

**Bay Minette Planning Commission Agenda**  
**Conference Room at City Hall**  
**December 8, 2015**  
**8:00 a.m.**

1. Called to Order
2. Invocation and Pledge
3. Approval of Minutes for November 10, 2015 Regular Meeting
4. Old Business:
  - None
5. New Business:
  - Request for Site Plan Review for Matthew Cieutat for relocation of business to 2106 US Highway 31 from Spanish Fort-Slow Fade (Tattoo)Studio
  - Request for Site Plan Review for Frank and Carole Bans for location of new business to be located at 25 Pine Street—Usage approval for making funeral arrangements, cremation arrangements and other general business actions commonly associated with the Death Care Profession
6. Reports:
  - A. Mayor/Council
  - B. Attorney
  - C. Commissioner's Comments
7. Adjourn

# Bay Minette Planning Commission Regular Meeting Minutes

Minutes of November 10, 2015

Monthly Meeting No. 11

The Bay Minette Planning Commission met in Regular Session on Tuesday, November 10, 2015. The meeting was called to order by Chairman Stewart at 8:00 a.m., in the Conference Room located in Bay Minette City Hall, in 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:

Todd Stewart, Chairman  
Karmen Still, Vice Chairperson  
Danleigh Corbett, Council Member  
Oscar Waters, Building Official  
Ed Pepperman, Commission Member  
Robbie Strom, Commission Member  
A.C. Ulmer, Commission Member

Members Absent:

Robert A. "Bob" Wills, Mayor  
John Peavy, Commission Member

Other person in regular attendance:

Rita Findley, City Clerk  
Scotty Lewis, City Attorney  
Steven Stewart, Fire Inspector  
Leslie Johnston, South Alabama Regional Planning

**GUESTS** Guest present:

None

**INVOCATION/  
PLEDGE** Commission Member Ulmer offered the invocation and followed by the pledge.

**ITEM 3.** Chairperson Stewart asked the planning commission to review the minutes of the October 13, 2015 meeting. Commission Member Pepperman made a motion to approve the minutes for the October 13, 2015 meeting as corrected. The motion was seconded by Commission Member Ulmer and the motion carried.

ITEM 4. Chairperson Stewart introduced item 5, Old business:

- Chairman Stewart announced the resignation of John Peavy

ITEM 6. Chairperson Stewart introduced Item 6: New Business:

- Discussion of extraterritorial jurisdiction with Baldwin County. Chairman Stewart explained the need for an agreement with Baldwin County concerning the extraterritorial jurisdiction and the options available to the City of Bay Minette. After much discussion, Chairman Stewart appointed a subcommittee to review the matter.

ITEM 7. Reports:

A. Mayor/Council Report:

- Councilmember Corbett announced Veteran's Day Events.
- Commission Member/Building Official Waters explained a proposed funeral home at First and Pine Street, however there would be an issue with parking.

B. Attorney Report

- None

C. Commissioner's Report

- None

ITEM 8. With no further business, Chairperson Stewart adjourned the meeting at 8:55 a.m.

DONE THIS THE 10<sup>th</sup> DAY OF NOVEMBER 2015

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Todd Stewart  
Chairperson

ATTEST:

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Rita Diedrich  
City Clerk

# City of Bay Minette

*paid  
\$50.00  
10-30-15*

## Application for Site Plan Review

State of Alabama  
County of Baldwin  
City of Bay Minette

This is to certify that I (we) the undersigned do hereby request the City of Bay Minette Planning Commission to grant a Site Plan Review for the location to determine if it Meets the regulations of the Land Use and Development Ordinance as indicated below, and for the reasons stated.

### 1- Personal Information:

Matthew A. Clewett 251-533-7438  
11-21-1981  
107 Blackoak way  
Daphne AL 36827

### 2- Location of the Site Plan Review Request:

2106 US-31  
Bay Minette AL 36507  
used to be Byrd & Hucklebee automotive

### 3- Reason for Request:

We would like to move our  
established business from Spanish Fort  
to the city of Bay Minette

Dated this: 24 day of Nov, 2015

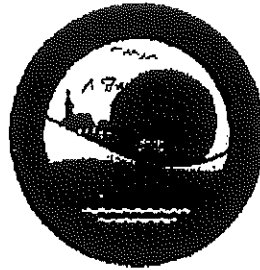
[Signature]  
Owner or Authorized Representative

