

**Fairhope Historic Preservation Commission (FHPC)
Meeting Minutes**

Wednesday, December 11, 2024, 3:30 p.m.

Fairhope Museum of History
24 N. Section Street, Fairhope, Alabama 36532

Members in Attendance: Skip Jones, Dannie Mixon, Mara Kozelsky-Hunter, Amy Molyneux, Gary Gover, and Susan Stein. Erik Cortinas, Building Official (Staff Liaison) and Jenny Opal Wilson, Assistant City Clerk (Secretary) were present. Ginger Golson absent.

Guests: Robert Normand, James Watkins, Catherine King, and Savannah Wilson

Called to Order:

Mara Kozelsky-Hunter called meeting to order at 3:30 p.m.

Approve Minutes:

Mara Kozelsky-Hunter asked members to review the November 13, 2024 minutes and for a motion to approve. Skip Jones made a motion to approve the November 13, 2024 minutes. Seconded by Amy Molyneux, motion passed unanimously.

Vote for Bylaws:

Mara Kozelsky-Hunter deferred the Vote for Bylaws until the next meeting on January 8, 2025. Gary Gover will submit his changes to the Bylaws to Mara Kozelsky-Hunter.

Vote for Officers (Mara Kozelsky-Hunter – Chair; Amy Molyneux – Vice Chair)

Mara Kozelsky-Hunter deferred the Vote for Officers until the next meeting on January 8, 2025.

Microsoft FHPC Team (Working Documents and Communication):

Erik Cortinas suggested a member from IT come to the next meeting on January 8, 2025 to give a brief on how to utilize the Microsoft FHPC Team to review documents and as communication. Jenny Opal Wilson will make request to IT for a member to attend the next meeting.

Update Status of CLG Application:

Mara Kozelsky-Hunter discussed the CLG Application has been finalized with a letter from Mayor Sherry Sullivan for submittal to the Alabama Historic Commission (AHC). Erik Cortinas read the letter to FHPC. Skip Jones made a motion to approve the letter for

submittal with CLG Application. Seconded by Danny Mixon, motion passed unanimously. Jenny Opal Wilson will finalize the CLG Application and prepare for mailing.

Presentation – Erik Cortinas:

Erik Cortinas gave presentation on the following:

- ArcGIS (Fairhope city boundaries, other layers of interest to FHPC)
- Schneider Report and other HP tools on City website
- Current Demolition Review process for Historic Properties
- New Demolition Review Process with FHPC advisory role
- Discussion:
 - Incentive ideas for Historic Property Renovations in the Building process - expedited permits, etc.
 - Demolition Assessment

Presentation attached to minutes.

Mara Kozelsky-Hunter thanked Erik Cortinas for presentation.

Mara Kozelsky-Hunter to follow-up with Mayor Sherry Sullivan on the Demolition Review Process with FHPC Advisory Role.

Henry Stuart Round House:

Catherine King gave brief overview of the Fairhope Single Tax Corporation Online Archives at www.fairhopesingletax.pastperfectonline.com.

Savannah Wilson gave brief overview of The Henry Stuart Round House that is on the National Register of Historic Places. Savannah mentioned that Sonny Brewer, a Fairhope author is raising donations by citizens to move the house onto appropriate city property.

Walking Tour – January 2025:

Erik Cortinas and Mara Kozelsky-Hunter discussed Walking Tour budget approved as training for January 2025.

Adjourn Meeting:

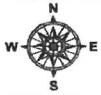
Mara Kozelsky-Hunter asked for motion to adjourn meeting. Skip Jones made a motion to adjourn meeting. Seconded by Amy Molyneux, motion passed unanimously. Meeting adjourned at 4:54 p.m.

Respectively Submitted,
Jenny Opal Wilson, MPA/CMC
Assistant City Clerk - City of Fairhope

