

Community Participation Plan Tybee Island Master Plan



Submitted to:

**Georgia Department of
Community Affairs**

By:

City of Tybee Island, Georgia

March 2007



COMMUNITY PARTICIPATION PLAN

Tybee Island Master Plan



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By:
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Introduction

The word community can be defined as a population of people living in a common location. There can be a wide variation when it comes to the basic social, professional, economic, and political values of the residents that make up a community. In preparing a Comprehensive Plan, it is important to work with citizens to identify the issues and challenges unique to their community. The comprehensive planning process begins with an evaluation of the current strengths and needs of the community followed by a vision for the future. This Community Participation Program is designed to give citizens the opportunity to take part in the planning process in an effort to gain support for proposed programs from the public and to produce a document that best reflects the overall vision for the community. An innovative and comprehensive public involvement program will ensure that the public feels vested in results of the planning process.

The Department of Community Affairs (DCA) requires that a Community Participation Program be implemented as part of the Comprehensive Planning Process as outlined in the Rules for Comprehensive Planning, Section 110-12-1-.04. The goal for the Program as outlined in Rules is as follows:

“The purpose of the Community Participation Program is to ensure that the local comprehensive plan reflects the full range of community values and desires, by involving a diverse spectrum of stakeholders in development of the Community Agenda. This broad-based participation in developing the Community Agenda will also help ensure that it will be implemented, because many in the community are involved in its development and thereby become committed to seeing it through.”

The DCA also requires that a plan for the Community Participation Program be developed and submitted to DCA for approval prior to the start of the public involvement process. This document outlines the City’s strategy to develop and implement a public involvement program for the City of Tybee Island Master Plan and is hereby submitted to DCA for approval.

1. Scope

The mission of the Community Participation Plan is to provide citizens the opportunity to make their voices heard by taking part in the development of the Comprehensive Plan. An effective community participation program should be designed to educate the public as well as provide an opportunity for citizens to be part of the planning process. The participation strategies outlined in this report have been selected to assure that citizens understand the planning process and that multiple opportunities for public involvement exist.

To facilitate the development and submittal of the Community Assessment and this document (the Community Participation Plan), two public involvement strategies have already been implemented. A technical advisory committee, the “Project Team,” was established to provide feedback to the planners and shape the overall planning process. The Project Team included a small number of representatives from the City of Tybee Island, City Council, and the business community. Two public meetings were also held, in accordance with the DCA Rules for Comprehensive Planning, to introduce the Plan and increase public awareness before the Community Assessment and Community Participation Plan are submitted to the DCA.

Upon approval of the Community Participation Plan from the DCA, the City will “kick-off” its public involvement program with an Open House. The Open House will give citizens the chance to learn about the Plan and express their opinions in an informal setting. Educational material will be available at City Hall, on the website, and on the cable channel to keep the public informed throughout the process. A Stakeholder Committee will be convened to review the draft development strategies, and the issues and opportunities presented in the Community Assessment. Finally, prior to submittal of the Community Agenda, at the conclusion of the planning process, a third public meeting will be held to present the Agenda to the public.

The following public involvement strategies have been selected by the City as part of the public involvement strategy and are discussed in this report:

- Open House
- Stakeholders Committee
- Community Survey
- Handouts
- Website
- Cable Channel

In most cases, informing and educating the public is not enough. The most successful strategy is one that also gets citizens involved in the decision making process that will shape the future of their community. The City intends to accomplish this goal by providing various levels of public involvement, which have the potential to reach all citizens. A web survey will be administered in order to provide an avenue for the general public to provide input. Citizens that want to take a greater role in the planning process will have the option to participate in community events such as public meetings and the Open House. Lastly, the Stakeholders Committee will allow citizen representatives the opportunity to work directly with the Project Team.

Implementing the tasks outlined in this report will improve the overall quality of the Plan by defining the values of the community and working together to accomplish those goals. Additionally, involving the public during the planning stage will help to garner support for the Comprehensive Plan and its eventual implementation.

