

**City of Brighton
200 N. First St. Brighton, MI 48116
Planning Commission
Regular Meeting Minutes
December 21, 2020**

The Board for the Planning Commission held a Regular Meeting on Monday, December 21, 2020 at 7:00 p.m., conducted virtually.

1. Call to Order/Roll Call

Chairman Smith called the meeting to order at 7:01 p.m.

Commissioners Present: Susan Gardner, Ken Schmenk, Bill Bryan, Mike Schutz, Jim Bohn, Matt Smith, Chuck Hundley and Steve Monet. All members participated remotely and disclosed their locations.

Commissioners Absent: Dave Petrak

Also present: Michael Caruso, Community Development Manager; Jill Bahm, Giffels Webster; Kelly Haataja Executive Assistant to Community Development and an audience of two (2).

Motion by Monet, supported by Gardner to excuse Commissioner Petrak 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 October 19, 2020 Regular Meeting Minutes**
- b. **Approval of the December 21, 2020 Agenda**

Motion by Gardner supported by Monet to approve the Consent Agenda Items. **The motion carried unanimously by a roll call vote.**

3. Call to the Public

Chairperson Smith opened the Call to the Public at 7:08 p.m.

Susan Bakhaus suggested an amendment to the agenda.

Hearing no further comments, the Call to the Public was closed at 7:08 p.m.

Old Business

None

New Business

4. Consider Approval of Plan Review 20-23, Façade Renovations, 409 W. Main Street

Mr. Caruso offered an update on the Running Lab store relocation to 409 W. Main Street. He discussed their submittal for façade renovations which is minor in nature but does include an increase in height, which necessitates approval from the Planning Commission.

Mr. Don Parent, on behalf of the Running Lab, introduced himself.

Commissioner Monet asked for the applicant's response to DDA Architect Lindhout's concerns of painting the brick.

Mr. Parent stated the owner's still plan to paint the brick with a uniform color theme across the whole face of the building.

Commissioner Hundley mentioned the concerns of painting the brick white due to maintenance issues and asked if this is still the intent.

Mr. Parent stated the owner is aware of the issue and is willing to keep up with the maintenance of it. The owner wants the appearance to be noticeable to attract customers.

Commissioner Monet commented the building is attractive as it is and painting it white seems to be out of character for the town.

Commissioners Gardner, Bohn, Schmenk and Bryan stated they agree with Commissioner Monet's comments and prefer the building not be painted.

Mr. Caruso noted a few of the brick buildings in the downtown have recently been painted and it is permissible.

Commissioner Gardner commented most times buildings are painted in order to make them look presentable which is not the case with this site.

Motion by Bohn, supported by Schmenk to approve Plan Review 20-23, Façade Renovations, 409 W. Main Street, as submitted. **Motion passed by a roll call vote, 7-1, with Commissioner Monet voting No.**

5. Discussion of Proposed Ordinance Amendments

Site Plan Review – Assurances:

Ms. Bahm noted for consistency, the standards in the Zoning Ordinance should align with the standards in the General Code of Ordinances. The City collects bonding for the entire site improvements, not limited to public improvements, to ensure the project is completed.

The board had no comments for the topic.

Design Standards

Mr. Caruso offered the board a couple of scenarios of proposals received recently for removable buildings.

Ms. Bahm noted having site standards and design guidelines in the Zoning Ordinance will provide consistency with future developments and also align with the city's Comprehensive Plan. She presented standards to address foundations, compatibility with surrounding development, building and hardscape materials, landscape and open space, mechanical equipment, service areas and utilities, screen walls, circulation and sustainability.

The board had brief discussion noting they were pleased with the proposed language, as it is straight-forward and should provide a clear pathway of the City's development design standards.

Temporary Uses & Structures

Ms. Bahm noted a change to seasonal outdoor sales, adding a time-line of 90 days and a new license must be obtained if the sale of products changes. Otherwise, there is no further update on the topic.

The board had no comments for the topic.

Accessory Buildings

Mr. Caruso introduced the topic and noted at least six (6) setback variance requests related to accessory buildings were received this year.

Ms. Bahm reviewed building envelopes, principal buildings and accessory buildings and the challenges property owners are having with meeting current setback requirements. She reviewed the changes to clarify permitting, add language for rear-yard setbacks and modify side-yard setback requirements.

The board had discussion and supported the amendments and additions for the topic.

The board agreed to set a public hearing for all of the amendments discussed following a review by the City Attorney.

6. Approval of 2021 Planning Commission Meeting Schedule

Mr. Caruso suggested the removal of the January 4, 2021 meeting with it being a couple of weeks away, proceeding the holidays, and there are no agenda items. He then addressed the comment made in the call to the public to clarify the procedures for approving the Planning Commission meeting schedule.

Motion by Gardner, supported by Schutz to approve the 2021 Planning Commission Meeting Schedule with the elimination of the January 4, 2021 meeting. **Motion passed unanimously by a roll call vote.**

Other Business

7. Staff Updates

Mr. Caruso stated the Roadies Restaurant is close to completion and should be receiving their certificate of occupancy soon.

8. Commissioner Report

None

9. Call to the Public

Chairperson Smith opened the Call to the Public at 8:20 p.m.
Hearing no comments, the Call to the Public was closed at 8:21 p.m.

10. Adjournment

Motion by Schmenk, supported by Bryan to adjourn the meeting. **Motion passed unanimously by a roll call vote.** Meeting was adjourned at 8:22 p.m.

William Bryan, Secretary

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