

**PRE-MEETING AGENDA  
MOUNTAIN BROOK CITY COUNCIL**

**JUNE 22, 2020, 5:45 P.M.**

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**As authorized by the Governor of the State of Alabama on March 18, 2020, elected officials may deliberate by means of telephone conference, video conference or other similar means of communication. Members of the public are also invited to listen, observe and participate in public meetings by such means as well.**

**Due to COVID-19 and the mandate that public gatherings of 10 or more are not permitted. Therefore, should anyone wish to listen, observe or participate in the City Council meetings of June 22, 2020 at 7 p.m. (pre-meeting at 5:45 p.m.), please join by way of the Zoom app (re: Meeting ID: 801-559-1126, password 06222020).**

1. Overton Road traffic study discussion on options-Richard Caudle (See attached information. This item may be added to the formal agenda.)
2. Mountain Brook Safer at Home Plan (See attached information. This item may be added to the formal agenda.)
3. Conditional Use at 2037 Cahaba Road for Chester International, LLC- Dana Hazen (See attached information. This item may be added to the formal agenda.)
4. South Brookwood Road drainage project update-Walter Schoel. III and Steve Stine (See attached information.)
5. Consideration: Resolution appointing Brooks Sanders to the Board of Landscape Design to serve without compensation through June 12, 2023 (replacing Stephen Gidiere whose term expired June 12, 2020). (See attached information. This item may be added to the formal agenda.)
6. Consideration: Resolution appointing David Lyles as a supernumerary member of the Board of Landscape Design to serve without compensation through June 22, 2023. (See attached information. This item may be added to the formal agenda.)
7. Consideration: Resolution appointing Mary Evelyn McKee as a supernumerary member of the Board of Landscape Design to serve without compensation through June 22, 2023. (See attached information. This item may be added to the formal agenda.)
8. Request by Brick and Tin Restaurant to add outdoor seating on Culver Road- Dana Hazen (See attached information. This item may be added to the formal agenda.)
9. Executive Session

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**Proposed Scope of Work Extension  
Overton Road APPLE  
Cities of Mountain Brook and Vestavia Hills**

Based on meetings with the City of Mountain Brook and the City of Vestavia Hills, the following is the proposed scope of work extension for the Overton Road APPLE project:

1. Issue the current draft report as a final report.
2. Perform a Phase 2 study in the fall of 2021
3. The Phase 2 study would address the impacts following upcoming changes in the corridor:
  - a. widening of Crosshaven Drive, scheduled to be completed by the summer of 2021
  - b. opening of the proposed Chick-fil-A on Crosshaven Drive (also projected for the summer for 2021)
  - c. additional developments which may be announced in the near future at Liberty Park; and
  - d. potential changes to US-280.

The last two items (c and d) will not be in place by the summer of 2021, but should be better defined by that time.

Some of the work tasks which would be addressed once these changes are in place include not only changes in traffic volumes, but also operational items such as the need to modify signal timings.

4. The Phase 2 study would also include the further study of cut-through traffic in the Cahaba Heights neighborhood.
5. A Phase 2 study final report would be issued at the end of the work. Briefings for the City of Mountain Brook and City of Vestavia Hills would also be conducted.

# City of Mountain Brook

## Safer at Home Plan

On May 21, 2020, the State Health Officer issued a Safer at Home order to be implemented statewide. That Order permits the re-opening and use of certain public facilities under conditions that are expressed in the order. The City of Mountain Brook has prepared its own Safer at Home Plan to provide the community clarity on how the regulations and conditions will apply to public facilities and amenities in the community.

1. **All Public Areas.** All property, areas, and facilities that are either owned or operated by the City of Mountain Brook or belong to or are used for the benefit of the general public shall be subject to the following rules, unless modified by more specific rules concerning certain activities:
  - i. Social distancing must be maintained pursuant to CDC and State Health Officer guidelines in place, as they may be amended from time to time. As of May 21<sup>st</sup>, 2020, adequate social distancing means that all persons shall maintain a consistent six-foot distance between himself or herself and all persons from a different household.
  - ii. Any person who has a fever, cough, or other symptoms of COVID-19, who has been exposed to an individual known to have tested positive for COVID-19 or who has tested positive for COVID-19 shall not utilize any property, area or facility of the City of Mountain Brook unless and until such person has been specifically released from any and all COVID related restrictions by public health authorities or his or her health care provider.

These rules apply to public parks, public buildings, recreational facilities, sidewalks, and rights of way. They do not apply to persons operating or occupying motor vehicles on public streets, rights of way or public property.

2. **Parks.** Public parks will be open, subject to the other conditions in this Plan. Social distancing guidelines must be followed. Vulnerable individuals are encouraged to follow the stay-at-home guidelines.
  - a. Individuals must remain six (6) feet apart unless within the same family unit. The use of face masks is strongly encouraged.
  - b. Organized athletic team activities shall be only be permitted subject to the specific regulations in the State Health Officer's Order of May 21, 2020 and subject to the provisions in Section 3 of

this Plan. Pick-up games or other activities where social distancing cannot be maintained will not be allowed in the parks regardless of the number of participants. The use of tennis courts shall be permitted subject to the following:

- Participants shall not congregate within six feet of other participants unless required to participate in the activity.
  - Participants shall not share equipment (other than tennis balls), water coolers, bottles, cups, towels or other items.
  - No more than four (4) persons shall be permitted on any one court at any one time.
- c. All drinking fountains will remain closed and shall not be used.
- d. Pavilions will be open for general use but may not be rented until further notice. The general social distancing rules shall apply to all pavilion use. Any person using a pavilion must clean and disinfect all surfaces used, including specifically any picnic tables, after the pavilion use is completed.
- e. Restrooms shall remain closed until further notice.
- f. All persons using parks should limit contact with commonly touched surfaces except to the extent necessary. Park patrons will be expected to provide their own hand sanitizer or disinfectants.
- g. Other regulations that are park specific may be posted at each park and must be followed at all times.
- h. The City reserves the right to close the parks without notice.

3. **Sports Fields.** The following sports fields shall be open to the public, subject to the general rules and guidelines concerning field use:

- Mountain Brook Jr. High
- Mountain Brook Elementary
- Crestline Elementary
- Brookwood Forest Elementary
- Cherokee Bend Elementary
- Rathmell (MB Sports Park Foundation use only)
- Mountain Brook High School
  - Soccer Fields
  - Tennis Courts
- Track
- Baseball Fields (except for Varsity field)

Organized team use may be permitted subject to submission of a plan by those responsible for such activity and execution of an agreement acknowledging and agreeing to abide by State Health Officer's orders concerning organized team activities. The City reserves the right to permit or disallow any request in its sole discretion.

4. **Playgrounds.** All City playgrounds, including the playgrounds at the Tot Lot, Canterbury Road and Overton Park, will be open for use, subject to general social distancing regulations. The playgrounds at Crestline Elementary, Brookwood Forest Elementary, Cherokee Bend Elementary and Mountain Brook Elementary Schools are subject to the rules and regulations of the Mountain Brook Board of Education. As of the date of this Plan, they are closed to public use.
5. **City Hall.** Access to Mountain Brook City Hall will remain limited to keep both employees and members of the public safe. The front door (Church Street side) will be locked. The public may enter the building only if they have an appointment with the City Manager, other staff, or are conducting business with the revenue department or the Court magistrate. All persons should enter City Hall through the entrance on the Hoyt Lane side (Oak Street Garden) of the building and exit through the entrance on the Tibbett Street side (Police) of the building.
  - a. **Administrative Services.** City administrative services shall continue by way of telephone, fax, email or the City's website, [www.mtnbrook.org](http://www.mtnbrook.org), or P.O. Box 130009, Mountain Brook, AL, 35213. Those needing administrative services in the Magistrate and Revenue areas may enter the building as described above and should contact those departments to gain access to the building. All other City services are by appointment only. Depending on the department and the ability to provide adequate social distancing, appointments may be by telephone or online meetings. In-person meetings may be available for some departments when necessary or appropriate. Available options will be provided when as appointments are requested. Second floor of City Hall will be closed to the general public.
  - b. **Court.** Municipal Court has been cancelled until June 17, 2020. Court personnel continue to be available by phone and, in some circumstances, in person to answer questions, to take payment and handle other Court related matters.
  - c. **Police Department.** The police department remains open and subject to the access procedures in place prior to COVID-19 orders. In order to maintain adequate social distancing, no persons from different households shall be permitted to occupy the waiting area/lobby of the police

department at the same time. Visitors will be required to wait outside the entrance (with appropriate social distancing) until the lobby is vacated.

d. **Fire Department.** The fire department remains open and subject to the access procedures in place prior to COVID-19 orders. In order to maintain adequate social distancing, no persons from different households shall be permitted to occupy the waiting area/lobby of the fire department at the same time. Visitors will be required to wait outside the entrance (with appropriate social distancing) until the lobby is vacated. All visitors should call ahead for an appointment and arrangements can be discussed at that time.

6. **Public Works Facility.** The public works facility shall remain closed to the general public and meetings with administrative personnel shall be by appointment only. The general public may continue to purchase compost pursuant to current policies and subject to COVID-19 guidelines related to social distancing.
7. **Emmet O'Neal Library.** The library building will remain closed to the general public until further notice. Curbside Pick-up services for library materials will be available beginning June 1.

## CITY HALL OPEN TO THE PUBLIC

### Who Do I Contact?

Mountain Brook City Hall is OPEN to the public. The public should **ENTER** through the HOYT LANE side (Oak Street Garden) of building for those needing services in the Magistrate area and Revenue area and **EXIT** through the TIBBETT STREET side (Police) of building. For Planning, Building & Sustainability, there will be no in-person, public inquiry (continue to inquire by email and phone). The front door (Church Street side) will be locked but the public may enter the building if they have an appointment with the City Manager or other staff. Second floor of City Hall will be closed to the public unless you have an appointment. City administrative services shall continue by way of telephone, fax, email or the City's website, [www.mtnbrook.org](http://www.mtnbrook.org), or P.O. Box 130009, Mountain Brook, AL, 35213.

Below is a list of contacts for administrative services. If you don't see what you are looking for, you may contact the City Manager's office at [205-802-3800](tel:205-802-3800), [FAX 205-870-3577](tel:205-870-3577), or [gastons@mtnbrook.org](mailto:gastons@mtnbrook.org). To make an appointment with the City Manager, call Janet Forbes at 205-802-3800.

**Municipal Court** has been cancelled until **June 17, 2020**. Contact the **Municipal Court** if you need information on any of the following items:

**Heather Richards**-Magistrate Supervisor, [205-802-3828](tel:205-802-3828), [FAX 205-870-3590](tel:205-870-3590), [richardsh@mtnbrook.org](mailto:richardsh@mtnbrook.org)

**Liz Greer**-Magistrate [205-802-3829](tel:205-802-3829), [FAX 205-870-3590](tel:205-870-3590), [greere@mtnbrook.org](mailto:greere@mtnbrook.org)

**Dana Horsley**-Magistrate, [205-802-3827](tel:205-802-3827), [FAX 205-870-3590](tel:205-870-3590), [horsleyd@mtnbrook.org](mailto:horsleyd@mtnbrook.org)

- traffic tickets
- false alarm tickets
- parking tickets
- criminal charges (ie. Unlawful possession of marijuana, possession of drug paraphernalia, Public Intoxication, Domestic Violence, Harassment, Assault, Menacing, etc.)
- citizens wishing to press charges against someone
- outstanding warrants
- missed court dates
- continuances
- defensive driving school
- certified copies of dispositions
- court information (ie. when court is held, location of court, time of court, etc..)

Contact the **Revenue/Permitting Department** at [205-802-2400](tel:205-802-2400) prompt 4 if you need information on any of the following items or Fax [205-870-3590](tel:205-870-3590), or [bankstonj@mtnbrook.org](mailto:bankstonj@mtnbrook.org).

[If you must enter City Hall to conduct business for the following items, contact the Revenue Department for instructions.](#)

**Business Licenses – Email Applications:** [blp@mtnbrook.org](mailto:blp@mtnbrook.org)

- How to obtain a new license
- The status of your existing license
- When licenses are due
- How to pay for your license
- Inquire if a business or contractor is licensed to do business in Mountain Brook

**Sales taxes**

- The various types of taxes (sales, rent, lodging, liquor, consumer)
- Collecting and remitting sales tax
- The status of your sales tax account
- When sales taxes are due
- How to pay for your taxes

**Building/Construction Permits – Email Applications:** [blp@mtnbrook.org](mailto:blp@mtnbrook.org)

- Am I required to have a building permit?
- What are the requirements for obtaining a permit?
- Permit costs
- Requirements for contractor surety bonds

Contact the **Building & Inspections Department** for inspections:

- David Boyanton, Building Inspector - 205-802-3813
- Joe Earnest, Electrical & Mechanical Inspector - 205-802-3815
- Michael Glaze, Plumbing & Gas Inspector - 205-802-3814
- For all other building questions, contact Glen Merchant, Building Official, [205-802-3812](tel:205-802-3812) or [merchantg@mtnbrook.org](mailto:merchantg@mtnbrook.org).

For **Planning and Zoning** questions, contact Tyler Slaten at 205-802-3811 or [slatent@mtnbrook.org](mailto:slatent@mtnbrook.org) or Dana Hazen at 205-802-3816 or [hazend@mtnbrook.org](mailto:hazend@mtnbrook.org). For land use applications and deadline/hearings schedule/agendas contact Tammy Reid at 205-802-3810 or [reidt@mtnbrook.org](mailto:reidt@mtnbrook.org) and for GIS/mapping questions contact Wade Cherry at 205-802-3830 or [cherryw@mtnbrook.org](mailto:cherryw@mtnbrook.org). Go to [www.mtnbrook.org](http://www.mtnbrook.org), and click on the Zoning Code and/or GIS Mapping at bottom of the home page.

The **Police Department** will temporarily take some reports over the phone. Please call (205) 802-2414 for non-emergencies that can be reported over the phone.

Contact the **Fire Marshall's Office** if you need help with any of the following items: **Leland Rhudy - 205-802-3832, FAX 205-879-5919, or [rhudy1@mtnbrook.org](mailto:rhudy1@mtnbrook.org)**.

- For fire inspection and code enforcement in all new and existing buildings (except single family residence)
- Reviewing plans for life safety in new construction (except single family residence)
- Outdoor burn permits
- Concerns of hazardous conditions
- Fire prevention education
- Setting up an appointment time for car seat installation

**Public Works** [205-802-2390](tel:205-802-2390)

- The sale of compost is available with COVID-19 precautions in place.



CITY OF MOUNTAIN BROOK

Dana O. Hazen, AICP  
Director of Planning, Building &  
Sustainability  
56 Church Street  
Mountain Brook, Alabama 35213  
Telephone: 205/802-3821  
Fax: 205.879.6913  
hazend@mtnbrook.org  
www.mtnbrook.org

DATE: June 22, 2020

TO: Mayor, City Council & City Manager

FROM: Dana Hazen, City Planner

RE: Chester's International Test Kitchen  
2003 Cahaba Road (previous IZ Café/ IZ Neighborhood Grocery)

On May 22, 2017, the city council approved a temporary office use/test kitchen for Chester's International. The use is set to expire on either the date of lease expiration, or on January 31, 2021, which ever comes first.

**MOTION NO. 2017-069**

Council President Smith made a motion to approve an “office” conditional office use in a Local Business district (2020 Cahaba Road-formerly Joe Muggs) for the period ending on the earlier of the expiration of tenant’s (Chester’s International, LLC) lease agreement or January 31, 2021.

Thereupon, the motion was then considered by the City Council. Council member Shelton seconded the motion to adopt the foregoing motion. Then, upon the question being put and the roll called, the vote was recorded as follows:

Ayes: Virginia C. Smith, Council President  
Lloyd C. Shelton  
Alice B. Womack

Nays: William S. Pritchard III, Council President Pro Tempore  
Philip E. Black

Council President Smith thereupon declared that said motion is adopted by a vote of 4—1.

**CERTIFICATION**

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama hereby certify the above to be a true and correct synopsis of a motion approved by the City Council of the City of Mountain Brook at its regular meeting held on May 22, 2017, as same appears in the minutes of record of said meeting.



\_\_\_\_\_  
City Clerk



CITY OF MOUNTAIN BROOK

Dana O. Hazen, AICP  
Director of Planning, Building &  
Sustainability  
56 Church Street  
Mountain Brook, Alabama 35213  
Telephone: 205/802-3821  
Fax: 205.879.6913  
hazend@mtnbrook.org  
www.mtnbrook.org

DATE: May 18, 2017

TO: Mayor, City Council & City Manager

FROM: Dana Hazen, City Planner

RE: Chester's International Test Kitchen  
2003 Cahaba Road (previous IZ Caf / IZ Neighborhood Grocery)

Chesters International, whose headquarters is located across the street at 2020 Cahaba Road, initially approached the city seeking to install a test kitchen in the previous IZ Caf /Neighborhood Grocery. The test kitchen was to be used to develop and test recipes to be used for production in off-site locations, as well as for training of Chesters employees. While no such specific use is described as a permitted use in any zoning district in Mountain Brook, it is most similar to a research and development or instructional facility, neither of which are permitted uses in the Local Business District, not by-right nor as a conditional use. An amendment to the Local Business District to allow such uses as a conditional use could be initiated by the council if so desired.

Under a hypothetical scenario, where this use might have been installed in the corporate office across the street (as an *ancillary* use to the primary business office use allowed in Local Business), then the conditional use for that site might easily have been amended to include the test kitchen/training aspect. However, since the proposed building is on another parcel the code does not permit a test kitchen as an *across-the-street extension* of the primary use in the 2020 Cahaba Road location.

Should the applicant request that the subject space be primarily used for a legitimate business office (with a test kitchen as an *ancillary* use) then the council could consider the request under the conditional use provisions (which relate primarily to parking impacts), and if approved under those provisions, the council may want to impose specific conditions of the operational characteristics.

The code definition of a business office is as follows:

*"Office, business.* Office uses that provide employment and space for the administrative affairs of businesses, but that do not generally involve frequent or intensive interactions by clients or general consumers on a daily basis, and where the delivery of the product or service does not necessarily need to occur on the premises."

It has also been suggested to the applicant that adding a retail component to the operation (the sale of food) could be considered to conform with the Local Business permitted uses and may be considered as a conditional use by the council for any proposed food service between 11am-1pm. Sale of food during other hours does not require any special approval from the council.

May 22, 2017

Mountain Brook City Council  
City Hall Council Chamber (Room A108)  
56 Church Street  
Mountain Brook, AL 35213

Dear Council Members:

Thank you for discussing the Culinary Innovation Center this evening. I regret I am unable to attend this evening as I am currently traveling for business. We have enjoyed having our corporate headquarters in English Village, and the opportunity to continue growing. We began leasing 2037 Cahaba Road in February in good faith as an extension to our offices at 2020 and 2021 Cahaba Suites C and D.

Please see the following overview of our business and our plans for 2037 Cahaba Road.

#### About our Company

- We operate under three retail brands: Chester's, Wynn's Grain & Spice, and BirdShack
- We have been in business over 50 years and have a coast-to-coast footprint in convenience stores, travel centers, and supermarkets in 47 states, Puerto Rico, and throughout the Caribbean. Our model is the store-in-store concept, we do not have standalone restaurants.
- Annually ranked by *Entrepreneur Magazine* as a top franchise.

#### Intended use of the Culinary Innovation Center

- Show room for potential franchisees and area developers.
- State-of-the-art meeting space utilizing video conferencing to connect our team members around the country.
- An inviting gathering spot for our team that will feature farm tables and tasteful décor that mirrors 2020 Cahaba.
- Approximately once or twice monthly, used for menu ideation and testing.

#### Positive Impact

- This space will generate sales tax revenue.
  - Increase in the number of business partners visiting Mountain Brook rather than traveling to our facilities in Montgomery.
  - Visitors frequently stay at The Grand Bohemian and visit local restaurants and shops.
- Due to the proximity of the space, no additional parking requirements.
- Tenant stability for 2037 Cahaba.

Lastly, we would like to comment on the request to open for retail sales at certain times in the month. We did try this in a previously facility in the Colonnade, and it resulted in a great deal of customer confusion as to when chicken was available and when it was not.

We hope this information addresses your questions regarding our plans for 2037 Cahaba. Please let me know if any additional information if needed prior to our moving forward with our plans.

