



## Bay Minette Planning Commission Regular Meeting Minutes

Minutes March 14, 2024

Monthly Meeting No. 3

The City of Bay Minette Planning Commission met in Regular Session on Thursday, March 14, 2024. 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  
Hiram Templeton, Commission Member  
Earl Emmons, Commission Member  
William Taylor, City Council/Commission Member

**Commission Members absent:**

Neal Covington, Vice Chairman

**Commission Members late:** NONE

**Other persons in regular attendance:**

Clair Dorough, City Planner  
Paula Bonner, Planner Associate  
Jessia Peed, Planning Coordinator  
Lauren Collinsworth, City Legal Counsel  
Melissa Hadley, City Engineering Consultant with GMC  
Kristina Pittman, North Baldwin Chamber of Commerce  
Tammy Smith, City Administrator

**GUESTS**

Marcus McDowel (City Legal Counsel)  
Myles Reed, (*Representative for SD-24004, Quinley Oaks Subdivision*)  
Brandon Bailey, (*Representative for SD-24004, Quinley Oaks Subdivision*)  
Mike Phillips, (*Representative for SD-24004, Quinley Oaks Subdivision*)  
Chad Riley, (*Representative for SP-24002, Plasmine Technology*)  
Bryan Wiggins, (*Representative for SP-24002, Plasmine Technology*)  
Jacob Burrough, (*Representative for SP-24002, Plasmine Technology*)  
Nathan Williams, (*Representative for SD-24004, Quinley Oaks Subdivision*)  
Bruce Hooks, (*Representative for SD-24003 & SP-24001, Abundant Life Church*)  
Edna Hooks, (*Representative for SD-24003 & SP-24001, Abundant Life Church*)  
Mike Nordan  
Jennifer Davis  
Mike Phillips  
Martha Roley Ryan

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 February 8, 2024, Regular Meeting.

Councilman Taylor made a motion to approve the February minutes as written. The motion was seconded by Commission Member Hiram Templeton and carried unanimously.

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

ITEM 6. Old Business - None

ITEM 7. New Business

a.) SD-24003, Abundant Life Christian Center Inc

Chairman Stewart introduced the case and stated that both Agenda Items a.) and b.) will be reviewed concurrently, with public hearing for the subdivision, even though it is being tabled until a future meeting. No prior communications or conflicts of interest were stated. Mrs. Bonner did a quick overview of the request including property location, plans for demolition of the current fellowship hall and plans to move the hall with the requirement to combine the lots in order to meet all setbacks and requirements. She states that since the plat has not been submitted, and the site plan application cannot be reviewed until the approval of the subdivision, that both applications will need to be tabled, and discusses the wetlands delineation that was completed for the property.

With no further comments or questions from the Commission, Chairman Stewart opens the Public Hearing at 8:13 am for SD-24003, Abundant Life Christian Center Inc. With no comments or concerns from the public, Chairman closes public hearing at 8:13 am.

Mayor Wills made a motion to table the subdivision request due to incomplete application. Commission Member Clark seconded, and it was unanimously carried.

b.) SP-24001, Abundant Life Christian Center Inc

Chairman Stewart states the Site Plan portion of the previous case cannot be reviewed until the subdivision is approved. With no further questions or comments, Commission Member Clark made a motion to table the request, due to incomplete application. Commission Member Emmons seconded, and it was unanimously carried.

c.) SP-24002, Plasmine Technology, Inc

Chairman Stewart introduced the case. With no conflicts of interest stated, Mrs. Dorough reviews the request including the site location with street images, proposed plans with tank farm, trailer storage and off-street parking, spill and containment plan availability for review if requested, access and drainage plans. She states that although full landscape plans were not submitted, various tree protection is indicated in their proposed plans so that requirement is in compliance. She finalizes the review stating the buffering with a screened fence requirement is in compliance and reviews any agency and city department comments. Ms. Hadley clarifies the detention pond comment from her engineering firm, requesting more detail and clarification on the potential and realistic scenarios that would be addressed should an event occur. Nathan Williams explains the reasoning behind the detention stormwater retainment that is currently proposed. Mrs. Hadley explains that a narrative of that plan would be helpful. Bubba Reed speaks in support of the project as he is an adjacent property owner. Commission Member Emmons inquires on the route of the stormwater drainage runoff, product(s) being manufactured in the new "proposed" tanks, and product storage management, to which all inquiries are explained by a Plasmine representative.

