

# Bay Minette Planning Commission Regular Meeting Minutes

Minutes May 11, 2023

Monthly Meeting No. 5

The Bay Minette Planning Commission met in Regular Session on Thursday, May 11, 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, 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  
Rob Madison, Building Official/Commission Member  
Hiram Templeton, Commission Member  
Earl Emmons, Commission Member  
Scotty Langham, Commission Member  
Ray Clark, Commission Member  
Neal Covington, Vice Chairman

Commission Members absent:

Robert A. "Bob" Wills, Mayor  
William Taylor, City Council/Commission Member

Commission Members late:

None

Other persons in regular attendance:

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

**GUESTS**

John Byrd, Tensaw Engineering  
Ben White, Tensaw Engineering

**INVOCATION** Scotty Langham gave the invocation, followed by the pledge.

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

**ITEM 4.** Approval of the Minutes of the April 13, 2023, Regular Meeting. Commission Member Templeton made a motion to approve the April minutes as written. The motion was seconded by Commission Member Emmons and was unanimously carried.

**ITEM 5.** Disclosure of Prior Communications and/or Conflicts of Interest – NONE

**ITEM 6.** Old Business

a.) RA-23001, Proposed Zoning Ordinance Amendments *\*\*Public Hearing\*\**

Chairman Stewart introduced the request. Mrs. Dorough states the majority of the proposed revisions have previously been reviewed and discussed with the exception of her needing Planning Commission input for the metal building

section. After a lengthy discussion, the Planning Commission replaces "sited closer than 200 feet from" with "along" in the first line of Section 8.6 and removed "or properties visible from said roadways" from the same line. The phrase "and visible from" was added after the word "facing" in the first line of 8.6.1. Mrs. Dorough continues to review the presented proposed revisions including Home Occupations and procedures for obtaining various licenses and permits. With no further questions or comments, Chairman Stewart opens the Public Hearing at 8:40am. With no public comments, Chairman Stewart closes the Public Hearing at 8:41am. Vice Chairman Covington makes a motion to recommend approval of the amendments to the City Council with the minor revisions to Section 8.6 and Section 8.6.1. Commission Member Langham seconded, and it was unanimously carried.

b.) RA-23002, Temporary Work Force Housing Pilot Program *\*\*Public Hearing\*\**

Chairman Stewart introduced the request. Mrs. Dorough reviews the proposed pilot program amendment. There is a discussion on current requests to try and facilitate potential future issues or concerns regarding RV parks and vehicles including district and distance criteria, allowable number of units, restoration guidelines, and various verbiage included from state and local agencies. Legal Counsel Lauren Collinsworth suggested a clarification on the sunset provision language in sections 9.8.3.1 and 9.8.3.9 from "this ordinance" to specify "Section 9.8.3." With no further questions or comments, Chairman Stewart opens the Public Hearing at 9:07am. With no comments, he closes the Public Hearing at 9:07am. Commission Member Clark moves to recommend approval to the City Council with the discussed amendments to sections 9.8.3.1 and 9.8.3.9 regarding the Pilot Program sunset provision language. Commission Member Templeton seconded and it was unanimously carried.

**ITEM 7.**

New Business

a.) Election of Officers

Chairman Stewart opens the floor for Vice-Chairman nominations. Hiram Templeton nominates Neal Covington, who accepts the nomination. Ray Clark seconds and with no objections or other nominations, there was a unanimous vote to elect Neal Covington as Vice-Chairman.

Chairman Stewart opens the floor to receive nominations for Chairman. Earl Emmons nominates Todd Stewart as Chairman, who accepts the nomination. Ray Clark seconds, and with no objections or other nominations, there was a unanimous vote to elect Todd Stewart as Chairman. Both members will serve in the positions for one year.

b.) Updates & Upcoming Cases

Mrs. Dorough gave a brief overview of the following:

- Right-of-Way Vacation application was submitted for a portion of the alleyway on Standard Furniture Property
- Site Plan approval on a metal building on S White Ave
- Previously reviewed Annexations are awaiting the Governor's signature
- Hoover property rezoning was approved and is now in effect
- Special Exception for the duplex was approved at the May 5, 2023 Board of Adjustment meeting
- Planning Commission Bylaws are anticipated to be updated for review at an upcoming meeting
- New Planning Staff member, Paula Bonner, will be starting at the end of the month and will be filling in for Jessica Peed for Planning Commission while she is out on vacation in June.

**ITEM 8.**

Reports

a.) Mayor/Council Report –

Tammy Smith states the Justice Center construction is going well, as well as the downtown parking project. The soccer complex is currently out for bid and will open on May 25<sup>th</sup>. There is a brief discussion on the height of the County's jail that is under construction.



- b.) Attorney – None
- c.) Commissioner – None
- d.) Planning Staff – None

ITEM 9. With no further business Chairman Stewart adjourns the meeting at 9:16 am.

DONE THIS THE 11<sup>TH</sup> DAY OF MAY 2023



Chairman, Todd Stewart

ATTEST:



Jessica Peed, Planning Coordinator

Paula Bomer, Planner Associate

**Motion Summary:**

- 1.) **Approval of the Minutes of the April 13, 2023, Regular meeting:** Commission Member Templeton made a motion to approve the April minutes as written. The motion was seconded by Commission Member Emmons and was unanimously carried.
- 2.) **RA-23001, Proposed Zoning Ordinance Amendments:** Chairman Stewart opens the Public Hearing at 8:40am. With no public comments, Chairman Stewart closes the Public Hearing at 8:41am. Vice Chairman Covington makes a motion to recommend approval of the amendments to the City Council with the minor revision to Section 8.6, which replaces "sited closer than 200 feet from" with "along" in the first line and removes "or properties visible from said roadways" from the same line; and minor revision to Section 8.6.1, which added the phrase "and visible from" after the word "facing" in the first line. Commission Member Langham seconded, and it was unanimously carried.
- 3.) **RA-23002, Temporary Work Force Housing Pilot Program:** Chairman Stewart opens the Public Hearing at 9:07am. With no comments, he closes the Public Hearing at 9:07am. Commission Member Clark moves to recommend approval to the City Council with the discussed amendments to sections 9.8.3.1 and 9.8.3.9 regarding the Pilot Program sunset provision language from "this ordinance" to specify "Section 9.8.3." Commission Member Templeton seconded and it was unanimously carried.
- 4.) **Election of Officers:** Chairman Stewart opens the floor for Vice-Chairman nominations. Hiram Templeton nominates Neal Covington, who accepts the nomination. Ray Clark seconds and with no objections or other nominations, there was a unanimous vote to elect Neal Covington as Vice-Chairman.

Chairman Stewart opens the floor to receive nominations for Chairman. Earl Emmons nominates Todd Stewart as Chairman, who accepts the nomination. Ray Clark seconds, and with no objections or other nominations, there was a unanimous vote to elect Todd Stewart as Chairman.