

STATE OF ALABAMA)(
:
COUNTY OF BALDWIN)(

The City Council met in a Work Session
at 4:30 p.m., Fairhope Municipal Complex Council Chamber,
161 North Section Street, Fairhope, Alabama 36532,
on Monday, 14 October 2024.

Present were Council President Pro Tempore Jack Burrell, Councilmembers: Jimmy Conyers, and Jay Robinson, Mayor Sherry Sullivan, City Attorney Marcus E. McDowell, Attorney Christopher S. Williams, and City Clerk Lisa A. Hanks. Council President Corey Marting and Councilmember Kevin Boone were absent.

Council President Pro Tempore Burrell called the meeting to order at 4:30 p.m.

The following topics were discussed:

- The first item on the Agenda was the Discussion of Alabama Department of Transportation: Agreement for the Installation and/or Operation and/or Maintenance of Traffic Control Signals and/or Roadway Lighting by City Engineer Richard Johnson. He explained these three traffic signals are on State Highway 181. Councilmember Robinson asked about certification or hire someone with certification. Mr. Johnson replied this would be the cheapest way to handle. Council President Pro Tempore Burrell asked City Clerk Lisa Hanks to forward to the next City Council agenda.
- The next item on the Agenda was the Parking Authority Presentation by Chairman Bryan Flowers. He commented Chief Hollinghead has been great for insight and information. Mr. Flowers presented the Power Point Presentation regarding Arts Alley Parking initiative. (See attached Power Point Presentation) He said they want to have their boots on the ground by visiting each downtown merchants and give them postcards to hand out about Arts Alley Parking. Mr. Flowers said they would do a follow up for Arts Alley Parking. Council President Pro Tempore Burrell said he liked it and it is a great initiative. Councilmember Robinson as was their any way to incentivize parking.
- The Impact Fee Study Presentation was next on the Agenda. Building Official Erik Cortinas and Ben Griffin from TischlerBise. Mr. Cortinas explained the fees and fee schedule. Mr. Griffin sent through the Power Point Presentation called "Impact Fee Study Update" and answered any questions. (See attached Power Point Presentation) Councilmember Burrell questioned multi-family fees and the reduction.

Mr. Cortinas said the fees are routed to separate accounts: Fire, Parks, Police, and Transportation. He commented renovations are pro-rated. Mr. Cortinas said the only category that did not increase was multi-family units. He said the maps will help citizens because they do not know where the City stops or begins. Mr. Cortinas said he hopes to have the draft ordinance at the first meeting in November and begin charging new fees in January 2025.
- Councilmember Robinson said the Historic Preservation Commission will have their first meeting this week.
- Council President Pro Tempore Burrell gave an update on the Fairhope Airport Authority; and said the new FBO begins October 15, 2024.

Monday, 23 September 2024

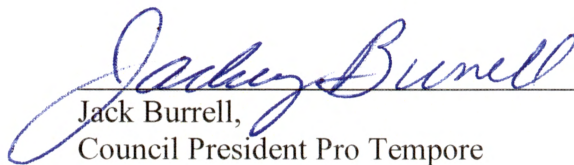
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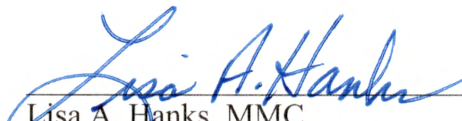
- City Engineer Richard Johnson addressed Agenda Items No. 11, No. 14, No. 17, and No. 22; and answered any questions if needed.
- Gas Superintendent Wes Boyett addressed the City Council regarding Agenda Item No. 15; and answered any questions if needed.
- Water and Wastewater Director Daryl Morefield addressed the City Council regarding Agenda Items No. 18 through No. 21; and answered any questions if needed.
- Electric Superintendent Ben Patterson addressed the City Council regarding Agenda Item No. 15; and answered any questions if needed.

Mr. Patterson said Monday Florida Power reached out to the Mayor for help. He said we sent an Electric Crew to Winter Park, Florida; and then went to New Smyrna Beach.

