



# City of Bay Minette

## Planning Commission

301 D'Olive Street · Bay Minette, Alabama 36507  
Phone (251) 580-1650 · COBM\_Planning@cityofbayminetteal.gov

### AGENDA

December 8, 2022

Regular Meeting

8:00 a.m.

City Hall Council Chambers  
301 D'Olive Street, Bay Minette

- 1.) Call to Order
- 2.) Invocation and Pledge
- 3.) Announcements/Registration to Address the Commission
- 4.) Approval of Minutes for the November 10, 2022 Regular Meeting
- 5.) Disclosure of Prior Communications and/or Conflicts of Interest
- 6.) Old Business
- 7.) New Business
  - a.) Proposed Fee Schedule
  - b.) Upcoming Case Briefing
- 8.) Reports
  - a.) Mayor/Council
  - b.) Attorney
  - c.) Commissioner's Comments
  - d.) Planning Staff
- 9.) Adjournment

**\*\*Next Regular Meeting – January 12, 2023\*\***

# Bay Minette Planning Commission Regular Meeting Minutes

Minutes November 10, 2022

Monthly Meeting No. 10

The Bay Minette Planning Commission met in Regular Session on Thursday, November 10, 2022. The meeting was called to order at 8:02 a.m. by Chairman, Todd Stewart, in the Council Chambers located in Bay Minette City Hall, in Bay Minette, Alabama; this being the proper place, date and hour as advertised to hold such meeting.

**IN ATTENDANCE** At 8:02 a.m. the following members were present, and a quorum established:

Todd Stewart, Chairman  
Robert A. "Bob" Wills, Mayor  
Rob Madison, Building Official  
William Taylor, City Council/Commission Member  
Scotty Langham, Commission Member  
Ray Clark, Commission Member  
Earl Emmons, Commission Member

Commission Members absent:  
Neal Covington, Vice-Chairman

Commission Members late:

Other persons in regular attendance:  
Clair Dorough, City Planner  
Jessica Peed, Planning Coordinator  
Tammy Smith, City Administrator  
Scotty Lewis, City Attorney  
Steven Stewart, Fire Inspector  
Kristina Pittman, Chamber of Commerce

**GUESTS** Greg Colbert

**INVOCATION** Scotty Langham gave the invocation, followed by the pledge.

**ITEM 3.** Announcements/Registration to address the Commission

**ITEM 4.** Approval of the Minutes of the October 13, 2022, Regular meeting. Chairman Stewart requested the Guest's name, Austin Lutz, include his affiliation with the 7 Brew Site Plan application. Mayor Wills made a motion to approve the October minutes with the requested amendment. The motion was seconded by Commission Member Langham and was unanimously carried.

**ITEM 5.** Disclosure of Prior Communications and/or Conflicts of Interest

**ITEM 6.** Old Business

Mrs. Dorough states each Commission member has a binder with the newly adopted Subdivision Regulations along with the Planning Commission packet. She also states Planning staff is working to update the forms to match the new regulations, as well as updating the new website with the new forms. Mrs. Dorough also includes she spoke with Austin Lutz, 7 Brew Representative, and although the required documentation from the previous Planning Commission has not been submitted, the company is actively working on securing the requested information. There is also a brief discussion on the lighting at Sonic and the 7 Brew that is currently located in Foley.

ITEM 7. New Business:

a.) Z-22007, James H. Faulkner Jr. Irrevocable Trust Property **\*\*Public Hearing\*\***  
*Disclosure of Prior Communications and/or Conflict of Interest*

*Request:* Rezone the property from B-2 to R-4 for the purpose of a minimum of 8 multi-family apartment units.

*Location:* The subject properties are located at the corner of McMillan Ave and W 2<sup>nd</sup> St

*Mayor Wills steps out of the room due to a conflict of interest, as he is the representative for the applicants.*

Mrs. Dorough introduces the application and reviews the submittals via the Staff Report and slide presentation. She includes the ownership of the subject properties, history of the subject property, surrounding properties, configuration and dimension of lots, purpose of rezoning request, clarification on uses if the property maintains the current zoning, and the historical disconnect of the B-3 zoning designation. Commission Member Madison inquires if the lots will be required to combined. With no further questions, Chairman Stewart opens the Public Hearing at 8:30am and asks the audience for comments. Guest Greg Colbert states the Planning Staff has done a great job presenting and has no additional comments. With no other public comments, Chairman Stewart closes the Public Hearing at 8:30am. There is a brief discussion on density for the properties, and although the applicant did not have to include its intentions for a minimum of 8 dwellings, Mrs. Dorough wanted to include the maximum density would be three. Councilman Taylor makes a motion to recommend approval to the City Council. Commission Member Clark seconds and is unanimously carried. Commission Member Clark inquires on the recommendation that access be from McMillan Avenue instead of W 2<sup>nd</sup> to which Mrs. Dorough states McMillan has more unobstructed right-of-way and is a major collector to better handle the additional volume.

