

MAYOR
Shirley Sessions

CITY COUNCIL
Barry Brown, Mayor Pro Tem
Brian West
Jay Burke
Nancy DeVetter
Spec Hosti
Monty Parks



CITY MANAGER
Dr. Shawn Gillen

CLERK OF COUNCIL
Jan LeViner

CITY ATTORNEY
Edward M. Hughes

CITY OF TYBEE ISLAND

AGENDA

REGULAR MEETING OF TYBEE ISLAND CITY COUNCIL

September 14, 2023 at 6:30 PM

Please silence all cell phones during Council Meetings

Opening Ceremonies

- Call to Order
- Invocation
- Pledge of Allegiance

Announcements

Recognitions and Proclamations

1. Jaime Spear: Employee of the Quarter: Antar Khaalis

Consideration of Items for Consent Agenda

Consideration of the approval of the minutes of the meetings of the Tybee island City Council

2. Minutes, City Council Meeting, August 24, 2023

Reports of Staff, Boards, Standing Committees and/or Invited Guest. Limit reports to 10 minutes.

3. Mike McCan, Ambucs, Beach Wheelchairs
4. Tiffany Hayes, Chief, Tybee Island Police Department: K-9 Program
5. Jaime Spear: Annual Employee Evaluation and Compensation Procedures

If there is anyone wishing to speak to anything on the agenda other than the Public Hearings, please come forward. Please limit your comments to 3 - 5 minutes.

Consideration of Approval of Consent Agenda

Public Hearings

6. MINOR SUBDIVISION/VARIANCE: Requesting two single family lots -109/111 Jones Ave -40003 13021-Zone R-2 -Thomas A. Smith III.

P.O. Box 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749
(866) 786-4573 – FAX (866) 786-5737
www.cityoftybee.org



Consideration of Local Requests & Applications – Funding, Special Events, Alcohol License

7. Agenda Request: Friends of the Tybee Post Theater dba Tybee Post Music Festival Hotel Tybee 1401 Strand Ave add liquor to the existing beer and wine permit.

Consideration of Bids, Contracts, Agreements and Expenditures

8. DPW: Purchase of a Pickup Truck, 2023 Nissan Frontier, 4x4 Crew Cab, for Recycling Crew. Funding for this truck is in the City of Tybee Island’s Fiscal Year 2024 approved budget, adopted June 22, 2023. The budget item for Public Work Vehicles was \$50,000 and was a Capital purchase under account number 350-4210-54-2500, Itemized List of Capital Requests.
9. Out of State Travel: Pete Gulbranson: Regional Storm Water Conference, October 4 - 6, 2023, Hilton Head, SC. Continuing Education Units to retain Professional Engineering License for the State of Georgia. Total cost \$1,075

Council, Officials and City Attorney Considerations and Comments

10. Tracy O'Connell:
- Amendment Agreements on Retirement Benefits with Moseley and Fobes
11. Barry Brown:
- Memorial Park, Volleyball/Pickleball Court location
 - New Municipal Building

Minutes of Boards and Committees

12. Minutes, TIMSC July 24, 2023
13. Minutes, Planning Commission, August 21, 2023

Executive Session

Discuss litigation, personnel and real estate

Possible vote on litigation, personnel and real estate discussed in executive session

Adjournment

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact Jan LeViner at 912.472.5080 promptly to allow the City to make reasonable accommodations for those persons.

***PLEASE NOTE:** Citizens wishing to speak on items listed on the agenda, other than public hearings, should do so during the citizens to be heard section. Citizens wishing to place items on the council meeting agenda must submit an agenda request form to the City Clerk’s office by Thursday at 5:00PM prior to the next scheduled meeting. Agenda request forms are available outside the Clerk’s office at City Hall and at www.cityoftybee.org.



THE VISION OF THE CITY OF TYBEE ISLAND

“is to make Tybee Island the premier beach community in which to live, work, and play.”



THE MISSION OF THE CITY OF TYBEE ISLAND

“is to provide a safe, secure and sustainable environment by delivering superior services through responsible planning, preservation of our natural and historic resources, and partnership with our community to ensure economic opportunity, a vibrant quality of life, and a thriving future.”

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File Attachments for Item:

2. Minutes, City Council Meeting, August 24, 2023

City Council Minutes, August 24, 2023

Mayor Sessions called the meeting to order at 6:30PM, August 24, 2023. Those in attendance were, Monty Parks, Nancy DeVetter, Barry Brown, Jay Burke and Spec Hosti. Also attending were Michelle Owens, Acting City Manager; Bubba Hughes, City Attorney; Tracy O'Connell, City Attorney, and Jan LeViner, Clerk of Council. Dr. Gillen was not present.

Opening Ceremonies

Call to Order

Invocation: Jan LeViner, Clerk

Pledge of Allegiance

Mayor Sessions introduced the qualified candidates that will be running in the Municipal Election, November 7, 2023. She thanked everyone for their interest in running for office.

Michelle Owens gave a brief update on City Hall. Move date in scheduled for late October to mid-November.

Consideration of Items for Consent Agenda

- City Council Meeting Minutes, July 13, 2023
- Alcohol License: Special Event, Beer/Wine-Peace Officers Assoc. of GA dba Peace Officers Training Conf. Hotel Tybee-1401 Strand Ave
- Alcohol License: Beer/Wine Special Event-Friends of the Tybee Post Theater dba Tybee Post Music Festival, One Day Special Event: November 4, 2023 Hotel Tybee, 1401 Strand Ave
- Agenda Request: Alcohol License-Beer/Wine: Special Event: Tybee Festival Association dba Tybee Pirate Fest Two Day Special Event: October 7-8, 2023, 16th Street Parking Lot
- Reimbursement Resolution

Reports of Staff

Tiffany Hayes, Chief, Tybee Island Police Department, approached Mayor and Council to speak to the New **K-9 Program** (Information Only). Chief Hayes introduced Officer Kendrick and the new puppy. Officer Kendrick explained his qualifications as a K-9 Handler and his goals for the City with the program. He further explained the cost to the City which is far less than normal as the City has received numerous donations to include the dog. Mr. Hosti stated he is in support of the program. Mayor pro tem Brown asked Officer Kendrick if there is anyone else in the Department that can train or is he the only one. Officer Kendrick stated no, he would be the sole trainer and handler and on call at all times. Chief Hayes stated there is money in the budget for additional staff and the puppy would be considered staff. Mr. Parks thanked Chief Hayes for reaching out to other municipalities and researching grant opportunities. Mayor pro tem Brown recommended moving forward with the program. Ms. Owens explained there is money in the budget for staff and the K-9 would be considered staff. Ms. O'Connell recommended Mayor and Council give Staff direction moving forward. Mayor pro tem Brown made a motion for Chief Hayes to bring back at next council meeting. Monty Parks seconded. Vote was unanimous to approve, 5-0.

Chief Hayes then recognized the two receiptants of the Better Together Scholarship Award. This is a scholarship program for the citizens of Tybee Island and will be an annual event. This is a reimbursement scholarship and the student had to write or draw something. The winners are

Noah Williams and Andrew Williams. Chief Hayes asked them to come forward. Mayor Sessions thanked both Chief Hayes for this scholarship program.

Ms. LeViner introduced Master Chief Reisner, Coast Guard Tybee and the other leaders of the Coast Guard units in Chatham County. Mayor Sessions read a **Proclamation for Coast Guard Month** and each received a Certificate of Appreciation. Mayor Sessions thanked them all for their dedication not only to the Coast Guard but also to the City.

Citizens to be Heard: Please limit comments to 3 minutes. Maximum allowable times of 5 minutes.

Nick Sears approached Mayor and Council to speak to **Unauthorized STR Permits in the residential neighborhoods**. Mayor Sessions thanked Mr. Sears for his comments (attached).

Sarah Jones approached Mayor and Council to speak to the **Lighthouse Preservation Project**. Ms. Jones explained the project and associated costs as the Historical Society solely owns and controls the Tybee Island Light Station including the Tybee Island Lighthouse except for the light and the lens. They do not have federal funding and get revenue through admissions and donations. She is asking for community (\$500,000) as well as City support. Mayor Sessions thanked Ms. Jones and encouraged citizens to help.

Pat Leiby approached Mayor and Council to speak to the **MLK Non-Profit Allocation**. Ms. Leiby is asking for a line item that would be separate from other non-profits as they present the cultural diversity that the City does not have a staff person. Mayor Sessions thanked Ms. Leiby for her comments.

Kathryn Williams approached Mayor and Council to speak in favor of the **Lighthouse Preservation Project**. Ms. Williams encouraged Mayor and Council approve funding in the amount of \$25,000 to the project. Mayor Sessions thanked Ms. Williams for her comments.

William Mosely approached Mayor and Council to speak to the **Special Election**. Mr. Moseley would like to run for the council seat vacated by Brian West. He asked Mayor and Council to change the existing ordinance regarding pausing his retirement if he should be elected to the Council. Ms. O'Connell confirmed the current adoption agreement. She will move forward with researching the changes to the ordinance and being before Mayor and Council for adoption.

Nancy DeVetter made a motion to approve the consent agenda. **Jay Burke** seconded. Vote was unanimous to approve, 5-0.

Consideration of Bids, Contracts, Agreements and Expenditures

Preliminary FY23 Budget Amendment. Monty Parks asked Ms. Amerell to explain the amendment. Ms. Amerell stated the biggest surplus is in Community Development as they had budgeted for contract services and they did not use the funds. Other software programs were moved from that department to the Finance Department. Mr. Parks thanked Ms. Amerell for her explanation. **Monty Parks** made a motion to approve. **Jay Burke** seconded. Vote was unanimous to approve, 5-0.

Tybee Island Fire and Rescue: Purchase 2005 F550 super Duty Crew Cab Squad Truck. Capital Fund Acct. 350-3510-54-1300 currently available balance is \$200,000.00 Cost for Apparatus is \$50,000.00. Mr. Parks asked for an explanation. Chief Kendrick stated the funds are coming from the line item for the building that was to be renovated and was downsized. He confirmed that truck would be Squad 1. Mr. Parks asked the purpose of the F150. Chief Kendrick stated it will remain in the fleet and will be used to maneuver equipment.

Mr. Parks asked if the building was not more important than the vehicle as this would give everyone separate showers, which is important. Chief Kendrick stated this is still being done but now on a smaller scale. Ms. Owens stated Chief Kendrick was able to find a vehicle at a very reasonable price, which probably will not be available next year. Chief Kendrick stated a new vehicle would cost approximately \$250,000. **Monty Park** made a motion to approve. **Barry Brown** seconded. Vote was unanimous to approve, 5-0.

Tybee Island Fire and Rescue: Purchase 2019 22.2 Zodiac Pro 7 Rigid Inflatable Boat, Capital Fund Acct. 350-3510-54-2500 currently available balance is \$90,000.00 Cost for Boat is \$78,200 including trailer and delivery. This is a budgeted expense in the FY24 budget. Mr. Parks stated during the budget process, he approved the budget so as not to delay but he is not in favor of purchasing a boat and not in favor of moving forward with this purchase. The City is paying the County for this service as well as the support of other agencies such as the Coast Guard. He continued, he has a deep concern by putting the City's officers in danger and at risk during a stormy night. Chief Kendrick stated he has a SOP that they are still developing which outlines when you go on a rescue and when it is too dangerous. Mr. Parks asked where the boat would be docked. Chief Kendrick stated it would not be docked in the water but secured at the fire station. In this way, it can be launched where needed. Mr. Hosti offered an alternative to the proposed purchase as there are other options such as a 21' Carolina Skiff which is priced around \$53,000. Ms. O'Connell clarified the cost of the boat, trailer, and delivery is \$78,290. Mr. Parks stated he still does that agree with this purchase and will not vote to approve. Mr. Hosti stated he is in favor of purchasing a boat but feels there are other options that are more sensible. Mayor pro tem Brown stated he is in favor of this purchase, Ms. DeVetter also is in favor of this purchase. **Nancy DeVetter** made a motion to approve. **Barry Brown** seconded. Voting in favor were Nancy DeVetter, Barry Brown, Jay Burke and Spec Hosti. Voting against was Monty Parks. Motion to approve, 4-1.

