

**AGENDA
NORTHPORT PLANNING AND ZONING COMMISSION
TUESDAY, JANUARY 9, 2024**

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

4. APPROVAL OF MINUTES

A. Special Called November 27, 2023

B. December 12, 2023

5. APPROVAL OF THE AGENDA

6. VERIFICATION OF PROPER NOTIFICATION

7. VERIFICATION OF NO CONFLICT OF INTEREST

8. OLD BUSINESS

A. **S-29-23 Rehearing The Terrace at Northcreek Master Plan Revision** -

Brasher Holdings, LLC is requesting a revision to the Master Plan for approximately 72.22 acres for Phases II-V located at the east dead end of Northcreek Boulevard.

B. **S-30-23 Forest Glen Seventh Section** - Adam Springer is requesting preliminary plat approval for approximately 12.54 acres located south of Randa Parkway and east of Arbor Oaks Road. **CONTINUED UNTIL FEBRUARY (no action required).**

9. NEW BUSINESS

A. **S-1-24 RSVY of Lot 1, Mt. Galilee Baptist Church Subdivision** - Mt Galilee Baptist Church is requesting preliminary plat approval of approximately 1.39 acres located at 2906 19th Street.

B. **S-2-24 - The Townes of North Lake Master Plan REHEARING** - Courtstone, LLC is requesting a rehearing for the master plan of approximately 183 acres located east of Highway 69 and north of Hamnertown Road. **CONTINUED UNTIL FEBRUARY (action required)**

C. **S-3-24 The Townes of North Lake** - Courtstone, LLC is requesting preliminary plat approval for approximately 9.3 acres located east of Highway 69 and north of Hamnertown Road. **CONTINUED UNTIL FEBRUARY (action required)**

10. DISCUSSION

A. By-laws

11. CITIZEN COMMUNICATIONS

12. ADJOURNMENT

Northport Planning and Zoning Commission Meeting Procedures

- I. The Chairman calls for the next agenda item.
- II. Staff provides a summary of the case and answers any questions from the Commission.
- III. The applicant or petitioner presents his or her request and provides information in support of the application and answers any questions from the Commission.
- IV. If a public hearing is needed, the Chairman will ask for anyone present who would like to provide input regarding the request.
- V. The Commission members may discuss details and issues raised, and may ask questions of the applicant, city staff, or other parties.
- VI. The Chairman will call for a motion to be read and a second, and the Chairman may ask if further discussion by the Commission is needed.
 - i. Motions for a vote and second will be made for each item in a positive fashion. The purpose of which is to allow the Commission to vote on a motion. Members making the motion or second are not obligated to vote in the affirmative for said motion.
 - ii. Waivers may be added to the motion for approval of a preliminary plat if listed verbally in the motion. If it is requested by any member of the Commission, the waivers shall be voted on individually or in a group prior to the vote on the preliminary plat.
- VII. The Chairman will call for a roll call vote.



**OFFICIAL MINUTES
NORTHPORT PLANNING AND ZONING COMMISSION
SPECIAL CALLED
MONDAY, NOVEMBER 27, 2023**

The Planning and Zoning Commission met in a special called session at 6:00 p.m. on Monday, November 27, 2023, in the Council Chambers at Northport City Hall.

The meeting was called to order by Chairman Kevin Turner. Upon roll call the following members were found to be present: Mrs. Jennifer Hayes, Mrs. Tracy Kelly, Mr. Roland Lewis, Mr. Timothy Martin, Mr. Clay Randolph, Mr. Kevin Turner, Mr. Jason Ward and Mr. Karl Wiggins. Absent and failing to vote was Mr. David Kemp. Staff present were Mrs. Julie Ramm, Planning Director, Mr. Shaun Patten, Zoning Administrator, and Mrs. Morgan Williams, Administrative Assistant.

Chairman Kevin Turner introduced the board members and staff members to the public.

Information on Back of Agenda – Chairman Kevin Turner explained the meeting procedures on the back of the agenda.

Approval of the Minutes – **none**

Approval of Agenda – **Motion by Mr. Turner** to approve the November 27, 2023. **Second by Mr. Randolph.** Voiced roll call was given. **Motion Carried.**

Verification of No Conflict of Interest & Disclosure of Ex Parte Communication – none

Verification of Proper Notification – Mrs. Ramm confirmed proper notification was given.

NEW BUSINESS

a. City of Northport Comprehensive Plan Public Hearing

Jason Fondren with KPS Groups presented the public and Commission with a PowerPoint presentation for the Comprehensive Plan Draft. Mr. Fondren stated that the purpose of the Comprehensive Plan is to set a growth and improvement for policies and help you picture the city's future growth. The plan is for over the next 20 years on a guideline for decisions on zoning, annexation, public investment in roads, infrastructure, facilities and services for the City of Northport. The plan was put together from the different community engagements and focus group meetings that were held to receive feedback from the community throughout 2023. The state code of Alabama charges the Municipal Planning Commission with the responsibility of preparing and adopting the Comprehensive plan. In Chapter 2, Article 1, Section 8 of Master Plan for the municipality described with

the intent of the plan to accomplish a coordinated adjustment of harmonies development of the municipality and its environment.

Mr. Turner asked the Commission for any comments and there were none.

Chairman Turner opened the floor for a public hearing.

Chuck Gerdeu, 1802 20th Avenue, stated that on page 15 on tourism, the wording is very good wording. He stated that the wording of Northport, community, and city is confusing on how they are used, he would like the wording to be more defined as to who they are describing. He stated that page 24, he would like a caption on the picture of the Shirley House.

With no one else to appear, Chairman Turner closed the public hearing.

Mrs. Ramm stated the next step will be a work session for the Commission and the City Council. She stated this will be a public session and will be noticed on websites, newspapers, and social media. She stated the meeting will be in January, although the date has not been set yet. Mrs. Ramm stated she expects, depending on feedback from the work session, that we are anticipating a February adoption.

Mr. Turner asked that if there would be an additional public hearing before adopting. Mrs. Ramm stated yes.

CITIZEN COMMUNICATIONS

DISCUSSION

ADJOURNMENT – Motion by Mr. Lewis to adjourn the meeting. **Seconded by Mr. Wiggins.** Roll Called by voice vote the meeting was adjourned.

Kevin Turner, Chairman

ATTEST:

Julie Ramm, Secretary

**OFFICIAL MINUTES
NORTHPORT PLANNING AND ZONING COMMISSION
REGULAR MEETING
TUESDAY, DECEMBER 12, 2023**

The Planning and Zoning Commission met in a regular session at 6:00 p.m. on Tuesday, December 12, 2023, in the Municipal Court Room at the Northport Public Safety Building.

The meeting was called to order by Chairman Kevin Turner. Upon roll call the following members were found to be present: Mr. David Kemp, Mr. Timothy Martin, Mr. Clay Randolph, Mr. Kevin Turner, Mr. Karl Wiggins, Mr. Jason Ward. Absent and failing to vote were Mrs. Tracy Kelly, Mrs. Jennifer Hayes, and Mr. Roland Lewis. Staff present were Mrs. Julie Ramm, Planning Director, Mr. Chris Cunningham, Assistant City Attorney, Mr. Shaun Patten, Zoning Administrator, Ms. Meredith Mullins, Planner, Mrs. Morgan Williams, Administrative Assistant, and Mr. Brad Matthews, Assistant City Engineer.

Chairman Kevin Turner introduced the board members and staff members to the public.

Information on Back of Agenda – Chairman Kevin Turner explained the meeting procedures on the back of the agenda.

Approval of Agenda – **Motion by Mr. Turner** to approve the December 12, 2023, agenda. **Second by Mr. Wiggins.** Voiced roll call was given. **Motion Carried.**

Approval of the Minutes – **Motion by Mr. Wiggins** to approve the minutes from the special called meeting on November 9, 2023. **Second by Mr. Kemp.** Voiced roll call was given. **Motion Carried.**

Approval of the Minutes – **Motion by Mr. Martin** to approve the minutes from the regular minutes on November 14, 2023. **Second by Mr. Wiggins.** Voiced roll call was given. **Motion Carried.**

Verification of No Conflict of Interest & Disclosure of Ex Parte Communication - None

Verification of Proper Notification – Mrs. Ramm confirmed proper notification was given.

Old Business

New Business

- a. **S-29-23 Rehearing The Terrace at Northcreek Master Plan Revision – Brasher Holdings, LLC is requesting a revision to the Master Plan for approximately 72.22 acres for Phases II-V located at the east dead end of Northcreek Boulevard.**

Mrs. Ramm stated that Brasher Holdings, LLC has requested a rehearing for the revision to the Master Plan for The Terrace at Northcreek. She stated that the commission previously made a favorable recommendation to the City Council for RS-SD zoning at the October 2023 meeting. However, the associated master plan did not receive approval. Mrs. Ramm stated that a master plan is required prior to the development of an RS-SD zoned

property. She stated that the proposed development is compatible with the adjacent phase of The Terrace at Northcreek. Mrs. Ramm stated that because this request has come within one year of the original hearing, the applicant must demonstrate to the Commission there has been a substantial change in the master plan approval request and, by a vote of the Commission, five members must concur to rehear the rezoning requests.

