



City of Bay Minette

Planning Commission

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

AGENDA

December 14, 2023

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
Before the meeting begins, Citizens wishing to speak must be signed in, notate they wish to speak and follow the Procedures for Addressing the Planning Commission.
- 4.) Approval of Minutes for the November 9, 2023, Regular Meeting
- 5.) Disclosure of Prior Communications and/or Conflicts of Interest
- 6.) Old Business
 - a.) Old Towne Commons PUD and Design Criteria
- 7.) New Business
 - a.) Graceland Storage Buildings - Discussion Only
 - b.) Updates & Upcoming Cases
- 8.) Reports & Comments
 - a.) Mayor/Council/Administration
 - b.) Attorney
 - c.) Commissioners
 - d.) Planning Staff
 - e.) Citizen Comments
- 9.) Adjournment

****Next Regular Meeting – January 11, 2024****



Bay Minette Planning Commission Regular Meeting Minutes

Minutes November 9, 2023

Monthly Meeting No. 11

The City of Bay Minette Planning Commission met in Regular Session on Thursday, November 9, 2023. The meeting was called to order at 8:00 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 8:00 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
Ray Clark, Commission Member
William Taylor, City Council/Commission Member
Hiram Templeton, Commission Member
Neal Covington, Vice Chairman
Earl Emmons, Commission Member

Commission Members absent: *NONE*

Commission Members late: *NONE*

Other persons in regular attendance:

Clair Dorough, City Planner
Paula Bonner, Planner Associate
Steven Stewart, Fire Inspector
Lauren Collinsworth, Attorney

GUESTS

Cathy Barnette, Old Towne Commons
Gary Capuano, Old Town Commons
Kerry O'Connor, The First Bank
Martha Ryan, The First Bank
Mike Norden, The First Bank

INVOCATION Commission Member William Taylor presented the invocation, followed by the pledge.

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

ITEM 4. **Approval of the Minutes of the October 12, 2023, Regular Meeting.**
Commission Member Taylor made a motion to approve the October minutes as written. The motion was seconded by Commission Member Clark and carried unanimously.

ITEM 5. **Disclosure of Prior Communications and/or Conflicts of Interest:** *NONE*

ITEM 6. Old Business

a.) Old Towne Commons PUD and Design Criteria

Mrs. Dorough presented examples of the pool and clubhouse for Old Towne Commons submitted by the applicant. Ms. Barnett reported Maronda Homes plans to unveil new elevations in the spring which will be compatible with the PUD narrative encouraging front porch designs. Ms. Barnett, Commissioner Clark, Chairman Stewart, and Mayor Wills discussed a request at the October meeting from Commissioner Clark to include dimensions on the floor plans submitted by builders. Mrs. Dorough and Ms. Barnett pointed out dimensions were included on the Maronda floor plans, but not on the Rauch Coleman plans.

Ms. Barnett presented PUD Narrative for Old Towne Commons addressing the Objectives, Environmental Protection, Cultural and Historical Resources, Utility Service, Roadways and Traffic, Sidewalks, Commercial Development, Dwellings/Density, Lot Area/Lot Width/Coverage/Density, Minimum Setbacks, Accessory Uses and Structures, Off-Street Parking, Irregularly Shaped Lots, Architectural Style, Development Commitments and Benefits/Management of Common Areas, and Community Amenities sections of the Narrative. Ms. Barnett, Mr. Capuano, Ms. Dorough and Commission Members discussed possible types of businesses and signage for the commercial zones, proposed lot sizes and setbacks, accessory structures, home occupations, maintenance of common areas, property owner associations, and a possible timeline for the development.

(Commission Member William Taylor left the meeting)

ITEM 7. New Business

a.) 2024 – 2025 Meeting & Application Deadline Calendar

Mrs. Dorough presented the proposed 2024 - 2025 Planning Commission & Board of Adjustment Regular Meeting & Application Deadline Schedule. Mrs. Dorough stated approval of the schedule would require action by the Planning Commission for adoption. Mrs. Dorough also explained a proposed revision for the annual meetings to be held in May in order to avoid summer scheduling conflicts and keep both the PC and BOA annual meetings in the same month. Chairman Stewart asked that a minor revision be made to add “Election of Officers” to the legend indicating special dates.

