



**A G E N D A**  
**HISTORIC PRESERVATION COMMISSION**  
**March 25, 2024 at 6:00 PM**

**Call to Order**

**Approval of Minutes**

1. February 26, 2024 Meeting Minutes
2. February 3, 2024 HPC Annual Planning Meeting Record

**Announcements**

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

**Ongoing Business**

5. May 2024 Historic Preservation Month Planning

**Permit Reviews**

6. 2 2<sup>nd</sup> Street
7. 1611 Jones Avenue
8. 12 10<sup>th</sup> Terrace

**Adjournment**



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

**Date & Time:** February 26, 2024, 6:00 pm

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

**Absent:**

**Observers:** Jackie Boling (former HPC Intern), 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.

Due to a full agenda, Holly Grell-Lawe dispensed with the usual brief overview of HPC and its roles and responsibilities.

**Approval of Minutes**

The minutes of the January 8, 2024 HPC meeting were unanimously approved upon motion by Mike Goldberg and seconded by Mary Anne Butler.

**Announcements**

**Tybee/MLK**

Pat Leiby provided an update. Tybee Island's Annual Lazaretto Day will be celebrated on Monday, March 25, 2024 with a program, "How American Slavery Shaped Coastal Georgia," at 6:00pm-7:30pm at the Guardhouse. Speakers include Dr. Kara Bridgman Sweeney from Georgia Southern University, Frank Middleton from Fort Pulaski, and Julia Pearce from Tybee/MLK.

**Lazaretto Coalition**

Marna Lewin checked with Peggy Hilary and Julia Pearce. Jim Hilary will be getting in touch with Julia Pearce about the status of the Lazaretto Coalition. The update from the Coalition is the announcement of the Lazaretto Day celebration as given above by Pat Leiby.

**HPC Chair**

-Holly Grell-Lawe distributed to members draft copies of parts of the outputs from the HPC's Annual Planning Meeting on 2/3/2024 so the information can be used by members if they want to propose specific budget items for next fiscal year. Members need to communicate any ideas for next fiscal year, along with estimated costs, to Cassidi Kendrick and the Chair by the end of the week. Priorities already established for the year include the proposed Summer Strand Cottages/Central Tybee Island Residential National Historic District, the local economic

incentives proposal, the grant proposal to Georgia DCA/HPD which we hope gets funded, and outreach, communication and engagement with the community.

## **Ongoing Business**

### **2024 CLG Grant Application**

The Chair advised the members that she delivered a presentation at the City Council meeting on Thursday, February 22, 2024 to explain the resolution needed to support the HPC's CLG grant application to DCA/HPD. She outlined the financial requirements of the grant application as stated in the Resolution and explained the commitments within the Resolution, all of which were required for the grant application. The resolution was approved unanimously by City Council. Once the resolution is signed by the Mayor, Cassidi Kendrick will upload it to DCA/HPD's online grant application system. HPC does not expect to hear whether they will be awarded the grant until May at the earliest and July at the latest.

### **Strand Summer Cottage/Central Tybee Island Residential National Historic District**

The Chair reported on news coverage related to HPC's application for this proposed national historic district, including a phone interview she did today with a reporter from WTGS for their online news outlet. An article about the proposed district appeared in the Savannah Morning News around January 18, 2024 which was later picked up by the Atlanta Journal-Constitution. Mayor West has also been interviewed about the proposed district by local tv news stations.

A letter of support from HPC is needed for the application. With no objections from members, it was decided that the Chair will draft a letter on behalf of HPC.

Jackie Boling (former HPC Intern) and Cara Cole have drafted an information sheet on the proposed Central Island National District for outreach purposes. HPC does not expect to hear back from State Historic Preservation Office (SHPO) until March 23, 2024 when the 60-day review period ends. Bob Ciucevich, HPC's consultant on the project, expects that SHPO will send back comments for revisions to the application.

