



City of Bay Minette

Board of Adjustment

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

AGENDA

May 2, 2024

Regular Meeting

8:00 a.m.

City Hall Conference Room
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 November 2, 2023, Regular Meeting**
- 5.) **Disclosure of Prior Communications and/or Conflicts of Interest**
- 6.) **Old Business**
- 7.) **New Business**
 - a.) **Election of Officers**
 - b.) **Updates & Upcoming Cases**
- 8.) **Reports & Comments**
 - a.) **Mayor/Council/Administration**
 - b.) **Attorney**
 - c.) **Board Member Commission**
 - d.) **Planning Staff**
 - e.) **Citizen Comments**
- 9.) **Adjournment**

Bay Minette Board of Adjustment Regular Meeting Minutes

Minutes November 2, 2023

Meeting No. 3

The Bay Minette Board of Adjustment met in a Regular Meeting on Thursday, November 2, 2023. The meeting was called to order at 8:03 a.m., by Vice-Chairman, Shane Hadley, 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 8:03 a.m. the following members were present:

Shane Hadley, Vice Chairman (*Acting Chair in absence of Chair*)
Liana Barnett, Board Member
Willie Walker, Board Member
John W. Biggs, Supernumerary Board Member

Board Member(s) absent:

Board Member(s) late:

Ray Clark, Board Member (*Arrived at 8:05 am*)
Dr. Abby Hamilton, Chairman (*Arrived at 8:06 am*)

Other persons in regular attendance:

Clair Dorough, City Planner
Paula Bonner, Planner Associate
Jessica Peed, Planning Coordinator

GUESTS Kathy Bryars (*SE-23002 Representative*)
Kenya Winkey-Walker

INVOCATION Board Member Walker gave the invocation, followed by leading the pledge.

Ray Clark joined the meeting at 8:05 am.

ITEM 3. Announcements & Registration to Address the Board

ITEM 4. Approval of Minutes for the July 27, 2023 Special Called Meeting. Board Member Barnett makes a motion to approve the July minutes as written. The motion was seconded by Board Member Walker and it was unanimously carried.

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

ITEM 6. Old Business - None

ITEM 7. New Business

a.) SE-23002, Graham Property Special Exception

Dr. Abby Hamilton joined the meeting at 8:06 am. and assumed the role of Chairman from Acting Vice-Chairman Hadley. Supernumerary Member John Biggs left the meeting, as all regular members were present with Chairman Hamilton's arrival.

Mrs. Bonner introduced the request, including current zoning for the subject parcel along with the adjacent parcel's request that is currently being reviewed for a Rezoning, as the requests were submitted concurrently by the same

property owner. Mrs. Bonner continues her review and includes the timelines for both the Rezoning and Special Exception requests, pictures of the properties, maps, adjacent properties, street views, and the staff report. She states no comments were received other than a minor addressing notation and includes if a driveway is needed, the applicant will need to contact ALDOT for approval. She finalizes the review by stating additional steps that would occur should construction or alterations be requested or required for various standard compliance. Board member Barnett inquires on approximate timeline of vacancy of buildings to which Mrs. Kathy Bryars, applicant representative, states it has been approximately twenty (20) years. Mrs. Dorough includes a similar residential request was approved in prior years in the immediate vicinity, and states reasons why the Special Exception request was made as it complies better than a rezoning request. Mrs. Bonner concludes by explaining the current zoning and future land use map comparisons as it has a mixture of residential and industrial uses in that area.

With no further comments or questions from the Board, Chairman Hamilton opens the Public Hearing at 8:18am. She then closes the Public Hearing at 8:18am as there were no comments or questions from the public.

Board Member Clark makes a motion to approve the Special Exception request as presented. Board Member Walker seconds and the motion is unanimously approved.

b.) Updates & Upcoming Cases

- Bylaws- Includes the different versions for review and the proposed changes including the annual meeting being in May instead of July due to potential conflict with the July 4th holiday.
- Proposed 2024-2025 Application and Deadline schedule for Planning Commission and the Board of Adjustment
- Tentative Board of Adjustment meeting to be held in February to discuss the proposed Bylaw revisions and possibly a brief training.
- Status and Updates on the following:
 - o Chuck Stevens Ford Sign Variance
 - o First Baptist Church Site Plan approval
 - o Murphy Oil, USA raze and rebuild of the convenience store and pumps
 - o Koestler Mobile Home Park on Dickman Rd, including the approved rezoning and the first Temporary Workforce Housing Permit to be issued
 - o Graham Property Gas Station
 - o Old Towne Commons, including the location and current discussions of the development with the owners
 - o ACAMP Grant for the Comprehensive Plan
 - o Service agreement with Goodwyn Mills Cawood as the Engineer of Record for the City
 - o Cloudpermit that was recently approved as the new online permitting software

ITEM 8. Reports and Announcements

- a.) Mayor/Council Report - None
- b.) Attorney - None
- c.) Chairman - None
- d.) Planning Staff - None

ITEM 9. With no further business, Chairman Hamilton adjourned the meeting at 8:31 am.

DONE THIS THE 2ND DAY OF NOVEMBER 2023,

Dr. Abby Hamilton, Chairman

ATTEST:

Clair Dorough, City Planner

Motion Summary:

- 1.) **Minutes:** Approval of Minutes for the July 27, 2023 Special Called Meeting. Board Member Barnett makes a motion to approve the July minutes as written. The motion was seconded by Board Member Walker and it was unanimously carried.
- 2.) **SE-23002, Graham Property Special Exception:** Board Member Clark makes a motion to approve the Special Exception request as presented. Board Member Walker seconds and the motion is unanimously approved.