



COASTAL RESOURCES DIVISION
ONE CONSERVATION WAY • BRUNSWICK, GA 31520 • 912.264.7218
COASTALGADNR.ORG

MARK WILLIAMS
COMMISSIONER

DOUG HAYMANS
DIRECTOR

JAN 16 2018

Jennifer Orr
Tybee Festival Association, Inc.
P.O. Box 1970
Tybee Island, Georgia 31328

Re: Letter of Permission, Mardi Gras 2018, Temporary Activities within the State's Shore Protection Act Jurisdiction, 16th Street Turnaround and Parking Lot, City of Tybee Island, Chatham County, Georgia.

Dear Ms. Orr:

This Letter of Permission (LOP) is in response to your request, dated December 14, 2017 on behalf of Tybee Festival Association, Inc. for Mardi Gras 2018. The one (1) day event scheduled for Saturday, February 10, 2018 will take place in the roundabout at the eastern terminus of 16th Street on Tybee Island, Chatham County, Georgia. The temporary project will begin no sooner than Friday, February 9 and be removed no later than Sunday, February 11, 2018.

As proposed, your request includes the temporary placement of five (5) 10ft. x 10ft. vendor tents, as well as one (1) 16ft. x 30ft. covered entertainment stage and associated equipment including one (1) 50KW generator, all of which will be located on the paved parking area as depicted in the attached plans. All power cables will be identified and secured appropriately. Additionally, the request includes the closure of the 16th Street dune crossover to the general public on February 10 from 2pm to 11pm for security purposes. The tents and stage will be set up Friday, February 9 and be removed no later than Sunday, February 11, 2018. All activities proposed in association with Mardi Gras 2018 will occur within the confines of the paved parking area, landward of the sand dunes. No impacts to the sand sharing system are proposed and access to the beach is available to the public at existing crossovers along the strand.

All zip ties associated with the installation of the festival zone must be placed in appropriate trash receptacles and removed from the public area during breakdown. Any incidental impacts associated with this project must be rectified by fully restoring areas to their pre-construction topographic and vegetative states.

The Department authorizes the temporary installation of the proposed amenities as depicted in the attached site plan provided all Best Management Practices (BMPs) will be used to prevent any additional impacts at the site and to protect jurisdictional shore areas. All activities proposed in association with the Mardi Gras 2018 will occur within the confines of the paved parking area and sidewalks landward of the sand dunes. No impacts to the sand sharing system are proposed and access to the beach is available to the public at existing crossovers along the strand.

JAN 16 2018

This LOP is valid for the above referenced project. Any change in the use, location, dimensions, or configuration of the approved project, without prior notification and approval from this office could result on the revocation of this permission and in the required removal of the materials and related structures. This LOP is not meant to exempt the above referenced activity from future environmental laws. **No unauthorized equipment, materials or debris may be disposed of, or stored in jurisdictional areas.**

If you have any further questions or concerns in regard to this or any other project, please feel free to contact Deb Barreiro at 912.266.3695.

Sincerely,



Jill Andrews
Chief, Coastal Management Section

Enclosures: Project Description & Vicinity Map

cc: Chantel Morton
City of Tybee Island
P.O. Box 2749
Tybee Island, GA 31328

File: LOP2018003



Tybee Festival Association, Inc

December 14, 2017

To: Deb Barreiro, Coastal Ga DNR
Fr: Jennifer Orr, Tybee Festival Association, Inc
Re: Tybee Island Mardi Gras 2018

This is our request for the 2018 Tybee Mardi Gras. This is the tenth year of the event and we anticipate no changes to the previous layout.

This is a one (1) day event held this year on Saturday February 10, 2018.

The event is a fun street party, open to the public, no admission, and includes a parade and live bands. Duration is Noon-8pm. The stage is located at the end of Tybrisa St at the round-a-bout (see site plan). Tybrisa St and Roundabout will be closed to traffic during the event. The stage/bandstand is (1) 16 x 30. Maximum (5) 10 x 10 tents for Tybee Festival Association information areas. Also, as in the past, a generator will be used for power.

Set up time is noon Friday February 9 in Roundabout (closed). Full closure of Tybrisa St Saturday February 10, 7am-11pm. Parade is a 2pm start on Saturday, additional road closures are 4th St at Memorial Park, Butler Ave to Tybrisa St, and Strand Ave, parade closures should only occur 130pm-330pm timeframe. Tear down of Roundabout stage will occur at or before 1pm on Sunday February 11.

Also attached is the City of Tybee Application which includes the Site Plan.
Should you have any questions, please feel free to contact me or my assistant at your convenience.
Thank you for your consideration.

