

MAYOR
Brian West

MAYOR PRO TEM
Monty Parks

CITY COUNCIL
Bill Garbett
Spec Hosti
Tony Ploughe
Nick Sears
Kathryn Williams



CITY MANAGER
Bret Bell

CITY CLERK

ASST CITY MANAGER
Michelle Owens

CITY ATTORNEYS
Edward M. Hughes
Tracy O'Connell

CITY OF TYBEE ISLAND

CITY COUNCIL WORKSHOP AGENDA

October 23, 2024 at 3:00 PM

Call to Order

Department Head Reports - Administration

Campground

Communications and Outreach

- Historic Preservation Commission Discussion - Cassidi Kendrick
- Event Permitting Revision Plan - Robyn Rosner

Community Development

- Land Development Code Review - Patricia Sinel

Finance

Department Head Reports - Infrastructure

Public Works

Department Head Reports - Public Safety

Fire

Police

Code Enforcement

Adjournment

403 Butler Avenue
P.O. Box 2749
Tybee Island, Georgia 31328-2749



(866) 786-4573 tel
(866) 786-5737 fax
www.cityoftybee

MAYOR
Brian West

MAYOR PRO TEM
Monty Parks

CITY COUNCIL
Bill Garbett
Spec Hosti
Tony Plouge
Nick Sears
Kathryn Williams



CITY MANAGER
Bret Bell

CITY CLERK

ASST CITY MANAGER
Michelle Owens

CITY ATTORNEYS
Edward M. Hughes
Tracy O'Connell

CITY OF TYBEE ISLAND

Individuals with disabilities who require accommodation 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 Michelle Owens at 912.472.5071 promptly to allow the City to provide reasonable accommodation.

**403 Butler Avenue
P.O. Box 2749
Tybee Island, Georgia 31328-2749**



**(866) 786-4573 tel
(866) 786-5737 fax
www.cityoftybee.com**

File Attachments for Item:

Communications and Outreach

- Historic Preservation Commission Discussion - Cassidi Kendrick
- Event Permitting Revision Plan - Robyn Rosner



HPC Update to Tybee Island City Council & Community on DCA/HPF/CLG Grant Project

October 24, 2024

Project Overview



GOAL	Develop a Local Historic District for the Fort Screven National Historic District and the North Campbell Neighborhood
FUNDING	60% Georgia Department of Community Affairs Historic Preservation Fund Grant/ 40% City of Tybee Island Non-Federal Funds
PERIOD OF PERFORMANCE	November 1, 2024 to December 31, 2025

Project Timeline



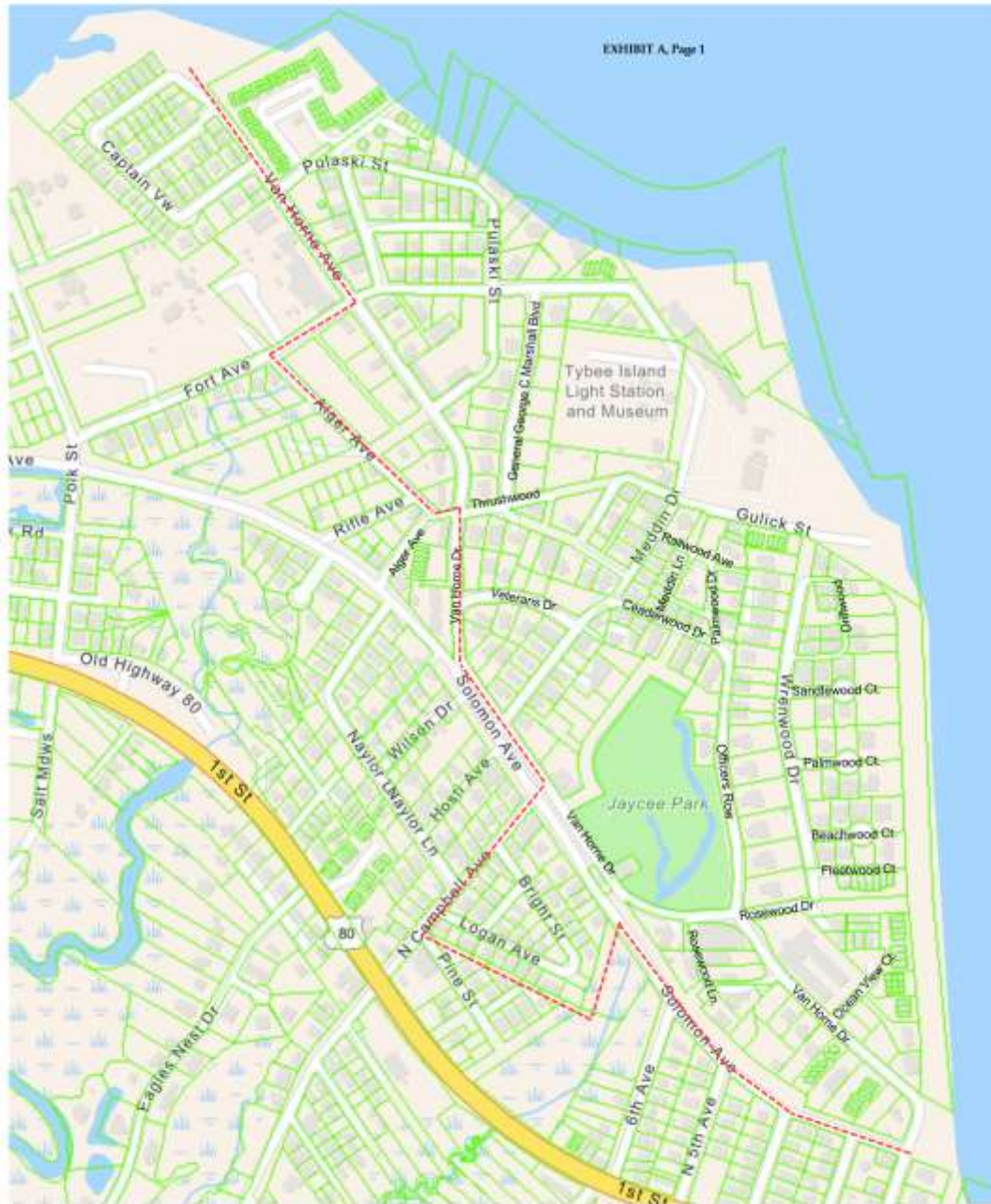
PHASE	PERFORMANCE PERIOD	PHASE TITLE
1	1-Nov-2024 to 24-Jan-2025	Local Historic Resources Inventory Update
2	27-Jan 2025 to 7-Mar-2025	Developmental History
3	10-Mar-2025 to 12-Sep-2025	Preparation of Nomination Documents
4	2-Jun-2025 to 29-Aug-2025	Education and Public Engagement
5	15-Sep-2025 to 31-Dec-2025	Nomination of Local Historic District

Phase 1 Overview: Local Historic Resources Inventory Update



Who?	HPC's Consultants
What?	Gather information to update portions of the <i>Tybee Island Historic Resources Survey Phase 2 (2017)</i> for buildings 50 years and older
Where?	Fort Screven National Historic District and the North Campbell Neighborhood
When?	November 1, 2024 – January 24, 2025
How?	Walk-Abouts, “Windshield Surveys,” Photographic Samples
Why?	Identifying the remaining historic resources in these areas provides the basis for determining the feasibility of a local historic district and its potential boundaries

PROJECT AREA



Community Heads-Up!



