



## **AGENDA**

### **HISTORIC PRESERVATION COMMISSION**

### **February 14, 2022 at 6:00 PM**

#### Call to Order

#### Approval of Minutes

- [1.](#) December Minutes
- [2.](#) January Minutes

#### Old Business

- [3.](#) Conservation Overlay District
- [4.](#) Board Vacancies
5. Historic Preservation Month

#### New Business

6. Permit Review
- [7.](#) Guidelines for lifting historic buildings
8. Update from Tybee MLK

#### City Manager Comments

#### Adjournment



## **TYBEE ISLAND HISTORIC PRESERVATION COMMISSION Meeting Minutes**

Date & Time: 12/13/21; 6:00 PM

Present: Mary Anne Butler, Marty Harrell, Holly Grell-Lawe, Sarah Jones, Michelle Owens, Cassidi Kendrick

Absent: Spec Hosti, Fidelia Fowler

Observers: June Johnson, Forever Tybee, Jan Will, North Campbell Subdivision, Mike Goldberg, North Campbell Subdivision

Location: Burke Day Public Safety Building, Conference Room, 78 Van Horne Ave. and Zoom Virtual meeting

### **Call to order**

Meeting was called to order by Michelle Owens at 6:00 PM. No quorum was present.

### **Approval of Minutes**

Holly Grell-Lawe motioned to approve minutes from October 11, 2021. Mary Anne Butler seconded the motion. Motion passed unanimously.

Marty Harrell motioned to approve minutes from November, 8, 2021. Holly Grell-Lawe seconded the motion. Motion passed unanimously.

### **Old Business**

Board Member Vacancy – Michelle Owens announced that Mike Goldberg has applied for membership on the board. Mr. Goldberg introduced himself. Holly Grell-Lawe made a motion to accept his application and recommend his appointment to the City Council. Mary Anne Butler seconded the motion. Motion carried unanimously.

Conservation District Update – Sarah Jones stated she prepared a draft of the conservation district office. Michelle Owens will brief the new Main Street director on the project and follow up on the ordinance and next steps with the community development director and city attorney before the next meeting.

### **New Business**

Michelle Owens announced that the city is undergoing a reorganization. She has been appointed assistant city manager. She will now oversee staff members who coordinate the

Main Street program, Historic Preservation, Special Events and Film Production. She introduced the new Main Street Director, Cassidi Kendrick. Cassidi Kendrick gave a brief update on her background. She is from Augusta, graduated from Georgia Southern University and most recently worked as director for the Enterprise, Ala. Main Street program.

#### Permit Reviews

6 10<sup>th</sup> Street – approved for interior changes

6 18<sup>th</sup> Street – approved to remove and replace windows, move walls and kitchen

208 Lovell Street – approved for cottage floor joist replacement and some structural changes

10 14<sup>th</sup> Street – approved for demolition and discovery of interior and exterior

81 Van Horne Avenue – approved for demolition/deconstruction. Materials will be salvaged.

1314 6<sup>th</sup> Avenue and 1311 5<sup>th</sup> Ave. – demolition of cinderblock building

15 Tybrisa Street – Lighthouse Pizza has opted to add the dormers again after deciding not to add them after the last HPC meeting. Board still feels dormers are not best option.

#### Adjournment

Meeting adjourned at 7:02 PM

DRAFT

DRAFT



**Tybee Island  
HISTORICAL PRESERVATION COMMISSION**

**Meeting Minutes**

**Date & Time:** January 10, 2022 6PM

**Present:** Holly Grell-Lawe, Sarah Jones, Spec Hosti, Cassidi Kendrick

**Absent:** Marty Harrell, Mary Anne Butler

**Observers:** Mike Goldberg, North Campbell Subdivision Jan Will, North Campbell Subdivision Dawn, Forever Tybee

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

**Call to Order**

The meeting was called to order by Cassidi Kendrick at 6:00PM. No Quorum was present.

**Approval of Minutes**

There were not enough voting members present to approve the minutes from December 13, 2022.

**Old Business**

Conservation District Overlay- No formal action was made. The next step is still to set a meeting with the city attorney to view the draft ordinance.

**New Business**

Board Vacancies- Cassidi Kendrick announced that FIdelia Fowler officially resigned from the HPC board. Cassidi Kendrick announced that Michael Sergi has applied for the vacant board position. Holly Greel-Lawe was the only voting member present, so no formal action was made on Mr. Sergis application.

