



# Brighton City Council Meeting

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

## Regular Business Meeting February 1, 2018 – 7:30 p.m.

### AGENDA

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

#### Consent Agenda Items

5. Approval of Minutes: [Study Session of January 18, 2018](#)
6. Approval of Minutes: [Regular Meeting of January 18, 2018](#)
7. Appointment of [Sue Ellen Ikens](#) to the Board of Review
8. Approval of the [Resolution recognizing S&S Athletic Boosters \(Supporting Charyl Stockwell Academy\) as a non-profit organization](#) in the community for the purpose of obtaining a Charitable Gaming License
9. Approval of the [Purchase of a 2018 GMC Sierra 2500HD, 4 WD Pick Up Truck with Snow Plow Equipment](#) for the Utilities Division at a cost of \$35,240

#### Correspondence

10. Call to the Public
11. Swearing In of Police Officer John D'Amico
12. Staff Updates
13. Updates from Councilmember Liaisons to various Boards and Commissions

#### New Business

14. [First Reading and Setting of a Public Hearing for March 1, 2018 for Ordinance Number 581: Amendment to the City's Zoning Map](#) Described in Section 98-3.24 of the City's Zoning Ordinance
15. Consider Approval of [Site Plan #18-01 – 205 W. Main Street – Roadies Restaurant](#)
16. Final Approval of [Ballot Language and Public Education Outline for a Proposed Headlee Override Millage](#) for the Purpose of Reconstructing and Maintaining Streets and Related Infrastructure to be Scheduled for the August 2018 Election

#### Other Business

17. Call to the Public
18. Adjournment



# Brighton City Council Minutes

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

## MINUTES OF THE STUDY SESSION OF THE BRIGHTON CITY COUNCIL HELD ON JANUARY 18, 2018

### 1. Call to Order

Mayor Muzzin called the Study Session to order at 6:30 p.m.

### 2. Roll Call

Present were Mayor Muzzin, Mayor Pro-Tem Pipoly, Councilmembers: Emaus, Bohn, Gardner, Tobbe, and Pettengill. Staff: City Manager Nate Geinzer, Attorney Paul Burns, Assistant to the DPW Director/Deputy City Clerk Patty Thomas, Assistant to the City Manager Jessica Lienhardt, Senior Community Development Associate Mike Caruso, DPW Director Marcel Goch, Police Chief Rob Bradford, Utilities Director Tim Krugh, Community Development/DDA Coordinator Brandon Skopek, Finance Director Gretchen Gomolka, Organizational Relations Manager Michelle Miller and Community Development Associate Lydia Macklin-Camel. There was no one in the audience.

Susan Bromley from the Livingston County Daily Press & Argus was present.

### 3. Call to the Public

Mayor Muzzin opened the Call to the Public at 6:30 p.m. Hearing and seeing none, he closed the Call to the Public at 6:30 p.m.

### 4. Discussion of Ballot Language for the Proposed Headlee Override

City Manager Geinzer reviewed the suggested ballot language for the proposed Headlee Override. He explained that the changes reflected City Council's discussion at the Annual Retreat about dedicating the funding for streets. The ballot language included a narrowed purpose of the override, which explained specifically how the funds would be spent.

City Council and staff discussed the proposed language and suggested changes.

Mr. Geinzer stated staff would like to have this placed on the August 7, 2018 election ballot and that the decision did not have to be made this evening. He stated that staff and the City Attorney can make the changes discussed this evening and return to City Council for review and approval at the first meeting in February.

### 5. Discussion of Public Education Materials for the Proposed Headlee Override

Assistant City Manager Lienhardt reviewed the three different proposed public education messages. Staff is asking Council to determine which message they would like to use in educating the public on the proposed Headlee Override request.

There will be many different types of materials used during the public education process, such as mailers, handouts for the public educational meetings, information on the City's website, etc.

City Council and staff discussed the message choices. They chose one to use and suggested further changes.

**6. Call to the Public**

Mayor Muzzin opened the Call to the Public at 7:20 p.m. Hearing and seeing none, he closed the Call to the Public at 7:20 p.m.

**7. Adjournment**

**Motion** by Mayor Pro-Tem Pipoly, seconded by Councilmember Emaus, to adjourn the meeting at 7:21 p.m. **The motion carried unanimously.**

---

Patty Thomas, Asst. to the DPW  
Director / Deputy Clerk

---

James Muzzin, Mayor

DRAFT



# Brighton City Council Minutes

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

## MINUTES OF THE REGULAR MEETING OF THE BRIGHTON CITY COUNCIL HELD ON JANUARY 18, 2018

### 1. Call to Order

Mayor Muzzin called the Regular Meeting to order at 7:30 pm.

### 2. The Pledge of Allegiance was recited

### 3. Roll Call

Present were Mayor Muzzin, Mayor Pro-Tem Pipoly, Councilmembers: Emaus, Bohn, Gardner, Tobbe, and Pettengill. Staff: City Manager Nate Geinzer, Attorney Paul Burns, Assistant to the DPW Director/Deputy City Clerk Patty Thomas, Assistant to the City Manager Jessica Lienhardt, Senior Community Development Associate Mike Caruso, DPW Director Marcel Goch, Police Chief Rob Bradford, Utilities Director Tim Krugh, Community Development/DDA Coordinator Brandon Skopek, Finance Director Gretchen Gomolka, Organizational Relations Manager Michelle Miller and Community Development Associate Lydia Macklin-Camel. There were 11 individuals in the audience.

Susan Bromley from the Livingston County Daily Press & Argus and Tom Tolen from WHMI were present.

### 4. Consider Approval of the Agenda

Councilmember Emaus requested to have Agenda Item #9 moved from the Consent Agenda.

**Motion** by Mayor Pro-Tem Pipoly, seconded by Councilmember Emaus, to approve the Agenda with Item #9 being moved from the Consent Agenda. **The motion carried unanimously.**

#### CONSENT AGENDA

**Motion** by Councilmember Pettengill, seconded by Councilmember Emaus, to approve the Consent Agenda as presented. **The motion carried unanimously with a roll-call vote.**

The following items were approved:

5. Approval of Minutes: Study Session of January 4, 2018
6. Approval of Minutes: Regular Meeting of January 4, 2018
7. Approval of Minutes: Closed Session of January 4, 2018
8. Approval of Amendment to Fee Schedule: New Fee for Planning Commission Conceptual Plan Review

## CORRESPONDENCE

### 10. Call to the Public

Mayor Muzzin opened the Call to the Public at 7:33 p.m.

Ms. Debra Carley, owner of Beverly Rae's, stated she has been in the community for 42 years and has had her business on Main Street since 1974. Her landlord is trying to push her out of the building. She will not be leaving the community and will begin litigation with her landlord. She does not feel that another coffee shop or theater is needed downtown. There is a performing arts center at the High School. She stated that the City has issues with parking. A vibrant community needs both retail and restaurants.

Betsy, a resident of Brighton for 13 years, is in support of The Gollers' proposed business. This is an activity that will be available for kids.

Ms. Amy Goller stated she would like to open a café theater in downtown at 306 W. Main Street. The theater will not just be for children. It will be for adults also. This will be a smaller venue than the Brighton Center for the Performing Arts.

Mr. Tom Carley, who owns Beverly Rae's with his wife, questioned where the vehicles will be parking that will be visiting the new restaurants being constructed on Main Street. He asked if their parking requirements have been met.

Ms. Patty Phillips echoes the concerns of the parking downtown. She believes having a theater downtown is a good use; however, not in this location. She asked for clarification if the proposed business is a theater or a coffee shop.

The Call to the Public was closed at 7:45 p.m.

Mr. Geinzer reviewed the parking ordinance for businesses downtown and the new restaurants in Mr. Carley's question are not required to provide on-site parking. He stated that the City is working on addressing downtown parking options.

### 11. Staff Updates

Chief Bradford stated the Ransomware virus is active again. He suggested having that everyone have their information backed up on hardware.

Mr. Skopek stated that the renovations at 440 W. Main are almost complete and they anticipate opening shortly.

Mr. Goch advised that the crosswalk signs on Main Street have been blinking when not being utilized by pedestrians. Staff is working on fixing the problem, which is being caused by the buttons freezing.

Ms. Lienhardt stated the PSD Board will be holding informational meetings regarding the proposed Special Assessment on January 30<sup>th</sup> from 8 am - 10 am and from 6 pm - 8 pm and on February 8<sup>th</sup> from 8 am – 10 and from 6 pm – 8 pm at City Hall.

12. Updates from Councilmember Liaisons to other Boards and Commissions

Mayor Pro-Tem Pipoly had nothing to report.

Councilmember Bohn is concerned with DTE's service. He notices that the electricity is out frequently. He recalls that DTE visited City Council a few years ago and they were supposed to provide a plan for upgrades to the system, tree trimming, etc. He asked if the representative could come before City Council in the near future to discuss these items.

Councilmember Tobbe provided a review of the Arts and Culture Commission meeting held last week.

Councilmember Gardner provided a review of the recent County Commissioners meeting she attended. She noted that there has been an outbreak of Hepatitis C in Michigan, and Livingston County specifically. The County has been awarded \$98,500 to conduct community education, immunizations, etc. If any residents have concerns, they can contact the County Health Department or their own physician.

Councilmember Pettengill had nothing to report.

Councilmember Emaus provided a review of the Brighton Veteran's Memorial Committee held on January 10, 2018. He stated the Bill Reuben has stepped down as President and Steve Conaway was voted in as the new President. There is now a vacancy on the Board so the Committee is seeking applicants. It is a five-year term and the requirement is that the person needs to be a veteran.

Mayor Muzzin provided a review of the Brighton Area Fire Authority Meeting on January 11, 2018 and the DDA meeting held on Tuesday, January 16, 2018. Mr. Pipoly added that the plan is to begin the Millpond construction in April. The plan is to hold the Sunday Night Gazebo Concerts and classic cars in the City Hall Parking lot; however, he has spoken to some of the owners of the classic cars who participate, and they would like to have them continue to be staged on Main Street. He advised staff that this will need to be discussed as part of the Civic Event approval process.

**NEW BUSINESS**

9. Transmittal of Pension and OPEB Reporting under Public Act 202 of 2017

Ms. Gomolka reviewed the details of the transmittal. The City does not trigger an underfunded status in either the Pension or OPEB plans; however, it is close to triggering the status on both.