Depending on the SHPO response to the application, HPC should be ready to move forward as appropriate with planning community outreach, a presentation to city council, contact with property owners, and scheduling an open house. The Chair will email Bob Ciucevich to confirm that the July 2023 inventory (index) of properties included in the proposed district is current (the version submitted with the application on 1/22/2024), for purposes of generating a mailing list of property owners within the proposed district and developing an index to the inventory index. It was noted that SHPO may expand or contract the proposed district so it is premature to include a map in the draft information sheet.

## **New Business**

### **HPC Letter of Support for Extending Georgia Historic Preservation Tax Incentives**

The Chair reported that HB 1116 for extending the State's historic preservation tax incentives received unanimous support in the Georgia House Ways & Means Committee but must be acted on by the House before February 29, 2024. Without objections, members agreed to have the Chair write a letter of support for HB 1116 on behalf of HPC to Representative Jesse Petrea asking him to support the bill.

### **HPC Workshop Scheduling (Summer 2024)**

For the purpose of continuing work on its proposal for local economic incentives for historic preservation which was started last year, the HPC scheduled two 90-minute workshops: July 29, 2024 from 10:30am-12:00pm and August 12, 2024 from 10:30am-12:00pm. Both workshops to be held at the Public Safety Building.

### **Tour of Homes Planning (May 2024 Historic Preservation Month)**

Advisory voting results from the HPC Annual Planning Meeting on 2/3/2024 determined that HPC would do a Tour of Homes fundraiser during May 2024 Historic Preservation Month, rather than the traditional Historic Trolley Tour. HPC members agreed on the dates and times of Saturday, May 18, 2024 (10am-2pm) and Sunday, May 19, 2024 (1pm-5pm). An HPC member or a volunteer from the Tybee Island Historical Society would be stationed at each home on the tour. Initial efforts to recruit participants will focus on the Fort Screven area which could allow for walking, biking or golf carts as personal transportation for ticket-holder. \$35 per ticket is a target price with a possible discount for a 2-day ticket.

Marna Lewin and Cara Cole are available to help Cassidi with upfront work on this project as needed. All HPC members will push hard on making contacts to recruit participating home owners before the March 2024 HPC meeting. HPC Advisor, Sarah Jones, has offered the TIHS Archives Building as a starting point for the tour.

### **Permit Reviews**

2 2<sup>nd</sup> Street—This demolition permit has been withdrawn at this time due to issues that the purchaser has with DNR. This is a beachfront property.

### **Adjournment**

The meeting adjourned at 7:36pm with unanimous approval upon motion by Cara Cole and seconded by Mary Anne Butler.



# Tybee Island Historic Preservation Commission 2<sup>nd</sup> Annual Planning Meeting February 3, 2024

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## HPC Annual Planning Meeting Agenda - February 3, 2024 @ the Guard House

Members of Tybee community and local government officials are invited!  
Everyone is welcome!

Note: Guest Participants are welcome to depart the meeting at 12:00pm, if desired.



TIME (approx.)	TOPIC
10:00am – 10:05am	Purpose of Today's Meeting
10:05am – 10:15am	Introductions/Icebreaker
10:15am – 10:30am	HPC Snapshot of Current Initiatives and Projects /Year in Review
10:30am – 11:15am	HPC Strengths/Weaknesses/Opportunities/Threats (SWOT) Analysis
11:15am – 11:30am	BREAK
11:30am-12:00pm	Prioritizing HPC "Parking Lot" of Deferred Proposals and Suggestions
12:05pm-12:30pm	Planning for Historic Preservation Month (May 2024)
12:30pm-1:00pm	Outreach Planning for Central Tybee Island National Historic District Application
1:00pm-1:15pm	BREAK
1:15pm – 2:15pm	Administrative Planning

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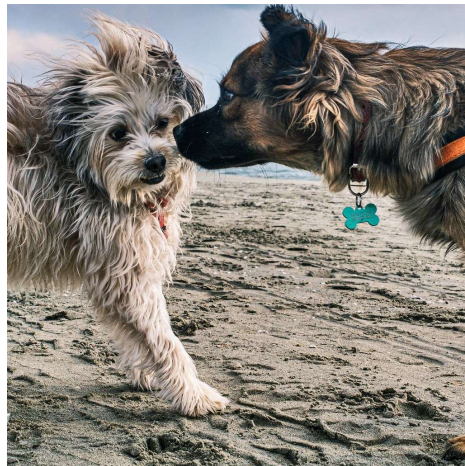
## Purpose of Today's Meeting



- Review HPC's 2023-2024 accomplishments and work program
- Conduct a SWOT analysis to establish a context for HPC decision-making and planning
- Plan for HPC's 2024 projects, activities and administrative improvements
- Solicit input from members of the HPC, city officials, HPC's partner organizations and the community
- Increase awareness of the purpose and role of the HPC

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## Getting to Know Each Other



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## Trivia Icebreaker



- Which country first claimed Tybee?
  - ✓ Spain (Lucas Vasquez de Ayllon in 1520 as part of Spanish Florida)
- How many gun batteries are within Fort Screven?
  - ✓ 6 (Garland, Brumby, Fenwick, Backus, Gantt, Haversham)
- Name at least one steamer ship that brought passengers to Tybee from Savannah.
  - ✓ Dictator, Water Lily, J. Stone
- Who was the first mayor of Tybee? What happened to him?
  - ✓ Alexander C. Ulmer, Esq. died in the hurricane of August 27, 1893.

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## HPC Year in Review @ February 2024

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# Year in Review: Initiatives & Projects



Tybee Island Elevation Design Guidelines for Historic Buildings	<ul style="list-style-type: none"> <li>Final draft (May 2023) submitted to FEMA (August 2023) as starting draft FEMA/SHPO elevation guidelines</li> </ul>
Strand Summer Cottages/Central Tybee Island Residential National Historic District	<ul style="list-style-type: none"> <li>Application submitted to DCA/SHPO on 1/22/2024</li> </ul>
North Campbell Neighborhood Conservation District	<ul style="list-style-type: none"> <li>Project tabled for reasons set out in the November 13, 2023 HPC Meeting Minutes</li> </ul>
Monitor City Hall Renovations	<ul style="list-style-type: none"> <li>City hall renovations tour for HPC (May 2023)</li> <li>Upon completion, blueprints and other records to TIHS</li> </ul>
Local Historic District Feasibility for the Fort Screven National Historic District	<ul style="list-style-type: none"> <li>Application submitted 2/1/2024 to 2024 CLG Historic Preservation Grant Fund to Develop a Local Historic District for the Fort Screven National District and the North Campbell Neighborhood</li> </ul>
Develop Proposal for Local Economic Incentives for Historic Preservation	<ul style="list-style-type: none"> <li>Work in progress</li> </ul>

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# Year in Review: Initiatives & Projects



Building Permit Application Reviews (structures 50 years and older)	<ul style="list-style-type: none"> <li>Reviewed 17 building permit applications</li> <li>As appropriate, sent letters/emails advising property owners of historical significance of their property</li> </ul>
Historical Signage	<ul style="list-style-type: none"> <li>New Fort Screven signage installed at North Campbell/Van Horn (former location of Gate No.1) and pillared entrance on 2<sup>nd</sup> Avenue</li> <li>Replacement signage (x7) and new signage (x11) in process</li> </ul>
Historic Preservation Month (May)	<ul style="list-style-type: none"> <li>Successful Historic Tybee Trolley Tour fundraiser (May 2023)</li> <li>Designed and ordered Preserve Historic Tybee highway banner for 2024</li> <li>Preservation promotional signage planned</li> </ul>
8 Logan Street Restoration Case Study	<ul style="list-style-type: none"> <li>Photo documentation being taken during private restoration</li> </ul>
Increase HPC Communications with Elected City Officials	<ul style="list-style-type: none"> <li>3 presentations at City Council meetings</li> <li>2 emails expressing HPC concerns/positions</li> </ul>

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## Year in Review: Administrative



- Welcomed two new members
- Meeting quorums maintained
- Appointed an HPC Promotions & Education Committee
- Joined National Alliance of Preservation Commissions
- Modified City's HP Ordinance:
  - 2<sup>nd</sup> terms of HPC members don't need re-appointment
  - clarified 15 business days for HPC permit reviews
- Modified HPC Procedures
  - Added HPC site visit protocol



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## Year in Review: Central Tybee Island Residential National Historic District



- National Districts do not impose requirements on property owners but can help them access federal and state incentives for historic preservation
- General boundaries are 6<sup>th</sup> Street to 12<sup>th</sup> Street and Jones Avenue to the Beach/Atlantic Ocean
- 79% of structures are historically contributing to the district
- Includes the Fresh Air Home, one of the last examples in the nation of "fresh air homes" that were common in coastal towns during the late 19<sup>th</sup>/early 20<sup>th</sup> century for disadvantaged children of the city

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## Year in Review: Central Tybee Island Residential National Historic District



- Largest concentration of remaining Raised Tybee Cottages (architectural style unique to Tybee; on GTHP “Places in Peril” List)
- 5 surviving Tybee Beach Company cottages built as demonstration beach cottages in support of the c1922 land subdivision prior to completion of the Tybee Road
- The District’s association with the American Coastal Resort Movement revolves around these cottages (along with the Raised Tybee Cottages) as they were directly built by the development company
- Tybee Island is only example in Georgia of the American Coastal Resort Movement

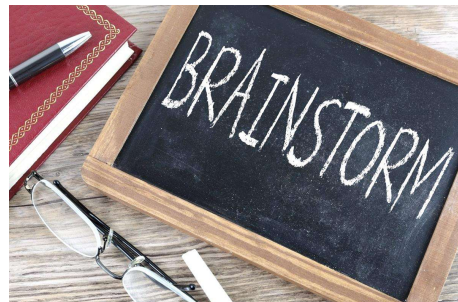
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## Outreaching the Central Tybee Island Residential National Historic District



### Brainstorm Activities to:

- Educate
- Motivate
- Celebrate



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# HPC SWOT Analysis



- *Identifies internal and external characteristics and conditions*
- *Establishes a context for decision-making and better planning*

	<b>STRENGTHS</b>	<b>WEAKNESSES</b>
<b>INTERNAL</b>	What internal characteristics provide value? What do we do well?	What internal characteristic are detrimental? What do we not do well?
	<b>OPPORTUNITIES</b>	<b>THREATS</b>
<b>EXTERNAL</b>	What can external factors can help HPC meet its mission and goals?	What external factors can hamper or prevent HPC from meeting its mission and goals?

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15 MINUTES  
PLEASE!

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## Prioritizing HPC “Parking Lots”

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### HPC Technical Projects Parking Lot



- A. Partner with City of Savannah to investigate/develop a deconstruction ordinance
- B. Investigate “permissive codes” adoption by City of Tybee
- C. Initiate City of Tybee Island Annual Historic Preservation Awards



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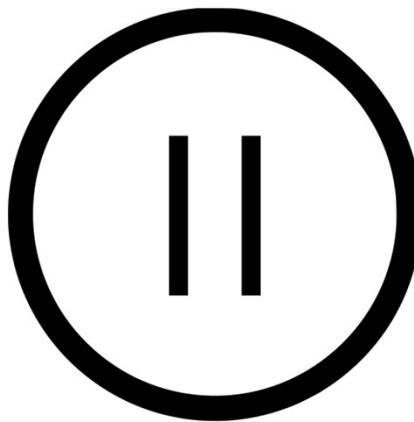
## HPC Education/Promotion Parking Lot