From November 2024 to January 2025, property owners in the Fort Screven National Historic District and the North Campbell Neighborhood may see the HPC's Consultants in the area looking at and taking photographs of buildings 50 years and older

HPC PUBLIC KICK-OFF MEETING!

November 7, 2024

6:00 pm-7:00 pm

Fort Screven Guardhouse,
31 Van Horne Avenue

EVERYONE INVITED!

Acknowledgement of Federal Assistance (required)



This preservation project has been financed with assistance from the Historic Preservation Fund, administered by the National Park Service, U. S. Department of Interior, through the Historic Preservation Division of the Georgia Department of Community Affairs. Any opinions, findings, conclusions or recommendations expressed in this project are those of the author(s) and do not necessarily reflect the views or policies of the Department of the Interior or the Georgia Department of Community Affairs, nor does the mention of trade names, commercial products or consultants constitute endorsement or recommendation by these agencies. This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, gender or disability in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street, N. W., Washington, D.C. 20240.



[This Photo](#) by Unknown Author is licensed under [CC BY](#)

EVENT PERMITS

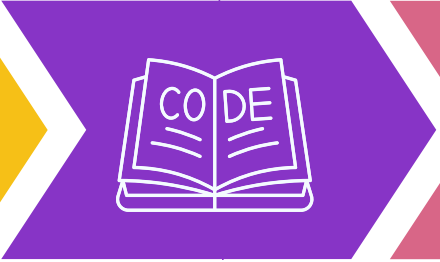
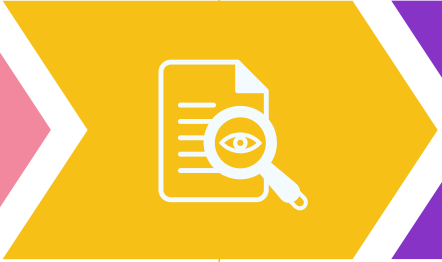
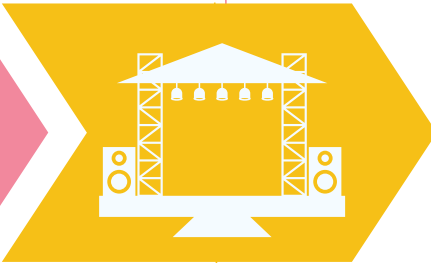
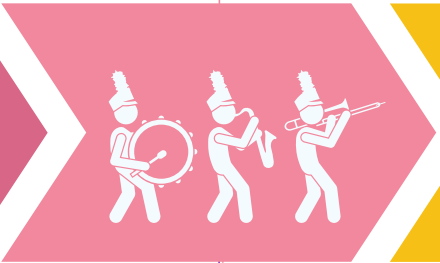
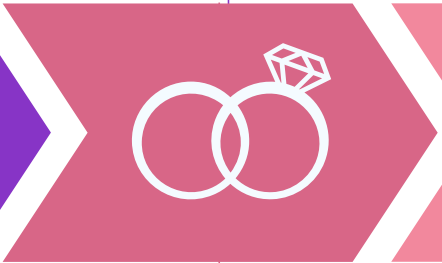
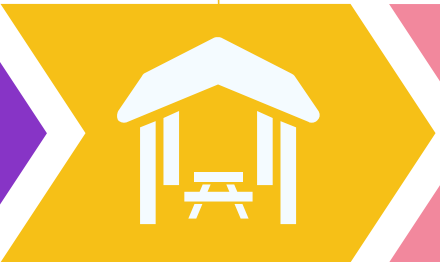
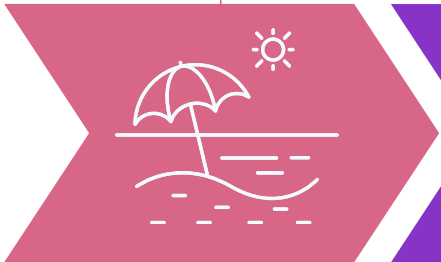


