



Bay Minette Planning Commission Regular Meeting Minutes

Minutes June 12, 2025

Monthly Meeting No. 6

The City of Bay Minette Planning Commission met in Regular Session on Thursday, June 12, 2025. The meeting was called to order at 8:02 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
Neal Covington, Vice-Chairman
Earl Emmons, Commission Member
Jim Faulkner, Commission Member

Commission Members absent

Hiram Templeton, Commission Member

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, City Engineering Consultant with Pillar, LLC
Kristina Pittman, North Baldwin Chamber of Commerce
Paula Bonner, Planner Associate

Guests

Steve Fisher, SP-25004 D'Olive Street Storage Addition
Michael Thomas, SP-25005 TR Peed Properties, LLC
Mike Nordan, Renasant Bank
Frank Morrow, SP-25004 D'Olive Street Storage Addition
Quinn Middleton, SD-25004 N&N Holdings

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

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

ITEM 4. **Approval of the May 8, 2025, Regular Meeting Minutes**

Vice-Chairman Covington made a motion to approve the May 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
None

ITEM 6. Old Business
None

ITEM 7. New Business

a.) SP-25004, Frank Morrow Property Site Plan Approval Request

Mrs. Bonner presented the Site Plan Approval Request for the new construction of three (3) additional storage buildings at the existing D'Olive Street Storage facility, located on the Frank Morrow Property (PIN 37534). The site consists of one (1) parcel, approximately 2.87± acres in size, located on the south side of D'Olive Street, southwest of the intersection of Stapleton Avenue and D'Olive Street, and is zoned B-2, General Commercial District.

Mrs. Bonner reported that the Staff Recommendation for Case SP-25004 is to approve the request, contingent upon the following conditions:

1. Compliance of Buildings B and C with Article 8.06 – Metal Buildings.
2. Revision of drainage calculations for review and approval by the City Engineer.

This was followed by discussion on the following topics:

- Metal Building requirements
- Landscape, Greenbelt Zone, and Tree Protection Zone requirements
- Site Calculations – submittal, review, and compliance requirements
- Stormwater runoff and drainage requirements
- Proposed build-out timeline and site plan approval expiration

With no further discussion, Vice-Chairman Covington made a motion to approve Case SP-25004, Frank Morrow Property, Site Plan Approval Request for the new construction of three (3) additional storage buildings at the existing D'Olive Street Storage facility, contingent upon the following conditions:

1. Compliance of Buildings B and C with Article 8.06 – Metal Buildings.
2. Revision of drainage calculations for review and approval by the City Engineer.

Mayor Wills seconded the motion, which carried unanimously.

b.) SP-25005, TR Peed Properties, LLC Site Plan Approval Request

Mrs. Dorrough presented the Site Plan Approval Request for the new construction of two (2) commercial buildings located on the west side of US Highway 31 between Rain Drive and Freeview Avenue, on TR Peed Properties, LLC (PIN 72510). The site consists of one (1) parcel, approximately 4.60± acres in size and is zoned B-2, General Commercial District.

Mrs. Dorrough reported that the Staff Recommendation for Case SP-25005 is to approve the request for a commercial retail/shopping center, with the following conditions:

1. Final Approval be contingent upon receipt, review and approval of the Traffic Impact study by City staff/engineering and ALDOT.
2. Modify the Landscape Plan to be compliant with the Greenbelt Zone quantity and size/height requirements.
3. Revise and resubmit the CBMPP pages with the Building Permit submittals.

This was followed by discussion on the following topics:

- ALDOT regulates the existing access to US Highway 31
- The access to Rain Drive and Freeview Avenue are regulated by the City subject to ALDOT approval
- Traffic Impact Study under ALDOT review
- Metal Building requirements - proposed brick architectural elevations for both buildings
- Landscape, Greenbelt Zone, and Tree Protection Zone requirements
- Site Calculations – submittal, review, and compliance requirements

- Proposed parking based on retail use
- Proposed setbacks: 30' front, 30' on Rain Drive, 15' rear, 30' on Freeview, and 15' on internal property lines - all meeting or exceeding requirements
- Final approval date will be after receipt of ALDOT approval

Chairman Stewart and Vice-Chairman Covington stated that they would abstain from voting, as the property owner is a client of theirs for matters unrelated to this development.