**\*Consult the Industrial Development Board before Site Plan can be reviewed\***

Application fee \$50.00

10/2007

*paid his fee  
and will be  
at meeting  
on 11/24*



City of Bay Minette  
Planning Commission  
Site Plan Review Check List

Date 24 Nov 15

Project Moving a business to Bay Minette

Applicant Matthew Crenshaw

The Site Plan Review Check List is to be presented at the initial inquiry for site plan review to acquaint the applicant of the necessary documents and design plans that are necessary for placement on the Planning Commission agenda. Upon reception of these necessary elements; this checklist will be completed by the Planning and Zoning Administrator and attached to design plans, along with a completed application. All members of the Planning Commission will receive the Site Plan Review Checklist, design plans and completed application prior to the scheduled Site Plan Review.

Necessary elements for the site plan review (Section 8.9): Completed Applications along with design plans that shall include site plans, architectural plans with landscaping plans as stated. A site plan shall be prepared, signed and sealed by an architect or an engineer that is currently licensed in the State of Alabama. It is noted by the State Codes of Alabama that the services of a registered architect shall be required on all buildings for public assembly over 2500 square feet. All design plans shall be drawn to scale. Drawing scale must be large enough to be readable (no smaller than 1 inch = 50 feet). Plans shall address the following requirements:

- A. The location and size of the site (dimensions, size in square feet and acreage) including topography along with a legal description and a current certified survey. 2106 US 31 existing Building
- B. A vicinity map showing the site relation to surrounding property.
- C. The recorded ownership and developer's interest.
- D. Date, scale, north arrow, title, and names and contact information for property owner(s), developer, engineer, architect and landscape designer (if applicable), including current license numbers.
- E. The relationship to the site to existing development in the area including streets, utilities, residential, and commercial development, and physical features of the land including significant ecological features. This information can be combined with requirements for the vicinity map specified in this section. Mr. Moody 204-3311
- F. Zoning classification of site and of adjacent properties. (Article VI)
- G. The density or intensity of land use to be allocated to all parts of the site together with tabulations by acreage and percentages thereof itemized by use and density.

The property has already been established within the city of Bay Minette.

- H. The location, size and character of any common open space, commonly owned facilities and form of organization which will own and maintain any common open space and such facilities.
- I. Adjacent public and/or private streets including lot(s) frontage, dimensions, surface type, and existing or proposed access. (Section 7.9)
- J. Front, side and rear setbacks (Section 8.12)
- K. The use and maximum height, bulk, location and dimensions of all buildings (existing and proposed) and any other structures to be located on the site.
- L. Parking design standards and improvement requirements (Section 9.2) and Off-street loading and unloading space. (Section 9.3)
- M. Front, side and rear architectural elevations. These elevations shall indicate:
  - 1. Design character of buildings and structures
  - 2. Specific materials existing/planned for use on building and structures, including colors of paint and all materials employed, with their locations indicated on the elevations
  - 3. Height of buildings and structures (Section 7.3)
  - 4. Roofs and overhangs
  - 5. Special design features (if applicable) may include compliance with the American Disabilities Act Requirements
  - 6. Yard requirement (7.4)
- N. Location, size and type of signage, any pre-existing, non-conforming signs must meet the current sign regulations. (Article XVI)
- O. The substance of coverments, grants of easements or other restrictions which will be imposed upon the use of land, buildings and structures, including proposed easements or grants for public utilities or other purposes. (Section 7.12)
- P. Landscape and Tree Protection (Article X), includes off street parking, buffer requirements and special designs.
- Q. Surface Drainage and Erosion and sediment control (Section 7.13 and 7.14)
- R. Screening, Lighting and Noise. (Section 7.16)
- S. Location of garbage disposal facilities/buffer (if applicable)
- T. In case of plans which call for development over a period of years, a schedule showing the proposed times within which applications for building permits are intended to be filed.
- U. Where required by ALDDT, the applicant will provide proof that the driveway permit application has been submitted to ALDDT. If a traffic study is required the applicant shall provide copies of the study to the Building Department.

- W. Any additional data, plans or specifications which the applicant or the City believes is pertinent and which will assist in clarifying the application including, but not limited to plans for screening, lighting and space, surface drainage, erosion and sediment control, water and sewer connections, landscaping, and signs.

