

PLANNING COMMISSION MEETING

August 24, 2015

7:00 PM

CALL TO ORDER

The meeting was called to order by Mayor Sarah Crocker at 7:10pm.

ROLL CALL

Present

Mayor Sarah Crocker
Robert Bailey
Jason Dittrich
Gail Good
John Pate
Cyndi Timbs

Absent

Kinney Bridges

Others Attending: Tammy McKinney, Recorder; Danny Hernandez, Building/Code Inspector; Rick Stieg, City Planner

APPROVAL OF MINUTES

Minutes Approval: Regular Meeting July 27, 2015. Cyndi Timbs made a motion to approve the minutes as written. The motion was seconded by John Pate. All approved. Motion passed.

NEW BUSINESS

The Brighton Planning Commission Members were appointed at the August 11, 2015 Board of Mayor and Alderman meeting. The members are as follows:

Robert Bailey
Kinney Bridges
Jason Dittrich
Gail Good
John Pate
Cyndi Timbs

A motion was made by Cyndi Timbs to name the new Brighton Planning Commission Officers: Cyndi Timbs, Chairman; John Pate, Vice Chairman; and Tammy McKinney, Secretary. Motion was seconded by Jason Dittrich. All approved. Motion passed.

Rick Stieg, City Planner, presented **Application Instructions: Brighton Planning Commission** for the Town's reference. Going forward, the Town will need to verify that the proper procedures and documentation are being completed for the Brighton Planning Commission.

For example: If the Town of Brighton receives a subdivision layout or "Master Plan", we will charge \$50.00 plus \$1.00 per lot. The applicant will need to contact the Town's water/sewer engineer, Ken King. Mr. King will complete a subdivision contract for the cost of sewer, water, streets, electrics, curb and

gutter for the public owned properties within that subdivision. The subdivision contract comes back to the Brighton Planning Commission approximately a month after the master plan is introduced. At the meeting, we will discuss the subdivision/site plans and the conditions. The applicant will be in attendance to give his comments and/or answer questions. If everyone is in agreement, then the Brighton Planning Commission approves the applicant's request. The applicant will need to purchase a bond for "x" amount of dollars to cover the costs of the public improvements explained in the subdivision contract. The Brighton Planning Commission requires that the bond be posted with the Town of Brighton **before** any plats are signed by Brighton Planning Commission Secretary. The bond will need to include expiration dates so they can be tracked by the Town. Normally, a set of master plans will become a construction plan then lastly a final plan. Once the final plan is recorded and a bond is purchased, then the applicant can start building. Usually, this process takes approximately 90 days in Tipton County.

Mr. Rick Stieg explained that his duty as the City Planner is to submit a packet to Brighton Planning Commission. Those packets will be delivered to your porch on the Friday prior to the meeting. The packets will include an agenda, subdivision/site plans and staff comments. Staff comments are his recommendation of what needs to be completed. If it involves water/sewer, then Mr. Ken King will also have his recommendations as well.

If we get a site plan for a commercial building. It will be one set of plans that will include the building, parking lot layout, utilities and fire hydrant location. The Town of Brighton Building Inspector and sometimes the Brighton Public Works Department will advise the Brighton Planning Commission of any changes that need to be made to meet our standards. If it's in our planning reserve area, we will still review it here. There is a zoning map that will show our reserve area.

Mr. Rick Stieg asked if we were currently involved in a Capital Improvements Program. At this time, we are not. He suggested that we talk with our MTAS representative, Ronnie Neill.

ADJOURNMENT

Cyndi Timbs made a motion to adjourn the meeting at 7:40pm. The motion was seconded by Bob Bailey. All approved. Motion carried.

Sarah Crocker, Mayor

Tammy McKinney, Recorder