

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

**CITY HALL COUNCIL CHAMBER (A108)
56 CHURCH STREET, MOUNTAIN BROOK, AL 35213**

JUNE 8, 2020, 6 P.M.

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 8, 2020 at 7 p.m. (pre-meeting at 6:00 p.m.), please join by way of the Zoom app (re: Meeting ID: 801-559-1126, password 06082020).

1. After hours and emergency inspections—Glen Merchant (See attached information. This item may be added to the formal agenda.)
2. Request by the Board of Landscape Design for funding of the Crestline Streetscape project between Dexter Avenue and Hoyt Lane on Church Street –Sim Johnson and Elizabeth Poynor (See attached information. This item may be added to the formal agenda.)
3. Request by the Board of Landscape Design for a contract with Nimrod Long and Associates to develop a streetscape master plan for the medians in Mountain Brook Village—Sim Johnson and Elizabeth Poynor (See attached information.)
4. Cherokee Bend Elementary field improvements change of scope—Steven Boone
5. City facilities reopening plan (See attached information. This item may be added to the formal agenda.)
6. Street light on Sedley Drive between North Woodridge Road and Eaton Road—Lloyd Shelton and Sam Gaston (See attached information. This item may be added to the formal agenda)
7. BBVA conditional use application, 229 Country Club Park—Dana Hazen (See attached information. This item may be added to the formal agenda)

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ORDINANCE NO. 2070

AN ORDINANCE AMENDING SEC. 14-1 OF THE CITY CODE WITH RESPECT TO EMERGENCY/AFTER-HOURS INSPECTION FEES IN THE CITY

BE IT ORDAINED by the City Council of the City of Mountain Brook, Alabama, as follows:

Section 1. Sec. 14-1 of the City Code, "Fees", is hereby amended by appending the following provision:

<i>Section of Code</i>	<i>Description</i>	<i>Fee (in dollars)</i>
CHAPTER 109 BUILDINGS AND BUILDING REGULATIONS		
109-370	Emergency/after-hours inspection fee (for every 2-hours or portion thereof, minimum of \$150.00)	\$150.00

Section 2. All ordinances or portions of ordinances conflicting with this ordinance are hereby repealed.

Section 4. This ordinance shall become effective when published as required by law.

ADOPTED: This 8th day of June, 2020.

Council President

APPROVED: This 8th day of June, 2020.

Mayor

CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama, hereby certify the above to be a true and correct copy of an ordinance adopted by the City Council of the City of Mountain Brook, Alabama, at its meeting held on this 8th day of June, 2020, as same appears in the minutes of record of said meeting, and published by posting copies thereof on June 9, 2020, at the following public places, which copies remained posted for five (5) days as required by law.

City Hall, 56 Church Street
Overton Park, 3020 Overton Road

Gilchrist Pharmacy, 2805 Cahaba Road
Cahaba River Walk, 3503 Overton Road

City Clerk



CITY OF MOUNTAIN BROOK

Department of Planning, Building &
Sustainability
56 Church Street
Mountain Brook, Alabama 35213
Telephone: 205.802.3810
www.mtnbrook.org

After Hours or Emergency Inspection Request Form

(Hours other than 8am until 3:30pm, Monday through Friday)

As per Ordinance No. 1234, fees for after-hours or emergency inspections shall be paid prior to the inspection and shall be in addition to all other fees. The minimum fee shall be \$150 per a 2 hour window or portion thereof. This is not applicable to holidays or other scheduled city closure.

Current Date: _____ ***Date and Time Requested:*** _____

Permit Holder Name and Phone #: _____

Applicant/Contact Name & Phone #: _____

Permit # & Location of Inspection Address: _____

Nature of Request for Emergency or After Hours situation:

I hereby certify, that I have read the application and that the information contained is accurate and true. I agree that I agree to comply with the City of Mountain Brook Ordinances and State of Alabama Laws pertaining to said construction activity. I am the authorized owner or agent for the permit given and agree that any false information voids such permit or request with no refund for the described work.

Signature of Applicant: _____

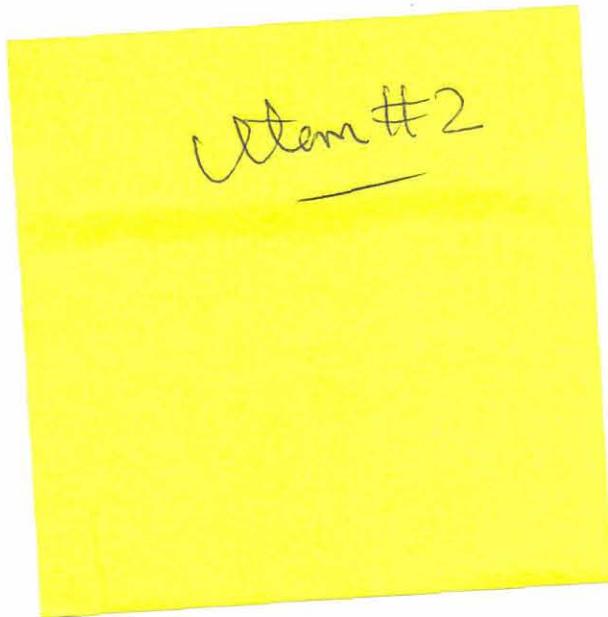
Approval and Scheduled: _____

2

Sam Gaston

From: Elizabeth Poynor <epoynor35@charter.net> on behalf of Elizabeth Poynor
Sent: Wednesday, May 27, 2020 6:12 AM
To: Sam Gaston; Simeon Johnson; Tommy
Subject: Crestline Streetscape Budget
Attachments: Estimate (003).pdf; GILLESPIE mtn brook.xls; Untitled attachment 00832.txt; NLA-Crestline Design Plan 1 03-03-20.pdf