city of
tybee
island
special events

● BEACH &
SPECIAL EVENTS

FILM PRODUCTIONS & PROJECTS

● PARKS/FACILITIES
RENTALS



● city council
workshop

● 10/23/24

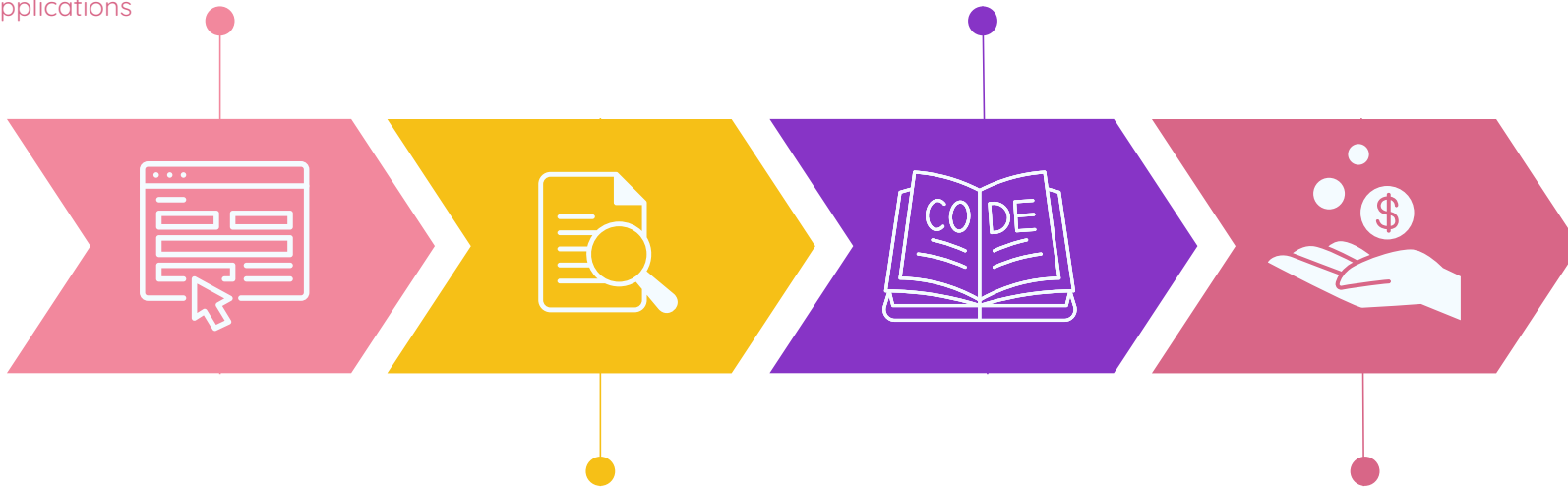
OVERVIEW EVENT PERMIT CHANGES

NEW PROCEDURE CREATED

an online application submission through the special events planning page on the city website with online form and payment processing for event related applications

UPDATING OF ORDINANCES

streamline ordinances relevant to special events currently housed in various chapters throughout the city code, update outdated policies in current special events ordinance, and creation of ordinances to streamline with current event related city operations



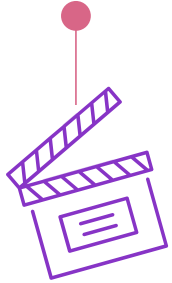
EVALUATE & RESEARCH

evaluate current ordinance requirements under new procedure & gather research to make improvements to existing policies

IMPROVE FEE STRUCTURE

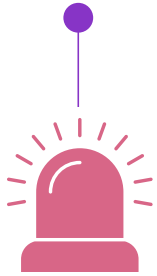
consistent format to the establishment of film permit fees approved by council and implemented in February 2022

GOALS & OBJECTIVES



CONSISTENT WITH ALL EVENT RELATED PERMITS

- Film Permits



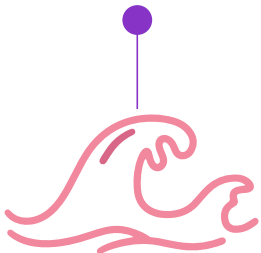
STREAMLINE WITH CITY OPERATIONS

- Public Safety



ALIGN WITH ECONOMIC DEVELOPMENT & TOURISM

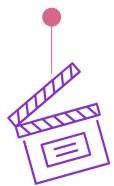
- “Event Experience”



PRIORITIZE WITH BEACH MANAGEMENT

- Beach Nourishment

GOALS & OBJECTIVES



CONSISTENT WITH ALL EVENT RELATED PERMITS

- Film Permits



STREAMLINE WITH CITY OPERATIONS

- Public Safety

BALANCED



ALIGN WITH ECONOMIC DEVELOPMENT & TOURISM

- "Event Experience"



PRIORITIZE WITH BEACH MANAGEMENT

- Beach Nourishment

INTERNAL

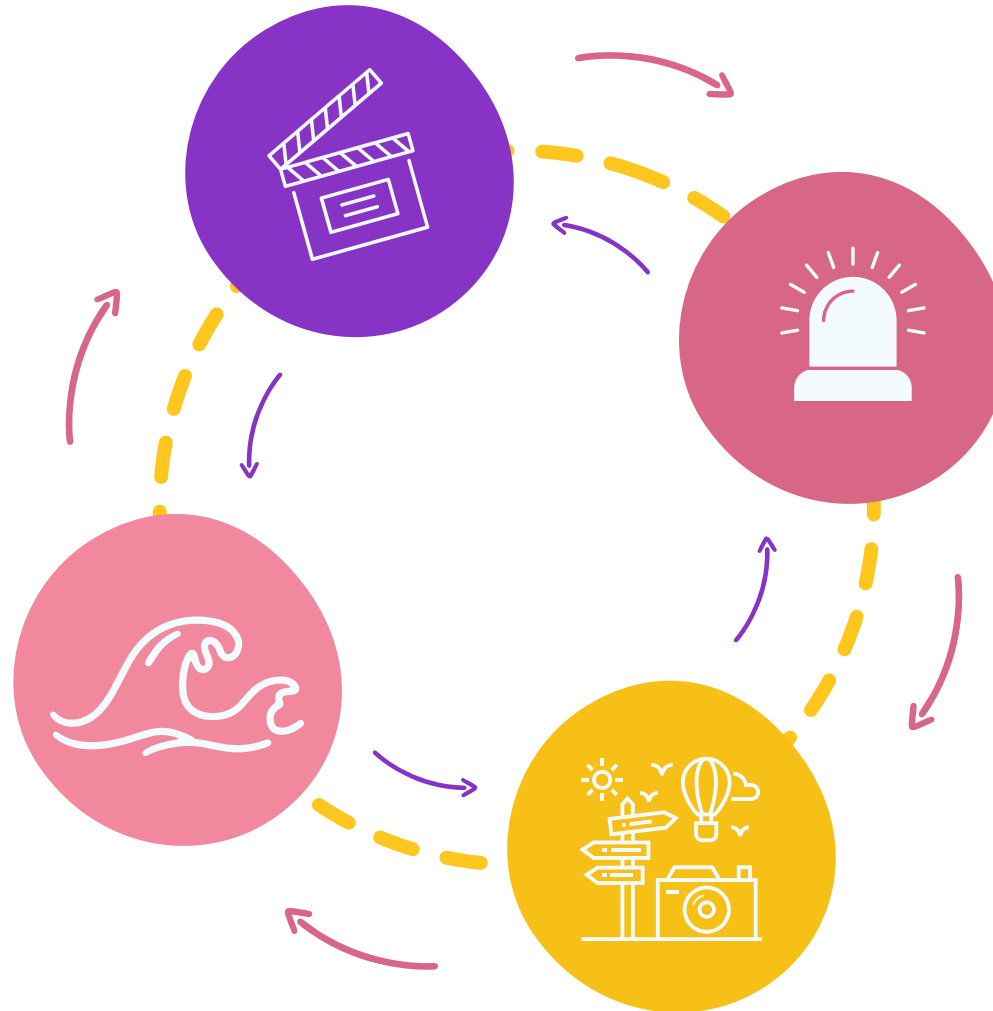
- City Administration
- City Department Operations

