

MAYOR

Jason Buelterman

CITY COUNCIL

Barry Brown, Mayor Pro Tem
John Branigin
Wanda Doyle
Julie Livingston
Monty Parks
Shirley Sessions



CITY MANAGER

Dr. Shawn Gillen

CLERK OF COUNCIL

Jan LeViner

CITY ATTORNEY

Edward M. Hughes

CITY OF TYBEE ISLAND

AGENDA
REGULAR MEETING OF TYBEE ISLAND CITY COUNCIL
November 08, 2018 at 6:30 PM

Please silence all cell phones during Council Meetings

Consideration of Items for Consent Agenda 6:30PM

Executive Session

Opening Ceremonies

Call to Order
Invocation
Pledge of Allegiance

Recognitions and Proclamations

1. Tybee Island Youth Council - Chloe Flynn

Certificates of Appreciation

Mike Hosti - Tybee Market

Matt Pearson - Tybee Market

Wendy West - Tybee Market

Eric and Heather Thomas - Huc a Poos

David Thomas - Hotel Tybee

Brett Loehr, Hotel Tybee

Monty Parks, Councilmember, City of Tybee Island

P.O. Box 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749
(866) 786-4573 – FAX (866) 786-5737
www.cityoftybee.org



[2.](#) Small Business Saturday Proclamation

Consideration of the approval of the minutes of the meetings of the Tybee island City Council

[3.](#) Minutes, City Council Meeting, October 25, 2018

Reports of Staff, Boards, Standing Committees and/or Invited Guest. Limit reports to 10 minutes.

[4.](#) Alan Robertson, Dune Restoration Update

5. Lisa Lepofsky, Concerned Citizens Group

Citizens to be Heard: Please limit comments to 3 minutes. Maximum allowable times of 5 minutes.

Public Hearings

[6.](#) Minor Subdivision, 1 Moore Avenue, Zone R-1-B, PIN 4-0002-02-011, Kimberly Howard and Daniel Brown

[7.](#) Variance, Extending Existing deck in setback; 13 TS Chu Terrace, PIN 4-0009-04-006, Deb Baber and Raynette Evans

[8.](#) Variance, 1903 Chatham Avenue, Zone R-2, PIN 4-0009-12-002, Brooke Reeve III

[9.](#) OCTOBER 15 2018 MINUTES

Consideration of Approval of Consent Agenda

Consideration of Bids, Contracts, Agreements and Expenditures

[10.](#) RFP for Flood Mitigation Assistance Grant

[11.](#) City Council approve a budget amendment increasing the General Funds' fiscal year 2019 budget by \$87,212 from @12,866,400 to \$12,953,612 in order to fund the Red Valve Capital Project carried forward from FY 2018 and to cover invoices for capital projects that have not been funded in FY 2019 capital budget.

[12.](#) Enterprise Lease Program, 16 vehicles for TIPD. Budget Line Item 100.3210.52.1316

Consideration of Ordinances, Resolutions

[13.](#) First Reading, 10-2018, Article IIA - Disorderly House Nuisance, Sec 22-33

[14.](#) Second Reading, 18-2018, Sec 14-3, Election Officials

[15.](#) Second Reading, 19-2018, Sec 14-4, Superintendent to Incur Expenses

[16.](#) Second Reading, 20-2018, Sec 14-5, Polling Places

- [17.](#) Second Reading, 21-2018, Sec 14-9, Notice of Candidacy, Time Periods
- [18.](#) Second Reading, 22-2018, Sec 14-10, Designation of Office Sought; Election of Councilmembers
- [19.](#) Second Reading, 23-2018, Sec 14-18, Time of Regular Election, Succession by Incumbent
- [20.](#) Resolution, 2018-01, Charter Changes

Council, Officials and City Attorney Considerations and Comments

- [21.](#) Bubba Hughes

Ante Litem - John Dowell

- 22. Wanda Doyle

Public Safety Committee Update

Minutes of Boards and Committees

- [23.](#) Development Authority/Main Street Minutes

Executive Session

Discuss litigation, personnel and real estate

Possible vote on litigation, personnel and real estate discussed in executive session

Adjournment

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact Jan LeViner at 912.472.5080 promptly to allow the City to make reasonable accommodations for those persons.

***PLEASE NOTE:** Citizens wishing to speak on items listed on the agenda, other than public hearings, should do so during the citizens to be heard section. Citizens wishing to place items on the council meeting agenda must submit an agenda request form to the City Clerk’s office by Thursday at 5:00PM prior to the next scheduled meeting. Agenda request forms are available outside the Clerk’s office at City Hall and at www.cityoftybee.org.



THE VISION OF THE CITY OF TYBEE ISLAND

“is to make Tybee Island the premier beach community in which to live, work, and play.”



THE MISSION OF THE CITY OF TYBEE ISLAND

“is to provide a safe, secure and sustainable environment by delivering superior services through responsible planning, preservation of our natural and historic resources, and partnership with our community to ensure



economic opportunity, a vibrant quality of life, and a thriving future.”

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Backup material for agenda item:

2. Small Business Saturday Proclamation





CITY OF TYBEE ISLAND

Whereas, the City of Tybee Island, as a National Main Street Community, supports sustainable economic development and historic preservation year-round; and

Whereas, the government of Tybee Island, Georgia celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are currently 30.2 million small businesses in the United States, they represent 99.7 percent of all businesses with employees in the United States, are responsible for 65.9 percent of net new jobs created from 2000 to 2017; and

Whereas, small businesses employ 47.5 percent of the employees in the private sector in the United States; and

Whereas, 90% of consumers in the United States say Small Business Saturday has had a positive impact on their community; and

Whereas, 89% of consumers who are aware of Small Business Saturday said the day encourages them to Shop Small all year long; and

Whereas, 73% of consumers who reportedly Shopped Small at independently-owned retailers and restaurants on Small Business Saturday did so with friends or family; and

Whereas, the most reported reason for consumers aware of the day to shop and dine at small, independently-owned businesses was to support their community (64%); and

Whereas, Tybee Island, Georgia supports our local businesses that create jobs, boost our local economy and preserve our communities; and

Whereas, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

Now, Therefore, I Jason Buelterman, Mayor of Tybee Island, Georgia do hereby proclaim, November 24, 2018, as:

SMALL BUSINESS SATURDAY

And urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

Jason Buelterman, Mayor

P. O. BOX 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749
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Backup material for agenda item:

3. Minutes, City Council Meeting, October 25, 2018



Consideration of Items for Consent Agenda

Mayor Buelterman called the consent agenda to order at 6:30PM on October 25, 2018. Those present were Julie Livingston, Monty Parks, John Branigin, Wanda Doyle, Barry Brown, and Shirley Sessions. Also attending were Dr. Shawn Gillen, City Manager; Bubba Hughes, City Attorney; George Shaw, Director, Community Development; and Janet LeViner, Clerk of Council.

Mayor Buelterman listed the following items on the consent agenda:

- Minutes, October 11, 2018
- Assignment of EPG Contracts
- Continuance of Administration on Class Action Suit

Mayor Buelterman called the regular meeting to order at 7:00PM. All those present for the consent agenda were present.

Opening Ceremonies

- Call to Order
- Posting of the Colors and Pledge of Allegiance – American Legion Post 154
- Invocation, Rev June Johnson

Recognitions

Mayor Buelterman recognized **Jaime McBroom, Finance Department** as **Employee of the Quarter**.

Reports of Staff, Boards, Standing Committees and/or Invited Guest

Lisa Lepofsky, Concerned Citizens Group approached Mayor and Council to give an update. Ms. Lepofsky summarized the information brought forth at the Forum that was held October 22, 2018 (attached). She asked Mayor and Council to adopt measures such as mitigate parking problems. Mayor Buelterman thanked Ms. Lepofsky.

Clay Gardner, Southern Company approached Mayor and Council to speak on the **Tybee Solar Project**. Mr. Gardner discussed ways Tybee could utilize solar panels at the Water/Sewer Department. Mayor Buelterman thanked Mr. Gardner for his presentation.

Wanda Doyle made a motion to approve the consent agenda. **Monty Parks** seconded. Vote was unanimous, 6-0.

Mayor Buelterman asked Mr. Shaw to ask the Planning Commission to review an ordinance amendment to allow existing homes to be removed and new homes built in its place.

Consideration of Bids, Contracts, Agreements and Expenditures
Agreement, William Thomas Boundary Line. NO ACTION TAKEN

Agreement, Harold S. White. NO ACTION TAKEN

Thomas & Hutton, Addendum 12, Solomon Avenue Right-of-Way Survey. Mayor Buelterman asked Dr. Gillen to explain the agenda item. **Mr. Shaw** stated the survey is due to a property on Moore and Solomon that has a corner marker that has been verified extending beyond Solomon driving surface. Ms. Doyle stated she does not have concerns regarding the survey as she is questioning the line items in the budget for Thomas and Hutton. She asked

where in the budget does it show Thomas and Hutton line items. Dr. Gillen stated it depends on the project as to where the line item is located in the general budget. Ms. Doyle asked again for line items be noted on the agenda request. In this way, Mayor and Council will be aware of costs as compared to line item balances. Dr. Gillen explained the process of moving funds within the budget. Mayor pro tem Brown expressed his concerns with the current spending practices. Mr. Branigin stated the concern is there is no budget line item for Thomas and Hutton expenses. He continued, it is hard for Mayor and Council to know if spending is within bounds of what the expected Thomas and Hutton expenses were and the unexpected items that occur. He would ask the addendums specifically state where the funding is coming from; starting balance at the beginning of the budget cycle for that particular budget account; and what remains. This will give Mayor and Council a picture and can be more diligent with the spending process. Ms. Doyle confirmed. Mr. Branigin asked Mayor Buelterman to schedule more regular Finance Committee Meetings where reviews can take place. Mayor Buelterman confirmed. Mr. Parks agreed with Mr. Branigin. Mayor Buelterman asked that Dr. Gillen include the line item for the expense to be included on the agenda request. He also recommended one line item for Thomas and Hutton to exclude the dune project. Dr. Gillen stated meetings are taking place with Thomas and Hutton and Ms. Hudson to review outstanding purchase orders. In this way, there will be a coordinated centralized effort to match purchase orders with jobs. Ms. Sessions asked if there is an Action Item List where this could be added. Ms. Doyle confirmed. **Monty Parks** made a motion to approve. **Julie Livingston** seconded. Voting in the affirmative was Julie Livingston, Monty Parks, John Branigin and Barry Brown. Shirley Sessions voting against. Wanda Doyle abstained. An abstention is in the affirmative Motion passed 5-1.

Thomas & Hutton, Addendum 14, Dune Reconstruction – Survey and Construction Documents. Ms. Sessions asked to review the contracts with Alan Robertson and Thomas and Hutton regarding the dune reconstruction. She also asked for an agreeable understanding of what is being asked for; what has happened; and what is being paid for that particular project. Dr. Gillen stated the contract is in the Clerk's Office and he will review with Ms. Sessions at her convenience. Mayor Buelterman confirmed this agenda item is to move forward with the project from the Pier to 19th Street. Dr. Gillen confirmed. Mayor Buelterman explained the City has \$13M from the federal government and the plan is to spend \$1M on the design of the dunes and beach. This would include placement of sand on the beach and the filling in the gaps in the dunes. The City will move forward with 16th Street to 19th Street. The other engineering fees will be covered by the \$13M with \$1M to be used by the Corps of Engineers for the design. The goal is to take \$5M and give to the Corps of Engineers so they have additional funding to put more sand on the beach and fill in the template they are designing. There was a discussion regarding crossovers at 18th and installation of mobi-mats. Mayor pro tem Brown asked if the City has a permit from DNR for the repairs to 18th Street crossover. Dr. Gillen confirmed. **Monty Parks** made a motion to approve. **John Branigin** seconded. Voting in the affirmative were Monty Parks, John Branigin. Voting against were Julie Livingston, Barry Brown and Shirley Sessions. Wanda Doyle abstaining. An abstention is in the affirmative. Vote tied. Jason Buelterman voting in the affirmative. Motion passed 4-3.

Thomas & Hutton, Addendum 13, Estill/Storer/Telephone Avenue Right-of-Way Survey. Dr. Gillen explained the City would open the right-of-way so it can be utilized for storm debris storage and is currently being used to store sand for emergency sand placement on the beach prior to hurricanes. The back portion where Storer crosses and heads north will be used for a proposed TIFD training facility. Dr. Gillen confirmed there are funds for this Addendum in his budget. **Monty Parks** made a motion to approve. **John Branigin**

seconded. Wanda Doyle abstaining. An abstention is in the affirmative. Vote was unanimous to approve, 6-0.

Crista Rader – Right-of-Way – Naylor Avenue. Mack Kitchens and Crista Rader approached Mayor and Council. There was a brief discussion regarding the property and location of the services on the property. Mr. Kitchens proposed locating all the services and marking the services that are running through the property. He would then get a survey and present to Mayor and Council. There could also be a Conservation Easement where the City could have access. Ms. Rader would maintain the easement and the line would be used for a setback. Ms. Doyle stated she would need a bigger drawing showing all the service lines and then visit the property. A discussion ensued regarding the setbacks, service locations, and easements. Mr. Parks referred to SAGIS. Mr. Shaw stated SAGIS is not a legal document and a licensed surveyor did what is before them tonight. Mayor Buelterman stated what is before them tonight is a request to reconsider the previous request. Mr. Kitchens confirmed. Ms. Livingston recommended locating the services and then applying for a variance. Once this is done, staff may recommend approval. Mr. Branigin stated it is his understanding Mr. Kitchens to locate and mark the services on the existing survey and bring back to staff for their recommendation. **NO ACTIVE TAKEN.**

Consideration of Ordinances, Resolutions. Mayor Buelterman confirmed with Mr. Hughes all the following ordinances deal with the potential Charter changes relative to filling of Council and/or Mayor seats if there is a vacancy. Mr. Hughes responded not necessarily. Ordinance changes as reflected in the ordinances are housekeeping. Mayor Buelterman confirmed.

First Reading, 18-2018, Sec 14-3, Election Officials. Wanda Doyle made a motion to approve. **Julie Livingston** seconded. Vote was unanimous to approve, 6-0.

Frist Reading, 19-2018, Sec 14-4, Superintendent to Incur Expenses. Mr. Hughes stated this authorizes the City to conduct elections through Chatham County Board of Elections, as has been the case in the past to include paying associated expenses. **Wanda Doyle** made a motion to approve. **Monty Parks** seconded. Vote was unanimous to approve, 6-0.

First Reading, 20-2018, Sec 14-5, Polling Places. Wanda Doyle made a motion to approve. **Monty Parks** seconded. Vote was unanimous to approve, 6-0.

First Reading, 21-2018, Sec 14-9, Notice of Candidacy; Time Periods. Mr. Hughes explained this refers to time periods for Notice of Candidacy as to conform to current State Law and has been changed and the proposed ordinance would change to reflect times periods as reflected by State Law. Mayor pro tem Brown asked the current State Law. Ms. LeViner stated it begins the 3rd Monday in August for one week, no less than three days and no greater than five days from 8:30AM – 4:30PM. **Wanda Doyle** made a motion to approve as amended by striking the word "otherwise" for clarification purposes. **Monty Parks** seconded. Vote was unanimous to approve, 6-0.

First Reading, 22-2018, Sec 14-10. Mr. Hughes stated this is removing the number "6" as it refers to candidate's seats **Julie Livingston** made a motion to approve. **Wanda Doyle** seconded. Vote was unanimous to approve, 6-0.

First Reading, 23-2018, Sec 14-18, Time of Regular Election; Succession by Incumbent. Mr. Hughes stated this is much as in Sec 14-10 above, by removing the number "6" as it

refers to the number of council members. **Julie Livingston** made a motion to approve. **Wanda Doyle** seconded. Vote was unanimous to approve, 6-0.

Resolution Requesting Local Legislation to Update the Charter of the City of Tybee Island. **Mr. Hughes** stated this is one document, one Resolution, for Mayor and Council to review for possible changes to the Charter that the Legislature will have to act upon. Mayor Buelterman stated there are two possibilities for the filling of a vacancy of a council seat: (1) appoint whoever ended in fourth place in the municipal election; or (2) have a special election. This would pertain if the term were greater than 26 months. Mayor pro tem Brown asked the expense for a special election. Ms. LeViner responded, approximately \$4,500. Mr. Parks stated it is his understanding a person would serve, when filling a vacant seat, until the next municipal election. Ms. Sessions responded another option to have the individual receiving the fourth highest votes fill the vacant seat. Mr. Hughes stated what is before Mayor and Council is Council appoints until the next regular election and at that time it would ordinarily be three individuals seeking election and the fourth highest vote getter would be eligible for the vacated term. Mayor pro tem Brown asked, hypothetically, what if the fourth highest vote getter decided they did not want to accept the position. Mr. Hughes responded that could happen. Mayor Buelterman stated it is his preference having a special election. In that, way the residents would have a vote. Mr. Parks confirmed there needs to be an election. Mr. Branigin stated as it pertains to the Mayor position; it needs to be more specific. The Mayor pro tem would fill the vacated Mayor seat and the filling of the Mayor pro tem seat falls to council for filling a vacant candidate seat, i.e., council would fill the seat for the portion of the unfilled term up to the two year window which would then be the fourth place finisher in that general election. He would also like clarification as to if there are not four candidates, the Council would appoint an individual to fill the term. Mr. Hughes stated the replacement of Council vacancies pertains to those seats that have more than 26 months left in the term. Mayor Buelterman confirmed. Mr. Hughes then moved to the topic of the selection of the Mayor pro tem. He stated it has been argued the way it is currently stated is not clear and there should be a Mayor pro tem voted on every two years otherwise, there are council members that will not have the opportunity to hold the position. Mr. Hughes stated it is his understanding the Mayor pro tem position is voted on every four years during the mayoral elections. He continued there are two alternatives: (1) clarifying the language to make it clear the Mayor pro tem is a four-year appointment; or (2) a new provision, call for the Mayor pro tem to be voted on after every election. Ms. Doyle stated it is very important for consistency for the Mayor pro tem to follow the cycle of the Mayor. In this way, pending projects will have consistency. She stated she does understand the objection but recommends the appointment following the Mayor election. Mayor pro tem Brown agreed with Ms. Doyle recommendations. Mr. Parks expressed his concerns with the selection of the Mayor pro tem, as it relates to the three "seasoned" council members not having the opportunity to be considered for Mayor pro tem. Mr. Hughes explained, in the past, the highest vote getting during the mayoral election, has been named as Mayor pro tem. Mayor Buelterman asked Mr. Hughes to draft the current discussion. Mr. Hughes responded it is his understanding: (1) two year options on Sec 2.33; (2) four year Mayor pro tem; and (3) if a councilmember resigns with more than 26 months remaining, Mayor and Council would appoint an individual to serve until the next election and the fourth highest vote getting would become the two year term remaining when the Organizational Meeting is held in January. Mr. Branigin stated the issue of Mayor pro tem being elevated to Mayor and the former Mayor pro tem's seat becomes vacant and is filled through the vacant Council process. As he feels it is not clear. Mayor Buelterman confirmed Mr. Hughes to include recommendations and bring back in November. Mr. Hughes confirmed. **TO COME BACK FOR CONSIDERATION ON NOVEMBER 8, 2018.**

Council, Officials and City Attorney Considerations and Comments

George Shaw approached Mayor and Council to give an **Update on Hazard Mitigation Grant**. Mr. Shaw stated there is no update as was sent to FEMA and no follow-up communication from FEMA has been received. There is another grant available, it is much more competitive and no designated funds but it is a better payoff. Mr. Shaw explained it is for repetitive loss and severe repetitive loss properties. An RFP was issued for the Grant Administrator and is due next week. The same people would be added to the new grant as long as they meet the qualifications.

Wanda Doyle gave an update on the **Public Safety Committee**. Ms. Doyle stated discussions were held regarding the bike path signage and obtaining pricing for the signs. She stated the Public Safety Committee have sent their recommendations for the proposed ordinance regarding the Disorderly House to Mr. Hughes. This will come before Mayor and Council in November. As pertains to the proposed Noise Ordinance, it has been put on hold as the City Marshall is collecting data with amplified noises. A discussion was also held on a traffic plan for three major events.

Ms. Doyle introduced the **Adopt-A Program** per the Beach Task Force. This program relates to adopting a crossover and has budget implications. Ms. Doyle feels this is a good program and she will work with the Beach Task Force to move forward.

Barry Brown gave an update on the **Infrastructure Committee**

- **Widen Jones Avenue for bike path:** Discussion only
- **Stormwater modeling at Bright Street:** Discussion regarding budget as it is not in the budget. Mayor Buelterman asked for the plans to be sent to him in pdf. Dr. Gillen confirmed.
- **Sewer line under house on 17th Street:** Discussion
- **Guardrail on Highway 80:** Discussion as it is a public safety issue.

Mayor pro tem Brown stated due to the change in councilmembers, Monty Parks has asked to be on the Infrastructure Committee, John Branigin is moving to the Public Safety Committee, and Shirley Sessions will attend the Infrastructure Committee.

Barry Brown stated his concerns with the **Financial Issues of the City**. Mayor pro tem Brown proposed the City impose an immediate freeze on any hiring other than the TIPD, Campground and IT. Dr. Gillen responded there are two vacancies in City Hall, one being in Finance and the other for Short Term Vacation Rental part-time employee. He also stated he does not have a clear picture of the problem as explained by Mayor pro tem Brown. Ms. Doyle stated it is her recommendation the Finance Committee should review prior to imposing a hiring freeze. Mayor pro tem Brown asked Mr. Branigin how many Committee meetings have been held. Mr. Branigin stated there has only been one meeting in the last six months. Mayor Buelterman asked the Clerk to schedule a Finance Committee meeting. Ms. LeViner confirmed.

Barry Brown made a motion to place a hiring freeze for 90 days. Those exempt would be the TIPD, Rivers End Campground and IT. **Julie Livingston** seconded for discussion. Ms. Doyle recommends the Finance Committee put procedures in place regarding spending such as pertaining to the addendums as presented on the agenda tonight. Mayor Buelterman confirmed. Voting in favor were Barry Brown Shirley Sessions and Julie Livingston. Voting against were Monty Parks, John Branigin and Wanda Doyle. Jason Buelterman voting to deny. Motion failed 4-3.

Monty Parks – Unopened Right-of-Way Miller Avenue. NO ACTION TAKEN

Julie Livingston made a motion to adjourn to executive session to discuss personnel, litigation and real estate. **Wanda Doyle** seconded. Vote was unanimous, 6-0.

Julie Livingston made a motion to return to regular session. **Wanda Doyle** seconded. Vote was unanimous, 6-0.

Monty Parks made a motion to adjourn. **John Branigin** seconded. Vote was unanimous, 6-0.

Meeting adjourned at 10:30PM.

Janet R. LeViner, CMC
Clerk

I would like to summarize the information brought forth at The Forum last Monday, October 22, but first I want to thank the residents who came out to listen, comment and question, and the City officials who participated - Councilwoman Doyle, City Attorney Bubba Hughes, Chief of Police Bob Bryson, and City Manager Shawn Gillen, who moderated the forum. The Forum was held as per Mediation agreement, no later than October 31, 2018, and the next step is

The participants in the mediation have agreed to support the recommendation to the City Council that City Council make a good faith effort to establish the objective criteria not later than December 31st 2018.

The Concerned Citizens of Tybee volunteer group met at the end of August and identified three areas of concern associated with large crowds - parking, overcrowding and behavior. In addition, The aim is to insure equity of enforcement for all large events, permitted and non-permitted. The Public Safety Committee headed by Councilwoman Doyle, the Concerned Citizens' liaison, is initiating several measures to insure less negative crowd impact on our island

1. To mitigate parking problems, the City has agreed to look into leasing tow trucks to be quartered at various locations around the island.
2. The City has developed a parking app, and there is the possibility that the app will link to parking availability.

Crowd control is a major issue, and plans are in the works for more efficient traffic flow.

1. The City has cameras, stationary license plate readers and new barricades to monitor the crowds.
2. In addition, statistical data of traffic flow from 3 past major events will aid in the rollout of new traffic flow measures. This is a new approach where three busy weekends - St Pat's, OC and July 4 - were modeled looking at flow onto and off the island. Traffic barriers will be set up in such a way that trafficking is either flowing

onto the island, or flowing off, with no left turns permitted onto Tybrisa, and greatly limited access to the neighborhoods. In essence, Seven Flags will serve as a traffic roundabout.

3. The City cannot limit the numbers of cars coming onto the island, but they can give traffic delay times on a new Bryan Woods sign.
4. We cannot have a curfew but we can enforce loitering laws.

Monitoring behavior presents unique challenges.

1. As set out in the Mediation Agreement, the City will issue a press release for ALL events -- welcoming the visitors and setting forth local laws and behavioral expectations.
2. The City is working on buying more trash cans,
3. The City has agreed to provide more porta-potties.
4. The City is rewriting the Noise and Amplified Music Ordinances to be applied at all times on the island.

These solutions do not cover all concerns but we believe they are a good beginning. ~~Not addressed or deemed infeasible in this round of discussions are alcohol restrictions, additional residential parking, and shuttles.~~

I'd now like to enter these comments into the official public record.

*we, the concerned
citizens of
Tybrisa and
many others
w/ Council would
be voting to
adopt these
measures at
the Dec. 13 meeting*

Backup material for agenda item:

4. Alan Robertson, Dune Restoration Update





Tybee Island

Dune Restoration Project

City Council
November 8, 2018

Overview

- DCA Grant of \$5,000,000 effective July 1, 2018

5.1 ...may be used for necessary studies, planning/consulting/engineering activities, obtaining necessary state and/or federal permits, construction or reconstruction of beaches and/or dunes (including dredging and placement of sand), location-appropriate natural vegetation necessary to maintain dunes, construction/reconstruction of dunes, installation of rock revetments, or other activities deemed appropriate by the Authority.

- Deadline is April 30, 2020

Project Scope



Phase I – 19th Street to the Pier



19th Street
@ April 20, 2018



18th Street



17th Street



Tybrisa Street



Project Management - Phases

10/18 1/19 4/19 7/19 10/19 1/20 4/20

Dune Restoration

19th Street Dune landscaping

Phase I - 18t Street to Pier

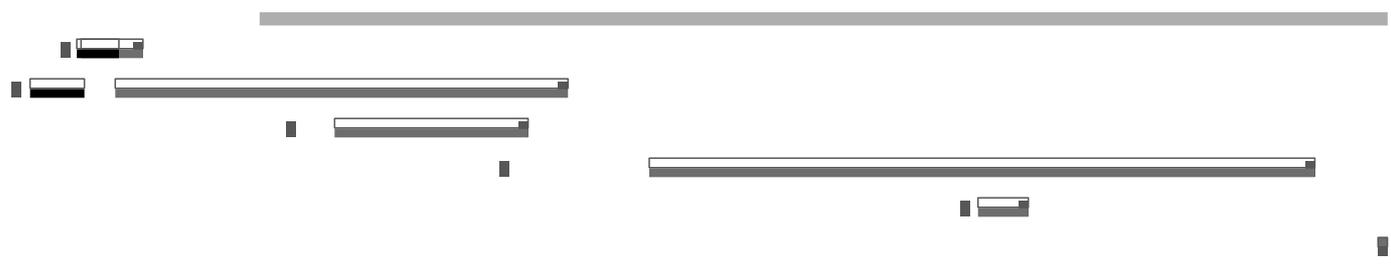
Phase II - Center, 3rd, 2nd, Gulick

Phase III - Center to Eastgate

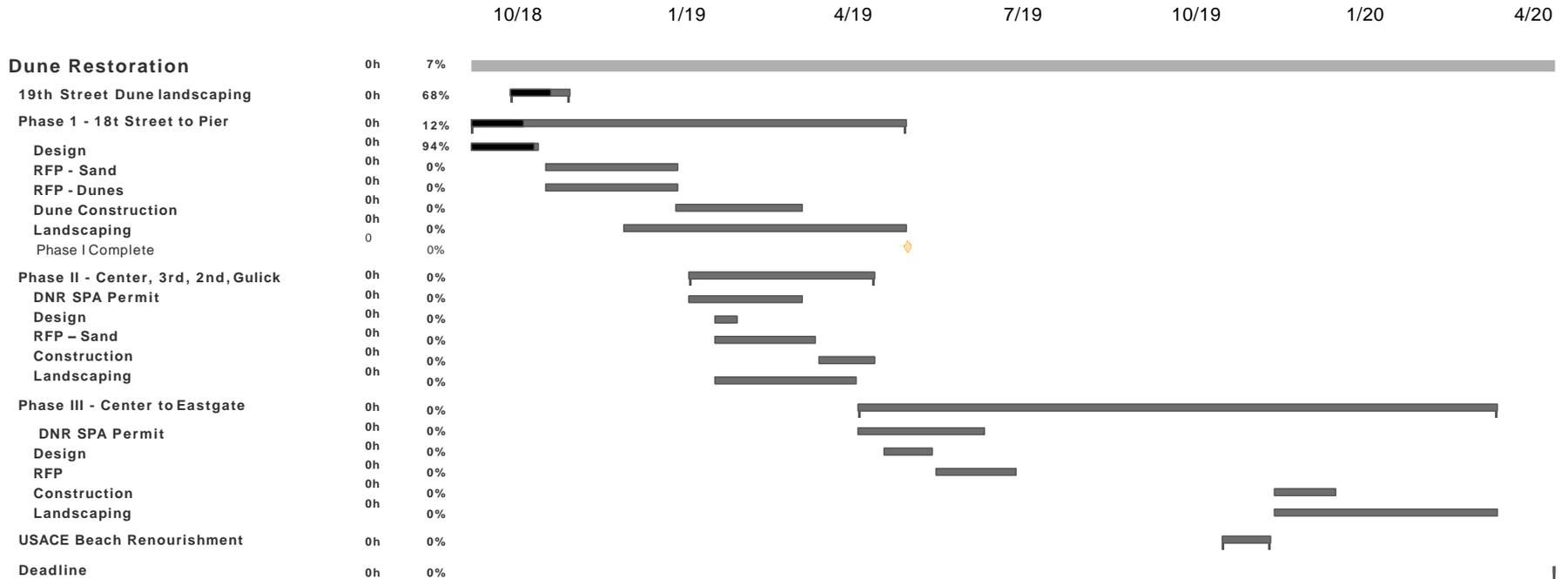
USACE Beach Renourishment

Deadline

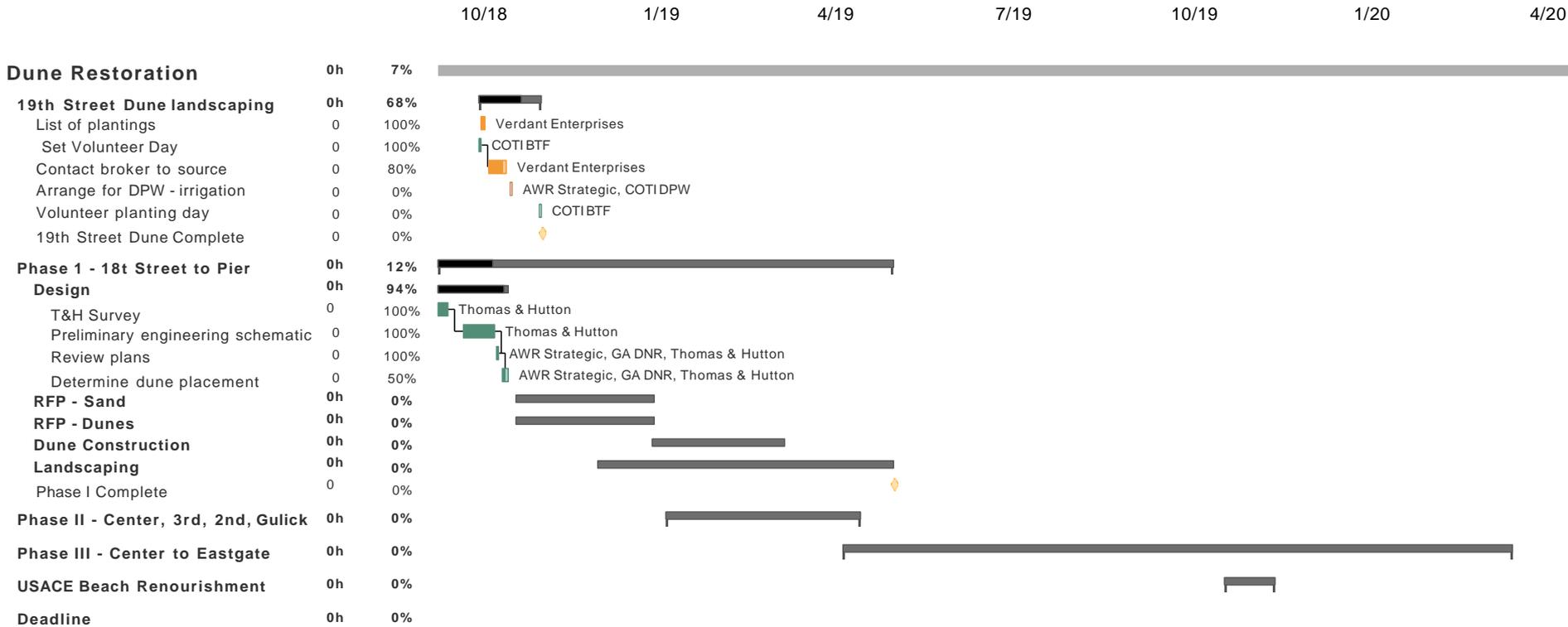
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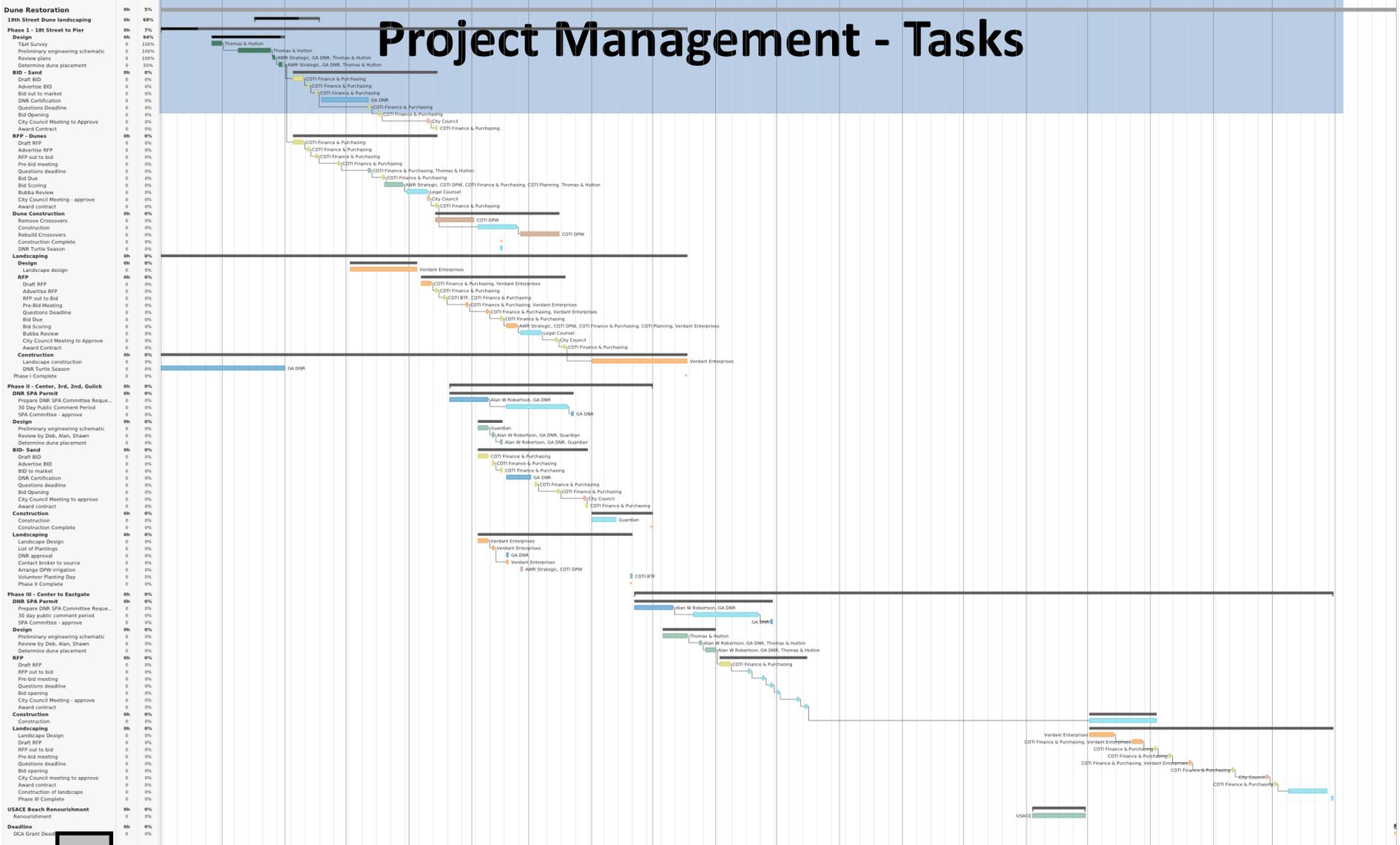
Project Management - Components



Project Management - Tasks



Project Management - Tasks



Project Management – Weekly Updates

Dune Restoration Status Update

Week of 10/21/18

Overall Status: Green

Accomplished:

- Confirmed process with DCA
 - Funds available to pay invoices (pass through, not reimburse)
 - Funds available to pay COTI share of Federal 1037 Study
- Reviewed T&H preliminary engineering drawings
 - With Deb Barreiro, confirmed dune placements. Awaiting sand volume
- Draft Project Plan and Nov 8th Council meeting

Milestones:

- T&H preliminary study complete

Next steps:

- Prepare RFP

Timing: On time

Budget: On budget

Concerns/Issues: None

Progress Report

- Confirmed process with DCA
 - ✓ Funds available to pay invoices
 - ✓ Funds available to pay COTI share (\$300,000) of Federal 1037 Study
- Thomas & Hutton completing engineering study
- 19th Street Dune landscaping November 17th
- Coordinating with USACE
- Expect you to review and approve bid at your January 10th meeting

Rules

- Accountability
- Bad news can't wait
- Avoid scope creep
- You, Council, are part of the team

Priorities

- Build dunes on time, on budget
- Lower the cost of sand (USACE)
- Rebuild crossovers (wood, mobi-mat, ADA compliance)
- Landscape to stabilize dunes

Dune Restoration

Questions?

Backup material for agenda item:

6. Minor Subdivision, 1 Moore Avenue, Zone R-1-B, PIN 4-0002-02-011, Kimberly Howard and Daniel Brown



MAYOR
Jason Buelterman

CITY COUNCIL
Barry Brown, Mayor Pro Tem
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CITY MANAGER
Shawn Gillen

CLERK OF COUNCIL
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CITY OF TYBEE ISLAND

City Council Agenda Item Request

Agenda Item Requests must be submitted to the Clerk of Council by noon on Wednesday a week prior to the scheduled Council meeting. If this form is received after the deadline, the item will be listed on the next scheduled agenda. There is a three minute limit for all visitors.

Council Meeting Date for Request: 11/08/2018

Item: Minor Subdivision: Subdivide one lot into two lots – 1 Moore Ave. –Zone R-1-B -4-0002-02-011 –
Kimerly H. Howard & Daniel R. Brown.

Paper Work: YES Attached
 Audio/Video Presentation*

- **If applicable, a copy of the presentation / report must be submitted with this agenda request.**
- **If applicable, audio / video presentations must be submitted to the IT department at City Hall at least 48 hours prior to the meeting.**
 - **Request will be postponed if necessary information is not provided.**

Submitted by: Lisa L. Schaaf

Phone / Email: Lschaaf@cityoftybee.org

Date given to Clerk of Council: 11/01/2018

**P.O. Box 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749
(866) 786-4573 – FAX (866) 786-5737 www.cityoftybee.org**





STAFF REPORT

PLANNING COMMISSION MEETING: October 15, 2018
 CITY COUNCIL MEETING: November 8, 2018

LOCATION: 1 Moore Ave.

PIN: 4-0002-02-011

APPLICANT: Kim Howard and Daniel Brown

OWNER: Kim Howard

EXISTING USE: Single family dwelling lot

PROPOSED USE: Two single family lots

ZONING: R-1B

USE PERMITTED BY RIGHT: Yes

COMMUNITY CHARACTER MAP: Ft. Screven Historic District

APPLICATION: Minor subdivision plat approval (Sec. 5-140)

PROPOSAL: The applicant is requesting minor subdivision approval for a two lot subdivision off of Solomon and Moore Streets. Each lot will have public road frontage.

ANALYSIS: This subdivision would create two lots of a size that meet the requirements of the R-1B zoning district. They will both have sufficient access and be served by City water and sewer service. Each proposed lot already has a home on it.

The Fort Screven Historic District includes Officers Row and all of Ft. Screven, which represents significant historic, cultural and natural resources. Varied uses include new, larger scale development, traditional cottages, townhomes/condominiums, public uses/parks, historic sites, narrow streets, street trees, public parking. Zoning includes R-1, R-2, R-T, R-1/NEC, P-C, and PUD.

| <i>Comprehensive Plan – Community Character Area The Ft. Screven Historic District</i> | | |
|--|--|--|
| <i>Recommended Development Strategies</i> | | <i>Meets Strategy Y/N or N/A</i> |
| 1. | Establish standards and guidelines for signage | N/A |
| 2. | Provide signage for landmarks and historic businesses | N/A |
| 3. | Preserve and restore historic structures whenever possible | N/A |
| 4. | Provide appropriate incentives for historic restoration projects | N/A |
| 5. | Ensure continued preservation of old growth trees, parks, and greenspace | Y |
| 6. | Support an improved bicycle and pedestrian environment with connected facilities | N/A |
| 7. | Consider adoption of architectural standards for historic structures | N/A |

STAFF FINDING

This subdivision plat meets all requirements for a minor subdivision.

This Staff Report was prepared by George Shaw.

ATTACHMENTS

- A. Subdivision application (5 pages)
- B. Survey (1 page)
- C. SAGIS map (1 page)



CITY OF TYBEE ISLAND
SUBDIVISION OF LAND APPLICATION

Fee
Major Subdivision \$500
Minor Subdivision \$125

Applicant's Name Kimberly Hoff Howard, Daniel R. Brown w/w
Address and location of subject property #1 Moore Ave., Tybee Island, GA 31328
PIN 4-0002-02-011 Applicant's Telephone Number (912) 996-7433

Applicant's Mailing Address PO Box 73, Tybee Island, GA 31328

Brief description of the land development activity and use of the land thereafter to take place on the property:
Divide large lot into two lots to allow building of SFR.

Property Owner's Name Howard, Kimberly Hoff et al Telephone Number (912) 996-7433

Property Owner's Address #1 Moore Ave., Tybee Island, GA 31328

Is Applicant the Property Owner? [checked] Yes [] No

If Applicant is the Property Owner, Proof of Ownership is attached: [checked] Yes

If Applicant is other than the Property Owner, a signed affidavit from the Property Owner granting the Applicant permission to conduct such land development is attached hereto. [] Yes

Current Zoning of Property R-1-B Current Use SINGLE FAMILY RESIDENTIAL

Names and addresses of all adjacent property owners are attached: [checked] Yes

If within two (2) years immediately preceding the filing of the Applicant's application for a zoning action, the Applicant has made campaign contributions aggregating to more than \$250 to the Mayor and any member of Council or any member of the Planning Commission, the Applicant and the Attorney representing the Applicant must disclose the following:

- a. The name of the local government official to whom the campaign contribution or gift was made;
b. The dollar amount of each campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action, and the date of each contribution;
c. An enumeration and description of each gift having a value of \$250 or more made by the Applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action.

Disclosure of Campaign Contributions form attached: [checked] Yes N/A

Signature of Applicant Daniel R Brown Kimberly Howard 5/31/2018 5/31/18
Date

NOTE: Other specific data is required for each type of Subdivision of Land.

Fee Amount \$ 125.00 Check Number 2296 Date 6/5/18

City Of [37] Lisa J. Hood

NOTE: This application must be accompanied by the following information:

- 1 copy to scale, no smaller than 11 x 17, of the proposed subdivision with the building setback lines.
- 4 copies to scale, no smaller than 24 x 36, of the engineered drainage and infrastructure plan.
- The name(s) of all proposed new street(s) or private drive(s).
- 1 copy, no smaller than 11 x 17, of the existing tree survey and tree removal plan.

The Planning Commission may require elevations or other engineering drawings covering the proposed subdivision.

The Mayor and Council will not act upon a subdivision until the drainage and infrastructure plan has met the approval of the City's engineering consultant.

The Applicant certifies that he/she has read the requirements for Major/Minor Subdivision and has provided the required information to the best of his/her ability in a truthful and honest manner.

All new lots established within subdivisions shall conform to the lot area as set forth in the general provisions for each zoning district and the lot width shall be a minimum of 60 feet at the building line.

Daniel R. Brown
Signature of Applicant

5/31/2018
Date



CITY OF TYBEE ISLAND

CONFLICT OF INTEREST IN ZONING ACTIONS
DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you within the past two (2) years made campaign contributions or gave gifts having an aggregate value of \$250.00 or more to a member of the City of Tybee Island Planning Commission, or Mayor and Council or any local government official who will be considering the rezoning application?

YES _____ NO

IF YES, PLEASE COMPLETE THE FOLLOWING SECTION:

| NAME OF GOVERNMENT OFFICIAL | CONTRIBUTIONS OF \$250.00 OR MORE | GIFTS OF \$250.00 OR MORE | DATE OF CONTRIBUTION |
|-----------------------------|-----------------------------------|---------------------------|----------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

IF YOU WISH TO SPEAK CONCERNING THE ATTACHED REZONING APPLICATION, THIS FORM MUST BE FILED WITH THE ZONING ADMINISTRATOR FIVE (5) DAYS PRIOR TO PLANNING COMMISSION MEETING IF CAMPAIGN CONTRIBUTIONS OR GIFTS IN EXCESS OF \$250.00 HAVE BEEN MADE TO ANY MEMBER OF THE PLANNING COMMISSION OR MAYOR AND COUNCIL.

Signature Daniel R. Brown

Kimberly H Howard

Printed Name Daniel R. Brown

KIMBERLY H HOWARD

Date 5/31/2018

5/31/18

Clerk #: 761843
 SUBSCRIBER RECORD **H-7093**

(Pursuant to Ga. Code Ann. §53-3-11) 1/24/2006 04:24pm
 PAID: 10.00
 Daniel W. Massey, Clerk
 Superior Court of Chatham County
 Chatham County, Georgia

DATE ORDER GRANTED

GEORGIA, CHATHAM COUNTY

GRANTOR: STEVE DARNELL HOWARD
 GRANTEE: KIMBERLY HOFF HOWARD, spouse
 STEVE LEE HOWARD, DOB: 12-05-87, minor child.

BOOK 300
 PAGE 442

Legal Description of Real Property and Interest Therein:

ALL those certain lots, tracts or parcels of land situate, lying and being on Tybee Island in the Town of Savannah Beach, Chatham County, Georgia, and known as Lot Letter "A" of a Subdivision of Lot Number Seven (7), Fort Ward, all of which will appear by reference to a plat by Wright C. Powers, dated August 2, 1984, and recorded in the Office of the Clerk of Superior Court of Chatham County, Georgia, in Plat Record Book 6-P, Folio 144.

AND also, the major portion of Lot Letter "G" of a Subdivision of Lot Number Eight (8), Ford Ward, Tybee Island, in the Town of Savannah Beach, Chatham County, Georgia, less a wedge-shaped slice on the east side of said lot; Lot Letter "G" appearing on a plat by Wright C. Powers dated August 2, 1984, and the wedge-shaped slice appearing on a plat dated April 18, 1985 by Wright C. Powers; both plats being recorded in the Office of the Clerk of Superior Court of Chatham County, Georgia, in Plat Record Book 6-P, Folio 144.

AND also, all that certain lot, tract or parcel of land being described as a wedge-shaped slice of Lot Letter "G" of a Subdivision of Lot Number Eight (8), Fort Ward, Tybee Island, Georgia, as shown on a plat by Wright C. Powers dated April 18, 1985, and recorded in the Office of the Clerk of Superior Court of Chatham County, Georgia, in Plat Record Book 6-P, Folio 144.