- Development Services Manager Mike Jeffries addressed the City Council regarding Agenda Items No. 7 through No. 10; and answered any questions if needed.
- Community Affairs Director Paige Crawford addressed the City Council and gave an update on the Working Water Front Project. She said the pier will be closed on Wednesday morning for work on the new pier hand rails. Ms. Crawford gave a shout out to the Arts and Crafts Foundation. She mentioned the Homecoming Parade on Wednesday, the Witches Ride on Thursday, and Downtown Trick or Treat on Saturday.
- IT Systems Administrator Sean Spratlin addressed the City Council regarding Agenda Item No. 24; and answered any questions if needed.
- Mayor Sherry Sullivan addressed the City Council regarding Agenda Items No. 23 and No. 27; and answered any questions if needed.
- Police Chief Stephanie Hollinghead addressed the City Council regarding Agendas Item No. 25, No. 26, No. 32, and No. 33; and answered any questions if needed.
- City Treasurer Kim Creech addressed the City Council regarding Agenda Items No. 6 and No. 28; and answered any questions if needed.
- Human Resources Director Hannah Noonan addressed the City Council regarding Agenda Item No. 5; and answered any questions if needed.
- Assistant Public Works Director John Thomas addressed the City Council regarding Agenda Items No. 12, No. 13 and No. 16; and answered any questions if needed.

There being no further business to come before the City Council, the meeting was duly adjourned at 6:00 p.m.


Jack Burrell,
Council President Pro Tempore


Lisa A. Hanks, MMC
City Clerk

Parking Authority City Council Presentation





Fairhope Parking Authority Key Initiatives

Create and Promote the "Arts Alley Parking" Brand

- Safe, clean, and accessible
- Use "Arts Alley Parking" instead of "parking garage"

Strengthen Relationships with Downtown Merchants

- Parking Authority members will visit downtown merchants individually to keep them updated on our initiatives including the City Shuttle, the parking study, loading zones, and encouraging parking in the Arts Alley Parking for employees and customers
- Merchants will give Arts Alley Parking postcards to customers
- Postcards will also be available in the Welcome Center

Public Relations Efforts

- Work closely with the City of Fairhope to develop & implement public relations strategies
- Social media plan to promote Arts Alley Parking and all parking lots
- Article in *City Sketches* newsletter featuring results of our parking study; upcoming plans to improve Arts Alley Parking with quarterly cleanings and staining; explanation about Arts Alley Parking alleviating traffic by those who continuously circle; nice pictures of Arts Alley Parking
- Expanding city holiday events to include Arts Alley Parking such as Christmas, Easter (egg hunt), Halloween (trick or treating), and Mardi Gras
- Using temporary digital signage on Fairhope Avenue and Section Street to promote Arts Alley Parking

Enhancing the City Shuttle Service

- Prescribed stops between the Police Station and Civic Center crosswalks, Library, K1 area, and the Arts Alley Parking
- Signage at each stop that highlights the "Arts Alley Parking" brand
- Revitalizing golf cart shuttles with custom wrap from the Arts Alley Parking artwork

Future, Long-Term Initiatives

- One-way streets
- Delivery Unloading Zones
 - Push for optimal times
 - Enforcement

