

**Bay Minette Planning Commission Agenda**  
**Conference Room at City Hall**  
**November 9, 2017**  
**8:00 a.m.**

1. Called to Order
2. Invocation and Pledge
3. Approval of Minutes for the October 12, 2017 Regular Meeting
4. Administrative Subdivision Request:
  - a) Randy Dobbins, 13371 D'Olive Street
5. Old Business:
  - None
6. New Business:
  - Certified Alabama Planning & Zoning Official Training to be held January 18-19, 2017 in the Bay Minette City Council Chambers
7. Reports:
  - a) Mayor/Council
  - b) Attorney
  - c) Commissioner's Comments
8. Adjourn

# Bay Minette Planning Commission Regular Meeting Minutes

Minutes October 12, 2017

Monthly Meeting No. 10

The Bay Minette Planning Commission met in Regular Session on Thursday, October 12, 2017. The meeting was called to order by Chairman Stewart at 8:00 a.m., in the Conference Room located in Bay Minette City Hall, in Bay Minette, Alabama; this being the proper place, date and hour as advertised to hold such meeting.

**IN ATTENDANCE** At 8:00 a.m. the following members were present:

Todd Stewart, Chairman  
Ed Pepperman, Vice-Chairman  
Robert A. "Bob" Wills, Mayor  
John Biggs, Councilmember  
Oscar Waters, Building Official  
Scotty Langham, Commission Member  
David Diehl, Commission Member  
Clair Dorough, Commission Member  
Dollie Mims, Commission Member

Absentee:

All members were present.

Other person in regular attendance:

Scotty Lewis, Attorney  
Rita Diedtrich, City Clerk  
Leslie Johnston, SARPC  
Danleigh Corbett, City Council Member

**GUESTS** Included:

DeAnn Hyche, The Broadway Group  
Jeremy Cobb, The Broadway Group  
Kathy Bryars, McMillan and Associates

**INVOCATION** Commission Member Mims gave the invocation and followed by the pledge. Chairman Stewart welcomed everyone to the meeting.

**ITEM 3.** Approval of Minutes of the September 14, 2017 Regular Meeting. After discussion of the minutes; Mayor Wills moved to approve the minutes. The

motion was seconded by Commission Member Pepperman and unanimously carried

**ITEM 4.**

Chairman Stewart introduced Item 4: Administrative Subdivisions. Commission Member Diehl exited the meeting due to conflict of interest.

- a) O. W. Lyles & Sons located on Jones Road. Ms. Bryars addressed the commission concerning the administrative subdivision of the 156 acres. After much discussion, Commission Member Pepperman moved to authorize Chairman Stewart to approve the administrative subdivision. The motion was seconded by Commission Member Langham and unanimously carried with Commission Member Diehl abstaining. Commission Member Diehl return to the meeting after this item.

**ITEM 5.**

Chairman Stewart introduced Item 5: Old business:

- There was no old business

**ITEM 6.**

Chairman Stewart introduced Item 5: New Business:

- a) Sign request for the law office of Myers, Myers & Dixon, LLC located at 308 Hall Avenue. Commission Member Waters addressed this item, which was approved in 2006. After much discussion, concerning the zoning, Chairman Stewart asked Commission Member Waters to verify the zoning and if so signage could be permitted through the Building Official's office. No action is necessary by the Planning Commission.
- b) Site Plan Review for the Broadway Group located at the Intersection of Hwy 31 and Dennis Avenue. Ms. Hyche presented the site plan. After much discussion, Commission Member Pepperman made a motion to approve the site plan with a dumpster enclosure and a modification to allow for a smaller species of trees to be planned under the power lines.

**ITEM 7.**

Reports:

A. Mayor/Council Report:

- Mayor Wills presented an update on the proposed new Bay Minette Elementary School
- Mayor Wills presented an update of the search for the new police chief
- Mayor Wills informed the Commission of the proposed Sportsplex

- Council Member Biggs announced the debate of the historical removal of the courthouse from Daphne back to Bay Minette.

B. Attorney Report

- Mr. Lewis spoke of the proposed new Bay Minette Elementary School.

C. Commissioner's Report

- Chairman Stewart had no report.
- Commission Member Dorrough inquired as to how the Building Department handles utility approvals.

**ITEM 8.**

With no further business, Chairperson Stewart adjourned the meeting at 9:07 a.m.

