



Bay Minette Planning Commission Regular Meeting Minutes

Minutes January 11, 2024

Monthly Meeting No. 1

The City of Bay Minette Planning Commission met in Regular Session on Thursday, January 11, 2024. 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
Neal Covington, Vice Chairman
Rob Madison, Building Official/Commission Member
Ray Clark, Commission Member
Hiram Templeton, Commission Member
Earl Emmons, Commission Member

Commission Members absent:

Robert A. "Bob" Wills, Mayor
William Taylor, City Council/Commission Member

Commission Members late:

None

Other persons in regular attendance:

Clair Dorrough, City Planner
Paula Bonner, Planner Associate
Jessie Peed, Planning Coordinator
Tammy Smith, City Administrator
Lauren Collinsworth, Attorney
Melissa Hadley, City Engineering Consultant with GMC

GUESTS

Wayne Wood, *(Representative for SP-23012)*
Jason Hughes, *(Representative for SP-23012)*
Chris Smith, *(Representative for SP-23012)*
Ray Long, *(Representative for SP-23010 & SP-23011)*
Kevin Weaver, *(Representative for SP-23010 & SP-23011)*
Cathy Barnette, *(Representative for Old Towne Commons)*
Deena Butler

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 December 14, 2023, Regular Meeting.

Commission Member Ray Clark made a motion to approve the December minutes as written. The motion was seconded by Commission Member Earl Emmons 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

Ms. Barnette asked if there were any remaining questions or comments on the narrative/final draft that was previously sent out by Mrs. Dorough regarding the Old Towne Commons submittals. After a brief discussion, it was decided to hold a Worksession in January for any final reviews and/or requested changes for the upcoming PUD rezoning request and Master Plan review scheduled for the February Planning Commission meeting.

Mrs. Dorough states the newest version of the Zoning Ordinance has been updated, printed and is located in the binder seated in front of everyone at today's meeting. She also states everyone has her business card with new phone number, along with the large formats, depicted by Exhibit A, B and C, for the Site Plan reviews at the current meeting.

Steven Stewart joins meeting at 8:16am.

ITEM 7. New Business

a.) SP-23010, Southeastern Erectors, Inc. for Stella-Jones

Request: Site Plan Approval for Construction of two (2) 4,800-sq. ft. Roofing System

Chairman Stewart gives an overview of the case. Mrs. Dorough reviews the staff report including location, site description, surrounding properties, description of project function, site calculation estimates by Staff, height and metal facade compatibility. She states no landscaping was proposed and reviews the engineering questions related to the rainwater discharge plan from the proposed covering. Mr. Weaver stated it will follow the existing drainage flow with more concentration. Mrs. Dorough continues with the staff report review and includes that while the Zoning Ordinance regulations and requirements apply to everyone, the submittal of certain documentation for Site Plan approval such as parking, landscaping, and lot coverage requirements, can be waived if those requirements are not essential to a proper decision on the project due to the minimal impact to certain sites. That criteria may not warrant Planning Commission review, but the documentation must be submitted to Staff for final review of Zoning Ordinance compliance. She states the following items were not submitted to Staff for case review prior to the Commission meeting:

- Parking – no existing calculations, employee count or proposed parking information submitted.
- Landscaping – Commission members discuss the applicability of landscaping in large industrial sites and comes to the agreement that this case does not warrant Commission review for a decision to be made. Ms. Hadley states this requirement should be satisfied by indicating on the site plan where natural vegetation is located on the site.
- Lot Coverage – Chairman Stewart and Ms. Hadley discuss the location and functionality of the proposal, downspout location and water flow/run-off from the roofing systems. Ms. Hadley states the discharge flow from proposed roofing systems should be required as part of the site plan.

Mrs. Dorough states that staff's recommendation is for approval of the request with the issuance of the Building Permit's C.O. or Substantial Completion contingent upon the submittal of parking, landscaping and lot coverage information to verify compliance. Commission Member Madison remarks that a portion of Building #1 appears to cross over the property line and discussion ensues regarding the discrepancies of parcel boundaries shown in the submitted survey as compared to Revenue's site. The Chairman stated that the applicant should work with staff and the Revenue Commission to resolve the issue, indicating the lots may need to be combined to satisfy the Zoning Ordinance. Discussion ensues to clarify proposed conditions including updated site plan and narrative with drainage plan to ensure compliance with Zoning Ordinance; clarification of property lines; parking and landscape criteria; and Building Permit issuance.

With no further discussion, Commission Member Clark makes a motion for approval of the request contingent upon the following:

- Narrative describing the construction and drainage plan.
- Revised Site Plan addressing property lines and drainage.
- Allow the building permit to be issued and review of conditions considered concurrently with construction; C.O./Substantial Completion pending staff approval.

With the following remarks made by the Chairman for inclusion in the minutes:

- Planning Commission consideration was given for the requirements and applicability of parking and landscaping.

Commission Member Emmons seconds and the motion is unanimously carried.

Mrs. Dorough states if the deeds can be supplied by the applicant, then the City will work with Revenue to determine the correct property lines and advise on proper steps, if the survey is incorrect.

b.) SP-23011, Southeastern Erectors, Inc. for Stella-Jones

Request: Site Plan Approval for Construction of 8,800-sq. ft. Roofing System

Chairman Stewart introduces the request. Mrs. Dorough reviews the Staff Report, including the site and structure location, roofing system functionality, landscape, parking, and includes the request is similar to the previous with the exception of slightly larger dimensions. There is a brief discussion on the setback nonconformity and retention pond in relation to the water runoff from the proposed roofing system.

