



City of Bay Minette

Planning Commission

301 D'Olive Street · Bay Minette, Alabama 36507

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

AGENDA

June 12, 2025

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 May 8, 2025, Regular Meeting**
- 5.) **Disclosure of Prior Communications and/or Conflicts of Interest**
- 6.) **Old Business**
- 7.) **New Business**
 - a.) **SP-25004, Frank Morrow Property Site Plan**
Disclosure of Prior Communications and/or Conflict of Interest
Request: Site Plan Approval for New Construction of Three (3) Additional Storage Buildings to an Existing Storage Facility
Location: One (1) parcel totaling 2.87± acres located on the south side of D'Olive Street southwest of the intersection of Stapleton Avenue and D'Olive Street PIN: 37534
 - b.) **SP-25005, TR Peed Properties, LLC Site Plan**
Disclosure of Prior Communications and/or Conflict of Interest
Request: Site Plan Approval for New Construction of Two (2) Commercial Buildings
Location: One (1) parcel totaling 4.60± acres located on the east side of S US Highway 31 and the south side of Rain Drive PIN: 72510
 - c.) **SD-25004, N & N Holdings, LLC Property Minor Subdivision** ***Public Hearing***
Disclosure of Prior Communications and/or Conflict of Interest
Request: Minor Subdivision of Existing Two Parcels totaling 0.53± acres into Three (3) Lots
Location: Located on the east side of Elm Street and the west side of Byrne Street, south of Clay Street PINs: 12518 and 35994
 - d.) **Updates & Upcoming Cases**
- 8.) **Reports & Comments**
 - a.) **Mayor/Council/Administration**
 - b.) **Attorney**
 - c.) **Commissioners**
 - d.) **Planning Staff**
 - e.) **Citizen Comments**
- 9.) **Adjournment**

****Training Event – June 17, 2025****

****Next Regular Meeting – July 10, 2025****



Bay Minette Planning Commission Regular Meeting Minutes

Minutes May 8, 2025

Monthly Meeting No. 5

The City of Bay Minette Planning Commission met in Regular Session on Thursday, May 8, 2025. The meeting was called to order at 8:01 a.m. by Vice-Chairman Neal Covington, 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 8:00 a.m. the following members were present, and a quorum established

Neal Covington, Vice-Chairman
Rob Madison, Building Official/Commission Member
William Taylor, City Council/Commission Member
Hiram Templeton, Commission Member
Earl Emmons, Commission Member
Jim Faulkner, Commission Member

Commission Members absent

Todd Stewart, Chairman

Commission Members late

Robert A. "Bob" Wills, Mayor

Other persons in regular attendance

Lauren Collinsworth, Attorney
Clair Dorough, City Planner
Madison Workman, Planner Technician
Steven Stewart, Fire Inspector
Tom Granger, City Engineering Consultant with Pillar, LLC
Paula Bonner, Planner Associate

Guests

None

INVOCATION

Councilman Taylor presented the invocation, followed by the pledge.

ITEM 3.

Announcements/Registration to address the Commission

Mrs. Dorough informed the Commission that meetings will be recorded with a webcam, voice recorders and digital meeting software to assist staff in compiling the minutes and prepare for potential electronic participation, but the meetings will not be streamed.

ITEM 4.

Approval of the April 10, 2025, Regular Meeting Minutes

Commission Member Templeton made a motion to approve the April minutes as written. The motion was seconded by Commission Member Emmons and carried unanimously.

ITEM 5. Disclosure of Prior Communications and/or Conflicts of Interest
None

ITEM 6. Old Business
None

ITEM 7. New Business

a.) Election of Chairman and Vice-Chairman for 2025-2026

Vice-Chairman Covington opened the floor for Chairman nominations. Commission Member Emmons nominated Todd Stewart. Commission Member Templeton seconded the nomination. As there were no more nominations, Vice-Chairman Covington closed the floor for nominations. Commission Member Emmons made a motion to re-elect Todd Stewart as Chairman. Commission Member Templeton seconded the motion which carried unanimously.

Mayor Wills joined the meeting.

Vice-Chairman Covington opened the floor for Vice-Chairman nominations. Mayor Wills nominated Vice-Chairman Covington for re-election. Commission Member Templeton seconded the nomination. As there were no more nominations, Vice-Chairman Covington closed the floor for Vice-Chairman nominations. Mayor Wills made a motion to re-elect Vice-Chairman Covington. Commission Member Emmons seconded the motion, which carried unanimously.

b.) Updates & Upcoming Cases

Mrs. Dorrough reported the following:

- The addition of a new staff member to the Planning and Development Services Department: Planning Technician Madison Workman.
- The appointment of Earl Emmons to replace Ray Clark as the Planning Commission representative for the Board of Adjustment
- Commission Member contact information update request
- City of Bay Minette Community Profile Marketing Flyer provided by the Baldwin County Economic Development Alliance.
- City of Bay Minette Council District Redistricting and upcoming Election websites.
- TR Peed property proposed 16-unit Shopping Center, and potential 4,500 sq. ft. restaurant located on the southwest side of Rain Drive and US Hwy 31.
- Frank Morrow property D'Olive Street Storage Addition.
- Proposed 2,000 sq. ft. barbeque restaurant on the south side of W 5th Street.
- Two new Circle K convenience stores, one on US Hwy 31 between Doctor Martin Luther King Jr. Boulevard and Rain Drive and the other at the intersection of McMeans Avenue and Hand Avenue.
- Calendar of upcoming meeting dates and proposed training on June 17, 2025.
- Update on Old Towne Commons Planned Unit Development.

ITEM 8. Reports

a.) Mayor/Council Report:

Mayor Wills reported a potential project agreement to sell and demolish the old bowling alley to build a Hampton Inn and restaurant with a potential fast food restaurant such as a Zaxby's or Foosackly's. He also reported on a meeting with ALDOT and a grant application to extend Red Hill Road for traffic and drainage. Building Official Rob Madison reported on the current status of Cobblestone Hotel and Big Mike's Restaurant.

There was also a discussion about utilities and the recent temporary halt on new residential developments by the City of Foley and the City of Fairhope.

- b.) Attorney – None
- c.) Commission Members – None
- d.) City Engineer Consultant Report – None
- e.) Planning Staff – None
- f.) Public Comments – None

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

DONE THIS THE 8TH DAY OF MAY 2025

Vice-Chairman, Neal Covington

ATTEST:

Paula Bonner, Planner Associate

Motion Summary:

Item 4.) Approval of the April 10, 2025, Regular Meeting Minutes:

Councilman Templeton made a motion to approve the April minutes as written. The motion was seconded by Commission Member Emmons and carried unanimously.

Item 7. (a) Election of Chairman and Vice-Chairman for 2025-2026:

Vice-Chairman Covington opened the floor for Chairman nominations. Commission Member Emmons nominated Todd Stewart. Commission Member Templeton seconded the nomination. As there were no more nominations, Vice-Chairman Covington closed the floor for nominations. Commission Member Emmons made a motion to re-elect Todd Stewart as Chairman. Commission Member Templeton seconded the motion which carried unanimously.

Vice-Chairman Covington opened the floor for Vice-Chairman nominations. Mayor Wills nominated Vice-Chairman Covington for re-election. Commission Member Templeton seconded the nomination. As there were no more nominations, Vice-Chairman Covington closed the floor for Vice-Chairman nominations. Mayor Wills made a motion to re-elect Vice-Chairman Covington. Commission Member Emmons seconded the motion, which carried unanimously.



City of Bay Minette

Planning & Development Services

Planning Commission - Site Plan Staff Report

Planning Commission Meeting Date: June 12, 2025

Case Number: SP-25004

APPLICATION SUMMARY

Project Name: D'Olive Street Storage Addition
Property Location: 1151 D'Olive Street
Property PID/PPIN: 05-23-04-17-1-000-030.000 // 37534
Property Size: 2.87± acres (125,101 sq ft)

Requested Action: Site Plan Approval for the Addition of three (3) New Storage Buildings
Applicant/Owner: Frank Morrow
Engineer: Element3 Engineering

Subject Property	Zoning	Existing Land Use
SP-25002	B-2	Storage Building Facility
Adjacent Property	Zoning	Existing Land Use
North	R-2	Single-family Dwelling
South	B-2 / M2	Vacant Commercial & General Industrial
East	R-2 / B-2	Vacant Residential & Commercial
West	B-2 / R-2	Single-family Dwelling, Commercial, Vacant Commercial & Residential

SITE AND REQUEST SYNOPSIS

The subject property consists of one (1) parcel totaling 2.87± acres (125,010 square feet) and zoned B-2, General Commercial District. The property is located at 1151 D'Olive Street which is on the south side of D'Olive Street, southwest of the intersection of Stapleton Avenue and D'Olive Street. To the north across D'Olive Street are residential zones and uses. To the east there are vacant parcels zoned commercial. The parcel adjacent along the eastern lot line of the subject property is a City of Bay Minette drainage right-of-way. The railroad runs along the southern border of the site and is surrounded by vacant, wooded parcels zoned B-2, General Business District on the north side of the railway and M-2, General Industrial along the south side. The parcels adjacent to the west are owned by the applicant and zoned B-2, General Business District. These parcels contain a single-family dwelling and accessory structures. The request is for Planning Commission Site Plan approval for the addition of three storage buildings to an existing storage facility.

ZONING DISTRICT AND TABLE OF PERMITTED USES

6.03.02 B-2, General Business District

This district is intended to provide opportunity for activities causing noise and heavy traffic, not considered compatible in the more restrictive business district. These uses also serve a regional as well as a local market and require location in proximity to major transportation routes. Recreational vehicle parks, very light production and processing activities are included.

Table of Permitted Uses and Conditions	R-A	R-1	R-2	R-3	R-4	R-5	B-1	B-2	M-1	M-2
Warehouse and storage facilities, minor: mini do-it-yourself-type storage facilities							P	P		

DEPARTMENT AND AGENCY COMMENTS

North Baldwin Utilities – No comments received.

Bay Minette Public Works – No comments.

Bay Minette Police Department – No comments received.

Bay Minette Fire Department – Please see revised site plan with 20' Fire Truck Access.

Bay Minette Building Official – No comments received.

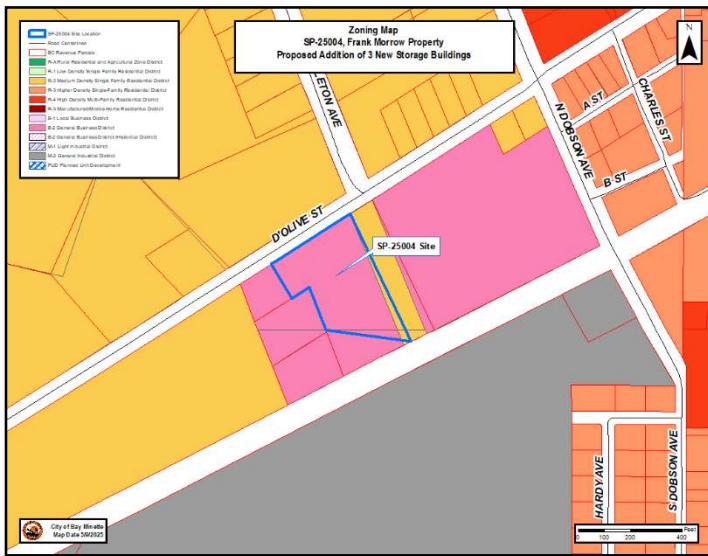
Baldwin County E-911 – No comments received.

ALDOT – N/A

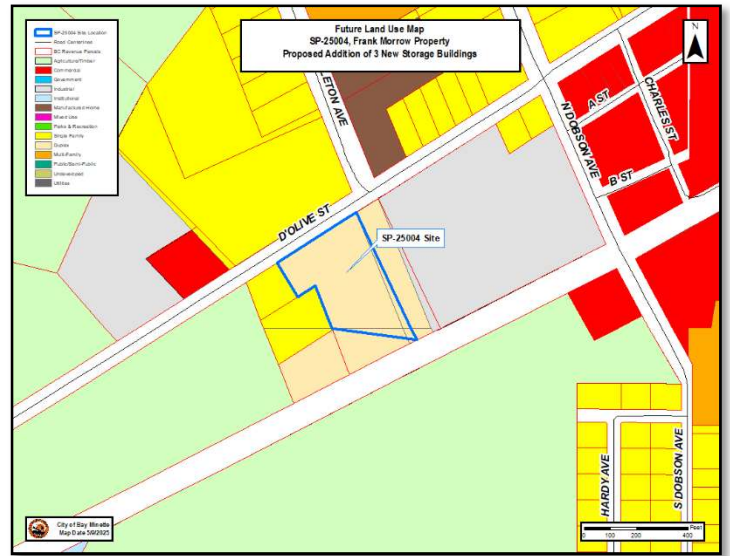
Bay Minette Engineering Consultant Tom Granger with Pillar, LLC – Please see Drainage Review Enclosed.

