



COASTAL RESOURCES DIVISION

ONE CONSERVATION WAY • BRUNSWICK, GA 31520 • 912-264-7218

WALTER RABON
COMMISSIONER

DOUG HAYMANS
DIRECTOR

November 7, 2023

Cassidi Kendrick
City of Tybee Island
P.O. Box 2749
Tybee Island, GA 31328

Re: Letter of Permission (LOP), Temporary Activities within the State's Shore Protection Act (SPA) Jurisdiction, City of Tybee Island Holiday Market, South Beach Area, Tybee Island, Chatham County, Georgia

Dear Ms. Kendrick:

This Letter of Permission (LOP) is in response to your request to host the City of Tybee Island Market in the South Beach parking area. Setup for the 2023 Tybee Island Holiday Market will commence no sooner than 15 days after the date on this letter and be completed no later than Sunday, November 26, 2023.

Your request includes the temporary placement of amenities associated with your event to create a festival zone that includes the downtown corridor of 16th Street, The Roundabout, and the Strand parking area south of the Tybee Pier and Pavilion. The one-day event will occur Saturday November 25, 2023. Activities in association with the 2023 Tybee Island Holiday Market will occur within the confines of the paved parking area, roundabout, streets, and sidewalks landward of the sand dunes.

The project includes the temporary creation of a festival zone with vendor tents, an entertainment stage, sound equipment, light bar, festival amenities, and temporary restrooms. The City of Tybee Island will close 16th Street, the Roundabout, and the Strand parking lot to vehicular traffic. Within the roundabout there will be one (1) 20ft. x 20ft. main stage with an associated light bar and sound system. The festival zone within will include the existing parking lot to the south of the Roundabout four (4) portable restrooms, festival zone. The festival zone will be identified by event banners and flags. The event will be serviced by existing electrical infrastructure. No generators are proposed to power any associated amenities. The festival zone and entertainment area are depicted in the attached plans.

All zip ties associated with the installation of the festival zones must be collected, placed in appropriate trash receptacles, and removed from the public area during breakdown. 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.

The Department authorizes the temporary activities associated with the events as depicted in the attached project 2023 Event Site Plan. It is the applicant's responsibility to minimize any additional impacts at the site and to protect the shore jurisdictional areas.

This LOP is not meant to exempt the above referenced activities from future environmental laws. **No unauthorized equipment, materials or debris may be placed, disposed of, or stored in jurisdictional areas.** Any incidental impacts associated with this project must be rectified by fully restoring areas to their pre-construction topographic and vegetative states. This LOP is valid for the above referenced project only.

If you have any further questions or concerns in regard to this or any other projects, please feel free to contact Deb Barreiro at (912) 266-3695.

