

CITY OF BRIGHTON
CITY COUNCIL MEETING
CITY HALL
March 16, 2015

SPECIAL MEETING – 8:30 P.M.

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Consider approval of the Agenda
5. Call to the Public

Action Item

6. Consider First Reading and set Public Hearing for the proposed **amendments** to **Chapter 98, Article I. In General, Section 98-3. Definitions, Chapter 98, Article III. Off-Street Parking and Loading, Sec. 98-28. General parking requirements and Chapter 98, Article XVI. Downtown business district, Sec. 98-462, Specific Standards.**
7. Adjournment

POLICY REPORT: AMENDMENTS TO CHAPTER 98, ARTICLE I. IN GENERAL, SECTION 98-3. DEFINITIONS, CHAPTER 98, ARTICLE III. OFF-STREET PARKING AND LOADING, SEC. 98-28. GENERAL PARKING REQUIREMENTS AND CHAPTER 98, ARTICLE XVI. DOWNTOWN BUSINESS DISTRICT, SEC. 98-462, SPECIFIC STANDARDS.

March 16, 2015

Prepared by:

Amy Cyphert
Planning & Zoning Director

Reviewed by:

Dana Foster
City Manager

ISSUE:

To consider the First Reading and setting of a public hearing for the proposed amendments to Chapter 98, Article I. In General, Section 98-3. Definitions, Chapter 98, Article III. Off-Street Parking and Loading, Sec. 98-28. General parking requirements and Chapter 98, Article XVI. Downtown business district, Sec. 98-462, Specific Standards.

BACKGROUND:

City Council discussed at the December 2013 retreat the current off-street parking lot regulations and the need for additional overflow parking during events and busy times of the year/week. The outcome of the discussion established the following City Council Retreat goal: to develop zoning ordinance amendments to allow alternate surfaces for off-street parking such as grass, gravel/stone, etc.

On June 5, 2014, the City of Brighton City Council discussed their goal and options for amendments to the parking ordinance. City Staff and the City Attorneys believed it was best to review the options with City Council before Planning Commission continued to move forward with amendments.

City Council recommended the below revisions to the ordinance:

1. Definitions for overflow parking lots, transitional parking lots and leased parking lots.
2. That the above types of parking lots would only be permitted within the DBD zoning district similar to the existing exemption for provided parking within the DBD district.
3. That the overflow parking lots, transitional parking lots and leased parking lots go through the site plan review process.
4. That the overflow parking lots, transitional parking lots and leased parking lots are approved for a 3 year period of time.
5. The amendments will apply to public and privately owned property within the DBD.

Attached are the DRAFT amendments incorporating comments by City Staff, City Engineers, City Attorneys and the Planning Commission.

The City Attorneys reviewed the proposed amendments and the draft is attached.

BUDGET IMPACT: N/A

RELATIONSHIP TO 2013/2014 GOALS: To develop zoning ordinance amendments to allow alternate surfaces for off-street parking such as grass, gravel/stone, etc.

COUNCIL ACTION:

Introduce the proposed amendments to Chapter 98, Article I. In General, Section 98-3. Definitions, Chapter 98, Article III. Off-Street Parking and Loading, Sec. 98-28. General parking requirements and Chapter 98, Article XVI. Downtown business district, Sec. 98-462, Specific Standards and set a public hearing date for April 1, 2015.

Attachments:

1. Proposed amendments to Chapter 98, Article I. In General, Section 98-3. Definitions, Chapter 98, Article III. Off-Street Parking and Loading, Sec. 98-28. General parking requirements and Chapter 98, Article XVI. Downtown business district, Sec. 98-462, Specific Standards.
2. PC Draft Minutes

Additions to Section 98-3. Definitions.

Overflow parking lots means parking lots that are designed to be used intermittently to meet the need for parking created by the temporary closing of other on-street or off-street parking facilities as a result of a special event or civic event.

Transitional parking lots means a parking lot located on a site that 1) was previously occupied by a use excluding a parking lot and 2) that could otherwise be occupied by a new permitted use, where such use would fulfill all requirements of the City of Brighton Code of Ordinances.

Sec. 98-82. General parking requirements.

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(a) *Parking of commercial vehicles.* All company vehicles shall be parked in an area specifically identified for such purpose. Any parking space provided for company vehicles shall be in addition to the parking requirements designated for that use unless otherwise specified. Loading and unloading shall be strictly prohibited in any area other than the designated, approved loading and unloading areas.

(b) *Parking of vehicles in residential zones.* Parking in the front or side yard of any residential property shall be strictly prohibited except on an asphalt, concrete or masonry-type material driveway. Parking on grass is strictly prohibited.

(c) *Shared parking.* Except as provided for herein, all off-street parking shall be located on the same lot as the building or use the parking is intended to service. Two or more adjacent, non-residential uses, may jointly provide and use parking spaces when the hours of operation do not normally or significantly overlap. Each use and the hours of operation for each use shall be submitted for review. The city council shall approve or reject requests for shared parking. A recordable document detailing the shared parking provisions shall be recorded with the Livingston County Register of Deeds and a copy shall be made a part of the city's zoning file prior to any permits being issued. The number of shared parking spaces shall be calculated as follows:

- (1) Determine the minimum amount of parking required for each land use as a separate use;
- (2) Multiply each amount by the corresponding percentage for each of the five time periods;
- (3) Calculate the column total for each time period;
- (4) The column total with the highest value is the parking space requirement.

Table I

Shared Parking Calculation

	<i>Weekday</i> 9:00 a.m.— 4:00 p.m.	<i>6:00 p.m.—</i> <i>midnight</i>	<i>Weekend</i> 9:00 a.m.— 4:00 p.m.	<i>6:00 p.m.—</i> <i>midnight</i>	<i>Nighttime</i> <i>Midnight—</i> <i>6:00 a.m.</i>
<i>Land use</i>					

Office/Industrial	100%	10%	10%	5%	5%
Retail	60%	90%	100%	70%	5%
Hotel	75%	100%	75%	100%	75%
Restaurant	50%	100%	100%	100%	10%
Entertainment/ Recreation	40%	100%	80%	100%	10%

For example, in a mixed-use development—Office, Retail and Entertainment, the assumption is that the individual land uses would have the following parking space requirements:

Office	300spaces
Retail	280spaces
Entertainment	100spaces
Total	680spaces

<i>Land use</i>	<i>Weekday 9:00 a.m.— 4:00 p.m.</i>	<i>6:00 p.m.— midnight</i>	<i>Weekend 9:00 a.m.— 4:00 p.m.</i>	<i>6:00 p.m.— midnight</i>	<i>Nighttime Midnight— 6:00 a.m.</i>
Office	300	30	30	15	15
Retail	168	252	280	196	14
Entertainment/Recreation	40	100	80	100	10
Total	508	382	390	311	39

The shared parking requirement for the above hypothetical development is 508 parking spaces. Shared parking results in a 25 percent decrease in the number of required parking spaces.

(d) *Deferred parking.* The deferred parking option has been established to allow the construction of a portion of the parking required by this article to be deferred, provided the conditions set forth below are satisfied and approved by the city council.

