

Bay Minette Planning Commission Agenda
Conference Room at City Hall
October 14, 2014
8:00 a.m.

1. Called to Order
2. Invocation and Pledge
3. Call of Roll
4. Approval of Minutes for September 9, 2014 Regular Meeting
5. Old Business: None
6. New Business:
 - Site Plan Review for Dyke and Misty Boeschen for Property located at 615 Bay Minette Oaks for a 24 Hour Fitness Center
7. Reports:
 - A. Mayor/Council
 - B. Attorney
 - C. Commissioner's Comments
8. Adjourn

**Bay Minette Planning Commission
Regular Meeting Minutes**

Minutes of September 9, 2014

Monthly Meeting No. 9

The Bay Minette Planning Commission met in Regular Session on Tuesday, September 9, 2014. The meeting was called to order by Chairman Stewart at 8:00 a.m., in the Council Chambers located in Bay Minette City Hall, in Bay Minette, Alabama; this being the proper place, date and hour as advertised to hold such meeting.

ROLLCALL During the 8:00 a.m. Roll Call the following members were present:

Todd Stewart, Chairman
John Biggs, City Council Member
Oscar Waters, Building Official
Ed Pepperman, Commission Member
John Peavy, Commission Member
A. C. Ulmer, Commission Member

Absent were:

Karmen Still, Vice Chairperson
Robert A. "Bob" Wills, Mayor
Al Thompson, Commission Member

Other person in regular attendance:

Rita Findley, City Clerk
Leslie Johnston, SARPC Representative

GUESTS Guests present:

Robbie Strom
Wade Neth
George Noonan
Randy Helton
Jerry Redmon
Chris Knuffman

**INVOCATION/
PLEDGE** Chairman Stewart offered the invocation and led the pledge.

ITEM 4. Chairman Stewart asked the planning commission to review the minutes of the August 12, 2014 meeting. Commission Member Pepperman made a motion to approve the minutes for the August 12, 2014 meeting. The motion was seconded by Commission Member Biggs and the motion carried with Chairman Stewart abstaining.

ITEM 5 Chairman Stewart introduced item 5, Old business:

- Chairman Stewart ask for an update on the AT&T Cell Tower Request. Mr. Waters presented an update on the project that was approved by the Board of Zoning Adjustments.

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

- Site Plan for Quincy Compressor Expansion located at 701 North Dobson. Chairman Stewart recognized Randy Helton and Chris Kauffman who presented the plans for the expansion and also spoke of future expansions. After much discussion, Commission Member Pepperman made a motion to approve the site plan request contingent upon approval of the Fire Inspector and the North Baldwin Utilities Board. The motion was seconded by Commission Member Ulmer and unanimously carried.
- Site Plan Review for The First of Baldwin County located at 303 D'Olive Street. Chairman Stewart recognized Mr. Neth and Mr. Strom who presented the site plans and answered questions. After much discussion, Commission Member Pepperman made a motion to approve the site plan request contingent upon approval of the Fire Inspector and the North Baldwin Utilities Board. The motion was seconded by Commission Member Ulmer and unanimously carried.

ITEM 7. Reports:

A. Mayor/Council Report:
No Report

B. Attorney Report

No Report

C. Commissioner's Report

Chairman Stewart led a discussion about the procedure to replace Commission Member Al Thompson on the Planning Commission due to his appointment of the State Board of Education. After much discussion, the commission recommended that Chairman Stewart write a letter of recommendation for Robbie Strom to replace Commission Member Al Thompson.

ITEM 8. With no further business, Mayor Wills adjourned the meeting at 8:45 a.m.

DONE THIS THE 12th DAY OF AUGUST 2014

Robert A. "Bob" Wills
Mayor

ATTEST:

Rita Findley
City Clerk

City of Bay Minette

Mayor
Robert A. Wills

City Clerk
Rita Findley



District 1 District 3
Danleigh Corbett John W. Biggs

District 2 District 4
Kathy Dobbins Dollie Mims

District 5
Chris Norman

"A Family Place"

City of Bay Minette

Application for Site Plan

This is to certify that I (we) the undersigned do hereby request the City of Bay Minette to grant a Site Plan Review to determine the use and location of site meets the regulations within the Zoning Ordinance.