Appendix

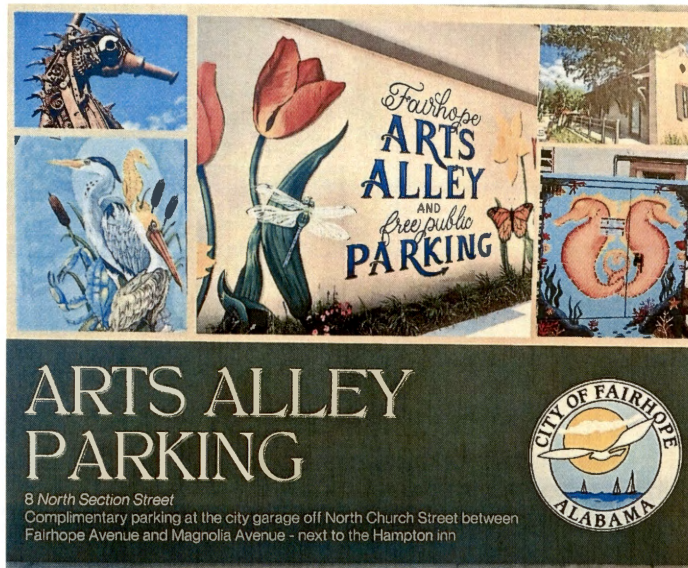


Arts Alley Parking Analysis Summary



- The objective of the study is to determine how often the parking garage is utilized. The committee wanted to determine the number of open parking spaces that are open for people to park in.
- The survey was conducted from May 9-June 1 and June 17-July 31, 2024. A total of 108 surveys were completed.
- There are 90 hotel designated parking spaces and 150 for the general public (we did not include handicap and electric vehicle charging station parking spots).
- The committee counted all open spots during the survey. The hotel open parking spots were separated from general parking open spots.
- The surveys were conducted Monday through Saturday (we excluded Sundays because the downtown area is not that busy as many businesses are closed).
- Survey times were 11:00 am, 2:00 pm, 4:00 pm and 7pm
- Survey Summary Findings:
 - In May, 74% of the **hotel** parking spots were open for parking, equating to **66** spaces available to park in
 - In June and July, 70% of the **hotel** parking spots were open for parking, equating to **63** spaces available to park in
 - In May, 43% of the **general** parking spots were open for parking, equating to **65** spaces available to park
 - In June and July, 41% of the **general** parking spots were open for parking, equating to **62** spaces available to park in
- Survey finding by day of week:
 - For the **hotel**, there were an average of 67 spots open on Monday, 62 on Tuesday, Wednesday and Friday, 65 on Thursday and 64 on Saturday
 - For the **general** public parking spots, there were 75 spots open on Monday, 66 on Tuesday, 57 on Wednesday, 60 on Thursday, 54 on Friday and 63 on Saturday
- In conclusion, our committee believes the parking garage has plenty of parking spots available for the general public to park in. At any given time there are approximately **65** general open parking spaces. The hotel also has about **65** open parking spaces.

Public Parking Post Card Overview Front/Back





Impact Fee Study Update

Fairhope, Alabama
October 14, 2024

Bethesda, MD | 301.320.6900

TischlerBise.com



Overview

- **Impact Fee Basics**
- **Land Use Assumptions**
- **Impact Fee Components**
 - Fire
 - Parks and Recreation
 - Police
 - Transportation
- **Fee Summary**

- **One-time payment for growth-related infrastructure, usually collected when building permits are issued**
- **Can't be used for operations, maintenance, or replacement**
- **Level of service (LOS) may not exceed what is provided to existing development**
- **Three requirements**
 - **Need**
 - Growth
 - Infrastructure (system improvements, not project-level improvements)
 - **Benefit**
 - Short range expenditures
 - Geographic service areas and/or benefit districts
 - **Proportionate** to demand

