

**Bay Minette Planning Commission Agenda**  
**Conference Room at City Hall**  
**September 13, 2018**  
**8:00 a.m.**

1. Called to Order
2. Invocation and Pledge
3. Approval of Minutes for the August 9, 2018 Regular Meeting
4. Administrative Subdivision Request:
  - Louise E Brown located at 11075 County Road 138
  - Overstreet Lane located at intersection of Old Brady Road and Overstreet Lane
  - Chambliss Lane located at Pine Grove, East End of Chambliss Lane
  - Hickory Hill located at South End of Hickory Hill Road-West of BCHS
5. Old Business:
  - None
6. New Business:
  - None
7. Reports:
  - a) Mayor/Council
  - b) Attorney
  - c) Commissioner's Comments
8. Adjourn

# Bay Minette Planning Commission Regular Meeting Minutes

Minutes August 9, 2018

Monthly Meeting No. 8

The Bay Minette Planning Commission met in Regular Session on Thursday, August 9, 2018. 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  
Clair Dorough, Commission Member  
David Diehl, Commission Member  
Scotty Langham, Commission Member

Absent:

Dollie Mims, Commission Member

Other person in regular attendance:

Scotty Lewis, Attorney  
Leslie Johnston, SARPC  
Rita Diedtrich, City Clerk  
Danleigh Corbett, City Council Member  
Steven Stewart, Fire Inspector

**GUESTS** Jessica McDill

**INVOCATION** Chairman Stewart gave the invocation and followed by the pledge.

**ITEM 3.** Approval of Minutes of the July 12, 2018 Regular Meeting. After discussion of the minutes; Mayor Wills moved to approve the minutes. The motion was seconded by Commission Member Biggs and unanimously carried.

**ITEM 4.** Chairman Stewart introduced Item 4: Administrative Subdivisions.

1. Jerry and Louise Perkins Subdivision located at 16041 Pine Grove Road Ext. After much discussion, Commission Member Waters moved to approve the administrative subdivision and authorize Chairman Stewart to sign the plat. The motion was seconded by Vice-Chairman Pepperman and unanimously carried.

ITEM 5. Chairman Stewart introduced Item 5: Old business:

- None

ITEM 6. Chairman Stewart introduced Item 5: New Business:

- None

ITEM 7. Reports:

A. Mayor/Council Report:

Mayor Wills presented an update on the following:

- Possible Popeye's Chicken location
- Airport T-Hangers
- Residential Garbage Service being changed to one day a week

Councilmember Biggs presented an update on the following:

- Possible Car Wash

Commission Member Waters presented an update on the following:

- Quincy Compressor Expansion
- Sweet Brew Tea Company Construction

B. Attorney Report

- No Report

C. Commissioner's Report

- Construction of the Bay Minette Elementary School
- First South Farm Credit Construction
- Joe Williams/possible science center for children

ITEM 8.

With no further business, Chairperson Stewart adjourned the meeting at 8:20 a.m.

DONE THIS THE 9<sup>th</sup> DAY of AUGUST 2018

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Todd Stewart, Chairman

ATTEST:

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Rita Diedrich, City Clerk

Waiting Survey to me. 08/28/18



City of Bay Minette

Application for Administrative Subdivision

Date: 8/14/18

Name of Subdivision:

Name of Owner: Louise E Brown

Address: 11075 County Road 138 Bay Minette, AL 36507

Street / PO Box City State Zip

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

Timothy Brandon Bailey

Address: 208 Monawk St. Mobile, AL 36606

Street / PO Box City State Zip

Subdivision Location: 11075 County Road 138 Bay Minette, AL 36507

Total Acreage: 2 acres # of Parcels Existing: 1

Average Lot Size: 2 acres # of Lots Proposed: 1

Submittal Requirements:

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

Agent / Applicant Name: Jenny Lee Hastings

Signature: Jenny Lee Hastings

Date: 8/14/18

Total \$ 160.00

Cost - \$150.00 plus \$10.00 per parcel

Cash \$160.00 8/14/18







Baldwin County Planning and Zoning Department  
Agent Authorization Form

I/We authorize and permit Jenny Lee Hastings to act as my/our representative and agent in any manner regarding this application which relates to property described as tax parcel ID# 05-22-08-26-0-000-020.000, I/We understand that the agent representation may include but not be limited to decisions relating to the submittal, status, conditions, or withdrawal of this application. In understanding this, I/we release Baldwin County from any liability resulting from actions made on my/our behalf by the authorized agent and representative. 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 application and any work performed will be at the risk of the applicant. I understand further that any changes which vary from the approved plans will result in the requirement of a new Land Use Certificate.

