



Minutes of the City of Planning Commission Meeting September 7, 2022

The Planning Commission of the City of Calera met in the Council Chambers of the City Hall at 7901 Highway 31 on Wednesday, September 7, 2022, at 6:00 p.m., in a regular meeting. Chairman Bill Davis residing.

Chairman and Planning Commission Members Present:

Bill Davis, Chairman
Jon G. Graham, Commission Member
Ernest Montgomery, Commission Member
Brienne Gilliland, Commission Member
Hilton Shirey, Commission Member
Connie Payton, Commission Member
Tommy Edwards, Commission Member

Absent:

Sandy Roberson, Commission Member
Steve McCord, Commission Member

City Attorney:

Bill Justice, City Attorney

Planning and Zoning Team Members:

Chris Pappas, City Engineer
James Fuller, IT Director

Guests:

Calvin Morgan, Kenny Dale Cost, Ann Davis, Autrey and Donna McMillan, Norman Malik

Chairman Davis called the meeting to order at 6:00 p.m.

Approval of Minutes:

Commission Member Gilliland made a motion to approve and dispense with the reading of the following minutes:

August 16, 2022 – Special Called Meeting

Commission Member Montgomery seconded said motion and upon vote, the results were as follows:

AYES: Davis, Montgomery, Gilliland, Graham, Shirey, Payton

NAYS: None

ABSTAIN: Edwards

Motion Passed

Old Business:

No Old Business

New Business:

Chris Pappas, City Engineer reviewed the Calera Planning and Zoning – A Plan to Move Forward (See Attached Document)

Bill Davis, Chairman request approval to change the Establish Meeting Date for the Planning and Zoning Meetings and Work Sessions

Chairman Davis recommended the established Planning and Zoning meetings date and time for will be the second Monday of each month, the pre-meeting work session will begin at 5:30 pm and the Planning and Zoning Meeting will begin at 6:00 pm. The work session and the Planning and Zoning meeting in the chambers. Beginning October 2022

Commission Member Graham made a motion to approve the updated establish meeting date. Commission Member Edwards seconded said motion and upon vote, the results were as follows:

AYES: Davis, Montgomery, Gilliland, Graham, Shirey, Payton, Edwards

NAYS: None

Motion Passed

Bill Justice, City Attorney – Supernumerary members to the Planning Commission cannot be done under Alabama Statute (See Attached Document)

Guests:

Norman Malik discussed a proposed Campground between the Hotel and his resident.

Commission Member ____ made a motion to adjourn the meeting at 6:24 p.m.

Approved this 10th day of October 2022.

Bill Davis, Chairman

ATTEST:

Katie Cannady, Planning Commission Secretary

To view our Planning Commission Meeting please click the link below:

<https://www.youtube.com/watch?v=iI5S1ega4ec>

Section 11-52-3

Municipal Planning Commission - Composition; qualifications, appointment, terms of office, compensation, and removal of members; vacancies.

(a) The commission shall consist of **nine members**: The mayor, or his or her designee, **one of the administrative officials of the municipality selected by the mayor**, **a member of the council to be selected by it** as a member ex officio and **six persons who shall be appointed by the mayor**, if the mayor is an elective officer, otherwise by the officer as the council may in the ordinance creating the commission designate as the appointing power; provided, that in any Class 1 municipality, the commission shall consist of 16 members: The mayor, one of the administrative officials of the municipality selected by the mayor, two members of the council to be selected by it as members ex officio, and 12 persons who shall be selected by the council. In the event the mayor designates a person to sit in his or her place on the municipal planning commission, the person so appointed shall serve during the term of the mayor, unless the original appointment shall be limited to a term certain of not less than 12 months at time of appointment.

In addition to regular members, the mayor and each of the council members of Class 1 municipalities serving on the commission may each appoint, from the administrative staff of the mayor and council exclusively, a supernumerary member who shall be authorized to be counted for the purpose of determining a quorum, and, while serving, to act with all of the power and authority of a regular member whenever such municipal official is not personally in attendance.

