



Bay Minette Planning Commission Regular Meeting Minutes

Minutes August 14, 2025

Monthly Meeting No. 8

The City of Bay Minette Planning Commission met in Regular Session on Thursday, August 14, 2025. The meeting was called to order at 8:00 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
Robert A. "Bob" Wills, Mayor
Rob Madison, Building Official/Commission Member
William Taylor, City Council/Commission Member
Hiram Templeton, Commission Member
Neal Covington, Vice-Chairman
Earl Emmons, Commission Member
Jim Faulkner, Commission Member

Commission Members absent

None

Commission Members late

None

Other persons in regular attendance

Lauren Collinsworth, Attorney
Tammy Smith, City Administrator
Clair Dorough, City Planner
Madison Workman, Planner Technician
Steven Stewart, Fire Inspector
Tom Granger, Pillar, LLC
Kristina Pittman, North Baldwin Chamber of Commerce
Paula Bonner, Planner Associate

Guests

Cathy Barnette, Dewberry Engineers
Cherice Brannan, Dewberry Engineers
Richard O'Neal, Stoneridge Road, Bay Minette
John Byrd, Tensaw Engineering
Ben White, Tensaw Engineering
Michael Johnson, Engineering Design Group
Michael Smith, Owner S&W Adventures
William Ellis, Ellis Farms
Glen Eaton, 119 W 15th Street, Bay Minette
David Ellis 9735 Soldier Creek, Lillian AL

INVOCATION

Mayor Wills presented the invocation, followed by the pledge.

ITEM 3.

Announcements/Registration to address the Commission

ITEM 4. Approval of the July 10, 2025, Regular Meeting Minutes
Councilman Taylor made a motion to approve the July minutes as written. The motion was seconded by Mr. Templeton and carried unanimously.

ITEM 5. Disclosure of Prior Communications and/or Conflicts of Interest
None

ITEM 6. Old Business

a.) **SD-25005, S&W Adventures Property / Bay Subdivision Preliminary Plat Approval and Sidewalk Waiver Request for 8-lot Major Subdivision**

Mrs. Dorough presented the Major Eight (8) Lot Subdivision Preliminary Plat Approval and Sidewalk Waiver Request for approximately 1.84± acres fronting on W 14th Street and W 15th Street between McMillian Avenue and Hand Avenue, zoned R-2, Medium Density Single Family Residential District. The proposal is to subdivide four (4) existing parcels (PINs 41198, 106373, 113933, & 71731) into eight (8) lots for single-family use resulting in Lot 1 containing 8,479± square feet (0.19± acres), Lot 2 containing 9,000± (0.21±) acres, Lot 3 containing 9,396± square feet (0.22± acres), Lot 4 containing 10,495± square feet (0.24± acres), Lot 5 containing 14,397± (0.33± acres), Lot 6 containing 10,811 square feet (0.25± acres), Lot 7 containing 9,516± square feet (0.22± acres) and Lot 8 containing 8,044± square feet (0.18± acres). The primary purpose of the proposed subdivision is to correct and/or decrease the non-conformities and violations as much as possible. This case was tabled from the July 10, 2025 meeting due to a need for additional engineering review and utility concerns. This plat has since been revised to be closer to compliance and a sidewalk waiver is now being requested. There is also a concurrent Variance Recommendation request (V-25001) for lot area and lot width deviations for Lots 1-3 and Lots 6-8.

Mrs. Dorough reported Staff Recommendation for Case SD-25005, S&W Adventures Property / Bay Subdivision Major eight (8) Lot Subdivision Preliminary Plat Approval and Sidewalk Waiver Request be Approved contingent upon the granting of the following variances:

- 1) Minimum Lot Width Variance for Lots 1-3 and Lots 6-8.
- 2) Minimum Lot Area Variance for Lots 1 and 8.

This was followed by discussion on the topics listed below:

- Sidewalk Waiver Request - A public hearing is required.
- The concurrent Variance Recommendation Request (V-25001) for minimum lot width and minimum lot area - A public hearing is not required for Planning Commission.
- The narrative provided by an Engineer regarding drainage.