Councilmember Emaus stated he asked to have this item removed from the Consent Agenda to ask for clarification as to why these plans are not considered to be underfunded and thanked Ms. Gomolka for explaining this in her review.

**Motion** by Councilmember Emaus, supported by Councilmember Tobbe, to approve the transmittal of Pension and OPEB Reporting under Public Act 202 of 2017. **The motion carried unanimously.**

13. Consider Approval of Special Land Use Permit Request #17-018 - 306 W. Main St.

Mr. Skopek provided a detailed review of the proposed Special Land Use Permit Request. This will be both a coffee house and a theater; however, the Special Land Use is for the performing arts theater only. The coffee house is a permitted use. He noted that this business previously received approval for a different location in the City.

City Council discussed the hours of operation, parking needs of the proposed use, specific uses of the building, the details of the Special Land Use Permit, possible conditions to be placed on an approved permit, and what procedure should be followed if City Council wishes to deny the request.

**Motion** by Councilmember Emaus, seconded by Mayor Pro-Tem Pipoly, to approve Special Land Use Permit #17-018 for 306 W. Main Street and direct staff and the City Attorney define evenings and weekends when finalizing the permit. **The motion carried with a roll call vote (Muzzin - no; Pettengill - yes; Pipoly - yes; Tobbe – yes; Bohn – no; Emaus – yes; Gardner - yes).**

14. Consider Approval of Ballot Language for a Proposed Headlee Override Millage for the Purpose of Reconstructing and Maintaining Streets and Improvements within the Rights-of-Way to be Scheduled for the August 2018 Election

Mr. Geinzer reviewed the strategy that staff has developed to address the City's fiscal shortfall and how it relates to the need for investment in the City's street network. Based on the study that was done last year, there is a multi-million dollar backlog of maintenance needed. He presented photographs showing the conditions of many of the City's streets.

Mr. Goch described the details of the street study and how the lack of maintenance has affected, and will continue to affect, the streets. The City's current rating is 48 /100, or "poor".

Ms. Lienhardt explained the reasons why street maintenance was not funded over the past decade, including the recession in 2008 which lowered property tax revenue, the Headlee Rollback, Proposal A, and a decrease in State revenue sharing.

Mr. Geinzer provided the details of the street maintenance program if the funding is available. Staff would ensure that the program includes dedicated funding, data-driven priorities, and accountability.

**Motion** by Mayor Pro-Tem Pipoly, seconded by Councilmember Gardner, to direct staff and the City Attorney to review the proposed ballot language for the August 2018 Election with the changes suggested this evening and return it to City Council for final approval at the next City Council meeting prior to sending it to Livingston County. **The motion carried unanimously.**

15. Discussion and Consideration of the Basis for Public Education Materials for a Proposed Headlee Override Millage for the Purpose of Reconstructing and Maintaining Streets and Improvements within the Rights-of-Way to be Scheduled for the August 2018 Election

Ms. Lienhardt reviewed the materials that will be used as part of the public education plan for the proposed Headlee Override Millage.

**Motion** by Councilmember Gardner, seconded by Councilmember Pettengill, to direct staff and the City Attorney to finalize education and Public Education Messaging Materials for a Proposed Headlee Override Millage for the Purpose of Reconstructing and Maintaining Streets and Improvements within the Rights-of-Way to be Scheduled for the August 2018 Election and return to City Council for their review and approval at their next meeting. **The motion carried unanimously.**

**OTHER BUSINESS**

16. Call to the Public

Mayor Muzzin opened the Call to the Public at 9:22 p.m. Hearing and seeing none, the Call to the Public was closed at 9:24 p.m.

17. Adjournment

Motion by Councilmember Tobbe, seconded by Councilmember Emaus, to adjourn the meeting at 9:24 p.m. **The motion carried unanimously.**

---

Patty Thomas, Asst. to the DPW  
Director / Deputy Clerk

---

James Muzzin, Mayor



**CITY OF BRIGHTON**  
**REPORT FROM THE CITY MANAGER TO CITY COUNCIL**  
February 1, 2018

**SUBJECT: Appointment of Sue Ellen Ikens to the Board of Review**

**ADMINISTRATIVE SUMMARY**

- As of January 1, 2018 the City of Brighton has a vacancy on the Board of Review
- Resident, Sue Ellen Ikens has applied to fill this vacancy, and meets all of the requirements per the City Charter
- Each term on the Board of Review is for a period of 3 years
- Please see the attached letter of intent and resume from Ms. Ikens

**RECOMMENDATION**

It is recommended that City Council appoint Ms. Ikens for a three year term to end on December 31, 2020.

Prepared by: Gretchen M. Gomolka, Finance Director  
Colleen Barton, City Assessor

Approved by: Nate Geinzer, City Manager

City of Brighton:

I would like to be considered for the upcoming vacancy on The Board of Review. Making sure that taxable value conforms with the requirements of the General Property Tax Act is a fundamental responsibility shared by the assessor and the property owner. The Board of Review is an essential advocate for the taxpayer and ensures that the Brighton City property owner has an opportunity to secure fair and respectful treatment in his application for appeal.

As a Brighton City property owner and a professional who works daily with statistics and economics, I know that I am both interested in, and qualified for, consideration for a position on the Board of Review.

My position as a Field Supervisor with the United States Census Bureau requires working daily with a variety of individuals including local government officials and staff, university housing directors, homeowners associations and individual respondents. I analyze data, produce reports and manage a staff of Field Representatives across between 9 and 18 counties at any particular time. I am comfortable both working with the public and working with data.

Please consider me for the vacancy on the Board of Review. I look forward to bringing my energy and experience to the Board's important endeavor.

Sincerely,

Sue Ellen Ikens  
702 State Street  
Brighton, MI 48116

# SUE ELLEN IKENS

702 State Street, Brighton, MI 48116 | (H) 734-846-2132 | sueellenikens@gmail.com

## PROFESSIONAL SUMMARY SKILLS

### WORK HISTORY

SEPTEMBER 2012-CURRENT

*Field Supervisor | United States Census Bureau | 1111 W. 22nd Street, Oak Brook, IL 60523*

- Supervised and coordinated the collection of Title 13 protected data across twelve economic and social research surveys.
- Conducted classroom training on complex survey instruments and procedures.
- Administered application exams, conducted interviews and provided support to hiring managers in their endeavor to recruit a qualified pool of applicants.
- Met strict survey deadlines in a time-sensitive and fluid environment.
- Supervised the collection of data across sixteen counties for various Federal Government survey sponsors, including the Bureau of Justice Statistics, the Bureau of Labor Statistics, the National Center for Health Statistics, and the Department of Housing and Urban Development.
- Enforced strict adherence to Title 13 privacy law among staff and stakeholders.
- Acted as a central point of contact among field representatives, regional office supervisors, survey supervisors, and important community stakeholders, including local government leaders, and the Directors of University Housing at University of Michigan, Eastern Michigan University, Grand Valley State University and Michigan State University.
  - Developed positive relationships with communities through outreach to homeowners' associations, local government and law enforcement.
- Procured donated space for testing and interviewing session, trainings and meetings.
- Maintained detailed and organized employee files on staff of 30, including performance data, on-the-job training records, violations of policy or protocol, noteworthy achievements and performance, with an emphasis on professional development.
- Prepared early, mid and end of month survey reports for regional office survey statisticians providing a synopsis of collection challenges and plans for survey response rate improvements.
- Answered respondent and stakeholder inquiries utilizing appropriate and salient publications, explaining the value of data and assisting with interpretation, where appropriate.
- Reviewed staff payroll and payroll reports, certified payroll and managed costs by close monitoring of hours and miles charged.
- Set expectations for staff conduct and performance in an often unpredictable and fluid environment.
- Balanced expectations of stakeholders, both individual and institutional, with the requirements of Equal Opportunity principals, legal and ethical standards, and optimizing survey response rates while minimizing costs.
- Submitted debriefing analysis of survey questions, methods and trainings with recommendations for improvements.
- Consistently submitted work ahead of deadlines and under budget.

MARCH 2009-JULY 2010

*Field Operations Supervisor and Recruiter for 2010 Decennial Census | United States Census Bureau | 1395 Brewery Park Boulevard, Detroit, MI 48207*

- Earned various appointments including Recruiting Assistant and culminating in promotion to Field Operations Supervisor.
- Facilitated partnership between United States Census Bureau and business, governmental and non-governmental organizations.
- Selected, trained and supervised a staff of 175, including nine Crew Leaders while adapting to shifting priorities and strict deadlines.
  - Dispatched, collected, certified and submitted over 25,000 work assignments while monitoring staff performance; ensured accuracy while finishing ahead of schedule.
  - Developed, wrote and edited supervisory training guide for six Field Operations Supervisors responsible for training 50 Crew Leaders.
  - Exercised Equal Employment Opportunity principals in hiring, training, and employee professional development.
  - Secured donated testing space for thousands of applicants. Maximized pool of qualified applicants by marketing employment opportunities and working with local civic, governmental and non-governmental, agencies to disseminate information on job opportunities.
  - Administered Census exam, reviewed applications and communicated expectations to potential new employees.
- Assembled and reviewed reports on progress of operations and identified opportunities for creative approaches to field obstacles.
- Thrived on meeting deadlines and exceeding the expectations of both staff and management in a constantly changing environment.

MARCH 2011-JUNE 2012

*Co-Chairperson of Bond Committee Bond Committee for Brighton Area Schools | Volunteer* Coordinated volunteer efforts to reach out to voters including: distribution of signs, creating and disseminating phone bank schedules, attending meetings, scheduling phone bank volunteers.

## EDUCATION

1991

*Bachelor of Arts: Political Science; GPA 3.2* Illinois State University, Normal, IL  
DEGREE PENDING THESIS; 1993; 3.5 GPA

*Coursework toward Masters Degree complete. Degree pending thesis.: Political Science* Illinois State University, Normal, IL

2008

*Teaching certification: Social Studies and Political Science; 3.85 GPA* Eastern Michigan University, Ypsilanti, Michigan



**CITY OF BRIGHTON**  
**REPORT FROM THE CITY MANAGER TO CITY COUNCIL**  
**FEBRUARY 1, 2018**

**SUBJECT: APPROVAL OF THE RESOLUTION RECOGNIZING S&S ATHLETIC BOOSTERS (SUPPORTING CHARYL STOCKWELL PREPATORY ACADEMY) AS A NON-PROFIT ORGANIZATION**

**ADMINISTRATIVE SUMMARY**

- The S&S Athletic Boosters is a 501(c)(3) organization operating in the City of Brighton.
- The S&S Athletic Booster's mission is to support the Athletic Students at Charyl Stockwell Academy District by raising funds for their district athletic needs, and to promote healthy lifestyle and school spirit through its actions.
- The S&S Athletic Boosters would like to hold raffles at our athletic events.