This checklist corresponds to the City of Bay Minette Zoning Ordinance as well as reflecting the City Comprehensive Plan. It is designed to aid the applicant and serve as a tool for the Bay Minette Planning Commission decisions. While each site plan application is unique, it is imperative to follow the Zoning Ordinance and Comprehensive Plan guidelines to achieve the desired goals of our community while supporting the future growth and development.

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Planning and Zoning Administrator

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Fire Inspector

Comments:



11/22/2015

Dear Mr. Waters:

We request to be placed on the agenda for the Planning Commission to obtain "use" approval for the property appropriately B2 for business. Please find the attached required documents as requested. We look forward to the opportunity to address the Planning Commission regarding the purchase and enhancement of this property.

Frank and Carol Banks

251-282-0323

She will mail  
OK and be  
at meeting on  
the 8<sup>th</sup> Dec 2015

# City of Bay Minette

## Application for Site Plan Review

State of Alabama  
County of Baldwin  
City of Bay Minette

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### 1- Personal Information:

Frank & Carolle Banks  
2127 Hwy 84  
Frisco City, AL 36445

### 2- Location of the Site Plan Review Request:

25 Pine Street Bay Minette, AL  
PPIN 007449

### 3- Reason for Request:

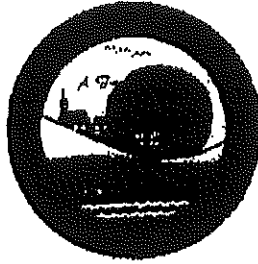
New Business Request

Date this 20th day of November, 2015

Carolee J. Banks  
Owner or Authorized Representative

\*Consult the Industrial Development Board before Site Plan can be reviewed\*

Application fee \$50.00



City of Bay Minette  
Planning Commission  
Site Plan Review Check List

Date 11/20/2015

Project 25 Pine Street

Applicant Frank + Carole Banks

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Necessary elements for the site plan review (Section 8.9): Complete Applications along with design plans that shall include site plans, architectural plans with landscaping plans as stated. A site plan shall be prepared, signed and sealed by an architect or an engineer that is currently licensed in the State of Alabama. It is noted by the State Code of Alabama that the services of a registered architect shall be required on all buildings for public assembly over 1500 square feet. All design plans shall be drawn to scale. Drawing scale must be large enough to be readable (no smaller than 1/8 inch = 50 feet). Plans shall address the following requirements:

- A. The location and size of the site (dimensions, size in square footage and acreage) including topography along with a legal description and a current certified survey.
- B. A vicinity map showing the site relation to surrounding property.
- C. The recorded ownership and developer's interest.
- D. Date, scale, north arrow, title, and names and contact information for property owner(s), developer, engineer, architect and landscape designer (if applicable), including current license numbers.
- E. The relationship to the site to existing development in the area including streets, utilities, residential, and commercial development, and physical features of the land including significant ecological features. This information can be combined with requirements for the vicinity map specified in this section.
- F. Zoning classification of site and of adjacent properties. (Article VI)
- G. The density or intensity of land use to be allocated to all parts of the site together with tabulations by acreage and percentages thereof itemized by use and density

- H. The location, size and character of any common open space, commonly owned facilities and form of organization which will own and maintain any common open space and such facilities.
- I. Adjacent public and/or private streets including lot(s) frontage, dimensions, surface type, and existing or proposed access. (Section 8.9)
- J. Front, side and rear setbacks (Section 8.12)
- K. The use and maximum height, bulk, location and dimensions of all buildings (existing and proposed) and any other structures to be located on the site.
- L. Parking design standards and improvement requirements (Section 9.2) and Off-street loading and unloading space. (Section 9.3)
- M. Front, side and rear architectural elevations. These elevations shall indicate:
  - 1. Design character of buildings and structures
  - 2. Specific materials existing/planned for use on building and structures, including colors of masonry and all materials employed, with their locations indicated on the elevations
  - 3. Height of buildings and structures (Section 7.3)
  - 4. Eaves and overhangs
  - 5. Special design features (if applicable) may include compliance with the American Disabilities Act Requirements
  - 6. Signage requirement (7.4)
- N. Location, size and type of signage, any pre-existing, non-conforming signs must meet the current sign regulations. (Article XVI)
- O. The substance of covenants, grants of easements or other restrictions which will be imposed upon the use of land, buildings and structures, including proposed easements or grants for public utilities or other purposes. (Section 7.12)
- P. Landscape and Tree Protection (Article X), includes off street parking, buffer requirements and special designs.
- Q. Surface Drainage and Erosion and sediment control (Section 7.13 and 7.14)
- R. Screening, Lighting and Space. (Section 7.16)
- S. Location of garbage disposal facilities/buffer (if applicable)
- T. In case of plans which call for development over a period of years, a schedule showing the proposed times within which applications for building permits are intended to be filed.
- U. Where required by ALDOT, the applicant will provide proof that the driveway permit application has been submitted to ALDOT. If a traffic study is required the applicant shall provide copies of the study to the Building Department.

