



**CITY OF FAIRHOPE
CITY COUNCIL WORK SESSION AGENDA**

**Monday, December 8, 2025 - 4:30 PM
City Council Chambers**

Council Members

Jack Burrell
Joshua Gammon
Jimmy Conyers
Jay Robinson
Andrea Booth

1. Jennifer Claire Moore Foundation
Allison Moore, Executive Director and Peer Helpers
2. Discussion — Historically Significant Building Demolition Procedure
Chair Mara Kozelsky with the Fairhope Historic Preservation Commission
3. Discussion for (Bid No. 26-003-2023-PWI-019) to Bienville Construction Services
for Fairhope Pool Rehabilitation - Base Bid and Additive Alternate
4. Committee Updates
5. Department Head Updates

Next City Council Work Session, Monday, January 12, 2026, 4:30 p.m.

Fairhope Municipal Complex
City Council Chambers
161 North Section Street
Fairhope, AL 36532



CITY OF FAIRHOPE
AGENDA MEMORANDUM

Item ID: 2026-53

FROM:	Allison Moore, Executive Director Jennifer Claire Moore Foundation
SUBJECT:	Jennifer Claire Moore Foundation
AGENDA DATE:	December 8, 2025

RECOMMENDED ACTION:

Allison Moore, Executive Director of the Jennifer Claire Moore Foundation to give brief of organization with Peer Helpers.

BACKGROUND INFORMATION:

BUDGET IMPACT/FUNDING SOURCE:

GRANT:

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION:



CITY OF FAIRHOPE
AGENDA MEMORANDUM

Item ID: 2026-135

FROM:	Lisa Hanks, CITY CLERK
SUBJECT:	Discussion – Historically Significant Building Demolition Procedure
AGENDA DATE:	December 8, 2025

RECOMMENDED ACTION:

Chair Mara Kozelsky with the Fairhope Historic Preservation Commission to discuss the Fairhope Demolition Review Procedure for Historically Significant Buildings.

BACKGROUND INFORMATION:

Draft Ordinance – Fairhope Demolition Review Procedure for Historically Significant Buildings.

BUDGET IMPACT/FUNDING SOURCE:

GRANT:

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION:

Fairhope Historic Preservation Commission

Presentation to the City Council Work session
December 8, 2025

Mission

Encourage Preservation through Education,
Culture-Building, Advocacy, and Positive
Incentives

Major Efforts

01

Demolition Review

Provides opportunity to share information, advocate, and find alternatives to demolition.

02

History Day

Sponsor Student Competition for national History Day; student projects will be displayed in the Museum Feb. 6, 2026

03

CLG

Secure Certified Local Government Status: opens the city to many federal programs and grants

04

Preservation Incentives

Possible Incentives include Tax Relief, expedited permits, fee reduction, other

What is Demolition Review?

A period of time prior to demolition that:

- provides property owners with an opportunity to learn about their historic property, and preservation incentives, so they can make their best informed decision;
- Provides an opportunity for the city to identify historically significant buildings slated for demolition; and
- enables documentation of the historical structure and exploration of alternative solutions to demolition, such as renovation or relocation.

Key Points

- Buildings subject to Demolition Review are “Historically Significant Buildings”.
- Historically Significant Buildings are identified by Fairhope’s historical surveys, the Baldwin County Banner and Shield list, the Alabama State Register, and the National Park Service listings. Historical documentation will occur during the review period.
- Homeowners will meet with the FHPC to discuss their Historically Significant property and preservation opportunities.
- Demolition Review does not prevent demolition: after the meeting with FHPC, homeowners can proceed to demolition.

Changes from Previous Draft

- Clarification and Revision of Timeline
- No Sign Displayed to notify public
- Meeting with property owner prioritized, with potential for a virtual online meeting

Conclusions

- Demolition Review offers an important step toward Preservation.
- Publication of program and Disclosure of Demolition Review in real estate listings will help homeowners plan.

Additionally...

- Developing a local incentive program is urgent: for preservation to succeed we need to serve those property owners who are working to renovate Fairhope's historic architecture.
- Taking necessary steps to secure CLG status is very high priority.

ORDINANCE NO. _____

**FAIRHOPE DEMOLITION REVIEW PROCEDURE
FOR HISTORICALLY SIGNIFICANT BUILDINGS**

WHEREAS, the unique history of the City of Fairhope has led to the creation of many buildings that are historically significant to the City of Fairhope, the State of Alabama, and nationally; and

WHEREAS, as provided in this Ordinance, the City and the Historic Preservation Commission seek to assist and educate the owners of historically significant structures regarding potential opportunities available to save or rehabilitate structures that are historically significant; and

WHEREAS, the adoption of the regulations, procedures, and requirements in this Ordinance will further the goal of education of property owners about possible financial incentives available from local, State, federal, and private funding resources and tax credit opportunities that may assist the property owner in attempting to save or rehabilitate a historically significant property prior to the issuance of a demolition permit.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, AS FOLLOWS:

I. Title

This Ordinance shall be known as the Demolition Review Procedure For Historically Significant Buildings Ordinance.

