



AGENDA
CITY COUNCIL MEETING
August 18, 2025

1. **Call to Order**
2. **Roll Call**
3. **Invocation/Pledge of Allegiance**
4. **Approval of minutes:**
 - A. August 4, 2025
5. **Mayor's comments:**
6. **Comments of the public:**
7. **Reports of Officers:**
8. **Hearing on petitions, applications, appeals communications, etc.:**
 - A. Set public hearing to approve Restaurant Retail Liquor License
9. **Financial reports:**
10. **Resolutions, ordinances, orders & other busines:**
 - A. First reading of Short-Term Rentals Ordinance
 - B. Notice of change to election officials

Next meeting:

Appointed Vacancies:

Any person wishing to appear at the meeting shall notify the Clerk's office by 3 p.m. on the Friday preceding the meeting of their intent to speak and the subject matter they wish to address at the meeting.

BOARD VACANCIES	EXPIRED/UNEXPIRED	TERM ENDS
Shoals Economic Development Authority	Expired	September 2028

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Applications are available at City Hall or on our website by going to Government and clicking on Board Information.

Work Session Agenda

August 18, 20255:30 PM

Any person wishing to appear at the meeting shall notify the Clerk's office by 3 p.m. on the Friday preceding the meeting of their intent to speak and the subject matter they wish to address at the meeting.

- A. Billy Underwood to ask questions on Sportsplex
- B. Rusty Carbine to give an update on the new Sportsplex.
- C. Agenda Items

CITY OF MUSCLE SHOALS
COUNCIL MEETING MINUTES
Date: August 4, 2025

1. Call to Order

Council President Ken Sockwell called the meeting to order. Invocation by James Vance.

2. Roll Call

Members present: Chris Hall, Gina Clark, Willis Thompson, Ken Sockwell, Donnie Linley. A quorum was present.

3. Approval of Minutes

Regular meeting & work session (July 22, 2025) – Motion by Donnie Linley; second by Chris Hall; motion carried unanimously.

4. Mayor's Comments

Mayor Mike Lockhart clarified that the Times Daily article claiming the city was cited in violation regarding the solar farm was incorrect; the city never received a citation and obtained a retraction. He also noted that school starts tomorrow and wished everyone a great and safe start to the school year.

5. Reports of Officers

None presented.

6. Hearing on Petitions, Applications, Appeals, Communications, Etc.

No hearings were held.

7. Financial Reports

None presented.

8. Resolutions, Ordinances, Orders & Other Business

A. Resolution appointing poll workers and approving compensation – Motion by Willis Thompson; second by Gina Clark; passed unanimously.

B. Resolution awarding bid for George Wallace 2025 RAA Grant Paving Project – Motion by Willis Thompson; second by Gina Clark; passed unanimously.

9. Adjournment

Motion by Chris Hall to adjourn; meeting adjourned. The next meeting is scheduled for Monday, August 18, 2025.

Chris Hall, Council Member

Gina Clark, Council Member

Willis Thompson, Council Member

Ken Sockwell, Council President

Donnie Linley, Council Member

ATTEST

Jalen Johnson, HR Director

WORK SESSION MINUTES

Date: August 4, 2025

Time: 5:00 p.m., preceding the regular meeting

1. William Underwood did not attend to speak about flooding issues and budget.
2. Rusty Carbine provided an update on SCS activities over the past year under contract with the City, including:
 - Over 60 meetings with the mayor, staff, bonding attorneys, retail developers, and others.
 - Soliciting RFPs for boundary surveys, soil borings, and architectural/engineering services; A/E contract ready to issue when directed.
 - Collaboration with Sports Facilities Companies (SFC) on budgets, revenue estimates, park use analysis, branding, marketing, and community input.
 - Site visits to sports parks in Alabama and Iowa.
 - Work with landowners on transfers necessary for development.
 - Planning coordination between the sports facility and retail development during design and construction phases, including access, utilities, and ALDOT coordination.
 - On-site construction coordination responsibilities once work begins.

Response to Misstatements –

Addressed comments made at the July 22 council meeting by Billy Underwood regarding contract compensation. Clarified that Section 10.6.2 of the contract pertains to reimbursable expenses plus 5%, not 5% of the entire project cost, and that the \$2.6 million figure cited is inaccurate. Also refuted statements in campaign flyers distributed by “Friends to Elect Jennifer Underwood” regarding alleged ownership of a solar farm, stating no such ownership exists. Commended the solar farm investors for their support of the City.

