



A G E N D A
PLANNING COMMISSION
January 26, 2026 at 6:30 PM

Call to Order

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Consideration of Minutes

1. PC MINUTES-DECEMBER 15,2025

Disclosures and Recusals

If there is anyone wishing to speak to anything on the agenda, please approach the podium when the item is presented and please limit your comments to 4 minutes

Old Business

New Business

2. **Conveyance: request to acquire a 8,549 square foot strip of the parcel legally described as THE 317.5 X 150 PORTION OF ABANDONED RIGHT OF WAY GA - 3 Old US Highway 80 - PIN 40024 01006 - Zoned M-D - City of Tybee Island.**

Discussions

Standing Items

Adjournment

**PLANNING
COMMISSION**
Anna Butler
Beau Livingston
Robert J. Matkowski
Elaine McGruder
Ron Rimawi
David Roberts
Marie Rodriguez-Beebe



**COMMUNITY DEVELOPMENT
DIRECTOR**
Patricia Sinel

CITY ATTORNEY
Edward M. Hughes/ Tracy O'Connell

CITY OF TYBEE ISLAND

Planning Commission Meeting December 15, 2025 – 6:30 pm Minutes of Meeting

Chair Elaine McGruder called the meeting to order at 6:30pm, December 15, 2025. Planning Commission members in attendance were **Anna Butler, Robert Matkowski, David Roberts, Ron Rimawi,** and **Marie Rodriguez-Beebe.** **Beau Livingston** was absent. Staff in attendance were **Patricia Sinel** and **Lisa L. Schaaf.**

Opening Ceremonies. Pledge of Allegiance

Consideration of Minutes for November 17, 2025, **Marie Rodriguez-Beebe** made a motion to approve. **Anna Butler** seconded. The vote to approve was unanimous.

Disclosures/Recusals. There were none.

Old Business. There were none.

New Business:

Map Amendment: Addition of the Fort Screven and North Campbell Subdivision Local Historic District overlay to official zoning map.

Patricia Sinel stated that this will result in a new overlay district on the official zoning map, with the base zoning districts still in effect for anything not specifically addressed in the overlay. **Holly Grell-Lawe** approached the Planning Commission and stated the boundaries of the overlay have been reduced the boundaries based on responses from the public. There are a total of 245 properties in the proposed overlay.

Sarah Jones approached the Planning Commission and stated she is in support of this addition. **Marie Rodriguez-Beebe** made a motion to approve. **Anna Butler** seconded. The motion to approve was unanimous.

Text Amendment: Update to Article 14- Historic Preservation and Sec. 4-050. - Zoning districts of the Land Development Code to create the Fort Screven and North Campbell Subdivision Local Historic District.

Patricia Sinel presented the proposed text amendment and stated that this will result in two subsections changes in the land development code: Section 4-050 and Section 14-050. **Marie**



Rodriguez-Beebe made a motion to approve. **Anna Butler** seconded. The motion to approve was unanimous.

Item #1.

Text Amendment: Updates to Article 1 - Introduction, Article 2 - Definitions, Article 3 - General Provisions, Article 4 - Zoning Districts, and Article 5- Procedures for Administration and Enforcement of the Land Development Code.

Patricia Sinel presented the proposed changes to Articles 1-5 of the Land Development Code. Patricia suggested to Commission that each article have a separate vote.

Article 1 - Marie Rodriguez-Beebe made a motion to approve. **Ron Rimawi** seconded. The motion to approve was unanimous.

Article 2 - Marie Rodriguez-Beebe made a motion to approve. **Robert Matkowski** seconded. The motion to approve was 4 to 1. **David Roberts** voting against. **Anna Butler, Robert Matkowski, Ron Rimawi,** and **Marie Rodriguez-Beebe** voted for the approval.

