



# City of Bay Minette

## Planning Commission

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

### AGENDA

December 11, 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 November 13, 2025, Regular Meeting**
- 5.) **Disclosure of Prior Communications and/or Conflicts of Interest**
- 6.) **Old Business**
- 7.) **New Business**
  - a.) **CU-25001, Discount Auto Parts, Inc. Property Commission Use Request**  
Disclosure of Prior Communications and/or Conflicts of Interest  
**Request:** Request for Commission Use Approval for a Take 5 Oil Change  
**Location:** One (1) parcel totaling 1.02± acres located at 101 McMeans Avenue  
**PINs:** 80253
  - b.) **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 – January 8, 2026\*\***



## Bay Minette Planning Commission Regular Meeting Minutes

**Minutes November 13, 2025**

**Monthly Meeting No. 11**

The City of Bay Minette Planning Commission met in Regular Session on Thursday, November 13, 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  
Neal Covington, Vice-Chairman  
Josh Brown, Mayor  
Chris Norman, City Council/Commission Member  
Rob Madison, Building Official/Commission Member  
Hiram Templeton, Commission Member  
Earl Emmons, Commission Member  
Jim Faulkner, Commission Member  
Johnny (Ace) Franklin, Commission Member  
Sara Davis, Commission Member  
Kate Harrison, Commission Member

**Commission Members absent**

None

**Commission Members late**

None

**Other persons in regular attendance**

Lauren Collinsworth, Attorney  
Jessica Powers, Finance Director  
Clair Dorrough, City Planner  
Steven Stewart, Fire Inspector  
Tom Granger, Pillar, LLC  
Kristina Pittman, North Baldwin Chamber of Commerce  
Paula Bonner, Planner Associate

**Guests**

None

**INVOCATION**

Chairman Stewart presented the invocation, followed by the pledge.

**ITEM 3.**

**Announcements/Registration to address the Commission**

**ITEM 4.**

**Approval of the October 9, 2025, Regular Meeting Minutes**

Mr. Emmons made a motion to approve the October minutes as written. The motion was seconded by Mr. Templeton and carried unanimously.

- ITEM 5. Disclosure of Prior Communications and/or Conflicts of Interest**  
Chairman Stewart explained the requirement for disclosure of any prior communications and/or conflicts of interest.
- ITEM 6. Old Business**  
a.) **Adoption of the Comprehensive Plan & Transportation Master Plan**  
Mrs. Dorough reported the ratification of the Comprehensive Plan and adoption of the Transportation Master Plan in October 2025 (Resolutions 1025-13 and 1025-25) and, with Chairman Stewart, provided additional details on their purpose and use.
- ITEM 7. New Business**  
a.) **Introduction of New Members & Planning Commission Procedures**  
At Chairman Stewart's request, and due to the number of new attendees, those present introduced themselves.  
  
Mrs. Dorough provided an overview of Planning Commission procedures, including agenda materials, staff reports and recommendations, Commission actions, public notice requirements, pre-application meetings, application deadlines, training and mileage reimbursement processes, website resources, By-Laws, conflicts of interest, the Baldwin County Revenue Map Viewer, and CAPZO certification.  
  
Mrs. Collinsworth presented a Legal Considerations PowerPoint covering member conduct, conflicts of interest, outside communications, personal gain, the Open Meetings Act, quorum requirements, immunity from suit, and the Code of Ethics for Public Officials and Employees. Chairman Stewart and Mrs. Dorough offered additional examples for clarification.  
  
b.) **Updates & Upcoming Cases**  
Mrs. Dorough provided the following updates:
  - Small Business Development Center Seminar – Starting a Small Business
  - Take 5 Oil Change – Site Use Approval Request
  - Moran Street Property – Special Exception Request for Auto Wrecking and Salvage
  - Quinley Oaks – Final Plat Request
  - Stormwater Regulation Amendments
- ITEM 8. Reports & Comments**  
a.) **Mayor/Council Report**  
Mayor Brown commented on Quinley Oaks drainage and reported on the potential Hilton project as well as discussions regarding a possible Fairfield Inn, TownePlace Suites, or an Extended Stay.  
  
Councilman Norman commented on the Moran Street traffic.  
  
b.) **Attorney**  
Mrs. Collinsworth will begin maternity leave on Monday, and Mr. Lewis will attend the meetings in her absence.  
  
c.) **Commission Members**  
Chairman Stewart noted that his role as chairman and Mr. Covington's role as vice-chairman are elected annually. He reflected on the changes that have occurred during his tenure, thanked staff for their work, commented on changes within the county, and expressed his excitement about moving forward with the new Commission.  
  
d.) **City Engineer Consultant Report**  
None  
  
e.) **Planning Staff**  
Mrs. Dorough asked members to verify their contact information on the list being circulated and reported that she will give a presentation on Novelis at a Plan meeting in Foley following this meeting.

**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 9:10 a.m. The next regular Planning Commission Meeting is scheduled for December 11, 2025.