MAPPING

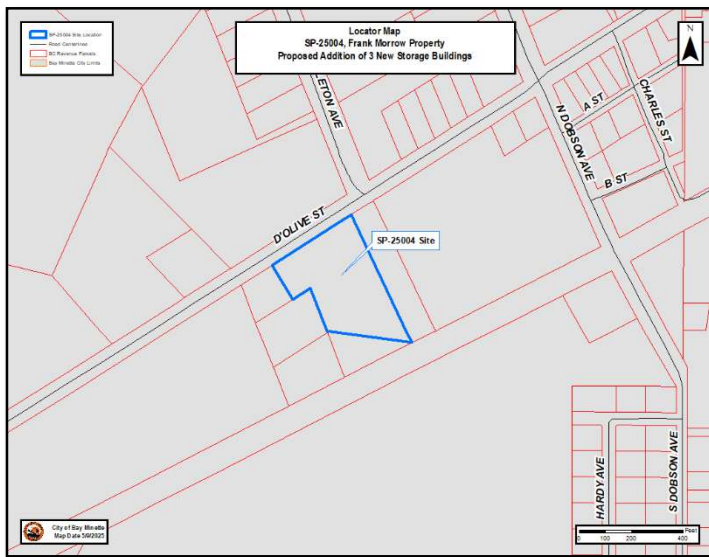
Zoning Map



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 Approval*. It shall be the responsibility of the owner/developer to show (prove) compliance with the requirements of this Ordinance.

- 1.) *The density or intensity of land use to be allocated to all parts of the site together with tabulations by acreage and percentages thereof itemized by use and density.*

Site calculations with detailed information on the parcel surface areas and proposed improvements have been submitted by the applicant's engineering firm and included in the Submitted Calculations below, followed by Staff's standard Site Calculation table.

- 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.

Submitted Calculations

SITE DATA:

NEW STORAGE BUILDINGS
 USE: STORAGE
 CURRENT ZONING: B-2
 SETBACKS:
 D'Olive Road
 FRONT = 20'-0"
 SIDE = 0' EAST SIDE, 0' WEST SIDE
 REAR = 0'-0"
 PARKING SPACES = 15
 TOTAL OFF-STREET PARKING AREA = 2,700 SF
 EXISTING STRUCTURES = 32,121 SF
 NEW PROPOSED STRUCTURES = 9,000 SF
 EXISTING IMPERVIOUS AREA = 58,625 SF
 ADDITIONAL IMPERVIOUS AREA = 770 SF

LANDSCAPE PERCENTAGES:

TOTAL LOT AREA = 125,080 sf
 TOTAL LANDSCAPING PROVIDED = 33,564 sf (26.8%)
 FRONTAGE/SIDE GREEN SPACE = 9967 sf (16.2%)

TREE/LANDSCAPE DATA

TOTAL EXISTING LANDSCAPED AREA: 39,582 SF
 TOTAL PROPOSED LANDSCAPED AREA: 33,564 SF
 TOTAL PROPOSED OPEN SPACE/NATURAL AREAS: 23,597 SF
 EXISTING FRONT/SIDE YARD LANDSCAPING: 14,231 SF
 PROPOSED FRONT/SIDE YARD LANDSCAPING: 9,967 SF
 REQD OVERSTORY TREES: 4 TREES
 REQD SHRUBS: 4 SHRUBS
 DISTANCE BETWEEN TREES: 35'

DESCRIPTION	AREA	% OF PROPERTY AREA
PROPERTY AREA	125,080 SF = 2.87 ACRES	
BUILDING AREA	41,121 SF = 0.94 ACRES	32.8%
LIMESTONE AREA	45,998 SF = 1.055 ACRES	36.7%
ASPHALT/CONCRETE	4,397 SF = 0.10 ACRES	3.5%
GRASSED/LANDSCAPED AREA (REQD AMOUNT 15%)	33,564 SF = 0.77 ACRES (18,762 SF)	27.0%
FRONT/SIDE GRASSED L.SCAPED AREA (REQD AMOUNT 5% OF TOTAL L.S.)	9,967 SF = .22 ACRES (938 SF)	

Staff Calculations

SP-25004, D'Olive Street Storage Addition Site Calculations			
Subject Property Site Totals		125,080 ±ft ²	2.87 ± acres
Site Use/Type	±Square Footage	Lot Coverage	Notes
Existing Structure(s)	32,121 ±ft ²	25.68%	8 Existing Storage Buildings
Proposed Structure(s)	9,000 ±ft ²	7.20%	Proposed Addition of 3 New Storage Buildings
Total Building Coverage	41,121 ±ft²	32.88%	
Existing Impervious Surface	58,625 ±ft ²	46.87%	Per Submitted Calculations
Proposed Impervious Surface	770 ±ft ²	0.62%	Per Submitted Calculations
Total Impervious Surface	41,891 ±ft²	33.49%	Proposed Building with Existing Buildings
Change in Impervious Surface	42,661 ±ft²	34.11%	Increase in Impervious Surfacing
TOTAL Required Landscaped Minimum	18,762 ±ft²	15.00%	Of Total Lot Area
TOTAL Existing Landscaped Area	39,582 ±ft ²	31.65%	Per Submitted Calculations
TOTAL Proposed Landscaped Area	33,564 ±ft ²	26.83%	Landscaped Area Per Submitted Calculations
Required Front/Side Yard Landscaping	938.10 ±ft²	5.00%	Not Including Parking Areas
Existing Front/Side Yard Landscaping	14,231.00 ±ft ²	11.38%	Per Submitted Calculations
Proposed Front/Side Yard Landscaping	9,967 ±ft ²	7.97%	Per Submitted Calculations
Required Parking Landscaped Minimum	77 ±ft²	10.00%	2,700±ft ² Per Submitted Calculations
Increase of Landscaped/Open Space	14,802 ±ft²	11.83%	Landscaped Area Provided Beyond Min. Reqs.

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

Use, height and area of proposed structure appear compliant. The site currently contains eight (8) buildings and per Baldwin County Revenue Commission records has been a storage building facility since approximately 2013. The proposed addition of three (3) new storage buildings onsite will increase the existing 32,123 square feet of building area to approximately 41,123 square feet. The total lot coverage of the existing building area will increase from 25.68% by 7.20% for a total of 32.88% building lot coverage. The proposed height of the three (3) new structures are 13' 4.5" for Building A and 14' for both building B and building C, which are all under the maximum height requirement of 50'.

- 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.*

The required documentation for landscaping, open space, and buffer requirements has been submitted and appears to be in compliance with the zoning ordinance. Additionally, this parcel falls within the tree protection and greenbelt zone.

a.) Buffering:

The adjacent properties to the west and south are zoned commercial and industrial. The residential use and zone of the parcel across D'Olive Street to the north requires a 10' buffer along the front of the subject property which is shown in the Landscape Plan. The vacant parcel adjacent along the eastern lot line is an unzoned dedicated drainage right-of-way.

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

A minimum of 15% total lot area must be landscaped or maintained as open green space. Per submitted calculations the site area total of the subject property is approximately 125,080± square feet. 15% of that total lot area is approximately 18,762± square feet with the project proposing approximately 33,564± square feet of landscaped area. 5% of the total landscaped area is required in the front/side yard. The proposed front/side yard landscaped submitted is 9,967 square feet which is 7.97% of the lot coverage which is compliant with the Zoning Ordinance.

c.) Tree Protection Zone / Removal / Replacement:

The subject property is located within the tree protection zone, however there are no plans to remove any trees.

d.) Greenbelt Zone: Subject property is located within the Greenbelt Zone, which requires:

*A minimum of 10 feet of the 30-foot setback to be planted with trees, shrubs, and grass or other ground cover.

*A minimum of 1 tree for every 25-ft or fraction thereof of lot frontage. Submitted documentation and calculations appear to be in compliance with the Zoning Ordinance.

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

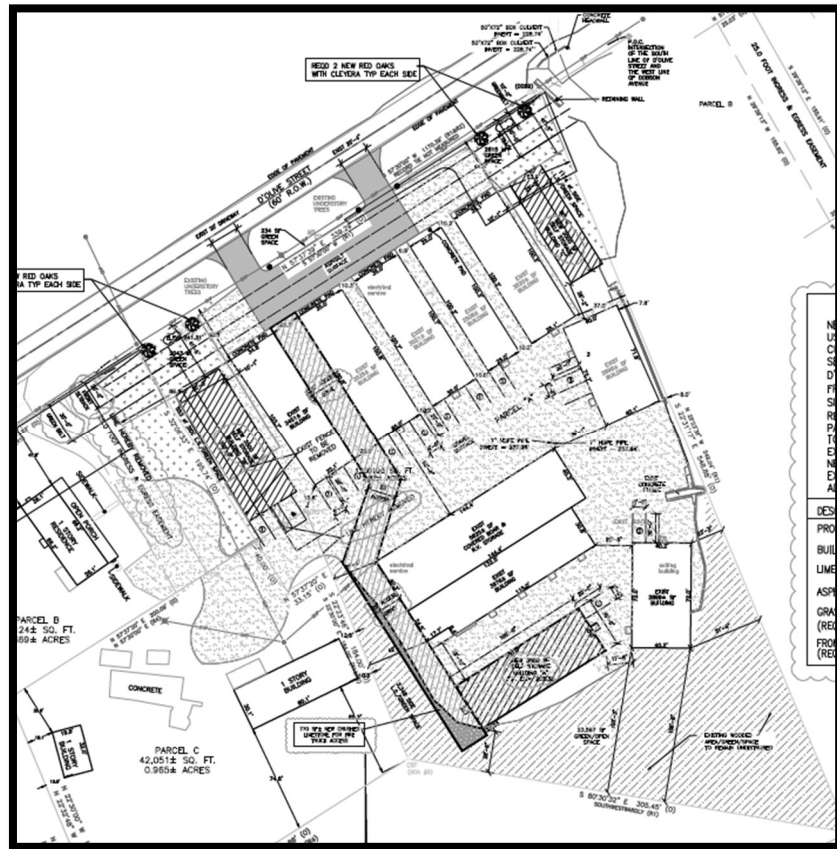
Fourteen 9' x 19' off-street parking spaces, including one accessible (handicap) space, totaling approximately 2,700 square feet, are proposed. The requirement for landscaped islands does not apply to this location, as there are no plans for any section with 12 or more parking spaces in a row.

- 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.*

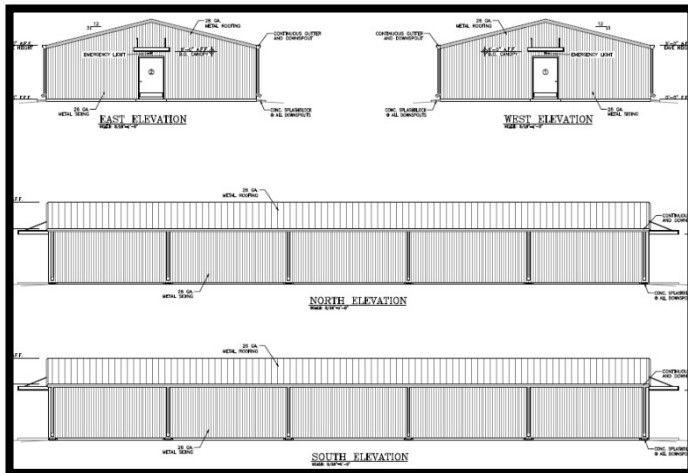
Not applicable to this development.



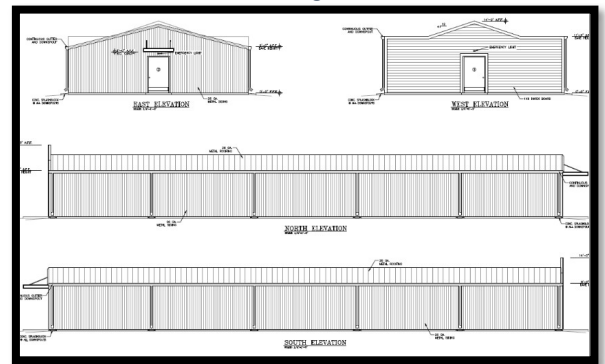
8.) Front and side architectural elevations.

