



City of Bay Minette

Planning Commission

301 D'Olive Street · Bay Minette, Alabama 36507

Phone (251) 580-1650 · COBM_Planning@cityofbayminetteal.gov

AGENDA

January 11, 2024

Regular Meeting

8:00 a.m.

City Hall Council Chambers
301 D'Olive Street, Bay Minette

- 1.) Call to Order
- 2.) Invocation and Pledge
- 3.) Announcements & Registration to Address the Commission
Before the meeting begins, Citizens wishing to speak must be signed in, notate they wish to speak and follow the Procedures for Addressing the Planning Commission.
- 4.) Approval of Minutes for the December 28, 2023, Regular Meeting
- 5.) Disclosure of Prior Communications and/or Conflicts of Interest
- 6.) Old Business
 - a.) Old Towne Commons PUD and Design Criteria
- 7.) New Business
 - b.) SP-23010, Southeastern Erectors Inc
Disclosure of Prior Communications and/or Conflict of Interest
Request: Site Plan approval for Addition of Two (2) 4,800-Square Foot Roofing Systems
Location: 310 Old Pensacola Rd
 - c.) SP-23011, Southeastern Erectors Inc
Disclosure of Prior Communications and/or Conflict of Interest
Request: Site Plan Approval for Addition of an 8,800-Square Foot Roofing System
Location: 1101 N US Hwy 31
 - d.) SP-23012, Southside Baptist Church
Disclosure of Prior Communications and/or Conflict of Interest
Request: Drive-thru Addition and Lobby Expansion
Location: 526 Brady Rd
 - e.) Updates & Upcoming Cases
- 8.) Reports & Comments
 - a.) Mayor/Council/Administration
 - b.) Attorney
 - c.) Commissioners
 - d.) Planning Staff
 - e.) Citizen Comments
- 9.) Adjournment

****Next Regular Meeting – February 8, 2024****



Bay Minette Planning Commission Regular Meeting Minutes

Minutes December 14, 2023

Monthly Meeting No. 12

The City of Bay Minette Planning Commission met in Regular Session on Thursday, December 14, 2023. The meeting was called to order at 8:02 a.m. by, Chairman Todd Stewart, in the Council Chambers located in Bay Minette City Hall, at 301 D'Olive Street, Bay Minette, Alabama; this being the proper place, date and hour as advertised to hold such meeting.

IN ATTENDANCE **At 8:02 a.m. the following members were present, and a quorum established:**

Todd Stewart, Chairman
Robert A. "Bob" Wills, Mayor
Rob Madison, Building Official/Commission Member
Ray Clark, Commission Member
William Taylor, City Council/Commission Member
Hiram Templeton, Commission Member
Neal Covington, Vice Chairman

Commission Members absent:

Earl Emmons, Commission Member

Commission Members late:

None

Other persons in regular attendance:

Clair Dorough, City Planner
Tammy Smith, City Administrator
Scotty Lewis, Attorney
Kristina Pittman, North Baldwin Chamber of Commerce
Steven Stewart, Fire Inspector
Paula Bonner, Planner Associate

GUESTS

Deena Butler (*Representative for Graceland Storage Buildings*)
Mike Phillips
Stephanie Clay

INVOCATION Commission Member Hiram Templeton presented the invocation, followed by the pledge.

ITEM 3. **Announcements/Registration to address the Commission.**

ITEM 4. **Approval of the Minutes of the November 9, 2023, Regular Meeting.**

Mayor Bob Wills made a motion to approve the November minutes as written. The motion was seconded by Commission Member Hiram Templeton and carried unanimously.

ITEM 5. **Disclosure of Prior Communications and/or Conflicts of Interest:**

None

ITEM 6. Old Business

a.) Old Towne Commons PUD and Design Criteria

Chairman Stewart and Mrs. Dorough updated the commission on the status of the application as Mrs. Dorough passed out copies of the revised PUD Narrative Working Draft to commission members. Chairman Stewart, Mrs. Dorough, and Commission Member Clark discussed proposed deviations in the narrative such as lot sizes, setbacks, sidewalks, parking, and home occupations. Mrs. Dorough reported Old Towne Commons is planned for the February agenda as the applicant is preparing to submit the application next week. Chairman Stewart asked commission members to be familiar with the PUD document as much as possible.

b.) 2024 – 2025 Meeting & Application Deadline Calendar

Mrs. Dorough presented commission members with a copy of the final 2024 - 2025 Planning Commission & Board of Adjustment Regular Meeting & Application Deadline Schedule which included the requested changes as approved during the November 9th meeting.

ITEM 7. New Business

a.) Graceland Storage Building – Discussion Only

Mrs. Dorough explained no action is needed as the item is up for discussion only. Graceland Storage Buildings has attended a pre-application meeting with the intent to convert a non-permanent structure into a permanent office building on property located on State Highway 31 just north of Chuck Stevens Chevrolet near Mobile Lumber. The applicant is selling the temporary storage sheds on site and would like to use one of the sheds as an office, however the Zoning Ordinance only allows non-permanent structures to be used for a business purpose temporarily during the construction of a permanent structure. The request today is to ask the Planning Commission if they would even consider a Site Plan request to allow a non-permanent structure to be used as an on-site office if it was converted to meet building code and other code standards for commercial use.

Deena Butler with Graceland of Bay Minette was present to represent the applicant and answer questions. Ms. Butler stated that the structure is in the process of being converted for commercial use. Commission Members, Staff, and Ms. Butler discussed the structural code changes, ADA requirements, and costs involved in converting the existing structure for commercial use. There was also discussion among Commission Members, Legal Counsel, and Staff regarding the difference/definition of non-permanent and permanent structures. Chairman Stewart told Ms. Butler if the building can meet the standards for a permanent commercial use, she could come to Planning Commission with a site plan approval application which meets all the zoning requirements including parking and landscaping, the Planning Commission would consider it. The Chairman further clarified to Ms. Butler that while the commission agreed to consider the application at a future meeting, commission review does not guarantee commission approval.

b.) Updates & Upcoming Cases

Mrs. Dorough presented Updates and Upcoming cases as listed below:

- Southeastern Erectors // Stella-Jones Properties Site Plan Approval applications
- Sweet Brew (Cane Brew) Potential Façade Modification
- Rauch Coleman Homes Potential Subdivision Pre-Application Meeting

ITEM 8. Reports

- a.) Mayor/Council Report – Tammy Smith reported on meetings regarding a potential Hotel Franchise
- b.) Attorney – None
- c.) Commissioner – None
- d.) Planning Staff – None
- e.) Public Comment – None

ITEM 9. With no further business, Chairman Stewart adjourned the meeting at 8:55 am.

DONE THIS THE 14TH DAY OF DECEMBER 2023

Chairman, Todd Stewart

ATTEST:

Paula S. Bonner, Planner Associate

Motion Summary:

- a.) **Approval of the November 9, 2023, Regular Meeting Minutes:** Commission Mayor Wills made a motion to approve the November minutes as written. The motion was seconded by Commission Member Templeton and carried unanimously.



City of Bay Minette

Planning & Development Services

Planning Commission - Site Plan Staff Report

Planning Commission Meeting Date: January 11, 2023

Case Number: SP-23010

APPLICATION SUMMARY

Project Name: Stella-Jones, Old Pensacola Road Property
Property Location: 310 Old Pensacola Road
Property PID/PPIN: 05-23-02-10-4-000-009.000 // 77176
Property Size: 72± acres

Requested Action: Site Plan Approval for
Applicant/Engineer: Southeastern Erectors
Property Owner: Stella-Jones Corporation
 1640 Marc Ave, Tacoma, WA 98421

| Subject Property | Zoning | Existing Land Use |
|-------------------|---------|---|
| SP-23010 | M-2 | Baldwin Pole & Piling / Stella-Jones utility pole manufacturing plant |
| Adjacent Property | Zoning | Existing Land Use |
| North | M-2 | Old Pensacola Road // Hwy 112, residential, Eastwood Baptist Church |
| South | Unzoned | North Baldwin Utilities Property |
| East | Unzoned | Agriculture/Timber |
| West | M-2 | Undeveloped/Timber |

SITE AND REQUEST SYNOPSIS

The subject property consists of approximately 72± acres, and is zoned M-2, General Industrial District. The property is located at 310 Old Pensacola Road and is bordered by Old Pensacola Road right-of-way immediately to the North and various industrial-zoned properties with single family residential uses, churches and a recently re-established gas station/convenience store at Hwy 112 and Hwy 31. To the East and South of the property is unzoned properties outside of city limits, currently used for single family residential, agricultural and undeveloped timber land. To the West is M-2 zoned property that is undeveloped timber land. The subject parcel is one of four parcels that make up the Stella-Jones (former Baldwin Pole & Piling) site. There is an additional site at 1101 Hwy 31 North that has a similar request submitted for Planning Commission review. Both requests are for the construction of pre-engineered metal roofing systems attached to the existing structures that are designed to collect rainwater and prevent rainwater runoff from recently treated utility poles. This request at the Old Pensacola Road site is for Planning Commission Site Plan approval for the new construction of two 30'x160' (appx 4,800 sq. ft each, 9,600 sq. ft. total) metal roofing systems, one on each side of the existing structure that will span to cover existing rail tracks.

ZONING DISTRICT AND TABLE OF PERMITTED USES

6.4.2 M-2 General Industrial District. It is the intent of this district to provide opportunity for the location of industrial, manufacturing, processing, warehousing, or research and testing operations that, due to employment of heavy equipment or machinery or to the nature of the materials and processes employed, require special location and development safeguards to prevent pollution of the environment by noise, vibration, odors or other factors, and may also require extensive sites for storage and parking, may require extensive community facilities or generate heavy motor traffic. Access to major transportation facilities is usually needed. Locations should be in accordance with comprehensive plans and special review is required for some.

| Table of Permitted Uses and Conditions | R-A | R-1 | R-2 | R-3 | R-4 | R-5 | B-1 | B-2 | M-1 | M-2 |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Manufacturing, repair, assembly or processing establishments of a light industrial nature, including, but not limited to the following: Millwork and similar wood products manufacturing. | | | | | | | | | R | R |

5.2 Words and Terms Defined

Manufacturing, general. Manufacturing, processing, assembling, storing, testing, and similar industrial uses which are generally major operations and extensive in character; require large sites, open storage and service areas, extensive services and facilities, ready access to regional transportation and normally generate some nuisances such as smoke, noise, vibration, dust, glare, air pollution, and water pollution, but not beyond the district boundary.

Manufacturing, light. Manufacturing or other industrial uses which are usually controlled operations; relatively clean, quiet, and free of objectionable or hazardous elements such as smoke, noise, odor, or dust; operating and storing within enclosed structures; and, generating little industrial traffic and no nuisances.

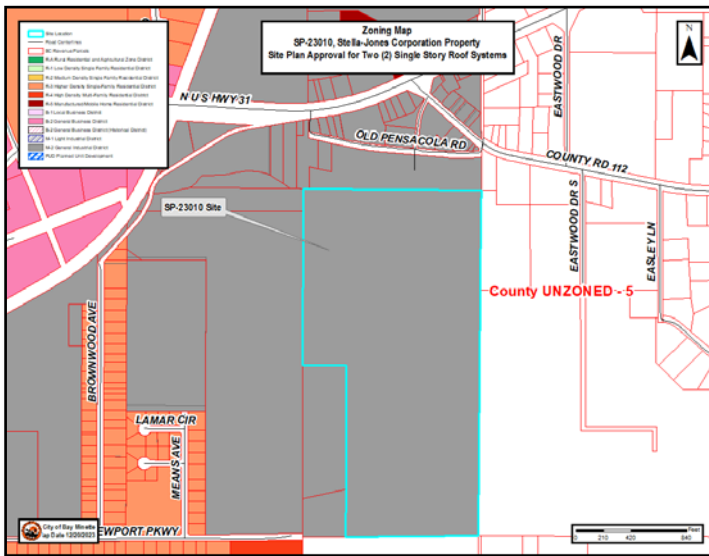
DEPARTMENT AND AGENCY COMMENTS

- North Baldwin Utilities – No comments received.
- Bay Minette Public Works – No comments received.
- Bay Minette Police Department – No comments received.
- Bay Minette Fire Department – No comments received.

