



# City of Bay Minette

## Planning Commission

301 D'Olive Street · Bay Minette, Alabama 36507

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

### **\*\*REVISED\*\* AGENDA**

**May 9, 2024**

**Regular Meeting**

**8:00 a.m.**

**City Hall Council Chambers**

**301 D'Olive Street, Bay Minette**

- 1.) Call to Order
- 2.) Invocation and Pledge
- 3.) **Announcements & Registration to Address the Commission** *Before the meeting begins, Citizens wishing to speak must be signed in, notate they wish to speak and follow the Procedures for Addressing the Planning Commission.*
- 4.) **Approval of Minutes for the April 11, 2024, Regular Meeting**
- 5.) **Disclosure of Prior Communications and/or Conflicts of Interest**
- 6.) **Old Business**
- 7.) **New Business**
  - a.) **Election of Chairman and Vice-Chairman for 2024-2025**
  - b.) **SP-24001, Abundant Life Christian Center, Inc. Site Plan Application**  
*Disclosure of Prior Communications and/or Conflict of Interest*  
**Request:** Construction of a new Fellowship Hall  
**Location:** 541 Daphne Rd
  - c.) **SD-24008, TPQ, LLC - Quinley Oaks Subdivision Preliminary Plat** **\*\*Public Hearing\*\***  
*Disclosure of Prior Communications and/or Conflict of Interest*  
**Request:** Preliminary Approval for a 14-lot Major Subdivision  
**Location:** Southeast Intersection of Quinley St and W Railroad St, PIN's: 18263, 359846
  - d.) **SD-24008, TPQ, LLC - Quinley Oaks Subdivision Final Plat** **\*\*Public Hearing\*\***  
*Disclosure of Prior Communications and/or Conflict of Interest*  
**Request:** Final Plat Approval for a 14-lot Major Subdivision  
**Location:** Southeast Intersection of Quinley St and W Railroad St, PIN's: 18263, 359846
  - e.) **RA-24001, Minor Amendments to Subdivision Regulations** **\*\*Discussion Only\*\***
  - f.) **Z-24002, Honeycut Creek Cottages PUD** **\*\*Discussion Only\*\***  
**Request:** PUD for 181-lot subdivision  
**Location:** North side of W 7<sup>th</sup> Street, PIN's: 35327 & 36573
  - g.) **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 – June 13, 2024\*\***



## Bay Minette Planning Commission Regular Meeting Minutes

Minutes April 11, 2024

Monthly Meeting No. 4

The City of Bay Minette Planning Commission met in Regular Session on Thursday, April 11, 2024. 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  
Neal Covington, Vice Chairman  
Robert A. "Bob" Wills, Mayor  
Rob Madison, Building Official/Commission Member  
Earl Emmons, Commission Member

**Commission Members absent:**

Ray Clark, Commission Member  
Hiram Templeton, Commission Member

**Commission Members late:**

William Taylor, City Council/Commission Member

**Other persons in regular attendance:**

Clair Dorough, City Planner  
Paula Bonner, Planner Associate  
Jessia Peed, Planning Coordinator  
Tammy Smith, City Administrator  
Steven Stewart, Fire Inspector  
Scotty Lewis, Attorney  
Kristina Pittman, North Baldwin Chamber of Commerce

**GUESTS**

Lewis Davis, (SD-24003, Abundant Life Christian Center)  
Tymon Wallace, (SD-24003, Abundant Life Christian Center representative)  
Bruce Hooks, (SD-24003, Abundant Life Christian Center representative)  
Edna Hooks, (SD-24003, Abundant Life Christian Center representative)  
Martha Roley Ryan, The First Bank

**INVOCATION**      Chairman Stewart presented the invocation, followed by the pledge.

**ITEM 3.**            **Announcements/Registration to address the Commission.**

*Councilman Taylor joined meeting at 8:01am. Vice Chair Covington left at 8:01am.*

**ITEM 4.**            **Approval of the Minutes of the March 14, 2024, Regular Meeting.**

Commission Member Emmons made a motion to approve the March minutes with the correction to add Tammy Smith as a regular person in attendance, as she was not listed. The motion was seconded by Mayor Wills and carried unanimously.

ITEM 5. Disclosure of Prior Communications and/or Conflicts of Interest: None

ITEM 6. Old Business - None

ITEM 7. New Business

a.) **SD-24003, Abundant Life Christian Center Inc**

Chairman Stewart introduced the case. Mrs. Bonner reviews the case stating it was briefly reviewed at the last Planning Commission meeting but had not received the needed documentation in order for a full review. She includes the upcoming month the site plan for the construction of a fellowship hall will be on the agenda but the primary step is to combine the properties into one lot. Mrs. Bonner stated a Wetland Delineation was completed- Chairman Stewart inquires on the Wetlands shown on the slideshow, and a discussion ensued regarding wetland regulations and other factors that required the delineation. Mrs. Bonner concludes her review including the site, adjacent properties, and comments from City departments and other agencies including the City's Engineering Firm, Goodwyn Mills Cawood. Mrs. Bonner stated she submitted GMC's comments to the applicant's engineer who is handling the case. She includes to date, the comments labeled as # 1, 3 & 4 are still outstanding items.

With no further comments, Chairman Stewart opened the Public Hearing opened at 8:10 am.

Lewis Davis inquired on the usage of the lots. Chairman Stewart states the combination of the lots will encompass the existing Church and surrounding property. Tymon Davis states the Church intends to build a new Fellowship Hall and will not encroach on the Wetlands, and the property will continue its use as church functions.

Mayor Wills inquires on reasoning for combination of lots to which Chairman Stewart states this alleviates any setbacks issues. With no further questions or comments, Chairman Stewart closes Public Hearing at 8:12 am.

With no further comments, Mayor Will makes a motion to approve the subdivision request with the stipulation of the three (3) comments from GMC to be addressed on the Plat prior to the Chairman's signature. Commission Member Emmons seconds and is unanimously carried.

b.) **Updates & Upcoming Cases**

- Site Plan for revisions for Abundant Life Fellowship Hall has been submitted and will be reviewed at the upcoming Planning Commission meeting.
- The previously reviewed Quinley Subdivision has been withdrawn and a totally revised plat has been submitted. Chairman Stewart inquires on a CSX update to which Tammy Smith states she anticipates a licensing agreement within two (2) weeks as that is needed to utilize and address other concerns along the street. She also includes they are waiting on confirmation for a conference call in April.
- Old Towne Commons was approved on the 2<sup>nd</sup> City Council reading. Mrs. Dorough states the next steps include preliminary plat submittal, but a significant amount of engineering will need to occur prior to submittal.
- Planning Staff had a pre-application meeting for an RV park.
- Tammy and Clair are driving to Ocean Springs for a redevelopment tour to get some ideas and help for plans for the Downtown Bay Minette area.
- Mrs. Dorough states an additional Planning Commission member is still needed to replace Scotty Langham and asks to submit any recommendations.

ITEM 8. Reports

- a.) Mayor/Council Report – None
- b.) Attorney – Mr. Lewis stated there is a need revise the March meeting minutes to show Marcus McDowell in attendance representing the Commission as the acting attorney. Mayor Wills made a motion to amend the minutes to include Marcus McDowell's attendance as the Commission's legal counsel for the Quinley Oak Subdivision case review. Councilman Taylor seconded and it was unanimously carried.
- c.) Commissioner – None
- d.) Planning Staff – None
- e.) Public Comment – None

**ITEM 9.** With no further business, Chairman Stewart adjourned the meeting at 8:20 am.

DONE THIS THE 11<sup>TH</sup> DAY OF APRIL 2024

\_\_\_\_\_  
Chairman, Todd Stewart

ATTEST:

\_\_\_\_\_  
Paula Bonner, Planner Associate

**Motion Summary:**

**Item 4.) Approval of the March 28, 2024, Regular Meeting Minutes:**

Commission Member Emmons made a motion to approve the March minutes with the correction to add Tammy Smith as a regular person in attendance, as she was not listed. The motion was seconded by Mayor Wills and carried unanimously.

**Item 7. (a) SD-24003, Abundant Life Christian Center Inc:**

Mayor Will made a motion to approve the subdivision request with the condition that the three (3) comments from GMC will be addressed on the Plat prior to the Chairman's signature. Commission Member Emmons seconded the motion and it is unanimously carried.

**Item 8. (b) Reports – Attorney: Revision of the March 28, 2024, Regular Meeting Minutes**

Mr. Lewis stated there is a need revise the March meeting minutes to show Marcus McDowell in attendance representing the Commission as the acting attorney. Mayor Wills made a motion to amend the minutes to include Marcus McDowell's attendance as the Commission's legal counsel for the Quinley Oak Subdivision case review. Councilman Taylor seconded and it was unanimously carried.



# City of Bay Minette

## Planning & Development Services

### Planning Commission - Site Plan Staff Report

Planning Commission Meeting Date: May 09, 2024

Case Number: SP-24001

#### APPLICATION SUMMARY

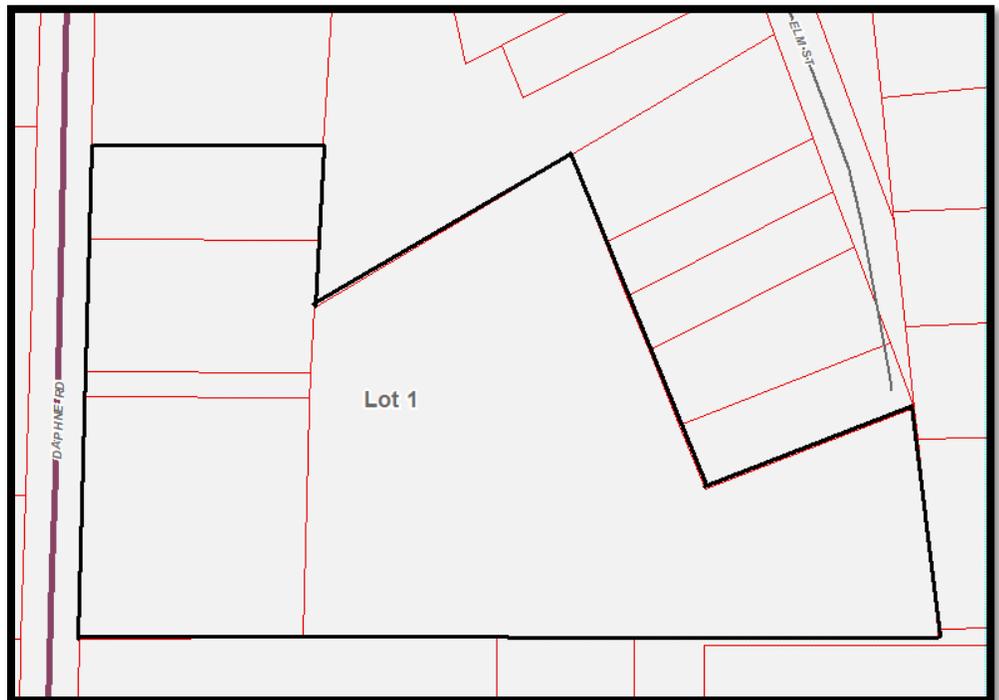
**Project Name:** Abundant Life Christian Center Inc. Property  
**Property Location:** 541 Daphne Road  
**Property PID/PPIN:** 05-23-05-16-1-003-016.001 // 222248  
**Property PID/PPIN:** 05-23-05-16-1-003-016.000 // 12565  
**Property PID/PPIN:** 05-23-05-16-1-003-015.000 // 72605  
**Property PID/PPIN:** 05-23-05-16-1-003-015.002 // 222237  
**Property PID/PPIN:** 05-23-05-16-1-003-016.002 // 273813  
**Property Size:** 5.29± acres

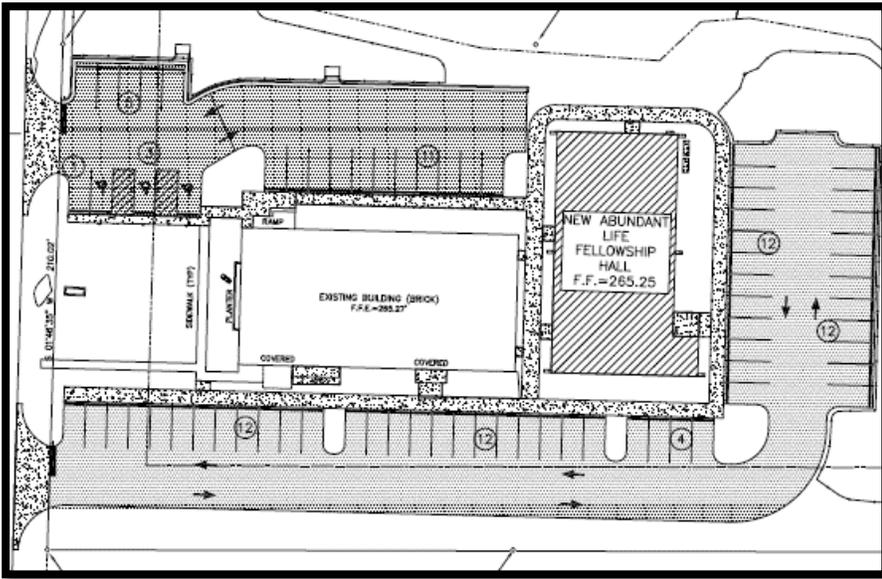
**Requested Action:** Site Plan Approval request to construct a new Fellowship Hall  
**Applicant/Engineer:** Clyde Ashley, Jr. & Tymon Wallace / Gant Group & Associates, LLC  
**Property Owner:** Abundant Life Christian Center Inc.  
 P.O. Box 1523, Bay Minette, AL 36507

Subject Property	Zoning	Existing Land Use
SP-24001	R-3	Abundant Life Christian Center Inc. Church
Adjacent Property	Zoning	Existing Land Use
North	R-3	Single Family Residential
South	R-3	Vacant
East	R-3	Single Family Residential
West	R-3	Single Family Residential

#### SITE AND REQUEST SYNOPSIS

The subject property consists of approximately 5.29± acres and is located at 541 Daphne Road just northeast of West Mango Street. To the north Daphne Road turns into Clay Street. The subject site is surrounded by R-3, Higher Density Single Family Residential District zoning and uses with the back of the Standard Furniture building which is zoned M-1, Light Industrial District to the south. The subject property contains wetlands, therefore a wetland delineation report prepared by Goodwyn Mills Cawood, LLC has been submitted and a twenty-five-foot (25') wetland setback boundary included in the site plan.





The site plan request is for the construction of a new fellowship hall and parking area to be located east (in the rear) of the existing sanctuary. The existing fellowship hall to the north of the sanctuary has foundation damage and will be demolished prior to the new construction. This site was given subdivision approval to combine five (5) separate parcels into one (1) parcel as SD-24003 at the April 11, 2024, Planning Commission meeting.

## ZONING DISTRICT AND TABLE OF PERMITTED USES

**6.02.04 R-3, Higher Density Single Family Residential District.** This district is intended to provide for a higher density of single-family structures on smaller lots than those allowed in the R-1 and R-2 districts. Duplexes will be allowed as a special exception.

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
Churches and related accessory buildings				S	S	S	R	R		

### 5.02 Words and Terms Defined

**Accessory Structure or Use.** A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure. (See Use, Accessory).

**Use, Accessory.** A use on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure. (See Accessory Use or Structure).

**Institution or Institutional.** A non-profit organization building, or use, publicly or privately owned, for the benefit of the public (schools, churches, temples, hospitals, clubs, fire stations, police stations, sewerage lift pumps, libraries, museums, City offices, etc.

**Land Use, Semi-Public.** Philanthropic and charitable land uses including: Y.M.C.A.'s, Y.W.C.A.'s, Salvation Army, churches and church institutions, orphanages, humane societies, private welfare organizations, nonprofit lodges and fraternal orders, hospitals, Red Cross, and other general charitable institutions.

## DEPARTMENT AND AGENCY COMMENTS

North Baldwin Utilities – No comments received.

Bay Minette Public Works – No comments received.

Bay Minette Police Department – No comments received.

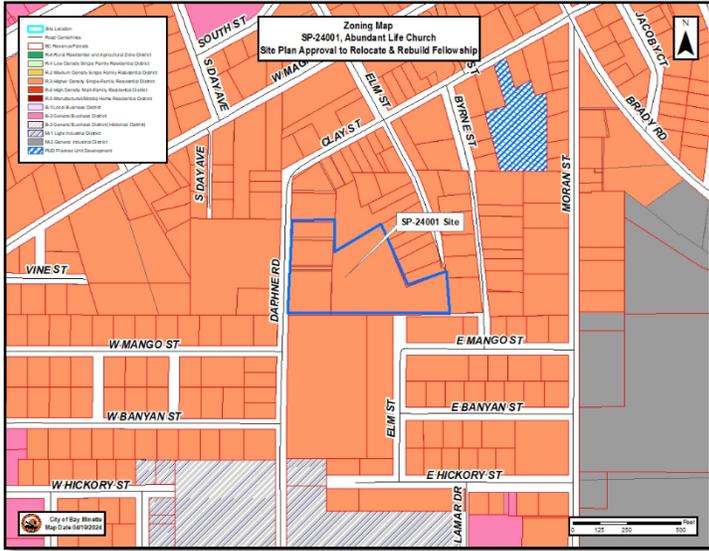
Bay Minette Fire Department – No comments received.

Baldwin County E-911 – No comments received.

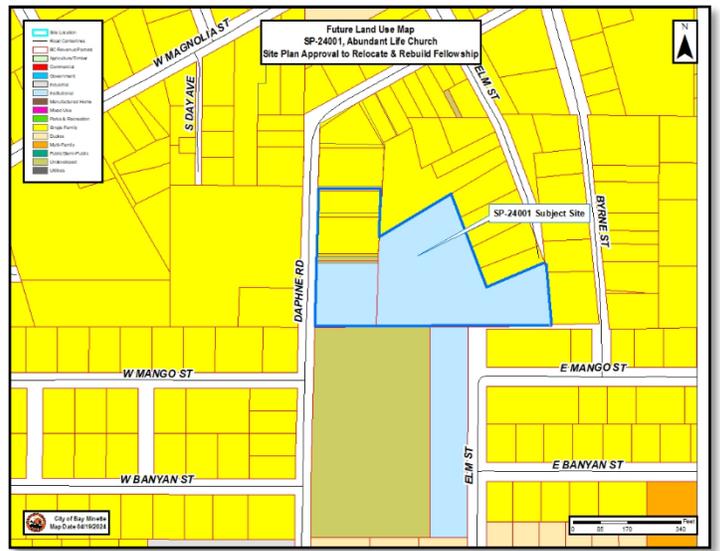
Goodwin, Mills & Cawood – City Consultant as Transportation & Site Engineer - See attached.

# MAPPING

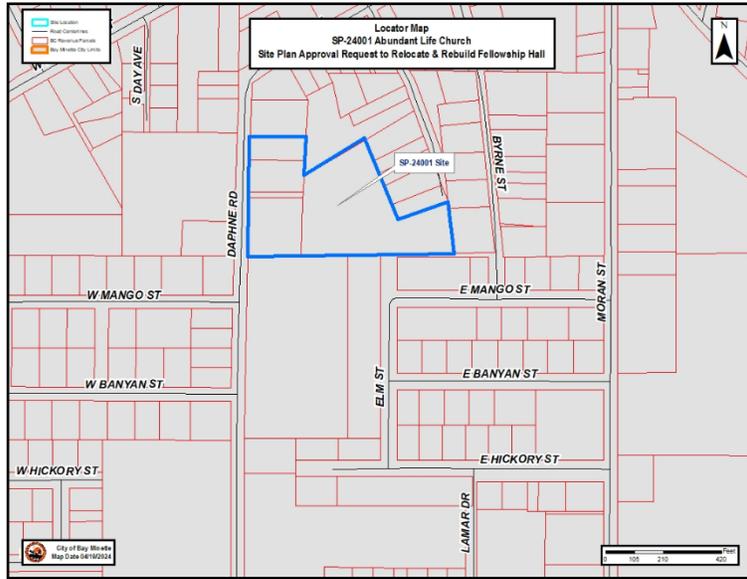
## Zoning Map



## Future Land Use Map



## Locator Map



## Site Map

# STAFF ANALYSIS

Site plan reviews shall be accomplished by the Planning Commission to assure compliance with the provisions of the *Zoning Ordinance* to ensure conformity with its purpose. The proposed project has been evaluated by staff against the criteria in accordance with *Section 8.09 Site Plan*. It shall be the responsibility of the owner/developer to show (prove) compliance with the requirements of this Ordinance.

In addition to the subsequent criteria, this development is required to comply with the Zoning Ordinance regulations below:

**7.13 Surface Drainage.** Owners, particularly developers of larger paved areas such as those in connection with apartment complexes, shopping centers, etc., shall be responsible for increased runoff resulting from these developments which cause flood damage to neighboring property. The Building Official shall, in consultation with a certified Engineer, determine that reasonable provisions for properly handling surface drainage have been made in the applicant's design and report these findings for the Planning Commission's consideration in acting on building applications. If such reasonable provisions are not made in the

applicant's design, the Planning Commission shall make such remedies as may be available to the applicant as a condition of the building permit issuance.

**9.2.8 Drainage.** Off-street parking facilities shall be drained to prevent damage to abutting property and streets and to prevent pollutants from draining onto the adjacent lots. Landscaped areas and perimeter areas shall be so graded as to receive a reasonable portion of the rainfall from the surrounding pavement. Protective curbing around landscaped areas will leave openings for the flow of water onto unpaved areas.

**12.1 Erosion and Sediment Control:** Persons engaged in land-disturbing activities shall take all reasonable measures to protect all public and private property, including roadways, from damage by such activities. In addition, owners shall comply with all applicable laws, rules and regulations, including federal and state regulations regarding the discharge of storm water. For all projects required by the Alabama Department of Environmental Management ("ADEM") to obtain a national pollutant discharge elimination system ("NPDES") permit, a copy of said permit shall be provided to the City Planner and Building Official prior to the land disturbance activities. For projects requiring a NPDES permit, owners shall prepare a Construction Best Management Practices Plan ("CBMPP") in accordance with ADEM requirements. It shall be the responsibility of the owner to design, install and maintain an ADEM approved CBNPP. Where required by ADEM, owners shall provide the City Planner and Building Official with a copy of its CBMPP prior to land disturbance activities.

### Site Calculations

SP-24001, Abundant Life Fellowship Hall Site Calculations				
Subject Property Site Totals		203,191 ±ft <sup>2</sup>	4.66 ± acres	
Site Use/Type	±Square Footage	Lot Coverage		Notes
Existing Structure(s)	5,328 ±ft <sup>2</sup>	2.62%	Sanctuary	
Proposed Structure(s)	5,201 ±ft <sup>2</sup>	2.56%	New Fellowship Hall	
<b>Total Building Coverage</b>	<b>10,529 ±ft<sup>2</sup></b>	<b>5.18%</b>		
Existing Impervious Surface	14,327 ±ft <sup>2</sup>	7.05%	Driveways, Sidewalks and Parking Areas	
Additional Impervious Surface	41,856 ±ft <sup>2</sup>	20.60%		
<b>Total Impervious Surface</b>	<b>66,712 ±ft<sup>2</sup></b>	<b>32.83%</b>		
<i>TOTAL Required Landscaped Minimum</i>	<i>30,479 ±ft<sup>2</sup></i>	<i>15.00%</i>		
TOTAL Existing Landscaped Area	4,255 ±ft <sup>2</sup>	2.09%		
TOTAL Proposed Landscaped Area	14,894 ±ft <sup>2</sup>	7.33%		
TOTAL Proposed Open Space/Natural Areas	128,421 ±ft <sup>2</sup>	63.20%	95,690.79 + 32,729.78 = 128420.57	
<i>Required Front/Side Yard Landscaping</i>	<i>10,160 ±ft<sup>2</sup></i>	<i>5.00%</i>	Not including parking areas	
Existing Front/Side Yard Landscaping	Unknown ±ft <sup>2</sup>		Not Submitted	
Proposed Front/Side Yard Landscaping	Unknown ±ft <sup>2</sup>		Not Submitted	
<i>Total Off-Street Parking Area</i>	Unknown ±ft <sup>2</sup>		Not Submitted	
<i>Required Parking Landscaped Minimum</i>	<i>Unknown ±ft<sup>2</sup></i>	<i>10.00%</i>	Not Submitted	
Proposed Parking Landscaped Area*	Unknown ±ft <sup>2</sup>		Not Submitted	
<b>Total Landscaped/Open Space Provided</b>	<b>147,570 ±ft<sup>2</sup></b>	<b>72.63%</b>		

1.) *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. Incomplete / Deficient*

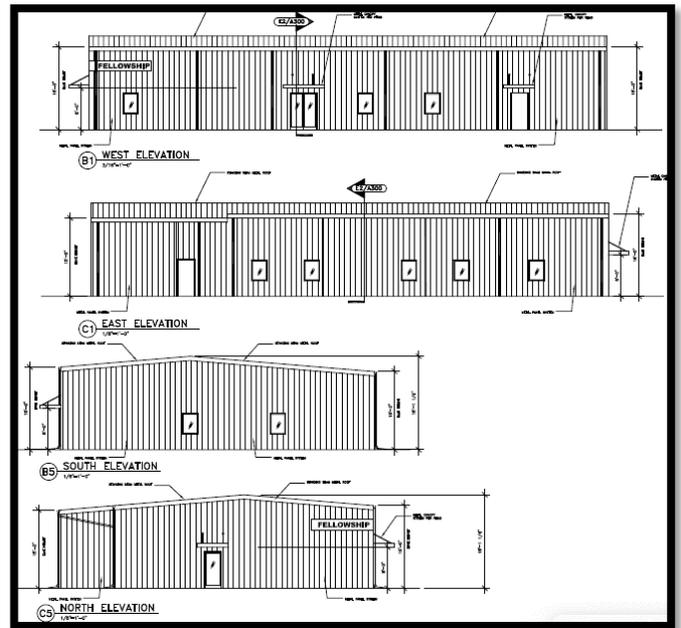
The site calculations have not been provided for front/side yard landscaping, off-street parking area, or parking landscape. Calculations for building coverage, impervious surface, open/natural space, and some landscaping have been submitted. This application is incomplete/deficient until all requirements per Section 8.09.06 Minimum Requirements for Submittal e. are received.

2.) *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. Not Applicable*

Not applicable to this development.

3.) *The use and maximum height, bulk and location of all buildings and other structures to be located on the site. Complete*

The existing fellowship hall to the north of the sanctuary is in disrepair and will be demolished. Use, height and area of proposed structures appear compliant. The proposed detached fellowship hall will be located behind the sanctuary to the east. The proposed structure will be approximately 5227.5± square feet with a maximum building height of approximately 18.10± feet, which is under the 35-foot maximum height requirement. The submitted site plan includes the forty-foot (40') front, thirty-five-foot (35') side, and thirty-five foot (35') rear setbacks for Public and Semi-Public Accessory Buildings Yard Regulations in Section 8.04.02.



4.) *The substance of covenants, grants of easements or other restrictions which will be imposed upon the use of the land, buildings, and structures, including proposed easements or grants for public utilities or other purposes. Not Applicable*

Not applicable to this development.

5.) *The provisions for disposition of open space, including tree protection, landscaping provisions and buffering requirements. Incomplete / Deficient*

A minimum of fifteen percent (15%) of the total lot area shall be landscaped or maintained as open green space. The foregoing percentage shall include all landscape requirements for parking areas. Provided however, at least five percent (5%) of the total landscaped area or green space must be located in the front yard and side yards of the lot in areas other than parking areas.

The primary Landscaping requirements to consider for the site are detailed below:

a.) **Buffering: Incomplete / Deficient**

This parcel is surrounded by R-3, Higher Density Single Family Residential District zones with residential uses. The subject property fronts Daphne Road, which is a Major Collector. Buffer zone requirements shall be based on the proposed developing use and the existing abutting use, regardless of current zoning districts:

Buffer zone requirements shall be based on the proposed developing use and the existing abutting use, regardless of current zoning districts:

*10.11.01 d. Where a public or semi-public use, mixed-use or multi-family residential district or use, abuts any part of a single-family residential district or use, a buffer zone 10 (ten) feet wide shall be required.*

There appears to be complaint buffering existing as natural forest and wetlands along the north, south, and east property lines which are adjacent to vacant parcels. The only potential requirement for additional buffering would be from the single-family residential uses across Daphne Road. There are no notations of buffering on the submitted site plan, and no front yard landscaping calculations submitted. Until the required information is submitted this application is incomplete / deficient.

b.) **Open Space & Landscape Provisions // General: Incomplete / Deficient**

Per Section 10.05.01, A minimum of fifteen percent (15%) of the total lot area must be landscaped or maintained as open green space with at least five percent (5%) of the total landscaped area or green space must be located in the front yard and side yards of the lot in an area other than parking area. Per submitted calculations of the approximately 30,479± square feet of the total site the total landscaped/open space provided is approximately 147,569± square feet, with a total lot coverage of 72.63 percent (72.63%), which exceeds the required minimum of fifteen percent (15%). Calculations were not submitted for front and side yard landscape percentages. Until the required information is submitted this application is incomplete / deficient.

c.) **Tree Protection Zone / Removal / Replacement: Not Applicable**

Not applicable to this development, no trees are proposed for removal.

d.) **Greenbelt Zone: Not Applicable**

Not applicable to this development, the property is not located in the Greenbelt Zone.

e.) Landscape Provisions // Off-Street Parking: *Incomplete / Deficient*

Section 9.02.03.02 Public Assembly, item (a) Churches or other places of worship require one space for each four seats in the main auditorium or sanctuary. Submitted information details the proposed fellowship hall estimated to hold approximately 270 people, requiring 68 off-street parking spaces. Per applicant submittals currently there are nine (9) existing parking spaces and sixty-eight (68) proposed parking spaces for a total of seventy-two (72) parking spaces onsite. The required documentation was not submitted for the existing sanctuary seating. Until the required information is submitted this application is incomplete / deficient.

