



---

**Agenda**  
**Tuesday, June 21, 2022**  
**9:30 a.m.**  
**Morgan Center, Jekyll Island Club Resort**  
**JIA Committees and Meeting**

**Public Comment**

Written public comments can be submitted online till 12:00 noon on Monday, June 20<sup>th</sup> at the JIA Board of Directors [website](https://www.jekyllisland.com/jekyll-island-authority/board-directors/). The name of the person and the topic of the comment will be read into the record. The full public comment will become part of the permanent record.

Meeting documents and public comments are available at:

<https://www.jekyllisland.com/jekyll-island-authority/board-directors/>

**Chairman, Dale Atkins – Call to Order**

**I. Historic Preservation/Conservation Committee**

Glen Willard, Chair

- A. Partnership with Army Corps of Engineers: Engineering with Nature – Douglas Krafft and Jared Lopes, US Army Corps of Engineers
- B. Least Terns Nesting on Jekyll Island– Ben Carswell, Director of Conservation and Sustainability

**II. Finance Committee**

Bill Gross, Chair

- A. May Financials – Bill Gross, Chair
- B. Proposed Fiscal Year 2023 Budget – Bill Gross, Finance Committee Chair, Jones Hooks, Executive Director, and Marjorie Johnson, Chief Accounting Officer
  - a. Capital Equipment and Projects Requests
  - b. Rate Increases
  - c. Incentive Plans
- C. Update for End of the Year Close-Out – Marjorie Johnson, Chief Accounting Officer

**III. Human Resources Committee**

Buster Evans, Chair

- A. Update to Annual Leave Policy – Jenna Johnson, Director of Human Resources
- B. Update to Holiday Policy – Jenna Johnson, Director of Human Resources
- C. Update to Employee Media Response Policy – Jenna Johnson, Director of Human Resources
- D. Update to Reemployment and Reinstatement Policy – Jenna Johnson, Director of Human Resources

**IV. Marketing Committee**

Joy Burch-Meeks, Chair

- A. Report from Marketing Department – Alexa Hawkins, Director of Marketing & Communications
  - a. GSTC 15th Anniversary – Michelle Kaylor, Director of Georgia Sea Turtle Center

'Jekyll Island, like the rest of Georgia was "left to us as a heritage in trust for our children and their children's children. It is never to be finished, but always to be improved.'"

- Governor M. E. Thompson, 1947

## **V. Legislative Committee**

Trip Tollison, Chair

- A. No Report

## **VI. Committee of the Whole**

Dale Atkins, Chair

- A. Second Reading of Ordinance Revisions - Glenn Coyne, GMC Senior Planner
  - a. Consideration of Proposed Ordinances - Zach Harris, General Counsel
- B. Presentation and Consideration of Proposed FY23 Strategic Plan - Jones Hooks, Executive Director
- C. LNWA Development Agreement – Zach Harris, General Counsel
- D. Consideration of Three Oaks Lease Amendment – Zach Harris, General Counsel
- E. Hurricane Preparedness Update – Noel Jensen, Deputy Executive Director
- F. Executive Director's Report – Jones Hooks, Executive Director
- G. Chairman's Comments – Dale Atkins, Chair

---

If Needed - 5 Minute Break

---

## **Board Meeting Agenda**

**Chairman, Dale Atkins – Call to Order**

### **Action Item**

1. Minutes of the May 17, 2022, Board Meeting
2. Minutes of June 02, 2022, Called Board Meeting
3. Proposed Fiscal Year 2023 Capital Equipment and Projects Requests
4. Proposed Fiscal Year 2023 Rate Increases
5. Proposed Fiscal Year 2023 Incentive Plans
6. Proposed Fiscal Year 2023 Budget
7. Update to Annual Leave Policy
8. Update to Holiday Policy
9. Update to Employee Media Response Policy
10. Update to Reemployment and Reinstatement Policy
11. Consideration of Proposed Ordinances
12. Consideration of Proposed FY23 Strategic Plan
13. LNWA Development Agreement
14. Consideration of Three Oaks Lease Amendment

### **Adjournment**

'Jekyll Island, like the rest of Georgia was "left to us as a heritage in trust for our children and their children's children. It is never to be finished, but always to be improved."'

- Governor M. E. Thompson, 1947

---

---

**MEMORANDUM**

---

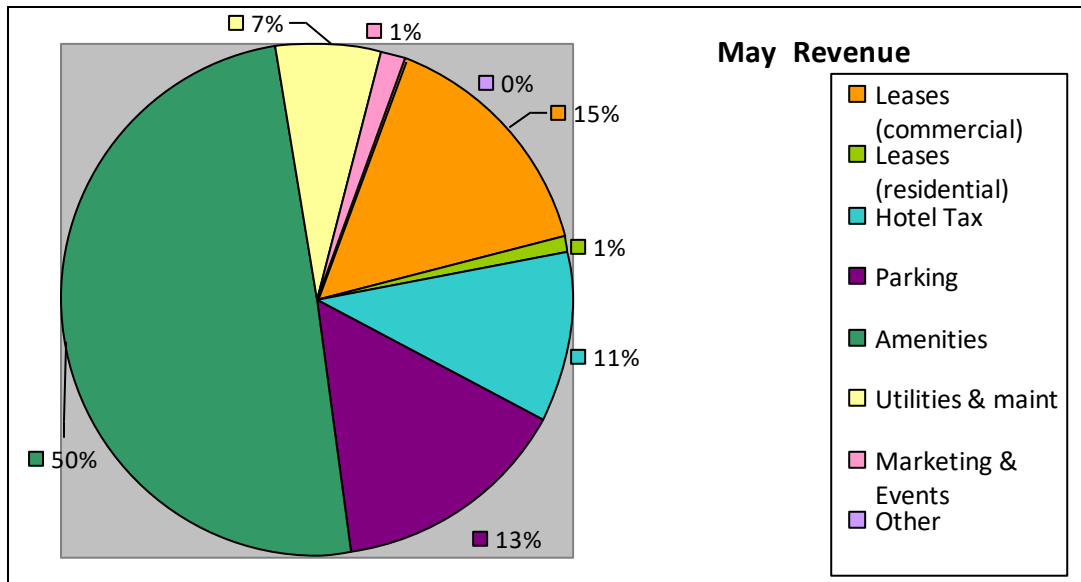
---

**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON  
**SUBJECT:** MAY FINANCIAL STATEMENTS  
**DATE:** 6/13/2022

---

## Revenues

Revenues for May were \$3,743,485 which reflects a favorable \$1M (37%) variance from budget. Year-to-date revenues reflect a favorable \$6.7M (25%) variance from budget and a favorable \$8M (31%) variance from the prior year to date revenues.



The largest variances for the month were:

- Business leases (+\$175K) and Hotel/Motel taxes (+\$174K) combined, represent a favorable \$349K variance from budget for the month. Both percentage rent and H/M tax revenue are based on business and hotel revenues from April, which were higher than anticipated.
- Campground (+\$150K) – Campground revenues continue to be very strong this fiscal year. Most of this variance is for site rental & fees, which was \$120K higher than budget for the month.

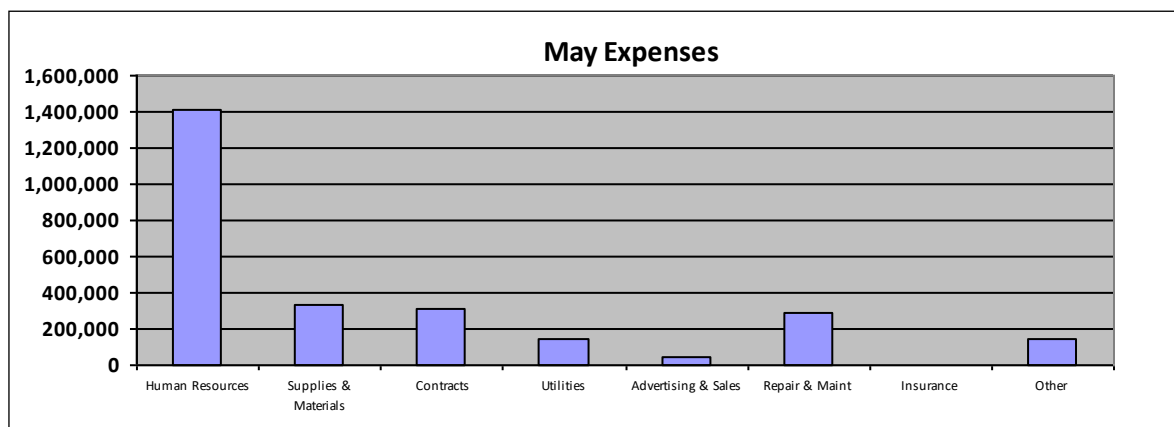
- Parking (+\$106K) – Both daily parking fees (+\$90K) and annual pass sales (+\$16K) were higher than anticipated for the month.

## Expenses

Expenses were \$2,673,356 for May and reflected an unfavorable budget variance of \$126K (5%) for the month. Expenses reflect a favorable \$644K variance from Year-to-date budget and reflected an unfavorable \$5M (25%) variance from Prior Year to Date expenses.

The largest budget variances for the month were:

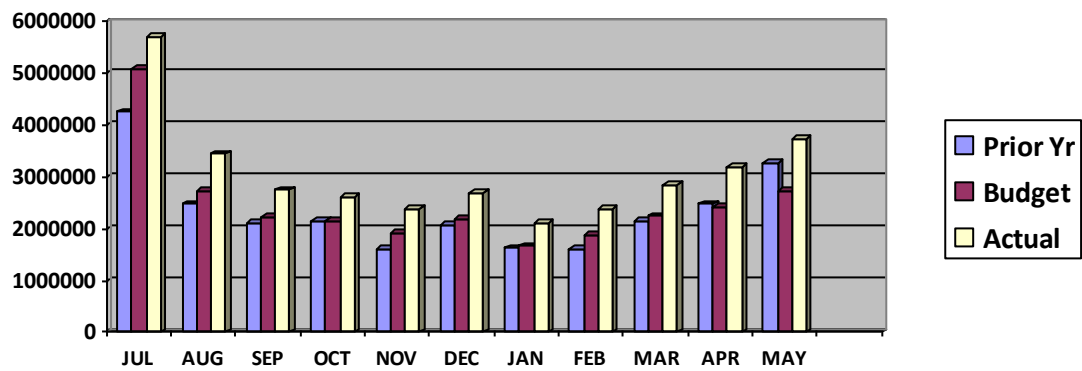
- Advertising & Sales (-\$161K) – Timing variance between budget and actual. Most of these funds will be spend by the end of the fiscal year.
- Supplies & Materials (+\$121K) – Supply costs have significantly increased in recent months. A portion of this variance may be offset in June as a timing variance.
- Repairs & Maintenance (+\$86K) - This variance is from timing differences. The year-to-date expense is currently \$133K less than budget.



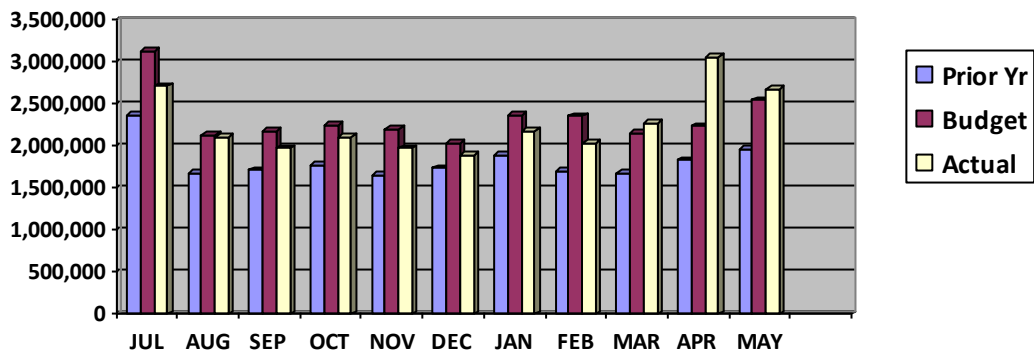
## Net Operating Cash

The Net Operating Cash Income for the month is \$1,070,129, which is an \$892K favorable variance from the budgeted Net Operating Cash Income of \$178,595. Net Operating Cash Income reflects a favorable \$7.4M variance from year-to-date budget and a \$3M favorable variance from prior year to date income.

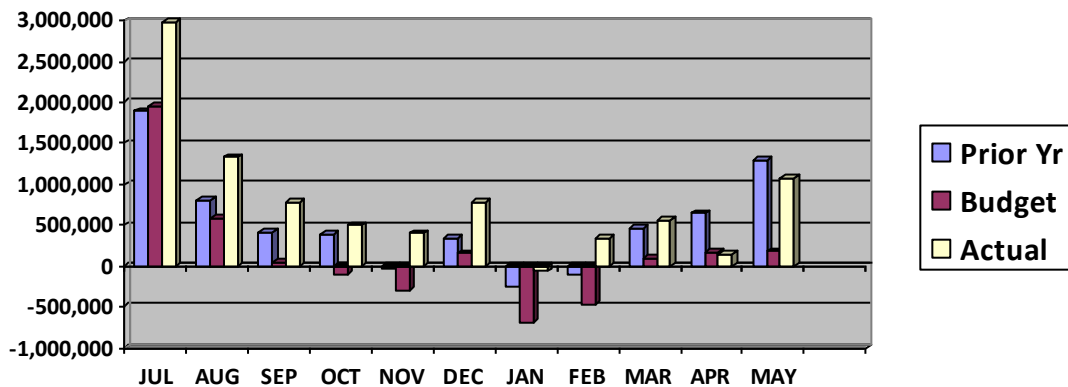
### Total Revenues



### Total Expenses



### Net Operating Cash



Jekyll Island Authority  
CONSOLIDATED BUDGET COMPARISON  
For the Eleven Months Ending May 31, 2022

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		PRIOR YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
<b>Revenues</b>											
<b>Administration</b>											
Business Leases	578,368	403,202	175	43%	5,759,814	4,797,977	962	20%	4,544,502	1,215	27%
Hotel Tax	284,622	162,812	122	75%	2,299,213	1,479,715	819	55%	1,626,057	673	41%
Tourism Development Fund	121,981	69,777	52	75%	977,340	634,164	343	54%	696,817	281	40%
Parking	562,880	456,845	106	23%	4,970,133	4,290,967	679	16%	4,657,891	312	7%
Interest	1,096	450	1	143%	9,089	4,950	4	84%	4,695	4	94%
Lot Rentals	30,918	6,500	24	376%	1,084,017	584,980	499	85%	752,595	331	44%
Foundation	525	442	0	19%	7,844	8,839	(1)	-11%	7,244	1	8%
Airport	-	1,860	(2)	-100%	32,081	19,220	13	67%	20,867	11	54%
Administration revenue	(8,252)	7,507	(16)	-210%	310,578	136,481	174	128%	243,668	67	27%
Beach Village	-	-	-	0%	-	-	-	0%	1,507	(2)	-100%
Intern Housing	4,590	4,750	(0)	-3%	42,940	42,775	0	0%	43,425	(0)	-1%
<b>Total Administration</b>	<b>1,576,727</b>	<b>1,114,144</b>	<b>463</b>	<b>42%</b>	<b>15,493,049</b>	<b>12,000,067</b>	<b>3,493</b>	<b>29%</b>	<b>12,599,268</b>	<b>2,894</b>	<b>23%</b>
<b>Enterprises</b>											
Golf	305,981	217,312	89	41%	2,590,006	2,117,852	472	22%	2,058,561	531	26%
Convention Center	458,766	356,218	103	29%	3,520,310	2,745,176	775	28%	905,795	2,615	289%
McCormick's Grill	-	-	-	0%	(0)	-	(0)	0%	108,919	(109)	-100%
Summer Waves	277,029	346,276	(69)	-20%	1,767,519	1,669,396	98	6%	1,304,034	463	36%
Campground	312,461	162,324	150	92%	2,074,821	1,509,461	565	37%	1,934,428	140	7%
Life is Good	30,979	24,098	7	29%	315,623	195,492	120	61%	234,094	82	35%
Museum	160,973	80,325	81	100%	1,042,660	655,668	387	59%	599,523	443	74%
Georgia Sea Turtle Center	248,990	197,090	52	26%	2,239,788	1,893,814	346	18%	1,796,655	443	25%
Conservation	1,794	700	1	156%	13,106	12,813	0	2%	8,603	5	52%
Miniature Golf & Bikes	38,923	29,229	10	33%	442,577	361,584	81	22%	408,051	35	8%
Water/Wastewater	155,260	100,836	54	54%	1,563,686	1,432,786	131	9%	1,390,557	173	12%
Sanitation	48,124	47,575	1	1%	530,099	522,736	7	1%	522,491	8	1%
Fire Department	11,381	4,340	7	162%	1,405,281	1,355,260	50	4%	1,314,871	90	7%
Tennis	9,054	20,499	(11)	-56%	124,753	123,657	1	1%	136,757	(12)	-9%
Marketing, Special Events & Sales	54,033	650	53	8213%	248,526	160,903	88	54%	127,361	121	95%
Guest Information Center	20,324	12,537	8	62%	230,470	169,657	61	36%	185,720	45	24%
Camp Jekyll & Soccer Fields	27,301	10,361	17	163%	160,311	143,268	17	12%	128,149	32	25%
Landscaping, Roads & Trails	2,886	1,500	1	92%	39,754	21,700	18	83%	61,254	(22)	-35%
Vehicle & Equipment Maintenance	2,119	-	2	0%	8,087	750	7	978%	3,817	4	112%