1. Owner/Developer's Contact Information:

a) Name: Dyke & Misty Boerschen

b) Address: P.O. Box 1203 Bay Minette, AL 36507

2. Current Zoning Classification: _____

3. Location of the Proposed Site Plan: Lot 5 Bay Minette Oaks, Bay Minette, AL

4. Proposed Site Use: 24 hour fitness center

5. Character of Adjacent Sites: Shell Station

Dated this 3 Day of October, 2014

Misty W Boerschen
Owner or Authorized Representative

Site Plan Application Fee \$100.00

Harry Dyke Boeschen
or Misty W Boeschen
254-287-8566
P.O. Box 1203
Bay Minette, AL 36507

10-3-14
date

1746
61-209/621

pay to the order of City of Bay Minette \$ 100.00
One hundred & no/100 dollars

United Bank  P.O. BOX 9
BAY MINETTE, AL 36507
www.unitedbank.com
Your Hometown Advantage

for Site Plan App Fee Harry W. Boeschen MP

⑆062102098⑆ 0824370101⑆ 1746

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

Bay Minette Fitness dba Snap Fitness

Dyke and Misty Boesch

City of Bay Minette Site Plan Review Check List

- A. Bay Minette Oaks West Lot #5 100' x 150'. See item A
- B. See item A
- C. Recorded ownership will be Harry Dyke Boesch and Misty W. Boesch. The property will be leased to a 24 hour fitness center owned by leasee's.
- D. Contact information will be provided upon approval to move forward by the Planning Commission and City of Bay Minette.
- E. See item A
- F. Commercial Property Zoned B-2
- G. ???
- H. ???
- I. See item A
- J. See item B
- K. Elevation 18' to 20' Building will be 60'x70' *west*
- L. Parking Lot will be gravel/recycled asphalt with 60' in front of building and 30' along ~~east~~ *west* side.
- M.
 1. Wood frame wrapped in metal with a brick front.
 2. Colors to be used are Snap national approved red, white and grey.
 3. Elevation 18'to 20'
 4. 7.5' hang over on porch see item B
 5. ??
 6. See item B
- N. Will relocate sign from 201 Chamber Dr. Bay Minette, AL See item C
- O. ???
- P. ???
- Q. Will be determined by engineer and builder upon approval by Planning Commission and City of Bay Minette.
- R. None *west*
- S. Dumpster will be placed on the ~~east~~ *west* side of building .
- T. None job will be completed in a 12 month period.
- U. Permit will be provided upon approval by Planning Commission and City of Bay Minette.
- W. Will be provided upon request.

Additional Questions: ① Driveway requirements

Item C

 **SNAP**
FITNESS · 24-7



City of Bay Minette

Mayor
Robert A. Wills

City Clerk
Rita Findley



District 1 District 3
Danleigh Corbett John W. Biggs

District 2 District 4
Kathy Dobbins Dollie Mims

District 5
Chris Norman

City of Bay Minette
Planning Commission
Site Plan Review Check List

Date 10-6-14 (SNAP fitness)

