

**Bay Minette Planning Commission**

**Agenda**

**Council Chambers**

**September 10, 2013**

**5:30 p.m.**

1. Called to Order
2. Invocation and Pledge
3. Call of Roll
4. Approval of Minutes for August 13, 2013 Regular Meeting
5. Old Business:
  - A. Public Hearing and Consideration of Subdivision Request for Stevens Automotive LLC/Charles Stevens for Steven's Subdivision located approximately 350 feet east of Intersection of Freeview Avenue and State Highway 59
6. New Business:
  - A. Discussion: Sign Ordinance—Fail to Pass City Council
7. Reports:
  - A. Mayor/Council
  - B. Attorney
  - C. Commissioner's Comments
8. Adjourn

**Bay Minette Planning Commission  
Regular Meeting Minutes**

**Minutes of August 13, 2013**

**Monthly Meeting No.8**

The Bay Minette Planning Commission met in Regular Session on Tuesday, August 13, 2013. The meeting was called to order by Chairman Todd Stewart at 5:30 p.m., in the Council Chambers located in Bay Minette City Hall, in Bay Minette, Alabama; this being the proper place, date and hour as advertized to hold such meeting.

**ROLLCALL**        During the 5:30 p.m. Roll Call the following members were present:

Todd Stewart, Chairman  
Karmen Still, Vice Chairperson  
Robert A. "Bob" Wills, Mayor  
John Biggs, City Council Member  
Oscar Waters, Building Official  
Al Thompson, Commission Member  
John Peavy, Commission Member  
Ed Pepperman, Commission Member  
A. C. Ulmer, Commission Member

Other person in regular attendance:

Rita Findley, City Clerk  
Rhonda Akins, Building Department  
Leslie Johnston, SARPC Representative

**GUESTS**        Guests included:

Robbie Strom, Hutchinson, Moore & Rauch, LLC

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

**ITEM 4.**        Chairman Stewart asked the planning commission to review the minutes of the July 9 11, 2013 meeting. Vice Chairperson Still made **Motion 1** to approve the minutes for July 9, 2013 meeting. The motion was seconded by Commission Member Pepperman and the motion carried.

**ITEM 5**        Chairman Stewart introduced item 5, Old business:

There was no old business; however, Vice Chairperson Still asked the status of the sign ordinance. City Clerk, Rita Findley stated that the City Council will hold a public hearing on August 19, 2013 for consideration of the ordinance.

**ITEM 6.** Chairman Stewart introduced item 6: New Business:

- A. Consideration Subdivision Request for J.M. Hill Construction/Joe Hill for Steven's Subdivision located approximately 350 feet west of intersection of Freeview Avenue and State Highway 59

Chairman Stewart recognized Robbie Strom, Hutchinson, Moore & Rauch LLC who is representing Mr. Chuck Stevens. After much discussion concerning the application and the process for the subdivision request, Vice Chairperson Still made Motion Number 2 to schedule a public hearing for the next regular meeting, providing Mr. Strom resubmit a corrected application or a letter or authorization. The motion was seconded by Commissioner Ulmer and unanimously carried.

**ITEM 7.** Reports:

- A. Mayor/Council Report:  
No Report Available
- B. Attorney Report  
No Report Available
- B. Commissioner's Report  
No Report Available

**ITEM 8.** Chairman Stewart with no further business adjourned the meeting at 6:00 p.m.

**DONE THIS THE 13<sup>h</sup> DAY OF AUGUST 2013**

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

**ATTEST:**

\_\_\_\_\_  
Rita Findley  
City Clerk

August 8, 2013

City of Bay Minette  
301 D'Olive Street  
Bay Minette, AL 36507

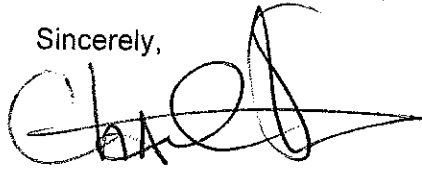
RE: Steven's Subdivision

To Whom it May Concern:

This letter is to authorize Hutchinson, Moore & Rauch, LLC and J.M. Hill Construction, LLC to act as agents on my behalf for the referenced project site.

If you have questions or require additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Charles Stevens', with a large, stylized flourish extending to the right.