Chairman Stewart opened the Public Hearing for Case Item 6 (a.) SD-25005, Preliminary Plat Approval and Sidewalk Waiver Request at 8:18 a.m.

Public Comments:

There were no public comments.

Chairman Stewart closed the Public Hearing for Case Item 6 (a.) SD-25005, Preliminary Plat Approval and Sidewalk Waiver Request at 8:20 a.m.

This was followed by discussion on the topics listed below:

- The variance request pertains to minimum lot area and lot width requirements, not to setbacks.
- The Planning Commission does not have the authority to approve or deny a variance; it may only provide a recommendation to the Board of Adjustment. The Board of Adjustment alone has the authority to approve or deny a variance.
- The Planning Commission has authority to approve a waiver from the Subdivision Regulations.

With no further discussion, Mayor Wills made a motion to Approve Case SD-25005, S&W Adventures / Bay Subdivision Major eight (8) Lot Subdivision Preliminary Plat Approval and Sidewalk Waiver Request as recommended by Staff contingent upon the following variances:

- 1) Minimum Lot Width Variance for Lots 1-3 and Lots 6-8.

- 2) Minimum Lot Area Variance for Lots 1 and 8.

The motion was seconded by Mr. Faulkner and carried unanimously.

ITEM 7.

New Business

a.) V-25001, S&W Adventures Property / Bay Subdivision Variance Request

Mrs. Dorough presented the Variance Request for the minimum lot width and minimum lot area request related to an eight (8) lot Major Subdivision for four (4) parcels totaling approximately 1.84± acres fronting on W 14th Street and W 15th Street between McMillian Avenue and Hand Avenue, zoned R-2, Medium Density Single Family Residential District. Of the four (4) parcels, PIN 71731 and PIN 41198 are undeveloped and vacant; PIN 113933 contains one (1) existing dwelling; and PIN 106373 contains five (5) dwellings. All existing dwellings are nonconforming due to their configuration. The request is to deviate from the minimum lot width for Lots 1, 2, 3, 6, 7, and 8, and area requirements for Lots 1 and 8. The primary purpose of the variance request is to correct and/or decrease the non-conformities and violations as much as possible.

Mrs. Dorough reported Staff Recommendation for Case V-25001, S&W Adventures Property is for Planning Commission to Recommend Approval to the Board of Adjustment for the following variances:

- 1) Lot 1 – 13.74 ft Lot Width Variance and 521 sq ft Lot Area Variance
- 2) Lot 2 – 9.95 ft Lot Width Variance
- 3) Lot 3 – 6.76 ft Lot Width Variance
- 4) Lot 6 – 7.76 ft Lot Width Variance
- 5) Lot 7 – 6.75 ft Lot Width Variance
- 6) Lot 8 – 7.43 ft Lot Width Variance and 965 sq ft Lot Area Variance

This was followed by discussion on the topics listed below:

- Planning Commission is not required to have a public hearing for a variance request.

With no further discussion, Mr. Covington made a motion to Recommend Approval to the Board of Adjustment for Case V-25001, S&W Adventures Property to the Board of Adjustment as recommended by Staff for the following variances:

- 1) Lot 1 – 13.74 ft Lot Width Variance and 521 sq ft Lot Area Variance
- 2) Lot 2 – 9.95 ft Lot Width Variance
- 3) Lot 3 – 6.76 ft Lot Width Variance
- 4) Lot 6 – 7.76 ft Lot Width Variance
- 5) Lot 7 – 6.75 ft Lot Width Variance
- 6) Lot 8 – 7.43 ft Lot Width Variance and 965 sq ft Lot Area Variance

The motion was seconded by Mr. Emmons and carried unanimously.

b.) Z-25002, Tensaw Engineering, LLC Property Rezoning Request from B-1 to B-2

Mrs. Bonner presented the rezoning request for property located at the northwest intersection of Jaycee Road and McMeans Avenue, north of the High School, consisting of one (1) parcel totaling approximately 0.40± acres from B-1, Local Business District to B-2, General Business District. The applicant has purchased the subject property and intends to combine it with the B-2 zoned commercial subdivision adjacent to the west. The B-2 rezoning request is for zoning consistency of the combined parcels.