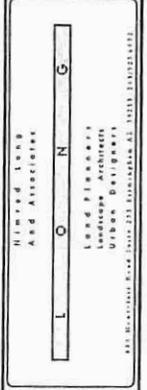
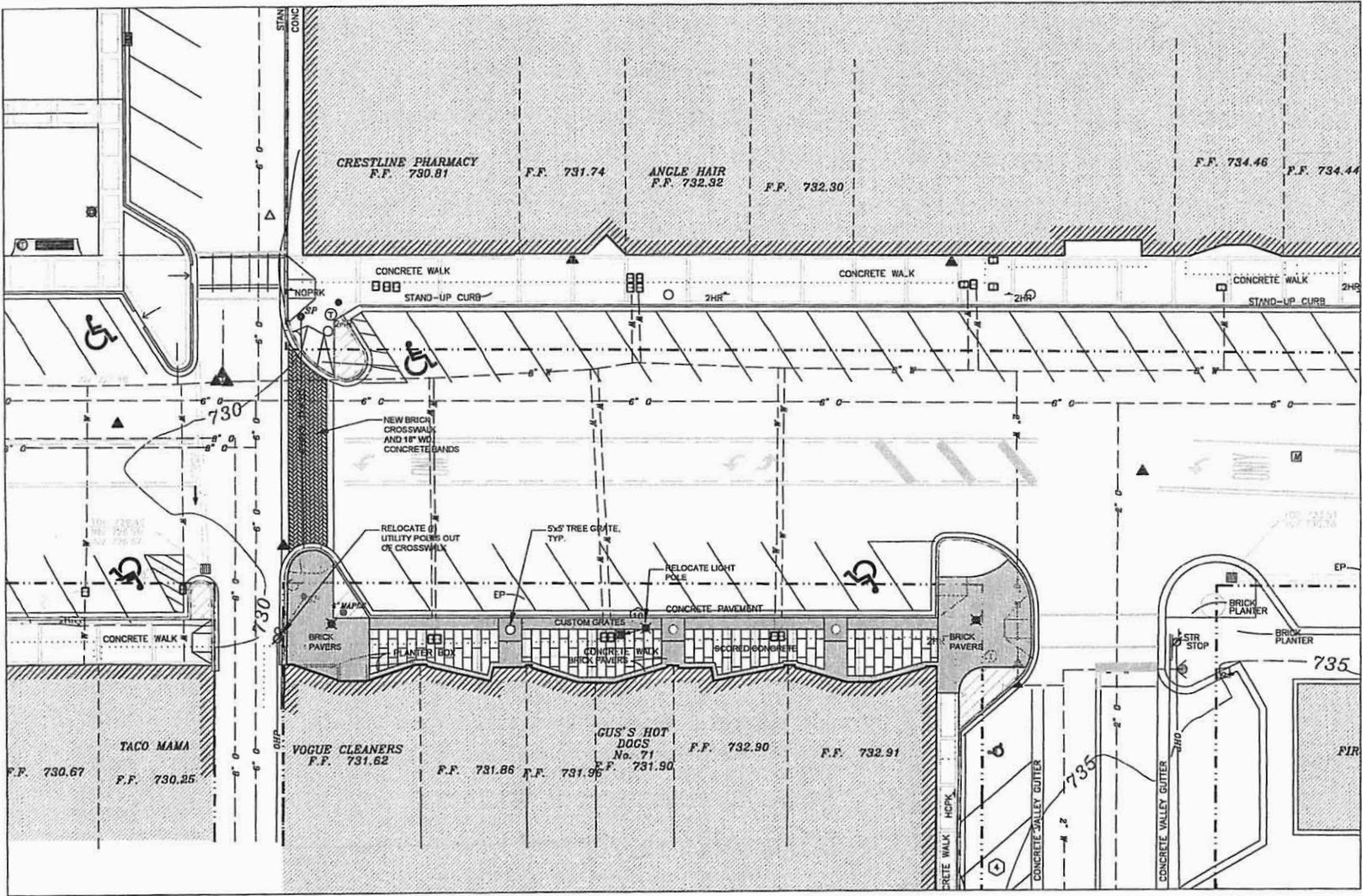
Sam, I have included 2 cost estimates for the proposed Crestline Streetscape proposal. This estimate is for one block (Ollie Irean's Block) and a brick crosswalk. I have included a plan of the Project. Please contact me if you have any questions. Thank you, Elizabeth Poynor



Crestline Village
 PRELIMINARY COST ESTIMATE
 Dexter to Hoyt
 (GILLESPIE mtn. Brook.xls)

