Tybee Island
Historic Preservation Commission
3rd Annual Planning Meeting
(as conducted due to inclement weather)
21 January 2025

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HPC Annual Planning Meeting Agenda (Rev1) – January 21, 2025 @ the Guard House
Members of Tybee community and local government officials are invited!
Everyone is welcome to attend all or part of the meeting!

TIME (approx.)	TOPIC
10:00am – 10:15am	Purpose of Today's Meeting/Introductions/Icebreaker
10:15am – 10:30am	HPC Current Initiatives and Projects
10:30am – 11:00am	Prioritize HPC "Parking Lots" and "Wish Lists" of Proposals & Suggestions
10:45am – 11:15am	Trolley Tour of Homes (May 2025 Historic Preservation Month)
11:15am – 11:30am	BREAK
11:30am-11:50pm	Window Sponsorship Fundraising for Tybee Arts Center
11:50am-12:30pm	Fort Screven/North Campbell Neighborhood Local Historic District Project (CLG Grant Project)
12:30pm-12:45pm	BREAK
12:45pm-1:45pm	Administrative Planning, Action & Permit Reviews

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Purpose of Today's Meeting

- Review Where We Are: HPC's 2025 initiatives and project commitments
- Prioritize HPC opportunities (from SWOT and monthly meetings)
- Review planning for Trolley Tour of Homes (May 2025)
- Plan for Fort Screven Fire Station (Tybee Arts Center) Windows Restoration Sponsorship Program
- Discuss needs related to CLG Local Historic District Grant Project
- Plan for administrative actions and improvements
- Solicit input from HPC members, partners, city officials, and the community
- Increase awareness of the purpose and role of the HPC

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Getting to Know Each Other



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Trivia Icebreaker

- Fort Screven has six batteries. What is a battery?
  - ✓ A fortified emplacement for heavy guns
- What seven flags have flown over Tybee?
  - ✓ French, Spanish, Pirate, English, Confederate, Georgia and American
- What is the Tybee Lighthouse made of?
  - ✓ Masonry and metal
- How far does the Tybee Pier extend into the Atlantic Ocean?
  - ✓ 1,000 feet
- What was the name of the dance club on Tybee where the big bands of the 1930s and 40s came to play and who owned it?
  - ✓ The Brass Rail, owned by Willy Haar

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HPC Projects & Other Commitments 2025

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HPC Projects & Other Commitments

Central Tybee Island Residential National Historic District Application	• Revised Application submitted to SHPO on 11/13/2024 • Review (feedback) from SHPO received 1/10/2025--SHPO continues to agree with significance in the areas of Criterion A-Community Planning & Development and Criterion C-Architecture • A second revision of the Application is needed to apply the identifying characteristics from National Register Bulletin "Historic Residential Suburbs" • Launch public communication and outreach for the proposed district.
Develop a Local Historic District for the Fort Screven National Historic District and the North Campbell Neighborhood	• Cost-share grant project funded by GA DCA's Historic Preservation Fund Grant Program for Certified Local Governments (CLGs) • Phase 1 Historic Resources Inventory Update ends 1/24/2025; Phase 2 Developmental History starts 1/27/2025. Phases 3-5 also in 2025.
HPC Proposal for the Provision of Local Economic Incentives for Historic Preservation by the City of Tybee Island	• Draft proposal sent to City Manager and Community Development Director for comment on 1/9/2025. • Intent is to send proposal to City Council for consideration in this year's planning for the 2025-2026 FY budget.

HPC Projects & Other Commitments

National Historic Preservation Month (May 2025)	• Historic Tybee Trolley Tour of Homes • Complete installation of new and replacement historical signage (DPW)
Tybee Arts Center Window Restoration	• Plan and launch window sponsorship fundraising program • Possible grant applications in Fall 2025
Building Permit Application Reviews	• Review and make recommendations on building permit applications for structures 50 years and older • As appropriate, advise property owners of historical significance of their property
City Hall Renovation	• Ensure that Tybee Island Historical Society is provided copies of all photos taken during the restoration, including photos of features that were removed (e.g. murals)

HPC Commitments: Communication

City Council	CLG Grant Project (overview)	Promotion/Education
Presentation of HPC updates 2x/year per *HPC Procedures and Policies*	Maintain https://talktyb.org/hpc-clg-grant-project, city website, and social media postings	Proposed Central Tybee Island Residential National Historic District
Documented *HPC Annual Report* per *HPC Procedures and Policies*	Presentation of CLG Grant Project results to City Council at the end of each project phase	Historic Tybee Trolley Tour of Homes
Verbal/documented input to City Council on HPC positions/ concerns	Presentations & meetings with Planning Commission and City Council for input on local district nomination documents	Fort Screven Fire Station Window Restoration Sponsorship Program
Briefing on *Proposal for Local Economic Incentives for Historic Preservation*	Community and THIS meetings for input on draft designation and preliminary design guidelines	Building permit applicants, as appropriate
	Newspaper notices, public hearings of local district nomination	Lunch & Learn on Saving Historic Structures
		Redesign/overhaul HPC pages on city website

"Waiting List" Projects

- Develop a Proposal for a City of Tybee Island Annual Historic Preservation Award Program
- Develop a deconstruction ordinance in partnership with the City of Savannah (when Savannah moves forward)
- Prepare a case study on historic rehabilitation of 8 Logan Street cottage (when work is complete)
- Pursue galvanized metal ductwork for Tybee Arts Center (former Fort Screven Firehouse)
- 10 Year Update of Historic Resource Surveys ("must do" CLG grant application in Dec 2025)



