



# City of Bay Minette

## Planning Commission

301 D'Olive Street · Bay Minette, Alabama 36507  
Phone (251) 580-1650 · COBM\_Planning@cityofbayminetteal.gov

### AGENDA

March 14, 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 February 8, 2024, Regular Meeting

5.) Disclosure of Prior Communications and/or Conflicts of Interest

6.) Old Business

7.) New Business

a.) SD-24003, Abundant Life Christian Center Inc **\*\*Public Hearing\*\*** **TABLED**

*Disclosure of Prior Communications and/or Conflict of Interest*

**Request:** Minor Subdivision to combine five (5) lots

**Location:** 541 Daphne Rd, PIN's: 222237, 72605, 12565, 222248, 273813

b.) SP-24001, Abundant Life Christian Center Inc **TABLED**

*Disclosure of Prior Communications and/or Conflict of Interest*

**Request:** Construction of a Fellowship Hall

**Location:** 541 Daphne Rd, PIN's: 222237, 72605, 12565, 222248, 273813

c.) SP-24002, Plasmine Technology, Inc

*Disclosure of Prior Communications and/or Conflict of Interest*

**Request:** Site Plan Approval for Trailer Storage and Off-Street Parking Facilities

**Location:** 251 Newport Pkwy, PIN's: 35534, 62861

d.) SD-24004, TPQ, LLC- Quinley Oaks Subdivision **\*\*Public Hearing\*\***

*Disclosure of Prior Communications and/or Conflict of Interest*

**Request:** Preliminary Approval for a 11-lot Major Subdivision

**Location:** Northwest Corner of Quinley St and W Railroad St, PIN's: 18263, 359846

e.) SD-24004, TPQ, LLC- Quinley Oaks Subdivision **\*\*Public Hearing\*\***

*Disclosure of Prior Communications and/or Conflict of Interest*

**Request:** Final Plat Approval for a 11-lot Major Subdivision

**Location:** Northwest Corner of Quinley St and W Railroad St, PIN's: 18263, 359846

f.) 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 – April 11, 2024\*\***



## Bay Minette Planning Commission Regular Meeting Minutes

Minutes February 8, 2024

Monthly Meeting No. 2

The City of Bay Minette Planning Commission met in Regular Session on Thursday, February 8, 2024. 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  
Neal Covington, Vice Chairman  
Robert A. "Bob" Wills, Mayor  
Rob Madison, Building Official/Commission Member  
Ray Clark, Commission Member  
Hiram Templeton, Commission Member  
Earl Emmons, Commission Member  
William Taylor, City Council/Commission Member

**Commission Members absent:** NONE

**Commission Members late:** NONE

**Other persons in regular attendance:**

Clair Dorough, City Planner  
Paula Bonner, Planner Associate  
Jessia Peed, Planning Coordinator  
Scotty Lewis, Attorney  
Melissa Hadley, City Engineering Consultant with GMC  
Kristina Pittman, North Baldwin Chamber of Commerce

**GUESTS**

Cathy Barnette, *(Representative for Z-24001 & SD-24001, Old Towne Commons)*  
David Conner, *(Representative for Z-24001 & SD-24001, Old Towne Commons)*  
Gary Capuano, *(Representative for Z-24001 & SD-24001, Old Towne Commons)*  
Mukesh Patel, *(Representative for CU-24001, Bay Minette Liquor, Wine & Cigar)*  
Abuisek Rajpuh, *(Representative for CU-24001, Bay Minette Liquor, Wine & Cigar)*  
Fred McLaughlin, *(Z-24001 & SD-24001, Old Towne Commons)*  
David Ellis, *(Z-24001 & SD-24001, Old Towne Commons)*  
William Ellis, *(Z-24001 & SD-24001, Old Towne Commons)*  
Scott Ellis, *(Z-24001 & SD-24001, Old Towne Commons)*  
Eric Godwin *(Case Affiliation not indicated)*  
Candace Harper *(Case Affiliation not indicated)*

**INVOCATION** Councilman Taylor presented the invocation, followed by the pledge.

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

**ITEM 4.** Approval of the Minutes of the January 11, 2024, Regular Meeting.

Vice Chairman Covington made a motion to approve the January 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** – Chairman Stewart thanked everyone for their participation in preparation for review of the Old Towne Commons development.

**ITEM 7. New Business**

**a.) CU-24001, Bay Minette Liquor, Wine & Cigar**

Chairman Stewart introduced the case, and with no disclosures from the Commission, he stated the applicants are in attendance. Mrs. Bonner reviews the request and Staff Report including the zoning, property location that is within an existing shopping center, parking lot update including its repaving and restriped status, proposed interior remodel layout, existing access for the proposed case including that it will have nominal impacts on infrastructure or traffic, no comments from various agencies, use allowance per the Zoning Ordinance, various permitting requirements if the use is approved by the Commission, and staff recommendation for approval.

Chairman Stewart and Commission Member Emmons inquired on regulations regarding the daycare proximity to the proposed Liquor, Wine & Cigar store. Mrs. Bonner states that is an ABC Board regulation, not City-regulated. The applicant stated the ABC board is fine with proximity since purchases will not be consumed on the property.

With no further comments or questions from the Commission, Vice-Chairman Covington made a motion for approval, with Mayor Wills seconding. Commission Member Emmons opposed. Case concludes with the majority voting in favor of the use to be approved.

**b.) Z-24001, Old Towne Commons & c.) SD-24001, Old Towne Commons *\*\*Cases Reviewed Concurrently***

Chairman Stewart introduced the case. Mrs. Dorough states there are two concurrent requests for this property so they will be reviewed together but there will be two separate motions and public hearings.

Mrs. Dorough reviews the requests and states the applicant is requesting a Planned Unit Development (PUD) zoning request. She includes the history of the property stating that it was annexed into City Limits in 2023 and pre-zoned to R-3, Higher Density Single Family Residential, R-4, High Density Multi-Family Residential and B-2, General Business District. She reviews the lot summary with the proposed phasing plan with the current site calculations, setbacks and lot dimensions as they deviated from the previous worksession discussion. Mrs. Barnette states reasoning for changes was due to discussions with homebuilders and their requests regarding the zero-lot line side setbacks and includes the fire code requirements or enhanced fire protection that would drive the cost up significantly. Mrs. Dorough also includes that Staff would not recommend the zero lot lines and a discussion ensues regarding the regulations, requirements, liability requirements and the cost increases associated. Mrs. Dorough continues the review including Exhibit A changes such as roadways and traffic, NBU location for water tower, sidewalk width increase from 4' to 5', commercial building clarification regarding prohibition on metal building façades the connectivity between residential and commercial buildings, and the proposed deviation from buffering along the southern property line. A discussion ensues from a public audience member and Commission Member Clark regarding current buffer requirements and the reasoning behind City concession to which Mrs. Dorough explains zoning and buffer process. Mrs. Dorough finalizes the staff report review.

Chairman Stewart and Mrs. Barnette discuss the various PUD Narrative and overall developmental plan. Commission Member Clark inquired on parking availability near the proposed pool amenity, to which Mrs. Dorough and Vice-Chairman Covington explain that type of detailed review typically occurs at a later date. Chairman Stewart inquires on the location for NBU acreage that is proposed to be dedicated for utilities. Chairman Stewart reviews the changes for zero lot line vs the applicant proposal for 5' side setbacks. Discussion between the Commission, Fire Inspector,

Planning Staff, applicant and representatives ensues regarding the distinctions between the zero and five-foot side setbacks for the 40' lots including allowing space, fire and building code requirements, costs associated, utility space availability, and allowable lot usage.

With no further discussion, Chairman Stewart calls an informal question between the Commission members for the following items:

- 1) Proposed 5' lot line:  
In Favor: Mayor Wills, Chairman Stewart, Vice-Chairman Covington, Councilman Taylor, Commission Member Madison  
Opposed: Commission Member's Templeton, Emmons and Clark
- 2) Deviation from 50' lots, minimum lot area. Discussion ensues and results in an alteration of the Narrative to allow the Developer to reserve the right to deviate from the 6,000 square-foot minimum lot area in irregularly shaped 50' lots to a minimum lot area of 5,500 square feet on no more that 20% of the 50' lots.

Mrs. Barnette then clarifies that the correct approval exhibit is the overall site plan version with the lot summary and dated September 30, 2023. Mrs. Dorough includes that all phases will come back for Planning Commission review.

**Chairman Stewart opens the Public Hearing at 9:13am for Z-24001, Old Towne Commons**

Public participation:

- 1) David Ellis owns land adjacent to the property. He states his concerns and comments:
  - Crossover/red light/accesses for nearby properties
  - Multi-family buffer- States he would like to increase it for the betterment of the community
  - Concern regarding the proposed 40' lots
  - Construction standards- Requests higher construction standards to ensure a more probability of maintaining a great community.
- 2) William Ellis states his comments and concerns:
  - Discusses his concern of authority moving from regulation standards to a PUD. He states he welcomes reasonable construction and is not in opposition to PUD.
  - Inquires on reasoning and the benefits to construct 40' lots
  - Construction standards: Discusses various materials used in construction and potential issues
  - Opportunity is at PUD level and discusses fortified standards and upfront costs
- 3) Scott Ellis states his comments and concerns:
  - Buffering concern on the North side and discusses potential trespassing issues
  - Drainage and stormwater runoff and management
  - Access and infrastructure of traffic flow

Cathy Barnette addresses issues and concerns discussed by the public:

- Benefit for City of Bay Minette is growth for the community and provides an abundance of housing options.
- Discusses allowable density for 40' lots
- They plan to use Architectural standards which encourage stoops and columns, etc.
- Setbacks
- States they are open to discuss the buffer request and have a meeting currently established with the Ellis's to discuss
- Gold fortified certification- States they are not ready to commit to this stipulation yet as different builders apply different standards
- States they are happy to work with ALDOT but they cannot dictate or determine what the DOT will do.

- They have a conceptual plan for drainage and states their full engineering design will meet all standards.

David Conner discusses the points provided by the public and reiterates Cathy's statements.

William Ellis states they are in favor of the PUD and inquires on what Bay Minette is getting in return for considering the deviations from normal regulations.

**With no further comments or concerns from the public, Chairman closes public hearing at 9:46 am.**

Commission Member Clark speaks regarding the wetlands and the different uses of the property including housing, parks and amenities, lot sizes, and configuration of the overall site plan.

**Motion Z-24001:** Recommendation to City Council for the adoption of the document. Mrs. Dorough interjects that the consideration of the motion will include the version from September 30, 2023, and the revision of the Exhibit A includes the language with an alteration in the Narrative to allow the Developer to reserve the right to deviate from the 6,000 square-foot minimum lot area in irregularly shaped 50' lots to a minimum lot area of 5,500 square feet on no more that 20% of the 50' lots, an amount not to exceed 52 of the 260 proposed total. Vice-Chairman Covington makes a motion to recommend approval with the exceptions stated by Ms. Dorough. Councilman Taylor seconds. Commission Members Templeton and Clark opposed. With six (6) affirmative votes and two (2) opposing votes, the motion passes.

*Commission Members William Taylor and Earl Emmons leave the meeting at 9:57 am.*

**c.) SD-24001, Old Towne Commons**

Mrs. Dorough discusses the differences between the previous two cases as they are pertain to the same property. She states SD-24001 is the Master Plan with phased development. She states as phases come through, the Commission will see public hearings for each individual phase and any significant deviations from the master plan, such as access changes, etc., would require the applicant to come back and request an amendment.

With no further comments, Commission Member Templeton makes a motion to adopt the Master Plan with Vice-Chairman Covington seconding. Commission Member Clark opposed. With the majority voting in favor of adopting the Master Plan, the motion passes.

**d.) Updates & Upcoming Cases**

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

- Plasmine Technology tank farm and rail spur project
- Newport Parkway Development Subdivision with a possible 180± units

**ITEM 8.**

**Reports**

- a.) Mayor/Council Report – NONE
- b.) Attorney – None
- c.) Commissioner – None
- d.) Planning Staff – None
- e.) Public Comment – Mrs. Pittman states the Chamber will host their annual meeting on February 26<sup>th</sup>.

**ITEM 9.**

With no further business, Chairman Stewart adjourned the meeting at 10:04 am.

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Chairman, Todd Stewart

ATTEST:

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Jessica Peed, Planning Coordinator

**Motion Summary:**

- a.) **Approval of the January 11, 2024, Regular Meeting Minutes:** Vice Chairman Covington made a motion to approve the January minutes as written. The motion was seconded by Commission Member Hiram Templeton and carried unanimously.
- b.) **CU-24001, Bay Minette Liquor, Wine & Cigar:** Vice-Chairman Covington made a motion for approval, with Mayor Wills seconding. Commission Member Emmons opposed. Case concludes with the majority voting in favor of the use to be approved.
- c.) **Z-24001, Old Towne Commons:** Recommendation to City Council for the adoption of the document. Mrs. Dorough interjects that the consideration of the motion will include the version from September 30, 2023, and the revision of the Exhibit A includes the language with an alteration in the Narrative to allow the Developer to reserve the right to deviate from the 6,000 square-foot minimum lot area in irregularly shaped 50' lots to a minimum lot area of 5,500 square feet on no more that 20% of the 50' lots, an amount not to exceed 52 of the 260 proposed total. Vice-Chairman Covington makes a motion to recommend approval with the exceptions stated by Ms. Dorough. Councilman Taylor seconds. Commission Members Templeton and Clark opposed. With six (6) affirmative votes and two (2) opposing votes, the motion passes.
- d.) **SD-24001, Old Towne Commons:** Commission Member Templeton makes a motion to adopt the Master Plan with Vice-Chairman Covington seconding. Commission Member Clark opposed. With five (5) affirmative votes and one (1) opposing vote, the motion passes.



# City of Bay Minette

## Planning & Development Services

### PLANNING COMMISSION STAFF ANALYSIS

Planning Commission Meeting Date: March 14, 2024

Case Number: SD-24003

#### APPLICATION SUMMARY

**Project Name:** Abundant Life Christian Center Minor Subdivision  
**Property Location:** 541 Daphne Road  
**Property PID/PPIN:** 05-23-05-16-1-003-015.002 // 222237  
**Property PID/PPIN:** 05-23-05-16-1-003-015.000 // 72605  
**Property PID/PPIN:** 05-23-05-16-1-003-016.000 // 12565  
**Property PID/PPIN:** 05-23-05-16-1-003-016.001 // 222248  
**Property PID/PPIN:** 05-23-05-16-1-003-016.002 // 273813

**Property Size:** 5.23± acres  
**Proposed Action:** Approval to Combine Five (5) lots into One (1) lot  
**Zoning:** R-3, Higher Density Single Family Residential District  
**Applicant:** Tymon Wallace, Gant Group & Associates  
**Property Owner:** Abundant Life Christian Center, Inc.

| Subject Property  | Zoning | Existing Land Use                           |
|-------------------|--------|---|
| SD-24003          | R-3    | Abundant Life Christian Center, Inc. Church |
| Adjacent Property | Zoning | Existing Land Use                           |
| North             | R-3    | Single Family Residential                   |
| South             | R-3    | Vacant / Single Family Residential          |
| East              | R-3    | Single Family Residential                   |
| West              | R-3    | Single Family Residential                   |

#### SITE AND REQUEST SYNOPSIS

The subject property consists of approximately 5.29± acres and is located at 541 Daphne Road just northeast of West Mango Street. To the north Daphne Road turns into Clay Street. The subject site is surrounded by R-3, Higher Density Single Family Residential District zoning and uses but to the south is the back of the Standard Furniture building which is zoned M-1, Light Industrial District. The subject property contains wetlands, therefore a wetland delineation report prepared by Goodwyn Mills Cawood, LLC has been submitted and a twenty-five-foot (25') wetland setback boundary has been established. The Minor Subdivision request is to combine the existing five (5) parcels into one (1) parcel in order to meet the required setbacks for the construction of a new fellowship hall to be located east (in the rear) of the existing sanctuary. The existing fellowship hall to the north of the sanctuary has foundation damage and will be demolished prior to the new construction. The applicant/owner has submitted a concurrent site plan application (SP-24001) for the construction of the proposed new fellowship hall.

#### REVIEW STAGE

##### **SECTION 3.16 FINAL PLAT**

*The purpose of the Final Plat is to provide an accurate record of street and property lines and other elements being established on the land and the conditions of their use. The Final Plat must conform substantially to the approved Preliminary Plat. All inspections and testing must be completed and approved by the Subdivision Official prior to the Final Plat being placed on the agenda for Commission action. A Final Plat may include only that portion of the approved Preliminary Plat, which the Subdivider proposes to record and develop at that time. If it is submitted in portions, each portion must individually conform to all requirements of these Regulations.*

*No lot may be sold, or utilities extended to, or connected with, any subdivision of land, as defined herein until the Final Plat has been approved by the Planning Commission.*

*3.16.01 Final approval will be considered only for subdivisions or portions of subdivisions that meet the requirements of 3.14 Construction of Improvements. Or, in the case of Minor Subdivisions which do not involve any new street or drainage improvements, the extension of public facilities, nor the creation of any public improvements, after the required Pre-Application Conference. If qualified, those subdividers shall submit a complete application for Final Plat to the Planning and Development Services Department prior to a regularly scheduled Planning Commission meeting and in accordance with the established Meeting and Application Deadline Schedule.*

3.16.04.01 The subdivider shall be responsible for the full installation of all required minimum improvements in the proposed subdivision prior to the submission of a final plat application to the Planning Commission. In lieu of full installation of minimum improvements, after no less than ninety percent (90%) of the minimum improvements have been installed, a developer may issue a financial guarantee with surety to the City ensuring that the remaining minimum improvements shall be completed.

- 3.16.04.02 One (1) or more of the following may be accepted as a financial guarantee with surety payable to the City of Bay Minette:
1. a letter of credit approved by the City Administrator and City Attorney, or
  2. a cash deposit to be held by the City, or
  3. a certified check from an Alabama lending institution in an amount not to exceed one hundred and fifty percent (150%) of the cost of the required improvements remaining.

3.16.04.03 A cost estimate for any remaining civil improvements shall be certified and submitted by the design engineer with the application for final plat approval; a cost estimate of any remaining landscaping improvements must be certified and submitted by the professional landscape architect with the application for final plat approval and the financial guarantee.

3.16.06 Planning Commission Action. Presentation to the Planning Commission of Final Plat at a regularly scheduled meeting constitutes formal submission of said plat. At such meeting, the Planning Commission will review the plat and, after a public hearing, have the option to take the following actions:

3.16.06.01 Approve the Final Plat as presented.

3.16.06.02 Disapprove the Final Plat. If the Planning Commission determines that the Final Plat is in conflict with the approved Preliminary Plat or with the Subdivision Regulations, said plat may be disapproved. The reasons for such action shall be stated in the hearing, presented to the subdivider in writing and documented in the records of the Planning Commission. Reference shall be made to the specific section(s) of the regulations with which the Final Plat does not comply. The developer may resubmit the Final Plat application for Planning Commission review after the noted deficiencies have been corrected.

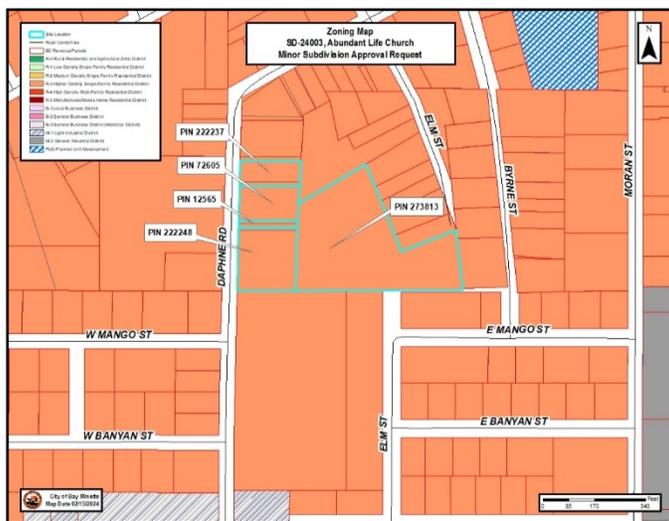
3.16.06.03 Delay Action on the Final Plat. The Planning Commission shall act to approve or disapprove a subdivision plat within thirty (30) calendar days after its formal submission at a regularly scheduled Planning Commission meeting. If the applicant waives this requirement and consents to an extension, the Planning Commission may defer action on the plat for a period not to exceed an additional thirty (30) calendar days. If no action is taken within the initial 30-day time period, or if there is no action taken within the extension period, such plat shall be deemed to have been approved, and notification to that effect shall be issued by the Planning Commission on request.

3.16.07 Expression of Approval

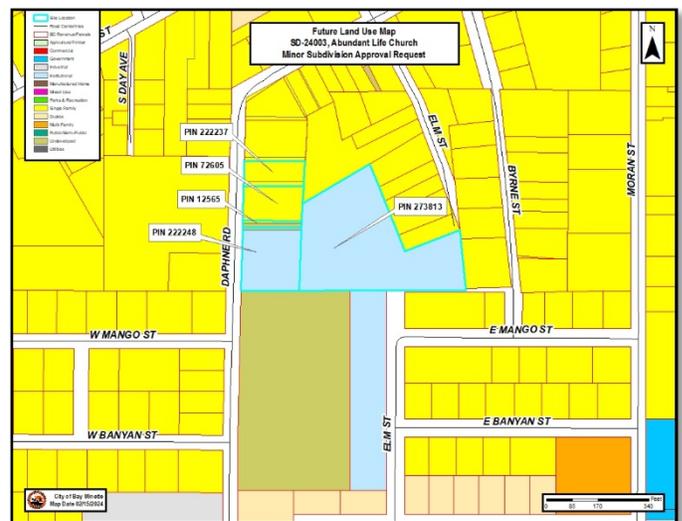
3.16.07.01 Approval and recordation of the final plat does not constitute the acceptance of any street or other public space shown on the plat. After approval of the Final Plat and the construction of streets, the Commission may recommend to the City Council that it accept the streets and take over their perpetual maintenance. Specific City Council resolution accepting streets and/or or other public spaces is required as noted herein.

## MAPPING

**Existing Zoning Map**



**Future Land Use Map**



## Locator



## Site Map



## STAFF RECOMMENDATION

Although an application has been submitted as of this date, a proposed final plat has not been submitted resulting in an incomplete application. Staff cannot review the application for compliance with the City of Bay Minette Subdivision Regulations without a proposed final plat. The concurrent site plan application, SP-24001 is also missing vital documentation and is incomplete as well. This site plan cannot be reviewed/approved until the subdivision request to combine the parcels is complete. Staff recommends case SD-24003 be tabled until a complete and accurate application is submitted.

## STANDARDS OF APPROVAL / PLANNING COMMISSION ACTION

### **SECTION 3.05 STANDARDS OF APPROVAL**

The Planning Commission shall not approve the subdivision of land if the Commission makes a finding that such land is not suitable for platting and development as proposed, due to any of the following:

3.05.01 The proposed subdivision is not consistent with these Regulations;

3.05.02 The proposed subdivision is not consistent with the City's Comprehensive Plan, Zoning Ordinance and/or any other plan or program for the physical development of the City including but not limited to a Master Street Plan, a Transportation Plan, a Parks Plan, a Bicycle Plan, a Pedestrian Plan, or a Capital Improvements Program, where applicable;

3.05.03 The proposed subdivision is not consistent with other applicable Federal, State or County laws and regulations; or

3.05.04 Notwithstanding that the proposed subdivision may satisfy the technical, objective provisions of these Regulations, the Commission has discretion to deny a subdivision if there is any articulable, rational basis for a determination that the proposed subdivision otherwise endangers the health, safety, or welfare of persons or property.

The applicant has requested concurrent review of the Preliminary and Final Plat applications, however the Final Plat review and approval is contingent upon the approval of the Preliminary Plat. If the Preliminary Plat application is not approved, the Final Plat application cannot be approved. For Final Plat applications, the Planning Commission makes the final decision based on the Standards of Approval and has the option to:

- Approve the Final Plat as presented
- Deny the Final Plat, reasons for denial and referencing the specific section(s) with which the plat does not comply
- Delay action on the Final Plat due to a lack of information

### **3.16.06.03 Delay Action on the Final Plat.**

The Planning Commission shall act to approve or disapprove a subdivision plat within thirty (30) calendar days after its formal submission at a regularly scheduled Planning Commission meeting. If the applicant waives this requirement and consents to an extension, the Planning Commission may defer action on the plat for a period not to exceed an additional thirty (30) calendar days. If no action is taken within the initial 30-day time period, or if there is no action taken within the extension period, such plat shall be deemed to have been approved, and notification to that effect shall be issued by the Planning Commission on request.



# City of Bay Minette

## Subdivision Plat Application

301 D'Olive Street · Bay Minette, Alabama 36507  
Phone (251) 580-1650 · COBM\_Planning@cityofbayminetteal.gov

|                        |       |
|------------------------|-------|
| <i>Office Use Only</i> |       |
| Case Number: SD-       | _____ |
| App Submittal Date:    | _____ |
| PC Meeting Date:       | _____ |

Print or Type your responses below and attach additional pages as necessary. If an item is not applicable, mark "X" or "N/A" where appropriate.

### APPLICATION TYPE

Exempt  Pre-App Conference  Sketch Plat  Final - Minor  Preliminary - Major  Final - Major  Master Plan

Pre-Application Conference Preferred Dates/Times: 01/09/24: Time 1000

### PROJECT CONTACTS

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Developer: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized Agent/Application Contact: Tymon Wallace

Phone: 251-586-5342 Email: ghost4359@gmail.com

Mailing Address: 541 Daphne Rd., Bay Minette, Alabama, 36507

Surveyor Name: Cecil "Zeke" Hudson APLS Lic#: PLS29983

Surveying Firm Name: Rowe Engineering & Surveying City Business Lic#: \_\_\_\_\_

Phone: (251) 666-2766 Email: zeke@roweengineering.com

Engineer Name: Carlos Gant Registration #: 5881

Engineering Firm Name: Gant Group and Associates City Business Lic#: \_\_\_\_\_

Phone: 251-377-8457 or 251-586-5342 Email: cgant@gantllc.com & ghost4359@gmail.com

### SITE INFORMATION

Subdivision Type:  Single Family  Two-Family  Multi-Family  Commercial  Industrial  Mixed-Use

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

Location: 541 Daphne Rd., Bay Minette, Alabama, 36507

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Instrument# or Slide# of Existing Recorded Plat: \_\_\_\_\_

Parcel ID/PPIN(s): 222248, 273813, 12565, 72605, 222237

Total Acreage: \_\_\_\_\_ Total # Lots: 5 Average Lot Size (sq ft): \_\_\_\_\_

Required Number of Certified Letters: \_\_\_\_\_ Adjacent Property Owner/Leaseholder Information Attached:  Yes  No

### UTILITY PROVIDERS

Water: North Baldwin Utilities

Sewer: North Baldwin Utilities

Power: Alabama Power

Gas: Not applicable at moment

Telephone: AT&T

Internet: AT&T

**ACCESS**

Roadway Name: Daphne Rd. Total Frontage (linear feet): \_\_\_\_\_

Roadway Access Authority:  City  Baldwin County Highway Dept  Alabama Dept of Transportation (ALDOT)

**SUBMITTAL DOCUMENTATION**

- Legal Description Attached:  Yes  No
- Recorded Warranty Deed(s) Attached:  Yes  No
- Access Authority Approval Attached  Yes  No
- Service Availability Letters Attached:  Yes  No
- Requesting Waivers:  Yes  No
- List and Description of Requested Waivers Attached:  Yes  No
- Covenants or Deed Restrictions:  Yes  No
- Copy of Covenants or Restrictions Attached:  Yes  No

Refer to the Subdivision Regulations for full submittal requirements and specifications. All plans and application materials are due by the application deadline date. Partial applications will not be processed. Submittal of incomplete applications may delay application review.

Application is hereby made for approval of the subdivision as described herein and shown in accompanying plans and documentation. The signature below constitutes acknowledgement that all information submitted is true and accurate and that the documentation noted above has been submitted. Further, it is hereby certified that the adjacent property owner list included with this application was obtained from the current records available from the Baldwin County Revenue Commissioner's Office and is a complete and accurate list of all property owners/leaseholders adjacent to the property submitted for subdivision approval. It is understood and agreed by this applicant that any error, misstatement or misrepresentation of material fact or expression of material fact, either with or without intention on the part of this applicant, such as might, or would, operate to cause a refusal of this application, or any material alteration or change in the accompanying plans without the approval of the City Planner and/or Planning Commission, shall constitute sufficient grounds for the revocation of such approval.

