



A G E N D A
HISTORIC PRESERVATION COMMISSION
March 9, 2026, 6:00 PM

Call to Order

Approval of the Minutes

1. 02/09/2026 HPC Monthly Meeting Minutes

Announcements

2. Tybee MLK & Lazaretto Coalition
3. HPC Chair

Ongoing Business

4. CLG Grant Project-Local Historic District for Fort Screven and North Campbell Neighborhood
5. Central Tybee Island National Historic District Application
6. Update on Fort Screven Guardhouse Reroofing and Maintenance Needs
7. Update on Fort Screven Firehouse/Arts Center Windows Restoration

New business

8. Authorization for former HPC chair Holly Grell-Lawe to present on behalf of HPC to the City Council on 3/12/2026

Permits for Review

9. 204 7th Street
10. 140 South Campbell Avenue
11. 16 12th Street

Adjournment



HISTORIC PRESERVATION COMMISSION
Tybee Island

**Tybee Island
HISTORIC PRESERVATION COMMISSION
Meeting Minutes**

Date & Time: February 9, 2026, 6:00 pm

Present: Holly Grell-Lawe (Chair), Mike Goldberg, Cara Cole, Maggie Wright, Patricia Sinel (Community Development Department)

Visitors: Tim Kinsey (Architect for 15 15th Street),

Observers: Dawn Shaye (Forever Tybee), John Simshauser (HPC Applicant)

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

Call to Order

The meeting was called to order at 6:00 PM by Chair Holly Grell-Lawe. A quorum was present.

Approval of Minutes

The January 12, 2026, Historic Preservation Commission Monthly Meeting Minutes were reviewed. No changes were requested. The minutes were approved unanimously upon a motion by Mike Goldberg and a second by Cara Cole.

The February 2, 2026, Historic Preservation Commission Special Called Meeting Minutes were then reviewed. No changes were requested. The minutes were approved unanimously upon a motion by Cara Cole and a second by Mike.

Announcements

Tybee/MLK & Lazaretto Coalition

No update was received.

HPC Chair

Holly reported that a Certified Local Government grant application was submitted for cost-share funding to update the City of Tybee Island's historic resources surveys. The City cost share portion is scheduled for consideration at the February 12 City Council meeting.

The purpose of the project is to update the historic list of properties and sites on Tybee Island. The last comprehensive update was completed in 2016 and 2017, with partial updates conducted through subsequent projects. Areas included Fort Screven and Central Tybee Island, which are updated periodically in accordance with Georgia Department of Community Affairs Certified Local Government requirements.

Staff continues to monitor Planning Commission agendas and meeting packets for items relevant to historic preservation.

Chair Grell-Lawe thanked the Commission members for their support during her tenure and announced that this would be her final meeting as Chair.

Ongoing Business

2026 HPC Vacant Positions

Holly reported that there are two current vacancies. Applications from John Simshauser and Allen Bosbyshell were presented for consideration.

A motion to recommend both applicants for appointment to the Mayor and City Council was made by Holly Grell-Lawe and seconded by Cara Cole. The motion passed unanimously.

Staff will prepare a memorandum for the February 26 City Council agenda. Holly also reported an additional vacancy due to the resignation of Jacilyn Ledford for personal reasons. Staff was requested to advertise the vacancy as soon as possible.

15 15th Street Hotel Design Review South End Business Overlay District

The Commission reviewed a proposed hotel project at 15 15th Street, located within the South End Business Overlay District. The applicant was not present. Patricia Sinel explained that the project was being reviewed before the Planning Commission and City Council consideration so that Historic Preservation Commission comments could be incorporated into the staff report.

Commission members noted that the revised design reflected substantial improvements since the previous review and more closely aligned with the South End Business Overlay District Design Guidelines. Members expressed support for the retention of original structures, relocation of the elevator shaft to preserve historic fabric, increased glazing along the street-facing facade, and reorientation of rooms, so balconies and railings toward the street.

Later in the meeting, the Commission returned to this item after the applicant arrived. A summary of prior discussion was provided. The Commission expressed overall support for the revised design. The project is anticipated to proceed to the Planning Commission in March and the City Council in April.

2026 HPF/SHPO CLG Grant Application for Updating Tybee Island Historic Resources Surveys

Holly Grell-Lawe reported that Maggie Wright and Michelle Owens (Assistant City Manager) plan to submit a Certified Local Government/Historic Preservation Fund grant application to the Georgia Department of Community Affairs to update Tybee Island's historic resources surveys, which are approximately ten years old and require periodic updates per the State's Certified Local Government requirements. The grant includes a 60/40 cost share, with 60 percent funded by the grant and 40 percent by the City.

