

**BOARD OF ZONING ADJUSTMENT  
MEETING MINUTES  
JANUARY 11, 2023  
DOTHAN, ALABAMA**

The Board of Zoning Adjustment (BZA) met on **Wednesday, January 11, 2023, at 9:00 a.m.**, in the City Commission Chambers, 126 North St. Andrews Street, Room 203, of the Roy L. Driggers Municipal Building (Civic Center).

Chair Grant called the meeting to order at 9:00 a.m.

1. **Invocation:** Angela McNeal
2. **Pledge of Allegiance:** Angela McNeal led everyone in the Pledge.
3. **Members Present:** Chair, Gina Grant, Vice-Chair, Lori Wilcoxon, Angela McNeal, Stuart Lee, Rebecca Long, Debora Pettway, Ph.D., and Steve Sherrill (SUP) sitting.  
**Members Absent:** Parrish Smith

**Others Present:** Todd McDonald, AICP, Planning Director; Frank Breaux, AICP, Principal Planner; Yvette Thomas, Sr. Planner; Kimberly Vann, Planning Assistant; Craig Walden, Building Inspections; Robert Kloenne, Neighborhood Enhancement; Fire Captain, Garrett Crow; and Theresa Eddy, Secretary.

4. **Approval of the Agenda**  
Chair Grant asked if there were any changes to the agenda. Hearing none, Chair Grant asked for a motion. ***Dr. Pettway made a motion to approve the agenda, Vice-Chair Wilcoxon seconded, and the motion carried unanimously.***
5. **Approval of December 7, 2022, Meeting Minutes**  
Chair Grant asked for a motion on the meeting minutes as written. ***Ms. McNeal made a motion to approve the meeting minutes, Dr. Pettway seconded, and the motion carried unanimously.***
6. **Disclosure of ex parte contact:** *None.*
7. **Oath**

**Old Business**

8. **None**

**New Business**

9. **DP-22-0255: (WITHDRAWN) Request for a Special Exception to allow a Contractor Office/Yard in the B-2 district – Property located at 7090 W. Main Street – Highway Commercial (B-2) District – Northstar Engineering Services, Inc. representing Kenneth Bedsole.**

**SE-22-0263: Request for a Special Exception to allow a Short-term Commercial Rental (STCR) – Property located at 206 Clover Circle – Residential, Attached High Density (2-7 units) (R-4) District – Jessica Case.** Mr. Lance Aldecoa, 206 Clover Circle, representing Jessica Case, addressed the board. Chair Grant asked Mr. Aldecoa if he read and could abide by the stipulations, to which Mr. Aldecoa affirmed stating that they were familiar with the process after obtaining a license for the Owens Street location. Chair Grant asked if anyone in the audience was present regarding this case with no response. Chair Grant asked if the staff or board members had any questions. Dr. Pettway asked how long Mr. Aldecoa would operate this location as an Airbnb, to which Mr. Aldecoa stated that it would always operate as an Airbnb if people wanted to stay there and would renew their license annually. Chair Grant asked if Mr. Aldecoa had any questions for the board, to which Mr. Aldecoa did not. Chair Grant then asked for a motion. ***Ms. Long made a motion to approve with the staff conditions, Mr. Lee seconded, and the motion carried unanimously.***

1. A business license is required to operate each STCR and shall comply with all applicable City of Dothan Municipal Code requirements before a license is issued.

2. Only owner(s) of said property may file an application to obtain a business license.
3. Tents, recreational vehicles, accessory structures, boats, or travel trailers shall not be used for short-term commercial rentals.
4. A host or contact person shall be made available in case of emergency in the owner's absence. Said contact shall be available 24/7 and respond within 1 hour. The guest must be given their contact information at the time of check-in.
5. Hosts shall collect information on the make, model and year of the guest vehicles and disclose that information on demand to city representatives.
6. Applications for an STCR located within a single-family zoned district shall require a special exception approval by the board of zoning adjustment as outlined in this chapter.
7. The special exception is valid only for the applicant, the short-term rental, and this location.
8. The special exception is void if a privilege license, issued by the City of Dothan, is not obtained within 90 days of approval and subsequently if the license is allowed to lapse.
9. The applicant shall obtain a five-pound ABC type fire extinguisher, type 2A10BC per National Fire Protection Association (NFPA) 10. Interconnected smoke alarms shall be located in the bedrooms and hallways adjacent to the bedrooms.
10. Quiet time shall begin at 8:00 p.m. and shall continue until 7:00 a.m. It shall be unlawful for persons occupying a STCR to make, create or maintain any unreasonable, loud, disturbing, or unnecessary noise of such character, intensity, or duration as to be detrimental to life, health, comfort, or repose of any individual.
11. Provide proof of coverage under a homeowner's property insurance policy.
12. Off-street parking shall be provided.
13. Only two guests per bedroom not including children under 12 may occupy the licensed premise.
14. In addition to the house occupants, the maximum number of people allowed to gather on the premises shall not exceed 1.5 times the maximum number of permitted occupants.
15. There shall be no signs or advertisements at the home, including on the mailbox.
16. Applicant is responsible for observing any private covenants which may impact the proposed short-term rental.
17. The STCR shall have no more adverse effect on the health, safety or comfort of persons living in the area and will be no more injurious, economically, or otherwise, to property or improvements in the surrounding area than would any use generally permitted in the district.
18. Any other restriction as may be considered appropriate by the board of zoning adjustment for an STCR.
19. Any hosts failing to follow these rules will be issued a Notice of Violation. Any host receiving more than two NOV's annually will be subject to license revocation. The notice shall specify the violation, the correction needed and a time frame for compliance. Hosts failing to correct the violation as notified shall be subject to license revocation by the City Commission.
20. Violation of any of these conditions may result in criminal prosecution as provided for in Section 1-4 of the City of Dothan Code of Ordinances and could result in revocation of the approval and associated business license in accordance with Chapter 18 Business Licenses of the City of Dothan Code of Ordinances.