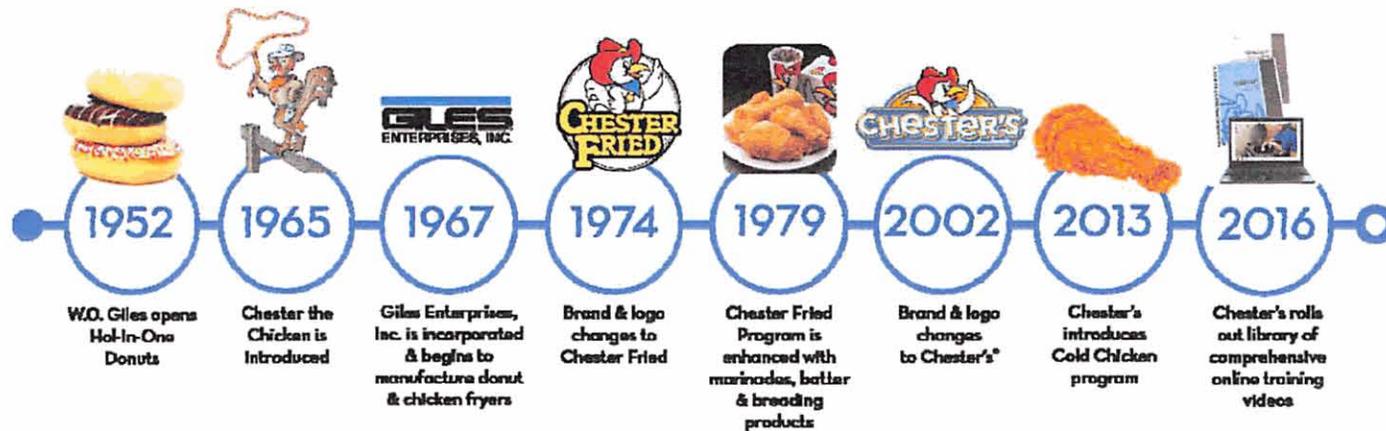
Best Regards,

  
Ted W. Giles  
CEO  
Chester's International, LLC

# COMPANY OVERVIEW



# History of Chester's

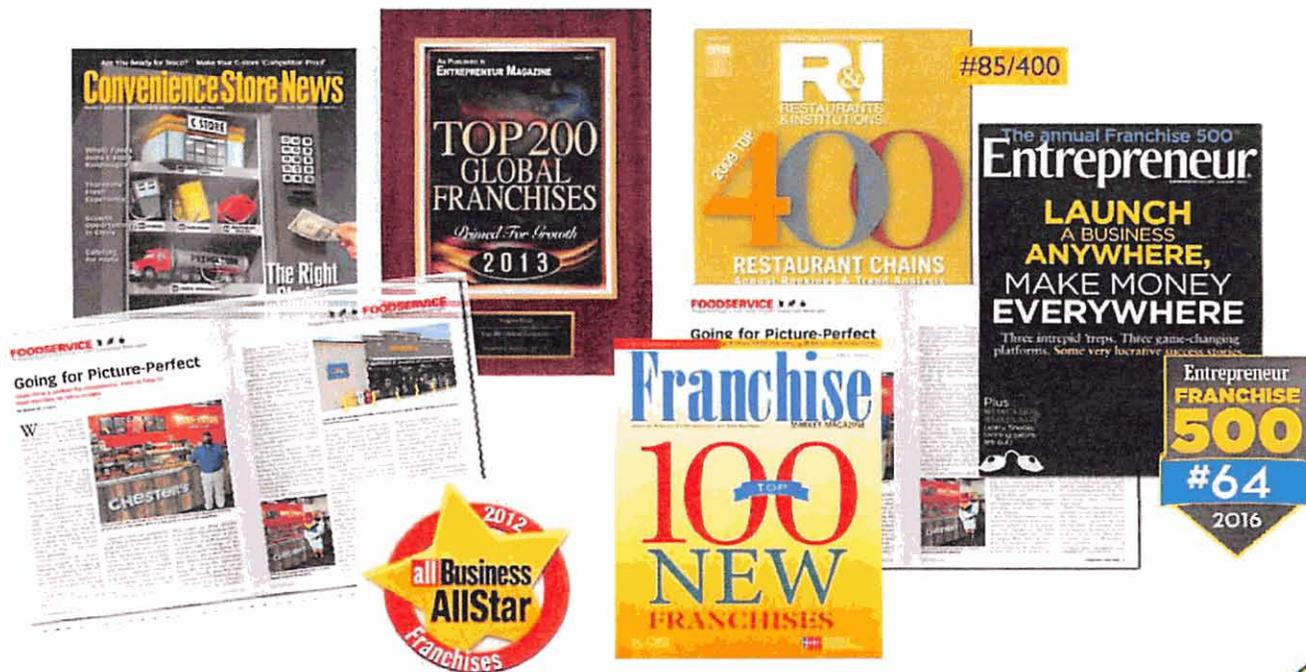


# Family of Brands

	<p>The Leading C-Store Fried Chicken Franchise</p>	<p>Key Targets:</p> <ul style="list-style-type: none"><li>• Multi-Unit C-Store Operators</li><li>• Single-Store Operators Value Franchise Programs</li></ul>
 <p>Wynn's GRAIN &amp; SPICE. SOUTHERN CRAFTED SINCE 1952</p>	<p>"More than a" supplier of dry mix blends</p>	<p>Key Targets:</p> <ul style="list-style-type: none"><li>• Multi-Unit Supermarket &amp; C-Store Operators with proprietary fried chicken programs</li></ul>
 <p>BIRD SHACK FRIED CHICKEN</p>	<p>"No Rules" C-Store Concept</p>	<p>Key Targets:</p> <ul style="list-style-type: none"><li>• Single Store C-Store Operators</li></ul>



# In the News



CHESTER'S INTERNATIONAL, LLC

# BIRMINGHAM FACILITY



CHESTER'S INTERNATIONAL, LLC

# BIRMINGHAM FACILITY



## **Sam Gaston**

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**From:** Simeon Johnson <simeonjohnson@msn.com> on behalf of Simeon Johnson  
**Sent:** Sunday, May 24, 2020 10:13 AM  
**To:** Sam Gaston  
**Cc:** Elizabeth Poynor; Brandon Plowden; Taylor PURSELL; Tommy Amason; Ro Holman; Brooks Sanders; Mary Evelyn McKee; dglyles@cba.ua.edu; Councilwoman Virginia Smith; Janet Forbes; Michael Gill; Don Cafaro; Dana Hazen; Dave Giddens; Joel Eliason; Currie, Nathan; Alicia Bailey  
**Subject:** MBV streetscape design proposal for June 8th Pre-meeting agenda

Sam,

I would like to please add to the city council's June 8th Pre-meeting agenda discussion of hiring Joel Eliason and Dave Giddens of Nimrod Long & Associates (NLA) to work with the MB Board of Landscape Design (BLD) to design a streetscape master plan for the medians in Mountain Brook Village at the intersection of Cahaba Road and Montevallo Road as well as Canterbury Road from the intersection to Culver Road. With Right of Way being acquired for the two new roundabouts nearby that project seems all but certain to be implemented. The City of Mountain Brook temporarily closed Canterbury Road to the intersection of Cahaba Road and Montevallo Road to prove the closure would alleviate traffic and make the roundabouts feasible for the city through traffic counts. Since the roundabouts are funded and to be constructed, the permanent closure of Canterbury Road directly to Cahaba Road seems certain as well though I do not know that the city council has voted on that permanency yet.

BLD through the MBV streetscape design with NLA want to look at how to encourage more foot traffic in Mountain Brook Village to support our local merchants and encourage community interaction. With the medians in particular we want to investigate the feasibility of creating more seating for the public to enjoy and to support the surrounding businesses by creating more seating for customers to access in the wake of COVID-19. Public safety is a big concern with designing seating on the medians, including sight lines for turning vehicles and concerns for children and pets darting out into traffic. Crosswalks will likely have to be striped and ADA compliance a consideration as well. Furthermore, Bromberg's owns much if not all of the median in front of their store and needs to be included in discussions to create a unified vision for all of the medians, including allowing room for their Christmas tree.

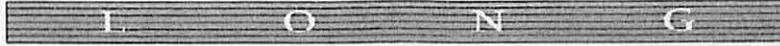
Please let me know what information BLD may provide city officials prior to the June 8th Pre-meeting to inform the discussion. I have asked Dave Giddens to provide me the plans NLA previously designed 10 or so years ago for Canterbury Road and MBV that did not account for the Canterbury Road closure and combining of the median in front of Gilchrist and Realty South. I would appreciate if you would please check the traffic study that was performed about the Canterbury Road closure and please let me know whether that traffic study, or any other traffic study, considered the effect of directing vehicular traffic only left past Realty South or only right past Gilchrist. I have also copied Nathan Currie and Alicia Bailey if there would be any Sain involvement on the proposed MBV streetscape design.

Please advise and thank you and the city council for your consideration.

Sim S.W. Johnson  
Chair, Mountain Brook Board of Landscape Design  
Instagram @simswjohnson

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Nimrod Long  
And Associates



Land Planners  
Landscape Architects  
Urban Designers

June 5, 2020

Mr. Simeon S.W. Johnson  
Board of Landscape Design  
City of Mountain Brook  
56 Church Street  
P.O. Box 130009  
Mountain Brook AL. 35213

Dear Sim:

Nimrod Long and Associates is pleased to provide this proposal for landscape design services for Mountain Brook Village. We appreciate this opportunity to again work with the City of Mountain Brook and the Board of Landscape Design to explore ways to improve the landscape and hardscape of the village.

It is my understanding that the Board of Landscape Design is interested in exploring options for changes to the pedestrian experience in the Village and potential changes to the vehicular circulation and islands to accommodate this. I understand the Board would like us to review several options for change:

- Examine means to increase pedestrian use and enjoyment of the sidewalks and islands.
- Examine changes to vehicular circulation that would increase pedestrian use of the islands.
- Examine means to increase plantings in the existing sidewalks and in the islands to increase tree cover and use of natives.

We will prepare graphic plans indicating our recommendations under the options described above. This will be a preliminary study intended to provide you with enough information to identify reasonable options for change and make decisions on whether to pursue more formal design services and or traffic engineering studies.

Our work will rely on physical observation, base information we retain from the original Village Improvements project, any updated information available from the City's GIS services and existing traffic and engineering studies. If we find that our current base information or that available from the city is not adequate, we will provide you with a separate proposal for any additional topographic, utility or other information required to complete the study.

We propose to provide these services based on a lump sum fee of \$5,500.00. Fees for work completed and reimbursable expenses will be invoiced monthly.

Reimbursable expenses include the cost of copying and blueprinting, postage and delivery services, facsimile transmissions, long distance telephone, local mileage, and travel expenses incidental to the project, and will be billed at 1.1 times the cost to the firm.

Mr. Sim Johnson  
Board of Landscape Design  
City of Mountain Brook  
Page 2

We look forward to the opportunity of working with you and the members of the Board of Landscape Design on this project. If you have any questions or comments about the ideas presented in this proposal, please feel free to call.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Eliason', written in a cursive style.