GILLESPIE
 Date 05-18-20
 1

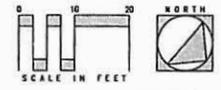
DESCRIPTION	QUANTITY	UNIT MEASURE	UNIT COST	BASE BID	ADD ALT	DEDUCT ALT
Demolition of Sidewalk	1,380	SF	\$7.80	\$10,764.00		
Demolition of Asphalt	540	SF	\$7.75	\$4,185.00		
Dirt Excavation	175	CY	\$50.00	\$8,750.00		
Drainage - (6" Perf. PVC)	120	LF	\$50.00	\$6,000.00		
Drainage - (6" Cleanout PVC)	30	LF	\$150.00	\$4,500.00		
Drainage - (6" N-12 HDPE Pipe)	40	LF	\$50.00	\$2,000.00		
Silva Cell Area	675	SF	\$0.00	\$0.00		
Silva Cell Volume	1,750	CF	\$0.00	\$0.00		
Soil Mix for Cells and Tree Pits	71	CY	\$0.00	\$0.00		
Stone Aggregate	70	CY	\$75.00	\$5,250.00		
Brick Pavers on 4" slab (Re-lay exist.)	480	SF	\$40.00	\$19,200.00		
Scored Concrete Paving	900	SF	\$45.00	\$40,500.00		
Heavy Duty Brick Crosswalk on 4" slab	340	SF	\$75.00	\$25,500.00		
18" Concrete Band @ Crosswalk	92	LF	\$280.00	\$25,760.00		
30" Wd. Metal Grate	108	LF	\$0.00	\$0.00		
60" x 60" Tree Grate	3	ea.	\$6,500.00	\$19,500.00		
Nuttall Oak, 3.5"-4" Cal.	3	ea.	\$1,750.00	\$5,250.00		
Irrigation	1	Lump sum	\$0.00	\$0.00		
Subtotal				\$177,159.00		
Contingency	1	10%	\$17,715.90	\$17,715.90		
Total				\$194,874.90		



A Streetscape Development Plan for:
CRESTLINE VILLAGE
 Dexter to Alley
 Mountain Brook, AL

COMMISSION NUMBER	18-915
ISSUING DATE	03-03-20
DESIGNED BY	
DRAWN BY	
CHECKED BY	
DATE REVISION	

SHEET
L-1
 Design Plan



ALL MEASUREMENTS SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE U.S. GOVERNMENT PRINTING OFFICE STANDARDS





ODREZIN



Landscape Services, Inc.

(205) 991-9584

POST OFFICE BOX 43383
BIRMINGHAM, AL. 35243

Nimrod Long & Associates
880 Montclair Road, Suite 235
Birmingham AL. 35213

Attn: Dave Giddens

Re: Crestline Streetscape Budget

ESTIMATE

QTY	DESCRIPTION	SIZE	UNIT PRICE	TOTAL
Crosswalk:				
340	Heavy Duty Brick Pavers @ Crosswalk	sqft	\$12.50	\$4,250.00
92	18" Wide Concrete Bands @ Crosswalk	lf	Lump Sum	\$2,427.00
1	Slab @ Crosswalk		Lump Sum	\$2,990.00
2	Sand Setting Bed 1.75"	cy	\$48.00	\$96.00
10	Base @ Crosswalk -6" Depth	cy	\$44.00	\$440.00
1	Saw Cut Asphalt		Lump Sum	\$500.00
1	Demolition, Removal & Subgrade @ Crosswalk		Lump Sum	\$4,250.00
			Subtotal	\$14,953.00
Sidewalk				
480	Re-Lay Salvaged Brick @ Sidewalk	sf	\$8.50	\$4,080.00
480	Slab @ Sidewalk	sf	\$5.50	\$2,640.00
3	Sand Setting Bed 1.75"	cy	\$48.00	\$144.00
900	Scored Integral Concrete @ Sidewalk	sf	\$8.25	\$7,425.00
10	Base @ Sidewalk-4" Depth	cy	\$46.00	\$460.00
44	Custom Grates 30"x 30"	each	\$1,020.00	\$44,880.00
3	Tree Grates 60"x 60"	each	\$2,500.00	\$7,500.00
1	Install Frames & Grates		Lump Sum	\$6,750.00
1	Demolition, Removal & Subgrade @ Sidewalk		Lump Sum	\$6,000.00
6	Water Meter Concrete Boxes & Tops	each	\$325.00	\$1,950.00
			Subtotal	\$81,829.00

Drainage:				
675	Silva Cell System	sf	\$28.00	\$18,900.00
1	Filter Fabric		Lump Sum	\$1,472.25
1	Geogrid		Lump Sum	\$248.00
120	6" Perf Pipe	lf	\$8.97	\$1,076.40
30	Cleanout	lf	\$8.00	\$240.00
40	6" N12	lf	\$8.97	\$358.80
50	Gravel Base @ Silva Cell-12" Total	cy	\$46.00	\$2,300.00
71	Soil Mix @ Silva Cell	cy	\$40.00	\$2,840.00
1	Excavate For Sylva Cell		Lump Sum	\$15,125.00
1	Install & Backfill Sylva Cell		Lump Sum	\$7,200.00
1	Saw Cut & Patch Road For 6" N12 To Storm Sewer		Lump Sum	\$1,200.00
1	Excavate For N12 Pipe & Storm Sewer Tie In		Lump Sum	\$1,500.00
			Subtotal	\$52,460.45
Landscape & Irrigation:				
3	Nuttal Oak	3.5-4"	\$525.00	\$1,575.00
1	Irrigation		Lump Sum	\$3,252.30
1	Irrigation Sleeves-Sidewalk & (1) Street Crossing		Lump Sum	\$3,486.60
1	1" Tap, Meter, BIP, Pressure Regulator. Asphalt Patch Included <i>***This Is Enough Water To Supply Project From Montevillo To Euclid***</i>		Lump Sum	\$15,081.30
			Subtotal	\$23,395.20
General Conditions:				
1	Traffic Control/Road Closure		Lump Sum	\$5,000.00
1	Construction Contingency		Lump Sum	\$20,000.00
1	Relocate 2 Utility Poles			BY OTHERS
			Subtotal	\$25,000.00
			TOTAL	\$197,637.65