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
Facility Maintenance	380	-	0	0%	1,437	-	1	0%	1,565	(0)	-8%
Golf Course Maintenance	-	-	-	0%	234	-	0	0%	199	0	17%
<b>Total Enterprises</b>	<b>2,166,758</b>	<b>1,611,870</b>	<b>555</b>	<b>34%</b>	<b>18,319,046</b>	<b>15,091,973</b>	<b>3,227</b>	<b>21%</b>	<b>13,231,404</b>	<b>5,088</b>	<b>38%</b>
<b>Total Revenues</b>	<b>3,743,485</b>	<b>2,726,014</b>	<b>1,017</b>	<b>37%</b>	<b>33,812,095</b>	<b>27,092,040</b>	<b>6,720</b>	<b>25%</b>	<b>25,830,672</b>	<b>7,981</b>	<b>31%</b>

### Expenses

Human Resources	1,410,051	1,421,471	(11)	-1%	13,250,378	13,654,077	(404)	-3%	11,278,108	1,972	17%
Supplies & Materials	330,643	209,688	121	58%	1,728,137	1,699,271	29	2%	1,193,567	535	45%
Advertising & Sales	43,019	203,826	(161)	-79%	755,807	939,545	(184)	-20%	374,622	381	102%
Repairs - Facilities & Grounds	261,712	175,754	86	49%	1,540,241	1,672,958	(133)	-8%	1,162,882	377	32%
Utilities	140,002	132,437	8	6%	1,684,418	1,689,828	(5)	0%	1,575,341	109	7%
Insurance	3,171	3,392	(0)	-7%	931,525	995,281	(64)	-6%	848,048	83	10%
Contracts	306,596	245,877	61	25%	2,979,079	3,021,508	(42)	-1%	1,958,085	1,021	52%
Rentals	62,469	56,995	5	10%	641,595	662,019	(20)	-3%	556,956	85	15%
Printing	3,222	2,720	1	18%	105,577	86,827	19	22%	65,195	40	62%
Motor Vehicle	27,732	23,902	4	16%	244,689	223,503	21	9%	173,734	71	41%
Telephone	8,882	10,355	(1)	-14%	97,502	111,408	(14)	-12%	104,425	(7)	-7%
Equipment Purchase <\$1K	8,212	5,394	3	52%	103,169	80,272	23	29%	62,484	41	65%
Equipment Purchase \$1K to \$5K	(6,059)	1,500	(8)	-504%	110,611	66,664	44	66%	45,418	65	144%
Travel	2,219	1,265	1	75%	33,789	45,775	(12)	-26%	13,193	21	156%
Dues	18,717	17,514	1	7%	302,733	354,632	(52)	-15%	214,950	88	41%
Credit Card Fees	52,713	35,305	17	49%	472,688	323,217	149	46%	362,971	110	30%
Bank Fees	55	25	0	120%	900	275	1	227%	526	0	71%
<b>Total Expenditures</b>	<b>2,673,356</b>	<b>2,547,419</b>	<b>126</b>	<b>5%</b>	<b>24,982,837</b>	<b>25,627,059</b>	<b>(644)</b>	<b>-3%</b>	<b>19,990,506</b>	<b>4,992</b>	<b>25%</b>
<b>Net Operating Cash Income **</b>	<b>1,070,129</b>	<b>178,595</b>	<b>892</b>	<b>499%</b>	<b>8,829,257</b>	<b>1,464,981</b>	<b>7,364</b>	<b>503%</b>	<b>5,840,166</b>	<b>2,989</b>	<b>51%</b>

\*\* Does not include depreciation or capital projects

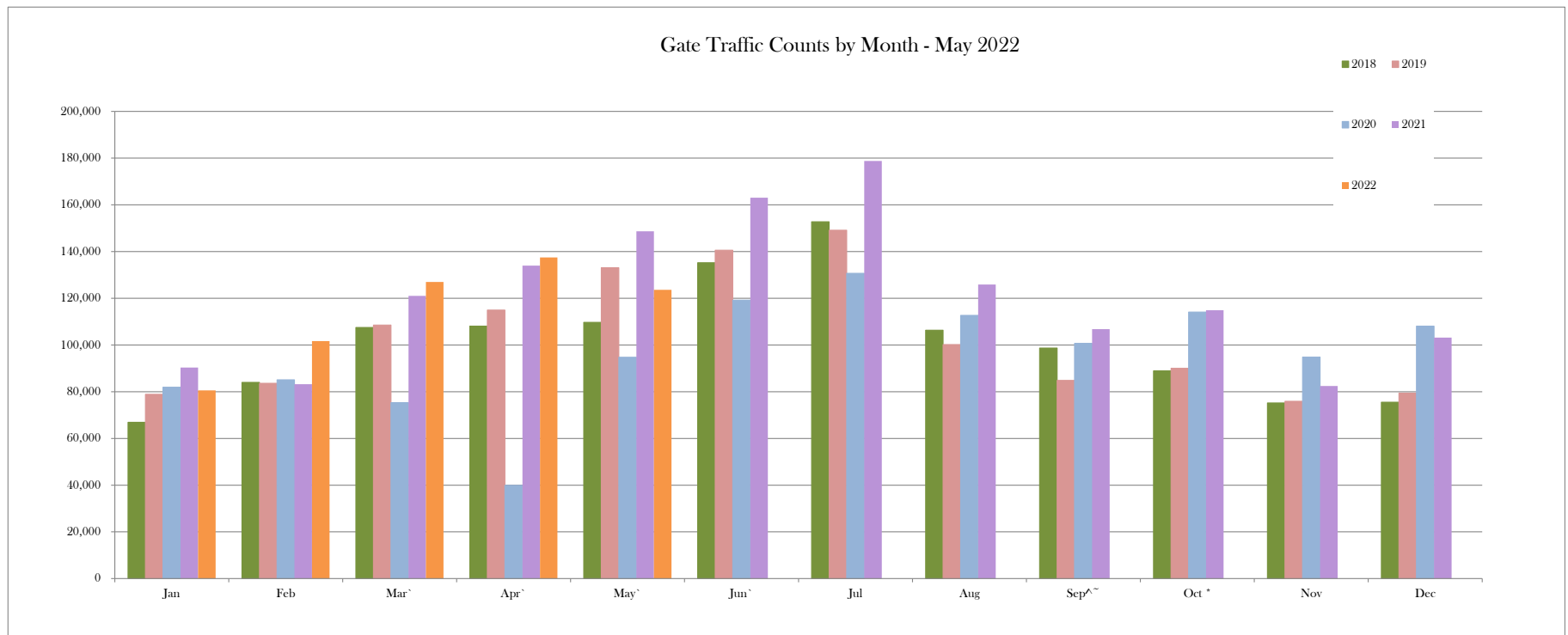
## May 2022 Traffic Counts

	2018			2019			2020			2021			2022		
	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Gate Purchase	Pre-purchased	Total	Gate Purchase	Pre-purchased	Total	Gate Purchase	Pre-purchased	Total
January	21,065	45,842	66,907	28,874	50,037	78,911	29,773	52,159	81,932	23,462	66,875	90,337	22,696	57,843	80,539
February	34,326	49,664	83,990	35,010	48,619	83,629	32,646	52,457	85,103	22,609	60,616	83,225	29,766	71,891	101,657
March	51,052	56,444	107,496	51,682	56,865	108,547	27,012	48,279	75,291	39,560	81,491	121,051	36,635	90,333	126,968
April	55,620	52,474	108,094	61,404	53,529	114,933	12,082	27,810	39,892	47,198	86,746	133,944	44,680	92,799	137,479
May	54,547	55,167	109,714	74,194	58,894	133,088	44,891	49,825	94,716	58,179	90,491	148,670	44,071	79,550	123,621
June	79,575	55,657	135,232	82,105	58,479	140,584	51,147	68,042	119,189	60,141	102,896	163,037	0	0	0
July	95,960	56,773	152,733	89,499	59,595	149,094	56,441	74,236	130,677	60,613	118,185	178,798	0	0	0
August	53,639	52,681	106,320	47,501	52,687	100,188	39,096	73,585	112,681	38,368	87,543	125,911	0	0	0
September	49,032	49,651	98,683	37,317	47,518	84,835	34,055	66,662	100,717	34,300	72,468	106,768	0	0	0
October	38,539	50,366	88,905	39,100	50,923	90,023	33,851	80,276	114,127	37,170	77,713	114,883	0	0	0
November	29,468	45,737	75,205	30,173	45,699	75,872	22,914	71,876	94,790	26,069	56,386	82,455	0	0	0
December	30,104	45,436	75,540	31,871	47,504	79,375	29,842	78,215	108,057	37,396	65,769	103,165	0	0	0
Totals	592,927	615,892	1,208,819	608,730	630,349	1,239,079	413,750	743,422	1,157,172	485,065	967,179	1,452,244	177,848	392,416	570,264

LPR system began April 2020

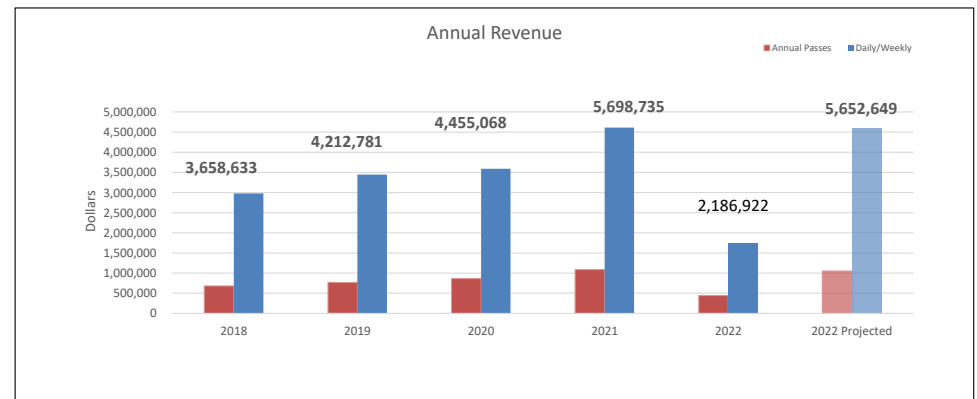
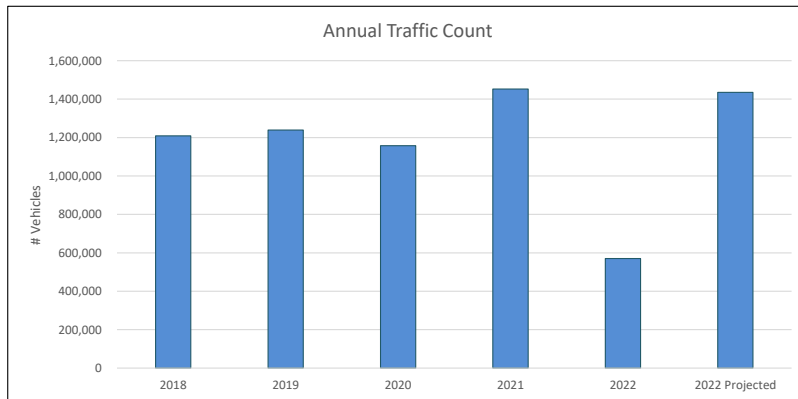
Year to Date Comparison	2018 YTD	2019 YTD	2020 YTD	2021 YTD	2022 YTD
	476,201	519,108	376,934	577,227	570,264





COVID - March 2020 through July 2020 (most significant impact)

^Sep 2017 - Hurricane Irma  
 ~Sept 2019 - Hurricane Dorian



June 11, 2022

Combined Revenue for JIA Marketing and ASM Global  
Jekyll Island Convention Center

<b>MAY</b>	<b>FY2022</b>	<b>FY2021</b>	<b>FY2020</b>	<b>FY2019</b>	<b>FY2018</b>	<b>FY2017</b>	<b>FY2016</b>	<b>FY2015</b>	<b>FY2014</b>	<b>FY2013</b>
Events	22	18	0	25	20	24	29	21	22	17
Event Days	38	32	0	46	44	49	51	40	40	52
Attendance	11,050	9343	0	15,224	13008	11954	12,853	15,492	14,162	22,713
Revenue	\$514,131act \$404,626bud	\$420,896 \$459,065	\$850	\$595,560	\$576,751	\$461,680	\$437,736	\$357,216	\$410,867	\$371,931
Square FT used	897,860	658,110	0	996,796	N/A	N/A	N/A	N/A	N/A	N/A

May is the first month of our run of annual events. As we celebrated our 10<sup>th</sup> Anniversary at the JICC, Rural Water had one of their largest number of attendees. CCGA had their spring graduation with the largest number of graduates ever. Our annual Memorial client, GA Physical Plant Managers also had a higher-than-normal attendance.