W. Any additional data, plans or specifications which the applicant or the City believes is pertinent and which will assist in clarifying the application including, but not limited to plans for screening, lighting and space, surface drainage, erosion and sediment control, water and sewer connections, landscaping, and signs.

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\_\_\_\_\_  
 Planning and Zoning Administrator

\_\_\_\_\_  
 Fire Inspector

Comments:

**Site Plan Review Check List**  
**Submitted Nov. 22, 2015**

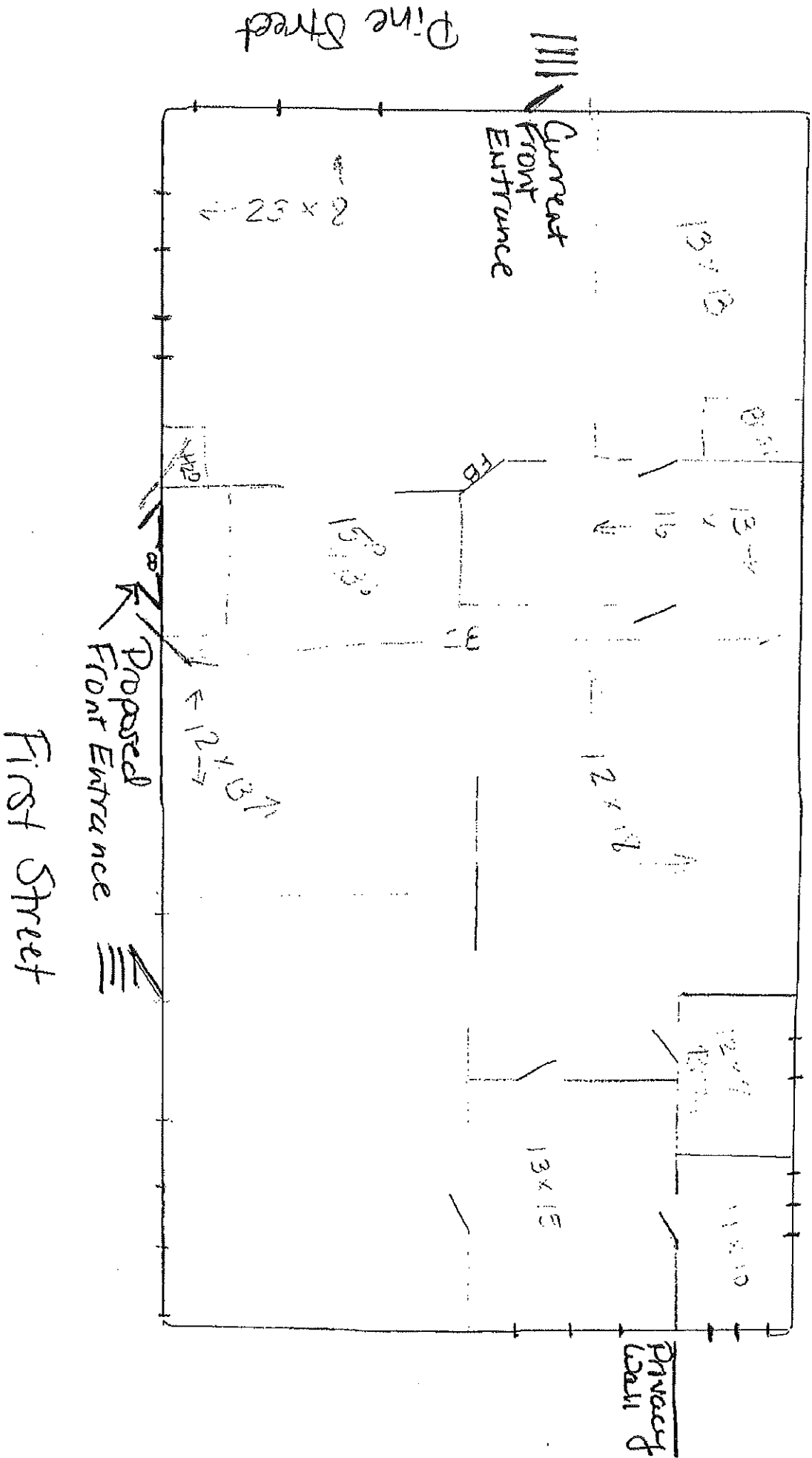
- A. 61.3' x 153.4' IRR COM  
AT AN IRON STAKE AT SW COR OF INT OF PINE ST & FIRST ST. TH SW ALG S LINE OF 1ST ST 153/4', TH SE 59.5'. TH NE 158.5' TOPINE ST, TH NW ALG W LINE OF PINE ST 61.3' TO POB SEC 9-T2S-RP356 PG1562
- B. Attached
- C. GANNT, LAMBERT AND GANTT, KIMBERLY M
- D. ADDRESS OF PROPERTY OWNER: 2396 CO RD 2, URIAH, AL 36480
- E. PROPERTY IS LOCATED DIRECTLY ACROSS THE STREET FROM THE CHURCH OF GOD AND APPROXIMATELY 100 YARDS FROM THE RR TRACKS THAT CROSS AT PINE STREET
- F. PROPERTY IS APPROPRIATELY ZONED B2 FOR BUSINESS USE WHICH INCLUDES FUNERAL HOMES
- G. N/A
- H. BUYERS SEEK "USAGE" APPROVAL FOR THE BUSINESS OF MAKING FUNERAL ARRANGEMENTS, CREMATION ARRANGMENTS, AND OTHER GENERAL BUSINESS ACTIONS COMMONLY ASSOCIATED WITH THE DEATH CARE PROFESSION.
