

**City of Brighton
Planning Commission
Minutes
November 21, 2011**

1. Call to Order/Roll Call

Chairperson Monet called the meeting to order at 7:30 pm. The following were present:

Bill Bryan	Steve Monet
Larry Schillinger	Dave Petrak
David McLane	Robert Pawlowski
Matt Smith	John Wells

Absent: Al Wirth

Motion by Mr. Bryan, supported by Mr. Pawlowski, to excuse Commission Member Wirth from tonight's meeting. **Motion carried 8-0-1.**

Also present were Amy Cyphert and Lauri French from Staff and an audience of one.

2. Call to the Public

The call to the public was made at 7:31 p.m. Hearing no response, call to the public was closed at 7:31 p.m.

3. Approval of the October 17, 2011 Regular Meeting Minutes

Ms. Cyphert advised that there were not enough members who were present at the October 17, 2011 meeting to approve the draft minutes. **Motion** by Mr. Schillinger, supported by Mr. McLane, to table approval of the October 17, 2011 regular meeting minutes until the December meeting since a quorum of those present at that meeting were not here tonight. **The motion carried 8-0-1.**

4. Approval of the November 21, 2011 Agenda

Motion by Mr. Smith, supported by Mr. Schillinger, to approve tonight's agenda as presented. **The motion carried 8-0-1.**

Old Business - None

New Business - None

Other Business

5. Adoption of the By-laws and Rules of Procedure for the Planning Commission

Ms. Cyphert explained that adoption of the By-laws and Rules of Procedure are approved annually. There are two items containing proposed changes: Section 2.0, Membership and Appointments, Item 2.2, Selection, which was revised per the Planning & Zoning Act and Planning Commission rules to ensure there is a good cross-section of City resident representation on the Planning Commission. The other change is to Section 3.0, Officers, Item 3.1, Selection, which was changed to elect officers at the November Planning Commission meeting rather than in September since new appointments to the boards and commissions are made by Council after the November general elections. Mr. Schillinger suggested that election of officers for Planning Commission should be held at the December meeting. He asked Ms. Cyphert to make this change to the By-laws and Rules of Procedure and bring it back to the

December Planning Commission meeting for approval. He said City Council should make their appointments at either the second meeting in November or the first meeting in December.

6. Election of Officers

Since the By-laws and Rules of Procedure discussed above will change the election of officers to the December meeting, this item was not acted upon at tonight's meeting and will be put on the December agenda.

7. 2012 Meeting Date Schedule Changes

Ms. Cyphert explained that the January and February 2012 meeting dates conflict with City holidays and suggested changing the dates as shown below:

January 16, 2012 to January 23, 2012
February 20, 2012 to February 27, 2012

Motion by Mr. Wells, supported by Mr. Smith, to change the January and February 2012 Planning Commission meeting dates as presented. **The motion carried 8-0-1.**

8. Siford/E.D. Ewing/Greimel Nominations

Ms. Cyphert reviewed the criteria for nominations for the above awards. The December meeting packet will contain before and after photographs of the nominees. She asked the Planning Commission members to send her nominations before the December meeting to give her enough time to take photographs. She also noted that Planning Commission also has the option to not award the Ewing and Greimel awards.

9. Staff Updates - None

10. Call to the Public

The call to the public was made at 7:45 p.m. Hearing no response, Call to the Public was closed.

11. Adjournment

Moved by Mr. Petrak, supported by Mr. Schillinger, to adjourn the meeting at 8:05 p.m. **The motion carried 8-0-1.**

John Wells, Secretary

Lauri French, Recording Secretary