Section 9.02.01.01 off-street parking defines off-street parking as an all-weather surfaced area having an area of not less than 171 square feet and minimum dimensions of 9' x 19'. The parking space area sizes have not been submitted. Until the required documentation is received this application is incomplete / deficient.

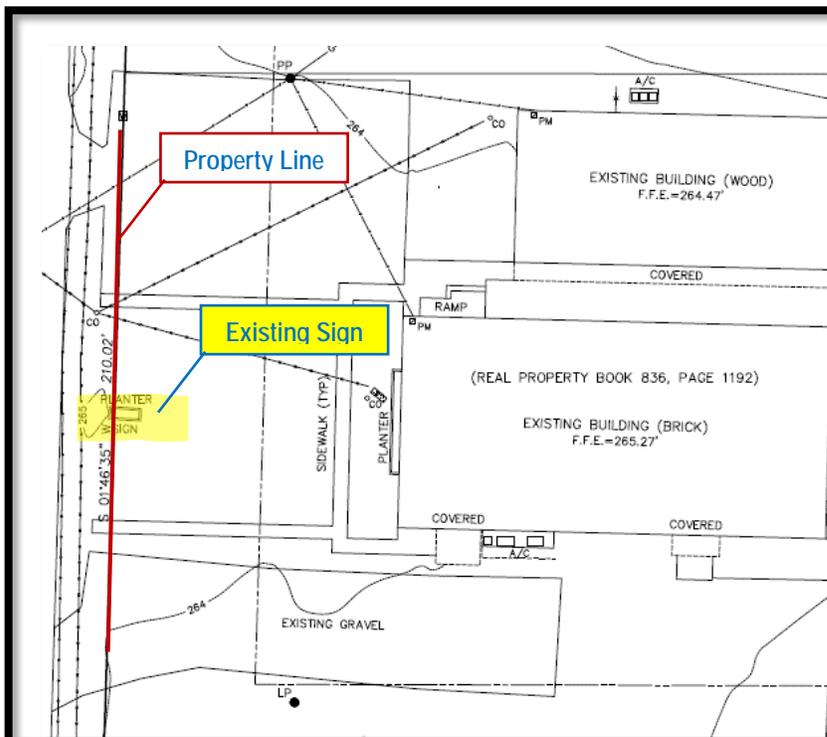
- 6.) *In the case of plans which call for development over a period of years, a schedule showing the proposed times within which applications for building permits are intended to be filed. Not Applicable*  
 Not applicable to this development.

- 7.) *Where required by the Alabama Department of Transportation ("ALDOT"), the Building Official shall be provided proof that the applicant has submitted a driveway permit application to ALDOT. In the event that any type of traffic study is required by the ALDOT, copies thereof shall be provided to the Building Official. Not Applicable*  
 Not applicable to this development.

- 8.) *Front and side architectural elevations. Not Applicable*

Section 8.6 Metal Buildings is not applicable to this development as the subject property does not front along the right of way of Alabama Highway 59, Highway 31 or Hand Avenue north of Highway 31 to McMeans Avenue, Highway 138, State Highway 287 or D'Olive Street.

PARKING SPACE REQUIREMENTS	
PARKING REQUIREMENTS: EXISTING PARKING TO REMAIN AND NOT DECREASE. SANCTUARY SIZE: NOT A PART OF THE PROJECT. PEW SEATING CAPACITY: 270 SEATS/4 = 67.5 SPACES PARKING REQUIRED: 68 SPACES PARKING PROVIDED: 72 SPACES ACCESSIBLE SPACES REQUIRED: 3 SPACES ACCESSIBLE SPACES PROVIDED: (3 TOTAL) 2 CAR AND 1 VAN	
GRAND TOTAL OF PARKING: 9 EXISTING SPACES (INCLUDING 3 H/C SPACES) + 63 NEW PARKING SPACES FOR A TOTAL OF 72 PARKING SPACES (INCLUDING 1 VAN AND 2 CAR)	
DRIVE TURN-OUT NOTES	
DAPHNE ROAD: EXISTING: 1 EXISTING DRIVE TURN-OUT PROPOSED: 2 DRIVE TURN-OUT	
LANDSCAPING AREA REQUIREMENTS	
TOTAL SITE AREA = 4.665 AC. = 203,190.99 S.F.	
MINIMUM LANDSCAPE AREA (INTERIOR AREA REQUIREMENTS) 4.66 AC. = 203,190.99 S.F. x 5% = 10,159.55 S.F.	
INTERIOR LANDSCAPE AREA PROVIDED = 515 S.F. + 574 S.F. + 162 S.F. + 535 S.F. + 380 S.F. + 930 S.F. + 279 S.F. + 1,007 S.F. + 352 S.F. + 1,285 S.F. + 486 S.F. + 162 S.F. = 7,315 S.F.	
LANDSCAPE AREA PROVIDED = 1,310 S.F. + 1,082 S.F. + 5,835 S.F. = 8,227 S.F.	
SITE LANDSCAPE AREA PROVIDED = 15,542 S.F.	
OPEN AREA/RETENTION AREA = 9,298 S.F. + 11,241 S.F. = 20,539 S.F.	
EXISTING INTERIOR LANDSCAPE AREA = 790 S.F. + 3,455 S.F. = 4,255 S.F.	



- 9.) *The location and size of all signs to be located on the site. In the event that a sign is pre-existing and fails to conform to the requirements as set forth in this ordinance, site plan approval will be granted only under the condition that all signs will comply with the regulations as set forth in the sign ordinance.*

*Incomplete / Deficient*  
 Current submittals show the existing sign encroaching over the property line into the right-of-way which is prohibited per Section 16.04.08. The site plan layout submitted states the prohibited sign and planter is to be removed. Any signage will require a Sign Permit prior to construction/installation to review compliance with the full sign ordinance.

**10.) Landscape plans. *Incomplete / Deficient***

A landscape plan shall be submitted in accordance with this Section as part of the site or subdivision plan to the Planning & Development Department and approved by the Planning Commission prior to commencing any site preparation or construction activities. Landscape plans shall be of a professional quality.

Please see Items 5.a., 5.b., and 5.e. above regarding incomplete / deficient submittals for buffering, landscaping, and off-street parking.

**11.) 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.**

**Complete**

**Wetlands:** A wetland delineation conducted by Goodwin Mills Cawood, LLC (GMC) dated February 2, 2024, concluded the 5.29±-acre site contained one (1) wetland area and two (2) ditches. The proposed development site plan includes a twenty-five (25) wetland buffer. A Jurisdictional Determinations by the USACE has not been submitted, as impacts to wetlands are not proposed.

**ADEM:** A Construction Stormwater General National Pollutant Discharge Elimination System General Permit (NPDES) has been submitted by the applicant as the proposed construction activities result in a total land disturbance of over one (1) acre. The NPDES Permit is effective from March 25, 2024, and will expire March 31, 2026



**8.04 REQUIREMENTS FOR PUBLIC AND SEMI-PUBLIC AND ACCESSORY BUILDINGS**

**8.04.01 Minimum Lot Area and Lot Width**

None specified only that the lot be large enough to provide the yards specified herein.

**8.04.02 Yard Regulations**

- a. Front Yard. Each lot shall provide a front yard with a minimum depth of forty (40) feet.
- b. Side Yards. Each lot shall have a side yard of a minimum of thirty-five (35) feet on each side.
- c. Rear Yard. Each lot shall have a rear yard with a minimum depth of thirty-five (35) feet.

**8.04.03 Maximum Building Height**

No structure shall exceed a height of thirty-five (35) feet, except a church, hospital or jail may have a maximum height of 100 feet, provided that one-half (½) foot shall be added to all minimum yard requirements for each additional foot of height in excess of fifty (50) feet. (Does not apply to church sanctuary.)

**8.04.04 Maximum Building Coverage**

The maximum land covered by a building shall be fifty percent (50%) of the total lot area. A minimum of fifteen percent (15%) of the total lot area shall be landscaped or maintained as open green space. The foregoing percentage shall include all landscape requirements for parking areas. Provided however, at least five percent (5%) of the total landscaped area or green space must be located in the front yard and side yards of the lot in areas other than parking areas.

## STAFF RECOMMENDATION

---

### *Staff Recommendation*

Based on the submitted information and the analysis above, staff recommends that the proposed Site Plan Approval Request for the construction of a new fellowship hall be *Approved with Conditions listed below.*

Prior to issuing Building Permit, submit revised plans detailing:

- Submittal of existing and proposed site calculations for front and side yard landscaping.
- Submittal of required ten foot (10') wide buffer along Daphne Road.
- Submittal of existing sanctuary seating to determine required total off-street parking.
- Submittal of existing and proposed total off-street parking calculations in square feet.
- Submittal of the square feet and dimensions of each proposed parking space.
- Any signage will require a sign permit prior to construction/installation to review compliance with full sign ordinance.

## PLANNING COMMISSION ACTION

---

For Site Plan Approval, no public hearing is required.

The Planning Commission makes the final decision and has the option to:

- Approve the Site Plan as presented
- Approve the Site Plan with conditions, stating the conditions required
- Deny the Site Plan, with stated factors for the denial
- Table the Site Plan Request, due to lack of information

Upon approval of the site plan, either as submitted or with changes and/or special conditions required by the Planning Commission, the Building Official may issue a building permit for a portion or all of the proposed development; 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

## Site Plan Review Application

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

Office Use Only	
Case No.:	<u>SP-2400</u>
Fee:	\$500.00
Paid:	<input type="checkbox"/> Cash <input type="checkbox"/> Check
	<input type="checkbox"/> Credit Card

Are you the property owner?  Yes  No  
(If you are not the property owner, you must submit an Agent Authorization Form signed by the property owner)

Applicant Name: Abundant Life Church, Inc Date: December 14, 2023

Mailing Address: P. O. Box 1523

City: Bay Minette State: Alabama Zip Code: 36507

Phone Number: (251) 937-2677 Email: Abundantlife3@att.net

### Site Information

Property Address: 541 Old Daphne Road, Bay Minette 36507

or Property Location: \_\_\_\_\_

\*Parcel No.: \_\_\_\_\_ \*PPIN No.: 222248

*\*Parcel or PPIN information must be completed*

Request: To build a new Fellowship Hall.

I, 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 **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.

Bruce O. Hooks Sr. 12/14/2023  
Signature of Applicant (Owner of Property of Authorized Agent) Date

### Submittal Requirements

- Application
- Fee paid in full
- Agent Authorization Form (if applicant is not the owner)
- Complete Legal Description of Property
- Plot Plan or Survey – indicating any existing structures, proposed structures, and setbacks from property lines
- Submittal Requirements listed in 8.9 Site Plan, as applicable

*Received 1/9/24 @ Pre-Application Meeting*



April 2, 2024

**Goodwyn Mills Cawood**

2039 Main Street  
P.O. Box 1127  
Daphne, AL 36526

T (251) 626-2626  
F (251) 626-6934

www.gmcnetwork.com

Ms. Clair Dorough  
City of Bay Minette, City Planner  
301 d'Olive St  
Bay Minette, AL 36507

RE: ABUNDANT LIFE CHURCH  
SITE PLAN REVIEW AND SUBDIVISION PLAT REVIEW

Dear Ms. Dorough:

We have reviewed the revised civil construction documents dated March 15, 2024 and subdivision plat dated January 26, 2024 for the Abundant Life Church property located on Daphne Road for conformance with the Bay Minette subdivision regulations and zoning ordinance. Our comments are below:

Subdivision Plat

1. Please label adjoining road right-of-way and existing lots on the south (Elm Street and lots in Lynn Haven Subdivision)
2. Show existing utilities adjacent to/within property
3. Show wetlands per GMC delineation

Revised Construction Plans and Drainage Report:

4. The point of the comments made regarding the Existing Site Plan (previously referred to as the survey) were intended to convey that only things regarding existing conditions should be included in notes, labels, etc., and not things related to proposed conditions (which show up on the plan sheets). The survey is a graphic inventory of existing conditions found before the proposed development happens and should be able to stand completely independent of design sheets.
5. Comments about the sign encroachment were directed to City staff and it is their discretion if a waiver is needed. No details were requested for signage.
6. Building setbacks are always both called out (labeled) and shown graphically (the actual lines on the drawing).
7. Best practice would recommend the church repave the existing portions of the parking area to match the new areas. This will save money due to the economy of scale for labor and materials, plus already having a contractor on site. It will cost the church much more in the future in addition to the aesthetic mismatch of pavement to re-pave later.
8. Please provide a narrative describing the project and drainage design, what is occurring, how the site currently drains, how it will drain after construction, etc. Also, in the narrative please provide a side-by-side chart of pre- and post- run-off calculations, and water elevation for each design storm.
9. The modified rational equation is an acceptable method of detention for a site of this size. Why was a 5-minute storm duration chosen for detention purposes (this is typically used for pipe sizing and not representative of our area storms)? Most of our rain events have a duration of longer than 5 minutes. In the narrative, please explain the reason for choosing the selected duration storm for pond sizing.



10. Provide an overall drainage map of the site showing the different drainage basins in one drawing.
11. Engineer's disposition concerning "Retention??" on page 6. All municipalities (including Mobile) have now moved to the 2, 5, 10, 25, 50 and 100-year storms. All municipalities (including Mobile) have also moved away from allowing detention in pipes and parking areas.

Please let me know if further explanation or additional information are needed. Thank you.

Sincerely,

GOODWYN MILLS CAWOOD, LLC

Melissa A. Hadley, PhD, RLA, AICP  
Project Manager

Enclosures

Abundant Life Christian Center  
Waters of the U.S. Delineation Report  
Bay Minette, Baldwin County, Alabama



Prepared for:

Abundant Life Christian Center  
514 Old Daphne Road  
Bay Minette, AL 36507

Prepared By:



11 North Water Street, Suite 15250  
Mobile, Alabama 36602

February 2, 2024

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  - Figure 3 – 1980 Photorevised 1985 Bay Minette, Alabama USGS Quadrangle Map
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  - Figure 6 – FEMA Flood Hazard Layer
- B. Photographs
- C. Wetland Data Determination Sheets
- D. Qualifications of Environmental Professional

## **SECTION 1 INTRODUCTION**

Goodwyn Mills Cawood, LLC (GMC) has completed a waters of the U.S., including wetlands and streams, delineation on the ±5.29-acre site located off of Old Daphne Road in Bay Minette, Baldwin County, Alabama (Figure 1). The property can further be described as being located in Township-2-South, Range-3-East, and Section 16 (Figure 3). The center coordinates for the site are latitude 30.874156° and longitude -87.775494°.

### **1.1 Current Site Conditions**

The site is located off of Old Daphne Road in Bay Minette, Baldwin County, Alabama. The site consists of a Church, maintained field, and hardwood forested area (Figure 2). The Church and maintained field are located in the southwest portion and the hardwood forested area is located throughout the northeast and southeast portion of the site. The surrounding land consists of residential development.

## **SECTION 2 WATERS OF THE U.S. DELINEATION**

### **2.1 Methods**

Prior to visiting the site, GMC biologists reviewed available maps including aerial photography (historical and current), USGS quadrangle, Baldwin County Soil Survey, National Wetland Inventory (NWI) map, and Federal Emergency Management (FEMA) maps in order to determine the potential for waters of the U.S. at the site. The 2023 aerial imagery depicts a building and maintained field in the southwest corner and a hardwood forested area throughout the rest of the site (Figure 2). The Bay Minette, Alabama USGS Quadrangle Map (Figure 3) and NWI Map (Figure 5) depict no wetlands or streams throughout the property. A review of the FEMA flood map revealed that the property is located outside of the Special Flood Hazard Area (SFHA) within Zone X (Figure 6). According to the Baldwin County Soil Survey, the project area contains one (1) soil with a hydric component: Grady soils. These soils have a hydric rating of 85 which indicates that 85% of the mapped soil components meet the criteria of a hydric soil. The Gr soil is located throughout the central portion of the site.

GMC visited the project site on January 19, 2024 to identify and delineate potential waters of the U.S. including wetlands and streams. Wetland areas are delineated in accordance with the 1987 U.S. Army Corps of Engineers (USACE) Wetland Delineation Manual and the 2010 Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region. The wetlands are delineated using soil augers to sample and compare soil colors against the Munsell color chart to determine whether the soils meet the USACE criteria of hydric soils. The wetland boundaries are flagged according to the three required wetland criteria (vegetation, hydrology, and soils). Jurisdictional streams are classified as intermittent or perennial. All waters of the U.S. identified on site were surveyed with a mapping grade (sub meter) GPS system. A summary of the resources found on site is below.

2.2 Delineated Resources

Streams

On the day of the site visit, two (2) drainage ditches (D-1 and D-2) were identified on the subject property. D-1 and D-2 are man-made dug ditches. D-1 is situated at the property’s southwest corner, extending along the southern boundary, before its confluence with D-2. D-2 is located in northern portion of the site and extends south through the central portion of the property. See Appendix A for figures depicting the location of the ditches. The table below shows the linear footage of each ditch. General photographs of the ditches are attached in Appendix B.

Ditch	Linear Feet (Lf)
D-1	383.8
D-2	334.2



General view of D-2.

Wetlands

One (1) wetland (W-1) was delineated during the site visit. W-1 is located along the northeast and southeastern portions of the site and consists of a hardwood forested wetland. A description of the three wetland field indicators observed within the wetland area can be found below. The table below shows the acreage of the wetland delineated on site. General photographs of W-1 are attached in Appendix B. Please refer to the Wetland Data Determination Sheets in Appendix C.

Wetland Resources	Acres (Ac)
W-1	1.59

### 2.2.1 Vegetation

W-1 consists of hardwood forested wetland containing a tree canopy and shrub layer. Sweet-Bay Magnolia (*Magnolia virginiana*) was found within W-1. This species is classified as a facultative wetland species (usually occur in wetlands but occasionally found in non-wetlands); and they are indicative of vegetation found in wetland ecosystems.

### 2.2.2 Hydrology

The subject site was found on the 1980 Photorevised 1985 Bay Minette, Alabama, U.S. Geological Survey Quadrangle map. The subject site ranges in elevation from approximately 75-80 feet above mean sea level. Wetland hydrology indicators observed on site include presence of reduced iron, saturation, high water table, and crayfish burrows.

### 2.2.3 Soils

Soil samples were observed throughout the subject site and hydric soils were identified within W-1. A hydric soil is one that is saturated, flooded, or ponded long enough during the growing season to develop anaerobic conditions in the upper horizons. Redox features within the soil matrix and pore lining were noted throughout W-1. According to the Baldwin County Soil Survey, the project area contains two (2) soil types: Malbis fine sandy loam, 0 to 2 percent slopes and Grady soils. A list of the following soil types is described below.

- **Malbis fine sandy loam, 0-2% slopes (MaA)**

The Malbis series consists of very deep, moderately well or well drained, moderately to slowly permeable soils on broad interfluves and uplands of the Southern Coastal Plain. Most areas of Malbis soils have been cleared and are used for the cultivation of corn, cotton, potatoes, peanuts and soybeans. Forested areas consist of loblolly pine, slash pine, shortleaf pine, longleaf pine, sweetgum, and red oak. Areas of pastureland are mainly planted to bermudagrass, Bahia grass, and small grains.

- **Grady soils (Gr)**

The surface layer of these soils is very dark gray to black. The texture of the subsoil ranges from sandy loam to clay. Mapped with these soils are areas that have a surface layer of fine sandy loam to silty clay loam. Also included are some areas where the surface layer is muck to a depth of as much as 12 inches. About 5 percent of the acreage of Grady soils occurs within areas of Norfolk, Ruston, and Goldsboro soils and in those areas the surface layer and subsoil are sandier than those in the profile described as typical of the series. In some places there is a concretionary pan in the profile. These areas are all too small to be mapped separately.

According to the Baldwin County hydric soil list, one (1) of the soil types listed above is listed as being hydric: Grady soils.



View of reduced iron and depleted matrix located within W-1.

### **SECTION 3 CONCLUSIONS AND RECOMMENDATIONS**

#### **3.1 Conclusions and Recommendations**

Goodwyn Mills Cawood, LLC (GMC) has completed a waters of the U.S., including wetlands and streams, delineation on the ±5.29-acre site located off of Old Daphne Road in Bay Minette, Baldwin County, Alabama. One (1) wetland area and two (2) ditches have been identified on the site. The U.S. Army Corps of Engineers (USACE) has final authority when determining the jurisdiction of a water resource. A Jurisdictional Determination can be submitted to the USACE, if needed. If impacts to wetlands are expected, it is recommended that the appropriate USACE permit be obtained prior to construction.

## **SECTION 4 REFERENCES**

U.S. Geological Survey, Bay Minette, Alabama topographic quadrangle, 1:24,000 scale

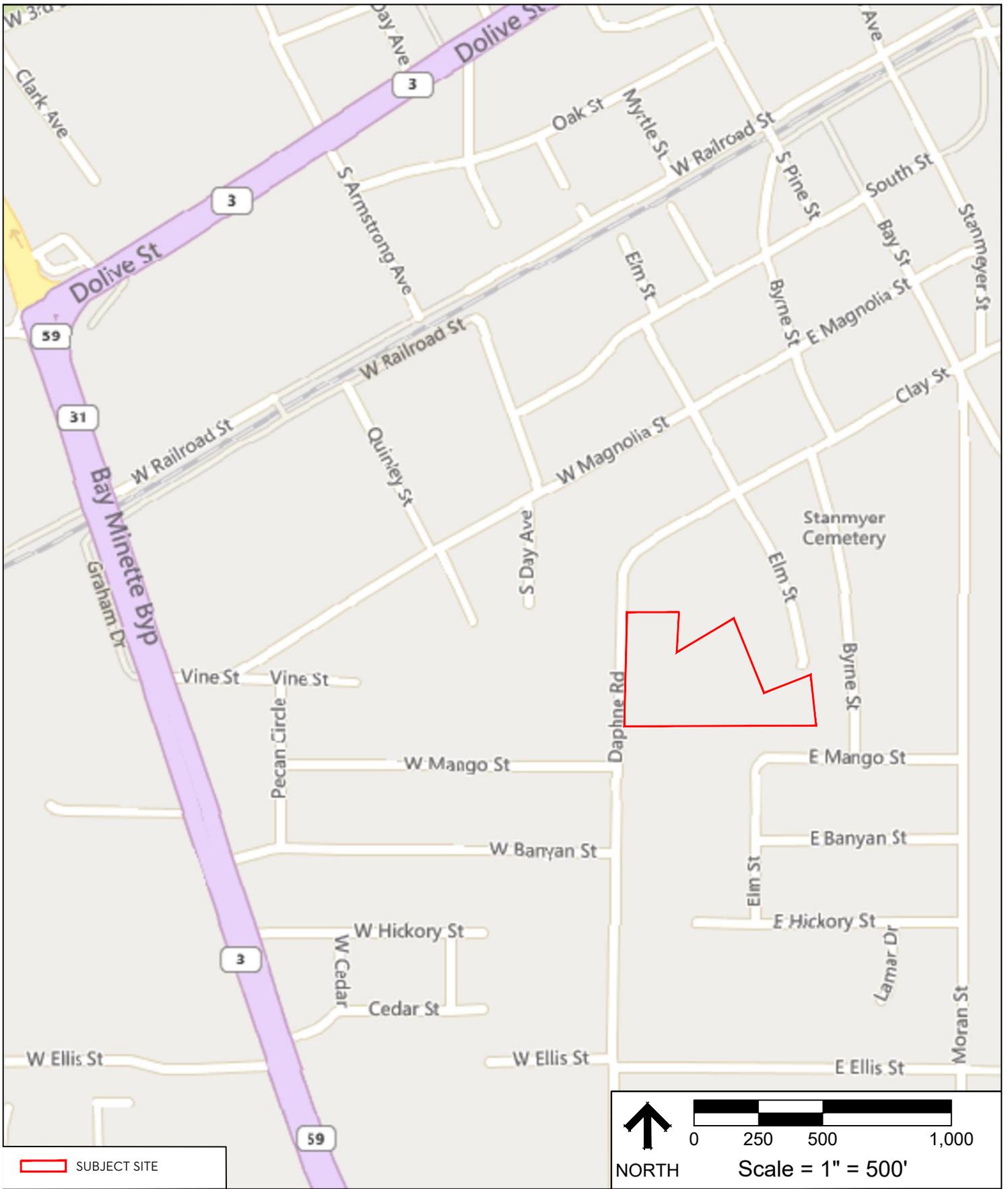
<https://www.fws.gov/program/national-wetlands-inventory>

<https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>

[https://isv.kcsgis.com/al.baldwin\\_revenue/](https://isv.kcsgis.com/al.baldwin_revenue/)

<https://msc.fema.gov/portal/search?AddressQuery=mobile%20al#searchresultsanchor>

**APPENDIX A**



REF. SHEET: ESRI WORLD STREETS  
 DESCRIPTION: WATERS OF THE U.S. DELINEATION

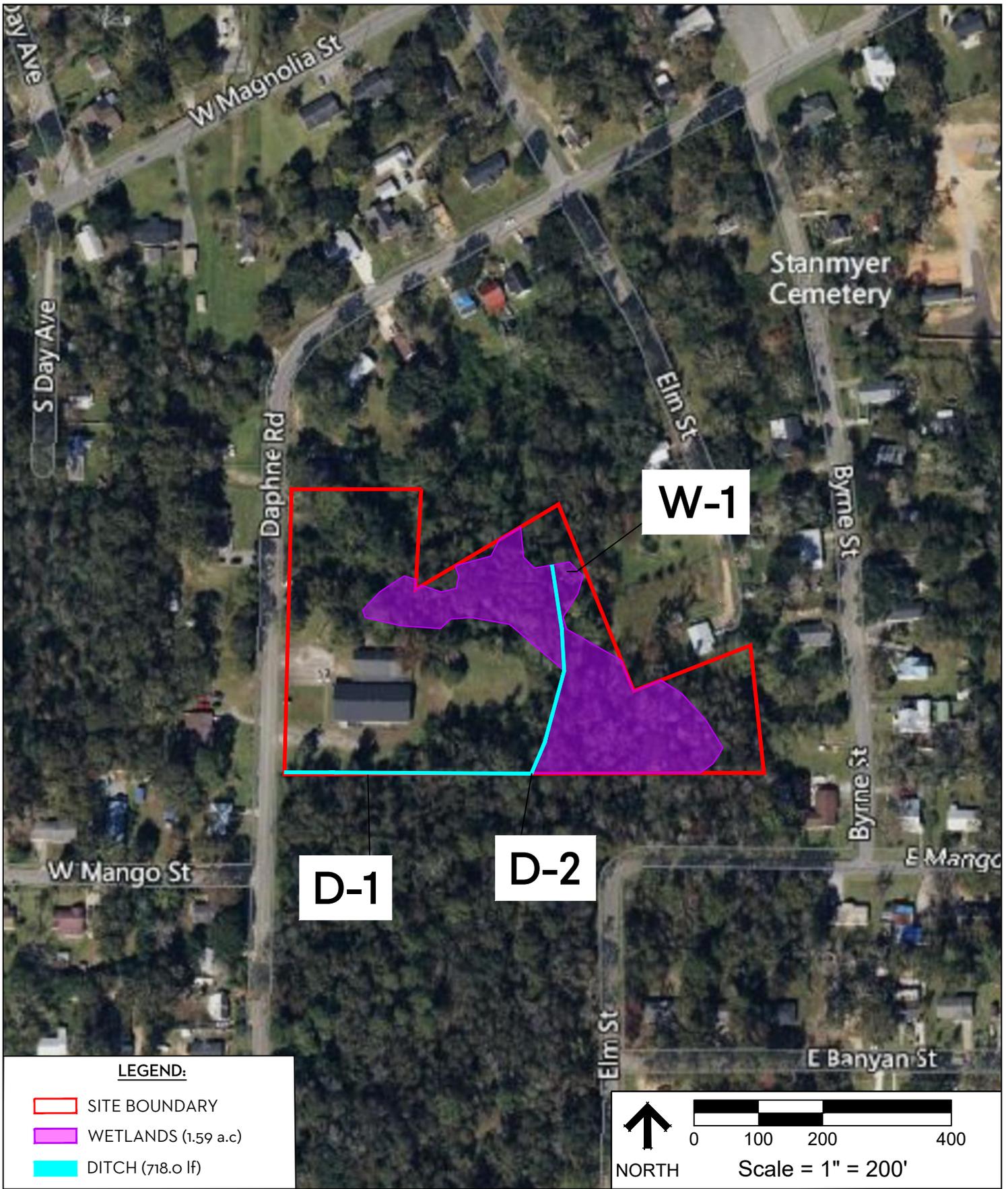
**Abundant Life Christian Center**  
 BAY MINETTE, BALDWIN COUNTY, ALABAMA