3. Council members reviewed upcoming council meeting agenda items.

Work session ended at 5:30 p.m.

Chris Hall, Council Member

Gina Clark, Council Member

Willis Thompson, Council Member

Ken Sockwell, Council President

Donnie Linley, Council Member

ATTEST

Jalen Johnson, HR Director



THE CITY OF MUSCLE SHOALS
2010 E Avalon Ave.
Muscle Shoals | AL | 35661

REQUEST TO BE PLACED ON THE CITY COUNCIL AGENDA

Today's Date: 08-07 2025

Time: 4:31

Name: Refugio Torres

Address: 400 AVALON AVE STE A

Phone #: 256 436 1516

Date to Address Council: 08-18-2025

Subject (must be completed): LicoR

Texas BBQ

Specific Questions: _____

Refugio Torres Signature

NOTE: By signing this form, you are agreeing to not exceed a 5-minute presentation to the Mayor and Council. This form must be submitted to the City Clerk's Office by 3:00 PM on the Friday preceding the meeting of your intent to speak. Please mail this form to: City Clerk, 2010 E Avalon Ave., Muscle Shoals, AL, 35661, or fax it to (256) 386-9201.



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
LICENSING - DIVISION E
235-B AZALEA DRIVE
FLORENCE, ALABAMA
PHONE: (256) 764-2435
FAX: (256) 766-1793
teresa.bishop@abc.alabama.gov



TO THE LOCAL GOVERNING AUTHORITY:

This applicant has been instructed to submit this application to you (the local governing authority).

Once the local governing body has voted and a decision has been reached, please forward a letter of approval or denial on your letterhead to our office or have the applicant pick it up.

The information on the first page of the application will need to be on the decision letter.

1. Applicant: (This will be a corporation, LLC, partnership or individual)
2. Trade Name
3. Location Address
4. Type of License
5. Approved or Denied
6. Date of Approval or Denial

EXAMPLES:

Please be advised that the enclosed application for a Lounge Retail Liquor License-Class I-Joe's Bar and Grill, LLC d/b/a Joe's Bar and Grill, 1234 County Road 27, Greenville, was APPROVED during today's regular session of the Butler County Commission.

OR

Please be advised that the enclosed application for an Off Premise Beer License - Joe Smith d/b/a Riders Convenience Store, 567 Main Street, Georgiana, was DENIED during today's regular session of the Georgiana City Council Meeting.

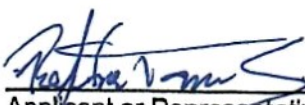
TO THE APPLICANT:

By signing below, I acknowledge that I have been instructed by the ABC Board Licensing and Compliance Office to submit this alcohol application to the local governing authority for their consideration.

Once the decision has been reached and a letter approving or denying the application has been processed, it is my responsibility to get this and any other documents required to the ABC Enforcement Office to complete my application.

I also acknowledge there is a 60 DAY TIME LIMIT for obtaining approval and having all support documents needed to process my application back to the ABC Enforcement Office.

THIS DATE STARTS THE 60 DAY PERIOD: 8/7/2025



Applicant or Representative for Applicant

Texas BBQ

Trade Name of Location



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION



Confirmation Number: 20250807143859294

Type License: 020 - RESTAURANT RETAIL LIQUOR

State: \$300.00 **County:** \$150.00

Type License:

State: **County:**

Trade Name: TEXAS BBQ

Filing Fee: \$50.00

Applicant: TEXAS BBQ LLC

Transfer Fee:

Location Address: 400 AVALON AVE STE A MUSCLE SHOALS, AL 35661

Mailing Address: 400 AVALON AVE STE A MUSCLE SHOALS, AL 35661

County: COLBERT **Tobacco sales:** NO

Tobacco Vending Machines:

Product Type:

Type Ownership: LLC

Book, Page, or Document info: 001-191-380

Do you sell Draft Beer?:

Date Incorporated: 05/19/2025 **State incorporated:** AL

County Incorporated: COLBERT

Date of Authority: 05/19/2025

Federal Tax ID: 39-2477133

Alabama State Sales Tax ID: R012633305

Name:	Title:	Date and Place of Birth:	Residence Address:
JUAN TORRES MENDOZA 8593907 - AL	PARTNER	11/30/1982 GUANAJOATO MEXICO	2131 ALLEN AVE N RUSSELLVILLE, AL 35653
ARMANDO TORRES MENDOZA 8700981 - AL	PARTNER	05/31/1984 MEXICO	29 GROVE CIRCLE RUSSELLVILLE, AL 35653
REFUGIO TORRES MENDOZA 10334687 - AL	PARTNER	04/14/1981 MEXICO	1035 TWIN PINES CR TUSCUMBIA, AL 35674