In the event that an applicant provides evidence to demonstrate that the proposed use will utilize less parking than that required by the Table of Off-Street Parking Requirements, a portion of the required parking may be deferred, subject to the following:

- (1) The amount of parking to be deferred shall be determined by the city council. An evaluation of the evidence provided by the applicant may result in a deferred parking approval that shall not exceed 20 percent of the total maximum parking spaces required by this article.
- (2) Deferred parking shall be on the same site as the required parking.
- (3) The area reserved for deferred parking shall be shown on a site plan. The site plan shall the proposed parking layout, including striping, utilities, lighting, drives curb cuts

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and related information. The deferred parking area shall be clearly labeled “deferred parking.”

(4) No building, structure, or other encumbrance shall be placed in or on the area that has been reserved for deferred parking. Landscaping may be installed in the deferred parking area, however, it shall be removed at the owner’s expense in the event that the city determines that the deferred parking shall be installed.

(5) The deferred parking may be constructed by the owner at any time.

(6) At such time as the city council determines that the deferred parking is necessary, the owner shall install the deferred parking pursuant to the approved site plan.

(7) No permits authorizing construction shall be issued to the owner until proof is provided to the city that the approved site plan depicting the deferred parking has been filed with the Livingston County Register of Deeds.

(8) In the event that circumstances warranting a modification of the area reserved for deferred parking arises, the owner may submit an amended site plan in conformance with the ordinances of the city to the planning commission for review and recommendation and to the city council for approval.

(e) *Signs.* Signage for off-street parking shall be governed in accordance with chapter 66 of this Code.

(f) *Site plan review.* Site plans submitted for review pursuant to this article shall be governed by chapter 82 of this Code.

(g) *Downtown business district parking exemptions.* The City of Brighton creates the following parking exemptions for the downtown business district in recognition of the available public parking in the downtown, and to encourage development in the downtown:

- (1) Uses within the defined downtown business district boundary that are required by this section to provide less than 65 parking spaces, shall be exempt from providing any parking spaces required by this section. For uses which exceed the parking exemption set forth herein, the parking requirements shall be calculated by deducting 65 parking spaces from the parking calculation set forth in sections 98-83 through 98-85 of this article. The DBD is established by ordinance and its boundaries are shown on the city’s zoning map.

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(2) Transitional parking lots shall be permitted within the defined downtown business district boundary, and immediately adjacent to properties within the downtown business district as a special land use. Such lots shall be exempt from the requirements of Section 98-83(7) and 98-462(e)(2), and all parking lot spaces, driveways, drive aisles, entrances, exits, circulation and maneuvering areas, may be surfaced and curbed or gravel, and shall be constructed as set forth in the city’s design standards, as amended, but shall be subject to the following conditions:

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(a) Approval for a transitional parking lot under this section is limited to a three (3) year period of time with the ability to obtain additional extensions for three (3) years per extension, when owner is able to demonstrate significant attempts to transition the property to a legally permitted use.

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(b) Property owner and lessee, if property is leased, shall be responsible for cleanup of any gravel from the parking lot that is found within the street, including, but not limited to, any cost of street-sweeping.

(c) Property owner and lessee, if property is leased, to hold and comply with the terms of a maintenance agreement with the City.

(d) None of the spaces within a transitional parking lot may be used to satisfy the off-street parking space requirements for a use located on that property, or on another property.

(e) Violation of any of the requirements set forth herein shall be subject to municipal civil infraction as detailed in Sec. 1-16, with each day of violation constituting a separate violation.

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(f) City Council shall have the authority to revoke a special land use permit for transitional parking if it is not in compliance with the standards for a special land use set forth in this ordinance or the conditions of the special land use permit.

(3) Overflow parking lots shall be permitted within the defined downtown business district boundary, and on railroad rights-of-way immediately adjacent to the properties within the downtown business district as a special land use. Such lots shall be exempt from the requirements of Section 98-83(7) and 98-462(e)(2), and all parking lot spaces, driveways, drive aisles, entrances, exits, circulation and maneuvering areas, may be surfaced and curbed, gravel or grass, and shall be constructed as set forth in the city's design standards, as amended, but shall be subject to the following conditions:

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Comment [B1]: Civic event approval?

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(a) Overflow lots shall only be used for the portion of the year where overflow parking is determined to be needed by City Council in the Special Land Use approval process, and shall be a condition of the special land use permit.

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(b) Property owner and lessee, if property is leased, shall be responsible for cleanup of any debris from the parking lot that is found within the street.

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(c) All overflow parking lots must be able to prohibit access with a closed, lockable gate.

(d) Property owner and lessee, if property is leased, to hold and comply with the terms of a maintenance agreement with the City.

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(e) None of the spaces within an overflow parking lot may be used to satisfy the off-street parking space requirements for a use located on that property, or on another property.

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(f) Violation of any of the requirements set forth herein shall be subject to municipal civil infraction as detailed in Sec. 1-16, with each day of violation constituting a separate violation.

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(g) City Council shall have the authority to revoke a special land use permit for overflow parking if it is not in compliance with the standards for a special land use set forth in this ordinance or the conditions of the special land use permit.

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(h) *Snow storage, is hereby deleted.*

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(i) *Access to parking spaces and parking lots.* All parking spaces and parking lots shall have defined access to a public or private street. There shall be no more than two curb cuts accessing a parking lot or parking spaces from any single public or private street frontage.

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(j) *Prohibited access to parking areas.* Access to non-residential uses shall not be made by way of residentially zoned property, except by way of a dedicated public right-of-way.

Sec. 98-462. Specific standards.

(a) *Building and land use.*

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(1) *Allowed uses.* The following uses are permitted within the DBD zone:

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a. Retail uses.

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b. Office uses (as defined by this article).

c. Mixed use buildings.

d. Commercial uses (as defined by this article).

e. Community buildings.

f. Second and third floor residential dwellings, including apartment(s) and/or condominium unit(s).

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g. Philanthropic institutions.

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h. Restaurants.

i. Uses of a temporary nature authorized by city council.

(2) *Special land uses.* The following uses require a special land use permit(s). If a land use is not specifically enumerated as permitted, specially permitted or prohibited, a special land use permit(s) may be applied for. The special land use permit(s) application and review process shall be in accordance with and governed by article 5 of the Brighton City Zoning Ordinance.

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a. Buildings exceeding 41 feet in height as authorized by subsection (c)(1)(d) provided that all of the following are satisfied:

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1. That the area above 41 feet is used for residential purposes only;
2. That the building does not exceed 50 feet in height;
3. That the criteria set forth in subsection (4), special building height considerations are satisfied.

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b. Pool/billiards establishments.

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c. Arcade.

d. Tattoo studio.

e. Ground floor or first floor residential dwellings including apartment(s) and/or condominium(s). A special use permit is also required for residential units where ground floor or first floor units are attached to, or combined with, upper floor residential units, and where any residential component such as a garage, residential storage space, or similar residential component is located on the first floor.

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f. Places of worship (churches).

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g. Banquet hall.

h. Bingo hall.

i. Motorized vehicle service facilities.

j. Hospitals and clinics for animals, but not open kennels.

k. Theatre.

l. Hotel/motel.

m. Laundry.

n. [Transitional Parking Lots, subject to the requirements of Section 98-82\(g\)\(2\).](#)

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o. [Overflow Parking Lots, subject to the requirements of Section 98-82\(g\)\(3\).](#)

(3) *Prohibited uses.* The following uses are prohibited:

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a. Adult entertainment businesses.

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b. Businesses of drive-up, drive-through or drive-in character are prohibited.

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c. Outdoor advertising or billboards.

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d. Off-street parking lots fronting Main Street or Grand River Avenue within the boundaries of the DBD zoning district.