In addition to the regular members, in all cities having populations of not less than 175,000 nor more than 275,000, two supernumerary members shall be appointed to serve on the board at the call of the chair only in the absence of regular members, and while so serving, they shall have and exercise the power and authority of regular members.

(b) All members of the commission shall serve without compensation, and the appointed members shall hold no other municipal office, except, that one of the appointed members may be a member of the zoning board of adjustment or appeals, except in all cities having populations of not less than 175,000 nor more than 275,000, according to the most recent federal decennial census, wherein no member of the commission may be a member of the zoning board of adjustment or appeals and wherein all members of the commission shall be bona fide residents and qualified electors of such cities, except that the 12 appointed members of any commission elected by the council in Class 1 municipalities, under subsection (a) of this section, upon adoption of a resolution by the city council approving Acts 1994, No. 94-672, shall be paid twenty-five dollars (\$25) per meeting for each meeting of the commission attended by the members. No member shall be paid more than fifty dollars (\$50) in any one month, and any appointed member who is an elected official or an employee of the municipality shall not be eligible to receive the compensation.

(c) The terms of ex officio members shall correspond to their respective official tenures, except that the term of the administrative official selected by the mayor shall terminate with the term of the mayor selecting the member.

The term of each appointed member shall be six years or until the successor takes office, except that the respective terms of five of the members first appointed shall be one, two, three, four, and five years, provided, that in any city having a 16 member commission as provided in subsection (a) of this section, the respective terms of five pairs of the members first appointed by council shall be one, two, three, four, and five years, and provided further, that in all cities having populations of not less than 175,000 nor more than 275,000, the term of each appointed member of the commission shall be for three years.

(d) Members other than the member selected by the council may, after a public hearing, be removed by the mayor for inefficiency, neglect of duty or malfeasance in office, provided, that in any city having a 16 member commission, as provided in subsection (a) of this section, members may, after a public hearing, be removed by the council for any of the above reasons or for continued failure to attend meetings. The council may for like cause remove the member or members selected by it. The mayor or council, as the case may be, shall file a written statement of reasons for such removal.

(e) Vacancies occurring otherwise than through the expiration of term shall be filled for the unexpired term by the mayor in the case of members selected or appointed by him or her, by the council in the case of the member, or other members selected by it and by the appointing power designated by the council in municipalities in which the mayor is not an elective officer.

(Acts 1935, No. 534, p. 1126; Code 1940, T. 37, §788; Acts 1955, No. 446, p. 1000; Acts 1965, No. 587, p. 1098; Acts 1966, Ex. Sess., No. 429, p. 573; Acts 1971, No. 663, p. 1371; Acts 1983, No. 83-437, p. 618; Acts 1983, No. 83-476, p. 668; Acts 1988, No. 88-215, p. 332; Acts 1994, No. 94-672, §1.)

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Calera Planning and Zoning – A Plan to Move Forward

In order to create a culture of accountability and transparency and to ensure the trust of the Citizens of Calera in all matters related to the Calera Planning Commission it is recommended that the City of Calera take the following steps:

- Establish a 3 person Planning and Zoning Team of city staff members to oversee and implement these recommendations.

- Planning and Zoning Team shall prepare a Status Report on all projects for every Planning Commission meeting. Status Report to include the following:
 - o Listing of all current and future known projects;

- o All submittal and approval dates;
 - o All expiration dates;
 - o Current construction status updates;
 - o Any pending action to be taken;

*Report to be amended going forward as needed.

**monthly report to be supplied to council members in pdf format.

- Once Planning Commission Chairman opens the meeting and the previous meetings minutes are approved, the Chairman will turn over the presentation of the meeting to the Planning and Zoning Team. The team head will present the status report and then present the items on the agenda. The Planning and Zoning Team shall prepare a visual presentation for every Planning Commission meeting agenda. The presentation will be displayed in video format and will include the applicable documents (i.e. application, zoning map images, orthographic maps, conceptual site plans, etc.) The Planning and Zoning Team will have all 3 team members at every meeting unless someone is on vacation, sick, etc. The team head will make the verbal presentation of the agenda while the other 2 members record minutes and run the visual presentation. Once the agenda presentation has been completed, the meeting will be turned back over to the Chairman for action on the agenda.

