



Bay Minette Planning Commission Regular Meeting Minutes

Minutes September 12, 2024

Monthly Meeting No. 9

The City of Bay Minette Planning Commission met in Regular Session on Thursday, September 12, 2024. The meeting was called to order at 8:03 a.m. by Chairman Todd Stewart, 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

Todd Stewart, Chairman
Rob Madison, Building Official/Commission Member
Ray Clark, Commission Member
William Taylor, City Council/Commission Member
Earl Emmons, Commission Member
Jim Faulkner, Commission Member

Commission Members absent

Robert A. "Bob" Wills, Mayor
Hiram Templeton, Commission Member
Neal Covington, Vice-Chairman

Commission Members late

None

Other persons in regular attendance

Scotty Lewis, Attorney
Tammy Smith, City Administrator
Clair Dorough, City Planner
Paula Bonner, Planner Associate
Kristina Pittman, North Baldwin Chamber of Commerce

GUESTS None

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 August 8, 2024, Regular Meeting

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

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

ITEM 6. Old Business

a.) **By-law Adoption**

Mrs. Dorough reported on the proposed By-Law adoption, referencing Exhibit A and Exhibit B. There was discussion regarding the addition of an electronic meeting policy and procedures, a change in the annual meeting month from July to May, and the addition of two (2) extraterritorial members from a 2015 Act which increases Planning Commission membership from nine (9) to eleven (11) members, which revises the quorum requirement from five (5) to six (6). Mrs. Dorough also introduced the new Planning Commission member in attendance, Mr. Jim Faulkner.

Councilman Taylor made a motion to approve and adopt the By-Laws as submitted. The motion was seconded by Commission Member Clark and carried unanimously.

ITEM 7.

New Business

a.) **Updates & Upcoming Cases**

- Update on Quinley Oaks Subdivision
- Stella Jones upcoming proposed roofing system over existing tanks
- Upcoming pre-application meeting for proposed rezoning/minor subdivision on Moran Street
- Proposed minor two (2) lot subdivision on Marks Avenue

ITEM 8.

Reports

- a.) Mayor/Council Report – None
- b.) Attorney – None
- c.) Commissioners – Chairman Stewart thanked new Commission Member Faulkner for his attendance. There was also discussion regarding code enforcement procedures and notice of actions.
- d.) Planning Staff – Mrs. Dorough announced that there will be a Worksession on the Comprehensive Plan right after this meeting. She also noted the handouts she provided for commission members, which include the Comprehensive Plan Survey and a related article from the American Planning Association newsletter.
- e.) Public Comment – Mrs. Pittman reported on upcoming Chamber events.

ITEM 9.

With no further business, Chairman Stewart adjourned the meeting at 8:37 am.

DONE THIS THE 12TH DAY OF September 2024



Chairman, Todd Stewart

ATTEST:



Paula Bonner, Planner Associate

Motion Summary:

Item 4.) Approval of the August 8, 2024, Regular Meeting Minutes:

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

Item 6.) a.) By-Law Adoption:

Councilman Taylor made a motion to approve and adopt the By-Laws as submitted. The motion was seconded by Commission Member Clark and carried unanimously.