The three (3) proposed new storage buildings will be metal buildings; however, Building A, the first to be constructed, will be located in the rear of the property and not visible from D'Olive Street. Buildings B and A will both front D'Olive Street therefore required to meet Section 8.06, Metal Buildings. Approval is contingent upon compliance with the zoning ordinance.

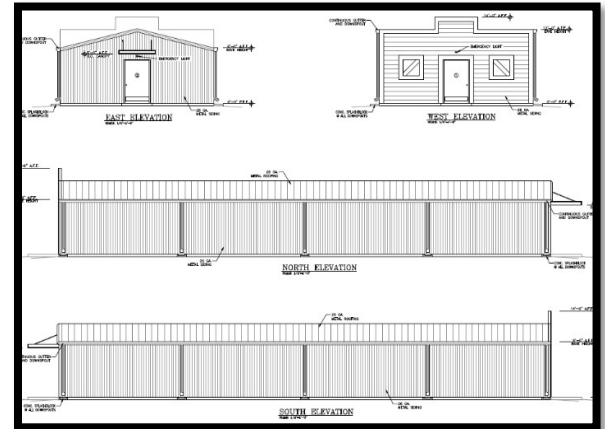
Building A



Building B



Building C



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.

Not all of the original data submitted complied with Section 10.05 of the Zoning Ordinance. Corrected data has since been submitted and is now compliant.

11.) Any additional data, plans or specifications which the applicant or the City believes is pertinent and which will assist in clarifying the application including, but not limited to plans for screening, lighting and space, surface drainage, erosion and sediment control, water and sewer connections, landscaping, and signs.

a.) Structure Location/Setbacks:

The proposed structures are within the required setbacks for B-2 zoning, which are 20' front (This section of D'Olive Street is designated as a local street), 0' in the rear and 0' on each side.

b.) Off-Street Parking:

Per Section 9.02.03.05(a) Commercial, manufacturing, and industrial establishments, not catering to the retail trade require One (1) off-street parking space for each employee on the maximum working shift, plus one space for each vehicle operating from the premises. The site plan submitted provides for 15 parking spaces and a total off-street parking area of 2,700 square feet which appears to meet the requirements.

STAFF RECOMMENDATION

Overall, the proposed project is compatible and compliant with the Zoning Ordinance. Based on the submitted information and the analysis above, Staff recommends that the proposed site plan approval request for the addition of three (3) new storage buildings be **Approved, contingent upon compliance with the following Sections:**

1. Section 8.06 - Metal Buildings

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 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: SP-25 004

Fee: \$500.00

Paid: ☐ Cash ☐ Check

☐ Credit Card

Are you the property owner? ☐ Yes ☐ No

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

Applicant Name: Frank Morrow Date: 03/25/2025

Mailing Address: 1151 D'Olive Street

City: Bay Minette State: AL Zip Code: 36507

Phone Number: (251) 232-2794 Email: femorrow@yahoo.com

Site Information

Property Address: 1151 D'Olive Street Bay Minette, AL 36507

or Property Location: _____

*Parcel No.: 05-23-04-17-1-000-030.000 *PPIN No.: 37534

**Parcel or PPIN information must be completed*

Request: Site plan approval for construction of a 3,500 S.F. storage building and 2 proposed future buildings (3,500 S.F. & 2,500 S.F.) at existing storage facility

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.

Frank Morrow 03/25/2025
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

Element3 Engineering
3938 Government Blvd Suite 104
Mobile, AL 36693
(251) 287-1296

To: City of Bay Minette Planning Dept.
Address: 301 D'Olive Street
Bay Minette, AL 36507

Date: 03/26/2025
Project Name: D'Olive Street Storage
1151 D'Olive Street

Our Job No.: 25-016

Attention: Ms. Paula Bonner

We are providing you on this date the following items:

Quantity	DESCRIPTION
3	Civil Plan Set
1	Site Plan Submittal Checklist
1	Site Plan Review Application
1	Agent Authorization Form
1	Recorded Deeds Parcels A, B & C – Common Lot Line Shift

PLEASE NOTE:

- Project manager for this project is Steve Fisher who can be reached via telephone 251-287-1296 or via email steve.element3@gmail.com



City of Bay Minette

Planning & Development Services

301 D'Olive Street · Bay Minette, Alabama 36507

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

Site Plan Submittal Checklist

The City Planner or Planning Commission may waive certain requirements if it is determined that the requirements are not essential to a proper decision on the project; or, may supplement the list with other requirements deemed necessary to clarify the nature of the proposed development.

Minimum Requirements for Submittal

At the time of application, submittals must include:

- 1.) Three (3) large-format, printed plan sets (maximum 24"x36")
- 2.) A digital version in PDF format, and
- 3.) A digital version in GIS shapefile, CAD drawing or equivalent.

Site plans shall include the following information related to the existing and proposed conditions unless some or all of these requirements are waived by the City Planner or Planning Commission.

- ☒ The location and size of the site including its legal description and a current certified survey.
- ☒ A vicinity map showing the site relation to surrounding property.
- ☒ The recorded ownership or developer's interest if the developer is not the owner.
- ☒ The relationship of the site to existing development in the area including streets, utilities, residential, and commercial development, and physical features of the land including significant ecological features. This information may be combined with requirements for the vicinity map specified in this section.
- ☒ 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:
 - ☒ Existing Structure square footage
 - ☒ Proposed Structure square footage
 - ☒ Existing Impervious Surface area including parking areas and access/driveways
 - ☒ Proposed Impervious Surface area including parking areas and access/driveways
 - ☒ Proposed Landscaped/Open Space areas
 - ☒ Number of Parking Spaces provided with dimensions and provisions for accessible parking and travel paths. *EXISTING*
- ☒ 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.
- ☒ The use and maximum height, bulk and location of all buildings and other structures to be located on the site.
- N/A* ☒ 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.

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- ☒ The provisions for disposition of open space, including tree protection, landscaping provisions and buffering requirements. *EXISTING*
- NA* ☒ 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. **please see below note**
- NA* ☒ Where required by the Alabama Department of Transportation ("ALDOT"), City Planner 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 City Planner.
- ☒ Front and side architectural elevations.
- NA* ☒ 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.
- ☒ Landscape plans, in accordance with *Section 10.4 Landscape Plan Standards*.
- ☒ 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.

Notes: Even though 2 future buildings are shown on our site plan, at this time there is no
scheduled timeline available when these buildings will be constructed.

Pillar

Frank Morrow

Storage Building Additions

Drainage Review

Note: It would be helpful if the Additional Buildings were labeled “A”, “B”, and “C” on the Plan View Sheets.

1. It appears that some of the existing as well as a portion of the proposed Additions may be within the boundaries of wetlands as shown on the screenshot from Baldwin County’s ISV. The green cross-hatching represents “Potential Wetlands”. I recommend that the Applicant engage a Professional to perform a Wetland Delineation of the Property and have the delineation placed on the Survey.



2. Please Provide the Time of Concentration (Tc) for both the “Pre” and “Post” drainage calculations.
3. The Drainage Note indicates “All Run-Off from the New Development drains to the south thru the existing wooded area on this Property” which is incorrect. The proposed building in the NW corner drains to the west, the proposed building in the NE corner drains to the east, and the building proposed at the south end drains to the south. Please correct this description.
4. The Plan Views show the building in the NE corner with the dimensions of 25’ x 80’ and the Elevation drawings indicate Building “C” as 25’ x 90’. Please indicate the correct dimensions.

Thomas Granger, PE

City of Bay Minette Planning Commission

SP-25004 D'Olive Storage Addition (Disposition)

Engineering Comments:

1. *Wetland Delineation*

According to the NWI Wetlands map there are no wetlands on this property.

2. *Provide the Time of Concentration (Tc) for the Drainage Calculations*

Minimum Time of Concentration of 5 min used for all storm events.

3. *Drainage Note has not been updated*

This note has been updated on the plans.

4. *Clarify Dimensions for Building "C" as plan view and Building drawings don't match.*

The correct building length is 80' instead of 90' and this has been corrected.

Planning Comments:

Please add to the Site Data the total square feet of :

1. Existing Structures: **32,121 sf**
2. Proposed Structures: **9,000 sf**
3. Existing Impervious Surface: **58,625**
4. Additional Impervious Surface: **770 sf**

These have been added to the plans.

Please add the Parking Data total square feet of:

1. Total Off-Street Parking Area: **2,700 sf**
2. Proposed Parking Area: **15 spaces**

These have been added to the plans.

Please add to the Landscape Data the total square feet of:

1. TOTAL Existing Landscaped Area: 39,582 sf
2. TOTAL Proposed Landscaped Area: 33,564 sf
3. TOTAL Proposed Open Space/Natural Areas: 23,597 sf
4. Existing Front/Side Yard Landscaping: 14,231 sf
5. Proposed Front/Side Yard Landscaping: 9,967 sf
6. Please add the number of proposed trees and shrubs to the Tree/Landscape Legend: 4 trees and 4, 3-gallon Cleypora
7. Please add the sizes of the proposed trees and shrubs to the Tree/Legend: 3 1/2" Caliper trees and 4 3-gallon shrubs
8. Please show the distance between trees (1-per 25' or fraction thereof with a crown of 70'): 35'

These have been added to the plans.

Please adjust/verify the following:

1. In the notes on page C5.0 Landscape Plan please correct item #1. From Baldwin County to City of Bay Minette Corrected
2. The site plan shows Building C as 80' long however the building floor plans state Building C is 90' long. Please correct accordingly. Building length has been reduced to 80'
3. One of the proposed crepe myrtles and green space on the west side of proposed Building B is shown outside the property line. Please locate all required landscaping within the subject parcel: Shifted trees east so that they are within the correct parcel
4. Please verify that Building B and Building C meet the Metal Building Ordinance requirements: Will be verified when building plans are submitted for the "future buildings B & C"
5. This project falls within the Greenbelt Zone and must meet those Landscape requirements. Added 30' green belt and 10' Landscape strip where applicable



U.S. Fish and Wildlife Service

National Wetlands Inventory

1151 D'Olive St Bay Minette AL



U.S. Fish and Wildlife Service, National Standards and Support Team,
wetlands_team@fws.gov

May 2, 2025

Wetlands

- Estuarine and Marine Deepwater
- Estuarine and Marine Wetland

- Freshwater Emergent Wetland
- Freshwater Forested/Shrub Wetland
- Freshwater Pond

- Lake
- Other
- Riverine

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

June 12, 2025

Planning Commission Regular Meeting Agenda Packet

**SP-25004, Frank Morrow Property
Site Plan
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: June 12, 2025

Case Number: SP-25005

APPLICATION SUMMARY

Project Name: Bay Minette Commercial Development
Property Location: West side of S US Hwy 31 south side of Rain Dr
Property PID/PPIN: 05-23-05-21-2-002-001.001 // 72510
Property Size: 4.60± acres (200,398 sq ft)

Requested Action: Site Plan Approval for Two (2) New Construction Commercial Buildings
Applicant/Engineer: Bluewater Design, LLC
Owner: TR Peed Properties, LLC

Subject Property	Zoning	Existing Land Use
SP-25005	B-2	Vacant former Wilson Property
Adjacent Property	Zoning	Existing Land Use
North	B-2 & R-3	Vacant Wooded, Shrimp Basket. Old Badcock
South	B-2, R-3 & M-1	Fireworks Stand, Chuck Stevens Ford, International Paper
East	B-2 & M-1	Vacant Strip Mall, Cockrell's, Abandon Car Wash
West	B-2 & R-3	State Probation Office, Rainview Apartments,

SITE AND REQUEST SYNOPSIS

The subject property consists of one (1) parcel totaling 4.60± acres (200,398 sq ft) and is zoned B-2, General Commercial District. The property is located on the west side of US Highway 31 S between Rain Drive and Freeview Avenue. Along the southern line of the subject property is Extreme Fireworks and Griffin's Detailing, zoned B-2. Adjacent to the rear/west is the State of Alabama Probation Office, zoned B-2 and Rainview Apartments, zoned R-3. Across S US Highway 31 to the north is the Shrimp Basket restaurant and the former Badcock furniture store that is in the process of being converted into a fitness facility – both locations are zoned B-2. Across S US Highway 31, south of the intersection of Daphne Road, is the vacant Jr. Food Store, Cockrell's Body Shop, and a vacant car wash which are all zoned B-2. Across Freeview Avenue to the south is Chuck Stevens Ford zoned B-2 and R-3. To the north, across Rain Drive, is the potential location of a recently proposed Circle K convenience store. International Paper is located just southeast of the subject property at the southeast intersection of S US Highway 31 and Dickman Road, and zoned M-1. The subject property has approximately 645ft of frontage on Hwy 31, 175ft of frontage on Rain Drive and 195ft of frontage on Freeview Avenue. There are currently no structures on the subject property. The request is for Planning Commission Site Plan approval to construct two (2) new commercial buildings: 24,600-square-foot shopping center housing 16 units on the majority of the property, and a 4,500-square-foot building on the south side.

