



Bay Minette Planning Commission Regular Meeting Minutes

Minutes August 10, 2023

Monthly Meeting No. 8

The City of Bay Minette Planning Commission met in Regular Session on Thursday, August 10, 2023. The meeting was called to order at 8:04 a.m. by Chairman, Todd Stewart, in the Council Chambers located in Bay Minette City Hall, at 301 D'Olive Street, Bay Minette, Alabama; this being the proper place, date and hour as advertised to hold such meeting.

IN ATTENDANCE At 8:04 a.m. the following members were present, and a quorum established:

Todd Stewart, Chairman
Robert A. "Bob" Wills, Mayor
Rob Madison, Building Official/Commission Member
Neal Covington, Vice Chairman
William Taylor, City Council/Commission Member
Earl Emmons, Commission Member

Commission Members absent:

Hiram Templeton, Commission Member
Ray Clark, Commission Member

Commission Members late:

None

Other persons in regular attendance:

Clair Dorough, City Planner
Lauren Collinsworth, Attorney
Kristina Pittman, North Baldwin Chamber of Commerce
Steven Stewart, Fire Inspector
Paula Bonner, Planner Associate
Jessica Peed, Planning Coordinator

GUESTS Krista Ladenwich, (*representing Case SP-23004*)
John Byrd, (*representing SP-23004*)
Mike Hawthorne, (*representing CU-23001*)
Clayton Williams, (*representing CU-23002*)

INVOCATION Chairman Stewart presented the invocation, followed by the pledge.

ITEM 3. Announcements/Registration to address the Commission.

ITEM 4. Approval of the Minutes of the July 13, 2023, Regular Meeting.

After an inquiry regarding the upcoming Variance case, Vice-Chairman Covington made a motion to approve the July minutes as written. The motion was seconded by Commission Member Emmons and carried unanimously.

ITEM 5. Disclosure of Prior Communications and/or Conflicts of Interest
None

ITEM 6. Old Business

a.) Bylaws

Mrs. Dorough reviews the proposed changes from the first version that was presented including organizational clarity, residency requirements, conflicts of interest, member responsibilities and reimbursements. Mrs. Dorough asks for Commission member input on virtual attendance capabilities. After a brief discussion by Chairman Stewart and Mayor Wills regarding the City Council's rules for electronic participation, staff is directed to draft an Electronic Participation Policy as required by State Code.

Chairman Stewart moved Item 6b, PUD and Design Criteria to be discussed after the conclusion of Item 7, New Business for consideration of the applicants' time.

ITEM 7. New Business

a.) SP-23004, Bluewater Seafood Market Site Plan Approval Request

Chairman Stewart introduces the request. Vice-Chairman Covington states he would be abstaining from the vote as the owner is a client of his firm and could potentially be a conflict of interest. Mrs. Dorough reviews the Staff Report including mapping, site information, surrounding parcels, landscape plans, buffering regulations, ALDOT approval requirement, proposed elevations, access for customers and emergency vehicles, dumpster location, and possible removal of any existing gas tanks located on the property. After a discussion on building frontage orientation due to the lot location, it was determined that applicant decision would only affect landscaping and signage, to which a brief discussion regarding preferences and regulations on signage ensued.

Mayor Wills makes a motion to approve the request with the conditions recommended by staff including that the applicant shall submit revised plans showing the lot line fronting S US Hwy 31 as the front yard, off-street parking plans addressing minimum required spaces, loading/unloading access, and curbing that meets the current Zoning Ordinance regulations, and that the applicant shall submit Landscape Plans that are compliant with the Green Belt Zone and species minimums that meets the current Zoning Ordinance regulations. After a brief conversation regarding the type of food and method of cooking at the site, Commission Member Emmons seconds, and is unanimously carried with the exception of Vice-Chairman Covington, who abstained.

b.) CU-23001, Clayton Williams Property

After confirmation that no conflicts of interest exist, Chairman Stewart introduces the request and states the applicant is in attendance. Mrs. Bonner reviews the staff report including current business use, proposed event venue use, surrounding properties, adjacent lot that the applicant purchased and has applied for a demolition permit, key deficiencies including the multiple access points from D'Olive St and appropriate approvals depending on access, lot combination due to parking adequacy issues, building dimensions and layout of current and proposed business operations, and comments from the Fire Department. Chairman Stewart asks the applicant about building access in relation to the existing barbershop use. He then explains occupancy standards to the applicant and details the extensive review process for fire, engineering, building, and zoning that will be required if the proposed event venue is approved.