2. Project Team

A technical advisory committee has been established to gather technical information, provide feedback to the project managers, and to ensure that the Master Plan accurately represents the City's vision for the future. The team includes representatives from various City departments, the City Council, and community groups, as listed below:

Project Team (11 members)

- City Manager
- Community Development Director
- Finance Director
- City Council
- City Planning Commission
- Economic Development Committee
- Tybee Historical Society
- Tybee Neighbors
- Tybee Board of Realtors
- Tybee Arts Commission
- Tybee Beautification

The Project Team has met on a regular schedule to oversee the development of the Community Assessment and Community Participation Plan. Please see Appendix A for a copy of meeting summaries. The following list details the early efforts of the Project Team:

- *Existing Land Use Map:* Fieldwork was conducted to verify the existing land uses. The Project Team then reviewed the existing Land Use map and made the appropriate updates.
- *Community Character Map:* The Project Team analyzed the current land use distribution and development patterns and established a vision for the future that is illustrated in the Community Character map.
- *Areas Requiring Special Attention (ARSA):* The Project Team used the existing Land Use and Community Character maps to develop the ARSA map. Areas were identified based on the consistency between current trends in a given area and the future vision for the community.
- *Issues and Opportunities:* The Project Team reviewed the State Planning Recommendations and created a comprehensive list of issues specific to Tybee Island that need to be addressed in order to meet the goals outlined in the Plan. A list of opportunities was developed based on the identified issues.
- *Data Assessment:* The data assessment evaluated a variety of demographic trends that need to be considered in the scope of long-term planning. Population growth, a growing elderly population, and increasing property values are just a few items gathered from this assessment. Other factors analyzed by the Project Team were income, employment, housing, economic trends, utilities, education, natural resources, and coordination between governments.

The Project Team will continue to meet throughout the planning process. The initial findings of the Project Team will be updated and revised based on feedback generated during the public involvement process.

3. Public Hearing

The state minimum standards require that a Public Hearing be held before City Council to inform the public regarding the status of the Master Plan and to adopt a resolution to submit the Community Assessment and Community Participation Plan to the DCA. The Project Team presented the Community Assessment and Community Participation Plan to the City of Tybee Island Planning and Zoning Commission on February 20, 2007 and at the City of Tybee Island Council on February 22nd. Both meetings were open to the public and advertised in accordance with City procedures. Schedules were posted on the City's website and agendas were made publicly available at City Hall before the meetings. Please see Appendix B for copies of the agendas for these meetings. The following items were presented at both Public Hearings.

- Existing Land Use Map
- Community Character Map
- Areas that Require Special Attention Map
- Issues and Opportunities
- Data Assessment
- Quality Community Objectives Assessment
- Public Involvement Strategy
- Project Schedule

The initial public meetings will provide citizens with an opportunity to ask questions and voice any concerns about the proposed strategy for public involvement and plan development. Another round of Public Hearings will be held prior to final adoption of the Community Agenda.

4. Identification of Public Participation Techniques

4.1 Stakeholder Committee

A great part of the success of the Comprehensive Plan will be dependent on Stakeholder involvement. Effective involvement of key individuals/groups from the community will ensure that the Plan gains community wide support, addresses the issues and concerns of the general population, and is ultimately implemented. The benefits of Stakeholder involvement include:

- Citizens increasingly desire to be involved in decisions that affect their community.
- People with different areas of expertise contribute ideas, resulting in a well thought out plan with better solutions.
- Fellow citizens tend to support programs that have Stakeholder involvement.
- By allowing residents, special interest groups, and business leaders to be involved, planners and decision makers have the chance to think “outside the box.”
- Involving “citizen experts” helps facilitate communication.
- Working together provides the opportunity to understand other people’s concerns and issues.
- Stakeholder involvement allows for a more interconnected community.
- Stakeholder support builds program momentum and keeps the project moving forward.
- Stakeholder comments are heard and responded to early in the process, which leads to more effective program implementation and future acceptance.

The Stakeholder process allows individuals to make significant contributions to the planning process. It has been our experience that Stakeholders in a community often agree that government needs to take action to protect them from various perceived risks (health, safety, environmental issues, undesired development patterns, etc.).

It is important that a free flow of information be maintained between the City and the Stakeholders as well as within the Stakeholder Committee. This is important because the people that comprise the Stakeholder Committee live and work within the community, and they will be the best resource to convey the Plan’s message. The City should consider that in order to effectively implement the future Comprehensive Plan, the Community Participation Program must create an awareness of land use, development, and community related issues and opportunities.