Article 3 - Anna Butler made a motion to approve with three conditions: to reject the height reduction from eight feet to six feet on masonry walls/fences in Sec 3-160 (C)(1)(a), to replace “elevators” with “elevators/lifts” in Sec 3-090(A)(2)(b), and to leave the 200’ average (block face) rule unchanged in Sec. 3-090 (A)(1). **David Roberts** seconded. The motion to approve with conditions was 4 to 1 with **Marie Rodriguez-Beebe** voting against. **Anna Butler, Robert Matkowski, David Roberts,** and **Ron Rimawi** voted for approval.

Article 4 - Marie Rodriguez-Beebe made a motion to approve. **Robert Matkowski** seconded. The motion to approve was unanimous.

Article 5 - Marie Rodriguez-Beebe made a motion to approve. **Anna Butler** seconded. The motion to approve was unanimous.

Text Amendment: Updates to Article 6 - Sign Regulations of the Land Development Code.

Patricia Sinel presented the proposed changes and stated this update to the Sign Article constitutes a considerable change.

Marie Rodriguez-Beebe made a motion to approve to include wind movement in the animated signs definition. **Anna Butler** seconded. Motion to approve was unanimous.

Text Amendment: Updates to Article 7 - Tree Removal Regulations of the Land Development Code.

Patricia Sinel presented the proposed changes and stated the first change for this article is to change the name to from “Tree Removal Regulations” to “Tree Protection and Replacement Regulations”. **Marie Rodriguez-Beebe** made a motion to approve with the conditions that the fine amount wording be changed to “up to \$1,000 per tree per day” in Sec.7090 (A) and to refine the language in 7-060(F) to make it more readable.

Director’s Report:

Patricia Sinel stated there will be a few changes for the dates in 2026 for Planning Commission due to holidays. There are five openings on the Planning Commission. There are also ten openings for the Comprehensive Plan Stakeholder Committee. **Patricia Sinel** also stated that all items from the last Planning Commission was approved by City Council. The variance requests for 8 Driftwood are continued until January 8, 2026.

Adjournment: 8:00 pm

Lisa L. Schaaf

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STAFF REPORT

PLANNING COMMISSION MEETING: January 26, 2026

CITY COUNCIL MEETING: February 12, 2026

REQUESTED ACTION: Recommend for approval a conveyance for a 30 foot strip of city property.

LOCATION: 3 Old US Highway 80

PIN: 40024 01006

APPLICANT: Savannah Pilots Association

OWNER: City of Tybee Island

EXISTING USE: Assembly hall, club, or lodge

PROPOSED USE: Maritime operations

ZONING: M-D Maritime District

USE PERMITTED BY RIGHT: Requires conveyance approval in accordance with **Sec. 2-1. Conveyance of property to abutting owners** Tybee's Code of Ordinances

COMMUNITY CHARACTER MAP: North Beach/Maritime District Character Area

PROPOSAL: The applicant is requesting to acquire a section of city-owned property in order to maintain the well, to provide approach clearance, and to use as the ingress/egress point from Old US Highway 80 for the Savannah Pilots future facility (still in the planning stage) on Lazaretto Creek.



Map 1: Location map (approximate)

LAND DEVELOPMENT CODE (LDC) ANALYSIS. The property currently fall into the M-D Maritime District zoning. The purpose of this district is to protect the character of the commercial development along Lazaretto Creek within the city limits. Site plan approval is required for uses, (which include docks, boat building and repair facilities, restaurants, government buildings, marinas) in the Maritime District.

- Minimum Lot area: not applicable
- Front yard: 20 feet
- Side yard: 10 feet
- Rear yard: 10 feet
- Maximum building height: 35 feet