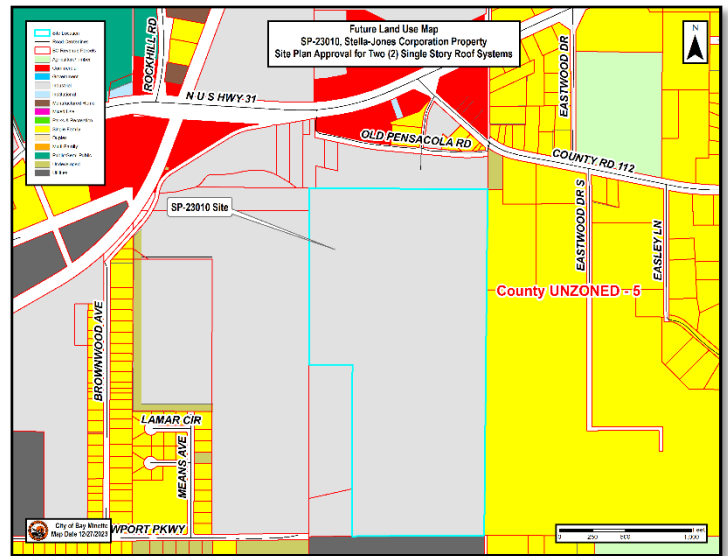
- Baldwin County E-911 – No comments received. *(Address may require modification)*
- Goodwin, Mills & Cawood – City Consultant as Transportation & Site Engineer – Additional information necessary for complete review (Complete Site Plan, Site Calculations, drainage information)

MAPPING

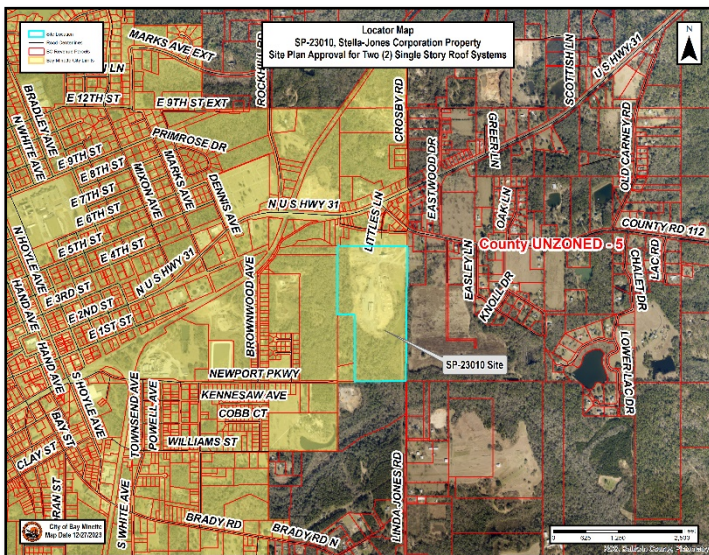
Zoning Map



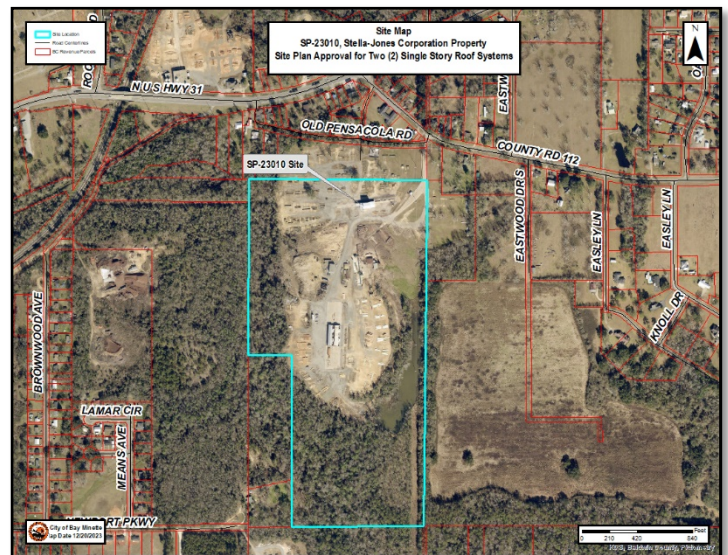
Future Land Use Map



Locator Map



Site Map



STAFF ANALYSIS

Site plan reviews shall be accomplished by the Planning Commission to assure compliance with the provisions of the *Zoning Ordinance* to ensure conformity with its purpose. The proposed project has been evaluated by staff against the criteria in accordance with *Section 8.9 Site Plan*. It shall be the responsibility of the owner/developer to show (prove) compliance with the requirements of this Ordinance.

1.) 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.

No site calculations were provided, staff used numbers from the Revenue Commission’s parcel improvement calculations to estimate lot coverage. All calculations are based on the site total of PIN 77176 rather than the entire 86± acres, as PIN 77176 is the submitted parcel and the location of the existing and proposed structures. Due to the 72-acre size of the parcel, this will not substantially affect the outcomes.

For landscaping, no landscaping/impervious calculations were provided, and no new landscaping is proposed. Staff used the Revenue Commission information to estimate existing structures and known impervious surfaces at 55,045 sq ft, approximately 2% of the site, but that does not capture the complete use of the property. Using GIS, staff estimated approximately 1,420,701 sq ft (@45.30% of the site) is being used by the facility (structures, concrete, pavement and areas without vegetation or otherwise considered landscaped/open green space/natural areas). Leaving an estimated 54.70% of the site being maintained as open green space or remaining as undisturbed natural forest area. A minimum of fifteen percent (15%) of the total lot area shall be landscaped or maintained as open green space.

There was no information submitted for existing parking and no plans submitted for any modifications to existing parking. *Section 9.2.3.5 Industries, item (a)* Commercial, manufacturing and industrial establishments, not catering to the retail trade, requires one space for each employee on the maximum working shift, plus one space for each vehicle operating from the premises.

Site Calculations

SP-23010, Stella Jones (Old Pensacola) Site Calculations

| Subject Property Site Totals | | 3,136,320 ±ft ² | 72.00 ± acres | |
|--|-----------------------------------|----------------------------|---------------|--|
| Site Use/Type | ±Square Footage | | Lot Coverage | Notes |
| Existing Structure(s) | 34,073 ±ft ² | | 1.09% | Structures per Revenue Department |
| Existing Impervious Surface | 20,972 ±ft ² | | 0.67% | Per Revenue Department |
| Existing Building/Impervious Coverage | 1,420,701 ±ft² | | 45.30% | PER GIS AREA MEASUREMENT |
| Proposed Structure(s) | 9,600 ±ft ² | | 0.31% | Two 30'x160' roofing systems |
| Proposed Additional Impervious Surface | 0 ±ft ² | | 0.00% | |
| Proposed Building/Impervious Coverage | 9,600 ±ft² | | 0.31% | |
| TOTAL Required Landscaped Minimum | 470,448 ±ft² | | 15.00% | |
| TOTAL Existing Open Space/Natural Area | 1,715,619 ±ft ² | | 54.70% | Total Site less Existing Coverage |
| TOTAL Proposed Landscaped Area | 0 ±ft ² | | 0.00% | |
| TOTAL Proposed Open Space/Natural Areas | 0 ±ft ² | | 0.00% | |
| Required Front/Side Yard Landscaping | 156,816.00 ±ft² | | 5.00% | Not including parking areas |
| Existing Front/Side Yard Landscaping | Unknown ±ft ² | | | Unknown/Not Submitted |
| Proposed Front/Side Yard Landscaping | 0 ±ft ² | | 0.00% | |
| Total Off-Street Parking Area | Unknown ±ft ² | | | Unknown/Not Submitted |
| Required Parking Landscaped Minimum | Unknown ±ft² | | 10.00% | *10% of Total Off-Street Parking Area |
| Proposed Parking Landscaped Area* | 0 ±ft ² | | 0.00% | *Only landscaped areas ≥ 90ft ² |
| Total Landscaped/Open Space Provided | 0 ±ft² | | 0.00% | |

The two new roofing structures, 30'x160' each, are proposed to cover areas of existing concrete and rail tracks, which should not increase the amount of impervious surface on the site. The applicant has stated the new structures are part of an EPA requirement related to the current use of the facility and not an expansion of the existing use. In summary, due to the size of the parcel, and considering the proposed structures in relation to the existing use/structures, the new construction should have an insignificant impact on the site intensity/coverage.

- 2.) *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.*

Not applicable to this development.

- 3.) *The use and maximum height, bulk and location of all buildings and other structures to be located on the site.*

Use, height and area of proposed structures appear compliant. The structures are proposed at 4,800 sq ft each, attaching to existing structures and covering existing concrete/impervious area. The eave height is proposed at 17ft with a 2/12 slope for a ridge height of 19.6ft and calculated mean height of 18.3ft (under the 50 maximum height requirement.)

- 4.) *The substance of covenants, grants of easements or other restrictions which will be imposed upon the use of the land, buildings and structures, including proposed easements or grants for public utilities or other purposes.*

Not applicable to this development.

- 5.) *The provisions for disposition of open space, including tree protection, landscaping provisions and buffering requirements.*

For landscaping, no landscaping/impervious calculations were provided, and no new landscaping is proposed. Using GIS, staff estimated approximately 1,420,701 sq ft (@45.30% of the site) is being used by the facility (structures, concrete, pavement and areas without vegetation or otherwise considered landscaped/open green space/natural areas). Leaving an estimated 54.70% of the site being maintained as open green space or remaining as undisturbed natural forest area. A minimum of fifteen percent (15%) of the total lot area shall be landscaped or maintained as open green space.

According to Section 8.09.05 and 8.09.06, the Planning Commission has the option to waive the requirements for the submittal of certain information for Site Plan applications, including Landscape Plans. As there is no use expansion proposed, only a structural



alteration to existing buildings, staff would agree that the submittal of landscape plans at this time are not essential to a proper decision on the project. However, *Section 10.03 Use and Applicability*, states a Site Plan shall not be approved by the Planning Commission without an acceptable landscape plan:

10.03.01 The provisions of this Article shall be required for all residential multi-family projects involving the construction of three (3) or more dwelling units including apartments, town homes, condominiums, Planned Unit Developments, subdivisions, all commercial structures, all industrial structures, and other uses as required by the Planning Commission.

10.03.02 Where a change in the following: 1) use of property, 2) occupancy, 3) ownership regardless of name change, or 4) location in any manner to any business or commercial/industrial development it shall be the responsibility of the owner to comply with the provision of this Article within 180 days.

10.03.03 A site or subdivision plan shall not be approved by the Planning Commission without an acceptable landscape plan, as the same is defined pursuant to the provision of this Article.

The primary Landscaping requirements applicable to the site are detailed below:

a.) Buffering:

This parcel abuts M-2 zoned property to the North and West that is primarily vacant/undeveloped. The parcel immediately to the North is part of the treatment facility (industrial use) and smaller parcels farther North being historically used for single family residential. To the South is unzoned property outside of city limits used by North Baldwin Utilities as a construction/lay down yard. To the East is unzoned property that is part of the treatment facility with some agricultural use and some residential use.