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e. Detached single-family ground floor residences.

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f. Retail lumber yards.

g. Motorized vehicular sales or storage lots.

(4) *Special building height considerations.* The following criteria shall be used in addition to the standards in article V of the Brighton City Code in evaluating special land use applications that exceed 41 feet in height.

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a. The proposed building height is compatible with adjacent and nearby building heights and building heights within 100 feet of the proposed building.

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b. The proposed building height is proportional to the street width (as measured from curb to curb) of the street or streets on which it has frontage or frontages.

c. The proposed building has been designed or has design features that break up the vertical mass and appearance of the building.

d. The use of awnings, canopies, or other architectural amenities, located below the second floor, have been appropriately utilized to create a pedestrian scale to the building for those using the adjacent sidewalk(s).

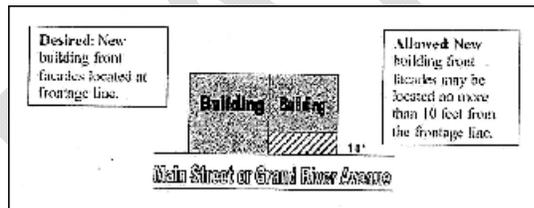
- e. The overall building scale and mass is appropriate for the site on which the building is proposed.
- f. The building architecture and character warrant the additional height.
- g. The proposed building shall relate harmoniously with the physical aspects of adjacent buildings with regard to context, building materials, height, orientation, and architecture, and the physical aspects of the downtown in general.
- h. The proposed building and its use are in conformance with the objectives and specific elements of the currently adopted master plan and any special studies referenced therein.

(b) *Building placement.* Buildings shall be placed on lots as follows:

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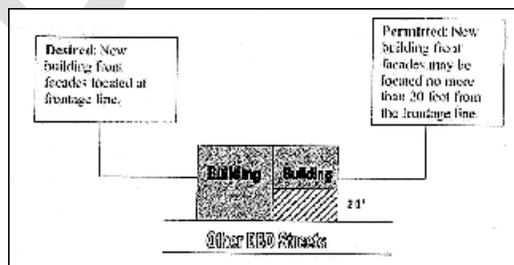
- (1) New building front facades on Main Street or Grand River Avenue, at the first story, may be located at the frontage line, but shall not be set back more than ten feet from any frontage line.

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- (2) New building front facades on streets other than Main or Grand River may be located at the frontage line, but shall not be setback more than 20 feet from the frontage line, and along the rear lot line as required.

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(3) Rear and side setbacks shall not be required, provided that a fire wall in accordance with applicable building code regulations, is provided along the side lot line.

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(4) Maximum allowed lot coverage is 100 percent, provided that adequate space has been provided for within the building for trash storage, display needs and parking if required.

(5) All buildings shall have their principal pedestrian entrance on a frontage line. In the event that a building is not placed on a frontage line (i.e. is set back some distance from a frontage line) then a sidewalk or similar hard surface shall be constructed and maintained to connect the building entrance with a public sidewalk.

(c) *Building height.*

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(1) No building in the DBD shall exceed thirty feet in height except as follows:

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a. Commercial or retail buildings which have a residential use, equivalent to at least 30 percent of the total building floor area, may exceed 30 feet but not exceed 41 feet in height.

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b. Mixed use buildings, which have a residential use equivalent to at least 30 percent of the total building floor area, may exceed 30 feet but not exceed 41 feet in height.

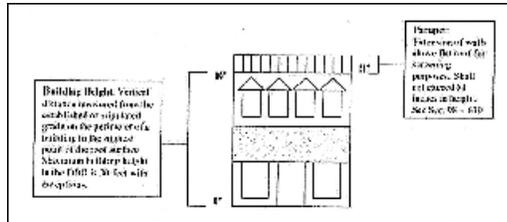
c. New buildings with corner sites with frontages on both Main St. and Grand River Avenue shall be a minimum of 28 feet in height but may not exceed 41 feet in height

d. A special land use permit may be sought to allow for buildings up to 50 feet in height, in accordance with subsection (2)a and article V of the Brighton City Code.

(2) Buildings may have rooftop screening and/or shielding in accordance with subsection (f)(10).

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(3) Stories at sidewalk level shall be a minimum of nine feet in height from finished floor to finished ceiling. The city council, upon recommendation from the planning commission, may reduce this standard for renovations to existing structures that do not meet this standard.



(d) *Residential dwelling size and parking requirements.*

- (1) The minimum residential dwelling unit size in the DBD shall be 900 square feet of usable floor space.
- (2) The parking requirement for residential dwelling units within the DBD shall be two per dwelling unit.
- (3) The CBD (DBD) exemption found in subsection 98-82(g) of the Brighton City Code of Ordinances shall not apply to residential parking in the DBD.
- (4) Parking spaces shall be in accord with subsection 98-83(1) of the Brighton City Code, and no tandem parking or non-conventional parking is allowed.

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(e) *Nonresidential parking and loading requirements.*

- (1) Off-street parking shall not be permitted within 20 feet of any building facade on a frontage line or between the building facade and a frontage line.
- (2) The placement of two abutting off-street parking lots with continuous street frontages shall not be permitted.
- (3) Loading/unloading. There is no loading/unloading requirement. However, loading docks and service areas shall be permitted only behind the rear building line. Doors for access to interior loading docks and service areas shall not face a public street. On a case by case basis, site plan review shall define loading/unloading needs for the permit applicant (including probable times of the day and week); shall specify how those needs will be met; shall make every effort to utilize existing facilities (such as alleys, private rear space shared with a neighboring business, etc.); shall minimize disruption to customer traffic; and, where appropriate, may include public space reserved for loading/unloading.
- (4) Parking spaces shall be in accord with subsection 98-83(1) of the Brighton City Code, and no tandem parking or nonconventional parking is allowed.

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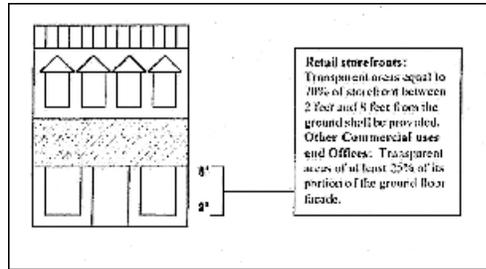
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(f) *Architectural and design standards.* Compliance with this section shall be verified through site plan review and physical observance. Standards 5(a), 5(c), and 5(i) provide for variations from the regulations set forth herein. Any variation shall be specifically reviewed by the planning commission as part of site plan review. City council, by way of site plan review, will approve, modify, or not approve the variation. All buildings shall be subject to the following physical requirements:

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- (1) The exterior finish material on all facades that face a frontage line or alley shall be limited to the following: glass, brick, cut stone, cast stone, coarsely textured stucco, or molded polymer panels (i.e. Fypon). E.I.F.S. (exterior insulation finish system, i.e. Dryvit), is not allowed on wood structures. Exterior finish applications of wood, vinyl, or E.I.F.S. may only be permitted subject to city council review and approval, if deemed to enhance a building.
- (2) Building walls visible from a public street shall be broken up with varying building materials and detailing, windows, and architectural accents. Walls facing a frontage line shall include windows and architectural features customarily found on the front of a building, such as awnings, cornice work, edge detailing, or decorative finish materials.
- (3) At least one storefront or building entrance shall be directly accessible from a public sidewalk.
- (4) Retail storefronts (which include front, side, and rear facades if they abut a public street) must have transparent window and door areas, equal to 70 percent of that portion of the facade measured between two and eight feet from grade.
- (5) In cases where a nonretail building is located on a corner, one of the facades of the building must have transparent window and door areas, equal to 70 percent of that portion of the facade measured between two and eight feet from grade.
- (6) Other commercial uses and office uses must have transparent window and door areas of at least 25 percent of the total area of the ground floor facade. Additionally, in cases where these uses are on corner lots, at least one of the facades shall be in accordance with (5) above and the other facade shall comply with the requirements of this specific provision.

