



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

**Date & Time:** September 9, 2024, 6:00 pm

**Present:** Holly Grell-Lawe (Chair), Cara Cole, Mike Goldberg, Marna Lewin, Maggie Wright, Cassidi Kendrick

**Absent:**

**Observers:** Jacilyn Ledford (Pending New HPC Member), Bill Garbett (Tybee Island City Council Member), Dawn Shay (Forever Tybee)

**Guest Speaker:** Ellie Issacs, Director of Preservation & Historic Properties, Historic Savannah Foundation (HSF)

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

**Call to Order**

The meeting was called to order at 6:00pm. A quorum was present.

**Approval of Minutes**

The minutes of the August 12, 2024 HPC meeting were unanimously approved upon motion by Cara Cole and seconded by Marna Lewin.

The minutes of the August 20, 2024 HPC Promotion & Education Committee meeting were unanimously approved with some name corrections upon motion by Mike Goldberg and seconded by Cara Cole.

The minutes of the September 4, 2024 HPC Promotion & Education Committee meeting were unanimously approved with some name corrections upon motion by Mike Goldberg and seconded by Marna Lewin.

**Guest Speaker Presentation**

Ellie Issacs, Director of Preservation & Historic Properties, Historic Savannah Foundation, delivered a presentation on the topic of "Façade Easements." Topics addressed included: Brief History of HSF; Why a Preservation Easement Program?; Evaluation for Determination; How Do I Get a Preservation Easement on My Property?; What Happens After I Get a Preservation Easement on My Property?; and, Expanding the Easement Program. The slide presentation is attached to these meeting minutes and Ms. Issacs comments are available on the HPC meeting video. In addition to discussing façade easements on historic structures, she discussed how HSF is expanding the easement program to include open spaces, such as gardens and cemeteries.

**Announcements**

**Tybee/MLK & Lazaretto Coalition**

Marna Lewin, HPC's Liaison to these organizations, reminded the group that there will be a combined meeting of Tybee/MLK and the Lazaretto Coalition on September 16, 2024 at the All Saints Episcopal Church from 4:30pm-6:30pm.

### **HPC Chair**

Holly Grell-Lawe will be participating by phone in the October 14, 2024 HPC Meeting. Ellie Issacs with HSF will present on HSF's Revolving Fund at the December 9, 2024 HPC Meeting. The November HPC Meeting is rescheduled from November 11 to November 4, 2024 due to Veterans Day on November 11, 2024.

### **Ongoing Business**

#### **Central Tybee Island Residential National Historic District Application Update**

Bob Ciucevich emailed an update on the revisions to the Central Tybee Island National Historic District Nomination Application. The Summary Statement and the Statement of Significance have been completed and the Developmental History has been significantly expanded. Mr. Ciucevich will be updating the map and retaking the photos (requested by SHPO). "Central Tybee Island Residential Historic District" is the most appropriate name for the district. To avoid arbitrary boundaries, SHPO is asking that the eastern boundary go to the beach. This will increase the number of non-contributing buildings, but Mr. Ciucevich thinks we will still have a healthy ratio of contributing/non-contributing buildings. After the map is updated, the number count will be finalized. It was noted that the blow-up map of the Central Island District used at the HPC Open House in May will need to be modified and reprinted. Mr. Ciucevich is hoping to resubmit the application by the end of the month.

#### **Promotion & Education Committee Update on Tour of Homes Planning (May 2025)**

The Committee met on August 20 and September 4 and the meeting minutes are documented. Plans and logistics for the event were discussed. Forms for participating properties and for sponsorships are now available. The next meeting of the Committee is October 8, 2024.

#### **Maintenance of City Owned Historic Properties/Arts Center**

Mike Goldberg reported that obtaining another estimate for restoration of the 23 windows of the Arts Center is still in process. There has been no word yet from the City Engineer about an estimate for galvanized metal ductwork to replace the flexible ducting at the Arts Center.

The 1772 Foundation Grant Program and Callahan Grant Program from the Georgia Trust for Historic Preservation ("Georgia Trust") were discussed. Both require 1:1 cash matching funds. The former requires a fiscal agent agreement with a 501(c)(3)—in this case, either the Arts Association or the Tybee Island Historical Society. The question of whether the city can enter into such an agreement was forwarded to the City Manager at the recommendation of the Finance Manager. The city has not entered into such an agreement in the past.

The current grant cycle has opened and grants are made up to \$10,000. A Letter of Inquiry would be due December 2, 2024. The Georgia Trust reviews the Letters of Inquiry and decides which organizations will be invited to apply for funding under the grant program. The Callahan Grant Program cycle is also open and offers grants up to \$5000. The City is eligible to apply for

a Callahan Grant, a fiscal agent agreement is not needed. To apply for both grants, HPC would need to have a "Condition Assessment" completed on the Arts Center Building. **HPC Advisor, Sarah Jones, and HPC members Mike Goldberg and Cara Cole** agreed to conduct a Condition Assessment on the Arts Center before Thanksgiving 2024.