- A. Self-guided walking tours of historic structures
- B. Honor the History of the Train on Tybee (historical display on city property)
- C. Fact sheets (examples: Tybee architectural styles, benefits of historic preservation, façade easements)
- D. "Tour of Homes"
- E. Fire Station – erect a tower and bell (per original)

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## 5 Minute Stretch Break



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# Planning for Historic Preservation Month (May 2024)

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## Historic Preservation Month



Historic Tybee Trolley Tour



Historic Tybee Tour of Homes



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# Outreach Planning for Central Tybee Island Residential Historic District



- Application submitted 1/22/24
- SHPO has 60 day review
- May or may not come back with questions or request for more information
- Want to build support within the community and the district
- Great education opportunity on National historic Districts

USING INPUT RECEIVED EARLIER TODAY, LET'S PLAN!



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15 MINUTES PLEASE!



# Administrative Planning

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## HPC Meetings and Procedures



- Continue to meet 2<sup>nd</sup> Monday of each Month
  - Reschedule February 2024 and March 2024 meetings
- Appoint HPC Liaison to Lazaretto Creek Coalition
- Additions to HPC Procedures
  - Election of Chair
  - Add Vice-Chair Position (?)
  - Method of Calling of Special Meetings (Workshops)
- Monitor Planning Commission and City Council meeting packets for historic preservation related issues and topics
  - All members sign up for CivicPlus notifications
  - Assign members to monitor with assignments rotating every quarter

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## Promotion and Education



- Report from Promotion & Education Committee:
  - [Preserve Historic Tybee highway banner purchase](#)
  - [Proposed use of Preserve Historic Tybee signage](#)
- Role of the Committee in outreaching Central Tybee Island Residential National Historic District
- Appointment of Committee Members for 2024
- Status update on replacement and new historical signage (TIHS)



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## Heads Up Notices



- HPC is working to ensure that city hall renovation architectural drawings, blueprints, change orders, as-built specs, etc. are provided to THIS
- We will be planning at least two workshops this year to work on HPC's proposal for local historic preservation incentives
- No new information about advocacy for repealing sunseting of HP incentives during this session of the Georgia legislature
- If HPC's CLG grant application is funded, it will be ALL HANDS ON BOARD!

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## HPC Immediate Priorities!

- City Council resolution for CLG grant application—monitor upcoming agendas!
- Develop FY 2025 HPC budget request
- Replacement and new historical signage (spend current FY \$\$)
- Historic Preservation Month Planning
- Central Island National Historic District outreach activities and materials

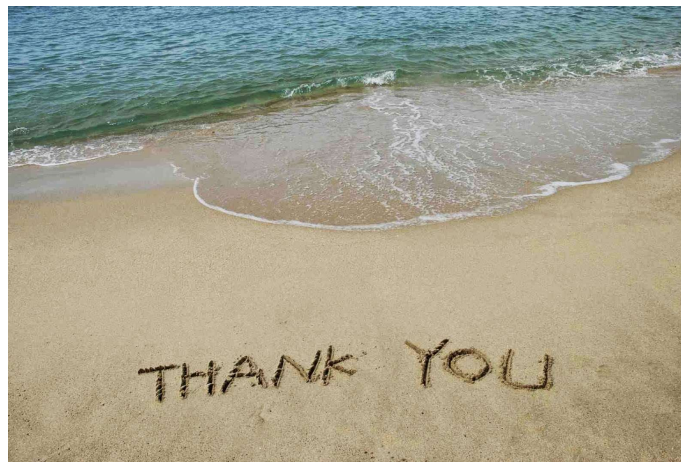


### CHECKLIST



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## ADJOURNMENT



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Tybee Island Historic Preservation Commission (HPC) Annual Planning Meeting – 2/3/2024

**SWOT ANALYSIS RESULTS**

NOTE: HPC is a City Commission authorized by the Historic Preservation Ordinance, and is part of the planning functions of the city. Internal strengths and weaknesses were identified for HPC itself and HPC as a part of local government and as affected by local government policies, procedures, and actions. Bulleted items are below are in random order. There were 13 participants.