#### **FUTURE CONTRACTS ISSUED - 13– Estimated revenues \$666,200**

Conventions –8– Anticipated rev of	\$482,700
Meetings –0–Anticipated revenue	0
Banquet –0 – Anticipated revenue	0
Weddings –2– Anticipated revenue	81,500
Public Event –3 – Anticipated revenue	102,000

#### **PROPOSALS**

CVB –16  
Westin – 0  
Cvent- 5  
SMG site pass -0  
Meeting planner meetings and site tours (all staff) – 16

# JEKYLL ISLAND AUTHORITY

## HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - May 2022

### HOTEL STATISTICS AT-A-GLANCE

#### 2022

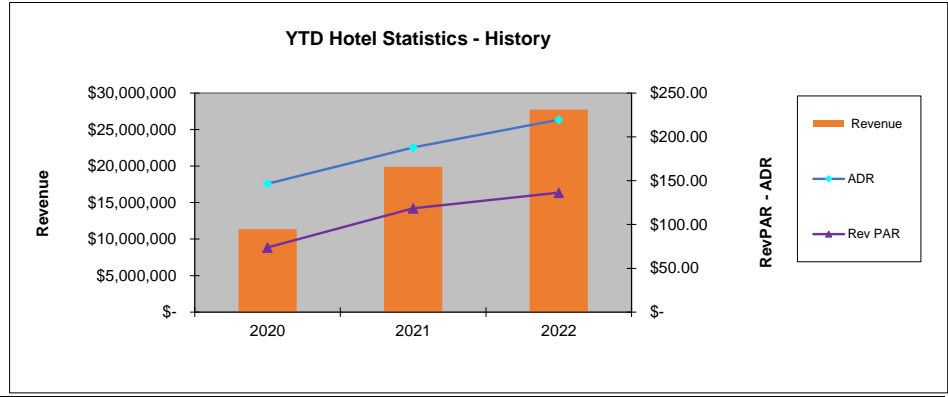
Total Revenue	\$	27,731,890
Occupancy Rate		62.1%
Rev PAR	\$	136.35
ADR	\$	219.62

#### 2021

Total Revenue	\$	19,911,045
Occupancy Rate		63.0%
RevPAR	\$	118.47
ADR	\$	188.03

#### 2020

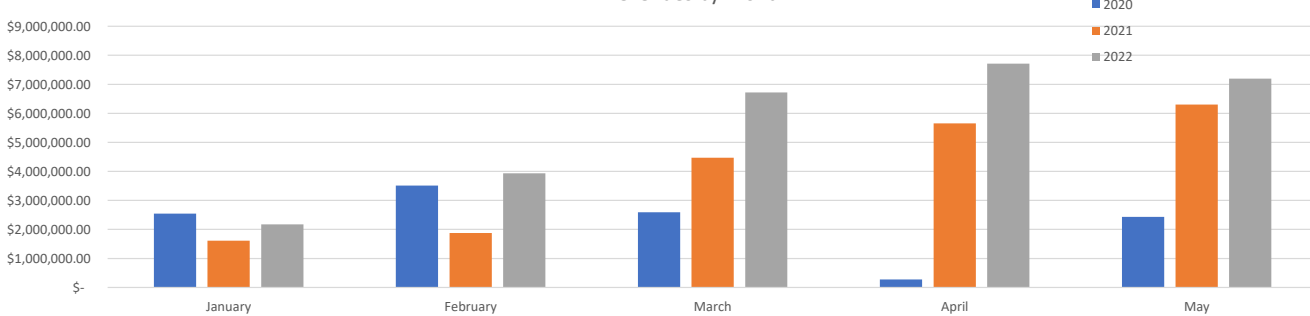
Total Revenue	\$	11,357,101
Occupancy Rate		50.4%
RevPAR	\$	73.79
ADR	\$	146.50



### OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2022 Room Revenue	2021 Room Revenue	Revenue Variance	
Beachview Club	38	5,461	3,284	60.1%	\$ 214.88	\$ 129.22	705,682	548,020	\$ 157,662	29%
Home2Suites	107	16,157	10,730	66.4%	\$ 204.08	\$ 135.53	2,189,802	1,655,317	\$ 534,485	32%
Holiday Inn Resort	157	23,707	12,584	53.1%	\$ 208.56	\$ 110.70	2,624,462	2,365,998	\$ 258,464	11%
Days Inn & Suites	124	18,488	12,813	69.3%	\$ 169.62	\$ 117.56	2,173,361	1,836,963	\$ 336,397	18%
Courtyard by Marriott/ Residence Inn	209	31,350	17,722	56.5%	\$ 218.72	\$ 123.64	3,876,096	0	\$ 3,876,096	0%
Hampton Inn	138	20,838	12,417	59.6%	\$ 205.63	\$ 122.53	2,553,367	2,060,064	\$ 493,303	24%
Jekyll Island Club Resort	200	30,400	19,492	64.1%	\$ 302.28	\$ 193.82	5,892,048	4,854,267	\$ 1,037,781	21%
Seafarer Inn & Suites	73	10,440	5,434	52.0%	\$ 175.51	\$ 91.35	953,719	889,698	\$ 64,021	7%
Villas by the Sea	120	11,601	7,435	64.1%	\$ 186.94	\$ 119.81	1,389,878	1,243,067	\$ 146,811	12%
Villas by the Sea - Jekyll Realty	15	2,053	1,280	62.3%	\$ 129.96	\$ 81.03	166,351	119,332	\$ 47,019	39%
Villas by the Sea - Parker Kaufman	25	2,694	1,667	61.9%	\$ 117.01	\$ 72.40	195,056	108,232	\$ 86,824	80%
Westin	200	30,200	21,416	70.9%	\$ 234.03	\$ 165.96	5,012,070	4,230,086	\$ 781,984	18%
<b>2022 Total</b>		<b>203,389</b>	<b>126,274</b>	<b>62.1%</b>	<b>\$ 219.62</b>	<b>\$ 136.35</b>	<b>\$ 27,731,890</b>	<b>\$ 19,911,045</b>	<b>\$ 7,820,845</b>	<b>39.3%</b>
<b>2021 Total</b>		<b>168,065</b>	<b>105,891</b>	<b>63.0%</b>	<b>\$ 188.03</b>	<b>\$ 118.47</b>	<b>\$ 19,911,045</b>			
<b>2020 Total</b>		<b>153,905</b>	<b>77,522</b>	<b>50.4%</b>	<b>\$ 146.50</b>	<b>\$ 73.79</b>	<b>\$ 11,357,101</b>			

### Revenues by Month



*Jekyll Island Authority*  
*Proposed Fiscal Year 2023 Budget Summary*

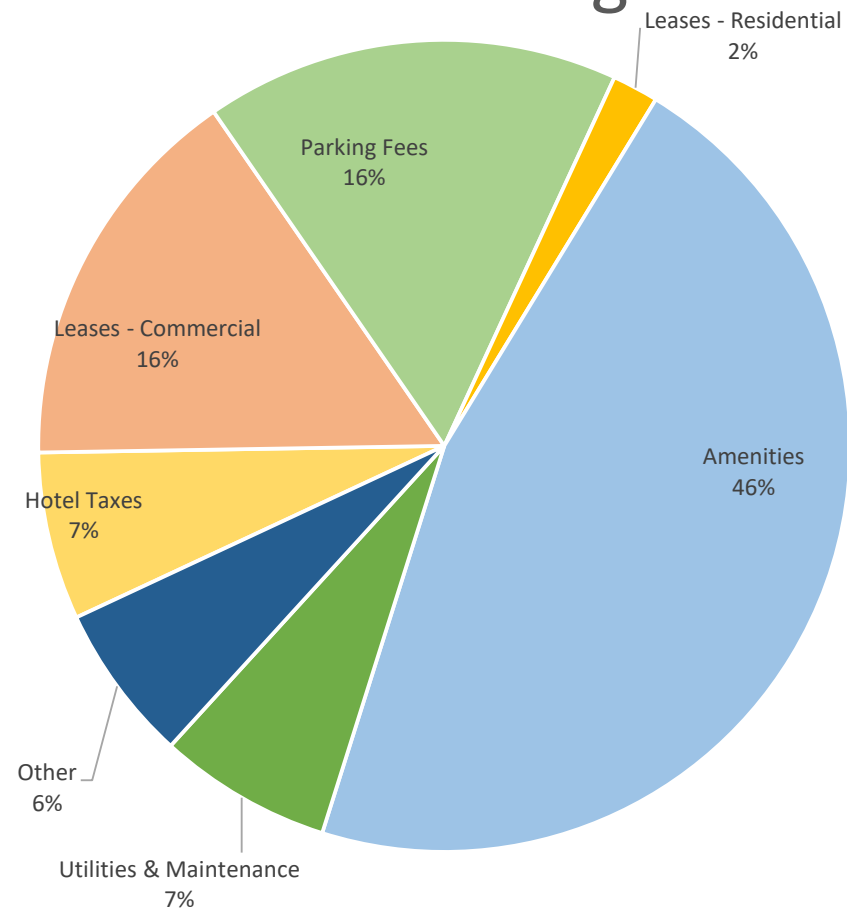


Jekyll Island Authority -Consolidated  
FY2023 Budget

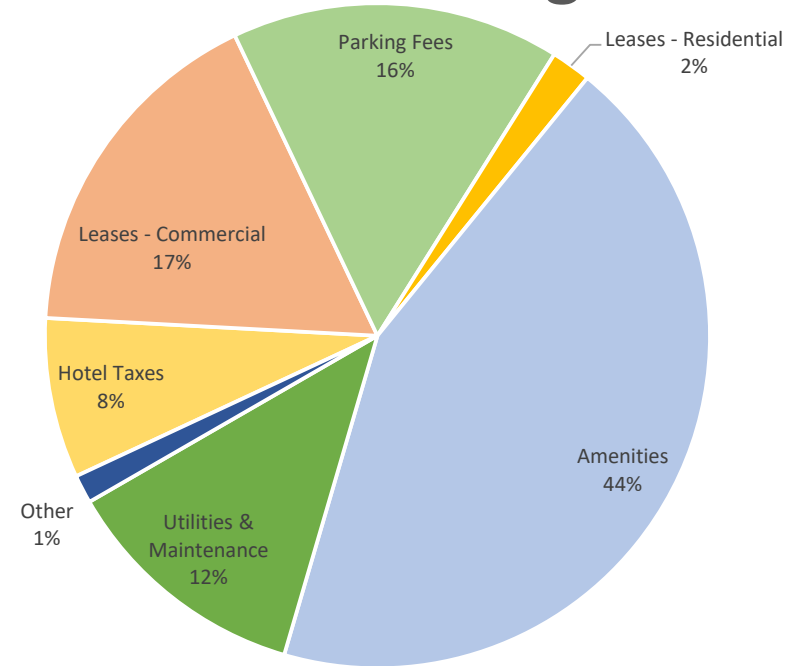
Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	38,081,918.27	Business leases \$5.6M; Parking fees \$5.8M; H/M tax \$2.4M; Concessions \$3.7M; Food \$2.6M; Admission fees \$3.8M; Campsite rental \$2M; Green fees & carts \$1.4M; Water/Wastewater \$1.3M	36,956,445.13	38,098,381.00	32,671,594.32	32,458,103.96	28,106,608.47	31,701,259.43	29,899,981.59	29,343,154.15	26,681,623.35
COST OF GOODS SOLD	2,615,197.81	Cost of merchandise, food, beverage and fuel sold	2,242,317.36	2,197,350.66	1,941,214.57	2,000,631.00	1,643,418.02	1,889,105.88	1,819,716.46	2,065,475.37	1,863,187.94
NET REVENUE	35,466,720.46		34,714,127.77	35,901,030.34	30,730,379.75	30,457,472.96	26,463,190.45	29,812,153.55	28,080,265.13	27,277,678.78	24,818,435.41
EXPENSES											
PERSONNEL	18,288,662.70	FT labor \$10M; PT labor \$2.2M; staffing service labor \$347K; Health insurance \$2.1M; Retirement \$2.6M; FICA \$806K; includes pay increase and increase in matching 401K funds for FY23	14,240,083.35	12,976,923.17	15,243,051.47	12,445,581.01	12,525,004.68	12,667,952.32	12,543,526.62	11,804,335.98	11,229,200.71
MOTOR VEHICLE	280,519.92	Fuel for vehicles & equipment \$184K; R&M of vehicles and ATV's \$96K	251,715.25	230,535.90	246,051.93	195,191.86	271,446.00	256,276.65	237,433.05	222,937.94	201,253.21
SUPPLIES & MATERIALS	2,429,869.86	Chemicals & Fertilizers \$628K; Special Event supplies \$314K; Plants & Seeds \$187K; Bathroom/cleaning supplies \$162K; decorations \$131K; shop supplies \$109K	1,797,642.73	1,670,297.60	1,980,870.26	1,426,580.90	1,583,258.23	1,850,740.96	1,701,862.96	1,694,142.49	1,651,796.42
REPAIRS & MAINTENANCE	2,160,922.15	Building/Structure R&M \$944K; Roads/Grounds R&M \$171K; Equipment R&M \$379K; Service Contracts \$667K (Water tower maint; equipment svc agreements)	1,869,025.81	1,660,058.64	1,994,405.96	1,401,330.25	1,647,083.47	1,575,951.94	1,410,583.86	1,580,381.76	1,421,108.90
UTILITIES	1,954,348.51	Electricity \$1.1M; heating/cooking fuel \$38K; water/sewer \$303K; trash \$274K; internet/cable \$110K; telephone \$118K	1,947,092.28	1,909,009.69	1,975,088.28	1,847,839.05	1,931,185.39	1,907,796.12	1,927,045.83	1,866,167.09	1,696,278.86
INSURANCE	1,013,431.15	Worker's comp \$305K; liability ins \$113K; property ins \$48K; vehicle ins \$2.7K; fire fee \$468K	933,834.22	912,586.57	998,668.97	851,416.04	840,637.79	879,553.88	807,138.76	844,487.09	821,443.86
ADVERTISING & PROMOTION	1,254,329.17	Brand & advertising \$591K; Public Relations \$111K; 31-81 Magazine \$252K; BGIVB \$100K; Convention Sales \$10K; Group promotions (meetings, promotional) \$54K; Event promotins \$80K	1,000,653.18	544,267.40	1,227,565.48	461,173.65	785,625.44	1,504,226.52	1,301,632.76	1,007,841.93	1,176,771.48
TRAVEL	85,830.00	Sales travel; continuing education & conference travel; Board meals & lodging	43,458.34	32,737.18	56,874.00	18,948.68	80,849.90	96,432.71	73,822.77	74,032.91	70,343.48
LICENSES, REGISTRATIONS & SUBSCRIPTIONS	409,490.03	Professional associations; training registration fees; Microsoft subscription; web hosting	350,368.20	308,574.02	394,333.70	234,891.56	247,869.72	232,089.56	201,880.04	196,315.83	149,635.53
CONTRACTS	4,468,753.83	SMG contract and staffing \$2M; Special events \$231K (entertainment, fireworks, etc); Sanitation \$359K; Misc contracts \$100K; Ecological/Outdoor recreation design \$100K; Website redesign \$100K	3,627,996.69	2,807,083.06	3,788,432.43	2,178,409.10	3,010,864.34	3,292,477.64	3,237,532.88	3,044,249.11	2,678,669.76
BUILDING & EQUIPMENT RENTAL	818,958.25	Golf cart lease; equipment leases; equipment rental for maintenance and events; copiers; compactors	669,833.64	665,239.15	716,351.76	610,449.15	810,302.49	619,899.50	497,299.26	370,949.86	358,399.96
CREDIT CARD FEES & BANK FEES	477,544.26	Credit card processing fees, bank stop payment fees, statement fees	485,884.65	489,330.91	366,134.96	417,307.05	297,126.72	318,627.81	267,558.34	273,447.65	250,844.85
PRINTING & PUBLICATIONS	153,824.37	Marketing \$112K (Island Guide, annual reports, maps, event guides, tickets banners, etc.)	102,916.97	86,517.94	89,925.31	91,373.58	130,607.54	275,440.01	221,939.82	187,094.24	173,385.07
EQUIPMENT PURCHASES <\$5K	172,772.00	General equipment replacements: Computers, maintenance equipment; vacuum cleaners, etc.	159,612.70	173,435.81	148,785.53	114,175.16	139,162.97	264,136.06	214,158.78	195,623.81	205,559.74
INTEREST EXPENSE	0.00	Converted to grant 06/17 - no further payments due	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41,194.10	33,616.33
TOTAL OPERATING EXPENSES	33,969,256.20		27,480,118.01	24,466,597.04	29,226,540.04	22,294,667.04	24,301,024.68	25,741,601.68	24,643,415.73	23,403,201.79	22,118,308.16
OPERATING INCOME	1,497,464.26		7,234,009.76	11,434,433.30	1,503,839.71	8,162,805.92	2,162,165.78	4,070,551.87	3,436,849.40	3,874,476.99	2,700,127.25
BOARD DESIGNATED FUND CONTRIBUTIONS											
Tourism Development Fund	711,236.50		941,868.85	1,016,248.99	711,236.50	871,516.38	582,567.72	697,322.85	603,569.41	601,448.08	548,841.00
Water / Sewer Fund	49,052.33		366,784.23	404,500.28	188,143.12	570,198.88	534,217.95	351,836.33	305,497.09	400,646.39	261,657.00
Retail Village \$1.6M loan payment (fixed)	0.00	Converted to grant 06/17; no future payments due	0.00	0.00	0.00	0.00	0.00	0.00	0.00	142,792.70	150,370.47
Fire Department equipment fund	176,104.44		295,871.43	369,111.18	205,119.47	323,625.30	294,367.43	194,162.89	182,019.11	71,572.30	25,000.00
Public area Improvement Fund	321,653.35		945,391.93	1,474,409.06	216,896.61	1,647,341.64	0.00	0.00	0.00	0.00	0.00
Beach Village Entertainment fees (carryover)	0.00		26,589.88	56,535.87	0.00	58,115.98	18,575.65	10,194.36	16,547.37	0.00	0.00
Hollybourne Lintel Project	0.00		0.00	0.00	0.00	0.00	0.00	0.00	180,662.50	0.00	0.00
Payment to JIF for Mosaic project	0.00		0.00	0.00	0.00	0.00	0.00	300,000.00	150,000.00	150,000.00	150,000.00
Total Designated Fund Contributions	1,258,046.62		2,576,506.32	3,320,805.38	1,321,395.70	3,470,798.18	1,429,728.75	1,553,516.43	1,438,295.48	1,366,459.47	1,135,868.47
AMOUNT AVAILABLE FOR CAPITAL OR CASH RESERVES	239,417.64		4,657,503.44	8,113,627.92	182,444.01	4,692,007.74	732,437.03	2,517,035.44	1,998,553.92	2,508,017.52	1,564,258.78
CAPITAL PROJECTS AND EQUIPMENT		Previously approved by the Board in FY2022 Current capital equipment and projects requests	856,900.00 2,132,763.00			3,617,528.48	410,463.00	2,092,016.16	1,409,730.00	1,782,101.00	1,357,300.00
CONTRIBUTION TO CASH RESERVES		Estimated additional amount available for captial or cash reserves for FY2022	1,667,840.44			1,074,479.26	321,974.03	425,019.28	588,823.92	725,916.52	206,958.78