### FIGURE 1

GENERAL LOCATION MAP  
 GMC # EMOB240003  
 DATE: 01/25/2024  
 DRAWN BY: ARW

11 North Water Street, Suite 15250  
 Mobile, AL 36602  
 T 251.460.4006  
 GMCNETWORK.COM





REF. SHEET: ESRI WORLD IMAGERY  
 DESCRIPTION: WATERS OF THE U.S. DELINEATION

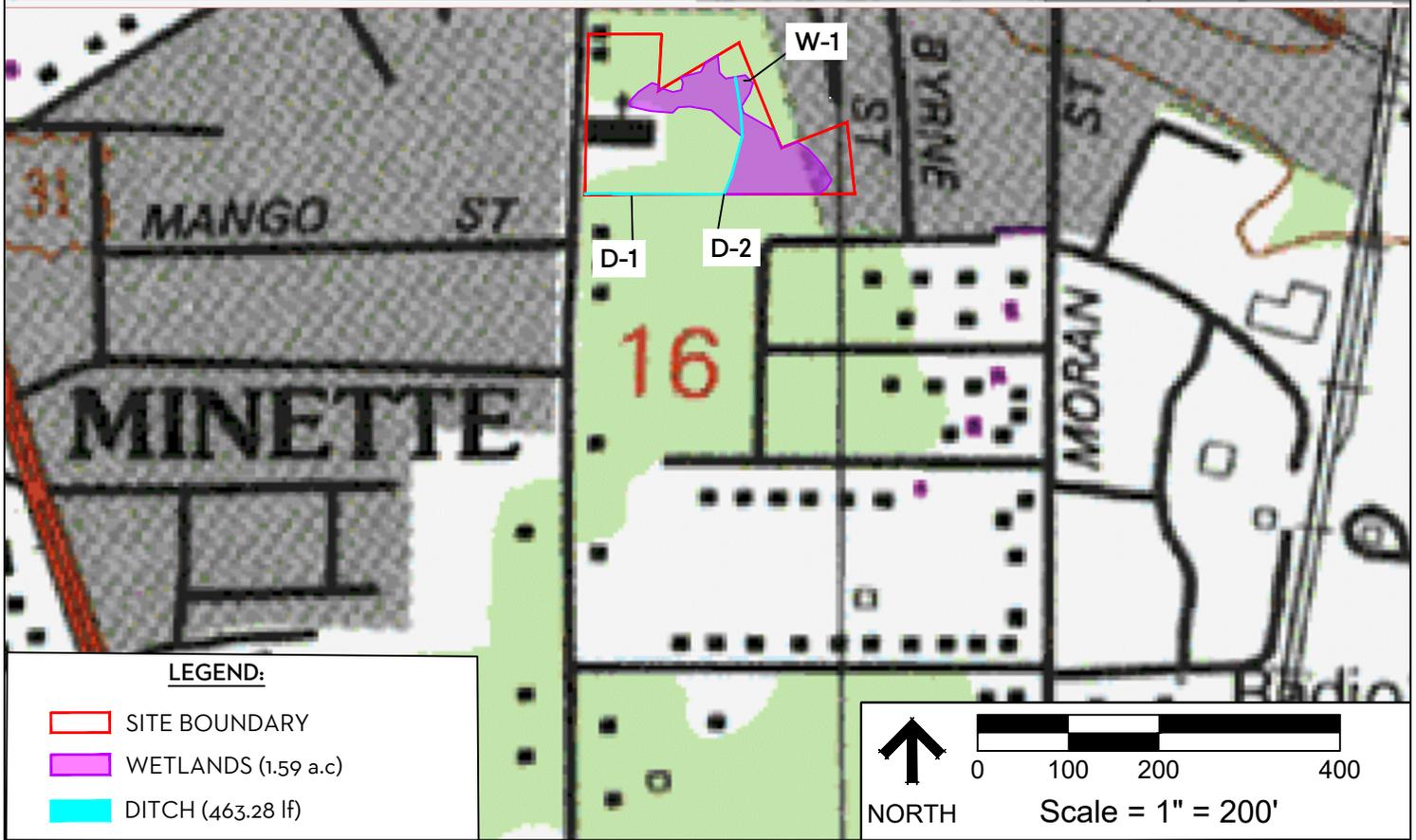
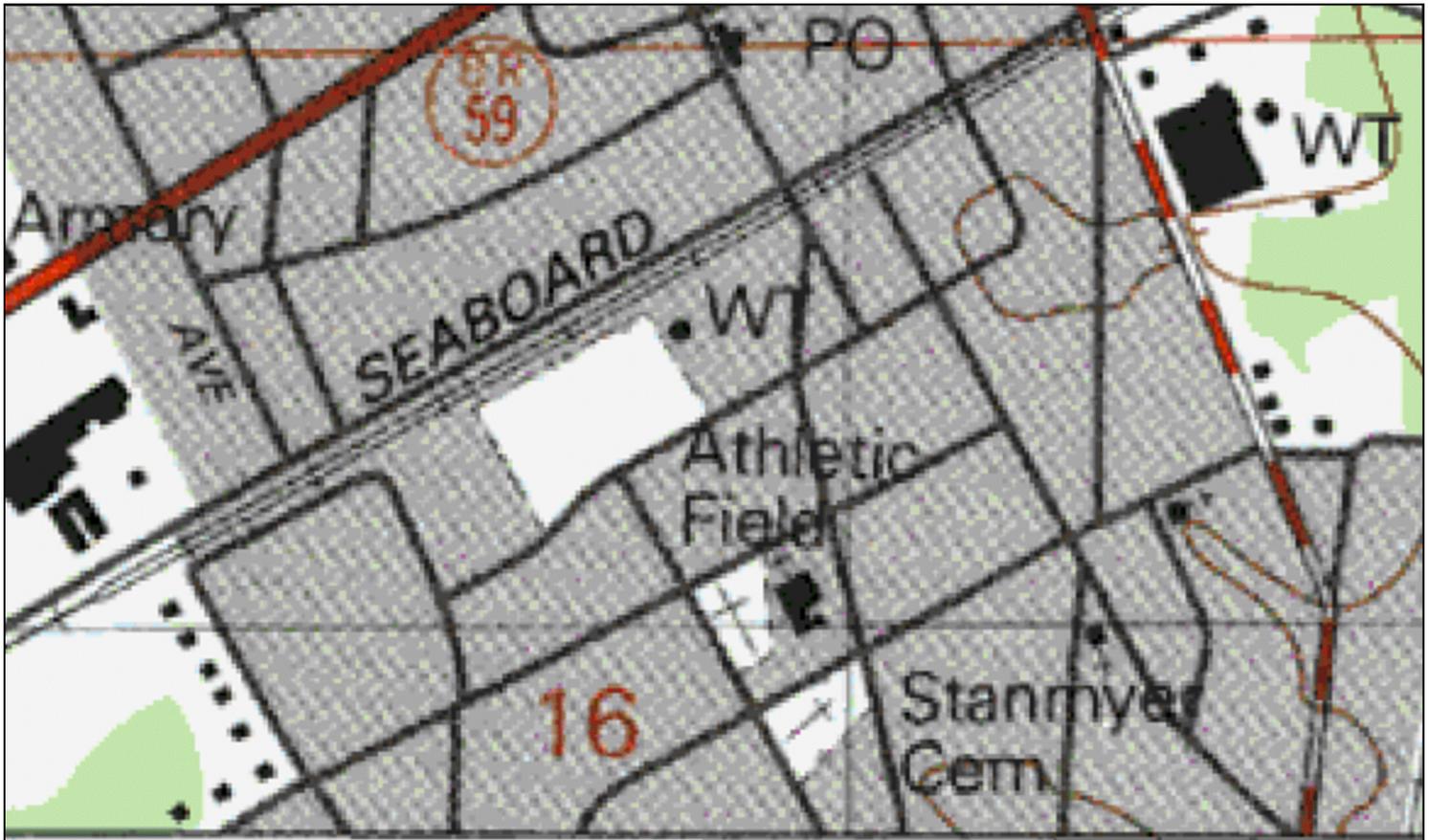
**Abundant Life Christian Center**  
 BAY MINETTE, BALDWIN COUNTY, ALABAMA

**FIGURE 2**

AERIAL PHOTOGRAPH  
 GMC # EMOB240003  
 DATE: 01/25/2024  
 DRAWN BY: ARW

11 North Water Street, Suite 15250  
 Mobile, AL 36602  
 T 251.460.4006  
 GMCNETWORK.COM





REF. SHEET: 1980 PHOTOREVISED 1985 BAY MINETTE, ALABAMA QUADRANGLE MAP  
 DESCRIPTION: WATERS OF THE U.S. DELINEATION

**Abundant Life Christian Center**  
 BAY MINETTE, BALDWIN COUNTY, ALABAMA

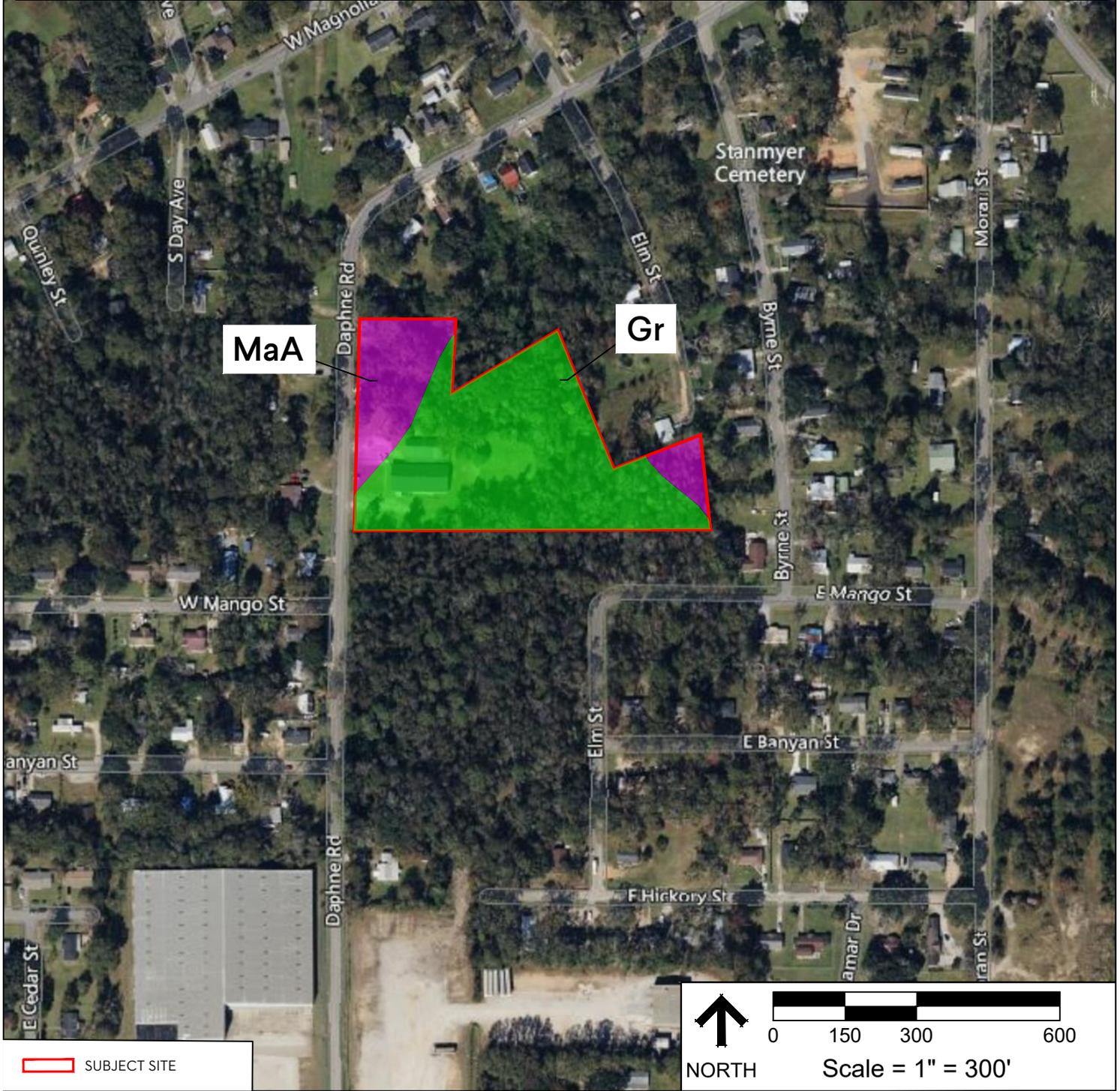
**FIGURE 3**

USGS QUADRANGLE MAP  
 GMC # EMOB240003  
 DATE: 01/25/2024  
 DRAWN BY: ARW

11 North Water Street, Suite 15250  
 Mobile, AL 36602  
 T 251.460.4006  
 GMCNETWORK.COM



Map Unit Symbol	Map Unit Name
Gr	Grady soils
MaA	Malbis fine sandy loam, 0 to 2 percent slopes



REF. SHEET: BALDWIN COUNTY SOIL SURVEY  
 DESCRIPTION: WATERS OF THE U.S. DELINEATION

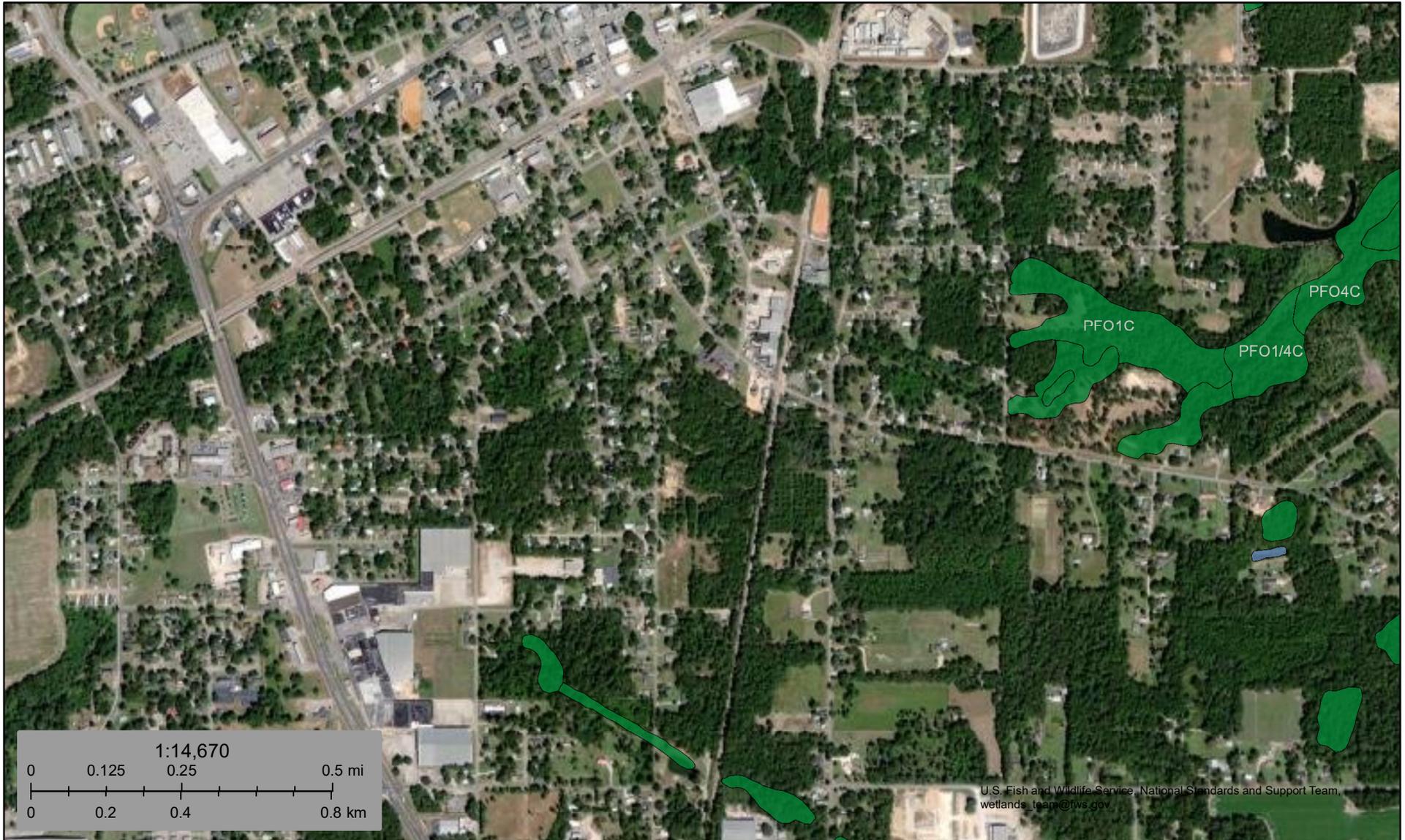
**Abundant Life Christian Center**  
 BAY MINETTE, BALDWIN COUNTY, ALABAMA

### FIGURE 4

SOILS MAP  
 GMC # EMOB240003  
 DATE: 01/25/2024  
 DRAWN BY: ARW

11 North Water Street, Suite 15250  
 Mobile, AL 36602  
 T 251.460.4006  
 GMCNETWORK.COM





U.S. Fish and Wildlife Service, National Standards and Support Team, wetlands\_team@fws.gov

January 18, 2024

**Wetlands**

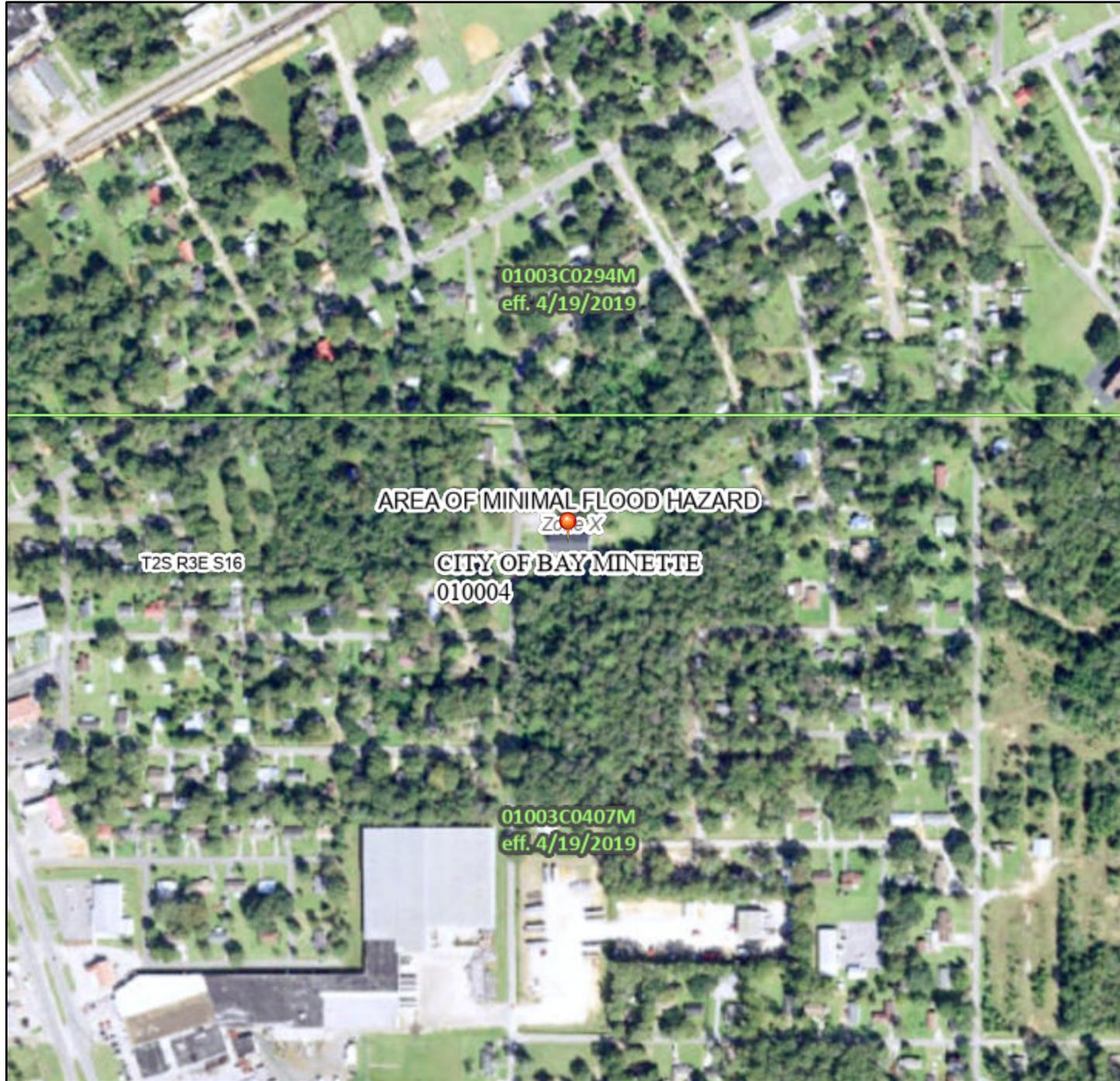
- Estuarine and Marine Deepwater
- Freshwater Emergent Wetland
- Lake
- Freshwater Forested/Shrub Wetland
- Freshwater Pond
- Other
- Estuarine and Marine Wetland
- Riverine

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

# National Flood Hazard Layer FIRMette



87°46'52"W 30°52'42"N



## Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance
		17.5 Water Surface Elevation
		8 Coastal Transect
		5.5 Base Flood Elevation Line (BFE)
		Limit of Study
MAP PANELS		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		Digital Data Available
		No Digital Data Available
		Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **1/30/2024 at 12:41 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

**APPENDIX B**

P-1



General view of the church onsite.

P-2



General view of the maintained field onsite.



P-3



General view of D-1 located in the southwest corner of the site, extending east.

P-4



General view of D-2 located in the central portion of the site, extending north.



P-5



General view of the southern portion of W-1.

P-6



General view of the southern portion of W-1.



P-7



General view of representative soils within W-1.

**APPENDIX C**

**WETLAND DETERMINATION DATA FORM – Atlantic and Gulf Coastal Plain Region**

Project/Site: Abundant Life Church City/County: Bay Minette Baldwin County Sampling Date: 1-19-2024  
 Applicant/Owner: Abundant Life Church State: AL Sampling Point: Wet Data  
 Investigator(s): Rob Carlton, Ashtyn Walmsley, Kevin Cain Section, Township, Range: \_\_\_\_\_  
 Landform (hillslope, terrace, etc.): \_\_\_\_\_ Local relief (concave, convex, none): \_\_\_\_\_ Slope (%): \_\_\_\_\_  
 Subregion (LRR or MLRA): \_\_\_\_\_ Lat: 30.874118 Long: -87.775355 Datum: NAD83  
 Soil Map Unit Name: \_\_\_\_\_ NWI classification: \_\_\_\_\_

Are climatic / hydrologic conditions on the site typical for this time of year? Yes  No \_\_\_\_\_ (If no, explain in Remarks.)  
 Are Vegetation \_\_\_\_\_, Soil \_\_\_\_\_, or Hydrology \_\_\_\_\_ significantly disturbed? Are "Normal Circumstances" present? Yes  No \_\_\_\_\_  
 Are Vegetation \_\_\_\_\_, Soil \_\_\_\_\_, or Hydrology \_\_\_\_\_ naturally problematic? (If needed, explain any answers in Remarks.)

**SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.**

Hydrophytic Vegetation Present? Yes <input checked="" type="checkbox"/> No _____ Hydric Soil Present? Yes <input checked="" type="checkbox"/> No _____ Wetland Hydrology Present? Yes <input checked="" type="checkbox"/> No _____	<b>Is the Sampled Area within a Wetland?</b> Yes <input checked="" type="checkbox"/> No _____
Remarks:	

**HYDROLOGY**

<b>Wetland Hydrology Indicators:</b> Primary Indicators (minimum of one is required; check all that apply)	<b>Secondary Indicators (minimum of two required)</b>
<input type="checkbox"/> Surface Water (A1) <input type="checkbox"/> Water-Stained Leaves (B9) <input checked="" type="checkbox"/> High Water Table (A2) <input type="checkbox"/> Aquatic Fauna (B13) <input checked="" type="checkbox"/> Saturation (A3) <input type="checkbox"/> Marl Deposits (B15) ( <b>LRR U</b> ) <input type="checkbox"/> Water Marks (B1) <input type="checkbox"/> Hydrogen Sulfide Odor (C1) <input type="checkbox"/> Sediment Deposits (B2) <input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3) <input type="checkbox"/> Drift Deposits (B3) <input checked="" type="checkbox"/> Presence of Reduced Iron (C4) <input type="checkbox"/> Algal Mat or Crust (B4) <input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6) <input type="checkbox"/> Iron Deposits (B5) <input type="checkbox"/> Thin Muck Surface (C7) <input type="checkbox"/> Inundation Visible on Aerial Imagery (B7) <input type="checkbox"/> Other (Explain in Remarks)	<input type="checkbox"/> Surface Soil Cracks (B6) <input type="checkbox"/> Sparsely Vegetated Concave Surface (B8) <input type="checkbox"/> Drainage Patterns (B10) <input type="checkbox"/> Moss Trim Lines (B16) <input type="checkbox"/> Dry-Season Water Table (C2) <input checked="" type="checkbox"/> Crayfish Burrows (C8) <input type="checkbox"/> Saturation Visible on Aerial Imagery (C9) <input type="checkbox"/> Geomorphic Position (D2) <input type="checkbox"/> Shallow Aquitard (D3) <input type="checkbox"/> FAC-Neutral Test (D5)

<b>Field Observations:</b> Surface Water Present? Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____ Water Table Present? Yes <input checked="" type="checkbox"/> No _____ Depth (inches): <u>3" BLS</u> Saturation Present? (includes capillary fringe) Yes <input checked="" type="checkbox"/> No _____ Depth (inches): <u>Surface</u>	<b>Wetland Hydrology Present?</b> Yes <input checked="" type="checkbox"/> No _____
---	--

Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

**VEGETATION – Use scientific names of plants.**

Sampling Point: Wet Data

Tree Stratum (Plot sizes: <u>30 ft</u> )	Absolute % Cover	Dominant Species?	Indicator Status	
1. <u>Quercus nigra (Water Oak)</u>	<u>50</u>	<u>yes</u>	<u>FAC</u>	<b>Dominance Test worksheet:</b> Number of Dominant Species That Are OBL, FACW, or FAC: <u>11</u> (A)  Total Number of Dominant Species Across All Strata: <u>11</u> (B)  Percent of Dominant Species That Are OBL, FACW, or FAC: <u>100%</u> (A/B)
2. <u>Magnolia grandiflora (Southern Magnolia)</u>	<u>10</u>	<u>yes</u>	<u>FAC</u>	
3. <u>Magnolia virginiana (Sweet Bay)</u>	<u>10</u>	<u>yes</u>	<u>FACW</u>	
4. <u>Liquidambar styraciflua (Sweet gum)</u>	<u>5</u>	<u>no</u>	<u>FAC</u>	
5. <u>Acer rubrum (Red Maple)</u>	<u>2</u>	<u>no</u>	<u>FAC</u>	
6. _____				
7. _____				
<u>77%</u> = Total Cover				<b>Prevalence Index worksheet:</b> Total % Cover of: _____ Multiply by: _____ OBL species _____ x 1 = _____ FACW species _____ x 2 = _____ FAC species _____ x 3 = _____ FACU species _____ x 4 = _____ UPL species _____ x 5 = _____ Column Totals: _____ (A) _____ (B)  Prevalence Index = B/A = _____
<b>Sapling Stratum ( <u>15 ft</u> )</b>				
1. <u>Quercus nigra (Water Oak)</u>	<u>15</u>	<u>yes</u>	<u>FAC</u>	
2. <u>Magnolia virginiana (Sweet Bay)</u>	<u>5</u>	<u>yes</u>	<u>FACW</u>	
3. <u>Magnolia grandiflora (Southern Magnolia)</u>	<u>5</u>	<u>yes</u>	<u>FAC</u>	
4. _____				
5. _____				
<u>25%</u> = Total Cover				
<b>Shrub Stratum ( <u>15 ft</u> )</b>				
1. <u>Ligustrum sinense (Privet)</u>	<u>30</u>	<u>yes</u>	<u>FAC</u>	<b>Hydrophytic Vegetation Indicators:</b> <input checked="" type="checkbox"/> Dominance Test is >50% <input type="checkbox"/> Prevalence Index is ≤3.0 <sup>1</sup> <input type="checkbox"/> Problematic Hydrophytic Vegetation <sup>1</sup> (Explain)
2. <u>Magnolia virginiana (Sweet Bay)</u>	<u>5</u>	<u>no</u>	<u>FACW</u>	
3. _____				
4. _____				
5. _____				
6. _____				
7. _____				
<u>35%</u> = Total Cover				
<b>Herb Stratum ( <u>5 ft</u> )</b>				
1. <u>Rubus sp.</u>	<u>5</u>	<u>yes</u>	<u>FAC</u>	<b>Definitions of Vegetation Strata:</b>  <b>Tree</b> – Woody plants, excluding woody vines, approximately 20 ft (6 m) or more in height and 3 in. (7.6 cm) or larger in diameter at breast height (DBH).  <b>Sapling</b> – Woody plants, excluding woody vines, approximately 20 ft (6 m) or more in height and less than 3 in. (7.6 cm) DBH.  <b>Shrub</b> – Woody plants, excluding woody vines, approximately 3 to 20 ft (1 to 6 m) in height.  <b>Herb</b> – All herbaceous (non-woody) plants, including herbaceous vines, regardless of size. Includes woody plants, except woody vines, less than approximately 3 ft (1 m) in height.  <b>Woody vine</b> – All woody vines, regardless of height.   <b>Hydrophytic Vegetation Present?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. _____				
3. _____				
4. _____				
5. _____				
6. _____				
7. _____				
8. _____				
9. _____				
10. _____				
11. _____				
12. _____				
<u>5%</u> = Total Cover				
<b>Woody Vine Stratum ( <u>30 ft</u> )</b>				
1. <u>Smilax sp.</u>	<u>5</u>	<u>yes</u>	<u>FAC</u>	
2. _____				
3. _____				
4. _____				
5. _____				
_____ = Total Cover				
Remarks: (If observed, list morphological adaptations below).				