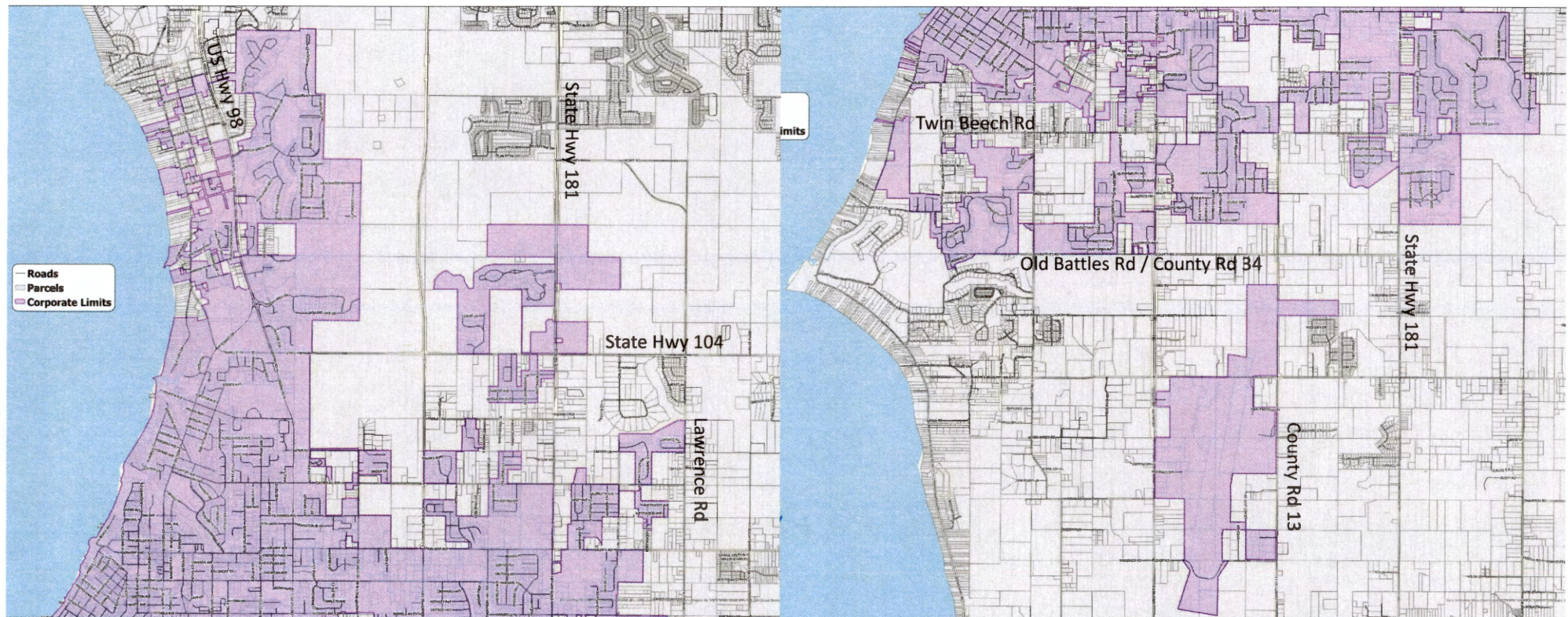
- **Cost Recovery Approach (Past)**
 - Future development is “buying in” to the cost the community has already incurred to provide growth-related capacity
 - Common in communities approaching buildout
- **Incremental Expansion Approach (Present)**
 - Formula-based approach based on existing levels of service
 - Fee based on current cost to replicate existing levels of service (i.e., replacement cost)
- **Plan-Based Approach (Future)**
 - Usually reflects an adopted CIP or master plan
 - Growth-related costs are more refined

- **Site specific**
 - Developer constructs a capital facility included in fee calculations
- **Debt service**
 - Avoid double payment due to existing or future bonds
- **Dedicated revenues**
 - Property tax, local option sales tax, gas tax, etc.

Service Area

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Fairhope will collect impact fees within the city limits.



Residential Occupancy Factors

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The analysis uses American Community Survey (ACS) data to convert population projections to housing units.

Housing Type	Persons	Households	Persons per Household	Housing Units	Persons per Housing Unit	Housing Mix	Vacancy Rate
Single-Family Units ¹	20,178	7,189	2.81	7,875	2.56	85.1%	8.70%
Multi-Family Units ²	1,470	830	1.77	1,379	1.07	14.9%	39.80%
Total	21,648	8,019	2.70	9,254	2.34	100.0%	13.30%

Source: U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates

1. Includes detached and attached (i.e. townhouses)

2. Includes dwellings in structures with two or more units, mobile homes, and boats, RVs, vans etc.

Nonresidential Employment Density Factors

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The analysis converts projected employment to nonresidential floor area using factors published by the Institute of Transportation Engineers (ITE).

ITE Code	Land Use / Size	Demand Unit	Wkdy Trip Ends Per Dmd Unit ¹	Wkdy Trip Ends Per Employee ¹	Emp Per Dmd Unit	Square Feet Per Emp
110	Light Industrial	1,000 Sq Ft	4.87	3.10	1.57	637
130	Industrial Park	1,000 Sq Ft	3.37	2.91	1.16	864
140	Manufacturing	1,000 Sq Ft	4.75	2.51	1.89	528
150	Warehousing	1,000 Sq Ft	1.71	5.05	0.34	2,953
254	Assisted Living	bed	2.60	4.24	0.61	na
320	Motel	room	3.35	25.17	0.13	na
520	Elementary School	student	2.27	22.50	0.10	na
530	High School	student	4.11	8.86	0.46	na
540	Community College	student	1.15	14.61	0.08	na
610	Hospital	1,000 Sq Ft	10.77	3.77	2.86	350
620	Nursing Home	bed	3.06	3.31	0.92	na
710	General Office (average size)	1,000 Sq Ft	10.84	3.33	3.26	307
715	Single Tenant Office	1,000 Sq Ft	13.07	3.85	3.39	295
730	Government Office	1,000 Sq Ft	22.59	7.45	3.03	330
770	Business Park	1,000 Sq Ft	12.44	4.04	3.08	325
820	Shopping Center (average size)	1,000 Sq Ft	37.01	17.42	2.12	471

1. Trip Generation, Institute of Transportation Engineers, 11th Edition (2021).

Development Projections

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Residential projections based on recent population growth.