# FY23 Revenue Budget

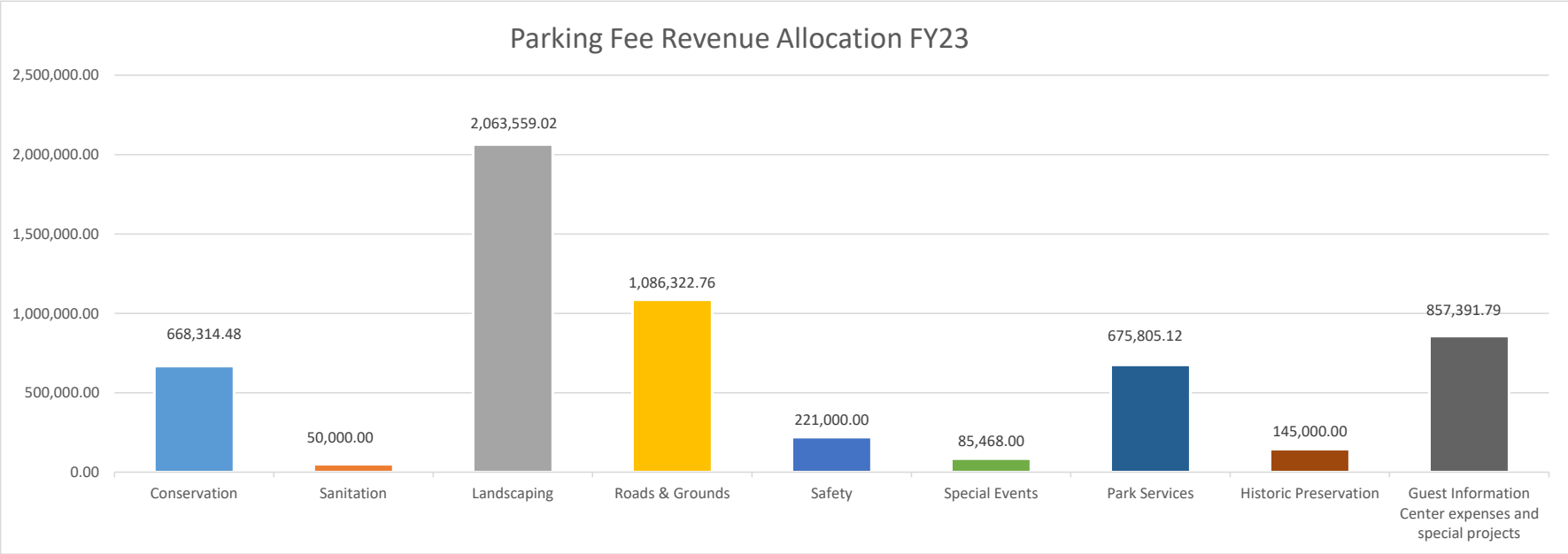


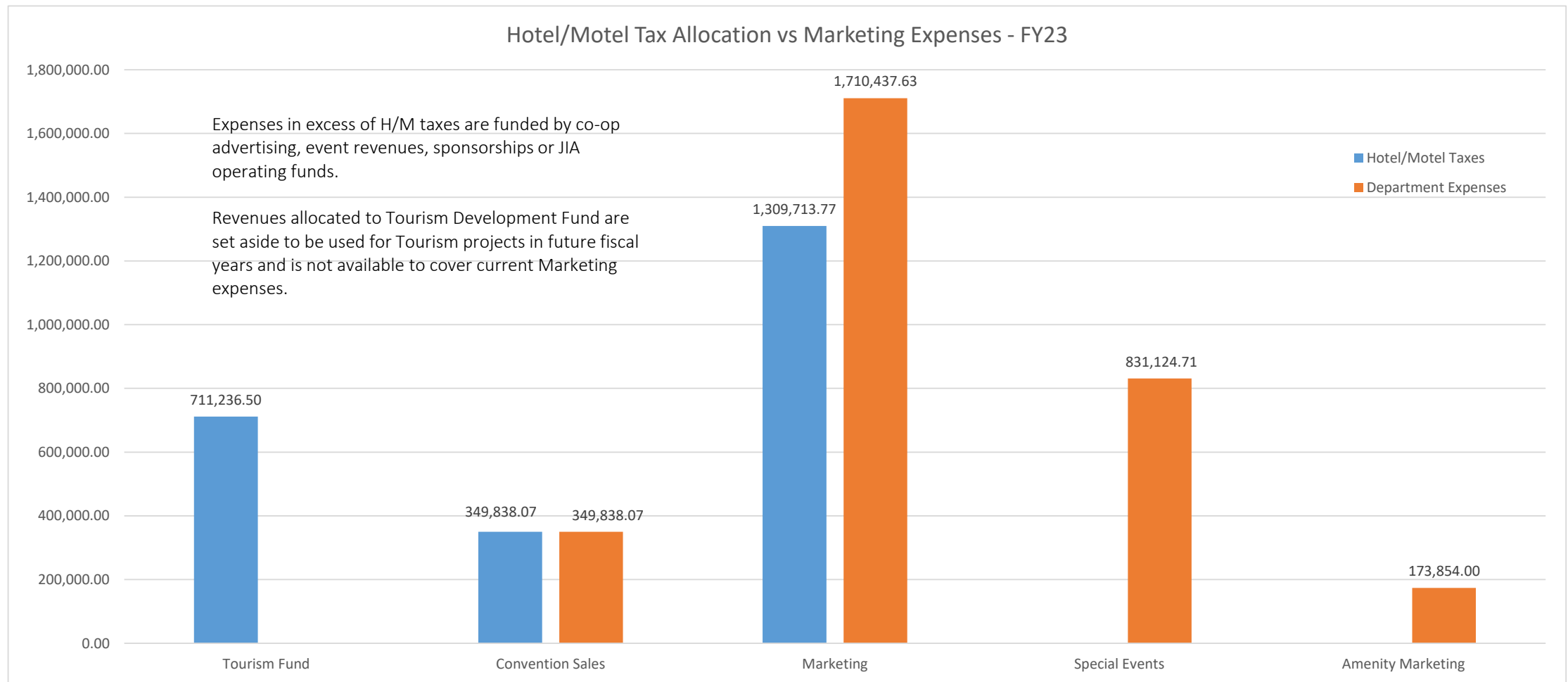
# FY22 Revenue Budget



Allocation of Parking fees

		July	August	September	October	November	December	January	February	March	April	May	June	Total	
Parking fee revenue		\$ 739,160.84	\$ 442,497.92	\$ 406,892.00	\$ 436,019.27	\$ 367,889.92	\$ 460,952.00	\$ 297,725.40	\$ 348,537.61	\$ 448,828.89	\$ 537,802.56	\$ 659,492.10	\$ 707,062.65	\$ 5,852,861.17	
Percent of total		12.6291%	7.5604%	6.9520%	7.4497%	6.2856%	7.8757%	5.0868%	5.9550%	7.6685%	9.1887%	11.2679%	12.0806%	100.0000%	
Conservation	668,314.48	84,401.78	50,527.04	46,461.35	49,787.27	42,007.86	52,634.24	33,996.06	39,798.10	51,249.95	61,409.49	75,304.73	80,736.62	668,314.48	
Sanitation	50,000.00	6,314.53	3,780.18	3,476.01	3,724.84	3,142.82	3,937.83	2,543.42	2,977.50	3,834.27	4,594.36	5,633.93	6,040.32	50,000.00	
Landscaping	2,063,559.02	260,607.93	156,012.68	143,459.01	153,728.49	129,707.94	162,519.09	104,969.85	122,884.85	158,244.81	189,614.50	232,518.91	249,290.98	2,063,559.02	
Roads & Grounds	1,086,322.76	137,192.26	82,130.01	75,521.36	80,927.54	68,282.36	85,555.19	55,259.45	64,690.47	83,305.07	99,819.07	122,405.31	131,234.66	1,086,322.76	
Safety	221,000.00	27,910.20	16,708.42	15,363.96	16,463.79	13,891.27	17,405.23	11,241.91	13,160.54	16,947.47	20,307.05	24,901.97	26,698.20	221,000.00	
Special Events	85,468.00	10,793.80	6,461.70	5,941.75	6,367.09	5,372.21	6,731.18	4,347.62	5,089.62	6,554.15	7,853.41	9,630.41	10,325.08	85,468.00	
Park Services	675,805.12	85,347.78	51,093.36	46,982.10	50,345.30	42,478.69	53,224.18	34,377.09	40,244.16	51,824.37	62,097.79	76,148.76	81,641.53	675,805.12	
Historic Preservation	145,000.00	18,312.12	10,962.54	10,080.43	10,802.03	9,114.18	11,419.72	7,375.91	8,634.74	11,119.38	13,323.63	16,338.39	17,516.92	145,000.00	
														0.00	
Total allocated to other departments		630,880.39	377,675.93	347,285.96	372,146.35	313,997.34	393,426.66	254,111.29	297,479.97	383,079.47	459,019.30	562,882.41	603,484.30	4,995,469.38	
Balance left to cover															
Guest Information Center expenses and sp		108,280.45	64,821.99	59,606.04	63,872.92	53,892.58	67,525.34	43,614.11	51,057.64	65,749.42	78,783.26	96,609.69	103,578.35	857,391.79	





Total Hotel/Motel tax budget:     \$2,370,788.35



Jekyll Island Authority -Administration  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	4,637,378.28	Business leases \$3.9M; Lot leases \$652K; Alcohol license, alcohol taxes & residential rental licenses \$135K; Reimbursement from property insurance \$18K; Allocation to Museum (\$75K); other \$16K	5,184,703.26	5,425,045.93	4,543,716.39	4,709,248.38	4,301,811.75	4,414,388.33	4,423,425.32	4,180,020.91	3,675,504.37
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	4,637,378.28		5,184,703.26	5,425,045.93	4,543,716.39	4,709,248.38	4,301,811.75	4,414,388.33	4,423,425.32	4,180,020.91	3,675,504.37
EXPENSES											
PERSONNEL	3,137,832.31	21 FT positions; requesting 1 H/R Coordinator; retention & retirement funds \$285K; staff training & software \$33K; tuition reimbursement \$16K; employee & supervisor meetings & orientation \$18K	2,554,818.76	2,178,435.84	2,619,291.40	1,966,148.65	1,903,382.52	1,909,676.16	1,812,438.38	1,703,465.91	1,641,655.59
MOTOR VEHICLE	1,225.00	Fuel and misc repairs for admin vehicle	1,629.95	407.55	3,180.00	444.75	6,811.23	715.42	181.97	928.03	638.14
SUPPLIES & MATERIALS	37,736.09	Office supplies \$18K; postage \$11K; Furniture & fixtures \$1.8K; Uniforms/name tags \$5.7K; other \$1.3K	39,477.10	30,716.89	43,982.09	32,985.92	46,356.09	33,738.04	39,942.20	35,748.44	57,568.63
REPAIRS & MAINTENANCE	135,129.94	General building R&M \$44K for admin building and leased properties; Equipment R&M \$11K; Service contracts \$80K (incl software maintenance agreements; HVAC service agreement; pest control)	119,965.63	105,662.16	123,657.07	92,253.03	137,614.24	94,275.06	73,875.45	116,800.44	95,046.28
UTILITIES	79,195.28	Electricity \$25K; Water/Sewer \$4K; Trash \$3.3K; internet \$16.6K; telephones \$30K	82,679.62	78,527.88	85,880.33	83,970.22	87,038.51	91,997.56	93,829.78	95,800.07	78,218.62
INSURANCE	246,781.16	Fire fee \$78K; worker's comp \$46K; liability ins \$6K; building ins \$19K; Business interruption ins \$21K; Cyber insurance \$36K; All-risk insurance \$8K	194,378.57	179,386.39	217,000.85	148,927.62	142,850.26	167,141.10	126,566.43	152,696.16	128,439.31
ADVERTISING & PROMOTION	17,000.00	Board and general meeting expenses and promo items \$16K; help wanted ads \$1K	22,631.69	17,212.33	23,460.04	10,441.15	13,900.36	12,250.15	16,086.38	14,984.75	18,465.73
TRAVEL	29,680.00	Board members \$10K; Auditor travel \$6K; Staff travel \$13.7K	24,686.78	19,220.39	21,980.00	7,149.71	14,413.45	21,120.04	24,763.79	21,504.29	18,069.37
LICENSES, REGISTRATIONS & SUBCRIPTIONS	192,188.83	Professional memberships & registration fees \$5K, Microsoft Office subscription \$60K, anti-virus, spam filters, security \$30K; cloud backup & ransomware scan \$11K; monitoring software \$38K; trademarks \$11K	190,337.68	171,465.75	171,550.08	120,793.49	88,431.26	56,956.09	67,332.86	65,965.52	46,491.07
CONTRACTS	676,552.48	Dept of Law \$36K; SAAG fees \$270K; Payroll processing \$78K; IT services \$77K; Project management \$75K; Economic Impact Analysis update \$35K; Misc consultants \$100K	825,504.74	527,627.94	822,970.23	453,099.39	368,070.31	306,311.65	407,244.93	390,957.81	319,931.76
BUILDING & EQUIPMENT RENTAL	11,234.80	Copier rental \$7.4K; postage meter rental \$2.7K; water coolers \$1K	10,264.47	9,741.37	11,234.80	9,487.53	10,907.03	12,237.89	10,121.76	9,353.03	9,970.99
CREDIT CARD FEES & BANK FEES	38,529.95	Credit card processing fees; stop payment fees; statement fees; transaction fees	39,984.86	41,999.89	25,128.14	36,698.74	25,102.66	23,394.37	19,311.55	14,266.10	21,554.03
PRINTING & PUBLICATIONS	5,532.94	Business cards, checks, letterhead	5,688.77	4,074.82	5,532.94	6,859.89	2,273.85	5,968.08	4,100.93	3,057.92	2,957.57
EQUIPMENT PURCHASES <\$5K	24,000.00	Replace 25 computers and 15 monitors; internal hard drives; printers, etc	37,205.52	42,341.11	19,910.00	24,209.21	31,819.31	37,010.52	19,966.41	37,067.53	8,100.07
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	4,632,618.78		4,149,254.14	3,406,820.31	4,194,757.97	2,993,469.30	2,878,971.08	2,772,792.13	2,715,762.82	2,662,596.00	2,447,107.16
OPERATING INCOME	4,759.50		1,035,449.12	2,018,225.62	348,958.42	1,715,779.08	1,422,840.67	1,641,596.20	1,707,662.50	1,517,424.91	1,228,397.21