It was clarified that Public Works does not have a budget for window restoration or replacement as Public Works had planned to glaze the windows, not replace them. The onsite assessment by Mike Goldberg and a window restoration contractor determined that the windows need much work. The Arts Center is a historically contributing building within the Fort Screven National Historic District and window restoration needs to conform to the Secretary of the Interior's Standards for Rehabilitation.

Submitting a Letter of Inquiry to either grant program requires that HPC have the matching funds. If the pre-requisites can be met, **Holly Grell-Lawe** is willing to draft Letters of Inquiry and to develop an application if an invitation to apply was issued by the Georgia Trust. Several ideas were discussed about how to generate the matching funds, including asking the city for the funds, additional trolley tours, and window sponsorship. The idea of window sponsorship was received favorably. **Maggie Wright** will follow up on the idea before the next HPC meeting.

### **CLG Grant Update**

The CLG Grant MOU is on City Council Meeting Agenda for Thursday, September 12, 2024. Cassidi Kendrick will be present to answer any questions from Council. This is the agreement between the City of Tybee Island and the Georgia Department of Community Affairs with respect to the CLG Grant that must be approved by City Council for the project to move forward. The MOU includes the scope of work for the project. The MOU has already been through legal review. The Request for Proposal (RFP), a document that solicits a proposal from contractors to do the project, has been sent for legal review. The RFP will include the project timeline documents as exhibits. An HPC public kick-off meeting for the project will be held in November. **Cassidi Kendrick** will check for available November dates at the Public Safety Building.

### **Permit Reviews**

There were no new permits for review.

### **Adjournment**

The meeting adjourned at 7:34 pm with unanimous approval upon motion by Cara Cole and seconded by Mike Goldberg.



# PRESERVING TYBEE

Sue Adler, HSF President and CEO  
Ellie Isaacs, HSF Director of Preservation and Historic Properties

## TOPICS OF DISCUSSION





# Why a Preservation Easement program?



## Preservation Tool - Long Term Protection

One of the most effective, but typically overlooked, tool for preserving historic properties. Yearly Easement Inspection to ensure maintenance and that no violations have occurred.



## Legal Document

Regulates changes to or the use of the property. Given or sold by property owner to a qualified 501(c)3 non-profit. Becomes part of the chain of title and runs in perpetuity.



## One-Time Tax Benefit Deduction

Tax Credit can be claimed by a property owner for the difference of value (with and without an easement) determined by appraiser. Deduction for the potential reduced value of the property. The IRS estimates that the valuation should range between 10-15% of the property's value. Federal Deduction - Commercial Property; State Deduction - Owner occupied



## Impact

HSF holds more than 420+ easements in Savannah and 1 on Tybee Island.

# Evaluation for Determination



## Archival Research

Review archival documents such as but not limited to: photographs, postcards, written histories, maps, Historic Resource Surveys, National Register Nominations, etc.



## Staff's Education and Experience



## Preservation Standards and the Seven Aspects of Integrity

Location, design, setting, materials, workmanship, feeling and association



## Evaluation for Determination



## Easement Valuation

Appraisal by third party, with experience in preservation easements. Figures out difference between FMV of property before and after the easement



## Baseline Documentation

In depth condition evaluation and photographs



## Legal Documents

Includes legal description of the property, property and easement appraisals, original warranty deed



## Costs \$\$

HSF Administration Fee 2%

Transfer of Sale fee \$500

# How do I get a Preservation Easement on my property?

# What happens after I get a Preservation Easement on my property?



## HSF Files at Chatham County Courthouse

Original stays with HSF and copy is provided to property owner



## IRS Paperwork

IRS form 8283; seeking assistance from accountant



## Alterations Requests

Application with drawings and photographs



## Yearly Easement Inspections

Survey form with photographs; property owner mailed copy



### Historic Savannah Foundation Preservation Easement Baseline Documentation Report

Property Address: 708 Butler Ave.

Date of Inspection: May 25, 2022

#### A. Conservation Value/ Historical or Architectural Significance

The property at 708 Butler Avenue includes a historic two-story, wood frame, raised beach cottage. The condition of the exterior elements is outlined below. The total overall condition score is 3.4.