Project Lot 5 West Oakes 24 hour fitness center

Applicant Harry Duke + Misty W. Boesehen

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

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

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

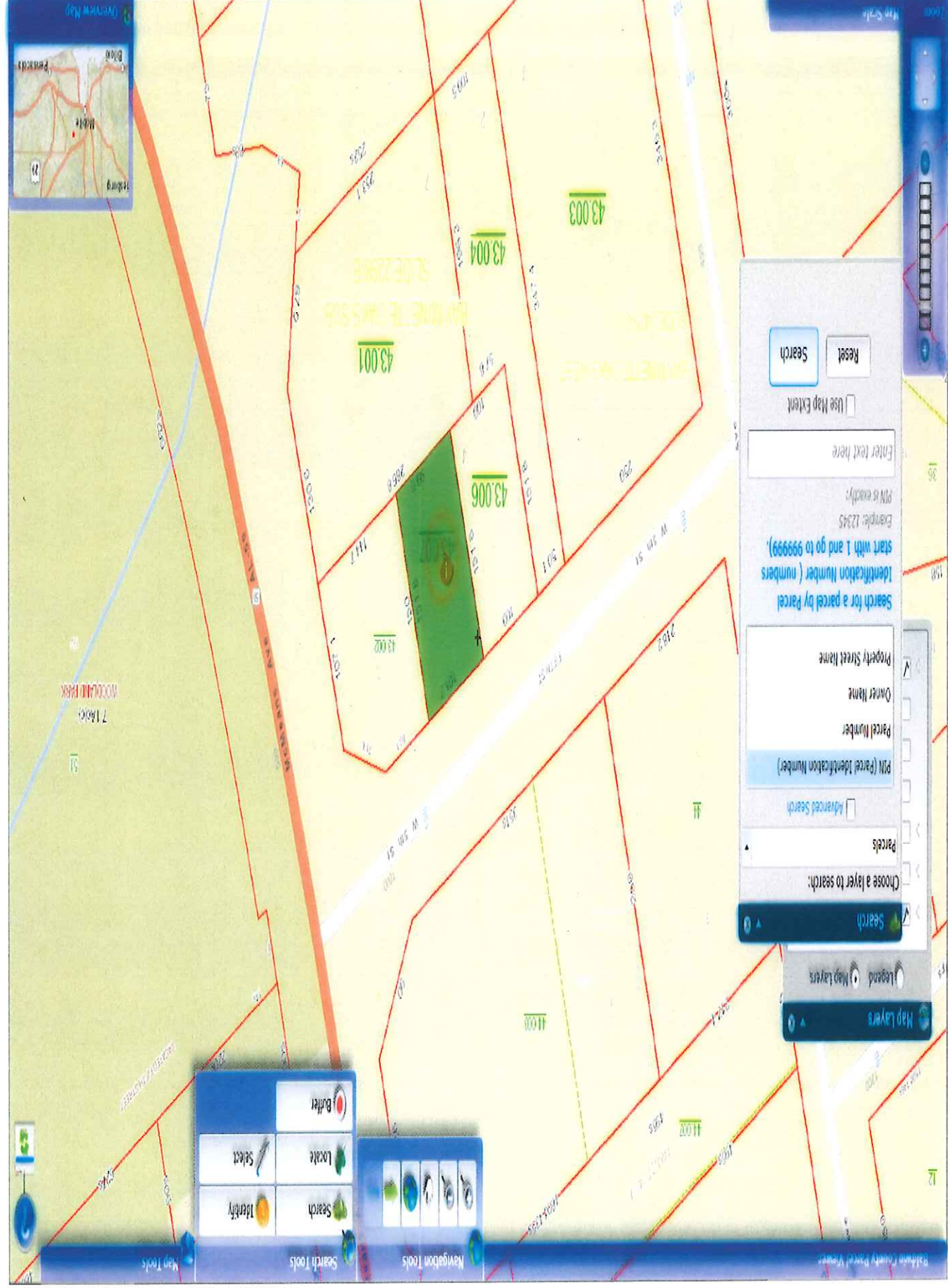
- W. Any additional data, plans or specifications which the applicant or the City believes is pertinent and which will assist in clarifying the application including, but not limited to plans for screening, lighting and space, surface drainage, erosion and sediment control, water and sewer connections,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