ALSO a quadrilateral-shaped parcel to the east of the eastern property line of Lot Letter "G" and Lot Letter "A" containing 5,425 square feet, all as shown on that certain plat dated October 9, 1984, by Wright C. Powers, and recorded in the Office of the Clerk of Superior Court of Chatham County, Georgia, in Plat Record Book 6-P, Folio 144.

I do hereby certify that the information herein is true and correct. *and to the best of my knowledge.*

Certificate prepared by:

Kelly E. Miller
 Kelly E. Miller, Attorney

Harris Lewis
 JUDGE OF THE PROBATE COURT

By: *Stephanie A. Dumas*
 CLERK, PROBATE COURT OF CHATHAM COUNTY

Delivered to Chatham County SC, 24 Jan, 06

2006
 * Taxes

Gary Wisenbaker
P.O. Box 13426
Savh
Ga
31466

FILED FOR RECORD
REC. NO. 181-A
PG. 79

95 SEP 12 PM 5:00

Julia M. Dvor
DUSTY STEPHENS
CLERK, S.O.C. GA.

WARRANTY DEED

STATE OF GEORGIA

COUNTY OF CHATHAM

This Indenture, made this 30TH day of August, 1996, between Michael J. Hosti, as party of the first part, and Steve Howard and Kimberly Howard as party of the second part,

W I T N E S S E T H :

79

12.00

That the party of the first part, for and in consideration of the sum of Ten Dollars and no/100 (\$10.00) and other valuable consideration, receipt whereof is hereby acknowledged, does hereby grant, bargain, sell and convey, unto the party of the second part, their heirs, successors and assigns, the following described property, to wit:

FOR COMPLETE LEGAL DESCRIPTION SEE EXHIBIT "A"
ATTACHED HERETO AND MADE A PART HEREOF BY REFERENCE

To have and to hold the said bargained premises, together with all and singular the rights, members, appurtenances and hereditaments to the same being, belonging or in anywise appertaining, to the only proper use, benefit and behoof of the parties of the second part, their heirs and assigns forever, IN FEE SIMPLE. The party of the first part expressly covenants that they are seized of said property in good fee simple title and that they possess the full right, power and authority to convey the same; that the said property and the grantor thereof are free and clear of any liens, claims or encumbrances whatever whereby the title to said property may in anywise be charged, changed, impaired or defeated, and that the party of the first part will forever WARRANT and DEFEND the said premises against the lawful claim of all persons whomsoever.

IN WITNESS WHEREOF, the said party of the first part has hereunto set their hand and affixed their seal the day and year first above written.

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF:

LaDonna Faye Wheeler

LaDonna Faye Wheeler

Notary Public, Chatham County, Ga.
My Commission Expires Nov. 8, 1997

Michael J. Hosti

Michael J. Hosti

Chatham

Pat: 181-A 9.12.96
Mary E. Helton

588228A001 09/04/96TOTAL

588228A001 09/04/96TRANSFER 100.00

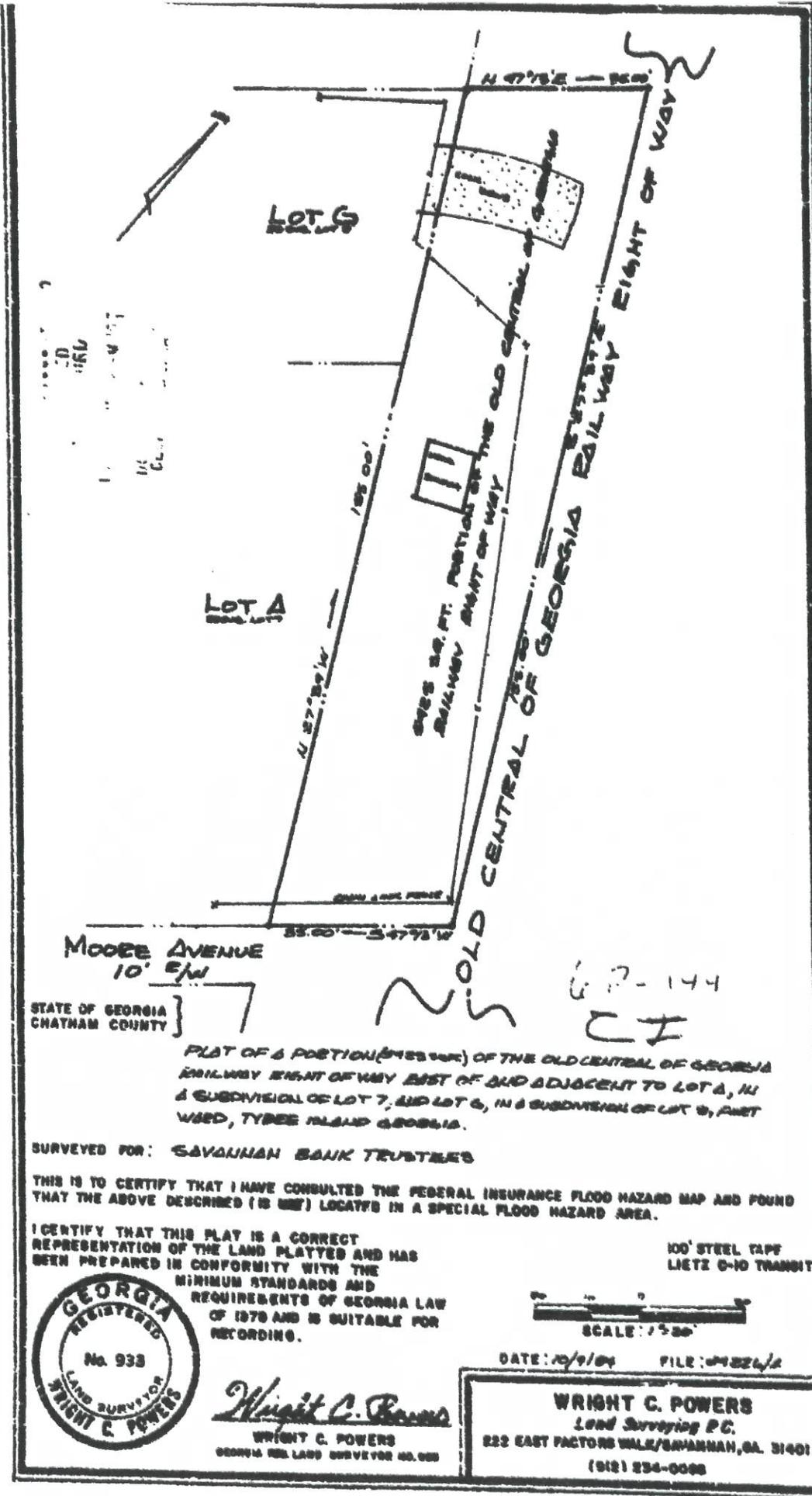
EXHIBIT "A"

All those certain lots, tracts or parcels of land situate, lying and being on Tybee Island, in the Town of Savannah Beach, Chatham County, Georgia, and known as Lot Letter "A" of a Subdivision of Lot Number Seven (7), Fort Ward, all of which will appear by reference to a plat by Wright C. Powers, dated August 2, 1984, and recorded in the Office of the Clerk of Superior Court of Chatham County, Georgia, in Plat Record Book 6-P, Folio 144.

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STATE OF GEORGIA
CHATHAM COUNTY

MOORE AVENUE
10' E/W

Nh 67-144
CI

PLAT OF A PORTION (2753 SQ. FT.) OF THE OLD CENTRAL OF GEORGIA RAILWAY RIGHT OF WAY EAST OF AND ADJACENT TO LOT A, IN A SUBDIVISION OF LOT 7, AND LOT 5, IN A SUBDIVISION OF LOT 9, FIRST WARD, TYPEN HIGHLAND GEORGIA.

SURVEYED FOR: SAVANNAH BANK TRUSTEES

THIS IS TO CERTIFY THAT I HAVE CONSULTED THE FEDERAL INSURANCE FLOOD HAZARD MAP AND FOUND THAT THE ABOVE DESCRIBED (IN BLUE) LOCATIONS IN A SPECIAL FLOOD HAZARD AREA.

I CERTIFY THAT THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF GEORGIA LAW OF 1978 AND IS SUITABLE FOR RECORDING.

100' STEEL TAPE
LIETZ G-10 TRANSIT



SCALE: 1" = 20'

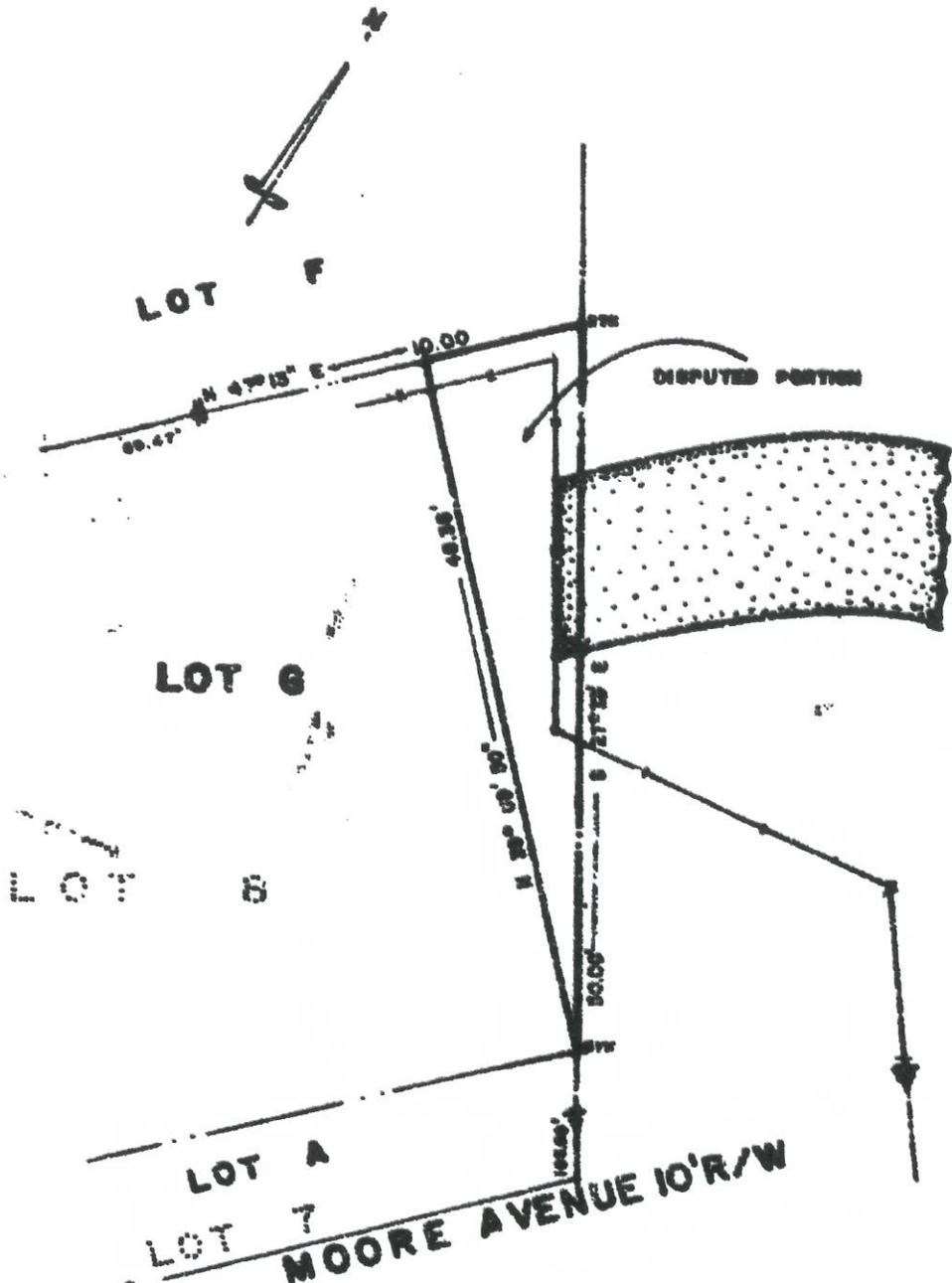
DATE: 10/9/04 FILE: 44226/A



Wright C. Powers
WRIGHT C. POWERS
GEORGIA REG. LAND SURVEYOR 45,008

WRIGHT C. POWERS
Land Surveying P.C.
222 EAST FACTORY WALK/SAVANNAH, GA 31401
(912) 234-0008





OLD CENTRAL OF GEORGIA RAILWAY
RIGHT OF WAY

STATE OF GEORGIA } SKETCH SHOWING DISPUTED PORTION OF LOT 6, IN A
CHATHAM COUNTY } SUBDIVISION OF LOT 8, FORT WARD, TYBEE ISLAND, GA.

GP-144
CI

SURVEYED FOR: **FREDERICK I. SCHEER**

100' STEEL TAPE
LIETZ 9-10 TRANSIT



DATE: 4/19/88 FILE: 06-105

WRIGHT C. POWERS
Lead Surveying P.C.
222 EAST FACTORY WILE/SARAHAN, GA. 31406
(402) 234-0000

2018 Chatham County Board of Assessors

4-0002-02-011

Property Record Card

1 MOORE AVE TYBEE ISLAND

| | | | | | | | |
|-----------|------------|--|-----------------------------|---------|---------|-----------|---|
| APPRaiser | MWTHOMAS | LTS A & G RESUB OF 8 FORT WARD STRIPE OF LTS A & G | HOWARD KIMBERLY HOFF ET AL* | CAMA | ASMT | | |
| LAST INSP | 01/05/2016 | | 1 MOORE AVE | 175,600 | 175,600 | LAND | 1 |
| APPR ZONE | 000008 | | TYBEE ISLAND GA 31328-9424 | 70,300 | 70,300 | BLDG | 1 |
| | | | | 2,300 | 2,300 | OBXF | 3 |
| | | | | 248,200 | 248,200 | Cost - MS | |

| SALES | BOOK / PAGE | INS VI | QU | RSN | PRICE |
|---|-------------|--------|----|-----|---------|
| 24 Jan 2006 | 300W 0442 | NA | I | U | UR |
| GRANTOR:HOWARD STEVE &KIMBERLY GRANTEE:HOWARD KIMBERLY HHOFF ET* | | | | | |
| 30 Aug 1996 | 181A 0079 | WD | I | Q | 100,000 |
| GRANTOR:HOSTI MICHAEL J GRANTEE:HOWARD STEVE & KIMBERLY | | | | | |



[Click for larger picture]



| CODES | | | |
|--------------|-----------|--------------------|-------|
| PROPERTY USE | 0006 | RESIDENTIAL | |
| UTA | 0004 | Tybee Island | |
| NBHD | 020270.00 | T270 TYBEE SCREVEN | |
| EXEMPTIONS | L1 | L9 | S1 L8 |

| PERMITS | TYPE | DATE | AMOUNT |
|---------|------|-------------|------------|
| 150114 | GM | 28 May 2015 | Comp 2,800 |

| COMMENTS: | |
|-------------|--------------------------------|
| 25 Jan 2007 | *TY07 STEVE LEE HOWARD 12-5-87 |
| 27 Oct 2005 | STEVE D HOWARD COD 10/07/05 |
| 16 Apr 1996 | TY96 QC/D 177Z548 4-5-96 |

| HISTORY | LAND | IMPR | TOTAL | |
|---------|---------|---------|---------|------|
| 2017 | 175,600 | 75,000 | 250,600 | Cama |
| 2016 | 175,600 | 74,400 | 250,000 | Cama |
| 2015 | 176,300 | 66,600 | 242,900 | Cama |
| 2014 | 176,300 | 56,300 | 232,600 | Cama |
| 2013 | 176,300 | 56,200 | 232,500 | Cama |
| 2012 | 198,700 | 57,100 | 255,800 | Cama |
| 2011 | 261,100 | 40,300 | 301,400 | Cama |
| 2010 | 370,200 | 40,300 | 410,500 | Cama |
| 2009 | 370,000 | 79,500 | 449,500 | Over |
| 2008 | 370,000 | 79,500 | 449,500 | Cama |
| 2007 | 370,000 | 78,500 | 448,500 | Cama |
| 2006 | 453,500 | 54,000 | 507,500 | Cama |
| 2005 | 156,000 | 78,500 | 234,500 | Cama |
| 2004 | 185,500 | 69,500 | 255,000 | Cama |
| 2003 | 132,500 | 69,500 | 202,000 | Cama |
| 2002 | | 138,000 | 138,000 | Over |
| 2001 | | 138,000 | 138,000 | Over |
| 2000 | | | 138,000 | A/C |
| 1999 | 37,500 | 59,500 | 97,000 | Cama |
| 1998 | 37,500 | 57,500 | 95,000 | Cama |
| 1997 | 37,500 | 54,000 | 91,500 | Cama |
| 1996 | 22,000 | 28,330 | 50,330 | Over |
| 1995 | 22,000 | 28,330 | 50,330 | Over |
| 1994 | 22,000 | 28,330 | 50,330 | Over |
| 1993 | 22,000 | 28,330 | 50,330 | Over |
| 1992 | 22,000 | 28,330 | 50,330 | Over |

| EXTRA FEATURES | | | | | | | | | | | | | | | | | |
|----------------|--------|----------------|-------|-------|--------|----|------------|-------|------|------|----|------|------|----|-----|-------|-----------|
| ID# | BLDG # | SYSTEM DESC | DIM 1 | DIM 2 | UNITS | QL | UNIT PRICE | RCN | AYB | EYB | DT | ECON | FUNC | SP | SP% | RCNLD | MKT VALUE |
| 136116 | 84256 | AV Det Gar Sid | 0 | 0 | 396.00 | A | 22.54 | 8,926 | 1975 | 1975 | 2R | | | | | 1,785 | 1,800 |
| 136118 | 84256 | MISC BUILD. AV | 8 | 8 | 64.00 | A | 15.05 | 963 | 1975 | 1975 | 2R | | | | | 193 | 200 |
| 136119 | 84256 | MISC BUILD. AV | 8 | 12 | 96.00 | A | 15.05 | 1,445 | 1975 | 1975 | 2R | | | | | 289 | 300 |

| LAND | | | | | | | | | | | | | | | |
|--------|-------------------|-------|-------|--------------|-----------|--------|------|------|-------|------|------|------|------|-----------|--|
| ID# | USE DESC | FRONT | DEPTH | UNITS / TYPE | PRICE | ZONING | LCTN | TOPO | OTHER | ADJ1 | ADJ2 | ADJ3 | ADJ4 | MKT VALUE | |
| 108261 | SINGLE FAMILY RES | 0 | 0 | 1.00-LT | 125400.00 | R1 | | | | SZ40 | | | | 175600 | |

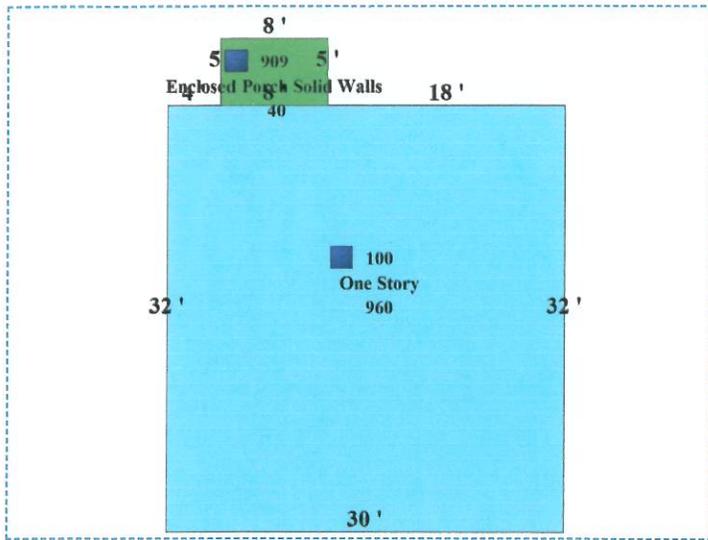
2018 Chatham County Board of Assessors

4-0002-02-011

Property Record Card

1 MOORE AVE TYBEE ISLAND

| BUILDING SECTION | CONSTRUCTION TYPE | RCN | AYB | EYB | DEP TYPE | PHYS | ECON | FUNC | OBSV / % | TOTAL DEP % | RCNLD | U.FACTOR | MKT VAL |
|------------------|-------------------|--------|------|------|----------|-------|------|------|----------|-------------|--------|----------|---------|
| 84256-1-2018 | Residential | 79,169 | 1915 | 1980 | MS | 49.00 | 0.00 | 0.00 | 0.00 | 49.00 | 40,376 | | 70,300 |



[Click for larger picture]

MBD 8*8 AND 8*12

| | |
|-------------------|-----------------------------|
| SECTION TYPE | 1 - Main |
| AREA | 960 |
| TYPE | 1 - Single-family Residence |
| FRAME | 1 - Stud Frame |
| STYLE | 1 - One Story |
| QUALITY | 3.00 |
| CONDITION | 3.00 |
| # UNITS | 0 |
| # OF BEDS / BATHS | 2 / 1.00 |

| COMPONENTS | Units | % | QUAL |
|--|-------|--------|------|
| R1 108 Frame, Siding, Wood | | 100.00 | |
| R2 214 Metal, Preformed | | 100.00 | |
| R4 402 Automatic Floor Cover Allowance | | | |
| R6 601 Plumbing Fixtures (#) | 5.00 | | |
| R6 602 Plumbing Rough-ins (#) | 1.00 | | |
| R6 622 Raised Subfloor (% or SF) | | 100.00 | |
| R11 909 Enclosed Porch (SF), Solid Walls | 40.00 | | |

APPROVED BY TYBEE ISLAND PLANNING COMMISSION

ZONING ADMINISTRATOR DATE

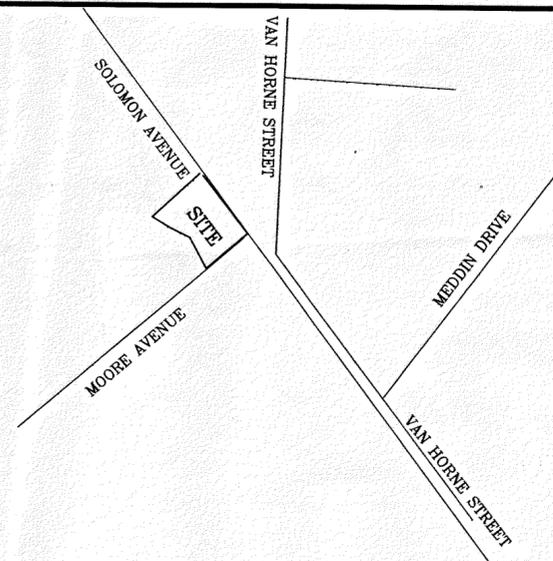
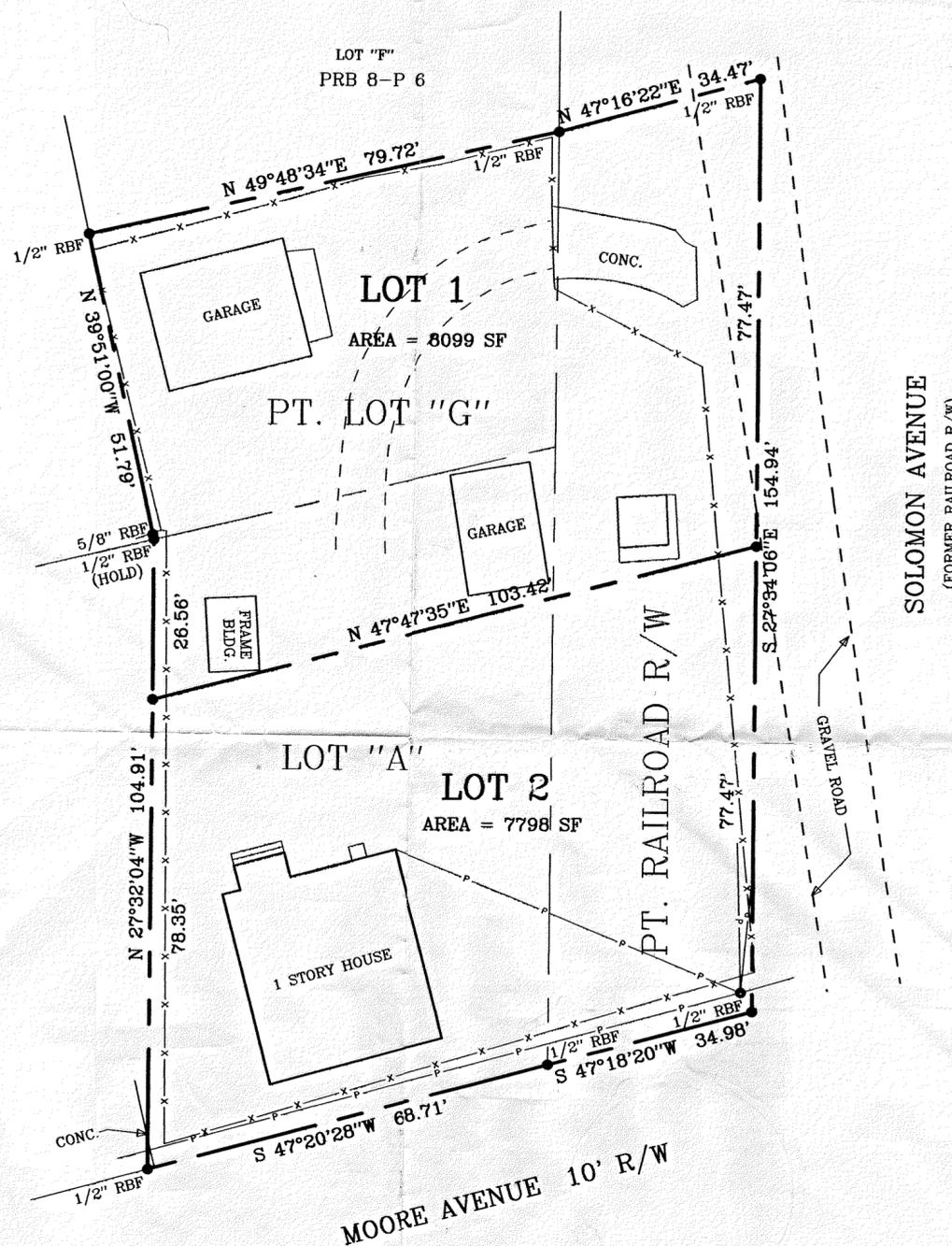
APPROVED BY THE TYBEE ISLAND MAYOR AND COUNCIL

MAYOR DATE

CLERK OF COUNCIL DATE

ALL STREETS, RIGHTS OF WAY, EASEMENTS AND ANY SITES FOR PUBLIC USE AS NOTED ON THIS PLAT ARE HEREBY DEDICATED FOR THE USE INTENDED.

OWNER DATE



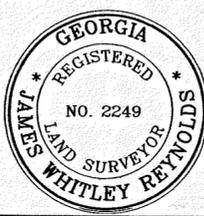
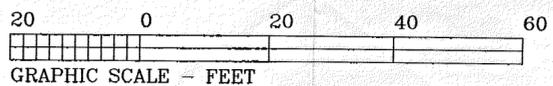
VICINITY MAP (NOT TO SCALE)

REFERENCE: PRB 6-P 144

ACCORDING TO THE F.I.R.M. DATED 6/17/86 THIS LOT IS WITHIN FLOOD ZONE A8, BFE 12.

EQUIPMENT:
 TOPCON AP-L1A
 ERROR OF CLOSURE:
 LINEAR: 1/29,300
 ANG: 3\"/>

SCALE: 1" = 20'
 DATE: MAY 4, 2006 SURVEY
 DATE: MAY 26, 2006 PLAT
 FILE NO. 06-66

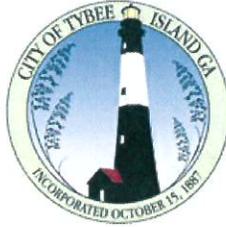


J. WHITLEY REYNOLDS
 LAND SURVEYOR
 636 STEPHENSON AVENUE
 SUITE C
 SAVANNAH, GEORGIA 31405
 TELEPHONE: 912-352-0464
 FAX: 912-352-7787

SUBDIVISION

LOT "A" OF S SUBDIVISION OF LOT 7, A PORTION OF LOT "G" OF A SUBDIVISION OF LOT 8 & A PORTION OF THE FORMER RAILROAD R/W, FORT SCREVEN WARD, TYBEE ISLAND, CHATHAM COUNTY, GEORGIA

FOR: KIMBERLY HOWARD



**PLANNING COMMISSION
NOTICE OF DETERMINATION**

Meeting date: 10/15/2018

Project Name/Description: Subdivide one lot into two lots – 1 Moore Ave.–Zone R-1-B –
4-0002-02-011 - Kimberly H. Howard & Daniel R. Brown.

Action Requested: Minor Subdivision

| | | |
|--------------------|-------------------------------|-----------------------|
| Special Review | Subdivision: | |
| Site Plan Approval | Sketch Plan Approval ___ | Conceptual ___ |
| Variance | Preliminary Plan Approval ___ | |
| Map Amendment | Final Plat Approval ___ | |
| Text Amendment | Minor Subdivision <u>X</u> | Major Subdivision ___ |

Petitioner has met all documentation requirements, all external approval requirements, and all code requirements, except for the following:

The Planning Commission Motion on Petition: Approval Denial Continued

Action on Motion:

| COMMISSIONER | FOR | AGAINST | COMMENTS |
|--------------|-----|---------|------------|
| Bishop | | | Chair |
| Bossick | | X | Vice Chair |
| Robertson | X | | Motion |
| Gann | X | | |
| Bramble | X | | Second |
| Matlock | X | | |
| McNaughton | X | | |

Planning Commission Chair: _____

Date: 10/18/18

Planning & Zoning Manager: _____

Date: 10-16-18

Backup material for agenda item:

7. Variance, Extending Existing deck in setback; 13 TS Chu Terrace, PIN 4-0009-04-006, Deb Baber and Raynette Evans



MAYOR
Jason Buelterman

CITY COUNCIL
Barry Brown, Mayor Pro Tem
John Branigin
Wanda Doyle
Julie Livingston
Monty Parks
Shirley Sessions



CITY MANAGER
Shawn Gillen

CLERK OF COUNCIL
Janet LeViner

CITY ATTORNEY
Edward M. Hughes

CITY OF TYBEE ISLAND

City Council Agenda Item Request

Agenda Item Requests must be submitted to the Clerk of Council by noon on Wednesday a week prior to the scheduled Council meeting. If this form is received after the deadline, the item will be listed on the next scheduled agenda. There is a three minute limit for all visitors.

Council Meeting Date for Request: 11/08/2018

Item: Zoning Variance: consideration of extending existing deck in setback -13 T.S. Chu Terrace -4-0009-04-006 –Dab Baber & Raynette Evans.

Paper Work: YES Attached
 Audio/Video Presentation*

- **If applicable, a copy of the presentation / report must be submitted with this agenda request.**
- **If applicable, audio / video presentations must be submitted to the IT department at City Hall at least 48 hours prior to the meeting.**
 - **Request will be postponed if necessary information is not provided.**

Submitted by: Lisa L. Schaaf

Phone / Email: Lschaaf@cityoftybee.org

Date given to Clerk of Council: 11/01/2018

**P.O. Box 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749
(866) 786-4573 – FAX (866) 786-5737 www.cityoftybee.org**





STAFF REPORT

PLANNING COMMISSION MEETING: October 15, 2018

CITY COUNCIL MEETING: November 8, 2018

LOCATION: 13 TS Chu

PIN: 4-0009-04-006

APPLICANT: Deb Baber & Raynette Evans

OWNER: Deb Baber & Raynette Evans

EXISTING USE: Single family dwelling

PROPOSED USE: Single family dwelling

ZONING: C-1/SE

USE PERMITTED BY RIGHT: Yes

COMMUNITY CHARACTER MAP: The Strand/Historic Downtown District

APPLICATION: Zoning Variance (5-090) from Section 3-090 Schedule of development regulations.

PROPOSAL: The applicant is requesting setback variance to add a deck that will encroach 2' 1" into the required side setback.

ANALYSIS: The applicant is requesting to add additional deck space to a property that already has several encroachments into the setbacks.

Variance standards require that the applicant meet the following conditions:

- (1) That there are unique physical circumstances or conditions beyond that of surrounding properties, including irregularity, narrowness, or shallowness of the lot size or shape, or exceptional topographical or other physical conditions, or considerations related to the environment or the safety, or to historical significance, that is peculiar to the particular property; and,
- (2) That because of such physical circumstances or conditions, the property cannot be developed in strict conformity with the provisions of this Land Development Code, without undue hardship to the property.
- (3) A nonconforming use or structure does not constitute a unique physical circumstance, condition, or consideration.

This variance does not meet the above criteria. The lot is already developed with a very large home. The applicant's home already has several decks that encroach into the setback as well as having very little greenspace which may also be a violation of Sec. 3-165 – Greenspace.

The Comprehensive Plan describes the Strand/Historic Downtown District as follows:

This district is the traditional Main Street of Tybee Island. The focal point for residents and visitors, this area of C-1, C-1/SE zoning has significant pedestrian activity. The mix of uses include shopping, restaurants, hotels/lodging, museums/public education, pavilion, and public parking. Single-family, multi-family, and vacation rentals form the residential uses.

| <i>Comprehensive Plan – Community Character Area The Strand/Historic Downtown District</i> | | |
|--|--|--|
| <i>Recommended Development Strategies</i> | | <i>Meets Strategy Y/N or N/A</i> |
| 1. | Future development and redevelopment should be very pedestrian oriented with safe connections to adjacent neighborhoods and commercial areas | N/A |
| 2. | Promote mixed densities of residential development, including upstairs residential over commercial. | N/A |
| 3. | Encourage mixed uses to provide for the daily needs of resident and tourists. | N/A |
| 4. | Encourage the preservation, restoration and adaptive reuse of historic structures through incentive | N/A |
| 5. | Encourage development/redevelopment of existing vacant properties and under-utilized structures | N/A |
| 6. | Preserve/retain buildings that can house small businesses. | N/A |
| 7. | Discourage down zoning within this area. | NA |

STAFF FINDING

This application does not meet the defined criteria for a variance. There is clearly no hardship as the lot is fully developed and usable without the addition of another deck. Additional building in the setback will further hinder opportunities for greenspace. Staff recommends denial.

This Staff Report was prepared by George Shaw.

ATTACHMENTS

- A. Variance application (5 pages)
- B. Survey (1 page)
- C. Site Plan (1 page)
- D. SAGIS map (1 page)



CITY OF TYBEE ISLAND ZONING VARIANCE APPLICATION

Fee
Commercial \$500
Residential \$200

Applicant's Name Charles Lane Co. Inc. Contractor (912) 313 3246
Deb Baber & Raynette Evans

Address and location of subject property 13 TS Chu

PIN 4-0009-04-006 Applicant's Telephone Number 478-957-1276

Applicant's Mailing Address PO Box 1263 Tybee 31328

Brief description of the land development activity and use of the land thereafter to take place on the property:

proposed replacement of 3'8 wide x 11'6 Balcony/landing extension
at existing sliding glass door

Property Owner's Name Deborah Baber Telephone Number 478 957 1276

Property Owner's Address 13 TS Chu Terr.

Is Applicant the Property Owner? Yes No

If Applicant is the Property Owner, Proof of Ownership is attached: Yes

If Applicant is other than the Property Owner, a signed affidavit from the Property Owner granting the Applicant permission to conduct such land development is attached hereto. Yes

Current Zoning of Property _____ Current Use _____

Names and addresses of all adjacent property owners are attached: Yes

If within two (2) years immediately preceding the filing of the Applicant's application for a zoning action, the Applicant has made campaign contributions aggregating to more than \$250 to the Mayor and any member of Council or any member of the Planning Commission, the Applicant and the Attorney representing the Applicant must disclose the following: N/A

- a. The name of the local government official to whom the campaign contribution or gift was made;
- b. The dollar amount of each campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action, and the date of each contribution;
- c. An enumeration and description of each gift having a value of \$250 or more made by the Applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action.

Disclosure of Campaign Contributions form attachment hereto: Yes Oct. 15

Signature of Applicant [Signature] Date 9/17/18

NOTE: Other specific data is required for each type of Variance.

Fee Amount \$ 200.00 Check Number 4757 Date 9/18/18

Official [Signature]

NOTE: This application must be accompanied by additional documentation, including drawings that include or illustrate the information outlined below.

REFERENCE

DESCRIPTION

5-040 (D) (1)

Site plan and/or architectural rendering of the proposed development depicting the location of lot restrictions.

5-040 (D) (2)

Narrative describing the hardship and the reason for the variance request.

Explain the hardship: Replace balcony that was not included when the house was elevated in 2014.

5-040 (D) (3)

A survey of the property signed and stamped by a State of Georgia certified land surveyor. That there are unique physical circumstances or conditions beyond that of surrounding properties, including:

5-090 (A) (1)

- ___ irregularity;
- ___ narrowness; or,
- ___ shallowness of the lot shape; or,
- ___ exceptional topographical or other physical circumstances, conditions, or considerations related to the environment, or the safety, or to historical significance, that is peculiar to the particular property; and;

5-090 (A) (2)

because of such physical circumstances or conditions, the property cannot be developed in strict conformity with the provisions of the Land Development Code, without undue hardship to the property.

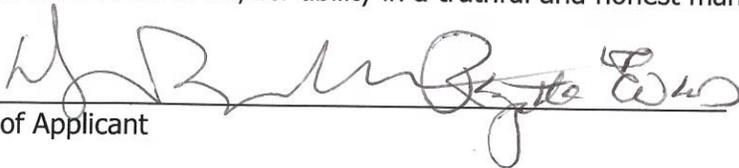
NOTE: Provide attachments illustrating conditions on surrounding properties and on the subject property, indicating uniqueness, etc.

5-090 (B)

If this variance application is for a Height Variance, in addition to other requirements, the petitioner shall be required to:

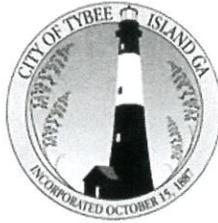
- ___ Add two feet to each side yard setback for each one foot above 35 feet in height, and,
- ___ Have safeguards consisting of sprinkler systems, smoke detectors and other fire protection equipment deemed necessary at the time by the Mayor and Council, and,
- ___ Where a rear yard abuts a side yard of the adjacent lot, the petitioner shall be required to add two feet to the rear setback for each foot above 35 feet height.

The Applicant certifies that he/she has read the requirements for Variances and has provided the required information to the best of his/her ability in a truthful and honest manner.


Signature of Applicant

9/17/18
Date

5-090(C) *Variance longevity.* After a variance has been granted by the mayor and council it shall be valid for a period of 12 months from date of approval. Such approval is based on information provided in the application. Building permits may only be granted for plans consistent with the approved application. Any deviation from the information submitted will require separate approval by the mayor and council.



CITY OF TYBEE ISLAND

CONFLICT OF INTEREST IN ZONING ACTIONS

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you within the past two (2) years made campaign contributions or gave gifts having an aggregate value of \$250.00 or more to a member of the City of Tybee Island Planning Commission, or Mayor and Council or any local government official who will be considering the rezoning application?

YES _____

NO ✓

IF YES, PLEASE COMPLETE THE FOLLOWING SECTION:

| NAME OF GOVERNMENT OFFICIAL | CONTRIBUTIONS OF \$250.00 OR MORE | GIFTS OF \$250.00 OR MORE | DATE OF CONTRIBUTION |
|-----------------------------|-----------------------------------|---------------------------|----------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

IF YOU WISH TO SPEAK CONCERNING THE ATTACHED REZONING APPLICATION, THIS FORM MUST BE FILED WITH THE ZONING ADMINISTRATOR FIVE (5) DAYS PRIOR TO PLANNING COMMISSION MEETING IF CAMPAIGN CONTRIBUTIONS OR GIFTS IN EXCESS OF \$250.00 HAVE BEEN MADE TO ANY MEMBER OF THE PLANNING COMMISSION OR MAYOR AND COUNCIL.

Signature _____

Printed Name _____

Deb Barber

Date _____

9/17/16

2018 PROPERTY TAX STATEMENT

Chatham County Tax Commissioner
www.chathamtax.org



BILL NUMBER

| Bill Number | PT | Due Date | TOTAL DUE |
|--------------|----|------------|------------|
| 2018-2971986 | RE | 11/15/2018 | \$1,516.72 |

Map: 40009 04006

Location: 13 T S CHU TER TYBEE ISLAND

Printed: 08/14/2018

MAKE CHECK OR MONEY ORDER PAYABLE TO:

Chatham County Tax Commissioner

RETURN THIS PORTION WITH PAYMENT

Total Amount Enclosed



UG02



*****AUTO**5-DIGIT 31408 113 169 27211 1 AV 0.378

40009 04006
BABER & EVANS DEBORAH J & RAYNETTE L
PO BOX 1263
TYBEE ISLAND, GA 31328-1263

CHATHAM CO TAX COMM PYMT LOCKBOX
PO BOX 117037
ATLANTA, GA 30368-7037

022018297198660000015167230000015167236

Chatham County Tax Commissioner
www.chathamtax.org
222 W. Oglethorpe Ave. Suite 107
Phone: (912) 652-7100 Fax: (912) 652-7101



Tax Payer: BABER & EVANS DEBORAH J & RAYNETTE L
Map Code: 40009 04006 REAL
Description: PT 3 4 SUB FR LOT 105 WD 5 TYBEE
Location: 13 T S CHU TER TYBEE ISLAND
Bill No: 2018-2971986
District: 040 TYBEE

| Building Value | Land Value | Stephens / Day | Stephens / Day CPI | Fair Market Value | Due Date | Billing Date | Payment Good Through | Exemptions |
|-------------------------|--------------|----------------|--------------------|-------------------|--------------|--------------|----------------------|-------------|
| 257,200 | 144,000 | 224,300 | 244,810 | 401,200 | 11/15/2018 | 08/14/2018 | 11/15/2018 | L1 L8 L9 S1 |
| Entity | Adjusted FMV | Net Assessment | Exemptions | Taxable Value | Millage Rate | Gross Tax | Credit | Net Tax |
| COUNTY M&O | 401,200 | 160,480 | 82,760 | 77,720 | 12.8300 | 997.15 | | 897.12 |
| COUNTY SALES TAX CREDIT | | | | | -1.2870 | | -100.03 | |
| COUNTY SCHOOL M&O | 401,200 | 160,480 | 64,556 | 95,924 | 18.8810 | 1,811.14 | | 1,811.14 |
| TYBEE ISLAND | 401,200 | 160,480 | 150,760 | 9,720 | 6.4800 | 62.99 | | 38.21 |
| TYBEE SALES TAX CREDIT | | | | | -2.5490 | | -24.78 | |
| TOTALS | | | | | 34.355 | 2,871.28 | -124.81 | 2,746.47 |



BILL NUMBER

Pay online at www.chathamtax.org at your convenience using your checking account, MasterCard, Visa, American Express or Discover. Available 24 hours a day. Applicable Convenience Fees apply.

Our website provides the same real time information that is used in our office. You may also print copies of your tax bill or verify that your payment has been posted.

The "Payment Good Through" date is for the tax year indicated above only. If an amount appears in the "Back Taxes" column, a different due date is applicable.