4.1.1 Selecting the Stakeholders Committee

The key Stakeholders are typically comprised of representatives from the general public, residents, professionals, business and industry leaders, church and civic leaders, media representatives, special interest groups, City staff and elected officials.

It is important that the Stakeholder group consist of a diverse assortment of local representatives with different perspectives on the issue. The initial focus of the Community Participation Program will include the involvement of key Stakeholders that possess a high degree of trust and credibility with their fellow citizens. These Stakeholders will represent a broad range of backgrounds from business leaders to church leaders to neighborhood groups to developers. Tybee Island has identified the following Stakeholder groups to be included in this process:

- Project Team Members
- City Council
- Planning and Zoning Commission
- Environmental Advocacy Groups
- Business/Economic Development Representatives
- Homeowners Associations
- Tybee Arts Commission
- Tybee Historical Society
- Tybee Board of Realtors
- Interested Citizens

In the selection of Stakeholders, the City will make an effort to recognize and be cognizant of what the general public's perception typically entails. The selected group of Stakeholders should be chosen such that their diversity ensures that the City's Comprehensive Plan reflects the goals and objectives of the various communities within the City. The key to success will be achieving a consensus among the group on the future vision for the City of Tybee Island. Once this is accomplished, this diverse group of Stakeholders should be able to "get the word out" to their fellow citizens and business associates that the Comprehensive Plan will be beneficial to the citizens of Tybee Island and the future of their community.

4.1.2 Stakeholder Meeting Strategy

The Stakeholder Committee will be scheduled to meet four times throughout the planning process to review progress and provide feedback to the Project Team. The following is a proposed list of topics to be discussed at each Stakeholder meeting.

- Meeting 1 – Visioning
- Meeting 2 – Development Patterns and Strategies
- Meeting 3 – Issues and Opportunities and Quality Community Objectives
- Meeting 4 – Review and Consensus

The Project Team will provide “read ahead” material to the Stakeholder Committee prior to each meeting. Experience has shown that supplying “read ahead” material leads to more productive meetings by allowing the Stakeholders to review the information in advance. Stakeholder meetings will be held in an informal but professional manner to create an environment that will facilitate participation and to show due respect to the participants who are donating their time. Meetings will be held after work hours and will be limited to a maximum of two hours per meeting. If more meetings are required to meet the goals set above, the Stakeholder Committee will be asked for an additional commitment.

4.2 Community Survey

In an effort to increase public involvement, the Project Team will develop a community survey to gain feedback from citizens. The community survey is an effective tool as it is available to a large population at a minimal cost for the City and a minimal time commitment to the participants. A digital survey will be posted on the City website and hard copy surveys will be available at City Hall and at the Open House. The survey will contain questions on a wide range of community related topics. The City is also exploring the option of a photographic survey. This would include showing pictures of different development patterns and asking citizens to rate them.

The results of the surveys will be tabulated and examined by the Project Team. Based on the results, the Project Team will incorporate the main issues and concerns of the citizens into the development of the future vision.

4.3 Open House

Community meetings or “open houses” are one of the best and most commonly utilized approaches to facilitate public education and involvement. Typically, the public is invited to meet with City staff and the City’s representatives. At these meetings, the various issues will be presented in an informal manner such that citizens will have the opportunity to ask questions and provide feedback on the direction of the planning process.

The City will host an Open House to introduce the Community Assessment to the public at the beginning of the Community Participation Program. The Open House will be held at City Hall and will allow for informal interaction between the citizens and members of the Project Team. Citizens will be able to view map displays and have one-on-one discussions with Project Team members about specific elements of the Plan. Handouts, the community survey, comment cards, and other information will be distributed in an effort to educate the public and get feedback. The City will advertise the event by issuing a press release through the local newspaper, posting information on the website and cable channel, and providing information about the Open House at City Hall.