NOTES & EXCLUSIONS:

***** Utility Repair/Relocation, If Required, Is Not Included In This Estimate**



Steve Boone <boones@mtnbrook.org>

Re: BLD matters for June 8th Pre-meeting

1 message

Joel Eliason <jeliason@nimrodlong.com>
To: Sam Gaston <gastons@mtnbrook.org>, Dave Giddens <dgiddens@nimrodlong.com>
Cc: Steve Boone <boones@mtnbrook.org>

Fri, Jun 5, 2020 at 11:08 AM

See attached.

From: Sam Gaston <gastons@mtnbrook.org>
Sent: Friday, June 5, 2020 7:48 AM
To: Joel Eliason <jeliason@nimrodlong.com>; Dave Giddens <dgiddens@nimrodlong.com>
Cc: Steve Boone <boones@mtnbrook.org>
Subject: FW: BLD matters for June 8th Pre-meeting

Can you get us a proposal this morning for this work in MB Village?

Sam S.Gaston
City Manager
City of Mountain Brook, AL.
56 Church Street
P.O. Box 130009
Mountain Brook AL. 35213
(205) 802-3803 Phone
(205) 870-3577 Fax

From: Simeon Johnson [mailto:simeonjohnson@msn.com]
Sent: Thursday, June 04, 2020 9:27 PM
To: Steve Boone
Cc: Sam Gaston; Virginia Carruthers Smith; Dana Hazen; Tyler Slaten; Elizabeth Poynor; Tommy Amason; George Israel; Ashley Spotswood; Rob Walker; Brandon Plowden; Lydia Pursell; Ro Holman; Brooks Sanders; Mary Evelyn McKee; David Lyles; Don Cafaro; Michael Gill; Alice Womack
Subject: BLD matters for June 8th Pre-meeting

Steve,

I would appreciate if you would please add two matters for discussion at Monday June 8th's city council Pre-meeting. Sam asked me to provide BLD budget requests for FY-2021 before June 9th and BLD has two projects that we would like to update the city council about and request their direction as well as consideration for the FY-2021 budget. The first matter is the Crestline Streetscape, which was initially developed by the BLD and is now moving forward through the Crestline Streetscape ad hoc committee consisting of members from VDR, PC, and BLD. I have attached landscape design plans prepared with Joel Eliason and Dave Giddens of Nimrod Long & Associates of proposed Crestline Streetscape improvements from Ollie Irene to Vogue Cleaners as the proposed initial installment and I have also attached watercolors created by landscape architect Bram Odrezin visualizing implementation of the improvements. I look forward to discussing with the city council and others further Monday evening the status of this project and next steps.

The second matter I would appreciate city council direction at the Pre-Meeting regards a proposed MBV Streetscape plan for the intersection of Cahaba Road and Montevallo Road and Canterbury Road from that intersection to Culver Road. 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. With Right of Way now being acquired for the two new roundabouts nearby, that project appears to be moving forward and BLD would like city council affirmation to begin preparing landscape designs to account for the permanent closure of Canterbury Road directly to Cahaba Road.

BLD, with local design services from Joel Eliason and Dave Giddens and creative input from OLIN (<https://www.theolinstudio.com/featured-projects>), want to look at how to encourage more foot traffic in historic Mountain Brook Village to support our local merchants and encourage community interaction. In particular with the island in front of Starbucks and the enlarged island to be created by permanently combining the island in front of Gilchrist and RealtySouth, we want to program more public enjoyment and support the surrounding businesses in the wake of COVID-19 by investigating the feasibility of adding seating in those islands. We have plans that Joel and Dave created in 2009 that provide a head start we can use for the new plans, but additional design services will be needed to account for the permanent closure of Canterbury Road to Cahaba Road if the city council will be voting to make that road closure permanent. I have attached a map of the intersection at issue for reference and I look forward to please discussing further at Monday evening's Pre-meeting.

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

 **Mountain Brook Village Study.pdf**
948K

Sam Gaston

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.

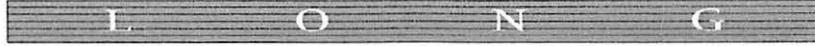
BLD through the MBV streetscape design with NLA want to look at how to encourage more foot traffic in Mountain Brook Village to support our local merchants and encourage community interaction. With the medians in particular we want to investigate the feasibility of creating more seating for the public 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

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 green ink, appearing to read 'J. Eliason', with a stylized flourish at the end.