Signature of Applicant/Authorized Agent: Bruce O. Hooks Sr. Date: 1/12/2024

**INTERNAL USE ONLY**

|  |   |
|--|---|
| <p><b>FEES &amp; PAYMENT DETAILS</b></p> <p>Application Fee: \$ _____</p> <p>Total # of Lots _____</p> <p>_____ x \$10 = \$ _____</p> <p>Total # Certified Letters: _____</p> <p>_____ x \$10 = \$ _____</p> <p><b>TOTAL DUE \$</b> _____</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Card* 3.99% Fee</p> <p><input type="checkbox"/> Check #: _____</p> <p>Date Paid: _____</p> | <p>Zoning: _____ FEMA: _____ Potential Wetlands <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Printed Set <input type="checkbox"/> Yes <input type="checkbox"/> No PDF Plat <input type="checkbox"/> Yes <input type="checkbox"/> No Digital .SHP or .DWG <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Owner Permission <input type="checkbox"/> Deed <input type="checkbox"/> Legal Description <input type="checkbox"/> Adjacent Property List</p> <p><input type="checkbox"/> Service Availability <input type="checkbox"/> Access <input type="checkbox"/> Waiver <input type="checkbox"/> Covenants</p> <p>Completeness Review Date: _____ <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete</p> <p>Deficiencies: _____</p> <p>_____</p> <p>_____</p> <p>PC Meeting Date: _____ Public Notice Deadline Date: _____</p> |
|--|---|

**From:** [Jessica Peed](#)  
**Bcc:** [AL Tolbert](#); [ALDOT](#); [ALDOT1](#); [Brandon Bias](#); [E-911 Addressing](#); [Jason Padgett](#); [Jeff Donald](#); [Lee Walters](#); [Melissa Hadley](#); [Mike Minchew](#); [Murray Stewart](#); [Steven W. Stewart](#)  
**Subject:** COMMENTS REQUESTED - SP-24001, SD-24003 Abundant Life Fellowship Hall Project  
**Date:** Friday, February 16, 2024 8:53:00 AM  
**Attachments:** [image001.png](#)  
[Abundant Life- Fellowship Hall Project.pdf](#)

---

Good morning,

Attached you will find the application materials for Abundant Life Church, Fellowship Hall project, located at 541 Old Daphne Rd. The applicants are requesting to do a concurrent review for Site Plan and a Minor Subdivision to combine the lots in order to rebuild a fellowship hall and parking area located at the rear of the church. Included is the application, site location with existing parcels proposed to combine, project site layout, and site grading plan. If there are other materials you would like to review, please let me know and I will send in a separate email.

Please advise if you have any questions, comments or concerns regarding this project.

**Jessica Peed**  
**Planning Coordinator**

City of Bay Minette  
Planning & Development Services Department  
[301 D'Olive Street](#)  
[Bay Minette, AL 36507](#)  
(251) 580-1650, Ext. 7065  
[cityofbayminetteal.gov](http://cityofbayminetteal.gov)  
[Planning & Development Services Department Site](#)



**SD-24003**  
**Large Format Plans Submitted**  
**Under Separate Cover**

**See Exhibit A**



# City of Bay Minette

## Planning & Development Services

### PLANNING COMMISSION STAFF ANALYSIS

Planning Commission Meeting Date: March 14, 2024

Case Number: SP-24001

### APPLICATION SUMMARY

**Project Name:** Abundant Life Christian Center Site Plan  
**Property Location:** 541 Daphne Road  
**Property PID/PPIN:** 05-23-05-16-1-003-015.002 // 222237  
**Property PID/PPIN:** 05-23-05-16-1-003-015.000 // 72605  
**Property PID/PPIN:** 05-23-05-16-1-003-016.000 // 12565  
**Property PID/PPIN:** 05-23-05-16-1-003-016.001 // 222248  
**Property PID/PPIN:** 05-23-05-16-1-003-016.002 // 273813

**Property Size:** 5.23± acres  
**Proposed Action:** Site Plan Approval request to construct a new Fellowship Hall  
**Applicant/Engineer:** Clyde Ashley, Jr. & Tymon Wallace / Gant Group & Associates, LLC  
**Property Owner:** Abundant Life Christian Center Inc.  
P.O. Box 1523, Bay Minette, AL 36507

| Subject Property  | Zoning | Existing Land Use                           |
|-------------------|--------|---|
| SD-24003          | R-3    | Abundant Life Christian Center, Inc. Church |
| Adjacent Property | Zoning | Existing Land Use                           |
| North             | R-3    | Single Family Residential                   |
| South             | R-3    | Vacant / Single Family Residential          |
| East              | R-3    | Single Family Residential                   |
| West              | R-3    | Single Family Residential                   |

### SITE AND REQUEST SYNOPSIS

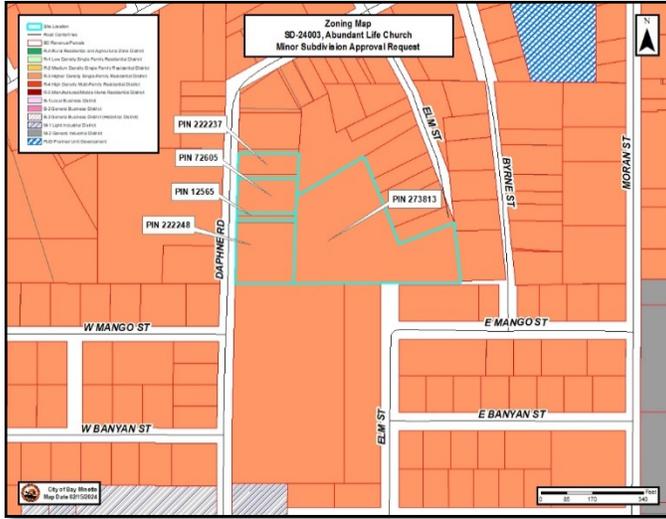
The subject property consists of approximately 5.29± acres and is located at 541 Daphne Road just northeast of West Mango Street. To the north Daphne Road turns into Clay Street. The subject site is surrounded by R-3, Higher Density Single Family Residential District zoning and uses but to the south is the back of the Standard Furniture building which is zoned M-1, Light Industrial District. The subject property contains wetlands, therefore a wetland delineation report prepared by Goodwyn Mills Cawood, LLC has been submitted and a twenty-five-foot (25') wetland setback boundary included in the site plan. The site plan request is for the construction of a new fellowship hall and parking area to be located east (in the rear) of the existing sanctuary. The existing fellowship hall to the north of the sanctuary has foundation damage and will be demolished prior to the new construction. The site currently consists of five (5) separate parcels which must be combined into one (1) parcel prior to development. The applicant/owner has submitted a concurrent subdivision application (SD-24003) to combine the parcels.

### STAFF RECOMMENDATION

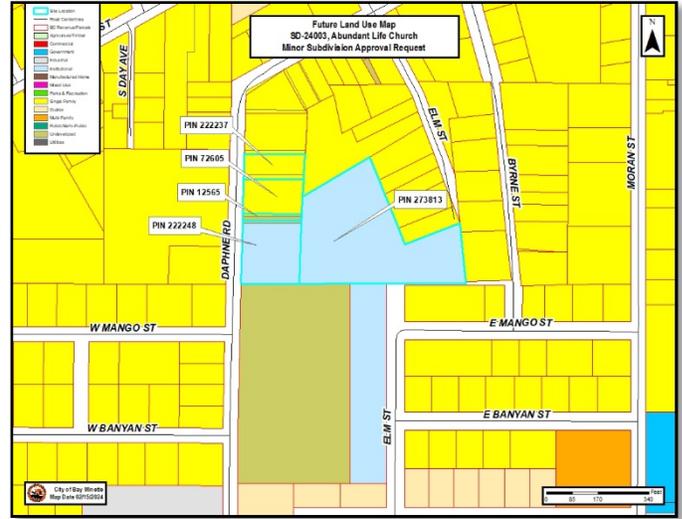
Although an application has been submitted as of this date, vital site data and calculations have not been submitted resulting in an incomplete application. Staff and the City's engineer do not have the required information for review of drainage, landscaping, parking and lot coverage for compliance with the City of Bay Minette Zoning Ordinance and Subdivision Regulations. The concurrent subdivision application, SD-24003 is also missing vital documentation and is incomplete as well. This site plan cannot be reviewed/approved until the subdivision request to combine the parcels is complete. Staff recommends case SP-24001 be tabled until a complete and accurate application is submitted.

# MAPPING

**Existing Zoning Map**



**Future Land Use Map**



**Locator**



**Site Map**



## 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.

*8.09.10.04 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.*

*8.09.10.05 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.*

*8.09.10.06 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 (1) 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-2400</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: Abundant Life Church, Inc Date: December 14, 2023

Mailing Address: P. O. Box 1523

City: Bay Minette State: Alabama Zip Code: 36507

Phone Number: (251) 937-2677 Email: Abundantlife3@att.net

### Site Information

Property Address: 541 Old Daphne Road, Bay Minette 36507

or Property Location: \_\_\_\_\_

\*Parcel No.: \_\_\_\_\_ \*PPIN No.: 222248

*\*Parcel or PPIN information must be completed*

Request: To build a new Fellowship Hall.

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.

Bruce O. Hooks Sr. 12/14/2023  
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

*Received 1/9/24 @ Pre-Application Meeting*



February 26, 2024

**Goodwyn Mills Cawood**

2039 Main Street  
P.O. Box 1127  
Daphne, AL 36526

T (251) 626-2626  
F (251) 626-6934

www.gmcnetwork.com

Ms. Clair Dorough  
City of Bay Minette, City Planner  
301 D'Olive St  
Bay Minette, AL 36507

RE: ABUNDANT LIFE CHURCH  
SITE PLAN REVIEW

Dear Ms. Dorough:

We have reviewed the civil construction documents dated February 14, 2024 for the Abundant Life Church property located on Daphne Road for conformance with the Bay Minette subdivision regulations and zoning ordinance. The plans have major deficiencies and cannot be approved as submitted. We offer the following comments that need to be addressed prior to approval by the City:

1. A signed and sealed survey is required but was not included with the submission.
2. The plans do not show that the existing parking area on the north side of the church is to be re-paved. This parking area is in extremely poor condition and needs to be included with the new construction as it can no longer be considered an all-weather paving condition. In addition, two of the existing parking spaces are inside the right-of-way of Daphne Road and thus are encroaching off the property and into public property. This should be addressed with the repaving in this area.
3. The existing sign is also located partially inside the right-of-way and may need a waiver.
4. Per Section 4.20.02 of the City of Bay Minette Subdivision Regulations, post-development release rates may not exceed pre-development rates for 2-, 5-, 10-, 25-, 50-, and 100-year storms. Please provide analysis for the aforementioned storm events and ensure that post-development rates do not exceed pre-development rates.
5. The provided rainfall intensity values are very low and no information is provided to support these numbers. According to NOAA Atlas 14 for this project area, the 5-minute duration rainfall intensity for a 100-year storm is 15.6 in/hr. This value is much higher than the number used by the design engineer. If no citation can be provided to justify the numbers used in the calculations, they must be revised.
6. It is unclear what value was used for the time of concentration. Please provide relevant calculations if other than 5-minutes.
7. The rational method is sufficient to use as a means for calculating peak runoff values, but it cannot be used for retention volume calculations. The modified rational or SCS method are both acceptable options for volume calculations.
8. The provided drainage maps should include clear boundaries between each drainage area and drainage subareas for each inlet. Currently, it is difficult to determine which impervious areas are encapsulated by each drainage area.
9. Concentrated flow must be distributed via a level spreader at outlet A2 and D4.
10. It appears that the parking lot is designed to also function as a stormwater detention area and as overflow from the subsurface drainage pipes. This is not advisable in this setting and could potentially result in congregants walking through standing water to access their vehicles.
11. It appears that in some areas, run off will be directed from the proposed parking and drive areas back toward the existing sanctuary. This is not acceptable.



12. Included with this letter as an integral part of the review are detailed mark-ups shown directly on the plans to be transmitted to the design engineer for correction. Overall, the plans are disorganized and should be resubmitted following a careful review by the design engineer of the Bay Minette Zoning Ordinance and Subdivision Regulation to achieve compliance.

Please let me know if further explanation or additional information are needed. Thank you.

Sincerely,

GOODWYN MILLS CAWOOD, LLC

*Melissa Hadley*

Melissa A. Hadley, PhD, RLA, AICP  
Project Manager

Enclosures

**From:** [Clair Dorough](#)  
**To:** [Bamaengineer@comcast.net](mailto:Bamaengineer@comcast.net); [Paula Bonner](#); [Melissa Hadley](#); [Tymon Wallace](#); [Carlos Gant](#); [pastorhooks@cloud.com](mailto:pastorhooks@cloud.com); [abundantlife3@att.net](mailto:abundantlife3@att.net)  
**Cc:** [Jessica Peed](#)  
**Subject:** RE: Abundant Life Subdivision & Site Plan  
**Date:** Tuesday, February 27, 2024 4:17:17 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Mr. Ashley,

The pre-application meeting on January 9<sup>th</sup> detailed what was expected and the Zoning Ordinances and Sub Regs have been provided on numerous occasions for your review. Melissa's comments and markups were done in her capacity with GMC as the City's Engineering Firm and represent the revisions needed to be compliant with the City's ordinances. Unfortunately, as we are now two weeks from Planning Commission without a subdivision plat or acceptable site plan, it appears that we will likely have to recommend tabling the applications. Without the subdivision plat we cannot move forward with the approval and we cannot progress with the Site Plan either until a Subdivision Plat is approved. Due to the extensive comments on the Site Plan, staff will not have adequate time to review and prepare a staff report for Planning Commission.

We will proceed with a basic overview of the Subdivision and Site Plan applications to the Planning Commission at the March 14<sup>th</sup> meeting since we have already advertised for the public hearing, but will be recommending that the Commission table the applications until the submittals are complete. Hopefully the Site Plan comments can be incorporated into the plan and a Subdivision Plat submitted in time for presentation at the April 11<sup>th</sup> Planning Commission meeting.

Thank you,  
**Clair Dorough**  
City Planner

City of Bay Minette  
Planning & Development Services Department  
301 D'Olive Street  
Bay Minette, AL 36507  
(251) 580-1650  
[cityofbayminetteal.gov](http://cityofbayminetteal.gov)  
[Planning & Development Services Department Site](#)

---

**From:** Bamaengineer@comcast.net <Bamaengineer@comcast.net>  
**Sent:** Tuesday, February 27, 2024 1:53 PM  
**To:** Paula Bonner <Paula.Bonner@CITYOFBAYMINETTEAL.GOV>; Melissa Hadley <melissa.hadley@gmcnetwork.com>; Tymon Wallace <ghost4359@gmail.com>; Carlos Gant <cgant@gantllc.com>  
**Cc:** Jessica Peed <Jessica.Peed@CITYOFBAYMINETTEAL.GOV>; Clair Dorough <Clair.Dorough@CITYOFBAYMINETTEAL.GOV>  
**Subject:** RE: Abundant Life Subdivision & Site Plan

Ladies,

Can we meet tomorrow around 12:30/1 pm? I need to start tracking the comments and reach an understanding with the Ordinances and what is expected. If what is shown on the mark up Sheets, then most of those are attainable. Also, I can explain what someone thinks is a bust on the Grading Plan (negative drainage towards the building. There isn't a turndown sidewalk there, therefore there isn't a 6-inch increase in elevation. Also, I need to know what you are looking for in setback and drainage information. Is there no storm water retention on pavement areas? These are just a few items here.

Sincerely,  
Clyde Ashley

On 02/27/2024 12:16 PM CST [bamaengineer@comcast.net](mailto:bamaengineer@comcast.net) wrote:

Paula,

Thanks so much for the attachment. I already had it,, but thanks again.

I guess that I am trying to figure out what I am missing here. I am sorry that I am.

I have provided the square footages of all the different area in square feet. I might not have gone into the intensity, because using the square footages is what I am familiar with.

Maybe I need to come in and have it explained to me, what exactly it is that y'all are looking for. I have seen Melissa's mark ups and most of them I understand. I have a different way of showing, just like many others. I can adjust too, which is no problem.

Do y'all have time over the next few days to sit down and talk? I have an opening from 12:30 tomorrow afternoon, if that is acceptable.

Thanks,  
Clyde

On 02/27/2024 12:04 PM CST Paula Bonner  
<[paula.bonner@cityofbayminetteal.gov](mailto:paula.bonner@cityofbayminetteal.gov)> wrote:

Mr. Ashley,

Attached is a copy of the City of Bay Minette Zoning Ordinance

and Subdivision Regulations which are the standards that have to be met.

Thank you,

***Paula S. Bonner***  
***Planner Associate***

City of Bay Minette  
Planning & Development Services Department  
301 D'Olive Street  
Bay Minette, AL 36507  
(251) 580-1650, Ext. 7066  
[cityofbayminetteal.gov](http://cityofbayminetteal.gov)  
[Planning & Development Services Department Site](#)



---

**From:** [Bamaengineer@comcast.net](mailto:Bamaengineer@comcast.net)

<[Bamaengineer@comcast.net](mailto:Bamaengineer@comcast.net)>

**Sent:** Tuesday, February 27, 2024 11:49 AM

**To:** Melissa Hadley <[melissa.hadley@gmcnetwork.com](mailto:melissa.hadley@gmcnetwork.com)>; Paula Bonner <[Paula.Bonner@CITYOFBAYMINETTEAL.GOV](mailto:Paula.Bonner@CITYOFBAYMINETTEAL.GOV)>; Tymon Wallace <[ghost4359@gmail.com](mailto:ghost4359@gmail.com)>; Carlos Gant <[cgant@gantllc.com](mailto:cgant@gantllc.com)>

**Cc:** Jessica Peed <[Jessica.Peed@CITYOFBAYMINETTEAL.GOV](mailto:Jessica.Peed@CITYOFBAYMINETTEAL.GOV)>; Clair Dorough <[Clair.Dorough@CITYOFBAYMINETTEAL.GOV](mailto:Clair.Dorough@CITYOFBAYMINETTEAL.GOV)>

**Subject:** RE: Abundant Life Subdivision & Site Plan

Melissa,

I just called you and left a phone message. Please call me at (251)422-8914.

I'm not certain that I am tracking what you are saying here. The Design Analysis shows each item in square footages. I used the method that we use in Mobile. Is there something different here?

Thanks,  
Clyde

On 02/27/2024 11:25 AM CST Melissa Hadley  
<[melissa.hadley@gmcnetwork.com](mailto:melissa.hadley@gmcnetwork.com)> wrote:

We are in receipt of your design analysis but they do not conform with the regulations.

**Melissa A. Hadley, PhD, RLA, AICP**  
Project Manager, Engineering  
T: 251.626.2626  
C: 850.353.3330  
D: 251.380.8746  
E: [melissa.hadley@gmcnetwork.com](mailto:melissa.hadley@gmcnetwork.com)  
2039 Main Street  
Mailing: PO Box 1127  
Daphne, AL 36526  
[Building Communities](#)



---

**From:** [Bamaengineer@comcast.net](mailto:Bamaengineer@comcast.net)  
<[Bamaengineer@comcast.net](mailto:Bamaengineer@comcast.net)>  
**Sent:** Tuesday, February 27, 2024 11:19 AM  
**To:** Paula Bonner  
<[Paula.Bonner@CITYOFBAYMINETTEAL.GOV](mailto:Paula.Bonner@CITYOFBAYMINETTEAL.GOV)>;  
Tymon Wallace <[ghost4359@gmail.com](mailto:ghost4359@gmail.com)>; Carlos  
Gant <[cgant@gantllc.com](mailto:cgant@gantllc.com)>  
**Cc:** Jessica Peed  
<[Jessica.Peed@CITYOFBAYMINETTEAL.GOV](mailto:Jessica.Peed@CITYOFBAYMINETTEAL.GOV)>; Clair  
Dorough  
<[Clair.Dorough@CITYOFBAYMINETTEAL.GOV](mailto:Clair.Dorough@CITYOFBAYMINETTEAL.GOV)>;  
Melissa Hadley <[melissa.hadley@gmcnetwork.com](mailto:melissa.hadley@gmcnetwork.com)>  
**Subject:** Re: Abundant Life Subdivision & Site Plan

You don't often get email from [bamaengineer@comcast.net](mailto:bamaengineer@comcast.net).  
[Learn why this is important](#)

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Ladies,

I'm not certain that I understand a portion of these comments. Back on the 19th of February I sent a Design Analysis with a the entire storm water design. The email was sent around 6:30 pm ion the evening. Did you not get the email?

Do you require hard copies or will the digital suffice? I thought that the digital would suffice. Please let me know.

Attached is the said Design Analysis.

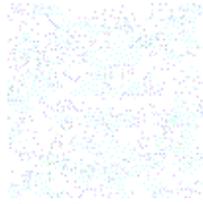
Sincerely,  
Clyde Ashley

On 02/27/2024 10:55 AM CST Paula

Bonner

<[paula.bonner@cityofbayminetteal.gov](mailto:paula.bonner@cityofbayminetteal.gov)>

wrote:



Good morning,

Please find attached the review letter and marked up plans from Melissa with GMC for the site plan application (SP-24001) for the Abundant Life new fellowship hall. I have also listed below deficient items required for staff review.

- As of this date the final plat for the subdivision to combine 5 lots (SD-24003) has not been submitted and the application is incomplete. The site plan for the fellowship hall cannot be approved/reviewed until the subdivision is approved.
- A current certified survey.
- A site plan per *08.09.06 Minimum*

### *Requirements for Submittals*

- e. 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. **Site calculations** shall include the detailed information on the dimensions and/or area of the following:
  - 1. Existing Structure square footage
  - 2. Proposed Structure square footage
  - 3. Existing Impervious Surface area including parking areas and access/driveways
  - 4. Proposed Impervious Surface area including parking areas and access/driveways
  - 5. Proposed Landscaped/Open Space areas
  - 6. Number of Parking Spaces provided with dimensions and provisions for accessible parking and travel paths

Once these requirements are submitted, we will continue the review.

***Paula S. Bonner***  
***Planner Associate***

City of Bay Minette

Planning & Development Services  
Department  
301 D'Olive Street  
Bay Minette, AL 36507  
(251) 580-1650, Ext. 7066  
[cityofbayminetteal.gov](http://cityofbayminetteal.gov)  
[Planning & Development Services](#)  
[Department Site](#)



**SP-24001**  
**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: March 14, 2024

Case Number: SP-24002

#### APPLICATION SUMMARY

|  |   |
|--|---|
| <p><b>Project Name:</b> Plasmine Technology<br/> <b>Property Location:</b> 251 Newport Parkway<br/> <b>Property PID/PPIN:</b> 05-23-02-10-3-000-029.000 // 35534<br/> <b>Property PID/PPIN:</b> 05-23-02-10-3-000-082.000 // 62861<br/> <b>Property Size:</b> 30.43± acres</p> | <p><b>Requested Action:</b> Site Plan Approval for tank farm expansion and parking area<br/> <b>Applicant/Engineer:</b> Bryan Wiggins, Plasmine Plant Manager<br/> <b>Property Owner:</b> Plasmine Technology<br/>         251 Newport Parkway, Bay Minette, AL 36507</p> |
|--|---|

| Subject Property  | Zoning   | Existing Land Use                                   |
|-------------------|----------|---|
| SP-24002          | M-2      | Plasmine  |
| Adjacent Property | Zoning   | Existing Land Use                                   |
| North             | M-2, B-2 | Railroad, Commercial, Industrial & Utility property |
| South             | R-3, R-5 | Residential   |
| East              | M-2      | Industrial & Utility property                       |
| West              | M-2, B-2 | Railroad  |

#### SITE AND REQUEST SYNOPSIS

The subject property consists of approximately 30.43± acres, and is zoned M-2, General Industrial District. The property is located at 251 Newport Parkway and adjacent to the CSX Railroad on the North and a railspur along the Western property line. Directly across Newport Parkway is existing single family residential. Adjacent to the East is property owned/used by North Baldwin Utilities and to the Northeast is property owned by Stella-Jones pole mill company.

Plasmine is a Gum and Wood Chemicals manufacturing facility that produces paper additives, concrete air entrainment additives, adhesive additives and related products from purchased Tall Oil Rosin and other ingredients. Existing structures include a primary building containing administration offices, a warehouse used for storing oil and other fluids, and multiple contained process areas. The site plan request is for the construction/installation of 24 additional rosin tanks with a tanker trailer storage area and additional off-street parking. The proposed tanker trailer storage area will be located in the southeast corner of the property along the north right of way of Newport Pkwy.

#### ZONING

**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.

**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.

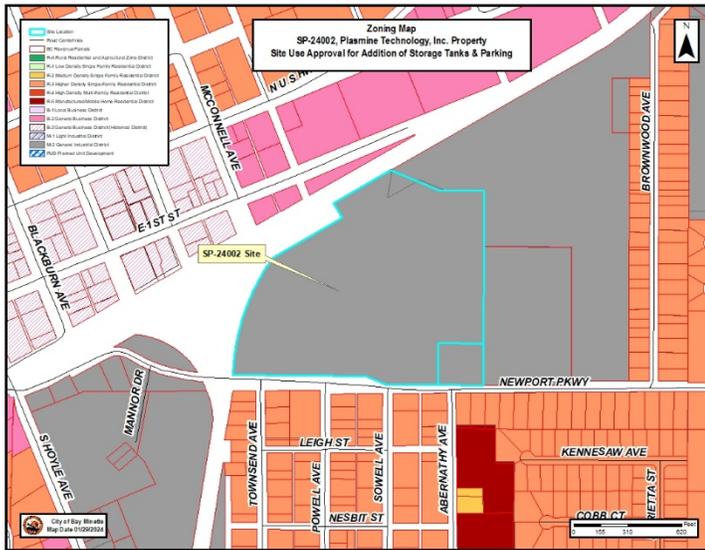
## DEPARTMENT AND AGENCY COMMENTS

North Baldwin Utilities – No comments received.  
 Bay Minette Public Works – No comments received.  
 Bay Minette Police Department – No comments received.  
 Bay Minette Fire Department – Comments addressed at Pre-App and at Permitting Stage

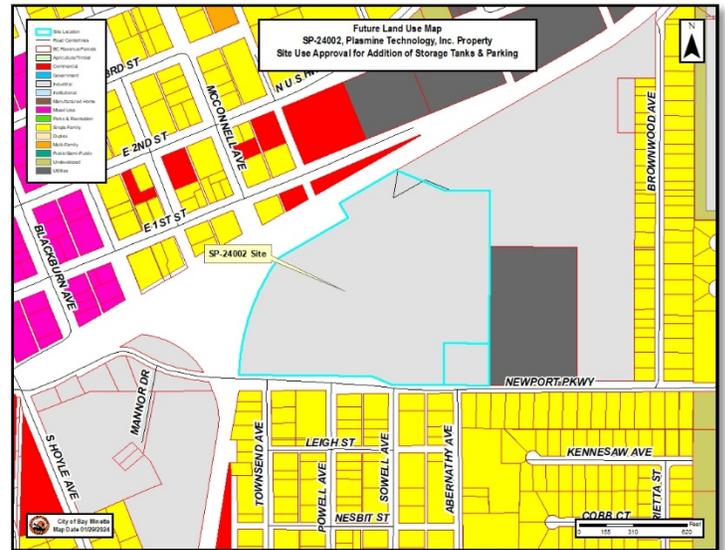
Baldwin County E-911 – Address Correction needed  
 Goodwin, Mills & Cawood – City Consultant as Transportation & Site Engineer – See Attached

## MAPPING

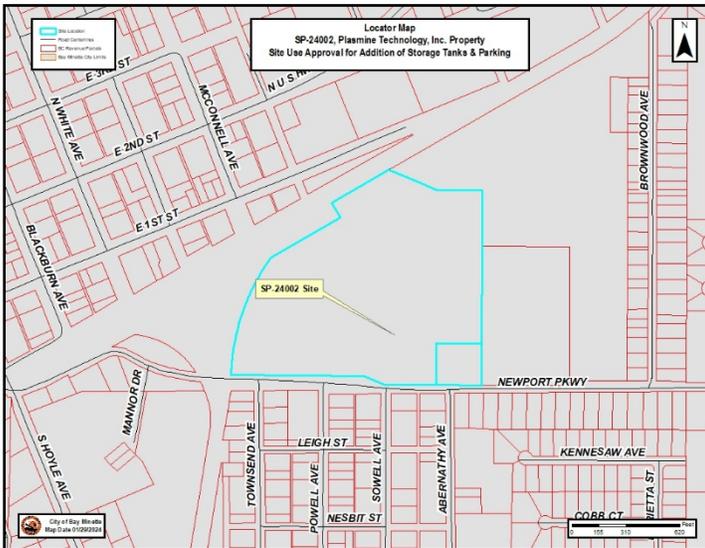
Zoning Map



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.