Buffer zone requirements shall be based on the proposed developing use and the existing abutting use, regardless of current zoning districts:

10.11.01(b) "Where an industrial district or use abuts any part of a business district or use, a public or semi-public use, mixed-use or multi-family residential district or use, a buffer zone of 20 feet shall be required."

10.11.01 (c) "Where an industrial district or use abuts any part of a two-family or single-family residential district or use, a buffer zone 30 feet wide shall be required."

There appears to be compliant buffering existing as natural forest and some fencing that is supplemented with extensive natural forest/plantings that keep the facility screened from adjacent properties.

b.) Open Space & Landscape Provisions // General:

A minimum of 15% total lot area must be landscaped or maintained as open green space, which is approximately 470,448 sq ft of the total site. Using GIS, staff estimated 54.70% of the site is being maintained as open green space or remaining as undisturbed natural forest area.

c.) Tree Protection Zone / Removal / Replacement:

Not applicable to this development.

d.) Greenbelt Zone:

Not applicable to this development.

e.) Landscape Provisions // Off-Street Parking:

Section 9.2.3.5 Industries, item (a) Commercial, manufacturing and industrial establishments, not catering to the retail trade, requires one space for each employee on the maximum working shift, plus one space for each vehicle operating from the premises. As noted above, there was no information submitted for existing parking and no plans submitted for any modifications to existing parking.

6.) *In the 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.*

Not applicable to this development.

7.) *Where required by the Alabama Department of Transportation ("ALDOT"), the Building Official shall be provided proof that the applicant has submitted a driveway permit application to ALDOT. In the event that any type of traffic study is required by the ALDOT, copies thereof shall be provided to the Building Official.*

There is existing site access from Hwy 112, which is under the jurisdiction of Baldwin County. As there is no additional access being proposed and no use expansion proposed, staff does not anticipate any issues with access.

8.) *Front and side architectural elevations.*

Section 8.6 Metal Buildings is not applicable to this development as this location is not located along the right-of-way of the listed roadways and there is no metal or other siding proposed for the structures. They will be open-air roofing systems only, supported by beams and not enclosed with walls.



9.) *The location and size of all signs to be located on the site. In the event that a sign is pre-existing and fails to conform to the requirements as set forth in this ordinance, site plan approval will be granted only under the condition that all signs will comply with the regulations as set forth in the sign ordinance.*

Current submittals do not include proposals for new or altered signage, however, signage will require a Sign Permit prior to construction/installation and staff will review for compliance with the full sign ordinance at that time.

10.) *Landscape plans.*

As noted above, no landscaping/impervious calculations were provided, and no new landscaping is proposed. A minimum of fifteen percent (15%) of the total lot area shall be landscaped or maintained as open green space and using GIS, staff estimated 54.70% of the site is being maintained as open green space or remaining as undisturbed natural forest area.

11.) *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.*

a.) **Structure Location/Setbacks:**

The existing and proposed structures are well within the required setbacks for M-2.

b.) **Off-Street Parking:**

As noted above, *Section 9.2.3.5 Industries*, item (a) Commercial, manufacturing and industrial establishments, not catering to the retail trade, requires one space for each employee on the maximum working shift, plus one space for each vehicle operating from the premises. As noted above, there was no information submitted for existing parking and no plans submitted for any modifications to existing parking. Due to the size of the site, the existing use and in consideration that there is no expansion of the use proposed, the site appears to be compliant with off-street parking provisions.

STAFF RECOMMENDATION

Overall, the proposed structures appear to be generally compatible with the intent of the Zoning Ordinance with minor impacts on the site, however, the Ordinance does specifically require the submittal and Planning Commission review of specific information including landscaping, parking and lot coverage. Information for the application was incomplete, requiring staff and the Planning Commission to rely on estimates in making final determinations. While the Planning Commission has the ability to waive the requirement for submittal of certain

information at the time of application if it is not required for a proper decision on the project, the Planning Commission doesn't have the authority to completely waive the applicability of specific ordinances/standards. Staff fully understands the proposal is fairly minor in scope, especially in relation to the size of the site and the extent of the use, but the Ordinances are written for general application to a wide range of uses and structures – what is required for one is required for all. Staff's recommendation is for Planning Commission approval of the project with the requirement that issuance of a building permit or final inspection be contingent upon the applicant working with staff and the City's engineer for submittal and review of landscaping, parking and lot coverage documentation meeting the requirements of staff and engineering.

PLANNING COMMISSION ACTION

For Site Plan Approval, no public hearing is required.

The Planning Commission makes the final decision and has the option to:

- Approve the Site Plan as presented
- Approve the Site Plan with conditions, stating the conditions required
- Deny the Site Plan, with stated factors for the denial
- Table the Site Plan Request, due to lack of information

Upon approval of the site plan, either as submitted or with changes and/or special conditions required by the Planning Commission, the Building Official may issue a building permit for a portion or all of the proposed development; provided that the application is in compliance with all applicable City, County, State and Federal requirements.

8.9.10.4 Site Plan requests that are tabled, will not receive further review by the Planning Commission until all additional information requested has been received and reviewed for compliance by the Planning Department.

8.9.10.5 Site Plan requests that are denied will not receive further review by the Planning Commission until all noted deficiencies have been addressed and revised documentation received and reviewed for compliance by the Planning Department.

8.9.10.6 Any resubmittals, revisions, additional information or permit applications related to the application must be received within 180 days from the date of Planning Commission action, or a new Site Plan Application will be required. One request for Site Plan Approval Extension of up to 180 days will be reviewed administratively.



City of Bay Minette

Site Plan Review Application

301 D'Olive Street · Bay Minette, Alabama 36507

Phone (251) 580-1650 · COBM_Planning@cityofbayminetteal.gov

Office Use Only

Case No.: _____

Fee: \$500.00

Paid: Cash Check

Credit Card

Are you the property owner? Yes No

(If you are not the property owner, you must submit an Agent Authorization Form signed by the property owner)

Applicant Name: Southeastern Erectors

Date: 11/27/2023

Mailing Address: 4300 A POPPS FERRY ROAD

City: D'IBERVILLE

State: MS

Zip Code: 39540

Phone Number: 228-392-3359

Email: MIRANDA@SOUTHEASTERNERECTORS.COM

Site Information

Property Address: 310 Old Pensacola Road Bay Minette, AL 36507

or Property Location: _____

*Parcel No.: 23-02-10-4-000-009.000

*PPIN No.: _____

**Parcel or PPIN information must be completed*

Request: Add Covered roof

I, 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 *Zoning Ordinance* for the reason(s) stated above. I understand and authorize City Staff to conduct site visits, as needed in relation to this request.

M. Blanton

Signature of Applicant (Owner of Property of Authorized Agent)

11/27/2023

Date

Submittal Requirements

_____ Application

_____ Fee paid in full

_____ Agent Authorization Form (if applicant is not the owner)

_____ Complete Legal Description of Property

_____ Plot Plan or Survey – indicating any existing structures, proposed structures, and setbacks from property lines

_____ Submittal Requirements listed in 8.9 Site Plan, as applicable

SP-23010
Large Format Plans Submitted
Under Separate Cover

See Exhibit A



City of Bay Minette

Planning & Development Services

Planning Commission - Site Plan Staff Report

Planning Commission Meeting Date: January 11, 2023

Case Number: SP-23011

APPLICATION SUMMARY

Project Name: Stella-Jones, Old Pensacola Road Property
Property Location: 1101 N US Highway 31
Property PID/PPIN: 05-23-02-10-1-000-002.000// 61849
Property Size: 22.34± acres

Requested Action: Site Plan Approval for the addition of an 8,800sq ft roofing system
Applicant/Engineer: Southeastern Erectors
Property Owner: Stella-Jones Corporation
 1640 Marc Ave, Tacoma, WA 98421

| Subject Property | Zoning | Existing Land Use |
|-------------------|----------|---|
| SP-23011 | M-2 | Baldwin Pole & Piling / Stella-Jones utility pole manufacturing plant |
| Adjacent Property | Zoning | Existing Land Use |
| North | M-2 | Vacant industrial, undeveloped timber |
| South | M-2 | Hwy 31, vacant commercial, single family |
| East | M-2, R-5 | Undeveloped, single family, commercial, manufactured home park |
| West | B-2, R-3 | Railroad, vacant/undeveloped, single family residential |

SITE AND REQUEST SYNOPSIS

The subject property consists of approximately 22.34± acres, and is zoned M-2, General Industrial District. The property is located at 1101 N US Highway 31 and is bordered by US Hwy 31 to the South and CSX railroad immediately to the West. Across the railroad to the West and North is a vacant/undeveloped commercial property, some single family residential uses and some undeveloped timberland. To the East are parcels owned by Stella-Jones, one of which is used for single family residential and one that is undeveloped timber. There is also an existing manufactured home park zoned M-2 and R-5. Farther N/NE are vacant/undeveloped industrial properties. Across Hwy 31 to the South are various industrial-zoned properties with single family residential uses, vacant commercial structure and a church. There is also the recently re-established gas station/convenience store at Hwy 112 and Hwy 31. The Stella-Jones company has an additional site at 310 Old Pensacola Road with has a similar request submitted for Planning Commission review. Both requests are for the construction of pre-engineered metal roofing systems attached to the existing structures that are designed to collect rainwater and prevent rainwater runoff from recently treated utility poles. This request at the Highway 31 site is for Planning Commission Site Plan approval for the new construction of one 55'x160' (appx 8,800 sq. ft) metal roofing system, on the rear of an existing structure that will span to cover existing rail tracks.

ZONING DISTRICT AND TABLE OF PERMITTED USES

6.4.2 M-2 General Industrial District. It is the intent of this district to provide opportunity for the location of industrial, manufacturing, processing, warehousing, or research and testing operations that, due to employment of heavy equipment or machinery or to the nature of the materials and processes employed, require special location and development safeguards to prevent pollution of the environment by noise, vibration, odors or other factors, and may also require extensive sites for storage and parking, may require extensive community facilities or generate heavy motor traffic. Access to major transportation facilities is usually needed. Locations should be in accordance with comprehensive plans and special review is required for some.

| Table of Permitted Uses and Conditions | R-A | R-1 | R-2 | R-3 | R-4 | R-5 | B-1 | B-2 | M-1 | M-2 |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Manufacturing, repair, assembly or processing establishments of a light industrial nature, including, but not limited to the following: Millwork and similar wood products manufacturing. | | | | | | | | | R | R |

5.2 Words and Terms Defined

Manufacturing, general. Manufacturing, processing, assembling, storing, testing, and similar industrial uses which are generally major operations and extensive in character; require large sites, open storage and service areas, extensive services and facilities, ready access to regional transportation and normally generate some nuisances such as smoke, noise, vibration, dust, glare, air pollution, and water pollution,

but not beyond the district boundary.

Manufacturing, light. Manufacturing or other industrial uses which are usually controlled operations; relatively clean, quiet, and free of objectionable or hazardous elements such as smoke, noise, odor, or dust; operating and storing within enclosed structures; and, generating little industrial traffic and no nuisances.