Jekyll Island Authority -Conservation  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	707,246.98	Lease payments for solar farm \$5K; nature programs & tours \$16K; parking fees allocated for conservation expenses \$669K; grants, donations & reimbursements \$18K	429,313.94	416,304.12	403,759.84	400,637.71	464,801.18	389,392.43	369,258.78	315,210.26	235,298.61
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	707,246.98		429,313.94	416,304.12	403,759.84	400,637.71	464,801.18	389,392.43	369,258.78	315,210.26	235,298.61
EXPENSES											
PERSONNEL	470,109.82	4 FT Employees; requesting 1 additional Conservation technician; also includes 3 PT rangers and 1 seasonal ranger; includes benefits	346,930.99	438,243.17	292,725.55	313,740.94	311,177.70	289,857.68	270,709.34	206,794.35	194,057.67
MOTOR VEHICLE	4,954.29	Gas and diesel for UTVs and vehicles; misc. repair	3,579.02	3,777.93	5,254.29	4,590.63	4,575.82	6,263.25	3,695.84	2,182.45	761.94
SUPPLIES & MATERIALS	19,524.69	Supplies for conservation & research programs \$5K; Wildflower seeds \$7.5K; Uniforms \$1.5K; Sand fencing \$2K; office supplies, cleaning supplies; chemicals for control of invasive species	8,485.30	10,928.76	19,713.69	6,922.06	10,694.08	9,615.93	4,200.38	3,270.05	7,443.19
REPAIRS & MAINTENANCE	3,337.50	Equipment R&M \$2.4K; 25% of maintenance cost of Annex building	4,590.55	19,178.38	3,337.50	20,074.03	4,620.00	902.91	1,217.49	796.96	650.97
UTILITIES	5,604.12	Electricity \$989; Land lines and cell phones \$4.6K	4,943.02	5,551.01	4,288.57	4,751.51	4,282.29	3,439.41	3,848.00	3,661.30	1,125.25
INSURANCE	10,101.80	Worker's Comp insurance \$7.4K; Fire fee \$1.5K; Liability insurance \$947; property insurance \$98; Auto insurance \$108	7,194.91	11,784.31	7,548.67	6,301.62	6,391.35	7,576.48	7,212.02	5,820.87	4,182.56
ADVERTISING & PROMOTION	2,200.00	Parking passes and sponsorships for key partners; refreshments for select meetings; facebook ads	1,035.00	1,382.69	2,390.00	437.69	366.56	458.97	163.66	319.24	144.00
TRAVEL	2,600.00	Travel expense for Director and Managers	1,462.39	212.39	1,850.00	0.00	1,865.80	2,929.21	614.52	0.00	8.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	2,908.00	Wildlife Society membership; GIS software; Prescribed fire recertification; boat tow insurance; meetings and workshop registrations	5,569.00	1,237.79	6,955.00	1,107.79	3,035.98	4,545.18	1,839.00	458.71	60.00
CONTRACTS	163,081.40	Pond maint \$15K; site prep for wildflowers \$7.5K; GA Sea Grant Fellowship \$21K; GA Forestry Commission support \$3K; Ecological & Outdoor recreation concept design \$100K	37,466.90	25,490.89	38,061.21	29,426.23	66,667.93	57,569.34	78,621.82	70,866.81	32,318.74
BUILDING & EQUIPMENT RENTAL	240.00	25% of copier rental; prior years include equipment for grant projects	121.61	2,482.97	0.00	2,482.96	0.00	0.00	0.00	0.00	0.00
CREDIT CARD FEES & BANK FEES	785.36	Ticket Leap fees (transactions/credit card fees)	293.80	0.00	785.36	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	8,000.00	Jr. Ranger Field Guide \$5K; replacement signage/interpretive panels \$1.5K; scientific publications \$500	7,121.72	8,049.20	8,000.00	3,616.58	4,648.33	4,750.99	4,693.55	450.97	69.99
EQUIPMENT PURCHASES <\$5K	13,800.00	Trail cameras \$2.3K; drone controller & parts \$1.6K; E-bike \$2.8K; E-bike auxillary batteries \$3.4K; wildlife control equipment \$1.5K	15,647.27	12,075.65	12,850.00	2,740.53	5,820.00	16,507.07	2,894.35	1,908.79	5,137.81
INTEREST EXPENSE	0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	707,246.98		444,441.48	540,395.14	403,759.84	396,192.57	424,145.84	404,416.42	379,709.97	296,530.50	245,960.12
OPERATING INCOME	0.00		(15,127.54)	(124,091.02)	0.00	4,445.14	40,655.34	(15,023.99)	(10,451.19)	18,679.76	(10,661.51)

Jekyll Island Authority -Intern Housing  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	49,800.00	JIA usage for interns, vet students, seasonal help \$240/mo per person or \$60/wk; Americorps no longer using after August 2022; External rentals (campground, hotels, or other) \$400/wk per house	47,700.00	48,800.00	47,375.00	48,175.00	97,425.00	97,200.00	44,335.00	104,772.76	44,010.00
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	49,800.00		47,700.00	48,800.00	47,375.00	48,175.00	97,425.00	97,200.00	44,335.00	104,772.76	44,010.00
EXPENSES											
PERSONNEL	0.00	No staff assigned to this department	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MOTOR VEHICLE	0.00	No vehicles assigned to this department	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	4,600.00	Replacement furniture \$4K; misc household supplies; pots, pans, dishes, small tools	3,556.11	372.70	3,700.00	871.77	6,884.99	4,338.07	2,751.10	6,869.25	2,172.28
REPAIRS & MAINTENANCE	5,800.00	General maint \$3K; floor repair 59 Claffin \$1.2K; pest control \$1.2K; wi-fi repair; FY17, FY19 and FY20 include housing renovations.	12,745.30	9,080.56	5,800.00	12,774.34	49,801.68	46,579.86	11,203.81	51,923.86	20,192.01
UTILITIES	25,102.43	Electricity \$12K; water/sewer \$5.6K; trash \$3K; internet \$4.5K	23,995.69	23,927.68	24,094.94	23,223.48	23,747.49	20,027.47	19,996.06	24,038.78	19,211.85
INSURANCE	1,509.95	Fire protection fee \$1.4K; property insurance \$90	1,514.29	1,507.67	1,514.28	1,501.05	1,501.13	1,409.91	1,474.14	1,491.48	1,491.48
ADVERTISING & PROMOTION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTS	0.00	Cleaning will be provided by Park Services in FY23	2,475.00	975.00	3,000.00	950.00	3,529.00	1,230.00	0.00	0.00	0.00
BUILDING & EQUIPMENT RENTAL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	1,700.00	Small appliance replacement \$1.7K	7,894.99	9,790.00	5,700.00	3,129.95	2,435.32	9,169.97	8,289.90	4,439.88	6,344.29
INTEREST EXPENSE	0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	38,712.38		52,181.38	45,653.61	43,809.22	42,450.59	87,899.61	82,755.28	43,715.01	88,763.25	49,411.91
OPERATING INCOME	11,087.62		(4,481.38)	3,146.39	3,565.78	5,724.41	9,525.39	14,444.72	619.99	16,009.51	(5,401.91)

Jekyll Island Authority - Airport  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	94,025.07	Red Bug Motors lease \$8.8K; Aviation fuel \$85K (began selling May 2020)	85,080.74	98,610.42	75,440.00	85,671.92	13,834.31	8,100.00	8,150.00	0.00	0.00
COST OF GOODS SOLD	63,903.80	Estimated cost of fuel 75%	57,701.04	61,270.13	46,230.00	54,257.73	3,654.25	0.00	0.00	0.00	0.00
NET REVENUE	30,121.27		27,379.70	37,340.29	29,210.00	31,414.19	10,180.06	8,100.00	8,150.00	0.00	0.00
EXPENSES											
PERSONNEL	0.00	No employees in this department	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MOTOR VEHICLE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	730.00	Restroom supplies \$100; Wheel chocks & wind socks \$630	108.09	46.09	730.00	191.98	59.50	70.50	0.00	0.00	0.00
REPAIRS & MAINTENANCE	4,778.50	General Repair \$1.3K; runway lights \$700; secondary exit improvements \$500; Fuel tank support and cell service \$1.4K; fire extinguisher service \$53; fuel tank inspection \$800	4,654.52	2,031.56	4,778.50	573.04	4,437.75	440.50	7,221.29	0.00	0.00
UTILITIES	15,138.91	Electricity for runway lights & terminal lights \$10.5K; water & sewer fees \$1.6K; trash fee \$1.6K; cable TV/internet \$1.4K	13,753.30	12,284.58	15,609.87	14,672.93	16,267.11	14,514.71	13,489.86	0.00	0.00
INSURANCE	2,217.91	Fire protection \$2.1K, property insurance \$132	2,189.57	2,120.19	2,224.26	2,085.50	795.50	863.41	0.00	0.00	0.00
ADVERTISING & PROMOTION	134.00	Basic listing for Jekyll Island Airport on fuel website - AirNav.com	134.00	134.00	134.00	184.00	0.00	0.00	0.00	0.00	0.00
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	400.00	Airport license renewal \$100; GA Airports Assoc \$300	100.00	1,502.00	400.00	1,402.00	2,115.00	300.00	100.00	0.00	0.00
CONTRACTS	300.00	Pump out septic tank	0.00	0.00	300.00	270.00	0.00	0.00	0.00	0.00	0.00
BUILDING & EQUIPMENT RENTAL	0.00		0.00	1,314.66	0.00	1,314.66	0.00	0.00	0.00	0.00	0.00
CREDIT CARD FEES & BANK FEES	2,121.61	Credit card fees for fuel sales; based on 2.49% of fuel sales	1,919.45	2,056.08	1,668.30	1,909.63	137.25	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		25.00	25.00	0.00	28.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	0.00		0.00	0.00	0.00	206.70	850.00	3,489.27	0.00	0.00	0.00
INTEREST EXPENSE	0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	25,820.93		22,883.93	21,514.16	25,844.93	22,838.44	24,662.11	19,678.39	20,811.15	0.00	0.00
OPERATING INCOME	4,300.34		4,495.77	15,826.13	3,365.07	8,575.75	(14,482.05)	(11,578.39)	(12,661.15)	0.00	0.00

Jekyll Island Authority -Foundation  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
<b>REVENUES</b>											
GROSS REVENUES	8,285.14	Reimbursement for expenses paid by JIA (JIF reimburses all except H/R expenses)	8,284.71	8,169.63	9,285.48	8,056.36	9,352.06	66,090.62	63,959.29	69,747.05	63,275.76
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	8,285.14		8,284.71	8,169.63	9,285.48	8,056.36	9,352.06	66,090.62	63,959.29	69,747.05	63,275.76
<b>EXPENSES</b>											
PERSONNEL	246,382.83	2 FT employees & 1 PT employee; includes retirement, FICA and health insurance benefits	201,403.05	164,568.39	225,939.90	155,683.70	154,878.86	212,463.60	173,454.34	185,670.19	169,900.95
MOTOR VEHICLE	0.00	No vehicle assigned to this department	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	0.00		267.20	267.20	0.00	0.00	393.74	1,806.70	3,465.55	3,060.31	3,273.46
REPAIRS & MAINTENANCE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	70.00	140.00	1,441.60
UTILITIES	3,496.21	Electricity \$2.2K; telephone \$1.1K; water/sewer rates \$181	3,675.49	3,495.14	4,029.65	3,471.20	4,246.53	5,068.90	4,829.65	5,213.57	6,202.13
INSURANCE	3,339.81	Worker's comp \$3K; liability ins \$378	3,585.86	3,366.64	3,821.27	3,146.89	3,195.67	3,788.23	3,606.01	6,677.16	6,488.36
ADVERTISING & PROMOTION	0.00		0.00	0.00	0.00	0.00	0.00	3,172.22	2,445.52	3,528.43	3,325.11
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	1,795.07	2,187.62	2,288.75	2,643.42
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00		0.00	0.00	0.00	0.00	0.00	622.09	1,264.97	1,506.02	973.54
CONTRACTS	0.00		0.00	0.00	0.00	0.00	0.00	33,836.46	32,831.46	31,750.00	29,350.00
BUILDING & EQUIPMENT RENTAL	1,449.12	Copier lease plus copy fees; building rent is now billed directly to Jekyll Foundation	1,453.31	1,449.12	1,434.56	1,424.48	1,491.17	8,286.36	7,916.04	7,802.03	7,928.18
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	0.00	24.95	0.00	4,203.50	3,587.08	3,862.87
EQUIPMENT PURCHASES <\$5K	0.00		0.00	0.00	0.00	0.00	0.00	474.84	1,138.97	279.99	0.00
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	254,667.97		210,384.91	173,146.49	235,225.38	163,726.27	164,230.92	271,314.47	237,413.63	251,503.53	235,389.62
OPERATING INCOME	(246,382.83)		(202,100.20)	(164,976.86)	(225,939.90)	(155,669.91)	(154,878.86)	(205,223.85)	(173,454.34)	(181,756.48)	(172,113.86)

Jekyll Island Authority -Life is Good  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
<b>REVENUES</b>											
GROSS REVENUES	584,449.97	Retail sales - clothing and other merchandise	601,946.41	642,858.62	455,120.00	540,867.44	349,445.15	342,485.95	280,508.71	244,882.79	207,886.72
COST OF GOODS SOLD	292,179.99	Cost of merchandise sold	290,122.28	280,191.63	227,500.00	268,761.69	191,164.27	170,231.73	142,710.87	120,861.72	104,070.35
NET REVENUE	292,269.98		311,824.13	362,666.99	227,620.00	272,105.75	158,280.88	172,254.22	137,797.84	124,021.07	103,816.37
<b>EXPENSES</b>											
PERSONNEL	114,195.94	1 FT manager; PT crew leader and staff	102,085.83	98,896.44	102,121.93	98,805.72	85,540.58	80,993.30	80,391.71	95,315.80	75,531.33
MOTOR VEHICLE	0.00	No vehicle assigned to this department	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	6,786.00	Office supplies \$696; bathroom/cleaning supplies \$150; shop supplies \$4.5K; uniforms \$700; store fixtures \$240	6,151.84	6,159.86	5,035.20	6,121.73	4,025.89	3,036.34	2,860.62	3,884.05	5,741.78
REPAIRS & MAINTENANCE	5,118.00	General R&M \$600; Replace LIG sign \$700; paint ductwork and sales floor \$1.5K; floor and duct cleaning, pest control, window cleaning, alarm and camera inspections	2,794.64	2,331.12	2,246.00	1,949.82	904.40	2,823.35	942.94	672.41	53,261.44
UTILITIES	5,641.90	Electricity \$3.6K; Water/sewer \$655; internet \$1K; telephone \$351	5,441.59	5,657.75	5,884.90	5,839.81	5,584.77	6,584.52	5,482.94	3,380.79	3,187.17
INSURANCE	1,669.90	Worker's comp \$1.5K; liability insurance \$189	1,792.90	1,682.57	1,910.63	1,572.67	1,597.83	1,894.13	1,803.00	2,001.62	2,091.28
ADVERTISING & PROMOTION	0.00	Life is Good ads, local publicatons, sponsored facebook ads	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	702.97	11,076.66
TRAVEL	0.00	Local mileage reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	10.70	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	395.40	XM Radio	401.40	395.40	395.40	395.40	395.40	395.93	0.00	0.00	161.94
CONTRACTS	0.00		0.00	0.00	0.00	0.00	76.50	0.00	825.00	297.00	3,141.00
BUILDING & EQUIPMENT RENTAL	25,332.26	Rent \$22,956.12;special event fee \$2,376.14	23,300.23	22,922.37	24,957.73	22,042.01	22,277.17	23,440.93	22,906.08	21,148.56	19,269.38
CREDIT CARD FEES & BANK FEES	10,956.75	Credit card processing fees based on estimated sales	12,523.25	12,224.74	7,962.51	10,574.93	6,491.48	6,682.50	4,967.31	4,805.56	3,289.00
PRINTING & PUBLICATIONS	0.00		0.00	45.00	0.00	45.00	0.00	0.00	0.00	0.00	265.73
EQUIPMENT PURCHASES <\$5K	700.00	Shelving units for storage room	814.63	1,357.43	0.00	542.80	608.71	4,222.54	0.00	0.00	1,731.07
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	170,796.15		155,306.31	151,672.68	150,514.30	147,889.89	127,502.73	130,073.54	121,190.30	132,208.76	178,747.78
OPERATING INCOME	121,473.83		156,517.82	210,994.31	77,105.70	124,215.86	30,778.15	42,180.68	16,607.54	(8,187.69)	(74,931.41)