4.4 Public Information & Outreach

In addition to the strategies identified above, the City will produce handouts to update citizens about the content and progress of the comprehensive planning process. The City will also ensure that all community participation opportunities are well publicized, so that all residents and property owners in the City of Tybee Island have an opportunity to provide input. The City will utilize the following Public Information techniques:

- *Media Kit (Press Package).* A packet of information will be provided to the press containing information/facts to write an article (or a series of several articles) on the Comprehensive Plan. This press release will also contain information on the Stakeholder Committee, Open House, and Community Survey. A City contact name and phone number will also be included.
- *General Mail-Out.* The City of Tybee Island will perform one mass mailing to all Tybee Island property owners. The mailing will consist of a post card that lists all of the public involvement opportunities and dates, and will list the web link for taking the Community Survey.
- *Utility Bill Information.* The City of Tybee Island will include information on the Community Survey and other public involvement/information opportunities in two utility billings. This task will be performed at the beginning of the community participation program to encourage residents of the City to get involved in the process and will be repeated towards the end of the program to give residents a “last chance” to participate.
- *Informational Handouts(s).* These handouts and/or fact sheets will be simple and straightforward in order to explain the Comprehensive Planning process and what it is designed to accomplish. There may be more than one handout to explain various aspects of the Comprehensive Plan. The brochures will be made available at City Hall and will be distributed at public meetings.
- *Local Cable TV.* Public service information/announcements (PSAs) are an excellent way of getting information out to the public. The PSA will provide information on the status and dates of the Community Participation Program. Important milestone dates will be advertised as appropriate on the cable access channel.
- *Websites.* Websites are a great method of getting information out to a large group of people. A section or link will be added to the City’s website for the Comprehensive Plan that will allow for quick immediate information for the general public. The webpage will include information on the program, dates for public meetings, the community survey, and a link to e-mail any questions or concerns. This website address will be listed in all materials designed for the program. The website also provides an opportunity to catalog appropriate public documents and make them available to the public through use of downloadable PDF files.

4.5 Public Involvement Schedule

Public Involvement Tasks	2007											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Approval of Strategy from DCA												
Open House												
Stakeholder Committee												
Select Stakeholders and Read Ahead Packet												
Meeting 1: Visioning												
Meeting 2: Development Patterns												
Meeting 3: Issues, Opportunities, & QCOs												
Meeting 4: Consensus												
Survey												
Public Information												
Media Press Kit												
General Mail-Out												
Utility Bill Information												
Informational Brochures												
Cable Access Channel												
Website												
Final Public Meeting												

Appendix A
Project Team Meeting Summaries



**CITY OF TYBEE ISLAND
MASTER PLAN**

Project Team Meeting Summary
October 30, 2006

MEETING SUMMARY

I. New Master Plan/Comprehensive Plan Requirements

ISE presented an overview of the New Master Plan & Comp Plan requirements according to the new DCA format.

II. Review of Master Plan Schedule

ISE presented and discussed the Master Plan schedule and important dates.

III. Development Pattern Assessment

- a. Existing Land Use Map – The draft existing land use map was reviewed by the project team. The process for collecting land uses was discussed and the land use categories defined. The Project Team wishes to further identify and “call out” rental properties. ISE will work with the City to obtain a list of rental properties and begin to include these properties on the existing land use map. The City limits will also be added to both maps.
- b. Community Character Areas – The draft Community Character map and definitions were presented and reviewed by the Project Team. The following revisions were done to the Character Map. An updated Character map is also included in the attachments for review.
 1. Renaming of “Lazaretto Creek Activity Center” to “Lazaretto Creek Maritime District”
 2. Combining the “Hammocks” character area to be included as part of the “Marshfront Neighborhood”
 3. Extend the Riverfront Neighborhood east to account for the more residential area previously included in the “Arts, Eats, Eco Activity Center” area.
 4. Extension of “Arts, Eats, Eco Activity Center” east on Butler to include commercial development on both sides of the street.
 5. “The Strand” character area will be created and the existing “Tybrisa Neighborhood” will be revised to include just the residential area south of the Strand.

Based on the initial feedback from the Project Team, a number of revisions were made to the Character Area definitions. Included in

the attachments is an updated draft of the Character Area definitions.

IV. Next Meeting

The next Project Team meeting will be **Tuesday, November 28th, 2006 from 7:00 – 9:00 at City Hall**

ISE will send an email containing draft versions of the data assessment and Areas Requiring Special Attention Map by November 17, 2006 to allow the Project Team time to review the material before the next meeting.