	STRENGTHS	WEAKNESSES
<b>INTERNAL</b> (attributes of the organization)	<ul style="list-style-type: none"> <li>• Strong leadership</li> <li>• Committed/motivated members</li> <li>• Great partners/consultants</li> <li>• Organizational foundation (HPC procedures, planning processes, etc.)</li> <li>• Focus on historic districts</li> <li>• HPC Advisor Sarah Jones (TIHS)</li> <li>• HPC Annual Reports to City Council</li> <li>• Good connection with Planning &amp; Zoning Department for HPC review of building permits on structures 50 years and older</li> <li>• Proactive in responding to building permit reviews for structures 50 years and older</li> <li>• Association memberships (NAPC, GAPC)</li> <li>• Proactive in historic preservation training opportunities (external) for members</li> <li>• Committed HPC city staff contact, Cassidi Kendrick</li> <li>• HPC logo for branding</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of identity</li> <li>• Confusion between HPC and TIHS in city government</li> <li>• Limited budget</li> <li>• Engagement issues within city government</li> <li>• Lack of city involvement</li> <li>• Reactive based ordinance</li> <li>• No resources for homeowners</li> <li>• Website not as helpful as it could be</li> <li>• Lack of formal orientation/training for new members</li> <li>• No reading list</li> <li>• No HPC intern at present</li> <li>• Lack of knowledge of historical preservation procedures</li> <li>• Lack of authority</li> <li>• Lack of communication with Planning &amp; Zoning and City Council</li> <li>• Lack of local historic preservation tax incentives</li> <li>• Lack of local deconstruction ordinance</li> <li>• Ordinances that conflict with goals of HPC</li> <li>• City not honoring recommendations of HPC</li> <li>• Incomplete building permit application forms (sometimes)</li> <li>• Lack of awareness on how the city follows up after approval of building permits for historic buildings</li> </ul>
	OPPORTUNITIES	THREATS
<b>EXTERNAL</b> (attributes of the environment)	<ul style="list-style-type: none"> <li>• Black History Trail</li> <li>• Historic tourism</li> <li>• Engagement with local government and community</li> <li>• Online/print resources for homeowners</li> <li>• More community partners</li> <li>• Community events for fundraising</li> <li>• Relationships with Savannah historic preservation organizations</li> <li>• Prohibition Museum in Savannah</li> <li>• Passionate resident preservationists</li> <li>• Expand communication with City Council</li> <li>• Community with a rich history</li> <li>• Proposed Central Island National Historic District</li> <li>• Preserve Raised Tybee Cottages (RTCs)</li> <li>• Deconstruction ordinance</li> <li>• Partner with downtown Tybee</li> <li>• Signage</li> <li>• Community nostalgia</li> <li>• HPC’s local economic incentives for historic preservation project</li> <li>• Annual DCA/HPF/CLG grant opportunities for historic preservation</li> </ul>	<ul style="list-style-type: none"> <li>• Community confusion between HPC and TIHS</li> <li>• Competition for grants</li> <li>• Running out of empty/buildable lots to move historic resources</li> <li>• Unrestrained development</li> <li>• Community misinformation and misunderstandings</li> <li>• Demolition of historic houses for luxury developments</li> <li>• Difficulties attracting new HPC members when positions are open even with broad outreach</li> <li>• Lack of relationship with National Park Service</li> <li>• Population growth</li> <li>• Abuse of tax credits</li> <li>• Builders doing more than what was approved by permit</li> <li>• Potential failure of passage of GA Legislature HB 1116 to extend historic preservation tax credits</li> </ul>