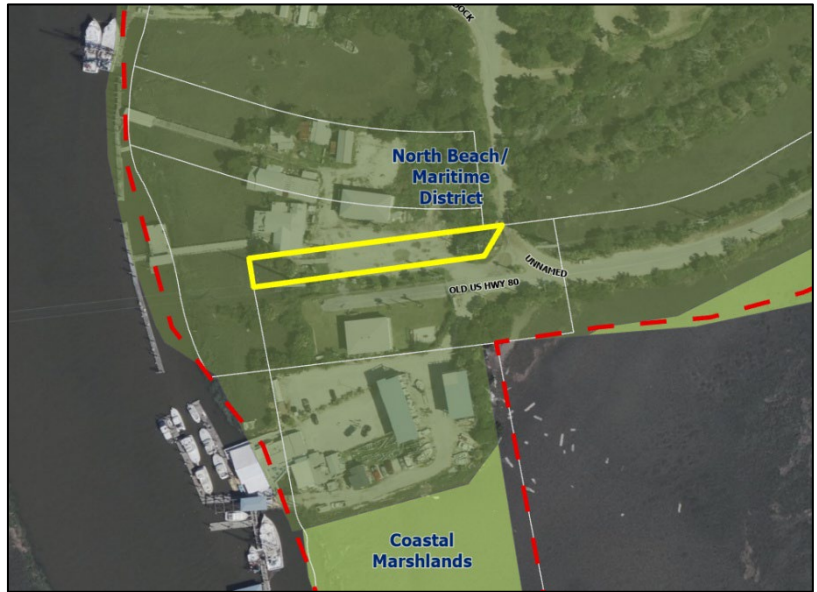
Map 2: Zoning Map

TYBEE ISLAND 2021-2026 COMPREHENSIVE PLAN UPDATE ANALYSIS. The Comprehensive Plan does not address conveyance requests however, this site falls into one character area of the Comprehensive Plan: North Beach/Maritime District. The character area is described herein:

The North Beach/Maritime District is a varied area that covers much of the northern end of the Island. It features a mix of uses and is less densely developed than other areas. It includes commercial, recreational, public/government uses and buildings, and a mix of residential styles and homes set on narrow streets, as well as the River's End Campground. In addition to these developed portions, the area also includes extensive undeveloped environmentally sensitive areas with multi-use trails and public water access.

Pertinent to this case are the following strategies for the North Beach/Maritime character area:

- Consider the potential for additional parking within this area with transportation to other areas of the Island.
- Facilitate public water access where appropriate and on public property.
- Allow for the development of retail, restaurants and services for seasonal and year round populations
- Discourage down-zoning and maintain commercial dock usage