**CITY OF TYBEE ISLAND
MASTER PLAN**

Project Team - Meeting Summary

November 28, 2006

7:00 PM – 9:00 PM

MEETING SUMMARY

I. Existing Land Use and Character Areas

Feedback is still welcome regarding the Existing Land Use and Character maps & definitions. There will also be an opportunity to revise these maps as we move forward with the Community Agenda.

Based on feedback from the last meeting, the boundaries of the character map will be redrawn to match the City Limits.

II. Data Assessment

- a. The data assessment was summarized and presented to the project team. Major items discussed were population breakdown, housing, income, economic trends, existing facilities and services, etc.
- b. Rental Property Database – The Project Team reviewed the rental property map and added properties that were missing. Those revisions will be made and another draft of this map will be sent out prior to the next meeting. ISE will also be conducting a “windshield survey” to confirm and gather any rental properties that may be missing from the current map.
- c. General Comments – There was some confusion when using the word “Rental.” The language will be changed in all instances to differentiate between long-term rentals and seasonal rentals.

III. Areas Requiring Special Attention (ARSA)

- a. First draft was reviewed and commented on.
- b. ISE will revise the “Significant Development Pressure” category to include all property with the “R-2” zoning classification.
- c. Other additions to the map include: Camp Ground, Conservation Easements, Maritime Forests, Tree Inventory, Bike trail, and Tybee Walking trails. Note – the addition of these items is limited to the availability of existing data sets.

- d. The Project Team mentioned Rachael Perkins as a contact for some of these data sets. ISE will contact her to see if she is willing to share some of her information and efforts.

IV. Issues & Opportunities

The Project Team began identifying issues and opportunities as they relate to the island. Some of the topics discussed include: establishing more activities for tourists, creating more service related industries, attracting and retaining small businesses, family-oriented marketing campaign, expanding/showcasing the arts, business development, providing services for older residents, creating a venue for small conventions, etc. ISE will organize the issues and opportunities based on the 7 general categories prior to the next project team meeting.

V. Next Meeting

Tuesday December 12th, 2006 @ 7:00PM



CITY OF TYBEE ISLAND

MASTER PLAN

Meeting Summary

December 12, 2006

7:00 PM – 9:00 PM

MEETING SUMMARY

- I. **Issues & Opportunities – The Project Team went through all 8 categories and came up with a list of issues & opportunities for the City. Some of the main items discussed are listed below:**
 - a. Population
 - i. Aging population
 - ii. Decreasing household size
 - iii. Lack of activities for tourist
 - b. Economic Development
 - i. Small business retention & development
 - ii. Family-oriented marketing campaign
 - iii. More services for permanent residents
 - c. Natural & Cultural Resources
 - i. Inventory of historic/cultural sites
 - ii. The effect development has on habitat
 - iii. Need for more recreational activities
 - d. Facilities & Services
 - i. Educational packet for new residents on City services
 - ii. Potential to use gray water
 - iii. Providing services to a growing population
 - iv. Swimming pool
 - v. Wastewater & water capacity
 - vi. Signage
 - e. Housing
 - i. Affordability
 - ii. Dramatic increases in property values
 - iii. Redevelopment of historic houses
 - iv. Exploring more affordable housing options
 - f. Land Use
 - i. Restrict down-zoning
 - ii. Allow upstairs residential/downstairs commercial in C-2 for long-term rentals.
 - g. Transportation
 - i. Park & Rides
 - ii. On island transportation

- iii. Easements to connect McQueen's trail
- iv. Parking on Butler
- v. City taking control of Highway 80
- vi. Streetscape improvements
- vii. Traffic calming measures
- h. Intergovernmental Coordination
 - i. Coordination with other local governments

An updated Issues & Opportunities document will be emailed out for the Project Team to review.

II. Data Assessment – Population Projections

- a. ISE presented a comparison of population projections done by DCA and those projected using the City's building permit data. The building permit data resulted in extremely high future numbers. ISE will get the Certificates of Occupancy (COs) from the city and use this data to project future population.

III. Maps

- a. Maps were reviewed and marked up at the end of the meeting. Revisions will be made and 8.5x11 versions of the updated maps will be emailed out.