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

Holly Grell-Lawe reported that the final quarterly activity report was submitted on February 1 and that all administrative and project deliverables have been met. Project materials are available on the Talk Tybee website.

Holly Grell-Lawe is scheduled to present an update at the February 12 City Council workshop. A public hearing is scheduled for the regular City Council meeting on February 12 at 6:30 PM. Council members may ask questions at that time.

Remaining tasks include completion of the final report and submission of the final reimbursement request to the Georgia Department of Community Affairs by the end of February.

Central Tybee Island National Historic District Application

Holly Grell-Lawe inquired whether budget funds were available for an additional consultant revision. Staff confirmed that funds may be reallocated within budget categories if approved.

Discussion included funds in the fiscal year 2027 budget for consultant representation at the Georgia National Register Review Board. The consultant was recommended due to extensive project knowledge and long-term involvement. The anticipated project team includes the consultant, Sarah Jones, and a Historic Preservation Commission representative.

A coordination meeting with the State Historic Preservation Office and project team is anticipated by the end of February.

Update on Fort Screven Guardhouse Reroofing and Maintenance Needs

Mike Goldberg reported that two contractors are preparing reroofing quotes, including slate and alternative materials. The porch is in poor condition, and a full building condition assessment is needed. Coordination is ongoing with Community Development and Public Works staff.

10. Update on Fort Screven Firehouse/Arts Center Windows Restoration

Mike Goldberg reported that approval has been received to restore two front windows. A permit will be required, and information will be provided to staff. A condition assessment will likely be necessary to support future grant applications.

Permit for Review

21 Officers Row

Staff reported that an application for 21 Officers Row (Surf Song Bed and Breakfast) was received on January 29, 2026. The Commission has fifteen business days to respond. The property is identified in the Fort Screven and North Campbell survey as a contributing historic resource.

The proposed work includes the replacement of storm doors and porch flooring. The Commission recommended that new materials match original configurations and use appropriate natural materials or suitable substitutes.

A motion to recommend approval to Community Development was made by Mike Goldberg and seconded by Cara Cole. The motion passed unanimously.

Holly Grell-Lawe will forward the recommendation to Community Development. Cara Cole will notify the property owner.

Administrative Planning Business

Election of Chair and Vice-Chair

Holly Grell-Lawe nominated Mike Goldberg as Chair. The nomination was seconded by Cara Cole and approved unanimously.

Holly Grell-Lawe nominated Cara Cole as Vice Chair. The nomination was seconded by Mike Goldberg and approved unanimously.

Annual Review of HPC Procedures

The Commission discussed proposed revisions, including language clarifications, deletions, and updates for consistency and clarity.

HPC FY27 Budget Request

Holly Grell-Lawe and Maggie Wright will meet to prepare the proposed budget and justification. Discussion included providing HPC members with printed publications related to the Secretary of the Interior Standards and exploring options for merchandise and donation funding. Staff will also inquire about establishing an account for program support.

Overview of HPC 2026 Ongoing Initiatives

Outgoing Chair, Holly Grell-Lawe, presented an overview of current projects, including:

- Central Tybee Island National Historic District Application
- Elevation Design Guidelines
- Local Historic Preservation Incentives
- Fort Screven and North Campbell Local Historic District
- Window Sponsorship Program
- Preservation in the Park
- Trolley Tour of Homes
- Monitoring maintenance of City-owned historic properties

Adjournment

There being no further business, the meeting was adjourned at 8:09 PM upon a motion by Cara Cole and a second by Mike. The motion passed unanimously.



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

Need Specs with SHG
HPC

Property Address: 204 7th Street, Tybee Island, GA 31328 **PIN:** 40005 11007

	Name	Mailing address	Telephone
Owner	Valerie Hartz	204 7th St., Tybee Island, GA 31328	email: Tybeetardis15@yahoo.com/(912)596-5924 Cell:
Architect or Engineer	N/A		email: Cell:
Contractor	Robert Jackson/Renewal by Andersen	2005 Newpoint Place, STE 100, Lawrenceville, GA 30043	email: HOA@rbageorgia.com/(470)708-6802 Cell:

Check all that apply

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

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

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

Details of Project: Replacing 6 windows & 1 door on the home.

Estimated Cost of Construction: \$ 43,738 (materials + labor + profit/overhead)
 If applicable, attach a copy of the certified elevation certificate and/or survey of the property. Depending upon the scope of the work, two sets of construction drawings and/or a site plan may be required.