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

Planning and Zoning Administrator

Fire Inspector

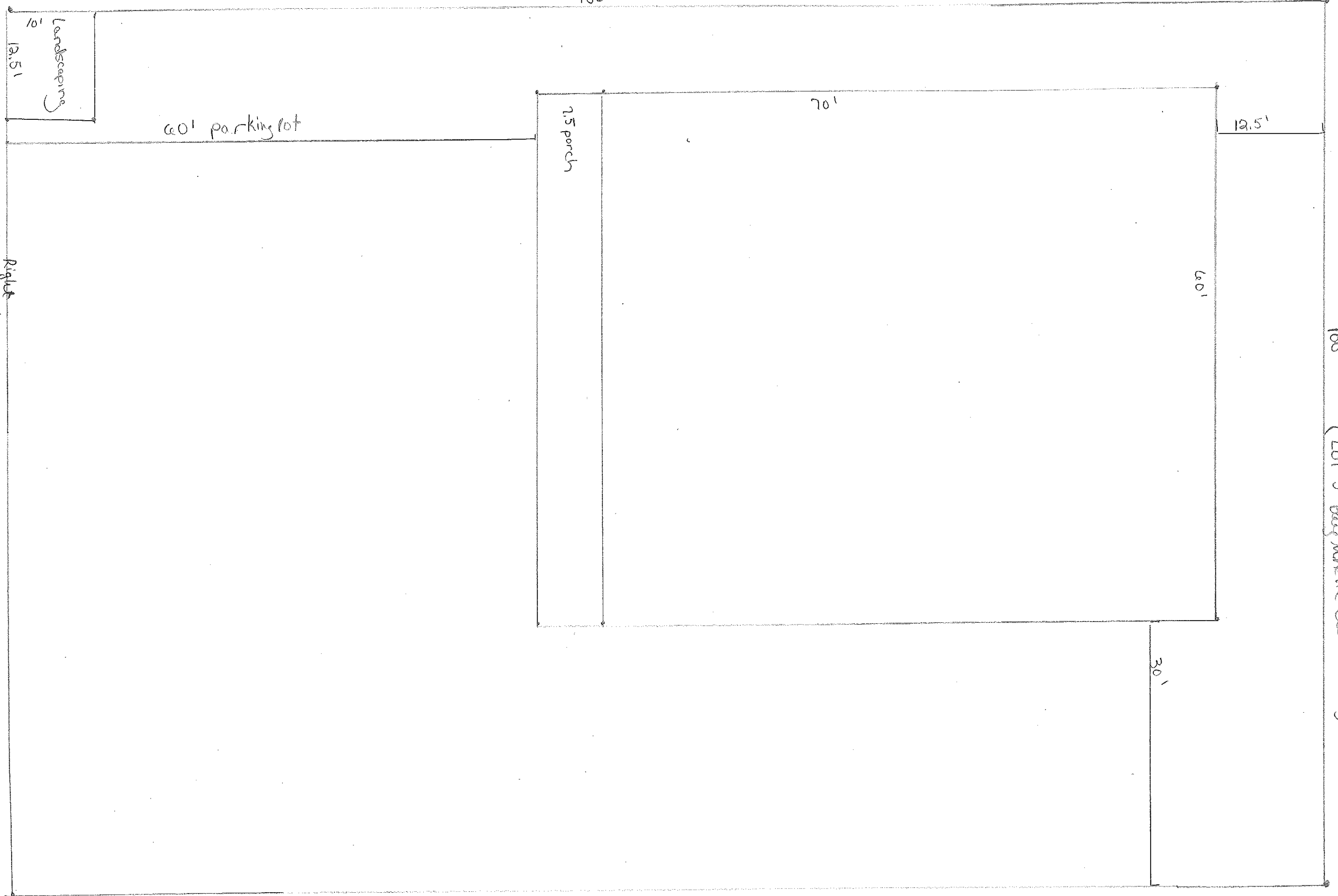
Comments:



Shell Station

150'

112.5'
10'



(Lot 5 Bay Minette Oasis west)

60'

70'

7.5 porch

60' parking lot

Landscaping

10'
13.51

30'

Right of Way
City

Item B

2298E

CERTIFICATE OF OWNERSHIP AND DEDICATION

STATE OF ALABAMA
COUNTY OF BALDWIN

THIS IS TO CERTIFY THAT (WE) THE UNDERSIGNED (SARE) THE OWNER(S) OF THE LAND SHOWN AND DESCRIBED IN THE PLAT, AND THAT (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 HEREON INDICATED AND GRANT ALL EASEMENTS AND BEDROCK 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 September 29, 2006

Deane M. Craft
WITNESS

Deane M. Craft
OWNER AND TITLE INSURANCE CO.