ZONING DISTRICT AND TABLE OF PERMITTED USES

6.03.02 B-2, General Business District

This district is intended to provide opportunity for activities causing noise and heavy traffic, not considered compatible in the more restrictive business district. These uses also serve a regional as well as a local market and require location in proximity to major transportation routes. Recreational vehicle parks, very light production and processing activities are included.

Table of Permitted Uses and Conditions	R-A	R-1	R-2	R-3	R-4	R-5	B-1	B-2	M-1	M-2
General Retail							R	R	P	P

DEPARTMENT AND AGENCY COMMENTS

North Baldwin Utilities – No comments received.

Baldwin County E-911 – No comments received

Bay Minette Public Works – No comments received.

ALDOT – No comments received

Bay Minette Police Department – No comments.

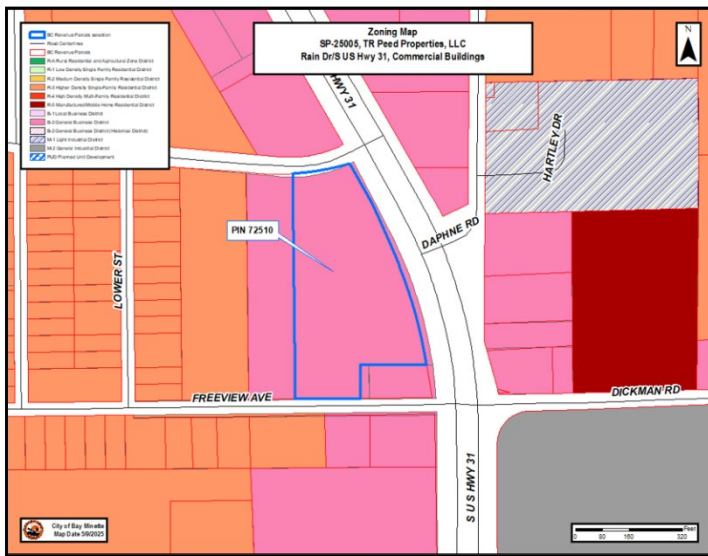
Bay Minette Engineering Consultant: Tom Granger with Pillar, LLC – Attached to Staff Report

Bay Minette Fire Department – No comments.

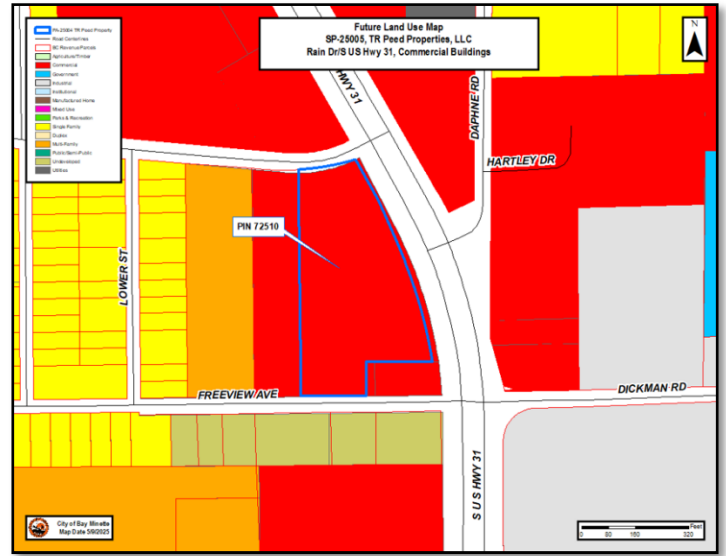
Bay Minette Building Official – No comments

MAPPING

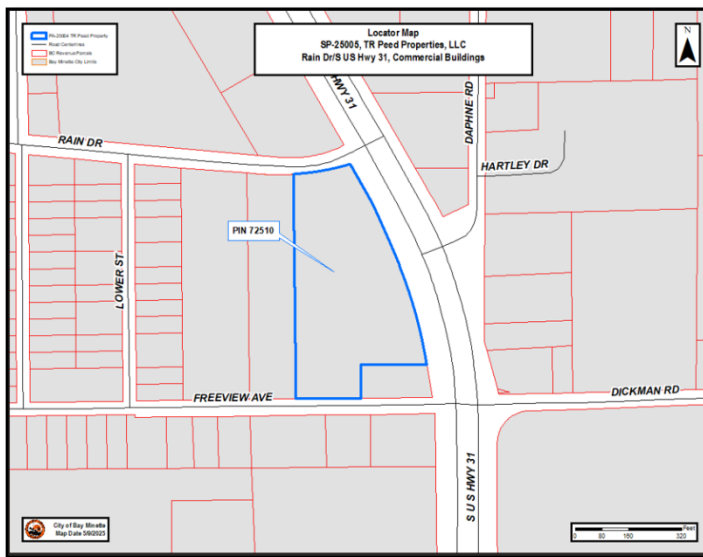
Zoning Map



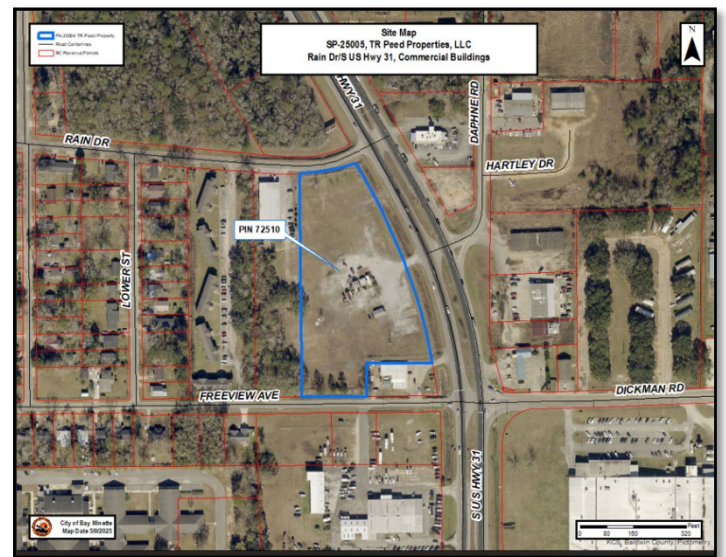
Future Land Use Map



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 Approval*. It shall be the responsibility of the owner/developer to show (prove) compliance with the requirements of this Ordinance.

1.) *The density or intensity of land use to be allocated to all parts of the site together with tabulations by acreage and percentages thereof itemized by use and density.* **COMPLIANT**

Site calculations with detailed information on the parcel surface areas and proposed improvements have been submitted by the applicant's design professional and are included in the Submitted Calculations below, followed by Staff's standard Site Calculation table.

Calculations Submitted by Applicant:

SITE DATA TABLE	
ZONING	B-2
FLOOD ZONE DATA	ZONE X, UN-SHADED
EXISTING STRUCTURE SF	1,800 SF
PROPOSED STRUCTURE SF	29,100 SF
PROPOSED USE	RETAIL
EXISTING IMPERVIOUS	1,800 SF
PROPOSED IMPERVIOUS	96,870 SF
PROPOSED OPEN / LANDSCAPE AREA	104,194 SF

SP-25005, TR Peed Property Site Calculations			
Subject Property Site Totals	200,398 ±ft ²	4.60 ± acres	
Site Use/Type	±Square Footage	Lot Coverage	Notes
Existing Structure(s)	0 ±ft ²	0.00%	
Proposed Structure(s)	29,100 ±ft ²	14.52%	Bldg 1 (24,600sf) and Bldg 2 (4,500sf)
Total Building Coverage	29,100 ±ft²	14.52%	
Existing Impervious Surface	1,800 ±ft ²	0.90%	Existing Asphalt/Concrete to be removed
Total Proposed Impervious Surface	96,870 ±ft²	48.34%	Proposed Buildings w/ Asphalt/Concrete
TOTAL Required Open/Landscaped Minimum	30,060 ±ft²	15.00%	
TOTAL Existing Landscaped Area	0 ±ft ²	0.00%	N/A
TOTAL Proposed Open/Landscaped Area	104,194 ±ft ²	51.99%	
Required Front/Side Yard Landscaping	1,502.99 ±ft²	5.00%	Not including parking areas
Existing Front/Side Yard Landscaping	- ±ft ²	0.00%	N/A
Proposed Front/Side Yard Landscaping	- ±ft ²	0.00%	Not submitted
Required Parking Landscaped Minimum	3,398 ±ft²	10.00%	

- 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**
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.* **COMPLIANT**
Use, height and area of the proposed structures appear compliant. As previously noted, "General Retail" is allowed by right in the B-2 zoning district. The proposal is a group development that will be considered as a shopping center, business center and/or mall in accordance with the Zoning Ordinance definitions below.

BUSINESS/COMMERCIAL CENTER. A group of two (2) or more owners, occupants or tenants with common customer and employee parking provided onsite, and/or connected together by common walls, interior aisles or malls.

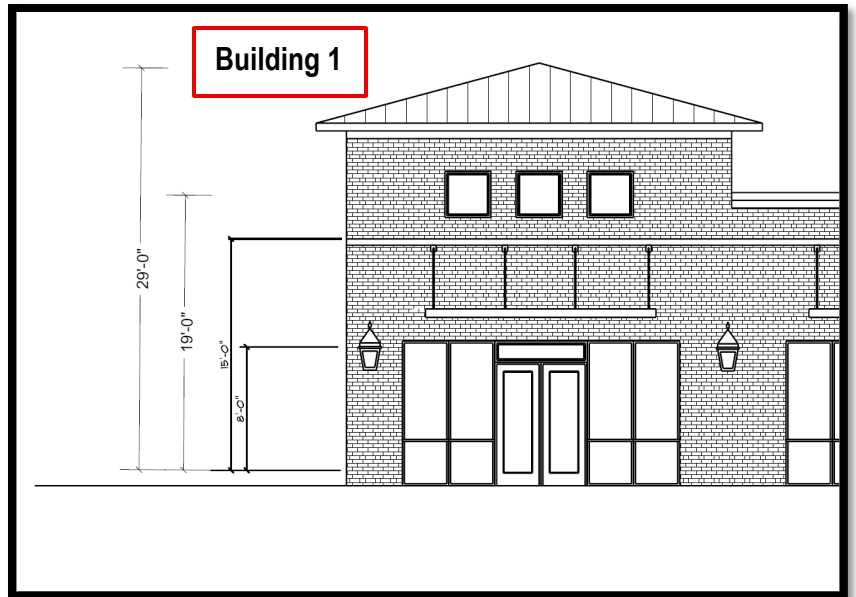
GROUP DEVELOPMENT. A development comprising two (2) or more structures built on a single lot, tract or parcel of land and designed for occupancy by separate families, firms, businesses, or other enterprises.

MALL. Any concentration of two (2) or more retail stores and/or service establishments which share customer parking areas and is located within an enclosure having public walkways whereby a customer in one (1) store or establishment may walk to another store or establishment without leaving the enclosure.

SHOPPING CENTER. A group of commercial establishments planned, constructed and managed as an entity with customer and employee parking provided onsite, provision for goods delivery separated from customer access, and designed to serve a community or neighborhood.

Building 1 is proposed at 24,600 sq ft and will be comprised of 15 individual retail units approximately 25'x60' and one unit of 35'x60' on the south end. The proposed height of the structure is 1-1.5 stories and approximately 29' feet to the eave of the largest portion of Building 1, which complies with the maximum height requirement of 4 stories or 50 feet. Building 2 is proposed as a single unit of 4,500 sq ft with a max height of 16 feet.

There are no structures present on the site, with existing conditions showing approximately 1,800 sq ft covered in impervious surface. The proposed 96,870 sq ft of building and asphalt/concrete is 48.33% of the site. The proposal includes 104,194 sq ft of open space/landscaped area totaling 51.99% of the site area.



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**
Not applicable to this development.

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

a.) Buffering: **NOT APPLICABLE**

Not applicable to this development as all surrounding uses and zones are commercial.