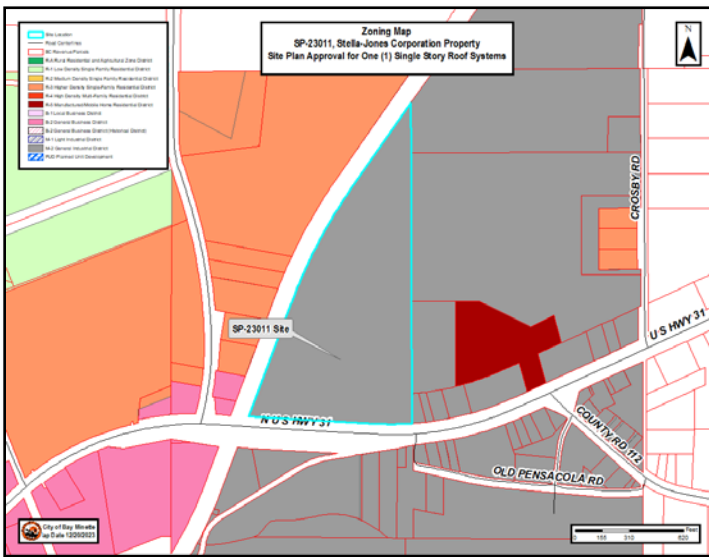
DEPARTMENT AND AGENCY COMMENTS

- North Baldwin Utilities – No comments received.
- Bay Minette Public Works – No comments received.
- Bay Minette Police Department – No comments received.
- Bay Minette Fire Department – No comments received.

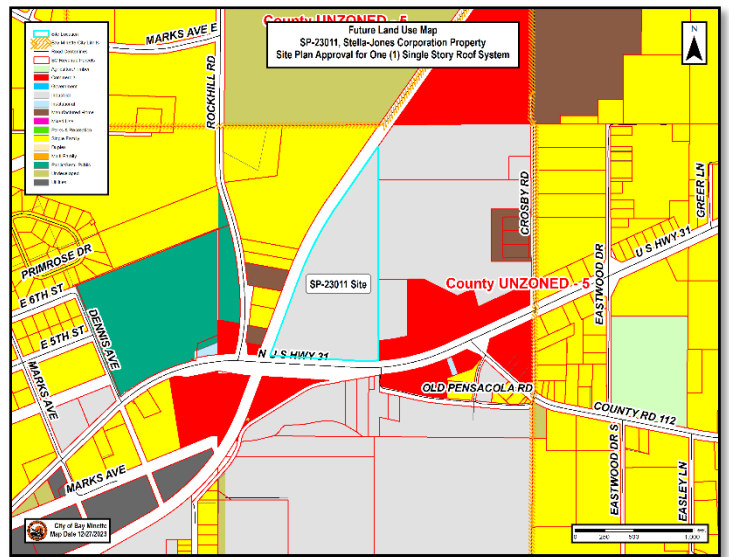
- Baldwin County E-911 – No comments received.
- Goodwin, Mills & Cawood – City Consultant as Transportation & Site Engineer – Additional information necessary for complete review (Complete Site Plan, Site Calculations, drainage information)

MAPPING

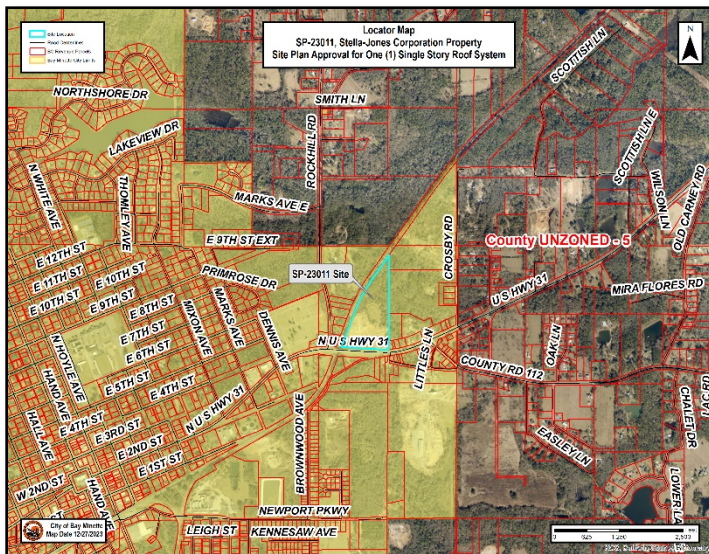
Zoning Map



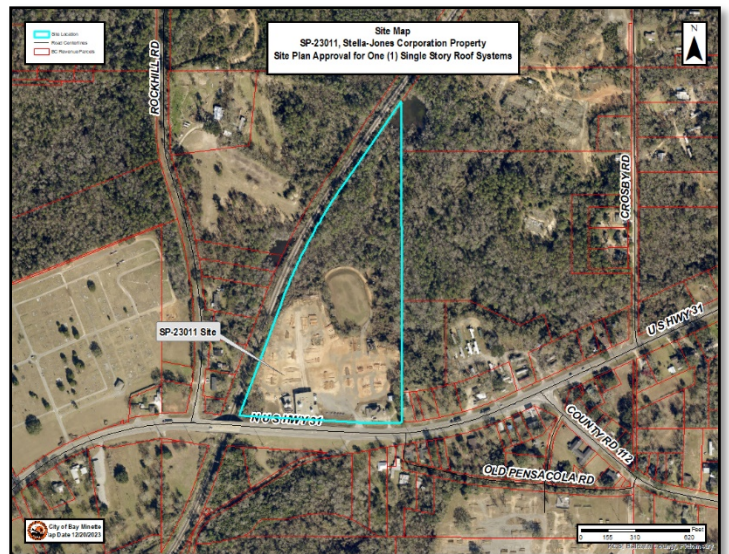
Future Land Use Map



Locator Map



Site Map



STAFF ANALYSIS

Site plan reviews shall be accomplished by the Planning Commission to assure compliance with the provisions of the *Zoning Ordinance* to ensure conformity with its purpose. The proposed project has been evaluated by staff against the criteria in accordance with *Section 8.9 Site Plan*. It shall be the responsibility of the owner/developer to show (prove) compliance with the requirements of this Ordinance.

1.) 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.

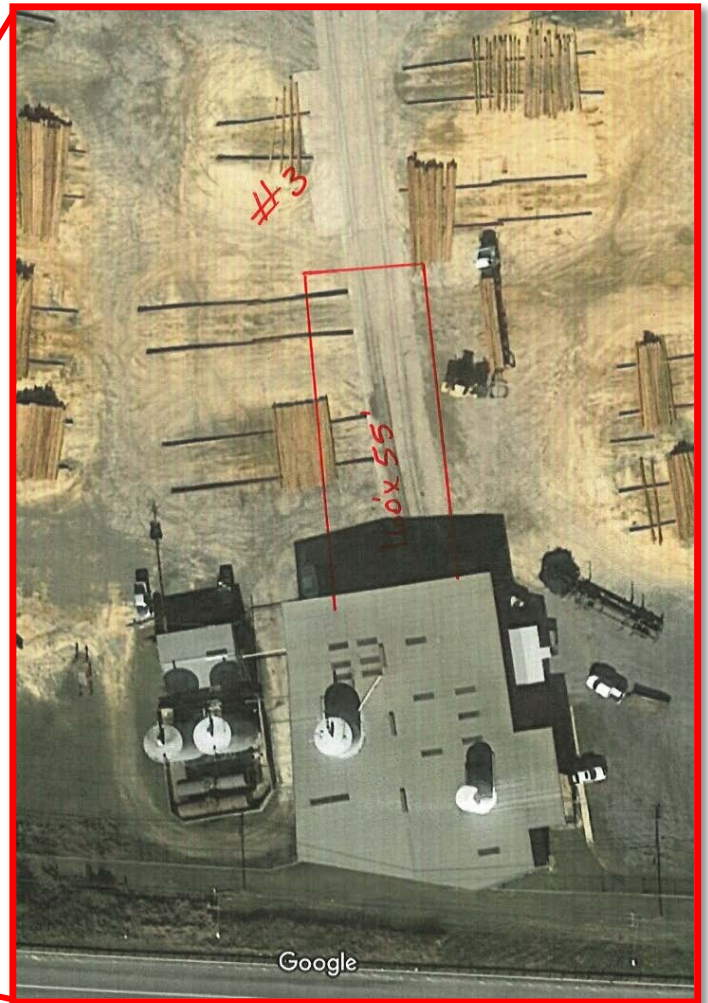
No site calculations were provided, staff used numbers from the Revenue Commission’s parcel improvement calculations to estimate lot coverage.

For landscaping, no landscaping/impervious calculations were provided, and no new landscaping is proposed. Staff used the Revenue Commission information to estimate existing structures and known impervious surfaces at 30,136 sq ft, approximately 3.1% of the site, but that does not capture the complete use of the property. Using GIS, staff estimated approximately 445,420 sq ft (@45.77% of the site) is being used by the facility (structures, concrete, pavement and areas without vegetation or otherwise considered landscaped/open green space/natural areas). Leaving an estimated 54.23% of the site being maintained as open green space or remaining as undisturbed natural forest area. A minimum of fifteen percent (15%) of the total lot area shall be landscaped or maintained as open green space.

There was no information submitted for existing parking and no plans submitted for any modifications to existing parking. *Section 9.2.3.5 Industries, item (a)* Commercial, manufacturing and industrial establishments, not catering to the retail trade, requires one space for each employee on the maximum working shift, plus one space for each vehicle operating from the premises.

Site Calculations

| SP-23011, Stella Jones (Hwy 31) Site Calculations | | | |
|---|----------------------------------|---------------|--|
| Subject Property Site Totals | 973,130 ±ft ² | 22.34 ± acres | |
| Site Use/Type | ±Square Footage | Lot Coverage | Notes |
| Existing Structure(s) | 20,636 ±ft ² | 2.12% | Structures per Revenue Department |
| Existing Impervious Surface | 9,500 ±ft ² | 0.98% | Per Revenue Department |
| Existing Building/Impervious Coverage | 445,420 ±ft² | 45.77% | PER GIS AREA MEASUREMENT |
| Proposed Structure(s) | 8,800 ±ft ² | 0.90% | One 55'x160' roofing system |
| Proposed Additional Impervious Surface | 0 ±ft ² | 0.00% | |
| Proposed Building/Impervious Coverage | 8,800 ±ft² | 0.90% | |
| TOTAL Required Landscaped Minimum | 145,970 ±ft² | 15.00% | |
| TOTAL Existing Open Space/Natural Area | 527,710 ±ft ² | 54.23% | Total Site less Existing Coverage |
| TOTAL Proposed Landscaped Area | 0 ±ft ² | 0.00% | |
| TOTAL Proposed Open Space/Natural Areas | 0 ±ft ² | 0.00% | |
| Required Front/Side Yard Landscaping | 48,656.52 ±ft² | 5.00% | Not including parking areas |
| Existing Front/Side Yard Landscaping | Unknown ±ft ² | | Unknown/Not Submitted |
| Proposed Front/Side Yard Landscaping | 0 ±ft ² | 0.00% | |
| Total Off-Street Parking Area | Unknown ±ft ² | | Unknown/Not Submitted |
| Required Parking Landscaped Minimum | Unknown ±ft² | 10.00% | *10% of Total Off-Street Parking Area |
| Proposed Parking Landscaped Area* | 0 ±ft ² | 0.00% | *Only landscaped areas ≥ 90ft ² |
| Total Landscaped/Open Space Provided | 0 ±ft² | 0.00% | |



The new roofing structure is proposed at 55'x160' to cover an area of existing concrete and rail tracks, which should not increase the amount of impervious surface on the site. The applicant has stated the new structures are part of an EPA requirement related to the current use of the facility and not an expansion of the existing use. In summary, due to the size of the parcel, and considering the proposed structure in relation to the existing use/structures, the new construction should have an insignificant impact on the site intensity/coverage.