Joel Eliason, ASLA
President



Willow Oak

Willow Oak

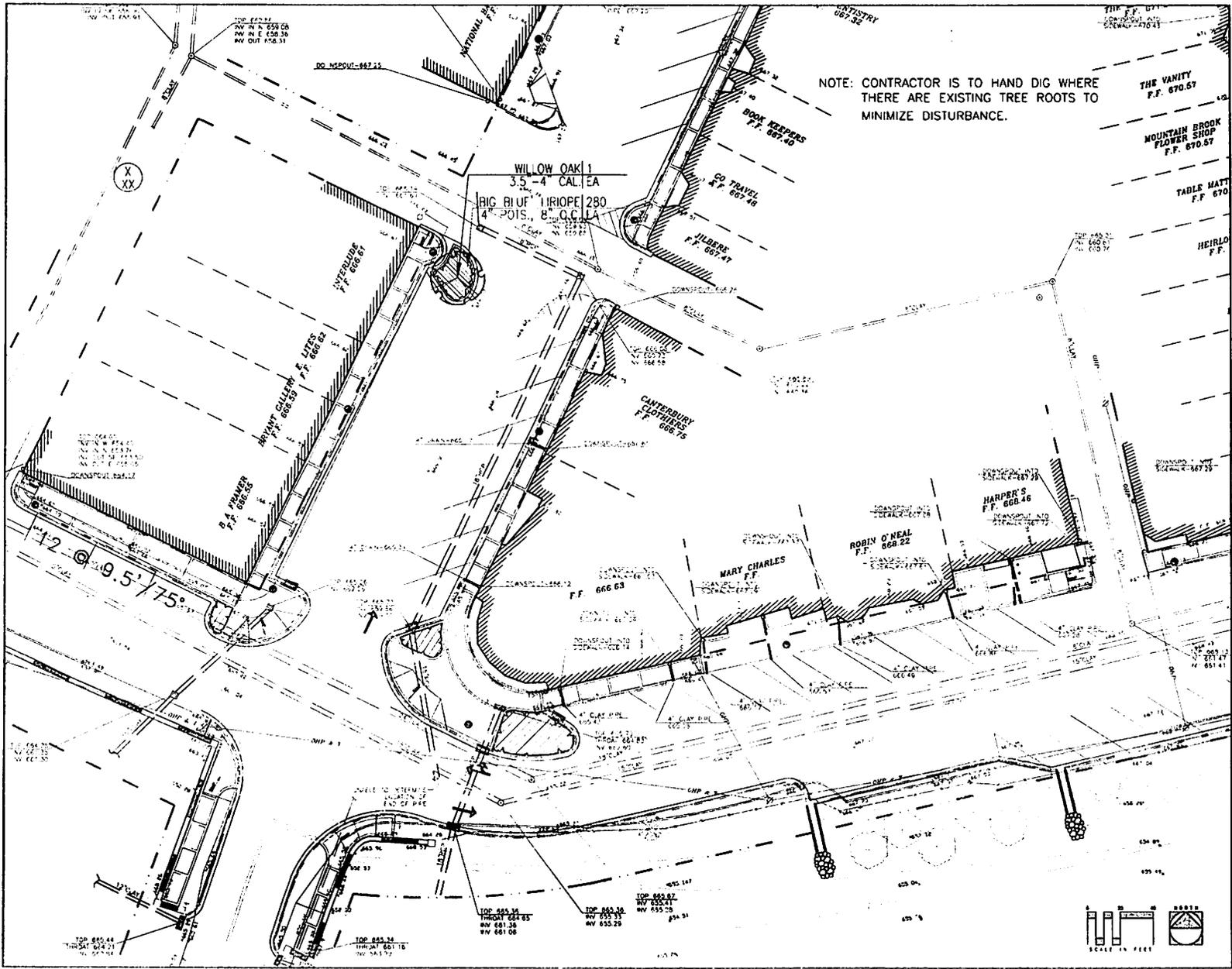
Nuttall Oak

Willow Oak

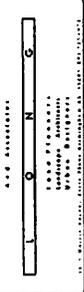
Willow Oak

Willow Oak

Cherry Laurel



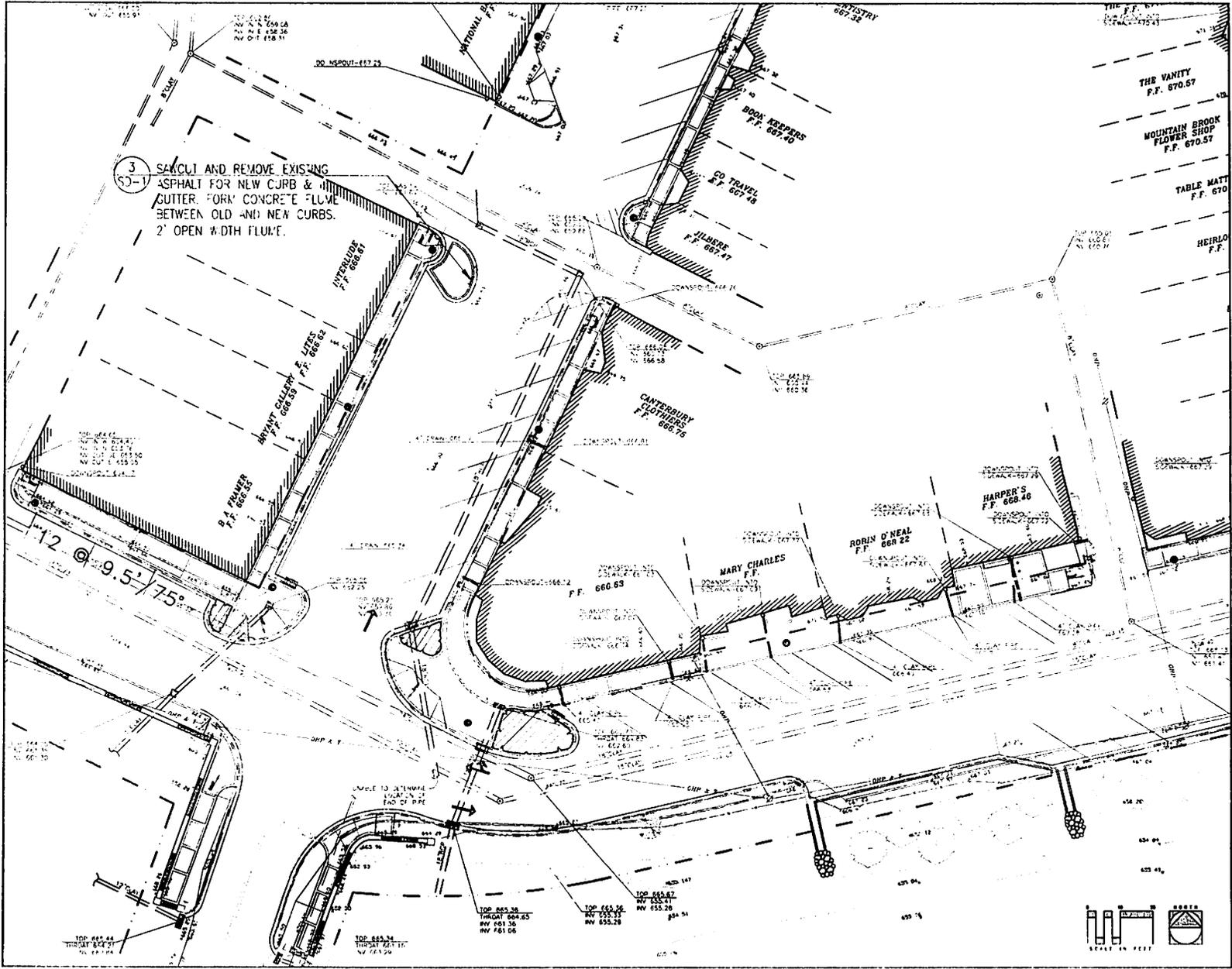
NOTE: CONTRACTOR IS TO HAND DIG WHERE THERE ARE EXISTING TREE ROOTS TO MINIMIZE DISTURBANCE.



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

Project No: 08-147
 Date: 02/23/09

SHEET
L-10
 LANDSCAPE DESIGN PLAN



3 SAND AND REMOVE EXISTING ASPHALT FOR NEW CURB & GUTTER. FORM CONCRETE FLUME BETWEEN OLD AND NEW CURBS. 2' OPEN WIDTH FLUME.

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

SHEET SI-8 SITE LAYOUT PLAN	DATE: 08-14-09 DRAWN BY: [unclear] CHECKED BY: [unclear] DATE: 02/23/09 PROJECT NO.: [unclear] SCALE: [unclear]
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Municipal court is scheduled to resume June 17. Written protocols about safety will be distributed later.



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, 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. 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

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

Dana Horsley-Magistrate, [205-802-3827](tel:205-802-3827), [FAX 205-870-3590](tel:205-870-3590), 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.

[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

- 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

- 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.