DONE THIS THE 12<sup>th</sup> DAY OF OCTOBER 2017

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Todd Stewart, Chairman

**ATTEST:**

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Rita Diedtrich, City Clerk



City of Bay Minette

Application for Administrative Subdivision

Date: 10/26/17

Name of Subdivision: \_\_\_\_\_

Name of Owner: Randy Dobbins

Address: 13371 D'OLIVE ST. Bay Minette AL 36507

Street / PO Box

City

State

Zip

Name of Agent / Professional Land Surveyor, if other than applicant:

Whitt

Address: Brewton AL

Street / PO Box

City

State

Zip

Subdivision Location: D'olive St.

Total Acreage: X # of Parcels Existing: 2

Average Lot Size: X # of Lots Proposed: \_\_\_\_\_

Submittal Requirements:

- Application
- Fee
- Survey/Plat showing existing parcel(s)
- Survey showing proposed subdivision in accordance with Subdivision Regulations

Agent / Applicant Name: JAMES R. Dobbins

Signature: [Signature]

Date: 10/26/17

Total \$ 150.00

Cost - \$150.00 plus \$10.00 per parcel

Property swap.



**DOBBINS ELECTRICAL CONSTRUCTION  
RANDY DOBBINS**

13371 DOLIVE ST.  
BAY MINETTE, AL 36507  
PH. 251-232-6760

1992

21-10/830  
697

CHECK ARMO

PAY  
TO THE  
ORDER OF

*City of Bay Minette*

DATE 10-26-17

*one hundred & fifty*

\$ 150<sup>00</sup>

**PNC BANK**

PNC Bank, N.A. 050

DOLLARS

Security  
Features  
Details on  
Back

FOR Utah App

*Randy Dobbins*

⑈001992⑈ ⑆083000108⑆ 3120006267⑈

Reserve Check

## REQUEST FOR AN EXEMPT SUBDIVISION LETTER

I/We would like to request a subdivision exemption letter from the Baldwin County Subdivision Regulations for the following type division to be made:

Parcel Identification Number : 05-23 - 04 - 17 - 0 - 000 - 004 . 000

23 04 17 0 000 004.002  
 23 04 17 0 000 005.000

Check the appropriate box:

- Subdivision by testamentary or intestate provisions (death of owner) [§ 4.2 (a)];
- Subdivision by court order including, but not limited to, judgments or foreclosure [§ 4.2 (b)];
- Family division (legally related family members: spouse, children, Siblings, parents, grandparents, grandchildren, or step-related individuals of the same status). Each parcel shall have its own ingress/egress and utility access of not less than 30 feet in width; [§ 4.2(c)];

If requesting a family division of land, name of person that property is to be deeded to:

There relationship to me is:

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> Spouse        | <input type="checkbox"/> Parents      | <input type="checkbox"/> Son   |
| <input type="checkbox"/> Grandchildren | <input type="checkbox"/> Daughter     | <input type="checkbox"/> Step-related individuals of the same status |
| <input type="checkbox"/> Siblings      | <input type="checkbox"/> Grandparents |  |

- The public acquisition by gift or purchase of strips or parcels of land for the widening or opening of streets for other public uses [§ 4.2 (d)];
- The division wherein the size of each and every resulting parcel of land equals or exceeds twenty (20) acres, including public rights-of-way and involves no street or other public improvements. Each parcel shall have access from an ingress/egress and utility easement of a minimum of 50 feet in width [§ 4.2(e)];
- The division wherein the size of each and every resulting lot equals or exceeds ten (10) acres including public right-of-ways and involves no street or other public improvements. Each parcel shall have frontage on publicly maintained road and must meet the requirements of Section 5.7(g)[Must meet 4:1 depth to width ratio] [§ 4.2 (f)];
- The construction of development of roads or buildings on private property to be used for agricultural purposes [§ 4.2 (g)];
- A "one-time" split of a single parcel into two resultant parcels, if, and only if, the parcel existed and has not been divided since February 1, 1984. Each resulting parcel shall meet the minimum lot size and width requirements of Section 5.7(a) of the Baldwin County Subdivision Regulations. [§ 4.2 (h)];
- Common property lines are being moved, no new parcels are to be created.

I certify that to the best of my knowledge, all information supplied with this request is complete and accurate. I acknowledge that failure to submit the above stated information along with this form will result in the request being returned to the undersigned for completion.