All tax 57 ding Appeal bills become delinquent if not paid in full by the Due Date. Delinquent taxes are charged interest and penalty as applicable in accordance with O.C.G.A. 48-2-40 and 48-2-44.

| | |
|------------------|-------------------|
| Current Due | \$2,746.47 |
| Penalty | .00 |
| Interest | .00 |
| Other Fees | .00 |
| Previous Payment | -1,229.75 |
| Back Taxes | .00 |
| TOTAL DUE | \$1,516.72 |

Printed: 08/14/2018

2018 Chatham County Board of Assessors

4-0009-04-006

Property Record Card

13 T S CHU TER TYBEE ISLAND

| | | | | | | |
|-------------------------------------|---------------------------------|----------------------------------|--|---------------------------------------|---------------------------------------|---|
| APPRAISER LAST INSP APPR ZONE | LERINER 01/17/2018 000008 | PT 3 4 SUB FR LOT 105 WD 5 TYBEE | BABER & EVANS DEBORAH J & RAYNETTE L * PO BOX 1263 TYBEE ISLAND GA 31328 | CAMA 144,000 257,200 401,200 | ASMT 144,000 257,200 401,200 | LAND 1 BLDG 1 OBXF 0 Cost - MS |
|-------------------------------------|---------------------------------|----------------------------------|--|---------------------------------------|---------------------------------------|---|

| | | |
|--------------------------------------|-------------|---------------------|
| SALES | BOOK / PAGE | INS VI QU RSN PRICE |
| 26 Sep 2003 | 259G 0509 | WD I U UR |
| GRANTOR: BABER BETTY C | | |
| GRANTEE: BABER & EVANS DEBORAH & RAY | | |



[Click for larger picture]



| PERMITS | TYPE | DATE | AMOUNT |
|---------|------|-------------|-------------|
| 170373 | AD | 17 Jan 2018 | Comp 11,840 |
| 130765 | RN | 23 Dec 2014 | Comp 18,000 |
| 130806 | RN | 23 Dec 2014 | Comp 60,200 |
| 140136 | RN | 23 Dec 2014 | Comp 1,200 |
| 140701 | RN | 23 Dec 2014 | Comp 8,982 |
| 11-0193 | | 18 Oct 2013 | Comp 5,000 |
| 110440 | RN | 18 Oct 2013 | Comp 36,500 |
| 110576 | EL | 18 Oct 2013 | Comp 3,000 |
| 13-0420 | GM | 18 Oct 2013 | Comp 1,678 |
| 10-0447 | | 07 Apr 2011 | Comp 3,600 |
| 080340 | RN | 04 Feb 2009 | Comp 2,000 |
| 080376 | RN | 04 Feb 2009 | Comp 7,000 |
| 99-65 | AD | 04 Feb 2009 | Comp 20,000 |
| 960043 | RN | 04 Feb 2009 | Comp 7,500 |

| | | | |
|------------|--------------|-------------|----------------------|
| CODES | PROPERTY USE | 0006 | RESIDENTIAL |
| UTA | | 0004 | Tybee Island |
| NBHD | | 020213.00 | T213 TYBEE BTL BEACH |
| EXEMPTIONS | | L1 L9 S1 L8 | |

| HISTORY | LAND | IMPR | TOTAL | |
|---------|---------|---------|---------|------|
| 2017 | 144,000 | 248,000 | 392,000 | Cama |
| 2016 | 144,000 | 245,100 | 389,100 | Cama |
| 2015 | 140,000 | 190,800 | 330,800 | Cama |
| 2014 | 140,000 | 140,400 | 280,400 | Cama |
| 2013 | 140,000 | 141,200 | 281,200 | Cama |
| 2012 | 140,000 | 81,300 | 221,300 | Cama |
| 2011 | 140,000 | 77,800 | 217,800 | Cama |
| 2010 | 295,800 | 81,300 | 377,100 | Cama |
| 2009 | 296,000 | 113,000 | 409,000 | Over |
| 2008 | 455,000 | 120,000 | 575,000 | Cama |
| 2007 | 455,000 | 75,500 | 530,500 | Cama |
| 2006 | 483,500 | 60,000 | 543,500 | Cama |
| 2005 | 205,000 | 83,000 | 288,000 | Cama |
| 2004 | 174,500 | 91,500 | 266,000 | Cama |
| 2003 | | 232,500 | 232,500 | Over |
| 2002 | | 232,500 | 232,500 | Over |
| 2001 | | | 232,500 | A/C |
| 2000 | 144,000 | 87,000 | 231,000 | Cama |
| 1999 | 55,500 | 88,500 | 144,000 | Cama |
| 1998 | 55,500 | 89,000 | 144,500 | Cama |
| 1997 | | | 141,500 | A/C |
| 1996 | 20,130 | 35,960 | 56,090 | Cama |
| 1995 | 20,130 | 39,220 | 59,350 | Cama |
| 1994 | 20,130 | 58,210 | 78,340 | Cama |
| 1993 | 20,130 | 39,770 | 59,900 | Over |
| 1992 | 20,130 | 39,770 | 59,900 | Over |

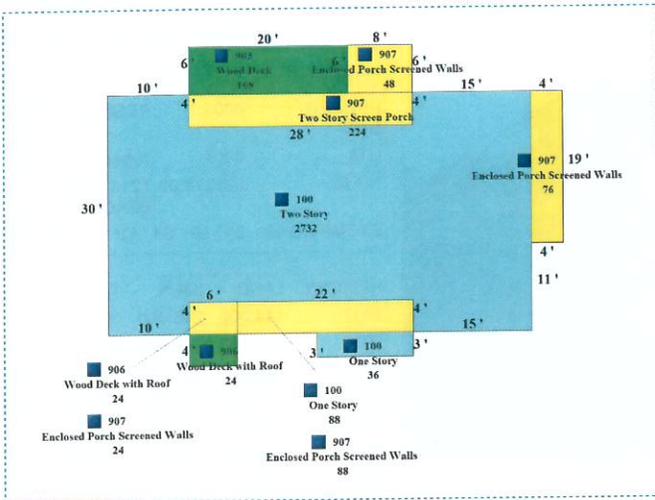
| | |
|-------------|--|
| COMMENTS: | |
| 06 Feb 2018 | ENCLOSED PORTION OF OLD DECK |
| 19 Dec 2012 | TY13 OWNS PROPERTY IN MACON BUT HS IS FOR RAYNETTE |
| 18 Dec 2012 | TY13 10S ENT FOR DEBORAH |
| 12 Sep 2012 | TY2013 MADD CHGE PER HS APP |
| 09 Jan 2004 | TY04 HS22S REMVD NJV 1-9-04 |
| 17 Dec 2003 | * TY04 SURVS |
| 20 Nov 1998 | *TY99 AKA BETTY M BABER |
| 07 Dec 1994 | TY95 COR/D 169A679 9-6-94 |

| LAND | ID# | USE DESC | FRONT | DEPTH | UNITS / TYPE | PRICE | ZONING | LCTN | TOPO | OTHER | ADJ1 | ADJ2 | ADJ3 | ADJ4 | MKT VALUE |
|------|--------|------------|-------|-------|--------------|-----------|--------|------|------|-------|-------|------|------|------|-----------|
| | 110854 | 2-4 FAMILY | 50 | 70 | 1.00-LT | 192000.00 | C1 | | | | SZ-25 | | | | 144000 |

2018 Chatham County Board of Assessors
Property Record Card

4-0009-04-006
13 T S CHU TER TYBEE ISLAND

| BUILDING SECTION | CONSTRUCTION TYPE | RCN | AYB | EYB | DEP TYPE | PHYS | ECON | FUNC | OBSV / % | TOTAL DEP % | RCNLD | U.FACTOR | MKT VAL |
|------------------|-------------------|---------|------|------|----------|-------|------|------|----------|-------------|---------|----------|---------|
| 86321-1-2018 | Residential | 200,147 | 1930 | 1990 | MS | 37.00 | 0.00 | 0.00 | 0.00 | 37.00 | 126,093 | | 257,200 |



[Click for larger picture]

| | |
|-------------------|-----------------------|
| SECTION TYPE | 1 - Main |
| AREA | 2856 |
| TYPE | 2 - Low-rise Multiple |
| FRAME | 1 - Stud Frame |
| STYLE | 2 - Two Story |
| QUALITY | 3.00 |
| CONDITION | 3.00 |
| # UNITS | 0 |
| # OF BEDS / BATHS | 3 / 3.00 |

| COMPONENTS | Units | % | QUAL |
|---|--------|--------|------|
| R1 108 Frame, Siding, Wood | | 100.00 | |
| R2 208 Composition Shingle | | 100.00 | |
| R3 352 Heat Pump | | 100.00 | |
| R4 402 Automatic Floor Cover Allowance | | | |
| R6 601 Plumbing Fixtures (#) | 15.00 | | |
| R6 622 Raised Subfloor (% or SF) | | 100.00 | |
| R11 903 Wood Deck (SF) | 168.00 | | |
| R11 906 Wood Deck (SF) with Roof | 24.00 | | |
| R11 906 Wood Deck (SF) with Roof | 24.00 | | |
| R11 907 Enclosed Porch (SF), Screened Walls | 224.00 | | |
| R11 907 Enclosed Porch (SF), Screened Walls | 48.00 | | |
| R11 907 Enclosed Porch (SF), Screened Walls | 76.00 | | |
| R11 907 Enclosed Porch (SF), Screened Walls | 24.00 | | |
| R11 907 Enclosed Porch (SF), Screened Walls | 88.00 | | |

5-040(D)(1)

Property Line

12'

53'

13 TS CHU Terrace

Proposed Deck Addition

3'8"

7'9"

11'6"

8'5"

Existing

7'9"

Fence

Property Line

4'

3'9"

3'8"

1'5"

30'

fence

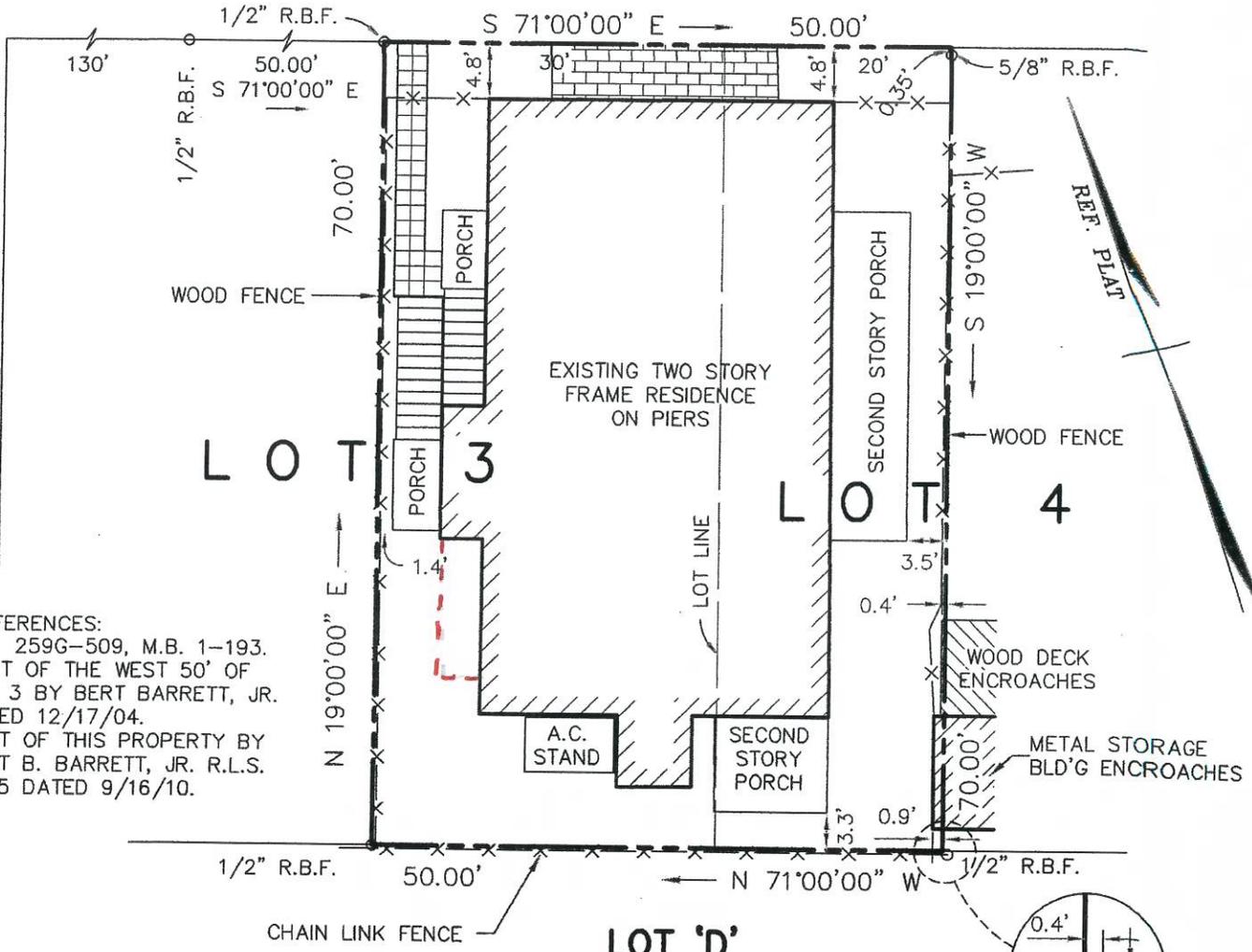
11'

5-240 (D)(3)

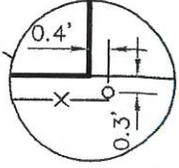
R.B.F. = RE-BAR FOUND
 D.B. = DEED BOOK
 M.B. = MAP BOOK

T.S. CHU TERRACE 20' R/W

BUTLER AVENUE 80' R/W



- REFERENCES:
1. D.B. 259G-509, M.B. 1-193.
 2. PLAT OF THE WEST 50' OF LOT 3 BY BERT BARRETT, JR. DATED 12/17/04.
 3. PLAT OF THIS PROPERTY BY BERT B. BARRETT, JR. R.L.S. 2225 DATED 9/16/10.



LOT 'D'
 OF A S/D OF BEACH LOT 106

STATE OF GEORGIA
 CHATHAM COUNTY

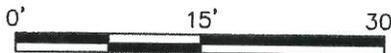
PLAT OF THE EASTERN 30' OF LOT 3 & THE WESTERN 20' OF LOT 4 OF A SUBDIVISION OF BEACH LOT 105, WARD 5, KNOWN AS No. 13 T.S. CHU TERRACE, TYBEE ISLAND, GEORGIA.

FOR: DEBORAH J. BABER & RAYNETTE EVANS

DATE OF SURVEY: APRIL 11, 2014

DATE OF PLAT: APRIL 15, 2014

SCALE: 1" = 15'



IN MY OPINION THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED

| | |
|---------------|--------------|
| E.O.C. FIELD | 1/ 6,768 |
| < ERROR/POINT | |
| ADJ. METHOD | NONE |
| PLAT | 1/ INF. |
| STATION | TRIMBLE 5600 |

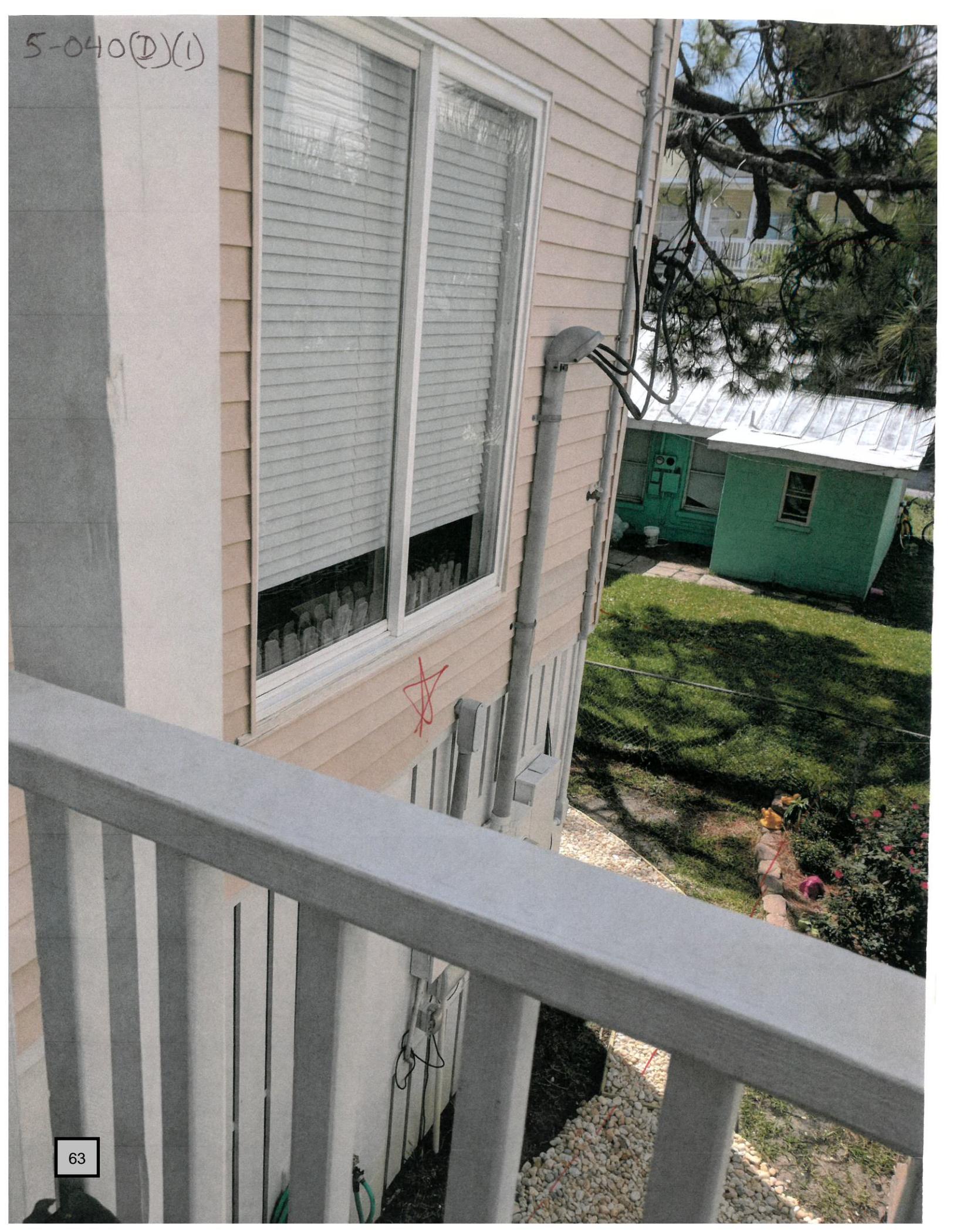
BERT BARRETT, JR.
LAND SURVEYING, P.C.
 145 RUNNER ROAD
 SAVANNAH, GA. 31410
 (912) 897-0661



B-040(D)(1)



5-040(D)(1)





**PLANNING COMMISSION
NOTICE OF DETERMINATION**

Meeting date: 10/15/2018

Project Name/Description: consideration of extending existing deck in setback-13 T.S. Chu Terrace – 4-0009-04-006 – Deb Baber & Raynette Evans.

Action Requested: Zoning Variance

| | |
|--------------------|--|
| Special Review | Subdivision: Sketch Plan Approval ___ Conceptual ___ Preliminary Plan Approval ___ Final Plat Approval ___ Minor Subdivision ___ Major Subdivision ___ |
| Site Plan Approval | |
| Variance X | |
| Map Amendment | |
| Text Amendment | |

Petitioner has met all documentation requirements, all external approval requirements, and all code requirements, except for the following:

The Planning Commission Motion on Petition: Approval Denial Continued

Action on Motion:

| COMMISSIONER | FOR | AGAINST | COMMENTS |
|--------------|-----|---------|------------|
| Bishop | | | Chair |
| Bossick | X | | Vice Chair |
| Robertson | X | | Second |
| Gann | X | | |
| Bramble | X | | |
| Matlock | X | | Motion |
| McNaughton | | X | |

Planning Commission Chair:

Date: 10/17/18

Planning & Zoning Manager:

Date: 10-16-18

Backup material for agenda item:

8. Variance, 1903 Chatham Avenue, Zone R-2, PIN 4-0009-12-002, Brooke Reeve III



MAYOR
Jason Buelterman

CITY COUNCIL
Barry Brown, Mayor Pro Tem
John Branigin
Wanda Doyle
Julie Livingston
Monty Parks
Shirley Sessions



CITY MANAGER
Shawn Gillen

CLERK OF COUNCIL
Janet LeViner

CITY ATTORNEY
Edward M. Hughes

CITY OF TYBEE ISLAND

City Council Agenda Item Request

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Council Meeting Date for Request: 11/08/2018

Item: Zoning Variance: from flood Ordinance –Article 8 –Flood damage prevention -1903 Chatham Ave. –Zone R-2 -4-0009-12-002 –Brooke Reeve III.

Paper Work: YES Attached
 Audio/Video Presentation*

- **If applicable, a copy of the presentation / report must be submitted with this agenda request.**
- **If applicable, audio / video presentations must be submitted to the IT department at City Hall at least 48 hours prior to the meeting.**
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Submitted by: Lisa L. Schaaf

Phone / Email: Lschaaf@cityoftybee.org

Date given to Clerk of Council: 11/01/2018

**P.O. Box 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749
(866) 786-4573 – FAX (866) 786-5737 www.cityoftybee.org**





STAFF REPORT

PLANNING COMMISSION MEETING: October 15, 2018
 CITY COUNCIL MEETING: November 8, 2018

LOCATION: 1903 Chatham Ave.

PIN: 4-0009-12-002

APPLICANT: Brooke Reeve III

OWNER: Hopedejo, LLC

EXISTING USE: Detached second dwelling

PROPOSED USE: Detached second dwelling

ZONING: R-2

USE PERMITTED BY RIGHT: No

COMMUNITY CHARACTER MAP: Back River Neighborhood

APPLICATION: Variance (8-050) from Section 8-190 Specific standards.

PROPOSAL: The applicant is requesting to elevate the dwelling to less than one foot above base flood.

ANALYSIS: The applicant is requesting to elevate the detached cabin with a finished floor currently at 6.88 feet to 8.88 feet. The elevation and repair of this dwelling will exceed 50% of the value of the structure and therefore it is considered substantial improvement. Our code requires that new construction or substantial improvement be elevated at least one foot above base flood elevation (BFE). The BFE for this location is 11 feet. This property as a whole contributes to the significance of the Tybee Island Back River Historic District. The buildings are certified historic structures. Sec. 8-050 C states “Variances may be granted for the repair or rehabilitation of Historic Structures upon the determination that the proposed repair or rehabilitation will not preclude the structure’s continued designation as a Historic Structure and the variance is the minimum to preserve the historic character and design of the structure.”

A variance shall be issued only when there is:

- a) A finding of good and sufficient cause,
- b) A determination that failure to grant the variance would result in exceptional hardship; and,
- c) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing zoning laws or ordinances.

This variance does meet the above criteria.

The Comprehensive Plan describes the Back River Neighborhood as follows:

The Back River Neighborhood character area is a unique residential area with waterfront lots and beach access Back River. Zoning consists of R-2 and N-M neighborhood marina. In addition to the residential use, low impact commercial service uses exist in this neighborhood.

| <i>Comprehensive Plan – Community Character Area Back River Neighborhood</i> | |
|---|--------------------------------------|
| <i>Recommended Development Strategies</i> | <i>Meets Strategy Y/N or N/A</i> |
| 1. The boat ramp, marina and fishing pier are essential elements of the neighborhood and should be preserved. | N/A |

| | | |
|----|---|-----|
| 2. | Work with DNR to limit docks that impede public passage along the beach | N/A |
| 3. | Encourage safer pedestrian mobility | N/A |
| 4. | Preserve historic structures whenever possible | Y |
| 5. | Provide appropriate incentives for historic restoration projects | N/A |
| 6. | Preserve the scenic value of the area | Y |
| 7. | Enforce local ordinances related to noise and parking | N/A |

STAFF FINDING

This application does meet the criteria for a variance from our flood ordinance. While the home won't be lifted completely out of the flood plain it will be elevated two feet offering additional flood protection while still maintaining the historic character of the structure.

This Staff Report was prepared by George Shaw.

ATTACHMENTS

- A. Variance application (5 pages)
- B. Survey (1 page)
- C. Site Plan (1 page)
- D. SAGIS map (1 page)



CITY OF TYBEE ISLAND ZONING VARIANCE APPLICATION

Fee
Commercial \$500
Residential \$200

Applicant's Name BROOKLYN REEVE III FOR HOPEDETO LLC.

Address and location of subject property 1903 CHATHAM AVE

PIN A-0009-12-002 Applicant's Telephone Number 404-216-9519

Applicant's Mailing Address 100 BLUE FIN CIRCLE, UNIT # 10
SAVANNAH, GA 31410

Brief description of the land development activity and use of the land thereafter to take place on the property:
RAISE FLOOR LEVEL TWO FEET ABOVE

Property Owner's Name REEVE FAMILY Telephone Number _____

Property Owner's Address 100 BLUE FIN CIRCLE, UNIT # 10, SAVANNAH GA 31410

Is Applicant the Property Owner? Yes No

If Applicant is the Property Owner, Proof of Ownership is attached: Yes

If Applicant is other than the Property Owner, a signed affidavit from the Property Owner granting the Applicant permission to conduct such land development is attached hereto. Yes

Current Zoning of Property R-3 Current Use SINGLE FAMILY

Names and addresses of all adjacent property owners are attached: Yes PAT SLOAN
HARRY MOSES
JIM DIXON

If within two (2) years immediately preceding the filing of the Applicant's application for a zoning action, the Applicant has made campaign contributions aggregating to more than \$250 to the Mayor and any member of Council or any member of the Planning Commission, the Applicant and the Attorney representing the Applicant must disclose the following:

- a. The name of the local government official to whom the campaign contribution or gift was made;
- b. The dollar amount of each campaign contribution made by the applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action, and the date of each contribution;
- c. An enumeration and description of each gift having a value of \$250 or more made by the Applicant to the local government official during the two (2) years immediately preceding the filing of the application for this zoning action.

Disclosure of Campaign Contributions form attachment hereto: Yes

Signature of Applicant Brooklyn Reeve III Date Oct. 2, 2018

NOTE: Other specific data is required for each type of Variance.

Fee Amount \$ _____ Check Number _____ Date _____

City Official _____

NOTE: This application must be accompanied by additional documentation, including drawings that include or illustrate the information outlined below.

- | <u>REFERENCE</u> | <u>DESCRIPTION</u> |
|--------------------------------|---|
| 5-040 (D) (1) | Site plan and/or architectural rendering of the proposed development depicting the location of lot restrictions. |
| 5-040 (D) (2) | Narrative describing the hardship and the reason for the variance request. Explain the hardship: _____ _____ |
| 5-040 (D) (3) 5-090 (A) (1) | A survey of the property signed and stamped by a State of Georgia certified land surveyor. That there are unique physical circumstances or conditions beyond that of surrounding properties, including: ___ irregularity; ___ narrowness; or, ___ shallowness of the lot shape; or, ___ exceptional topographical or other physical circumstances, conditions, or considerations related to the environment, or the safety, or to historical significance, that is peculiar to the particular property; and; |
| 5-090 (A) (2) | because of such physical circumstances or conditions, the property cannot be developed in strict conformity with the provisions of the Land Development Code, without undue hardship to the property. <u>NOTE: Provide attachments illustrating conditions on surrounding properties and on the subject property, indicating uniqueness, etc.</u> |
| 5-090 (B) | If this variance application is for a Height Variance, in addition to other requirements, the petitioner shall be required to: ___ Add two feet to each side yard setback for each one foot above 35 feet in height, and, ___ Have safeguards consisting of sprinkler systems, smoke detectors and other fire protection equipment deemed necessary at the time by the Mayor and Council, and, ___ Where a rear yard abuts a side yard of the adjacent lot, the petitioner shall be required to add two feet to the rear setback for each foot above 35 feet height. |

The Applicant certifies that he/she has read the requirements for Variances and has provided the required information to the best of his/her ability in a truthful and honest manner.



Signature of Applicant



Date

5-090(C) *Variance longevity.* After a variance has been granted by the mayor and council it shall be valid for a period of 12 months from date of approval. Such approval is based on information provided in the application. Building permits may only be granted for plans consistent with the approved application. Any deviation from the information submitted will require separate approval by the mayor and council.



CITY OF TYBEE ISLAND

CONFLICT OF INTEREST IN ZONING ACTIONS
DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you within the past two (2) years made campaign contributions or gave gifts having an aggregate value of \$250.00 or more to a member of the City of Tybee Island Planning Commission, or Mayor and Council or any local government official who will be considering the rezoning application?

YES _____ NO ✓

IF YES, PLEASE COMPLETE THE FOLLOWING SECTION:

| NAME OF GOVERNMENT OFFICIAL | CONTRIBUTIONS OF \$250.00 OR MORE | GIFTS OF \$250.00 OR MORE | DATE OF CONTRIBUTION |
|-----------------------------|-----------------------------------|---------------------------|----------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

IF YOU WISH TO SPEAK CONCERNING THE ATTACHED REZONING APPLICATION, THIS FORM MUST BE FILED WITH THE ZONING ADMINISTRATOR FIVE (5) DAYS PRIOR TO PLANNING COMMISSION MEETING IF CAMPAIGN CONTRIBUTIONS OR GIFTS IN EXCESS OF \$250.00 HAVE BEEN MADE TO ANY MEMBER OF THE PLANNING COMMISSION OR MAYOR AND COUNCIL.

Signature Brooks Reeve III

Printed Name BROOKS REEVE III

Date Oct 2, 2018

Sec. 5-090. - Variances.

(A) **Standards.** After an application has been submitted to the designated city official, reviewed by the planning commission, and a public hearing has been held by the mayor and council, the mayor and council may grant a variance from the strict application of the provisions in this Land Development Code only if a physical circumstance, condition, or consideration exists as described in subsection (1).

- (1) There are unique physical circumstances or conditions or considerations beyond that of surrounding properties, including a substandard lot of record that existed prior to March 24, 1971 (see section 3-040); irregularity; narrowness; or shallowness of the lot shape; or exceptional topographical or other physical circumstances, conditions, or considerations related to the environment, or to safety, or to historical significance, that is peculiar to the particular property; and;
- (2) Because of such physical circumstances or conditions or considerations, the property cannot be developed in strict conformity with the provisions of this Land Development Code, without undue hardship to the property.
- (3) A nonconforming use or structure does not constitute a unique physical circumstance, condition, or consideration.

(B) **Height.** No part of any structure shall project beyond 35-feet above the average adjacent grade of a property except:

- (1) Chimneys, flues, stacks, heating units, ventilation ducts, air conditioning units, gas holders, elevators, solar panels and similar appurtenances needed to operate and maintain the building on which they are located.
- (2) The following items that were existing on the date of the adoption of this ordinance: flag poles, television aerials, water towers and tanks, steeples and bell towers, broadcasting and relay towers, transmission line towers, and electric substation structures.

(C) **Variance longevity.** After a variance has been granted by the mayor and council it shall be valid for a period of 12 months from date of approval. Such approval is based on information provided in the application. Building permits may only be granted for plans consistent with the approved application. Any deviation from the information submitted will require separate approval by the mayor and council.

(D) **Reviewing variance applications.** The designated city official, planning commission, and governing body, shall consider the factors stated herein in reviewing variance applications in taking action on a particular variance. In exercising the powers to grant variances, the mayor and council may attach any conditions to its approval which it finds necessary to accomplish the reasonable application of the requirements of these regulations.

(E) **Application approval.** Notwithstanding any other provisions of this Code of Ordinances, the designated city official may approve applications for variances without the need of public hearings and without the need of review by the planning commission or the mayor and council as follows:

- (1) When either of the following circumstances exists:
 - a. The proposed improvement or alteration will not result in an expansion of the existing footprint of the existing structure; or
 - b. No additional encroachment into any setback shall be created by the proposed improvement, construction or addition.
- (2) When each of the following circumstances also exists:
 - a. No encroachment or construction of habitable space or other prohibited improvements will exist below one foot above the base flood elevation; and
 - b. requested improvements or construction will not violate existing zoning provisions.

72 subsection shall have specific application to existing nonconforming structures as referred to in section 3-020.

(F) ***Compliance with ordinances.*** Notwithstanding any other provision of this Code of Ordinances, no application for a variance may be accepted nor may any variance be granted with respect to any property that is then not in compliance with the requirements of ordinances for the condition on which the variance is sought, unless the applicant files with the application a detailed written explanation of how, when, and by whom the need for a variance was created. In such a case, the planning commission shall make a recommendation to the mayor and council as to whether the variance should be approved or rejected or modified and the mayor and council, following a public hearing, may approve, reject or modify the variance request. In the event property is constructed in violation of the ordinances, the violation status remains until such time as the condition is rectified and placed in conformity with the ordinances. Violations of the ordinances may be subject to the enforcement provisions of this Code and all penalties permissible by law. A variance that is granted under this section does not excuse prior violations including those that have resulted or may result in enforcement action by the city.

(Ord. No. 1999-27, 8-12-1999; Ord. No. 2002-08, 5-9-2002; Ord. No. 2002-08 Variances, amended 8-29-2002; Ord. of 8-11-2005; Ord. No. 14-2010, 8-26-2010; Ord. No. 57-A-2014, § 1, 12-11-2014.)

2018 Chatham County Board of Assessors

4-0009-12-002

Property Record Card

1903 CHATHAM AVE TYBEE ISLAND

| | | | |
|--|---|--|---|
| APPRAISER FIRDWSS LAST INSP 01/17/2018 APPR 000008 ZONE | LOT 27-A SUB OF LOTS 26 & 27 OF A RECOMBINATION OF LOTS 21-27 WD 6 PRB 46P 152 .91ac | HOPEDEJO LLC UN 10 2ND FLR 100 BLUE FIN DR SAVANNAH GA 31410 | CAMA ASMT 942,500 942,500 LAND 1 408,600 131,000 BLDG 2 OBXF 0 1,351,100 1,073,500 OVERRIDE |
|--|---|--|---|

| SALES | BOOK / PAGE | INS VI QU RSN PRICE |
|-------------|-------------|--|
| 27 Dec 2004 | 308J 0138 | QC I U UQ GRANTOR:REEVE BROOKE ET AL* GRANTEE:HOPEDEJO LLC |
| 23 Dec 2004 | 308J 0136 | NA I U UR GRANTOR:REEVE VIRGINIA/TRUST GRANTEE:REEVE BROOKE ET AL* |
| 13 Jan 1995 | 171B 0669 | NA I U UN GRANTOR:REEVE VIRGINIA GRANTEE:REEVE VIRGINIA /TRUST |



[Click for larger picture]

| CODES | | |
|--------------|-----------|----------------------|
| PROPERTY USE | 0006 | RESIDENTIAL |
| UTA | 0004 | Tybee Island |
| NBHD | 020189.00 | T189 TYBEE BACK RIVR |
| EXEMPTIONS | | |

| PERMITS | TYPE | DATE | AMOUNT |
|---------|------|-------------|---------------|
| 0 | | | |
| 170620 | RF | 17 Jan 2018 | Comp 5,290 |
| 170299 | GM | 28 Mar 2017 | Issued 40,000 |
| 080262 | EL | 03 Feb 2009 | Comp 500 |
| 1 | GM | 14 Mar 2005 | Comp |



| COMMENTS: | |
|-------------|---|
| 11 Jul 2012 | TY2013 PT OF FORMER 4-0009 -12-010 WAS SPLIT & ADDED HERE DEED 377R 460 |
| 26 Jun 2012 | TY2013 .29AC WAS SPLIT TO NEW PIN 4-9-12-13 PER PRB 46P 152 06/26/2012 ATW. |
| 09 Mar 2011 | TY11 RET VAL ENT |
| 03 Mar 2009 | TY09 RET VAL ENT NJV 3-3-09 |
| 16 Apr 2008 | TY08 PROP ADD CHG PER TYBEE 4/16/8 MB |
| 20 Jul 2006 | 2007 PT SPLIT TO 4-9-12-8 PER 309F 244 SMB 36S 16 7/20/06 PL |

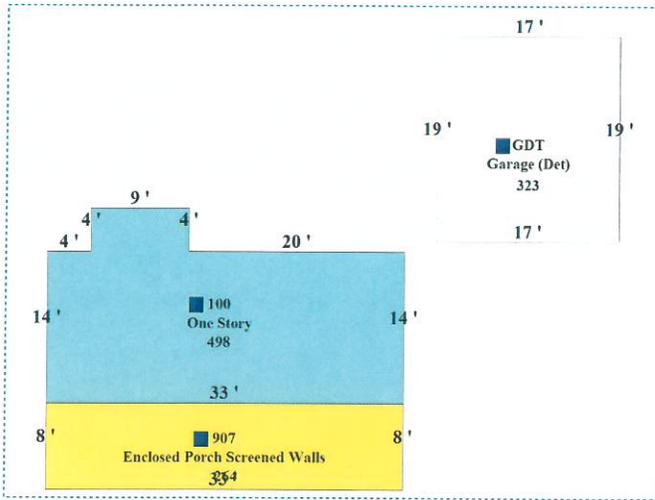
| HISTORY | LAND | IMPR | TOTAL | |
|---------|-----------|---------|-----------|------|
| 2017 | 942,500 | 331,200 | 1,273,700 | Cama |
| 2017 | 942,500 | 131,000 | 1,073,500 | Over |
| 2016 | 942,500 | 299,100 | 1,241,600 | Cama |
| 2015 | 955,100 | 309,200 | 1,264,300 | Cama |
| 2014 | 1,085,400 | 315,300 | 1,400,700 | Cama |
| 2013 | 796,900 | 303,100 | 1,100,000 | Over |
| 2012 | 796,900 | 303,100 | 1,100,000 | Over |
| 2011 | 1,004,100 | 303,100 | 1,307,200 | Cama |
| 2011 | 796,900 | 303,100 | 1,100,000 | Over |
| 2010 | 1,783,500 | 254,000 | 2,037,500 | Over |
| 2009 | 1,783,500 | 254,000 | 2,037,500 | Over |
| 2009 | 1,783,500 | 254,000 | 2,037,500 | Over |
| 2008 | 1,783,500 | 254,000 | 2,037,500 | Over |
| 2007 | | | 2,037,500 | A/C |
| 2006 | | | 2,037,500 | A/C |
| 2005 | 1,272,000 | 203,500 | 1,475,500 | Over |
| 2004 | | | 1,475,500 | A/C |
| 2003 | | | 1,475,500 | A/C |
| 2002 | | 561,500 | 561,500 | Over |
| 2001 | | 561,500 | 561,500 | Over |
| 2000 | | | 561,500 | A/C |
| 1999 | 225,000 | 184,000 | 409,000 | Over |
| 1998 | 225,000 | 184,000 | 409,000 | Over |
| 1997 | | | 409,000 | A/C |
| 1996 | 185,940 | 165,340 | 351,280 | Cama |
| 1995 | 185,940 | 161,250 | 347,190 | Cama |
| 1994 | 185,940 | 159,040 | 344,980 | Cama |
| 1993 | 185,940 | 127,710 | 313,650 | Over |
| 1992 | 185,940 | 127,710 | 313,650 | Over |

| LAND | | | | | | | | | | | | | | |
|--------|---------------------|-------|-------|--------------|-----------|--------|------|------|-------|------|-------|------|------|-----------|
| ID# | USE DESC | FRONT | DEPTH | UNITS / TYPE | PRICE | ZONING | LCTN | TOPO | OTHER | ADJ1 | ADJ2 | ADJ3 | ADJ4 | MKT VALUE |
| 111019 | RIVER/DIRECT ACCESS | 0 | 0 | 1.00-LT | 748000.00 | R2 | | | | SZ40 | RE-10 | | | 942500 |

2018 Chatham County Board of Assessors
Property Record Card

4-0009-12-002
1903 CHATHAM AVE TYBEE ISLAND

| BUILDING SECTION | CONSTRUCTION TYPE | RCN | AYB | EYB | DEP TYPE | PHYS | ECON | FUNC | OBSV / % | TOTAL DEP % | RCNLD | U.FACTOR | MKT VAL |
|------------------|-------------------|--------|------|------|----------|-------|------|------|----------|-------------|--------|----------|---------|
| 86457-1-2018 | Residential | 51,303 | 1913 | 1980 | MS | 49.00 | 0.00 | 0.00 | 0.00 | 49.00 | 26,165 | | 35,600 |



[Click for larger picture]

GUEST HOUSE }1906 CHATHAM AVENUE

| | |
|-------------------|-----------------------------|
| SECTION TYPE | 1 - Main |
| AREA | 498 |
| TYPE | 1 - Single-family Residence |
| FRAME | 1 - Stud Frame |
| STYLE | 1 - One Story |
| QUALITY | 3.00 |
| CONDITION | 3.00 |
| # UNITS | 0 |
| # OF BEDS / BATHS | 1 / 1.00 |

| COMPONENTS | Units | % | QUAL |
|---|--------|--------|------|
| R1 108 Frame, Siding, Wood | | 100.00 | |
| R2 208 Composition Shingle | | 100.00 | |
| R3 309 Forced Air Furnace | | 100.00 | |
| R4 402 Automatic Floor Cover Allowance | | | |
| R6 601 Plumbing Fixtures (#) | 5.00 | | |
| R6 602 Plumbing Rough-ins (#) | 1.00 | | |
| R6 622 Raised Subfloor (% or SF) | | 100.00 | |
| R11 907 Enclosed Porch (SF), Screened Walls | 264.00 | | |

October 10, 2018

George Shaw, Planning and Zoning Manager
City of Tybee Island
P.O. Box 2749
403 Butler Avenue
Tybee Island, GA 31328
P: 912 | 472-5031
E: gshaw@cityoftybee.com

Dear Mr. Shaw,

Re: Elevation of the c.1933 Secondary Cottage/Servants Quarters at the Smart-Sprague-Reeve Cottage, 1903 Chatham Avenue, Chatham County, Tybee Island

We are working with the Reeve family (aka HOPEDEJO LLC) to preserve the historic property known as the Smart-Sprague-Reeve Cottage at 1903 Chatham Avenue, Tybee Island, GA. The property is listed in the National Register of Historic Places (NRHP) as a contributing structure within the Tybee Island Back River historic district. Both the main cottage and secondary cottage were certified as such by the National Park Service on October 19, 2017 (previously provided in packet).

The ca.1933 secondary cottage is located on the center of the parcel which is the lowest part of the property at approximately 5+ feet above sea level. The lands surrounding this building to the east and west are 6-7+ feet above sea level extending above 8 feet at the dunes on the western edge creating a bowl within the center of the property where the cottage lies (see attached Photo Sheet; Site Plan previously provided in packet). New construction and improvements to neighboring properties elevating surrounding lands, have compounded the problem, resulting in significant water collection on this property. This is further exacerbated with the elevation of Chatham Avenue to the east by the City of Tybee. While large storms result in water collection all over the site, daily rains and events result in standing water around and under the cottage on a regular basis.

The family is pursuing state and federal historic tax incentives to assist in the rehabilitation of the property. This program requires strict adherence to the Secretary of the Interior's Standards for Rehabilitation and is reviewed by the Historic Preservation Division (HPD) of the Georgia Department of Natural Resources and the National Park Service (NPS). These standards and guidelines were used to develop an approach to address flooding of the building while being sensitive to the historic character of the property. Guidance on appropriate treatments was sought from the section of the standards on Resilience to Natural Hazards (see attached). These guidelines recommend undertaking work to prevent or minimize damage to historic properties while retaining and preserving the historic character and implementing local traditions such as elevating residential buildings at risk of flooding when appropriate and compatible with the building, site, and setting. It recommends using variances when adaptive treatments to protect buildings from natural hazards negatively impact the structure.

In order to preserve the structure from continued water intrusion, alternatives considered included: significant drainage and infill to the site; relocating the cottage to a higher point on the property at the north east corner; and elevating the cottage. In order to preserve the historic character of the overall property and the historic cottage, it was determined that the least invasive measure would be to elevate the cottage 24 inches above its current position and location on the site. The new foundation will consist of reinforced concrete block piers with a painted exterior

separated by horizontal hog boards. It will have two steps down to the yard and plantings surrounding the base of the building to limit the visibility of the new footers. This is the minimum elevation height needed, at this time, to address flooding concerns and, we believe allows for the retention of the historic integrity of the structure thus meeting the standards. These standards when combined with the Historic Building Section 3409, Chapter 34 of the International Building Code, 2012 Edition which allows the building official to consider impacts to historic properties help to justify the variance from the base flood elevation requirements for this property.

In an effort to seek additional guidance, we spoke with the Architectural Reviewer for the project, Raluca Filimon, at HPD on October 9, 2018. She stated that as proposed, the 2-foot increase to the height will be approved as it does not have a significant impact on the overall appearance and can be screened with vegetation and shrubs. She commented that an elevation of the secondary structure to 6+ feet would likely result in a determination that the building no longer contributed to the historic district. She believed that the state would review the change as an addition to the building and would not meet Secretary of the Interior's Standards Nos. 9 and 10. Which state,

9. *New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.*
10. *New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

Ms. Filimon commented that the new work which would visually change the building from a one-story building to a two-story building would not be compatible with the size, scale and massing of the property. The essential form and integrity would be significantly altered by the addition of a story.

We hope that you consider this request in light of the property owner's desire to provide minimum flood proofing measures that help preserve the character of the historic property and thus the Tybee Island Back River historic district.

Thank you,



Sarah P. Ward, AICP
Preservation Principal

cc: HOPEDEJO LLC c/o Pearce Reeve
Raluca Filimon, Historic Preservation Division, Tax Incentives Architectural Reviewer and Survey Specialist

Enclosures: Photo Sheet

Resilience to Natural Hazards excerpt from *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings*, published 2017 by the U.S. Department of the Interior.



RESILIENCE TO NATURAL HAZARDS

RECOMMENDED

NOT RECOMMENDED

| RECOMMENDED | NOT RECOMMENDED |
|--|--|
| <i>Resilience to natural hazards should be addressed as part of the treatment Rehabilitation. A historic building may have existing characteristics or features that help address or minimize the impacts of natural hazards. These should be used to best advantage and should be taken into consideration early in the planning stages of a rehabilitation project before proposing any new treatments. When new adaptive treatments are needed they should be carried out in a manner that will have the least impact on the historic character of the building, its site, and setting.</i> | |
| Identifying the vulnerabilities of the historic property to the impacts of natural hazards (such as wildfires, hurricanes, or tornadoes) using the most current climate information and data available. | Failing to identify and periodically reevaluate the potential vulnerability of the building, its site, and setting to the impacts of natural hazards. |
| Assessing the potential impacts of known vulnerabilities on character-defining features of the building, its site, and setting; and reevaluating and reassessing potential impacts on a regular basis. | |
| Documenting the property and character-defining features as a record and guide for future repair work, should it be necessary, and storing the documentation in a weatherproof location. | Failing to document the historic property and its character-defining features with the result that such information is not available in the future to guide repair or reconstruction work, should it be necessary. |
| Ensuring that historic resources inventories and maps are accurate, up to date, and accessible in times of emergency. | |
| Maintaining the building, its site, and setting in good repair, and regularly monitoring character-defining features. | Failing to regularly monitor and maintain the property and the building systems in good repair. |
| Using and maintaining existing characteristics and features of the historic building, its site, setting, and larger environment (such as shutters for storm protection or a site wall that keeps out flood waters) that may help to avoid or minimize the impacts of natural hazards | Allowing loss, damage, or destruction to occur to the historic building, its site, or setting by failing to evaluate potential future impacts of natural hazards or to plan and implement adaptive measures, if necessary to address possible threats. |
| Undertaking work to prevent or minimize the loss, damage, or destruction of the historic property while retaining and preserving significant features and the overall historic character of the building, its site, and setting. | Carrying out adaptive measures intended to address the impacts of natural hazards that are unnecessarily invasive or will otherwise adversely impact the historic character of the building, its site, or setting. |



[60] In some instances, it may be necessary to elevate a historic building located in a floodplain to protect it. But this treatment is appropriate only if elevating the building will retain its historic character, including its relationship to the site, and its new height will be compatible with surrounding buildings if in a historic district. The house on the right, which has been raised only slightly, has retained its historic character. The house on the left has been raised several feet higher, resulting in a greater impact on the historic character of the house and the district.

RESILIENCE TO NATURAL HAZARDS

| RECOMMENDED | NOT RECOMMENDED |
|--|---|
| Ensuring that, when planning work to adapt for natural hazards, all feasible alternatives are considered, and that the options requiring the least alteration are considered first. | |
| Implementing local and regional traditions (such as elevating residential buildings at risk of flooding or reducing flammable vegetation around structures in fire-prone areas) for adapting buildings and sites in response to specific natural hazards, when appropriate. Such traditional methods may be appropriate if they are compatible with the historic character of the building, its site, and setting. | Implementing a treatment traditionally used in another region or one typically used for a different property type or architectural style which is not compatible with the historic character of the property. |
| Using special exemptions and variances when adaptive treatments to protect buildings from known hazards would otherwise negatively impact the historic character of the building, its site, and setting. | |
| Considering adaptive options, whenever possible, that would protect multiple historic resources, if the treatment can be implemented without negatively impacting the historic character of the district, or archeological resources, other cultural or religious features, or burial grounds. | |

Sustainability

Sustainability is usually a very important and integral part of the treatment **Rehabilitation**. Existing energy-efficient features should be taken into consideration early in the planning stages of a rehabilitation project before proposing any energy improvements. There are numerous treatments that may be used to upgrade a historic building to help it operate more efficiently while retaining its character.

The topic of sustainability is addressed in detail in **The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings**.

beginning / / 2017

ending / /

Partner's Share of Income, Deductions, Credits, etc.

See separate instructions.

Part I Information About the Partnership

A Partnership's employer identification number
56-2493752

B Partnership's name, address, city, state, and ZIP code
HOPEDEJO, LLC
100 BLUE FIN CIRCLE, 2ND FLR, UNIT #10
SAVANNAH, GA 31410

C IRS Center where partnership filed return
E-FILE

D Check if this is a publicly traded partnership (PTP)

Part II Information About the Partner

E Partner's identifying number
260-74-7117

F Partner's name, address, city, state, and ZIP code
BROOKE REEVE III
1846 ARDMORE ROAD
ATLANTA, GA 30309

G General partner or LLC member-manager Limited partner or other LLC member

H Domestic partner Foreign partner

I1 What type of entity is this partner? ... INDIVIDUAL

I2 If this partner is a retirement plan (IRA/SEP/Keogh/etc.), check here

J Partner's share of profit, loss, and capital (see instructions):

| | Beginning | Ending |
|---------|-----------|--------|
| Profit | 25 % | 25 % |
| Loss | 25 % | 25 % |
| Capital | 25 % | 25 % |

K Partner's share of liabilities at year end:

Nonrecourse \$

Qualified nonrecourse financing \$

Recourse \$

L Partner's capital account analysis:

Beginning capital account \$ 203,238.

Capital contributed during the year \$

Current year increase (decrease) \$ -3,452.

Withdrawals & distributions \$

Ending capital account \$ 199,786.

Tax basis GAAP Section 704(b) book

Other (explain)

M Did the partner contribute property with a built-in gain or loss?

Yes No

If "Yes", attach statement (see instructions)

Part III Partner's Share of Current Year Income, Deductions, Credits, and Other Items

| | | |
|---|-------------|--|
| 1 Ordinary business income (loss) | 15 | Credits |
| 2 Net rental real estate income (loss) | | |
| 3 Other net rental income (loss) | 16 | Foreign transactions |
| 4 Guaranteed payments | A | VARIOUS |
| 5 Interest income | B | 200. |
| 6a Ordinary dividends | 1. L | 53. |
| 6b Qualified dividends | | |
| 7 Royalties | | |
| 8 Net short-term capital gain (loss) | | |
| 9a Net long-term capital gain (loss) | 17 | Alternative minimum tax (AMT) items |
| 9b Collectibles (28%) gain (loss) | | |
| 9c Unrecaptured section 1250 gain | | |
| 10 Net section 1231 gain (loss) | 18 | Tax-exempt income and nondeductible expenses |
| 11 Other income (loss) | | |
| A* STMT | | |
| 12 Section 179 deduction | | |
| 13 Other deductions | | |
| K* | | 1,447. |
| 14 Self-employment earnings (loss) | | |
| | 19 | Distributions |
| | 20 | Other information |
| | A | 3,030. |
| | B | 1,449. |

*See attached statement for additional information.

FOR IRS USE ONLY



United States Department of the Interior

NATIONAL PARK SERVICE

1849 C Street, N.W.
Washington, DC 20240

October 19, 2017

Pearce Reeve
HOPEDEJO, LLC
100 Blue Fin Drive, Unit 10
Savannah, GA 31410

PROPERTY: **Smart-Sprague-Cottage, 1903 Chatham Avenue, Tybee Island, GA**
PROJECT NUMBER: **36996**
APPLICATION: **Part 1**
DECISION: **Approved**

Dear Mr. Reeve:

The National Park Service (NPS) has reviewed the Historic Preservation Certification Application – Part 1 for the property cited above and has determined that the property as a whole contributes to the significance of the Tybee Island Back River Historic District. Because the property contains more than one building and those buildings were functionally related historically to serve an overall purpose, program regulations require the NPS to determine which of the buildings contribute to the significance of the historic property, and are therefore considered to be "certified historic structures."