Recap Train Exhibit Meeting- Cassidi Kendrick announced that the meeting on January 7th went well. Representatives from HPC, Historical Society, the City of Tybee, Tybee MLK and the Georgia Railroad Museum/ Coastal Heritage Society were in attendance. Next steps are to establish funding, a location and likely assistance from the community.

Historic Preservation Month- Cassidi Kendrick announced that historic preservation month is May, and presented several options to the group of activities HPC could do to participate.

**Adjournment**

Meeting adjourned at 6:43 pm.

# Article ? Overlay Districts

## Sec. ? Conservation Overlay District

### Sec? 1 Purpose

The purpose and intent of the Conservation Overlay District (CD) is to preserve the character of Tybee Islands' older and historic neighborhoods which lack the protection of a local historic district overlay. The CD establishes a public process and standards to evaluate demolition of contributing [buildings](#) in order to ensure historic buildings are preserved and the character of the district is maintained.

### Sec ? Relationship to Zoning Districts

In addition to the requirements of this Section, existing and proposed uses within an "CD" Overlay District shall also comply with the requirements of the base zoning district designated on the official [zoning map](#) for the City of Tybee Island.

Ord. of [?](#),

Effective on:

### Sec? Applicability

- a. A Conservation District ("CD) is identified on the official [zoning map](#) as "CD" followed by a designated number (e.g., CD-1). The numerical designation identifies the geographic location of the overlay district. "CD" districts include:
  - i. **CD-I District**

This boundary includes Solomon Ave north, marsh on the east, Logan Street on the south, and Campbell Street on the west. The boundaries are shown on [Figure \[?\]\(#\)](#).
- b. Any neighborhood or portion of a neighborhood is eligible for the Conversation Overlay District provided that:
  - i. The majority of [buildings](#) within the proposed district are 50 years old or older; and
  - ii. The neighborhood association, or organization representing the majority of property owners, supports the designation.

(Ord. of [?](#), Ord. of [?](#), § 1)

Effective on:

### Sec? Review Process

a. **Staff Review**

All requests for demolition of any [building](#) within a Conservation District shall be reviewed by the City of Tybee Island's Planning and Zoning Department prior to the issuance of a demolition permit. For the purposes of this section, demolition shall include the removal of 50% or more of a building. Planning and Zoning shall determine if a building is eligible for contributing status. If a building is determined to be eligible for contributing status, the application for demolition shall be referred to the [Historic Preservation Commission](#) for review.

b. **Board Review**

All requests for demolition of any contributing building or building eligible to be contributing shall be reviewed and acted upon by the Historic Preservation Commission prior to the issuance of a demolition permit.

**Sec ? Public Notice**

All Board Reviews shall be posted a minimum of 15 days in advance of the public hearing.

**Sec ? Time Limitation**

Approval for demolition is valid for one year from the approval date. If demolition has not been completed in one year, one one-year extension may be granted, provided that the original approval has not expired.

**Sec ? Criteria for Contributing Status**

A [building](#) must meet one or more of the following criteria to be considered a contributing building within a "CD" district:

- a. The building is identified as contributing on the National Register Historic District or Property map;
- b. The building is at least 50 years old; possesses integrity of location, design, setting, materials, workmanship, feeling, and association; and:
  - i. Is associated with events that have made a significant contribution to the broad patterns of our history; or
  - ii. Is associated with the lives of significant persons in our past; or
  - iii. Embodies the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
  - iv. Has yielded or may be likely to yield, information important in history or prehistory; or
  - v. The building has achieved significance within the past 50 years if it is of 'exceptional importance' as defined by the National Park Service.

### **Sec ? Criteria for Demolition**

Approval for demolition of a contributing [building](#) shall only be issued by the Historic Preservation Commission when one of the following conditions has been established by clear and convincing evidence pursuant to the criteria established herein:

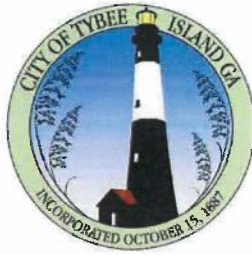
- a. The demolition is required to alleviate a threat to public health or public safety;
- b. The demolition is required to avoid exceptional practical difficulty or undue hardship upon any owner of any specific property. If the difficulty or hardship claimed is economic, the applicant shall be required to submit sufficient evidence to demonstrate that the application of the standards and regulations of this section deprives the applicant of a positive economic use or return on the subject property.

### **Sec ? Additional Stipulations**

In the approval of demolition, the Historic Preservation Commission may impose such reasonable and additional stipulations as will best fulfill the purpose of this ordinance, such as documentation of the [building](#).