## Site Calculations

### SP-24002, Plasmine Technology Site Calculations

| Subject Property Site Totals                 | 1,325,531 ±ft <sup>2</sup>        | 30.43 ± acres |   |
|--|-----------------------------------|---------------|---|
| Site Use/Type                                | ±Square Footage                   | Lot Coverage  | Notes                                   |
| Existing Structure(s)                        | 0 ±ft <sup>2</sup>                | 0.00%         | included in Impervious Calculations     |
| Existing Impervious Surface                  | 505,296 ±ft <sup>2</sup>          | 38.12%        | Per SPCC plan                           |
| <b>Existing Building/Impervious Coverage</b> | <b>505,296 ±ft<sup>2</sup></b>    | <b>38.12%</b> |   |
| Proposed Structure(s)                        | 0 ±ft <sup>2</sup>                | 0.00%         |   |
| Proposed Additional Impervious Surface       | 60,984 ±ft <sup>2</sup>           | 4.60%         |   |
| <b>Proposed Building/Impervious Coverage</b> | <b>60,984 ±ft<sup>2</sup></b>     | <b>4.60%</b>  |   |
| <b>TOTAL Required Landscaped Minimum</b>     | <b>198,830 ±ft<sup>2</sup></b>    | <b>15.00%</b> |   |
| TOTAL Existing Open Space/Natural Area       | 820,235 ±ft <sup>2</sup>          | 61.88%        | Total Site less Existing Coverage       |
| TOTAL Proposed Landscaped Area               | 0 ±ft <sup>2</sup>                | 0.00%         | No Landscaping Proposed                 |
| TOTAL Proposed Open Space/Natural Areas      | 217,800.00 ±ft <sup>2</sup>       | 16.43%        | 5± acres per submittals                 |
| <b>Required Front/Side Yard Landscaping</b>  | <b>66,276.54 ±ft<sup>2</sup></b>  | <b>5.00%</b>  | Not including parking areas             |
| Existing Front/Side Yard Landscaping         | Unknown ±ft <sup>2</sup>          |               | Unknown/Not Submitted                   |
| Proposed Front/Side Yard Landscaping         | - ±ft <sup>2</sup>                | 0.00%         | Screening Proposed                      |
| Total Proposed Off-Street Parking Area       | 17,424 ±ft <sup>2</sup>           |               |   |
| <b>Required Parking Landscaped Minimum</b>   | <b>1,742 ±ft<sup>2</sup></b>      | <b>10.00%</b> | *10% of Total Off-Street Parking Area   |
| Proposed Parking Landscaped Area*            | 9,765 ±ft <sup>2</sup>            | 56.04%        | 1,085 SY Sod area                       |
| <b>Total Landscaped/Open Space Provided</b>  | <b>759,250.80 ±ft<sup>2</sup></b> | <b>57.28%</b> | Ext. Open/Natural Less Prop. Impervious |

- 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.*

There are currently 35 existing rosin storage tanks on site and an additional 24 are proposed. According to submittals, more than 40% of the 29-acre parcel is impervious or improved. The proposed tanks will be located on poured concrete pads with surrounding concrete secondary containment walls. The tanks will be stainless steel with the tank height approximately 26' which is less than 35ft maximum. The tanks will be approximately 16 ft in diameter and require approximately 201 sq ft of concrete foundation area.

- 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.

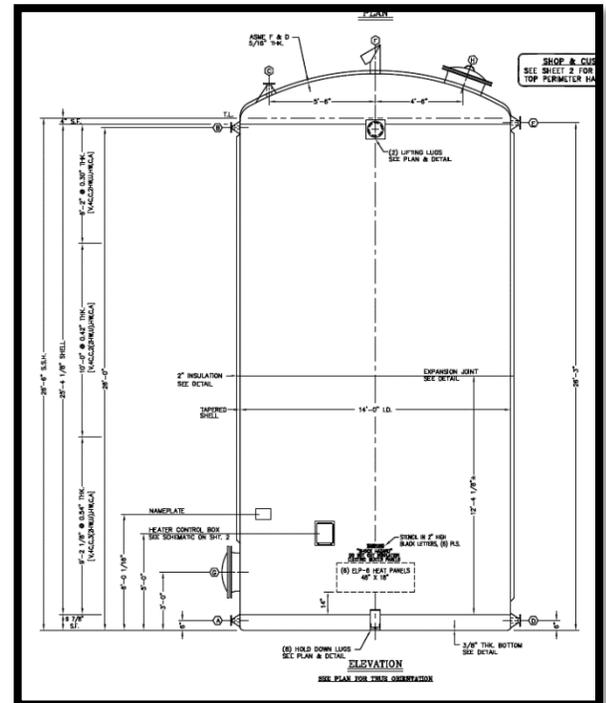
- 3.) *The use and maximum height, bulk and location of all buildings and other structures to be located on the site.*

See Item #1 above and attached plans

- 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.*



A minimum of fifteen percent (15%) of the total lot area shall be landscaped or maintained as open green space. The site is largely existing open space/natural areas and post-development will exceed the minimum requirements. A full landscaping plan was provided, however, since the front is proposed to be screened by a fence along Newport, no new landscaping is proposed beyond the provision of sodded/seeded areas around the proposed off-street parking and tanker trailer parking area. Pages in the plan submittals also detail tree protection measures of existing trees.

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.

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

**a.) Buffering:**

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

*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."*

This parcel abuts M-2 zoned property to the North, East and West that is heavily industrial, including the railroad and rail spur. To the South is existing R-3 zoned single family residential uses. There appears to be compliant buffering as the applicant is proposing to construct/install screened fencing to secure the site and keep the facility screened from adjacent properties. The screened portion of the fence must be a minimum of 6-ft in height.



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

A minimum of 15% total lot area must be landscaped or maintained as open green space. The site is largely maintained as open green space or will remain as undisturbed natural forest area and post-development will exceed the minimum requirements.

**c.) Tree Protection Zone / Removal / Replacement:**

Trees are noted for preservation in the submitted plans along with protection measures.

**d.) Greenbelt Zone:**

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

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

Industrial Uses require one parking space per each employee on the maximum working shift and one space for each vehicle operating from the site. Submitted information states there are currently 47 parking spaces for employees and visitors with the maximum employees on site not to exceed 33. The proposed off-street parking will provide 48 spaces and there are no areas with more than 12 parking spaces to require landscaped islands. As noted above, , no new landscaping is proposed beyond the provision of sodded/seeded areas around the proposed off-street parking and tanker trailer parking area.

**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.

**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.**

See notations above

**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.**

Comments from the City's Engineering Consultant are attached. Items #1 and #2 have been addressed, but the remaining items can be addressed by revised submittals.

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## STAFF RECOMMENDATION

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Overall, the proposal appears to be generally compatible with the intent of the Zoning Ordinance with minor impacts on the site, however, the comments from the City's Engineering Consultant (Items 3-14) need to be addressed. 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 documentation meeting the engineering recommendations.

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## PLANNING COMMISSION ACTION

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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-24009</u>  |
| Fee:            | \$500.00   |
| Paid:           | <input type="checkbox"/> Cash <input type="checkbox"/> Check |
|                 | <input checked="" 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: Plasmine Technology (Bryan Wiggins) Date: 1/24/24

Mailing Address: 251 Newport Parkway

City: Bay Minette State: AL Zip Code: 36507

Phone Number: 251-937-2771 Email: bryanwiggins@plasmine.com

### Site Information

Property Address: 251 Newport Pkwy

or Property Location: \_\_\_\_\_

\*Parcel No.: 23-02-10-3-000-029.000 & 23-02-10-3-000-082.000 \*PPIN No.: 35534 & 62861

*\*Parcel or PPIN information must be completed*

Request: Any necessary permitting for addition of tanks and parking area.

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.

Bryan Wiggins Digitally signed by Bryan Wiggins  
Date: 2024.01.25 14:44:37 -0600 1/25/24  
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

Surveyed Premises  
North Baldwin Utilities

Part of the Southwest Quarter of Section Ten (10), Township Two (2) South, Range Three (3) East, Baldwin County, Alabama, more particularly described as follows: Beginning at a ½” capped rebar marked BMS 40196S, (hereinafter referred to as a BMS rebar) on the Northerly right of way of Newport Parkway, 1175.72 feet South 89 Degrees 54 Minutes 11 Seconds West and 45.19 feet North 00 degrees 36 Minutes 14 Seconds East of a ½” capped rebar marking the Southeast corner of said Southwest Quarter; THENCE South 89 Degrees 36 Minutes 15 Seconds West along said Northerly right of way, 257.50 feet to a BMS rebar; THENCE leaving said Northerly right of way and running North 00 Degrees 36 Minutes 14 Seconds East 208.01 feet to a 1” OD iron pipe; THENCE South 89 Degrees 24 Minutes 55 Seconds East 257.46 feet to a BMS rebar; THENCE South 00 Degrees 36 Minutes 14 Seconds West 203.60 feet to the place of beginning, containing 1.216 acres, more or less.

Together with and subject to all rights of way, covenants, easements and restrictions of record.

Surveyed Premises  
Plasmine Technology Inc

Part of the Southwest Quarter of Section Ten (10), Township Two (2) South, Range Three (3) East, Baldwin County, Alabama, more particularly described as follows: Beginning at a steel corner post 63.00 feet South 89 Degrees 23 Minutes 30 Seconds East and 100.00 feet North 00 Degrees 34 Minutes 40 Seconds East of the Southwest corner of said Southwest Quarter; THENCE North 09 Degrees 03 Minutes 26 Seconds East along the Easterly right of way of the CSX railway 121.94 feet to a ½” x 18” capped rebar marked BMS 40196S, (hereinafter referred to as a BMS rebar); THENCE continuing along said Easterly right of way and along a curve concave to the Southeast and having an arc length of 684.63 feet and a radius of 1225.12 feet, and being subtended by a chord with a distance of 675.75 feet and a bearing of North 24 Degrees 19 Minutes 48 Seconds East to a BMS rebar; THENCE continuing along said right of way North 60 Degrees 12 Minutes 16 Seconds East 424.50 feet to a BMS rebar; THENCE continuing along said right of way North 29 Degrees 47 Minutes 44 Seconds West 100.00 feet to a BMS rebar; THENCE continuing along said right of way North 60 Degrees 12 Minutes 16 Seconds East 303.21 feet to a steel corner post; THENCE leaving said right of way and running South 67 Degrees 13 Minutes 30 Seconds East 297.35 feet to a ½” capped rebar; THENCE South 89 Degrees 29 Minutes 09 Seconds East 258.17 feet to a ½” capped rebar; THENCE South 00 Degrees 36 Minutes 35 Seconds West 915.24 feet to a BMS rebar; THENCE North 89 Degrees 24 Minutes 55 Seconds West 257.46 feet to a 1” OD iron pipe; THENCE South 00 Degrees 36 Minutes 14 Seconds West 216.33 feet to a BMS rebar on the Northerly right of way of Newport Parkway; THENCE along said Northerly right of way North 89 Degrees 28 Minutes 30 Seconds West 275.90 feet to a BMS rebar; THENCE North 00 Degrees 28 Minutes 32 Seconds East 56.88 feet to a 1” OD iron pipe; THENCE along said Northerly right of way North 89 Degrees 50 Minutes 38 Seconds West 866.86 feet to the place of beginning, containing 28.731 acres, more or less.

Together with and subject to all rights of way, covenants, easements and restrictions of record.







Date: January 22, 2024

**LIMITED POWER OF ATTORNEY  
Permitting/Planning and Zoning**

I, Scott Braun, President, Plasmine Technology, Inc., 3298-35 Summit Boulevard, Pensacola, FL 32503 designate Bryan Wiggins of 33422 Holbrook Lane, Loxley, AL 36551 as the attorney-in-fact (referred to as "the agent") on the following terms and conditions:

1. **Authority to Act.** The Agent is authorized to act on Plasmine Technology's behalf under this Power of Attorney as described herein.
  - a. **Powers of Agent.** The Agent may act by signing the necessary paperwork and forms on Plasmine's behalf, with regard to permits and planning and zoning needs for the below location.

251 Newport Parkway  
Bay Minette, AL 36507

2. **Durability.** This Power of Attorney shall expire ninety (90) days from the date of execution, or at an earlier date if revoked by Plasmine Technology in writing, or at such time as the motor vehicle purchase transaction is completed.
3. **Reliance by Third Parties.** Third parties may rely upon the representation of the Agent as to all matters regarding powers granted to the Agent. No person who acts in reliance of the representation of the Agent or the authority granted under this Power of Attorney shall incur any liability to Plasmine Technology for permitting the Agent to exercise any power prior to actual knowledge that the Power of Attorney has been revoked or terminated by operation of law or otherwise.
4. **Indemnification of Agent.** No agent named or substituted in this power shall incur any liability to Plasmine Technology for acting or refraining from acting under this power, except for such agent's own misconduct or negligence. Plasmine Technology agrees to indemnify and hold harmless any agent named or substituted in this power for any court costs, civil judgements, or reasonable attorney fees that are incurred as a result of exercising the power described herein

  
Scott Braun  
President







LANCE R. LEFLEUR  
DIRECTOR



KAY IVEY  
GOVERNOR

Alabama Department of Environmental Management  
adem.alabama.gov  
1400 Coliseum Blvd. 36110-2400 ■ Post Office Box 301463  
Montgomery, Alabama 36130-1463  
(334) 271-7700 ■ FAX (334) 271-7950

January 08, 2024

SCOTT BRAUN  
PLASMINE TECHNOLOGY, INC.  
251 NEWPORT PARKWAY  
BAY MINETTE, AL 36507

Dear Mr. Braun:

Based on your Notice of Intent (NOI), coverage under the **Construction Stormwater General NPDES Permit** is granted.

**Construction Stormwater General NPDES Permit - INITIAL ISSUANCE**

|  |   |
|--|---|
| NPDES Permit No.: <b>ALR10C4RW</b>                             | NOI Received Date: <b>January 2, 2024</b>     |
| Permit Effective Date: <b>January 8, 2024</b>                  | Permit Expiration Date: <b>March 31, 2026</b> |
| Site/Project: <b>Plasmine - Land Clearing (Baldwin County)</b> |   |

Coverage under this permit does not authorize the discharge of any pollutant or wastewater that is not specifically identified in the permit and by the Notice of Intent.

You are responsible for compliance with all provisions of the permit including, but not limited to, the performance of required inspections and/or monitoring, and the preparation and implementation of a Construction Best Management Practices Plan (CBMPP) required by the permit.

The Alabama Department of Environmental Management encourages you to exercise pollution prevention practices and alternatives at your facility. Pollution prevention will assist you in complying with permit requirements.

**Prior to commencing land disturbance activities, the Department encourages you to view the video “Most Common Compliance Issues at Construction Sites” on the ADEM webpage at <https://www.youtube.com/watch?v=xG-SIJ2Mgc>.**

A copy of the General NPDES Permit under which coverage of your discharges has been granted is enclosed. If you have any questions concerning this permit, please contact Stephanie Fontaine by email at [stephanie.fontaine@adem.alabama.gov](mailto:stephanie.fontaine@adem.alabama.gov) or by phone at (334) 274-4249.

Sincerely,

Jeffery W. Kitchens, Chief  
Water Division

Birmingham Branch  
110 Vulcan Road  
Birmingham, AL 35209-4702  
(205) 942-6168  
(205) 941-1603 (FAX)

Decatur Branch  
2715 Sandlin Road, S.W.  
Decatur, AL 35603-1333  
(256) 353-1713  
(256) 340-9359 (FAX)



Mobile Branch  
2204 Perimeter Road  
Mobile, AL 36615-1131  
(251) 450-3400  
(251) 479-2593 (FAX)

Mobile-Coastal  
3664 Dauphin Street, Suite B  
Mobile, AL 36608-1211  
(251) 304-1176  
(251) 304-1189 (FAX)

*Plasmine Technology, Inc.  
Trailer Storage & Off-Street Parking  
Drainage Narrative*

**Existing Site Conditions:**

Plasmine Technology, Inc. is located at 251 Newport Pkwy, Bay minette, AL. The proposed trailer storage area will be located in the southeast corner of the property along the north right of way of Newport Pkwy. Currently there is a 0.35-acre asphalt parking lot located in the southeast corner of the property. The total pre-development drainage area is approximately 5.18 acres. Roughly 2.46 acres are currently wooded, and 1.2 acres are covered in heavy grass. The area currently drains south to Newport Pkwy right of way. See Drainage Area maps in Appendix E.

**Proposed Site Development:**

The site is intended to be used as a tanker trailer storage and off-street parking area. All construction will be at grade level with no vertical construction. A 1.6-acre concrete surface will be provided for the tanker trailer storage area. A 0.4-acre asphalt parking lot will be provided for office parking. All concrete parking surface will be contained within the interconnected north and south ponds and discharge will be controlled by slide gate valves to decrease the risk of contamination in case of tanker trailer spillage.

Primary site access during construction and operation will be from Newport pkwy, a paved, public right of way serving several industrial facilities, near and adjacent to this project.

The developed areas will be fenced and gated to limit access onto the site.

Two storm water retention ponds, North Pond and South Pond, will be constructed. To meet SPCC recommendations these should be sized to contain the 25-YR, 24 HR storm runoff from the area they will receive storm water from. However, these ponds have been designed to contain the calculated 100-Year, 24-Hour storm runoff. The ponds will be interconnected via a 24" diameter reinforced concrete pipe with a slide gate valve in the north pond outfall structure. The south pond outfall structure will include an additional slide gate valve to prevent discharge from both the north and south ponds during rain events. These valves will only be opened after impounded storm water has been tested and is found to be free of potential chemical leakage. The outfalls of both ponds will discharge water to a riprap pad adjacent to the existing Newport Pkwy right of way once the valves are opened.

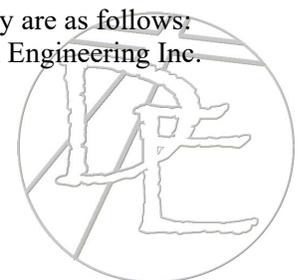
A smaller storm water detention pond, Office Parking lot pond will be constructed to meet the stormwater detention requirements for the office parking lot. The pond outfall will also drain to the riprap pad adjacent to the existing Newport Pkwy right of way separate from the north and south pond outfall.

See Drainage Area maps in Appendix E.

**Methodology:**

Methodology used to assess the hydrology and hydraulics of the existing and proposed conditions are considered regionally acceptable by multiple governing jurisdictions within the state of Alabama. They are as follows:

- Modified Rational Method for converting rainfall to runoff (Appendix D: Driven Engineering Inc. Calculation Spreadsheets).
- TR55 for calculating retention pond volume. (See appendix C for calculations)





### **Results:**

The results of the analysis are provided as appendices of this narrative; however, we have summarized them below: The drainage area map was used to determine a drainage area based on contours using topographic survey data.

### **Pre- and Post- Development Runoff:**

The Pre-Development drainage area to the subject outfall location including portions of the site to not be developed is 5.18-acres. The **calculated pre-development runoff for a 10-yr storm is 13.32 cfs, and a 100-yr return period storm is 16.75 cfs.** (see page 6 for more details) The outfall pipe size for the containment/detainment ponds was chosen to be a 15" to throttle the flow once the valves are opened. The parking lot pond flow would be finished by the time the valves are opened. During a storm event up to a 100-yr storm, the calculated **post-development discharge will be no more than 4.24 cfs from the parking lot pond only** (see page 8). After the 100-yr storm event is over, the off street parking pond outflow should be finished, and after testing the water the site's gate valves may be opened from the larger ponds. At that point **no more than 4.96 cfs will be discharging**, which is manning's full flow from a 15" pipe @ 0.5%, still less than calculated pre-development peak discharge. All of this is designed to enter a riprap stilling basin before exiting the site to the current discharge area in the existing ROW. At no time will calculated post-development peak flows exceed 40% of pre-development peak flows. Appendix D, Page 7 calculates a likely never to be needed emergency overflow for the two large ponds that assumes if all ponds have filled up due to a 100-year rain event and another 100-year event occurs, the overflow weir will need to be roughly 16 ft wide at the available depth, to prevent a blow-out of the pond berms.

### **North and South Pond:**

Drainage area 1 is 2.57 +/- AC for the north & south detention ponds. The current use of the land is wooded and grassy. After construction, 1.45-acres will be paved parking and trailer storage and 0.9-acres used for detention, with the remaining area (0.22 acres) being grassed. The pond volume was checked using a depth of 10 inches of rain per the SCS rainfall intensity map for Bay Minette, AL for a 25-year, 24- hour storm (Appendix A, Fig B-6.) The volume was also checked for the 12-inch rainfall depth acquired from the 100-year, 24-hour storm (Appendix B, Fig B-8.) Regardless of the finished surfaces within this area we have assumed no infiltration and no evaporation for a very conservative estimate of needed containment volume. See Appendix C, page 5 for volume calculations.

### **Office Parking Pond:**

Drainage area 2 is 0.90 +/- AC for the office parking lot pond. The current use of the land is mostly grass, with a 0.35-acre asphalt parking lot. After construction, 0.38-acres will be asphalted for office parking with the rest remaining grassy area. The pond volume was calculated for a 50-year storm being detained and limiting the outflow to a 10-yr storm release rate as required by the City of Bay Minette. (See Appendix D: Driven Engineering Inc. Modified Rational Method Drainage Calculation Spreadsheet, on page 8).

The point of discharge will be armored with riprap for energy dissipation and erosion control.

Prepared by Nathan Williams, EI

Approved by Avalisha Fisher, P.E.



### Appendix A: 25-YR, 24-HR Rainfall Chart

**Figure B-6** 25-year, 24-hour rainfall

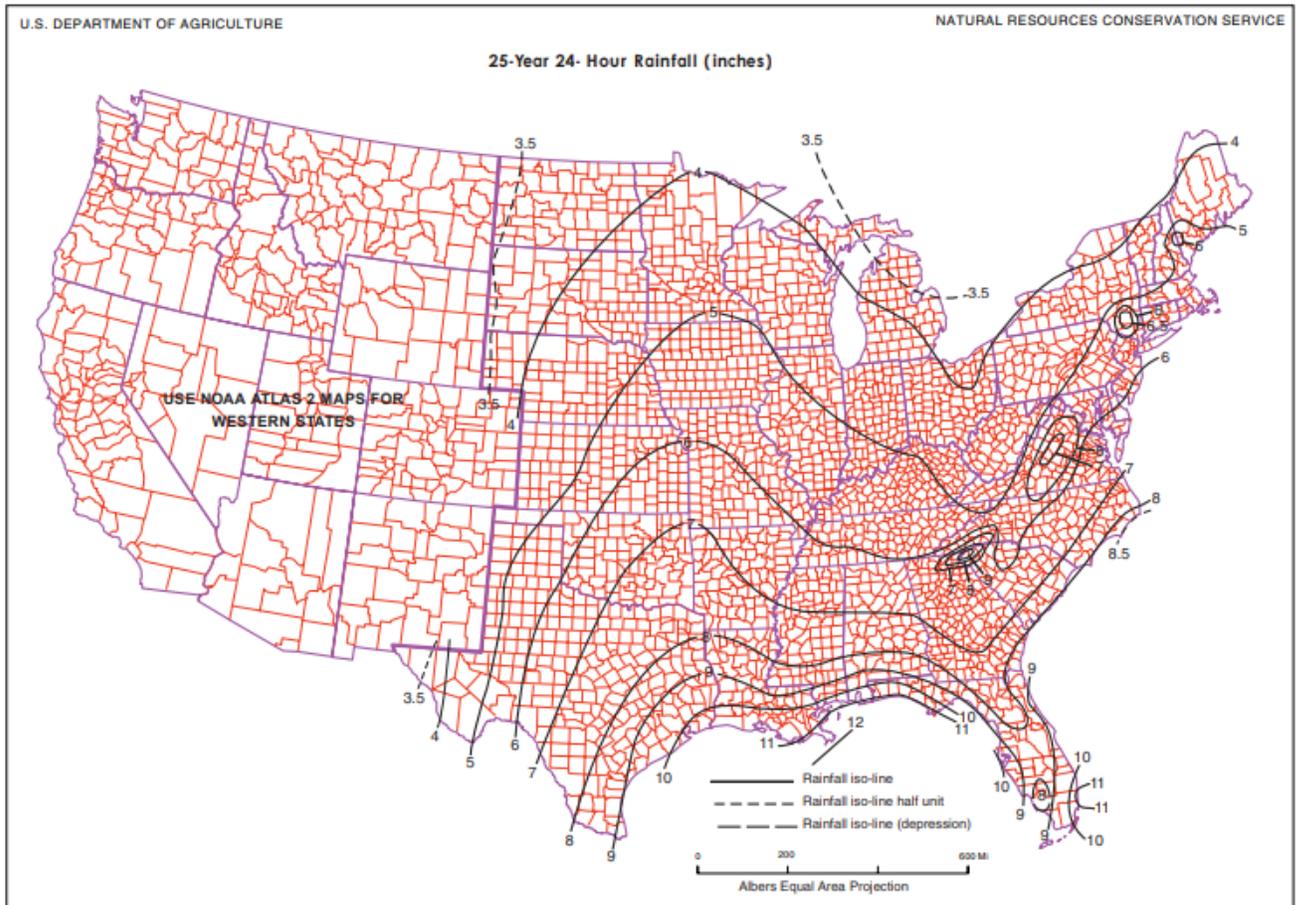


Figure B-6: 25-Year, 24-Hour Rainfall



### Appendix B: 100-YR, 24-HR Rainfall Chart

**Figure B-8** 100-year, 24-hour rainfall

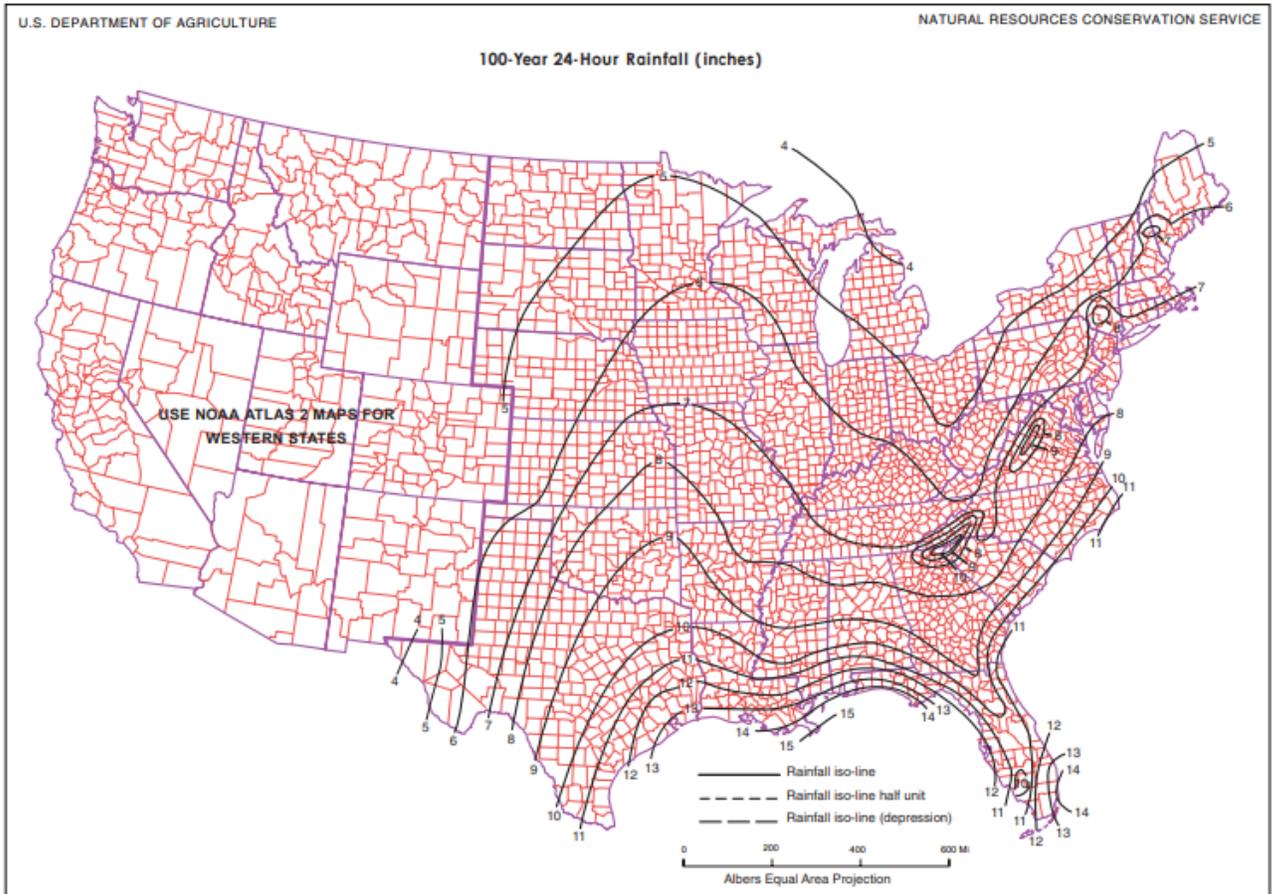


Figure B-8: 100-YR, 24 -HR Rainfall



### Appendix C: TR-55 Pond Volume Calculations

*Assumptions: No Infiltration and No evaporation,  
every drop of rain will be stored in the detention ponds:*