(Charles (Chuck) Stevens

# City of Bay Minette

## Application for Final Subdivision Plat (PUD)

Date August 8, 2013

Name of Subdivision (PUD)

Steven's Subdivision

Name of applicant/owner Stevens Automotive LLC / Charles Stevens

Address	<u>Post Office Box 1296</u>	<u>Bay Minette</u>	<u>AL</u>	<u>36507</u>
	Street or PO Box	City	State	Zip

Hutchinson, Moore & Rauch, LLC / Patrick R. Strom, II, P.E.

Name of Local Agent / Engineer, if other than Applicant

Address	<u>1 St. Louis Street, Suite 1001</u>	<u>Mobile</u>	<u>AL</u>	<u>36602</u>
	Street or PO Box	City	State	Zip

Subdivision (PUD) Location: Approx. 350' West of Intersection of Freeview Ave and State Hwy 59

Total Acreage 1.68+/- # of Lots (units) 4

Average Lot Size .43 acres

Water Source North Baldwin Utilities

Sewer Source North Baldwin Utilities

Applicant Name: Charles (Chuck) Stevens

Signature: 

Date 8/23/13

Total \$ 100.00

# City of Bay Minette

## Application for Preliminary Subdivision Plat (PUD)

Date August 8, 2013

Name of Subdivision (PUD)

Steven's Subdivision

Name of applicant/owner Stevens Automotive LLC / Charles Stevens

Address Post Office Box 1296 Bay Minette AL 36507  
Street or PO Box City State Zip

Hutchinson, Moore & Rauch, LLC / Patrick R. Strom, II, P.E.

Name of Local Agent / Engineer, if other than Applicant

Address 1 St. Louis Street, Suite 1001 Mobile AL 36602  
Street or PO Box City State Zip

Subdivision (PUD) Location: Approx. 350' West of Intersection of Freeview Ave and State Hwy 59

Total Acreage 1.68+/- # of Lots (units) 4

Average Lot Size .43 acres

Water Source North Baldwin Utilities

Sewer Source North Baldwin Utilities

### Owners of Land 100' Adjacent or Opposite:

<u>Name</u>	<u>Address</u>			
Bradley, Veronica D	399 Freeview Ave	Bay Minette	AL	36507
Bay Minette, City of	301 D'olive St	Bay Minette	AL	36507
Jones, Fannie L	1209 Lower St	Bay Minette	AL	36507
Stevens Automotive LLC	P O Box 1296	Bay Minette	AL	36507
Wilson, Milton C	P O Box 267	Bay Minette	AL	36507
Rainview Apartments Ltd.	c/o PTLCD 2655 Airport Boulevard	Mobile	AL	36606
State of Alabama Department of Veterans	P O Box 1509	Montgomery	AL	36102
Young, Clayton L	P O Box 10432	Prichard	AL	36610

Applicant Name: Charles (Chuck) Stevens

Signature: 

Date 8/23/13

Total \$ 270.00

August 8, 2013

City of Bay Minette  
301 D'Olive Street  
Bay Minette, AL 36507

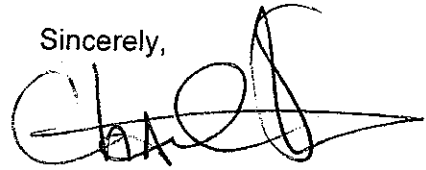
RE: Steven's Subdivision

To Whom it May Concern:

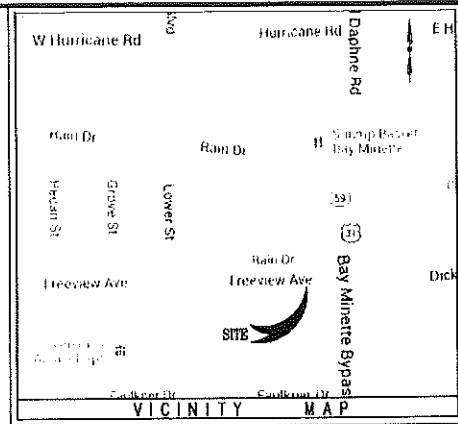
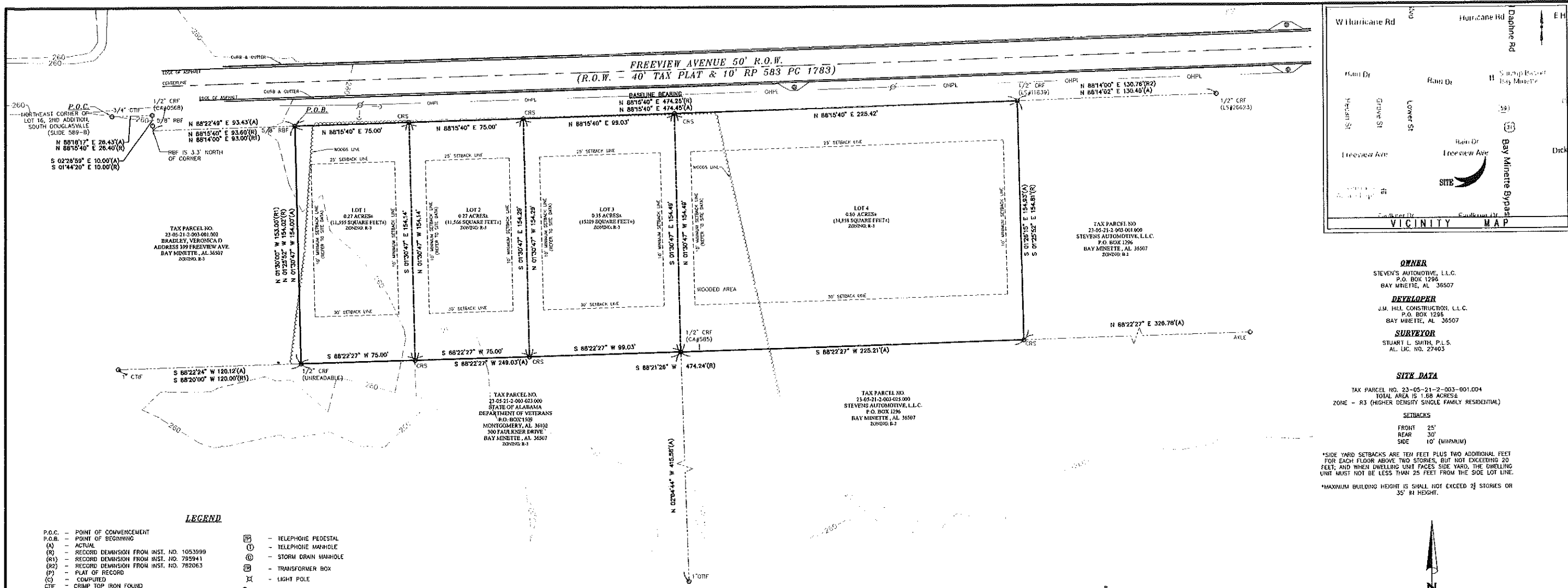
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If you have questions or require additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Charles Stevens', with a stylized flourish extending to the right.

(Charles (Chuck) Stevens



**OWNER**  
STEVEN'S AUTOMOTIVE, L.L.C.  
P.O. BOX 1296  
BAY MINETTE, AL 36507

**DEVELOPER**  
J.M. HILL CONSTRUCTION, L.L.C.  
P.O. BOX 1296  
BAY MINETTE, AL 36507

**SURVEYOR**  
STUART L. SMITH, P.L.S.  
AL. LIC. NO. 27403

**SITE DATA**  
TAX PARCEL NO. 23-05-21-2-003-001-000  
TOTAL AREA IS 1.68 ACRES  
ZONE - R3 (HIGHER DENSITY SINGLE FAMILY RESIDENTIAL)

**SETBACKS**  
FRONT 25'  
REAR 30'  
SIDE 10' (MINIMUM)

\*SIDE YARD SETBACKS ARE TEN FEET PLUS TWO ADDITIONAL FEET FOR EACH FLOOR ABOVE TWO STORES, BUT NOT EXCEEDING 20 FEET, AND WHEN DWELLING UNIT FACES SIDE YARD, THE DWELLING UNIT MUST NOT BE LESS THAN 25 FEET FROM THE SIDE LOT LINE.

\*MAXIMUM BUILDING HEIGHT IS SHALL NOT EXCEED 2 1/2 STORES OR 35' IN HEIGHT.

