



**A G E N D A**  
**HISTORIC PRESERVATION COMMISSION**  
**February 26, 2024 at 6:00 PM**

**Call to Order**

**Approval of Minutes**

1. January 8, 2024 Meeting Minutes

**Announcements**

2. Tybee/MLK
3. Lazaretto Coalition
4. HPC Chair

**Ongoing Business**

5. 2024 CLG Grant Application
6. Strand Summer Cottages/Central Tybee Island Residential National Historic District (proposed)

**New Business**

7. HPC Letter of Support for Extending Georgia Historic Preservation Tax Incentives
8. HPC Workshop Scheduling (Summer 2024)
9. Tour of Homes Planning (May 2024 Historic Preservation Month)

**Permit Reviews**

10. 2 2<sup>nd</sup> Street

**Adjournment**



**Tybee Island**  
**HISTORIC PRESERVATION COMMISSION**  
**Meeting Minutes**

**Date & Time:** January 8, 2024, 6:00 pm

**Present:** Holly Grell-Lawe (Chair), Marna Lewin, Mary Anne Butler, Cara Cole, Mike Goldberg, Cassidi Kendrick

**Absent:**

**Observers:** , Pat Leiby (Tybee/MLK), Dawn Shay (Forever Tybee)

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

**Call to Order**

The meeting was called to order at 6:01pm. A quorum was present.

With the intent to increase community and local government awareness of HPC and its roles and responsibilities, Holly Grell-Lawe welcomed new HPC member, Marna Lewin, and opened the meeting by providing a brief overview of HPC.

Recognizing that the historical and cultural heritage of Tybee Island is among its most valued and important assets and that preservation of this heritage is essential, the City of Tybee Island established the City's Historic Preservation Commission (HPC) to provide for the designation, protection, preservation and rehabilitation of historic properties and historic districts and to participate in federal and state programs to do the same. Under the City's Historic Preservation Ordinance, the HPC is part of the planning functions of the city.

The responsibilities of HPC include, in part, to prepare and maintain an inventory of properties with the potential to be designated as historic, make recommendations to City Council on historic designations and guidelines, conduct educational programs, make investigations and studies, seek federal, state and private funds for historic preservation, initiate historic markers, review and comment on nominations to the National Register of Historic Places, and review and make recommendations on building permit applications for structures 50 years and older.

HPC partners with the Tybee Island Historical Society and Sara Jones, its Executive Director, is an Advisor to HPC. HPC also partners with Tybee/MLK and the Lazaretto Creek Coalition.

**Approval of Minutes**

Mary Anne Butler pointed out a correction needed in the minutes of the December 11, 2023 meeting in the second sentence on page 2. With this correction, the minutes were unanimously approved upon motion by Cara Cole and seconded by Mary Anne Butler.

**Announcements**

**Tybee/MLK**

The 11<sup>th</sup> Annual MLK Celebration honoring Dr. Martin Luther King, Jr. will be held on January 13, 2024 starting at 3:00pm at the Post Theater. Rachel Perkins will emcee the event. The Performing Art Collective of Savannah will be performing with Sankosa dancers. Prior to the program, there will be a "Parade in Place" at 2:00pm in front of the Post Theater. Tybean will be offering coffee. Everyone is invited. The event is free but please register through the Post Theater ahead of the event. Pat Leiby reported that there was a good turnout in December for the Quanza celebration.

### **Lazaretto Coalition**

No update was available. Holly Grell-Lawe will email Jim Hilary a reminder invitation about the HPC Annual Planning Meeting on February 3, 2024.

### **HPC Chair**

- Holly Grell-Lawe reminded the members to "reply all" on meeting attendance emails.
- Cassidi Kendrick emailed her contact at the Georgia Trust for Historic Preservation but has not received any legislative updates on any efforts to repeal the sunset of State historic preservation tax incentives.
- With regard to provision of city hall renovation documentation (plans, blueprints, change orders, bills of materials, etc.) to the Tybee Island Historical Society for their archives, Lisa Schaaf in the Planning and Zoning Office has copies of plans and will provide copies to Cassidi Kendrick. It's not clear that this includes all of the requested documentation, so Cassidi Kendrick will follow up with the City Engineer.
- It's been over 2 years since HPC had an update on maintenance needs related to city-owned historic buildings. The City Engineer will be invited to the March HPC meeting to provide a maintenance update. Holly Grell-Lawe will send out a list of the city-owned historic buildings to HPC members and suggested that the list also be sent to the City Engineer for a reality check on whether it is a complete list.
- HPC has time on the City Council Meeting Agenda for 1/11/2024 to update Council on three topics: the submission to the State Historic Preservation Office of the application for the Strand Summer Cottages/Central Tybee Island Residential National Historic District; the DCA/HPF/ CLG grant proposal that HPC is preparing, including the financial requirements and need for a City Council resolution; and, to extend an invitation to Council members and the community to participate in HPC's Annual Planning Meeting on 2/3/2024.
- Holly Grell-Lawe suggested that having a City Council Liaison to HPC has been useful, particularly for budgetary purposes. Although under the former Mayor there were concerns about the use of City Council Liaisons, if HPC members concur, Holly Grell-Lawe would like to provide input Council that HPC would welcome a liaison.

### **Ongoing Business**

#### **Central Island Historic District Update**

Holly Grell-Lawe reported that Bob Ciucevich expects to submit the Strand Summer Cottage/Central Island Residential National Historic District application to the State Historic Preservation Office (SHPO) this week. SHPO has a 60 day review period. A letter of support from the city/HPC is needed as part of the package. Holly Grell-Lawe will draft a letter of

support. Bob Ciucevich included maps as attachments to his January update on the Central Island District. One of the maps includes a dotted line which indicates a potential expansion of the proposed district. Apparently, this was something that SHPO had inquired about (in the first round SHPO review which occurred pre-COVID). Holly Grell-Lawe stressed to the members the importance of reading all the documents related to the proposed district that Bob Ciucevich has sent since October (2023). All HPC members will need to be conversant in the application as representatives of HPC in the community. It was noted that the current HPC FY budget included funds for completion of this round of the application for the Central Island District. Holly Grell-Lawe suggested that HPC use Bob to help with public outreach. Cassidi Kendrick will reach out to Bob about funds needed next FY for a potential additional round of revisions to the application based on SHPO feedback and costs associated with his assistance for public outreach.

### **2024 CLG Grant Application**

Holly Grell-Lawe reported that development of HPC's grant proposal is coming along. Holly Grell-Lawe has weekly calls scheduled with HPC Advisor, Sarah Jones, who has been helpful with the Fort Screven data and with soliciting letters of support for HPC's proposal. Informal proposals for the project were solicited from three preservation consulting firms: Ethos Preservation (Rebecca Fenwick), Ward +Architecture (Sara Ward) and Quatrefoil (Bob Ciucevich) to help HPC estimate potential costs of the project. Responses have been received and are being reviewed to help develop HPC's grant proposal. Cassidi Kendrick located a copy of a city council resolution that was submitted with a CLG grant proposal by HPC in 2015. She has used that as a model for drafting the resolution that will be needed for the current HPC grant proposal.

### **Annual Planning Meeting**

HPC members are encourage to outreach to their neighbors and community the HPC's Annual Planning Meeting, February 3<sup>rd</sup> at the Guardhouse from 10am-2:15pm. Holly Grell-Lawe will be inviting the Mayor, City Council members and the community in her presentation to City Council on Thursday, January 11, 2024. Logistics for the meeting were discussed. A SWOT worksheet was handed out for those who want to give some thought ahead of time to the strengths/weakness/opportunities/threats analysis exercise that will be part of the Annual Planning Meeting. Members agreed to each provide a historic preservation trivia question for the icebreaker at the Annual Planning Meeting.

