

Bay Minette Planning Commission Agenda

Conference Room at City Hall

February 14, 2019

8:00 a.m.

1. Called to Order
2. Invocation and Pledge
3. Approval of Minutes for the January 17, 2019 Regular Meeting
4. Old Business:
5. New Business:
 - Administrative Subdivision Request and Site Plan Review
 - a) Standard Furniture Commercial Property/Store Master Funding
6. Reports:
 - a) Mayor/Council
 - b) Attorney
 - c) Commissioner's Comments
7. Adjourn

Bay Minette Planning Commission Regular Meeting Minutes

Minutes January 17, 2019

Monthly Meeting No. 1

The Bay Minette Planning Commission met in Regular Session on Thursday, January 17, 2019. 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
Clair Dorough, Commission Member
Scotty Langham, Commission Member
David Diehl, Commission Member

Absent:

Oscar Waters, Building Official
Dollie Mims, Commission Member

Other persons in regular attendance:

Scotty Lewis, Attorney
Rita Diedtrich, City Clerk
Leslie Johnston, SARPC
Steven Stewart, Fire Department

GUESTS

Tammy Smith, City Administrator/Finance Director
Jason Padgett, North Baldwin Utilities
Ashley Jones-Davis, North Baldwin Chamber of Commerce
Sandy Lamb, Southern Visions
Paul Stewart, Southern Visions
Larry Tew, Southern Visions
Robbie Strum, Hutchinson, Moore & Rauch, LLC

INVOCATION

Chairman Stewart gave the invocation, followed by the pledge.

ITEM 3. Approval of Minutes of the December 13, 2018 Regular Meeting. After discussion of the minutes; Commission Member Dorrough moved to approve the minutes. The motion was seconded by Mayor Wills and unanimously carried.

ITEM 4. Old Business

- None

ITEM 5. New Business:

- Administrative Subdivisions

a) Charles Flowers located on Jones Road—After much discussion, Commission Member Pepperman moved to approve the administrative subdivision and authorize the Chairman to sign the plat. The motion was seconded by Mayor Wills and unanimously carried.

- Site Plans

a) Rich's Carwash—Hutchinson, Moore & Rauch, LLC—Chairman Stewart stated that the plans were presented to the Planning Commission in 2012 for a site plan review. Chairman Stewart recognized Mr. Robbie Strum who explained that the plans were different than in 2012. Mr. Jason Padgett requested that the Planning Commission begin requesting a letter of available for power, water and sewer for projects. Mr. Padgett also noted that a drain for pre-wash is located over an North Baldwin Utilities' drain. Commission Member Diehl moved to approve the site plan subject to review from North Baldwin Utilities.

b) Southern Visions/Sweet Brew Tea Company—Chairman Stewart noted that Item M on the Site Plan Review Checklist was incomplete. Mr. Padgett spoke on behalf of Industrial Development Board and the Baldwin County Economic Development Alliance in favor of the project. After review of the site plan, Commission Member Pepperman moved to approve the site plan contingent upon staff approval of building elevation and landscape plans. The motion was seconded by Commission Member Langham and unanimously carried.

ITEM 6. Reports:

A. Mayor/Council Report:

Mayor Wills presented an update on the following:

- Status of Traffic Lights on First Street
- Update of Grants
- Update on Hamilton Hotel
- Kirk Jay Concert
- Leslie Johnson announced SARPC Training in March

B. Attorney Report

- No Report

C. Commissioner's Report

- No Report

ITEM 8. With no further business, Vice-Chairman Pepperman adjourned the meeting at 9:45 a.m.

