



**City of Loxley Zoning Board of Appeals Meeting**  
**Tuesday, June 30, 2026**  
**6:00 PM**

Call to Order

**New Business:**

**Item 1.** Consideration of Minutes of February 25, 2026, Zoning Board of Appeals Meeting.

**Item 2.** **V26-03 – Smith Douglas Homes, Roans Mill – Variance**

**Description:** The applicant, Smith Douglas Homes, seeks variance approval for a temporary sales trailer to be placed on site while model homes are being constructed.

**Location:** The subject property is located on the east side of Hwy 59 approximately 1.25 miles south of the Hwy 31 intersection and 0.50 miles north of the Baldwin Prep Academy. (PIN 83598)

- >Staff Report
- >Applicant Report
- >Public Comments
- >Planning Commission Comments & Discussion
- >Close Public Comments
- >Action by Planning Commission

**Item 3.** **V26-04 – Ann Melendez – Special Exception - Public Hearing Required**

**Description:** The applicant seeks to build a residence at 1079 Cypress St. N. This property is currently zoned B-1 which requires a variance to allow for residential use.

**Location:** The subject property is located on the west side of Cypress St. N (PIN – 32100).

- >Staff Report
- >Applicant Report
- >Public Comments
- >Planning Commission Comments & Discussion
- >Close Public Comments
- >Action by Planning Commission

**Other Business:**

**Adjourn**

MINUTES OF  
THE ZONING BOARD OF APPEALS  
CITY OF LOXLEY  
February 25, 2026

The Zoning Board of Appeals of the City of Loxley met February 25, 2026 at 5:30 p.m. in the Town Hall with Chairman Phillip Dembowski presiding. Board members present were Brenda White, Janice Christopherson, and Joseph Shaw. Also present were Greg Smith, Director of Community Development; Kate Whalley, Community Development Technician; and Shawn Alves, City Attorney. Board members absent were Craig Canaan, Alice Hilton, and Sonja Moye.

The Chairman, Phillip Dembowski, called the meeting to order and declared a quorum present.

First on the agenda was the consideration of the minutes of the September 22, 2025, meeting. Brenda White made a motion to accept the minutes as written. Janice Christopherson seconded the motion, and it passed unanimously.

Second on the agenda was Public Hearing for Appeal No. V26-01 – Vicki Dyess – Variance. Description: Request for a variance to allow an existing accessory structure to remain within a proposed family subdivision, requiring an approximate 10-foot property line setback variance. Location: 3108 W. Saint Alban Avenue, Loxley, Alabama (PIN 13837).

Greg Smith explained that the subject property consists of three existing lots of record, each approximately 62.5 feet in width, and that the applicant is requesting a family subdivision to allow division of the property among family members. He stated that the property is zoned R-1A, which requires a minimum lot width of 100 feet, and that a variance is required as the resulting lots will not meet the minimum width requirement. Mr. Smith further explained that the request is limited to lot width and does not include any setback variances.

Chairman Dembowski opened the Public Hearing for Appeal No. V26-01. With no comments from the public or the Board, the public hearing was closed.

Phillip Dembowski made a motion to approve the variance request under Section 10.7 of the Zoning Ordinance, finding that the request meets the requirements for granting a variance and is not contrary to the public interest, and to allow a lot width variance of approximately 28 feet, with all other zoning requirements remaining in effect. Brenda White seconded the motion, and it passed unanimously.

Third on the agenda was Public Hearing for Appeal No. V26-02 – Monument Sign – Variance Request.

Description: Request for a variance to allow a monument sign exceeding the 10-foot height limit. Location: 15365 Enterprise Boulevard, located at the northeast corner of Highway 59 and Highway 90 (PPIN 633918).

Greg Smith explained that the applicant, Gulf Alabama Industrial Center, is requesting variances for two monument signs located at the entrances to the development. He stated that the proposed signs do not meet ordinance requirements for freestanding signs, including the requirement for open space between three and eight feet above grade, and that one sign exceeds the maximum allowable sign area of 100 square feet per face. Mr. Smith stated that the signs are located on private property and do not create any visibility or safety concerns.

Chairman Dembowski opened the Public Hearing for Appeal No. V26-02. With no comments from the public or the Board, the public hearing was closed.

Phillip Dembowski made a motion to approve the variance request under Section 10.7 of the Zoning Ordinance to allow the proposed monument signage, including a variance from the required open space between three and eight feet and a variance to allow increased sign area, finding that the signage does not obstruct visibility or create safety concerns. Joseph Shaw seconded the motion, and it passed unanimously.

There being no further business to come before the meeting, the same was on motion duly made, seconded, unanimously carried, and regularly adjourned.