Council, Officials and City Attorney Considerations and Comments

Bubba Hughes: Patel vs Tybee Authorization/Agreement. Ms. O'Connell stated a claim was made and filed against the City by Mr. Patel regarding the City's utility lines which they believed were improperly placed. The Patel's are now wishing to sell the property and as part of that, the City is trying to resolve the law suite at the same time. In order for the work to be done, the estimated cost is \$35,000. The City would fund part of the work, \$8,750 and GIRMA would contribute \$8,000. The City would also add the remaining \$750. Ms. O'Connell is requesting Mayor and Council allow the legal team to move forward with the settlement subject to the attorney finalizing the agreements. **Spec Hosti** made a motion to approve. **Barry Brown** seconded. Vote was unanimous to approve, 5-0.

Bubba Hughes: Tom Gehl, Government Relations Services. Mayor Sessions explained the duties of Mr. Gehl as the Lobbyist for the City. This would also assist with the recent Resolutions sent to the State regarding unpermitted events and closing the beach and Highway 80 due to extreme circumstances. Mr. Gehl gave the City three options for his services. One option being \$25,000 to start working with the State appointed attorney to work with our legal team. Mr. Hughes stated Mr. Gehl was the Lobbyist for GMA for over 20 years prior to his starting his current company and comes highly recommended. Mr. Hughes stated he would like the legislation to include enhanced penalties for the promoters who benefit monetarily from these projects without considering the public safety of the citizens. He continued, what is proposed is if Mr. Gehl would work on behalf of the City in helping us secure appropriate support to get a Bill passed. Mr. Hosti stated the biggest issue are the pop-up events and it is his recommendation the City employ Mr. Gehl for Option #3, and if it is effective, then proceed with a year contract. Mr. Parks thanked Mayor Sessions for her passion but he is not in favor of moving forward with employing Mr. Gehl due to his inexperience with this type of issue(s). He would also like to know

how he would report progress to Mayor and Council. Mr. Hughes stated there is a Scope of Work, which includes communicating with Mayor and Council as well as with himself. He confirmed Mr. Gehl was a Lobbyist for GMA so he is experienced. **Spec Hosti** made a motion to approve Option #3 (\$25,000). **Barry Brown** seconded. Voting in favor were Spec Hosti, Jay Burke and Barry Brown. Voting against were Nancy DeVetter and Monty Parks. Motion to approve, 3-2.

Barry Brown: Functional Fire Hydrants. Mayor pro tem Brown stated it has come to his attention there are inoperative fire hydrants in the City that have "out of order" signs on them. After further research, there are ten (10) fire hydrants that are not in service. Ms. Owens stated nine (9) have been repaired and the last one is due to be repaired the next day. Mayor pro tem Brown asked why these hydrants were not repaired in a timely manner. Mr. Gulbranson stated the fire department tests the hydrants regularly and it is his understanding he hydrant was not out of order for two years. He explained that there was no flushing of the hydrants due to the tower being down. Also during that time, there were staff issues which caused major delays. Since, Mr. Gulbranson stated, a new program has been initiated, a work order system, which will be a joint effort for flushing. Shari Hayes approached Mayor and Council. Ms. Hayes explained she only received notification of the said hydrant in December 2022. She continued they are working with the fire department and the new system to ensure all hydrants are working properly. Chief Kendrick stated he is working with Ms. Owens to ensure citizens are aware of when hydrants are not working properly and the repair process. Mr. Parks stated in researching other municipalities, there are ordinances in place requiring annual testing of hydrants. He asked Mr. Hughes and Ms. O'Connell to move forward with such ordinance for Tybee. He would also like the results of testing annually to be tested on the website. Ms. Owens confirmed the process with the new work order system. Mayor Sessions thanked Ms. Owens for working with the Staff to resolve the problem and working toward a solution. **No motion needed.**

Mayor Sessions asked Mr. Hughes and Mr. Gulbranson for an update on the deep water well. Mr. Hughes stated GEFA had litigation, which went on for years regarding attempting to install a deep well near DPW. The case has since been settled and a portion of that money belongs to Tybee. The City needs to make a decision in going forward is realistic for what a treatment facility would cost. When the well failed, water was never tested. Mr. Hughes confirmed any monies received would be earmarked for a deep well and cost may inhibit moving forward with a new well. Mayor Sessions thanked Mr. Hughes.

Michelle Owens gave an update for the **Procedures for Dump Fees.** Ms. Owens stated she was tasked to develop a plan to allow free dumping for residents. Mr. Gulbranson stated the program would become effective October 1, 2023 for city residents only. Residents would need proof of residency, driver license or utility bill, to use the program. It would also be limited to personal owned vehicles and a single axle trailer. Vehicles with a business logo would not be allowed to have dump charges waived. **Spec Hosti** made a motion to approve with the use of driver's license and/or utility bill for identification. **Monty Parks** seconded. Vote was unanimous 5-0 to approve.

Michelle Owens gave an update on the procedures by **Main Street** for **Non-profit Grants.** Ms. Owens stated in the past the request for non-profit grants increased and she was tasked with developing a program. At that point, it was moved out of the Finance Department into the Main Street Program as one of their principals is organization. The requirements put in place were they have a 5013-C or 5013-C6 designation, explain how the money will be used, and the total amount for the non-profit grants was capped at \$10,000. This includes cash and city services. Mr. Hosti thanked Main Street for taking on this task, as there is now structure to the grants. Ms. Owens explained the \$10,000 includes not only cash but also city services. Mr. Parks thanked Main Street as well for their efforts but he does not agree with "in-kind" as a cash donation. He

would like to motion that Mayor and Council decide prior to approval of the budget, the non-profit level and what donation they receive. He would like it to be council decision and "in-kind" not be treated as cash, but as "in-kind". Ms. DeVetter was under the impression a process would be brought before Mayor and Council for discussion and then a decision would be made going forward. She also asked if there was a written policy. Ms. Owens confirmed and stated she will be happy to bring a presentation back for Mayor and Council to review. Ms. DeVetter responded she would like to be clear on the process. **Monty Parks** made a motion to approve as presented. **Jay Burke** seconded. **Discussion:** Ms. DeVetter would like applications included in the packet before them tonight for consideration for the public record. Voting in favor were Monty Parks, Barry Brown, Jay Burke and Spec Hosti. Voting against was Nancy DeVetter. Motion to approve 4-1.

Spec Hosti made a motion to adjourn to executive session to discuss real estate, personnel and litigation. **Nancy DeVetter** seconded. Vote was unanimous to approve, 5-0.

Spec Hosti made a motion to return to regular session. **Monty Parks** seconded. Vote was unanimous to approve 5-0.

Spec Hosti made a motion to adjourn. **Monty Parks** seconded. Vote was unanimous to approve, 5-0.

Meeting adjourned at 10:30PM

Janet LeViner, MMC
Clerk of Council

File Attachments for Item:

5. Jaime Spear: Annual Employee Evaluation and Compensation Procedures



City of Tybee Island
P.O. Box 2749 – 403 Butler Avenue, Tybee Island, GA 31328
(912)786-4573 – FAX (912) 786-5737

September 7, 2023

To: Mayor and Council

From: Jaime Spear, HR Director

Background: Pay plan approved based on the market rate for positions. The next step of the process was to adjust pay, if necessary, based on years of service as well as develop a performance improvement plan.

The plan is as follows:

- Starting with the current minimum dollar amount of the pay ranges for each year of service the pay increases by 3% until the maximum of the range is reached.

If approved,

- These increases would not take place until each new budget cycle rather than on their work anniversary date.
- Beginning with FY25 an employee will be brought to their applicable rate based on years of service in their current position.
- In order to receive the step increase an employee must have a favorable performance evaluation from the previous year (3 or higher based on a 1-5 scale). Upon approval of this plan, performance evaluations will begin approximately September 18, 2023 with an anticipated completion date the week of November 14, 2023.

In addition, we are proposing a change to the current education and incentive program. The current program offers Police and Fire percentage increases to their base pay when they receive a certain level of education or certification. This was approved by Mayor and Council in 2019. The proposed change is to move to a flat rate payout for each level of education and/or certification. This would be effective going forward from today's date and would also include the Water Sewer department and we would look at other department certifications on a case by case basis. The proposed breakdown is attached.

Action Items: Approve plan as proposed

Education and Certification/Licensure Incentives

Bachelor's Degree – \$500

Master's Degree - \$1000

Doctorate - \$1500

This is a one-time payment and the degree must be associated with the employee's current job description.

Certifications (all certifications must be associated with the employee's current job description)

Step 1 - \$500

- Fire: EMT-B
- Police: Intermediate and Advanced Certification
- Water Sewer: Water Distribution Operator, Class 3 Water Operator, Class 3 Wastewater Operator, Wastewater Collection System Operator

Step 2 - \$1000

- Fire: EMT I/A, Structural Fire Control Instructor, NPQ Fire Instructor II and/or GA Fire Inspector and Arson Certification
- Police: Instructor, Arson Investigation, and Accident Reconstruction Certifications
- Water Sewer: Water Laboratory Analyst, Wastewater Laboratory Analyst

Step 3 - \$1500

- Fire: Supervision Certification, Management Certification, Paramedic
- Police: Supervision Certification, Management Certification, Chief's School
- Water Sewer: Class 1 Water or Wastewater Operator, Class 2 Water or Wastewater Operator

File Attachments for Item:

6. MINOR SUBDIVISION/VARIANCE: Requesting two single family lots -109/111 Jones Ave - 40003 13021-Zone R-2 -Thomas A. Smith III.

PLANNING COMMISSION

Julie A. Livingston
Robert J. Matkowski
Elaine McGruder
S. Michelle Nooney
Whitley Reynolds
Marie Rodriguez
Anthony J. Turpin



CITY MANAGER
Shawn Gillen

COMMUNITY DEVELOPMENT DIRECTOR
George Shaw

CITY ATTORNEY
Edward M. Hughes

Planning Commission Meeting AGENDA

August 21, 2023 – 6:30 p.m.

For City Council Meeting September 14, 2023 – 6:30 p.m.

A. Call to order:

B. Consideration of Minutes:

- 1. Minutes of July 17, 2023

C. Disclosures/Recusals:

D. Old Business:

E. New Business:

1. MINOR SUBDIVISION/VARIANCE: requesting two single family lots -109/111 Jones Ave -40003 13021-Zone R-2 -Thomas A. Smith III.

Ajournement :

Lisa L. Schaaf

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Item #6.

PLANNING COMMISSION

Julie A. Livingston
Robert J. Matkowski
Elaine McGruder
S. Michelle Nooney
Whitley Reynolds
Marie Rodriguez
Anthony Turpin



CITY MANAGER
Shawn Gillen

COMMUNITY DEVELOPMENT DIRECTOR
George Shaw

CITY ATTORNEY
Edward M. Hughes

**Planning Commission Meeting
MINUTES
July 17, 2023**

Chair Whitley Reynolds called the July 17, 2023, Tybee Island Planning Commission meeting to order. Commissioners present were **Marie Rodriguez, Elaine McGruder, Julie Livingston, Robert Matkowski, Anthony Turpin** and **Michelle Nooney**.

Consideration of Minutes:

Chair Whitley Reynolds asked for consideration of the May 15, 2023, meeting minutes. **Julie Livingston** made a motion to approve. **Elaine McGruder** seconded. The vote to approve was unanimous.

Disclosures/Recusals:

Chair Whitley Reynolds asked if there were any Disclosures or Recusals. There were none.

Old Business:

Chair Whitley Reynolds asked if there was any old business. There was none.

New Business:

SITE PLAN: requesting office for A-Step Above construction, LLC -103 Butler Ave.- 40004 02004 -Zone C-2 -Tony Lord.