With no further discussions, Commission Member Emmons votes to approve the request with the conditions recommended by Staff to include ALDOT review and approval of access on D'Olive Street, City Engineer approval of any access on Armstrong Avenue, combination of the two parcels prior to occupancy of the event venue, and that the applicant shall submit parking and landscaping plans that meet the current Zoning Ordinance requirements. Vice-Chairman Covington seconds and the motion carries unanimously.

c.) CU-23002, Cockrell's Body Shop of Bay Minette, Inc

Chairman Stewart introduces the request and states the applicant is in attendance. Mrs. Bonner reviews the staff report including the site, zoning, location and relation to the existing body shop that is adjacent to the structure, comments received from the Fire Department regarding the fire hydrant installation, intended use of the building as additional space for vehicle repair, site plan proposed expansions, building dimensions, lot coverage, and paint booth. Fire Inspector Steven Stewart comments that there may be additional review required if a paint booth or other hazardous materials were being used in the facility. Chairman Stewart asks the applicant to clarify and Mr. Hawthorne states there are no current plans to connect the buildings, it will only be accessed by employees not customers, and the only renovations proposed are the recent replacement of garage doors and painting to improve appearance. Chairman Stewart states if any structural or building changes occur, to contact the Building Department prior to renovations or construction to ensure proper permitting is acquired, if needed. Chairman Stewart also states the potential drainage runoff issues that would occur should the applicant plan to pave the property and notes that the applicant should contact the Planning Department before making any changes that will increase impervious surfacing.

With no additional questions or discussion, Vice-Chairman Covington votes to approve the proposed use. Mayor Wills seconds, and with none opposed the motion carries unanimously.

Mrs. Dorough advises the applicant on the next steps to take and advises the Planning Commission that the case was brought forward due to a code enforcement case. Chairman Stewart inquires to the Fire Inspector regarding the fire hydrant installation for Case 7(a) that also affects the Cockrell's request. Mr. Stewart explains the history and reasoning for the installation provided by North Baldwin Utilities in lieu of it being the applicants responsibility.

*Chairman Stewart returns to Agenda Item 6 b.) PUD and Design Criteria **Discussion Only***

ITEM 6. b)*

Chairman Stewart states the discussion is in preparation for the Worksession scheduled for August 24th to discuss developments of PUD's, specifically Old Towne Commons. Mrs. Dorough reviews the information received from the Commission members who submitted items for discussion including setbacks, house design criteria, lot design and dimensions, garbage collection, fire code, building materials, and garage orientation. A discussion regarding current and potential annexations into the Bay Minette city limits ensues.

Commission Member Emmons leaves the Planning Commission meeting at 10:16 am.

Chairman Stewart returns to Agenda Item 7 d.) Updates & Upcoming

ITEM 7.

d.) Updates & Upcoming Cases

Mrs. Dorough gives a brief overview of the Pre-Application meeting agenda items on August 15th to include:

- First Baptist Church Childrens' Ministry Building Site Plan
- Koestler Property Mobile Home Park rezoning and Temporary Use Permit requests
- Additional items to informally discuss including Murphy's Oil submittal for convenience store/gas station raze and rebuild
- SARPC Training scheduled for September 13th
- Old Towne Commons Worksession scheduled for August 24th at 8am.

ITEM 8.

Reports

- a.) Mayor/Council Report – None
- b.) Attorney – None
- c.) Commissioner – None

- d.) Planning Staff – None
- e.) Public Comment – None

ITEM 9. With no further business, Chairman Stewart adjourns the meeting at 10:20 am.

DONE THIS THE 10TH DAY OF AUGUST 2023



Chairman, ~~Steven Stewart~~ *Todd Stewart*

ATTEST:



Jessica Peed, Planning Coordinator

Motion Summary:

- 1.) **Approval of the Minutes of the July 13, 2023, Regular meeting:** After an inquiry regarding the upcoming Variance case, Vice-Chairman Covington made a motion to approve the July minutes as written. The motion was seconded by Commission Member Emmons and carried unanimously.
- 2.) **SP-23004, Bluewater Seafood Market Site Plan Approval Request:** Mayor Wills makes a motion to approve the request with the conditions recommended by staff including that the applicant shall submit revised plans showing the lot line fronting S US Hwy 31 as the front yard, off-street parking plans addressing minimum required spaces, loading/unloading access, and curbing that meets the current Zoning Ordinance regulations, and that the applicant shall submit Landscape Plans that are compliant with the Green Belt Zone and species minimums that meets the current Zoning Ordinance regulations. After a brief conversation regarding the type of food and method of cooking at the site, Commission Member Emmons seconds, and is unanimously carried with the exception of Vice-Chairman Covington, who abstained.
- 3.) **CU-23001, Clayton Williams Property:** Commission Member Emmons votes to approve the request with the conditions recommended by Staff to include ALDOT review and approval of access on D'Olive Street, City Engineer approval of any access on Armstrong Avenue, combination of the two parcels prior to occupancy of the event venue, and that the applicant shall submit parking and landscaping plans that meet the current Zoning Ordinance requirements. Vice-Chairman Covington seconds and the motion carries unanimously.
- 4.) **CU-23002, Cockrell's Body Shop of Bay Minette, Inc:** Vice-Chairman Covington votes to approve the proposed use. Mayor Wills seconds, and with none opposed the motion carries unanimously.