II. Purpose

This Demolition Review Procedure provides an opportunity for the City to identify historically significant buildings proposed for demolition for the purpose of educating the property owner about possible alternatives. While preservation of historical structures is a goal, preservation is not required by this ordinance. The Demolition Review Procedure will allow the City sufficient opportunity to document the historical structure and allow for the Historic Preservation Commission the opportunity to explore with property owners alternative solutions to demolition, such as renovation or relocation, with available financial incentives.

III. Definitions

Applicant: means any person or entity that owns property within the corporate limits of the City of Fairhope that applies for a demolition permit or other type of building permit for a Historically Significant Building.

Application: means the process by which an Applicant submits a request for a demolition permit or other type of building permit for a Historically Significant Building.

Building: means, as defined by the International Building Code, "any structure used or intended for supporting or sheltering any use or occupancy."

Building Department: means the permitting authority for the City of Fairhope.

City Building Official: means the Building Official of the City, or his or her designee.

City: means the City of Fairhope, Alabama, a municipal corporation organized under the laws of the State of Alabama.

Commission: means the City of Fairhope Historic Preservation Commission, created pursuant to Ordinance No. 1797.

Demolition: means the act of pulling down, destroying, disassembling, removing, or razing a Building or part of a Building or commencing any such action.

Historically Significant Buildings: Historically Significant Buildings are those Buildings identified by (1) any of the City of Fairhope's current and future historic surveys, (2) the Baldwin County Commission's Banner and Shield program, (3) the Alabama Historic Commission's Preservation Map, (4) the National Park Service (NPS) listings, or (5) the Fairhope Single Tax Corporation online archive. The Building Department shall post links to these sources on the City website.

IV. Application Requirements

The Demolition or **substantial exterior alteration** of any **Historically Significant** Building in the City requires an Application submitted to the Building Department. The Application must include the following information:

- (a) Photographs of the property and neighboring properties (all photographs must be keyed to a map);
- (b) A map showing the property (maps are available on the Revenue Commissioner's website);
- (c) An official or unofficial plot plan;
- (d) Historical status of the property, including whether or not the Building is a Historically Significant Building.

V. Procedures

Within five (5) business days of receiving a completed Application, the Building Department shall:

- (a) Determine whether the building is historically significant. If so, the application will be forwarded immediately to the Historic Preservation Commission, and the property owner will be notified of the requirement to meet with Commissioners.
- (b) If the application was received 10 or more business days prior to the next Commission meeting, then the application will be considered at that meeting. If application is made less than 10 business days prior to the next Commission meeting, then the applicant will be scheduled to meet at the next scheduled Commission meeting. The meeting will include a review of the request, and a discussion of the history of the City, community, neighborhood and building. Also, a discussion of preservation incentives and demolition alternatives.

If an owner is unable to attend during scheduled commission meeting times within 45 days (two meetings of the Commission), then a virtual (online) meeting shall be scheduled with the owner and two Commissioners.

If the owner fails to attend the meeting, the application is denied.

- (c) After the meeting with the property owner, the Commission will notify the Building Department within five (5) business days that the property owner has completed the Ordinance requirements and the Building Department shall be authorized to issue the permit, provided all other requirements are met.

VI. Demolition

- (a) Prior to Demolition, a representative of the Commission shall photographically document the exterior of the Building. The Commission shall also encourage the Applicant to salvage and repurpose significant architectural features or materials and/or make them available to the community.

- (b) After Demolition, the Commission will update Fairhope’s local historic surveys as necessary.
- (c) Nothing in this Ordinance shall be construed to prevent or limit immediate Demolition as authorized and in the discretion of the Building Official when the Building constitutes a public nuisance and/or a public safety hazard that is a danger to the health, safety, and general welfare of the community.

VII. Enforcement

It shall be unlawful to violate any provision(s) of this Ordinance. The City of Fairhope may issue Stop Work Orders, Municipal Offense Tickets and Notice of Violations, as well as suspend construction and building inspections for Violations of the terms of the permit or for violation of this Ordinance.

VIII. Permit Fees

The Permit Fee for demolition of a Historically Significant Building shall be assessed in accordance with Ordinance 1804 (Schedule of Fees for Construction and Building Permits).

IX. Severability

The sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by a court of competent jurisdiction, then such ruling shall not affect any other paragraphs and sections, since the same would have been enacted by the municipality council without the incorporation of any such unconstitutional phrase, clause, sentence, paragraph or section.

X. Effective Date.

This ordinance shall take effect immediately upon its due adoption and publication as required by law.

ADOPTED THIS ____ DAY OF _____, 2025

James Reid Conyers, Jr.,
Council President

ATTEST:

Lisa A. Hanks, MMC
City Clerk

ADOPTED THIS ____ DAY OF _____, 2025

Sherry Sullivan, Mayor



CITY OF FAIRHOPE
AGENDA MEMORANDUM

Item ID: 2026-199

FROM:	Richard Johnson, CITY ENGINEER
	Pat White, PARKS & RECREATION DIRECTOR
	George Ladd , PUBLIC WORKS DIRECTOR
SUBJECT:	Discussion for (Bid No. 26-003-2023-PWI-019) to Bienville Construction Services for Fairhope Pool Rehabilitation – Base Bid and Additive Alternate
AGENDA DATE:	December 8, 2025

RECOMMENDED ACTION:

Discussion of Bid.

BACKGROUND INFORMATION:

BUDGET IMPACT/FUNDING SOURCE:

GRANT:

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION: