



## Bay Minette Planning Commission Regular Meeting Minutes

Minutes October 10, 2024

Monthly Meeting No. 10

The City of Bay Minette Planning Commission met in Regular Session on Thursday, October 10, 2024. The meeting was called to order at 8:09 a.m. by Vice-Chairman Neal Covington, in the Council Chambers located in Bay Minette City Hall, at 301 D'Olive Street, Bay Minette, Alabama; this being the proper place, date and hour as advertised to hold such meeting.

**IN ATTENDANCE** At 8:00 a.m. the following members were present, and a quorum established

Robert A. "Bob" Wills, Mayor  
Rob Madison, Building Official/Commission Member  
Ray Clark, Commission Member  
William Taylor, City Council/Commission Member  
Jim Faulkner, Commission Member

**Commission Members absent**

Todd Stewart, Chairman  
Earl Emmons, Commission Member  
Hiram Templeton, Commission Member

**Commission Members late**

Neal Covington, Vice-Chairman

**Other persons in regular attendance**

Lauren Collinsworth, Attorney  
Tammy Smith, City Administrator  
Clair Dorough, City Planner  
Steven Stewart, Fire Inspector  
Paula Bonner, Planner Associate

**GUESTS** Jodi Taylor, Koestler Property Renewal  
Kevin Koestler, Koestler Property Renewal

**INVOCATION** Councilman Taylor presented the invocation, followed by the pledge.

**ITEM 3.** Announcements/Registration to address the Commission

**ITEM 4.** Approval of the Minutes of the September 12, 2024, Regular Meeting  
Commission Member Clark made a motion to approve the September minutes as written. The motion was seconded by Councilman Taylor and carried unanimously.

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

**ITEM 6.** Old Business

Mrs. Dorough informed the commission members that copies of the new approved By-Laws, along with the previous work session presentation on the Comprehensive Plan were available.

ITEM 7.

New Business

a.) SP-24004, Koestler Property Renewal of Temporary Use Permit

Mrs. Dorough presented the one-year renewal request for the temporary workforce housing permit to occupy recreational vehicles in an existing manufactured housing park. She reported on several issues: the rezoning of the property to R-5, Manufactured/Mobile Home Residential District; the temporary use permits, renewal process and procedures; comments from the Bay Minette Fire Department regarding the recent alteration to signage, which no longer displays the street address; and the delinquency of required reports during the majority of the term, which were only submitted with the renewal application.

Mrs. Dorough reported Staff Recommendation for Case SP-24004, Koestler Property request for Temporary Use Permit Renewal be Recommended for Approval with the following conditions:

1. Facility address be posted in accordance with Bay Minette Fire Department requirements;
2. The owner/operator shall submit all reports and other documentation as required by Section 9.09; and
3. The owner/operator shall notify the City of the sale of the facility or transfer of property ownership and provide accurate contact information for the new owner/operator.

Mayor Wills made a motion to recommend approval with conditions set forth by staff. The motion was seconded by Commission Member Clark and carried unanimously

The Planning Commission, staff, and Mr. Koestler discussed the temporary use permit renewal and automatic sunset process, the expected timeline for the need for temporary use permits, and the current construction and proposed completion of Novelis.

b.) Updates & Upcoming Cases

- Update on Quinley Oaks Subdivision from the BMFD regarding hydrants and fire apparatus access.
- Proposed minor two (2) lot subdivision on Marks Avenue
- Upcoming Pre-Application for pod Storage Facility on Marks Avenue / US Hwy 31
- Potential Rezoning for RV Park on 28 acres on Stevens Parkway
- Status of previously approved Gulf Regional Early Childhood Services, Inc site plan
- Status of previous pre-application for RV Park on west side of South US Hwy 31
- Status of Sweet Brew

Mayor Wills took charge of the meeting as Acting Chairman following the departure of Vice-Chairman Covington at 8:42 a.m.

ITEM 8.

Reports

- a.) Mayor/Council Report – Mrs. Smith and Mayor Wills reported interest in the city from hotels, restaurants, fast-foods, and a grocery store, the homecoming parade scheduled for that afternoon, contributions being collected by the BMPD School Resource Officers for Hurricane victims, and a meeting with Senator Turberville and Patty Etheridge.
- b.) Attorney – None
- c.) Commissioners – None
- d.) Planning Staff – None
- e.) Public Comment – None

ITEM 9.

With no further business, Acting Chairman Mayor Wills adjourned the meeting at 8:54 am.

DONE THIS THE 10<sup>TH</sup> DAY OF OCTOBER 2024



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Vice-Chairman, Neal Covington

ATTEST:



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Paula Bonner, Planner Associate

**Motion Summary:**

**Item 4.) Approval of the September 12, 2024, Regular Meeting Minutes:**

Commission Member Clark made a motion to approve the September minutes as written. The motion was seconded by Councilman Taylor and carried unanimously.

**Item 7.) a.) SP-24004, Koestler Property Renewal of Temporary Use Permit:**

Mayor Wills made a motion to recommend approval with conditions set forth by staff. The motion was seconded by Commission Member Clark and carried unanimously