CERTIFICATION BY NOTARY PUBLIC

STATE OF ALABAMA
COUNTY OF BALDWIN

I, Deane M. Craft, 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 IN PERSON AND KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO SAID INSTRUMENT AT THIS TIME AND VOLUNTARILY FOR THE USES AND PURPOSES HEREIN SET FORTH.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS THE September 29, 2006

Deane M. Craft
NOTARY PUBLIC



CERTIFICATION OF ENGINEER

STATE OF ALABAMA
COUNTY OF BALDWIN
CITY OF DAPHNE

I, Perry C. Jirright, A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF ALABAMA FOR HUTCHINSON, MOORE AND RAUCH, LLC, HOLDING CERTIFICATE NUMBER 25748, HEREBY CERTIFY THAT I HAVE REVIEWED THE DESIGN HEREIN WHICH WAS DONE UNDER MY DIRECT CONTROL AND SUPERVISION AND THAT, TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND TO THE BEST OF MY BELIEF, CONFORMS TO THE REQUIREMENTS OF THE DAPHNE SUBDIVISION REGULATIONS AND TO ALL OTHER RULES, REGULATIONS, LAWS AND ORDINANCES APPLICABLE TO MY DESIGN.

DATED THIS THE 29 DAY OF September, 2006

Perry C. Jirright
PERRY C. JIRRIGHT, P.E.
ALA. LIC. NO. 25748

CERTIFICATE OF APPROVAL OF THE CITY OF BAY MINETTE PLANNING COMMISSION

I, John Thompson, 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 14th DAY OF October, 2006

John Thompson
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 22nd DAY OF October, 2006

Thomas E. Stiff
AUTHORIZED SIGNATURE

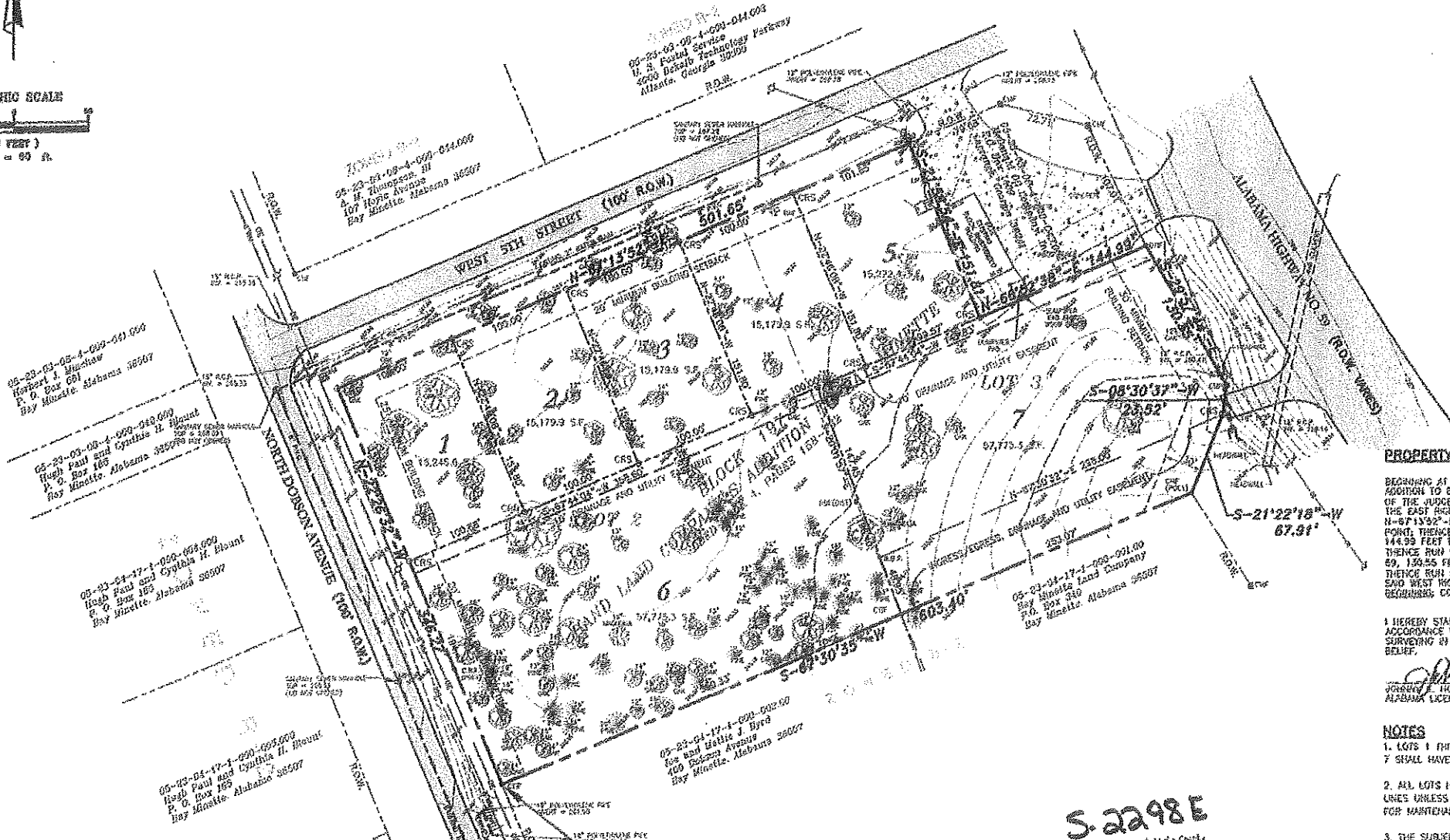
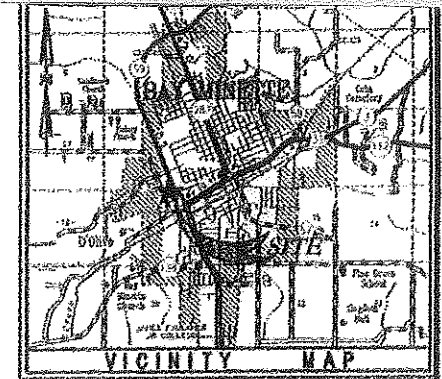
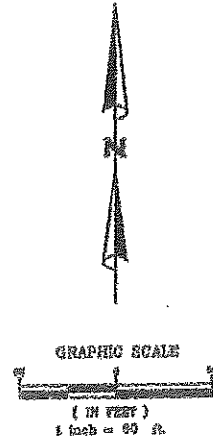
FLOOD ZONE CERTIFICATE