Prioritize HPC Opportunities

(Compiled from SWOT Analysis and Monthly HPC Meetings 2024)



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HPC Opportunities (not in order)

A. Community Events for Fundraising
B. Annual CLG and GTHP Historic Preservation Grants
C. City Interest in Historic Tourism (beach alternatives)
D. Passionate Resident Preservationists
E. Partner with HSF on Façade Easements
F. Additional Historical Signage
G. Community Nostalgia
H. Historic Preservation Training from Association Memberships
I. Expanded Access to Historic Preservation Information Resources from Association Memberships
J. Community with a Rich History

Prioritize HPC Opportunities

- Are there opportunities to add to the list?
- Each participant has five votes to place anywhere they want. For example:
  - You can place one vote each on 5 different opportunities, or
  - You can place more than one vote on a single opportunity
  - You can place 2 votes each on 2 opportunities and 1 vote on a third opportunity



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May 2025 National Historic Preservation Month

Historic Tybee Trolley Tour of Homes

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Historic Tybee Trolley Tour of Homes

- May 3, 2025
- 9:00am-12:00pm & 1:00pm-4:00pm
- $45/person (tickets available soon)
- Board and disembark at Tybee Lighthouse
- Sponsorships: $250
  - Logo featured on all advertising including Thunderbolt digital billboard, social media posts and honorable mentions during the tours
- Volunteers needed for multiple shifts on day of the event
- Share your historic home! Additional hosts are welcome!



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Historic Tybee Trolley Tour of Homes

- *Proceeds to benefit historic preservation needs of the Fort Screven Fire Station (Tybee Arts Center)*
- *The Fort Screven Fire Station is a historically contributing property within the Fort Screven National Historic District*



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Historic Tybee Trolley Tour of Homes





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15 MINUTES PLEASE!

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Open the Window to Tybee's History!

Tybee Arts Association Building
(former Fort Screven Fire House)
Historic Window Restoration Project

The Fort Screven Fire Station is a historic gem on Tybee Island with a rich and varied history. Originally built to serve as a fire station for Fort Screven, this versatile building has been repurposed over the years and now houses the Tybee Arts Association and the Black Box Theater. Together, they create a vibrant space where creativity, history, and culture thrive. However, the building's historic windows need restoration to preserve its unique character and legacy. To address this, the Historic Preservation Commission is launching a Window Sponsorship Program to return these windows to their former glory and ensure the building continues to inspire future generations.



Former Ft. Screven Fire Station

Progress & Planning

The HPC Education and Promotion Committee, in collaboration with staff, has been working diligently to develop the program. After researching successful window sponsorship models, the committee has outlined the following steps:

1. **Dedicated Web Page**
   - A new page will be created on the website to provide details about the program.
   - Content will include the history of the building, the importance of restoring the windows, and why restoration is preferred over replacement.
2. **Sponsorship Details**
   - Sponsorships are set at $2,500 per window.
   - Sponsors will be honored with a brass plate engraved with their name (individual, family, business, etc.).

Progress & Planning

3. **Additional Contributions**
   - Contributions of any amount will be accepted to support the window restoration or the overall preservation of the Arts Association building.
4. **Merchandise Fundraising**
   - Other ways to contribute are being explored, such as selling t-shirts and Christmas ornaments featuring the historic Fire Station.




The Landmark for All Generations: Oklahoma's First Black Hospital Window Restoration Project helped the committee brainstorm additional elements to enhance the program:

- **Community Spokesperson**: A local community member could serve as a spokesperson for the sponsorship program. They could be featured in social media videos, the website, and other promotional materials, advocating for the program and encouraging their neighbors and friends to participate.
- **Informational Content**: Including a detailed description of why restoration is preferred over replacement, the restoration process, and an overview of project costs.

The Landmark for All Generations: Oklahoma's First Black Hospital Window Restoration Project helped the committee brainstorm additional elements to enhance the program:

- **T-Shirts**: Creating t-shirts featuring the historic building and a catchy slogan. Sponsors could receive t-shirts as part of their sponsorship, and additional shirts would be available for purchase by the public.
- **Sponsor Recognition:** Include a dedicated page to thank the sponsors who have generously contributed to the project.

Sponsorship Packet Draft


HISTORIC WINDOW RESTORATION SPONSORSHIP APPLICATION

The Fort Screven Fire Station is a beloved and historic building located on Tybee Island, Georgia. Built in 1899, the station has served the community for over a century and has played a significant role in the island's history. Over the years, the building has been repurposed, and today, it houses the Tybee Arts Association and the Black Box Theatre, as well as the Tybee Island Fire Rescue Department.

However, like many historic structures, the Fort Screven Fire Station needs preservation to ensure it continues to serve the community for generations to come. One of the most pressing needs is the restoration of the building's historic windows. These windows are an integral part of the building's character and architectural significance, and restoring them will help maintain the building's original beauty and charm.