EXTERNAL

- Partnerships
- Federal Government Entities



GOALS & OBJECTIVES



CITY COUNCIL ACTION

- APPROVAL OF CARD CONNECT AGREEMENT AND MERCHANT PROCESSING APPLICATION WITH CARDPONTE

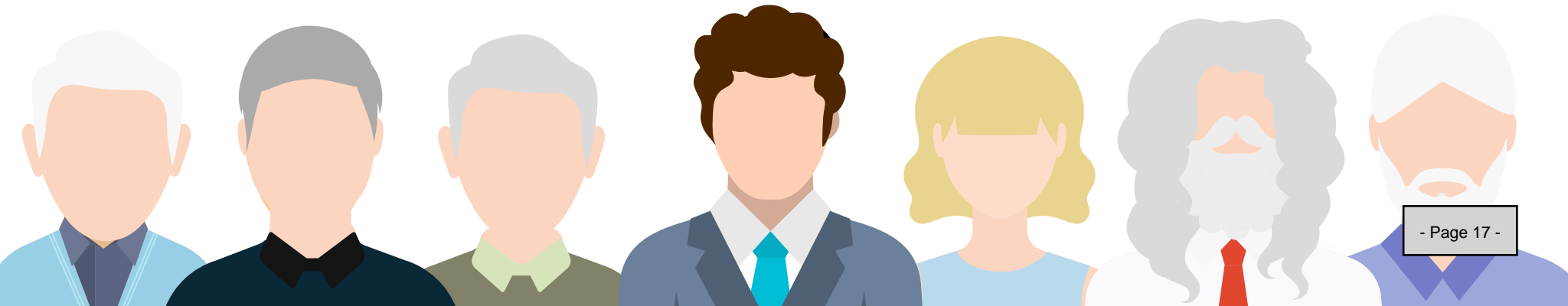


- ADOPT NEWLY CREATED EVENT ORDINANCE & APPROVE UPDATES TO EXISTING ORDINANCES WITH REVISIONS OF POLICIES & PROCEDURES FOR CITY OPERATIONS

- NEW FEE STRUCTURE RELATING TO COUNCIL REQUIRED ACTION

- Appropriate funds for the operation of the city

- Levies taxes



CITY COUNCIL CONSIDERATION



city of
tybee
island
special events

• BEACH PERMITS



- existing procedure without a policy
- formal policy created and proven effective
- newly created ordinance

• PARKS/FACILITIES

RENTALS



- existing facilities ordinance does not reflect current policy
- existing parks ordinance insufficient and policy created
- updated ordinances with formal policies established

• PARADE PERMITS

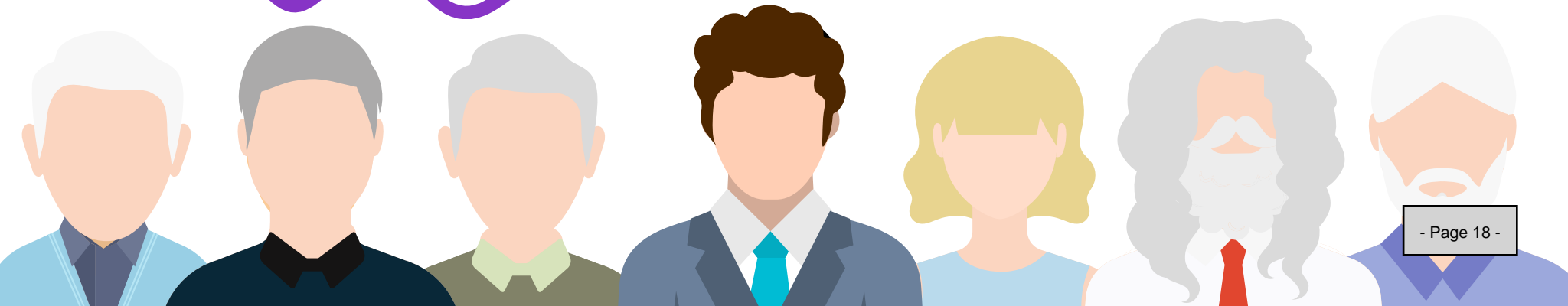


- existing ordinance does not reflect current procedure
- no policy established for procedure
- establish policy with updated ordinance and procedure

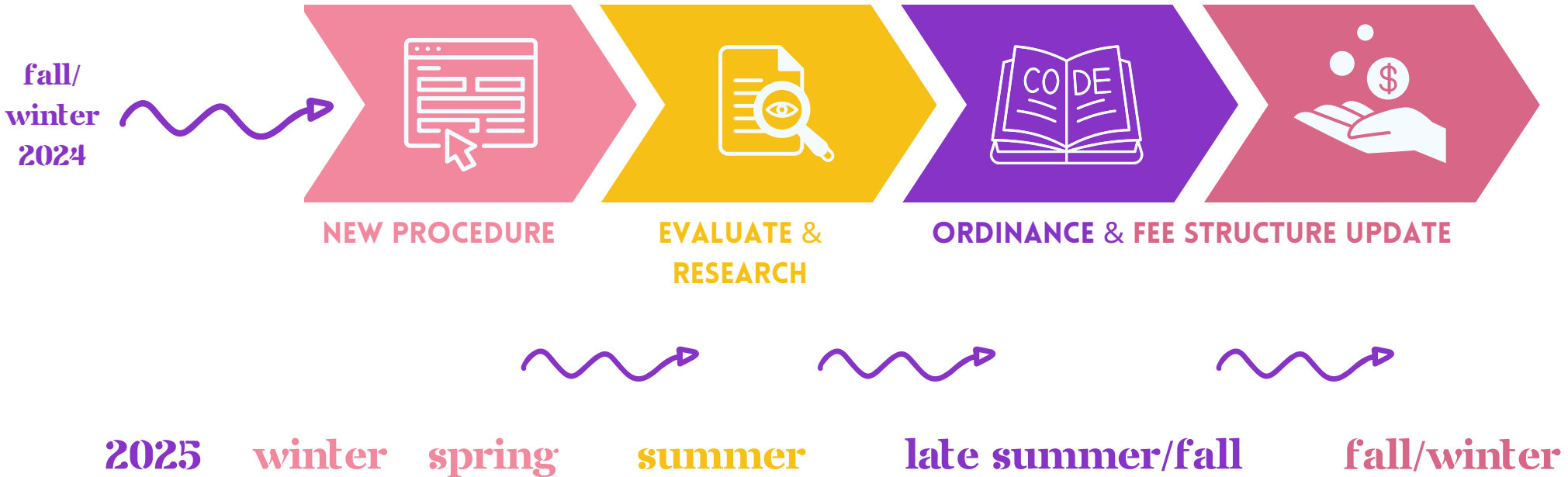
• VENDOR PERMITS



- existing procedure with policy created from various ordinances housed in other chapters than special events
- establish formal policy and procedure with new ordinance

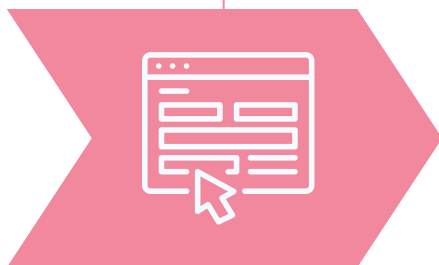


TIMELINE EVENT PERMIT REVISION PLAN



BEHIND THE SCREEN LOOK **PHASE ONE**

NEW PROCEDURE CREATED
TO GO LIVE BY THE START
OF 2025



NEW SPECIAL EVENT PERMIT APPLICATION PROCEDURE

Create a website account - manage notification subscriptions, save form progress and more.

