



A G E N D A
HISTORIC PRESERVATION COMMISSION
October 13, 2025, 5:00 p.m.

Call to Order

Approval of the Minutes

1. 9/8/2025 HPC Monthly Meeting Minutes
2. 9/15/2025 HPC Education & Promotion Committee Meeting Minutes

Announcements

3. Tybee MLK & Lazaretto Coalition
4. HPC Chair

Ongoing Business

5. CLG Grant Project-Local Historic District for Fort Screven and North Campbell
Neighborhood

Permit Reviews

6. 17 18th Terrace

Adjournment



Tybee Island
HISTORIC PRESERVATION COMMISSION
Meeting Minutes

Date & Time: September 8, 2025, 6:00 pm

Present: Mike Goldberg, Marna Lewin, Jacilyn Ledford, Cara Cole, Maggie Wright, Holly Grell-Lawe (Chair, via phone)

Absent:

Observers: Dawn Shaye (Forever Tybee), Ben Goggins (Resident)

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

Call to Order

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

Approval of Minutes

The minutes of the 8/11/2025 HPC monthly meeting were approved unanimously by roll call vote upon motion by Cara Cole and seconded by Jacilyn Ledford.

The minutes of the 8/18/2025 HPC Education & Promotion Committee were approved by roll call vote unanimously upon motion by Cara Cole and seconded by Jacilyn Ledford

Announcements

Tybee/MLK & Lazaretto Coalition

Marna Lewin provided an update on behalf of the Tybee MLK and Lazaretto Coalition. She reported that Julia Pearce has been in contact with the Boat Captain Association and is working to schedule a meeting with them. The Boat Captain Association remains open to the placement of the Lazaretto Healing Memorial and subsidizing its cost.

HPC Chair

Holly Grell-Lawe had no announcements.

Ongoing Business

Central Tybee Island National Historic District Application Update

Bob Ciucevich, HPC consultant, reported that the application was submitted to the State Historic Preservation Office (SHPO) on September 2, 2025. SHPO has 60 days to review the application. If approved, it will proceed to the Georgia National Review Board, which meets on October 24, 2025; however, the application may not meet that deadline and could be deferred to spring 2026. After state review, the application will go to the National Park Service for final approval, with a likely vote occurring in 2026.

CLG Grant Project-Local Historic District (LHD) for Fort Screven and North Campbell Neighborhood

Holly reported that the HPC will provide an informational update to City Council on October 8, 2025. The presentation will be given by Maggie Wright or Cassidi Kendrick, as Holly will be out of town, and HPC members are encouraged to attend in support.

Holly reported that on September 8, 2025, she, Cassidi Kendrick, and Maggie Wright participated in a call with SHPO. Topics discussed included examples of other cities with conservation districts, staff-level review of Certificates of Appropriateness (COAs), and final deliverables. A key highlight was the potential for staff-level review of COAs for certain types of proposed exterior changes, including for noncontributing properties. Under this process, the Community Development Director and the HPC Chair would review certain applications and provide a staff report to the HPC. This approach could help address some concerns from noncontributing property owners regarding the Local Historic District. SHPO also noted that all final deliverables are due January 15, 2025; however, efforts toward designation may continue into 2026.

The consultants have provided an amended map of the proposed district boundaries, contracting them to remove three areas of non-historic infill that is now excluded from the proposed local district but remains within the Fort Screven National Historic District. The revised map will be included in the Planning Commission update on September 15, 2025.

Holly reported that she is preparing a Frequently Asked Questions (FAQs) document to address misinformation circulating on social media regarding the Local Historic District. She is also drafting a summary of the questions and answers from the August 19 public workshop that will be included in the FAQs.

Holly announced that the HPC will host a Local Historic District Question and Answer (Q&A) session on October 13, 2025. The regular HPC meeting will be held at 5:00 pm, followed by the Q&A session from 6:00 to 7:30 pm in the council chambers at the Public Safety Building. Maggie has updated the city calendar to reflect both events.

Holly will send an email to request input on revising the project timeline, specifically regarding when to schedule Planning Commission, HPC, and City Council public hearings and votes on the designation ordinance. She noted that notification requirements must be met for all hearings, and reminded the Commission that any City Council resolution requires two readings.

Adjournment

The meeting adjourned at 6:27 pm with unanimous approval by roll call vote upon motion by Cara Cole and seconded by Jacilyn Ledford.



Tybee Island HPC

committee report

Minutes of the HPC Education & Promotion Committee

Date: September 15, 2025

Time: 4:00 PM

Location: Public Safety Building, 78 Van Horn Avenue

Members Present: Cara Cole, Mike Goldberg, Marna Lewin, Jacilyn Ledford, and Maggie Wright

Tour of Homes

The committee members discussed the Trolley Tour of Homes and emphasized the purpose of the newly formed subcommittee: to better balance planning efforts. So far, three people have submitted the sign-up form. At the first committee meeting, members will be asked about their level of commitment. If interest is lighter, the event will remain a trolley tour; if stronger, the group may pursue a full tour of homes. Jacilyn will reach out to Susan Kelleher to see if she would like to serve on the committee. Options for both trolley and self-guided tours were discussed. The committee also considered moving the tour to the fall to allow more planning time.