	Poor	Good	Excellent
1. Foundation	1	2	3
2. Stairs / Entrance	1	2	3
3. Exterior Wall Finish	1	2	3
4. Windows / Shutters	1	2	3
5. Doors	1	2	3
6. Ornamentation	1	2	3
7. Chimneys	1	2	3
8. Porches/Balconies	1	2	3
9. Roof	1	2	3
10. Cornice / Eaves	1	2	3
<b>Overall Condition</b>	<b>1</b>	<b>2</b>	<b>3</b>

#### B. Description of Property Condition: (ratings below 3 require comments)

**Foundation:** The house was built on a raised brick foundation. The overall condition of that foundation around the perimeter of the house appears predominantly sound. Two noticeable areas that need repair are immediately adjacent to the garage doors, one on either end of the house (on the west and east facades). Water has seeped in under the garage doors, causing small areas of settling inside the garage which is covered with a brick floor. That settling is evident from the exterior in the form of cracking damaged brick.

**Stairs and Entrance:** The house is a raised cottage, with the main living quarters one flight up from the ground floor. Thus, the house has two prominent staircases. The wider, main front staircase is on the south facade. The narrower side staircase is on the west facade. Both are in good condition, exhibiting just some minor wear and weathering in the form of peeling or worn paint on the treads. One or both newel posts on both staircases have been reinforced and are still a bit loose or wobbly.

**Exterior Wall Finish:** The house is clad in wide-plank wood siding. Overall, it is in very good condition, exhibiting just minor weathering and peeling paint in select areas, but predominantly well-maintained.

**Windows and Shutters:** The house features prominent floor-to-ceiling wood sash windows on the main floor around on the front porch. Overall, they are in good condition considering their age and the often-harsh salt air. Close inspection reveals they are sound but in need of cosmetic repairs. Some of the muntins are damaged, while others need to be replaced and repainted. There is visible rust below the paint on some, likely due to rusted finishing nails affected by the salt air. Another style of window present on the building are smaller 6/6 wood sash windows around the ground floor. They are in similar condition. Some of these windows have AC units in them. There is also a third type - smaller square 6-paneled windows only on the north facade.

**Doors:** The age of any existing door is unknown. All doors on the main floor are accessed from the spacious front porch. The main entrance is on the South facade and features a multi-paned 15 lite door. There is a second similar 15 lite door on the west side of the porch. There are also two unique paneled doors, clad in beveled tongue & groove wood. One is on the main floor, off the front porch, and the other is under the side stairs on the west facade. All doors are in good repair. There are two sets of large garage doors which open on either end of the building, on the west and east facades. These are hanging doors, which slide. They are also clad in tongue & groove.

**Chimney:** The single chimney on the North facade of the house is massive. It is quite wide at the base, starting at the ground, but tapers above the roof line. It constructed out of red brick, and appears to be in good repair. Moderate repair and repointing may be needed.

**Porches and balconies:** The spacious front porch is one of the predominant character-defining features of this building. It stretches the entire width of the front facade on the South elevation. It partially warps around the west and east facades. It features square posts with a simple wood balustrade. The porch is screened in, though it is not known if this is an original condition. The porch ceiling is clad in beveled tongue & groove, painted haint blue. The porch floor is also tongue & groove. It is very intact and in good repair, overall. However, the very ends of the tongue & groove floor that stick out beyond the screened portions, are very weathered. They not only exhibit loss of paint, but also some deterioration.

**Roof:** The roof appears to be an older, possibly asbestos, shingled roof. The roof does exhibit some missing material and appears to be quite weathered.

**Cornice and eaves:** The deep eaves and soffits are clad in beveled tongue & groove. They appear to be sound and intact. Some areas exhibit minor peeling paint.

#### C. Exterior Changes or Additions:

1. Modifications to Building  Y  N
2. Additions to Building or Property  Y  N

#### D. See Attached Photographs

## 708 Butler Ave. Example

### Historic Savannah Foundation Reserved Conservation Easement and Preservation Agreement Easement Monitoring Report

Property Address: 708 Butler Avenue Date of Inspection: 05/25/2022  
Easement Expires:  Property  Date  Garden  
Easement On:  Easement  Easement

#### A. Inspection Form: 1 - Poor Condition; 3 - Excellent Condition

Exterior Item	Condition	Changes	Recommendations
Foundation	1 2 3 4 5		
Stairs / Entrance	1 2 3 4 5	moderate wear	
Exterior Wall Finish and Materials	1 2 3 4 5	moderate weathering	
Windows / Shutters	1 2 3 4 5	no shutter windows good	
Doors / Doorsets	1 2 3 4 5	moderate wear	
Ornamentation	1 2 3 4 5	N/A	
Chimneys (including flashing)	1 2 3 4 5	good	
Porches / Balconies	1 2 3 4 5	good	
Cornice / Eaves	1 2 3 4 5	good moderate weathering	
Gutters / Downspouts	1 2 3 4 5	N/A	
Roof	1 2 3 4 5	advanced weathering voids noted	
Downspout / Cupola	1 2 3 4 5	N/A	
Subsiding Site	1 2 3 4 5	site being prepared for subdivision	
Overall Condition	1 2 3 4 5	good roof needs replacing	