With no further discussion, Commission Member Templeton makes a motion for approval of the request contingent upon the following:

- Submittal of a Narrative detailing the construction and drainage information to be reviewed and approved by Staff.

With the following remarks made by the Chairman for inclusion in the minutes:

- Planning Commission consideration was given for the requirements and applicability of parking and landscaping.

Commission Member Emmons seconds and the motion is unanimously carried.

c.) SP-23012, Southside Baptist Church

Request: Site Plan Approval Request for Southside Baptist Church renovation to connect two (2) existing structures and expansion for the new construction of a covered drive.

Chairman Stewart introduces the case and apologizes for any prior confusion regarding Agenda placement. Commission Member Emmons states he had a brief conversation with a church member but it would not sway his decision nor does he have any personal gain in this project. Mrs. Dorough reviews the Staff Report including the site zoning and location with pictures, surrounding properties, construction proposal with building elevations, staff provided site calculations, and no landscaping or parking criteria was submitted by the applicant. She states there is no expansion in the use but the current surfacing doesn't meet the all-weather surfacing for parking that is required, and there should be consideration for future access points and utilities proximity to the Right-of-Way. Clarifications are stated regarding the purpose of the project request and the adjustment from submitted drawings were changed from glass to brick and mortar with glass door and windows. Discussion ensues regarding the possibility of more stormwater being imposed into the

City's drainage system, and the alternative access at the rear of the building on a separate parcel would be more sufficient instead of the current proposal that is accessed between power poles, ditch and walls creating an insufficient drive width.

With no further discussion, Commission Member Clark makes a motion to approve the request, with the following remarks made by the Chairman for inclusion in the minutes:

- 1.) Landscaping and parking were reviewed by the Planning Commission and considered to be a non-issue
- 2.) The "New Driveway" along Brady Road as shown on submitted Site Plan was not considered or approved as part of this application. No timeline restrictions are imposed for future submittal.

Commission Member Covington seconds and the motion is unanimously carried.

d.) Updates & Upcoming Cases

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

- Pre-Application meeting that is scheduled:
 - Abundant Life Church- Demolition and new construction of a Fellowship Hall. States the current Fellowship Hall is sinking and they will need to do a lot line combination and a wetland delineation.
 - Greer's Canopy Project- Fenced in green space between Greers and Cato's for small equipment rentals and seasonal outdoor garden center.
 - Rausch Coleman Homes- One of the builders for Old Towne Commons wants to do a subdivision on the current Cook property located on W 7th St and states the applicant is actively looking for additional areas to build more homes within Bay Minette.
- RFP for the Comprehensive Plan
- February's agenda for Old Towne Commons Rezoning and Master Plan review- After a brief discussion, it was decided to have additional worksession on January 25th.
- Mrs. Dorough states there was a miscommunication with Southside Baptist Church and they assumed they were on the December agenda without submitting the application. She explains the three cases that were discussed today were all pushed through pre-maturely and states staff will normally not make those type of exceptions. She states the Commission can determine how Site Plans are reviewed for certain projects and discussion ensues regarding potential routes of review.
- Mrs. Dorough also discusses the drainage issue with 7 Brew and adjacent properties.

Vice-Chairman Covington and Commission Member Madison leave the meeting at 9:46am.

ITEM 8. Reports

- a.) Mayor/Council Report – None
- b.) Attorney – None
- c.) Commissioner – None
- d.) Planning Staff – None
- e.) Public Comment – None

Ms. Hadley states she did a quick review of the Old Towne Commons development project and discusses the items that she immediately noticed may need additional considerations including lot lines, sidewalks, wetland buffer, traffic calming measures, additional pools and/or amenities and maximum length of roads within Subdivisions. She also states she previously worked with Dewberry.

ITEM 9. With no further business, Chairman Stewart adjourned the meeting at 10:01 am.

DONE THIS THE 11TH DAY OF JANUARY 2024



Chairman, Todd Stewart

ATTEST:



Jessica Peed, Planning Coordinator

Motion Summary:

- a.) **Approval of the December 14 2023, Regular Meeting Minutes:** Commission Member Ray Clark made a motion to approve the December minutes as written. The motion was seconded by Commission Member Earl Emmons and carried unanimously.
- b.) **SP-23010, Southeastern Erectors, Stella Jones:** Commission Member Clark makes a motion for approval of the request contingent upon the following:
- Narrative describing the construction and drainage plan.
 - Revised Site Plan addressing property lines and drainage.
 - Allow the building permit to be issued and review of conditions considered concurrently with construction; C.O./Substantial Completion pending staff approval.

With the following remarks made by the Chairman for inclusion in the minutes:

- Planning Commission consideration was given for the requirements and applicability of parking and landscaping.

Commission Member Emmons seconds and the motion is unanimously carried.

- c.) **SP-23011, Southeastern Erectors, Stella Jones:** Commission Member Templeton makes a motion for approval of the request contingent upon the following:
- Submittal of a Narrative detailing the construction and drainage information to be reviewed and approved by Staff.

With the following remarks made by the Chairman for inclusion in the minutes:

- Planning Commission consideration was given for the requirements and applicability of parking and landscaping.

Commission Member Emmons seconds and the motion is unanimously carried.

- d.) **SP-23012, Southside Baptist Church:** Commission Member Clark makes a motion to approve the request, with the following remarks made by the Chairman for inclusion in the minutes:
- 1.) Landscaping and parking were reviewed by the Planning Commission and considered to be a non-issue
 - 2.) The "New Driveway" along Brady Road as shown on submitted Site Plan was not considered or approved as part of this application. No timeline restrictions are imposed for future submittal.

Commission Member Covington seconds and the motion is unanimously carried.