Phillip Dembowski  
Chairman

\_\_\_\_\_

Kate Whalley  
Community Development Technician

\_\_\_\_\_



**TO:** Mr. Phillip Dembowski, Chairman and  
Members of the Zoning Board of Appeals

**DATE:** June 30, 2026

**FROM:** Gregory B. Smith, PE  
Community Development Dir/City Engineer

**REPORT DATE:** 06-18-2026

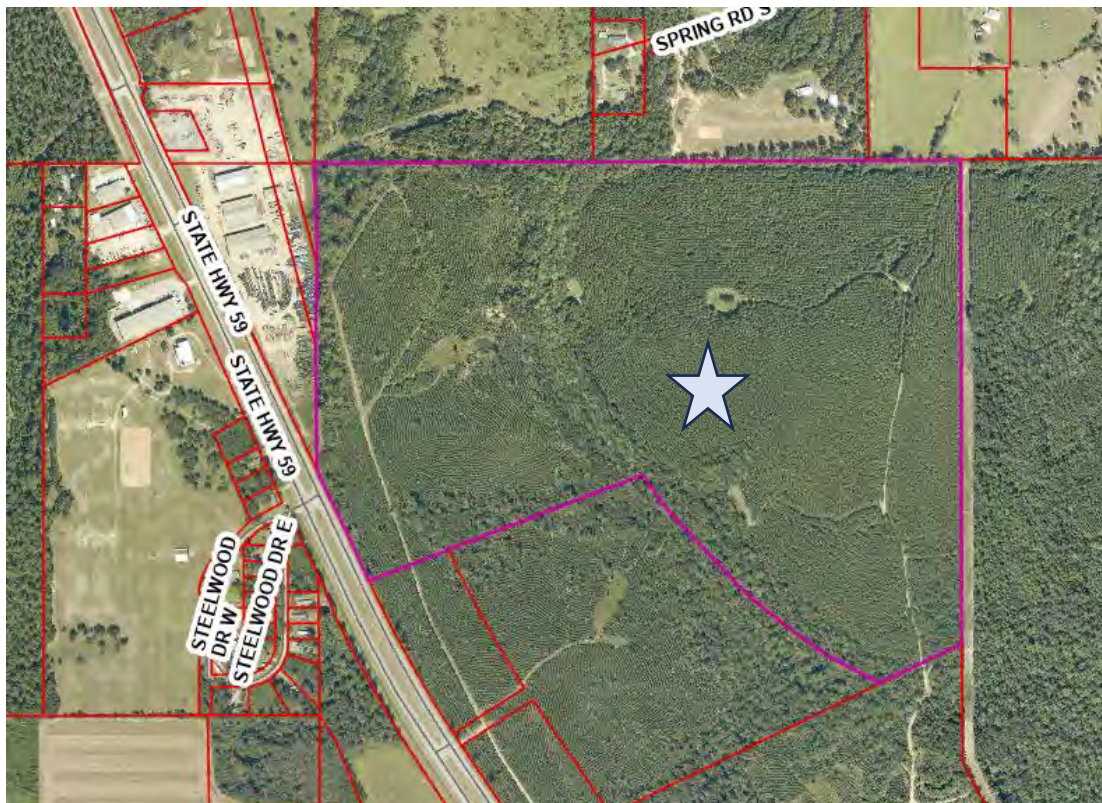
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**SUBJECT:** V26-000003 – Smith Douglas Homes – Variance

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**OVERVIEW:** The applicant, Smith Douglas Homes, seeks variance approval to allow a Mobile Structure (trailer) to be used as a temporary sales office within the Roans Mill subdivision while a model home is being constructed. The trailer is proposed to be located on Lot 46 with customer parking located on Lot 47.

★ **SUBJECT PROPERTY:** The subject property is located on the east side of Highway 59 approximately 1.25 miles south of the Highway 31 intersection and approximately 0.50 miles north of Baldwin Preparatory Academy (PIN 83598). The property is currently under development as the Roans Mill residential subdivision and is zoned PUD.



**ZONING:** The subject property and surrounding properties are primarily zoned PUD, with nearby residential and industrial zoning classifications in the general vicinity.

**APPLICATION INFO:**

State what is the Variance requested; giving distances where appropriate:

*I am requesting a variance to allow us to place the temporary sales trailer on site.*

How do the above site conditions prevent any reasonable use of your land under the terms of the Zoning Ordinance:

*We are requesting a variance for a temporary sales trailer to be placed until the model home has been completed. It will be a mobile structure that will sit close to flush with the ground to provide easy ADA access and use for customers. We would place it on lot 46, with a paved parking area on lot 47. It would be landscaped around the sales trailer as well to feel welcoming. We can provide pictures and information on our sales centers and pictures of finished products as well.*

**ANALYSIS:** The applicant is requesting approval to place a temporary sales trailer within the subdivision during the initial development and use as a sales phase of this single family residential project. The trailer would serve as a sales office until a model home is constructed and available for use.

The applicant indicates the trailer will be a mobile structure designed to provide ADA accessibility and customer accommodations. Parking is proposed on an adjacent lot and the area surrounding the trailer will be landscaped. Example photographs submitted by the applicant depict a professionally finished sales trailer commonly utilized in residential subdivision developments (see attached).

Staff notes that the request is temporary in nature and is intended to support marketing and sales activities associated with the development of the subdivision. The trailer is proposed to be removed upon completion of the model home.