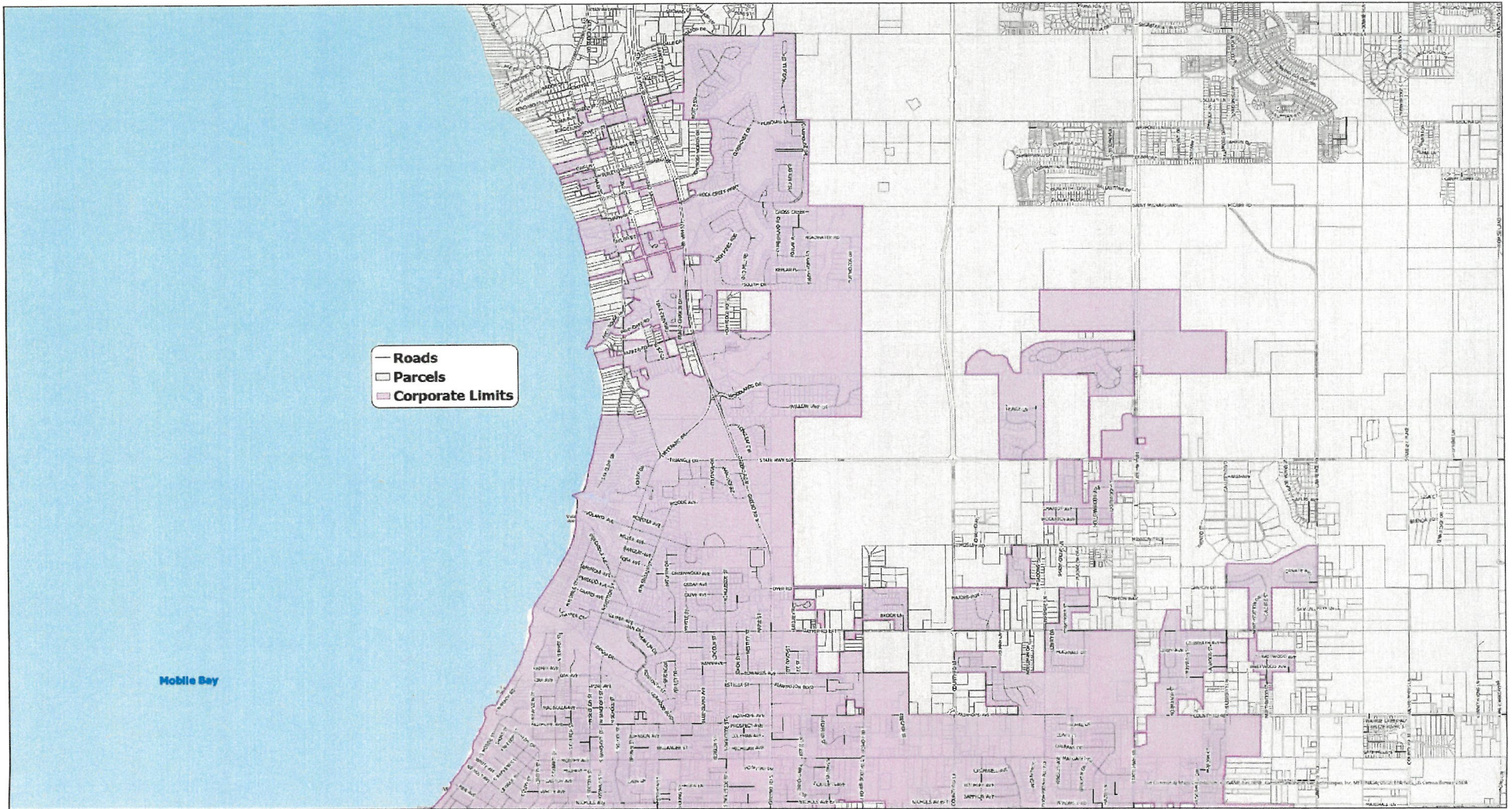
Fairhope Historic Preservation Commission presentation

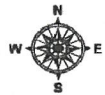
All City regulations and enforcement authority are only applicable within the Fairhope Corporate limits. These regulations include:

- Building permits and Code enforcement
- Floodplain Regulations
- Wetlands Enforcement
- Red Clay Restrictions
- Right of Way enforcement
- Building Condemnation ordinances
- Impact Fees (other than utility fees)
- Zoning Ordinance
- Subdivision Regulations
- Historic Preservation Ordinance (when enacted)

