



**CITY OF TYBEE ISLAND
MASTER PLAN**

Project Team Meeting Summary
Thursday, March 29, 2007
6:30 PM – 8:30 PM

ATTENDEES:

Bonnie Gastor	R&POA
Cullen Chambers	Historical Society
Paul Wolff	City Council
Chuck Powell	Planning Commission
Sandy Major	Neighborhood Association
Sharon Marshall	City of Tybee Island
Bill Garbett	Planning Commission
Courtney Power	ISE, Inc.

I. Progress Update

Courtney provided an update to the committee on the status of the Comprehensive Plan. The Community Assessment, Data Assessment, and Community Participation Plan have been submitted to the Coastal Georgia RDC for their review. The Coastal Georgia RDC has provided verbal comments to ISE on these documents. ISE is in the process of making the requested changes and will resubmit these documents in the next week. The Coastal Georgia RDC will then forward these documents to the Georgia Department of Community Affairs for their Approval.

II. Stakeholder Committee

The Project Team discussed the Stakeholder Committee and made recommendations that the following people be nominated to the Stakeholder Committee:

NAME	STAKEHOLDER
Richard Adams	Arts Association
Cullen Chambers	Historical Society
Carrie Efird	R&POA
Keith Gay	Economic Development Committee
Sandy Major	Tybee Neighborhood Association
Shirley Sessions	City Council
Chuck Powell	Planning Commission
Paul Wolff	City Council
Bill Garbett	Planning Commission
Todd Smith	City of Tybee Island
Debbie Robinson	Small Business
Jody Sadowsky	Small Business

Denise Vernon	Arts Association
Bonnie Gaster	Tybee Island Realtors Association
Greg Stoeffler	Tybee Tourism Council
Harry Spirides	Business Community
Debbie Kearny	TMSC
Charlie Fenwick	Ft. Pulaski
Paul Jackson	Marine Rescue Squadron
Bill Walsh	Maritime District
Rachel Perkins	Property Owner
Deb Barreiro	Tybee Beautification Society
Lou Off	Beach Task Force
Jan Fox	Resident

Please note: The Stakeholder Committee will also include everyone currently on the Project Team.

Tybee Island staff must provide ISE with a mailing address database for the people on the Stakeholder Committee. ISE will send each person an invitation package that will include a CD of the plans and work completed to date and a letter of invitation. The first meeting is tentatively scheduled for May 9th, however, ISE requests a move to May 16th to allow for ample time to issue all materials.

III. Open House

The Comp Plan Open House has been set for Wednesday, May 23 from 6:30 PM to 8:30 PM. The open house will have an informal setting and will consist of a short presentation followed by time to ask questions of the consultants and City staff in a one on one format. We will have the maps and handouts available for people to review, and comments cards available for people to fill out.

IV. Survey

The project team discussed the approach for distributing the survey. The team's goals were to 1.) Ensure that all property owners as well as renters had an opportunity to complete and submit a survey and 2.) Prevent anyone from filling out more than one survey and skewing the results. In order to accomplish this, the team came up with the following ideas:

- We will utilize the tax assessor's property owner database in conjunction with the voter registration database to develop a mailing list for the survey.
- We will issue each person on the list a unique ID number and send them a mailer with that number on it. People will then have to log in to our website and enter their ID number to take the survey.

- If the first option isn't feasible, we will direct mail everyone on the list a survey that has been individually numbered. ISE will research these methods and provide the City with a cost estimate for ISE to complete the database development and survey work. The City will then have to decide how they want to handle it.

The team reviewed the draft survey provided by ISE and made suggested changes. ISE staff will amend the survey and send it out to the Project Team for a second review before it is finalized.

V. Public Outreach

Now that dates have been set, ISE staff will work with Tybee Island staff to develop the following outreach materials.

- Mailers
- Public Education Materials
- Press Release
- Utility bill Header
- Cable TV PSA

Tybee Island staff will continue to be responsible for the update of the website.

VI. Schedule

- a. Stakeholder Committee Invitations – Invitations should be issued by April 13th.
- b. First Stakeholder Committee Meeting – May 9th or 16th
- c. Open House – May 23rd
- d. Public Outreach – April - May
- e. Survey - May

VII. Other Business

Homework assigned at the meeting was as follows:

Project Team:

1. Review stakeholder list and survey and make any comments/changes/edits ASAP.

Sharon:

1. Find out when the next water bill is going out, and determine if it is possible to do a mail stuffer or add text to the bill itself. Also find out what the cost is with a bill stuff and how much the mailing itself costs. We also need to get their mailing database.
2. Create a mailing list for the Stakeholder Committee

ISE:

1. We will research the possibility of having survey respondents log onto a website with a unique identifier. We will cost out what the additional work effort will be related to the new approach and work with Tybee Island to outline our next steps.

2. We will also put together the Stakeholder invitation packages.
3. We will begin to develop outreach materials for the City.