**RECOMMENDATION**

Approval of the Resolution recognizing S&S Athletic Boosters (Supporting Charyl Stockwell Academy) Charitable Gaming License for The S&S Athletic Booster's (Supporting Charyl Stockwell Academy as a non-profit organization in the community for the purpose of obtaining a Charitable Gaming License.

Prepared by: Patty Thomas, Asst. to the DPW Director / Deputy Clerk

Approved by: Nate Geinzer, City Manager

Attachments: Letter from S&S Boosters & Resolution



---

January 13, 2018

City of Brighton Board  
133 W. Grand River Ave  
Brighton, Michigan 48116

Dear Patty Thomas:

Per our telephone conversation, I am writing to request that the City of Brighton Board approve a resolution for the S&S Athletic Boosters (supporting Charyl Stockwell Preparatory Academy) to apply for a raffle license with Michigan's Charitable Gaming Commission. The S&S Athletic Boosters is a 501(c)(3) organization operating in the City of Brighton, whose mission is to support the Athletic Students at Charyl Stockwell Academy District by raising funds for our district athletic needs, and to promote healthy lifestyle and school spirit through our actions. We are a young organization and have never before sought any kind of gaming license. As part of our fundraising efforts this year, we would like to hold raffles at our athletic events. Please include this topic on the City of Brighton Board Meeting agenda for your next meeting. I have included the sample form from the Charitable Gaming Division website. In addition, if City of Brighton has any requirements for charitable organizations engaging in fundraising activities, please let me know what they may be.

Sincerely,

Jennifer Abner  
President  
S&S Athletic Booster  
(248) 467-1995

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 22 2011

S&S ATHLETIC BOOSTERS  
9758 E HIGHLAND RD  
HOWELL, MI 48843-9098

Employer Identification Number:  
27-2866259  
DLN:  
17053306331021  
Contact Person:  
ROGER W VANCE ID# 31173  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Public Charity Status:  
170(b) (1) (A) (vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
April 28, 2010  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

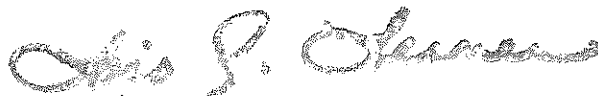
Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner  
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)



Charitable Gaming Division  
 Box 30023, Lansing, MI 48909  
 OVERNIGHT DELIVERY:  
 101 E. Hillsdale, Lansing MI 48933  
 (517) 335-5780  
 www.michigan.gov/cg

Resolution #18-\_\_

**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES**  
 (Required by MCL.432.103(K)(ii))

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

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

that the request from \_\_\_\_\_ of \_\_\_\_\_,  
NAME OF ORGANIZATION CITY

county of \_\_\_\_\_, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for \_\_\_\_\_  
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and  
 adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
ADDRESS

COMPLETION: Required.  
 PENALTY: Possible denial of application.  
 BSL-CG-1153(R6/09)



# CITY OF BRIGHTON

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

February 1, 2018

**SUBJECT:            CONSIDER APPROVAL OF PURCHASE OF A 2018 GMC SIERRA 2500HD, 4 WD PICK UP TRUCK WITH SNOW PLOW EQUIPMENT FOR THE UTILITIES DIVISION**

### **ADMINISTRATIVE SUMMARY**

- The Utilities Division would like to replace the existing pick-up truck in the utilities division with a 2018 GMC Sierra 2500HD, 4 WD with snow plow equipment at a cost of \$35,240.00
- The current pick-up truck is a 2002 and 16 years old
- This purchase would be part of the Oakland County Cooperative Bid Contract
- There is currently \$38,000 available for this purchase in the Council-approved 2017-2018 CIP Budget

### **RECOMMENDATION**

Approve of the purchase of a 2018 GMC Sierra 2500HD, 4 WD Pick Up Truck with Snow Plow Equipment for the Utilities Division at a cost of \$35,240.

Prepared by:    Patty Thomas, Asst. to the DPW Director & Tim Krugh, Utilities Director

Approved by:    Nate Geinzer, City Manager

Attachments:    Quote and Spec Sheet

# CONTRACT

**Dispatch via Print**



## OAKLAND COUNTY PURCHASING DIVISION

Executive Office Building 41 West  
2100 Pontiac Lake Rd.  
Lower Level  
Waterford MI 48328-0462  
Main Phone 248/858-0511  
www.oakgov.com/purchasing/

Todd Wenzel Buick GMC of Westland Inc  
Paul Roop  
35100 Ford Rd  
Westland MI 48185

<b>Contract ID</b> 00000000000000000005222		Page 1 of 2	
<b>Contract Dates</b> 10/02/2017 to 09/30/2018		<b>F.O.B.</b> DEST	<b>Terms</b> NET 0
<b>Buyer</b> Joseph P. Dahl	<b>Phone</b> 248/858-0514	<b>Email</b> dahlj@oakgov.com	
<b>Description:</b> 2018 GMC SUV/Truck/Vans-B-COOP		<b>Contract Maximum</b> 500,000.00	

**Vendor ID** 0000020604  
**Phone:** 734/721-1144 Paul Roop  
**Fax:** 734/721-7171 paul\_roop@hotmail.com

Tax Exempt ID: 38-6004876

Line #	Item Number	Item/Description	Category Co	Item UOM	Contract Price
1	000000000000039961	2018 GMC SUVs, Trucks, and Vans	25000000	EA	1.00

This contract is for 2018 model year GMC SUVs, Trucks, and Vans until the official cut off date for ordering. Government entities are to contact the dealer for verification of the vehicle ordered and send all Purchase Orders directly to the dealer.

The dealer is responsible for delivery to all participants located within Oakland County. Delivery charges to municipalities outside the County of Oakland must be noted on the Purchase Order. The vehicle shall include a minimum of five (5) gallons of fuel with each vehicle delivery or pickup. This is included in the base price of the vehicle. NO EXCEPTIONS.

The standard cost subtotal shall include cost of the TITLE which is currently \$15.00. The dealer should note any other irregularities in regards to options, etc., on the final quote to the government entity.

Color will be determined at the time of order by the County or other government entity ordering the vehicle.

LATE PAY CHARGE from DATE OF DELIVERY:  
OVER 10 BUSINESS DAYS \$ 0  
OVER 15 BUSINESS DAYS \$50.00  
OVER 30 BUSINESS DAYS \$100.00

Charge per mile for delivery to any government entity outside of Oakland County: \$1.00/per mile

FOB: DESTINATION- Vendor is responsible until vehicle is accepted at time of pick-up or delivery. Out of stock purchases are subject to price adjustments due to loss of protection, floor plan credit and possible GM advertising charges.

Inasmuch as no specific quantities are indicated on this contract, there is no commitment involved by Oakland County other than for the payment of goods procured under the conditions of this contract.

Oakland County issues individual Purchase Orders on behalf of County Departments as authorization for items ordered from this contract. The individual Purchase Order numbers are to be used on all Invoices, Bills of Lading, Shipping Documents and all correspondence relating to the Purchase Order.

Vendor shall submit an itemized invoice with amounts due and owing under Purchase Order, as of the date of the invoice. Invoices shall contain the following information:

(a) County Purchase Order Number; (b) dates of Deliverables; (c) itemized list of Deliverables; (d) Vendor Tax ID Number (federal and State); (e) licenses; and (f) any other information requested by Purchasing. The County shall have no obligation to make a payment under purchase order until an invoice is submitted in the form set forth herein and shall have no obligation to pay for Deliverables, which have not been invoiced (as required herein) within sixty (60) Days of delivery.

This contract is not to be used for the purchase of any equipment and or services not listed herein. Oakland County requires a 30 day written notice of all price changes. Oakland County reserves the right to take advantage of any special pricing programs available from the contract vendor or any other outside vendors offering the said special pricing programs to Oakland County during the term of this contract.

**CONTRACT**

**Dispatch via Print**



**OAKLAND COUNTY  
PURCHASING DIVISION**

Executive Office Building 41 West  
2100 Pontiac Lake Rd.  
Lower Level  
Waterford MI 48328-0462  
Main Phone 248/858-0511  
www.oakgov.com/purchasing/

Todd Wenzel Buick GMC of Westland Inc  
Paul Roop  
35100 Ford Rd  
Westland MI 48185

<b>Contract ID</b> 00000000000000000005222		Page 2 of 2	
<b>Contract Dates</b> 10/02/2017 to 09/30/2018		<b>F.O.B.</b> DEST	<b>Terms</b> NET 0
<b>Buyer</b> Joseph P. Dahl	<b>Phone</b> 248/858-0514	<b>Email</b> dahlj@oakgov.com	
<b>Description:</b> 2018 GMC SUV/Truck/Vans-B-COOP		<b>Contract Maximum</b> 500,000.00	

**Vendor ID** 0000020604  
**Phone:** 734/721-1144 Paul Roop  
**Fax:** 734/721-7171 paul\_roop@hotmail.com

Tax Exempt ID: 38-6004876

Line #	Item Number	Item/Description	Category Co	Item UOM	Contract Price
--------	-------------	------------------	-------------	----------	----------------

Oakland County reserves the right to cancel this contract if orders are not filled within the time and in accordance with the terms specified.

All shipments must be accompanied by Packing Slips and containers properly marked with requesting Department Name, Address, Contact Person and Purchase Order Number.

The prices indicated on this contract are not subject to change without written notification in advance.

No Charges will be allowed for boxing or packing unless stated on the Contract. Acceptance of this contract includes specifications, process, delivery and conditions included therein. Material is subject to inspection on our property. If rejected we agree to first advise vendor before returning goods. All freight and extra handling charges derived from said rejection shall be borne by the vendor. The acceptance of this contract does not in any way make the County of Oakland a party to any infringement or damage suits. Such suits to be borne by the vendor.