DONE THIS THE 13<sup>th</sup> DAY OF NOVEMBER 2025

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Chairman, Todd Stewart

ATTEST:

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Paula Bonner, Planner Associate

**Motion Summary:**

**Item 4. Approval of the October 9, 2025, Regular Meeting Minutes**

Mr. Emmons made a motion to approve the October minutes as written. The motion was seconded by Mr. Templeton and carried unanimously.





# City of Bay Minette

## Planning & Development Services

### Planning Commission – Commission Site Use Staff Report

Planning Commission Meeting Date: December 11, 2025

Case Number: CU-25001

#### APPLICATION SUMMARY

**Project Name:** Take 5 Oil Change  
**Property Location:** 101 McMeans Ave  
**Property PID/PPIN:** 05-23-05-16-2-001-031.001 // 80253  
**Property Size:** 1.02 ± acres

**Requested Action:** Planning Commission Site Use Approval for automobile service station

**Applicant:** Arnold Consulting Engineering Services, Inc

**Owner:** Discount Auto Parts, LLC

Subject Property	Zoning	Existing Land Use
CU-25001	B-2	Former Discount Auto Parts automotive retail store
Adjacent Property	Zoning	Existing Land Use
North	B-2	Waffle House / 7 Brew
South	R-2	D'Olive Street / Hwy 31 ROW / undeveloped
East	B-2	Hwy 31/McMeans/ McDonalds / O'Reilly Auto Parts
West	B-2	Mixed Use complex with 2 <sup>nd</sup> floor apartments, retail, salon, professional services

#### SITE AND REQUEST SYNOPSIS

The subject property is located at 101 McMeans Avenue, on the northwest corner of the City's primary throughfare at Hwy 31/McMeans Avenue and D'Olive Street. The parcel is approximately 1.02± acres, zoned B-2, General Business District and contains the former Discount Auto Parts retail store that is now vacant. The applicant is proposing to redevelop the property for a 1,708±sq ft quick service oil change facility with 3 bays for drive-through service and 17 parking spaces. This particular use falls under the "Automobile and Truck Service Station" classification in the Table of Permitted Uses and requires Planning Commission Site Use approval in the B-2 district. If the Commission Site Use request is approved, the applicant will be authorized to proceed with a Site Plan Approval request for the construction of the new facility.

#### ZONING DISTRICT AND TABLE OF PERMITTED USES

**6.3.2 B-2 General Business District.** It is the intent of this district to provide opportunity for activities causing noise and heavy traffic, not considered compatible in the more restrictive business district. These uses also serve a regional as well as a local market and require location proximity to major transportation routes. Recreational vehicle parks, very light production and processing activities are included.

**8.10 Table of Permitted Uses.** The following table contains the proposed use and the districts it is permitted in. The letter "P" identifies the use must be reviewed and approved by the Planning Commission. The letter "S" identifies the use as only permitted by special exception. The districts with no letter identifies the use as not permitted.

Table of Permitted Uses and Conditions	R-A	R-1	R-2	R-3	R-4	R-5	B-1	B-2	M-1	M-2
Automobile and truck service station including minor repair, subject to the requirements listed under Special Provisions, where the primary functions retail sale of gasoline, oil, grease, tires batteries and accessories and where services are limited to installation of the items sold, washing, polishing, tire changing, greasing and minor repairs, but not including commercial wrecking, dismantling, or auto salvage yard, major mechanical overhauling or body work; fuel pumps need not be enclosed within a structure							P	P		

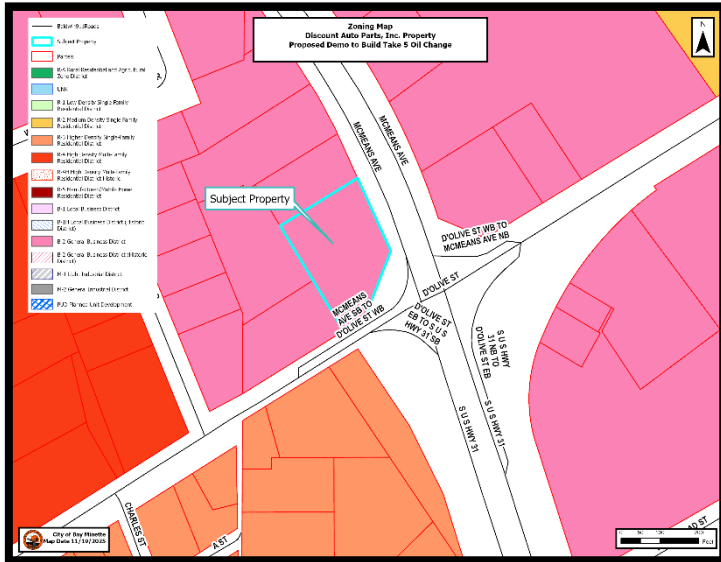
## DEPARTMENT AND AGENCY COMMENTS

North Baldwin Utilities – No comments received.  
 Bay Minette Public Works – No comments received.  
 Bay Minette Police Department – No comments received.  
 Bay Minette Fire Department – No comments received.