JAMES R Dobbins - Douglas R. Hicks  
 Print Name(s) of Property Owner(s) or Authorized Agent

Mailing Address: 13371 D'OLIVE STREET - PO Box 728  
Bay Minette, AL 36507

Phone Number: (251) 232-6760 937-2431

James R Dobbins  
Douglas R Hicks SA  
 Signature(s) 5-22-17  
 Date:

<b>Request.</b>	For Office Use:		
	File No. <u>15-170105</u>	MS4 Area <u>N</u>	ETJ <u>Bay Minette</u>
	Owner's signature provided <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date File Entered: <u>6-8-17</u>	
	Part of Recorded Subdivision <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		



# Baldwin County Planning and Zoning Exempt Subdivision Zoning Verification

**Main Office (Mailing)**  
PO Box 220  
Silverhill, AL 36576  
Phone: (251) 580-1655  
Fax: (251) 580-1656

**Main Office (Physical)**  
22070 Highway 59  
Robertsdale, AL 36567  
Phone: (251) 580-1655  
Fax: (251) 580-1656

**Foley Office**  
201 East Section Street  
Foley, AL 36535  
Phone: (251) 972-8523  
Fax: (251) 972-8520

**AN APPROVED EXEMPT SUBDIVISION ZONING VERIFICATION DOES NOT CONSTITUTE  
APPROVAL FOR AN EXEMPT SUBDIVISION**

Applicant			
Name: <u>JAMES R Dobbins</u>	Date: <u>5-22-17</u>		
Mailing Address: <u>13371 D'OLIVE STREET</u>			
City: <u>Bay Minette</u>	State: <u>AL</u>	Zip code: <u>36507</u>	
Telephone: (937) <u>232-6760</u> Fax: (251) <u>580-3297</u> e-mail: <u>RandyDobbins1031@gmail.com</u>			

Site Information
E-911 Address of Site: <u>Same</u>
Parcel ID Number: 05- <u>23</u> - <u>04</u> - <u>17</u> - <u>0</u> - <u>000</u> - <u>004</u> . <u>000</u> <span style="margin-left: 20px;"><u>23</u>    <u>04</u>    <u>17</u>    <u>0</u>    <u>000</u>    <u>004</u>    <u>002</u></span>
Proposed Use: <u>PASTURE</u>

**The Exempt Subdivision Zoning Verification will be completed within two (2) business days after the receipt of a complete application. The following items must be submitted at the time of application:**

- \_\_\_\_\_ Completed Exempt Subdivision Zoning Verification application.
- \_\_\_\_\_ Plot Plan or Survey of **original** parcel, *drawn to scale* indicating any existing structures (*with dimensions*) and the setbacks from property lines.
- \_\_\_\_\_ Plot Plan or Survey of **proposed** division, *drawn to scale* indicating any existing structures (*with dimensions*) and the setbacks from proposed property lines.
- \_\_\_\_\_ Parcel Identification Number (listed on property tax receipts, or may be obtained from the Baldwin County Revenue Commission at its web site [www.revcomm.co.baldwin.al.us](http://www.revcomm.co.baldwin.al.us) or by calling (251)937-0245)
- \_\_\_\_\_ Agent Authorization Form (if person other than property owner is applying)
- \_\_\_\_\_ Any other information deemed necessary to complete the review.

This certificate is valid for a six (6) month period after date of issuance. I hereby certify that the information stated on and submitted with this application is true and correct. I also understand that the submittal of incorrect information will result in the revocation of this verification and any worked performed will be at the risk of the applicant.

  
Signature of Applicant

5-22-17  
Date



# Baldwin County Planning and Zoning Exempt Subdivision Zoning Verification

**Main Office (Mailing)**  
PO Box 220  
Silverhill, AL 36576  
Phone: (251) 580-1655  
Fax: (251) 580-1656

**Main Office (Physical)**  
22070 Highway 59  
Robertsdale, AL 36567  
Phone: (251) 580-1655  
Fax: (251) 580-1656

**Foley Office**  
201 East Section Street  
Foley, AL 36535  
Phone: (251) 972-8523  
Fax: (251) 972-8520

## AN APPROVED EXEMPT SUBDIVISION ZONING VERIFICATION DOES NOT CONSTITUTE APPROVAL FOR AN EXEMPT SUBDIVISION

### Applicant

Name: Douglas R + Rebecca B. Hicks Date: 5-22-17  
Mailing Address: PO Box 728  
City: Bay Minette State: AL Zip code: 36507  
Telephone: (251) 937-2431 Fax: (251) 937-2440 e-mail: \_\_\_\_\_