Mrs. Bonner reported Staff recommendation for Case Z-25002, Tensaw Engineering, LLC Property that Planning Commission Recommend Approval to City Council for the Rezoning Request.

Chairman Stewart opened the Public Hearing for Case Item 7 (b.) Z-25002, Rezoning Request from B-1 to B-2 at 8:38 a.m.

Public Comments:

There were no public comments.

Chairman Stewart closed the Public Hearing for Case Item 7 (b.) Z-25002, Rezoning Request from B-1 to B-2 at 8:38 a.m.

With no further discussion, Mr. Templeton made a motion to Recommend Approval for Case Z-25002, Tensaw Engineering, LLC Property to City Council as recommended by Staff. The motion was seconded by Mr. Emmons and carried unanimously.

c.) SD-25003, Old Towne Commons Phase 1A Preliminary Plat with Waiver for 77-Lot Major Subdivision

Mrs. Dorough presented the Baldwin Ventures, LLC property, Major Subdivision Preliminary Plat Approval Request with Waiver for Phase 1A of the Old Towne Commons Planned Unit Development. The subject property is located on the east side of AL 59/ US 31, approximately .75 miles south of the northern entrance of Country Club Drive and Holly Hills Municipal Golf Course. The request is for 77-lots on approximately 413.40± acres for single-family residential use. This application was previously reviewed by staff and engineering in March as Phase 1 with 192 lots. It was requested to be tabled prior to presentation to Planning Commission while the applicant addressed the comments and questions provided by the City. The subsequent submittals were revised to split Phase 1 into Phase 1A with 77 single family lots and Phase 1B with 115 single family lots.

Mrs. Dorough reported Staff Recommendation for Case SD-25003, Old Towne Commons Phase 1A Preliminary Plat is Approval with the following Waiver:

- 1) Right-of- Width Waiver to allow for a 50-ft right-of-way on Landy Lane, Evalese Way and Aria Place

This was followed by discussion on the topics listed below:

- Phases 1A and 1B cover the same area as the original Phase 1, with the exception of the commercial area and part of the common area.
- All lots in Phase 1A are 60' wide lots. Phase 1B contains both 50' wide and 60' wide lots.
- The Engineer's concerns have been addressed.
- The location of the cluster mailboxes is shown on a gravel road. The applicant will either construct Phases 1A and 1B at the same time or ensure the road is paved.
- Concerns were discussed regarding the south end of Aria Place right-of-way and the need for a turnaround if Phase 1B is not built. The applicant stated they will be happy to review with Fire Department at Final Plat Application.
- The Waiver request for a 50' right-of-way rather than the required 60' right-of-way is compliant with Section 3.19.01 of the Zoning Ordinance and Section 3.20.02 of the Subdivision Regulations and a 10' utility easement is included on each lot.
- The proposal meets sidewalk, parking, and fire access requirements.

Chairman Stewart opened the Public Hearing for Case Item 7 (c.) SD-25003, Old Towne Commons Phase 1A Preliminary Plat with Waiver Approval Request at 9:18 a.m.

Public Comments:

- David Ellis spoke in opposition of the waiver request and asked Planning Commission Members to read the letter he submitted in opposition.
- Richard O'Neal spoke in opposition of the waiver request.
- William Ellis spoke in opposition of the waiver request.
- Cherice Brannan and Cathy Barnette with Dewberry responded to questions regarding the width of the right-of-way and driving surface pavement, utility easements, wetlands and wetland buffers, the PUD process, lot widths and lot sizes, setbacks and common areas and drainage.

Chairman Stewart closed the Public Hearing for Case Item 7 (c.) SD-25003, Old Towne Commons Phase 1A Preliminary Plat with Waiver Approval Request at 9:37 a.m.