Has applicant complied with financial responsibility ABC RR 20-X-5-.14? YES

Does ABC have any actions pending against the current licensee? NO

Has anyone, including manager or applicant, had a Federal/State permit or license suspended or revoked? NO

Has a liquor, wine, malt or brewed license for these premises ever been denied, suspended, or revoked? NO

Are the applicant(s) named above, the only person(s), in any manner interested in the business sought to be licensed? YES

Are any of the applicants, whether individual, member of a partnership or association, or officers and directors of a corporation itself, in any manner monetarily interested, either directly or indirectly, in the profits of any other class of business regulated under authority of this act? NO

Does applicant own or control, directly or indirectly, hold lien against any real or personal property which is rented, leased or used in the conduct of business by the holder of any vinous, malt or brewed beverage, or distilled liquors permit or license issued under authority of this act? NO

Is applicant receiving, either directly or indirectly, any loan, credit, money, or the equivalent thereof from or through a subsidiary or affiliate or other licensee, or from any firm, association or corporation operating under or regulated by the authority of this act? NO

Contact Person: REFUGIO TORRES

Business Phone: 256-436-1516

Fax:

Home Phone: 256-436-1516

Cell Phone:

E-mail: refugiotorres677@gmail.com

PREVIOUS LICENSE INFORMATION:

Trade Name:

Applicant:

Previous License Number(s)

License 1:

License 2:



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION



Confirmation Number: 20250807143859294

If applicant is leasing the property, is a copy of the lease agreement attached? **YES**

Name of Property owner/lessor and phone number: **BACK ALLEY HOLDING COMPANY LLC 931-309-9949**

What is lessors primary business? **REAL ESTATE**

Is lessor involved in any way with the alcoholic beverage business? **NO**

Is there any further interest, or connection with, the licensee's business by the lessor? **NO**

Will the business require an age restriction for all patrons/customers to be 21 years of age or older? **NO**

Does the premise have a fully equipped kitchen? **YES**

Is the business used to habitually and principally provide food to the public? **YES**

Does the establishment have restroom facilities? **YES**

Is the premise equipped with services and facilities for on premises consumption of alcoholic beverages? **YES**

Will the business be operated primarily as a package store? **NO**

Building Dimensions Square Footage: **5500** Display Square Footage:

Building seating capacity: **130** Does Licensed premises include a patio area? **YES**

License Structure: **SHOPPING CENTER** License covers: **PORTION OF**

Number of licenses in the vicinity: Nearest:

Nearest school: Nearest church: Nearest residence: **0 blocks**

Location is within: **CITY LIMITS** Police protection: **CITY**

Has any person(s) with any interest, including manager, whether as sole applicant, officer, member, or partner been charged (whether convicted or not) of any law violation(s)? **YES**

Name:	Violation & Date:	Arresting Agency:	Disposition:
REFUIO TORRES MENDOZA	DUI 12/30/2012	CORINTH MS SO	DISMISSED



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION



Confirmation Number: 20250807143859294

Initial each

Signature page

In reference to law violations, I attest to the truthfulness of the responses given within the application.

In reference to the Lease/property ownership, I attest to the truthfulness of the responses given within the application.

In reference to ACT No. 80-529, I understand that if my application is denied or discontinued, I will not be refunded the filing fee required by this application.

In reference to Special Retail or Special Events retail license, Wine Festival and Wine Festival Participant Licenses, and Food or Beverage Truck Licenses, I agree to comply with all applicable laws and regulations concerning this class of license, and to observe the special terms and conditions as indicated within the application.

In reference to the Club Application Information, I attest to the truthfulness of the responses given within the application.

In reference to the transfer of license/location, I attest to the truthfulness of the information listed on the attached transfer agreement.

In accordance with Alabama Rules & Regulations 20-X-5-.01(4), any social security number disclosed under this regulation shall be used for the purpose of investigation or verification by the ABC Board and shall not be a matter of public record.