George Shaw stated the applicant would like to remodel the building on site for a new office and add a new storage, warehouse building. He also stated that the property is in the C-2 zone so this use is fine. The back half of the lot is split with the inland cottage character area. So as you're looking at the site plan the one thing you can consider is whether the development is of a scale and mass to be compatible and consistent with the character area. Staff recommends approval. **Bob Matkowski** asked about the status of the drainage. **George Shaw** stated our engineer, and the applicants engineer have a verbal agreement the concept is going to work. **Bob Matkowski** asked how pedestrian movement is going to be enhanced. **George Shaw** stated it's not hindering any pedestrian movement the sidewalk will stay. **Mark Boswell**, 103 Nassau Drive approached the planning commission and stated he will be the engineer of record and will answer any questions. He stated the building does not have to be thirty feet, the owner is willing to do fifteen or twenty. **Tony Lord**, 161 Ropemaker Lane approached the Planning Commission and stated we are in the best interest of Tybee and would welcome any recommendations. **Anthony Turpin** asked if he had experience with Allen's factory. **Tony Lord** stated he has three contenders for the building, and this is just a proposal templet for what he wants the building to look like. Elaine asked if fifteen- or twenty-foot height would be ok with him. **Tony Lord** stated we would certainly be willing to bring it down, maybe fourteen to fifteen feet would be a fair number. **Julie Livingston** asked if he foresees any traffic problems coming in and out of Butler Avenue. **Tony Lord** stated he does not see any traffic problems; his fleet consists of normal size trucks and there will be only one way in and one way out. **Anthony Turpin** asked Mark Boswell if he has taken into the account with the drainage plan. **Mark Boswell** stated yes it has. **Bob Matkowski** made a motion to continue until the drainage report is received. **Anthony Turpin** seconded.

Voting in favor were **Bob Matkowski** and **Anthony Turpin**. Voting against were **Marie Rodriguez, Michelle Nooney, Julie Livingston** and **Elaine McGruder**. Motion to continue failed 2-4.

Elaine McGruder made a motion to approve with a condition that the storage building be no higher than fifteen feet. **Michelle Nooney** seconded. Voting in favor were **Michelle Nooney, Elaine McGruder** and **Anthony Turpin**. Voting against were **Marie Rodriguez, Julie Livingston** and **Bob Matkowski**. Motion was tied 3-3. **Chair Whitley Reynolds** voted in favor. Motion to approve passed 4-3.

VARIANCE: requesting build fence two feet higher than eight foot allowance -1514 Lovell Ave.-40008 07001 -Zone C-1 -Judy & Andy Hughes.

George Shaw stated the applicants purchased a house that backs up to Nicki's 1979. They are asking for a taller fence than eight feet which is what our ordinance allows. Staff recommends approval.

Julie Livingston asked if there are any fences on this Island as high as ten or twelve feet Commercial or residential. **George Shaw** stated he does not know of any. **Michelle Nooney** asked if we approve of this could the design be a part of it. **George Shaw** stated yes, you can always make a suggestion. **Anthony Turpin** stated since there is a fence on the south side of the property that could be used as a guide for the height of this fence. **Bob Matkowski** stated yes that would be a good guide, so it does not exceed the fence on either side. **Andy Hughes, 502 Jackson Blvd.** stated we had numerous issues like cigarette butts and other items being tossed over the fence. We approached the owner of Nicki's about this and he was difficult to deal with. He put a screen on the top of the fence which stopped items coming over the fence. Then we looked into getting a copy of our plat and realized we owned six point nine feet of his back deck. We had a Lawyer send him a letter to remove his items from our property, which was two sheds and part of his deck. Now we want to put the new fence on our property line and want to do some sound proofing and more height to take care of any problems. **Julie Livingston** stated she does not see a hardship in this, but she does see an inconvenience. She also asked isn't it the property only not the surrounding area that constitutes the hardship. **George Shaw** stated he considered the hardship is the bar they have behind them and that is only specific to this property. **Julie Livingston** stated she is picturing this becoming an issue throughout the island. **Elaine McGruder** made a motion to approve with a condition that the fence be two feet higher than the eight-foot allowance. **Anthony Turpin** seconded. Voting in favor were **Elaine McGruder** and **Anthony Turpin**. Voting against were **Marie Rodriguez, Michelle Nooney, Julie Livingston** and **Bob Matkowski**. Motion to approve failed 2-4. **Anthony Turpin** made a motion to approve with a condition that the height of the fence to align with the fence on the southern side of property. **Elaine McGruder** seconded. Voting in favor were **Elaine McGruder, Bob Matkowski** and **Anthony Turpin**. Voting against were **Marie Rodriguez, Michelle Nooney** and **Julie Livingston**. Motion tied 3-3. **Chair Whitley Reynolds** voted in favor. Motion to approve passed 4-3. **George Shaw** went to measure the fence on the southern side and it was at ten feet.

Adjournment: 7:30pm
Lisa L. Schaaf



STAFF REPORT

PLANNING COMMISSION MEETING: August 21, 2023

CITY COUNCIL MEETING: September 14, 2023

LOCATION: 109 Jones Ave.

PIN: 40003 13021

APPLICANT: Thomas A. Smith III

OWNER: Jones Tybee, LLC

EXISTING USE: One single family dwelling lot lots

PROPOSED USE: Two single family dwelling

ZONING: R-2

USE PERMITTED BY RIGHT: Yes

COMMUNITY CHARACTER MAP: Inland Cottage Neighborhood

APPLICATION: Minor subdivision plat approval w/ variance (Sec. 5-140)

PROPOSAL: The applicant is requesting minor subdivision approval w/ variance for a two lot subdivision off of Jones Ave.. Each lot will have public road frontage and water and sewer access.

ANALYSIS: This subdivision would create two lots. One lot would contain the existing home and meet all Tybee lot requirements. The other lot, in order to allow the home to have conforming side setbacks, would be approximately five feet narrower than is allowed by code, which is 60' wide at the front property line. They will both have sufficient access and be served by City water and sewer service. This subdivision would also create a nonconformity of the existing carport being too close to the side property line. Two lots existed in the past but had been combined years ago.

Inland Cottage Neighborhood: This traditional neighborhood west of Butler consists of R-2, NG, P-C zoning characterized by a grid of narrow, tree lined streets. Housing includes permanent residences and rental homes, along with multifamily. Both traditional historic cottages and large new residential homes are found here. Other uses include low density commercial and grocery, public/government buildings, and parks.

<i>Comprehensive Plan – Community Character Area Inland Cottage Neighborhood – Section 1.2.6</i>		
<i>Recommended Development Strategies</i>		<i>Meets Strategy Y/N or N/A</i>
1.	New development, redevelopment and restoration should be consistent with existing character of the area in terms of mass, scale, use and density.	Y
2.	Permit only compatible uses including low density residential, public/institutional, and low impact commercial	Y
3.	Develop and implement design and architectural standards	N/A
4.	Historic structures should be restored and/or preserved whenever possible.	Y
5.	The City should provide appropriate incentives for historic restoration projects.	N/A
6.	Implement streetscape improvement to improve the pedestrian/bicycle environment and encourage safety and mobility.	N/A

STAFF FINDING

Due to creating a non-conforming lot and structure staff recommends denial.

This Staff Report was prepared by George Shaw.

ATTACHMENTS

- A. Subdivision application (5 pages)
- B. Survey (1 page)
- C. SAGIS map (1 page)



CITY OF TYBEE ISLAND
SUBDIVISION OF LAND APPLICATION

FEE
MAJOR SUBDIVISION \$500
MINOR SUBDIVISION \$125

Applicant's Name Thomas A. Smith III (Jones TyBee LLC)

Address and location of subject property 109/111 Jones Ave

PIN Will need to obtain to get Applicant's Telephone Number 912 667 2017

Applicant's Mailing Address Building permit 216 EAST POINT DR. SAV GA 31410

Brief description of the land development activity and use of the land thereafter to take place on the property:

To separate 111 Jones from 109 Jones to build a single family residence for long term rental

Is Applicant the Property Owner? Yes No

If Applicant is the Property Owner, Proof of Ownership is attached: Yes 109 Jones consists of 2 lots

If Applicant is other than the Property Owner, a signed affidavit from the Property Owner granting the Applicant permission to conduct such land development is attached hereto. N/A Yes

Names and addresses of all adjacent property owners are attached: Yes Both adjacent property owners are Thomas A. Smith, III

If within two (2) years immediately preceding the filing of the Applicant's application for a zoning action, the Applicant has made campaign contributions aggregating to more than \$250 to the Mayor and any member of Council or any member of the Planning Commission, the Applicant and the Attorney representing the Applicant must disclose the following:

- a. The name of the local government official to whom the campaign contribution or gift was made;
b. The dollar amount of each campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action, and the date of each contribution;
c. An enumeration and description of each gift having a value of \$250 or more made by the Applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action.

Disclosure of Campaign Contributions form attachment hereto: Yes

Signature of Applicant Thomas A. Smith III

Date 7-25-23

NOTE: Other specific data is required for each type of Subdivision of Land.

Fee Amount \$ 125.00 Check Number 1821 Date 7/25/23

City Official [Signature]

NOTE: This application must be accompanied by following information:

N/A 1 copies, no smaller than 11 x 17, of the proposed subdivision with the building setback lines.

_____ 1 copies, no smaller than 24 x 36, of the engineered drainage and infrastructure plan. *will have to do to obtain Building permit*

N/A The name(s) of all proposed new street(s) or private drive(s).

_____ 1 copies, no smaller than 11 x 17, of the existing tree survey and tree removal plan. *will do if approved to obtain Building permit*

The Planning Commission may require elevations or other engineering drawings covering the proposed subdivision.

The Mayor and Council will not act upon a subdivision until the drainage and infrastructure plan has met the approval of the City's engineering consultant.

The Applicant certifies that he/she has read the requirements for Major/Minor Subdivision and has provided the required information to the best of his/her ability in a truthful and honest manner.

All new lots established within subdivisions shall conform to the lot area as set forth in the general provisions for each zoning district and the lot width shall be a minimum of 60 feet at the building line.

Thomas A. Smith, III
Signature of Applicant

7-25-23
Date



CITY OF TYBEE ISLAND

CONFLICT OF INTEREST IN ZONING ACTIONS
DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you within the past two (2) years made campaign contributions or gave gifts having an aggregate value of \$250.00 or more to a member of the City of Tybee Island Planning Commission, or Mayor and Council or any local government official who will be considering the rezoning application?

YES _____ NO ✓

IF YES, PLEASE COMPLETE THE FOLLOWING SECTION:

NAME OF GOVERNMENT OFFICIAL	CONTRIBUTIONS OF \$250.00 OR MORE	GIFTS OF \$250.00 OR MORE	DATE OF CONTRIBUTION

IF YOU WISH TO SPEAK CONCERNING THE ATTACHED REZONING APPLICATION, THIS FORM MUST BE FILED WITH THE ZONING ADMINISTRATOR FIVE (5) DAYS PRIOR TO PLANNING COMMISSION MEETING IF CAMPAIGN CONTRIBUTIONS OR GIFTS IN EXCESS OF \$250.00 HAVE BEEN MADE TO ANY MEMBER OF THE PLANNING COMMISSION OR MAYOR AND COUNCIL.

Signature Thomas A. Smith III

Printed Name THOMAS A. SMITH, III

Date 7-25-23

109 Jones

ANNUAL NOTICE OF ASSESSMENT

PT-306 (revised May 2018)

CHATHAM COUNTY BOARD OF ASSESSORS

PO Box 9786
Savannah, GA 31412-9786



Official Tax Matter - 2023 Tax Year

This correspondence constitutes an official notice of ad valorem assessment for the tax year shown above.

Annual Assessment Notice Date: **05/16/2023**

Last date to file a written appeal: **06/30/2023**

This is not a tax bill - Do not send payment

County property records and online appeals are available at:
www.chathamtax.org

JONES TYBEE LLC
216 E POINT DR
SAVANNAH, GA 31410-1426

(Thomas A. Smith, Jr.)