With no further discussion, Mayor Wills made a motion to approve Case SP-25005, TR Peed Properties, LLC Site Plan Approval Request for the new construction of two (2) commercial buildings with the following conditions:

1. Final Approval be contingent upon receipt, review, and approval of the Traffic Impact Study by City staff/engineering and ALDOT.
2. Modify the Landscape Plan to be compliant with the Greenbelt Zone quantity and size/height requirements.
3. Revise and resubmit the CBMPP pages with the Building Permit submittals

Commission Member Madison seconded the motion. Chairman Stewart and Vice-Chairman Covington abstained. Motion carried with five (5) affirmative votes and (2) abstentions.

c.) SD-25004, N&N Holdings, LLC Property Minor Three (3) Lot Subdivision Final Plat Approval Request

Mrs. Bonner presented the Minor Three (3) Lot Subdivision Final Plat Approval Request for approximately 0.53± acres located at 513 Elm Street on the east side of Elm Street, and 506 Byrne Street on the west side of Byrne Street, south of Clay Street, zoned R-3, Higher Density Single Family Residential District. The proposal is to subdivide two (2) existing parcels (PIN 12518 & 35994) into three (3) parcels resulting in Lot 1 containing 7,206± square feet (0.165± acres), Lot 2 containing 8,232± (0.189±) acres and Lot 3 containing 7,640± (0.175± acres).

Mrs. Bonner reported Staff Recommendation for Case SD-25004, N&N Holdings Minor Three (3) Lot Subdivision Final Plat Approval Request be Approved.

This was followed by discussion on the following topics:

- The existing single-family dwelling on Lot 3, which has been renovated to sell
- The minimum lot area and lot width requirements for R-3, Higher Density Residential District, which all proposed lots meet
- R-3 setback requirements, which all proposed lots meet
- The undeveloped right-of-way located between Elm Street and the southeast side lot 2
- The R-3 minimum lot size requirement of 7,200 square feet for a single-family dwelling, which all proposed lots meet.

Chairman Stewart opened the Public Hearing for Case Item 7 (c.) SD-25004, Final Plat Approval Request at 8:52 a.m.

There were no public comments.

Chairman Stewart closed the Public Hearing for Case Item 7 (c.) SD-25004, Final Plat Approval Request at 8:53 a.m.

With no further discussion, Mayor Wills made a motion to approve Case SD-25004, N&N Holdings Minor Three (3) Lot Subdivision Final Plat Approval Request. The motion was seconded by Councilman Taylor and carried unanimously.

d.) Updates & Upcoming Cases

Mrs. Dorrough reported the following:

- Proposed 8-lot subdivision on property located between W 14th Street and W 15th street with 6 existing single-family dwellings in two lots which do not meet setbacks.

- Proposed addition to existing Deliverance Ministry Building on E Hickory Street & Lamar Drive.
- Joint Training Event scheduled for June 17th in Council Chambers for Planning Commission, Board of Adjustment, and City Council.
- Improvements and fence around contractor equipment storage yard on Moran Street.

ITEM 8.

Reports

a.) Mayor/Council Report

Mayor Wills gave updates on the following:

- Qualifying time for upcoming Municipal Election ends on June 24th.
- Update on project agreement for the old bowling alley.
- Groundbreaking for Cobblestone Hotel.
- Interior renovations at Big Mike's restaurant.
- Recent vandalism at the Kid's Park.

Mrs. Smith reported the following:

- Two (2) GOMESA Grants the City has applied for, one for the development of a large city park and one to renovate the Kid's Park.

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.

With no further business, Chairman Stewart adjourned the meeting at 9:04 a.m.

DONE THIS THE 12TH DAY OF JUNE 2025



Chairman, Todd Stewart

ATTEST:



Paula Bonner, Planner Associate

Motion Summary:

Item 4.) Approval of the May 8, 2025, Regular Meeting Minutes:

Vice-Chairman Covington made a motion to approve the May minutes as written. The motion was seconded by Commission Member Emmons and carried unanimously.

Item 7. (a) SP-25004, Frank Morrow Property Site Plan Approval Request:

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1. Compliance of Buildings B and C with Article 8.06 – Metal Buildings.
2. Revision of drainage calculations for review and approval by the City Engineer.

Mayor Wills seconded the motion, which carried unanimously.

Item 7. (b) SP-25005, TR Peed Properties, LLC Site Plan Approval Request:

Mayor Wills made a motion to approve Case SP-25005, TR Peed Properties, LLC Site Plan Approval Request for the new construction of two (2) commercial buildings with the following conditions:

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Commission Member Madison seconded the motion. Chairman Stewart and Vice-Chairman Covington abstained from voting, as the property owner is a client of theirs for matters unrelated to this development. Motion carried with five (5) affirmative votes and (2) abstentions.

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Mayor Wills made a motion to approve Case SD-25004, N&N Holdings Minor Three (3) Lot Subdivision Final Plat Approval Request. The motion was seconded by Councilman Taylor and carried unanimously.