

## **City of Bay Minette**

**Planning Commission** 

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

## AGENDA

April 11, 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 March 14, 2024, Regular Meeting
- 5.) Disclosure of Prior Communications and/or Conflicts of Interest
- 6.) Old Business
- 7.) New Business
  - a.) SD-24003, Abundant Life Christian Center Inc \*\*Public Hearing\*\* Disclosure of Prior Communications and/or Conflict of Interest Request: Minor Subdivision to combine five (5) lots Location: 541 Daphne Rd, PIN's: 222237, 72605, 12565, 222248, 273813
  - b.) Updates & Upcoming Cases

## 8.) Reports & Comments

- a.) Mayor/Council/Administration
- b.) Attorney
- c.) Commissioners
- d.) Planning Staff
- e.) Citizen Comments
- 9.) Adjournment

\*\*Next Regular Meeting – May 9, 2024\*\* Annual Meeting / Election of Officers



## Bay Minette Planning Commission Regular Meeting Minutes

## Minutes March 14, 2024

## Monthly Meeting No. 3

The City of Bay Minette Planning Commission met in Regular Session on Thursday, March 14, 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 Robert A. "Bob" Wills, Mayor Rob Madison, Building Official/Commission Member Ray Clark, Commission Member Hiram Templeton, Commission Member Earl Emmons, Commission Member William Taylor, City Council/Commission Member

### Commission Members absent:

Neal Covington, Vice Chairman

Commission Members late: NONE

### Other persons in regular attendance:

Clair Dorough, City Planner Paula Bonner, Planner Associate Jessia Peed, Planning Coordinator Lauren Collinsworth, Attorney Melissa Hadley, City Engineering Consultant with GMC Kristina Pittman, North Baldwin Chamber of Commerce

GUESTS

Myles Reed, (*Representative for SD-24004, Quinley Oaks Subdivision*)
Brandon Bailey, (*Representative for SD-24004, Quinley Oaks Subdivision*)
Mike Phillips, (*Representative for SD-24004, Quinley Oaks Subdivision*)
Chad Riley, (*Representative for SP-24002, Plasmine Technology*)
Bryan Wiggins, (*Representative for SP-24002, Plasmine Technology*)
Jacob Burrough, (*Representative for SD-24004, Quinley Oaks Subdivision*)
Nathan Williams, (*Representative for SD-24002, Plasmine Technology*)
Nathan Williams, (*Representative for SD-24003, Quinley Oaks Subdivision*)
Bruce Hooks, (*Representative for SD-24003 & SP-24001, Abundant Life Church*)
Edna Hooks, (*Representative for SD-24003 & SP-24001, Abundant Life Church*)
Mike Nordan
Jennifer Davis
Mike Phillips
Martha Roley Ryan

- **INVOCATION** Chairman Stewart presented the invocation, followed by the pledge.
- ITEM 3. Announcements/Registration to address the Commission.
- ITEM 4. Approval of the Minutes of the February 8, 2024, Regular Meeting. Councilman Taylor made a motion to approve the February minutes as written. The motion was seconded by Commission Member Hiram Templeton 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 and stated that both Agenda Items a.) and b.) will be reviewed concurrently, with public hearing for the subdivision, even though it is being tabled until a future meeting. No prior communications or conflicts of interest were stated. Mrs. Bonner did a quick overview of the request including property location, plans for demolition of the current fellowship hall and plans to move the hall with the requirement to combine the lots in order to meet all setbacks and requirements. She states that since the plat has not been submitted, and the site plan application cannot be reviewed until the approval of the subdivision, that both applications will need to be tabled, and discusses the wetlands delineation that was completed for the property.

With no further comments or questions from the Commission, <u>Chairman Stewart opens the Public Hearing at 8:13</u> <u>am for SD-24003</u>, <u>Abundant Life Christian Center Inc.</u> With no comments or concerns from the public, <u>Chairman closes public hearing at 8:13 am</u>.

Mayor Wills made a motion to table the subdivision request due to incomplete application. Commission Member Clark seconded, and it was unanimously carried.