For **Planning and Zoning** questions, contact Tyler Slaten at 205-802-3811 or slatent@mtnbrook.org or Dana Hazen at 205-802-3816 or hazend@mtnbrook.org. For land use applications and deadline/hearings schedule/agendas contact Tammy Reid at 205-802-3810 or reidt@mtnbrook.org and for GIS/mapping questions contact Wade Cherry at 205-802-3830 or cherryw@mtnbrook.org. Go to 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.**

- 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.



Proposed Street Light

	CITY OF MOUNTAIN BROOK DEPARTMENT OF PLANNING, BUILDING & SUSTAINABILITY 56 Church St Mountain Brook, AL 35213		
	Sealey Drt Proposed Street Light		
	Scale	1 inch = 200 feet	
	Date	4/29/2022 3:54 PM	
File	D:\13_17_2022 Backup\481062010423_SEALEYSTREETLIGHT.mxd		
Author	Mica Cherry, GISP		

Sedley Drive Street Light

Resident across the street from this proposed light requests the following:

1. Shield on front of light
2. Lowest output feasible with the maximum output no greater than the light at the corner of Sedley and Springhill
3. Mount light on the shortest arm possible
4. Proposed fixture to produce a "white" light similar to the lights now on Sedley
5. Open globe light not an LED light

June 8, 2020

MEMO

TO: Mayor, Council, and City Manager

FROM: Dana Hazen, City Planner

SUBJECT: Conditional Use for BBVA Bank, 229 Country Club Park

Attached please find the applicant's letter, outlining the proposed bank use in the previous 32 Degrees Yogurt space in Country Club Park. The BBVA branch on Euclid Avenue is proposed to move to this location for a temporary time of two years. On-site parking is to code, there will be six employees during a peak hour, and an ATM is to be provided on the plaza side of the building. Proposed signage will be reviewed by VDR at the next regular meeting; photos and elevations are provided for context.