Commission Member Clark made a motion to approve the schedule with the minor revision to add “Election of Officers” to the legend indicating special dates. Motion to approve the calendar with the minor revision was seconded by Commission Member Templeton and carried unanimously.

b.) Updates & Upcoming Cases

Mrs. Dorough presented Updates and Upcoming cases as listed below:

- Graham Property Rezoning Request Status
- Taylor’s Trail Potential Subdivision
- Southside Baptist Church Potential Site Plan
- Brown Property Potential Subdivision
- Cook Property Potential Rezoning – Subdivision
- Quinley Street Potential Multi-Unit Subdivision
- Moran Street Potential Multi-Unit Subdivision
- Pine Grove Road Potential 35-40 lot Subdivision
- Newport Parkway Potential Temporary Solar Farm / Future Apartment or Townhomes

ITEM 8. Reports

a.) Mayor/Council Report – Mayor Wills reported Tammy Smith is doing well from her recent surgery.

- b.) Attorney – None
- c.) Commissioner – None
- d.) Planning Staff – None
- e.) Public Comment – None

ITEM 9. With no further business, Chairman Stewart adjourned the meeting at 9:04 am.

DONE THIS THE 9TH DAY OF NOVEMBER 2023

Chairman, Todd Stewart

ATTEST:

Paula S. Bonner, Planner Associate

Motion Summary:

- a.) **Approval of the October 12, 2023, Regular Meeting Minutes:** Commission Member Taylor made a motion to approve the October minutes as written. The motion was seconded by Commission Member Clark and carried unanimously.
- b.) **Planning Commission & Board of Adjustment 2024 – 2025 Regular Meeting and Application Deadline Schedule:** Commission Member Clark made a motion to approve the schedule with the minor revision to add “Election of Officers” to the legend indicating special dates. Motion to approve the calendar with the minor revision was seconded by Commission Member Templeton and carried unanimously.



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Planning & Development Services

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PLANNING COMMISSION & BOARD OF ADJUSTMENT 2024 – 2025

REGULAR MEETING & APPLICATION DEADLINE SCHEDULE

PLANNING COMMISSION: Regular meetings are held on the second Thursday of the month unless otherwise specified.

BOARD OF ADJUSTMENT: Regular meetings are held on the first Thursday of the month unless otherwise specified. All applications are reviewed by the Planning Commission prior to presentation to the Board of Adjustment.

APPLICATION DEADLINE: Applications for Planning Commission consideration are due on the fourth Thursday of the month, occurring two months prior to the intended meeting, unless otherwise specified. Applications must be submitted in accordance with the Deadline Schedule in order to be placed on an agenda for consideration.

MEETING LOCATION: City Hall Council Chambers
 301 D'Olive Street
 Bay Minette, AL 36507

MEETING TIME: 8:00 AM

APPLICATION DUE: 12:00 PM

* Meeting date altered due to holiday
 ** Annual Meeting/Election of Officers

APPLICATION DEADLINE	PLANNING COMMISSION MEETING	BOARD OF ADJUSTMENT MEETING
November 23, 2023	January 11, 2024	February 1, 2024
December 28, 2023	February 8, 2024	March 7, 2024
January 25, 2024	March 14, 2024	April 4, 2024
February 22, 2024	April 11, 2024	** May 2, 2024
March 28, 2024	** May 9, 2024	June 6, 2024
April 25, 2024	June 13, 2024	July 3, 2024
May 23, 2024	July 11, 2024	August 1, 2024
June 27, 2024	August 8, 2024	September 5, 2024
July 25, 2024	September 12, 2024	October 3, 2024
August 22, 2024	October 10, 2024	November 7, 2024
September 26, 2024	November 14, 2024	December 5, 2024
October 24, 2024	December 12, 2024	January 2, 2025
November 21, 2024	January 9, 2025	February 6, 2025
December 19, 2024	February 13, 2025	March 6, 2025
January 23, 2025	March 13, 2025	April 3, 2025
February 27, 2025	April 10, 2025	** May 1, 2025
March 27, 2025	** May 8, 2025	June 5, 2025
April 24, 2025	June 12, 2025	July 3, 2025
May 22, 2025	July 10, 2025	August 7, 2025
June 26, 2025	August 14, 2025	September 4, 2025
July 24, 2025	September 11, 2025	October 2, 2025
August 28, 2025	October 9, 2025	November 6, 2025
September 25, 2025	November 13, 2025	December 4, 2025
October 23, 2025	December 11, 2025	* January 2, 2026