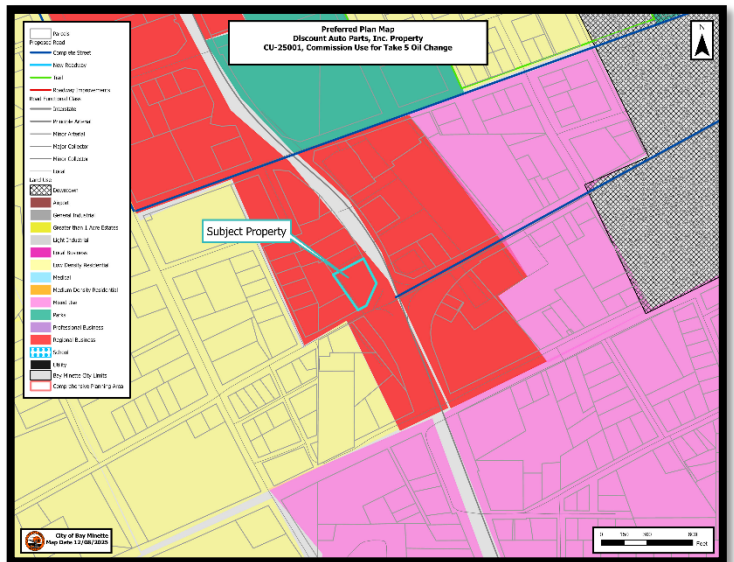
Baldwin County E-911 – No comments received.  
 Bay Minette Engineering Consultant: Tom Granger with Pillar, LLC  
 – No comments

## MAPPING

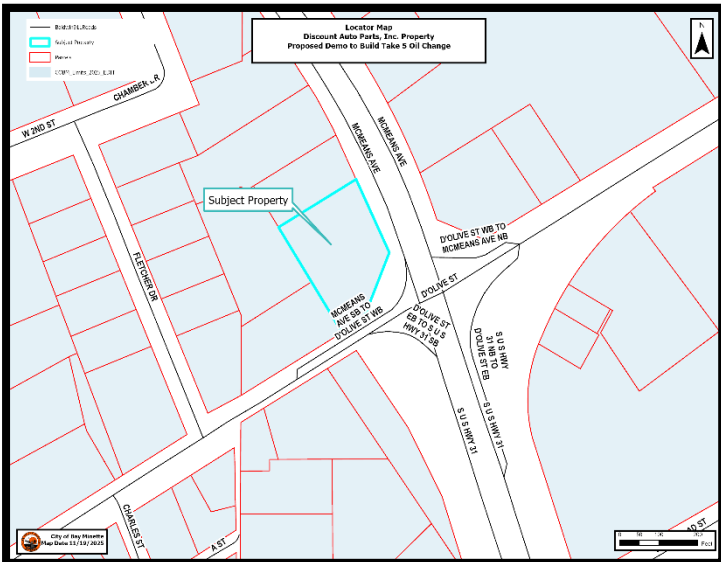
**Zoning Map**



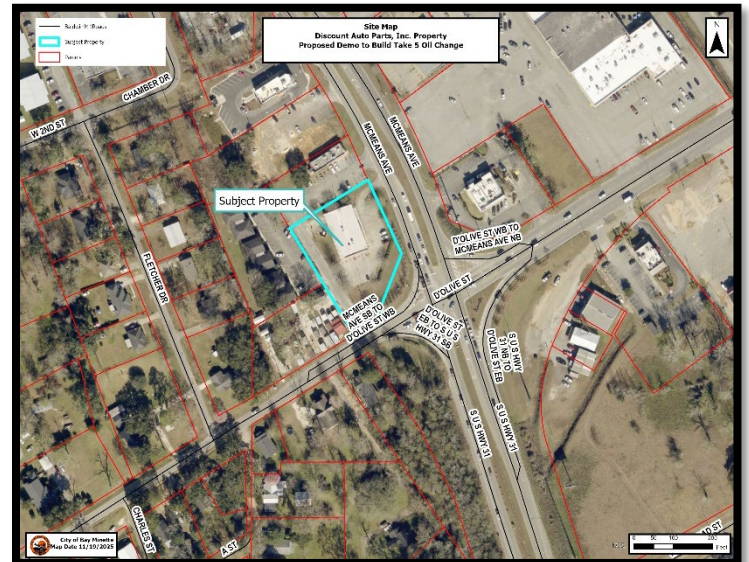
**Future Land Use Map**



**Locator Map**



**Site Map**



## STAFF ANALYSIS

The following guidelines for Uses Requiring Planning Approval are found in **Article 8 – District Requirements** in the *Zoning Ordinance of the City of Bay Minette* and are to be considered when an application is being reviewed for Commission Site Use Approval.



1.) Are the Location and Site Plan appropriate with regard to transportation and access; not causing undue traffic congestion or creating a traffic hazard?

**COMPLIANT WITH CONDITIONS**

The property is a previously developed retail site with existing parking bays, right-in access from McMeans and shared cross-access to the west off of D'Olive Street. Both of the access points fall within ALDOT's jurisdiction and any Site Plan Approval would require ALDOT's review. The applicant is not proposing any changes to the existing access points but is proposing to open an additional access point in the rear along the north property line (see arrows in red). This additional access would need further site review for traffic control options due to the convergence of multiple access points in a confined area. Also, the D'Olive Street access point is significantly degraded and would have to be addressed for any future development.