Jekyll Island Authority -Village Retail  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
<b>REVENUES</b>											
GROSS REVENUES	576,432.37	Lease revenue from retail shops, does not include lease for space upstairs	574,414.27	570,354.14	573,152.08	562,844.25	568,175.56	559,915.65	545,611.27	436,096.91	453,620.17
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	576,432.37		574,414.27	570,354.14	573,152.08	562,844.25	568,175.56	559,915.65	545,611.27	436,096.91	453,620.17
<b>EXPENSES</b>											
PERSONNEL	207,420.50	1 FT Roads & Grounds employee; 2 FT Landscaping employees; adding 1 more FT Landscape position in place of staffing service used last year. labor for upkeep of village area and surrounding parks	147,367.41	106,995.27	152,883.22	94,838.28	72,313.55	20,145.03	0.00	0.00	0.00
MOTOR VEHICLE	0.00	No vehicles assigned to this department	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	45,650.00	Plants/Seeds \$24K (shrub repair & round-a-bout redesign); sand & soil \$16K (bark/mulch for village area and shell for fire pit; colorscape for Conv Ctr entrances \$4K; Christmas wreaths \$5K; misc supplies	17,805.37	12,235.93	35,650.00	12,062.98	8,003.40	6,157.00	2,991.40	1,386.65	7,330.30
REPAIRS & MAINTENANCE	42,642.88	General R&M \$3K; restroom repair \$10K; paint \$3K; HVAC R&M \$3K; Elevator service agreement \$2.7K; Fire alarm/sprinkler maint \$3.6K; HVAC maint \$12K; pest & termite \$3K; alarm service \$1.6K	43,972.09	30,562.61	42,642.88	19,749.10	32,872.60	34,171.83	19,976.25	15,043.11	91,215.81
UTILITIES	85,910.41	Electricity (public areas) \$10.3K; trash compactors & JIA trash pickup \$72K; 1G internet at Convention Center - cost and service shared with village \$3.2K	89,070.24	88,695.65	88,445.65	89,256.34	76,838.41	67,657.75	56,795.35	44,818.05	28,722.52
INSURANCE	42,992.45	Property insurance \$2.2K; fire protection fee \$34K; workers comp \$6K; liability insurance \$757	41,795.63	41,262.85	42,148.77	40,729.96	36,062.21	32,369.60	35,286.87	956.24	0.00
ADVERTISING & PROMOTION	54,549.17	Beach Village entertainment fee - JIA matching funds	53,685.06	52,876.44	52,876.44	50,450.58	54,065.64	47,881.70	47,352.00	0.00	0.00
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTS	96,700.00	Pressure washing & painting buildings \$70K; trim palm trees \$24K; tree maint at Round-a-bout \$2.7K	83,633.80	65,034.63	132,630.00	47,900.23	14,600.90	0.00	0.00	5,554.00	7,647.72
BUILDING & EQUIPMENT RENTAL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	0.00	FY21 = Wireless access points; CO2 detectors; added camera in recycle area	1,219.68	1,219.68	0.00	5,107.91	0.00	0.00	0.00	0.00	34,125.44
INTEREST EXPENSE	0.00	Interest expense on OneGeorgia loan; converted to grant 06/17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41,194.10	33,616.33
TOTAL OPERATING EXPENSES	575,865.41		478,549.28	398,883.06	547,276.96	360,095.38	294,756.71	208,382.91	162,401.87	108,952.15	202,658.12
OPERATING INCOME	566.96		95,864.99	171,471.08	25,875.12	202,748.87	273,418.85	351,532.74	383,209.40	327,144.76	250,962.05

Jekyll Island Authority - Marketing, Sales & Events  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	2,316,713.18	H/M taxes \$1.3M; Village event assessment \$109K; event admissions \$98K; sponsorships \$194K; Allocation from parking fee \$85K; co-op advertising \$31K; Beer & wine for Shrimp & Grits \$60K; vendor booth fees \$76K (S&G)	2,505,525.38	2,626,333.81	1,834,572.72	2,170,006.36	1,750,637.83	2,007,825.59	1,780,305.28	1,765,133.62	1,815,656.78
COST OF GOODS SOLD	30,000.00	Cost of Beer/wine for Shrimp & Grits festival	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	2,286,713.18		2,505,525.38	2,626,333.81	1,834,572.72	2,170,006.36	1,750,637.83	2,007,825.59	1,780,305.28	1,765,133.62	1,815,656.78
EXPENSES											
PERSONNEL	889,764.29	9 FT Staff; requesting 1 FT Events Coordinator in FY23	701,271.87	677,205.92	757,177.70	698,690.74	783,586.35	836,112.40	878,949.75	834,831.43	762,704.36
MOTOR VEHICLE	1,040.00	Gas for sales vehicle, ADA van and Electric van	727.03	639.88	1,040.00	637.67	924.74	3,676.52	3,169.49	252.90	84.67
SUPPLIES & MATERIALS	282,339.16	Office supplies \$2.1K; special events supplies & sponsorships \$260K; postage \$3.4K; lights and decorations for Holly Jolly \$12K	52,397.41	57,563.42	92,307.38	39,339.49	115,525.87	113,082.27	108,823.41	131,940.50	130,722.62
REPAIRS & MAINTENANCE	36,037.50	25% of maintenance, fire alarm inspection, etc at Annex building; Highway 17 billboard repair (\$10K); 2 digital kiosks in Beach Village (\$20K)	1,969.38	485.17	1,037.50	943.96	602.10	945.84	435.11	1,096.72	1,990.24
UTILITIES	15,899.15	25% of utilities for Annex building \$6.1K (electric, water/sewer, trash); landlines & cell phone \$9.8K	12,976.57	12,764.72	14,394.39	13,912.48	16,139.45	17,184.67	16,012.87	15,910.26	16,147.59
INSURANCE	18,406.59	Worker's comp \$15K; liability insurance \$2K; fire fee \$1.6K; property insurance \$98; auto insurance \$63	16,090.20	15,983.72	17,032.26	15,877.08	19,251.07	20,795.08	21,341.81	23,595.71	22,261.60
ADVERTISING & PROMOTION	1,007,100.00	Media & agency fees \$432K; public relations \$111K; BGIVB contract \$100K; Convention sales funds \$10K; group promotion (meetings, promos) \$22K; 31-81 Magazine production\$252K; event promotion \$80K	759,521.11	366,647.78	969,600.00	297,940.88	633,440.69	1,246,669.20	1,097,320.85	958,972.56	831,626.36
TRAVEL	17,825.00	Conferences, meetings, sales travel	7,229.00	5,924.22	9,250.00	4,838.71	21,678.01	28,173.20	18,759.04	18,644.70	18,090.46
LICENSES, REGISTRATIONS & SUBCRIPTIONS	82,022.90	Sprout \$6K; Dropbox \$2.4K, Adobe \$3K; Shutterstock \$1.6K, Mailchimp \$13K; Kinsta \$3K: Conference Registrations & memberships for Marketing and Sales teams \$42K	57,284.36	62,762.37	80,507.39	53,508.18	80,066.67	96,256.58	72,228.12	77,883.68	52,449.07
CONTRACTS	351,224.60	Website re-design \$100K, Freelance support \$15K; Events (fire works, production contracts, entertainment, security, etc) \$231K	256,169.70	72,777.23	242,580.00	50,214.21	180,081.30	165,040.01	182,655.94	317,653.46	251,552.55
BUILDING & EQUIPMENT RENTAL	75,883.22	Copier rental; event rentals \$74K (restrooms, lights, stages, chairs, tents, etc)	2,915.76	3,005.35	4,183.22	2,954.38	75,818.37	78,421.94	20,435.02	15,305.26	52,757.86
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	1,080.74	(100.00)	0.00	0.00	1,742.12	(450.00)
PRINTING & PUBLICATIONS	112,400.00	Island Guides \$60K; Annual reports \$3K; Events \$46K (Event guides, maps, tickets, signs, banners, etc)	68,535.82	50,170.88	54,500.00	48,928.45	73,035.00	103,553.64	92,438.34	84,137.92	79,139.09
EQUIPMENT PURCHASES <\$5K	1,458.00	Drone and accessories for video work	5,027.84	7,265.64	0.00	2,237.80	6,369.70	3,539.55	5,554.44	195.98	5,213.27
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	2,891,400.41		1,942,116.05	1,333,196.30	2,243,609.84	1,231,104.77	2,006,419.32	2,713,450.90	2,518,124.19	2,482,163.20	2,224,289.74
OPERATING INCOME	(604,687.23)		563,409.33	1,293,137.51	(409,037.12)	938,901.59	(255,781.49)	(705,625.31)	(737,818.91)	(717,029.58)	(408,632.96)



Jekyll Island Authority -Tourism Development  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	711,236.50	30% of Hotel/Motel tax budget	941,868.85	1,016,248.99	711,236.50	871,516.38	582,567.72	697,322.85	603,569.41	601,448.08	548,840.90
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	711,236.50		941,868.85	1,016,248.99	711,236.50	871,516.38	582,567.72	697,322.85	603,569.41	601,448.08	548,840.90
EXPENSES											
PERSONNEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MOTOR VEHICLE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REPAIRS & MAINTENANCE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UTILITIES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INSURANCE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADVERTISING & PROMOTION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BUILDING & EQUIPMENT RENTAL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATING INCOME	711,236.50	Amount will be set aside as Designated Fund Balance to be used in the next Fiscal Year for Tourism Development	941,868.85	1,016,248.99	711,236.50	871,516.38	582,567.72	697,322.85	603,569.41	601,448.08	548,840.90

Jekyll Island Authority -Guest Information Center  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	1,365,849.30	Annual pass \$1.3M; daily parking fee \$4.5M; Concession sales \$508K; Amount allocated to Conservation, Landscaping, Roads & Grounds, Safety, Park Services, Events and Historic Preservation \$5M; Proposed increase in Annual pass rate from \$55 to \$75 for standard and from \$100 to \$120 for oversized vehicles	1,342,303.95	2,054,333.82	1,025,256.59	2,469,216.95	741,732.12	968,443.45	540,941.82	1,038,450.48	1,144,478.60
COST OF GOODS SOLD	254,028.76	Cost of merchandise sold	219,720.40	205,379.33	182,790.12	187,623.72	170,805.52	186,169.33	179,220.37	259,054.48	160,085.33
NET REVENUE	1,111,820.54		1,122,583.55	1,848,954.49	842,466.47	2,281,593.23	570,926.60	782,274.12	361,721.45	779,396.00	984,393.27
EXPENSES											
PERSONNEL	426,947.51	2 FT staff; requesting 1 FT Team Lead; PT staff for gate and gift shop	305,683.64	268,616.84	333,576.99	266,119.49	279,473.43	325,055.67	331,339.07	292,815.06	284,265.55
MOTOR VEHICLE	320.00	Vehicle fuel & repairs	159.67	168.28	320.00	188.76	0.00	0.00	219.97	0.00	0.00
SUPPLIES & MATERIALS	24,940.00	Shop supplies (bags, shipping supplies, register tape) \$19K; uniforms \$1.8K; postage \$3.1K; office supplies \$550; bathroom & cleaning supplies \$300; store fixtures \$600	23,201.59	28,249.51	17,720.00	26,403.02	20,396.53	18,633.96	23,639.69	31,712.91	13,689.27
REPAIRS & MAINTENANCE	72,508.40	Gate and camera repair & maint \$17K; general building and equipment repair \$4K; Cabinets \$6K; Ventek maintenance agreement \$41K; camera repairs; pest control; alarm maintenance	65,204.85	78,333.90	58,858.40	78,657.64	79,816.02	15,669.87	20,822.24	16,030.08	54,183.75
UTILITIES	26,086.71	Electricity \$8.4K; water/sewer \$2.7K ; trash fees \$2.6K; internet \$8.5K; and phones \$3.1K; propane for generator \$700	25,980.82	26,116.43	27,754.02	26,722.70	27,152.08	25,824.34	25,589.00	19,361.09	15,993.95
INSURANCE	9,130.90	Worker's comp \$4.4K; liability insurance \$568; fire fee \$3.9K; property insurance \$246; auto ins \$5	7,721.87	7,480.38	7,957.30	7,238.37	8,885.20	9,525.38	8,050.84	8,820.29	6,998.07
ADVERTISING & PROMOTION	10,000.00	Island Treasures program	21,137.78	14,940.03	20,000.00	9,794.91	10,687.05	8,925.75	14,704.15	6,324.97	17,261.59
TRAVEL	0.00	On-Island mileage reimbursement	0.00	0.00	0.00	0.00	762.46	536.38	1,620.94	1,349.94	1,167.29
LICENSES, REGISTRATIONS & SUBCRIPTIONS	120.00	Authorize.net monthly fee	120.00	120.00	120.00	110.00	130.00	910.00	1,922.31	2,403.60	719.53
CONTRACTS	8,280.00	shopify fees for online retail	7,481.37	6,415.06	13,848.33	21,994.96	11,026.52	6,734.97	7,465.64	4,233.89	3,538.84
BUILDING & EQUIPMENT RENTAL	1,561.84	Copier; water cooler; will no longer rent postage machine at this location	2,196.06	2,369.72	2,183.88	2,363.87	4,165.54	5,973.55	2,538.18	4,407.98	5,022.30
CREDIT CARD FEES & BANK FEES	206,271.82	Credit card processing fees and per transaction fees from gate company (\$55K)	209,862.68	227,957.34	147,730.94	193,277.88	104,801.61	97,954.31	80,146.27	79,265.07	75,143.48
PRINTING & PUBLICATIONS	0.00	Current system does not need AVI tags, prox cards, parking application cards	2,052.00	1,266.99	3,000.00	1,379.99	16,616.64	114,016.56	86,112.23	60,828.88	61,793.38
EQUIPMENT PURCHASES <\$5K	4,000.00	60" TV for maps, weather, advertisements, etc	1,796.01	233.10	0.00	0.00	3,801.95	6,895.00	1,580.77	10,090.00	0.00
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	790,167.18		672,598.34	662,267.58	633,069.86	634,251.59	567,715.03	636,655.74	605,751.30	537,643.76	539,777.00
OPERATING INCOME	321,653.36		449,985.21	1,186,686.91	209,396.61	1,647,341.64	3,211.57	145,618.38	(244,029.85)	241,752.24	444,616.27