Joel Eliason, ASLA  
President



Willow Oak

Willow Oak

Willow Oak

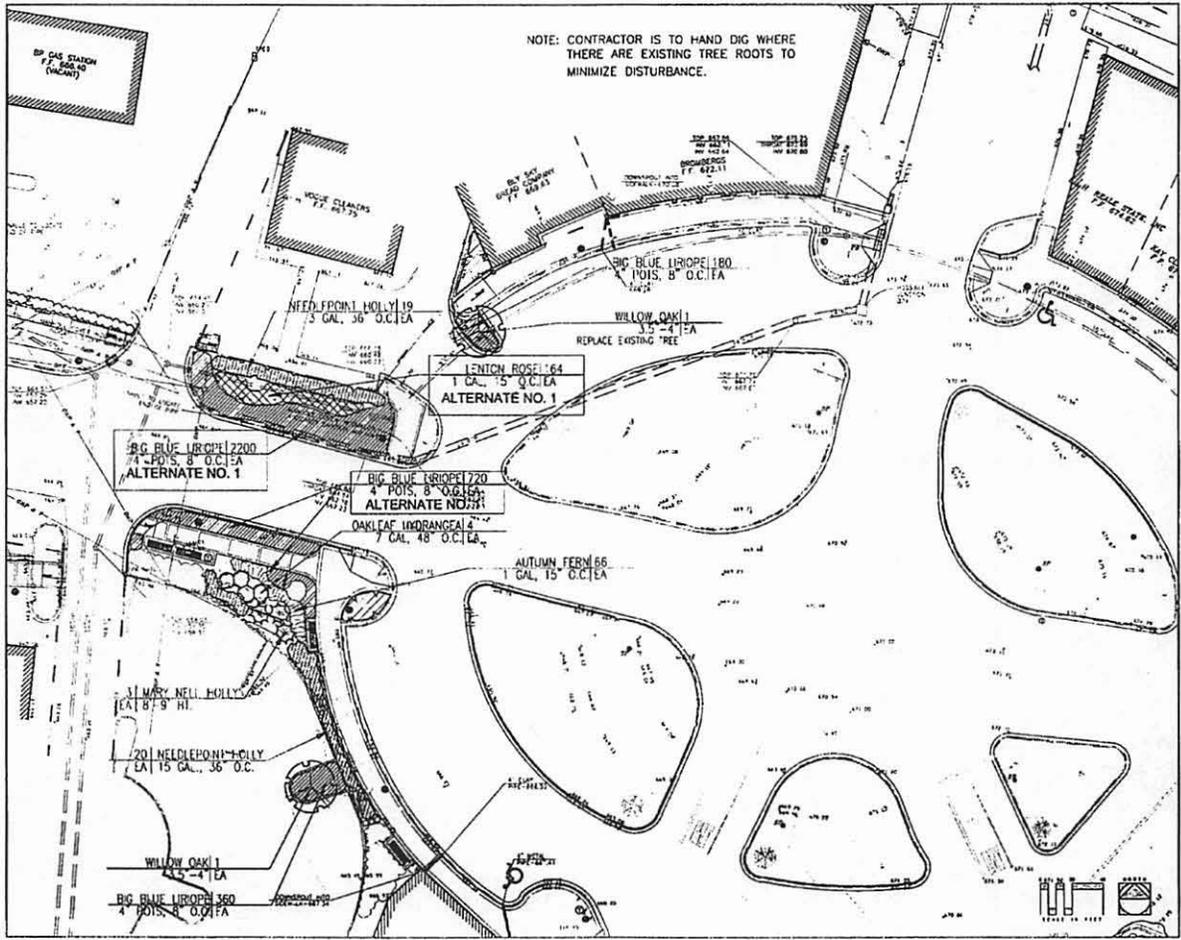
Nuttall Oak

Willow Oak

Willow Oak

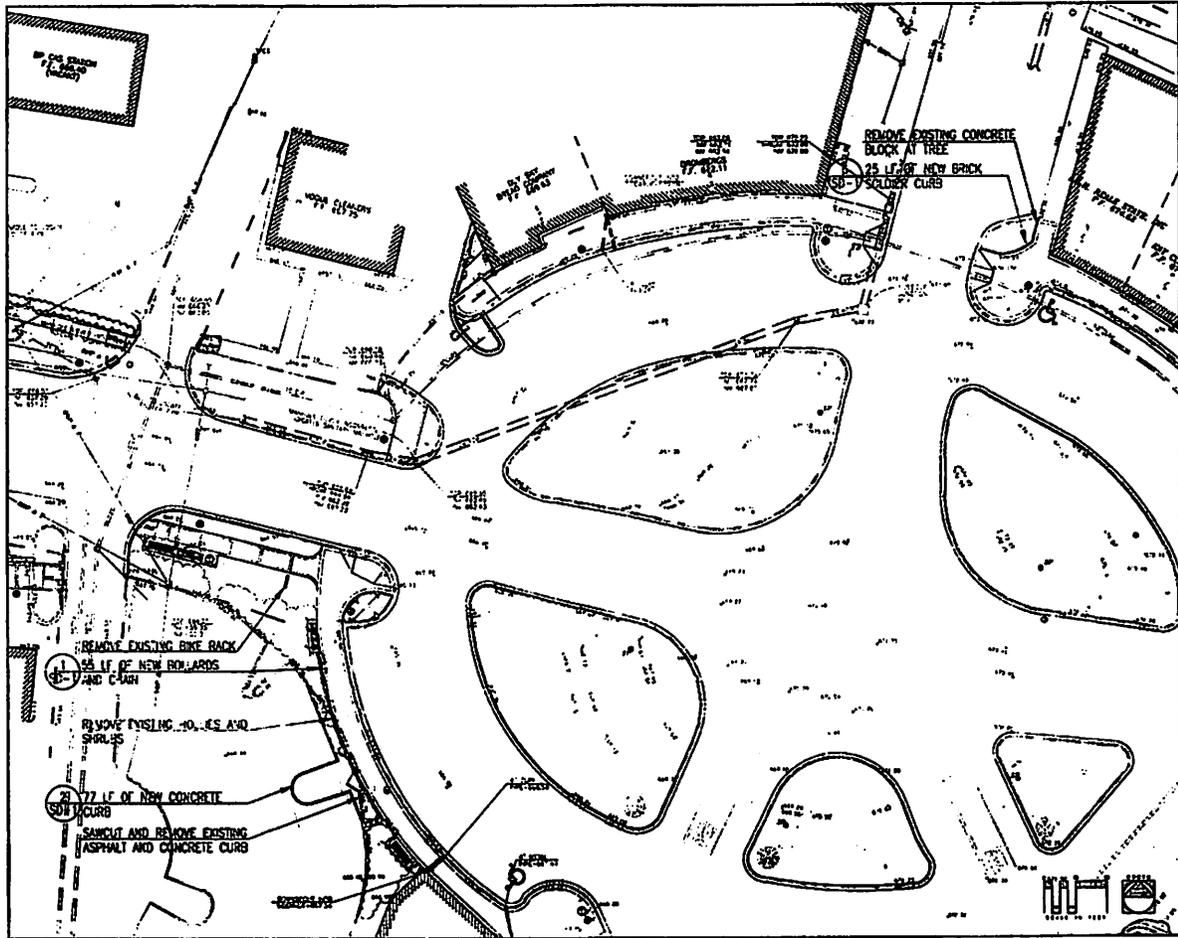
Cherry Laurel

Willow Oak



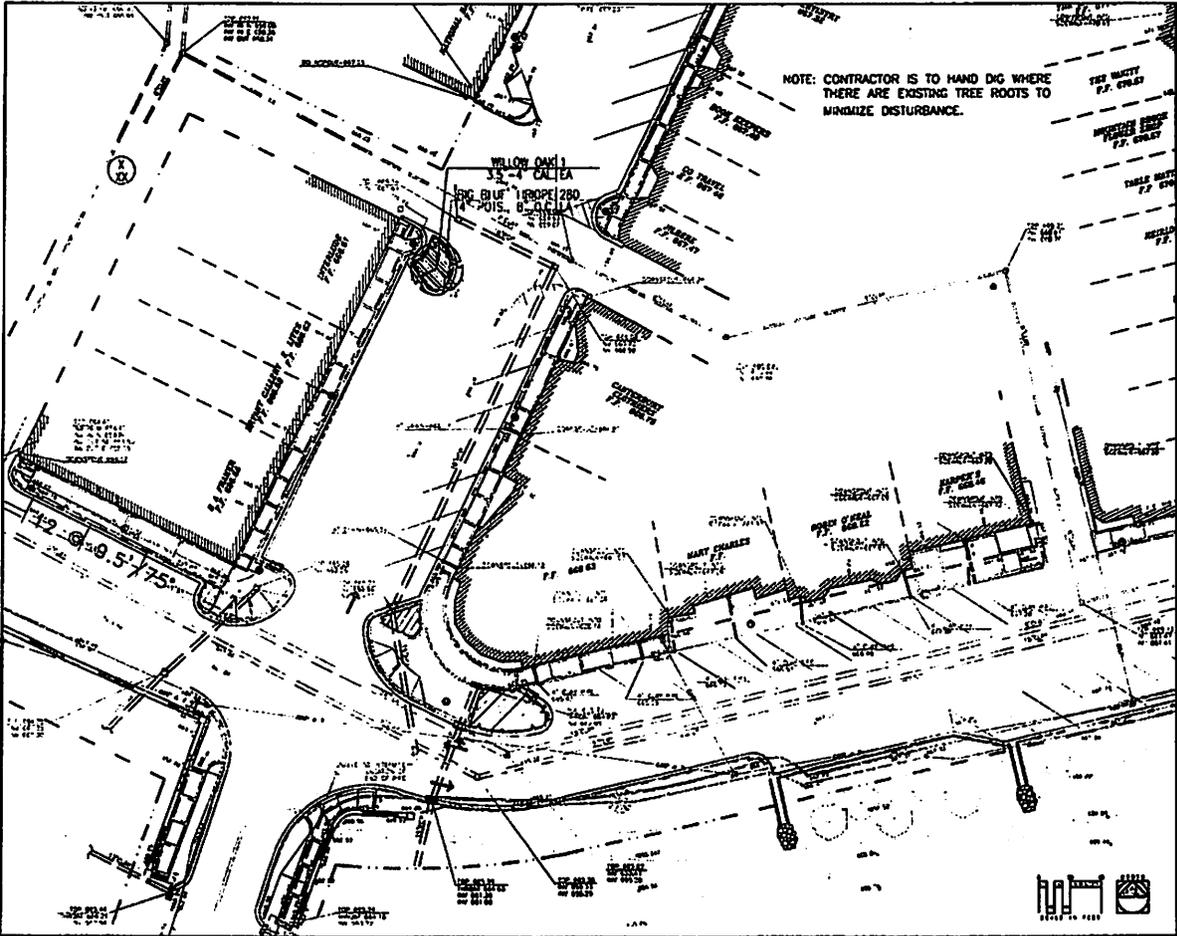
A Landscape Development Plan for  
**VILLAGE IMPROVEMENTS**  
**MOUNTAIN BROOK VILLAGE**  
 Mountain Brook, Alabama