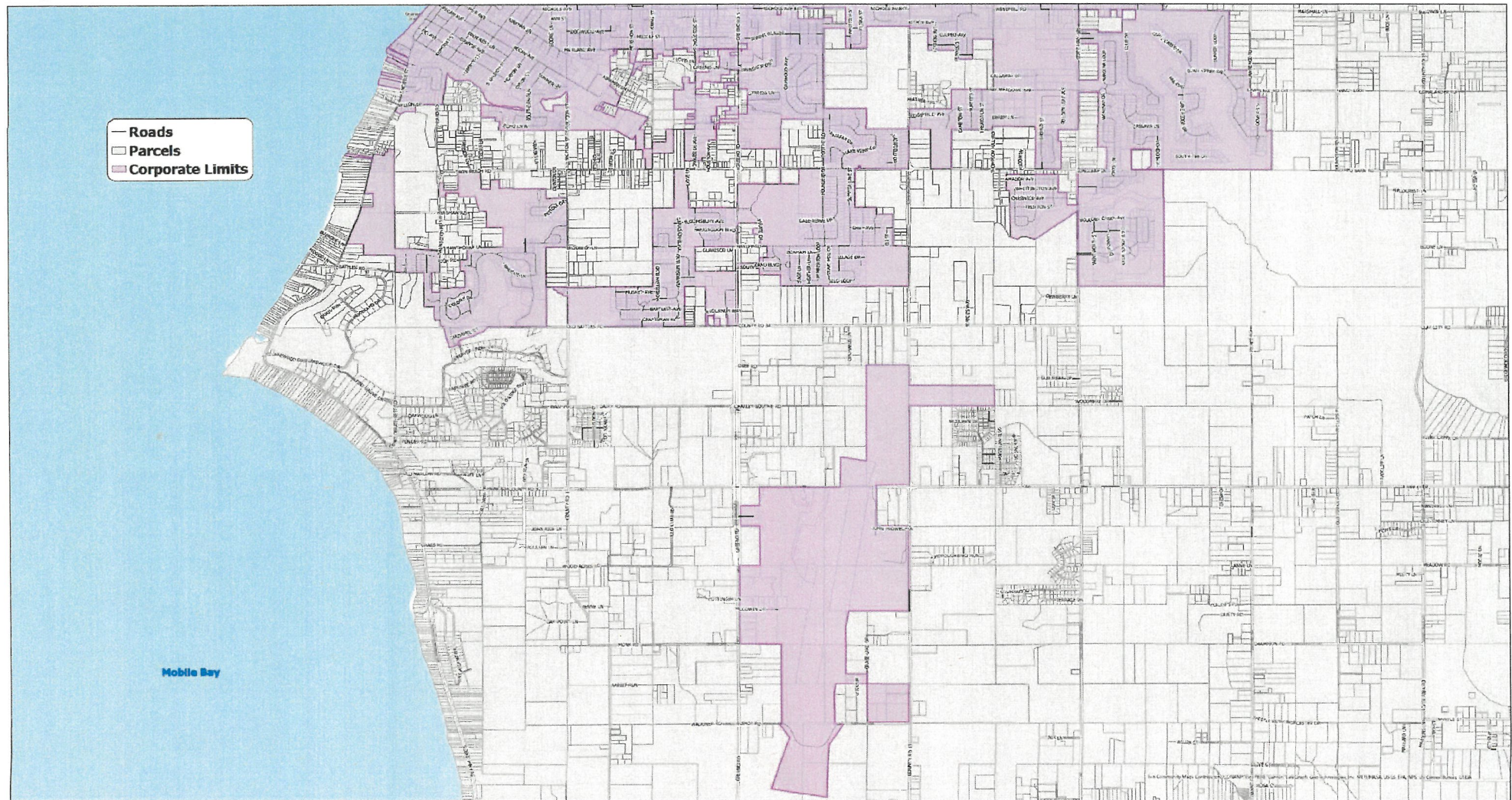


City of Fairhope Corporate Limits and Jurisdiction (1 of 2)





City of Fairhope Corporate Limits and Jurisdiction (2 of 2)



Baldwin County Revenue Department website

https://isv.kcsgis.com/al.baldwin_revenue

The screenshot displays the Baldwin County Parcel Viewer web application. The interface features a blue header with the title "Baldwin County Parcel Viewer" and a search bar. Below the header, there are three tabs: "Navigation Tools", "Search Tools", and "Map Tools". The "Navigation Tools" tab is active, showing a sidebar with various tools and layers.

Navigation Tools:

- Zoom In
- Zoom Out
- Pin

Layers:

- ☒ Baldwin County Data
- ☐ Baldwin County Contours
- ☐ Baldwin County Imagery 2023

Legend

Find Address

Search

By Attribute By Shape

Select A Layer:

Parcels

Owner Name: (at least 3 chars)

Enter the name Smith John

Parcel Number: (at least 3 chars)

05-21-02-09-4-401-004-000

PIN (Parcel Identification Number): (at least 1 chars)

12.14

Search

Street View

View the center of the map OR use the button to click on the map

Google Maps

Hybrid Map

The main map area shows a satellite view of a large, irregularly shaped land parcel, outlined in green. A scale bar at the bottom indicates 10km.