Sincerely,

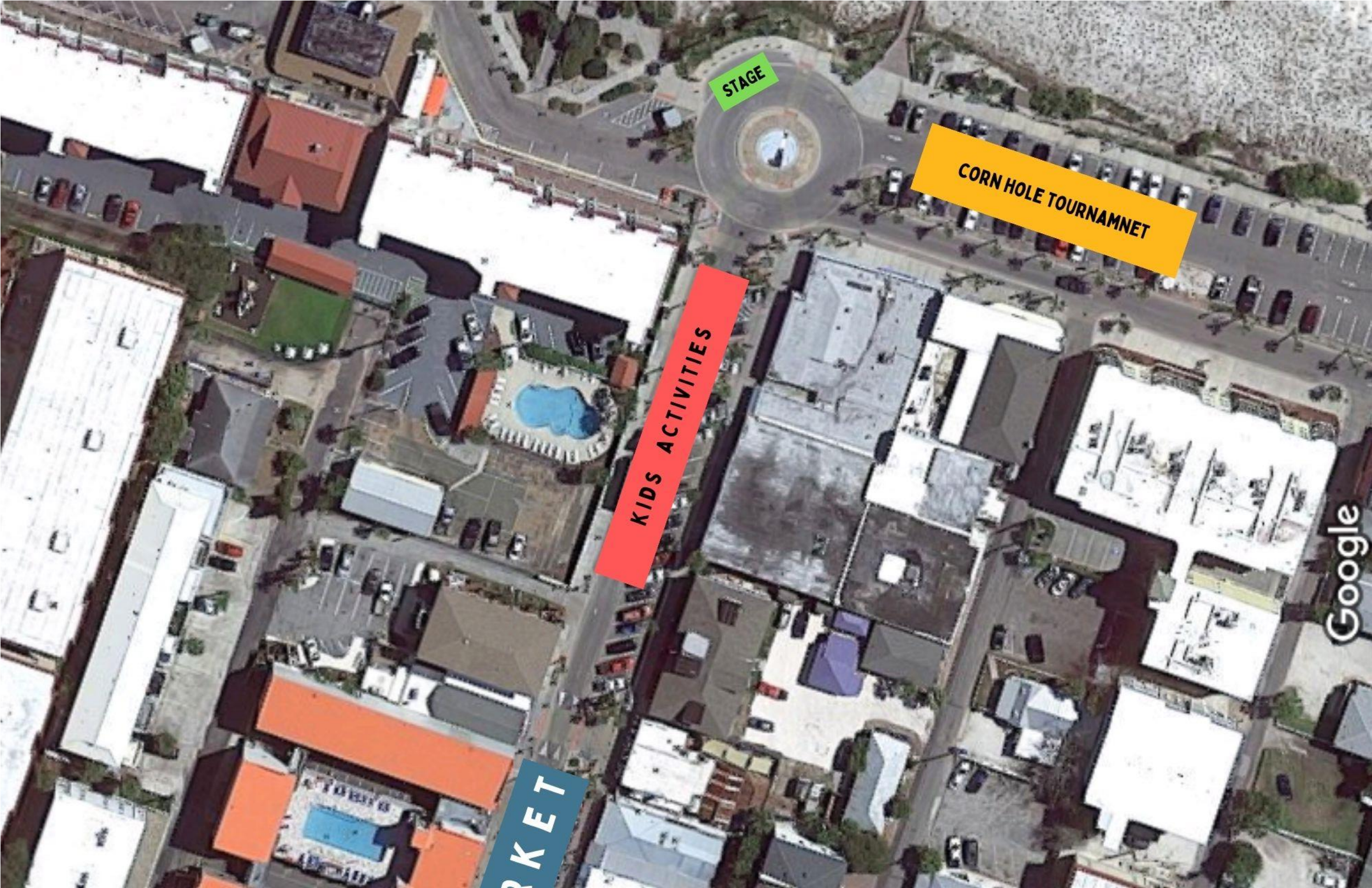


Jill Andrews
Chief, Coastal Management Section

Enclosure: 2023 Tybee Island Holiday Market site plan

cc: Robyn Rosner
City of Tybee Island
P.O. Box 2749
Tybee Island, GA 31328

LOP20230101





From: [Cassidi Kendrick](#)
To: [Barreiro, Deb](#)
Subject: RE: Holiday Market Stage
Date: Wednesday, November 1, 2023 9:42:27 AM
Attachments: [image001.png](#)

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Yes, we are going to have a couple portapotties, one on Tybrisa and one in the 16th st. parking lot. We can be flexible with the location of the second restroom.

Cassidi Kendrick | Main Street/ Development Authority Director
City of Tybee Island | (p) 912-472-5103 (e) cassidi.kendrick@cityoftybee.org

From: Barreiro, Deb <Deb.Barreiro@dnr.ga.gov>
Sent: Wednesday, November 1, 2023 9:08 AM
To: Cassidi Kendrick <cassidi.kendrick@cityoftybee.gov>
Subject: RE: Holiday Market Stage

Great

Any temporary restrooms or other amenities?

From: Cassidi Kendrick <cassidi.kendrick@cityoftybee.gov>
Sent: Wednesday, November 1, 2023 8:40 AM
To: Barreiro, Deb <Deb.Barreiro@dnr.ga.gov>
Subject: RE: Holiday Market Stage

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Thank you for the quick reply!

- The stage dimensions are 20x20.
- The stage will be set up will be late Friday evening and breakdown will begin after the tree lighting ends at 8:00 pm Saturday evening.
- The requested street closures are Tybrisa Street and Strand Ave. down to 17th on Saturday 11/25/23. Tybrisa Street and Strand will reopen when the event area is cleaned up, likely around 9:30pm. The roundabout will be opened when the stage is broken down, which is still Saturday night, but will take a little longer.
- We are only anticipating the corn hole tournament in the parking lot.

Please let me know if you need any more information ☺

Cassidi Kendrick | Main Street/ Development Authority Director
City of Tybee Island | (p) 912-472-5103 (e) cassidi.kendrick@cityoftybee.org

From: Barreiro, Deb <Deb.Barreiro@dnr.ga.gov>
Sent: Tuesday, October 31, 2023 2:21 PM
To: Cassidi Kendrick <cassidi.kendrick@cityoftybee.org>
Subject: RE: Holiday Market Stage

Yes!!

Thanks for checking back in.

I need stage dimensions, set up time and breakdown time for the stage, parking lot closure (and street closures would be good too).

And will there be anything else in the parking lot other than cornhole?

THANKS

From: Cassidi Kendrick <cassidi.kendrick@cityoftybee.org>
Sent: Tuesday, October 31, 2023 1:17 PM
To: Barreiro, Deb <Deb.Barreiro@dnr.ga.gov>
Subject: RE: Holiday Market Stage

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Hi Deb!

I am reaching out to see if there was anything additional you needed from me regarding the stage for the Holiday Market. I am meeting with City department heads tomorrow to go over the details of the event and wanted to make sure I gave them accurate information.

Thank you!

Cassidi Kendrick

Cassidi Kendrick | Main Street/ Development Authority Director
City of Tybee Island | (p) 912-472-5103 (e) cassidi.kendrick@cityoftybee.org

From: Cassidi Kendrick
Sent: Friday, October 13, 2023 11:51 AM
To: Barreiro, Deb <Deb.Barreiro@dnr.ga.gov>
Subject: Holiday Market Stage

Hi Deb!

Thank you so much for meeting me today! As we discussed, here is a photo of the stage we would like to have during the Tybee Holiday Market on 11/25/23. Please let me know if you need anything else from me, I look forward to working with you.

Sincerely,
Cassidi Kendrick

Kendrick Email Signature (2)