000757

The amount of your ad valorem tax bill for the year shown above will be based on the **Appraised** (100%) and **Assessed** (40%) values specified in **BOX 'B'** of this notice. **You have the right to submit an appeal regarding this assessment to the County Board of Tax Assessors**. If you wish to file an appeal, you must do so in writing no later than 45 days after the date of this notice.

If you do not file an appeal by this date, your right to file an appeal will be lost. Appeal forms which may be used are available at:
<http://dor.georgia.gov/documents/property-tax-appeal-assessment-form>

At the time of filing your appeal you must select one of the following appeal methods:

- A (1) County Board of Equalization (value, uniformity, denial of exemption, or taxability)
- (2) Arbitration (value)
- (3) County Hearing Officer (value or uniformity, on non-homestead real property or wireless personal property valued, in excess of \$500,000)

All documents and records used to determine the current value are available upon request. For further information regarding this assessment and filing an appeal, you may contact the County Board of Tax Assessors which is located at 222 W. Oglethorpe Ave., Suite 113 Savannah, GA 31401 and which may be contacted by telephone at: 912-652-7271. **Your staff contacts are Richard Kryzak at 912-447-4877 and Victoria Tumlin at 912-652-7468.**

Additional information on the appeal process may be obtained at: <http://dor.georgia.gov/property-tax-real-and-personal-property>

Account Number	Property ID Number	Acreage	Tax Dist	Covenant Year	Homestead
	40003 13021	.32	Tybee Island		NO
Property Description	R - Residential Property				
Property Address	109 JONES AVE 31328				
	Taxpayer Returned Value	Previous Year Fair Market Value	Current Year Fair Market Value	Current Year Other Value	
100% Appraised Value		475,500	475,500		
40% Assessed Value		190,200	190,200		

Reasons for Assessment Notice

New Parcel
Addition/Renovation

Corrected Land Characteristics

The estimate of your ad valorem tax bill for the current year is based on the previous or most applicable year's net millage rate and the fair market value contained in this notice. The actual tax bill you receive may be more or less than this estimate. This estimate may not include all eligible exemptions.

Taxing Authority	Other Exempt	Homestead Exempt	Net Taxable	Millage	Estimated Tax
County M&O			190,200	.010518	2,000.52
County School M&O			190,200	.017631	3,353.42
Tybee M&O			190,200	.003931	747.68
State Tax			190,200	.000000	.00

C

Item #6.

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Total Estimated Tax 6,101.62

113 Jones

ANNUAL NOTICE OF ASSESSMENT

PT-306 (revised May 2018)

CHATHAM COUNTY BOARD OF ASSESSORS

PO Box 9786
Savannah, GA 31412-9786



Official Tax Matter - 2023 Tax Year

This correspondence constitutes an official notice of ad valorem assessment for the tax year shown above.

Annual Assessment Notice Date: **05/16/2023**

Last date to file a written appeal: **06/30/2023**



JONES TYBEE, LLC
216 E POINT DRIVE
SAVANNAH, GA 31410-1426
(Thomas A. Smith, II)

000177

P1 T1

This is not a tax bill - Do not send payment

County property records and online appeals are available at:
www.chathamtax.org

The amount of your ad valorem tax bill for the year shown above will be based on the **Appraised** (100%) and **Assessed** (40%) values specified in **BOX 'B'** of this notice. **You have the right to submit an appeal regarding this assessment to the County Board of Tax Assessors**. If you wish to file an appeal, you must do so in writing no later than 45 days after the date of this notice.

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At the time of filing your appeal you must select one of the following appeal methods:

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All documents and records used to determine the current value are available upon request. For further information regarding this assessment and filing an appeal, you may contact the County Board of Tax Assessors which is located at 222 W. Oglethorpe Ave., Suite 113 Savannah, GA 31401 and which may be contacted by telephone at: 912-652-7271. **Your staff contacts are Richard Kryzak at 912-447-4877 and Victoria Tumlin at 912-652-7468.**

Additional information on the appeal process may be obtained at: <http://dor.georgia.gov/property-tax-real-and-personal-property>

Account Number	Property ID Number	Acreege	Tax Dist	Covenant Year	Homestead
	40003 13011A	.15	Tybee Island		NO
Property Description	R - Residential Property				
Property Address	113 JONES AVE 31328				
	Taxpayer Returned Value	Previous Year Fair Market Value	Current Year Fair Market Value	Current Year Other Value	
100% Appraised Value		601,600	634,400		
40% Assessed Value		240,640	253,760		

Reasons for Assessment Notice

Annual Assessment Notification

The estimate of your ad valorem tax bill for the current year is based on the previous or most applicable year's net millage rate and the fair market value contained in this notice. The actual tax bill you receive may be more or less than this estimate. This estimate may not include all eligible exemptions.

Taxing Authority	Other Exempt	Homestead Exempt	Net Taxable	Millage	Estimated Tax
County M&O			253,760	.010518	2,669.05
County School M&O			253,760	.017631	4,474.04
Tybee M&O			253,760	.003931	997.53
State Tax			253,760	.000000	.00

C

Item #6.

- Page 23 -

Total Estimated Tax 5,140.62

Fee
Commercial \$500
Residential \$200



CITY OF TYBEE ISLAND
VARIANCE APPLICATION from the Tybee Island Land Development Code

Applicant: Thomas A. Smith, III (Jones Tybee LLC)

Telephone #: 912 667 2017 Email Address: tom@waterga.com

Mailing Address 216 East Point Dr. Savannah 31410

*Note: If the applicant is not the property owner as listed on the property deed, a letter from the listed owner(s), including a telephone number and address along with any other relevant information, authorizing the applicant to act in their behalf must be included in the application.

PROCEDURE

Application Requirements

All applications must be complete, including required supporting documents. **Drawings or surveys will be 11" X 17" or larger.** Incomplete applications will not be accepted and will delay review.

Application Deadline

Applications are due by 4:00 p.m. of the last day of the month before the next scheduled Planning Commission meeting.

Application Submittal

Return one copy of this completed application and all supporting documents to: Tybee Island Planning and Zoning, City Hall, 403 Butler Avenue / P.O. Box 2749 City of Tybee Island, GA 31328

Application Public Hearings

Applications will be heard at a public hearing before the Planning Commission on the third Monday of each month, followed by a final decision by City Council at another public hearing on the second Thursday of the following month. Each hearing will be held at 6:30 p.m. at the Public Safety Building, 78 Van Horn Dr.

Property Address (Or General Location Description if no Address Assigned): The undeveloped lot located between 113 Jones and 109 Jones

Tax Map/Parcel ID#: 40003 13021 Current Zoning: Residential

Existing use of Property: VACANT

Proposed use of Property: Long term rental

Has the property been denied a variance in the past 12 months? If so, please provide brief details: N/A

Variance Questionnaire:

1. Does the requested variance change the Tybee Island character designation for the property as described in the Master Plan? If so, provide a brief explanation.

No - There is WATER SERVICE ALREADY

installed on this lot

2. Please explain the purpose of the requested variance and the intended development of the subject property if the variance is granted.

In 1979 this was a stand alone lot (#90) and in 2011 was SASSER combined Lot 90, 91, and 92 to receive 1 Tax Bill. The house built in

1952 was so close to the property line that surveying in a 10' set back set the width of lot at 55.39 feet instead of 60.'

3. Please explain the specific provision within the Tybee Island Land Development Code from which the variance is requested.

That a new lot needs to be 60' wide at the building line

4. Per the Tybee Island Land Development Code, the Tybee Island Planning Commission shall not make a recommendation on a variance from the terms of the Land Development Code unless it has met the following. Please explain how the requested variance meets each of the following:

A. The need for a variance arises from the condition that is unique and peculiar to the land, structures and buildings involved.

The SASSER House built in 1952 extended within 6.4' of lot 92 (107 Jones) to the north and within 4.64' of lot 90 (111 Jones) to the south.

B. The variance is necessary because the particular physical surroundings, the size, shape or topographical condition of the property involved would result in unnecessary hardship for the owner, lessee or occupants as distinguished from a mere inconvenience.

The variance is necessary because the new lot would be 55.39' and not 60' wide

C. The condition requiring the requested relief is not ordinarily found in properties of the same zoning district as the subject property.

The condition was created by the 10' set back requirement on the north and south property lines of 109 Jones built in 1952

D. The condition is created by the regulation in the Tybee Island Land Development Code and not by the action of the property owner or applicant.

That is correct

E. The granting of the requested variance will not conflict with Sec. 26-70-Amendments and modifications to the Fire Prevention Code of the Tybee Island Code of Ordinances or endanger the public.

That is correct

F. The variance requested is the minimum variance that will make possible the reasonable use of the land, building or structures.

That is correct

G. If in marsh buffer has all points of Sec. 3-090.1 been considered.

N/A

NOTE: This application must be accompanied by additional documentation, including drawings that include or illustrate the information outlined below.

- | REFERENCE | DESCRIPTION |
|---------------|--|
| 5-040 (D) (1) | Site plan and/or architectural rendering of the proposed development depicting the location of lot restrictions. |
| 5-040 (D) (2) | Narrative describing the hardship and the reason for the variance request. (<i>Hardship means the circumstances where special conditions, which were not self-created or created by a prior owner, affect a particular property and make strict conformity with the restrictions governing dimensional standards (such as lot area, width, setbacks, yard requirements, or building height) unnecessarily burdensome or unreasonable in light of the purpose of this code. Unnecessary hardship is present only where, in the absence of a variance, no feasible use can be made of the property.</i>)
Explain the hardship: <u>the required Building set Back</u>
<u>Lines from 109 Jones CAUSED the reduction of the width of Lot # 90</u> |
| 5-040 (D) (3) | A survey of the property signed and stamped by a State of Georgia certified land surveyor. |
| 5-090 (A) (1) | That there are unique physical circumstances or conditions beyond that of surrounding properties, including:
<input type="checkbox"/> irregularity;
<input checked="" type="checkbox"/> narrowness; or,
<input type="checkbox"/> shallowness of the lot shape; or,
<input type="checkbox"/> exceptional topographical or other physical circumstances, conditions, or considerations related to the environment, or the safety, or to historical significance, that is peculiar to the particular property; and; |
| 5-090 (A) (2) | Because of such physical circumstances or conditions, the property cannot be developed in strict conformity with the provisions of the Land Development Code, without undue hardship to the property.
<u>NOTE: Provide attachments illustrating conditions on surrounding properties and on the subject property, indicating uniqueness, etc.</u> |
| 5-090 (B) | <i>Height.</i> No part of any structure shall project beyond 35-feet above the average adjacent grade of a property except:
(1) See <u>section 2-010</u> , terms and definitions; height of building.
(2) The following items that were existing on the date of the adoption of this section; flag poles, television aerials, water towers and tanks, steeples and bell towers, broadcasting and relay towers, transmission line towers, and electric substation structures. |

The Applicant certifies that he/she has read the requirements for Variances and has provided the required information to the best of his/her ability in a truthful and honest manner.

Thomas A. Smith III
Signature of Applicant

7-25-23
Date

5-090(C) *Variance longevity.* After a variance has been granted by the mayor and council it shall be valid for a period of 12 months from date of approval. Such approval is based on information provided in the application. Buildings may only be granted for plans consistent with the approved application. Any deviation from the information submitted will require separate approval by the mayor and council.

CERTIFICATION AND AUTHORIZATION

I hereby certify that, to the best of my knowledge and belief, the above listed information and all attached supporting documents are complete and accurate. I understand that this application will require public hearings by the Tybee Island Planning Commission and City Council. I have been made aware and I hereby acknowledge the scheduled hearing dates/times and location where this application will be considered. I also understand that review of this application will require a site visit, and I hereby authorize City staff and members of the Planning Commission and City Council to inspect the property which is the subject of this application.

