

MAYOR
Shirley Sessions

CITY COUNCIL
Barry Brown, Mayor Pro Tem
John Branigin
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** **November 10, 2021 at 6:30 PM**

Please silence all cell phones during Council Meetings

Consideration of Items for Consent Agenda 6:30PM

Opening Ceremonies

- Call to Order
- Invocation
- Pledge of Allegiance

Announcements

Recognitions and Proclamations

1. Proclamation: Retired Educator's Day

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

2. Minutes: October 28, 2021

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

3. John Napotnik, Executive Director, Tybee Island YMCA

If there is anyone wishing to speak to anything on the agenda other than the Public Hearings, please come forward. Please limit comments to three (3) minutes – five (5) minute maximum.

Consideration of Approval of Consent Agenda

Consideration of Bids, Contracts, Agreements and Expenditures

4. Purchase of 10 Handhelds/Printers for Parking Services. Cost: \$24,870. Equipment and program needs updating.
5. 2022 Budget Amendment: Transfer \$500,000 from the General Fund Balance to Capital Fund to finance various pavement improvement projects
6. Out of State Travel: Campground Staff to attend Grand Strand Gift Show, Myrtle Beach, SC, December 5 - 7, 2021. Budget line item: 555-6180-52-3500, \$1,000
7. Contract: Clarifier Rebuild, Water/Sewer

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



8. City Hall Rehabilitation

Consideration of Ordinances, Resolutions

9. Second Reading, 2021-29, Sec 34-261(c)(3) and to add new Sec 34-266, Limit the Number of Permits for the Operation of STVR's
10. Resolution: 2021-10 Modifying Resolution Number 2021-06 Limiting the Issuance of Occupational Tax Certificates or of Permits for Short Term Vacation Rentals subject to Exceptions and Extending the Moratorium through April 30, 2022

Council, Officials and City Attorney Considerations and Comments

11. Barry Brown: Private Parking Lots in Residential Zones
12. Spec Hosti: Failed Cretaceous Well
13. Shawn Gillen: Tree Removal Costs on unopened 5th Avenue

Minutes of Boards and Committees

14. Tybee Island Marine Science Trustee Meeting Minutes, November 1, 2021
15. PC Minutes and Attachments- 20211018

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."

File Attachments for Item:

1. Proclamation: Retired Educator's Day



CITY OF TYBEE ISLAND

PROCLAMATION RETIRED EDUCATORS DAY

WHEREAS: The Governor of the State of Georgia has proclaimed the day of Monday, November 1, 2021 as Retired Educators Day in Georgia; and

WHEREAS: There are more than 135,000 retired educators in Georgia, 31,000 plus of whom are members of the Georgia Retired Educators Association; and

WHEREAS: The retired educators of Georgia donate thousands of hours of volunteer service and make invaluable contributions to the welfare of their respective communities across the State; and

WHEREAS: It is appropriate that a day be designated for citizens to express their appreciation for the contributions that retired educators have made and continue to make for the betterment of human lives and for society; and

WHEREAS: Local churches will recognize those lasting contributions made by retired educators in this community; now

THEREFORE: I, Shirley Sessions, Mayor of Tybee Island do hereby proclaim the day of November 1, 2021, as "RETIRED EDUCATORS DAY" and I call upon the citizens of Tybee Island to observe that day in an appropriate manner honoring retired educators.

Given unto my hand and seal at Tybee Island, Georgia, on this 10th day of November, in the year of our Lord, 2021.



Shirley Sessions, Mayor
City of Tybee Island

File Attachments for Item:

2. Minutes: October 28, 2021

Consideration of Items for Consent Agenda

Mayor Sessions called the Consent Agenda to order at 6:30PM. Those present were Monty Parks, Barry Brown, John Branigin and Spec Hosti. Also attending were Dr. Shawn Gillen, City Manager; Bubba Hughes, City Attorney; Tracy O'Connell, City Attorney; George Shaw, Director, Community Development; and Janet LeViner, Clerk of Council. Jay Burke was excused and Nancy DeVetter attended remotely.

Mayor Sessions listed the following items on the consent agenda:

- Minutes, October 14, 2021
- Addition to Minutes
- Notes: City Council Workshop "Assess Surveys" STVR's
- Agreement: Leonard and City of Tybee Island: Improvement of Polk Street south of Highway 80
- Contract: Electric Vehicle Charging Stations Licensing Agreement
- State Fiscal Recovery Fund Terms and Conditions for Public Safety Officials and First Responders Pay Supplement
- Host Compliance (Granicus) Agreement

Mayor Sessions called the regular meeting to order. All those present for the consent agenda were present.

Opening Ceremonies

- Call to Order
- Invocation: Jan LeViner
- Pledge of Allegiance

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

- David Baker: Continued Lack of Transparency by Select City Staff (attached)
- Maria Lancaster: STVR proposed Ordinance (attached)
- Karee Vazquez: STVR proposed Ordinance (attached)
- Keith Gay: STVR proposed Ordinance
- Cody Gay: Moratorium (attached)
- Cody Jones: STVR proposed Ordinance (attached)
- Anita Mathewson: STVR proposed Ordinance
- Debbi Kearney: STVR proposed Ordinance (attached)
- Carrie Efird: STVR proposed Ordinance (attached)
- Amy Gaster: STVR proposed Ordinance (attached)
- Bill Garbett: STVR proposed Ordinance (attached)
- Ken Williams: STVR proposed Ordinance
- Jon Wegman: STVR proposed Ordinance
- Ruthie Wilson: STVR proposed Ordinance (attached)
- Taylor Griesback: STVR proposed Ordinance
- Shirley Wright: STVR proposed Ordinance (attached)
- Tony Vazquez: STVR proposed Ordinance (attached)
- Tanya Huff: STVR proposed Ordinance
- Roger Huff: STVR proposed Ordinance (attached)
- Susan Kelleher: STVR proposed Ordinance
- Dale Williams: STVR proposed Ordinance

- Dana Danielson: STVR proposed Ordinance
- Dawn Shay: STVR proposed Ordinance
- Mike Flores: STVR proposed Ordinance
- Dusty Church: STVR proposed Ordinance (attached)

Mayor Sessions thanked everyone for speaking and sharing their thoughts.

Barry Brown made a motion to approve the consent agenda. **Spec Hosti** seconded. Vote was unanimous to approve, 5-0.

Consideration of Bids, Contracts, Agreements and Expenditures

Tree Removal Costs on unopened 5th Avenue. **Mayor Sessions** asked Dr. Gillen to bring back to Mayor and Council documents as to who will be responsible for payment of the removal of the trees.

ITB 2021-762: Tybee Promenade Public Restrooms. This project is being funded with Chatham County SPLOST funds. **Dr. Gillen** approached Mayor and Council. Dr. Gillen stated the agenda item is the south-end bathroom project that Chatham County offered \$750,000 in SPLOST funds. There was one (1) bid on the project and the base bid was \$657,864 and there is an add alternate and that is if the City has to move a sewer line where it currently flows into the system to across the parking lot. Mayor Sessions stated the City did receive letters in opposition and in favor that will be included in the minutes for the record. **John Branigin** made a motion to approve. **Spec Hosti** seconded. Vote was unanimous to approve, 5-0.

Consideration of Ordinances, Resolution

First Reading, 2021-29 Sec 34-261(c)(3) and to add new Sec 34-266, Limit the Number of Permits for the Operation of Short Term Vacation Rental's (STVR's) . **Mayor Sessions** stated several people during the previous Citizen to Be Heard mentioned that the City Manager had registered his private residence and received a permit for STVR. Dr. Gillen confirmed and continued the permit has been cancelled. Mr. Hughes stated there are two (2) sections to the proposed ordinance. The first section addresses occupancy limited based on two (2) adults per bedroom with children not being mentioned, social media indicated they would be excluded. Mr. Hughes stated it is the opposite as there is no limit on children and that could be clarified if need be. There has also been discussions regarding having a limit on visitors and that is not included in the version before Mayor and Council this evening. He continued, Sec II which has received the most comments is the effort to impose a cap on the residential districts based upon the number of permits that is thought to be the amount that currently exists. He understands there are potential issues regarding this. Sec II does contain a provision that if a unit is sold they buyer or the buyer's agent must apply for a new permit within four (4) weeks of the closing. Mayor Sessions asked if the children and bedrooms have both been mentioned, is there a definition for "children"? She feels there needs to be a definition of not only "children" but also of "bedrooms". Mr. Hughes stated the Land Development Code may have a general definition of "bedroom". Mayor pro tem Brown confirmed there is a definition in the Southern Building Code in which it requires a closet. Mayor Sessions stated those two items need to be clear. Ms. DeVetter stated the industry standard is two (2) per bedroom plus two (2). She is also curious about the children limitation and would like further discussion. It is her recommendation to go along with the industry standard, two (2) adults per bedroom for overnight plus two (2). Mr. Branigin stated he supports two (2) per bedroom plus two (2) as pull out couches are everywhere. A definition of "child" is appropriate. He also feels there needs to be a definition of "good standing" for the property and in "good standing in to the allowance of transfer" would be appropriate. Mr. Hosti stated STVR's have been an asset to the Island and there needs to be a cap. He does not feel the proposed ordinance should be passed as it is

complicated and needs to be tabled. He does agree with the two (2) plus two (2) and is unsure regarding the cap. Mayor Sessions gave the history of the discussions and work group regarding STVR's. Mr. Branigin stated he is very much opposed to the moratorium when it came and felt a resolution format needed to be done which would not require a first or second reading was inappropriate. He was also very concerned after it passed as he felt it was being rushed. Mr. Branigin stated, to be clear, this ordinance basically codifies the moratorium in an ordinance format and expires without further action by Mayor and Council on June 15, 2022. What this does, it addresses his biggest concern which is a rush to deal with other nuisances and move it forward before the moratorium expires on November 26, 2021. He continued, as he does not like this, this is a step back as many of the businesses is asking for, a pause. **A Consensus of Council is to address Section I and Section II individually. Lengthy discussions ensued as to language for the proposed ordinance to include occupancy, transfer of ownership, the Compassion Clause and a process for a wait list for new permits.**

- **Section I: Monty Parks** made a motion to approve Section I of the proposed ordinance in the packet, with the following language:
 - Limiting the occupancy level of the Short Term Vacation Rental property or unit, establish in connection with the application for every Short Term Vacation Rental Permit with the occupancy by overnight uses is limited to two (2) adults per bedroom plus two (2) for the dwelling as identified as existing on the property. Occupancy beyond the established limits of the permit shall be a violation of the ordinance. **Barry Brown** seconded. Voting in favor were Monty Parks, Barry Brown and Nancy DeVetter. Voting against were John Branigin and Spec Hosti. Motion to approve, 3-2.
- **Section II. Barry Brown** made a motion to approve Section II with the following language only:
 - In order to balance density considerations in R1, R2, and R1B neighborhoods, there shall be no more than 760 permits allowed total within such zones at any time. This limitation on the number of permitted short term vacations rental operations shall be eliminated if not replaced by a different number or other Council action by June 15, 2022 or sooner following public hearings with appropriate public input. **Nancy DeVetter** seconded. Voting in favor were Barry Brown, Nancy DeVetter and Monty Parks. Voting against were Spec Hosti and John Branigin. Vote was 3-2 to approve.

Second Reading: 2021-28, Sec 7-060: Removal of Significant Trees. Spec Hosti made a motion to approve. **Monty Parks** seconded. Voting in favor were Nancy DeVetter, Monty Parks, Barry Brown and Spec Hosti. Voting against was John Branigin. Vote to approve 4-1.

Spec Hosti made a motion to adjourn to Executive Session to discuss Real Estate, Personnel and Litigation. **Monty Parks** seconded. Vote was unanimous to approve, 5-0

Nancy DeVetter left the meeting.

Monty Parks made a motion to return to regular session. **John Branigin** seconded. Vote was unanimous to approve, 4-0.

Spec Hosti made a motion to adjourn. **Monty Parks** seconded. Vote was unanimous to approve, 4-0.

Meeting adjourned.

Janet R. LeViner, MMC
Clerk

10/28/21 TICC Points to Consider Per Continuing Lack of Transparency/Cooperation By Select Staff

- **Background...Blindsided** with no "advance" (transparent), advertised City notification to citizens by so-called "private" (or "pop up"), amplified bands/music at Jaycee Park that played on the nights of 8/14 & 8/28 & 10/2 "involuntarily engages" and subjects (f-t) residents to assaulting noise (within house walls)! Page one of my full presentation notes at the 9/23/21 TICC meeting should specifically address this background information for you.

-**Previous Suggestions for Improvement...Relating to possible amendments to 1) the City's Special Events Application Form** to address expected "music sound level settings" prior to bands playing , Code Enforcement's proactive involvement before bands begin, 2) identified/documented "Chain of Command" deficiencies with polar-opposite staff perspectives/observations by varying personnel or "continuing allowance" by select staff of ...no reply to a citizen whatsoever, and 3) for advance publicity on the City's Special Events page and monthly calendar (& possibly on the monthly utility bill) at the time amplified bands/music may be authorized by any City official to play specifically at Jaycee Park. FYI...I have received no feedback of any kind from any "staff" member, to date, addressing such since submission of these specific concerns to you on 9/23. Also, I've never received accurate, "specific" answers (emphasizing "citizens") as requested to 3 original questions I submitted to the Asst. City Manager (3 times), beginning 8/28... two (2) months ago! Anyone have any better ideas?

-**Attempted Citizen-Initiated Resolution...Even disregarding all prior attempts** to have original questions specifically, accurately answered since mid-August, I initiated an "olive branch" proposal for a meeting with Mayor Sessions, Robyn Rosner, and myself (with any other TICC member who may like to attend with one condition – no other staff would be present. Mrs. Rosner and Mayor Sessions were very receptive to meeting. The current City Manager, in essence and through the current Asst. City Manager's email of 10/8/21, would not allow it. Hence, I believe compelled to attend and make another presentation before the TICC tonight! Must continued staff lack of cooperation warrant I, then, must continue to be compelled to return in the future? **Fact: I did try to achieve a (hopeful) resolution!**

-**Welcomed Desired Results... 1) All old and, now, new questions** would be specifically, accurately answered by a trusted staff member of my determination like Mrs. Rosner who is the logical contact person with knowledge of events (special/public/private/pop-up). To me, the current Asst. or City Manager who I have concluded (with documentation) have proven credibility concerns. 2) Changes from the current non-transparent to transparent **advance advertising – beginning immediately** - for all future music "events" (of any City "classification") at any park – that specifically involves "amplified" bands or music (by any device) at the same reasonable time they may be actually approved (in any way - (verbally or by official form) by any City staff authorization. 3) Special Events & Facility Reservation Applications be amended to include expected, considerate noise levels near neighborhoods and, if not, generated Code Enforcement intervention/correction. 4) Code Enforcement follows "clearly audible" sound volume levels and acts proactively to engage the noise source "in advance" before the known starting time of bands to better minimize, if not eliminate, future noise complaint calls. Wouldn't that be a true "win-win"?

If Necessary...If denied speaking with any City staff member I choose to logically contact (**precedent of 35 years**) to conduct my perceived business -as a citizen -or ask questions, due to the express &/or implied forbidding of such by any other City staff member, will likely warrant a pursued legal issue of clear discrimination. I project nobody would rationally want that to be a necessary course of action. Would you? (I would not.) I am still in need of, now, more questions to be answered. Thank you.

10/28/21 TICC REGULAR MEETING (2nd) PRESENTATION NOTES

-Good evening. My name is David Baker, I reside at 8 Bright Street, having been a property owner there for 35 years. I've been instructed to ask, seek, and knock and I will continue to do so with accurate documentation until "unacceptable", continued lack of transparency by select staff greatly improves or ceases altogether. Please ruminare upon the copy of this presentation as soon as convenient for the positive benefit of all present and future council members and fellow citizens.

-I never even considered filing a GA Open Records Request in those 35 years just to try and obtain answers to some questions I previously thought select staff were duty-bound by position to accurately provide. Not only have I been forced to correctly conclude such a drastic measure was now necessary, but some of the initial factual findings already support information I previously provided to you. Again, you will likely never know unless you take the time to actually read this packet and then **decide for yourself** if what you have been told in the past by select staff actually aligns with documented facts. In this packet, I've clearly attempted to "connect the dots" for you. You can now choose to "kick it down the road", but it won't change the fact these concerns don't appear to be going away anytime soon as long as questions continue to go unanswered. As one of many citizens who values transparency by our government officials at all levels, I am still convinced we deserve specific, accurate information in a timely manner when specifically, respectfully requested and not impatiently demanded.

-It has been over 2 months since I requested answers to my original 3 questions relating specifically in context to "citizens", including multiple, documented submission requests to the Asst. City Manager for which I still have received no direct specific answers by either the current Assistant (or City Manager) directed to me in any written form, to date. (Again, I have dated email copies for any interested TICC member wanting to review them.) I commend you, Mayor, for every word you stated in your 9/29/21 email to select staff, the entire Council, and myself as it was obvious you were **totally on-target** with that distribution effort! Mayor, one consolation I also note is I am **not** the only one being ignored since that includes you, too, when you stated to both of them in that email a month ago, "a (implied direct) response to Mr. Baker would be appreciated" since that has never happened either! When is enough going to be enough? Seems you and I can keep "requesting" of them, but that appears with an "interpretation condition" ... apparently, only if they "feel like it" will they do so! I wonder why this Council is continuing to tolerate such documented lack of cooperation/ transparency by select staff with this citizen of apparent second-class status? **Is there no longer any inherent duty by select staff to serve the local citizenry when questions are posed to them?**

-And, who among us likes to be **blindsided**? When will this City foster greater transparency for full-time citizens (who also vote) by appropriately advertising – in advance – **all** events that allow amplified bands in the parks – including "private" and "pop-up" bands and **not** just those for "public" or "special" events? I've learned each classification seems to have differing processing considerations for approval. Also, there are two applications: 1) A Facility Reservation Application (has no reference to amplified bands/music whatsoever) and a 2) Special Events Application. (Has just verbal approval by the current City Manager for band play also been the City's practice/protocol – at any time -in the past?) This citizen is presently incapable of distinguishing various band classifications (by ear), though, since they all have the common similarity of having loud, amplified noise levels and **all** become "public" with the first note played! Advance advertising of "private bands" and/or "pop-up bands" was **not** advertised on the City's Special Events page from Aug.-Oct. or noted on its monthly calendar regardless of what Council members may've been told by select staff and were **not** playing "all the time" at Jaycee Park prior to August as previously told by the current City Manager!

What justification seriously exists for continued lack of transparency given more questions have since continued to surface which will, now, also need clarifying? (Don't citizens deserve the courtesy of being informed – in advance of events – and not continuing to be blindsided?)

-In the Oct. 1st email to Mayor Sessions (by perhaps the Asst. City Manager), it stated evidently referencing a band that played on Aug. 14th “the application didn't mention a band and we weren't aware of it until we got Mr. Baker's complaint.” What? I wonder if this is a prevarication since Sgt. Hattrich informed me on the night of 8/28 (when a 2nd unannounced band played) the City Manager told him there were to also be a few more dates for bands to play in the near future so apparently **somebody** did know- **in advance**- about live bands (“scheduled” or “unscheduled”- **past and future**) to play at Jaycee Park in August? Seems his statement also may imply the 8/14 band played without (written) City application approval since no band/music was even listed on the Special Events Application! **Council, if so, what does that clearly indicate to you if you choose to more deeply consider this matter with documents provided to you and what you were previously told? Is there such a thing as “verbal approval protocol”? (Exactly what “protocol” (in writing) does that reference and where can it be found?)**

-FYI, a 3rd (and supposedly last) band of the “season” also played on 10/2/21, but their noise level was reasonably lowered from the beginning until their conclusion at 10:10 pm and, therefore, being more considerate, I was (in reciprocal return) not compelled to phone-in a noise complaint. However, on the night of **8/28/21 (before** phoning a noise complaint), Sgt. Hattrich was still openly utilizing the supposedly banned decibel meter device having indicated to me the reading on it is what they use to determine noise compliance or not. (Wasn't Code Enforcement directed by somebody prior to 8/28 to forego using such a gadget by that time and leave them all at headquarters? If so, his commentary directed to me that night was blatantly incorrect. Why was he still using it as the “only” determinant?)

-Lastly, on 10/5/21, I initiated an “olive branch” offer to meet with Special Events Coordinator, Robyn Rosner, and Mayor Sessions to specifically address some questions, receive some accurate answers, hopefully achieve some sort of resolution regarding enhanced transparency, to avoid having to make another presentation before the TICC. (I considered such a meeting to potentially be quite beneficial for all parties concerned.) Mrs. Rosner and Mayor Sessions were very receptive to meeting. I had already noted my one condition for this meeting would be for just the 3 of us, along with any other TICC member who'd like to attend, but no other staff member. (Having previously learned past lessons and given the recent unsuccessful attempts for accurate knowledge acquisition by select staff, they have earned a credibility rating from me of...less than zero.) Mrs. Rosner appeared the logical contact person needed to possibly achieve a resolution and avoid more Council presentations, frequent future exercise of the GA Open Records Act to waste everyone's time, effort, resources, and/or needless possible involvement with the Savannah Morning News and other media.

The current City Manager, through Mr. Shaw's email of 10/8/21, obviously denied my meeting offer regarding the 3 of us as I have no desire or intent to meet with him on this or any other matter! Seems like another example of an odd management style. Wonder what he's afraid the Mayor, other Council members, or I may discover from Mrs. Rosner's (projected) honest, straightforward answers?

Please note since he's been the City Manager, I've spoken or met with numerous staff members about matters that, as appropriate contacts, I believed would best address my specific questions/concerns as a private citizen. Isn't that just good common sense? I have never had to first route everything through any City Manager for their “approval” and, again, have no intention of doing so now.

Is this not absurd to you? (Do I need to "turn myself in" since I met with Chief Bryson and some staff members at DWP and spoke with Nalene Conway regarding "personal" business on 10/7/21? If so, what will be my punishment?)

Please note: If I am now going to be discriminated against and prevented from speaking or meeting with any/all City staff I choose to contact within this great "big" bureaucratic government on this great "big" island, this entire projection of a lack of transparency will be taken to an entirely different level and in a new direction I would like to think this TICC would prefer not to travel. Is this quest for accurate answers now going to morph into an unnecessary discrimination issue with legal implications? I certainly hope not. Where's this all "being allowed" to go now?

Would any competent employee (unless possessing an unlimited ego) seriously want every question routed to him or her by this resident and/or all island citizens? Unless I am to be treated identically to all other citizens, seems it could become a totally avoidable..... "case pending".

Can't somebody clarify "who works for whom" so everyone can acquire accurate truth/clarity, and upgrade the status quo where warranted for us all to, then, be able to move forward? I've tried an "olive branch" approach to hopefully resolve this business and I've previously sought my TICC for relief to correct some previous wrongs. I'm still asking, seeking, knocking and even willing to make myself available for you during an executive session to accurately answer/clarify any questions you may have for me...virtually anytime...if it may help to achieve some realistic degree of resolution going forward.

Thank you if you would provide your direct intervention at this point? If so, it would certainly be appreciated. (And, perhaps, some select staff could also benefit from it, too, if they'd "feel like" listening to you and, then, acting upon your guidance when instructed or requested to do so.)

Could now be the time?

Respectfully,



David Baker

cc: Attachments
(Total of 4.5 front-to-back pages)

2021

Robyn Rosner

From: Walter Hatrich
Sent: Tuesday, August 24, 2021 12:08 PM
To: Robyn Rosner
Subject: Dates

Reported by some other person ... not me.

5-22
5-25
6-26
8-14

← dates noise violations reported at Jaycee Park

Are the dates

Get Outlook for iOS

- 8/14 band → on 8/14/21, I phoned I noise complaints without any relief from Code Enforcement from 8:00 pm - 10:00 pm.
- 8/28/21 band again played at an amplified, unregulated sound level next to an established neighborhood.
- ✓ 1 noise complaint phoned-in with no forthcoming relief by Code Enforcement.

W. H.
10/25/21

Show original message

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- Deals
- Receipts
- Travel
- Folders Show

George Shaw <gshaw@cityofpdx.org>
 To: Shirley Sessions, Claudia E Baker
 Cc: Shawn Gillen, Walter Hatrich

Mon, Aug 23 11:39 AM

Mr. Baker, "no".

There were no special events scheduled in the park that weekend. In a case like this please contact Officer Hatrich with code enforcement.

George

(8/14)
 Then, band played at their own whim for 2 hours, 8:00-10:00! "Protocol"

Find messages, documents, photos or people

ORR Finding: No band/music listed on (item #8) of 5/18-19/21 Special Events Application for any dates!

- Inbox
- Unread
- Starred
- Drafts
- Sent
- Archive
- Spam
- Trash
- Less
- Views Hide
- Photos
- Documents
- Subscriptions
- Deals
- Groceries
- Receipts
- Travel
- Folders Show

George Shaw <gshaw@cityofpdx.org>
 To: Claudia E Baker
 Cc: Shirley Sessions, Shawn Gillen, Walter Hatrich

Mon, Aug 23 4:22 PM

David,

I don't really know who created the music but it wasn't an event that we approved. Code enforcement can be contacted at code.enforcement@cityofpdx.org. I have copied officer Hatrich as he may know the best phone number to call.

George

Are we to believe this band played "rogue" on 8/14/21? Why were they allowed to play and keep playing after showing a loud noise complaint?

Really?

"Somebody" must have!

Shirley Sessions

Sessions

9/7/21
3:50 F

To: Claudia E Baker <twopalmstus@aol.net>
Cc: Shawn Gillen, Robert Bryson, Shirley Sessions

Shaw says (8/14/21) event not approved.

David,

Following from city staff in answer to your questions.

Best,
Shirley

Note: → Yes there are protocols in place. A rental form must be filled out and a fee paid to rent a facility. A special event permit must be filled out and fee paid for an event in a park. Many times an event organizer asked to have live or amplified music. We typically approve them for events park. It is usually memorial park.

Shawn Gillen
City Manager
Tybee Island, Georgia

Inadequate! did not specifically address my 3 questions! Absurd.

ORR Finding

Protocol not flawed as documented "band/music" not part of item #8 of 5/18-17/21 Special Events Application. Does "asking" supersede written protocol? Since when? Anything new goes on Tybee Island?

Find messages, documents, photos or people

Note

← Back ↶ ↷ Archive Move Delete Spam

George Shaw <gshaw@cityoftybee.org>
To: Shirley Sessions, Shawn Gillen, Robyn Rosner, Claudia E Baker
Cc: Jay Burke, Barry Brown, John Branigin, Monty Parks, Nancy DeVetter and 3 more...

Thu, Sep 30 at 8:38 AM

1st (of 3) emails with the 3 original questions was sent to Shaw on 8/28/21!

Shirley,

I have not seen Mr. Baker's letter so I can't respond to the first question.

(What?)

We do not have any specific restriction on live music in our parks. All noise generated in our parks is controlled by our noise ordinance. Of course we can create an amendment to ban live amplified music in the parks.

ORR Finding:

Robyn puts a list of special events that are open to the public on our website. She has explained to Mr. Baker where to find that.

No advance notice of any "band" (special, public, private, or "pop-up") playing at any park was noted on this website from Aug. - Oct. of 2021! Why not?

George

> Show original message

Shirley Sessions <ssessions@cityoftybee.org>
To: Claudia E Baker, Nancy DeVetter, Jay Burke,
John Branigin, Spec Hosti and 2 more...

Thu, Sep 23 11:56 PM

David,

Your frustration is certainly valid and you are correct, I did and will continue to defer daily operation issues to our city manager, Shawn Gillen, who is ultimately responsible for all staff. I believe you are aware council's role is to set policies and the city manager directs staff to implement them.

I am copying Shawn on this and ask that he follow thru with appropriate staff to provide answers to your questions. Understanding we may not always agree or even like answers to questions being asked, it is not acceptable to have the questions go unanswered.

Thank you.
Shirley
912.695.0724

as of 10/15/21... never accomplished! Still unacceptable!

Inbox 9 Re: Mr. Baker's letter 9/23/21 TICC Presentation Notes Yahoo/Inbox

- Unread
- Starred
- Drafts
- Sent
- Archive
- Spam
- Trash
- Less
- Views Hide
- Photos
- Documents
- Subscriptions
- Deals
- Groceries
- Receipts
- Travel
- Folders Show

Shirley Sessions <ssessions@cityoftybee.org>
To: George Shaw, Shawn Gillen, Robyn Rosner, Claudia E Baker
Cc: Jay Burke, Barry Brown, John Branigin, Monty Parks, Nancy DeVetter and 3 more...

Wed, Sep 29 at 11:59 PM

Shawn and George, (I have added Mr. Baker's address to this email)

I'm just reading the letter from David Baker that Jan left in our mail boxes yesterday and I would respectfully ask that the following issues within his letter be clarified. Council members may have additional requests or comments.

-Why were there 3 different responses from George, Shawn and Robyn regarding the process for allowing live bands to perform in JC Park without city permission? Apparently according to Mr. Baker, Robyn was clear in her response that live bands in the park are not held to the same standards as "special events", other than they must conclude at 10 p.m. If that is the case can we be assured these impromptu bands (i.e., amplified music) will no longer happen in city owned facilities. Having unamplified music while families or friends gather for picnicking or a sporting event is different from unpermitted amplified music/bands.

-Could this be corrected asap in our code/application, whatever the appropriate document that addresses this type of activity.

-Does the city provide calendar of approved city events (time/dates) that the public is made aware of for their planning purposes? If not, can that be readily available?

Many thanks for your attention to the above and a response to Mr. Baker would be appreciated.

Best,
Shirley
912.695.0724

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

This email was TOTALLY "on point"!

They must not have "felt like it" so they did not respond to me - even as of 10/15(+).

Shirley Sessions <ssessions@cityoftybee.org>
To: George Shaw, Barry Brown, Spec Hosti, Shawn Gillen, Robyn Rosner
Cc: Jay Burke, John Branigin, Monty Parks, Nancy DeVetter, Tracy O'Connell, Jan LeViner, Claudia E Baker Hide

Fri, Oct 1 at 11:03 AM

The City issued a special event permit for the surfing competition. They had eight dates reserved for six competitions. The surfing folks went from the beach to Jaycees after the competition and asked to have the lights on at Jaycees so the kids could play during the awards ceremony. The application didn't mention a band and we weren't aware of it until we got Mr. Baker's complaint. Live music in the park was added to their permit on 9/10 since we had previous complaints. The complaints were followed up by code enforcement visits but no violation of the noise ordinance was found.

From: Shirley Sessions <ssessions@cityoftybee.org>
Sent: Friday, October 1, 2021 10:24 AM
To: Barry Brown <bbrown@cityoftybee.org>; Spec Hosti <spec.hosti@cityoftybee.org>; George Shaw <gshaw@cityoftybee.org>; Shawn Gillen <sgillen@cityoftybee.org>; Robyn Rosner <rosner@cityoftybee.org>
Cc: Jay Burke <jay.burke@cityoftybee.org>; John Branigin <jbranigin@cityoftybee.org>; Monty Parks <mparks@cityoftybee.org>; Nancy DeVetter <nancy.devetter@cityoftybee.org>; Tracy O'Connell <toconnell@elfispainter.com>; Jan LeViner <jleviner@cityoftybee.org>
Subject: Re: Mr. Baker's letter 9/23/21 TICC Presentation Notes

George, is Barry correct, did the city issue a permit for this event?

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Barry Brown <bbrown@cityoftybee.org>
Sent: Friday, October 1, 2021 8:40:01 AM
To: Spec Hosti <spec.hosti@cityoftybee.org>; George Shaw <gshaw@cityoftybee.org>; Shirley Sessions <ssessions@cityoftybee.org>; Shawn

Bands played on 8/14 & 8/28 without protocol being followed!

"Bands" added after the fact by city staff!



Why? on permit

Since when - even on Tybee Island - is that an acceptable management technique?

10/28/21
All this research is just another reason for immediately improving City transparency for all citizens!
A.B.

- Archive
- Spam
- Trash
- Less
- Views Hide
- Photos
- Documents
- Subscriptions
- Deals
- Groceries
- Receipts
- Travel
- Folders Show



George Shaw <gshaw@cityofitybee.org>
To: Claudia E Baker
Cc: Shawn Gillen

Fr, Oct 8 at 11:18 AM

Mr. Baker,

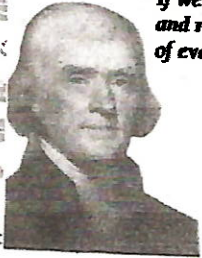
Shawn would like all concerns regarding City operations addressed to him. He will be glad to meet with you if that would be helpful.

Hide

George Shaw

No. Credibility Issues!

"If we are to guard against ignorance and remain free, it is the responsibility of every American to be informed." ✓
Thomas Jefferson



"Truth will ultimately prevail where pains is (sic) taken to bring it to light."
George Washington ✓

I'd already professed my initial offer to meet with both Mayor Sessions and Mrs. Ebner for, perhaps, bringing some resolution, but would involve no other staff member.

It must also be true when ego, pride, and arrogance overtakes a person, it seems little can be productively achieved for the benefit of all.

Can't anybody broker this meeting?

To: Claudia E Baker
Cc: Bubba Hughes (bhughes@ellispainter.com)
Tracy O'Connell, Barry Brown, Jay Burke,
John Branigin and 4 more...

Good afternoon David

I am in receipt of your ORR dated October 27, 2021 that was hand delivered to my office.

Note

In response, I have attached a Facility Reservation Application dated April 6, 2021, as submitted by the Eastern Surfing Association for Memorial Park Screened Pavilion. The City has not received any Facility Reservation Applications from the Eastern Surfing Association for any other facilities as of October 26, 2021.

Clear Protocol Violation?

To: Jan LeViner
CC: BCC
Official Clarification of Your 10/27/21 Email to my 10/27/21 ORR.
10/27/21 @ 4:32pm
Did I understand you correctly that at no time in 2021 (prior to 10/26/21) did the City of TI receive and, then, have on file any "Facility Reservation Application" by any applicant in behalf of the Eastern Surfing Association for the specific use of Jaycee Park in any manner?
Thank you for your important clarification as it appears the 4/6/21 copy provided me only pertained to Memorial Park (for 4/10/21) and not for an entire "season" of their activities when held at Jaycee Park.
Greatly appreciative of your assistance in this regard.
David Baker

*Amplified
Lands
Played 3
Times at
Jaycee Park!*

They were "allowed" to play by the current City Manager and the current Code Enforcement Supervisor even though nobody seemed to follow established / expected protocol! They was approved!

Do not a Facility Reservation Application required by any organization utilizing any park for their activities? Fees not paid on this non-existent application for Jaycee Park! Why???

Note: See City Manager's commentary to Mayor (Page 4 @ top) she sent to me on 9/17. Please pay attention to his words "in place", "must be filled out and fee paid for an event in a park". Apparently protocols may be "in place" but even that does not mean they will be followed... even by staff!!!

Plenty of advance time to advertise event to citizens - well in advance of event. Why not?



CITY OF TYBEE ISLAND

CITY OF TYBEE ISLAND

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SPECIAL EVENTS APPLICATION

The City of Tybee Island recognizes that special events play a significant role in the livelihood of the community. Events can enhance the experiences for residents and tourists by providing recreation, cultural and educational opportunities while attributing to the economic health of the community. It is our goal to assist event organizers in planning safe and successful events that have minimal impact in the areas surrounding the event. To keep the public's best interest in mind, a special event application is required for persons / organizations wishing to host an event upon public and / or private property where: 1) municipal services are reasonably anticipated, actually required, or requested, 2) special permitting which includes, but is not limited to, parking, use of location, or vendor permits not for the non-profit organization hosting the event. The special event application shall be completed and submitted for consideration with all requested information at least **sixty (60) days prior** to the event. No more than one event per day, per area, will be permitted due to limited infrastructure and city resources.

In order to ensure a smooth review process for permission to have a special event, the applicant will receive direction, as applicable, from City Department Heads, City Manager and Facilities / Special Events Coordinator once the application has been submitted in its entirety. Prior to the application being submitted for City Council consideration (if applicable), all concerns and details must be addressed and confirmed by the organizer, as well as, accepted by designated city staff of impacted departments.

Note: Applicant must meet with the Facilities / Special Events Coordinator or his/her designee at time of submitting application. Additional meetings may be required.

Today's Date: 5/18/2021

Application Fee Submitted: yes

* A non-refundable application fee of \$50 is required at time of application submittal for processing and consideration.

SECTION 1: EVENT INFORMATION

1. Name of Event: Eastern Surfing Association Contest
2. Date and time of event: Dates & times already submitted
 - a. Setup: Date/Time period see attached beach permit applications
 - b. Breakdown: Date/Time period see attached beach permit applications
3. Location(s): North Beach, From Life Guard stand to North side of Jetty
 - ❖ A site plan of the event area drawn to scale and depicting all event structures is required at time of application submittal.
 - ❖ A request for a Letter of Permission (LOP) from the Coastal Resources Division of the GA Department of Natural Resources shall be requested 45 days prior to event (<http://coastalga.dnr.org/sendemail>) when materials, equipment, and / or such is requested to be placed in beach areas and / or within the Shore Protection Act (SPA) jurisdiction. Applicant must provide City the LOP fifteen (15) business days prior to the event or event will be cancelled.
 - ❖ If location and / or activities impact merchants and / or residents, written documentation, with application submittal is required as noted in Section 5.
4. Event Organization: Eastern Surfing Association
 - a. Is the Organization
 - Commercial? (Commercial organizations shall include information regarding use of event proceeds.)
 - Non-profit / Tax Exempt? (Non-profit / tax exempt organizations shall attach non-profit status / GA tax exempt certificate.)
5. Event Representative: Jeff Mosley
 Address: 3 High Tide Ln City: Savannah State: Ga Zip: 31410
 Contact Phone: 912-655-2469 Email: _____
 Please provide contact information for others associated with the Event Organization whom have at least a five-percent (5%) stake in the event: _____
7. Phone number and / or website for public event information: 912-655-2469

P.O. Box 2749 -- 403 Butler Avenue, Tybee Island, Georgia 31328-2749 Phone: (912) 472-5045 Fax: (912) 786-9539
 www.cityoftybee.org

NOTE: *Per Jen's email of 10/27/21, no Facility Reservation Application by this group was ever completed, submitted, and fees paid for use of Júpia Park (and inc. rights) in 2021 (see October 26th)! Why not as band stayed 3-4 hrs.*

Item #2.

SECTION 2: EVENT DETAILS

1. Is this event... Open to the public Private Invitation only
2. Describe the event and its goals: Must have an ESA Membership Surf Contest to bring our youth, parents, and local business together
3. Have you ever done this event before? If yes, list dates and locations: Yes, for the last 25 yrs. at locations on South Beach & North
4. Estimated number of people to attend and what this is based on: around 70 Competitors + Family
5. Is there an admission fee for attendees? No Yes - Fee will be: members register online
6. Describe parking arrangements during event in detail: Use North Beach Parking lot
 - ◆ Please attach a drawing of parking plan. Organizer may be required to run a shuttle if a parking lot is closed for the event.
7. What plans exist for cleanup and recycling? (Disposal of grease, trash, etc.) We use trash cans on North Beach
8. Please list any entertainment, bands, emcees or onsite promoters attending this event: May have some old Beach gathering at Park, would need lights
9. Describe sound equipment: Fender P.A.
10. List event sponsors and marketing plan: Event sponsors are at surflybeach.com
11. List any additional contact person(s) and their phone numbers involved in the planning of Clay Culver 655-3171

No specific listing of "bands" to play!
Not specific to Hayes Park - just "parks"!

SECTION 3: REFERENCES

1. Please list your previous special event and/or hosting organization's experience in producing 25 Years of Experience doing Contest on TV!
- Please list two (2) references excluding City Officials and Staff:
- a. Name: Mark Harrell - Fire Chief
Address: _____
Phone: 469-0381
 - b. Name: Jason Buelterman Esq. Port Mayor
Address: _____
Phone: 844-8421

SECTION 4: OTHER REQUESTS

(Check the boxes below and provide additional information if applicable.)

1. Vendors (Organizer must submit all Vendor Applications with payment no later than two [2] weeks prior to event. Chatham County Health Department must be contacted for approval of food vendors in accordance with their regulations.)
2. Department of Public Works (DPW) Request(s) (Current labor / equipment fees will apply.)

DPW Item	Amount	Total hours
Traffic Cones		
Barricades		
Traffic Barrels		
Trash cans		
Recycling containers		
Sweeper		
Back-hoe		
Other (please list): <u>lights on at Park as needed</u>		

List other services that are requested. Costs will be determined.

Jan LeViner

From: Shirley Sessions
Sent: Thursday, October 28, 2021 3:11 PM
To: Mike hosti
Cc: Jan LeViner
Subject: Re: Stvrs Please read prior to meeting!!!!1

Mike,

Jan LeViner will include your letter in the minutes as part of the record. We'll send to all council members before meeting.

Thank you.
Shirley

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Mike hosti <hostiiga@bellsouth.net>
Sent: Thursday, October 28, 2021 3:04:38 PM
To: Shirley Sessions <ssessions@cityoftybee.org>
Subject: Stvrs Please read prior to meeting!!!!1

Shirley:

Please try and be as prudent as possible with the ordinances vote tonight concerning the rentals business. I personally have tried to keep my mouth shut as my comments would just draw fire as I would be trying to defend my business growth.

the short term folks bring a huge paycheck to the city in different forms. They bring a huge overall effect to the business community on the island and what there is to offer currently as to a comparison of 10 years ago prior to this current rental boom. In my case I can offer quite a larger selection of items now to enhance what all residents want and currently do not have to drive off island to procure. Without renters and the extra folks here those offerings would surely go away due to dating issues. I can sell them now before they spoil go out of date etc as to having to toss 1/2 or better making the stocking of some items not profitable but costly and sooner to be discontinued to stop losses.

This goes for restraunts and what they can sell as well also folks like chu's to be able to sell a better variety and not have it sit and collect dust.

Although they can to some extent be a problem they create more good than some can actually see due to closed sightedness due to one issue or another.

Shirley please also note that under federal laws if a property owner were to push an issue to that high of a court every owner would be able to do as they please on their perspective land infinite above and below as having been settled in fed courts before. le slnt drilling water resources wind resources etc and defeat any local / state ordinance because of fed prevelance to individual property rights.

All I really want to say is be careful that all understand what is at stake in the long run.

I like where I live and do hate change that is bad but also like that having what I need available on island as a blessing to defer the bad with.

Think hard before you let any one sign. Share your version of my story and see just how it sets with your council!

Mike

Jan LeViner

From: Heather Hoffman <hhoffman777@yahoo.com>
Sent: Wednesday, October 27, 2021 10:45 AM
To: Shawn Gillen; Edward Hughes; Jan LeViner; George Shaw; Demery Bishop; Alan Robertson
Subject: Concerned Tybee Property Owner

Hello,

My husband and I are concerned Tybee property owners. We are very concerned with the steep STVR changes that are being proposed. We have a beautiful Tybee home that we invested in roughly 2 years ago as a short-term vacation rental, 102 Byers St.

As we considered a Tybee Island property, we looked at the 8+ years of short-term rental history on the home to better understand if we could afford and maintain the home as a secure investment for retirement. We have significantly invested in the island and are constantly making improvements to the home. We have been very happy with our investment and are now concerned with the proposed changes and how that will impact our investment, not only from an annual revenue perspective, but also the value of the home.

The rate in which we purchased the property was significantly increased due to the short-term vacation revenues the home has brought in year over year. This also impacted and drastically increased our annual property taxes. Our property taxes alone are \$10,000 a year, which are funneled through the Island. If we were to have purchased the home as just a standalone primary or secondary home, 1) the value of the home would've been a few hundred thousand dollars cheaper, and 2) the lesser value of the home would've significantly decreased our annual property taxes. This is a hug win for Tybee across the board on all the short-term rentals you are looking to minimize. If you do not allow for STVR certificates to pass through at the sale of a home, you will be not only lessening the property value of homes on the island, but also lessening the incoming property taxes by 1) value, and 2) type of property classification. To share some rough numbers with you, if we would've purchased our home at the same rate we paid for it and it were to be considered just a secondary home for our family, our annual property taxes would've been roughly \$6,000 a year. We are paying nearly double that since it is an classified as an investment property. Take the same concept and multiply this times the number of investment properties on Tybee Island and you quickly realize STVRs are contributing a lot of money to the success of the island.

There are quite a few unique properties on Tybee Island and many of them allow for interesting sleeping arrangements. As you consider the number of occupants per residence, you should not cap it specific to bedrooms, as that is not a true representation of what the properties may support. I can understand your concern for STVRs that may have consistent over occupancy, but you should leave that to the management companies to decide and monitor. It's technically their liability to do so, not the city's. A recommendation would be for the management companies to submit an annual map of STVR's their managing and their occupancy limits. Should a property come into question by authorities, a penalty or fine could be put in place. This would ensure management companies are holding to "their set limits" not the city's enforced limits. Currently, occupancy rates per property are listed on every property with management companies, and I would imagine tenants sign a waiver where they will not over exceed limits at time of reservation. The fine could also be pushed though to the tenant that breaks the rule. Just some other ideas for consideration.

We are with you in wanting to maintain a beautiful island for not only the locals to enjoy, but also families from around the nation. And, we are noticing some of the great improvements the city has already made over the last year, like paid parking and annualizing it rather than making it seasonal. Minor improvements to laws and expectations of property owners and management companies will satisfy the needs of the community, not big shifts in laws that will lessen property values and the tax income of the city, which will only hurt the island in the end. Please protect those who have already invested in Tybee and vote to more closely monitor the incoming investors, so we can enjoy a blend of primary residents and vacationers.

Should you be interested in speaking with us, our experience on Tybee thus far, and possible recommendations for the city to consider, feel free to get in touch with us. Thank you for considering our feedback.

Heather & Joel Hoffman
317-372-4757

Jan LeViner

From: Ruth Whitley Wilson <wilsonruthw@gmail.com>
Sent: Monday, October 25, 2021 4:20 PM
To: Shirley Sessions; John Branigin; Barry Brown; Spec Hosti; Monty Parks; Jay Burke; Nancy DeVetter
Cc: nicholas sears; Jan LeViner; Shawn Gillen
Subject: Request for City Council Consideration

Dear Mayor Sessions and City Council:

I respectfully submit the following for your consideration regarding STVRs and the upcoming vote to put a framework to this system. I ask that you include the following in your review and decision on STVR compliance in the future. Since I may not be present to speak publicly, will you please make sure this is part of the packet for the next City Council meeting?

First, the fact that there are rental units permitted in residential zones is problematic. Residents have not had an opportunity to vote on whether they wanted to live in communities that included rental units, and permits were issued without their consent. The phenomenon of STVR rentals has grown exponentially, thanks to businesses such as VRBO and Airbnb that help owners market their properties. Tybee's vacation rental property managers have also played a significant part in increasing the number of STVRs. The residential real estate sales establishment has honed their skills in selling properties as second homes based on rental income.

The horse is out of the barn door, so to speak, but that does not mean we cannot make every effort to corral it and school it. We can shape the STVR industry to suit the current needs and desires of residents, regardless of what has happened in the past.

My first concern is that there should be a cap on the percentage of STVRs in residential zoning areas. That it has been allowed to grow to thirty plus percent is due to a serious lack of oversight.

Shawn Gillen, City Manager, has acknowledged discussing the STVR issue with managers of communities outside of Georgia. I think we need look no further than Savannah, which has implemented a very reasonable set of guidelines for this industry. I understand that Tybee Island ordinances and City of Savannah ordinances are different, and Savannah's guidelines would need to be modified to a degree. These guidelines include a 20% cap by ward, and are as follows:

- *Owners should apply for a Short Term Vacation Rental Certificate (STVR)*
- *Owners will need to make sure the ward their property is located in is not full, there are currently only 6 wards that are not full. There are waiting lists owners can sign up for.*
- *STVR are occupancy restricted, no more than 2 adults per bedroom and the local government does have the authority to inspect to ensure a STVR is in compliance.*
- *Owners must report a change in rental agent within five business days.*
- *Exemplar Rental Agreements must be provided with the application to rent the STVR, as well as posted in the property at all times.*

- *Advertising - The STVR certificate number and the Exemplar Rental Agreement must be included in any advertising of the STVR, in print or digitally.*
- *Proof of insurance*

I ask that the City Council set the STVR cap in residential zones to 20%. Since we currently exceed that number, I would like to propose the following:

- 1. No new STVR permits will be issued until we are under the 20% cap. This would specify that no more than 20% of homes within any city block in an R-zoned neighborhood can be permitted as an STVR.*
- 2. STVR permits are voided upon the sale of a residence.*
- 3. STVRs that do not show a minimum of 90 days of rental activity lose their permit at the next renewal period. Our rental season is strong from May through October, so any serious landlord should not have difficulty fulfilling this requirement.*
- 4. A waiting list will be started on a first come basis, and this request for STVR permit should be resubmitted annually.*
- 5. All advertising for STVRs should include an identifying permit number.*
- 6. All STVR rentals must be for a term of at least seven days except for the week of Thanksgiving.*
- 7. A city-approved list of rules, regulations and expectations must be displayed at each STVR. Owner is required to be responsible for compliance. Three ordinance infractions in a year will result in cancellation of permit.*

Please note that this proposal allows all homeowners who are renting their future retirement home to continue to do so as long as they are compliant with STVR regulations.

Thank you for your attention and interest in this important topic.

Sincerely,

Ruth W. Wilson

Nicholas N. Sears

1304 Venetian Drive

Tybee Island, GA 31328

Ruth Whitley Wilson

wilsonruthw@gmail.com

404.877.2260

Jan LeViner

From: Roger Huff <rogerhuff@peak7solutions.com>
Sent: Monday, October 25, 2021 3:12 PM
To: Barry Brown; Jan LeViner; Jay Burke; John Branigin; Spec Hosti; Monty Parks; Nancy DeVetter; Shirley Sessions
Cc: tbgetsitdone@yahoo.com
Subject: STVR Occupancy Limits Discussion

Good morning Ladies and Gentlemen,

I write to you this morning to discuss the intent of placing Occupancy Limits on STVRs.

I often wonder if the City should be intimately involved in the management of STVRs and the hospitality industry in general. These things should be left to the professionals in the field.

When I was an Instructor Trainer for Georgia Tech's Outdoor Recreation program (ORGT) there was often the controversy that people renting kayaks or equipment should be required to attend training and such. As much as this makes sense ORGT's lawyers determined that by doing so put the institution at an additional risk by adding the requirement. It is worth considering and studying the similarities when looking at the City getting involved with such aspects of a business where insurance companies and the management companies should be making these decisions. Could the City be putting itself at more risk by instrumenting such extreme measures?

Also, how could the City possibly enforce this. Likely, it is impossible as the City Manager and the Chief of Police advised some time ago. How would the City delineate between a residence used as an STVR or used by the owner for personal use? Is it legal, ethical, or moral to discriminate on one residential use over another (full time resident vs short-term stay)?

While I am content to abide by a 2 person per bedroom plus 2 additional occupancy limit set the management company for my STVR I prefer that decision to be my own and a conversation with the management company of my choosing.

I ask that you vote 'No' to any restrictions on occupancy for STVRs.

Please include my comments as part of public record.

Sincerely,

Roger Huff
Phone: [770-315-4073](tel:770-315-4073)
Email: rogerhuff@peak7solutions.com



Tybee Island Association of Rental Agencies “T.I.A.R.A.”

TYBEE STVR Ordinance Position Statement October 28, 2021

The vacation rental owners and management firms on Tybee are good neighbors who support a short-term rental ordinance that is fair and enforceable. Unfortunately, the proposed ordinance strips owners of their property rights and artificially manipulates the local economy and real estate market by creating winners and losers. The Tybee City Council must make fact-based, data-driven decisions in order to avoid harming its citizens and business owners.

By reducing occupancy below the industry standard, banning the transferability of permits, and capping permits at an arbitrary number, the Tybee City Council is tinkering around dangerously with the economic engine that drives the Tybee economy.

T.I.A.R.A. supports:

1. Occupancy levels consistent with the industry standard of 2 adults per sleeping area plus 2

The draft ordinance decreases occupancy to only 2 adults per bedroom, with no additional guests and creates a host of problems for owners and visitors alike, especially persons who have already booked property based on the existing occupancy levels. We do not support overcrowding (i.e., 20 people in a 3-bedroom home). Most rentals are already in compliance with 2 per bedroom plus 2, which is a common occupancy standard for the industry. The current proposal:

- Puts 1-bedroom properties like condos at a disadvantage to hotels—a standard hotel room can sleep up to 5 people, legally.
- Negatively impacts almost all STVR owners who follow established industry standards for occupancy.
- Creates problems for guests with future reservations that are based on currently marketed occupancy levels.
- Ignores Tybee’s unique homes and architecture and does not take into account overall square footage.
- Will require potential refunds or cancellations of thousands of existing future reservations.

2. Transferability of permits upon sale of the property or death of the owner

The draft ordinance unclearly creates a partial transfer mechanism for some properties which is not guaranteed and not equitable. A clear path for transferability upon sale or death must be adopted simultaneously with the ordinance. The current proposal:

- Creates market uncertainty which will decrease real estate values for **all** residential properties on the island.
- Includes no process or rules for staff to follow in implementation
- Devalues specific properties which amounts to a “taking” by the City and opens the City up for lawsuits
- Creates a “Tybee death tax” for people who want to keep property in their family and rent it occasionally to cover costs like taxes, maintenance, insurance and utilities

Jan LeViner

From: Shirley Sessions
Sent: Monday, October 25, 2021 1:14 PM
To: Roger Huff; Barry Brown; Jay Burke; John Branigin; Spec Hosti; Monty Parks; Nancy DeVetter
Cc: tbgetsitdone@yahoo.com; Jan LeViner
Subject: Re: City Council Meeting Agenda Item 12: First Reading, 2021-29 Sec 34-261(c)(3) and to add new Sec 34-266, Limit the Number of Permits for the Operation of STVR's

Thank you for your comments. Jan will include in records.

Shirley Sessions

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Roger Huff <rogerhuff@peak7solutions.com>
Sent: Monday, October 25, 2021 11:57:14 AM
To: Barry Brown <bbrown@cityoftybee.org>; Jay Burke <jay.burke@cityoftybee.org>; John Branigin <jbranigin@cityoftybee.org>; Spec Hosti <spec.hosti@cityoftybee.org>; Monty Parks <mparks@cityoftybee.org>; Nancy DeVetter <nancy.devetter@cityoftybee.org>; Shirley Sessions <ssessions@cityoftybee.org>
Cc: tbgetsitdone@yahoo.com <tbgetsitdone@yahoo.com>
Subject: City Council Meeting Agenda Item 12: First Reading, 2021-29 Sec 34-261(c)(3) and to add new Sec 34-266, Limit the Number of Permits for the Operation of STVR's

Good morning Ladies and Gentlemen,

I write to you this morning to discuss the First Reading, 2021-29 Sec 34-261(c)(3) and to add new Sec 34-266, Limit the Number of Permits for the Operation of STVR's.

Help me understand how this ordinance will provide any reputable solution to the existing issues related to STVRs?

How does this achieve the long term goals of Tybee Island like encouraging and supporting businesses year round for residents and visitors, promote diverse employment opportunities for both year round and a seasonal workforce, providing and encouraging alternate transportation options, encourage housing needs, and educational and enrichment opportunities within the community?

STVRs Provide a Vehicle for Permanent Residency

It seems to me quite the opposite. As many of the current residents reside here, (including many of those complaining of STVRs), have only been able to do so by first allowing that home to be short-term rented until they were in a position to move to Tybee Island permanently. In addition, are those residents that like ourselves have purchased a home for the purposes of short-term renting to offset retirement needs later in life when we are no longer at a point where we want nor able to work.

We have an aging population that needs replenished with younger families, and for them to have reason to move and live at Tybee Island requires industry. Tybee Island has but only one industry and that is hospitality. STVRs provide a unique vacation opportunity to families that provides an invitation for permanent residency. City Council and residents should recognize this and fully support it.

Capping STVRs Lowers Real Estate Value for Non-Certificate Holder

Studies have been done where caps for STVRs have been in place that show those with a certificate to short-term their home can get as high as \$30,000 more for their home over those that do not have a certificate. So, in essence, this proposal devalues non STVR residents homes.

City Council Inadvertently Drove Demand for New Certificates

Back in 2018 I can remember Monty Parks saying that STVRs had stayed relatively the same number for a prior period of 4 years around 1100 or so. It was only when the mention of a moratorium that residents ran out in droves to acquire a certificate so as not to be at the lose had one passed. Again in 2021, when the moratorium was introduced again more residents rushed out to get an STVR certificate even though never having plans to short-term their home. This includes myself and our dear City Manager I hear. Clearly, the City Council should recognize that the ability to short term a home is valued by residents. Those that are not doing so as well as those that are.

Recognizing that City Council has driven the increase and without the City’s ability to ascertain those that are active over those that are not I hope that you recognize that putting a cap on the number of STVRs is wildly irresponsible as it will have wider consequences to the livelihood and financial impacts to working residents on the island.

Capping STVRs Encourages Bad Actors to Stay in the Market

We can all agree that many of the complaints related to STVRs are localized and the result of a poor management. We can also agree, I hope, that in a free market system (the founding of our nation) that the more capable of an institution to provide a product or service prevails over those unable. In this respect by capping the limit of STVRs does not allow the better management to enter the market, and the result is for the continued results of the poorly managed. I encourage City Council to step back, get the supporting data to make informed decisions on how to handle the localized incidents rather than blanketly legislate those that have provided good management in accordance with the City ordinances as well as being respectful of neighbors.

STVRs Have a Positive Economic Impact to the Community

Each STVR provides an economic service to the community will above the cost of a certificate as well as the hotel/motel tax which on its own merit is substantial. In addition, there are a number of other items directly. Just a few of the items off the top of my head below

Groceries Purchased by Visitors	\$7000 annually
Lawn Service	\$3600 annually
Tree Trimming	\$1500 annually
Maintenance	\$12,000 annually

Additionally, I would like to debate that there has not been sufficient evidence to support or give confidence to the paragraph, “

“

.
. .

WHEREAS, following the adoption of a moratorium, the conducting of multiple hearings and obtaining public input from various sources the Mayor and Council have found that the operation of numerous short term vacation rental property within the residential zones of the city has resulted in detrimental effects to Item #12. - Page 151 - the residents of the island in a manner that necessitates action to be taken that will limit the impact of short term vacation rental operations so that such operations will be less likely to disrupt usual and customary neighborhood life and the culture base thereon;

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.
"

There are compelling arguments that lack of enforcement have contributed significantly toward the rising issues. And, I believe we can all agree that the term, "STVR" has been coined for the definition of "tourist" which includes far more than just those families and visitors staying in Short Term Vacation Homes. There has not been any ability to substantiate that STVR visitors are responsible for the continuing issues that rise from tourists visiting the island.

I ask that you vote "No" on a cap to STVRs.

Please include my comments as part of public record.

Please include my
Sincerely,

Roger Huff

Phone: [770-315-4073](tel:770-315-4073)

Email: rogerhuff@peak7solutions.com

Thank you, Mayor Sessions and Council, for your service to my family and our community and for allowing me to speak.

My name is Maria Lancaster, and my husband's name is Jerry Lancaster. We live in a restored cottage at 1307 Jones Avenue. Jerry has lived on Tybee for 38 years and raised two children on the island, now adults. I have lived on Tybee for 22 years. The third generation, our grandchildren, love to visit us on Tybee. Suffice to say, we are both "locals."

Life is wonderful, and especially on Tybee, but life can be hard and throw you a curveball. Jerry and I aren't the only ones; I know this. I see this in our council tonight. Seven years ago, Jerry was diagnosed with Parkinson's Disease, and it was estimated he'd had it for ten years. The average life expectancy with Parkinson's is 20 years. Parkinson's isn't a two-month issue, its "high season" is lifelong, 365 days a year.

Jerry and I need the equity from our house and as much as the market will bear for the expected care required as his Parkinson's progresses. Unfortunately, there is no cure and no way to stop its progression. I am blessed to have found a fantastic professional opportunity at Tybee Vacation Rentals to be close to Jerry if he needs me.

On a note from a suggestion from the Council workshop - shortly, you will find that we are referred to under an LLC or Trust Fund name when looking at our property ownership. It is recommended that we do so because of the expected medical expenses that lie ahead. So, if we ever decide to put our property in a rental program, know you will not see our names.

For me, frustrations come from the head and worry; worry comes from the heart and the very pit of the stomach. I'm worried there is a possibility that our property values could go down and jobs eliminated. I know that we don't know what will happen to property values and the livelihoods of employees working for STVRs, which is precisely the point. I worry that the moratorium and current draft ordinances came to be without time to include community participation and data collection required for a decision that will significantly impact so many.

We need to work as a community not to find balance but a fair and equitable solution to all issues we face as friends and neighbors. So, take your time, please. Time is on your side, take another month beyond November, take another two or three months. Just take the time to do it right.

I am speaking for the faceless, those being referred to broadly without understanding what they face. Their voice counts too, and ^{that} time is given to hear them.

Thank you for listening. Again, respectfully, I thank you for your service to my family and our community.

10/28/21
Amy Speed

129 END DRIVE. - Resident
~~129~~ - TVR - VT - TIARA

There is a great deal of misinformation about our current situation and about what has been proposed. We believe all stakeholders should be involved in the ^{public} discussion and that has not been the case. We respect the effort that has been put into this matter but question the need to rush this through particularly during the election.

One important item that has not been discussed or analyzed during this process is the financial implications to the city and community. There are a few "financial reports" floating around, in City documents and by citizens who are sharing STVR data that undervalue the actual 2021 contributions as only \$122,850. This is inaccurate and only represents a small percent of actual direct financial benefit STVRs contribute to the City budget (this does not reflect the indirect economic impact of overnight visitors spend on food, beverage, shopping, local businesses, etc). In 2021, overnight guests will pay an estimated \$12,193,529 in combined Tybee hotel and State sales tax on their lodging alone, and the STVR share of this will be \$8,535,470.48 (using 70%). At this point, we estimate the gross 7% hotel tax paid to tybee will be \$6,096,764.63, with STVRs contributing \$4,267,735. (more details are in the report which we will share)

I understand the economics may not matter to everyone, but they are an important consideration in understanding how laws impacting tourism will impact the future of the island. We urge the Tybee City Council to slow down and thoroughly consider the serious ramifications of ^{these} their actions. Visit tybee and the city are in the process of a tourism study and visitor impact study. Wouldnt it be better to have important decisions based on sound data and facts?

The vacation rental owners and managers on Tybee are good neighbors who support a short-term rental ordinance that is fair and enforceable. The incident reports from the Tybee police show there is no public safety crisis regarding unruly vacation rentals on Tybee.

Should a vote be taken to move onward with the proposed ordinance tonight, we request that consideration be given for the following:

1. Occupancy of 2 adults per bedroom plus 2. Most rentals are already in compliance with 2 per sleeping area plus 2, which is a common occupancy standard for the industry. (Hotel rooms can legally sleep 5 persons in 300 SF.)
2. If there is to be a cap, then the ability to transfer is critical and needs to be clarified. We request that the ordinance clearly state that transfer upon the sale of property or death of owner will be granted with reasonable conditions (ie property is in good standing, taxes paid, application due within 4 weeks,).
3. We request that the City provide clarification and guidelines as soon as possible on the process for managing a cap and issuing permits when unit numbers go below the cap?

I appreciate your consideration and thank you for your time and attention to this matter.

~~enclosed documents~~

- TIARA Position Statement
- 21 Hot Tax Contributions

Talking Points for City Council Meeting

“Unintended Consequences”

- Hello Mayor, Council and Staff. My name is Tony Vazquez. I am an 8 year resident of Tybee Island living at 404 Butler Avenue. I currently serve as GM for Tybee Vacation Rentals. Before TVR, I was HOA president for Beachside Colony for 5 years. I served as chairperson of the Tybee Tourism Council and served on the Tybee Post Theatre Board. I know a little about Tybee Tourism but most importantly, I am a resident of Tybee and I care about my Island.
- I used to be a Tybee tourist. My family and I lived in Atlanta. We never heard of Tybee Island but when we read that it was near Savannah, we were intrigued. We stayed in STVR properties. We loved the local southern charm and hospitality from residents and small businesses. Back then, many restaurants and businesses were closed for the off season which was a little frustrating to us.
- We bought a Condo at Beachside Colony as an STVR so we could visit Tybee more often then we bought a home on 2nd Avenue. We looked forward to the day we could retire here. I have met so many people that have the same story. How many people do you know that were a tourist and then became a resident?
- We had 3 STVR's surrounding us. Our STVR neighbors behaved well, with no major problems. We also had 3 homes in our block that were second homes that were dark and empty most of the year.
- Some of you have told me that companies like TVR are doing a great job managing our guests so its not our guests that are causing problems. So, these proposed regulations is not about bad behavior, or noise, or trash because we already have ordinances on the books to handle that. This is about randomly reducing the STVR number because a few people think it will create better neighborhoods.
- Let's talk about Unintended Consequences. It is defined as actions of people—and especially of government—having effects that are unanticipated or unintended or not foreseen.
- If we don't renew an STVR license, will it magically bring residents to that house, or will it be a second home that will be dark and empty most of the time? Is that what we want in our neighborhoods? Remember, I had three empty homes on my street.
- Do we want to hurt our businesses? Are we creating a job killer on our Island? What are the Unintended Consequences to jobs?
- What about the Tybee Post Theatre, The Marine Science Center and other Non-Profits?
- STVR's are the best recruiting tool for full time residents. People stay here, they fall in love with the island and then they move here. It happened to me and to my friends. Let the real estate market take care of it without regulation. It will happen naturally.
- Please think about the “unintended consequences” of your decisions. All of us on Tybee Island are depending on you and trusting you to take the time to review the data and

the facts, to take input from residents and make the right decision for the whole island, all Tybee residents, the whole Tybee economy, all the jobs of hard working people. Visit Tybee and the Tybee Tourism council are working on a Tourism Study and a Resident Sentiment Study. Let's see what that says.

- This is about our lives and our future. Take your time on this. What's the rush? Let's work together as businesses, residents and the city to solve these issues. We've done it before. Let's do it again. Let's minimize our risk and prevent any Unintended Consequences.

Thank you for your service to our community.

I am not against STVRs, in general, but their expansion in residential zones has an adverse effect.

I have researched the impact of STRs on communities. I found five peer reviewed studies. The findings indicate STVRs:

1. Increase housing prices, in high tourism areas between 6% and 15%.
2. Reduce affordable housing so only the very wealthy can afford them.
3. Displace permanent residents.
4. Induce residents to enter the short-term rental market, which increases STVRs exponentially.
5. Decrease the supply of long-term housing.
6. Worsen racial and socioeconomic inequality.

If the City were to establish the current density of STVRs at 37% with 760 in residential zones and authorize transfers of certificates, this would result in a disadvantage against and an unfair burden on non-STVR owners. The values of STVR homes would increase and non-STVR homes would decrease. This has been verified by research.

High home prices mean lower income people and certain racial groups cannot afford to live here.

7. The proposed ordinance with a 760 maximum and a four-week grace period for a property buyer to register as an STVR seems to reflect a bias for STVRs, would increase the pressure to establish STVRs, and would permanently establish STVR density in residential zones at 37%. ~~Since 202 registrations occurred after August 1 when talks of a moratorium began, shouldn't the maximum limit be about 550?~~
8. Currently, there are almost 500 properties in C-1, C-1/SE, C-2, and R-T that are not currently STVRs. So there are opportunities in non-residential zones for those who want to invest in STVRs.

A summary of the studies is below.

I do not want to burn down the bridge. I acknowledge STVRs have contributed to the economy and development in the City. But their growth has apparently reached the point of diminishing returns. I also acknowledge there are a variety of responsible and irresponsible STVR owners and property managers. Also, some neighborhoods have a small density of STVRs and few problems, while other neighborhoods have high density and many problems. We need a policy that is

fair, equitable, and balanced for all concerned. The STVR industry/TIARA is well-organized and you have been bombarded by their emails. Be aware there are many more residents who support some form of regulation. It's just that residents do not have an organized network. Some council members and candidates see no issue and favor no regulation.

The issue is over one-third of properties in residential zones are STVRs. What has been lost in the discussion is a vision of Tybee Island for the future – a vision that unites. What kind of community do we want? I want to live in a community with people of diverse perspectives who respect each other and work together for the common good. Balanced or STVR-dominated? A “winner take all” attitude is divisive. ~~Some in the tourism industry have stated publicly they want the entire island to be STVRs.~~ Beginning 20 years ago, the actions of previous City Councils and City Staff created this oversaturation, community division, and dependence on STVRs for tax revenue. You have a weighty decision to make, which will impact the community for years to come. Please fulfill your moral obligation to serve all the citizens without bias or favoritism to determine the most fair, just, and equitable policy for all concerned.

Speech ends here.

A study of home prices between 2014 and 2018 in 18 cities in Los Angeles County that implemented home sharing ordinances (HSO) found a 50% reduction in Airbnb listings and a 2% decrease in housing prices.¹ Since much of LA County is not tourism-related, the study also focused on high-tourist destinations. Within 2.5 kilometers of Hollywood, housing prices have increased almost 15% and within 2.5 kilometers of beaches 5.8%. If Venice would establish an HSO, listings would decrease by 30% and home prices by 11.6%. Another study of LA's tourist destinations found long-term rental prices to be 20% higher than city-wide.² This study also identified STVRs as affecting increases in conversions from permanent residences to STVRs due to owners being “priced out”; increases in outside investors purchasing properties specifically for STVR income; decrease in affordable housing; exacerbating racial and socioeconomic inequality; and

¹ Hans R. A. Koster, Jos van Ommeren, and Nicolas Volkhausen, “Short-Term Rentals and the Housing Market: Quasi-Experimental Evidence from Airbnb in Los Angeles,” *Journal of Urban Economics* 124 (July 1, 2021): 103356, <https://doi.org/10.1016/j.jue.2021.103356>.

² Dayne Lee, “How Airbnb Short-Term Rentals Exacerbate Los Angeles's Affordable Housing Crisis: Analysis and Policy Recommendations,” *Harvard Law & Policy Review* 10, no. 1 (January 2016): 229–53.

pressures displacement of permanent residents. In New Orleans, between 2015 and 2018, Airbnbs increased from 1,905 to 6,508, 85% of which are owned by investors, resulting in significant increases in housing prices, decreasing available permanent housing, and displacing permanent residents.³ A nation-wide study of housing in Canada determined that the growth of short-term rentals has significantly decreased opportunities for long-term housing, especially in high-population centers and tourist areas.⁴ A study of STVRs in Washington, DC discovered an increase in property values across the city of between 0.66% and 2.24% due to Airbnb and over 5% in high-tourist areas.⁵ Another nationwide study in the US found a 1% increase in Airbnb listings results in a 0.026% increase in house prices.⁶ The authors summarize “that home-sharing: 1) raises local rental rates by causing a [conversion of property from long-term to short-term rentals], 2) raises house prices through both the capitalization of rents and the increased ability to use excess capacity, and 3) induces market entry by small suppliers of short-term housing who compete with traditional suppliers (Zervas et al., 2017).” These findings are consistent with countless articles that identify STVRs as impacting affordable housing and other livability issues, such as changing neighborhoods and higher property taxes. Tybee Island is currently experiencing these dynamics. Citizens are faced with the dilemma of living in a community increasingly dominated by STVRs, converting their home into an STVR, or selling their home at a significant profit and relocating. Based on this research, it is apparent some level of regulation is necessary.

³ Tom Perkins, “‘Like a Ghost Town’: How Short-Term Rentals Dim New Orleans’ Legacy; As Rentals with Companies Such as Airbnb Proliferate in the Area, Raising Rent and Property Taxes, Officials Are Enacting Laws to Protect Local Residents,” *The Guardian (London, England)*, March 13, 2019, <https://go-gale-com.nduezproxy.idm.oclc.org/ps/i.do?p=AONE&sw=w&issn=02613077&v=2.1&it=r&id=GALE%7CA578195649&sid=googleScholar&linkaccess=abs>.

⁴ Jennifer Combs, Danielle Kerrigan, and David Wachsmuth, “Short-Term Rentals in Canada: Uneven Growth, Uneven Impacts,” *Canadian Journal of Urban Research* 29, no. 1 (June 2020): 119–34.

⁵ Zhenpeng Zou, “Examining the Impact of Short-Term Rentals on Housing Prices in Washington, DC: Implications for Housing Policy and Equity,” *Housing Policy Debate* 30, no. 2 (March 3, 2020): 269–90, <https://doi.org/10.1080/10511482.2019.1681016>.

⁶ Kyle Barron, Edward Kung, and Davide Proserpio, “The Effect of Home-Sharing on House Prices and Rents: Evidence from Airbnb,” SSRN Scholarly Paper (Rochester, NY: Social Science Research Network, March 4, 2020), <https://doi.org/10.2139/ssrn.3006832>.

Mayor and Council,

My name is Bill Garbett.

I actually live on Tybee Island at 613 Miller Ave.

Until just a week ago, I was anticipating speaking before council in support of a proposed ordinance designed to rein in short term rentals in our residential neighborhoods. To say I am disappointed is an understatement. The proposal before you tonight does nothing of the sort, instead it allows short term rentals to continue to run amok in our neighborhoods. This is an insult to residents hoping for friendly livable neighborhoods. This ordinance ignores the wishes of Tybee residents. I urge you to throw this in the trash where it belongs and prepare one which controls and reduces the short term rentals in our residential neighborhoods and improves the quality of life for our residents.

Thank you

Carrie Efird

Subject:

Clerk of council copy for minutes of meeting 10/28/2021

Good Evening, my name is Carrie Efird, I reside at 803 Jones Ave, and I am co-owner of Tybee Vacation Rentals. Thank you for the opportunity to speak this evening.

Last year, the city formed a STVR committee that I served on; it was comprised of representatives from the vacation rental industry, residents, and the chairman and 2 members of our planning commission. Our city zoning, code & law enforcement, administrative staff, along with our city attorney all participated in the process.

We all invested significant time, spending 3 hours each week in open workshops for months, plus homework time, reviewing our existing codes, studying other municipalities' codes, discussing opportunities to improve our regulations, such as specific signage requirements, stricter noise and disorderly house ordinances, reviewing of registration fees & application process, code enforcement policies, and many other topics. One of the goals was to identify opportunities for greater compliance from STVR owners and operators, ways to lessen negative impacts on the community, and areas for improvement within our city's regulation of STVR.

Our committee made many recommendations along the way, some were implemented, others were not.

At the 90-day conclusion, it was decided, that due the city investing over \$120k in Host compliance software, hiring 9 code enforcement officers, plus implementing changes to STVR codes, coupled with internal process modifications, to let these changes take effect, measure the outcomes, and revisit as needed. Additionally, the committee chair provided a list for the city staff and council to evaluate moving forward. That was last October. The chairperson has followed up on the status of the committee's recommendations, in multiple public meetings throughout the year, and there was no indication of what August was to bring in the form of a quickly enacted moratorium, and now these hastily crafted ordinances.

Looking back, I question the purpose of the committee, and the value of our time and effort spent proposing reasonable, enforceable ordinances and policy; today it seems futile. Had there truly been an interest and commitment to share a seat at the table, then perhaps our committee's work would have continued, or reconvened to identify areas to address, based on current conditions, or been involved in crafting the ordinance before you now—both topics were discussed in workshops and were a part of the final report and future list.

It was recently explained to me by a council person that enforcement is really only a third of the "problem"; that this is more of an "esoteric issue", an issue of residents wanting more full-time neighbors, coupled with their ultimate desire for fewer STVRs.

So, it seems a well-managed vacation rental may not be a part of solution to the "big problem", and that following the rules and being a good steward, ultimately doesn't matter to certain residents and members of our council. The deck appears to be stacked with the immediate and long term goal of capping, and ideals of further reducing registrations through non-transferability, in addition to the many other restrictive measures introduced in the workshop, that are in the pipeline for January.

The directives to the city attorney at the workshop have overwritten the previous process calendar timeframe. What was to be an update during this council meeting, is now a first reading of an ordinance put together in 3 days; following this meeting was to be a review of findings on Nov 10th, I suspect now will be a second reading in this rushed codification of registration caps and occupancy limits that, as written, are to take place upon adoption.

The expedited and changing deadlines, and adding proposals without adequate review or providing communications, does not seem to follow regular due process, and has resulted in limited opportunity for all stakeholders' involvement.

The existing moratorium and ensuing process has been done quickly, and quietly, with little transparency to the majority of residents, business, and property owners alike.

It is my understanding that governing bodies are required to treat their citizens equally. It has been explained to me that while I, or my company, may represent collectively over 600 property owners, they are not "constituents" and some council members do not feel their voices are equal, since they do not reside here full-time, or vote in our elections. One could assert that non-resident property owners are not being afforded equal protection by the city, and while yes, I agree they are not constituents, they are stakeholders in this issue nonetheless, they are the ones that pay the highest property taxes, and have the most to lose with enacting these proposed ordinances.

I question the urgency and desire of council to act so quickly and would like to understand why these ordinances have to be voted on now, and, before the upcoming council election.

These are serious regulations that should be well thought out before enacting.

We're less than a week from council elections and with limited accessibility to council's chambers for open stakeholder participation.

I respectfully ask, for council to table these actions until council members that will serve for the next 2-4 years, can take part voting on these proposed ordinances. Perhaps council then will enlist the help of our planning commission, or the former STVR committee, to examine registration caps and occupancy limits, to assist in crafting reasonable and enforceable STVR ordinances.

Thank you for your time, your consideration, and for your service.

Carrie Efird, Co-Owner & Director of Design Services
Tybee Vacation Rentals

cell: 912.695.5853 | office: 912.786.5853 | fax: 912.786.5856

toll free reservations: 877.277.0575

www.tybeevacationrentals.com

Thank you, Mayor and Council for the opportunity to speak. My name is Debbie Kearney and I live on 2nd Ave. My comments are regarding tonight's proposed STVR ordinance.

1. Please DO adopt the occupancy limits of two per bedroom.
2. What we SHOULD do is clarify the current ordinance to specify short term rentals as a non-permitted use in R-1, R-1-B, and R-2. Then have NO permit transfers, allowing STVRs that would be grandfathered in to decrease to none in residential zones through attrition.
3. IF you do not follow the current zoning ordinance and its clear intent, **at least please do not allow 37% (706) to be the limit.** That is too many. The current numbers are what brought this issue to a head in the first place. How many is enough? 706 is clearly too many. **PLEASE lower the number to 403 (20%) or even 504 (25%).**

4. PLEASE no transfers of permits at sales of property that currently have permits and no privilege of a 4-week window to go to the front of the line.

5. Like most people who want balance, I am not opposed to tourists. Other people should be able to enjoy our beautiful barrier island too. I hope that living with tourists helps me be a better and more respectful tourist when I am a tourist in other places.

What I am opposed to is tourists and related businesses having precedence over residents at the expense of residents, our neighborhoods, and our quality of life.

I saw that there was a call to action by the Tybee Island Association of Rental Agents saying STVR regulations supporting residents' quality of life will threaten all those businesses that depend on tourism. But according to the October Visit Tybee meeting, tourism numbers on Tybee have increased and exceeded not only 2020 but 2019 and they expect them to continue to increase. In the meeting, all the rental agents and other businesses gave glowing reports about business. So being short of tourist customers is NOT an actual problem.

People like Tybee BECAUSE we are a community. How many STVRs do you think we can absorb and still be a community? How many is enough? 706 in residential areas is TOO MANY. If we are not going to abide by the zoning ordinance and have zero, then we need fewer than this 37%.

Testimony – Dusty Church

Thank you Honorable Mayor and Council. My name is Dusty Church.

As the Director of Owner Services for Tybee Vacation Rentals, I have received many calls and emails from owners who are very concerned about the proposed ordinance, so I want to briefly share those issues with you.

Regarding occupancy limits, we support solving the issue of clown car houses that add to the noise, parking, and trash burden that frustrates residents. Overcrowded homes are bad for guest experience, bad for business, and bad for our community. Rather than the current proposal, we would ask for Council to adopt the industry standard of 2 adults per bedroom plus two.

The homes we manage vary in size and set up, and while 2 per bedroom may be appropriate for a 950sqft 3 bedroom home, there are significantly larger 3 bedrooms that comfortably accommodate larger families. We are asking for the industry standard occupancy of 2 adults per bedroom plus 2 because these properties are not all the same and we need some flexibility.

Additionally, for condos in commercial zones, it is not equitable policy to restrict the occupancy of an 800sqft 2bedroom condo to fewer people than the 5 occupants legally allowed in a 300sqft hotel room.

As with so many areas, we have the same goals as Council on this issue, and hope we can agree to a small, reasonable modification of the proposal to include the plus 2 occupancy.

As for the cap on STVR permits in residential zones, once again we're happy to support the Council's goals of balance on the island. Our preference is to extend the moratorium since that is working effectively, but if a cap must be passed, it's critical that we ensure a means for existing STVRs to continue renting after the transfer of property.

To be clear, this isn't a fight over permanent transferability of STVR use. How we handle this in a future, thoughtfully designed ordinance is a discussion for another day and we're open to all ideas. Today, this is about avoiding catastrophic consequences of patchwork ordinances. Our current ordinance was not designed with caps in mind and it isn't just homeowners who are hurt when a property transfers and it can't continue to operate as a vacation rental.

Property transfers can happen at any time and failing to allow for continued rental means families traveling in may be left hundreds of miles from home, plane tickets and luggage in hand, and nowhere to stay. We know the homeowner's income isn't your first priority, and we respect your focus on residents and quality of life. But we also need to protect guests who have no dog in this fight. Families who planned for months and saved for years. They don't deserve to be hurt in this. Please do the right thing and make sure that STVRs currently operating in residential zones can continue operating after the transfer of property during the term of this proposed ordinance. It's the right thing to do.

My name is Cody Jones, I live at 2200 Old Quacco Rd. Pooler, GA 31322. I am here on behalf of the Savannah Area REALTORS® Our association opposes this ordinance on numerous grounds.

To begin with, we would like to address Chapter 23 of the Tybee Island Code of Ordinances, specific to Ethics. In 23-8. Voting in Matters of Personal Interest read as, "A city official shall not participate in any matter and shall recuse him/herself on an ordinance or amendment in a meeting that would directly affect his or her private business, business interests, property; nor such interests of his or her immediate family." This section of the code was used to advise Councilman Burke of his need to recuse on STVR-related ordinances, specifically the recent moratorium. As the moratorium was in the form of a resolution, specified in 1-2 of the Code and not in the form of an amendment, nor ordinance there does not appear to be any violation of the Ethics section and Councilman Burke should have been allowed participate in any STVR-related discussion as long as the format remained in the form of a resolution and not an ordinance or amendment.

This matter is critical because the council's self-imposed moratorium resolution acts as the metaphorical oven in which all STVR policy must be baked in, namely tonight's ordinance under consideration. An ordinance our association opposes on a number of grounds, not the least of which is our opposition to any cap on STVRs. Our association made a public information request on the Mayor, Council, and City Manager on whether any, or any immediate family member held a business license and/or permit to operate an STVR. On 09/27/2021, we were informed that City Manager Shawn Gillen has such a license and permit.

To be clear, my association does not oppose Shawn's holding of such license and permit. Matter of fact, we support it. But in as much as we support the right of every Tybee resident to protect the right to rent their property, and to seek any option to preserve that right and their property's value by securing any such license or permit. I am also a member of Forever Tybee, and in their Observer Report of the October 22nd, 2021 Coffee with the City Manager, when pressed on the issue the City Manager had the following to say, Quote "This could have affected us financially by hundreds of thousands of dollars. I need to protect my family as this is our largest investment, building toward retirement, this was of great concern." End quote.

The association of REALTORS® share these same concerns as the city's chief staffer. It is also why we now offer, publicly, to the city council, after the feedback from the survey meetings for more data, to share costs for an impact study specifically targeted for STVR policy and have begun conversations with a group with such a study if Tybee sees that as a worthwhile partnership.

In addition my office has initiated a Land Use Analysis with the law firm of Robinson & Cole, used by the National Association of REALTORS® on this ordinance and the entire STVR-related code of the City of Tybee. We encourage the Tybee Council to await the results of this analysis before acting further.



To: The City of Tybee Island, Mayor, Council and City Staff
PO Box 2749
403 Butler Avenue
Tybee Island, GA
31328

From: Cody S. Gay
2- 6th Avenue
Tybee Island, GA
31328

Council members, mayor, city staff, friends, and neighbors thank you for the opportunity to share my thoughts and for your continued dedication and service to our City, its residents, and businesses.

My name is Cody Gay. I am a father, full-time resident, homeowner, STVR operator at Tybee Beach Vacation Rentals, and voter in this community. The complexity of the problem we face related to the impact of tourism is not lost on me. Tourism feeds my family but also brought about the need to have a police escort to the hospital the day my son was born.

Contrary to the narrative shared by some on news and social media, our family-owned and operated business is not motivated primarily by greed. We care about the influence our chosen occupation has on this City. Our operation supports families like yours in this neighborhood, employing people who work, live, and share their hard-earned resources right here on Tybee. And like many of you, we also volunteer and serve in this community.

Concerned individuals have graciously shared their precious time and energy to voice legitimate concerns and opinions via public forums, Facebook, Nextdoor, and door-to-door engagement. It is admirable, and as a member of this community, I am grateful that so many care so deeply about its future.

But while our community has considered the topic of STVR's from multiple perspectives. Consideration has been given with and without rationale and vitriol. Viewpoints have been supported using anecdotal stories and forecasting hypothetical scenarios. Assertions have been made by private citizens who publicly oppose STVR's using unconfirmed facts and figures collected without impartiality to balance the scales in a preferred direction.

But neither anecdote nor hypothesis should be the basis for reform. Facts should be. Any research used to create public policy should be impartially validated using all legitimate resources at our disposal.

To my understanding, there remain over 15 unanswered questions from the panel discussion that are primarily centered around this lack of actionable evidence. Statistics supporting STVR housing per zone are hypothetical. This statistic was derived from estimates, and despite being advertised by local organizations as confirmed by city management, to my knowledge, it has not been.

Many unconsidered variables could affect those estimates, and without validation from an impartial third party, this should be considered biased and potentially inaccurate. Without reasonable efforts of public disclosure, it also lacks transparency.

The implications that most public nuisance calls result from STVR occupants have not been proven factual. Based on commentary in public forums, there is no tracking mechanism available to support this position. Both members of the council and law enforcement have referred to STVR complaints as non-existent.

Repeatedly we have been told that our organizations act with integrity and we are not the problem, but the proposed overreach of regulation is directed squarely at our doorstep. After years of working effectively with city leadership to manage these concerns, I wonder why the timeline between initiating this hastily enacted moratorium and considering such drastic and sweeping measures has been cut so short? This regulation could create enduring negative impacts on families, property rights, and businesses choosing to call Tybee their home. What is lost taking the time to collect the data, confirm its validity and provide an opportunity for all affected interests to be involved in a fair and balanced path forward?

I sincerely hope that the outcome in these chambers isn't a foregone conclusion and that through careful consideration using evidence and not conjecture, there will be an equitable, enforceable, and sustainable ordinance that allows us all to enjoy this island that we love.

Thank you.

Cody S. Gay



912-657-2774

CodyG@RentTybee.com

Good evening...my name is Karee Vazquez. I live on Tybee and I work on Tybee. I am employed by Tybee Vacation Rentals as an Owner Services Manager. Many of our owners have called, attended meetings and written letters to the Council voicing their concerns regarding the ^{STVR Debate} proposed ordinance. On behalf of one of our owners...I would like to read to you what she calls 'her story.'

Dear Mayor and City Council,

I grew up in the Air Force. I've lived all over, mostly in transient communities with many of them being coastal so they were always filled with tourists. I am lucky to have been able to meet many different people from all walks of life, races, cultures, religions and genders. Each one of them taught me something very important. Traveling opens hearts and opens minds.

I bought my Tybee house after years of struggling to raise 2 children on my own. Their father was diagnosed with Lou Gehrig's disease when he was just 35 years old. He died a horrible death when he was 42. The damage that the disease did to his body will never be forgotten by me or my 2 children (who are adults now). The financial struggles haunt me to this day. I worked 2 jobs to keep food on the table and to help my kids have as normal of a life as possible under the tremendous weight of watching their father paralyzed and unable to speak. I called creditors, promising to pay them no matter how long it took....I made good on my word.

A few years ago, I was shocked that I could afford to buy a small cottage on Tybee that was in disrepair.

Karee Vazquez

I bought it thinking that it could at least pay for the taxes, maintenance, and insurance and that my family and I could, for the first time in our lives, take vacations.

I was wrong. We are not welcome! City leaders want to make Tybee a private island, even though that was never the intended use of the island. There was a time not long ago that I felt forced to sell my home in Atlanta and move to Tybee full-time. The idea was semi-appealing, until I realized what kind of close-minded, short-sighted neighbors I would have.

Science proclaims that Tybee is an especially vulnerable island to climate change. Who is going to cough up the money for needed infrastructure? Tourists bring in the majority of dollars. That's a fact. Restaurants will close. The management companies will have to lay off hundreds of workers that probably spend at least some of their money on the island.

Sadly, I can now honestly say that Tybee Island is the most unfriendly, unwelcoming, and uptight place that I have ever lived...hands down.

If any of you would like to make me a fair offer on my Tybee home, please contact me. I have done many improvements and it is cute and comfy. My 2.5 year old granddaughter lives in Savannah and now I feel like I won't be able to spend winters with her. I am totally exhausted from the war on STVR's.

Sherry Oxen dine
1514 2nd Ave

Shirley Wright's Testimony to Tybee Island City Council
October 28, 2021

I'm Shirley Wright, full-time resident, 37 Pulaski Street. We have owned our property for 23 years. I do not have a financial self-interest or a conflict of interest in discussing this issue.

Thank you for taking on this issue and working to find balance for all involved. You must feel as if you are in one of those really bad dreams where people you know keep saying and doing the same things over and over – making one bad decision after another -- you are yelling, but you can't make them hear AND you can't wake up – OR get out of the dream.

We've been "living this dream" a long time.

Here's the headline and lead paragraph from the January 11, 2016 Savannah Morning News:

No decision on Tybee short term rentals.

"After four meetings with the public on proposals to regulate rentals on Tybee, city officials still aren't quite ready to move forward."

A resident pleaded to

- *"think beyond the implications to rental properties and look at the overall effect this growing segment will have on Tybee life.*
- *Consider water, the master plan and the carrying capacity."*
- *Make sure we stay the small town people love to visit – not become just a resort for visitors.*

After all that talk six years ago – there was progress – an ad hoc committee was formed and rental companies reluctantly agreed to fill out a registration form.

At that same time Savannah was looking at a significant short-term rental overhaul.

According to a person involved in their process, they made two big mistakes:

1. Because they allowed transfers at the sale of property – they have never been able to lower the numbers they originally had during unregulated growth.
2. And, in setting a cap of 20% - they didn't look at block density. A 20% cap means little to the residents who wake up every day on a neighborhood street that is a hotel district - without a single neighbor.

One person involved in the process estimated that if Savannah had continued the way they were going, without the restrictions, they would be at 70% STVRs today.

We've been told we need to "Dial back the party."

How, when we must accept the status quo from unmanaged growth -- in what should have been zoning-protected neighborhoods?

2000 housing units with 760 STVR money-making businesses. That's 37% of lost opportunities for full time neighbors in affordable homes - whose kids could grow up here, who could make daily contributions to our island and its needs.

Lots of money -- going into the pockets of a few -- does not benefit the common good of this island and all its needs.

And 3-day visitors or weekend partiers have no stake in what is best for Tybee and its future.

It is ironic that in this week we heard the rumor that Freddy's, a long appreciated and needed service, may become one more \$5.00 T-shirt shop - *where money will flow for a few.*

What we dealing with is not unique to Tybee. I've talked extensively with other cities. People who live in cities across this country -and across the world - are saying "Enough!" And they are asking, "How much is ENOUGH?"

Over this decade we've heard "wait, wait, wait," "more talk," "more time," "slow down", "table it" and stories of self-interest (some very heartfelt and moving).

Cities around us have acted in the public interest -- while Tybee continued to give permission to ignore our zoning laws - and the numbers of motel homes in our neighborhoods -- keep rising.

For the record: I don't want to stop people from coming here. And, I don't hate tourists or the businesses that make money off of them - or off our natural resources.

But I want an answer to "When will it ever be ENOUGH?" And when will there ever be enough time to talk about it?

During this moratorium -- you've raised our hopes. You made us believe that a majority of this council -- would Do Something for residents.

....starting with protecting what we've got here -- amazing people who want to live a somewhat normal life on a small island they call home.

You've got a lot of us who live here who are behind you -- we do not have the deepest pockets -- and we are not the loudest -- but we care --and we believe in you and what you can do.

Please build on what you have started -- regulating growth of over-tourism -- finding a way to lower the number of motel units in our neighborhoods.

It's not the time for baby steps -- it's time for bold stops.

Don't turn the streets where we live into more \$5 t-shirt shops and motel-filled neighborhoods.

Residents who live here deserve better.

Thank you.

Jan LeViner

From: Jennifer Fassos <jfassos@yahoo.com>
Sent: Wednesday, October 13, 2021 12:37 PM
To: Shirley Sessions; Jay Burke; Monty Parks; John Branigin; Barry Brown; Nancy DeVetter; Spec Hosti
Cc: Jan LeViner
Subject: Tybee Promenade Public Restrooms - Add to packet - Comments Part 1 of 3
Attachments: Public Comments SPA #460 Modification Request 07122021_Part1.pdf

See Attachment.

On Wednesday, October 13, 2021, 12:35:07 PM EDT, Jennifer Fassos <jfassos@yahoo.com> wrote:

Hi everyone,

I see that the South End restroom and changing room project was just added to the agenda for tomorrow night's meeting for bid approval. **I would like my comments and attachments added to the packet for public records.**

First, I would like to invite each of you to visit to project area in person so you can put eyes on what you are voting for. I am happy to meet anyone there at any time.

As you know, the DNR approved the permit for this project, but it is important to note that DNR Shore Protection Act written guidelines for construction of structures near dunes do not exist - no documented technical guidance or Best Practices for planning and design - only subjective input from DNR staff on a case by case basis. 22 comments were submitted to the DNR in opposition of this project, even more on social media. Everyone is concerned about the quantity of structures and the proximity to the brand new dunes that were built to protect us. I will attach the comments separately for your re-review and for public record.

As you consider the approval of the construction bid for the project, please consider these questions as well:

Why did the city only receive 1 bid on this project? Last year the city received 7 bids on this project.

Last year, the city awarded Johnson Laux Construction this exact same project, why didn't they bid this year?

Did the city have to pay Johnson Laux a fee since we signed a contract for the project but then the project was halted to get a DNR permit?

At the February 25th council meeting, Shawn said that Deb Barrerio came onsite to measure and identify the toe of the dune and Shawn acknowledged that the structures are AT the toe of the dune, with no setback, which violates the city's dune setback ordinance so they would need to go through Planning Commission for a variance once the permit was approved by DNR. Why are city officials now saying that the toe is in a different spot and there isn't a violation of the setback ordinance?

At that same meeting, Jay voiced concerns about the possibility of the dunes migrating and growing over the new structures. Shawn and Pete said that they don't know how quickly the dunes may grow, so they intend to build a 4-foot retaining wall at the toe of the dunes to keep it from migrating forward. The retaining wall is not part of the current bid, instead, \$18,000 sand fencing is planned. A \$150,000

retaining wall is on the CIP for FY2021 and FY2022. How will the city fund the \$150,000 retaining wall if it isn't part of the restroom project? Why are we wasting \$18,000 on a temporary solution instead of building the necessary retaining wall at the same time while the area is free from structures?

(Answer: the retaining wall needs a new DNR permit. There is not enough room in the project area for a retaining wall and structures without cutting into the dunes significantly. The area is only 8-16 feet from the sidewalk to the dunes. If the city builds the retaining wall first, it will be evident that there is no room for restrooms and changing rooms. If the city builds the restrooms and changing rooms first, the DNR may allow digging into the dunes to protect these structures.)

City Council conversation refresh at 50:10: [City Council Meeting 2/25/2021 \(cablecast.tv\)](#)
This conversation is very important and relevant.

SPLOST funds are being used for this project. Shawn has previously stated that this restroom and changing room design will be duplicated in the parking lot north of the pier (14th & 15th St) to replace the mobile restrooms in that area as well (in the future). If this project costs \$700,000 and SPLOST is only reimbursing the city up to \$750,000, how will the city fund the \$700,000 restrooms and changing rooms at the 14th and 15th parking lot?

I would like you to consider this information along with the public comments and concerns carefully and get answers to the tough questions before awarding this project. Violating our own ordinances causes long term issues. Alternative options exist and need to be considered.

Thanks,

Jennifer Fassos
1705 Strand Ave, Unit 2

proposal for restrooms on Tybee

Nancy Bain <nvbrlb@gmail.com>

Tue 6/15/2021 1:21 PM

To: Andrews, Jill <Jill.Andrews@dnr.ga.gov>; Haymans, Doug <Doug.Haymans@dnr.ga.gov>; Williams, Mark <Mark.Williams@dnr.ga.gov>; Noble, Josh <Josh.Noble@dnr.ga.gov>; Barreiro, Deb <deb.barreiro@dnr.ga.gov>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello - I am a full-time Tybee resident. I see tourists flood the island during the summer months only to find no parking places and horrible traffic. I see the trash they leave behind and the way they insult the ocean and the beach. These are really huge issues and they affect everyone, residents and visitors alike.

I lived on Tybee in the 80's, leaving in 1990 and returning in 2012. The island land mass has not changed - Tybee is still only 3.3 miles. The number of people and vehicles coming to the island has increased exponentially since the '80's.

The people who make decisions for Tybee apparently have no regard for the residents. They only want more and more people to come to support the businesses. According to the recent Tybee Island Comprehensive Plan Update there are 228 businesses on our island - an island that is 3.3 miles long. A year round population of 3000 cannot support 228 businesses. Unfortunately, again at the expense of those who actually live on Tybee and the environment, the City Managers encourage visitors to come. Some of the city council members are business owners so they have ulterior motives when they support things like this.

I don't not want any construction to be done at the expense of the environment and that is exactly what these restroom buildings would do. At some point, we all must keep in mind the world we are leaving to our descendents. We should be doing all we can to protect the marsh, the beach, the ocean, the water supply and the very air we breathe. This is not being done!

There is a big bathroom in the pier building. There is a bathroom in the parking lot next to the old Science Center building. Both of these could be enlarged and improved. If restrooms are to be added, space from parking lots or buildings already on streets should be used. It is unacceptable to destroy part of the beach for new buildings!

When the vote for this comes up on your agenda on July 16th, please vote NO.

Thanks.

Nancy Bain

i

Fwd: Strand restrooms, changing rooms and showers

Barreiro, Deb <Deb.Barreiro@dnr.ga.gov>

Tue 6/15/2021 5:30 PM

To: Barreiro, Deb <deb.barreiro@dnr.ga.gov>

From: Dee Matkowski <deeemail2@gmail.com>

Sent: Tuesday, June 15, 2021 4:17 PM

To: Andrews, Jill; Haymans, Doug; Williams, Mark; Noble, Josh; Barreiro, Deb

Subject: Strand restrooms, changing rooms and showers

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I am a resident of Tybee Island and am opposed to the DNR plan to locate restrooms on the south end of the beach. It will impact the dunes, which effects the entire island's safety. It will also be terrible for the residents of the south end's quality of life on the island.

Thank you,
Dee Matkowski
20 Pulaski St
Tybee Island, Ga. 31328

tybee island strand promenade permit

James Vandenburg <jimvandenburg@yahoo.com>

Wed 6/16/2021 6:54 PM

To: Barreiro, Deb <deb.barreiro@dnr.ga.gov>; Andrews, Jill <Jill.Andrews@dnr.ga.gov>; doug.hymans@dnr.ga.gov <doug.hymans@dnr.ga.gov>; Williams, Mark <Mark.Williams@dnr.ga.gov>; Noble, Josh <Josh.Noble@dnr.ga.gov>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

MY WIFE AND I LIVE AT 1705 STRAND UNIT 4 TYBEE ISLAND GA.

DEAR SIRs, MADAM:

WE ARE WRITING TO OPPOSE THE PROPOSED STRAND PROMENADE PROJECT.

THE STRUCTURES BEING BUILT WILL ALL BE PLACED ON THE SAND BEHIND THE EXISTING SIDEWALK WITH THE RESTROOMS EXTENDING TEN TO FIFTEEN FEET INTO THE DUNE AREA, WITH A THREE FOOT RETAINING WALL BEHIND THE RESTROOM WHICH DOES NOT APPEAR ON THE PLANS.

IN ORDER TO HOOK UP THE RESTROOMS TO THE SEWER SYSTEM A TRENCH MUST BE DUG THROUGH THE SIDEWALK AND TOP OF THE SEAWALL BEHIND THE SIDEWALK TO ACCOMMODATE THE PIPING,

IT IS DIFFICULT TO SEE ON MY COPY OF THE PLANS HOW DEEP THIS TRENCH MUST BE, I AM ESTIMATING IT TO BE ABOUT THREE TO FOUR FEET DEEP.

THE REST ROOM ROOFS MUST ALSO BE ANCHORED BELOW THE SAND AGAIN ABOUT 3 TO FOUR .FEET DEEP.

THERE WILL ALSO BE A UTILITY TRENCH DUG BEHIND THE SIDEWALK TO CONNECT ALL OF THE STRUCTURES BEING BUILT

I DON'T KNOW IF ANY STUDIES HAVE BEEN DONE TO SEE WHAT IMPACT SUCH DIGGING WILL HAVE ON THE INTEGRITY OF THE DUNES BUT ONE SHOULD BE DONE BEFORE CONSTRUCTION BEGINS.

THE DUNES ARE ALL WE HAVE PROTECTING US FOR THE STORM SURGE AND ANYTHING THAT EFFECTS THEIR INTEGRITY SHOULD NOT BE DONE WHICH I FEAR THIS PROJECT WILL DO.

THE TWO RESTROOMS ARE TO BE PLACED ONE FACING T.S.CH TERRACE AND ONE FACING AN ALLEY BETWEEN 1705 AND 1703 STRAND. THE PLACING OF THE RESTROOMS AT THESE LOCATIONS ENCOURAGE PEOPLE TO WALK ACROSS THE DUNES TO ACCESS THE FACILITIES AS WE HAVE SEEN SEVERAL TIMES WHEN PEOPLE USE THE EXISTING RESTROOM ACROSS FROM 1705 AND 1703 STRAND.

A BETTER PLACEMENT FOR THE RESTROOMS WOULD BE AT THE TYBRISA STREET CROSSOVER AND THE 18TH STREET CROSSOVER WHERE MOST OF THE PEDESTRIAN TRAFFIC IS. PEOPLE WOULD RATHER USE THE PORTOILETS AT 17TH STREET CROSSOVER AND 18TH STREET CROSSOVER RATHER THAN WALK THE 10 TO 20 YARDS TO THE EXISTING MUCH NICER RESTROOM.

I DON'T KNOW OF ANY STUDY DONE TO DETERMINE THE EFFECT ON WIND PATTERNS BEING

CHANGED BY THESE STRUCTURES AND HOW THAT WILL EFFECT THE CARRY OF SAND PARTICLES TO THE DUNES.

WE UNDERSTAND THAT RESTROOMS ARE A NECESSITY BUT CHANGING ROOMS ARE A CONVENIENCE

WHICH PEOPLE HAVE DONE WITHOUT FOR DECADES AND HAVE MANAGED QUITE WELL.

WE ALREADY HAVE A VERY NICE RESTROOM IN PLACE THAT THE CITY WANTS REMOVED TO GAIN

3 MORE PARKING PLACES ALL OF THIS CONSTRUCTION TO GAIN 3 MORE PARKING PLACES AND A FEW MORE RESTROOM FACILITIES. ALL THAT NEED BE DONE IS TO ACQUIRE A SIMILAR TYPE RESTROOM THAT WE ALREADY HAVE AND PUT IT AT THE TYBRISA STREET CROSSOVER AND MOVE THE EXISTING ONE TO THE 18TH STREET CROSSOVER. WITH NO POSSIBLE IMPACT ON THE DUNES.

WE ASK THAT YOU CONSIDER REJECTING THE PERMIT FOR THIS PROJECT.

THANK YOU,

JAMES J VANDENBURG, JR., R.PH.

DR. MARYLOU VANDENBURG, PSY.D.

P.S. WHAT WILL HAPPEN IF ANY OF THE TOILETS BACK UP OR ANY OF THE PIPES DISCONNECT AND SPILL RAW SEWAGE INTO THE DUNES ?

Tybee Island proposed public showers/changing rooms/restrooms on the Strand

Martha Williams <marti123williams@gmail.com>

Mon 6/21/2021 4:53 PM

To: Barreiro, Deb <deb.barreiro@dnr.ga.gov>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Deb,

I have looked at the proposal, the project description, the renderings, the architectural drawings and the photos. I did not see the plumbing plans, those would show the water supply lines and waste lines. Electrical plans were missing, too. I know there is a new shallow well planned but it is not clear to me how it will be utilized. I think the structures would make a *great* addition to the landscape on the Strand. However, I am concerned with the growing stress on Tybee's infrastructure.

1. **Water supply:** it is not clear how much additional water is required, especially during peak periods. Our water system is aging and there has been talk of limiting water usage by residents. It is also not clear to me how much more development the aging water supply system can tolerate. Although that is a city council issue I am not confident a resolution will happen any time soon.
2. **Sewage:** while much of the waste water (showers) will be absorbed into the sand, the toilets and lavatories must be hooked up to sanitary lines. Construction to hook up new lines will be disruptive but is manageable.
3. **Electric:** Tybee is ideal for incorporating solar or wind power and that possibility should be investigated/incorporated with any approved design. I assume the additional requirements of the project would be minimal.
4. **Continuous monitoring/enforcement:** Although Tybee has additional code enforcers, there are three LE officers on any given shift. Tybee does not restrict alcohol consumption in public, and that increases the likelihood of bad behavior at any given point in time. When the population swells from about 3,000 to 20 or 30 thousand during peak season or special events, this provides yet another area to police. They are simply overwhelmed. If there is need for an emergency response during a time when we have a large population or weather conditions are bad, we are essentially cut off from the mainland by traffic congestion on the causeway. This condition was illustrated recently when a young girl was struck by lightning. It took 45 minutes just to get a transport to her.

Until there are satisfactory resolution or mitigations to points one and four, I believe that this project should be put on hold and a moratorium on all other new construction on the island.

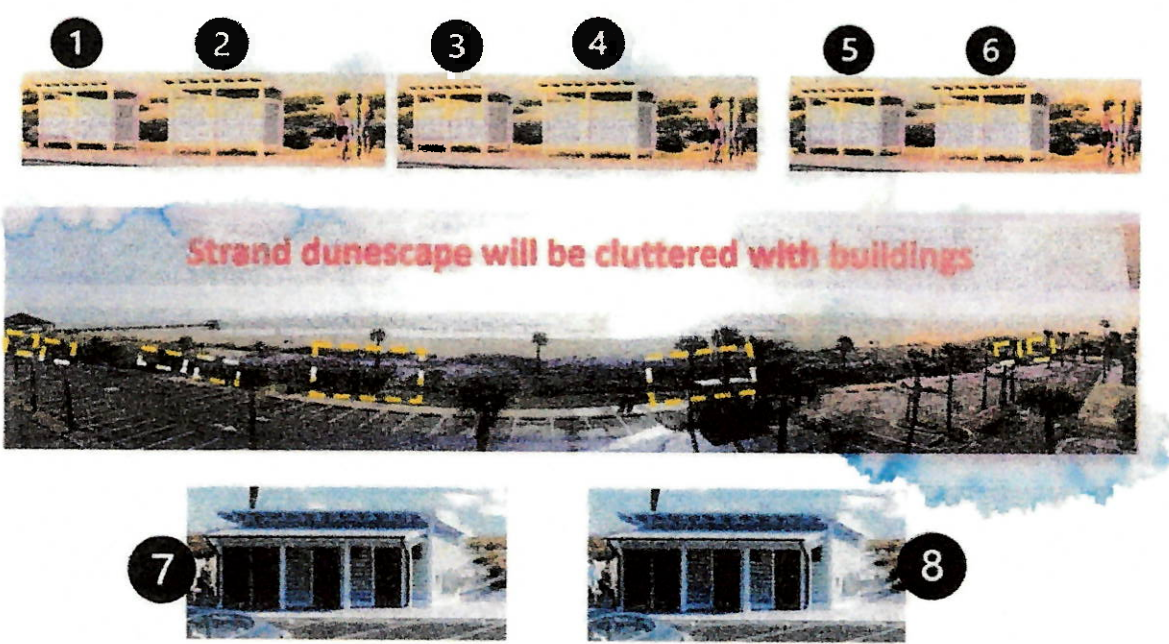
Perhaps approval could be contingent on successful resolution or mitigation? If contingent approval is considered there *must* be clear metrics and a definition of what resolution or mitigation means. I would also like to see greater transparency in the awards process.

Thank you for your consideration. If you have any questions or would like to discuss further please don't hesitate to contact me.

To the Georgia Department of Natural Resources Coastal Resources Division and Shore Protection Committee,

I am Linda Abbott and I own Condo # 6 in Pelican Point building directly facing the area on our beach dunes at Tybee Island that you are proposing to build restroom and changing room for visitors.

I'm writing in opposition of the City of Tybee Island's proposed restroom and changing room project that will come before the committee at the July 16th meeting. The City of Tybee Island is proposing to build 8 structures comprised of 6 permanent restrooms and 12 changing rooms in the landward dune buffer zone in a 6-block residential area along the Strand Avenue beach parking lot. Due to the proximity to the newly constructed protective dunes, I'm shocked that this project is being considered.



These amenities will add value for visitors, however property owners on Strand Avenue are against the proposed project for the following reasons:

Diminished Natural Beauty of the Dunescape, Leading to Decreased Property Values

Tybee Island is known for its protective dunes and uncommercialized charm. The dunescape will be forever changed if permanent structures are built at the base of the dunes. Residents and visitors will now look at a village of public structures, including public restrooms, which will affect and obstruct their views, leading to decreased property values. *[see illustration 2]*

RECEIVED
JUN 23 2021
GA DNR

Public Safety Concern

Having 8 large structures in the dune line of a small 6-block area impacts protective dune growth in this area. This area is 100 ft. from several residential properties and puts all properties along Strand in danger. Per the GA DNR website, "building too near the sand dunes can endanger the dunes and thus can endanger the whole barrier Island they protect. Disturbing, damaging or destroying dunes to build private homes and commercial buildings such as hotels, restaurants and shops is impractical and dangerous. Without the protection of dunes the beach will erode quickly and destructively. It is actually in the best interest of

builders to keep well behind the dunes so that the dunes can protect their precious structures from certain battering by the sea, wind and salt they would surer without such protection." [see illustration 3]

Does Not Satisfy Setback Requirements

Per the City of Tybee Island Ordinance and per the Georgia Department of Natural Resources' guidelines, **there shall be a 10-foot setback measured from the landward toe of the landward-most dune**. The proposed project does NOT satisfy this requirement. Most concerning are the size and locations of the 2 restroom structures, which allow ZERO setback for protection, drainage, dune growth overflow, or maintenance to the buildings. Sand from the dunes in this area has already migrated to the sidewalk. [see illustration 4]

Proposed Restroom Location Encourages Pedestrian Traffic over Dunes

In order to protect the dunes from destructive pedestrian traffic, structures should only be located at beach crossovers (not in-between) - dune fencing has already been damaged in multiple areas due to people walking over the dunes as a shortcut to the existing restroom trailer located in-between crossovers. Having the restrooms at a beach crossover mitigates the opportunity for people to cross the dune fields at their discretion, hence preserving the dune fields and prevent disruption of the plants and wild habitat. [see illustration 5]

Tybee Island has a sea turtle nesting season with the number increasing each year. This project interferes with the turtles not only with the increased foot traffic, the buildings themselves but lights from the areas. We must have a dark beach with no debris or holes in the sand left behind by visitors. This project interferes with the Endangered Species Act especially for the threatened logger head sea turtle.

Dune Retaining Wall Omitted from Application

Per the City Manager and City Engineer, a 3-foot dune retaining wall will be built in the project area (6 blocks), however the retaining wall is not mentioned in the application. The retaining wall will take up additional space in the already too narrow project area. Per the city's Capital Improvement Plan, funds for the retaining wall are planned for FY2023 (\$75,000) and FY2024 (\$75,000). Since the retaining wall has been deemed necessary and funds are already planned, it should be on this permit request and the dimensions should be considered as part of the total dimensions impacting the dunes. City Council retaining wall conversation at 1:02:40 mark. [City Council Meeting 2/25/2021 \(cablecast.tv\)](#)

[see illustration 6]

Sets a Dangerous Precedent

If the DNR approves these large public structures as proposed and without the appropriate setback, landowners up and down the coast will reference this project as a greenlight to build private homes and commercial buildings in dune areas as well.

Alternative Solutions Exist

There are alternative locations and more efficient designs that allow the city to balance new restrooms and changing rooms in the south beach area while minimizing impact to the protective dunes and property owners and satisfy the required 10-foot setback from the landward toe of the dunes. I recommend restrooms and changing rooms at the following locations:

RECEIVED

JUN 25 2021

Martin: Email Response to PN comments

Barreiro, Deb <Deb.Barreiro@dnr.ga.gov>

Mon 6/28/2021 7:42 PM

To: Alan Robertson <arobertson@cityoftybee.org>

-----Original Message-----

From: Beth Martin <sawbeth@bellsouth.net>

Sent: Monday, June 28, 2021 1:22 PM

To: Barreiro, Deb <Deb.Barreiro@dnr.ga.gov>

Subject: Public bathrooms

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Deb! Tybee is so under serving the community right now. With the huge amount of tourist coming to Tybee we need more of everything. Public bathrooms /showers should be a TOP priority for the entire island. Folks using locals yards and public spaces as bathrooms is not acceptable, but what choice do people have when there are not enough bathrooms and their kids have to pee!

Tybee needs to be able to delivery basic human services. We invited them here we need to take care of them!

All property owners are benefiting from tourist too. We all know property values are high. It's the price you pay to live here.

Living on one of the busiest streets on Tybee I've learned you gotta take the good with the bad... Anyway please more public bathrooms South end and north end please!

Beth Martin

***Tybee year round resident**

***Tybee Business owner**

File Attachments for Item:

4. Purchase of 10 Handhelds/Printers for Parking Services. Cost: \$24,870. Equipment and program needs updating.



CITY MANAGER
Shawn Gillen

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: 11/10/2021

Item: Purchase of 10 Handhelds/Printers for Parking Services

Explanation: Budgeted \$50,000 for this purchase. Cost is \$24,870 + shipping. Equipment and program needs updating.

Budget Line Item Number (if applicable): 7564-54-2500 Capital Additions

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

* **Electronic submissions are requested by 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.**

NOTE: Request will be postponed if necessary information is not provided.

Submitted by: Pete Ryerson Parking Services

Phone / Email: 912-472-5102 pryerson@cityoftybee.org

Comments: _____

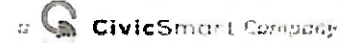
Date given to Clerk of Council 11/03/2021

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



Android AutoISSUE Quote with Kyocera

Duncan Parking Technologies, Inc.



Prepared for: **City of Tybee**
 Quote ID: **21 10 26 600r**
 Sales Rep: **Jeff Rock**

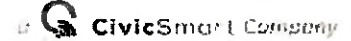
Ship-to Region: **GA**
 Date Due: **10/26/2021**
 Expiry Date: **11/25/2021**

Product ID	Description	Unit Price	Qty	Total
1. Handheld Product*				
KYOCERA- DURA	Verizon KYOCERA DURAFORCE ULTRA 5G 128GB NEW - V-KYO-E7110-128-N (with 2 year warranty)	\$ 1,099.00	10	\$ 10,990.00
ZEB-ZQ51BUE000000	ZQ511 Direct Thermal Mobile Printer (3 Inch, BT 4.0).	\$ 650.00	10	\$ 6,500.00
ZEB-AK18913-002	AC Adaptor ZQ510	\$ 83.00	10	\$ 830.00
Subtotal				\$ 18,320.00
2. Extended Warranty*				
ZEB-Z1AEZQ5X15CR	Zebra OneCare, Essential, Purchased within 30 days of Printer, 3 Day TAT NA MX 5 DAY TAT EMEA APAC, ZQ510, ZQ520, 5 Years, Comprehensive w Battery Refresh (Applicable countries only)	\$ 495.00	10	\$ 4,950.00
Subtotal				\$ 4,950.00
3. Project Services				
PI - 1	Project Management & Configuration (Implementation Methodology and Approach)	\$ 1,000.00	1	\$ 1,000.00
Subtotal				\$ 1,000.00
4. Accessories				
HOLSTR	Fitted Case Designed for Kyocera DuraForce Ultra 5G Heavy Duty Black Nylon with Rotating, Removable Metal Belt Clip	\$ 60.00	10	\$ 600.00
Subtotal				\$ 600.00
5. Freight				
FRGHT	Freight/Shipping for Lot to your City (actual shipping and handling to be added to the final invoice).		TBD 1	TBD
Subtotal				TBD
System Purchase Total (does not include TBD Items):				\$ 24,870.00
6. Monthly Fees				
				Monthly Total
AI SUPPORT - SILVER	Includes AutoISSUE Software Maintenance, AutoISSUE Hosting, Real-time Interface Integrations, Extended Hours Support Desk Services, PEMS Hosting, Disaster Recovery, and AirWatch Remote Management Subscription. Includes wireless communication services	100.00	10	\$ 1,000.00
WS - HH	Wireless Communication Services (Data Only)-Verizon	\$ 27.00	10	\$ 270.00
ENHANCED LPR	Enhanced LPR Engine per device	\$ 15.00	10	\$ 150.00
Monthly Hosting Fee Total				\$ 1,420.00
7. PC-Host				
PC - HOST	Host PC (to be provided by client in accordance with Minimum Requirements listed below)			To be provided by Client

Continued on next page

Android AutoISSUE Quote with Kyocera

Duncan Parking Technologies, Inc.



Prepared for: City of Tybee
 Quote ID: 21 10 26 600r
 Sales Rep: Jeff Rock

Ship-to Region: GA
 Date Due: 10/26/2021
 Expiry Date: 11/25/2021

Product ID	Description	Unit Price	Qty	Total
------------	-------------	------------	-----	-------

8. Additional Requirements

Sales Tax will be added to the Invoice if applicable.

Payment - All hardware, software and equipment payment due Net 30 days upon delivery. Remaining balance due Net 30 days upon project implementation and training.

Shipping is F.O.B. Origin

6-9 weeks lead time ARO

Quotation subject to Duncan Parking Technologies, Inc. Standard Terms and Conditions. Please see attached.

Prices are subject to change in the event of new or increased costs due of wireless communications and other third party vendor services.

Recurring prices are valid for the first full year of service and may be subject to change for subsequent contract terms.

*All service agreements and warranty terms and conditions from the manufacturer apply.

Host PC must meet the following minimum requirements: Processor: Intel i5, 2.0 -3.0 GHz equivalent or greater; **Memory:** 4 GB 64 bit ; **Operating System:** Microsoft Windows 10; **Storage:** 250 GB free space (dependent on expected usage) NTFS only; **I/O:** USB 2.0, Ethernet (network version); **Communication:** Internet access; **Printer:** Network laser printer access; **Monitor:** 800x600 minimum resolution. CivicSmart will install the following software on the Host PC: o Anti-virus o Microsoft Internet Information Services (IIS) version 8.0 o Microsoft .NET Framework version 3.5 or greater o Latest Adobe Acrobat Reader version

Please Send Purchase Order To: Duncan Parking Technologies, Inc.
 PO BOX 2081
 Milwaukee, WI 53201-2081
 Ph: (414) 534-8066 Fax: (870) 741-6806
 mlindholm@civicsmart.com

I hereby certify that the products and services referenced above have been requested and that by signing below I am confirming the order and agree to the terms and conditions presented in this quotation

 Authorized Signature

 Date

 Print or Type Name

 Print or Type Title

 Contact Email

 Contact Phone Number

 Bill To Address:

 Ship To



STANDARD 2-YEAR WARRANTY


Your job is rugged – but so is your device and with Kyocera’s Standard 2-Year Warranty* you can go about your day, worry free.

- Kyocera directly warranties your device for the full two years. We are here to support you and your device. You choose – feel free to contact Kyocera directly or to go through your service provider.
- Kyocera has a 2-year internal battery warranty (same as device warranty).
- Kyocera covers water intrusion on waterproof devices 100% (as long as there is no physical abuse).
- Kyocera covers most accidental or physical damage, even LCDs (generally covered if no point load/point of impact).
- Kyocera provides a fully refurbished replacement device for warranty exchanges (like-new condition). Say goodbye to old nicks and scuffs!
- No pre-registration required. Our free registration is recommended to:
 - Provide Kyocera with your proof of purchase and establish your device record.
 - Facilitate future transactions. Our representatives will have your information ready to go.
 - Receive related product information and updates from Kyocera.

[*Click here](#) to verify your device's warranty.

Contact us today to learn more. Or click the Live Chat button in the lower right corner of the page, this button will only appear when agents are available.

 Phone-Help@Kyocera.com

 800-349-4478

File Attachments for Item:

5. 2022 Budget Amendment: Transfer \$500,000 from the General Fund Balance to Capital Fund to finance various pavement improvement projects



City of Tybee Island

Memorandum

To: City Council
 From: Jen Amerell, Finance Director *JEA*
 Date: November 1, 2021
 Re: 2022 Budget Amendment

Overview

Attached please find a budget amendment to transfer \$500,000 from the General Fund Balance to the Capital Fund to finance various pavement improvement projects throughout the City. Below is a list of the priority streets.

The 6/30/21 unaudited year end surplus is anticipated to be \$2.2 million. Of that \$2.2 million, the Council has previously earmarked \$281,400 leaving \$1.9 in available funds. One-time expenditures and capital costs are practical uses of annual surplus amounts. The City's annual audit will be completed in November. We do not anticipate the year end surplus to change significantly.

Current Street Pavement Projects:

STREET	LIMITS	LENGTH (ft)
17 th Street	Strand Avenue to Butler Avenue	650
18 th Street	Butler Avenue to Chatham Avenue	310
15 th Street	Butler Avenue to 2 nd Avenue	420
13 th Street	Venetian Drive to 6 th Street	270
Lovell Avenue	5 th Street to 7 th Street	1025
Center Street	Jones Avenue to Miller Avenue	260
2 nd Street	Butler Avenue to Miller Avenue	860
Van Horn Avenue	Tybee Post Theater Parking Area	120
McKenzie Street	Bay Street to USH 80	900
Live Oak Lane	Polk Street to West End	460
Rosewood Avenue	Van Horn Avenue to Van Horn Avenue	520
Meddin Lane	Railwood Avenue to Palmwood Avenue	320
Pearwood Avenue	Taylor Street to Pulaski Avenue	475
3 rd Street	Butler Avenue to Jones Avenue	575
4 th Street	Butler Avenue to Jones Avenue	575
Van Horn Avenue	Pulaski Avenue to Taylor Street	475
Entrance to North Beach	Meddin Avenue to Point East	270
Gulick Street	Meddin Avenue to East end	450

Recommendation

Approve budget amendments as indicated on attached budget amendment summary.

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

Department Submitted By: **JRA**

Date: **11/1/2021**

Purpose: **Transfer \$500,000 from General Fund - Fund Balance to the Capital Fund to finance various pavement maintenance projects throughout the City.**

Date Received by Finance:

FINANCE USE ONLY:

Packet No.
BA Ref No.



Department	Account Description	Account Number	Current Budget	(Expenditures)	Budget Balance	Requested Budget Adjustment	Adjusted Budget Balance
	General Fund - Fund Balance		0.00	0.00	0.00	500,000.00	(500,000.00)
					0.00		0.00
					0.00		0.00
					0.00		0.00
					0.00		0.00
					0.00		0.00
					0.00		0.00
SUBTOTAL LINE ITEM DECREASES:						\$ 500,000.00	xx

Department	Account Description	Account Number	Current Budget	(Expenditures)	Budget Balance	INCREASE	Budget Balance
DPW	Capital Infrastructure	350-4210-54-1410	0.00	0.00	0.00	500,000.00	500,000.00
					0.00		0.00
					0.00		0.00
					0.00		0.00
					0.00		0.00
					0.00		0.00
					0.00		0.00
SUBTOTAL LINE ITEM INCREASES:						\$ 500,000.00	xx

Net Change \$ 500,000.00 \$ 500,000.00

Signature: _____ Date: _____
 Was the Budget Amendment Request approved by the City Council? YES NO N/A
 If yes, please indicate the date approval was given: _____
 Copy of Agenda Item and minutes from the City Council Meeting
 by: _____ Date: _____
 Signature of Finance Employee who Processed the Request: _____ Date: _____

File Attachments for Item:

6. Out of State Travel: Campground Staff to attend Grand Strand Gift Show, Myrtle Beach, SC, December 5 - 7, 2021. Budget line item: 555-6180-52-3500, \$1,000

THE LARGEST COASTAL SOUVENIR TRADE SHOW IN THE NATION

If your business is located in a beach town, this is the show for you!

The Grand Strand Gift & Resort Merchandise Show attracts the top-selling brands in the coastal souvenir and resort business from proven gift and resort manufacturers as well as breaking new product introductions that are tailored to your customer's interests.

Perfectly timed so you can plan and buy during the off-season, you'll see the best selection of established lines, top sellers and breaking new product introductions from proven gift and resort manufactures and sales representatives.

REGISTER NOW ([HTTPS://WWW.COMPUSYSTEMS.COM/SERVLET/AR?EVT_UID=656&PROMOCODE=WEB](https://www.compusystems.com/servlet/ar?EVT_UID=656&PROMOCODE=WEB))

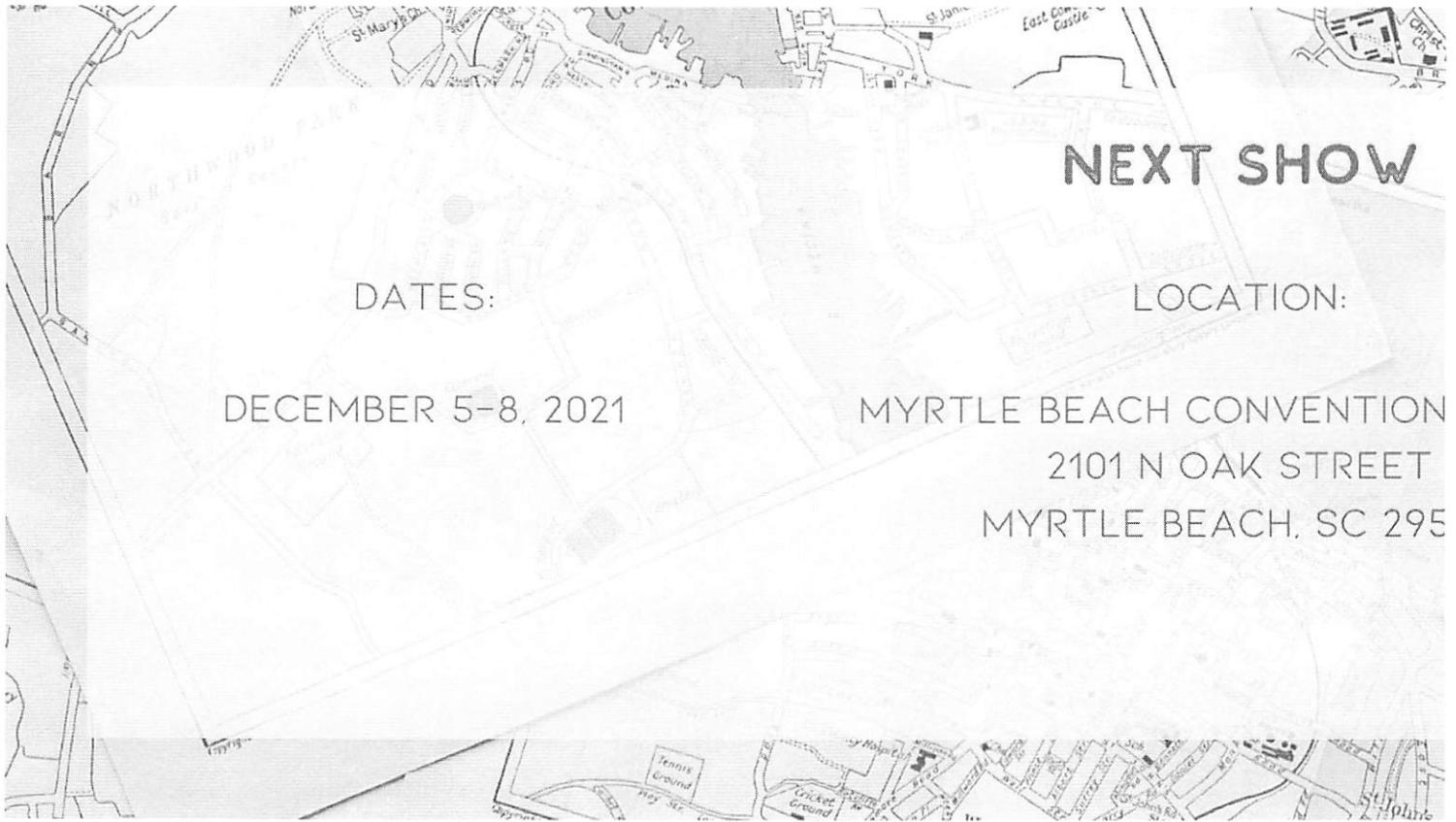
Grand Strand Gift Show Highlights

Take a look at some of our favorite Grand Strand Gift & Resort Merchandise Show highlights from the 2020 show to give you an idea of what to expect at the December 5-8, 2021 edition of the show.

EXPLORE A TREMENDOUS SELECTION IN A RELAXED BEACH SETTING!

Perfectly timed so you can plan and buy during the off season, you'll see the best selection of established lines, top sellers and breaking new product introductions from proven gift and resort manufacturers in the following categories:

Coastal and Nautical theme products	Logo Products
Home accessories	Gourmet
Tabletop	General Giftware
Souvenirs	Fashion Accessories
Beach items	Shell items
Resort wear	Toys and games
T-shirts	Much more!



EMPLOYEE TRAVEL AUTHORIZATION FORM

EMPLOYEE NAME:	Kimberly Fickes	EMPLOYEE ID	01-1734
DEPARTMENT	Campground	DEPARTURE DATE	12/5/2021
POSITION TITLE	Office Supervisor	RETURN DATE	12/7/2021
DESTINATION (City, State/Country)			

BUSINESS PURPOSE (Check one):

Conference <input type="checkbox"/>	Legal-Law Enforcement <input type="checkbox"/>	Meeting <input type="checkbox"/>
Repair-Maintenance <input type="checkbox"/>	Training <input type="checkbox"/>	Economic Development <input type="checkbox"/>
General Expense/other <input type="checkbox"/>	Shopping <input checked="" type="checkbox"/>	Employee-exchange program <input type="checkbox"/>
		Committee related <input type="checkbox"/>

EXPLANATION OF TRAVEL (attach additional information as necessary)

EXPENSES	Payment Method	Est. Cost
Airfare	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Dept. Prepaid <input type="checkbox"/> Third-party	
Mileage (personal vehicle)	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Dept. Prepaid <input type="checkbox"/> Third-party	278.76
Rental Vehicle	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Dept. Prepaid <input type="checkbox"/> Third-party	
Other Transportation	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Dept. Prepaid <input type="checkbox"/> Third-party	

EXPENSES	Payment Method	Est. Cost
Lodging	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Dept. Prepaid <input type="checkbox"/> Third-party	154
Meals	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Dept. Prepaid <input type="checkbox"/> Third-party	162
Registration Fee	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Dept. Prepaid <input type="checkbox"/> Third-party	
Other Expense	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Dept. Prepaid <input type="checkbox"/> Third-party	20
TOTAL ESTIMATED COSTS		460.76

Important: When applicable, complete "Authorization of Employee Expenses to be Paid by a Third-Party Organization"

614.76

EMPLOYEE CERTIFICATION

By signing below, I certify the requested travel is appropriate and necessary for conducting official City business, and agree to comply with the City of Tybee Island's Travel Policy.

Kimberly A Fickes

SIGNATURE _____ DATE 11-01-21

DEPARTMENT HEAD (or Designee) AUTHORIZATION

APPROVED
 DISAPPROVED

PRINTED NAME & TITLE: SANEY RABUN - DIRECTOR

SIGNATURE: [Signature] DATE: 11/1/21

CITY MANAGER AUTHORIZATION for OUT-OF TOWN OR COUNTRY TRAVEL

APPROVED
 DISAPPROVED

SIGNATURE _____ DATE _____

Kimberly Fickes

Travel From: 12/5/2021
(Date)

12/8/2021
(Date)

Per Diem Rates for Meals:

Location	Per Diem Rate (Athens, Augusta)	Per Diem Rate (Atlanta)	Per Diem Rate (Jekyll Island)
Breakfast	\$13.00	\$16.00	\$ 15.00
Lunch	\$15.00	\$17.00	\$ 16.00
Dinner	\$26.00	\$31.00	\$ 28.00
Incidentals	\$5.00	\$5.00	\$ 5.00
Daily Total	<u>\$59.00</u>	<u>\$64.00</u>	<u>\$64.00</u>

Meals

Date	Depart Time	Return Time	Breakfast Location	Breakfast Amount	Lunch Location	Lunch Amount	Dinner Location	Dinner Amount	Total
12/05/21	6:00 AM			13.00		15.00		26.00	54.00
12/06/21				13.00		15.00		26.00	54.00
12/07/21		9:00 PM		13.00		15.00		26.00	54.00
				0.00		0.00		0.00	0.00
				0.00		0.00		0.00	0.00
Total									162.00

Lodging

						Purpose of Trip		
From	To	Location	Daily Rate	# Days	Total	From	To	Description
Total								

Personal Vehicle Mileage

Date	Origin	Points Visited	Destination	Begin Mi	End Miles	(Personal)	(Commute)	City Miles
12/5/2021	Tybee Island GA		Myrtle Beach SC	0	242.4	0		242.4
12/10/2021	Myrtle Beach SC		Tybee Island GA	242.4	484.8			242.4
					0			0
					0			0
# City miles								484.80
MILEAGE								0.56
								278.76

Miscellaneous (Parking, Tolls, Commercial transportation, Registration fees)

Date	Description	\$Amount
12/5/2021	Incidentals	10.00
12/6/2021	Incidentals	10.00
		0.00
Total		20.00

Budget Line Item: 6180-52-3500

I do solemnly swear, under criminal penalty of a felony for false statements, that the above statements are true and I have incurred the described expenses in the discharge of my official duties for the City.

Employee Signature Kimberly A Fickes Date 11-01-21
Approver Signature _____ Date _____

Total Meals	162.00
Total Lodging	0.00
Total Business Mileage	278.76
Total Misc. Expenses	20.00
=Total Travel Expense	460.76
Less Travel Advance	0.00
Less City Credit Card Charges	0.00
Amount due to/from employee	460.76

Travel & Related Line Item

EMPLOYEE TRAVEL AUTHORIZATION FORM

EMPLOYEE NAME:	Matthew Rice	EMPLOYEE ID	01-1753
DEPARTMENT	Campground	DEPARTURE DATE	12/8/2019
POSITION TITLE	Res Clerk	RETURN DATE	12/10/2019
DESTINATION (City, State/Country)			

BUSINESS PURPOSE (Check one):

Conference <input type="checkbox"/>	Legal-Law Enforcement <input type="checkbox"/>	Meeting <input type="checkbox"/>
Repair-Maintenance <input type="checkbox"/>	Training <input type="checkbox"/>	Economic Development <input type="checkbox"/>
General Expense/other <input type="checkbox"/>	Shopping <input checked="" type="checkbox"/>	Employee-exchange program <input type="checkbox"/>
		Committee related <input type="checkbox"/>

EXPLANATION OF TRAVEL (attach additional information as necessary)

EXPENSES	Payment Method	Est. Cost
Airfare	<input type="checkbox"/> Employee Reimb.	
	<input type="checkbox"/> Dept. Prepaid	
	<input type="checkbox"/> Third-party	
Mileage (personal vehicle)	<input type="checkbox"/> Employee Reimb.	
	<input type="checkbox"/> Dept. Prepaid	
	<input type="checkbox"/> Third-party	
Rental Vehicle	<input type="checkbox"/> Employee Reimb.	
	<input type="checkbox"/> Dept. Prepaid	
	<input type="checkbox"/> Third-party	
Other Transportation	<input type="checkbox"/> Employee Reimb.	
	<input type="checkbox"/> Dept. Prepaid	
	<input type="checkbox"/> Third-party	

EXPENSES	Payment Method	Est. Cost
Lodging	<input type="checkbox"/> Employee Reimb.	
	<input type="checkbox"/> Dept. Prepaid	154
	<input type="checkbox"/> Third-party	
Meals	<input type="checkbox"/> Employee Reimb.	
	<input type="checkbox"/> Dept. Prepaid	
	<input type="checkbox"/> Third-party	162
Registration Fee	<input type="checkbox"/> Employee Reimb.	
	<input type="checkbox"/> Dept. Prepaid	
	<input type="checkbox"/> Third-party	
Other Expense	<input type="checkbox"/> Employee Reimb.	
	<input type="checkbox"/> Dept. Prepaid	
	<input type="checkbox"/> Third-party	20
TOTAL ESTIMATED COSTS		182.00

Important: When applicable, complete "Authorization of Employee Expenses to be Paid by a Third-Party Organization"

336

EMPLOYEE CERTIFICATION

By signing below, I certify the requested travel is appropriate and necessary for conducting official City business, and agree to comply with the City of Tybee Island's Travel Policy.

Matthew Rice
11/1/21

SIGNATURE _____ DATE _____

DEPARTMENT HEAD (or Designee) AUTHORIZATION

APPROVED
 DISAPPROVED

PRINTED NAME & TITLE: JANEY RABUN - DIRECTOR

SIGNATURE: Janey Rabun DATE: 11/1/21

CITY MANAGER AUTHORIZATION for OUT-OF TOWN OR COUNTRY TRAVEL

APPROVED
 DISAPPROVED

SIGNATURE _____ DATE _____

Name: Matthew Rice

Travel From: 12/5/2019 Travel To: 12/7/2019
(Date) (Date)

Per Diem Rates for Meals:

Location	Per Diem Rate (Athens, Augusta)	Per Diem Rate (Atlanta)	Per Diem Rate (Jekyll Island)
Breakfast	\$13.00	\$16.00	\$ 15.00
Lunch	\$15.00	\$17.00	\$ 16.00
Dinner	\$26.00	\$31.00	\$ 28.00
Incidentals	\$5.00	\$5.00	\$ 5.00
Daily Total	<u>\$59.00</u>	<u>\$64.00</u>	<u>\$64.00</u>

Meals

Date	Depart Time	Return Time	Breakfast		Lunch		Dinner		Total
			Location	Amount	Location	Amount	Location	Amount	
12/05/19	6:00 AM			13.00		15.00		26.00	54.00
12/06/19				13.00		15.00		26.00	54.00
12/07/19		9:00 PM		13.00		15.00		26.00	54.00
				0.00		0.00		0.00	0.00
				0.00		0.00		0.00	0.00
Total									162.00

Lodging

Lodging						Purpose of Trip		
From	To	Location	Daily Rate	# Days	Total	From	To	Description
Total								

Personal Vehicle Mileage

Date	Origin	Points Visited	Destination	Begin Mi	End Miles	(Personal)	(Commute)	City Miles	
					0	0		0	
					0			0	
					0			0	
					0			0	
								# City miles	0.00
MILEAGE								0.54	0.00

Miscellaneous (Parking, Tolls, Commercial transportation, Registration fees)

Date	Description	\$Amount
12/8/2019	Incidentals	10.00
12/9/2019	Incidentals	10.00
		0.00
Total		20.00

Budget Line Item: 6180-52-3500

I do solemnly swear, under criminal penalty of a felony for false statements, that the above statements are true and I have incurred the described expenses in the discharge of my official duties for the City.

Employee Signature  Date 11/1/21
Approver Signature _____ Date _____

Total Meals	162.00
Total Lodging	0.00
Total Business Mileage	0.00
Total Misc. Expenses	20.00
=Total Travel Expense	182.00
Less Travel Advance	0.00
Less City Credit Card Charges	0.00
Amount due to/from employee	182.00

Travel & Related Line Item

File Attachments for Item:

7. Contract: Clarifier Rebuild, Water/Sewer

**AGREEMENT WITH THE CITY OF TYBEE ISLAND, GA
FOR THE
CLARIFIER REBUILD PROJECT**

THIS AGREEMENT, made this ____ day of _____, 2021, by and between the City of Tybee Island, GA, hereinafter called the “Owner” at P.O. Box 2749, Tybee Island, GA 31328, and Southern Civil, LLC, hereinafter called the “Contractor”, of PO Box 9, Townsend, Georgia 31331 and 18525 Hwy 17, Townsend, Georgia (address).

WITNESSETH:

WHEREAS, the City of Tybee Island, GA, has heretofore solicited proposals for all material, work and improvements and for the doing of all things included within the hereinafter specified Clarifier Rebuild Project.

WHEREAS, the City of Tybee Island, GA, did find that the Contractor was the most responsible, responsive and preferred offeror for the hereinafter specified Clarifier Rebuild Project (hereinafter “Project”).

NOW, THEREFORE, for and in consideration of their mutual promises, covenants, undertakings, and agreements, the parties hereto do hereby agree as follows:

ARTICLE I - WORK TO BE DONE BY CONTRACTOR

Contractor agrees, at his own cost and expense, to do all the work and furnish all the labor, materials, equipment, and other property necessary to satisfactorily do, construct, install, and complete all work and improvements for the Clarifier Rebuild Project for the City of Tybee Island, GA (Project), all in full accordance with, and in compliance with and as required by the hereinafter specified Contract Documents for said Contract, and to do, at his own cost and expense, all other things required of the Contractor by said Contract Documents for said work.

ARTICLE II- CONTRACT DOCUMENTS

The Contract Documents herein named include all of the following component

parts, all of

which are as fully a part of this Contract as if herein set out verbatim, subject to all stated exclusions,

or, if not attached, as if hereto attached:

1. Request for Proposal RFP No. 2021-761
2. Instructions to Proposers
3. Contractor's Proposal
4. General Conditions of the Contract
5. Agreement
6. Technical Requirements
7. Contract Drawings / Bid Plans – as finalized and issued for construction
8. All Bonds, Insurance Certificates and Insurance Policies mentioned or referred to in the foregoing documents
9. Any and all other documents or papers, included or referred to in any of the foregoing documents including all Permits, and all E-verify and Save Affidavits as required by law.
10. Any and all Addenda to the foregoing, all of which are on file with the Owner or at the office of the project engineer, Peter Gulbranson.

ARTICLE III- CONTRACT AMOUNT

The Contractor agrees to receive and accept the following unit prices and lump sum prices as full compensation for furnishing all materials and equipment and for doing all work contemplated and embraced in this agreement, and for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise to be encountered in the prosecution of the work until its acceptance by the Owner, and for all risks of every description connected with the work, and for well and faithfully completing the whole and entire work, in the manner and according to and in compliance with the Contract Documents as directed by the City in accordance with these documents, and for any and all other things required by the Contract Documents. The contract amount is \$359,563.00 Total.

See attachments hereto which are incorporated herein.

ARTICLE IV- SPECIAL CONDITIONS

As a result of the solicitation process and the proposal of Contractor, the parties have agreed that the total amount payable under the contract for all work, equipment and plant is \$359,563.00.

ARTICLE V- STARTING AND COMPLETION

The Contractor shall, and agrees to, commence work for the Project within _____ calendar days after the Permitted start date of _____, 2022, and to complete fully all work required by the Contract Documents to the point of Final Acceptance by the Owner within 203 Calendar days.

ARTICLE VI- PAYMENT TO CONTRACTOR

Owner agrees with said Contractor to employ, and does hereby employ, the said Contractor to provide the material and do all the work and do all other things herein above mentioned according to the terms and conditions hereinafter contained or referred to, for the prices aforesaid, and hereby contracts to pay Contractor at the time, in the manner and upon the conditions set forth or referred to in the Contract Documents; and the Owner and the Contractor for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.

ARTICLE VII-INVALIDITY AND SEVERABILITY

The invalidity of any provision included in any of the Contract Documents shall not be deemed to impair or affect in any manner the validity and enforceability of the remainder of the Contract Documents, and in such event, all the other provisions of the Contract Documents shall continue in full force and effect as if such invalid provision had never been included therein. Owner and Contractor agree that, in such event, the Contract Documents shall be reformed to replace the stricken provision or part thereof with a valid and enforceable provision that achieves, to the maximum extent possible, the intention of the stricken provision.

ARTICLE VIII - CHOICE OF LAW AND FORUM SELECTION

The Contract Documents shall be construed and controlled by and under the laws of

the State of Georgia without regard to conflicts of laws principles. Further, any dispute arising out of or concerning the Contract Documents, or any action or inaction performed thereunder, shall be adjudicated in either (a) the United States Court for the Southern District of Georgia, Savannah Division; or (b) the State or Superior Courts of Chatham County, Georgia, and the parties waive any defenses of personal and/or subject matter jurisdiction to the aforesaid venues.

IN WITNESS WHEREOF, the parties hereto have caused this Instrument to be executed in four original counterparts the day and year first above written.

Southern Civil, LLC
(Contractor)

By: _____

Title: _____

Attest: _____

Title _____

City of Tybee Island, GA
(Owner)

By: Mayor _____

Attest: _____

Title _____

Approved this ____ day of _____, 2021.

Approved as to form

By: _____
Edward M. Hughes, City Attorney

NOTICE TO PROCEED

TO: Southern Civil, LLC DATE:
- PO Box 9
Townsend, GA 31331

PROJECT: CITY OF TYBEE ISLAND, GA, CLARIFIER REBUILD PROJECT

You are hereby notified to commence site work at _____ in accordance with the Agreement dated _____, on, or after _____, and you are to fully and satisfactorily complete the work to the point of Final Acceptance within 90 days of commencement of work.

The City of Tybee Island, GA (OWNER)

By _____
(SIGNATURE)

(TITLE)

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged this _____ day of _____ 2021

(CONTRACTOR)

(SIGNATURE)

(TITLE)

WAIVER AND RELEASE OF LIEN

FROM: Southern Civil, LLC

TO: City of Tybee Island, GA (Owner of Project)

PROJECT: CITY OF TYBEE ISLAND, GA, CLARIFIER REBUILD PROJECT

KNOW ALL MEN BY THESE PRESENTS:

1. The undersigned, having been employed by The City of Tybee Island, GA, to furnish labor and/or materials for the referenced project, does hereby waive and release any and all lien and claim or right to lien and claim against the City of Tybee Island, GA, on the referenced project on account of labor or materials, or both furnished for the referenced project.

2. The undersigned further certifies that to the best of his knowledge and belief, there are no unsatisfied or outstanding claims of any character arising out of the furnishing of labor and/or materials for the referenced project.

3. The undersigned further agree that, after execution of this document, it will defend at its expense, and save the City of Tybee Island, GA, harmless from any and all claims or liens arising out of the undersigned's furnishing of labor and/or materials for the referenced project.

4. The undersigned has executed this document in order to induce the City of Tybee Island, GA, to make final payment to and in no way acts as a release of any claim the undersigned may have against parties other than the City of Tybee Island, GA, arising out of the furnishing of labor and/or materials for the referenced project.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument this _____ day of _____, 2021

STATE OF _____

COUNTY OF _____

Personally appeared before me the undersigned Notary Public in and for said County and State, _____, who is known to me and who, after being duly sworn, deposes and says that the facts stated in the above affidavit are true.

NOTARY PUBLIC

File Attachments for Item:

8. City Hall Rehabilitation



City of Tybee Island

Memorandum

To: City Council
From: Jen Amerell, Finance Director
Date: November 2, 2021
Re: City Hall Rehabilitation

JRA

Overview

The City Hall building was constructed over 100 years ago. There have been minor layout changes throughout the years, but no major rehabilitation has been done to the interior. In general, the structure of the building is in good condition, but space needs have changed and modern technology has been added. City staff and equipment requirements have outgrown the current usable floor plan. As the City continues to grow, more usable space is needed to accommodate staff, equipment, and technology. The interior of City Hall is in desperate need of updating to provide for more efficient use of space, safety of employees, and better overall service to residents and visitors. A City Hall building is the centerpiece of a City organization, and the current conditions of City Hall are antiquated, dilapidated and unsafe.

Current Problematic Issues at City Hall:

- On-going rodent infestation
- Possible asbestos
- Mold and air circulation
- Outdated electrical and HVAC
- Ceiling and wall deterioration
- Water infiltration
- Poor layout for customer service
- No security/safety – visitors are able to walk freely throughout all of City Hall
- Underutilization of space

The goal of this project is to address the current condition of a 100+ year old building and position it for the next 30-40 years while maintaining historical integrity. Priority areas to be addressed are:

- Safety of employees
- Effectiveness and efficiency of space utilization
- HVAC / Electrical issues including energy efficiency
- Code compliance, especially ADA
- Customer Service

Summary

Management recently met with a representative from Greenline Architecture, Inc. to discuss spacing and staff needs, which includes use of the open auditorium. Their proposed floor plan is included in your packet as Attachment A. This floorplan will most likely be redesigned slightly with current staff changes as well as budget. Based on the current proposed floor plan, the building renovation cost estimate is \$1.3 million. Attachment B provides detail of the cost breakdown. The most costly items of the remodel include work to HVAC and electrical upgrades. The floorplan and details may change slightly, but based on the safety upgrade necessities, and floor layout needs, a budget of \$1.3 million is requested.

If the Council decides to move forward with a City Hall rehabilitation project, a plan for financing the project once finalized will be developed for Council approval. Financing is anticipated to be a combination of fund balance, SPLOST, and/or debt.

Recommendation

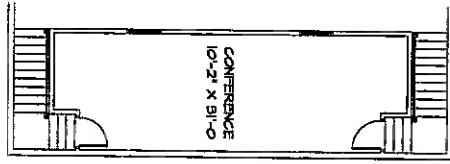
Approve pursuing an agreement with Greenline Architecture, Inc. to develop a project plan for City Hall with a budget not to exceed \$1.3 million.

Next Steps

Greenline Architecture to develop plan design based on Council approved budget
Council to approve Greenline Architecture, Inc. proposal
Council to approve financing plan

Attachments:

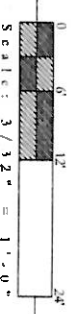
Attachment A – Proposed Floorplan
Attachment B – Executive Summary



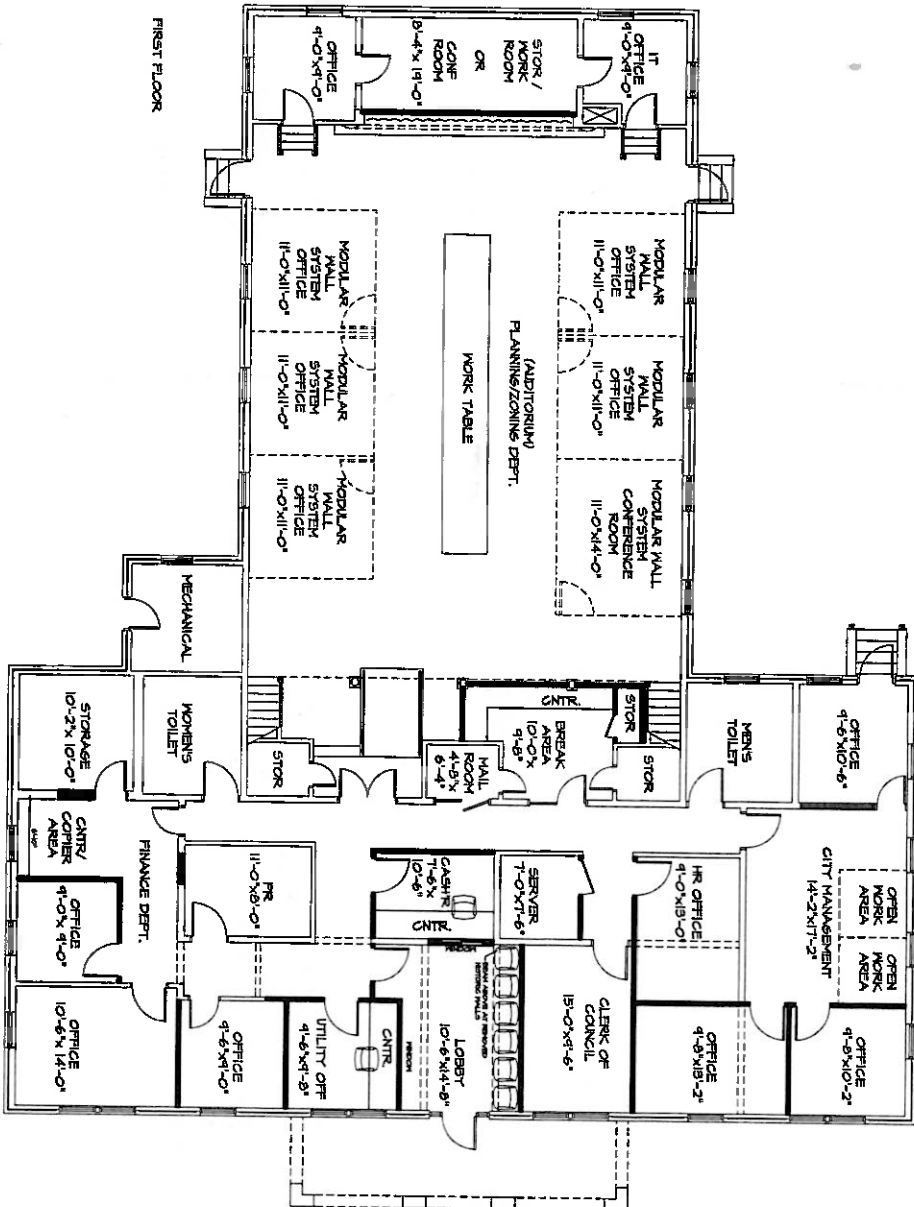
SECOND FLOOR



JOB NORTH



Scale: 3/32" = 1'-0"
Project No. 201042, Date (9/20/2021)



FIRST FLOOR

PROPOSED FLOOR PLAN - REVIEW ONLY
RENOVATION TO TYBEE CITY HALL

403 Butler Avenue · Tybee Island · Georgia

GREEN LINE
ARCHITECTURE
Savannah, Georgia · www.greenlinearch.com

PALACIO

EXECUTIVE SUMMARY

Prepared For: Greenline Architecture

Project Name: City of Tybee Municipal Building- City Hall Renovation

Location: City of Tybee, GA

Estimate Date: 10/28/2021

Project Area: 6,152 SF

Revised Date: _____

Project # 21209

Palacio Lead Contact: Michael Palacio, CPE

Project Phase: Schematic Design

Project

Description: Comprehensive interior renovation to include new offices and conference rooms, etc.

CONSTRUCTION COST SNAPSHOT				
PROJECT TYPE	AREA	UNIT	COST/SF	TOTAL
Building Renovation	6,152	SF	\$199.04	\$1,224,551
TOTAL ESTIMATED CONSTRUCTION COST	6,152	SF	\$199.04	\$1,224,551

ALTERNATES (INCLUDES COST OF WORK AND MARKUPS)	
1 New Exterior Windows (Includes Brick Demolition and Patch)	\$134,000

ESTIMATE ASSUMPTIONS
Anticipated Bid Date: 4th Quarter 2022 (Add 1% per quarter for market escalation beyond this point)
Design-Bid-Build delivery method
Receiving bids from at least four (4) qualified general contractors
General contractors to receive bids from at least four (4) qualified subcontractors per trade
Most of the bidders will be from the local market (within 1 hour driving distance)
Assumes normal working hours



PALACIO

Name: City of Tybee Municipal Building- City Hall Renovation

Location: City of Tybee, GA

Date: 10/28/2021

Area (SF): 6,152

Revised Date: 1/0/1900

ESTIMATE SUMMARY					
DESCRIPTION	SUBTOTAL	TOTAL	COST/SF	%	
A	SUBSTRUCTURE				
	Foundations	7,200	\$7,200	1.17	1%
	Basement Construction	0		1.17	1%
B	SHELL		\$35,842	5.83	3%
	Superstructure	5,000		0.81	0%
	Exterior Walls	19,642		3.19	2%
	Exterior Windows & Doors	11,200		1.82	1%
	Roofing	0		0.00	0%
C	INTERIORS		\$234,611	38.13	19%
	Partitions	39,282		6.38	3%
	Interior Doors & Glazing	57,650		9.37	5%
	Casework & Millwork	30,854		5.01	3%
	Accessories	21,150		3.44	2%
	Stairs & Railings	1,227		0.20	0%
	Wall Finishes	24,769		4.03	2%
	Floor Finishes	31,325		5.09	3%
	Ceiling Finishes	28,354		4.61	2%
D	SERVICES		\$436,249	70.91	36%
	Conveying Systems	0		0.00	0%
	Plumbing	66,200		10.76	5%
	HVAC	148,750		24.18	12%
	Fire Protection	0		0.00	0%
	Electrical Distribution	86,790		14.11	7%
	Lighting	71,375		11.60	6%
	Special Systems	63,134		10.26	5%
E	EQUIPMENT & FURNISHINGS		\$110,309	17.93	9%
	Equipment	110,309		17.93	9%
	Furnishings	0		0.00	0%
F	SPECIAL CONSTRUCTION & DEMOLITION		\$36,915	6.00	3%
	Special Construction	0		0.00	0%
	Building Demolition	36,915		6.00	3%
	Hazardous Material Abatement	0		0.00	0%
G	SITWORK		\$0	0.00	0%
	Site Preparation	0		0.00	0%
	Site Improvements	0		0.00	0%
	Site Utilities	0		0.00	0%
	SUBTOTAL		\$861,126	139.97	70%
14%	General Requirements as %		\$120,558	19.60	0%
8%	Contractor Fee as %		\$78,535	12.76	0%
10%	Design/Market Contingency as %		\$106,022	17.23	9%
5%	Escalation as %		\$58,312	9.48	5%
TOTAL PROBABLE CONSTRUCTION COST			\$1,224,551	\$199.04	100%

PALACIO

Name: City of Tybee Municipal Building- City Hall Renovation

Location: City of Tybee, GA

Date: 10/22/2021

Area (SF): 6,152

Revised Date: _____

A - SUBSTRUCTURE					
FOUNDATIONS					
01	Pilings	0	LF	0.00	0
02	Pile Caps	0	CY	0.00	0
03	Caissons	0	CY	0.00	0
04	Wall Footings	0	CY	0.00	0
05	Column Footings, 3'x3'x1'	6	EACH	1,000.00	6,000
06	Grade Beams	0	CY	0.00	0
07	Piers, 12x12 CMU	6	EACH	200.00	1,200
08	Set Anchor Bolts & Base Plates	0	SETS	0.00	0
09	Slab on Grade	0	SF	0.00	0
10	Steps at Grade	0	SF	0.00	0
11	Dowel Slabs	0	LF	0.00	0
12	Elevator Pit	0	EACH	0.00	0
TOTAL FOUNDATIONS					\$7,200
BASEMENT CONSTRUCTION					
01	Building Excavation	0	CY	0.00	0
02	Foundation Walls	0	SF	0.00	0
03	Foundation Wall Waterproofing & Insulation	0	SF	0.00	0
04	Foundation Wall Footings	0	CY	0.00	0
05	Foundation Drainage	0	LF	0.00	0
06	Shoring	0	SF	0.00	0
TOTAL BASEMENT CONSTRUCTION					\$0
B-SHELL					
SUPERSTRUCTURE					
01	Concrete Columns and Piers	0	CY	0.00	0
02	Concrete Beams	0	CY	0.00	0
03	Elevated Concrete Floor Slab	0	SF	0.00	0
04	Elevated Concrete Roof Slab	0	SF	0.00	0
05	Structural Steel Framing	0	TONS	0.00	0
06	Tube Steel Framing	0	TONS	0.00	0
07	Steel Joists	0	TONS	0.00	0
08	Steel Joists, Long Span	0	TONS	0.00	0
09	Miscellaneous Metals, Bracing, Etc.	0	TONS	0.00	0
10	Elevated Floor System (Concrete on Metal Deck)	0	SF	0.00	0
11	Metal Roof Trusses, Light Gauge	0	HSF	0.00	0
12	Roof Decks, Steel 1 1/2"	0	SF	0.00	0
13	Roof Decks, Steel 3"	0	SF	0.00	0
14	Fireproofing	0	SF	0.00	0
15	Miscellaneous Structural Modification Allowance	1	LS	5,000.00	5,000
TOTAL SUPERSTRUCTURE					\$5,000



PALACIO

Name: **City of Tybee Municipal Building- City Hall Renovation**

Location: **City of Tybee, GA**

Date: **10/22/2021**

Area (SF): **6,152**

Revised Date: _____

EXTERIOR WALLS					
01	Replace Drywall	4,622	SF	3.00	13,865
02	Drywall on Furring	0	SF	0.00	0
03	6" Metal Wall Framing	0	SF	0.00	0
04	8" CMU Back-Up	0	SF	0.00	0
05	Rigid Insulation	0	SF	0.00	0
06	Replace Batt Insulation	4,622	SF	1.25	5,777
07	Sheathing & Backer Panel	0	SF	0.00	0
08	Dampproofing	0	SF	0.00	0
09	Granite/Marble Veneer	0	SF	0.00	0
10	Brick Veneer	0	SF	0.00	0
11	EIFS	0	SF	0.00	0
12	Stucco	0	SF	0.00	0
13	Cast Stone	0	SF	0.00	0
14	Metal Wall Panels	0	SF	0.00	0
15	Wall Coping	0	LF	0.00	0
16	Fascia Trim	0	LF	0.00	0
17	Metal Soffits	0	SF	0.00	0
TOTAL EXTERIOR WALLS					\$19,642
EXTERIOR WINDOWS & DOORS					
01	Windows	0	EACH	0.00	0
02	Curtain Wall	0	EACH	0.00	0
03	Clerestory	0	SF	0.00	0
04	Storefront Doors	0	EACH	0.00	0
05	Wood Door w/ Glass and Sidelights @ Entryway	1	EACH	4,000.00	4,000
06	Replace Exterior Doors	4	EACH	1,800.00	7,200
07	Overhead Doors	0	SF	0.00	0
08	Exit Devices	0	EACH	0.00	0
TOTAL EXTERIOR WINDOWS & DOORS					\$11,200
ROOFING					
01	Rigid Insulation, Tapered	0	SF	0.00	0
02	Batt Insulation	0	SF	0.00	0
03	Laminated Insulation w/Nailer	0	SF	0.00	0
04	Modified Bitumen Roofing	0	SF	0.00	0
05	Metal Roofing, Standing Seam	0	SF	0.00	0
06	Clay Tile Roofing	0	SF	0.00	0
07	Gutters	0	LF	0.00	0
08	Downspouts	0	LF	0.00	0
09	Skylights	0	SF	0.00	0
10	Roof Accessories	0	LS	0.00	0
11	Entry Canopies	0	SF	0.00	0
TOTAL ROOFING					\$0



PALACIO

Name: **City of Tybee Municipal Building- City Hall Renovation**

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Area (SF): **6,152**

Revised Date: _____

C - INTERIORS					
INTERIOR PARTITIONS					
01	4" CMU Partitions	0	SF	0.00	0
02	6" CMU Partitions	0	SF	0.00	0
03	8" CMU Partitions	0	SF	0.00	0
04	12" CMU Partitions	0	SF	0.00	0
05	Rated CMU Partitions	0	SF	0.00	0
06	2x6 Wood Drywall Partitions	3,571	SF	10.00	35,711
07	6" Drywall Partitions	0	SF	0.00	0
08	3-5/8" Drywall Partitions, 1HR	0	SF	0.00	0
09	6" Drywall Partitions, 1HR	0	SF	0.00	0
10	3-5/8" One-Sided Drywall Partitions	0	SF	0.00	0
11	Gypsum Shaft Walls	0	SF	0.00	0
12	Drywall on Furring	0	SF	0.00	0
13	Cement Backerboard Premium	0	SF	0.00	0
14	Sound Attenuation Batts	3,571	SF	1.00	3,571
TOTAL PARTITIONS					\$39,282
INTERIOR DOORS & GLAZING					
01	HM Doors, Flush	0	EACH	0.00	0
02	HM Doors w/Lite	0	EACH	0.00	0
03	HM Doors, 60 Min	0	EACH	0.00	0
04	Wood Doors, Flush	7	EACH	1,500.00	10,500
05	Wood Doors w/Lite @ Offices, Conference Rooms, etc.	26	EACH	1,675.00	43,550
06	Wood Doors, Half Glass	0	EACH	0.00	0
07	Wood Doors w/Louver	0	EACH	0.00	0
08	Wood Doors, 60 Min	0	EACH	0.00	0
09	Wood Doors, 120 Min	0	EACH	0.00	0
10	Storefront Door	0	EACH	0.00	0
11	Interior Glazed Opening and Frames	24	SF	50.00	1,200
12	Sliding Windows @ Cashier and Utility Counters, 3' Wide	2	EACH	1,200.00	2,400
13	Rolling Grilles	0	SF	0.00	0
14	Door Hold-Open	0	EACH	0.00	0
15	Exit Devices	0	EACH	0.00	0
TOTAL INTERIOR DOORS & GLAZING					\$57,650
MILLWORK					
01	Base Cabinets w/ Solid Surface Top @ Break Room	18	LF	375.00	6,780
02	Wall Cabinets @ Break Room	18	LF	200.00	3,616
03	Solid Surface Counter	21	LF	300.00	6,183
04	Work Table @ Planning/Zoning Dept.	29	LF	350.00	9,975
05	Vanity Top	6	LF	300.00	1,800
06	Miscellaneous Millwork Allowance	1	LS	2,500.00	2,500
TOTAL MILLWORK					\$30,854



PALACIO

Name: City of Tybee Municipal Building- City Hall Renovation

Location: City of Tybee, GA

Date: 10/22/2021

Area (SF): 6,152

Revised Date: _____

ACCESSORIES					
01	Visual Display Board Allowance	1	LS	2,000.00	2,000
02	Tackboards	0	SF	0.00	0
03	Projection Screens, Electric @ Conference Rooms	2	EACH	2,800.00	5,600
04	Wall & Corner Guards	0	EACH	0.00	0
05	Flagpole	0	EACH	0.00	0
06	Signage	1	LS	3,300.00	3,300
07	Lockers	0	EACH	0.00	0
08	Folding Partitions	0	SF	0.00	0
09	Storage Shelving	0	LF	0.00	0
10	Toilet Compartments	4	EACH	1,200.00	4,800
11	Urinal Screens	0	EACH	0.00	0
12	Shower Compartments	0	EACH	0.00	0
13	Mirrors	2	EACH	200.00	400
14	Toilet Accessories	1	LS	2,000.00	2,000
15	Baby Changing Station	0	EACH	0.00	0
16	Fire Extinguishers & Cabinets	2	EACH	275.00	550
17	Miscellaneous Accessories	1	LS	2,500.00	2,500
TOTAL ACCESSORIES					\$21,150
STAIRS & RAILINGS					
01	Metal Pan Stairs	0	R	0.00	0
02	Metal Pan Landings	0	SF	0.00	0
03	Stair & Landing Floor Finish, Refinish Existing Wood	123	SF	10.00	1,227
04	Monumental Stairs w/Floor Finish	0	SF	0.00	0
05	Monumental Landings w/Floor Finish	0	R	0.00	0
06	Wall Railings	0	LF	0.00	0
07	Free Standing Railings	0	LF	0.00	0
08	Monumental/Decorative Railings	0	LF	0.00	0
09	Wall Mounted Ladders	0	LF	0.00	0
10	Shipladders	0	SF	0.00	0
TOTAL STAIRS & RAILINGS					\$1,227
WALL FINISHES					
01	Paint Drywall	19,352	SF	0.85	16,449
02	Paint Masonry	0	SF	0.00	0
03	Paint Epoxy	0	SF	0.00	0
04	Ceramic Wall Tile, Wet Walls @ Restrooms	221	SF	15.00	3,320
05	Vinyl Wall Covering	0	SF	0.00	0
06	Acoustic Wall Panels	0	SF	0.00	0
07	Wood Wall Paneling	0	SF	0.00	0
08	Wood Chair Rail	0	LF	0.00	0
09	Special Wall Finish Allowance	1	LS	5,000.00	5,000
TOTAL WALL FINISHES					\$24,769



PALACIO

Name: City of Tybee Municipal Building- City Hall Renovation

Location: City of Tybee, GA

Date: 10/22/2021

Area (SF): 6,152

Revised Date: _____

FLOOR FINISHES					
01	Carpet	0	SY	0.00	0
02	Carpet Tile	363	SY	35.00	12,719
03	Vinyl Composition Tile	0	SF	0.00	0
04	Luxury Vinyl Tile	0	SF	0.00	0
05	Rubber Flooring	0	SF	0.00	0
06	Sheet Flooring	0	SF	0.00	0
07	Sealed Concrete	0	SF	0.00	0
08	Rubber Base	632	LF	1.75	1,105
09	Epoxy Flooring w/Integral Base	0	SF	0.00	0
10	Wood Flooring, Refinish	2,198	SF	5.00	10,988
11	Wood Base, Refinish	285	LF	7.50	2,137
12	Terrazzo	0	SF	0.00	0
13	Ceramic Tile Floor	210	SF	15.00	3,145
14	Ceramic Tile Base	82	LF	15.00	1,231
15	Porcelain Tile Floor	0	SF	0.00	0
16	Porcelain Tile Base	0	LF	0.00	0
17	Quarry Tile Floor	0	SF	0.00	0
18	Quarry Tile Base	0	LF	0.00	0
19	Floor Preparation	0	SF	0.00	0
20	Item	0	SF	0.00	0
TOTAL FLOOR FINISHES					\$31,325
CEILING FINISHES					
01	Acoustical Ceilings	0	SF	0.00	0
02	Acoustical Ceilings, Vinyl Faced	0	SF	0.00	0
03	Upgraded Acoustical Ceilings	0	SF	0.00	0
04	Acoustical Ceiling Clouds	0	SF	0.00	0
05	Metal Ceiling Panels	0	SF	0.00	0
06	Wood Ceiling Panels	0	SF	0.00	0
07	Drywall Ceiling Attached to Structure w/Finish	3,593	SF	4.50	16,169
08	Suspended Drywall Ceiling w/Finish	0	SF	0.00	0
09	Rated Drywall Ceiling w/Finish	0	SF	0.00	0
10	Drywall Soffits & Bulkheads Allowance	500	SF	12.00	6,000
11	Painted Structure, Existing High Ceiling Area	2,474	SF	2.50	6,185
12	Special Ceilings	0	SF	0.00	0
13	Ceiling Trim	0	LF	0.00	0
14	Item	0	SF	0.00	0
15	Item	0	SF	0.00	0
TOTAL CEILING FINISHES					\$28,354



PALACIO

Name: **City of Tybee Municipal Building- City Hall Renovation**

Location: **City of Tybee, GA**

Date: **10/22/2021**

Area (SF): **6,152**

Revised Date: _____

D - SERVICES					
CONVEYING SYSTEMS					
01	Passenger Elevators, Hydraulic	0	EACH	0.00	0
02	Passenger Elevators, Traction	0	EACH	0.00	0
03	Freight Elevators, Hydraulic	0	EACH	0.00	0
04	Freight Elevators, Traction	0	EACH	0.00	0
05	Wheelchair Lift	0	EACH	0.00	0
06	Escalators	0	EACH	0.00	0
TOTAL CONVEYING SYSTEMS					\$0
PLUMBING					
01	Water Heater	1	EACH	3,500.00	3,500
02	Pumps	0	EACH	0.00	0
03	Water Closet	4	EACH	950.00	3,800
04	Urinal	0	EACH	0.00	0
05	Lavatory	2	EACH	650.00	1,300
06	Sink	1	EACH	500.00	500
07	Sink, Exam	0	EACH	0.00	0
08	Service Sink	0	EACH	0.00	0
09	Can Wash	0	EACH	0.00	0
10	Shower	0	EACH	0.00	0
11	Electric Water Cooler, Hi-Lo	1	EACH	1,600.00	1,600
12	Emergency Eye Wash	0	EACH	0.00	0
13	Fixture Rough-In and Piping	9	EACH	4,500.00	40,500
14	Domestic Water Piping w/Insulation	0	LF	0.00	0
15	Sanitary Waste & Vent Piping	0	LF	0.00	0
16	Acid Waste & Vent Piping	0	LF	0.00	0
17	Floor & Shower Drains w/ Piping	2	EACH	1,500.00	3,000
18	Trench Drains	0	LF	0.00	0
19	Roof/Overflow Drains	0	EACH	0.00	0
20	Roof Drain Piping w/Insulation	0	LF	0.00	0
21	Natural Gas Piping Allowance	150	LF	40.00	6,000
22	Compressed Air Piping	0	LF	0.00	0
23	Medical Gas Piping	0	LF	0.00	0
24	Vacuum Piping	0	EACH	0.00	0
25	Grease Interceptor	0	EACH	0.00	0
26	Equipment Piping Hook-up	0	EACH	0.00	0
27	Wall Hydrants and Piping	4	EACH	1,500.00	6,000
28	Item	0	EACH	0.00	0
TOTAL PLUMBING					\$66,200



PALACIO

Name: City of Tybee Municipal Building- City Hall Renovation

Location: City of Tybee, GA

Date: 10/22/2021

Area (SF): 6,152

Revised Date: _____

HVAC					
01	Heat Generating Systems				
	Unit Heater	0	EACH	0.00	0
	Baseboard Heater	0	EACH	0.00	0
	Duct Heater	0	EACH	0.00	0
	Heat Exchanger	0	EACH	0.00	0
	Boiler	0	EACH	0.00	0
	Breaching & Flues	0	EACH	0.00	0
02	Cooling Generating System				
	Chiller	0	TONS	0.00	0
	Cooling Tower	0	TONS	0.00	0
	Packaged A/C Unit	0	TONS	0.00	0
	DX Split System	20	TONS	2,400.00	48,000
	Ductless Split System @ Server Room	1	TONS	3,500.00	3,500
03	Distribution System				
	Air Handling Unit	0	CFM	0.00	0
	Exhaust Fan, Toilet	2	EACH	750.00	1,500
	Exhaust Fan, Mechanical	0	EACH	0.00	0
	Make-up Air Unit	0	EACH	0.00	0
	Energy Recovery Unit	0	EACH	0.00	0
	Pumps, Chilled Water	0	EACH	0.00	0
	Pumps, Hot Water	0	EACH	0.00	0
	Variable Frequency Drives	0	EACH	0.00	0
	Equipment Piping Hook-up	0	EACH	0.00	0
	Chilled Water Piping & Insulation	0	LF	0.00	0
	Hot Water Piping & Insulation	0	LF	0.00	0
	Distribution Water Piping & Insulation	0	LF	0.00	0
	Condenser Water Piping	0	LF	0.00	0
	Steam / Condensate Piping	0	LF	0.00	0
	Ductwork w/Insulation	6,000	LBS	12.50	75,000
	Exhaust Ductwork	0	LBS	0.00	0
	Stainless Steel Ductwork	0	LBS	0.00	0
	Fire / Smoke Damper	0	EACH	0.00	0
	Grilles, Registers & Diffusers	50	EACH	125.00	6,250
	Slot Diffusers	0	LF	0.00	0
	Louvers	0	SF	0.00	0
04	Terminal Units				
	VAV Box / CV Box	0	EACH	0.00	0
	Powered Induction Unit	0	EACH	0.00	0
	Fan Coil Unit	0	TONS	0.00	0
05	Temperature Controls, Programmable Thermostats	1	LS	2,000.00	2,000
06	Test & Balance	1	LS	2,500.00	2,500
07	HVAC Accessories	1	LS	10,000.00	10,000
TOTAL HVAC					\$148,750



PALACIO

Name: City of Tybee Municipal Building- City Hall Renovation

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FIRE PROTECTION					
01	Wet Heads	0	SF	0.00	0
02	Dry Heads	0	SF	0.00	0
03	Dry Controls	0	LS	0.00	0
04	Standpipes	0	EACH	0.00	0
05	Siamese Connection	0	EACH	0.00	0
06	Fire Pump	0	EACH	0.00	0
07	Jockey Pump	0	EACH	0.00	0
08	FM 200 System	0	EACH	0.00	0
TOTAL FIRE PROTECTION					\$0
ELECTRICAL DISTRIBUTION					
01	Building Service	50	LF	75.00	3,750
02	Main Switch Gear	0	EACH	0.00	0
03	Distribution Switchboards	1	EACH	22,500.00	22,500
	Panel, 100 A	0	EACH	0.00	0
	Panel, 225 A	0	EACH	0.00	0
	Panel, 600 A	0	EACH	0.00	0
	Panel, 800 A	0	EACH	0.00	0
04	Transformers				
	45 KVA	0	EACH	0.00	0
	75 KVA	0	EACH	0.00	0
	112.5 KVA	0	EACH	0.00	0
05	Motor Control Centers	0	EACH	0.00	0
06	Receptacles				
	Duplex	100	EACH	450.00	45,000
	Duplex, GFI/WP	4	EACH	485.00	1,940
	Quad	0	EACH	0.00	0
	Special	0	EACH	0.00	0
	Floor Box	2	EACH	1,000.00	2,000
	Junction Boxes	0	EACH	0.00	0
07	Wiremold	0	LF	0.00	0
08	Bus Duct	0	LF	0.00	0
09	Equipment Connections, Major	4	EACH	2,000.00	8,000
10	Equipment Connections, Minor	3	EACH	1,200.00	3,600
11	Equipment Connections, Miscellaneous	0	EACH	0.00	0
12	Special Power	0	LS	0.00	0
TOTAL ELECTRICAL DISTRIBUTION					\$86,790



PALACIO

Name: City of Tybee Municipal Building- City Hall Renovation

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Date: 10/22/2021

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Revised Date: _____

01 GENERAL INTERIOR LIGHTING					
	1 x 4 LED Fixtures	0	EACH	0.00	0
	2 x 2 LED Fixtures	0	EACH	0.00	0
	2 x 4 LED Fixtures	85	EACH	475.00	40,375
	LED Downlights	0	EACH	0.00	0
	LED Pendants	0	EACH	0.00	0
	LED Strip Fixtures	0	EACH	0.00	0
	Light Fixture	0	EACH	0.00	0
	Light Fixture	0	EACH	0.00	0
	Light Fixture	0	EACH	0.00	0
	Light Fixture	0	EACH	0.00	0
	Light Fixture	0	EACH	0.00	0
	Light Fixture	0	EACH	0.00	0
	Light Fixture	0	EACH	0.00	0
	Light Fixture	0	EACH	0.00	0
	Light Fixture	0	EACH	0.00	0
	Light Fixture	0	EACH	0.00	0
	Light Fixture	0	EACH	0.00	0
02	Exit Lighting	10	EACH	400.00	4,000
03	Emergency Battery Back-up	20	EACH	400.00	8,000
04	Architectural Lighting	1	LS	5,000.00	5,000
	Wall Sconce	0	EACH	0.00	0
	Decorative Pendant Fixture	0	EACH	0.00	0
	Track Light Fixtures	0	EACH	0.00	0
	Lighting Track	0	EACH	0.00	0
	Decorative Fixture	0	EACH	0.00	0
05	Exterior Lighting				
	Wall Packs	0	EACH	0.00	0
	Building-Mounted Flood Lights	0	EACH	0.00	0
	Building Uplights	0	EACH	0.00	0
	Canopy/Soffit Light Fixtures	0	EACH	0.00	0
	Wall Washers	0	EACH	0.00	0
06	Special Lighting				
	Show Case Lighting	0	EACH	0.00	0
	Stage Lighting	0	EACH	0.00	0
	Special Effects Lighting	0	EACH	0.00	0
	Neon Lighting	0	EACH	0.00	0
07	Lighting Control Systems				
	Switches	0	EACH	0.00	0
	Switches w/Dimmers	0	EACH	0.00	0
	Switches w/Occupancy Sensors	40	EACH	350.00	14,000
	Occupancy Sensors	0	EACH	0.00	0
	Lighting Contactors	0	EACH	0.00	0
	Timers	0	EACH	0.00	0
	Photoelectric Cells	0	EACH	0.00	0
	Dimmer Panel	0	EACH	0.00	0
TOTAL GENERAL INTERIOR LIGHTING					\$71,375



PALACIO

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Date: **10/22/2021**

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SPECIAL SYSTEMS					
01	Telephone/Data System, Wired				
	Backboard, Racks, Etc.	1	LS	3,500.00	3,500
	Outlet	50	DROP	350.00	17,500
	Floor Outlets	0	DROP	0.00	0
	Cable Tray	0	LF	0.00	0
	Wireless Access Points	4	EACH	550.00	2,200
02	Television System, Wired				
	Television Outlets	0	EACH	0.00	0
03	Security System, Rough-In	6,152	SF	0.35	2,153
	Control Panel	0	EACH	0.00	0
	Card Readers	8	EACH	2,800.00	22,400
	Cameras	0	EACH	0.00	0
04	Fire Alarm	6,152	SF	2.00	12,305
	Control Panel	0	EACH	0.00	0
	Annunciator Panel	0	EACH	0.00	0
	Manual Station	0	EACH	0.00	0
	Horn	0	EACH	0.00	0
	Smoke or Heat Detectors	0	EACH	0.00	0
	Duct Mounted Smoke Detector	0	EACH	0.00	0
05	Intercommunication Equipment				
	Amplifier	0	EACH	0.00	0
	Speakers	0	EACH	0.00	0
06	Public Address System				
		0	LS	0.00	0
07	Audio/Visual System				
	A/V Rough-In	6,152	SF	0.50	3,076
	A/V Equipment, NIC	0	EACH	0.00	0
08	Clock and Program Equipment				
	Clocks	0	EACH	0.00	0
	Programmer	0	EACH	0.00	0
	Time Signal	0	EACH	0.00	0
09	Lightning Protection				
	Air Terminals	0	EACH	0.00	0
	Ground Rods	0	EACH	0.00	0
	Cable	0	LF	0.00	0
10	Emergency Power				
	Generator	0	EACH	0.00	0
	Transfer Switch	0	EACH	0.00	0
11	UPS System				
		0	SF	0.00	0
TOTAL SPECIAL SYSTEMS					\$63,134



PALACIO

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E - EQUIPMENT AND FURNISHINGS					
EQUIPMENT					
01	Food Service Equipment @ Break Room	1	LS	4,000.00	4,000
02	Modular Wall and Door System	1,772	SF	60.00	106,309
03	Loading Dock Equipment	0	LS	0.00	0
04	Fume Hoods	0	EACH	0.00	0
05	Lab Equipment Allowance	0	LF	0.00	0
06	Stage Equipment	0	LS	0.00	0
07	Athletic Equipment	0	LS	0.00	0
08	Educational Equipment	0	LS	0.00	0
TOTAL EQUIPMENT					\$110,309
CASEWORK & FURNISHINGS					
01	Manufactured Metal Casework	0	LF	0.00	0
02	Manufactured Wood Casework	0	LF	0.00	0
03	Manufactured Plastic Laminate Casework	0	LF	0.00	0
04	Floor Mats	0	SF	0.00	0
05	Blinds	0	SF	0.00	0
06	Shades	0	SF	0.00	0
07	Black-out Shades	0	SF	0.00	0
08	Auditorium Seating	0	EACH	0.00	0
09	Gymnasium Seating	0	EACH	0.00	0
10	Bleacher Seating	0	EACH	0.00	0
11	Telescoping Platform Seating	0	EACH	0.00	0
TOTAL CASEWORK & FURNISHINGS					\$0
F - SPECIAL CONSTRUCTION AND DEMOLITION					
SPECIAL CONSTRUCTION					
01	Steeple	0	EACH	0.00	0
02	Modular Cells	0	EACH	0.00	0
03	Prefabricated Racquetball Courts	0	EACH	0.00	0
04	Greenhouse	0	EACH	0.00	0
05	Pre-Engineered Steel Buildings	0	SF	0.00	0
06	Storage Shed	0	SF	0.00	0
07	Lap Swimming Pool	0	EACH	0.00	0
08	Leisure Swimming Pool	0	EACH	0.00	0
09	Hot Tub	0	EACH	0.00	0
10	Sauna (Prefabricated)	0	EACH	0.00	0
11	Prefabricated Structure	0	EACH	0.00	0
TOTAL SPECIAL CONSTRUCTION					\$0



PALACIO

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SELECTIVE BUILDING DEMOLITION					
01	Interior Demolition	6,152	SF	6.00	36,915
02	Demo Door & Frame	0	SF	0.00	0
03	Demo Window	0	SF	0.00	0
04	Demo Gypsum Board Soffit	0	SF	0.00	0
05	Demo Interior Walls	0	SF	0.00	0
06	Demo Ceilings	0	SF	0.00	0
07	Demo Item	0	SF	0.00	0
08	Demo Item	0	SF	0.00	0
09	Demo Item	0	SF	0.00	0
10	Demo Item	0	SF	0.00	0
11	Demo Item	0	SF	0.00	0
12	Demo Item	0	SF	0.00	0
13	Demo Item	0	SF	0.00	0
14	Demo Item	0	SF	0.00	0
15	Demo Item	0	SF	0.00	0
16	Demo Item	0	SF	0.00	0
17	Demo Item	0	SF	0.00	0
18	Demo Item	0	SF	0.00	0
19	Demo Item	0	SF	0.00	0
20	Demo Item	0	SF	0.00	0
21	Demo Item	0	SF	0.00	0
22	Demo Item	0	SF	0.00	0
23	Demo Item	0	SF	0.00	0
24	Demo Item	0	SF	0.00	0
25	Demo Item	0	SF	0.00	0
26	Demo Item	0	SF	0.00	0
27	Demo Item	0	SF	0.00	0
28	Demo Item	0	SF	0.00	0
29	Demo Item	0	SF	0.00	0
30	Demo Item	0	SF	0.00	0
TOTAL SELECTIVE BUILDING DEMOLITION					\$36,915
HAZARDOUS MATERIAL ABATEMENT					
01	VAT Floor Removal	0	SF	0.00	0
02	Lead Paint Removal	0	SF	0.00	0
03	Asbestos Drywall Removal	0	SF	0.00	0
04	Asbestos Piping Insulation Removal	0	SF	0.00	0
05	Asbestos Roof Insulation Removal	0	SF	0.00	0
TOTAL HAZARDOUS MATERIAL ABATEMENT					\$0



PALACIO

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G - SITEWORK					
SITE PREPARATION					
01	Site Clearing	0	ACRE	0.00	0
02	Site Demolition				
	Demolition Item	0	SF	0.00	0
	Demolition Item	0	SF	0.00	0
	Demolition Item	0	SF	0.00	0
03	Earthwork				
	Erosion Control	0	LS	0.00	0
	Rough Grading, Cut & Redistribute	0	CY	0.00	0
	Rough Grading, Import/Export Dirt	0	CY	0.00	0
	Fine Grading	0	SF	0.00	0
	Rock Excavation	0	CY	0.00	0
	Rock Trenching	0	CY	0.00	0
04	Hazardous Waste Remediation	0	CY	0.00	0
TOTAL SITE PREPARATION					\$0
SITE IMPROVEMENT					
01	Asphalt Paving, Roadway	0	SY	0.00	0
02	Asphalt Paving, Heavy Duty	0	SY	0.00	0
03	Asphalt Paving	0	SY	0.00	0
04	Concrete Paving, Standard Duty	0	SF	0.00	0
05	Concrete Paving, Heavy Duty	0	SF	0.00	0
06	Grasscrete Paving	0	SF	0.00	0
07	Concrete Curb & Gutter	0	LF	0.00	0
08	Granite Curb w/Footing	0	LF	0.00	0
09	Sidewalks	0	SF	0.00	0
10	Upgraded Concrete Walkways	0	SF	0.00	0
11	Brick Pavers on Slab	0	SF	0.00	0
12	Concrete Pavers on Slab	0	SF	0.00	0
13	Exterior Steps at Grade	0	SF	0.00	0
14	Exterior Ramps	0	SF	0.00	0
15	Exterior Railings	0	LF	0.00	0
16	Retaining Walls, CMU	0	SF	0.00	0
17	Retaining Walls, Concrete	0	SF	0.00	0
18	Screen Walls	0	SF	0.00	0
19	Fencing	0	LF	0.00	0
20	Gates	0	EACH	0.00	0
21	Sod	0	SF	0.00	0
22	Landscaping, Shrubs	0	EACH	0.00	0
23	Landscaping, Trees	0	EACH	0.00	0
24	Irrigation System	0	SF	0.00	0
25	Benches	0	EACH	0.00	0
26	Bike Racks	0	EACH	0.00	0
27	Trash Receptacles	0	EACH	0.00	0
TOTAL SITE IMPROVEMENTS					\$0



PALACIO

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SITE UTILITIES					
01	Domestic Water	0	LF	0.00	0
	Water Tap Fee	0	LS	0.00	0
	Connect to Existing	0	LS	0.00	0
	Piping, 4"	0	LF	0.00	0
	Piping, 6"	0	LF	0.00	0
	Backflow Preventer & Vault	0	EACH	0.00	0
02	Fire Protection Water	0	LF	0.00	0
	Fire Water Tap Fee	0	LS	0.00	0
	Connect to Existing	0	LS	0.00	0
	Piping, 4"	0	LF	0.00	0
	Piping, 6"	0	LF	0.00	0
	Fire Hydrants	0	EACH	0.00	0
03	Sanitary Sewer	0	LF	0.00	0
	Sewer Tap Fee	0	LS	0.00	0
	Connect to Existing	0	LS	0.00	0
	Piping, 4"	0	LF	0.00	0
	Piping, 6"	0	LF	0.00	0
	Manholes	0	EACH	0.00	0
04	Storm Sewer	0	LF	0.00	0
	Connect to Existing	0	LS	0.00	0
	Piping, 15" HDPE	0	LF	0.00	0
	Piping, 15" RCP	0	LF	0.00	0
	Piping, 24" RCP	0	LF	0.00	0
	Rain Leader Piping, PVC	0	LF	0.00	0
	Manholes	0	EACH	0.00	0
	Drop Inlets, Curb Inlets	0	EACH	0.00	0
	Head Walls	0	EACH	0.00	0
	Outlet Control Structures	0	EACH	0.00	0
	Underground Detention System	0	LS	0.00	0
05	HVAC System Utilities	0	LF	0.00	0
	Steam Supply & Return Piping, Insulated, U/G	0	LF	0.00	0
	Hot Water Supply & Return Piping, Insulated, U/G	0	LF	0.00	0
	Chilled Water Supply & Return Piping, Insulated, U/G	0	LF	0.00	0
06	Electrical Service	0	LF	0.00	0
	Transformer, Pad Mounted	0	EACH	0.00	0
	Duct Bank	0	LF	0.00	0
	Manholes	0	EACH	0.00	0
	Primary Cable	0	LF	0.00	0
07	Telephone/Data Service	0	LF	0.00	0
	Duct Bank	0	LF	0.00	0
	Manholes	0	EACH	0.00	0
	Cabling	0	LF	0.00	0
08	Site Lighting	0	LS	0.00	0
	Parking Lot Lighting	0	EACH	0.00	0
	Walkways	0	EACH	0.00	0
	Bollard Lights	0	EACH	0.00	0
09	Fuel Service	0	EACH	0.00	0
TOTAL SITE UTILITIES					\$0



PALACIO

Name: City of Tybee Municipal Building- City Hall Renovation

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Date: 10/22/2021

Area (SF): 6,152

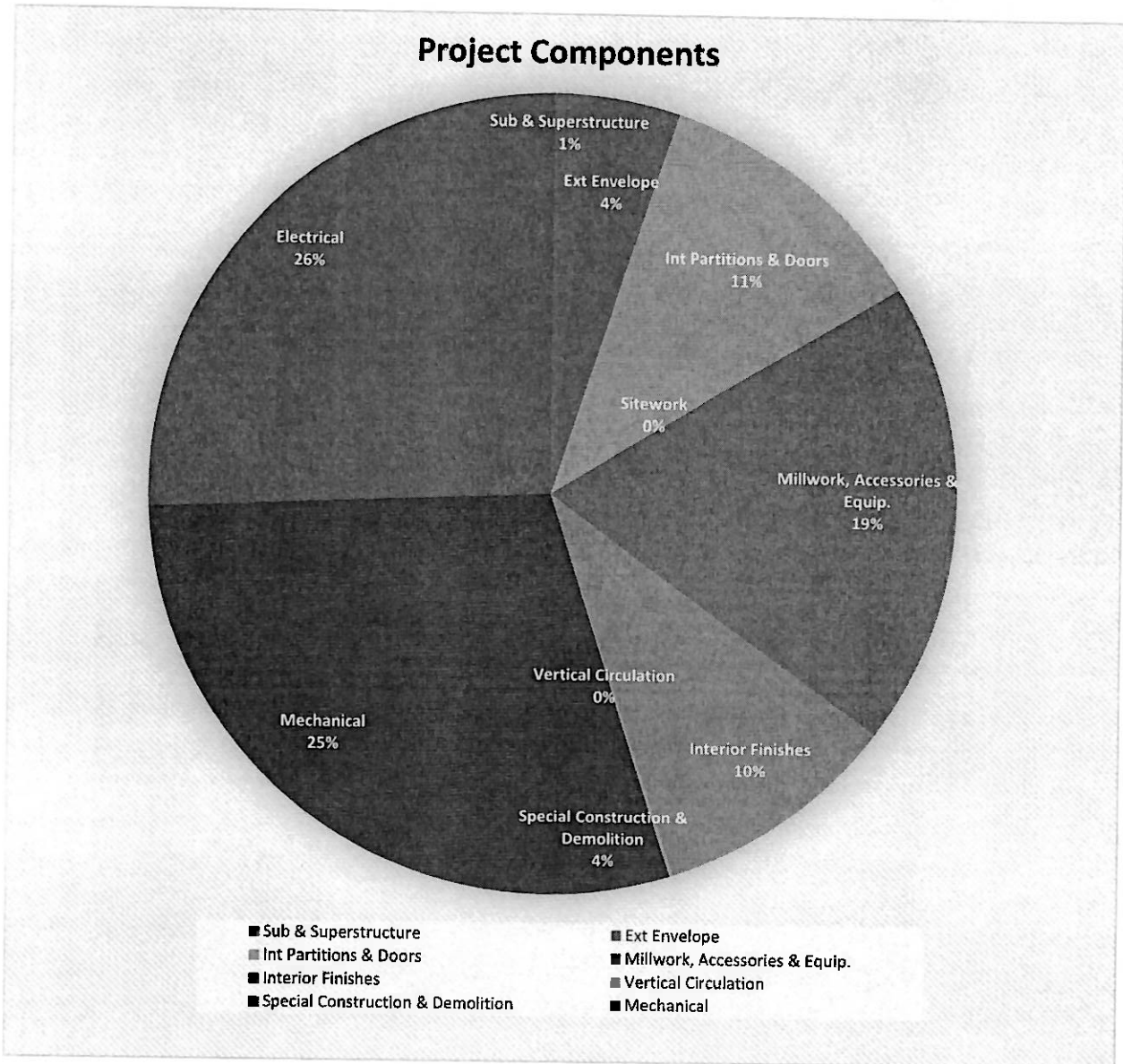
Revised Date: _____

H - GENERAL					
GENERAL CONDITIONS AND CONTRACTOR FEE					
01	Project Executive	0	WK	0.00	0
02	Project Manager	0	WK	0.00	0
03	Assistant Project Manager	0	WK	0.00	0
04	Superintendent	0	WK	0.00	0
05	Assistant Superintendent	0	WK	0.00	0
06	Engineer	0	WK	0.00	0
07	Consultants	0	WK	0.00	0
08	Clerk-of-the-Works	0	WK	0.00	0
09	General Labor	0	WK	0.00	0
10	Security	0	WK	0.00	0
11	Project Photos	0	MO	0.00	0
12	Project Safety & Quality Control	0	MO	0.00	0
13	Site Office & Supplies	0	MO	0.00	0
14	Storage Shed	0	MO	0.00	0
15	Small Tools	0	MO	0.00	0
16	Construction Sign	0	EACH	0.00	0
17	Site Vehicles	0	MO	0.00	0
18	Crane, Tower	0	MO	0.00	0
19	Crane, Mobile	0	MO	0.00	0
20	Material Hoists	0	MO	0.00	0
21	Temporary Barriers & Protection	0	LS	0.00	0
22	Temporary Construction Fencing	0	LF	0.00	0
23	Temporary Paving	0	SY	0.00	0
24	Temporary Toilets	0	MO	0.00	0
25	Temporary Water	0	MO	0.00	0
26	Temporary Electric	0	MO	0.00	0
27	Temporary Telephone	0	MO	0.00	0
28	Temporary Heat	0	MO	0.00	0
29	Traffic Control	0	MO	0.00	0
30	Dumpster Charges	0	PULL	0.00	0
31	Punch List	0	MO	0.00	0
32	Final Cleaning	0	MO	0.00	0
33	Shop Drawings	0	LS	0.00	0
34	Drawing Reproductions	0	LS	0.00	0
35	Warranties	0	LS	0.00	0
36	Testing (By Owner)	0	LS	0.00	0
37	Permits	0	LS	0.00	0
38	Insurance	0	LS	0.00	0
39	Bonds	0	LS	0.00	0
	General Conditions	14%			120,558
	Contractor Fee	8%			78,535
TOTAL GENERAL CONDITIONS AND CONTRACTOR FEE					\$199,092



PALACIO

Name: City of Tybee Municipal Building- City Hall Renovation
Location: City of Tybee, GA Date: 10/28/2021
GSF: 6,152 Revised Date: _____



File Attachments for Item:

9. Second Reading, 2021-29, Sec 34-261(c)(3) and to add new Sec 34-266, Limit the Number of Permits for the Operation of STVR's

ORDINANCE NO. 2021-_____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES ARTICLE VIII, SECTION 34, 260, ET SEQ. SO AS TO LIMIT THE NUMBER OF PERMITS FOR THE OPERATION OF SHORT TERM VACATION RENTALS IN RESIDENTIAL ZONES INCLUDING, R1, R2 AND R1B; TO ESTABLISH REQUIREMENTS FOR PUBLIC HEARINGS AND A SUNSET ON THE LIMITATION ON PERMITS IN THE R1, R2 AND R1B DISTRICTS OF JUNE 15, 2022 OR SOONER IF NOT REPLACED BY A DIFFERENT NUMBER OF PERMITS OR OTHER ACTION OF COUNCIL; ~~AND TO ESTABLISH OCCUPANCY LIMITS ON EACH STVR-STVR AUTHORIZATION, AFTER PUBLIC HEARINGS AND SUITABLE INPUT, AND TO CLARIFY THAT NO TRANSFER OF A PERMIT IS POSSIBLE WITH THE SALE OF A RESIDENCE BUT TO PERMIT NEW OWNERS OF EXISTING STVR'S; AND~~ TO ESTABLISH AN EFFECTIVE DATE 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 and home rule powers; and

WHEREAS, a number of issues have arisen regarding the operation and proliferation of ~~short-term~~short-term vacation rentals operated as enterprises in residential districts within the city thus being inconsistent with principles of establishing neighborhoods with a permanent family residential ~~presence-usage-of family-oriented neighborhoods~~; and

WHEREAS, following the adoption of a moratorium, the conducting of multiple hearings and obtaining public input from various sources the Mayor and Council have found that the operation of numerous short-~~term~~ vacation rental

properties within the residential zones of the City has resulted in detrimental effects to the residents of the island in a manner that necessitates action to be taken that will limit the impact of ~~such operations short term vacation rental operations~~ so that ~~such operations there~~ will be less likely to disruption to usual and customary neighborhood life ~~and the culture base thereon~~;

NOW THEREFORE, it is hereby ordained that the code of ordinances will be amended so as to require and provide as follows:

SECTION I

To amend Section 34-261(c)(3) so as to add thereto:

Occupancy of any ~~short term~~short-term vacation rental property or unit shall be established in connection with the application for every ~~short term~~short-term vacation rental permit with the occupancy for overnight usage limited to two adults per bedroom plus two additional adults for the dwelling identified as existing on the property. Any person over the age of fifteen years old will be considered an adult for purposes of this ordinance. ~~Occupancy's Occupancies~~ beyond the established limits in the permit shall be a violation of the ordinance.

SECTION II

To add a new Section to be Section 34-266

In order to balance density considerations in R1, R2 and R1B neighborhoods, there shall be no more than 760 permits allowed total within such zones at any time. This limitation on the number of permitted short-term vacation rental operations shall be eliminated if not replaced by a different number or other Council action by June 15, 2022 or sooner following public hearings with appropriate public input. ~~Notwithstanding any other provision of the Code, the transfer of a property by sale or any conveyance whatsoever shall not result in the transfer of the permit regarding the use of the property for short term vacation rentals however, a new permit may be issued if a buyer or other agent at the transfer of property with an existing permit, applies within 4 weeks of closing for a new permit on the property. When the maximum number of permits in R1, R2 and R1B have been met, no further permits shall be authorized nor issued.~~

SECTION III

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

SECTION IV

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 V

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

MAYOR

ATTEST:

CLERK OF COUNCIL

FIRST READING: _____

SECOND READING: _____

ENACTED: _____

Item #9.

[tmpB3A410.26.21—Revised Ordinance RE permits on STVRs](#)

X:\Clients\000572\000572\000001 - Ordinances\ORDIN 2021\11.2.21
- Revised Ordinance RE permits on STVRs - Second Reading

ORDINANCE NO. 2021-_____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES ARTICLE VIII, SECTION 34, 260, ET SEQ. SO AS TO LIMIT THE NUMBER OF PERMITS FOR THE OPERATION OF SHORT TERM VACATION RENTALS IN RESIDENTIAL ZONES INCLUDING, R1, R2 AND R1B; TO ESTABLISH REQUIREMENTS FOR PUBLIC HEARINGS AND A SUNSET ON THE LIMITATION ON PERMITS IN THE R1, R2 AND R1B DISTRICTS OF JUNE 15, 2022 OR SOONER IF NOT REPLACED BY A DIFFERENT NUMBER OF PERMITS OR OTHER ACTION OF COUNCIL; TO ESTABLISH OCCUPANCY LIMITS ON EACH STVR; AND TO ESTABLISH AN EFFECTIVE DATE 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 and home rule powers; and

WHEREAS, a number of issues have arisen regarding the operation and proliferation of short-term vacation rentals operated as enterprises in residential districts within the city thus being inconsistent with principles of establishing neighborhoods with a permanent family residential presence; and

WHEREAS, following the adoption of a moratorium, the conducting of multiple hearings and obtaining public input from various sources the Mayor and Council have found that the operation of numerous short-term vacation rental properties within the residential zones of the City has resulted in detrimental effects to the residents of the island in a manner that necessitates action to be taken that will limit the impact of such operations so that there will be less disruption to usual and customary neighborhood life;

NOW THEREFORE, it is hereby ordained that the code of ordinances will be amended so as to require and provide as follows:

SECTION I

To amend Section 34-261(c)(3) so as to add thereto:

Occupancy of any short-term vacation rental property or unit shall be established in connection with the application for every short-term vacation rental permit with the occupancy for overnight usage limited to two adults per bedroom plus two additional adults for the dwelling identified as existing on the property. Any person over the age of fifteen years old will be considered an adult for purposes of this ordinance. Occupancies beyond the established limits in the permit shall be a violation of the ordinance.

SECTION II

To add a new Section to be Section 34-266

In order to balance density considerations in R1, R2 and R1B neighborhoods, there shall be no more than 760 permits allowed total within such zones at any time. This limitation on the number of permitted short-term vacation rental operations shall be eliminated if not replaced by a different number or other Council action by June 15, 2022 or sooner following public hearings with appropriate public input.

SECTION III

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

SECTION IV

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 V

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

MAYOR

ATTEST:

CLERK OF COUNCIL

FIRST READING: _____

SECOND READING: _____

ENACTED: _____

File Attachments for Item:

10. Resolution: 2021-10 Modifying Resolution Number 2021-06 Limiting the Issuance of Occupational Tax Certificates or of Permits for Short Term Vacation Rentals subject to Exceptions and Extending the Moratorium through April 30, 2022

RESOLUTION NO 2021-10

A RESOLUTION MODIFYING RESOLUTION NUMBER 6-2021 LIMITING THE ISSUANCE OF OCCUPATIONAL TAX CERTIFICATES OR OF PERMITS FOR SHORT TERM VACATION RENTALS, SUBJECT TO EXCEPTIONS AND EXTENDING THE MORATORIUM THROUGH APRIL 30, 2022

WHEREAS, the City of Tybee Island through its Mayor and Council has previously on August 26, 2021 adopted a moratorium resolution limiting or prohibiting the issuance of authorizations for the operation of short term vacation rental properties; and

WHEREAS, a resolution was entered on the 14th day of October, 2021 modify resolution 6-2021 so as to make the moratorium only applicable to R1, R2 and R1B districts within the City; and

WHEREAS, public meetings have been held regarding the terms of ordinances and proposed ordinances which were debated, and which are currently under consideration however, further time is needed to continue studies and to conduct hearings on proposals on the impact of short term vacation rentals, and on the potential controls of occupancy, noise, parking and other considerations which may best be handled through amendments to the short term vacation rental ordinance and the zoning ordinances of the City; and

WHEREAS, further time is needed in order to continue the investigations and meetings soliciting input on the multiple issues involved in the process including zoning issues and consideration thereof;

NOW THEREFORE BE IT RESOLVED in open meeting by the Mayor and Council that until April 30, 2022, unless Council should act sooner, no further permits shall be issued for short term vacation rental operations and the moratorium of 6-2021, as modified by Resolution 2021-8 is hereby extended. All terms thereof shall continue in full force and effect including those provisions relating to repermitting previously permitted properties upon an appropriate application. All other issues impacting such properties and the operations that impact on city residents during the course of the moratorium will also receive due consideration.

BE IT SO RESOLVED, this ____ day of _____, 2021.

ATTEST:

By _____
City Clerk

Mayor: _____
City of Tybee Island

(SEAL)

File Attachments for Item:

14. Tybee Island Marine Science Trustee Meeting Minutes, November 1, 2021

TIMSC Meeting Minutes: November 1, 2021

Present: Sakas, Hutton, Duch, Makel, Procopio, Lane and Daves
Absent: Robertson, Neal, Reed, Williams, and Pride

Minutes of the August 5th, 2021 Meeting: Approved on line. Vote unanimous. Minutes submitted to the Clerk of Council, Tybee Island

Financial Update:

Sarah Richbourg Canady, Richbourg & Associates, summarized her draft of the 2020 annual audit for the Trustees. Ms Richbourg identified one major change in the 2020 report... the loss of revenue totaling \$222,490 as a result of the Center's closure during the pandemic. However, the revenue generated by admission fees, gift shop sales, summer camp fees since the opening of the Center, April 1, 2021 indicates that the Center will be "back on track" by the end of fiscal year 2021. Ms Richbourg noted that for a non-profit organization, TIMSC is remarkably stable in its expenditures and the Center has proven resilient in the face of the epidemic.

Duch reiterated the pandemic recovery in his Key Financial Report of the first nine months of 2021. [See Handout](#)

Exhibit Update:

Maria Procopio reviewed the Capital Campaign Activity, listing the donor allocations, expenditures as of 10/31/2021, and projected costs of remaining projects.

Procopio also displayed the donor signage for the various exhibits. To save costs, the signs are being manufactured in-house by

the staff. Each sign will have a hash tag allowing enthusiasts to follow their favorite marine animal on various social media platforms.

Dave Makel is working with Procopio to plan the security system and acoustical panel placement.

West Wing exhibits are largely complete and other than the touch tank all the exhibits have been created and installed by the staff. East Wing exhibits are in the planning stage with the assistance of Peter Sollogub.

Consortium Meeting:

Sakas, Daves, and Procopio detailed events and successes of their recent trip to Boston. The trip, sponsored by Nancy Daves, was to research the efforts of the North Atlantic Shareholders to prevent vessel strikes of the Right Whale, an endangered species. Groundwork was laid for a future partnership with the Woods Hole Oceanographic Institution and Tybee Island Marine Science Center. The Center would be the Southern leg of the Right Whale Conservation Project.

January 22 Annual Cocktail Party for Major Donors

Sakas called for volunteers to assist Sara Lane who will serve as chair of the Gala Committee. Sakas and Hutton Volunteered. Several Trustees offered their wives as volunteers but Sakas requested the wives confirmation!

Pilot Study for the Matthew Reardon Center for Autism Visit

Hutton renewed efforts to begin exploring the proposal to offer Autistic Children a visit to the Center. Jack O.Connor, Director of the Center, extended an invitation to the board to visit the Matthew Reardon Center to meet the students. Hutton, Lee Ann Kole (Patron) and Beth Palmer, Education coordinator, will visit the Matthew Reardon Center in early March.

Minutes submitted by Jeanne Hutton, Secretary
Next Board Meeting: January 3, 2022

**Tybee Island Marine Science Foundation - OPNS
Profit & Loss - YTD**

PRE-AUDIT

	<u>Jan - Sep 21</u>	<u>Jan - Sep 20</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4000 · Income - Individuals				
4010 · Donation	1,761.44	1,615.00	146.44	9.1%
4060 · Donation Box	1,442.50	521.69	920.81	176.5%
Total 4000 · Income - Individuals	3,203.94	2,136.69	1,067.25	50.0%
4200 · Income - Private Sector				
4230 · Foundation/Trust Grants-Gifts	99.62	31.69	67.93	214.4%
4250 · NPO Grants-Gifts	0.00	(1,400.00)	1,400.00	100.0%
Total 4200 · Income - Private Sector	99.62	(1,368.31)	1,467.93	107.3%
5100 · Income - Program Fees				
5109 · Walks, Talks & Treks	(150.00)	(792.12)	642.12	81.1%
5110 · Group Programs	30,297.33	8,392.39	21,904.94	261.0%
5114 · Sea Camp	32,167.52	47,217.92	(15,050.40)	(31.9)%
5190 · Gallery Admissions	167,181.05	31,509.09	135,671.96	430.6%
Total 5100 · Income - Program Fees	229,495.90	86,327.28	143,168.62	165.8%
5200 · Income - Membership				
5210 · Member	18,455.00	5,575.10	12,879.90	231.0%
Total 5200 · Income - Membership	18,455.00	5,575.10	12,879.90	231.0%
5400 · Income - Discovery Shop				
5401 · ShopTybee.org	1,754.60	97.36	1,657.24	1,702.2%
5440 · Sales of Retail Merchandise	128,710.53	36,604.13	92,106.40	251.6%
5450 · Sales Tax Vendors Comp	243.36	68.21	175.15	256.8%
Total 5400 · Income - Discovery Shop	130,708.49	36,769.70	93,938.79	255.5%
5900 · Income - Other				
5910 · Other	245.36	0.00	245.36	100.0%
Total 5900 · Income - Other	245.36	0.00	245.36	100.0%
Total Income	382,208.31	129,440.46	252,767.85	195.3%
Cost of Goods Sold				
5455 · Cost of Goods Sold	68,848.57	15,076.85	53,771.72	356.7%
Total COGS	68,848.57	15,076.85	53,771.72	356.7%
Gross Profit	313,359.74	114,363.61	198,996.13	174.0%
Expense				
7200 · Expense - Salaries & Related				
7223 · Wages - Discovery Shop	28,455.95	24,685.74	3,770.21	15.3%
7222 · Wages - Programs	103,248.96	118,123.94	(14,874.98)	(12.6)%
7221 · Wages - Operations	56,455.06	63,277.96	(6,822.90)	(10.8)%
7240 · Employee Insurance Benefits	30,666.07	35,629.38	(4,963.31)	(13.9)%
7250 · Payroll taxes	13,118.90	16,941.42	(3,822.52)	(22.6)%
7260 · Insurance (Employee)	6,524.17	3,778.00	2,746.17	72.7%
Total 7200 · Expense - Salaries & Related	238,469.11	262,436.44	(23,967.33)	(9.1)%
7300 · Expense - Staff/Vol Support				
7310 · Training	261.97	289.92	(27.95)	(9.6)%
7320 · Appreciation	1,302.20	226.04	1,076.16	476.1%
7330 · Recruitment	1,146.21	321.30	824.91	256.7%
Total 7300 · Expense - Staff/Vol Support	2,710.38	837.26	1,873.12	223.7%
7500 · Expense - Program Direct				
7520 · Program Evaluation	372.00	300.00	72.00	24.0%
7510 · Mileage Reimbursements	28.94	665.48	(636.54)	(95.7)%
Total 7500 · Expense - Program Direct	400.94	965.48	(564.54)	(58.5)%
8100 · Expense - Operations				
8190 · Accounting fees	1,041.50	1,924.46	(882.96)	(45.9)%
8110 · Supplies	14,359.09	13,914.23	444.86	3.2%

Item #14.

	<u>Jan - Sep 21</u>	<u>Jan - Sep 20</u>	<u>\$ Change</u>	<u>% Change</u>
8130 · Telephone, Cell & Internet	2,174.78	1,501.20	673.58	44.9%
8140 · Postage & Shipping	256.36	255.94	0.42	0.2%
8170 · Printing & Copying	0.00	197.30	(197.30)	(100.0)%
8171 · Membership Dues	190.00	0.00	190.00	100.0%
8180 · Subscriptions	4,350.76	3,550.99	799.77	22.5%
Total 8100 · Expense - Operations	22,372.49	21,344.12	1,028.37	4.8%
8200 · Expense - Facility & Equipment				
8210 · Rents	456.00	396.00	60.00	15.2%
8220 · Utilities	10,760.39	15,642.37	(4,881.98)	(31.2)%
8223 · Building Repairs & Maintenance	372.96	120.47	252.49	209.6%
8260 · Equipment Rental & Maintenance	1,022.40	742.90	279.50	37.6%
8290 · Minor Equipment Purchases	349.84	335.43	14.41	4.3%
8291 · Fixed Asset Purchases	1,239.00	2,742.14	(1,503.14)	(54.8)%
8200 · Expense - Facility & Equipment - Other	140.00	0.00	140.00	100.0%
Total 8200 · Expense - Facility & Equipment	14,340.59	19,979.31	(5,638.72)	(28.2)%
8300 · Expense - Promotion				
8320 · TMS.org	711.00	814.94	(103.94)	(12.8)%
8310 · Promotion	8,038.97	9,931.93	(1,892.96)	(19.1)%
Total 8300 · Expense - Promotion	8,749.97	10,746.87	(1,996.90)	(18.6)%
8400 · Fundraising				
8415 · Lines&Strikes-NARW	0.00	(100.00)	100.00	100.0%
8430 · Other	0.00	(673.01)	673.01	100.0%
Total 8400 · Fundraising	0.00	(773.01)	773.01	100.0%
8500 · Expense - Other				
8590 · Other	2,505.69	114.01	2,391.68	2,097.8%
Total 8500 · Expense - Other	2,505.69	114.01	2,391.68	2,097.8%
8600 · Expense - Business				
8610 · Cash Over and Short	74.87	609.54	(534.67)	(87.7)%
8666 · Permits & Fees	245.00	537.25	(292.25)	(54.4)%
8667 · Insurance	26,152.22	20,683.02	5,469.20	26.4%
8670 · Credit Card Processing Fees	8,563.83	3,738.39	4,825.44	129.1%
Total 8600 · Expense - Business	35,035.92	25,568.20	9,467.72	37.0%
Total Expense	324,585.09	341,218.68	(16,633.59)	(4.9)%
Net Income	(11,225.35)	(226,855.07)	215,629.72	95.1%

Tybee Island Marine Science Foundation - OPNS
Statement of Financial Position

PRE-AUDIT

	Sep 30, 21	Sep 30, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · Cash				
1003 · Checking - FCB Operations	202,069.32	197,650.46	4,418.86	2.2%
1010 · Bank Transfers - NBEF or STCF	7,799.76	(106.52)	7,906.28	7,422.3%
1030 · In-House Cash				
1032 · Cash Register Drawer	764.00	764.00	0.00	0.0%
Total 1030 · In-House Cash	<u>764.00</u>	<u>764.00</u>	<u>0.00</u>	<u>0.0%</u>
Total 1000 · Cash	<u>210,633.08</u>	<u>198,307.94</u>	<u>12,325.14</u>	<u>6.2%</u>
Total Checking/Savings	<u>210,633.08</u>	<u>198,307.94</u>	<u>12,325.14</u>	<u>6.2%</u>
Other Current Assets				
1400 · Other Assets				
1410 · Inventories for sale	14,786.20	43,282.28	(28,496.08)	(65.8)%
Total 1400 · Other Assets	<u>14,786.20</u>	<u>43,282.28</u>	<u>(28,496.08)</u>	<u>(65.8)%</u>
Total Other Current Assets	<u>14,786.20</u>	<u>43,282.28</u>	<u>(28,496.08)</u>	<u>(65.8)%</u>
Total Current Assets	<u>225,419.28</u>	<u>241,590.22</u>	<u>(16,170.94)</u>	<u>(6.7)%</u>
Fixed Assets				
1600 · Fixed Operating Assets				
1620 · Buildings - operating	73,635.84	73,635.84	0.00	0.0%
1640 · Furniture, fixtures, & equip	121,062.53	121,062.53	0.00	0.0%
Total 1600 · Fixed Operating Assets	<u>194,698.37</u>	<u>194,698.37</u>	<u>0.00</u>	<u>0.0%</u>
1700 · Accum Deprec-Fixed Operating				
1701 · Accum Depreciation	(159,173.55)	(159,173.55)	0.00	0.0%
Total 1700 · Accum Deprec-Fixed Operating	<u>(159,173.55)</u>	<u>(159,173.55)</u>	<u>0.00</u>	<u>0.0%</u>
Total Fixed Assets	<u>35,524.82</u>	<u>35,524.82</u>	<u>0.00</u>	<u>0.0%</u>
Other Assets				
1675 · Accum Amortization	(10,260.00)	(10,260.00)	0.00	0.0%
1670 · Website Development Costs	10,260.00	10,260.00	0.00	0.0%
Total Other Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>260,944.10</u>	<u>277,115.04</u>	<u>(16,170.94)</u>	<u>(5.8)%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2100 · Accrued Liabilities				
2140 · Accrued sales taxes	706.69	522.94	183.75	35.1%
Total 2100 · Accrued Liabilities	<u>706.69</u>	<u>522.94</u>	<u>183.75</u>	<u>35.1%</u>
2300 · Unearned-Deferred Revenue				
2350 · Deferred Program Deposits				
2351 · Coastal Classroom Deposits	11,209.74	11,209.74	0.00	0.0%
2352 · Coastal Georgia Badge Deposits	5,900.78	5,900.78	0.00	0.0%
Total 2350 · Deferred Program Deposits	<u>17,110.52</u>	<u>17,110.52</u>	<u>0.00</u>	<u>0.0%</u>
Total 2300 · Unearned-Deferred Revenue	<u>17,110.52</u>	<u>17,110.52</u>	<u>0.00</u>	<u>0.0%</u>
2500 · Payroll Protection Program	129,000.00	63,500.00	65,500.00	103.2%
Total Other Current Liabilities	<u>146,817.21</u>	<u>81,133.46</u>	<u>65,683.75</u>	<u>81.0%</u>
Total Current Liabilities	<u>146,817.21</u>	<u>81,133.46</u>	<u>65,683.75</u>	<u>81.0%</u>
Total Liabilities	<u>146,817.21</u>	<u>81,133.46</u>	<u>65,683.75</u>	<u>81.0%</u>

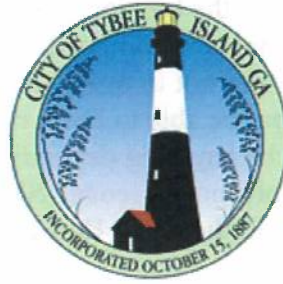
	<u>Sep 30, 21</u>	<u>Sep 30, 20</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
3000 · Unrestricted Net Assets				
3001 · Unrestricted	422,836.65	422,836.65	0.00	0.0%
Total 3000 · Unrestricted Net Assets	422,836.65	422,836.65	0.00	0.0%
3010 · Unrestrict (retained earnings)	(297,484.41)	0.00	(297,484.41)	(100.0)%
Net Income	(11,225.35)	(226,855.07)	215,629.72	95.1%
Total Equity	114,126.89	195,981.58	(81,854.69)	(41.8)%
TOTAL LIABILITIES & EQUITY	<u>260,944.10</u>	<u>277,115.04</u>	<u>(16,170.94)</u>	<u>(5.8)%</u>

File Attachments for Item:

15. PC MINUTES AND ATTACHMENTS- 20211018

PLANNING COMMISSION

Demery Bishop
Ron Bossick
Marie Gooding
Susan Hill
Elaine T. McGruder
David McNaughton
J. Whitley Reynolds



CITY MANAGER
Shawn Gillen

COMMUNITY DEVELOPMENT DIRECTOR
George Shaw

CITY ATTORNEY
Edward M. Hughes

**Planning Commission Meeting
MINUTES
October 18, 2021**

Chair Demery Bishop called the October 18, 2021 Tybee Island Planning Commission meeting to order. Commissioners present were **Vice Chair Ron Bossick, Marie Gooding, Susan Hill, Elaine T. McGruder, David McNaughton** and **J. Whitley Reynolds**.

Consideration of Minutes:

Chair Demery Bishop asked for consideration of the October 18, 2021 meeting minutes. **Ron Bosick** made a motion to approve. **Susan Hill** seconded. The vote to approve was unanimous.

Disclosures/Recusals:

Chair Demery Bishop asked if there were any Disclosures or Recusals. **Elaine McGruder** disclosed she will not take park in the discussion based on her running for City Council.

Old Business:

Chair Demery Bishop asked if there were any old business. There were none.

New Business:

Chair Demery Bishop asked if there were any old business. There were none.

Discussions: To consider allowing a required parking from two spaces to one space for dwelling units that are smaller than 500 square feet and deed restricted for long term rentals.

George Shaw stated this item was proposed by a developer and it is something we have talked about before about creating workforce housing. This developers suggestion was for units 500square feet or smaller to allow for one parking space rather than what we require now which is two spaces for dwelling units. These units would have to be deed restricted for long term rental. The Mayor wanted this body to discuss this before we put it into any kind of amendment form. **David McNaughton** stated this would only be for long term rentals. He also asked which developer proposed this plan. **George Shaw** stated I would rather not say. **David McNaughton** stated then it is not worth discussing if developer does not show up. **George Shaw** stated the developer will show up for the amendment if it does happen, this is only for discussion it may not happen. **Ron Bosick** stated this could change density. **George Shaw** stated it could be built now with the two spaces. **Marie Gooding** stated we

don't have public transportation on the island if they have two cars the additional car would take up public parking. And would this be a cost cut for the builder. **George Shaw** stated basically this will be less parking underneath. **Whitely Reynolds** stated we do need work force housing here but I hate to see one parking space. He stated he would prefer not to make any decision on this until we see a site-plan for it. **Susan Hill** asked will the developer be able to build more units with the one parking space instead of two. **George Shaw** stated it could be anything depending on where it will be built. **Demery Bishop** asked will this include the existing units now, **George Shaw** stated yes that will have to be worked out with either a variance or wording in the deed. **Ron Bosick** asked if some data on existing ones need to be shown with this.

No action taken.

Adjournment:
Lisa L. Schaaf

DRAFT

Lisa Schaaf

From: George Shaw
Sent: Thursday, October 7, 2021 4:03 PM
To: Lisa Schaaf
Subject: PC discussion item

The item is for discussion only.

To consider allowing a reduction in required parking from two spaces to one space for dwelling units that are smaller than 500 square feet and deed restricted for long term rentals.

George

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud.

2. The second part of the document outlines the specific requirements for record-keeping, including the need to maintain original documents and to keep copies of all records for a minimum of seven years.

3. The third part of the document discusses the consequences of failing to comply with these requirements, including the potential for fines and penalties.