Compliance with Laws. Contractor shall comply with all federal, state, and local laws, statutes, ordinances, regulations, insurance policy requirements, and requirements applicable to its activities under this Contract, including zoning and building codes and MIOSHA guidelines

Discrimination. Contractor shall not discriminate against any employee or applicant for employment because of sex, race, religion, color, national origin, or handicap in violation of State and Federal law. Contractor shall promptly notify the County of any complaint or charge filed and/or determination by any Court or administrative agency of illegal discrimination by Contractor. The County, in its discretion, may consider any illegal discrimination described above as a breach of this Contract and may terminate or cancel this Contract immediately with notice.

A Materials Safety Data Sheet shall accompany or precede all shipments of materials subject to the Michigan Hazard Communications Standard also known as the "Right to Know Law" and classified as hazardous by Michigan Compiled Laws, Act 154 of the Public Acts of 1974 as amended. All containers shall have approved warning labels in accordance with this law. Copies of all MSDS's are to be sent to the requesting department.

Pursuant to Act 167 of the Public Acts of 1933, the County of Oakland, a Michigan Constitutional Corporation, is exempt from the sales tax provisions of this Act. In addition, the Michigan Department of Treasury has promulgated General and Specific Sales and Use Tax Rules which provide that the County of Oakland is not required to have a sales tax exemption number (R205.79; Rule 29).

FOR REPORTING PURPOSES – COUNTY OF OAKLAND I.D. #38-6004876W.

THIS IS A COOPERATIVE PURCHASING BLANKET CONTRACT

2017/10/17 CJB  
Blanket Finalized

**Authorized Signature**

*Scott N. Guzzy*  
Scott N. Guzzy (Oct 18, 2017)

**Prepared For:**  
Tim Krugh  
City of Brighton  
Brighton, MI 48116  
Phone: (810) 227-9479  
Email: krught@brightoncity.  
org

**Prepared By:**  
Paul Roop  
Todd Wenzel Buick GMC  
35100 Ford Rd  
Westland, MI 48185  
Phone: (734) 713-1064  
Fax: (734) 721-1780  
Email: paul\_roop@hotmail.com

2018 Fleet/Non-Retail GMC Sierra 2500HD 4WD Reg Cab 133.6" TK25903

***PRICING SUMMARY***

---

**PRICING SUMMARY - 2018 Fleet/Non-Retail TK25903 4WD Reg Cab 133.6"**

---

**Oakland County / City of Brighton**

**Price                    \$35,240.00**

**Includes**

Western 8' Pro Poly Snowplow

4-Corner Strobe Light Pkg.

Roof mounted Mini Light Bar (Amber)

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 524.0, Data updated 1/3/2018  
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

January 11, 2018 3:28:05 PM

Page 1

**Prepared For:**  
Tim Krugh  
City of Brighton  
Brighton, MI 48116  
Phone: (810) 227-9479  
Email: krught@brightoncity.  
org

**Prepared By:**  
Paul Roop  
Todd Wenzel Buick GMC  
35100 Ford Rd  
Westland, MI 48185  
Phone: (734) 713-1064  
Fax: (734) 721-1780  
Email: paul\_roop@hotmail.com

## 2018 Fleet/Non-Retail GMC Sierra 2500HD 4WD Reg Cab 133.6" TK25903

### ***SELECTED MODEL & OPTIONS***

---

#### **SELECTED MODEL - 2018 Fleet/Non-Retail TK25903 4WD Reg Cab 133.6"**

---

<u>Code</u>	<u>Description</u>
TK25903	2018 GMC Sierra 2500HD 4WD Reg Cab 133.6"

---

#### **SELECTED VEHICLE COLORS - 2018 Fleet/Non-Retail TK25903 4WD Reg Cab 133.6"**

---

<u>Code</u>	<u>Description</u>
-	Interior: Jet Black/Dark Ash
-	Exterior 1: Quicksilver Metallic
-	Exterior 2: No color has been selected.

---

#### **SELECTED OPTIONS - 2018 Fleet/Non-Retail TK25903 4WD Reg Cab 133.6"**

---

##### **CATEGORY**

<u>Code</u>	<u>Description</u>
BODY CODE	
E63	PICKUP BOX
SUSPENSION PKG	
Z85	SUSPENSION PACKAGE, HANDLING/TRAILERING, HEAVY-DUTY
EMISSIONS	
FE9	EMISSIONS, FEDERAL REQUIREMENTS
ENGINE	
L96	ENGINE, VORTEC 6.0L VARIABLE VALVE TIMING V8 SFI, E85-COMPATIBLE, FLEXFUEL
TRANSMISSION	
MYD	TRANSMISSION, 6-SPEED AUTOMATIC, HEAVY-DUTY, ELECTRONICALLY CONTROLLED
GVWR	
GEH	GVWR, 9500 LBS. (4309 KG)
AXLE	

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 524.0, Data updated 1/3/2018  
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

**Prepared For:**  
Tim Krugh  
City of Brighton  
Brighton, MI 48116  
Phone: (810) 227-9479  
Email: krught@brightoncity.org

**Prepared By:**  
Paul Roop  
Todd Wenzel Buick GMC  
35100 Ford Rd  
Westland, MI 48185  
Phone: (734) 713-1064  
Fax: (734) 721-1780  
Email: paul\_roop@hotmail.com

## 2018 Fleet/Non-Retail GMC Sierra 2500HD 4WD Reg Cab 133.6" TK25903

### ***SELECTED MODEL & OPTIONS***

---

#### **SELECTED OPTIONS - 2018 Fleet/Non-Retail TK25903 4WD Reg Cab 133.6"**

---

##### **CATEGORY**

<b><u>Code</u></b>	<b><u>Description</u></b>
AXLE	
GT5	REAR AXLE, 4.10 RATIO
PREFERRED EQUIPMENT GROUP	
1SA	WORK TRUCK PREFERRED EQUIPMENT GROUP
WHEELS	
PYN	WHEELS, 17" (43.2 CM) STEEL
TIRES	
QXT	TIRES, LT265/70R17E ALL-TERRAIN, BLACKWALL
PAINT SCHEME	
ZY1	PAINT, SOLID
PAINT	
GAN	QUICKSILVER METALLIC
SEAT TYPE	
AE7	SEATS, FRONT 40/20/40 SPLIT-BENCH, 3-PASSENGER, DRIVER AND FRONT PASSENGER RECLINE
SEAT TRIM	
H2Q	JET BLACK/DARK ASH, VINYL SEAT TRIM
RADIO	
IOB	AUDIO SYSTEM, 7" DIAGONAL COLOR TOUCH SCREEN WITH GMC INFOTAINMENT SYSTEM, AM/FM
ADDITIONAL EQUIPMENT	
VYU	SNOW PLOW PREP PACKAGE
KW5	ALTERNATOR, 220 AMPS
NZZ	UNDERBODY SHIELD, FRAME-MOUNTED SHIELDS
NZ4	WHEELS, 17" X 7.5" (43.2 CM X 19.1 CM) FULL-SIZE, STEEL SPARE
U01	LAMPS, SMOKED AMBER ROOF MARKER
TRW	PROVISION FOR CAB ROOF-MOUNTED LAMP/BEACON
CGN	BED LINER, SPRAY-ON

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 524.0, Data updated 1/3/2018  
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

**Prepared For:**  
Tim Krugh  
City of Brighton  
Brighton, MI 48116  
Phone: (810) 227-9479  
Email: krught@brightoncity.  
org

**Prepared By:**  
Paul Roop  
Todd Wenzel Buick GMC  
35100 Ford Rd  
Westland, MI 48185  
Phone: (734) 713-1064  
Fax: (734) 721-1780  
Email: paul\_roop@hotmail.com

2018 Fleet/Non-Retail GMC Sierra 2500HD 4WD Reg Cab 133.6" TK25903

***SELECTED MODEL & OPTIONS***

---

**SELECTED OPTIONS - 2018 Fleet/Non-Retail TK25903 4WD Reg Cab 133.6"**

---

**CATEGORY**

<b><u>Code</u></b>	<b><u>Description</u></b>
ADDITIONAL EQUIPMENT	
R9Y	FLEET FREE MAINTENANCE CREDIT
VQ1	FLEET PROCESSING OPTION

**OPTIONS TOTAL**

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 524.0, Data updated 1/3/2018  
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

January 11, 2018 3:28:05 PM

Page 4



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

February 1, 2018

**SUBJECT: FIRST READING AND SETTING OF A PUBLIC HEARING FOR MARCH 1, 2018 FOR ORDINANCE NUMBER 581: AMENDMENT TO THE CITY'S ZONING MAP DESCRIBED IN SECTION 98-3.24 OF THE CITY'S ZONING ORDINANCE**

### INTRODUCTION

The City of Brighton Downtown Development Authority (DDA) issued a Request for Proposals (RFP) in April 2017 seeking development entities for the redevelopment of DDA owned property located at 293-303 N. Second Street; the development objective for the site was a high density, multi-story building with zero setbacks. The DDA received two responses to the RFP and following a careful review of the responses, the DDA awarded the development RFP to Power Play Development, LLC at the August 15, 2017 regular meeting.

A preliminary planned unit development (PUD) application was submitted by Power Play Development, LLC, on behalf of the DDA, proposing a multi-story residential development consisting of fifteen (15) residential dwelling units located at the corner of Second and Center Streets. The proposed development will add additional residences on the Downtown Business District (DBD) border and facilitates the development of missing middle housing to help meet the growing demand for walkable, urban living. The Planning Commission approved of the preliminary planned unit development at the November 20, 2017 regular meeting. The City's Planned Unit Development (PUD) ordinance is being utilized due to its development flexibility.

A rezoning application has been submitted on behalf of property owner, the City of Brighton Downtown Development Authority, by petitioner Power Play Development, LLC for the rezoning of 293, 295, 303, and 305 N. Second Street, more commonly referred to as 293 N. Second Street. The parcel is 0.4 acres in size and currently zoned R-1, Single Family Residential. The applicant proposes to rezone the property to PUD, Planned Unit Development. The City's PUD ordinance requires the final PUD site plan to be noticed as a rezoning before the Planning Commission and City Council.