Mobile Structures (Sales Offices) are neither explicitly permitted nor prohibited by the City of Loxley Zoning Ordinance in the PUD District, not in the approved PUD Ordinance for Roans Creek North PUD (Ord. 2024-25). Mobile Homes are prohibited for residential uses.

**VARIANCE CONSIDERATIONS:**

1. The request is limited to a temporary sales trailer associated with an approved residential subdivision.
2. The request does not appear to create additional density or alter the approved residential character of the development.

3. The trailer is proposed as a temporary use during the development and construction phase of the subdivision.
4. The applicant has indicated the trailer will be removed once a model home becomes available for use as a sales center.

**Comments:** The sales trailer shall be removed upon completion of a model home or within twelve (12) months of approval, whichever occurs first, unless otherwise extended by the Zoning Board of Appeals.

1. The Mobile Structure shown in the pictures does not have toilet facilities. An ADA Compliant Toilet Facility must be provided onsite as well as HC Accessible Parking and accessible route provided to sales office as well as toilet facility.
2. The trailer shall comply with all applicable building, fire, and accessibility requirements.
3. Any required permits shall be obtained prior to placement of the trailer.

**STAFF RECOMMENDATION:**

Staff recommends approval of V26-03, subject to the conditions listed above.

Attachments











**ROANS MILL PHASE 1**

A RESUBDIVISION OF A PORTION OF LOT 4  
 ROANS CREEK DIVISION SLIDE 2982-A  
 CITY OF LOXLEY - BALDWIN COUNTY - ALABAMA  
 SECTION 9 TOWNSHIP 4 SOUTH RANGE 3 EAST  
 A 48 LOT RESIDENTIAL SUBDIVISION

STATE OF ALABAMA  
 COUNTY OF Baldwin

The undersigned, James M. Ray, Professional Land Surveyor, License No. 18383, State of Alabama, and KL LB PROPCO IV-C LLC, owner, hereby certify that this plat or map was made pursuant to a survey made by said surveyor and that said survey and this plat or map were made at the instance of said owner, that this plat or map is a true and correct map of lands shown thereon and known as ROANS MILL PHASE 1 showing the subdivisions into which it is proposed to divide said lands, giving the length and bearings of the boundaries of each lot and its number, showing the streets, alleys, and public grounds, giving the length, width and name of each street, as well as the number of each lot and block, and showing the relations of the lands to the government survey, and that iron pins have been installed at all lot corners and curve points as shown and designated on said plat or map.

I, James M. Ray, surveyor, also certify that all parts of this map of survey have been completed in accordance with the current requirements of the Standards of Practice for Surveying in the State of Alabama to the best of my knowledge, information, and belief.

KL LB PROPCO IV-C LLC, owner also certifies that it is the owner of said lands, who hereunder join in this Certification.

Surveyor: James M. Ray AL PLS 18383  
 Date: \_\_\_\_\_  
 CA-0114-LS  
 Owner: KL LB PROPCO IV-C LLC  
 A Delaware limited liability company  
 Date: \_\_\_\_\_  
 By: Ed Hadley  
 (Authorized Signatory)

STATE OF ALABAMA  
 COUNTY OF \_\_\_\_\_  
 I, \_\_\_\_\_, as Notary Public, in and for said County and State, do hereby certify that James M. Ray, whose name is signed to the foregoing certificate as surveyor, acknowledged before me, on this date after having been duly informed of the contents of said certificate, executed same voluntarily as such individual (or in any other capacities) with full authority therefor.  
 Given under my hand and seal this day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public (Seal)

STATE OF ALABAMA  
 COUNTY OF \_\_\_\_\_  
 I, \_\_\_\_\_, as Notary Public, in and for said County and State, do hereby certify that Ed Hadley, whose name is signed to the foregoing certificate as Authorized Signatory for KL LB PROPCO IV-C LLC, a Delaware limited liability company, owner, acknowledged before me, on this date after having been duly informed of the contents of said certificate, executed same voluntarily as such individual (or in any other capacities) with full authority therefor.  
 Given under my hand and seal this day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public (Seal)

CERTIFICATE OF APPROVAL BY THE CITY OF LOXLEY ENGINEER  
 The undersigned, as City Engineer of Loxley, Alabama, hereby approves the within part for the recording of same in the Probate Office of Baldwin County, Alabama, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

City Engineer

I hereby certify that the subdivision plat for subdivision has been found to comply with the Subdivision Regulations of the Town of Loxley, Alabama, with the exception of such variances, if any, as are noted in the minutes of the Planning Commission and that it has been approved for recording in the Office of the Probate Judge of Baldwin County, Alabama.

