



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

MARK WILLIAMS
COMMISSIONER

DOUG HAYMANS
DIRECTOR

FEB 05 2020

Jennifer Orr

Tybee Festival Association, Inc.

P.O. Box 1970

Tybee Island, Georgia 31328

Re: Letter of Permission, Mardi Gras 2020, 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 on behalf of Tybee Festival Association, Inc. for Mardi Gras 2020. The one (1) day event scheduled for Saturday, Saturday, February 22, 2020 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 21 and be removed no later than Sunday, February 23, 2020.

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. The tents and stage will be set up no sooner than Friday, February 21 and be removed no later than Sunday, February 23, 2020. All activities proposed in association with Mardi Gras 2020 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. All activities proposed in association with the Mardi Gras 2020 will occur within the confines of the paved parking area and sidewalks landward of the sand dunes.

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

LOP20200007



Tybee Festival Association, Inc

December 9, 2019

To: Deb Barreiro, Coastal Ga DNR
Fr: Jennifer Orr, Tybee Festival Association, Inc
Re: Tybee Island Mardi Gras 2020

This is our request for the 2020 Tybee Mardi Gras. This is the 12th 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 22, 2020.

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.

Saturday February 22, parking spaces will close on Tybrisa at 2am. Set up time and full closure of Tybrisa St and Round-About is Saturday February 22, 7am-8pm. 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 23.

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 livelihood of the community. Events can enhance the experiences for residents and tourists by providing recreation, cultural and educational opportunities while attributing to the economic health of the community. It is our goal to assist event organizers in planning safe and successful events that have minimal impact in the areas surrounding the event. To keep the public's best interest in mind, a special event application is required for persons / organizations wishing to host an event upon public and / or private property where: 1) municipal services are reasonably anticipated, actually required, or requested, 2) special permitting which includes, but is not limited to, parking, use of location, or vendor permits not for the non-profit organization hosting the event. The special event application shall be completed and submitted for consideration with all requested information **at least sixty (60) days prior** to the event. No more than one event per day, per area, 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, as applicable, from City Department Heads, City Manager and Facilities / Special Events Coordinator once the application has been submitted in its entirety. Prior to the application being submitted for City Council consideration (if applicable), all concerns and details must be addressed and confirmed by the organizer, as well as, accepted by designated city staff of impacted departments.

Note: Applicant must meet with the Facilities / Special Events Coordinator or his/her designee at time of submitting application. Additional meetings may be required.

Today's Date: _____ Application Fee Submitted: _____

* A non-refundable 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 22, 2020 12PM (PARADE @ 2PM)
 - a. Setup: Date/Time period FEB 22. STREET CLOSE 2AM, SETUP 8AM
 - b. Breakdown: Date/Time period FEB 23, 1PM
3. Location(s): TYBRISA ST AT ROUNDABOUT
 - ❖ A site plan of the event area drawn to scale and depicting all event structures is required at time of application submittal.
 - ❖ A request for a Letter of Permission (LOP) from the Coastal Resources Division of the GA Department of Natural Resources shall be requested 45 days prior to event (<http://coastalgadnr.org/sendemail>) when materials, equipment, and / or such is requested to be placed in beach areas and / or within the Shore Protection Act (SPA) jurisdiction. Applicant must provide City the LOP fifteen (15) business days prior to the event or event will be cancelled.
 - ❖ If location and / or activities impact merchants and / or residents, written documentation, with application submittal is required as noted in Section 5.
4. Event Organization: TYBEE FESTIVAL ASSOC. INC.
 - a. Is the Organization
 - Commercial? (Commercial organizations shall include information regarding use of event proceeds.)
 - Non-profit / Tax Exempt? (Non-profit / tax exempt organizations shall attach non-profit status / GA tax exempt certificate.)
5. Event Representative: JENNY ORR
Address: PO BOX 1970 City: TYBEE IS. State: GA Zip: 31328
Contact Phone: 912 604 5927 Email: tybeefestival@gmail.com
6. Please provide contact information for others associated with the Event Organization whom have at least a five-percent (5%) stake in the event: _____
7. Phone number and / or website for public event information: mardigrastybee.com