Nonresidential projections based on existing ratio of jobs to population.

Fairhope, Alabama	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	10-Year Increase
	Base Year	1	2	3	4	5	6	7	8	9	10	
Population												
Resident	23,998	24,505	25,012	25,519	26,026	26,533	27,040	27,547	28,054	28,561	29,068	5,070
Lodging	993	1,008	1,023	1,038	1,053	1,068	1,083	1,098	1,113	1,128	1,143	150
Peak Population	24,991	25,513	26,035	26,557	27,079	27,601	28,123	28,645	29,167	29,689	30,211	5,220
Housing Units												
Single Family	9,231	9,415	9,600	9,784	9,969	10,154	10,338	10,523	10,707	10,892	11,077	1,846
Multi-Family	1,617	1,649	1,681	1,713	1,746	1,778	1,810	1,842	1,874	1,906	1,939	322
Total	10,847	11,064	11,281	11,498	11,715	11,931	12,148	12,365	12,582	12,798	13,015	2,168
Lodging Rooms	662	672	682	692	702	712	722	732	742	752	762	100
Employment												
Industrial	823	840	858	875	893	910	927	945	962	979	997	174
Commercial/Retail	2,171	2,217	2,263	2,309	2,354	2,400	2,446	2,492	2,538	2,584	2,630	459
Office/Institutional	5,987	6,113	6,240	6,366	6,493	6,619	6,746	6,872	6,999	7,125	7,252	1,265
Total	8,981	9,171	9,360	9,550	9,740	9,930	10,119	10,309	10,499	10,689	10,878	1,897
Nonres. Floor Area (x1,000)												
Industrial	524	535	546	557	569	580	591	602	613	624	635	111
Commercial/Retail	1,023	1,044	1,066	1,087	1,109	1,131	1,152	1,174	1,195	1,217	1,239	216
Office/Institutional	1,838	1,877	1,916	1,955	1,993	2,032	2,071	2,110	2,149	2,187	2,226	388
Total	3,385	3,456	3,528	3,599	3,671	3,742	3,814	3,885	3,957	4,028	4,100	715

- **Service Area: Citywide**
- **Fee Components**
 - Facilities: Incremental
 - Apparatus: Incremental
- **10-Year Demand**
 - Facilities: 3,417 square feet, \$1.7 million
 - Apparatus: 2.4 units, \$800k

Proposed Fire Fees

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Comparison of 2018 to 2024

Fee Component	Cost per Person	Cost per Trip
Fire Facilities	\$235.64	\$102.53
Fire Apparatus	\$109.81	\$47.78
Impact Fee Report	\$4.16	\$2.42
Total	\$349.61	\$152.73

Residential Fees per Unit				
Development Type	Persons per Housing Unit ¹	Proposed Fees	Current Fees	Increase / (Decrease)
Single Family	2.56	\$895	\$879	\$16
Multi-Family	1.07	\$374	\$600	(\$226)

Nonresidential Fees per 1,000 Square Feet				
Development Type	Vehicle Trips per 1,000 Sq Ft ¹	Proposed Fees	Current Fees	Increase / (Decrease)
Industrial	2.44	\$373	\$292	\$81
Commercial/Retail	12.21	\$1,865	\$1,467	\$398
Office/Institutional	5.42	\$828	\$574	\$254
Lodging (per room)	1.68	\$257	\$197	\$60

1. See Land Use Assumptions

Component	Unit	2018	2024	% Change
Level of Service / Unit Cost				
Facilities	square foot	22,901	22,901	0%
Facilities	square foot	\$325	\$500	54%
Apparatus	unit	23	16	-30%
Apparatus	unit	\$207,370	\$333,494	61%
Proportionate Share				
Residential		70%	64%	-9%
Nonresidential		30%	36%	22%
Cost per Demand Unit				
Residential	person	\$378.51	\$349.61	-8%
Nonresidential	trip	\$117.79	\$152.73	30%
Demand Factor				
Single Family	PPHU	2.32	2.56	10%
Multi-Family	PPHU	1.58	1.07	-32%
Industrial	Trips / KSF	2.48	2.44	-2%
Commercial/Retail	Trips / KSF	12.46	12.21	-2%
Office/Institutional	Trips / KSF	4.87	5.42	11%
Lodging	Trips / Room	1.68	1.68	0%