- LEGEND**
- P.O.C. - POINT OF COMMENCEMENT
  - P.O.B. - POINT OF BEGINNING
  - (A) - ACTUAL
  - (R) - RECORD DEMONSTRATION FROM INST. NO. 1053999
  - (R1) - RECORD DEMONSTRATION FROM INST. NO. 785941
  - (R2) - RECORD DEMONSTRATION FROM INST. NO. 782063
  - (P) - PLAT OF RECORD
  - (C) - COMPUTED
  - CTIF - CRIMP TOP IRON FOUND
  - OTIF - OPEN TOP IRON FOUND
  - CRF - CAPPED REBAR FOUND
  - RBF - 1/2" REBAR FOUND
  - CRS - 1/2" CAPPED REBAR SET STAMPED CA#604
  - CMF - CONCRETE MONUMENT FOUND
  - CMS - CONCRETE MONUMENT SET
  - LS# - LICENSED PROFESSIONAL SURVEYOR'S NUMBER
  - CA# - CERTIFICATE OF AUTHORIZATION NUMBER
  - INST. NO. - INSTRUMENT NUMBER
  - R.O.W. OR R/W - RIGHT-OF-WAY
  - SECT. - SECTION
  - T- - TOWNSHIP
  - R- - RANGE
  - RP - POWER POLE
  - OHPL - OVERHEAD POWERLINE
  - R.O.W. - RIGHT-OF-WAY
  - GW - GUY WIRE
  - EM - ELECTRIC METER BOX
  - AC - AIR CONDITIONER
  - FH - FIRE HYDRANT
  - WM - WATER METER
  - WSV - SANITARY SEWER VALVE
  - WV - WATER VALVE
  - JB - JUNCTION BOX
  - TP - TELEPHONE PEDESTAL
  - TM - TELEPHONE MANHOLE
  - SD - STORM DRAIN MANHOLE
  - TB - TRANSFORMER BOX
  - LP - LIGHT POLE
  - SC - SEWER CLEANOUT
  - GV - GAS VALVE
  - CTV - CABLE TV
  - SK - SIGN
  - SSM - SANITARY SEWER MANHOLE
  - EP - ELECTRIC PANEL
  - SGP - SEWER GRINDER PUMP
  - EB - ELECTRIC BOX
  - FP - FLAG POLE
  - EX - EXCEPTION
  - ICV - IRRIGATION CONTROL VALVE
  - WM - WATERLINE MARKER
  - FOLM - FIBER OPTIC LINE MARKER
  - FO - PROPERTY OWNER LAND HOOK
  - UOL - UNDERGROUND FIBER OPTIC LINE
  - UPL - UNDERGROUND POWER LINE
  - UOL - UNDERGROUND TELEPHONE LINE
  - US - UNDERGROUND SINKER LINE
  - UWL - UNDERGROUND WATERLINE
  - UGL - UNDERGROUND GAS LINE

**GENERAL SURVEYORS NOTES:**

- SOURCES OF INFORMATION USED TO FACILITATE THIS SURVEY WAS A BOUNDARY SURVEY OF THE PROPERTY SHOWN HEREON BY THIS FIRM, DATED 06/25/2013, SIGNED BY STUART L. SMITH, AND RECORD INSTRUMENTS SHOWN WITHIN THE LEGEND. ALL RECORDED INSTRUMENTS CAN BE FOUND IN BALDWIN COUNTY PROBATE RECORDS, ALABAMA.
- NO TITLE SEARCH, TITLE OPINION OR ABSTRACT WAS PERFORMED BY THIS FIRM. THERE MAY BE DEEDS OF RECORD, UNRECORDED DEEDS, EASEMENTS, RIGHT-OF-WAYS, OR OTHER INSTRUMENTS OF RECORD WHICH COULD AFFECT THE BOUNDARIES OF THIS PROPERTY THAT WERE NOT FURNISHED AT TIME OF SURVEY.
- ALL BEARINGS ARE BASED ON THE SOUTH RIGHT-OF-WAY LINE OF FAIRMORE AVENUE BEING NORTH 88°15'40" EAST, AS PER INSTRUMENT NUMBER 1053999 RECORDED IN THE OFFICE OF THE JUDGE OF PROBATE, BALDWIN COUNTY, ALABAMA.
- FIELD WORK FOR THIS SURVEY WAS COMPLETED ON 06/20/2013.
- THE SURVEYED PROPERTY LIES WITHIN SECTION 21, TOWNSHIP 2 SOUTH, RANGE 3 EAST.
- THIS IS A BOUNDARY SURVEY.
- CONTOUR LINES ARE REFERENCED FROM BALDWIN COUNTY LIDAR DATA. NO TOPOGRAPHICAL SURVEY HAS BEEN COMPLETED FOR THE AREA SHOWN.