*Mayor Wills returns to the meeting.*

b.) *Upcoming Case Briefing*

Mrs. Dorough includes the following for potential upcoming cases:

- Clayton Williams' property which is located on D'Olive St across from Alabama Power, is requesting to turn his currently established barber shop also into an entertainment venue and rent facilities out for parties and events. She includes the main concern at this point will be parking. Mrs. Dorough states agreements would have to be made with certain surrounding properties that would allow parking and access. Chairman Stewart asked the Planning Staff to let the applicant know the Commission's concerns for parking prior to moving forward.
- Mrs. Dorough anticipates a 2-lot subdivision on Moran St, Brady Rd and Clay St will be submitted soon.
- Mrs. Dorough states the applicant has not submitted formal applications but a preliminary site plan review of the townhome development on Petty Lane has been submitted, including the approximate number of units and 3 types of buildings for Phase 1. She states that only comment she has received has been from the transportation engineer related to a crosswalk on McMillan, and includes that the applicant has agreed to contribute towards the cost of paving the unimproved portion of Petty Lane to the Bypass. Mrs. Dorough also states the City will need to dedicate the parcel as Right-of-Way. She clarifies that the existing residents will still maintain access to the road..

ITEM 8. Reports:

a.) Mayor/Council Report – Mayor Wills states the Veterans Day breakfast will begin at 8am at the Civic Center. Kristina Pittman, Chamber Director states she is happy to get back to normal practices including the eternal flame ceremony and parade. The Veterans Day celebration will also extend into Saturday with a fundraiser. Mayor Wills asks that everyone who can attend and support the celebrations.

Mrs. Smith states the splash pad is finally completed at Ulmer Park, as there were material delays and gives credit to Councilman Taylor as he was the primary force to keep the project moving to completion. Councilman Taylor states his appreciation for everyone who contributed to completing the project and believes it will be a great addition to the area.

b.) Attorney - NONE

c.) Commissioner – Chairman Stewart states that headway is being made for the Justice Center, and plumbing is being placed now, and concrete blocks are expected to be delivered soon. Commission Member Emmons inquires on completion date to which Chairman Stewart states he expects September.

d.) Planning Staff- Mrs. Dorough states Rob Madison has been doing a tremendous job with code enforcement. She includes an increase in activity for RV Parks, along with Air B&B's, potentially establishing more regulations for short term rentals. She states the next meeting will include proposed fee schedule modifications to reflect the changes of the Subdivision Regulations, along with other fees. She also includes the Planning Staff recently attended an APA Conference in Orange Beach that was extremely beneficial to learn is happening around Alabama and Mississippi, along with other areas around the County. She inquires about scheduling an in-person CAPZO training in early 2023 and will be following up with more information as she receives it. She also includes another Planning Commission member is needed, as well as the County Planning Commission is also actively looking for a new member.

ITEM 9. With no further business Chairman Stewart adjourns the meeting at 9:02 am.

DONE THIS THE 10<sup>TH</sup> DAY OF NOVEMBER 2022

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Chairman, Todd Stewart

ATTEST:

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Jessica Peed, Planning Coordinator

**Motion Summary:**

- 1.) *Minutes:* Approval of the Minutes of the October 13, 2022, Regular meeting. Chairman Stewart requested the Guest's name, Austin Lutz, include his affiliation with the 7 Brew Site Plan application. Mayor Wills made a motion to approve the October minutes with the requested amendment. The motion was seconded by Commission Member Langham and was unanimously carried.
- 2.) *Z-22007, James H. Faulkner Jr. Irrevocable Trust Property with Public Hearing:* Councilman Taylor made a motion to recommend approval of the application to the City Council. Commission Member Clark seconded, and with none opposed, was unanimously carried, with the exception of Mayor Wills as he recused himself due to conflict of interest.