2.) 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.

Not applicable to this development.

3.) The use and maximum height, bulk and location of all buildings and other structures to be located on the site.

Use, height and area of proposed structure appear compliant. The structure is proposed at 8,800 sq ft each, attaching to the rear of an existing structure and covering existing concrete/impervious area. The eave height is proposed at 25ft with a .5/12 slope for a ridge height of 26.15ft and calculated mean height of 25.58ft (under the 50 maximum height requirement.)



4.) *The substance of covenants, grants of easements or other restrictions which will be imposed upon the use of the land, buildings and structures, including proposed easements or grants for public utilities or other purposes.*

Not applicable to this development.

5.) *The provisions for disposition of open space, including tree protection, landscaping provisions and buffering requirements.*

For landscaping, no landscaping/impervious calculations were provided, and no new landscaping is proposed. Staff used the Revenue Commission information to estimate existing structures and known impervious surfaces at 30,136 sq ft, approximately 3.1% of the site, but that does not capture the complete use of the property. Using GIS, staff estimated approximately 445,420 sq ft (@45.77% of the site) is being used by the facility (structures, concrete, pavement and areas without vegetation or otherwise considered landscaped/open green space/natural areas). Leaving an estimated 54.23% of the site being maintained as open green space or remaining as undisturbed natural forest area. A minimum of fifteen percent (15%) of the total lot area shall be landscaped or maintained as open green space.

According to *Section 8.09.05 and 8.09.06*, the Planning Commission has the option to waive the requirements for the submittal of certain information for Site Plan applications, including Landscape Plans. As there is no use expansion proposed, only a structural alteration to existing buildings, staff would agree that the submittal of landscape plans at this time are not essential to a proper decision on the project. However, *Section 10.03 Use and Applicability*, states a Site Plan shall not be approved by the Planning Commission without an acceptable landscape plan:

10.03.01 The provisions of this Article shall be required for all residential multi-family projects involving the construction of three (3) or more dwelling units including apartments, town homes, condominiums, Planned Unit Developments, subdivisions, all commercial structures, all industrial structures, and other uses as required by the Planning Commission.

10.03.02 Where a change in the following: 1) use of property, 2) occupancy, 3) ownership regardless of name change, or 4) location in any manner to any business or commercial/industrial development it shall be the responsibility of the owner to comply with the provision of this Article within 180 days.

10.03.03 A site or subdivision plan shall not be approved by the Planning Commission without an acceptable landscape plan, as the same is defined pursuant to the provision of this Article.

The primary Landscaping requirements to consider for the site are detailed below:

a.) Buffering:

This parcel abuts M-2 zoned property to the North and West that is primarily vacant/undeveloped. The parcel immediately to the North is part of the treatment facility (industrial use) and smaller parcels farther North being historically used for single family residential. To the South is unzoned property outside of city limits used by North Baldwin Utilities as a construction/lay down yard. To the East is unzoned property that is part of the treatment facility with some agricultural use and some residential use.

Buffer zone requirements shall be based on the proposed developing use and the existing abutting use, regardless of current zoning districts:

10.11.01(b) "Where an industrial district or use abuts any part of a business district or use, a public or semi-public use, mixed-use or multi-family residential district or use, a buffer zone of 20 feet shall be required."

10.11.01 (c) "Where an industrial district or use abuts any part of a two-family or single-family residential district or use, a buffer zone 30 feet wide shall be required."

There appears to be compliant buffering existing as natural forest and some fencing that is supplemented with extensive natural forest/plantings that keep the facility screened from adjacent properties.

b.) Open Space & Landscape Provisions // General:

A minimum of 15% total lot area must be landscaped or maintained as open green space, which is approximately 145,970 sq ft of the total site. Staff used GIS to estimate that 54.23% of the site is being maintained as open green space or remaining as undisturbed natural forest area.

c.) Tree Protection Zone / Removal / Replacement:

Not applicable to this development, no trees are proposed for removal.

d.) Greenbelt Zone:

The property is located in the Greenbelt Zone, however, due to Hwy 31 right-of-way, the existing structures and fencing are located at or near the property line making greenbelt plantings highly impractical if not totally unattainable. Where there is sufficient area for greenbelt plantings (near the SW corner of the property) there is existing natural forest area for approximately 180ft of the property line.

e.) Landscape Provisions // Off-Street Parking:

Section 9.2.3.5 Industries, item (a) Commercial, manufacturing and industrial establishments, not catering to the retail trade, requires one space for each employee on the maximum working shift, plus one space for each vehicle operating from the premises. As noted above, there was no information submitted for existing parking and no plans submitted for any modifications to existing parking.

6.) *In the 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.*

Not applicable to this development.

7.) *Where required by the Alabama Department of Transportation ("ALDOT"), the Building Official shall be provided proof that the applicant has submitted a driveway permit application to ALDOT. In the event that any type of traffic study is required by the ALDOT, copies thereof shall be provided to the Building Official.*

There is existing site access from Hwy 31, which is under the jurisdiction of ALDOT, however, as there is no additional access being proposed and no use expansion proposed, staff does not anticipate ALDOT review will be applicable.

8.) *Front and side architectural elevations.*

Section 8.6 Metal Buildings is not applicable to this development as there is no metal or other siding proposed for the structures. They will be open-air roofing systems only, supported by beams and not enclosed with walls.



9.) *The location and size of all signs to be located on the site. In the event that a sign is pre-existing and fails to conform to the requirements as set forth in this ordinance, site plan approval will be granted only under the condition that all signs will comply with the regulations as set forth in the sign ordinance.*

Current submittals do not include proposals for new or altered signage, however, signage will require a Sign Permit prior to construction/installation and staff will review for compliance with the full sign ordinance at that time.

10.) *Landscape plans.*

As noted above, no landscaping/impervious calculations were provided, and no new landscaping is proposed. A minimum of fifteen percent (15%) of the total lot area shall be landscaped or maintained as open green space and Staff used GIS mapping information to estimate that approximately 54.23% of the site is open space/natural areas.

11.) *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.*

a.) Structure Location/Setbacks:

The proposed structure is well within the required setbacks for M-2.

b.) Off-Street Parking:

As noted above, *Section 9.2.3.5 Industries*, item (a) Commercial, manufacturing and industrial establishments, not catering to the retail trade, requires one space for each employee on the maximum working shift, plus one space for each vehicle operating from the premises. As noted above, there was no information submitted for existing parking and no plans submitted for any modifications to existing parking. Due to the size of the site, the existing use and in consideration that there is no expansion of the use proposed, the site appears to be compliant with off-street parking provisions.

STAFF RECOMMENDATION

Overall, the proposed structures appear to be generally compatible with the intent of the Zoning Ordinance with minor impacts on the site, however, the Ordinance does specifically require the submittal and Planning Commission review of specific information including landscaping, parking and lot coverage. Information for the application was incomplete, requiring staff and the Planning Commission to rely on estimates in making final determinations. While the Planning Commission has the ability to waive the requirement for submittal of certain information at the time of application if it is not required for a proper decision on the project, the Planning Commission doesn't have the authority to completely waive the applicability of specific ordinances/standards. Staff fully understands the proposal is fairly minor in scope, especially in relation to the size of the site and the extent of the use, but the Ordinances are written for general application to a wide range of uses and structures – what is required for one is required for all. Staff's recommendation is for Planning Commission approval of the project with the requirement that issuance of a building permit or final inspection be contingent upon the applicant working with staff and the City's engineer for submittal and review of landscaping, parking and lot coverage documentation meeting the requirements of staff and engineering.

PLANNING COMMISSION ACTION

For Site Plan Approval, no public hearing is required.

The Planning Commission makes the final decision and has the option to:

- Approve the Site Plan as presented
- Approve the Site Plan with conditions, stating the conditions required
- Deny the Site Plan, with stated factors for the denial
- Table the Site Plan Request, due to lack of information

Upon approval of the site plan, either as submitted or with changes and/or special conditions required by the Planning Commission, the Building Official may issue a building permit for a portion or all of the proposed development; provided that the application is in compliance with all applicable City, County, State and Federal requirements.

- 8.9.10.4 Site Plan requests that are tabled, will not receive further review by the Planning Commission until all additional information requested has been received and reviewed for compliance by the Planning Department.*
- 8.9.10.5 Site Plan requests that are denied will not receive further review by the Planning Commission until all noted deficiencies have been addressed and revised documentation received and reviewed for compliance by the Planning Department.*
- 8.9.10.6 Any resubmittals, revisions, additional information or permit applications related to the application must be received within 180 days from the date of Planning Commission action, or a new Site Plan Application will be required. One request for Site Plan Approval Extension of up to 180 days will be reviewed administratively.*



City of Bay Minette

Site Plan Review Application

301 D'Olive Street · Bay Minette, Alabama 36507

Phone (251) 580-1650 · COBM_Planning@cityofbayminetteal.gov

Office Use Only

Case No.: _____

Fee: \$500.00

Paid: Cash Check
 Credit Card

Are you the property owner? Yes No

(If you are not the property owner, you must submit an Agent Authorization Form signed by the property owner)

Applicant Name: Southeastern Erectors Date: 11/27/2023

Mailing Address: 4300 A POPPS FERRY ROAD

City: D'IBERVILLE State: MS Zip Code: 39540

Phone Number: 228-392-3359 Email: MIRANDA@SOUTHEASTERNERECTORS.COM

Site Information

Property Address: 1101 HWY 31 NORTH Bay Minette, AL 36507

or Property Location: _____

*Parcel No.: 23-02-10-1-000-002.000 *PPIN No.: _____

**Parcel or PPIN information must be completed*

Request: add covered roof

I, 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 **Zoning Ordinance** for the reason(s) stated above. I understand and authorize City Staff to conduct site visits, as needed in relation to this request.

M. Blanton

Signature of Applicant (Owner of Property of Authorized Agent)

11/27/2023

Date

Submittal Requirements

- _____ Application
- _____ Fee paid in full
- _____ Agent Authorization Form (if applicant is not the owner)
- _____ Complete Legal Description of Property
- _____ Plot Plan or Survey – indicating any existing structures, proposed structures, and setbacks from property lines
- _____ Submittal Requirements listed in 8.9 Site Plan, as applicable

SP-23011
Large Format Plans Submitted
Under Separate Cover

See Exhibit B



City of Bay Minette

Planning & Development Services

Planning Commission - Site Plan Staff Report

Planning Commission Meeting Date: January 11, 2023

Case Number: SP-23012

APPLICATION SUMMARY

Project Name: Southside Baptist Church Property
Property Location: 526 Brady Road
Property PID/PPIN: 05- 23-05-16-1-001-079.000// 69987
Property Size: 4.7± acres

Requested Action: Site Plan Approval for drive through and lobby expansion
Applicant/Engineer: Wayne Wood, Trustee
Property Owner: Southside Baptist Church
 P.O. Box 418, Bay Minette, AL 36507

| Subject Property | Zoning | Existing Land Use |
|-------------------|-----------|--|
| SP-23012 | R-3 & M-2 | Southside Baptist Church |
| Adjacent Property | Zoning | Existing Land Use |
| North | M-2, R-3 | McPherson Oil, Single Family Residential |
| South | M-2, R-3 | Undeveloped, Single Family Residential |
| East | M-2 | Richerson Oil, Railroad |
| West | R-3 | Single Family Residential, Church |

SITE AND REQUEST SYNOPSIS

The subject property consists of approximately 4.7± acres, and is zoned M-2, General Industrial District. The property is located at 526 Brady Road, directly across from the intersection of S Hoyle Avenue. Across Brady Road to the North/North East is McPherson Oil, a petroleum company, and to the North/North West is single family residential. Adjacent to the East is Richerson Oil, a fueling station and the railroad. To the South is primarily undeveloped timberland owned by the City of Bay Minette with some single family residential to the Southwest that fronts Moran Street. To the West is single family residential and a church at the intersection of Brady/Moran/Clay and Bay Street.

