

**Mobile Historic Development Commission**  
**January 6, 2025**  
**Bragg Mitchell Mansion - 1906 Springhill Avenue**  
**5:30 PM**

**Call to Order:**

The meeting commenced at 5:35 p.m.

**Present:**

Virginia “Ginny” Behlen, Jaime Betbeze, Peters Drey, Jean Dodge, Virginia Edington, Jessica Fairley, Jeffery Hartley, Joan Hoffman, Tim Maness, Stephen McNair, and Ivy Thompson

**Absent:**

Alison Henry and Kimberly Knowles

**Staff:**

Annie Allen, Kimberly Branch-Thomas, Bruce McGowin, and Meredith Wilson

**Approval of Minutes:**

Stephen McNair moved to approve the submitted minutes from the October 7, 2024 meeting. The motion was seconded by Jaime Betbeze and approved unanimously.

**Treasurer’s Report:**

Mr. Betbeze reported there had been no deposits or withdrawals on either account.

**New Business**

**1. Presentation on Design Guidelines Update Project**

Emily Ford of Chronicle Heritage presented to the Commission on the scope, schedule, and current progress of the Design Guidelines Update Project. The presentation included an overview of Chronicle Heritage’s qualifications and previous experience, including past design guideline updates in Westport, CT, Danville, VA, and Prattville, AL. Ms. Ford stated that since receiving notice to proceed in December, Chronicle Heritage has reviewed the current guidelines and ordinances, reviewed comparable guidelines in other cities, and created a project timeline. As presented, the project timeline included stakeholder meetings with local residents and professionals in February, draft submissions of revised guidelines in April and May, and a final submission and ratification by the MHDC in July 2025. Ms. Ford stated that Chronicle Heritage would also be designing six “quick reference tri-fold brochures” that would address the most common topics and project types, including windows, new accessory structures, fences and walls, foundations, and porches.

Tim Maness asked if those Commissioners and staff members who had been present at the meetings held that day could summarize what was discussed. Jaime Betbeze, Jean Dodge, Joan Hoffman, and Stephen McNair had been present, as had staff members Annie Allen and Meredith Wilson. Items discussed included updates to window guidelines and replacement materials, providing clarification for guidelines that were vague or contradictory, and streamlining the organization of the document to make it more user friendly for professionals and property owners.

Ginny Behlen asked how the tri-fold brochures would be made available. Ms. Wilson responded that physical copies would be available at the Historic Development and Permitting Offices. Ms. Ford confirmed that the deliverables would include digital copies of the brochures that could be linked to the Historic Development website, emailed to applicants, or printed as needed.

Virginia Edington asked if the revised guidelines would be available online. Ms. Wilson responded that the current guidelines were online, and that the new guidelines would be as well. Ms. Edington asked if the digital form of the revised guidelines would be more interactive. Ms. Ford stated that the chapter titles on the table of contents could be hyperlinked to the first page of each chapter.

Mr. Betbeze asked how representatives would be chosen for the stakeholder meetings in February. Ms. Wilson responded that city staff would solicit recommendations from both the MHDC and the ARB. Ms. Wilson said she would send an email out to both groups requesting their recommendations within the next week.

There being no additional business, the meeting was concluded at 6:32 p.m.

*Respectfully submitted by Meredith Wilson*