Drainage Area 1 = 2.57 AC

25-YR, 24-HR Rainfall from Figure B-6 Appendix A for Bay Minette, AL = 10"

100-YR, 24-HR Rainfall from Figure B-8 Appendix B for Bay Minette, AL = 12"

Pond Volume Required for 25 YR Storm =  
 $(2.57 \text{ AC}) \times (43,560 \text{ SF}) \times (0.83 \text{ FT}) = 92,900 \text{ CF}$

Pond Volume Required for 100 YR Storm =  
 $(2.57 \text{ AC}) \times (43,560 \text{ SF}) \times (1 \text{ FT}) = 112,000 \text{ CF}$

At Emergency Overflow EL: 262.25

North Pond Volume = 54,851 CF

South Pond Volume = 61,114 CF

Total Pond Volume = 115,965 CF > 100 YR STORM EVENT RUNOFF



**Appendix D: Driven Engineering Inc. Modified Rational  
Method Drainage Calculation Spreadsheets**

|  |                        |  |             |
|--|------------------------|--|-------------|
|  <b>Driven Engineering, Inc.</b><br><i>ADDING VALUE, BUILDING RELATIONSHIPS</i> |                        | <a href="http://www.drivenengineering.com">www.drivenengineering.com</a> |             |
| 8005 Morris Hill Road<br>Semmes, AL 36575<br>(251)649-4011   |                        | Project Number   | 23105       |
|  |                        | Date:  | 2/29/2024   |
| <b>PROJECT NAME</b><br>Plasmine Predevelopment Outfall Location Runoff   |                        |  |             |
| <b>Runoff Coefficient Determination</b>  |                        |  |             |
|  | <b>Pre-Development</b> |  |             |
| Area   | Acres                  | Coefficient  | C*A         |
| Exist. imPerviou   | 0.35                   | 0.9  | 0.32        |
| pervious   | 4.83                   | 0.25   | 1.21        |
| semi   | 0.00                   | 0.00   | 0.00        |
| Total Area   | 5.18                   |  |             |
| Weighted Average=  |                        | 0.29   | 1.52        |
| <b>Pre and Post Flow Data For 10, 50 and 100 Year Storms In CFS:</b><br>(Note: Post runoff values represent flow to detention, not flow from the site.)          |                        |  |             |
| Q 10 Pre=  | 13.32                  | Q 10 Post=   | 0.00        |
|  |                        | I10  | 8.75 in/hr  |
| Q 25 Pre=  | 13.85                  | Q 25 Post=   | 0.00        |
|  |                        | I25  | 9.10 in/hr  |
| Q 50 Pre=  | 15.38                  | Q 50 Post=   | 0.00        |
|  |                        | I50  | 10.10 in/hr |
| Q 100Pre=  | 16.75                  | Q 100 Post=  | 0.00        |
|  |                        | I100   | 11.00 in/hr |



**Driven Engineering, Inc.**

ADDING VALUE, BUILDING RELATIONSHIPS

[www.drivenengineering.com](http://www.drivenengineering.com)

8005 Morris Hill Road  
Semmes, AL 36575  
(251)649-4011

Project Number 23105

Date: 3/5/2024

**PROJECT NAME**

EMERGENCY OVERFLOW FOR ENTIRE AREA assumes all ponds full and another 100yr storm hits

**Runoff Coefficient Determination**

| Pre-Development                      |       |             |      | Post-Development                    |       |             |      |
|--------------------------------------|-------|-------------|------|-------------------------------------|-------|-------------|------|
| Area                                 | Acres | Coefficient | C*A  | Area                                | Acres | Coefficient | C*A  |
| Exist. Pervious                      | 2.57  | 0.35        | 0.90 | Tot Imperv                          | 1.45  | 0.9         | 1.31 |
|                                      |       |             | 0.00 | Proposed Pervious                   |       |             | 0.00 |
|                                      |       |             | 0.00 |                                     |       |             | 0.00 |
|                                      |       |             |      |                                     |       |             | 0.00 |
| Total Area                           | 2.57  |             |      | Undev                               | 1.12  | 0.35        | 0.39 |
| Weighted Average=                    |       | 0.35        | 0.90 | Weighted Average=                   |       | 0.66        | 1.70 |
| Q 100Pre= 9.89                       |       |             |      | Q 100 Post= 18.67                   |       |             |      |
|                                      |       |             |      | I100 11.00 in/hr                    |       |             |      |
|                                      |       |             |      | Depth of emergency overflow 0.50 ft |       |             |      |
| Min. Overflow weir length = 15.86 ft |       |             |      |                                     |       |             |      |

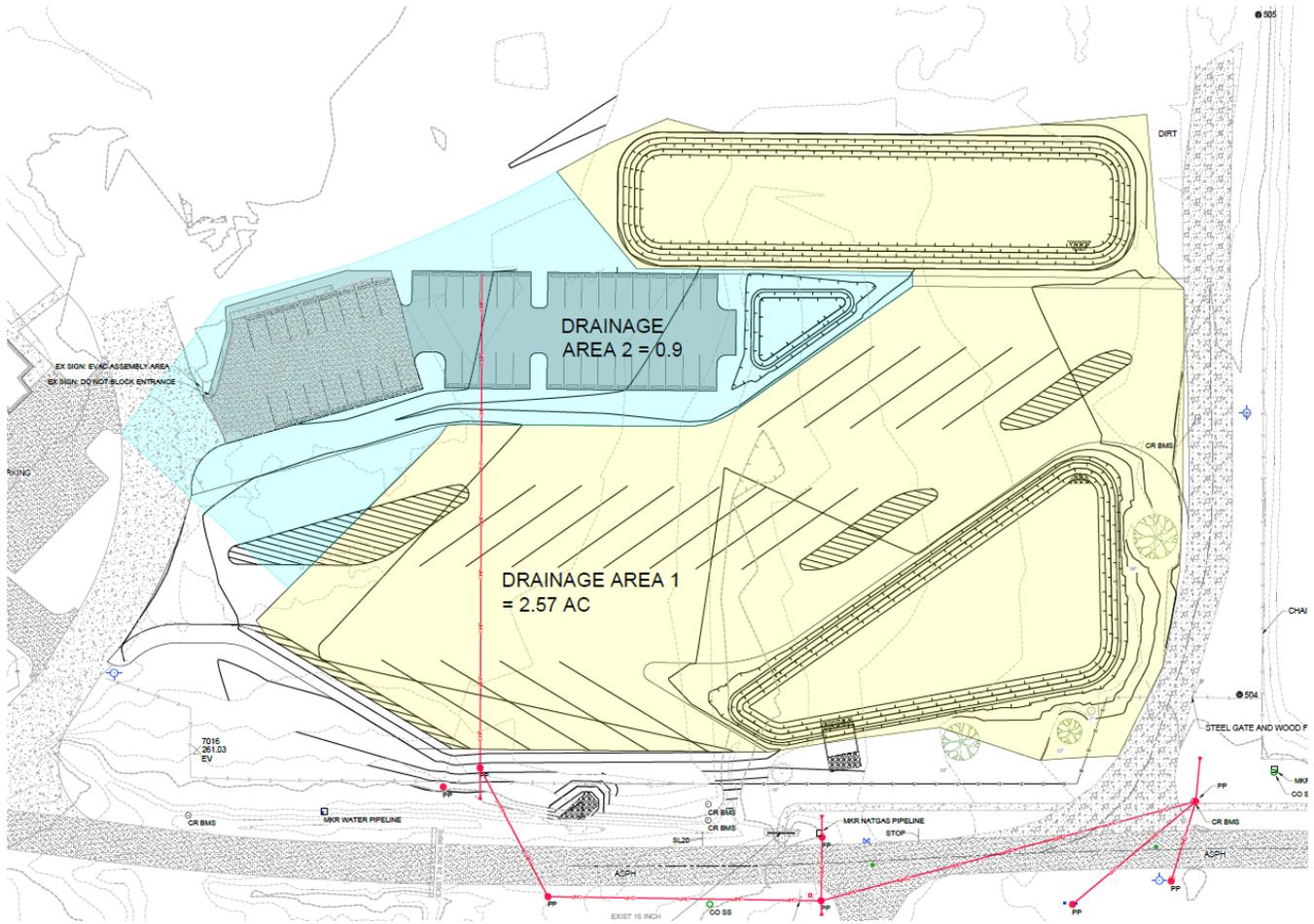


|   |                             |                             |  |  |                         |                          |                               |
|---|-----------------------------|-----------------------------|--|--|-------------------------|--------------------------|-------------------------------|
| <b>Driven Engineering, Inc.</b><br><small>ADDING VALUE, BUILDING RELATIONSHIPS</small>  |                             |                             |  | <a href="http://www.drivenengineering.com">www.drivenengineering.com</a> |                         |                          |                               |
| 8005 Morris Hill Road<br>Semmes, AL 36575<br>(251)649-4011  |                             |                             |  | Project Number: 23105<br>Date: 2/29/2024                                 |                         |                          |                               |
| <b>PROJECT NAME</b><br>Plasmine Car Parking Lot   |                             |                             |  |  |                         |                          |                               |
| <b>Runoff Coefficient Determination</b>   |                             |                             |  |  |                         |                          |                               |
| Pre-Development   |                             |                             |  | Post-Development   |                         |                          |                               |
| Area  | Acres                       | Coefficient                 | C*A  | Area   | Acres                   | Coefficient              | C*A                           |
| Exist. impervious   | 0.40                        | 0.9                         | 0.36                                       | Pervious   | 0.35                    | 0.25                     | 0.09                          |
| pervious  | 0.50                        | 0.25                        | 0.13                                       | Proposed   | 0.55                    | 0.90                     | 0.50                          |
|   |                             |                             | 0.00                                       |  |                         |                          | 0.00                          |
|   |                             |                             |  |  |                         |                          | 0.00                          |
| Total Area  | 0.90                        |                             |  | Total  | 0.90                    |                          | 0.00                          |
| Weighted Average=   |                             | 0.54                        | 0.49                                       | Weighted Average=  |                         | 0.32                     | 0.58                          |
| <b>Pre and Post Flow Data For 10, 50 and 100 Year Storms In CFS:</b><br>(Note: Post runoff values represent flow to detention, not flow from the site.) |                             |                             |  |  |                         |                          | Q increase<br>if not detained |
| Q 10 Pre= 4.24  | Q 10 Post= 5.10             | I10                         | 8.75 in/hr                                 |  |                         |                          | 0.85                          |
| Q 25 Pre= 4.41  | Q 25 Post= 5.30             | I25                         | 9.10 in/hr                                 |  |                         |                          | 0.89                          |
| Q 50 Pre= 4.90  | Q 50 Post= 5.88             | I50                         | 10.10 in/hr                                |  |                         |                          | 0.98                          |
| Q 100Pre= 5.34  | Q 100 Post= 6.41            | I100                        | 11.00 in/hr                                |  |                         |                          | 1.07                          |
| <b>Post Development Control Structure to meet Design release rate</b>   |                             |                             |  |  |                         |                          |                               |
| Exist. Rel. Rate(CFS)=  | 4.24                        |                             | Maximum Detention Volume Calculated Below: |  |                         |                          |                               |
| Forced Release Rate (cfs)=  | 0.00                        |                             | 619.20 cubic feet                          |  |                         |                          |                               |
| Release Rate used for calcs (cfs)=  | 4.24                        |                             |  |  |                         |                          |                               |
| Pond/Box Invert=  | 259.50                      | Height of weir box slot     | 1.50 ft                                    |  |                         |                          |                               |
| Pond Storage elevation/   |                             |                             |  |  |                         |                          |                               |
| Popoff=   | 261.00                      | Depth of emergency overflow | 0.30 ft                                    |  |                         |                          |                               |
| Top of berm=  | 261.50                      | Freeboard required          | 0.20 ft                                    |  |                         |                          |                               |
| Req'd Slot width=   | 0.69 ft                     |                             |  |  |                         |                          |                               |
| Min. Overflow weir length =   | 11.71 ft                    |                             |  |  |                         |                          |                               |
| <b>Outflow Rate allowed</b>   | <b>10</b>                   | <b>Yr Storm</b>             |  |  |                         |                          |                               |
| <b>Pond Size Required</b>   | <b>50</b>                   | <b>Yr Storm</b>             |  |  |                         |                          |                               |
| Rainfall Duration (Minutes)   | Rainfall Intensity (Inches) | Peak Inflow (CFS)           | allowable release (cfs)                    | release intensity (inches)   | Storm Inflow (Cubic Ft) | Storm Outflow (Cubic Ft) | Required Storage (Cubic Ft)   |
| 5   | 10.1                        | 5.88325                     | 4.24                                       | 8.75   | 1764.98                 | 1273.13                  | 491.85                        |
| 6   | 9.9                         | 5.76675                     | 4.24                                       | 8.42   | 2076.03                 | 1527.75                  | 548.28                        |
| 7   | 9.7                         | 5.65025                     | 4.24                                       | 8.13   | 2373.11                 | 1782.38                  | 590.73                        |
| 8   | 9.5                         | 5.53375                     | 4.24                                       | 7.86   | 2656.20                 | 2037.00                  | 619.20                        |
| 9   | 9.2                         | 5.359                       | 4.24                                       | 7.61   | 2893.86                 | 2291.63                  | 602.24                        |
| 10  | 9                           | 5.2425                      | 4.24                                       | 7.38   | 3145.50                 | 2546.25                  | 599.25                        |
| 11  | 8.65                        | 5.038625                    | 4.24                                       | 7.15   | 3325.49                 | 2800.88                  | 524.62                        |
| <b>Detention Pond Capacity:</b>   |                             |                             |  |  |                         |                          |                               |
| Description   | elevation                   | area of contour (sf)        | volume incr to elev (cf)                   | total vol to elev (cf)   | length                  | width                    | Volume (Cubic Feet)           |
|   | 259.5                       | 698                         |  |  |                         |                          |                               |
|   | 260                         | 892                         | 397.5                                      | 397.5  |                         |                          |                               |
| Popoff el   | 261                         | 1320                        | 1106                                       | 1503.5   |                         |                          |                               |
| Top Berm  | 261.5                       |                             |  |  |                         |                          | 1503.5                        |
| Greatest Required Storage   |                             |                             |  |  |                         |                          | 619.2                         |
| Provided Volume is.....   |                             |                             |  |  |                         |                          | ok                            |



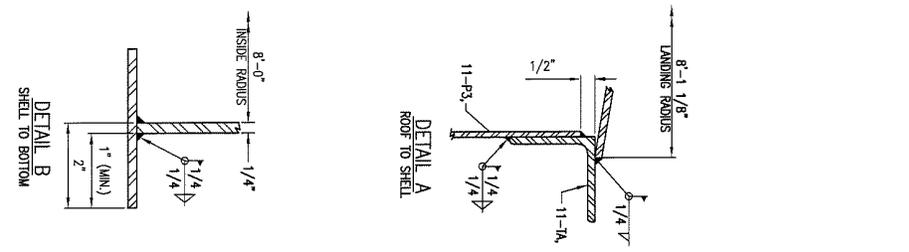
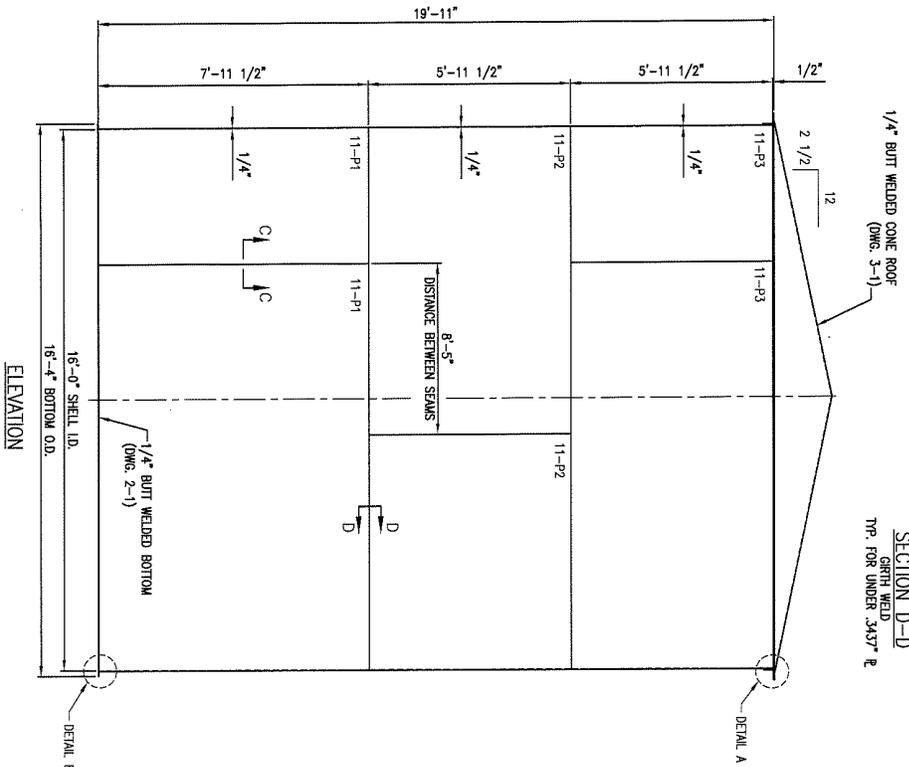
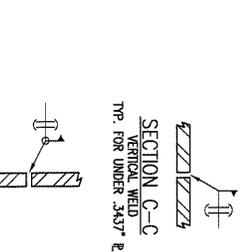


**Post-development areas:**





- FIELD NOTES:**
1. ARC DIMENSIONS ARE TAKEN ON OUTSIDE OF FIRST SHELL COURSE.
  2. ALL SHELL COURSES ARE TO BE CONFORM TO THE FOLLOWING:
  3. ALL SHELL COURSES ARE TO BE CONFORM TO THE FOLLOWING:
  4. ALL SHELL COURSES ARE TO BE CONFORM TO THE FOLLOWING:
  5. ALL SHELL COURSES ARE TO BE CONFORM TO THE FOLLOWING:
  6. ALL SHELL COURSES ARE TO BE CONFORM TO THE FOLLOWING:
  7. ALL SHELL COURSES ARE TO BE CONFORM TO THE FOLLOWING:



| MARK  | CHORD X     | ARC B       |
|-------|-------------|-------------|
| 11-P1 | 13'-10 1/4" | 16'-9 9/16" |
| 11-P2 | 13'-10 1/4" | 16'-9 9/16" |
| 11-P3 | 13'-10 1/4" | 16'-9 9/16" |

**BILL OF MATERIALS**

| SHIP QTY | MARK No | DESCRIPTION                              | MATERIAL SPECIFICATION | REMARKS                  |
|----------|---------|--|------------------------|--------------------------|
| 1        | 11-P1   | EA PLATE 1/4 X 7' - 11 1/2 X 18'-3 5/16" | A 240 316L             | WF 3-P1 1/4 X 306 X 240" |
| 1        | 11-P2   | EA PLATE 1/4 X 5'-11 1/2 X 18'-3 5/16"   | A 240 316L             | WF 3-P1 1/4 X 272 X 240" |
| 1        | 11-P3   | EA PLATE 1/4 X 5'-11 1/2 X 18'-3 5/16"   | A 240 316L             | WF 3-P1 1/4 X 272 X 240" |
| 1        | 11-A    | S2 LIFT ANGLE 4X4X1/2                    | A 276 316L             | WF 3-L4X4X1/2 X 20'-0"   |

**TANK DATA**

|                     |   |
|---------------------|---|
| STANDARD            | API 650, 13TH EDITION, ERRATA 1 JANUARY 2021, APPENDIX E, F, H, S |
| TEMPERATURES        | DESIGN: 2.5 PSIG / 0 PSIG OPERATING: TBD                          |
| SPECIFIC GRAVITY    | MAXIMUM OPERATING: 450F DESIGN METAL: 15F                         |
| CORROSION ALLOWANCE | SHELL: N/A ROOF: N/A BOTTOM: N/A STRUCTURAL: N/A NOZZLES: N/A     |
| WIND LOAD           | PER ASCE 7-10, 150 MPH, 1.0 F                                     |
| SEISMIC LOAD        | PER ASCE 7-10, 1.25 F   |
| ROOF LIVE LOAD      | PER API 650   |
| TESTING             | 711 BRIS  |
| WEIGHTS             | EMPTY: 21,319 LBS FULL: 270,787 LBS TEST: 270,787 LBS             |
| CAPACITY            | PER API 650   |
| DESIGN              | MAX TEST LEVEL: FULL OF WATER                                     |

**MATERIALS**

|                    |   |                     |                    |
|--------------------|---|---------------------|--------------------|
| SHELL              | A 240 316L  | FLANGE: A 182 F316L | COVER: A 182 F316L |
| ROOF               | A 240 316L  | FLANGE: A 182 F316L | COVER: A 182 F316L |
| INTERNAL PIPE      | A 312 TP316L  | FLANGE: A 182 F316L | COVER: A 182 F316L |
| REINFORCING PADS   | A 240 316L  | FLANGE: A 240 316L  | COVER: A 240 316L  |
| NOZZLE BOLTING     | STUDS: A 193 B7 (TITANIUM COATED) NUTS: A 194 2H (TITANIUM COATED) WASHERS: N/A |                     |                    |
| MANHOLE GASKET     | TBD   |                     |                    |
| STRUCTURAL BOLTING | BOLTS: A 325 TYPE T (GALV) NUTS: A 363 G.D.H (GALV) WASHERS: F 436 TT (GALV)    |                     |                    |

**CONSTRUCTION**

|                     |             |
|---------------------|-------------|
| STRESS RELIEF       | N/A         |
| CLEANING            | BROOM SWEEP |
| GRINDING            | PER NACE D  |
| SURFACE PREPARATION | N/A         |
| INTERNAL PAINTING   | N/A         |
| EXTERNAL PAINTING   | N/A         |
| LINING              | N/A         |
| INSULATION          | N/A         |
| CATHODIC PROTECTION | N/A         |
| ASPHALT BOARD       | N/A         |
| FOUNDATION          | BY OTHERS   |

**FOR APPROVAL**  
January 8, 2024

**AT&W**  
American Tank & Vessel, Inc.  
14517  
1-1

**PLASMINE TECHNOLOGY INC.**  
BY MICHELE AL  
1-501

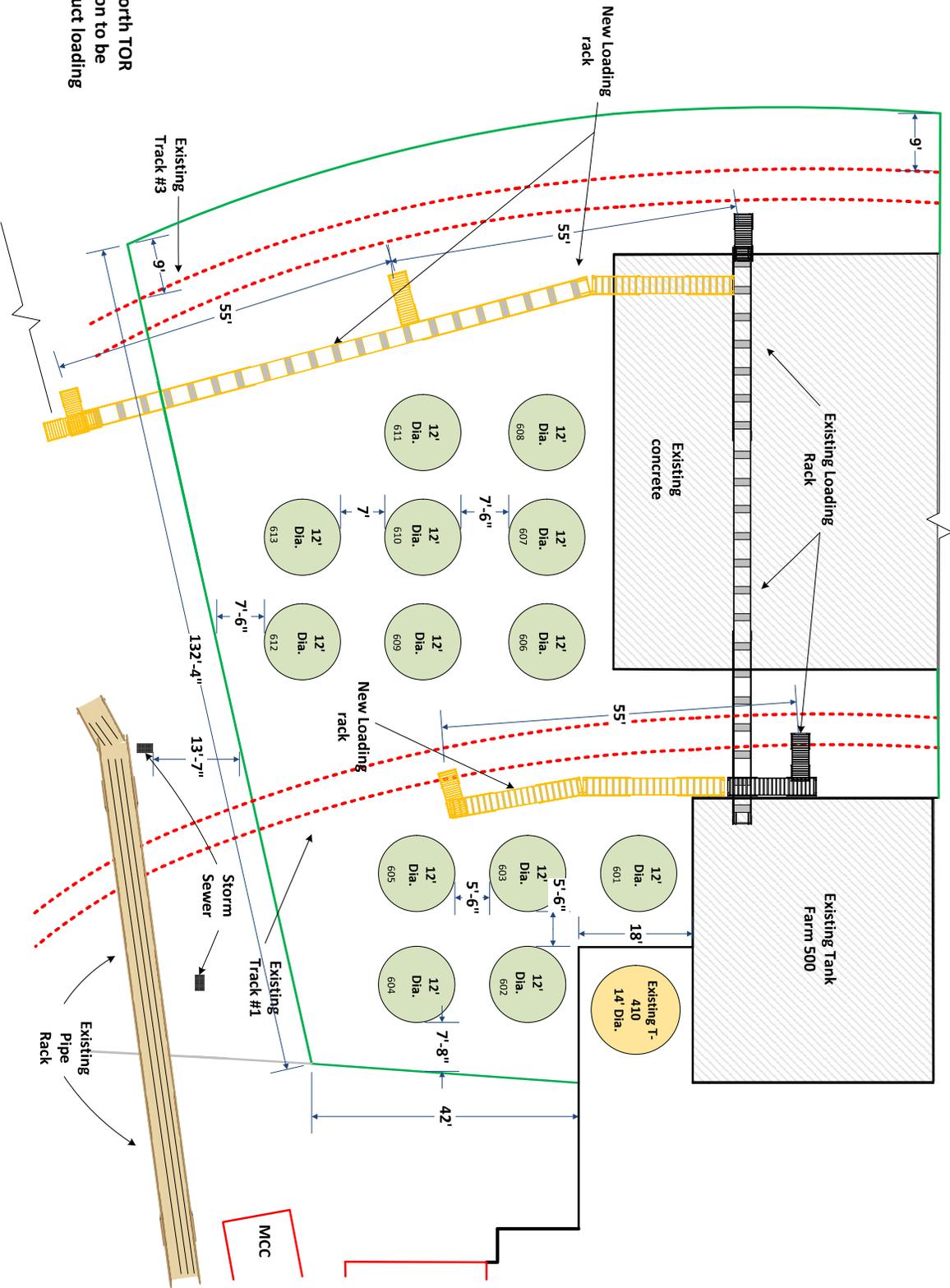
GENERAL ARRANGEMENT FOR  
16'-0" I.D. X 19'-1 1/8" HIGH  
ROSSIN STORAGE

REV. 1 1/3



Scale: 1/16" = 1'

# Tank Farm 600



Note: Existing North TOR unloading station to be converted to product loading station

**From:** [Jessica Peed](#)  
**Cc:** [COBM Planning](#)  
**Bcc:** [AL Tolbert](#); [ALDOT](#); [ALDOT1](#); [Brandon Bias](#); [Jason Padgett](#); [Jeff Donald](#); [Lee Walters](#); [Melissa Hadley](#); [Mike Minchew](#); [Murray Stewart](#); [Samantha Roberts](#); [Scott Warner](#); [Steven W. Stewart](#)  
**Subject:** COMMENTS REQUESTED: SP-24002, Plasmine Project  
**Date:** Thursday, February 8, 2024 1:17:00 PM  
**Attachments:** [SP-24002, Plasmine Comments Packet.pdf](#)  
[image001.png](#)

---

Good afternoon,

Attached are the submittals for the Plasmine project located at 251 Newport Parkway. Included in the attachment is the application with site location, boundary survey, drainage narrative, and drawing details and elevations. Due to size, I am unable to send the Design Calculations in this email so if you would like to see that, please let me know and I will send to you separately.