TYBEE ISLAND
GEORGIA

Visitors Government Business Services Residents How Do I...

Home > Forms

Special Event Permit Application

Special Event Permit Application

Applicant Name:*

Applicant Organization:*

Applicant Address:*

Telephone Number:*

Event Description:
This includes including the location, date/time, activities, entertainers, estimated number of participants

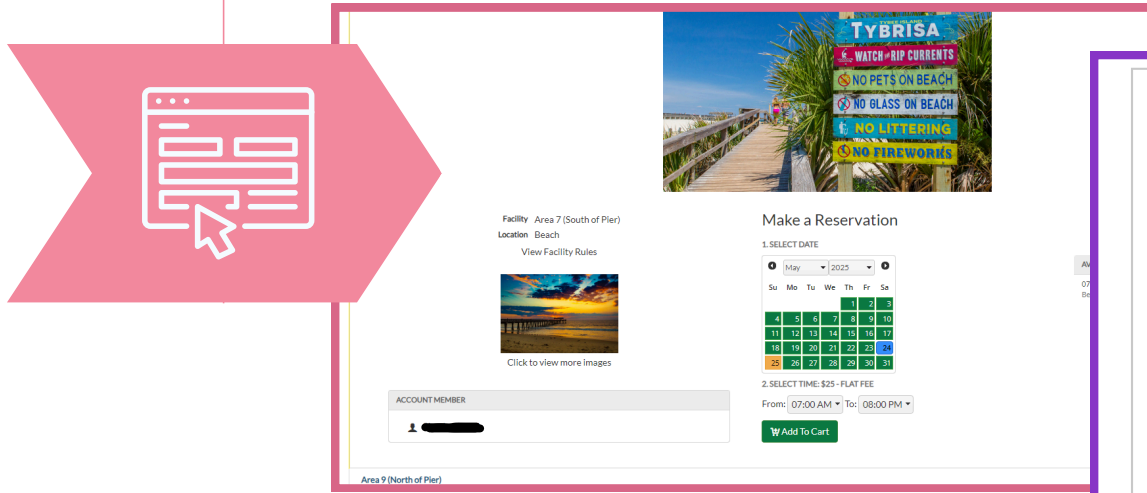
Event Date:*

Event Time:*

BEHIND THE SCREEN LOOK PHASE ONE

NEW PROCEDURE CREATED TO GO LIVE BY THE START OF 2025

NEW BEACH PERMIT APPLICATION PROCEDURE



Facility Area 7 (South of Pier)
Location Beach
View Facility Rules

Make a Reservation

1. SELECT DATE

May 2025

Su Mo Tu We Th Fr Sa

4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

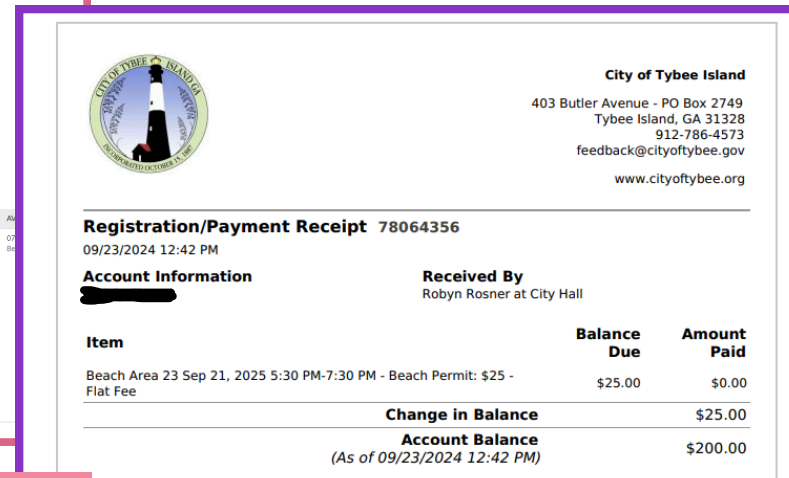
2. SELECT TIME: \$25 - FLAT FEE

From: 07:00 AM To: 08:00 PM

Add To Cart

ACCOUNT MEMBER

Area 9 (North of Pier)



City of Tybee Island
403 Butler Avenue - PO Box 2749
Tybee Island, GA 31328
912-786-4573
feedback@cityoftybee.gov
www.cityoftybee.org

Registration/Payment Receipt 78064356
09/23/2024 12:42 PM

Account Information
Received By
Robyn Rosner at City Hall

Item	Balance Due	Amount Paid
Beach Area 23 Sep 21, 2025 5:30 PM-7:30 PM - Beach Permit: \$25 - Flat Fee	\$25.00	\$0.00
Change in Balance		\$25.00
Account Balance <i>(As of 09/23/2024 12:42 PM)</i>		\$200.00

Prompts

Prompt	Response
General Prompts	
1. What is the event/activity that will occur?	<input type="text"/>
2. Is this event/activity open to the public?	Yes <input type="radio"/> No <input checked="" type="radio"/>
3. Expected Attendance :	<input type="text"/> (Must be between 1 and 200)
4. Describe any additional items you will set up and/or plan to bring onto the beach with you including decor, arch, chairs, tents (10x10 or smaller only), etc. :	<input type="text"/>

Submit Responses

Prompt(s)

What is the event/activity that will occur? & Elopement

Is this event/activity open to the public? No

Expected Attendance : 2

Describe any additional items you will set up and/or plan to bring onto the beach with you including decor, arch, chairs, tents (10x10 or smaller only), etc. : N/A

Facility Notes

Beach Area 23

Please help reduce marine debris by leaving the beach cleaner than you found it

Waiver(s)

Hold Harmless Agreement

In consideration of the right to use city property, the applicant for himself, successors, representatives, & assigns, does hereby release & forever dis-harmless the City of Tybee Island, its officials, agents, employees & representatives from any &



city of
tybee
island
special events

THANK YOU!