- All preliminary and final plats on upcoming agendas will be forwarded to the City Attorney by the Planning and Zoning Team prior to the meeting date so all items can be reviewed prior to consideration for legal compliance with the City's zoning ordinance and subdivision regulations. The City Attorney's opinion will be provided in the agenda presentation.

- The City will establish a Site Development permit for all commercial and residential projects. Currently the City does not sell a permit for any non-vertical construction. This will be a great aid in establishing beginning and ending dates for all projects.

- Complete the PUD Revision Process and amend the Zoning Ordinance with the new PUD regulations and other suggestions derived by the recent review by Tripp Galloway.
- The zoning ordinance has been reviewed by Tripp Galloway. The subdivision regulations will be sent to the City Attorney for a full review.
- The City shall hire the University of North Alabama to come to Calera and certify all Planning and Zoning Members (and council if desired).
- Planning and Zoning Team Head will attend Planning Commission meetings of other cities throughout Central Alabama to research ways to further improve the City of Calera's processes and procedures.
- Planning and Zoning Team to be comprised of Chris Pappas, Kevin Shirey and Tammy Smith
- Chris Pappas' duties:

Serve as head member of the Planning and Zoning Team, Oversee all Planning and Zoning business coming through the City, coordinate with the other team members and assist them as needed with their duties, meet with prospective developers to discuss potential projects and the requirements to be met by the developer, coordinate with the city attorney on all legal issues/questions, present reports and presentations to the Planning Commission and City Council, review all documents submitted to the City for compliance, coordinate with all other department heads with any concerns/issues.

- Kevin Shirey's duties:

Prepare Planning Commission visual presentation for each meeting, attend meetings and run presentation, assist in review of submittals for compliance, assist in research of applicable city ordinances/regulations, coordinate with all department heads to receive and compile comments to be returned to developers, present the meeting agenda in the absence of team head.

- Tammy Smith's duties:

Attend meetings, record meeting minutes, prepare meeting minutes and agendas, receive and process all submittals, send out public notices, process zoning verification requests, receive other calls/requests and forward to other team members



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September 6, 2022
11:39 AM

City of Calera
Custom Permit Report by Application Id

Page No: 1

Range: First to Last
Issue Date Range: First to 09/06/22
Application Date Range: 08/16/22 to 09/06/22
Building Code Range: First to Last
Work Type Range: First to Last
Expiration Date Range: First to 02/28/23
Use Type Range: First to Last
Contractor Range: First to Last
User Code Range: First to Last
Applied For: Y Open: Y
Hold: Y
Completed: Y
Denied: Y
Void: Y
Customer Range: First to Last
Waived Fee Status to Include: None: Y
Inc Permits With Permit No: Yes
All: Y User Selected: Y
Inc Permits With Certificate: Yes

App Id: 6517 Prop Loc: 1005 LAKE VIEW LN Permit No: 22-10404
Owner: RHEA CHARLIE A & MADOLYN K
Permit Type: ELER Const Type: Work Type: REPAIR
Building Codes:
Building Code Alt Cost Add Cost Contr Id Name Description of work
ELER 8,000.00 0.00

App Id: 6518 Prop Loc: 482 WATERFORD DR Permit No: 22-10405
Owner: HALEY KENNETH JR & DORTCH JASMINE
Permit Type: BLDR Const Type: Work Type: ROOF
Building Codes:
Building Code Alt Cost Add Cost Contr Id Name Description of work
BLDR 11,220.00 0.00

App Id: 6519 Prop Loc: 1005 SAPPHIRE ST Permit No: 22-10406
Owner: YOUNG WENDELL
Permit Type: BLDR Const Type: Work Type: ROOF
Building Codes:
Building Code Alt Cost Add Cost Contr Id Name Description of work
BLDR 14,169.88 0.00

App Id: 6520 Prop Loc: 10841 HWY 25 Permit No: 22-10407
Owner: HICK'S INS
Permit Type: BLDC Const Type: Work Type: ALTERATION
Building Codes:
Building Code Alt Cost Add Cost Contr Id Name Description of work
BLDC 1,500.00 0.00