Based on the documentation presented, the following buildings contribute to the significance of the property:

- Main Cottage, constructed ca. 1905 with ca. 1933 addition
- Secondary Cottage, constructed ca. 1933

These buildings are "certified historic structures" for purposes of rehabilitation.

The documentation also indicates that the following building does not contribute to the significance of the property and the Tybee Island Back River Historic District:

- Garage, constructed ca. 1984

This building is not a "certified historic structure" for purposes of rehabilitation.

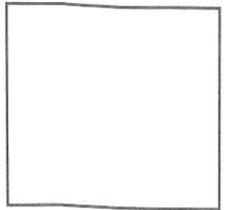
Program regulations also require NPS to review the rehabilitation work as a single overall project, and to issue rehabilitation certification on the merits of the overall project rather than for each structure. Consequently, if you intend to submit Part 2 of the application, the Description of Rehabilitation Work, it must describe all proposed work on the property, although the 20% investment tax credit is based only on costs for the rehabilitation of "certified historic structures."

If you have any questions about the review of the application, please contact me at 202-354-2025.

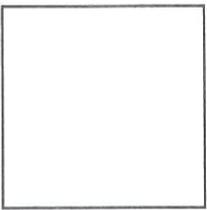
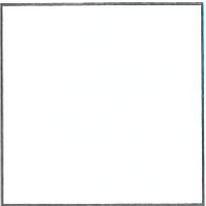
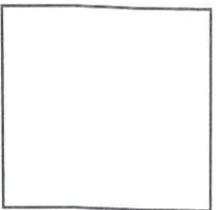
Sincerely,


Guy M. Lapsley
Technical Preservation Services

cc: IRS
GA SHPO
Sarah Ward, 625 East 44th Street, Savannah, GA 31405



to me

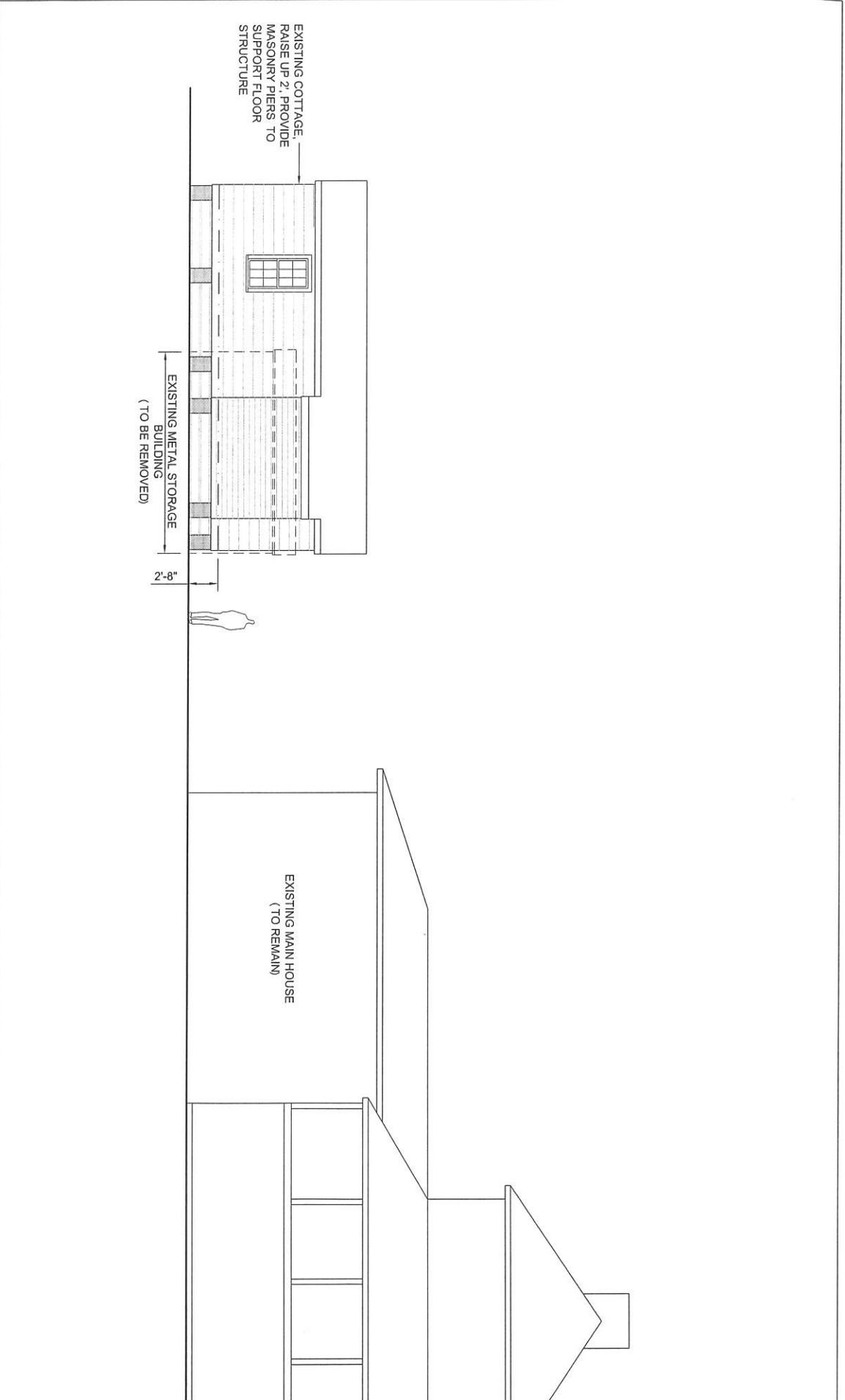


Howard,

Yes, please call me at 596-4240. I will be available around 4:30 to discuss. It appears that you have outlined the options correctly but there may also be a fourth. Because this property is listed in the National Register of Historic Places, it can be exempt from meeting code requirements per the Historic Building Section 3409, Chapter 34 of the International Building Code (IBC), 2012 Edition which allows the building official flexibility when considering impacts to historic properties. Additionally, FEMA can grant a variance from their requirements if it is determined that the change will result in a loss of historic integrity (option 2 would substantiate this loss). In prior conversations with Gregori Anderson at the County regarding historic properties on Tybee, he commented that "state historic exemptions and the national exemptions through the Federal Secretary of the Interior Rules and Regulations for historic buildings also apply."

We are members of the Tybee Island Historical Society and after Cullen passed away, Sarah Jones became Director. She is great to work with and a huge supporter and advocate for preserving Tybee's historic buildings. She is also aware of the flood issues and has been working with the City of Tybee as they have developed a plan through FEMA to elevate about 60 historic buildings. She is working to balance HP with real-life flood issues on the island which is not an easy task.

I look forward to discussing options with you later today.



REEVE RESIDENCE

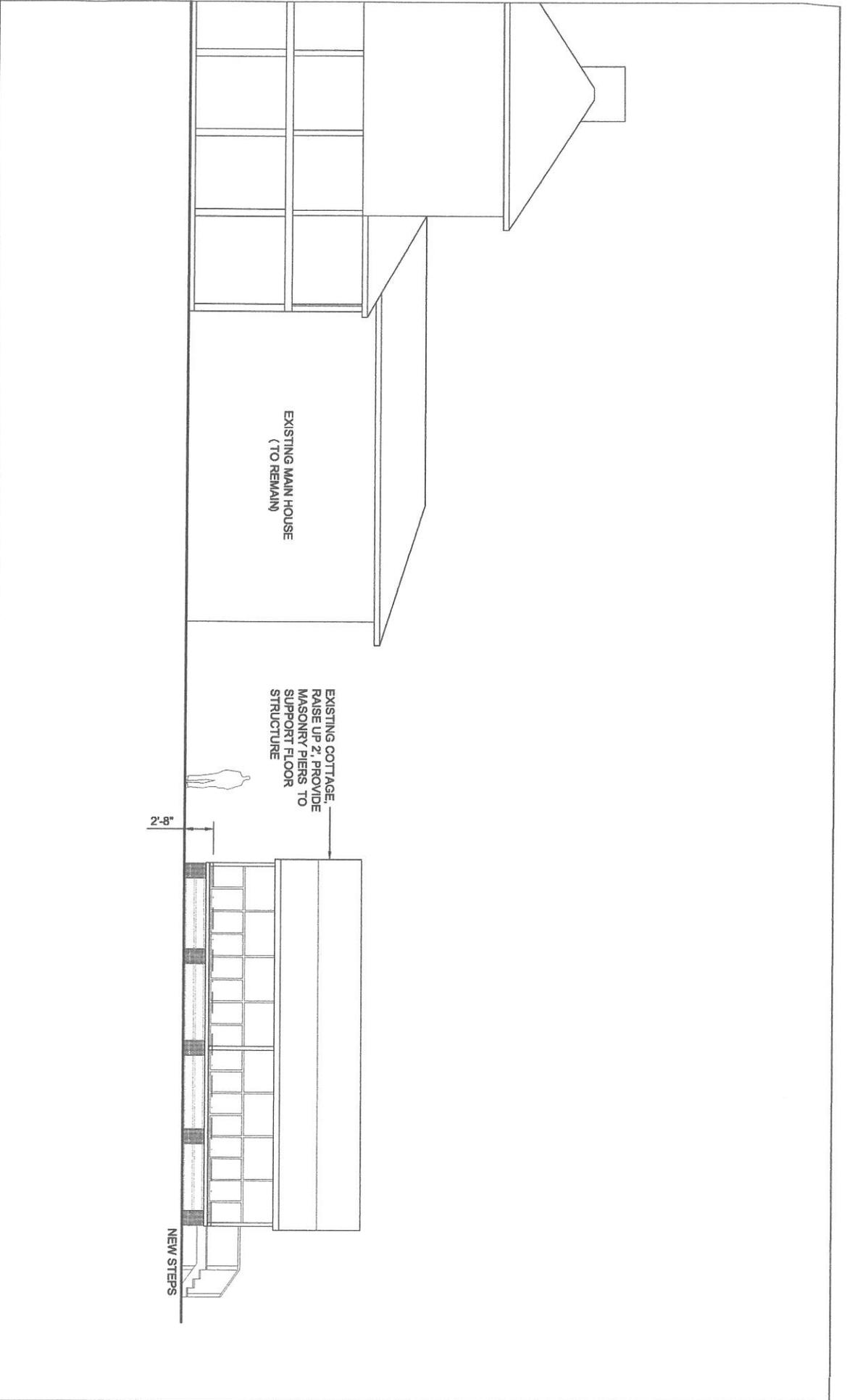
TYBEE ISLAND, 1909 CHATHAM AVENUE

EXISTING COTTAGE, NORTH ELEVATION

SCALE: 1/8" = 1'-0" 2/12/2018

BARNARD ARCHITECTS

220 E HALL ST SAVANNAH



RBBYE RESIDENCE

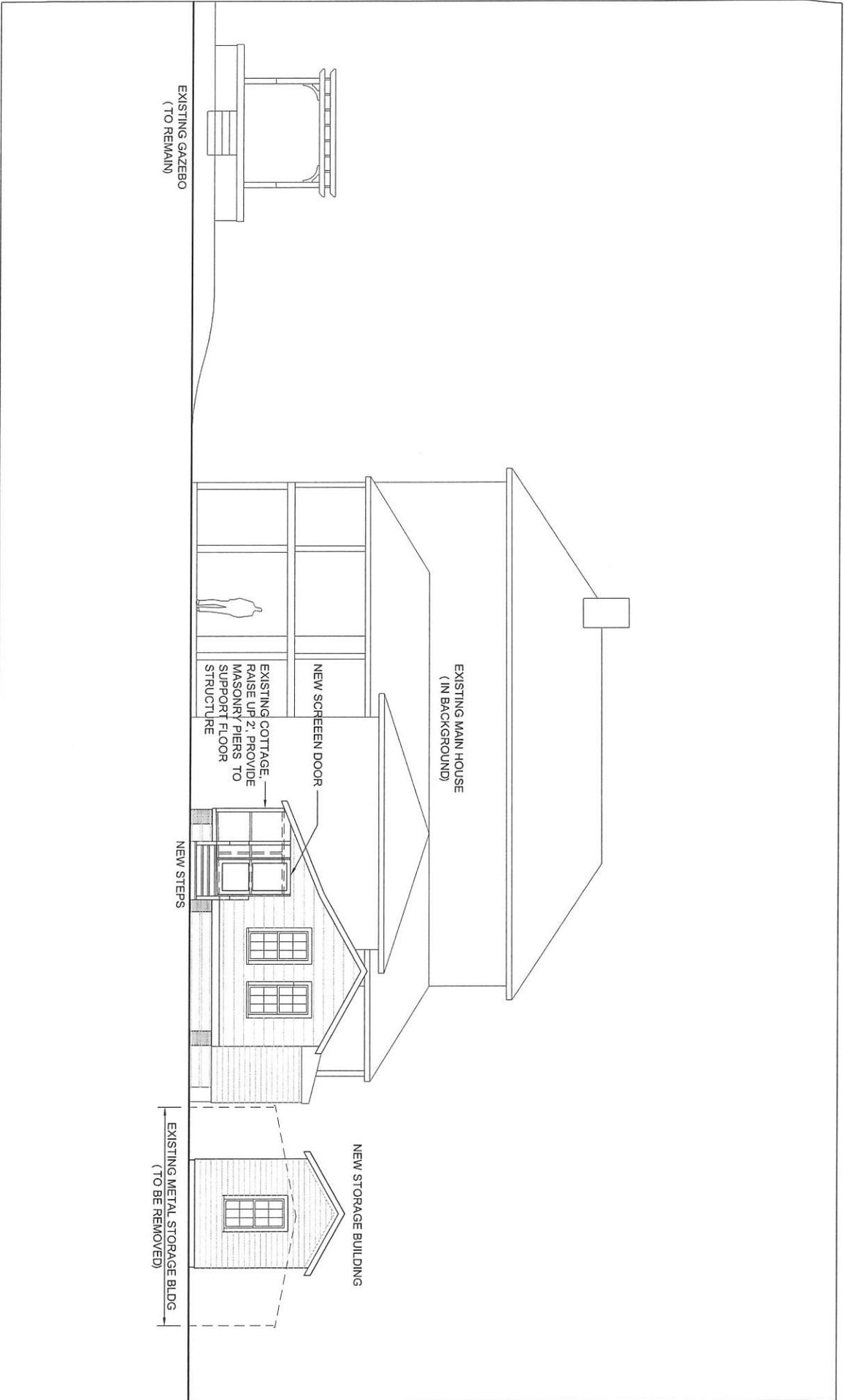
TYBEBB ISLAND, 1903 CHATHAM AVENUE

EXISTING COTTAGE, SOUTH ELEVATION

SCALE: 1/8" = 1'-0" 2/12/2018

BARNARD ARCHITECTS

220 E HALL ST SAVANNAH



REEVE RESIDENCE

TYBEE ISLAND, 1903 CHATHAM AVENUE

EXISTING COTTAGE, EAST ELEVATION

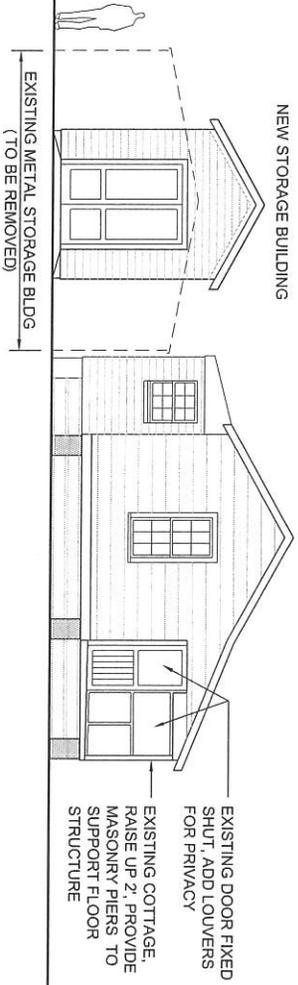
SCALE: 1/8" = 1'-0" 4/4/2018

BARNARD ARCHITECTS

220 E HALL ST SAVANNAH

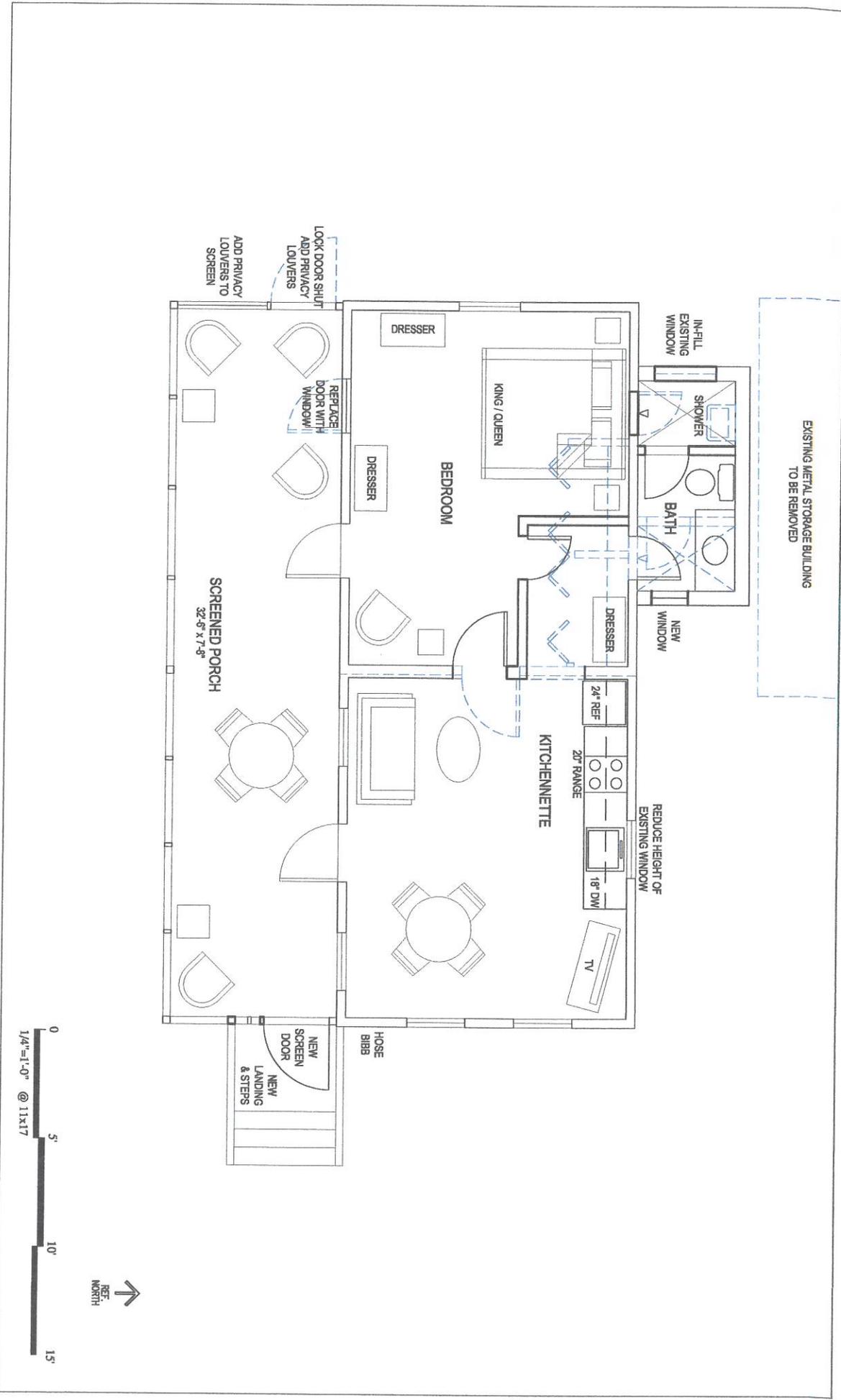
EXISTING COTTAGE, WEST ELEVATION

SCALE: 1/8" = 1'-0" 2/12/2018



COTTAGE FLOOR PLAN

SCALE: 1/4" = 1'-0" 1/31/2018



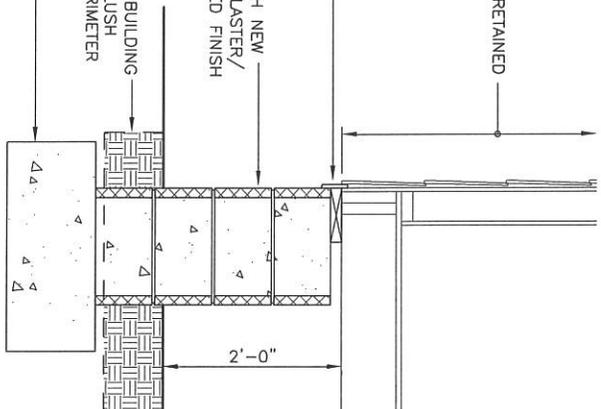
EXISTING STRUCTURE TO BE RETAINED AND RAISED UP 2'

KDAT 3/4x4 TRIM, PAINTED

REPLACE EXISTING PIERS WITH NEW MASONRY PIERS (18x18x8 PILASTER/COLUMN BLOCK) WITH PAINTED FINISH

EXISTING GRADE BELOW THE BUILDING TO BE FILLED-IN / MADE FLUSH WITH THE GRADE AT THE PERIMETER OF THE BUILDING

NEW CONCRETE FOOTING



1

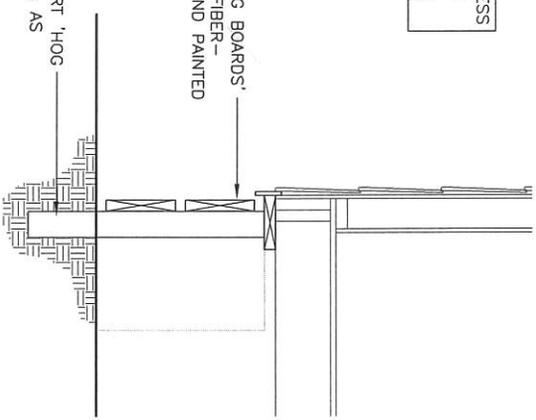
DETAIL OF FOUNDATION IMPROVEMENT

SCALE: 3/4" = 1'-0"

PROVIDE CRAWL SPACE ACCESS ON EACH SIDE OF BUILDING: 18"x24" OPENING ('HOG BOARDS' TO BE REMOVABLE)

2x10 KDAT HORIZONTAL 'HOG BOARDS' (PAINTED) OPTION: 5/4x10 FIBER-CEMENT BOARDS, SMOOTH AND PAINTED (JAMES HARDI OR EQUAL)

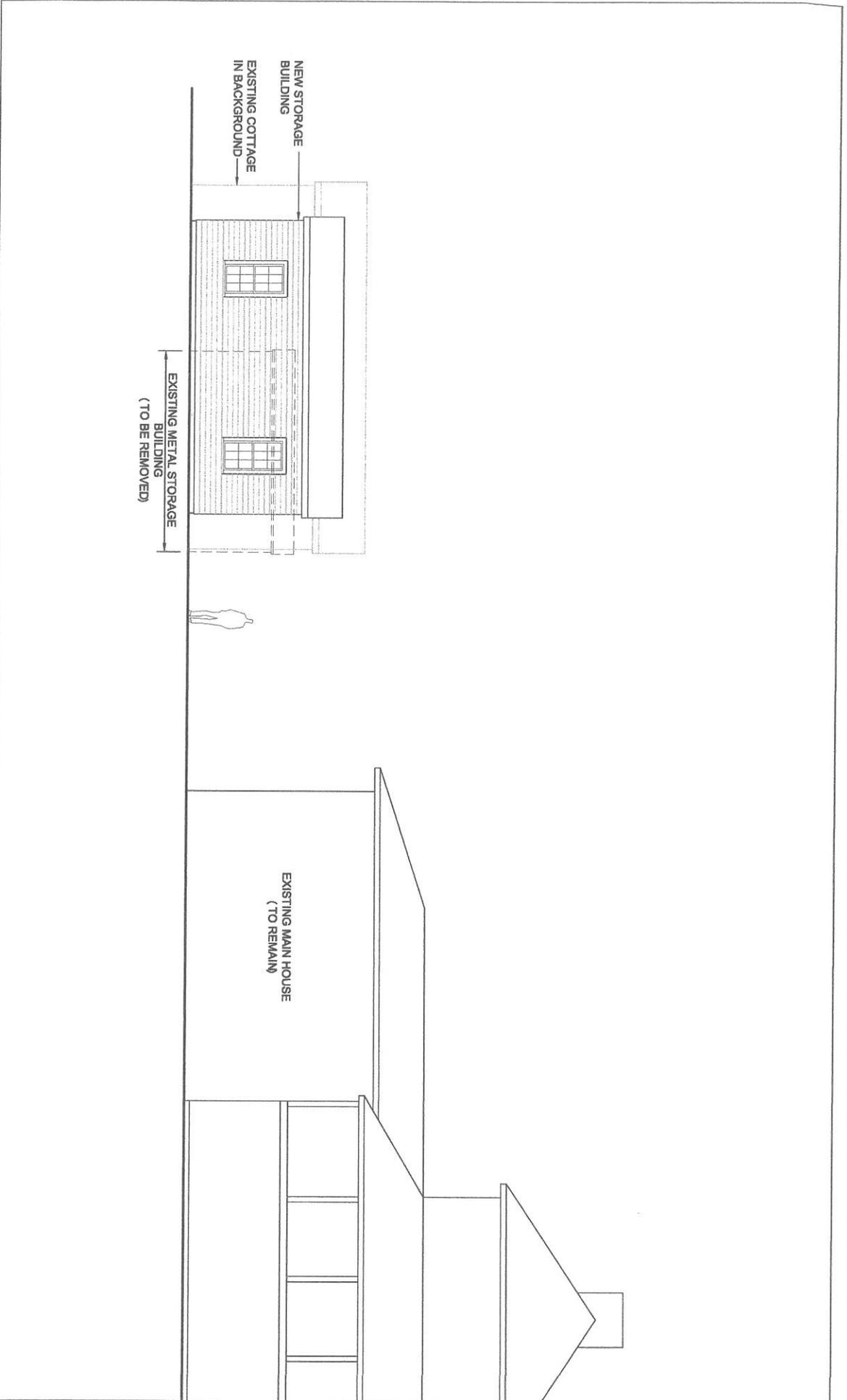
PT 4x4 FRAMING TO SUPPORT 'HOG BOARDS'. (SPACING OF 4x4s AS RECOMMENDED BY BOARD MANUFACTURER)



2

DETAIL OF SKIRTING

SCALE: 3/4" = 1'-0"



REEVE RESIDENCE

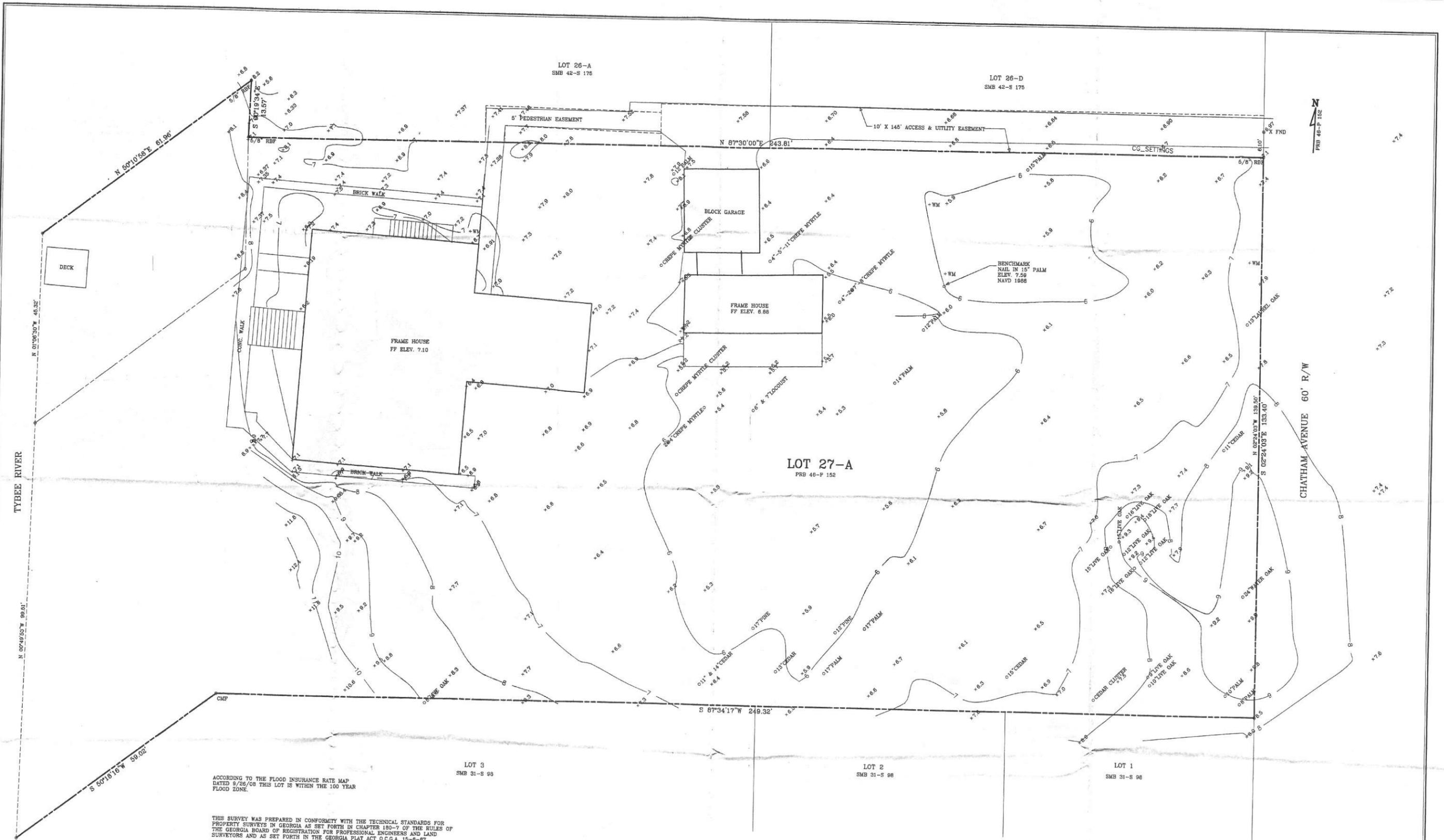
TYBEE ISLAND, 1903 CRYSTAL A AVENUE

NEW STORAGE, NORTH ELEVATION

SCALE: 1/8" = 1'-0" 2/12/2018

BARNARD ARCHITECTS

220 B HALL ST SAVANNAH

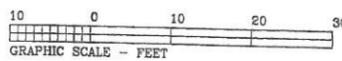


ACCORDING TO THE FLOOD INSURANCE RATE MAP DATED 5/26/08 THIS LOT IS WITHIN THE 100 YEAR FLOOD ZONE.

THIS SURVEY WAS PREPARED IN CONFORMITY WITH THE TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 180-7 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN THE GEORGIA PLAT ACT O.C.G.A. 15-6-87.

EQUIPMENT:
 TOPCON AP-11A
 ERROR OF CLOSURE:
 LINEAR: 1/-
 ANG: +/- ANGLE
 BALANCED BY: -
 PLAT: 1/-

SCALE: 1" = 10'
 DATE: OCTOBER 7, 2017 SURVEY
 DATE: OCTOBER 11, 2017 PLAT
 FILE NO. 17-135



J. WHITLEY REYNOLDS
 LAND SURVEYOR
 636 STEPHENSON AVENUE
 SUITE C
 SAVANNAH, GEORGIA 31405
 TELEPHONE: 912-352-0484
 FAX: 912-352-7787



TOPOGRAPHIC SURVEY OF LOT 27-A, WARD 6, TYBEE ISLAND, CHATHAM COUNTY, GEORGIA

STREET ADDRESS: 1903 CHATHAM AVENUE
 PIN 4-0009-12-002
 FOR: HOPEDEJO, LLC



**PLANNING COMMISSION
NOTICE OF DETERMINATION**

Meeting date: 10/15/2018

Project Name/Description: from Flood Ordinance –Article 8 –*Flood damage prevention* -
1903 Chatham Avenue–Zone R-2–4-0009-12-002–Brooke Reeve III.

Action Requested: Zoning Variance

| | | | |
|--------------------|---|-------------------------------|-----------------------|
| Special Review | | Subdivision: | |
| Site Plan Approval | | Sketch Plan Approval ___ | Conceptual ___ |
| Variance | X | Preliminary Plan Approval ___ | |
| Map Amendment | | Final Plat Approval ___ | |
| Text Amendment | | Minor Subdivision ___ | Major Subdivision ___ |

Petitioner has met all documentation requirements, all external approval requirements, and all code requirements, except for the following:

The Planning Commission Motion on Petition: Approval Denial Continued

Action on Motion:

| COMMISSIONER | FOR | AGAINST | COMMENTS |
|--------------|-----|---------|---------------------|
| Bishop | | | Chair |
| Bossick | X | | Vice Chair - Second |
| Robertson | X | | Motion |
| Gann | X | | |
| Bramble | X | | |
| Matlock | X | | |
| McNaughton | X | | |

Planning Commission Chair:

Date: 10/15/18

Planning & Zoning Manager:

Date: 10-16-18

Backup material for agenda item:

9. OCTOBER 15 2018 MINUTES



PLANNING COMMISSION

Demery Bishop
Ron Bossick
Marianne Bramble
Tina Gann
Charles Matlock
David McNaughton
Alan Robertson



CITY MANAGER
Shawn Gillen

COMMUNITY DEVELOPMENT DIRECTOR
George Shaw

CITY ATTORNEY
Edward M. Hughes

Planning Commission Meeting MINUTES October 15, 2018

Chair Bishop called the October 15, 2018 Tybee Island Planning Commission meeting to order. Commissioners present were **Charles Matlock, Marianne Bramble, Alan Robertson, David McNaughton, Ron Bossick** and **Tina Gann**.

Consideration of Minutes:

Chair Bishop asked for consideration of the September 17, 2018 meeting minutes. **Alan Robertson** made a motion to approve. **Charles Matlock** seconded. The vote to approve was unanimous without **Tina Gann's** vote; she was not present at the September 17 meeting.

Disclosures/Recusals: **Chair Bishop** asked if there were any disclosures or recusals. **Ron Bossick** stated he would like to disclose that he is a board member on the Tybee Island Historical Society and that would not require recusal. **Chair Bishop** also disclosed that he is friends with two petitioners with items on the agenda and he feels like he could be impartial since he does not vote.

Old Business:

Text Amendment to Land Development code: Sec. 4-050 Zoning Districts (O) South End Business Overlay District.

George Shaw approached the Planning Commission and stated this item has been on this Planning Commission agenda before and now the ordinance has been paired down to a restriction on demolition and relocation of historic properties in that district. Staff approves. **Chair Bishop** stated on page 2, item 1, second sentence says, "Now surrounded by new construction and commercial development". Will this mean existing, new or all commercial development? There are also two sections of definitions and he thinks they should have some clarification as to which set of definitions to use. **George Shaw** stated that this is throughout the Land Development Code whether it is a good idea or not he is not certain. **Charles Matlock** stated the section that lists non-historical buildings with architectural significance should not be listed at all because there is no definition for non-historical, that section should just list historic buildings. **George Shaw** stated he does see his point and that phrase should be omitted. **Alan Robertson** stated it might be a better solution if they amend Article 14 *Historic Preservation* with this text amendment instead of adding it as a new section. **Chair Bishop** asked if there was a specific reason that this was not part of the existing Article 14 *Historic Preservation* of the code. **George Shaw** stated that the importance for this was the resolution from City Council specifically referencing that district, which is why we cannot expand beyond that today. In addition, the South End is the most visible district to visitors, so the desire to save as many historic buildings in that district was why this got started. **Alan Robertson** asked where it states in number 4 (A) about demolition being determined by a licensed structural engineer, who would actually do this determination on historical properties? **George Shaw** stated normally the applicant hires an engineer to do that letter inspection, maybe at some point the City should determine who pays for that person. **Ron Bossick** stated that section should read "documentation from a State of Georgia licensed structural engineer with a professional engineer certification". That would put that individual's license on the line for that project. **Alan Robertson** made a motion to continue to the November 19 Planning Commission meeting to make the small changes from this meeting. **Marianne Bramble** seconded. Vote to continue was unanimous.

New Business:

Minor Subdivision: Subdivide one lot into two lots -1 Moore Avenue – Zone R-1-B - 4-0002-02-011 – Kimerly H. Howard & Daniel R. Brown.

George Shaw approached the Planning Commission and stated the applicants at 1 Moore Avenue would like to subdivide their property. The property is approximately 16,000 square feet and is large enough to be subdivided in the R-1-B district. There is one corner marker that is in the middle of Solomon Avenue, so if they were to fence the property the City would have to relocate the road. The City is looking into that at this moment. Other than that, there are no issues with this subdivision. Staff recommends approval. **David McNaughton** stated the date on the application is May 31, 2018. Why was it not filed until October. **George Shaw** stated they had two out buildings that needed to be removed before they could request the subdivision. **Alan Robertson** made a motion to approve. **Marianne Bramble** seconded. Voting in favor were **Alan Robertson, Tina Gann, Marianne Bramble, Charles Matlock** and **David McNaughton**. Voting against was **Ron Bossick**. Motion to approve carried 5-1.

Zoning Variance: Consideration of extending existing deck in setback - 13 T.S. Chu Terrace - 4-0009-04-006 – Deb Baber & Raynette Evans.

George Shaw approached the Planning Commission and stated the applicants at 13 T.S. Chu Terrace are asking to add a deck. There are already a couple of decks on the property that are in the setback and there is very little greenspace. Staff recommends denial. **Deb Baber** and **Raynette Evans**, co-owners of 13 T.S. Chu Terrace, approached the Planning Commission and stated one of the pictures shows the sliding glass door that is there and that is the reason they want to put the balcony deck back. When they raised the house, they did not include that one deck. Now they would like to put the deck on. They stated it would be another safety outlet for the house. **Chair Bishop** asked how many ingress and egress do they have. **Deb Baber** stated they have one exit from the second floor and two exits from the first floor. **Charles Matlock** made a motion to deny. **Alan Robertson** seconded. Voting in favor were **Ron Bossick, Alan Robertson, Tina Gann, Marianne Bramble** and **Charles Matlock**. Voting against was **David McNaughton**. Motion to deny carried 5-1.

Zoning Variance: from flood Ordinance – Article 8 – Flood Damage Prevention - 1903 Chatham Ave. – Zone R-2 - 4-0009-12-002 – Brooke Reeve III.

Mr. Shaw approached the Planning Commission and stated the applicant is requesting a variance from the City's flood ordinance to one historic cottage on their property. They can only lift it two feet to keep the historic status per the Historic Preservation Division, which is all they will allow. Our ordinance would put it at seven feet. Although it is only two feet, that will still get it up off the ground and will let them keep the historic status. In this case, staff recommends approval. **Sarah Ward** with Ward Architecture stated she lives at 625 East 44th Street in Savannah approached the Planning Commission and stated she is representing the applicant Brooke Reeve III who could not be at the meeting. She stated Ward Architecture has been involved with the applicant's family for eighteen months now and they are doing the historic tax credit applications at the State and Federal level for the property and she would be happy to answer any questions. **Alan Robertson** asked if the height amount is site specific. **Sarah Ward** stated that every property is looked at differently. **Alan Robertson** made a motion to approve. **Ron Bossick** seconded. Vote to approve was unanimous.

Standing Agenda Item: **Chair Bishop** asked if there were any standing agenda items. **Commissioner Robertson** stated there was none for this meeting.

Vice Chair Ron Bossick made a motion to Adjourn. **Marianne Bramble** seconded. The vote was unanimous. Meeting adjourned 8:30pm.

Lisa L. Schaaf

Backup material for agenda item:

10. RFP for Flood Mitigation Assistance Grant



MAYOR
Jason Buelterman

CITY COUNCIL
Barry Brown, Mayor Pro Tem
John Branigin
Wanda Doyle
Julie Livingston
Monty Parks
Shirley Sessions



CITY MANAGER
Shawn Gillen

CLERK OF COUNCIL
Janet LeViner

CITY ATTORNEY
Edward M. Hughes

CITY OF TYBEE ISLAND

City Council Agenda Item Request

Agenda Item Requests and supporting documentation must be submitted to the Clerk of Council by 4:00PM on the Thursday prior to the next scheduled Council meeting. If this form is received after the deadline, the item will be listed on the next scheduled agenda.

Council Meeting Date for Request: 11-8-2018

Item: RFP for Flood Mitigation Assistance grant
application

Explanation: The Flood Mitigation Grant is another federal grant aimed at mitigating potential flood damage. This grant is a nationally competitive grant so it is more difficult to be awarded than the Hazard Mitigation Grant that we have already applied for but it does have a higher payout percentage. It is designed for homes that are Repetitive Loss or Severe Repetitive Loss properties. We put out an RFP for someone to manage the application process.

Budget Line Item Number (if applicable): 100 7220 52 1300

Paper Work: Attached*
 Audio/Video Presentation**

* **Electronic submissions are requested by not required. Please email to jleviner@cityoftybee.org.**

** **Audio/video presentations must be submitted to the IT department at City Hall by 4:00PM on the Thursday prior to the scheduled meeting.**

NOTE: Request will be postponed if necessary information is not provided.

Submitted by: George Shaw

Phone / Email: 472-5031, gshaw@cityoftybee.org

P.O. Box 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749
(866) 786-4573 – FAX (866) 786-5737
www.cityoftybee.org



Comments: ___This would be another method to seek financial assistance for our citizens to floodproof their homes._____

Date given to Clerk of Council 10-31-2018

MAYOR AND COUNCIL AGENDA ITEM REQUEST



When trust matters

RECOVER MITIGATE MANAGE

disaster recovery, mitigation and administration

PROPOSAL

City of Tybee Island

RESPONSE TO REQUEST FOR PROPOSAL

RFP 2018-718

Prepared for:
The City of Tybee Island

Proposal issued:
10/15/2018

Proposal due:
10/31/2018

YOUR TRUST

THANK YOU

MATTERS TO US

Trust is about more than just experience.

It's about a relationship. We bring more than outstanding expertise to our clients... our team is always on-call, on-budget and on-point for every project.

We founded FCMC because there was a need for a higher level of service in the delivery of resilience. We are honored by the trust of our clients and take it seriously. Every single member of our team is committed to a superior experience, whether you are planning for disaster prevention or recovering from it. Our team recognizes that results are paramount and why our clients engage us.

Frank C. McColm, AICP, CFM

Founder, President

CONTENT

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| EXPERIENCE | 11 |
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| TEAM BIOS & RESUMES | 14 |
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| ATTACHMENTS: | 38 |
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| SIGNATURE SHEET | |
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| ATTACHMENT A: O.C.G.A. § 50-36-1(E)(2) SAVE AFFIDAVIT | |
| | |
| ATTACHMENT B: CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-19(B)(1) | |
| | |
| ATTACHMENT C: PROPOSER'S W-9 | |
| | |
| ATTACHMENT D: PROPOSAL SHEET FLOOD MITIGATION ASSISTANCE GRANT CONSULTANT RFP #2018-718 | |
| | |
| ATTACHMENT E: REFERENCES | |
| | |
| ATTACHMENT F: CHECKLIST FOR SUBMITTING RFP | |

WE CARE ABOUT COMMUNITIES

COMPANY

F.C. McColm Consulting, LLC (FCMC) is a Florida-based management consulting firm specializing in emergency management and community development solutions for state and local governments. Headquartered in Tallahassee, the firm brings unique insight and strategies to deliver results and add value to our clientele around the nation. Specializing in disaster and non-disaster grant programs, floodplain management and grants administration, the team coordinates project development and implementation among local, state, and federal participants.

1 | THE TEAM

ON TIME · ON BUDGET · ON POINT

F.C. McColm (FCMC) has teamed with Thomas & Hutton (the Team) to respond to RFP 2018-718 by the City of Tybee for Flood Mitigation Assistance Grant Consultation. The Team's combined experience amounts to decades of work across the field of disaster risk management and mitigation. Ranging from federal grant program management to engineering services, the Team will provide the City of Tybee with all the necessary services to complete a Flood Mitigation Assistance (FMA) grant application by the December 31st, 2018 deadline. The Team's extensive portfolio demonstrates substantial experience managing federal non-disaster and disaster grant programs, both within the State of Georgia and throughout the United States, which will assure the City of Tybee that it can maximize mitigation opportunities and see a return on investment for the community.

THE TEAM

F.C. McCOLM (FCMC)

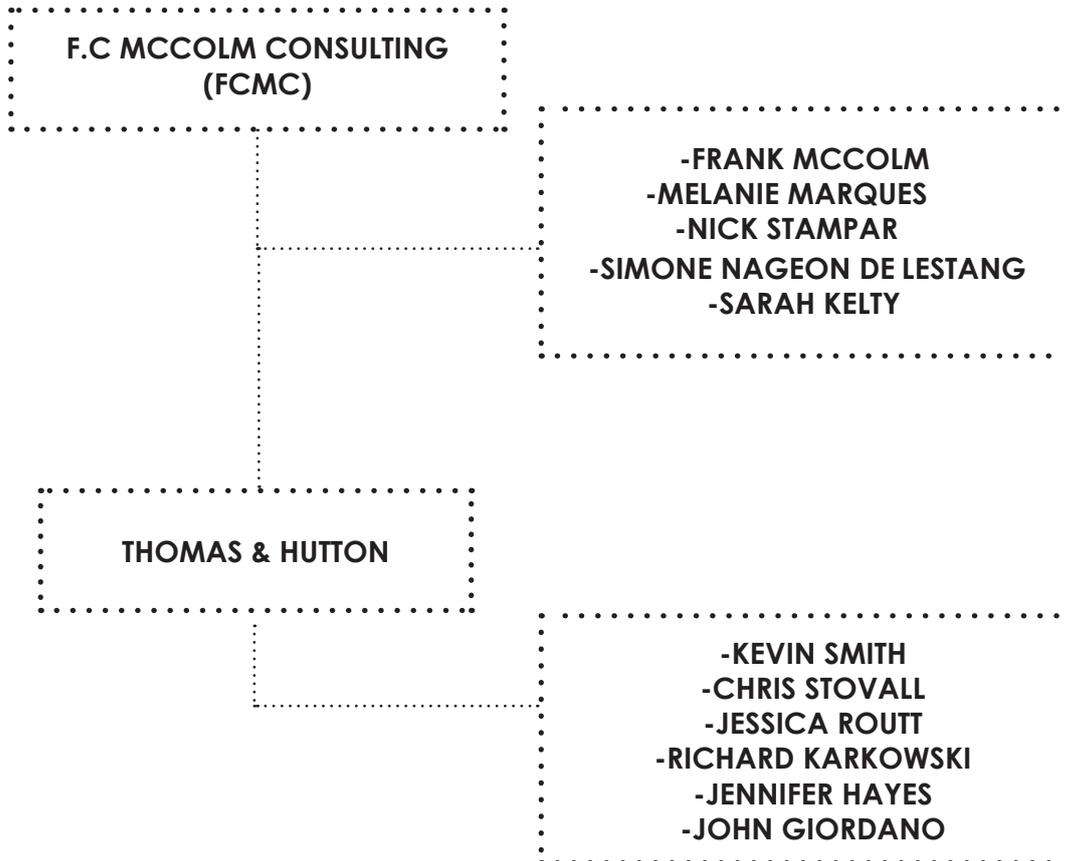
F.C. McColm Consulting, LLC (FCMC) is a Florida-based management consulting firm specializing in emergency management and community development solutions for state and local governments. Headquartered in Tallahassee, the firm brings unique insight and strategies to deliver results and add value to our clientele around the nation. Specializing in disaster and non-disaster grant programs, floodplain management and grants administration, the team coordinates project development and implementation among local, state, and federal participants. FCMC's team members work to deliver exceptional value to our clients. The value of talent, experience, and knowledge can be seen in not only the project delivery, but throughout the life-cycle of each project. FCMC takes pride in results – delivered on time and on budget.

THOMAS & HUTTON

Thomas & Hutton stands out as one of the most well respected and established consulting and engineering firms in the region. With eight offices in the southeast, more than 280 staff, and 71 years of experience, Thomas & Hutton has the technology and associated technical resources available to provide the necessary services for the Tybee Flood Mitigation Grant Consultant Contract.

