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
April 20, 2026 – 6:30 pm
Minutes of Meeting

Chair Elaine McGruder called the meeting to order at 6:30pm, April 20, 2026. Planning Commission members in attendance were **Ted Franks, Mack Kitchens, Robert Matkowski.** Commission member absence were **Lynn Moody, Ron Rimawi,** and **Marie Rodriguez-Beebe**. Staff members in attendance were **Patricia Sinel** and **Lisa L. Schaaf.**

Opening Ceremonies: Pledge of Allegiance

Consideration of Minutes for March 23, 2026. **Ted Franks** made a motion to approve. **Bob Matkowski** seconded. The vote to approve was unanimous.

Disclosures/Recusals: none

Old Business: none

New Business:
Site Plan Amendment: TIMSC Backyard Improvements – 37 Meddin Dr - 40001 03012 -Tybee Island Marine Science Center.
Patricia Sinel stated this is an amendment to the existing site plan for proposed back yard improvements. Staff recommends approval. **Chantal Audran** stated the backyard is an accentual part of the Marine Science center to open up our programming. **Robert Matkowski** made a motion to approve. **Mack Kitchens** seconded. Motion to recommend approval was unanimous.

Special Review: Home Occupation and Sales - 1610 Chatham Ave - 40008 13007 – Cristy Sorrow.
Patricia Sinel stated this is a single-family home in the R-2 district with the applicant is renting the home. Applicant is requesting a home occupation for a cottage bakery and limited outside sales. Staff recommends approval. **Christy Sorrow**, who lives at 1610 Chatham Avenue stated the pickup times would be from 8:00am to 12:00pm only on Saturdays. She would also like to have a tent on her driveway for pickups. **Kurt Balcom,** who lives at 408 McCleod Street, Tybee Island, stated he lives right behind 1610 Chatham, and he is not in favor of the business, stating it will cause more traffic congestion problems. **Mack Kitchens** made a motion to deny. There was no second. Motion failed. **Ted Franks** made a motion to approve. There was no second. Motion failed. **Robert**

Matkowski made a motion to approve without the tent and the hours only from 8:00am to 11:00am. And too only allow two people at a time to pick up. Changed motion to approve the home occupation and limit to two people at one time. There was no second. Motion failed.
Ted Franks made a motion to approve the home occupation. There was no second. Motion failed.
Ted Franks made a motion to approve, with conditions that the hours are from 8:00am to 10:00am and only two people at a time with no tent in driveway. **Bob Matkowski** seconded. Voting for the motion was **Ted Franks** and **Bob Matkowski.** Voting against the motion was **Mack Kitchens.** Motion to recommend approval with conditions passed 2 to 1.

Director's report
Patricia Sinel introduced Sustainability Coordinator **Shelby Gore** and provided a recap on City Council decisions. The minor subdivision 909-911 Lovell approved by vote of 4-2. 1415 6th Avenue variance was denied. 18 Pulaski has been tabled till April 23rd. Variance for 1801 Butler Avenue only the staircase from the second floor to the proposed third floor was approved, with the requirement the front entry staircase be relocated out of the city's right of way; all other variances for that address were denied. Regarding 103 Byers Avenue, the site plan with the variance for parking, the parking variance was denied and as they could not meet parking, the site plan was not addressed. The revision for the major subdivision for 708 Ocean Drive was approved.

Adjournment: 8:00 pm

Lisa L. Schaaf