This the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Chairman, Planning Commission

Building Official, City of Loxley

City Clerk, City of Loxley

BALDWIN COUNTY E-911 ADDRESSING  
 The undersigned, as authorized by the Baldwin County E-911 Board, hereby approves the road names as depicted on the within plat and hereby approves the within part for the recording of same in the Probate Office of Baldwin County, Alabama, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Authorized Signature

CERTIFICATE OF APPROVAL BY THE ELECTRIC PROVIDER  
 Baldwin EMC  
 The undersigned, as authorized by Baldwin EMC hereby approves the within part for the recording of same in the Probate Office of Baldwin County, Alabama, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Authorized Signature)

CERTIFICATE OF APPROVAL BY THE WATER PROVIDER  
 City of Loxley Water Authority  
 The undersigned, as authorized by the City of Loxley Water Authority hereby approves the within part for the recording of same in the Probate Office of Baldwin County, Alabama, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Authorized Signature)

CERTIFICATE OF APPROVAL BY THE SEWER PROVIDER  
 Baldwin County Sewer Services  
 The undersigned, as authorized by Baldwin County Sewer Services hereby approves the within part for the recording of same in the Probate Office of Baldwin County, Alabama, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Authorized Signature)

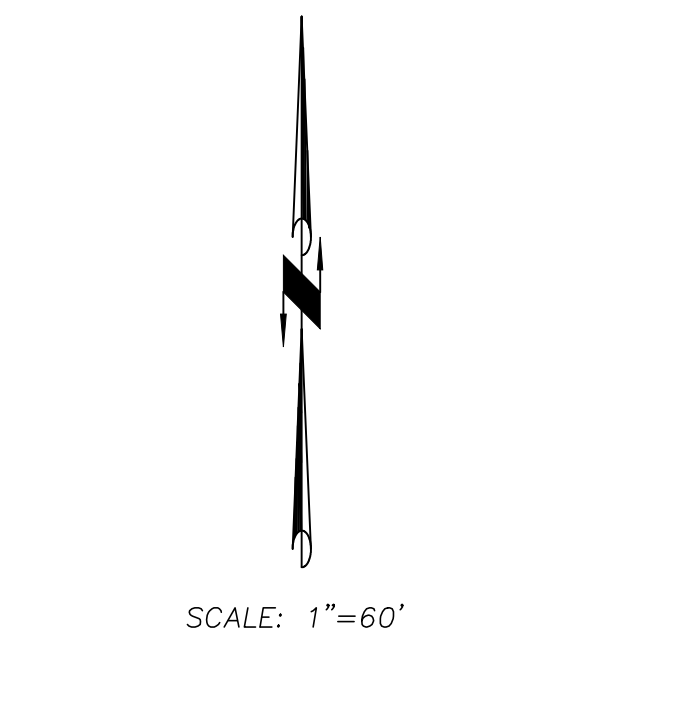
HOTWIRE COMMUNICATIONS, LTD. DATE

Hotwire Communications, Ltd., and its affiliates, confirm that they have the capacity and availability to install and operate a fiber-optic system on the property described in the plat herein for the delivery of multi-channel video, audio, internet, telephone, and other services.

CONSTRUCTION CERTIFICATION  
 I hereby certify that all roadways and other improvements for subdivision has been found to comply with the Subdivision Regulations of the Town of Loxley, Alabama, with the exception of such variances, if any, as are noted in the minutes of the meeting at which the subdivision was approved and that the subdivision has been constructed according to the standards set forth in The Town of Loxley Subdivision Regulations.  
 this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Owner  
 Professional Engineer