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

**PROPERTY OWNER(S)**

Louise E. Brown  
Name(s) [printed]

11075 County Road 138  
Address

Bay Minette, AL 36507  
City/State

251-937-8494  
Phone

Fax #

Louise E. Brown  
Signature(s)

August 3, 2018  
Date

**AUTHORIZED AGENT**

Jenny Lee Hastings  
Name(s) [printed]

11065 County Road 138  
Address

Bay Minette, AL  
City/State

251-802-1607  
Phone

Fax #

Jenny Lee Hastings  
Signature(s)

Aug. 3, 2018  
Date



## REQUEST FOR AN EXEMPT SUBDIVISION LETTER

### SUBMITTAL REQUIREMENTS/CHECKLIST:

The following items must be submitted:

- \ \_\_\_\_\_ \ Compliance with Baldwin County Zoning regulations must be verified (Complete Page 2 and submit along with Page 3 to the Planning and Zoning Department. Planning and Zoning will complete Page 3 and return to you. This step must be completed prior to submission of the exemption request to the Permit/Subdivision Division of the Baldwin County Highway Department);
- \ \_\_\_\_\_ \ A copy of the "Request for an Exempt Subdivision Letter" form, Page 4, completed, signed by property owner and dated. If someone other than the property owner is requesting a subdivision exemption letter, written authorization from the property owner must be submitted (See Agent Authorization Form);
- \ \_\_\_\_\_ \ Sketch Plan/Drawing, drawn to scale showing the original parcel;
- \ \_\_\_\_\_ \ Sketch Plan/Drawing, drawn to scale showing the proposed division. Show all structures with dimensions to the proposed property lines;
- \ \_\_\_\_\_ \ Parcel Identification No.: (this can be found on your tax bill or contact the Revenue Commission Office)
- \ \_\_\_\_\_ \ Attach a copy of your deed along with any other documents necessary to substantiate the request such as court orders, death certificates, etc.
- \ \_\_\_\_\_ \ If requesting a One-Time Split. Provide a copy of the deed in effect as of February 1, 1984.

Completed forms and attachments may be mailed to:

Baldwin County Highway Department  
P.O. Box 220  
Silverhill, Alabama 36576  
Telephone: (251) 937-0278  
Fax No.: (251) 937-0227



# Baldwin County Planning and Zoning Exempt Subdivision Zoning Verification

**Robertsdale Office**  
22070 Hwy. 59 4<sup>th</sup> Floor  
Robertsdale, AL 36567  
Phone: (251) 580-1657  
Fax: (251) 580-1656

**Foley Office**  
201 East Section Street  
Foley, AL 36535  
Phone: (251) 972-8523  
Fax: (251) 972-6820

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

## Applicant

Name: Jenny Hastings Date: Aug 3, 2018  
Mailing Address: 11065 County Road 138  
City: Bay Minette State: AL Zip code: 36507  
Telephone: (251) 802-6607 Fax: ( ) - - e-mail: jenny.hastings@gmail.com

## Site Information

E-911 Address of Site: \_\_\_\_\_  
Parcel ID Number: 05-22-08-26-0-000-020.000  
Proposed Use: \_\_\_\_\_

**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 work performed will be at the risk of the applicant.

Jenny Lee Hastings  
Signature of Applicant

8/3/18  
Date

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

Office Use Only

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Case No. ZV - \_\_\_\_\_ Planning District: \_\_\_\_\_

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

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

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: \_\_\_\_\_ Date: \_\_\_\_\_



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- 22 - 08 - 26 - 0 - 000 - 020 . 000

Check the box showing which utilities are available:

Water: Public provider Well
Wastewater: Public provider Septic tank

Check the appropriate box:

[X] 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 or easement that runs with the land of not less than 30 feet in width; [§ 4.2(a)];

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

Jenny Hastings

Their relationship to me is:

[X] Spouse [ ] Parents [ ] Son
[ ] Grandchildren [ ] Daughter [ ] Step-related individuals of
[ ] Siblings [ ] Grandparents the same status

- [ ] The public acquisition by gift or purchase of strips or parcels of land for the widening or opening of streets or for other public uses [§ 4.2 (b)];
[ ] 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. Submit copy of the deed in effect as of February 1, 1984. Each resulting parcel shall meet the minimum lot size and width requirements of Section 5.4(a) of the Baldwin County Subdivision Regulations. [§ 4.2 (c)];
[ ] Common property lines are being moved, no new parcels are to be created. The revised parcels shall meet the minimum lot size and width requirements of Section 5.4(a). [§ 4.2 (d)]

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.