**SOIL**

Sampling Point: Wet Data

**Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)**

Depth (inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type <sup>1</sup>	Loc <sup>2</sup>		
0-5	10YR 2/1	100					loam	saturated
5-10	10YR 5/2	90	10YR 6/6	10	RM	PL	clay	saturated
10-12+	10YR 5/2	80	10YR 6/6	20	RM	PL	clay	saturated

<sup>1</sup>Type: C=Concentration, D=Depletion, RM=Reduced Matrix, CS=Covered or Coated Sand Grains.      <sup>2</sup>Location: PL=Pore Lining, M=Matrix.

**Hydric Soil Indicators:**

- Histosol (A1)
- Histic Epipedon (A2)
- Black Histic (A3)
- Hydrogen Sulfide (A4)
- Stratified Layers (A5)
- Organic Bodies (A6) (LRR P, T, U)
- 5 cm Mucky Mineral (A7) (LRR P, T, U)
- Muck Presence (A8) (LRR U)
- 1 cm Muck (A9) (LRR P, T)
- Depleted Below Dark Surface (A11)
- Thick Dark Surface (A12)
- Coast Prairie Redox (A16) (MLRA 150A)
- Sandy Mucky Mineral (S1) (LRR O, S)
- Sandy Gleyed Matrix (S4)
- Sandy Redox (S5)
- Stripped Matrix (S6)
- Dark Surface (S7) (LRR P, S, T, U)

- Polyvalue Below Surface (S8) (LRR S, T, U)
- Thin Dark Surface (S9) (LRR S, T, U)
- Loamy Mucky Mineral (F1) (LRR O)
- Loamy Gleyed Matrix (F2)
- Depleted Matrix (F3)
- Redox Dark Surface (F6)
- Depleted Dark Surface (F7)
- Redox Depressions (F8)
- Marl (F10) (LRR U)
- Depleted Ochric (F11) (MLRA 151)
- Iron-Manganese Masses (F12) (LRR O, P, T)
- Umbric Surface (F13) (LRR P, T, U)
- Delta Ochric (F17) (MLRA 151)
- Reduced Vertic (F18) (MLRA 150A, 150B)
- Piedmont Floodplain Soils (F19) (MLRA 149A)
- Anomalous Bright Loamy Soils (F20) (MLRA 149A, 153C, 153D)

**Indicators for Problematic Hydric Soils<sup>3</sup>:**

- 1 cm Muck (A9) (LRR O)
- 2 cm Muck (A10) (LRR S)
- Reduced Vertic (F18) (outside MLRA 150A,B)
- Piedmont Floodplain Soils (F19) (LRR P, S, T)
- Anomalous Bright Loamy Soils (F20) (MLRA 153B)
- Red Parent Material (TF2)
- Very Shallow Dark Surface (TF12) (LRR T, U)
- Other (Explain in Remarks)

<sup>3</sup>Indicators of hydrophytic vegetation and wetland hydrology must be present.

**Restrictive Layer (if observed):**

Type: \_\_\_\_\_  
 Depth (inches): \_\_\_\_\_

Hydric Soil Present?    Yes     No \_\_\_\_\_

Remarks:

**WETLAND DETERMINATION DATA FORM – Atlantic and Gulf Coastal Plain Region**

Project/Site: Abundant Life Church City/County: Bay Minette Baldwin County Sampling Date: 1-19-2024  
 Applicant/Owner: Abundant Life Church State: AL Sampling Point: Dry Data  
 Investigator(s): Rob Carlton, Ashtyn Walmsley, Kevin Cain Section, Township, Range: \_\_\_\_\_  
 Landform (hillslope, terrace, etc.): \_\_\_\_\_ Local relief (concave, convex, none): \_\_\_\_\_ Slope (%): \_\_\_\_\_  
 Subregion (LRR or MLRA): \_\_\_\_\_ Lat: 30.874118 Long: -87.775355 Datum: NAD83  
 Soil Map Unit Name: \_\_\_\_\_ NWI classification: \_\_\_\_\_

Are climatic / hydrologic conditions on the site typical for this time of year? Yes  No \_\_\_\_\_ (If no, explain in Remarks.)  
 Are Vegetation \_\_\_\_\_, Soil \_\_\_\_\_, or Hydrology \_\_\_\_\_ significantly disturbed? Are "Normal Circumstances" present? Yes  No \_\_\_\_\_  
 Are Vegetation \_\_\_\_\_, Soil \_\_\_\_\_, or Hydrology \_\_\_\_\_ naturally problematic? (If needed, explain any answers in Remarks.)

**SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.**

Hydrophytic Vegetation Present? Yes _____ No <input checked="" type="checkbox"/> Hydric Soil Present? Yes _____ No <input checked="" type="checkbox"/> Wetland Hydrology Present? Yes _____ No <input checked="" type="checkbox"/>	<b>Is the Sampled Area within a Wetland?</b> Yes _____ No <input checked="" type="checkbox"/>
Remarks:	

**HYDROLOGY**

<b>Wetland Hydrology Indicators:</b> Primary Indicators (minimum of one is required; check all that apply)	Secondary Indicators (minimum of two required)
<input type="checkbox"/> Surface Water (A1) <input type="checkbox"/> Water-Stained Leaves (B9) <input type="checkbox"/> High Water Table (A2) <input type="checkbox"/> Aquatic Fauna (B13) <input type="checkbox"/> Saturation (A3) <input type="checkbox"/> Marl Deposits (B15) <b>(LRR U)</b> <input type="checkbox"/> Water Marks (B1) <input type="checkbox"/> Hydrogen Sulfide Odor (C1) <input type="checkbox"/> Sediment Deposits (B2) <input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3) <input type="checkbox"/> Drift Deposits (B3) <input type="checkbox"/> Presence of Reduced Iron (C4) <input type="checkbox"/> Algal Mat or Crust (B4) <input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6) <input type="checkbox"/> Iron Deposits (B5) <input type="checkbox"/> Thin Muck Surface (C7) <input type="checkbox"/> Inundation Visible on Aerial Imagery (B7) <input type="checkbox"/> Other (Explain in Remarks)	<input type="checkbox"/> Surface Soil Cracks (B6) <input type="checkbox"/> Sparsely Vegetated Concave Surface (B8) <input type="checkbox"/> Drainage Patterns (B10) <input type="checkbox"/> Moss Trim Lines (B16) <input type="checkbox"/> Dry-Season Water Table (C2) <input type="checkbox"/> Crayfish Burrows (C8) <input type="checkbox"/> Saturation Visible on Aerial Imagery (C9) <input type="checkbox"/> Geomorphic Position (D2) <input type="checkbox"/> Shallow Aquitard (D3) <input type="checkbox"/> FAC-Neutral Test (D5)

<b>Field Observations:</b> Surface Water Present? Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____ Water Table Present? Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____ Saturation Present? Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____ (includes capillary fringe)	<b>Wetland Hydrology Present?</b> Yes _____ No <input checked="" type="checkbox"/>
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Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

**VEGETATION – Use scientific names of plants.**

Sampling Point: Dry Data

<u>Tree Stratum</u> (Plot sizes: <u>30 ft</u> )	Absolute % Cover	Dominant Species?	Indicator Status	<b>Dominance Test worksheet:</b>	
1. <u>Chinese Tallow (Triadica sebifera)</u>	<u>5</u>	<u>yes</u>	<u>FAC</u>	Number of Dominant Species That Are OBL, FACW, or FAC: <u>6</u> (A)	
2. _____	_____	_____	_____	Total Number of Dominant Species Across All Strata: <u>6</u> (B)	
3. _____	_____	_____	_____	Percent of Dominant Species That Are OBL, FACW, or FAC: <u>100%</u> (A/B)	
4. _____	_____	_____	_____	<b>Prevalence Index worksheet:</b>	
5. _____	_____	_____	_____		
6. _____	_____	_____	_____		
7. _____	_____	_____	_____		
<u>5%</u> = Total Cover					Total % Cover of: _____ Multiply by: _____
<u>Sapling Stratum</u> ( <u>15 ft</u> )					OBL species _____ x 1 = _____
1. <u>Quercus nigra (Water Oak)</u>	<u>8</u>	<u>yes</u>	<u>FAC</u>		FACW species _____ x 2 = _____
2. <u>Acer negundo (Box Elder)</u>	<u>3</u>	<u>yes</u>	_____	FAC species _____ x 3 = _____	
3. _____	_____	_____	_____	FACU species _____ x 4 = _____	
4. _____	_____	_____	_____	UPL species _____ x 5 = _____	
5. _____	_____	_____	_____	Column Totals: _____ (A) _____ (B)	
6. _____	_____	_____	_____	Prevalence Index = B/A = _____	
7. _____	_____	_____	_____	<b>Hydrophytic Vegetation Indicators:</b>	
<u>Shrub Stratum</u> ( <u>15 ft</u> )					<input checked="" type="checkbox"/> Dominance Test is >50%
<u>11%</u> = Total Cover					<input type="checkbox"/> Prevalence Index is ≤3.0 <sup>1</sup>
1. <u>Ligustrum sinense (Privet)</u>	<u>50</u>	<u>yes</u>	<u>FAC</u>		<input type="checkbox"/> Problematic Hydrophytic Vegetation <sup>1</sup> (Explain)
2. <u>Quercus nigra (Water Oak)</u>	<u>5</u>	<u>no</u>	<u>FAC</u>		
3. _____	_____	_____	_____		
4. _____	_____	_____	_____		
5. _____	_____	_____	_____	<sup>1</sup> Indicators of hydric soil and wetland hydrology must be present.	
6. _____	_____	_____	_____	<b>Definitions of Vegetation Strata:</b>	
7. _____	_____	_____	_____		
<u>Herb Stratum</u> ( <u>5 ft</u> )					<b>Tree</b> – Woody plants, excluding woody vines, approximately 20 ft (6 m) or more in height and 3 in. (7.6 cm) or larger in diameter at breast height (DBH).
<u>55%</u> = Total Cover					<b>Sapling</b> – Woody plants, excluding woody vines, approximately 20 ft (6 m) or more in height and less than 3 in. (7.6 cm) DBH.
1. <u>Trifolium sp. (Clover)</u>	<u>60%</u>	<u>yes</u>	_____		<b>Shrub</b> – Woody plants, excluding woody vines, approximately 3 to 20 ft (1 to 6 m) in height.
2. <u>Viola odorata (Sweet Violet)</u>	<u>5%</u>	<u>no</u>	_____		<b>Herb</b> – All herbaceous (non-woody) plants, including herbaceous vines, regardless of size. Includes woody plants, except woody vines, less than approximately 3 ft (1 m) in height.
3. _____	_____	_____	_____		<b>Woody vine</b> – All woody vines, regardless of height.
4. _____	_____	_____	_____		
5. _____	_____	_____	_____		
6. _____	_____	_____	_____		
7. _____	_____	_____	_____		
8. _____	_____	_____	_____		
9. _____	_____	_____	_____		
10. _____	_____	_____	_____		
11. _____	_____	_____	_____		
12. _____	_____	_____	_____		
<u>Woody Vine Stratum</u> ( <u>30 ft</u> )				<b>Hydrophytic Vegetation Present?</b> Yes <input checked="" type="checkbox"/> No _____	
<u>65%</u> = Total Cover					
1. <u>Lygodium japonicum (Climbing Fern)</u>	<u>5</u>	<u>yes</u>	<u>FAC</u>		
2. _____	_____	_____	_____		
3. _____	_____	_____	_____		
4. _____	_____	_____	_____		
5. _____	_____	_____	_____		
<u>5%</u> = Total Cover					
Remarks: (If observed, list morphological adaptations below).					

**SOIL**

Sampling Point: Dry Data

**Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)**

Depth (inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type <sup>1</sup>	Loc <sup>2</sup>		
0-9	10YR 3/4	100					sandy <input checked="" type="checkbox"/>	
9-12+	7.5YR 5/8	100					sandy <input checked="" type="checkbox"/>	

<sup>1</sup>Type: C=Concentration, D=Depletion, RM=Reduced Matrix, CS=Covered or Coated Sand Grains.      <sup>2</sup>Location: PL=Pore Lining, M=Matrix.

**Hydric Soil Indicators:**

- Histosol (A1)
- Histic Epipedon (A2)
- Black Histic (A3)
- Hydrogen Sulfide (A4)
- Stratified Layers (A5)
- Organic Bodies (A6) (LRR P, T, U)
- 5 cm Mucky Mineral (A7) (LRR P, T, U)
- Muck Presence (A8) (LRR U)
- 1 cm Muck (A9) (LRR P, T)
- Depleted Below Dark Surface (A11)
- Thick Dark Surface (A12)
- Coast Prairie Redox (A16) (MLRA 150A)
- Sandy Mucky Mineral (S1) (LRR O, S)
- Sandy Gleyed Matrix (S4)
- Sandy Redox (S5)
- Stripped Matrix (S6)
- Dark Surface (S7) (LRR P, S, T, U)

- Polyvalue Below Surface (S8) (LRR S, T, U)
- Thin Dark Surface (S9) (LRR S, T, U)
- Loamy Mucky Mineral (F1) (LRR O)
- Loamy Gleyed Matrix (F2)
- Depleted Matrix (F3)
- Redox Dark Surface (F6)
- Depleted Dark Surface (F7)
- Redox Depressions (F8)
- Marl (F10) (LRR U)
- Depleted Ochric (F11) (MLRA 151)
- Iron-Manganese Masses (F12) (LRR O, P, T)
- Umbric Surface (F13) (LRR P, T, U)
- Delta Ochric (F17) (MLRA 151)
- Reduced Vertic (F18) (MLRA 150A, 150B)
- Piedmont Floodplain Soils (F19) (MLRA 149A)
- Anomalous Bright Loamy Soils (F20) (MLRA 149A, 153C, 153D)

**Indicators for Problematic Hydric Soils<sup>3</sup>:**

- 1 cm Muck (A9) (LRR O)
- 2 cm Muck (A10) (LRR S)
- Reduced Vertic (F18) (outside MLRA 150A,B)
- Piedmont Floodplain Soils (F19) (LRR P, S, T)
- Anomalous Bright Loamy Soils (F20) (MLRA 153B)
- Red Parent Material (TF2)
- Very Shallow Dark Surface (TF12) (LRR T, U)
- Other (Explain in Remarks)

<sup>3</sup>Indicators of hydrophytic vegetation and wetland hydrology must be present.

**Restrictive Layer (if observed):**

Type: \_\_\_\_\_  
 Depth (inches): \_\_\_\_\_

Hydric Soil Present?    Yes \_\_\_\_\_    No

Remarks:

**APPENDIX D**

# Ashtyn Walmsley, QCI

## Environmental Scientist

(608) 738-1085 [ashtyn.walmsley@gmcnetwork.com](mailto:ashtyn.walmsley@gmcnetwork.com)

Ashtyn is an environmental scientist in GMC's Mobile, Alabama office with experience in National Pollutant Discharge Elimination System (NPDES) stormwater permitting, Waters of the U.S. wetland delineations and permitting, United States Department of Agriculture (USDA) environmental information documentation and state concurrence. She is a valuable member of our team and makes a positive impact with her contribution to GMC's environmental initiatives.



### Management Plan Experience

- Bayou La Batre Stormwater Management Plan – Bayou La Batre, AL

### Stream Restoration Experience

- Selma-Dixon – Selma, AL
- Wolf Run - Wiggins, MS

### Wetland Delineation Experience

- Gaineswood Subdivision – Fairhope, AL
- Riviera Utilities – Foley, AL
- Loxley Warehouses – Loxley, AL
- Loxley Water Capacity – Loxley, AL
- MAWSS Eslava Creek – Mobile, AL
- Ecovery – Loxley, AL

### Phase I Environmental Site Assessment Experience

- Gaineswood Subdivision – Fairhope, AL
- Loxley Warehouses – Loxley, AL
- Shellbank River Landing – Spanish Fort, AL
- Whispering Pines – Daphne, AL

### NEPA Environmental Assessment Experience

- Monte Sano State Park – Huntsville, AL
- 2022 DWSRF Water System Improvements – Russell County, AL

### Mitigation Monitoring Experience

- Midcreeks Mitigation Bank – Eufala, AL
- Wolf Run – Wiggins, MS

### Invasive Species Removal Experience

- Midcreeks Mitigation Bank – Eufala, AL
- Broadview Mitigation Bank – Eufala, AL

### Construction Stormwater Experience

- OWA RV Resort – Foley, AL
- Juniper Street Extension – Foley, AL
- Bay Street Subdivision – Foley, AL
- Battles Trace – The Colony
- Gulf Shores High School – Gulf Shores, AL
- LeFlore High School – Mobile, AL

#### Education:

Bachelor of Biological Sciences with an Emphasis in Conservation, University of Southern Mississippi, 2022

#### Certifications:

- Qualified Credential Inspector (QCI)

#### Additional Training:

- Nature Based Stormwater Solutions Workshop – The Nature Conservancy
- Phase I Environmental Site Assessment – The Environmental Institute
- Substantial Damage Workshop – FEMA

LANCE R. LEFLEUR  
DIRECTOR



Alabama Department of Environmental Management  
adem.alabama.gov

1400 Coliseum Blvd. 36110-2400 ■ Post Office Box 301463  
Montgomery, Alabama 36130-1463  
(334) 271-7700 ■ FAX (334) 271-7950

KAY IVEY  
GOVERNOR

March 25, 2024

BRUCE HOOKS  
ABUNDANT LIFE CHRISTIAN CENTER, INC  
541 DAPHNE ROAD  
BAY MINETTE, AL 36507

Dear Mr. Hooks:

Based on your Notice of Intent (NOI), coverage under the **Construction Stormwater General NPDES Permit** is granted.

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**Construction Stormwater General NPDES Permit - INITIAL ISSUANCE**

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NPDES Permit No.: **ALR10C52Z**

NOI Received Date: **March 22, 2024**

Permit Effective Date: **March 25, 2024**

Permit Expiration Date: **March 31, 2026**

Site/Project: **ABUNDANT LIFE FELLOWSHIP HALL (Baldwin County)**

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Coverage under this permit does not authorize the discharge of any pollutant or wastewater that is not specifically identified in the permit and by the Notice of Intent.

You are responsible for compliance with all provisions of the permit including, but not limited to, the performance of required inspections and/or monitoring, and the preparation and implementation of a Construction Best Management Practices Plan (CBMPP) required by the permit.

The Alabama Department of Environmental Management encourages you to exercise pollution prevention practices and alternatives at your facility. Pollution prevention will assist you in complying with permit requirements.

**Prior to commencing land disturbance activities, the Department encourages you to view the video “Most Common Compliance Issues at Construction Sites” on the ADEM webpage at <https://www.youtube.com/watch?v=xG-SIIJ2Mgc>.**

A copy of the General NPDES Permit under which coverage of your discharges has been granted is enclosed. If you have any questions concerning this permit, please contact Stephanie Fontaine by email at [stephanie.fontaine@adem.alabama.gov](mailto:stephanie.fontaine@adem.alabama.gov) or by phone at (334) 274-4249.

Sincerely,

Daphne Y. Lutz, Chief  
Water Division  
ADEM

**Birmingham Branch**  
110 Vulcan Road  
Birmingham, AL 35209-4702  
(205) 942-6168  
(205) 941-1603 (FAX)

**Decatur Branch**  
2715 Sandlin Road, S.W.  
Decatur, AL 35603-1333  
(256) 353-1713  
(256) 340-9359 (FAX)



**Mobile Branch**  
2204 Perimeter Road  
Mobile, AL 36615-1131  
(251) 450-3400  
(251) 479-2593 (FAX)

**Mobile-Coastal**  
3664 Dauphin Street, Suite B  
Mobile, AL 36608-1211  
(251) 304-1176  
(251) 304-1189 (FAX)

**May 9, 2024**

**Planning Commission Regular Meeting Agenda Packet**

**Page 44 of 111**

# NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM GENERAL PERMIT

**DISCHARGE AUTHORIZED:** DISCHARGES FROM CONSTRUCTION ACTIVITIES THAT RESULT IN A TOTAL LAND DISTURBANCE OF ONE ACRE OR GREATER AND SITES LESS THAN ONE ACRE BUT ARE PART OF A COMMON PLAN OF DEVELOPMENT OR SALE

**AREA OF COVERAGE:** THE STATE OF ALABAMA

**PERMIT NUMBER:** ALR10C52Z

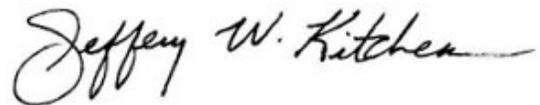
**RECEIVING WATERS:** ALL WATERS OF THE STATE OF ALABAMA

*In accordance with and subject to the provisions of the Federal Water Pollution Control Act, as amended, 33 U.S.C. §§1251-1378 (the "FWPCA"), the Alabama Water Pollution Control Act, as amended, Code of Alabama 1975, §§ 22-22-1 to 22-22-14 (the "AWPCA"), the Alabama Environmental Management Act, as amended, Code of Alabama 1975, §§22-22A-1 to 22-22A-15, and rules and regulations adopted thereunder, and subject further to the terms and conditions set forth in this permit, the Permittee is hereby authorized to discharge into the above-named receiving waters.*

**ISSUANCE DATE:** March 12, 2021

**EFFECTIVE DATE:** April 1, 2021

**EXPIRATION DATE:** March 31, 2026



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Alabama Department of Environmental Management

## **PART I: Coverage Under This General Permit**

### **A. Permit Coverage**

This permit authorizes, subject to the conditions of this permit, discharges associated with construction activity that will result in land disturbance equal to or greater than one (1) acre or from construction activities involving less than one (1) acre and which are part of a common plan of development or sale equal to or greater than one (1) acre occurring on or before, and continuing after the effective date of this permit, except for discharges identified under Part I.C. of the permit.

### **B. Eligibility**

#### **1. Allowable Stormwater Discharges**

This permit authorizes the following stormwater discharges:

- (a) Stormwater associated with construction activities defined in Part I.A. of this permit;
- (b) The following stormwater discharges have been determined by the Director to require coverage under this permit:
  - (i) Sites, irrespective of size, whose stormwater discharges have a reasonable potential to be a significant contributor of pollutants to a water of the State, as determined by the Department;
  - (ii) Sites, irrespective of size, whose stormwater discharges have a reasonable potential to cause or contribute to a violation of an applicable Alabama water quality standard as determined by the Department.
- (c) Discharges from construction support activities provided:
  - (i) The support activity is solely related to the construction site covered under this permit;
  - (ii) The support activity is not an operation serving multiple unrelated construction projects and does not operate beyond the completion of the construction activity at the construction project it supports;
  - (iii) The support activity is located in close proximity (two-mile radius) to the construction site covered under this permit, or as otherwise approved by the Department;
  - (iv) Stormwater controls are implemented in accordance with Part III for discharges from the support activity area; and
  - (v) Pollutant discharges from support activity areas are minimized to the maximum extent practicable and do not pose a reasonable potential to exceed applicable water quality standards.

#### **2. Allowable Non-Stormwater Discharges**

This permit authorizes the following non-stormwater discharges provided the non-stormwater component of the discharge is in compliance with Part III.D.:

- (a) Discharges from fire-fighting activities;
- (b) Fire hydrant flushings;
- (c) Water used to wash vehicles and equipment where detergents are not used;
- (d) Water used to control dust;
- (e) Potable water including uncontaminated water line flushings not associated with hydrostatic testing;
- (f) Routine external building wash down associated with construction that does not use detergents;
- (g) Pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred (unless all spilled material has been removed) and where detergents are not used. The operator is prohibited from directing pavement wash waters directly into any surface water, storm drain inlet, or stormwater conveyance, unless the conveyance is connected to a sediment basin, sediment trap, or similarly effective control;
- (h) Uncontaminated air conditioning or compressor condensate associated with temporary office trailers and other similar buildings;
- (i) Uncontaminated, non-turbid discharges of ground water or spring water;
- (j) Foundation or footing drains where flows are not contaminated with process materials such as solvents; and
- (k) Landscape irrigation.

**C. Exempt Discharges**

1. Coverage under this permit is not required for the following:
  - (a) Animal feeding operation (AFO) or concentrated animal feeding operation (CAFO) construction activity that has been granted NPDES registration coverage pursuant to Chapter 335-6-7;
  - (b) Normal agricultural; and
  - (c) Silvicultural activities.
2. Coverage under this permit is not required for discharges associated with minor land disturbing activities such as the following:
  - (a) Home gardens or individual home landscaping;
  - (b) Home repairs and/or maintenance;
  - (c) Fence installation or maintenance;
  - (d) Directional boring, hand hole digging; and
  - (e) Guardrail, shoulder, and minor improvements associated with roadway pavement resurfacing.

**D. Prohibited Discharges**

The following discharges associated with construction are not authorized by this permit:

1. Stormwater discharges that are mixed with sources of non-stormwater unless such stormwater discharges are:
  - (a) In compliance with a separate NPDES permit, or
  - (b) Determined by the Department not to be a contributor of pollutants to waters of the State.
2. Stormwater discharges currently covered under another NPDES permit;
3. Discharges from coal/metallic mining, dry processing, wet processing, and areas associated with these activities;
4. Wastewater from washout of concrete, unless managed by an appropriate control (Wastewater from Concrete Batch Plants are prohibited unless such discharges are authorized by and in compliance with a separate NPDES permit);
5. Wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds, and other construction materials;
6. Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance;
7. Soaps or solvents used in vehicle and equipment washing;
8. Discharges from dewatering activities, including discharges of ground water or accumulated stormwater from dewatering of trenches, excavations, foundations, vaults, or other similar points of accumulation, unless managed by appropriate controls;
9. Discharges to surface waters from sediment basins or impoundments, unless an outlet structure that withdraws water from the surface, unless infeasible, is utilized;
10. Discharges where the turbidity of such discharge will cause or contribute to a substantial visible contrast with the natural appearance of the receiving water;
11. Discharges where the turbidity of such discharge will cause or contribute to an increase in the turbidity of the receiving water by more than 50 NTUs above background. For the purposes of determining compliance with this limitation, background will be interpreted as the natural condition of the receiving water without the influence of man-made or man-induced causes. Turbidity levels caused by natural runoff will be included in establishing background levels;
12. Discharges of any pollutant into any water for which a total maximum daily load (TMDL) has been finalized or approved by EPA unless the discharge is consistent with the TMDL;
13. Discharges to waters listed on the most recently approved 303(d) list of impaired streams unless the discharge will not cause or contribute to the listed impairment; and
14. Toxic or hazardous substances from a spill or release.

**SP-24001, Abundant Life Christian  
Center, Inc.  
Large Format Plans Submitted  
Under Separate Cover**

**See Exhibit A**



# City of Bay Minette

## Planning & Development Services

### PLANNING COMMISSION STAFF ANALYSIS

Planning Commission Meeting Date: May 9, 2024

Case Number: SD-24008

### APPLICATION SUMMARY

**Project Name:** Quinley Oaks Subdivision – Preliminary Plat  
**Property Location:** East side of Quinley Street, South of CSX Railroad/W Railroad Street  
**Property PID/PPIN:** 05-23-05-16-2-002-015.000 // 18263  
**Property PID/PPIN:** 05-23-05-16-2-002-015.001 // 359846  
**Property Size:** 3.23± acres

**Proposed Action:** Preliminary Plat Approval for 14-lot subdivision  
**Applicant:** Timothy Brandon Bailey, PLS  
832 Artillery Range West  
Spanish Fort, AL 36527  
**Property Owner:** TPQ, LLC c/o J. Myles Reed  
114 North Hoyle Ave  
Bay Minette, AL 36507

Subject Property	Zoning	Existing Land Use	Future Land Use Designation
SD-24004	R-3	Undeveloped	Single Family
Adjacent Property	Zoning	Existing Land Use	Future Land Use Designation
North	B-2	CSX Railroad, Commercial	Commercial
South	R-3	Residential	Single Family
East	R-3	Residential, S Day Ave, White's Park	Single Family
West	R-3	Quinley Street, Residential	Single Family

### SITE AND REQUEST SYNOPSIS

The subject property, which consists of two parcels containing 3.23± acres, is located on the East side of Quinley Street and South of the CSX Railroad/W Railroad Street. The property is currently zoned R-3 Single Family and has 422.92 feet of frontage on Quinley Street. The northern property lines abut the CSX railroad and W Railroad Street, which is partially located on railroad right-of-way and private property. W Railroad Street is not a City-owned or maintained street and is not considered to be public access. Quinley Oaks is a 14-lot Major Subdivision designated for single-family residential. All lots will be accessed via 50ft private drives that connect to Quinley Street.

The developer has requested concurrent review of the Preliminary and Final Plat applications, however the Final Plat review and approval is contingent upon the approval of the Preliminary Plat.

### ZONING DISTRICT

#### CURRENT ZONING

**6.02.04 R-3, Higher Density Single Family Residential District.** This district is intended to provide for a higher density of single-family structures on smaller lots than those allowed in the R-1 and R-2 districts. Duplexes will be allowed as a special exception.

### DEPARTMENT AND AGENCY COMMENTS

**North Baldwin Utilities** – Water, sewer and gas services available.

**Bay Minette Public Works** – Culvert comments.

**Bay Minette Police Department** – No comments.

**Bay Minette Fire Department** – Access comments received.

**Baldwin County E-911** – Road Naming comments received.

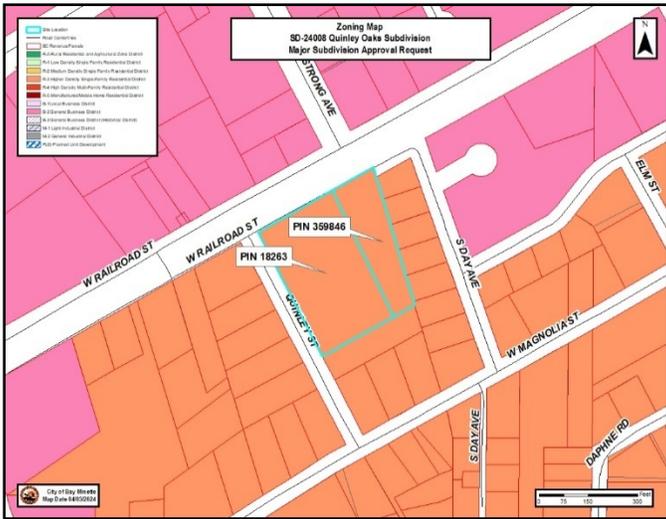
**ALDOT** – N/A

**City Engineering Consultant GMC, Melissa A. Hadley, PhD, RLA,**

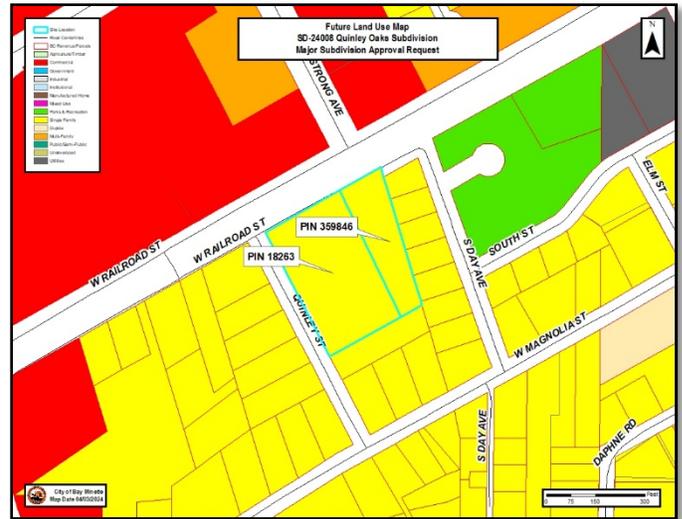
**AICP** – Not Reviewed.

### MAPPING

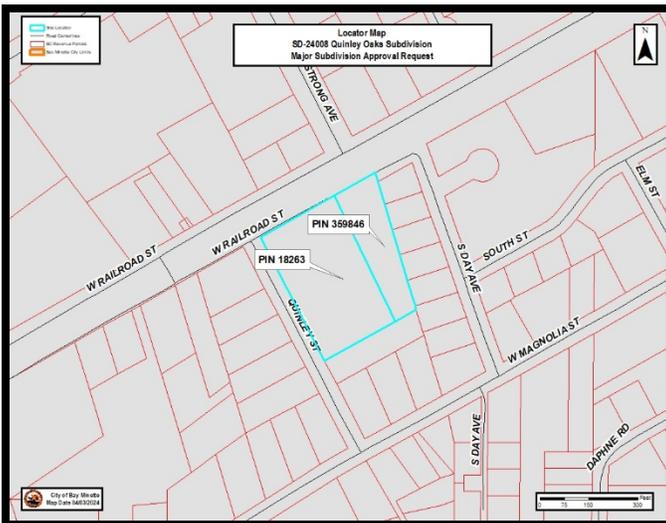
Existing Zoning Map



Future Land Use Map



Locator



Site Map



**PUBLIC UTILITIES & SITE CONSIDERATIONS**

**Public Utility Services:**

**Water:** North Baldwin Utilities (*Service Availability Letter Provided*)

**Gas:** North Baldwin Utilities (*Service Availability Letter Provided*)

**Sewer:** North Baldwin Utilities (*Service Availability Letter Provided*)

**Telephone/Internet:** No service letter provided.

**Electricity:** Alabama Power (*Service Availability Letter Provided*)

**Transportation:**

All lots are accessed via private drives which are connected to Quinley Street, a paved and City-maintained roadway with a 60-ft right-of-way.

**REVIEW STAGE**

**SECTION 3.13 PRELIMINARY PLAT** The purpose of the Preliminary Plat is to provide a basis for construction of a proposed subdivision and its improvements. Planning Commission approval of the Preliminary Plat is tentative and revocable. It is to be considered only as approval of the design, with the understanding that the Commission, City, and other officials and agencies will examine the grades of streets, the types of improvements,

the layout of drainage and sewer and water systems, and may require changes to any engineering or construction details submitted by the Subdivider whenever required for the protection of the public interest.

3.13.07.01 If approved subject to conditions, the nature of the required modifications shall be stated in the hearing and presented to the subdivider in writing. If necessary, the Commission may require the subdivider to submit a revised preliminary plat prior to obtaining development permits.

3.13.07.02 If the Planning Commission disapproves the preliminary plat, the reasons for such action shall be stated in the hearing, presented to the subdivider in writing and documented in the records of the Planning Commission. Reference shall be made to the specific section(s) of the regulations with which the preliminary plat does not comply.

#### 3.13.07.03 Delay action on the Preliminary Plat

The Planning Commission shall act to approve or disapprove a subdivision plat within thirty (30) calendar days after its formal submission at a regularly scheduled Planning Commission meeting. If the applicant waives this requirement and consents to an extension, the Planning Commission may defer action on the plat for a period not to exceed an additional thirty (30) calendar days. If no action is taken within the initial 30-day time period, or if there is no action taken within the extension period, such plat shall be deemed to have been approved, and notification to that effect shall be issued by the Planning Commission on request.

#### 03.13.08 Approval Within Thirty Days

The Planning Commission shall approve or disapprove a plat within thirty (30) days after the submission thereof to it, otherwise such plat shall be deemed to have been approved, and a certificate to that effect shall be issued by the Commission on demand; provided, however, that the applicant for the commission's approval may waive this requirement and consent to an extension of such period.

#### 03.13.09 Expression of Approval

Planning Commission approval of the Preliminary Plat shall not be deemed as final plat approval or authorization for official recording and shall not be entered on the plat. In accordance with state law, Preliminary Plat approval is a tentative and revocable endorsement of a subdivision prior to the construction or installation of improvements. Said approval shall be authorization to begin work, to proceed with the construction of all minimum improvements as detailed in Article 5 Required Improvements including the grading of streets, and staking of lots, etc.

Planning Commission approval shall not constitute the City of Bay Minette's acceptance of any street or other public or open space displayed on the plat. Planning Commission approval of a Preliminary Plat is deemed an expression of approval of the layout as submitted on the preliminary plat. The Planning Commission files shall retain one copy of the Preliminary Plat.

#### 03.13.10 Effective Period

03.13.10.01 Approval of the Preliminary Plat shall be effective for a period not to exceed one (1) year from the date of Planning Commission approval and shall thereafter expire and be considered null and void, if no development permits have been acquired for the project. The preliminary plat and any applicable City of Bay Minette development permits shall become void one (1) year from the issuance of the permit if no substantial building or construction activity has occurred.

03.13.10.02 Prior to the expiration of the Preliminary Plat or initial development permit, a Request for Subdivision Extension of one (1) year may be granted by the Planning Commission for the approved preliminary plat and development permit.

#### 03.13.12 Limitation on Resubmission

If the Planning Commission denies a request for Preliminary Plat approval, no further subdivision applications for the same parcel or a portion thereof shall be accepted by the Commission within 180 days from the date of such denial, unless a new, complete application is submitted which clearly corrects, resolves, or mitigates all deficiencies and/or other areas of non-compliance identified as the basis of denial.

## WAIVERS / MODIFICATIONS REQUESTED

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The development is required to provide sidewalks in accordance with several provisions of the Sub Regs. According to Sec. 6.01, the developer is responsible for all required improvements either through installation or a financial guarantee of performance:

*The subdivider/developer shall be responsible for the provision of all required improvements to the subdivision/development. This may be accomplished by either the full installation of all required improvements by the developer at the time the Final Plat is to be submitted to the Planning Commission, or by the provision of a financial guarantee of performance.*

The applicant has requested "to contribute to City sidewalk fund instead of constructing sidewalks." The Planning Commission has the authority to modify the sidewalk requirements using the guidelines in Sec 4.17.08, however that section is related more to the locational requirements and not applicable in relation to the applicant's request. The *Subdivision Regulations* do not include provisions that specifically allow or prohibit payment in lieu of construction.

The City Administrator stated that if there is a decision by Planning Commission to accept payment in place of sidewalk construction, the payment would be deposited into the capital fund and held on deposit for Sidewalk Construction/Improvements. The developer would be required to submit payment in an amount equal to the cost of installing the sidewalks and fees encountered during execution of improvements. As no construction plans or specifications were submitted with the application, any design costs associated with the sidewalk construction would also be included.

The Landscape Plans show the sidewalk along Quinley Street, but no sidewalks are shown within the development as required by Section 4.17.04. All costs associated with the construction of the required sidewalks must be borne by the developer whether the developer constructs the sidewalks or the Commission allows a payment in lieu of construction.

#### **SECTION 4.17 SIDEWALKS**

*4.17.02 Whenever land to be subdivided embraces or abuts an existing public street without sidewalks, such facilities must be provided by the Subdivider along the applicable portion of the existing street.*

*4.17.03 Sidewalks, when required or provided, must be at least five (5) feet wide. In subdivision involving nonresidential and mixed-uses (other than industrial), sidewalks must be at least eight (8) feet wide. All sidewalks shall be constructed of reinforced concrete that has a minimum twenty-eight (28)-day compressive strength of 3,000 psi.*

*4.17.04 All major subdivisions shall provide for sidewalks adjacent to all new lots.*

*4.17.06 Sidewalks shall connect to any adjacent sidewalks and/or bike paths and shall be interconnected within said development to allow for sufficient pedestrian access. Sidewalks that are located adjacent to common areas or otherwise not adjacent to individual lots shall be constructed by the developer prior to final plat approval.*

*4.17.07 Sidewalks must be in accordance with the requirements of the Americans with Disabilities Act (ADA), including provision of pedestrian ramps at street intersections.*

*4.17.08.05 A permanently dedicated greenway, walking trail, pedestrian passage or similar pedestrian facility may be required as an alternative to or in addition to sidewalks to provide pedestrian access to nearby commercial centers, schools, parks or places of assembly. In such cases, the pedestrian facility should be located so as to be accessible to the greatest number of users within the proposed development.*

#### **SECTION 5.02 PEDESTRIAN AND BICYCLE FACILITIES**

*5.02.01 All major subdivisions shall provide for sidewalks adjacent to all new lots.*

*5.02.04 Sidewalks shall connect to any sidewalks and/or bike paths within a reasonable distance and shall be interconnected within said development to allow for sufficient pedestrian access.*

*5.02.05 Sidewalks shall be constructed by the developer prior to final plat approval.*

#### **LANDSCAPE NOTES:**

**1. A MINIMUM OF FIFTEEN PERCENT OF THE TOTAL LOT AREA SHALL BE LANDSCAPED OR MAINTAINED AS OPEN GREEN SPACE. FIVE PERCENT OF THE FIFTEEN PERCENT AREA TO BE IN FRONT AND SIDE YARDS,**

**2. ALL TREES SHOWN TO REMAIN**

**3. DEVELOPER REQUEST TO CONTRIBUTE TO CITY SIDEWALKS FUND INSTEAD OF CONSTRUCTING SIDEWALKS**

## **STAFF ANALYSIS / RECOMMENDATION**

The proposal meets the minimum Lot Area, Width and Density standards for the R-3 zoning district as well as the Landscape Provisions of the *Zoning Ordinance*. The internal private streets are allowed if constructed to City standards, appropriate signage posted and preliminary/final plats containing the appropriate language:

#### **SECTION 4.10 PRIVATE STREETS**

*There shall be no private streets platted within a subdivision where adjoining properties will be sold, whether immediately or in the future, to the public; however, in certain instances, private streets may be approved by the Planning Commission provided they are constructed according to the standards of the City.*

*In the event that the Planning Commission does approve a private street, the developer shall install signage in accordance with the requirements of Section 5.07 to distinguish that the street is private and is not subject to public maintenance by the City. The preliminary and final plats shall identify said private streets and contain a statement that private streets are not subject to City maintenance.*

Letters of utility availability were submitted but no plans, specifications or narratives were submitted for drainage/stormwater management, sewer facility improvements, water facility improvements or sidewalk construction as required. These items will require review and approval by the City's Engineer.

The Preliminary Plat needs some minor revisions to the City's certification block and does not include all required information as noted in Appendix A of the Subdivision Regulations:

- Preliminary sketch plans of proposed utility layouts (sewer, water, gas and electricity) including pipe sizes and the location of valves and fire hydrants, and showing feasible connections where possible to existing and proposed utility systems.
- Preliminary plan of all drainage facilities
- Typical street cross-section and center-line profiles
- Inscription saying "NOT FOR FINAL RECORDING".

Comments have also been received from Baldwin County E-911, Bay Minette Public Works and Bay Minette Fire Department that need to be addressed/shown on the plat:

- Baldwin County E-911: Private Drives must be named and shown on the Preliminary Plat. The names must be approved by BC911 prior to signing the plat. (*\*Full Comments attached*)
- Public Works: The plat shows one proposed culvert where the private drive crosses an existing ditch to connect to Quinley Street. The plans will need to be revised to show two 18" culvert pipes instead of the one proposed culvert.
- Fire Department: The applicant has been in discussions with the Fire Inspector related to fire apparatus access. Those comments and final plans need to be incorporated into the Preliminary Plat. (*\*Full Comments attached*)

Based on the information submitted by the applicant, City Staff, Legal input and the analysis above, staff recommends that the Planning Commission

**APPROVE Case SD-24004, Quinley Oaks Preliminary Plat WITH THE CONDITION THAT THE PLAT BE REVISED AND PLANS SUBMITTED ADDRESSING THE COMMENTS AND DEFICIENCIES BELOW:**

- 1) Preliminary Plat be revised to identify the private streets and include a statement that private streets are not subject to City maintenance;
- 2) Preliminary Plat be revised to the satisfaction of Baldwin County E-911, including the addition of private drive names;
- 3) Preliminary Plat be revised to the satisfaction of the Bay Minette Fire Department regarding fire apparatus access;
- 4) Preliminary Plat be revised to the satisfaction of Bay Minette Public Works regarding the proposed culvert;
- 5) Preliminary Plat be revised to meet the requirements for Preliminary Plat Content;
- 6) Preliminary Plat be revised to incorporate sidewalks within the development as required *Section 4.17.04*.
- 7) Construction Plans submitted addressing the deficiencies noted by staff for review by the City Engineer and approved by City staff

**ADDITIONAL DEFICIENCIES NOTED BY STAFF**  
**SECTION 4.20 DRAINAGE AND STORMWATER MANAGEMENT**

*4.20.01 General Design Criteria. All drainage structures and facilities shall be designed and sized to meet the runoff of the drainage area to be served and in accordance with the City's Drainage and Stormwater Management Standards.*

*4.20.02 A drainage plan must be prepared by the Subdivision Engineer, which takes into consideration the ultimate or saturated development of the tributary area in which the proposed subdivision is located. Adequate provisions must be made to provide drainage easements needed within the subdivision, taking into consideration the saturated development of the tributary area. Post-development release rates may not exceed pre-development rates for a 2, 5, 10-, 25-, 50- and 100-year event. In no case may discharge from a drainage basin exceed the hydraulic capabilities of the initial receiving downstream drainage structures. The Commission may withhold approval of the subdivision until provision has been made for the necessary downstream improvement.*

*4.20.03 Storm and sanitary sewer plans must be developed prior to other utility plans. Engineering considerations must give preferential treatment to gravity flow improvements over other utilities and improvements. Off-premise drainage easements and improvements may be required to handle the runoff of subdivisions into a natural drainage channel. Under no condition may any storm drainage be emptied into or become a part of any sanitary sewer system and vice versa.*

*4.20.04 No subdivision or part thereof may shed storm runoff, either as surface runoff or an outfall from storm sewer structures, onto any adjacent land unless the runoff is contained within an existing drainage easement, swale, structure or right-of-way and provided further, that the existing drainage easement, ditch, structure or right-of-way provides outfall to an established drainage channel, as approved by the City Planner.*

**SECTION 5.03 SANITARY SEWERAGE FACILITIES**

5.03.01 Sanitary sewers must be provided where a public sanitary sewer system is reasonably accessible as determined by the Commission and the public Sewer Authority responsible for the maintenance of the sanitary sewer system. The developer shall install a sanitary sewer system which meets the requirements of the Sewer Authority and shall connect to such system at their expense.

5.03.03 When sanitary sewer facilities are required, the Subdivider must install the sanitary sewer facilities in a manner prescribed by the City Engineer and/or the Sewer Authority. All plans and specifications must be prepared by a registered engineer and submitted for approval at the time of submission of the preliminary plat.

#### **SECTION 5.04 WATER FACILITIES**

5.04.03 The location of all fire hydrants and all water supply improvements must be shown on the preliminary plat, and the cost of installation must be included in the performance bond, if applicable.

#### **SECTION 5.06 STORM DRAINAGE FACILITIES**

5.06.01 All subdivisions shall be provided with adequate storm drainage facilities. Any areas subject to periodic flooding caused by poor drainage facilities will not be approved for a development by the Planning Commission unless the developer or subdivider makes necessary provisions to eliminate such flooding.

5.06.02 In addition to the requirements herein, the Drainage and Stormwater Management Standards of the City of Bay Minette Zoning Ordinance shall also apply to all subdivisions.

5.06.03 A complete drainage plan and contour map showing the criteria outlined in Appendix A Submittal Requirements, shall be submitted along with the profile grades and typical roadway section for approval.

5.06.05 All off project drainage, draining onto a subdivision or other development, shall be shown on contour maps and/or construction plans showing the areas in acres that the subdivision or development will have to accommodate.

5.06.07 Where the subdivider or developer has open ditches, a maximum of 3:1 front slopes and flat bottom ditch is required; the width of the ditch shall be determined by the required flows and the existing conditions and be approved by the City Engineer and Superintendent of Streets and Sanitation. V-bottom ditches or other special designs will be permitted in special cases. Resulting 2-year peak flow rates in the natural system or open ditch drainage shall be less than the critical rates that would cause excessive channel scour.

5.06.10 Every drainage structure must be large enough to accommodate potential runoff from its entire upstream drainage area, whether inside or outside the planned subdivision. The Subdivision Engineer must determine the size of the facility based on City Specifications assuming conditions of the maximum potential development permitted by the Zoning Ordinance or as provided for in the Comprehensive Plan. Drainage structures must be designed in to a standard acceptable to the City Engineer.

5.06.11 Storm drainage facilities must be installed where driveways connect with streets, must be specified in the Preliminary Plat. Size, location and width must be approved by the City Engineer.

## **STANDARDS OF APPROVAL / PLANNING COMMISSION ACTION**

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### **SECTION 3.05 STANDARDS OF APPROVAL**

The Planning Commission shall not approve the subdivision of land if the Commission makes a finding that such land is not suitable for platting and development as proposed, due to any of the following:

3.05.01 The proposed subdivision is not consistent with these Regulations;

3.05.02 The proposed subdivision is not consistent with the City's Comprehensive Plan, Zoning Ordinance and/or any other plan or program for the physical development of the City including but not limited to a Master Street Plan, a Transportation Plan, a Parks Plan, a Bicycle Plan, a Pedestrian Plan, or a Capital Improvements Program, where applicable;

3.05.03 The proposed subdivision is not consistent with other applicable Federal, State or County laws and regulations; or

3.05.04 Notwithstanding that the proposed subdivision may satisfy the technical, objective provisions of these Regulations, the Commission has discretion to deny a subdivision if there is any articulable, rational basis for a determination that the proposed subdivision otherwise endangers the health, safety, or welfare of persons or property.

The applicant has requested concurrent review of the Preliminary and Final Plat applications, however the Final Plat review and approval is contingent upon the approval of the Preliminary Plat. For Preliminary Plat applications, the Planning Commission makes the final decision based on the Standards of Approval and has the option to:

- Approve the Preliminary Plat as presented
- Approve the Preliminary Plat with modifications, stating the nature of the required modifications
- Deny the Preliminary Plat, reasons for denial and referencing the specific section(s) with which the plat does not comply
- Delay action on the Preliminary Plat due to a lack of information

*03.13.12 Limitation on Resubmission*

*If the Planning Commission denies a request for Preliminary Plat approval, no further subdivision applications for the same parcel or a portion thereof shall be accepted by the Commission within 180 days from the date of such denial, unless a new, complete application is submitted which clearly corrects, resolves, or mitigates all deficiencies and/or other areas of non-compliance identified as the basis of denial.*

**SD-24008, TPQ, LLC - Quinley Oaks  
Subdivision Preliminary & Final Plat  
Large Format Plans Submitted  
Under Separate Cover**

**See Exhibit B**



# City of Bay Minette

## Subdivision Plat Application

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

<i>Office Use Only</i>	
Case Number: SD-	_____
App Submittal Date:	_____
PC Meeting Date:	_____

Print or Type your responses below and attach additional pages as necessary. If an item is not applicable, mark "X" or "N/A" where appropriate.

### APPLICATION TYPE

Exempt  Pre-App Conference  Sketch Plat  Final - Minor  Preliminary - Major  Final - Major  Master Plan

Pre-Application Conference Preferred Dates/Times: \_\_\_\_\_

### PROJECT CONTACTS

Owner Name: J Myles Reed Phone: 251-689-3966

Developer: TPQ, LLC Phone: 251-689-3966

Authorized Agent/Application Contact: Timothy Brandon Bailey, PLS

Phone: 251-564-7295 Email: tbailey@hotmail.com

Mailing Address: 832 Artillery Range West, Spanish Fort, Alabama

Surveyor Name: Timothy Brandon Bailey, PLS APLS Lic#: 31828

Surveying Firm Name: \_\_\_\_\_ City Business Lic#: \_\_\_\_\_

Phone: 251-564-7295 Email: tbailey@hotmail.com

Engineer Name: \_\_\_\_\_ Registration #: \_\_\_\_\_

Engineering Firm Name: \_\_\_\_\_ City Business Lic#: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### SITE INFORMATION

Subdivision Type:  Single Family  Two-Family  Multi-Family  Commercial  Industrial  Mixed-Use

Subdivision Name: Quinley Oaks

Location: Quinley Street and W Railroad Street

Section: 16 Township: 2-S Range: 3-E Instrument# or Slide# of Existing Recorded Plat: IN2094397

Parcel ID/PPIN(s): 05-23-05-16-2-002-015.000, 05-23-05-16--2-00-015.001

Total Acreage: 3.23 Total # Lots: 14 Average Lot Size (sq ft): 8719

Required Number of Certified Letters: 12 Adjacent Property Owner/Leaseholder Information Attached:  Yes  No

### UTILITY PROVIDERS

Water: NBU Sewer: NBU

Power: Alabama Power Gas: NBU

Telephone: \_\_\_\_\_ Internet: \_\_\_\_\_

**ACCESS**

Roadway Name: QUINLEY STREET Total Frontage (linear feet): 422

Roadway Access Authority:  City  Baldwin County Highway Dept  Alabama Dept of Transportation (ALDOT)

**SUBMITTAL DOCUMENTATION**

- Legal Description Attached:  Yes  No
- Recorded Warranty Deed(s) Attached:  Yes  No
- Access Authority Approval Attached  Yes  No
- Service Availability Letters Attached:  Yes  No
- Requesting Waivers:  Yes  No
- List and Description of Requested Waivers Attached:  Yes  No
- Covenants or Deed Restrictions:  Yes  No
- Copy of Covenants or Restrictions Attached:  Yes  No

*Refer to the Subdivision Regulations for full submittal requirements and specifications. All plans and application materials are due by the application deadline date. Partial applications will not be processed. Submittal of incomplete applications may delay application review.*

Application is hereby made for approval of the subdivision as described herein and shown in accompanying plans and documentation. The signature below constitutes acknowledgement that all information submitted is true and accurate and that the documentation noted above has been submitted. Further, it is hereby certified that the adjacent property owner list included with this application was obtained from the current records available from the Baldwin County Revenue Commissioner's Office and is a complete and accurate list of all property owners/leaseholders adjacent to the property submitted for subdivision approval. It is understood and agreed by this applicant that any error, misstatement or misrepresentation of material fact or expression of material fact, either with or without intention on the part of this applicant, such as might, or would, operate to cause a refusal of this application, or any material alteration or change in the accompanying plans without the approval of the City Planner and/or Planning Commission, shall constitute sufficient grounds for the revocation of such approval.

Signature of Applicant/Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**INTERNAL USE ONLY**

<p><b>FEES &amp; PAYMENT DETAILS</b></p> <p>Application Fee: \$ _____</p> <p>Total # of Lots _____ x \$20 = \$ _____</p> <p>Total # Certified Letters: _____ x \$10 = \$ _____</p> <p><b>TOTAL DUE \$</b> _____</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Card* 3.99% Fee</p> <p><input type="checkbox"/> Check #: _____</p> <p>Date Paid: _____</p>	<p>Zoning: _____ FEMA: _____ Potential Wetlands <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Printed Set <input type="checkbox"/> Yes <input type="checkbox"/> No PDF Plat <input type="checkbox"/> Yes <input type="checkbox"/> No Digital .SHP or .DWG <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Owner Permission <input type="checkbox"/> Deed <input type="checkbox"/> Legal Description <input type="checkbox"/> Adjacent Property List</p> <p><input type="checkbox"/> Service Availability <input type="checkbox"/> Access <input type="checkbox"/> Waiver <input type="checkbox"/> Covenants</p> <p>Completeness Review Date: _____ <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete</p> <p>Deficiencies: _____</p> <p>_____</p> <p>_____</p> <p>PC Meeting Date: _____ Public Notice Deadline Date: _____</p>
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600 D'Olive St.

Bay Minette Al, 36507

1-251-694-2584

12/12/23

Reed Construction Company, LLC

114 N. Hoyle Ave.

Bay Minette, Al.

Dear Reed Construction:

This is to confirm that Alabama Power Company will provide permanent electric service to the proposed development "Quinley Oaks Subdivision" PPIN numbers # 18263, parcel# 23-05-16-2-002-015.000 and #359846, parcel # 23-05-16-2-002-015.001. Customer participation in the form of aid-to-construction costs and/or installation of underground duct systems may be required.

The ability of Alabama Power to provide this service is contingent upon obtaining all necessary rights-of-way from appropriate landowners. As plans are finalized for each portion of the project, please provide site plans and expected electrical load requirements in order that our Engineering Department can begin the design of the system.

All plans and inquiries regarding service to the commercial and residential developments should be forwarded to:

Thomas E. Sheffield Jr.

Alabama Power Company

Bay Minette Al. / Engineering Dept.

600 D'Olive St.

Bay Minette Al., 36507

Should you have any questions, please feel free to contact this office.