Signature of Applicant Thomas A. Smith, III Date 7-25-23

If within two (2) years immediately preceding the filing of the applicant's application for a zoning action, the applicant has made campaign contributions aggregating more than \$250 to the mayor and any member of Council or any member of the Planning Commission, the applicant and the Attorney representing the Applicant must disclose the following:

- a. The name of the local government official to whom the campaign contribution or gift was made;
- b. The dollar amount of each campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action, and the date of each contribution;
- c. An enumeration and description of each gift having a value of \$250 or more made by the Applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action.

Disclosure of campaign contributions form attachment hereto: Yes No contributions were made

Signature of Applicant Thomas A. Smith, III Date 7-25-23

STAFF USE ONLY

Date received: 7/25/23 Received by: [Signature]

Fee Amount \$ 125.00 Check Number 1821 Date 7/25/23

PUBLIC HEARING DATES:

Planning Commission _____ City Council _____

DECISION: (Circle One) Approved Denied

Approved with Conditions: _____

Most Current Owner

Current Owner	Co-Owner	Care Of	Mailing Address
JONES TYBEE LLC			216 E POINT DR SAVANNAH GA 31410

Digest Owner (January 1)

Owner	Co-Owner	Address 1	Address 2	City	State	Zip
JONES TYBEE LLC		216 E POINT DR		SAVANNAH	GA	31410

Parcel

Status	ACTIVE
Parcel ID	40003 13021
Category Code	RES - Residential
Bill #	2952742
Address	109 JONES AVE
Unit # / Suite	
City	TYBEE ISLAND
Zip Code	31328-
Neighborhood	20225.00 - T225 TYBEE INNER
Total Units	
Zoning	R-2
Class	R3 - Residential Lots
Appeal Status	

Legal Description

Legal Description	REMAINING PTS OF LOT C OF A RECOMBINATION OF LOT 92, B, & PTS OF LOT A WARD 1 TYBEE ISLAND
Deed Book	1476
Deed Page	107

Permits

Permit #	Permit Date	Status	Type	Amount
230271	06/01/2023	Issued	FN - FENCE	\$1,600.00
220363	07/13/2022	Complete	RF - ROOF	\$6,500.00

Inspection

Inspection Date	Reviewer ID
11/23/2022	RKRYZAK
07/26/2022	JLMARINE
09/27/2021	RKRYZAK
01/11/2021	KMMORENO
07/09/2019	MWTHOMAS

Item #6.

Appraised Values

Tax Year	Land	Building	Appraised Total	Reason
2023	398,400	77,100	475,500	APPEAL DECISION
2022	398,400	77,100	475,500	APPEAL DECISION
2021	228,865	123,235	352,100	APPEAL DECISION
2020	228,865	123,235	352,100	APPEAL DECISION
2019	228,865	123,235	352,100	APPEAL DECISION
2018	229,500	81,600	311,100	
2017	370,800	56,100	426,900	
2016	370,800	47,200	418,000	
2015	372,300	49,400	421,700	
2014	372,300	49,900	422,200	

Sales

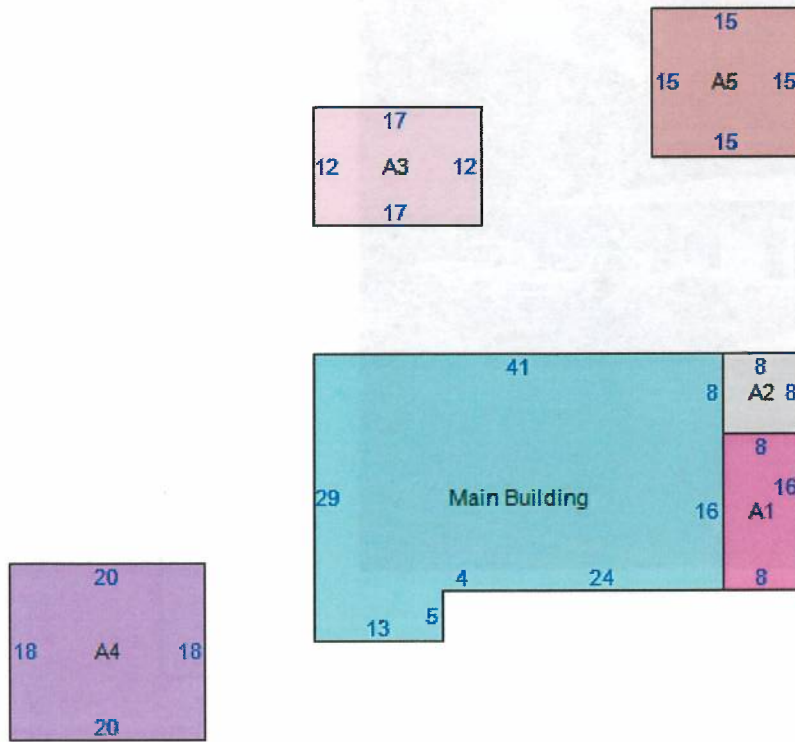
Sale Date	Sale Price	Sale Validity	Instrument	Book - Page	Grantor	Grantee
10/22/2018	520,000	Q	WD	1476 - 107	SASSER LOUISE E ETAL*	JONES TYBEE LLC
06/05/2012	0	U	QC	378D - 696	SASSER LOUISE E	SASSER LOUISE E ETAL*

Land

Line Number	1
Land Type	U - UNIT
Land Code	01 - SINGLE FAMILY RES
Square Feet	13,721
Acres	.315
Influence Factor 1	60
Influence Reason 1	SZ
Influence Factor 2	
Influence Reason 2	

Residential Building

Card #	1
Actual Year Built	1959
Effective Year Built	1970
Type	1 - Single Family Residence
Style/Stories	1 - ONE STORY
Percent Complete	100
Quality	300
Condition	AV - AVERAGE
Living Area	1,049
Basement Area	0
Finished Basement Area	No
Bedrooms	3



Item	Area
Main Building	1049
A1 - 721:721-Carport, Flat Roof (SF)	128
A2 - 909:909-Enclosed Porch (SF), Solid	64
A3 - 909:909-Enclosed Porch (SF), Solid	204
A4 - 723:723-Carport, Gable Roof (SF)	360
A5 - 907:907-Enclosed Porch (SF), Scree	225