The preservation of these windows maintains the building's historical integrity and honors the craftsmanship and dedication of the individuals who built and maintained it in the past. Rather than replacing the original windows with modern materials, restoring them allows us to retain the authentic look and feel of the building, which is a key aspect of its historical significance. Additionally, preserving the building's historic windows is an environmentally responsible choice. It reduces the amount of waste that would be generated by replacing the windows, and it also maximizes the building's energy efficiency. Historic windows can be restored to perform nearly like modern energy-efficient windows without compromising the historic value.

By restoring the windows, we're not just fixing a physical structure—we're preserving a piece of Tybee Island's history. This project will provide lasting value to the community, enriching the cultural landscape and helping the building continue to be a vibrant space for the arts.

The restoration of these windows is a significant undertaking, and we need your help to make it a reality. Through our Window Sponsorship Program, you have the opportunity to contribute to the preservation of this important landmark. Your sponsorship will help cover the cost of restoring one of the Fort Screven Fire Station windows, and in return, your name will be permanently honored on a brass plaque at the building.

Together, we can help ensure that this treasured landmark is preserved for future generations, so that it can continue to serve as a space for creativity, culture, and community for years to come. Your support will make a lasting impact on Tybee Island's cultural heritage.


HISTORIC WINDOW RESTORATION SPONSORSHIP APPLICATION

BUSINESS OR FAMILY NAME

CONTACT NAME PHONE NUMBER

EMAIL ADDRESS

ADDRESS

SIGNATURE DATE

SPONSORSHIP COST - $2,500

OFFICE USE ONLY

TOTAL FEES AMOUNT PAID

CHECK NO DATE RECEIVED

PLEASE RETURN WINDOW SPONSORSHIP FORM TO
TYBEE ISLAND HISTORIC PRESERVATION COMMISSION
403 BUTLER AVE. TYBEE ISLAND GA 31328

PLEASE MAKE CHECKS PAYABLE TO CITY OF TYBEE HPC

(912) 760-4274 | www.TYBEEISLANDHISTORICPRESERVATION.ORG | IMAGES ABOVE ARE OF CITY OF TYBEE ARK

Next Steps:

- Finalize Cost Assessment
- Develop the Sponsorship Program Materials
- Engage the Community Spokesperson
- Launch the Website
- Promote the Sponsorship Program
- Develop Merchandise for Fundraising
- Begin Restoration Work
- Track Progress and Provide Updates

This initiative is a unique opportunity to preserve a key piece of Tybee's history while inviting the community to leave a lasting legacy. Together, we can restore and celebrate this cherished landmark!

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Fort Screven/North Campbell Neighborhood Local Historic District Project (CLG Grant Project)

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What is the difference between a National District and a Local District?

National Historic District
- National listing
- Recognition
- Federal and state tax incentives available

Local Historic District
- Local designation
- Design review process
- No tax incentives



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Why is this project needed?



- Preserve the historical significance of Fort Screven
- Face the challenges of ongoing development pressures
- Improve local government and community understanding of historic preservation
- Address HPC lack of resources to determine historical significance of the North Campbell Subdivision (1919)

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What are some public benefits of the project?

- Improved community understanding of historic preservation
- Public confidence that decisions use a defined participatory process



- Saves Tybee history
- Supports cultural and historic tourism
- Protects preservation investments of property owners
- Potential for historic rehabilitation job creation
- Potential increase in property values

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WHAT IS THE PROJECT AREA?



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How will the project be conducted?

- Qualified historic preservation consultants
- Five phases with defined timelines and deliverables
- Reviews by:
  - Tybee Island HPC
  - Tybee Island Historical Society
  - State Historic Preservation Office (SHPO)
- Progress reports to City Council
- Public input from:
  - Residents
  - Community
  - Planning Commission
  - City Council
- Nomination through the established public hearing process

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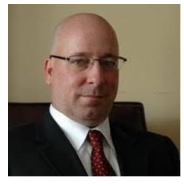
HPC's CLG Grant Project Consultants

SARA WARD
WARD ARCHITECTURE + PRESERVATION



BOB CIUCEVICH
QUATREFOIL HISTORIC PRESERVATION CONSULTING



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Phase 1: Local Historic Resources Inventory Update

Who?	HPC's Historic Preservation Consultants
What?	Gathering information to update portions of the *Tybee Island Historic Resources Survey Phase 2* (2017) 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?	When combined with the Phase 2 outputs, identifying the historic structures and their characteristics provides the basis for determining the district's boundaries and serves as an input to the district's design guidelines.

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Phase 2: Developmental History

Who?	HPC's Historic Preservation Consultants
What?	Establish the historical significance of the distinct areas and significant properties
Where?	Fort Screven National Historic District and the North Campbell Neighborhood
When?	January 27, 2025 – March 7, 2025
How?	Background research using primary and secondary information resources
Why?	The developmental history helps to establish the historical significance of the proposed local historic district and its historically-contributing properties. Along with the Phase 1 outputs, this helps to determine the boundaries of the district.

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Phase 3: Preparation of Nomination Documents

Who?	HPC's Historic Preservation Consultants
What?	Prepare preliminary design guidelines and draft designation ordinance. Historical characteristics of the setting, streetscape, scale, height, building materials and ancillary features will be defined and guidelines for their preservation will be established. Preliminary design guidelines for alterations, additions and new construction will be developed. Documents finalized by 9/12/2025. (See Phase 4)
When?	March 10, 2025 – September 12, 2025
How?	Uses the reconnaissance survey, background research, developmental history (outputs from Phases 1 and 2) and SHPO's guidelines as input. Other sources of input include consultation with HPC, the community, city attorney, etc. (see Phase 4) and review by SHPO.
Why?	A local historic district must be designated by a city ordinance. Design guidelines address preservation of historic character, ensure compatible development, and support the process for certificates of appropriateness.

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Phase 4: Education & Public Engagement

Who?	HPC Consultants, HPC Members, HPC City Staff
What?	Public input will be collected from property owners, residents and other stakeholders for consideration and incorporation into preliminary design guidelines and draft designation ordinance.
When?	June 2, 2025 – August 29, 2025 (concurrent with Phase 3)
How?	Community meetings, meetings with Planning Commission, City Council, Tybee Island Historical Society; outreach materials, social media and community postings, feedback forms.
Why?	To gain insight and input from property owners and to share information on the significance of these historic neighborhoods and historic preservation strategies as redevelopment tools.

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Phase 5: Nomination of Local Historic District for Nomination

Who?	HPC with technical support from HPC Consultants
What?	Finalized local historic district nomination and design guidelines presented to Planning Commission and City Council for review, recommendation and approval
When?	September 15, 2025 – December 31, 2025
How?	Following local government and community input, final district nomination and design guidelines reviewed by SHPO and city attorney. Documents updated to address their recommendations. The required public notifications and public hearings are held.
Why?	The City of Tybee Island Historic Preservation Ordinance sets out the requirements and process for designation of a local district.

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Public Outreach Example

STAY CONNECTED!

Engagement HQ
https://talktyb.org/hpc-clg-grant

TAKE A TOUR!



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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.

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15 MINUTES PLEASE!

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Administrative Planning



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Administrative Actions

- Approval of Meeting Minutes
  - HPC 12/9/2024 Monthly Meeting
  - HPC Education & Promotion Committee Meeting 12/11/2024
  - HPC Education & Promotion Committee Meeting 1/1/2025
- Monthly meetings 2nd Monday of the month
  - Reschedule February 2025 and March 2025 meetings
- Annual Elections
  - HPC Chair
  - HPC Vice Chair
- Appoint HPC Liaison to Tybee/MLK/Lazaretto Coalition
- Monitoring Planning Commission & City Council meeting agendas
- FY2026 HPC Budget Request

Administrative Planning

Modify *HPC Procedures and Policies for the Conduct of HPC Business*

- **Section 8. Nomination, Election and Resignation of HPC Members**

8.1 Each member of the HPC shall be appointed by the Mayor of Tybee Island and ratified by the City Council for a term of three (3) years. **Terms will end on December 31 of the term ending year.**

- ➢ Issue 1: Conflicts with Tybee Historic Preservation Ordinance
- ➢ Issue 2: Could lead to multiple vacancies at the same time

- ✓ Option 1: Delete the highlighted text
- ✓ Option 2: Make the highlighted text conditional (e.g. for the purposes of project completion, to avoid multiple concurrent vacancies, etc.)

Administrative Planning

Modify *HPC Procedures and Policies for the Conduct of HPC Business*

- **Section 3. Responsibilities of HPC Chair**
  - ➢ Retitle to "Responsibilities"
  - ➢ Add sub-section on "Responsibilities of HPC Vice Chair"
  - ➢ Add subsection on "Training Requirements"
    - ✓ CLG requires training of HPC Members
    - ✓ Consider additional training requirements to ensure our effectiveness as HPC members?

CLG Historic Preservation Training Requirements

The Georgia Certified Local Government Program Application and Procedures, Oct 2014 [2023]

Section II.B.2e: Each Commission member, and anyone serving the Commission in a technical assistance/professional staff capacity, shall attend at least one informational or educational meeting per year pertaining to historic preservation. Such meetings may include those sponsored by the Historic Preservation Division, the National Trust for Historic Preservation, the Georgia Trust for Historic Preservation, the Georgia Alliance of Preservation Commissions, the National Alliance of Preservation Commissions, university programs, or a local preservation organization.

Section II.B.5a: Ensure that at least one member of the Commission, the person serving as Commission technical staff…, or a representative appointed by the chief local elected official…will attend an orientation/training session sponsored by the Historic Preservation Division or approved by the Historic Preservation Division as specified in II.B.2e each year;

Section II.E.4 The certified local government must have at least one representative attend a training session during the year sponsored by the Historic Preservation Division as called for in II.B.5a of these procedures.

Section Related Information: HPC training is a Georgia Historic Preservation Division (HPD) requirement for Certified Local Government HPC members, who must attend training once every three-year term appointment.

Building Permit Application Review

- 601 Butler Avenue #18



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ADJOURNMENT



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HISTORIC PRESERVATION COMMISSION
tybee island

HPC Annual Planning Meeting, January 21, 2025 @ Fort Screven Guardhouse

Attendees: Holly Grell-Lawe (Chair), Mike Goldberg, Cara Cole, Marna Lewin, Jacilyn Ledford, Maggie Wright, Cassidi Kendrick **Guests:** Sarah Jones (HPC Advisor, Tybee Island Historical Society)
Observer: Dawn Shay (Forever Tybee)

PROJECT PLANNING SESSION – ACTIONS & DECISIONS

HPC Projects & Other Commitments 2025
HPC's 2025 work program is summarized on the HPC Planning Meeting slides. Project-related action items and decisions from the Planning Meeting are recorded in this document.

HPC Projects "Waiting List" (see meeting slides)

- Based on past HPC discussions and decisions, the waiting list projects are the next ones to be undertaken by HPC when time and resources were available and pre-conditions (if any) are met.
- A 10-year update of the *Tybee Island Historic Resources Survey* is required by the GA DCA for all Certified Local Governments. HPC will need to prepare and submit a proposal to the CLG Historic Preservation Grant Program in early 2026 for matching funds to initiate the 10-year update. HPCs that do not update their Historic Resource Survey every 10 years are not eligible for CLG Historic Preservation Grants.

Central Tybee Island Residential National Historic District Application

- Holly Grell-Lawe, Maggie Wright and Sarah Jones are scheduling a conference call with HPC consultant, Bob Ciucevich, to discuss comments received on the application from the State Historic Preservation Office and to plan HPC's revisions and response.

Local Historic District CLG Grant Project

- Transparency and consistent information/messaging by HPC members when discussing and outreaching the project to the community is critical.
- Holly Grell-Lawe has prepared a set of reference slides for HPC members and staff.

HPC Proposal for the Provision of Local Economic Incentives for Historic Preservation

- Holly Grell-Lawe will follow up with the Community Development Director and the City Manager for comments and feedback on the draft proposal sent to them on 1/9/2025.

City Hall Renovation

- Sarah Jones (HPC Advisor) and Cassidi Kendrick will follow up with City Engineer and City Hall renovation architect to ensure TIHS has copies or online access to all photographs taken during city hall renovation for permanent archival retention.

Tybee Arts Center (former Fort Screven Firehouse) Windows Restoration

- The HPC Education & Promotion Committee will communicate with TAA about HPC's planned Window Sponsorship Fundraising Program and ask them to join HPC in the effort as a co-sponsor.
- Social media postings, printed flyers and other outreach materials are planned.
- Historical information (narrative) used in promotional and educational materials to be reviewed and edited (as needed) by HPC Advisor, Sarah Jones, prior to issue.

Historic Preservation Month (May 2025) Trolley Tour of Homes

- Email Bob Ciucevich to confirm his availability for tour narration
- Finalize number of volunteers needed (at least 9 for the houses on the tour)
- Sarah Jones (HPC Advisor) will email TIHS volunteer base
- Lighthouse is providing free admission that day for trolley tour ticket holders

Historic Preservation Month (May 2025)

- Ask City Engineer (Public Works) to have all new and replacement historical signage (currently stored at TIHS offices) installed before May 2025
- Cassidi Kendrick has location information for each of the signs

HISTORIC PRESERVATION COMMISSION
tybee island

RESULTS OF VOTING TO PRIORITIZE HPC OPPORTUNITIES

(compiled from 2024 SWOT Analysis and Monthly Meetings)

HPC Annual Planning Meeting 1/21/2025

OPPORTUNITY *See meeting slides for full list of opportunities.*	**Number of Advisory Votes**			
	HPC Members	**HPC Partners**	**Community**	**TOTAL**
C. City Interest in Historic Tourism (beach alternatives)	9	1	2	12
B. Annual CLG and GTHP Historic Preservation Grants	8	1	1	10
E. Partner with HSF on Façade Easements	7	1	1	9
A. Community Events for Fundraising	7	0	1	8
H. Historic Preservation Training from HPC's Association Memberships	5	2	0	7
D. Passionate Resident Preservationists	0	0	0	0
F. Additional Historic Signage	0	0	0	0
I. Expanded Access to Historic Preservation Information Resources from Association Memberships	0	0	0	0

Note 1: *Prior to initiation of the voting, the group eliminated G and F. See meeting slides for full list of opportunities.*

Note 2: *9 participants were each given five votes. Participants could place their votes in any way; for example, place 5 votes for one item, or 4 votes for one item and 1 vote for a different item, or 2 votes for one item, 2 votes for a different item and 1 vote for a third item, etc.*

HISTORIC PRESERVATION COMMISSION
tybee island

HPC Annual Planning Meeting, January 21, 2025 @ Fort Screven Guardhouse

Attendees: Holly Grell-Lawe (Chair), Mike Goldberg, Cara Cole, Marna Lewin, Jacilyn Ledford, Maggie Wright, Cassidi Kendrick **Guests:** Sarah Jones (HPC Advisor, Tybee Island Historical Society) Patricia Sinel (Community Development Director) **Observer:** Dawn Shay (Forever Tybee)

ADMINISTRATIVE PLANNING SESSION – ACTIONS & DECISIONS

APPROVAL OF HPC MEETING MINUTES

- The HPC meeting minutes for December 9, 2024 were approved unanimously upon motion by Mike Goldberg and seconded by Marna Lewin.

APPROVAL OF HPC EDUCATION & PROMOTION COMMITTEE MEETING MINUTES

- The meeting minutes of the HPC Education & Promotion Committee for December 11, 2024 were approved unanimously upon motion by Cara Cole and seconded by Jacilyn Ledford.
- The meeting minutes of the HPC Education & Promotion Committee for January 8, 2025 were approved unanimously upon motion by Cara Cole and seconded by Marna Lewin

HPC 2025 MEETINGS

- HPC meetings are the second Monday of each month.
- This year, there is no need for HPC to move its February and March meetings as Planning Commission has changed its meeting dates to the fourth Monday of those months.
- Maggie Wright will ensure HPC's 2025 meeting dates are posted on the City Calendar.