With no further questions or comments, Commission Member Emmons makes a motion to approve the request with conditions the following conditions, which were labeled as # three (3) through fourteen (14) of Goodwyn Mills Cawood letter with recommendations:

- 1) Ownership of, or rights granted with an access easement, is required for use of the drive on the property to the east of the site for ingress/egress.

**Construction Plans:**

- 2) Cover Sheet: Add flood map and flood zone information.
- 3) Master Layout Sheet (sheet C-4.0): Install 24'-wide asphalt road from the north side of the truck parking lot to Newport Parkway on the east side of the site. Install stop sign and stop bar for south bound truck traffic at the asphalt drive – Newport Drive intersection.
- 4) Grading and Drainage Plan (sheet C-5.0): Add erosion protection on the south side of the drainage ditch along Newport Parkway at the basin discharge pipe outlet. Update rainfall data with current NOAA data for all storms (2-year to 100-year). Provide instructions or steps to be taken including the timing from the end of the rainfall event to the opening of the slide gate valve.
- 5) Pond Detail (sheet C-6.0): Callout slide gate locations in both plan and profile. Add valve details or note for engineer to approve shop drawings.
- 6) Erosion Control Plan (sheet C-9.0): Add slit fence or sediment barrier at the basin side of all pipe inlets.

**Drainage Plans:**

- 7) Provide table for the pre-development and post-development runoff rates using the current NOAA rainfall data for the 2-year through the 100-year event storm.
- 8) Recalculate the 25-year and 100-year basin volumes based on the current NOAA rainfall data.
- 9) Provide the discharge velocity for the basin outlet pipe.
- 10) Provide release rate calculations for the 2-year through the 100-year storm for the parking lot detention basin and the containment basins. Limit the containment basins rate of discharge to pre-developed rates.
- 11) Provide design that prevents groundwater contamination from the containment basins.
- 12) Provide details and timing of mitigation in the event of contaminated water detection.

The motion was seconded by Commission Member Templeton and the motion was unanimously carried.

d.) SD-24004, TPQ LLC- Quinley Oaks Subdivision- Preliminary Plat Approval *\*\*Reviewed concurrently with e.)*

e.) SD-24004, TPQ, LLC- Quinley Oaks Subdivision- Final Plat Approval

Ms. Collinsworth removes herself from the meeting as her legal firm has a conflict of interest, allowing Mr. McDowell to be the representative for legal counsel for this case. Mrs. Dorough begins the concurrent review of Case Items d. and e. and includes that the preliminary plat will need to be reviewed and approved prior to final plat review, and the process that would follow if the preliminary plat were denied. She begins reviewing the request and includes the current zoning designation, connecting roads, images of the site and roadway, adjacent areas, and the proposed lots that meet requirements and the lots that currently do not meet. She includes the roadway and states the private property along W Railroad St that is not a city-maintained road as it is on CSX and private property. She explains the City's Right-of-Way (ROW) location and the 30' of proposed ROW to be dedicated by the applicant if the application is approved and includes the Subdivision Regulations require 60'. She reviews the additional deficiencies but states the primary concern is the private roadway. Chairman Stewart inquires on the authority to maintain the street to which Mrs. Dorough explains the City doesn't have the authority to modify as it is Railroad property. Mrs. Smith explains the City did not pave that road as North Baldwin Utilities paved it, but City representatives have been meeting with CSX to determine the appropriate route regarding potential additional construction and roadway usage. Discussions ensue regarding the reasoning behind the paving of the road by North Baldwin Utilities, discussions between CSX and the City regarding the history of the road, future maintenance, future development and usage of the road, various agreement requirements for additional development including the proposal from the applicant to dedicate road to the

**Motion Summary:**

- a.) **Approval of the February 8, 2024, Regular Meeting Minutes:** Councilman Taylor made a motion to approve the February minutes as written. The motion was seconded by Commission Member Hiram Templeton and carried unanimously.
- b.) **SD-24003, Abundant Life Christian Center Inc:** Mayor Wills made a motion to table the subdivision request due to incomplete application. Commission Member Clark seconded, and it was unanimously carried.
- c.) **SP-24001, Abundant Life Christian Center Inc:** Commission Member Clark made a motion to table the request, due to incomplete application. Commission Member Emmons seconded, and it was unanimously carried.
- d.) **SP-24002, Plasmine Technology, Inc:** Commission Member Emmons makes a motion to approve the request with the following conditions, which were labeled as # three (3) through fourteen (14) of Goodwyn Mills Cawood letter with recommendations:
  - 1) Ownership of, or rights granted with an access easement, is required for use of the drive on the property to the east of the site for ingress/egress.