Louise E. Brown

Print Name(s) of Property Owner(s) or Authorized Agent

Mailing Address: 11075 County Road 138
Bay Minette, AL 36507

Phone Number: (251) 937-8494

Louise E. Brown
Signature(s)

August 3, 2018
Date:

For Office Use:
File No. MS4 Area ETJ
Owner's signature provided Yes No Date File Entered:
Part of Recorded Subdivision Yes No



City of Bay Minette

Application for Administrative Subdivision

Date: 08-11-2018

Name of Subdivision: OVERSTREET LANE SUBDIVISION

Name of Owner: WILLIAM (LEON) OVERSTREET

Address: 43555 STILL RD BAY MINETTE, AL 36507

Street / PO Box

City

State

Zip

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

Address: \_\_\_\_\_

Street / PO Box

City

State

Zip

Subdivision Location: INTERSECTION OF OLD BRADY RD & OVERSTREET LANE

Total Acreage: 2 AC

# of Parcels Existing: 1

Average Lot Size: 0.7 AC

# of Lots Proposed: 3

Submittal Requirements:

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

Agent / Applicant Name: WILLIAM M. OVERSTREET

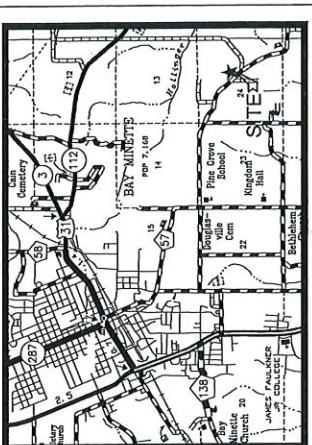
Signature: Wm. Leon Overstreet

Date: 8-27-2018

Total \$ 180.00

Cost - \$150.00 plus \$10.00 per parcel





VICINITY MAP

**CERTIFICATION BY OWNERSHIP AND DEDICATION:**  
 THIS IS TO CERTIFY THAT I (WE) THE UNDERSIGNED IS (ARE) THE OWNER(S) OF THE LAND SHOWN AND DESCRIBED IN THE PLAT, AND THAT I (WE) HAS (HAVE) CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED AS INDICATED HEREON, FOR THE USES AND PURPOSES HEREIN SET FORTH, AND DO HEREBY ACKNOWLEDGE AND ADOPT THE SAME UNDER THE DESIGN AND TITLE HEREON INDICATED.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

OWNER OF LEGAL REPRESENTATIVE \_\_\_\_\_

**CERTIFICATION BY NOTARY PUBLIC:**  
 I, \_\_\_\_\_, A NOTARY PUBLIC IN AND FOR THE COUNTY OF \_\_\_\_\_, STATE OF \_\_\_\_\_, WHOSE NAME(S) IS (ARE) \_\_\_\_\_, SUBSCRIBED TO THE CERTIFICATION OF OWNERSHIP AND DEDICATION, AND DEPOSED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGE THAT HE (THEY) SIGNED, SEALED AND DELIVERED THE SAME AS HIS (THEIR) FREE AND VOLUNTARY ACT FOR THE USES AND PURPOSES THEREIN SET FORTH.

GIVEN UNDER MY HAND AND NOTORIAL SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_, MY COMMISSION EXPIRES: \_\_\_\_\_

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

**SURVEYOR'S CERTIFICATE**

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 SURVEYING IN THE STATE OF ALABAMA TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