With no further discussion, Mr. Covington made a motion to Approve Case SD-25003, Old Town Commons Phase 1A as recommended by staff with the following Waiver:

1) Right-of-Width Waiver to allow for a 50-ft right-of-way on Landy Lane, Evalese Way and Aria Place. The motion was seconded by Councilman Taylor and carried unanimously.

After a brief discussion, Mr. Templeton made a motion to amend the original motion to include the following Condition:

2) Construct a temporary turnaround at the southern terminus of Aria Place in accordance with Section 4.12.04

The motion was seconded by Mr. Emmons and carried unanimously.

d.) SD-25007, Old Towne Commons Phase 1B Preliminary Plat with Waiver for 115-Lot Major Subdivision

Mrs. Dorough presented the Baldwin Ventures, LLC property, Major Subdivision Preliminary Plat Approval Request with Waiver for Phase 1B of the Old Towne Commons Planned Unit Development. The subject property is located on the east side of AL 59/ US 31, approximately .75 miles south of the northern entrance of Country Club Drive and Holly Hills Municipal Golf Course. The request is for 115-lots on approximately 413.40± acres for single-family residential use. This application was previously reviewed by staff and engineering in March as Phase 1 with 192 lots. It was requested to be tabled prior to presentation to Planning Commission while the applicant addressed the comments and questions provided by the City. The subsequent submittals were revised to split Phase 1 into Phase 1A with 77 single family lots and Phase 1B with 115 single family lots.

Mrs. Dorough reported Staff Recommendation for Case SD-25007, Old Towne Commons Phase 1B Preliminary Plat is Approval with the following Waiver and Condition:

- 1) Right-of- Width Waiver to allow for a 50-ft right-of-way on Rylee Ray Road, Bree Drive and Aria Place
- 2) Construct a temporary turnaround at the southern terminus of Aria Place in accordance with Section 4.12.04

This was followed by discussion on the topics listed below:

- The gravel emergency drive will be installed in Phase 1A
- The areas circled in red on the presentation map indicate revisions made since last meeting.

Chairman Stewart opened the Public Hearing for Case Item 7 (d.) SD-25007, Old Towne Commons Phase 1B Preliminary Plat with Waiver Approval Request at 9:49 a.m.

Public Comments:

- Richard O'Neal, Cathy Barnette and Cherice Brannin discussed the topographic contour lines shown on the plat.
- Mrs. Dorough referenced the letter of opposition submitted by David Ellis.

Chairman Stewart closed the Public Hearing for Case Item 7 (d.) SD-25007, Old Towne Commons Phase 1B Preliminary Plat with Waiver Approval Request at 9:51 a.m.

This was followed by discussion on the topics listed below:

- Concerns were discussed regarding the south end of Aria Place right-of-way and the need for a turnaround if Phase 1A is not built before Phase 1B. The applicant stated the construction plans would have to be revised if Phase 1B were built first, since the stormwater ponds are designed to serve both Phase 1A and 1B.

With no further discussion, Mr. Covington made a motion to Approve Case SD-25007, Old Town Commons Phase 1B as recommended by staff with the following Waiver and Condition:

- 1) Right-of-Width Waiver to allow for a 50-ft right-of-way on Rylee Ray Road, Bree Drive, and Aria Place

- 2) Construct a temporary turnaround at the southern terminus of Aria Place in accordance with Section 4.12.04

The motion was seconded by Mr. Emmons and carried unanimously.

e.) Updates & Upcoming Cases

Mrs. Dorrough reported the following:

- The new agenda page on the website and how to access it through a link that will be sent.
- Agenda packets will be given in a binder starting next month
- The proposed 2026-2027 Meeting and Application Deadline Schedule will be on next month's agenda for approval
- The application deadline has been shortened from 2 months to 6 weeks
- The pre-application meeting schedule has been added to the calendar
- Timber Ridge Townhomes Phase 2 consisting of 48 new units
- Oak Cove TUP Renewal
- Peed Property / 31 Commons Shopping Center
- New Planning in Action Newsletter

ITEM 8.