### b.) SP-24001, Abundant Life Christian Center Inc

Chairman Stewart states the Site Plan portion of the previous case cannot be reviewed until the subdivision is approved. With no further questions or comments, Commission Member Clark made a motion to table the request, due to incomplete application. Commission Member Emmons seconded, and it was unanimously carried.

## c.) SP-24002, Plasmine Technology, Inc

Chairman Stewart introduced the case. With no conflicts of interest stated, Mrs. Dorough reviews the request including the site location with street images, proposed plans with tank farm, trailer storage and off-street parking, spill and containment plan availability for review if requested, access and drainage plans. She states that although full landscape plans were not submitted, various tree protection is indicated in their proposed plans so that requirement is in compliance. She finalizes the review stating the buffering with a screened fence requirement is in compliance and reviews any agency and city department comments. Ms. Hadley clarifies the detention pond comment from her engineering firm, requesting more detail and clarification on the potential and realistic scenarios that would be addressed should an event occur. Nathan Williams explains the reasoning behind the detention stormwater retainment that is currently proposed. Mrs. Hadley explains that a narrative of that plan would be helpful. Bubba Reed speaks in support of the project as he is an adjacent property owner. Commission Member Emmons inquiries on the route of the stormwater drainage runoff, product(s) being manufactured in the new "proposed" tanks, and product storage management, to which all inquiries are explained by a Plasmine representative.

With no further questions or comments, Commission Member Emmons makes a motion to approve the request with conditions the following conditions, which were labeled as # three (3) through fourteen (14) of Goodwyn Mills Cawood letter with recommendations:

1) Ownership of, or rights granted with an access easement, is required for use of the drive on the property to the east of the site for ingress/egress.

## **Construction Plans:**

- 2) Cover Sheet: Add flood map and flood zone information.
- 3) Master Layout Sheet (sheet C-4.0): Install 24'-wide asphalt road from the north side of the truck parking lot to Newport Parkway on the east side of the site. Install stop sign and stop bar for south bound truck traffic at the asphalt drive Newport Drive intersection.
- 4) Grading and Drainage Plan (sheet C-5.0): Add erosion protection on the south side of the drainage ditch along Newport Parkway at the basin discharge pipe outlet. Update rainfall data with current NOAA data for all storms (2-year to 100-year). Provide instructions or steps to be taken including the timing from the end of the rainfall event to the opening of the slide gate valve.
- **5)** Pond Detail (sheet C-6.0): Callout slide gate locations in both plan and profile. Add valve details or note for engineer to approve shop drawings.
- 6) Erosion Control Plan (sheet C-9.0): Add slit fence or sediment barrier at the basin side of all pipe inlets.

## Drainage Plans:

- **7)** Provide table for the pre-development and post-development runoff rates using the current NOAA rainfall data for the 2-year through the 100-year event storm.
- 8) Recalculate the 25-year and 100-year basin volumes based on the current NOAA rainfall data.
- 9) Provide the discharge velocity for the basin outlet pipe.
- **10)** Provide release rate calculations for the 2-year through the 100-year storm for the parking lot detention basin and the containment basins. Limit the containment basins rate of discharge to pre-developed rates.
- 11) Provide design that prevents groundwater contamination from the containment basins.
- **12)** Provide details and timing of mitigation in the event of contaminated water detection.

The motion was seconded by Commission Member Templeton and the motion was unanimously carried.

d.) SD-24004, TPQ LLC- Quinley Oaks Subdivision- Preliminary Plat Approval \*\*Reviewed concurrently with e.)