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 OFF SEASON
3. Have you ever done this event before? If yes, list dates and locations: 2009 - 2019 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 PUBLIC 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 cleanup and recycling? (Disposal of grease, trash, etc.) EXISTING TRASH AND RECYCLE BINS LOCATED ON TYBEE 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: 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. EVENT IN PLACE SINCE 2009. ALSO HOST OF TYBEE PIRATE FEST
2. Please list two (2) references excluding City Officials and Staff:
 - a. Name: TODD MORRISON
 Address: TYBEE PIER
 Phone: 912 398 0038
 - b. Name: CHRISTY ALAN
 Address: PO BOX 39, 31328
 Phone: 912 508 1830

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	Total hours
Traffic Cones		
Barricades		
Traffic Barrels		
Trash cans		
Recycling containers		
Sweeper		
Back-hoe		
Other (please list) :		

WAIVED

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

SECTION 4: OTHER REQUESTS (CONT.)**(Check the boxes below and provide additional information if applicable.)**

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: FOR STANDARD 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. Fireworks (TIFD, Chatham County and U. S. Coast Guard notification / approval required. Applicant to contact USCG for special permitting.)
9. Additional Security
 - a. Please describe: _____
10. Petting Zoo
 - a. Please describe: _____
11. Parade/Procession (*Current labor / equipment fees may apply.*)
 - a. List requested parade staging area and route: SEE ATTACHMENT
 - ❖ Parades are required to start on Saturdays no later than 3:00pm with the exception of the Beach Bum Parade. Participants must adhere to organization's and city's safety regulations.
12. Amusement Rides (*Insurance from providing company is required no later than two [2] weeks prior to event.*)
13. Temporary Structure (i.e. tents, booths, stage, etc.)
 - a. Please describe: SEE ATTACHMENT
 - ❖ Application for permitting of structures exceeding 10' x 10', stages, booths and the like are required through the Permitting Office inside 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 allowed without an issued placard. Fees apply.
14. Electrical needs (fees may apply)
 - a. Please describe: USE OF CITY BOXES ON SITE
15. 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.
16. Alcohol license application has been submitted to Administrative Assistant to the City Manager. (*separate approval required*)
17. Banner request has been submitted to Facilities Coordinator. (*separate approval required*)
18. Beach permit application has been submitted to Facilities Coordinator. (*separate approval required*)
19. City facility has been submitted to Facilities Coordinator. (*separate approval required*)
 - ❖ The Walter W. Parker Pier and Pavilion is managed by Chatham County Parks & Recreation. Reservations for use of this facility must go through their office.

**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.

Representative Signature: _____

Date: 12/2/19

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

Section 4: 3. Street Closures –

- Tybee Festival Association, Inc requests closure of Tybrisa & the round-about from 7am-8pm Sat Feb 22, 2020 (Should also include a traffic block at end of 14th St parking lot at cut through by pier) Roundabout only should stay closed thru Mar 3, 1pm or unless stage can be removed Saturday night.
- Parking Spaces on Tybrisa should be closed 2am-8pm Sat Feb 22, 2020.
- First 5 Spaces (nearest roundabout) on each side of 16th street parking lot (total 10 spaces) should be closed 2am-8pm Sat Feb 22, 2020.
- Tybee Festival Association, Inc requests the closure of the parade route from 1:45pm until the end of parade at approximately 3:15pm.

Section 4: 13. Parade Route Feb 22, 2020

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

Section 4: 15. Temporary Structure

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

Supplemental Fees Waive:

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

Building & Zoning permit fees

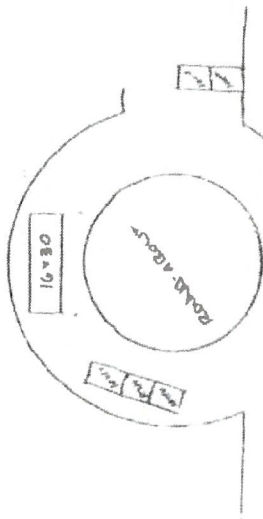
Parking fees and Parking usage fees as listed in Section 4:4-A

DPW

TIPD for standard parade uses

TREB MARDI GRAS 2020

PIER



STRAND

TYRISA