June 01, 2020

City of Mountain Brook City Council
56 Church Street
PO Box 130009
Mountain Brook, AL 35213

BBVA Crestline Bank Branch Relocation

Dear City Council:



Please consider this letter a request on behalf of our client, BBVA, for approval to locate a branch bank in the local business district. BBVA is presently required to relocate their current Crestline branch from Euclid Avenue. A desirable location for a temporary branch has been found at 229 Country Club Park and KPS Group has been engaged to provide architectural services for this relocation. As part of our due diligence, it has come to our attention that approval is required to locate a service use, such as a bank branch, in the local business district according to the current zoning code.

In the proposed location, BBVA will be a tenant in a shopping development that currently provides code compliant onsite parking. This bank branch will have six employees during peak business hours who will park in the onsite structured parking. BBVA has modified their current hours of operation due to the COVID-19 pandemic, but their standard hours of operation are Monday through Thursday 9:00AM-5:00PM and Friday 9:00AM – 6:00PM. Banking services will be provided inside the lobby with traditional tellers and financial service personnel or at a walk-up ATM facing the adjacent plaza. As previously stated, this branch location is intended to be temporary until a permanent location can be determined.

This relocation has a very short timeline in which build out must occur. It is our clients desire to ensure uninterrupted branch access for the BBVA customers in Crestline so your approval is requested at the council meeting scheduled for June 8, 2020. We have been in contact with the City of Mountain Brook building department regarding permitting and the Village Design Review board regarding design review and are in pursuit of those approvals also.

Please see the attached proposed floor plan and exterior improvements for your reference.

Sincerely,
KPS GROUP, INC.
Emily Bullard-McClellan AIA, NCARB, LEED AP

A handwritten signature in blue ink, appearing to read 'Emily Bullard-McClellan', followed by a horizontal line.

Enclosures: 2
cc: Dana Hazen, Paul Kendrick, Hayes Arendall, Catherine Zalatoris

KPS Group, Inc.
60 14th Street South
Suite 100
Birmingham, AL 35233
Tel: 205 251-0125

Signage Plan

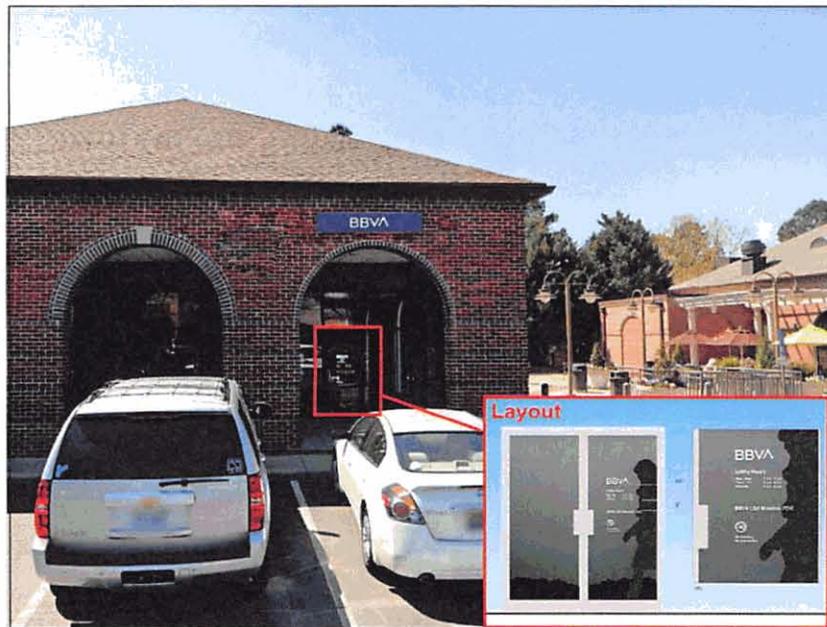
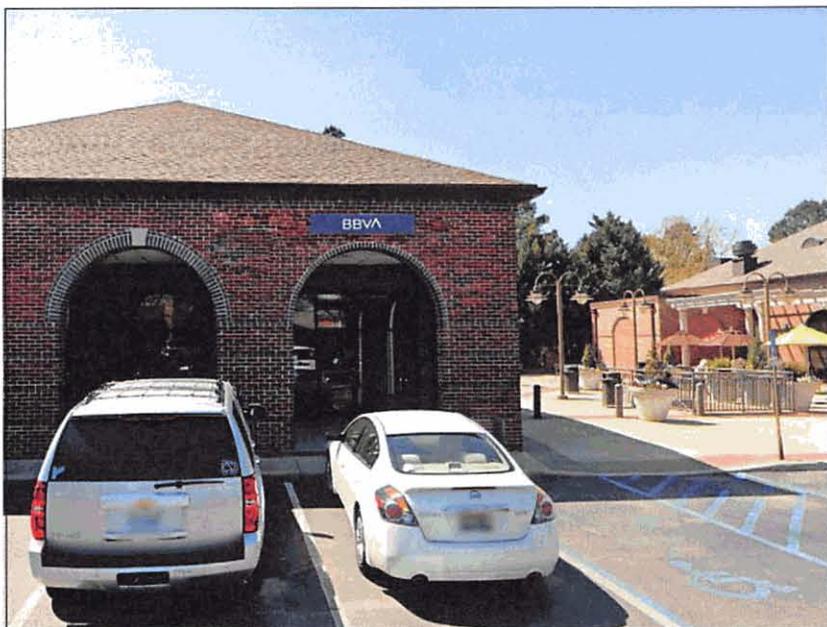
Crestline Temporary Branch
229 Country Club Park
Mountain Brook, AL 35213