DATE	08/14/09
BY	09/23/09
CHECKED	
APPROVED	
SCALE	
SHEET	L-9
UNCLAS	



A Landscape Development Plan for  
**VILLAGE IMPROVEMENTS**  
 MOUNTAIN BROOK VILLAGE  
 Mountain Brook, Alabama

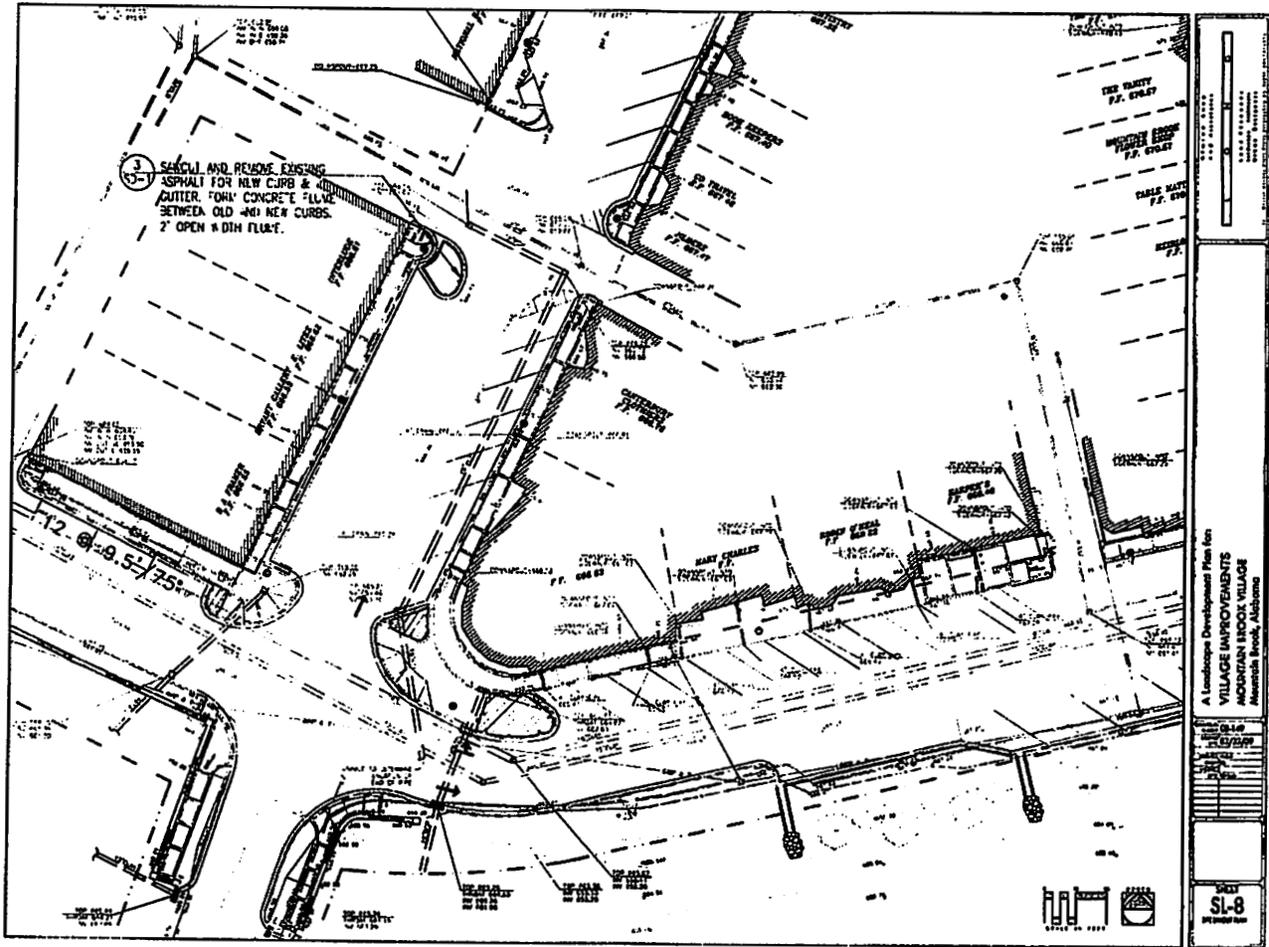
SHEET  
**SL-7**



NOTE: CONTRACTOR IS TO HAND DIG WHERE THERE ARE EXISTING TREE ROOTS TO MINIMIZE DISTURBANCE.

A Landscape Development Plan for  
**VILLAGE IMPROVEMENTS**  
**MOUNTAIN BROOK VILLAGE**  
 Mountain Brook, Alabama

SHEET  
**L-10**  
 OF 10



THE VILLAGY  
 P.F. 670.42  
 MOUNTAIN BROOK VILLAGE  
 P.F. 670.47  
 TABLE MAP  
 P.F. 670

A Landscape Development Plan for  
**VILLAGE IMPROVEMENTS**  
**MOUNTAIN BROOK VILLAGE**  
 Mountain Brook, Alabama

SHEET  
**SI-8**

## I. INVITATION FOR BIDS

### CITY OF MOUNTAIN BROOK - INVITATION FOR BIDS SOUTH BROOKWOOD ROAD CULVERT REPAIR PROJECT – BID # C-20200526-655

**Bid Submission Deadline & Bid Opening Time:** Monday June 29, 2020 – 10:00 A.M.  
**Address for Bid Submission** City Hall - City of Mountain Brook  
56 Church Street,  
Mountain Brook, AL 35213-3700  
ATTN: City Manager/Purchasing Agent

The City of Mountain Brook, Alabama (“City”) invites interested contractors to submit sealed bids to the above noted address for the award of a lump sum contract (“Contract”) for repair of a culvert at South Brookwood Road in the City (the “Work” or “Project”). Bids must be submitted by the time and date specified above, at which time those bids will be publicly opened and read as soon thereafter as practicable. Each bidder is responsible for mailing or delivering its bid so that it will be actually received at the above address and location at or before the time of the specified bid opening; bids received after that time will not be considered. Bidders who plan to attend the bid opening should contact Janet Forbes at 202-802-3800 to receive access to City Hall and other information about that opening.

Interested contractors may obtain the Project Manual (which includes the Specifications and all other Contract Documents) by contacting the Project Engineer, Mark Simpson, PE, CFM, Schoel Engineering, 1001 22nd Street South, Birmingham, Alabama 35205, direct telephone # 205.313.1155, [msimpson@schoel.com](mailto:msimpson@schoel.com).