## RESULTS OF ADVISORY VOTING ON HPC TECHNICAL PROJECTS “PARKING LOT”

HPC Annual Planning Meeting 2/3/2024

TOPIC ITEM	Number of Advisory Votes			
	HPC Members	HPC Partners	Community	TOTAL
<b>(C) Initiate City of Tybee Island Annual Historic Preservation Awards</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>10</b>
(A) Partner with City of Savannah to investigate/develop a deconstruction ordinance	4	2	2	8
(D) Raised Tybee Cottage (RTC) “Living Museum” concept	3	1	1	5
(B) Investigate “permissive codes” adoption by City of Tybee Island	3	0	0	3
<p><i>Note: 13 participants were each given two votes. Voting options were to place:</i></p> <ul style="list-style-type: none"> <li>• 2 votes for one item, or</li> <li>• 1 vote each for 2 different items</li> </ul>				

## RESULTS OF ADVISORY VOTING ON HPC EDUCATION/PROMOTIONS

“PARKING LOT” HPC Annual Planning Meeting 2/3/2024

TOPIC ITEM	Number of Advisory Votes			
	HPC Members & Staff	HPC Partners	Community	TOTAL
<b>(D) Tour of homes</b>	<b>10</b>	<b>2</b>	<b>2</b>	<b>14</b>
(F) Promotional videos (e.g. “Historic Districts,” “Historical Changes” (exterior changes)	7	3	2	12
(A) Self-guided walking tours of historic structures (using QR codes on historical signage)	8	3	0	11
(B) Honor the history of the train on Tybee (historical display on city property)	4	1	0	5
(G) Christmas ornament fundraiser	1	3	1	5
(C) Fact sheets (pdf’s) – example topics: Tybee architectural styles; benefits of historic preservation; façade easements	1	0	2	3
(H) Artist partnerships	0	0	1	1
(E) Fire Station-erect a tower and bell (per original)	0	0	0	0
<p><i>Note: 13 participants were each given four votes. Voting options were to place:</i></p> <ul style="list-style-type: none"> <li>• 4 votes for one item, or</li> <li>• 3 votes for one item and 1 vote for a different item, or</li> <li>• 2 votes for one item and 2 votes for one different item, or</li> <li>• 2 votes for one item and 1 vote each for two different items, or</li> <li>• 1 vote each for 4 different items</li> </ul>				

HPC Annual Planning Meeting, February 3, 2024

**BRAINSTORMING RESULTS**

**OUTREACH FOR THE PROPOSED STRAND SUMMER COTTAGE/CENTRAL TYBEE ISLAND RESIDENTIAL NATIONAL HISTORIC DISTRICT**

<p><b>Presentation to City Council</b></p> <ul style="list-style-type: none"> <li>• Proposed Central Island National District as only topic of presentation</li> <li>• Announce a date for an open house with possible church or public safety building as the location, or a location within the proposed district</li> <li>• Website posting with additional information</li> </ul>	<p><b>Open House Outreach</b></p> <ul style="list-style-type: none"> <li>• City Council presentation</li> <li>• HPC websites, FB, Instagram</li> <li>• Postings in public areas, buildings</li> <li>• Postcards with QR codes</li> <li>• Mayor’s announcements at start of City Council meetings</li> <li>• Back of monthly water bills</li> </ul>
<p><b>Outreach to property owners in the proposed district</b></p> <ul style="list-style-type: none"> <li>• Mailouts</li> <li>• Notice of public meeting/open house</li> <li>• Postings/signage in public spaces within the proposed district</li> <li>• National District designation may help them access federal and state historic preservation tax incentives</li> <li>• National Districts do not impose requirements</li> </ul>	<p><b>Other Ideas:</b></p>
	<p>Presentations at churches and organizations</p>
	<p>Website, social media postings</p>
	<p>Saturday tour of historic structures in proposed district</p>
	<p>Self-guided walking tour with map (digital and print)</p>
	<p>Promotional video</p>
	<p>Visit Tybee promotion</p>
	<p>Photos of historic properties (with permission)</p>
<p>Signage at entrance to island</p>	

