

**MAYOR**  
Brian West

**CITY COUNCIL**  
Monty Parks Mayor pro tem  
Bill Garbett  
Spec Hosti  
Tony Ploughe  
Nick Sears  
Kathryn Williams



**INTERIM CITY MANAGER**  
Michelle Owens

**CLERK OF COUNCIL**  
Jan LeViner

**CITY ATTORNEY**  
Edward M. Hughes  
Tracy O'Connell

## **CITY OF TYBEE ISLAND**

### **AGENDA** **REGULAR MEETING OF TYBEE ISLAND CITY COUNCIL** **March 14, 2024 at 6:30 PM**

*Please silence all cell phones during Council Meetings*

#### Opening Ceremonies

- Call to Order
- Invocation: Rev. Sue Jackson, Trinity Methodist Church
- Pledge of Allegiance

#### Announcements

#### Recognitions and Proclamations

1. Chief Master Petty Officer Eric Reisner, US Coast Guard
2. Recognition of Tybee Island Fire Department

#### Consideration of Items for Consent Agenda

#### Consideration of the approval of the minutes of the meetings of the Tybee Island City Council

3. Minutes: February 22, 2024

#### Reports from Staff

4. Jen Amerell: Audit Recap

If there is anyone wishing to speak to anything on the agenda other than the Public Hearings, please approached the podium. Please limit your comments to 4 minutes

#### Consideration of Approval of Consent Agenda

#### Public Hearings

5. 2024 Private Parking Lots – Renewals - All Requirements Met
6. Site Plan Review: Right of Way Upgrades: Corner of 17th Street and Inlet Avenue, Walt Freeman
7. Special Review for a Residential Bed and Breakfast: 1206 Venetian Drive: Judith Compton

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



Consideration of Bids, Contracts, Agreements and Expenditures

- 8. Main Street: Expand Scope of Work For Tybrisa St. Electrical Upgrade
- 9. Budget Amendment: Contract Services, Executive Search for City Manager

Council, Officials and City Attorney Considerations and Comments

- 10. Bubba Hughes: Update on Forsyth STR Status
- 11. Brian West: Request economic Impact Study of proposed STR Ordinance
- 12. Nick Sears: Consideration of sending proposed STR ordinance to the Planning Commission for its review and investigation and approval or disapproval
- 13. Kathryn Williams: Request Resident Sentiment Survey

City Manager Discussion and Action Items

Minutes of Boards and Committees

- 14. Minutes: Planning Commission, 20240212

Adjournment

Executive Session

Discuss litigation, personnel and real estate

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

*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](http://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.”*

**File Attachments for Item:**

4. Jen Amerell: Audit Recap



# City of Tybee Island

## Memorandum

To: Mayor West & Members of City Council  
From: Jen Amerell, Finance Director JRA  
Date: February 12, 2024  
Re: FY23 Audit & Financials Highlights

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### Background

#### Annual Requirement:

The City is required to have an annual audit performed on our financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, as well as the related notes to the financial statements.

#### Responsibilities of Management:

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Responsibilities of Auditors:

The auditors' objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes their opinion.

#### Audit Opinion:

The City's financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Tybee Island, as of June 30, 2023, and the respective changes in financial position, and where applicable, cash flows thereof, and the budgetary comparison information for the General Fund and Room Tax Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Financial Highlights as of 6/30/23:

- The City had 11 governmental funds which includes the general fund and three enterprise funds, for a total of 14 separate funds. The accounting for each fund is kept separate for various reasons including; reporting, state statutes, city ordinances and generally accepted accounting principles.
- The combined total of all the City's funds cash balances equaled \$21 million. Cash is held with Ameris Bank which earns a return rate that mirrors the fed rates. Georgia law requires all public funds to be collateralized. The City currently has no interest rate risk or custodial credit risk. The City does not have an investment policy at this time. The total interest earned across all funds was \$530,000.
- Total fund balance of all governmental funds was \$16.2 million. The grant fund was the only fund that had a deficit fund balance. This deficit fund balance should be made whole in subsequent years. The general fund unassigned fund balance was \$4.1 million and the remaining \$12.1 million is restricted for specific use.
- Total general fund expenditures of \$16.5 million were \$575,000 less than budgeted expenditures of \$17.1 million.
- The total outstanding debt of \$12.2 million is comprised of \$2.8 million from the Marine Science Center, \$1.5 million from the Campground development, and the remaining \$7.9 million is related to prior water / sewer projects. This does not include the \$3 million approved in December 2023.
- The City established a defined benefit pension plan, administered through the Georgia Municipal Employee Benefit System (GMEBS). The Board of Trustees of GMEBS has adopted a recommended actuarial funding policy for the plan which meets state minimum requirements and will accumulate sufficient funds to provide the benefits under the plan. The funding policy adopted by Council is to contribute an amount equal to or greater than the actuarial recommended contribution rate. The rate is based on the estimated amount necessary to finance the costs of benefits earned by plan members during the year, with an additional amount to finance any unfunded accrued liability. City contributions were \$494,662.
- The City's financial statements are 50 pages and growing longer and more complex every year. A beginning level and overview of the financial statements can be found in the Management's Discussion and Analysis on pages IV to XIV.

**File Attachments for Item:**

5. 2024 Private Parking Lots - Renewals

All Requirements Met

**MAYOR**  
Brian Wesst

**CITY COUNCIL**  
Monty Parks, Mayor Pro Tem  
Bill Garbett  
Michael "Spec" Hosti  
Tony Ploughe  
Nick Sears  
Kathryn Williams



CITY OF TYBEE ISLAND

**INTERIM CITY  
MANAGER**  
Michelle Owens

**CLERK OF COUNCIL**  
Janet LeViner

**CITY ATTORNEY**  
Edward M. Hughes

**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: March 14, 2024

Item: Private Parking Lot Renewals for 2024

Explanation: Private Parking Lot renewals: All requirements met

Budget Line Item Number (if applicable): \_\_\_\_\_

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

\* **Electronic submissions are requested but not required. Please email to [jleviner@cityoftybee.org](mailto: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](mailto:sshaver@cityoftybee.org)

Comments: \_\_\_\_\_

Date given to Clerk of Council February 28, 2024

P.O. Box 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749  
(866) 786-4573 – FAX (866) 786-5737  
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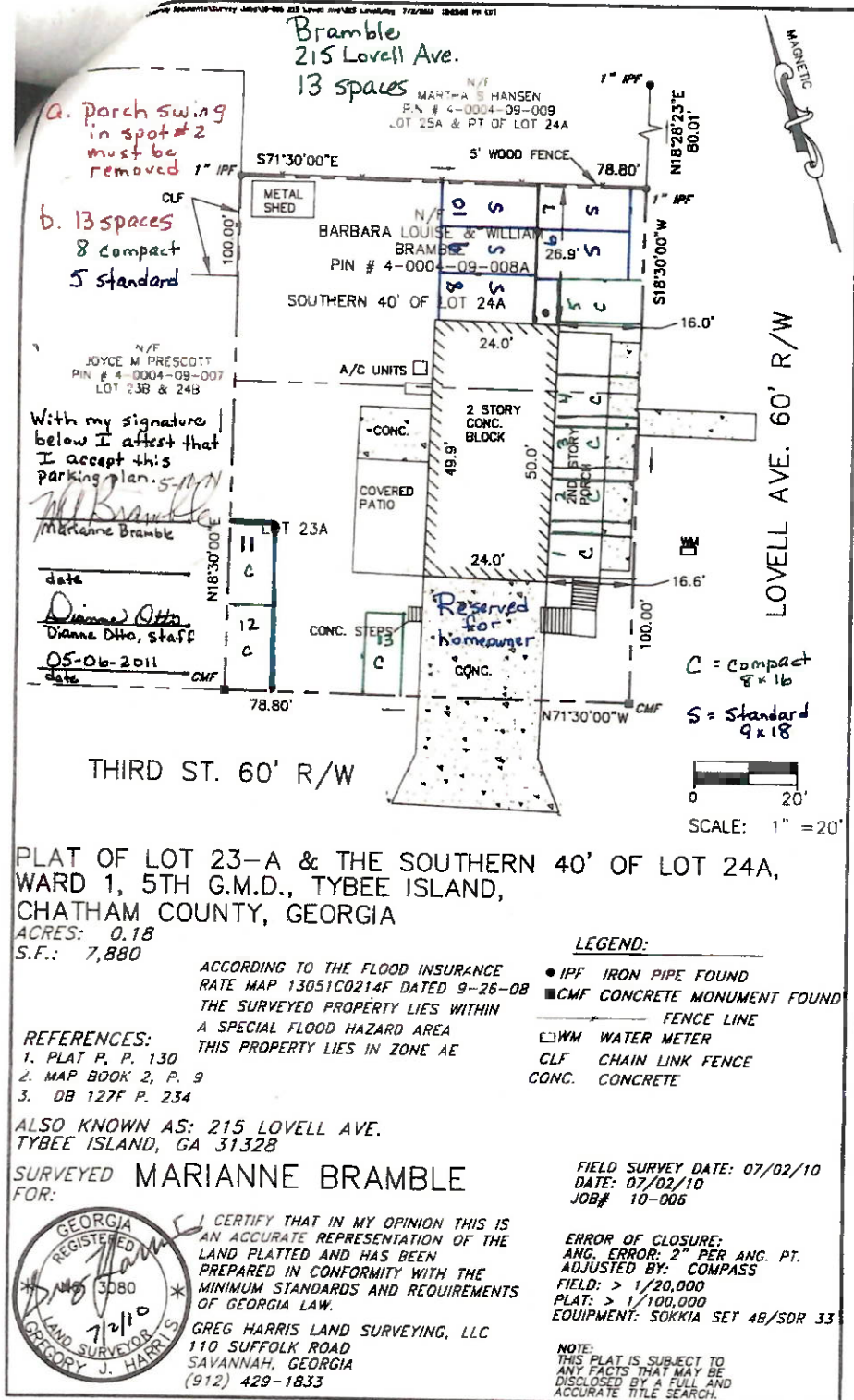
Item #5.

# Private Parking Lots

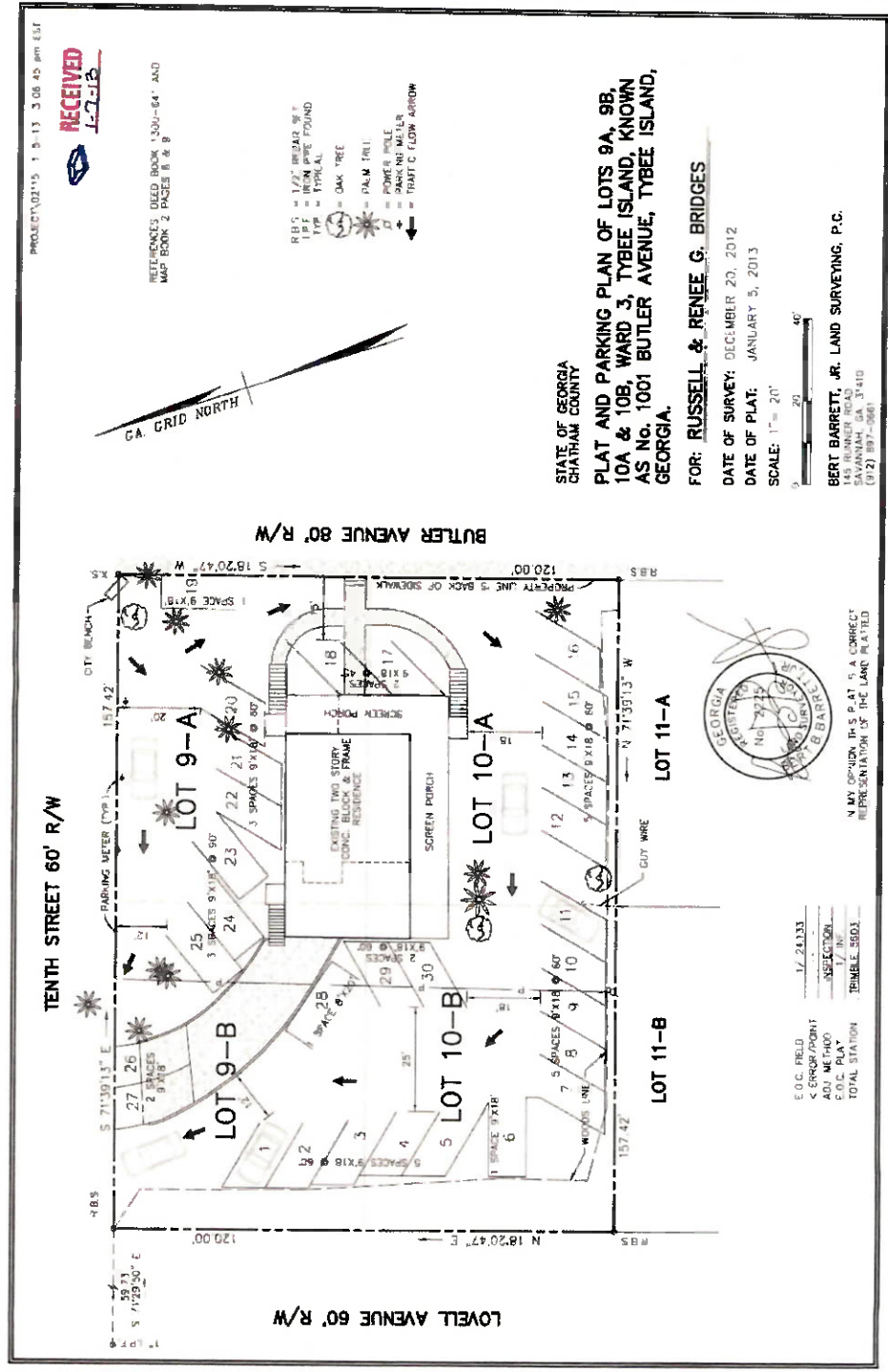


<b>PRIVATE PARKING LOTS</b>										
<b>NAME</b>	<b>ADDRESS</b>	<b>LICENSE</b>	<b>YEARS</b>	<b>SURVEY/SITE PLAN</b>	<b>CITATIONS</b>	<b>INS</b>	<b># SPACES</b>	<b>ZONE</b>		
BRAMBLE FAMILY PARKING	215 LOVELL AV	1785	2009-2023	YES	0	YES	13	R-2		
RENEE G. BRIDGES PARKING	1001 BUTLER AV	1331	2006-2023	YES	0	YES	30	R-2		
JOYCE PRESCOTT PARKING	214 2ND AV	2192	2011-2023	YES	0	YES	12	R-2		
JACK ROSENBERG PARKING	203 14TH ST	2024	2010-2023	YES	0	YES	12	R-2		
HOTEL TYBEE(PARKING)	1401 STRAND	1360	2006-2023	YES	0	YES	128	C-1		
SUNRISE PARKING	1511 BUTLER AV	1287	2006-2023	YES	0	YES	39	C-1		

# Bramble Family Parking



# Renee G. Bridges Survey and Site Plan

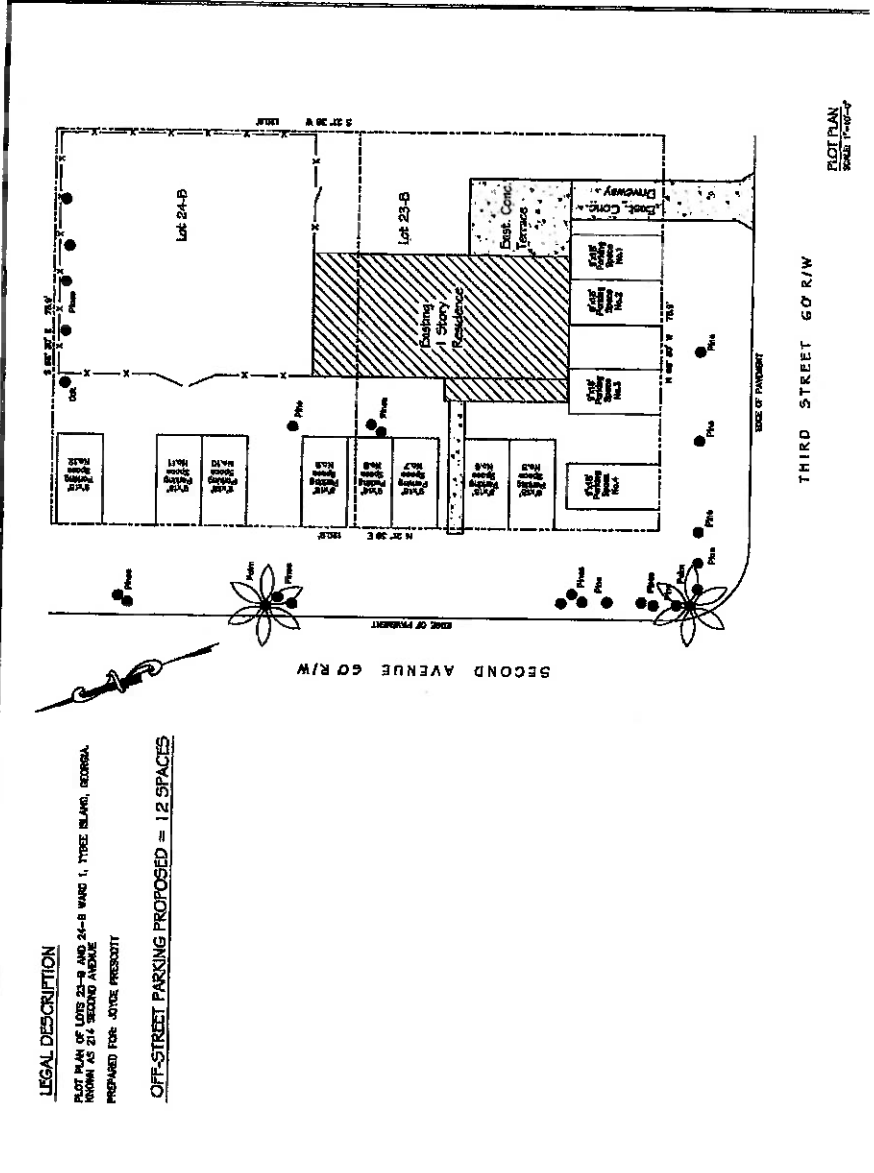


# Joyce Prescott Parking

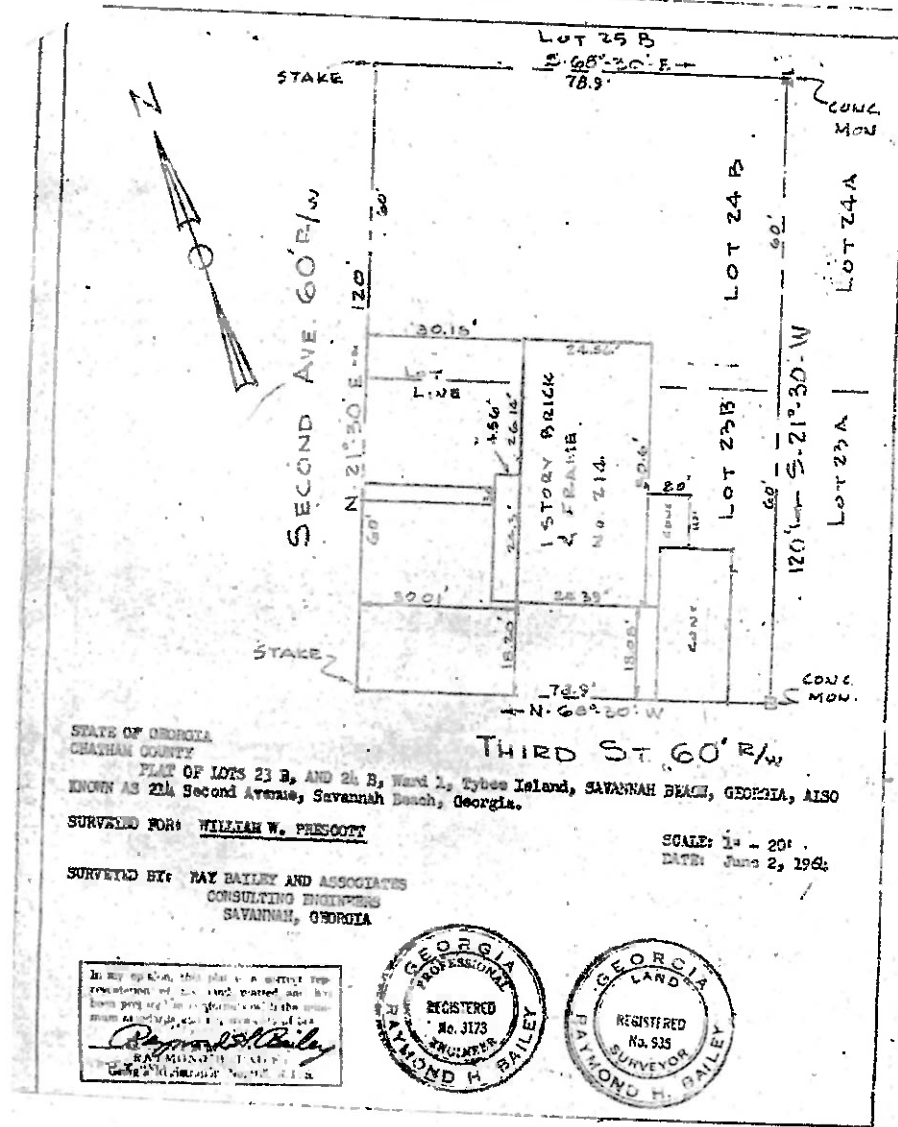
**LEGAL DESCRIPTION**

PLAT PLAN OF LOTS 23-B AND 24-B WARD 1, TOWNE BLVD., GEORGIA.  
 ROWNY AS 214 SECOND AVENUE  
 PREPARED FOR: JOYCE PRESCOTT

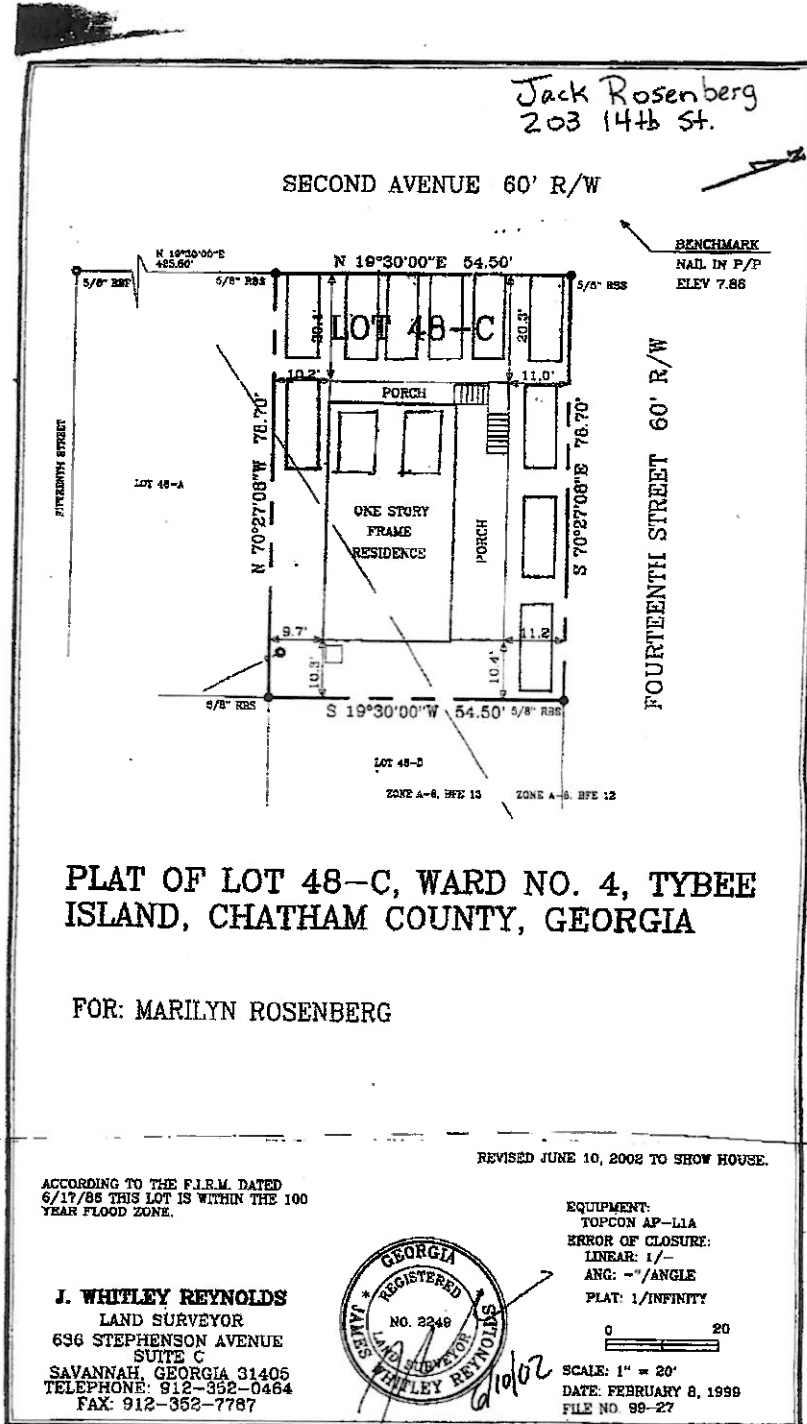
**OFF-STREET PARKING PROPOSED = 12 SPACES**



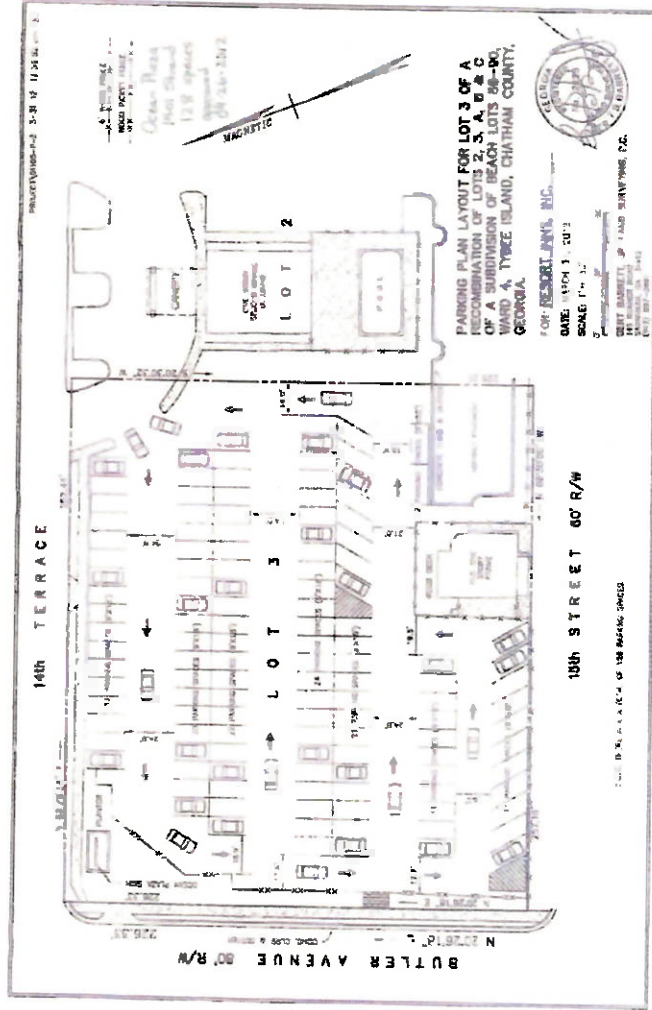
# Joyce Prescott parking



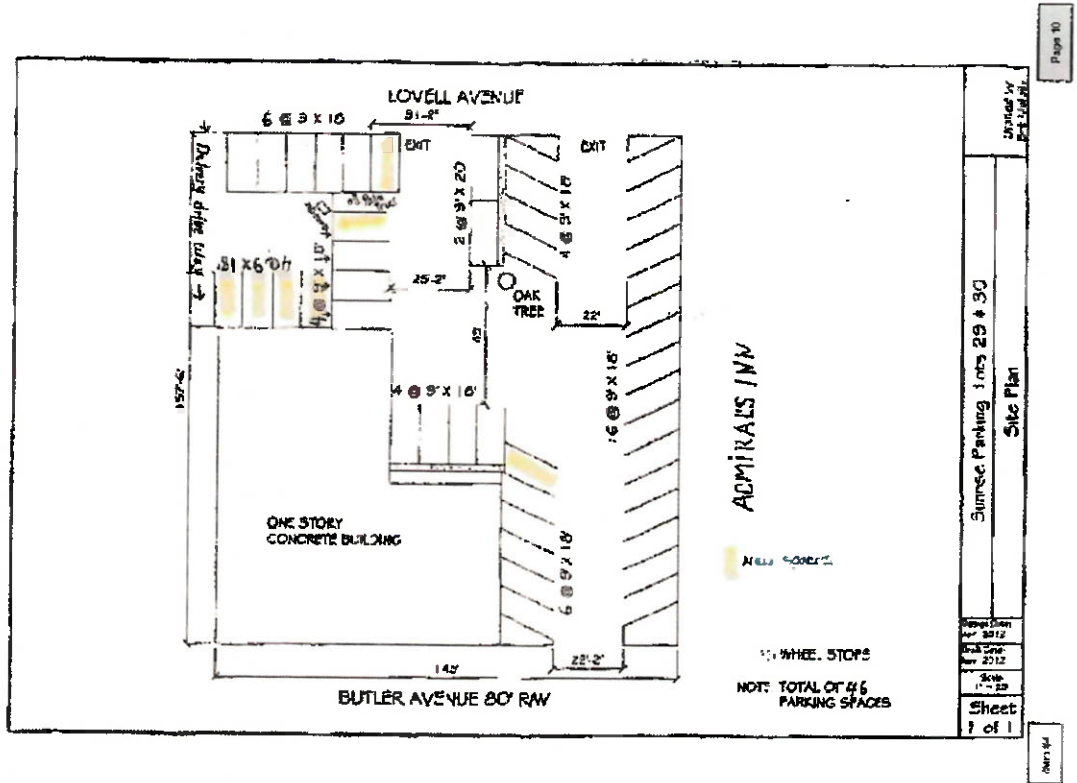
# Jack Rosenberg Parking



# Hotel Tybee Parking

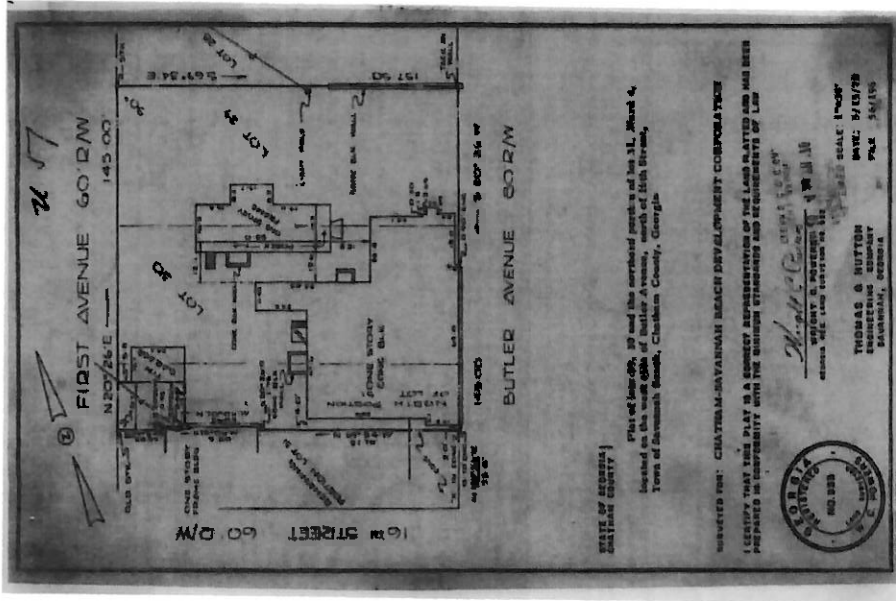


# Sunrise Parking





# Sunrise Parking



**File Attachments for Item:**

6. Site Plan Review: Right of Way Upgrades: Corner of 17th Street and Inlet Avenue, Walt Freeman



# STAFF REPORT

PLANNING COMMISSION MEETING: February 12, 2024

CITY COUNCIL MEETING: March 14, 2024

LOCATION: Corner of 17<sup>th</sup> St. and Inlet Ave.

PIN: Beside 40008 18001

APPLICANT: Walt Freeman

OWNER: COTI

EXISTING USE: Right of Way

PROPOSED USE: Right of Way

ZONING: C1

PROPOSED ZONING: C-1

USE PERMITTED BY RIGHT: Yes

COMMUNITY CHARACTER MAP: The Strand/Historic Downtown District

APPLICATION: Site plan review for right of way upgrades

PROPOSAL: The applicant requests site plan approval for right of way upgrades.

ANALYSIS: Mr. Freeman is developing the site at 17<sup>th</sup> and Inlet into four townhomes. In conjunction with this project he would like to improve the right of way around his development. Due to the extent of the improvements our City Attorney recommended this go through the site plan approval process so City Council could review the project. The project consists of a paver sidewalk, five designated paver parking spaces, curbing and landscaping. Both our public works director and our parking director approve of the project.

The Comprehensive Plan describes the Strand/Historic Downtown District in which it lies as follows:

*This area functions as the traditional Main Street of Tybee Island. The mix of uses includes shopping, restaurant, hotels/lodging, museums/public education, pavilion, and public parking.*

<i>Comprehensive Plan – Community Character Area The Strand/Historic Downtown District</i>		<i>Meets Strategy Y/N or N/A</i>
<i>Recommended Development Strategies</i>		
1.	Future development and redevelopment should be very pedestrian oriented with safe connections to adjacent neighborhoods and commercial areas	Y
2.	Promote mixed densities of residential development, including upstairs residential over commercial.	N/A
3.	Encourage mixed uses to provide for the daily needs of residents and tourists.	N/A
4.	Commercial uses should be low intensity and consistent with the existing character.	N/A
5.	Encourage development/redevelopment of existing vacant properties and underutilized structures	N/A
6.	Encourage the preservation, restoration and adaptive reuse of historic structures through incentives	N/A
7.	Beautification and façade improvement projects should be implemented to improve area aesthetics	Y

STAFF FINDING

Staff recommends approval.

*This Staff Report was prepared by George Shaw.*

ATTACHMENTS

- A. Site plan review application
- B. Site plans
- C. Property card
- D. SAGIS map



**CITY OF TYBEE ISLAND  
SITE PLAN APPROVAL APPLICATION**

Fee  
Commercial \$500  
Residential \$250

*Pd 1/25/24*

Applicant's Name Walt Freeman

Address and location of subject property 104 17th Street Tybee Island

PIN 40008 18001 In Front of this Inlet/17th Applicant's Telephone Number 9125081711

Applicant's Mailing Address 1801 Chatham Ave Tybee Island Ga

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

Pay For and Develop City Parking, Curbing and Sidewalks and Landscaping at 104 17th Street on Corner of Inlet and 17th

Property Owner's Name Walt Freeman Telephone Number 9125081711

Property Owner's Address 1801 Chatham Ave Tybee Island Ga

Is Applicant the Property Owner?  Yes  No

If Applicant is the Property Owner, Proof of Ownership is attached:  Yes

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.  Yes

Current Zoning of Property C-1 City Owned Current Use Grass Parking area owned by the City

Names and addresses of all adjacent property owners are attached:  Yes

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.

*Walter Freeman*

12/13/23

Signature of Applicant

Date

NOTE: Other specific data is required for each type of Site Plan Approval.

Fee Amount \$ 250.00 Check Number on line Date 1/25/24

City Official *[Signature]*

NOTE: This application must be accompanied by following information:

- 1 copy, no smaller than 11 x 17, of the proposed site plan and architectural renderings.
- 1 copy, no smaller than 24 x 36, of the engineered drainage and infrastructure plan.
- 1 copy, no smaller than 11 x 17, of the existing tree survey and the tree removal and landscaping plan.
- Disclosure of Campaign Contributions

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

The Mayor and Council will not act upon a zoning decision that requires a site plan until the site plan has met the approval of the City’s engineering consultant. (Note: Section 5-080 (A) requires, “Once the engineer has submitted comments to the zoning administrator, a public hearing shall be scheduled.”)

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

*Walter Freeman*

Signature of Applicant

12/12/23

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 X \_\_\_\_\_

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 Walter Freeman

Printed Name Walt Freeman

Date 12/12/23

**Sec. 5-080. - Site plan approval.**

The site plan approval process is intended to provide the general public, planning commission, and mayor and council with information pertinent to how a new development will affect the surrounding area and the city as a whole and to ensure compliance with all applicable regulations and considerations as hereinafter stated. Where a variance, special review, or any other land development activity is involved in connection with a site plan, the standards applicable to the variance, special review, and/or land development activity applied for shall apply.

(A) **Process.** Upon submittal of the site plan, the designated city official will review the site plan or noticeable discrepancies and determine if there is a need to apply for other zoning actions. The site plan is then forwarded to the city's consulting engineer. Once the engineer has submitted comments to the designated city official, a public hearing before the planning commission shall be scheduled. The public hearing shall be held regardless of whether the site plan meets the requirements of this Land Development Code. Until the applicant addresses all of the engineer's comments and the site plan is satisfactory, the mayor and council will not consider the plan. In addition to all other requirements, any applicant for a site plan must identify all prior site plan applications made by the applicant, any affiliates/relatives, corporate or business entities in which the applicant has had an interest for the property which is the subject matter of the current application. The applicant must identify any parking meters proposed to be eliminated from city rights-of-way by the proposed site plan implementation. The applicant must demonstrate compliance with all other applicable ordinances including but not limited to stormwater, flood damage prevention, and buffering. In considering a site plan, the mayor and council may consider whether the proposed development will be unreasonably detrimental to adjacent or nearby uses and whether the proposed development will adversely impact existing conditions in the overall neighborhood, including but not limited to:

- (1) The impact or lack thereof on available resources and utilities.
- (2) Whether the proposed development is of a scale and mass so as to be compatible with the character of the neighborhood.
- (3) Whether the proposed development is consistent with the character area under the master plan.
- (4) Density considerations for the neighborhood including demands on infrastructure, traffic, and other relevant factors. In considering a site plan, the mayor and council may approve or deny the application as submitted, or add or delete conditions appropriate to protecting the interest of the applicant as well as those of nearby properties. Buffering requirements beyond those expressly identified may also be imposed. If conditions are added or deleted the applicant must subsequently submit a revised plan of the proposed development to the designated city official and all such conditions that had been added or deleted must be accepted by the city's consulting engineer. If all of the foregoing requirements have been satisfied and further if the mayor and council find that the benefits of and need for the proposed use and project are greater than any possible depreciating effects and damages to the neighboring properties, the application may be granted.

(B) **Other zoning actions.** Because special review, variances and map amendments require site plans, site plan review may be the first step in the permitting process, however, the site plan should identify any other zoning actions necessary in order for the intended development to be constructed so that a public hearing can be held on all such zoning actions simultaneously with the public hearing on the site plan. Site plan approval should encompass approval of all other zoning actions necessary to accomplish the development, however, if the intended development is to be altered from an approved site plan, additional public hearing and review is necessary if an additional special review, variance or map amendment is necessitated by the proposed alteration.

(C) **Site plan longevity.** After a site plan has been approved by the mayor and council it shall be valid for a period of 18 months from the date of approval. If a building permit has not been obtained and work has not begun, the site plan approval shall be void and a new application must be submitted for site plan approval.

(Ord. No. 1999-26, 8-12-1999; Ord. No. 2002-15, 7-11-2002; Ord. No. 2002-15, amended 1-9-2003; Ord. No. 1999-26, amended 8-12-1999; Ord. No. 1999-19, amended 6-15-1999; Ord. No. No. 2005-14, § 1, 5-26-2005; Ord. No. 2005-14, § 1, 5-26-2005; Ord. No. 01-2015, § 1, 1-15-2015)



## George Shaw

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**From:** Pete Ryerson  
**Sent:** Thursday, December 14, 2023 2:16 PM  
**To:** George Shaw  
**Subject:** Re: Corner of Inlet and 17th

After review of the plans for 14th/Inlet, Parking believes it will be a positive change for that area.

Pete Ryerson  
Director  
Parking Services  
City of Tybee Island  
912-472-5101

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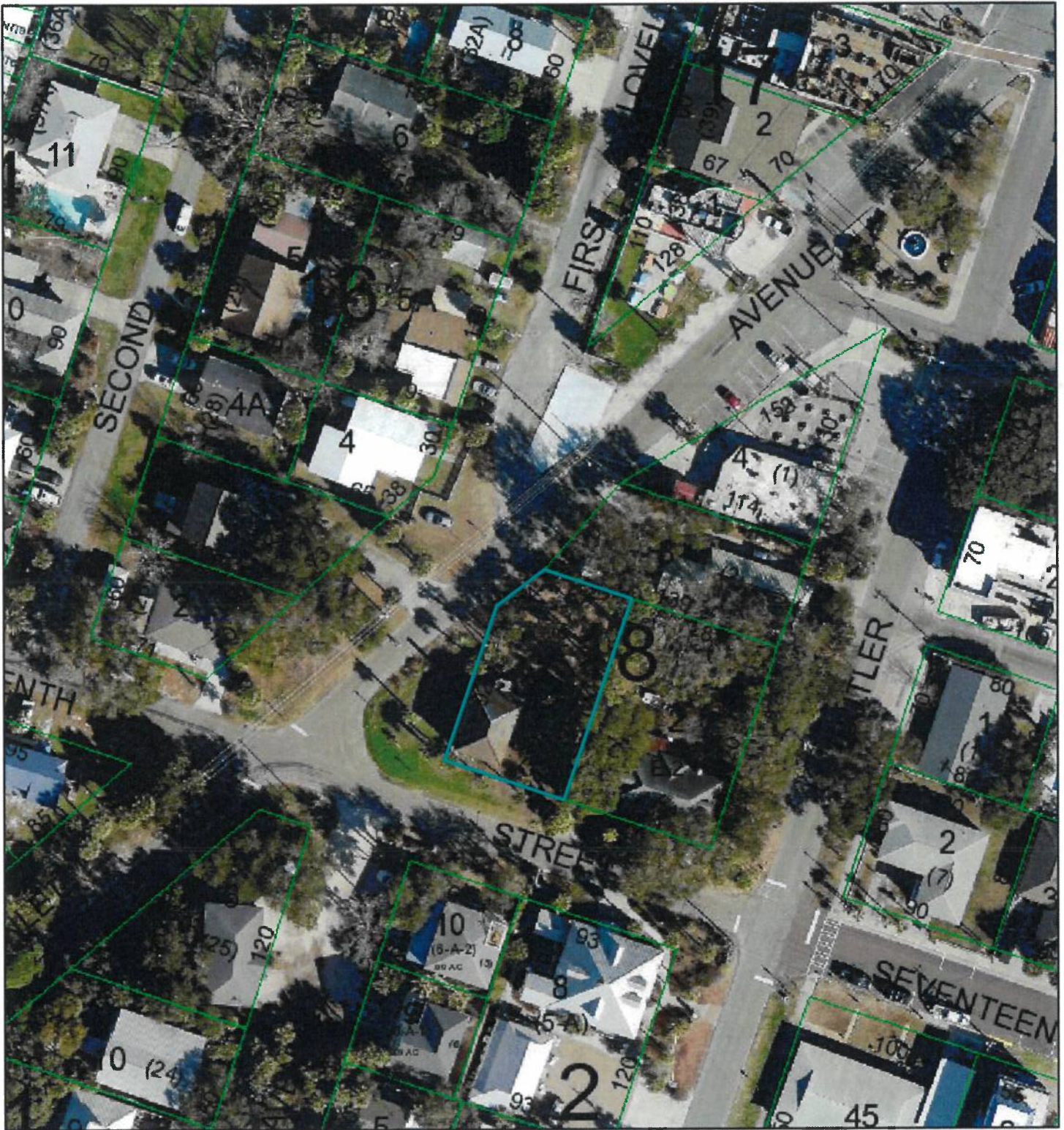
**From:** George Shaw <gshaw@cityoftybee.gov>  
**Sent:** Wednesday, December 13, 2023 11:50 AM  
**To:** Peter Gulbranson <peter.gulbranson@cityoftybee.gov>; Pete Ryerson <Pryerson@cityoftybee.gov>  
**Cc:** Michelle Owens <Michelle.owens@cityoftybee.gov>; Cassidi Kendrick <cassidi.kendrick@cityoftybee.gov>  
**Subject:** Corner of Inlet and 17th

All,

Walt has submitted his site plan application for the streetscape improvements at this corner. As he showed us in the field it includes sidewalk, curbing, designated parking and landscaping. I will at least need written approval from the Petes. If Michelle and Cassidi would like to comment that this doesn't interfere with any known future city plans for the area that would be nice but if you don't wish to comment I think that would be fine as well. The plans will be in our office if you want to see them. The project will go to PC in January and CC in February.

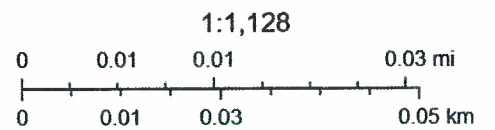
George

# SAGIS Map Viewer



2/5/2024, 11:30:23 AM

 Property Boundaries (Parcels)



SAGIS

**Current Owner**

Current Owner	Co-Owner	Care Of	Mailing Address
SOUTHERN BELLE RENTALS, LLC			331 TATTNALL STREET SAVANNAH GA 31401

**Original Owner (January 1)**

Owner	Co-Owner	Address 1	Address 2	City	State	Zip
SOUTHERN BELLE RENTALS, LLC		331 TATTNALL STREET		SAVANNAH GA		31401

**Parcel**

Status	ACTIVE
Parcel ID	40008 18001
Category Code	RES - Residential
Lot #	2961304
Address	104 17TH ST
Unit # / Suite	
City	TYBEE ISLAND
Zip Code	31328-
Neighborhood	20275.00 - T275 TYBEE INNERSOUT
Legal Units	
Zoning	C-1
Class	R3 - Residential Lots
Appeal Status	

**Legal Description**

Legal Description	WEST PART OF LOT 3 AND PART OF LOT 4 WARD 5 TYBEE ISLAND
Deed Book	2412
Deed Page	0111

**Permits**

Permit #	Permit Date	Status	Type	Amount
2023-0513	11/20/2023	In Process	NC - NEW CONSTRUCT	\$2,700,000.00
30239	05/30/2023	Complete	AD - ADDITION	\$5,000.00

**Inspection**

Inspection Date	Reviewer ID
2/19/2023	RKRYZAK
1/13/2023	RKRYZAK
8/29/2023	RKRYZAK
3/15/2023	RKRYZAK
2/0	RKRYZAK

Item #6.

Tax Year	Land	Building	Appraised Total	Reason
2023	481,300	33,600	514,900	
2022	481,300	30,200	511,500	
2021	282,100	26,500	308,600	
2020	282,100	43,100	325,200	
2019	282,100	41,000	323,100	
2018	282,100	40,900	323,000	
2017	282,100	29,500	311,600	
2016	282,100	30,000	312,100	
2015	281,400	31,300	312,700	
2014	281,400	30,200	311,600	

**Sales**

Sale Date	Sale Price	Sale Validity	Instrument	Book - Page	Grantor	Grantee
3/15/2021	0	U	LD	2412 - 0111	FREEMAN WALTER J.	SOUTHERN BELLE RENTALS, LLC
1/05/2020	470,000	Q	LD	2132 - 0536	LEON JOHN MICHEL, III, WALTER EUGENE CRA	FREEMAN WALTER J.
2/22/2007	0	U	NA	321N - 500	LOGAN MARGARET MARY	THOMAS JOSEPHINE MICHEL
7/27/2002	0	U	NA	239U - 665	MICHEL JOSPEHINE U/W	LOGAN MARGARET ET AL

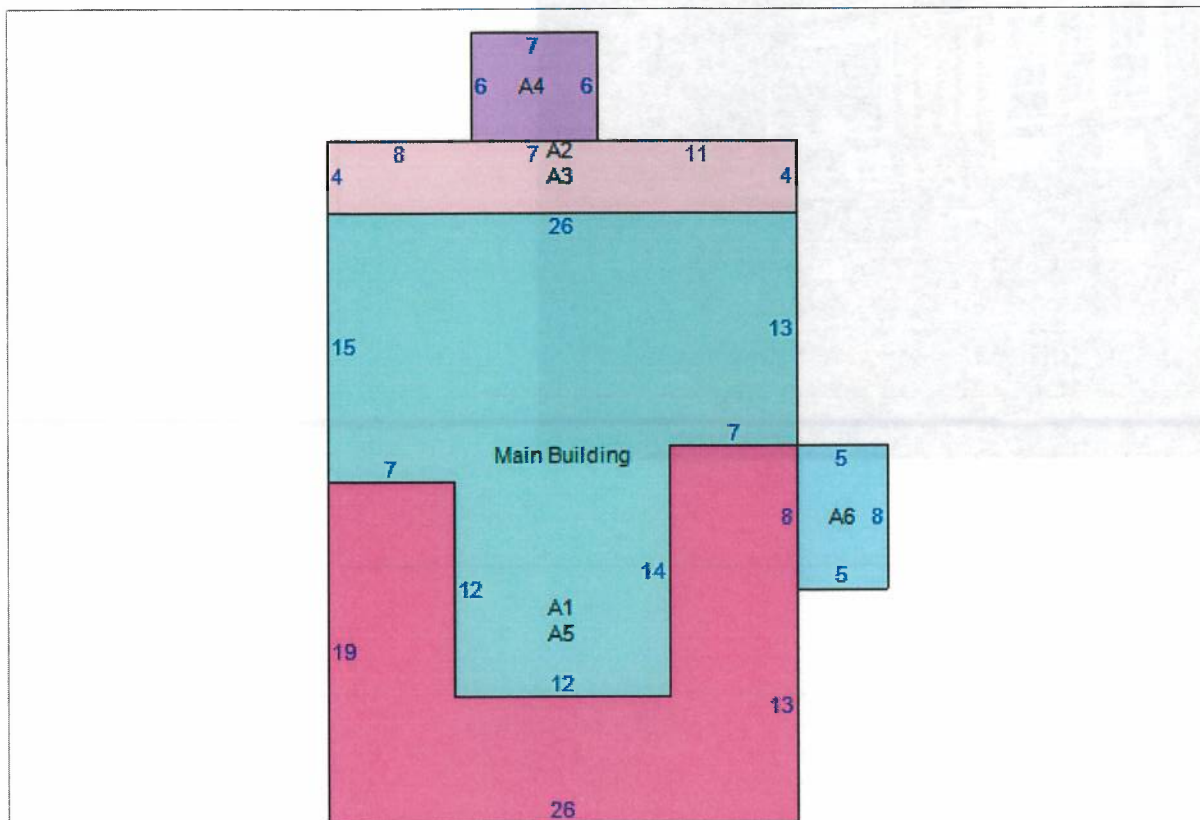
**and**

Line Number	1
and Type	U - UNIT
and Code	01 - SINGLE FAMILY RES
quare Feet	0
res	.19
fluence Factor 1	75
fluence Reason 1	
fluence Factor 2	
fluence Reason 2	

**Residential Building**

ard #	1
ctual Year Built	1930
ffective Year Built	1960
ype	1 - Single Family Residence
yle/Stories	2 - TWO STORY
ercent Complete	100
uality	300
ondition	AV - AVERAGE
iving Area	1,404
asement Area	0
nish Item #6. ent Area	No
edre	2
... ..	...

ard # Description Year Built: Grade: Units: Override: Area:  
 1637 : STORAGE BUILDING, WOOD 1970 C 1 400

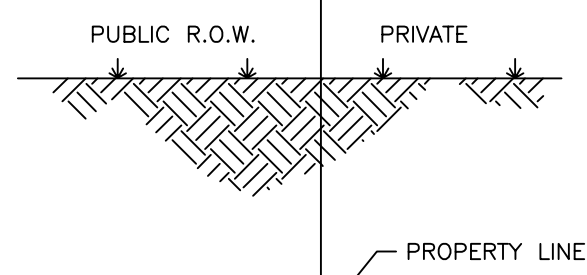
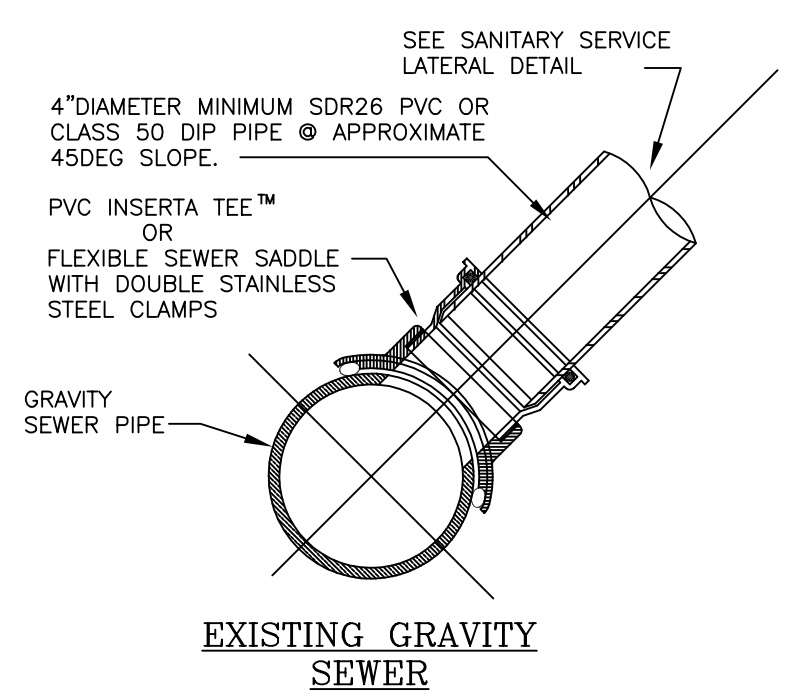
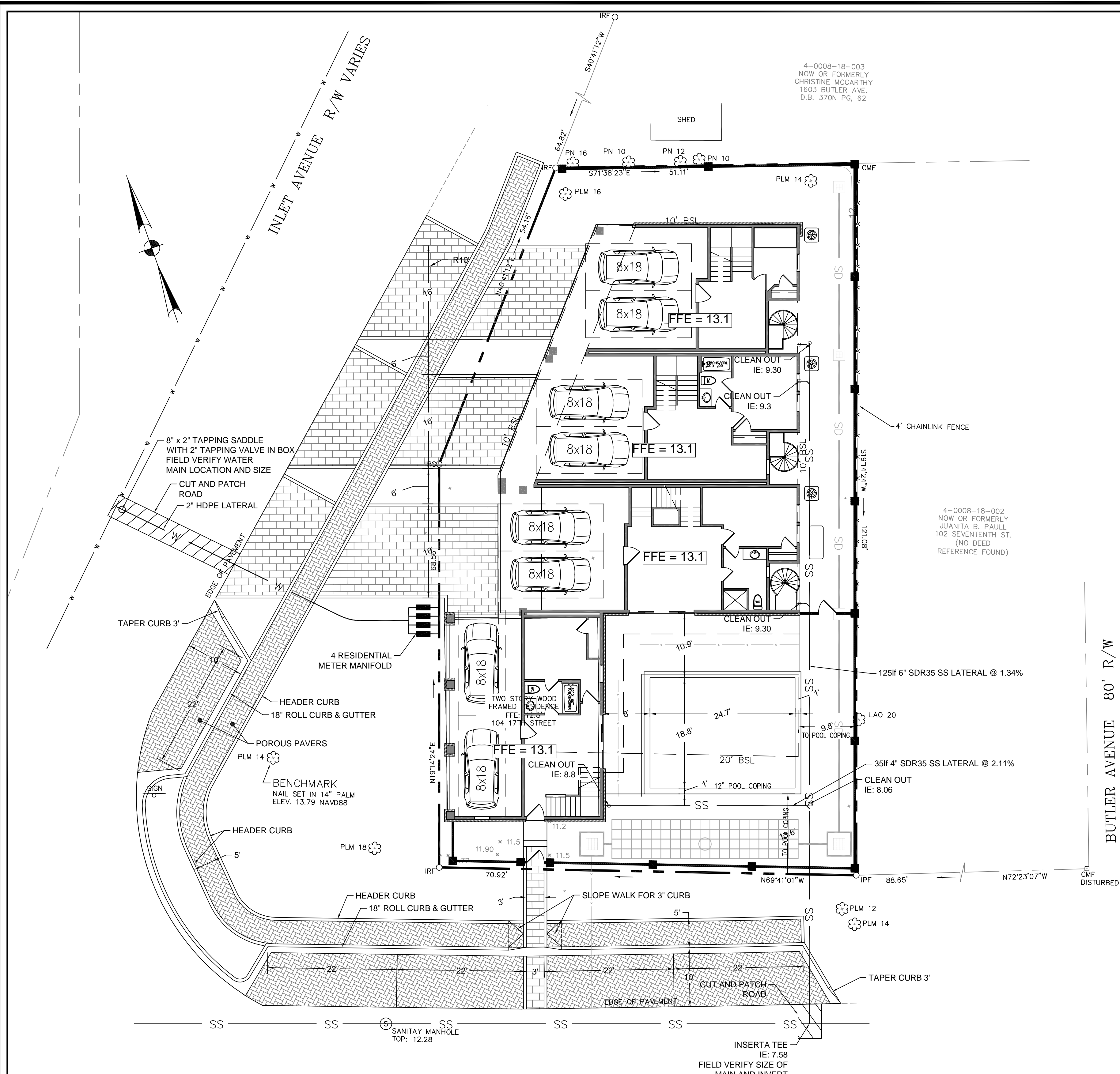


Item	Area
Main Building	520
- 1637:STORAGE BUILDING, WOOD	400
A1 - 100:100- LIVING SPACE	364
A2 - 904:904-Slab Porch (SF) with Roof	104
A3 - 907:907-Enclosed Porch (SF), Scree	104
A4 - 909:909-Enclosed Porch (SF), Solid	42
A5 - 909:909-Enclosed Porch (SF), Solid	364
A6 - 909:909-Enclosed Porch (SF), Solid	40



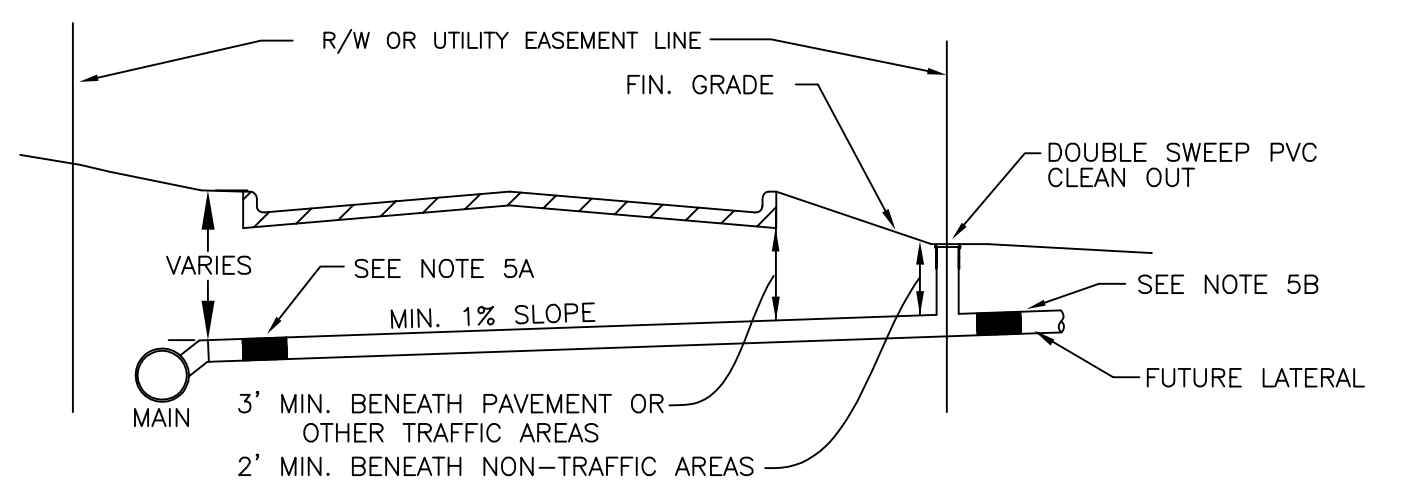
4-0008-18-003  
 NOW OR FORMERLY  
 CHRISTINE MCCARTHY  
 1603 BUTLER AVE.  
 D.B. 370N PG, 62

4-0008-18-002  
 NOW OR FORMERLY  
 JUANITA B. PAULL  
 102 SEVENTENTH ST.  
 (NO DEED  
 REFERENCE FOUND)



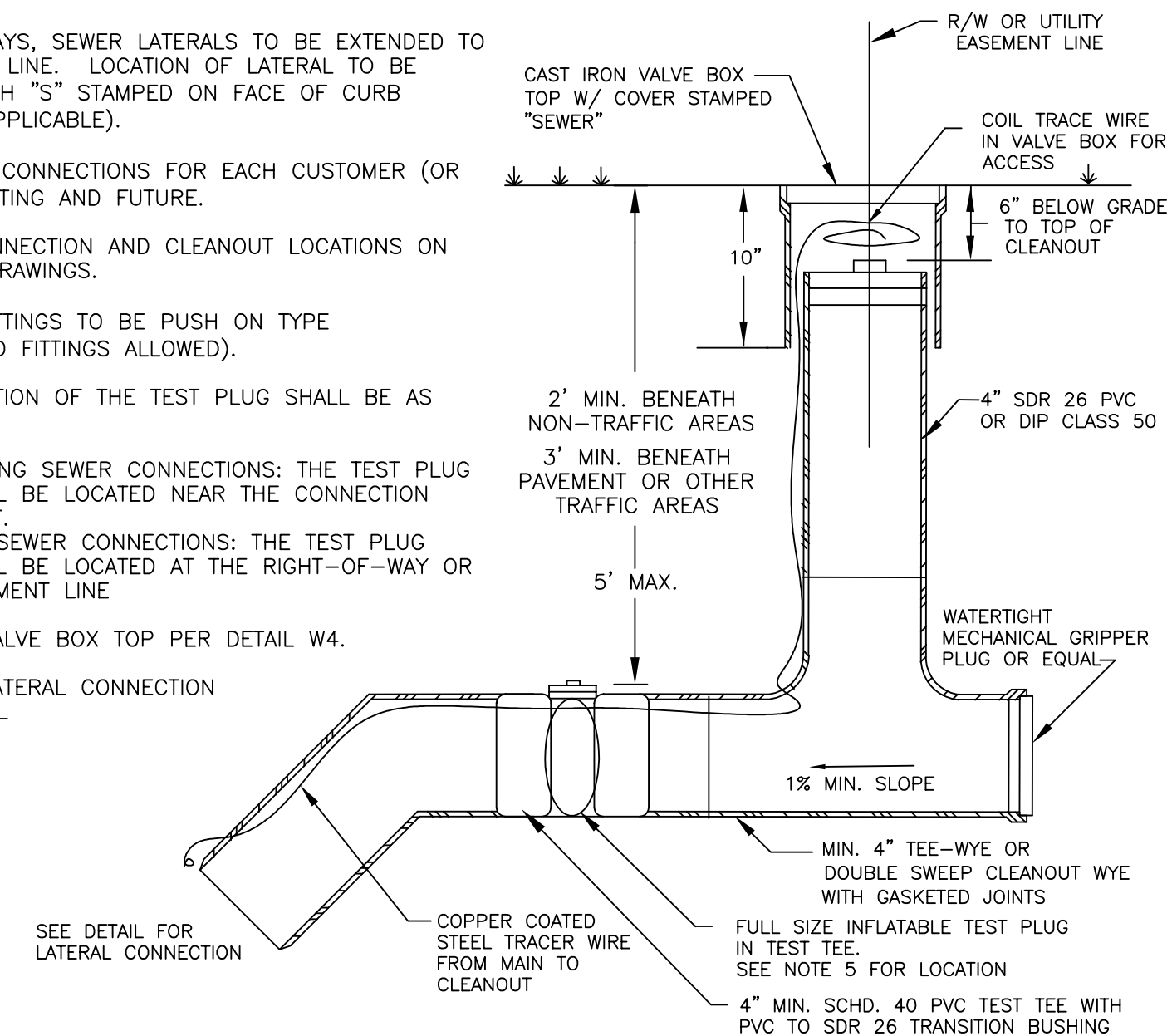
- NOTES:**
1. THE TEE-WYE SHALL BE SET AT THE PROPER DEPTH TO ACCOMMODATE THE PROPOSED OR EXISTING HOUSE LATERAL.
  2. CONNECT TRACER WIRE ON LATERAL TO TRACER WIRE ON MAIN WITH SPLICE CONNECTOR.
  3. CONTRACTOR SHALL NOTIFY THE CITY WASTEWATER CONVEYANCE DEPARTMENT 24 HOURS PRIOR TO CONNECTION TO EXISTING GRAVITY SEWER PIPE. ALL CONNECTIONS TO THE EXISTING GRAVITY SEWER PIPE MUST BE INSPECTED BY THE CONVEYANCE DEPARTMENT PRIOR TO BACK FILLING.

**SANITARY SERVICE LATERAL CONNECTION**



**NOTES:**

1. IN ROADWAYS, SEWER LATERALS TO BE EXTENDED TO PROPERTY LINE. LOCATION OF LATERAL TO BE NOTED WITH "S" STAMPED ON FACE OF CURB (WHERE APPLICABLE).
2. PROVIDE CONNECTIONS FOR EACH CUSTOMER (OR LOT), EXISTING AND FUTURE.
3. SHOW CONNECTION AND CLEANOUT LOCATIONS ON RECORD DRAWINGS.
4. ALL 4" FITTINGS TO BE PUSH ON TYPE (NO GLUED FITTINGS ALLOWED).
5. THE LOCATION OF THE TEST PLUG SHALL BE AS FOLLOWS:
  - A: EXISTING SEWER CONNECTIONS: THE TEST PLUG SHALL BE LOCATED NEAR THE CONNECTION POINT.
  - B: NEW SEWER CONNECTIONS: THE TEST PLUG SHALL BE LOCATED AT THE RIGHT-OF-WAY OR EASEMENT LINE
6. INSTALL VALVE BOX TOP PER DETAIL W4.
7. INSTALL LATERAL CONNECTION PER DETAIL



**SANITARY SERVICE LATERAL**

- WATER NOTES:**
1. NO IRRIGATION SYSTEM IS PROPOSED FOR THIS PROJECT
  2. FIRE PROTECTION SYSTEM IS NOT INCLUDED FOR THIS PROJECT
  3. NO INDUSTRIAL WASTEWATER WILL BE DISCHARGED FROM PROJECT

REVISIONS NO.	DATE	DESCRIPTION

**MAUPIN** <sup>tm</sup>  
 engineering

114 WEST 42<sup>ND</sup> STREET  
 SAVANNAH, GA 31401 • GENERAL@MAUPINENGINEERING.COM

**STAKING PLAN & UTILITY PLAN**  
 104 17th Street

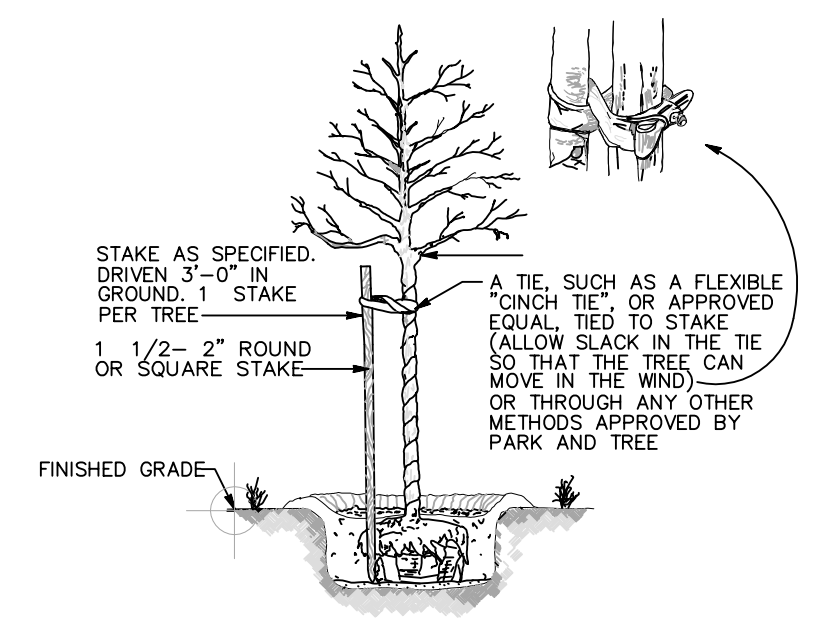
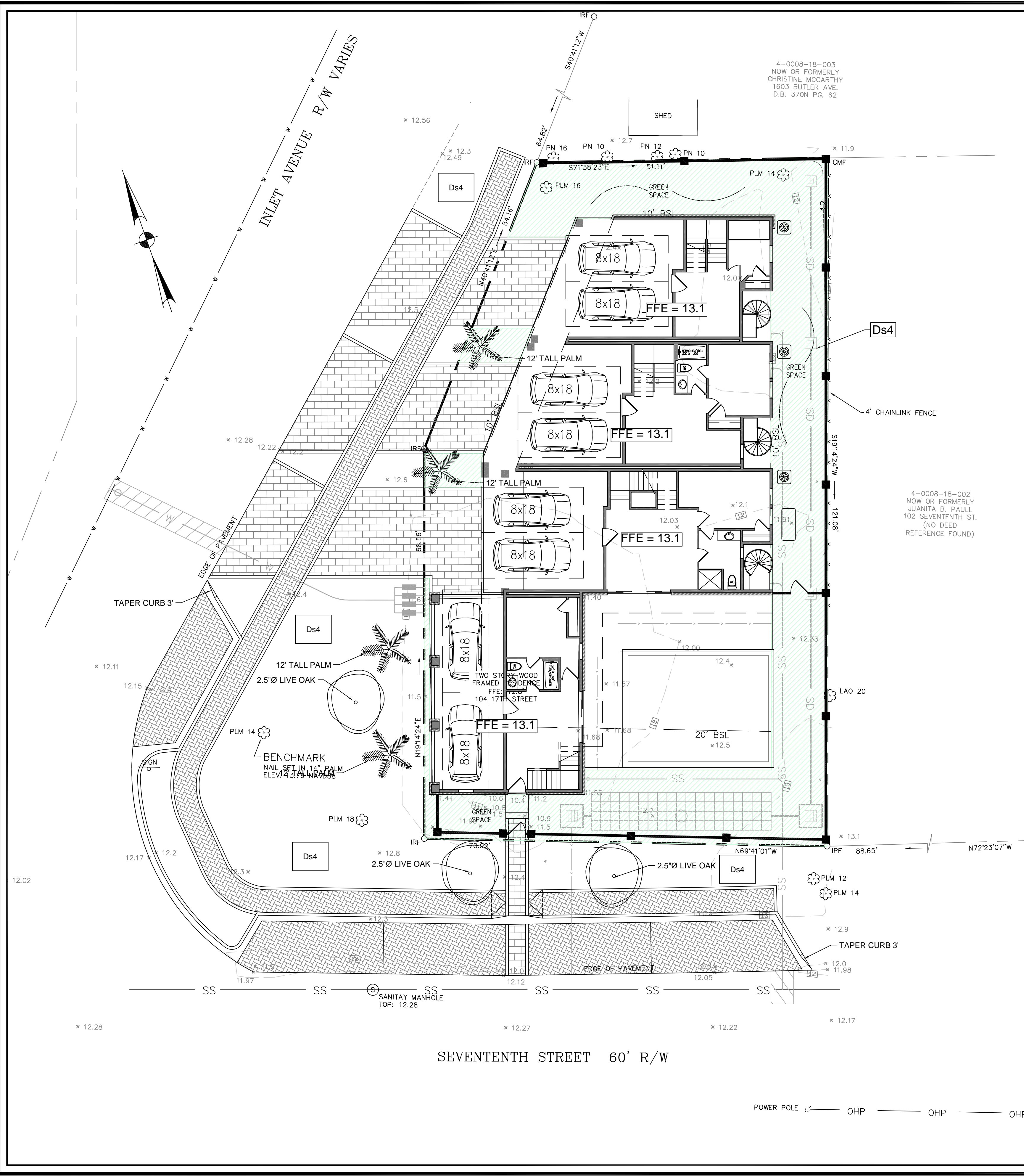
LEVEL II E&S  
 REGISTERED PROFESSIONAL ENGINEER  
 No. 23758  
 W. A. MAUPIN

CERT. #21051 EXP: 12/01/2024  
 STATUS: **RELEASED FOR CONSTRUCTION**  
 DRWN: JAM 7-25-2023  
 CHK'D: JAM DATE

SHEET NO. **C.3**  
 238-22-03

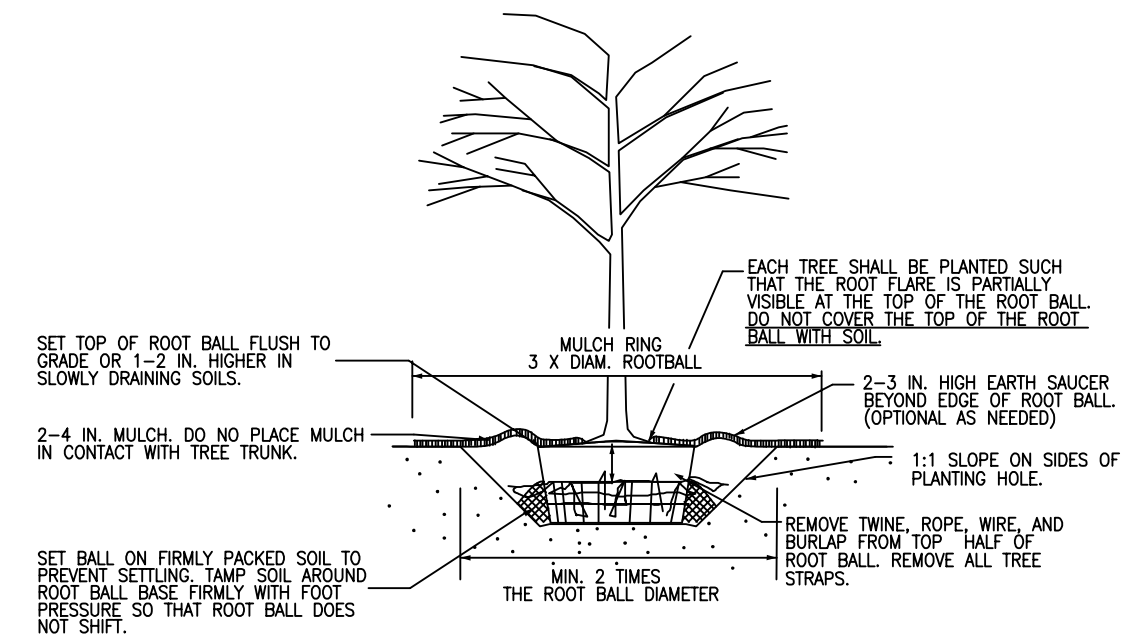
4-0008-18-003  
NOW OR FORMERLY  
CHRISTINE MCCARTHY  
1603 BUTLER AVE.  
D.B. 370N PG. 62

4-0008-18-002  
NOW OR FORMERLY  
JUANITA B. PAULL  
102 SEVENTENTH ST.  
(NO DEED  
REFERENCE FOUND)



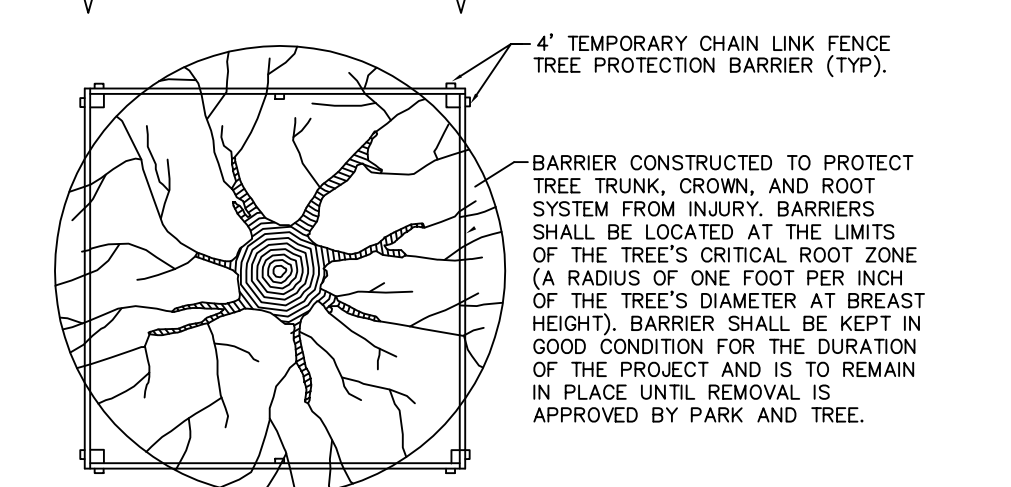
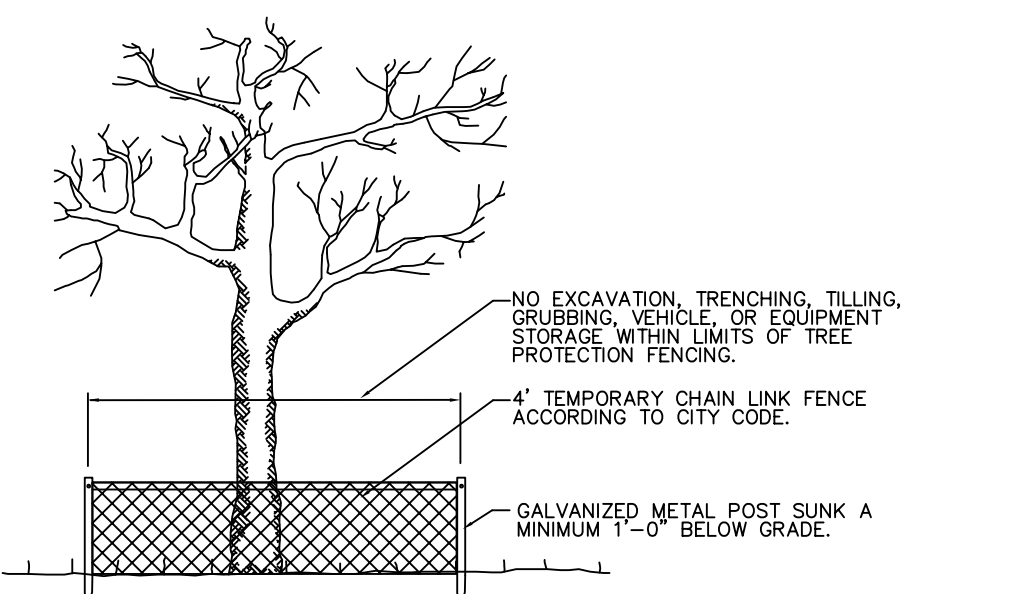
NOTES  
1. STAKE TREES ONLY WHEN NECESSARY. STAKES SHALL BE REMOVED 6 MONTHS AFTER PLANTING.  
2. OTHER ALTERNATE STAKING METHODS MAY BE USED UPON APPROVAL BY PARK AND TREE.

**Tree Staking  
NTS**



NOTES  
1. PRUNE ONLY CROSSOVER LIMBS, CO-DOMINANT LEADERS, AND BROKEN OR DEAD BRANCHES. SOME INTERIOR TWIGS AND LATERAL BRANCHES MAY BE PRUNED, HOWEVER, DO NOT REMOVE THE TERMINAL BUDS OF BRANCHES THAT EXTEND TO THE EDGE OF THE CROWN. ALL PRUNING SHALL CONFORM TO ANSI AND STANDARDS. IMPROPERLY PRUNED TREES MAY BE REJECTED BY THE CITY.  
2. STAKE TREES ONLY WHEN NECESSARY. SEE CITY TREE STAKING DETAILS.

**Tree Planting  
NTS**



FOR ADDED PROTECTION  
- PROVIDE 4" DEEP WOOD CHIP MULCH OVER ANY UNPROTECTED ROOT ZONE.  
- MAKE CLEAN CUTS ON ROOTS EXPOSED BY GRADING AND BACKFILL IMMEDIATELY.  
- PROVIDE TEMPORARY IRRIGATION WHERE PRACTICAL AND FEASIBLE.

**Tree Protection  
NTS**

LANDSCAPING REQUIREMENT CALCS		
Total Parcel Area, TA	8,004	SF
Greenscape in Buffer	2,478 (65.6%)	SF (%)
Building Coverage (3,918sf)	49%	%
Trees Required (TA * 3TREES/4,500SF)	5	Trees
Total Trees Preserved (see chart below)	0	Trees
Total Trees Planted	7	Trees
Total Trees Provided (Preserved + Planted)	7	Trees

Landscape Requirement Met

PLANTING SCHEDULE							
ITEM	SCIENTIFIC NAME	COMMON NAME	QTY	SIZE	SPACING	TQP	LQP
-	-	-	0	1 GAL	5' O.C.	--	0
-	-	-	0	1 GAL	5' O.C.	--	0
-	-	-	0	3 GAL	10' O.C.	--	0
-	-	-	0	2.5" CALIPER	AS SHOWN	0	--
TD	SABAL PALMETTO	SABAL PALM	4	12" CLEAR	AS SHOWN	0	--
QV	QUERCUS VIRGINIANA	LIVE OAK	3	2.5" CALIPER	AS SHOWN	0	--
TOTAL			0	0			0

REVISIONS	NO.	DATE	DESCRIPTION

**MAUPIN** <sup>tm</sup>  
engineering

114 WEST 42<sup>ND</sup> STREET  
SAVANNAH, GA 31401 • GENERAL@MAUPINENGINEERING.COM

OFFICE PHONE (912) 235-2915

**LANDSCAPING PLAN & FINAL  
EROSION CONTROL PLAN**

104 17th Street

LEVEL II E&S

GEORGIA REGISTERED ENGINEER  
No. 23758  
WAY A. MAUPIN

CERT. #21051 EXP: 12/01/2024  
STATUS:

**RELEASED FOR CONSTRUCTION**

DRWN: JAM 7-25-2023  
CHK'D: JAM DATE

5 0 10  
SCALE: 1" = 10'

SHEET NO.

**C.5**

238-22-03

PROJECT NO.





**PLANNING COMMISSION  
NOTICE OF DETERMINATION**

Meeting date: February 12, 2024

Project Name/Description: **requesting to develop City parking/curbing/sidewalks and landscaping – corner of Inlet and 17<sup>th</sup> Street-40008 18001 – Zone C-1 – Walt Freeman.**

Action Requested: **SITE PLAN**

Appeal		Subdivision: Sketch Plan Approval ____ Conceptual ____ Preliminary Plan Approval ____ Final Plat Approval ____ Minor Subdivision ____ Major Subdivision ____
Special Review		
Site Plan Approval	X	
Variance		
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
Butler	X		
McGruder			CHAIR
Nooney	X		SECOND
Matkowski	X		
Livingston	X		
Rodriguez	X		
Roberts	X		MOTION

Planning Commission Chair: Elaine J. McGruder      Date: 3-1-2024  
 Planning & Zoning Manager: [Signature]      Date: 3-1-2024

**File Attachments for Item:**

7. Special Review for a Residential Bed and Breakfast: 1206 Venetian Drive: Judith Compton



# STAFF REPORT

PLANNING COMMISSION MEETING: February 12, 2024

CITY COUNCIL MEETING: March 14, 2024

LOCATION: 1206 Venetian Dr.

PIN: 40011 01016

APPLICANT: Judith Compton

OWNER: Judith Compton

EXISTING USE: Two family home

PROPOSED USE: Residential Bed and Breakfast

ZONING: R-2  
Review

USE PERMITTED BY RIGHT: After Special

COMMUNITY CHARACTER MAP: Back River District

APPLICATION: Special Review for a residential bed and breakfast

PROPOSAL: The applicant is requesting special review approval for a residential bed and breakfast.

ANALYSIS: The applicant would like to operate a residential B & B in her upstairs apartment. This unit has operated as a B & B under a previous owner. The applicant has the support of the neighbor and the previous owner. The applicant has met all requirements for a residential B & B as well as for special review.

The Comprehensive Plan describes the Back River District as follows:

*The Back River character area is a distinct neighborhood just northwest of the South End and Downtown areas. It features cottages with waterfront lots facing Tybee Creek and the Back River beach. The area is included in the Back River Historic District in the National Register of Historic Places. Wax myrtles, live oaks, sandy alleys and narrow residential streets favored by bicyclists complete the landscape. There are low impact neighborhood commercial uses in this area as well but the feel is largely scenic and residential.*

<i>Comprehensive Plan – Community Character Area The Back River District</i>		<i>Meets Strategy Y/N or N/A</i>
<i>Recommended Development Strategies</i>		
1.	Encourage safer pedestrian mobility	N/A
2.	Continue to encourage the usage of the bike route that passes through the area	N/A
3.	Preserve historic structures whenever possible	Y
4.	Preserve the scenic value of through producing landscaping guidelines and updating the tree ordinance	N/A
5.	Enforce local ordinances related to noise and parking	N/A
6.	Preserve and enhance public access to beaches and waterways	N/A
7.	Implement recommendations of the Beach Management Plan	N/A
8.	Continue to address and mitigate potential damages from flooding	N/A

STAFF FINDING  
Staff recommends approval

*This Staff Report was prepared by George Shaw.*

ATTACHMENTS

- A. Special review application
- B. SAGIS map (1 page)
- C. Site plan
- D. Letters of support



**CITY OF TYBEE ISLAND  
SPECIAL REVIEW APPLICATION**

Fee \$500  
Pd 1/24/24

Applicant's Name Judith A Compton

Address and location of subject property 1206 Venetian Drive

PIN 40011 01016 Applicant's Telephone Number 912-596-5697

Applicant's Mailing Address P.O. Box 1325, Tybee Island, GA 31328

Brief description of the land development activity and use of the land thereafter to take place on the property:  
Operate A Bed And Breakfast

Property Owner's Name Judith Ann Compton Telephone Number 912-596-5697  
seagla5802@bellsouth.net

Property Owner's Address 1206 Venetian Drive

Is Applicant the Property Owner?  Yes  No

If Applicant is the Property Owner, Proof of Ownership is attached:  Yes

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.  Yes

Current Zoning of Property R2 Current Use Duplex

Names and addresses of all adjacent property owners are attached:  Yes

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.

Judith Ann Compton \_\_\_\_\_  
Signature of Applicant Date 01/19/2024

NOTE: Other specific data is required for each type of Special Review.

Fee Amount \$ 500.00 Check Number 2240 Date 1/19/2024

City Official [Signature]

NOTE: This application must be accompanied by following information:

- A detailed description of the proposed activities, hours of operation, or number of units.
- 4 copies, no smaller than 11 x 17, of the proposed site plan and architectural renderings.
- Disclosure of Campaign Contributions form

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

Judith Ann Compton  
Signature of Applicant

01/19/2024  
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   X  

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   Judith Ann Compton  

Printed Name   Judith Ann Compton  

Date   01/19/2024

**Sec. 5-070. - Standards for special review.**

Land uses listed in Article 4 of this Land Development Code that are permitted after special review must follow an administrative procedure prior to the issuance of any land development permit.

- (A) **Review criteria.** The planning commission shall hear and make recommendation upon such uses in a district that are permitted after special review. The application to establish such use shall be approved by the mayor and council on a finding that:
- (1) The proposed use will not be contrary to the purpose of this Land Development Code;
  - (2) The proposed use will not be contrary to the findings and recommendations of the master plan;
  - (3) The proposed use will not be detrimental to the use or development of adjacent properties or the general neighborhood or adversely affect the health and safety of residents and workers;
  - (4) The proposed use will not constitute a nuisance or hazard because of the number of persons who will attend or use such facility, vehicular movement associated with the use, noise or fumes generated by or as a result of the use, or type of physical activity associated with the land use;
  - (5) The proposed use will not be affected adversely by the existing uses of adjacent properties;
  - (6) The proposed use will be placed on a lot which is of sufficient size to satisfy the space requirements of said use;
  - (7) The parking and all development standards set forth for each particular use for which a permit may be granted will be met.
- (B) **Additional mitigation requirements.** The planning commission may suggest and the mayor and council may impose or require such additional restrictions and standards (i.e., increased setbacks, buffer strips, screening, etc.):
- (1) As may be necessary to protect the health and safety of workers and residents in the community; and
  - (2) To protect the value and use of property in the general neighborhood.
- (C) **Adherence to requirements.** Provided that wherever the mayor and council shall find in the case of any permit granted pursuant to the provisions of these regulations, noncompliance of any term, condition, or restrictions upon which such permit was granted, the mayor and council shall rescind and revoke such permit after giving due notice to all parties concerned and granting full opportunity for a public hearing.
- (D) **Permit longevity.** If a building permit or other preparations or conditions are required prior to implementing special review approval granted by the mayor and council such permitting or other preparations or conditions must occur within 12 months from the date of special review approval. Such approval is based on information provided in the application. Building permits may only be granted for plans consistent with the approved application. Any deviation from the information submitted will require separate approval by planning commission and mayor and council. In the event of a hardship or other extenuating circumstance the permit holder may apply to the designated city official for a one-time extension of permit approval. Permit extensions may not be approved in extenuating circumstances for a period of no more than 180 days. Should the permit not be exercised in the extension period it will expire.

(Ord. No. 05-2013, 1-10-2013)



Description of proposed activities:

Wish to operate a Bed and Breakfast. It is a one bedroom apartment with maximum of two people. It will be rented on a daily basis. This is an owner occupied home.

Hours of operation:

As requested on a daily basis.

Number of units:

One



Tax Payer: COMPTON JUDITH A.  
 Map Code: 40011 01016 REAL  
 Description: LOT 350 WARD 4 TYBEE  
 Location: 1206 VENETIAN DR 31328  
 Bill No: 2023-3003862  
 District: 040 TYBEE

Building Value	Land Value	STEPHENS / DAY	STEPHENS / DAY CPI	Fair Market Value	Due Date	Billing Date	Payment Good Through	Exemptions	
286,200	250,300	369,200	420,583	536,500	11/15/2023	08/29/2023	11/15/2023	CS12S M1S S2S	
Entity	Adjusted FMV	Net Assessment	Exemptions	Taxable Value	Millage Rate	Gross Tax	Credit	HTRG Credit	Net Tax
COUNTY M&O	536,500	214,600	78,920	135,680	11.9130	1,616.36		-189.32	1,237.77
COUNTY SALES TAX CREDIT					-1.3950		-189.27		
COUNTY SCHOOL M&O	536,500	214,600	48,367	166,233	17.6310	2,930.85		-317.36	2,613.49
TYBEE ISLAND	536,500	214,600	146,920	67,680	6.0530	409.67		-63.76	175.96
TYBEE SALES TAX CREDIT					-2.5110		-169.95		
<b>TOTALS</b>					<b>31.691</b>	<b>4,956.88</b>	<b>-359.22</b>	<b>-570.44</b>	<b>4,027.22</b>

*pd*  
*\$1,804.91*  
*9/26/2023*  
*CK# 2193*

The HTRG Credit Reduction shown on your bill is the result of Homeowner Tax Relief Grant enacted by the Governor and the General Assembly of the State of Georgia.



**NEW E-BILL SERVICE**

Want to receive your 2024 tax statement electronically? Chatham County is now offering all taxpayers the opportunity to receive future tax statements via email. Simply log on to [TAX.CHATHAMCOUNTYGA.GOV](http://TAX.CHATHAMCOUNTYGA.GOV) and sign up today!

The "Payment Good Through" date listed in the chart is only for the tax year indicated above. If an amount appears in the "Back Taxes" row to the right, a different due date is applicable.

All taxes, including appeal bills become delinquent if not paid in full by the due date. In accordance with O.C.G.A. 48-2-40 and 48-2-44, delinquent taxes will be charged with any applicable penalties and interest.

Current Due	\$4,027.22
Penalty	.00
Interest	.00
Other Fees	.00
Previous Payment	-2,222.31
Back Taxes	.00
<b>TOTAL DUE</b>	<b>\$1,804.91</b>

Printed: 08/29/2023

*2. Proof of ownership*

Dr. Sam and Dr. Kristine Evans  
1210 Venetian Drive

Robert and Suzanne Everette  
1202 Venetian Drive

*Neighbors Letters*


Good afternoon, hope you and Suzanne had a wonderful Christmas. Just wanted to give you a heads up. I am probably going to make application to the city for a B & B license after the first of the year. I understand the process will most likely take a couple of months. This will allow me to make some additional income to help maintain. Rest assured, things will not be any different, because it is my home and I will not allow any problems. I have to list my neighbor's on the application, so you might get a letter. I am sick with pneumonia right now and have major plumbing problems this week

 View all



Dec 28, 2:34PM

some additional income to help maintain. Rest assured, things will not be any different, because it is my home and I will not allow any problems. I have to list my neighbor's on the application, so you might get a letter. I am sick with pneumonia right now and have major plumbing problems this week

 View all



Dec 28, 2:34PM

**B**

Judy we will support you for whatever you want to do. Hope you get well soon. Can't be too careful with pneumonia!  
Happy New Year to you as well.

## Lisa Schaaf

---

**From:** Shirley Sessions <shirleysessions@gmail.com>  
**Sent:** Sunday, January 21, 2024 11:18 PM  
**To:** George Shaw; Lisa Schaaf  
**Cc:** judith Compton  
**Subject:** Bluebird B&B, 1206 Venetian Dr.

Hi George,

The purpose of this email is to confirm the beginning and ending of the Bluebird B&B business license that I formerly operated, at my then primary residence, 1206 Venetian Drive.

The Planning Commission recommended approval, and City Council unanimously approved my application, (which allowed a maximum of 2 overnight guests), on February 20, 2002. I met all requirements for a residential bed and breakfast business, known as "The Bluebird".

I discontinued the business and canceled the license in 2019. I subsequently moved from 1206 Venetian Dr. in October 2020.

Hopefully Judy Compton will be successful obtaining a B&B license and establishing the tradition of the Bluebird at 1206 Venetian.

Feel free to contact me if I can provide additional information.

Best,  
Shirley Sessions  
6 Moore Avenue  
Tybee Island  
912.695.0724  
[shirleysessions@gmail.com](mailto:shirleysessions@gmail.com)

**Sec 3-060 Bed and breakfast regulations.**

There are two types of bed and breakfast uses defined in this Land Development Code, a bed and breakfast and a bed and breakfast inn. A bed and breakfast is permitted in certain residential areas and intended to be residential in nature. Any slight diversion from the bed and breakfast parameters will change a residential use to a commercial use. A bed and breakfast inn is intended for commercial districts only. Therefore, there can be no variance from the regulations specific to a bed and breakfast. Such a variance will alter the use of the property and thus require a change in the zoning district. The regulations that list requirements for both types of bed and breakfast uses are as follows:

(A) *Bed and breakfast (residential).*

- (1) Limited to no more than seven rental units consisting of sleeping and sanitary accommodations, and one dwelling unit to be owner occupied.
- (2) The owner is required to live on premises and agree to make available proof of residency.
- (3) Food service limited to breakfast for guests only and to be served between the hours of 5:00 a.m. to 12:00 noon and an afternoon snack.
- (4) Under no circumstances will an alcoholic beverage license be issued.
- (5) No less than one vehicle parking space per rental unit, and a minimum of two vehicle parking spaces for the owner are required on the property. Handicapped parking shall be provided as required by the O.C.G.A. Tit. 30, Accessibility Code.
- (6) A buffer is required with a minimum height of six feet within each of the side and rear yard setbacks.
- (7) One on-premises sign, not to exceed 12 square feet, may either be posted on the structure or on a post. A post sign may not exceed a height of six feet from the highest point of the sign. A post sign is to be located no nearer than ten feet of the right-of-way. No signs are to be allowed that are illuminated from within. Post signs may be downlit with no more than two spotlights with a maximum wattage of 75 watts per bulb located on each side of the sign. Signs posted on structure may be lit with no more than one spotlight with wattage not to exceed 75 watts. All sign designs must be submitted as a part of the conditional use permit drawn.
- (8) A limited site plan approval is required to show the number and location of guest rooms, the parking plan, and the proposed design for the buffer. All site plans must be submitted on or along with a valid survey of the property.
- (9) Small special events are permitted not to exceed 20 guests upon completion of a special review to include standards and restrictions to hours of operation, and requirements with respect to lighting, parking, signage, and buffering so as not to

**Current Owner**

Current Owner	Co-Owner	Care Of	Mailing Address
COMPTON JUDITH A.			P. O BOX 1325 TYBEE ISLAND GA 31328

**Legal Owner (January 1)**

Owner	Co-Owner	Address 1	Address 2	City	State	Zip
COMPTON JUDITH A.		P. O BOX 1325		TYBEE ISLAND	GA	31328

**Parcel**

Status	ACTIVE
Parcel ID	40011 01016
Category Code	RES - Residential
Lot #	3003862
Address	1206 VENETIAN DR
Unit # / Suite	
City	TYBEE ISLAND
Zip Code	31328-
Neighborhood	20222.00 - T222 TYBEE HORSE PEN
Legal Units	
Zoning	R-2
Class	R3 - Residential Lots
Appeal Status	

**Legal Description**

Legal Description	LOT 350 WARD 4 TYBEE
Deed Book	2089
Deed Page	0224

**Permits**

Permit #	Permit Date	Status	Type	Amount
00454	09/30/2020	Complete	RF - ROOF	\$7,500.00
80454-7	06/11/2018	Complete	RN - RENOVATIONS	\$500.00
70944-6	12/18/2017	Complete	GM - GENERAL MAINT.	\$1,200.00
30385-5	07/19/2016	Complete	GM - GENERAL MAINT.	\$12,000.00
40754-4	11/10/2014	Complete	RF - ROOF	\$4,500.00

**Inspection**

Inspection Date	Reviewer ID
4/05/2023	RKRYZAK
1/19/2020	RKRYZAK
3/26/2017	KMMORENO
1/19/2017	MWTHOMAS

Item #7.



**Appraised Values**

Sale Year	Land	Building	Appraised Total	Reason
2023	250,300	286,200	536,500	
2022	250,300	258,100	508,400	
2021	111,900	188,100	300,000	TRANSACTION
2020	138,600	230,600	369,200	
2019	138,100	159,600	297,700	
2018	138,100	147,800	285,900	
2017	138,100	132,000	270,100	
2016	138,100	102,200	240,300	
2015	139,900	105,300	245,200	
2014	139,900	107,000	246,900	

**Sales**

Sale Date	Sale Price	Sale Validity	Instrument	Book - Page	Grantor	Grantee
01/05/2020	300,000	Q	LD	2089 - 0224	SESSIONS SHIRLEY	COMPTON JUDITH A.
02/28/2000	200,000	Q	WD	217V - 0043	CARRELL E.D.	SESSIOMS SHIRLEY
08/18/2000	250,000	Q	WD	214P - 0093	JOHNSON DIANNE L	CARROLL E D

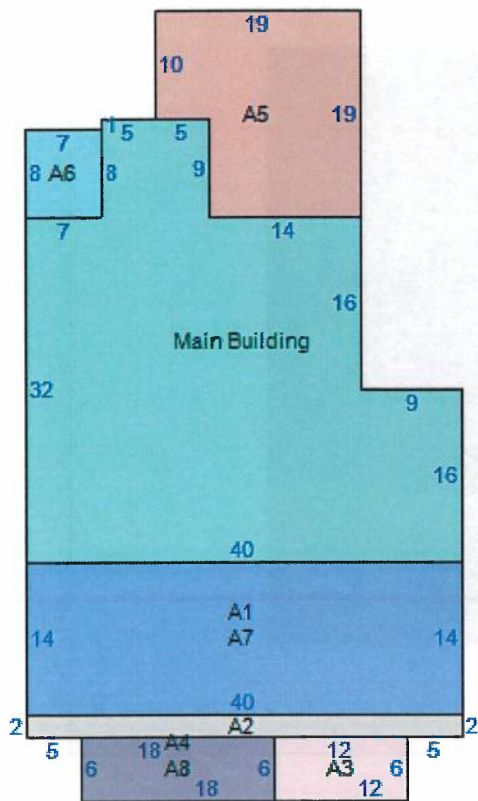
**and**

Parcel Number	1
Parcel Type	U - UNIT
Parcel Code	119 - MARSH VIEW
Square Feet	0
Acres	.12
Assessment Factor 1	43
Assessment Reason 1	
Assessment Factor 2	
Assessment Reason 2	

**Residential Building**

Parcel #	1
Actual Year Built	1940
Effective Year Built	1990
Type	1 - Single Family Residence
Style/Stories	1 - ONE STORY
Percent Complete	100
Quality	300
Condition	AV - AVERAGE
Living Area	1,938
Basement Area	0
Finished Area	No
Bedrooms	4
Bathrooms	4

Item #7.



Item	Area
Main Building	1226
A1 - 100:100- LIVING SPACE	560
A2 - 100:100- LIVING SPACE	80
A3 - 100:100- LIVING SPACE	72
A4 - 904:904-Slab Porch (SF) with Roof	108
A5 - 721:721-Carport, Flat Roof (SF)	316
A6 - 903:903-Wood Deck (SF)	56
A7 - 907:907-Enclosed Porch (SF), Scree	560
A8 - 906:906-Wood Deck (SF) with Roof	108

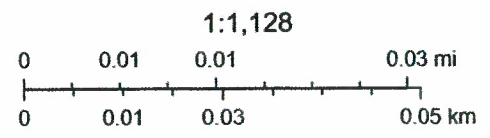


# SAGIS Map Viewer



2/5/2024, 1:56:35 PM

 Property Boundaries (Parcels)



SAGIS

Item #7.

- Page 52 -

SAGIS  
SAGIS |



Item #7.



Item #7.



Item #7.



Item #7.





Item #7.



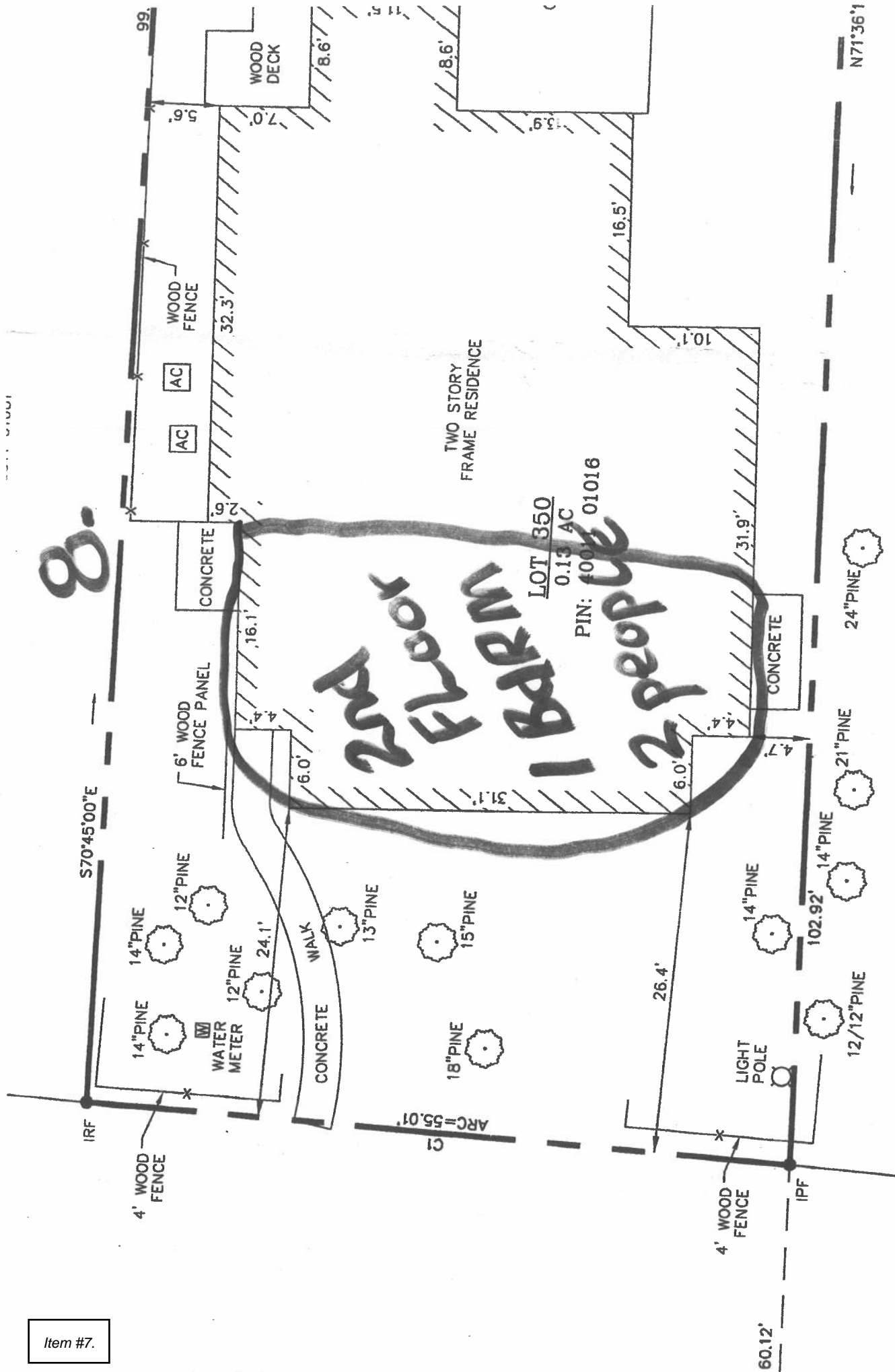


Item #7.



Item #7.

8.



LOT 350  
 0.13 AC  
 PIN: 40011 01016

NORTHERN PORTION OF LOT 351  
 WARD 4  
 TERRY CARROLL  
 PIN: 40011 01019

## GEORGIA RESIDENTIAL LEASE AGREEMENT

This LEASE AGREEMENT is made on April 29, 2022 BETWEEN Terry Carroll (LESSOR) and Judith Compton (LESSEE).

**PROPERTY:** LESSEE agrees to rent from LESSOR and LESSOR agrees to rent to LESSEE, Northern Half Lot 351 Venetian Drive, City of Tybee Is., State of Georgia.

**TERM:** The term of this lease starts on May 1, 2022 and ends on May 1, 2024.

**RENT:** The LESSEE agrees to pay \$150.00 as rent, to be paid as follows, due in advance, on the first day of each month. The first payment of rent and any security deposit is due by May 1, 2022. The LESSEE must pay a late charge of \$25.00 for each payment that is more than 7 day(s) late. This charge is due with and shall be considered to be a part of the monthly rent payment for the month in which the rent was paid late. Rent is to be mailed to LESSOR at P.O. Box 2736, Tybee Island, GA 31328.

**SECURITY DEPOSIT:** The LESSEE will deposit the sum of \$150.00 with the LESSOR as security that the LESSEE will comply with all the terms of this Lease. The LESSOR will return this deposit within 10 days after the end of the Lease, including any extension. The LESSOR may use as much of the security deposit as necessary to pay for damages resulting from the LESSEE's occupancy or, at LESSOR's sole option and election, to pay for delinquent or unpaid rent and late charges. If the LESSOR uses the deposit for such mentioned instances prior to the Lease termination, the LESSOR may demand that the LESSEE replace the amount of the security deposit used by the LESSOR. If the LESSOR sells the property, the LESSOR may transfer the deposit to the new owners for the LESSEE's benefit. The LESSOR will notify the LESSEE of any sale and transfer of the deposit. The LESSOR will thereupon be released of all liability to return the security deposit.

**USE OF THE PROPERTY:** The LESSEE may use the property only as a single family residence driveway.

**TERMINATION:** If the LESSEE fails to pay the rent within 15 days of due date, the Lease may be terminated. The LESSOR may also terminate the Lease if the LESSEE does not comply with all of the terms of this Lease, or for any other causes allowed by law.

**CONDITION:** LESSEE stipulates, represents, and warrants that LESSEE has examined the PROPERTY and that they are at the time of this Lease in good order and repair. The LESSEE agrees to maintain the PROPERTY in as good condition as it is at the start of this Lease, to include regular lawn maintenance. Damage or destruction by LESSEE, LESSEE's employees, contractors, visitors, or guests to the PROPERTY shall constitute a violation of this Lease.

**ALTERATIONS:** The LESSEE must get the LESSOR's prior written consent to alter or improve the PROPERTY.

**COMPLIANCE WITH LAWS:** The LESSEE must comply with laws, orders, rules, and requirements of governmental and insurance authorities.

**NO WAIVER BY LESSOR:** The LESSOR does not give up any rights by accepting rent or by failing to enforce any terms of this Lease.

**SUBLEASE:** The LESSEE may not sublease the PROPERTY or assign this Lease without the LESSOR's prior written consent.

**ENTRY BY LESSOR:** The LESSOR shall have the right to enter the PROPERTY during normal working hours by providing at least 24 hours notice to LESSEE in order for inspection, make necessary repairs, alterations or improvements, to supply services as agreed or for any reasonable purpose.

**QUIET ENJOYMENT:** The LESSEE may use the PROPERTY exclusively without interference subject to the terms of this Lease.

**HAZARDOUS USE:** The LESSEE will not keep anything on the PROPERTY which is dangerous, flammable, explosive, or which might increase the danger of fire or any other hazard.

**LIMITATION OF LIABILITY:** LESSOR is not responsible or liable for any loss, claim, damage or expense as a result of any accident, injury or damage to any person or property occurring anywhere on or from the PROPERTY.

SEE  
NEXT  
PAGE

**RENEWALS AND CHANGES IN LEASE:** Upon expiration of the rental term provided for above, this Lease shall automatically renew itself, indefinitely, for successive one month periods, unless modified by the parties. The LESSOR may modify this Lease or offer the LESSEE a new lease by forwarding to the LESSEE a copy of the proposed changes or a copy of the new lease.

If changes to this Lease are offered, the LESSEE must notify the LESSOR of the LESSEE's decision to accept within 10 days of the date of the proposed changes or the copy of the new lease is received by the LESSEE. If the LESSEE fails to accept the lease changes or the new lease within the 10 days of the date the proposed changes or new lease are offered, the Lease may be terminated by the LESSOR.

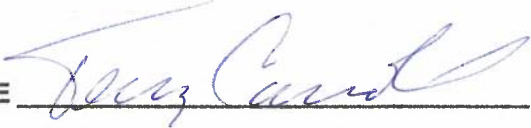
**NOTICES:** All notices provided by this Lease must be written and delivered personally or by certified mail with return receipt requested or by email to the addresses listed below, or to other addresses as the parties may from time to time designate.

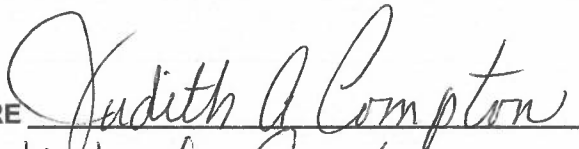
**VALIDITY OF LEASE:** If a clause or provision of this Lease is legally invalid, the rest of this Lease remains in effect. If a clause or provision is ambiguous, it shall be interpreted in a manner consistent with existing law.

**PARTIES:** The LESSOR and LESSEE are bound by this Lease. All parties who lawfully succeed to the LESSOR's and LESSEE's rights and responsibilities are also bound.

**ENTIRE AGREEMENT:** This Lease and attached documents, if any, are the complete agreement between the LESSOR and LESSEE concerning the PROPERTY. There are no oral agreements, understandings, promises or representations between the LESSOR and LESSEE affecting this Lease.

**IN WITNESS WHEREOF:** the LESSOR and LESSEE have executed this Lease as of the undersigned date(s).

LESSOR'S SIGNATURE  DATE 04-29-22  
PRINT NAME TERRY CARROLL  
MAILING ADDRESS P.O. Box 2736 Tybee Is., GA 31328  
EMAIL ADDRESS TTYBEE@MAIL.COM

LESSEE'S SIGNATURE  DATE 04/29/2022  
PRINT NAME Judith A Compton  
MAILING ADDRESS P.O. Box 1325, Tybee Island, GA 31328  
EMAIL ADDRESS seagLAS002@bellsouth.NET



**PLANNING COMMISSION  
NOTICE OF DETERMINATION**

Meeting date: February 12, 2024

Project Name/Description: requesting to operate a residential Bed and Breakfast – 1206 Venetian Drive – 40011 01016 – Zone R-2 – Judith A. Compton.

Action Requested: SPECIAL REVIEW

Appeal		Subdivision: Sketch Plan Approval ____ Conceptual ____ Preliminary Plan Approval ____ Final Plat Approval ____ Minor Subdivision ____ Major Subdivision ____
Special Review	X	
Site Plan Approval		
Variance		
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
Butler	X		
McGruder			
Nooney	X		
Matkowski	X		
Livingston		X	
Rodriguez	X		MOTION
Roberts	X		SECOND

Planning Commission Chair: Elaine J. McGruder

Date: 3-1-2024

Planning & Zoning Manager: Greg B. [Signature]

Date: 3-1-2024



**File Attachments for Item:**

8. Main Street: Expand Scope of Work For Tybrisa St. Electrical Upgrade

# City of Tybee Island

## Memorandum

To: City of Tybee Island Council Members  
From: Cassidi Kendrick, Main Street/Downtown Development Director  
Date: March 14, 2024  
Re: Expand Scope of Work For Tybrisa St. Electrical Upgrade

---

### **Background**

In the FY2024 City of Tybee Island approved budget, the Main Street Program budgeted \$300,000 for replacement and upgrade of the electrical outlets on Tybrisa Street. These outlets are separate from the electrical on the new Georgia Power Light Poles.

### **Overview**

The original scope included reworking all old electrical to existing 18 receptacles and all existing conduit. Additionally, 8 electrical receptacles were added, and all posts were removed and replaced in uniform fashion. All electrical is now up to current code, including flood requirements.

The initial work of this project came in well under budget, leaving additional funding. Main Street is requesting permission to expand the work area of this project to include the rest of the boundaries of the South Beach District, specifically Strand Ave. from Tybrisa down to Fannies, and Butler Ave. from Tybrisa to 14th Street.

### **Summary**

Funding for Tybrisa Street Electrical Upgrades are in the approved City of Tybee Island's FY2024 budget, adopted June 22, 2023, under the account number 350-1110-54-1200, itemized list of Capital Requests. So far, \$48,500 has been spent on Tybrisa Street Electrical Upgrades, and \$115,000 has been transferred to purchase Jaycee Parks lights. There is \$136,500 left in line item 350-1110-54-1200.

### **Recommended Next Steps**

Based on the professionalism and familiarity with the area and consistent work of the current contractor, Livingston Electrical, I would recommend approval of this existing project expansion with the current contractor for an additional \$81,970.00.



# LIVINGSTON ELECTRICAL SERVICE

(912) 396-1303

**Client:**  
**City of Tybee- Butler Avenue**

**2/28/2024**

1. Price includes relocating, reworking, or adding a double outlet posts for 29 Palm trees down Butler Avenue from Tybrisa St to 14<sup>th</sup> Street.
2. Price includes relocating, reworking, or adding outlet posts as needed for 8 palm tree locations down Strand Avenue as directed.
3. Price includes removing pavers from around Palm trees as needed to make room to fit new outlet posts.
4. Price includes uncovering existing conduit or adding conduit as needed.
5. Price includes extending existing or new conduit to new post location on sidewalk side of trees.
6. Price includes pulling new wire throughout all outlets to be upgraded to 10 gauge.
7. Price includes installing new post the same as Tybrisa St to be uniform.
8. Price includes installing 20amp weather resistant receptacle X2 in each post with a weatherproof cover.
9. Price includes installing GFCI breakers on each circuit.
10. Price includes all electrical to be installed per current (NEC) National Electrical Code.
11. Price Does Not include any repairs to existing conduits underground. Any damage to existing conduit will be priced after assessment of damage.
12. Price Does Not include any boring, concrete cutting or trenching, if access is not available for New electrical locations further discussion is needed.

The above quote to be completed for the amount of:  
Eight-One Thousand Nine Hundred Seventy Dollars  
(\$81,970.00)

**Client:**

**Livingston Electrical Services:**

\_\_\_\_\_

\_\_\_\_\_



# **LIVINGSTON ELECTRICAL SERVICE**

**(912) 396-1303**

1. Livingston Electrical Service, LLC. provides a 1- year warranty on work completed.
2. Livingston Electrical Service, LLC. is not responsible for any work done by anyone other than an employee of Livingston Electrical Service, LLC.
3. The warranty will be voided if anyone comes in behind Livingston Electrical Service, LLC. and touches or changes any electrical work. This includes any person; home owner or company.

**File Attachments for Item:**

9. Budget Amendment: Contract Services, Executive Search for City Manager

**CITY OF TYBEE ISLAND, GEORGIA**  
**BUDGET LINE ITEM TRANSFER REQUEST FORM**

Department Submitted By: Council

Date: 3/7/2024

Purpose: To use the City's fund balance to fund the consultant costs associated with the executive search for a City Manager.



Date Received by Finance:

FINANCE USE ONLY:  
 BA Ref No.

Department	Account Description	Account Number	Current Budget	(Expenditures)	Budget Balance	Requested Budget Adjustment		Adjusted Budget Balance
						DECREASE	XXX	
<b>LINE ITEM DECREASES</b>								
					0.00			0.00
			0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00		0.00
					0.00			0.00
					0.00			0.00
<b>SUBTOTAL LINE ITEM DECREASES:</b>						\$ -	<b>XX</b>	

Department	Account Description	Account Number	Current Budget	(Expenditures)	Budget Balance			Budget Balance
						XXX	INCREASE	
<b>LINE ITEM INCREASES</b>								
Council	Contract Services	100-1110-52-1200	0.00	26,950.00	(26,950.00)	0.00	26,950.00	0.00
General	Use of Fund Balance	100-00-39-1300	NA	NA	NA		26,950.00	0.00
								0.00
					0.00			0.00
					0.00			0.00
<b>SUBTOTAL LINE ITEM INCREASES:</b>						\$ -	\$ 53,900.00	

**Net Change**    \$ -    \$ 53,900.00    \$ (53,900.00)

Signature : Jen Amerell                      Date 3/7/24

Was the Budget Amendment Request approved by the City Council?     YES  NO  N/  
 If yes, please indicate the date approval was given: 2/10/2022  
 Attach Copy of Agenda Item and minutes from the City Council Meeting

Signature of Finance Employee who Processed the Request: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Item #9.

**File Attachments for Item:**

12. Nick Sears: Consideration of sending proposed STR ordinance to the Planning Commission for its review and investigation and approval or disapproval"

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES INCLUDING ORDINANCES IN THE LAND DEVELOPMENT CODE ZONING INCLUDING CHAPTER 4 SECTIONS 4-050.1 ADDRESSING SHORT TERM RENTAL PROPERTIES AND OTHER ORDINANCES SO AS TO ADDRESS THE EXPIRATION OF SHORT TERM RENTAL PERMITS IN CONNECTION WITH OWNERSHIP CHANGES AND TRANSFERS OF RELATED INTEREST BY OWNERS WITH PERMITS AND THE PROHIBITIONS OF ANY NEW PERMITS THEREAFTER FOR THE PROPERTY TO WHICH THE PRIOR PERMIT EXISTS, AFTER PUBLIC HEARINGS AND SUITABLE IMPUT AND TO CLARIFY THAT NO TRANSFER OF A PERMIT IS POSSIBLE WITH THE SALE OF A RESIDENCE AND TO PROVIDE FOR THE CESSATION OF A PERMIT WITHIN ZONE R1, R1B and R2 WITHIN THE CITY, TO ESTABLISH AN EFFECTIVE DATE; TO REPEAL INCONSISTENT ORDINANCES AND TO PROVIDE FOR CODIFICATION FOLLOWING ANY NECESSARY EDITS AND FOR OTHER PURPOSES**

WHEREAS the duly elected governing authority for the City of Tybee Island, Georgia, is authorized under Article 9, Section 2, Paragraph 3 of the Constitution of the State of Georgia to adopt reasonable ordinances to protect and improve the public health, safety, and welfare of the citizens of Tybee Island, Georgia, and

WHEREAS the duly elected governing authority for the City of Tybee Island, Georgia, is the Mayor and Council thereof; and

WHEREAS the governing authority desires to adopt ordinances under its police, home rule and zoning powers granted to municipal and local governments under the State Constitution; and

WHEREAS cities must from time to time update existing zoning definitions to keep pace with changes in technology, population trends and land usages. The City of Tybee Island has determined that the increase in online reservation systems and other peer to peer technology breakthroughs has substantially altered the face of the tourism industry and this plays a significant role in changing the character of neighborhoods within these residential zones; and

WHEREAS the Council desires to make changes to the existing ordinances which permit new owners of previously permitted properties to apply to acquire permits for locations in Zones R1, R1B and R2 (hereinafter collectively referred to



as the “Residential Districts”) more appropriate measures should be adopted applicable to these properties upon transfer: and

Whereas the City of Tybee Island (the City) desires to reduce the number of short-term rentals in the Residential Districts; and

WHEREAS, to reduce short term rentals in Residential Districts, the City considers the best course of action to be to prohibit transfer or reissuance of STR permits upon sale or other transfer of the properties to which they apply; and

WHEREAS following public hearings as required by law, the Mayor and Council hereby ordain, and it is hereby ordained that the code of ordinances will be amended so as to provide as provided below; and

It is hereby ordained by the governing authority of the City of Tybee Island as follows:

## **SECTION 1**

As to properties in the Residential Districts only, upon the “Transfer” defined below, of an “STR Property” defined below, whether or not disclosed pursuant to section 3(a) below, the “STR permit”, defined below, for that STR Property shall terminate and be of no further force or effect and such terminated STR permit shall not be assigned, transferred or renewed, and no permit shall be issued in its place; and no application to secure or renew an STR permit for such location shall be submitted or accepted by the City. LDC section 4-051.11 shall have no application to STR Properties or STR permits in the Residential Districts (R-1, R-1-B and R-2).

## **SECTION 2**

“STR permit” shall mean a permit or right to conduct short term rental in the Residential Districts granted or renewed pursuant to LDC sections 4-051.2, 4-051.3 or 40501.11.

“STR Property” shall mean each residence, structure or building in the Residential Districts for which a current “STR permit” has been issued, granted or renewed.

“Short term rental” shall mean:

(b) “Short-term rental” means an accommodation for guests where, in exchange for compensation, a residential dwelling unit is provided for lodging for a period of time less than 30 consecutive days. Such

use may or may not include an on-site manager. For the purposes of this definition, a residential dwelling shall include all housing types. This is also identified as “STR”. This shall exclude bed and breakfast accommodations as they are currently defined by the City of Tybee’s land development code. However, bed and breakfast establishments are required to have occupational tax certificates, and to pay taxes and fees as required by law or ordinance.

“Transfer” shall mean a conveyance of all, any portion of or any interest in the title to an “STR Property” or the conveyance of any proprietary or beneficial interest in any trust or artificial entity (i.e., LLC, partnership, corporation) which owns or holds record title to a STR Property; provided, however that, in the event a STR Property is owned in whole or part in cotenancy or by an artificial entity which has more than one cotenant, beneficiary, member, partner or shareholder (collectively referred to herein as “interest holder”) then a conveyance of an interest in that owner to another then existing interest holder of that owner (so that the number of interest holders in that owner is reduced) shall not be considered a Transfer.

### SECTION 3

(a) The form of the application for the renewal of an STR permit (the “Application”) shall require disclosure of the full name or names of the current (as of the filing of the Application) owner or owners of the subject STR Property and, if any of the owners is an artificial entity, shall require the names of all its current members, partners, shareholders or beneficiaries, as the case may be. Further the form of the Application to be filed in 2025 shall require disclosure of each Transfer of the subject property which occurred after the “effective date” of this Ordinance; and after 2025 the Application shall require disclosure of each Transfer which occurred in the immediately preceding calendar year.

(b) In conducting any audit under the verification program and policy referred to in LDC section 4-051.10 or any other investigation of compliance by one or more STR properties, such audit or investigation by the City shall, if appropriate, include research of the Chatham County, Georgia real property and ad valorem tax records, filings and applications by the owner of the subject STR Property and any relevant information in Zillow or other publicly accessible or available private sources.

(c) Upon becoming aware of the occurrence of a possible Transfer whether because of a disclosure in an Application pursuant to section 3(a) above or because of an audit or investigation referred to in section 3(b) above or ~~far~~ for any other

reason, the City ~~the shall~~ notify the owner of the STR Property involved of the Transfer and the resulting termination of That STR Property's STR permit. Such notice shall be mailed by regular and certified return receipt mail to the address of the owner or the owner's manager supplied in that STR Property's most recent Application. The owner shall have 20 days from the date such notice was mailed to refute the occurrence of a Transfer and to contest the termination of the STR permit by a written notice to the city manager. A hearing will be held before the city manager or the manager's designee within 7 business days unless otherwise agreed upon in writing to a future specific date no more than 30 days thereafter. Following the hearing, the manager or the manager's designee will make a written determination within 3 business days. The Provisions hereof relating to hearings may become subject to future code amendments providing for code enforcement hearings applicable to zoning and other codes.

#### SECTION 4

If any section, subsection, clause, or provision of this ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, subsection, clause, provision or portion of this ordinance which is not invalid or unconstitutional. Where the provisions of this ordinance are in conflict with other ordinances, the most restrictive provision shall be enforced.

#### SECTION 5

All ordinances and parts of ordinances in conflict herewith are expressly repealed.

#### SECTION 6

It is the intention of the governing body, and it is hereby ordained, that the provisions of this ordinance shall become effective and be made a part of the Code of Ordinances, City of Tybee Island, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention.

#### SECTION 7

This ordinance shall be effective upon its adoption by the Mayor and Council pursuant to the Code of the City of Tybee Island, Georgia.

This Ordinance shall become effective on \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CLERK OF COUNCIL

FIRST READING: \_\_\_\_\_

SECOND READING: \_\_\_\_\_

ENACTED: \_\_\_\_\_

**File Attachments for Item:**

14. Minutes: Planning Commission, 20240212

**PLANNING COMMISSION**

Anna Butler  
Beau Livingston  
Robert J. Matkowski  
Elaine McGruder  
S. Michelle Nooney  
David Roberts  
Marie Rodriguez



**ACTING CITY MANAGER**

Michelle Owens

**COMMUNITY DEVELOPMENT DIRECTOR**

George Shaw

**CITY ATTORNEY**

Edward M. Hughes  
Tracy O'Connell

**Planning Commission Meeting  
MINUTES  
February 12, 2024**

**Mayor Brian West** called the February 12, 2024, Tybee Island Planning Commission meeting to order. Commissioners present were **Anna Butler, Marie Rodriguez, Elaine McGruder, Beau Livingston, David Roberts, Robert Matkowski** and **Michelle Nooney**.

**Planning Commission Oath administered by Mayor Brian West  
(2-year terms end January 31, 2026):**

**Mayor Brian West** stated the first order of business would be the installation of our newly appointed members, which are **Anna Butler, Marie Rodriguez, Elaine McGruder, Beau Livingston, and David Roberts**. **Mayor Brian West** asked the newly appointed members to stand and raise their right hand and repeat the oath. **Mayor Brian West** then congratulated and thanked the new members.

**Elections:**

**George Shaw** asked if there were any nominations for chair and vice chair of the Planning Commission. **Robert Matkowski** made a motion to nominate **Elaine McGruder** for chair. **Marie Rodriguez** seconded. **Elaine McGruder** made a motion to nominate **Michelle Nooney** for vice chair. **Anna Butler** seconded. The votes were unanimous for both chair and vice chair. **George Shaw** then handed the meeting over to **Chair Elaine McGruder**.

**Chair Elaine McGruder** called the February 12, 2024, Tybee Island Planning Commission meeting to order. Commissioners present were **Anna Butler, Robert Matkowski, Marie Rodriguez, Beau Livingston, David Roberts, and Michelle Nooney**.

**Consideration of Minutes:**

**Chair Elaine McGruder** asked for consideration of the December 18, 2023, meeting minutes. **Marie Rodriguez** made a motion to approve. **Michelle Nooney** seconded. The vote to approve was unanimous.

**Disclosures/Recusals:**

**Chair Elaine McGruder** asked if there were any Disclosures or Recusals. There were none.

**Old Business:**

**Chair Elaine McGruder** asked if there was any old business. There was none.

**SITE PLAN: requesting to develop City parking/curbing/sidewalks and landscaping – corner of Inlet and 17<sup>th</sup> Street-40008 18001 – Zone C-1 – Walt Freeman.**

**George Shaw** stated that Mr. Walt Freeman would like to formally develop the right of way area around this property. Adding a paver sidewalk and create five parking spaces with pavers curbs and landscaping. The city manager, public works and Parking departments are in favor of this project. Staff recommends approval. Anna Butler asked how long will the parking places that are blocked off be blocked. **George Shaw** stated Mr. Freeman asked for permission to block those spaces and was approved. **Christine McCarthy** who lives at 1603 Butler Avenue asked what is going to be developed on this land. George Shaw stated the site plan for the property was approved in 2023 for four townhomes. **Walt Freeman** who lives at 1801 Chatham Avenue stated his goal is to make this corner a show piece. **Marie Rodriguez** asked what the plan for the house that is raised right now. Stated that will be one of the townhomes. **David Roberts** made a motion to approve. **Michelle Nooney** seconded. The vote to approve was unanimous.

**SPECIAL REVIEW: requesting to operate a residential Bed and Breakfast – 1206 Venetian Drive – 40011 01016 – Zone R-2 – Judith A. Compton.**

**George Shaw** stated the applicant Ms. Compton would like to make this a residential bed and breakfast. This property was a bed and breakfast with the previous owner. This meets all the requirements for a residential bed and breakfast. Staff recommends approval. **Robert Matkowski** stated that it does not appear to have a six-foot buffer on sides and rear. And there is no handicap access. **George Shaw** stated there is an empty lot to the right and the rear and sides is a fence. She also has letters of support. As far the handicap access is an upstairs apartment, it is not required. **Beau Livingston** asked what the definition does of sleeping and sanitary accommodations means that it has to have a kitchen. **George Shaw** stated it does not make a difference. **Robert Matkowski** stated he would like to follow up on the definition of sleeping and sanitary accommodations at the next meeting. **Judith A. Compton**, who lives at 1206 Venetian Drive, stated this apartment does not have a full kitchen, just a refrigerator. **Marie Rodriguez** made a motion to approve. **David Roberts** seconded. **Anna Butler, Marie Rodriguez David Roberts, Robert Matkowski** and **Michelle Nooney** voted for the approval. **Beau Livingston** voted against the approval. The vote was 5 to 1. The vote was approved.

**Adjournment: 8:00pm**

*Lisa L. Schaaf*