children, and the spouse of any of them.

(b) Without limiting the generality of paragraph (a) of this section, an officer shall be deemed to have a pecuniary interest in a contract if he or any member of his family is an employee, partner, officer, director or sales representative of the person, firm or corporation with which such contract is made or of a sales representative of such person, firm or corporation. Ownership, individually or in a fiduciary capacity, by an officer or member of his family of securities, or of any beneficial interest in securities, of any corporation with which a contract is made or which is a sales representative of any person, firm or corporation with which such contract is made, shall not be deemed to create a pecuniary interest in such contract unless the aggregate amount of such securities, or interest in such securities, so owned by such officer and the members of his family, shall exceed ten percent of any class of the securities of such corporation then outstanding.

(c) A contract in which an officer or member of his family has a pecuniary interest may be made by the city if the members of the Council in office at the time having no such interest shall, by unanimous vote, determine that the best interests of the city will be served by the making of such contract and if such contract is made after comparative prices are obtained.

(d) Any officer who knowingly permits the city to enter into any contract in which he has a pecuniary interest without disclosing such interest to the Council prior to the action of the Council in authorizing such contract, shall be guilty of misconduct in office. Except in the instances specified in paragraph (c) of this section, the unanimous determination (by vote or written instrument filed with the Clerk) of the Council that in a particular case an officer or member of his family will not have a pecuniary interest in any contract or purchase to be entered into by the city shall be final and conclusive in the absence of fraud or misrepresentation.

(e) No officer shall stand as surety on any bond to the city or give any bail for any other person which may be required by the charter or any ordinance of the city. Any officer of the city who violates the provisions of this paragraph shall be guilty of misconduct in office.

Any contracts between a public official or employee and the City must also comply with the Contracts of Public Servants with Public Entities Act, Act 317 of 1968, MCL 15.321 *et seq.*

*State law reference:* MCL 15.342(7). *Charter reference:* Section 5.13.

### **Section 43-11. Political and Campaign Activities.**

Public officials and employees must comply with the Political Activities by Public Employees Act, MCL 15.401 *et seq.*, and the Michigan Campaign Finance Act, MCL 169.201 *et seq.*

## **ARTICLE III: CONFLICTS OF INTEREST**

### **Section 43-12. Procedure.**

- a. Before participating in a decision, hearing, or casting a vote on a matter on which a member may reasonably have a conflict of interest as identified in this Ordinance, the member must disclose the potential conflict of interest to the Council, board, or committee.
- b. The member who has disclosed a conflict of interest must disqualify himself or herself at the outset of the hearing or discussion and must not participate in the deliberations or decision. The member must not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting. The presence of the member at the meeting is not counted in determining the presence of a quorum for purposes of the vote on the matter presenting the conflict of interest. The member's ineligibility to vote will be reflected in the minutes of the meeting.
- c. If the member is an applicant submitting an application, contract, transaction or any other matter to the Council, board, or committee, the member may be present in the meeting room during discussion to make a presentation and answer questions.
- d. If a member plans not to attend a meeting at which he or she has reason to believe that the Council, board, or committee will act on a matter in which the member has a conflict of interest, the member must disclose to the chair of the meeting all facts material to the conflict of interest. The chair must report the disclosure at the meeting, and the disclosure will be reflected in the minutes of the meeting.

## **ARTICLE IV: VIOLATIONS**

### **Section 43-13. Violations.**

A person who violates this Ordinance is guilty of a misdemeanor, which is punishable by a fine of not more than \$500.00, imprisonment for not more than ninety (90) days, or both.

**Section 43-14. Disciplinary Action.**

Violation of this Ordinance constitutes malfeasance in office. In addition to any other penalty, whether criminal or civil, an employee or officer who intentionally violates this ordinance may be subject to disciplinary action including censure, reprimand, removal, dismissal, or discharge, to the extent permitted by law.

**Section 43-15. Collective Bargaining Agreements.**

Nothing in this Ordinance diminishes or impairs the rights of an officer or employee under any collective bargaining agreement. To the extent this Ordinance conflicts with a collective bargaining agreement in effect in the City, the collective bargaining agreement controls.

**Section 43-16. State statutes.**

State statutes cited in this ordinance contain criminal penalties and civil remedies that apply, as provided in those statutes, to the conduct regulated by those statutes.

**ARTICLE V: ADMINISTRATIVE PROVISIONS**

**Section 43-17. Validity and Severability.**

Should any portion of this Ordinance be found invalid for any reason, such holding shall not affect the validity of the remaining portions of this Ordinance.

**Section 43-18. Repeal of Prior Ordinance.**

Any ordinances or parts of ordinances in conflict with this Ordinance are repealed, but only to the extent necessary to give this Ordinance full force and effect.

**Section 43-19. Effective Date.**

This ordinance becomes effective 15 days after adoption.



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

October 21, 2021

**SUBJECT: CONSIDER APPROVAL OF SITE PLAN 21-16, SCOOTERS COFFEE DRIVE THRU, 910 W. GRAND RIVER.**

### ADMINISTRATIVE SUMMARY

An application for site plan review has been submitted by Bryan Bender, for a drive-thru coffee and beverage facility to be located at 910 W Grand River. The proposed development is for Scooters Coffee, a growing franchised-based business, with this location being owned and operated by the applicant. The proposed development will consist of the following:

- 694 square feet single-story building.
- Drive-thru retail sales only.
- An underground stormwater detention system is planned for the site.
- The construction of a retaining wall along the southern section of the parcel fronting the Ore Creek wetlands.
- Stacking lane for up to nine vehicles.
- Off-street parking consistent with the zoning ordinance.

### ADMINISTRATIVE REVIEW

- The proposed development meets the intent of the C2 General Business District and is compliant with all regulations within this district.
- The Planning Commission granted a recommendation of approval at their meeting held on 10/04/21, with the condition the final item listed on the Tetrattech comment letter dated 9/27/21 is satisfied.
- Tetrattech has recommended approval with the conditional item being met, as stated in their comment letter dated 10/6/2021.
- Livingston County Planning has recommended approval.
- Brighton Area Fire Authority has recommended approval.
- Visit [www.scooterscoffee.com](http://www.scooterscoffee.com) for more information on the franchise.

### RECOMMENDATION

Staff is recommending approval of final site plan 21-16 as submitted, Scooters Coffee Drive-thru, at 910 W. Grand River.

Prepared by: Michael Caruso, Community Development Manager

Reviewed &

Approved by: Nate Geinzer, City Manager

- Attachments:**
1. Application
  2. Site Plan
  3. Consultant Reviews
  4. Traffic Assessment – Trip Generation Study
  5. Planning Commission Minutes (unapproved)



**CITY OF BRIGHTON**  
Community Development/Planning Department

Date	9-3-21
Check #	1506
Amount	3,800
Site Plan #	21-16

**SITE PLAN REVIEW APPLICATION**

**Project:** Scooter's Coffee \_\_\_\_\_  
**Location:** 910 Grand River Ave, Brighton, MI 48116 \_\_\_\_\_  
**Petitioner:** Bryan Bender \_\_\_\_\_

**Instructions:**

**A. Initial Submittal and Review Meeting:**

1. Submit the completed, original site plan review application, seven (7) signed and sealed sets of full size (24" x 36") drawings, an electronic version of the complete site plan, and applicable fees. All site plan submittal documents must be submitted to:

Brighton City Hall  
200 N. First Street  
Brighton, Michigan 48116

2. Review fees, property delinquencies and penalties shall be paid at the time the site plan review documents are submitted. \* Initial review fees are the minimum fees required. Additional fees may be incurred. \*
3. The meeting at which the Planning Commission will consider the site plan review application, drawings and other submittals will be determined when the site plan application is deemed complete. A meeting schedule is included on the last page of this packet. Any site plan review application submitted after the monthly deadline will not be considered for that month's agenda.
4. The information required on the site plan review application and drawings is the **minimum amount of information** that generally applies to all site plan review applications. Additional project specific information may also be required. Failure to submit information and materials will delay consideration of the site plan review application until such time they are submitted and found to be in acceptable form.
5. Generally one (1) week after the site plan review application submittal deadline, a site plan review meeting will be scheduled to consider staff and consultant input. \* It will be determined by staff at this meeting whether the applicant will have an additional review meeting with staff and consultants. Additional meetings will be assessed applicable fees indicated on the planning and engineering fee schedules.





**CITY OF BRIGHTON**  
Community Development/Planning Department

**General Information:**

Development Property Address: 910 Grand River Ave, Brighton, MI 48116

Parcel(s) tax ID number(s): 4718-30-100-017

Lot Dimensions: N 85', E 200', S 159.18', W 213.31'

Net Acreage of site: 0.56

Current Site Zoning: C2

Proposed Use of Development:

Coffee Shop with Drive-through service only

Tenant(s) (if known):

Scooter's Coffee

Number of proposed employees and/or residents: 4-7 employees per shift

Adjacent Zoning of Surrounding Properties:

N C2, E R4,

S R4, W C2.

Multiple Family Developments: Number of Units NA

Number of Buildings NA

Percentage of Open Space/Wetlands NA



**CITY OF BRIGHTON**  
Community Development/Planning Department

**Warranty of Petitioner (MUST BE COMPLETED BY PETITIONER):**

The site plan submitted with this application contains the minimum amount of information required by the City. I understand that the proposed site plan will not be considered by the Planning Commission until such time that the plan contains at least the minimum amount of information required by the City, per Section 92-6.1 (D) of the City of Brighton Zoning Ordinance.

I understand that if the Planning Commission and City Council approve the proposed site plan that I am bound to construct the project in strict compliance with the approved plan. The attached site plan represents my intentions to develop the proposed project.

I (we) the undersigned, hereby make application for site plan approval for the following described property:

Development Property Address: 910 Grand River Ave, Brighton, MI 48116

Parcel(s) tax ID number(s): 4718-30-100-017

Basis of representation of applicant (owner, architect, engineer, attorney, etc):  
Developer

It is expected that, if site plan approval is granted, the construction will proceed as follows:

Construction will Begin: \_\_\_\_\_ Construction will be Completed: \_\_\_\_\_

I warrant to the City that neither I (we) or the subject property are in default to the City and that if a search of City records indicates a default of any kind, that the deficiency will be resolved prior to the Planning Commission's consideration of the proposed site plan.

I understand the approval of this site plan will be effective for one (1) year following the date of final approval by City Council.

Bryan Bender  
Signature of Petitioner

Bryan Bender  
Printed Name of Petitioner

Date: 8/31/2021

Address: 17811 Cranbrook Drive  
Northville, MI 48168

Phone: 754-755-6329

Email: bbender@FNLRE.COM

I, the property owner, authorize the petitioner to submit this application for review by the Planning Commission.

Constance Jones  
Signature of Property Owner

CONSTANCE JONES  
Printed Name of Property Owner

Date: 8/31/21

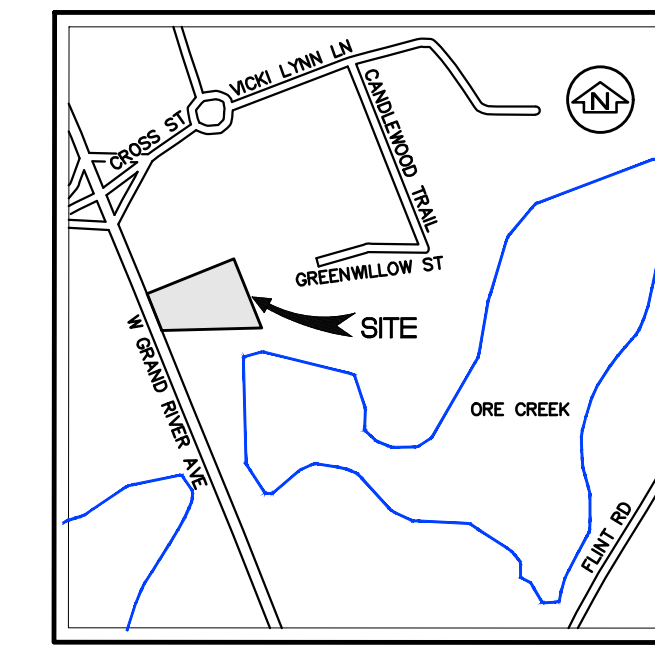
Address: 9541 KERRINGTON COURT  
BRIGHTON, MI 48114

Phone: 810-623-0644

Email: cjones0313@comcast.net







**LEGAL DESCRIPTION**

Land located in the City of Brighton, County of Livingston, State of Michigan, and described as follows:

**PARCEL 1**  
A part of the South 1/2 of the Northwest 1/4 of Section 30, Town 2 North, Range 6 East, City of Brighton, Livingston County, Michigan described as follows: Beginning at a point in the Northeastly line of Grand River Road, distant West 1177.74 feet from the center of said Section 30; thence North 20 degrees 21 minutes West, 85 feet; thence North 69 degrees 39 minutes East 200 feet; thence South 20 degrees 21 minutes East, 159.17 feet; thence West 213.32 feet to the point of beginning.

910 W. Grand River  
Tax ID: 4718-30-100-017

**BASIS OF BEARING NOTE**

The basis of bearing for this survey was established by the record description as shown in the Title Commitment referenced herein.

**TITLE NOTES**

2. Rights or claims of parties in possession not shown by the Public Records.
  7. Subject to the rights of the public or any governmental unit in any part of subject property taken, deeded or used for road, street or highway purposes.
  8. Rights, if any, of the United States, the State of Michigan, other governmental entities, the public and other riparian owners in and with respect to Ore Creek. Adverse claims that a portion of the subject premises has been created by artificial means or has accreted to such portions so created.
  9. Rights of tenants under unrecorded leases, if any.
- There were no plottable exceptions as determined by a review of Title Commitment No. LB155142, with an effective date of 04-13-2021, issued by Liberty Title Agency.

**SITE DATA**

Gross Land Area: 24,418 Square Feet or 0.560 Acres.  
Zoned: C4 (Limited Intensity Business/Office District)  
Building Setbacks:  
Front= 25' (min)  
Front= 50' (max)  
Sides= 15'  
Rear= 25'  
Max. Building Height permitted: 35'

There exist no Parking Spaces on subject property.

The above setback & height requirements were obtained from the City of Brighton Zoning Ordinance.

A surveyor cannot make a certification on the basis of an interpretation or opinion of another party. A zoning endorsement letter should be obtained from the City of Brighton to insure conformity as well as make a final determination of the required building setback requirements.

**TOPOGRAPHIC SURVEY NOTE**

All elevations are existing elevations, unless otherwise noted.  
Utility locations were obtained from municipal officials and records of utility companies, and no guarantee can be made to the completeness, or exactness of location.

**FLOOD HAZARD NOTE**

The Property described on this survey does not lie within a Special Flood Hazard Area as defined by the Federal Emergency Management Agency; the property lies within Zone X of the current available Flood Insurance Rate Map identified as Map No. 26083C0345D with an effective date of 09-17-2008.

**CEMETERY NOTE**

There was no observable evidence of cemeteries or burial grounds within the subject property.

**TABLE A NOTES**

11. A Miss Dig Ticket number A000630521, pursuant to Michigan Public Act 174 was entered for the surveyed property. Due to the extended reporting period for underground facility owners to provide their records, the survey may not reflect all the utilities at the time the survey was issued on 04-03-2020. The survey only reflects those utilities which could be observed by the surveyor in the field or as depicted by the utility company records furnish prior to the date this survey was issued. The Client and/or their authorized agent shall verify with the Facility Owners and/or their authorized agents, the completeness and exactness of the utilities location.

16. There was no observable evidence of current earth moving work, building construction or building additions observed in the process of conducting the fieldwork.

18. Improvements within offsite easements or servitudes as provided by the Title Company are shown within 25 feet of the subject land only.

**SURVEYOR'S CERTIFICATION**

To:  
Bryan Bender  
Constance A. Jones, survivor of herself and her deceased husband, Perry L. Jones  
Liberty Title Agency  
Stewart Title Guaranty Company

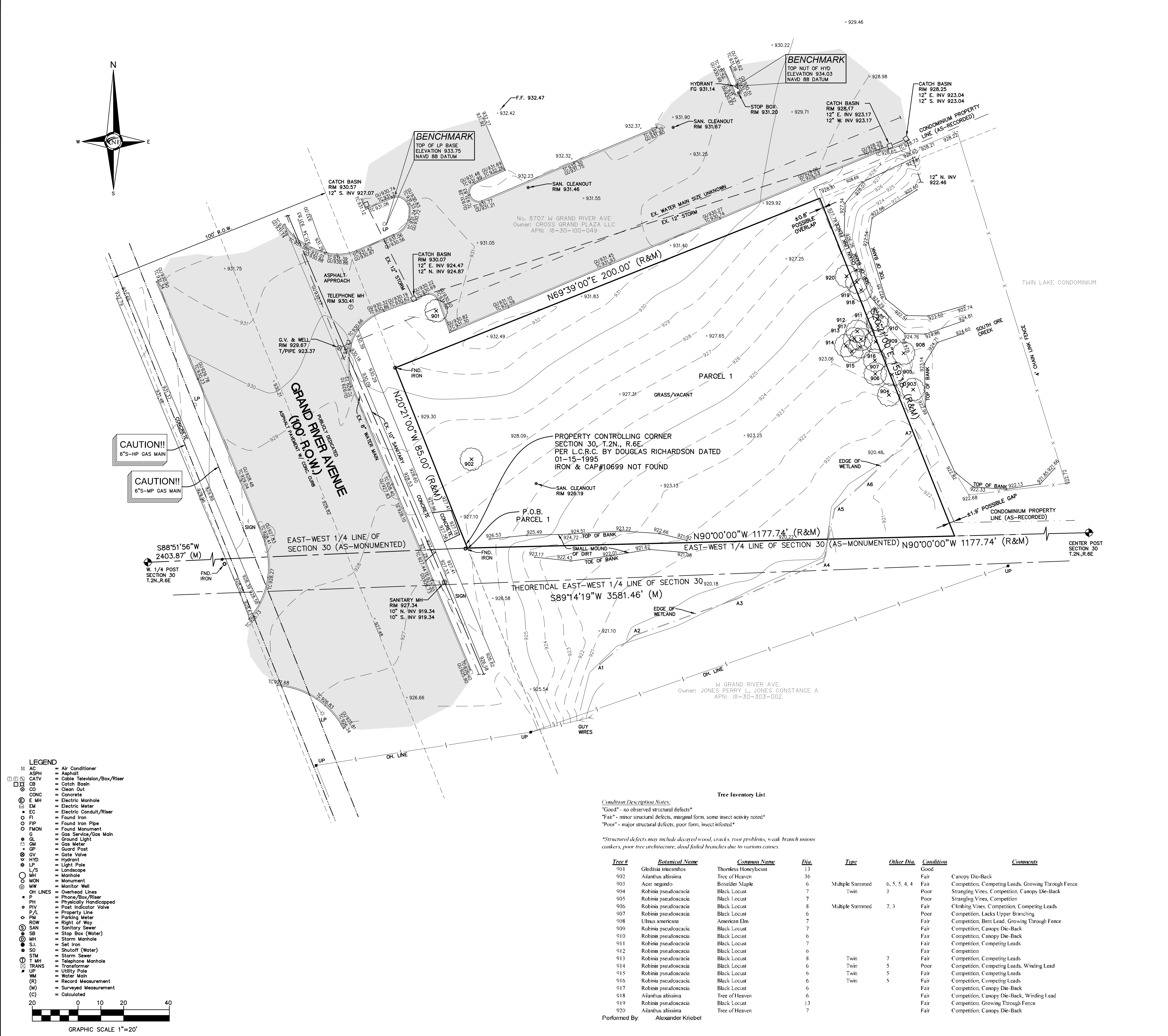
This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes items 2, 3, 4, 6(b), 7(a), 7(b), 7(c), 8, 9, 11(a), 13, 14, 16, 17, 18 & 19 of Table A thereof.

The field work was completed on 06-04-2021.

*Kevin Christopher Navaroli*  
Kevin Christopher Navaroli, P.S.  
No. 4001053503  
Dated: 04-08-2020  
Rev. 06-15-2021



DRAWN BY:  
DKM  
APPROVED BY:  
K.N./R.FRAUS  
EMAIL:  
rfraus@nfe-engr.com  
DATE ISSUED:  
06-15-2021  
SCALE:  
1"=20'  
NFE JOB NO.  
**L604-01**



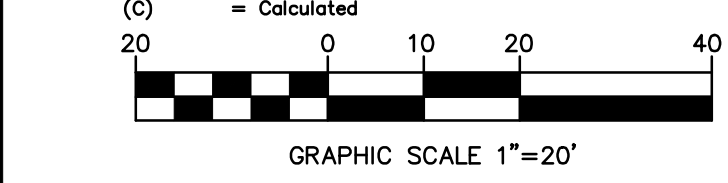
- LEGEND**
- AC = Air Conditioner
  - ASPH = Asphalt
  - CATV = Cable Television/Box/Riser
  - CB = Catch Basin
  - CD = Clean Out
  - CONC = Concrete
  - EMH = Electric Manhole
  - EM = Electric Meter
  - EC = Electric Conduit/Riser
  - FI = Found Iron
  - FIP = Found Iron Pipe
  - FMON = Found Monument
  - G = Gas Service/Gas Main
  - GL = Ground Light
  - GM = Gas Meter
  - GP = Guard Post
  - GV = Gate Valve
  - HYD = Hydrant
  - LP = Light Pole
  - L/S = Landscape
  - MANH = Manhole
  - MON = Monument
  - MW = Monitor Well
  - OH LINES = Overhead Lines
  - P = Phone/Box/Riser
  - PH = Physically Handicapped
  - PIV = Post Indicator Valve
  - P/L = Property Line
  - PM = Parking Meter
  - ROW = Right of Way
  - SAN = Sanitary Sewer
  - SB = Stop Box (Water)
  - SMH = Storm Manhole
  - SI = Set Iron
  - SD = Shutoff (Water)
  - STM = Storm Sewer
  - T MH = Telephone Manhole
  - TRANS = Transformer
  - UP = Utility Pole
  - WM = Water Main
  - (R) = Record Measurement
  - (C) = Calculated

**Tree Inventory List**

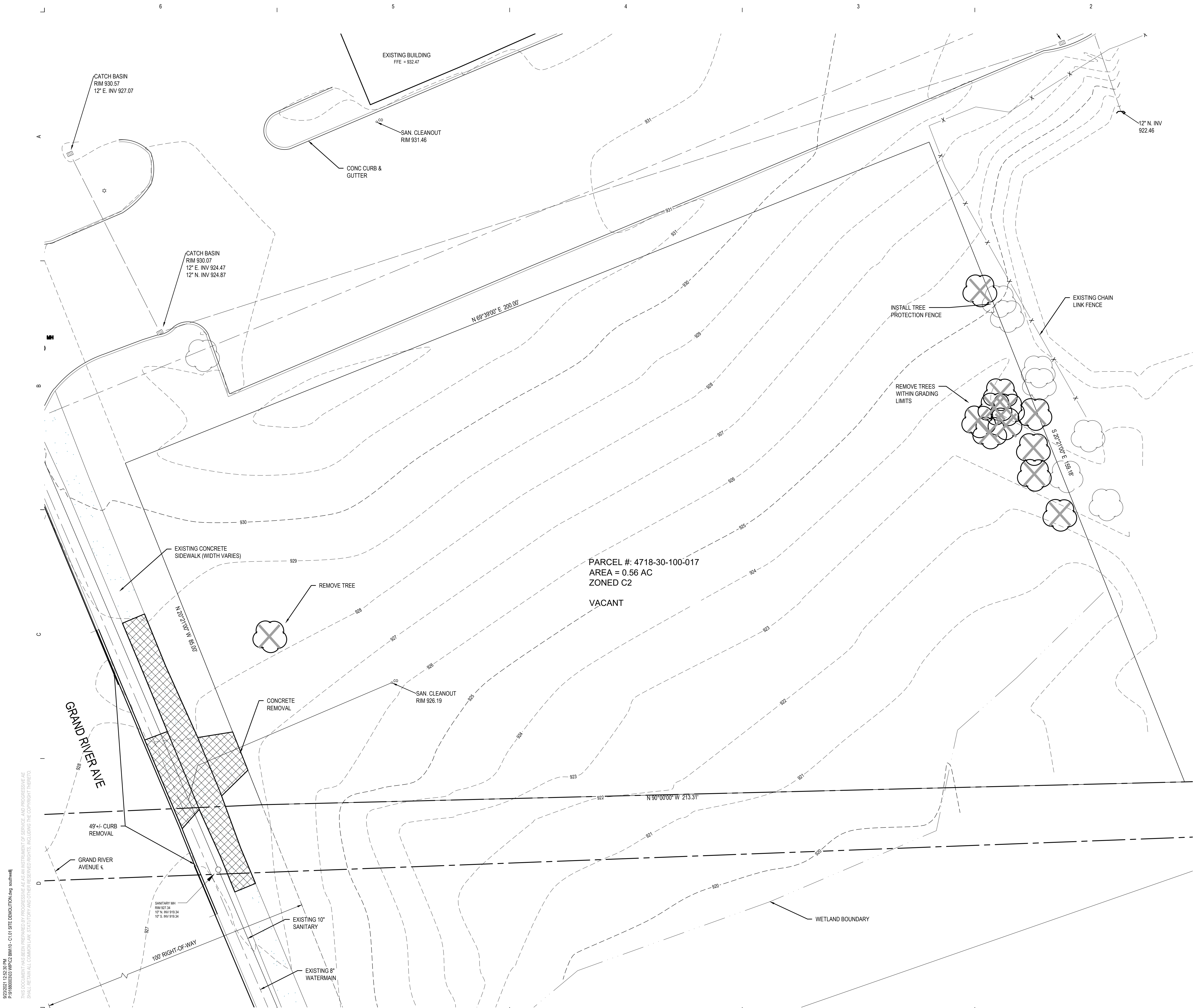
*Condition Description Notes:*  
"Good" - no observed structural defects  
"Fair" - minor structural defects, marginal form, some insect activity noted  
"Poor" - major structural defects, poor form, insect infested  
\*Structural defects may include decayed wood, cracks, root problems, weak branch unions, cankers, poor tree architecture, dead failed branches due to various causes.

Tree #	Botanical Name	Common Name	Dia.	Type	Other Dia.	Condition	Comments
901	Gleditsia inaequalis	Thornless Honeylocust	13			Good	
902	Ailanthus altissima	Tree of Heaven	36			Fair	Canopy Die-Back
903	Acer negundo	Boxelder Maple	6	Multiple Stemmed	6, 5, 5, 4, 4	Fair	Competition, Competing Leads, Growing Through Fence
904	Robinia pseudoacacia	Black Locust	7	Twin	3	Poor	Strangling Vines, Competition, Canopy Die-Back
905	Robinia pseudoacacia	Black Locust	7			Poor	Strangling Vines, Competition
906	Robinia pseudoacacia	Black Locust	8	Multiple Stemmed	7, 3	Fair	Competition, Competing Leads
907	Robinia pseudoacacia	Black Locust	6			Poor	Competition, Lacks Upper Branching
908	Ulmus americana	American Elm	7			Fair	Competition, Beem Lead, Growing Through Fence
909	Robinia pseudoacacia	Black Locust	7			Fair	Competition, Canopy Die-Back
910	Robinia pseudoacacia	Black Locust	6			Fair	Competition, Canopy Die-Back
911	Robinia pseudoacacia	Black Locust	7			Fair	Competition, Competing Leads
912	Robinia pseudoacacia	Black Locust	6			Fair	Competition
913	Robinia pseudoacacia	Black Locust	8	Twin	7	Fair	Competition, Competing Leads
914	Robinia pseudoacacia	Black Locust	6	Twin	5	Poor	Competition, Competing Leads, Winding Lead
915	Robinia pseudoacacia	Black Locust	6	Twin	5	Fair	Competition, Competing Leads
916	Robinia pseudoacacia	Black Locust	6	Twin	5	Fair	Competition, Competing Leads
917	Robinia pseudoacacia	Black Locust	6			Fair	Competition, Canopy Die-Back
918	Ailanthus altissima	Tree of Heaven	6			Fair	Competition, Canopy Die-Back, Winding Lead
919	Robinia pseudoacacia	Black Locust	13			Fair	Competition, Growing Through Fence
920	Ailanthus altissima	Tree of Heaven	7			Fair	Competition, Canopy Die-Back

Performed By: Alexander Kriebel







**CALL 811 NOTE:**  
 CONTRACTOR TO CONTACT 811 SERVICE AT LEAST 3 WORKING DAYS PRIOR TO CONSTRUCTION, TO CONFIRM LOCATION OF EXISTING UTILITIES. DIAL 811.

**SITE CLEARING AND DEMOLITION NOTES**

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VISITING THE SITE AND BECOMING FAMILIAR WITH THE DEMOLITION AND CLEARING REQUIREMENTS.
2. NO REMOVAL, DEMOLITION, CLEARING OR TOPSOIL REMOVAL SHALL OCCUR ON SITE UNTIL THE SESC AND STORMWATER PERMITS HAVE BEEN ISSUED AND THE CONTRACTOR HAS VERIFIED AND STAKED THE LIMITS OF REMOVAL IN THE FIELD. NOTIFY SITE CONSULTANT OF THE START OF CONSTRUCTION AND DATE WHEN THE LIMITS LINE WILL BE ESTABLISHED FOR REVIEW AND APPROVAL.
3. ALL MATERIALS NOTED TO BE SALVAGED SHALL BE TURNED OVER TO THE OWNER OR REINSTALLED ON SITE AS NOTED.
4. NO BURNING OR BURYING OF CLEARED OR DEMOLITION MATERIAL SHALL BE ALLOWED ON SITE.
5. REMOVE ALL STRUCTURES, FOUNDATIONS, BITUMINOUS PAVEMENT, CONCRETE SIDEWALK STEPS AND OTHER EXISTING SITE FEATURES AS INDICATED ON THE DRAWINGS. ALSO, REMOVE ALL DEBRIS FROM WITHIN CONSTRUCTION LIMITS ON SITE. ALL DEMOLITION MATERIALS SHALL BE REMOVED FROM THE SITE AND, UNLESS OTHERWISE NOTED, DISPOSED OF IN A MANNER ACCEPTABLE TO LOCAL JURISDICTION HAVING AUTHORITY.
6. THE CONTRACTOR SHALL BE LICENSED BY THE STATE OF MICHIGAN FOR DEMOLITION REMOVAL AND HAULING OF MATERIALS.
7. THE CONTRACTOR IS RESPONSIBLE TO OBTAIN ALL PERMITS AND FEES FOR THIS WORK.
8. EXISTING UTILITIES ARE LOCATED TO THE BEST OF OUR KNOWLEDGE. THE CONTRACTOR WILL BE RESPONSIBLE FOR VERIFYING EXISTING UTILITY LOCATIONS PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL PROTECT AND MAINTAIN EXISTING UTILITY SERVICES AT ALL TIMES.
9. ALL EXCESS OR UNSUITABLE TOPSOIL OR SUBSOIL TO BECOME THE PROPERTY OF THE CONTRACTOR AND REMOVED OFF-SITE.
10. PROTECT EXISTING TREES UNLESS OTHERWISE NOTED. NO PARKING OR STORAGE OF MATERIALS WITHIN TREE ROOT ZONE. PLACE TREE PROTECTION FENCE WHERE SHOWN ON PLAN.
11. TREE PROTECTION FENCE - ORANGE SAFETY FENCE AROUND TREES SUPPORTED BY STEEL T-BAR FENCE POSTS. ZIP TIE FABRIC TO POSTS. INSTALL PRIOR TO ANY CONSTRUCTION ACTIVITY AND MAINTAIN DURING ENTIRE CONSTRUCTION PERIOD.
12. CONTRACTOR TO CALL 811 AT LEAST 3 WORKING DAYS PRIOR TO CONSTRUCTION, TO CONFIRM LOCATION OF EXISTING UTILITIES.
13. CONTRACTOR MUST RESTORE AND REPAIR ANY EXISTING CONDITIONS DISTURBED BY CONSTRUCTION.
14. ANY AREA DISTURBED BY CONSTRUCTION TO BE RESTORED TO CONDITION EQUAL TO OR BETTER THAN BEFORE CONSTRUCTION BEGAN. PATCH PAVEMENT IN-KIND IF REQUIRED.
15. SAWCUT FULL DEPTH ALL EDGES OF PAVEMENT TO BE REMOVED.
16. ALL GROUND AREAS DISTURBED BY CONSTRUCTION TO BE TOPSOILED AND SEEDED PER THE SITE LANDSCAPE PLAN UNLESS SHOWN OTHERWISE ON PLANS.

**DEMOLITION LEGEND**

	BITUMINOUS PAVEMENT REMOVAL
	CONCRETE REMOVAL
X	TREE REMOVAL
	ABANDON UTILITY LINE
	REMOVE UTILITY LINE

ALL ITEMS IN BOLD TO BE REMOVED UNLESS OTHERWISE NOTED.

**SITE DEMOLITION PLAN**  
 1" = 10'  
 NORTH

9/23/2021 12:25:30 PM  
 P:\1880003\1880003\1880003-01\17 SITE DEMOLITION.dwg (scanned)  
 THIS DOCUMENT HAS BEEN PREPARED BY PROGRESSIVE AE AS AN INSTRUMENT OF SERVICE, AND PROGRESSIVE AE SHALL RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING THE COPYRIGHT THEREIN.