Thomas & Hutton designs infrastructure with hazard mitigation and future planning in mind. Our talented staff is passionate and stands firmly behind designing facilities that ultimately create the essential framework of healthy and thriving communities. We provide knowledge and expertise in working in, and with, local governments and have tremendous experience with the various permitting and regulatory requirements. Our clients find that our strong relationships with local, state, and federal agencies are very helpful to expedite project approvals. Because of our commitment to our clients' successes and being considered consistently as a trusted advisor, Thomas & Hutton has over 88-percent repeat business. The long-term relationships built over the past 71 years are clear indicators of our pledge to provide the responsive, professional service clients have come to expect from Thomas & Hutton.

ORGANIZATION



PROJECT

2

| APPROACH

The Team is prepared to provide all services necessary to support the City of Tybee (City) through the FMA grant application development process. The Team will start by discerning the long term desired outcomes and needs as identified by the community, recognizing that completion of this application will require a rapid turnaround and an agile team. To best support the City, the Team will seek to maximize the number of properties included in the application package which are eligible for elevation and whose owners have shown voluntary interest in participation. The Team will work to gather all required data and conduct all structural evaluations necessary for an eligible and complete application.

The Team recognizes the importance of involving the public in the exchange of information when designing community-based mitigation strategies. Having extensive experience in property owner outreach and engagement, the Team will work to educate homeowners who have indicated voluntary interest. Accordingly, the Team will conduct at least two public information meetings to explain the project process, eligibility requirements, timeframes, and other important information to the affected property owners. In order to maximize public participation, the Team will prepare appropriate informational materials ahead of time, provide early notice of the meeting, and work to schedule the meeting at a time and place that is convenient for those who wish to attend.

Together, the Team will provide subject matter experts with the qualifications needed to develop a scope of work, cost estimations, determinations of cost effectiveness, and documentation for environmental and historic preservation review of the structures.

APPROACH

A technically feasible scope of work will be developed to meet all requirements outlined by the most recent FEMA Hazard Mitigation Assistance Guidance. To ensure a high return on investment for the community, the Team will implement proven methodologies for quantifying the benefit of flood risk reduction for the City. Cost effectiveness for the project will be determined utilizing the FEMA Benefit Cost Analysis (BCA) Toolkit v5.3. All required coordination with state and federal agencies for environmental and historic preservation review will be provided to the City to streamline state review of the project application.

Finally, the team will provide the City with complete and accurate elevation certificates for each property identified in the application, where necessary. The Team will work with qualified surveyors to complete elevation certificates, thereby assisting homeowners in quantifying their flood risk and the City of Tybee in bolstering their status in the Community Rating System. A complete and eligible application will be submitted to the Georgia Emergency Management Agency by the December 31st, 2018 Deadline.

ABILITY TO PERFORM

The Team understands that the City has high expectations for flood risk reduction with a short timeline for submittal to the state.... *CONTINUED*

3 | ABILITY TO PERFORM

Long-term relationships built with clients are clear indicators of the pledge to provide the responsive, professional service clients have come to expect from the Team. Our commitment to client success has resulted in a majority of clientele coming from repeat customers and peer reference. The Team is considered consistently as a trusted advisor to our clients.

Our clients recognize the Team as a tightly-knit professional group that works efficiently on projects, while maintaining close client-professional relationships. Our principals are actively involved with client communications and project performance. Our project managers, surveyors, design engineers, landscape architects, and technical resource personnel assure that each project is efficiently completed according to the scope, schedule, and budget.

The Team understands that the City has high expectations for flood risk reduction with a short timeline for submittal to the state. Team leads will establish and maintain rapport with appropriate City staff to remedy any potential compliance, eligibility and/or informational issues that may arise. The Team will work diligently to ensure that the application process is streamlined for homeowners, effortless for the City, and polished for state review.

EXPERIENCE



FLORIDA DIVISION OF EMERGENCY MANAGEMENT | HAZARD MITIGATION GRANT PROGRAM, PROGRAMMATIC AND ENGINEERING REVIEW | 2018 – PRESENT

FCMC supported the Florida Division of Emergency Management (FDEM) in processing and reviewing applications for the FEMA Hazard Mitigation Grant Program (HMGP) following Hurricane Irma. As State support staff and resident experts, FCMC staff conducted programmatic reviews, reviewing over four hundred proposals for project eligibility, and documentation requirements. Staff also provided technical review support to the FDEM team by assisting with technical feasibility and cost effectiveness determinations. In order to streamline the process, FCMC facilitated weekly meetings to report progress updates and receive feedback. Throughout the grant review process, FCMC has been instrumental in maintaining a high level of quality and consistency, according to FEMA's Hazard Mitigation Assistance Program requirements and regulations, and understands the level of effort required.



TYBEE ISLAND, GEORGIA | HAZARD MITIGATION ASSISTANCE PROGRAM, ELEVATION PROJECTS | 2018

FCMC was contracted by The City of Tybee to manage the development of Hazard Mitigation Grant Program (HMGP) applications to elevate homes out of the floodplain. In doing so, the team developed two HMGP proposals to fund the elevation of 62 homes, with a cumulative project budget of over \$11 Million. FCMC provided ongoing guidance to both the individual homeowners and the City throughout the application development process. This program required close contact with both FEMA and Georgia's Emergency Management and Homeland Security Agency (GEMA).

FCMC and Thomas & Hutton provided grant application development support which included working directly with property owners on the collection and assembly of data required for the application. Activities included scope of work development, cost estimate review and support, and environmental and historic preservation documentation, and facilitating three homeowner meetings.

EXPERIENCE



ST. VIINCENTS HEALTHCARE | HAZARD MITIGATION ASSISTANCE PROGRAM | WIND RETROFIT PROJECTS 2017-2018

FCCM was contracted by St. Vincent's HealthCare to develop wind-retrofit and flood mitigation Hazard Mitigation Assistance Program applications for two of their hospitals in Jacksonville, Florida. After a relatively stormless decade, Hurricane Irma, declared event DR 4337, made landfall on Jacksonville's coastline, bringing high-speed winds, heavy rainfall, and significant impacts to the City's infrastructure, including the hospitals. In order to protect against future damage, FCCM developed two hazard mitigation proposals to reduce the medical facilities' vulnerability to damage from wind, wind-driven rain intrusion, flooding, and storm surge. Mitigation activities focused on flood prevention activities as well retrofitting the building's envelope so that the roof, windows, and doors are hardened to withstand high wind events. FCCM provided ongoing guidance to both hospitals throughout the application development process. This project required close contact with both FEMA and Duval County. Proposal development Activities included scope of work development, benefit-cost analysis, cost estimate review and support, and environmental and historic preservation documentation, among others.



BAY COUNTY, FLORIDA | FLOOD MITIGATION ASSISTANCE ACQUISITION & DEMOLITION PROJECTS | 2017 - 2018

FCCM was contracted by Bay County serve as the project manager for hazard mitigation grant application development to acquire residential properties that had been repeatedly damaged by flooding. Bay County is a coastal community located on Florida's "Emerald Coast" that has riverine and coastal flood risk. Through the acquisition and demolition project, homeowners have the opportunity to sell their homes to the county. In doing so, Bay County is able convert the at-risk structures to open space. This project lowers the risk of flood damage in the future and also reduces the cost of flood insurance for the community. FCCM provided ongoing guidance to both the individual homeowners and the county throughout the application development process. This program required close contact with both FEMA and the Florida Division of Emergency Management.

FCCM provided life-cycle grant application development support which included working directly with property owners on the collection and assembly of data required for the application. Activities included scope of work development, benefit-cost analysis, cost estimate review and support, and environmental and historic preservation documentation, among others.

EXPERIENCE



CITY OF KEY WEST, FLORIDA | FLOOD MITIGATION ASSISTANCE MITIGATION RECONSTRUCTION PROJECTS | 2017

FCCM was contracted by The City of Key West to develop hazard mitigation grant applications for residential flood mitigation. The majority of Key West, nearly 80 percent, is located in the Special Flood Hazard Area (SFHA) where the area is extremely vulnerable to coastal flooding. The hazard mitigation project proposed reconstructing the structures to raise them out of the floodplain will reduce the properties' vulnerability to flooding, including property damage and health hazards. FCCM provided ongoing guidance to both the individual homeowners and the city during the application development and submittal process. FCCM provided life-cycle grant application development support which included working directly with property owners on the collection and assembly of data required for the application. Activities included scope of work development, benefit-cost analysis, cost estimate review and support, and environmental and historic preservation documentation, among others.

WE PARTNER WITH GOVERNMENTS AND CORPORATIONS TO PROTECT THE COMMUNITIES WE LOVE



FRANK C. MCCOLM Founder, President

Frank is an all-hazards mitigation and recovery leader, recognized for his ability to inspire divergent groups to meet a common goal. A persuasive communicator, he is naturally collaborative and driven by challenges. Shortly after founding F.C. McColm Consulting, he was tasked with leading recovery efforts for the State of Florida after Hurricane Irma. Today, Frank provides leadership in disaster recovery, hazard mitigation, project management, grants administration, floodplain management as well as resiliency program administration.



MELANIE MARQUES Project Manager

Melanie is responsible for the design and implementation of community-based planning projects. Her expertise includes grant administration, report development and communications. She played an instrumental role in FCMC's response to Hurricane Irma, addressing immediate and long-term rebuilding issues to improve economic opportunities for affected residents. She is an experienced administrator of large-scale federal grant programs, and regularly works with teams of consultants to fund and create projects that reduce the loss of life and property from natural and man-made hazards. She speaks Spanish and Portuguese and is a published writer.



SIMONE NAGEON DE LESTANG Project Manager

As a Project Manager for F.C. McColm Consulting, Simone provides expertise in implementing hazard mitigation and resilience-building projects. In 2018, she spearheaded the development of an expedited assistance model to support small and rural communities in navigating entrance to the Community Rating System. She also represented the State Floodplain Management Office to conduct Field Community Assistance Contacts (FCAC), supporting better floodplain management practices across the state.

CONTINUED ...



A COMMUNITY NEEDS LONG-TERM RESILIENCE

WE CHOOSE OUR TEAM CAREFULLY

Our team is dedicated to an outstanding client experience. We carefully choose each member of our team for their work ethic, integrity and expertise we deliver.

Our team is carefully assembled to provide the best service possible with the vision, drive and expertise our clients have come to expect. We actively recruit the brightest graduates and pair emerging talent with industry veterans who bring years of experience to the table. Our clients expect solid advice presented

alongside the the newest techniques. Our team members are multi-cultural, multi-lingual and are often published on subjects in their areas of expertise. They also frequently volunteer.



NICHOLAS STAMPAR

Project Associate

As a Project Associate for F.C. McColm Consulting, Nicholas manages qualitative and geospatial data, producing deliverables for clients. He is the Program Director for Intellectual Decisions on Environmental Awareness Solutions (IDEAS for Us), serving as a liaison between this Orlando-based initiative and the United Nations. In that capacity, he also facilitates involvement in international sustainability events. An advocate for communities, he served on the Gainesville Energy Advisory Committee while pursuing his Bachelor of Arts degrees in International Studies & Geography at the University of Florida.



SARAH KELTY

Project Manager

With over ten years experience in grant writing, program development, community engagement and outcome monitoring, Sarah Kelty brings a high level of expertise to the FCMC team. Sarah works closely with federal, state and local government, and non-profit clients to manage federal and state grant funded projects. This includes managing timelines, budgets, reporting and close-outs. Her work in the floodplain management, hazard mitigation, planning and grants management fields is a valued asset to the FCMC team.



KEVIN SMITH, PE, CFM, LEED AP

Project Manager

Kevin is a civil engineer with 20 years of experience in drainage and site development projects. His design experience is multi-disciplined and includes all aspects of small and large-scale drainage projects, residential site development, and commercial site development. Experience includes client management, project management, project scheduling, project coordination, design team supervision, calculations and design of water distribution systems, sanitary sewer systems, storm drainage systems, sedimentation and erosion control systems, and hydrologic/hydraulic studies, preparation/review/submittal of permit documents, construction cost analysis, contract documents, technical specifications, and construction drawings.



A. CHRISTOPHER STOVALL, PE, LEED AP BD+C

Project Manager

Chris is a Principal and Environmental Group Manager for Thomas & Hutton's water and wastewater projects. He has 30 years of experience in civil engineering with an emphasis on regional and project conceptual master plans, centralized and decentralized wastewater treatment, collection and distribution systems, and potable water supply and distribution.



JESSICA ROUTT, PE, CFM
Project Engineer

Jessica is a Water Resources Engineer with 11 years of experience in the fields of coastal and hydraulic engineering with experience in hydrologic & hydraulic analysis for stormwater drainage systems and coastal analysis for projects involving channel and harbor dredging, marina design, and shorefront stabilization. Her job skills include developing project plans and specifications, scientific and technical reporting, regulatory permitting at local, state, and federal levels, hydrologic and hydraulic modeling, and GIS integration.



RICHARD KARKOWSKI, PE, PH, CPSWQ, D.WRE
Water Resources Manager

Rick has 28 years of experience in planning, analyzing, designing, permitting, constructing, operating, and maintaining water resources-related projects, including stormwater drainage systems, flood control projects, and water quality systems. He is experienced in the application of all types of hydrologic, hydraulic, and water quality models.



JENNIFER HAYES, PE, LEED AP, CPM
Structural Engineer

Jen has 19 years of experience, including analysis, design, and construction management of federal, commercial, healthcare, municipal, educational, industrial, and residential structures. Her experience with existing structures includes failure and deficiency analysis, as well as historic structure analysis. Jen is a LEED Accredited Professional with detailed knowledge of sustainable design approaches, as well as energy conservation measures.



JOHN GIORDANO, PE
Project Engineer

John is a Project Engineer with 13 years of experience and is involved in a variety of site development projects in South Carolina and Georgia, as well as having past design experience in Florida. Project experience for the site development projects listed below includes general consulting, due diligence assistance, base information development, conceptual master planning, utility master planning and land planning. John has prepared a variety of design reports including drainage studies, water engineering reports, and wastewater engineering reports. He has worked for both public and private clientele, as well as having worked with the Georgia Department of Transportation (GDOT) on multiple roadway projects and Transportation Enhancement (TE) projects.

FRANK C. MCCOLM

AICP, CFM

FC MCCOLM CONSULTING

Tallahassee, FL // 6/2017 - present

Founder and CEO

All-hazards mitigation and recovery leader, recognized for ability to inspire divergent groups to meet a common goal. A persuasive communicator, naturally collaborative and driven by challenges. Shortly after founding FCMC, was tasked with leading the recovery efforts for Hurricane Irma. FCMC was subsequently awarded numerous projects, based on the company's handling of that natural disaster. Provides leadership in hazard mitigation, project management, grants administration, floodplain management and resiliency planning program administration.

DETAILED EXPERIENCE

- ARCADIS US, Inc.**
07/2012 – 06/2017

Senior Management Consultant

Manager within nationwide Urban and Coastal Resiliency Group. Certified Project Manager responsible for staffing and delivering over \$2M annually in resiliency planning and program implementation projects for various clients nationwide. Designed and facilitated tabletop and functional exercises for clients. Participated in various roles with Joint Field Offices following Presidential Disaster Declarations. Advised clients on FEMA program compliance and designs successful implementation strategies. Performed large-scale community resiliency plans.
- Florida Department of Environmental Protection**
05/2012 – 07/2012

Auditor

Performed departmental level compliance and operational audits for FDEP agency programs. Coordinated with state and Federal agencies to resolve findings and deliver program efficiency.
- Florida Division of Emergency Management**
03/2010 – 05/2012

Special Projects Manager

Worked with Bureau of Mitigation senior management team to design and deliver special projects throughout Florida. Coordinated effectively with subrecipients and stake holders to ensure high performance and effectiveness with project delivery. Served as Plans Section Chief for the Forward State Emergency Response Team during Deepwater Horizon Spill. Reviewed and approved local mitigation strategy plans and portions of County Emergency Management Plans. Served as grant manager on various FEMA and state-funded mitigation projects. Responsibilities included contract management, payment processing, project monitoring, project close-out and coordination of audit activities, as well as programmatic and financial compliance with state and Federal regulations.
- Florida Governor's Office of Policy & Budget**
03/2009 – 05/2009

Temporary Staff Assistant, 20 hours per week

Tracked and conducted written legislative bill analyses for senior management. Coordinated with stakeholders to gather and process relevant information necessary for assessing the merits of proposed legislation for senior leadership consideration.
- Florida Department of Community Affairs**
01/2009 – 03/2009

Planner II, 20 hours per week internship

Reviewed comprehensive plan amendments for consistency with state law and provided objections, recommendations and comments to local government plan amendments. Prepared memorandums and general office administrative tasks.

AT-A-GLANCE

EDUCATION

Master of Science
Urban and Regional Planning and
Development

Florida State University

Bachelor of Science
Interdisciplinary Social Science
Florida State University

LICENSES & CERTIFICATIONS

Certified Floodplain Manager

American Institute of Certified
Planners

Certified Project Manager

Graduate Certificate in Real
Estate Development, Florida
State University

PROFESSIONAL TRAINING

National Incident Management
Systems (NIMS): 700(a), 800(b)

Incident Command System (ICS):
IS-100, IS-200, G-400

Unified Hazard Mitigation
Assistance (HMA): L212, L213,
L214

Six-Sigma

Florida Division of Emergency
Management, Management
Academy

PROFESSIONAL ORGANIZATIONS

Association of State
Floodplain Managers

American Planning
Association

EXAMPLE PRESENTATIONS

Presenter/Co-Author, "Economic
Analysis of Mitigation Funding in
Florida" Florida Floodplain
Managers Association 2012
Annual Conference

Presenter, "Evaluating the
Effectiveness of Mitigation:
Economic Impact Analysis",
FEMA Region IV 2011 Partner in
Mitigation Workshop

PUBLICATIONS

McColm, Frank. [Exploring the
Integration of Smart Growth and
Green Building Principles into
Hazard Mitigation](#). *American Bar
Association, Smart Growth and
Green Buildings Committee
Newsletter*. Volume 6, No. 2.
August 2013.

EXAMPLE ACHIEVEMENTS

Florida CRS-CAV Pilot Program

Project Manager for the Florida State Floodplain Management Office with a FEMA headquarters-approved pilot program to increase flood resiliency throughout Florida. Managed a team of up to 15 staff to conduct floodplain management meetings with over 100 Florida communities to assess compliance, encourage flood resiliency and increase participation in the Community Rating System.

Pensacola Bay Basin Report

Led a team of Arcadis professionals to analyze over 30 planning documents and develop a unified and efficient strategy to reduce flood risk and prepare the community for future flood impacts. Executive leadership touted this document as a driver in the success of working with stakeholders to communicate risk and preparedness for future flood events.

Florida Division of Emergency Management's Bureau of Mitigation Business Plan Development – Tallahassee, Florida

Served as the lead for updating the Bureau of Mitigation's business plan. Coordinated management staff to identify, develop and measure goals. Performance metrics and intended outcomes achieved statewide hazard mitigation program goals. The finalized business plan and Bureau performance was approved by executive leadership within the agency and seen as a model for other program areas.

Florida Division of Emergency Management Disaster Declaration Outreach Material Development – Tallahassee, Florida

Supported statewide Hazard Mitigation Grant Program delivery through updating an application desk reference for Tropical Storm Debby. This desk reference provided guidance and information to applicants on statewide policies and procedures as well as information relating to Federal regulation compliance. Planned and supported outreach activities for jurisdictions throughout the state and provided consultation on program and project management strategies and systems.

Florida Division of Emergency Management's Bureau of Mitigation Economic Impact Analysis – Tallahassee, Florida

Collected and analyzed data on mitigation projects funded between 2004 and 2011 and assessed their impact on Florida's economy in terms of employment.

Special Applications Reviewer for Confidential Clients throughout the Northeastern United States

Served in quality assurance reviewer role for large grant-funded project applications prior to submittal to state and federal funding authorities following Hurricane Sandy. These reviews were completed to ensure regulatory and programmatic compliance as well as to incorporate best management practices.

Sandy Recovery Improvement Act (SRIA): Programs Administered by the States (PAS) and Advance Assistance Implementation

Planned and facilitated the implementation of the Programs Administered by the States and Advance Assistance opportunities made available through SRIA. Contributions included drafting the initial application and follow-up correspondence, creating scopes of work, research and analysis. Participated in negotiations for operating agreement. Authored briefing document that was presented at the National Emergency Management Association's annual meeting explaining the PAS application and approval process.

VOLUNTEERING

BOARD OF DIRECTORS, Member (former)

Big Bend Habitat for Humanity

CONSTRUCTION COMMITTEE CHAIRPERSON (former)

Big Bend Habitat for Humanity

MELANIE MARQUES

FC MCCOLM CONSULTING

Brooklyn, NY // 2/2018 - present

Project Manager

Provided research and other technical assistance to address immediate and long-term rebuilding issues in response to Hurricanes Irma and Matthew to improve economic opportunities for affected residents. Supervises, trains, and supports all part-time staff members and full-time staff members. Designs and implements community-based planning projects through grant administration, report development, strategic communications.

DETAILED EXPERIENCE

FC McColm Consulting

09/2017 – 02/2018

Project Consultant

- Worked with a team of consultants to fund and create projects that reduced the loss of life and property from natural and man-made hazards.
- Compiled a stakeholder database, coordinated and managed team partner communications, and facilitated homeowner outreach meetings.
- Wrote, managed, and administered large-scale federal grant programs for several communities along the eastern coast of the United States.

Pratt Center for
Community Development
Brooklyn, NY

05/2017 - 09/2017

Community Engagement Summer Fellow

- Worked closely with senior planners on projects to further more just, equitable, and inclusive planning practices in New York City.
- Conducted and organized policy research on community development, affordable housing, and rezoning in the Long Island City and Gowanus neighborhoods.
- Synthesized complex planning and policy issues into popular education materials, including policy memos, reports, and visuals.

Tallahassee Food Network

Tallahassee, FL

09/2013 - 09/2016

Community Engagement Coordinator

- Mentored 15 urban youth to develop personal and professional skills; focusing on social entrepreneurship, urban agriculture, community engagement, and food justice.
- Convened policy makers, community leaders, advocates and researchers to analyze Tallahassee's food system through monthly Collards and Cornbread community meetings.
- Managed over thirty youth and adult volunteers.

City of Tallahassee Housing Division

05/2016 – 10/2016

Assistant Housing Specialist

- Facilitated round table discussions with community members, researchers, and local affordable housing experts to better understand the qualities needed to ensure supportive affordable housing.
- Identified and visually displayed vacant properties within the city of Tallahassee that could be purchased and converted into affordable, supportive housing options.

AT-A-GLANCE

EDUCATION

Master of Science in Planning (2017)
Focus: Neighborhood Design and Food Systems Planning

Florida State University

Bachelor of Social Work (2017)

Florida State University

PUBLICATIONS

Butler W., Marques M., Nageon de Lestang, S., Elsner D., Ballentine N., Chapel-Harris L., Mitchell M. (In Process) [Bridging the Racial Divide in one of America's most segregated cities: Tallahassee's Good Food Movement.](#)

Jackson A., Marques M. (Under Review) [DIY Do's and Don't's: Limitations to building university-community partnerships with low resource communities of color.](#)

Wood J., Brown J., Marques M. (Under Review) [Older Adults and Transportation Preferences: Results from a Community Survey and Interviews.](#)

SOFTWARE SKILLS

Adobe Creative Suite

InDesign

Illustrator

Photoshop

ArcGIS

SketchUp

LANGUAGES

English, fluent

Spanish, intermediate

Portuguese, intermediate

EXPERIENCE, CONT.

The Kearney Emergency Services Center – Tallahassee, Florida

Service Navigation Specialist (August 2013 – May 2015)

- Completed screenings, intakes, and assessments daily for clients experiencing homelessness.
- Translated service provision for three Spanish-speaking clients .
- Organized free shopping events for the clients experiencing homelessness.

COMMUNITY & LEADERSHIP

Community Garden, Network Tallahassee, Florida

Community Representative (May 2014- May 2017)

Worked with other players in the food movement to shape food systems policy in the greater Tallahassee area. Worked with food polmembers of the network to advocate for a city ordinance to allow community group to grow gardens on city-owned property.

Community Human Service Partnership, Tallahassee, Florida

Community Volunteer (Spring 2016 and Spring 2017)

Collaborated with a team of eight people to review social service providers' budget applications, conduct site visits, and provide funding recommendations for a \$500,000 budget.

Florida State University's Flying High Circus, Tallahassee, Florida

Circus Performer (August 2012 – August 2013)

Walked, balanced, and juggled on a slack rope suspended 7 feet in the air in front of audiences of up to 1,500 people once a week. Collaborated with other cast members to market the shows to the greater Tallahassee community.

RESEARCH EXPERIENCE

College of Social Sciences, Florida State University, Tallahassee, Florida

Research Assistant (August 2015- May 2017)

Analyzed the relationship between low resource communities of color and food policy, public health and the built environment. Worked closely with team members to creatively frame research evaluation to speak to both researchers and practitioners (Publications listed below).

Simone Nageon de Lestang, CFM

FC MCCOLM CONSULTING

San Francisco, CA // 9/2017 - present

Project Manager

- Led the State of Florida Loss Avoidance Assessment to document the cost effectiveness and economic impact of publicly funded mitigation projects throughout the State. This technical report required spatial modeling of flood and wind hazards, economic impact modelling and conducting interviews with every Emergency Management Department in the State of Florida.
- Served as state-level expert for providing technical assistance for the National Flood Insurance Program Community Rating System. Developed a state model for supporting jurisdictions with limited staff capacity in entering and certifying compliance with the program.
- Served as primary on-site liaison for the first-ever FEMA Coordinated Place Based Recovery Effort in Florida. Developed funding strategies, critical timelines and grant applications for programs across the Federal Family to assist local governments in recovery.
- Represented the State Floodplain Management Office to conduct Field Community Assistance Contacts (FCAC) and support better floodplain management practices in communities across the state.
- Secured over \$7.5 Million in grant funding for initiatives including mitigation projects, resilience planning and recreational trails for communities throughout the Southeastern United States.
- Reviewed Hazard Mitigation Grant Program grant applications for eligibility, programmatic and technical compliance.
- Conducted Benefit Cost Analyses to determine cost effectiveness for flood mitigation projects.
- Provided technical and grants management expertise to assist clients in implement small to mid-size hazard mitigation and resilience-building projects.
- Worked directly with state and local governments to identify and implement floodplain management, land use and mitigation best practices.

DETAILED EXPERIENCE

Florida Trail Association
05/2017 – present

Strategic Planning Consultant

- Spearheaded update of the U.S. Forest Service, Florida National Scenic Trail Program 5 Year Strategic Plan and companion Implementation Guide.
- Facilitated team meetings, stakeholder outreach, policy research and development of 2018 Strategic Plan.
- Developed program's first quantifiable performance measures, strategized program of with key partners and streamlined federal and state policy requirements for program implementation.

AT-A-GLANCE

EDUCATION

Master of Science (2017)
Urban and Regional Planning
Florida State University
GPA 3.97/4.0

Bachelor of Science (2013)
Natural Resource Conservation
University of Florida
GPA 3,58/4.0 Cum Laude

CERTIFICATIONS

Certified Floodplain Manager
(CFM)
Red Cross First Aid and CPR
Rescue Diver/Advanced Diver

SOFTWARE SKILLS

Adobe Creative Suite

InDesign
Illustrator
Photoshop

ArcGIS

HAZUS

FEMA BCA Toolkit 5.3

Microsoft Office Suite

SPSS Statistical Software

LANGUAGES

English
Spanish

EXPERIENCE, CONT.

USDA Forest Service

National Scenic Trail Program Assistant (May 2017 – present)

- Developed corridor-scale alternative analyses, NEPA compliance documentation and permit applications for trail infrastructure.
- Developed Florida Trail Junior Explorer program signed and implemented standardized public communication tools including a statewide trailhead kiosk panel and U.S. Forest Service brochure.
- Spearheaded development and distribution of curriculum-based educational materials to achieve the promotion goals of the Florida National Scenic Trail Program.

Arcadis

Urban and Coastal Resiliency Team Intern (May – August 2016)

- Assisted in development of FEMA Hazard Mitigation Assistance Grant applications with focus on Environmental and Historic Preservation review.
- Researched to inform development of Benefit Cost Analyses, marketing strategies, innovative funding solutions and white paper on drought resilience.
- Analyzed critical infrastructure and market-value exposure to storm water and sea level rise scenarios to inform resilience planning in the City of Boston.

FIELD EXPERIENCE

- Naturalist and Excursion Guide – Iceland, Carpe Mundo Travel (2017-2018)
- Environmental Education and Visitor Services Intern, National Park Service (2015)
- Backcountry Excursion Leader, Camp Thunderbird (2014 – 2015)
- Coral Restoration and Education Intern, Coral Restoration Foundation (2014)
- Student Excursion Leader and Trainer, University of Florida TRiP (2009-2013)
- Marine Restoration Research Assistant and Scientific Diver, University of Florida (2012-2013)
- Everglades Invasive Reptile Removal Technician, U.S. Geological Survey (2011)

AWARDS

AICP Student of the Year, 2017

American Institute of Certified Planners (AICP)

Simone was recognized for her performance at the top of her class with this award.

NICHOLAS STAMPAR

FC MCCOLM CONSULTING

New York, NY // 5/2018 - present

Project Associate

Collected and managed qualitative and geospatial data for a catalog of contracted projects. Produced text and map-based deliverable packages for a series of clientele

DETAILED EXPERIENCE

Intellectual Decisions on
Environmental Awareness
Solutions (IDEAS for Us)

06/2014 - 10/2018

Program Director

- Served as the liaison between faculty and members of IDEAS for Us and the United Nations
- Facilitated participation of IDEAS for Us members in international sustainability events
- Advocated for grassroots student involvement in international sustainability

Office of the Manhattan
Borough President
New York City, NY

06/2017 - 09/2017

Summer Graduate Intern, Land Use Division

- Conducted three, geospatial and socioeconomic neighborhood analyses
- Produced professional map deliverables for a series of Land Use projects
- Represented the Office of the Manhattan Borough President in various community meetings

Florida State University
Tallahassee, FL

09/2016 - 05/2018

Research Assistant

- Produced a series of professional, descriptive maps to be used in the research of a faculty member
- Managed and interpreted data relevant to the research of a faculty member

Facilitation And
Communication Training
for Students (FACTS)
Port Charlotte, FL

08/2008 - 05/2012

Founder, Instructor

- Trained over 120 5th grade students, over four years in skills in public speaking and debate
- Developed and administered a curriculum of communication and research skills
- Organized logistics with three participating elementary schools

AT-A-GLANCE

EDUCATION

Masters of Science
Urban and Regional Planning
Florida State University

Bachelor of Arts (2016)
International Studies and Geography
University of Florida

SOFTWARE SKILLS

Adobe Creative Suite

InDesign
Illustrator
Photoshop

ArcGIS

SketchUp

LANGUAGES

English, fluent
Spanish, intermediate

COMMUNITY & LEADERSHIP

Gainesville Energy Advisory Committee, Gainesville, Florida

Chair, Member, July 2014 – Nov. 2015

Advised the City Commission of Gainesville, FL on issues related to energy and utilities. Prepared agendas and facilitated monthly meetings of the Advisory Committee.

Students for the New Urbanism (SNU), Gainesville, Florida

Vice President, August 2014 - April 2016

Assisted in the planning and execution of biweekly club meetings featuring educational lectures, discussions, and exercises related to introductory urban planning and design concepts. Helped orchestrate routine participatory events for club members to engage in local planning advocacy, as well as promoting pedestrian and cyclist safety.

SARAH KELTY

FC MCCOLM CONSULTING
PO Box 12293
Tallahassee, FL 32317
t: 850.702.6845
e: sarah@fcmccolm.com
w: www.fcmccolm.com

FC MCCOLM CONSULTING

Tallahassee, FL // 5/2018 – Present

Project Manager

Works with other Project Managers and the Executive Director to support client projects in floodplain management, hazard mitigation, planning and grants management. Prepared technical reports, grant applications and associated documentation, formal letters and deliverable packages. Work directly with communities to manage federal and state grant funded projects including preparing timelines, budgets, reporting and close-out. Conducted marketing and business development activities as needed. Worked closely with federal, state, local government and non-profit clients and stakeholders.

DETAILED EXPERIENCE

Tallahassee-Leon County Office of Economic Vitality

01/2016 – 05/2018

Tallahassee Mayoral Fellow

- Supported implementation of the Tallahassee-Leon County Economic Development Strategic Plan through research, policy analysis and content development.
- Provided research for the local talent retention working group to align resources and workforce training programs.
- Developed and disseminated approximately 80 percent of electronic communications and marketing materials.
- Assisted in the coordination of the 8th Americas Competiveness Exchange, in partnership with the Organization of American States (OAS), US Department of State and five other North Florida communities.

YouthBuild Louisville Louisville, KY

09/2014 – 10/2015

Community Engagement Coordinator

- Directed all volunteer activities, planned large corporate and group volunteer events, aggregated evaluative data, facilitated participatory evaluations.
- Developed Community Engagement Coordinator handbook, streamlined volunteer intake and onboarding process, conducted staff training events.
- Worked directly with residents, local nonprofit and community organizations and other stakeholders.

El Ranchito Austin, TX

03-08/2016 & 2012

Assistant Director

- Interviewed and hired staff, delivered staff training and program activities.
- Supervised emergency and safety procedures, contributed to risk management plan and severe weather evacuations.
- Coordinated weekly equipment and transportation logistics and vehicle inspections.

AT-A-GLANCE

EDUCATION

Master of Science in Planning (2018)
Focus: Environmental Planning
Florida State University

Bachelor of Arts (2012)
Spanish; Minor in Sustainable Studies
Murray State University, Murray, KY

RESEARCH

Co-author "[Natural Burial as a Land Conservation Tool in the US](#)" Published in *Landscape and Urban Planning* (2018)

Conducted research and analysis in bicycle and bus infrastructure improvements with the Florida State University Transportation and Parking Services Office (2017)

Received research stipend to investigate "Youth at the Forefront of the Climate Movement", presented at Murray State University Scholars Week in Murray, KY and Southern Honors Regional Conference in Greenville, SC (2010)

TECHNICAL SKILLS

Adobe Creative Suite

InDesign
Illustrator
Photoshop

ArcGIS

FEMA BCA Toolkit 5.3.1

SketchUp

G Suite

Email Marketing

Web Design

LANGUAGES

English
Spanish, qualified interpreter

HONORS & AWARDS

- Regional Scholarship and Women in Green Power Scholarship recipient, Greenbuild International, USGBC (2017).
- Tallahassee New Public Servant Institute (NPSI) graduate (2017).
- Florida Planning & Zoning Association (FPZA) Outstanding Student Award (2017).
- Next Generation Nonprofit Leaders Program, Kellogg Foundation (2012).
- Murray State University Honors Program Diploma (2012) and Dean's List (2007-2012).
- Who's Who Among Students in American Universities and Colleges (2011).
- Young Representative at the 2009 United Nations Climate Change Conference (COP15) in Copenhagen, Denmark

QUALIFICATIONS

- Professional and masters level academic experience in environmental and hazard mitigation planning.
- Knowledge of FEMA programs including the National Flood Insurance Program's Community Rating System, Hazard Mitigation Assistance (HMA) programs and Public Assistance program, among others.
- Experience working with local and state government in Florida. Experience in providing and supporting public outreach and consensus building efforts.
- Ten years professional experience at local and national nonprofit organizations, including grant writing, program development, budgeting, community engagement and outcome monitoring and evaluation.
- Professional level fluency in English and Spanish. Qualified Spanish interpreter.

KEVIN SMITH, PE, CFM, LEED AP | PROJECT MANAGER

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EDUCATION

BS, Natural Resources and Forest Engineering, 1998, SUNY Environmental Sciences and Forestry at Syracuse

PROFESSIONAL REGISTRATIONS

Professional Engineer in GA, SC, NC, MO
Erosion and Sedimentation Control Program
Certified #12473
Certified Flood Plain Manager
LEED Accredited Professional

PROFESSIONAL AFFILIATIONS

- Order of the Engineer, Member
- ASCE, Member
- GA Society of Professional Engineers, Member

CORE COMPETENCIES

- Project Management
- Drainage Development
- Hydrologic/Hydraulic Studies
- Client Management
- Project Scheduling
- Project Coordination
- Design Team Supervision
- Water Distribution Systems
- Sanitary Sewer Systems
- Sedimentation and Erosion Control Systems
- Residential Site Development
- Commercial Site Development Permitting
- Construction Cost Analysis

Kevin is a civil engineer with 20 years of experience in drainage and site development projects. His design experience is multi-disciplined and includes all aspects of small and large-scale drainage projects, residential site development, and commercial site development. Experience includes client management, project management, project scheduling, project coordination, design team supervision, calculations and design of water distribution systems, sanitary sewer systems, storm drainage systems, sedimentation and erosion control systems, and hydrologic/hydraulic studies, preparation/review/submittal of permit documents, construction cost analysis, contract documents, technical specifications, and construction drawings.

PROJECT EXPERIENCE

Hazard Mitigation Grant Applications, Tybee Island, GA, (FEMA HMGP), Project consultant preparing elevation certificates and feasibility analysis for 49 residential properties in low-lying areas of the island. Duties included site evaluations and cost estimating in support of the grant application.

Garden City Telfair Regional Project, Garden City, GA (FEMA HMGP), Project Manager for engineering and planning support for a \$5M FEMA Hazard Mitigation Grant Application. Tasks included team coordination, hydrologic and hydraulic modeling of existing and proposed drainage system improvements to understand impassable roads and flooded structures. Proposed conditions were modeled to eliminate structural flooding and minimize impassable roads. Proposed improvements were identified and budgetary costs were assigned in the grant application. Tasks also included drafting project descriptions and drafting of an overall narrative describing existing flooding conditions and level of services, stormwater improvements, proposed flooding conditions and level of services.

South End Tybee Existing Stormwater System Analysis, Tybee Island, GA, Project Manager responsible for the analysis of the existing stormwater system located within the south end of Tybee Island, GA. The project was initiated to understand existing stormwater system current level of flood protection. This project is intended to be expanded to include stormwater master plan improvements for the South End Tybee stormwater system in an effort to maximize flood protection.

Bright Street Stormwater Improvements, Tybee Island, GA, Project Manager responsible for the analysis of the existing stormwater system located on Bright Street. The analysis ultimately led to the design of proposed improvements to maximize the stormwater capacity/flows to minimize flooding during everyday

rain showers. The project included the formation of proposed stormwater concepts, design and permitting.

Stormwater Outfall Improvements, Tybee Island, GA, Project Manager responsible for the evaluation of existing stormwater outfalls located along the marshes. Twelve (12) stormwater outfalls were identified for the installation of backflow prevention to deter high tides from flowing into the stormwater system thereby reducing flow capacity and storage within the pipes. After presenting options of backflow prevention devices to the City, it was decided that tideflex and checkmate valves would be selected for implementation.

Garden City Stormwater Master Plan & CIP Identification, Garden City, GA, Project Manager for client management and the creation of a city-wide stormwater master plan in accordance with Coastal Incentive Grant Cycle 16. Tasks included delineation of major drainage basins, stormwater inventory field reconnaissance, hydrologic/hydraulic analysis using XPSWMM software for existing and future build-out conditions, identification of existing system deficiencies, proposed improvement alternatives, generation of CIP list, CIP project costs, and preparation of a stormwater master plan document.

City of Port Wentworth Stormwater Master Plan, Port Wentworth, GA, Project Manager for client management and the creation of a city-wide stormwater master services for the City of Port Wentworth. The project consists of three phases; drainage system assessment and recommendations, concept design, and hydrologic and hydraulic modeling of the downtown area. A listing of capital improvement projects and budgetary costs were provided to the City for use in fiscal planning over the next 10 years. Assessment work consisted of field reconnaissance and documentation of deficient areas.

A. CHRISTOPHER STOVALL, PE, LEED AP BD+C | PROJECT MANAGER

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EDUCATION

BS, Civil Engineering, 1988, Georgia Institute of Technology

PROFESSIONAL REGISTRATIONS

Professional Engineer in GA and SC
LEED AP BD+C

PROFESSIONAL AFFILIATIONS

- NSPE/GSPE, Member
- AWWA, Member
- WEF, Member
- ACEC, Member

CORE COMPETENCIES

- Project Management
- Water Distribution Systems
- Water Storage Facilities
- Booster Pump Stations
- Wastewater Treatment Systems
- Wastewater Collection/Conveyance
- Wastewater Pump Station
- Water/Sewer Modeling
- Sanitary Sewer Evaluations
- Sanitary Sewer Rehabilitations
- Infrastructure Relocations
- Master Planning
- Funding Assistance
- Rate Studies
- Public Outreach/Speaking

Chris is a Principal and Environmental Group Manager for our water and wastewater projects. He has 30 years of experience in civil engineering with an emphasis on regional and project conceptual master plans, centralized and decentralized wastewater treatment, collection and distribution systems, and potable water supply and distribution.

TYBEE PROJECT EXPERIENCE

Estill Hammock Water System Improvements, Tybee Island, GA, Project Manager for directional drill of a water main under Highway 80 to install a fire hydrant on Estill Hammock to provide a source of fire protection water to the unincorporated island.

Jones Avenue Water System Improvements, Tybee Island, GA, Project Manager for 16,000 linear feet of 8-inch and 6-inch PVC water main installation along Jones Avenue, Lewis Avenue, and Highway 80, with 1,000 linear feet of directional drill on Highway 80. Project replaces existing sections of asbestos-cement and lead-jointed pipe.

Hwy 80, Campbell Avenue, and 2nd Avenue Water System Improvements, Tybee Island, GA, Project Manager for 11,000 linear feet of 8-inch and 6-inch PVC water main installation with 780 linear feet installed via directional drill under the parking lane, and 750 linear feet of 5' wide sidewalk along Campbell Avenue providing needed pedestrian access to north beach. Project replaces the remaining sections of asbestos-cement and lead-jointed pipe on the island.

LS#6 Force Main Replacement, Tybee Island, GA, Project Manager for 9,000 linear feet of 12-inch PVC sewer force main installation along Jones Avenue, Solomon Avenue and Polk Avenue to the head of the WWTF. This force main serves 80% of the island and the old main was in poor condition. The new main provides for a 40-year lifespan and improved flow capacity. Includes 600 linear feet of directional drill under the marsh.

LS#7 Force Main Replacement, Tybee Island, GA, Project Manager for 3,900 linear feet of 8-inch PVC sewer force main installation along Hwy 80, all installed via directional drill. New pipe replaces old cast iron main.

Digester Improvements, City of Tybee Island, GA, Project Manager for design of a new 65-foot diameter aerobic digester for the 1.6-mgd Tybee wastewater treatment facility. Project will provide proper digestion facilities to reduce the solids supply to the filter press, and thereby reducing operation costs for solids disposal.

UV Disinfection Upgrade, Tybee Island, GA, Principal in Charge for design of a new Ultra-Violet Disinfection system at the Wastewater Treatment Facility. Project includes a new technology utilizing in-pipe disinfection with a non-contact bulb, greatly reducing maintenance costs for cleaning of bulbs.

Emergency Outfall Main Replacement, Tybee Island, GA, Principal in Charge of an emergency repair of the Outfall Pipe from the Wastewater Treatment Facility after a failure of the existing pipe. Project included installation of 1,800 linear feet of new 18-inch HDPE pipe. A second phase of the project extended the pipe an additional 450 linear feet via directional drill to provide a submerged outfall under the Savannah River.

FLOOD MITIGATION PROJECT EXPERIENCE

Hazard Mitigation Grant Applications, Tybee Island, GA, Project Manager preparing elevation certificates and feasibility analysis for forty-nine residential properties in low-lying areas of the island.

Town Creek Water Treatment Plant Pump Station and 30-inch Water Main, Macon, GA, Design Engineer for a new intake pump station on the Ocmulgee River to serve the new Town Creek Reservoir.

Southerfield Road Water, Sewer, Paving, and Drainage Improvements (CDBG), Americus, GA, Project Manager for 3,000 linear feet of 8-inch water main and sewer main extensions to serve new subdivision constructed to relocate 40 families from a flood-prone area.

A. CHRISTOPHER STOVALL, PE, LEED AP BD+C | PROJECT MANAGER

Washington Street Pump Station, Dublin, GA, Project Manager for the abandonment of the existing 2,000-gpm station and construction of new 5,600-gpm quadplex pump station (upgradable to 8,000-gpm) and 3,500 linear feet of 24-inch force main. Existing station was located in a flood-prone area. The new station was relocated uphill with a higher top elevation to allow operation at a 100-year flood level.

Oconee River Interceptor Manhole Repairs, Dublin, GA, Project Principal for upgrade of 15 manholes along a flood-prone section of interceptor sewer. Project consisted of coating interior and exterior of manholes and raising frames to above 100-year flood elevation. From flow records at the wastewater treatment facility, this cost-effective project deleted several hundred thousand gallons of inflow from the sanitary sewer system.

Emergency Power, City of Americus, GA, Project Manager for funding of an emergency stand-by generator power system for existing water and sewer systems. After the flood of 1994, the City was without water and sewer service for several days and needed assistance in applying for funding through the supplemental round of CDBG.

Drainage Improvements, City of Plains, GA, Project Manager for project that consisted of approximately 12,000-linear feet of new drainage channels, retention ponds, and other drainage structures throughout the City after the flooding caused by Tropical Storm Alberto.

Interceptor Sewer City of Americus, GA, Project Manager for Phase III interceptor sewer replacement for the third phase which consisted of the design and installation of approximately 2,500 linear feet of 24-inch and 30-inch sanitary sewer damaged during flooding.

Pond Dam Inspections, Lee County, GA, Project Engineer reviewing farm pond and recreation pond dam damage following flooding from Tropical Storm Alberto. Tasks included site visits, inspections, cost estimating and assistance in preparing FEMA grant applications for various impacted entities.

City of Dudley, GA, Project Manager for pump station and force main replacement. This project was funded by an emergency CDBG grant through Department of Community Affairs to replace an existing sewage pump station.

City of Alamo, GA, Project Manager for pump station and force main replacement. This project was funded by an emergency CDBG grant through Department of Community Affairs to replace an existing sewage pump station.

City of Glennwood, GA, Project Manager for pump station and force main replacement funded by an emergency CDBG grant through Department of Community Affairs to replace an existing sewage pump station.

JESSICA ROUTT, PE, CFM | PROJECT ENGINEER

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EDUCATION

BS, Civil Engineering, 2006, Johns Hopkins University
MCE, Coastal Engineering, 2007, Johns Hopkins University

PROFESSIONAL REGISTRATIONS

Professional Engineer in GA, SC, & CA
Certified Floodplain Manager
Erosion and Sedimentation Control Program
Certified #73899

CORE COMPETENCIES

- Coastal Engineering
- Hydraulic Engineering
- Hydraulic Analysis
- Hydraulic Modeling
- Hydrologic Analysis
- Hydrologic Modeling
- Stormwater Drainage Systems
- Coastal Analysis
- Project Planning Development
- Permitting
- GIS Integration

Jessica is a Water Resources Engineer with 11 years of experience in the fields of coastal and hydraulic engineering with experience in hydrologic & hydraulic analysis for stormwater drainage systems and coastal analysis for projects involving channel and harbor dredging, marina design, and shorefront stabilization. Her job skills include developing project plans and specifications, scientific and technical reporting, regulatory permitting at local, state, and federal levels, hydrologic and hydraulic modeling, and GIS integration.

PROJECT EXPERIENCE

Garden City Hazard Mitigation Assistance, Garden City, GA, Project Engineer for assisting Garden City with acquiring Hazard Mitigation Assistance from the Georgia Emergency Management and Homeland Security Agency (GEMHSA) for drainage improvement projects. In October 2016, Hurricane Matthew, a category two hurricane, brushed the coast of Savannah, Georgia and, as a result, the state of Georgia received a presidential disaster declaration. Garden City pursued Hazard Mitigation Assistance for five capital drainage improvement projects. The project consisted of providing engineering support and documentation for collaboration with a third-party consultant responsible for the pre-application submittal. Project tasks involved performing a hydrologic and hydraulic analysis for the drainage improvements using XPSWMM software for the 2-year, 10-year, 25-year, 50-year, 100-year, and 500-year storm events. The study compared existing and proposed condition resulting surface water elevations to road centerline elevations and structure elevations to determine possible loss of functionality for use in a cost/benefit ratio determination. Using GIS, floodplain inundation maps were generated to graphically represent the model results and include in the pre-application submittal.