Mr. Turner read the By-laws on the rules for rehearing to the board.

Chairman Turner asked the Commission if they had any questions.

Mr. Wiggins asked about the rezoning of RS-SD for this development being approved without a master plan approval. Mrs. Ramm stated changes are going to be made in the future with the zoning re-write and the rezoning was only recommended but has not been approved by Council.

Chip Brasher, 3215 Dogwood Drive, stated that they are requesting that this case be continued until January. He stated we have added the parks, amenities, and places to use for open space on the proposed master plan revision. Mr. Brasher stated they are trying to be thoughtful in requiring all homes to have brick siding. He stated that they have fixed the previous issues with block length and would be willing to develop the amenities to phase II, if needed.

Mr. Ward asked what type of appetite was coming from the builder's side. Mr. Brasher stated that the builders want to be here. He stated that the lot size helps and there is plenty of appetite, but builders are aggressive right now and we do not know if this will change as time passes. He stated that building rooftops will allow for more commercial properties to be developed in this area.

Mr. Turner stated we are all for rooftops coming to Northport but how it's presented looks like how many houses can we fit in one space.

Chairman Turner opened the floor for a public hearing.

With no one to appear, Chairman Turner closed the public hearing.

Motion by Mr. Turner to continue S-29-23 Rehearing Master Plan of The Terrace at Northcreek until the January meeting. **Seconded by Mr. Wiggins.** Roll call as follows. Mr. Turner – Yes; Mr. Wiggins – Yes; Mr. Kemp – Yes; Mr. Martin – Yes; Mr. Randolph – Yes; and Mr. Ward – Yes. **Motion Carried.**

CITIZEN COMMUNICATIONS

DISCUSSION

a. Review of the Planning Commission By-laws

Mrs. Ramm stated that the Commission needed to review the by-laws for any changes and a vote will be made in the 2024 year to adopt.

Mr. Turner stated that he had some proposed updates:

- Article 4.C with changes made to the deadline of a rehearing from 12 months to 6 months and only be allowed to submit a rehearing one time in 6 months.
- Add an expiration time frame on recommendation to expire after 90-days of the Commission's decision, if it exceeds the 90 days, add a clause that the petitioner can provide a written document from government entity regarding an extension for 30-day extension. Mr. Wiggins and Mrs. Ramm both stated that this may be too tight of a timeframe. The Commission agreed on 180 days with the 30-day extension.
- Add language on modification of application when the PZC is the recommending body. Any modification made by a petitioner to any application, outside of those recommended by the Commission, shall be announced at the time the matter is presented to the City Council. Mrs. Ramm stated that if there were a substantial change, we would run them back through the Planning and Zoning Commission for approval or recommendation.

Mr. Wiggins asked if there was a way to put a limit on the number of meetings a Commission member misses and report on it. Mr. Cunningham stated that the Commission does not have the authority to remove members, only the appointing body does.

b. Election of Chair & Vice-Chairman

Chairman:

Motion by Mr. Randolph to nominate Mr. Kevin Turner for the Chairman of the Planning and Zoning Board for the 2024 year. **Seconded by Mr. Ward.** Voice roll call was given. **Motion Carried.**

Vice-Chairman:

Motion by Mr. Wiggins to nominate Mr. Clay Randolph for the Vice-Chairman of the Planning and Zoning Board of 2024 year. **Seconded by Mr. Turner.** Voice roll call was given. **Motion Carried.**

ADJOURNMENT – Motion by Mr. Wiggins to adjourn the December 12, 2024, meeting. **Seconded by Mr. Martin.**

Kevin Turner, Chairman

ATTEST:

Julie Ramm, Secretary

City of Northport
Planning and Zoning Commission – January 9, 2024
Staff Report

Case: S-29-23

Applicant: Northcreek Properties, LLC, Sullivan Properties, & Brasher Holdings

Location: The Terrace at Northcreek

Request: Master Plan Rehearing

Northcreek Properties, LLC, Sullivan Properties, and Brasher Holdings, LLC request a rehearing for the revision to the Master Plan for The Terrace at Northcreek. The total acreage for the master plan is 72.2 acres. The master plan includes 163 single-family residential lots plus 10 open space lots. The properties are located at the east end of Northcreek Boulevard. The Commission previously made a favorable recommendation to the City Council for RS-SD zoning. However, the associated master plan did not receive approval. A master plan is required prior to the development of any RS-SD zoned property. The proposed development is compatible with the adjacent phase of the Terrace at Northcreek.

The Planning Commission's by-laws state the following concerning rehearing of cases:
No petition which has been denied by the Commission or City Council or not favorably recommended by the Commission to the City Council shall be placed on the agenda for consideration by the Commission within a period of twelve (12) months from the date of the prior decision, except under the following stipulations:

- i. *Prior to the publication of the legal notice, a petitioner must notify the Secretary in writing to request that a reconsideration of a previously denied/unfavorably recommended case be placed on the agenda. The petitioner shall submit a new application and pay any/all associated fees.*
- ii. *The petitioner shall be responsible for producing any supplemental documentation to be included with their reconsideration request and shall be responsible for presenting their request to the Commission.*

The Commission will hear the request and determine if there has been a substantial change in the facts (including new relevant or different information) of the case, evidence or circumstances of the case that early reconsideration is necessary to prevent undue hardship to the petitioner, and the early consideration will not result in an undue hardship on the Commission or other affected parties. An affirmative vote of five (5) members of the Commission is needed to grant the reconsideration request.

Because this request comes within one year of the original hearing, the applicant must demonstrate to the Commission there has been a substantial change in the master plan approval request and, by a vote of the Commission, five members must concur to rehear the rezoning requests.

The proposed master plan revision includes 163 lots in phases II-V. The proposed setbacks are 25' front, 25' rear, and 7' on each side. The following table shows the percentage of lots that meet the various lot standards for residential zones:

Zoning	Min. Lot Area	Min. Lot Width	% of lots October proposal	% of lots in December proposal	# of lots
RS-1	15,000	95	1.84%	0.61%	1
RS-2	12,000	85	6.75%	9.20%	15
RS-3	9,000	75	28%	17.79%	29
RS-4	6,000	60	31.97%	38.04%	62
RS-SD	4,000	55	31.28%	34.36%	56

The developer is proposing 23.7 acres to be designated as open space. Included in that acreage is 3.92 acres for detention ponds and 1.5 acres for amenities. The proposed amenities include a pavilion, grilling area, playground, dog park, and benches. During the December meeting, Mr. Brasher stated that some amenities could be provided in phase II of the development. However, the revised plan shows the amenities are planned in phases III and V.

Typically, waivers are addressed at the preliminary plat submittal. However, the layout of required stub streets does not appear to meet the subdivision regulations. Approval of the proposed master plan would require approval of a waiver of stub streets at the preliminary plat level.

At the October Commission meeting, there was some discussion concerning the requirements for block length and width in the subdivision regulations. The subdivision regulations require block lengths to be at least 400' and no more than 1200'. Block width should be wide enough to accommodate two tiers of lots at minimum lot depth. The revised master plan is consistent with the apparent intent of the block length and width regulations.

The steep slope impact for this proposal does appear to exceed 15 percent which is allowable per the zoning ordinance with approval of the Planning Commission. The applicant did not submit a grading plan or steep slope exhibit with the resubmittal. However, the previous grading plan is included in your packet which indicates the location of the steep slopes.

Any action on the master plan would require six affirmative votes of the Commission.



432 65th Street, Suite A
Tuscaloosa, AL 35405
(205) 345-5646

November 29, 2023

City of Northport
Planning and Zoning Commission
3500 McFarland Boulevard
Northport, AL 35476

Re: *Request to Rehear Master Plan
 Terrace at Northcreek Subdivision*

Planning and Zoning Commission,

Please see attached a new master plan revision for the Terrace at Northcreek Subdivision. This application was previously submitted in September 2023 and accompanied a rezoning request. The rezoning request to RS-SD received a favorable recommendation from the Planning Commission and will be forwarded to City Council soon. The master plan that accompanied the rezoning request was denied. Planning Commission stated concerns regarding open space amenities and the stub street and block length/width waivers that would be required on the future preliminary plats. Following this feedback, the proposed master plan was revised and is being resubmitted. Due to the changes to the street layout and amenities, we would like to request that this master plan revision be reheard by Planning Commission.

