



Bay Minette Planning Commission Regular Meeting Minutes

Minutes July 13, 2023

Monthly Meeting No. 7

The City of Bay Minette Planning Commission met in Regular Session on Thursday, July 13, 2023. The meeting was called to order at 8:01 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 8:01 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
Neal Covington, Vice Chairman
William Taylor, City Council/Commission Member
Earl Emmons, Commission Member

Commission Members absent:

Hiram Templeton, Commission Member

Commission Members late:

None

Other persons in regular attendance:

Clair Dorough, City Planner
Tammy Smith, City Administrator
Lauren Collinsworth, Attorney
Kristina Pittman, North Baldwin Chamber of Commerce
Steven Stewart, Fire Inspector
Paula Bonner, Planner Associate
Jessica Peed, Planning Coordinator

GUESTS None

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 June 8, 2023, Regular Meeting.
Councilman Taylor made a motion to approve the June minutes as written. The motion was seconded by Commission Member Emmons and carried unanimously.

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

ITEM 6. Old Business
a.) August 24, 2023 Worksession

Chairman Stewart introduces Item 6a. Mrs. Dorough stated the Baldwin Ventures engineering firm requested a work session related to the master plan for Old Towne Commons PUD before proceeding with plans regarding the City's developmental requests. Mrs. Dorough gave examples of the types of design standards, including neighborhood and housing designs, and setbacks, and discussions ensued regarding preferences and dislikes. Chairman Stewart asked for the Commission members to submit any preferences and discussion point items before the August meeting so preparations can be made to discuss at the August 24th worksession.

b.) RA-23002, Temporary Work Force Housing Program (Ordinance 1035)

Chairman Stewart introduces the topic, allowing Mrs. Dorough to explain that the Temporary Work Force Housing Program was reviewed at City Council but was sent back to Planning Commission for consideration to include the mixed uses of RV campers and mobile homes. Mrs. Dorough reviews the proposed revisions that will allow for the inclusion of both RV's and manufactured homes, including the zoning designations, standards and requirements, location criteria, and site restoration criteria. Discussion ensues regarding potentially impacted areas in city limits, Dickman Rd mobile home park which facilitated this consideration to provide temporary housing for Novelis workers, bonds, the requirement for worker documentation for Novelis and their estimated needed number of allowed RV parking spots. Commission Member Emmons mentions his sightings of residents occupying RV's in the backyards of city limit residents and would like to discuss ways to address that issue.

With no further discussion, Mayor Wills makes a motion to recommend approval to the City Council for the revised version of the Temporary Work Force Housing Program as presented. Commission Members Emmons seconds and is unanimously carried.

ITEM 7. New Business
a.) Planning Commission Bylaws

Chairman Stewart stated the proposed bylaws are in the Planning Commission packet. Mrs. Dorough reviewed the primary proposed revisions which are to be in compliance with state code related to the provision on jurisdictional member allowance.

b.) ACAMP Comprehensive Plan Project

Mrs. Dorough states the City recently received a grant to update the Comprehensive Plan, and explains the process, timeline and role of the Planning Commission during the process.

Chairman Stewart exits the meeting at 8:59am. Vice-Chairman Covington continues reviewing the agenda materials.

c.) Updates & Upcoming Cases

Mrs. Dorough gave a brief overview of the following:

- Zoning Ordinance Amendment adoption and effective date
- Right-of-Way Vacation for Standard Furniture approval and next steps including completion of a subdivision exemption
- Update on the Police and Planning jurisdiction to only include city limits effective July 26, 2023
- Bluewater Seafood Market Site Plan request

- Clayton Williams Site Plan request for an entertainment venue and reviews the previously discussed concern of inadequate parking to which Mr. Williams received a demo permit for the parking adjacent to the property. She includes additional requirements, if the use is approved including Fire, Police and ALDOT approvals.
- Cockrells Auto Body Shop Site Plan request to expand business into adjacent property building.
- Chuck Stevens Sign Variance request and includes history of previous sign construction not meeting the approved variance in 2002.
- Road name changes including Petty Ln, Pine St, and a segment of the Briar Rose Subdivision
- Various church renovations, expansions and/or subdivisions including First Baptist Church, Southside Baptist Church, Fellowship Hall, Eastwood Baptist Church
- Fire Inspector Steven Stewart discusses a prospective lot line setback incentive program that will potentially increase density and decrease neighboring fire exposure with the inclusion of installed firewalls and/or fire sprinkler systems within structures. There is a discussion on the development of neighborhoods in conjunction with narrower streets, secondary ingress/egress requirements, ISO ratings, response times to various area within and surrounding city limits and includes that it would be the first community in Alabama to offer this type of program. He also stated that it be included in the record that he is opposed to the 5' setbacks.

ITEM 8. Reports

- a.) Mayor/Council Report – None
- b.) Attorney – None
- c.) Commissioner – None
- d.) Planning Staff – None
- e.) Public Comment – Kristina Pittman with the North Baldwin Chamber of Commerce states they have a new staff member, Callie Roley. She includes the Chamber has begun planning for Christmas Fest, and First Responders Dinner in October.

ITEM 9. With no further business, Vice-Chairman Covington adjourns the meeting at 9:38 am.

DONE THIS THE 13TH DAY OF JULY 2023


 Vice-Chairman, Neal Covington

ATTEST:


 Jessica Peed, Planning Coordinator

Motion Summary:

- 1.) **Approval of the Minutes of the June 8, 2023, Regular meeting:** Councilman Taylor made a motion to approve the June minutes as written. The motion was seconded by Commission Member Emmons and carried unanimously.
- 2.) **RA-23002, Temporary Work Force Housing Program (Ordinance 1035):** Mayor Wills makes a motion to recommend approval to the City Council for the requested revised version of the Temporary Work Force Housing Program as presented. Commission Members Emmons seconds and is unanimously carried.