

Bay Minette Planning Commission Regular Meeting Minutes

Minutes December 8, 2022

Monthly Meeting No. 11

The Bay Minette Planning Commission met in Regular Session on Thursday, December 8, 2022. The meeting was called to order at 8:02 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 8:02 a.m. the following members were present, and a quorum established:

Todd Stewart, Chairman
Neal Covington, Vice-Chairman
Robert A. "Bob" Wills, Mayor
Rob Madison, Building Official
William Taylor, City Council/Commission Member
Scotty Langham, Commission Member
Earl Emmons, Commission Member

Commission Members absent:
Ray Clark, Commission Member

Commission Members late:
None

Other persons in regular attendance:
Clair Dorough, City Planner
Jessica Peed, Planning Coordinator
Tammy Smith, City Administrator
Scotty Lewis, City Attorney
Kristina Pittman, Chamber of Commerce

GUESTS None

INVOCATION Mayor Wills gave the invocation, followed by the pledge.

ITEM 3. Announcements/Registration to address the Commission

ITEM 4. Approval of the Minutes of the November 10, 2022, Regular meeting. Councilman Taylor made a motion to approve the November minutes as written. The motion was seconded by Mayor Wills and unanimously carried.

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

ITEM 6. Old Business

Mrs. Dorough updates the Planning Commission on the submitted 7Brew photometrics plan stating that the plans have been reviewed and approved, and the applicant is moving forward with Building Permitting. She also states the previously discussed William's property located at 603 D'Olive St who was requesting an entertainment venue at the barber shop has withdrawn his application with a refund, due to the conversation Staff presented to Mr. Williams regarding the Planning Commission's concerns related to access and parking. Mr. Williams stated he may possibly pursue purchasing the lot next to his, and if so, he would return with newly revised plans designed by a professional and resubmit for Site Plan.

ITEM 7.

New Business:

a.) Proposed Fee Schedule

Mrs. Dorough reviews the proposed revised Planning & Zoning Fee Schedule and includes the revisions and clarifications pertaining to Land Uses, accessory structures, renewals, temporary construction field offices, rezoning requests, site plan approval, concurrent Planning Commission use/site plan option, PUD application, Board of Adjustment's slight increase, annexation with various zoning requests, de-annexation, exempt, administrative, major and minor subdivisions, master plan and amendments, pre-application conferences, infrastructure acceptance, plat vacation and amendments, Right-of-Way road names and changes, vacation of public Right-of-Way, and printed copies of the Comprehensive Plan. Mrs. Dorough includes these costs are to defray staffing expenses, to cover the costs of on-call consultants, and will hopefully contribute towards permitting software that is currently being discussed. Mrs. Dorough also includes that many other municipalities have additional costs such as impact fees, which leads the Planning Commission to discuss if there is a current or future need to also establish impact fees. Mrs. Dorough gives examples of the other municipalities throughout the County regarding their established fees, and it is determined the best course of action, currently, is to research and obtain the knowledge needed to potentially, eventually include impact fees within the fee schedule. With no further discussion, Vice-Chairman Covington made a motion to recommend approval to the City Council for the proposed fee schedule as presented. Commission Member Earl Emmons seconded and the motion was unanimously carried.

b.) Upcoming Case Briefing

Mrs. Dorough includes the following for potential upcoming cases:

- Rezoning request from R-2 to B-2 for home to office conversion on S US Hwy 31, which is near the property that recently cleared for site prep work but was issued a stop work order by the Building Official. The applicant stated they were unaware of the approval process required prior to clearing.
- 2-lot Minor Subdivision at the corner of Moran St, Brady Rd, and Clay Street.
- Site plan approval request for "The Landing" which received Board of Adjustment Special Exception approval in January of 2022. Originally, the applicant was planning to construct apartments but at this time are only presenting plans for an addition and remodel of the current facility.
- Meeting scheduled next week to discuss the potential complete raze and rebuild the Murphy Oil gas station to a convenience store, located on the corner lot at the Walmart site.
- Communications between a potential seafood market near Delta Animal Hospital and the High School.

Additional Discussions:

- Earl Emmons inquires on the Church's Chicken building to which Mr. Madison states is it now under new ownership who is cleaning up the property but is unsure what he would like to do with it as of now.
- There is also a discussion on the ownership and history of the Cockrell's building site owned by Claude Johnson.
- The Mayor inquired about the recently cleared lot by the cemetery. Mrs. Dorough stated the applicant received a Stop Work Order and was informed of the regulations, specifically related to temporary storage units. Staff is considering code enforcement action as the owner was explicitly informed that advertisement and temporary storage units were not allowed at this time. Mrs. Pittman, Chamber of Commerce, stated he was recently in their office and stated he was unsure if he wanted to do mini warehouses or a gas station. Mrs. Dorough stated that at this time, no applications have been submitted.
- Chairman Stewart inquires on the most recent discussion for the Sweet Brew building façade, to which Mrs. Dorough, Mr. Madison, and Mrs. Smith all stated the business owners have been told numerous times and are aware that the façade must meet the requirements prior to the final Certificate of Occupancy (C/O) being issued. Mr. Madison stated that as of now, they have received a partial C/O, and spoke with the owners again less than two weeks ago. Mrs. Smith suggested Planning & Development issuing a request for the owners to give an update at the next Planning Commission meeting.

ITEM 8.

Reports:

a.) Mayor/Council Report – Mayor asks for Kristina Pittman to share news on the recent Christmas Fest. Mrs. Pittman states the annual event went well, with over 100 vendors in attendance and the Chamber has received a lot of positive feedback on social media. She also stated she learned a lot and will be having a post-meeting next week, along with completing the upcoming year's calendar of events. Mayor Wills states the Methodist Men sold a lot of BBQ sandwiches at Christmas Fest. Commission Member Emmons stated he is requesting the restroom trailer be moved to a different location next year.

Mrs. Smith states the splash pad is completed at Ulmer Park, and that the Justice Center is moving along, ahead of schedule with the slab pour to begin soon.

b.) Attorney - None

c.) Commissioner – None

d.) Planning Staff – Mrs. Dorough states Chairman Stewart has agreed to extend his term with the Planning Commission and a new Planning Commission member, Hiram Templeton, will be appointed to fill the expired term of Wynter Crook. She states the University of Alabama (UNA) instructor will not be able to lead a CAPZO training in January but has offered an alternate date in February. She states there will be a full agenda for the January 12, 2023 meeting, so attendance is vital.

ITEM 9. With no further business Chairman Stewart adjourns the meeting at 8:50 am.

DONE THIS THE 8TH DAY OF DECEMBER 2022



Chairman, Todd Stewart

ATTEST:



Jessica Peed, Planning Coordinator

Motion Summary:

- 1.) **Minutes:** Approval of the Minutes of the November 10, 2022, Regular meeting. Councilman Taylor made a motion to approve the November minutes as written. The motion was seconded by Mayor Wills and unanimously carried.
- 2.) **Proposed Planning & Zoning Fee Schedule:** Vice-Chairman Covington made a motion to recommend approval to the City Council for the proposed fee schedule as presented. Commission Member Earl Emmons seconded and the motion was unanimously carried.