**SCOOTER'S COFFEE**

910 GRAND RIVER AVE, BRIGHTON, MI 48116

NOT FOR CONSTRUCTION

**ISSUANCE**  
 SPECIAL LAND USE  
 09/23/2021

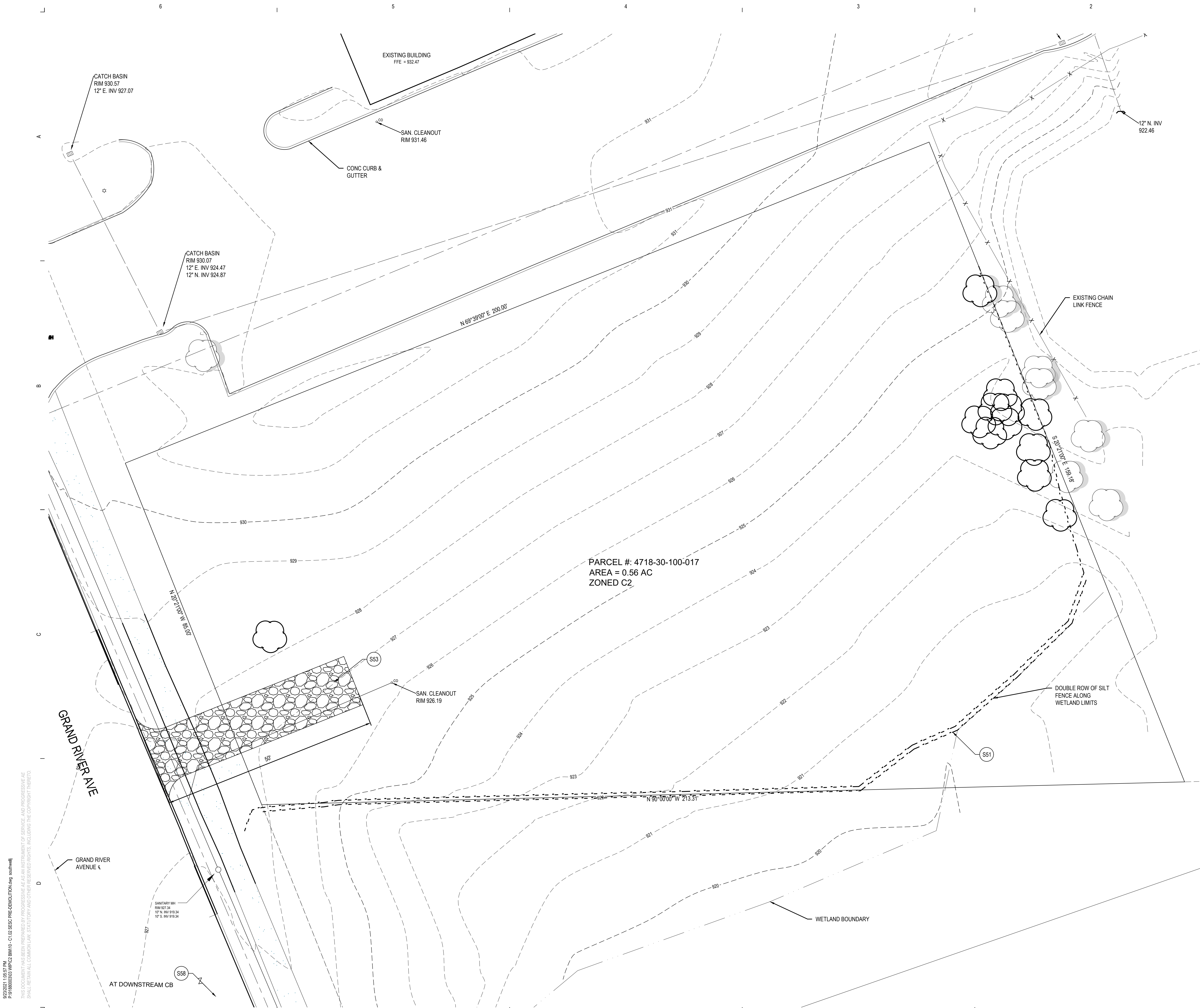
**REVISIONS**

NO.	DATE	DESCRIPTION
1	09/23/2021	REVISION 1

FILE NUMBER 91880003  
 PROJECT MANAGER  
 PROFESSIONAL  
 DRAWN BY  
 CHECKED BY

**SITE DEMOLITION PLAN**  
**C1.01**





**CALL 811 NOTE:**

CONTRACTOR TO CONTACT 811 SERVICE AT LEAST 3 WORKING DAYS PRIOR TO CONSTRUCTION, TO CONFIRM LOCATION OF EXISTING UTILITIES. DIAL 811.

- ### EROSION CONTROL NOTES
- INSTALL EROSION CONTROL MEASURES AT THE LIMITS OF EARTHWORK PRIOR TO THE START OF ANY EARTHWORK OPERATIONS. ALL OTHER EROSION CONTROL MEASURES SHALL BE INSTALLED IN CONJUNCTION WITH THE CONSTRUCTION SCHEDULE AND SEQUENCE AND SHALL BE INSTALLED IN STRICT ACCORDANCE WITH THE PLANS AND SPECIFICATIONS.
  - MAINTAIN ALL EROSION CONTROL INSTALLATIONS DURING THE COURSE OF CONSTRUCTION. MAKE INSPECTIONS AFTER EACH STORM EVENT AND REPAIR OR REPLACE ANY DAMAGE. REMOVE ACCUMULATED SEDIMENT FROM SEDIMENT BASINS TO MAINTAIN EFFECTIVENESS OF EROSION CONTROL INSTALLATIONS. REPAIR ANY ERODED AREAS ON SLOPES OR NEAR SILT FENCE. REGRADE AND RESEED ANY TEMPORARY SEED AREAS AS NECESSARY TO PREVENT EROSION.
  - THE EROSION CONTROL MEASURES INDICATED ON THIS PLAN ARE BASED ON "THE MICHIGAN SOIL EROSION & SEDIMENTATION CONTROL GUIDEBOOK". THE SOIL EROSION AND SEDIMENTATION CONTROLS SHALL BE INSTALLED AND MAINTAINED PER PLANS AND SPECIFICATIONS.
  - KEEP PUBLIC ROADWAYS CLEAR OF ACCUMULATED SEDIMENT. SEDIMENTS SHALL BE REMOVED IMMEDIATELY UPON ENTERING PUBLIC ROADWAYS AND SHALL BE RETURNED TO THE LIKELY POINT OF ORIGIN. SEDIMENTS SHALL NOT BE FLUSHED OR WASHED FROM THE AREA WITH WATER.
  - SILTSACK MANUFACTURED BY CSI GEOTURF OR HANES GEO PRODUCTS OR APPROVED EQUAL SHALL BE USED FOR STORM INLET PROTECTION ITEM S58 (SEE SESC KEYING SYSTEM LEGEND).
  - CONTRACTOR SHALL INSTALL AND MAINTAIN SILT FENCE AROUND ALL SUBSOIL SPOIL AND TOPSOIL STOCKPILE AREAS. ALL SOIL PILES SHALL BE SEED WITH APPROVED SEED MIXTURES AND BE LOCATED AWAY FROM ANY DOWNSLOPE STREET, DRIVEWAY, DITCH OR DRAINAGE WAY
  - REMOVE TEMPORARY CONTROL MEASURES AS FOLLOWS:
    - PAVEMENT AREAS - MAINTAIN IN SERVICE UNTIL PREPARATION FOR PLACEMENT OF BITUMINOUS LEVELING COURSES
    - LAWN AREAS - REMOVE AFTER LAWN IS WELL ESTABLISHED AND ROOTED
  - SILT FENCE SHALL BE INSPECTED AND REPAIRED ONCE A WEEK AND AFTER EVERY RAIN. SEDIMENT SHALL BE REMOVED IF DEPOSITS REACH HALF THE FENCE HEIGHT.
  - CONTRACTOR WILL BE RESPONSIBLE FOR ALL TEMPORARY SOIL EROSION. OWNER WILL BE RESPONSIBLE FOR PERMANENT SOIL EROSION CONTROL.
  - DUST CONTROL SHALL BE PROVIDED BY MEANS OF WATER DISTRIBUTION ON A REGULAR BASIS OVER AREAS THAT COULD POTENTIALLY PRODUCE DUST CONDITIONS.

### STANDARD NOTES

1. TOTAL SITE AREA:	0.56 AC/ 24,418 FT <sup>2</sup>
2. TOTAL DISTURBED AREA:	0.50 AC/ 21,950 FT <sup>2</sup>
3. ROOF AND PAVEMENT AREA:	EXISTING: 0 FT <sup>2</sup> PROPOSED: 14,810 FT <sup>2</sup>

### S-E-S-C KEYING SYSTEM

KEY	BEST MANAGEMENT PRACTICES	SYMBOL	WHERE USED
<b>EROSION CONTROLS</b>			
S51	SILT FENCE		Use adjacent to critical areas, to prevent sediment laden sheet flow from entering these areas.
S53	STABILIZED CONSTRUCTION ACCESS		Used at every point where construction traffic enters or leaves a construction site.
S58	INLET PROTECTION FABRIC DROP		Use at stormwater inlets, especially at construction sites.

**SESC PRE-DEMOLITION PLAN**

1" = 10'

0 10'

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 P:\18800003\18800003\BIM10 - C1.02 SESC PRE-DEMOLITION.dwg schmitt  
 THIS DOCUMENT HAS BEEN PREPARED BY PROGRESSIVE AE AS AN INSTRUMENT OF SERVICE, AND PROGRESSIVE AE SHALL RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING THE COPYRIGHT THEREIN.

progressive ae

SCOOTER'S COFFEE

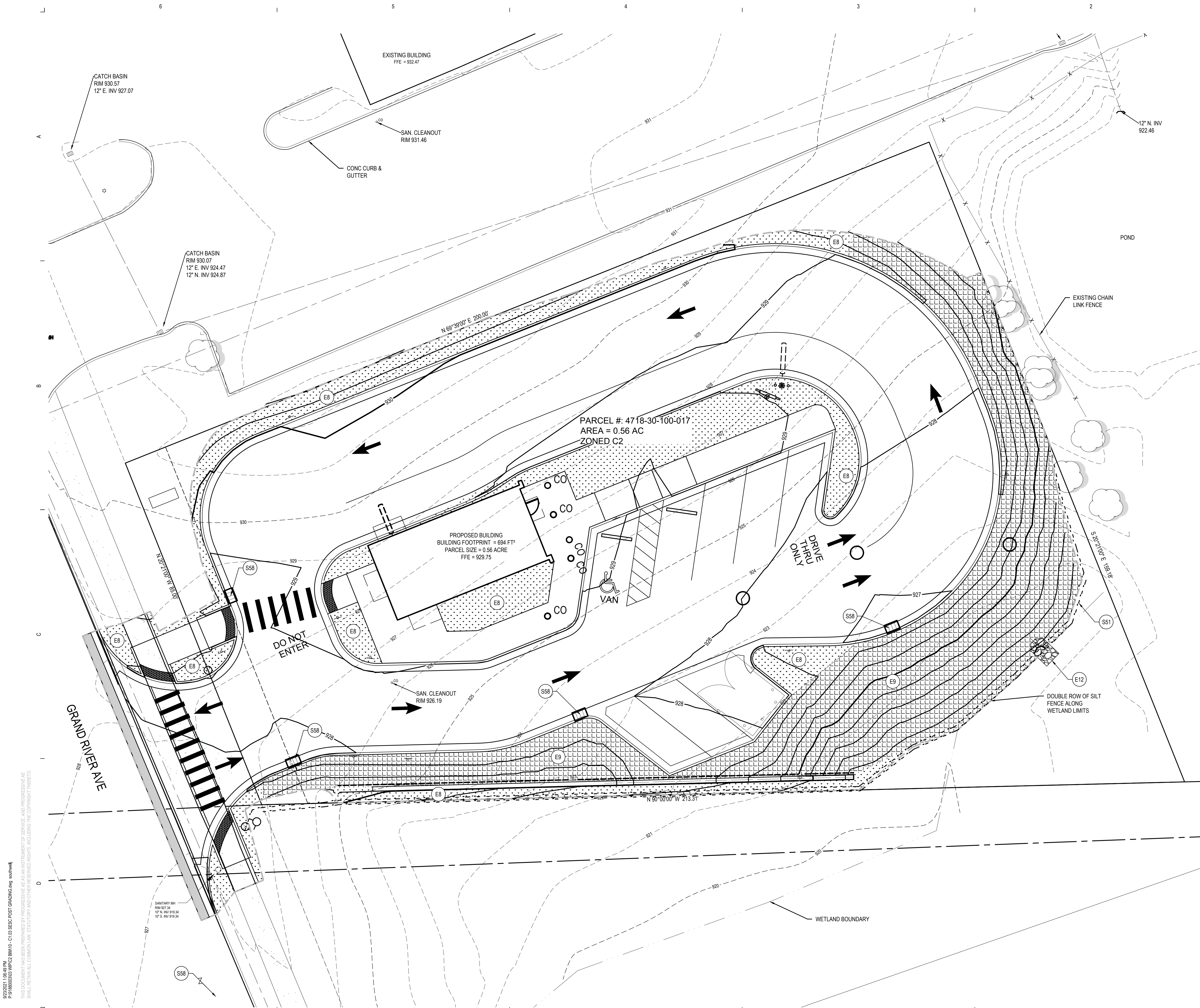
NOT FOR CONSTRUCTION

910 GRAND RIVER AVE, BRIGHTON, MI 48116

FILE NUMBER 91880003  
 PROJECT MANAGER  
 PROFESSIONAL  
 DRAWN BY  
 CHECKED BY

SESC  
 PRE-DEMOLITION  
 PLAN  
 C1.02





**CALL 811 NOTE:**

CONTRACTOR TO CONTACT 811 SERVICE AT LEAST 3 WORKING DAYS PRIOR TO CONSTRUCTION, TO CONFIRM LOCATION OF EXISTING UTILITIES. DIAL 811.

- ### EROSION CONTROL NOTES
- INSTALL EROSION CONTROL MEASURES AT THE LIMITS OF EARTHWORK PRIOR TO THE START OF ANY EARTHWORK OPERATIONS. ALL OTHER EROSION CONTROL MEASURES SHALL BE INSTALLED IN CONJUNCTION WITH THE CONSTRUCTION SCHEDULE AND SEQUENCE AND SHALL BE INSTALLED IN STRICT ACCORDANCE WITH THE PLANS AND SPECIFICATIONS.
  - MAINTAIN ALL EROSION CONTROL INSTALLATIONS DURING THE COURSE OF CONSTRUCTION. MAKE INSPECTIONS AFTER EACH STORM EVENT AND REPAIR OR REPLACE ANY DAMAGE. REMOVE ACCUMULATED SEDIMENT FROM SEDIMENT BASINS TO MAINTAIN EFFECTIVENESS OF EROSION CONTROL INSTALLATIONS. REPAIR ANY ERODED AREAS ON SLOPES OR NEAR SILT FENCE. REGRADE AND RESEED ANY TEMPORARY SEED AREAS AS NECESSARY TO PREVENT EROSION.
  - THE EROSION CONTROL MEASURES INDICATED ON THIS PLAN ARE BASED ON "THE MICHIGAN SOIL EROSION & SEDIMENTATION CONTROL GUIDEBOOK". THE SOIL EROSION AND SEDIMENTATION CONTROLS SHALL BE INSTALLED AND MAINTAINED PER PLANS AND SPECIFICATIONS.
  - KEEP PUBLIC ROADWAYS CLEAR OF ACCUMULATED SEDIMENT. SEDIMENTS SHALL BE REMOVED IMMEDIATELY UPON ENTERING PUBLIC ROADWAYS AND SHALL BE RETURNED TO THE LIKELY POINT OF ORIGIN. SEDIMENTS SHALL NOT BE FLUSHED OR WASHED FROM THE AREA WITH WATER.
  - SILTSACK MANUFACTURED BY CSI GEOTURF OR HANES GEO PRODUCTS OR APPROVED EQUAL SHALL BE USED FOR STORM INLET PROTECTION ITEM S58 (SEE SESC KEYING SYSTEM LEGEND).
  - CONTRACTOR SHALL INSTALL AND MAINTAIN SILT FENCE AROUND ALL SUBSOIL SPOIL AND TOPSOIL STOCKPILE AREAS. ALL SOIL PILES SHALL BE SEEDED WITH APPROVED SEED MIXTURES AND BE LOCATED AWAY FROM ANY DOWNSLOPE STREET, DRIVEWAY, DITCH OR DRAINAGE WAY
  - REMOVE TEMPORARY CONTROL MEASURES AS FOLLOWS:  
PAVEMENT AREAS - MAINTAIN IN SERVICE UNTIL PREPARATION FOR PLACEMENT OF BITUMINOUS LEVELING COURSES  
LAWN AREAS - REMOVE AFTER LAWN IS WELL ESTABLISHED AND ROOTED
  - SILT FENCE SHALL BE INSPECTED AND REPAIRED ONCE A WEEK AND AFTER EVERY RAIN. SEDIMENT SHALL BE REMOVED IF DEPOSITS REACH HALF THE FENCE HEIGHT.
  - CONTRACTOR WILL BE RESPONSIBLE FOR ALL TEMPORARY SOIL EROSION. OWNER WILL BE RESPONSIBLE FOR PERMANENT SOIL EROSION CONTROL.
  - DUST CONTROL SHALL BE PROVIDED BY MEANS OF WATER DISTRIBUTION ON A REGULAR BASIS OVER AREAS THAT COULD POTENTIALLY PRODUCE DUST CONDITIONS.

### STANDARD NOTES

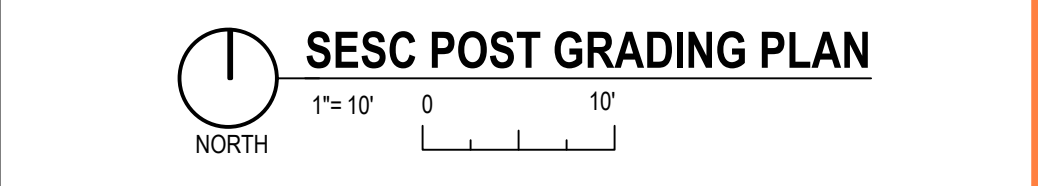
1. TOTAL SITE AREA:	0.56 AC   24,418 FT <sup>2</sup>
2. TOTAL DISTURBED AREA:	0.50 AC   21,950 FT <sup>2</sup>
3. ROOF AND PAVEMENT AREA:	EXISTING: 0 FT <sup>2</sup> PROPOSED: 14,810 FT <sup>2</sup>

### S-E-S-C KEYING SYSTEM

KEY	BEST MANAGEMENT PRACTICES	SYMBOL	WHERE USED
<b>EROSION CONTROLS</b>			
E8	PERMANENT SEEDING		Stabilization method utilized on sites where earth change has been completed (final grading attained).
E9	MULCH BLANKETS		On exposed slopes, newly seeded areas, new ditch bottoms, or areas subject to erosion. N&G SC-150 or equal.
E12	RIPRAP		Use along shorelines, waterways, or where concentrated flows occur. Slows velocity, reduces sediment load, and reduces erosion.
S51	SILT FENCE		Use adjacent to critical areas, to prevent sediment laden sheet flow from entering these areas.
S58	INLET PROTECTION FABRIC DROP		Use at stormwater inlets, especially at construction sites.

### LIMITS OF DISTURBANCE

--	--



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 PROJECT MANAGER:  
 PROFESSIONAL:  
 DRAWN BY:  
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 SPECIAL LAND USE  
 09/23/2021

**REVISIONS**  
 NO. DATE DESCRIPTION  
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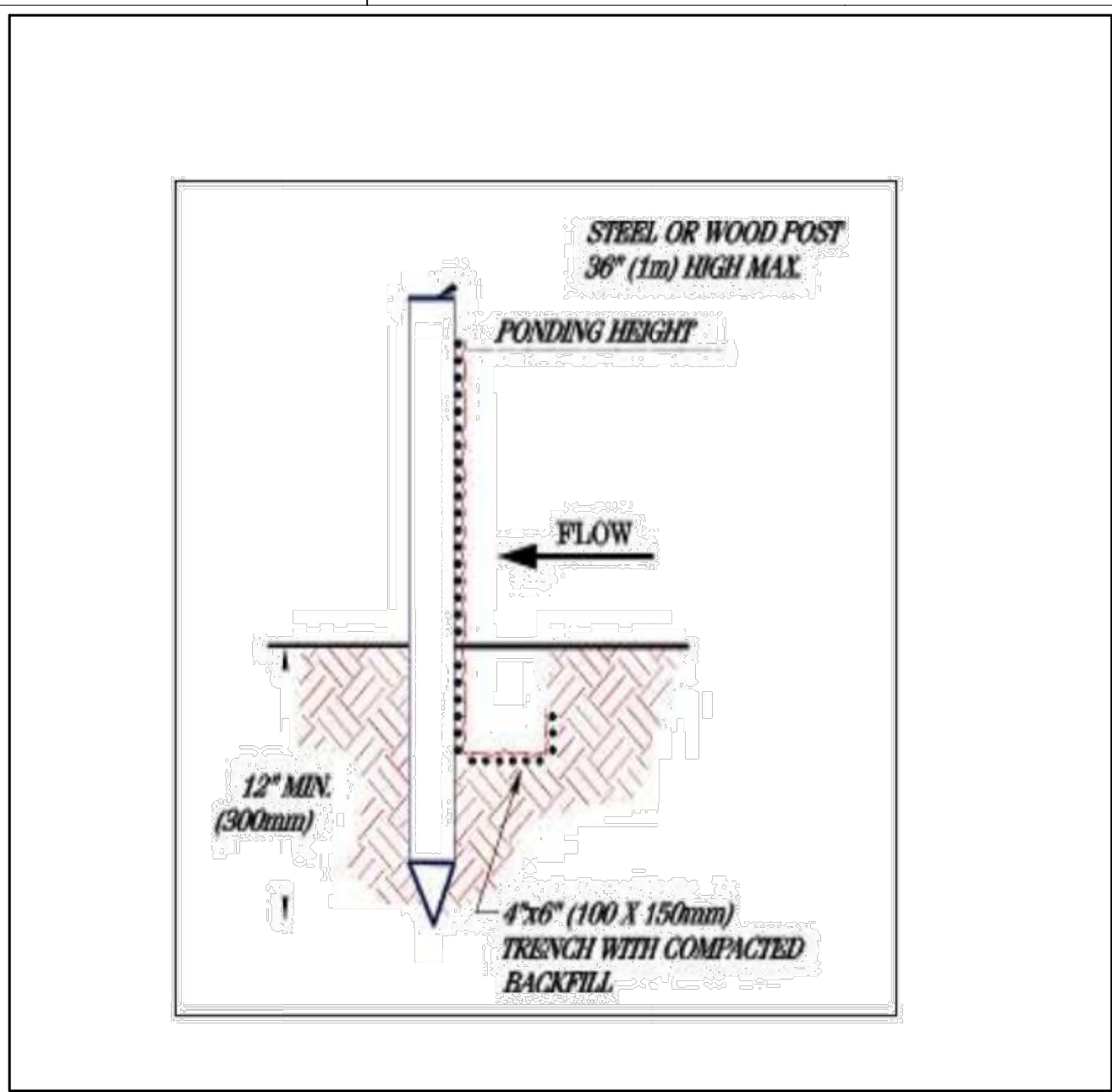
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**SESC POST GRADING PLAN**  
**C1.03**

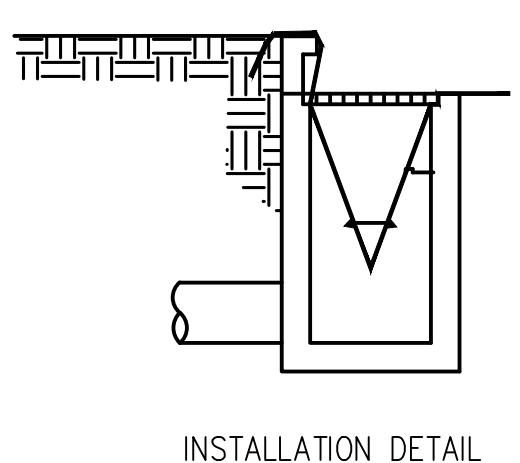
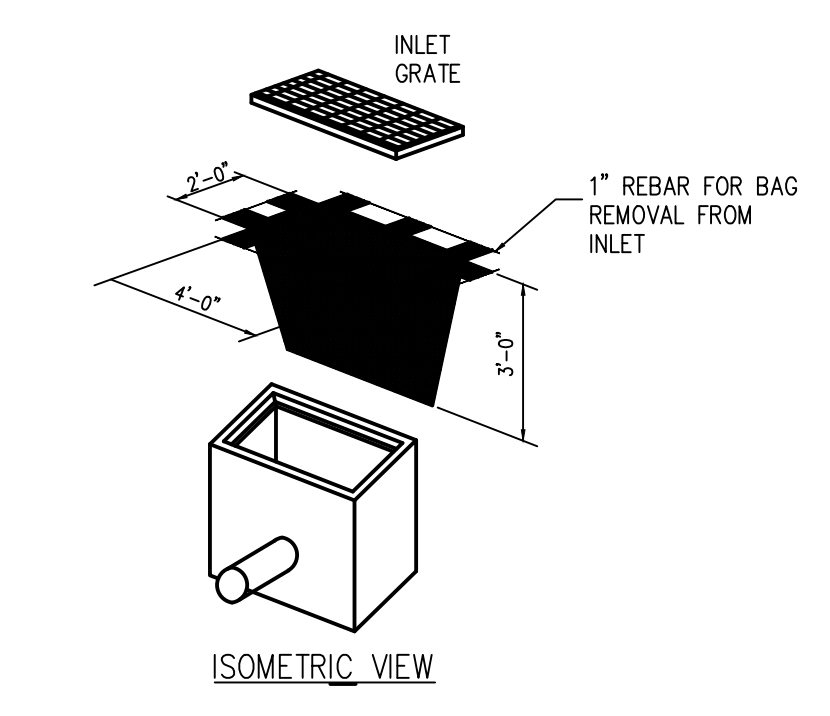




**S51 SILT FENCE DETAIL**  
NOT TO SCALE

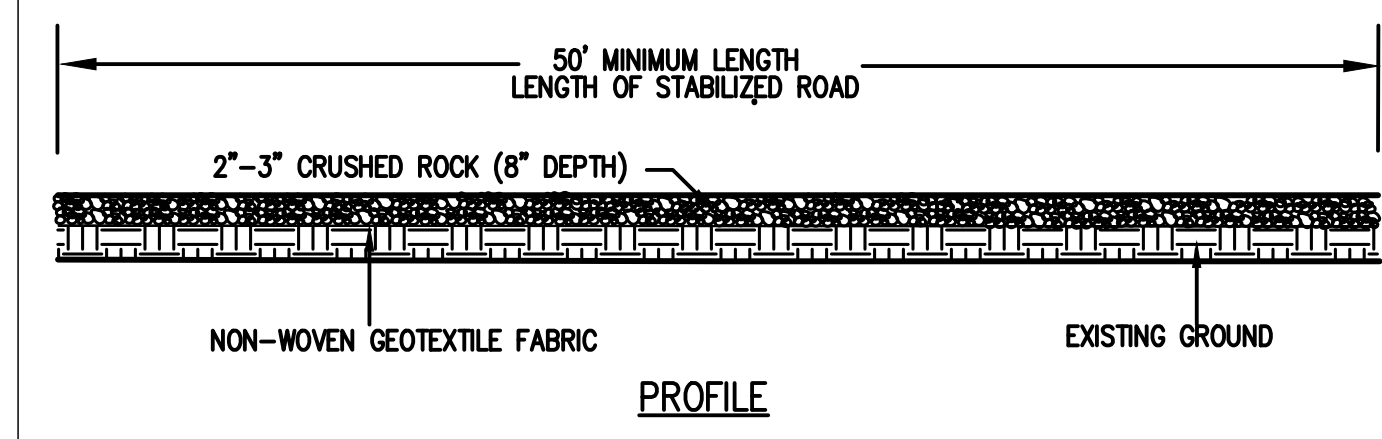
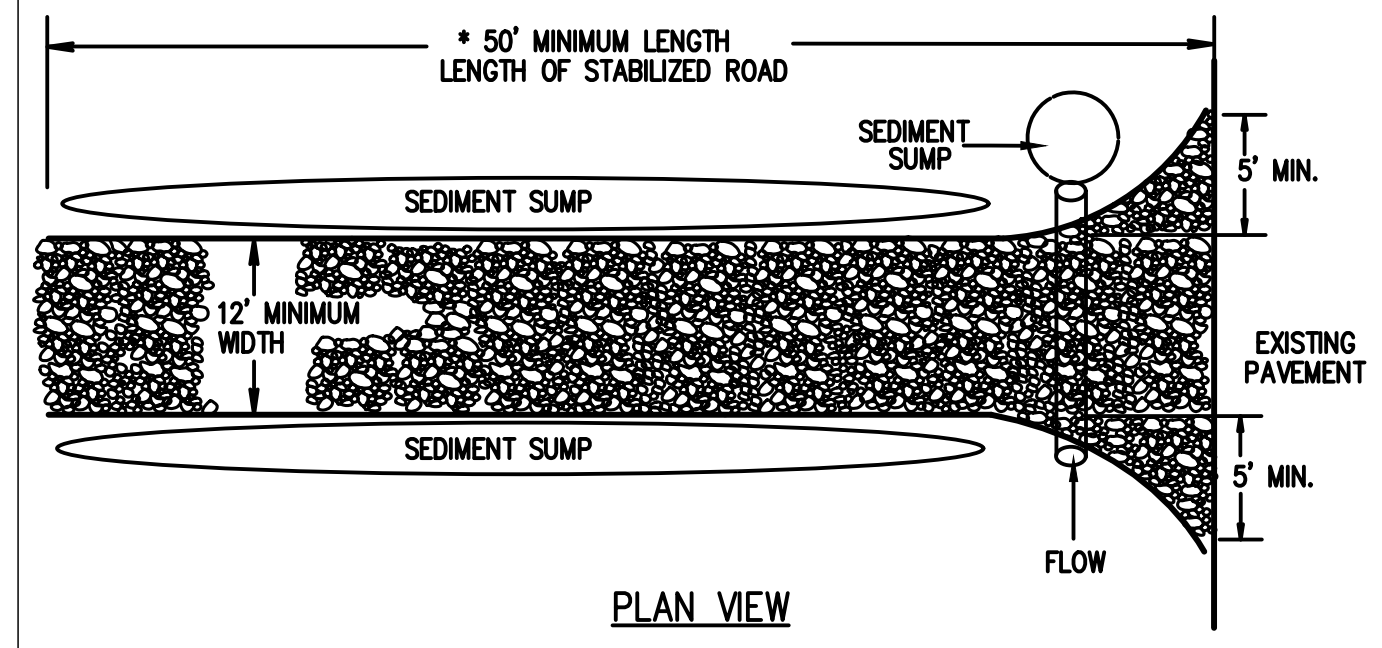
NOTE:  
POSTS ARE SPACED A MAXIMUM OF SIX (6) FEET APART  
INSPECT AND REPAIR SILT FENCE AFTER EACH STORM EVENT OR AS REQUIRED  
REMOVE SEDIMENT WHEN STORAGE HEIGHT EXCEEDS NINE (9) INCHES

**S58 INLET PROTECTION – FABRIC DROP**



STANDARD SYMBOL

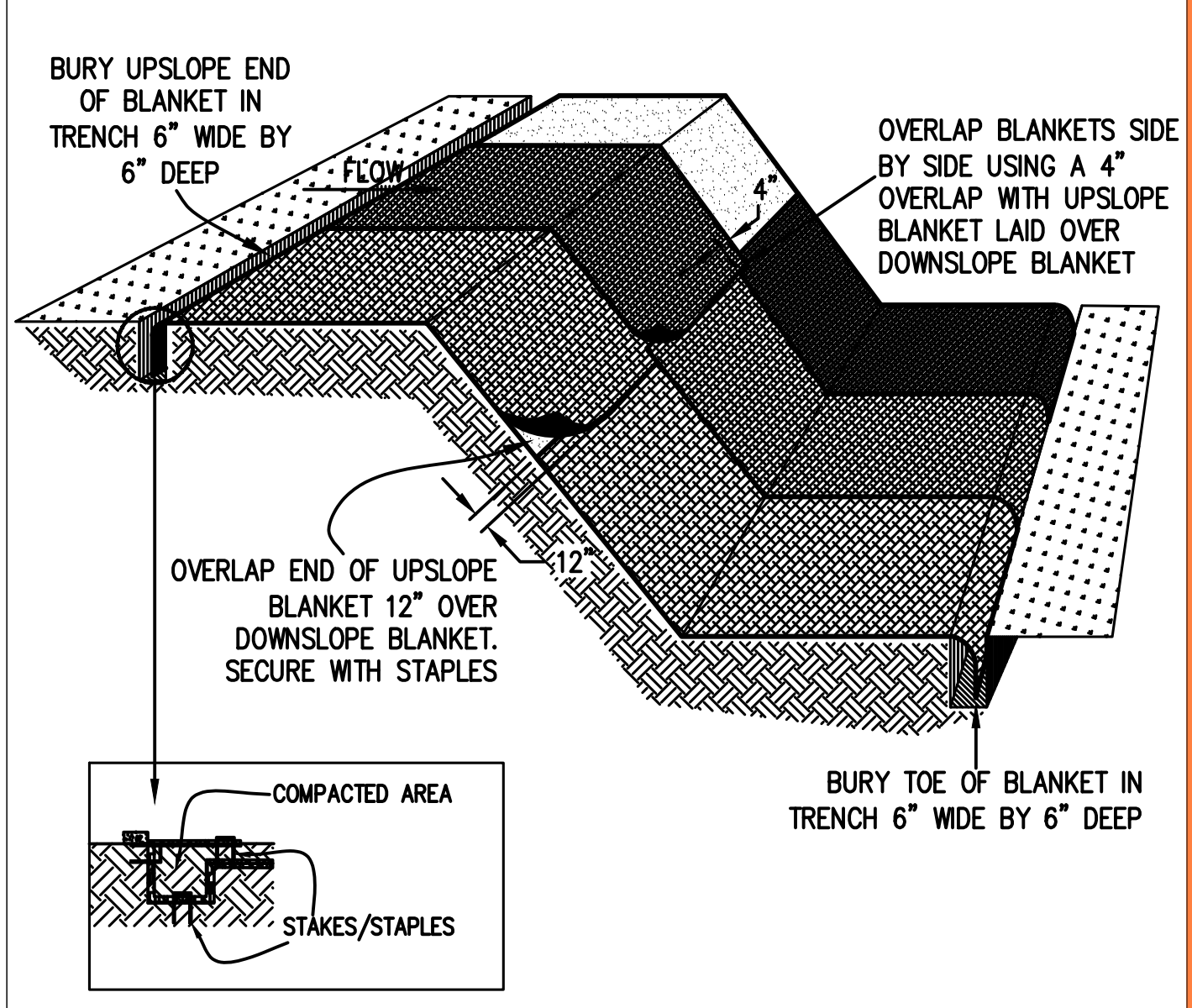
**S53 STABILIZED CONSTRUCTION ACCESS**



NOTES:  
1. Establish stabilized construction entrance prior to the initiation of site construction activities.  
2. Care should be taken to prevent material movement into adjacent wetlands/waterbodies.  
3. Care should be taken to maintain existing roadside drainage via culvert installation, with sediment sump placed downflow of culvert.

