



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.