IV. Next Meeting

Monday, January 22nd, 2007 from 7:00-9:00PM



**CITY OF TYBEE ISLAND
MASTER PLAN**

Meeting Summary
January 22, 2007
7:00 PM – 9:00 PM

MEETING SUMMARY

<u>Attendees:</u>	<u>Affiliations</u>
Jan Fox	City of Tybee Island
John Major	Tybee Neighbors
Cullen Chambers	Tybee Involved Historical Society
Sharon Marshall	City of Tybee Island
Bill Garbett	Tybee Island Planning Commission
Richard Adams	Tybee Art Association
Elizabeth John	TIMSC
Shirley Sessions	Tybee Island City Council
Bonnie Gaster	Realtor Resident
Diane Schleicher	City of Tybee Island
Courtney Power	Integrated Science & Engineering

I. Public Involvement Plan

The Project Team (PT) reviewed the Draft Public Involvement Plan that included the following elements:

- Stakeholder Committee
- Public Meetings
- Opinion Survey
- Open House
- Public Information
- Website

The PT was pleased with the methods identified in this plan for public involvement and outreach. The PT made the following comments related to each item.

Stakeholder Committee Meetings: The PT wanted to hold the first meeting in April (with invitations going out in March) to ensure that at least two meetings could be held before the summer. The four meetings will be held in April, May, June, August. July will be skipped due to summer vacation.

Public Meetings: In accordance with DCA requirements public hearings must be held prior to submittal of the Community Assessment and Community Participation Plan. A presentation will be made to the Tybee Island Planning Commission on February 20, 2007, and to the Tybee Island Council on February 22, 2007. The documents will be submitted to EPD shortly thereafter.

Opinion Survey: The PT wants to ensure that once the survey is publicly available that as many people as possible have access to it, and are encouraged to complete it. It will be available on the City's website, and hard copies will be available at City Hall. The City will send out a mass mailing of note cards to everyone on the tax digest directing people to the web-link. The City will also put a notice on the utility billings to reach people who may not be property owners, but renters. A press release will also be provided to local newspapers. These methods will also be utilized to ensure that all of the public involvement events are well publicized. The PT will work on the survey in February, so that it can be released in March. The PT also expressed concerns about people taking the survey more than once. ISE will investigate the possibility of limited the number of times a survey can be submitted from the same computer. The PT also discussed the possibility of asking people to provide a street address with the survey.

Open House: No comments.

Public Information: The PT wanted to be sure that all materials related to the Comp Plan were available on the web site.

Website: The City of Tybee Island will work with ISE to provide a web page dedicated to the Comp Plan process. All meeting summaries will be uploaded to this site.

The Community Participation Plan will be updated to address these issues, and a revised draft will be provided to the City and Project Team for review by the week of February 5, 2007. The documents will be finalized for submittal to the Planning Board and City Council by the week of February 12, 2007.

II. Data Assessment (Technical Addendum)

The PT discussed the census data provided in the Data Assessment and asked ISE to make the following changes/additions.

- Jan provided updated numbers of water and sewer accounts to check against populations figures.

- Add percentage increase in Table 1 & 2.
- Make sure table references match.
- 'Add a graphic to compare household income with average price of housing.
- Update housing price data with information from the Tax digest and realtors.
- Under household distribution, 50% of households earn less than what figure? Would like to compare this to County.
- Add data from the Tybee Tourism Council (part of the Savannah Chamber of Commerce) related to economic trends in the tourism industry.
- Jan will provide information on job availability in Tybee.
- Place of Employment: explain that these numbers are a percent of total population. The table should be entitled, "Tybee Island's Employment Information. Categories should be "Worked in City limits" and "worked outside of city limits."
- Eliminate last sentence of Types of Housing.
- Eliminate second sentence of Jobs/Housing Balance.
- Jan will provide additional information on Public Utilities. ISE will include capacity calculations with the water and sewer facilities descriptions.
- Add descriptions of the Tybee Island Gym, YMCA, Campgrounds, boat access, public access, teen center at Jaycee Park, guardhouse, Pavilion/Pier, Arts Commission, Marine Science Center, and Post Theatre. Include beach access points on the map of facilities, calling attention to the handicap accessible ones.
- The Environmental Ethics Resolution & Policy should be referenced in the Environmental Resources Section.
- Add discussions of conservation easements (Tybee Island land trust), bike path, and campground in the natural resources discussion.
- Add discussions of the following under intergovernmental coordination: Med Star, CEMA, Chatham County Board of Ed, Chamber of Commerce (Tybee Tourism Council)
- Under school system, include the enrollment specific to Tybee Island children under the four public schools and the one private school. Add Marsh Point Elementary.
- Add information in Transportation related to the proposed scheduling of the Hwy 80 widening.

