

Bay Minette Planning Commission Regular Meeting Minutes

Minutes June 10, 2021

Monthly Meeting No. 6

The Bay Minette Planning Commission met in Regular Session on Thursday, June 10, 2021. The meeting was called to order at 8:03 a.m., by Chairman 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 8:03 a.m. the following members were present:

Todd Stewart, Chairman
Robert A. "Bob" Wills, Mayor
Scotty Langham, Commission Member
William Taylor, Commission Member
Neal Covington, Commission Member
Ray Clark, Commission Member
Rob Madison, Building Official
Wynter Crook, Commission Member

Commission Members absent:
Earl Emmons, Commission Member

Commission Members late:

Other persons in regular attendance:

Scotty Lewis, Attorney
Clair Dorrough, City Planner
Tammy Smith, City Administrator
Leslie Johnston, SARPC
Jason Padgett, North Baldwin Utilities
Steven Stewart, Fire Inspector

GUESTS Robert Branum

INVOCATION Chairman Stewart gave the invocation, followed by the pledge.

Jason Padgett enters the meeting at 8:07am

ITEM 3.

Approval of Minutes of the May 13, 2021 meeting. Chairman Stewart stated there was an issue on the County's side with ES-2102, Brown Family Division but nothing changes from the Planning Commission. Councilman Taylor made a motion to approve the May minutes as written. The motion was seconded by Commission Member Clark and was unanimously carried with the exception of Rob Madison who abstained due to this being his first meeting.

Chairman Stewart welcomed the new Building Official, Rob Madison, to Planning Commission.

ITEM 4.

Old Business

a.) RA-2101- Billboard Ordinance

Chairman Stewart states the first item of old business to discuss the recently revised billboard ordinance. Mrs. Dorrough states it was approved at City Council and has printed the ordinance to replace the old within the Zoning binders. Chairman Stewart inquires if MuniCode has been updated, and states that he has noticed many items being outdated on MuniCode when he has looked for certain items in the past.

Steven Stewart, BMFD, enters the meeting at 8:16am

There is a discussion on MuniCode and costs, and the consensus was that it either needs to be updated or removed completely to avoid issues and confusion. Mrs. Smith states Rita Diedtrich, City Clerk handles the updates for MuniCode on all City Council items. She clarifies that cost is not the reason MuniCode is not current and that staff has been working with the operation for some time to have the codes current. Mr. Clark expressed desire to confirm that MuniCode is correct.

b.) SD-2101- Pine Trace Subdivision

Chairman Stewart introduces the topic. Mrs. Dorrough gives overview of the lot division and states the original signed plat that was submitted for recording was lost, and the City of Bay Minette records from 2008 are also missing. She states in order to make this division legal so the applicant can officially have it recorded, the Planning Commission will need to ratify the original decision. The main reason is in regard to the road names, as they do not comply with E-911 anymore since there are too many "Pine" named roads now. She states the road has been already been constructed and inspected by the previous Building Official, Oscar Waters. There was a brief review of the application and

plat to ensure all required materials were previously submitted and approved, and it was. Chairman Stewart inquired as to what phase is being reviewed to which Mrs. Dorough states it is only Phase 1 (one), with the only change being the road names due to E-911 policies. Commission Member Covington made a motion to ratify and confirm the prior approval, and to authorize the Chairman to sign the plat for Phase 1 (One) with the road name change for recording purposes. Commission Member Langham seconded, and it was unanimously carried. Chairman Stewart signed the plat.

c.) SB107- Police Jurisdiction Bill

Chairman Stewart introduces the bill. Mrs. Dorough explains the Bill will change the jurisdictions for the Building and Planning department. She presents a slideshow with the different jurisdictions, and states as of July 26, 2021, the current permitting jurisdiction and the ETJ for Bay Minette will be pulled back to the 3-mile Police Jurisdiction limits. On January 1, 2023, the ETJ will automatically pull back to a 1 and a half-mile Police Jurisdiction and, per discussions with County staff, the permitting area will likely make the same change. Scotty Lewis confirms the Bill has been approved and is now a law. Mayor Wills inquires to Mrs. Johnston how the other municipalities are reacting, to which Mrs. Johnston states that no one has been adamantly opposed. Commission Member Clark briefly discusses the various changes within the municipalities within Baldwin County.

ITEM 5.

New Business:

a.) S-2116 COPA / COBM Mural

Request: City's Committee on Public Arts Mural

Chairman Stewart introduces the request for a wall mural. Mrs. Dorough states the request will be located behind the Beans On Hand coffee shop at Blackburn Park, and states government entities are technically exempt from zoning regulations but COPA would like to follow the ordinance and submit the sign request through Planning Commission. She explains the wall mural design and layout. Chairman Stewart refers to our zoning ordinance 16.5.6 regarding Murals and inquires if Mrs. Dorough has seen any issues regarding the ordinance and requested design, to which Mrs. Dorough states she has not. Chairman Stewart inquires if there are any comments, to which there were none. Commission Member Covington states he would be abstaining from voting due to his wife spearheading the project. Commission Member Clark made a motion to approve the wall mural. Commission Member Langham seconded, and it was unanimously carried. Mrs. Smith commented that the local artist would be Alainna McDonald, and she previously painted the mural on the Kids Park bathrooms.

b.) Proposed Fee Schedule

Chairman Stewart introduces the proposal to revise the current fee schedules which would put Bay Minette more in line with the other municipalities in the surrounding areas. Mrs. Dorrough states the only action this proposal would require is Planning Commission recommendation to City Council. She explains the proposed revisions and calculations. Chairman Stewart inquires about the "Sketch Plan" fee to which Mrs. Dorrough states it is a cost listed in the Subdivision Regulations related to Major Subdivisions. Chairman Stewart inquired if Commission Member Madison would be revising the Building Department Fee Schedule and submitting it to Planning Commission. Mrs. Dorrough states she doesn't believe the Building Department proposed revisions would be brought to Planning Commission due to the fees being so different from Planning fees but the department would keep the Commission updated on any changes. Commission Member Covington made a motion to recommend the modified Planning & Zoning Fee schedule as presented to City Council. Councilman Taylor seconded the motion, and it was unanimously carried.

ITEM 6.

Reports:

a.) Mayor/Council Report

Mayor Wills stated the Senior Center Ribbon Cutting earlier in the week, and thanked Jason Padgett and NBU for the renovation of the parking lot. He also stated the Council officially took action to close the Bowling Alley at the previous Council meeting and discusses the potential new tenant to lease the Bowling Alley.

b.) Attorney - NONE

c.) Commissioner

Chairman Stewart states the new Building Official, Rob Madison has officially come on board for his first Planning Commission meeting. He also states this meeting will be Leslie Johnston's final meeting with the Bay Minette Planning Commission. He addresses Leslie with gratitude for her volunteered time and wishes her the best.

d.) Planning Staff

- Mrs. Dorrough stated the next Planning Commission meeting will be July 8, 2021.

ITEM 8. With no further business Chairman Stewart adjourned the meeting at 8:46 a.m.

DONE THIS THE 10th DAY OF JUNE, 2021



Todd Stewart, Chairman

ATTEST:



Clair Dorrough, City Planner