## e.) SD-24004, TPQ, LLC- Quinley Oaks Subdivision- Final Plat Approval

Ms. Collinsworth removes herself from the meeting as her legal firm has a conflict of interest, allowing Mr. McDowell to be the representative for legal counsel for this case. Mrs. Dorough begins the concurrent review of Case Items d. and e. and includes that the preliminary plat will need to be reviewed and approved prior to final plat review, and the process that would follow if the preliminary plat were denied. She begins reviewing the request and includes the current zoning designation, connecting roads, images of the site and roadway, adjacent areas, and the proposed lots that meet requirements and the lots that currently do not meet. She includes the roadway and states the private property along W Railroad St that is not a city-maintained road as it is on CSX and private property. She explains the City's Right-of-Way (ROW) location and the 30' of proposed ROW to be dedicated by the applicant if the application is approved and includes the Subdivision Regulations require 60'. She reviews the additional deficiencies but states the primary concern is the private roadway. Chairman Stewart inquires on the authority to maintain the street to which Mrs. Dorough explains the City doesn't have the authority to modify as it is Railroad property. Mrs. Smith explains the City did not pave that road as North Baldwin Utilities paved it, but City representatives have been meeting with CSX to determine the appropriate route regarding potential additional construction and roadway usage. Discussions ensue regarding the reasoning behind the paving of the road by North Baldwin Utilities, discussions between CSX and the City regarding the history of the road, future maintenance, future development and usage of the road, various agreement requirements for additional development including the proposal from the applicant to dedicate road to the City. Mr. Reed speaks on his history with CSX, Quinley Rd roadway surfacing and the area development, both historically and future. Discussions ensue regarding potential liabilities with any approvals of the current proposal, potential agreements with CSX and the City that are currently in discussions, potential reconfigurations of the proposed subdivision, and the applicants reasoning for moving forward with his current request which includes his belief regarding possible future issues with any development along the Railroad property Right-of-Ways.

### Councilman Taylor leaves the meeting at 9:29am

## Chairman Stewart opens the Public Hearing for Case Item d.) SD-24004, Preliminary Plat Approval at 9:40am. With no public comment, Chairman Stewart closes the public hearing at 9:40am.

Additional reconfiguration options of the plat are discussed between the applicant, City Staff and the Commission, along with the statement by Mrs. Dorough that City Staff anticipates meeting with CSX within the next few weeks, as stated by CSX representatives.

### Mayor Wills leaves the meeting at 9:44am. Councilman Taylor returns at 9:44am.

With no further discussion, Commission Member Clark makes a motion to Table Case Item d.) SD-24004, Preliminary Plat Approval, due to the potential meeting with CSX to determine future usage of their roadway. Commission Member Templeton seconds, and the motion carries unanimously with the exception of Mayor Wills as he was absent during the vote.

Chairman Stewart states that Case Item 7e has been officially withdrawn prior to presentation by the applicant.

### f.) Updates & Upcoming Cases - None

### ITEM 8. Reports

- a.) Mayor/Council Report Mayor Will states the opening day of baseball is Saturday. Councilman Taylor inquires the new company named Spilltech moving into the warehouse on Dr. Martin Luther King Jr Blvd. Tammy Smith states there will be ribbon cutting tomorrow at 1:00 PM at the Justice Center, where everyone is invited to attend.
- b.) Attorney None
- c.) Commissioner None
- d.) Planning Staff None
- e.) Public Comment None

**ITEM 9.** With no further business, Chairman Stewart adjourned the meeting at 9:47 am.

## DONE THIS THE 14<sup>TH</sup> DAY OF MARCH 2024

Chairman, Todd Stewart

ATTEST:

Jessica Peed, Planning Coordinator

## Motion Summary:

- a.) Approval of the February 8, 2024, Regular Meeting Minutes: Councilman Taylor made a motion to approve the February minutes as written. The motion was seconded by Commission Member Hiram Templeton and carried unanimously.
- b.) SD-24003, Abundant Life Christian Center Inc: Mayor Wills made a motion to table the subdivision request due to incomplete application. Commission Member Clark seconded, and it was unanimously carried.
- c.) SP-24001, Abundant Life Christian Center Inc: Commission Member Clark made a motion to table the request, due to incomplete application. Commission Member Emmons seconded, and it was unanimously carried.
- **d.)** SP-24002, Plasmine Technology, Inc: Commission Member Emmons makes a motion to approve the request with the following conditions, which were labeled as # three (3) through fourteen (14) of Goodwyn Mills Cawood letter with recommendations:
- 1) Ownership of, or rights granted with an access easement, is required for use of the drive on the property to the east of the site for ingress/egress.