THE PROPERTY SHOWN HEREON IS IN ZONE "X" (UNSHADED) AS SCALED FROM THE MAP PREPARED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, FEDERAL INSURANCE ADMINISTRATION, COMMUNITY PANEL NUMBER 010030 0245 K, CITY OF BAY MINETTE, ALABAMA PURSUANT TO MAP DATED JUNE 17, 2002, OR AS REVISED.

SIGNED THIS 14th DAY OF September, 2006

John E. Holley
JOHNNY E. HOLLEY, P.L.S.
ALABAMA LICENSE NUMBER 23585

BAY MINETTE OAKS



OWNER-DEVELOPER

GLASS PROPERTIES, LLC
P.O. BOX 2466
DAPHNE, ALABAMA 36526

ENGINEER

PERRY C. JIRRIGHT, P.E.
ALA. LIC. NO. 25748

SURVEYOR

JOHNNY E. HOLLEY
ALA. LIC. NO. 23585

ZONING

CITY OF BAY MINETTE
ZONED B-2, GENERAL BUSINESS DISTRICT

SITE DATA

TOTAL ACREAGE OF SITE = 4.682 ACRES
NUMBER OF LOTS = 7
SMALLEST LOT SIZE = 15,179.9 S.F.

PROPERTY DESCRIPTION

BEGINNING AT THE SOUTHWEST CORNER OF LOT 2, BLOCK 187, HAND LAND COMPANY'S ADDITION TO BAY MINETTE AS RECORDED IN DEED BOOK 4, PAGES 150-152 IN THE OFFICE OF THE JUDGE OF PROBATE, BALDWIN COUNTY, ALABAMA; THENCE RUN N-22°28'32"-W ALONG THE EAST RIGHT-OF-WAY OF NORTH DOBSON AVENUE, 348.27 FEET TO A POINT; THENCE RUN N-87°13'32"-E ALONG THE SOUTH RIGHT-OF-WAY OF WEST 5TH STREET, 501.65 FEET TO A POINT; THENCE RUN S-21°22'18"-W 151.81 FEET TO A POINT; THENCE RUN N-82°52'38"-E, 144.93 FEET TO A POINT ON THE WEST RIGHT-OF-WAY OF ALABAMA HIGHWAY NUMBER 20; THENCE RUN S-22°27'44"-E BEING 348 WEST RIGHT-OF-WAY OF ALABAMA HIGHWAY NUMBER 20, 130.85 FEET TO A POINT; THENCE RUN S-08°30'33"-W, 23.82 FEET TO A POINT; THENCE RUN S-21°22'18"-W, 67.31 FEET TO A POINT; THENCE RUN S-67°30'35"-W, LEAVING SAID WEST RIGHT-OF-WAY OF ALABAMA HIGHWAY NUMBER 20, 603.40 FEET TO THE USBL 12 BEARING; CONTAINING 4.68 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 IN THE STATE OF ALABAMA TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Johnny E. Holley
JOHNNY E. HOLLEY, P.L.S.
ALABAMA LICENSE NUMBER 23585
DATE: 9-12-06