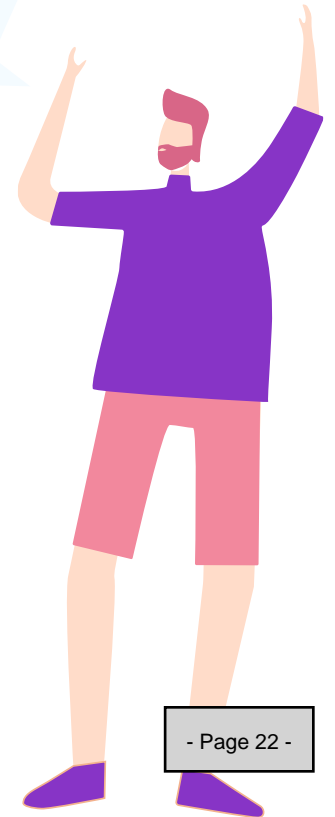
I CAN'T WAIT TO
SEE WHAT 2025
COUNCIL AGENDA
IS GOING TO BE
ESPECIALLY
EVENTFUL...



Tybee is so SPECIAL!



Yes, but
not
every
event on
Tybee is
special.



File Attachments for Item:

Community Development

- Land Development Code Review - Patricia Sinel

Land Development Code Review

City Council Workshop

October 23, 2024

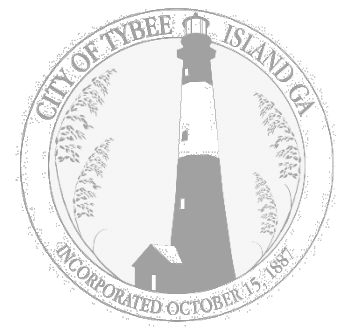
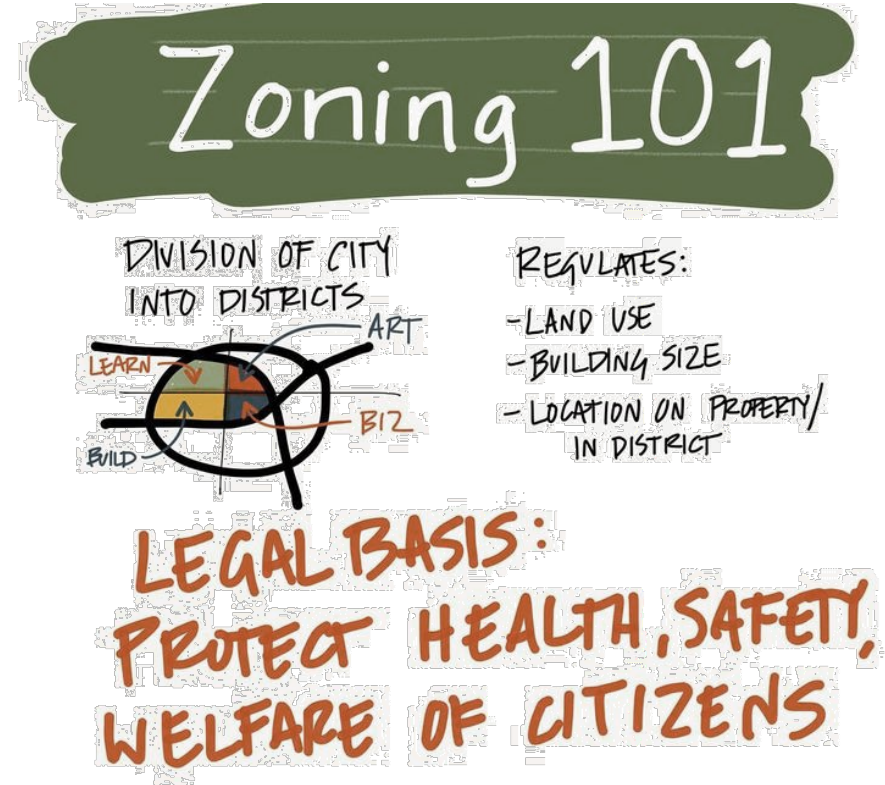
3:00 p.m.



Land Development Code

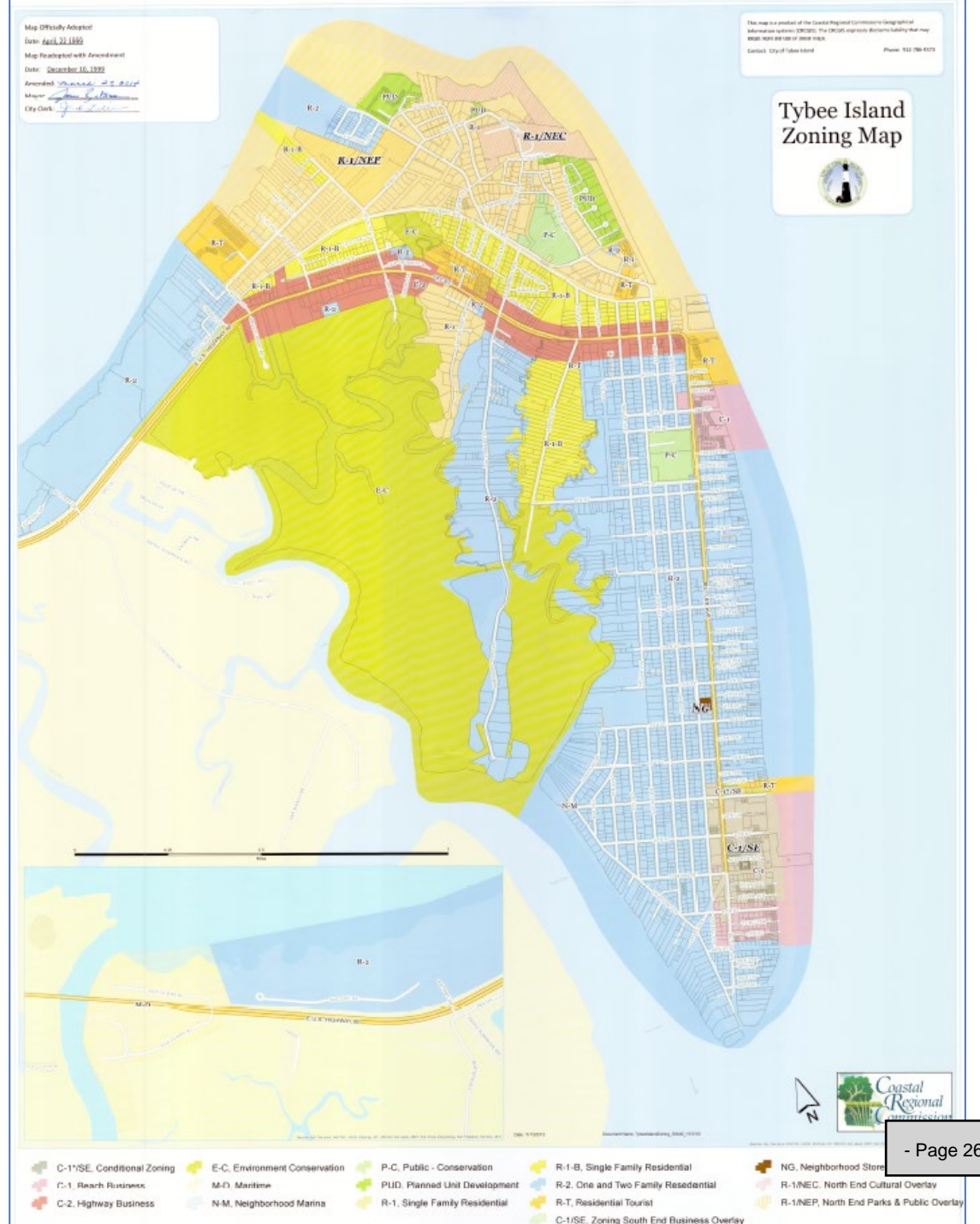
Sec. 1-030. - Purpose.