**SE-22-0270: Request for a Special Exception to allow a Short-term Commercial Rental (STCR) – Property located at 703 Hedstrom Drive – Residential Single-Family, Low Density (R-1) District - Jack & Kelly Wood.** Ms. Kelly Wood, 703 Hedstrom Drive, addressed the board. Chair Grant asked if Ms. Kelly read and could abide by the stipulations, to which Ms. Wood affirmed. Chair Grant asked if the board members had any questions. Dr. Pettway asked Ms. Wood to clarify that they were already renting out this location, to which Ms. Wood affirmed. With no further questions or comments, Chair Grant asked for a motion.

***Ms. McNeal made a motion to approve with the staff conditions, Ms. Wilcoxon seconded, and the motion carried unanimously.***

1. A business license is required to operate each STCR and shall comply with all applicable City of Dothan Municipal Code requirements before a license is issued.
  2. Only owner(s) of said property may file an application to obtain a business license.
  3. Tents, recreational vehicles, accessory structures, boats, or travel trailers shall not be used for short-term commercial rentals.
  4. A host or contact person shall be made available in case of emergency in the owner's absence. Said contact shall be available 24/7 and respond within 1 hour. The guest must be given their contact information at the time of check-in.
  5. Hosts shall collect information on the make, model and year of the guest vehicles and disclose that information on demand to city representatives.
  6. Applications for an STCR located within a single-family zoned district shall require a special exception approval by the board of zoning adjustment as outlined in this chapter.
  7. The special exception is valid only for the applicant, the short-term rental, and this location.
  8. The special exception is void if a privilege license, issued by the City of Dothan, is not obtained within 90 days of approval and subsequently if the license is allowed to lapse.
  9. The applicant shall obtain a five-pound ABC type fire extinguisher, type 2A10BC per National Fire Protection Association (NFPA) 10. Interconnected smoke alarms shall be located in the bedrooms and hallways adjacent to the bedrooms.
  10. Quiet time shall begin at 8:00 p.m. and shall continue until 7:00 a.m. It shall be unlawful for persons occupying a STCR to make, create or maintain any unreasonable, loud, disturbing, or unnecessary noise of such character, intensity, or duration as to be detrimental to life, health, comfort, or repose of any individual.
  11. Provide proof of coverage under a homeowner's property insurance policy.
  12. Off-street parking shall be provided.
  13. Only two guests per bedroom not including children under 12 may occupy the licensed premise.
  14. In addition to the house occupants, the maximum number of people allowed to gather on the premises shall not exceed 1.5 times the maximum number of permitted occupants.
  15. There shall be no signs or advertisements at the home, including on the mailbox.
  16. Applicant is responsible for observing any private covenants which may impact the proposed short-term rental.
  17. The STCR shall have no more adverse effect on the health, safety or comfort of persons living in the area and will be no more injurious, economically, or otherwise, to property or improvements in the surrounding area than would any use generally permitted in the district.
  18. Any other restriction as may be considered appropriate by the board of zoning adjustment for an STCR.
  19. Any hosts failing to follow these rules will be issued a Notice of Violation. Any host receiving more than two NOVs annually will be subject to license revocation. The notice shall specify the violation, the correction needed and a time frame for compliance. Hosts failing to correct the violation as notified shall be subject to license revocation by the City Commission.
  20. Violation of any of these conditions may result in criminal prosecution as provided for in Section 1-4 of the City of Dothan Code of Ordinances and could result in revocation of the approval and associated business license in accordance with Chapter 18 Business Licenses of the City of Dothan Code of Ordinances.
- 10. SE-22-0272: (WITHDRAWN) Request for a Special Exception to allow a Short-term Commercial Rental (STCR) - Property located at 402 S. Orange Avenue – Residential Single-Family, Low Density (R-1) District - Sebastian Heersink.**

11. Discussion

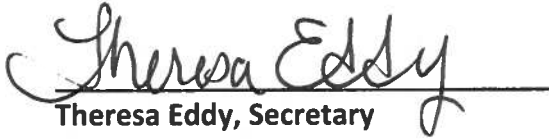
12. Adjourn.

*Mr. Lee made a motion to adjourn, Ms. Wilcoxon seconded, and the motion carried unanimously.*

The meeting adjourned at 9:40 a.m. The next meeting is on February 1, 2023.



Gina Grant, Chair



Theresa Eddy, Secretary