MDG2023 00001530 01



EAGLES TYBEE LLC
216 E POINT DR
SAVANNAH GA 31410

Lot 89 90 91 92
↑ 113 Jones
↑ 109 Jones
↑ 107 Jones



1979 - Clifton Sasser to Louise Sasser

1985 - Louise Sasser to Clifton Jr (Skip) Lot 89

2011 ~~1985~~ - Louise Sasser Recombination
of Lots 90, 91, 92 → At Courthouse

109 Jones

Tom →

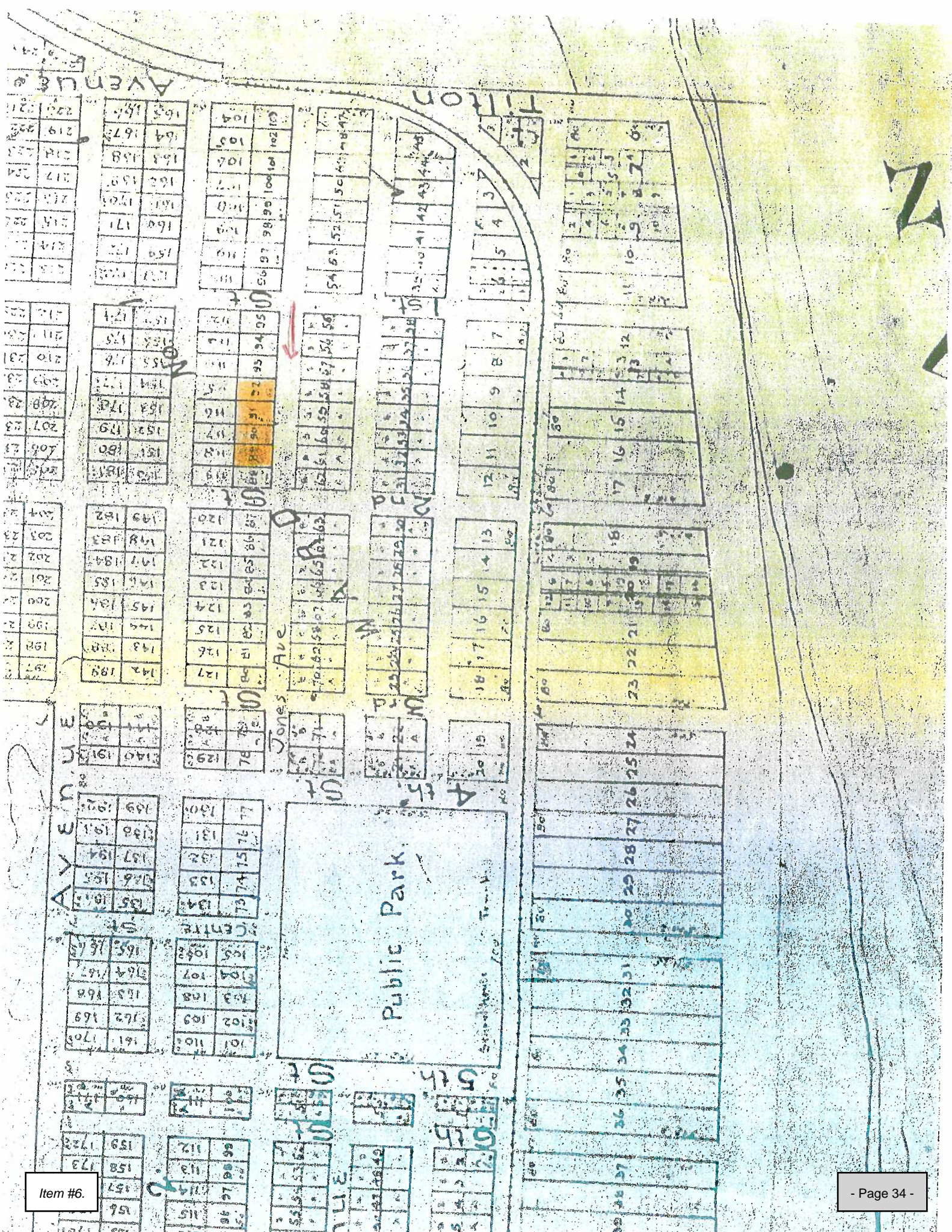
2018 - Purchased 109 Jones

2020 - Broke out Lot 92 - Built house on
that lot which is 107 Jones

Right now 109 Jones = Lot 90, + 91

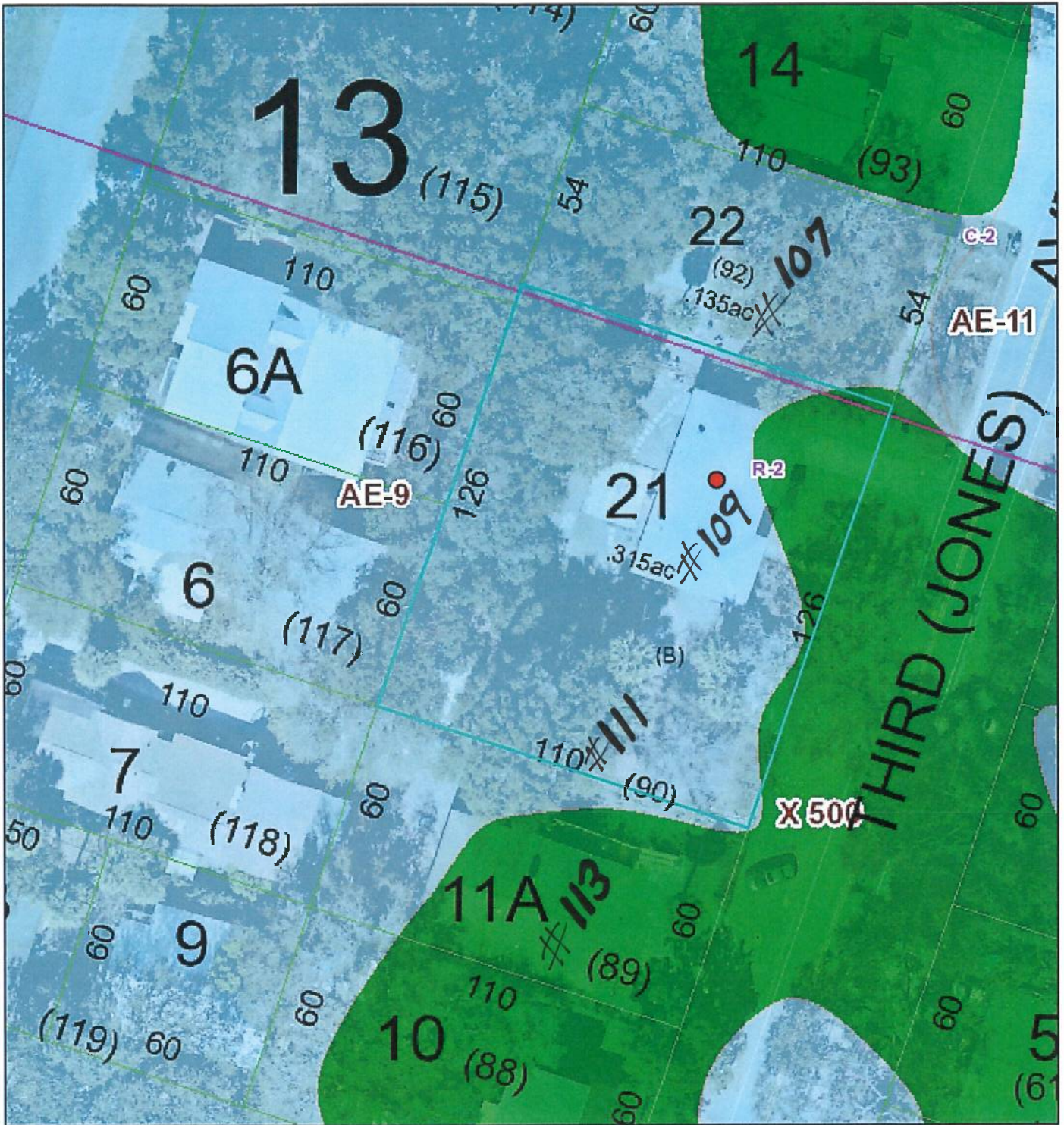
↓
111 Jones

2021 Bought 113 Jones Lot 89



Item #6.

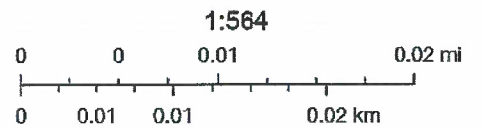
SAGIS Map Viewer



8/9/2023, 2:44:01 PM

Effective Flood Zones (2018)

- AE - Inside the 100 year Flood Zone
- A - Inside the 100 year Flood Zone
- AE Floodway - Inside a Regulatory Floodway
- VE - Inside the 100 year Flood Zone w/ Velocity Hazard
- X_500 - Inside the 500 year Flood Zone
- X - Outside the 500 year Flood Zone



SAGIS

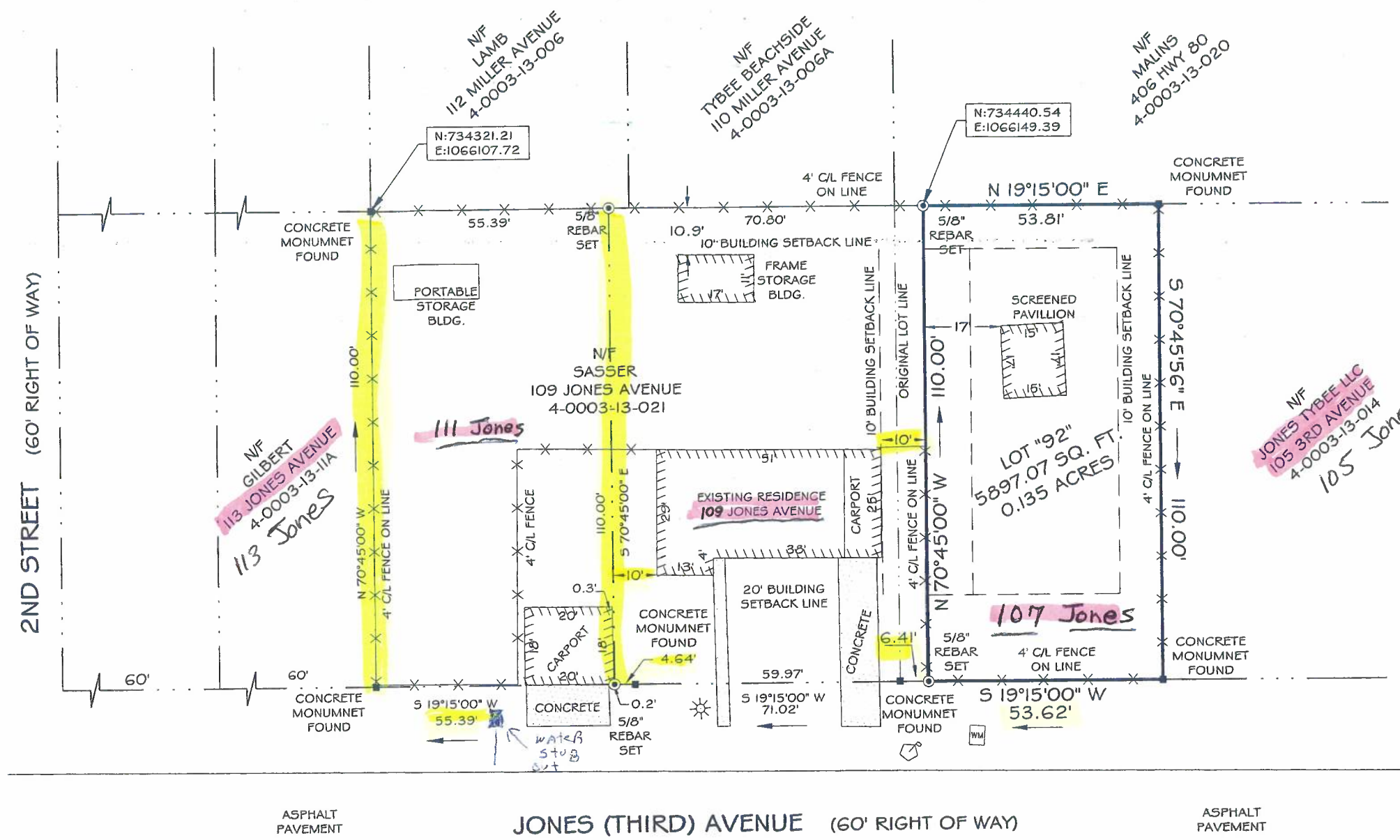
Item #6.

PLAT NORTH
SEE REF. # 1

THIS BOX RESERVED FOR THE CLERK OF THE SUPERIOR COURT

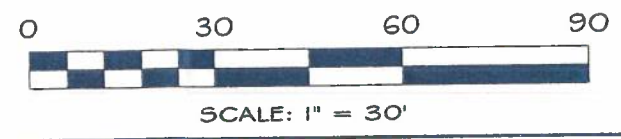
APPROVED BY MAYOR AND COUNCIL CITY OF TYBEE
[Signature] 5-1-2020
 MAYOR DATE

APPROVED BY PLANNING AND ZONING MANAGER
[Signature] 5-1-2020
 GEORGE SHAW DATE



- GENERAL NOTES:
1. IN MY OPINION IN ACCORDANCE WITH F.I.R.M. MAP NO. 13051C0213/214G, REVISED AUGUST 16, 2018, THIS PROPERTY DOES FALL WITHIN A SPECIAL FLOOD HAZARD AREA (ZONE "AE-9").
 2. NO GUARANTEE, EITHER STATED OR IMPLIED IS MADE THAT THIS PROPERTY IS NOT SUBJECT TO EASEMENTS, CLAIMS, PRESCRIPTIONS, RESTRICTIONS, SUBSURFACE CONDITIONS, OR ANY OTHER MATTERS OF TITLE THAT ARE NOT VISIBLE, NOT DISCLOSED, NOT DISCOVERED DURING THIS SURVEY OR BY TITLE EXAMINATION. THIS SURVEY WAS CONDUCTED, PREPARED AND ISSUED WITHOUT BENEFIT OF ANY TITLE EXAMINATION.
 3. THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PARTIES OR ENTITIES NAMED HEREON AND THE CERTIFICATION DOES NOT EXTEND TO ANY OTHERS WITHOUT RE-CERTIFICATION BY THE UNDERSIGNED.
 4. THIS SURVEY IS NOT VALID WITHOUT ORIGINAL SIGNATURE. DECLARATION IS MADE ON THE DATE INDICATED AND TO THE PERSON OR ENTITY SHOWN. SURVEY IS NOT TRANSFERABLE TO ADDITIONAL PERSONS, ENTITIES, INSTITUTIONS OR SUBSEQUENT OWNERS
 5. NO WETLAND OR ENVIRONMENTAL ISSUES HAVE BEEN ADDRESSED ON THIS PLAT.
 6. UNDERGROUND FEATURES ARE LOCATED IN THE FIELD WHERE POSSIBLE BUT NO GUARANTEE CAN BE MADE AS TO LOCATION OR THAT ALL UNDERGROUND FEATURES ARE SHOWN.
 8. PORTIONS OF THE METES AND BOUNDS SHOWN MAY HAVE BEEN TAKEN FROM PLATS AND/OR DEEDS OF RECORD AND HAVE NOT BEEN VERIFIED BY FIELD SURVEY.
 9. HORIZONTAL DATUM = GEORGIA STATE PLANE (EAST ZONE NAD83)
 10. ANY VERTICAL INFORMATION SHOWN/INDICATED ON THIS PLAT IS NOT INTENDED FOR CONSTRUCTION PURPOSES.
 11. THE TERM "CERTIFICATION" AS USED IN RULE "180-6-.09(2) AND (3)" AND RELATING TO PROFESSIONAL ENGINEERING OR LAND SURVEYING SERVICES, AS DEFINED IN O.C.G.A. 43-15-2(G) AND (H), SHALL MEAN A SIGNED STATEMENT BASED UPON FACTS AND KNOWLEDGE KNOW TO THE REGISTRANT AND IS NOT A GUARANTEE OR WARRANTY, EITHER STATED OR IMPLIED.

ASPHALT PAVEMENT JONES (THIRD) AVENUE (60' RIGHT OF WAY) ASPHALT PAVEMENT



REFERENCES:
 1. PRB 46P-89

ANGULAR ERROR: LESS THAN 1" PER POINT
 ERROR OF CLOSURE: FIELD 1/112,437
 ERROR OF CLOSURE: PLAT 1/127,523
 EQUIPMENT USED: TOTAL STATION
 ADJUSTMENT METHOD: COORDINATE METHOD

MITR
 GPS/GIS/SURVEY

374 EASTRIDGE DRIVE,
 SAVANNAH, GEORGIA
 PHONE: 912-354-4145
 FAX: 912-354-6560
 EMAIL:
 TR374@COMCAST.NET

AS REQUIRED BY SUBSECTION (D) OF O.C.G.A. SECTION 15-6-67, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR AND APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS FOR RECORDING AS EVIDENCED BY APPROVAL CERTIFICATES, SIGNATURES, STAMPS, OR STATEMENTS HEREON. SUCH APPROVALS OR AFFIRMATIONS SHOULD BE CONFIRMED WITH THE APPROPRIATE GOVERNMENTAL BODIES BY ANY PURCHASER OR USER OF THIS PLAT AS TO INTENDED USE OF ANY PARCEL. FURTHERMORE THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.