The undersigned agree, if a license is issued as herein applied for, to comply at all times with and to fully observe all the provisions of the Alabama Alcoholic Beverage Control Act, as appears in Code of Alabama, Title 28, and all laws of the State of Alabama relative to the handling of alcoholic beverages.

The undersigned, if issued a license as herein requested, further agrees to obey all rules and regulations promulgated by the board relative to all alcoholic beverages received in this State. The undersigned, if issued a license as herein requested, also agrees to allow and hereby invites duly authorized agents of the Alabama Alcoholic Beverage Control Board and any duly commissioned law enforcement officer of the State, County or Municipality in which the license premises are located to enter and search without a warrant the licensed premises or any building owned or occupied by him or her in connection with said licensed premises. The undersigned hereby understands that he or she violate any provisions of the aforementioned laws his or her license shall be subject to revocation and no license can be again issued to said licensee for a period of one year. The undersigned further understands and agrees that no changes in the manner of operation and no deletion or discontinuance of any services or facilities as described in this application will be allowed without written approval of the proper governing body and the Alabama Alcoholic Beverage Control Board.

I hereby swear and affirm that I have read the application and all statements therein and facts set forth are true and correct, and that the applicant is the only person interested in the business for which the license is required.

Applicant Name (print): REFUGIO TORRES MENDOZA

Signature of Applicant:

Notary Name (print): TERESA BISHOP

Notary Signature:

Commission expires: 01/10/27

Application Taken: 8/7/25

App. Inv. Completed:

Forwarded to District Office:

Submitted to Local Government:

Received from Local Government:

Received in District Office:

Reviewed by Supervisor:

Forwarded to Central Office:



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION



Confirmation Number: 20250807143859294

Private Clubs / Special Retail / Special Events / Wine Festival or Wine Festival
Participants licenses ONLY

Private Club

Does the club charge and collect dues from elected members?

Number of paid up members:

Are meetings regularly held?

How often?

Is business conducted through officers regularly elected?

Are members admitted by written application, investigation, and ballot?

Has Agent verified membership applications for each member listed?

Has at least 10% of members listed been confirmed and highlighted?

Agent's Initials:

For what purpose is the club organized?

Does the property used, as well as the advantages, belong to all the members?

Do the operations of the club benefit any individual member(s), officer(s), director(s), agent(s), or employee(s) of the club rather than to benefit of the entire membership?

Special Retail

Is it for 30 days or less?

More than 30 days?

Franchisee or Concessionaire of above?

Other valid responsible organization:

Explanation:

Special Events / Special Retail (7 days or less)

Starting Date: Ending Date:

Special terms and conditions for special event/special retail:

Wine Festival / Wine Festival Participant licenses (5 Days or Less)

Starting Date: Ending Date:

Special terms and conditions for special event/special retail:

Other Explanations

Does anyone involved with this license application have any monetary interest in any other ABC licensed/permitted establishment?: SEE ATTACHED

Receipt Confirmation Page

Receipt Confirmation Number: **20250807143859294**
Application Payment Confirmation Number: **111332446**

Payment Summary	
Payment Item	Fee
Application Fee for License 020	\$50.00
Total Amount to be Charged	\$50.00

License Payment Confirmation Number:

Payment Summary			
Payment Item	County Fee	State Fee	Total Fee
020 - RESTAURANT RETAIL LIQUOR	\$150.00	\$300.00	\$450.00
			\$0.00
Total Amount to be Charged	\$150.00	\$300.00	\$450.00

Application Type

Application Type: APPLICATION

Applicant Information

License Type 1: 020 - RESTAURANT RETAIL LIQUOR
License Type 2:
License County: COLBERT
Business Type: LLC
Trade Name: **TEXAS BBQ**
Applicant Name: **TEXAS BBQ LLC**
Location Address: 400 AVALON AVE STE A
MUSCLE SHOALS, AL 35661
Mailing Address: 400 AVALON AVE STE A
MUSCLE SHOALS, AL 35661
Contact Person: REFUGIO TORRES
Contact Home Phone: 256-436-1516
Contact Business Phone: 256-436-1516
Contact Fax:
Contact Cell Phone:
Contact Email Address:
Contact Web Address:
Contact Relationship to Applicant: PARTNER

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MUSCLE SHOALS, ALABAMA, that Chapter 22 of the Code of Muscle Shoals, Alabama, as amended, is hereby amended to add Article IV. Short-Term Residential Rental Regulations to read as follows:

ARTICLE IV. SHORT-TERM RESIDENTIAL RENTAL REGULATIONS

Sec. 22-121. Purpose and intent.