LIAISON POSITIONS

- Marna Lewin will continue to serve as the HPC Liaison to the Tybee MLK/Lazaretto Creek Coalition.
- Mike Goldberg will serve as the back-up HPC Liaison to the Tybee MLK/Lazaretto Creek Coalition.
- NOTE: Sarah Jones will continue to serve as HPC Advisor and as Liaison to the Tybee Island Historical Society.

HPC ELECTED POSITIONS

- Holly Grell-Lawe nominated Cara Cole as HPC Vice-Chair for 2025. The nomination was seconded by Mike Goldberg. The vote for approval was unanimous.
- Cara Cole nominated Holly Grell-Lawe as HPC Chair for 2025. The nomination was seconded by Mike Goldberg. The vote for approval was unanimous.

MONITORING PLANNING COMMISSION & CITY COUNCIL MEETING AGENDAS

- Holly Grell-Lawe proposed that monitoring of the Planning Commission and City Council meeting agendas for items pertinent to historic preservation and HPC's interests be assigned to the HPC Vice-Chair. Approval of the proposal was unanimous.

MODIFICATION OF *HPC PROCEDURES & POLICIES FOR THE CONDUCT OF HPC BUSINESS*

- The HPC Chair advised the members that the *HPC Procedures* contain language that (1) conflicts with the City's Historic Preservation Ordinance and, (2) may cause HPC to have multiple vacancies at the same time. It was noted that this language had been added prior to the last review of the HPC Procedures by the City Attorney (8/12/2023), but may have been overlooked during legal review. The language states, "Terms will end on December 31 of the term ending year." [Section 8: Nomination, Election, and Resignation of HPC Members] Two options were discussed: (1) deleting the language in its entirety, or (2) making the language conditional (i.e. extending a member's term through the end of the calendar year for the purpose of technical or grant project completion or to avoid multiple HPC vacancies at the same time).
    - A motion to delete the language in its entirety was made by Cara Cole and seconded by Mike Goldberg. The motion was approved by a 4:1 vote. Voting against the motion was Jacilyn Ledford.
- The following changes to "Section 3: Responsibilities of the HPC Chair" were approved unanimously:
    - Change the title of Section 3 to "Responsibilities"
    - Add a subsection titled "Responsibilities of the HPC Vice Chair"
    - Taking account of the Certified Local Government (CLG) training requirements for HPC members, add a requirement that each HPC member annually attend at least one training in historic preservation.
- Members were reminded that HPC is operating under a red-lined version of the *HPC Procedures & Policies* until the volume and type of modifications justify the time and cost of legal review by the City Attorney. Holly Grell-Lawe will make the changes [red-lined] to the *HPC Procedures & Policies* as approved in this meeting.

HPC FY 2026 BUDGET PLANNING

- Requests for FY2026 budgetary funds from HPC members are due via email to Holly Grell-Lawe, Maggie Wright and Cassidi Kendrick by Friday, January 24, 2025. Identify the amount requested and the proposed use of the funds.
- HPC's FY 2026 budget request will include $200 per member for annual training and State Preservation Conference registration for 2 HPC members and 1 HPC city staff.

PERMIT REVIEW

- 601 Butler Ave #18 is part of the Tybee Terrace Cottages Complex. Field Survey ID#s 524-526 in the *Tybee Island Historic Resources Survey, Phase 1 (2016*). Permit application is for interior changes.
    - Recommendation to approve permit passed unanimously.

ADJOURNMENT

Motion to adjourn made by Cara Cole and seconded by Marna Lewin. Unanimously approved. Meeting adjourned at 1:45pm.

TYBEE ISLAND HISTORIC PRESERVATION COMMISSION (HPC)
PROCEDURES AND POLICIES FOR THE CONDUCT OF HPC BUSINESS

1. ROLE and PURPOSE:

The Tybee Island Historic Preservation Commission (HPC) works closely with the offices in the City's Community Development Department and the Tybee Island Historical Society to achieve goals as it relates to preservation. The Tybee Island Historic Preservation Commission is composed of members of the community that have a passion for preserving Tybee Island's history and historic buildings.

2. VISION:

To ensure the Island's historic fabric is maintained, appropriately improved and to increase awareness of incentives for measures taken for preservation.

3. RESPONSIBILITIES

3.1 Elections

The HPC Chair shall be nominated and elected annually by a majority vote of the members of the HPC. HPC members may, at their discretion, nominate and elect an HPC Vice-Chair annually by a majority vote of the HPC members.

3.2 Responsibilities of the HPC Chair

The HPC Chair has the following responsibilities:

a. Work in partnership with the Main Street Coordinator to achieve HPC goals and address HPC topics of interest and issues of concern
b. Provide leadership to the HPC
c. Serve as the chairperson for HPC meetings
d. Encourage the HPC's role in strategic planning
e. Ensure that a written HPC annual report is prepared and disseminated to the Mayor and members of the City Council
f. Present verbal updates on HPC activities and actions at least twice a year at City Council meetings

Resignation from the position of HPC Chair must be documented and emailed to the Main Street Coordinator, HPC Advisor and all HPC members.

3.3 Responsibilities of the HPC Vice-Chair

The HPC Vice-Chair may assume leadership responsibilities in the absence of the HPC Chair.

