



# City of Bay Minette

## Planning Commission

301 D'Olive Street · Bay Minette, Alabama 36507  
Phone (251) 580-1650 · [COBM\\_Planning@cityofbayminetteal.gov](mailto:COBM_Planning@cityofbayminetteal.gov)

### AGENDA

November 13, 2025

Regular Meeting

8:00 a.m.

City Hall Council Chambers  
301 D'Olive Street, Bay Minette

- 1.) Call to Order
- 2.) Invocation & Pledge
- 3.) **Announcements & Registration to Address the Commission** *Before the meeting begins, Citizens wishing to speak must be signed in, indicate they wish to speak and follow the Procedures for Addressing the Planning Commission.*
- 4.) **Approval of Minutes for the October 9, 2025, Regular Meeting**
- 5.) **Disclosure of Prior Communications and/or Conflicts of Interest**
- 6.) **Old Business**
  - a.) **Comprehensive Plan**
- 7.) **New Business**
  - a.) **Introduction of New Members**
  - b.) **Transportation Master Plan**
  - c.) **Updates & Upcoming Cases**
- 8.) **Reports & Comments**
  - a.) **Mayor/Council/Administration**
  - b.) **Attorney**
  - c.) **Commissioners**
  - d.) **Planning Staff**
  - e.) **Citizen Comments**
- 9.) **Adjournment**

**\*\*Next Regular Meeting – December 11, 2025\*\***



## Bay Minette Planning Commission Regular Meeting Minutes

Minutes October 9, 2025

Monthly Meeting No. 10

The City of Bay Minette Planning Commission met in Regular Session on Thursday, October 9, 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  
Hiram Templeton, Commission Member  
Neal Covington, Vice-Chairman  
Earl Emmons, Commission Member  
Jim Faulkner, Commission Member

### Commission Members absent

William Taylor, City Council/Commission Member

### Commission Members late

None

### Other persons in regular attendance

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

### Guests

Jodi Taylor, representing TUP-25001, Bay Minette Mobile Home Community, LLC  
Brandon Bailey, Surveyor Townsend Oaks Subdivision

### INVOCATION

Chairman Stewart presented the invocation, followed by the pledge.

### ITEM 3.

Announcements/Registration to address the Commission

### ITEM 4.

Approval of the September 11, 2025, Regular Meeting Minutes

Mayor Wills made a motion to approve the September minutes as written. The motion was seconded by Mr. Templeton and carried unanimously.

### ITEM 5.

Disclosure of Prior Communications and/or Conflicts of Interest

### ITEM 6.

Old Business

### ITEM 7.

New Business

a.) SD-25010, TPQ, LLC Property / Townsend Oaks Minor Subdivision Final Plat Approval Request

Mrs. Collinsworth disclosed a conflict of interest regarding SD-25010 and recused herself from discussion by leaving the room.

Mrs. Bonner presented the Final Plat Approval Request for a four (4)-lot Minor Subdivision on approximately 0.72± acres located on the west side of Townsend Avenue, north of Nesbit Street, and south of Leigh Street, zoned R-3, Higher Density Single-Family Residential District. An Exempt Subdivision (SD-25008) was approved on August 25, 2025, to adjust the common lot line between the original parcel (PIN 45742) and the adjacent northwest parcel (PIN 45719) to provide that parcel access to Townsend Avenue. This adjustment created two (2) parcels, each requiring new deeds and updated legal descriptions consistent with the approved reconfiguration.

The proposed subdivision will result in four (4) parcels, all of which are vacant. There was discussion regarding the existing fire hydrant which is approximately 800 feet from the proposed lots, while the Fire Department requires no more than 400 feet; therefore, a new fire hydrant must be added to meet the requirement.

Mrs. Bonner reported Staff Recommendation for Case SD-25010, TPQ, LLC Property / Townsend Oaks Subdivision Minor four (4) Lot Subdivision Final Plat Approval Request be Approved with the following condition:

1. A fire hydrant shall be added to meet the 400-foot requirement, subject to review and approval by the Fire Department.

*Chairman Stewart opened the Public Hearing for Case Item 7 (a.) SD-25010, Final Plat Approval Request at 8:07 a.m.*

**Public Comments:**

There were no public comments.

*Chairman Stewart closed the Public Hearing for Case Item 7 (a.) SD-25010, Final Plat Approval Request at 8:07 a.m.*

With no further discussion, Mayor Wills made a motion to Approve Case SD-25010, Townsend Oaks Subdivision Final Plat Approval Request for a four (4) Lot Minor Subdivision as recommended by Staff with the following condition:

1. A fire hydrant shall be added to meet the 400-foot requirement, subject to review and approval by the Fire Department.

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

Mrs. Collinsworth returned to the meeting and resumed her seat.

**b.) TUP-25001, Bay Minette Mobile Home Community, LLC Property Temporary Use Permit Request**

Mrs. Bonner presented the Temporary Use Permit (TUP) request for a Temporary Workforce Housing Facility within an existing Manufactured Home Park on approximately 5± acres located on the north side of the intersection of N Highway 31 and County Road 112, zoned R-5, Manufactured/Mobile Home Residential District. The site currently contains 25 spaces, with 19 occupied by existing manufactured homes and one (1) legal nonconforming RV. The applicant is requesting approval to add five (5) additional spaces to accommodate RVs associated with the Novelis-related workforce, based on the current waiting list. If approved, the TUP will require annual renewal and will include a sunset date of 48 months. Fire Department comments included the required all-weather surface, vertical clearance, and posting of the 911 address.