STANDARD SYMBOL

**E9 MULCH BLANKETS**



NOTES:  
1. PLACE MULCH BLANKET PARALLEL TO FLOW AND ANCHOR SECURELY.  
2. WHEN BLANKETS ARE USED IN FLOWING DITCH, BLANKETS SHOULD NOT OVERLAP IN DITCH CENTER PARALLEL TO FLOW.  
3. STAPLES INSTALLED/SECURED ACCORDING TO MANUFACTURER'S SPECIFICATIONS.  
4. WHERE POSSIBLE, CONSTRUCT WITH BIODEGRADABLE MATERIAL.

STANDARD SYMBOL

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**CALL 811 NOTE:**  
CONTRACTOR TO CONTACT 811 SERVICE AT LEAST 3 WORKING DAYS PRIOR TO CONSTRUCTION, TO CONFIRM LOCATION OF EXISTING UTILITIES. DIAL 811.

**ZONING NOTES**

ZONE DISTRICT: C2  
ADJACENT ZONING: C2 (NORTH)  
R4 (EAST)  
R4 (SOUTH)  
C2 (WEST)

PARCEL SIZE: 0.56 ACRES

REQUIRED SETBACKS FOR C2 ZONING:  
FRONT: 0 FEET  
SIDE: 0 FEET  
REAR: 0 FEET  
PARKING SETBACK: 0 FEET

PARKING REQUIRED: 4 SPACES  
1 PARKING SPACE FOR EACH 200 SQUARE FEET OF GFA.

PARKING PROVIDED:  
STACKING (10'X20'): 9 SPACES  
STANDARD (9'X21'): 8 SPACES  
BARRIER FREE (11'X21'): 1 SPACES  
TOTAL SPACES: 16 SPACES

SITE SIGNAGE

GROUND SIGNS ARE PERMITTED IN THE C2 ZONING DISTRICT. ONE GROUND SIGN IS PERMITTED PER STREET FRONTAGE.

MAXIMUM HEIGHT = 6 FT  
SETBACK FROM ROW = 2 FT

WALL SIGNS SIGNS ARE PERMITTED IN THE C2 ZONING DISTRICT. ONE WALL SIGN IS PERMITTED.

MAXIMUM AREA = 50 SFT

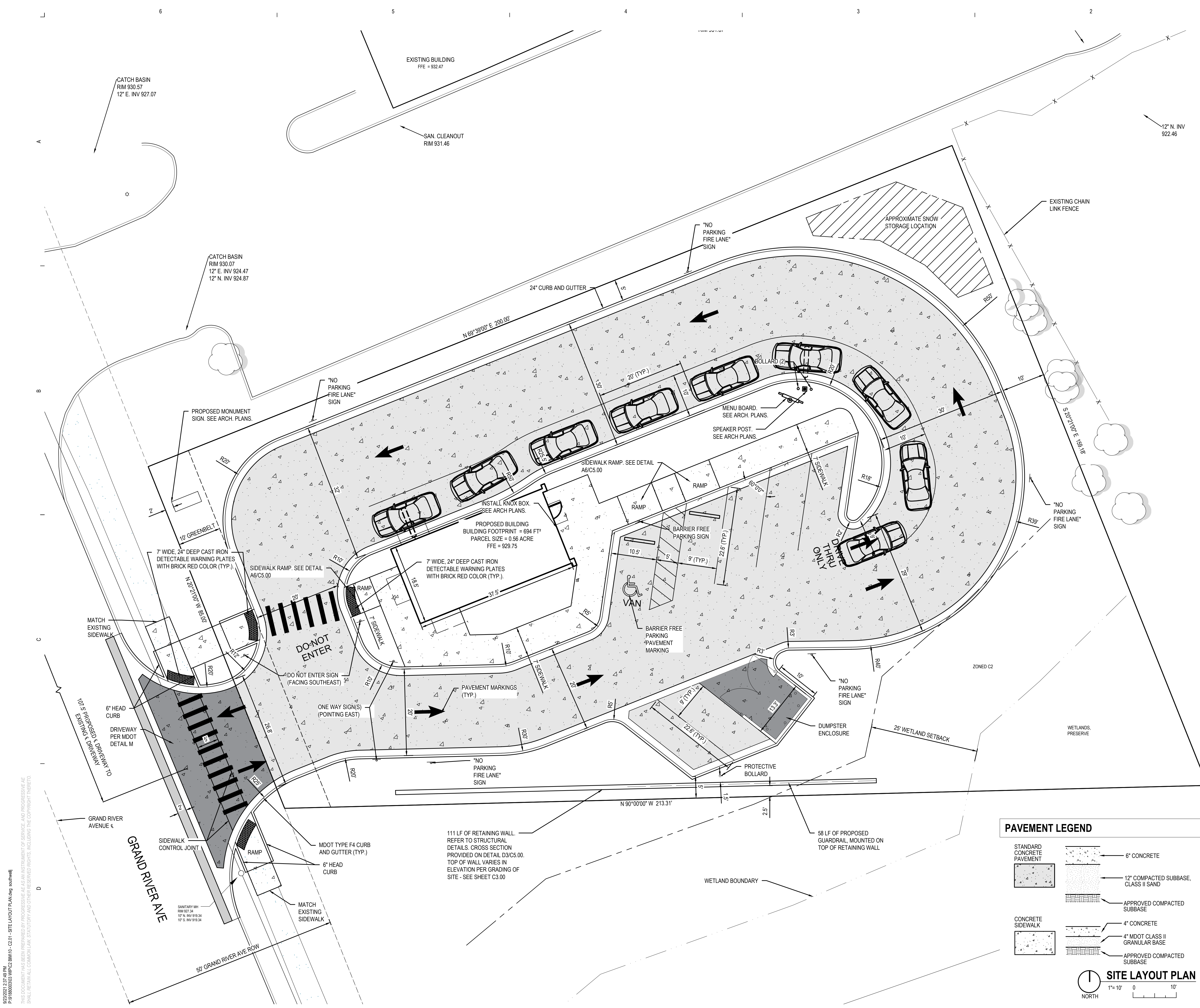
**LEGAL DESCRIPTION OF PARCEL 4718-30-100-017**

THAT PART OF THE SECTION 30, TOWN 2 NORTH, RANGE 6 EAST, CITY OF BRIGHTON, LIVINGSTON COUNTY, MICHIGAN, DESCRIBED AS:  
BEGINNING IN A NORTHEASTERLY LINE ON GRAND RIVER AVENUE 1,177.74 FEET WEST OF THE CENTER OF SAID SECTION; THENCE NORTH 20 DEGREES 21 MINUTES 00 SECONDS WEST 85.00 FEET; THENCE NORTH 69 DEGREES 39 MINUTES 00 SECONDS EAST 200.00 FEET; THENCE SOUTH 20 DEGREES 21 MINUTES 00 SECONDS EAST 159.18, THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS WEST 213.31 FEET TO THE POINT OF BEGINNING. CONTAINING 0.56 ACRES OF LAND.

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 PROJECT MANAGER  
 PROFESSIONAL JPM  
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 CHECKED BY  
 SITE CONTEXT PLAN  
**C2.00**

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**CALL 811 NOTE:**  
 CONTRACTOR TO CONTACT 811 SERVICE AT LEAST 3 WORKING DAYS PRIOR TO CONSTRUCTION, TO CONFIRM LOCATION OF EXISTING UTILITIES. DIAL 811.

**GENERAL SITE LAYOUT NOTES**

- ALL WORKMANSHIP, DESIGN, CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH THE CITY OF BRIGHTON STANDARDS.
- CONTACT "MISS DIG" TOLL FREE AT 1-800-482-7171 THREE (3) DAYS PRIOR TO THE START OF CONSTRUCTION, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS.
- NO DIMENSION MAY BE SCALED. REFER UNCLEAR ITEMS TO THE ENGINEER FOR INTERPRETATION.
- DIMENSIONS SHOWN ARE TO FACE OF CURB UNLESS OTHERWISE NOTED AS B-B (BACK TO BACK) OR E-E (EDGE OF METAL TO EDGE OF METAL).
- CONTRACTOR TO PAINT STRIPE ALL PARKING SPACES SHOWN. PAINT COLOR TO BE YELLOW.
- UPON REQUEST, ELECTRONIC INFORMATION WILL BE PROVIDED FOR SITE LAYOUT PURPOSES. CONTRACTOR SHALL REQUEST ALL INFORMATION IN WRITING THROUGH PROGRESSIVE AE. LAYOUT OF ALL NEW CONSTRUCTION SHALL BE DONE BY A LICENSED SURVEYOR.
- ALL CONCRETE JOINTS SHALL BE TOOLED PER SPECIFICATIONS.
- CONTRACTOR MUST RESTORE AND REPAIR ANY EXISTING CONDITIONS DISTURBED BY CONSTRUCTION. THIS IS TO INCLUDE BURIED UTILITIES, LIGHTING, LANDSCAPING, SPRINKLING, ETC.
- ANY AREA DISTURBED BY CONSTRUCTION TO BE RESTORED TO CONDITION EQUAL TO OR BETTER THAN BEFORE CONSTRUCTION BEGAN.
- ALL PAVEMENT, CURB & GUTTER, SIDEWALK AND UTILITIES WITHIN PUBLIC RIGHT OF WAY SHALL MEET CITY OF BRIGHTON STANDARDS.
- CONTRACTOR SHALL FURNISH AS BUILT DRAWINGS INDICATING ALL CHANGES AND DEVIATIONS.

**GENERAL NOTES**

- VERIFY THE HORIZONTAL AND VERTICAL LOCATION OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.
- PROTECT AND MAINTAIN CROSSINGS OF OTHER UTILITIES.
- REFER TO DRAWING L604-01 FOR BENCHMARK INFORMATION.
- ALL MATERIAL, SPECIFICATIONS AND CONSTRUCTION METHODS SHALL BE IN CONFORMANCE WITH ALL APPLICABLE MUNICIPAL AGENCIES.
- RESTORE ALL STREET SURFACES, DRIVEWAYS, CULVERTS, ROADSIDE DRAINAGE DITCHES, AND OTHER PUBLIC OR PRIVATE STRUCTURES THAT ARE DISTURBED OR DAMAGED AS A RESULT OF CONSTRUCTION ACTIVITIES TO MATCH AT A MINIMUM EXISTING CONDITIONS.
- CONTRACTOR'S MANNER AND METHOD OF INGRESS AND EGRESS WITH RESPECT TO THE PROJECT AREAS SHALL IN NO WAY PROHIBIT OR DISTURB NORMAL PEDESTRIAN OR VEHICULAR TRAFFIC IN THE VICINITY AND IS SUBJECT TO REGULATION AND WRITTEN APPROVAL OF APPROPRIATE GOVERNING AGENCIES.
- EXISTING TREES TO REMAIN UNLESS OTHERWISE NOTED - CONTRACTOR TO PROTECT ROOT SYSTEMS BY MAINTAINING TREE PROTECTION FENCE AT TREE DRIPLINE TO ELIMINATE MATERIAL STORAGE, PARKING OR CONSTRUCTION TRAFFIC WITHIN THE TREE DRIPLINE.

**PAVING NOTES**

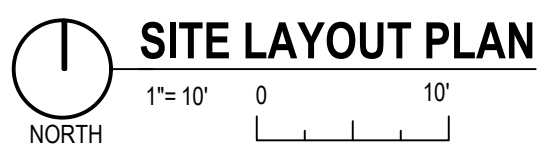
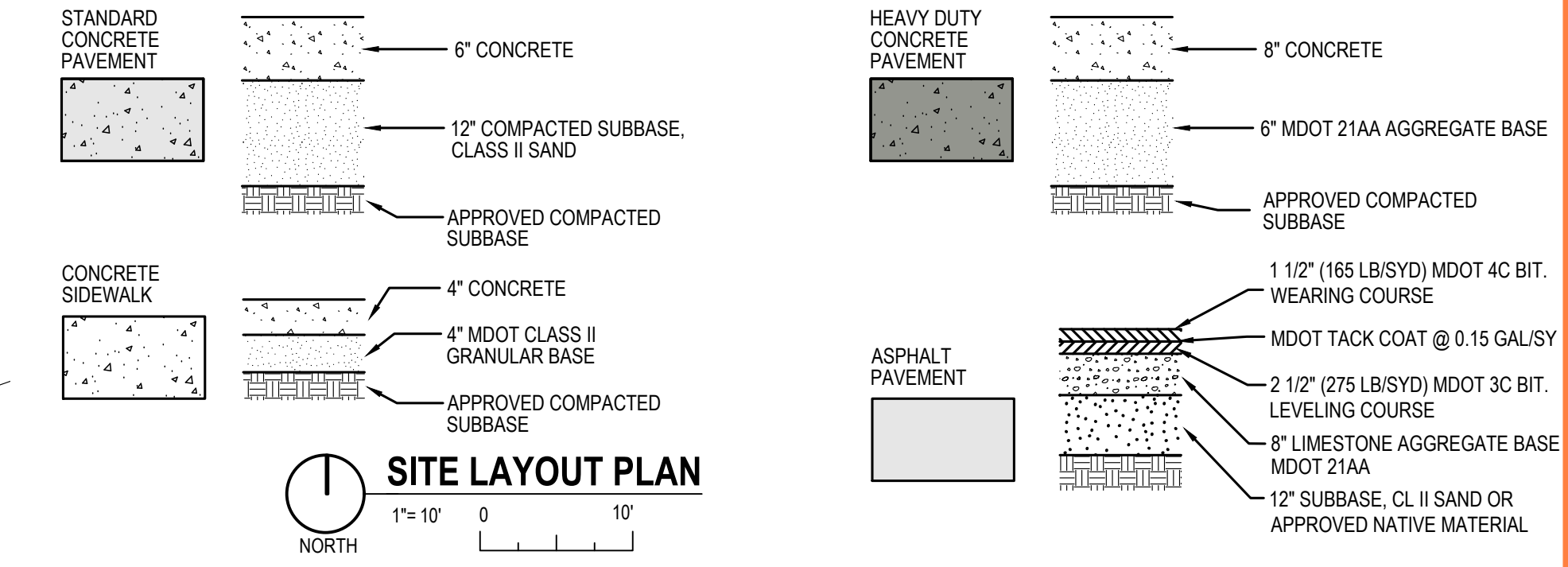
- PAVEMENT CONSTRUCTION TO BE PERFORMED IN ACCORDANCE TO CURRENT MICHIGAN DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION STANDARD SPECIFICATIONS FOR CONSTRUCTION AND MATERIALS.
- MINIMUM 28 DAY COMPRESSIVE STRENGTH SHALL BE 4,000 PSI FOR ALL EXTERIOR CONCRETE. SLUMP RANGE: 3 INCHES TO 5 INCHES. AIR CONTENT: 5 PERCENT TO 8 PERCENT.
- PROVIDE SCORED CONCRETE CONTROL JOINTS AT 12 FEET MAXIMUM SPACING.
- CONCRETE JOINT LAYOUT SHALL FORM SQUARE PANELS. WHERE NOT PRACTICAL, RECTANGULAR PANELS MAY BE USED IF THE LONG DIMENSION IS NO MORE THAN 1.5 TIMES THE SHORT DIMENSION.

**PARKING NOTES**

PARKING REQUIRED: 4 SPACES  
 1 PARKING SPACE FOR EACH 200 SQUARE FEET OF GFA.

PARKING PROVIDED:  
 STACKING (10'x24'): 9 SPACES  
 STANDARD (9'x21'): 6 SPACES  
 BARRIER FREE (11'x21'): 1 SPACE  
 TOTAL SPACES: 16 SPACES

**PAVEMENT LEGEND**



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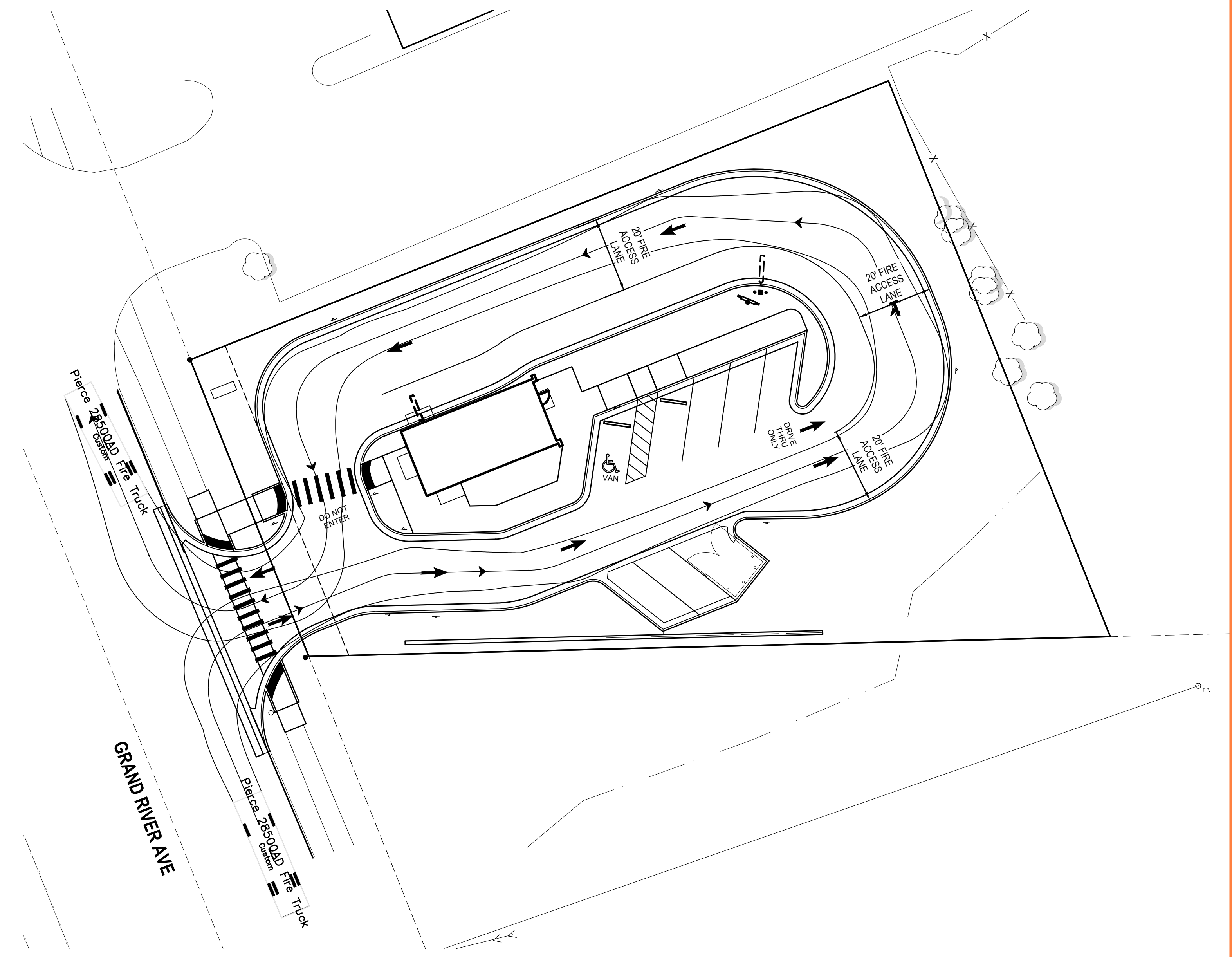
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 PROFESSIONAL JPM  
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**SITE LAYOUT PLAN**  
**C2.01**

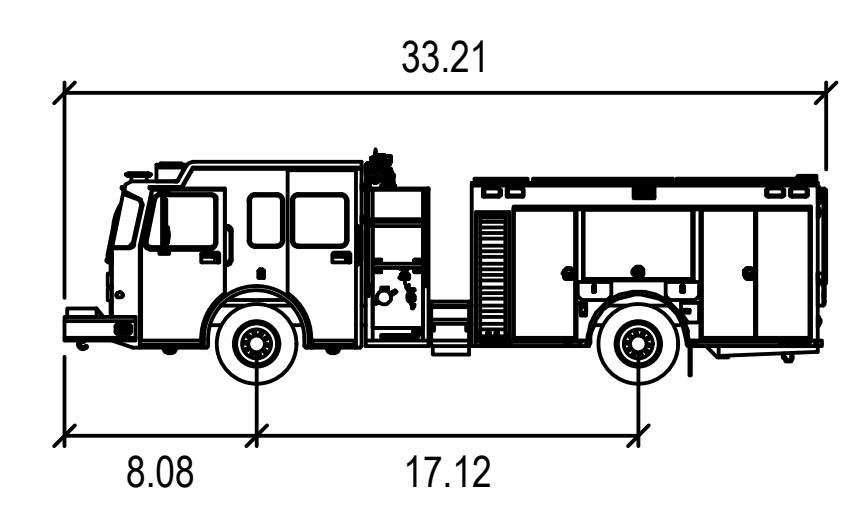




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CONTRACTOR TO CONTACT 811 SERVICE AT LEAST 3 WORKING DAYS PRIOR TO CONSTRUCTION, TO CONFIRM LOCATION OF EXISTING UTILITIES. DIAL 811.

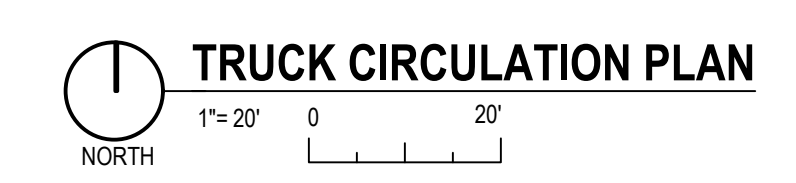


**PUMPER TRUCK**



**Pierce 28500AD Fire Truck**

	feet
Width	: 8.00
Track	: 8.20
Lock to Lock Time	: 6.0
Steering Angle	: 45.0



**TRUCK CIRCULATION PLAN**

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**TRUCK CIRCULATION PLAN C2.02**

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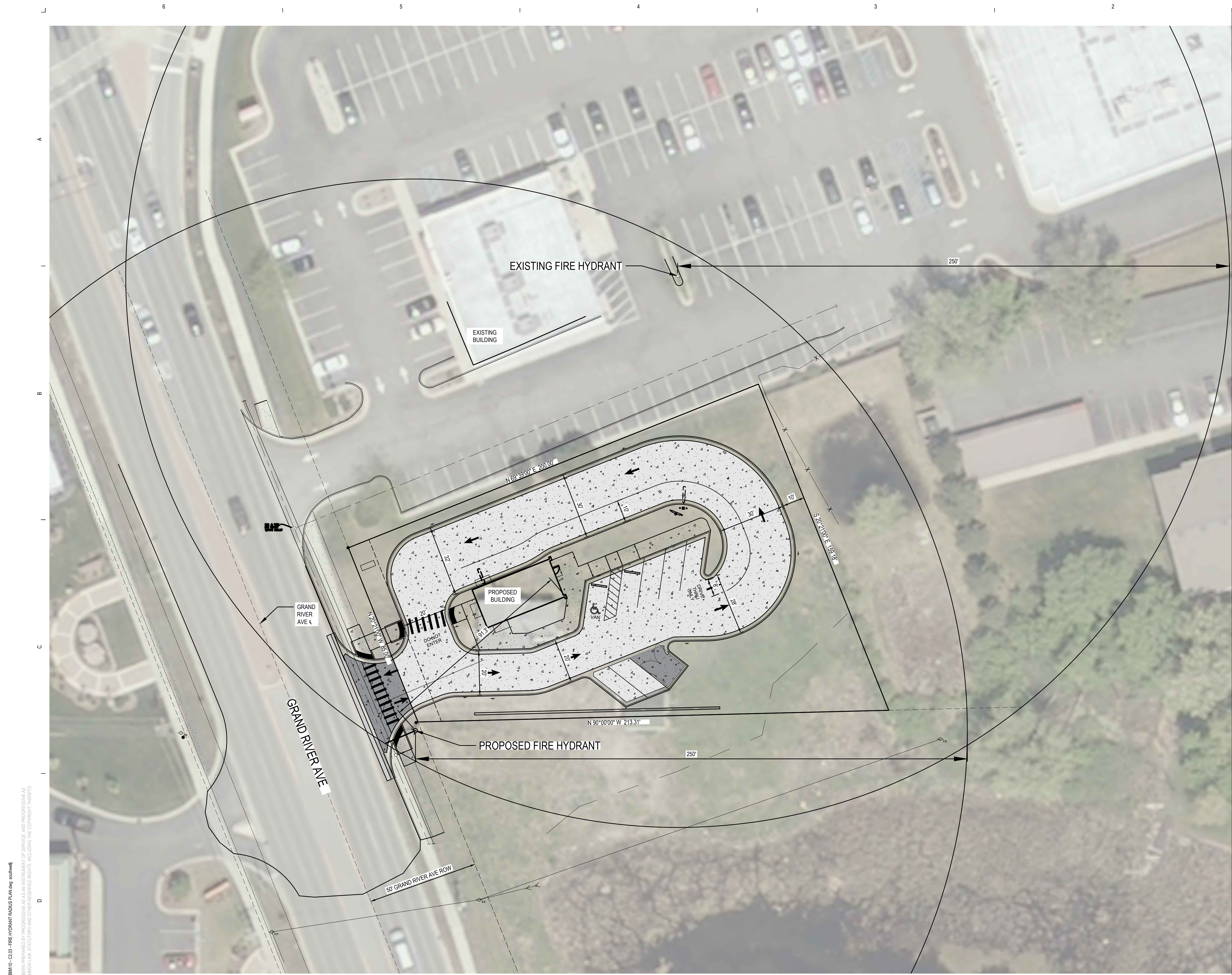
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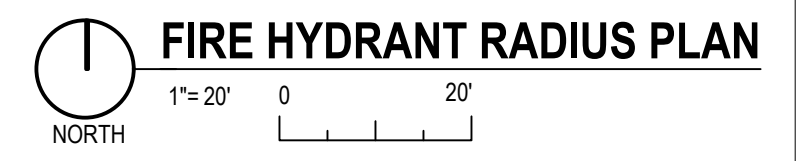
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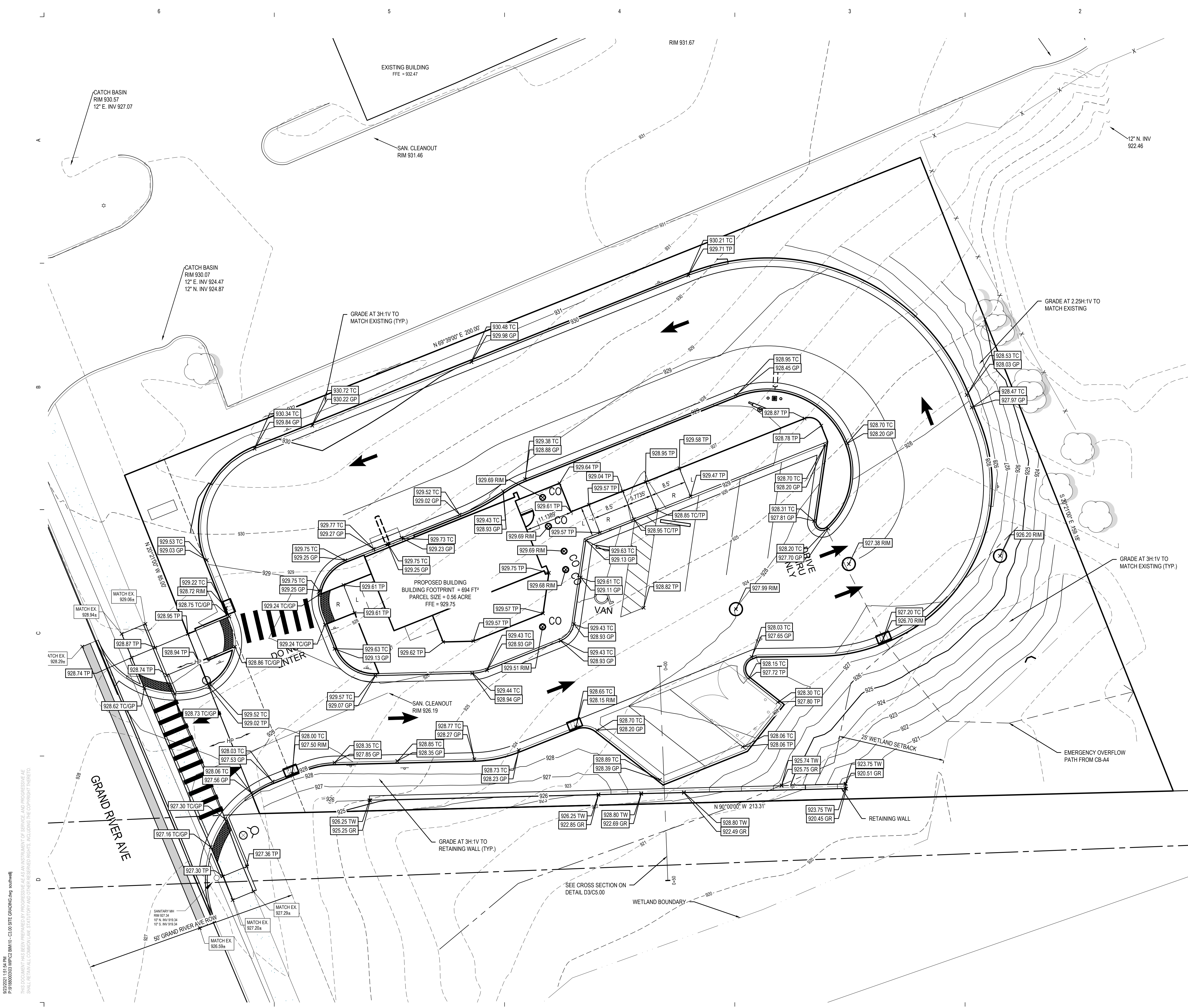
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**FIRE HYDRANT RADIUS PLAN**  
**C2.03**





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**CALL 811 NOTE:**  
 CONTRACTOR TO CONTACT 811 SERVICE AT LEAST 3 WORKING DAYS PRIOR TO CONSTRUCTION, TO CONFIRM LOCATION OF EXISTING UTILITIES. DIAL 811.

- EARTHWORK & GRADING NOTES**
- EARTHWORK AND PAVEMENT CONSTRUCTION ARE TO BE PERFORMED IN ACCORDANCE WITH THE 2012 EDITION OF THE MDT STANDARD SPECIFICATIONS FOR CONSTRUCTION UNLESS OTHERWISE NOTED IN THE FOLLOWING ITEMS.
  - THE SUBGRADE SHALL BE THOROUGHLY PROOFROLLED USING THE EQUIVALENT OF A FULLY LOADED TANDEM AXLE TRUCK HAVING A MINIMUM AXLE WEIGHT OF 10 TONS. SOFT OR YIELDING AREAS THAT CANNOT BE MECHANICALLY STABILIZED SHOULD BE REMOVED AND REPLACED WITH ENGINEERED FILL.
  - PROOFROLLING SHALL BE PERFORMED UNDER THE OBSERVATION OF A GEOTECHNICAL/PAVEMENT ENGINEER.
  - FINISHED SUBGRADE SURFACE SHALL NOT BE MORE THAN 0.1 FEET ABOVE OR BELOW ESTABLISHED FINISHED SUBGRADE ELEVATIONS AND ALL GROUND SURFACES SHALL VARY UNIFORMLY BETWEEN INDICATED ELEVATIONS. FINISHED DITCHES SHALL BE GRADED TO ALLOW FOR PROPER DRAINAGE WITHOUT PONDING AND IN A MANNER THAT WILL MINIMIZE EROSION.
  - GRADE THE AGGREGATE BASE MATERIAL TO PROVIDE POSITIVE DRAINAGE AT A MINIMUM OF 1.5 PERCENT.
  - THE AGGREGATE BASE AND SUBBASE SHALL EXTEND 12 INCHES BEYOND THE PAVED EDGE.
  - THE EXISTING SOILS MAY BE UTILIZED AS ENGINEERED FILL PROVIDED ALL DELETERIOUS OR ORGANIC MATERIALS ARE REMOVED FROM THE SOILS. ANY ON-SITE SOILS USED FOR ENGINEERED FILL SHALL BE EVALUATED BY A GEOTECHNICAL ENGINEER PRIOR TO PLACEMENT.
  - ENGINEERED FILL LOCATED WITHIN PAVEMENT AND BUILDING AREAS SHALL BE PLACED IN 8 INCH MAXIMUM LOOSE THICKNESS AND MOISTURE CONDITIONED TO WITHIN 2 PERCENT OF OPTIMUM MOISTURE CONTENT. COMPACT TO MINIMUM OF 95 PERCENT OF THE MAXIMUM DRY DENSITY PER ASTM D-1557, MODIFIED PROCTOR METHOD.
  - ALL FILL OPERATIONS SHALL BE OBSERVED BY A QUALIFIED SOIL TECHNICIAN. A MINIMUM OF ONE COMPACTION TEST SHALL BE CONDUCTED PER 2,500 SFT AREA AT EACH LIFT. WITHIN TRENCH EXCAVATIONS, ONE TEST SHALL BE CONDUCTED FOR EACH 100 LINEAR FEET PER LIFT.
  - SIDE SLOPES SHALL NOT EXCEED 1 VERTICAL OVER 3 HORIZONTAL SLOPE UNLESS SHOWN OTHERWISE.
  - PARKING LOT CURBS SHALL BE BUILT WITH REVERSE SLOPE ON THE DOWNHILL SIDE OF THE ISLAND TO ASSURE POSITIVE STORM WATER RUNOFF TO CATCH BASINS.
  - UNLESS SHOWN OTHERWISE, FINISH GRADES OF LAWN/LANDSCAPE ADJACENT TO BUILDING WALLS SHALL BE 6" BELOW FINISH FLOOR ELEVATION.
  - PLACE 4" MINIMUM TOPSOIL IN ALL LANDSCAPE AREAS TO BE SEED. PROVIDE POSITIVE DRAINAGE AT ALL TIMES TO ENSURE NO STANDING WATER WITHIN PAVEMENT, BUILDING PAD, OR GREEN AREAS.
  - FOR ALL CURB ISLANDS, CENTER OF ISLANDS TO BE A MINIMUM OF 6" HIGHER THAN TOP OF CURB.