The Planning Commission will be conducting a public hearing and considering approval of the rezoning request, as well as considering approval of the site plan for the proposed development on January 29, 2018. Pending approval of the rezoning and final site plan for the proposed development by the Planning Commission, staff will be preparing the site plan application and necessary documentation for the March 1, 2018 City Council meeting.



*Rendering of the proposed building looking west from N. Second Street*



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

February 1, 2018

### SURROUNDING ZONING AND FUTURE LAND USE

The site is surrounded by a number of different zoning classifications. Directly north of the subject property is zoned R-1, Single Family Residential; southeast of the subject parcel is zoned DBD, Downtown Business District; and northeast of the subject parcel is zoned R-4, Medium Density Multiple Family.

#### Legend

##### Zoning Districts

- Zoning**
- A1 Class A Residential
  - A2 Single Family Residential
  - R1 Single Family Residential
  - R3 Low Density Multiple Family
  - R4 Medium Density Multiple Family
  - SHD Senior Housing District
  - RT Residential Transitional
  - C1 Community Shopping Center
  - C2 General Business
  - C3 Limited Business
  - C4 Limited Intensity Business/Office
  - DBD Downtown Business District
  - IA Light Industrial
  - IB Intermediate Industrial
  - LIP Light Industrial Park
  - RM Research/Manufacturing
  - OR Office/Research/Limited Manufacturing
  - OS Office Service



The subject parcel and surrounding area is classified as High Density Mixed Residential on the Future Land Use Map, making the proposed rezoning compliant with the long-term development plan of the City. Per the adopted Master Plan, the High Density Mixed Residential land use classification is designated to allow for a high density residential environment such as attached condominiums, townhouses, apartments, and senior residences that may serve as a transition between non-residential districts and moderate to lower density residential units.

#### Legend

- Lakes and Ponds
- Single Family Residential
- Low Density Mixed Residential
- Moderate Density Mixed Residential
- General Business
- Local Business
- Mixed Office/Commercial
- High Density Mixed Residential
- Mixed Use
- Downtown
- Mixed Industrial/Research/Office
- Industrial
- Community Service





# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

February 1, 2018

### ADMINISTRATIVE SUMMARY

- The rezoning request from R-1, Single Family Residential, to PUD, Planned Unit Development to facilitate the construction of an attached, multi-family residential building is compliant with the long-term development plan of the City and is not out of character for the area.
- The Planning Commission has approved of the preliminary PUD site plan and will be conducting a public hearing and considering approval of the rezoning request on January 29, 2018, as well as considering approval of the final PUD site plan.
- Pending approval of the rezoning and final site plan for the proposed development by the Planning Commission, staff will be preparing the site plan application and necessary documentation for the March 1, 2018 City Council meeting.

### RECOMMENDATION

Staff recommends that City Council set a public hearing date of March 1, 2018 to field public comments regarding the proposed amendment to the City's Zoning Map described in section 98-3.24 of the City's Zoning Ordinance.

Prepared by: Brandon Skopek, Community Development/DDA Coordinator

Reviewed &

Approved by: Nate Geinzer, City Manager

Attachments: 1. Ordinance No. 581

**CITY OF BRIGHTON  
LIVINGSTON COUNTY, MICHIGAN**

**ORDINANCE NO. 581**

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF BRIGHTON BY AMENDING THE ZONING MAP DESCRIBED IN SECTION 98-3.24 OF CHAPTER 98, ARTICLE 3, THEREOF.

THE CITY OF BRIGHTON ORDAINS THAT:

- I. The real property described below and commonly known as 293 N. Second Street is hereby rezoned to PUD (Planned Unit Development).

**Legal Description:**

PIN: 4718-30-306-020  
SEC. 30/31 T2N, R6E, SMITH & MC PHERSON ADD LOTS 47, 48, AND 49

This Ordinance shall take full force and effect fifteen (15) days from the date of adoption, pursuant to the City Charter.

First Reading: \_\_\_\_\_

Brief Publication: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

Adoption: \_\_\_\_\_

Full Publication: \_\_\_\_\_

\_\_\_\_\_  
PATTY THOMAS, Deputy City Clerk

\_\_\_\_\_  
JAMES MUZZIN, Mayor



# City of Brighton

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL FEBRUARY 1, 2018

**SUBJECT: SITE PLAN #18-01 - CONSIDER APPROVAL FOR THE OCCUPANCY OF ROADIES RESTAURANT AT 205 W. MAIN STREET.**

### ADMINISTRATIVE SUMMARY

A site plan has been submitted by Nicholas Zander for the occupancy of Roadies Restaurant at 205 W. Main Street, located in the Downtown Business District (DBD). The applicant is proposing renovations to the interior of the building along with some minor improvements to the exterior façade, allowing for a restaurant that would have an occupancy load of less than 100 persons. The site plan requires City Council approval due to a change of use as stipulated in Chapter 98, Section 6 (Development Procedures), Table 98-6.1.B. The Planning Commission recommended approval at the January 22, 2018 regular meeting.

There are minimal changes proposed for the front exterior of the building as the applicant plans to refurbish the existing metal façade. A new sectional door and entranceway will replace most of the old windows currently on the front of the building, while the rear elevation will remain as the existing brick façade. The proposed metal siding is not an approved design standard in the DBD; however the DDA architect has recommended approval of the design variation and the Planning Commission has recommended approval of the design variation to City Council. City Council may approve of the design variation if deemed to enhance the building design.

A change from the retail use currently at this location to a restaurant will generate an increase in parking spaces required from seven (7) to 20. However, this requirement falls within the DBD exemption of 65 parking spaces.

### RECOMMENDATION

Since restaurants are a permitted use within the Downtown Business District, and the development of new businesses along with the redevelopment of existing vacant sites coincides with the Master Plan, it is recommended that site plan #18-01 be approved pursuant to the Planning Commission's recommendation.

Prepared by: Michael Caruso, Senior Community Development Associate

Reviewed by: Brandon Skopek, Community Development/DDA Coordinator

Approved by: Nate Geinzer, City Manager

Attachments: 1. Unapproved PC Minutes  
2. Site Plan

**City of Brighton  
Planning Commission  
Meeting Minutes  
January 22, 2018**

1. Call to Order/Roll Call

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

The following Commissioners were present:

Steve Monet	James Bohn
William Bryan	David McLane
David Petrak	Michael Schutz
Susan Gardner	Matt Smith

**Motion** by Commissioner Monet, supported by Commissioner McLane, to excuse Commissioner Pawlowski from tonight's meeting. **The motion carried 8-0-1.**

Also present was Brandon Skopek, Community Development/DDA Coordinator; Michael Caruso, Senior Community Development Associate, and an audience of 1.

2. Approval of the December 18, 2017 Minutes

Chairman Smith stated the minutes should be changed to state "Vice Chairman Petrak called the meeting to order".

**Moved** by Commissioner Monet, supported by Commissioner Petrak, to approve the minutes as amended. **The motion carried 8-0-1.**

3. Approval of the January 22, 2018 Agenda

**Moved** by Commissioner Petrak, supported by Commissioner Gardner, 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 7:02 p.m. with no response.

Commissioner Monet suggested moving the public hearing after the site plan review.

**Moved** by Commissioner Petrak, supported by Commissioner Bohn, to reopen tonight's agenda. **The motion carried 8-0-1.**

**Moved** by Commissioner Monet, to move item 7 to item 4a. The motion was withdrawn.

**Moved** by Commissioner Gardner, supported by Commissioner Petrak, to modify the agenda and move New Business before the Public Hearing. **The motion carried 8-0-1.**

## **New Business**

### 5. Site Plan #18-01—205 W. Main Street—Roadies

Mr. Caruso stated a site plan application was submitted by Nicholas Zander for the occupancy of Roadies restaurant at 205 W. Main Street. He stated the applicant is proposing mostly interior renovations for a restaurant with an occupancy load of less than 100 persons. The site plan requires review by both the Planning Commission and City Council due to change of use as well as parking. He stated the modifications to the exterior include a new bay door and front door, as well as refurbishing the metal siding, and adding signage and exterior lighting. Mr. Caruso stated metal siding is not an approved material in the Downtown Business District, but the DDA Architect has approved it due to no renovations taking place other than refurbishing and other businesses downtown having metal siding. He stated the parking calculation has increased from 7 spaces for the previous retail use to 20 spaces for a restaurant, an increase of more than 20 percent, deeming it necessary for City Council approval.

Commissioner Monet asked when the business would be open.

Mr. Zander stated they anticipate opening in June after receiving the required approvals to start construction.

Commissioner Smith asked what type of menu would be served.

Mr. Zander stated the menu was country western, upscale, with a \$30 average ticket.

Commissioner Gardner asked what the hours of operation would be.

Mr. Zander stated they plan on opening at 11am and possibly closing between 10 p.m. and midnight depending on the season.

Commissioner Gardner asked about the windows on the front elevation drawings.

Mr. Zander stated they plan to have an accordion style glass door installed.

Commissioner Schutz asked if there would be outdoor seating.

Mr. Zander stated it is a small space to work with but they may have 10 feet in the back for outdoor seating.

Commissioner Schutz asked what the capacity would be.

Mr. Zander stated the capacity was 100 per the Fire Department. He stated they would have a full kitchen upstairs, downstairs storage, and an office. They plan to add a sprinkler system to increase the downstairs occupancy load to 49.

Commissioner Gardner asked if they would serve breakfast.

Mr. Zander stated they would be open for brunch.

**Moved** by Commissioner Monet, supported by Commissioner Petrak, to approve Site Plan #18-01—205 W. Main Street as proposed.

Mr. Skopek recommended that the Planning Commission approve the design variation to allow for the metal siding in the Downtown Business District.

**Moved** by Commissioner Monet, supported by Commissioner Petrak, to amend the motion to add the approval of the design variation for metal siding. **The motion carried 8-0-1.**

Mr. Skopek stated the Site Plan would go before City Council on February 1<sup>st</sup>.

## **Public Hearing**

### 6. Public Hearing and Possible Action 2018-2024 City of Brighton Capital Improvement Plan

Mr. Skopek stated the Capital Improvement Committee annually meets to discuss the Capital Improvement Plan for the next six years and makes sure it aligns with the goals of the Master Plan. He stated there have been a few additions, such as Grand River traffic studies and Downtown streetscape improvements. He also stated the Planning Enabling Act seeks public input as part of the Capital Improvement Plan process and staff would recommend the Planning Commission adopts and recommends the plan to City Council, pending public approval.