### Site Information

E-911 Address of Site: \_\_\_\_\_  
Parcel ID Number: 05-23-04-17-0-000-005.000  
Proposed Use: PASTURE

**The Exempt Subdivision Zoning Verification will be completed within two (2) business days after the receipt of a complete application. The following items must be submitted at the time of application:**

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Signature of Applicant

5-22-17  
Date

*Baldwin County Planning and Zoning  
Exempt Subdivision Zoning Verification (cont)*

Office Use Only

Received By: Crystal Bates Date: 5-23-17

Case No. ZV - 170302 Planning District: 5

Unzoned       Zoned      Zoning Classification: \_\_\_\_\_

Study Area: \_\_\_\_\_ Future Land Use District: \_\_\_\_\_

City Limits: \_\_\_\_\_ Flood Zone: X

Historic District: \_\_\_\_\_ Potential Wetlands  Yes     No

\*\*\*\*\*

Do *all* lots of the proposed division meet the following zoning requirements?

Minimum Front Yard     Yes     No    Minimum Rear Yard     Yes     No

Minimum Side Yards     Yes     No    Maximum Density     Yes     No

Minimum Lot Area     Yes     No    Access to All Lots     Yes     No

Minimum Lot Width at Building Line     Yes     No

Minimum Lot Width at Street Line     Yes     No

Is the proposed division of land compliant with current zoning?     Yes     No

If no, please detail the areas the proposed division is non-compliant with zoning:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed By: Crystal Bates Date: 5-23-17







**CERTIFIED ALABAMA PLANNING & ZONING OFFICIAL TRAINING**

**City of Bay Minette**

**Council Chambers**

**301 D'Olive Street, Bay Minette, AL 36507**

**Instructor: Todd McDonald, AICP**

**Registration Form**

Name \_\_\_\_\_

Position Held \_\_\_\_\_

Bill to \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ (Cell) \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Payment Method: (please circle one)

- Check (payable to UNA)
- VISA
- Discover
- MasterCard
- Purchase Order
- Money Order

Total Amount: \_\_\_\_\_

Plus **\$2 registration fee per order**

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Verification No. \_\_\_\_\_

Authorized Signature \_\_\_\_\_

- Personal Credit Card
- Company Credit Card

**CERTIFIED ALABAMA PLANNING & ZONING OFFICIAL COURSES**

**(Classes are condensed at this location (simple takeaway work will be given so that you receive full credit for the classes).)**

Class ID: 18SPAPI101-0118A/ The Legal Foundation for Planning and Zoning in Alabama  
January 18, 2018 – Thurs. 8:00 am – 10:00 am - Tuition: \$82.00

Class ID: 18SPAPI102-0118B / Powers, Duties, & Responsibilities of Planning Commissions & Boards of Adjustment  
January 18, 2018 – Thurs. 10:00 am – 12:00 pm - Tuition: \$82.00

Class ID: 18SPAPI103-0118C / Comprehensive Planning: How to Prepare, Update, & Implement Your Plan  
January 18, 2018 – Thurs. 12:30 pm – 2:30 pm - Tuition: \$82.00

Class ID: 18SPAPI104-0118D / Basic Zoning & Subdivision Regulations  
January 18, 2018 – Thurs. 2:30 pm – 4:30 pm - Tuition: \$82.00

Class ID: 18SPAPI105-0119A / Meeting Management  
January 19, 2018 – Friday - 8:00 am – 12:00 PM - Tuition: \$169.00

Community Planning in Alabama: A Primer for PC and BZA Members-Home Study- Required to complete CAPZO  
Class ID: 18SPAPI106-1001 - Start Date: upon registration – you may register at any time; Self-Paced - Tuition: \$139.00

**RECERTIFICATION CLASS**

Class ID: 18SPAPI-RECERT-0119B / An Overview of Comprehensive and Regulatory Planning in Alabama  
January 19, 2018 – Friday – 12:30 – 4:30 pm - Tuition: \$199.00

To Register: Scan form to Lavonne Gatlin ([lgatlin@una.edu](mailto:lgatlin@una.edu))

Fax form to - 256-765-4872

Call Direct: 256-765-4787 or 800-825-5862 ext.4787

Online: [www.una.edu/continuing-studies](http://www.una.edu/continuing-studies) (select Alabama Planning Institute; select Certification); you will need a credit card if registering online. For Company Invoicing, call either of the direct numbers.