Jekyll Island Authority - Camp Jekyll  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
<b>REVENUES</b>											
GROSS REVENUES	222,277.54	Reimbursement by 4-H for Camp Jekyll	158,328.37	150,243.41	153,692.94	140,827.16	144,276.62	165,467.28	149,522.61	115,142.08	28,597.89
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	222,277.54		158,328.37	150,243.41	153,692.94	140,827.16	144,276.62	165,467.28	149,522.61	115,142.08	28,597.89
<b>EXPENSES</b>											
PERSONNEL	143,191.13	2 FT positions plus allocations for other landscaping staff to handle landscaping & maintenance	90,641.35	92,368.92	81,608.22	89,613.26	103,802.80	106,033.75	99,684.03	57,030.46	4,837.40
MOTOR VEHICLE	3,800.00	Gas & diesel for mowers and equipment	3,103.09	2,108.96	3,832.42	1,136.98	3,432.45	3,536.58	2,398.86	1,989.91	38.06
SUPPLIES & MATERIALS	41,300.00	Fertilizer \$15K; Grass seed & plants \$7.5K; small tools \$3.5K; uniforms \$950; irrigation supplies \$4.5K; sand & soil \$7.3K (mulch & top dressing); landscape materials (fence railing \$3K)	28,489.42	17,839.84	37,200.00	16,723.78	14,273.94	28,894.49	20,651.60	18,503.23	6,375.59
REPAIRS & MAINTENANCE	8,350.00	General building repair \$4K; maint of mowing equipment \$3.6K; sprinkler inspection \$750	9,689.70	15,409.84	6,150.00	13,126.69	4,194.24	4,550.42	3,752.12	7,129.93	320.52
UTILITIES	11,284.32	Electricity \$1.8K; water/sewer for irrigation \$1.6K; trash fees \$7.9K	10,904.63	10,716.59	10,665.49	10,446.73	12,364.08	11,712.21	12,091.32	13,601.08	5,499.23
INSURANCE	9,452.09	Worker's comp \$3K; liability insurance \$379; Fire fee (Soccer) \$305 ; Property insurance \$5.8K	10,001.31	8,751.26	10,236.81	7,500.72	5,028.43	6,052.83	5,676.46	7,670.35	263.05
ADVERTISING & PROMOTION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTS	2,400.00	Tree trimming of live oaks at soccer complex and Camp Jekyll	0.00	1,600.00	2,000.00	1,600.00	0.00	3,450.00	3,200.00	0.00	0.00
BUILDING & EQUIPMENT RENTAL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	2,500.00	Chainsaws, power pole pruner, blower & hedge trimmers	5,498.87	1,448.00	2,000.00	679.00	1,180.68	1,237.00	2,020.48	3,975.00	0.00
INTEREST EXPENSE	0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	222,277.54		158,328.37	150,243.41	153,692.94	140,827.16	144,276.62	165,467.28	149,474.87	109,899.96	17,333.85
OPERATING INCOME	0.00	All expenses reimbursed by 4-H	0.00	0.00	0.00	0.00	0.00	0.00	47.74	5,242.12	11,264.04

Jekyll Island Authority -Museum  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	2,345,635.92	Lease revenue \$837K; concession sales \$411K; district tours \$462K; motorcoach tours \$101K; historic building rental \$68K; Admission fees for Mosaic \$68K; allocation for Records mgmt \$75K; parking fees for historic preservation \$145K ; FOHJ project reimbursements \$43K	2,330,705.28	2,261,102.51	1,897,734.82	1,667,211.27	1,304,210.07	1,765,055.82	1,600,500.98	1,467,599.24	1,355,171.08
COST OF GOODS SOLD	205,298.40	Cost of merchandise sold	218,689.24	167,636.44	171,666.45	148,510.44	141,438.72	148,292.04	147,279.28	129,744.86	134,591.18
NET REVENUE	2,140,337.52		2,112,016.04	2,093,466.07	1,726,068.37	1,518,700.83	1,162,771.35	1,616,763.78	1,453,221.70	1,337,854.38	1,220,579.90
EXPENSES											
PERSONNEL	1,025,736.70	12 FT staff; PT staff for tours and gift shop; health insurance \$81K; retirement \$142K	787,312.29	709,450.30	871,813.05	626,256.12	700,727.96	696,215.95	621,787.59	540,069.29	535,744.11
MOTOR VEHICLE	2,866.45	Fuel for trams and 6 passenger cart; general repairs & maintenance	2,911.67	2,770.39	2,700.00	2,035.95	2,547.45	10,366.32	4,718.41	3,773.03	7,203.19
SUPPLIES & MATERIALS	147,355.00	Archival & curatorial supplies \$6K; special event supplies \$15K; exhibits \$34K; Christmas décor \$49K; bathroom supplies \$4.4K; Uniforms \$3.6K; small tools \$2.4K; Shop supplies \$3.5K; furniture \$23K	51,395.94	41,997.73	60,398.81	30,620.40	83,131.18	169,032.23	97,426.74	86,035.39	40,400.98
REPAIRS & MAINTENANCE	393,305.04	General Maint \$37K; Tiffany window conservation & shutters \$72K; exterior painting \$70K; Hollybourne \$20K; gate repairs \$6.9K; fire/security \$10K; HVAC; gate maint; pest control; elevator	358,857.92	140,073.62	371,125.04	134,180.77	281,410.59	239,124.59	179,319.60	320,166.26	158,818.94
UTILITIES	175,360.02	Electricity \$90K; water/sewer \$51K; trash fees \$24K; telephone \$10K	177,271.44	172,829.75	176,751.94	173,819.40	186,611.40	150,661.27	177,976.27	170,703.26	147,290.06
INSURANCE	102,603.33	Worker's comp \$18K; liability insurance \$2.3K; Fire fee \$77K; property insurance \$5K, Motor Vehicle insurance \$20	92,583.96	90,965.35	93,946.60	84,968.57	88,007.39	79,986.52	78,241.99	79,200.72	80,004.61
ADVERTISING & PROMOTION	18,000.00	Sustaining marketing support for Mosaic	11,939.19	10,615.20	18,000.00	6,625.81	(2,288.40)	68,034.56	0.00	978.90	14,570.65
TRAVEL	2,200.00	Mileage reimbursement to pick up artifacts or attend meetings or conferences	100.00	0.00	200.00	0.00	2,284.75	11,310.26	5,461.99	3,054.18	1,743.46
LICENSES, REGISTRATIONS & SUBCRIPTIONS	48,723.24	Records software maintenance \$35.5K; Data hosting software \$5.2K; Association memberships	26,120.76	10,510.05	48,366.24	8,404.23	3,942.96	7,992.00	4,453.13	5,046.63	3,589.44
CONTRACTS	268,000.00	Hollybourne Design \$55K; Great Dunes Historic Places \$25K; District activation strategy \$35K; Moss Cottage refurb and interpretation \$50K; Christmas decorating \$20K; Mid-century Modern survey \$30K	38,150.40	90,074.31	48,000.00	103,140.93	52,959.49	33,346.08	11,818.00	22,807.67	156.40
BUILDING & EQUIPMENT RENTAL	17,030.69	Copier, manlift, 6-passenger cart; Rent for Remember gift shop \$6.5K	10,399.31	10,333.29	13,319.28	10,349.40	12,712.25	6,883.80	6,069.56	1,450.16	11,549.35
CREDIT CARD FEES & BANK FEES	19,811.52	Credit card processing fees	19,001.29	19,604.12	15,606.20	16,669.52	16,033.90	19,431.54	16,903.47	17,425.35	16,696.95
PRINTING & PUBLICATIONS	8,841.20	Graphics & Oversize Printing \$2.7K; Graphics for Moss Cottage \$5K	2,987.54	3,779.74	3,841.20	5,098.50	3,674.37	1,227.86	1,058.65	1,786.55	251.80
EQUIPMENT PURCHASES <\$5K	2,000.00	Small equipment replacements	16,099.30	8,424.25	2,000.00	8,265.82	16,954.19	16,271.45	43,929.39	5,902.87	1,470.68
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	2,231,833.19		1,595,131.01	1,311,428.10	1,726,068.36	1,210,435.42	1,448,709.48	1,509,884.43	1,249,164.79	1,258,400.26	1,019,490.62
OPERATING INCOME	(91,495.67)		516,885.03	782,037.97	0.01	308,265.41	(285,938.13)	106,879.35	204,056.91	79,454.12	201,089.28

Jekyll Island Authority -Turtle Center  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	3,033,031.25	Adopt-a-turtle program & donations \$59K; Turtle Tag license plates \$44K; Memberships \$21K; Concession Sales \$1.5M; School & Education programs \$143K; Admission fees \$1.2M; Americorp grant \$66K	3,389,463.10	3,551,788.20	2,935,358.73	2,817,348.13	2,230,710.99	2,662,115.53	2,456,595.00	2,366,046.32	2,265,183.45
COST OF GOODS SOLD	764,418.60	Cost of goods sold in gift shop	708,375.84	741,585.21	554,409.90	657,392.18	440,123.52	480,721.30	443,569.52	584,454.82	497,772.78
NET REVENUE	2,268,612.65		2,681,087.26	2,810,202.99	2,380,948.83	2,159,955.95	1,790,587.47	2,181,394.23	2,013,025.48	1,781,591.50	1,767,410.67
EXPENSES											
PERSONNEL	1,873,765.93	18 FT staff; requesting 2 FT Hospital staff and 2 FT education staff; requesting FT Associate vet starting in January 2023; Americorps member stipends \$59K; PT and seasonal staff for educational programs and gift shop \$188K; includes benefits for FT staff	1,488,906.78	1,361,834.45	1,688,746.45	1,411,410.36	1,403,089.84	1,320,991.82	1,306,406.38	1,325,469.30	1,210,560.15
MOTOR VEHICLE	8,696.23	Gas for van, ATVs; van repair & ATV repair	5,410.33	4,448.65	5,110.27	3,903.80	4,386.92	7,500.76	6,487.97	7,583.10	4,212.82
SUPPLIES & MATERIALS	153,937.81	Drugs and supplies for treating sick turtles \$43K; exhibit maint \$11K; shop supplies \$15K; Turtle supplies \$41K; Education supplies \$18.5K ; office supplies, uniforms, lab supplies, postage, etc.	115,106.17	155,032.15	146,591.43	152,389.66	146,847.03	192,505.71	167,516.90	160,973.50	184,840.96
REPAIRS & MAINTENANCE	65,009.10	General Repairs & Maint. \$32K; Repair & paint windows \$10K; maintenance & service agreements \$15K	36,578.94	49,229.16	57,644.73	62,877.36	97,775.31	96,862.10	54,824.95	86,358.66	102,451.94
UTILITIES	82,582.50	Electricity \$49K; propane to heat pavillion \$600; water/sewer \$13K; trash fees \$3.6K; land lines & cell phones \$16K	78,342.38	77,868.22	77,683.98	77,600.35	76,070.43	77,142.32	76,067.50	70,873.73	74,070.63
INSURANCE	47,094.25	Worker's Comp \$33K; Liability Insurance \$4K Fire fees \$9.5K Property insurance \$606; auto insurance \$208	42,772.08	46,014.52	46,802.78	38,636.43	37,555.23	43,462.27	37,038.97	40,511.26	38,201.00
ADVERTISING & PROMOTION	10,526.00	Staff meetings, volunteer appreciation, holiday giving campaign, summer programming ads, facebook ads	1,578.50	863.23	7,210.00	637.03	2,945.13	2,226.90	1,107.61	984.62	30,943.31
TRAVEL	14,615.00	Travel for staff for conferences and training; costs to transport turtles for release or pick up injured turtles	2,353.65	853.65	7,884.00	2,068.00	20,019.64	21,385.43	9,775.59	13,034.63	14,642.52
LICENSES, REGISTRATIONS & SUBCRIPTIONS	19,283.88	Registrations for conferences; association dues; & training courses; survey monkey; Mali Chimp; Adobe subscription; ISIS medical records subscription	8,910.82	6,262.34	17,043.52	8,819.64	13,685.56	14,538.21	10,514.20	11,080.50	13,531.01
CONTRACTS	19,000.00	Diagnostic testing for turtles	17,437.42	12,640.54	33,046.00	6,783.47	41,254.09	34,562.64	30,102.55	24,961.05	21,213.65
BUILDING & EQUIPMENT RENTAL	5,769.72	Copier & water cooler rental	4,662.29	3,604.85	5,769.72	3,603.29	5,974.96	7,195.46	4,371.17	4,244.16	6,744.02
CREDIT CARD FEES & BANK FEES	54,492.38	Credit card processing fees	61,896.45	57,892.84	43,440.40	38,305.83	37,125.38	44,737.42	35,798.21	34,488.87	33,311.47
PRINTING & PUBLICATIONS	6,069.82	Signs; photos; brick engraving fees; summer program brochures; misc printing	4,115.47	2,993.12	5,428.34	3,638.00	7,647.31	19,940.57	6,196.62	7,695.07	8,308.93
EQUIPMENT PURCHASES <\$5K	16,434.00	Pumps, controllers, educational equipment, storage cabinet, miscellaneous small equipment	11,656.52	19,449.22	8,609.00	12,256.92	16,211.05	28,528.66	20,939.60	2,720.40	23,007.49
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	2,377,276.62		1,879,727.80	1,798,986.94	2,151,010.62	1,822,930.14	1,910,587.88	1,911,580.27	1,767,148.22	1,790,978.85	1,766,039.90
OPERATING INCOME	(108,663.97)	Research department moved under Conservation in FY2022; historical expenses moved also	801,359.46	1,011,216.05	229,938.21	337,025.81	(120,000.41)	269,813.96	245,877.26	(9,387.35)	1,370.77

Jekyll Island Authority -Fire Department  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	1,766,946.00	Fire fees \$1.4M; ambulance service \$64K; contribution from Admin for Code Compliance Officer \$66K; allocation from parking fees for fire equipment fund and \$175K and 911 dispatch fee \$46K	1,632,170.08	1,613,045.03	1,601,700.00	1,541,556.40	1,409,721.22	1,141,495.69	1,125,229.80	964,783.41	929,409.05
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	1,766,946.00		1,632,170.08	1,613,045.03	1,601,700.00	1,541,556.40	1,409,721.22	1,141,495.69	1,125,229.80	964,783.41	929,409.05
EXPENSES											
PERSONNEL	1,373,244.86	12 FT employees; balance of staffing is covered by PT employees (\$310K); includes benefits for FT staff	1,150,310.12	1,091,095.47	1,228,674.54	1,063,322.27	958,786.51	826,599.52	813,975.74	797,259.29	830,776.85
MOTOR VEHICLE	28,037.82	Gas, diesel and repairs for ambulance, fire trucks, pickup truck and ATV	33,820.49	28,885.23	22,137.82	26,606.66	36,814.31	25,833.03	22,224.17	12,951.91	22,171.63
SUPPLIES & MATERIALS	33,677.52	Firefighter supplies \$14K; uniforms \$6.4K; first aid supplies \$7.7K; bathroom & cleaning \$2.2K; office supplies, small tools, postage, office and bunk room furnishings	27,753.66	26,596.11	31,439.87	25,943.02	33,244.73	21,686.92	30,620.33	16,777.25	17,344.67
REPAIRS & MAINTENANCE	23,472.40	General R&M for station and grounds \$3K; service contracts \$16K (software maint agreements, pest control, etc); equipment R&M \$4.1K	17,876.23	14,499.59	20,772.40	28,438.71	20,637.42	15,999.74	21,196.87	15,596.07	12,588.45
UTILITIES	20,848.89	Electricity \$8.3K; water/sewer \$1.9K; trash fees \$2K; cable \$534; telephone \$8K	19,889.26	19,635.09	22,004.37	22,026.60	19,320.69	15,709.96	18,609.18	18,973.12	18,896.58
INSURANCE	23,476.09	Worker's comp \$18K; liability insurance \$2.3K; property insurance \$163; vehicle insurance \$701; fire fees \$2.6K	25,312.61	22,843.30	26,729.54	20,392.85	14,829.36	16,463.08	14,571.00	18,384.02	17,497.36
ADVERTISING & PROMOTION	1,000.00	Hosting local courses (instructor rooms,etc); lunch meetings	600.00	683.35	1,000.00	683.35	857.02	368.36	1,300.46	510.09	2,672.50
TRAVEL	5,310.00	Travel for conferences & training for FT staff	3,744.48	2,865.99	4,510.00	2,359.26	2,492.83	1,972.84	1,995.29	3,636.36	2,945.44
LICENSES, REGISTRATIONS & SUBCRIPTIONS	21,600.68	Course registrations; 2 ambulance licenses \$5.3K; Nixel system \$4.5K; scheduling & training software \$5.5K; membership dues	20,644.42	20,845.62	21,582.68	14,451.63	13,463.90	12,594.02	11,925.00	6,113.25	6,570.00
CONTRACTS	52,398.75	EMS billing fees \$4.4K; Glynn County Dispatch agreement \$45.6K; Grant writing service for ladder truck \$2K; Fire break maintenance	27,093.01	3,813.40	4,083.76	3,715.62	5,992.44	929.70	0.00	0.00	0.00
BUILDING & EQUIPMENT RENTAL	1,800.00	Copier rental & oxygen tank rental	2,221.21	3,085.76	1,800.00	4,630.27	2,862.06	1,750.36	1,326.98	1,164.92	1,240.94
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	2,174.55	Misc printing needs & CPR cards for certification classes	953.57	856.50	2,174.55	1,523.12	2,126.84	1,913.39	2,578.69	1,545.83	442.00
EQUIPMENT PURCHASES <\$5K	3,800.00	Miscellaneous equipment replacement; Training equipment; replacement of fire nozzles	6,079.59	8,228.44	9,671.00	3,837.74	3,925.68	5,511.88	2,886.98	299.00	1,409.93
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	1,590,841.56		1,336,298.65	1,243,933.85	1,396,580.53	1,217,931.10	1,115,353.79	947,332.80	943,210.69	893,211.11	934,556.35
OPERATING INCOME	176,104.44	Amount to be set aside in Fire equipment fund (\$175K from parking; balance from operations)	295,871.43	369,111.18	205,119.47	323,625.30	294,367.43	194,162.89	182,019.11	71,572.30	(5,147.30)

