



AGENDA

HISTORIC PRESERVATION COMMISSION

June 12, 2023 at 6:00 PM

Call to Order

1. Welcome New HPC Member, Cara Cole

Approval of Minutes

- [2.](#) Approval of Minutes- May 8, 2023

Ongoing Business

3. Status Update on City Attorney Review of Revisions to Tybee Historic Preservation Ordinance
4. HPC Budget Request Update
 - Budget Request
 - Trolley Tour Financial Results
5. City Hall Renovation
6. Saving Historic Cottages & Bungalows
 - a. STR Ordinance Impact on Relocation & Tax Incentive Based Preservation of Historic Houses
 - b. Local Economic Incentives for Historic Preservation

New Business

7. Permit Review

City Manager Comments

8. Tybee MLK Update
9. Lazaretto Coalition

Adjournment

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Tybee Island
HISTORIC PRESERVATION COMMISSION
Meeting Minutes

Date & Time: May 8, 2023 6:00pm

Present: Holly Grell-Lawe, Marty Harrell, Mike Goldberg, Mary Anne Butler, Sarah Jones, Cassidi Kendrick, Spec Hosti, Jackie Boling

Observers: Dawn Shay, Forever Tybee; Pat Leiby, Tybee/MLK; Bob Ciucevich, Quatrefoil Consulting

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.

Approval of Minutes- The minutes of the April 10, 2023 meeting were approved. Motion by Mike Goldberg. Seconded by Marty Harrell. Unanimous approval.

Ongoing Business

City Hall Renovation Update- Spec Hosti advised that the interior plaster in the auditorium had been removed and framing was up for the new walls. He did not support the removal of the plaster noting it was in very good condition except for some minor areas around the windows. The City Manager and Council Member Barry Brown made the decision to remove the plaster. This action was “funded” by cost savings as a result of a decision to not replace the City Hall windows at this time. HPC members agreed that a letter of protest about removal of the plaster should be drafted and sent to the Mayor and all City Council Members. Primary concern is that historic preservation principles were not considered and the decision to remove plaster appears to be based solely on financial considerations. Cassidi Kendrick reported that arrangements have been made for HPC members to have a tour of the City Hall renovation work on May 30, 2023 at 2:00pm.

Status Update on Mid-Island Historic District Nomination- Bob Ciucevich provided an update. He reminded the group that the original proposed district (preliminary) had been submitted a couple years ago to SHPO for review to determine if SHPO agreed that there was a district. SHPO agreed (with the exception of Memorial Park) and gave the go-ahead to proceed with the nomination preparation with justified boundaries. As discussed in a meeting last year, Bob Ciucevich and Sarah Jones believe that SHPO does not fully understand the historical significance of Memorial Park and its features. HPC members requested that Mr. Ciucevich further develop the information and justification for the inclusion of Memorial Park in the nomination. The overall justification for the Mid-Island District is the concentration of Raised Tybee Cottages (RTCs) in the proposed district. 60-65% of the 110 RTCs on the island are in this area, which includes the 1st subdivision of Shirley Park. Not only are RTCs a recognized architectural style unique to Tybee, but Tybee Island is the only example in Georgia of the American Resort Movement. The proposed boundaries under development are 11th St to 6th St

and Second Ave to the ocean. Because the National Park Service has come to prefer “clean lines” for historic districts, some historic cottages will have to be left out of the proposed district. Mr. Ciucevich expects to have the final nomination papers ready in September.

Historic Preservation Month Activities/Trolley Tours (May 2023)- The Historic Tybee Trolley Tours are scheduled for May 12 and May 19. The trolley tour tickets are on sale for all four tours. To date, 54 tickets have been sold.

Fort Screven Beach Signage Update- The “beach sign” has been removed from the new Fort Screven signage at North Campbell and Van Horne and placed below the address signage in front of the Guardhouse. No further action will be taken, if any, until the Main Street way-finding project takes place next year.

HPC Budget Request Update- HPC members were cautioned that the information from Cassidi Kendrick and Spec Hosti was preliminary and not in any way the final word on the HPC budget request because the City’s budget process was still ongoing. Preliminary information indicates that the funds for completion of the Mid-Island Historic District nomination, HPC organizational memberships, and training for HPC members and staff have a good chance of approval in the City budget. Funding for the two large studies is unlikely. There may be grant funding opportunities for those. It is unclear whether funding for development of the Self-Guided Historic Tour will be approved.

Status Update on City Attorney Reviews of (1) Revisions to Tybee Historic Preservation Ordinance and (2) Revisions to HPC Administrative Procedures

No update available. Both documents were submitted to the City Attorney on 2/15/2023. The revisions to the Historic Preservation Ordinance are higher priority since changes to meet CLG requirements must be approved by City Council before September 2023.

Status Update on Elevating Historic Buildings – Guide to Permit and Historic Preservation Reviews (draft companion document to Guidelines for Elevating Historic Buildings)

The HPC Chair reported that she, Cassidi Kendrick and Sarah Jones had a virtual meeting with the Planning and Zoning Manager on 4/18/2023 to review the permitting and historic preservation review requirements for elevation projects involving historic houses on Tybee. Based on the discussions and information obtained, changes need to be made to the information in the draft Guide to Permit and Historic Preservation Reviews. Those changes have not yet been made.

Priorities Discussion- The HPC Chair noted that HPC has been working to address an increased number of topics. This has led to lengthier HPC meetings and significantly more “offline” personal time being spent by HPC members on HPC projects. The HPC Chair proposed that HPC summer meeting agendas focus primarily on the priorities of the North Campbell Conservation District pilot project and HPC’s continued consideration of options to address the impact of the City’s STR Ordinance on federal and state tax incentive-based historic preservation projects. HPC members approved unanimously upon motion by Marty Harrell and seconded by Mary Anne

Butler. In the meantime, the HPC Chair and HPC member Mike Goldberg volunteered to work together offline in July-August to (1) pull together (from research already compiled) a Fall 2023 briefing for HPC on the use of deconstruction ordinances in other municipalities, and (2) further develop the initial draft of HPC's proposed City of Tybee economic and other incentives for preservation of historic properties on the island. The HPC Chair also reminded the group that it was important that in the Fall 2023, HPC develop an outline of its proposal for the 2024 CLG Grant Opportunity. Typically, the RFP for the CLG Grants are released on December 1 and are due by February 1.

New Business

List of City-Owned Historic Properties- HPC Advisor Sarah Jones and Cassidi Kendrick have compiled an initial list of City-owned historic properties. Cassidi Kendrick will contact the City Engineer and request an update on planned and needed maintenance of these properties to be presented to the HPC in Fall 2023.

Island-Wide Historic Signage Replacement/Refurbish Needs- HPC Advisor Sarah Jones provided an update on new and replacement historical signage. 7 signs need replacement [4 Girl Scouts; Fort Screven, The Strand, Back River/Inlet). 11 new signs are needed (Memorial Park, Memorial Park Pavilion, Tybrisa, Guardhouse, Post Theater, 6 Batteries (Sarah Jones has permission from 5 of 6 Battery property owners)]. Spec Hosti will request funds in the City budget to address these signage needs.

Additions to the HPC Administrative Procedures- The HPC Chair proposed a new addition to the HPC Administrative Procedures The additional new text (adding a Section 11) will define HPC's process for arranging and conducting an on-site external inspection of an historic property for which an Application for a Building Permit had been submitted to the Planning and Zoning Department and forwarded to HPC for review. The process would be triggered only in cases where HPC determined that first-hand information was needed about the external features or characteristics of the historic structure in order to determine whether to recommend approval of the permit. HPC members approved.

Permit Reviews- The permit application for 1307 Solomon has been under review by HPC members. It will be approved.

Review of Applications for HPC Vacant Position/Recommendation Decision- HPC has received two applications for the current vacant position on the Commission. The HPC Nominating Committee nominated applicant Cara Cole, noting her experience in architectural design. The recommendation of Cara Cole for appointment by the Mayor and City Council was approved unanimously upon motion by Mary Anne Butler, seconded by Mike Goldberg. Since HPC will have at least one additional vacancy at the end of 2023, Cassidi Kendrick was asked to contact the other applicant and ask her for permission to retain her application as "active" for consideration when the next vacancy arises in December 2023.

Announcements

Tybee/MLK- Pat Leiby reported development of historical signage and brochure for the places on the Black History Trail were in process and expected by the of the year. She also reported on Julia Pearce's ongoing Ghana trip, including designation of the "Sister City" in Ghana and development of the pen-pal program between Ghana and TIMA students. The ribbon cutting for the Black History Trail is scheduled for May 17. Pat Leiby and Sarah Jones will announce the ribbon-cutting at the next City Council meeting.

Lazaretto Coalition- The Lazaretto Coalition has not met recently. They are working on identifying a location for the Lazaretto Memorial. Once a location has been determined, the Coalition will meet.

Adjournment

The meeting adjourned at 8:16pm with unanimous approval upon motion by Marty Harrell, seconded by Mike Goldberg.