



Bay Minette Planning Commission Regular Meeting Minutes

Minutes June 8, 2023

Monthly Meeting No. 6

The City of Bay Minette Planning Commission met in Regular Session on Thursday, June 8, 2023. The meeting was called to order at 8:00 a.m. by Chairman, Todd Stewart, in the Conference Room 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 8:00 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
Hiram Templeton, Commission Member
Neal Covington, Vice Chairman
William Taylor, City Council/Commission Member

Commission Members absent:

Scotty Langham, Commission Member
Earl Emmons, Commission Member

Commission Members late:

None

Other persons in regular attendance:

Clair Dorrough, 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 Doug Anderson, Burr Foreman, LLP (*representing Case VAC-23001*)
Emma Goodloe, Burr Foreman, LLP (*representing Case VAC-23001*)

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

ITEM 3. **Announcements/Registration to address the Commission.**
Chairman Stewart announced the resignation of Commission Member Scotty Langham and asked staff to draft a thank you letter for his years of service.

ITEM 4. **Approval of the Minutes of the May 11, 2023, Regular Meeting.**
Vice Chairman Covington made a motion to approve the May minutes as written. The motion was seconded by Commission Member Templeton and carried unanimously.

Chairman Stewart had City Planner Clair Dorough introduce the new Planner Associate Paula Bonner.

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

There were none.

ITEM 6. Old Business

There was no old business.

ITEM 7. New Business

a.) SP-23005, Brian Morrow Site Plan Approval

Disclosure of Prior Communications and/or Conflict of Interest: None

Request: Site Plan Approval Request for a 24' x 25' Accessory Structure

Location: 720 South White Avenue

Chairman Stewart introduced the request. Mrs. Dorough presented the case by referencing the staff report which included the past and current uses, current zoning, future land use map, and staff analysis. Mrs. Dorough also referenced the site calculations, front and side architectural elevations, and the fact that there were no comments received from the department and agency notifications in the staff report. Mrs. Dorough reported the 24' x 25' metal accessory structure is already on the property is being used to store lawn equipment to maintain the property. Mrs. Dorough also reported the application is the result of a stop work order. Mrs. Dorough told the Commission her primary concern is the buffering required by the regulations due to and for the single-family use across the street.

Chairman Stewart and Mrs. Dorough discussed the current and proposed regulations regarding facades for metal buildings. Mrs. Dorough stated that in the new proposed regulation amendments under Section 8.7.1.6 this structure would not require site plan approval because the building is under 600 square feet and meets the use criteria. Mrs. Dorough stated the recommendation by staff is approval as the site plan does not appear incompatible or inconsistent with minor conditions. There was no one present to speak in favor or opposition of the request. Mrs. Dorough reported the applicant works offshore.

Vice Chairman Covington made a motion to approve the request as presented. Commissioner Madison seconded the motion which carried unanimously.

b.) VAC-23001, BV Capital, LLC Right-of-Way Vacation Request

Disclosure of Prior Communications and/or Conflict of Interest: None

Request: Consider a petition by BV Capital, LLC to vacate a portion of an unimproved 22-foot public alleyway

Location: 801 S US Highway 31

Chairman Stewart introduced the request. Mrs. Dorough presented the case including a brief history of the unimproved right-of-way alley including the vacation of a portion of that right-of-way in 1971. Mrs. Dorough referenced the staff analysis within the staff report which confirms the request meets the criteria established by the Subdivision Regulations in accordance with State Code. She also referenced the correspondence between the applicant and the local utilities, Alabama Power, North Baldwin Utilities, and AT&T in the staff report.

Doug Anderson and Emma Goodloe were present to represent the applicant. Ms. Goodloe declined to speak. Mr. Anderson complimented Mrs. Dorough and thanked her for her assistance. Attorney Lewis, Mrs. Dorough, and Mr. Anderson determined it would be best to incorporate and record the 1971 partial right-of-way along with the new requested vacation. Mr. Anderson and Mrs. Dorough clarified that although the site consist of several parcels in the same ownership, the subject right-of-way is contained on one parcel. There was no one present to speak in opposition of the request.

Chairman Stewart verified with Mrs. Dorough that a public hearing is required, and the Planning Commission action is to give City Council a recommendation. Chairman Stewart stated staff's recommendation is for the Planning Commission to recommend approval to the City Council for the vacation request. Chairman Stewart opened the Public Hearing at 8:26 a.m. With no comments, he closed the Public Hearing at 8:27 a.m.

With no further discussion, Vice-Chairman Covington made a motion to recommend approval to the City Council. Commissioner Templeton seconded the motion which carried unanimously.

c.) Updates & Upcoming Cases

Mrs. Dorough gave a brief overview of the following:

- Potential Right-of-Way vacation request for parcel located on E. 4th Avenue.
- Pre-application meeting with Biofuel Clean Energy for potential storage site on S. White Ave., which is the same property that an RV park was previously proposed but withdrawn.
- Update and discussion on possible changes in the Planning Jurisdiction agreement between the City and Baldwin County.
- Approval of Wison Estate Property Exempt Subdivision, SD-23002
- Approval of James and Johnson Property Exempt Subdivision, SD-23003
- Approval of McMaster Property Exempt Subdivision, SD-23005 Resub. of Lot 4 Old Brady Rd. Subdivision
- Discussion on possible institution of Design Guidelines
- Update on Old Towne Commons and request for work session on the project in September
- Discussion of and proposal for a pre-application review committee

ITEM 8.

Reports

- a.) Mayor/Council Report – Mayor Wills reported he walked through the Justice Center after the Council meeting Monday night. Chairman Stewart gave an update on the construction of the building, adding that the construction should be complete by the end of the year.
- b.) Attorney – None
- c.) Commissioner – None
- d.) Planning Staff – None
- e.) Public Comment – Kristina Pittman with the North Baldwin Chamber of Commerce reported an upcoming North Baldwin Home Expo on June, 10th and Home Show and a Ladies Leadership Luncheon on July 19th.

ITEM 9.

With no further business, Chairman Stewart adjourns the meeting at 8:55 am.

DONE THIS THE 8TH DAY OF JUNE 2023



Chairman, Todd Stewart

ATTEST:



Paula Bonner, Planner Associate

Motion Summary:

- 1.) **Approval of the Minutes of the May 11, 2023, Regular meeting:** Commission Member Covington made a motion to approve the May minutes as written. The motion was seconded by Commission Member Templeton, and it carried unanimously.
- 2.) **SP-23005, Brian Morrow Site Plan Review for a 24' x 25' Accessory Structure:** Vice Chairman Covington made a motion to approve the Site Plan Review as presented. Commission Member Madison seconded the motion, and it carried unanimously.
- 3.) **VAC-23001, BV Capital, LLC Right-of-Way Vacation Request:** Chairman Stewart opened the Public Hearing at 8:26 a.m. With no comments, he closed the Public Hearing at 8:27 a.m. Vice Chairman Covington moved to recommend approval to the City Council. Commission Member Templeton seconded the motion and it carried unanimously.