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- (7) Special architectural features may be considered in lieu of, or for adjustments to, the ground floor facade window and door transparency requirements set forth above in (4), (5) and (6), above which must be reviewed and approved by the city council.
- (8) Any new building or building addition of significant size or bulk shall provide distinct and prominent architectural features which reflect the importance of the building's location and which may create a visual landmark. Such distinct and prominent features may include:
 - a. Historic detailing.
 - b. Appropriate use of masonry brick.
 - c. Use of pillars and arches.
 - d. Use of vernacular architecture (design influenced by local tradition).
 - e. A building facade design that provides texture, rhythm, and ornament to a wall.
 - f. Use of natural colors that are harmonious with the natural and manmade environment using nonvernacular color as accents.
 - g. Use of architectural styles associated with events significant in Brighton's history.
- (9) Glass shall be clear or lightly tinted only. Mirrored glass is not allowed.
- (10) Mechanical equipment located on roof tops or elevated above grade shall be screened or shielded to prevent viewing from public right-of-ways and city owned parking lots. Screening, shielding and/or mechanical equipment shall not exceed 60 inches in height and shall be located within

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the rear two-thirds of the building. Mechanical equipment located on/at grade shall also be screened.

- (11) Flat roofs (of less than a one to 12 slope) shall be encouraged on new buildings, as follows: (1) Where a new building is sited on a lot where at least one side yard is zero feet; and (2) Where such zero foot side yard abuts a right-of-way or property line, and (3) The roof shall slope away from the property frontage line and drain in the rear of the property.
- (12) Pitched roofs may not shed snow or water onto a right-of-way nor onto an adjacent property without the approval of the city council.
- (13) Mansard roofs are prohibited.
- (14) External gutters and gutter systems along frontage lines are prohibited.
- (15) Balconies, railings, and porch structures are permitted and shall be constructed of metal, wood, cast concrete, or stone.
- (16) Facades may be Supplemented by awnings, which add color and visual interest to an entry or display window, and give shade and shelter. They may also provide a location for store logos or signs. Awnings shall be made of quality materials, such as heavy canvas that will not fade or tear easily. When awnings are used on both upper and lower facades, they should be of compatible color, material and design with the building to which they are attached. Prohibited awning types are: rigid plastic formed awnings (typically cubed or curved, with or without internal lighting); stock unpainted metal awnings; and mansard style canopy awnings. Storefront awnings shall be a minimum of eight feet above sidewalk grade and shall not extend above the second floor windowsill.
- (17) Flower boxes shall be allowed, on a public sidewalk, without permit, provided that the planter containers be placed at the storefront entry and/or under storefront display windows and encroach upon the sidewalk no more than two feet from the building.
- (18) Appropriate temporary outdoor displays for retail shops are allowed on a storefront's private property abutting the sidewalk. Permits are not required for appropriate store merchandise displays on a storefront's private property, provided that display coverage does not interfere with any storefront entry.

(g) *Lot frontage and area requirements.*

- (1) Each lot shall have a minimum lot width of at least 22 feet.

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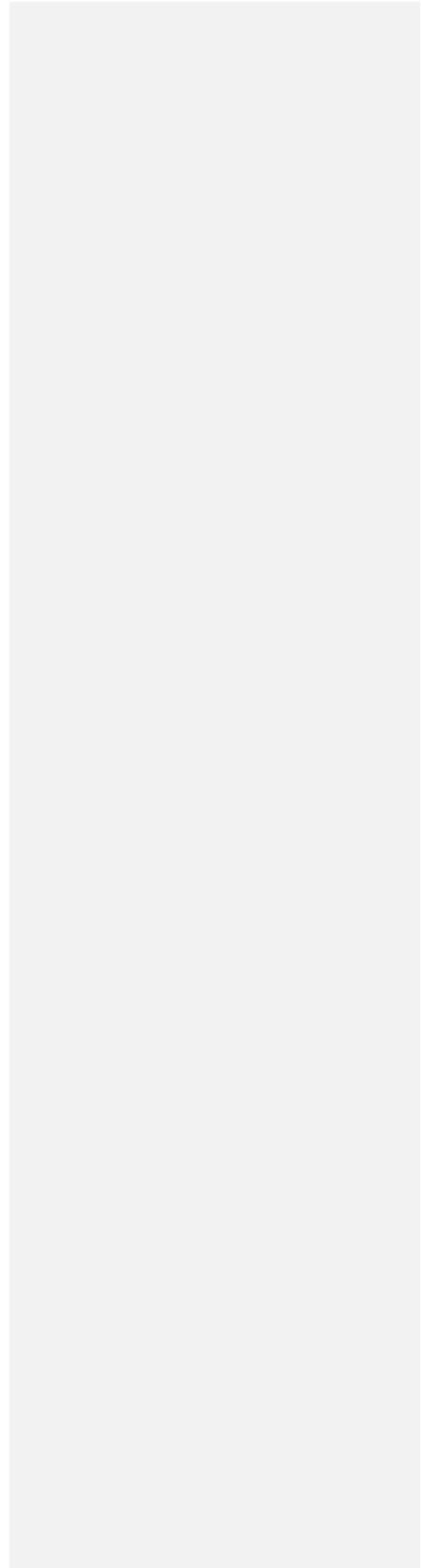
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- (2) Each lot shall have at least 22 feet frontage along a frontage line.
- (3) Each lot shall have at least 2,200 square feet of lot area.
- (4) Section 98-53 of the zoning ordinance shall not apply to lots in the DBD.

DRAFT



Mr. Smith read the criteria for the Karl H. Greimel Award and noted that the vote was unanimous that the award should go to the Veterans Memorial Committee. Ken Frasheski from the Veterans Committee accepted the award but advised that it had been agreed at the very beginning of the committee that none of the committee members were involved for any personal gain, including awards. He further noted that at their last meeting, after learning that the Veterans Memorial project was receiving an award, the committee members unanimously voted to give the award to Jim Barnas from Contracting Resources, Inc., whose company was responsible for building the memorial. Mr. Barnas thanked Mr. Frasheski and accepted the award, which is his second Greimel award.

6. Presentation and Discussion of Capital Improvements Program 2014-2020 Projects

Ms. Cyphert gave some background for the CIP, which is a state-mandated Planning Commission document. She directed the Planning Commission members to the memo in tonight's packet that contains several changes to the CIP that were not in the original they reviewed. There was discussion about what role the Planning Commission should play for the CIP since Staff and the Department Directors are the experts who put the CIP together, and several commission members did not feel it was in the Planning Commission's purview to make changes to items. Ms. Cyphert reiterated that this is a Planning Commission document per state law and the document is also used for budgeting purposes. Mr. Wirth noted that he would like to see the Fall Tour reinstated so Planning Commission members are more aware of the completed and proposed projects in the City.