COMMENCE AT A CAPPED REBAR AT THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF SECTION 24, TOWNSHIP 2 SOUTH, RANGE 3 EAST, ST. STEPHENS MERIDIAN AND RUN THENCE NORTH 00 DEGREES 24 MINUTES 00 SECONDS EAST, A DISTANCE OF 579.98 FEET TO A POINT IN THE CENTER ON OLD BRADY ROAD; THENCE RUN SOUTH 46 DEGREES 21 MINUTES 00 SECONDS EAST, A DISTANCE OF 40.00 FEET TO A POINT ON THE NORTH MARGIN OF OLD BRADY ROAD FOR THE POINT OF BEGINNING; THENCE RUN SOUTH 46 DEGREES 21 MINUTES 00 SECONDS EAST, ALONG SAID NORTH MARGIN, A DISTANCE OF 401.54 FEET TO A CAPPED REBAR (260145); THENCE RUN NORTH 15 DEGREES 20 MINUTES 00 SECONDS EAST, A DISTANCE OF 404.27 FEET TO A CAPPED REBAR (260145); THENCE RUN SOUTH 89 DEGREES 18 MINUTES 00 SECONDS WEST, A DISTANCE OF 296.15 FEET TO A REBAR IN OVERSTREET LANE (PAVED); THENCE RUN SOUTH 42 DEGREES 53 MINUTES 00 SECONDS WEST, A DISTANCE OF 148.79 FEET TO THE POINT OF BEGINNING. TRACT CONTAINS 2.01 ACRES, MORE OR LESS, AND LIES IN THE NORTH-EAST QUARTER OF SECTION 24, TOWNSHIP 2 SOUTH, RANGE 3 EAST, BALDWIN COUNTY, ALABAMA.

(DESCRIPTION COMPOSED FROM PROBATE RECORDS AND AN ACTUAL FIELD SURVEY)



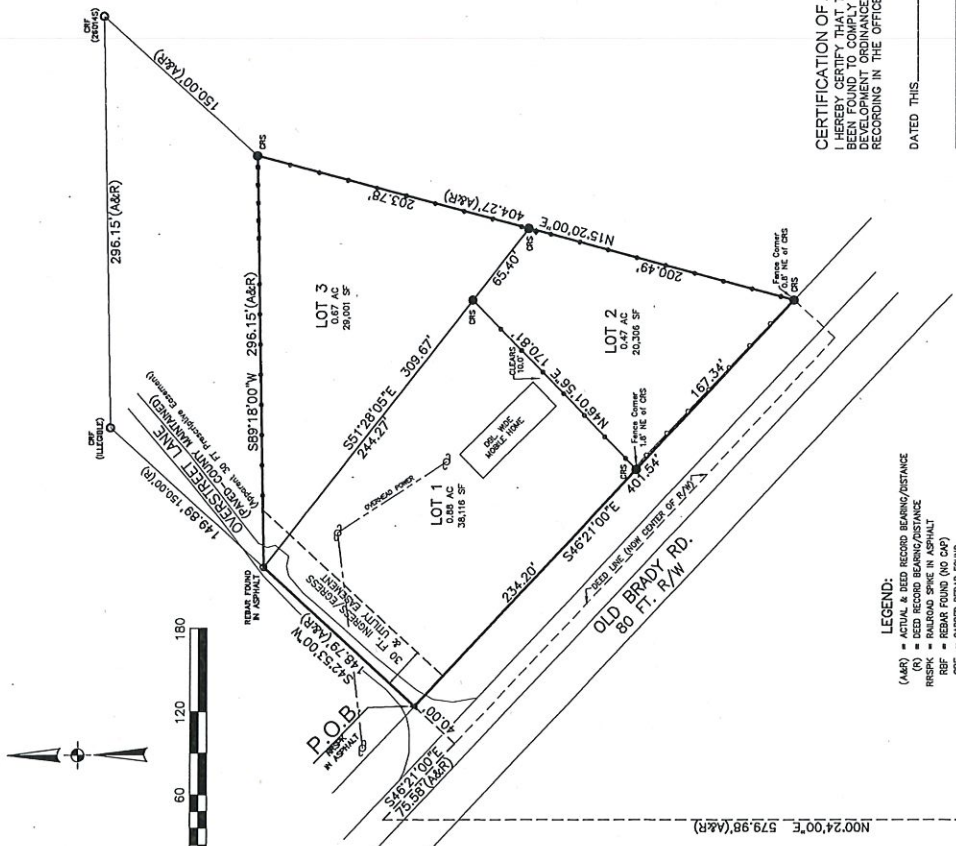
DAVID E. DIEHL, AL P.L.S. NO. 26014 DATE \_\_\_\_\_  
 607 RACHEL CT BAY MINETTE, AL 291-510-2792

SURVEY NOT VALID WITHOUT ORIGINAL SIGNATURE AND SEAL.