#### B. Additional Observations and Comments (attach additional sheet if needed)

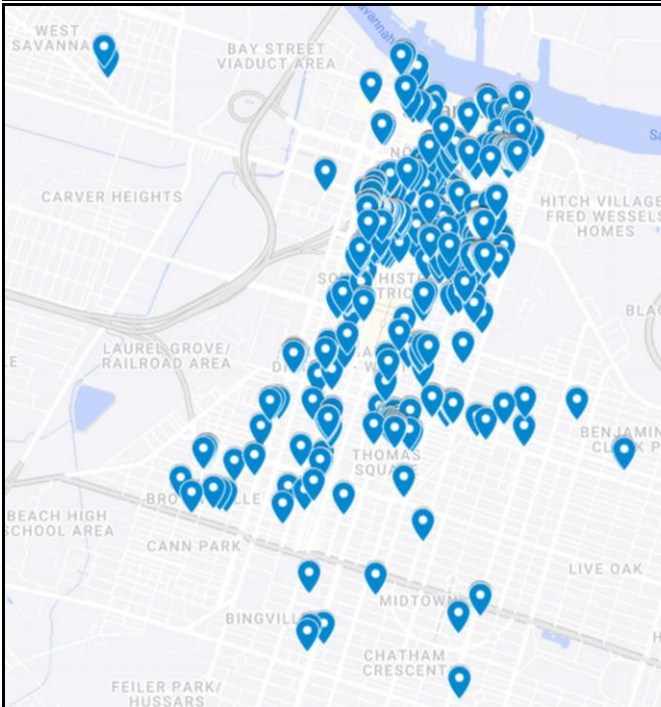
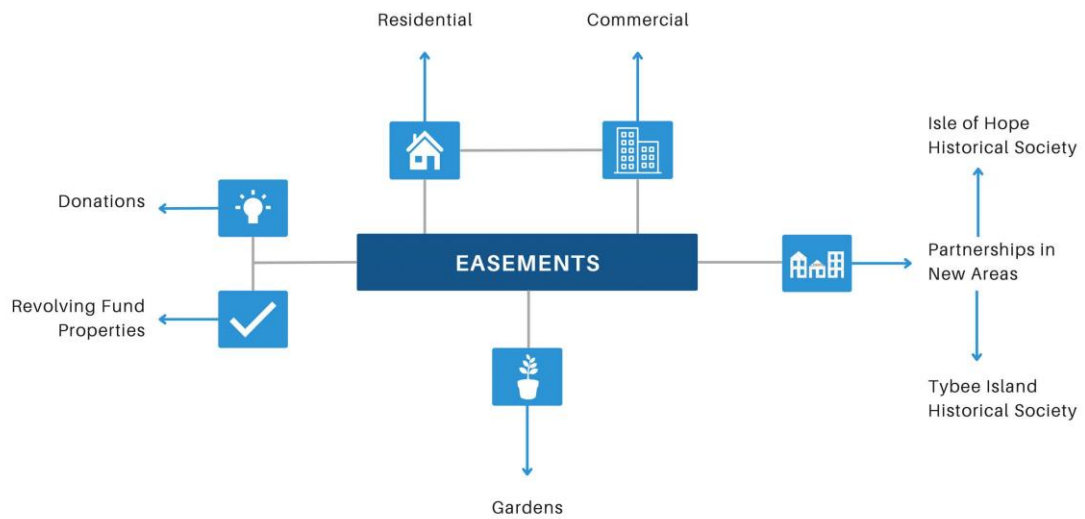
This easement was given with the understanding that there would be development around it. The owner is currently working with Sarah Ward of Ward Architecture to restore with tin credits. This home is also a contributing home to the nominated Strand Summer Cottage/Central Types listed National Historic District.

Interior Easement is only on the floor. Inspector toured house in March and floors were in excellent condition.

Sarah Ward  
Name of Inspector

Chris Kimmel - Chris Kimmel Construction  
Owner / Property Owner

## EXPANDING EASEMENTS PROGRAM



## REVOLVING FUND AND EASEMENT PROPERTIES MAP PROTOTYPE

<https://www.google.com/maps/d/viewer?sjid=275836777061155917-NA&mid=1nVkCoKlIQS85lmNvbzir2ZbgrZwn3CI&ll=32.0377844465307%2C-80.97113652790068&z=13>

Pavilion at Tybee Beach, Tybee Island, Savannah, Ga.—44

# Ideas? Questions? Comments?

If you'd like to continue the conversation...  
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