



AGENDA

HISTORIC PRESERVATION COMMISSION MEETING

October 10, 2022 at 6:00 PM

Call to Order

Approval of Minutes

- [1. 8/8/2022 Meeting Minutes](#)
- [2. 9/12/2022 Meeting Minutes](#)

Ongoing Business

3. Action Items from 9/12/22 HPC Meeting
4. City Hall Renovation Update
5. Draft Elevation Guidelines
6. North Campbell Neighborhood Conservation District
7. Fort Screven Signage
8. HPC Community Communication
9. Historic Trolley Tour (Tybee Birthday Celebration)

New Business

10. Annual Planning Meeting

Announcements

11. Permit Review
12. Lazaretto Coalition Meeting
13. Tybee MLK
14. Statewide HPC Conference Recap

Adjournment

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**Tybee Island
HISTORICAL PRESERVATION COMMISSION
Meeting Minutes**

Date & Time: August 8, 2022 5:30PM

Present: Holly Grell-Lawe, Cassidi Kendrick, Mike Goldberg, Mary Anne Butler, Marty Harrell, Sarah Jones, Shawn Gillen, Pete Gulbranson, Spec Hosti

Absent: Michael Sergi

Observers: Dawn Shay, Forever Tybee, Dottie Klutz, Pat Leiby

Location: Burke Day Public Safety Building, Conference Room, 78 Van Horne Ave.

Call to Order

The meeting was called to order by Holly Grell-Lawe at 5:30PM. A quorum was present.

City Hall Renovation Briefing

City Manager Dr. Shawn Gillen and City Engineer Pete Gulbranson attended the meeting to provide HPC with a briefing about the renovation plans of the Tybee City Hall building. The building was recently placed on the National Register of Historic Places.

Approval of Minutes

1. **July 11, 2022 Minutes-** Mary Anne Butler made a motion to approve the minutes, Marty Harrell seconded the motion.

On-going Business

1. **Action Items from 7/11/22 HPC Meeting-** All items were accomplished. Action item email is intended to remind everyone of the follow-up tasks post HPC meetings.
2. **HPC Program Guidelines & Procedures-** All comments were received, waiting on approval from City Attorney. Holly reminded the commission members that January is when we would like to set an annual planning date.
3. **Fort Screven Signage-** Mike showed new concepts for Fort Screven signage after receiving feedback from community members. Dottie Klutz provided some historical knowledge of the current signage. Sarah offered some possible funding to assist with the new signage costs.
4. **Draft of Elevation Guidelines for Historic Buildings-** All comments from HPC members were received. The challenge will be customizing the guidelines to match Tybee. No guidelines created will be mandatory because we don't have local historic districts on Tybee. HPC needs to determine who will be the primary users of the guidelines. Holly will reach out to FEMA for feedback. Cassidi will ask George for comments.
5. **Campbell Neighborhood Conservation District Outreach Planning-** Holly is still verifying addresses on spreadsheet for residents in North Campbell neighborhood

compared to county records. Sarah volunteered to help with this. The next step would be one pager summary explaining the conservation district to residents.

6. **HPC Community Communications-** Working on pulling together information for content for the HPC Instagram page and benefits of historic preservation and their economies. Mary Anne is working on some ideas for this. Maggie's internship has been extended briefly to assist with special projects and social media. Cassidi has put feelers out for HPC internship opportunities to the local universities.
7. **HPC Branding & Logo-** A work session will be held after this meeting to finalize HPC logo.

New Business

1. **Deconstruction Ordinance for Historic Structures-** This would be intended for properties that could not be saved. Savannah is also looking at doing something like this. Mike & Holly shared research from other cities that have adopted similar ordinances. Cost could be a challenge for Tybee developers, however it is still a possibility HPC can propose.

Announcements

Permits- 1 12th Street; wanted to add siding to the house to cover the stucco. 104 17th Street; Sarah had someone who wanted to move it, however it was too much of a cost burden. It will eventually come down unless we find another interested person.

Underrepresented Community Grant Program- Cassidi, Holly and Sarah met with Bob Cuciveich to discuss the grant opportunity. It was decided to wait until the next round of grants come out in January.

Lazaretto Coalition Meeting- Meeting is Thursday at 3PM.

Tybee MLK - Georgia Historical Marker Commemorating Wade-In Ceremonies will take place on August 17, 2022 at 10AM.

Statewide HPC Conference- September 19-23 Registration is \$35 per person, Cassidi will register everyone who would like to attend the virtual conference.

Adjournment

Meeting adjourned at 7:20PM.



**Tybee Island
HISTORICAL PRESERVATION COMMISSION
Meeting Minutes**

Date & Time: September 12, 2022 5:00PM

Present: Holly Grell-Lawe, Cassidi Kendrick, Mary Anne Butler, Sarah Jones

Absent: Michael Sergi, Marty Harrell, Spec Hosti

Observers: Dawn Shay, Forever Tybee, Pat Leiby

Location: Burke Day Public Safety Building, Conference Room, 78 Van Horne Ave.

Call to Order

The meeting started at 5PM, no quorum was present.

Approval of Minutes

1. **August 8, 2022 Minutes-** No quorum present to approve minutes.

On-going Business

1. **Intern Introduction-** HPC has a new intern, Jackie Boling. She is currently a student in SCAD in the Masters program for Preservation Design. Her bachelor's degree is in History from West Virginia University. She also completed an internship with the Historic Savannah Foundation and a mock National Historic Register application for the Crab Shack on Tybee.
Sarah Jones announced a program partnership between HSF and TIHS. Blueberry Cottage will be a case study for facade easement.
2. **Action Items from 8/8/22 HPC Meeting-** all items were completed.
3. **City Hall Renovation Update-** Not much to update. City staff have moved out into the modular buildings. Renovation work is out to bid right now. Michelle is working with a private contractor to ensure the renovation will be properly documented, possibly a timelapse camera. The safe is still in the building. Cassidi will ensure that detailed photos are taken. Historic documents of and in City Hall will be put in archives. HPC would like for copies of the blueprints of city hall to be given to TIHS.
4. **Draft Elevation Guidelines-** HPC received comments from George Shaw. Holly talked to FEMA. Their recommendation was to leave any requirements in the guidelines/recs that were required for properties in a local historic district. Holly will work on this before the next meeting. Holly said a flow chart would be helpful with tracking the progress on this.
5. **North Campbell Conservation District-** Holly finished comparing the excel files to county records. She is drafting a letter to property owners. It was recommended that we make a fact sheet about conservation districts. Jackie can help with this. A next step will be reserving the guard house for community meeting.

6. **Fort Screven Signage-** Mike is working on this. Sarah reached out to her sign maker contact, she shared a draft photo. Mike will do posts. We may need uplighting, preferably a solar light. The plaque from the old sign will be used on the new signage. Sarah is waiting for a price estimate, she has \$1200.00 to use towards it.
7. **HPC Community Communication-** Mary Anne has been working on building some content, she has emailed Dottie Klutz for some information. She is also working with another Masters student for information on historic preservation. The logo was finalized, and the instagram page has been created. Cassidi has given social media access to Jackie, and would also like to add a historic preservation spot to monthly business newsletter and beachcomber magazine article.

New Business

1. **Historic Trolley Tour (Tybee Birthday Celebration)-** HPC will participate in the City 135th Birthday Celebration by hosting a Historic Tybee Trolley Tour. Cassidi and Jackie have been working on this, and are coordinating with Bob Cuciveich. Tickets will go on sale soon. The tour will be on October 21, in the morning. Event posters will be printed and events will be on the digital billboard also.

Announcements

Lazaretto Coalition Meeting- Jim Hillary is over this group. They are working on a Lazaretto Memorial Project that will be a healing memorial, they will likely put it at the boat ramp. They are also coordinating with Tybee Island Historical Society on their UNESCO Marker project. The UNESCO marker project is a separate project. TIHS has asked Tybee MLK to assist with the unveiling ceremony in October. Further meetings will be held to discuss this project.

Permits- 408 Tybrisa: to enclose a porch, add bedroom and bathroom, redo kitchen, bathroom flooring and AC system. Sarah is good to approve the permit.

Tybee MLK - Thank you to everyone from HPC that came to the Wade In Marker reveal. The ceremony went great! They are still working on the black history trail.

Statewide HPC Conference- Conference is next week ,zoom links and agenda will be sent out to everyone.

Adjournment

Meeting adjourned at 6:20PM.