Baldwin County Revenue Department website

Baldwin County Parcel Viewer 350 n bayview fairhope alabam x

Navigation Tools Search Tools Map Tools

Navigation Tools

Layers

- ☒ Baldwin County Data
- ☐ Baldwin County Contours
- ☐ Baldwin County Imagery 2023

Legend

Find Address

Search

By Attribute By Shape

Select A Layer:

Parcels

Owner Name: (at least 3 chars)

Parcel Number: (at least 3 chars)

PIN (Parcel Identification Number): (at least 1 chars)

Q Search

Street View

View the center of the map OR use the button to click on the map.

Google Maps

Hybrid Map

Baldwin County Revenue Department website

Baldwin County Parcel Viewer 350 n bayview, fairhope, alabar X

Navigation Tools Search Tools Map Tools

Navigation Tools

Zoom In Zoom Out Pan

Layers

- ☒ Baldwin County Data
- ☐ Baldwin County Contours
- ☐ Baldwin County Imagery 2023

Legend

Find Address

Search

By Attribute By Shape

Select A Layer:

Parcels

Owner Name: (at least 3 chars)

Enter the name Smith, John

Parcel Number: (at least 3 chars)

05-23 02 09 4 401 004 900

PIN (Parcel Identification Number): (at least 1 chars)

1234

Q Search

Street View

View the center of the map OR use the button to click on the map.

Parcel ID: 624288

Parcel Number: 05-46-03-37-0-005-063.907

PIN: 624288

Owner Name: FST WRITT ROBERT J AND WRITT RENEE A

Address: 5280 CAROLINE ST APT 1013

City: HOUSTON

State: TX

Zip: 77004

[More Details](#)

[Homestead & Assessment Application](#)

Zoom to

Baldwin County Revenue Department website



PROPERTY TAX
Baldwin County, Alabama

[Home](#) [Get Help](#) [\(251\) 937-0245](#)

Property Details

[Search For Another Property](#)

[Print](#)

Current Date: 12/3/2024 Tax Year: 2024 (Billing Year: 2024)

[Get Help](#)

▼ Parcel Info

PIN 36624
PARCEL 46-03-37-0-005-013.000
ACCOUNT NUMBER 515671

OWNER CALVERT JUSTIN ALLEN
MAILING ADDRESS 905 JUNIPER ST NE UNIT 403, ATLANTA, GA 30309-
PROPERTY ADDRESS 451 MOBILE ST N

LEGAL DESCRIPTION 60'X200' AIREY HEIGHTS BLK 2 LOT 1
EXEMPT CODE
TAX DISTRICT Fairhope - Fairhope School Tax



[VIEW MAP](#)

▼ 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
36624	2024	REAL	\$ 1,012.00	\$ 0.00	\$ 1,012.00	\$ 1,012.00	\$ 0.00

Total Due: \$ 0.00

LAST PAYMENT DATE 11/4/2024

PAID BY 701

▼ Property Values

Total Acres
Use Value 50

▼ Subdivision Information

Code 2AH
Name AIREY HEIGHTS

Baldwin County Revenue Department website



PROPERTY TAX
Baldwin County, Alabama

[Home](#) [Get Help](#) [\(251\) 937-0245](#)

Property Details

[Search For Another Property](#)

[Print](#)

Current Date: 12/8/2024 Tax Year: 2024 (Billing Year: 2024)

[Get Help](#)

▼ Parcel Info

PIN 10614
PARCEL ACCOUNT NUMBER 46-09-29-0-000-043,000
345223

OWNER HAYSLIP, CHRIS
MAILING ADDRESS 14100 WATERCOLOR DR, NORTHPORT, AL 35475
PROPERTY ADDRESS 7022 TWIN BEECH RD

LEGAL DESCRIPTION 60'S X 89.5' IRR BEG AT NW COR OF SEC 29 RUN E 90'S & S 30'S FOR POB TH
RUN E 60'S TH S 89.5' TH W 110' TH N 34'S TH NE 70'S TO THE POB SEC 29 T6S
R2E (WD)

EXEMPT CODE

TAX DISTRICT County - Fairhope School Tax



[VIEW MAP](#)

▼ 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
10614	2024	REAL	\$ 218.32	\$ 0.00	\$ 218.32	\$ 218.32	\$ 0.00