City of Richmond Hill Stormwater Ordinance Revisions, Richmond Hill, GA, Project Engineer for the City of Richmond Hill stormwater and flood ordinance review and revisions. The project involved reviewing and updating the stormwater

regulations in the City's existing ordinance and Engineering Design Standard. Revisions were performed to assist the City in improving their existing stormwater regulations for implementing sound stormwater management practices in City planning and development.

Lot Coastal Flood Study, WHAFIS Model, Chatham County, GA, Project Engineer for the management of coastal flood studies for individual residential lots located within Chatham County, Georgia. Following the revision of Chatham County's Flood Damage Prevention Ordinance, fill placed on undeveloped lots located in a Special Flood Hazard Area Zone AE without a floodway must either be mitigated on site, or a study must be completed to determine that the cumulative effect of fill will not increase the water surface elevation of the base flood more than one foot. The project involved performing coastal flood studies for individual lot owners using the coastal wave height model, Wave Height Analysis Flood Insurance Study (WHAFIS), to demonstrate compliance with the County flood mitigation requirement.

Gateway Henderson Canal Improvements, Chatham County, GA, Project Engineer for the analysis and design of canal improvements to Gateway Henderson Canal. The objective of the project was to improve the conveyance of stormwater within the canal, reduce flooding, provide overflow storage, and establish canal access to allow for regular maintenance by Chatham County. Duties for the project included preparing all construction plans and specifications, and acquiring local and state permits, including EPD buffer variance and USACE wetland impact approval.

Port Wentworth Stormwater Master Plan, Port Wentworth, GA, Project Engineer for the Port Wentworth Stormwater Master Plan analysis and study. The project consisted of a three-phase study to assist the City of Port Wentworth in identifying stormwater deficiencies within city limits and develop a Stormwater Master plan consisting of capital improvement projects. Duties included performing a cursory assessment of flooding issues, diagnosing inadequate storm drainage infrastructure, project identification, and project budgeting in the first phase. As part of the second phase, conceptual design plans were developed for select improvement projects identified in the previous phase. In the final phase, a hydrologic and hydraulic analysis of the city's downtown watershed (consisting of 500 acres) was modeled using readily available mapping grade stormwater inventory and GIS technologies. The hydrologic and hydraulic model was performed in ICPR4 for the 10-, 25-, and 100-year storm events using SCS methodologies to simulate existing flooding and propose future improvements.

JESSICA ROUTT, PE, CFM | PROJECT ENGINEER

Request for FEMA Letter of Map Revision (LOMR), Georgia Air National Guard Munitions Center, GA, Design Engineer for the LOMR application involving the removal of several structures at the Georgia Air National Guard Munitions Center from the regulatory floodway by fill. The project included community outreach and coordination with local jurisdictions, research and data collection of base elevation certificates and FIRM panels, and preparation of the online LOMR application.

City of Garden City Plan Review, Garden City, GA, Project Engineer for performing site plan review for conformance with applicable Garden City Codes. Duties include stormwater management plan review for conformance with the Garden City Stormwater Local Design Manual and Garden City Code of Ordinances, application completeness review, water, sewer, parking, paving and erosion control, traffic control, and tree protection review, and preparation of comment/recommendation letters to Garden City staff.

RICHARD KARKOWSKI, PE, PH, CPSWQ, D.WRE | WATER RESOURCES MANAGER

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EDUCATION

BS, Civil Engineering, 1989, University of Florida

PROFESSIONAL REGISTRATIONS

Professional Engineer in SC, GA, NC, FL
Professional Hydrologist
Certified Professional in Stormwater Quality
Diplomate, Water Resources Engineer

CORE COMPETENCIES

- Project Management
- Stormwater Drainage Systems
- Flood Control Systems
- Water Quality Systems
- Hydrologic Models
- Hydraulic Models
- Water Quality Models

Rick has 28 years of experience in planning, analyzing, designing, permitting, constructing, operating, and maintaining water resources-related projects, including stormwater drainage systems, flood control projects, and water quality systems. He is experienced in the application of all types of hydrologic, hydraulic, and water quality models.

PROJECT EXPERIENCE

NRCS Canal Repairs, Charleston County, SC, Project Manager for the preparation of canal repair plans and bid documents for five (5) drainage canals totaling over 3.75 miles throughout Charleston County. The work is being conducted as part of a Natural Resource Conservation Service (NRCS) grant to Charleston County to address hurricane and flood damages to canals previous constructed by the NRCS, formerly the Soil Conservation Service (SCS). The repairs include bank restoration and stabilization, culvert repair and/or replacement, and culvert end treatment repairs.

Main Road Drainage Improvements, Charleston County, SC, Project Manager for Phase I of the Main Road drainage improvements. Phase I tasks will include survey, geotechnical investigations, wetland/critical area determinations, hydrologic and hydraulic evaluation, alternatives analysis, conceptual design and updated benefit-cost analysis (BCA). Main Road in Charleston County, SC is a hurricane evacuation route that can become periodically impassible or restricted due to riverine and/or tidal flooding. The improvements will address drainage through an undersized culvert on a continuously active railroad line and a relief culvert under Main Road itself. This project is being completed under a FEMA Hazard Mitigation Grant Program (HMGP) grant.

October 2015 Flood, FEMA Public Assistance Support, Charleston County, SC, Project Manager for the sub-consultant team assisting the prime consultant in recovery and mitigation work resulting from the devastating October 2015 flood event. Services have included road damage assessments (60 different roads); drainage system damage assessment (three sea island town systems, one large canal, and six minor canal); repair (permanent and mitigation) cost estimating; GIS data management and coordination; and FEMA reimbursement documentation. Future services will include preparation of bid documents, procurement support, construction engineering and inspections, and project close-out.

October 2015 Flood, FEMA Grant Assistance Support, Charleston County, SC, Project Engineer for the engineering and cost estimating tasks for the development of the Main Road Hazard Mitigation Grant Applications. Coordinated the team that assessed the damage, developed alternatives, conceptually designed selected alternative, and prepared cost estimates in coordination with local contractors.

October 2015 Flood, FEMA Public Assistance Support, Richland County, SC, Project Manager for the sub-consultant team assisting the prime consultant in recovery and mitigation work resulting from the devastating October 2015 flood event. Services included road and dam damage assessments and repair (permanent and mitigation) cost estimating.

Arbor Oaks Drainage and Flood Control Improvements, Summerville, SC, Project Manager for a detailed drainage study and improvement recommendations for the Arbor Oaks neighborhood. Recent events, mainly Hurricane Joaquin and Hurricane Matthew, resulted in structural and road flooding throughout the neighborhood. Smaller events have resulted in road and nuisance flooding in the neighborhood. Flooding is caused by the upstream contributing area that drains through the neighborhood and rising floodwaters in the adjacent Sawmill Branch Canal. The Town is implemented many interior drainage improvements with their own forces, while coordinating large scale improvements with the US. Army Corps of Engineers (Federal sponsor of the Sawmill Branch Canal Project).

Base-Wide Stormwater Management Study, Savannah, GA, Project Manager for the base-wide stormwater management plan for the combined 165th Airlift Wing and Combat Readiness Training Center of the Georgia Air National Guard at the Savannah/Hilton Head International Airport. Tasks include data collection, field surveys, database development, hydrologic and hydraulic modeling, and stormwater master planning.

Stormwater System Inventory and Assessment, Augusta, GA, Project Manager for the stormwater system inventory and assessment in the Rocky Creek Watershed. Services include geodatabase consulting and development, closed pipe and upland ditch inventory and assessment, geodatabase population, conventional survey, receiving stream documentation

and geomorphic assessment, outfall documentation and screening, stream cross-section monitoring, and rain gage installation and monitoring.

Old Village Watershed Study, Mount Pleasant, SC, Project Manager for a detailed study and improvement recommendations for the Old Village watershed. The project involved the collection and study of data including reports of flooding, service requests, FEMA flood claims, and construction permits. A capacity analysis was performed for the existing stormwater infrastructure, which was then assigned a level-of-service for existing and future runoff conditions. The basins/drainage systems were scored and prioritized to identify the most critical basins in need of improvements. The Town has selected T&H to design the improvements (estimated at \$10M) for 2 sub-watersheds in the Old Village.

Royal Estates Drainage Study, Horry County, SC, Project Manager for the drainage study of the Royal Estates subdivision in Horry County which has experienced repeated street and structural flooding in the past. The initial phases included survey, field reconnaissance, hydrology and hydraulic modeling, and alternatives development. The recommended improvement alternative was implemented by County forces and proved effective during Hurricane Matthew.

Lakewood-Pirateland Swash Drainage Basin Study, Horry County, SC, Project Manager/Engineer for the drainage improvement study of the approximately 1,560-acre fully developed basin along US Highway 17 Business between Myrtle Beach and Surfside Beach. Structural flooding of several businesses and homes was recorded in the past. To date, the study included the development of a hydraulic and hydrologic model and identification of drainage issues, alternatives analysis, and recommendations improvements.

Forest Acres Drainage Improvements Phase 1, City of Charleston, SC, Project Manager/Engineer for the analysis and design of the initial (Phase 1) improvements to the Forest Acres and 5th Ave Drainage Basins in the West Ashley area of the City of Charleston. The project includes conceptual, preliminary, and final design of the basin's main outfall system. The proposed Phase 1 improvements include over 2,500 linear feet of box culvert improvements and 2,000 linear feet of channel improvements in the 450-acre watershed. The project included plans production and permitting – including NPDES MS4 approval, SCDOT encroachment, and USACE wetlands disturbance. The project is currently under construction.

Myrtle Beach Air Force Redevelopment, Myrtle Beach, SC, Project Consultant for the review of stormwater management designs for individual project within the redevelopment area to ensure that they comply with the overall stormwater management master plan for the redevelopment area.

JENNIFER HAYES, PE, LEED AP, CPM | STRUCTURAL ENGINEER

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EDUCATION

BS, Civil Engineering, 2000, Virginia Tech

PROFESSIONAL REGISTRATIONS

Professional Engineer in SC, NC, FL
LEED Accredited Professional
Certified Project Manager

CORE COMPETENCIES

- Project Management
- Structural Engineering
- Construction Management & Oversight
- Failure and Deficiency Analysis

Jen Hayes has 19 years of experience, including analysis, design, and construction management of federal, commercial, healthcare, municipal, educational, industrial, and residential structures. Her experience with existing structures includes failure and deficiency analysis, as well as historic structure analysis. Jen is a LEED Accredited Professional with detailed knowledge of sustainable design approaches, as well as energy conservation measures. She is also a Certified Project Manager.

PROJECT EXPERIENCE

Hazard Mitigation Grant Applications, Tybee Island, GA, Structural Engineer for elevation certificates and feasibility analysis for 49 residential properties in low-lying areas of the island.

Building 825 Renovation, Sheppard Air Force Base, TX, Structural Engineer for design and detailing of this design/build project, converting an existing fitness center and gymnasium into an Aircraft Metals Technology School. The structural renovations included building envelope and framing analysis, interior foundations to support new equipment, and exterior equipment supports. Design is LEED Silver Certifiable.*

Heritage Square Assessment, Summerville, SC, Structural Engineer for a structural and condition assessment for 15 building units constructed in approximately 1972. Building materials were a combination of steel, CMU, and wood. The assessment included all aspects of the buildings pertinent to repair and reuse with a focus on

structural damage and rehabilitation. Several of the units were damaged from water infiltration and the resulting mold caused an environmental hazard. Two units experienced significant structural damages to the main framing systems and were condemned at the time of assessment. All units were assessed with the parameters of repair and reuse outlined in the IBC 2012 Existing Building Code. The engineering team worked closely with the building official throughout the month long assessment process, as well as with the end-users to work towards accomplishing their objectives for reuse. Because a portion of the property is located in a floodway, concerns for future flooding were incorporated into the plans for repair and reuse.

The Old Lyric Building, Camden, SC, Structural Engineer for the analysis of an existing historic building, approximately 5,000 square feet, to determine its structural adequacy for future intended use. Completed investigation and structural calculations to produce report of findings and recommendations. Building was constructed in 1890 of wood and masonry framing.*

The Old Cotton Gin, Columbia, SC, Structural Engineer for the analysis of an existing historic building, approximately 10,000 square feet, to determine its structural adequacy for future intended use. Completed investigation and structural calculations to produce report of findings and recommendations. Building was constructed in the mid-1800s of wood and masonry framing.*

Brotje Foundation, North Charleston, SC, Structural Engineer for specialized structural foundation design for Boeing to support the new Brotje equipment within the existing fabrication facility. The project involved the design of an isolated 4-foot thick concrete slab, supported by 160 micropiles. A separate isolated foundation system was designed to support the 10-ton bridge crane above the new equipment. A portion of the existing 12-inch thick slab foundation was removed in order to allow for the installation of the new piles and concrete foundation system.*

Trident Refit Dry Dock Rehabilitation, Kings Bay, GA, Structural Manager for the design and detailing of an extensive equipment and concrete rehabilitation at this secure dry dock facility that included process mechanical, HVAC, electrical, and structural. Concrete repairs to address deficiencies were performed in various areas of the facility. Strict health and safety measures were implemented, including confined space entry procedures. Environmental sampling and testing were performed as well. This project was design/build.*

Waterfront Port Operations Facility, Blount Island, Jacksonville, FL, Structural Manager for the design and construction of a 12,000-square foot, 2-story port operations facility. The project utilized a design/build delivery method. The project program included administrative offices, storage areas, work areas, an observation area with wrap around windows, SIPRNet Vault, bunk areas, training room, and conference room. The building is pile supported with steel and CMU framing, designed for coastal conditions including high winds.*

JENNIFER HAYES, PE, LEED AP, CPM | STRUCTURAL ENGINEER

Medical University of South Carolina (MUSC), Charleston, SC, Structural Engineer for multiple renovation projects within various hospital buildings at MUSC. Services included analysis of existing structures for new equipment loads, design of new equipment frames and supports, and design of new framing to accommodate changes to the building configurations. Building/framing materials included steel, concrete, and masonry.*

Clemson University Pier 317A, North Charleston, SC, Structural engineer for condition assessment & comprehensive alternatives report for a concrete wharf/pier structure constructed in the 1970s. Following assessment, provided Clemson with various options, each presented with considerations for usage type, load capacity, longevity, maintenance, schedule estimate and cost estimate. Following submittal of the report, a portion of the structure failed under its own weight. Clemson then entered into a new contract with T&H to provide bid documents and oversee demolition services.

McDonough County Courthouse, McDonough County, McDonough, GA, Structural Engineer for the design and detailing of a new, 3-story, 24,000-square foot building with steel framing and composite floor systems for McDonough County, GA.*

Claffin University, Orangeburg, SC, Structural Engineer for the designed and detailing of four new dormitories ranging from 21,000 square feet to 36,000 square feet and a new 1,300-square foot Student Center. Services included the design and detailing of a new 15,000-square foot, split level cafeteria with 6,600 square feet of outside walkways, ramps, and eating areas. All structures were designed to blend with the existing historic structures on campus.*

Brunswick County Academy, Brunswick, NC, Structural Engineer for the design and detailing of a new 73,000-square foot, steel-framed Alternative School for Brunswick County. The project incorporated unsymmetrical and unusual architectural features for originality.*

North Carolina State University, Raleigh, NC, Structural Engineer for the design and detailing of a new Telecommunications
Clemson University Pier 317A, North Charleston, SC, Structural engineer for condition assessment & comprehensive alternatives report for a concrete wharf/pier structure constructed in the 1970s. Following assessment, provided Clemson with various options, each presented with considerations for usage type, load capacity, longevity, maintenance, schedule estimate and cost estimate. Following submittal of the report, a portion of the structure failed under its own weight. Clemson then entered into a new contract with T&H to provide bid documents and oversee demolition services.

St. John's Yacht Harbor, City of Charleston Bridge, Charleston County, SC, Structural Engineer for various structural services for remedial action for severely deficient concrete bridge supported by timber piles. Performed a condition assessment and analysis with recommendations for immediate action. Completed a report detailing five different repair and replacement options, including preliminary design, cost estimates, schedule estimates, pros and cons for each option. Worked with contractors and permitting agencies.

Codner's Ferry Pierhead, Boat Ramp & Erosion Control, Daniel Island, SC, Thomas & Hutton performed original design of wooden boat ramp for community use over 20 years ago. Recent project included analysis of existing structure and determination for replacement followed by hydraulic analysis, geotechnical investigation, coordination with permitting agency, design for new pierhead, and boat ramp, including adjacent bulkhead walls and other erosion control structures.

Shem Creek Public Park, Mount Pleasant, SC, Thomas & Hutton performed design and construction oversight of phase 1 of this project in 2010 including at pile supported wooden boardwalk, public restroom facilities, fixed and floating dock systems and covered shade structures. Phase 2 was completed in June 2016 and included the planning, permitting, design and construction services for a new ADA accessible 1,200-linear foot concrete pile supported boardwalk along the edge of Shem Creek with a bridge, floating docks and pierheads. Phase 2 included extensive interaction and coordination with the restaurants and owners of the properties adjacent to the proposed boardwalk, as well as regulatory agencies. Phase 3 of the project to include a pedestrian crossing of the creek and development of a park, is currently underway.

FLETC 650 Warehouse, North Charleston, SC, Structural Engineer for the design and construction of a 12,000-square foot, 1-story warehouse, and x-ray facility. The building foundation design utilized a portion of the existing woodpile foundation, combined with new concrete piles. The pile foundation supports structural concrete floors, platforms, loading docks, ramps and steel, and CMU framing. The building is designed for high wind and seismic loads. Performed construction administration, on-site observations, and consultation throughout duration of the project.

**Previous experience with prior employer(s)*

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EDUCATION

BS, Civil Engineering, 2005, University of Florida

PROFESSIONAL REGISTRATIONS

Professional Engineer in GA, SC

CORE COMPETENCIES

- Project Management
- Water Distribution Systems
- Wastewater Collection/Conveyance
- Wastewater Pump Station
- Water/Sewer Modeling
- Stormwater Modeling
- Stormwater Collection Systems
- Infrastructure Relocations
- Master Planning
- Funding Assistance
- Construction Observation
- Public Outreach/Speaking

John is a Project Engineer with 13 years of experience and is involved in a variety of site development projects in South Carolina and Georgia, as well as having past design experience in Florida. Project experience for the site development projects listed below includes general consulting, due diligence assistance, base information development, conceptual master planning, utility master planning and land planning. John has prepared a variety of design reports including drainage studies, water engineering reports, and wastewater engineering reports. He has worked for both public and private clientele, as well as having worked with the Georgia Department of Transportation (GDOT) on multiple roadway projects and Transportation Enhancement (TE) projects.

PROJECT EXPERIENCE

North Beach Post-Matthew Dune Remediation Project, Tybee Island, GA, Project Manager overseeing the construction observation associated with the reconstruction of approximately 2,100-ft of sand dunes on the North Beach of Tybee Island. The dunes were destroyed during Hurricane Matthew and the City of Tybee contracted with another engineer to develop plans for the reconstruction of the dunes. Thomas & Hutton's scope included construction observation for general conformance with the design plans as well as overseeing the required endangered species monitoring as required by the permit.

Tybee Island Public Safety Building, Tybee Island, Tybee Island, GA, Project Manager responsible for design and permitting services associated with the development of the new Public Safety Building. The project shares the site with an existing municipal well and water tower, cell phone tower and campground. Design of the site was developed to allow the utilization of the existing police station during construction of the new facility. Challenges encountered during

design and construction included meeting ADA/FHA design guidelines on a public facility, limited opportunities for stormwater management resulting in the implementation of innovative techniques, and designing around and maintaining operations of existing facilities during construction.

Hazard Mitigation Grant Applications, Tybee Island, GA, Project Engineer for elevation certificates and feasibility analysis for 49 residential properties in low-lying areas of the island.

Marsh Hen Trail, Tybee Island, GA, Project Manager for developing an 8-foot wide gravel multi-use trail and expansion/retrofit of an existing concrete sidewalk along the north side of the US Highway 80 Corridor on Tybee Island. The project is approximately 5,850 feet and most of the proposed trail is to be located on the historic Marsh Hen Railroad bed. The trail will provide pedestrian/bicycle connectivity from Battery Park to the existing termination of the City of Tybee Island's designated bicycle path, RV park, and public parks. Scope of services included concept development, survey services, environmental documentation, design, and assistance during bidding and construction observation. Some of the challenges associated with this project include designing in and around environmentally sensitive areas, ADA compliance, limited project area, and retrofitting of existing facilities.

Chatham County Public Works and Park Services, Savannah, GA, Design Engineer for design and permitting services associated with the relocation of the Chatham County Public Works and Park Services facility. The new 10.5-acre site includes an office building and a lay down/storage yard for the public works equipment. The project shares a site with an existing weight lifting facility and an existing stadium facility. During construction, responsibilities included reviewing material submittals, coordination with the site contractors, and ensuring proper erosion control measures were implemented. Challenges encountered during design and construction included meeting ADA/FHA design guidelines on a public facility, limited opportunities for stormwater management resulting in the implementation of innovative techniques, and designing around existing facilities.

Chatham County Fleet Services Facility & Fuel Island, Savannah, GA, Project Manager for design, permitting services and site construction administration for the relocated Chatham County Fleet Services Facility and Chatham County Fuel Island. The site is located immediately south of the Chatham County Public Works and Park Services Facility and will be interconnected to facilitate movement of the County fleet vehicles and refueling activities. The project included design and construction of fuel island improvements and an approximately 17,000 sf fleet building. Challenges encountered during design and master planning include laying out the site to accommodate the turning radius of large vehicles within a confined site, accommodating vehicle storage requirements on a confined site and meeting the local stormwater requirements.

ATTACHMENTS

SIGNATURE SHEET

ATTACHMENT A: O.C.G.A. § 50-36-1(E)(2) SAVE AFFIDAVIT

ATTACHMENT B: CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-19(B)(1)

ATTACHMENT C: PROPOSER'S W-9

ATTACHMENT D: PROPOSAL SHEET HAZARD MITIGATION
GRANT CONSULTANT RFP #2017-706

ATTACHMENT E: REFERENCES

ATTACHMENT F: CHECKLIST FOR SUBMITTING RFP

INSTRUCTIONS TO PROPOSERS – SIGNATURE SHEET

CITY OF TYBEE ISLAND CHATHAM COUNTY, GEORGIA

The Proposer certifies that he/she has examined all documents contained in this RFP package, and is familiar with all aspects of the proposal and understands fully all that is required of the successful Proposer. The Proposer further certifies that his/her RFP shall not be withdrawn for sixty (60) days from the date on which his proposal is submitted to the City.

The Proposer agrees, if awarded this RFP, he/she will:

- A. Furnish, upon receipt of an authorized City of Tybee Island Purchase Order, all items indicated thereon as specified in this proposal for the RFP amount; or,
- B. Enter a contract with City of Tybee Island to do and/or furnish everything necessary to provide the service and/or accomplish the work as stated and/or specified in this proposal for the proposal amount.

FC McColm Consulting
COMPANY


SIGNATURE

(306) 530-0095
TELEPHONE NUMBER

10/30/18
DATE

President
TITLE

ATTACHMENT A

O.C.G.A. § 50-36-1(e)(2) SAVE Affidavit

By executing this affidavit under oath, as an applicant for a(n) Grant Consultation contract for a public benefit as referenced in O.C.G.A. § 50-36-1, from the CITY OF TYBEE ISLAND, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) X I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as: GA Drivers License.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in Tallahassee (city), Florida (state).

[Signature]
Signature of Applicant

Frank McColm
Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THE 30 DAY OF October, 2018

[Signature]
NOTARY PUBLIC
My Commission Expires: 3-22-19



DOUGLAS E. WRIGHT
MY COMMISSION # FF 186384
EXPIRES: March 22, 2019
Bonded Thru Budget Notary Services

ATTACHMENT B

CONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b) (1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of CITY OF TYBEE ISLAND has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

82-1736788

Federal Work Authorization User Identification Number

10/30/18

Date of Authorization

FC McCalm Consulting

Name of Contractor

City of Tybee FMA

Name of Project

City of Tybee

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on October 30, 2018 in Tallahassee (city), FL (state).

[Signature]

Signature of Authorized Officer or Agent

Frank McCalm, President

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 30th DAY OF Oct, 2018.

[Signature of Notary Public]

NOTARY PUBLIC

My Commission Expires: 3-22-19



DOUGLAS E. WRIGHT
MY COMMISSION # FF 186384
EXPIRES: March 22, 2019
Bonded Thru Budget Notary Services

ATTACHMENT C

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>Form W-9 (Rev. October 2004) Department of the Treasury Internal Revenue Service</p> | <p>Request for Taxpayer Identification Number and Certification</p> | <p>Give form to the requester. Do not send to the IRS.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Print or type See Specific Instructions on page 2</p> | Name (as reported on your income tax return) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Business name, if different from above | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ <input type="checkbox"/> Exempt from backup withholding | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Address (number, street, and apt. or suite no.) | Requester's name and address (optional) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | City, state, and ZIP code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| List account number(s) here (optional) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Part I Taxpayer Identification Number (TIN) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. | | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="9" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> <tr> <td style="text-align: center;"> </td><td style="text-align: center;"> </td> </tr> <tr> <td colspan="9" style="text-align: center;">OR</td> </tr> <tr> <td colspan="9" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> <tr> <td style="text-align: center;"> </td><td style="text-align: center;"> </td> </tr> </table> | Social security number | | | | | | | | | | | | | | | | | | | | | | | | | | | OR | | | | | | | | | Employer identification number | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Social security number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Employer identification number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Part II Certification | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Under penalties of perjury, I certify that: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. person (including a U.S. resident alien). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sign Here | Signature of U.S. person ▶ | Date ▶ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

What products/services do you provide to the City of Tybee Island?

To whom shall we direct the Purchase Order?

Contact: Frank McCalm Email: frank@fcmccalm.com

Phone# (386) 530-0095 Fax# N/A

Location: P.O. Box 12293 Tallahassee, FL 32317

To whom shall we direct Payment?

A/R Contact: Same as above Email: _____

Phone# _____ Fax# _____

Remittance Address: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
F C MCCOLM CONSULTING LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) **S**
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Other (see instructions) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
P.O. BOX 12293

6 City, state, and ZIP code
TALLAHASSEE, FL 32317

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

| | | | | | | | | | | |
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|--|--|--|--|--|--|--|--|--|--|--|

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

or

Employer identification number

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 8 | 2 | - | 1 | 7 | 3 | 6 | 7 | 8 | 8 |
|---|---|---|---|---|---|---|---|---|---|

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Date ▶ 6/20/2017

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

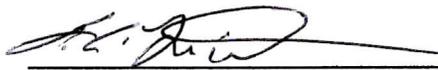
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**ATTACHMENT D
PROPOSAL SHEET
HAZARD MITIGATION GRANT CONSULTANT
RFP # 2018-718**

TOTAL PROPOSAL AMOUNT:

\$ 3,500⁰⁰/home

FC MScolum (Firm)

 (Signature)

President (Title)

ATTACHMENT E REFERENCES

PROPOSER: F.C. McColm Consulting, LLC

COMPANY NAME: Florida Division of Emergency Management

ADDRESS: 2555 Shumard Oak Blvd

CITY: Tallahassee **STATE:** FL **ZIP:** 32309

CONTACT PERSON: Miles Anderson **PHONE:** 850-879-4084

PHONE NUMBER: _____ **EMAIL:** miles.anderson@em.mylflorida.com

COMPANY NAME: Bay County Board of County Commissioners

ADDRESS: 700 Highway 2300

CITY: Panama City **STATE:** FL **ZIP:** 32409

CONTACT PERSON: Joby Smith **PHONE:** 850-348-0539

PHONE NUMBER: _____ **EMAIL:** jbsmith@baycountyfl.gov

COMPANY NAME: Massachusetts Department of Conservation and Recreation

ADDRESS: 251 Causeway Street, 8th floor

CITY: Boston **STATE:** MA **ZIP:** 02114

CONTACT PERSON: Joy Duperault **PHONE:** 617-626-1406

PHONE NUMBER: _____ **EMAIL:** joy.duperault@state.ma.us

COMPANY NAME: Garden City, GA

ADDRESS: 100 Central Avenue

CITY: Garden City **STATE:** GA **ZIP:** 31405

CONTACT PERSON: Ron Feldner **PHONE:** 912-963-2715

PHONE NUMBER: _____ **EMAIL:** rfeldner@gardencity-ga.gov

COMPANY NAME: Charleston County Public Works (Thomas and Hutton Reference)

ADDRESS: 4045 Bridge View Drive

CITY: North Charleston **STATE:** SC **ZIP:** 29405

CONTACT PERSON: Frank Carson **PHONE:** 843-808-7882

PHONE NUMBER: _____ **EMAIL:** _____

ATTACHMENT F

CHECKLIST FOR SUBMITTING RFP

Sign below and submit this sheet with RFP

NOTE: All of the following items must be submitted with your RFP to be considered "responsive". Remember to follow the Instructions in the RFP Documents.

1. INSTRUCTIONS TO PROPOSERS SIGNATURE SHEET
2. ACKNOWLEDGMENT OF ANY/ALL ADDENDUMS (if any Addendums issued).
3. RFP SHEETS COMPLETELY FILLED OUT AND SIGNED.
5. COMPLETE AND SUBMIT ALL ATTACHMENTS TO THE RFP (Attachments A-F).

Frank McColm/President

 NAME/TITLE

FC McColm Consulting

 COMPANY NAME

P.O. Box 12293

 ADDRESS

Tallahassee FL 32317

 CITY/STATE/ZIP

(386) 530-0095

 PHONE NUMBER

frank@fcrcolm.com

 EMAIL

**Electronic Articles of Organization
For
Florida Limited Liability Company**

L17000121520
FILED 8:00 AM
June 02, 2017
Sec. Of State
kpcardwell

Article I

The name of the Limited Liability Company is:
F.C. MCCOLM CONSULTING LLC

Article II

The street address of the principal office of the Limited Liability Company is:
1330 THOMASVILLE ROAD
TALLAHASSEE, FL. 32303

The mailing address of the Limited Liability Company is:
P.O. BOX 12293
TALLAHASSEE, FL. 32317

Article III

The name and Florida street address of the registered agent is:
THOMAS THOMPSON
1330 THOMASVILLE ROAD
TALLAHASSEE, FL. 32303

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Registered Agent Signature: THOMAS THOMPSON

Article IV

The name and address of person(s) authorized to manage LLC:

Title: MGR
FRANK MCCOLM
P.O. BOX 12293
TALLAHASSEE, FL. 32317

L17000121520
FILED 8:00 AM
June 02, 2017
Sec. Of State
kpcardwell

Article V

The effective date for this Limited Liability Company shall be:

06/02/2017

Signature of member or an authorized representative

Electronic Signature: THOMAS THOMPSON

I am the member or authorized representative submitting these Articles of Organization and affirm that the facts stated herein are true. I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S. I understand the requirement to file an annual report between January 1st and May 1st in the calendar year following formation of the LLC and every year thereafter to maintain "active" status.

Backup material for agenda item:

11. City Council approve a budget amendment increasing the General Funds' fiscal year 2019 budget by \$87,212 from @12,866,400 to \$12,953,612 in order to fund the Red Valve Capital Project carried forward from FY 2018 and to cover invoices for capital projects that have not been funded in FY 2019 capital budget.



MAYOR
Jason Buelterman

CITY COUNCIL
Barry Brown Mayor Pro Tem
Wanda Doyle
Julie Livingston
Jackson Butler
Monty Parks
John Branigin



CITY OF TYBEE ISLAND

CITY MANAGER
Shawn Gillen

CLERK OF COUNCIL
Janet LeViner

CITY ATTORNEY
Edward M. Hughes

City Council Agenda Item Request

Council Meeting Date for Request: November 8, 2018

Item: To request that the City Council approve a budget amendment increasing the General Funds' fiscal year 2019 budget by \$87,212 from \$12,866,400 to \$12,953,612 in order to fund the red valve capital project carried-forward from fiscal year 2018 and to cover invoices for capital projects that have not been funded in the fiscal year 2019 capital budget.

Explanation: The purpose of this agenda item is seek the City Council's approval to amend the General Fund fiscal year operating and capital budget from \$12,866,400 to \$12,953,612, an increase of \$87,212.

1. The budget amendment is necessary to fund the Red Valve project that was initiated in fiscal year 2018, but not completed. The project will cost approximately \$40,000.
2. The remaining balance of \$47,212 is needed to pay outstanding invoices owned to the City's engineer Thomas & Hutton for projects that approved via contractual agreement by the City Council, but not funded at the time of contract approval. Although a capital project budget is not approved for these projects in fiscal year 2019, the City is obligated to pay these invoices as contracts have been signed and services have been rendered.

| PROJECT DESCRIPTION | COST |
|---|---------------------|
| South End Drainage | \$ 19,800.00 |
| Bright Street Drainage | \$ 22,566.00 |
| Solomon Avenue R/W | \$ 3,246.00 |
| Pedestrian Improvement Plan (14th to 18th Street) | \$ 1,600.00 |
| Total | \$ 47,212.00 |

Budget Line Item Number (if applicable):

Revenue

The money to fund the projects can come from the General Fund's fund balance of \$9,137,979. If the City Council's approves this budget amendment the City will increase its' budget prior year fund balance (100.00.39.1300) revenue line item from \$1,782,879 to \$1,868,491.

Expenditures

The expenditure line items will be increase as follows:

| | | | | |
|-------------------------------|---|--------------|--|--|
| Public Works - Storm Drainage | South End Drainage | \$ 19,800.00 | Drainage Improvements 100.4250.54.2102 | Pay Outstanding Invoices |
| Public Works - Storm Drainage | Bright Street Drainage | \$ 22,566.00 | Drainage Improvements 100.4250.54.2102 | Pay Outstanding Invoices |
| Public Works - Administration | Solomon Avenue R/W | \$ 3,246.00 | Infrastructure 100.4210.54.1410 | Pay Outstanding Invoices |
| Public Works - Administration | Pedestrian Improvement Plan (14th to 18th Street) | \$ 1,600.00 | Infrastructure - 14th to 18th St Improvements 100.6230.54.1418 | Pay Outstanding Invoices |
| Public Works - Administration | Red Valve Project | \$ 40,000.00 | Infrastructure 100.4210.54.1410 | Fund Project Carried-forward from FY2018 |

Total \$ 87,212.00



Paper Work: Attached*
 Already Distributed

Submitted by: Angela Hudson, Finance Director

Phone / Email: (912) 472-5021/ahudson@cityof tybee.org

November 1, 2018

Date given to Clerk of Council

CITY STAFF REQUEST FORM

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF TYBEE ISLAND:

WHEREAS, the City of Tybee Island is an authorized municipality organized and existing under the laws of the State of Georgia; and

WHEREAS, as a qualified municipality, the City of Tybee Island is entitled to provide certain services and is required to comply with certain obligations; and

WHEREAS, as part of the accounting and budgeting process, the City of Tybee Island is to comply with Governmental Accounting Standards, Board Requirements and Statements; and

WHEREAS, the City of Tybee Island is to maintain its accounts in an appropriate manner so as to comply with auditing requirements and accounting standards and may designate certain funds as enterprise funds or other funds with different status including general funds, special revenue funds, capital project funds, debt service funds, permanent funds, etc.; and

WHEREAS, the City of Tybee Island wishes to clarify certain funds and to establish the authority for the transfer to and from certain funds as may be necessary and appropriate and to restrict transfers from certain funds.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council, in open meeting duly assembled, as follows:

1. To provide for the raising of revenues and appropriations of funds to support the City of Tybee Island, Georgia for fiscal year beginning July 1, 2018 and ending June 30, 2019 in order to provide for the operations of government departments; elected officials, other governmental activities; and to provide for the level of personnel authorized for the various departments the City of Tybee Island hereby amends and adopts the Fiscal Year 2018-2019 Revenue and Expenditure Operating and Capital Budget for the following funds:

| | |
|------------------|-----------------|
| General Fund-100 | \$12,953,612.00 |
|------------------|-----------------|

2. Tybee Island has previously designated certain funds for debt service to be specifically reserved to account for and are restricted to, committed or assigned funds for the expenditure for principle and interest obligations.

3. There is an established special revenue fund used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

4. Capital project funds currently assigned are to include funds set aside by the mayor and council for greenspace, beach renourishment, and capital projects on the city's capital improvement plan as established by the mayor and council.

5. Tybee Island receives Special Purpose Local Option Sales Tax Funds, which are to be separately maintained and segregated and only used for the expenditures for capital improvement projects authorized by county-wide referendum, intergovernmental agreement, and the agreed capital improvement plan of the City.

6. Tybee Island receives hotel/motel tax proceeds which are to be maintained and used as required by Georgia law and only in accordance therewith.

7. Tybee Island continuously accumulates funds for beach nourishment purposes and, further, seeks additional funding for beach nourishment projects including from federal sources, state, county and grant sources to acquire sufficient funds for such projects. All funds received from whatever source in connection with a beach nourishment project must be accounted for in a completely transparent manner and consistent with any restrictions imposed by the grantor of such funds. No transfers from any such restricted funds can be made except upon the express approval of the mayor and council.

8. There is hereby established a stabilization fund to be used to account for transfers from other funds when necessary, with all such transfers being reported to the mayor and council if made by other than the express approval of the mayor and council

9. WHEREAS, The Finance Director has presented for adoption and/or approval the matters addressed herein.

IT IS SO RESOLVED, this the ____ day of _____, 2018.

CITY OF TYBEE ISLAND, GEORGIA

By: _____
Jason Buelterman, Mayor

ATTEST:

By: _____
Clerk of Council

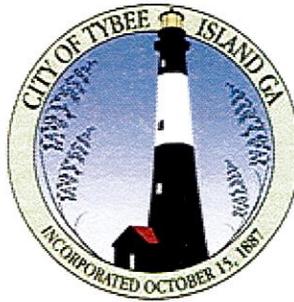
Backup material for agenda item:

12. Enterprise Lease Program, 16 vehicles for TIPD. Budget Line Item 100.3210.52.1316



MAYOR
Jason Buelterman

CITY COUNCIL
Barry Brown, Mayor Pro Tem
John Branigin
Wanda Doyle
Julie Livingston
Monty Parks
Shirley Sessions



CITY MANAGER
Shawn Gillen

**CLERK OF
COUNCIL**
Janet LeViner

CITY ATTORNEY
Edward M. Hughes

CITY OF TYBEE ISLAND

City Council Agenda Item Request

Council Meeting Date for Request: November 8, 2018

Item: Enterprise Lease Program

Explanation: We currently have four cars budgeted and intended to use \$120,000 SPLOST to fund the purchase. Under the lease program with Enterprise we can get 16 vehicles for \$66,000 per year on a five year lease. All of the leased vehicles can be squad cars or we can get other vehicles in the fleet replaced. Enterprise will sell our old vehicles for us. Because of reduced maintenance, fuel cost, and the fact that the City will own the equity in the vehicles, we are looking at a cumulative savings over ten years of \$250,000. This is believed to be a very conservative number because the maintenance costs are underestimated. There are 55 total vehicles in the citywide fleet and we are proposing the replacement of 16 vehicles this year. The estimated savings I mentioned above assumes phasing in additional vehicle leases each year after that, eventually replacing the whole fleet. We are not required to do that. We can do the 16 this year and never expand the leasing portion of our fleet replacement plan. The plan is outlined in the attached documents.

Since we cannot use SPLOST for a lease we have identified general fund dollars to pay for the lease. The \$120,000 in SPLOST can be reallocated by the City Council to another project or capital item.

The request of Council is to approve moving forward with drafting a contract with Enterprise for the 16 vehicles and authorizing the Mayor to sign the contract once it is approved by the City Attorney.

Budget Line Item Number (if applicable): 100.3210.52.1316

Paper Work: X Attached*

Submitted by: Shawn Gillen

Phone / Email: sgillen@cityoftybee.org

Date given to Clerk of Council 11/02/2018/2018

P.O. Box 2749 – 403 Butler Avenue, Tybee Island, Georgia 31328-2749
(866) 786-4573 – FAX (866) 786-5737
www.cityoftybee.org





FLEET MANAGEMENT

City of Tybee Island



ENTERPRISE HOLDINGS OVERVIEW

1.9 MILLION

WORLD WIDE

VEHICLES

1,293,027

U.S. Rental Fleet*

489,800

Hertz Dollar/Thrifty

375,000

Avis Budget

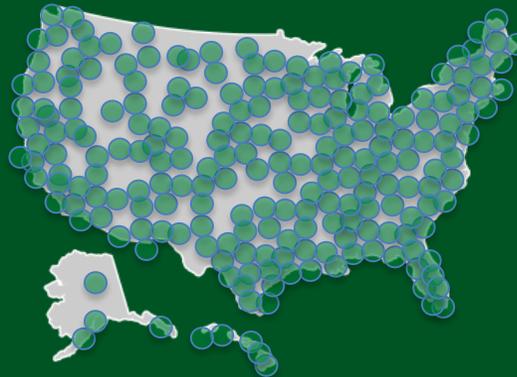
Enterprise Holdings

9,900

WORLD WIDE

LOCATIONS

6,400 U.S.



\$21

BILLION IN REVENUE

Ranked by

Forbes

As one of America's Largest Private Companies

REFERENCES

- Alachua County, FL
- Bamberg County, SC
- Bertie County, NC
- Calhoun County, SC
- Cherokee County, GA
- City of Bainbridge, GA
- City of Beaufort, SC
- City of Chester, SC
- City of Darlington, SC
- City of Easley, SC
- City of Fayetteville, NC
- City of Greenville, NC
- City of Hollywood, FL
- City of Lake City, FL
- City of Miramar, FL
- City of Marion, SC
- City of Peachtree City, GA
- City of Raleigh, NC
- City of St. Mary's, GA
- City of Tampa, FL
- Gilmer County, GA
- Greenwood Metropolitan District, SC
- Hendry County, FL
- Kershaw County, SC
- Marion County, SC
- Orange County, FL
- Pasco County, FL
- Saluda County, SC
- Santee-Lynches Regional COG, SC
- Seminole County, FL
- Thrive Upstate, SC
- Town of Kingstree, SC
- Tri-Development Center of Aiken County, SC
- Williamsburg County, SC

PROCUREMENT



Cooperative Purchasing ▾ Services & Programs ▾ News

CITY OF TYBEE ISLAND
PO Box 2749
0
Tybee Island, GA 31328-2749

ID# 77867

Is this your organization?

Great news—your organization is already a Sourcewell member! Using the ID number provided on this page, you can immediately utilize Sourcewell awarded contracts by providing this number to the vendor you wish to purchase from.

The Interlocal Purchasing System

"Specializing in the Management of High Quality Cooperative Procurement Solutions to Reduce Costs and Mitigate Risks!"



Vendor Profile

Print Date 1 October 2018

Enterprise Fleet Management

www.efleets.com

EMAIL PO & VENDOR QUOTE TO: TIPSP0@TIPS-USA.COM >
PO MUST REFERENCE VENDOR'S TIPS CONTRACT NUMBER >
ATTACH PO AS A PDF - ONLY ONE PO (WITH QUOTE) PER ATTACHMENT

| | <u>PAYMENT TO</u> | <u>TIPS CONTACT</u> |
|---------|--------------------------|--|
| ADDRESS | 1420 W. Mockingbird Lne. | NAME Meredith Barton |
| CITY | Dallas | PHONE (866) 839-8477 |
| STATE | TX | FAX (866) 839-8472 |
| ZIP | 75247 | EMAIL tips@tips-usa.com |

HUB No

DISADVANTAGED/MINORITY/WOMAN BUSINESS ENTERPRISE No

Enterprise Fleet Management is a full-service fleet management business for governmental entities and companies with small and medium-size fleets. Enterprise Fleet Management supplies most makes and models of cars, light- and medium duty trucks and service vehicles

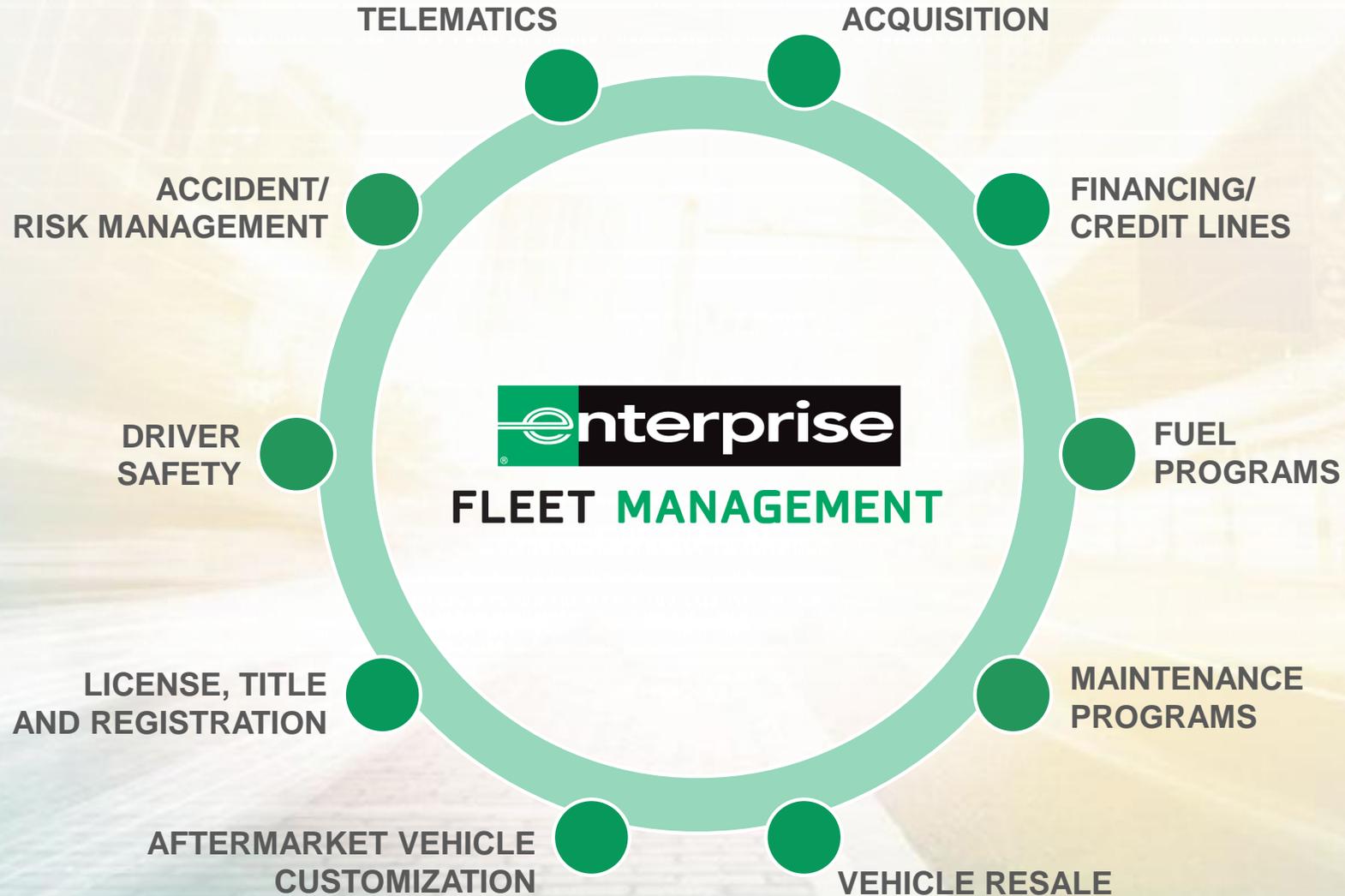
SERVING STATES

AL | AK | AZ | AR | CA | CO | CT | DE | DC | FL | GA | HI | ID | IL | IN | IA | KS | KY | LA | ME | MD | MA | MI | MN | MS | MO | MT | NE | NV | NH | NJ | NM | NY | NC | ND | OH | OK | OR | PA | RI | SC | SD | TN | TX | UT | VT | VA | WA | WI | WY

AWARDED CONTRACTS CFV (Call For Verification)

| Contract | Comodity | Exp Date | EDGAR |
|----------|---------------------------------------|------------|-------|
| 2072816 | Fleet Leasing and Management Services | 07/25/2019 | CFV |

DELIVERING SOLUTIONS. DRIVING RESULTS.