# NORTH BALDWIN UTILITIES

25 Hand Ave | Bay Minette, AL 36507  
251.937.0345 fax | 251.580.1626 phone  
www.northbaldwinutilities.com

PROVIDING QUALITY SERVICES SINCE 1945 • NATURAL GAS • WATER • WASTEWATER

February 1, 2024

Clair Dorough  
City of Bay Minette  
301 D'Olive Street  
Bay Minette, AL 36507  
[Clair.Dorough@baldwincountyal.gov](mailto:Clair.Dorough@baldwincountyal.gov)

Re: Letter of Water, Wastewater and Natural Gas Service Availability – Quinley Subdivision  
West Railroad Street and Quinley Street

Dear Clair,

At your request, this letter is to confirm that the above referenced development is in North Baldwin Utilities' service territory for water, wastewater and natural gas.

North Baldwin Utilities (NBU) is willing and able to provide water, wastewater and natural gas service to the above referenced location, subject to applicant paying all fees required for these services.

All new modified utility infrastructure shall be in accordance with NBU specifications. The developer shall coordinate with NBU throughout planning, design, and construction of the development to ensure conformity with NBU protocols and requirements.

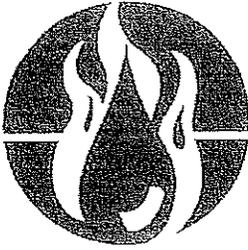
I am available to further discuss your project and welcome any inquiries regarding NBU services and requirements regarding this development.

Sincerely

Jason M. Padgett  
General Manager/CEO

JMP/alr

HENRY C. CONNER JR. | HUGH M. DICKSON III | ROBERT J. JAYE | HAMILTON C. SMITH | MAYOR ROBERT A. WILLS  
JASON M. PADGETT, Chief Executive Officer (CEO)



# NORTH BALDWIN UTILITIES

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251.937.0345 fax | 251.580.1626 phone  
www.northbaldwinutilities.com

PROVIDING QUALITY SERVICES SINCE 1965 • NATURAL GAS • WATER • WASTEWATER

December 13, 2023

Barbara Deer Brown  
Reed Construction Company, LLC  
114 North Hoyle Avenue  
Bay Minette, AL 36507  
barbara@reedconstruct.com

Re: Letter of Water, Sewer and Gas Service Availability – Quinley Oaks Subdivision  
PIN #: 18263  
Parcel ID: 23-05-16-2-002-015.000  
PIN#: 359846  
Parcel ID: 23-05-16-2-002-015.001

Dear Barbara,

At your request, this letter is to confirm that the above referenced development is in North Baldwin Utilities' service territory for water, sewer and gas. We have received a copy of the Preliminary Plat for parcel ID 23-05-16-2-002-015.000 and 23-05-16-2-002-015.001.

North Baldwin Utilities (NBU) is willing and able to provide water, sewer, and gas service to the above referenced locations, subject to applicant paying all fees required for these services.

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I am available to further discuss your project and welcome any inquiries regarding NBU services and requirements regarding this development

Sincerely,

Jeffrey L. Donald  
Chief Operations Officer

JLD/alr

HENRY C. CONNER JR. | HUGH M. DICKSON III | ROBERT J. JAYE | HAMILTON C. SMITH | MAYOR ROBERT A. WILLS  
JASON M. PADGETT, Chief Executive Officer (CEO)

## Clair Dorough

---

**From:** Myles Reed <Myles@reedconstruct.com>  
**Sent:** Monday, April 1, 2024 11:47 AM  
**To:** Clair Dorough  
**Subject:** RE: Quinley Oaks - Withdrawal

This message has originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

---

Clair:

I am officially withdrawing the Quinley Oaks subdivision that was submitted to the Planning Commission on March 14.

Thank you,  
J. Myles Reed  
President  
Reed Construction Company, llc.  
114 North Hoyle Avenue  
Bay Minette, Alabama 36507  
Phone 251-937-9098 Fax 251-937-4104  
Cell 251-689-3966  
Myles@reedconstruct.com

---

**From:** Clair Dorough <Clair.Dorough@CITYOFBAYMINETTEAL.GOV>  
**Sent:** Monday, April 1, 2024 9:21 AM  
**To:** Myles Reed <Myles@reedconstruct.com>  
**Subject:** Quinley Oaks - Withdrawal

Bubba,  
CSX is still meeting internally about our Railroad Street request and I've seen the submittals for a new version of the Quinley Oaks sub. Can you please let me know that you are officially withdrawing the Quinley Oaks subdivision that was presented to the PC on March 14<sup>th</sup>?

Thank you,  
**Clair Dorough**  
*City Planner*

City of Bay Minette  
Planning & Development Services Department  
301 D'Olive Street  
Bay Minette, AL 36507  
(251) 580-1650  
[cityofbayminetteal.gov](http://cityofbayminetteal.gov)  
[Planning & Development Services Department Site](#)



# City of Bay Minette

## Agent Authorization Form

<b>Office Use Only</b>
Case No.: _____

I/We hereby appoint and designate Timothy Brandon Bailey, PLS ("Agent") to act as my/our agent in all matters concerning this application/permit which relates to property described as tax parcel PPIN# 05-23-05-16-2-002-015.000, 05-23-05-16-2-002-015.001. I/We understand that the scope of the agency designation granted herein is general in nature and includes, without limitation, all decision-making authority relating to submittals, status, conditions, or withdrawal of this application/permit. To the fullest extent permitted under Alabama law, I/we release and agree to hold the City of Bay Minette harmless from and against any liability resulting from acts or omissions of our Agent. I/We warrant and certify to the City of Bay Minette that I/we are the owner(s) of the real property identified herein, and that I/we have fully authority to make the agency designation herein. I/We further certify that the information stated on and submitted with this application/permit is true and correct. I also understand that the submittal of incorrect information will result in the revocation of this application/permit and any work performed will be at the risk of the applicant. I understand further that any changes which vary from the approved plans will result in the requirement of a new application/permit.

*\*NOTE: All correspondence will be sent to the authorized Agent. It will be the Agent's responsibility to keep the owner(s) adequately informed as to the status of the application.*

**PROPERTY OWNER(S)**

Anthony DeLaFosse  
Name(s) - Printed

10631 Durant Road  
Mailing Address

Bay Minette, AL 36507  
City/State

251-689-3969 Phone      anthony@reedconstruct.com Email

Anthony DeLaFosse Signature(s)      12-22-23 Date

**AUTHORIZED AGENT**

Timothy Brandon Bailey  
Name(s) - Printed

832 Artillery Range West  
Mailing Address

Spanish Fort, Alabama  
City/State

251-5564-7295 Phone      tbailey@hotmail.com Email

Timothy Brandon Bailey Signature(s)      12-22-23 Date

LAMAR, WILLIE LOUIS  
P O BOX 267, STOCKTON, AL 36579  
PARCEL NUMBER 23-05-16-2-002-014.000

SCARBOROUGH, ROBERT L (LIFE ESTATE)  
P O BOX 1292, BAY MINETTE, AL 36507  
PARCEL NUMBER 23-05-16-2-002-014.003

BOLLING, ANDREA L  
106 S DAY AVE, BAY MINETTE, AL 36507  
PARCEL NUMBER 23-05-16-2-002-014.001

CHUNG, SANG WON  
108 S DAY AVE, BAY MINETTE, AL 36507  
PARCEL NUMBER 23-05-16-2-002-014.002

PHAM, BAO HOANG  
9592 YELLOW BROOK LN, MOBILE, AL 36695  
PARCEL NUMBER 23-05-16-2-002-013.000

JENKINS, LEODA  
208 S DAY AVE, BAY MINETTE, AL 365074606  
PARCEL NUMBER 23-05-16-2-002-012.000

SPEARS, DON O'NEIL (LIFE ESTATE)  
207 QUINLEY ST, BAY MINETTE, AL 36507  
PARCEL NUMBER 23-05-16-2-002-016.000

HENRY E, STABLER  
208 QUINLEY ST, BAY MINETTE, AL  
05-23-05-16-2-002-024.000

KERRY WALLACE  
39927 RYALS RD, BAY MINETTE, AL  
05-23-05-16-2-002-023.000

RHONDA AKINS  
502 W MAGNOLIA ST, BAY MINETTE, AL  
05-23-05-16-2-002-022.000

WINSTON WILLIAMS  
202 QUINLEY ST., BAY MINETTE, AL  
05-23-05-16-2-002-021.000

ROBERT QUINLEY, JR  
108 QUINLEY ST., BAY MINETTE, AL  
05-23-05-16-2-002-020.000

600 D'Olive St.

Bay Minette Al, 36507

1-251-694-2584

12/12/23

Reed Construction Company, LLC

114 N. Hoyle Ave.

Bay Minette, Al.

Dear Reed Construction:

This is to confirm that Alabama Power Company will provide permanent electric service to the proposed development "Quinley Oaks Subdivision" PPIN numbers # 18263, parcel# 23-05-16-2-002-015.000 and #359846, parcel # 23-05-16-2-002-015.001. Customer participation in the form of aid-to-construction costs and/or installation of underground duct systems may be required.

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Thomas E. Sheffield Jr.

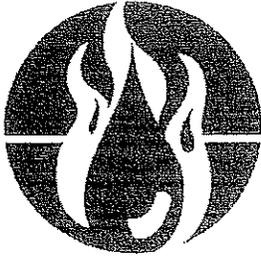
Alabama Power Company

Bay Minette Al. / Engineering Dept.

600 D'Olive St.

Bay Minette Al., 36507

Should you have any questions, please feel free to contact this office.



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www.northbaldwinutilities.com

PROVIDING QUALITY SERVICES SINCE 1945 • NATURAL GAS • WATER • WASTEWATER

February 1, 2024

Clair Dorough  
City of Bay Minette  
301 D'Olive Street  
Bay Minette, AL 36507  
[Clair.Dorough@baldwincountyal.gov](mailto:Clair.Dorough@baldwincountyal.gov)

Re: Letter of Water, Wastewater and Natural Gas Service Availability – Quinley Subdivision  
West Railroad Street and Quinley Street

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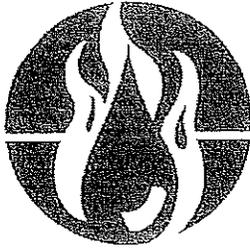
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Sincerely

Jason M. Padgett  
General Manager/CEO

JMP/alr

HENRY C. CONNER JR. | HUGH M. DICKSON III | ROBERT J. JAYE | HAMILTON C. SMITH | MAYOR ROBERT A. WILLS  
JASON M. PADGETT, Chief Executive Officer (CEO)



# NORTH BALDWIN UTILITIES

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PROVIDING QUALITY SERVICES SINCE 1905 • NATURAL GAS • WATER • WASTEWATER

December 13, 2023

Barbara Deer Brown  
Reed Construction Company, LLC  
114 North Hoyle Avenue  
Bay Minette, AL 36507  
barbara@reedconstruct.com

Re: Letter of Water, Sewer and Gas Service Availability – Quinley Oaks Subdivision  
PIN #: 18263  
Parcel ID: 23-05-16-2-002-015.000  
PIN#: 359846  
Parcel ID: 23-05-16-2-002-015.001

Dear Barbara,

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Sincerely,

Jeffrey L. Donald  
Chief Operations Officer

JLD/alr

HENRY C. CONNER JR. | HUGH M. DICKSON III | ROBERT J. JAYE | HAMILTON C. SMITH | MAYOR ROBERT A. WILLS  
JASON M. PADGETT, Chief Executive Officer (CEO)

**From:** [Baldwin911 ADDRESSING](#)  
**To:** [Jessica Peed](#)  
**Cc:** [COBM Planning](#)  
**Subject:** Re: COMMENTS REQUESTED- SD-24008, Quinley Oaks Subdivision  
**Date:** Friday, April 5, 2024 8:30:16 PM  
**Attachments:** [image001.png](#)

---

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---

We do prefer names to be on the plat and sent via email digitally. The extra names could be sent on the side. Helps us to know if it should be Blvd vs Lane vs Dr. Etc

Thank you,  
Scott Warner, GISP, FPDM  
GIS/Addressing Manager  
Baldwin County 9-1-1  
Get [Outlook for Android](#)

---

**From:** Jessica Peed <Jessica.Peed@CITYOFBAYMINETTEAL.GOV>  
**Sent:** Friday, April 5, 2024 8:28:15 PM  
**To:** Baldwin911 ADDRESSING <ADDRESSING@baldwin911.org>  
**Cc:** COBM\_Planning <COBM\_Planning@CITYOFBAYMINETTEAL.GOV>  
**Subject:** RE: COMMENTS REQUESTED- SD-24008, Quinley Oaks Subdivision

Will do. Thanks so much, Scott!  
Hope you have a great weekend!

**Jessica Peed**  
**Planning Coordinator**

City of Bay Minette  
Planning & Development Services Department  
[301 D'Olive Street](#)  
[Bay Minette, AL 36507](#)  
(251) 580-1650, Ext. 7065  
[cityofbayminetteal.gov](#)  
**[Planning & Development Services Department Site](#)**



**From:** Baldwin911 ADDRESSING <ADDRESSING@baldwin911.org>  
**Sent:** Friday, April 5, 2024 8:14 PM  
**To:** Jessica Peed <Jessica.Peed@CITYOFBAYMINETTEAL.GOV>  
**Cc:** COBM\_Planning <COBM\_Planning@CITYOFBAYMINETTEAL.GOV>  
**Subject:** Re: COMMENTS REQUESTED- SD-24008, Quinley Oaks Subdivision

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---

Yes, have them start asap.

Thank you,  
Scott Warner, GISP, FPEM  
GIS/Addressing Manager  
Baldwin County 9-1-1  
Get [Outlook for Android](#)

---

**From:** Jessica Peed <[Jessica.Peed@CITYOFBAYMINETTEAL.GOV](mailto:Jessica.Peed@CITYOFBAYMINETTEAL.GOV)>  
**Sent:** Friday, April 5, 2024 8:01:13 PM  
**To:** Baldwin911 ADDRESSING <[ADDRESSING@baldwin911.org](mailto:ADDRESSING@baldwin911.org)>  
**Cc:** COBM\_Planning <[COBM\\_Planning@CITYOFBAYMINETTEAL.GOV](mailto:COBM_Planning@CITYOFBAYMINETTEAL.GOV)>  
**Subject:** RE: COMMENTS REQUESTED- SD-24008, Quinley Oaks Subdivision

Sounds good. Since they will be doing a concurrent preliminary and final plat review at May PC, do they need to go ahead and start the street naming process? If so I will advise them to go ahead and email.

Thanks!

**Jessica Peed**  
**Planning Coordinator**

City of Bay Minette  
Planning & Development Services Department  
[301 D'Olive Street](#)  
[Bay Minette, AL 36507](#)  
(251) 580-1650, Ext. 7065  
[cityofbayminetteal.gov](http://cityofbayminetteal.gov)  
[Planning & Development Services Department Site](#)



---

**From:** Baldwin911 ADDRESSING <[ADDRESSING@baldwin911.org](mailto:ADDRESSING@baldwin911.org)>  
**Sent:** Friday, April 5, 2024 3:18 PM  
**To:** Jessica Peed <[Jessica.Peed@CITYOFBAYMINETTEAL.GOV](mailto:Jessica.Peed@CITYOFBAYMINETTEAL.GOV)>; Baldwin911 ADDRESSING <[ADDRESSING@baldwin911.org](mailto:ADDRESSING@baldwin911.org)>  
**Cc:** COBM\_Planning <[COBM\\_Planning@CITYOFBAYMINETTEAL.GOV](mailto:COBM_Planning@CITYOFBAYMINETTEAL.GOV)>  
**Subject:** RE: COMMENTS REQEUSTED- SD-24008, Quinley Oaks Subdivision

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The applicant would need to send [addressing@baldwin911.org](mailto:addressing@baldwin911.org) an email with 5-6 proposed names (usually 3 proposed names per a street so if one fails the review we have backups). We will tell the applicant which names will be okay to use through the review, and the city would get 50 percent say in that review to turn down anything they don't want to be used in the city. Soon as they pass our review, 911 will notify the applicant that road names can be used. We will also help the applicant to use the correct street type (St, Rd, Ln, Way, Crt and so forth). Then they will place that name on the plat for preliminary review and we will sign off on it, and it does it circle for signatures.

Scot

---

**From:** Jessica Peed <[Jessica.Peed@CITYOFBAYMINETTEAL.GOV](mailto:Jessica.Peed@CITYOFBAYMINETTEAL.GOV)>  
**Sent:** Thursday, April 4, 2024 3:53 PM  
**To:** Baldwin911 ADDRESSING <[ADDRESSING@baldwin911.org](mailto:ADDRESSING@baldwin911.org)>  
**Cc:** COBM\_Planning <[COBM\\_Planning@CITYOFBAYMINETTEAL.GOV](mailto:COBM_Planning@CITYOFBAYMINETTEAL.GOV)>  
**Subject:** RE: COMMENTS REQEUSTED- SD-24008, Quinley Oaks Subdivision

Per the new agreements in place, would the private street names be determined by the applicant and approved by you/Staff? Will they need to contact you for an application? If so, at what point in the development process should that happen?

Thanks!

**Jessica Peed**

## Planning Coordinator

City of Bay Minette  
Planning & Development Services Department  
301 D'Olive Street  
Bay Minette, AL 36507  
(251) 580-1650, Ext. 7065  
[cityofbayminetteal.gov](http://cityofbayminetteal.gov)  
[Planning & Development Services Department Site](#)



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**From:** Baldwin911 ADDRESSING <[ADDRESSING@baldwin911.org](mailto:ADDRESSING@baldwin911.org)>  
**Sent:** Thursday, April 4, 2024 3:49 PM  
**To:** Jessica Peed <[Jessica.Peed@CITYOFBAYMINETTEAL.GOV](mailto:Jessica.Peed@CITYOFBAYMINETTEAL.GOV)>  
**Cc:** COBM\_Planning <[COBM\\_Planning@CITYOFBAYMINETTEAL.GOV](mailto:COBM_Planning@CITYOFBAYMINETTEAL.GOV)>; Baldwin911 ADDRESSING <[ADDRESSING@baldwin911.org](mailto:ADDRESSING@baldwin911.org)>  
**Subject:** RE: COMMENTS REQUESTED- SD-24008, Quinley Oaks Subdivision

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---

We see two private drives in here that would need to each be named.

Scott

---

**From:** Jessica Peed <[Jessica.Peed@CITYOFBAYMINETTEAL.GOV](mailto:Jessica.Peed@CITYOFBAYMINETTEAL.GOV)>  
**Sent:** Thursday, April 4, 2024 12:27 PM  
**Cc:** COBM\_Planning <[COBM\\_Planning@CITYOFBAYMINETTEAL.GOV](mailto:COBM_Planning@CITYOFBAYMINETTEAL.GOV)>  
**Subject:** COMMENTS REQUESTED- SD-24008, Quinley Oaks Subdivision

Good afternoon,

Please review the attached documents for a proposed subdivision, Quinley Oaks Subdivision, located at the corner of W Railroad St and Quinley St. The applicant is requesting to subdivide the two parcels into fourteen (14) lots for residential use.

The attached documents include the application, subdivision plat, landscape plan and site map.

If you have any questions, comments or concerns please let me know. If there are additional plans you need for review, please send a separate email and I will get the requested information to you.

Thank you,

**Jessica Peed**  
**Planning Coordinator**

City of Bay Minette  
Planning & Development Services Department  
301 D'Olive Street  
Bay Minette, AL 36507  
(251) 580-1650, Ext. 7065  
[cityofbayminetteal.gov](http://cityofbayminetteal.gov)  
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**From:** [Jessica Peed](#)  
**To:** [Mike Phillips](#)  
**Cc:** [Paula Bonner](#)  
**Subject:** Quinley Oaks Subdivision- Private Street Name Options  
**Date:** Monday, April 8, 2024 10:22:00 AM  
**Attachments:** [image001.png](#)

---

Good morning Mike,

Since there will be private drives in the Quinley Oaks Subdivision, please go ahead and submit the proposed street names to BCC 9-1-1 so they can go ahead and start their review and approvals- In my correspondence last week, they stated the approved street names will need to be put on the preliminary plat prior to sign-off by their department, if/when the subdivision is approved by the Planning Commission.

Please email [addressing@baldwin911.org](mailto:addressing@baldwin911.org) with at least 3 name options per street so they can go ahead and get that process started. They also stated they prefer the names to be on the plat and sent via email digitally. The extra names could be sent on the side as it helps them to know if it should be Blvd vs Lane vs Dr.

Let me know if you have any questions.

Thanks,

**Jessica Peed**  
**Planning Coordinator**

City of Bay Minette  
Planning & Development Services Department  
[301 D'Olive Street](#)  
[Bay Minette, AL 36507](#)  
(251) 580-1650, Ext. 7065  
[cityofbayminetteal.gov](http://cityofbayminetteal.gov)  
[Planning & Development Services Department Site](#)



## Clair Dorough

---

**From:** Mike Phillips <mikep@reedconstruct.com>  
**Sent:** Wednesday, April 24, 2024 6:51 AM  
**To:** Clair Dorough  
**Cc:** Myles Reed; Anthony Delafosse; Brandon Bailey  
**Subject:** Fwd: Quinley Subdivision

This message has originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

---

Clair, below are Steven's comments on Quinley Oaks Subdivision. Please let us know if we need to add anything additional for May meeting. Thanks

Begin forwarded message:

**From:** Myles Reed <Myles@reedconstruct.com>  
**Date:** April 23, 2024 at 4:41:43 PM CDT  
**To:** Mike Phillips <mikep@reedconstruct.com>, Tunk DeLaFosse <anthony@reedconstruction.com>  
**Subject:** Fwd: Quinley Subdivision

FYI.

Sent from my iPhone  
J. Myles Reed  
251-689-3966

Begin forwarded message:

**From:** Myles Reed <myles@reedconstruct.com>  
**Date:** April 23, 2024 at 4:41:06 PM CDT  
**To:** "Steven W. Stewart" <SWStewart@cityofbayminetteal.gov>  
**Subject:** Re: Quinley Subdivision

Steven:

We will mark the hammerhead "No Parking Fire Lane". We have plenty of room left in front of the two houses to add a 20'x 20' parking pad separate from the hammerhead and will do that OR add an additional 20' to the end of the hammerhead for parking.

Thank you.  
Sent from my iPhone  
J. Myles Reed  
251-689-3966

On Apr 23, 2024, at 3:19 PM, Steven W. Stewart  
<SWStewart@cityofbayminetteal.gov> wrote:

Hey Bubba, sorry for the delay in response I've been stretched out this week so far.

This design meets the intent of the code. That space would have to be marked as a "no parking ire lane". So, you may want to consider adding a parking pad at the end if you have the space. I believe the last one we did like this ended up 150 over all to provide 120 hammerhead and 15' on each end for parking at those residents.

We will accept this design with the "no parking" designation.

Steven Stewart  
Bay Minette Fire Department  
Administrative Captain  
Fire Inspections / Training  
251-580-1617 - Office  
251-583-9435 – Cell

---

**From:** Myles Reed <Myles@reedconstruct.com>  
**Sent:** Sunday, April 21, 2024 1:16 PM  
**To:** Steven W. Stewart <SWStewart@CITYOFBAYMINETTEAL.GOV>  
**Subject:** FW: Quinley Subdivision

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---

Steven:

The Cul-de-Sac was awkward, so I used the 120' hammerhead. This still gives us enough room for our houses. Let me know if this will be satisfactory.

Thank you.

J. Myles Reed  
President  
Reed Construction Company, llc.  
114 North Hoyle Avenue  
Bay Minette, Alabama 36507  
Phone 251-937-9098 Fax 251-937-4104  
Cell 251-689-3966  
[Myles@reedconstruct.com](mailto:Myles@reedconstruct.com)

**From:** [Jessica Peed](#)  
**To:** [Jessica Peed](#)  
**Cc:** [Murray Stewart](#)  
**Subject:** RE: COMMENTS REQUESTED- SD-24008, Quinley Oaks Subdivision  
**Date:** Thursday, April 4, 2024 12:45:33 PM  
**Attachments:** [image001.png](#)

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Per the phone call with Murry, he stated this property would need two (2), 18" culvert pipes off of the Quinley St access, instead of the proposed one (1) pipe.

**Jessica Peed**  
**Planning Coordinator**

City of Bay Minette  
Planning & Development Services Department  
[301 D'Olive Street](#)  
[Bay Minette, AL 36507](#)  
(251) 580-1650, Ext. 7065  
[cityofbayminetteal.gov](#)  
[Planning & Development Services Department Site](#)



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**From:** Jessica Peed  
**Sent:** Thursday, April 4, 2024 12:27 PM  
**Cc:** COBM\_Planning <COBM\_Planning@CITYOFBAYMINETTEAL.GOV>  
**Subject:** COMMENTS REQUESTED- SD-24008, Quinley Oaks Subdivision

Good afternoon,

Please review the attached documents for a proposed subdivision, Quinley Oaks Subdivision, located at the corner of W Railroad St and Quinley St. The applicant is requesting to subdivide the two parcels into fourteen (14) lots for residential use.

The attached documents include the application, subdivision plat, landscape plan and site map.

If you have any questions, comments or concerns please let me know. If there are additional plans you need for review, please send a separate email and I will get the requested information to you.

Thank you,

**Jessica Peed**  
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**From:** [Jason Padgett](#)  
**To:** [Jessica Peed](#)  
**Cc:** [Clair Dorough](#)  
**Subject:** RE: COMMENTS REQUESTED- SD-24008, Quinley Oaks Subdivision  
**Date:** Friday, April 5, 2024 6:56:36 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)

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We have no comments.

Water, Sewer and Natural Gas is available to all 14 lots.

Jason



JASON M. PADGETT  
*Chief Executive Officer (CEO)*  
251.423.3000 cell  
251.580.1626 office | ext. 7055  
[jpadgett@nbumail.com](mailto:jpadgett@nbumail.com)



North Baldwin Utilities  
[www.northbaldwinutilities.com](http://www.northbaldwinutilities.com)  
25 Hand Ave; Bay Minette, AL 36507  
251.937.0345 fax



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**From:** Jessica Peed <[Jessica.Peed@CITYOFBAYMINETTEAL.GOV](mailto:Jessica.Peed@CITYOFBAYMINETTEAL.GOV)>  
**Sent:** Thursday, April 4, 2024 11:27 AM  
**Cc:** COBM\_Planning <[COBM\\_Planning@CITYOFBAYMINETTEAL.GOV](mailto:COBM_Planning@CITYOFBAYMINETTEAL.GOV)>  
**Subject:** COMMENTS REQUESTED- SD-24008, Quinley Oaks Subdivision

Good afternoon,

Please review the attached documents for a proposed subdivision, Quinley Oaks Subdivision, located at the corner of W Railroad St and Quinley St. The applicant is requesting to subdivide the two parcels into fourteen (14) lots for residential use.

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# City of Bay Minette

## Planning & Development Services

### PLANNING COMMISSION STAFF ANALYSIS

Planning Commission Meeting Date: May 9, 2024

Case Number: SD-24008

### APPLICATION SUMMARY

**Project Name:** Quinley Oaks Subdivision – Final Plat  
**Property Location:** East side of Quinley Street, South of CSX Railroad/W Railroad Street  
**Property PID/PPIN:** 05-23-05-16-2-002-015.000 // 18263  
**Property PID/PPIN:** 05-23-05-16-2-002-015.001 // 359846  
**Property Size:** 3.23± acres

**Proposed Action:** Final Plat Approval for 14-lot subdivision  
**Applicant:** Timothy Brandon Bailey, PLS  
 832 Artillery Range West  
 Spanish Fort, AL 36527  
**Property Owner:** TPQ, LLC c/o J. Myles Reed  
 114 North Hoyle Ave  
 Bay Minette, AL 36507

Subject Property	Zoning	Existing Land Use	Future Land Use Designation
SD-24004	R-3	Undeveloped	Single Family
Adjacent Property	Zoning	Existing Land Use	Future Land Use Designation
North	B-2	CSX Railroad, Commercial	Commercial
South	R-3	Residential	Single Family
East	R-3	Residential, S Day Ave, White's Park	Single Family
West	R-3	Quinley Street, Residential	Single Family

### SITE AND REQUEST SYNOPSIS

The subject property, which consists of two parcels containing 3.23± acres, is located on the East side of Quinley Street and South of the CSX Railroad/W Railroad Street. The property is currently zoned R-3 Single Family and has 422.92 feet of frontage on Quinley Street. The northern property lines abut the CSX railroad and W Railroad Street, which is partially located on railroad right-of-way and private property. W Railroad Street is not a City-owned or maintained street and is not considered to be public access. Quinley Oaks is a 14-lot Major Subdivision designated for single-family residential. All lots will be accessed via 50ft private drives that connect to Quinley Street.

The developer has requested concurrent review of the Preliminary and Final Plat applications, however the Final Plat review and approval is contingent upon the approval of the Preliminary Plat.

### ZONING DISTRICT

#### CURRENT ZONING

**6.02.04 R-3, Higher Density Single Family Residential District.** This district is intended to provide for a higher density of single-family structures on smaller lots than those allowed in the R-1 and R-2 districts. Duplexes will be allowed as a special exception.