Mrs. Bonner reported that the Staff Recommendation for Case TUP-25001 is for the Planning Commission to recommend approval to the City Council with the following conditions:

- 1) Low-hanging tree branches shall be removed to provide adequate access for emergency vehicles, and an all-weather surface shall be installed on the proposed lots, subject to review and approval by the Fire Department.
- 2) The existing private drives shall be named, and the park re-addressed, subject to review and approval by Baldwin County 911 Addressing.

With no further discussion, Mr. Templeton made a motion to Recommend Approval to City Council as recommended by staff with the following condition:

- 1) Low-hanging tree branches shall be removed to provide adequate access for emergency vehicles, and an all-weather surface shall be installed on the proposed lots, subject to review and approval by the Fire Department.
- 2) The existing private drives shall be named, and the park re-addressed, subject to review and approval by Baldwin County 911 Addressing.

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

**c.) Resolution PC1025-01, Adoption of the Comprehensive Plan**

Mrs. Dorough presented Resolution PC1025-01, a resolution adopting the City of Bay Minette Comprehensive Plan which updates and supersedes the 2013 Comprehensive Plan and will serve as a guide for growth and development through the next 5 years. The Plan was developed through a comprehensive public process that included workshops, surveys, stakeholder engagement, and input from citizens, businesses, property owners, and partner agencies. It addresses major planning elements such as population and economy, housing, transportation, land use, natural resources, parks and recreation, downtown and historic resources, community facilities and services, and community design. If approved the Resolution will go before City Council for Ratification.

*Chairman Stewart opened the Public Hearing for Case Item 7 (c.) Resolution PC1025-01, Adoption of the Comprehensive Plan at 8:40 a.m.*

**Public Comments:**

There were no public comments.

*Chairman Stewart closed the Public Hearing for Case Item 7 (c.) Resolution PC1025-01 at 8:41 a.m.*

Mr. Covington made a motion to adopt Resolution PC1025-01, Adoption of the Comprehensive Plan and Recommend Ratification of the Plan to City Council. The motion was seconded by Mr. Templeton and carried unanimously.

Chairman Stewart expressed appreciation to Mrs. Dorough and all those who contributed to the development of the Comprehensive Plan

**d.) Updates & Upcoming Cases**

Mrs. Dorough reported the following:

- Update on 30 Cubed Project
- Pre-Application Meeting for a Take 5 Oil Change at the former Auto Zone location
- Pre-Application Meeting for property located on Moran Street for a Special Exception to allow Auto Medic Towing on the site
- An Adams Homes billboard in Loxley advertising new homes for sale in Briar Rose Subdivision
- Photos taken by the Building Official from the top of the New Baldwin County Jail
- Reappointment of Neal Covington and appointment of new Planning Commission members, Sara Davis and Johnny Franklin, leaving one vacant seat to represent the Planning Jurisdiction

**ITEM 8.**

**Reports & Comments**

**a.) Mayor/Council Report**

Mayor Wills thanked Staff and Commission Members for their great work in moving the City forward.

**b.) Attorney**

Mrs. Collinsworth reported that Scotty Lewis will serve in her place during her maternity leave.

**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 8:51 a.m. The next regular Planning Commission Meeting is scheduled for November 11, 2025.

DONE THIS THE 9<sup>th</sup> DAY OF OCTOBER 2025

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Chairman, Todd Stewart

ATTEST:

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Paula Bonner, Planner Associate

**Motion Summary:**

**Item 4. Approval of the September 11, 2025, Regular Meeting Minutes**

Mayor Wills made a motion to approve the September minutes as written. The motion was seconded by Mr. Templeton and carried unanimously.

**Item 7. (a) SD-25010, TPQ, LLC Property / Townsend Oaks Minor Subdivision Final Plat Approval Request**

Mayor Wills made a motion to Approve Case SD-25010, Townsend Oaks Subdivision Final Plat Approval Request for a four (4) Lot Minor Subdivision as recommended by Staff with the following condition:

1. A fire hydrant shall be added to meet the 400-foot requirement, subject to review and approval by the Fire Department.

The motion was seconded by Mr. Faulkner and carried unanimously

**Item 7. (b) TUP-25001, Bay Minette Mobile Home Community, LLC Property Temporary Use Permit Request**

Mr. Templeton made a motion to Recommend Approval to City Council as recommended by staff with the following condition:

- 1) Low-hanging tree branches shall be removed to provide adequate access for emergency vehicles, and an all-weather surface shall be installed on the proposed lots, subject to review and approval by the Fire Department.
- 2) The existing private drives shall be named, and the park re-addressed, subject to review and approval by Baldwin County 911 Addressing.

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

**Item 7. (c) Resolution PC1025-01, Adoption of the Comprehensive Plan**

Mr. Covington made a motion to adopt Resolution PC1025-01, Adoption of the Comprehensive Plan and Recommend Ratification of the Plan to City Council. The motion was seconded by Mr. Templeton and carried unanimously.