Jennifer Orr, Tybee Festival Association, Inc
Event Organizer
912-604-5927

Christy Alan, Tybee Festival Association, Inc
Assistant
912-508-1830
tybeefestivals@gmail.com



CITY OF TYBEE ISLAND

SPECIAL EVENTS APPLICATION

The City of Tybee Island recognizes that special events play a significant role in the life of the community. Special events enhance the community by providing recreation, cultural and educational opportunities to residents and tourists and they attribute to the economic health of the community. It is our goal to assist event organizers in planning safe and successful events that have a minimal impact in the areas surrounding the event. By keeping the public's best interest in mind, a Special Event application is required for any assembly of persons upon the public beaches, public streets or rights of way, or within the City parks or parking lots, where it is either reasonably anticipated that municipal services will be required or where additional municipal services are actually required. The Special Event application shall be completed with all requested information completed and submitted for consideration at least sixty (60) days prior to event. No more than one event per day will be permitted due to limited infrastructure and city resources. In order to ensure a smooth review process for permission to have a Special Event, the applicant will receive direction from applicable City Departments, City Manager and Development Authority / Main Street Executive Director. Prior to the application being submitted for City Council consideration (if applicable), all concerns and details must be addressed, confirmed by the organizer and accepted by designated City Staff of impacted departments.

Note: Applicant must meet with the Development Authority / Main Street Executive Director or his/her designee at time of submitting application. Additional meetings may be required.

Today's Date: 12/15/17 Application Fee Submitted: 12/15/17

* A non-refundable Special Event application fee of \$50 is required at time of application submittal for processing and consideration.

SECTION 1: EVENT INFORMATION

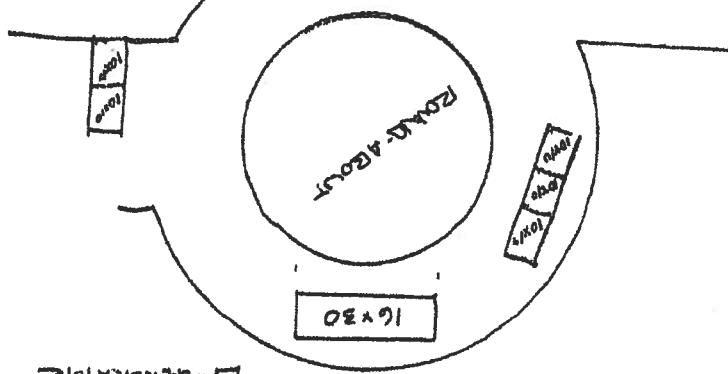
1. Name of Event: TYBEE ISLAND MARDI GRAS
2. Date and time of event: FEBRUARY 10, 2018 12 PM (PARADE @ 2 PM)
 - ❖ Setup: Date/Time period FEB 9, 2018 8 PM
 - ❖ Breakdown: Date/Time period FEB 11, 2018 1 PM
3. Location(s): TYBEE ISLAND ROUNDABOUT ON STRAND AVE
 - ❖ A site plan of the event area drawn to scale and depicting all event structures is required at time of application submittal.
 - ❖ A Letter of Permission (LOP) from Georgia Department of Natural Resources (<http://coastalga.dnr.org/sendemail>) is required for events with beach usage and / or within the Shore Protection jurisdiction (i.e. beach side parking lot areas, etc.) fifteen (15) business days prior to the event. The event is subject to cancellation without an LOP as noted.
4. If location and / or activities impact merchants and / or residents, written documentation is required as noted in Section 5.
5. Event Organization: TYBEE FESTIVAL ASSOC. INC
 - ❖ Is the Organization Commercial? Non-profit / Tax Exempt? (Attach non Profit status / GA tax exempt certificate.)
6. Event Representative / Organizer: JENNY URIZ
 Address: PO BOX 1970 City: TYBEE ISLAND State: GA Zip: 31328
 Contact Phone: 912 604 5927 Email: Tybeefestivals@gmail.com
7. Please provide contact information for others associated with the Event Organization whom have at least a five-percent (5%) stake in the event: _____
8. Phone number and / or website for public event information: _____

Event Representative listed above must be in attendance and readily available for the duration of the event.