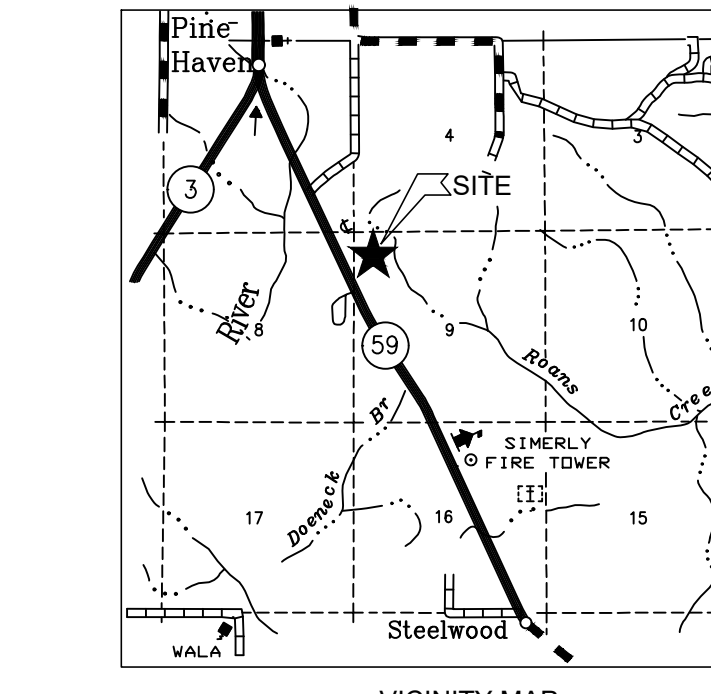
Legal Description - Phase 1:  
 Commence at a 3" crimp top pipe, being the Northwest corner of Section 9, Township 4 South, Range 3 East, Baldwin County, Alabama; thence along the West line of Section 9, S 00°04'28" E a distance of 360.55 feet to the Point of Beginning; thence N 41°22'03" E a distance of 205.69 feet; thence S 48°37'57" E a distance of 175.00 feet; thence S 41°22'03" W a distance of 30.49 feet; thence S 48°37'57" E a distance of 125.00 feet; thence S 41°22'03" W a distance of 48.84 feet; thence S 14°02'20" E a distance of 73.85 feet; thence S 16°29'35" E a distance of 131.25 feet; thence S 2°12'45" E a distance of 80.00 feet; thence with a curve turning to the left an arc length of 63.44 feet, with a radius of 1470.00 feet, a chord bearing of S 72°50'56" W, and a chord length of 83.47 feet; thence with a compound curve turning to the left an arc length of 47.56 feet, with a radius of 30.00 feet, a chord bearing of S 28°36'49" W, and a chord length of 42.73 feet; thence with a compound curve turning to the left an arc length of 126.71 feet, with a radius of 4975.00 feet, a chord bearing of S 17°31'46" E, and a chord length of 126.70 feet; thence with a compound curve turning to the left an arc length of 54.84 feet, with a radius of 50.00 feet, a chord bearing of S 48°46'50" E, and a chord length of 52.13 feet; thence with a reverse curve turning to the right an arc length of 89.29 feet, with a radius of 60.00 feet, a chord bearing of S 38°28'11" E, and a chord length of 81.28 feet; thence S 85°50'06" E a distance of 124.84 feet; thence S 02°46'33" W a distance of 116.55 feet; thence S 20°56'40" E a distance of 12.32 feet; thence S 69°03'20" W a distance of 470.11 feet to a 5/8" rebar lying on the Northeast right of way of Alabama Highway 59; thence along said right of way N 24°36'44" W a distance of 602.25 feet to a (GSE) 5/8" rebar lying on the West line of Section 3; thence leaving said right of way N 00°04'28" W along said Section line a distance of 1094.04 feet to the Point of Beginning, 16.13 Acres, more or less.  
 Said property being a portion of Lot 4 of ROANS CREEK DIVISION as recorded in the Office of the Judge of Probate of Baldwin County, Alabama in 2982-A.



**TYPICAL EASEMENTS**

**BALDWIN EMC EASEMENTS:**  
 THERE IS A DEDICATED HEREWITH A 15 FOOT UTILITY EASEMENT ON ALL LOT LINES AND COMMON AREAS ADJACENT TO THE RIGHT-OF-WAY'S AND A 5 FOOT UTILITY EASEMENT ON EACH SIDE OF LOT AND COMMON AREA LINES, UNLESS OTHERWISE NOTED.

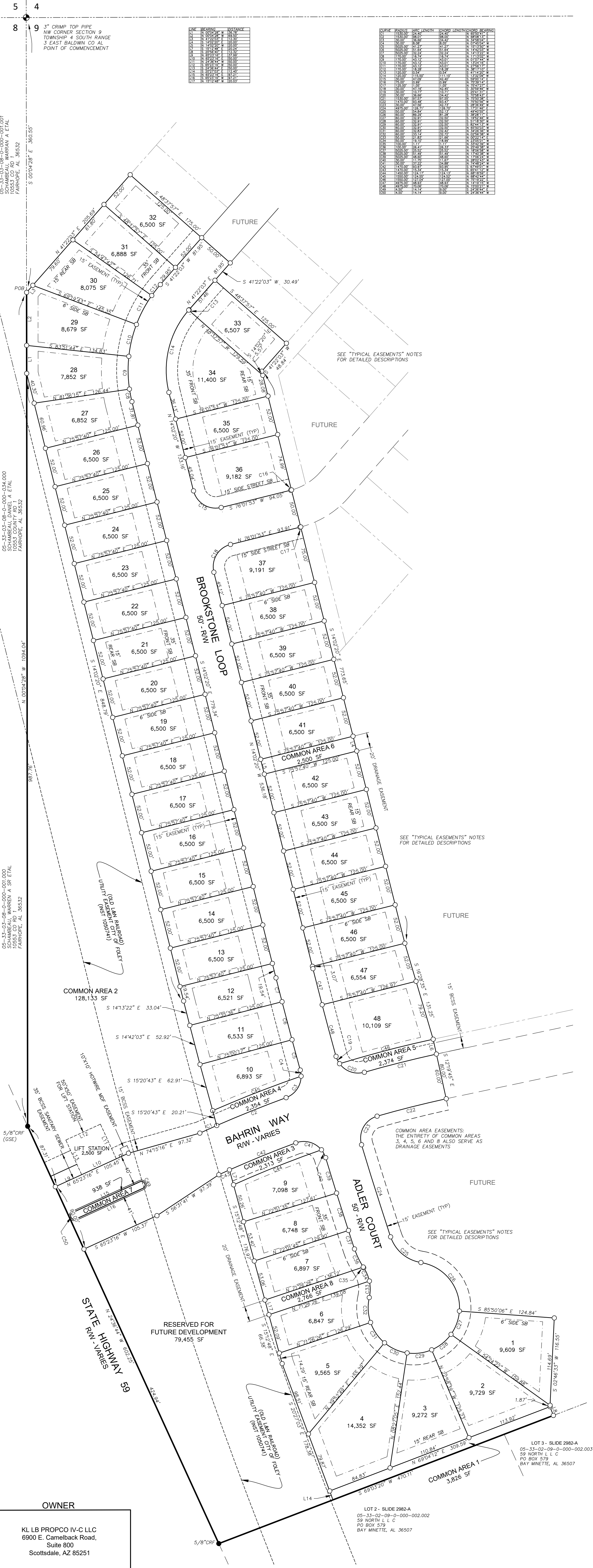
**BALDWIN COUNTY SEWER SERVICES EASEMENTS:**  
 THERE IS A DEDICATED HEREWITH A 15 FOOT UTILITY EASEMENT ON ALL LOT LINES AND COMMON AREAS ADJACENT TO THE RIGHT-OF-WAY'S EXCEPT AS SHOWN HEREON.