Motion by Mr. Petrak, supported by Mr. McLane, to approve the 2014-2020 Capital Improvements Program document. **The motion carried 6-0-3.**

7. Discussion on zoning ordinance amendments pertaining to smoking lounges, "hookah bars" and smoking related stores

Ms. Cyphert noted that Planning Commission recommended putting these types of businesses in the C2 zoning district at the last meeting. Through her research, she found that definitions already exist and are governed under state law. There was discussion about whether the current wording might allow stores that do a large volume of internet business to get around the ordinance. Ms. Cyphert will talk to the City attorney to make changes; the revised amendment language will be available to Planning Commission prior to next month's meeting which would also be the first of the two required public hearings.

Motion by Mr. Wirth, supported by Mr. McLane to set the public hearing for March 17, 2014. **The motion carried 6-0-3.**

New Business

8. Discussion on zoning ordinance amendments pertaining to seasonal event parking – City Council Goal

Ms. Cyphert reviewed the planning report and noted that this is a City Council goal that came out of the December 2013 retreat. She discussed the two alternatives – changing the ordinance to exempt the City from its own ordinance or changing the materials that can be used for parking lot construction. The latter alternative would open up this option for everyone, not just for City-owned property. There was also discussion about whether a special land use permit for overflow parking areas might be a possibility, to include a special event parking permit with civic event applications or have City Council approve overflow parking areas for a specified period of time, possibly up to five years. There was consensus that enforcement could be a problem when the lots are closed on non-event days.

Ms. Cyphert will do some additional research and draft language for the next Planning Commission meeting for overflow parking in City-designated parking areas.

Unfinished Business

6. Discussion on zoning ordinance amendments pertaining to seasonal event parking – City Council Goal

Ms. Cyphert reviewed the background of this item and noted that at the February meeting, Planning Commission indicated they did not want to change parking lot materials in the ordinance or exempt the City from their own rules. She also stated that she met with the Civic Event Committee to discuss approving temporary parking lots through the civic event process. At that meeting, the Committee also suggested having the temporary lots open during the sidewalk café season, which runs from May 1 to October 31. There was discussion about whether this was too long to be considered “temporary” and how seasonal or temporary parking would be enforced at the designated lots.

Ms. Cyphert noted that she will work with Brad Maynes from the City Attorney’s office to add language to the ordinance amendment based on tonight’s discussion and bring a revised draft back to Planning Commission at the April meeting.

New Business

Other Business

7. Staff Updates
- Brighton Township Master Plan Review – Ms. Cyphert reviewed the synopsis prepared by our department intern, Adam Kokenakes. The Board did not have any comments to send to Brighton Township. She was asked to send the Township a thank you note for asking us to review their Master Plan.
 - Updated CIP numbers – Ms. Cyphert noted that she provided the members with new CIP numbers to replace the original pages. There were a lot of changes prior to finalizing the CIP book and the curb and gutter numbers were incorrect. There were no project changes, just the numbers changed.
8. Commissioner Concerns – Commission Member Gardner noted that a friend was at the Mill Pond last weekend and noticed that someone had dumped a lot of food for the ducks and that she thought there were rats eating the food. She thought someone should know about this. It was decided that it was probably muskrats, not plain rats, that her friend saw eating the food.
9. Call to the Public

The call to the public was made at 8:45 p.m. Hearing no response, call to the public was closed.

10. Adjournment

Motion by Mr. Wirth, supported by Mr. Cooper, to adjourn the meeting at 8:45 p.m. **The motion carried 9-0.**

Bill Bryan, Secretary

Lauri French, Recording Secretary

area more pedestrian friendly that would include proposed pricing, easements necessary, where to put sidewalks, etc. This could be added to next year's CIP as a study or plan.

Unfinished Business

5. Discussion on zoning ordinance amendments pertaining to seasonal event parking – City Council Goal

Ms. Cyphert reported that she and Brad Maynes reviewed the ordinance amendment after the March meeting and came to the conclusion that we are deviating from what City Council wanted when this was discussed at the retreat. Ms. Cyphert is recommending going back to Council to get further direction or have them offer alternatives. She is concerned that if exceptions for building materials are made for public lots that private property owners will want to be able to use those materials for lots, too.

Ms. Cyphert offered an alternative to Planning Commission; that is, they could expand the jurisdiction of the Zoning Board of Appeals (ZBA) which would allow the ZBA to permit alternative parking lot materials to be used due to either future transition of the site to another use or if a lease arrangement is being used. There was a discussion about what the ZBA's scope should be, and Ms. Cyphert noted that Planning Commission would be creating a power for the ZBA and could make the wording say anything they want. She also noted that as it stands, these types of projects would have a hard time being approved by the ZBA since they do not constitute a hardship or practical difficulty for these overflow lots. The options for materials were discussed and any application to the ZBA would have to list the materials proposed to be used for an alternative parking surface. Planning Commission decided they didn't want to expand the jurisdiction of the ZBA.

Mr. Modrack noted that he wanted the Barton (West St.) parking lot to be a gravel lot due to the potential for future development. He was turned down by the ZBA because they had no way to approve it under the current ordinance, so the DDA had to do a full design with approved materials and we were lucky enough to get a grant to help pay for it. Mr. Modrack stated that we need to either find a solution or put a moratorium on any more development downtown until we get more parking.

There was discussion about whether we want to exempt ourselves from the parking ordinance requirements. Discussion continued and the Planning Commission came to the decision that they do not want to amend the parking lot building materials because it would allow everyone to use the alternative surfaces. The Board suggested amendments that would include creating a section in the parking ordinance that applies to publicly owned/leased parking lot that are permanent and in transition/leased and the type of materials allowed for each type of public parking lot.

Ms. Cyphert stated she would take the Planning Commission suggests to the City Council for input prior to Planning Commission continuing to work on the parking ordinance amendments.

Other Business

7. Staff Updates – None
8. Commissioner Concerns – None
9. Call to the Public

The call to the public was made at 9:05 p.m. Hearing no response, call to the public was closed.

10. Adjournment

Motion by Mr. Petrak, supported by Mr. Cooper, to adjourn the meeting at 9:05 p.m. **The motion carried 7-0-2.**

**City of Brighton
Planning Commission
Minutes
June 16, 2014**

1. Call to Order/Roll Call

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

Susan Gardner	Robert Pawlowski
David McLane	Chad Cooper
Steve Monet	Dave Petrak (arr. at 7:32)
Matt Smith	Al Wirth

Motion by Mr. Cooper, supported by Mr. Smith, to excuse Commission Member Bryan from tonight's meeting. **The motion carried 7-0-2.**

Also present was Amy Cyphert and Lauri French from Staff and an audience of three.

2. Approval of the April 21, 2014 Regular Meeting Minutes

Motion by Mr. Cooper, supported by Mr. McLane, to approve the April 21, 2014 regular meeting minutes as presented. **The motion carried 6-0-1-2, with one absence and Board Members Gardner and Wirth abstaining.**

3. Approval of the June 16, 2014 Agenda

Motion by Mr. Cooper, supported by Mr. Smith, to approve the agenda as presented. **The motion carried 8-0-1.**

4. Call to the Public

The call to the public was made at 7:32 p.m. Hearing no response, call to the public was closed.

Unfinished Business

5. Discussion on zoning ordinance amendments pertaining to seasonal event parking – City Council Goal

As discussed in Blue Sky, Ms. Cyphert reported that Planning Commission's recommendation was taken to City Council for discussion at the June 5 meeting. Council provided further direction, and Ms. Cyphert is working with City attorney Brad Maynes on the revised amendment language. Planning Commission will see the revised amendments at the July meeting.