The site plan request is for the construction of a new covered drive through on the southwest corner of church sanctuary (Building A) and for the enclosure of the existing drive-through/walkway area between the church sanctuary (Building A) and a 2-story classroom building (Building B). The enclosure of the existing drive through will structurally connect the two buildings, effectively converting it into one large structure.

ZONING DISTRICT AND TABLE OF PERMITTED USES

- 6.2.4 **R-3, Higher Density Single Family Residential District.** This district is intended to provide for a higher density of single-family structures on smaller lots than those allowed in the R-1 and R-2 districts. Duplexes will be allowed as a special exception.
- 6.4.2 **M-2 General Industrial District.** It is the intent of this district to provide opportunity for the location of industrial, manufacturing, processing, warehousing, or research and testing operations that, due to employment of heavy equipment or machinery or to the nature of the materials and processes employed, require special location and development safeguards to prevent pollution of the environment by noise, vibration, odors or other factors, and may also require extensive sites for storage and parking, may require extensive community facilities or generate heavy motor traffic. Access to major transportation facilities is usually needed. Locations should be in accordance with comprehensive plans and special review is required for some.

| Table of Permitted Uses and Conditions | R-A | R-1 | R-2 | R-3 | R-4 | R-5 | B-1 | B-2 | M-1 | M-2 |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Churches and related accessory buildings | | | | S | S | S | R | R | | |

5.2 Words and Terms Defined

Public land uses. Any land use operated by or through a unit or level of government, either through lease or ownership, such as municipal administration and operation, county buildings and activities, state highway offices and similar land uses; and federal uses such as post offices, bureau of public roads and internal revenue offices, military installations, etc.

Semi-public land uses. Philanthropic and charitable land uses including: Y.M.C.A.'s, Y.W.C.A.'s, Salvation Army, churches and church institutions, orphanages, humane societies, private welfare organizations, nonprofit lodges and fraternal orders, hospitals, Red Cross, and other general charitable institutions.

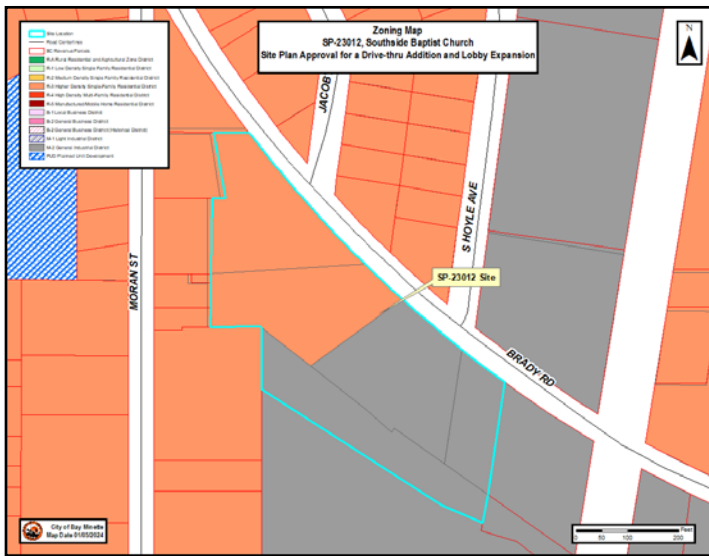
DEPARTMENT AND AGENCY COMMENTS

North Baldwin Utilities – No comments received.
Bay Minette Public Works – No comments received.
Bay Minette Police Department – No comments received.
Bay Minette Fire Department – No comments received.

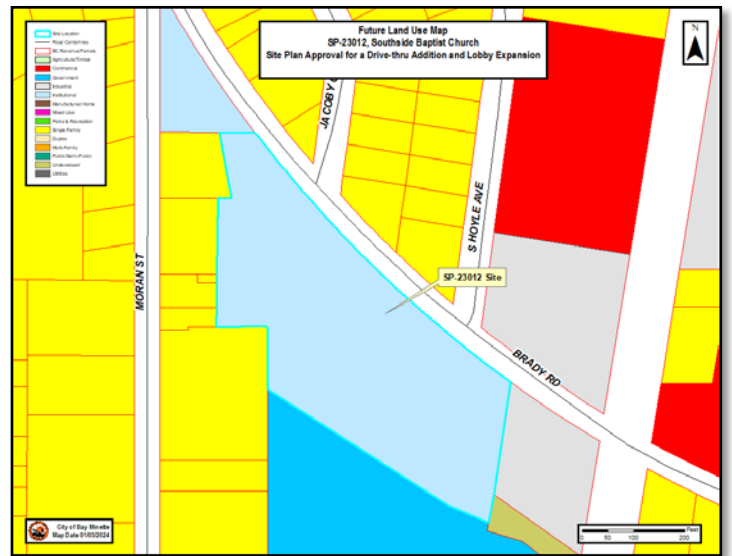
Baldwin County E-911 – No comments received.
Goodwin, Mills & Cawood – City Consultant as Transportation & Site Engineer – Additional information necessary for complete review (Complete Site Plan, Site Calculations)

MAPPING

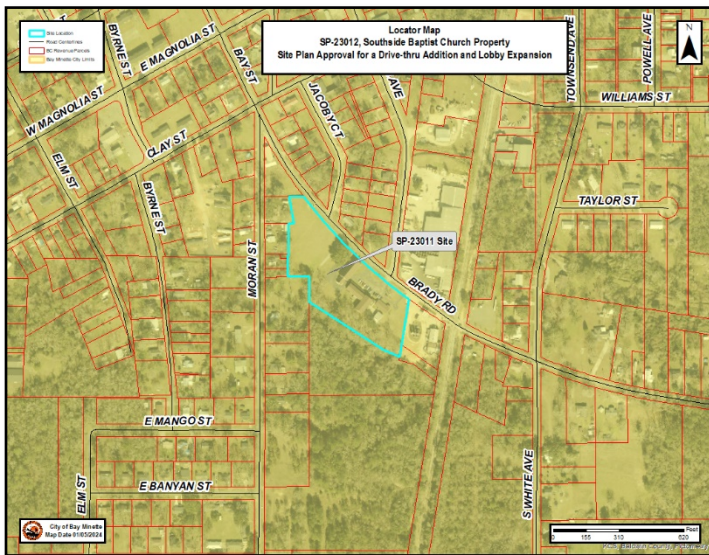
Zoning Map



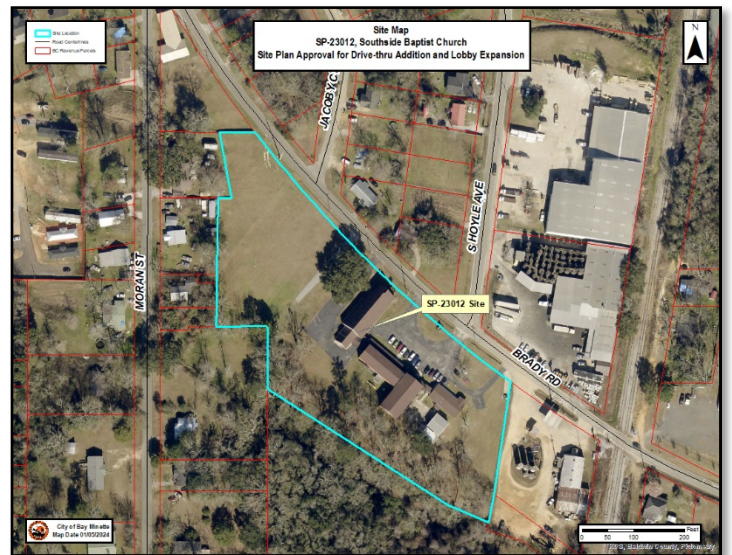
Future Land Use Map



Locator Map



Site Map



STAFF ANALYSIS

Site plan reviews shall be accomplished by the Planning Commission to assure compliance with the provisions of the *Zoning Ordinance* to ensure conformity with its purpose. The proposed project has been evaluated by staff against the criteria in accordance with *Section 8.09 Site Plan*. It shall be the responsibility of the owner/developer to show (prove) compliance with the requirements of this Ordinance.

1.) *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.*

Limited site calculations were provided, staff used GIS to estimate lot coverage.

For landscaping, no landscaping/impervious calculations were provided, and no new landscaping is proposed. Using GIS, staff estimated approximately 54,703 sq ft (@26.72% of the site) is being used by the church facilities (structures, concrete, pavement and areas without vegetation or otherwise considered landscaped/open green space/natural areas). Leaving an estimated 73.28% of the site being maintained as open green space or remaining as undisturbed natural forest area – the bulk of which is located on the western half of the parcel. A minimum of fifteen percent (15%) of the total lot area shall be landscaped or maintained as open green space.

There was limited information submitted for existing parking and no proposals for any modifications to existing parking. *Section 9.02.03.02 Public Assembly, item (a)* Churches or other places of worship require one space for each four seats in the main auditorium or sanctuary. Submitted information details the sanctuary estimated to hold approximately 280 people, requiring 70 off-street parking spaces. Currently, there are 25 spaces meeting the criteria for off-street parking (minimum 171 square feet, all-weather surfacing) and general parking available in the grassy area on the western side of the property.

Site Calculations

| SP-23012, Southside Baptist Church Site Calculations | | | |
|---|----------------------------------|---------------|--|
| Subject Property Site Totals | 204,732 ±ft ² | 4.70 ± acres | |
| Site Use/Type | ±Square Footage | Lot Coverage | Notes |
| Existing Structure(s) | 20,886 ±ft ² | 10.20% | Structures per Applicant |
| Existing Impervious Surface | 28,421 ±ft² | 13.88% | PER GIS AREA MEASUREMENT |
| Existing Building/Impervious Coverage | 54,703 ±ft² | 26.72% | PER GIS AREA MEASUREMENT |
| Proposed Structure(s) | 1,442 ±ft ² | 0.70% | drive-thru, walkway, canopy |
| Proposed Additional Impervious Surface | 0 ±ft ² | 0.00% | Unknown/Not Submitted |
| Proposed Building/Impervious Coverage | 1,442 ±ft² | 0.70% | Incomplete/Not Submitted |
| TOTAL Required Landscaped Minimum | 30,710 ±ft² | 15.00% | |
| TOTAL Existing Open Space/Natural Area | 150,029 ±ft ² | 73.28% | <i>Total Site less Existing Coverage</i> |
| TOTAL Proposed Landscaped Area | 0 ±ft ² | 0.00% | None proposed |
| TOTAL Proposed Open Space/Natural Areas | 0 ±ft ² | 0.00% | None proposed |
| Required Front/Side Yard Landscaping | 10,236.60 ±ft² | 5.00% | Not including parking areas |
| Existing Front/Side Yard Landscaping | Unknown ±ft ² | | Unknown/Not Submitted |
| Proposed Front/Side Yard Landscaping | 0 ±ft ² | 0.00% | None proposed |
| Total Off-Street Parking Area | 23,883 ±ft ² | | PER GIS AREA MEASUREMENT |
| Required Parking Landscaped Minimum | 2,388 ±ft² | 10.00% | *10% of Total Off-Street Parking Area |
| Proposed Parking Landscaped Area* | 0 ±ft ² | 0.00% | None proposed |
| Total Landscaped/Open Space Provided | 150,029 ±ft² | 73.28% | PER GIS AREA MEASUREMENT |