- BARRIER FREE NOTES**
- BARRIER FREE PARKING AND ACCESSIBLE ROUTE(S) MUST COMPLY WITH THE AMERICANS WITH DISABILITIES ACT, INCLUDING BUT NOT LIMITED TO THE FOLLOWING:
  - 2% MAXIMUM CROSS SLOPE ON ACCESSIBLE ROUTE(S)
  - 5% MAXIMUM LONGITUDINAL SLOPE (DIRECTION OF TRAVEL) UNLESS AT BARRIER FREE RAMP
  - 2% MAXIMUM SLOPE LONGITUDINAL AND TRANSVERSE SLOPES AT BARRIER FREE PARKING SPACES AND ASSOCIATED AISLES
  - ACCESSIBLE ENTRIES - 2% MAXIMUM SLOPE IN ANY DIRECTION FOR THE FIRST 5' FROM ENTRY DOOR
  - CONTRACTOR TO CONTACT ENGINEER PRIOR TO PAVING IF BARRIER FREE SLOPES DO NOT COMPLY OR FOR CLARIFICATION OF ANY DISCREPANCIES.

**GRADING LEGEND**

TP	TOP OF PAVEMENT
TC	TOP OF CURB
TW	TOP OF WALL
BW	BOTTOM OF WALL
GR	GROUND
GP	GUTTER PAN
FF	FINISH FLOOR ELEVATION
EX	EXISTING ELEVATION
HP	HIGH POINT
LP	LOW POINT
L	LANDING
R	RAMP
RS	REVERSE SLOPE GUTTER PAN
FA	FLOW ARROW

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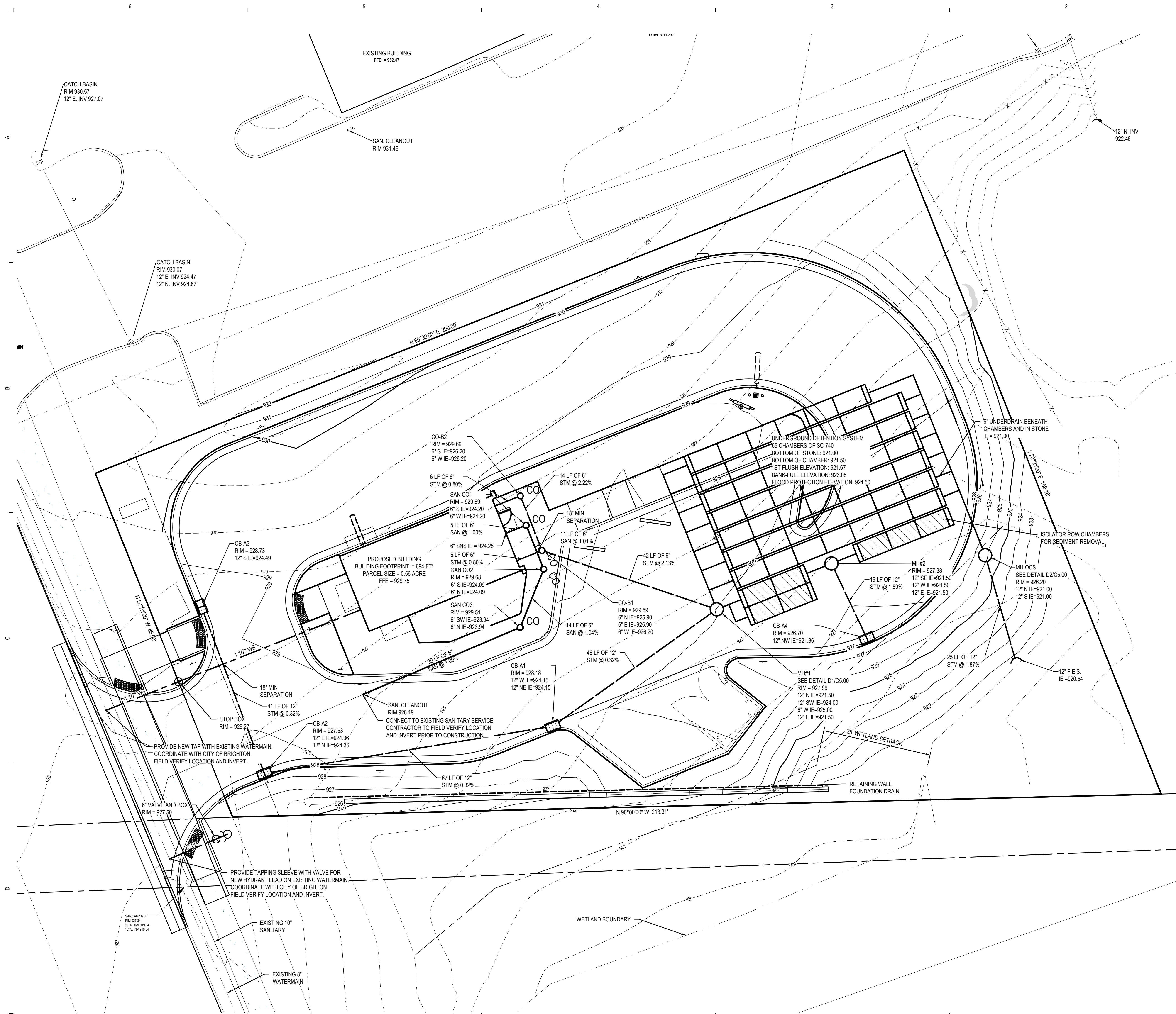
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 PROFESSIONAL: JPM  
 DRAWN BY: JTS  
 CHECKED BY:

**SITE GRADING PLAN**  
 1"=10'  
 0 10'  
 NORTH

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9/23/2021 1:51:04 PM  
 P:\81800003\SP\C3.00 SITE GRADING.dwg (jts) (w)





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**CALL 811 NOTE:**  
 CONTRACTOR TO CONTACT 811 SERVICE AT LEAST 3 WORKING DAYS PRIOR TO CONSTRUCTION, TO CONFIRM LOCATION OF EXISTING UTILITIES. DIAL 811.

- SANITARY SEWER NOTES**
- CONTRACTOR SHALL OBTAIN PERMIT TO CONNECT TO SANITARY SYSTEM FROM CITY OF BRIGHTON.
  - SANITARY SEWER WITHIN RIGHT OF WAY TO COMPLY WITH CITY OF BRIGHTON SANITARY SEWER SPECIFICATIONS.
  - CLEANOUTS TO BE PROVIDED WITHIN 5 FEET OF THE BUILDING EXTERIOR WALL ON ALL LATERALS EXITING THE BUILDING.
  - SANITARY SEWER LATERALS WITHIN SITE SHALL BE (ASTM D-3034) SDR 23.5.
  - ROOF DRAINS, FOUNDATION DRAINS, AND OTHER CLEAN WATER CONNECTIONS TO THE SANITARY SEWER ARE PROHIBITED.
  - REFER TO PLUMBING PLANS FOR SCHEDULE OF GREASE TRAPS, SAND TRAPS, AND TRENCH DRAIN.

- WATERMAIN NOTES**
- PROVIDE A MINIMUM 18" OF VERTICAL SEPARATION AND 10' OF HORIZONTAL SEPARATION BETWEEN WATER SERVICE AND ALL SANITARY AND STORM SEWERS.
  - WATER SERVICE MATERIAL AND INSTALLATION SHALL BE PERFORMED ACCORDING TO THE CITY OF BRIGHTON SPECIFICATIONS.
  - 2" AND SMALLER DOMESTIC WATER SERVICE SHALL BE TYPE K COPPER PIPE.
  - COORDINATE WATER TAPS WITH THE CITY OF BRIGHTON.

- STORM SEWER NOTES**
- STORM SEWER PIPE 10" DIA. OR LARGER SHALL BE ASTM C-76 CL IV REINFORCED CONCRETE PIPE OR ASTM F2306, HIGH DENSITY POLYETHYLENE PIPE. STORM SEWER PIPE SMALLER THAN 12" SHALL BE SDR 35 PVC.
  - YARD DRAINS (YD) TO BE 12" SQUARE DRAINECH CATCH BASIN BY NDS WITH SQUARE POLYPROPYLENE GRATE OR APPROVED EQUAL.
  - CATCH BASINS (CB) TO BE 4' DIA. UNLESS NOTED OTHERWISE.
  - CONNECT ALL ROOF DRAINS TO PROVIDED STORM SEWER UNLESS OTHERWISE NOTED.
  - UNDERDRAIN TO BE INSTALLED AT ALL CATCH BASINS PER DETAIL ON SHEET C5.00.
  - FOR MAINTENANCE SCHEDULE PERTAINING TO THE STORM NETWORK SEE SHEET C5.01.

- STORM SEWER NOTES**
- STORM SEWER PIPE 10" DIA. OR LARGER SHALL BE ASTM C-76 CL IV REINFORCED CONCRETE PIPE OR ASTM F2306, HIGH DENSITY POLYETHYLENE PIPE. STORM SEWER PIPE SMALLER THAN 12" SHALL BE SDR 35 PVC.
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  - FOR MAINTENANCE SCHEDULE PERTAINING TO THE STORM NETWORK SEE SHEET C5.01.

09/23/2021, 2:46:13 PM  
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 09/23/2021

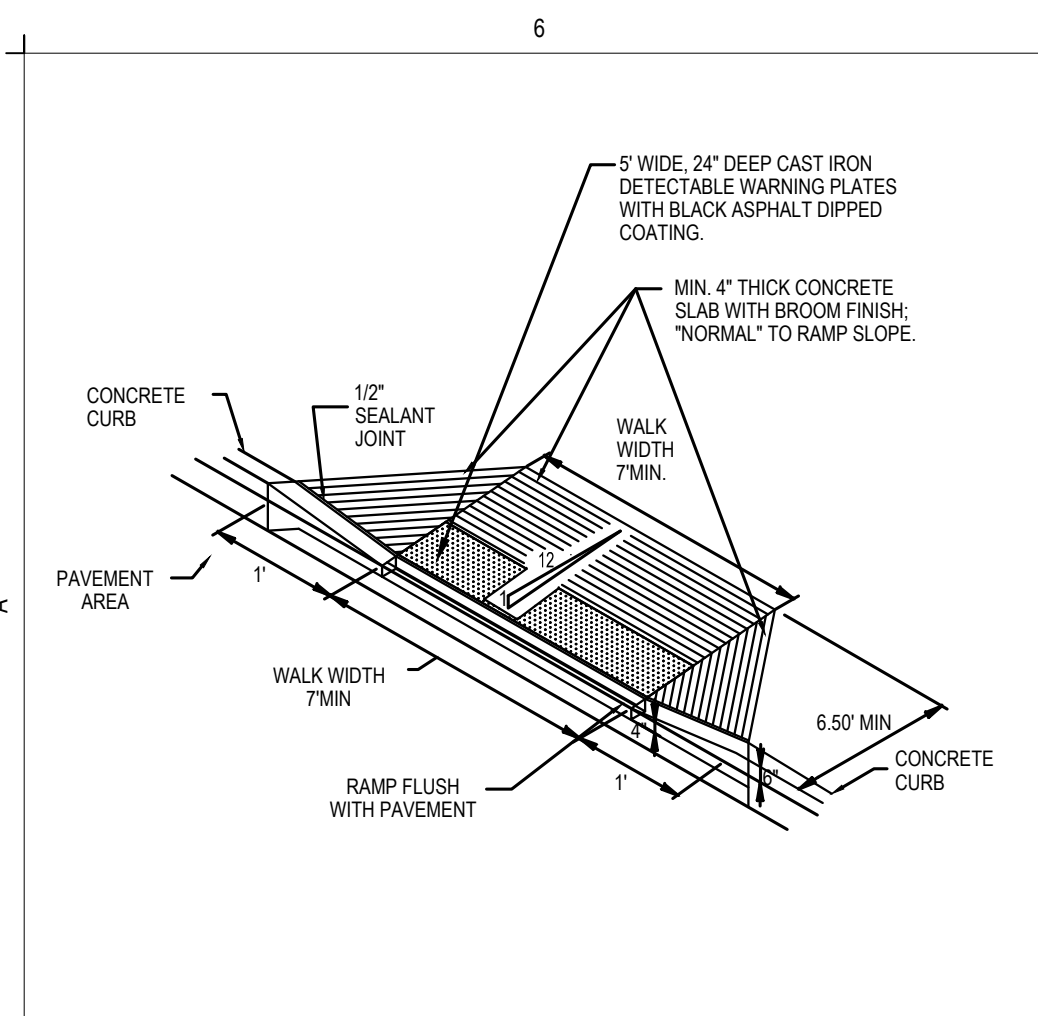
**REVISIONS**

NO.	DATE	DESCRIPTION	REVISION 1
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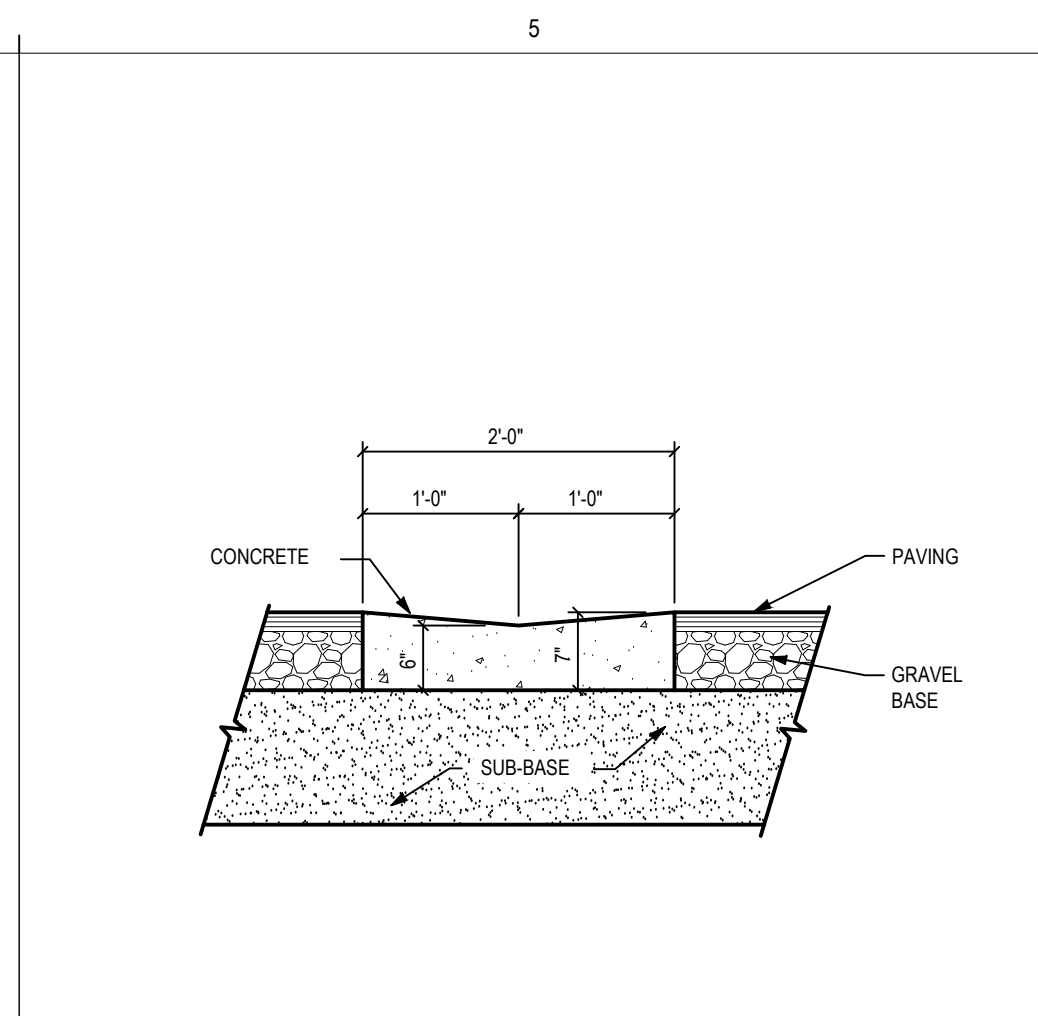
FILE NUMBER: 91880003  
 PROJECT MANAGER: JPM  
 PROFESSIONAL: JPM  
 DRAWN BY: JTS  
 CHECKED BY:

**SITE UTILITY PLAN**  
**C4.00**

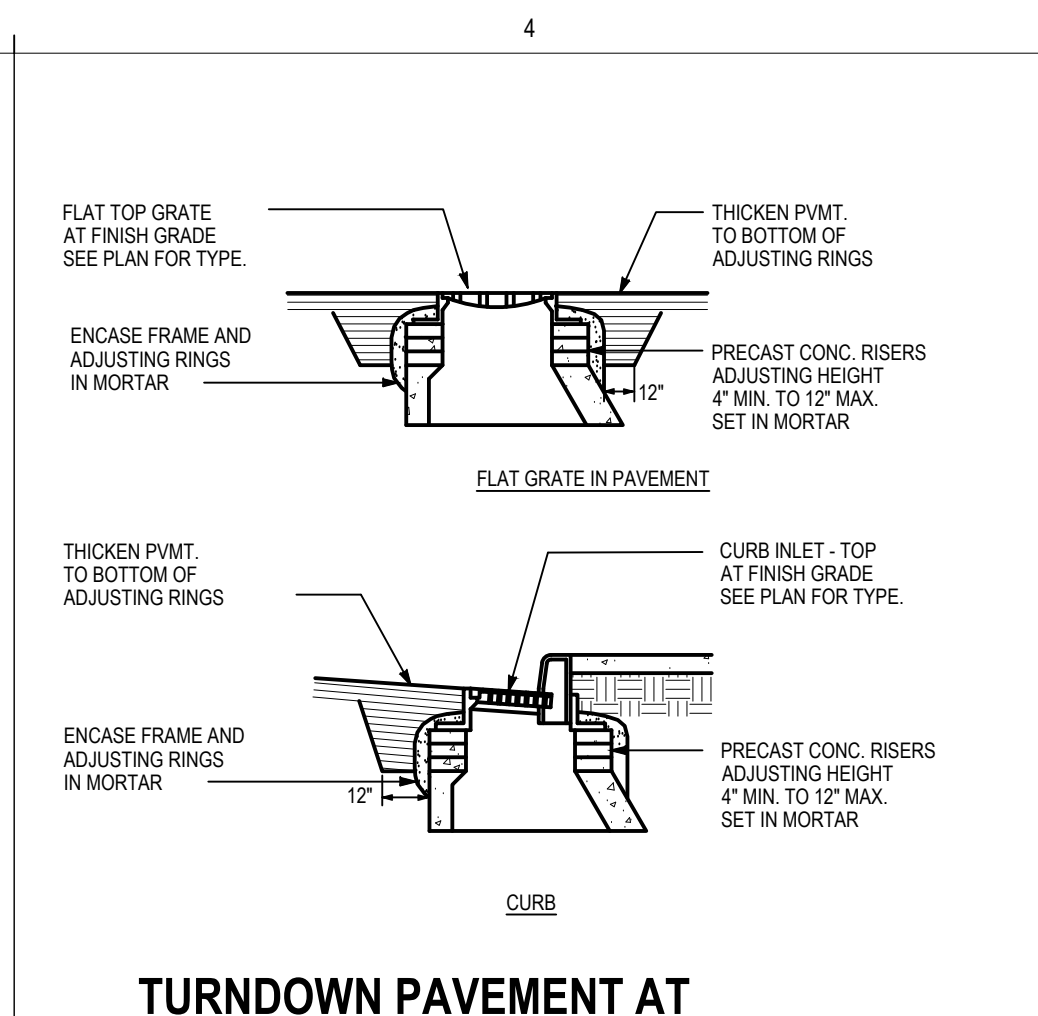




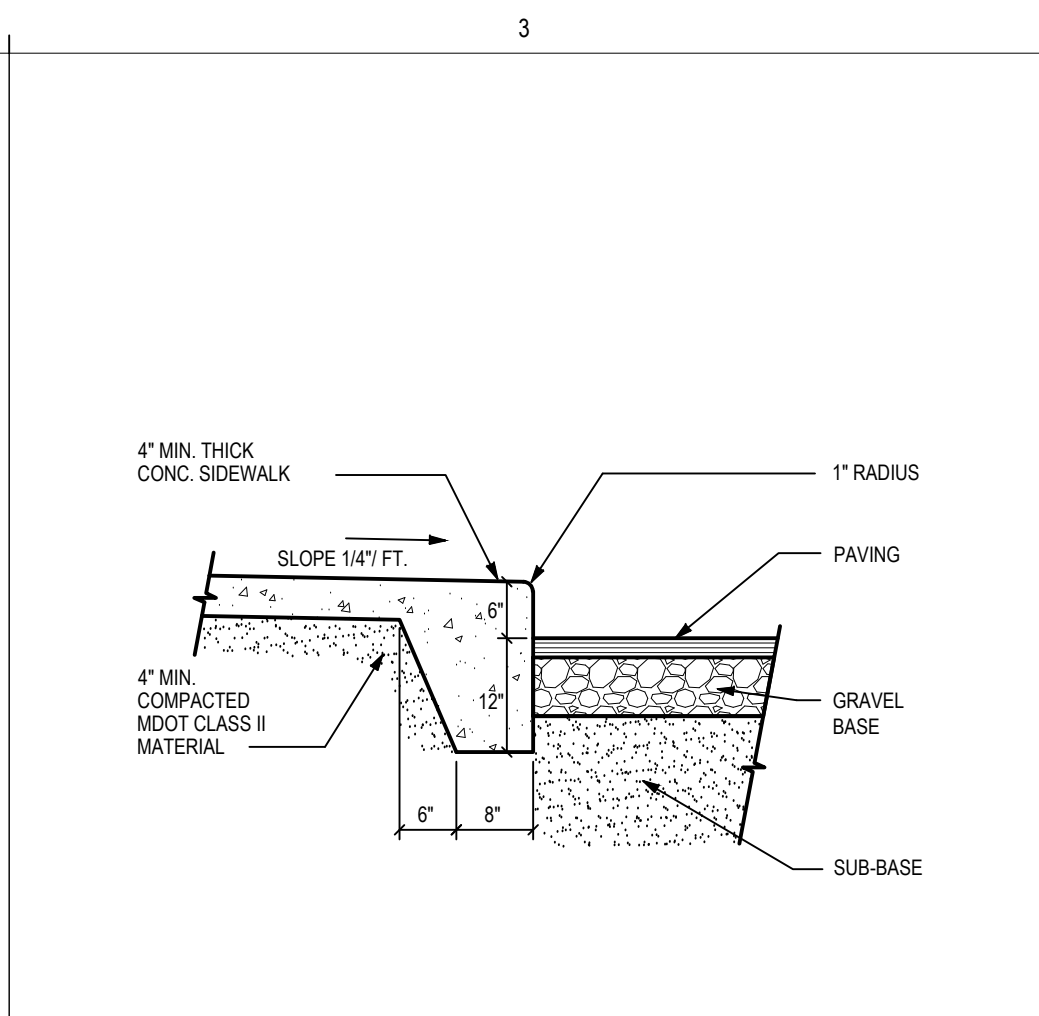
**A6 SIDEWALK RAMP DETAIL**  
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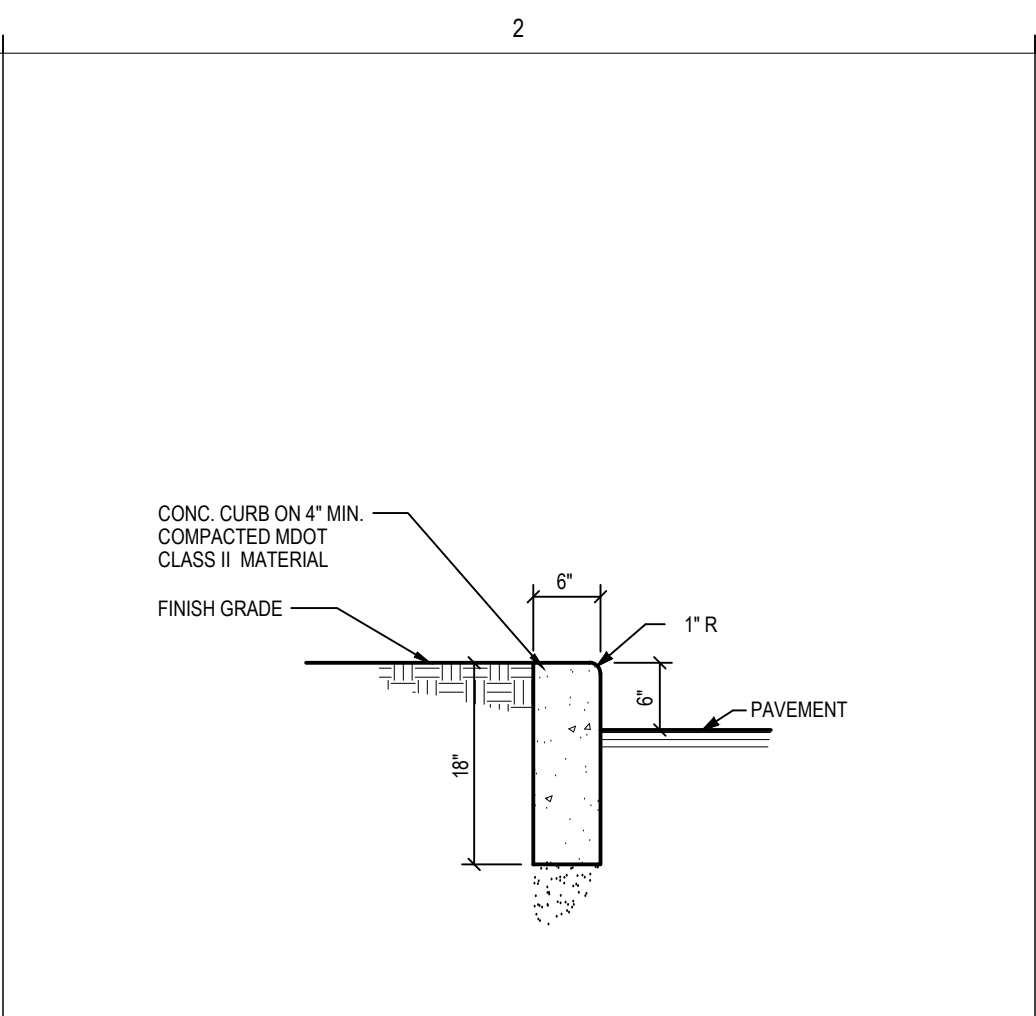
**A5 TYPICAL GUTTER PAN DETAIL**  
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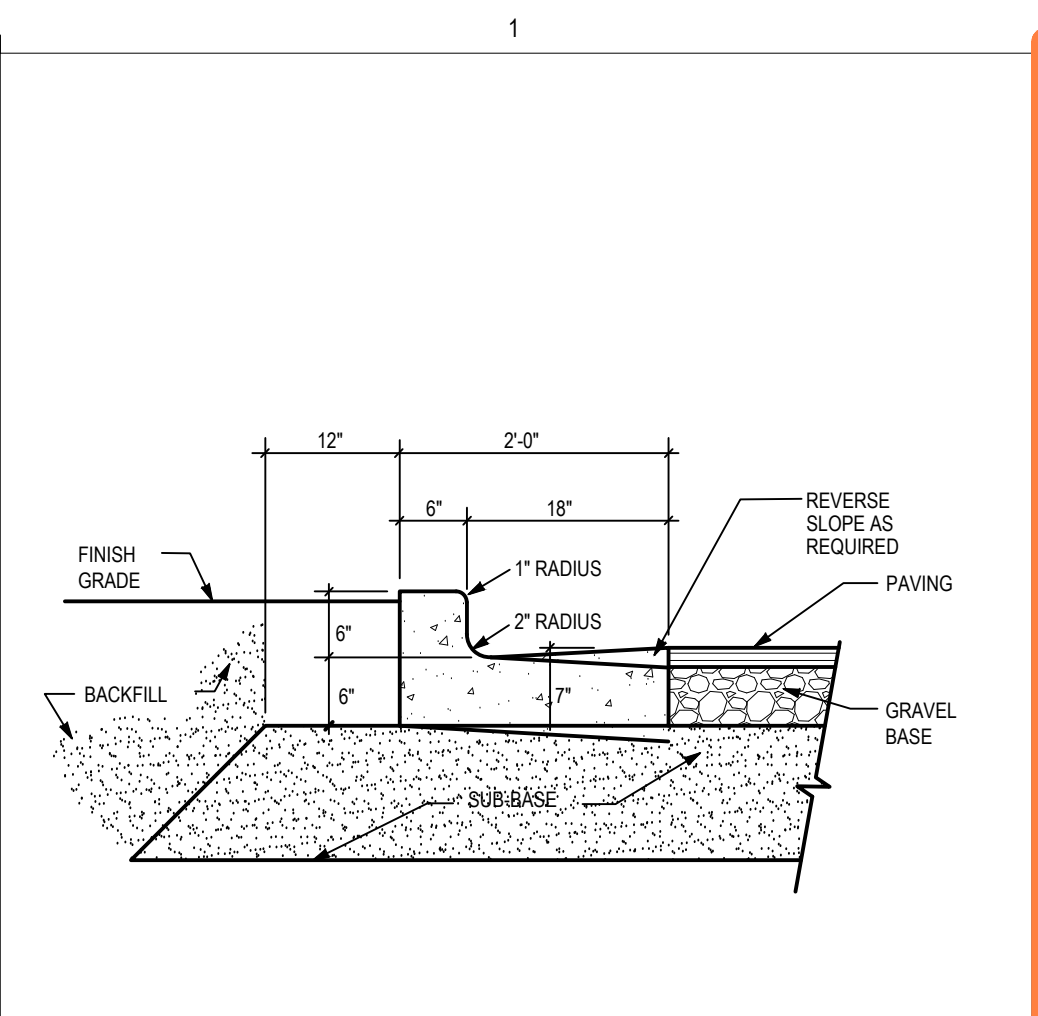
**A4 TURNDOWN PAVEMENT AT DRAINAGE STRUCTURE**  
NOT TO SCALE



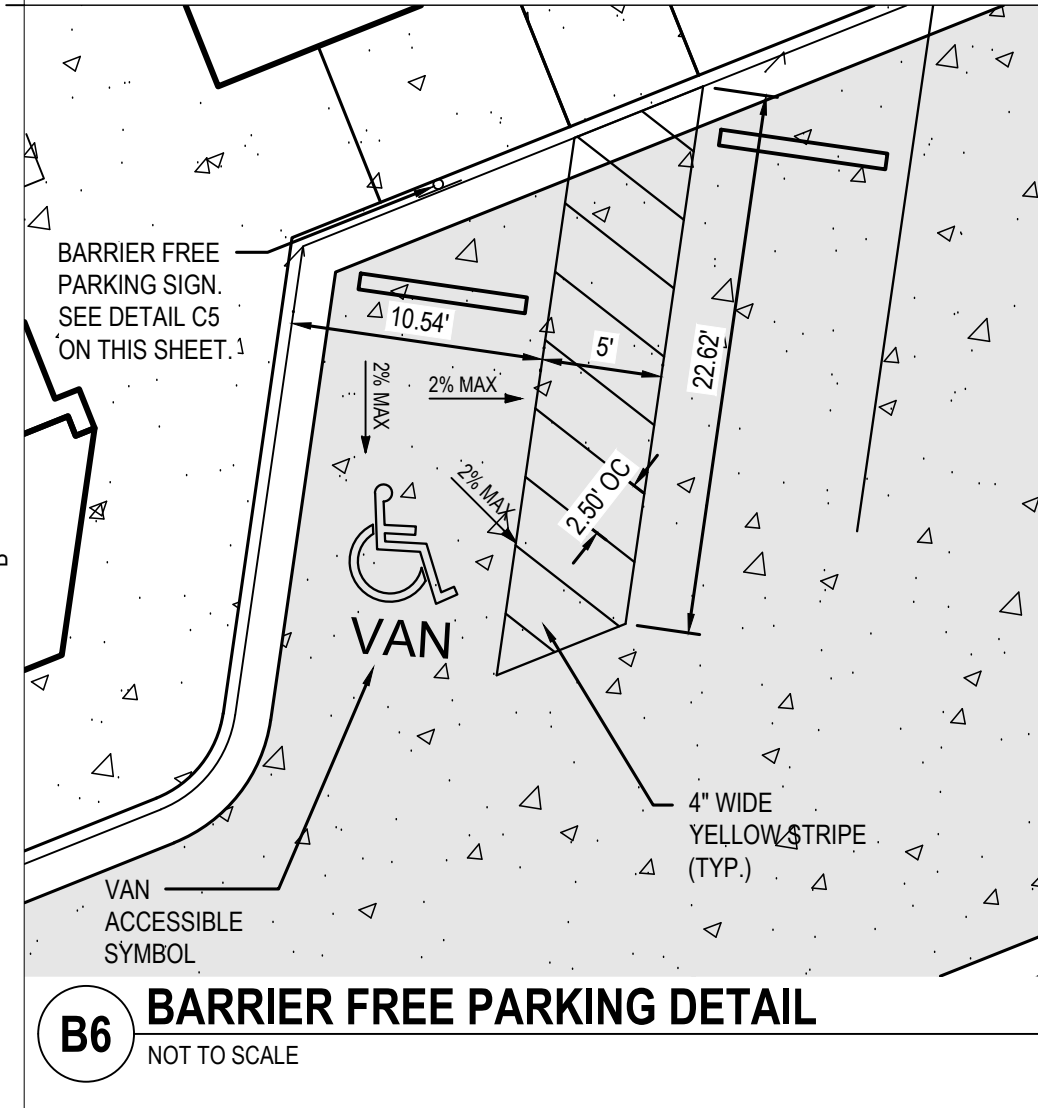
**A3 INTEGRAL CONCRETE WALK / CURB DETAIL**  
NOT TO SCALE