The proposed 24-ft two-way drive aisles meet minimums and allow fire and service vehicles to circulate on-site. The multiple stacked positions are shown aligned with the three bays, which will help keep queuing internal rather than spilling onto McMeans or D'Olive. If the project progresses to Site Plan Review, plans will need to confirm via detailed striping that stacking is fully internal and stacked vehicles do not block the right-in from McMeans, the shared cross-access to the west or emergency vehicle paths.

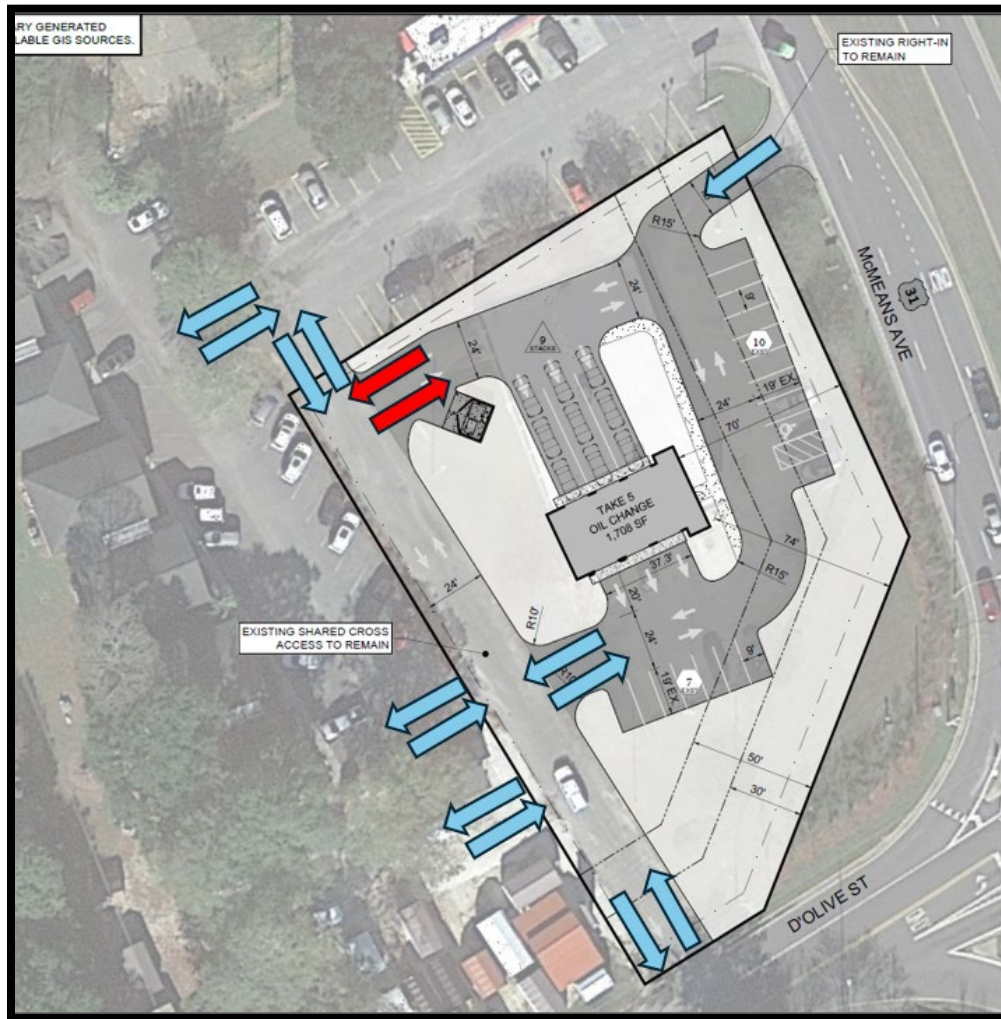


Figure 1 - Blue arrows = existing access/flow, Red arrows = new access/flow

At this stage, the plan does not show any dedicated pedestrian connection from the sidewalk / ROW to the building. This would be required at Site Plan review to prevent approaching pedestrians from walking across drive aisles and stacking lanes.

This use is classified as an Automobile Service Station and will also fall under the Special Provisions in Section 9.06 of the Zoning Ordinance for any further site plan review.

2.) Are the Location and Site Plan appropriate with regard to the water supply, waste disposal, and other public facilities? **COMPLIANT**

As this property is a previously developed retail site with no significant expansion of impervious area, small footprint and low employee count, the proposed use should have a nominal impact on public infrastructure. The site would require additional considerations for the storage and disposal of oil products related to potential environmental/contamination concerns, any hazardous material review and an outdoor storage/visibility standpoint. There were no comments submitted from Bay Minette Public Works, North Baldwin Utilities or Baldwin County E-911, but their review will be more appropriate at the Site Plan stage of the process.