Map 3: Character Areas

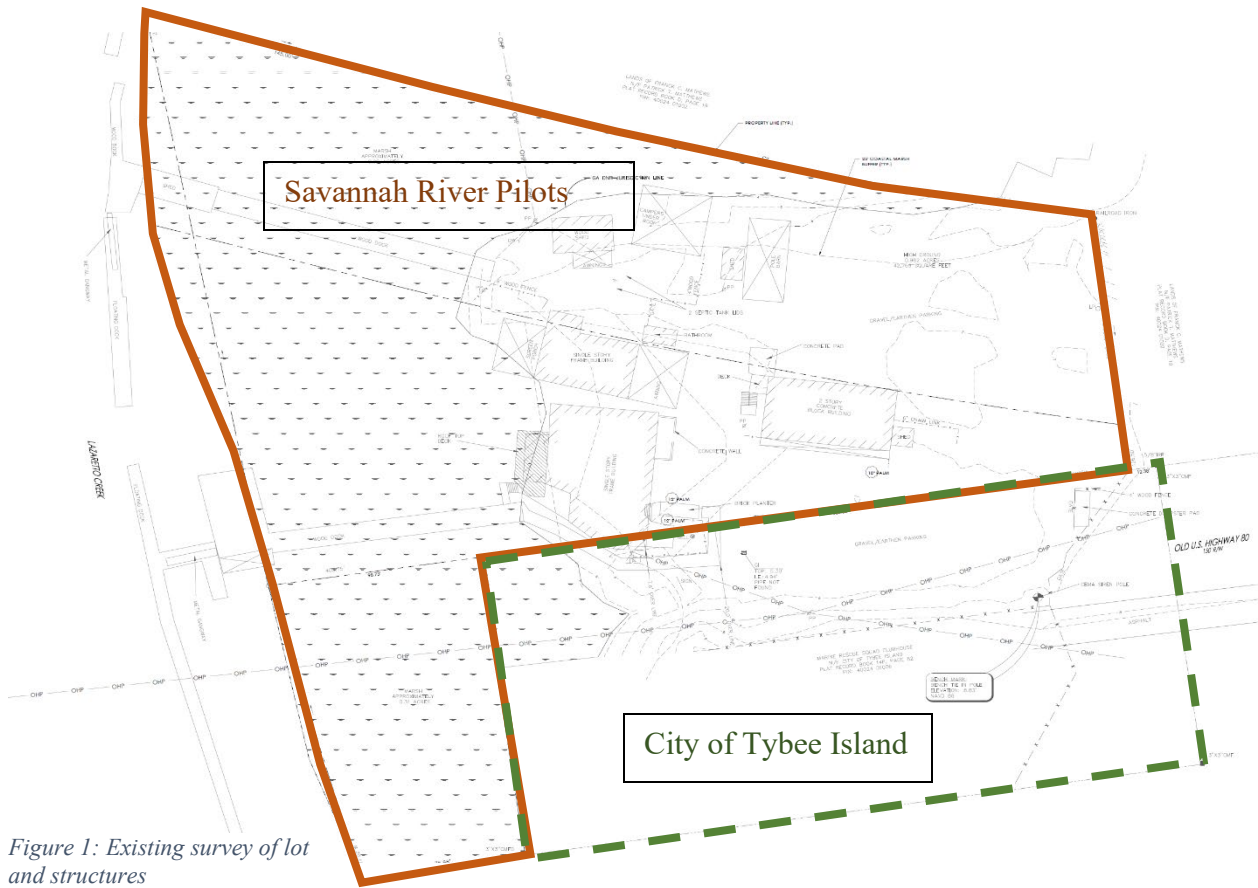


Figure 1: Existing survey of lot and structures

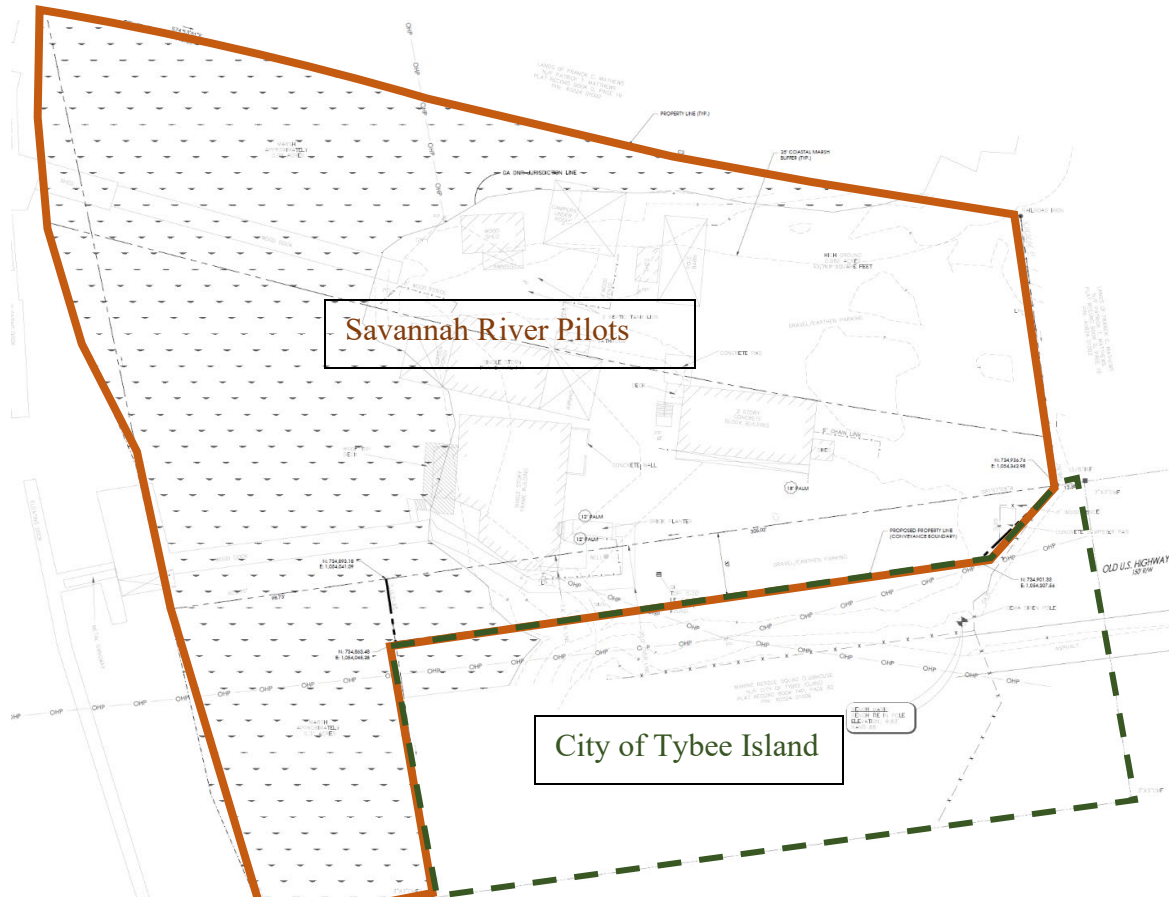


Figure 2: Proposed survey showing conveyance request

CONVEYANCE ANALYSIS

Applicant has indicated they seek the 30 foot strip (totaling 8,549 square foot) on the property legally described as "317.5 X 150 Portion of Abandoned Right of Way GA" for reasons that include: to gain control of the well that serves 1 Old US Highway 80, to provide direct ingress and egress off of Old US Highway 80, and to provide approach clearance for future structure(s). The southernmost existing structure (formerly Coco's Shrimp) on 1 Old US Highway 80 is constructed several feet onto the City of Tybee's property. The well that serves 1 Old US Highway is also on the City of Tybee's property.