The purpose of this article is to facilitate the sharing economy while implementing rationally based, reasonably tailored regulations to:

1. Protect the public health, safety, and general welfare of individuals and the community at large;
2. Give law-abiding, respectful citizens the option to utilize their homes as short-term rentals;
3. Monitor and provide reasonable means for citizens to mitigate impacts created by occupancy of short-term rental units;
4. Preserve the character, integrity, and stability of neighborhoods in which short-term rental properties are located.

This article does not apply to hotels, motels, inns, bed and breakfasts, or long-term residential rental establishments.

Sec. 22-122. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

1. Additional Dwelling Unit (ADU) shall mean a smaller, independent residential dwelling unit located on the same lot as a single-family home. ADUs go by many different names throughout the United States, including accessory apartments, carriage houses, and secondary suites. ADUs can be converted portions of existing homes (i.e., internal ADUs), additions to new or existing homes (i.e., attached ADUs), or new stand-alone accessory structures or converted portions of existing stand-alone accessory structures (i.e., detached ADUs).
2. Bedroom shall mean an attached room which is intended, arranged, or designed to be occupied by one or more persons primarily for sleeping purposes and must meet the minimum requirements of the International Building Code adopted by the City of Muscle Shoals.
3. Guest shall mean anyone who has a home address somewhere other than where he or she is spending the night and other than where he or she pays a fee for accommodations.
4. Guest Room shall mean a room used or intended to be used by one or more guests for living or sleeping purposes.
5. Innkeeper shall mean any person who is furnishing for value to the public any room(s), lodging, or accommodations.
6. Local Contact Person shall mean a person, firm, or agency representing an owner or owners of a short-term rental who has access and authority to assume management of the short-term rental and take remedial measures.
7. Bed and Breakfast shall mean an owner-occupied, transient lodging

- establishment, generally in a single-family dwelling or detached guesthouse, primarily engaged in providing overnight or otherwise temporary lodging for the general public in which the only meal served to guests is breakfast.
8. Dwelling Unit shall mean a single unit of residence for a family or one or more persons. Garage Apartment shall mean a structure above a private garage in which provision is made for one dwelling unit.
 9. Owner shall mean the owner of record of any land and residential and accessory structures located thereon to whom property tax is assessed, as shown on the latest equalized assessment roll of the county.
 10. Primary Residence shall mean a housing unit in which an owner or lessee resides, verified by two of the following forms: current driver's license, property tax notice, or personal income tax return.
 11. Short-Term Rental (STR) shall mean an entire residential unit or a portion thereof, used for accommodations or lodging of guests paying a fee for a period of less than 30 consecutive days; a short-term rental shall not contain more than four bedrooms.
 12. Transient Occupancy Tax (TOT) shall mean a local tax on persons staying 30 days or less in a hotel, inn, motel, tourist home, non-membership campground or other lodging facility. Also called the Transient Lodging Tax or Bed Tax.

Sec. 22-123. Applicability.

It shall be unlawful for any owner of any property within the City of Muscle Shoals to rent or operate a short-term rental of residential property contrary to the procedures and regulations established in this article, other provisions of this Code, or any applicable state law.

1. The restrictions and obligations contained in this article shall apply to short-term rentals at all times during which such residential properties are marketed and used as short-term rentals.
2. The allowance of short-term rentals pursuant to this section shall not prevent enforcement of additional restrictions that may be contained in private restrictive covenants or other private contractual agreements or arrangements.

Sec. 22-124. Permitted districts.

A short-term rental as defined herein shall be permitted in the following zoning districts when in compliance with these regulations and any other adopted City of Muscle Shoals ordinances and codes, including, but not limited to, zoning, building, and fire:

1. Single-Family Residence District / Conventional Lots (R-1) Allowed by Conditional Use approval from the Planning Commission and City Council
2. Single-Family Residence District / Small Lots (R-2) Allowed by Conditional Use approval from the Planning Commission and City Council
3. Residence District (R-3) Allowed by Conditional Use approval from the Planning Commission and City Council
4. Residence District (R-4) Allowed by Right
5. Business District (B-1) *Only allowed in residential dwellings, second story and above.
6. Business District (B-2) *Only allowed in residential dwellings, second story and above.