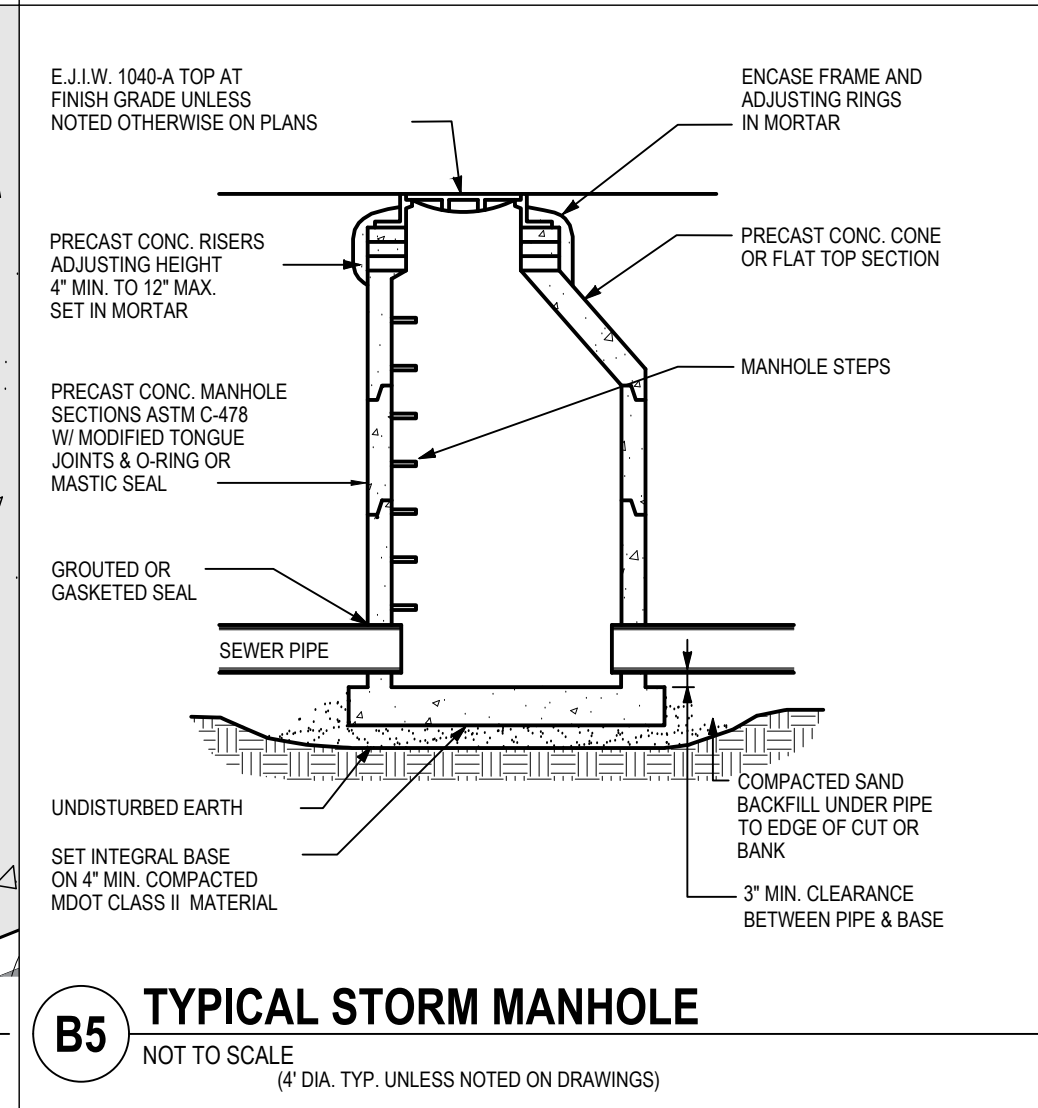
**A2 TYPICAL CONCRETE CURB DETAIL**  
NOT TO SCALE



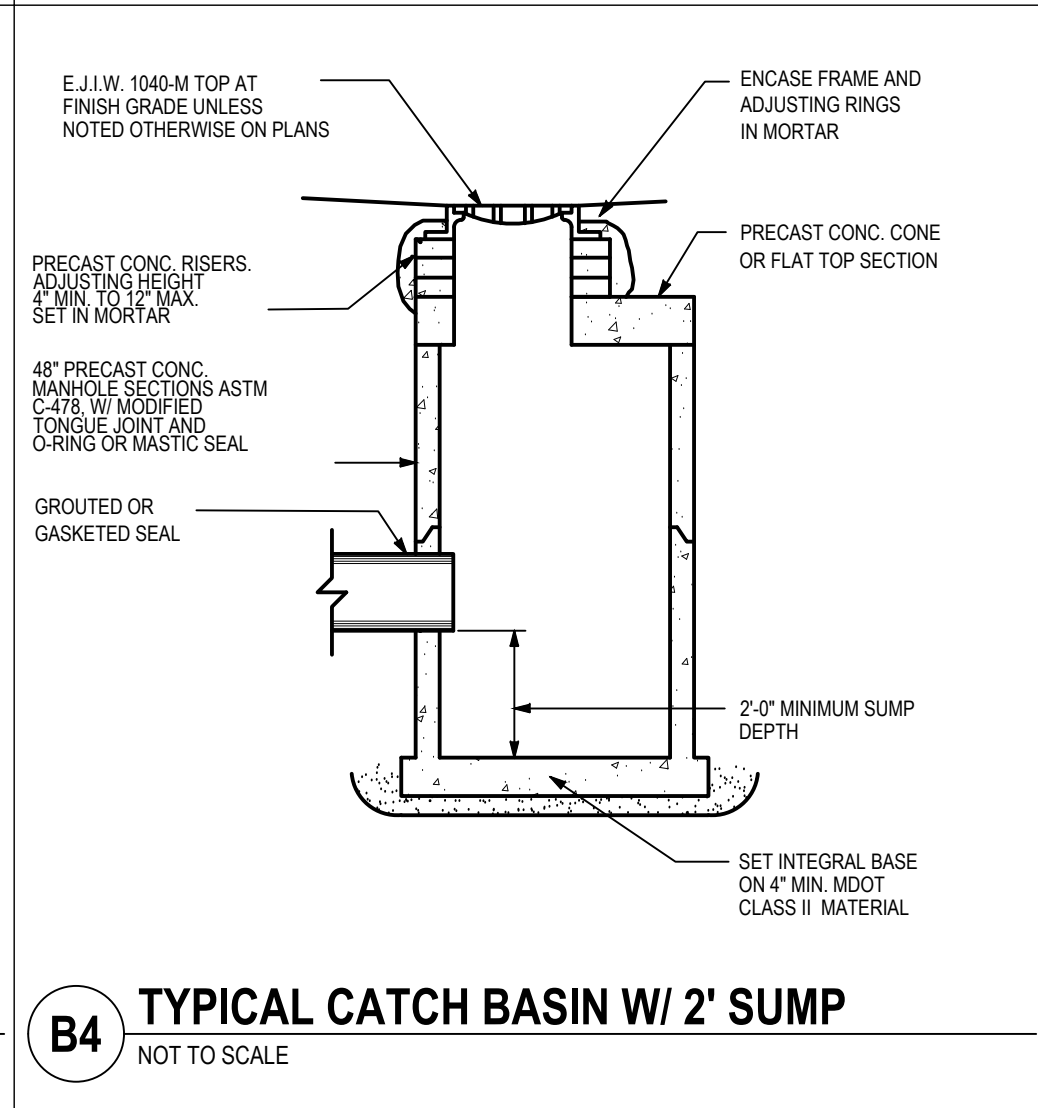
**A1 TYPICAL CURB & GUTTER DETAIL**  
NOT TO SCALE



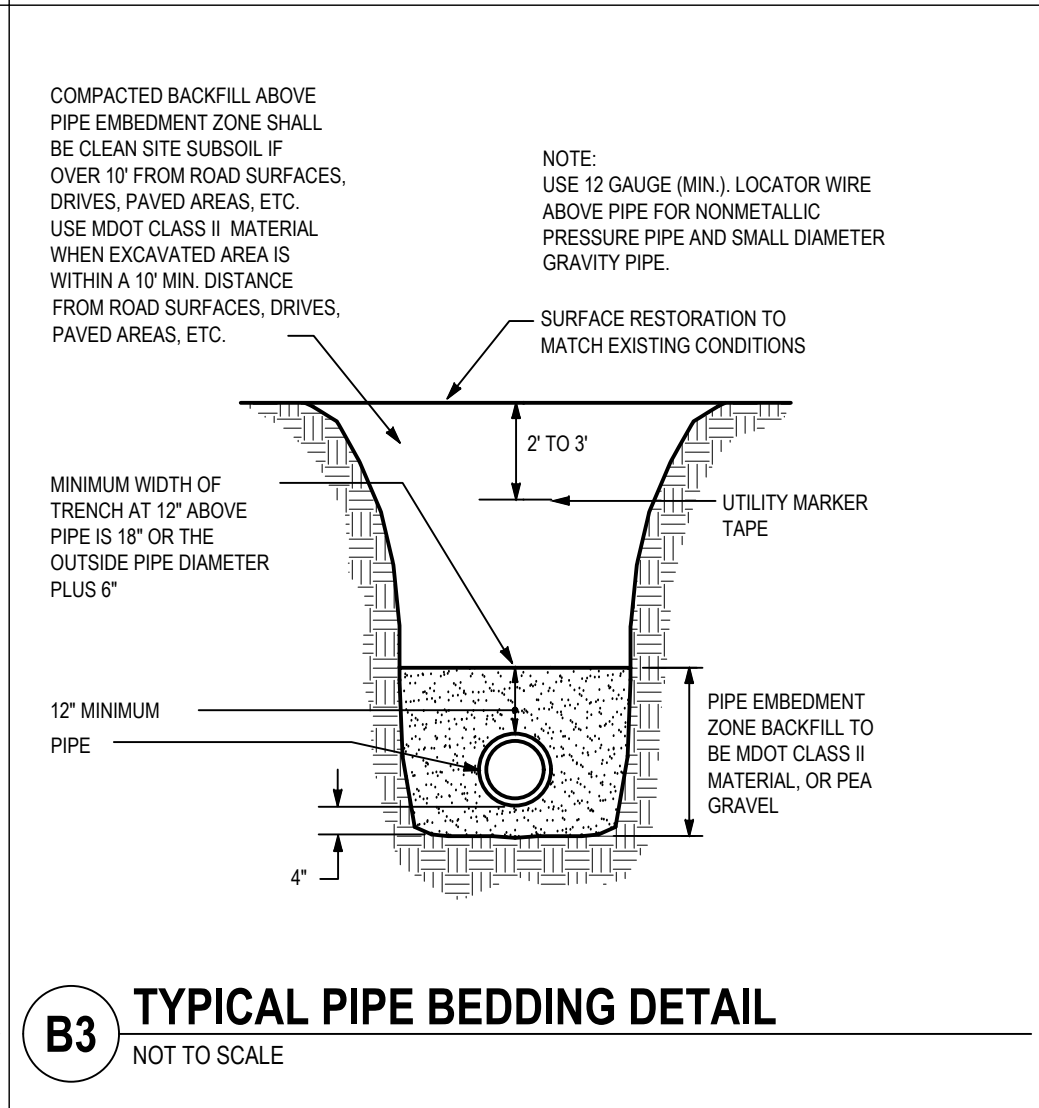
**B6 BARRIER FREE PARKING DETAIL**  
NOT TO SCALE



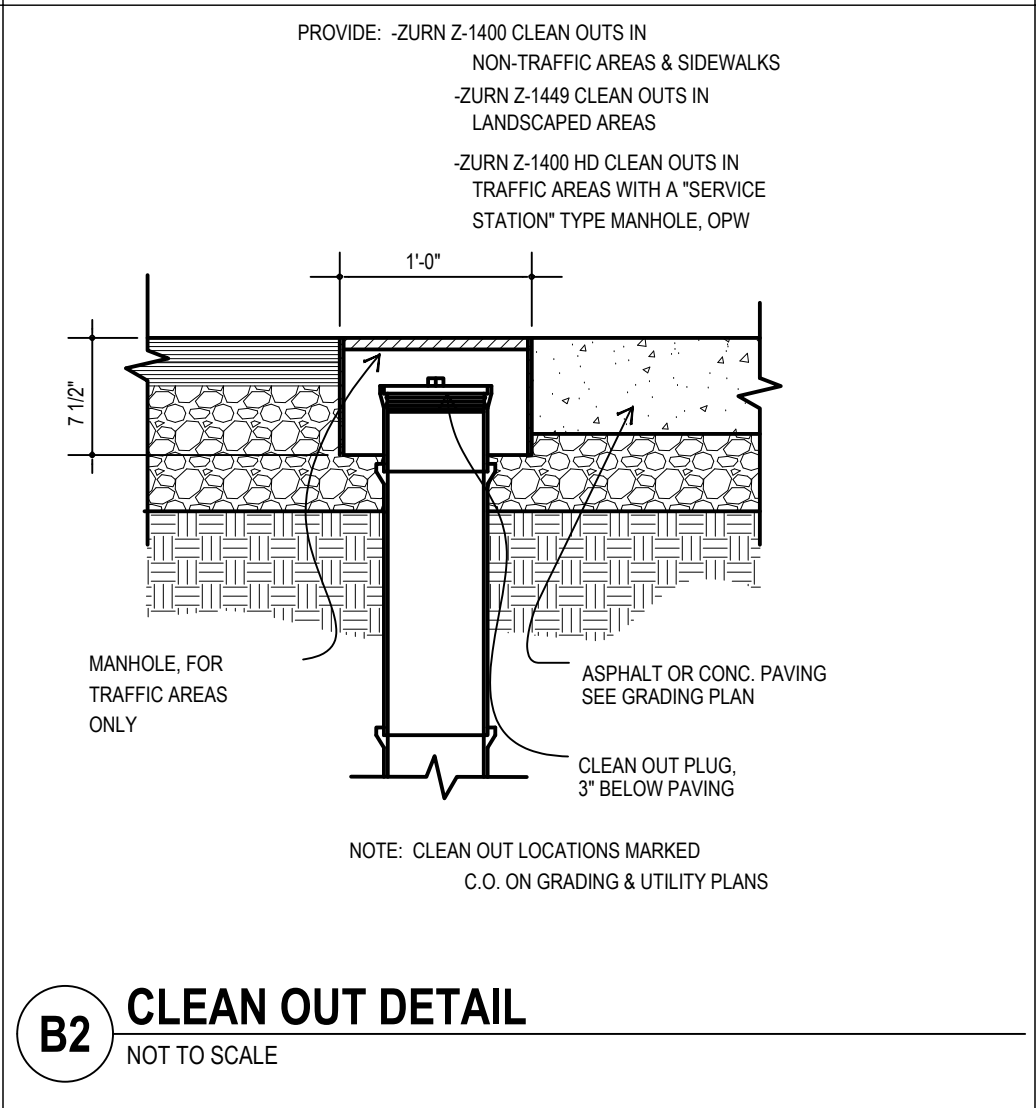
**B5 TYPICAL STORM MANHOLE**  
NOT TO SCALE (Ø DIA. TYP. UNLESS NOTED ON DRAWINGS)



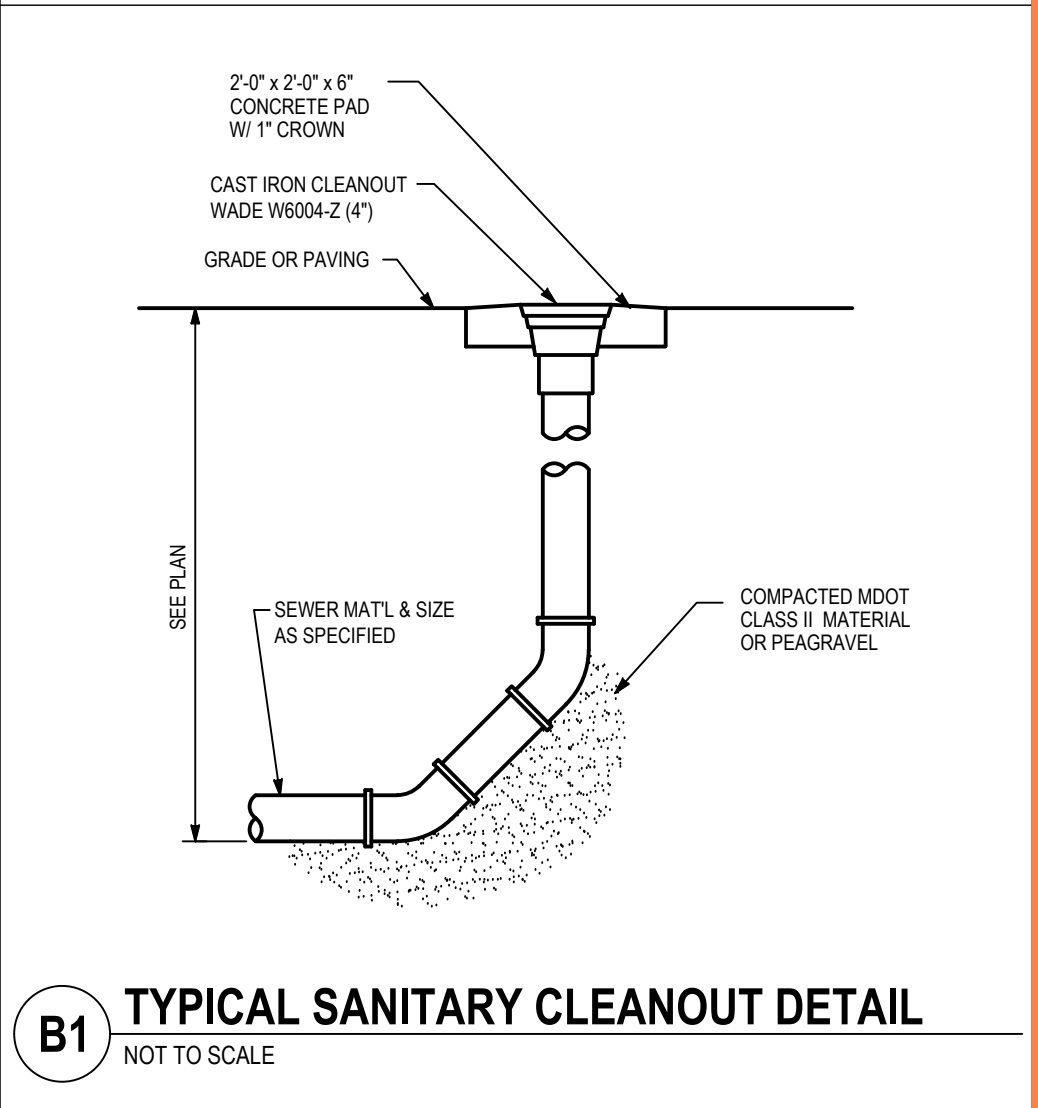
**B4 TYPICAL CATCH BASIN W/ 2' SUMP**  
NOT TO SCALE



**B3 TYPICAL PIPE BEDDING DETAIL**  
NOT TO SCALE



**B2 CLEAN OUT DETAIL**  
NOT TO SCALE



**B1 TYPICAL SANITARY CLEANOUT DETAIL**  
NOT TO SCALE



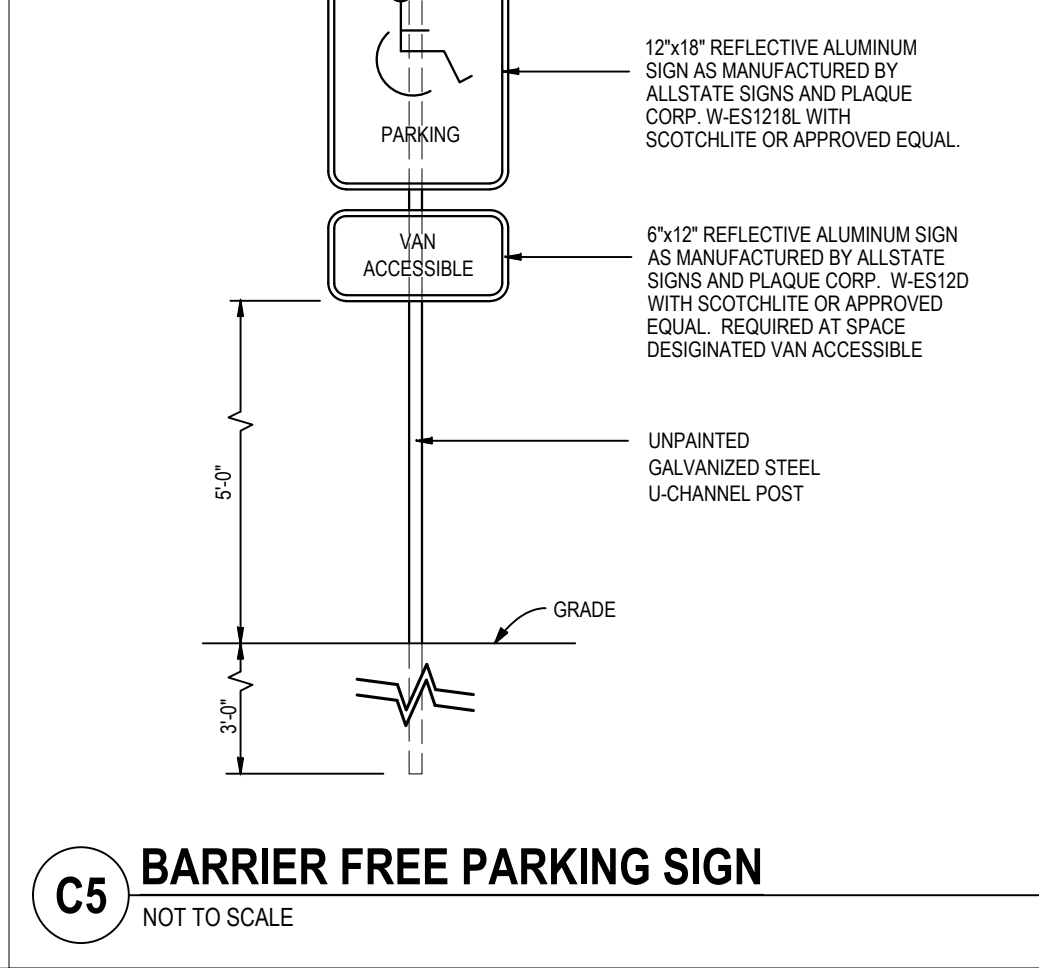
**C5 BARRIER FREE PARKING SIGN**  
NOT TO SCALE



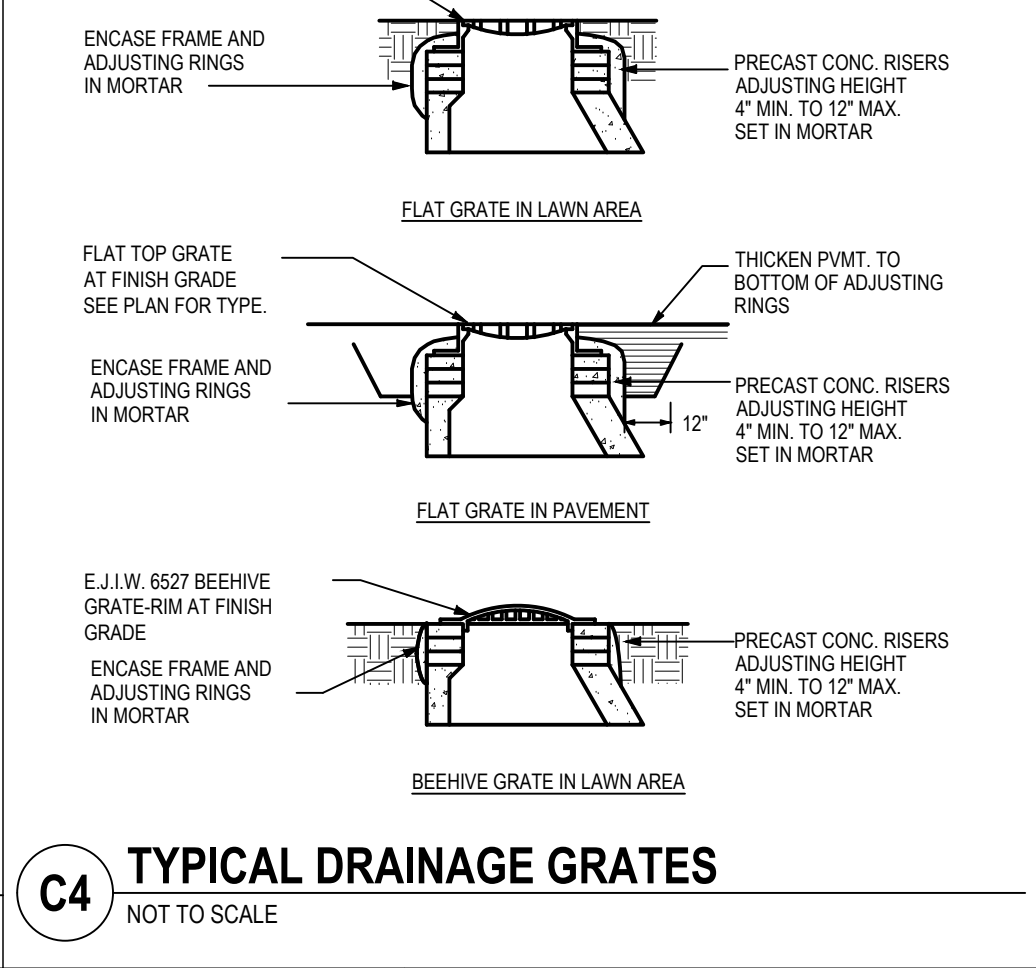
**C4 TYPICAL DRAINAGE GRATES**  
NOT TO SCALE



**D3 CONCRETE RETAINING WALL CROSS SECTION**  
NOT TO SCALE



**D2 4' DIA. CONTROL MANHOLE - MH-OCS**  
NOT TO SCALE



**D1 5' DIA. CONTROL MANHOLE - MH #1**  
NOT TO SCALE

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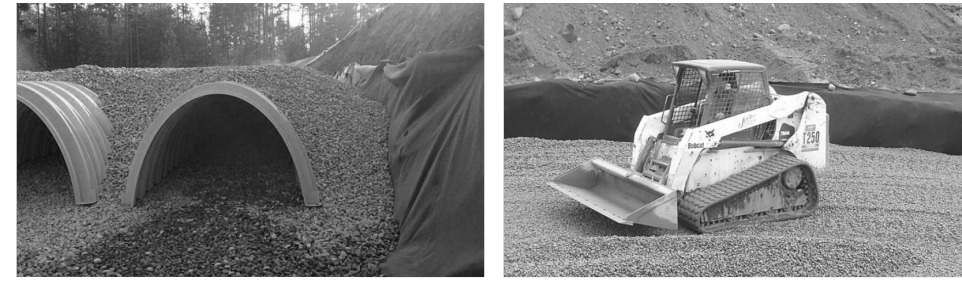
FILE NUMBER 91880003  
 PROJECT MANAGER JPM  
 PROFESSIONAL JPM  
 DRAWN BY JTS  
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**SITE DETAILS**  
**C5.00**

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 P:\88800003\SPC-B1010-C5.00 SITE DETAILS.dwg (acornwell)  
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**Backfill - Embedment Stone & Cover Stone**



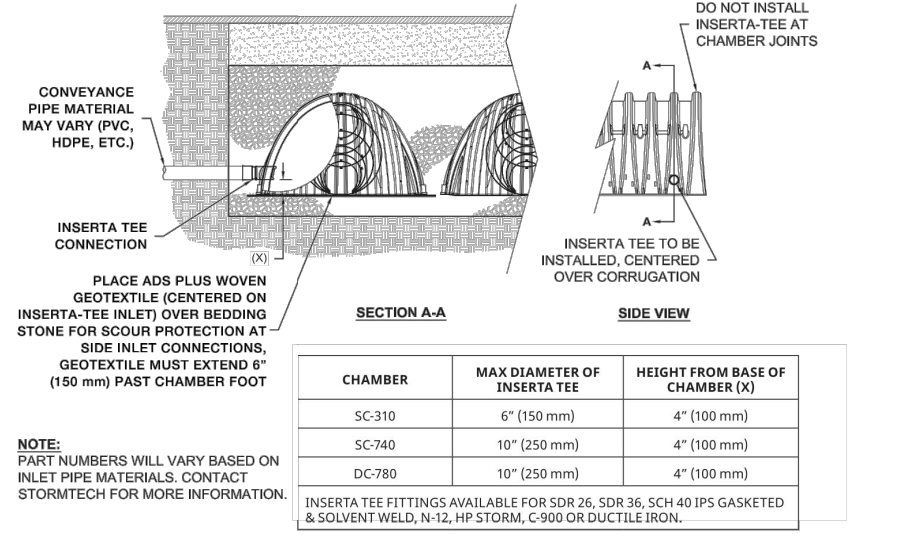
Continue evenly backfilling between rows and around perimeter until embedment stone reaches tops of chambers. Perimeter stone must extend horizontally to the excavation wall for both straight or sloped sidewalls. **Only after chambers have been backfilled to top of chamber and with a minimum 6" (150 mm) of cover stone on top of chambers can small dozers be used over the chambers for backfilling remaining cover stone.**

**Final Backfill of Chambers - Fill Material**

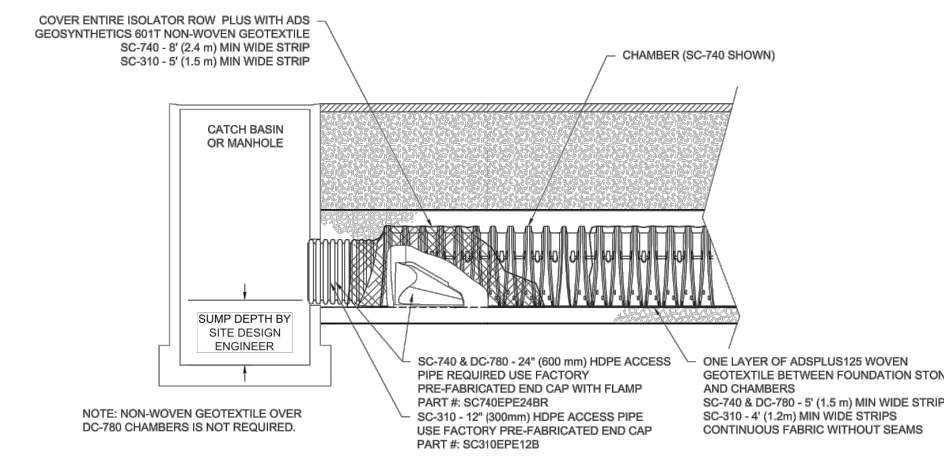


Install non-woven geotextile over stone. Geotextile must overlap 24" (600 mm) min. where edges meet. Compact each lift of backfill as specified in the site design engineer's drawings. Roller travel parallel with rows.