### **New Business**

#### **Community Outreach on Central Island Residential National Historic District**

The first outreach will be the presentation to City Council on January 11, 2024. Ideas include public meetings, media articles, open house, walking tour, social media and website postings. To prepare for outreach activities and fully understand the National Register nomination process, Holly Grell-Lawe requested that all members Google "National Register Nomination Process in Georgia" which will take them to the Georgia Department of Community Affairs Historic Preservation Division (HPD) website and to read the six steps of the process for National Register nominations. She noted it is likely that HPC will receive another round of

questions or comments from SHPO on the Central Island application. If that is the case, then HPC will work with Bob Ciucevich to provide any additional information requested by SHPO.

### **Permit Reviews**

6 12<sup>th</sup> Terrace – 1929 building, Survey Field ID #333 in the Tybee Island Historic Resources Survey Phase I (2016). Permit application indicates that the work is within the existing footprint of the building. Converting the south patio below the second story porch into a kitchen/breakfast area. Cara Cole commented that a prior permit application was for brick repair on this property. She commented that the current work will change two facades of the building and a window or door has been filled in with brick already. The “open façade” of the porch will be lost. It is believed the building is within the Strand National Historic District, although it was noted that the Resource Survey is somewhat confusing on this point. Holly Grell-Lawe will confirm if within the Strand National District. Cara Cole opined that this building is being stripped of its historic features. It was noted that open porches and breezeways were typical of Tybee Island houses and this will be lost for this building. The HPC voted 3-2 to not recommend approval of the building permit application. Mike Goldberg, Cara Cole and Marna Lewin voted to not recommend approval. Mary Anne Butler and Holly Grell-Lawe voted to recommend approval.

### **Adjournment**

The meeting adjourned at 7:20pm with unanimous approval upon motion by Cara Cole and seconded by Mary Anne Butler.



HISTORIC PRESERVATION COMMISSION

*tybee island*

# Presentation to Tybee Island City Council on DCA/HPF/CLG Grant Application & Resolution 2024-03

February 22, 2024

# DCA Historic Preservation Fund Grant Program for CLGs



- Georgia Department of Community Affairs (DCA) Historic Preservation Fund (HPF) Grant Program for Certified Local Governments (CLGs)
- Program is structured to support local preservation efforts and strengthen the CLG program statewide
- Only federally designated CLGs can apply for the annual grants—applicants must be the local government itself
- On 2/1/2024, the (City of) Tybee Island Historic Preservation Commission (HPC) submitted a grant application to develop a local historic district within the Fort Screven National Historic District and the North Campbell Subdivision

# DCA Historic Preservation Fund for Certified Local Governments



- 60/40 cost share required
- 60% grant funds
- 40% city non-federal funds
- Cost share can include cash and in-kind contributions
- Encourages as much cash match as possible
- Reimbursement grants
- Recipients must be prepared to finance the project through its lifecycle
- Invoices are reimbursed at 60%
- Final payment up to 25% of grant award withheld pending full completion of project, review and approval by DCA/HPD



# HPC Grant Application Budget



- \$30,000 total budget
  - \$18,000 grant funds requested
  - \$12,000 city cost share
    - ✓ \$8,760 cash
    - ✓ \$3,240 in-kind

- \$30,000 total budget
  - \$29,200 consultant
  - \$800 public outreach and engagement materials

# City Council Resolution



- Authorize submission of the grant application
- Attest to matching funds availability
- Authorize acceptance of grant if awarded
- Original signatures
- Draft resolution can be submitted with application
- Signed resolution may be provided after grant application deadline of 2/1/2024, before DCA/HPD has made awards

# Letters of Support for HPC Grant Application



- Georgia Representative Jesse Petrea
- City of Tybee Island Mayor Brian West
- Historic Savannah Foundation (HSF)
- Tybee Island Historical Society (THIS)
- 2 Property Owners in Fort Screven National Historic District
- 1 Property Owner in North Campbell Subdivision



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## **Historic Preservation Commission (HPC) Presentation to Tybee Island City Council Meeting, February 22, 2024 to Support Resolution 2024-03 Support for HPC Grant Application**

Good evening, Mr. Mayor, City Council Members, Ladies and Gentlemen,

My name is Holly Grell-Lawe. I reside at 7 Logan Street and I am the current Chair of the City's Historic Preservation Commission, known as HPC.