If there is any additional information that you would like to review, please advise.

If you have any comments or concerns, please let me know.

Thank you,

**Jessica Peed**  
**Planning Coordinator**

City of Bay Minette  
Planning & Development Services Department  
[301 D'Olive Street](#)  
[Bay Minette, AL 36507](#)  
(251) 580-1650, Ext. 7065

[cityofbayminetteal.gov](http://cityofbayminetteal.gov)

[Planning & Development Services Department Site](#)



**From:** Scott Warner  
**To:** Mike Minchew; Jessica Peed  
**Cc:** COBM\_Planning; Baldwin911 ADDRESSING  
**Subject:** RE: COMMENTS REQUESTED: SP-24002, Plasmine Project  
**Date:** Friday, February 9, 2024 2:09:58 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

This message has originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Chief,

If this is a problem for you all then it sounds like an address change is in order. I do not have a contact for this facility. Do you have one? If so, we can try and set up a call to discuss with them the repercussions of it. For delivers getting USPS to update it in their database is fairly simple, and USPS gives them a year to make all the changes. Then all the others like FedEx, UPS, and others will update over the following few months.

I will follow the Public Safety lead as to whether an address should be changed and we of course per our agreement will handle the entire change and all the notifications of it after our discussion to give them heads up as to the reasoning why.

Scott

**From:** Mike Minchew <MMINCHEW@CITYOFBAYMINETTEAL.GOV>  
**Sent:** Friday, February 9, 2024 11:09 AM  
**To:** Scott Warner <swarner@baldwin911.org>; Jessica Peed <Jessica.Peed@CITYOFBAYMINETTEAL.GOV>  
**Cc:** COBM\_Planning <COBM\_Planning@CITYOFBAYMINETTEAL.GOV>; Baldwin911 ADDRESSING <ADDRESSING@baldwin911.org>  
**Subject:** RE: COMMENTS REQUESTED: SP-24002, Plasmine Project

Scott

This has been a problem for some time, we have learned that 251 Newport Parkway is Plasmine Technology and lived with it. I would imagine that it would be a total nightmare for Plasmine to change their address due to all the shipping in and out of this plant. Maybe a phone call to them and see what they think about an address change? Just let me know if I can help out.

**From:** Scott Warner <swarner@baldwin911.org>  
**Sent:** Friday, February 9, 2024 10:41 AM  
**To:** Jessica Peed <Jessica.Peed@CITYOFBAYMINETTEAL.GOV>  
**Cc:** COBM\_Planning <COBM\_Planning@CITYOFBAYMINETTEAL.GOV>; Mike Minchew <MMINCHEW@CITYOFBAYMINETTEAL.GOV>; Baldwin911 ADDRESSING <ADDRESSING@baldwin911.org>  
**Subject:** RE: COMMENTS REQUESTED: SP-24002, Plasmine Project

This message has originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

The address of 251 Newport Parkway does not fit for where this facility is located in the block range. It appears their driveway is located in the 900 block.

Do we know what kind of a headache this might cause for this facility? I'd probably want Chief Minchew's thoughts on this one.

The road block range in the GIS was messed up in this area and it appears there are some number range skips. I've cleaned it up based on current residential address along Newport Pkwy.

It appears this location should be addressed 925 Newport Parkway based on entrance in Green below. Any thoughts on this Chief Minchew?

Scott



**From:** Jessica Peed <Jessica.Peed@CITYOFBAYMINETTEAL.GOV>  
**Sent:** Thursday, February 8, 2024 1:18 PM  
**Cc:** COBM\_Planning <COBM\_Planning@CITYOFBAYMINETTEAL.GOV>  
**Subject:** COMMENTS REQUESTED: SP-24002, Plasmine Project

## Clair Dorough

---

**From:** COBM\_Planning  
**Sent:** Wednesday, March 6, 2024 3:50 PM  
**To:** Melissa Hadley  
**Cc:** Jessica Peed; Clair Dorough  
**Subject:** FW: 23105 - Plasmine Concrete Truck Parking  
**Attachments:** 2024-03-05 Plasmine Trailer Storage and Off Street Parking Const. Plans-signed.pdf; Drainage Calculations and Narrative.pdf; 2024-03-05 Plasmine Boundary Survey.pdf; 23105-XR PARKING LAYOUT.dwg

Melissa,

Please see attached files we received yesterday afternoon for the Plasmine site plan approval request, SP-24002, scheduled for the March 14<sup>th</sup> PC meeting.

Thank you,

***Paula S. Bonner***  
***Planner Associate***

City of Bay Minette  
Planning & Development Services Department  
301 D'Olive Street  
Bay Minette, AL 36507  
(251) 580-1650, Ext. 7066

[cityofbayminetteal.gov](http://cityofbayminetteal.gov)

[Planning & Development Services Department Site](#)



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**From:** Nathan Williams <Nathan.Williams@DrivenEngineering.com>  
**Sent:** Tuesday, March 5, 2024 12:27 PM  
**To:** COBM\_Planning <COBM\_Planning@CITYOFBAYMINETTEAL.GOV>  
**Subject:** 23105 - Plasmine Concrete Truck Parking

This message has originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

---

See attached for submittal documents for Plasmine Trailer Storage and Off Street Parking Planning Submittal.

Thank you,

**Nathan Williams, PM, EI**



# Driven Engineering, Inc.

ADDING VALUE, BUILDING RELATIONSHIPS

SDB, WOSB, WBENC WBE,  
AL, FL, GA, LA, MA, MS, & TX DBE Small Business Concern

8005 Morris Hill Road  
Semmes, AL 36575

(251) 649-4011 phone

(251) 895-4200 cell

[Nathan.williams@drivenengineering.com](mailto:Nathan.williams@drivenengineering.com)

[www.drivenengineering.com](http://www.drivenengineering.com)

Commit to the Lord whatever you do, and your plans will succeed. Proverbs 16:3

The information contained in this e-mail, including any accompanying documents or attachments, is from Driven Engineering, Inc., is intended only for the use of the individual or entity named above, and is privileged and confidential. If you are not the intended recipient, be aware that any disclosure, dissemination, distribution, copying or use of the contents of this message is strictly prohibited. If you have received this message in error, please notify Driven Engineering, Inc. immediately at (251) 649-4011. Thank you for your cooperation.

## Clair Dorough

---

**From:** Melissa Hadley <melissa.hadley@gmcnetwork.com>  
**Sent:** Monday, March 11, 2024 10:32 AM  
**To:** COBM\_Planning; Steven W. Stewart; Rob Madison; Clair Dorough; Paula Bonner; Tammy S. Smith  
**Subject:** RE: Plasmine Technologies Site Plan  
**Attachments:** Red Line\_Plasmine construction plans.pdf; Plasmine\_GMC\_Review Letter.pdf

Please see attached comments on the Plasmine construction plans.

**Melissa A. Hadley, PhD, RLA, AICP**  
Project Manager, Engineering

T: 251.626.2626  
C: 850.353.3330  
D: 251.380.8746  
E: [melissa.hadley@gmcnetwork.com](mailto:melissa.hadley@gmcnetwork.com)

2039 Main Street  
Mailing: PO Box 1127  
Daphne, AL 36526

[Building Communities](#)



---

**From:** COBM\_Planning <COBM\_Planning@CITYOFBAYMINETTEAL.GOV>  
**Sent:** Tuesday, February 20, 2024 10:17 AM  
**To:** Steven W. Stewart <SWStewart@CITYOFBAYMINETTEAL.GOV>; Melissa Hadley <melissa.hadley@gmcnetwork.com>; Rob Madison <Rob.Madison@CITYOFBAYMINETTEAL.GOV>; Clair Dorough <Clair.Dorough@CITYOFBAYMINETTEAL.GOV>; Paula Bonner <Paula.Bonner@CITYOFBAYMINETTEAL.GOV>; Tammy S. Smith <TammyS.Smith@CITYOFBAYMINETTEAL.GOV>  
**Subject:** FW: Plasmine Technologies Site Plan

You don't often get email from [cobm\\_planning@cityofbayminetteal.gov](mailto:cobm_planning@cityofbayminetteal.gov). [Learn why this is important](#)

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

## Jessica Peed Planning Coordinator

City of Bay Minette  
Planning & Development Services Department  
[301 D'Olive Street](#)  
[Bay Minette, AL 36507](#)



March 11, 2024

**Goodwyn Mills Cawood**

2039 Main Street  
P.O. Box 1127  
Daphne, AL 36526

T (251) 626-2626  
F (251) 626-6934

www.gmcnetwork.com

Ms. Clair Dorough  
City of Bay Minette, City Planner  
301 D'Olive St  
Bay Minette, AL 36507

RE: PLASMINE TECHNOLOGY, SP-24002  
SITE PLAN REVIEW

Dear Ms. Dorough:

We have reviewed the civil construction documents dated March 4, 2024 for the Plasmine Technology property located on Newport Parkway for conformance with the Bay Minette subdivision regulations and zoning ordinance. In addition to the red-line markups shown on the attached plans, we offer the following comments that should be addressed prior to approval by the City:

General Comments:

1. A signed and sealed survey is required but was not included with the submission.
2. A Landscape Plan is required per Article 10 of the Zoning Ordinance but was not included with the submission.
3. Ownership of, or rights granted with an access easement, is required for use of the drive on the property to the east of the site for ingress/egress.

Construction Plans Comments:

4. Cover Sheet: Add flood map and flood zone information.
5. Master Layout Sheet (sheet C-4.0): Install 24'-wide asphalt road from the north side of the truck parking lot to Newport Parkway on the east side of the site. Install stop sign and stop bar for south bound truck traffic at the asphalt drive – Newport Drive intersection.
6. Grading and Drainage Plan (sheet C-5.0): Add erosion protection on the south side of the drainage ditch along Newport Parkway at the basin discharge pipe outlet. Update rainfall data with current NOAA data for all storms (2-year to 100-year). Provide instructions or steps to be taken including the timing from the end of the rainfall event to the opening of the slide gate valve.
7. Pond Detail (sheet C-6.0): Callout slide gate locations in both plan and profile. Add valve details or note for engineer to approve shop drawings.
8. Erosion Control Plan (sheet C-9.0): Add slit fence or sediment barrier at the basin side of all pipe inlets.

Drainage Report Review Comments:

9. Provide table for the pre-development and post-development runoff rates using the current NOAA rainfall data for the 2-year through the 100-year event storm.
10. Recalculate the 25-year and 100-year basin volumes based on the current NOAA rainfall data.
11. Provide the discharge velocity for the basin outlet pipe.



12. Provide release rate calculations for the 2-year through the 100-year storm for the parking lot detention basin and the containment basins. Limit the containment basins rate of discharge to pre-developed rates.
13. Provide design that prevents groundwater contamination from the containment basins.
14. Provide details and timing of mitigation in the event of contaminated water detection.

Please let me know if further explanation or additional information are needed. Thank you.

Sincerely,

GOODWYN MILLS CAWOOD, LLC

A handwritten signature in black ink that reads "Melissa Hadley". The signature is written in a cursive, flowing style.

Melissa A. Hadley, PhD, RLA, AICP  
Project Manager

Enclosures

**SP-24002**  
**Large Format Plans Submitted**  
**Under Separate Cover**

**See Exhibit B**



# City of Bay Minette

## Planning & Development Services

### PLANNING COMMISSION STAFF ANALYSIS

Planning Commission Meeting Date: March 14, 2024

Case Number: SD-24004

### APPLICATION SUMMARY

**Project Name:** Quinley Oaks Subdivision – Preliminary Plat  
**Property Location:** East side of Quinley Street, South of CSX Railroad/W Railroad Street  
**Property PID/PPIN:** 05-23-05-16-2-002-015.000 // 18263  
**Property PID/PPIN:** 05-23-05-16-2-002-015.001 // 359846  
**Property Size:** 3.23± acres

**Proposed Action:** Preliminary Plat Approval for 11-lot subdivision  
**Applicant:** Timothy Brandon Bailey, PLS  
 832 Artillery Range West  
 Spanish Fort, AL 36527  
**Property Owner:** TPQ, LLC c/o J. Myles Reed  
 114 North Hoyle Ave  
 Bay Minette, AL 36507

| Subject Property  | Zoning | Existing Land Use                    | Future Land Use Designation |
|-------------------|--------|--------------------------------------|-----------------------------|
| SD-24004          | R-3    | Undeveloped                          | Single Family               |
| Adjacent Property | Zoning | Existing Land Use                    | Future Land Use Designation |
| North             | B-2    | CSX Railroad, Commercial             | Commercial                  |
| South             | R-3    | Residential                          | Single Family               |
| East              | R-3    | Residential, S Day Ave, White's Park | Single Family               |
| West              | R-3    | Quinley Street, Residential          | Single Family               |

### SITE AND REQUEST SYNOPSIS

The subject property, which consists of two parcels containing 3.23± acres, is located on the East side of Quinley Street and South of the CSX Railroad/W Railroad Street. The property is currently zoned R-3 Single Family and has 422.92 feet of frontage on Quinley Street. The northern property lines abut the CSX railroad and W Railroad Street, which is partially located on railroad right-of-way and private property. W Railroad Street is not a City-owned or maintained street and is not considered to be public access. Quinley Oaks is an 11-lot Major Subdivision with 10 of the proposed lots designated for single-family residential. Lot 1, approximately 1.5± acres, has been tentatively indicated for multiple duplexes, which would require an approved rezoning to allow for multi-family residential use. The development includes a waiver/modification request related to sidewalks as well as a proposal for 30-ft of right-of-way to be dedicated along the northern property lines for Lots 1-4.

The developer has requested concurrent review of the Preliminary and Final Plat applications, however the Final Plat review and approval is contingent upon the approval of the Preliminary Plat.

### ZONING DISTRICT

#### CURRENT ZONING

**6.02.04 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.

### DEPARTMENT AND AGENCY COMMENTS

**North Baldwin Utilities** – Water, sewer and gas services available.

**Bay Minette Public Works** – No comments.

**Bay Minette Police Department** – No comments.

**Bay Minette Fire Department** – Hydrant comments received.

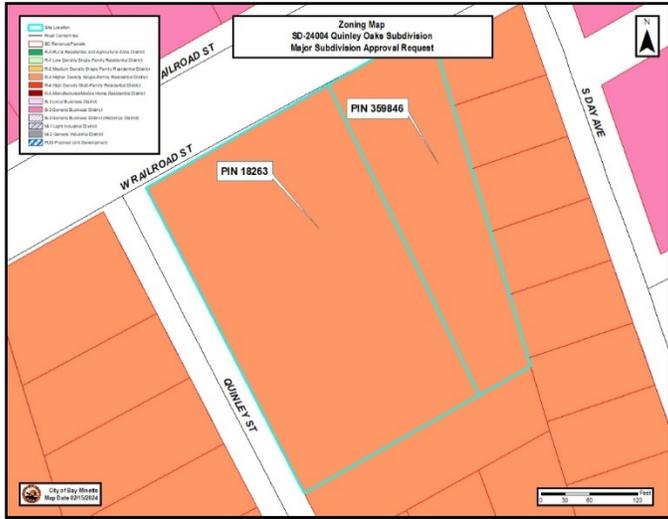
**Baldwin County E-911** – Road Naming comments received.

**ALDOT** – N/A

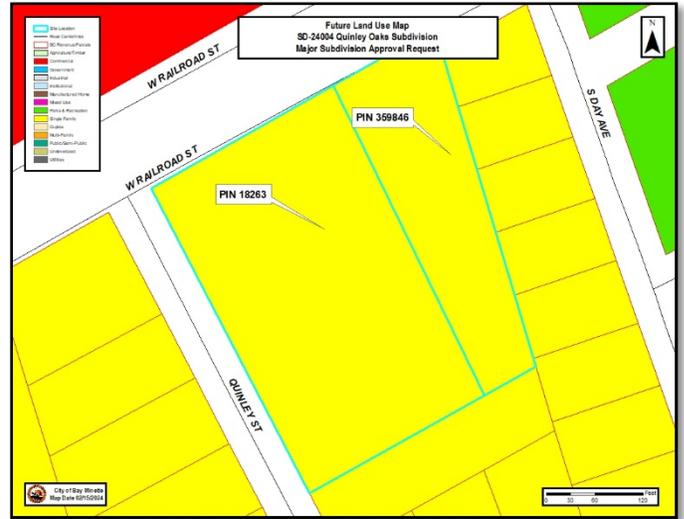
**City Engineering Consultant GMC, Melissa A. Hadley, PhD, RLA,**  
**AICP** – Access comments received.

# MAPPING

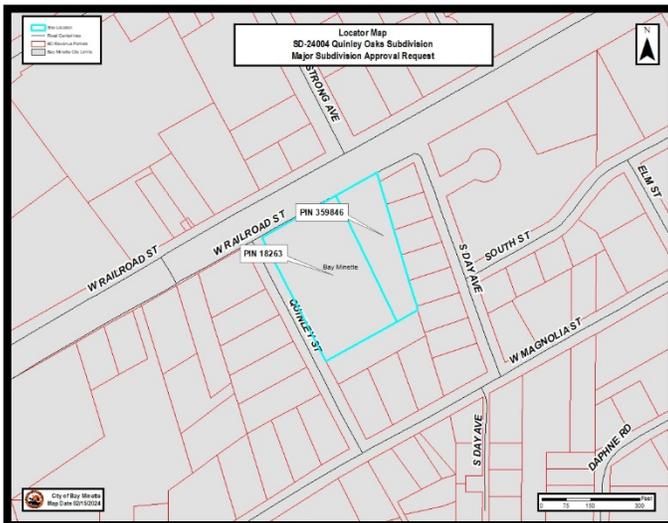
Existing Zoning Map



Future Land Use Map



Locator



Site Map



## PUBLIC UTILITIES & SITE CONSIDERATIONS

**Public Utility Services:**

**Water:** North Baldwin Utilities (*Service Availability Letter Provided*)

**Gas:** North Baldwin Utilities (*Service Availability Letter Provided*)

**Sewer:** North Baldwin Utilities (*Service Availability Letter Provided*)

**Telephone/Internet:** No service letter provided.

**Electricity:** Alabama Power (*Service Availability Letter Provided*)

**Transportation:**

Lots 5-11 front Quinley Street, a paved and City-maintained roadway with a 60-ft right-of-way. Lots 1-4 have access proposed from W Railroad Street, which is located partially on CSX right-of-way and partially on private property. W Railroad Street is not a City-owned or maintained street and is not considered to be public access. The developer proposes to dedicate 30 feet of right-of-way along the northern property line, however, the Zoning Ordinance and Sub Regs require a minimum 60-ft right-of-way.

## REVIEW STAGE

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**SECTION 3.13 PRELIMINARY PLAT** *The purpose of the Preliminary Plat is to provide a basis for construction of a proposed subdivision and its improvements. Planning Commission approval of the Preliminary Plat is tentative and revocable. It is to be considered only as approval of the design, with the understanding that the Commission, City, and other officials and agencies will examine the grades of streets, the types of improvements, the layout of drainage and sewer and water systems, and may require changes to any engineering or construction details submitted by the Subdivider whenever required for the protection of the public interest.*

3.13.07.01 *If approved subject to conditions, the nature of the required modifications shall be stated in the hearing and presented to the subdivider in writing. If necessary, the Commission may require the subdivider to submit a revised preliminary plat prior to obtaining development permits.*

3.13.07.02 *If the Planning Commission disapproves the preliminary plat, the reasons for such action shall be stated in the hearing, presented to the subdivider in writing and documented in the records of the Planning Commission. Reference shall be made to the specific section(s) of the regulations with which the preliminary plat does not comply.*

3.13.07.03 *Delay action on the Preliminary Plat. The Planning Commission shall act to approve or disapprove a subdivision plat within thirty (30) calendar days after its formal submission at a regularly scheduled Planning Commission meeting. If the applicant waives this requirement and consents to an extension, the Planning Commission may defer action on the plat for a period not to exceed an additional thirty (30) calendar days. If no action is taken within the initial 30-day time period, or if there is no action taken within the extension period, such plat shall be deemed to have been approved, and notification to that effect shall be issued by the Planning Commission on request.*

### 03.13.08 Approval Within Thirty Days

*The Planning Commission shall approve or disapprove a plat within thirty (30) days after the submission thereof to it, otherwise such plat shall be deemed to have been approved, and a certificate to that effect shall be issued by the Commission on demand; provided, however, that the applicant for the commission's approval may waive this requirement and consent to an extension of such period.*

### 03.13.09 Expression of Approval

*Planning Commission approval of the Preliminary Plat shall not be deemed as final plat approval or authorization for official recording and shall not be entered on the plat. In accordance with state law, Preliminary Plat approval is a tentative and revocable endorsement of a subdivision prior to the construction or installation of improvements. Said approval shall be authorization to begin work, to proceed with the construction of all minimum improvements as detailed in Article 5 Required Improvements including the grading of streets, and staking of lots, etc.*

*Planning Commission approval shall not constitute the City of Bay Minette's acceptance of any street or other public or open space displayed on the plat. Planning Commission approval of a Preliminary Plat is deemed an expression of approval of the layout as submitted on the preliminary plat. The Planning Commission files shall retain one copy of the Preliminary Plat.*

### 03.13.10 Effective Period

03.13.10.01 *Approval of the Preliminary Plat shall be effective for a period not to exceed one (1) year from the date of Planning Commission approval and shall thereafter expire and be considered null and void, if no development permits have been acquired for the project. The preliminary plat and any applicable City of Bay Minette development permits shall become void one (1) year from the issuance of the permit if no substantial building or construction activity has occurred.*

03.13.10.02 *Prior to the expiration of the Preliminary Plat or initial development permit, a Request for Subdivision Extension of one (1) year may be granted by the Planning Commission for the approved preliminary plat and development permit.*

03.13.12 *Limitation on Resubmission. If the Planning Commission denies a request for Preliminary Plat approval, no further subdivision applications for the same parcel or a portion thereof shall be accepted by the Commission within 180 days from the date of such denial, unless a new, complete application is submitted which clearly corrects, resolves, or mitigates all deficiencies and/or other areas of non-compliance identified as the basis of denial.*

## WAIVERS / MODIFICATIONS REQUESTED

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The development is required to provide sidewalks in accordance with several provisions of the Sub Regs. According to *Sec. 6.01*, the developer is responsible for all required improvements either through installation or a financial guarantee of performance:

*The subdivider/developer shall be responsible for the provision of all required improvements to the subdivision/development. This may be accomplished by either the full installation of all required improvements by the developer at the time the Final Plat is to be submitted to the Planning Commission, or by the provision of a financial guarantee of performance.*

The applicant has requested "to contribute to City sidewalk fund instead of constructing sidewalks." The Planning Commission has the authority to modify the sidewalk requirements using the guidelines in *Sec 4.17.08*, however that section is related more to the locational requirements and not applicable in relation to the applicant's request. The *Subdivision Regulations* do not include provisions that specifically allow or prohibit payment in lieu of construction.

The City Administrator stated that if there is a decision by Planning Commission to accept payment in place of sidewalk construction, the payment would be deposited into the capital fund and held on deposit for Sidewalk Construction/Improvements. The developer would be required to submit payment in an amount equal to the cost of installing the sidewalks and fees encountered during execution of improvements. As no construction plans or specifications were submitted with the application, any design costs associated with the sidewalk construction would also be included.

The Landscape Plan also notes that the “City must relocate the ditch along Quinley Street to construct sidewalk.” This request will not be permitted as the City cannot expend public funds in aid of private individuals or corporations. All costs associated with the construction of the required sidewalks, including the relocation or enclosure of the existing ditch, must be borne by the developer whether the developer constructs the sidewalks or the Commission allows a payment in lieu of construction.

**LANDSCAPE NOTES:**

1. A MINIMUM OF FIFTEEN PERCENT OF THE TOTAL LOT AREA SHALL BE LANDSCAPED OR MAINTAINED AS OPEN GREEN SPACE. FIVE PERCENT OF THE FIFTEEN PERCENT AREA TO BE IN FRONT AND SIDE YARDS.
2. ALL TREES TO REMAIN.
3. CITY MUST RELOCATE DITCH ALONG QUINLEY STREET TO CONSTRUCT SIDEWALK.
2. DEVELOPER REQUEST TO CONTRIBUTE TO CITY SIDEWALK FUND INSTEAD OF CONSTRUCTING SIDEWALKS.

**SECTION 4.17 SIDEWALKS**

*4.17.02 Whenever land to be subdivided embraces or abuts an existing public street without sidewalks, such facilities must be provided by the Subdivider along the applicable portion of the existing street.*

*4.17.03 Sidewalks, when required or provided, must be at least five (5) feet wide. In subdivision involving nonresidential and mixed-uses (other than industrial), sidewalks must be at least eight (8) feet wide. All sidewalks shall be constructed of reinforced concrete that has a minimum twenty-eight (28)-day compressive strength of 3,000 psi.*

*4.17.04 All major subdivisions shall provide for sidewalks adjacent to all new lots.*

*4.17.06 Sidewalks shall connect to any adjacent sidewalks and/or bike paths and shall be interconnected within said development to allow for sufficient pedestrian access. Sidewalks that are located adjacent to common areas or otherwise not adjacent to individual lots shall be constructed by the developer prior to final plat approval.*

*4.17.07 Sidewalks must be in accordance with the requirements of the Americans with Disabilities Act (ADA), including provision of pedestrian ramps at street intersections.*

*4.17.08.05 A permanently dedicated greenway, walking trail, pedestrian passage or similar pedestrian facility may be required as an alternative to or in addition to sidewalks to provide pedestrian access to nearby commercial centers, schools, parks or places of assembly. In such cases, the pedestrian facility should be located so as to be accessible to the greatest number of users within the proposed development.*

**SECTION 5.02 PEDESTRIAN AND BICYCLE FACILITIES**

*5.02.01 All major subdivisions shall provide for sidewalks adjacent to all new lots.*

*5.02.04 Sidewalks shall connect to any sidewalks and/or bike paths within a reasonable distance and shall be interconnected within said development to allow for sufficient pedestrian access.*

*5.02.05 Sidewalks shall be constructed by the developer prior to final plat approval.*

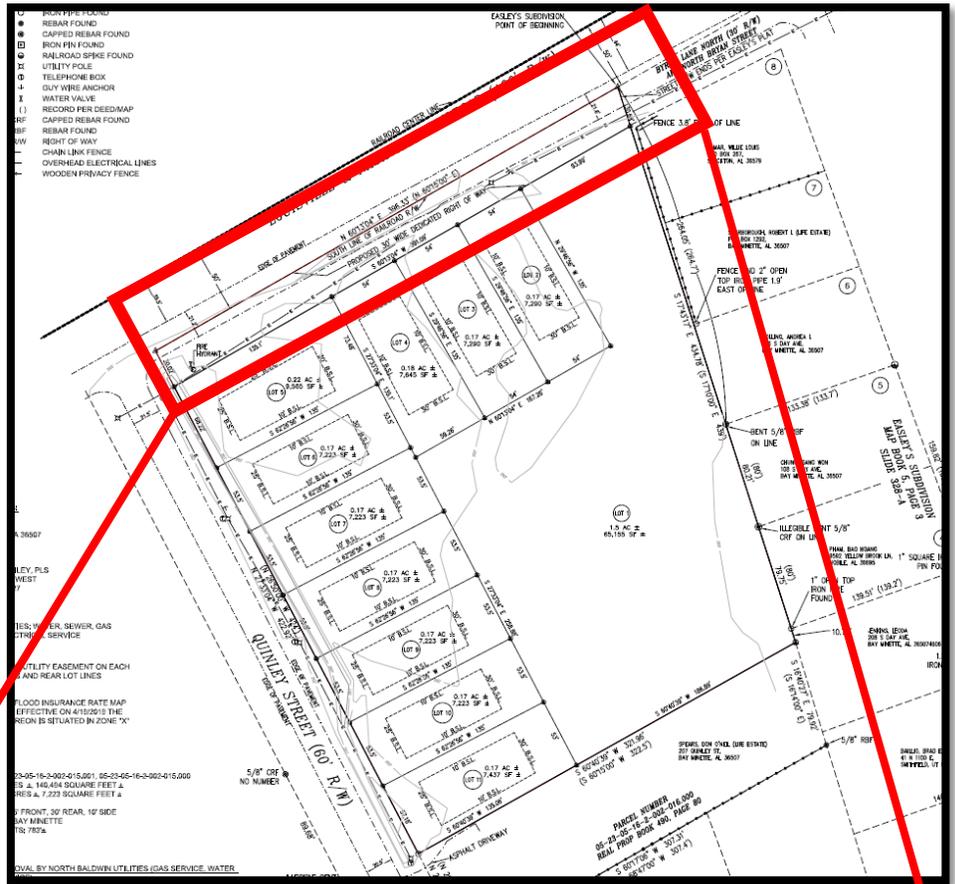
**STAFF ANALYSIS / RECOMMENDATION**

The proposal meets the minimum Lot Area, Width and Density standards for the R-3 zoning district as well as the Landscape Provisions of the *Zoning Ordinance*. It does not meet the access standards as required by *Sec 7.9.1* (listed below). As submitted, the proposed subdivision does not meet the provisions of the *Subdivision Regulations* listed below, either due to noncompliance or insufficient information submitted to allow a complete review. Letters of availability were submitted but no plans, specifications or narratives were submitted for drainage/stormwater management, sewer facility improvements, water facility improvements or sidewalk construction as required. The proposal's primary deficiency is related to transportation/access to Lots 1-4. Those lots have access proposed from W Railroad Street, which is located partially on CSX right-of-way and partially on private property. Although there are residential and commercial uses existing, W Railroad Street is not a City-owned or maintained street and is not considered to be a public roadway. The City's right-of-way ends at the northeastern corner of the subject property and only extends 30 feet south of the railroad right-of-way. City staff has been working with CSX to determine if any maintenance agreement can be reached, but no determination has been received. Our Engineering Consultant had comments related to the access, but based on legal counsel, "the CSX property does not belong to the

developer and/or the City and it is not the City's responsibility to purchase or obtain the ROW for a private developer. That issue alone precludes standard road widths and the ability for the developer or the City to ever maintain the property." Counsel also determined that a prescriptive right-of-way is not an option in the railroad right-of-way. The developer had proposed to dedicate 30 feet of right-of-way along the northern property line, however, the Zoning Ordinance and Sub Regs require a minimum 60-ft right-of-way. If the 60-ft right-of-way is dedicated, a new roadway constructed to City standards would be required at the developer's expense in order to be compliant with the Zoning Ordinance Subdivision Regulations.