12/18/14

TYBRISA

STRAND



□ - GENERATOR

PIER

TYBEE MARL GRAS 2018

A-2 Street Closures – February 10, 2018

- Tybee Festival Association, Inc requests the closure of the parade route from 1:45pm until the end of parade at approximately 3:30pm.
- Tybee Festival Association, Inc requests closure of Tybrisa & the round-about from 7am-11pm

A-3 Parade Route February 10, 2018

Staging area: Memorial Park/4th St

- 4th St right on Butler Ave
- Butler Ave to Tybrisa St
- Left onto Tybrisa St (end parade)
- Right onto Strand Ave

A-4 Fees

Tybee Festival Association, Inc requests to be released from the following fees (also including those recommended waived by city manager) :

Building & Zoning permit fees

Parking fees as listed in Section 4:4-A

Parking usage fees

DPW

TIPD for standard parade uses

A-14A: Temporary Structure

- (1) 16ft x 30ft platform stage w. top
- (5) 10ft x 10ft tents

SECTION 7: INDEMNIFICATION AGREEMENT AND ACCEPTANCE TO ADHERE TO APPLICATION REQUIREMENTS

I, individually and as the Agent representing the Event Organization, do hereby agree to indemnify and hold harmless the City of Tybee island, Georgia, its officers, agents, employees and contractors from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with the occupancy or use of listed event premises during the time period of said event.

Such obligation to indemnify and hold harmless shall continue notwithstanding any negligence or comparative negligence on the part of the City relating to such loss or damage, except for loss or damage arising from the sole negligence or willful misconduct or gross negligence of the city, and shall include all costs, expenses and liabilities incurred by the City in connection with any such claim, suit, action or cause of action, including the investigation thereof and the defense of any action or proceeding brought thereon and any other judgment or decree which may be entered in any such action or proceeding or as a result thereof. These provisions shall survive the expiration or earlier termination of the use of premises. Nothing in this Agreement shall be construed to affect in any way the City's rights, privileges, and immunities as set forth in Georgia Statutes and/or the Constitution of the State of Georgia.

Organizer / Applicant's Signature:  Date: 12/15/17

INTERNAL USE BELOW.

Staff signatures for City Departments listed below indicate the Special Event application has been reviewed and department needs are accepted as requested. All signatures are required prior to application being submitted for City Council consideration.

<u>DEPARTMENT</u>	<u>SIGNATURE</u>	<u>DATE</u>
City Manager		
Campground		
Community Development		
Finance		
Fire		
Police		
Public Works		
Water & Sewer		

COMMENTS: _____

ADMINISTRATIVE APPROVAL (as applicable):

City Manager: _____ Date: _____
 Development Authority / Main Street Executive Director: _____ Date: _____

<u>APPLICATION REVIEW VERIFICATION</u>	<u>DATE</u>
RECEIVED	
REVIEW DATE WITH CITY DEPARTMENTS	
FOLLOW UP REVIEW MEETING(S) WITH REPRESENTATIVE	
ANTICIPATED CITY COUNCIL CONSIDERATION	
CITY COUNCIL DETERMINATION: APPROVE / DENY	

SECTION 4: OTHER REQUESTS (CON'T.)
 (Check the boxes below and provide additional information if applicable.)

13. Parade/Procession (Current labor / equipment fees may apply.)
 a. List requested parade staging area and route: SEE ATTACHED
- (* Parades are required to start on Saturdays no later than 3:00pm with the exception of the Beach Bum Parade. Participants must adhere to safety guidelines.)
14. Amusement Rides (Insurance from providing company is required no later than two [2] weeks prior to event.)
15. Temporary Structure (i.e. tents, booths, stage, etc.)
 a. Please describe: STAGE. SEE ATTACHED
 (Application for permitting of structures exceeding 10' x 10', stages, booths and the like are required through the Community Development Department. Completed application with required documentation must be submitted no later than thirty [30] days prior to the event. Structures are not permitted without approval. Fees apply.)
16. Electrical needs (fees may apply)
 a. Please describe: GENERATOR 51KW
17. Filming request (Permit application should be filed with Facilities Coordinator. Approval is required.)
18. Banner request (Permit application should be filed with Facilities Coordinator. Approval is required.)
19. City Facility request (Permit application should be filed with Facilities Coordinator. Approval is required.) The Walter W. Parker Pier and Pavillion is managed by Chatham County Parks & Recreation. Reservations for use of this facility must go through their office.

SECTION 5: ADDITIONAL REQUIREMENTS

- A non-refundable Special Events application fee is required at time of application submittal. The application will not be processed without the application fee of \$50.00. Checks should be made payable to the City of Tybee Island. If the applying organization is tax exempt, a GA Tax Exempt Certificate must be submitted with the application.
- The Organizer / Applicant is responsible to notify merchants and / or residents impacted by the proposed event location(s) and activities. Organizer / Applicant must provide written documentation confirming notification and acceptance of merchants and / or residents prior to the event application being submitted for City Council approval.
- Insurance, as indicated below, is required at least two (2) weeks prior to the Event. Failure to provide insurance will result in the cancellation of event.