### **SLIDE 1 (TITLE SLIDE)**

On behalf of HPC, my purpose here tonight is to provide background information to support Item 12 on tonight's City Council Meeting Agenda, which is Resolution 2024-03 Support for HPC Grant Application. The resolution is related to HPC's grant application to the Georgia Department of Community Affairs (DCA) Historic Preservation Fund (HPF) for Certified Local Governments (CLGs). You may recall that I gave a heads up to City Council about this at the January 11<sup>th</sup> City Council meeting.

### **SLIDE 2**

The Historic Preservation Fund grant program is structured to support local preservation efforts and strengthen the CLG program statewide. Only federally designated CLGs can apply and the applicant must be the local government itself.

On February 1, 2024, HPC submitted to DCA a preservation planning grant application to develop a local historic district within the existing Fort Screven National Historic District and the North Campbell neighborhood. We proposed a 5-phase project over 18 months, starting August 1, 2024 and ending January 16,

2026. The Resolution before you this evening is a requirement of the grant application.

**SLIDE 3**

The HPF grant program requires a 60/40 cost share—the grant provides 60% and the City provides 40% in non-federal funds. Cost share can include both cash and in-kind contributions, although the program encourages as much cash as possible to demonstrate the city’s support for the project.

HPF grant funds are reimbursable grants. Grant recipients must be prepared to finance the project through the lifecycle, and then be reimbursed for 60% of project expenses. In other words, the City must be prepared to “front” more than its 40% cost share.

- Invoices may be submitted to DCA as often as every 3 months and can be paid upon approval of project work completed. All invoices will be reimbursed at a rate of 60% of costs documented.
- If awarded the HPF grant funds, HPC anticipates invoicing DCA at the end of each of the five phases of the project.

Final payment amounts up to 25% of the grant will be withheld by DCA pending full completion of the project, and its review and approval by DCA staff.

**SLIDE 4**

To explain the dollar amounts set forth in the draft resolution, HPC’s grant application included a total budget of \$30,000. We applied for \$18,000 from the HPF grant program. With a 60/40 cost share requirement, the City’s share of the cost is \$12,000. In HPC’s grant application, the City’s cost share was broken down into cash and in-kind contributions:

Cash:	\$ 8,760
In-Kind:	\$ 3,240
<hr/>	
Total	\$12,000

The \$30,000 budget covers \$29,200 in consultant costs and \$800 in anticipated costs for the development and distribution of public outreach and engagement materials.

## **SLIDE 5**

With respect to the text in the last paragraph of the draft resolution, the DCA/HPF Grant Application Guide requires three specific commitments in a city council resolution supporting the HPC grant proposal. The resolution must authorize submittal of the grant application and the acceptance of the grant, if awarded. The resolution must also certify that the required match will be available upon approval of the application. Original signatures are required. Fortunately, the grant program allows the approved and signed resolution to be submitted after the February 1 deadline, but prior to DCA/HPF making the awards. So we are requesting approval of the resolution as soon as possible.

## **SLIDE 6**

In closing, HPC would like to note that the grant application was prepared with the assistance of Sarah Jones, Executive Director of the Tybee Island Historical Society, and Cassidi Kendrick, and with their help we were also able to obtain seven letters of support for HPC's grant application:

- Georgia House Representative Jesse Petrea

- City of Tybee Island Mayor Brian West

- Historic Savannah Foundation

- Tybee Island Historical Society

- 2 Property Owners in the Fort Screven National Historic District

- 1 Property Owner in the North Campbell Subdivision

I am happy to answer any questions. Thank you.