Based on the information submitted by the applicant, City Staff, Legal input and the analysis above, staff recommends that the Planning Commission

**DENY Case SD-24004, Quinley Oaks Preliminary Plat as submitted.**



**DEFICIENCIES AS NOTED BY STAFF**

**ZONING ORDINANCE**

7.9 Access to Public Streets. Access to public streets shall be maintained in accordance with the following requirements:

7.9.1 Each principal use shall be placed on a lot or parcel which provides frontage on a public or private street having a right-of-way of not less than sixty (60) feet, except where existing public rights-of-way are less than 60 feet.

**SUBDIVISION REGULATIONS**

4.03.03 Each lot must front on an existing or proposed street having a right-of-way at least 50 feet wide.

4.04.09 Proposed new streets must extend existing streets or their projections at the same or greater width, but in no case less than the minimum required width, unless variations are deemed necessary by the Commission for reasons of topography or other design constraints.

4.06.01 The street layout must provide for access to the existing street network and continuation and connection of streets between adjacent properties where necessary for the convenient movement and circulation of traffic, effective police and fire protection, access by public service vehicles, and efficient provision of utilities; and in accordance with the policies of the Comprehensive Plan.

**SECTION 4.13 FRONTAGE ON IMPROVED STREETS**

4.13.01 No subdivision shall be approved unless the area to be subdivided shall have frontage on, and access from an existing hard surface State, County, or City Road or highway; or

4.13.02 A hard surface street upon a plat approved by the Planning Commission and recorded in the Baldwin County Probate Judge's Office. Such street or highway must be suitably improved as required by rules, regulations, specifications, or orders, or be secured by an improvement guarantee required under these subdivision regulations, with the width and right-of-way required by these subdivision regulations.

**SECTION 4.16 STREET DESIGN STANDARDS**

4.16.01 Proposed streets must be designed in accordance with the standards in Table 4-4, all applicable City Specifications and review of the City Engineer.

4.16.03.01 Street Grades

1. Streets must be graded and improved in accordance with City Specifications and must be approved as to design and specifications by the City Engineer and the Commission in accordance with the construction plans required to be submitted prior to Preliminary Plat Approval.

**SECTION 4.18 ACCESS MANAGEMENT**

The purposes of this section are to promote the overall safety of motorists, bicyclists, and pedestrians; to reduce interference with through traffic by other vehicles entering, leaving, and crossing streets; to assure safe access to and from streets by emergency vehicles; and to preserve the traffic capacity of streets. See illustrations following.

4.18.01 General Conditions and Requirements.

The location and design of vehicular accesses from existing or proposed streets must be specified in an Access Plan submitted as part of the Preliminary Plat. No curbs or rights-of-way may be cut, paved, or otherwise altered until a permit for the access has been secured from the City and/or any other governmental agency owning or controlling the street right-of-way.

**SECTION 4.20 DRAINAGE AND STORMWATER MANAGEMENT**

| TABLE 4-4 STREET DESIGN STANDARDS   |              |                  |              |                                      |  |                                     |       |
|---|--------------|------------------|--------------|--------------------------------------|--|-------------------------------------|-------|
|   | Major Street | Collector Street | Local Street | Cul-de-sac (Turnaround) <sup>5</sup> | Cul-de-sac (Turnaround with island) <sup>5</sup> | Hammer Head Turnaround <sup>5</sup> | Alley |
| Min. Right-of-way width <sup>1</sup>  | 100'         | 70'              | 60'          | 60' radius (120' diameter)           | 70' radius (140' diameter)                       | 120'                                | 30'   |
| Min. Asphalt Width <sup>2</sup>   | 12' per lane | 12' per lane     | 22'          | 48' radius (96' diameter)            | 58' radius (116' diameter)                       | 20'                                 | 20'   |
| Max. Grade <sup>3</sup>   | 3%           | 3%               | 3%           | 3%                                   | 3%   | 3%                                  | 3%    |
| Min. Angle of Intersection  | 80°          | 75°              | 75°          | 60°                                  | 60°  | 60°                                 | 60°   |
| Min. Intersection Offset  | 150'         | 150'             | 150'         | 150'                                 | 150'   | n/a                                 | 150'  |
| Min. Curb Radius at Intersection  | 40'          | 30'              | 25'          | 25'                                  | 25'  | 28'                                 | 20'   |
| Min. Horizontal Curve Radius <sup>4</sup>   | 300'         | 250'             | 100'         | 100'                                 | 120'   | 0 ft                                | 100'  |
| Min. Reverse Curve Tangent  | 100'         | 100'             | 100'         | 100'                                 | 100'   | 0 ft                                | 100'  |
| <sup>1</sup> Cul-de-sacs shall be no longer than 600 feet measured from the intersecting street to the center of the turnaround.<br><sup>2</sup> Measured from edge of pavement, excluding curb and gutter or valley gutter. All new streets constructed shall have a minimum 24" curb and gutter or 24" valley gutter. Other curb types must be submitted to the City Engineer for approval.<br><sup>3</sup> May vary with topography subject to Planning Commission approval based on recommendation of the City Engineer and City Planner.<br><sup>4</sup> May vary based on design speed and subject to the review and approval of the City Engineer.<br><sup>5</sup> Dead-end fire apparatus access roads in excess of 150' in length shall be provided with an area for turning fire apparatus as approved by the City Fire Department, see Figure 4-2. |              |                  |              |                                      |  |                                     |       |

4.20.01 *General Design Criteria. All drainage structures and facilities shall be designed and sized to meet the runoff of the drainage area to be served and in accordance with the City's Drainage and Stormwater Management Standards.*

4.20.02 *A drainage plan must be prepared by the Subdivision Engineer, which takes into consideration the ultimate or saturated development of the tributary area in which the proposed subdivision is located. Adequate provisions must be made to provide drainage easements needed within the subdivision, taking into consideration the saturated development of the tributary area. Post-development release rates may not exceed pre-development rates for a 2, 5, 10-, 25-, 50- and 100-year event. In no case may discharge from a drainage basin exceed the hydraulic capabilities of the initial receiving downstream drainage structures. The Commission may withhold approval of the subdivision until provision has been made for the necessary downstream improvement.*

4.20.03 *Storm and sanitary sewer plans must be developed prior to other utility plans. Engineering considerations must give preferential treatment to gravity flow improvements over other utilities and improvements. Off-premise drainage easements and improvements may be required to handle the runoff of subdivisions into a natural drainage channel. Under no condition may any storm drainage be emptied into or become a part of any sanitary sewer system and vice versa.*

4.20.04 *No subdivision or part thereof may shed storm runoff, either as surface runoff or an outfall from storm sewer structures, onto any adjacent land unless the runoff is contained within an existing drainage easement, swale, structure or right-of-way and provided further, that the existing drainage easement, ditch, structure or right-of-way provides outfall to an established drainage channel, as approved by the City Planner.*

### **SECTION 5.03 SANITARY SEWERAGE FACILITIES**

5.03.01 *Sanitary sewers must be provided where a public sanitary sewer system is reasonably accessible as determined by the Commission and the public Sewer Authority responsible for the maintenance of the sanitary sewer system. The developer shall install a sanitary sewer system which meets the requirements of the Sewer Authority and shall connect to such system at their expense.*

5.03.03 *When sanitary sewer facilities are required, the Subdivider must install the sanitary sewer facilities in a manner prescribed by the City Engineer and/or the Sewer Authority. All plans and specifications must be prepared by a registered engineer and submitted for approval at the time of submission of the preliminary plat.*

### **SECTION 5.04 WATER FACILITIES**

5.04.03 *The location of all fire hydrants and all water supply improvements must be shown on the preliminary plat, and the cost of installation must be included in the performance bond, if applicable.*

### **SECTION 5.06 STORM DRAINAGE FACILITIES**

5.06.01 *All subdivisions shall be provided with adequate storm drainage facilities. Any areas subject to periodic flooding caused by poor drainage facilities will not be approved for a development by the Planning Commission unless the developer or subdivider makes necessary provisions to eliminate such flooding.*

5.06.02 *In addition to the requirements herein, the Drainage and Stormwater Management Standards of the City of Bay Minette Zoning Ordinance shall also apply to all subdivisions.*

5.06.03 *A complete drainage plan and contour map showing the criteria outlined in Appendix A Submittal Requirements, shall be submitted along with the profile grades and typical roadway section for approval.*

5.06.05 *All off project drainage, draining onto a subdivision or other development, shall be shown on contour maps and/or construction plans showing the areas in acres that the subdivision or development will have to accommodate.*

5.06.07 *Where the subdivider or developer has open ditches, a maximum of 3:1 front slopes and flat bottom ditch is required; the width of the ditch shall be determined by the required flows and the existing conditions and be approved by the City Engineer and Superintendent of Streets and Sanitation. V-bottom ditches or other special designs will be permitted in special cases. Resulting 2-year peak flow rates in the natural system or open ditch drainage shall be less than the critical rates that would cause excessive channel scour.*

5.06.10 *Every drainage structure must be large enough to accommodate potential runoff from its entire upstream drainage area, whether inside or outside the planned subdivision. The Subdivision Engineer must determine the size of the facility based on City Specifications assuming conditions of the maximum potential development permitted by the Zoning Ordinance or as provided for in the Comprehensive Plan. Drainage structures must be designed in to a standard acceptable to the City Engineer.*

5.06.11 *Storm drainage facilities must be installed where driveways connect with streets, must be specified in the Preliminary Plat. Size, location and width must be approved by the City Engineer.*

## STANDARDS OF APPROVAL / PLANNING COMMISSION ACTION

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### ***SECTION 3.05 STANDARDS OF APPROVAL***

*The Planning Commission shall not approve the subdivision of land if the Commission makes a finding that such land is not suitable for platting and development as proposed, due to any of the following:*

*3.05.01 The proposed subdivision is not consistent with these Regulations;*

*3.05.02 The proposed subdivision is not consistent with the City's Comprehensive Plan, Zoning Ordinance and/or any other plan or program for the physical development of the City including but not limited to a Master Street Plan, a Transportation Plan, a Parks Plan, a Bicycle Plan, a Pedestrian Plan, or a Capital Improvements Program, where applicable;*

*3.05.03 The proposed subdivision is not consistent with other applicable Federal, State or County laws and regulations; or*

*3.05.04 Notwithstanding that the proposed subdivision may satisfy the technical, objective provisions of these Regulations, the Commission has discretion to deny a subdivision if there is any articulable, rational basis for a determination that the proposed subdivision otherwise endangers the health, safety, or welfare of persons or property.*

The applicant has requested concurrent review of the Preliminary and Final Plat applications, however the Final Plat review and approval is contingent upon the approval of the Preliminary Plat. For Preliminary Plat applications, the Planning Commission makes the final decision based on the Standards of Approval and has the option to:

- Approve the Preliminary Plat as presented
- Approve the Preliminary Plat with modifications, stating the nature of the required modifications
- Deny the Preliminary Plat, reasons for denial and referencing the specific section(s) with which the plat does not comply
- Delay action on the Preliminary Plat due to a lack of information

### *03.13.12 Limitation on Resubmission*

*If the Planning Commission denies a request for Preliminary Plat approval, no further subdivision applications for the same parcel or a portion thereof shall be accepted by the Commission within 180 days from the date of such denial, unless a new, complete application is submitted which clearly corrects, resolves, or mitigates all deficiencies and/or other areas of non-compliance identified as the basis of denial.*



# City of Bay Minette

## Subdivision Plat Application

301 D'Olive Street · Bay Minette, Alabama 36507  
Phone (251) 580-1650 · COBM\_Planning@cityofbayminetteal.gov

|                        |              |
|------------------------|--------------|
| <i>Office Use Only</i> |              |
| Case Number: SD-       | <u>24004</u> |
| App Submittal Date:    | _____        |
| PC Meeting Date:       | _____        |

Print or Type your responses below and attach additional pages as necessary. If an item is not applicable, mark "X" or "N/A" where appropriate.

### APPLICATION TYPE

- Exempt  
 Pre-App Conference  
 Sketch Plat  
 Final - Minor  
 Preliminary - Major  
 Final - Major  
 Master Plan

Pre-Application Conference Preferred Dates/Times: \_\_\_\_\_

### PROJECT CONTACTS

Owner Name: J Myles Reed Phone: 251-689-3966

Developer: TPQ, LLC Phone: 251-689-3966

Authorized Agent/Application Contact: Timothy Brandon Bailey, PLS

Phone: 251-564-7295 Email: tbbailey@hotmail.com

Mailing Address: 832 Artillery Range West, Spanish Fort, Alabama

Surveyor Name: Timothy Brandon Bailey, PLS APLS Lic#: 31828

Surveying Firm Name: \_\_\_\_\_ City Business Lic#: \_\_\_\_\_

Phone: 251-564-7295 Email: tbbailey@hotmail.com

Engineer Name: \_\_\_\_\_ Registration #: \_\_\_\_\_

Engineering Firm Name: \_\_\_\_\_ City Business Lic#: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### SITE INFORMATION

- Subdivision Type:  
 Single Family  
 Two-Family  
 Multi-Family  
 Commercial  
 Industrial  
 Mixed-Use

Subdivision Name: Quinley Oaks

Location: Quinley Street and W Railroad Street

Section: 16 Township: 2-S Range: 3-E Instrument# or Slide# of Existing Recorded Plat: IN2094397

Parcel ID/PPIN(s): 05-23-05-16-2-002-015.000, 05-23-05-16-2-002-015.001

Total Acreage: 3.23 Total # Lots: 11 Average Lot Size (sq ft): 12,791

Required Number of Certified Letters: 7 Adjacent Property Owner/Leaseholder Information Attached:  Yes  No

### UTILITY PROVIDERS

Water: NBU

Sewer: NBU

Power: Alabama Power

Gas: NBU

Telephone: \_\_\_\_\_

Internet: \_\_\_\_\_



# City of Bay Minette Agent Authorization Form

|                        |
|------------------------|
| <b>Office Use Only</b> |
| Case No.: _____        |

I/We hereby appoint and designate Timothy Brandon Bailey, PLS ("Agent") to act as my/our-agent in all matters concerning this application/permit which relates to property described as tax parcel PPIN# 05-23-05-16-2-002-015.000, 05-23-05-16-2-002-015.001. I/We understand that the scope of the agency designation granted herein is general in nature and includes, without limitation, all decision-making authority relating to submittals, status, conditions, or withdrawal of this application/permit. To the fullest extent permitted under Alabama law, I/we release and agree to hold the City of Bay Minette harmless from and against any liability resulting from acts or omissions of our Agent. I/We warrant and certify to the City of Bay Minette that I/we are the owner(s) of the real property identified herein, and that I/we have fully authority to make the agency designation herein. I/We further certify that the information stated on and submitted with this application/permit is true and correct. I also understand that the submittal of incorrect information will result in the revocation of this application/permit and any work performed will be at the risk of the applicant. I understand further that any changes which vary from the approved plans will result in the requirement of a new application/permit.

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

### PROPERTY OWNER(S)

Name(s) - Printed

TPO, LLC. ANTHONY DELAPASSE | J. Myles REED

Mailing Address

BAY MINETTE, AL 114 NORTH HOYLE AVE.

City/State

Phone

251-689-3964

Email

MYLES@REEDCONSTRUCT.COM

Signature(s)

J. Myles REED

Date

12-26-23

### AUTHORIZED AGENT

Timothy Brandon Bailey

Name(s) - Printed

832 Artillery Range West

Mailing Address

Spanish Fort, Alabama

City/State

251-5564-7295

tbbaily@hotmail.com

Phone

Email

12-22-23

Signature(s)

Date

LAMAR, WILLIE LOUIS  
P O BOX 267, STOCKTON, AL 36579  
PARCEL NUMBER 23-05-16-2-002-014.000

SCARBOROUGH, ROBERT L (LIFE ESTATE)  
P O BOX 1292, BAY MINETTE, AL 36507  
PARCEL NUMBER 23-05-16-2-002-014.003

BOLLING, ANDREA L  
106 S DAY AVE, BAY MINETTE, AL 36507  
PARCEL NUMBER 23-05-16-2-002-014.001

CHUNG, SANG WON  
108 S DAY AVE, BAY MINETTE, AL 36507  
PARCEL NUMBER 23-05-16-2-002-014.002

PHAM, BAO HOANG  
9592 YELLOW BROOK LN, MOBILE, AL 36695  
PARCEL NUMBER 23-05-16-2-002-013.000

JENKINS, LEODA  
208 S DAY AVE, BAY MINETTE, AL 365074606  
PARCEL NUMBER 23-05-16-2-002-012.000

BAILLIO, BRAD ETAL BAILLIO, CELESTE  
41 N 1100 E, SMITHFIELD, UT 84335  
PARCEL NUMBER 23-05-16-2-002-011.000

SPEARS, DON O'NEIL (LIFE ESTATE)  
207 QUINLEY ST, BAY MINETTE, AL 36507  
PARCEL NUMBER 23-05-16-2-002-016.000



PROPERTY TAX  
Baldwin County, Alabama

Current Date: 1/25/2024 Tax Year: 2023

**⚠ NOTICE: THIS PARCEL HAS TAX SALE HISTORY. SEE THE TAX SALE SECTION FOR DETAILS.**

Parcel Info

**PIN** 2043  
**PARCEL** 23-05-16-2-002-013.000  
**ACCOUNT NUMBER** 378261

**OWNER** PHAM, BAO HOANG  
**MAILING ADDRESS** 9592 YELLOW BROOK LN, MOBILE, AL 36695  
**PROPERTY ADDRESS** 206 DAY AVE S

**LEGAL DESCRIPTION** 80' X 139.2' LOT 4  
 EASLEY'S SUB MB5 PG3  
 CITY OF BAY MINETTE  
 SEC 16-T2S-R3E (WD)

**EXEMPT CODE**  
**TAX DISTRICT** Bay Minette Hospital



Tax Information

TAXES WERE DUE ON 10/1/2023

| PPIN | YEAR | TAX TYPE | TAX DUE   | PAID      | BALANCE |
|------|------|----------|-----------|-----------|---------|
| 2043 | 2023 | REAL     | \$ 529.55 | \$ 529.55 | \$ 0.00 |

**Total Due: \$ 0.00**

LAST PAYMENT DATE 12/12/2023

PAID BY BSI FINANCIAL

**Property Values**

|                              |          |
|------------------------------|----------|
| <b>Total Acres</b>           |          |
| <b>Use Value</b>             | \$0      |
| <b>Land Value</b>            | \$9,700  |
| <b>Improvement Value</b>     | \$52,600 |
| <b>Total Appraised Value</b> | \$62,300 |
| <b>Total Taxable Value</b>   | \$62,300 |
| <b>Assessment Value</b>      | \$12,460 |

**Subdivision Information**

|                           |                                     |
|---------------------------|-------------------------------------|
| <b>Code</b>               | 3ES                                 |
| <b>Name</b>               | EASLEY'S SUBD PLAT<br>BOOK 5 PAGE 3 |
| <b>Lot</b>                | 4                                   |
| <b>Block</b>              |                                     |
| <b>Type / Book / Page</b> | IN / N/A / 1884508                  |
| <b>S/T/R</b>              | 16-2S-3E                            |

**Detail Information**

| TYPE    | REF | DESCRIPTION                   | LAND USE                     | TC | HS | PN | APPRAISED VALUE |
|---------|-----|-------------------------------|------------------------------|----|----|----|-----------------|
| LAND    | 1   | 0.000 Acres                   | 1110-SINGLE FAMILY RESIDENCE | 2  | N  | N  | \$9,700         |
| RES/COM | 1   | 111 - SINGLE FAMILY RESIDENCE | -                            | 2  | N  | N  | \$48,400        |
| UTILITY | 2   | 26WCC - UTILITY WOOD OR C.B.  | -                            | 2  | N  | N  | \$4,200         |

**Building Components**

**Improvement**

|                          |                         |
|--------------------------|-------------------------|
| <b>Year Built</b>        | 1974                    |
| <b>Structure</b>         | SINGLE FAMILY RESIDENCE |
| <b>Structure Code</b>    | 111                     |
| <b>Total Living Area</b> | 1272                    |
| <b>Building Value</b>    | N/A                     |

**Computations**

|                            |      |
|----------------------------|------|
| <b>Stories</b>             | 1.0  |
| <b>1st Level Sq. Ft.</b>   | 1272 |
| <b>Add'l Level Sq. Ft.</b> | 0    |
| <b>Total Living Area</b>   | 1272 |
| <b>Total Adjusted Area</b> | 1350 |

**Materials and Features**

|                        |                        |
|------------------------|------------------------|
| <b>Foundation</b>      | SLAB - 100             |
| <b>Exterior Walls</b>  | BRICK ON WOOD - 100    |
| <b>Roof Type</b>       | HIP-GABLE - 100        |
| <b>Roof Material</b>   | ASPHALT SHINGLES - 100 |
| <b>Floors</b>          | VINYL - 50             |
| <b>Floors</b>          | CARPET & UNDERLA - 50  |
| <b>Interior Finish</b> | DRYWALL - 50           |
| <b>Interior Finish</b> | WOOD PANELS - 50       |
| <b>Plumbing</b>        | AVERAGE - 100          |
| <b>Plumbing</b>        | BATH 2FIX - 1          |
| <b>Heat/AC</b>         | FHA/AC - 1272          |

**Improvement**

**Year Built** 1974  
**Structure** UTILITY WOOD OR C.B.  
**Structure Code** 26WCC  
**Total Living Area** 320  
**Building Value** N/A

**Materials and Features**

\*\* No Materials / Features For This Improvement \*\*

**Computations**

**Stories** 1.0  
**1st Level Sq. Ft.** 320  
**Add'l Level Sq. Ft.** 0  
**Total Living Area** 320  
**Total Adjusted Area** 320

**Tax History**

| YEAR | OWNER(S)                               | TOTAL TAX | PAID (Y/N)   | PAID BY                           | APPRAISED | ASSESSED |
|------|--|-----------|--------------|-----------------------------------|-----------|----------|
| 2023 | PHAM, BAO HOANG                        | \$ 529.55 | Y 12/12/2023 | BSI FINANCIAL                     | \$ 62300  | \$ 12460 |
| 2022 | PHAM, BAO HOANG                        | \$ 447.95 | Y 10/5/2022  | PHAM BAO                          | \$ 52700  | \$ 10540 |
| 2021 | LAMAR, KATHRYN M                       | \$ 392.70 | Y 10/26/2021 | PHAM, BAO HOANG                   | \$ 46200  | \$ 9240  |
| 2020 | LAMAR, KATHRYN M                       | \$ 367.20 | Y 12/29/2020 | WILLIE L LAMAR                    | \$ 43200  | \$ 8640  |
| 2019 | LAMAR, KATHRYN M                       | \$ 345.10 | Y 11/15/2019 | LAMAR, WILLIE                     | \$ 40600  | \$ 8120  |
| 2018 | LAMAR, KATHRYN M                       | \$ 350.20 | Y 12/18/2018 | WILLIE L LAMAR                    | \$ 41200  | \$ 8240  |
| 2017 | LAMAR, KATHRYN M                       | \$ 343.40 | Y 12/12/2017 | WILLIE LOUIS LAMAR                | \$ 40400  | \$ 8080  |
| 2016 | LAMAR, KATHRYN M                       | \$ 340.85 | Y 12/28/2016 | WILLIE LAMAR                      | \$ 40100  | \$ 8020  |
| 2015 | LAMAR, KATHRYN M                       | \$ 335.75 | Y 12/2/2015  | WILLIE LAMAR                      | \$ 39500  | \$ 7900  |
| 2014 | LAMAR, KATHRYN M                       | \$ 371.45 | Y 10/6/2014  | LAMAR, WILLIE L                   | \$ 43700  | \$ 8740  |
| 2013 | LAMAR, KATHRYN M                       | \$ 374.00 | Y 10/30/2013 | LAMAR, WILLIE                     | \$ 44000  | \$ 8800  |
| 2012 | LAMAR, KATHRYN M                       | \$ 375.70 | Y 12/27/2012 | LAMAR, KATHRYN M                  | \$ 44200  | \$ 8840  |
| 2011 | CITIMORTGAGE INC                       | \$ 408.85 | Y 12/13/2011 | LAMAR, WILLIE L                   | \$ 48100  | \$ 9620  |
| 2010 | BISHOP, TERESA ETAL<br>HURST, JIMMIE L | \$ 188.15 | Y 12/3/2010  | CITIMORTGAGE                      | \$ 55700  | \$ 5580  |
| 2009 | BISHOP, TERESA ETAL<br>HURST, JIMMIE L | \$ 184.75 | Y 12/5/2009  | CITIMORTGAGE, INC.                | \$ 54900  | \$ 5500  |
| 2008 | BISHOP, TERESA ETAL<br>HURST, JIMMIE L | \$ 211.46 | Y 2/27/2009  | BISHOP, TERESA                    | \$ 59100  | \$ 5920  |
| 2007 | BISHOP, TERESA ETAL<br>HURST, JIMMIE L | \$ 288.40 | Y 3/25/2008  | BISHOP, TERESA ETAL<br>HURST, JIM | \$ 76300  | \$ 7640  |

| YEAR | OWNER(S)                               | TOTAL TAX | PAID (Y/N)   | PAID BY                           | APPRAISED | ASSESSED |
|------|--|-----------|--------------|-----------------------------------|-----------|----------|
| 2006 | BISHOP, TERESA ETAL<br>HURST, JIMMIE L | \$ 259.55 | Y 12/29/2006 | BISHOP, TERESA                    | \$ 72500  | \$ 7260  |
| 2005 | BISHOP, TERESA ETAL<br>HURST, JIMMIE L | \$ 223.85 | Y 12/30/2005 | BISHOP, TERESA ETAL<br>HURST, JIM | \$ 64200  | \$ 6420  |
| 2004 | BISHOP, TERESA ETAL<br>HURST, JIMMIE L | \$ 208.67 | Y 2/11/2005  | TERESA BISHOP                     | \$ 58800  | \$ 5880  |
| 2003 | BISHOP, TERESA ETAL<br>HURST, JIMMIE L | \$ 209.73 | Y 2/27/2004  | BISHOP, TERESA ETAL<br>HURST, JIM | \$ 58800  | \$ 5880  |
| 2002 | BISHOP, TERESA ETAL<br>HURST, JIMMIE L | \$ 186.21 | Y 2/10/2003  | BISHOP, TERESA                    | \$ 53500  | \$ 5360  |
| 2001 | BISHOP, TERESA ETAL<br>HURST, JIMMIE L | \$ 184.22 | Y 2/5/2002   | BISHOP, TERESA ETAL<br>HURST, JIM | \$ 53500  | \$ 5360  |
| 2000 | BISHOP, TERESA ETAL<br>HURST, JIMMIE L | \$ 166.20 | Y 12/8/2000  | BISHOP, TERESA ETAL<br>HURST, JIM | \$ 50900  | \$ 5100  |
| 1999 | BISHOP, TERESA ETAL<br>HURST, JIMMIE L | \$ 174.21 | Y 2/23/2000  | BISHOP, TERESA ETAL<br>HURST, JIM | \$ 50900  | \$ 5100  |
| 1998 | BISHOP, TERESA ETAL<br>HURST, JIMMIE L | \$ 136.66 | Y 3/1/1999   | BISHOP, TERESA                    | \$ 42000  | \$ 4220  |
| 1997 | BISHOP, TERESA ETAL<br>HURST, JIMMIE L | \$ 181.74 | Y 7/2/1998   | BISHOP, TERESA                    | \$ 42000  | \$ 4220  |
| 1996 | BISHOP, TERESA ETAL<br>HURST, JIMMIE L | \$ 143.89 | Y 3/24/1997  | BISHOP, TERESA ETAL<br>HURST, JIM | \$ 42000  | \$ 4220  |
| 1995 | BARNETT, HAROLD G<br>& LINDA B         | \$ 94.82  | Y 2/29/1996  | BARNETT, HAROLD G<br>& LINDA B    | \$ 31160  | \$ 3100  |
| 1994 | BARNETT, HAROLD G<br>& LINDA B         | \$ 94.76  | Y 2/24/1995  | BARNETT, HAROLD G<br>& LINDA B    | \$ 31160  | \$ 3100  |