**Inserta Tee Detail**



**StormTech Isolator Row Plus Detail**



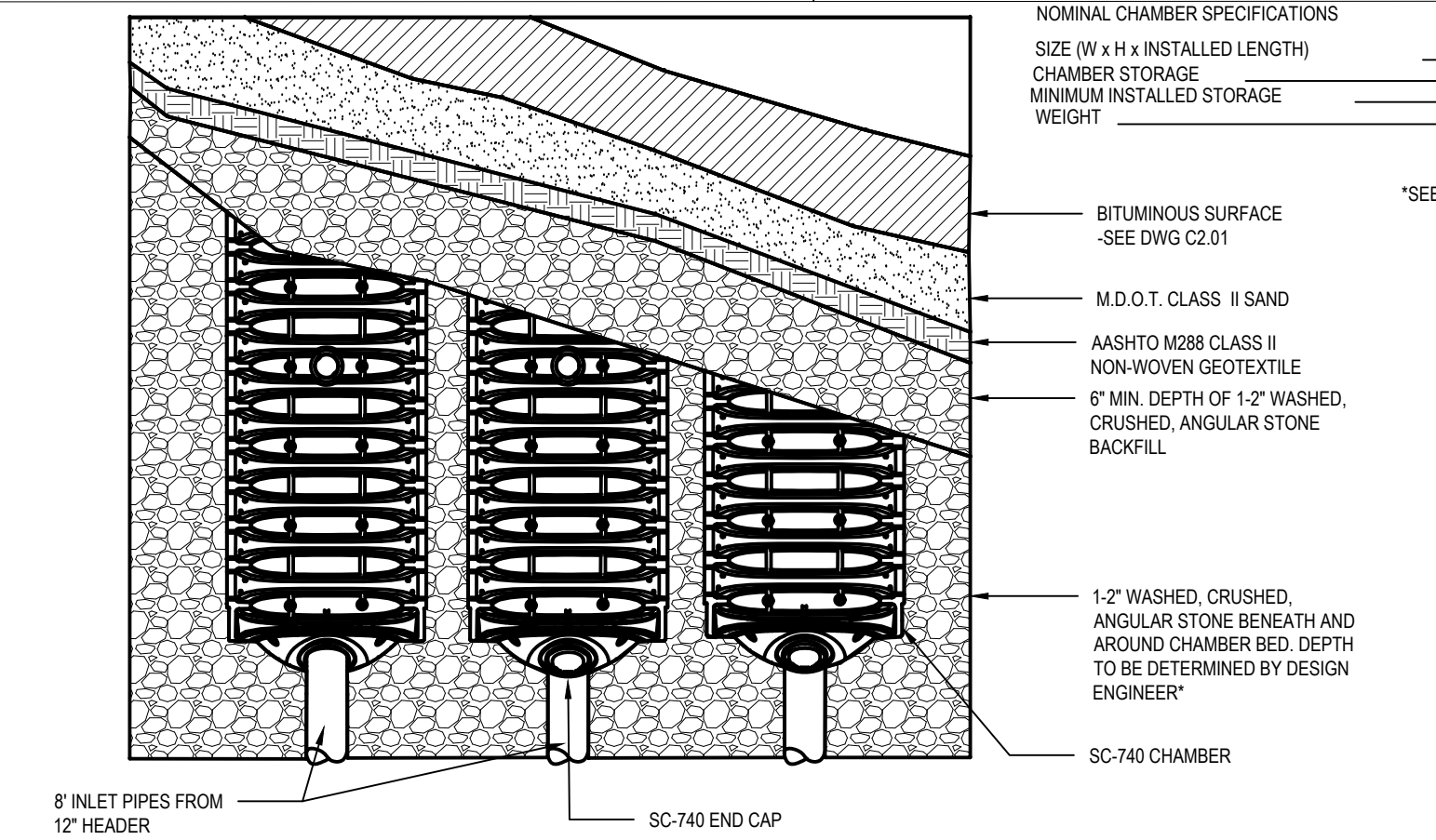
STORMWATER MAINTENANCE SCHEDULE

BMP	Maintenance Activity	Month												
		1	2	3	4	5	6	7	8	9	10	11	12	
Storm Sewer and Structures	Clean Inlet Casting, Monthly or after rainfall events	X	X	X	X	X	X	X	X	X	X	X	X	X
	Inlets/Catch Basins, Annually													X
	Storm Sewers, Annually													X
Underground Detention Pond	Debris Removal													X
	Sediment Removal, Bi-Annually or as needed					X								X

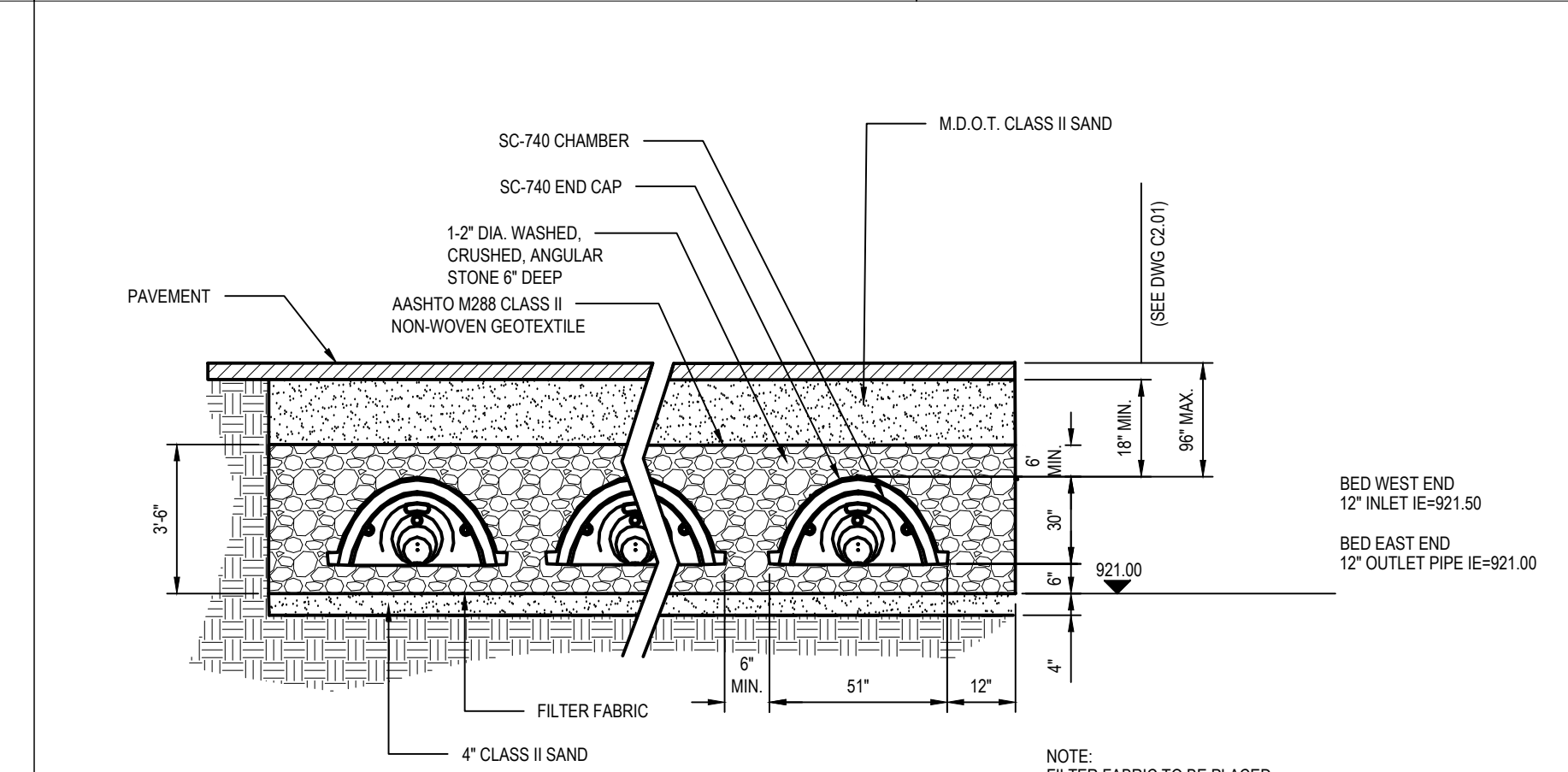
STORMWATER MAINTENANCE SCHEDULE

Maintenance Activities	System Components			Frequency
	Catch Basins, Inlets, and Storm Sewers	Underground Detention Chambers and Isolator Row	Detention Outlet Structures	
<b>Monitoring and Inspection</b>				
Inspect for Sediment accumulation*/ Clugging of stone media	X	X	X	Annually
Inspect for floatables, dead vegetation and debris	X	X	X	Annually and after Major Events
Inspect all components during wet	X	X	X	Annually and after Major Events
Ensure means of access for Maintenance Remain clear / open	X	X	X	Annually
<b>Preventative Maintenance</b>				
Remove Accumulated sediment	X	X	X	As Needed*
Remove Floatables, dead vegetation and debris	X	X	X	As Needed
<b>Remedial Actions</b>				
Structural Repairs	X	X	X	As Needed
Make adjustments / repairs to ensure proper functioning	X	X	X	As Needed

**A2 STORMTECH SC-740 CHAMBER SYSTEM TYPICAL PLAN VIEW DETAIL**  
NOT TO SCALE



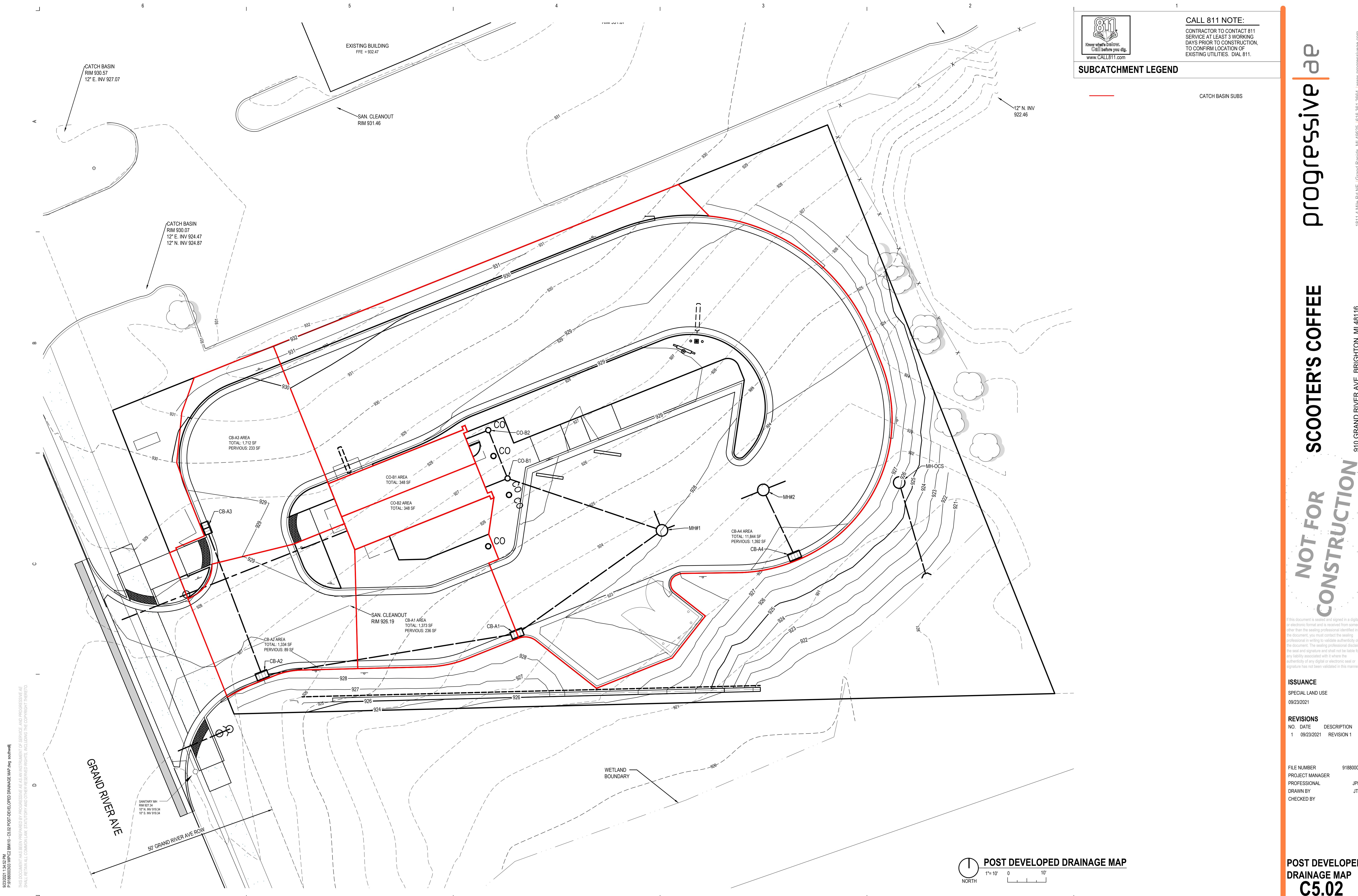
**A1 STORMTECH SC-740 CHAMBER SYSTEM TYPICAL CROSS SECTION DETAIL**  
NOT TO SCALE




8/9/2021, 2:43:11 PM  
 P:\18800003\18800003\BMP-C5.01 UNDERGROUND DETENTION BASIN DETAILS.dwg (sof) (mwf)  
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 1 09/23/2021 REVISION 1  
 FILE NUMBER 91880003  
 PROJECT MANAGER  
 PROFESSIONAL JPM  
 DRAWN BY JTS  
 CHECKED BY  
**UNDERGROUND DETENTION BASIN AND MAINTENANCE DETAILS**  
**C5.01**







**CALL 811 NOTE:**  
 CONTRACTOR TO CONTACT 811 SERVICE AT LEAST 3 WORKING DAYS PRIOR TO CONSTRUCTION, TO CONFIRM LOCATION OF EXISTING UTILITIES. DIAL 811.

**SUBCATCHMENT LEGEND**

— CATCH BASIN SUBS

9/23/2021 1:34:52 PM  
 P:\18800003\MP\C5.02\BIM16 - C5.02 POST DEVELOPED DRAINAGE MAP.dwg (sawhwell)  
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**POST DEVELOPED DRAINAGE MAP**  
 1"=10'  
 0 10'  
 NORTH

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 FILE NUMBER 91880003  
 PROJECT MANAGER  
 PROFESSIONAL JPM  
 DRAWN BY JTS  
 CHECKED BY  
**POST DEVELOPED DRAINAGE MAP C5.02**



**Project:** SCOOTERS COFFEE - BRIGHTON  
**Project #:** 91880003  
**Subject:** Bankfull  
**Date:** September 23, 2021  
**Revised:**

Prepared By: JTS  
Reviewed By:

**Detention Pond 1**  
**Channel Protection**

Site Area = 0.39 acre  
Impervious Area = 16,959 sq ft  
Relative Impervious Factor C = 0.87  
Bankfull Volume = 8,160 X Site Area X Relative Impervious Factor C  
**Required Bankfull Volume = 2762 cft**  
**Provided Bankfull Volume = 2763 cft** At an Elevation of: 923.08

**Standpipe & Orifice Design:**  
**OC5**  
\*County Standard is to Retain the Bankfull Volume for 24-40 Hours

Channel Protection Volume Elevation = 923.08 ft  
Orifice Invert = 921 ft (Discharge Pipe Invert)  
**Orifice Diameter = 0.85 in**

Orifice Flow:  $Q_p = 0.6a(2gH)^{0.5}$   
 $Q_p$  = principal flow rate (cfs)  
a = flow area of orifice or pipe (sq ft)  
H = design hydraulic head (ft)  
g = gravitational constant (32.2 ft/s<sup>2</sup>)

a = 0.00 sq ft  
H = 2.05 ft  
 $Q_p = 0.03$  cfs

Channel Protection Volume = 2763 cft  
**Number of Orifices = 1**  
**Total Orifice Flow = 0.03 cfs**  
**Detention Duration = 28.3 hrs**

**Project:** Scooter's Coffee - Brighton  
**Project #:** 91880003  
**Subject:** Stormwater Detention Basin Sizing  
**Date:** September 23, 2021  
**Revised:**

Prepared By: JTS  
Reviewed By: JPM

**Determination of Required Detention Basin Storage Based on 100-Year Storm Event Rational Method**

**Design Information:**

**Site Information:**  
Total Area of Proposed Development = 0.39 Acres  
Impervious Area of Site = 0.34 Acres  
Detention Area = - Acres  
Perforated Area of Site = 0.04 Acres  
Impervious "C" Factor = 0.95  
Detention "C" Factor = 1.00  
Previous "C" Factor = 0.35  
Weighted "C" Factor for Post-Development Area of Site = 0.87

**Release Rate:**  
Allowable Release Rate (0.20 cfs/acre) = 0.08 cfs  
Actual Release Rate = 0.08 cfs  
Infiltration Area of basin bottom & side slopes = 0 sq ft  
Plan area of perforated storm sewer piping = 0.00 mhr  
Design Soil Permeability, 50% of published/tested rate (in/hr) = 0.00 cfs  
Release rate due to Soil Infiltration (due to basin bottom, side slopes & perf. pipes) = 0.00 cfs  
**Total Release Rate from basin (Release Rate Allowed + Infiltration Release Rate) = 0.08 cfs**

(A)	(B)	(C)	(D)	(E)	(F)	
Storm Duration (hours)	Intensity For 100-year Storm (in/hr)	Rate (cfs)	Release Rate (cfs)	Stored (Acres-Feet)	Reservoir Size (Acres-Feet)	
0.17	10	7.86	2.86	0.08	2.58	0.04
0.33	20	6.11	2.07	0.08	1.99	0.06
0.5	30	5.00	1.86	0.08	1.61	0.07
0.67	40	4.23	1.43	0.08	1.35	0.08
0.83	50	3.67	1.24	0.08	1.16	0.08
1	60	3.24	1.10	0.08	1.02	0.08
1.5	90	2.39	0.81	0.08	0.73	0.09
2	120	1.90	0.64	0.08	0.56	0.09
3	180	1.34	0.45	0.08	0.38	0.09
4	240	1.04	0.35	0.08	0.27	0.09
5	300	0.85	0.29	0.08	0.21	0.09
6	360	0.71	0.24	0.08	0.16	0.09
7	420	0.62	0.21	0.08	0.13	0.09
8	480	0.54	0.18	0.08	0.11	0.07
9	540	0.48	0.16	0.08	0.09	0.07
10	600	0.44	0.15	0.08	0.07	0.06
12	720	0.37	0.12	0.08	0.06	0.06
18	1080	0.25	0.08	0.08	0.01	0.01
24	1440	0.19	0.06	0.08	-0.01	-0.02

Required Detention Storage = 4.188 Cubic Feet = 192 Cubic Yards  
Storage Provided Within Underground Detention = 0.09 acre-feet = 4,119 Cubic Feet  
Storage Provided within Storm Piping = 153 Cubic Yards  
**Total Storage Provided = 193 Cubic Yards**

**Project:** SCOOTERS COFFEE - BRIGHTON  
**Project #:** 91880003  
**Subject:** Outlet Design  
**Date:** September 23, 2021  
**Revised:**

**LOW FLOW**

**ALLOWABLE LOW FLOW RELEASE RATE:**  
Allowable Release Rate = 0.20 cfs/acre  
Area = 0.39 acre  
**Total Allowable Release Rate = 0.08 cfs**

**Check total discharge rate at High Water Elevation:**

**Flow Rate from 1st Flush Orifice:**  
Spillway Overflow Elev. = 924.50 ft  
Orifice Invert = 921 ft  
Orifice Diameter = 0.5 in

Orifice Flow:  $Q = 5a(H)^{0.5}$   
a = flow area of orifice or pipe (sq ft)  
H = design hydraulic head to centroid of orifice (ft)

a = 0.00 sq ft  
H = 2.85 ft  
**Q = 0.01 cfs**

**Flow Rate from Bank Full Orifice:**  
Spillway Overflow Elev. = 924.50 ft  
Orifice Invert = 921.67 ft  
Orifice Diameter = 0.85 in

Orifice Flow:  $Q = 5a(H)^{0.5}$   
a = flow area of orifice or pipe (sq ft)  
H = design hydraulic head to centroid of orifice (ft)

a = 0.00 sq ft  
H = 2.85 ft  
**Q = 0.03 cfs**

**Flow Rate from Flood Control Orifice:**  
Spillway Overflow Elev. = 924.50 ft  
Orifice Invert = 923.08 ft  
Orifice Diameter = 1 in

Orifice Flow:  $Q = 5a(H)^{0.5}$   
a = flow area of orifice or pipe (sq ft)  
H = design hydraulic head to centroid of orifice (ft)

a = 0.01 sq ft  
H = 1.37 ft  
**Q = 0.03 cfs**

**Total Orifice Flow = 0.08 cfs**

**Project:** SCOOTERS COFFEE - BRIGHTON  
**Project #:** 91880003  
**Subject:** Water Quality  
**Date:** September 23, 2021  
**Revised:**

**Detain 5% of 100-yr Storm for Isolator Row:**  
Required Volume (5% of 100-Year) = 205 cft  
Provided Volume in Isolator Row = 215 cft  
At an Elevation of: 923.33 in Isolator Row

**Detain 1st Flush:**  
Site Area = 0.39 acre  
Impervious Area = 16,959 sq ft  
Relative Impervious Factor C = 0.87  
1st Flush Volume = 1,815 X Site Area X Relative Impervious Factor C  
**Required 1st Flush Volume = 614 cft**  
**Provided Volume in Underground Detention = 641 cft** At an Elevation of: 921.67

**Standpipe & Orifice Design:**  
**CB-A1**  
\*City Standard is to Detain the 1st Flush Volume at a Minimum of 24 Hours

5% of 100-yr Storm Volume Elevation = 922.33 ft  
Tailwater Orifice Invert = 921.5 ft  
**Orifice Diameter = 0.3 in**

Orifice Flow:  $Q_p = 0.6a(2gH)^{0.5}$   
 $Q_p$  = principal flow rate (cfs)  
a = flow area of orifice or pipe (sq ft)  
H = design hydraulic head (ft)  
g = gravitational constant (32.2 ft/s<sup>2</sup>)

a = 0.00 sq ft  
H = 0.82 ft  
 $Q_p = 0.00$  cfs

1st Flush Volume = 215 cft  
**Number of Orifices = 1**  
**Total Orifice Flow = 0.00 cfs**  
**Detention Duration = 27.9 hrs**

**Outlet Control Structure**  
\*City Standard is to Detain the 1st Flush Volume at a Minimum of 24 Hours

First Flush Storm Volume Elevation = 921.67 ft  
Tailwater Orifice Invert = 921 ft  
**Orifice Diameter = 0.5 in**

Orifice Flow:  $Q_p = 0.6a(2gH)^{0.5}$   
 $Q_p$  = principal flow rate (cfs)  
a = flow area of orifice or pipe (sq ft)  
H = design hydraulic head (ft)  
g = gravitational constant (32.2 ft/s<sup>2</sup>)

a = 0.00 sq ft  
H = 0.65 ft  
 $Q_p = 0.01$  cfs

1st Flush Volume = 641 cft  
**Number of Orifices = 1**  
**Total Orifice Flow = 0.01 cfs**  
**Detention Duration = 33.6 hrs**

**Storm-Drainage Design Summary - Rational Method**

Project Name: SCOOTERS COFFEE - BRIGHTON  
Project # 91880003  
Project Location LIVINGSTON COUNTY, MICHIGAN  
Designed By: JTS  
Date: 9/23/2021  
Checked By: JPM  
Date: 9/23/2021

**Design Assumptions:**  
Manning's Equation where n = 0.013 Concrete Pipe  
Design Storm = 10-Year  
ALL NON-SHADED CELLS ARE INPUT CELLS.

Proposed Pipe Network		Drainage Area & C										Design Flow										Full Flow Conditions										Hydraulic Grade Line Elevation										Actual Flow Conditions									
Upper Station ID	Lower Station ID	Pipe Diameter	Pipe Length	Design Slope of Pipe (ft)	Upper Invert Elevation	Lower Invert Elevation	Upper Rim Elevation	Lower Rim Elevation	Inlet Drainage Area (acres)	Weighted Runoff Coefficient "C"	Time of Concentration (min)	Inlet C x A	Sum of C x A	Rainfall Intensity (in/hr)	Total Runoff Design Flow (cfs)	Flowing Full Pipe Capacity (cfs)	Manning's "C" Factor (1.49 ft <sup>4.75</sup> /s)	Velocity (ft/s)	Time of Flow (min)	Slope of Energy Grade Line (%)	Frictional Losses (ft)	Minor Losses (ft)	Total Hydraulic Head (ft)	HGL Upper	*HGL Lower	Depth of Hydraulic Grade Line Below Upper Rise Elevation	Velocity	Depth of Flow	Percent Full (ft/s)																						
CB-A3	CB-A2	12	41	0.32%	924.49	924.38	928.73	927.53	0.04	0.85	15.00	0.03	0.03	4.38	0.15	2.02	35.63	2.07	0.27	0.000	0.001	0.014	0.015	924.03	924.51	4.20	1.35	0.15	15.00%																						
CB-A2	CB-A1	12	67	0.32%	924.36	924.15	927.53	926.18	0.03	0.90	15.27	0.03	0.06	4.35	0.27	2.02	35.63	2.07	0.44	0.000	0.004	0.019	0.025	924.37	924.35	3.16	1.37	0.20	20.00%																						
CB-A1	MH#1	12	48	0.32%	924.15	924.00	928.73	927.99	0.03	0.83	15.70	0.03	0.09	4.30	0.30	2.02	35.63	2.07	0.30	0.000	0.005	0.025	0.030	924.28	924.25	3.90	1.60	0.25	20.00%																						
CB-A4	MH#2	12	19	1.89%	921.65	921.60	928.73	927.38	0.27	0.97	15.00	0.24	0.24	4.38	1.03	4.90	35.63	4.24	0.05	0.001	0.016	0.181	0.197	923.00	921.80	4.70	4.83	0.30	30.00%																						
CO-B2	CO-B1	6	14	2.15%	925.20	925.90	928.68	928.69	0.01	0.95	15.00	0.01	0.01	4.38	0.03	0.82	5.61	4.19	0.06	0.000	0.000	0.022	0.022	925.98	925.98	3.71	1.68	0.05	10.00%																						
CO-B1	MH#1	6	42	2.15%	925.50	925.00	928.69	927.99	0.01	0.95	15.06	0.01	0.02	4.37	0.07	0.82	5.61	4.19	0.17	0.000	0.006	0.038	0.043	925.12	925.08	4.57	2.20	0.08	10.00%																						
Total Drainage Area = 0.34										Total C/A = 0.34		Manning's "C" Factor = (1.49)(A) / (R <sup>1.4875</sup> )										* Starting HGL is set based on actual depth of flow.																													
Weighted Runoff "C" = 0.87										Q = "C" x A x I <sup>0.78</sup>										* HGL is mean value of downstream HGL or actual flow elevation.																															

**Project:** #91880003 Scooter's Coffee - Brighton

Chamber Model - Units - SC-740 Imperial  
Number of chambers - 55  
Vooids in the stone (porosity) - 40 %  
Base of Stone Elevation - 921.00 ft  
Amount of Stone Above Chambers - 6 in  
Amount of Stone Below Chambers - 6 in

StormTech  
StormCAD

Height of System (inches)	Incremental Single Chamber (cubic feet)	Incremental Total Chamber (cubic feet)	Incremental Stone (cubic feet)	Incremental Ch & St (cubic feet)	Cumulative Chamber (cubic feet)	Elevation (feet)
42	0.00	0.00	61.97	61.97	4119.30	924.50
41	0.00	0.00	61.97	61.97	4057.32	924.42
40	0.00	0.00	61.97	61.97	3995.35	924.33
39	0.00	0.00	61.97	61.97	3933.38	924.25
38	0.00	0.00	61.97	61.97	3871.40	924.17
37	0.00	0.00	61.97	61.97	3809.43	924.08
36	0.05	3.02	60.76	63.79	3747.45	924.00
35	0.16	8.96	58.39	67.35	3683.66	923.92
34	0.28	15.51	55.77	71.28	3616.31	923.83
33	0.60	33.22	48.69	81.91	3545.03	923.75
32	0.80	44.08	44.34	88.43	3463.13	923.67
31	0.95	52.29	41.06	93.35	3374.70	923.58
30	1.07	59.10	38.34	97.43	3281.35	923.50
29	1.18	64.93	36.00	100.93	3183.92	923.42
28	1.27	69.61	34.13	103.74	3089.99	923.33
27	1.36	74.53	32.16	106.69	2979.25	923.25
26	1.45	79.98	29.98	109.96	2872.56	923.17
25	1.52	83.86	28.43	112.29	2762.60	923.08
24	1.58	87.03	27.16	114.19	2650.31	923.00
23	1.64	90.33	25.84	116.17	2536.12	922.92
22	1.70	93.47	24.59	118.06	2419.95	922.83
21	1.75	96.41	23.41	119.82	2301.89	922.75
20	1.80	99.15	22.31	121.47	2182.07	922.67
19	1.85	102.02	21.16	123.19	2060.60	922.58
18	1.89	104.12	20.33	124.45	1937.41	922.50
17	1.93	105.37	19.43	125.80	1812.97	922.42
16	1.97	106.82	18.52	127.15	1687.17	922.33
15	2.01	110.55	17.76	128.30	1560.02	922.25
14	2.04	112.47	16.98	129.46	1431.72	922.17
13	2.07	114.12	16.33	130.45	1302.28	922.08
12	2.10	115.77	15.67	131.44	1171.81	922.00
11	2.13	117.25	15.07	132.32	1040.37	921.92
10	2.15	118.46	14.59	133.05	908.05	921.83
9	2.18	119.74	14.08	133.82	775.00	921.75
8	2.20	120.91	13.61	134.52	641.18	921.67
7	2.21	121.40	13.41	134.82	506.66	921.58
6	0.00	0.00	61.97	61.97	371.85	921.50
5	0.00	0.00	61.97	61.97	309.87	921.42
4	0.00	0.00	61.97	61.97	247.90	921.33
3	0.00	0.00	61.97	61.97	185.92	921.25
2	0.00	0.00	61.97	61.97	123.95	921.17
1	0.00	0.00	61.97	61.97	61.97	921.08

**Project:** #91880003 Scooter's Coffee - Brighton

Chamber Model - Units - SC-740 Imperial  
Number of chambers - 7  
Vooids in the stone (porosity) - 40 %  
Base of Stone Elevation - 921.00 ft  
Amount of Stone Above Chambers - 6 in  
Amount of Stone Below Chambers - 6 in

StormTech  
StormCAD

Height of System (inches)	Incremental Single Chamber (cubic feet)	Incremental Total Chamber (cubic feet)	Incremental Stone (cubic feet)	Incremental Ch & St (cubic feet)	Cumulative Chamber (cubic feet)	Elevation (feet)
42	0.00	0.00	7.89	7.89	524.27	924.50
41	0.00	0.00	7.89	7.89	516.39	924.42
40	0.00	0.00	7.89	7.89	508.50	924.33
39	0.00	0.00	7.89	7.89	500.61	924.25
38	0.00	0.00	7.89	7.89	492.72	924.17
37	0.00	0.00	7.89	7.89	484.84	924.08
36	0.05	0.38	7.73	8.12	476.95	924.00
35	0.16	1.14	7.43	8.57	468.83	923.92
34	0.28	1.97	7.10	9.07	460.26	923.83
33	0.60	4.23	6.20	10.42	451.19	923.75
32	0.80	6.96	5.64	11.25	440.76	923.67
31	0.95	6.65	5.23	11.88	429.51	923.58
30	1.07	7.52	4.88	12.40	417.63	923.50
29	1.18	8.26	4.58	12.85	405.23	923.42
28	1.27	8.86	4.34	13.20	392.38	923.33
27	1.36	9.49	4.09	13.58	379.18	923.25
26	1.45	10.18	3.82	13.99	365.60	923.17
25	1.52	10.67	3.62	14.29	351.60	923.08
24	1.58	11.08	3.46	14.53	337.31	923.00
23	1.64	11.50	3.29	14.79	322.78	922.92
22	1.70	11.90	3.13	15.03	307.99	922.83
21	1.75	12.27	2.98	15.25	292.97	922.75
20	1.80	12.62	2.84	15.46	277.72	922.67
19	1.85	12.98	2.69	15.68	262.26	922.58
18	1.89	13.25	2.59	15.84	246.58	922.50
17	1.93	13.54	2.47	16.01	230.74	922.42
16	1.97	13.82	2.36	16.18	214	







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**GENERAL NOTES**

- A. PROVIDE PAINTED METAL ACCESS PANELS IN WALLS AND CEILINGS AT CONCEALED ITEMS SUCH AS VALVES, SHOCK ABSORBERS, CONTROLS, SWITCHES, ETC. AND ANY ITEMS WHICH MAY REQUIRE ACCESS NOT OTHERWISE PROVIDED.
- B. GENERAL CONTRACTOR WILL FURNISH AND INSTALL 5LB MULTIPURPOSE DRY CHEMICAL (2A/10BC) RATED FIRE EXTINGUISHERS WITH MOUNTING BRACKETS AND ACCESSORIES AT 4'-0" A.F.F. AS REQUIRED BY GOVERNMENTAL AUTHORITIES. MAXIMUM TRAVEL DISTANCE OF 75'-0" FOR PLACEMENT.
- C. IT IS THE GENERAL CONTRACTOR'S RESPONSIBILITY TO COORDINATE, LOCATE, AND CONFIRM ALL FLOOR SINK, UNDERGROUND / OVERHEAD PLUMBING AND ELECTRICAL STUB-UPS.
- D. SEE ROOM FINISH SCHEDULE FOR ALL ROOM FINISHES, SHEET A2.2.
- E. SEE KITCHEN DRAWINGS FOR EQUIPMENT INFORMATION, SHEET K1.0
- F. GENERAL CONTRACTOR TO CAULK AND SEAL ALL EXPANSION AND SAW CUT JOINTS AT ALL EXTERIOR/INTERIOR CONCRETE - SEE JOINT SEALERS SPECIFICATIONS.
- G. ALL ITEMS SUCH AS LIGHT SWITCHES, FIRE EXTINGUISHERS, FIRE ALARM PULLS AND OTHER ITEMS TO BE LOCATED AS CLOSE AS POSSIBLE TO THE ADJACENT DOOR FRAME.
- H. AT MOP SINK AND SINKS, PROVIDE 120 CLEANING SOLUTION DISPENSER ON HOSE BIBB SIDE.
- I. THERE SHALL BE A MAXIMUM 1/2" OFFSET AT ALL THRESHOLDS AND AT ANY CHANGE OF FLOORING MATERIALS. OFFSETS GREATER THAN 1/4" REQUIRE A MAXIMUM BEVELED SLOPE OF 1 UNIT VERTICAL TO 2 UNITS HORIZONTAL.
- J. ALL DOORS ARE 4" OFF ADJACENT WALLS UNO.
- K. ALL EXTERIOR DOOR LANDING GRADES SHALL HAVE A SMOOTH TRANSITION TO THE ADJACENT PAVED SURFACE, AND THE MAX. RUNNING AND CROSS SLOPE OF ALL LANDINGS WILL BE 2%.
- L. PROVIDE THERMOMETER ACCURATE TO 2 DEGREES FAHRENHEIT IN REFRIGERATORS IF ONE IS NOT INCLUDED WITH FIXTURE.
- M. ALL HAND SINKS MUST BE PROVIDED WITH A HAND WASHING SIGN, PAPER TOWEL DISPENSER AND HAND SOAP DISPENSER.