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

STATE OF ALABAMA  
COUNTY OF BALDWIN

I, \_\_\_\_\_, HEREBY CERTIFY THAT I (WE) THE UNDERSIGNED IS (ARE) THE OWNER(S) OF THE LAND SHOWN AND DESCRIBED IN THE PLAT, AND THAT I (WE) HAVE CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED AS INDICATED HEREIN, FOR THE USES AND PURPOSES HEREIN SET FORTH AND DO HEREBY ACKNOWLEDGE AND ADOPT THE SAME UNDER THE DESIGN AND TITLE HEREIN INDICATED, AND GRANT ALL EASEMENTS AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED TOGETHER WITH SUCH RESTRICTIONS AND COVENANTS NOTED BELOW OR ATTACHED IN A SEPARATE LEGAL DOCUMENT.

DATED THIS THE \_\_\_\_\_ 2013.

WITNESS \_\_\_\_\_ NAME AND TITLE \_\_\_\_\_

**CERTIFICATION BY NOTARY PUBLIC**

STATE OF ALABAMA  
COUNTY OF BALDWIN

I, \_\_\_\_\_ A NOTARY PUBLIC IN AND FOR THE COUNTY OF BALDWIN IN THE STATE OF ALABAMA DO CERTIFY THAT WHOSE NAME IS SUBSCRIBED TO THE CERTIFICATE OF OWNERSHIP AND DEDICATION, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THAT HE SIGNED, SEALED AND DELIVERED SAID INSTRUMENT AT THIS FREE AND VOLUNTARY ACT FOR THE USES AND PURPOSES HEREIN SET FORTH.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS THE \_\_\_\_\_ 2013.

NOTARY PUBLIC \_\_\_\_\_

**CERTIFICATE OF APPROVAL OF THE CITY OF BAY MINETTE PLANNING COMMISSION**

I, \_\_\_\_\_ HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE CITY OF BAY MINETTE LAND USE AND DEVELOPMENT ORDINANCE WITH THE EXCEPTION OF SUCH VARIANCES, IF ANY, AS ARE NOTED IN THE MINUTES OF THE PLANNING COMMISSION AND WRITTEN UPON SAID PLAT AND THAT IT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE BALDWIN COUNTY JUDGE OF PROBATE.

DATED THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2013.

PLANNING COMMISSION CHAIRMAN,  
OR AUTHORIZED REPRESENTATIVE \_\_\_\_\_

**CERTIFICATE OF APPROVAL BY ALABAMA POWER COMPANY**

THE UNDERSIGNED, AS AUTHORIZED BY ALABAMA POWER COMPANY, HEREBY APPROVES THE WITHIN PLAT FOR THE RECORDING OF SAME IN THE PROBATE OFFICE OF BALDWIN COUNTY, ALABAMA.

THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2013.

AUTHORIZED SIGNATURE \_\_\_\_\_

**FLOOD ZONE CERTIFICATE**

THE PROPERTY SHOWN HEREON IS IN ZONE X (UNSHADED) AS SCALED FROM THE MAP PREPARED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NUMBER 01003C0425L, CITY OF BAY MINETTE, ALABAMA, PURSUANT TO MAP DATED JULY 17, 2007, OR AS REVISED.

SIGNED THIS 20 DAY OF August, 2013.