### DEPARTMENT AND AGENCY COMMENTS

**North Baldwin Utilities** – Water, sewer and gas services available.

**Bay Minette Public Works** – Culvert comments.

**Bay Minette Police Department** – No comments.

**Bay Minette Fire Department** – Access Comments Received

**Baldwin County E-911** – Road Naming comments received.

**ALDOT** – N/A

**City Engineering Consultant GMC, Melissa A. Hadley, PhD, RLA,**

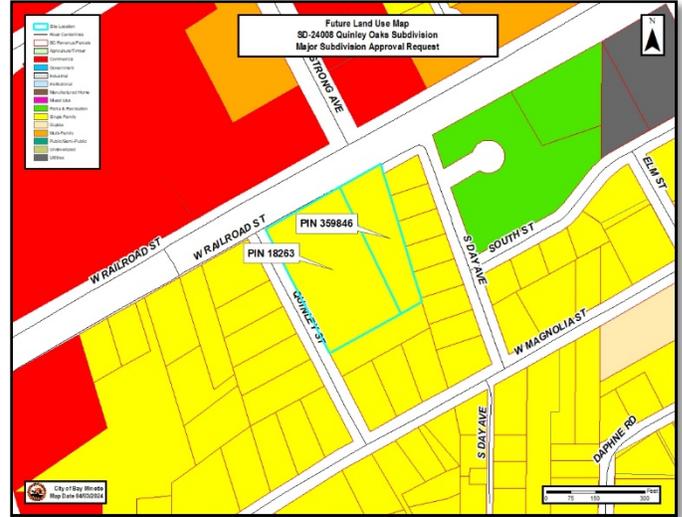
**AICP** – Not Reviewed

# MAPPING

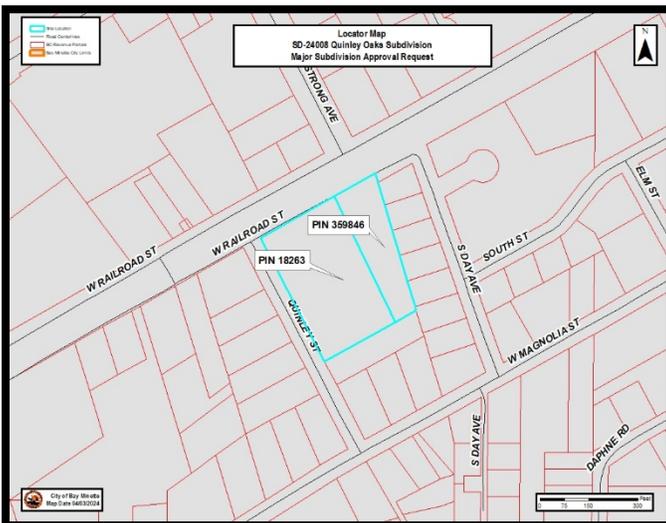
Existing Zoning Map



Future Land Use Map



Locator



Site Map



## PUBLIC UTILITIES & SITE CONSIDERATIONS

**Public Utility Services:**

**Water:** North Baldwin Utilities (*Service Availability Letter Provided*)

**Gas:** North Baldwin Utilities (*Service Availability Letter Provided*)

**Sewer:** North Baldwin Utilities (*Service Availability Letter Provided*)

**Telephone/Internet:** No service letter provided.

**Electricity:** Alabama Power (*Service Availability Letter Provided*)

**Transportation:**

All lots are accessed via private drives which are connected to Quinley Street, a paved and City-maintained roadway with a 60-ft right-of-way.

## REVIEW STAGE

*SECTION 3.16 FINAL PLAT*

The purpose of the Final Plat is to provide an accurate record of street and property lines and other elements being established on the land and the conditions of their use. The Final Plat must conform substantially to the approved Preliminary Plat. All inspections and testing must be completed and approved by the Subdivision Official prior to the Final Plat being placed on the agenda for Commission action. A Final Plat may include only that portion of the approved Preliminary Plat, which the Subdivider proposes to record and develop at that time. If it is submitted in portions, each portion must individually conform to all requirements of these Regulations.

No lot may be sold, or utilities extended to, or connected with, any subdivision of land, as defined herein until the Final Plat has been approved by the Planning Commission.

3.16.01 Final approval will be considered only for subdivisions or portions of subdivisions that meet the requirements of 3.14 Construction of Improvements. Or, in the case of Minor Subdivisions which do not involve any new street or drainage improvements, the extension of public facilities, nor the creation of any public improvements, after the required Pre-Application Conference. If qualified, those subdivider shall submit a complete application for Final Plat to the Planning and Development Services Department prior to a regularly scheduled Planning Commission meeting and in accordance with the established Meeting and Application Deadline Schedule.

3.16.04.01 The subdivider shall be responsible for the full installation of all required minimum improvements in the proposed subdivision prior to the submission of a final plat application to the Planning Commission. In lieu of full installation of minimum improvements, after no less than ninety percent (90%) of the minimum improvements have been installed, a developer may issue a financial guarantee with surety to the City ensuring that the remaining minimum improvements shall be completed.

3.16.04.02 One (1) or more of the following may be accepted as a financial guarantee with surety payable to the City of Bay Minette:

1. a letter of credit approved by the City Administrator and City Attorney, or
2. a cash deposit to be held by the City, or
3. a certified check from an Alabama lending institution in an amount not to exceed one hundred and fifty percent (150%) of the cost of the required improvements remaining.

3.16.04.03 A cost estimate for any remaining civil improvements shall be certified and submitted by the design engineer with the application for final plat approval; a cost estimate of any remaining landscaping improvements must be certified and submitted by the professional landscape architect with the application for final plat approval and the financial guarantee.

3.16.06 Planning Commission Action. Presentation to the Planning Commission of Final Plat at a regularly scheduled meeting constitutes formal submission of said plat. At such meeting, the Planning Commission will review the plat and, after a public hearing, have the option to take the following actions:

3.16.06.01 Approve the Final Plat as presented.

3.16.06.02 Disapprove the Final Plat. If the Planning Commission determines that the Final Plat is in conflict with the approved Preliminary Plat or with the Subdivision Regulations, said plat may be disapproved. The reasons for such action shall be stated in the hearing, presented to the subdivider in writing and documented in the records of the Planning Commission. Reference shall be made to the specific section(s) of the regulations with which the Final Plat does not comply. The developer may resubmit the Final Plat application for Planning Commission review after the noted deficiencies have been corrected.

3.16.06.03 Delay Action on the Final Plat. The Planning Commission shall act to approve or disapprove a subdivision plat within thirty (30) calendar days after its formal submission at a regularly scheduled Planning Commission meeting. If the applicant waives this requirement and consents to an extension, the Planning Commission may defer action on the plat for a period not to exceed an additional thirty (30) calendar days. If no action is taken within the initial 30-day time period, or if there is no action taken within the extension period, such plat shall be deemed to have been approved, and notification to that effect shall be issued by the Planning Commission on request.

3.16.07 Expression of Approval

3.16.07.01 Approval and recordation of the final plat does not constitute the acceptance of any street or other public space shown on the plat. After approval of the Final Plat and the construction of streets, the Commission may recommend to the City Council that it accept the streets and take over their perpetual maintenance. Specific City Council resolution accepting streets and/or other public spaces is required as noted herein.

## WAIVERS / MODIFICATIONS REQUESTED

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The development is required to provide sidewalks in accordance with several provisions of the Sub Regs. According to Sec. 6.01, the developer is responsible for all required improvements either through installation or a financial guarantee of performance:

*The subdivider/developer shall be responsible for the provision of all required improvements to the subdivision/development. This may be accomplished by either the full installation of all required improvements by the developer at the time the Final Plat is to be submitted to the Planning Commission, or by the provision of a financial guarantee of performance.*

The applicant has requested "to contribute to City sidewalk fund instead of constructing sidewalks." The Planning Commission has the authority to modify the sidewalk requirements using the guidelines in Sec 4.17.08, however that section is related more to the locational

requirements and not applicable in relation to the applicant's request. The *Subdivision Regulations* do not include provisions that specifically allow or prohibit payment in lieu of construction.

The City Administrator stated that if there is a decision by Planning Commission to accept payment in place of sidewalk construction, the payment would be deposited into the capital fund and held on deposit for Sidewalk Construction/Improvements. The developer would be required to submit payment in an amount equal to the cost of installing the sidewalks and fees encountered during execution of improvements. As no construction plans or specifications were submitted with the application, any design costs associated with the sidewalk construction would also be included.

The Landscape Plans show the sidewalk along Quinley Street, but no sidewalks are shown within the development as required by Section 4.17.04. All costs associated with the construction of the required sidewalks must be borne by the developer whether the developer constructs the sidewalks or the Commission allows a payment in lieu of construction.

**LANDSCAPE NOTES:**

1. A MINIMUM OF FIFTEEN PERCENT OF THE TOTAL LOT AREA SHALL BE LANDSCAPED OR MAINTAINED AS OPEN GREEN SPACE. FIVE PERCENT OF THE FIFTEEN PERCENT AREA TO BE IN FRONT AND SIDE YARDS,
2. ALL TREES SHOWN TO REMAIN
3. DEVELOPER REQUEST TO CONTRIBUTE TO CITY SIDEWALKS FUND INSTEAD OF CONSTRUCTING SIDEWALKS

**SECTION 4.17 SIDEWALKS**

4.17.02 *Whenever land to be subdivided embraces or abuts an existing public street without sidewalks, such facilities must be provided by the Subdivider along the applicable portion of the existing street.*

4.17.03 *Sidewalks, when required or provided, must be at least five (5) feet wide. In subdivision involving nonresidential and mixed-uses (other than industrial), sidewalks must be at least eight (8) feet wide. All sidewalks shall be constructed of reinforced concrete that has a minimum twenty-eight (28)-day compressive strength of 3,000 psi.*

4.17.04 *All major subdivisions shall provide for sidewalks adjacent to all new lots.*

4.17.06 *Sidewalks shall connect to any adjacent sidewalks and/or bike paths and shall be interconnected within said development to allow for sufficient pedestrian access. Sidewalks that are located adjacent to common areas or otherwise not adjacent to individual lots shall be constructed by the developer prior to final plat approval.*

4.17.07 *Sidewalks must be in accordance with the requirements of the Americans with Disabilities Act (ADA), including provision of pedestrian ramps at street intersections.*

4.17.08.05 *A permanently dedicated greenway, walking trail, pedestrian passage or similar pedestrian facility may be required as an alternative to or in addition to sidewalks to provide pedestrian access to nearby commercial centers, schools, parks or places of assembly. In such cases, the pedestrian facility should be located so as to be accessible to the greatest number of users within the proposed development.*

**SECTION 5.02 PEDESTRIAN AND BICYCLE FACILITIES**

5.02.01 *All major subdivisions shall provide for sidewalks adjacent to all new lots.*

5.02.04 *Sidewalks shall connect to any sidewalks and/or bike paths within a reasonable distance and shall be interconnected within said development to allow for sufficient pedestrian access.*

5.02.05 *Sidewalks shall be constructed by the developer prior to final plat approval.*

**STAFF ANALYSIS / RECOMMENDATION**

The proposal meets the minimum Lot Area, Width and Density standards for the R-3 zoning district as well as the Landscape Provisions of the *Zoning Ordinance*. The internal private streets are allowed if constructed to City standards, appropriate signage posted and preliminary/final plats containing the appropriate language:

**SECTION 4.10 PRIVATE STREETS**

*There shall be no private streets platted within a subdivision where adjoining properties will be sold, whether immediately or in the future, to the public; however, in certain instances, private streets may be approved by the Planning Commission provided they are constructed according to the standards of the City.*

*In the event that the Planning Commission does approve a private street, the developer shall install signage in accordance with the requirements of Section 5.07 to distinguish that the street is private and is not subject to public maintenance by the City. The preliminary and final plats shall identify said private streets and contain a statement that private streets are not subject to City maintenance.*

Letters of utility availability were submitted but no plans, specifications or narratives were submitted for drainage/stormwater management, sewer facility improvements, water facility improvements or sidewalk construction as required. These items will require review and approval by the City's Engineer.

The Final Plat needs some minor revisions to the City's certification block and does not include all required information as noted in Appendix A of the Subdivision Regulations:

- Preliminary sketch plans of proposed utility layouts (sewer, water, gas and electricity) including pipe sizes and the location of valves and fire hydrants, and showing feasible connections where possible to existing and proposed utility systems.
- Preliminary plan of all drainage facilities
- Typical street cross-section and center-line profiles
- Inscription saying "NOT FOR FINAL RECORDING".

Comments have also been received from Baldwin County E-911, Bay Minette Public Works and Bay Minette Fire Department that need to be addressed/shown on the plat:

- Baldwin County E-911: Private Drives must be named and shown on the Preliminary Plat. The names must be approved by BC911 prior to signing the plat. (*\*Full Comments attached*)
- Public Works: The plat shows one proposed culvert where the private drive crosses an existing ditch to connect to Quinley Street. The plans will need to be revised to show two 18" culvert pipes instead of the one proposed culvert.
- Fire Department: The applicant has been in discussions with the Fire Inspector related to fire apparatus access. Those comments and final plans need to be incorporated into the Preliminary Plat. (*\*Full Comments attached*)

The applicant requested a concurrent review of Preliminary and Final Plat, however, Staff's recommendation for the Preliminary Plat is based on the following conditions be met:

- 1) Preliminary Plat be revised to identify the private streets and include a statement that private streets are not subject to City maintenance;
- 2) Preliminary Plat be revised to the satisfaction of Baldwin County E-911, including the addition of private drive names;
- 3) Preliminary Plat be revised to the satisfaction of the Bay Minette Fire Department regarding fire apparatus access;
- 4) Preliminary Plat be revised to the satisfaction of Bay Minette Public Works regarding the proposed culvert;
- 5) Preliminary Plat be revised to meet the requirements for Preliminary Plat Content;
- 6) Preliminary Plat be revised to incorporate sidewalks within the development as required *Section 4.17.04*.
- 7) Construction Plans submitted addressing the deficiencies noted by staff for review by the City Engineer and approved by City staff

The purpose of the Final Plat is to provide an accurate record of street and property lines and other elements being established on the land and the conditions of their use. The Final Plat must conform substantially to the approved Preliminary Plat. Final approval will be considered only for subdivisions or portions of subdivisions that meet the requirements of 3.14 Construction of Improvements. With the conditions noted above and lack of construction plans that establishes the required improvements, staff does not feel a concurrent approval of Final Plat is appropriate at this time.

Based on the information submitted by the applicant, City Staff, Legal input and the analysis above, staff recommends that the Planning Commission

**DENY Case SD-24004, Quinley Oaks FINAL Plat**

**ADDITIONAL DEFICIENCIES NOTED BY STAFF**  
**SECTION 4.20 DRAINAGE AND STORMWATER MANAGEMENT**

*4.20.01 General Design Criteria. All drainage structures and facilities shall be designed and sized to meet the runoff of the drainage area to be served and in accordance with the City's Drainage and Stormwater Management Standards.*

*4.20.02 A drainage plan must be prepared by the Subdivision Engineer, which takes into consideration the ultimate or saturated development of the tributary area in which the proposed subdivision is located. Adequate provisions must be made to provide drainage easements needed within the subdivision, taking into consideration the saturated development of the tributary area. Post-development release rates may not exceed pre-development rates for a 2, 5, 10-, 25-, 50- and 100-year event. In no case may discharge from a drainage basin exceed the hydraulic capabilities of the initial*

receiving downstream drainage structures. The Commission may withhold approval of the subdivision until provision has been made for the necessary downstream improvement.

4.20.03 Storm and sanitary sewer plans must be developed prior to other utility plans. Engineering considerations must give preferential treatment to gravity flow improvements over other utilities and improvements. Off-premise drainage easements and improvements may be required to handle the runoff of subdivisions into a natural drainage channel. Under no condition may any storm drainage be emptied into or become a part of any sanitary sewer system and vice versa.

4.20.04 No subdivision or part thereof may shed storm runoff, either as surface runoff or an outfall from storm sewer structures, onto any adjacent land unless the runoff is contained within an existing drainage easement, swale, structure or right-of-way and provided further, that the existing drainage easement, ditch, structure or right-of-way provides outfall to an established drainage channel, as approved by the City Planner.

### **SECTION 5.03 SANITARY SEWERAGE FACILITIES**

5.03.01 Sanitary sewers must be provided where a public sanitary sewer system is reasonably accessible as determined by the Commission and the public Sewer Authority responsible for the maintenance of the sanitary sewer system. The developer shall install a sanitary sewer system which meets the requirements of the Sewer Authority and shall connect to such system at their expense.

5.03.03 When sanitary sewer facilities are required, the Subdivider must install the sanitary sewer facilities in a manner prescribed by the City Engineer and/or the Sewer Authority. All plans and specifications must be prepared by a registered engineer and submitted for approval at the time of submission of the preliminary plat.

### **SECTION 5.04 WATER FACILITIES**

5.04.03 The location of all fire hydrants and all water supply improvements must be shown on the preliminary plat, and the cost of installation must be included in the performance bond, if applicable.

### **SECTION 5.06 STORM DRAINAGE FACILITIES**

5.06.01 All subdivisions shall be provided with adequate storm drainage facilities. Any areas subject to periodic flooding caused by poor drainage facilities will not be approved for a development by the Planning Commission unless the developer or subdivider makes necessary provisions to eliminate such flooding.

5.06.02 In addition to the requirements herein, the Drainage and Stormwater Management Standards of the City of Bay Minette Zoning Ordinance shall also apply to all subdivisions.

5.06.03 A complete drainage plan and contour map showing the criteria outlined in Appendix A Submittal Requirements, shall be submitted along with the profile grades and typical roadway section for approval.

5.06.05 All off project drainage, draining onto a subdivision or other development, shall be shown on contour maps and/or construction plans showing the areas in acres that the subdivision or development will have to accommodate.

5.06.07 Where the subdivider or developer has open ditches, a maximum of 3:1 front slopes and flat bottom ditch is required; the width of the ditch shall be determined by the required flows and the existing conditions and be approved by the City Engineer and Superintendent of Streets and Sanitation. V-bottom ditches or other special designs will be permitted in special cases. Resulting 2-year peak flow rates in the natural system or open ditch drainage shall be less than the critical rates that would cause excessive channel scour.

5.06.10 Every drainage structure must be large enough to accommodate potential runoff from its entire upstream drainage area, whether inside or outside the planned subdivision. The Subdivision Engineer must determine the size of the facility based on City Specifications assuming conditions of the maximum potential development permitted by the Zoning Ordinance or as provided for in the Comprehensive Plan. Drainage structures must be designed in to a standard acceptable to the City Engineer.

5.06.11 Storm drainage facilities must be installed where driveways connect with streets, must be specified in the Preliminary Plat. Size, location and width must be approved by the City Engineer.

## **STANDARDS OF APPROVAL / PLANNING COMMISSION ACTION**

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### **SECTION 3.05 STANDARDS OF APPROVAL**

The Planning Commission shall not approve the subdivision of land if the Commission makes a finding that such land is not suitable for platting and development as proposed, due to any of the following:

*3.05.01 The proposed subdivision is not consistent with these Regulations;*

*3.05.02 The proposed subdivision is not consistent with the City's Comprehensive Plan, Zoning Ordinance and/or any other plan or program for the physical development of the City including but not limited to a Master Street Plan, a Transportation Plan, a Parks Plan, a Bicycle Plan, a Pedestrian Plan, or a Capital Improvements Program, where applicable;*

*3.05.03 The proposed subdivision is not consistent with other applicable Federal, State or County laws and regulations; or*

*3.05.04 Notwithstanding that the proposed subdivision may satisfy the technical, objective provisions of these Regulations, the Commission has discretion to deny a subdivision if there is any articulable, rational basis for a determination that the proposed subdivision otherwise endangers the health, safety, or welfare of persons or property.*

The applicant has requested concurrent review of the Preliminary and Final Plat applications, however the Final Plat review and approval is contingent upon the approval of the Preliminary Plat. If the Preliminary Plat application is not approved, the Final Plat application cannot be approved. For Final Plat applications, the Planning Commission makes the final decision based on the Standards of Approval and has the option to:

- Approve the Final Plat as presented
- Deny the Final Plat, reasons for denial and referencing the specific section(s) with which the plat does not comply
- Delay action on the Final Plat due to a lack of information

*3.16.06.03 Delay Action on the Final Plat.*

*The Planning Commission shall act to approve or disapprove a subdivision plat within thirty (30) calendar days after its formal submission at a regularly scheduled Planning Commission meeting. If the applicant waives this requirement and consents to an extension, the Planning Commission may defer action on the plat for a period not to exceed an additional thirty (30) calendar days. If no action is taken within the initial 30-day time period, or if there is no action taken within the extension period, such plat shall be deemed to have been approved, and notification to that effect shall be issued by the Planning Commission on request.*

**SD-24008, TPQ, LLC - Quinley Oaks  
Subdivision Preliminary & Final Plat  
Large Format Plans Submitted  
Under Separate Cover**

**See Exhibit B**

# SUBDIVISION REGULATIONS

## CITY OF BAY MINETTE, ALABAMA

Adopted by the Bay Minette Planning Commission  
October 13, 2022

[Amended by the Bay Minette Planning Commission](#)  
[June 13, 2024](#)

Effective  
~~October 24, 2022~~

***DRAFT VERSION***

*Presented for Discussion at the May 9, 2024 Planning Commission Meeting*

- 2.02.37** Lot Line, Front. The lot line contiguous to the street right-of-way line of the principal street on which the lot abuts.
- 2.02.38** Lot Line, Interior. A side lot line separating a lot from another lot is called an interior lot line.
- 2.02.39** Lot Line, Rear. The lot line opposite to and most distant from the front lot line.
- 2.02.40** Lot Line, Side. Any lot line other than a front or rear lot line.
- 2.02.41** Lot Line, Side Street. A side lot line of a corner lot separating a lot from a street is called a Side Street lot line.
- 2.02.42** Lot Width. The horizontal distance between side lines of the lot when measured parallel to the street right-of-way at the building set back line.
- 2.02.43** Major Street. See Arterial Street above.
- 2.02.44** Major Subdivision. A subdivision not classified as a minor subdivision, including but not limited to subdivisions of 5 or more lots, or any size subdivision requiring any new street or drainage improvements, the extension of public facilities, or the creation of any public improvements.
- 2.02.45** **Marginal Access Street.** A service road or street which is parallel and adjacent to a major street or highway and provides protected access to abutting properties in cases where an arterial runs through or near a subdivided area.
- 2.02.46** **Minor Street.** A local or neighborhood street used primarily to provide access to abutting property.
- 2.02.47** **Minor Subdivision.** A subdivision that creates not more than 4 lots, each lot fronting on an existing, paved public road and does not involve any new street or drainage improvements, the extension of public facilities, nor the creation of any public improvements.
- 2.02.48** Monument. A permanent object which serves to indicate a limit or to mark a boundary.
- 2.02.49** Official Maps and Plans. The maps and plans prepared as a part of the comprehensive plan.
- 2.02.50** Parkway. A special scenic route or park drive abutting a park, green way, or conservation area where zoning or topography would prohibit development on at least one side of the roadway.
- 2.02.51** Planning Commission. Means the Planning Commission of the City of Bay Minette, Alabama. Interchangeable with “the Commission”
- 2.02.52** Planning Department. Unless specifically noted otherwise, “the Department” or “the Planning Department” specifically refers to the Planning and Community Development Services Department of the City of Bay Minette.
- 2.02.53** Planting Strip. That portion of the street right-of-way between curb and the property line exclusive of the area occupied by sidewalks.
- 2.02.54** Private Drive. A type of private access easement which serves as a common driveway for three or more dwelling units or structures, and which shall not be maintained by the City.

- 2.02.70** Street or Street Width. Shall mean the entire right-of-way, the perpendicular or radial distance between the boundaries of property adjoining either side of such street.
- 2.02.71** Stub Street or Stub Out. A street right-of-way or improvement which terminates abruptly without the provision for vehicular turn-around. Such a street is temporary, usually terminating at the boundary of a development and expected to continue to and through adjacent property in its subsequent future development.
- 2.02.72** Subdivider. A person, firm, corporation or any other legal entity who 1) proposes to divide, divides or causes to be divided, real property into a subdivision; or who 2) directly or indirectly, sells, leases, or develops, or offers to sell, lease, or develop, or advertises for sale, lease, or development, any interest, lot, parcel, site, unit, or plat in a subdivision; or who 3) commences proceedings under these Regulations to develop a subdivision. The terms “agent,” “applicant,” and “developer” will have corresponding meanings in these Regulations. This definition does not include a public agency or officer authorized by law to approve subdivisions.
- 2.02.73** Subdivision. The division of a lot, tract, or parcel of land into two or more lots, plats, sites, or other divisions of land for the purpose, whether immediate or future, of sale, of lease, or of building development. The term includes resubdivision and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided.
- 2.02.74** Subdivision, Exempt. A division of lots, parcels or tracts meeting the criteria in Section 3.17 herein, and not subject to the requirements of these Regulations.
- 2.02.75** Subdivision, Pre-Regulatory. A subdivision or lots of record that were recorded in the Office of the Judge of Probate, Baldwin County before October 19, 1989, the date of the implementation of Subdivision Regulations in the City of Bay Minette.
- 2.02.76** Subdivision, Regulatory. A subdivision or lots of record that were recorded in the Office of the Judge of Probate, Baldwin County ~~before~~ [after](#) October 19, 1989, the date of the implementation of Subdivision Regulations in the City of Bay Minette.
- 2.02.77** Surety. Any bond, certificate of deposit, irrevocable letter of credit, cashier check, or other acceptable guarantee as approved by the Planning Commission or their authorized agent.
- 2.02.78** Surface Drainage. A stormwater drainage system consisting of gutters, culverts and open channels.
- 2.02.79** Waiver. A request for the modification of a standard contained in these Regulations, granted at the discretion of the Planning Commission at the time of Preliminary Plat approval, and based on criteria unique to the specific site.

## SECTION 2.03 ACRONYMS AND ABBREVIATIONS

ADA	Americans with Disabilities Act of 1990
ADEM	Alabama Department of Environmental Management
ALDOT	Alabama Department of Transportation
CAD	Computer Aided Drafting
DWG	drawing file

## **ARTICLE 3 PROCEDURES FOR SUBDIVISION PLAT APPROVAL**

### **SECTION 3.01 APPROVAL OF SUBDIVISION PLATS REQUIRED**

No plat of a subdivision lying within the corporate limits or planning jurisdiction of the City shall be filed or recorded in the Office of the Judge of Probate of Baldwin County until a plat of such subdivision has received final approval by the Planning Commission and properly recorded in accordance with these Regulations. The procedure for the review and approval of a subdivision generally involves pre-application/Sketch Plat review, Preliminary Plat and Final Plat approval. The plat and preliminary design shall meet the requirements of all applicable codes and laws and shall be prepared in conformity with the standards of professional practice.

### **SECTION 3.02 CONSISTENCY WITH PLANS, REGULATIONS AND LAWS**

Proposed improvements in all subdivision developments within the planning jurisdiction of the City of Bay Minette Planning Commission shall be in conformance with existing approved plans, maps, ordinances, and design standards of the City of Bay Minette, including the Comprehensive Plan, Zoning Ordinance, Building Code, Flood Damage Prevention Ordinance and all other applicable laws of the City's jurisdiction. In addition to the requirements established herein, all subdivision plats shall comply with all applicable Federal, State and County laws and regulations.

### **SECTION 3.03 CLASSIFICATION OF SUBDIVISIONS**

Whenever any subdivision of land is proposed, before any contract is made for the sale of any part thereof, the subdividing owner or his authorized agent shall apply for and secure approval of such proposed subdivision in accordance with the procedures as herein established.

**3.03.01** Major Subdivisions. Applications for approval of a Major Subdivision shall consist of subdivisions not classified as a Minor Subdivision, including but not limited to subdivisions of 5 or more lots, or any size subdivision requiring any new street or drainage improvements, the extension of public facilities, or the creation of any public improvements. Major Subdivisions require a Pre-Application Conference and Sketch Plat. Upon receipt of the Commission's findings and recommendations on the Sketch Plat, the applicant may prepare and submit a Preliminary Plat application. The Preliminary Plat will be reviewed, and a public hearing held by the Commission on the Preliminary Plat application. Upon Commission approval of the Preliminary Plat, the Subdivider may proceed with posting of a Performance Bond and construction of the subdivision. Upon completion of improvements, the applicant may then submit a Final Plat application.

**3.03.02** Minor Subdivisions. Applications for approval of a Minor Subdivision shall consist of subdivisions that create not more than 4 lots, each lot fronting on an existing, paved public road and does not involve any new street or drainage improvements, the extension of public facilities, nor the creation of any public improvements. Minor Subdivisions do not require Preliminary Plat approval but must receive Final Plat approval. Prior to submitting a plat application for Commission consideration, a Pre-Application Conference is required with City Staff. If staff determines that no street, drainage or other improvements are required and that the proposed subdivision is in conformance with the Comprehensive Plan, Zoning Ordinance and these Regulations, the applicant may then prepare and

submit a Final Plat application. If City Staff determines that any improvements are necessary for the proposed subdivision to comply with these Regulations, the proposed subdivision is considered a Major Subdivision subject to review and approval as such.