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

A minimum of fifteen percent (15%) of the total lot area shall be landscaped or maintained as open green space, approximately 30,060 sq ft for this site. This project will provide 104,194 sq ft of open space/landscaped area totaling 51.99% of the site area.

c.) Tree Protection Zone / Removal / Replacement: **NOT APPLICABLE**

Not applicable to this site.

d.) Greenbelt Zone: **COMPLIANT WITH CONDITIONS**

Subject property is located within the Greenbelt Zone, which requires:

**A minimum of 10 feet of the 30-foot setback to be planted with trees, shrubs, and grass or other ground cover. Provided submittals as shown meet the minimum requirements.*

**A minimum of 1 tree for every 25-ft or fraction thereof of lot frontage. Based on 645 linear feet of frontage, 26 trees would be required in the Greenbelt. Plans show 22.*

**Trees shall be at least 3.5" in caliper and 12' in height at time of planting. Plans show a height of 8'*

LEGEND						
SYMBOL	PLANT NAME	HEIGHT	SPREAD	R.B. / SIZE SPACING	COMMENTS	COUNT
	DWARF WAX MYRTLE	18"	14"	3 GAL. @ 5' O.C.	FULL PLANT	42
	JAPANESE BOXWOOD HEDGE	18"	14"	3 GAL. @ 5' O.C.	FULL PLANT	50
	TUSKEGEE CREPE MYRTLE	8'	5'	ANA STANDARD	4 TRUNK	28
	JAPANESE RED MAPLE	8'	5'	ANA STANDARD		31
	BERMUDA			WHOLE PIECES		

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

At least 10% of the interior area intended for off-street parking shall be suitably landscaped, which would be 3,398 sq ft for this site. The provided submittals appear to meet or exceed the minimum requirements. The submittals also meet the requirements for landscaped islands.

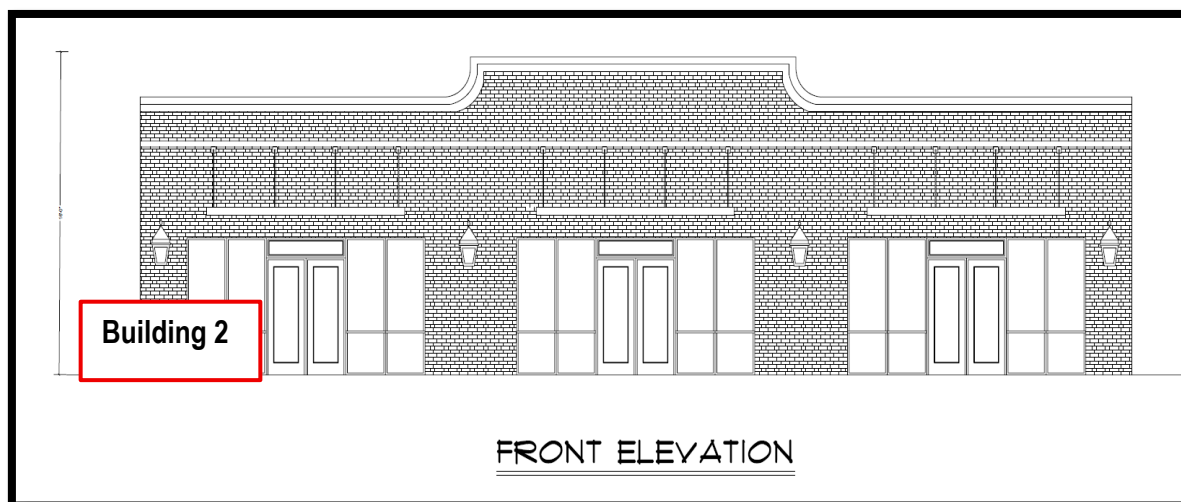
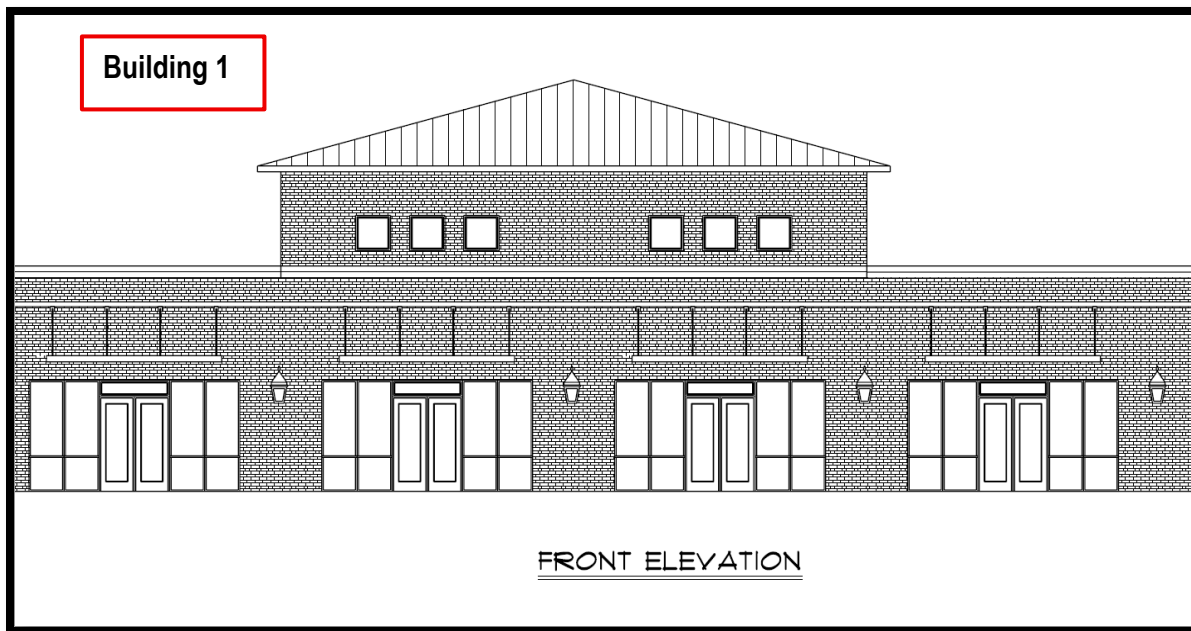
- 6.) *In the case of plans which call for development over a period of years, a schedule showing the proposed times within which applications for building permits are intended to be filed.* **NOT APPLICABLE**
Not applicable to this development.

- 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.* **COMPLIANT WITH CONDITIONS**

There are no new or additional access points proposed in ALDOT's right-of-way, however the existing access on Hwy 31 will require ALDOT's review and approval for configuration and construction. The applicant has a firm conducting a Traffic Impact Study to review the existing conditions at the Hwy 31 intersections of Daphne Road, Rain Drive and Freeview Ave as well as future impacts of the development's three access points. That study is in progress and any final approvals will be contingent upon receipt, review and approval of the study by City staff/engineering and ALDOT.

- 8.) *Front and side architectural elevations.* **COMPLIANT**

The elevations provided meet the minimum requirements for commercial structures as related to Section 8.06 for exterior facades. Brick is shown as the primary exterior material on the front and sides with glass windows and doors for the unit fronts.



- 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.* **COMPLIANT**

Current submittals do not include detailed proposals for new signage. Signage will require a Sign Permit prior to construction/installation and staff will review for compliance with the full sign ordinance at that time. Each individual unit's signage will be reviewed on its own merits, but the development as a whole will be allowed to have a freestanding shopping center multi-tenant sign.

- 10.) *Landscape plans.* **COMPLIANT WITH CONDITIONS**

As noted above, provided submittals meet the minimum requirements with the previously stated modifications related to the Greenbelt Zone.

- 11.) *Any additional data, plans or specifications which the applicant or the City believes is pertinent and which will assist in clarifying the application including, but not limited to plans for screening, lighting and space, surface drainage, erosion and sediment control, water and sewer connections, landscaping, and signs.*

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

The development meets the setback requirements with 30-ft setbacks on the front and each street side with a 15-ft rear setback.

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

The applicant's Parking Data table shows 73 required spaces, and based on the *Zoning Ordinance Section 9.02.03.04*, the parking formula for retail shown below requires 85 spaces. The development exceeds that amount and provides 101 total spaces with loading zones for both buildings.

Gross Floor Area (SF)	First 400 SF	Next up to 5,000 SF	Over 5,000 SF	Bldg A Parking Spaces Required
24,600	4	7	64	75

Gross Floor Area (SF)	First 400 SF	Next up to 5,000 SF	Over 5,000 SF	Bldg B Parking Spaces Required
4,500	4	6	0	10

PARKING DATA		
REQUIRED PARKING	1 SPACE/400 SF	29,100 SF/400=73 SPACES
PROVIDED PARKING	1 SPACE/288 SF	29,100 SF/288=101 SPACES
ADA PARKING	3 REQUIRED	6 PROVIDED

- c.) *Other:*

Comments from the City's Engineering Consultant Thomas Granger and the applicant's responses are attached to the staff report.

The submitted plans include several pages covering the development's Construction Best Management Practices Plan, this is a required portion of the submittals related to erosion control and the site's ADEM permit. The narrative and property details are for a different site. The CBMPP pages need to be revised and resubmitted with the Building Permit submittals.

STAFF RECOMMENDATION

Overall, the proposed project is compatible and compliant with the Zoning Ordinance with the modifications/conditions noted in the staff report. Based on the submitted information and the analysis above, Staff recommends that the proposed site plan approval request for the commercial development be *Approved with the following Conditions:*

1. Final Approval be contingent upon receipt, review and approval of the study by City staff/engineering and ALDOT.
2. Modify the Landscape Plan to be compliant with the Greenbelt Zone quantity and size/height requirements.
3. Revise and resubmit the CBMPP pages with the Building Permit submittals.

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 request for Site Plan Approval Extension of up to 180 days will be reviewed administratively.



City of Bay Minette

Site Plan Review Application

301 D'Olive Street • Bay Minette, Alabama 36507
Phone (251) 580-1650 • COBM_Planning@cityofbayminetteal.gov

Office Use Only

Case No.: _____

Fee: \$500.00

Paid: ☐ Cash ☐ Check

☐ Credit Card

Are you the property owner? ☐ Yes ☐ No

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

Applicant Name: BLUEWATER DESIGN, LLC Date: 4/24/2025

Mailing Address: P.O. BOX 217

City: PELL CITY State: AL Zip Code: 35125

Phone Number: 205-283-8824 Email: BWD217@BELLSOUTH.NET

Site Information

Property Address: 1100 USHWY 31S

or Property Location: _____

*Parcel No.: 23-05-21-2-002-001.001 *PPIN No.: 527784

**Parcel or PPIN information must be completed*

Request: SITE PLAN APPROVAL FOR COMMERCIAL DEVELOPMENT LOCATED ON HWY 31S

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.

Michael A. Thomas, P.E.

Digitally signed by Michael A. Thomas, P.E.
DN: cn=Michael A. Thomas, P.E., o=City of Bay Minette, ou=City of Bay Minette, email=Michael.A.Thomas@cityofbayminetteal.gov, c=US
Reason: I am the author of this document
Date: 2025.04.24 21:13:23-0500

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



City of Bay Minette

Agent Authorization Form

Office Use Only

Case No.: _____

I/We hereby appoint and designate BLUEWATER DESIGN, LLC ("Agent") to act as my/our-agent in all matters concerning this application/permit which relates to property described as tax parcel PPIN# 23-05-21-2-002-001.001. 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)

TR PEED PROPERTIES, LLC

Name(s) - Printed

52350 STATE HIGHWAY 225

Mailing Address

STOCKTON / AL 36579

City/State

251-213-6807

RPEED1@AOL.COM

Phone

Email

Signature(s)

Date

AUTHORIZED AGENT

BLEWATER DEISGN, LLC (MICHAEL A. THOMAS, P.E.)

Name(s) - Printed

P.O. BOX 217

Mailing Address

PELL CITY, AL 35125-0127

City/State

205-283-8824

BWD217@BELLSOUTH.NET

Phone

Email

Signature(s)

Date

Paula Bonner

From: Steven W. Stewart
Sent: Tuesday, May 13, 2025 8:32 AM
To: Paula Bonner
Subject: RE: SP-25005 TR Peed Properties, LLC

Ok thanks, that one has a roof height of 15 feet indicated plus the parapet wall. Either way I don't think they will make the 30'. So im good. No comments for this one.

Steven Stewart
Bay Minette Fire Department
Administrative Captain
Fire Inspector
251-580-1617 - Office
251-583-9435 – Cell

From: Paula Bonner <Paula.Bonner@CITYOFBAYMINETTEAL.GOV>
Sent: Tuesday, May 13, 2025 8:29 AM
To: Steven W. Stewart <SWStewart@CITYOFBAYMINETTEAL.GOV>
Subject: RE: SP-25005 TR Peed Properties, LLC

Attached is all they have given me at this time. I have requested elevations to scale with the height.

