



## Bay Minette Planning Commission Regular Meeting Minutes

Minutes August 8, 2024

Monthly Meeting No. 8

The City of Bay Minette Planning Commission met in Regular Session on Thursday, August 8, 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  
Robert A. "Bob" Wills, Mayor  
Rob Madison, Building Official/Commission Member  
Ray Clark, Commission Member  
William Taylor, City Council/Commission Member  
Hiram Templeton, Commission Member  
Neal Covington, Vice-Chairman  
Earl Emmons, 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  
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 Minutes of the July 11, 2024, Regular Meeting  
Vice-Chairman Covington made a motion to approve the July minutes as written. The motion was seconded by Councilman Taylor and carried unanimously.

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

**ITEM 6.** Old Business  
Mrs. Dorough reported on, followed by discussion of, the availability of copies of the revised Subdivision Regulations and Mrs. Collinsworth's July meeting presentation, the distribution of volunteer timecards to

commission members for their signatures, and an update on the Comprehensive Plan, noting that a draft is expected next month and the grant ends on September 30<sup>th</sup>.

**ITEM 7. New Business**

**a.) Legal Training / Discussion**

Ms. Collinsworth explained, followed by discussion of, The Code of Alabama definitions for Conflicts of Interest, a Family Member of the Public Official, and a Business with which the Person is Associated. She also explained / discussed the Conflicts of Interest Procedure and the Alabama Ethics Commission Opinions and gave examples. Disclosure of Prior Communications and Alabama Open Meetings Act were also discussed.

**b.) Updates & Upcoming Cases**

- Potential minor 2-lot subdivision
- Potential rezoning and minor subdivision on Moran Street
- Proposed fee schedule updates
- Update on Cloudpermit software

**ITEM 8. Reports**

a.) Mayor/Council Report – Mayor Wills gave an update on a potential steak house, hotels, fast-food restaurants, Novelis, and described an increase in potential growth and development activity and capital budget meetings.

Mrs. Smith gave an update on a license agreement with CSX, an upcoming meeting with a representative from Federal Railways, the conversion of city lights to LED, a transportation plan and future meetings with ALDOT.

b.) Attorney - None

c.) Commissioner – The Code Enforcement process and procedures and accessory structures/dwellings were discussed.

d.) Planning Staff – Mrs. Dorough illustrated the vast size of Novelis by presenting an aerial view of the property. This led to discussion of the status of Novelis, various county wide road projects, the proposed expansion of the Courthouse, and recent applications for a vacant church.

e.) Public Comment – None

**ITEM 9.** With no further business, Chairman Stewart adjourned the meeting at 8:57 am.

DONE THIS THE 8<sup>TH</sup> DAY OF AUGUST 2024



Chairman, Todd Stewart

ATTEST:



Paula Bonner, Planner Associate