- The land development regulations and zoning districts as herein set forth have been made for the purpose of promoting the public health, safety, morals, general welfare, convenience and prosperity of the citizens of the city. The regulations and arrangements of districts have been designed to lessen congestion in the streets, to secure safety from fire, to provide adequate light and air, to prevent the overcrowding of land, to avoid undue concentration of population, to facilitate the adequate provision of water, sewer, schools, parks and other public requirements and to encourage the most appropriate use of land throughout the city.



Land Development Code

1. INTRODUCTION
2. DEFINITIONS
3. GENERAL PROVISIONS
4. ZONING DISTRICTS
5. PROCEDURES FOR ADMINISTRATION AND ENFORCEMENT
6. SIGN REGULATIONS
7. TREE REMOVAL REGULATIONS
8. FLOOD DAMAGE PREVENTION
9. BUILDING REGULATIONS
10. SUBDIVISION REGULATIONS
11. PLANNING COMMISSION
12. ZONING MAP AMENDMENTS
13. HISTORIC PRESERVATION
14. SOIL EROSION, SEDIMENTATION AND POLLUTION CONTROL
15. STORMWATER MANAGEMENT



Why do we need to update the LDC?

- Best practices
- Differentiate from other uses
- Clarification
- Remove conflicts
- Eliminate inconsistent terminology
- Consistent with City plans and reports
- Consistent with state and federal regulations and terminology



Examples

ZONING USE	Districts													Overlays		
	R-1	R-010-B	R-2	R-T	C-1	C-2	NM	TBR	PC	EC	PUD	MD	NGS	SEB	NEP&P	NEC
PUBLIC FACILITIES AND ASSEMBLY																
Assembly hall, club, or lodge												SP*				
Churches, including Sunday schools or educational buildings	S	S	S	S												
Government buildings												SP*				
Municipal and public safety uses including but not limited to the city water and sewer department, the city department of public works, the city police department															P	P
Public community buildings, libraries, recreation centers and museums.	P	P	P	P					P							
Public structures					SP*											
Public utility structures	P	P	P	P								SP*				
Publicly owned facilities operated under lease or agreement with the city for commercial or fraternal purposes																P
Shelters, observation decks, platforms, pavilions, storage sheds; patios, and restroom facilities															P	P
Theater facilities or houses that are historical in nature (attraction)				S												

"++ Not permitted in certain areas of Butler Avenue, Tybrisa Street and Strand Street."

P = Permitted

S = Special Review required

SP*= Site Plan required

SP*/S = Special Review AND Site Plan required

X = Specifically Prohibited

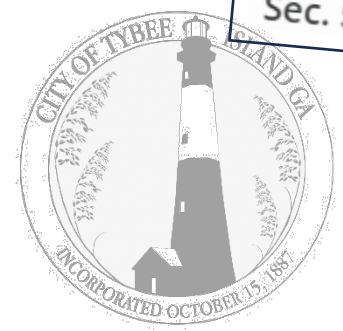


Examples

- In the event the applicant has no present plans to construct on the property, an appropriate statement shall appear upon the plat to the effect that all drainage requirements must be met prior to the issuance of a building permit on any lot in the subdivision and that there will be compliance with article V, chapter 22 of the City Code except to the extent the requirements of that article may be inconsistent with this section.

ARTICLE 5. - PROCEDURES FOR ADMINISTRATION AND ENFORCEMENT
Sec. 5-020. - Permits or actions required by this Land Development Code.
Sec. 5-030. - Fees.

Chapter 22 - ENVIRONMENT
ARTICLE V. - SOLID WASTE



How did we get here?



April 2016. City Council requested an omnibus Municipal Code Review.

Planning Commission recommended updates to the Land Development Code section would be best served by a separate review.



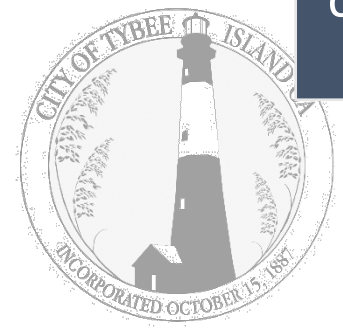
December 2017. The recommendations of the Code Review Group were presented to City Council.



May 2023. The City of Tybee Island advertised a Request for Proposals (RFP) to review the City's Land Development Code (LDC).



What is the Scope?



About the Contract

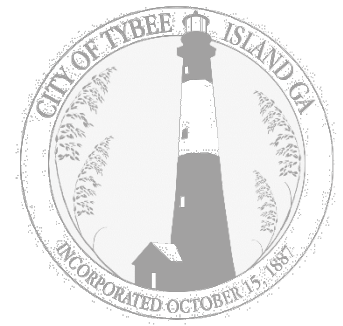
Contracted with Symbioscity as prime consultant, GMC and Kimley-Horn as sub-consultants.

Total project cost: \$62,200.
Cost per additional meeting is \$700.

Current staff has met with prime two times with additional phone calls and emails.