The proposed master plan includes over 23 acres of open space with a variety of uses. Four detention ponds are proposed. Two of the open spaces include utility easements – one for stormwater and one for sanitary sewer. This will avoid any future issues that may arise from utility easements along property lines. Open spaces 7 and 9 will serve as buffers between the residential areas to the east along with accommodation for proposed grading. Open space 1 was originally created to accommodate for the significant grading required between the proposed Rosemary Way entrance road and the existing utility tower (at a topographical high point) located immediately south of the property line. All of these open spaces serve either engineering or planning purposes while proving large areas of buffers and/or natural vegetation.

Additionally, amenities are provided in more accessible and pedestrian-friendly areas within the site. Proposed amenities are spread over approximately 1.5 acres throughout the site for residents in both the existing and new neighborhood. The proposed open space amenities include a pavilion, grilling area, playground, dog park, and benches throughout the subdivision. Walking paths are proposed in OS 3, 6, and 8 to provide an internal route to the amenities for all residents in the new subdivision as well as Phase 1 residents.

During the October public hearing, the Planning Commission stated that they had concerns regarding the variances required in future phases. The two variances were not included on the master

plan, but would be required in the future preliminary plats. The first variance was from the stub street requirement. An additional stub street has been added to the master plan. With this addition, the proposed master plan includes stub streets to the east and south and connects to Union Chapel Road to the west and The Terrace Parkway to the northwest. The northern portion of the property includes significant topography and wetlands. The proposed layout minimizes impacting these areas and does not include a stub street to the north. The second variance was from the block length/width requirement. The proposed street layout has been revised. This new street layout has been provided preliminarily to City staff, and they agree that it meets the intent of the requirement.

Please let me know if you have any questions or need any further information.

Sincerely,
Longleaf Engineering, LLC

A handwritten signature in blue ink, appearing to read 'Tom Sims', is written over a light blue rectangular background.

Tom Sims, P.E.
Consulting Engineer

New Submission ☒Re-Submission ☐

Date of first submission: _____

City of Northport

Date of Plng Comm Mtg: ____ / ____ / ____

Preliminary Plat Application and Checklist

Deadline: ____ / ____ / ____

Application Submitted: ____ / ____ / ____

Name of Subdivision: The Terrace at Northcreek Master Plan RevisionName of Applicant: Longleaf Engineering, LLCPhone: (205) 345-5646Name of Owner: Sullivan Properties & Northcreek PropertiesPhone: (205) 339-1052Address: PO Box 657, Northport, AL 35476Engineer: Tom Sims, Longleaf Engineering, LLCPhone: (205) 345-5646Address: 432 65th Street, Suite A, Tuscaloosa, AL 35405Email: tsims@longleafengineering.comSurveyor: Lonnie J. "Jamie" AuteryPhone: (205) 886-4342Address: PO Box 1486, Northport, AL 35476Email: jautery@alsurvey.comIn City Limits? Yes ☒
No ☐Current Zoning: R-1 Proposed Zoning: RS-SD Total Acreage: 72.2 Total Lots: 163*Any rezoning requests must be accompanied by appropriate application*Date of Predesign/Pre-application Meeting: 5 / 12 / 22 Required, unless expressly waived by Planning DirectorIs this part of a master plan? Yes ☒
No ☐Name and date of most recent approved master plan: Northcreek Commons Master PlanIs this design in substantial compliance with approved master plan? Yes ☒
No ☐May 2005

Describe the Location of Property to be Subdivided:

Located at the east dead end of Northcreek BoulevardWill any waivers be requested? Yes ☐
No ☒

If yes, list them here and attach documentation explaining reason for request.

Waivers:

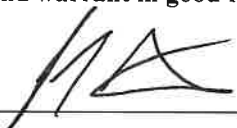
No waivers requested for Master Plan****All of the above information has been completed or marked "N/A." Initial JS ****

All submissions (new and updated) must be accompanied by appropriate applications and checklists. Incomplete submissions will not be accepted. In order for a preliminary plat to be heard before the Northport Planning and Zoning Commission, all relevant items must be received by the Planning Department by the deadline, including completed application and checklist, correct number of *complete and correct* plats, designation of agent form, adjoining property owner lists/labels, and any other necessary items.

Staff will review and research all submissions. If it is determined after the deadline that a submission is missing required elements or needs substantial correction (i.e. something that cannot be easily annotated by hand by the designer on every plat), then the applicant/agent must appear in person before the Planning Commission and ask for a continuance to another meeting. If applicant/agent desires to continue with presenting the deficient plat before the Planning Commission, staff will recommend disapproval of plat due to deficiencies. Incomplete submissions will not be accepted.

****It is strongly recommended that application be submitted well in advance of deadline; especially for new, large, or complex subdivisions. This will give staff time to point out needed corrections and offer any further suggestions.**

I have read the above statements and warrant in good faith that I understand and will comply, and that the information submitted is true and correct.

Applicant Signature:  Date: 9 / 18 / 2023

Please contact the Planning Department at 205-339-7000 with any questions.

New Submission ☒Re-Submission ☐

Date of first submission:

City of Northport

Preliminary Plat Application and ChecklistName of Subdivision: The Terrace at Northcreek Master Plan RevisionName of Applicant: Longleaf Engineering, LLCPhone: (205) 354-5646

All submissions (new and revised) must be accompanied by appropriate application and checklist. All items must be marked as included or "N/A" if not applicable. Explain if not applicable. **Plats must be fully compliant with the Northport Subdivision Regulations.**

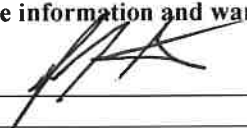
This checklist is provided as an aid in the process.

- ☒ Name and address of the owners, and the surveyor of the plat. Surveyor shall be registered to practice in the State of Alabama.
- ☒ Names and addresses of current record (as per the tax assessor's records) of adjoining property owners, which shall include those across public rights-of-way, other rights-of-way, easements, creeks, etc.
- ☒ Date of the plat, north arrow, scale of not less than one inch equals 100 feet, amount of acreage contained in the plat and a statement as to the remaining adjoining acreage the developer or subdivider owns, has an option on or leases.
- ☒ Contours shall be shown at an interval of not more than five feet for slopes over five percent, and for slopes less than five percent contours shall be shown at an interval of not more than two feet. All contours shall be based on the true city elevation, which is the USGS-MSL datum. No assumed datum will be accepted. A note on the plat shall indicate which city B.M. was used.
- ☒ Lot dimensions, areas, building lines and back and side setback lines and lot and block numbers and proposed street names.
- ☒ Rights-of-way, easements, alleys, location and proposed widths.
- ☒ Proposed subdivision boundaries, with dimensions and tie to nearest government monument, with description of monument.
- ☒ Any pertinent topographic features existing on the site.
- ☐ Proposed storm drains, sanitary sewer, and water lines with approximate sizes and design data.
- ☐ Location and dimensions of existing storm and sanitary sewers, and water lines.
- ☒ A statement as to the current and proposed zoning (if applicable); or a statement of the allowable use of each lot, if required pursuant to section 107.
- ☒ A vicinity sketch showing location of proposed site in relation to existing major streets, etc.
- ☒ Width of all proposed paving in the proposed project from back to back of curb.
- ☒ Proposed location of "stop," "yield," and other traffic control signs and devices to be installed. If the proposed subdivision abuts an existing street, the location of any intersecting streets on the other side abutting street shall be depicted.
- ☒ Evidence from the appropriate governing body (state, county, federal, or city) that the proposed subdivision has access over a publicly dedicated and maintained street or road.
- ☒ The names, locations, widths, and other dimensions of existing or proposed parks, playgrounds, open spaces or other public property.
- ☒ The locations of existing and proposed property lines and existing buildings, watercourses, railroads, power lines, bridges, culverts, and drainpipes on the land to be subdivided and immediately adjoining land.
- ☒ Street cross-section, showing proposed construction and statements concerning type of material to be used in construction.
- ☒ Location of proposed sidewalks.
- ☒ If any portion of the land included in, or immediately adjacent to, the proposed subdivision is located within the floodway or the 100-year flood boundary of a stream or river, as depicted on the flood boundary and floodway map, or is located in a special flood hazard area, as depicted on a flood hazard boundary map, then such floodway, boundary, or flood hazard area shall be indicated on the preliminary plats accurately as possible.
- ☐ Any requested waivers listed on plat (explanation for waiver requests in accompanying paperwork).
- ☒ This plat is compliant with all applicable requirements for preliminary plats as per the Northport Subdivision Regulations

Additional Required Items for Submission:

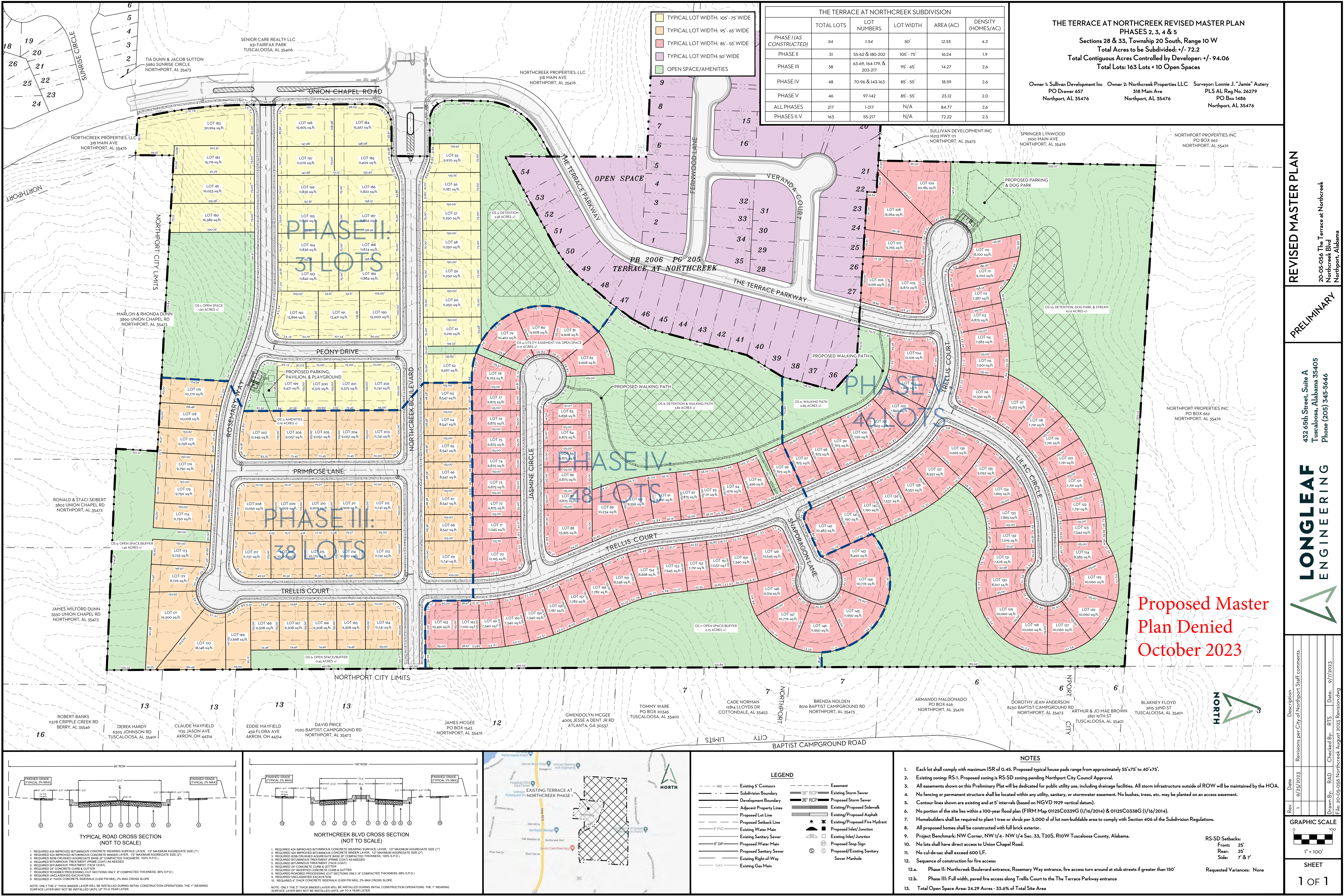
- ☒ Sixteen (16) folded copies of plat (folded to 8½" x 11" size)
- ☒ Electronic copy of plat (PDF; may be submitted via CD or emailed)
- ☒ Designation of Agent form (if applicable)
- ☒ Three (3) copies of mailing labels for each adjoining property owner, applicant, and owner (and Word file)
- ☒ Fees (\$250 application fee, plus certified mailing fee for each adjoining property owner and newspaper legal advertising fee)

I have completed the above information and warrant in good faith that it is correct and complete.

Applicant Signature:  **Date:** 9 / 18 / 2023



[illegible]

