Tybee Island
HISTORIC PRESERVATION COMMISSION
Meeting Minutes

Date & Time: January 12, 2026, 6:00 pm
Present: Holly Grell-Lawe (Chair), Jacilyn Ledford, Mike Goldberg, Cara Cole, and Maggie Wright, Patricia Sinel (Community Development Department)
Visitors: Tim Kinsey (Architect for 15 15th Street),
Observers: Dawn Shaye (Forever Tybee), Tony Ploughe (Councilman), 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. Introductions were made due to the presence of visitors and observers.

Approval of Minutes

The minutes of the December 8, 2025, HPC Monthly Meeting were reviewed. Minor typographical edits had been made before the meeting, and no additional corrections were requested. The minutes were approved unanimously upon a motion by Mike Goldberg and a second by Cara Cole.

The minutes of the December 15, 2025, HPC Education and Promotion Committee Meeting were then reviewed. No edits were requested. The minutes were approved unanimously upon a motion by Mike Goldberg and a second by Jacilyn Ledford.

Announcements

Tybee/MLK & Lazaretto Coalition

Chair Grell-Lawe announced that Marna Lewin has volunteered to continue serving as the liaison between the HPC and the Tybee MLK and Lazaretto Coalition. MLK Day events will be held on January 17, 2026, in honor of Dr Martin Luther King Jr's birthday. A documentary screening will take place at the Post Theater. Admission is free, though advance registration on the Post Theater website is required. There was no new update regarding the Lazaretto memorial project.

HPC Chair

Holly Grell-Lawe, shared information regarding the Georgia Trust for Historic Preservation's Leadership Training and encouraged commission members to consider participating. The HPC is a member organization and has funding available in the budget to support training opportunities. Holly reminded members that training records must be submitted to Maggie Wright for the expected 2026 Certified Local Government audit by the Georgia Department of Community Affairs and requested that members forward documentation of completed trainings.

Holly requested to move the New Business item regarding 15 15th Street earlier in the agenda. The agenda adjustment was approved unanimously.

New Business

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

The Commission reviewed a proposed open-air, cottage-style, 25-room hotel project located within the South End Business Overlay District. Patricia Sinel explained that the project was being reviewed before the formal permitting process so that HPC comments could be considered during the application process and included in the Planning Commission staff report. The rendering presented to the Commission represented the second iteration of the project, and Commissioners agreed that the updated design more closely aligns with the *Design Guidelines Manual for the South End Business Overlay District* and reflects a cottage style rather than a traditional hotel appearance.

Discussion focused on the project's alignment with the *Design Guidelines Manual for the South End Business Overlay District*, including the facade design, as well as concerns regarding the placement of parking and the elevator tower. Commissioners emphasized the importance of activating the street frontage and maintaining a pedestrian-friendly design. Recommendations included locating the lobby and patio toward the street, placing parking at the rear of the building, providing clear glass on at least fifty percent of the street-facing facade, and avoiding vehicular-oriented frontage. There were no concerns regarding the proposed building height. Additional comments addressed fencing height and materials that should match the building, the use of board and batten vertical siding, relocation of the trash enclosure farther from the street, window design, replacement of faux windows with functional windows, adjustments to floor plans as needed, and the use of steel pipe railings.

The relocation of the existing historic cottage (c1936) on the property was also discussed. The structure is currently a two-story cottage, with the first floor likely not original, and the second floor supported by ten-foot by ten-foot piers. The applicant stated that the second story is physically relocatable. Commissioners noted that once relocated to Fifth Street, the structure would no longer be considered a contributing historic resource. Discussion followed regarding whether the proposed relocation meets the criteria outlined in the *Design Guidelines Manual for the South End Business Overlay District* and whether relocation could be denied within the overlay district, with differing opinions expressed. Patricia Sinel clarified that design review and relocation approval are separate actions and that the project will still proceed to the Planning Commission and City Council.

Tim Kinsey stated that a revised design will be brought back to the Historic Preservation Commission at the February meeting. No decision was required at this time. The Commission provided design guidance and deferred any decision regarding relocation pending review of a revised submission.

Ongoing Business

2026 HPC Vacant Positions

The HPC has one vacant position due to the resignation of Marna Lewin, and Holly Grell-Lawe's position will open on March 1, 2026 as she will have served two consecutive terms on HPC. The application period has been extended to January 14, 2026. Two applications have been received to date. A vote is scheduled for the February 9, 2026 HPC meeting, with the goal of placement on the

February 12, 2026 City Council agenda.

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.

Central Tybee Island National Historic District Application

Holly Grell-Lawe asked if Jacilyn Ledford would be able to take the lead for HPC on the Central Tybee Island National Historic District application. Jacilyn Ledford stated she is unable to take on leadership due to work commitments. Holly stated that she will follow up with HPC Advisor Sarah Jones regarding serving as a liaison. Next steps include a coordination call between HPC's consultant, an HPC representative, HPC Advisor Sarah Jones, and the State Historic Preservation Office (SHPO) reviewer to clarify remaining comments and determine a path to completion.

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

Maggie Wright and Holly Grell-Lawe will complete the administrative close-out by February 1, including the final activity report and reimbursement request. The project is scheduled for a City Council workshop on February 11 and a public hearing on February 12. Within fifteen days following the public hearing, the HPC will draft a resolution for City Council consideration at the February 26 meeting, with a second reading anticipated on March 12. Patricia Sinel will assist with public notification requirements, including newspaper notice and mailed notice to all affected property owners. Holly is finalizing criteria for the potential administrative review of Certificates of Appropriateness, which will be shared via email and included in the City Council workshop presentation.

HPC Annual Planning Meeting

The Annual Planning Meeting is scheduled for January 29, 2026, from 10:00 AM to 2:00 PM at the Guardhouse. Holly Grell-Lawe reported that she has scheduled time for the HPC Education and Promotion Committee, reviewing work plans, and priorities. Members were asked to submit ideas for discussion topics and activities.

<u>New Business Continued</u>

Fort Screven Guardhouse Reroofing

Holly Grell-Lawe reported that she contacted Cale Mathis with Public Works regarding quotes for reroofing the Guardhouse, but has not yet received a response. The HPC previously requested quotes for faux slate roofing. Mike Goldberg recommended using real slate rather than faux slate due to durability concerns, noting the building's heavy use. Holly added that Cale had previously indicated he was also reviewing costs for repairs to soffit, fascia, gutters, and downspouts. Commissioners discussed the need for updated condition assessments of City-owned historic buildings to support future grant applications. Holly will facilitate an introductory email between Cale and Mike Goldberg.

Adjournment

There being no further business, the meeting was adjourned at 8:05 PM upon a motion by Mike Goldberg and a second by Jacilyn Ledford. The motion passed unanimously.