New Business

6. PUD Amendment – Summit Pointe Commercial Center and Paramount Industrial Park #14-002

Ms. Cyphert reviewed the applicant's request and noted that the applicant and representatives are in the audience if Planning Commission has any questions. She stated that the amendment is needed for the expansion in agenda item number 7.

Wayne Perry from Desine, Inc. reviewed the site plan on behalf of the applicant. He discussed the history of Summit Pointe and Paramount and noted that the U of M parcel has been removed and that they have consolidated from five to two units. In response to questions from Planning Commission, he noted that no property is being added or subtracted under this site plan amendment. The total building square footage will be increased from the last approved site plan but is less than the original site plan approved.

**City of Brighton
Planning Commission
Minutes
July 21, 2014**

1. Call to Order/Roll Call

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

Al Wirth	Matt Smith
Bill Bryan	Robert Pawlowski
David McLane	Dave Petrak
Steve Monet	Susan Gardner

Absent: Chad Cooper

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

Also present was Amy Cyphert and Lauri French from Staff and an audience of five.

As noted in Blue Sky, Mr. Monet stated that this is Al Wirth's last Planning Commission meeting. His term expires August 1, 2014 and he has opted not to serve another term.

2. Approval of the June 16, 2014 Regular Meeting Minutes

Motion by Mr. Pawlowski, supported by Mr. Smith, to approve the June 16, 2014 regular meeting minutes as presented. **The motion carried 7-0-1-1, with one absence and Board Member Bryan abstaining.**

3. Approval of the July 21, 2014 Agenda

Motion by Mr. Petrak, supported by Mr. Smith, to approve the agenda as presented. **The motion carried 8-0-1.**

4. Call to the Public

The call to the public was made at 7:32 p.m. Hearing no response, call to the public was closed.

Unfinished Business

5. Discussion on zoning ordinance amendments pertaining to seasonal event parking – City Council Goal

As discussed in Blue Sky, Ms. Cyphert reported that the revisions to the proposed ordinance amendment are in the City attorney's office for review and should be available for Planning Commission's review at the August 18 meeting.

New Business

6. Site Plan – Façade Improvements at 135 W. North Street #14-003

Ms. Cyphert noted that the applicant and representatives are in the audience if Planning Commission has any questions. As noted in Blue Sky, the motion for this item should be revised to add a fourth item, "That City Council review and grant approval for the exterior finish of EIFS material".

Piet Lindhout from Lindhout Associates introduced himself, Craig Rummier (partner with Bob Herzog) and Stan Schafer who will be doing the construction. He reviewed the site plan and explained that Mr. Herzog

**City of Brighton
Planning Commission
Minutes
August 18, 2014**

1. Call to Order/Roll Call

Planning & Zoning Director Amy Cyphert called the meeting to order at 7:30 p.m. because Chairperson Monet and Vice Chairperson Smith were both absent. **Motion** by Mr. Pawlowski, supported by Ms. Gardner, to appoint Dave Petrak as Chairperson due to the absences of Chairperson Monet and Vice Chairperson Smith. **Motion carried 6-0-2.**

The following were present:

Bill Bryan	Robert Pawlowski
David McLane	Dave Petrak
Chad Cooper	Susan Gardner

Absent: Steve Monet, Matt Smith

Motion by Mr. McLane, supported by Mr. Cooper, to excuse Commission Members Monet and Smith from tonight's meeting. **The motion carried 6-0-2.**

Also present was Amy Cyphert and Lauri French from Staff and an audience of two.

2. Approval of the July 21, 2014 Regular Meeting Minutes

Motion by Mr. Pawlowski, supported by Mr. Bryan, to approve the July 21, 2014 regular meeting minutes as presented. **The motion carried 5-0-2-1, with two absences and Board Member Cooper abstaining.**

3. Approval of the August 18, 2014 Agenda

Motion by Mr. McLane, supported by Mr. Pawlowski, to approve the agenda as presented. **The motion carried 6-0-2.**

4. Call to the Public

The call to the public was made at 7:33 p.m. Hearing no response, call to the public was closed.

Unfinished Business

5. Discussion on zoning ordinance amendments pertaining to seasonal event parking – City Council Goal

As discussed in Blue Sky, Ms. Cyphert reported that the revisions to the proposed ordinance amendment are not yet complete but should be available for Planning Commission's review at the September 15 meeting.

New Business

6. Site Plan – BAS Banner Renewal #14-006

Ms. Cyphert reviewed the applicant's request. As noted in Blue Sky, the request for renewal of the Brighton High School banners is typically done every one or two years. The commission members

Acting Chairperson Petrak closed the regular meeting at 7:40 p.m. and opened the public hearing. Matt Modrack, City of Brighton DDA Director, expressed support for the rezoning and the project. He also noted that City Council has used conditional rezoning in the past and they resulted in some very good projects. He stated there is a strong demand for retail in the city, more than for office space. He noted the city has competition not only from Green Oak but also from the Latson Road interchange. He referenced the International Council of Shopping Center conference he attended a few weeks ago; everyone he spoke to seemed to be very aware of Brighton's emergence as a retail center. In his opinion, enforcement of the consent judgment for that property paid off; the judgment required demolition of the buildings on the site and it wasn't too long afterward that an offer was made for the property. Hearing no further comments, Acting Chairperson Petrak closed the public hearing and resumed the regular meeting at 7:44 p.m.

Motion by Mr. Cooper, supported by Mr. Bryan, to recommend to City Council the approval of the conditional rezoning from OS (Office Services District) to C-2 (General Commercial District) for the property described as 4718-30-100-066, 8589 W. Grand River, with the attached application and preliminary site plan. The approval is subject to the following conditions:

1. That City Council establish a time period of two years during which the conditions apply to the land; if the conditions are not satisfied within the two years, the land shall revert to its former zoning classification.
2. That the applicant submit the site plan for final approval in accordance with city ordinances, city engineering recommendations and in substantial conformance with the attached site plan once the rezoning has been approved.

The motion carried 5-0-3.

Unfinished Business

6. Discussion on zoning ordinance amendments pertaining to seasonal event parking – City Council Goal

Due to workload on other matters, Ms. Cyphert reported that the revisions to the proposed ordinance amendment are not yet complete but should be available for Planning Commission's review at the October 20 meeting.

New Business

Other Business

7. Staff Updates – Ms. Cyphert advised that a new Planning Commission member will be appointed at the September 18 City Council meeting to replace Al Wirth. Mr. Cooper noted that there was discussion at the City Council meeting about reducing the size of the Planning Commission. Ms. Cyphert advised that since there were applicants to fill the vacant seat, the City Council did not make a motion to pursue reducing the size at this time.
8. Commissioner Concerns - None
9. Call to the Public - The call to the public was made at 7:50 p.m. Hearing no response, call to the public was closed.
10. Adjournment

Motion by Mr. Cooper, supported by Mr. McLane, to adjourn the meeting at 7:50 p.m. **The motion carried 5-0-3.**

**City of Brighton
Planning Commission
Minutes
October 20, 2014**

1. Call to Order/Roll Call

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

The following were present:

Bill Bryan	Dave Petrak
David McLane	Susan Gardner
Chad Cooper	Robert Pawlowski
Matt Smith	Michael Schutz
Steve Monet	

Chairperson Monet welcomed new Planning Commission member Michael Schutz and introductions were made.