DONE THIS THE 17TH DAY of JANUARY 2019

Todd Stewart, Chairman

ATTEST:

Rita Diedtrich, City Clerk



City of Bay Minette

Application for Administrative Subdivision

Date: 1/15/19

Name of Subdivision: STANDARD FURNITURE COMMERCIAL PROPERTY

Name of Owner: STORE MASTER FUNDING

Address: 701 / 815 DR MARTIN LUTHER KING JR BLVD

Street / PO Box City State Zip
BAY MINETTE, AL 36507

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

CLINT SHELLEY

Address: 110 PETTUS ST DOTHAN, AL 36301

Street / PO Box City State Zip

Subdivision Location: SAME AS ABOVE

Total Acreage: 133.26 # of Parcels Existing: 1

Average Lot Size: 45.10 / 88.16 # 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: CLINT SHELLEY

Signature: Clint Shelley

Date: 1/15/19

Total \$ \$150 - (50 prepaid)

Cost - \$150.00 plus \$10.00 per parcel

Application for Site Plan Review

State of Alabama
County of Baldwin
City of Bay Minette

This is to certify that I (we) the undersigned do hereby request the City of Bay Minette Planning Commission to grant a Site Plan Review for the location to determine if it Meets the regulations of the Land Use and Development Ordinance as indicated below, and for the reasons stated.

1- Personal Information:

CLINT SHELLEY C/O STORE MASTER FUNDING
110 PETTUS ST
DOTHAN, AL 36301

2- Location of the Site Plan Review Request:

701 / 815 DR. MARTIN LUTHER KING JR. BLVD
BAY MINETTE, AL 36507

3. - Reason for Request:

MINOR SUBDIVISION TO ~~SEPARATE~~ SEPARATE
IMPROVED AREA FROM RAW LAND FOR TAX
SAVINGS AND/OR FUTURE DEVELOPMENT.

Dated this 4 day of January, 20 19

Clint Shelley
Owner or Authorized Representative

Consult the Industrial Development Board before Site Plan can be reviewed

Application fee \$50.00

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State of Alabama
County of Baldwin
City of Bay Minette

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Clint SHELLEY c/o STORE MASTER FUNDING
110 PETTUS ST
DOTHAN, AL 36301

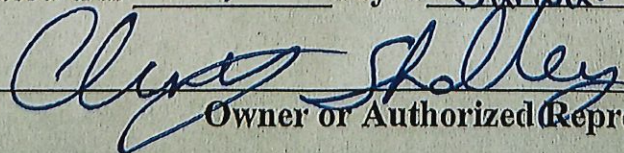
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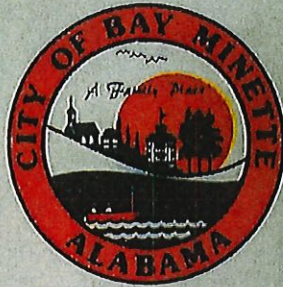
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IMPROVED AREA FROM RAW LAND FOR TAX
SAVINGS AND/OR FUTURE DEVELOPMENT.

Dated this 4 day of January, 20 19


Owner or Authorized Representative

Consult the Industrial Development Board before Site Plan can be reviewed

Application fee \$50.00



City of Bay Minette
Planning Commission
Site Plan Review Check List

Date 1/4/19

Project STOREMASTER (STANDARD FURNITURE)

Applicant CLINT J. SHEWET

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.

- 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 open 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.