ZONING: PUD  
 TOTAL SITE AREA: 16.13 ACRES  
 NUMBER OF LOTS: 48  
 MINIMUM FRONT YARD SETBACK - 35'  
 MINIMUM REAR YARD SETBACK - 15'  
 MINIMUM SIDE YARD SETBACK - 6'  
 MINIMUM SIDE YARD ON STREET SETBACK - 15'

NOTES:  
 1. BEARINGS BASED ON STATE PLANE NAD83 AL WEST ZONE  
 2. SUBJECT PROPERTY HAS BEEN SCALED TO FEMA COMMUNITY PANEL NUMBERS 01003C0531M AND 01003C0533M DATED 4/19/2019 AND FOUND TO LIE IN ZONE "X".

<b>SURVEYOR</b> RAY & GILLILAND, P.C. 122 NORTH CALHOUN STREET P.O. BOX 1183 SYLACAUGA, ALABAMA 35150 DRAWN BY: GLJ SUBDIVISION PLAT		<b>ENGINEER</b> MTRR ENGINEERS, INC. CONSULTING ENGINEERS-LAND SURVEYORS 3 RIVER CHASE RIDGE, HOOPER AL 35244 TELEPHONE (205) 320-0114		<b>OWNER</b> KL LB PROPCO IV-C LLC 6900 E. Camelback Road, Suite 800 Scottsdale, AZ 85251	
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LOT 3 - SLIDE 2982-A  
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 S9 NORTH L.L.C.  
 PO BOX 579  
 BAY MINETTE, AL 36507

LOT 2 - SLIDE 2982-A  
 05-33-02-09-0-000-002.002  
 S9 NORTH L.L.C.  
 PO BOX 579  
 BAY MINETTE, AL 36507



**TO:** Mr. Phillip Dembowski, Chairman and  
Members of the Zoning Board of Appeals


**DATE:** June 30, 2026

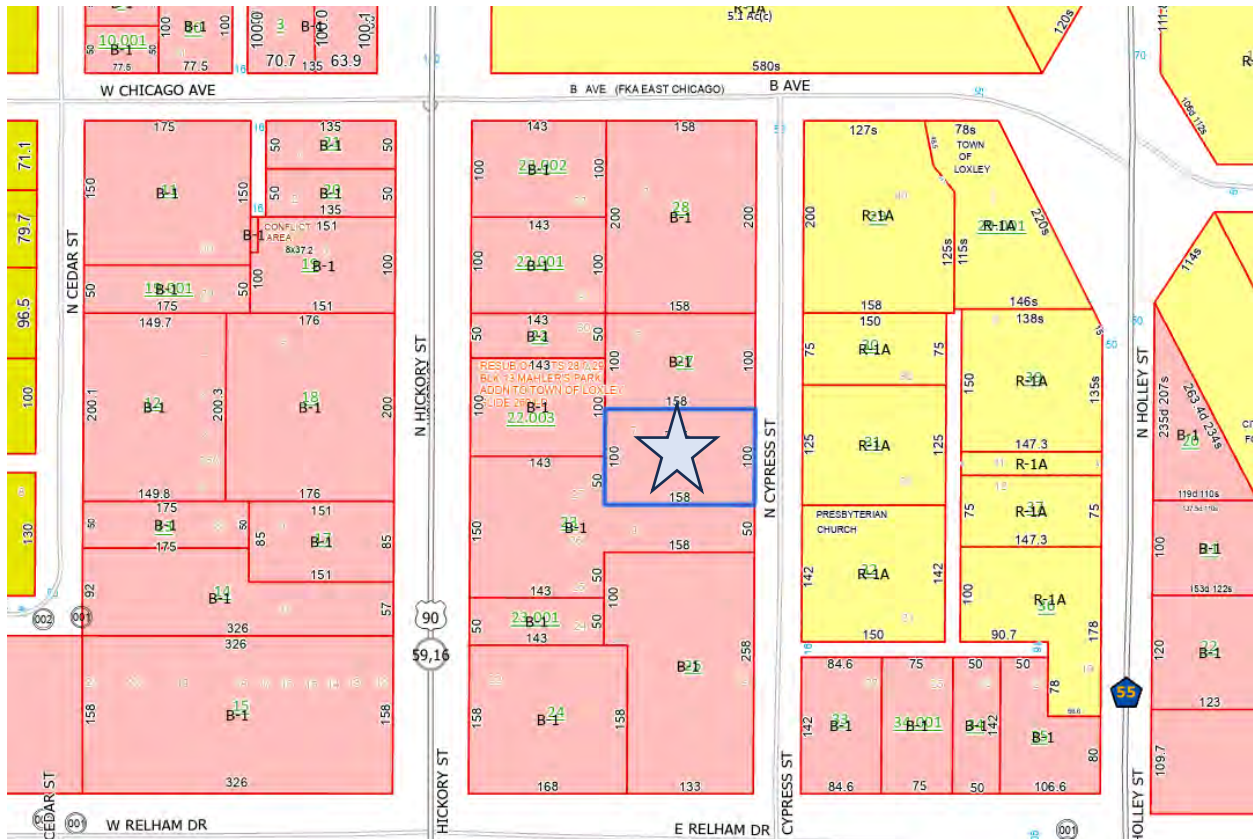
**FROM:** Gregory B. Smith, PE  
Community Development Dir/City Engineer