Chairman Smith opened the Public Hearing at 7:18 p.m.

Hearing and seeing none, the Public Hearing was closed at 7:18 p.m.

Commissioner Bohn discussed the Grand River and Orndorf mast arm replacement, stating money was allocated years ago when a development went in, however the replacement was never completed.

Mr. Skopek stated he could look into the matter with the Department of Public Works.

Commissioner Bohn discussed the low priority ranking for a parking structure downtown.

Mr. Skopek stated originally the Downtown Development Authority (DDA) was going to bond for the construction of a parking structure, but due to a significant cost increase from \$1.5 million to \$7 million, there is no anticipated start date for the project. He stated the DDA has allocated funding for parking studies to see where additional parking can be incorporated downtown.

Commissioner Bryan stated a parking structure is the right thing to plan for due to several current and future developments which will increase the demand for parking.

Commissioner Gardner discussed the fact that many of the parking lots downtown are temporary and could be lost.

Commissioner Bryan discussed the Planning Commission's need to enforce parking minimums with proposed developments.

Commissioner Monet discussed raising the priority level for parking and giving specific dates for it.

Commissioner Petrak asked how many parking spaces the structure would provide.

Mr. Skopek stated the proposed 4-story deck would have about 203 spaces and the current lot provides about 30 spaces.

Commissioner Bohn discussed the comprehensive energy audit and stated DTE had done one a few years ago. He stated some of their recommendations were acted on but suggested looking to see what still needed to be done.

Commissioner Monet asked about the rankings for the police in-car video and vests. He also discussed the holiday light decorations and the need to raise its priority ranking as well as include Main Street.

Commissioner Gardner stated the Holiday Decorations should be planned and budgeted for months in advance.

Mr. Skopek stated staff is currently working with the Principal Shopping District (PSD) to form a Christmas Light Committee in the next couple of months.

Commissioner Bryan asked about the proposed millage and street maintenance for residential streets.

Mr. Skopek stated street reconstruction for residential streets was not included in the CIP discussion due to uncertainty of funding sources and of the millage proposal passing. Staff has been working on a plan to prioritize street reconstruction and maintenance.

Commissioner Bohn discussed the possibility of the DDA ideally accepting responsibility for street maintenance costs on the roads within the DDA district with the millage money going toward streets outside the district.

Commissioner Monet asked if the increase in taxes could be determined for each property in the city.

Mr. Skopek stated the capital improvement plan could be approved as put forth and forwarded to City Council or the Commission can recommend that staff make changes.

**Moved** by Commissioner Bryan, supported by Commissioner Petrak, to approve the Capital Improvement Plan as presented with an increase in priority ranking for holiday decorations for the fourth quarter of 2018. **The motion carried 8-0-1.**

### **Old Business**

7. None

### **Other Business**

8. Election of Officers

**Moved** by Commissioner Petrak, supported by Commissioner Bohn, to keep the current officers. **The motion carried 8-0-1.**

9. Staff Updates

Mr. Skopek stated January 29 there is a Special Planning Commission meeting for a public hearing and site plan review for Second Street Flats. There will also be a discussion of a proposed downtown residential zoning district. Mr. Skopek stated staff would like to schedule a special meeting at 6 p.m. on February 26 for a master plan update from Giffels-Webster, which is before the 7 p.m. regular meeting.

Commissioner Gardner asked about the proposed hotel that would be coming before the Planning Commission.

Mr. Skopek stated no submission has been received, but they anticipate having a pre-application meeting with the developer in the next month. He also stated there will be a conceptual plan review on February 26 for a proposed residential development on Second Street. This is to seek feedback from the Planning Commission prior to a formal site plan submission.

10. Commissioners Report

Commissioner Gardner asked about the assisted living facility under construction.

Commissioner Monet stated he will be absent at the February and March Planning Commission meetings.

11. Call to the Public

The Call to the Public was made at 7:59 p.m.

Elizabeth Gabry, stated she lives in the city and was here for a class assignment.

12. Adjournment

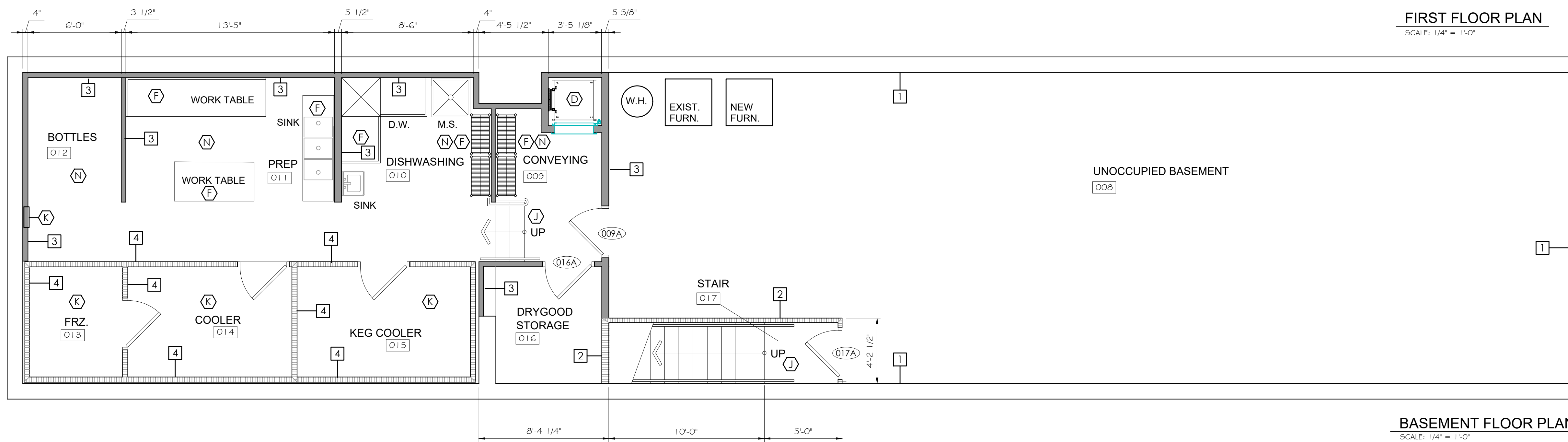
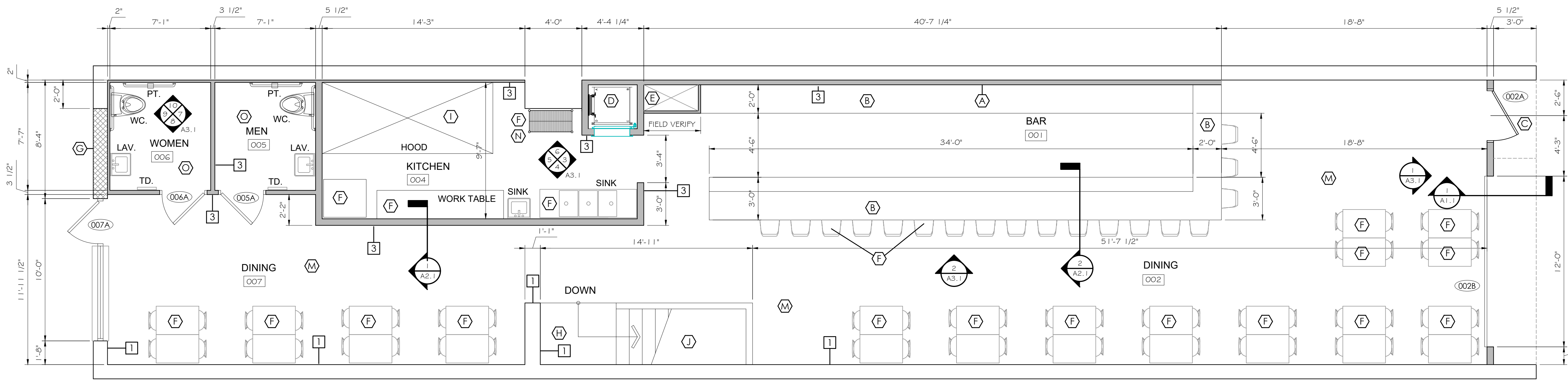
**Moved** by Commissioner Monet, supported by Commissioner Bryan, to adjourn the meeting at 7:59 p.m. **The motion carried 8-0-1.**