- I. PROPERTY IS SITUATED ON THE CORNER LOT OF WEST FIRST STREET AND PINE STREET. IT IS SURROUNDED BY A PET GROOMING BUSINESS TO ITS RIGHT; RETAIL TO THE REAR; OFFICE BUILDINGS TO THE LEFT AND A CHURCH DIRECTLY SITUATED IN FRONT.
- J. N/A
- K. THERE WILL BE AN ACCESS CREATED FOR LOADING AND UNLOADING, SITUATED AT THE DIRECT REAR OF THE BUSINESS TO THE RIGHT CORNER. THIS SPACE WILL BE SHIELDED FROM PUBLIC VIEW BY A PRIVACY WALL.
- L. THERE ARE 12 PAVED PARKING SPACES SITUATED WITH THIS LOT. THESE WILL PROVE SUFFICIENT FOR THE DAY TO DAY BUSINESS OF THE BUSINESS, AS THERE IS ONLY RARE OCCASION FOR STANDING TRAFFIC.
- M. 1. A SIGN SHALL BE ERECTED ON THE BUILDING TO COMPLIMENT THE EXTERIOR AND PRESERVE THE LANDSCAPING OF THE LAWN SURROUNDING THE BLDG.
2. THE BUILDING SHALL BE RE-PAINTED A NEUTRAL COLOR SUCH AS TAUPE OR GREY TO COMPLIMENT SURROUNDING PROPERTIES. THE ENTRANCE SHALL HAVE A CONTRAST COLOR OF BLUE OR BURGUNDY. THE EXCESS DAMAGED WINDOWS SHALL BE REMOVED WITH WOOD SIDING REPLACING.
3. THE CURRENT HEIGHT OF THE BUILDING SHALL NOT CHANGE.

4. A NEW ROOF IS BEING CONSIDERED AND SHALL BE METAL. PITCHES SHALL REMAIN IN TACK. A NEW PITCH SHALL COME FROM THE MEETING OF TWO GABLES ON THE RIGHT SIDE WHERE A NEW FRONT ACCESS SHALL BE INSTALLED. ROTTED OVERHANGS AND EAVES SHALL BE REPLACED.