3.) Are the Location and Site Plan appropriate with regard to fire and police protection? **COMPLIANT**

There were no comments submitted from Bay Minette Police Department, Bay Minette Fire Department, Public Works, or North Baldwin Utilities regarding the application, but their review will be more appropriate at the Site Plan stage of the process. The proposed 24-ft two-way aisles meet minimums and allow fire vehicles to circulate on-site with multiple stacked positions aligned with the three bays, to help keep queuing internal rather than spilling onto McMeans or D'Olive.

As previously stated, if the project progresses to Site Plan Review, plans will need to confirm via detailed striping that stacking is fully internal and stacked vehicles do not block the right-in from McMeans, the shared cross-access to the west or emergency vehicle paths. The site would also require additional consideration for the storage and disposal of oil products related to potential environmental/contamination concerns, any hazardous material review and an outdoor storage/visibility standpoint.

4.) Are the Location and Site Plan in harmony with the orderly and appropriate development of the district in which the use is located.

**COMPLIANT WITH CONDITIONS**

B-2 zoning explicitly calls for high-traffic, region-serving uses in proximity to major routes, the automobile service station fits that on its face. However, this is the City's primary intersection, one where only careful consideration of redevelopment can prevent visually downgrading what the Comp Plan and TMP treat as a gateway corridor. The Comp Plan's major commercial corridors are supposed to:

- Support high-quality, visually cohesive development at gateways.
- Avoid the classic "strip" pattern of exposed parking, scattered drives, low-grade architecture, and cluttered signage.
- Encourage reinvestment and reuse of existing commercial sites while upgrading design, landscaping, and access.

This proposal is positive in that it re-uses an existing commercial parcel instead of extending or further scattering development. The proposal is problematic in that the baseline Take 5 prototype is inherently automobile dominant:

- Building mass set back behind large, paved area.
- Strong visibility of queuing vehicles, often with bright brand architecture.
- Low pedestrian orientation at a very prominent intersection.

From an "orderly and appropriate development" standpoint, the use can be compatible only with upgraded architecture and robust landscaping so this doesn't become the visual definition of the City's primary intersection. The use type is



Figure 2- Example of Standard Design and Temporary Signage



Figure 3 - Example of Standard Design on Bay side

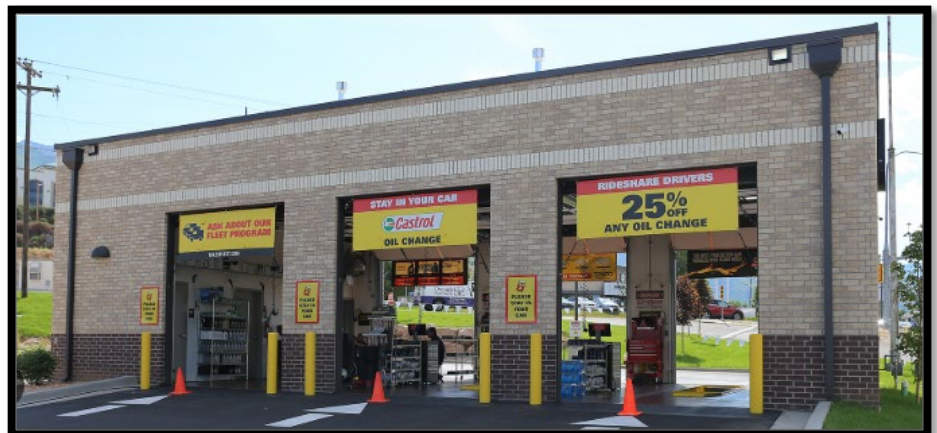


Figure 4 - Example with Enhanced Design/Architectural Materials on Bay Side



compatible with B-2's functional intent, but as designed, it is marginal with respect to corridor image and the Comp Plan's goals. At minimum, the project would be required to follow Zoning Ordinance Section 8.06 regarding the design for metal buildings, but strong architectural, landscape, and signage conditions are warranted to find it "in harmony" with orderly development under Section 8.08.02.

**5.) Other matters which may be appropriate in relation to Section 8.08.02 Uses Requiring Planning Approval**  
**COMPLIANT WITH CONDITIONS**

Consistency with the community vision in the Comp Plan and TMP, particularly the Commercial Corridors is vital in this location. The plans include vision elements for Economic Growth, Vibrant Corridors and Attractive Gateways with the Comp Plan's Commercial Corridor policies generally promoting:

- node-based commercial patterns.
- upgrading older sites with better architecture, street trees, screening, and limited curb cuts.
- reinforcing key intersections as attractive gateways rather than utility corners dominated by driveways and pole signs.

This proposal is reasonably consistent with corridor land-use intent and does support corridor reinvestment with the re-use of an existing B-2 parcel at a major node and is consistent with focusing growth on existing corridors. It does provide a service that supports local and regional traffic and fill a vacant commercial building, consistent with economic-growth goals.

This current proposal does not support the goals for vibrant redevelopment or attractive gateway character. Without enhanced architecture and robust landscaping, a quick-lube facility at this corner risks undercutting the "high-quality, visually cohesive commercial corridors" in the Comp Plan. If the use is approved in this location, Site Plan design will need substantial refinement (building materials, façade articulation, screening of bay doors / queuing area, enhanced corner landscape treatment) to fully align with the Plan's vision for this corridor.