## **Construction Plans:**

- 2) Cover Sheet: Add flood map and flood zone information.
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## Drainage Plans:

- **7)** Provide table for the pre-development and post-development runoff rates using the current NOAA rainfall data for the 2-year through the 100-year event storm.
- 8) Recalculate the 25-year and 100-year basin volumes based on the current NOAA rainfall data.
- **9)** Provide the discharge velocity for the basin outlet pipe.
- **10)** Provide release rate calculations for the 2-year through the 100-year storm for the parking lot detention basin and the containment basins. Limit the containment basins rate of discharge to pre-developed rates.
- **11)** Provide design that prevents groundwater contamination from the containment basins.
- **12)** Provide details and timing of mitigation in the event of contaminated water detection.

The motion was seconded by Commission Member Templeton and the motion was unanimously carried.

- e.) SD-24004, TPQ LLC- Quinley Oaks Subdivision- Preliminary Plat Approval: Commission Member Clark makes a motion to Table Case Item d.) SD-24004, Preliminary Plat Approval, due to the potential meeting with CSX to determine future usage of their roadway. Commission Member Templeton seconds, and the motion carries unanimously with the exception of Mayor Wills as he was absent during the vote.
- f.) SD-24004, TPQ LLC- Quinley Oaks Subdivision- Final Plat Approval: Chairman Stewart states that Case Item 7e has been officially withdrawn prior to presentation by the applicant.



## <u>City of Bay Minette</u> Planning & Development Services

## PLANNING COMMISSION STAFF ANALYSIS

Planning Commission Meeting Date: April 11, 2024

Case Number: SD-24003

## APPLICATION SUMMARY

Project Name: Abundant Life Christian Center Minor Subdivision Property Location: 541 Daphne Road Property PID/PPIN: 05-23-05-16-1-003-015.002 // 222237 Property PID/PPIN: 05-23-05-16-1-003-015.000 // 72605 Property PID/PPIN: 05-23-05-16-1-003-016.000 // 12565 Property PID/PPIN: 05-23-05-16-1-003-016.001 // 222248 Property PID/PPIN: 05-23-05-16-1-003-016.002 // 273813

Property Size: 5.04± acres Proposed Action: Approval to Combine Five (5) lots into One (1) lot Zoning: R-3, Higher Density Single Family Residential District Applicant: Rowe Engineering & Surveying Property Owner: Abundant Life Christian Center, Inc.

Subject Property	Zoning	Existing Land Use		
SD-24003	R-3	Abundant Life Christian Center, Inc. Church		
Adjacent Property	Zoning	Existing Land Use		
North	R-3	Single Family Residential		
South	R-3	Vacant / Single Family Residential		
East	R-3	Single Family Residential		
West	R-3	Single Family Residential		
OTE AND DECUECT OVALODOLO				

## SITE AND REQUEST SYNOPSIS

The subject property consists of approximately 5.04± 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 zoned R-3, Higher Density Single Family Residential District and is surrounded by R-3, Higher Density Single Family Residential District zoning and uses. To the south of the subject property is the back of the Standard Furniture building which is zoned M-1, Light Industrial District. 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 has been established. The Minor Subdivision request is to combine the existing five (5) parcels into one (1) parcel in order to meet the required setbacks for the construction of a new fellowship hall 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. The applicant/owner submitted a concurrent site plan application (SP-24001) for the construction of the proposed new fellowship hall, however at the March 19, 2024, meeting the Planning Commission voted to table the application until the May 9, 2024, Planning Commission meeting due to an incomplete application.

## 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 per letters of utility availability submitted by applicant. Bay Minette Public Works – No comments received.

Bay Minette Police Department – No comments received.

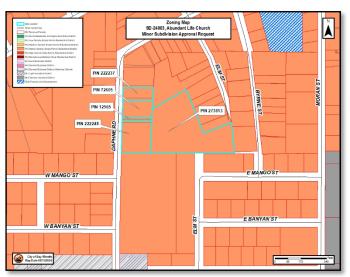
Bay Minette Fire Department - No comments received.