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

[Planning & Development Services Department Site](#)



IMPORTANT NOTICE: For your security, never rely solely on email for sensitive financial transactions, as it may be subject to fraud. ***The City of Bay Minette Planning & Development Services Department will NEVER request wire transfers via email.*** To ensure the accuracy of payment instructions for applications or permits, please verify details by calling a trusted Department contact before making any payments. If you receive an email requesting a wire transfer related to the Planning & Development Department, do not respond—contact us immediately by phone at (251) 580-1650.

Paula Bonner

From: AL Tolbert
Sent: Monday, May 12, 2025 2:26 PM
To: Paula Bonner; Tammy S. Smith; Thomas Granger; Jason Padgett; Jeff Donald; Steven W. Stewart; Mike Minchew; Murray Stewart; Rob Madison; Jody McMillan
Cc: COBM_Planning; COBM_Buildingofficial; Clair Dorough
Subject: RE: SP-25005 TR Peed Properties, LLC

BMPD has no issues.

Chief Al Tolbert
Bay Minette Police Department
403 D'Olive Street
Bay Minette, AL 36507
Office: 251-580-1682/ 251-580-2559
Cell Phone: 251-239-0554
Email:al.tolbert@cityofbayminetteal.gov



From: Paula Bonner <Paula.Bonner@CITYOFBAYMINETTEAL.GOV>
Sent: Monday, May 12, 2025 1:48 PM
To: Tammy S. Smith <TammyS.Smith@CITYOFBAYMINETTEAL.GOV>; Thomas Granger <pillarteg64@gmail.com>; AL Tolbert <AL.Tolbert@CITYOFBAYMINETTEAL.GOV>; Jason Padgett <JPadgett@NBUMAIL.COM>; Jeff Donald <JDonald@NBUMAIL.COM>; Steven W. Stewart <SWStewart@CITYOFBAYMINETTEAL.GOV>; Mike Minchew <MMINCHEW@CITYOFBAYMINETTEAL.GOV>; Murray Stewart <Murray.Stewart@CITYOFBAYMINETTEAL.GOV>; Rob Madison <Rob.Madison@CITYOFBAYMINETTEAL.GOV>; Jody McMillan <Jody.McMillan@CITYOFBAYMINETTEAL.GOV>
Cc: COBM_Planning <COBM_Planning@CITYOFBAYMINETTEAL.GOV>; COBM_Buildingofficial <buildingofficial@CITYOFBAYMINETTEAL.GOV>; Clair Dorough <Clair.Dorough@CITYOFBAYMINETTEAL.GOV>
Subject: SP-25005 TR Peed Properties, LLC

Please see attached application, public notice, and drawings for TR Peed Properties, LLC site plan request for a Commercial Development located on the east side of S US Hwy 31 and the south side of Rain Drive

This request will be presented to the Planning Commission on June 12th. Please send any comments on the application by Friday, 6th for inclusion in the staff report.

Thank you,

ALCO Engineering Services, LLC
8024 Tanner Williams Rd.
Lucedale, MS 39452
(256) 542-7058
alcoengineering23@gmail.com
4/13/2025

TR Peed Properties, LLC
Attn: Mr. Raymond Peed
52350 Highway 225
Stockton, AL 36579

Subject: Traffic Impact Study Proposal for Bay Minette Commercial Development

Mr. Peed,

I appreciate the opportunity to submit this proposal for conducting a comprehensive Traffic Impact Study (TIS) to analyze the potential traffic impact and identify mitigation needs for your commercial development in Baldwin County along US 31. I am confident in delivering high-quality results that meet and exceed your expectations.

1. Project Overview:

AES proposes to conduct a Traffic Impact Study to analyze the existing intersections noted in the scope section below. The study will also analyze the intersection(s) created by the proposed connection(s) of the development to the public roadways. The study aims to assess the existing traffic conditions, predict future traffic volumes, and recommend effective mitigation measures to ensure optimal traffic flow and safety.

2. Scope of Work:

A scoping discussion was held with ALDOT to solidify the details of the study; however, the Traffic Impact Study will include the following key components:

a. Existing Conditions Assessment:

- Conduct a detailed analysis of the current traffic conditions at the identified intersection(s).
- Evaluate existing traffic patterns at intersections: US31/ Daphne Rd, US31/ Rain Dr., US31/ Freeview Ave.

b. Traffic Forecasting:

- Predict future traffic volumes based on the initial phase(s) up to full buildout of the development to achieve a total buildout view. This development is being shown with 3 access connections; 1 access to US31, 1 access to Rain Dr., and 1 access to Freeview Ave.
- Assess the impact of the increased traffic on the selected intersections.
- This will include turn lane warrant analyses for all points of access in addition to Level-of-Service analysis for all intersections listed in the scope section of this proposal. A traffic signal warrant analysis is also required for the main access/ US 31/ Daphne Rd intersection.

c. Mitigation Recommendations:

- Propose effective traffic mitigation measures to address any identified congestion or safety concerns.

d. Final Report:

- Compile a comprehensive final report detailing the findings, recommendations, and supporting data.
- Provide clear and concise documentation to aid in the decision-making processes.
- The Final Report will be the main deliverable item.

3. Project Timeline:

At this time, the proposed timeline for the Traffic Impact Study to be completed is approximately 8 weeks at this time. Traffic counts are not ordered until the project is initiated by the receipt of the deposit procuring services. Project initiation also solidifies the position in the timeline for completion. Current project queue at the time of project initiation also impacts timeline for delivery. This can be discussed at the time of project initiation.

4. Budget:

The estimated cost for the complete Traffic Impact Study is \$12,790 inclusive of all expenses such as data collection, analysis, and the preparation of the final report. This cost is estimated based on the traffic count scope stated, any additional intersection analysis required by governing agencies will be added to the final

cost. The final report comes as a sealed/ signed pdf file which can be printed or emailed as needed. Any hard copy versions would need to be requested to be printed and bound for delivery at cost. 50% of the estimated fee is required at project initiation with the remainder due within 30 days of completion/ delivery of the study.

Additional Services:

I understand that project requirements may evolve, and additional services may be necessary. To accommodate this flexibility, I propose a cost-plus time approach for any increased scope of work. The rate for additional services will be \$150 per hour. This includes extra meetings, additional analysis, or any tasks beyond the initially agreed-upon scope.

I am committed to delivering timely and accurate results while providing the flexibility to adapt to any changes in project requirements to ensure the success of your projects.

I look forward to the opportunity to work with you on your important project and contribute to the success of this project.

Please do not hesitate to contact me to discuss this proposal further or to address any questions you may have.

Thank you for considering AES for this project.

Sincerely,

Michael Smith

Michael Smith, P.E. AL, MS, FL
Owner
ALCO Engineering Services
(256) 542-7058

If this proposal is deemed acceptable and you wish to proceed with the procurement of the services by AES, please sign below and return to me for my records. Thank you for choosing AES!

Signature by Client above denotes acceptance of terms
of proposal.

TR Peed Properties

Drainage Review Comments

1. Referring to the Baldwin County ISV mapping, this site has been identified as having “Potential Wetlands” on the site. This site should have a Wetland Delineation Field review to determine if wetlands are, in fact, located on the site.



2. Sheet C-13 refers to Sheet C5.4 for Storm Event Data but Sheet C5.4 was not included in this set.
3. Sheet C-13 also shows a Detention Pond Cross Section with incorrect Elevations, please put actual pond Elevations.
4. I did not find a detail on the “Bubble-Up” structures, please provide.
5. Where is the location of the Discharge Structure for the Detention Pond and where does the outfall terminate? The only “Daylight” I see on the County ISV mapping is potentially located in the South end of the Parcel where there is a 255’ contour line. Please provide Elevations and Dimensions on the Typ. Storm Discharge Structure Detail shown on Sheet C-13.
6. Please Explain the connection of JB-100 to GI-100 and the intent. It appears collected runoff could discharge either direction (East/West) by the inverts of the pipes connected to the structure? The top of the JB-100 is 2/10ths higher than the Rim of GI-100, which will provide a significant “Lip” in the middle of the Travel Way.



June 4, 2025

Mrs. Paula Bonner.
City of Bay Minette
Planning & Development Services Department
301 D'Olive Street
Bay Minette, AL 36507

Subject: Review Response Letter
Bay Minette Commercial
BWD Project #: EM-01

Mrs. Bonner:

Please find below our **responses** to your review comments for this Project.

- 1. Referring to the Baldwin County ISV mapping, this site has been identified as having "Potential Wetlands" on the site. This site should have a Wetland Delineation Field review to determine if wetlands are, in fact, located on the site.**

Please review the JD Report performed by Wetland Sciences stating that there not any wetlands located on the subject site.

- 2. Sheet C-13 refers to Sheet C5.4 for Storm Event Data but Sheet C5.4 was not included in this set.**

Sheet C.4 has been added to the plan set.

- 3. Sheet C-13 also shows a Detention Pond Cross Section with incorrect Elevations, please put actual pond Elevations.**

The detail has been revised as requested.

- 4. I did not find a detail on the "Bubble-Up" structures, please provide**

The "Bubble Up" structure detail is the same as the grate inlet detail. The detail has been modified to reflect this.

- 5. Where is the location of the Discharge Structure for the Detention Pond and where does the outfall terminate? The only "Daylight" I see on the County ISV mapping is potentially located in the South end of the Parcel where there is a 255' contour line. Please provide Elevations and Dimensions on the Typ. Storm Discharge Structure Detail shown on Sheet C-13.**

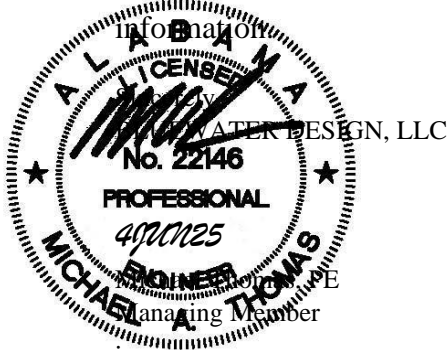
The pond discharges north of GI-100 via a precast winged headwall into the existing ditch system. The discharge rate is controlled by the concrete weir located in the GI-100 (double box structure).

5. *Please Explain the connection of JB-100 to GI-100 and the intent. It appears collected runoff could discharge either direction (East/West) by the inverts of the pipes connected to the structure? The top of the JB-100 is 2/10ths higher than the Rim of GI-100, which will provide a significant “Lip” in the middle of the Travel Way.*

The connection allows for the placement of a discharge weir in the double structure. Please refer to the detail that has been added on Sheet C5.4. The top of JB-100 has been lowered the specified 2/10ths.

Please do not hesitate to contact our office if you have any questions or require additional

information.



**SP-25005, TR Peed Properties,
LLC Site Plan
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: June 12, 2025

Case Number: SD-25004

APPLICATION SUMMARY

Project Name: N & N Holdings Subdivision
Property Location: 513 Elm Street & 506 Byrne Street
Property PID/PPIN: 05-23-05-16-1-003-033.000 // 12518
Property PID/PPIN: 05-23-05-16-1-003-032.000 // 35994
Property Size: 0.53± acres

Zoning: R-3, Higher Density Single Family Residential District
Proposed Action: Preliminary & Final Plat Approval for a three lot (3-lot) Minor Subdivision
Applicant: Sawgrass Consulting, LLC
Property Owner: N & N Holdings Properties, LLC

Subject Property	Zoning	Existing Land Use
SD-25004	R-3	Vacant Residential & Single-Family Dwelling
Adjacent Property	Zoning	Existing Land Use
North	R-3	Vacant Residential
South	R-3	Single-Family Dwelling & Vacant Residential
East	R-3	Single-Family Dwelling
West	R-3	Vacant Residential & Single-Family Dwelling

SITE AND REQUEST SYNOPSIS

The subject property consists of approximately 0.53± acres and is located at 513 Elm Street on the east side of Elm Street, and 506 Byrne Street on the west side of Byrne Street, south of Clay Street. The subject site is zoned R-3, Higher Density Single Family Residential District and is surrounded by R-3, Higher Density Single Family Residential District zoning and uses. The Minor Subdivision request is to subdivide the existing parcel into three (3) parcels. The proposed subdivision will result in Lot 1 containing approximately 7,206± square feet (0.165± acres), Lot 2 containing approximately 8,232± square feet (0.189± acres) and Lot 3 containing approximately 7,640± square feet (0.175± acres). There is an existing single-family dwelling on Lot 3, however Lots 1 and 2 are vacant.