~~**Motion** by Mr. Cooper, supported by Mr. McLane, to excuse Commission Members Monet, Pawlowski and Smith from tonight's meeting. **The motion carried 5-0-3. (as corrected at 11/17/14 Planning Commission meeting).**~~

Also present was Amy Cyphert, Matt Modrack and Lauri French from Staff and an audience of one.

2. Approval of the September 15, 2014 Regular Meeting Minutes

Motion by Mr. Cooper, supported by Ms. Gardner, to approve the September 15, 2014 regular meeting minutes as presented. **The motion carried 5-0-4 with Commission Members Monet, Smith, Pawlowski and Schutz abstaining.**

3. Approval of the October 20, 2014 Agenda

Motion by Mr. Cooper, supported by Mr. Smith, to approve the agenda as presented. **The motion carried 9-0.**

4. Call to the Public

The call to the public was made at 7:32 p.m. Hearing no response, call to the public was closed.

Public Hearings

Unfinished Business

5. Discussion on zoning ordinance amendments pertaining to seasonal event parking – City Council Goal

Ms. Cyphert reviewed the background of the ordinance amendment and noted that she and City Attorney Brad Maynes went back to City Council in June 2014 for further clarification to draft the amendment. She also received input from the City engineer. She reviewed the ordinance amendment and stated that we need to clarify that the overflow and transitional parking lots are exempt from the DBD parking requirements. She also pointed out that it was brought to her attention by Ms. French that item 3 in the overflow parking section currently limits approval for overflow parking lots to three years and should be changed to allow for extensions as provided in the transitional section. Commission Member Smith noted that he would like some version of the language in item 4 of the transitional section added to the overflow parking section. Mr. Modrack noted that the CSX West overflow lot will have some paved spaces at the front but the rest will be grass. Transitional lots are sites that can be used immediately for parking but

that have a higher best use such as redevelopment. It is his opinion that the definitions in the amendment meet the intent of both lots. Ms. Cyphert, in response to a question about safety in the CSX West lot, advised that the CSX will require a fence if the property is to be used for parking, even for the grass area.

Staff was directed to take the comments from tonight's meeting back to the City attorney and do one more draft to be reviewed at the November Planning Commission meeting.

New Business

6. Site Plan – Chamber of Commerce Accessory Building #14-007

Ms. Cyphert briefly reviewed the background of this request. This is before Planning Commission tonight for approval before going to Council because vinyl siding is not allowed in the DBD (Downtown Business District) without City Council approval and the Chamber is located within the DBD.

There was a concern raised about using vinyl siding on an accessory building behind what is a very historic building. Mr. Modrack responded as Chairperson of the Chamber Board that his preference would be to use hardy plank siding which is more durable but also more costly than vinyl siding. He said it looks like wood and doesn't sag like vinyl siding has a tendency to do. In response to a question about whether the shed would be visible from downtown, Mr. Modrack stated that there is quite a bit of vegetation in front of the shed and it is set back on a curved portion of the property. The location of the shed was dictated by the location of overhead electrical lines. Mr. Petrak noted that he would prefer horizontal versus vertical siding and noted that there is high quality vinyl siding available. Mr. Modrack stated they are still working on getting the budget together for this project and won't be building it until probably April 2015.

Motion by Mr. Petrak, supported by Mr. Smith, to recommend conditional site plan approval for the Chamber of Commerce Accessory Building #14-007 as depicted on plans prepared by Lindhout Associates, job no. #0044, sheets 01, 02, 03 last dated 9-19-14 subject to the following:

1. That any damages done to the existing driveway and parking lot be repaired.
2. That additional building and fire code review will occur during the building permit review.
3. That City Council approves the use of vinyl siding if requested.

Ms. Gardner asked if there would be any changes to the existing fencing behind the Chamber building as a result of the addition of the accessory building and Mr. Modrack responded that there would not be any changes.

The motion carried 8-1.

Other Business

7. Staff Updates – Ms. Cyphert advised that we received the draft Green Oak Township Master Plan for review, and a summary prepared by our intern, Adam Kokenakes, was included in the packet. Ms. Cyphert was directed to send Green Oak Township a letter thanking them for the opportunity to comment on their Master Plan. Ms. Cyphert also noted that she received a letter from Hartland that they intend to amend their Master Plan.

Ms. Cyphert stated there will be a meeting on November 17. Mr. Smith and Mr. Petrak advised they will be absent for the November meeting.

8. Commissioner Concerns - None

9. Call to the Public - The call to the public was made at 8:09 p.m. Bob Pettengill, who recently purchased the house at 608 W. Main Street, advised that he had used the City's Master Plan before he made the decision to purchase the house. He and his wife will be converting the house back to single

Unfinished Business

- 7.a. Discussion on zoning ordinance amendments pertaining to seasonal event parking – City Council Goal

Ms. Cyphert noted that the revised drafted dated 11-17-14 incorporated comments from the October Planning Commission meeting regarding this topic. Mr. Modrack pointed out that the extensions in item 4 under “overflow parking lots”, Section 98-88, should not be limited to one three-year extension since by their definition, overflow parking lots, particularly the CSX West lot, will not be used for any other purpose other than parking. There was consensus to take out the word “one” for the next version. Planning Commission also discussed the number of days that an overflow lot could be used and it was decided that the “not to exceed 182 days” language was appropriate. Planning Commission also recommended that the gate separating the paved parking spaces from the gravel spaces at the CSX lot remain in the site plan so the lot may be closed off, if required.

Motion by Mr. Cooper, supported by Mr. Schutz, to set a public hearing date for December 15, 2014 to review the proposed amendments to Section 98-3, Definitions, Section 98-88, Overflow parking lots and Section 98-89, Transitional Parking Lots, to include the change to item 4. in Section 98-88 as noted above. **The motion carried 6-0-3.**

Other Business

8. 2015 Meeting Date Schedule Changes
- January Meeting – 12th
 - February Meeting – 9th
 - April Meeting – 13th

Ms. Cyphert noted that the January and February 2015 meeting dates cannot be held on the third Monday due to holidays, and that both she and Mr. Modrack are out of town at conferences the April 20 meeting, which necessitates the above changes in the dates for 2015.

Motion by Mr. Pawlowski, supported by Mr. McLane, to adopt the 2015 meeting dates with the changes noted above. **The motion carried 6-0-3.**

9. Noeker/E.D. Ewing/Greimel Nominations – Ms. Cyphert asked that any nominations be sent to her for this year’s awards.
10. Staff Updates – Ms. Cyphert advised that we sent Green Oak Township a letter thanking them for the opportunity to comment on their Master Plan.
11. Commissioner Concerns - None
12. Call to the Public - The call to the public was made at 8:40 p.m. Hearing no response, call to the public was closed.
13. Adjournment

Motion by Mr. Cooper, supported by Mr. Schutz, to adjourn the meeting at 8:40 p.m. **The motion carried 6-0-3.**

Bill Bryan, Secretary

Lauri French, Recording Secretary

**City of Brighton
Planning Commission
Minutes
December 15, 2014**

1. Call to Order/Roll Call

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

The following were present:

David McLane	Robert Pawlowski
Steve Monet	Susan Gardner
Dave Petrak	Michael Schutz
Matt Smith	

Motion by Mr. Smith, supported by Mr. Pawlowski, to excuse Commission Members Bryan and Cooper from tonight's meeting. **The motion carried 7-0-2.** This would have been Mr. Cooper's last meeting as he has resigned from City Council effective January 1, 2015.