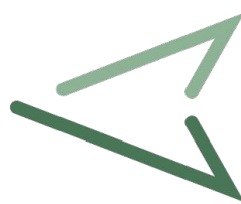


REVISED MASTER PLAN

PRELIMINARY

432 65th Street, Suite A
Tuscaloosa, Alabama 35405
Phone (205) 345-5646

LONGLEAF
ENGINEERING

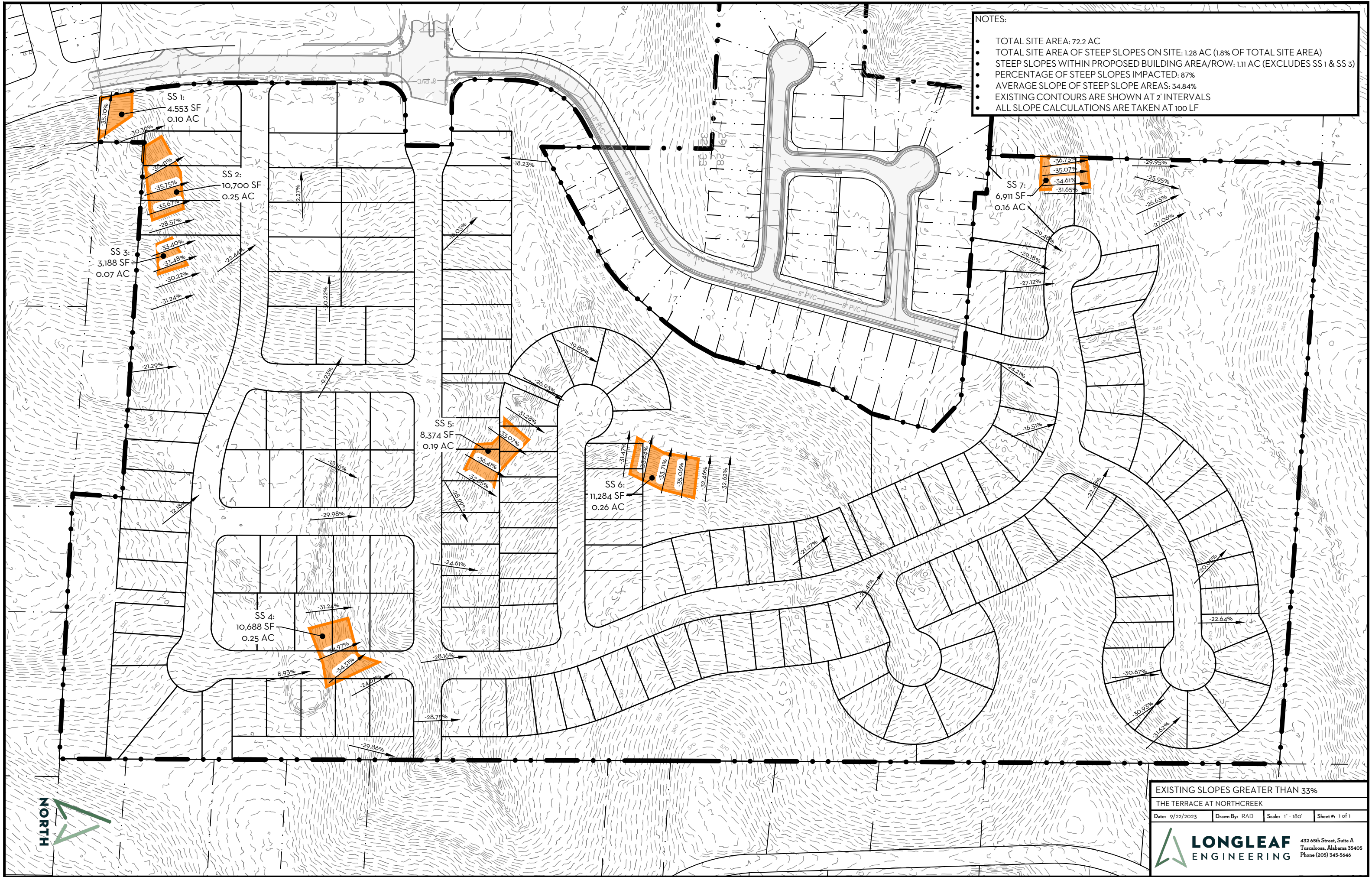


Rev	Date	Description
1	9/25/2023	Revisions per City of Northport Staff comments

Drawn By:	Checked By:	RS	Date:
RAD			9/17/2023

File: 20-05-056 Northcreek August 2023 Revision.dwg

1 OF 1



City of Northport Planning & Zoning Commission

Master Plan Revision

Zoning

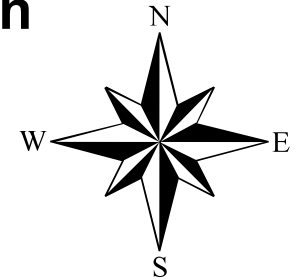
 Agriculture

 General Commercial

 Residential Single-Family - 1

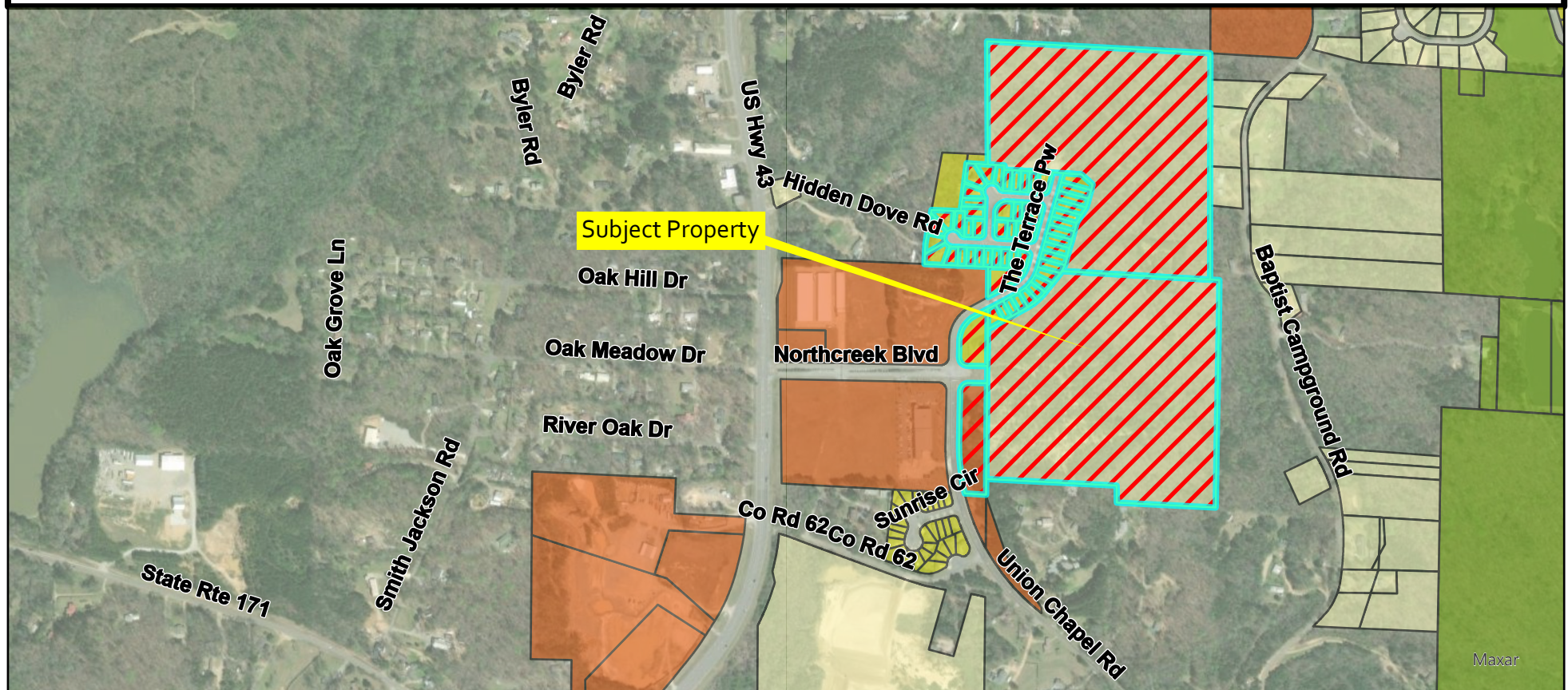
 Residential Single-Family - 4

 Subject Property



While the City of Northport, Alabama makes every effort to maintain and distribute accurate information, No Warranties and/or Representations of Any Kind are made regarding information, data or services provided. In no event, shall the City of Northport, Alabama be liable in any way to the users of this data. Users of this data shall hold the City of Northport, Alabama harmless in all matters and accounts arising from the use and/or accuracy of this data.

0 500 1,000 2,000
Feet



City of Northport
Planning and Zoning Commission – January 9, 2024
Staff Report

Case: S-30-23

Applicant: Adam Springer

Location: Forest Glen 7th Section

Request: Preliminary Plat

Adam Springer has requested this item be continued until the February Planning Commission meeting. The request was received prior to the mailing of the notice of the Commission meeting. Therefore, no action is required by the Commission.

City of Northport
Planning and Zoning Commission – September 12, 2023
Planning Staff Report

Case: S-1-24PP
Applicant: Mt. Galilee Baptist Church
Location: 2906 19th Street
Request: Preliminary Plat

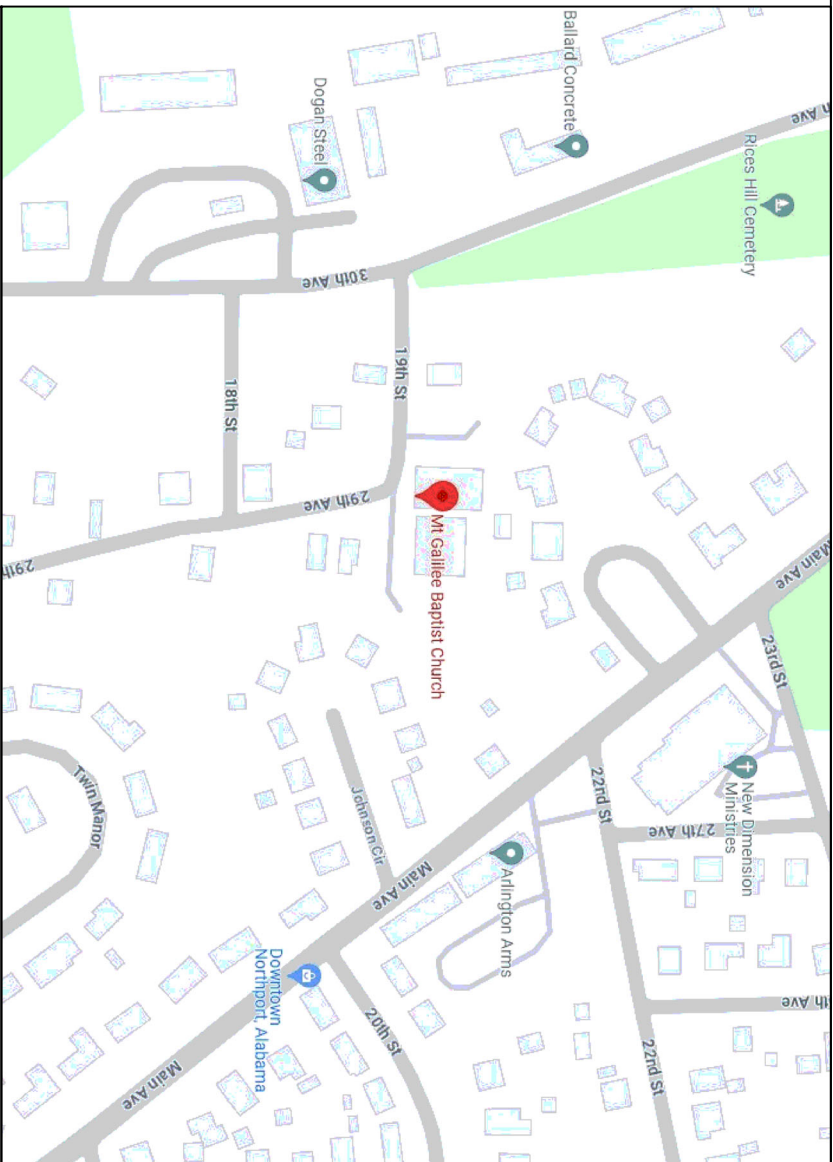
Mount Galilee Baptist Church requests preliminary plat approval for the Resurvey of Lot 1 Mt. Galilee Baptist Church Subdivision located at 2906 19th Street. The plat includes two lots on 1.39 acres. The following waivers are requested:

Sidewalks
Half Street Improvements
Dedication of Additional ROW
Landscaping Requirements