Figure 5 – Example with Enhanced Design/Architectural Materials



Figure 6 - Example with facade articulation



Figure 7 - Example with alternate materials and brand colors as accents

Functionally, the proposal is generally compatible with TMP goals if access and internal stacking are handled correctly. From a “future corridor” perspective, the site should deliver incremental improvements in sidewalk connectivity, driveway design, and corridor landscaping, not just maintain the status quo. At this stage, there’s no internal pedestrian path shown; no clear relationship to any future sidewalks or crosswalks as noted in the TMP for this major intersection.

### Considerations for Consistency with Comp Plan and TMP Goals and Policies

#### **Access & Circulation**

- No additional curb cuts on McMeans or D'Olive.
- Provide a detailed striping and circulation plan showing that stacking for each bay does not interfere with driveway operations or cross-access.
- Confirm adequate corner sight triangles consistent with Zoning Ordinance Sec. 7.08 Corner Visibility



*Figure 8 - Example of Standard Building Design and Freestanding Signage*



*Figure 9 - Example with Enhanced Building Design and Monument Signage*

#### **Pedestrian Connectivity**

- Provide a dedicated pedestrian connection from the sidewalk / ROW to the building.
- Provide a sidewalk connection from any existing/future public sidewalk along McMeans / D'Olive to the main building entrance, using marked crosswalks across internal drives where needed.

#### **Landscape Plan & Corridor Enhancement**

- Submit a detailed landscape plan meeting Article 10, including Section 10.06.04 Greenbelt Zone regulations.
- Enhanced landscape treatment at the intersection corner (canopy trees, understory, groundcover or low shrubs) to reinforce gateway character.
- Foundation planting along street-facing building elevations and around dumpster / mechanicals.

#### **Architecture & Building Design**

- Exterior building materials on all façades visible from McMeans, D'Olive, or any public ROW shall consist of high-quality, durable materials such as brick, stone veneer, fiber-cement siding, architectural CMU, stucco (EIFS only at upper stories or as a secondary accent), or comparable materials.
- Prohibited materials on primary façades include untreated metal panels, exposed fastener metal siding, unarticulated tilt-up concrete, vinyl siding, and reflective or high-gloss corporate brand materials that undermine corridor character.
- Primary corporate brand colors may be used as limited accents only, not as the dominant wall color, to avoid visual clutter at this gateway intersection.
- Façade articulation shall include changes in plane, variation in materials, vertical elements, or other architectural features to avoid blank, flat walls.



- Corner-oriented design is encouraged: façades visible from the intersection should incorporate additional glazing, articulation, awnings, or architectural detailing to strengthen the visual quality of the corridor gateway.
- Bay door visibility should be mitigated as much as possible – Install landscape screening, low masonry walls, or architectural wing walls to soften views of open service bays and vehicle stacking areas from McMeans and D'Olive.
- Bay doors facing a public ROW shall be non-reflective, muted-tone overhead doors consistent with the building's primary palette.
- Mechanical equipment screening (ground and roof): fully screened from public view using parapets, architectural enclosures, or landscaping consistent with Article 10.

### Lighting & Signage

- A site photometric plan shall be submitted with the Site Plan showing all fixture types, heights, and light levels along property boundaries.
- All exterior lighting shall be full cutoff, shielded, and directed downward to prevent glare onto adjacent properties and public ROW.
- Building-mounted illumination shall be modest and integrated into the architecture; internally illuminated architectural bands, halo-style corporate lighting, and high-intensity brand-colored LED strips are prohibited. No exposed LED “wall packs,” canopy underlighting visible from the intersection, or high-intensity fixtures with color temperatures above 3000K.
- Lighting designed to avoid creating a visibly bright corner or contributing to driver distraction at this primary intersection.
- Any freestanding sign should be a low-profile monument sign, limited in height and area per Article 16, constructed of materials that match or complement the building (brick, stone, high-quality composite panels).
- Building signage: Large, internally illuminated cabinet signs, glossy plastic box signs, or oversized corporate logo panels that dominate the façade are prohibited.
- Signage shall be scaled and placed to reinforce a cohesive architectural appearance.
- All signage (including banners, inflatables, wind signs, flags, and temporary promotional signage) shall comply with Article 16 and is subject to enforcement for removal or expiration.

## STAFF RECOMMENDATION

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With conditions, this proposal is reasonably appropriate relative to transportation, public services, fire and police protection. It is also compatible with corridor land-use intent and does support corridor reinvestment per the Comp Plan and TMP. Functionally, the proposal is generally compatible with TMP goals if access and internal stacking are handled correctly. From a “future corridor” perspective, the site should deliver incremental improvements in sidewalk connectivity, driveway design, and corridor landscaping.

At this stage, the current proposal does not support the goals for vibrant redevelopment or attractive gateway character. Without enhanced architecture and robust landscaping, the proposed facility at this corner risks undercutting the “high-quality, visually cohesive commercial corridors” in the Comp Plan. Staff's Recommendation is for the Planning Commission to **APPROVE WITH CONDITIONS** that Site Plan design follow as closely as practicable, the “*Considerations for Consistency with Comp Plan and TMP Goals and Policies*” as detailed in the staff report to fully align with the Plan's vision for this corridor.