**OVERSTREET LANE SUBDIVISION**

BOUNDARY & SUBDIVISION  
 LEON OVERSTREET

SCALE: 1"=60'  
 SHT NO: 1 OF 1



- LEGEND:**
- (A&R) = BEARING BEARING/DISTANCE
  - (R) = BEARING BEARING
  - RSRSPK = RAILROAD SPIKE IN ASPHALT
  - REF = REBAR FOUND (NO CAP)
  - CRF = CAPPED REBAR FOUND
  - CRS = CAPPED REBAR SET (26014)
  - ⊙ = PIERCE PALL
  - = WIRE FENCE
  - = 6 FT. WOOD PRIVACY FENCE

**CERTIFICATION OF APPROVAL FOR RECORDING:**

I, \_\_\_\_\_, SURVEYOR, HAVE REVIEWED THIS SURVEY AND DRAWING AND HAVE BEEN FOUND TO COMPLY WITH THE BALDWIN COUNTY PLAT AND USE AND DEVELOPMENT ORDINANCE AND THAT IT HAS BEEN APPROVED FOR THE RECORDING IN THE OFFICE OF THE BALDWIN COUNTY JUDGE OF PROBATE.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

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

**FLOOD STATEMENT**  
 PROPERTY LIES IN FLOOD ZONE "X" AS SCALED FROM FLOOD INSURANCE RATE MAP NUMBER 01003C0450L, COMMUNITY NUMBER 015000, PANEL 0450, SUFFIX "L", DATED JULY 17, 2007.

**SURVEYOR'S NOTES:**

1. THESE MAY BE RECORDED OR UNRECORDED DEEDS, EASEMENTS, RIGHT-OF-WAYS OR OTHER INSTRUMENTS WHICH COULD AFFECT THE BOUNDARIES OF SAID PROPERTIES.
2. THERE WAS NO ATTEMPT TO DETERMINE THE EXISTENCE, LOCATION, OR EXTENT OF THE UNRECORDED INSTRUMENTS.
3. THE LINES REPRESENTING THE CENTERLINE AND RIGHT-OF-WAYS OF THE STREETS ARE SHOWN FOR VISUAL PURPOSES ONLY AND WERE NOT SURVEYED UNLESS INDICATED OTHERWISE.
4. THIS SURVEY WAS CONDUCTED ON APRIL 28, 2018 AND IS RECORDED IN AN ELECTRONIC FILE.
5. NO TITLE SEARCH WAS MADE OF SUBJECT PROPERTY.
6. NO TITLE SEARCH WAS PROVIDED FOR THIS SURVEY AND OWNERSHIP OF SUBJECT PROPERTY IS NOT GUARANTEED BY THIS SURVEY.
7. THIS SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF ALABAMA, EFFECTIVE JANUARY 1, 2017.

P.O.C.  
 (LICENSED)

DATE: 08-05-2018  
 TRS: SEC 24, T2S, R3E



City of Bay Minette

Application for Administrative Subdivision

Date: \_\_\_\_\_

Name of Subdivision: CHAMBLISS LANE SUBDIVISION

Name of Owner: MAJOR & LINDA PLATO

Address: 16124 CHAMBLISS LN BAY MINETTE, AL 36507

Street / PO Box City State Zip

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

DAVID DIEHL, PLS

Address: 607 RACHEL CT BAY MINETTE, AL 36507

Street / PO Box City State Zip

Subdivision Location: PINE GROVE, EAST END OF CHAMBLISS LANE

Total Acreage: 6.24

# of Parcels Existing: 1

Average Lot Size: 1.5 AC

# of Lots Proposed: 4

Submittal Requirements:

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

Agent / Applicant Name: \_\_\_\_\_

Signature: Major J. Plato Linda Chambers Plato

Date: 8-8-18

Total \$ 190.00

Cost - \$150.00 plus \$10.00 per parcel







*City of Bay Minette*

Application for Administrative Subdivision

Date: 08-29-2018

Name of Subdivision: HICKORY HILL SUBDIVISION

Name of Owner: JODY McMILLAN

Address: 31589 HEIDELBROOK LOOP SPANISH FORT, AL 36527

Street / PO Box

City

State

Zip

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

DAVID E DIEHL, PLS

Address: 607 RACHEL CT BAY MINETTE, AL 36507

Street / PO Box

City

State

Zip

Subdivision Location: SOUTH END OF HICKORY HILL RD - WEST OF BCHS

Total Acreage: 3.64 AC

# of Parcels Existing: 1

Average Lot Size: 1.8 AC.

# of Lots Proposed: 2

Submittal Requirements:

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

Agent / Applicant Name: JODY McMILLAN

Signature:

Date: 8-29-18

Total \$ \$170.00

**Cost - \$150.00 plus \$10.00 per parcel**