NOTES

- LOTS 1 THROUGH 8 SHALL HAVE A 20 FOOT MINIMUM FRONT BUILDING SETBACK AND LOT 7 SHALL HAVE A 30 FOOT MINIMUM FRONT BUILDING SETBACK.
- ALL LOTS HAVE A 10 FOOT GARAGE AND UTILITY EASEMENT ALONG FRONT AND REAR LOT LINES UNLESS OTHERWISE NOTED. ALL EASEMENTS SHALL HAVE CLEAR ACCESS AT ALL TIMES FOR MAINTENANCE PURPOSES.
- THE SUBJECT PROPERTY LIES WITHIN THE CITY LIMITS OF THE CITY OF BAY MINETTE.
- ALL LOT CORNERS ARE MARKED WITH A CAPPED REBAR STAMPED, HMR CA 0604 15.
- SOURCES OF INFORMATION USED TO FACILITATE THIS SURVEY WERE PREVIOUS SURVEYS BY THIS FIRM, SURVEYS BY OTHER FIRMS AND INFORMATION FURNISHED BY CLIENT. 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 PROPERTY LINE OF LOT 6 AS BEING S-67°30'35"-W ACCORDING TO INSTRUMENT NUMBER 49634 IN THE OFFICE OF THE JUDGE OF PROBATE, BALDWIN COUNTY, ALABAMA.
- FIELD WORK FOR THIS SURVEY WAS PERFORMED JUNE 28, 2006.
- ANY FLOOD ZONES GIVEN OR SHOWN ON THE FACE OF THIS DRAWING ARE SCALED FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE MAPS (SCALED ONLY).
- ONE FOOT CONTOURS ARE BASED ON HAND 88 DATUM, ADJUSTED AND REFERENCED TO USGS MONUMENT A2 MARKER LOCATED IN THE SOUTHEAST QUADRANT OF THE INTERSECTION OF HAWK AVENUE AND 6TH STREET IN BAY MINETTE, ALABAMA. ELEVATION = 268.57.

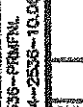
- LEGEND**
- OTI OPEN TOP IRON FOUND
 - COTI CAPPED TOP IRON FOUND
 - CRR CAPPED REBAR FOUND
 - PFR PEG FOUND
 - CMF CONCRETE MONUMENT FOUND
 - CRS CAPPED REBAR SET
 - CMS CONCRETE MONUMENT SET
 - R.O.W. RIGHT-OF-WAY
 - P.L. PROPERTY LINE
 - EXS EXISTING SANITARY SEWER MANHOLE
 - EXM EXISTING WATER METER
 - EP EARTH POLE
 - GUY GUY WIRE
 - PC POWER POLE

POINT OF BEGINNING
SOUTHWEST CORNER OF LOT 2, BLOCK 187,
HAND LAND COMPANY'S ADDITION TO BAY MINETTE

S.2298E
State of Alabama, Baldwin County,
I certify this instrument was filed
and taxes collected on:
2006 October -18 12:44PM
Instrument Number 000003 Pages 1
Folio(s) 18,68 Mortgage
Book 10 Page 111
Date 10 18 2006
Folio(s) 5,68
Book 1, 2006, Judge of Probate



HUTCHINSON, MOORE & RAUCH, LLC
2039 MAIN STREET
DAPHNE, ALABAMA
ENGINEERS & SURVEYORS
TEL (251) 626-2626
FAX (251) 626-8934



BAY MINETTE OAKS
PRELIMINARY/FINAL PLAT
GLASS PROPERTIES, LLC



Map not for conveyance use.