5. UPON RELOCATING THE MAIN ENTRANCE, A HANDICAP WHEEL CHAIR RAMP SHALL BE INSTALLED FOR ACCOMADATING ACCESS. THIS RAMP SHALL BE SITUATED IN THE MOST APPROPRIATE MANNER THAT BEST FITS THE ENTRANCE WITHOUT AN INTRUSIVE APPEAL TO THE PROPERTY OR SURROUNDING PROPERTIES AND SHALL BE OF MATERIALS THAT ENHANCE THE BLDG.

6. N/A

- N. CURRENTLY THERE IS NO SIGNAGE. AN APPEALING SIGNAGE LETTERING SHALL BE AFFIXED TO THE BUILDING.
- O. THERE ARE CURRENTLY STANDING EASEMENTS IN PLACE FOR WATER, SEWAGE, ELECTRICITY AND OTHER UTILITIES.
- P. CURRENTLY THERE IS MINIMAL LANDSCAPING TO THE PROPERTY AS IT HAS BEEN VACATED AND ON THE MARKET FOR SALE. BUYERS PLAN TO MAKE LANDSCAPE IMPROVEMENTS UPON COMPLETION OF THE EXTERIOR OF THE BLDG.
- Q. N/A
- R. THERE IS AMPLY LIGHTING FROM STREET LIGHTS; EXTERIOR LIGHTING SHALL BE PLACED AT EACH ENTRANCE OF THE BUILDING.
- S. CURRENTLY UNAWARE OF EXACT LOCATION OF WASTE PICKUP, HOWEVER, BUSINESS GARBAGE SHALL BE DISCARDED BY THE REAR OF THE PROPERTY BEHIND THE PRIVACY FENCE. ANY SPECIAL DISPOSALS SHALL BE PICKED UP BY A MEDWASTE COMPANY.
- T. IMMEDIATE CHANGES ARE EMINANT
- U. N/A
- V.
- W. PROPERTY IS CONSIDERED FOR PURCHASE TO BE USED AS B2 BUSINESS, ACCORDINGL







**Baldwin County  
Revenue Commissioner**

**Property Appraisal Link  
BALDWIN COUNTY, AL**

Current Date 10/14/2015

**Tax Year 2015**

Valuation Date October 1, 2014

**OWNER INFORMATION**

**PARCEL** 23-02-09-4-000-121.000 **PPIN** 007449 **TAX DIST** 03H  
**NAME** GANTT, LAMBERT ETAL GANTT, KIMBERLY M  
**ADDRESS** 2396 CO RD 2  
 URIAH AL 36480  
**DEED TYPE IN** **BOOK** 0000 **PAGE** 0990406  
**PREVIOUS OWNER** YARBROUGH, AUBREY E ETUX LILLIE H  
**LAST DEED DATE** 7/18/2006

**DESCRIPTION**

61.3' X 153.4' IRR COM AT AN IRON STAKE AT SW COR OF INT OF PINE ST & FIRST ST, TH SW ALG S LINE OF 1ST ST 153.4', TH SE 59.5', TH NE 158.5' TO PINE ST, TH NW ALG W LINE OF PINE ST 61.3' TO POB SEC 9-T2S-R3E RP356 PG1562 (WD/SURVIVORSHIP)

**PROPERTY INFORMATION**

**PROPERTY ADDRESS** 25 PINE ST  
**NEIGHBORHOOD** BMINETTEN  
**PROPERTY CLASS**  
**SUBDIVISION** 01HL **SUB DESC** **SUB CLASS**  
 HAND LAND COMPANY  
**LOT BLOCK**  
**SECTION/TOWNSHIP/RANGE** 00-00 -00  
**LOT DIMENSION** 61X153 **ZONING** B-2

**PROPERTY VALUES**

**LAND:** 37800 **CLASS 1:** **TOTAL ACRES:**  
**BUILDING:** 42900 **CLASS 2:** 80700 **TIMBER ACRES:**  
 ===== **CLASS 3:**  
**TOTAL PARCEL VALUE:** 80700  
**ESTIMATED TAX:**

