



## Bay Minette Planning Commission Regular Meeting Minutes

Minutes December 14, 2023

Monthly Meeting No. 12

The City of Bay Minette Planning Commission met in Regular Session on Thursday, December 14, 2023. 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, 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 8:02 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

**Commission Members absent:**

Earl Emmons, Commission Member

**Commission Members late:**

None

**Other persons in regular attendance:**

Clair Dorough, City Planner  
Tammy Smith, City Administrator  
Scotty Lewis, Attorney  
Kristina Pittman, North Baldwin Chamber of Commerce  
Steven Stewart, Fire Inspector  
Paula Bonner, Planner Associate

**GUESTS** Deena Butler (*Representative for Graceland Storage Buildings*)  
Mike Phillips  
Stephanie Clay

**INVOCATION** Commission Member Hiram Templeton presented the invocation, followed by the pledge.

**ITEM 3.** Announcements/Registration to address the Commission.

**ITEM 4.** Approval of the Minutes of the November 9, 2023, Regular Meeting.

Mayor Bob Wills made a motion to approve the November 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**

**a.) Old Towne Commons PUD and Design Criteria**

Chairman Stewart and Mrs. Dorough updated the commission on the status of the application as Mrs. Dorough passed out copies of the revised PUD Narrative Working Draft to commission members. Chairman Stewart, Mrs. Dorough, and Commission Member Clark discussed proposed deviations in the narrative such as lot sizes, setbacks, sidewalks, parking, and home occupations. Mrs. Dorough reported Old Towne Commons is planned for the February agenda as the applicant is preparing to submit the application next week. Chairman Stewart asked commission members to be familiar with the PUD document as much as possible.

**b.) 2024 – 2025 Meeting & Application Deadline Calendar**

Mrs. Dorough presented commission members with a copy of the final 2024 - 2025 Planning Commission & Board of Adjustment Regular Meeting & Application Deadline Schedule which included the requested changes as approved during the November 9<sup>th</sup> meeting.

**ITEM 7. New Business**

**a.) Graceland Storage Building – Discussion Only**

Mrs. Dorough explained no action is needed as the item is up for discussion only. Graceland Storage Buildings has attended a pre-application meeting with the intent to convert a non-permanent structure into a permanent office building on property located on State Highway 31 just north of Chuck Stevens Chevrolet near Mobile Lumber. The applicant is selling the temporary storage sheds on site and would like to use one of the sheds as an office, however the Zoning Ordinance only allows non-permanent structures to be used for a business purpose temporarily during the construction of a permanent structure. The request today is to ask the Planning Commission if they would even consider a Site Plan request to allow a non-permanent structure to be used as an on-site office if it was converted to meet building code and other code standards for commercial use.

Deena Butler with Graceland of Bay Minette was present to represent the applicant and answer questions. Ms. Butler stated that the structure is in the process of being converted for commercial use. Commission Members, Staff, and Ms. Butler discussed the structural code changes, ADA requirements, and costs involved in converting the existing structure for commercial use. There was also discussion among Commission Members, Legal Counsel, and Staff regarding the difference/definition of non-permanent and permanent structures. Chairman Stewart told Ms. Butler if the building can meet the standards for a permanent commercial use, she could come to Planning Commission with a site plan approval application which meets all the zoning requirements including parking and landscaping, the Planning Commission would consider it. The Chairman further clarified to Ms. Butler that while the commission agreed to consider the application at a future meeting, commission review does not guarantee commission approval.

**b.) Updates & Upcoming Cases**

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

- Southeastern Erectors // Stella-Jones Properties Site Plan Approval applications
- Sweet Brew (Cane Brew) Potential Façade Modification
- Rauch Coleman Homes Potential Subdivision Pre-Application Meeting

**ITEM 8. Reports**

- a.) Mayor/Council Report – Tammy Smith reported on meetings regarding a potential Hotel Franchise
- 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 8:55 am.**

DONE THIS THE 14<sup>TH</sup> DAY OF DECEMBER 2023



Chairman, Todd Stewart

ATTEST:



Paula S. Bonner, Planner Associate

**Motion Summary:**

- a.) **Approval of the November 9, 2023, Regular Meeting Minutes:** Commission Mayor Wills made a motion to approve the November minutes as written. The motion was seconded by Commission Member Templeton and carried unanimously.