



## 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



Chairman, Todd Stewart

ATTEST:



Paula Bonner, Planner Associate

Motion Summary:

Item 4.

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