## PLANNING COMMISSION ACTION

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For Commission Use Approval, the Planning Commission makes the final decision and has the option to:

- Approve the Commission Use
- Approve the Commission Use with conditions
- Deny the Commission Use, with stated factors for the denial
- Table Request, due to lack of information

Upon approval of the use, either as submitted or with changes and/or special conditions required by the Planning Commission, the applicant is authorized to submit for Site Plan approval. Building Official may issue a demolition permit for a portion or all of the proposed

site prior to Site Plan approval; provided that the application is in compliance with all applicable City, County, State and Federal requirements.

*8.9.10.4 Site Plan requests that are tabled, will not receive further review by the Planning Commission until all additional information requested has been received and reviewed for compliance by the Planning Department.*

*8.9.10.5 Site Plan requests that are denied will not receive further review by the Planning Commission until all noted deficiencies have been addressed and revised documentation received and reviewed for compliance by the Planning Department.*

*8.9.10.6 Any resubmittals, revisions, additional information or permit applications related to the application must be received within 180 days from the date of Planning Commission action, or a new Site Plan Application will be required. One request for Site Plan Approval Extension of up to 180 days will be reviewed administratively.*





# City of Bay Minette

## Planning Commission Site Use Review

301 D'Olive Street · Bay Minette, Alabama 36507

Phone (251) 580-1650 · COBM\_Planning@cityofbayminetteal.gov

### Office Use Only

CU: 25001

SP: \_\_\_\_\_

Fee: ☒ \$300.00 ☐ \$600.00

Date Paid: 10-30-25

Paid: ☐ Cash ☒ Check

☐ Credit Card

Applicant Name: Arnold Consulting Engineering Services, Inc Date: 10-28-25

Are you the owner? ☐ Yes ☒ No \*If you are not the property owner, you must submit an Agent Authorization Form signed by the property owner

Mailing Address: P.O. Box 1338

City: Bowling Green State: KY Zip Code: 42102

Phone Number: 270-780-9445 Email: bzackery@a-ces.com

### PROPERTY INFORMATION

Property Address: 101 McMeans Avenue, Bay Minette, AL 36507

Or Property Location: \_\_\_\_\_

Tax Parcel No.: 05-23-05-16-2-001-031.001 \*PPIN No.: 80253

Request: We are requesting to redevelop the aforementioned property and would like to request the property use be allowed for a quick service oil change facility. The facility would consists of a 3-bay drive-thru service facility.

I, the undersigned, do hereby request the City of Bay Minette Planning Commission to grant a Site Use Review for the location to determine if it meets the regulations of the **Zoning Ordinance** for the reason(s) stated above. I understand and authorize City Staff to conduct site visits, as needed in relation to this request.

Brandy Zackery, Project Manager Brandy Zackery 10-28-25  
Signature of Applicant (Owner of Property of Authorized Agent) \_\_\_\_\_ Date

### Submittal Requirements listed in Section 8.8.2, Uses Requiring Planning Approval, as applicable:

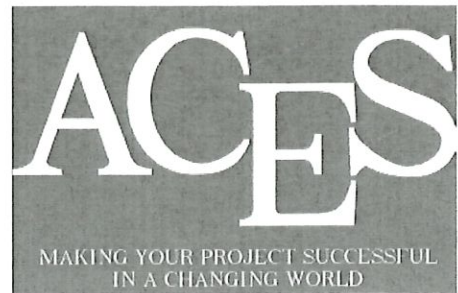
- ☒ Application
- ☒ Fee paid in full
- ☒ Property Owner Permission- Agent Authorization Form or copy of Lease Agreement will suffice
- ☒ Site/Plot Plan or Survey – indicating any existing structures, proposed structures, and setbacks from property lines
- ☒ Any additional information deemed applicable/pertinent

\*Additional approvals may be required, prior to opening and/or operating.

**8.8.2 Uses Requiring Planning Approval.** Uses in the Tables identified by "P" are permitted upon approval by the Planning Commission of the location and the site plan as being appropriate with regard to transportation, access, water supply, waste disposal, fire and police protection and other public facilities; as not causing undue traffic congestion or creating a traffic hazard; and as being in harmony with the orderly and appropriate development of the district in which the use is located. Each application to the Planning Commission for approval must be accompanied by a site plan prepared by the applicant or his agent.