Year Built: 1935 **Listed on National Historic Register or located within a National Historic District?** Y / (N)
Buildings older than 50 years may be eligible to be listed on the State / National Register. With this designation, you may be eligible to take advantage of various tax incentive programs while preserving the heritage of Tybee Island. See the Tybee Island Land Development Code Article 14: Historic Preservation.

During construction:

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

Signature: *Sarah Coffield* Date: 02/06/2026

Printed Name of Applicant: Sarah Coffield

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

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

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

2/11/26

912-667-4371

HPC



Island Creek Holdings

City of Tybee Island, Georgia

912-472-5033 - Lschaaf@cityoftybee.gov

CrusoeTybee@prodigy.net

APPLICATION FOR BUILDING PERMIT

Property Address: 140 South Campbell PIN: 40016 02003

	Name	Mailing address	Telephone
Owner	Island Creek Holdings	Po Box 161 Tybee Island 31528	email: CrusoeTybee@prodigy.net Cell: (912) 667-4371 (Pusty)
Architect or Engineer	/	/	email: / Cell: /
Contractor	Johnson Const.	415 Bonaventure W. Savannah GA 31404	email: mj.johnsonconstruction@gmail.com Cell: (912) 547-1214

Check all that apply

- Single Family
- Duplex
- Multi-Family ___ units
- Commercial* ___ unit(s)
- Demolition or Relocation
- Footprint Changes
- Addition: ___ square feet heated/cooled
- Renovation/Remodel
- Decks/Railings/Stairs
- Fence
- Other roof

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

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

Details of Project: Remove roof FM new roof. NOTE: some rot around chimney so some sheathing to replace

Estimated Cost of Construction: \$ 8,710- (materials + labor + profit/overhead)

If applicable, attach a copy of the certified elevation certificate and/or survey of the property. Depending upon the scope of the work, two sets of construction drawings and/or a site plan may be required.

Year Built: 1970s 1959 Listed on National Historic Register or located within a National Historic District? Y / N
Buildings older than 50 years may be eligible to be listed on the State / National Register. With this designation, you may be eligible to take advantage of various tax incentive programs while preserving the heritage of Tybee Island. See the Tybee Island Land Development Code Article 14: Historic Preservation.

During construction:

On-site restroom facilities will be provided through None. Construction debris will be disposed by ABC Waste by means of dumpster. I understand that I must comply with zoning, flood damage control, building, fire, shore protection, coastal marshland, wetland, and other all applicable codes and regulations. I realize that I must ensure the adequacy of drainage of this property so that surrounding property is not adversely affected, as required by Article 16, Stormwater Management. I accept responsibility for any corrective actions that may be necessary to restore drainage impaired by this permitted construction.

Signature: [Signature] Date: 2/11/26

Printed Name of Applicant: Michael Johnson

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

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

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



2/9/26

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

HPC

Property Address: 16 12th St PIN: 40007 02005

Table with 4 columns: Name, Mailing address, Telephone, and an unlabeled column for contact info. Rows include Owner (Vicki Cox), Architect or Engineer (Need to Register), and Contractor (Fred Mcbride).

- Check all that apply
[] Single Family
[] Duplex
[] Multi-Family units
[] Commercial* unit(s)
[] Demolition or Relocation
[] Footprint Changes
[] Addition: square feet heated/cooled
[] Renovation/Remodel
[] Decks/Railings/Stairs
[] Fence
[] Other Roofing

No work of any nature shall be started until a building permit has been issued. A permit must be secured for all new construction, all interior and exterior property alterations and all interior and exterior property repairs.

* A commercial project requires 2 sets of sealed drawings by a design professional and construction by a contractor with the appropriate State of Georgia professional license.

Details of Project: Removal and Replacement of all Roofing materials.

Estimated Cost of Construction: \$12,000 (materials + labor + profit/overhead)

If applicable, attach a copy of the certified elevation certificate and/or survey of the property.

Year Built: 1938 Listed on National Historic Register or located within a National Historic District? Y (N)
Buildings older than 50 years may be eligible to be listed on the State / National Register.

During construction:
On-site restroom facilities will be provided through Coastal Roofing by means of Trailer. I understand that I must comply with zoning, flood damage control, building, fire, shore protection, coastal marshland, wetland, and other all applicable codes and regulations.

Signature: Jackson Singletary Date: 2/9/26
Printed Name of Applicant: Jackson Singletary

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

Approvals table with columns for Signature and Date, rows for Building, Water/Sewer/Stormwater, and Community Development.

FEES table with rows for Permit, Inspection Fee, Cap. Cost Rec., Water Tap, Sewer Stub, Eng. Fee, Aid to Const., Plan Rev. fee, and TOTAL.