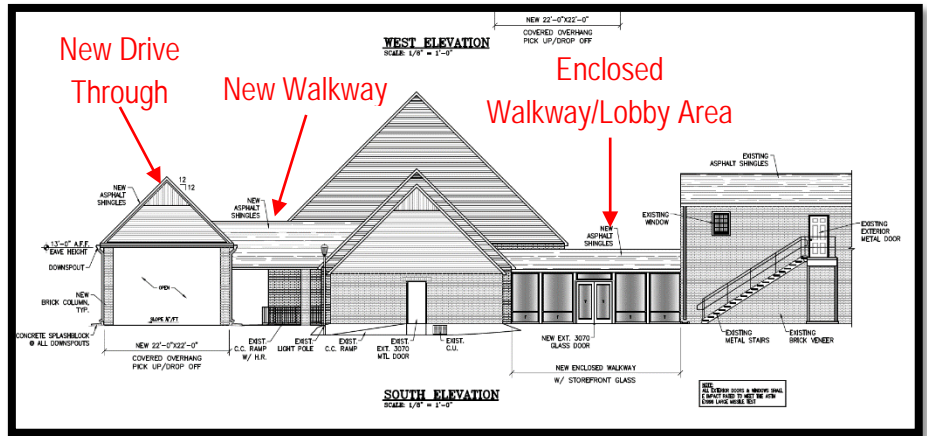
The new covered drive through is located in an area largely consisting of existing asphalt, and the enclosure of the existing walkway should not significantly increase the amount of impervious surface on the site. In summary, due to the size of the parcel, and considering the proposed structure in relation to the existing use/structures, the new construction should have an insignificant impact on the site intensity/coverage.

2.) *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.*

Not applicable to this development.

3.) *The use and maximum height, bulk and location of all buildings and other structures to be located on the site.*

Use, height and area of proposed structures appear compliant. The new drive through structure will attach to the southwest corner of the sanctuary with a covered walkway totaling approximately 700 sq ft. The walkway enclosure is proposed at approximately 750 sq ft. The eave height for both is proposed at 13 ft with a 12 /12 slope for a ridge height of 24ft and calculated mean height of 18.50 ft (under the 35 maximum height requirement.)



4.) *The substance of covenants, grants of easements or other restrictions which will be imposed upon the use of the land, buildings and structures, including proposed easements or grants for public utilities or other purposes.*

Not applicable to this development.

5.) *The provisions for disposition of open space, including tree protection, landscaping provisions and buffering requirements.*

For landscaping, no landscaping/impervious calculations were provided, and no new landscaping is proposed. Using GIS, staff estimated approximately 54,703 sq ft (@26.72% of the site) is being used by the church facilities (structures, concrete, pavement and areas without vegetation or otherwise considered landscaped/open green space/natural areas). Leaving an estimated 73.28% of the site being maintained as open green space or remaining as undisturbed natural forest area – the bulk of which is located on the western half of the parcel. A minimum of fifteen percent (15%) of the total lot area shall be landscaped or maintained as open green space.

According to Section 8.09.05 and 8.09.06, the Planning Commission has the option to waive the requirements for the submittal of certain information for Site Plan applications, including Landscape Plans. As there is no use expansion proposed, only a structural alteration to existing buildings, staff would agree that the submittal of landscape plans at this time are not essential to a proper decision on the project. However, Section 10.03 Use and Applicability, states a Site Plan shall not be approved by the Planning Commission without an acceptable landscape plan:

10.03.01 *The provisions of this Article shall be required for all residential multi-family projects involving the construction of three (3) or more dwelling units including apartments, town homes, condominiums, Planned Unit Developments, subdivisions, all commercial structures, all industrial structures, and other uses as required by the Planning Commission.*

10.03.02 *Where a change in the following: 1) use of property, 2) occupancy, 3) ownership regardless of name change, or 4) location in any manner to any business or commercial/industrial development it shall be the responsibility of the owner to comply with the provision of this Article within 180 days.*

10.03.03 *A site or subdivision plan shall not be approved by the Planning Commission without an acceptable landscape plan, as the same is defined pursuant to the provision of this Article.*

The primary Landscaping requirements to consider for the site are detailed below:

a.) **Buffering:**

This parcel abuts M-2 zoned property to the North and East that is heavily industrial, including the railroad crossing. While there are smaller parcels across Brady Road historically used for single family residential, the church fronts S Hoyle, which is considered a major collector roadway. To the South is primarily undeveloped timberland owned by the City of Bay Minette with some single family residential to the Southwest that fronts Moran Street. To the West is single family residential and a church at the intersection of Brady/Moran/Clay, which are also considered Major Collectors.

Buffer zone requirements shall be based on the proposed developing use and the existing abutting use, regardless of current zoning districts:

10.11.01(b) *“Where an industrial district or use abuts any part of a business district or use, a public or semi-public use, mixed-use or multi-family residential district or use, a buffer zone of 20 feet shall be required.”*

10.11.01 (c) "Where an industrial district or use abuts any part of a two-family or single-family residential district or use, a buffer zone 30 feet wide shall be required."

10.11.01 d. Where a public or semi-public use, mixed-use or multi-family residential district or use, abuts any part of a single-family residential district or use, a buffer zone 10 (ten) feet wide shall be required.

There appears to be compliant buffering existing as natural forest along the southern property line and wooden fencing along the western property lines that keep the facility screened from adjacent properties. The only potential requirement for additional buffering would be from the single-family residential uses across Brady Road, however the buffering would conflict with existing and proposed access points for the church.

b.) Open Space & Landscape Provisions // General:

A minimum of 15% total lot area must be landscaped or maintained as open green space, which is approximately 30,710 sq ft of the total site. Staff used GIS to estimate that approximately 73.28% of the site is being maintained as open green space or remaining as undisturbed natural forest area.

c.) Tree Protection Zone / Removal / Replacement:

Not applicable to this development, no trees are proposed for removal.

d.) Greenbelt Zone:

Not applicable to this development, the property is not located in the Greenbelt Zone.

e.) Landscape Provisions // Off-Street Parking:

Section 9.2.3.2 Public Assembly, item (a) Churches or other places of worship require one space for each four seats in the main auditorium or sanctuary. Submitted information details the sanctuary estimated to hold approximately 280 people, requiring 70 off-street parking spaces. Currently, there are 25 spaces meeting the criteria for off-street parking (minimum 171 square feet, all-weather surfacing) and general parking available in the grassy area on the western side of the property. As noted above, there was limited information submitted for existing parking and no proposals for any modifications to existing parking.

6.) In the 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.

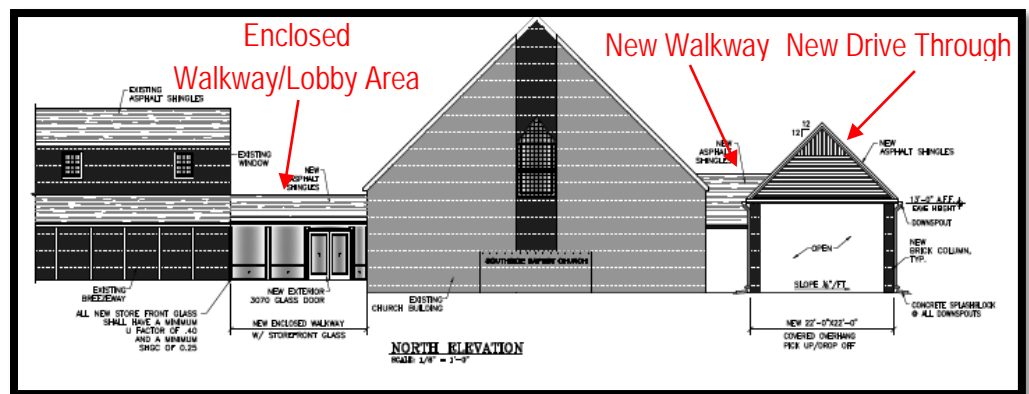
Not applicable to this development.

7.) Where required by the Alabama Department of Transportation ("ALDOT"), the Building Official shall be provided proof that the applicant has submitted a driveway permit application to ALDOT. In the event that any type of traffic study is required by the ALDOT, copies thereof shall be provided to the Building Official.

Not applicable to this development.

8.) Front and side architectural elevations.

Section 8.6 Metal Buildings is not applicable to this development as there is brick/brick veneer and no exterior metal siding proposed for the structures.



9.) The location and size of all signs to be located on the site. In the event that a sign is pre-existing and fails to conform to the requirements as set forth in this ordinance, site plan approval will be granted only under the condition that all signs will comply with the regulations as set forth in the sign ordinance.

Current submittals do not include proposals for new or altered signage, however, signage will require a Sign Permit prior to construction/installation and staff will review for compliance with the full sign ordinance at that time.

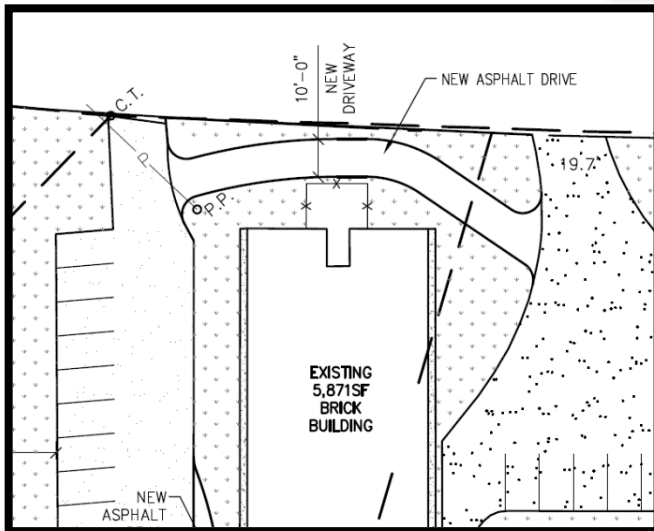
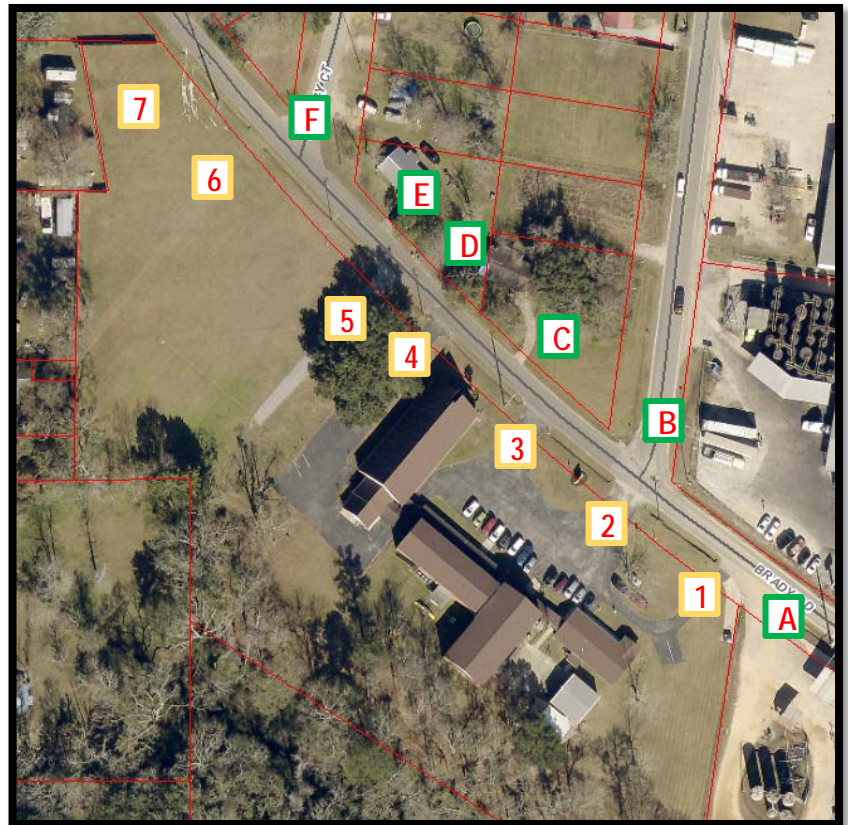
10.) Landscape plans.