- **Service Area: Citywide**
- **Fee Components**
 - Recreation Facilities: Incremental
 - Park Amenities: Incremental
- **10-Year Demand**
 - Recreation Facilities: 9,546 square feet, \$4.8 million
 - Park Amenities: 19 units, \$1.8 million

Proposed Parks and Recreation Fees

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Comparison of 2018 to 2024

Fee Component	Cost per Person
Recreation Facilities	\$914.33
Park Amenities	\$340.97
Impact Fee Report	\$5.52
Total	\$1,260.82

Residential Fees per Unit				
Development Type	Persons per Housing Unit ¹	Proposed Fees	Current Fees	Increase / (Decrease)
Single Family	2.56	\$3,228	\$2,998	\$230
Multi-Family	1.07	\$1,349	\$2,044	(\$695)
Lodging (per room)	1.50	\$1,891	\$1,932	(\$41)

1. See Land Use Assumptions

Component	Unit	2018	2024	% Change
Level of Service / Unit Cost				
Rec Facilities	square foot	45,700	45,700	0%
Rec Facilities	square foot	\$343	\$500	46%
Amenities	unit	82	89	9%
Amenities	unit	\$66,767	\$95,743	43%
Land (removed)	acre	213.75	N/A	N/A
Land (removed)	acre	\$48,721	N/A	N/A
Cost per Demand Unit				
Residential	person	\$1,290.40	\$1,260.82	-2%
Demand Factor				
Single Family	PPHU	2.32	2.56	10%
Multi-Family	PPHU	1.58	1.07	-32%
Lodging	Occ. / Room	1.50	1.50	0%

- **Service Area: Citywide**
- **Fee Components**
 - Facilities: Incremental
 - Vehicles: Incremental
 - Equipment: Incremental
- **10-Year Demand**
 - Facilities: 6,200 square feet, \$3.1 million
 - Vehicles: 8 units, \$529k
 - Equipment: 2 units, \$65k

Proposed Police Fees

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Comparison of 2018 to 2024

Fee Component	Cost per Person	Cost per Trip
Police Facilities	\$439.60	\$172.91
Police Vehicles	\$75.09	\$29.53
Police Equipment	\$9.27	\$3.65
Impact Fee Report	\$4.52	\$1.78
Total	\$528.48	\$207.87

Residential Fees per Unit				
Development Type	Persons per Housing Unit ¹	Proposed Fees	Current Fees	Increase / (Decrease)
Single Family	2.56	\$1,353	\$742	\$611
Multi-Family	1.07	\$565	\$506	\$59

Nonresidential Fees per 1,000 Square Feet				
Development Type	Vehicle Trips per 1,000 Sq Ft ¹	Proposed Fees	Current Fees	Increase / (Decrease)
Industrial	2.44	\$507	\$238	\$269
Commercial/Retail	12.21	\$2,538	\$1,195	\$1,343
Office/Institutional	5.42	\$1,127	\$467	\$660
Lodging (per room)	1.68	\$349	\$161	\$188

1. See Land Use Assumptions

Component	Unit	2018	2024	% Change
Level of Service / Unit Cost				
Facilities	square foot	26,104	29,304	12%
Facilities	square foot	\$315	\$500	59%
Vehicles	unit	47	37	-21%
Vehicles	unit	\$36,617	\$67,641	85%
Equipment (new)	unit	N/A	10	N/A
Equipment (new)	unit	N/A	\$30,910	N/A
Proportionate Share				
Residential		70%	72%	2%
Nonresidential		30%	28%	-5%
Cost per Demand Unit				
Residential	person	\$319.47	\$528.48	65%
Nonresidential	trip	\$95.91	\$207.87	117%
Demand Factor				
Single Family	PPHU	2.32	2.56	10%
Multi-Family	PPHU	1.58	1.07	-32%
Industrial	Trips / KSF	2.48	2.44	-2%
Commercial/Retail	Trips / KSF	12.46	12.21	-2%
Office/Institutional	Trips / KSF	4.87	5.42	11%
Lodging	Trips / Room	1.68	1.68	0%