	<u>PRIVATE PROPERTY</u>	<u>PUBLIC PROPERTY</u>
<u>PRIVATE INVITATION</u>	Organizer is responsible to obtain necessary insurance as deemed appropriate by the property owner.	Signed Indemnification Agreement required.
<u>OPEN TO THE PUBLIC</u>	Signed Indemnification Agreement required. Organizer is responsible to obtain necessary insurance as deemed appropriate by property owner. * If use of the Walter W. Parker Pier and Pavillion is part of the event, a \$1 million certificate of insurance, with Chatham County Parks & Recreation listed as an additional insured and certificate holder is required.	Signed Indemnification Agreement required and a \$1 million certificate of insurance, with the City of Tybee Island listed as additional insured and certificate holder. * If use of the Walter W. Parker Pier and Pavilion is part of the event, a \$1 million certificate of insurance, with Chatham County Parks & Recreation listed as an additional insured and certificate holder is required.

The application will go through the review process again if substantial changes are made or additional needs are requested. Additional application fees will result with additional meetings.

SECTION 4: OTHER REQUESTS

(Check the boxes below and provide additional information if applicable.)

1. Vendors (Organizer must submit all Vendor Applications with payment no later than two [2] weeks prior to event. Chatham County Health Department must be contacted for approval of food vendors in accordance with their regulations.)

2. Department of Public Works (DPW) Request(s) (Current labor / equipment fees will apply.)

DPW Item	Amount needed	Total hours needed
Traffic Cones		
Barricades		
Traffic Barrels		
Trash cans		
Recycling containers		
Sweeper		
Vac Truck		
Fire ant treatment		
Dump Truck		
Back-hoe		

WAIVED

List other services that are requested. Costs will be determined. _____

3. Street Closures (Tybee Island Police Department [TIPD] approval required.)
 a. List requested streets: SEE ATTACHMENT
4. Special parking / parking pass request(s) (Parking Service Division approval required.)
 a. Please describe: FULL DAY PASSES FOR CREW ENTERTAINERS (20)
5. Commercial truck parking
 a. Please describe: _____
6. Police Detail (Current labor / equipment fees may apply.)
 a. Please describe: FOL STANFORD PARADE USE
 (If off duty police officers are hired, organizer is responsible for contracting directly with the individual[s] and paying fees direct as agreed upon.)
7. Fire Detail/Inspection (Current labor / equipment fees may apply.)
 a. Please describe: _____
 (If off duty fire department staff / volunteers are hired, organizer is responsible for contracting directly with the individual[s] and paying fees direct as agreed upon.)
8. Alcoholic Beverages (License Application should be submitted to the Administrative Assistant to the City Manager. Approval is required by City prior to Organization seeking State approval.)
9. Activation of Control Zone per City Ordinance 21-2015, Section 54-70 (Resolution required.)
 a. Please attach a map of the proposed Control Zone and details regarding Organization's management of zone.
10. Fireworks (TIFD, Chatham County and U. S. Coast Guard notification / approval required. Special application from Organizer is due to USCG at least 135 days prior.)
11. Additional Security
 a. Please describe: _____
12. Petting Zoo
 a. Please describe: _____

SECTION 2: EVENT DETAILS

- 1) Is this event... Open to the public Private Invitation only
- 2) Describe the event and its goals: TO PROMOTE TOURISM AND INCREASE VISITATION DURING THE OFF SEASON
- 3) Have you ever done this event before? If yes, list dates and locations: 2009-2017
SAME LOCATION
- 4) Estimated number of people to attend and what this is based on: 3000-
- 5) Is there an admission fee for attendees? No Yes - Fee will be: _____
* A preliminary budget is due with application. (refer to Section 7: Financial)
- 6) Describe parking arrangements during event in detail: VISITORS WILL USE REGULAR ALLOTTED SPACES AND LOTS
* Please attach a drawing of parking plan. Organizer may be required to run a shuttle if a parking lot is closed for the event.
- 7) What plans exist for clean up and recycling? (Disposal of grease, trash, etc.) WILL UTILIZE EXISTING TRASH: RECYCLERS LOCATED ON TYBEE ISLAND & STRAND
- 8) Please list any entertainment, bands, emcees or onsite promoters attending this event. TBA
- 9) Describe sound equipment: PROFESSIONAL
- 10) List event sponsors and marketing plan: PRIMARY SPONSOR - TYBEE FESTIVAL ASSOC., CITY OF TYBEE, LOCAL BUSINESSES AND CONTRIBUTORS
- 11) List any additional contact person(s) and their phone numbers involved in the planning of this event.
CHRISTY ALAN 912 508 1830

SECTION 3: REFERENCES

1. Please list your previous special event and/or hosting organization's experience in producing events.

SEE ATTACHMENT

2. Please list two (2) references excluding City Officials and Staff:

- a. Name: TODD MORRISON
Address: TYBEE PIKE
Phone: 912 398 0038
- b. Name: JOHN BRANIGAN
Address: TYBEE ISLAND
Phone: 912 704 6528