

Bay Minette Planning Commission Regular Meeting Minutes

Minutes of January 8, 2012

Monthly Meeting No. 1

The Bay Minette Planning Commission met in regular session on Tuesday, January 8, 2013. The meeting was called to order by Chairman Todd Stewart at 5:30 p.m., in the Council Chambers located in Bay Minette City Hall, in Bay Minette, Alabama; this being the proper place, date and hour as advertized to hold such meeting.

PRESENT

Members of the Commission were present. These members are: Chairman Todd Stewart, Karmen Still, Mayor Bob Wills, Building Official – Oscar Waters, Al Thompson, John Peavy, A.C. Ulmer and Ed Pepperman. Councilman John Biggs arrived at 5:35. Other persons in regular attendance: GeeGee Watt – Planning and Zoning Administrator, Attorney – Scotty Lewis.

GUESTS

Brock Mathews with CDG Engineers and Robbie Strom with HMR Engineers.

INVOCATION/ PLEDGE

A.C. Ulmer offered the invocation and the pledge.

ITEM 4.

Chairman Stewart asked the planning commission to review the minutes for both the regular scheduled meeting on November 13, 2012 and the special called meeting on November 26, 2012. Al Thompson asked GeeGee Watt when these minutes were sent out because they were not attached with the agenda. GeeGee Watt stated that she sent out the minutes several weeks ago for the commission's review in a separate email to allow them adequate time to review them. Karmen Still made **Motion 1** to approve the minutes for November 13, 2012 meeting it was seconded by Mayor Wills, motion passed (9-0). Karmen Still made **Motion 2** to approve the special called meeting minutes for November 26, 2012 and it was seconded by John Peavy, motion passed (9-0).

ITEM 5A.

Chairman Stewart introduced item 5A. Site Plan for Country Place Living. Chairman Stewart asked GeeGee Watt for the staff report. GeeGee Watt stated that in the beginning of the Planning Commission's packet memo with a favorable recommendation contingent upon the satisfaction of the engineering comments and NBU's requirements being met satisfactorily. GeeGee Watt stated that Steven Stewart, Fire Inspector's memo and recommendations have already been met and reflected on the new set of plats. Chairman Todd Stewart asked if this use was by right or by planning commission approval. GeeGee Watt referred to the Zoning

Ordinance and stated that this use is by planning commission approval in a B-2. GeeGee Watt stated there are R-2 residents across from Dobson Avenue. Al Thompson asked about buffering. GeeGee Watt reminded the commission of CDG's site plan visit concerning landscaping requirements. She asked the planning commission to look at the landscaping pages of the site plan to notice the heavily landscaped area, especially the tree buffering along Dobson. GeeGee Watt also noted that CDG is exceeding the landscape and open space requirements. The Zoning Ordinance required 15% and CDG is providing 20%. GeeGee Watt stated they are putting back substantial trees with variety of trees, bushes, and ground cover. All sizes to be installed are adequate according to the landscaping requirements. GeeGee Watt stated that the process would be for the planning commission to decide on if the use is adequate for this site and then consider the site plan. Ed Pepperman made **Motion 3** to approve the use for an assisted living facility and it was seconded by A.C. Ulmer, motion passed (9-0). Chairman Todd Stewart asked if there was any discussion on the site plan. Karmen Still made **Motion 4** to approve the site plan for Country Place Living and it was seconded by Ed Pepperman, motion passed (9-0).

ITEM 6. There was no public participation

ITEM 7. Chairman Stewart asked the commissioner's if they were satisfied with the meeting process, time, and place? Commissioners seemed fine with all. Chairman Todd Stewart asked what/if anything had been done about the trees being cut down at Standard Furniture. There was discussion about the trees. Oscar Waters said that the process has been started to resolve the issue about the Cypress trees being cut down. Chairman Todd Stewart asked GeeGee Watt what the regulations stated. GeeGee Watt stated the regulations state it is a two to one tree replacement for healthy, substantial trees, trees were also located in the ROW and in the designated Green Belt. Al Thompson stated that he would like to work with Standard, they are good steward and asset to the City. Chairman Todd Stewart also explained the reason for Steven Stewart, Fire Inspector, absence was to an unfortunate accident, GeeGee Watt elaborated the few details known and asked for prayers for Steven's son and family.

ITEM 8. There was no Mayor/Council Report at this time.

ITEM 9. Chairman Todd Stewart stated that we are to talk about sign regulations and updating By-laws and asked GeeGee to speak on by-laws first. GeeGee Watt explained that she only had a scanned copy of the by-laws. She stated she simply re-typed them into digital form and made the appropriate changes. She had one question for the commission, on page

2 (highlighted in red) states that the City Administrative Assistant is Secretary to the Planning Commission. GeeGee Watt stated that she did not believe such a position existed anymore? Mayor Wills stated it should state City Clerk or other administrative staff. GeeGee Watt noted it and stated that correction will be made. GeeGee Watt stated that this was not up for vote tonight, that she wanted the planning commission to be able to review for any additions, questions, deletions and that discussion will be held at the next meeting. Karmen Still pointed out to the commission that the next regular meeting was scheduled for Mardi Gras Fat Tuesday, Chairman Todd Stewart stated that we will pick a different meeting date and time via email discussion.

ITEM 10.

GeeGee Watt reminded the planning commission that there was to be discussion about amending the sign regulations tonight and asked how the planning commission would like to proceed. There was lengthy discussion about whether or not the sign ordinance was too stringent and different aspects of the ordinance. Chairman Todd Stewart stated he would like to break into small groups to work on the ordinance. All were in agreement that they need an ordinance to form to Bay Minette's needs. Al Thompson asked if GeeGee Watt would pull from other local/regional ordinances. GeeGee Watt stated she would be happy to and that she had extensive experience in developing sign ordinance and would be happy to design one more fitting for Bay Minette's needs. There was discussion on digital reader boards and digital signs. Mention of the recently approved digital sign Northcutt Dental is changing, moving, and flashing when it is not supposed to be. Councilman John Biggs stated that the sign was fine during the day but definitely too bright at night which concerned him. Chairman Todd Stewart asked Scotty Lewis if it was possible to put a moratorium on digital reader boards and digital signs. Scotty Lewis stated that it would be a recommendation to City Council. Al Thompson made **Motion 4** to recommend to City Council to place a moratorium on digital reader boards and signs until the sign regulations could be amended properly to address these signs, it was seconded by Karmen Still, motion passed (9-0).

GeeGee Watt stated that she received wonderful response from City Departments and Committees and received some really good feedback concerning the Comprehensive Plan and that she had a meeting with Kina Andrews, SARPC on Thursday to go over the revisions. Al Thompson asked GeeGee Watt about the Scott property/rezone. GeeGee Watt stated she has spoke to him several times and he understands that the property cannot be rezoned according to our ordinance without a proposed use and site plan.

ITEM 11.

Chairman Todd Stewart with no further business adjourned the meeting at 6:30 p.m.

DONE THIS THE 26th DAY OF NOVEMBER 2012

8 *January* *3*
M. F. W.

Todd Stewart
Chairman

gw

ATTEST:

GeeGee Watt

GeeGee Watt

Planning and Zoning Administrator