

Fairhope Historic Preservation Commission (FHPC)
Meeting Minutes
Wednesday, April 9, 2025, 3:30 p.m.
Fairhope Museum of History
24 N. Section Street, Fairhope Alabama 36532

Members In Attendance:

Chair Mara Kozelsky-Hunter, Vice Chair Amy Molyneux, Gary Gover, Susan Stein, and Skip Jones. Absent: Ginger Golson and Dannie Mixon. Also present, Erik Cortinas (Staff Liaison) and Jenny Opal Wilson (FHPC Secretary). Jay Robinson (City Council Representative) was absent.

Guests: Lou Siemer and James Watkins.

Call to Order:

Chair Mara Kozelsky-Hunter called the meeting to order at 3:32 pm.

Chair Mara Kozelsky-Hunter discussed with FHPC members that Robert's Rules of Order is our procedure for meetings as adopted in Bylaws. Jenny Opal Wilson, FHPC Secretary handed out handouts from City Clerk Lisa Hanks on Section 36-25A-25 Rules of Parliamentary Procedure; voting; and The Legal Viewpoint by Lori Lein, General Council on the "Alabama Open Meetings Act". Eric Cortinas, Staff Liaison, referenced as a Commission we must follow State Law; and requested, we have City Clerk Lisa Hanks attend a future meeting.

Approve Minutes:

Chair Mara Kozelsky-Hunter asked Commission for a motion to approve the March 12, 2025 FHPC Work Session minutes and March 19, 2025 FHPC Meeting minutes. Skip Jones made a motion to approve the March 12, 2025 FHPC Work Session minutes and March 19, 2025 FHPC Meeting minutes, seconded by Gary Gover. Motion passed unanimously.

Demolition Review Working (Draft) Proposal:

Chair Mara Kozelsky-Hunter discussed the Demolition Review Working (Draft) Proposal has been submitted to our Attorney Chris Williams. Chris responded

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with feedback that proposal would go before City Council with Public Participation. Mara commented we are dedicated to cleaning up document.

Erik Cortinas, Staff Liaison, discussed he will make request to Mayor Sherry Sullivan to allow him to place \$30,000.00 in his budget for the upcoming year to hire a consultant to conduct a Historic Structures Survey to expand scope of the areas. We need to determine map basis to survey and identify areas and the potential number of structures.

Chair Mara Kozelsky-Hunter would like to see if there are funds available within budget for the FHPC to bring in a consultant to research policies from different cities on Demolition Review. Erik Cortinas, Staff Liaison, suggested that Mara forward to him the scope of services to expand on proposal for consulting services by FHPC.

Jenny Opal Wilson, FHPC Secretary, will follow up with City Treasurer Kim Creech on total amount of funds in the FHPC budget.

Demolition Assessment – Discussion:

Chair Mara Kozelsky-Hunter discussed Demolition Assessment and Demolition Fee of other cities reference the New Orleans Conference. Other Demolition Fees are calculated based on cost of projects, application, review, permit, square footage, etc. Mara referenced that Attorney Chris Williams noted public process would be required for a demolition fee amount over two hundred dollars.

Vice Chair Amy Molyneux discussed no one opposed to the idea of Demolition Assessment Permit Fees. Amy is conducting further research on fee.

Erik Cortinas, Staff Liaison, discussed the Permit Fee Ordinance with allocation of funds.

Chair Mara Kozelsky-Hunter would like to get a place holder on upcoming City Council Work Session to discuss Demolition Review Working Proposal and Assessment with City Council. Jenny Opal Wilson, FHPC Secretary will coordinate with Council President Jack Burrell approval to be placed on agenda. Mara and the FHPC were all in favor.

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Draft Statement on Fairhope’s Historic Buildings:

Chair Mara Kozelsky-Hunter discussed no change to the statement on the People’s Cooperative Store. Consistent with powers to encourage preservation. Mara and Erik Cortinas, Staff Liaison, will share statement with Planning Director Hunter Simmons and the City Council for public comment.

IEBC:

Eric Cortinas, Staff Liaison, gave a brief on IEBC Code and Commentary 2018 with FEMA definition of a Historic Structure. Historic building or structure that is one or more of the following:

1. Listed, or certified as eligible for listing, by the State Historic Preservation Officer or the Keeper of the National Register of Historic Places, in the National Register of Historic Places.
2. Designated as historic under an applicable state or local law.
3. Certified as a contributing resource within a National Register, state designated or locally designated historic district. Chapter 11 contains the provisions for buildings that qualify as historic buildings.

This definition specifies the criteria for consideration as a historic building.

Erik Cortinas, Staff Liaison, referenced the Baldwin County Historic Development Commission Banners & Shields Program for Historic Homes or Buildings in Fairhope for criteria and procedures.

Vice Chair Amy Molyneux referenced having an event at the Public Library to educate and inform citizens on the Banners & Shields Program.

Chair Mara Kozelsky-Hunter asked Erik Cortinas, Staff Liaison, to add funding to the budget for Historical Handouts/Brochures/Flyers.

Other Business:

Chair Mara Kozelsky-Hunter discussed updating our website in the near future.

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Chair Mara Kozelsky-Hunter discussed Façade Grant opportunities. Jenny Opal Wilson, FHPC Secretary, suggested, Nicole Love, Grants Coordinator as a resource for grants.

Chair Mara Kozelsky-Hunter discussed Attorney Chris Williams is in process of working with Paige Thomas, Alabama Historical Commission, Certified Local Government (CLG) Coordinator on Fairhope (CLG) status with federal guidelines.

Vice Chair Amy Molyneux suggested FHPC become an organization member of the National Alliance of Preservation. Erik Cortinas, Staff Liaison will ask permission for an organization membership. Chair Mara Kozelsky-Hunter, thanked Erik for attending meeting while on vacation.

Public Comment:

James Watkins had question on the abolished home on 409 S. Mobile Street, Fairhope, Alabama 36532 on whether it was of historical significance. Erik Cortinas, Staff Liaison, replied the property was not listed on the following: Schneider Report, Baldwin County Banners and Shields List, NPS Site, and Fairhope Single Tax Corporation.

Skip Jones made a motion to adjourn meeting, seconded by Vice Chair Amy Molyneux. Motion unanimously passed.

There being no further business, the meeting was adjourned at 4:20 pm.

Respectfully submitted by
Jenny Opal Wilson, MPA,CMC
Assistant City Clerk/FHPC Secretary