Baldwin County E-911 – No comments received. ALDOT – N/A

City Engineering Consultant - GMC

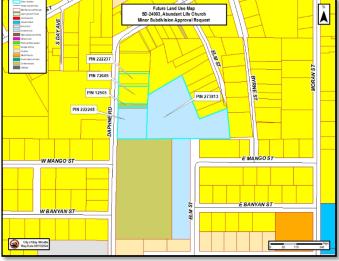
Melissa A. Hadley, PhD, RLA, AICP – Received comments to label road and lots to the south and show existing utilities and wetlands.

Existing Zoning Map

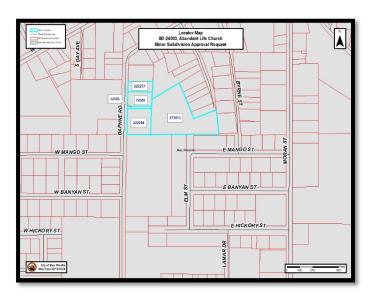


Locator

Future Land Use Map



<u>Site Map</u>





## 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: AT&T (Service Availability Letter Provided) Electricity: Alabama Power (Service Availability Letter Provided)
Transportation:	The proposed one (1) lot subdivision fronts Daphne Road, a Major Collector paved and City-maintained roadway with a 50-ft right-of-way.

## SECTION 3.03 CLASSIFICATION OF SUBDIVISIONS

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.

## 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 subdividers 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

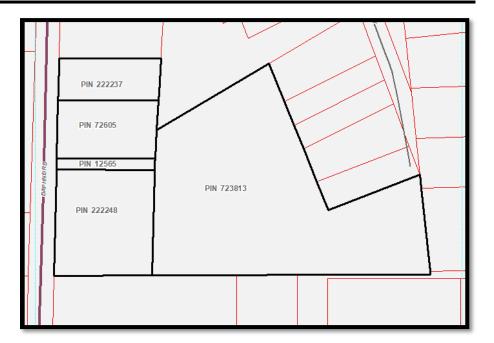
requirement and consents to an extension, the Planning Commission may defer action on the plat for a period not to exceed an additional thirty (30) calendar days. If no action is taken within the initial 30-day time period, or if there is no action taken within the extension period, such plat shall be deemed to have been approved, and notification to that effect shall be issued by the Planning Commission on request.

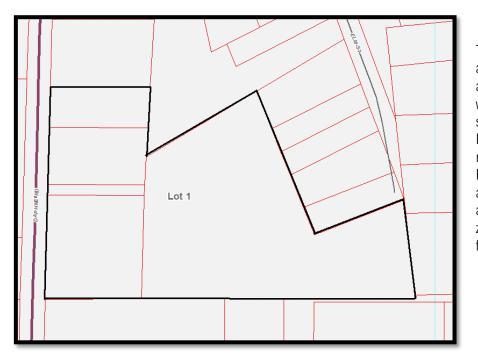
## 3.16.07 Expression of Approval

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 or other public spaces is required as noted herein.

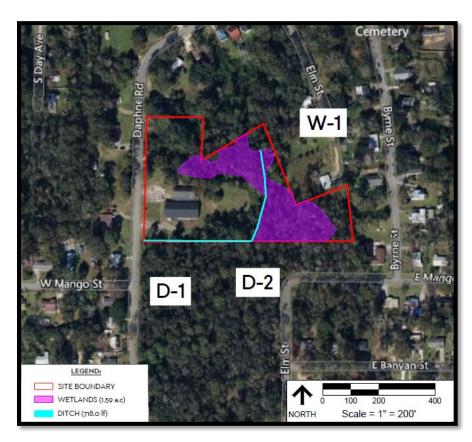
## STAFF ANALYSIS / RECOMMENDATION

The subject property currently consists five (5) separate parcels under the same ownership, Abundant Life Christian Center Inc. There are two existing structures on the site, a church building and a fellowship hall. The fellowship hall is in disrepair so the church would like to demolish it and construct a new fellowship hall behind the church building. However, that will create setback non-conformities which will require those two parcels to be combined. The owner has no plans to sell any of the parcels so is requesting to combine the five (5) separate parcels into one (1) parcel.