Also present was Amy Cyphert and Lauri French from Staff and an audience of three.

Chairperson Monet announced that the City Attorney wants to have a meeting with Staff on the parking ordinance amendment, so there will still be a public hearing tonight to hear comments but no action will be taken to recommend approval to City Council. There may have to be one more public hearing held and it will be published in the normal manner.

2. Approval of the November 17, 2014 Regular Meeting Minutes

Motion by Mr. McLane, supported by Ms. Gardner, to approve the November 17, 2014 regular meeting minutes as presented. **The motion carried 5-0-2-2, with two absences and Commission Members Petrak and Smith abstaining.**

3. Approval of the December 15, 2014 Agenda

Motion by Mr. Pawlowski, supported by Mr. Schutz, to approve the agenda as presented. **The motion carried 7-0-2.**

4. Call to the Public

The call to the public was made at 7:33 p.m. Jim Muzzin, Brighton City Mayor, thanked the Planning Commission members for their service and wanted to let them know that the City is accepting letters of interest until January 9, 2015 for the vacancy on City Council due to Chad Cooper's resignation. He encouraged the Planning Commission members to submit a letter. Hearing no further response, call to the public was closed at 7:38 p.m.

Public Hearings

5. Public Hearing to consider amendments to Chapter 98, Article I. In General, Section 98-3. Definitions and the addition of Chapter 98, Article III. Off-Street Parking and Loading, Sec. 98-88. Overflow parking lots and Sec. 98-89. Transitional parking lots.

Chairperson Monet closed the regular meeting and opened the public hearing at 7:40 p.m. Jerry and Janet Joseph spoke as owners of industrial property on Advance Street in Brighton. They stated they are looking for information about why changes to the parking ordinance are being made. He noted that Amy Cyphert has been very helpful and thanked her for her assistance. Mr. Joseph provided a list of questions that were read to Planning Commission (attached). Ms. Cyphert noted that she will forward

these questions to the City Attorney and Planning Commission may be able to answer some of them tonight.

Mayor Jim Muzzin noted that this topic was discussed at the November 2013 City Council goal setting retreat because while the Johnson lot on North Street and the CSX lot on the other side of the tracks were being used for parking during events and on weekends during the summer, the lots were not built to City ordinances and we could therefore not direct people to park at those lots legally. The overflow and transitional lot amendments to the parking ordinance seemed like a good way to address this issue for both public and private lots.

Janet Joseph expressed a concern that if Brighton eases up the parking ordinances for everyone that there will be an increase in the number of gravel lots in the City. Ms. Cyphert explained that we could not exempt ourselves from the ordinance and that both types of lots have to go through site plan approval by Planning Commission and City Council for both the original application and any extensions. She indicated she will send the Josephs' list of questions to the City Attorney to respond if any changes need to be made to the draft ordinance. We are not asking Planning Commission to act on this item tonight.

Chairperson Monet closed the public hearing at 7:55 p.m. In response to some of the questions, Ms. Cyphert noted that the parking ordinance amendments as proposed will apply to all zoning districts; definitions for both overflow and transitional parking lots are included in the ordinance and the ordinance states that none of the spaces within an overflow or transitional parking lot may be used to satisfy off-street parking space requirements for a property. The ordinance calls for gravel to be used, not crushed asphalt, and new engineering standards will be published soon. The amendments require site plan approval for an overflow or transitional parking lot.

Chairperson Monet noted that the public hearing notice will be republished after the City Attorney and Staff holds their meeting.

Motion by Mr. Petrak, supported by Ms. Gardner, to table discussion on amendments to Chapter 98, Article I. In General, Section 98-3, Definitions, and the addition of Chapter 98, Article III. Off-Street Parking and Loading, Sec. 98-88, Overflow parking lots, and Sec. 98-89, Transitional parking lots. **The motion carried 7-0-2.**

Unfinished Business

New Business

Other Business

6. Adoption of the By-laws and Rules of Procedure for the Planning Commission – There were no changes to the by-laws and no action was taken by the Planning Commission.
7. Elections of Officers
 - a. Chairperson
 - b. Vice Chairperson
 - c. Secretary
 - d. ZBA Liaison
 - e. City/Township Advisory Board for 1987 Genoa Land Transfer

Ms. Cyphert reviewed the current officers who are Steve Monet, Chairperson; Matt Smith – Vice Chairperson; Bill Bryan – Recording Secretary; and Dave McLane – ZBA Liaison. She noted that a replacement must be appointed to replace Al Wirth on the Advisory Board. Bob Pawlowski was nominated for Al Wirth's replacement by Matt Smith.

Motion by Ms. Gardner, supported by Mr. Smith, to accept the nominations of those currently serving as Chairperson, Vice Chairperson, Recording Secretary and ZBA Liaison and to appoint Bob Pawlowski to

Ms. Cyphert reviewed the CIP format and noted that there are no unfunded projects as in past years; a proposed funding source is provided for each project. We will not know how many of the year 1 projects will be approved until Council goes through the budget process for FY 15-16. Mr. Petrak recommended adoption of the document as presented; he noted that Staff has done a lot of work on the CIP and he doesn't think Planning Commission should micro-manage it. Mr. Monet stated he is looking for any comments to take back to City Council before they consider the projects. Mr. Bryan noted that the CIP is much better than in past years and that Staff did a good job filtering out projects with no funding source. Mr. Monet noted that one of the possible funding sources for roads is special assessments and in his opinion this would be a hard sell to residents unless there is a change in the participation rates. He asked what the road construction priorities are and Ms. Cyphert noted that DPW Director Dave Blackmar has looked at all the roads and prioritized them based on need. She also noted the priorities will also be based on available funding.

Motion by Mr. Petrak, supported by Mr. Bryan, to adopt the 2015-2021 Capital Improvements Program as presented and recommend approval by City Council. **The motion carried 8-0-1.**

7. Discussion on zoning ordinance amendments pertaining to seasonal event parking per a City Council Goal and possibly set a public hearing date

Ms. Cyphert noted that a copy of the revised draft ordinance was handed out at tonight's meeting and asked Mr. Maynes from the City Attorney's office to summarize the changes. Mr. Maynes explained that the prior version of the proposed parking ordinance would have permitted overflow and transitional parking everywhere in the City, which was not the intent. Also, the changes in the last draft were not consistent in the various sections of the ordinance. The latest draft includes overflow and transitional parking in the DBD parking ordinance exemptions. The draft also now creates these types of parking lots under special use permits which require approval by City Council.

There was discussion about the 3-year extension for transitional lots and how the owner of such a lot would prove a hardship for another 3-year extension

Motion by Mr. Pawlowski, supported by Mr. McLane, to schedule a public hearing for the March 16, 2015 Planning Commission meeting. **The motion carried 8-0-1.**

Other Business

10. Staff Updates – Ms. Cyphert advised that there will be a March Planning Commission meeting and she does have some site plans in addition to the public hearing that will be held.
11. Commissioner Concerns - None
12. Call to the Public - The call to the public was made at 8:50 p.m. Hearing no response, call to the public was closed.
13. Adjournment

Motion by Mr. Petrak, supported by Ms. Gardner, to adjourn the meeting at 8:50 p.m. **The motion carried 8-0-1.**

Bill Bryan, Secretary

Lauri French, Recording Secretary