HPC Annual Planning Meeting, February 3, 2024

**ADMINISTRATIVE PLANNING - DECISIONS MADE**

**HPC 2024 MEETINGS:**

- HPC meetings are the second Monday of each month.
- HPC will move its February and March meetings to February 26 and March 25 to accommodate Planning Commission.
- Cassidi Kendrick will change the HPC meeting dates on the city calendar.
- Until the city has the capability to record two meetings simultaneously, HPC will continue to have to move its January, February, and March meeting dates to accommodate Planning Commission.

**LIAISON POSITIONS:**

- Marna Lewin will serve as the HPC Liaison to the Lazaretto Creek Coalition.
- Mike Goldberg will serve as the back-up HPC Liaison to the Lazaretto Creek Coalition.
- NOTE: Pat Leiby will continue to serve as a Liaison between Tybee/MLK and HPC.
- NOTE: Sarah Jones will continue to serve as HPC Advisor and as Liaison to the Tybee Island Historical Society members.

**HPC PROCEDURES:**

- The HPC Chair advised the members that the HPC Procedures do not address the election of HPC Chair or a position of Vice-Chair.
  - Members agreed that such provisions be added to the HPC Procedures.
- The HPC Chair proposed an addition to HPC Procedures that would allow HPC to schedule and hold workshops for the purpose of working on its projects and initiatives outside of HPC monthly meetings.
  - Members agreed to the addition to the HPC Procedures.
- The HPC Chair and HPC Staff Liaison determined these minor changes to the HPC Procedures do not warrant legal review by the City Attorney at this time. The changes will be held from legal review until the volume of modifications needed justify legal review time and costs.

**HPC POSITIONS:**

- The HPC Chair and HPC Staff Liaison requested that HPC add the position of Vice-Chair.
  - HPC members agreed in principle but there were no volunteers or nominations at this time.
- Cara Cole made a motion to nominate Holly Grell-Lawe as HPC Chair. Seconded by Mike Goldberg. Passed unanimously.

**MONITORING CITY COUNCIL & PLANNING COMMISSION**

- To proactively identify local topics that do or can impact historic preservation, the HPC Chair proposed that formal monitoring of topics on the meeting agendas of the Planning Commission and City Council be initiated.
  - Members agreed. Responsibility will rotate quarterly.
  - The HPC Chair will monitor through March 2024.

**PROJECT WORK:**

- Cassidi Kendrick will send draft City Council resolution for CLG grant to legal and get it on the City Council agenda for 2/22/2024.
- Participants at the HPC Annual Planning Meeting voted (10-2) to develop and conduct a Tour of Homes as the primary HPC fund-raising event for Historic Preservation Month (May 2024). 10 votes were for a Tour of Homes and 2 votes were for the traditional Trolley Tour.
- Cassidi Kendrick will order the across-the-road banner for historic preservation month (May 2024).
- Cara Cole will draft an information/fact sheet on the proposed Central Island National Historic District for the March HPC meeting.
- After completion of the replacement historical signage, HPC members agreed to prioritize the batteries for installation of new signage (where TIHS has homeowner permission).
- Follow-up is need to ensure that the architect's documentation (plans, blueprints, change orders, bills of materials, etc.) associated with the renovation of City Hall is provided to Sarah Jones at the Tybee Island Historical Society for permanent retention in their archives. Cassidi Kendrick will follow-up with the City Engineer.

**IMMEDIATE HPC PRIORITIES:**

- City Council Resolution supporting HPC 2/1/2024 grant application to DCA/HPF/CLG.
- Develop FY 2025 HPC budget request
- Replacement and new historical signage-Expend current FY funds
- Tour of Homes planning for Historic Preservation Month
- Central Island National Historic District outreach activities and materials
- Schedule summer workshops for HPC project on local economic incentives for historic preservation



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