# APPLICATION FOR HISTORIC PRESERVATION COMMISSION

The Tybee Island Historic Preservation Commission (HPC) works closely with the city's Community Development Department, The Development Authority/Main Street program and the Tybee Island Historical Society to ensure the Island's historic fabric is maintained, preserved and appropriately improved.

## APPLICANT INFORMATION

APPLICANT NAME: Click or tap here to enter text. *Michael Sergei*

STREET ADDRESS: Click or tap here to enter text. *6B 7th Terrace*

PHONE: Click or tap here to enter text. *912-695-8421*

EMAIL: Click or tap here to enter text. *sergei55@gmail.com*

## BACKGROUND & EXPERIENCE

Please share how your professional and personal interest make you a good candidate for the Historical Preservation Commission.

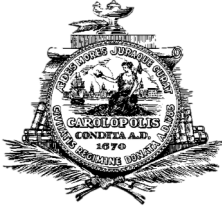
*Life long interest & enthusiasm for historic preservation and architecture along with interest in history of Tybee Island.*

## APPLICANT ELIGIBILITY

As a nominee for the board, I affirm that I am:

- A Resident of Tybee Island
- Willing to serve a three-year term. (Members may not serve more than two consecutive terms)
- Able to attend meetings the second Monday of the month at 6 p.m.
- Interested in education in history, architecture or the preservation of historic resources
- Aware that members shall not receive a salary, although they may be reimbursed for expenses.

Applicant Signature *Michael Sergei* Date *1/10/22*



# City of Charleston Board of Architectural Review

## Design Guidelines for Elevating Historic Buildings

Adopted: July 24, 2019

Charleston has historically been plagued by significant flooding issues, due to its low-lying nature and the development on infilled land where marshes once stood. However, in recent years there has been an intensification of flooding due to hurricanes, severe rainstorms, and high tides. The City concluded the best policy for the long-term preservation of historic structures was to support their need to elevate to the necessary FEMA requirement. In an effort to be proactive, two workshops were held in November 2017 and March 2018 with the public, architects, engineers, contractors, and preservationists to develop a set of guidelines to ensure elevations were done as sensitively and appropriately as possible. This resulting document focuses on four key areas to guide elevation projects for historic buildings: considerations for *streetscape/context*, *site design*, *foundation design*, and *architecture/preservation*.



Flooding from Hurricane Matthew, Oct. 2016



Halsey Map (1949) - historic high tide water line shown

### **Building Categories**

#### **Category 1 (Exceptional) and Category 2 (Excellent) Buildings :**

- Require Board approval.
- All Preservation and Architectural Guidelines in this document are mandatory for these structures.
- Encourage use of FEMA Variance to minimize change to only that height necessary to avoid flood hazard.
- If approved for elevation, applicants must provide thorough documentation of the building in its existing state, to include as-built elevations, floor plans, site plan, and photographs.

#### **Category 3 and 4 Buildings :**

- Elevating 3'-0" or less may be staff approved. Anything above 3' requires Board approval.
- If approved for elevation, applicants must provide thorough documentation to include as-built elevations, floor plans, site plan, photographs.



# Streetscape and Context Considerations

## Guidelines

- Broadly, submittals must include careful consideration of the following:
  - ◇ Impact on important streetscape features (fences, walls, etc.).
  - ◇ Impact on relationship to immediate context and neighboring buildings.
  - ◇ Impact on streetscape scale and building patterns.
- More specifically, submittals for elevations must include careful consideration of contextual examples, including but not limited to elevated buildings, typical materials, and the following specific architectural details:
  - ◇ Relationship of entrance to street
  - ◇ Staircases
  - ◇ Piazza Screening
  - ◇ Railings and Ironwork
  - ◇ Foundation Treatments
  - ◇ Walls (garden and site)
  - ◇ Fenestration Patterns
  - ◇ Eave Heights
  - ◇ Stair Configuration
  - ◇ Landscaping
- Relocating buildings on the same lot may be more sympathetic to the context. For example, moving a house back to allow for the construction of steps typical to the context.
- Elevation of sister houses should be architecturally coherent within the grouping. The first sister house to be elevated shall instruct precedent for the future elevation of structures within the grouping. The BAR should demand the highest quality of design of the first building in a sister house grouping to be elevated.