### 3.03.03

Exception to Required Approvals. Except as set forth in Section 3.17, the following subdivisions are exempt from the provisions of these Regulations. No public hearing shall be required, but the subdivision shall be subject to review and approval by the Planning and Zoning Director for compliance with the requirements contained herein. Any subdivider or developer who appears to be circumventing the intent and substance of these Regulations may be required to submit a plat for review and approval by the Planning Commission and shall be subject to the penalties under Section 3.18.

1. Subdivision of land by testamentary or intestate provisions.
2. Subdivision of land by court order including, but not limited to, judgments of foreclosure.
3. The public acquisition by purchase or donation of strips of land for the widening or opening of streets or for other public uses.
4. Common property lines are being reconfigured where no new lots are being created **if the property is not within a previously recorded subdivision** and involves no street or other public improvements.
5. The subdivision of property into three (3) or less lots, tracts or parcels for the limited purpose of sale, deed or transfer of land by the owner to qualifying family member(s) and not within a previously recorded subdivision and involves no street or other public improvements. Each parcel which is subdivided pursuant to this subparagraph shall have deeded ingress/egress and utility access or easement that runs with the land of not less than 30 feet in width. A qualifying division hereunder is limited to a division among the following designated legally related immediate family members: Spouse, children, siblings, parents, grandparents, grandchildren, nieces, nephews, or step-related individuals of the same status.

## SECTION 3.04 APPLICANT RESPONSIBILITIES

**3.04.01** Applicants shall determine the appropriate track of approval based on their proposed development and shall be responsible for the full payment of all fees and charges required by these Regulations. The applicant or the applicant's representative shall be present for all meetings and public hearings.

**3.04.02** The applicant is responsible for providing all engineering services, including plans and specifications in conformity with these Regulations and field inspections and construction supervision as is necessary to assure that improvements are installed in conformity with plans, City standards and the requirements herein. The subdivider shall provide the City with all engineering plans required for conformity with any applicable state, federal or local laws or regulations. Where the Commission deems additional or supplemental engineering data to be necessary for the purpose of assuring the City's interests are protected, the cost shall be borne by the applicant.

**3.04.03** Applicants are responsible for recording their Approved Final Plat, deeds, and any other required documents at the Office of the Probate Judge of Baldwin County, Alabama, and the cost that it incurs.

**3.16.07.05** Upon receipt of Planning Commission's approval, it shall be the responsibility of the developer to:

1. Record the approved Final Plat within a period of one (1) year following the date of such approval.
2. Upon recording, the owner or developer shall furnish a copy of the recorded plat and recorded restrictive covenants.
3. Upon recording, the owner or developer shall furnish a copy of the Articles of Incorporation for the establishment of a property owner's association.

**3.16.08** Legal Status of Streets

The City of Bay Minette shall not accept, open, improve, maintain, grade or light any street right(s)-of-way and/or drainage and utility easement; authorize water mains, sanitary sewer, or connections to be made to any street, unless:

1. The street right(s)-of-way is a part of a subdivision plat approved by the Planning Commission; and,
2. Such street has been accepted or otherwise granted the legal status of a public street; and,
3. The right(s)-of-way corresponds with a street shown on or is compatible with the Comprehensive Plan; and,
4. Petition for acceptance and dedication of the street right(s)-of-way and drainage and utility easement(s) has been accepted and adopted by City Council Resolution.

## **SECTION 3.17 EXEMPTIONS**

As described herein, the following subdivisions and resubdivisions are not subject to the provisions of these Regulations.

**3.17.01** For exempt subdivisions hereunder, no public hearing shall be required, but the subdivisions shall be subject to review and approval of the City Planner for compliance with the requirements contained in this Section. Any subdivider or developer who appears to be circumventing the intent and substance of these Regulations may be required to submit a plat for review and approval by the Planning Commission and shall be subject to the penalties under Section 3.18 of these Regulations.

1. Subdivision of land by testamentary or intestate provisions.
2. Subdivision of land by court order including, but not limited to, judgments of foreclosure.
3. The public acquisition by purchase or donation of strips of land for the widening or opening of streets or for other public uses.
4. Common property lines are being reconfigured where no new lots are being created and involves no street or other public improvements

5. The subdivision of property into three (3) or less lots, tracts or parcels for the limited purpose of sale, deed or transfer of land by the owner to qualifying family member(s) and not within a previously recorded subdivision and involves no street or other public improvements. Each parcel which is subdivided pursuant to this subparagraph shall have deeded ingress/egress and utility access or easement that runs with the land of not less than 30 feet in width. A qualifying division hereunder is limited to a division among the following designated legally related immediate family members: Spouse, children, siblings, parents, grandparents, grandchildren, nieces, nephews, or step-related individuals of the same status.

### 3.17.02 Procedures

3.17.02.01 For exemption requests herein, a public hearing is not required. Applicants shall be required to submit the following to the Planning and Development Department:

1. a completed **Administrative** Subdivision application and application fee in accordance with the current schedule of fees established by the City Council;
2. a plat or survey of the original parcel, drawn to scale, indicating any existing structures (with dimensions) and the setbacks from property lines;
3. a plat or survey of the proposed configuration, drawn to scale, indicating any existing structures (with dimensions) and the setbacks from proposed property lines;
4. Affidavit of Restrictive Covenants as detailed in subsection 3.17.06 herein;
5. a warranty deed for all parcels involved that includes an accurate description of the lots/parcels as proposed; and
6. any additional documentation deemed necessary to complete the review.

3.17.03 In addition to the requirements set forth above, the following standards must be satisfied:

3.17.03.01 **All The final configuration of all** exempt subdivisions shall consist of three (3) or less lots and shall not contain any public improvements, nor require the expenditure of any public funds.

3.17.03.02 Each lot created hereunder shall comply with all minimum lot size and setback requirements otherwise specified by the provisions herein or by provisions of the Zoning Ordinance.

3.17.03.03 Maintenance of any easements, together with all improvements thereto, shall be the responsibility of all parties to which it is granted by written agreement or deed reference, and shall be noted on a recorded plat. Neither the City nor the County shall be responsible for any easement or improvements thereto.

3.17.04 In the event the property to be divided is an existing lot (or lots) of record in a Regulatory Subdivision, the applicant shall be required to cause a certified plat to be recorded in the Office of the Probate Judge of Baldwin County upon receiving an exemption hereunder. The new plat reflecting the resubdivision of such lot or lots shall contain the following dedication and certificates (see Appendix B for sample certificates):

1. Licensed Surveyor's Certificate and Description of Land Platted
2. A Notarized Owner's Dedication
3. A Certificate of Approval by the Subdivision Property Owner's Association (if applicable)
4. A Certificate of Approval by Baldwin County E-911
5. A Certificate of Approval by the City Planner.

- 3.17.04.01** Said plat shall be appropriately labeled and named as a resubdivision or replat of the Regulatory Subdivision or lots thereof, and all lots shall have a number and be numbered sequentially.
- 3.17.04.02** If approved by the City Planner, the plat shall be recorded in the Office of the Judge of Probate of Baldwin County, Alabama as a subdivision and receive a Slide Number.
- 3.17.05** In the event the property to be divided is an existing parcel (or parcels) from a Pre-Regulatory Subdivision, the applicant shall be required to cause a survey to be recorded in the Office of the Probate Judge of Baldwin County upon receiving an exemption hereunder. The survey shall detail parcel dimensions, reflect the existing configuration and proposed reconfiguration of the parcel(s), and any existing structures with setbacks.
- 3.17.05.01** Said survey shall be appropriately labeled and include an accurate legal description of all parcels involved with the Point of Beginning noted for each.
- 3.17.05.02** If approved by the City Planner, the survey shall be recorded in the Office of the Judge of Probate of Baldwin County, Alabama as a survey and receive a Survey Number. The deeds required to be filed to complete the Exempt Division shall include an accurate metes and bounds description of the parcel and a reference to the Survey and its assigned number.
- 3.17.06** The owner of each parcel approved as exempt under this Section shall be required to submit, as a condition to such approval, an affidavit executed by such owner attesting, under oath, that there exist no restrictive covenants of record in the Office of the Judge of Probate of Baldwin County, Alabama which would prohibit the subdivision of the parcel for which an exemption is sought pursuant to this subparagraph.
- In the event a parcel is approved as exempt under this subparagraph, and it is later determined that such subdivision was prohibited by valid restrictive covenants recorded as of the date of such approval, the City Planner, or their designees, shall have the authority to revoke such exempt subdivision approval and to assess the cost of such approval and revocation on the party who executed the affidavit required hereby.
- 3.17.07** Official recording.
- 3.17.07.01** No plat or description of land subdivided as set forth in herein shall be filed in the Office of the Probate Judge, Baldwin County until such plat shall have been authorized for recording and signed by the City Planner.

- 3.17.07.02** The approved exemption letter, survey or certified plat and related deeds shall be recorded upon receipt of an exemption. If the required documentation has not been filed in the Office of the Probate Judge, Baldwin County within 90 days from the date of the exemption letter, the exemption shall be deemed null and void. The proposed subdivision will be required to submit a new request for exemption in accordance with this section.
- 3.17.08** Any subdivider who appears to the Planning Department to be circumventing the intent and substance of these Regulations shall be required to submit a certified plat for review and approval by the Planning Commission.
- 3.17.09** Any property included as part of an exempt subdivision shall not be eligible for consideration for further subdivision as an exempt subdivision for a period of one (1) year from the date of the last exempt or administrative subdivision.
- 3.17.10** Exemption from the requirement for approval to subdivide does not constitute exemption from the requirements of other applicable regulations including but not limited to state law, zoning regulations, other municipal ordinances, Health Department requirements or, where applicable, the regulations of Baldwin County Planning Department or Highway Department.

## **SECTION 3.18 PENALTIES**

Whoever, being the owner or agent of the owner of any land located within a subdivision, transfers or sells or agrees to sell any land by reference to or exhibition of or by other use of a plat of a subdivision, before such plat has been approved by the Planning Commission and recorded in the records of the Office of the Judge of Probate of Baldwin County, shall forfeit and pay a penalty of one hundred dollars (\$100.00) for each lot or parcel so transferred to be sold or agreed or negotiated to be sold; and the description of such lot or by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties or from the remedies herein provided. The City of Bay Minette may enjoin such transfer or sale or agreement by action for injunction brought in any court of equity jurisdiction or may recover the same penalty by a civil action in any court of competent jurisdiction.

## **SECTION 3.19 WAIVERS**

Where the Planning Commission finds that extraordinary hardship or practical difficulties may result from strict compliance with these Regulations and/or the purposes of these Regulations may be served to a greater extent by an alternative proposal, the Commission may approve waivers or modifications to these Regulations under the conditions specified herein. Any waiver granted shall be entered upon the minutes and the reason for the modifications specified therein.

- 3.19.01** Standards for the granting of a waiver or modification:
1. An unusual or experimental subdivision, which the Commission determines may prove of considerable merit toward the use of unusual materials in constructing required improvements, or a new or untried concept in the area which appears promising.

<b>TABLE 5-1 MINIMUM ROADWAY PAVING BUILD-UP</b>	
<b>Average Daily Traffic Count: 1-750 Vehicles</b>	
424-A Superpave Bituminous Concrete Wearing Surface layer, ¾ inch Maximum aggregate size mix, ESAL Range B (220 lb/sy)	
401-A Bituminous Treatment Type “A” (0.25 gal/sy)	
301-A Compacted Granular Soil Base Course (sand/clay) Type “A” minimum of two 4” lifts of compacted thickness;	
<b>OR</b>	
301-B Crushed Aggregate Base Course (limestone) Type “B” minimum 6-inch compacted thickness <sup>1</sup>	
<b>Average Daily Traffic Count: &gt;750 Vehicles</b>	
424-A Superpave Bituminous Concrete Wearing Surface layer, ½ inch Maximum aggregate size mix, ESAL Range B (125 lb/sy)	
405-A Tack Coat, Spread Rate of (0.10 gal/sy)	
424-B Superpave Bituminous Concrete Binder Layer, 1-inch Maximum aggregate size mix, ESAL Range B (220 lb/sy)	
401-A Bituminous Treatment Type “A” (0.25 gal/sy)	
301-A Compacted Granular Soil Base Course (sand/clay) Type “A” minimum of two 4” lifts of compacted thickness	
<b>OR</b>	
301-B Crushed Aggregate Base Course (limestone) Type “B” minimum 6-inch compacted thickness <sup>1</sup>	
<sup>1</sup> If used, delete 401-A treatment	

- 5.01.03** Curbs and Gutters. All new roads constructed shall have a 24” curb & gutter, 24” valley gutter, or other type of curbing approved by the City Engineer. Standard approved type curbs and gutters are required along any street where sidewalks are to be installed. Where curbs and gutters are required, they must be placed on both sides of the street.
- 5.01.04** Street markings must be applied after the binder is installed and must comply with the latest edition of the MUTCD and must consist of reflective beading and thermoplastic application.
- 5.01.05** The Subdivider must install approved traffic control devices in accordance with the MUTCD, any additional requirements of the City and/or ALDOT and the approved traffic control plan.

**SECTION 5.02 PEDESTRIAN AND BICYCLE FACILITIES**

- 5.02.01** All major subdivisions shall provide for sidewalks adjacent to all new lots.
- 5.02.02** Sidewalks are to be installed within the dedicated non-pavement right-of-way of streets as required in [4.06 Pedestrian and Bicycle Facilities](#) [4.17 Sidewalks](#).
- 5.02.03** Sidewalks shall be a minimum of five (5) feet in width. In subdivision involving nonresidential and mixed-uses (other than industrial), sidewalks must be at least eight (8) feet wide. All sidewalks shall be constructed of reinforced concrete that has a minimum twenty-eight (28)-day compressive strength of 3,000 psi.
- 5.02.04** Sidewalks shall connect to any sidewalks and/or bike paths within a reasonable distance and shall be interconnected within said development to allow for sufficient pedestrian access.
- 5.02.05** Sidewalks shall be constructed by the developer prior to final plat approval.

**5.09.02** In order for the City of Bay Minette to provide regular maintenance of street lighting, said lighting shall be purchased through and installed by Alabama Power. Regular maintenance does not include replacement of lamps, luminaries or standards which are damaged or destroyed due to vandalism or any other cause beyond the utility's control. Such facilities damaged or destroyed under such circumstances shall be replaced by the utility company at the property owner's expense.

## **SECTION 5.10 COMMON OPEN SPACES AND FACILITIES**

**5.10.01** All subdivisions greater than twenty-four (24) lots shall be provided with open space.

**5.10.02** For every twenty-five (25) lots or fraction thereof, the developer shall provide an open space that is equal in size to one (1) average lot in the subject development.

**5.10.03** Said open space shall be provided in one location and all required open space shall be contiguous. This shall also apply to phased developments.

**5.10.04** Stormwater management facilities and narrow strips less than twenty feet (20') in width shall not be counted as the required open space.

**5.10.05** Open Spaces can be held by the developer, Homeowners' Association, or deeded to the city.

**5.10.06** For all subdivisions involving the creation of common open spaces or facilities, which may include subdivision entrances and signage, that are to be owned and maintained by the developer or a property owner association, the following apply:

**5.10.07**

**5.10.06.01** If not owned and maintained by the developer, an association representing the owners must own the common open space or facility in perpetuity. Membership in the association is mandatory and automatic for all owners of the subdivision or condominium and their successors. The association must have lien authority to ensure the collection of dues from all members. The responsibility for maintaining the common open space and/or facilities is borne by the association.

**5.10.08**

**5.10.06.02** Management Plan. The applicant must submit a plan for management of open space and/or common facilities that:

1. Allocates responsibility and guidelines for the maintenance and operation of the common open space/facilities including ongoing maintenance and long-term capital improvements.
2. Estimates the costs and staffing requirements needed for maintenance and operation of, and insurance for, the common open space/facilities and outlines the means by which funding will be secured.
3. Provides that any changes to the plan must be approved by the Commission; and
4. Provides for enforcement of the plan.

**5.10.09**

[5.10.06.03](#) In the event the party responsible for the common open space or facilities fails to maintain all or any portion in reasonable order and condition, the City may assume responsibility for its maintenance and may enter the premises and take corrective action, including extended maintenance. The costs of such maintenance may be charged to the association, or to the individual owners that make up the association and may include administrative costs and penalties. Costs may become a lien on all involved properties.

#### 5.10.10

[5.10.06.04](#) No decorative squares, tree, island, ornamental entrances, or any other obstruction to traffic shall be constructed or preserved with the right-of-way of a road dedicated to the public without the written permission of the Superintendent of Streets and Sanitation. If landscaping and/or irrigation are proposed within the right-of-way, the responsibility for maintenance of such facilities shall be borne by the developer or the Home Owner's Association (HOA).

## SECTION 5.11 PERMANENT REFERENCE MARKERS

5.11.01 Prior to the approval of the Final Plat, permanent reference points shall have been placed in accordance with the following requirements:

1. Lots and Streets. All lot corners, points where street lines intersect the exterior boundary of the subdivision and intersections of curves and tangents along street lines must be marked.
2. Subdivision Corner Tie. At least one corner of the subdivision shall be designated by course and distance (tie) from an accepted corner of the Government Survey of Baldwin County. The subdivision corner shall be marked with a monument and shall appear on the map with a description of bearings and distance from the Government Survey corner to an accuracy of 1:5,000.
3. Monuments. Concrete monuments four (4) inches in diameter or four (4) inches square and three (3) feet long with a flat top shall be set at all exterior corners of the subdivision. The top of the monument shall have an indented mark to identify properly the location and shall be set flush with the finished grade. Elevation from mean sea level datum shall be established on a permanent benchmark at the corner of the subdivision and at a distance no greater than 2,000' on perimeter.
4. Property Markers. All lot corners not marked with a monument shall be marked with an iron pipe or iron pin not less than one-half inch (1/2") in diameter or in width, and twenty-four inches (24") long, and driven so as to be flush with the finished grade.
5. Accuracy. The land survey shall be in accordance with the State of Alabama's Minimum Technical Standards for Land Surveyors.



# City of Bay Minette

## Re-zoning Application

Case No.: 2-24002  
Fee- \$500 + \$10/Certified Letter  
Date Paid: 4/25/24  
Paid:  Credit Card  Cash  
 Check- No. 1293

301 D'Olive Street · Bay Minette, Alabama 36507

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

Are you the property owner?  YES  NO

*\*If you are not the property owner, you must submit an Owner Authorization Form signed by the property owner*

Applicant Name: Goodwyn Mills Cawood, LLC Date: 04/25/24

Mailing Address: 2039 Main Street

City: Daphne State: AL Zip Code: 36526

Telephone Number: 251.626.2626 Email: melissa.hadley@gmcnetwork.com

### Site Information

Property Owner Name: Cook, Donald etal Cook, Tracy Phone Number: \_\_\_\_\_

Property Address: 0 7th Street W

Parcel/PPIN #: PPIN #'s 35827 & 36573

Area of Property, Sq. Ft., or Acres: 35 Acres

Present Zoning: R-2 Requested Zoning: R-4 & PUD

Reason for Request/ Intended use of property: Residential subdivision for 181 single family lots. A PUD is requested for smaller lot sizes and setbacks than what is permitted in R-3.

I, the undersigned applicant, understand that payment of these fees does not entitle me to approval of this rezoning and that no refund of these fees will be made. I have reviewed a copy of the applicable zoning regulations and understand that I must be present on the date of the meeting.

Signature: Melissa A. Hadley Date: 04-24-24

### Submittal Requirements

- Application
- Fee
- Agent Authorization Form (if applicant is not the owner)
- Survey or boundary map showing exact dimensions of the property to be rezoned
- Legal description of property

Version 1. - 1/13/2023

cityofbayminetteal.gov

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# Honeycut Creek Cottages

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Bay Minette, Alabama

PLANNED UNIT DEVELOPMENT  
STATEMENT & NARRATIVE

APRIL 25, 2024

GOODWYN MILLS CAWOOD  
2039 Main Street | Daphne, AL 36526

Revised 05/08/2024



# Honeycut Creek Cottages

A Planned Unit Development in Bay Minette, Alabama

## 1. Introduction

This application seeks approval of a Planned Unit Development (PUD) to allow the construction of a 181-lot single-family development on an approximate 36-acre site within Bay Minette, Alabama. The site is to be known as “Honeycut Creek Cottages” and through increased density, will provide attainable housing options for residents of Bay Minette. The site contains two (2) parcels (PIN 358327 & 36573). It lies on the north side of Airport Road (aka West 7<sup>th</sup> Street) near the intersection of Rider Court, and is bounded on the north by Bay Minette Middle School (see Figure 1 below).



Figure 1: Proposed PUD Location Map. The site is located west of Highway 59 (McMeans Avenue) on the north side of Airport Road (West 7<sup>th</sup> Street) in the city of Bay Minette, Alabama. Map Source: Baldwin County Parcel Viewer, customized by author.

### *Existing Conditions*

The site is currently zoned R-2, Medium Density Single Family Residential District. The site contains wooded areas in the northern and southern portions with an existing access road and shrubland area throughout the central portion of the property. Surface water flows offsite in the southwest direction through a gully across the site’s center. Parcels located west and south of the site are within Baldwin County jurisdiction and are unzoned. Surrounding uses are undeveloped on the west and south sides with light industry and an overhead transmission line on the east. The northern property line adjoins Bay Minette Middle School. Residential neighborhoods and small commercial sites dot both sides of Airport Road west of the site, with Walmart and more intense commercial development to the east. There are no designated FEMA flood hazard zones present, and the entire site is in flood zone “X” (unshaded). No wetlands are located on the site as determined by a wetlands assessment conducted by Goodwyn Mills Cawood, LLC, and dated March 19, 2024.

## **2. PUD Statement**

### *Character and Intended Use*

The Honeycut Creek Cottages PUD proposes 181 single-family residential lots, resulting in a gross density of 5.0 dwelling units per acre (du/ac). Of the site’s total area of 36.06 acres, 5.03 acres are designated as open space (or 14.0 percent), including a centrally located 1.51-acre common area with a tot lot and park for residents’ enjoyment (see Figure 2). This main amenity area will also include four (4) guest parking spaces, a central mail box kiosk, and landscaped pond. Other landscape elements include street trees throughout the community spaced at approximately every other lot. A ten-foot wide greenbelt will provide added privacy for the rear of homes located along Airport Road and perimeter buffers along the west and north sides will allow access to rear portions of lots and potential drainage swales, as well as buffering the adjoining property from the PUD.

The site is served by two proposed connections to Airport Road, including a boulevard style entrance on the north with an adjoining common area for signage and landscape, that feed into an interconnected internal road network. The roadways are laid out using curved roads and smaller blocks – proven design techniques that promote pedestrian safety and traffic calming. Front setbacks are a minimum of 30-feet to allow for adequate depth to accommodate additional parking in driveways on each lot without encroaching onto roads or sidewalks. This should also help alleviate on-street parking within the PUD.

Homes in the proposed development will connect to readily available utilities for water, sewer, and trash removal. Individual service lines for each home will be installed through connections to existing utilities extended into the subdivision. Stormwater ponds will be incorporated into the engineering design of Honeycut Creek Cottages with amenities included to enhance common areas. All roads in

the PUD will be dedicated to the public and built to Bay Minette construction standards including 60-foot rights-of-way, curb and gutter, and sidewalks on both sides.



Figure 2: The proposed main amenity area is centrally located within the PUD and includes a park, foot path, tot lot, mail kiosk, and guest parking. The common area can be accessed from three sides and links other common spaces within the neighborhood.

**PUD Public Interest**

The Honeycut Creek Cottages PUD serves the public interest in many ways, one of which is to provide attainable housing for families in a location that is well suited for higher density residential development. The PUD is situated between high intensity commercial development, light industrial uses, and undeveloped residential areas, thus providing a “step-down” in both density and intensity of land uses. The PUD also puts families in close proximity to the middle school and recreational sports fields on Red Hill Road, thus allowing children more ways to participate in after school activities. The public interest is also served by the strategic location of two potential road extensions located along the westerly boundary. These road extensions provide for future connections that will give new access points for existing parcels on the west that currently have no or very limited access to public roads.

*PUD Consistency with City of Bay Minette Stated Purposes*

The City of Bay Minette’s Zoning Ordinance includes the following stated purposes for Planned Unit Developments (per Article 11). These purposes are expanded upon to demonstrate Honeycut Creek Cottage’s consistency with these goals.

- **To provide an opportunity for the best use of land.**
  - This is achieved by placing higher density residential development in the appropriate location and providing a transition between intense commercial and industrial uses and other undeveloped or residential uses.
- **To provide for more economical public services.**
  - The site is located in close proximity to existing development and in an area already served by public utilities. Thus, it will not require long extensions of utilities or roads into undeveloped areas (a pattern known as “leapfrog development”).
- **To encourage the unified development of tracts of land, much more creative and flexible concepts in site planning than would otherwise be possible through the strict application of minimum and maximum requirements of zoning districts established in this *Zoning Ordinance* and requirements of the *Subdivision Regulations*.**
  - The site encompasses two parcels that will be developed as one community.
  - The site employs a creative design in its road network, lot arrangement, and placement of common areas in key locations.
- **PUDs shall be in conformity with the City’s Comprehensive Plan or portion thereof as it may apply.**
  - The proposed PUD is consistent with stated housing goals in the Comprehensive Plan, and in particular the following:
    - *“An important challenge facing the City of Bay Minette is to determine how to effectively and equitably accommodate growth and development without adversely affecting the small town, rural character of the community. To aid in accomplishing this, development should be not only more compact and contiguous the closer to the center of the City, but it should also maximize the use of existing infrastructure and resources through redevelopment of the existing community whenever possible. This will help preserve the larger tracts of agricultural land that have been part of the City’s history and are associated with Bay Minette’s beauty.”*
  - As described in earlier sections, the PUD’s location is appropriate for higher density development and fulfills the stated goal by placing compact development close to the center of the City and away from agricultural lands. It wisely utilizes existing infrastructure.

- As described in the Comprehensive Plan, 73.1% of Bay Minette’s housing stock was built before 1990, indicating that the City is in need of new housing options. (Sec. 3-6)

The Comprehensive Plan also outlines a decline in housing tenure in Bay Minette, with owner occupied housing rates in 1990 at 65.4% and falling to 63.1% in 2000. Although the US Census 2022 estimate showed an increase of owner occupancy housing in Bay Minette with a rate of 68.3%, this number is still well below the local Daphne-Fairhope-Foley metro area average of 77.9%. One of the main goals of the Honeycut Creek Cottages PUD is to provide families with attainable housing options, which will contribute to increased rates of homeownership. The way to achieve more attainable housing options is to offer homes at lower price points. This is accomplished through increased density, development located in the right place, and new homes that appeal to contemporary families.

### 3. PUD Narrative

#### *PUD Exception Requests*

In accordance with the Bay Minette Planned Development Ordinance, Honeycut Creek Cottages seeks a rezoning to a PUD designation to allow for more flexible and creative site planning concepts; to embrace the natural conditions of the site through the use of functional open space and design that works with the existing topography; and to achieve a more desirable environment than would be possible through the strict application of the minimum requirements of the ordinances. Other exceptions are needed, such as smaller lot sizes and reduced setbacks, to provide the needed density and valuable benefits for residents that do not pose a risk to personal safety. Thus, specific exceptions to the City’s minimum requirements and other zoning/subdivision ordinances are enumerated below.

#### **Required Lot Width and Lot Frontage within the PUD.**

- The minimum Lot Width of any Lot shall be measured along the Front Setback Line and shall be a minimum of forty (40) feet.

#### **Area and Dimensional Requirements within the PUD.**

- Minimum lot area shall be 5,200 square feet.
- Setbacks shall be established as:
  - a. Front: 30-feet

- b. **Rear: 30-feet**
- c. **Side: 5-feet; 10-feet on street side**

#### 4. Conclusion

Ownership for the Honeycut Creek Cottages planned development will be held initially by the property owner who will obtain permits and construct improvements. Documents to assure the maintenance and continued protection of the PUD, common areas and amenities, and open space will be recorded with governing articles. These documents will also contain guidelines for landscaping, specific maintenance and improvements to the amenity facilities, fencing, signage, and other pertinent community assets.

The site design submitted with this application may be modified slightly if deemed necessary through detailed engineering, but will not deviate substantially from the approved plan. Such minor modifications may include, for example, the size and configuration of stormwater areas, shifts in lot lines, small adjustments to the roads, or location of amenities.

# Appendix A – Master Plan



Submitted to:

The City of Bay Minette  
Planning & Development Services  
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301 D'Olive Street  
Bay Minette, AL 36507  
251- 580-1650

Date: April 25, 2024  
Revised: May 8, 2024

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**Z-24002, Honeycut Creek Cottages  
PUD (*Discussion Only*)  
Large Format Plans Submitted  
Under Separate Cover**

**See Exhibit C**