PLANNING COMMISSION
Ted Franks
Mack Kitchens
Robert J. Matkowski
Elaine McGruder
Lynn Moody
Ron Rimawi
Marie Rodriguez-Beebe

CITY MANAGER
Bret Bell

COMMUNITY DEVELOPMENT DIRECTOR
Patricia Sinel

CITY ATTORNEY
Edward M. Hughes/ Tracy O'Connell

CITY OF TYBEE ISLAND

Planning Commission Meeting
September 21, 2026 – 6:30 pm
Minutes of Meeting

Chair Elaine McGruder called the meeting to order at 6:30 pm, September 21, 2026. Planning Commission members in attendance were **Ted Franks, Mack Kitchens, Lynn Moody, Ron Rimawi** and **Robert Matkowski**. **Marie Rodriguez-Beebe** was absent. Staff members in attendance were **Patricia Sinel** and **Lisa Schaaf.**

Opening Ceremonies: Pledge of Allegiance

Consideration of Minutes for August 17, 2026. **Commissioner Ted Franks** made a motion to approve. **Commissioner Ron Rimawi** seconded. The vote to approve was unanimous.

Disclosures/Recusals: none

Old Business: none

New Business:

Variance: Setback Encroachment (finished new construction)–3 Hodges Street -R-2 – 40019 04007–Tom Oxnard (Toxannah Properties).
Community Development Director Patricia Sinel introduced the request and provided an overview. The applicants seek variance relief due to the construction of a new home in the setbacks. This was due to the failure of the applicant to provide a foundation survey as required and documented, and the staff error in not verifying the foundation survey was submitted after the foundation was finished. The setbacks encroachment was not found until after the home was completed and the as-built survey was submitted to staff. Justin Van Hecke of 62 Sugar Maple Street, Bluffton, South Carolina. Tom Oxnard of 501 E 50th Street, Savannah, Georgia. Approached the Commission and stated they are the owners and stated this is their first home they have built on Tybee Island and the foundation survey was something they didn't know had to be supplied.

Commissioner Lynn Moody made a motion to approve with staff conditions. **Commissioner Ted Franks,** seconded. Voting in favor of the motion was **Commissioners Ted Franks, Mack Kitchens, Lynn Moody, Ron Rimawi.** Voting against the motion to approve was **Commissioner Bob Matkowski.** Motion to approve passed 4 to 1.

Variance: Swimming Pool in Coastal Marshland Buffer and Buffer Pool Setback- 5 Alley 3 -R-2 -40010 03015 -Thomas McCarthy.

Community Development Director Patricia Sinel introduced the request and provided an overview. The applicant seeks to build a pool within the 25' coastal marshland buffer and impacting the 5-foot coastal marshland buffer pool setback. The vast majority of the property's back yard is in the coastal marshland buffer. **Thomas McCarthy,** who lives at 5 Alley 3, approached the commission and stated he would like to build a pool in his backyard. He feels like his hardship is the whole buffer is in his entire back yard. **Dawn Shay**, who lives at 5 Billfish Lane, stated the buffers do serve a purpose, and she is against this item. **Elizabeth Reed**, who lives at 202 Eagles Nest Drive stated she also shares the concern about a pool in the coastal marsh buffer and is against it. **David Roberts**, who lives at 603 6th Street, stated he is also against this item.

Commissioner Robert Matkowski made a motion to deny. **Commissioner Lynn Moody** seconded. Motion to deny passed unanimously.

Special Review: Accessory Dwelling Unit (Guest Cottage) - 1216 Venetian Drive -R-2 - 40011 01005 – Jim Bentley (Tony Lord)

Community Development Director Patricia Sinel introduced the request and provided an overview. The applicants seek to build a detached secondary living unit called a guest cottage. Guest cottages cannot be rented and must be used exclusively for housing members of the main building and their nonpaying guests. A neighbor supplied a letter of support. **Jim Bentley**, 1216 Venetian Drive, stated he is happy with doing whatever is needed for this plan. **David Roberts**, 603 6th Street, stated he is against this item.

Commissioner Lynn Moody made a motion to approve with staff conditions. **Commissioner Ted Franks,** seconded. Motion to approve passed unanimously.

Map Amendment: 0 Butler Avenue – R-2 to C-2 - 40004 02003 – New Fire Station-City of Tybee Island.
Site Plan Approval: 103 Butler Avenue/0 Butler Avenue – C-2 - 4000402004/ 40004 02003 – New Fire Station-City of Tybee Island.

Community Development Director Patricia Sinel introduced the request and provided an overview. The proposed development will be future location of the City of Tybee Island's Fire and Rescue Department. The proposed structure will be a two-story structure, elevated and flood-proofed to meet the flood damage prevention requirements. Patricia stated she is requesting to have a masonry fence wall put up between the residential and non-residential uses. **Tadd Rubin**, the Operations Captain for the City of Tybee Island's Fire and Rescue Department. **Capt. Rubin** stated the front and back driveway aprons have enough room for the trucks to be washed or worked on without being in any street. **Debbie Macrin**, 101 Butler Avenue, Unit F, stated she is on the board of the homeowner's association for Beach Pointe Villas at 101 Butler Avenue, and she is here to represent the owners. She stated they have concerns on some things like the masonry wall, the traffic, the drainage, the sirens, where they will be placed. **Patricia Sinel** stated all the traffic issues will be addressed, and with GDOT approval.

Commissioner Lynn Moody made a motion to approve with staff conditions. **Commissioner Ted Franks,** seconded. Motion to approve passed unanimously.

Other Business: Rules of Procedure.

Community Development Director Patricia Sinel asked if the commission had any changes or would like to vote on the rules of procedures.

Commissioner Ted Franks made a motion to approve as proposed. **Commissioner Lynn Moody** seconded. Motion to approve passed unanimously.

Adjournment: 8:40 pm

Lisa L. Schaaf