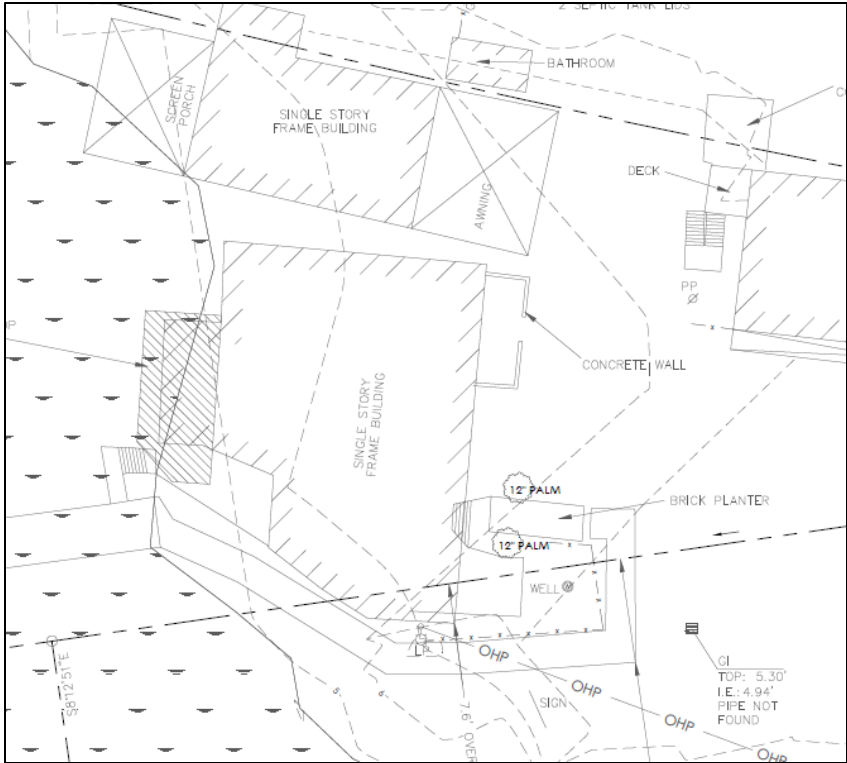


Figure 3: Existing survey closeup

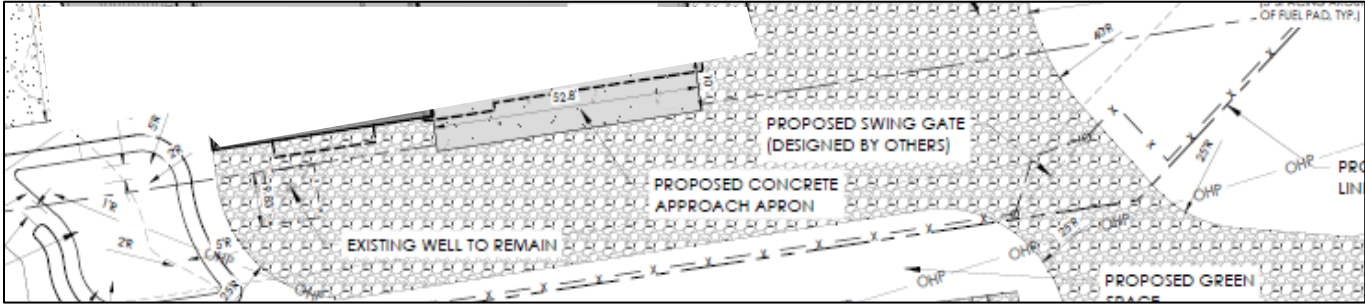


Figure 4: Concept entrance showing well, access, and approach

Section 2-1: Conveyance of property to abutting owners (Chapter 2 Administration of Tybee's Code of Ordinances) provides the procedure for the conveyance by quitclaim deed of city property to abutting owners who wish to apply for such a conveyance when the conveyance is deemed to be appropriate in all respects, is for adequate consideration, and which will permit the highest and best use of the property. After following the procedure as outlined and obtaining a survey and appraisal, the applicant submits the conveyance request and Planning Commission shall review the matter and make a recommendation to the mayor and council.

No site plans, permitings or development requirements of the LDC are waived, modified, or varied by the approval of this conveyance.

STAFF FINDING.

City Council may accept the appraisal and sell this parcel to the applicant; not accept the appraisal and negotiate another price for the parcel; or keep the parcel as City owned property. Staff does not see any concerns with this conveyance.

STAFF CONTACT

Patricia Sinel, AICP, CFM, CNU-A
Community Development Director
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912-472-5031

ATTACHMENTS

- A. Survey Existing
- B. Survey Proposed
- C. Appraisal Summary

LETTER OF TRANSMITTAL

COLLIERS INTERNATIONAL
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December 8, 2025

Doug Hurteau
AVP/ Commercial Appraisal Analyst
SouthState Bank
2440 Mall Drive
Charleston, SC 29406

RE: 0.196 Acre Easement Tract
3 Old US Highway 80
Tybee Island, Georgia 31328

Colliers File #: ATL250915

Mr. Hurteau:

This appraisal report satisfies the scope of work and requirements agreed upon by SouthState Bank and Colliers International Valuation & Advisory Services. The date of this report is December 5, 2025. At the request of the client, this appraisal is presented in an Appraisal Report format as defined by *USPAP* Standards Rule 2-2(a). Our appraisal format provides a detailed description of the appraisal process, subject and market data and valuation analyses.