App Id: 6521 Prop Loc: 680 WATERFORD LN Permit No: 22-10408
Owner: WORTHY ROBBIE K & ROBERT H
Permit Type: BLDR Const Type: Work Type: ROOF
Building Codes:
Building Code Alt Cost Add Cost Contr Id Name Description of work
BLDR 19,414.43 0.00

App Id: 6522 Prop Loc: 280 HWY 213 Permit No: 22-10409
Owner: YARBROUGH WALTER E & PINNIE H

Permit Type: RZNE	Const Type:	Work Type:			
Building Codes:					
Building Code	Alt Cost	Add Cost	Contr Id	Name	Description of Work
RZNE	0.00	0.00			
App Id: 6523 Prop Loc: Hwy 213			Permit No: 22-10410		
Owner: Walter Yarbrough					
Permit Type: RZNE	Const Type:	Work Type:			
Building Codes:					
Building Code	Alt Cost	Add Cost	Contr Id	Name	Description of Work
RZNE	0.00	0.00			
App Id: 6524 Prop Loc: 270 HWY 213			Permit No: 22-10411		
Owner: YARBROUGH WALTER EARL & PINNIE H					
Permit Type: RZNE	Const Type:	Work Type:			
Building Codes:					
Building Code	Alt Cost	Add Cost	Contr Id	Name	Description of Work
RZNE	0.00	0.00			
App Id: 6525 Prop Loc: 8265 HWY 31			Permit No: 22-10412		
Owner: CHRISTIAN LIFE FELLOWSHIP					
Permit Type: ELEC	Const Type:	Work Type: SERVICE CHANGE			
Building Codes:					
Building Code	Alt Cost	Add Cost	Contr Id	Name	Description of Work
ELEC	0.00	0.00			
App Id: 6526 Prop Loc: 212 BEDFORD LN			Permit No: 22-10413		
Owner: SMITH JIMMY LOWELL & FARRELL JANE S					
Permit Type: BLDR	Const Type:	Work Type: ROOF			
Building Codes:					
Building Code	Alt Cost	Add Cost	Contr Id	Name	Description of Work
BLDR	10,400.00	0.00			
App Id: 6527 Prop Loc: 2052 HIGHVIEW WAY			Permit No: 22-10414		
Owner: HOOTEN BRET L & DELILAH B					
Permit Type: BLDR	Const Type:	Work Type: ROOF			
Building Codes:					
Building Code	Alt Cost	Add Cost	Contr Id	Name	Description of Work
BLDR	17,173.19	0.00			
App Id: 6528 Prop Loc: 1016 MERIWEATHER DR			Permit No: 22-10415		
Owner: LE DU THI					
Permit Type: MECR	Const Type:	Work Type: HVAC CHANGEOUT			
Building Codes:					

September 6, 2022
11:39 AM

City of Calera
Custom Permit Report by Application Id

Page No: 3

Building Code	Alt Cost	Add Cost	Contr Id	Name	Description of Work
MECR	7,000.00	0.00			
App Id: 6529 Prop Loc: 2014 KERRY CIR			Permit No: 22-10416		
Owner: BARRETT TYLER D & GALLUPS MELISSA A					
Permit Type: BLDR Const Type:			Work Type: RUUW		
Building Codes:					
Building Code	Alt Cost	Add Cost	Contr Id	Name	Description of Work
BLDR	12,386.07	0.00			
App Id: 6530 Prop Loc: 3280 HWY 31			Permit No: 22-10417		
Owner: CALERA 3280 LLC 50% & O'BRIEN LLC 3					
Permit Type: ELEC Const Type:			Work Type: ALTERATION		
Building Codes:					
Building Code	Alt Cost	Add Cost	Contr Id	Name	Description of Work
ELEC	800.00	0.00			
App Id: 6531 Prop Loc: 176 LITTLE JOHN CIR			Permit No: 22-10418		
Owner: CARTER LEONIA M					
Permit Type: ELER Const Type:			Work Type: REPAIR		
Building Codes:					
Building Code	Alt Cost	Add Cost	Contr Id	Name	Description of Work
ELER	200.00	0.00			