The City requires that the Work be substantially completed on an expedited schedule within 30 days after Notice to Proceed. The City will **not** conduct a Pre-Bid Conference in connection with this Project or the award of the Contract. Technical questions about the Work or Project should be directed in writing to Mr. Simpson at his email address. Questions about purchasing or other matters related to transacting business with the City may be directed to Steven Boone, Finance Director, City of Mountain Brook, at [boones@mtnbrook.org](mailto:boones@mtnbrook.org).

To be considered for the award of the contract on this Work, an interested contractor must complete and return the Contractor’s Bid Response Form and provide other information requested in the Project Manual. Also, the successful contractor must possess the minimum experience and qualifications to perform the Work as specified in those materials.

Each bidder is required to furnish a \$10,000 bid bond, cashier’s check or other similar type of bid security with its Bid to secure its intent to perform the Work if it receives the award. Further, when selected, the successful contractor must provide a Performance Bond in the amount of the Contract Price and a Labor & Materials Bond in the amount of half that Price.

The award of the contemplated Contract will be made in compliance with Ala. Code §39-2-1 et. seq.(1975). The award will be made to a responsible contractor that meets minimum qualifications and submits the lowest responsive bid that the City determines is most advantageous to it. In making that determination, the City, in the exercise of its sole judgment, may consider factors other than just price. These factors will include, but not be limited to, the bidder’s experience in successfully completing similar projects, its Claims History, its resources to perform the obligations under the Contract on an expedited basis, and the training and experience of the Project Team that it will provide to serve the City.

The City reserves the right to accept or reject any or all bids and to waive formalities related to submitted bids.

---

s/ Sam S. Gaston  
City Manager/Purchasing Agent

June 18, 2020

Brooks Sanders is a current community volunteer and a floral arranger for Wildflower Designs. As an active community servant, she has assisted with numerous projects to improve and beautify the city. From 2003 to 2008, she oversaw multiple Mountain Brook Elementary PTO landscape projects, with the largest being the "2005 Landscape Project." Through this role, she fundraised for and supervised the installation of trees, bushes, extra playground equipment, and water fountains, as well as stone and metal benches. Brooks has been a Master Gardener since 2013 and a member of Old Mill Garden Club since 2002. She attended Hollins College and graduated from the University of Alabama with degrees in American Studies, English, and Art.

Brooks grew up in Mountain Brook and graduated from Mountain Brook High School in 1985. Both her and her husband B's children graduated from MBHS, as well. Their son, Bill, graduated from the University of Alabama and is employed by Amec Wheeler Foster in Cleveland, TN, and their daughter, Brantley, is a Senior at Washington & Lee University. Brooks and B reside on Heathermoor Road.

**DAVID GARDNER LYLES, MBA**  
2421 Lane Parke Court  
Mountain Brook, Alabama 35223  
(205) 393-4953 cell (205) 507-4497 office  
Email: [dglyles@cba.ua.edu](mailto:dglyles@cba.ua.edu)

**EXPERIENCE (PROFESSIONAL)**

- 1999 - Present    **Local Transportation Manager**  
**Alabama Department of Transportation, West Central Region:** Responsible for assisting with the management of local county, city, industrial access, and transportation enhancement projects within a six county area. This includes preparing cost estimates and reviewing legal government agreements as well as directing or assisting county engineers, city engineers, consultants with plan preparation and other preliminary engineering functions needed to ensure full compliance with state and federal regulations. In addition, presently serving as an instructor for the Alabama Department of Transportation Leadership Academy.
- 2019-Present    **Academic Tutor**  
**The University of Alabama Athletic Department:** Provide business related course tutoring services to undergraduate student athletes.
- 2012 – 2018    **Adjunct Professor**  
**The University of Alabama:** Instructed honor students enrolled in the Science, Technology, Engineering and Mathematics (STEM) path to the MBA program, as well as, Leadership and Ethics (MGT 320) and Business Ethics (MGT 341). Received the 2017 Steve Woodruff Outstanding Adjunct Faculty Award from the Culverhouse College of Commerce Management Department.
- 1998 – 1999    **Assistant Division Engineer (Acting)**  
**Alabama Department of Transportation, Fifth Division:** Responsible for directing and coordinating activities for the County Transportation Section and the Materials Section. This included determining the most practical and economic highway designs, supervising field operations and the testing laboratories, monitoring, reviewing and directing county federal aid projects, and managing budget operations within the sections.
- 1996 - 1998    **Assistant County Transportation Engineer**  
**Alabama Department of Transportation, Fifth Division:** Responsible for conducting Scope of Work Reviews, plan reviews, and conducting site inspections for all state and federally funded county projects in a nine county area.
- 1991 - 1996    **Civil Engineer**  
**Alabama Department of Transportation, Fifth Division:** Managed Division's Computer Aided Drafting and Design (CADD) Section and trained other employees in the use of the latest design software. In addition, also prepared presentations for public hearings and attended these meetings to explain potential projects to the public.
- 1990 - 1991    **Professional Civil Engineer Trainee**  
**State of Alabama Highway Department, Fifth Division:** Received practical training and orientation in the daily operations of all sections within the Division.
- 1986 - 1988    **Engineering Assistant (Part Time)**  
**U. S. Army Corps of Engineers, Mobile District:** Provided engineering support including drafting and surveying for the Holt Lakes Resource Manager.

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(205) 393-4953 cell (205) 507-4497 office  
Email: [dglyles@cba.ua.edu](mailto:dglyles@cba.ua.edu)  
Pg. 2

**EXPERIENCE (MILITARY)**

***Current Rank: Lieutenant Commander, Civil Engineer Corps, U. S. Naval Reserve (Retired)***

- 2003 – 2004     **Equipment Officer**  
Rank: Lieutenant Commander (Seabee Combat Warfare Specialist)  
20th Seabee Readiness Group, Gulfport, MS
- 2002 – 2003     **Equipment Management Officer**  
Rank: Lieutenant Commander  
Naval Construction Force Support Unit 3, Gulfport, MS
- 2000 - 2002     **Assistant Equipment Officer / Detachment Officer in Charge (2 Detachments)**  
Rank: Lieutenant  
Naval Construction Force Support Unit 3, Gulfport, MS
- 1999 - 2000     **Mobilization Readiness Officer**  
Rank: Lieutenant  
Second Naval Construction Brigade, Little Creek, VA
- 1996 - 1999     **Staff Planning Engineer**  
Rank: Lieutenant  
U. S. Naval Forces Central Command, MacDill AFB, FL
- 1994 - 1996     **Officer In Charge (3 Detachments)**  
Rank: Lieutenant (Junior Grade)  
Naval Mobile Construction Battalion 74 Augment Unit, Redstone Arsenal, AL
- 1992 - 1994     **Officer In Charge (1 Detachment)**  
Rank: Ensign  
Naval Mobile Construction Battalion 24, Redstone Arsenal, AL
- 1983 - 1992     **Training Petty Officer (1 Detachment)**  
Rank: EACR (E-1) - EA2 (E-5)  
20<sup>th</sup> Naval Construction Regiment, Gulfport, MS

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Email: [dglyles@cba.ua.edu](mailto:dglyles@cba.ua.edu)

Pg. 3

**EDUCATION: (PROFESSIONAL & MILITARY)**

**Master of Business Administration (MBA)**  
The University of Alabama, Tuscaloosa, AL

**Bachelor of Science - Civil Engineering**  
The University of Alabama, Tuscaloosa, AL

**Associate of Science - Engineering**  
Brewer State Junior College, Fayette, AL

**Certified Public Manager Training Program (Levels I-III)**  
Auburn University, Montgomery, AL

**Contingency Engineering, Construction Battalion Operations Course, Officer Basic Course**  
Naval Civil Engineer Officers School, Port Hueneme, CA

**Command Center Staff, Planning and Estimating School, Engineering Aid "A" School**  
Naval Construction Training Center, Gulfport, MS

**Naval Basic Training**  
Recruit Training Command, San Diego, CA

**MEMBERSHIPS:**

St. Mark United Methodist Church, Military Officers Association of American, The American Society of Civil Engineers, The University of Alabama Executive MBA Alumni Association (Board Member)

**DAVID GARDNER LYLES, MBA**  
(205) 393-4953 cell (205) 507-4497 office  
Email: [dglyles@cba.ua.edu](mailto:dglyles@cba.ua.edu)  
Pg. 4