The proposed one (1) subdivision contains approximately 430± feet along Daphne Road which is a 50' paved, City of Bay Minette maitained right-ofway. Letters of utility availability have been submitted from North Baldwin Utilities, Alabama Power, and AT&T. There were no comments received from the City of Bay Minette Public Works, Police, or Fire Departments. Proposed subdivision also meets the minimum lot area of 7,200 square feet and the minimum lot width of 50 feet for the R-3 zoning district, as well as the setback requirements for public and semi-public and accessory Although the plat states the 2001 National Wetland Inventory Map indicated no wetlands on the subject property, a wetland delineation dated February 2, 2024, conducted by Goodwyn Mills Cawood, LLC (GMC) identified one (1) wetland area and two (2) ditches on the 5.29± acre site. A copy of the National Wetlands Inventory map is included in the wetland delineation report. The applicant has also submitted a Construction Stormwater General NPDES Permit from ADEM for the site.



GMC	April 2, 2024	
<b>Goodwyn Mills Cawood</b> 2039 Main Street P.O. Box 1127 Daphne, AL 36526	Ms. Clair Dorough City of Bay Minette, City Planner 301 d'Olive St Bay Minette, AL 36507	
T (251) 626-2626 F (251) 626-6934 www.gmcnetwork.com	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	
	<ol> <li>Please label adjoining road right-of-way and existing lots on the south (Elm Street and lots in Lynn Haven Subdivision)</li> <li>Show existing utilities adjacent to/within property</li> <li>Show wetlands per GMC delineation</li> </ol>	

Melissa Hadley with Goodwyn Mills Cawood, LLC reviewed the subdivision plat for conformance with the City of Bay Minette subdivision regulations and zoning ordinance. Her comments are listed below:

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

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-24003, Abundant Life Christian Church Minor Subdivision with the conditions listed below:

- 1. The owner acceptance certificate on the plat be corrected to "Abundant Life Christian Center Inc."
- 2. The existing structures with dimensions are added to the plat.
- 3. Label the adjoining road right-of-way and existing lots on the south (Elm Street and lots in Lynn Haven Subdivision) on the plat.
- 4. Show existing utilities adjacent to /within property on the plat.
- 5. Show wetlands per GMC delineation on the plat.

## STANDARDS OF APPROVAL / PLANNING COMMISSION ACTION

## 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 Minor Subdivision Final Plat approval. Minor Subdivisions do not require Preliminary Plat approval but must receive Final Plat approval. 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

### 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.



## <u>City of Bay Minette</u> 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	
Pre-Application Conference Preferred Dates/Times: Pre-Applicat	tion meeting was already held
PROJECT CONTACTS Owner Name: Abundant Life Christian Center, Inc. C/o Pastor Bruce D.	Hooks, Sr. Phone: 251-937-2677
Developer: N/A	Phone:
Authorized Agent/Application Contact: N/A	
Phone: Email:	
Mailing Address:	
Surveyor Name: Cecil "Zeke" Hudson	
Surveying Firm Name: Rowe Engineering & Surveying	
Phone: 251-666-2766 Email: zeke	@roweengineering.com
Engineer Name: N/A	
Engineering Firm Name:	
Phone: Email:	
Subdivision Type: □ Single Family □ Two-Family □ Multi-Famil Subdivision Name: Abundant Life Church Subdivision	-
Location: East line of Daphne Road, West of Byrr	
Section: <u>16</u> Township: <u>2S</u> Range: <u>3E</u> Ins Parcel ID/PPIN(s): 222237, 72605, 12565, 222248 &	strument# or Slide# of Existing Recorded Plat: N/A 273813
Total Acreage: 4.66 ac +/- Total # Lots: 1	
Required Number of Certified Letters: <u>12</u> Adjacent P	roperty Owner/Leaseholder Information Attached: ☑ Yes □No
UTILITY PROVIDERS Water: North Baldwin Utilities Sev	wer: North Baldwin Utilities
Power: Alabama Power Gas	<sub>s:</sub> North Baldwin Utilities
	ernet: AT&T
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ACCESS