- 1** Reuse Sign 001 from site
AL0012 Crestline - 117 Euclid Ave
Non-illuminated 12x36 Wall Plaque
- 2** New G1a vinyl
- 3** ATM Surround

Signage Elevations

Crestline Temporary Branch
229 Country Club Park
Mountain Brook, AL 35213



1 Non-illuminated wall plaque. 12”h x 36”w
Reuse plaque currently installed at AL0012 Crestline -
117 Euclid Ave, Mountain Brook, AL.

2 G1a - Hours Vinyl install on entrance door



Reuse this sign.
Image showing current conditions at 117 Euclid Ave

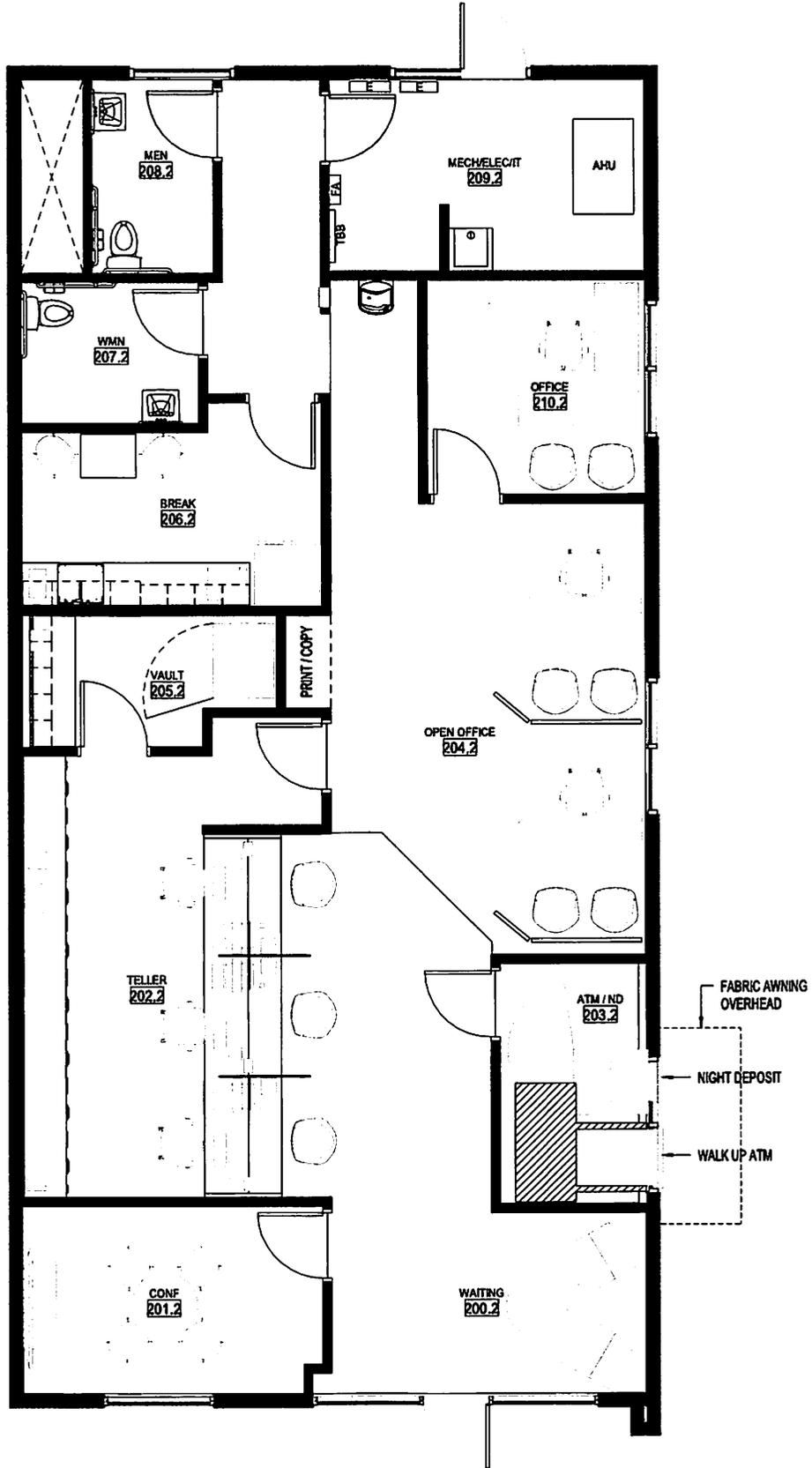
Signage Elevations

Crestline Temporary Branch
229 Country Club Park
Mountain Brook, AL 35213



- 1 Vinyl brand lettering on surround
- 2 New fabric awning
- 3 Existing lighting to remain
- 4 Smooth fiber cement panel infill in storefront opening for atm and night deposit surround

3 ATM Surround with white vinyl BBVA artwork



**BBVA CRESTLINE BRANCH RELOCATION
PROPOSED PLAN**