The purpose of this appraisal is to develop an opinion of the As-Is Market Value of the subject property's fee simple interest. The following table conveys the final opinion of market value of the subject properties developed within this appraisal report:

VALUE TYPE	INTEREST APPRAISED	DATE OF VALUE	VALUE
As Is Vacant Land Value (Easement Site)	Fee Simple	December 5, 2025	\$180,000

The subject of this assignment includes a 0.196 Acre parcel owned by the City of Tybee at 3 Old US Highway 80 in Tybee Island, Georgia. The subject parcel consists of uplands only and is a part of PIN 40024 01006 (City of Tybee). The subject site is a part of an easement that benefits the Savannah Bar Pilots property and is used for ingress and egress for their neighboring site and was formerly used for parking. According to the client and owner representative, the subject parcel and a 0.056-acre parcel that is a part of PIN 40024 01003 (Savannah Bar Pilots) are a part of a proposed property exchange between the City of Tybee and the Savannah Bar Pilots. The purpose of the exchange is for the Savannah Bar Pilots to expand their developable acreage, and for the City of Tybee to add the small section of property to gain riparian rights for the development of a boat lift for municipally owned vessels. The 0.056-acre property is not included in this analysis at the request of the client.

The analyses, opinions and conclusions communicated within this appraisal report were developed based upon the requirements and guidelines of the current Uniform Standards of Professional Appraisal Practice (USPAP), the requirements of the Code of Professional Ethics and the Standards of Professional Appraisal Practice of the Appraisal Institute. The report is intended to conform to the Financial Institutions Reform, Recovery and Enforcement Act (FIRREA) standards and the appraisal guidelines of SouthState Bank.

The report, in its entirety, including all assumptions and limiting conditions, is an integral part of, and inseparable from, this letter. *USPAP* defines an Extraordinary Assumption as, "an assignment specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser's opinions or conclusions". *USPAP* defines a Hypothetical Condition as, "that which is contrary to what is known by the appraiser to exist on the effective date of the assignment results but is used for the purpose of analysis".

The Extraordinary Assumptions and/or Hypothetical Conditions that were made during the appraisal process to arrive at our opinion of value are fully discussed below. We advise the client to consider these issues carefully given the intended use of this appraisal, as their use might have affected the assignment results.

EXTRAORDINARY ASSUMPTIONS

The conclusions of this assignment do not require any Extraordinary Assumptions.

HYPOTHETICAL CONDITIONS

No Hypothetical Conditions were made for this assignment.

RELIANCE LANGUAGE

The Appraisal is for the sole use of the Client. Colliers International Valuation & Advisory Services is not required to explain or testify as to appraisal results other than to respond to the Client for routine and customary questions. Please note that our consent to allow the Appraisal prepared by Colliers International Valuation & Advisory Services or portions of such Appraisal, to become part of or be referenced in any public offering, the granting of such consent will be at our sole and absolute discretion and, if given, will be on condition that Colliers International Valuation & Advisory Services will be provided with an Indemnification Agreement and/or Non-Reliance letter, in a form and content satisfactory to Colliers International Valuation & Advisory Services, by a party satisfactory to Colliers International Valuation & Advisory Services. Colliers International Valuation & Advisory Services does consent to your submission of the reports to rating agencies, loan participants or your auditors in its entirety (but not component parts) without the need to provide Colliers International Valuation & Advisory Services with an Indemnification Agreement and/or Non-Reliance letter.

Colliers International Valuation & Advisory Services hereby expressly grants to Client the right to copy the Appraisal and distribute it to other parties in the transaction for which the Appraisal has been prepared, including employees of Client, other lenders in the transaction, and the borrower, if any.

Our opinion of value reflects current conditions and the likely actions of market participants as of the date of value. It is based on the available information gathered and provided to us, as presented in this report, and does not predict future performance. Changing market or property conditions can and likely will have an effect on the subject's value.

The signatures below indicate our assurance to the client that the development process and extent of analysis for this assignment adhere to the scope requirements and intended use of the appraisal. If you have any specific questions or concerns regarding the attached appraisal report, or if Colliers International Valuation & Advisory Services can be of additional assistance, please contact the individuals listed below.

Sincerely,

**COLLIERS INTERNATIONAL
VALUATION & ADVISORY SERVICES**



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