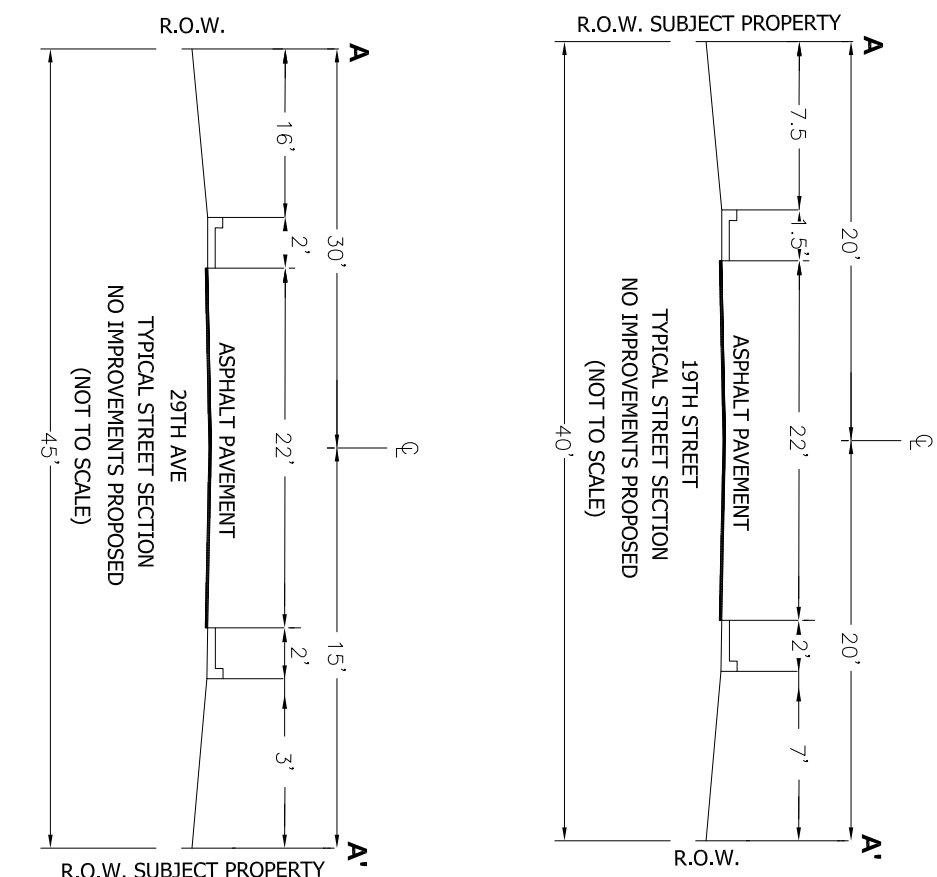
The petitioner is requesting a waiver for the construction of sidewalks for the lot in the non-residential portion of the subdivision (lot 1A). A fee-in-lieu of sidewalks waiver is requested for the proposed lot that is used for residential purposes (lot 1B). The Subdivision Regulations do allow the Commission to grant a waiver from construction of sidewalks in commercial developments when the site does not lie on a priority pedestrian corridor. The Commission also has the authority to grant a waiver in the form of a fee-in-lieu of sidewalks in residential subdivisions because the site is not located on a priority pedestrian corridor, the subdivision consists of five or fewer lots, and there are no sidewalks on the adjoining properties.

Since there are no new improvements planned for the two lots, staff does not oppose the granting of half-street improvements, dedication of additional ROW, and subdivision regulation landscaping requirements.

Approval of this agenda item will require six affirmative votes of the Commission.



VICINITY MAP – NOT TO SCALE



1. OWNER: MT. GALLEE BAPTIST CHURCH
2906 19TH ST
NORTHPORT, AL 35476
2. PROPERTY IS ZONED RS-SD
3. ACREAGE IN PLAT: 1.39
4. PROPERTY IS SERVED BY CITY OF NORTHPORT SEWER
5. PER FEMA FLOOD MAP 0112505020E EFF:8/26/07 SUBJECT
PROPERTY DOES NOT LIE WITHIN A SPECIAL FLOOD HAZARD AREA
6. CONTOURS TAKEN FROM COUNTY TOPO
7. SUREYOR: DAVID R. HERNDON P.L.S. - ALABAMA LICENSE #14105
8. WAIVERS REQUESTED FROM SIDEWALKS, 1/2 STREET IMPROVEMENTS,
ADDITIONAL RIGHT-OF-WAY, AND LANDSCAPING REQUIREMENT ON THE
NON RESIDENTIAL LOT.
9. WAIVERS REQUESTED FROM INSTALLATION OF SIDEWALKS,
1/2 STREET IMPROVEMENTS ADDITIONAL RIGHT-OF-WAY,
AND LANDSCAPING REQUIREMENT ON THE RESIDENTIAL LOT.
FUNDS TO BE DEPOSITED IN SIDEWALK BANK
10. MT. GALLEE BAPTIST CHURCH OWNS TWO 0.12 ACRE LOTS
ACROSS THE STREET FROM THIS SUBDIVISION. THESE ARE NOT INCLUDED
IN THIS PLAT.
11. EASEMENTS SHOWN ARE TAKEN FROM MT. GALLEE BAPTIST CHURCH SUBDIVISION
PLAT BOOK 2015, PAGE 56.

SETBACKS ARE AS FOLLOWS:

LOT 1A:

FRONT: 25'

REAR. 25'

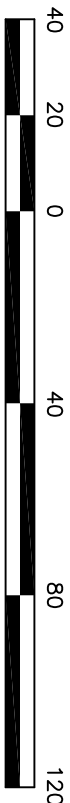
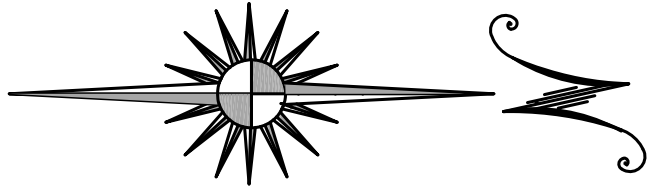
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FROM: 25

SIDE: 10'



SCALE: 1" = 40'

HERNDON, HICKS & ASSOCIATES, INC.

Professional Land Surveyors

2728 Lurleen Wallace Blvd. (P.O. Box 508) - Northport, AL 35476

Phone (205) 333-0003

mike@hhasurveyors.com

PRELIMINARY PLAT

RESURVEY OF LOT 1 MT. GALILEE BAPTIST CHURCH SUBDIVISION (P.B. 2015, PG. 56)

NE 1/4 OF SECTION 16-TOWNSHIP 21 SOUTH, RANGE 10 WEST

TUSCALOOSA COUNTY, ALABAMA

Source	Job No.
Field Work	2310-021
Survey Type	12/12/2023
ACAD File	1"=40'
COGO File	JRH
	DRH
	WJH/JRH

Preliminary Subdivision Plat Approval

City of Northport
3500 McFarland Blvd.
Northport, AL 35476
205-333-3002

Date of Application: 12/12/2023

1. Name of Subdivision Resurvey of Lot 1 Mt. Galilee Subdivision
2. Name of Applicant: Mt. Galilee Baptist Church Phone: 205-758-6706
Full Address: 2906 19th St. Northport, AL 35476
3. Name of Agent Designated by Owner: Herndon, Hicks and Associates
Full Address: 2728 Lurleen Wallace Blvd Northport, AL 35476
4. Owner of Record: Mt. Galilee Baptist Church Phone: 205-758-6706
Full Address: 2906 19th St. Northport, AL 35476
5. Engineer: _____ Phone: _____
Full Address: _____
6. Land Surveyor: Herndon, Hicks and Associates Phone: 205-333-0003
Full Address: 2728 Lurleen Wallace Blvd Northport, AL 35476
7. Subdivision Location: On the North side of 19th (Street)
_____ Feet _____ (Direction) of _____
8. Total Acreage: 1.39 Zone: RS-SD Number of Lots: 2
9. Tax Map Parcel I.D. #: 63 31 05 16 1 007 004.000
10. List any Requested Waivers: Sidewalks, 1/2 Street Improvements, Additional R.O.W., And Landscaping Requirements
11. Date of any Pre-Application Conference: 11/21/2023
12. Attach Names and Addresses of Adjacent Property Owners.
13. Attach Sixteen (16) folded copies of the Proposed Preliminary Plat with electronic copy in Autocad or Microstation. **If this is not submitted at the time the application is submitted it will not be placed on the agenda.**
14. Attach three (3) copies of a Construction Plan Including: Erosion Control Plan, Street Plans, Profiles, and Other Required Plans.
15. Described contiguous undeveloped land holdings in the same ownership and number of acres: N/A

I understand that this application is subject to review prior to formal acceptance for processing for a hearing by the planning and Zoning Commission; that I will be notified in writing upon acceptance (or if unacceptable, the reasons thereof) and the date

scheduled for such hearing to be held within thirty (30) days subsequent to such acceptance.

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance into this present owner as recorded in the County Recorder of Deeds (County Clerk) Office. This affidavit shall indicate the legal owner of the property, the contract owner of the property, and the date the Contract of Sale was executed.

IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers, stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached.

STATE OF ALABAMA

COUNTY OF TUSCALOOSA

I, DAVID HERNAN hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true.

[Signature]
(Mailing Address)

Subscribed and sworn to before me this 12th day December, 2023.

[Signature]
Notary Public

My Commission Expires: 10-20-26

TO BE COMPLETED BY THE CITY OF NORTHPORT

Fee Collected: \$ _____
Received By _____ Date _____

Application is accepted for processing and is scheduled for hearing by the Planning and Zoning Commission at 6:00 p.m. on _____ in the Council Chambers at City Hall.

Departmental Secretary _____ Date _____

There are no other persons (other than the person named in the above captioned report) who are known to have been in contact with the person named in the above captioned report.