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

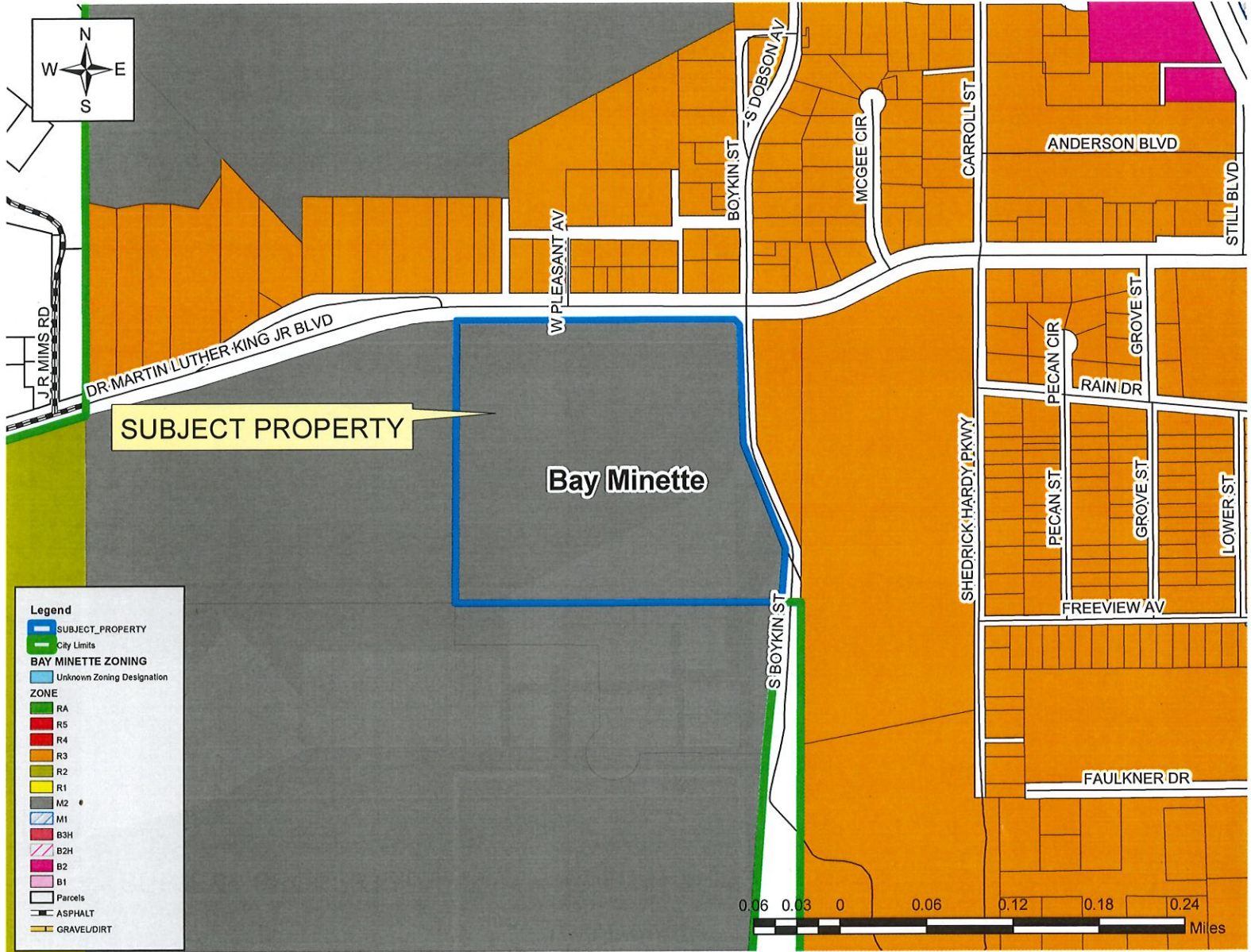
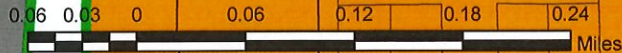
Comments:

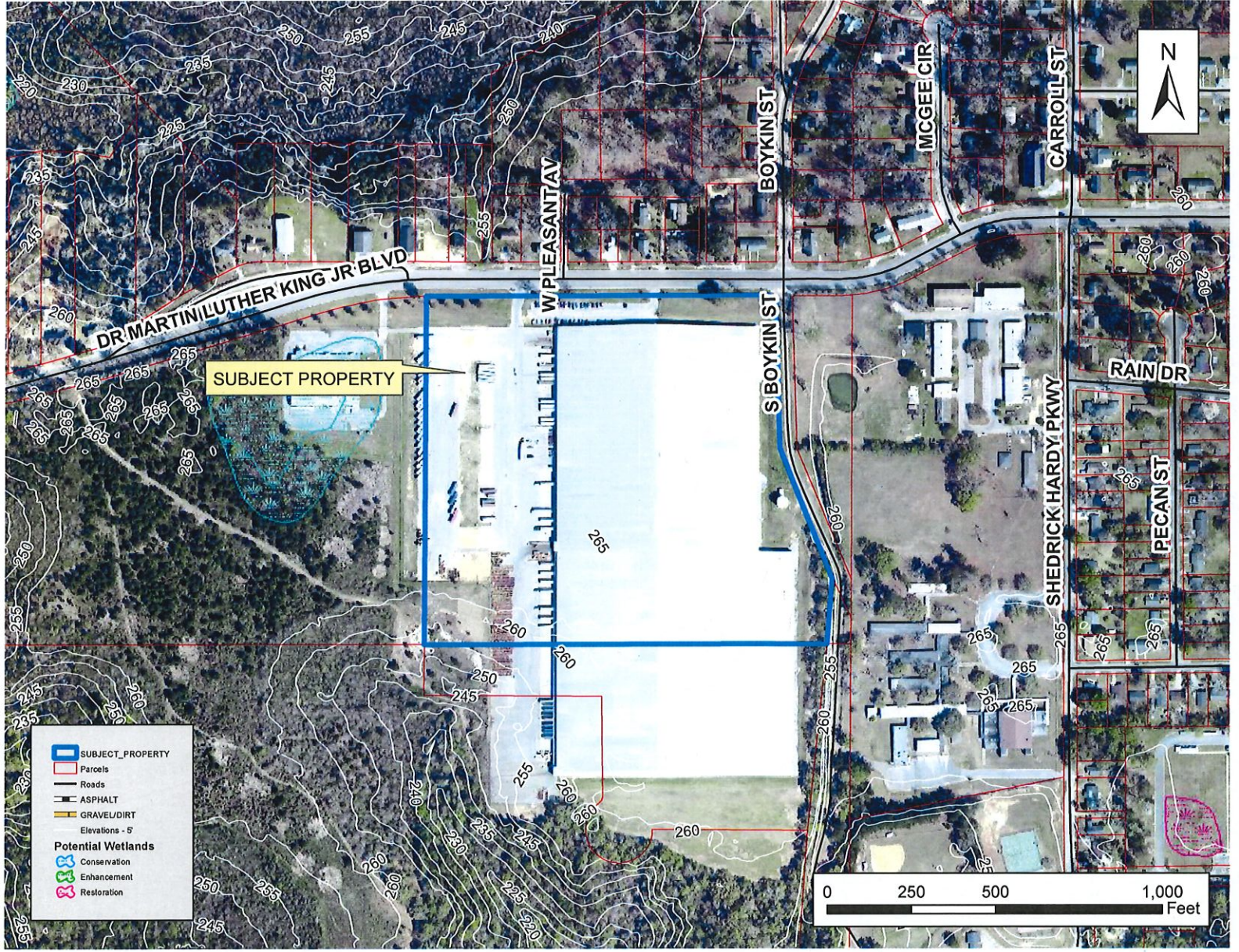


SUBJECT PROPERTY

Bay Minette

- Legend**
- SUBJECT_PROPERTY
 - City Limits
 - BAY MINETTE ZONING**
 - Unknown Zoning Designation
 - ZONE**
 - RA
 - R5
 - R4
 - R3
 - R2
 - R1
 - M2
 - M1
 - B3H
 - B2H
 - B2
 - B1
 - Parcels
 - ASPHALT
 - GRAVEL/DIRT





SUBJECT PROPERTY

- SUBJECT_PROPERTY
- Parcels
- Roads
- ASPHALT
- GRAVEL/DIRT
- Elevations - 5'
- Potential Wetlands
 - Conservation
 - Enhancement
 - Restoration

0 250 500 1,000 Feet