3.4 Training Responsibilities of HPC Members

Each member of the HPC shall attend at least one historic preservation training session annually and provide documented proof of the training (e.g., certificate, email confirmations, etc.) to the Main Street Coordinator.

4. HPC MEETINGS and QUORUM

4.1 The HPC shall meet monthly, on the second Monday of each month at 6:00 pm. Additional meetings, including workshops, may be scheduled as needed, with majority approval by HPC members.

4.2 At meetings of the HPC, the presence of three (3) of the five (5) voting members of the HPC constitutes a quorum for the transaction of business.

4.3 HPC meetings and proceedings therein shall operate according to these procedures and policies.

4.4 The HPC has established rules for HPC meetings when some members participate by speakerphone in an otherwise face-to-face meeting (see Section 10).

4.5 A face-to-face HPC Annual Planning Meeting shall be held each year in January or February. Participation of HPC members by speakerphone is not allowable for the Annual Planning Meeting. The Annual Planning Meeting may be in addition to or in lieu of the monthly HPC January or February meeting. The purpose of the Annual Planning Meeting shall be to:

a. Establish HPC's historic preservation initiatives and administrative and funding priorities for the next fiscal year
b. Solicit input from members of the HPC, city officials, HPC's partner organizations and the community on matters related to historic preservation for the City of Tybee Island
c. Increase awareness of the purpose and role of the HPC

4.6 The HPC shall have the right to hold an Executive Session upon majority adoption of a motion to do so.

5. AGENDA ITEM REQUESTS

5.1 Agenda item requests shall be submitted via email to the HPC Chair by COB on the Wednesday before the scheduled HPC meeting.

5.2 The Main Street Coordinator shall work with the HPC Chair to prepare the meeting agenda and shall send it to HPC members on the Friday before meeting.

6. ATTENDANCE POLICY

6.1 It is expected that each HPC member will attend all meetings of HPC. At each HPC meeting, the attendance of each member (present/absent) shall be recorded and incorporated into the meeting minutes.

6.2 Failure to attend four (4) or more meetings within a 12-month period shall be grounds for possible dismissal and replacement of an HPC member, unless an exception is made by the HPC Chair in consultation with the Main Street Coordinator and other HPC members.

7. COMMUNICATION POLICY

7.1 Media Policy. The Main Street Coordinator or Director of Communications and Outreach will coordinate interactions with the media. A member of the HPC should not serve as the point of contact for any media in the form of a press release, interview etc., unless approved by the Main Street Coordinator, the Director of Communications and Outreach, or the City Manager..

7.2 Community/Civic Engagement. The Main Street Coordinator or Director of Communications and Outreach will serve as the official spokesperson for the HPC. An HPC member should not speak, present, etc. on behalf of the HPC without the prior approval of the HPC and the Main Street Coordinator or Director of Communications and Outreach or the City Manager.

8. NOMINATION, ELECTION and RESIGNATION OF HPC MEMBERS

8.1 Each member of the HPC shall be appointed by the Mayor of Tybee Island and ratified by the City Council for a term of three (3) years.

8.2 Members shall not serve more than two consecutive terms. Members will automatically serve a second three-year term unless Mayor and City Council take action otherwise with respect to any member.

8.3 The HPC Chair shall appoint a Nominating Committee when there is a vacant position on the HPC. The Nominating Committee shall be composed of the following:

a. current HPC Chair
b. two (2) other HPC members
c. Main Street Coordinator, who shall serve on the Committee in an advisory capacity only

8.4 The Main Street Coordinator shall coordinate with City staff to ensure that the Tybee Island community is broadly notified of the HPC vacancies and the availability of the HPC Application form using social media, posting on the City's website and other media outlets as appropriate. The deadline for Applications shall be set by the HPC Chair.

8.5 The Main Street Coordinator shall ensure that all submitted HPC Applications are provided to the Nominating Committee. The Nominating Committee will review the Applications and develop and communicate their recommendation(s) to the members of the HPC for their consideration and approval.

8.6 The applications and HPC's final recommendation on the applications will be communicated to the elected city officials for appointment and ratification per the ordinance.

8.7 A resignation from the HPC by an HPC member must be documented in a timely manner and sent via email to the HPC Chair and Main Street Coordinator.

9. COMMITTEES

9.1 The HPC's Executive Committee shall include the HPC Chair, HPC Advisor and the Main Street Coordinator.

9.2 HPC shall have the right to appoint committees to assist in their work and to appoint committee members.

10. RULES FOR HPC MEETINGS WHEN SOME MEMBERS PARTICIPATE BY SPEAKERPHONE IN AN OTHERWISE FACE-TO-FACE MEETING

10.1 Participation by Telephone. HPC meetings shall be held at the City's Public Safety Building, but HPC members who cannot be present in person shall have the right to participate by telephone, subject to any limitations established within these procedures to govern such participation. Observers shall not have the right to participate by telephone.

10.2 Notification of Participation by Telephone Conference. HPC members who cannot attend a meeting in person, but who will attend via telephone conference shall notify the Main Street Coordinator at least 2 business days before the meeting date.