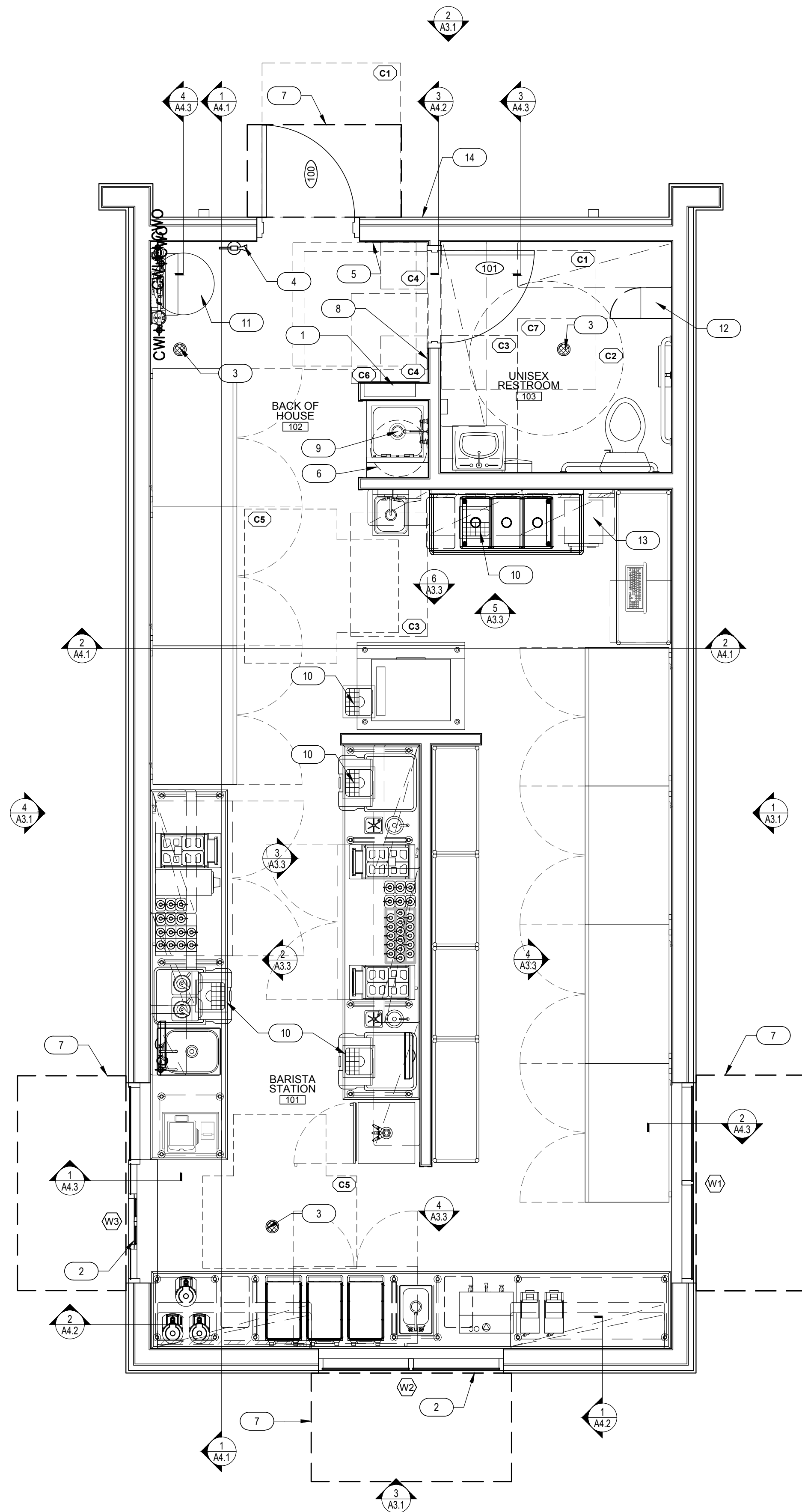
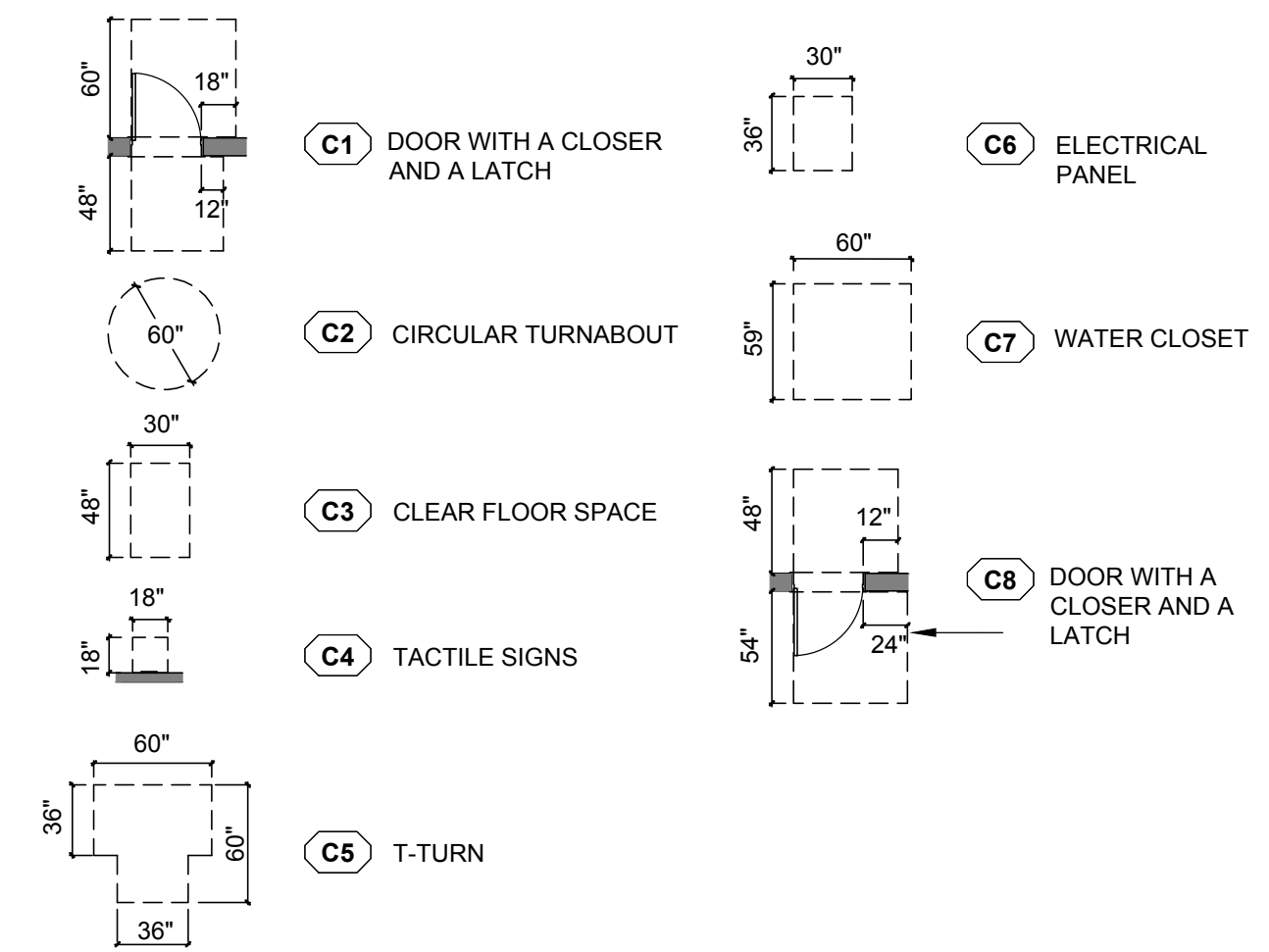
**WALL LEGEND**

- FRAMING / DIMENSIONING NOTE:  
 ALL DIMENSIONS ARE TO FACE OF STUD, TYP.
- A EXTERIOR WALL:  
 HARDIE BOARD OVER CONTINUOUS RIGID INSULATION (PER COMCHECK) OVER WEATHER RESISTANT BARRIER (WRB) OVER SHEATHING OVER 2X6" WOOD STUDS @ 16" O.C. PROVIDE BATT INSULATION (PER COMCHECK) IN ALL EXTERIOR WALLS.  
 INTERIOR FACE: 1/2" CEMENT BOARD AT BASE W/ 1/2" PLYWOOD ABOVE AND FRP PANEL TO 10'-6" A.F.F.
  - B4 INTERIOR PARTITION WALL:  
 2X4" WOOD STUDS @ 16" O.C., 1/2" CEMENT BOARD AT BASE W/ 1/2" PLYWOOD ABOVE AND FRP PANEL FINISH TO 10'-6" A.F.F. BOTH SIDES. PROVIDE R-13 ACOUSTICAL BATT INSULATION AT RESTROOM.
  - B6 INTERIOR PARTITION WALL:  
 2X6" WOOD STUDS @ 16" O.C., 1/2" CEMENT BOARD AT BASE W/ 1/2" PLYWOOD ABOVE AND FRP PANEL FINISH TO 10'-6" A.F.F. BOTH SIDES. PROVIDE R-13 ACOUSTICAL BATT INSULATION AT RESTROOM.
  - C PLUMBING PARTITION:  
 2X6" WOOD STUDS @ 16" O.C., 1/2" CEMENT BOARD AT BASE W/ 1/2" MOISTURE RESISTANT GYP BD ON RESTROOM SIDE AND 1/2" CEMENT BOARD AT BASE W/ 1/2" PLYWOOD FOR BACK OF HOUSE WITH FRP PANEL TO 10'-6" A.F.F. BOTH SIDES. PROVIDE R-13 ACOUSTICAL BATT INSULATION IN PARTITION.
  - D EXTERIOR WING WALL:  
 HARDIE BOARD OVER SHEATHING WITH BRUSH OR SPRAY ON WATERPROOFING MEMBRANE OVER 2X6" WOOD STUDS @ 16" O.C., SHEATHING AND BREAK METAL ONE SIDE.
  - E EXTERIOR WING WALL:  
 BREAK METAL (BOTH SIDES) OVER SHEATHING WITH BRUSH OR SPRAY ON WATERPROOFING MEMBRANE OVER 2X6" WOOD STUDS @ 16" O.C.
  - F 36" HIGH EXTERIOR WING WALL:  
 NOT USED

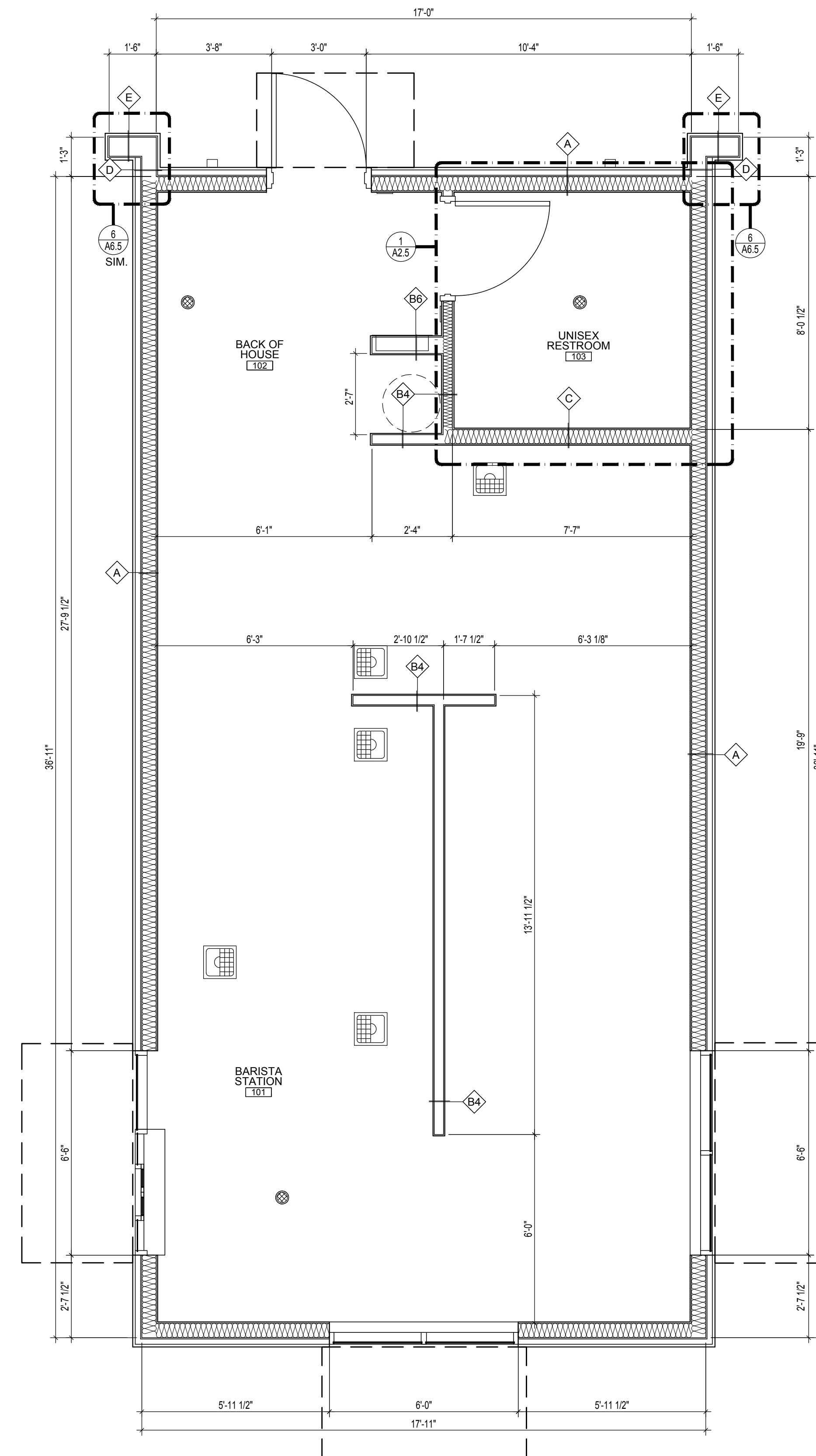
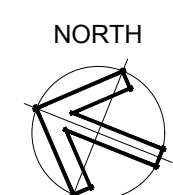
**KEYNOTES - FLOOR PLAN**

- 1. NEW ELECTRICAL PANEL, SEE ELECTRICAL DRAWINGS
- 2. GRAPHICS ON WINDOW BY OWNER
- 3. FLOOR DRAIN, SEE PLUMBING DRAWINGS
- 4. 2A-10BC MINIMUM RATED FIRE EXTINGUISHER
- 5. PROVIDE TACTILE EXIT SIGN AT EXIT DISCHARGE
- 6. WATER HEATER ABOVE, SEE PLUMBING DRAWINGS
- 7. LINE OF CANOPY ABOVE BY OTHERS
- 8. ACCESSIBLE RESTROOM SIGN
- 9. MOP SINK, SEE PLUMBING DRAWINGS
- 10. FLOOR SINK, SEE PLUMBING DRAWINGS
- 11. R.O. SYSTEM, SEE PLUMBING DRAWINGS
- 12. 6 DOOR EMPLOYEE LOCKERS ANCHORED TO WALL BY GC
- 13. FLOOR SAFE BY OWNER, BOLTED TO FLOOR BY G.C.
- 14. PROVIDE AND INSTALL KNOX BOX

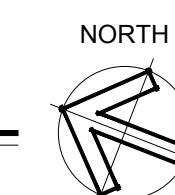
**CLEARANCE KEYNOTE**



**2 FLOOR PLAN**  
 SCALE: 3/8" = 1'-0"



**1 DIMENSION PLAN**  
 SCALE: 3/8" = 1'-0"



PROJECT ADDRESS:  
 910 W GRAND RIVER  
 ROAD  
 BRIGHTON, MI 48116

REVISIONS:

TITLE:  
**DIMENSION  
 PLAN & FLOOR  
 PLAN**

DATE:  
 09/22/2021

PROJECT NO.  
 210536

- DESIGN DEVELOPMENT
- PERMIT SUBMITTAL
- BID PACKAGE
- CONSTRUCTION ISSUE

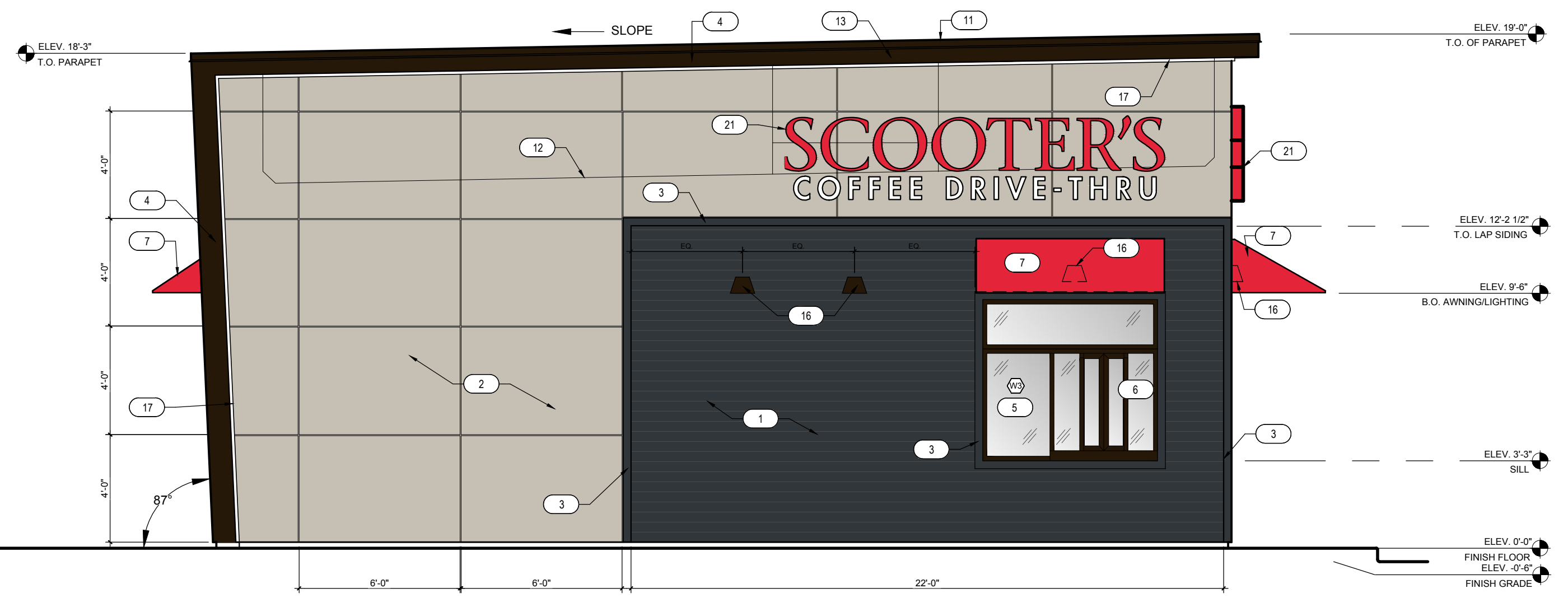
SHEET NO.

**A2.1**

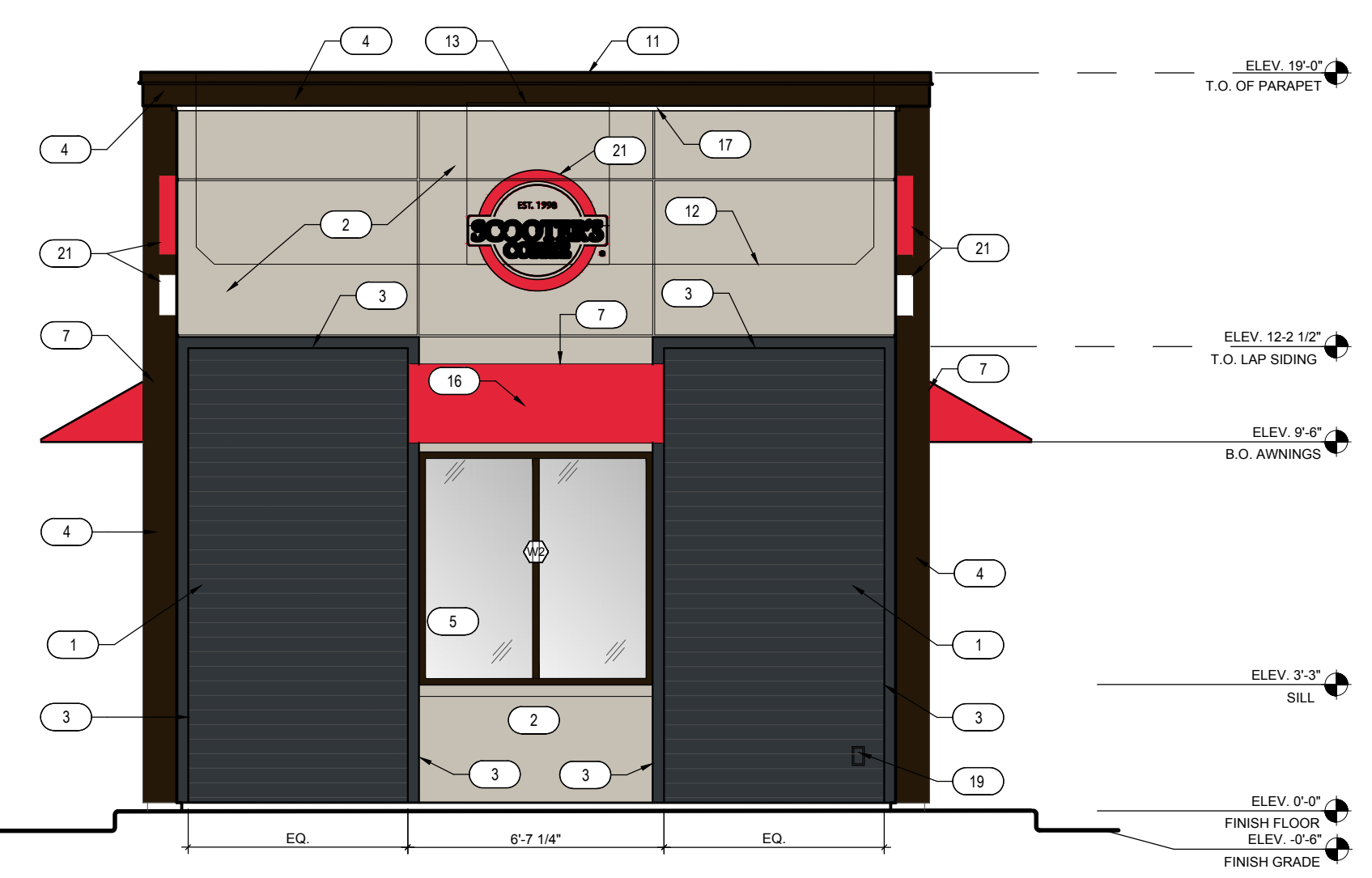
KEYNOTES

X

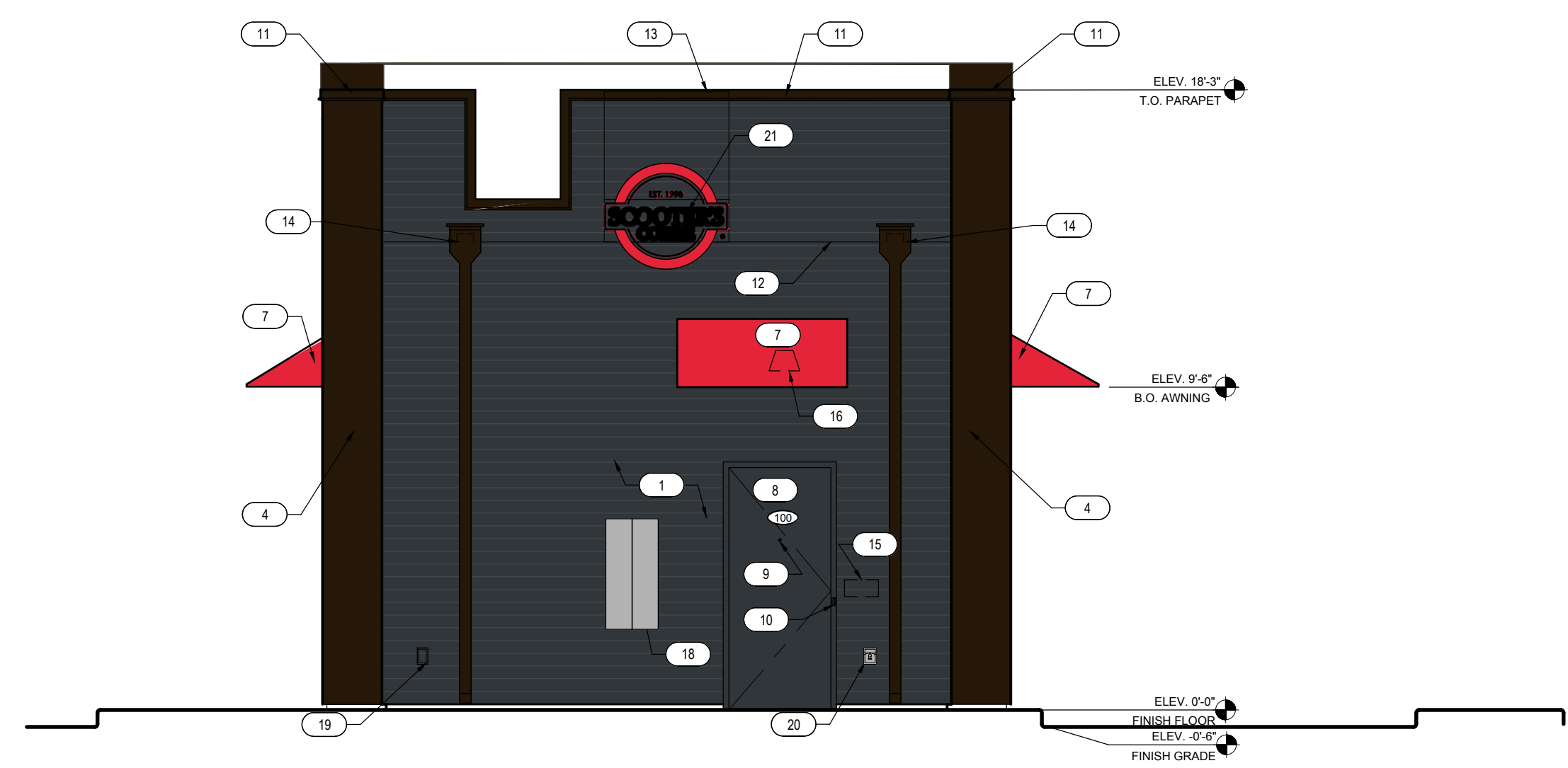
- |  |  |   |
|--|--|---|
| 1. HARDIE PLANK HZ10 LAP SIDING CEDARMILL 6-1/4". SEE HARDIE DETAIL SHEET A6.5 - COLOR: SHERWIN WILLIAMS SW6992 INKWELL EGGHELL FINISH | 7. AWNING BY OTHERS - COLOR: RED   | 15. MAILBOX BY OWNER                                    |
| 2. HARDIE REVEAL PANEL SYSTEM WZ10 - SMOOTH FINISH. SEE HARDIE DETAIL SHEET A6.5 - COLOR: SW 1015 SKYLINE STEEL                        | 8. INSULATED HOLLOW METAL DOOR AND FRAME - COLOR: SHERWIN WILLIAMS SW6992 INKWELL EGGHELL FINISH | 16. WALL MOUNTED LIGHT FIXTURE. SEE ELECTRICAL DRAWINGS |
| 3. 3 1/2" HARDIE TRIM, SEE HARDIE DETAIL SHEET A6.5 - COLOR: SHERWIN WILLIAMS SW6992 INKWELL EGGHELL FINISH                            | 9. PEEP HOLE, BY DOOR MANUFACTURER   | 17. LED LIGHT BAND, SEE ELECTRICAL DRAWINGS             |
| 4. 20 GAUGE METAL ACCENTS AND SOFFITS - COLOR: BLACK   | 10. DOOR BELL  | 18. SES PANEL, SEE ELECTRICAL DRAWINGS                  |
| 5. INSULATED DARK BRONZE ALUMINUM WINDOWS WITH DUAL PANE TEMPERED GLASS  | 11. 20 GAUGE METAL PARAPET CAP   | 19. ELECTRICAL OUTLETS, SEE ELECTRICAL DRAWINGS         |
| 6. QUICKSERVE 48X48 WINDOW - COLOR: DARK BRONZE  | 12. LINE OF ROOF BEYOND  | 20. HOSE BIBB, SEE PLUMBING DRAWINGS                    |
|  | 13. ROOF TOP UNIT BEYOND, SEE MECHANICAL DRAWINGS  | 21. SIGNAGE BY OTHERS, UNDER A SEPARATE PERMIT          |
|  | 14. ROOF SCUPPER AND DOWNSPOUT, SEE DETAIL 8/A6.3  | 22. SPANDREL GLASS                                      |



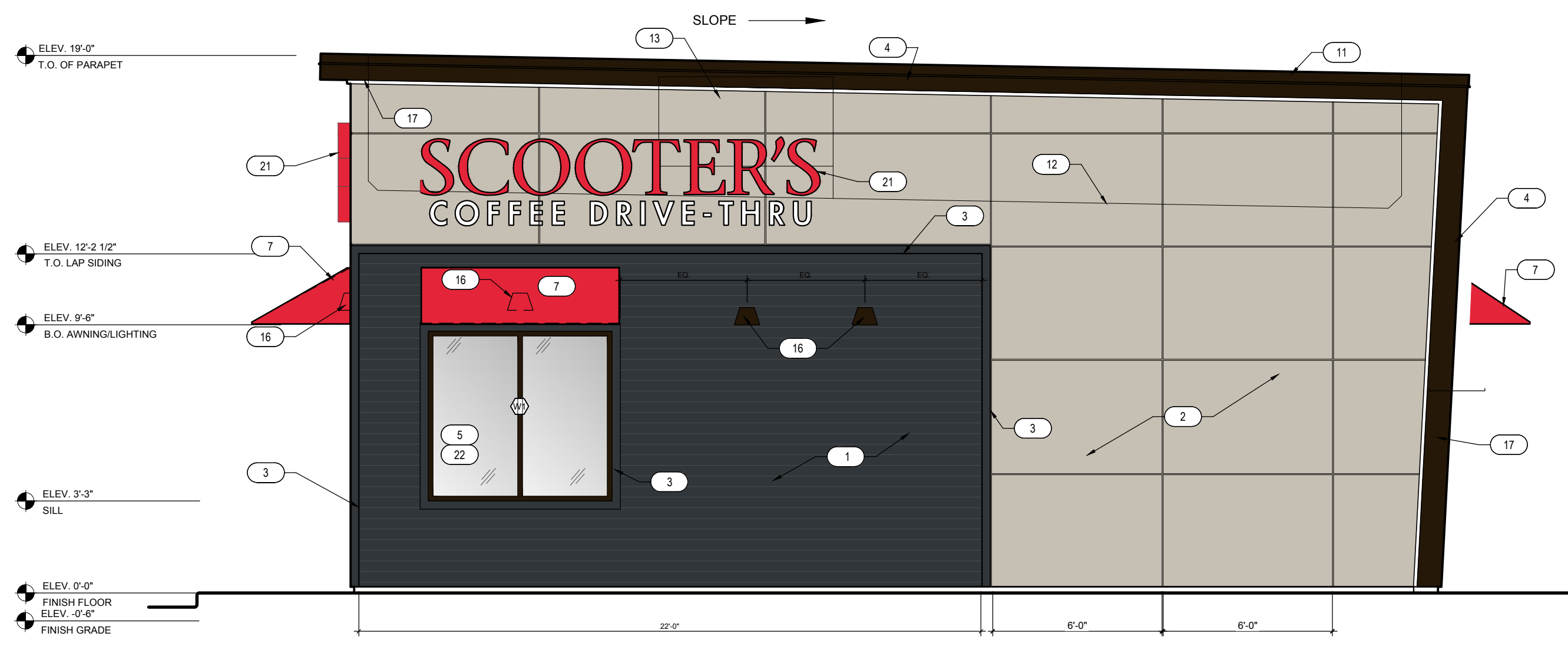
4 EXTERIOR ELEVATIONS  
SCALE: 1/4" = 1'-0"



3 EXTERIOR ELEVATIONS  
SCALE: 1/4" = 1'-0"



2 EXTERIOR ELEVATIONS  
SCALE: 1/4" = 1'-0"



1 EXTERIOR ELEVATIONS  
SCALE: 1/4" = 1'-0"

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PROJECT ADDRESS:  
910 W GRAND RIVER  
ROAD  
BRIGHTON, MI 48116  
REVISIONS:

TITLE:  
EXTERIOR  
ELEVATIONS

DATE:  
08/30/2021  
PROJECT NO.  
210536

- DESIGN DEVELOPMENT
- PERMIT SUBMITTAL
- BID PACKAGE
- CONSTRUCTION ISSUE

SHEET NO.



# BRIGHTON AREA FIRE AUTHORITY

615 W. Grand River Ave.  
Brighton, MI 48116  
o: 810-229-6640 f: 810-229-1619

October 5, 2021

Mike Caruso  
Building/Zoning Dept.  
City of Brighton  
200 North First Street  
Brighton, MI 48116

RE: Scooter's Coffee Drive-Thru  
910 Grand River Ave.  
Brighton, MI 48116  
Site Plan Review

Dear Mike:

The Brighton Area Fire Department has reviewed the above-mentioned site plan. The plans were received for review on September 9, 2021 and the drawings are dated September 2, 2021. The project is for a proposed new 694 square foot drive-thru coffee shop and associated site development. The plan review is based on the requirements of the International Fire Code (IFC) 2021 edition.

**All previously stated requirements or concerns have been addressed by the applicant. Based on the recently submitted drawings, the Fire Authority has no additional comments related to the proposed project.**

Additional comments will be given during the building plan review process (specific to the building plans and occupancy). The applicant is reminded that the fire authority must review the fire protection systems submittals (sprinkler & alarm) prior to permit issuance by the Building Department and that the authority will also review the building plans for life safety requirements in conjunction with the Building Department. If you have any questions about the comments on this plan review please contact me at 810-229-6640.

Cordially,

A handwritten signature in blue ink that reads "R. Boisvert".

Rick Boisvert, FM, CFPS  
Fire Marshal



# Livingston County Department of Planning

## MEMORANDUM

**Kathleen J. Kline-Hudson**  
AICP, PEM  
Director

**TO:** City of Brighton Planning Commission  
**FROM:** Scott Barb, Principal Planner  
**DATE:** September 27, 2022  
**SUBJECT:** Scooters Coffee – Site Plan Review #2

**Robert A. Stanford**  
AICP, PEM  
Principal Planner

**Scott Barb**  
AICP, PEM  
Principal Planner

A revised site plan has been submitted for your consideration to construct a new 694 sq. ft. Scooters Coffee building that will be located at 910 Grand River Avenue in the City of Brighton. The proposed site will include parking for employees and patrons, a drive through lane, a refuse pick-up area, and complimentary landscaping on site. The property is currently zoned C-2 (General Business District) and may be developed as a drive through coffee shop in the C-2 District as one of the similar uses listed. Per Table 98-6.1. B, the proposed development is not exempted from planning commission review and will require a site plan review per Ordinance standards.

We have reviewed the revised plan and offer the following comments for your consideration:

1. The topographic and site data sheet (L604-01) still state that the site is zoned C-4 and is incorrect. The site plan must be corrected to state the correct zoning of the parcel as C-2 prior to City Council review.
2. The Brighton Fire Department has to our knowledge approved site circulation for the coffee shop.
3. Details for the proposed retaining wall have been provided on the site plan. Fifty-eight (58 ft.) of guardrail will be mounted on top of the wall with a protective bollard between the structure and parking areas.
4. The twenty-five-foot (25 ft.) watercourse setback has been shown on the revised plan.

### Department Information

Administration Building  
304 E. Grand River Avenue  
Suite 206  
Howell, MI 48843-2323

•  
(517) 546-7555  
Fax (517) 552-2347

•  
Web Site  
[www.livgov.com](http://www.livgov.com)

We are recommending approval of the Scooters Coffee revised site plan at this time. Should you have any comments or concerns regarding our review, please do not hesitate to contact me at any time, and at your convenience.

Respectfully,

Scott Barb, AICP, PEM



October 6, 2021

Mr. Michael Caruso  
City of Brighton  
200 North First Street  
Brighton, MI 48116

**Re: Scooter's Coffee Drive-Thru  
Site Plan Review No. 3**

Dear Mr. Caruso:

The petitioner for the proposed Scooter's Coffee Drive-thru, located at 910 Grand River Avenue, has provided supplemental information, as requested in Tetra Tech's September 27, 2021, site plan review letter.

A geotechnical investigation dated October 5, 2021, entitled "910 West Grand River Avenue" was prepared by Partner Consulting. It was necessary to include this report submittal with the site plan application to evaluate the existing water table elevations compared to the underground storage units, as required by the City's Engineering Design Standards.

The geotechnical investigation found the ground water elevation to be 6-feet below the existing surface the location of the detention basin (Bore Hole No. 4, groundwater observed at elevation 918.0 +/-). The bottom of the stone in the open piped detention basin is at 921.0, which is 3-feet above the groundwater elevation. Therefore, the site conditions are favorable for use of an underground detention basin.