## Examples



Adjoined townhomes (Rainbow Row)



Sister Houses



Common site features (walls, fences)

# Site Considerations

## Examples



*Terraced Landscaping / Raised Planter Beds*



*Coping Walls & Fencing*



*Transitional Porch*

## Guidelines

- Buildings should not be moved to accommodate additions, parking, etc. Buildings should remain in their original location on the lot, unless doing so prevents the reasonable introduction of stairs.
- It is preferred to maintain a distinct stair connection to the sidewalk.
- Entry stairs are preferred to be constructed of masonry, unless context dictates otherwise.
- It may be acceptable to move buildings back on a lot to correspond to adjacent properties (i.e. to align with neighboring properties).
- If necessary to move the building on the property, the impact should be minimized with porches, low walls, iron fencing, planting beds, and terraced landscaping.
- An alternative entry location might be considered in cases where the structure does not have a traditional sidewalk entry.
- In instances where a structure has to be raised a full story, look at maintaining the entry and piazza screen at its current ground level .
- Maintain existing historic hardscape features, such as planter walls, fences, gates.
- Retain to the greatest extent possible existing circulation paths from the street/sidewalk to the building.
- Introducing planter walls (approximately 30" max.) will help mitigate transition in height.
- Front fencing should be relatively transparent (wrought iron or wood picket)
- Encourage use of plantings or other pervious materials to help absorb water.



# Foundation Design Considerations

## Successful Examples



*Historically elevated foundation*



*Extension of column line to pier foundation*



*Solid foundation at front*

## Guidelines

- Generally, foundations should be based on historically elevated foundations in Charleston, and also based on neighborhood/context specific examples.
- Foundation components should complement existing façade features:
  - ◇ Visual support of columns
  - ◇ Pilaster expression
  - ◇ Solid foundation wall under main body of house, especially at the street front, and piers at piazza with infill screening
  - ◇ Use traditional masonry materials
  - ◇ Use existing elements as visual references to be repeated and extended throughout foundation design
- Pier infill should be:
  - ◇ Recessed
  - ◇ Use louvers or custom lattice
  - ◇ No “beachy” style horizontal slats or stock lattice



*“Beachy” style foundation*



*Stock Lattice*



# Foundation Design Considerations

## Successful Examples



*Fenestration in foundation*



*Elevated Planter in front of foundation*

## Guidelines

- New foundation material should match the historic foundation material, and when possible, use salvaged material from the historic foundation.
- Any required venting should be limited to the sides and rear of the house, however if using decorative ironwork, it may be acceptable at the front of the house.
- Front elevation mitigation strategies include decorative iron vents/grilles, water tables, elevated planters, staircases etc. Use of creative openings/windows to break up wall expanse is also encouraged.
- For buildings elevated 6ft or more, parking underneath the structure is strongly discouraged, unless not visible from the street or R.O.W..
- Garage doors on front elevations are prohibited.



*Decorative ironwork at venting*



# Preservation/Architecture Considerations

## Examples



*Lowered siding and windows on new structures only*



*Additional full floor (historic house shown for example only).*

## Guidelines

- Primary entries should maintain the existing circulation pattern.
- Employ architectural devices relating to the specific context to lessen the overall impact of the raised structure:
  - ◇ Continue siding down foundation.
  - ◇ Lowering window level to relate to streetscape pattern and pedestrian scale on new buildings. This only pertains to new structures.
  - ◇ Add a skirt board/water table
  - ◇ Introduce a coping wall.
- Significant elevation changes should create the appearance of an additional full floor that proportionally relates to the floors above and fenestration patterns on the streetscape, maintaining piazza entry at the ground floor.



*Water table at foundation*



# Preservation/Architecture Considerations

## Successful Examples



*Historic, character defining features*



*Piazza Screens*



*Significant Chimneys*

## Guidelines

- Quality of historic materials and detail shall be maintained at the pedestrian level.
- Buildings that have a direct architectural relationship with their neighbors (such as sister houses or adjoined row houses) will be considered within their context and the effect on one another and future elevations.
- Historic, character defining features should be retained first, salvaged and reused second, or rebuilt when necessary as a last option, using like materials.
- Piazza screen and all associated elements should be conserved at current elevation (including door surround, steps, and railing). Stairways within the piazza and piazza screen height may increase to mitigate the elevation change.
- Stairs should generally occur in front of or within piazzas, rather than extending from the side.
- Chimney options (in order of preference):
  - ◇ Preferred method: retain chimney and elevate with the structure.
  - ◇ Elevate the house around the chimney and extend the chimney accordingly with materials to match.
  - ◇ Least preferred method: extend chimney above roof at height equal to original height above the roof, using materials to exactly match existing.