Total Due: \$ 0.00

LAST PAYMENT DATE 10/29/2024
PAID BY CHRIS W HAYSLIP

▼ Property Values

▼ Subdivision Information

Schneider Report

"The City of Fairhope is home to numerous Historic Structures designated by the National Register of Historic Places, the State of Alabama Historical Commission, and the Baldwin County Historic Commission. These structures are identified and listed in the report provided to the City of Fairhope by Schneider Historic Preservation, LLC report of 2015 that is available below. The Fairhope Building Department's goal is to provide information for property owners about available grants and tax credits for those that want to restore or renovate their property and maintain the historic character of these buildings for generations to come. Listed below are links to various websites and information on ways in which a property may be eligible for grants or tax credits due to its historic designation or character."

Historic Structures Information on City of Fairhope website- Building Department page



City of Fairhope

Facebook

YouTube

Forms

Comprehensive Plan (2024)

Search...



Government

Departments

Community

Visiting

News & Calendar

+ Treasury Department

+ First Responders

+ Human Resources

+ Municipal Court

+ Community Affairs

+ Public Works

+ Waste Management

+ Public Utilities

- Planning & Development Services

- Building and Permitting

Floodplain Management

Historic Structures

Permit Forms and Info

Fortified Construction

Contractor Licensing

Online Building Codes

Code Enforcement

+ Planning and Zoning

Revenue/Business License & Tax

+ Purchasing

+ Quail Creek Municipal Golf Course

+ Rental Facilities

Fairhope Public Library

Departments » Planning & Development Services » Building and Permitting »

HISTORIC STRUCTURES

Font Size: [Share & Bookmark](#) [Feedback](#) [Print](#)

"The City of Fairhope is home to numerous Historic Structures designated by the National Register of Historic Places, the State of Alabama Historical Commission, and the Baldwin County Historic Commission. These structures are identified and listed in the report provided to the City of Fairhope by Schnelder Historic Preservation, LLC report of 2015 that is available below. The Fairhope Building Department's goal is to provide information for property owners about available grants and tax credits for those that want to restore or renovate their property and maintain the historic character of these buildings for generations to come. Listed below are links to various websites and information on ways in which a property may be eligible for grants or tax credits due to its historic designation or character."

Historic Structure Maps:

[Historic Structures in Fairhope Information Handout \(PDF\)](#)

[Bayfront Historic District Map \(PDF\)](#)

[Montrose Historic District Map \(PDF\)](#)

[Downtown Fairhope Historic District Map \(PDF\)](#)

[White Avenue Historic District Map \(PDF\)](#)

[Bayfront Historic District Survey Report \(PDF\)](#)

[Montrose Historic District Survey Report \(PDF\)](#)

[Downtown Fairhope Historic District Survey Report \(PDF\)](#)

[White Avenue Historic District Survey Report \(PDF\)](#)

Baldwin County Information:

[Baldwin County Historic Development Commission](#)

[Baldwin County Historic Commission Shields and Banners list for Fairhope \(PDF\)](#)

[Baldwin County Planning District 16 map \(PDF\)](#)

[Baldwin County Planning District 26 map \(PDF\)](#)

[Alabama Historical Commission](#)

[National Register of Historic Places](#)

Free viewers are required for some of the attached documents.
They can be downloaded by clicking on the icons below.



Demolition permit application- 350 N Bayview

citi^{en}serve



Erik Cortinas

MAIN MENU

- Home
- Create File +
- Search +
- Reports +
- Support Center +
- Administration +
- FILE OPTIONS
- Map
- Property History
- Send +
- Add +
- View +
- Run Report
- Delete



PERMIT PROJECT
FILE #: 22-001448
350 N BAYVIEW ST FAIRHOPE AL 36532
DEMOLITION OF HOUSE

PERMITS REVIEWS INSPECTIONS DOCUMENTS CONTACTS ACTIVITIES NOTES FILE



PERMIT #: RES22-000966

Permit Type

Residential Project

Subtype

Demolition

Work Description:

Demolition of house

Applicant

Mason Excavating, LLC - Brian Mason

Status

Issued

Valuation

0.00

PROJECT INFORMATION

Project Contact

Is the owner completing the work?

No

Sprinkler Contractor

Gas Contractor

Date to Begin Work

06/15/2022

Min of 72 hrs later

Date of Completion

06/20/2022

Is the property located in Baldwin County zoning districts 16 or 26?