Tax Sales

| YEAR | PARCEL STATUS DATE | TAX SALE STATUS | OWNER NAME(S)                             | PURCHASER NAME(S) | TRUE MKT VAL | TAXES PURCHASED DUE AMT | PARCEL STATUS |
|------|--------------------|-----------------|---|-------------------|--------------|-------------------------|---------------|
| 1997 | 7/2/1998           | REDEEMED        | BISHOP, TERESA<br>ETAL HURST,<br>JIMMIE L |                   |              | 179.61 179.61           | FULLY PAID    |



# Alabama Secretary of State



| <b>B R E RENTAL PROPERTY LLC</b>  |   |
|-----------------------------------|---|
| Entity ID Number                  | 001-017-062                                   |
| Entity Type                       | Domestic Limited Liability Company            |
| Principal Address                 | Not Provided                                  |
| Principal Mailing Address         | Not Provided                                  |
| Status                            | Exists  |
| Place of Formation                | Alabama                                       |
| Formation Date                    | 04/28/2022                                    |
| Registered Agent Name             | Registered Agents Inc                         |
| Registered Office Street Address  | 212 W. Troy St. STE B<br>Dothan, AL 36303     |
| Registered Office Mailing Address | 212 W. Troy St. STE B<br>Dothan, AL 36303     |
| Nature of Business                |   |
| <b>Organizers</b>                 |   |
| Organizer Name                    | Pham, Bao H                                   |
| Organizer Street Address          | 9592 Yellowbrook Lane<br>Mobile, AL 36695     |
| Organizer Mailing Address         | 9592 Yellowbrook Lane<br>Mobile, AL 36695     |
| <b>Annual Reports</b>             |   |
| Report Year                       | <u>2023</u>                                   |
| <b>Scanned Documents</b>          |   |
| Purchase Document Copies          |   |
| Document Date / Type / Pages      | 04/28/2022 Certificate of Formation<br>3 pgs. |
|                                   |   |

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1523

BALDWIN COUNTY, ALABAMA  
HARRY D'OLIVE, JR. PROBATE JUDGE  
Filed/cert. 11/7/2023 2:41 PM  
DEED TAX \$ 80.00  
TOTAL \$ 157.00  
16 Pages

2094397



**REAL ESTATE VALUATION FORM**

The following information is provided pursuant to Alabama Code Section 40-22-1 and is verified by the signature of Grantor below:

|   |  |
|---|--|
| <b>Grantor Name:</b><br>Estate of Mary Ann Halliday, Deceased,<br>Baldwin County Probate Case No. 41921,<br>Et. al. | <b>Grantee Name:</b><br>TPQ, LLC                                   |
| <b>Mailing Address:</b><br>P.O. Box 1487<br>Bay Minette AL 36507  | <b>Mailing Address:</b><br>10631 Durant Rd<br>Bay Minette AL 36507 |
| <b>Property Address:</b><br>605 W Railroad St., Bay Minette, AL 36507   | <b>Date of Sale:</b><br>November 3, 2023<br><del>October</del>     |
|   | <b>Purchase Price:</b> \$80,000.00                                 |
|   | <b>Loan Amount:</b> \$0.00   |
|   | <b>Equity:</b> \$80,000.00   |

**WARRANTY DEED**

STATE OF ALABAMA  
COUNTY OF BALDWIN

KNOW ALL MEN BY THESE PRESENTS, That the undersigned Grantor(s), Margaret H. DeVaney and F. Gregory Halliday as Co-Personal Representatives of The Estate of Mary Ann Halliday, Deceased, Baldwin County Probate Case No. 41921, Anne Halliday Corbett (also known as Mary Anne Halliday Corbett)\*, a married person, Edna H. Delchamps\*\*, a married person, Edward M. Halliday, a married person, Ellen H. McDavid\*\*\*, a married person, Frederick G. Halliday (also known as Frederick Gregory Halliday) (also known as F. Gregory Halliday), a married person, John H. Halliday, (also known as John Hannen Halliday), a married person, Margaret H. DeVaney, a married person, Patrick A. Halliday, a married person, William D. Halliday, an unmarried person, Julia Halliday Creps, a married person, Charles Matthew Halliday, an unmarried person, and George Halliday-Waller, a married person, for good and valuable consideration as referenced hereinabove, in hand paid by the Grantee(s) named herein, the receipt of which is hereby acknowledged, the said Grantor(s) does by these presents, grant, bargain, sell and convey unto TPQ, LLC (herein referred to as "Grantee") the following described real estate, situated in BALDWIN County, Alabama, to-wit:

\*aka Mary Anne Corbett \*\*aka Edna Louise H. Delchamps \*\*\*aka Ellen Halliday

**PARCEL A:**

BEGINNING AT A MAG NAIL SET AT THE NORTHWEST CORNER OF EASLEY'S SUBDIVISION RECORDED IN SLIDE 328-A, THENCE SOUTH 17°43'17" EAST ALONG THE WESTERN LINE OF SAID SUBDIVISION A DISTANCE OF 434.78 FEET TO A CAPPED REBAR SET, THENCE SOUTH 60°40'39" WEST A DISTANCE OF 71.96 FEET TO A CAPPED REBAR SET, THENCE NORTH 25°16'29" WEST A DISTANCE OF 425.92 FEET TO A MAG NAIL SET ON THE SOUTHERN RIGHT OF WAY LINE OF THE LOUISVILLE AND NASHVILLE RAILROAD, THENCE NORTH 60°13'04" EAST A DISTANCE OF 129.33 FEET ALONG SAID RIGHT OF WAY LINE TO THE POINT OF BEGINNING, HAVING AN AREA OF 0.98 ACRES MORE OR LESS.

**PARCEL B:**

COMMENCING AT A MAG NAIL SET AT THE NORTHWEST CORNER OF EASLEY'S SUBDIVISION RECORDED IN SLIDE 328-A, THENCE SOUTH 17°43'17" EAST ALONG THE WESTERN LINE OF SAID SUBDIVISION A DISTANCE OF 434.78 FEET TO A CAPPED REBAR SET, THENCE SOUTH 60°40'39" WEST A DISTANCE OF 71.96 FEET TO A CAPPED REBAR SET AT THE POINT OF BEGINNING, THENCE SOUTH 60°40'39" WEST A DISTANCE OF 250.00 FEET TO A CRIMPED IRON PIPE FOUND ON THE EASTERN RIGHT OF WAY LINE OF QUINLEY STREET, THENCE NORTH 27°33'04" WEST ALONG THE EASTERN RIGHT OF WAY LINE OF QUINLEY STREET A DISTANCE OF 422.92 FEET TO A MAG NAIL SET ON THE SOUTH RIGHT OF WAY LINE OF THE LOUISVILLE AND NASHVILLE RAILROAD, THENCE NORTH 60°13'04" EAST ALONG THE SOUTHERN RAILROAD RIGHT OF WAY A DISTANCE OF 267.00 FEET TO A MAG NAIL SET, THENCE SOUTH 25°16'29" EAST A DISTANCE OF 425.92 FEET TO THE POINT OF BEGINNING, HAVING AN AREA OF 2.51 ACRES MORE OR LESS.

**At the time of conveyance, it is represented to the preparer that subject property does not constitute the homestead of the Grantor or the spouse of any Grantor named hereinabove.**

Subject to taxes for the current and subsequent years, easements, restrictions, reservations, rights-of-way, limitations, covenants and conditions of record, if any, and mineral and mining rights, if any, in addition to the following specific exceptions:

1. Existing Right of Way of W. Railroad Street.
2. Existing Right of Way of Quinley Sr., AKA Quinley Avenue.

TO HAVE AND TO HOLD, together with all and singular, the rights, tenements, hereditaments and appurtenances thereto belonging or in any way appertaining unto the grantee, its successors and assigns forever, subject to the Exceptions, to the said Grantee, its successors and assigns forever. And said Grantor(s) does for itself, its successors and assigns, covenant with said Grantee, its heirs and assigns, that it is lawfully seized in fee simple of said premises, that it is free from all encumbrances, that it has a good right to sell and convey the same as aforesaid, and that it will and its successors and assigns shall, warrant and defend the same to the said Grantee, its heirs, executors and assigns forever, against the lawful claims of all persons.

IN WITNESS WHEREOF, the said GRANTORS, who are authorized to execute this conveyance, has hereto set its signatures and seals on the date referenced hereinabove.

REMAINDER OF THIS PAGE IS INTENTIONAL LEFT BLANK

By: Margaret H. DeVaney  
Margaret H. DeVaney  
Co-Personal Representative of The  
Estate of Mary Ann Halliday, Deceased,  
Baldwin County Probate Case No. 41921  
Grantor

STATE OF ALABAMA  
COUNTY OF BALDWIN

I, the undersigned, a Notary Public in and for said County in said State, hereby certify that **Margaret H. DeVaney as Co-Personal Representative of The Estate of Mary Ann Halliday, Deceased, Baldwin County Probate Case No. 41921**, whose name is signed to the foregoing conveyance, and who is known to me, acknowledged before me on this day that, being informed of the contents of the conveyance, she executed the same voluntarily and with full authority as granted by the Probate Judge on the day the same bears date.

Given under my hand and official seal this 2<sup>ND</sup> day of NOVEMBER, 2023.



Pamela Maddox  
NOTARY PUBLIC  
Commission Expires: 7/5/2027

**From:** [Jessica Peed](#)  
**Cc:** [COBM Planning](#)  
**Bcc:** [AL Tolbert](#); [ALDOT](#); [ALDOT1](#); [Brandon Bias](#); [Jason Padgett](#); [Jeff Donald](#); [Lee Walters](#); [Melissa Hadley](#); [Mike Minchew](#); [Murray Stewart](#); [Samantha Roberts](#); [Scott Warner](#); [Steven W. Stewart](#)  
**Subject:** Comments Requested - SD-24004, Quinley Oaks Subdivision  
**Date:** Friday, February 2, 2024 3:30:00 PM  
**Attachments:** [SD-24004 Quinley Oaks Subdivision.pdf](#)  
[image001.png](#)  
[image002.png](#)

---

Attached is the application and site plan for the proposed 11-lot subdivision located at the corner of Quinley St and W Railroad St, PIN's 18263 & 359846 - properties are outlined in blue below for location reference.

Please review the submitted materials and let me know if you have any questions, comments or concerns with the proposed project.



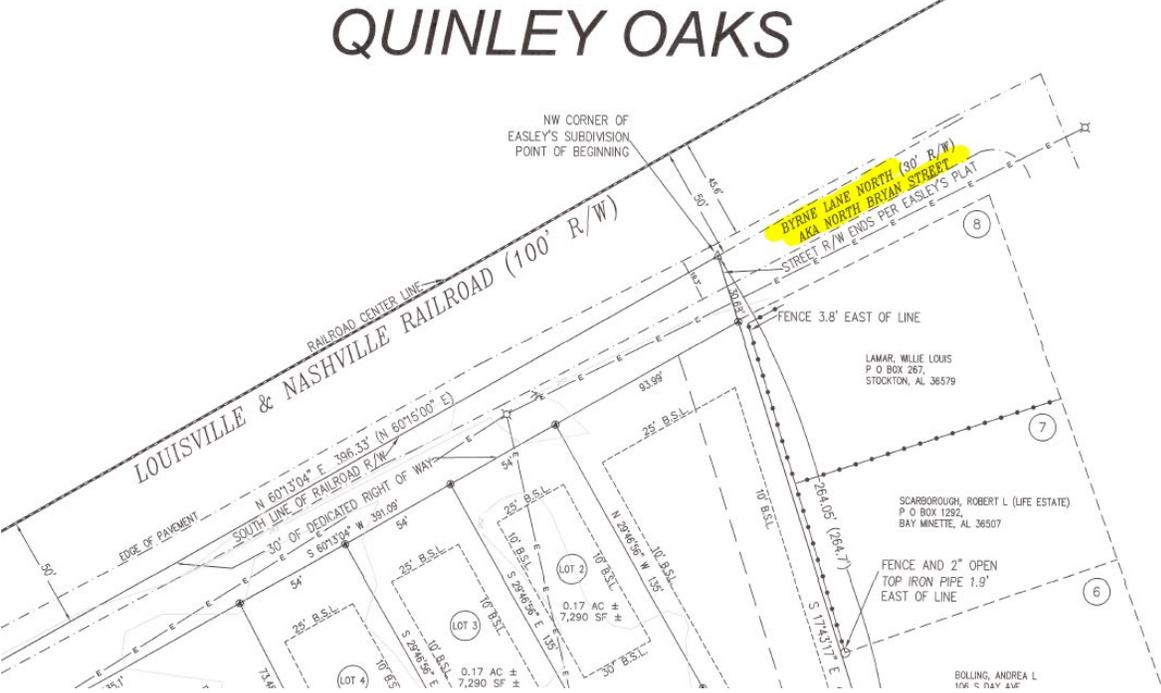
**Jessica Peed**  
**Planning Coordinator**

City of Bay Minette  
Planning & Development Services Department  
[301 D'Olive Street](#)  
[Bay Minette, AL 36507](#)  
(251) 580-1650, Ext. 7065  
[cityofbayminetteal.gov](#)  
[Planning & Development Services Department Site](#)

**From:** [Samantha Roberts](#)  
**To:** [Jessica Peed](#); [Scott Warner](#)  
**Cc:** [COBM Planning](#)  
**Subject:** RE: Comments Requested - SD-24004, Quinley Oaks Subdivision  
**Date:** Tuesday, February 6, 2024 12:35:39 PM  
**Attachments:** [image003.png](#)  
[image005.png](#)  
[image006.png](#)  
[image001.png](#)  
[image002.png](#)

This message has originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

The only issue I see is the one of the existing road names. The plat has it labeled as **Byrne Ln N** but we have **W Railroad St**.





*Samantha Roberts*  
 Addressing Specialist  
 GIS/Addressing  
 911 Telecommunicator Circle  
 Robertsdale, AL 36567  
 ☎ 251-947-3911 ext 5159  
[www.baldwin911.org](http://www.baldwin911.org)



Like and Follow us: 

**From:** Jessica Peed <Jessica.Peed@CITYOFBAYMINETTEAL.GOV>  
**Sent:** Friday, February 2, 2024 3:31 PM  
**Cc:** COBM\_Planning <COBM\_Planning@CITYOFBAYMINETTEAL.GOV>  
**Subject:** Comments Requested - SD-24004, Quinley Oaks Subdivision

Attached is the application and site plan for the proposed 11-lot subdivision located at the corner of Quinley St and W Railroad St, PIN's 18263 & 359846 - properties are outlined in blue below for location reference.

**From:** [Steven W. Stewart](#)  
**To:** [Jessica Peed](#)  
**Subject:** RE: Comments Requested - SD-24004, Quinley Oaks Subdivision  
**Date:** Monday, February 5, 2024 8:18:12 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)

---

Fire hydrants are not currently in this area, the developer will have to provide.

---

**From:** Jessica Peed <[Jessica.Peed@CITYOFBAYMINETTEAL.GOV](mailto:Jessica.Peed@CITYOFBAYMINETTEAL.GOV)>  
**Sent:** Friday, February 2, 2024 3:31 PM  
**Cc:** COBM\_Planning <[COBM\\_Planning@CITYOFBAYMINETTEAL.GOV](mailto:COBM_Planning@CITYOFBAYMINETTEAL.GOV)>  
**Subject:** Comments Requested - SD-24004, Quinley Oaks Subdivision

Attached is the application and site plan for the proposed 11-lot subdivision located at the corner of Quinley St and W Railroad St, PIN's 18263 & 359846 - properties are outlined in blue below for location reference.

Please review the submitted materials and let me know if you have any questions, comments or concerns with the proposed project.



**Jessica Peed**  
**Planning Coordinator**

City of Bay Minette  
Planning & Development Services Department  
[301 D'Olive Street](#)  
[Bay Minette, AL 36507](#)  
(251) 580-1650, Ext. 7065  
[cityofbayminetteal.gov](http://cityofbayminetteal.gov)

**From:** [Jason Padgett](#)  
**To:** [Jessica Peed](#)  
**Subject:** Re: Comments Requested - SD-24004, Quinley Oaks Subdivision  
**Date:** Friday, February 2, 2024 6:29:53 PM

---

All is good with us. We have water, sewer and gas along all sides.

Jason M. Padgett  
General Manager/CEO  
North Baldwin Utilities

This communication, including attachments, is for the exclusive use of the addressee and may contain proprietary, confidential or privileged information. If you are not the intended recipient, any use, copying, disclosure, discrimination or distribution is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return email and delete this communications and destroy all copies.

> On Feb 2, 2024, at 3:30 PM, Jessica Peed <[Jessica.Peed@cityofbayminetteal.gov](mailto:Jessica.Peed@cityofbayminetteal.gov)> wrote:  
>  
> Attached is the application and site plan for the proposed 11-lot subdivision located at the corner of Quinley St and W Railroad St, PIN's 18263 & 359846 - properties are outlined in blue below for location reference.  
>  
> Please review the submitted materials and let me know if you have any questions, comments or concerns with the proposed project.  
>  
> [cid:image002.png@01DA55EC.765389C0]  
>  
> Jessica Peed  
> Planning Coordinator  
>  
> City of Bay Minette  
> Planning & Development Services Department  
> 301 D'Olive Street  
> Bay Minette, AL 36507  
> (251) 580-1650, Ext. 7065  
> cityofbayminetteal.gov<<https://cityofbayminetteal.gov/>>  
> Planning & Development Services Department Site<<https://cityofbayminetteal.gov/departments/planning-and-development/>>  
> [cid:image001.png@01DA55E9.72FC9DF0]  
>  
>



# NORTH BALDWIN UTILITIES

25 Hand Ave | Bay Minette, AL 36507  
251.937.0345 fax | 251.580.1626 phone  
www.northbaldwinutilities.com

PROVIDING QUALITY SERVICES SINCE 1945 - NATURAL GAS • WATER • WASTEWATER

February 1, 2024

Clair Dorough  
City of Bay Minette  
301 D'Olive Street  
Bay Minette, AL 36507  
[Clair.Dorough@baldwincountyal.gov](mailto:Clair.Dorough@baldwincountyal.gov)

Re: Letter of Water, Wastewater and Natural Gas Service Availability – Quinley Subdivision  
West Railroad Street and Quinley Street

Dear Clair,

At your request, this letter is to confirm that the above referenced development is in North Baldwin Utilities' service territory for water, wastewater and natural gas.

North Baldwin Utilities (NBU) is willing and able to provide water, wastewater and natural gas service to the above referenced location, subject to applicant paying all fees required for these services.

All new modified utility infrastructure shall be in accordance with NBU specifications. The developer shall coordinate with NBU throughout planning, design, and construction of the development to ensure conformity with NBU protocols and requirements.

I am available to further discuss your project and welcome any inquiries regarding NBU services and requirements regarding this development.

Sincerely

Jason M. Padgett  
General Manager/CEO

JMP/alr



# NORTH BALDWIN UTILITIES

25 Hand Ave | Bay Minette, AL 36507  
251.937.0345 fax | 251.580.1626 phone  
www.northbaldwinutilities.com

PROVIDING QUALITY SERVICES SINCE 1945 - NATURAL GAS • WATER • WASTEWATER

December 13, 2023

Barbara Deer Brown  
Reed Construction Company, LLC  
114 North Hoyle Avenue  
Bay Minette, AL 36507  
barbara@reedconstruct.com

Re: Letter of Water, Sewer and Gas Service Availability – Quinley Oaks Subdivision  
PIN #: 18263  
Parcel ID: 23-05-16-2-002-015.000  
PIN#: 359846  
Parcel ID: 23-05-16-2-002-015.001

Dear Barbara,

At your request, this letter is to confirm that the above referenced development is in North Baldwin Utilities' service territory for water, sewer and gas. We have received a copy of the Preliminary Plat for parcel ID 23-05-16-2-002-015.000 and 23-05-16-2-002-015.001.

North Baldwin Utilities (NBU) is willing and able to provide water, sewer, and gas service to the above referenced locations, subject to applicant paying all fees required for these services.

All new or modified utility infrastructure shall be in accordance with NBU specifications. The developer shall coordinate with NBU throughout planning, design, and construction of the development to ensure conformity with NBU protocols and requirements.

I am available to further discuss your project and welcome any inquiries regarding NBU services and requirements regarding this development.

Sincerely,

Jeffrey L. Donald  
Chief Operations Officer

JLD/alr

HENRY C. CONNER JR. | HUGH M. DICKSON III | ROBERT J. JAYE | HAMILTON C. SMITH | MAYOR ROBERT A. WILLS  
JASON M. PADGETT, *Chief Executive Officer (CEO)*

600 D'Olive St.  
Bay Minette Al, 36507  
1-251-694-2584  
12/12/23

Reed Construction Company, LLC  
114 N. Hoyle Ave.  
Bay Minette, Al.  
Dear Reed Construction:

This is to confirm that Alabama Power Company will provide permanent electric service to the proposed development "Quinley Oaks Subdivision" PPIN numbers # 18263, parcel# 23-05-16-2-002-015.000 and #359846, parcel # 23-05-16-2-002-015.001. Customer participation in the form of aid-to-construction costs and/or installation of underground duct systems may be required.

The ability of Alabama Power to provide this service is contingent upon obtaining all necessary rights-of-way from appropriate landowners. As plans are finalized for each portion of the project, please provide site plans and expected electrical load requirements in order that our Engineering Department can begin the design of the system.

All plans and inquiries regarding service to the commercial and residential developments should be forwarded to:

Thomas E. Sheffield Jr.

Alabama Power Company

Bay Minette Al. / Engineering Dept.

600 D'Olive St.

Bay Minette Al., 36507

Should you have any questions, please feel free to contact this office.

Sincerely,

Alabama Power

Thomas E. Sheffield Jr.

Distribution Specialist Sr.

Engineering

1-251-694-2584

**From:** [Jessica Peed](#)  
**Cc:** [COBM\\_Planning](#)  
**Bcc:** [AL Tolbert](#); [ALDOT](#); [ALDOT1](#); [Brandon Bias](#); [Jason Padgett](#); [Jeff Donald](#); [Lee Walters](#); [Melissa Hadley](#); [Mike Minchew](#); [Murray Stewart](#); [Samantha Roberts](#); [Scott Warner](#); [Steven W. Stewart](#)  
**Subject:** RE: Comments Requested - SD-24004, Quinley Oaks Subdivision  
**Date:** Thursday, February 8, 2024 12:40:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[Utility Letters.pdf](#)  
[Landscape plan.pdf](#)  
[Revised\\_Final.pdf](#)  
[Revised\\_Prelim.pdf](#)

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Good afternoon,

Please see the attachments as there have been some updates and revisions to the previous submittals for the Quinley Oaks Subdivision project. Please advise if you have any questions, concerns or comments. If you do not have any questions or concerns, please respond with "no comment".

Thank you,

**Jessica Peed**  
**Planning Coordinator**

City of Bay Minette  
Planning & Development Services Department  
[301 D'Olive Street](#)  
[Bay Minette, AL 36507](#)  
(251) 580-1650, Ext. 7065  
[cityofbayminetteal.gov](#)  
[Planning & Development Services Department Site](#)



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**From:** Jessica Peed  
**Sent:** Friday, February 2, 2024 3:31 PM  
**Cc:** COBM\_Planning <COBM\_Planning@CITYOFBAYMINETTEAL.GOV>  
**Subject:** Comments Requested - SD-24004, Quinley Oaks Subdivision

Attached is the application and site plan for the proposed 11-lot subdivision located at the corner of Quinley St and W Railroad St, PIN's 18263 & 359846 - properties are outlined in blue below for location reference.

Please review the submitted materials and let me know if you have any questions, comments or concerns with the proposed project.



**Jessica Peed**  
**Planning Coordinator**

City of Bay Minette  
Planning & Development Services Department  
[301 D'Olive Street](https://www.cityofbayminetteal.gov)  
[Bay Minette, AL 36507](https://www.cityofbayminetteal.gov)  
(251) 580-1650, Ext. 7065  
[cityofbayminetteal.gov](https://www.cityofbayminetteal.gov)  
[Planning & Development Services Department Site](https://www.cityofbayminetteal.gov)



**SD-24004 – Preliminary Plat  
Large Format Plans Submitted  
Under Separate Cover**

**See Exhibit C**



# City of Bay Minette

## Planning & Development Services

### PLANNING COMMISSION STAFF ANALYSIS

Planning Commission Meeting Date: March 14, 2024

Case Number: SD-24004

### APPLICATION SUMMARY

**Project Name:** Quinley Oaks Subdivision – Final Plat  
**Property Location:** East side of Quinley Street, South of CSX Railroad/W Railroad Street  
**Property PID/PPIN:** 05-23-05-16-2-002-015.000 // 18263  
**Property PID/PPIN:** 05-23-05-16-2-002-015.001 // 359846  
**Property Size:** 3.23± acres

**Proposed Action:** Final Plat Approval for 11-lot subdivision  
**Applicant:** Timothy Brandon Bailey, PLS  
 832 Artillery Range West  
 Spanish Fort, AL 36527  
**Property Owner:** TPQ, LLC c/o J. Myles Reed  
 114 North Hoyle Ave  
 Bay Minette, AL 36507

| Subject Property  | Zoning | Existing Land Use                    | Future Land Use Designation |
|-------------------|--------|--------------------------------------|-----------------------------|
| SD-24004          | R-3    | Undeveloped                          | Single Family               |
| Adjacent Property | Zoning | Existing Land Use                    | Future Land Use Designation |
| North             | B-2    | CSX Railroad, Commercial             | Commercial                  |
| South             | R-3    | Residential                          | Single Family               |
| East              | R-3    | Residential, S Day Ave, White's Park | Single Family               |
| West              | R-3    | Quinley Street, Residential          | Single Family               |

### SITE AND REQUEST SYNOPSIS

The subject property, which consists of two parcels containing 3.23± acres, is located on the East side of Quinley Street and South of the CSX Railroad/W Railroad Street. The property is currently zoned R-3 Single Family and has 422.92 feet of frontage on Quinley Street. The northern property lines abut the CSX railroad and W Railroad Street, which is partially located on railroad right-of-way and private property. W Railroad Street is not a City-owned or maintained street and is not considered to be public access. Quinley Oaks is an 11-lot Major Subdivision with 10 of the proposed lots designated for single-family residential. Lot 1, approximately 1.5± acres, has been tentatively indicated for multiple duplexes, which would require an approved rezoning to allow for multi-family residential use. The development includes a waiver/modification request related to sidewalks as well as a proposal for 30-ft of right-of-way to be dedicated along the northern property lines for Lots 1-4.

The developer has requested concurrent review of the Preliminary and Final Plat applications, however the Final Plat review and approval is contingent upon the approval of the Preliminary Plat.