The Data Assessment will be updated to address these issues, and a revised draft will be provided to the City and Project Team for review by the week of February 5, 2007. The documents will be finalized for submittal to the Planning Board and City Council by the week of February 12, 2007.

III. Community Assessment

The PT did not have a great deal of time to review this document and several PT members provided ISE with written comments to be evaluated later. The discussion had centered on the following issues:

- Affordable housing: The PT wanted to call attention to the need to make affordable housing available to the workforce.
- Tax benefits or other incentives to encourage retiree developments and services.
- Restrict down zoning in the commercial district along Hwy80.
- 35 ft height restriction.
- Architectural standards and roof line standards.
- Density: The PT expressed its desire that the comp plan reflect the community's desire to retain current development/density patterns. A primarily low density, single family community with minimal higher density units (town homes, condos), and only in appropriate areas.

The Community Assesment will be updated to address these issues, and a revised draft will be provided to the City and Project Team for review by the week of February 5, 2007. The documents will be finalized for submittal to the Planning Board and City Council by the week of February 12, 2007.

IV. Next Meeting

Public Meetings: February 20 & 22, 2007.

Appendix B
Public Meeting Agendas

PLANNING COMMISSION

Libby Bacon
Demery Bishop
Charlie Brewer
Barry Brown
Sandy Chandler
Bill Garbett
Susan Hill
John Major
Chuck Powell



CITY MANAGER

Diane Schleicher

ECONOMIC DEVELOPMENT DIRECTOR

Sharon Marshall

CITY ATTORNEY

Edward M. Hughes

**For Planning Commission Meeting February 20, 2007 – 7:00 p.m.
for City Council Meeting March 8, 2007 – 7:00 p.m.**

A. Call to Order

B. Swearing in of Appointees by Mayor Jason Buelterman

1. Libby Bacon *(2-year term)*
2. Demery Bishop *(2-year term)*
3. Charlie Brewer *(1-year term)*
4. Susan Hill *(2-year term)*
5. John Major *(2-year term)*
6. Chuck Powell *(2-year term)*

C. Elections

1. Planning Commission Chairperson
2. Planning Commission Vice Chairperson

D. Approval of Minutes

1. January 8, 2007 Agenda Meeting
2. January 16, 2007 Meeting

E. Old Business

F. New Business

1. Site Plan Approval – Zone C-2
1002 Highway 80
new two-sided billboard
Mel Gordon
PIN 4-0026-11-002
2. Zoning Variance – Zone R-2
101 Nineteenth St.
setback variances for new single-family home
Mack Kitchens
PIN 4-0009-09-001
3. Zoning Variance – Zone R-2
13 Battery Dr.
height variance for 60-foot flagpole
Clyde Johnson
PIN 4-0024-02-003

4. Presentation of the Master Plan Community Assessment and Community Participation Plan by Ed DiTommaso, Integrated Science & Engineering

G. Announcements

- February 21 – Georgia Green Infrastructure Workshop, Jekyll Island
- February 22 – City Council Meeting
- March 5 – City Council / Planning Commission Joint Workshop, 6 pm to 8 pm
- March 8 – City Council Meeting
- March 10 – Tybee St. Patrick's Parade, 3 pm
- March 12 – Planning Commission Agenda Meeting
- March 19 – Planning Commission Meeting
- March 22 – City Council Meeting

H. Adjournment

Tybee Island City Council Synopsis

02/22/07 7:00PM

Please silence all cell phones

1 Consent Agenda 6:30PM

2 Call to Order

3 Invocation and Pledge of Allegiance

Invocation-Trinity United Methodist Church-Hale Bishop

Pledge of Allegiance

4 Reports of Officers, Boards and Standing Committees

Robert McCall-GDOT Report on Butler Ave (Hwy80) regarding Reconstruction, Jurisdictional and Pedestrian Safety issues.