10.3 Call-In Information. For HPC meetings where one or more members will be participating by telephone conference, the Main Street Coordinator shall email to every member of the HPC, at least one business day before each meeting, the time and location of the meeting and the phone number and any access code (if applicable) to connect to the telephone conference call. The telephone conference call can use equipment provided by the City or use the telephone conference and speakerphone functions of the cellular phone of the Main Street Coordinator or an HPC member. If equipment provided by the City is used, the Main Street Coordinator shall schedule and set up the call 15 minutes before the start of the meeting. If a cell phone is to be used, all members participating by telephone shall be connected to the meeting at least 5 minutes before the start of the meeting.

10.4 Location of the Chairperson for the Meeting. The chairperson for the meeting must be present in the meeting room. In the event that the HPC Chair is participating by telephone conference, the Main Street Coordinator shall be the chairperson for the meeting.

10.5 Arrival Announcements. Members who participate in the meeting by telephone shall announce themselves at the first opportunity after joining the telephone conference call, but may not interrupt a speaker to do so.

10.6 Departure Announcements. Members who leave the telephone conference call or the meeting room before adjournment shall announce their departure, but may not interrupt a speaker to do so.

10.7 Quorum Calls. The presence of a quorum shall be established by roll call at the beginning of the meeting and on the demand of any member. Such a demand may be made following the departure of any member or following the akin of any vote for which the announced totals add to less than a quorum.

10.8 Obtaining the Floor. To seek recognition by the chairperson, a member shall address the chairperson and state his or her own name.

10.9 Motions Submitted in Writing. Members who participate in the meeting by phone may not submit motions in writing during the meeting, but are entitled to make motions orally. Members may, however, submit motions in writing by sending them at least 2 business days before the meeting to the HPC Chair and Main Street Coordinator. The Main Street Coordinator shall send any such pre-submitted motions by e-mail to all members in advance of the meeting and shall provide copies to the members present in person at the meeting.

10.10 Voting Methods. All votes shall be taken by roll call. Unless the HPC Executive Committee orders a fully recorded roll call vote, only the number of votes on each side and the number of members present but not voting shall be entered in the minutes. Business may also be conducted by unanimous consent.

10.11 Loss of Meeting Room Connection. Any business transacted while the meeting room speakerphone is disconnected from telephone conference call is null and void except for any business allowed to be conducted in the absence of a quorum. However, if after the speakerphone is disconnected there is a quorum physically present in the meeting room business may be conducted as permitted under this policy and the ordinance.

10.12 Technical Malfunctions and Requirements. Each member is responsible for his or her connection to the telephone conference call. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

10.13 Forced Disconnection. The chairperson for the meeting may disconnect or mute a member's connection if it is causing undue interference with the telephone conference call. The chairperson's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

11. PERMIT REVIEWS

11.1 In connection with HPC reviews of Certificates of Appropriateness and applications for building permits, it may be necessary at times for HPC to obtain first-hand information about the exterior features and characteristics of an historic structure through an on-site visit. The reason for an on-site visit will be clearly defined and documented.

11.2 In these situations, the Main Street Coordinator or HPC Chair will contact the homeowner or contractor to arrange for an on-site visit by HPC representatives. The reason for the on-site visit will be communicated to the homeowner or contractor. No on-site visits will take place without prior arrangements in place.

11.3 On-site visits will be conducted by teams comprising two members of the HPC, as agreed upon by a majority of the HPC membership. The HPC Advisor may also participate, at her discretion.

11.4 On-site visits by HPC representatives are limited to the examination of exterior features and characteristics of an historic structure. No examination of the interior of an historic structure is allowed, except by invitation of the homeowner or contractor.

11.5 The information gathered as a result of an on-site visit will be communicated to all HPC members for their use in the permit review process. The information will be communicated to HPC members prior to any vote on approval or disapproval of the permit application.

Document Revision History		
Issue No.	**Revision/Approval Date**	**Revisions**
1	September 2022	Initial Issue
2	February 9, 2023	Retitled; Reformatted entire document with section numbers; Minor text addition to section 3.1; Added Sections 3.1(e), 3.1(f), 3.2, and 4.4; Major text additions to Section 4.5; Added Section 4.6; Minor edits to Section 6.2; Added Section 8.2; Major edits to Sections 8.3-8.6; Added Sections 8.7, 9.1 and 10.
3	May 8, 2023	Added Section 11 Permit Reviews
	August 12, 2023	Issue No. 3 reviewed, edited and approved by City Attorney
4	June 9, 2024	Document Title changed to include Policies. Section 3.1 modified to require annual nomination and election of the HPC Chair. HPC Chair responsibilities renumbered as Section 3.2. Resignation of HPC Chair renumbered as Section 3.3. Workshops added to Section 4.1. Roberts Rules of Order deleted in Section 4.3 and HPC Procedures and Policies were added. Section 4.5 modified to allow for an HPC Annual Planning Meeting in February. Section 7.1 Added media coordination by Director of Communications and Outreach; Deleted approval by HPC members;

		Added approval by Director of Communications and Outreach or City Manager. Section 7.2 Added Director of Communications and Outreach as official HPC spokesperson; Added prior approval by Director of Communications and Outreach or City Manager. Section 8.3 changed one or more vacant positions to a vacant position.
5	January 21, 2025	Section 3 title changed to “Responsibilities.” Section 3 subsections were renumbered and titles added. Added subsection 3.3 Responsibilities of the HPC Vice-Chair. Added subsection 3.4 Training Responsibilities of HPC Members. Section 8.1 deleted text stating “Terms will end on December 31 of the term ending year.”