### ZONING DISTRICT

#### CURRENT ZONING

**6.02.04 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.

### DEPARTMENT AND AGENCY COMMENTS

**North Baldwin Utilities** – Water, sewer and gas services available.

**Bay Minette Public Works** – No comments.

**Bay Minette Police Department** – No comments.

**Bay Minette Fire Department** – Hydrant comments received.

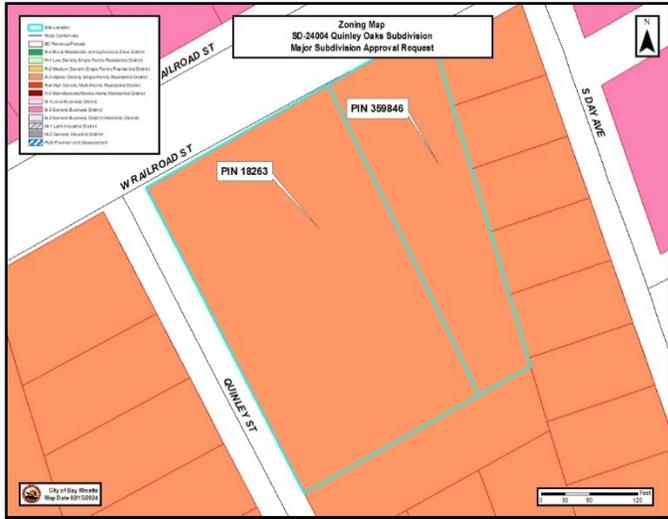
**Baldwin County E-911** – Road Naming comments received.

**ALDOT** – N/A

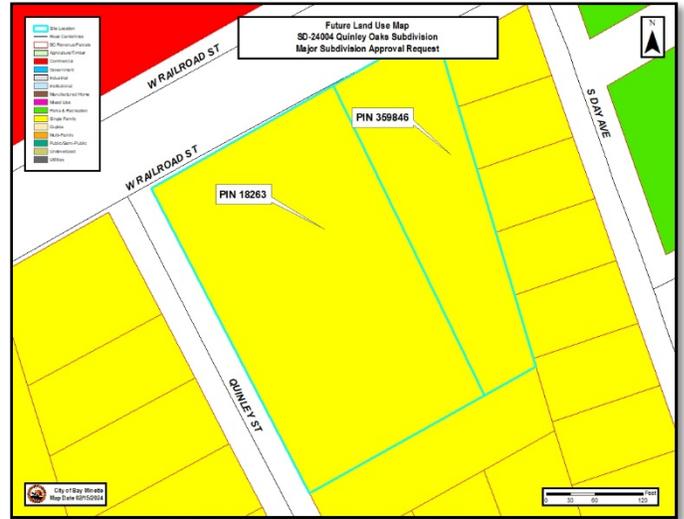
**City Engineering Consultant GMC, Melissa A. Hadley, PhD, RLA, AICP** – Access comments received.

# MAPPING

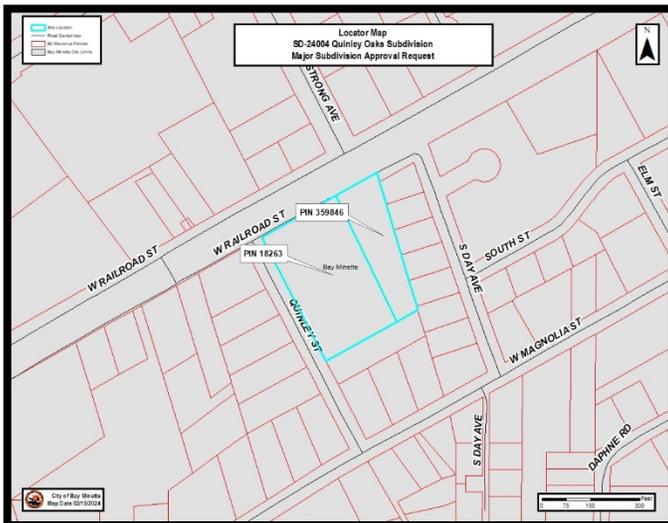
Existing Zoning Map



Future Land Use Map



Locator



Site Map



## PUBLIC UTILITIES & SITE CONSIDERATIONS

**Public Utility Services:**

**Water:** North Baldwin Utilities (*Service Availability Letter Provided*)

**Gas:** North Baldwin Utilities (*Service Availability Letter Provided*)

**Sewer:** North Baldwin Utilities (*Service Availability Letter Provided*)

**Telephone/Internet:** No service letter provided.

**Electricity:** Alabama Power (*Service Availability Letter Provided*)

**Transportation:**

Lots 5-11 front Quinley Street, a paved and City-maintained roadway with a 60-ft right-of-way. Lots 1-4 have access proposed from W Railroad Street, which is located partially on CSX right-of-way and partially on private property. W Railroad Street is not a City-owned or maintained street and is not considered to be public access. The developer proposes to dedicate 30 feet of right-of-way along the northern property line, however, the Zoning Ordinance and Sub Regs require a minimum 60-ft right-of-way.

## REVIEW STAGE

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### **SECTION 3.16 FINAL PLAT**

The purpose of the Final Plat is to provide an accurate record of street and property lines and other elements being established on the land and the conditions of their use. The Final Plat must conform substantially to the approved Preliminary Plat. All inspections and testing must be completed and approved by the Subdivision Official prior to the Final Plat being placed on the agenda for Commission action. A Final Plat may include only that portion of the approved Preliminary Plat, which the Subdivider proposes to record and develop at that time. If it is submitted in portions, each portion must individually conform to all requirements of these Regulations.

No lot may be sold, or utilities extended to, or connected with, any subdivision of land, as defined herein until the Final Plat has been approved by the Planning Commission.

3.16.01 Final approval will be considered only for subdivisions or portions of subdivisions that meet the requirements of 3.14 Construction of Improvements. Or, in the case of Minor Subdivisions which do not involve any new street or drainage improvements, the extension of public facilities, nor the creation of any public improvements, after the required Pre-Application Conference. If qualified, those subdividers shall submit a complete application for Final Plat to the Planning and Development Services Department prior to a regularly scheduled Planning Commission meeting and in accordance with the established Meeting and Application Deadline Schedule.

3.16.04.01 The subdivider shall be responsible for the full installation of all required minimum improvements in the proposed subdivision prior to the submission of a final plat application to the Planning Commission. In lieu of full installation of minimum improvements, after no less than ninety percent (90%) of the minimum improvements have been installed, a developer may issue a financial guarantee with surety to the City ensuring that the remaining minimum improvements shall be completed.

3.16.04.02 One (1) or more of the following may be accepted as a financial guarantee with surety payable to the City of Bay Minette:

1. a letter of credit approved by the City Administrator and City Attorney, or
2. a cash deposit to be held by the City, or
3. a certified check from an Alabama lending institution in an amount not to exceed one hundred and fifty percent (150%) of the cost of the required improvements remaining.

3.16.04.03 A cost estimate for any remaining civil improvements shall be certified and submitted by the design engineer with the application for final plat approval; a cost estimate of any remaining landscaping improvements must be certified and submitted by the professional landscape architect with the application for final plat approval and the financial guarantee.

3.16.06 Planning Commission Action. Presentation to the Planning Commission of Final Plat at a regularly scheduled meeting constitutes formal submission of said plat. At such meeting, the Planning Commission will review the plat and, after a public hearing, have the option to take the following actions:

3.16.06.01 Approve the Final Plat as presented.

3.16.06.02 Disapprove the Final Plat. If the Planning Commission determines that the Final Plat is in conflict with the approved Preliminary Plat or with the Subdivision Regulations, said plat may be disapproved. The reasons for such action shall be stated in the hearing, presented to the subdivider in writing and documented in the records of the Planning Commission. Reference shall be made to the specific section(s) of the regulations with which the Final Plat does not comply. The developer may resubmit the Final Plat application for Planning Commission review after the noted deficiencies have been corrected.

3.16.06.03 Delay Action on the Final Plat. The Planning Commission shall act to approve or disapprove a subdivision plat within thirty (30) calendar days after its formal submission at a regularly scheduled Planning Commission meeting. If the applicant waives this requirement and consents to an extension, the Planning Commission may defer action on the plat for a period not to exceed an additional thirty (30) calendar days. If no action is taken within the initial 30-day time period, or if there is no action taken within the extension period, such plat shall be deemed to have been approved, and notification to that effect shall be issued by the Planning Commission on request.

3.16.07 Expression of Approval

3.16.07.01 Approval and recordation of the final plat does not constitute the acceptance of any street or other public space shown on the plat. After approval of the Final Plat and the construction of streets, the Commission may recommend to the City Council that it accept the streets and take over their perpetual maintenance. Specific City Council resolution accepting streets and/or other public spaces is required as noted herein.

## WAIVERS / MODIFICATIONS REQUESTED

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The development is required to provide sidewalks in accordance with several provisions of the Sub Regs. According to Sec. 6.01, the developer is responsible for all required improvements either through installation or a financial guarantee of performance:

*The subdivider/developer shall be responsible for the provision of all required improvements to the subdivision/development. This may be accomplished by either the full installation of all required improvements by the developer at the time the Final Plat is to be submitted to the Planning Commission, or by the provision of a financial guarantee of performance.*

The applicant has requested “to contribute to City sidewalk fund instead of constructing sidewalks.” The Planning Commission has the authority to modify the sidewalk requirements using the guidelines in *Sec 4.17.08*, however that section is related more to the locational requirements and not applicable in relation to the applicant’s request. The *Subdivision Regulations* do not include provisions that specifically allow or prohibit payment in lieu of construction.

The City Administrator stated that if there is a decision by Planning Commission to accept payment in place of sidewalk construction, the payment would be deposited into the capital fund and held on deposit for Sidewalk Construction/Improvements. The developer would be required to submit payment in an amount equal to the cost of installing the sidewalks and fees encountered during execution of improvements. As no construction plans or specifications were submitted with the application, any design costs associated with the sidewalk construction would also be included. The Landscape Plan also notes that the “City must relocate the ditch along Quinley Street to construct sidewalk.” This request will not be permitted as the City cannot expend public funds in aid of private individuals or corporations. All costs associated with the construction of the required sidewalks, including the relocation or enclosure of the existing ditch, must be borne by the developer whether the developer constructs the sidewalks or the Commission allows a payment in lieu of construction.

**LANDSCAPE NOTES:**

1. A MINIMUM OF FIFTEEN PERCENT OF THE TOTAL LOT AREA SHALL BE LANDSCAPED OR MAINTAINED AS OPEN GREEN SPACE. FIVE PERCENT OF THE FIFTEEN PERCENT AREA TO BE IN FRONT AND SIDE YARDS.
2. ALL TREES TO REMAIN.
3. CITY MUST RELOCATE DITCH ALONG QUINLEY STREET TO CONSTRUCT SIDEWALK.
2. DEVELOPER REQUEST TO CONTRIBUTE TO CITY SIDEWALK FUND INSTEAD OF CONSTRUCTING SIDEWALKS.

**SECTION 4.17 SIDEWALKS**

*4.17.02 Whenever land to be subdivided embraces or abuts an existing public street without sidewalks, such facilities must be provided by the Subdivider along the applicable portion of the existing street.*

*4.17.03 Sidewalks, when required or provided, must be at least five (5) feet wide. In subdivision involving nonresidential and mixed-uses (other than industrial), sidewalks must be at least eight (8) feet wide. All sidewalks shall be constructed of reinforced concrete that has a minimum twenty-eight (28)-day compressive strength of 3,000 psi.*

*4.17.04 All major subdivisions shall provide for sidewalks adjacent to all new lots.*

*4.17.06 Sidewalks shall connect to any adjacent sidewalks and/or bike paths and shall be interconnected within said development to allow for sufficient pedestrian access. Sidewalks that are located adjacent to common areas or otherwise not adjacent to individual lots shall be constructed by the developer prior to final plat approval.*

*4.17.07 Sidewalks must be in accordance with the requirements of the Americans with Disabilities Act (ADA), including provision of pedestrian ramps at street intersections.*

*4.17.08.05 A permanently dedicated greenway, walking trail, pedestrian passage or similar pedestrian facility may be required as an alternative to or in addition to sidewalks to provide pedestrian access to nearby commercial centers, schools, parks or places of assembly. In such cases, the pedestrian facility should be located so as to be accessible to the greatest number of users within the proposed development.*

**SECTION 5.02 PEDESTRIAN AND BICYCLE FACILITIES**

*5.02.01 All major subdivisions shall provide for sidewalks adjacent to all new lots.*

*5.02.04 Sidewalks shall connect to any sidewalks and/or bike paths within a reasonable distance and shall be interconnected within said development to allow for sufficient pedestrian access.*

*5.02.05 Sidewalks shall be constructed by the developer prior to final plat approval.*

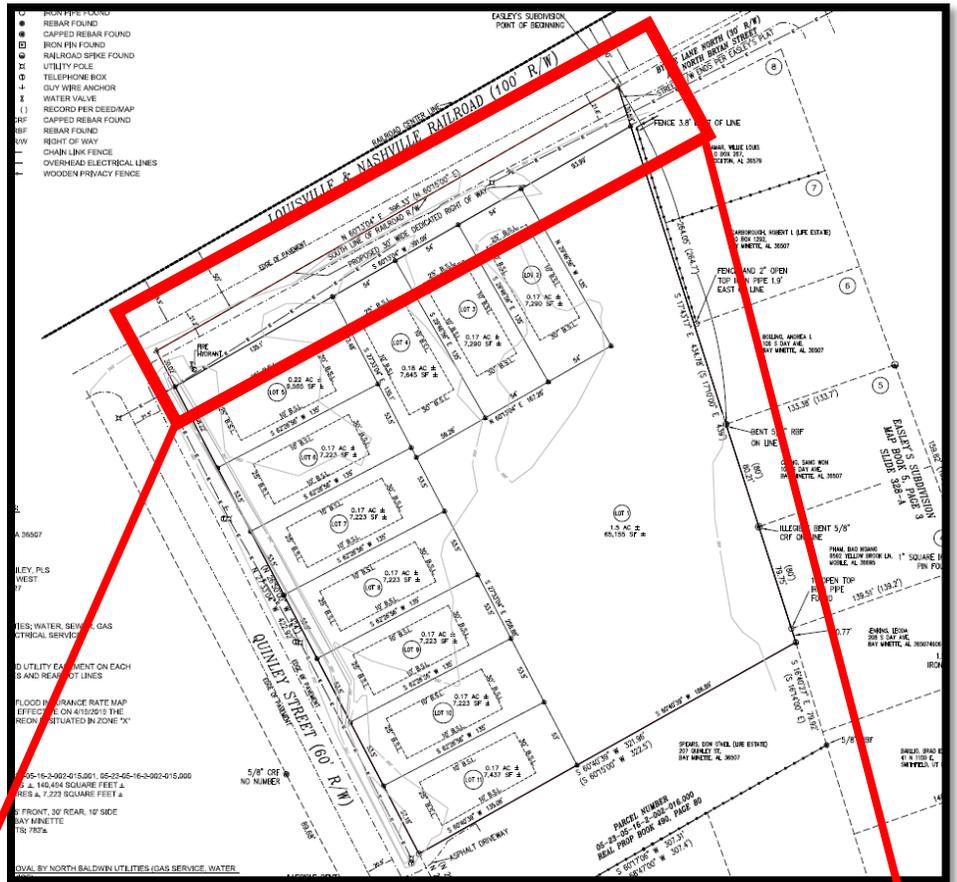
**STAFF ANALYSIS / RECOMMENDATION**

The proposal meets the minimum Lot Area, Width and Density standards for the R-3 zoning district as well as the Landscape Provisions of the *Zoning Ordinance*. It does not meet the access standards as required by *Sec 7.9.1* (listed below). As submitted, the proposed subdivision does not meet the provisions of the *Subdivision Regulations* listed below, either due to noncompliance or insufficient information submitted to allow a complete review. Letters of availability were submitted but no plans, specifications or narratives were submitted for drainage/stormwater management, sewer facility improvements, water facility improvements or sidewalk construction as required. The proposal’s primary deficiency is related to transportation/access to Lots 1-4. Those lots have access proposed from W Railroad Street, which is located partially on CSX right-of-way and partially on private property. Although there are residential and commercial uses existing, W Railroad Street is not a City-owned or maintained street and is not considered to be a public roadway. The City’s right-of-way ends at the northeastern corner of the subject property and only extends 30 feet south of the railroad right-of-way. City staff has been working with CSX to determine if any maintenance agreement can be reached, but no determination has been received. Our

Engineering Consultant had comments related to the access, but based on legal counsel, "the CSX property does not belong to the developer and/or the City and it is not the City's responsibility to purchase or obtain the ROW for a private developer. That issue alone precludes standard road widths and the ability for the developer or the City to ever maintain the property." Counsel also determined that a prescriptive right-of-way is not an option in the railroad right-of-way. The developer had proposed to dedicate 30 feet of right-of-way along the northern property line, however, the Zoning Ordinance and Sub Regs require a minimum 60-ft right-of-way. If the 60-ft right-of-way is dedicated, a new roadway constructed to City standards would be required at the developer's expense in order to be compliant with the Zoning Ordinance Subdivision Regulations.

Based on the information submitted by the applicant, City Staff, Legal input and the analysis above, staff recommends that the Planning Commission

***DENY Case SD-24004, Quinley Oaks Final Plat as submitted.***



**DEFICIENCIES AS NOTED BY STAFF**

**ZONING ORDINANCE**

7.9 Access to Public Streets. Access to public streets shall be maintained in accordance with the following requirements:

7.9.1 Each principal use shall be placed on a lot or parcel which provides frontage on a public or private street having a right-of-way of not less than sixty (60) feet, except where existing public rights-of-way are less than 60 feet.

**SUBDIVISION REGULATIONS**

4.03.03 Each lot must front on an existing or proposed street having a right-of-way at least 50 feet wide.

4.04.09 Proposed new streets must extend existing streets or their projections at the same or greater width, but in no case less than the minimum required width, unless variations are deemed necessary by the Commission for reasons of topography or other design constraints.

4.06.01 The street layout must provide for access to the existing street network and continuation and connection of streets between adjacent properties where necessary for the convenient movement and circulation of traffic, effective police and fire protection, access by public service vehicles, and efficient provision of utilities; and in accordance with the policies of the Comprehensive Plan.

**SECTION 4.13 FRONTAGE ON IMPROVED STREETS**

4.13.01 No subdivision shall be approved unless the area to be subdivided shall have frontage on, and access from an existing hard surface State, County, or City Road or highway; or

4.13.02 A hard surface street upon a plat approved by the Planning Commission and recorded in the Baldwin County Probate Judge's Office. Such street or highway must be suitably improved as required by rules, regulations, specifications, or orders, or be secured by an improvement guarantee required under these subdivision regulations, with the width and right-of-way required by these subdivision regulations.

**SECTION 4.16 STREET DESIGN STANDARDS**

4.16.01 Proposed streets must be designed in accordance with the standards in Table 4-4, all applicable City Specifications and review of the City Engineer.

4.16.03.01 Street Grades

1. Streets must be graded and improved in accordance with City Specifications and must be approved as to design and specifications by the City Engineer and the Commission in accordance with the construction plans required to be submitted prior to Preliminary Plat Approval.

**SECTION 4.18 ACCESS MANAGEMENT**

The purposes of this section are to promote the overall safety of motorists, bicyclists, and pedestrians; to reduce interference with through traffic by other vehicles entering, leaving, and crossing streets; to assure safe access to and from streets by emergency vehicles; and to preserve the traffic capacity of streets. See illustrations following.

4.18.01 General Conditions and Requirements.

The location and design of vehicular accesses from existing or proposed streets must be specified in an Access Plan submitted as part of the Preliminary Plat. No curbs or rights-of-way may be cut, paved, or otherwise altered until a permit for the access has been secured from the City and/or any other governmental agency owning or controlling the street right-of-way.

**SECTION 4.20 DRAINAGE AND STORMWATER MANAGEMENT**

| TABLE 4-4 STREET DESIGN STANDARDS   |              |                  |              |                                      |  |                                     |       |
|---|--------------|------------------|--------------|--------------------------------------|--|-------------------------------------|-------|
|   | Major Street | Collector Street | Local Street | Cul-de-sac (Turnaround) <sup>5</sup> | Cul-de-sac (Turnaround with island) <sup>5</sup> | Hammer Head Turnaround <sup>5</sup> | Alley |
| Min. Right-of-way width <sup>1</sup>  | 100'         | 70'              | 60'          | 60' radius (120' diameter)           | 70' radius (140' diameter)                       | 120'                                | 30'   |
| Min. Asphalt Width <sup>1,2</sup>   | 12' per lane | 12' per lane     | 22'          | 48' radius (96' diameter)            | 58' radius (116' diameter)                       | 20'                                 | 20'   |
| Max. Grade <sup>3</sup>   | 3%           | 3%               | 3%           | 3%                                   | 3%   | 3%                                  | 3%    |
| Min. Angle of Intersection  | 80°          | 75°              | 75°          | 60°                                  | 60°  | 60°                                 | 60°   |
| Min. Intersection Offset  | 150'         | 150'             | 150'         | 150'                                 | 150'   | n/a                                 | 150'  |
| Min. Curb Radius at Intersection  | 40'          | 30'              | 25'          | 25'                                  | 25'  | 28'                                 | 20'   |
| Min. Horizontal Curve Radius <sup>4</sup>   | 300'         | 250'             | 100'         | 100'                                 | 120'   | 0 ft                                | 100'  |
| Min. Reverse Curve Tangent  | 100'         | 100'             | 100'         | 100'                                 | 100'   | 0 ft                                | 100'  |
| <sup>1</sup> Cul-de-sacs shall be no longer than 600 feet measured from the intersecting street to the center of the turnaround.<br><sup>2</sup> Measured from edge of pavement, excluding curb and gutter or valley gutter. All new streets constructed shall have a minimum 24" curb and gutter or 24" valley gutter. Other curb types must be submitted to the City Engineer for approval.<br><sup>3</sup> May vary with topography subject to Planning Commission approval based on recommendation of the City Engineer and City Planner.<br><sup>4</sup> May vary based on design speed and subject to the review and approval of the City Engineer.<br><sup>5</sup> Dead-end fire apparatus access roads in excess of 150' in length shall be provided with an area for turning fire apparatus as approved by the City Fire Department, see Figure 4-2. |              |                  |              |                                      |  |                                     |       |

4.20.01 *General Design Criteria. All drainage structures and facilities shall be designed and sized to meet the runoff of the drainage area to be served and in accordance with the City's Drainage and Stormwater Management Standards.*

4.20.02 *A drainage plan must be prepared by the Subdivision Engineer, which takes into consideration the ultimate or saturated development of the tributary area in which the proposed subdivision is located. Adequate provisions must be made to provide drainage easements needed within the subdivision, taking into consideration the saturated development of the tributary area. Post-development release rates may not exceed pre-development rates for a 2, 5, 10-, 25-, 50- and 100-year event. In no case may discharge from a drainage basin exceed the hydraulic capabilities of the initial receiving downstream drainage structures. The Commission may withhold approval of the subdivision until provision has been made for the necessary downstream improvement.*

4.20.03 *Storm and sanitary sewer plans must be developed prior to other utility plans. Engineering considerations must give preferential treatment to gravity flow improvements over other utilities and improvements. Off-premise drainage easements and improvements may be required to handle the runoff of subdivisions into a natural drainage channel. Under no condition may any storm drainage be emptied into or become a part of any sanitary sewer system and vice versa.*

4.20.04 *No subdivision or part thereof may shed storm runoff, either as surface runoff or an outfall from storm sewer structures, onto any adjacent land unless the runoff is contained within an existing drainage easement, swale, structure or right-of-way and provided further, that the existing drainage easement, ditch, structure or right-of-way provides outfall to an established drainage channel, as approved by the City Planner.*

### **SECTION 5.03 SANITARY SEWERAGE FACILITIES**

5.03.01 *Sanitary sewers must be provided where a public sanitary sewer system is reasonably accessible as determined by the Commission and the public Sewer Authority responsible for the maintenance of the sanitary sewer system. The developer shall install a sanitary sewer system which meets the requirements of the Sewer Authority and shall connect to such system at their expense.*

5.03.03 *When sanitary sewer facilities are required, the Subdivider must install the sanitary sewer facilities in a manner prescribed by the City Engineer and/or the Sewer Authority. All plans and specifications must be prepared by a registered engineer and submitted for approval at the time of submission of the preliminary plat.*

### **SECTION 5.04 WATER FACILITIES**

5.04.03 *The location of all fire hydrants and all water supply improvements must be shown on the preliminary plat, and the cost of installation must be included in the performance bond, if applicable.*

### **SECTION 5.06 STORM DRAINAGE FACILITIES**

5.06.01 *All subdivisions shall be provided with adequate storm drainage facilities. Any areas subject to periodic flooding caused by poor drainage facilities will not be approved for a development by the Planning Commission unless the developer or subdivider makes necessary provisions to eliminate such flooding.*

5.06.02 *In addition to the requirements herein, the Drainage and Stormwater Management Standards of the City of Bay Minette Zoning Ordinance shall also apply to all subdivisions.*

5.06.03 *A complete drainage plan and contour map showing the criteria outlined in Appendix A Submittal Requirements, shall be submitted along with the profile grades and typical roadway section for approval.*

5.06.05 *All off project drainage, draining onto a subdivision or other development, shall be shown on contour maps and/or construction plans showing the areas in acres that the subdivision or development will have to accommodate.*

5.06.07 *Where the subdivider or developer has open ditches, a maximum of 3:1 front slopes and flat bottom ditch is required; the width of the ditch shall be determined by the required flows and the existing conditions and be approved by the City Engineer and Superintendent of Streets and Sanitation. V-bottom ditches or other special designs will be permitted in special cases. Resulting 2-year peak flow rates in the natural system or open ditch drainage shall be less than the critical rates that would cause excessive channel scour.*

5.06.10 *Every drainage structure must be large enough to accommodate potential runoff from its entire upstream drainage area, whether inside or outside the planned subdivision. The Subdivision Engineer must determine the size of the facility based on City Specifications assuming conditions of the maximum potential development permitted by the Zoning Ordinance or as provided for in the Comprehensive Plan. Drainage structures must be designed in to a standard acceptable to the City Engineer.*

5.06.11 *Storm drainage facilities must be installed where driveways connect with streets, must be specified in the Preliminary Plat. Size, location and width must be approved by the City Engineer.*

## STANDARDS OF APPROVAL / PLANNING COMMISSION ACTION

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### ***SECTION 3.05 STANDARDS OF APPROVAL***

*The Planning Commission shall not approve the subdivision of land if the Commission makes a finding that such land is not suitable for platting and development as proposed, due to any of the following:*

*3.05.01 The proposed subdivision is not consistent with these Regulations;*

*3.05.02 The proposed subdivision is not consistent with the City's Comprehensive Plan, Zoning Ordinance and/or any other plan or program for the physical development of the City including but not limited to a Master Street Plan, a Transportation Plan, a Parks Plan, a Bicycle Plan, a Pedestrian Plan, or a Capital Improvements Program, where applicable;*

*3.05.03 The proposed subdivision is not consistent with other applicable Federal, State or County laws and regulations; or*

*3.05.04 Notwithstanding that the proposed subdivision may satisfy the technical, objective provisions of these Regulations, the Commission has discretion to deny a subdivision if there is any articulable, rational basis for a determination that the proposed subdivision otherwise endangers the health, safety, or welfare of persons or property.*

The applicant has requested concurrent review of the Preliminary and Final Plat applications, however the Final Plat review and approval is contingent upon the approval of the Preliminary Plat. If the Preliminary Plat application is not approved, the Final Plat application cannot be approved. For Final Plat applications, the Planning Commission makes the final decision based on the Standards of Approval and has the option to:

- Approve the Final Plat as presented
- Deny the Final Plat, reasons for denial and referencing the specific section(s) with which the plat does not comply
- Delay action on the Final Plat due to a lack of information

### *3.16.06.03 Delay Action on the Final Plat.*

*The Planning Commission shall act to approve or disapprove a subdivision plat within thirty (30) calendar days after its formal submission at a regularly scheduled Planning Commission meeting. If the applicant waives this requirement and consents to an extension, the Planning Commission may defer action on the plat for a period not to exceed an additional thirty (30) calendar days. If no action is taken within the initial 30-day time period, or if there is no action taken within the extension period, such plat shall be deemed to have been approved, and notification to that effect shall be issued by the Planning Commission on request.*

**SD-24004 – Final Plat  
Large Format Plans Submitted  
Under Separate Cover**

**See Exhibit C**