Edward DiTommaso-Community Participation Plan **(Resolution)**

- **Approved**

Linda Gladin- Report on Ethics Advisory Board

John Major-Audit Committee Report-Audit Engagement Letter from

Mauldin & Jenkins **Approved**

Keith Gay-Economic Development Committee report

Samantha Claar-Arts Association presentation

5 Visitors-There will be a 3 minute time limit on all visitors

Sandy Major-Tybee Neighbors Association

Bill Cannon- Tybee Beautification Adopt-A-Highway Saturday

February 24th at 9:00AM

Jimmy Burke-Irish Heritage Celebration

Charlie Fenwick- Fort Pulaski Events

Elizabeth Johnson-Sea Kayak Race

6 Public Hearing

- Possible local legislation to change the terms of office of elected officials **Approved Resolution for 4 year staggered terms with top 3 getting 4 year terms /Mayor is for four year term.**

7 City Manager

Special Event Permits

St. Patrick's Parade March 10th-request for waiver of

fees.**Approved/ Also approved allowing Clydesdales on Tybee on March 14th.**

- Re-lighting of Cockspur Lighthouse Ceremony March 18th-request for waiver of city fees.**Approved w/o purchase of new Bleachers**
- **Request to purchase City Right of Way**
- Hansboro request to purchase City Right of Way **Denied**
- **Contracts and Budget Adjustments**
- YMCA Contract with budget adjustments **Approved Contract w/ City listed as additional insured-CM to Look at accoustical materials for cafeteria because of dust problems**
- Proposed 2006 Budget Amendment **Approved**

Tybee Island City Council Synopsis

02/22/07 7:00PM

- Request to reverse Campground 2006 budget from General Fund
Approved
 - Request to adjust 2006 Campground Operating Budget to create Enterprise Fund **Approved**
 - Request to adjust 2007 Campground Operating Budget to Enterprise Fund **Approved**
 - Grant
 - Land & Conservation Grant for Battery Halleck **Approved**
 - Sand Management Plan **Approved**
 - Action Items/**Add reception for Legislators during GMA Conf to talk about renourishment/Mayor to check on having CAT w/o CAT Tax.**
 - Consent Order from Department of Natural Resources **Approved paying \$1,000 penalty and spending the additional \$2,000 on Chemical Safety Equipment for FD.**
- 8 **Open Meeting for Business Legally Presented**
- 9 **New Business**
- One Day Alcohol Permit -Savannah Pride, Inc., July 28, 2007 Chief Price Approved/ Council Approved
 - Compensation Plan and any other agenda items as necessary
Approved City Manager and Clerk being put on Class & Comp Plan Retro to January 1, 2007
- 10 **City Officials and City Attorney**
- Mayor Buelterman**
- Resolution to set up a Public Safety Facility Construction Ad Hoc Committee **Approved**
 - Emergency Warning System Upgrade
 - Followup on Retreat Items-Public Restrooms, Public Showers, and improvements to Jaycee Park
 - Update to Citizens on status of Tennis Courts
 - Approval for one day trip to DC to attend the American Shore and Beach Preservation Association Annual Conference in March
Approved
 - Mayor's Report
 - Resolution for Tybee Theater State Funding**Approved**
- Paul Wolff**
- Add exemptions to our Soil and Sedimentation Ordinance **Approved to send to Planning Commission for review and recommendation**
- Kathryn Williams**
- Animal Control Ordinance update **Monday February 26th, at City Hall, 4:00PM**
- Bubba Hughes**
- Compensation Proposal for City Attorney **Approved**

Tybee Island City Council Synopsis

02/22/07 7:00PM

11 Old Business

- 2nd Reading Text Amendment to Special Event Structures **Approved for 2nd Reading/ Sent back to PC for review to cover C-1**

12 Executive Session

Evaluations for City Manager and Clerk of Council-Compensation

13 Announcements and Meetings

Adopt-A-Highway, Saturday February 24 at 9:00AM-Tybee Sign

14 Minutes from Board Meetings

Friends of Tybee Theater Minutes 11/16/06

Tybee Fest Board Minutes 1/03/07

Ethics Advisory Board Minutes 1/08/07

www.cityoftybee.org