**REPORT DATE:** 06-18-2026

**SUBJECT:** V26-000004 – Ann Melendez – Special Exception

**OVERVIEW:** The applicant, Ann Melendez, seeks Special Exception approval to construct a single-family residence on property located at 1083 N. Cypress Street. The subject property is zoned B-1 General Business District. Residential uses are classified as “Uses Permitted on Appeal” within the B-1 district and require approval from the Zoning Board of Adjustment.

 **SUBJECT PROPERTY:** The subject property is located on the west side of N. Cypress Street (PIN 32100) and is approximately 75 feet by 158 feet in size. The property is currently vacant and zoned B-1 General Business District.





**ZONING:** The subject property is surrounded primarily by B-1 General Business zoning. Properties located directly east of N. Cypress Street are zoned R-1A Residential Single Family. The two properties immediately north of this subject property are zoned B-1, but have Residential Homes on them currently. The property to the NW has an ATM on it. The property immediately across N Cypress St. is vacant and is owned by the Presbyterian Church.

**ANALYSIS:** The applicant is requesting Special Exception approval to construct a single-family residence on the subject property. The applicant states that a residence previously existed on the lot but was destroyed by fire. The proposed residence would be accessed from N. Cypress Street and would be located entirely on the subject parcel.

A site sketch submitted by the applicant indicates that access to the residence would be separate from the adjacent daycare operation (See Attached). Existing daycare parking and playground areas would remain in-place. The proposed residence appears to be compatible with nearby residential development located along N. Cypress Street and represents a less intensive use than many uses otherwise permitted within the B-1 district.

**SPECIAL EXCEPTION CONSIDERATIONS:**

1. Residential uses are permitted on appeal within the B-1 General Business District.
2. The proposed use appears compatible with surrounding residential development.
3. The proposed residence will have direct access from N. Cypress Street.

4. The submitted site sketch indicates that daycare operations, parking, and circulation can remain functional independent of the proposed residence.