GOVERNMENT BUYING POWER



2018 GMC Sierra 1500
Double Cab

\$33,225 – Retail
Invoice

Government
Pricing



Price
\$21,492

MANHEIM AUCTION RESULTS

| Year Sold | Avg Odometer | Sale Price | Capital Outlay |
|-------------|---------------|-----------------|----------------|
| 2019 | 16,500 | \$21,700 | -\$208 |
| 2022 | 41,250 | \$14,300 | \$7,192 |

VEHICLE DISPOSAL

700 DEDICATED
REMARKETING EMPLOYEES



150 REMARKETING
LOTS IN NORTH AMERICA

IN 2017, ENTERPRISE
SOLD OVER
1,100,000
VEHICLES.

COMMERCIAL SALES
EXCEEDED AT AN
AVERAGE OF
110.4%
OVER
BLACK BOOK (CVI).



■ AUCTION 15%
■ DIRECT TO DEALER 85%

19,000+
UNIQUE BUYERS



Full Maintenance

- Fixed monthly rate
- Simple process for all parties
- Includes: 24/7 Roadside, all major and minor repairs

Maintenance Management

- “Bridge” program for currently owned fleet vehicles
- Seamless experience for field drivers

Enterprise National Service Department

- 200 Employees with over 1,100+ total ASE certifications
- 400,000+ vehicles under management on this program
- \$40.8 million in customer savings in 2017
- \$3.5 million in post warranty/goodwill refunded to our customers in 2017



EFM Fuel Card

- Track and enforce fleet policy
- Purchase controls: abuse/unauthorized purchases
- 24/7 online account management

Key Payoffs

- Accepted at over 90% of the retail fueling locations across the US
- Mobile app allows drivers to find locations with lower priced fuel options

ExxonMobil Fleet National Card

- Save 5¢ per gallon at more than 10,000 Exxon- or Mobil-branded service stations nationwide.



Open-End Lease

- Equity lease
- Flexible term
- No mileage restrictions
- No abnormal wear and tear clauses
- Vehicle equity is owned by you
- Customizable lease structure based on individual organization's needs

Traditional Financing



Enterprise Solution



SAFETY

« If you have vehicles that are 10 years old or older, you are not taking advantage of standardized safety improvements.

2007

- Front/Side Crash Test
- Anti-lock Brakes
- Airbags

2012

- **Electronic Stability Control**
- Lane Departure Warning

2018

- Blind-spot Warning
- Forward Collision Warning
- Improved Headlamps
- Offset-crash Test
- Rear Video



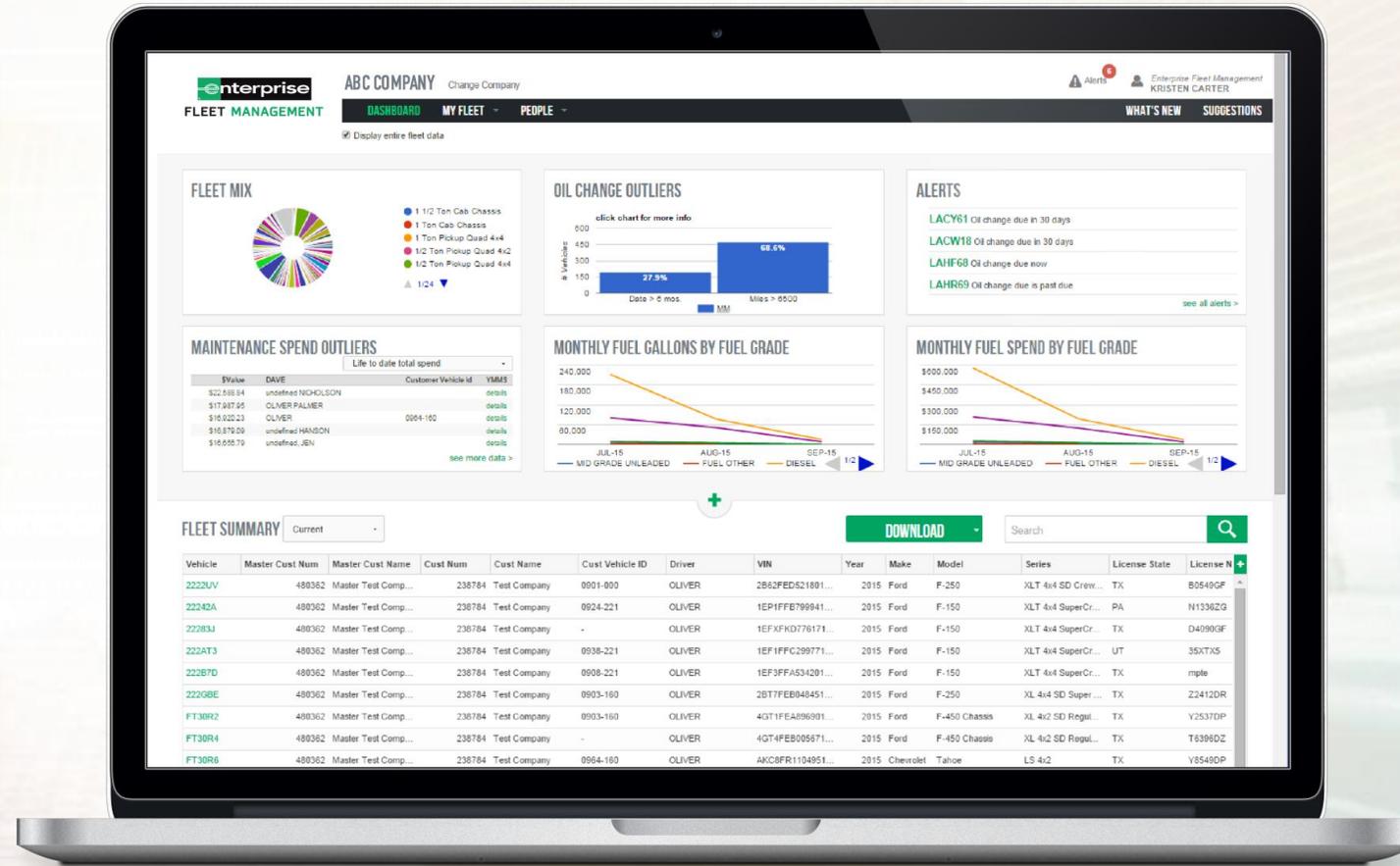
5-Star Safety Ratings
More Stars. Safer Cars.

2018
IIHS

TOP
SAFETY
PICK

Client Website

- Visibility and tracking of vehicle data
- Customized dashboards with easy reporting
- Real-time alerts
- Simplify accounting processes with vehicle descriptors
- Self-service features including *driver changes, vehicle descriptors, mileage information and more*
- Assign unlimited unique identifiers to each vehicle to simplify routine tasks and vehicle categorization



Annual Client Review

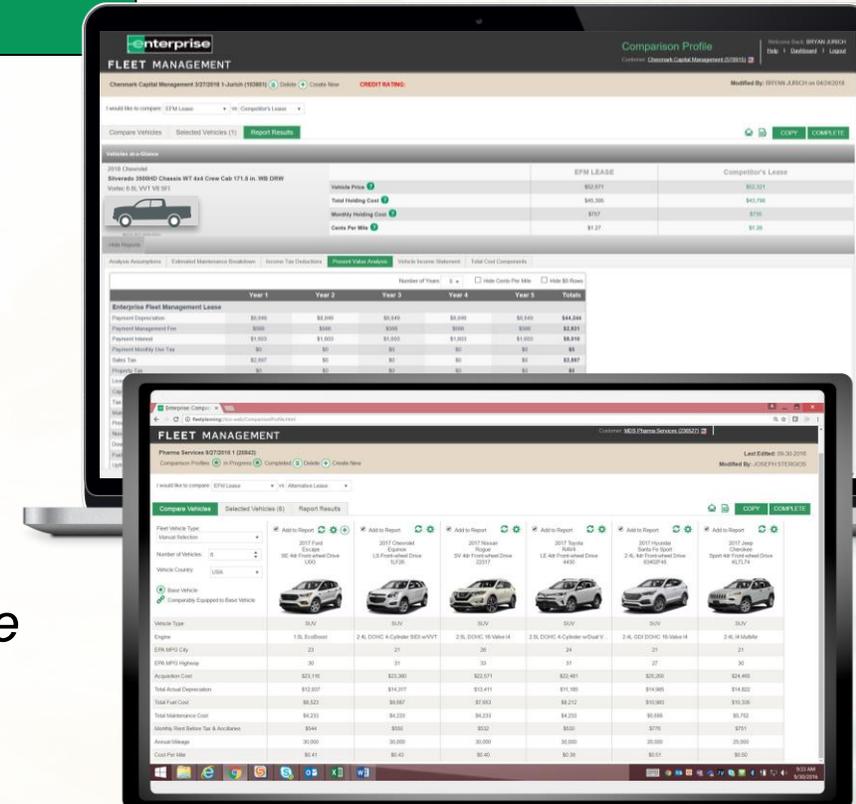
If we don't measure it, you can't improve it:

- Web based solution for the EFM team to evaluate the prior year's fleet performance
- Analyze all fleet costs including *maintenance, fuel, insurance, depreciation, etc.*
- Document future goals to develop the best possible fleet cycling plan for the future of the fleet

Fleet Planning Tool Kit

Purchase the right vehicle at the right cost:

- Online vehicle selector allowing Enterprise to compare up to 6 vehicles side-by-side
- Integrate all costs for a total cost analysis: *monthly vehicle costs, replacement schedules, maintenance, taxes, fuel, etc.*
- Determine the best time to replace your vehicles





FLEET MANAGEMENT

Brett Wermuth

(803) 760-9988

Brett.F.Wermuth@efleets.com

City of Tybee Island - Fleet Profile

Fleet Profile

Fleet Replacement Schedule

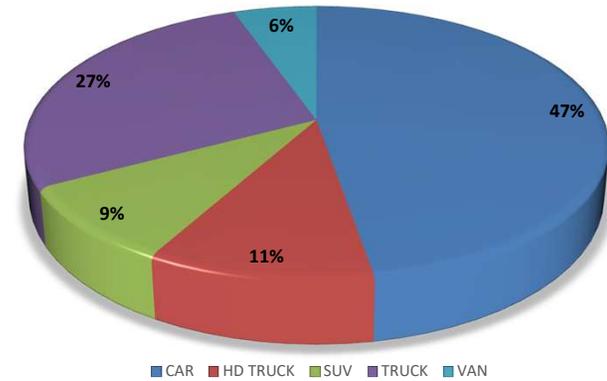
Replacement Criteria

| Vehicle Type | # of Type | Average Age (years) | Average Annual Mileage |
|-------------------------|-----------|---------------------|------------------------|
| Mid-size Sedan | 1 | 3.8 | 7,200 |
| Full-size Sedan | 25 | 7.4 | 10,500 |
| 1/2 Ton Van Cargo | 2 | 6.9 | 5,800 |
| 3/4 Ton Van Cargo | 1 | 17.9 | 3,100 |
| Compact SUV 4x2 | 2 | 10.3 | 6,600 |
| Mid Size SUV 4x2 | 3 | 11.1 | 7,500 |
| Compact Pickup Reg 4x2 | 7 | 12.1 | 6,600 |
| Compact Pickup Reg 4x4 | 2 | 8.8 | 6,700 |
| 1/2 Ton Pickup Reg 4x2 | 5 | 10.4 | 7,000 |
| 1/2 Ton Pickup Quad 4x2 | 1 | 11.8 | 13,000 |
| 3/4 Ton Pickup Ext 4x4 | 5 | 10.8 | 6,600 |
| 1 Ton Pickup Reg 4x2 | 1 | 8.8 | 6,700 |
| Totals/Averages | 55 | 9.1 | 8,500 |

| 2019 | 2020 | 2021 | 2022 | 2023 | Under-Utilized |
|-----------|-----------|-----------|-----------|----------|----------------|
| 0 | 0 | 0 | 1 | 0 | 0 |
| 10 | 1 | 0 | 9 | 5 | 0 |
| 1 | 0 | 0 | 0 | 1 | 0 |
| 1 | 0 | 0 | 0 | 0 | 0 |
| 0 | 1 | 1 | 0 | 0 | 0 |
| 1 | 1 | 0 | 0 | 1 | 0 |
| 1 | 4 | 2 | 0 | 0 | 0 |
| 0 | 0 | 2 | 0 | 0 | 0 |
| 1 | 2 | 0 | 1 | 1 | 0 |
| 1 | 0 | 0 | 0 | 0 | 0 |
| 0 | 1 | 4 | 0 | 0 | 0 |
| 0 | 0 | 1 | 0 | 0 | 0 |
| 16 | 10 | 10 | 11 | 8 | 0 |

- * Fiscal Year 2019 = 15 years old and older, or odometer over 100,000
- * Fiscal Year 2020 = 12 years old and older, or odometer over 93,300
- * Fiscal Year 2021 = 8 years old and older, or odometer over 86,600
- * Fiscal Year 2022 = 4 years old and older, or odometer over 79,900
- * Fiscal Year 2023 = Remaining Vehicles
- * Underutilized = Annual Mileage less than 2,500

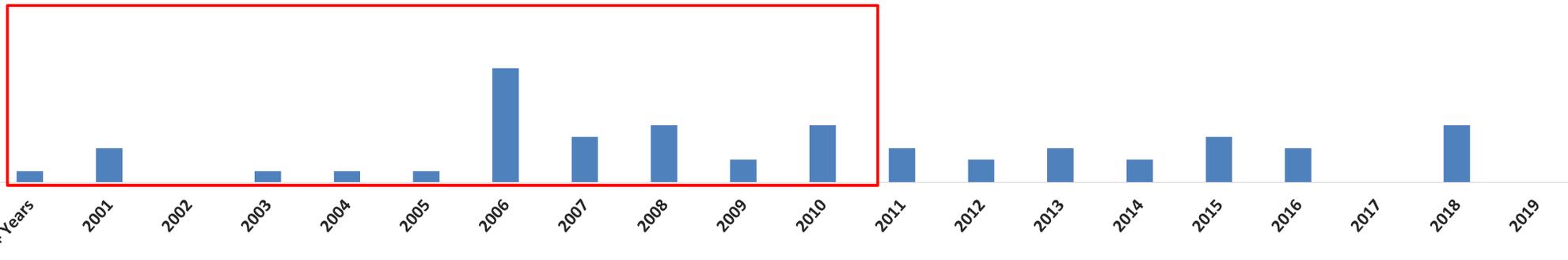
Vehicle Types



Model Year Analysis

20

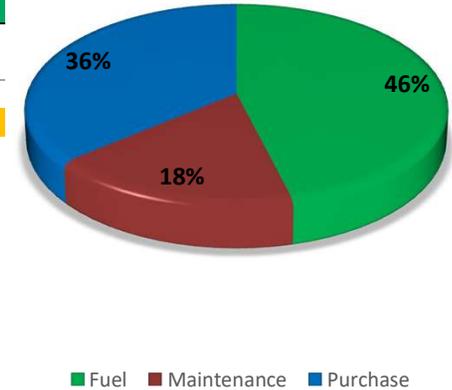
28 Vehicles over 10 Years



City of Tybee Island - Fleet Planning Analysis

| | | | | | |
|----------------|---------|--------------|--------|-----------------|---------|
| Current Fleet | 55 | Fleet Growth | 0.00% | Proposed Fleet | 55 |
| Current Cycle | 13.75 | Annual Miles | 8,500 | Proposed Cycle | 4.56 |
| Current Maint. | \$73.00 | Insurance | \$0.00 | Proposed Maint. | \$22.69 |
| Fuel Info | | MPG | 10 | Price/Gallon | \$2.65 |

Fleet Costs Analysis



| Fiscal Year | Fleet Mix | | | Fleet Cost | | | | | | Annual | | |
|----------------|------------|--------------|--|------------|----------|---------------|----------|---------------|----------------|----------------|----------------|----------|
| | Fleet Size | Annual Needs | | Owned | Leased | Purchase | Lease* | Maintenance | Trade in Value | Fuel | Fleet Budget | Net Cash |
| Average | 55 | 4.0 | | 55 | 0 | 96,974 | 0 | 48,180 | 0 | 123,888 | 269,042 | 0 |
| '19 | 55 | 16 | | 39 | 16 | 0 | 66,515 | 38,520 | 0 | 111,874 | 216,909 | 52,133 |
| '20 | 55 | 12 | | 29 | 26 | 0 | 109,413 | 32,482 | 0 | 104,366 | 246,261 | 22,781 |
| '21 | 55 | 14 | | 19 | 36 | 0 | 164,685 | 26,444 | 0 | 96,858 | 287,987 | -18,946 |
| '22 | 55 | 15 | | 8 | 47 | 0 | 205,317 | 19,803 | 0 | 88,598 | 313,719 | -44,677 |
| '23 | 55 | 13 | | 0 | 55 | 0 | 150,256 | 14,973 | 0 | 82,592 | 247,821 | 21,221 |
| '24 | 55 | 20 | | 0 | 55 | 0 | 167,333 | 14,973 | 0 | 82,592 | 264,897 | 4,144 |
| '25 | 55 | 14 | | 0 | 55 | 0 | 120,267 | 14,973 | 0 | 82,592 | 217,831 | 51,210 |
| '26 | 55 | 16 | | 0 | 55 | 0 | 187,015 | 14,973 | 0 | 82,592 | 284,579 | -15,538 |
| '27 | 55 | 16 | | 0 | 55 | 0 | 192,021 | 14,973 | 0 | 82,592 | 289,585 | -20,544 |
| '28 | 55 | 13 | | 0 | 55 | 0 | 150,256 | 14,973 | 0 | 82,592 | 247,821 | 21,220 |

| | | | |
|------------------------|-----------------|---------------------------------|----------------|
| 10 Year Savings | \$73,004 | Avg. Sustainable Savings | \$8,099 |
|------------------------|-----------------|---------------------------------|----------------|

Current Fleet Equity Analysis

| YEAR | 2019 | 2020 | 2021 | 2022 | 2023 |
|---|---------|---------|----------|----------|------------------|
| QTY | 16 | 10 | 10 | 11 | 8 |
| RESALE | \$500 | \$750 | \$2,800 | \$6,500 | \$8,500 |
| TOTAL | \$8,000 | \$7,500 | \$28,000 | \$71,500 | \$68,000 |
| Estimated Current Fleet Equity** | | | | | \$183,000 |

Summary

| | |
|-------------------------------|------------------|
| 10 Year Savings | \$73,004 |
| Estimated Fleet Equity | \$183,000 |
| Net Cash*** | \$256,004 |

* Lease Rates are conservative estimates

**Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

***Net Cash is the sum of the 10 year savings from the Fleet Planning Analysis and the Estimated Current Fleet Equity

Backup material for agenda item:

13. First Reading, 10-2018, Article IIA - Disorderly House Nuisance, Sec 22-33



ORDINANCE NO. 07-2018
AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
BY ADDING AN ARTICLE DEFINING AND
REGULATING A DISORDERLY HOUSE NUISANCE
FOR THE CITY OF TYBEE ISLAND, GEORGIA

WHEREAS, the duly elected governing authority for the City of Tybee Island, Georgia, is authorized under Article 9, Section 2, Paragraph 3 of the Constitution of the State of Georgia to adopt reasonable ordinances to protect and improve the public health, safety, and welfare of the citizens of Tybee Island, Georgia, and

WHEREAS, the duly elected governing authority for the City of Tybee Island, Georgia, is the Mayor and Council thereof, and

WHEREAS, the governing authority desires to adopt ordinances under its police and home rule powers, and

WHEREAS, the governing authority desires to amend the Code of Ordinances for the City of Tybee Island to define and regulate a disorderly house nuisance,

NOW, THEREFORE, be it ordained by the governing authority of the City of Tybee Island that Chapter 22 of the Code of Ordinances of the City of Tybee Island is hereby amended to create a new article to be designated as Article IIA, Disorderly House Nuisance to hereafter read as follows:

ARTICLE IIA DISORDERLY HOUSE NUISANCE CODE.

SECTION 22-33 GENERAL DEFINITIONS.

For the purposes of this Article, the following definitions shall apply:

1. "Dwelling" means a house, duplex, condominium unit, apartment building, mobile home, manufactured home, trailer or any other structure(s) or place(s) used or intended to be used for human habitation, including common areas within the structure when buildings or structures are used for more than one (1) dwelling, and accessory buildings such as garages located on the same Premises.
2. "In or on the premises of any Dwelling" means either within a dwelling or the area within the boundary lines of any real property of the same ownership on which such dwelling is located.
3. "Occupant" means any person who lives in or has possession of, or holds an occupancy interest in, a Dwelling; or any person residing in or frequenting the premises of the Dwelling with the actual or implied permission of the Owner or lessee.

4. "Owner" means any person, agent, operator, ~~firm~~ or corporation having a legal or equitable interest in the Dwelling; or one with ~~an own~~ interest recorded in the official records of the state, county or municipality as holding title to the Dwelling; or otherwise having a control of the Dwelling, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of such property by a court.

SECTION 22-34 DISORDERLY HOUSE NUISANCE DEFINED.

A "Disorderly House Nuisance" is a Dwelling within which, or on the premises of which, any of the following offense(s) have occurred within a three hundred sixty-five (365) day period.

1. ~~One or more felonies or Three (3) misdemeanors~~~~Two (2) or more felonies or misdemeanors~~, arising out of separate, and distinct facts and circumstances, as defined by the statutes of the State of Georgia, and/or the ordinances of the City of Tybee Island; or
2. ~~Three~~~~Two (3)(2)~~ or more violations of Chapter 10 of the Code of the City of Tybee Island, relating to animals and fowls, arising out of separate and distinct facts and circumstances; or
3. ~~Three (3)~~~~Two (2)~~ or more violations of Article II, Article III, or Article IV of Chapter 22 of the Code of the City of Tybee Island, relating to nuisances, property maintenance, and/or noises arising out of separate and distinct facts and circumstances; or
4. ~~Three (3)~~~~Two (2)~~ or more violations of Chapter 42 of the Code of the City of Tybee Island, relating to various offenses, arising out of separate and distinct facts and circumstances; or
5. A combination of ~~three (3) two (2) offenses~~ ~~offense~~ from any of the above categories, arising out of separate and distinct facts and circumstances.

SECTION 22-35 VIOLATION.

1. No owner or occupant ~~or manager~~ of any Dwelling shall allow or permit such Dwelling to be, or become, a Disorderly House Nuisance.
2. An owner and/or occupant, as the case may be, shall be deemed to have allowed or permitted a Dwelling to be, or become, a Disorderly House Nuisance, if:

- a. The owner or occupant has personally committed the acts set forth in Section 22-34; or
- b. Such acts were committed by invitees of the occupant or owner; or
- c. Such acts were committed by persons attending events, or functions, sponsored, permitted or allowed by the occupant or owner; or
- d. Such acts were committed by a combination of subsections a, b or c; or

e. The owner, occupant and manager, if any, or occupant has or have been provided with the written notice of a Disorderly House Nuisance pursuant to Section 22-36, below, the facts alleged therein are true, and the owner or occupant and/or manager fails or refuses to enter into a Nuisance Abatement Agreement, or after entering into such Agreement, fails to comply with its terms.

ANY NOTICE OF ABATEMENT DECISION OR AGREEMENT AND THE REQUIREMENTS THEREIN SHALL ATTACH TO THE PROPERTY INVOLVED REGARDLESS OF ANY CHANGE IN OWNERSHIP, OCCUPANCY OR MANAGEMENT AND ANY SUCH AGREEMENT OR DECISION SHALL SO PROVIDE

SECTION 22-36 WRITTEN NOTICE OF DISORDERLY HOUSE NUISANCE.

No person shall be prosecuted for a violation of Section 22-35 until the Director of

Community Development-

Zoning and Planning and Economic Director or such similar position as then exists (hereafter "Director"), or

his designee, shall serve such person or persons or entity with the notice provided herein, and the person-persons, or entity have or has

either failed, or refused, to enter into the Nuisance Abatement Agreement, provided for hereinafter, or after entering into such Agreement, the person fails to comply with its provisions. Such Notice may be served on any person by personal service, or in the case of an occupant, who has not been personally served, by restricted mail addressed to the address of the Dwelling, or, in the

case of a Non-Occupant Owner, by restricted mail to his/her last known address, or, if none, to the address to which any tax statement is provided to such owner for the

Dwelling &and in the case of a property manager, to the business address of such manager. Such notice shall contain, at a minimum, the following:

- 1. That a Disorderly House Nuisance exists, as defined by Section 22-34, at the location specified in the notice.

2. The date of the commission of the acts which constitute the basis for the Disorderly House Nuisance, the name(s) of the person(s) committing such acts, if known, and ~~all other facts and circumstances that the City relies upon to allege that such acts form the basis for the Disorderly House Nuisance~~ identify the offense committed, the violation time, date and type and the code section making such conduct or occurrence an offense with the case number, if applicable, and including a notice that additional violations of laws or ordinances at the location may result in the suspension or cancellation of a business permit or license to operate a STVR at the location following a hearing or an opportunity for a hearing thereon before the city manager..
3. The date, time and place where the person is to appear, and meet with the Director or his designee, to participate in the Nuisance Abatement Conference.
4. That failure to appear, or failure to make satisfactory arrangements for an alternative date and time, at the time and place designated in the notice may result in prosecution of a violation of Section 22-35 and the imposition of penalties, as proscribed by the Article and the Code of Ordinances.

SECTION 22-37 NUISANCE ABATEMENT CONFERENCE.

At the nuisance abatement conference, the Director or his designee, and the owner ~~and/or~~ And/or occupant, ~~and/or manager~~ shall discuss the facts constituting the Disorderly House Nuisance and shall attempt to agree on specific actions that the owner and/or occupant can take to abate said Disorderly House Nuisance.

SECTION 22-38 NUISANCE ABATEMENT AGREEMENT.

1. At the conclusion of the nuisance abatement conference, the Director or his designee shall submit to the owner and/or occupant a proposed written nuisance abatement agreement. If at the conclusion of the conference, the Director or his designee needs more time to draft said proposed agreement, then a follow-up meeting shall be scheduled with the owner and/or occupant, within ten (10) days of the initial conference for submittal and review of the completed proposed nuisance abatement agreement.
2. Any nuisance abatement agreement under this article shall include a list of specific actions and specific schedule of deadlines for said actions to abate the Disorderly House Nuisance. It may also include provisions for a periodic reassessment of the agreement effectiveness, and the procedure for a modification of the agreement. A nuisance abatement agreement or any written modification to said agreement may impose conditions or requirements on the owner and/or occupant and/or manager for a period of ~~twelve(12)~~ twenty-four (24) months from the date of the original agreement entered into by the owner and/or occupant and/or manager and the City. A nuisance abatement agreement may impose one or more of the following conditions or

requirements on the owner and/or occupant.

a. Eviction of identified individuals from the dwelling in question,

b. Written notification from the owner and/or ~~occupant~~ occupant and/or manager to an identified individual or individuals that they are prohibited from entering onto the Premises of the Dwelling,

c. Utilization of written leases containing a provision or provisions requiring eviction for criminal activity,

d. The completion of improvements upon the Premises of the Dwelling which have the impact of mitigation of crime, including but not limited to the erection of fences, installation of security devices upon the entrances or increased lighting,

e. Any other reasonable condition or requirement designated to abate the Disorderly House Nuisance.

3. Once a proposed written nuisance abatement agreement or written modification to nuisance abatement agreement has been submitted to the owner and/or occupant, and/or manager said owner and/or occupant, and/or manager shall have forty-eight (48) hours to review it and enter into said agreement by signing it and returning it to ~~the~~ the Community Development Director or his designee ~~City Marshall~~ or his designee.

SECTION 22-39 COMMENCEMENT OF PROSECUTION.

The Director or his designee, may commence prosecution alleging a violation of this Article under the following circumstances:

1. The owner and/or occupant does not attend a conference with the City within the time period described previously.
2. The owner and/or occupant fails or refuses to sign a proposed written nuisance abatement agreement or proposed written modification to said agreement within the prescribed time period set forth in this section.
3. The owner and/or occupant agent subsequently fails or refuses to comply with any conditions or requirements set forth in a nuisance abatement agreement, including any prescribed deadlines for taking particular actions.

Sec. 22-39.1. SHORT TERM RENTAL PROPERTIES.

Notwithstanding any other provisions of the Code, in the event the property or dwelling in question is a location authorized or permitted for short term vacation rentals,

the permit and/or occupational tax certificate and/or license for the operation of such location may be revoked for ordinance or other violations ~~of the provisions of this ordinance as-as~~ provided herein. Such revocation may occur following a notice being delivered to the owner, occupant and/or agency managing the property from the city manager requiring that an administrative hearing before the manager be held. Following such a hearing, or an effort to hold such a hearing in the event that the owner, occupier, or agent does not appear, the manager is authorized to suspend, revoke, place on probation with restrictions, or take other appropriate action with regard to the permit, occupational tax certificate, or business license for the location. The owner, occupant, or agent may appeal the manager's decision to the Superior Court of Chatham County but, in the absence of a court order providing otherwise, the decision of the manager goes in force immediately, and an appeal does not act as a supersedeas. At the option of the manager, the procedures of Sec. 34- ~~3989~~ may be used to address license revocation proceedings in lieu of the above.

SECTION 22-40 ACTION TO ABATE PENALTIES.

In addition to prosecution of the offense defined in this Article or pursuing any other remedies available under this Code, the Director or his designee, upon receipt of reliable information that any Dwelling within the corporate limits of the City is being maintained as a Disorderly House Nuisance, may prosecute an action for equitable relief, in the name of the City, to abate the nuisance and to enjoin any person who shall own, rent, or occupy the Dwelling in question from using or permitting its use in violation of the provisions of this ordinance.

SECTION 22-41 JUDGMENT.

No judgment finding a violation of this ordinance shall be entered against an owner and/or occupant who has, in good faith, endeavored to prevent the nuisance. Any owner and/or occupant who has complied with all conditions or requirements of a nuisance abatement agreement and any modifications to said agreement, as defined by the ordinance, shall be deemed to have endeavored in good faith to prevent the nuisance.

SECTION 22-42 PENALTIES.

Upon a finding of guilt under this Article, the Court may, in addition to other remedies permitted by the Code, impose a term of probation for a term of up to one (1) year, conditioned on any or all of the following:

1. The completion of improvements upon the Premises of the Dwelling which have the impact of mitigating crime and criminal activity, including but not limited to the erection of fences, installation of security devices or increased lighting; and
2. Requirement of a written lease for occupants which includes provisions requiring eviction for criminal activity;
3. Submitting tenancy lists on a periodic basis to the Police Department;

4. Posting a cash bond of no less than the minimum fine and up to the amount of the maximum fine for the period of court supervision or conditional discharge imposed by the Court, such bond to be retained by the Court in an interest bearing account and conditioned on successful completion of the period of court supervision on conditional discharge.
5. Any other condition reasonably related to the objective of abating the Disorderly House Nuisance.

The paragraph, section, or article numbers referred to herein and the order thereof may be changed or renumbered in the codification process without further action by the Mayor and Council.

This Ordinance shall become effective on _____ day of _____, 201807.

ADOPTED THIS ___ DAY OF _____, 201807.

MAYOR

ATTEST:

CLERK OF COUNCIL

FIRST READING: _____

SECOND READING: _____

ENACTED: _____

G:\EMH\TYBEE\ORDINANCES\07-2018\Disorderly House Nuisance 05.17.18;as changed 10.24.18

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ORDINANCE NO. 07-2018
AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
BY ADDING AN ARTICLE DEFINING AND
REGULATING A DISORDERLY HOUSE NUISANCE
FOR THE CITY OF TYBEE ISLAND, GEORGIA

WHEREAS, the duly elected governing authority for the City of Tybee Island, Georgia, is authorized under Article 9, Section 2, Paragraph 3 of the Constitution of the State of Georgia to adopt reasonable ordinances to protect and improve the public health, safety, and welfare of the citizens of Tybee Island, Georgia, and

WHEREAS, the duly elected governing authority for the City of Tybee Island, Georgia, is the Mayor and Council thereof, and

WHEREAS, the governing authority desires to adopt ordinances under its police and home rule powers, and

WHEREAS, the governing authority desires to amend the Code of Ordinances for the City of Tybee Island to define and regulate a disorderly house nuisance,

NOW, THEREFORE, be it ordained by the governing authority of the City of Tybee Island that Chapter 22 of the Code of Ordinances of the City of Tybee Island is hereby amended to create a new article to be designated as Article IIA, Disorderly House Nuisance to hereafter read as follows:

ARTICLE IIA DISORDERLY HOUSE NUISANCE CODE.

SECTION 22-33 GENERAL DEFINITIONS.

For the purposes of this Article, the following definitions shall apply:

1. "Dwelling" means a house, duplex, condominium unit, apartment building, mobile home, manufactured home, trailer or any other structure(s) or place(s) used or intended to be used for human habitation, including common areas within the structure when buildings or structures are used for more than one (1) dwelling, and accessory buildings such as garages located on the same Premises.
2. "In or on the premises of any Dwelling" means either within a dwelling or the area within the boundary lines of any real property of the same ownership on which such dwelling is located.
3. "Occupant" means any person who lives in or has possession of, or holds an occupancy interest in, a Dwelling; or any person residing in or frequenting the premises of the Dwelling with the actual or implied permission of the Owner or lessee.

4. "Owner" means any person, agent, operator, ~~firm~~ or corporation having a legal or equitable interest in the Dwelling; or one with ~~an own~~ interest recorded in the official records of the state, county or municipality as holding title to the Dwelling; or otherwise having a control of the Dwelling, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of such property by a court.

SECTION 22-34 DISORDERLY HOUSE NUISANCE DEFINED.

A "Disorderly House Nuisance" is a Dwelling within which, or on the premises of which, any of the following offense(s) have occurred within a three hundred sixty-five (365) day period.

1. ~~One or more felonies or Three (3) misdemeanors~~~~Two (2) or more felonies or misdemeanors~~, arising out of separate, and distinct facts and circumstances, as defined by the statutes of the State of Georgia, and/or the ordinances of the City of Tybee Island; or
2. ~~Three~~ ~~Two (3)~~(2) or more violations of Chapter 10 of the Code of the City of Tybee Island, relating to animals and fowls, arising out of separate and distinct facts and circumstances; or
3. ~~Three (3)~~~~Two (2)~~ or more violations of Article II, Article III, or Article IV of Chapter 22 of the
 - Code of the City of Tybee Island, relating to nuisances, property maintenance, and/or
 - noises arising out of separate and distinct facts and circumstances; or
4. ~~Three (3)~~ ~~Two (2)~~ or more violations of Chapter 42 of the Code of the City of Tybee Island, relating to various offenses, arising out of separate and distinct facts and circumstances; or
5. A combination of ~~three (3)~~ ~~two (2)~~ ~~offenses~~ ~~offenses~~ from any of the above categories, arising out of separate and distinct facts and circumstances.

SECTION 22-35 VIOLATION.

1. No owner or occupant ~~or manager~~ of any Dwelling shall allow or permit such Dwelling to be,
 - or become, a Disorderly House Nuisance.
2. An owner and/or occupant, as the case may be, shall be deemed to have allowed

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or permitted a Dwelling to be, or become, a Disorderly House Nuisance, if:

- a. The owner or occupant has personally committed the acts set forth in Section 22-34; or
- b. Such acts were committed by invitees of the occupant or owner; or
- c. Such acts were committed by persons attending events, or functions, sponsored, permitted or allowed by the occupant or owner; or
- d. Such acts were committed by a combination of subsections a, b or c; or
- e. The owner, occupant and manager, if any, or occupant has or have been

provided with the written

_____ notice of a Disorderly House Nuisance pursuant to Section 22-36, _____ below, the _____ facts alleged therein are true, and the owner or occupant and/or manager fails or refuses to _____ enter into a Nuisance Abatement Agreement, or after entering into such _____ Agreement, fails to comply with its terms.

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ANY NOTICE OF ABATEMENT DECISION OR AGREEMENT & AND THE REQUIREMENTS THEREIN SHALL ATTACH TO THE PROPERTY INVOLVED REGARDLESS OF ANY CHANGE IN OWNERSHIP-, OCCUPANCY OR MANAGEMENT AND ANY SUCH AGREEMENT OR DECISION SHALL SO PROVIDE

SECTION 22-36 WRITTEN NOTICE OF DISORDERLY HOUSE NUISANCE.

No person shall be prosecuted for a violation of Section 22-35 until the Director of

Community Development-

_____ Zoning and Planning and Economic Director or such similar position as then exists (hereafter "Director"), or _____ his designee, shall serve such person or persons or entity with the notice provided herein, and the person-persons, or entity have or has _____ either failed, or refused, to enter into the Nuisance Abatement Agreement, provided for _____ hereinafter, or after entering into such Agreement, the person fails to comply with its _____ provisions. Such Notice may be served on any person by personal service, or in the case

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_____ of an occupant, who has not been personally served, by restricted mail addressed to the address of the Dwelling, or, in the case of a Non-Occupant Owner, by restricted mail to his/her last known address, or, if none, to the address to which any tax statement is provided to such owner for the _____ Dwelling &and in the case of a property manager, to the business address of such manager. Such notice shall contain, at a minimum, the following:

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1. That a Disorderly House Nuisance exists, as defined by Section 22-34, at the location specified in the notice.
2. The date of the commission of the acts which constitute the basis for the Disorderly House Nuisance, the name(s) of the person(s) committing such acts, if known, and all other facts and circumstances that the City relies upon to allege that such acts form the basis for the Disorderly House Nuisance identify the offense committed, the violation time, date &and type and the code section making such conduct or occurrence an offense with the case number, if applicable, and including a notice that additional _____ violations of laws or ordinances at the location may result in the suspension or _____ cancellation of a business permit or license to operate a STVR at the location _____ following a hearing or an opportunity for a hearing thereon before the city manager.;
3. The date, time and place where the person is to appear, and meet with the Director or his designee, to participate in the Nuisance Abatement Conference.
4. That failure to appear, or failure to make satisfactory arrangements for an alternative date and time, at the time and place designated in the notice may result in prosecution of a violation of Section 22-35 and the imposition of penalties, as proscribed by the Article and the Code of Ordinances.

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SECTION 22-37 NUISANCE ABATEMENT CONFERENCE.

At the nuisance abatement conference, the Director or his designee, and the owner and/or occupant, and/or manager shall discuss the facts constituting the Disorderly House Nuisance and shall attempt to agree on specific actions that the owner and/or occupant can take to abate said Disorderly House Nuisance.

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SECTION 22-38 NUISANCE ABATEMENT AGREEMENT.

1. At the conclusion of the nuisance abatement conference, the Director or his designee shall submit to the owner and/or occupant a proposed written nuisance abatement agreement. If at the conclusion of the conference, the Director or his designee needs more time to draft said proposed agreement, then a follow-up meeting shall be scheduled with the owner and/or occupant, within ten (10)

days of the initial conference for submittal and review of the completed proposed nuisance abatement agreement.

2. Any nuisance abatement agreement under this article shall include a list of specific actions and specific schedule of deadlines for said actions to abate the Disorderly House Nuisance. It may also include provisions for a periodic reassessment of the agreement effectiveness, and the procedure for a modification of the agreement. A nuisance abatement agreement or any written modification to said agreement may impose conditions or requirements on the owner and/or occupant and/or manager for a period of ~~twelve(12)~~twenty-four (24) months from the date of the original agreement entered into by the owner and/or occupant and/or manager and the City. A nuisance abatement agreement may impose one or more of the following conditions or requirements on the owner and/or occupant.

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- a. Eviction of identified individuals from the dwelling in question,
- b. Written notification from the owner and/or ~~occupant~~ occupant and/or manager to an identified individual or individuals that they are prohibited from entering onto the Premises of the Dwelling,
- c. Utilization of written leases containing a provision or provisions requiring eviction for criminal activity,
- d. The completion of improvements upon the Premises of the Dwelling which have the impact of mitigation of crime, including but not limited to the erection of fences, installation of security devices upon the entrances or increased lighting,
- e. Any other reasonable condition or requirement designated to abate the Disorderly House Nuisance.

3. Once a proposed written nuisance abatement agreement or written modification to nuisance abatement agreement has been submitted to the owner and/or occupant and/or manager said owner and/or occupant and/or manager shall have forty-eight (48) hours to review it and enter into said agreement by signing it and returning it to ~~the the~~ Community Development Director or his designee ~~City Marshall~~ or his designee.

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SECTION 22-39 COMMENCEMENT OF PROSECUTION.

The Director or his designee, may commence prosecution alleging a violation of this Article under the following circumstances:

1. The owner and/or occupant does not attend a conference with the City within the time period described previously.
2. The owner and/or occupant fails or refuses to sign a proposed written nuisance abatement agreement or proposed written modification to said agreement within the prescribed time period set forth in this section.
3. The owner and/or occupant agent subsequently fails or refuses to comply with any conditions or requirements set forth in a nuisance abatement agreement, including any prescribed deadlines for taking particular actions.

Sec. 22-39.1. SHORT TERM RENTAL PROPERTIES.

Notwithstanding any other provisions of the Code, in the event the property or dwelling in question is a location authorized or permitted for short term vacation rentals, the permit and/or occupational tax certificate and/or license for the operation of such location may be revoked for- ~~ordinance or other~~ violations ~~of the provisions of this ordinance-as-as~~ provided herein. Such revocation may occur following a notice being delivered to the owner, occupant and/or agency managing the property from the city manager requiring that an administrative hearing before the manager be held. Following such a hearing, or an effort to hold such a hearing in the event that the owner, occupier, or agent does not appear, the manager is authorized to suspend, revoke, place on probation with restrictions, or take other appropriate action with regard to the permit, occupational tax certificate, or business license for the location. The owner, occupant, or agent may appeal the manager’s decision to the Superior Court of Chatham County but, in the absence of a court order providing otherwise, the decision of the manager goes in force immediately, and an appeal does not act as a supersedeas. At the option of the manager, the procedures of Sec. 34- ~~3989~~ may be used to address license revocation proceedings in lieu of the above.

SECTION 22-40 ACTION TO ABATE PENALTIES.

In addition to prosecution of the offense defined in this Article or pursuing any other remedies available under this Code, the Director or his designee, upon receipt of reliable information that any Dwelling within the corporate limits of the City is being maintained as a Disorderly House Nuisance, may prosecute an action for equitable relief, in the name of the City, to abate the nuisance and to enjoin any person who shall own, rent, or occupy the Dwelling in question from using or permitting its use in violation of the provisions of this ordinance.

SECTION 22-41 JUDGMENT.

No judgment finding a violation of this ordinance shall be entered against an owner and/or occupant who has, in good faith, endeavored to prevent the nuisance. Any owner

and/or occupant who has complied with all conditions or requirements of a nuisance abatement agreement and any modifications to said agreement, as defined by the ordinance, shall be deemed to have endeavored in good faith to prevent the nuisance.

SECTION 22-42 PENALTIES.

Upon a finding of guilt under this Article, the Court may, in addition to other remedies permitted by the Code, impose a term of probation for a term of up to one (1) year, conditioned on any or all of the following:

1. The completion of improvements upon the Premises of the Dwelling which have the impact of mitigating crime and criminal activity, including but not limited to the erection of fences, installation of security devices or increased lighting; and
2. Requirement of a written lease for occupants which includes provisions requiring eviction for criminal activity;
3. Submitting tenancy lists on a periodic basis to the Police Department;
4. Posting a cash bond of no less than the minimum fine and up to the amount of the maximum fine for the period of court supervision or conditional discharge imposed by the Court, such bond to be retained by the Court in an interest bearing account and conditioned on successful completion of the period of court supervision on conditional discharge.
5. Any other condition reasonably related to the objective of abating the Disorderly House Nuisance.

The paragraph, section, or article numbers referred to herein and the order thereof may be changed or renumbered in the codification process without further action by the Mayor and Council.

This Ordinance shall become effective on _____ day of _____, [20072018](#).

ADOPTED THIS ___ DAY OF _____, 20[1807](#).

MAYOR

ATTEST:

CLERK OF COUNCIL

FIRST READING: _____

SECOND READING: _____

ENACTED: _____

G:\EMH\TYBEE\ORDINANCES\07-2018\Disorderly House Nuisance 05.17.18;as changed 10.24.18

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Backup material for agenda item:

14. Second Reading, 18-2018, Sec 14-3, Election Officials



ORDINANCE NO. 18-2018

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
FOR THE CITY OF TYBEE ISLAND, GEORGIA,
REGARDING SECTION 14-3 REGARDING
ELECTION OFFICIALS

WHEREAS, the State Constitution and the City Home Rule powers permit the City to adopt ordinances pertaining to the affairs of the local government; and

WHEREAS, the duly elected governing authority for the City of Tybee Island, Georgia, is the Mayor and Council thereof, and

WHEREAS, the governing authority desires to amend the Code of Ordinances for the City of Tybee Island, Georgia, Section 14-3 relating to Election Officials.

NOW, THEREFORE, It is hereby ordained by the governing authority of the City of Tybee Island that The Code of Ordinances of the City of Tybee Island, Georgia, Section 14.3 dealing with Election Officials so that hereafter the Section and Code shall read as hereinafter provided.

SECTION 1

The Code of the City of Tybee Island, Georgia, is hereby amended so as to cause Section 14-3 to be added so that hereafter such section shall read as follows:

Sec 14-3

Sec 14.3 ELECTION OFFICIALS

The Mayor and Council shall by resolution appoint such election officials as are necessary to comply with the Georgia Municipal Election Code.

SECTION 2

The sections, paragraphs, sentences, clauses and phrases of this ordinance are severable and, if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared illegal or invalid by the valid judgement or decree of any court of competent jurisdiction, such illegality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance.

SECTION 3

All ordinances and parts of ordinances in conflict herewith are expressly repealed.

SECTION 4

It is the intention of the governing body, and it is hereby ordained, that the provisions of this ordinance shall become effective and be made a part of the Code of Ordinances, City of Tybee Island, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention.

SECTION 5

This ordinance shall be effective upon its adoption by the Mayor and Council pursuant to The Code of the City of Tybee Island, Georgia.

ADOPTED THIS ___ DAY OF _____, 2018

MAYOR

ATTEST:

CLERK OF COUNCIL

FIRST READING: _____

SECOND READING: _____

ENACTED: _____

Backup material for agenda item:

15. Second Reading, 19-2018, Sec 14-4, Superintendent to Incur Expenses



ORDINANCE NO. 19-2018

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
FOR THE CITY OF TYBEE ISLAND, GEORGIA,
REGARDING SECTION 14.1 REGARDING
SUPERINTENDENT TO INCUR EXPENSES

WHEREAS, the State Constitution and the City Home Rule powers permit the City to adopt ordinances pertaining to the affairs of the local government; and

WHEREAS, the duly elected governing authority for the City of Tybee Island, Georgia, is the Mayor and Council thereof, and

WHEREAS, the governing authority desires to amend the Code of Ordinances for the City of Tybee Island, Georgia, Section 14-4 relating to Superintendent to Incur Expenses.

NOW, THEREFORE, It is hereby ordained by the governing authority of the City of Tybee Island that The Code of Ordinances of the City of Tybee Island, Georgia, Section 14-4 dealing with Sec 14-4 so that hereafter the Section and Code shall read as hereinafter provided.

SECTION 1

The Code of the City of Tybee Island, Georgia, is hereby amended so as to cause Section 14-3 to be added so that hereafter such section shall read as follows:

Sec 14-4

Sec 14-4 Superintendent to Incur Expenses

The City is authorized to conduct elections through the Chatham County Board of Elections and pay expenses associated therewith. In the event it is necessary to do so, the election superintendent is authorized to incur expenses in the preparation and conduct of an election including the cost of purchasing identification badges for poll officers, the printing of ballots and voter's certificates, and the purchasing of all other supplies necessary to conduct an election. The superintendent is further authorized to incur all necessary expenses to provide voting booths for the proper conduct of all elections.

SECTION 2

The sections, paragraphs, sentences, clauses and phrases of this ordinance are severable and, if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared illegal or invalid by the valid judgement or decree of any court of competent jurisdiction, such illegality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance.

SECTION 3

All ordinances and parts of ordinances in conflict herewith are expressly repealed.