Reports & Comments

a.) Mayor/Council Report

- Mayor Wills reported on the 146-acre donation of property behind Coastal Community College on the west of US 31 & south of Co Rd 138 for recreational programming
- Mayor Wills also reported on a proposed mixed-use development at 611-613 McMeans Avenue which will include a hotel, casual dining restaurant and a fast-food restaurant

b.) Attorney

None

c.) Commission Members

None

d.) City Engineer Consultant Report

None

e.) Planning Staff

None

f.) Public Comments

Mrs. Pittman with North Baldwin Chamber of Commerce gave an update on recent and upcoming Chamber events.

ITEM 9.

Adjournment

With no further business, Chairman Stewart adjourned the meeting at 10:03 a.m. The next regular Planning Commission Meeting is scheduled for September 11, 2025.

DONE THIS THE 14TH DAY OF AUGUST 2025



Chairman, Todd Stewart

ATTEST:



Paula Bonner, Planner Associate

Motion Summary:

Item 4. Approval of the July 10, 2025, Regular Meeting Minutes

Councilman Taylor made a motion to approve the July minutes as written. The motion was seconded by Mr. Templeton and carried unanimously.

Item 6. (a) SD-25005, S&W Adventures / Bay Subdivision Preliminary Plat for 8-Lot Major Subdivision

Mayor Wills made a motion to Approve Case SD-25005, S&W Adventures / Bay Subdivision Major eight (8) Lot Subdivision Preliminary Plat Approval and Sidewalk Waiver Request as recommended by Staff contingent upon the following variances:

- 1) Minimum Lot Width Variance for Lots 1–3 and Lots 6–8.
- 2) Minimum Lot Area Variance for Lots 1 and 8.

The motion was seconded by Mr. Faulkner and carried unanimously.

Item 7. (a) V-25001, S&W Adventures Property Variance

Mr. Covington made a motion to Recommend Approval for Case V-25001, S&W Adventures Property to the Board of Adjustment as recommended by Staff for the following variances:

- 1) Lot 1 – 13.74 ft Lot Width Variance and 521 sq ft Lot Area Variance
- 2) Lot 2 – 9.95 ft Lot Width Variance
- 3) Lot 3 – 6.76 ft Lot Width Variance
- 4) Lot 6 – 7.76 ft Lot Width Variance
- 5) Lot 7 – 6.75 ft Lot Width Variance
- 6) Lot 8 – 7.43 ft Lot Width Variance and 965 sq ft Lot Area Variance

The motion was seconded by Mr. Emmons and carried unanimously.

Item 7. (b) Z-25002, Tensaw Engineering, LLC Property Rezoning from B-1 to B-2

Mr. Templeton made a motion to Recommend Approval for Case Z-25002, Tensaw Engineering, LLC Property to City Council as recommended by Staff. The motion was seconded by Mr. Emmons and carried unanimously.

Item 7. (c) SD-25003, Old Towne Commons Phase 1A Preliminary Plat for 77-Lot Major Subdivision

Mr. Covington made a motion to Approve Case SD-25003, Old Town Commons Phase 1A as recommended by staff with the following Waiver:

- 1) Right-of-Width Waiver to allow for a 50-ft right-of-way on Landy Lane, Evalese Way and Aria Place.

The motion was seconded by Councilman Taylor and carried unanimously.

After a brief discussion, Mr. Templeton made a motion to amend the original motion to include the following Condition:

- 2) Construct a temporary turnaround at the southern terminus of Aria Place in accordance with Section 4.12.04.

The motion was seconded by Mr. Emmons and carried unanimously.

Item 7. (d) SD-25007, Old Towne Commons Phase 1B Preliminary Plat for 115-Lot Major Subdivision

Mr. Covington made a motion to Approve Case SD-25007, Old Town Commons Phase 1B as recommended by staff with the following Waiver and Condition:

- 1) Right-of-Width Waiver to allow for a 50-ft right-of-way on Rylee Ray Road, Bree Drive, and Aria Place
- 2) Construct a temporary turnaround at the southern terminus of Aria Place in accordance with Section 4.12.04

The motion was seconded by Mr. Emmons and carried unanimously.