STUART L. SMITH, P.L.S.  
ALABAMA LICENSE NUMBER 27403

**RECORD DESCRIPTION (PARENT PARCEL)**  
(AS PER INSTRUMENT NO. 1053999)

COMMENCING AT A GROUP-TOP IRON PIPE AT THE NORTHEAST CORNER OF LOT 16, 2ND ADDITION TO SOUTH DOUGLASVILLE, AS RECORDED IN MAP BOOK 7, PAGE 12 OF THE BALDWIN COUNTY, ALABAMA, PROBATE RECORDS; RUN THENCE NORTH 88 DEGREES 15 MINUTES 40 SECONDS EAST, ALONG THE SOUTH RIGHT OF WAY LINE OFF FREEVIEW AVENUE, 26.40 FEET TO A POINT; RUN THENCE SOUTH 01 DEGREES 44 MINUTES 20 SECONDS EAST, ALONG SAID RIGHT OF WAY LINE, 10.00 FEET TO A POINT; RUN THENCE NORTH 88 DEGREES 15 MINUTES 40 SECONDS EAST, ALONG SAID RIGHT OF WAY LINE 93.60 FEET TO A CAPPED REBAR FOR THE POINT OF BEGINNING OF THE PROPERTY HEREIN DESCRIBED; CONTINUE THENCE NORTH 88 DEGREES 15 MINUTES 40 SECONDS EAST, ALONG SAID RIGHT OF WAY LINE, 474.25 FEET TO A POINT; THENCE RUN SOUTH 01 DEGREES 25 MINUTES 52 SECONDS EAST, 154.81 FEET TO A POINT; THENCE RUN SOUTH 88 DEGREES 21 MINUTES 28 SECONDS WEST, 474.24 FEET TO A POINT; THENCE RUN NORTH 01 DEGREES 25 MINUTES 52 SECONDS WEST, 154.02 FEET TO THE POINT OF BEGINNING.

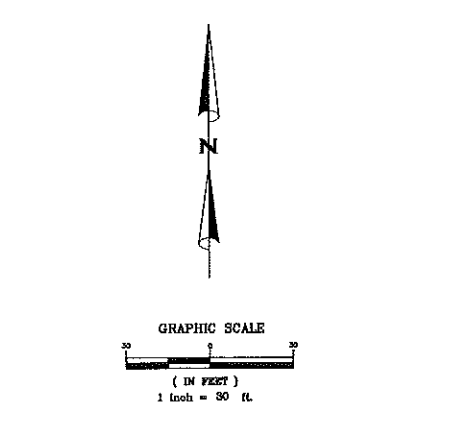
**DESCRIPTION OF SURVEY (PARENT PARCEL)**

COMMENCING AT THE NORTHEAST CORNER OF LOT 16, 2ND ADDITION TO SOUTH DOUGLASVILLE, AS RECORDED ON SLIDE 589-B IN PROBATE RECORDS, BALDWIN COUNTY, ALABAMA; THENCE RUN NORTH 88°18'17" EAST ALONG THE SOUTH RIGHT-OF-WAY OF FREEVIEW AVENUE A DISTANCE OF 26.43 FEET; THENCE RUN SOUTH 02°28'59" EAST ALONG THE SOUTH RIGHT-OF-WAY OF FREEVIEW AVENUE A DISTANCE OF 10.00 FEET; THENCE RUN NORTH 88°22'49" EAST ALONG THE SOUTH RIGHT-OF-WAY OF FREEVIEW AVENUE A DISTANCE OF 93.43 FEET TO THE POINT OF BEGINNING; THENCE RUN NORTH 88°15'40" EAST ALONG THE SOUTH RIGHT-OF-WAY OF FREEVIEW AVENUE A DISTANCE OF 474.45 FEET; THENCE RUN SOUTH 01°26'15" EAST LEAVING SAID RIGHT-OF-WAY A DISTANCE OF 154.93 FEET; THENCE RUN SOUTH 88°22'27" WEST A DISTANCE OF 474.24 FEET; THENCE RUN NORTH 01°30'47" WEST A DISTANCE OF 154.00 FEET TO THE POINT OF BEGINNING; SAID DESCRIBED PARCEL CONTAINING 1.68 ACRES, MORE OR LESS.

I HEREBY STATE THAT ALL PARTS OF THIS SURVEY AND DRAWING HAVE BEEN COMPLETED IN ACCORDANCE WITH THE CURRENT REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING BY THE STATE OF ALABAMA TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

STUART L. SMITH, PLS  
ALABAMA LICENSE NUMBER 27403

8/20/2013  
DATE



NO.	REVISION	DATE	ENGR.
1	EDITED LABEL WITHIN LOT 4	08/09/13	

**HUTCHINSON, MOORE & RAUCH, LLC**  
2039 MAIN STREET  
DAPHNE, ALABAMA  
36526

ENGINEERS & SURVEYORS  
LAND PLANNERS

TEL (251) 626-2626  
FAX (251) 626-6934  
dophne@hmrengineers.com

**PRELIMINARY/FINAL PLAT**

**STEVEN'S SUBDIVISION**  
of TAX PARCEL NO. 23-05-21-2-003-001-004

**J.M. HILL CONSTRUCTION, L.L.C.**

SCALE	DATE	DRAWN BY	CHECKED BY	SHEET
1"=30'	06/25/13	SLS	SLS	1 OF 1