**REFERENCES:**

**J. Barrett (Barry) Darden, MD, MBA, MSMI**

Associate Medical Director  
Blue Cross Blue Shield of Alabama  
450 Riverchase Parkway East  
Birmingham, AL 35244  
Telephone: (205) 242-8539  
E-mail: [James.Darden@bcbsal.org](mailto:James.Darden@bcbsal.org)

**Wayne Hitt**

Former Vice-President  
Coral Industries, Inc.  
5029 Yorkshire Street  
Tuscaloosa, Alabama 35406  
Telephone: (205) 394-0489  
E-mail: [whitt493@yahoo.com](mailto:whitt493@yahoo.com)

**Pete Luke, MBA**

Compensation Manager  
City of Boulder Human Resources  
3065 Center Greene Drive – 1<sup>st</sup> Floor  
Boulder, CO 80301  
Telephone: (303) 441-3256  
E-mail: [lukep@bouldercolorado.gov](mailto:lukep@bouldercolorado.gov)

**Robert M. Morgan, PhD.**

Executive Director, Innovation Initiatives  
The University of Alabama Culverhouse College of Business  
P.O. Box 870262  
Tuscaloosa, AL 35487  
Telephone: (205) 348-9557  
E-mail: [rmorgan@cba.ua.edu](mailto:rmorgan@cba.ua.edu)

**Jennifer C. Wilson, MSCE, P.E.**

Barnett-Jones-Wilson  
631 Helen Keller Boulevard  
Tuscaloosa, AL 35404  
Telephone: (205) 345-9595  
E-mail: [jennifer@struct-engr.com](mailto:jennifer@struct-engr.com)

Mary Evelyn McKee  
2600 Abingdon Road  
Mountain Brook, AL 35243  
205-531-8080  
[maryevelyn@maryevelyn.com](mailto:maryevelyn@maryevelyn.com)

Business address :  
3 Office Park  
Suite 100  
Mountain Brook, AL 35223

**INTERIOR DESIGN** Place, family, and experience have subtly informed Mary Evelyn's approach to interior design. Whether updating the interior of a single room, an entire house, or a commercial space, she takes cues from her clients' individual style and combines them with her own aesthetic. "I really get excited about giving a client what they want," she says. The result is design that's fresh and sophisticated, yet accessible and comfortable, and always reflects the client's personal taste.

**HISTORIC RESTORATION** Possessing an eye for period detail and an appreciation for the past, Mary Evelyn consults on restoring homes to the historic accuracy of their glory days. She and her team are well versed in the conventions and traditions of a wide variety of period styles.

**NEW CONSTRUCTION** Collaborating with architects, landscape architects, and owners from the blueprint stage through installation, Mary Evelyn takes a comprehensive approach to design, addressing all aspects of a client's personal taste and lifestyle needs.

Visit <http://www.maryevelyn.com/index.php> for various published design projects.

June 18, 2020

City Council of Mountain Brook,

Please consider allowing me to establish a temporary outdoor seating area for my restaurant, brick & tin located at 2901 Cahaba Road. We have eight total parking spaces along the Culver Road side of my restaurant and would like to barricade four of them for outdoor dining.

I made the difficult decision to close my restaurant completely on March 18, 2020 due to concerns of contributing to the spread of COVID-19. We remained completely closed for two months, reopening strictly for curbside service (no dining room) on May 18<sup>th</sup>. The financial losses to my business have been substantial. Since reopening for curbside service, we are running at diminished revenues. We are reopening our dining room on June 19<sup>th</sup> but are losing approximately 45% of our seating due to spacing restrictions as a result of the virus.

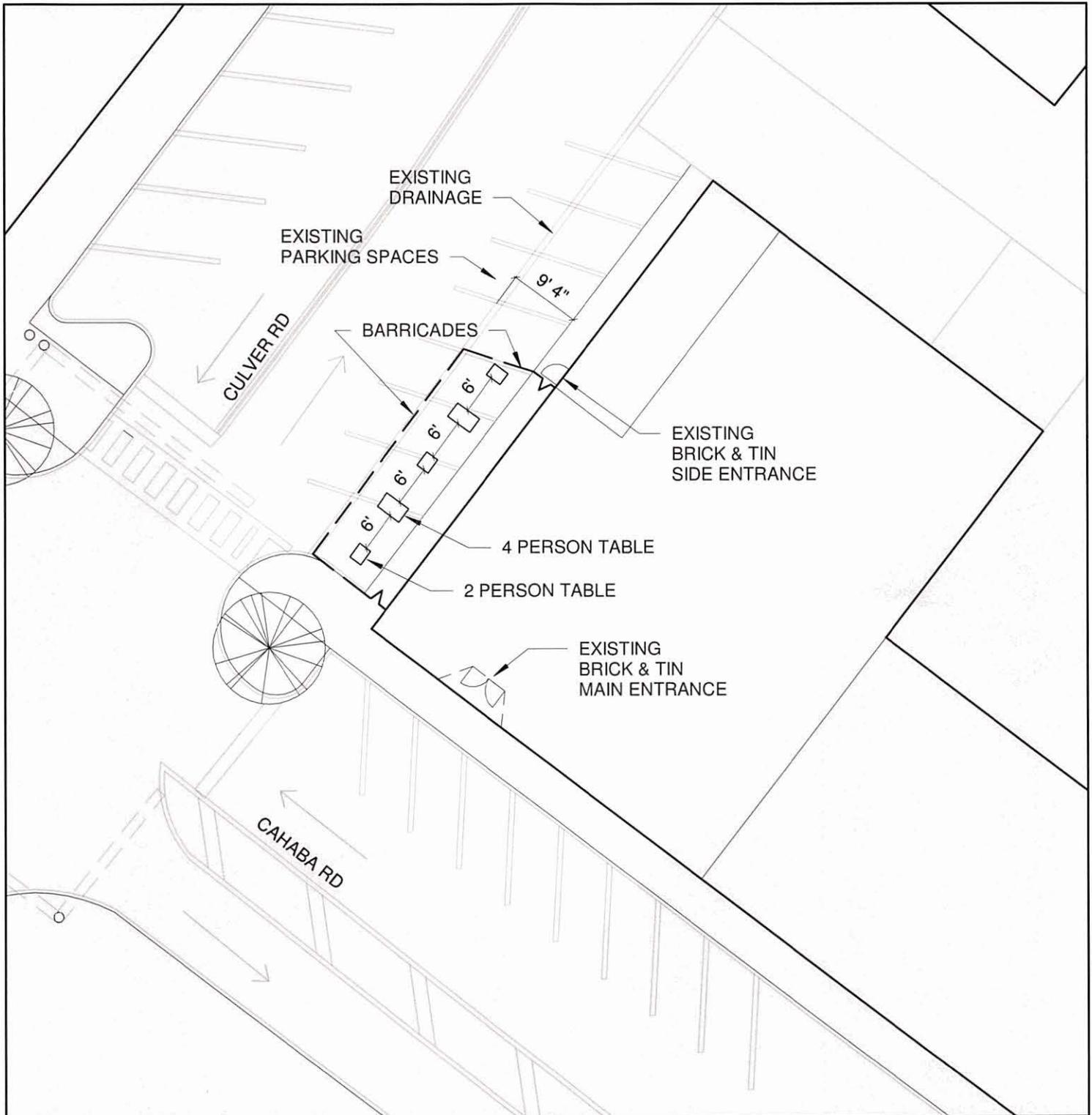
While we do currently have 16 seats outside on the Cahaba Road side, we would benefit from being allowed temporary permission to establish another outdoor seating area. Any additional seating that will allow us to get closer to normal revenues will help ensure the sustained viability of my restaurant and its ability to provide a livelihood for my 35 employees.

Thank you for your consideration.



Mauricio Papapietro  
Owner

**brick & tin**  
RESTAURANT • BAK • BOTTLE



**SUMMARY:**

- 4 PARKING SPACES CONVERTED TO SEATING
- 5 TABLES (3 TWO-PERSON & 2 FOUR-PERSON SHOWN)
- 6 FEET CLEARANCE BETWEEN TABLES
- STREET & DOORS NOT IMPACTED
- BARRICADES ERECTED TO KEEP PEDESTRIANS OUT OF STREET



# BRICK & TIN COVID SEATING SITE PLAN

ADDRESS: 2901 CAHABA RD,  
MOUNTAIN BROOK, AL 35223



2020-06-18 16:45:22