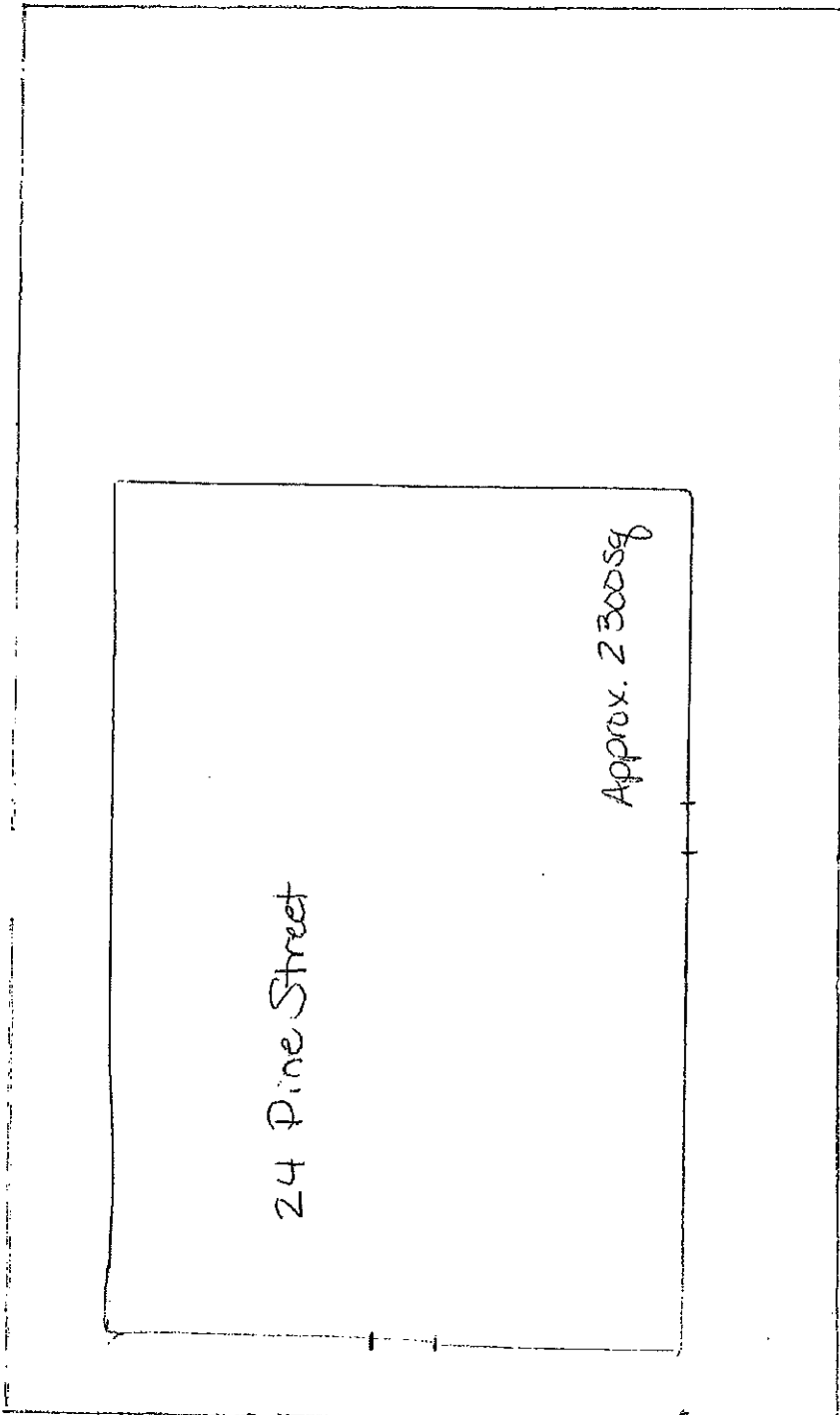
**DETAIL INFORMATION**

<u>CODE</u>	<u>TYPE</u>	<u>REFMETHOD</u>	<u>DESCRIPTION</u>	<u>LAND USE</u>	<u>TC HsPn</u>	<u>MARKET USE</u>
					<u>VALUE</u>	<u>VALUE</u>
M	LAND	1	SF SQ-4.00 X	5240-ELECTR SUPPLIES	2 N N	37800

Beauty Supply/Fashions

Ret Groomer

RR Tracks



24 Pine Street

Approx. 2300sq

Paved Parking

Pine Street

Paved Parking

West 1st Street

Office bldgs

Vacant Parking Lot

Church of God