7. Mixed Use District – Allowed by right
8. Planned Unit Development (PUD) and Planned Residential District (PRD). Requires specific approval of the Planning Commission and City Council in accordance with the regulations herein and the City of Muscle Shoals Zoning Ordinance Chart of Permitted Uses.

If this section ever contradicts the City of Muscle Shoals Zoning Ordinance, including the Chart of Permitted Uses, then the City of Muscle Shoals Zoning Ordinance takes precedence over this section. In addition, operation of a short-term rental in any historic district requires approval from the City of Muscle Shoals Board of Zoning Adjustment.

Sec. 22-125. Permit, certificate of occupancy, and business license requirements.

(a) Generally

1. Every person engaging in or about to engage in business as an operator of a short-term rental shall immediately apply for a permit and obtain a license for the business.
2. Persons engaged in such business must apply for a permit and license no later than 180 days after this article becomes effective. The required permit and license shall set forth the name under which the property is owned, and other such information as would be required.
3. A separate permit is required for each individual location of a short-term rental. Only one permit per property will be issued for properties containing a single-family home.
4. A separate certificate of occupancy is required for each individual location of a short-term rental.
5. A separate business license is required for each individual location of a short-term rental.
6. All applications for a permit or permit renewal shall be reviewed by City officials, including, but not limited to, the Building Official (or their designee); the Fire Chief (or their designee); and the City Clerk (or their designee).

(b) Application

Each person seeking to obtain a permit to operate a short-term rental shall submit an application to the City of Muscle Shoals Building Department on a form provided by the same, as well as an application to the Office of the City Clerk for a business license on a form provided by the same. All applications shall be accompanied by the payment of applicable fees as set forth in a schedule of fees adopted by the City Council and amended from time to time. Said application shall include:

1. A statement that each applicant is a citizen or legal resident of the United States;
2. Permanent address, phone number, and email address of each applicant;
3. The address of the short-term rental;
4. The current set room rates and fees;
5. A copy of a deed showing the applicant to be the owner of the premises for which the permit is sought;
6. A copy of approval from the Lauderdale County Health Department if the property is on a septic system;
7. A copy of the passed inspection report or other similar approval from the Muscle Shoals Fire Marshal;

8. Copy of the guest occupancy agreement as required;
9. Proof of vacation rental property insurance;
10. Documents showing compliance with state, county, and municipal taxes and fees, and sales taxes;
11. The name, address, telephone number, and email address of the Local Contact Person; and
12. Any other information as may be required by the City of Muscle Shoals.

(c) Issuance of permit

Upon determining that a permit application is complete, a business license is complete, and all applicable fees are paid, and all the standards of this article are satisfied, the Building Department shall issue the appropriate permit and certificate of occupancy for the calendar year in which approval was granted. Likewise, the City Clerk shall issue a business license for the calendar year in which approval was granted.

(d) Renewal of permit and business license

All permits and business licenses issued pursuant to this article are annual permits effective from January 1 to December 31 of each year. Holders of existing permits in good standing shall apply for renewal for the next calendar year by filing a permit renewal application in proper form and tendering the required fees. Holders of existing business licenses in good standing shall apply for renewal for the next calendar year by filing a business license renewal application in proper form and tendering the required fees. Renewal applications shall be accompanied by compliance documentation in the same manner as new applications. All applications for a permit or permit renewal shall be reviewed by City officials including, but not limited to the Building Official (or their designee); the Fire Chief (or their designee); and the City Clerk (or their designee)

Transfer of permit not allowed

Permits are issued to the applicant and do not carry with the land or premises. No permit issued pursuant to this article shall be transferred from one person to another. Any violation of this section shall constitute due cause for revocation of the permit.

(e) Revocation of permit and business license

Any permit and/or business license issued pursuant to this article may be revoked following all applicable notices and/or hearings for any of the following causes:

1. Any fraud, misrepresentation, or false statement contained in the application;
2. Any fraud, misrepresentation, or false statement made in connection with any transaction;
3. Any violation of this article, or
4. The conducting of the business permitted under this article in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the public.

Notice of hearing for the revocation of a permit issued pursuant to this article shall be issued in writing, setting forth specifically the grounds of the complaint and the time and place of the hearing. The notice shall be served on the owner of record by handing the same personally to the person operating the business, or by mailing the same, postage prepaid, to the last known address at least thirty (30) days prior to the date set for the hearing.

Sec. 5-275. Operations Standards.