## **Historic Preservation Commission Update to Tybee Island City Council Meeting, January 11,2024**

Good evening, Mr. Mayor, City Council Members, Ladies and Gentlemen,

My name is Holly Grell-Lawe. I reside at 7 Logan Street and I am the current Chair of the City's Historic Preservation Commission, known as HPC.

On behalf of HPC, I am here this evening to update you on two exciting developments, as well as to extend an invitation to all our elected officials, and to the entire Tybee community.

First, HPC is excited to announce that the City's Application for a designated National Register Historic District for the Central Island area will be submitted to the State Historic Preservation Office this week. The Application has been in the works for a number of years. The proposed district would be designated as the "Strand Summer Cottage/Central Tybee Island Residential District" and is roughly bounded by 6<sup>th</sup> Street to 12<sup>th</sup> Street and Jones Avenue to the Atlantic Ocean.

What is particularly exciting about the proposed district is that it includes structures that together represent all three phases of development on Tybee— first, the period from 1890-1922 (reflected for example by St. Michael's by the Sea Catholic Church and the Fresh Air Home); second, the period from 1922-1940, Tybee's "golden era" of resort following the completion of the Tybee Road in 1923 and the building boom that followed (including the construction of Raised Tybee Cottages, a unique architectural style on Tybee); and third, the period from 1940-1973 as Tybee transitioned from a seasonal beach resort into a year-round seaside community and dozens of American Small Houses and ranch houses were built.

It is especially notable that the proposed district encompasses the majority of Raised Tybee Cottages that remain on the island. Also, that 79% of all the buildings in the proposed district are historically contributing.

The State Historic Preservation Office typically takes 60 days to review these types of applications. We expect that they may have questions and request additional



information. If so, those will be addressed in a revised application submission. The review and approval process is lengthy and includes review by the state-level Georgia National Register Review Board and the National Park Service, but HPC is hopeful that the proposed district will be accepted and formally designated by the end of this year.

Next, HPC would like to inform you that the Georgia Department of Community Affairs (DCA) Historic Preservation Grant Fund for Certified Local Governments (CLGs) is open for grant proposals until February 1, 2024. We are pleased to announce that HPC is preparing a grant proposal to investigate the potential for a local historic district within the existing Fort Screven National Historic District and the North Campbell neighborhood.

An important heads up to City Council is that the DCA grant program requires a 60/40 cost share—the grant provides 60% and the City provides 40% in non-federal funds. I do not have cost numbers for you tonight as HPC is still working on developing the cost estimates for the proposal. But I can tell you that these grants are reimbursement grants, plus DCA holds back 25% of an award until the project is fully completed, reviewed, and approved by them. The maximum grant available under this program is \$25,000. If this is what HPC proposes, then the City's 40% share would be \$10,000 next fiscal year. But since it is a reimbursement grant, the City would likely need to “front” more than that amount, and be reimbursed at the end of the project, if the HPC proposal is successful and awarded grant money by DCA.

HPC will be communicating further about the proposal to the Mayor and City Council members within the next 2-3 weeks, including the financial requirements and a draft resolution committing to the provision of the cost share funds by City Council and signed by the Mayor. Fortunately, a City Council resolution committing the cost share funds can be submitted after February 1, which is when HPC's grant proposal is due.

Lastly, I would like to invite all of you—Mr. Mayor and City Council members—as well as members of the Tybee community to participate in HPC's 2<sup>nd</sup> Annual Planning Meeting on Saturday February 3<sup>rd</sup>, 2024 at the Guardhouse. The meeting

is from 10:00 am-2:15 pm, although most non-HPC/non-HPC Partner members typically leave around 12:30 pm, before the administrative part of the meeting. An agenda for the meeting will be available by January 25, 2024. Everyone is welcome.

Thank you.