

Bay Minette Planning Commission Regular Meeting Minutes

Minutes January 12, 2023

Monthly Meeting No. 1

The Bay Minette Planning Commission met in Regular Session on Thursday, January 12, 2023. The meeting was called to order at 8:07 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 8:07 a.m. the following members were present, and a quorum established:

Todd Stewart, Chairman
Neal Covington, Vice-Chairman
Robert A. "Bob" Wills, Mayor
William Taylor, City Council/Commission Member
Ray Clark, Commission Member
Earl Emmons, Commission Member
Hiram Templeton, Commission Member

Commission Members absent:
Rob Madison, Building Official
Scotty Langham, Commission Member

Commission Members late:
None

Other persons in regular attendance:
Clair Dorrough, City Planner
Jessica Peed, Planning Coordinator
Tammy Smith, City Administrator
Scotty Lewis, City Attorney

GUESTS Sandy Lamb - Sweet Brew representative
Haley Beason- The Landing representative
Harold Beason- The Landing representative

INVOCATION Councilman Taylor gave the invocation, followed by the pledge.

ITEM 3. Announcements/Registration to address the Commission
Mrs. Dorrough introduced the newest Planning Commission Member, Hiram Templeton, and states that everyone has a copy of the Planning Commission meeting and deadline schedule. She also includes that she realized the most recent approved Planning Commission bylaws were from 2013 and she is currently working on an update possibly for the next meeting.

ITEM 4. Approval of the Minutes of the December 8, 2022, Regular meeting. Councilman Taylor made a motion to approve the December minutes as written. The motion was seconded by Earl Emmons and was unanimously carried.

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

ITEM 6. Old Business

a.) Fee Schedule

Mrs. Dorough states the newly adopted version of the fee schedule is effective today and there's a copy included with their packet. She also gives instructions on how to use the newly installed microphone system.

b.) Southern Visions / Sweet Brew Update

Chairman Stewart opens the floor for Sandy Lamb to update to the Commission on Sweet Brew's status on the building completion and schedule for opening. Mrs. Lamb states that they were able to get back on track in 2022, after the Covid pandemic which put them behind their timeline. They recently received a partial Certificate of Occupancy and plans to transition all sugar storage to the Bay Minette facility. She briefly explains the equipment purchasing and manufacturing timeline, trailer removal and landscaping of the front lawn. Chairman Stewart inquires on the façade timeline to which Mrs. Lamb states they are unsure of the direction of which they would like to go but is open to suggestions and will be finalizing that decision as soon as possible. Mrs. Smith states a Council Member is specifically concerned with the incomplete façade, which has led to questions from citizens on whether Sweet Brew still intends to open and operate from this Bay Minette facility. Mrs. Smith also explained the details of the issuance of a partial Certificate of Occupancy. Mrs. Lamb stated she will work to have a plan for the façade as soon as possible and will attend a future meeting if needed.

ITEM 7.

New Business:

a.) SP-23001, Beason Property – The Landing

Disclosure of Prior Communications and/or Conflict of Interest

Request: Site Plan Approval for an Addition and Renovation to The Landing facility

Location: The subject property is located at 2411 S US Hwy 31, approximately 300ft NE of Industrial Blvd.

Mrs. Dorough introduces the request and includes zoning history, current plan to only construct the new wing along the south line on property and future plans for a pavilion. She states that site work has started, and gives details regarding the fencing, property orientation, adjacent zoning/uses, and buffer requirements. Mr. Beason states the fencing will also be replaced and when complete, will extend about 900 ft around the property. Mrs. Dorough continues reviewing the staff report including City Official comments regarding a fire hydrant to be located within 100 feet of the FDC and that the applicant may be responsible for the cost of extending the water line and/or installing a hydrant if the existing infrastructure is not sufficient. She also states that structural plans and elevations have not been submitted for the pavilion, details setback requirements, and recommends that a Land Use be submitted prior to construction. Commission Member Clark inquires on the comment regarding fire truck access to the rear of the site for future development and discusses possible site development location shifts that may prevent potential future issues. Mrs. Dorough states this potential conflict has been discussed with the applicants, who are aware the apartment construction may be prohibited. Steven Stewart explains the fire apparatus access requirements for the future apartments in comparison to the site proposed today. Mrs. Dorough continues to review the staff report including the impervious surfaces, landscape plan that was not submitted, greenbelt zone, off-street parking requirements, and ALDOT approval. Chairman Stewart inquires about the total parking count for building occupants and accessible parking spaces, which begins a discussion on parking requirements. Commission Member Emmons inquires on the water run-off from the site to which it was suggested a drainage plan be submitted as a condition of approval of their proposal. Jason Padgett states there are current no utility issues. The Commission and staff further discuss possible conditions for approval, which includes: submission of a landscaping plan satisfying the provisions for the disposition of open space, tree protection, Greenbelt Zone standards, off-street parking landscaping provisions, and buffering requirements; submission of a Site Plan in compliance with off-street parking requirements, specifically the provision of handicap parking spaces and sidewalk accessibility in accordance with the Americans with Disabilities Act; submission of a satisfactory drainage plan with stormwater calculations, submission of a Land Use Application and Site Plan for administrative review of setback and other minimum requirements for the

construction of the proposed pavilion. With no further comments or questions, Commission Member Clark makes a motion to approve the site plan with the conditions of:

- submission of a landscaping plan satisfying the provisions for the disposition of open space, tree protection, Greenbelt Zone standards, off-street parking landscaping provisions, and buffering requirements;
- submission of a Site Plan in compliance with off-street parking requirements, specifically the provision of handicap parking spaces and sidewalk accessibility in accordance with the Americans with Disabilities Act;
- submission of a satisfactory drainage plan with stormwater calculations;
- submission of a Land Use Application and Site Plan for administrative review of setback and other minimum requirements for the construction of the proposed pavilion.

Commission Member Emmons seconds and the motion is unanimously carried.

b.) Status Updates and Upcoming Case Briefing:

- Z-22007, Faulkner property rezoning from a B-2 zoning designation to R-4 zoning was passed as Ordinance 1017.
- Z-23001, the Hoover property rezoning at 2417 S US Hwy 31, was previously on this agenda and advertised but was requested by the applicant to be withdrawn but may be presented at the March meeting.
- SD-23001, TPQ, LLC has submitted for a 2-lot Minor Subdivision at Moran and Clay Street
- SP-23002, Williams Lumber property on W Railroad Street near the Bypass has submitted a Site Plan Review/Approval for 2 additional accessory buildings, a pole barn and lean-to, protect materials from the weather. The site currently has approval for a temporary structure with plans to submit an additional site plan application in the future. Planning Department is currently working to verify ALDOT and CSX right-of-way authority for access review.
- There is a cleared lot next to Chuck Stevens Chevrolet and in front of Mobile Lumber that received a stop work order for site work for a used car lot and service area. The applicant is attempting to submit to Site Plan Review for February meeting but could potentially be on the March agenda.
- SP-23003, Timber Ridge Townhomes Site Plan Approval will likely be on the February agenda. Plans were just received but some revisions are required. Mrs. Dorrough includes the buffer regulations for the adjacent properties due to zoning designations, along with setbacks and landscape screening that is not currently noted on submittals. Commission Member Clark inquired on unit capacity to which Mrs. Dorrough states there is a total of 96 units, 48 in the first phase. Mrs. Dorrough received a comment from the postal service stating that all new development and new phases of existing phases will be required to install cluster mailboxes.

ITEM 8.

Reports:

a.) Mayor/Council Report – Mayor Wills states the Justice Center walls have started going up and the City is considering various options for the future of the Recreation Center/Bowling Alley building.

Councilman Taylor states the Douglasville community is hosting a march to celebrate the Dr. Martin Luther King Jr. holiday on January 14, 2023, as well as a county-wide march being held in Fairhope to celebrate the holiday.

b.) Attorney - None

c.) Commissioner – None

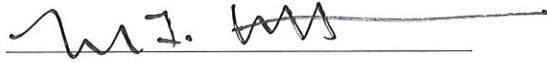
d.) Planning Staff - Mrs. Dorough stated CAPZO training is scheduled for March 16-17th and more information will be sent out soon. She also states for the Commission to be thinking about the ordinance regulation pertaining to accessory structures in commercial areas as right now all commercial and industrial accessory structures must go through Site Plan approval, and is currently trying to determine if there is an option for certain applications to be reviewed in-house, based on size.

Jason Padgett states there is a metal structure that has been constructed behind Canterbury Village that encroaches on two different properties, which starts a discussion on Code Enforcement.

Chairman Stewart leaves the meeting at 9:10am. Vice-Chairman Covington takes over the meeting for the remainder of the Code Enforcement discussion.

ITEM 9. With no further business, Vice Chairman Covington adjourns the meeting at 9:14 am.

DONE THIS THE 12TH DAY OF JANUARY 2023



Chairman, Todd Stewart

ATTEST:



Jessica Peed, Planning Coordinator

Motion Summary:

- 1.) **Minutes:** Approval of the Minutes of the December 8, 2022, Regular meeting. Councilman Taylor made a motion to approve the December minutes as written. The motion was seconded by Earl Emmons and was unanimously carried.
- 2.) **SP-23001, Beason Property – The Landing:** Commission Member Clark makes a motion to approve the site plan with the conditions of:
 - submission of a landscaping plan satisfying the provisions for the disposition of open space, tree protection, Greenbelt Zone standards, off-street parking landscaping provisions, and buffering requirements;
 - submission of a Site Plan in compliance with off-street parking requirements, specifically the provision of handicap parking spaces and sidewalk accessibility in accordance with the Americans with Disabilities Act;
 - submission of a satisfactory drainage plan with stormwater calculations;
 - submission of a Land Use Application and Site Plan for administrative review of setback and other minimum requirements for the construction of the proposed pavilion.

Commission Member Emmons seconds and the motion is unanimously carried.