Historic Preservation Month Event

Discussion then shifted to Preservation in the Park, a potential new event for Preservation Month in May. Instead of hosting the Tour of Homes during that time, the group explored the idea of booths featuring vendors, community organizations, and children's activities focused on historic preservation. Ideas included inviting a window restorationist for a live demonstration, offering food such as an oyster roast or low country boil. The event is tentatively scheduled for May 2.

Artwork Merchandise

Jacilyn will draft an email to homeowners requesting permission to use paintings of their homes. Suggested merchandise includes ornaments, notecards, and prints. The committee discussed that merchandise would be for sale at any vendor event the HPC attends, such as the Farmer's Market, etc. Maggie will ask the finance department about including payment options such as QR codes and cash, along with questions about sales tax and financial setup.

Holiday Market

The group also discussed preparations for the Holiday Market. Marna confirmed she will be present for the entire event. Materials to prepare include flyers for the committee, sponsorship forms, donation buckets, tour host forms, FAQs, maps, and yard signs.

Next Steps

- Jacilyn will reach out to Susan Kelleher about involvement with the Tour of Homes

- Begin drafting homeowner permission email to use artwork for merchandise.
- Maggie to ask finance about payment system (QR code, cash handling, sales tax, finance setup).

Next Meeting

The next meeting is *tentatively* scheduled for October 20, with the Tour of Homes discussion to follow from 1:00 PM - 2:00 PM and committee work from 2:00 PM - 3:00 PM.



City of Tybee Island, Georgia
 912-472-5033 – Lschaaf@cityoftybee.org
APPLICATION FOR BUILDING PERMIT

HTC

Received 09/26/2025

Property Address: 17 18th Terrace PIN: _____

	Name	Mailing address	Telephone
Owner	Rocky Riley	17 18th Terrace, 31328	email: Cell:
Architect or Engineer			email: Cell:
Contractor	Cory Scoville		email: Cell: XXXXXXXXXXXX

Check all that apply

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Single Family | <input type="checkbox"/> Demolition or Relocation | <input type="checkbox"/> Renovation/Remodel |
| <input type="checkbox"/> Duplex | <input type="checkbox"/> Footprint Changes | <input type="checkbox"/> Decks/Railings/Stairs |
| <input type="checkbox"/> Multi-Family _____ units | <input type="checkbox"/> Addition: _____ square feet heated/cooled | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Commercial* _____ unit(s) | | <input type="checkbox"/> Other _____ |

No work of any nature shall be started until a building permit has been issued. A permit must be secured for all new construction, all interior and exterior property alterations and all interior and exterior property repairs. Floor plans and site plans may be required. **New structures and expansion of existing structures must be accompanied by a valid survey depicting all property lines, setbacks and structures on the property.**

* A commercial project requires 2 sets of sealed drawings by a design professional and construction by a contractor with the appropriate State of Georgia professional license. A commercial project may require Site Plan Approval or Special Review.

Details of Project: Instal fence and Instal New Hard Siding

Estimated Cost of Construction: \$ 13,000 (materials + labor + profit/overhead)
 If applicable, attach a copy of the certified elevation certificate and/or survey of the property. Depending upon the scope of the work, two sets of construction drawings and/or a site plan may be required.

Year Built: _____ Listed on National Historic Register or located within a National Historic District? **Y / N**
Buildings older than 50 years may be eligible to be listed on the State / National Register. With this designation, you may be eligible to take advantage of various tax incentive programs while preserving the heritage of Tybee Island. See the Tybee Island Land Development Code Article 14: Historic Preservation.

During construction:
 On-site restroom facilities will be provided through owner. Construction debris will be disposed by dump trailer by means of _____. I understand that I must comply with zoning, flood damage control, building, fire, shore protection, coastal marshland, wetland, and other all applicable codes and regulations. I realize that I must ensure the adequacy of drainage of this property so that surrounding property is not adversely affected, as required by Article 16, Stormwater Management. I accept responsibility for any corrective actions that may be necessary to restore drainage impaired by this permitted construction.

Signature: Cory Scoville Date: 9-20-25
 Printed Name of Applicant: Cory Scoville

Note: An application can take 7 to 14 days to process, if complete. Processing time for historic structures and/or incomplete/vague applications may be longer.

Approvals:	Signature	Date
Building	_____	_____
Water/Sewer/Stormwater	_____	_____
Community Development	_____	_____

FEES	
Permit	_____
Inspection Fee	_____
Cap. Cost Rec.	_____
Water Tap	_____
Sewer Stub	_____
Eng. Fee	_____
Aid to Const.	_____
_____	_____
Plan Rev. fee	_____
TOTAL	_____