(a) Local Contact Person duties and requirements

1. Each owner of a short-term rental shall designate a Local Contact Person who has access and authority to assume management of the short-term rental and take remedial measures while the short-term rental is being rented to a guest.
2. An owner of a short-term rental may designate herself or himself as the Local Contact Person.
3. The Local Contact Person shall be at least 21 years of age.
4. There shall only be one designated Local Contact Person for a short-term rental at any given time.
5. The Local Contact Person shall be required to respond to the location of the short-term rental 24 hours a day, seven days a week, and within thirty (30) minutes after being notified by the City of the existence of a violation of this article or any other provision of the Code of Muscle Shoals, Alabama, or any disturbance or complaint requiring immediate remedy or abatement regarding the condition, operation, or conduct of occupants of the short-term rental.
6. An owner may retain a managing agent, managing agency, operator, or representative to serve as the Local Contact Person to comply with the requirements of this section, including, without limitation, the management of the short-term rental and the compliance with the conditions of the license.
7. The owner of the short-term rental is responsible for compliance with the provisions of this article, and the failure of the Local Contact Person to comply with this section shall be deemed noncompliance by the owner.
8. The owner must immediately notify the Office of the City Clerk in writing upon a change of the Local Contact Person's name or contact information.

(b) Display of permit, license, and notifications

Every holder of a permit issued pursuant to this article shall keep such permit and city business license conspicuously displayed in the short-term rental. Each short-term rental shall post a legible notification clearly visible to all guests containing the following information:

1. The name and contact information of the Owner and Local Contact Person, and the telephone number at which the parties may be reached on a 24-hour basis.
2. The maximum number of overnight occupants permitted.
3. Notification that an occupant may be cited and fined for creating a disturbance or for violation of this article or any other sections of the Code of Muscle Shoals, Alabama.
4. Notification that the short-term rental location cannot be utilized for special events, parties, or private functions as defined herein.

(c) Records

Each operator of a short-term rental must keep a guest register containing the date of arrival, full legal name of the guest renting the short-term rental, current physical address of the guest renting the short-term rental, and the make, model, color, and license plate number of the guest's vehicle. Each operator of a short-term rental shall keep for a period of at least three years the above-described register, along with all records, receipts, invoices, and other pertinent papers setting forth rental charges for each occupancy, the date or dates of occupancy, and such other information as required by the City of Muscle Shoals. Said records shall be made available for examination by the City of Muscle Shoals, State of Alabama, any authorized law enforcement

agency, or their authorized agents.

(d) Advertisement

1. The permit number shall be included on all advertisements for the short-term rental.
2. Physical business signage is not permitted on the property or the exterior of the business.

(e) Food and beverage

Owners or operators shall not be permitted to serve food to guests for sale. No food preparation, except beverages, is permitted within individual guestrooms by heating elements, including, but not limited to, hot plates, steam tables, toasters and toaster ovens, ovens, air fryers, and other electric or gas-powered food preparation methods or elements.

(f) Special events and functions

Short-term rentals shall be utilized for overnight lodging only. Special events or private functions, including but not limited to parties, weddings, and concerts, are not permitted in short-term rentals.

(g) Guest behavior

1. Guests of the short-term rental must comply with all applicable city ordinances and regulations, including, but not limited to, zoning, building, fire safety, noise, recycling, and garbage disposal.
2. The registered guest is not permitted to sublease the rental to another party.

Sec. 22-126 Accommodation standards.

(a) Ownership

Ownership of dwellings to be permitted and licensed for Short-Term Rental shall include any individual, firm, partnership, LLP, LLC, corporation, estate, trust, etc. Sub-letting of a Short-Term Rental is prohibited.

(b) Types of units

The following allowable dwelling units may be utilized for Short-Term Rental:

1. Single-family, detached
2. Single-family, attached (i.e. condominium). Units available for short-term rental shall be designated at the time of application and may not change within the permitting period.
3. Multi-family units up to ten (10) percent. Units available for short-term rental shall be designated at the time of application and may not change within the permitting period.
4. Mobile homes in a designated mobile home park, provided the unit is on a permanent foundation.
5. Additional Dwelling Units (ADUs) (i.e., carriage houses, converted garages).

(c) Unit characteristics

1. No exterior alterations may be made to a residence to indicate that it is

being used as a short-term rental. House numbers shall be visible from the public street at all times.