Invoice 1: \$18,522.77
(05/12/2024)

Invoice 2: \$21,420.00
(10/04/2024)



Land Development Code Review Committee



January 23, 2024. Consultant and staff provided a brief overview of the LDC, the anticipated process, and draft schedule. LDC members were asked to provide their feedback on areas of concern and/or known issues with the code.



February 29, 2024. Consultant provided an overview of the existing residential lot sizes and development standards and an overview of the R-2 carrying capacity study.



April 17, 2024. The meeting focused on Articles Two and Three (Definitions and General Provisions) and initiated discussions about Article Seven (Tree Removal Regulations)



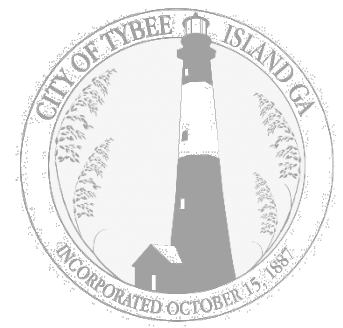
Why LDC Amendments?

- Best practices
- Differentiate from other uses
- Clarification
- Remove conflicts
- Eliminate inconsistent terminology
- Consistent with City plans and reports
- Consistent with state and federal regulations and terminology



Definitions

- Accessory Building
- Base flood elevation
- Bed and Breakfast
- Buildable area
- Lot area
- Non-conforming structure
- Temporary enclosure
- Walk up window
- Mobile and Manufactured Housing
- Patio
- Setback
- Significant tree
- Special Review
- Use variance
- And more...



Recommended LDC Amendments

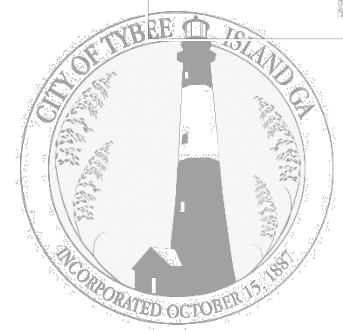
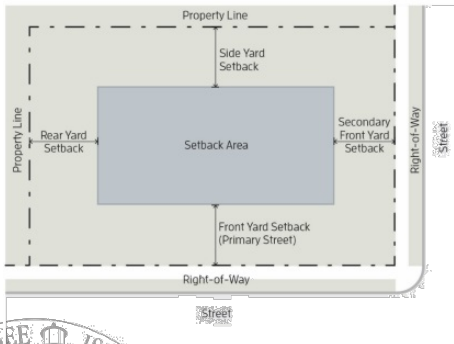


- Parking

- Add “short term rental” parking requirement
- Remove walk up window parking requirement
- Strengthen “bicycle” language
- Add golf cart and motorcycle standards
- Consider maximum parking requirement (overparking)

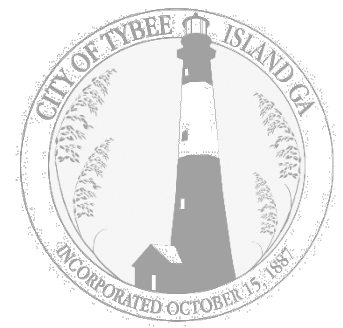
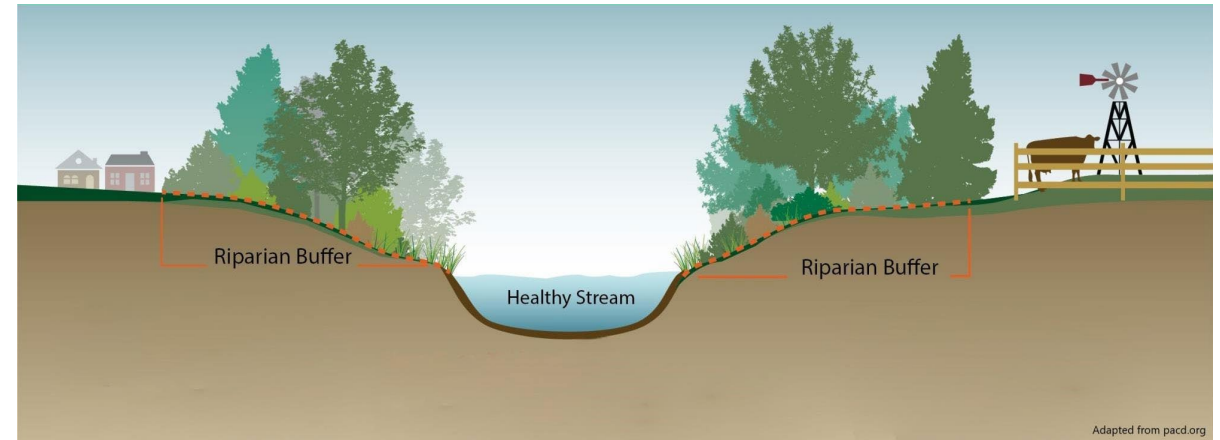
- Setbacks

- Add dune setback to development table
- Specify setback encroachments allowed by zoning administrator
- Reference “average front setback distance” subsection in procedures for minor subdivision plats.



Recommended LDC Amendments

- Wetland and Riparian Buffers
 - Remove “grandfather” verbiage
 - Add requirement for CMPA permit
 - Define state waters
 - Clarify 25’ buffer requirement

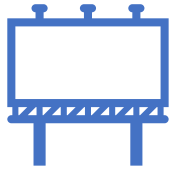


Recommended LDC Amendments

- Fees
 - Remove all dollar fees (i.e., \$500 for xxx permit). Instead, reference adopted fee schedule.
- Remove archaic language including zoning districts
 - Transitional Business Residential
- General reorganization



More Complex Items



Sign Ordinance
overhaul



Tree Protection
update



Increase R-2 lot
size



Increase marsh
and riparian buffer

Going Forward Proposed Timeline



Meet with Committee
in November 2024.



Public Meeting (Open
House) in January
2025.



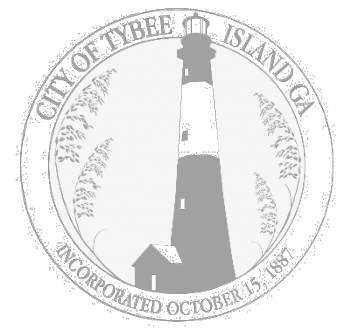
Committee and Open
House meetings in
February 2025



Notice and Public
Hearings starting in
February 2025.

Future LDC Amendments and Clean Up

- Annual update for minor changes (clarity, consistency, city practices)
- Separate out the more complex amendments on a case-by-case basis



Thank you.

Staff Contact

Patricia Sinel, AICP, CFM, CNU-A
Community Development Director
Patricia.Sinel@cityoftybee.gov