# LETTER OF TRANSMITTAL

Via: ☐ Hand Delivery  
☐ U.S. Mail  
☒ Fed Ex, UPS, Etc.  
☐ Other



<b>DATE:</b> 10/28/25	<b>TO:</b> Planning Dept.	<b>ADDRESS:</b> 301 D'Olive St. Bay Minnette, AL 36507
<b>ATTN:</b> Clair Dorough (251) 580-1650	<b>RE:</b> Take 5 Oil Change – Bay Minnette, AL Site Use Review Submittal	

**WE ARE SENDING YOU** ☐ Attached Under separate cover via \_\_\_\_\_ the following items:

☐ Prints ☐ Plans ☐ Specifications  
☐ Copy of Letter ☐ Other \_\_\_\_\_

COPIES	DATE	NO.	DESCRIPTION
001	10/28/25	001	Site Use Review Application
001	10/28/25	002	Owner Authorization Form
001	10/28/25	003	Site Use Review Fee Check: \$300
003	10/28/25	004	Alta Survey
003	10/28/25	005	Concept Plan

**THESE ARE TRANSMITTED** as checked below:

☐ For Approval ☐ Approved as submitted ☐ Resubmit \_\_\_\_\_ copies for approval  
☐ For your use ☐ Approved as noted ☐ Submit \_\_\_\_\_ copies for distribution  
☐ As requested ☐ Returned for corrections ☐ Return \_\_\_\_\_ corrected prints  
☐ For review and comment ☐ Other Planning Commission Approval

**REMARKS:**

COPY TO FILE SIGNED 

Arnold Consulting Engineering Services, Inc.  
P.O. Box 1338  
Bowling Green, KY 42101  
Phone (270)780-9445  
Fax (270)780-9873

1136 South Park Drive  
Suite 201  
Bowling Green, KY 42103

## Paula Bonner

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**From:** Paula Bonner  
**Sent:** Wednesday, November 19, 2025 2:51 PM  
**To:** 'ALDOT1'; 'Ashley Rogers'; 'Jason Padgett'; Jeff Donald; Mike Minchew; Murry Stewart; Rob Madison; 'Samantha Roberts'; 'Scott Warner'; Steven W. Stewart; 'Thomas Granger'  
**Cc:** COBM\_Planning  
**Subject:** Comments - CU-25001 Take 5  
**Attachments:** Site-Use-Review-Application.pdf; Internal with Maps.pdf; Site Plan.pdf

Good afternoon,  
Please find attached the application, public notice, and drawings for CU-25001, Discount Auto Parts, Inc. property Commission Use Approval request to demolish the existing building and construct a new 1,700 building for a Take 5 Oil Change located at the northwest intersection of McMeans Avenue and D'Olive Street.

This request is scheduled for consideration by the Planning Commission at its meeting on December 11, 2025. Please submit any comments regarding the application no later than Thursday, November 4, 2025, for inclusion in the staff report.

*Thank you,*

***Paula S. Bonner***  
***Planner Associate***

City of Bay Minette  
Planning & Development Services Department  
301 D'Olive Street  
Bay Minette, AL 36507  
(251) 580-1650, Ext. 7066

[cityofbayminetteal.gov](http://cityofbayminetteal.gov)

[Planning & Development Services Department Site](#)



***IMPORTANT NOTICE:*** For your security, never rely solely on email for sensitive financial transactions, as it may be subject to fraud. ***The City of Bay Minette Planning & Development Services Department will NEVER request wire transfers via email.*** To ensure the accuracy of payment instructions for applications or permits, please verify details by calling a trusted Department contact before making any payments. If you receive an email requesting a wire transfer related to the Planning & Development Department, do not respond—contact us immediately by phone at (251) 580-1650.



# City of Bay Minette

## **Planning & Development Services**

301 D'Olive Street · Bay Minette, Alabama 36507

Phone (251) 580-1650 · [COBM\\_Planning@cityofbayminetteal.gov](mailto:COBM_Planning@cityofbayminetteal.gov)

### **NOTICE OF PUBLIC MEETING**

#### **Case No. CU-25001, Discount Auto Parts, Inc. Property Commission Use Approval Request for a Take 5 Oil Change**

Notice is hereby given that the City of Bay Minette Planning Commission will conduct a public meeting for Case No. CU-25001, Discount Auto Parts, Inc. Property, related to a request for a Take 5 Oil Change. The subject property is located at the northwest intersection of McMeans Avenue and D'Olive Street and consists of one (1) parcel totaling approximately 1.02± acres, identified as Parcel I.D. 05-23-05-16-2-001-031.001, PIN 80253. A map can be found on the back of this notice.

The Bay Minette **Planning Commission** will review the request during its regularly scheduled meeting on **Thursday, December 11, 2025** beginning at 8:00 a.m. in the Council Chambers of Bay Minette City Hall located at 301 D'Olive Street, Bay Minette, AL 36507.

The application materials will be available for public review at Bay Minette City Hall. If you desire to speak with someone by telephone about this application, please contact Planning & Development Services at (251) 580-1650. If you desire to submit comments, please email to [COBM\\_Planning@cityofbayminetteal.gov](mailto:COBM_Planning@cityofbayminetteal.gov) or address your correspondence to:

City of Bay Minette Planning & Development Services  
301 D'Olive Street  
Bay Minette, AL 36507

Please include the case number noted above in all correspondence. If you desire to address the Planning Commission in person about this application, please attend the public meeting at the time and location listed above.

*Public participation is solicited without regard to race, color, national origin, sex, age, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or those requiring language translation services should contact Planning & Development Services.*

\*\* See Reverse for Map

Notice Date – November 19, 2025