The petitioner has adequately addressed our previous engineering concerns. Therefore, we have no further objections to the City approving the site plan dated September 27, 2021.

Please call me at 810.225.8439 if you have any questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kari Jozwik', written in a cursive style.

Kari Jozwik, P.E., LEED AP  
Project Engineer



September 24, 2021

Kimberly Williford  
Scooter's Coffee  
10500 Sapp Brothers Drive  
Omaha, NE 68138

Re: Trip Generation Assessment – Scooter's Coffee, Brighton, Michigan

Dear Ms. Williford:

Progressive AE has been requested to complete a trip generation assessment based on the *Evaluating Traffic Impact Studies: A Recommended Practice for Michigan Communities*. This includes projecting the new vehicular trips that are expected to be generated by the proposed Scooter's Coffee site located on Grand River Avenue in Brighton, Michigan.

### INTRODUCTION

Scooter's Coffee is proposing a 694 square-foot coffee shop located on the east side of Grand River Avenue just south of Cross Street in Brighton, MI. The proposed coffee shop includes one drive-thru window and no indoor seating. Figure 1 shows the proposed location of the site.

The proposed coffee shop will access the site a single access driveway onto Grand River Avenue. A copy of the proposed site plan showing the proposed driveway locations is attached to this letter.

As part of the approval process, the City of Brighton has requested a trip generation analysis be completed to determine if a traffic impact study or assessment should be required based on the anticipated number of vehicular trips to and from the site.



Figure 1. Location Map

## TRIP GENERATION

The Trip Generation Manual, Tenth Edition, by the Institute of Transportation Engineers (ITE) was used to review the anticipated traffic that may be generated by the proposed site. Trips are measured individually for inbound and outbound movements; therefore, a visit to the site by an employee or visitor, for instance, generates two trips—one inbound and one outbound.

Based on the land use descriptions provided within the ITE Trip Generation Manual, the most applicable land use for the proposed site would be the Coffee/Donut Shop with Drive-Thru & No Indoor Seating (Land Use Code 938). Trips for the site were calculated for the typical weekday and typical weekday morning and afternoon peak hours based on the anticipated square footage of the building. Table 1 shows the daily and peak hour trips anticipated to be generated by the proposed development based on the ITE trip generation rates.

Reviewing the results of the trip generation calculations indicates the ITE rates for this land use are likely overestimating the anticipated trip generation based on the following factors:

- The average square footage for the nine studies included in the ITE data is 90 square feet, resulting in an average rate of 337 trips per 1,000 square feet during the morning peak hour and 83 trips per 1,000 square feet during the afternoon peak hour. This site is proposing a 694 square foot building which is significantly greater than the ITE average.
- Using square footage as the independent variable for calculating the number of trips for this land use is problematic as the size of the building has little bearing on the number of vehicles/customers the coffee shop can serve. Regardless of building size, a single drive-thru window can only serve so many vehicles per hour.
- Using ITE's trip generation rates, these data imply the site could serve 117 customers in a single hour or process a customer thru the drive-thru window approximately every 30 seconds. This is an unrealistic assumption.

As ITE recommends local data be utilized when an applicable land use is unavailable or the proposed development falls outside the typical size range, existing customer data was requested from Scooter's Coffee related to the average number of customers they typically serve at existing sites. The trip generation information provided by Scooter's Coffee can be summarized as follows:

- Morning (7:00 – 9:00 a.m.)
  - The average store generated 86 customers during this 2-hour time period from 7 a.m. to 9 a.m., which equates to 43 customers per hour.
- Midday (9:00 a.m. – 3:00 p.m.)
  - The average store generated 122 customers during this 6-hour time period from 9 a.m. to 3 p.m., which equates to 21 customers per hour.
- Afternoon (3:00 p.m. – 9:00 p.m.)
  - The average store generated 64 customers during this 6-hour time period from 3 p.m. to 9 p.m., which equates to 11 customers per hour.

Table 1 shows the resulting trip generation estimates based on the data provided by Scooter's Coffee. The site is expected to generate approximately 544 total weekday trips, 86 new weekday morning peak hour vehicle trips (43 inbound, 43 outbound), and 22 new weekday afternoon peak hour trips (11 inbound, 11 outbound) onto the roadway system.

The proposed site will capitalize on the traffic volumes along Grand River Avenue by “capturing” customers passing by the location to/from work or other destinations. These trips are classified as “pass-by” trips since they are already on the roadway network and enter the site as they drive past. While pass-by trips do not add new trips to the roadway network, they add turning movements at the site driveways. Based on ITE

data, as much as 83% (451 of the 544 daily trips) of the generated trips would be pass-by traffic resulting in very few new trips generated on the roadway network.

**Table 1. Scooter’s Coffee Trip Generation Summary**

Source	ITE Code	Size	AM			PM			Daily Trips
			Total	Enter	Exit	Total	Enter	Exit	
ITE Trip Generation Manual (Coffee/Donut Shop with Drive-Thru & No Indoor Seating)	938	694 sft	234	117	117	58	29	29	1,388
Scooter’s Coffee	-	-	86	43	43	22	11	11	544

Source: ITE Trip Generation Manual, 10th Edition and Scooter’s Coffee

**CONCLUSION**

MDOT’s guidelines and the *Evaluating Traffic Impact Studies: A Recommended Practice for Michigan Communities*, provide the following guidance for the preparation of traffic impact studies and traffic impact assessments:

- A Traffic Impact Assessment may be required if the proposed site is anticipated to generate between 50 and 99 peak hour directional trips, or between 500 – 749 trips during an average day.
- A Traffic Impact Study may be required if the proposed site is anticipated to generate over 100 peak hour directional trips, or at least 750 trips during an average day.

Based on these guidelines, a traffic impact study would not be required as the proposed site is only anticipated to generate less than 100 directional trips and less than 750 daily trips.

While the 500 daily trip threshold is met for a Traffic Impact Assessment, the site is only anticipated to generate 43 peak-hour directional trips which is less than the 50 peak-hour trip threshold. In addition, the majority of these trips will be classified as pass-by trips, resulting in a limited number of new trips on the roadway network. Assuming an 83% pass-by trip rate, the site would generate approximately 93 (544 daily trips minus 451 pass-by trips) new trips on the roadway network which would have limited impact to the surrounding roadway network. Therefore, a traffic impact assessment would not be recommended for this development.

Sincerely,



Nick LaCroix, PE, PTOE  
Senior Transportation Engineer



Christopher Zull, PE  
Transportation Practice Leader

**City of Brighton  
200 N. First St. Brighton, MI 48116  
Planning Commission  
Regular Meeting Minutes  
October 4, 2021**

The Board for the Planning Commission held a Regular Meeting on Monday, October 4, 2021 at 7:00 p.m., conducted electronically.

**1. Call to Order/Roll Call**

Chairman Smith called the meeting to order at 7:00 p.m.

**Commissioners Present:** Jim Bohn, Matt Smith, Mike Schutz, Susan Gardner, Chuck Hundley, Dave Petrak, and Ken Schmenk. All members participated remotely and disclosed their locations.

**Commissioners Absent:** Bill Bryan

**Also present:** Kari Jozwik, Tetra Tech; Michael Caruso, Community Development Manager; Kelly Haataja, Executive Assistant to Community Development, and an audience of four (4).

**Motion** by Gardner, supported by Schutz to excuse Commissioner Bryan for personal reasons. **Motion passed unanimously by a roll call vote.**

**2. Consider Approval of Consent Agenda Items**

**Consent Agenda Items**

- a. **Approval of the August 16, 2021 Regular Meeting Minutes**
- b. **Approval of the October 4, 2021 Agenda**

**Motion** by Gardner, supported by Schmenk to have misspelled names in the August 16, 2021 Regular Meeting Minutes corrected, and approve the Consent Agenda. **Motion passed unanimously by a roll call vote.**

**3. Call to the Public**

Chairperson Smith opened the Call to the Public at 7:05 p.m.

Susan Bakhaus of Brighton Lake Road, requested Commissioner Monet to correct his stated location during the roll call.

Hearing and seeing no further comments, Chairperson Smith closed the Call to the Public at 7:06 p.m.

**Old Business**

None

## **New Business**

### **4. Consider Recommendation of Approval for Site Plan 21-16, Scooter's Coffee, 910 W. Grand River**

Community Development Manager Caruso gave a summary of the proposed development and discussed challenges associated with the site. Mr. Caruso also stated the signs shown on the exterior elevations page of the site plan would need to be approved through the sign ordinance approval process.

The applicant spoke about the development and the franchise, and stated all signs shown on the site plan will be submitted through the sign application process.

Commissioner Hundley stated drive entrance and exiting concerns.

Kari Jozwik commented on traffic counts and patterns.

Commissioner Schmenk commented on the exterior of the structure.

Commissioner Gardner commented on the underground stormwater detention system.

Commissioner Bohn commented on operating hours and questioned the number of coffee shops on Grand River.

Commissioner Petrak commented on the underground stormwater detention system and soil erosion control.

Commissioner Schutz commented on the option of vehicle access to the adjoining property.

Commissioner Smith commented on the traffic patterns associated with the site.

**Motion** by Gardner, supported by Hundley to recommend approval of site plan 20-16, with the condition of addressing the remaining item listed in the engineer comment letter dated 9/27/2021.  
**Motion passed unanimously by a roll call vote.**

## **Other Business**

None

### **5. Staff Updates**

Mr. Caruso discussed the City Council retreat held on October 2<sup>nd</sup>, which addressed the MRTMA State Law and the Cannabis industry as it pertains to the City of Brighton. He stated Council's motion to direct Planning Commission to draft zoning language. The Commissioners had discussion regarding the direction.

### **6. Commissioner Report**

Commissioner Smith commented on the DTN development for Second Street.

### **7. Call to the Public**

Chairperson Smith opened the Call to the Public at 7:54 p.m.

Hearing and seeing no comments, Chairperson Smith closed the Call to the Public at 7:54 p.m.

## **8. Adjournment**

**Motion** by Petrak, supported by Schutz to adjourn the meeting. **Motion passed unanimously by a roll call vote.** Meeting adjourned at 7:56 p.m.

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***Matthew Smith, Chairperson***

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***Kelly Haataja, Executive Assistant  
to Community Development***

DRAFT



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

October 21, 2021

**SUBJECT: RULES OF PROCEDURE TASK FORCE RECOMMENDATIONS FOR PUBLIC MEETING PROCEDURES**

### **ADMINISTRATIVE SUMMARY**

City Council taskforce (Mayor Shawn Pipoly, Mayor Pro Tem Susan Gardner, and Councilmember Renee Pettengill) along with City staff reviewed the past Rules of Procedures and came back to City Council with a comprehensive and robust policy. The taskforce with City staff reviewed meeting procedures and ethics ordinances from local municipalities to craft working documents for City Council consideration, initially discussed at the July 1, 2021 study session. In addition to the previously adopted Rules of Procedure, Foster Swift created the Public Meeting Procedures for consideration.

The Public Meeting Procedures summarizes public meeting procedures that all City officials are required to follow under state law, City Charter, and it establishes procedures to promote civil public meetings. This document is for all boards and commissions as a handy tool that includes aspects of the Open Meetings Act, state law, and City Charter. This document goes hand in hand with the Ordinance 598: Code of Ethics.

### **RECOMMENDATION**

Consider Approval of Resolution #2021-25 to Adopt City of Brighton Public Meeting Procedures.

Prepared by: Tara Brown, City Clerk

City Attorney (Required for all agreements, ordinances, etc.)

Acceptable Form and Ready to Execute

Other \_\_\_\_\_

Reviewed &

Approved by: Nate Geinzer, City Manager

Attachments: Resolution #2021-25 to Adopt City of Brighton Public Meeting Procedures

**RESOLUTION NO. #2021-25**

**RESOLUTION TO ADOPT CITY OF BRIGHTON  
PUBLIC MEETING PROCEDURES**

At a meeting of the City Council of the City of Brighton, Livingston County, Michigan, held at the City Hall, 200 North First Street, Brighton, Michigan 48116, on the 21st day of October 2021, at 7:30 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**WHEREAS**, the City of Brighton ("City") is authorized by 1909 Public Act 279 and 1929 Public Act 126, as amended (now MCL 117.1 *et seq.*) and Section 7.2 of the City of Brighton City Charter to adopt resolutions on matters pertaining to internal affairs and concerns of the city government; and

**WHEREAS**, the City's standards and procedures for conducting regular and special public meetings constitute internal affairs and concerns of the city government; and

**WHEREAS**, the City has determined that it is in the best interest of the City and its residents to adopt a Resolution to Establish Public Meeting Procedures for the City.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The City Council hereby adopts City of Brighton Public Meeting Procedures, attached as **Exhibit A**.

2. All resolutions or portions of resolutions that are inconsistent with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.



YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

THE RESOLUTION WAS DECLARED ADOPTED.

STATE OF MICHIGAN            )  
  )  
COUNTY OF LIVINGSTON        )

I, the undersigned, the duly qualified and acting City Clerk of the City of Brighton, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Council at a meeting held on the 21st day of October 2021, at 7:30 p.m.

\_\_\_\_\_  
Tara Brown, City Clerk

# **EXHIBIT A**

# CITY OF BRIGHTON PUBLIC MEETING PROCEDURES

## I. Purpose

This document summarizes certain public meeting procedures that the City Council and the City's boards and commissions are required to follow under state law and the City Charter, and it establishes additional procedures to promote civil, orderly public meetings. If anything in these Public Meeting Procedures conflicts with a provision of applicable law or the City Charter or City Code, then the applicable law, City Charter, or City Code provision controls.

## II. Public Meetings – General Requirements

### a. Open Meetings Act

All meetings of the City's Council, boards and commissions must comply with the Open Meetings Act, Act 267 of 1976, MCL 15.261 *et seq* ("OMA"). This includes, but is not limited to, the City Council, Planning Commission, Zoning Board of Appeals, Board of Review, Building Authority, and any committee that meets the definition of public body under the OMA. A quorum of the members of a public body must not hold a meeting except in compliance with the OMA.

### b. Notices

The City must provide notice of all meetings of the City's boards and commissions in accordance with the OMA. Generally, City staff will prepare all required notices and arrange for posting or publishing the notices.

Special meetings<sup>1</sup> and rescheduled regular meetings of a public body require that public notice be posted at least 18 hours before the meeting in a prominent place at City Hall and on the City's website. The notice must state the date, time, and place of the meeting.

### c. Minutes

*Minutes required.* The City Council and each board and commission of the City must keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. MCL 15.269(1). The minutes must include all roll call votes taken at the meeting. MCL 15.269(1).

*Preparation of minutes.* The City Clerk prepares the minutes of City Council meetings. For other boards and commissions, the secretary of the board or commission prepares the meeting minutes. Draft minutes must be prepared and available for public inspection within **8 business days** after the date of the meeting, as required by the OMA. MCL 15.269(3). The approved

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<sup>1</sup> See Section III(B) of these Procedures for additional requirements for special meetings of the City Council.

minutes must be made available for public inspection within **5 business days** after the meeting at which the minutes are approved. MCL 15.269(3).

*Correction of minutes.* Meeting minutes may only be corrected at the next meeting after the meeting to which the minutes refer. MCL 125.269(1).

#### **d. Closed Sessions**

*Permissible Purposes.* The City Council and any board or commission of the City may enter into a closed session during the meeting for any of the following reasons under the OMA:

- (a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions.
- (b) [omitted]<sup>2</sup>.
- (c) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.
- (d) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- (e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.
- (f) To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, except as otherwise provided in this subdivision, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to this act. This subdivision does not apply to a public office described in subdivision (j) [president of an institution of higher education].
- (g) [omitted].

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<sup>2</sup> This document omits permissible closed session purposes under the OMA that do not apply to cities.

- (h) To consider material exempt from discussion or disclosure by state or federal statute. [**Note: this includes attorney-client privileged written legal opinions.**]
- (i) [omitted].
- (j) [omitted].
- (k) [omitted].

MCL 15.268 (subsections b, g, and j-k omitted as inapplicable to cities).

*Procedure.* Entering closed session requires a 2/3 roll-call vote of all members elected or appointed and serving, except that closed sessions under subsections (a) and (c) require only a majority vote. The roll call vote and the purpose of the closed session must be included in the meeting minutes.

*Separate Minutes.* A separate set of minutes must be taken for the closed session. The closed session minutes are retained by the City Clerk (the clerk or secretary of any board or commission must ensure that sealed closed session minutes are sent to the City Clerk for retention), are not available to the public, and are to be disclosed only if required by a civil action filed under the OMA. The closed session minutes may be destroyed 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session was approved.

#### **e. Public Comment**

Under the OMA, a person must be permitted to address a meeting of a public body under rules established and recorded by the public body. MCL 15.263(5). The City of Brighton has adopted a “Policy for Public Comments at Meetings.” The City will allow public comment at all City Council, board, and commission meetings pursuant to that policy.

### **III. City Council Meetings**

#### **a. Schedule Set by Resolution**

Under Section 6.1 of the City Charter, the City Council must establish the time and place of its regular meetings by resolution and hold at least one regular meeting each month. A regular meeting must be held at 8:00 P.M. on the Monday after each regular City election.

#### **b. Special Meetings of City Council**

*Calling Special Meeting; Notice to Council Members.* Under Section 6.2 of the City Charter, the City Clerk must call a special meeting on the written request of the Mayor or any two members

of the Council. Each member of the Council must receive at least 24 hours' written notice, served personally or left at his or her usual place of residence. The special meeting may be held on less than 24 hours' notice to Council members if all members of the Council are present or have waived notice of the meeting in writing.

*Public Notice.* Under the OMA, all special meetings require that public notice be posted at least 18 hours before the meeting in a prominent place at City Hall and on the City's website. The notice must state the date, time, and place of the meeting.

*Business at Special Meeting.* Under Section 6.3 of the City Charter, no business may be transacted at any special meeting of the Council unless the business was stated in the meeting notice. However, any business that lawfully comes before a regular meeting may be transacted at a special meeting if all the members of the Council present consent and all the members absent file their written consent.

### **c. Agendas**

Although agendas are not required under the OMA, the City's policy is to prepare agendas for City Council meetings. Agendas are prepared by City staff in consultation with the Mayor and/or Mayor Pro Tem and are considered for approval by the City Council at each meeting. Members of City Council may request that City staff include specific items on the agenda before the meeting and may move to add items to the agenda during the meeting.

Members of the public may request that an item be placed on the City Council agenda by contacting the City Clerk's office or any City Council member or by raising the item during Public Comment. The City Council has sole discretion to determine the content of each meeting agenda and is not obligated to add any item to the agenda.

### **d. Publication of Proceedings**

In addition to the minutes required under the OMA, the City Council must publish the proceedings or a summary of the proceedings within 15 days after each meeting. (City Charter, Section 6.7.) Any summary must be prepared by the Clerk and approved by the Mayor, and it must show the substance of each separate proceeding of the Council.

### **e. Voting Procedures**

*Roll Call Required.* Under Section 6.7 of the City Charter, a roll call vote is required on all ordinances and resolutions. The roll call must be recorded in the minutes unless the vote is unanimous, in which case the minutes may state that the vote was unanimous.

*Order of Roll Call.* In all roll call votes, the names of the members of the Council must be called in alphabetical order, and the name to be called first will be advanced one position alphabetically in each successive roll call vote.

*Members Required to Vote.* Each Council member in attendance must vote on each question before the Council unless (1) the Council member has a conflict of interest under the Ethics Ordinance, (2) the Council member has a financial interest in the question, other than the common public interest, or (3) the question concerns the Council member's conduct. A Council member who refuses to vote when required to vote is guilty of misconduct in office under Section 6.7 of the City Charter.

**f. Quorum; Rescheduling of Meetings**

A majority of Council members constitutes a quorum. A quorum is required to hold a meeting. If less than a quorum is present, the City will reschedule the meeting and provide the notice required under the OMA for a special meeting.

**g. Conduct of Council Members**

City Council members must conduct themselves in accordance with the City's Ethics Ordinance and are encouraged to act with civility toward fellow Council members, City staff, and members of the public.

**h. Parliamentary Procedure**

The City may rely on Robert's Rules of Order (Newly Revised) for guidance on parliamentary procedure, but the City is not required to strictly follow Robert's Rules of Order to govern all questions of conduct and procedure.

Approved by City Council:



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

OCTOBER 21, 2021

**SUBJECT: CONSIDER AWARD OF BID FOR BACKWASH BASIN REHABILITATION TO MYERS EXCAVATING IN AN AMOUNT NOT TO EXCEED \$34,000, WITH ADDITIONAL FUNDS FOR MATERIAL DISPOSAL FOR A TOTAL PROJECT COST NOT TO EXCEED \$114,000.**

### BACKGROUND

- The City of Brighton's Challis Road Water Plant has two backwash basins that are used when the four media filters that receive water from the on-site water wells are flushed. Council may recall that Staff had two of these media filters refurbished in 2018, with two still needing attention. However, the two backwash basins that the media filters drain into have not been cleaned in approximately 15 years and have reached their maximum filtration capacity due to iron accumulation. These basins provide the necessary detention time and filtration required to prevent solids from discharging into the adjacent creek, while filtering millions of gallons of water each year. There are approximately 12 inches of solids that need to be removed to restore them to their original capacity. In accordance with the Challis Road Water Plant's National Pollutant Discharge Elimination System (NPDES) Permit, the water being discharged to the creek is monitored to ensure that it meets all EGLE mandated limits. If backwash water exceeds the capacity of the basins during operation, it will spill directly into the creek, generating an illicit discharge violation of the NPDES permit and possibly resulting in fines.

### ADMINISTRATIVE SUMMARY

- Knowing the backwash basins need to be addressed, Staff added their rehabilitation to the Utilities Capital Improvement Plan (CIP) for 2021/2022. Because we did not know if the amount to have both basins cleaned would be higher than what was budgeted, Staff set up the Request for Proposal (RFP) to include a base bid and an alternate. The base bid is the cost for a contractor to remove and transport the material from backwash basin "A" for disposal. The alternate bid is the cost to remove and transport the material from backwash basin "B". Through the contract, the contractor would be responsible for the removal and transportation of material and restoration of the site. The City would then pay the fees for disposal directly to Waste Management (WM).
- Due to the composition of the material and it being a waste product from our iron removal process, these materials could only be disposed of at the Venice Park Waste Management Facility in Lennon, Michigan. Staff reached out to multiple landfills in the area, but WM was the only facility that would accept these solids. WM provided the City with an industrial and waste agreement, which Staff forwarded to the City's General Counsel for approval. Additionally, they provided a tonnage disposal rate that included a one-time \$500.00 Waste Approval Standard Charge prior to any disposal at their facility. Fees for disposal are \$175.00 for every three (3) tons of material. It is our estimate that approximately \$80,000 will be needed for material disposal costs to WM.
- To save on administrative fees that would have increased the amount of the contract, the City is choosing to pay WM directly for disposal. The contractor will be responsible to provide the City with all paperwork needed to establish the chain of custody of material generated from the site, including receipts from WM listing the amount of disposed material.



- An RFP was published in the Livingston County Press on Wednesday, September 26, 2021 using the bidding documents previously approved by the City Attorney. A mandatory pre-bid meeting was held with each contractor and three sealed bids were received on Wednesday, October 6, 2021. Please see the results below.

Backwash Basin Rehabilitation Quote Analysis								
Bidder	Base Bid – Basin (A)	Alternate 1 - Basin (B)	Total Contractor Cost Both A&B w/15%	Estimated WM Cost Basin A	Estimated WM Cost Basin B	Total Cost Basin (A)	Total Cost Basin (B)	Total Basin (A&B) w/15%
Myers Excavating	\$15,500	\$13,750	\$29,250 \$34,000	\$40,000	\$40,000	\$55,500 \$58,000	\$53,750 \$56,000	\$109,250 \$114,000
TLS Construction	\$16,840	\$18,200	\$35,040	\$40,000	\$40,000	\$56,840	\$58,200	\$115,040
Kensington Valley Construction	\$29,700	\$29,700	\$59,400	\$40,000	\$40,000	\$69,700	\$69,700	\$139,400

- Staff contacted the references provided by Myers Excavating and found all were favorable.

**BUDGET INFORMATION**

- While there is currently \$70,000 approved in the 2021/2022 Utilities CIP Fund and sufficient funding to rehabilitate one basin, Staff would like to rehabilitate both basins together in order to save on mobilization and restoration costs. Additional funding will also be needed for the material disposal costs. The contractor cost is \$34,000, which includes a 15 percent contingency, and the cost for material disposal is estimated to be \$80,000. Staff is recommending a budget amendment in the amount of \$44,000 from the Utilities Fund fund balance to the Utilities CIP Fund for a total project cost not to exceed \$114,000.

**RECOMMENDATION**

- Award of Bid for Backwash Basin Rehabilitation to Myers Excavating in an amount not to exceed \$34,000, with a budget amendment in the amount of \$44,000 to come from the Utilities Fund fund balance for a total project cost not to exceed \$114,000.

Prepared by: Josh Bradley, Regulatory Compliance Superintendent

Reviewed by: Marcel Goch, DPS Director

Gretchen Gomolka, Finance Director (Required for all financial related agenda items)

- Within Budget
- Budget Amendment Necessary and In Proper Form
- Other \_\_\_\_\_

City Attorney (Required for all agreements, ordinances, etc.)

Acceptable Form and Ready to Execute

Other \_\_\_\_\_

Reviewed &

Approved by: Nate Geinzer, City Manager



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

October 21, 2021

**SUBJECT: CITY MANAGER'S FINANCIAL RECOMMENDATIONS IN CONSIDERATION OF MULTI-YEAR FINANCIAL PERFORMANCE AND PROGRESS ON CITY COUNCIL GOALS AND PRIORITIES**

### **ADMINISTRATIVE SUMMARY**

- City staff has continued to demonstrate stellar financial management over the last five years in an effort to put the City on a strong and fiscally sustainable path. Over the past nearly six years, the City has:
  - Increased infrastructure investments
  - Reduced legacy costs
  - Improved and safeguarded public services through capital equipment maintenance and replacement
  - Created the Capital Reserve Fund to ensure funds are available for capital investment
  - Restructured the organization resulting in reduced costs associated with staffing
  - And more...
- Through prudent execution of each fiscal year's budget, the City has consistently outperformed budget projections.
- The 2020/2021 Fiscal Year was no different. As presented in the Annual Comprehensive Financial Report (ACFR), we ended the prior fiscal year \$858,971 to the good. Reasons for these results include, but are not limited to:
  - Unbudgeted grant revenues
  - Lower than budgeted health care increases
  - Attrition and prolonged vacancies
  - Budgeted retirements, with overlapping staffing, which did not occur
  - And general savings throughout departments
- Also contributing to the City's strong fiscal performance are the cost reductions relating to the retirement benefit concessions our employees approved during the negotiations of 2019. These concessions have contributed to meaningful restructuring that will allow the City to better manage its short-term budgetary needs and long-term liabilities. Additionally, these concessions in part have also provided the opportunity for the City to improve its pension and OPEB security through the accelerated funding of its unfunded liabilities, particularly pension.

### **RECOMMENDATIONS**

Due in part to the strong performance towards City Council Goals and Priorities and opportunities to accelerate progress, I am recommending the following budget amendments as a result of the City's sustained positive budget performance demonstrated in the 2020/21 ACFR:

#### ***RECOMMENDATION I***

If the City has the financial ability to maintain accelerated contributions to its unfunded pension liabilities at approximately \$500,000 additional per year, the City could free up resources exceeding \$1 million annually within 10 years. This accomplishment would allow the City to focus on additional quality of life priorities and maintain its continued focus on

the maintenance of capital equipment, facilities, and other infrastructure. Approving this recommended budget amendment would bring the City's total contribution towards its unfunded liabilities in the 2021/2022 fiscal year to \$1,000,000 in General Fund contributions and \$150,000 in Utility Fund contributions.

**Motion**

Approval of a budget amendment transferring an additional \$500,000 from the City's General Fund fund balance to increase the Fiscal Year 2021/22 General Fund contribution to the MERS Pension plan to \$1,000,000.

**RECOMMENDATION II**

This recommended budget amendment is to provide additional financial resources to support the next, yet to be determined local neighborhoods streets project. Transferring these funds now to the Local Streets Fund will help ensure these dollars are not used for other needs/wants. Staff anticipates discussions identifying the next significant local streets project in early 2022 for construction possibly in 2023.

**Motion**

Approval of a budget amendment transferring \$250,000 from General Fund fund balance to the Local Streets Fund.

**RECOMMENDATION III**

The City's employees have been working exceptionally hard over the last couple of years, particularly in the challenging environment created by the COVID 19 Pandemic. Additionally, it cannot be understated the commitment and dedication our employees showed through a challenging negotiation in 2019, which has allowed the City to redirect resources to priorities such as infrastructure. The results of these negotiations and progress on City Council goals and priorities speak for themselves. Therefore, I am recommending City Council consider a financial "thank you" for our hardworking and loyal employees.

Without our employees, our organization would not be what it is. Further, the quality-of-life expectations of the community would fail to be met. We are in a very tight employment market. Attracting and retaining high quality employees, such as those we have, is mission critical. There are times when going above and beyond deserves to be recognized. A thank you can go a long way. Now is a time where a thank you is warranted, with multiple years of strong financial, infrastructure, and policy performance providing ample justification. It is not uncommon for an organization to provide performance pay. A one-time performance payment as recommended below would go a long way in demonstrating City Council's appreciation of staff's efforts on Council adopted goals and financial stability.

**Motion**

Approval of the necessary budget amendments to facilitate the implementation of one-time performance pay to all regular full time and part time employees, with the exception of the City Manager, in the approximate amount of \$60,000 as follows:

- 1.0% of base salary (or average hours for Part Time) for all regular FT/PT Employees who DID receive COVID Hazard Pay funded by the CARES Act
- 1.5% of base salary (or average hours for Part Time) for all regular FT/PT employees who DID NOT receive COVID Hazard Pay funded by the CARES Act
- Calculations would be based on the 12 months preceding Pay Period Ending November 13, 2022. Performance Pay would be prorated for those who have not been employed with the City for the prior 12 months.

**RECOMMENDATION IV**

As City Council may or may not know, candidate pools for many of the City's positions are getting smaller and smaller. This is especially true when it comes to finding Police Officer candidates who have the qualities to fit our community centric policing approach. Each time the Police Department has a retirement we end up with a short-term staffing shortage that adds pressure not only on the budget, but also on staff, due to necessary overtime. Further, being a small

department, impacts are exacerbated during such times should there be scheduled time off or other unexpected absences.

The Police Department is seeking a budget amendment to allow for the hiring and training of a new Officer in January 2022 prior to our next retirement estimated to be between July and November of 2022.

Per an analysis by Finance Director Gomolka, the impact on the Fiscal Year 2021/22 Budget would be approximately \$18,250. However, the impacts on the Police Department in terms of uninterrupted service and morale will far surpass these costs and could help limit the need for unbudgeted overtime. Added costs for the Fiscal Year 2022/23 Budget will be built into the City Manager's recommended budget.

An explanation of the Police Department hiring and training process for a new officer is attached. This summary provides important context that supports such positional overlap when we know of a future vacancy.

**Motion**

Approval to transfer \$18,250 from the City's General Fund Balance to the Police Department Budget for the purpose of adding a new Police Officer Position creating a temporary staffing overlap in preparation of an anticipated retirement.

Prepared by: Nate Geinzer, City Manager

Gretchen Gomolka, Finance Director

- Within Budget
- Budget Amendments Necessary and in Proper Form
- Other \_\_\_\_\_

Reviewed by: Michelle Miller, Human Resources Manager  
Gretchen Gomolka, Finance Director

Approved by: Nate Geinzer, City Manager

## **Police Department Hiring and Training Process**

With the approval of the recommended budget amendment, the City of Brighton Police Department would post for the position of Police Officer and actively recruit at academies. A review of all applications received will be completed and an oral board with the qualified candidates will be conducted.

After the oral board, the top two candidates will be moved to the background investigation phase. The background investigation phase is a crucial part of the hiring process and is labor intensive. The background investigation takes approximately three weeks to complete.

Once background investigations are complete and no issues with the candidates are present, the background investigations will be submitted to the Chief of Police for final selection. The final selection will consist of a Chief's interview of both candidates.

At the conclusion of the Chief's interview, the Chief will consider all information gleaned from the process and offer a conditional offer of employment. The conditional offer will be contingent on the successful completion of a physical health examination and psychological examination.

Upon successful completion of both examinations the qualified candidate's conditional offer of employment will be moved to a full hiring offer. The candidate will then be sworn in as a full time Police Officer and the training process will begin.

The Brighton Police Department utilizes the San Jose model of training. All Field Training Officers (FTO) have been certified to train utilizing this model of training new Officers. The San Jose model is widely used as the standard throughout the State of Michigan and the Country.

The San Jose model of training is broken down into five phases of training with a two-week orientation (LIMBO) phase prior to the start of the training process. The first three phases consist of approximately twenty Daily Observation Reports (DOR). Phase four consists of six DOR(s) and is the final phase prior to the new Officer being released to solo patrol. Phase five, the new Officer will be on solo patrol however, monthly performance evaluations will be completed while the new Officer is on a one-year probation.

The LIMBO phase allows for the new Officer to complete all on-boarding paperwork, observe the School Resource Officer position and Detective Bureau.

During this orientation the new Officer will also complete weapons qualifications, use of force, and de-escalation training. Upon completion of the LIMBO phase, the new Officer will begin road patrol training phase 1 with a full time FTO.

At the conclusion and successful completion of the Field Training program, the Brighton Police Department will have invested approximately 872 hours of training time prior to the new Officer being released to solo patrol.

Below is a breakdown of each training phase, number of DOR's, hours, and months of training required prior to an Officer being released to solo patrol based on a 12 hour shift model:

<b>Brighton City Police Department Field Training Program</b>			
<b>PHASE</b>	<b># of DOR's</b>	<b>HOURS</b>	<b>MONTHS</b>
LIMBO	0	80	.5 Months
PHASE 1	20	240	1.5 Months
PHASE 2	20	240	1.5 Months
PHASE 3	20	240	1.5 Months
PHASE 4	6	72	.5 Months
<b>TOTALS</b>	<b>66</b>	<b>872</b>	<b>5.5 Months</b>

\*The above breakdown does not account for the San Jose models use of eighty hours of extended training time that can be used throughout each phase. The use of the eighty hours of extended training would be to address any training concerns with the new Officer.