---

*William Bryan, Secretary*

---

*Wendy Ayala, Recording Secretary*



**WALL TYPES**

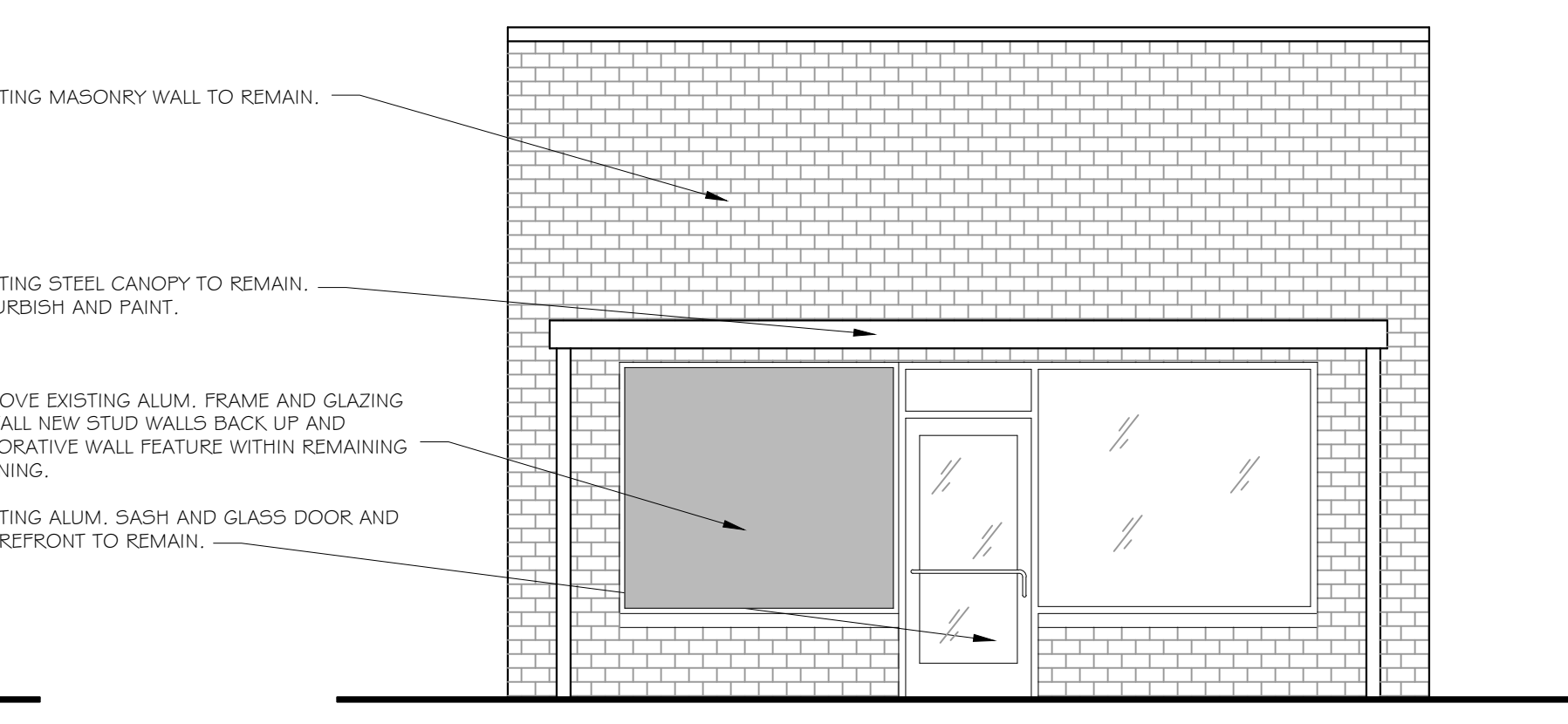
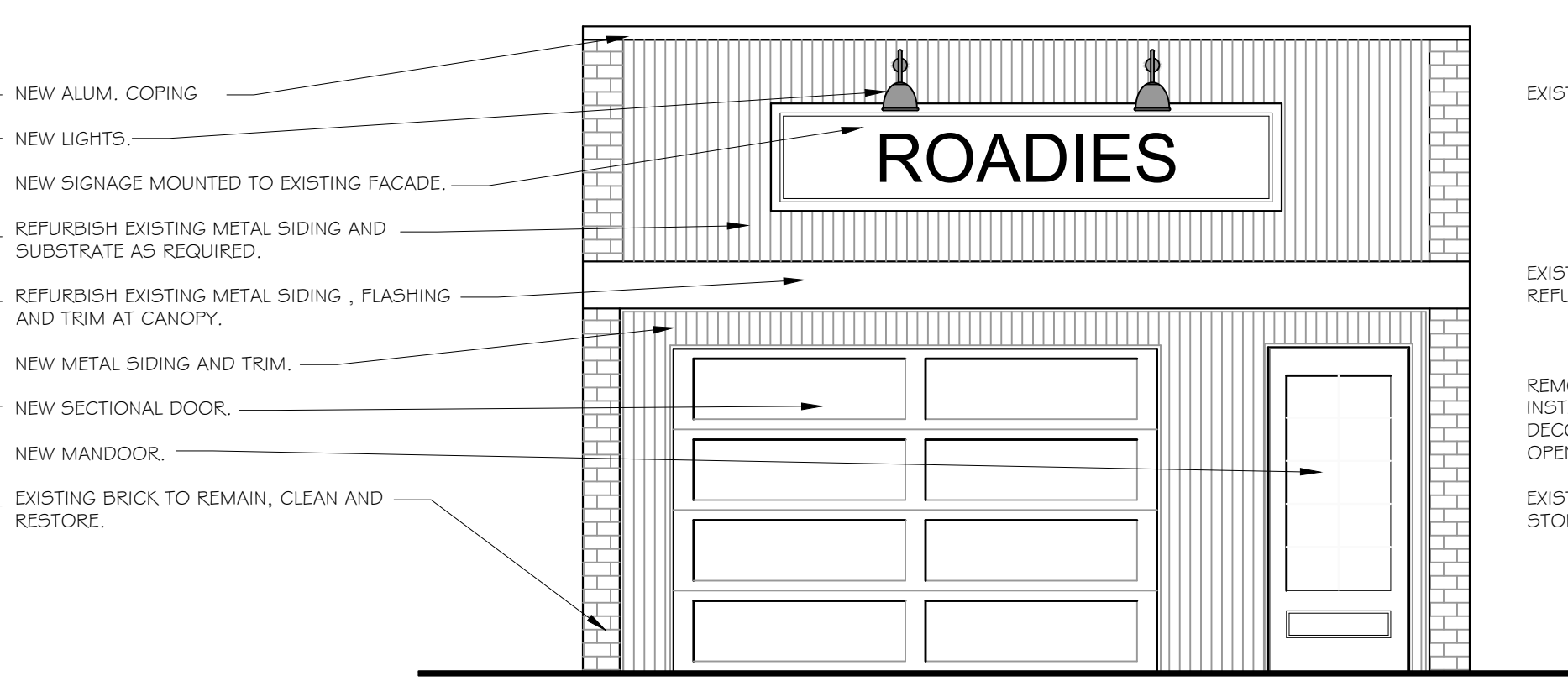
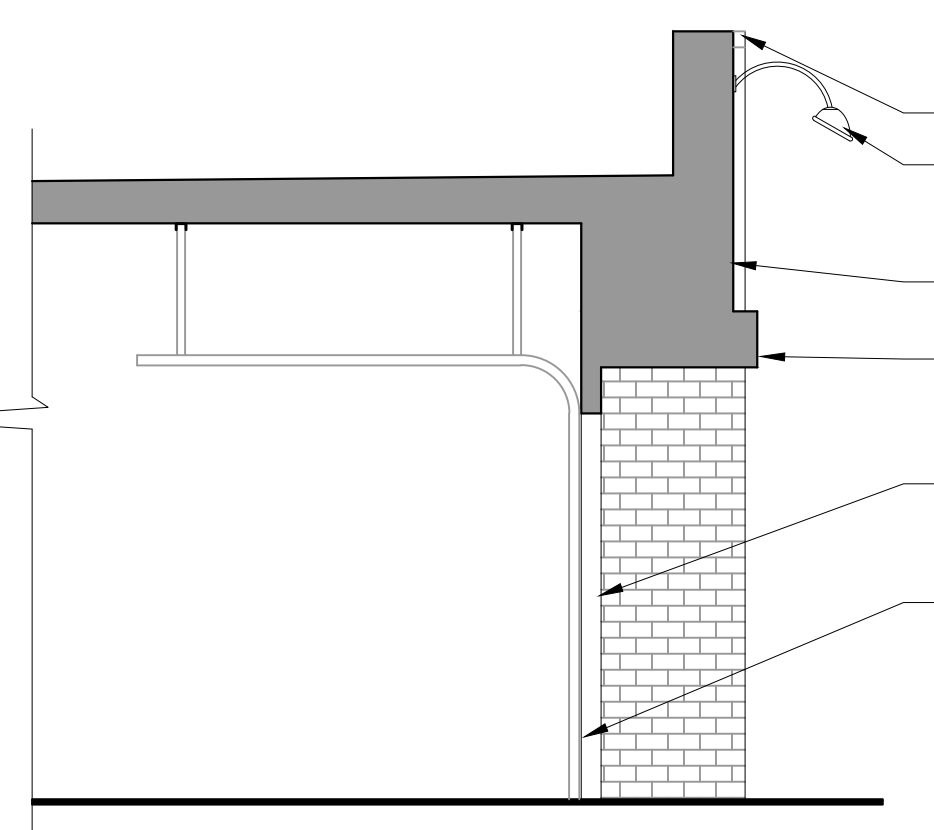
- EXISTING WALLS TO REMAIN. FINISH AS DEPicted WITHIN INTERIOR ELEVATIONS AND AS DENOTED WITHIN THE FINISH DRAWINGS.
- 2 X 4 W.D. STUDS @ 16" C/C WITH STUD CAVITIES FILLED WITH 3-1/2" NON-FACED BATT INSULATION WITH SOUND ISOLATION CHANNELS AT 16" C/C. ONE SIDE OF WALL WITH 5/8" THK. FIRECODE GYP. BRD. AT EXPOSED FACE OF WALLS. FASTEN WALL TO FLOOR AND DECK ABOVE @ 32" C/C AND WITHIN 12" OF EA. CORNER. FIRECAULK AND TAPE.
- 2 X 4 W.D. STUDS @ 16" C/C WITH STUD CAVITIES FILLED WITH 3-1/2" NON-FACED BATT INSULATION. INSTALL 1/2" GYP. BRD AT EXPOSED FACE OF WALLS. FASTEN WALL TO FLOOR AND DECK ABOVE @ 32" C/C AND WITHIN 12" OF EA. CORNER. FIRECAULK AND TAPE.
- PREMANUFACTURED INSULATED COOLER / FREEZER WALLS.