[Signature]
 GEORGE M. FERREIRA RLS #2607

12/13/2019
 DATE



RETRACEMENT SURVEY
 SURVEY

LOT 92, LYING AN BEING IN THE CITY TYBEE, WARD I, CHATHAM COUNTY, GEORGIA

PREPARED FOR
 TOM SMITH
 216 EAST POINT DRIVE
 SAVANNAH, GEORGIA

PLAT: 12/13/2019
FIELD: 04/30/2019
REVISION DATE:
SHEET



**PLANNING COMMISSION
NOTICE OF DETERMINATION**

Meeting date: August 21, 2023

Project Name/Description: **requesting two single family lots -109/111 Jones Ave -40003
13021-Zone R-2 -Thomas A. Smith III.**

Action Requested: **MINOR SUBDIVISION/VARIANCE**

Appeal	Subdivision: Sketch Plan Approval ____ Conceptual ____ Preliminary Plan Approval ____ Final Plat Approval ____ Minor Subdivision <u>X</u> Major Subdivision ____
Special Review	
Site Plan Approval	
Variance X	
Map Amendment	
Text Amendment	

Petitioner has met all documentation requirements, all external approval requirements, and all code requirements, except for the following:

The Planning Commission Motion on Petition: Approval Denial Continued

Action on Motion:

COMMISSIONER	FOR	AGAINST	COMMENTS
Reynolds			CHAIR
McGruder	X		VICE CHAIR - MOTION
Livingston	X		SECOND
Matkowski	X		
Nooney	X		
Rodriguez	X		
Turpin		X	

Planning Commission Chair: *[Signature]*
 Planning & Zoning Manager: *[Signature]*

Date: 8/22/23
 Date: 8-22-23

File Attachments for Item:

7. Agenda Request: Friends of the Tybee Post Theater dba Tybee Post Music Festival-add liquor to existing beer and wine

MAYOR
Shirley Sessions



CITY MANAGER
Shawn Gillen

CITY COUNCIL
Barry Brown, Mayor Pro Tem
Jay Burke
Nancy DeVetter
Michael "Spec" Hosti
Monty Parks
Brian West

CLERK OF COUNCIL
Janet LeViner

CITY ATTORNEY
Edward M. Hughes

CITY OF TYBEE ISLAND

City Council Agenda Item Request

Agenda Item Requests and supporting documentation must be submitted to the Clerk of Council by 4:00PM on the Thursday prior to the next scheduled Council meeting. If this form is received after the deadline, the item will be listed on the next scheduled agenda.

Council Meeting Date for Request: September 14, 2023

Item: Alcohol License Request-Special Event- Add Liquor to existing Beer and Wine for Special Event

Explanation: Friends of the Tybee Post Theater: dba Tybee Post Music Festival

One-Day Special Event: November 4, 2023

Hotel Tybee-1401 Strand Ave

Budget Line Item Number (if applicable): N/A

Paper Work: X Attached*
 Audio/Video Presentation**

* **Electronic submissions are requested but not required. Please email to jleviner@cityoftybee.org.**

** **Audio/video presentations *must* be submitted to the IT department at City Hall by 4:00PM on the Thursday prior to the scheduled meeting.**

Submitted by: Sharon S. Shaver

Phone / Email: 912 472-5072 / sshaver@cityoftybee.org

Comments: _____

Date given to Clerk of Council September 5, 2023

**P.O. Box 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749
(866) 786-4573 – FAX (866) 786-5737
www.cityoftybee.org**



Item #7.

CITY OF TYBEE ISLAND BUSINESS AND ALCOHOL LICENSE APPLICATION



Application is hereby made for a license to do business within the City of Tybee Island as a dealer in alcoholic beverages as indicated below:

LICENSE CLASSIFICATION	FEE	CHECK
Retail Beer/Wine - Package Sales Only, Consumption on Premises Prohibited	\$ 730.	
Retail Beer/Wine - Sale by Drink for Consumption on Premises Only	760.	
Retail Liquor - Sale by Package Only, Consumption on Premises Prohibited	1130.	
Retail Liquor - Sale by Drink for Consumption on Premises Only	1600.	
Retail Liquor - Sale by Package & Drink both in One Building under One Ownership	2,000	
Sunday Sales - Sale by Drink for Consumption on Premises Only	150	
Sunday Sales - Package Sales Only	50	
Wholesale Beer	765	
Wholesale Liquor	1,500	
Wholesale Wine	150	
Distiller, Brewer, or Manufacturer of Alcoholic Beverages	300	
Special Event - Public or Private Property - Beer, Wine (no current license) per event	50	
Special Event - Public or Private Property - Beer, Wine (no current license) 3 days	100	
Special Event - Public or Private Property - Beer, Wine (holding current license) per event	10	
Special Event <u>Beer, Wine + Liquor</u>		✓

Notice: The applicant for a license shall be a citizen of the United States, a resident of Chatham County, and owner of the business or if a corporation, partnership or other legal entity is the owner, a substantial and major stockholder or the applicant may be the manager of the business charged with the regular operation of said business on the premises for which the license is issued.

Event

Business Name: Friends of the Tybee Post Theater

Business Location: 1401 Strand Ave. Tybee

Mailing Address: PO Box 2356 Tybee Island, GA 31328

Phone: 912 472 4740 Email: info@tybeeposttheater.org

Federal ID#: 58-2647732 Sales Tax ID: N/A NAICS Code:

Business Type (Circle One): Sole Proprietor Partnership Corporation (State) Date: LLC Non-Profit Other:

Names and Home Addresses of Owners, Partners or Corporate Officers with Ten Percent (10%) Interest in Business

Names (attach additional pages if necessary)	Date of Birth	Home Addresses	City, State, Zip	Social Security #
<u>Eran Goetz</u>		<u>116 A Hope Ln.</u>	<u>Sav GA 31405</u>	
<u>Tracy Forman</u>		<u>14 Deerwood Rd.</u>	<u>Sav GA 31410</u>	

Security Assistance Plan

What measures are taken to mitigate/control underage drinking? ID tent to check IDs + then give them a 21 + wristband to purchase alcohol.

Please state whether you will be using Security Guards: _____ If so, how many? _____ How often / Seasonal dates? _____

Do you use off-duty police officers to provide security? Yes Number: TBD Frequency? 11/3 + 11/4/23

Per City Ordinance (6-2021) All licensees are required to have proof of their employees, those serving or pouring alcohol, current certificates of completion from an alcohol server training program on file with licensee.

Is the building capacity notice clearly posted? Where? Yes, lobby area

How is occupancy load enforced? By ticket purchase

International Fire Code 2018 ed: [BE] 1004.9 Posting of occupant load. Every room or space that is an assembly occupancy shall have the *occupant load* of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space, for the intended configurations. Posted signs shall be of an *approved* legible permanent design and shall be maintained by the owner or the owner's authorized agent.

If special event, date(s) of event: 11/4/23 Name of event: Tybee Post Theater Music Festival

Names of landlord of the business location: NA Address: _____ Phone: _____

What other business is conducted at this location? Hotel Tybee

Has applicant, any person connected with, or any person having an interest in this business:

- ever been convicted of any violation of law other than for a traffic violation? NO
- ever served time in prison or other correctional institution? NO
- ever had an alcohol beverage license suspended or revoked at any time in any location? NO

(If answer is yes, give details) _____

If this application is for RENEWAL of an existing license, enter License Number of existing license N/A

If business is an eating establishment, are SUNDAY sales of alcoholic beverages contemplated? N/A

- Proof of liquor liability insurance: Please attach the current declaration page or certificate of insurance showing the required liquor liability insurance coverage.

ALL OF THE FOREGOING INFORMATION IS HEREBY GIVEN AND ALL OF THE FOREGOING STATEMENTS ARE HEREBY MADE ON OATH WILLFULLY, KNOWINGLY, AND ABSOLUTELY, AND THE SAME IS AND ARE HEREBY SWORN TO ME TO BE TRUE UNDER PENALTY OF LAW.

Applicant Signature [Signature] Date 9/5/23

Approval	Signature	Date
City Manager		
Zoning		

Sworn to and subscribed before me this 5th day of Sept, 2023

[Signature] Notary Public



File Attachments for Item:

8. DPW: Purchase of a Pickup Truck, 2023 Nissan Frontier, 4x4 Crew Cab, for Recycling Crew. Funding for this truck is in the City of Tybee Island's Fiscal Year 2024 approved budget, adopted June 22, 2023. The budget item for Public Work Vehicles was \$50,000 and was a Capital purchase under account number 350-4210-54-2500, Itemized List of Capital Requests.



City of Tybee Island

Memorandum

To: City of Tybee Island City Council Members
From: Pete Gulbranson, City Engineer/Director of Infrastructure
Date: September 1, 2023
Re: Purchase of Pickup truck for Recycling

Background

In the FY2024 City of Tybee Island approved budget, the Department of Public Works (DPW) budgeted for a Pickup truck to replace the existing truck used by the recycling crew. Due to the existing condition of the current recycling truck, DPW searched on-line inventories from dealerships for pickup trucks with crew cabs that are in stock.

Overview

After an extensive on-line search, staff found three (3) vehicles that met our specifications and were within budget. The quotes were as follows:

Grainer Nissan of Savannah has a 2023 Nissan Frontier 4 X 4 Crew Cab for the selling price of \$38,117.00.

Chrysler Dodge Jeep Ram of South Savannah has a 2023 Dodge Ram 1500 Tradesman for the selling price of \$39,874.00

J.C. Lewis of Savannah has a 2023 Ford Ranger XLT for the selling price of \$41,899.00

The City will be trading in multiple fleet vehicles for the purchase of this new pick-up truck. Two of the trade-ins are out of service fleet vehicles, a 2007 Ford F-150 and a 2006 Ford F-250 Super Duty. The current 2006 Chevrolet Silverado, being used by the recycling crew, will also be traded in. After trade-ins, discounts, and dealer fees the total cost for the 2023 Nissan Frontier 4 X 4 Crew Cab from Grainger Nissan is \$24,920.00.

Summary

Funding for this truck is in the City of Tybee Island's Fiscal Year 2024 approved budget, adopted June 22, 2023. The budget item for Public Work Vehicles was \$50,000 and was a Capital purchase under account number 350-4210-54-2500, Itemized List of Capital Requests.

Recommended Next Steps:

Based on the price and trade in value of the out of service fleet vehicles, I would recommend the purchase of the 2023 Nissan Frontier 4 X 4 Crew Cab from Grainer Nissan of Savannah, for \$24,920.00.

File Attachments for Item:

9. Out of State Travel: Pete Gulbronson: Regional Storm Water Conference, October 4 - 6, 2023, Hilton Head, SC. Continuing Education Units to retain Professional Engineering License for the State of Georgia. Total cost \$1,075



City of Tybee Island

Memorandum

To: City of Tybee Island City Council Members
From: Pete Gulbranson, City Engineer/Director of Infrastructure
Date: August 28, 2023
Re: Out of State Travel for Pete Gulbranson

Background

The 18th Annual Regional Storm Water Conference sponsored by Southeastern Storm Water Association (SESWA) will be held in Hilton Head, South Carolina from October 4, 2023 through October 6, 2023. By attending this conference all three days I will obtain 10 Continuing Education Units (CEU's) which are part of the required CEU's to retain my Professional Engineering License in the state of Georgia.

Overview

The conference is designed with topics from resiliency planning, programs to alleviate flooding, and other various programs which will be beneficial to the City of Tybee Island. The registration for the three day conference is \$575 and lodging will be an additional \$500, for a total cost of \$1,075.

Summary

Funding for this conference is in the approved FY 2024 budget, adopted on June 22, 2023. The account line number is 100-4210-52-3500, travel and training. For continuing education, the Department of Public Works budgeted \$5,000 and has enough money in the budget to cover the cost of this conference.

Recommended Next Steps:

I would recommend the out of state travel for Pete Gulbranson, City Engineer and Director of Infrastructure to attend the 18th Annual SESWA conference in Hilton Head, South Carolina from October 4, 2023 through October 6, 2023.

File Attachments for Item:

10. Tracy O'Connell: Amendment Agreements on Retirement Benefits with Moseley and Fobes

AMENDMENT TO
SETTLEMENT AGREEMENT AND
FULL AND FINAL RELEASE OF CLAIMS

This Amendment to the Settlement Agreement and Full and Final Release of Claims (hereinafter "Amendment") is made and entered into this 2nd day of September, 2023 between the Governing Authority of the City of Tybee Island ("City"), and Joel Fobes ("Employee") (hereinafter referred to as "the Parties to this Agreement" or "Parties").