SECTION 4

It is the intention of the governing body, and it is hereby ordained, that the provisions of this ordinance shall become effective and be made a part of the Code of Ordinances, City of Tybee Island, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention.

SECTION 5

This ordinance shall be effective upon its adoption by the Mayor and Council pursuant to The Code of the City of Tybee Island, Georgia.

ADOPTED THIS ___ DAY OF _____, 2018

MAYOR

ATTEST:

CLERK OF COUNCIL

FIRST READING: _____

SECOND READING: _____

ENACTED: _____

Backup material for agenda item:

16. Second Reading, 20-2018, Sec 14-5, Polling Places



ORDINANCE NO. 20-2018

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
FOR THE CITY OF TYBEE ISLAND, GEORGIA,
REGARDING SECTION 14-5 REGARDING
DISTRICT; POLLING PLACES

WHEREAS, the State Constitution and the City Home Rule powers permit the City to adopt ordinances pertaining to the affairs of the local government; and

WHEREAS, the duly elected governing authority for the City of Tybee Island, Georgia, is the Mayor and Council thereof, and

WHEREAS, the governing authority desires to amend the Code of Ordinances for the City of Tybee Island, Georgia, Section 14-5 relating to Polling Places.

NOW, THEREFORE, It is hereby ordained by the governing authority of the City of Tybee Island that The Code of Ordinances of the City of Tybee Island, Georgia, Section 14-5 dealing with Polling Places so that hereafter the Section and Code shall read as hereinafter provided.

SECTION 1

The Code of the City of Tybee Island, Georgia, is hereby amended so as to cause Section 14-3 to be added so that hereafter such section shall read as follows:

Sec 14-5

Sec 14-5 Polling Places. The area within the corporate limits of the City shall constitute an election district within the City. Persons shall vote at such locations as may be established by the municipal elections superintendent or the board of elections. All polling places shall be provided with sufficient light and heat.

SECTION 2

The sections, paragraphs, sentences, clauses and phrases of this ordinance are severable and, if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared illegal or invalid by the valid judgement or decree of any court of competent jurisdiction, such illegality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance.

SECTION 3

All ordinances and parts of ordinances in conflict herewith are expressly repealed.

SECTION 4

It is the intention of the governing body, and it is hereby ordained, that the provisions of this ordinance shall become effective and be made a part of the Code of Ordinances, City of Tybee Island, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention.

SECTION 5

This ordinance shall be effective upon its adoption by the Mayor and Council pursuant to The Code of the City of Tybee Island, Georgia.

ADOPTED THIS ___ DAY OF _____, 2018

MAYOR

ATTEST:

CLERK OF COUNCIL

FIRST READING: _____

SECOND READING: _____

ENACTED: _____

Backup material for agenda item:

17. Second Reading, 21-2018, Sec 14-9, Notice of Candidacy, Time Periods



ORDINANCE NO. 21-2018

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
FOR THE CITY OF TYBEE ISLAND, GEORGIA,
REGARDING SECTION 14-9 REGARDING
NOTICE OF CANDIDACY; TIME PERIODS

WHEREAS, the State Constitution and the City Home Rule powers permit the City to adopt ordinances pertaining to the affairs of the local government; and

WHEREAS, the duly elected governing authority for the City of Tybee Island, Georgia, is the Mayor and Council thereof, and

WHEREAS, the governing authority desires to amend the Code of Ordinances for the City of Tybee Island, Georgia, Section 14-9 relating to Notice of Candidacy; time periods.

NOW, THEREFORE, It is hereby ordained by the governing authority of the City of Tybee Island that The Code of Ordinances of the City of Tybee Island, Georgia, Section 14-9 dealing with Notice of Candidacy; time periods so that hereafter the Section and Code shall read as hereinafter provided.

SECTION 1

The Code of the City of Tybee Island, Georgia, is hereby amended so as to cause Section 14-3 to be added so that hereafter such section shall read as follows:

Sec 14-9

Sec 14-9 Notice of Candidacy; time periods

Each candidate or a designee shall file a Notice of Candidacy in the office of the Municipal Clerk of such candidate's candidacy.

- (1) In the case of a general election held in an odd-numbered year as provided by State Law as currently existing or as hereinafter amended.
- (2) In the case of a special election, not earlier than the date of the call and at least 25 days prior to the election or as provided by State Law as currently existing or as hereinafter amended.

SECTION 2

The sections, paragraphs, sentences, clauses and phrases of this ordinance are severable and, if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared illegal or invalid by the valid judgement or decree of any court of competent jurisdiction, such illegality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance.

SECTION 3

All ordinances and parts of ordinances in conflict herewith are expressly repealed.

SECTION 4

It is the intention of the governing body, and it is hereby ordained, that the provisions of this ordinance shall become effective and be made a part of the Code of Ordinances, City of Tybee Island, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention.

SECTION 5

This ordinance shall be effective upon its adoption by the Mayor and Council pursuant to The Code of the City of Tybee Island, Georgia.

ADOPTED THIS ____ DAY OF _____, 2018

MAYOR

ATTEST:

CLERK OF COUNCIL

FIRST READING: _____

SECOND READING: _____

ENACTED: _____

Backup material for agenda item:

18. Second Reading, 22-2018, Sec 14-10, Designation of Office Sought; Election of Councilmembers



ORDINANCE NO. 22-2018

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
FOR THE CITY OF TYBEE ISLAND, GEORGIA,
REGARDING SECTION 14-10 REGARDING
DESIGNATION OF OFFICE SOUGHT; ELECTION OF COUNCILMEMBERS

WHEREAS, the State Constitution and the City Home Rule powers permit the City to adopt ordinances pertaining to the affairs of the local government; and

WHEREAS, the duly elected governing authority for the City of Tybee Island, Georgia, is the Mayor and Council thereof, and

WHEREAS, the governing authority desires to amend the Code of Ordinances for the City of Tybee Island, Georgia, Section 14-10 relating to Designation of office sought; election of councilmembers.

NOW, THEREFORE, It is hereby ordained by the governing authority of the City of Tybee Island that The Code of Ordinances of the City of Tybee Island, Georgia, Section 14-10 dealing with Designation of office sought; election of councilmembers so that hereafter the Section and Code shall read as hereinafter provided.

SECTION 1

The Code of the City of Tybee Island, Georgia, is hereby amended so as to cause Section 14-3 to be added so that hereafter such section shall read as follows:

Sec 14-10

Sec 14-10 Designation of office sought; election of councilmembers

A candidate seeking one of two or more public offices each having the same title and to be filled at the same election by the vote of the same electors shall not designate the specific office he is seeking. The candidates for city council receiving the highest number of lawful votes cast shall be elected as councilmembers of the City.

SECTION 2

The sections, paragraphs, sentences, clauses and phrases of this ordinance are severable and, if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared illegal or invalid by the valid judgement or decree of any court of competent jurisdiction, such illegality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance.

SECTION 3

All ordinances and parts of ordinances in conflict herewith are expressly repealed.

SECTION 4

It is the intention of the governing body, and it is hereby ordained, that the provisions of this ordinance shall become effective and be made a part of the Code of Ordinances, City of Tybee Island, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention.

SECTION 5

This ordinance shall be effective upon its adoption by the Mayor and Council pursuant to The Code of the City of Tybee Island, Georgia.

ADOPTED THIS ___ DAY OF _____, 2018

MAYOR

ATTEST:

CLERK OF COUNCIL

FIRST READING: _____

SECOND READING: _____

ENACTED: _____

Backup material for agenda item:

19. Second Reading, 23-2018, Sec 14-18, Time of Regular Election, Succession by Incumbent



ORDINANCE NO 23-2018

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES
FOR THE CITY OF TYBEE ISLAND, GEORGIA,
REGARDING SECTION 14-18 REGARDING
TIME OF REGULAR ELECTION; SUCCESSION BY INCUMBENT

WHEREAS, the State Constitution and the City Home Rule powers permit the City to adopt ordinances pertaining to the affairs of the local government; and

WHEREAS, the duly elected governing authority for the City of Tybee Island, Georgia, is the Mayor and Council thereof, and

WHEREAS, the governing authority desires to amend the Code of Ordinances for the City of Tybee Island, Georgia, Section 14-18 relating to Time of regular election; succession by incumbent.

NOW, THEREFORE, It is hereby ordained by the governing authority of the City of Tybee Island that The Code of Ordinances of the City of Tybee Island, Georgia, Section 14-18 dealing with Time of regular election; succession by incumbent so that hereafter the Section and Code shall read as hereinafter provided.

SECTION 1

The Code of the City of Tybee Island, Georgia, is hereby amended so as to cause Section 14-3 to be added so that hereafter such section shall read as follows:

Sec 14-18

Sec 14-18. Time of regular election; succession by incumbent.

On the first Tuesday in November of each odd-numbered year, beginning in 1983, a regular election shall be held in the City or at such place or places as may be designated for the election of a Mayor when appropriate and/or council members as appropriate. Any incumbent Mayor or incumbent councilmember who shall qualify as a candidate and meet the qualifications to hold such office may be a candidate to succeed himself for office or for office as a member of the City Council.

SECTION 2

The sections, paragraphs, sentences, clauses and phrases of this ordinance are severable and, if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared illegal or invalid by the valid judgement or decree of any court of competent jurisdiction, such illegality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance.

SECTION 3

All ordinances and parts of ordinances in conflict herewith are expressly repealed.

SECTION 4

It is the intention of the governing body, and it is hereby ordained, that the provisions of this ordinance shall become effective and be made a part of the Code of Ordinances, City of Tybee Island, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention.

SECTION 5

This ordinance shall be effective upon its adoption by the Mayor and Council pursuant to The Code of the City of Tybee Island, Georgia.

ADOPTED THIS ____ DAY OF _____, 2018

MAYOR

ATTEST:

CLERK OF COUNCIL

FIRST READING: _____

SECOND READING: _____

ENACTED: _____

Backup material for agenda item:

20. Resolution, 2018-01, Charter Changes



RESOLUTION 2018-01

**A RESOLUTION REQUESTING
LOCAL LEGISLATION TO UPDATE THE CHARTER OF THE CITY OF TYBEE
ISLAND AS DESCRIBED HEREIN**

BE IT RESOLVED by Mayor and Council of the City of Tybee Island, in open meeting, as follows:

WHEREAS, the City of Tybee Island is a duly organized municipality existing under the laws of the State of Georgia; and

WHEREAS, the City has from time to time held council seats declared vacant; and

WHEREAS, currently under Section 5.18 of the Charter, the council elects a member to fill any vacancy; and

WHEREAS, the council would like for the people to be able to choose who represents them where more than two years of time is left by any vacancy; and

WHEREAS, doing so would require amending the Charter and constitute a change in the manner of electing council members to fill vacancies; and

WHEREAS, the City desires to make this change in the Charter giving the people the ability to choose their representatives in case of such vacancy; and

WHEREAS, the City previously changed its voting structure by requesting and having secured local legislation authorizing the City to convert their elections from two year cycles of all offices to staggered four year terms; and

WHEREAS, the City amended the Charter, Section 5.12, which now provides for four year terms on a staggered basis; and

WHEREAS, as a result of such changes, additional provisions of the Charter need clarification and/or a revision so as to be clear and consistent,

NOW, THEREFORE, be it resolved by the Mayor and Council in open meeting that the local legislative delegation be requested to adopt an Act repealing Section 5.18 of the Charter and amending so that hereinafter it will read as follows:

Section 2.12. Vacancies; filling of Vacancies, shall also be amended so as to provide as follows:

Section 2.12. *Vacancies, filling of vacancies.*

- (a) *Vacancies.* The office of Mayor or council member shall become vacant upon the occurrence of any event specified by the Constitution of the State of Georgia, Title 45 of the Official Code of Georgia Annotation [O.C.G.A 45-1-1 et seq], or such other applicable laws as are or may hereafter be enacted.
- (b) *Filling of vacancies.* A vacancy in the office of Mayor or council member shall be filled for the remainder of the unexpired term, if any, as provided in Sec. 5.18 of this Charter.

IT IS FURTHER RESOLVED that the local legislative delegation be requested to adopt an Act repealing Section 2.33 of the Charter, selection and powers and duties of mayor pro tem, so as to be consistent with four year terms (or to be determined every two years) and provide as follows:

2.33. *Selection and powers and duties of mayor pro tem.* At the first regular meeting of the City Council following the regular election of the Mayor every four years, the council shall select one of its members as mayor pro tem. During the absence or physical or mental disability of the Mayor for any cause, the mayor pro tem, or in the mayor pro tem's absence or disability for any reason, anyone of the councilmembers chosen by a majority vote of the city council, shall be clothed with all the rights and privileges of the Mayor and shall perform the duties of the office of the Mayor so long as such absence or disability shall continue. Any such absence or disability shall be declared by a majority vote of all councilmembers. The mayor pro tem or selected council member shall sign all contracts and ordinances in which the Mayor has a disqualifying financial interest as provided in Section 2.14 of this Charter.

OR

At the first regular meeting of the City Council following any regular election of council members, the Council shall select one of its members, including those mid-term and newly elected members, as mayor pro tem. During the absence or physical or mental disability of the Mayor for any cause, the mayor pro tem, or in the mayor pro tem's absence or disability for any reason, anyone of the councilmembers chosen by a majority vote of the city council, shall be clothed with all the rights and privileges of the Mayor and shall perform the duties of the office of the Mayor so long as such absence or disability shall continue. Any such absence or disability shall be declared by a majority vote of all councilmembers. The mayor pro tem or selected council member shall sign all contracts and ordinances in which the Mayor has a disqualifying financial interest as provided in Section 2.14 of the Charter.

IT IS FURTHER RESOLVED that the local delegation be requested to adopt an Act revising Section 5.11, regular elections; time for holding, so as hereafter it will read as follows:

5.11. *Regular elections; time for holding.* In odd numbered years, on the Tuesday next following the first Monday in November, and biannually thereafter, a regular election shall be held in the City of Tybee Island such other place or places as the council may designate for the election of the appropriate number of council members, who shall have the qualifications specified in this Chapter to hold such office. An incumbent Mayor or incumbent Councilmember who shall qualify as a candidate and meet the qualifications to hold such office may be a candidate to succeed himself or herself for such office or for office as a member of the City Council. As provided in Sec 5.12, the Mayor is elected to four-year terms and the mayoral election will accompany the election on the Tuesday next following the first Monday in November in odd numbered years by four year terms.

Section 5.17, nondesignation of specific office by candidate; highest vote elects, shall also be amended so as to provide as follows:

Section 5.17. *Nondesignation of specific office by candidate; highest vote elects.* A candidate seeking one of two or more public offices each having the same title and to be filled at the same election by the vote of the same electors shall not designate the specific office he or she is seeking. The candidates for city council receiving the highest number of lawful votes cast shall be elected as the councilmembers of the City of Tybee Island.

5.18 Filling *vacancy in office of Mayor or Council Member*.

Sec 5.18 – Filling Vacancy in Office of Mayor or Councilmembers.

Should during the term of office to which elected, the Mayor or any councilmember die, resign, remove or change residence beyond the city limits of the municipality, or otherwise fail to meet all the all the qualifications prescribed in the Charter for the particular office held at the time, the office of such person shall thereby become, and thereupon be declared, vacant; and in case of vacancy in the office of mayor or of any councilmember from any cause whatsoever other than expiration of the term of office, the Mayor and remaining members of the council, or the remaining members of the council, as the case may be, shall elect within 30 days after the vacancy occurs a qualified person to fill the vacant office; provided,

(a) ~~If the vacancy to be filled is the position of mayor, the person elected by the remaining members of council shall serve the full remaining term; If the vacancy to be filled is the office of Mayor, the office shall be assumed and filled by the Mayor pro tem elected by the Mayor and councilmembers pursuant to Section 2.33. The council seat vacated by the former councilmember/Mayor pro tem shall be vacant and the vacant council seat shall be filled as provided in this section and~~

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(b) If the vacancy to be filled is the office of a council member, the person elected by the mayor and remaining members of council shall serve until the organizational meeting of the new year following the general municipal election after the office became vacant; provided further, if in the event more than twenty six (26) months remain of the term of office as of the date the office became vacant, then in that event the candidate for council member who places fourth in the general municipal election following the vacancy shall have been elected to serve the remaining two years of the term beginning at the organizational meeting of the new year following the general municipal election.

(c) ~~In any instance or circumstance where the other provisions hereof do not provide for a contingency such that an office would be vacant, the remaining elected officials shall elect a qualified individual (s) to assume the office then vacant within thirty (30) days of the vacancy involved.~~

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SO RESOLVED, this the _____ day of _____ 218.

CITY OF TYBEE ISLAND, GEORGIA

By: _____
Jason Buelterman, Mayor

ATTEST:

By: _____
City Clerk

Tybee/Resolution/2018/Charter Changes

RESOLUTION 2018-01

**A RESOLUTION REQUESTING
LOCAL LEGISLATION TO UPDATE THE CHARTER OF THE CITY OF TYBEE
ISLAND AS DESCRIBED HEREIN**

BE IT RESOLVED by Mayor and Council of the City of Tybee Island, in open meeting, as follows:

WHEREAS, the City of Tybee Island is a duly organized municipality existing under the laws of the State of Georgia; and

WHEREAS, the City has from time to time held council seats declared vacant; and

WHEREAS, currently under Section 5.18 of the Charter, the council elects a member to fill any vacancy; and

WHEREAS, the council would like for the people to be able to choose who represents them where more than two years of time is left by any vacancy; and

WHEREAS, doing so would require amending the Charter and constitute a change in the manner of electing council members to fill vacancies; and

WHEREAS, the City desires to make this change in the Charter giving the people the ability to choose their representatives in case of such vacancy; and

WHEREAS, the City previously changed its voting structure by requesting and having secured local legislation authorizing the City to convert their elections from two year cycles of all offices to staggered four year terms; and

WHEREAS, the City amended the Charter, Section 5.12, which now provides for four year terms on a staggered basis; and

WHEREAS, as a result of such changes, additional provisions of the Charter need clarification and/or a revision so as to be clear and consistent,

NOW, THEREFORE, be it resolved by the Mayor and Council in open meeting that the local legislative delegation be requested to adopt an Act repealing Section 5.18 of the Charter and amending so that hereinafter it will read as follows:

Section 2.12. Vacancies; filling of Vacancies, shall also be amended so as to provide as follows:

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(a) *Vacancies.* The office of Mayor or council member shall become vacant upon the occurrence of any event specified by the Constitution of the State of Georgia, Title 45 of the Official Code of Georgia Annotation [O.C.G.A 45-1-1 et seq], or such other applicable laws as are or may hereafter be enacted.

(b) *Filling of vacancies.* A vacancy in the office of Mayor or council member shall be filled for the remainder of the unexpired term, if any, as provided in Sec. 5.18 of this Charter.

IT IS FURTHER RESOLVED that the local legislative delegation be requested to adopt an Act repealing Section 2.33 of the Charter, selection and powers and duties of mayor pro tem, so as to be consistent with four year terms (or to be determined every two years) and provide as follows:

2.33. *Selection and powers and duties of mayor pro tem.* At the first regular meeting of the City Council following the regular election of the Mayor every four years, the council shall select one of its members as mayor pro tem. During the absence or physical or mental disability of the Mayor for any cause, the mayor pro tem, or in the mayor pro tem's absence or disability for any reason, anyone of the councilmembers chosen by a majority vote of the city council, shall be clothed with all the rights and privileges of the Mayor and shall perform the duties of the office of the Mayor so long as such absence or disability shall continue. Any such absence or disability shall be declared by a majority vote of all councilmembers. The mayor pro tem or selected council member shall sign all contracts and ordinances in which the Mayor has a disqualifying financial interest as provided in Section 2.14 of this Charter.

OR

At the first regular meeting of the City Council following any regular election of council members, the Council shall select one of its members, including those mid-term and newly elected members, as mayor pro tem. During the absence or physical or mental disability of the Mayor for any cause, the mayor pro tem, or in the mayor pro tem's absence or disability for any reason, anyone of the councilmembers chosen by a majority vote of the city council, shall be clothed with all the rights and privileges of the Mayor and shall perform the duties of the office of the Mayor so long as such absence or disability shall continue. Any such absence or disability shall be declared by a majority vote of all councilmembers. The mayor pro tem or selected council member shall sign all contracts and ordinances in which the Mayor has a disqualifying financial interest as provided in Section 2.14 of the Charter.

IT IS FURTHER RESOLVED that the local delegation be requested to adopt an Act revising Section 5.11, regular elections; time for holding, so as hereafter it will read as follows:

5.11. *Regular elections; time for holding.* In odd numbered years, on the Tuesday next following the first Monday in November, and biannually thereafter, a regular election shall be held in the City of Tybee Island such other place or places as the council may designate for the election of the appropriate number of council members, who shall have the qualifications specified in this Chapter to hold such office. An incumbent Mayor or incumbent Councilmember who shall qualify as a candidate and meet the qualifications to hold such office may be a candidate to succeed himself or herself for such office or for office as a member of the City Council. As provided in Sec 5.12, the Mayor is elected to four-year terms and the mayoral election will accompany the election on the Tuesday next following the first Monday in November in odd numbered years by four year terms.

Section 5.17, nondesignation of specific office by candidate; highest vote elects, shall also be amended so as to provide as follows:

Section 5.17. *Nondesignation of specific office by candidate; highest vote elects.* A candidate seeking one of two or more public offices each having the same title and to be filled at the same election by the vote of the same electors shall not designate the specific office he or she is seeking. The candidates for city council receiving the highest number of lawful votes cast shall be elected as the councilmembers of the City of Tybee Island.

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Sec 5.18 – Filling Vacancy in Office of Mayor or Councilmembers.

Should during the term of office to which elected, the Mayor or any councilmember die, resign, remove or change residence beyond the city limits of the municipality, or otherwise fail to meet all the all the qualifications prescribed in the Charter for the particular office held at the time, the office of such person shall thereby become, and thereupon be declared, vacant; and in case of vacancy in the office of mayor or of any councilmember from any cause whatsoever other than expiration of the term of office, the Mayor and remaining members of the council, or the remaining members of the council, as the case may be, shall elect within 30 days after the vacancy occurs a qualified person to fill the vacant office; provided,

(a) If the vacancy to be filled is the office of Mayor, the office shall be assumed and filled by the Mayor pro tem elected by the Mayor and councilmembers pursuant to Section 2.33. The council seat vacated by the former councilmember/Mayor pro tem shall be vacant and the vacant council seat shall be filled as provided in this section

(b) If the vacancy to be filled is the office of a council member, the person elected by the mayor and remaining members of council shall serve until the organizational meeting of the new year following the general municipal election after the office became vacant; provided further, if in the event more than twenty six (26) months remain of the term of office as of the date the office became vacant, then in that event the candidate for council member who places fourth in the general municipal election following the vacancy shall have been elected to serve the remaining two years of the term beginning at the organizational meeting of the new year following the general municipal election.

(c) In any instance or circumstance where the other provisions hereof do not provide for a contingency such that an office would be vacant, the remaining elected officials shall elect a qualified individual (s) to assume the office then vacant within thirty (30) days of the vacancy involved.

SO RESOLVED, this the _____ day of _____ 218.

CITY OF TYBEE ISLAND, GEORGIA

By: _____
Jason Buelterman, Mayor

ATTEST:

By: _____
City Clerk

Tybee/Resolution/2018/Charter Changes

Backup material for agenda item:

21. Bubba Hughes

Ante Litem - John Dowell





MONGE & ASSOCIATES

8205 Dunwoody Place
Atlanta, Georgia 30350
(678) 579-0203 telephone
(678) 579-0204 facsimile
BecauseYouWantToWin.com

October 23, 2018

Jason Buelterman, Mayor of Tybee Island, Georgia
PO Box 2749
403 Butler Avenue
Tybee Island, GA. 31328
Certified Mail No.: 7018 1130 0002 2257 5589

Bubba Hughes
2 E. Bryan Street
Savannah, GA 31401
Certified Mail No.: 7018 1130 0002 2257 5596

Ashley Fields, Fire Chief
512 Jones Avenue
Tybee Island, GA 31328
Certified Mail No.: 7018 1130 0002 2257 5602

Dear Sir(s) and/or Madam(s):

Please be advised that this firm represents the interests of John Dowell for injuries received as a result of an automobile wreck that occurred on July 13, 2018, at approximately 15:46 on Strand Avenue at its intersection with 17th Place in the City of Tybee Island.

This letter shall constitute *ante litem* notice pursuant to O.C.G.A. §36-33-5.

FACTS

On the aforementioned date and time, and upon information and belief, a Mr. Christian Cantreel (hereinafter the "Defendant") became involved in a motor vehicle accident with my client. Upon information and belief, the Defendant was not employed by the City of Tybee Island but he did not have an active automobile insurance policy. As such, we are presenting this *ante litem* for the purposes of both UM/UIM and liability. For your reference, the police report is hereby incorporated by reference as if specifically enumerated herein.

RECEIVED
10/29/18

jl
10/6

LIABILITY

Although the Defendant was listed at fault for the accident, he did not have an active policy. This claim is presented on general theories of negligence under Georgia Law, including negligence *per se* and gross negligence. Additional theories liability may include punitive damages as the Defendant was intoxicated at the time of loss.

INJURIES

Mr. John Dowell suffered severe neck and back injuries as a direct and proximate result of this incident. We hereby make a demand for settlement of this claim in the amount of \$500,000.00.

This letter is intended to establish *ante litem* notification and is presumed to comply with all such requirement under O.C.G.A. §36-33-5. If further information is needed, please feel free to contact the undersigned. If you believe that this notice is in any way defective, please advise us of such defect within ten days of your receipt of this correspondence. If notice of a defect is not given, it will be our understanding that you have no objection and that this notice is in compliance of the applicable *ante litem* statutes.

Very truly yours,

Enrique A. Fernandez

Enrique A. Fernandez
Attorney at Law

EAF
Enclosure

| | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|---|--|--|--|--|--------------------------------|---|--|---|--|-------------------------------|--|------------------------|--|------------------|--|-------|--|----------|--|
| Agency Case Number ACC201800130 | | Agency NCIC No. 0250600 | | GEORGIA MOTOR VEHICLE CRASH REPORT | | | | County CHATHAM | | Date Rec. by DOT 7/30/2018 | | | | | | | | | | | | | |
| Estimated Crash Date: 7/13/2018 Time: 15:46 | | Dispatch Date: 7/13/2018 Time: 15:46 | | Arrival Date: 7/13/2018 Time: 15:54 | | Total Number of Vehicles: 2 Injuries: 0 Fatalities: 0 | | | Inside City Of Tybee Island | | | | | | | | | | | | | | |
| Road of Occurrence STRAND AVE | | | | At Its Intersection With 17TH PL | | | | <input type="checkbox"/> Suppl. To Original? <input type="checkbox"/> Private Property? <input checked="" type="checkbox"/> Hit And Run? | | | | | | | | | | | | | | | |
| Not At Its Intersection But <input type="checkbox"/> Miles <input type="checkbox"/> North <input type="checkbox"/> East <input type="checkbox"/> Feet <input type="checkbox"/> South <input type="checkbox"/> West | | | | Of | | | | | | | | | | | | | | | | | | | |
| Latitude (Y) (Format) 00.00000 | | | | Longitude (X) (Format) -00.00000 | | | | | | | | | | | | | | | | | | | |
| Unit # 1 <input checked="" type="checkbox"/> Driver <input type="checkbox"/> Ped <input type="checkbox"/> Bike | | LAST NAME Cantrell | | FIRST Christian | | MIDDLE Queintin Grant | | Unit # 2 <input checked="" type="checkbox"/> Driver <input type="checkbox"/> Ped <input type="checkbox"/> Bike | | LAST NAME DOWELL | | FIRST JOHN | | MIDDLE JOSEPH | | | | | | | | | |
| <input checked="" type="checkbox"/> Susp At Fault | | Address PO Box 2409 744 W Oglethorpe | | | | | | <input type="checkbox"/> Susp At Fault | | Address 1303 LOVELL AVENUE | | | | | | | | | | | | | |
| City HINESVILLE | | State GA | | Zip 31313 | | DOB 8/24/1996 | | City TYBEE ISLAND | | State GA | | Zip 31328 | | DOB 12/20/1962 | | | | | | | | | |
| Driver's License No 8900287 | | Class CLASS D | | State AL | | Country United States | | Driver's License No 058239081 | | Class CLASS C | | State GA | | Country United States | | | | | | | | | |
| Insurance Co. GEICO | | Policy No. 4541447407 | | Telephone No. 2563418164 | | Insurance Co. CITY OF TYBEE | | Policy No. (UNKNOWN INSURANCE) | | Telephone No. 9128443368 | | | | | | | | | | | | | |
| Year 2004 | | Make FORD | | Model F150 | | Year 2010 | | Make FORD | | Model RANGER | | | | | | | | | | | | | |
| VIN 1FTPX14504NA68572 | | Vehicle Color Red | | VIN 1FTLR1FE1APA21492 | | Vehicle Color White | | | | | | | | | | | | | | | | | |
| Tag # 44DP534 | | State AL | | County MADISON | | Year | | Tag # GV86842 | | State GA | | County CHATHAM | | Year 2999 | | | | | | | | | |
| Trailer Tag # | | State | | County | | Year | | Trailer Tag # | | State | | County | | Year | | | | | | | | | |
| <input checked="" type="checkbox"/> Same as Driver | | Owner's Last Name Cantrell | | First Christian | | Middle Queintin Grant | | <input type="checkbox"/> Same as Driver | | Owner's Last Name City of Tybee | | First | | Middle | | | | | | | | | |
| Address PO Box 2409 744 W Oglethorpe | | | | Address | | | | | | | | | | | | | | | | | | | |
| City HINESVILLE | | State GA | | Zip 31313 | | City | | State | | Zip | | | | | | | | | | | | | |
| Removed By: SAPPS TOWING | | | | <input type="checkbox"/> Request | | <input checked="" type="checkbox"/> List | | Removed By: DRIVER | | | | <input checked="" type="checkbox"/> Request | | <input type="checkbox"/> List | | | | | | | | | |
| Alcohol Test: Yes | | Type: | | Results: Unknown | | Drug Test: No | | Type: | | Results: | | Alcohol Test: No | | Type: Not Tested | | Results: None Given | | Drug Test: No | | Type: | | Results: | |
| First Harmful Event: Motor Vehicle In Motion | | Most Harmful Event: Motor Vehicle In Motion | | Operator/Ped Cond: U.I. Alcohol | | First Harmful Event: Motor Vehicle In Motion | | Most Harmful Event: Motor Vehicle In Motion | | Operator/Ped Cond: Not Drinking | | | | | | | | | | | | | |
| Operator Factors: No Contributing Factors, Under the Influence (U.I.), Other Activity - Mobile Device (Distracted) | | | | Operator Factors: No Contributing Factors | | | | | | | | | | | | | | | | | | | |
| Vehicle Factors: No Contributing Factors | | | | Roadway Factors: No Contributing Factors | | | | Vehicle Factors: No Contributing Factors | | | | Roadway Factors: No Contributing Factors | | | | | | | | | | | |
| Direction of Travel: East | | Vehicle Maneuver: Straight | | Non-Motor Maneuver: | | Direction of Travel: East | | Vehicle Maneuver: Stopped | | Non-Motor Maneuver: | | | | | | | | | | | | | |
| Vehicle Class: Privately Owned | | Vehicle Type: Pickup Truck | | Vision Obscured: Other | | Vehicle Class: Other Govt. Owned | | Vehicle Type: Pickup Truck | | Vision Obscured: Not Obscured | | | | | | | | | | | | | |
| Number of Occupants: 1 | | Area of Initial Contact: Rear End | | Damage to Vehicle: Minor Damage | | Number of Occupants: 1 | | Area of Initial Contact: Rear End | | Damage to Vehicle: Functional Damage | | | | | | | | | | | | | |
| Traffic Way Flow: One-Way Trafficway | | Road Composition: Black Top | | Road Character: Straight and Level | | Traffic Way Flow: One-Way Trafficway | | Road Composition: Black Top | | Road Character: Straight and Level | | | | | | | | | | | | | |
| Number of Lanes: 1 | | Posted Speed: 35 | | Work Zone: None | | Number of Lanes: 1 | | Posted Speed: 35 | | Work Zone: None | | | | | | | | | | | | | |
| Traffic Control: No Control Present | | | | Device Inoperative: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | Traffic Control: No Control Present | | | | Device Inoperative: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | | | | | | | | | | | |
| Citation Information: | | | | Citation Information: | | | | | | | | | | | | | | | | | | | |
| Citation # Driving w/ Expired License | | O.C.G.A. § 40-5-32 | | Citation # | | O.C.G.A. § | | Citation # | | O.C.G.A. § | | Citation # | | O.C.G.A. § | | | | | | | | | |
| Citation # DUI - Less Safe Alcohol | | O.C.G.A. § 40-6-391(A)(1) | | Citation # | | O.C.G.A. § | | Citation # | | O.C.G.A. § | | Citation # | | O.C.G.A. § | | | | | | | | | |
| Citation # Hands Free Law | | O.C.G.A. § 40-6-241(C) | | Citation # | | O.C.G.A. § | | Citation # | | O.C.G.A. § | | Citation # | | O.C.G.A. § | | | | | | | | | |
| Citation # Hit and Run | | O.C.G.A. § 40-6-270 | | Citation # | | O.C.G.A. § | | Citation # | | O.C.G.A. § | | Citation # | | O.C.G.A. § | | | | | | | | | |
| Citation # Improper Transferred Tag | | O.C.G.A. § 40-2-6 | | Citation # | | O.C.G.A. § | | Citation # | | O.C.G.A. § | | Citation # | | O.C.G.A. § | | | | | | | | | |
| Citation # Open Container (Alcohol) | | O.C.G.A. § 40-6-253 | | Citation # | | O.C.G.A. § | | Citation # | | O.C.G.A. § | | Citation # | | O.C.G.A. § | | | | | | | | | |

| COMMERCIAL MOTOR VEHICLES ONLY | | | | | COMMERCIAL MOTOR VEHICLES ONLY | | | | |
|---|--|--|---|---|---|--|--|---|---|
| Carrier Name | | | | | Carrier Name | | | | |
| Address | | City | State | Zip | Address | | City | State | Zip |
| U.S.D.O.T. # | | No. of Axles | G.V.W.R. | | U.S.D.O.T. # | | No. of Axles | G.V.W.R. | |
| Cargo Body Type | | Vehicle Config. | <input type="checkbox"/> Interstate <input type="checkbox"/> Intrastate | Fed. Reportable <input type="checkbox"/> Yes <input type="checkbox"/> No | Cargo Body Type | | Vehicle Config. | <input type="checkbox"/> Interstate <input type="checkbox"/> Intrastate | Fed. Reportable <input type="checkbox"/> Yes <input type="checkbox"/> No |
| C.D.L. ? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | C.D.L. Suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No | | C.D.L. ? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | C.D.L. Suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Vehicle Placarded? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | Hazardous Materials? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Vehicle Placarded? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | Hazardous Materials? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Hazmat Released? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | Hazmat Released? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If YES: Name or 4 Digit Number from Diamond or Box: One Digit Number from Bottom of Diamond: | | | | | If YES: Name or 4 Digit Number from Diamond or Box: One Digit Number from Bottom of Diamond: | | | | |
| <input type="checkbox"/> Ran Off Road | <input type="checkbox"/> Down Hill Runaway | <input type="checkbox"/> Cargo Loss or Shift | <input type="checkbox"/> Separation of Units | | <input type="checkbox"/> Ran Off Road | <input type="checkbox"/> Down Hill Runaway | <input type="checkbox"/> Cargo Loss or Shift | <input type="checkbox"/> Separation of Units | |

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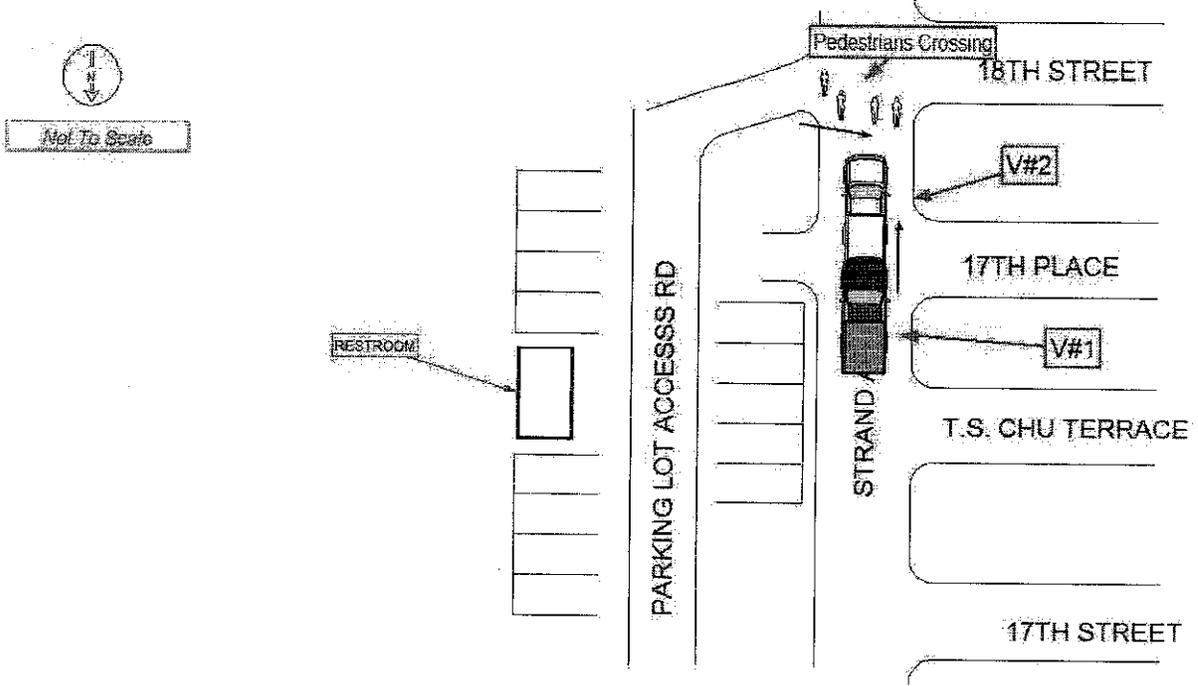
COLLISION FIELDS

| | | | | |
|-------------------------------|---|----------------|------------------------|---------------------------|
| Manner of Collision: Rear End | Location at Area of Impact: On Roadway - Non-Intersection | Weather: Clear | Surface Condition: Dry | Light Condition: Daylight |
|-------------------------------|---|----------------|------------------------|---------------------------|

NARRATIVE

None.

DIAGRAM



PROPERTY DAMAGE INFORMATION

Damage Other Than Vehicle: _____ Owner: _____

WITNESS INFORMATION

| Name (Last, First) | Address | City | State | Zip Code | Telephone Number |
|--------------------|---------|------|-------|----------|------------------|
| | | | | | |

OCCUPANT INFORMATION

| | | | | | | | | | | | |
|---|---|--------------------------------------|-------------|-----------------------------------|--|--|-------------------|------------------------------|--------------------------------------|----------------------------|---|
| 1 | Name (Last, First): Cantrell, Christian | | | | | Address: PO Box 2409 744 W Oglethorpe HINESVILLE, GA 31313 | | | | | |
| | Age: 21 | Sex: Male | Unit # 1 | Position: Front Seat-Left Side | Safety Eq: Lap and Shoulder Belt Used | Ejected: Not Ejected | Extricated: No | Air Bag: Non-Deployed Air | Injury: No Apparent Injury (*) | Taken for Treatment: No | |
| | Injured Taken To: | | By: | | EMS Notified Time: | | EMS Arrival Time: | | Hospital Arrival Time: | | |
| 2 | Name (Last, First): DOWELL, JOHN | | | | | Address: 1303 LOVELL AVENUE TYBEE ISLAND, GA 31328 | | | | | |
| | Age: 55 | Sex: Female | Unit # 2 | Position: Front Seat-Left Side | Safety Eq: Lap and Shoulder Belt Used | Ejected: Not Ejected | Extricated: No | Air Bag: Non-Deployed Air | Injury: No Apparent Injury (*) | Taken for Treatment: No | |
| | Injured Taken To: | | By: | | EMS Notified Time: | | EMS Arrival Time: | | Hospital Arrival Time: | | |
| 3 | Name (Last, First): | | | | | Address: | | | | | |
| | Age: | Sex: | Unit # | Position: | Safety Eq: | Ejected: | Extricated: | Air Bag: | Injury: | Taken for Treatment: | |
| | Injured Taken To: | | By: | | EMS Notified Time: | | EMS Arrival Time: | | Hospital Arrival Time: | | |
| 4 | Name (Last, First): | | | | | Address: | | | | | |
| | Age: | Sex: | Unit # | Position: | Safety Eq: | Ejected: | Extricated: | Air Bag: | Injury: | Taken for Treatment: | |
| | Injured Taken To: | | By: | | EMS Notified Time: | | EMS Arrival Time: | | Hospital Arrival Time: | | |
| ADMINISTRATIVE | | | | | | | | | | | |
| Photos Taken: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | | | By: | | | | | | <i>Officer Note: If collision resulted in a fatality, please send prompt notification to the GDOT Crash Reporting Unit via either email at GeorgiaFARS@dot.ga.gov or Fax at (404) 635-2983.</i> |
| Report By: DICKERSON, C | | Agency: Tybee Island Police Dept. | | | Report Date: 07/14/2018 00:00 | | | Checked By: WHITLEY, B | | Date Checked: 7/23/2018 | |

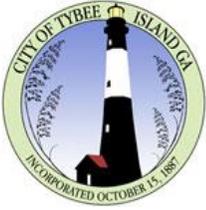
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Backup material for agenda item:

23. Development Authority/Main Street Minutes





**TYBEE ISLAND DEVELOPMENT AUTHORITY / MAIN STREET
BOARD OF DIRECTORS MONTHLY MEETING
Meeting Minutes: August 22, 2018**



Vision: To improve the quality of life for those that live, work, and visit Tybee Island and enhance the cultural experience while preserving the community's barrier island heritage.

The **Mission** of the Tybee Island Development Authority / Main Street Program is to:
- facilitate efforts to revitalize, redevelop, and enhance that which improves the quality of life;
- create a sense of place and improve the quality of life for residents, business owners, and visitors using the Main Street Four Point Approach;
- encourage quality economic growth and development while preserving Tybee Island's unique architectural and community heritage;
- support and encourage the arts as a cultural endeavor and economic engine on the Island.

ATTENDANCE

| | | |
|------------------|----------------------|--|
| <i>(Present)</i> | Director: | Sarah Bernzott, Marianne Bramble, Vicki Hammons, Julie Livingston, Ted Lynch |
| | Ex-Officio Director: | Tim Arnold, Angela Caldwell, Kelly Swope |
| | Program City Staff: | Chantel Morton |
| | Guest: | Shawn Gillen, Janice Hayden |
| <i>(Absent)</i> | Director: | Diane Kaufman, Steve Kellam |
| | Ex-Officio Director: | Melissa Memory |

CALL TO ORDER

Ted called the meeting to order at 6pm.

DEVELOPMENT AUTHORITY / MAIN STREET BOARD OF DIRECTORS MINUTES

Motion was made by Julie, which was seconded by Vicki, to approve the minutes of the Tybee Island Development Authority / Main Street Board of Directors June 20, 2018 meeting minutes. Motion carried.

EX-OFFICIO STATUS UPDATE

Chantel shared that Melissa and she spoke via phone the other day. Melissa is interested in changing her ex-officio status to be a representative for the National Parks Services through her work instead of being the Tybee Tourism Council liaison. This will benefit the program's work pertaining to cultural/historic aspects. Motion was made by Marianne, which was seconded by Vicki, to approve Melissa Memory as ex-officio representative for NPS/historical aspects instead of the Tybee Tourism Council. Motion carried.

GUEST DISCUSSION (OTHER BUSINESSES)

City Manager, Shawn Gillen, provided an update regarding the string lights that had been hung and taken down, the schedule for power washing downtown sidewalks weekly, and confirmed the trash containers were installed per the locations provided. Shawn also discussed Councilperson Doyle's request for the Christmas tree to permanently stay planted on the side of the 16th Street beach crossover. He requested input from directors. Discussion ensued regarding the tree obstructing the view of the ocean horizon, that the tree would be considered invasive and not natural to the area, how that would impact the excitement of having a Christmas tree, and other concerns. An inquiry was made regarding Department of Natural Resources consideration. Shawn appreciated everyone's input and will convey that this is not a good time to move forward.

Shawn also explained that he has been working on finding out who could repaint/recoat the city seal on the roundabout and is looking for director's guidance about aesthetically improving the area around the roundabout where white rock and marsh grass is currently. He asked for suggestions from directors. Directors suggested ceramic or tempered tiles that are colors descriptive of the island and using plants as appropriate that complement the plants that are hanging in the self-watering flower baskets on the light posts along Tybrisa. Shawn will talk with Thomas & Hutton engineering and arrange a meeting with Chantel to discuss the plants.

BEST PRACTICES FOR MEETINGS AND MEMBERS AND ADDENDUM

Chantel reviewed the Best Practices for Meetings and Members and the Addendum documents that directors were emailed for reviewing and signing. Sarah inquired about the attendance bullet point. Marianne inquired about the decisions by a majority vote bullet point. Discussion ensued and Chantel requested that forms be returned within the week.

FAÇADE IMPROVEMENT GRANT

Chantel presented a Façade Improvement Grant application from Salt Island Fish & Beer at 101 Lovell Avenue for a 50% match of \$1,115 for improvements to their front door, paint and signage. She explained that since the building is 50+ years of age, the Historic Preservation Commission (HPC) has reviewed the request. The HPC has made a recommendation that the grant request for Salt Island Fish & Beer be approved by the Development Authority/Main Street Board of Directors. Ted made a motion, which was seconded by Julie, to approve the recommendation made by the HPC that the Development Authority/Main Street Board of Director approve the grant request of \$1,115. Vicki noted that requests for building that are 50+ years of age should still be reviewed by the board or design committee prior to a recommendation from the HPC. The motion carried.

2018-19 WORK PLAN/COMMITTEE UPDATE

Historic Preservation and Education

Vicki provided the latest update regarding the text amendment for design standards in the South End Overlay District. The amendment has been reviewed by planning commission two times, has been reviewed by city council, and will return to planning commission one more time before it is brought before city council again. The core committee has been working with staff and the consultants to ensure the document is representative of Tybee's character and thorough. Julie shared that a main obstacle is the standard that address new construction. There may be a need to take smaller steps until the big picture can be fully accepted and approved.

Ecotourism and Active Lifestyle

Directors discussed the bike path signage, interpretive signs for the path through Memorial Park, and public safety concerns.

Image Campaign

Ted confirmed that the Merchant Meetup has been moved to September 12 at 9:30am. Kelly and Ted will discuss survey ideas with Chantel and Ted will discuss with merchants at the meeting on the 12th.

Ongoing Outreach & Events

Chantel confirmed that Julie was able to connect her with Spec and he confirmed he will play at Community Day from 3p – 5pm. Sarah will follow up with Polly Cooper. Chantel encouraged directors to like and share the Community Day FB posts. Sarah encouraged directors to spread the word to merchants about participating this year.

Sarah and Chantel confirmed that the last *Movies in the Park* event was well attended and that the summer series went well.

DEVELOPMENT AUTHORITY – FAÇADE IMPROVEMENT GRANT BUDGET

Ted reviewed that Chantel and he have met with the city manager, assistant city manager, and finance director about setting up a bank account specifically for the Development Authority. This account would be for the city to transfer the \$1500 donation that has been rolled over year to year and the \$20000 that the city has allocated this year for the program to use for the façade improvement grant. Ted confirmed that once a memo of understanding or agreement is finalized, SunTrust Bank will open an account for the city’s Development Authority. He as Chairperson and Vicki as the Vice Chair will be the two signers on the account.

OTHER BUSINESS

Sarah confirmed that a promotions committee meeting with Jack will be arranged to discuss his previous presentation to directors about Beach Bum Parade. This meeting will be so he can explain in detail what help he wants in order to determine what recommendation can be brought to the board for consideration.

PARTNER UPDATES

Janice shared that the Historical Society has finalized their strategic plan.
Tim shared that the next Beach Cleanup will be September 15 in conjunction with International Ocean Conservancy Day from 9am – 11am.

ADJOURN

The meeting adjourned at 7:05pm.