The person named in the above captioned report is a male, of the age of 35 years, and is a resident of the address given in the above captioned report. He is a single man and is not married. He is a native of the State of New York and is a citizen of the United States of America. He is a member of the New York State Bar Association and is a practicing attorney at law in the State of New York.

The person named in the above captioned report is a member of the New York State Bar Association and is a practicing attorney at law in the State of New York. He is a member of the New York State Bar Association and is a practicing attorney at law in the State of New York.

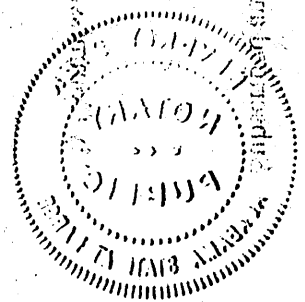
TO THE ATTORNEY GENERAL

NEW YORK, N. Y.

Respectfully,
Very truly yours,
[Signature]

Very truly yours,
[Signature]

Very truly yours,
[Signature]



THE NEW YORK STATE BAR ASSOCIATION

NEW YORK, N. Y.

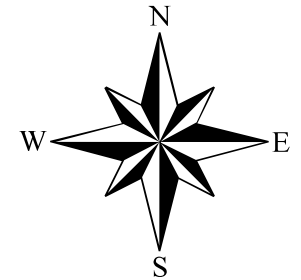
The person named in the above captioned report is a member of the New York State Bar Association and is a practicing attorney at law in the State of New York.

NEW YORK

NEW YORK, N. Y.

City of Northport Planning Commission

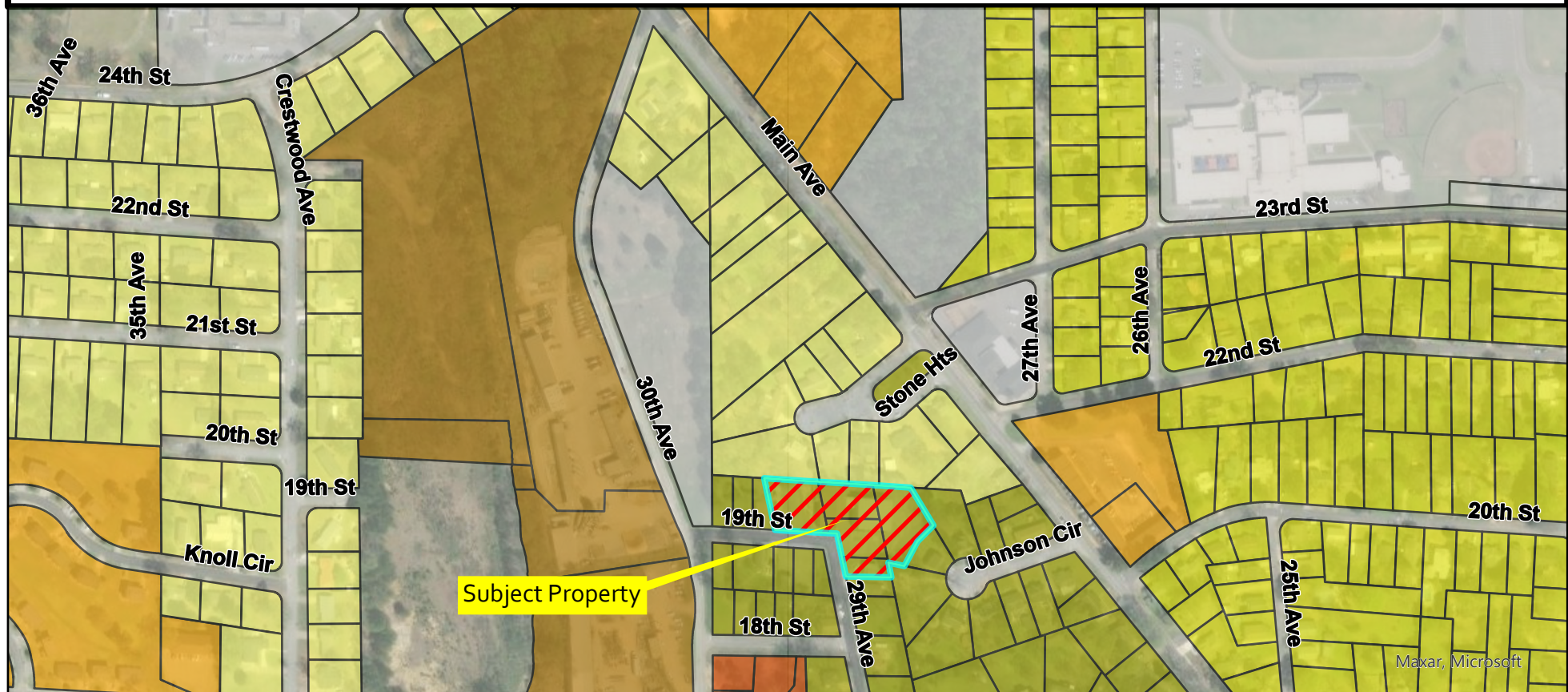
Preliminary Plat



Zoning

-  General Commercial  Residential Single-Family - 2
 Light Industrial  Residential Single-Family - 4
 Office and Institutional  Residential Single-Family - SD
 Subject Property

While the City of Northport, Alabama makes every effort to maintain and distribute accurate information, No Warranties and/or Representations of Any Kind are made regarding information, data or services provided. In no event, shall the City of Northport, Alabama be liable in any way to the users of this data. Users of this data shall hold the City of Northport, Alabama harmless in all matters and accounts arising from the use and/or accuracy of this data.



City of Northport
Planning and Zoning Commission – January 9, 2024
Staff Report

Case: S-2-24 & S-3-24

Applicant: Courtstone, LLC

Location: Townes of North Lake

Request: Master Plan (Rehearing) & Preliminary Plat

Courtstone, LLC will be requesting a continuation on these items until the February Planning Commission meeting. The request was received after the mailing of the notice of the Commission meeting. Therefore, the petitioner will need to be present at the meeting to request the continuance. The Commission will need to take action on these items.



**CITY OF NORTHPORT
PLANNING AND ZONING COMMISSION
RULES FOR THE TRANSACTION OF BUSINESS (BYLAWS)**

ARTICLE I – POWERS, DUTIES, AND COMPOSITION

The powers, duties, and composition of the City of Northport Planning and Zoning Commission (hereafter referred to as “the Commission”) shall be as specified in Title 11 Chapter 52 of the Code of Alabama 1975, as amended, and those powers and duties delegated to the Commission by the City Council of the City of Northport.

ARTICLE II – OFFICERS AND THEIR DUTIES

- a. The officers of the Commission shall consist of a Chairman, a Vice-Chairman, and a Secretary.
- b. The Commission shall elect its Chairman and Vice-Chairman from among the appointed members. The term of offices of the Chairman and Vice-Chairman shall be one year, with eligibility for reelection. Officer elections shall be held during the regularly scheduled December meeting of each year, and the new officers will begin their term of office at the next scheduled meeting after their election. If elections are unable to be held during the regularly scheduled December meeting, then they shall be held at the next available meeting.
- c. In the event the Chairman resigns, or the position is otherwise vacated, then the Vice-Chairman shall fill the unexpired term of the office of Chairman and the Commission shall elect a new Vice-Chairman for the remainder of the unexpired term of the Vice-Chairman.
- d. The Chairman shall preside at all meetings and hearings of the Commission and shall decide all points of order or procedure and perform any duties required by law, ordinance, these rules, or the Commission. The Vice-Chairman shall preside in the absence of the Chairman. In the event that neither the Chairman nor Vice-Chairman is present or unable to act, an Acting Chairman shall be chosen from among the members present for that meeting.
- e. The Chairman shall have the authority to appoint any committees as deemed necessary to assist the Commission in the execution of its responsibilities. Such committees shall be advisory only and shall report back to the Commission such information as requested.
- f. The Secretary of the Commission shall be the Director of Planning and Inspections, or a staff member as designated by the Director. The Secretary shall keep the minutes and records of the Commission,

prepare the agenda of meetings with the Chairman, provide and arrange notice of meetings, attend to correspondence of the Commission, and other duties as may be assigned by the Commission.