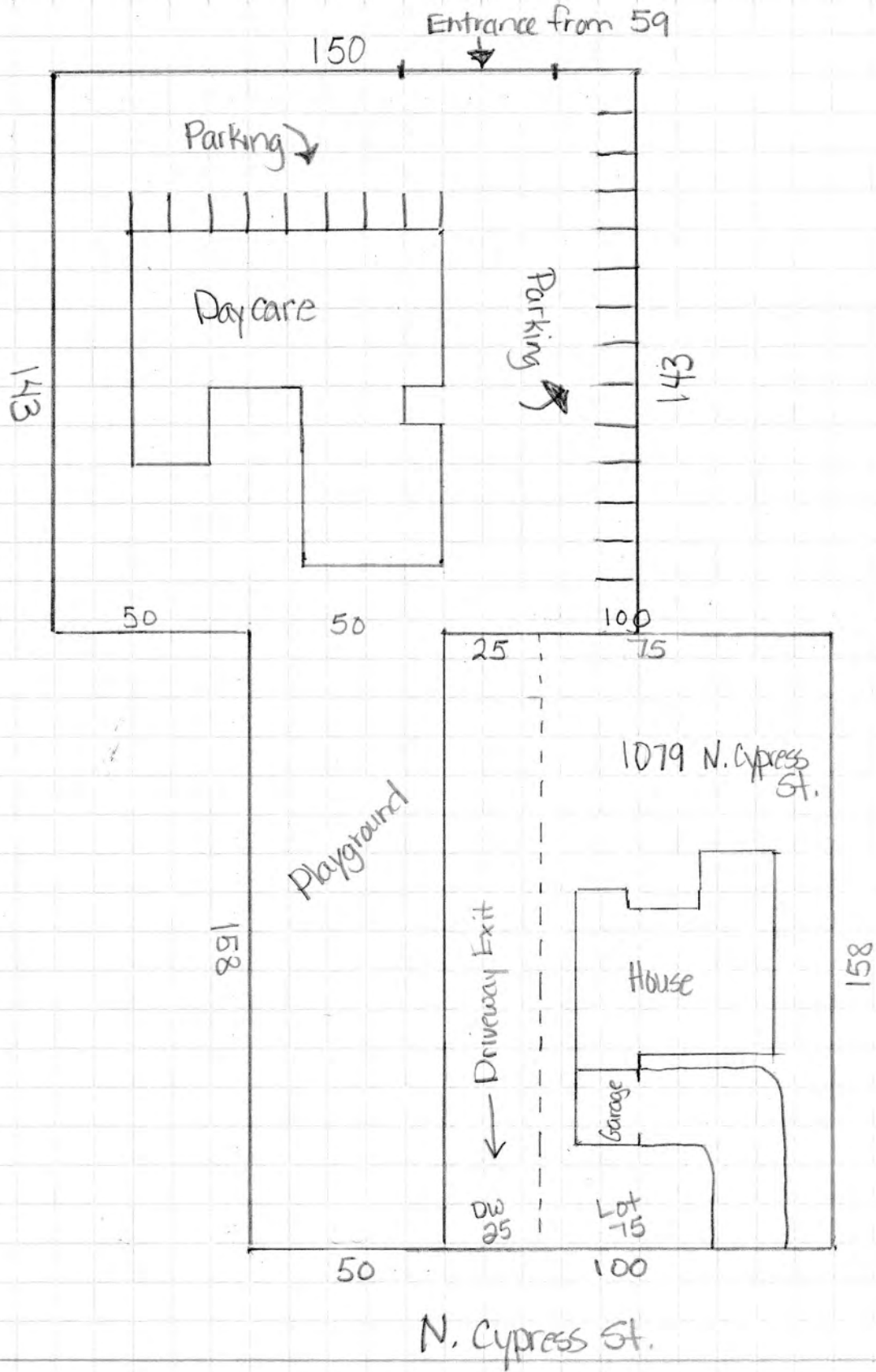
**Comments:**

1. Approval of this Special Exception shall apply only to the proposed single-family residential use as presented to the Board.
2. Any future expansion or change in use shall require additional review and approval as required by the Zoning Ordinance.
3. The proposed residence shall comply with all applicable setback, building, and zoning requirements prior to issuance of a building permit.

**STAFF RECOMMENDATION:**

Staff recommends approval of V26-04, Ann Melendez – Special Exception, allowing a single-family residence within the B-1 General Business District, subject to the conditions listed above.

Attachments



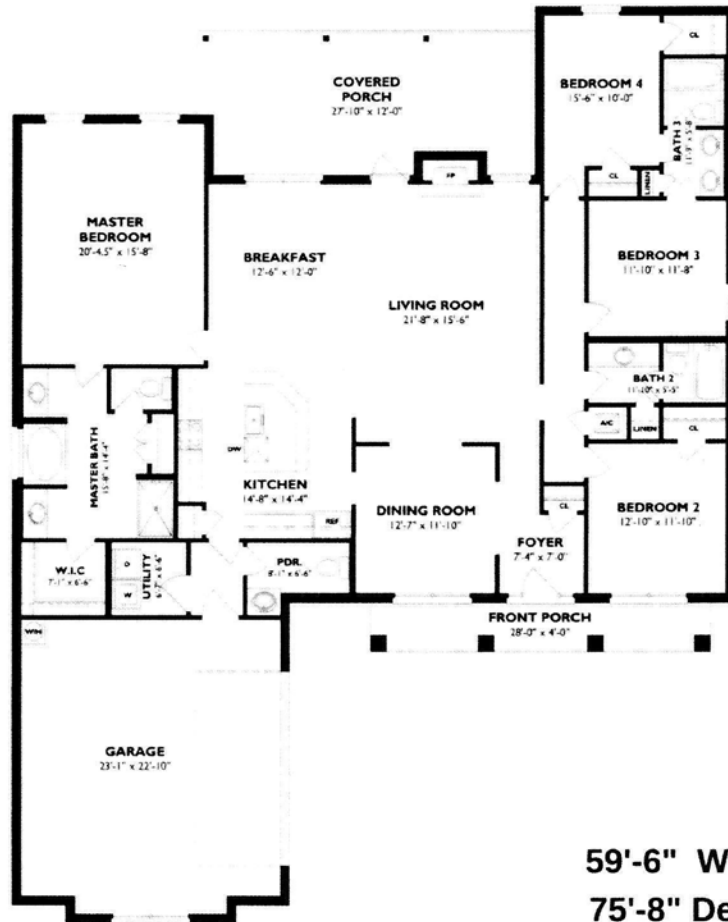


# Ansley

4BED

3.5BATH

2,447 SQ. FT.



59'-6" Width  
75'-8" Depth

This brochure is for illustrative purposes only.

Floor plans, specifications, features, and dimensions are approximate and are subject to change without notice.