WITNESSETH:

WHEREAS, the Parties previously entered into a Settlement Agreement and Full and Final Release of Claims ("Agreement") which was approved by the Mayor and City Council on the consent agenda at that City Council meeting on August 10, 2023 and which Agreement is incorporated herein by this reference; and

WHEREAS, the Parties agree an amendment to the Agreement is necessary to clarify eligibility for receipt of retirement benefits.

NOW, THEREFORE, in consideration of the covenants and promises set forth herein:

1. Recitals Incorporated: The Parties agree the Recitals set forth above are true and correct and are hereby incorporated into this Amendment as if set forth herein.

2. "55 & 20" Alternative Normal Retirement: In addition to the five (5) years of imputed service credit the City is granting Employee pursuant to the Agreement, City agrees to treat Employee as being 55 years of age, solely for the purpose of satisfying the minimum age requirement for the "55 & 20" Alternative Normal Retirement qualification, pursuant to which participants who are Firefighters and Police Officers and who are at least 55 years of age and have at least 20 years of total Credited Service can retire and receive an unreduced monthly retirement benefit. The Employee will not receive compensation associated with the additional years of age attributed to him pursuant to this Agreement, and neither the additional years of age or the assumption that he is age 55 may be used for any purpose under the Plan other than satisfying the minimum age requirement for the "55 & 20" Alternative Normal Retirement qualification. As an example, the Employee's actual age


shall be used with respect to application of any actuarial factors used to calculate his benefits under the plan in the event he elects a retirement benefit option other than Option A.

3. Effective Retirement Date: The effective retirement date for Employee is September 1, 2023.

4. No Further Revision: All other provisions in the Agreement approved by Mayor and City Council on August 10, 2023 shall remain in full force and effect.

WE HAVE READ THIS AGREEMENT AND UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED IN IT.

This 2nd day of September, 2023.



Joel Fobes
[Employee]



Attorney

City of Tybee Island, Georgia

By: _____
Its: _____

AMENDMENT TO
SETTLEMENT AGREEMENT AND
FULL AND FINAL RELEASE OF CLAIMS

This Amendment to the Settlement Agreement and Full and Final Release of Claims (hereinafter "Amendment") is made and entered into this 8th day of September, 2023 between the Governing Authority of the City of Tybee Island ("City"), and William Moseley ("Employee") (hereinafter referred to as "the Parties to this Agreement" or "Parties").

WITNESSETH:

WHEREAS, the Parties previously entered into a Settlement Agreement and Full and Final Release of Claims ("Agreement") which was approved by the Mayor and City Council on the consent agenda at that City Council meeting on August 10, 2023 and which Agreement is incorporated herein by this reference; and

WHEREAS, the Parties agree an amendment to the Agreement is necessary to clarify eligibility for receipt of retirement benefits.

NOW, THEREFORE, in consideration of the covenants and promises set forth herein:

1. Recitals Incorporated: The Parties agree the Recitals set forth above are true and correct and are hereby incorporated into this Amendment as if set forth herein.

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shall be used with respect to application of any actuarial factors used to calculate his benefits under the plan in the event he elects a retirement benefit option other than Option A.

3. Effective Retirement Date: The effective retirement date for Employee is September 1, 2023.

4. No Further Revision: All other provisions in the Agreement approved by Mayor and City Council on August 10, 2023 shall remain in full force and effect.

WE HAVE READ THIS AGREEMENT AND UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED IN IT.

This 8th day of September, 2023.



William Moseley
[Employee]

City of Tybee Island, Georgia

By: _____
Its: _____

File Attachments for Item:

13. Minutes, TIMSC July 24, 2023

Minutes of July 24, 2023

Present: Jim Alexander, Doug Duch, Jeanne Hutton, Carol Pride, Mark Reed, Kathryn Williams, Ruthie Wilson, Katie Wohlust, and Executive Director, Chantal Audran.

By Zoom: Nancy Daves

Absent: Jim Bentley, Dave Makel, Karen Robertson,

Welcome/Introductions: Duch welcomed everyone and requested that board members start thinking of potential new members to replace the two members rolling off at the end of December. Names should be submitted to Duch.

Minutes of the May 23, 2023 meeting: Approved online by majority vote and submitted to the Clerk of Council, Tybee Island.

Executive-Director Bimonthly Report

Communications:

- Audran collaborated with Manomet and designed trifolds with sea turtle and bird info. The trifolds were distributed to all hotels and STR management companies by Wilson, Hutton, and Williams.
- A big advertising push is underway. Ads are in or being planned for the following publications: COTI map, Girl Scouts, 100 Miles, Birthplace Bound, and the Rivers End Campground map. Audran plans to also utilize banners and laminated posters to promote the center. Plans are to promote the 2024 Turtle Trot during the 2023 Critz Race.
- A podcast with Dee Daniels is under consideration for 2024.
- Audran partnered with Georgia Conservancy on dune cross-over signage. Four additional signs will be added. There was discussion about the sand dollar & sea turtle signs being relocated to the beachside rather than parking lot side of the crossovers and the need for adequate signage to educate beachgoers.

Programming

- Staff members have been trained in CPR; an AED is on order. The Tybee Island Fire Department arranged the training through the American Red Cross.
- A sink and lights have been added to the open-air classroom.

Exhibit Fabrication

- Thermal solar and pavilion donor signage is near completion.
- A sea turtle workshop is being planned in conjunction with Ike's planned release.
- Exhibits to be completed in the East Gallery include the marlin spike, Littlejohn signage, marine debris, and the Right Whale to Save.
- Joy Davis is back in town to work on the Right Whale exhibit. She and Audran will hold the 50% completion meeting this week.

- Audran will be meeting with Forsyth Metal Works to update the donor wall.

Operations

- Interviews for a new bookkeeper are underway.
- The annual data collection (ADC) has been updated.
- Sign-ups for nest excavations have begun.

Infrastructure

- Pete Gulbranson will be contacted for an update on the restrooms.
- Audran and Makel replumbed and insulated the lines for the chiller pump.
- A drainage channel was added to reduce the pooling of water in the area under the pergola.
- The list compiled by the elevator inspector has been addressed.
- The staff is working on backing up all downstairs LSS systems.
- Staff will heat trace the city inline to determine any insulation needs.
- Concern was expressed over the need for regular maintenance of the mini-split units. For optimal operation and to reduce our power bill, the filters need to be kept clean.

Committee Reports

Finance Committee:

Alexander announced that June was a record-breaking month at the center. At the half-way mark in the year, finances are on target. The staff is doing an excellent job of controlling expenses. Admissions are up 43% and programming revenue is up by 62%.

Communications:

- Wilson thanked Hutton and Williams for their help in distributing the tri-folds.
- Wilson, Hutton, and Williams have formed a membership subcommittee. A comprehensive membership plan will be made to the board this fall. The discussion included setting yearly goals for membership, member benefits, member retention and corporate memberships.
- Wilson and Reed shared information on CRM – Customer Relationship Management. These systems are utilized by businesses and non-profits to manage donors and members. The board agreed that a system for the center would be beneficial and will research the best fit for our purposes.
- Approximately 60k has been collected to date for the Right Whale to Save Exhibit. The decision was made to go ahead with plans for Whale Week, but to delay the major celebration/unveiling of the whale until the exhibit is complete.
- Wilson recommended reaching out to the Ghost Pirates and the Savannah Bananas to explore partnerships.
- Audran would like to expand the center’s creature trading cards to include other animals, including right whales.
- Wohlust shared information on ESGs – Environmental Social Governance programs and stated that they may be a source of partnerships/funding for the center.

- Audran will research the cost of a transmitter for Ike before his release.

Policy and Procedures:

Audran is completing her review of the employee handbook. The executive committee will then review it before bringing it to the board at the next meeting.

Other Business

- Pride announced a grant programming opportunity that includes an internship.
- Wohlust shared a children's book that was written by a local girl and requested that we carry the book. Reed suggested a media partnership with the girl to promote both her book and the center.

The meeting adjourned at 8pm.

Recorded by Kathryn Williams, secretary

File Attachments for Item:

14. Minutes, Planning Commission, August 21, 2023

PLANNING COMMISSION
Julie A. Livingston
Robert J. Matkowski
Elaine McGruder
S. Michelle Nooney
Whitley Reynolds
Marie Rodriguez
Anthony Turpin



CITY MANAGER
Shawn Gillen

COMMUNITY DEVELOPMENT DIRECTOR
George Shaw

CITY ATTORNEY
Edward M. Hughes

Planning Commission Meeting

MINUTES

August 21, 2023

Chair Whitley Reynolds called the August 21, 2023, Tybee Island Planning Commission meeting to order. Commissioners present were **Marie Rodriguez, Elaine McGruder, Julie Livingston, Robert Matkowski, Anthony Turpin,** and **Michelle Nooney.**

Consideration of Minutes:

Chair Whitley Reynolds asked for consideration of the July 17, 2023, meeting minutes. **Elaine McGruder** made a motion to approve. **Julie Livingston** seconded. The vote to approve was unanimous.

Disclosures/Recusals:

Chair Whitley Reynolds asked if there were any Disclosures or Recusals. There were none.

Old Business:

Chair Whitley Reynolds asked if there was any old business. There was none.

New Business:

1. MINOR SUBDIVISION/VARIANCE: requesting two single family lots -109/111 Jones Ave -40003 13021-Zone R-2 -Thomas A. Smith III.

George Shaw stated the applicant would like to create another lot of the existing lot. A year or two ago he separated one lot that was zoned C-2 from this parcel that was approved by the City Council. Now he is asking to create another lot to the south of the existing residence. Because of the setback required for the existing residence this lot is less than sixty feet which is required for new lots on Tybee. And there's a carport that would be on the property line. For those two reasons staff recommends denial.

Julie Livingston asked if the carport is non-conforming. **George Shaw** said yes. **Elaine McGruder** asked are their other parcels on Tybee that are narrower than the code allows. **George Shaw** yes there are many lots right now on Tybee that are narrower than sixty feet. **Anthony Turpin** asked is lot 92, 107 Jones Avenue commercial still. **George Shaw** yes, it is. **Anthony Turpin** stated his concern is that it is on a busy street. **Thomas A. Smith III** who lives at 216 East Point Dr, Talahi Island, approached the Planning Commission and stated at one point all these lots were Sixty feet wide. They were recombined by Ms. Sasser around 2011. The property at 107 Jones Avenue was approved by the City Council at some Fifty-three feet wide. This new lot is larger than 107 Jones Avenue. **Julie Livingston** asked how many long-term and short-term rentals you own.

Thomas A. Smith III replied he has thirteen long-term rentals. **Robert Matkowski** asked if it is his intent that this property will also be a long-term rental. **Thomas A. Smith III** replied that was his intent. **Julie Livingston** stated she did some research on how many lots were smaller than this lot throughout the city and lost count as one hundred and twenty-eight on sagis. Thirty-six were on Jones Avenue. The smallest one is forty feet. There are entire blocks of lots that are fifty-three feet wide. She stated this would not be creating a substandard lot of record there is plenty of square footage and does not seem that it would cause any kind of problem. I hope you guys can understand the importance of creating even just one unit of good rental housing. It's for the betterment of the community. **Robert Matkowski** asked Thomas A. Smith III would he be comfortable with a motion stating a ten-year commitment to a long-term rental. **Thomas A. Smith III** stated yes, he would. **Elaine McGruder** stated she does not think legally the city can put that kind of condition on a motion. **Elaine McGruder** made a motion to approve. **Julie Livingston** seconded. Voting in favor were **Marie Rodriguez, Elaine McGruder, Julie Livingston, Robert Matkowski** and **Michelle Nooney**. Voting against was **Anthony Turpin**. Motion to approve passed 5-1.

Adjournment: 7:30pm
Lisa L. Schaaf