Roadway Name: Daphne Road

Total Frontage (linear feet): 347'

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

## SUBMITTAL DOCUMENTATION

- Legal Description Attached: 
  Yes 
  No
- Access Authority Approval Attached **DYes DNo**
- Requesting Waivers: DYes DNo
- Covenants or Deed Restrictions: 
  Yes 
  No
- Service Availability Letters Attached: 
  Yes 
  No
- List and Description of Requested Waivers Attached: 
  DYes
  Image: Dyea
  Image: Dyea
- Copy of Covenants or Restrictions Attached: **UYes WNO**

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: Bruce & Hearks & Date: 3/12/2024					
	INTERNAL USE ONLY				
FEES & PAYMENT DETAILS	Zoning: FEMA: Potential Wetlands <b>\Box Yes \Box</b>				
Application Fee: <b>\$</b> Total # of Lots x \$20 = <b>\$</b> Total # Certified Letters: x \$10 = <b>\$</b> TOTAL DUE <b>\$</b>	Printed Set <b>Yes No</b> PDF Plat <b>Yes No</b> Digital .SHP or .DWG <b>Yes No</b> Owner Permission Deed Legal Description Adjacent Property List Service Availability Access Waiver Covenants Completeness Review Date: Complete Incomplete Deficiencies:				
□ Cash □ Card* <i>3.99% Fee</i>					
Check #: Date Paid:	PC Meeting Date: Public Notice Deadline Date:				



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

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.

Construction Stormwater General NPDES Permit - INITIAL ISSUANCE		
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)		

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 <u>https://www.youtube.com/watch?v=xG-SIIJ2Mgc</u>.

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 or by phone at (334) 274-4249.

Sincerely,

zakne Y. Lut

Daphne Y. Lutz, Chief Water Division ADEM

Birmingham Branch 110 Vulcan Road Birmingham, AL 35209-4702 (205) 942-6168 (205) 941-1603 (FAX) April 11, 2024 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) Page 15 of 21

Planning Commission Regular Meeting Agenda Packet





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

March 5, 2024

Lindsey Mooney Zeke-Trice, LLC dba Rowe Engineering & Surveying 3502 Laughlin Dr, Suite B Mobile, AL 36693 lindsey@roweengineering.com

Re: Letter of Water, Wastewater and Natural Gas Service Availability – Abundant Life Church 541 Daphne Road, Bay Minette, AL 36507 PPIN: 222237, 72605, 12565, 222248 and 273813

Dear Lindsey,

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. We have received a copy of the preliminary plat for Abundant Life Subdivision.

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,

in m ( adout -

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)



March 11, 2024

Lindsey Mooney Rowe Engineering & Surveying

RE: Service Availability - Abundant Life Church Subdivision

Dear Ms. Mooney,

This letter is in response to your request for information on the availability of service at the above location by AT&T.

This letter acknowledges that the above referenced property is located in an area served by AT&T. Any service arrangements for this location will be subject to later discussions and agreements between the developer and AT&T. Please be advised that this letter is not a commitment by AT&T to provide service to this location.

Please contact me at the phone number included in this letter with any questions.

Thank you for contacting AT&T.

Sincerely,

Wade Mitchell Senior – OSP Design Engineer AT&T Alabama 2155 Old Shell Rd Mobile, Alabama 36607 Gulf District/ Mobile Office

600 D'Olive St.

Bay Minette Al, 36507

1-251-694-2584

3/6/24

Dear Mr. Mooney:

This is to confirm that Alabama Power Company will provide permanent electric service to the proposed development located at 541 Daphne Rd. 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.

Sincerely,

Alabama Power

Thomas E. Sheffield Jr.

Distribution Specialist Sr.

Engineering

1-251-694-2584



Goodwyn Mills Cawood

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

Daphne, AL 36526 T (251) 626-2626

2039 Main Street

PO Box 1127

F (251) 626-6934

www.gmcnetwork.com

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 <u>existing</u> <u>conditions</u> 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

