

**City of Brighton  
Planning Commission  
Minutes  
December 19, 2011**

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

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

|                   |                  |
|-------------------|------------------|
| Larry Schillinger | Steve Monet      |
| David McLane      | Robert Pawlowski |
| Matt Smith        | John Wells       |

Absent: Bill Bryan, Dave Petrak

**Motion** by Mr. Wells, supported by Mr. Smith, to excuse Commission Members Bryan and Petrak from tonight's meeting. **Motion carried 7-0-2.**

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

**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**

**Motion** by Mr. Wirth, supported by Mr. Pawlowski, to approve the October 17, 2011 regular meeting minutes as presented. **The motion carried 5-0-4**, with two absences and Mr. Wells and Mr. Smith abstaining due to their absence at the October meeting.

**4. Approval of the November 21, 2011 Regular Meeting Minutes**

**Motion** by Mr. Pawlowski, supported by Mr. McLane, to approve the November 21, 2011 regular meeting minutes as presented. **The motion carried 6-0-3**, with two absences and Mr. Wirth abstaining due to his absence at the November meeting.

**5. Approval of the December 19, 2011 Agenda**

**Motion** by Mr. Wells, supported by Mr. Wirth, to approve tonight's agenda as presented. **The motion carried 7-0-2.**

**Old Business** - None

**New Business** - None

**6. Site Plan – Excelda – 131 Hyne Street #11-014**

Ms. Cyphert reviewed the site plan and noted that approval would be subject to the four conditions stated in the Planning report. She noted that the project architect and Excelda representatives are present in the audience if Planning Commission has any questions. Mr. Piet Lindhout, project architect, introduced Holly Osterhout and John Eckstein from his office, Tom Dumond from Boss Engineering, and Eric Adams, VP-Operations, Mike LaMarra, President, and Geri Barr, VP-Communications, from Excelda. Mr. LaMarra shared some company background and what they do. Their philosophy for the building project was to build the best place for the best people and it was designed so people want to work there. He

would like to keep local college graduates in the state. The building will consolidate staff from their other locations in Fowlerville and Green Oak Township into one building.

Mr. Lindhout reviewed the site plan drawings which include wider sidewalks with brick paver bands, a patio area with outdoor seating and a small rain garden area, and green space for possible future expansion. There are 11 parking spaces using brick pavers with clipped corners to make them pervious. Excelda has incorporated many "green" aspects into the design of their building such as geothermal heat pumps to heat and cool as well as tinted windows. They are working with the DDA to possibly add a crosswalk at the corner of Hyne and North St. since the Hyne and Pierce Street lots will in all likelihood be used for employee parking during the day. The main entry to the new building will be off North St. The interior of the building is an open design with no office walls.

Motion by Mr. Smith, supported by Mr. Wirth, to recommend conditional site plan approval for the Excelda Office Building at 131 Hyne Street #11-014 as depicted on plans prepared by Boss Engineering, sheets, 1-10, project no. 11-216, last dated 12-6-11 and the plans prepared by Lindhout Associates, sheets A1.1, A1.2, and A2.1, project no. 1153, last dated 12-7-11 subject to the following:

1. That all signage comply with applicable Ordinances or variances obtained.
2. That right of way permits be obtained from the Department of Public Services for work within the right of way.
3. That any damages done to the existing sidewalk be repaired to current condition or DDA standards as noted on the plans.
4. The items raised in the City Engineer's letter are addressed during the construction review.

**The motion carried 7-0-2.**

### **Other Business**

#### **7. 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. As discussed in the November meeting, 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 asked that the By-laws and Rules of Procedures be revised to make the election of officers for Planning Commission in the December meeting, which is in the document being approved tonight. Mr. Wirth suggested a minor change to Section 4.11, Voting Abstentions, to make it clear when Commission members may or must abstain from a vote (as noted in Section 5.0, Conflicts of Interest). Ms. Cyphert will amend the By-laws and Rules of Procedure to incorporate this change.

**Motion** by Mr. Schillinger, supported by Mr. McLane, to adopt the By-laws and Rules of Procedure for the Planning Commission as amended. **The motion carried 7-0-2.**

#### **8. Election of Officers**

There was a brief discussion about whether the current officers would be willing to serve for another one-year term. **Motion** by Mr. Wirth, supported by Mr. Pawlowski, to accept the nominations of Steve Monet, Chairperson, Matt Smith, Vice-Chairperson, John Wells, Secretary, and Dave McLane, ZBA Liaison, as Planning Commission officers. **The motion carried 7-0-2.**

**9. Siford/E.D. Ewing/Greimel Nominations**

Ms. Cyphert reviewed the nominations for the above awards.

Siford Award Nominees

Bagger Dave's – interior and exterior  
Willowbrook addition  
205 West building (excl. parking lot & park)  
Wooden Spoon – interior and exterior  
Studio West Gallery (rear of Bagger Dave's)  
Elite Feet (interior)  
Talula and Sassafrass – exterior and interior  
Readdy Boutique – interior

Ewing Award Nominees

781 S. Third – exterior paint  
405 S. Third – exterior paint & landscape  
715 N. Second – interior & exterior remodel  
815 Brighton Lake Rd. - exterior  
1003 W. Main St. – exterior remodel

Greimel Award Nominees – the Commission members nominated the Willowbrook addition and the 205 West Building. They discussed the fact that the entire site had been repurposed and it incorporated public and private improvements at a downtown site. **Motion** by Mr. Wells, supported by Mr. Schillinger, to award the Greimel Award to the 205 West Building. **Motion carried 7-0-2.**

Mr. Schillinger nominated Bagger Dave's and Studio West Gallery for the Siford award for the best use of a commercial building. Motion by Mr. Schillinger, supported by Mr. Pawlowski, to award the Siford Award to Bagger Dave's and Studio West Gallery. **Motion carried 7-0-2.**

**Motion** by Mr. Wells, supported by Mr. Wirth, to award the E. D. Ewing award to the homeowners for 815 Brighton Lake Road for the exterior improvements. **Motion carried 7-0-2.**

Ms. Cyphert advised that the award winners would be notified by mail and the awards will be presented at either the January or February Planning Commission meeting.

**10. Staff Updates**

a. Reminder – January Meeting Date Changed to January 23<sup>rd</sup> – Ms. Cyphert reminded the Commission members that the January meeting will be held on January 23 instead of January 16.

**11. 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.

**11. Adjournment**

**Moved** by Mr. Wells, supported by Mr. Wirth, to adjourn the meeting at 8:40 p.m. **The motion carried 7-0-2.**

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John Wells, Secretary

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Lauri French, Recording Secretary