**BLOCK SYMBOLS**

DESCRIPTION OF USE	SYMBOL
DOOR NUMBER	100
ROOM NUMBER	100
INTERIOR ELEVATION	X T.1
WALL TAG	A
NOTE TAG	A
SECTION CUTS	X T.1

- GENERAL NOTES**
- CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO THE START OF CONSTRUCTION. ANY CONDITIONS FOUND TO BE CONTRARY TO WHAT IS INDICATED WITHIN THESE DOCUMENTS SHALL BE REPORTED TO THE ARCHITECT IMMEDIATELY.
  - ALL CONTRACTORS AND ANY OTHER PERSONS DOING WORK ON THIS BUILDING SHALL BE RESPONSIBLE TO BE FAMILIAR WITH THE CONTENTS OF ALL OF THE CONSTRUCTION DOCUMENTS.
  - PRIOR TO THE INSTALLATION OF ANY OF THE WALLS, ALL WALLS NEED TO BE LAID OUT AND ALL DIMENSIONS NEED TO BE VERIFIED AGAINST THE CONSTRUCTION DOCUMENTS PRIOR TO THEIR INSTALLATION.
  - ALL CONTRACTORS SHALL BE RESPONSIBLE FOR FIELD VERIFYING ALL THE EXISTING CONDITIONS THAT PERTAIN TO THEIR SCOPE OF WORK. THE DIMENSIONS WITHIN THESE DOCUMENTS ARE FOR ILLUSTRATIVE PURPOSES ONLY AND SHOULD NOT BE USED FOR SHOP DRAWINGS AND PREFABRICATED ITEMS. ALL PREFABRICATED ITEMS THAT ARE SENSITIVE DIMENSIONALLY TO THE EXISTING CONDITIONS NEED TO BE FIELD MEASURED BY THE MANUFACTURER OR THEIR REPRESENTATIVE.
  - PRIOR TO THE START OF CONSTRUCTION THE CONTRACTOR SHALL PROVIDE DESIGNATED AREAS FOR DUMPSTER, PORTABLE TOILET AND STORAGE OF MATERIALS. THE GENERAL CONTRACTOR SHALL MAINTAIN A CLEAN WORK SITE AND ALL SUBCONTRACTORS SHALL BE RESPONSIBLE FOR MAINTAINING A CLEAN WORKSITE.
  - ALL DEMOLISHED MATERIALS SHALL BE DISPOSED OF IN A CONTRACTOR SUPPLIED DUMPSTER AND DISPOSED OF OFF-SITE.
  - WATER RESISTANT GYP. BRD. SHALL BE USED IN LIEU OF STANDARD GYP. BRD. AT ALL WET AREAS.
  - INSTALL WOOD BLOCKING WITHIN ALL WALLS THAT ARE TO RECEIVE WALL HUNG ITEMS.
  - FRAMING OF THE NEW STRUCTURE SHALL CONFORM WITH THE 2015 M.B.C. AND IN CONFORMANCE WITH ALL STANDARDS AS DESCRIBED WITHIN THE ANSIA/NFPA WFCM - 2010 MANUAL OR LATER.
  - ALL EQUIPMENT, FIXTURES AND PREMANUFACTURED PRODUCTS SHALL BE INSTALLED IN CONFORMANCE WITH THE MANUFACTURERS RECOMMENDATIONS AND SPECIFICATIONS AND IN CONFORMANCE WITH ALL BUILDING CODES AND STANDARDS OF PRACTICE.
  - ALL TILE INSTALLATIONS SHALL CONFORM WITH THE LATEST EDITION OF THE TCA (TILE COUNCIL OF AMERICA) PUBLISHED STANDARDS FOR TILE INSTALLATION.
  - CONTRACTOR TO INSTALL NEW TENANT SUPPLIED EXTERIOR SIGNAGE AT BOTH THE EAST AND SOUTH SIDES OF THE BUILDING EXTERIOR.
  - CONTRACTOR TO INSTALL AND CONNECT ALL TENANT SUPPLIED EQUIPMENT. COORDINATE WITH TENANT AND EQUIPMENT SUPPLIER FOR LOCATIONS OF ALL ELECTRIC, GAS, BLOCKING AND OTHER ITEMS AS REQUIRED FOR THE INSTALLATION OF EACH PIECE OF EQUIPMENT.
  - EXTEND WELDED DUCT FROM TOP OF HOOD TO ROOF AND TIE INTO NEW MAKE-UP AIR UNIT. WHERE DUCT EXTENDS THROUGH SECOND FLOOR WRAP DUCT WITH 1" FIRE RATED 1 1/2 HOUR RATED CHASE. VERIFY WITH EQUIPMENT SUPPLIER. PRECISE LOCATION OF WELDED DUCT LOCATION AND COORDINATE INSTALLATION WITH MECHANICAL AND ELECTRICAL CONTRACTORS.
  - PATCH ROOF AS REQUIRED WHERE NEW ROOF PENETRATIONS OCCUR.

- PROJECT NOTES**
- (A) FURR. OFF OF EXISTING WALL WITH NEW 2 X 4 STUDS LAID FLAT W/ 1/2" THK. GYP. BRD. ON FACE DIRECTLY BEHIND BAR AREA.
  - (B) NEW PREFABRICATED BAR COUNTER. SEE SECTION.
  - (C) REMOVE EXISTING DISPLAY AREA AND PATCH EXTERIOR CONCRETE AND CEILING TO MATCH SURROUNDING OUTDOOR SPACE.
  - (D) NEW DUMB WAITER. FIELD VERIFY PRECISE LOCATION.
  - (E) EXISTING DUCTWORK TO EXTEND FROM BASEMENT AND EXISTING AIR HANDLER. VERIFY CONDITION AND REWORK AS REQUIRED.
  - (F) NEW FREE STANDING FURNITURE AND EQUIPMENT.
  - (G) REMOVE EXISTING GLAZING AND SASH AND INFILL WITH NEW STUDS, DRYWALL AND DECORATIVE WALL FEATURE. SEE SECTION.
  - (H) EXISTING STAIR TO REMAIN. PAINT AND RECONDITION.
  - (I) NEW COMMERCIAL KITCHEN HOOD. INSTALL NEW MAKE UP AIR UNIT ON ROOF. INSTALL NEW 1-1/2" DIA. H.M. STEEL RAILING, PAINTED.
  - (K) NEW PREMANUFACTURED WALK-IN COOLER/FREEZER WITH INSULATED WALL AND CEILING PANELS.
  - (L) NEW ELECTRICAL PANEL LOCATIONS.
  - (M) REMOVE EXISTING WALL FINISHES, PATCH WALLS AND INSTALL NEW WALL COVERING AS DIRECTED BY OWNER.
  - (N) INSTALL NEW F.R.P. BOARD AND AT ALL WALL AREAS WITHIN THIS SPACE. INCLUDE 2-1/2" X 48" ALUM. CORNER GUARDS.
  - (O) INSTALL WOOD BLOCKING WITHIN THIS AREA TO RECEIVE WALL HUNG ITEMS.
  - (P) NEW PREMANUFACTURED ALUM. PANELS FASTENED TO BOT. SIDE OF GYP. BRD. CEILING.
  - (Q) VERIFY PRECISE LOCATION OF ROOF MOUNTED HVAC EQUIPMENT AND OTHER ITEMS. REWORK ROOF AS REQUIRED TO ACCOMMODATE NEW ROOF CURBS, PENETRATIONS AND OTHER ITEMS. REPAIR ROOF AS REQUIRED BASED ON VISUAL INSPECTION.
  - (R) INSTALL (2) 1-3/4" X 1-1/4" LVLS IN LIEU OF NEW 2 X 6'S AT HOOD LOCATION. FASTEN HOOD TO LVLS.



4740 Marsh Road  
Okemos, Michigan 48864  
Phone: (517) 949-0802  
Cell: (686) 243-5845  
www.tgarch.com  
Copyright 2017 the peabody group



11/7/17 PERMITS

PROJECT MANAGER:

DRAWN BY:

BUILDING RENOVATION  
**Brighton Roadies**  
205 WEST MAIN STREET, BRIGHTON, MICHIGAN

201723

PLANS

A1.1



# CITY OF BRIGHTON

## REPORT FROM THE CITY MANAGER TO CITY COUNCIL

February 1, 2018

**SUBJECT: FINAL APPROVAL OF BALLOT LANGUAGE AND PUBLIC EDUCATION OUTLINE FOR A PROPOSED HEADLEE OVERRIDE MILLAGE FOR THE PURPOSE OF RECONSTRUCTING AND MAINTAINING STREETS AND RELATED INFRASTRUCTURE TO BE SCHEDULED FOR THE AUGUST 2018 ELECTION**

### ADMINISTRATIVE SUMMARY

At the January 18, 2018 City Council meeting, Council unanimously directed staff and the City Attorney to finalize the ballot language for the Headlee Override millage for the August 2018 Election, with the changes suggested and return for final approval on February 1, 2018 prior to sending it to Livingston County.

The City Attorney has reviewed and approved the suggested ballot language with the addition of “any” to the last sentence to qualify future reductions of the Headlee Amendment. The County does not anticipate any changes being made to the language below as approved by the City Attorney.

The recommended ballot language is as follows:

Shall the City of Brighton, for the purpose of reconstructing and maintaining streets and related infrastructure, be authorized to levy a new millage of 4.3466 mills per \$1,000.00 of taxable value? This millage represents a restoration of the previously voter-approved Charter millage of 20 mills per \$1,000.00 of taxable value, and is an increase over the current 15.6534 mills per \$1,000.00 of taxable value levied by the City, which has been reduced by the Headlee Amendment (MCL 211.34). The proposal would generate approximately \$1,850,000 per year, beginning July of 2019, and is perpetual, subject to any future reductions of the Headlee Amendment.

The Public Education Outline was also refined based on Council feedback to incorporate wording changes into the core message. Below is an outline of the messaging, which will be incorporated into final educational materials and reviewed by the City Attorney.

Message: Replace. Repair. Sustain.  
Building a higher quality street system with data-driven priorities and dedicated funding

Issue Definition: **The Need.** The City of Brighton’s streets are in poor condition and require investment. *Brighton’s street system scored 49/100 on a professional assessment, or “poor” with many streets near “failure.”*

**The Cause.** The City’s revenues are not keeping pace with investment needs. *Due to state law and the 2008 recession, the City is unable to recover property tax revenues at the same rate that property values increase.*

**The Plan.** If approved, the City will dedicate these funds to reconstruction and maintenance of streets

and related infrastructure. *The City will use the dedicated funding to complete street repair and replacement projects, selected through data-driven prioritization and annually updated capital planning. The City will communicate progress consistently and account separately for all investments through a dedicated fund, outside of existing general operations.*

Mayor's Letter: The letter will touch on how Council reached this conclusion, what is being requested, how accountability will be achieved, where additional information can be found, etc.

FAQs (Current Question Drafts): Why is the City asking the voters for the funding to fix the streets?

Didn't we approve this millage before?

What happened to the extra money we're paying in vehicle registrations and gas tax to the State of Michigan?

How do we know this money will really be used for streets?

What is a Headlee Override?

When will my streets be fixed?

How does the Millage Proposal affect my home?: This section will focus on providing millage sample scenarios and how to calculate individual scenarios.

Other Content: Ballot Language, Election Date, etc.

#### **RECOMMENDATION:**

Move to approve ballot language and related public education outline for a full Headlee override millage for the purpose of reconstructing and maintaining streets and related infrastructure and direct staff and the City Attorney to submit for the August 7, 2018 election and proceed with public education initiatives.

Prepared by: Nate Geinzer, City Manager and Jessica Lienhardt, Assistant to the City Manager

Approved by: Nate Geinzer, City Manager