ARTICLE III – MEETINGS

- a. Regular meetings shall be held on the second Tuesday of each month at 6:00 p.m. at Northport City Hall in the Council Chambers. In the event of conflict with holidays or other events, a majority vote of the Commission may change the date of a meeting. Special called meetings may be called by the Chairman as needed.
- b. Not fewer than five (5) members shall be a quorum for the conduct of official business. The adoption of the master plan for the physical development of the City or any such part or amendment or extension or addition to said plan, including approval of any subdivision plat, shall be by the affirmative votes of not less than six (6) members.
- c. In cases involving annexation, rezoning, conditional use or change in the text of the Zoning Ordinance of the City of Northport, the affirmative vote of a majority of the Commission present is necessary to provide a favorable recommendation to the Northport City Council.
- d. The Commission shall follow the rules contained in the latest edition of *Robert's Rules of Order* in cases they are applicable and not inconsistent with these rules, or other applicable rules, regulations, or laws.
- e. The order of business at regular meetings should generally follow the order stated below, but may be changed at the discretion of the Chairman:
 - i. Call to order (including invocation)
 - ii. Roll call and establishment of a quorum
 - iii. Introductions and meeting procedures
 - iv. Approval of minutes of previous meeting(s)
 - v. Verification of no conflict of interest
 - vi. Verification of proper notification
 - vii. Disclosure of ex parte communication
 - viii. Old business
 - ix. New business, including any public hearing required with each agenda item.
 - x. Committee reports
 - xi. Other and miscellaneous business
 - xii. Adjournment
- f. Presentation of items should generally follow the order stated below, but may be changed at the discretion of the Chairman:
 - i. The Chairman calls for the next agenda item.
 - ii. Staff provides a summary of the case and answers any questions from the Commission.
 - iii. The applicant or petitioner presents his or her request and provides information in support of the application and answers any questions from the Commission.
 - iv. If a public hearing is needed, the Chairman will ask for anyone present who would like to provide input regarding the request.
 - v. The Commission members may discuss details and issues raised, and may ask questions of the applicant, city staff, or other parties.

- vi. The Chairman will call for a motion to be read and a second, and the Chairman may ask if further discussion by the Commission is needed.
 - Motions for a vote and second will be made for each item in a positive fashion. The purpose of which is to allow the Commission to vote on a motion. Members making the motion or second are not obligated to vote in the affirmative for said motion.
 - Waivers may be added to the motion for approval of a preliminary plat if listed verbally in the motion. If it is requested by any member of the Commission, the waivers shall be voted on individually or in a group prior to the vote on the preliminary plat.
- vii. The Chairman will call for a roll call vote.

g. Meeting Decorum

- i. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity, and good taste. All comments, questions, or remarks shall be addressed to the Chairman or the Commission as a body and not to members of the audience, petitioner, or city staff. Interested parties or their representatives may address the Commission by written communications, a copy of which shall be provided to the Secretary either before or during the meeting.
- ii. Those wishing to speak for or against the petition may address the Commission for no longer than three (3) minutes. However, the Chairman has the discretion to grant additional time to a speaker who is presenting pertinent material or whose presentation is incomplete after the expiration of time. Speakers may be interrupted by any member of the Commission for clarification or additional information, but those interruptions will not count against the speaker's time. At the discretion of the Chairman, a speaker may address the Commission a second time, but only after all others have been given an opportunity to speak. The Chairman may also grant additional time to an individual representing a homeowners' association or other large group.
- iii. The Chairman reserves the right to require an individual wishing to speak on behalf of another person, group, or entity to provide written authorization to the Commission from the person, group, or entity being represented.
- iv. Speakers and other members of the public shall not approach the Commission dais or any Commission member during the meeting without express permission from the Chairman.

h. All meetings of the Commission shall be open to the public.

- i. Notice of meetings and public hearings shall be performed as specified in Title 11, Chapter 52 of the Code of Alabama 1975, as amended, and/or as required by the Alabama Open Meetings Act. The Secretary may employ supplemental notification procedures (yard signs, electronic notification, etc.) to ensure that the interested parties are aware of pending cases, but the failure of any such supplemental notification procedures shall not invalidate any lawful action or decision of the Commission.

ARTICLE IV – CONTINUING, WITHDRAWING, AND RECONSIDERATION OF CASES

- a. The Commission may, on its own motion, continue the hearing on any petition other than a subdivision plat to such future dates as it may determine, and it may give consideration to written requests from petitioners for such continuation. A petitioner may request to have a scheduled hearing on any petition continued to the following month with the following stipulations:
 - i. Prior to the mailing of notice of the Commission meeting, a petitioner may notify the Secretary in writing to request a continuance of the petition or subdivision plat to the

following month. The Secretary will note on the legal notice that the case has been continued to the following month.

- ii. After the mailing of notice of the Commission meeting, a petitioner may notify the Secretary in writing to request a continuance of the petition or subdivision plat, though the petitioner must be present at the meeting to formally request such continuance. The Commission shall have the sole discretion to grant or deny a continuance. The petitioner will be responsible for any additional mailing fees and expenses.
- iii. If during the course of the Commission meeting, the petitioner requests that the petition be continued, the Commission shall vote to grant or deny such request.
- iv. The continuation of a case by the petitioner for more than two (2) consecutive months shall be deemed the withdrawal of such petition, and the Secretary shall not add the petition to a Commission meeting agenda until a new application has been submitted and any/all associated fees paid.

b. A petitioner may request to have a scheduled hearing on any petition withdrawn with the following stipulations:

- i. Prior to the mailing of notice of the Commission meeting, a petitioner may notify the Secretary in writing to request the withdrawal of the petition or subdivision plat. The Secretary will note on the legal notice that the case or plat has been withdrawn.
- ii. After the mailing of notice of the Commission meeting, a petitioner may notify the Secretary in writing to request a withdrawal of the petition or subdivision plat, though the petitioner must be present at the meeting to formally request such withdrawal. The Commission shall have the sole discretion to grant or deny a withdrawal.
- iii. If during the Commission meeting, the petitioner requests that the petition be withdrawn, the Commission shall vote to grant or deny such request.
- iv. A new application fee and any other associated fees shall be required to resubmit a petition that has been withdrawn.

c. No petition which has been denied by the Commission or City Council or not favorably recommended by the Commission to the City Council shall be placed on the agenda for consideration by the Commission within a period of six (6) months from the date of the prior decision, except under the following stipulations:

- i. Prior to the publication of the legal notice, a petitioner must notify the Secretary in writing to request that a reconsideration of a previously denied/unfavorably recommended case be placed on the agenda. The petitioner shall submit a new application and pay any/all associated fees. A written summary of the changes from the previous petition shall be provided to the Secretary at the time the reconsideration request is made.
- ii. The petitioner shall be responsible for producing any supplemental documentation to be included with their reconsideration request and shall be responsible for presenting their request to the Commission.
- iii. The Commission will hear the request and determine if there has been a substantial change in the facts (including new relevant or different information) of the case, evidence or circumstances of the case that early reconsideration is necessary to prevent undue hardship to the petitioner, and the early consideration will not result in an undue hardship on the Commission or other affected parties. An affirmative vote of five (5) members of the Commission is needed to grant the reconsideration request.
- iv. The petitioner may request no more than one (1) rehearing within a period of six (6) months from the date of the prior decision.

ARTICLE V – EXPIRATION OF DECISION WHEN THE COMMISSION IS THE RECOMMENDING BODY

- a. In matters where the Commission serves as a recommending body to the City Council (annexation, rezoning, conditional use, or change in the text of the Zoning Ordinance), the decision of the Commission (favorable or unfavorable) shall expire 180 days after the date of the Commission decision. If a decision expires before the City Council votes upon the recommendation, the matter must be resubmitted as new business for consideration by the Commission.
- b. If the petitioner can provide written documentation that a government entity has prolonged the time in which the City Council may act upon a recommendation, the Secretary of the Commission and City Attorney can, at their discretion, administratively extend the time limit for no more than 30 days.

ARTICLE VI – CONFLICTS OF INTEREST AND MEMBER CONDUCT

- a. If a Commission member has a direct personal interest, pecuniary interest, or other conflict with an agenda item, the member shall note the conflict, recuse himself or herself, and leave the room during discussion and voting on the item.
- b. Commission members are advised to not discuss pending cases with members of the public outside of the public meeting, and if attempted ex parte contact persists, the member should disclose such contact at the Commission meeting. Members may gather relevant information regarding an agenda item, including making site visits as allowed in Title 11, Chapter 52 of the Code of Alabama 1975, if such information will aid in making an informed, objective decision. Any written material received by members shall be given to the Secretary for incorporation into the files.
- c. Commission members shall avoid all improper conduct and the appearance of impropriety before, during, and after a public hearing including showing bias for or against a petitioner, individual, or group, and criticizing the vote or comments of any member of the Commission or ultimately the City Council.
- d. Commission members are expected to attend every Commission meeting. Any member who anticipates he/she will not attend a duly scheduled meeting is required to notify the Secretary at the earliest opportunity, but not later than one (1) day before the scheduled meeting date. The Secretary will notify the Chair of all such anticipated absences. Any member who seeks to depart a meeting before the meeting has been adjourned is expected to notify the Chair of such premature departure and the departure shall be noted in the meeting minutes.

ARTICLE VII – AMENDING AND REVIEW OF RULES

- a. Amendments to these rules shall require the affirmative vote of six (6) members of the Commission.
- b. The Commission shall review these rules annually at the same meeting as officer elections.

AMENDED, this the 9th day of January, 2024

Kevin Turner

Planning Commission Chairman

ATTEST:

Julie Ramm, AICP
Planning Commission Secretary