**Construction Plans:**

- 2) Cover Sheet: Add flood map and flood zone information.
- 3) Master Layout Sheet (sheet C-4.0): Install 24'-wide asphalt road from the north side of the truck parking lot to Newport Parkway on the east side of the site. Install stop sign and stop bar for south bound truck traffic at the asphalt drive – Newport Drive intersection.
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- 5) Pond Detail (sheet C-6.0): Callout slide gate locations in both plan and profile. Add valve details or note for engineer to approve shop drawings.
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**Drainage Plans:**

- 7) Provide table for the pre-development and post-development runoff rates using the current NOAA rainfall data for the 2-year through the 100-year event storm.
- 8) Recalculate the 25-year and 100-year basin volumes based on the current NOAA rainfall data.
- 9) Provide the discharge velocity for the basin outlet pipe.
- 10) Provide release rate calculations for the 2-year through the 100-year storm for the parking lot detention basin and the containment basins. Limit the containment basins rate of discharge to pre-developed rates.
- 11) Provide design that prevents groundwater contamination from the containment basins.
- 12) Provide details and timing of mitigation in the event of contaminated water detection.

The motion was seconded by Commission Member Templeton and the motion was unanimously carried.

- e.) **SD-24004, TPQ LLC- Quinley Oaks Subdivision- Preliminary Plat Approval:** Commission Member Clark makes a motion to Table Case Item d.) SD-24004, Preliminary Plat Approval, due to the potential meeting with CSX to determine future usage of their roadway. Commission Member Templeton seconds, and the motion carries unanimously with the exception of Mayor Wills as he was absent during the vote.
- f.) **SD-24004, TPQ LLC- Quinley Oaks Subdivision- Final Plat Approval:** Chairman Stewart states that Case Item 7e has been officially withdrawn prior to presentation by the applicant.

City. Mr. Reed speaks on his history with CSX, Quinley Rd roadway surfacing and the area development, both historically and future. Discussions ensue regarding potential liabilities with any approvals of the current proposal, potential agreements with CSX and the City that are currently in discussions, potential reconfigurations of the proposed subdivision, and the applicants reasoning for moving forward with his current request which includes his belief regarding possible future issues with any development along the Railroad property Right-of-Ways.

*Councilman Taylor leaves the meeting at 9:29am*

**Chairman Stewart opens the Public Hearing for Case Item d.) SD-24004, Preliminary Plat Approval at 9:40am. With no public comment, Chairman Stewart closes the public hearing at 9:40am.**

Additional reconfiguration options of the plat are discussed between the applicant, City Staff and the Commission, along with the statement by Mrs. Dorough that City Staff anticipates meeting with CSX within the next few weeks, as stated by CSX representatives.

*Mayor Wills leaves the meeting at 9:44am. Councilman Taylor returns at 9:44am.*

With no further discussion, Commission Member Clark makes a motion to Table Case Item d.) SD-24004, Preliminary Plat Approval, due to the potential meeting with CSX to determine future usage of their roadway. Commission Member Templeton seconds, and the motion carries unanimously with the exception of Mayor Wills as he was absent during the vote.

Chairman Stewart states that Case Item 7e has been officially withdrawn prior to presentation by the applicant.

f.) Updates & Upcoming Cases - None

**ITEM 8.**

**Reports**

- a.) Mayor/Council Report – Mayor Will states the opening day of baseball is Saturday. Councilman Taylor inquires the new company named Spilltech moving into the warehouse on Dr. Martin Luther King Jr Blvd. Tammy Smith states there will be ribbon cutting tomorrow at 1:00 PM at the Justice Center, where everyone is invited to attend.
- 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 9:47 am.

DONE THIS THE 14<sup>TH</sup> DAY OF MARCH 2024



Chairman, Todd Stewart

ATTEST:



Jessica Peed, Planning Coordinator

Planner Associate