No

You can look up the zoning district map [here](#)

Is property located in a flood zone?



FEES & PAYMENTS

Plan Check Fees

0.00

Permit Fees

25.00

Total Amount

25.00

Amount Paid

25.00

Balance Due

0.00

Non-Billable



PERMIT DATES

Application Date

06/01/2022

Approval Date

06/13/2022

Issue Date:

06/14/2022

Expiration Date:

06/14/2023

Close Date

Last Inspection

Contractor

Mason Excavating, LLC - Brian Mason

ADEM Permit Number

Demolition permit application- 350 N Bayview

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Support will close early on Friday at 1:00 (MST)



Erik Cortinas

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PERMIT PROJECT
FILE #: 22-001448
350 N BAYVIEW ST FAIRHOPE AL 36532
DEMOLITION OF HOUSE

PERMITS **REVIEWS** INSPECTIONS DOCUMENTS CONTACTS ACTIVITIES NOTES FILE

ROUTE NAME

RES WORKFLOW - DEMOLITION

ACTIVITY TYPE

Initial Application Review
Plans Review (BD)
All Reviews Complete

PERMIT

RES22-000966

STATUS

APPROVED

ACTIVITY TYPE	DEPARTMENT	ASSIGNED TO	STATUS	DUE	COMPLETED
Initial Application Review	Building Department	Cynthia Boothe	Approved	06/02/2022	06/02/2022
Plans Review (BD)	Building Department	Erik Cortinas	Approved with Comments	06/09/2022	06/10/2022
All Reviews Complete	Building Department	Cynthia Boothe	Approved	06/11/2022	06/13/2022

Demolition permit application- 350 N Bayview

citi^{serve}

Support will close early on Friday at 1:00 (MST)



Erik Cortinas

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Fairhope, AL



PERMIT PROJECT
FILE #: 22-001448
350 N BAYVIEW ST FAIRHOPE AL 36532
DEMOLITION OF HOUSE

PERMITS REVIEWS INSPECTIONS DOCUMENTS CONTACTS ACTIVITIES NOTES FILE



REVIEW INFORMATION

Department
Building Department

Activity Type
Plans Review (BD)

Assign To
Erik Cortinas

Permit #:
RES22-000966 Demolition of house

Created On
06/01/2022 by System User

Notes:



DATES

Start Date
06/02/2022

Due Date
06/09/2022

Completion Date
06/10/2022

Status
Approved with Comments

Follow These Steps

Review application and documents. Markup as needed

Do you need more information from the applicant?

Once Approved or Denied, complete this activity with Status and Completion Date

REVIEW COMMENTS

#	STATUS	COMMENTS
0		Property is listed as a contributing structure on the Schneider Historic Properties survey for the Bayfront Historic District https://www.fairhopeal.gov/home/showpublisheddocument/21999/636929158892970000 (pg 97).
0		The City does not have a Historic Preservation Ordinance, but we encourage property owner to visit the City Historic Structures page on our website providing information on possible tax credits and opportunities to preserve listed historic properties
0		Permit is approved, you will receive an email listing the permit as "ready for payment" and, once paid, you will receive a permit card via email.

Demolition permit application – 350 N Bayview

From: erikc@fairhopeal.gov
Sent: 06/10/2022 - 12:55 PM
To: annamsn@aol.com, hunter.simmons@fairhopeal.gov, erikc@fairhopeal.gov
CC:
Subject: Plan Review Comments (Individual)

PLAN REVIEW COMMENTS

Your permit application is currently being reviewed. Please see the comments below.

Please upload any documents or correspondence to the permit application to the citizenserve portal.

RES22-000966

Type: Demolition
Application Date: 06/01/2022
Address: 350 N BAYVIEW ST
Description: Demolition of house
Applicant: Mason Excavating, LLC Brian Mason
[CLICK HERE TO VIEW YOUR APPLICATION](#)

Comments:

- Property is listed as a contributing structure on the Schneider Historic Properties survey for the Bayfront Historic District <https://www.fairhopeal.gov/home/showpublisheddocument/21999/636929158892970000> (pg 97).
- The City does not have a Historic Preservation Ordinance, but we encourage property owner to visit the City Historic Structures page on our website providing information on possible tax credits and opportunities to preserve listed historic properties <https://www.fairhopeal.gov/departments/planning-and-development-services/building-and-permitting/historic-structures>
- Permit is approved, you will receive an email listing the permit as "ready for payment" and, once paid, you will receive a permit card via email.



Questions?