- **Service Area: Citywide**
- **Fee Components**
 - Capacity Improvements: Incremental
 - Resurfacing Improvements: Plan-Based
- **10-Year Demand**
 - Capacity Improvements: 10.2 lane miles, \$10.2 million
 - Resurfacing Improvements:
 - Growth: 1.7 lane miles, \$250k
 - Existing: 8.3 lane miles, \$1.25 million
 - Total: 10.0 lane miles, \$1.5 million

Proposed Transportation Fees

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Comparison of 2018 to 2024

Fee Component	Cost per Trip
Capacity Improvements	\$618.76
Resurfacing Improvements	\$15.43
Impact Fee Report	\$3.08
Total	\$637.27

Residential Fees per Unit				
Development Type	AWVT per Unit ¹	Proposed Fees	Current Fees	Increase / (Decrease)
Single Family	5.90	\$3,761	\$1,211	\$2,550
Multi-Family	1.61	\$1,023	\$563	\$460

Nonresidential Fees per 1,000 Square Feet				
Development Type	AWVT per 1,000 Sq Ft ¹	Proposed Fees	Current Fees	Increase / (Decrease)
Industrial	2.44	\$1,552	\$562	\$990
Commercial/Retail	12.21	\$7,783	\$2,826	\$4,957
Office/Institutional	5.42	\$3,454	\$1,104	\$2,350
Lodging (per room)	1.68	\$1,067	\$379	\$688

1. See Land Use Assumptions

Component	Unit	2018	2024	% Change
Level of Service / Unit Cost				
Capacity (cost)	trip	\$171.36	\$618.76	261%
Capacity (cost)	year	\$510,500	\$1,016,328	99%
Resurfacing (cost)	trip	\$37.18	\$15.43	-58%
Resurfacing (cost)	year	\$415,000	\$150,000	-64%
Cost per Demand Unit				
All Development	trip	\$226.85	\$637.27	181%
Demand Factor				
Single Family	Trips / Unit	5.33	5.90	11%
Multi-Family	Trips / Unit	2.48	1.61	-35%
Industrial	Trips / KSF	2.48	2.44	-2%
Commercial/Retail	Trips / KSF	12.46	12.21	-2%
Office/Institutional	Trips / KSF	4.87	5.42	11%
Lodging	Trips / Room	1.68	1.68	0%

Fee Summary

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Proposed Fees

Residential Fees per Unit							
Development Type	Fire	Parks and Recreation	Police	Transportation	Proposed Fees	Current Fees	Increase / (Decrease)
Single Family	\$895	\$3,228	\$1,353	\$3,761	\$9,237	\$5,830	\$3,407
Multi-Family	\$374	\$1,349	\$565	\$1,023	\$3,311	\$3,713	(\$402)

Nonresidential Fees per 1,000 Square Feet							
Development Type	Fire	Parks and Recreation	Police	Transportation	Proposed Fees	Current Fees	Increase / (Decrease)
Industrial	\$373	\$0	\$507	\$1,552	\$2,432	\$1,092	\$1,340
Commercial/Retail	\$1,865	\$0	\$2,538	\$7,783	\$12,186	\$5,488	\$6,698
Office/Institutional	\$828	\$0	\$1,127	\$3,454	\$5,409	\$2,145	\$3,264
Lodging (per room)	\$257	\$1,891	\$349	\$1,067	\$3,564	\$2,669	\$895

Increase / (Decrease)

Residential Fees per Unit					
Development Type	Fire	Parks and Recreation	Police	Transportation	Increase / (Decrease)
Single Family	\$16	\$230	\$611	\$2,550	\$3,407
Multi-Family	(\$226)	(\$695)	\$59	\$460	(\$402)

Nonresidential Fees per 1,000 Square Feet					
Development Type	Fire	Parks and Recreation	Police	Transportation	Increase / (Decrease)
Industrial	\$81	\$0	\$269	\$990	\$1,340
Commercial/Retail	\$398	\$0	\$1,343	\$4,957	\$6,698
Office/Institutional	\$254	\$0	\$660	\$2,350	\$3,264
Lodging (per room)	\$60	(\$41)	\$188	\$688	\$895



Questions?