ZONING DISTRICT

CURRENT ZONING

6.02.03 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.

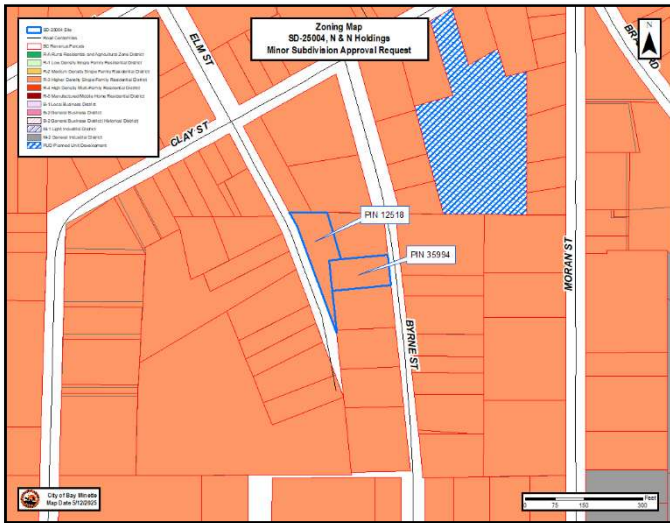
DEPARTMENT AND AGENCY COMMENTS

Bay Minette Public Works – No comments received.
Bay Minette Police Department – Reported no issues.
Bay Minette Fire Department – Reported no comments.

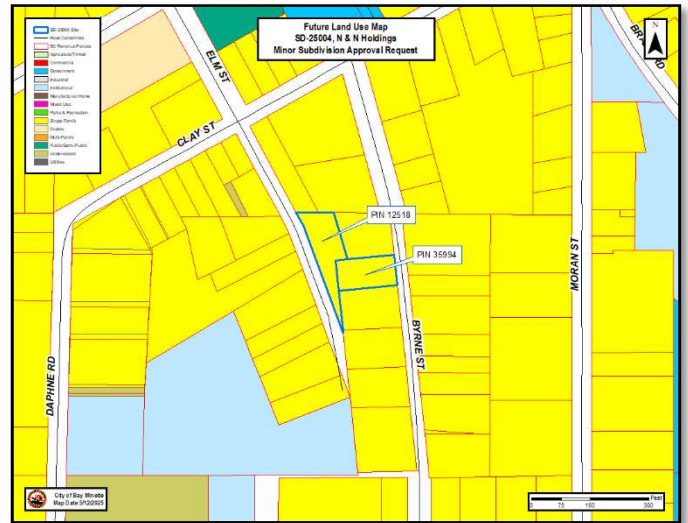
Baldwin County E-911 – No comments received.
ALDOT – N/A
North Baldwin Utilities – No comments received

MAPPING

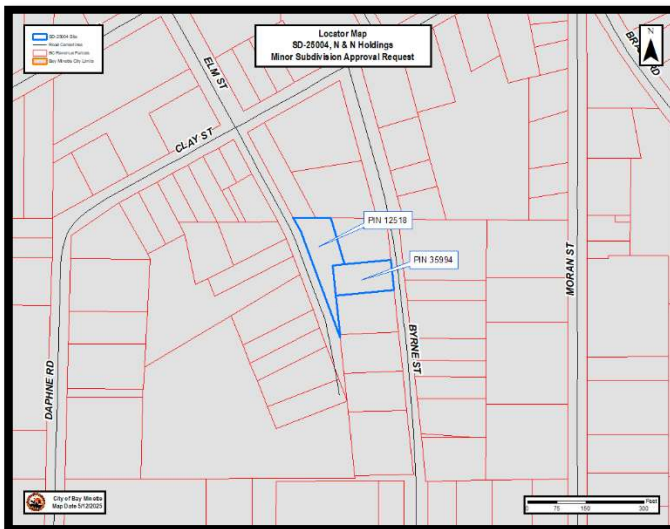
Existing Zoning Map



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:** AT&T (*Service Availability Letter Provided*)
- Electricity:** Alabama Power (*Service Availability Letter Provided*)

Transportation: Lots 1 and 2 of the proposed three-lot subdivision both front on Elm Street, while Lot 3 fronts on Byrne Street. Both local streets are paved and maintained by the City, with rights-of-ways approximately 43 to 45± feet wide.

SECTION 3.03 CLASSIFICATION OF SUBDIVISIONS

3.03.02 Minor Subdivisions. Applications for approval of a Minor Subdivision shall consist of subdivisions that create not more than 4 lots, each lot fronting on an existing, paved public road and does not involve any new street or drainage improvements, the extension of public facilities, nor the creation of any public improvements. Minor Subdivisions do not require Preliminary Plat approval but must receive Final Plat approval. Prior to submitting a plat application for Commission consideration, a Pre-Application Conference is required with City Staff. If staff determines that no street, drainage or other improvements are required and that the proposed subdivision is in conformance with the Comprehensive Plan, Zoning Ordinance and these Regulations, the applicant may then prepare and submit a Final Plat application. If City Staff determines that any improvements are necessary for the proposed subdivision to comply with these Regulations, the proposed subdivision is considered a Major Subdivision subject to review and approval as such.

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.

STAFF ANALYSIS / RECOMMENDATION

The subject property currently consists of two (2) parcels. The proposal is to split the two parcels into three (3) parcels with lots 1 and 2 fronting on Elm Street and lot 3 fronting on Byrne Street. The minimum lot width and building line for R-3 zoning is 50 feet. All three (3) proposed lots meet that requirement with a proposed width for Lot 1 of 103.93 feet, lot 2 of 56.07 feet, and lot 3 of 75.02 feet. The minimum lot area requirement for R-3 zoning for a single-family dwelling is 7,200 square feet. The proposed lots meet that as well with 7,206± proposed square feet for Lot 1, 8,232± square feet proposed for Lot 2, and 7,640± square feet proposed for lot 3.

8.11 REQUIREMENTS FOR LOT AREA, LOT WIDTH, COVERAGE, DENSITY AND OTHER FACTORS:

The following shall apply in each residential district as listed:

ZONING DISTRICT	DWELLING TYPE	MINIMUM LOT AREA	MINIMUM LOT WIDTH & BUILDING LINE	MAXIMUM LOT COVERAGE*	MAXIMUM DENSITY**
R-1, LOW DENSITY RESIDENTIAL					
	Single Family	15,000 sq. ft.	100 ft.	25%	3.0 units/ac.
R-2, MEDIUM DENSITY RESIDENTIAL					
	Single Family	9,000 sq. ft.	70 ft.	25%	4.0 units/ac.
R-3, HIGHER DENSITY RESIDENTIAL					
	Single Family	7,200 sq. ft.	50 ft.	30%	5.0 units/ac.
	Two Family	10,000 sq. ft.	65 ft.	35%	7.0 units/ac.
R-4, HIGH DENSITY MULTI-FAMILY					
	Single Family	7,200 sq. ft.	50 ft.	30%	5.0 units/ac.
	Two Family	10,000 sq. ft.	65 ft.	35%	7.0 units/ac.
	Multiple Family	7,500 sq. ft.***	65 ft.	35%	14.0 units/ac.
* Does not apply to lots of record smaller than required in the district in which they are located.					
** Dwelling units per gross acre to be developed.					
*** For one (1) unit plus 2,500 sq. ft. for each additional unit.					

8.12 MINIMUM SETBACKS

The following front, rear and side yard setbacks shall apply in districts as listed, except in Planned Unit Development and Innovative Design Residential Developments:

Zoning District	Front Yard		Rear Yard	Side Yard	Corner Lot Side Yard	
	Arterial & Collector Streets	Local Streets & Service Roads			Arterial & Collector Streets	Local Streets & Service Roads
R-1, Low Density Single Family Residential	30	30	30	15	30	25
R-2, Medium Density Single Family Residential	30	25	30	10	30	20
R-3, Higher Density Single Family Residential	30	25	30	a	30	20
R-4, High Density Multi-Family Residential	30	25	30	a	30	30
R-5, Manufactured Home Residential	**See Article 9, Section 9.01**					
B-1, Local Business	30	20	b	b	20	10
B-2, General Business	30	20	b	b	30	25
DHB, Downtown Historic Business Overlay Zone	d	d	d	d	d	d
M-1, Light Industrial	50	30	c	c	50	30
M-2, General Industrial	50	30	c	c	50	30

- a Ten (10) feet plus two (2) additional feet for each floor above two (2) stories, but not exceeding twenty (20) feet; and when dwelling unit faces side yard, the dwelling unit must not be less than twenty-five (25) feet from the side lot line.
- b None, except it will be five (5) feet if abutting an alley, and when abutting a residential district, it shall be not less than twenty (20) feet.
- c None, except it will be five (5) feet if abutting an alley; and when abutting a residential district, it shall be not less than fifty (50) feet.
- d The building setback lines in the DHB District Overlay Zone shall be similar and consistent with what is existing on the same street within the same block of the proposed building.

The proposed plat does include the required setbacks for R-3, which are 25 feet in the front, as Elm Street and Byrne Street are both classified as a local street, 30 feet in the rear, and 10 feet on each side. There is an existing single family dwelling on lot 3 which does meet the current building setback requirements. Per Baldwin County Revenue Commission records the structure was build in approximately 1960.

STAFF RECOMMENDATION

Based on the information submitted by the applicant, City Staff input and the analysis above, staff recommends that the Planning Commission Approve Case SD-25004, N & N Holdings Minor Subdivision.

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 Minor Subdivision Final Plat approval. Minor Subdivisions do not require Preliminary Plat approval but must receive Final Plat approval. 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

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

Office Use Only	
Case Number: SD-	25004
App Submittal Date:	4.22.25
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: Nehal Bodalia-N&N Holdings Phone: 251-474-4118

Developer: Nehal Bodalia-N&N Holdings Phone: _____

Authorized Agent/Application Contact: Sawgrass Consulting LLC Quinn Middleton

Phone: 251-544-7900 Email: sawgrassadmin@sawgrassllc.com

Mailing Address: 30673 SGT E.I. Boots Thomas Dr. Spanish Fort

Surveyor Name: Ercil Godwin APLS Lic#: 26621

Surveying Firm Name: Sawgrass Consulting LLC City Business Lic#: 2025-765

Phone: 251-544-7900 Email: sawgrassadmin@sawgrassllc.com

Engineer Name: _____ Registration #: _____

Engineering Firm Name: Sawgrass Consulting LLC City Business Lic#: 2025-765

Phone: 251-544-7900 Email: sawgrassadmin@sawgrassllc.com

SITE INFORMATION

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

Subdivision Name: N & N Holdings Subdivision

Location: 513 Elm Street & 506 Byrne Street

Section: 16 Township: 2S Range: 3E Instrument# or Slide# of Existing Recorded Plat: WD/0/2078713
N/A/272/1725

Parcel ID/PPIN(s): 05-23-05-16-1-003-033.000 & 05-23-05-16-1-003-032.000 12578 + 35994

Total Acreage: .53 Total # Lots: 3 Average Lot Size (sq ft): 7,692

Required Number of Certified Letters: 5 Adjacent Property Owner/Leaseholder Information Attached: ☒ Yes ☐ No

UTILITY PROVIDERS

Water: North Baldwin Utilities

Sewer: North Baldwin Utilities

Power: Alabama Power

Gas: North Baldwin Utilities

Telephone: AT&T

Internet: AT&T

ACCESS

Roadway Name: _____ Total Frontage (linear feet): _____

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

SUBMITTAL DOCUMENTATION

- Legal Description Attached: ☒ Yes ☐ No
- Access Authority Approval Attached ☐ Yes ☐ No
- Requesting Waivers: ☐ Yes ☐ No
- Covenants or Deed Restrictions: ☐ Yes ☐ No
- Recorded Warranty Deed(s) Attached: ☒ Yes ☐ No
- Service Availability Letters Attached: ☒ Yes ☐ No
- List and Description of Requested Waivers Attached: ☐ 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: _____ Date: 4/22/25

INTERNAL USE ONLY

FEES & PAYMENT DETAILS Application Fee: \$ <u>350.00</u> Total # of Lots <u>3</u> x \$20 = \$ <u>410.00</u> Total # Certified Letters: _____ x \$10 = \$ _____ TOTAL DUE \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Card* 3.99% Fee <input checked="" type="checkbox"/> Check #: <u>11327</u> Date Paid: <u>4/23/25</u>	Zoning: <u>R3</u> FEMA: <u>X</u> Potential Wetlands <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 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 <input type="checkbox"/> Owner Permission <input type="checkbox"/> Deed <input type="checkbox"/> Legal Description <input type="checkbox"/> Adjacent Property List <input type="checkbox"/> Service Availability <input type="checkbox"/> Access <input type="checkbox"/> Waiver <input type="checkbox"/> Covenants Completeness Review Date: _____ <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete Deficiencies: _____ PC Meeting Date: _____ Public Notice Deadline Date: _____
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FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER

SAWGRASS CONSULTING LLC
30673 SGT. E. I. "BOOTS" THOMAS DRIVE
SPANISH FORT, AL 36527
251-544-7900

HANCOCK WHITNEY BANK

11327

4/22/2025

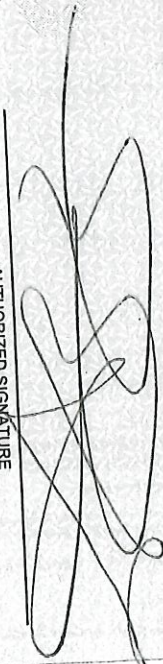
PAY TO THE
ORDER OF City of Bay Minette

\$*410.00

DOLLARS

Four Hundred Ten and 00/100*****

City of Bay Minette


AUTHORIZED SIGNATURE

MEMO

SECURITY FEATURES INCLUDED. DETAILS ON BACK

⑈0011327⑈ ⑆065106619⑆ 721035728⑈

11327

4/22/2025

410.00

SAWGRASS CONSULTING LLC

City of Bay Minette

minor sub app

25-025

\$350 + \$60 = \$410

N&N Holdings

WWW.CHECKOMATIC.COM - (800) 555-6374

HancockWhitney

410.00



PROPERTY TAX
Baldwin County, Alabama

Current Date: 4/23/2025 Tax Year: 2024 (Billing Year: 2024)

You are currently viewing a record for the 2024 tax year which began October 1, 2023 and ended September 30, 2024

Parcel Info

PIN 12518
PARCEL 23-05-16-1-003-033.000
ACCOUNT NUMBER 51195

OWNER BISHOP, DOROTHY A
MAILING ADDRESS 15451 TIMBER RIDGE
DR, LOXLEY, AL 36551
PROPERTY ADDRESS 513 ELM ST

LEGAL DESCRIPTION 285(S) 160.86(D) COMM
AT SE COR OF BLK 94 OF
MOBILE-MONTGOME RY
RR ADD TO TOWN OF
BAY MINETTE MISC BK1
PG106, TH W108.60 TO
POB TH CONT W90.70
TO E/L OF ELM ST TH
SELY ALG ELM 160.8 6(D)
285(S) TH NW112 TH
NE40(S) TH NW141.19
TO POB SEC16-T2S R3E
THIS IN CONFLICT WITH
PARCEL 32 SEE ATT
NOTES

EXEMPT CODE
TAX DISTRICT Bay Minette Hospital



Tax Information

TAXES WERE DUE BEGINNING 10/1/2024, DELINQUENT AFTER 12/31/2024

PPIN	YEAR	TAX TYPE	TAXES	PENALTIES / INTEREST	SUBTOTAL	AMT PAID	BALANCE DUE
12518	2024	REAL	\$ 57.80	\$ 0.00	\$ 57.80	\$ 57.80	\$ 0.00

Total Due: \$ 0.00

LAST PAYMENT DATE 11/6/2024

PAID BY REALAND TITLE LLC

Property Values

Total Acres

Use Value \$0

Land Value \$6,800

Improvement Value \$0

Total Appraised Value \$6,800

Total Taxable Value \$6,800

Assessment Value \$1,360

Subdivision Information

Code

Name

Lot

Block

Type / Book / Page N/A / 272 / 1725

S/T/R 16-2S-3E

Detail Information

TYPE	REF	DESCRIPTION	LAND USE	TC	HS	PN	APPRAISED VALUE
LAND	1	0.000 Acres	9110-VACANT RESIDENTIAL	2	N	N	\$6,800

Building Components

Tax Sales

NO TAX SALES FOUND



Baldwin County Parcel Viewer

506 byrne street bay minette al X



Navigation Tools



Zoom In



Zoom Out



Pan

Layers

- ☒ Baldwin County Data
 - ☒ Annotation
 - ☐ Misc
 - ☐ Hydro
 - ☒ Parcels
 - ☒ Conveyance Divisions
 - ☒ Centerlines
 - ☒ Coastal Control Line
 - ☐ Subdivisions
 - ☒ Lot Lines
 - ☐ PLSS
 - ☒ Potential Wetlands
 - ☒ Conflicts
 - ☐ FST
 - ☒ County Boundary
 - ☐ City Limits
 - ☐ County Zoning
 - ☐ 2023_FLUM_Zoned_Areas
 - ☐ Building Permit Jurisdictions
 - ☐ Municipal Subdivision Jurisdictions
 - ☐ County Planning Districts
 - ☐ Historic Districts
 - ☐ Flood Zones
 - ☐ LiMWA
 - ☐ Floodway
 - ☐ BFE
- ☐ Baldwin County Contours
- ☐ Baldwin County Imagery 2023

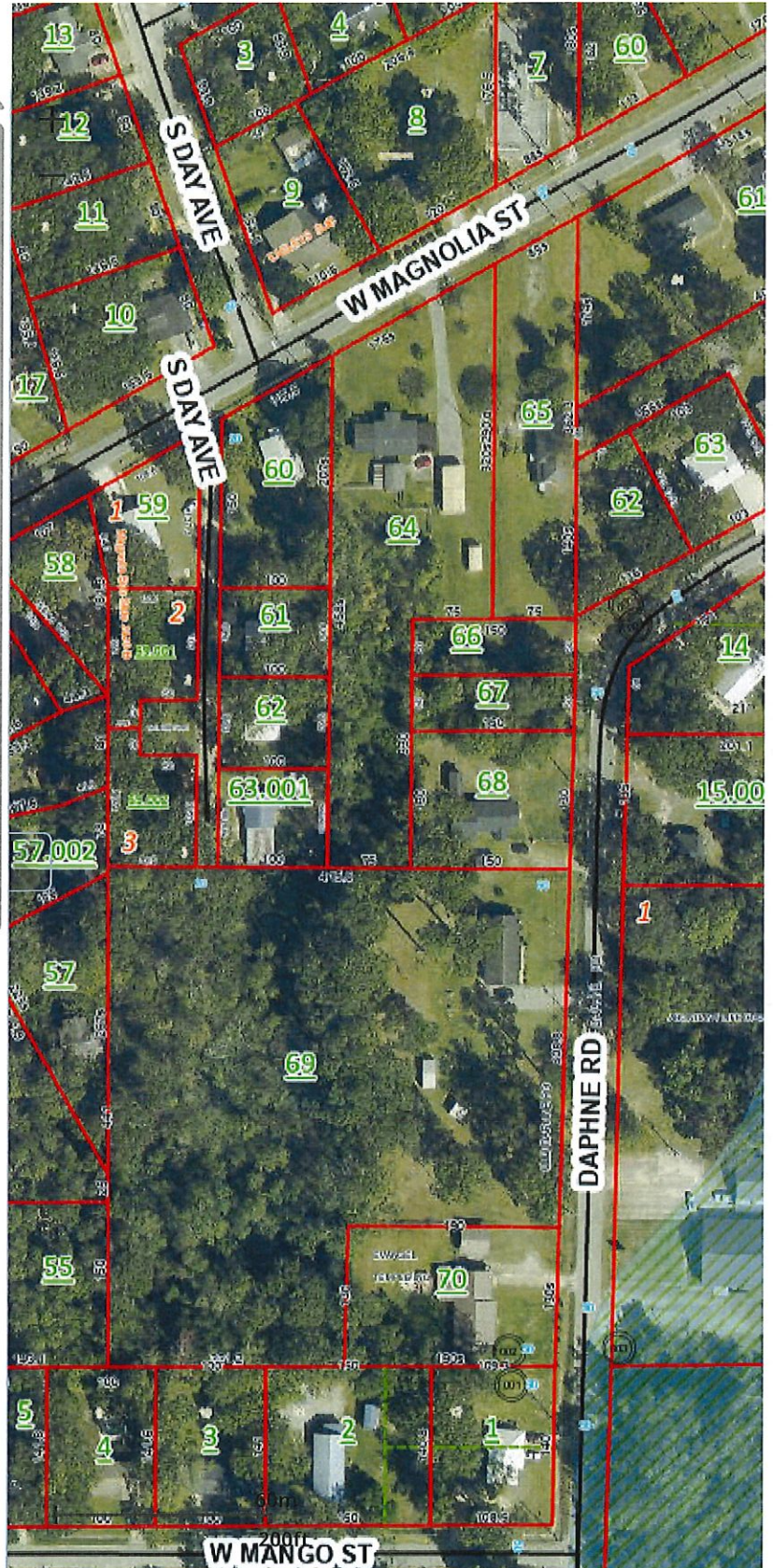
Legend

Find Address

Search

By Attribute

By Shape



Transmittal Sheet



To:

PLANNING AND ZONING

Company:

City of Bay Minette

Address:

301 D'Olive Street

City, State, Zip Code:

Bay Minette, AL 36507

From:

Tori Scheer

Date:

04/22/2025

Senders Reference:

N & N Holdings - MINOR SUBDIVISION

URGENT

☐

Please
Comment

☐

For
Review

☐

As
Requested

☒

For Your
Files

☒

Notes/Comments:

Enclosed you will find:

24x36 Proposed Plat

11x17 Proposed Plat

Check # \$350 x 3 Lots/\$20 = \$410 (Payment for mailing fees made once calculated)

Agent Authorization Form

Utility Letters

Deeds

Certified Adjacent Property Owners List

THUMBDRIVE includes PDF of plat, legal in word and DWG file of plat

Comments and questions-TSCHEER@SAWGRASSLLC.COM

30673 Sgt. E.I. Boots Thomas Drive Spanish Fort, AL 36527

251-544-7900

MARCH 26, 2025

ADJACENT PROPERTY OWNERS LIST

N & N HOLDINGS LLC 05-23-05-16-1-003-033.000 05-23-05-16-1-003-032.000

Parcel Number	Pin	Owner Name	Address	City	State	Zip
05-23-05-16-1-003-033.001	112765	JEFFERS, LISA DIANNE FOX ET VIR DENNIS HO AND NREE	45610 ANN AVE	BAY MINETTE	AL	36507
05-23-05-16-1-003-031.000	5419	GARIBAY-ZAVALA, ANGEL	2709 SCARLET DR	BAY MINETTE	AL	36507
05-23-05-16-1-003-007.000	48274	KLEINATLAND PAMELA E	24948 WOLF BAY TER	ORANGE BEACH	AL	36561
05-23-05-16-1-003-034.000	14007	JEFFERS, LISA DIANNE FOX ET VIR DENNIS HO AND NREE	45610 ANN AVE	BAY MINETTE	AL	36507
05-23-05-16-1-003-030.000	4915	BURNETTE, THOMAS J ET AL ANDERSON, MAMIE AND KIM	514 BYRNE ST	BAY MINETTE	AL	36507

STATE OF ALABAMA
BALDWIN COUNTY
I, TEDDY J. FAUST, JR., Revenue Commissioner
in and for said State and County, do hereby
certify that this is a true and correct copy of the
records of this office.


Revenue Commissioner



March 27, 2025

Byrn & Elm St
Bay Minette Al.

To whom it may concern:

This is to confirm that Alabama Power Company will provide permanent electric service to the proposed development located at 05-23-05-16-1-003-033.000 & 05-23-05-16-1-003-032.00 Byrn & Elm St Bay Minette, Alabama. 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
TESHEFFI@southernco.com



NORTH BALDWIN UTILITIES

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

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

April 1, 2025

Tori Scheer
Sawgrass Consulting, LLC
30673 SGT E.I. "Boots" Thomas Drive
Spanish Fort, AL 36527
tscheer@sawgrassllc.com

Re: Letter of Water, Wastewater & Natural Gas Service Availability
Parcel #: 05-23-05-16-1-003-033.000 & 05-23-05-16-1-003-032.000

Dear Tori,

At your request, this letter is to confirm that the above referenced property 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 the applicant paying all fees required for this service. At the time the builder needs these services on, all deposits will need to be paid in full.

All new or modified utility infrastructure shall be in accordance with NBU specifications. The developer shall coordinate with NBU throughout the 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)*

**SD-25004, N & N Holdings, LLC
Property Minor Subdivision Plat
Submitted Under Separate Cover**

See Exhibit C