2. No recreational vehicles shall be used as a short-term rental.
3. Only a bedroom as defined herein shall be used as a guestroom, and the number of guests allowed per bedroom shall be determined by the Building Official and Fire Inspector utilizing adopted codes. In case of conflict, the more stringent regulation applies.
4. Parking for the Short-Term Rental shall be in accordance with the City of Muscle Shoals Zoning Ordinance.
5. No physical signage is permitted on the property or the exterior of the unit.

(d) Safety Requirements

All structures used for short-term rentals shall satisfy the current International Fire Code, International Building Code, and International Property Maintenance Code as adopted by the City of Muscle Shoals. All owners of short-term rentals shall comply with all rules and regulations set forth by the Lauderdale County Health Department and the Alabama Department of Public Health for the operation of tourist or guest accommodations.

(e) Insurance Requirements

All short-term rental owners shall obtain and maintain vacation rental property insurance that specifically covers use of the property and structure as a short-term rental. Proof of insurance is required for permitting and licensing. All short-term rental owners shall obtain and maintain appropriate liability coverage that covers injury and damage to hosts, guests, and others. For condos and other developments with common spaces, coverage needs to be in accordance with liability insurance for shared spaces.

Secs. 22-127—22-140. – Reserved

BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF MUSCLE SHOALS,

ALABAMA, that the City Clerk is hereby authorized and directed to publish this ordinance and that this ordinance shall go into effect upon its passage, approval, and publication as provided by law.

ADOPTED this the _____, 2025

/

CITY COUNCIL

APPROVED this the _____, 2025

MAYOR

ADOPTED AND APPROVED this the _____, 2025

CITY CLERK-TREASURER

CITY OF MUSCLE SHOALS, ALABAMA

SUPPLEMENTAL NOTICE

CHANGE IN APPOINTED ELECTION OFFICIALS

Pursuant to Alabama law, notice is hereby given of a change in the list of appointed election officials for the City of Muscle Shoals Municipal Election to be held on Tuesday, August 26, 2025.

The following changes have been made:

- REMOVING: Rebecca Casanova
 ADDING: Diane Bevis, 504 W. Ford Avenue, Muscle Shoals, AL - Polling Location: Plumbers & Steamfitters Local

- REMOVING: Mattie Thompson
 ADDING: Ms. Brenda Anderson, 247 Lewis Street, Muscle Shoals, AL - Polling Location: Gattman Park and Recreation Center

Dated: August 13, 2025

Brittney Walker
City Clerk/Treasurer
City of Muscle Shoals, Alabama



THE CITY OF MUSCLE SHOALS
2010 E Avalon Ave.
Muscle Shoals | AL | 35661

REQUEST TO BE PLACED ON THE CITY COUNCIL AGENDA

Today's Date: 11 Aug 25

Time: 4: pm

Name: Wm J Underwood

Address: 2410 Village Dr MSC AL

Phone #: 256-810-1791

Date to Address Council: 18 Aug 25

Subject (must be completed): Sportsplex, \$ to
Carbine Funding

Specific Questions: Where is the \$ going
Where is Carbine's \$ coming from
30,000 per month
Thought the citizens would not pay
RED cost of sportsplex
Wm J Underwood Signature

NOTE: By signing this form, you are agreeing to not exceed a 5-minute presentation to the Mayor and Council. This form must be submitted to the City Clerk's Office by 3:00 PM on the Friday preceding the meeting of your intent to speak. Please mail this form to: City Clerk, 2010 E Avalon Ave., Muscle Shoals, AL, 35661, or fax it to (256) 386-9201.



THE CITY OF MUSCLE SHOALS
2010 E Avalon Ave.
Muscle Shoals | AL | 35661

REQUEST TO BE PLACED ON THE CITY COUNCIL AGENDA

Today's Date: 8-13-25

Time: 2:30 pm

Name: Rusty Carbine

Address: 2801 Mall Rd Ste 12B Florence, AL 35630

Phone #: 256-764-7088

Date to Address Council: 8-18-25

Subject (must be completed): _____

update on New Sportsplex

Specific Questions: _____

Rusty Carbine Signature

NOTE: By signing this form, you are agreeing to not exceed a 5-minute presentation to the Mayor and Council. This form must be submitted to the City Clerk's Office by 3:00 PM on the Friday preceding the meeting of your intent to speak. Please mail this form to: City Clerk, 2010 E Avalon Ave., Muscle Shoals, AL, 35661, or fax it to (256) 386-9201.