A minimum of 15% total lot area must be landscaped or maintained as open green space, which is approximately 30,710 sq ft of the total site. Staff used GIS to estimate that approximately 73.28% of the site is being maintained as open green space or remaining as undisturbed natural forest area.

11.) 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.

Access: The church has seven existing access points to the site – five of which are within 400 feet. There's six other access points to Brady Road in the immediate vicinity, including the intersection of S Hoyle, a major collector, with Brady Rd. This could potentially be a traffic safety concern and one that will require engineer review for any future expansions of the church and/or modifications to these access points.

There is a new 10-ft asphalt driveway proposed in front of the church sanctuary to connect the two paved parking lots, but the location of existing utility infrastructure and the proximity to right-of-way and the church itself, that location can potentially be an issue. It is not proposed at this time, but this drive could not become an access point to Brady Road without the closure of one or more existing access points.



8.04 REQUIREMENTS FOR PUBLIC AND SEMI-PUBLIC AND ACCESSORY BUILDINGS

8.04.01 Minimum Lot Area and Lot Width

None specified only that the lot be large enough to provide the yards specified herein.

8.04.02 Yard Regulations

a. Front Yard. Each lot shall provide a front yard with a minimum depth of forty (40) feet.

b. Side Yards. Each lot shall have a side yard of a minimum of thirty-five (35) feet on each side.

c. Rear Yard. Each lot shall have a rear yard with a minimum depth of thirty-five (35) feet.

8.04.03 Maximum Building Height

No structure shall exceed a height of thirty-five (35) feet, except a church, hospital or jail may have a maximum height of 100 feet, provided that one-half (½) foot shall be added to all minimum yard requirements for each additional foot of height in excess of fifty (50) feet. (Does not apply to church sanctuary.)

8.04.04 Maximum Building Coverage

The maximum land covered by a building shall be fifty percent (50%) of the total lot area. A minimum of fifteen percent (15%) of the total lot area shall be landscaped or maintained as open green space. The foregoing percentage shall include all landscape requirements for parking areas. Provided however, at least five percent (5%) of the total landscaped area or green space must be located in the front yard and side yards of the lot in areas other than parking areas.

STAFF RECOMMENDATION

Overall, the proposed structures appear to be generally compatible with the intent of the Zoning Ordinance with minor impacts on the site, however, the Ordinance does specifically require the submittal and Planning Commission review of specific information including landscaping, parking and lot coverage. Information for the application was incomplete, requiring staff and the Planning Commission to rely on estimates in making final determinations. While the Planning Commission has the ability to waive the requirement for submittal of certain information at the time of application if it is not required for a proper decision on the project, the Planning Commission doesn't have the authority to completely waive the applicability of specific ordinances/standards. Staff fully understands the proposal is fairly minor in scope, especially in relation to the size of the site and the extent of the use, but the Ordinances are written for general application to a wide range of uses and structures – what is required for one is required for all. Staff's recommendation is for Planning Commission approval of the project with the requirement that issuance of a building permit or final inspection be contingent upon the applicant working with staff and the City's engineer for submittal and review of landscaping, parking and lot coverage documentation meeting the requirements of staff and engineering.

PLANNING COMMISSION ACTION

For Site Plan Approval, no public hearing is required.

The Planning Commission makes the final decision and has the option to:

- Approve the Site Plan as presented
- Approve the Site Plan with conditions, stating the conditions required
- Deny the Site Plan, with stated factors for the denial
- Table the Site Plan Request, due to lack of information

Upon approval of the site plan, either as submitted or with changes and/or special conditions required by the Planning Commission, the Building Official may issue a building permit for a portion or all of the proposed development; provided that the application is in compliance with all applicable City, County, State and Federal requirements.

8.9.10.4 *Site Plan requests that are tabled, will not receive further review by the Planning Commission until all additional information requested has been received and reviewed for compliance by the Planning Department.*

8.9.10.5 *Site Plan requests that are denied will not receive further review by the Planning Commission until all noted deficiencies have been addressed and revised documentation received and reviewed for compliance by the Planning Department.*

8.9.10.6 *Any resubmittals, revisions, additional information or permit applications related to the application must be received within 180 days from the date of Planning Commission action, or a new Site Plan Application will be required. One request for Site Plan Approval Extension of up to 180 days will be reviewed administratively.*



City of Bay Minette

Site Plan Review Application

301 D'Olive Street · Bay Minette, Alabama 36507

Phone (251) 580-1650 · COBM_Planning@cityofbayminetteal.gov

| | |
|-----------------|--|
| Office Use Only | |
| Case No.: | <u>SP-23012</u> |
| Fee: | \$500.00 |
| Paid: | <input type="checkbox"/> Cash <input type="checkbox"/> Check |
| | <input type="checkbox"/> Credit Card |

Are you the property owner? Yes No

(If you are not the property owner, you must submit an Agent Authorization Form signed by the property owner)

Applicant Name: Thomas Wayne Wood Church Trustee Suthridge Baptist Ch Date: 12-16-2023

Mailing Address: 526 Brady Road

City: Bay Minette State: Alabama Zip Code: 36507

Phone Number: 251- 610-9980 Email: twood@attlnet

Site Information

Property Address: 526 Brady Road

or Property Location: _____

*Parcel No.: 05-28-05-16-1-001-079.000 *PPIN No.: 69987

**Parcel or PPIN information must be completed*

Request: building permit to build a drive-through and lobby exp

I, 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 **Zoning Ordinance** for the reason(s) stated above.

I understand and authorize City Staff to conduct site visits, as needed in relation to this request.

Thomas Wayne Wood TRUSTEE 12-18-2023
Signature of Applicant (Owner of Property of Authorized Agent) Date

Submittal Requirements

- Application
- Fee paid in full
- Agent Authorization Form (if applicant is not the owner)
- Complete Legal Description of Property
- Plot Plan or Survey – indicating any existing structures, proposed structures, and setbacks from property lines
- Submittal Requirements listed in 8.9 Site Plan, as applicable



Southside Baptist Church
526 brady road
Bay Minette AL 36507

City of Bay Minette Building Permit request: for Expanding of existing commercial structures.

Existing facilities: PIN 69987

- There are four buildings, one metal shed, and one carport on the property.
 - Building “A” 5,871 sq ft single floor is the current Sanctuary building with a lobby and two restrooms, it has four glass store front doors for normal entry /exits and a covered drive through on the east side of the lobby between building “A” & “B”. The building has four other Emergency Exits located on each side of the building.
 - Building “B” 5,417 sq ft, two-story, is a classroom building for adults and children. The building has entry/Exits on each end and emergency exits on the south side on both floors. The building has two restrooms.
 - Building “C” 6,423 sq ft, two-story, is a Fellowship Hall / classroom building, with two glass store front doors for entry / exit, Emergency exits on both floors. The building has two restrooms.
 - Building “D” 1,659 sq ft, single story, is the church offices and conference room with two restrooms. The building has four outside exits.
 - A 616 sq ft free-standing metal carport with concrete slab.
 - A 900 sq ft metal storage building on a concrete slab.

Scope of work:

- The church voted to enclose the existing covered drove through on the east side of Building “A” to expand the lobby removing the ramps between the two buildings and for safety reasons connect the two buildings and build a new covered drive through on the Northwest side of Building “A” in the existing asphalt parking lot/drive. This would also replace the ramps for the safety of the older members and guests.

Landscape Requirements:

- At the time the drawing were made in 2020 there were no landscapes required. The engineer checked with the city at the time. We are not changing any existing landscaping, all construction in on existing asphalt or concrete areas. We do plan a small drive between the building and Brady Road to allow members and guests to travel between parking lots without having to exit Brady Road.

Number of Parking spaces:

- We currently have 25 (10.5' W X 18' L) parking spaces in the asphalt parking lot and general parking on the church grass lawns.
- We currently have 6 (10.5' W X 18'L) ADA Handicap parking in the asphalt lots.

Agent Authorization Form:

Seating in Building "A" Sanctuary:

- The Sanctuary has thirty-one (31) pews eighteen (18) feet long. Estimate 280 people.

Building Official/fire code requirements:

- **Life Safety Plan:**
 - The church has already planned for the construction of the drive through. We plan to not use the four glass doors but use the four emergency exit doors on each side of the building. There will be ushers posted at each door to help as required, the plan has been announced and the members have used it several times for practice. See attached Plan "Life Safety Plan."
- **Drive-way width:**
 - The church has seven existing entry ways from Brady Road. The four (4) in front and on each side of the building are asphalt and the three (3) on the west side with the open lawn is dirt /grass.
 - Fire trucks should not have any problem accessing the buildings, we have tractor trailer trucks get there.
 - The base and limestone were added to allow cars to enter the parking grass area and not have a mud road during rainy weather.

Site Plan Submittal Checklist:

- Three (3) plan sets. Delivered by Smith
- A digital version in pdf format. Delivered by Smith
- A digital version in GIS shapefile. You have the file.
- Certified Survey. Attached.
- A vicinity Map showing the site relation to surrounding property. On the contract drawings sheet G1.0.
- **Exiting Structure square footage:**
 - Shown on Plan drawing C1.0
 - Building "A" 5,971 sq ft, Building "B" 5,417 sq ft, Building "C" 6,423 sq ft, Building "D" 1,659 sq ft, Metal storage shed 900 sq ft on concrete slab, and an open 616 sq ft carport on concrete pad.
 - Proposed Structure square footage:
 - Lobby expansion 522 sq ft, Heated and air-conditioned space.

- Covered canopy 220 sq ft, open no heat or AC.
 - Covered drive-through 484 sq ft, open no heat or AC.
 - Covered walkway from drive through to existing building 216 sq ft, no heat or AC.
- Existing impervious surface area:
 - Shown on plan drawings C1.0 and Survey.
- Proposed impervious surface area:
 - Shown on plan drawings C1.0. Planning only to add the drive between parking lots between the building “A” and Brady Road with asphalt.
- Proposed landscaped/ open space areas:
 - None planned.
- Number of parking spaces:
 - We currently have 25 (10.5’ W X 18’ L) parking spaces on the asphalt parking lot and general parking on the church grass lawns.
 - We currently have 6 (10.5’ W X 18’L) ADA Handicap parking in the asphalt lots.
- Maximum height of building:
 - Some of the existing buildings are two-story and no plan to exceed the existing height.
- Alabama DOT:
 - No requirement.
- Front and side architecture elevations:
 - Shown on engineered drawings.
- Location of Signs:
 - No new signs. The existing will remain as is.
- Landscape Plans:
 - We are not making any changes to the landscape. All construction is located on existing asphalt or concrete areas. Only the asphalt drive between lots will affect a grass area.

Submitted by:
 Wayne Wood (Church Trustee)
 43201 Old Robinson Road
 Bay Minette AL 36507
twwood@att.net
 (25)161-09980





SP-23012
Large Format Plans Submitted
Under Separate Cover

See Exhibit C