Jekyll Island Authority -Roads & Grounds  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
<b>REVENUES</b>											
GROSS REVENUES	1,086,322.76	Amount allocated from Parking fees to pay for Roads & Grounds expenses	1,112,739.22	1,151,534.99	1,052,389.31	1,188,919.80	1,415,720.95	1,226,670.86	1,201,351.51	1,242,863.11	984,692.96
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	1,086,322.76		1,112,739.22	1,151,534.99	1,052,389.31	1,188,919.80	1,415,720.95	1,226,670.86	1,201,351.51	1,242,863.11	984,692.96
<b>EXPENSES</b>											
PERSONNEL	606,266.20	9 FT staff and benefits	483,816.11	543,700.50	521,210.19	659,002.20	726,373.23	613,574.52	766,265.75	653,819.52	566,391.54
MOTOR VEHICLE	54,876.73	Gas and diesel for equipment and vehicles \$38K; vehicle repairs \$17K	38,582.06	48,278.80	42,753.97	48,189.37	61,009.49	58,200.13	66,036.96	55,098.03	46,545.42
SUPPLIES & MATERIALS	81,903.64	Christmas lights \$60K; uniforms \$1.5K; small tools \$3.2K; shop supplies \$5K; limerock for road repairs \$6K	118,766.99	93,274.58	91,527.74	95,373.86	134,208.57	104,533.80	88,429.04	99,430.66	111,099.53
REPAIRS & MAINTENANCE	72,902.04	General building R&M \$21K; Roads & bike path repairs \$386K; general equipment R&M \$14K	81,675.50	96,202.03	48,514.04	75,970.30	54,435.87	139,659.90	94,422.28	111,537.69	78,752.27
UTILITIES	163,236.67	Electricity \$42K (street lights, parks, restrooms); water/sewer \$23K; trash fees \$97K (public areas)	156,934.04	157,745.98	157,545.00	156,755.30	154,812.09	116,638.53	111,358.84	106,632.29	97,998.43
INSURANCE	33,421.48	Worker's comp \$13K; liability insurance \$1.7K; vehicle insurance \$578K; property insurance \$1K; fire fee \$17K	35,660.44	41,206.16	38,655.66	47,397.15	31,970.23	36,827.03	35,033.86	41,131.71	34,029.81
ADVERTISING & PROMOTION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	756.28	456.54
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	108.65	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00		0.00	0.00	0.00	0.00	0.00	9.00	(1,050.72)	0.00	0.00
CONTRACTS	0.00		50,050.00	1,050.00	75,000.00	0.00	1,126.85	70.08	0.00	(350.00)	1,398.21
BUILDING & EQUIPMENT RENTAL	59,916.00	4 Manlifts for christmas lights \$20K; Drum roller for trail work \$2.5K; Excavator lease \$37K	49,658.16	28,354.12	59,916.00	21,610.88	85,489.63	55,765.93	0.00	12,494.62	16,226.96
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	513.18	0.00	3,461.58	0.00	0.00	16.98	0.00	0.00
EQUIPMENT PURCHASES <\$5K	13,800.00	Grills, chainsaws, 12 picnic tables, small equipment; misc equipment replacement \$4K	8,993.64	8,518.17	17,266.71	2,199.72	7,152.87	1,995.00	7,874.69	5,164.41	16,104.17
INTEREST EXPENSE	0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	1,086,322.76		1,024,136.94	1,018,843.52	1,052,389.31	1,109,960.36	1,256,578.83	1,127,273.92	1,168,387.68	1,085,823.86	969,002.88
<b>OPERATING INCOME</b>	0.00	Park Services was broken out into a separate department in FY2022	88,602.28	132,691.47	0.00	78,959.44	159,142.12	99,396.94	32,963.83	157,039.25	15,690.08

Jekyll Island Authority -Park Services  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
<b>REVENUES</b>											
GROSS REVENUES	675,805.12	Amount allocated from Parking fees to pay for Park Services expenses	589,688.35	345,603.07	590,599.59	0.00	0.00	0.00	0.00	0.00	0.00
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	675,805.12		589,688.35	345,603.07	590,599.59	0.00	0.00	0.00	0.00	0.00	0.00
<b>EXPENSES</b>											
PERSONNEL	545,980.37	11 FT staff; 1 PT staff; includes benefits for FT staff	376,760.79	135,735.89	490,165.86	0.00	0.00	0.00	0.00	0.00	0.00
MOTOR VEHICLE	19,065.12	Gas and diesel for vehicles & equipment; vehicle repairs	13,676.95	5,844.90	15,504.00	0.00	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	89,675.00	Bathroom supplies for public areas \$88K; uniforms \$1.5K; small tools, shop supplies, first aid supplies	54,197.24	73,735.38	61,675.00	0.00	0.00	0.00	0.00	0.00	0.00
REPAIRS & MAINTENANCE	0.00		1,308.90	1,308.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UTILITIES	604.02	Cell phone for Park Services supervisor	249.99	48.59	604.02	0.00	0.00	0.00	0.00	0.00	0.00
INSURANCE	18,430.61	Worker's comp \$16K; liability insurance \$2K; vehicle insurance \$62	19,818.02	9,861.04	21,400.71	0.00	0.00	0.00	0.00	0.00	0.00
ADVERTISING & PROMOTION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BUILDING & EQUIPMENT RENTAL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	2,050.00	Vacuum cleaners, blowers, small equipment	1,399.99	899.99	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	675,805.12		467,411.88	227,434.69	590,599.59	0.00	0.00	0.00	0.00	0.00	0.00
OPERATING INCOME	0.00	Park Services was separated into its own department in FY2022 (was part of Roads & Grounds dept)	122,276.47	118,168.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00



Jekyll Island Authority -Landscaping  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	2,088,515.82	Wright Tree Service (rental space for equipment) \$3K; Plant sales \$20K; Tree fund contributions \$2K; Allocation from parking fees \$2.1M	1,821,265.22	1,496,654.77	1,716,408.28	1,374,741.43	1,582,356.64	1,448,283.36	1,572,865.87	1,445,523.55	1,405,861.95
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	2,088,515.82		1,821,265.22	1,496,654.77	1,716,408.28	1,374,741.43	1,582,356.64	1,448,283.36	1,572,865.87	1,445,523.55	1,405,861.95
EXPENSES											
PERSONNEL	1,447,115.05	20 FT employees; requesting 3 new FT positions; cost allocations to Camp Jekyll \$22K; 2 college interns \$8K; Temp service staffing \$65K; benefits for FT staff	1,008,906.20	937,605.15	1,138,289.20	957,821.75	895,035.00	1,011,283.96	1,031,575.86	912,173.62	925,893.27
MOTOR VEHICLE	38,601.08	Gas & diesel for vehicles & equipment \$27K; vehicle repairs \$12K	33,385.26	28,005.31	33,407.78	26,241.50	33,041.27	52,042.45	37,029.65	26,134.26	29,588.26
SUPPLIES & MATERIALS	296,523.72	Plants/seeds \$112K (incl \$15K reforestation; sod \$9K; Goodyear landscaping \$10K; Summer Waves landscape \$10K; Riverview park landscaping \$16.3K); sand/soil \$39K; chemicals/fertilizer \$45K; irrigation supplies \$34K; landscape & greenhouse materials \$41K; uniforms \$11K; small tools; shop supplies	256,371.64	189,546.29	271,674.12	178,567.65	141,826.28	181,320.40	175,234.29	161,101.23	150,149.88
REPAIRS & MAINTENANCE	35,694.00	General bldg R&M \$7.5K; concrete and electrical work for new greenhouse \$10K; Roads & Grounds R&M \$3K; General equipment R&M \$15K	32,000.95	18,149.88	34,194.00	18,817.57	17,801.71	17,628.55	28,074.92	34,092.73	17,881.38
UTILITIES	107,487.38	Electricity \$56K; Propane \$3.7K; Water/sewer \$36K; trash fees \$9.6K; telephone \$2K	102,355.22	97,524.90	104,418.19	97,032.42	105,833.21	138,583.48	138,002.40	146,311.39	123,039.42
INSURANCE	40,201.39	Worker's comp \$34K; liability insurance \$4K; fire fee \$1.5K; vehicle insurance; property insurance	37,810.21	35,717.19	40,067.97	33,527.46	38,911.92	45,902.42	43,180.35	46,028.56	48,209.60
ADVERTISING & PROMOTION	500.00	Advertisements for plant sales	500.00	0.00	500.00	0.00	0.00	0.00	448.54	848.51	285.62
TRAVEL	2,000.00	ASLA conference	0.00	0.00	2,000.00	0.00	1,701.60	1,560.08	2,817.46	1,449.26	1,423.53
LICENSES, REGISTRATIONS & SUBCRIPTIONS	2,360.00	Conference registrations and association memberships	750.00	920.00	2,360.00	920.00	514.50	680.00	1,305.00	791.74	1,655.00
CONTRACTS	51,700.00	Tree maintenance & stump grinding \$24K; Palm tree trimming \$24K; yearly professional tree consultations \$1K; soil treatment of signature oaks in Beach Village \$2.7K	14,300.00	12,670.00	17,000.00	8,870.00	12,640.00	19,725.00	18,550.00	4,685.00	15,845.46
BUILDING & EQUIPMENT RENTAL	49,833.20	Hydraulic lift for trimming palm trees \$4K; mowing equipment lease and tractor lease \$44K	15,051.05	718.25	48,833.20	718.25	10,709.98	7,795.37	4,606.08	2,105.38	0.00
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	16,500.00	Misc small equipment, edgers, trimmers, blowers, chainsaws, etc \$6.5K; push mowers \$2.5K; vibratory plate packer \$3K; boring attachment \$4.5K	20,179.18	14,844.48	23,663.82	3,312.61	2,991.46	9,533.53	4,801.97	3,875.95	5,203.50
INTEREST EXPENSE	0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	2,088,515.82		1,521,609.71	1,335,701.45	1,716,408.28	1,325,849.21	1,261,006.93	1,486,055.24	1,485,626.52	1,339,597.63	1,319,174.92
OPERATING INCOME	0.00		299,655.51	160,953.32	0.00	48,892.22	321,349.71	(37,771.88)	87,239.35	105,925.92	86,687.03

Jekyll Island Authority - Facility Maintenance  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	0.00		523.93	0.00	0.00	1,565.00	0.00	787.25	2,455.09	1,045.78	1,555.87
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	0.00		523.93	0.00	0.00	1,565.00	0.00	787.25	2,455.09	1,045.78	1,555.87
EXPENSES											
PERSONNEL	906,723.60	11 FT employees; PT labor for Christmas lights and Summer Waves start up work \$16K; includes benefits for FT employees	693,446.03	654,362.50	707,531.48	601,195.55	652,831.87	714,356.05	642,056.10	674,913.75	604,913.54
MOTOR VEHICLE	12,500.09	Fuel for vehicles & equipment \$8K; vehicle R&M \$4.9K	14,758.16	15,389.43	12,500.09	12,371.37	10,430.37	15,263.75	14,773.82	13,611.12	11,181.26
SUPPLIES & MATERIALS	8,342.81	Uniforms \$3.2K; replacement hand tools \$3K; office supplies \$1.3K, shop supplies, first aid supplies, bathroom & cleaning supplies	10,489.41	11,733.52	8,342.81	9,627.36	10,005.59	7,958.90	10,934.00	12,821.09	7,690.76
REPAIRS & MAINTENANCE	48,082.50	General building R&M \$18K; Beach access repair \$10K; Great Dunes sand pump out \$2K; parking lot paint \$5K; Wharf repair \$3K; Equipment R&M \$2K; Maintenance agreements \$6.9K	40,785.68	45,613.36	40,082.50	42,291.87	27,442.94	50,116.64	35,485.92	22,691.60	21,397.61
UTILITIES	24,439.72	Electricity \$11K; water/sewer \$4K , trash fees \$3.7K; telephone \$5K	24,525.94	24,372.35	24,166.48	23,828.65	23,836.54	24,246.39	25,502.08	31,258.34	23,592.97
INSURANCE	26,612.42	Worker's comp \$16K; liability insurance \$2K; vehicle insurance; property insurance; fire fee \$7.7K	28,015.87	26,790.85	29,310.97	25,566.57	27,481.76	30,487.57	28,859.67	25,949.06	28,580.58
ADVERTISING & PROMOTION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	73.73	95.55	453.32
TRAVEL	100.00	Travel to pick up pumps	50.00	72.80	100.00	200.68	1,471.95	66.49	209.60	158.56	107.01
LICENSES, REGISTRATIONS & SUBCRIPTIONS	1,510.00	Inventory software license	1,510.00	0.00	1,510.00	0.00	4,017.32	4.50	0.00	3.08	0.00
CONTRACTS	0.00		0.00	250.00	0.00	250.00	0.00	50.00	0.00	0.00	0.00
BUILDING & EQUIPMENT RENTAL	0.00		0.00	0.00	0.00	0.00	0.00	825.00	0.00	1,000.00	0.00
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	0.00	0.00	12.66	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	4,800.00	Ladders, batteries and tool replacements	1,644.18	4,845.85	1,800.00	5,110.23	5,530.34	21,388.21	9,444.84	16,470.91	2,051.00
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	1,033,111.14		815,225.27	783,430.66	825,344.33	720,442.28	763,048.68	864,776.16	767,339.76	798,973.06	699,968.05
OPERATING INCOME	(1,033,111.14)		(814,701.34)	(783,430.66)	(825,344.33)	(718,877.28)	(763,048.68)	(863,988.91)	(764,884.67)	(797,927.28)	(698,412.18)

Jekyll Island Authority -Vehicle & Equipment Maintenance  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
<b>REVENUES</b>											
GROSS REVENUES	1,000.00	Sale of scrap metal and equipment	3,071.60	5,044.00	1,000.00	3,816.70	10,293.77	287.00	4,030.85	0.00	0.00
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00			0.00	0.00	0.00
NET REVENUE	1,000.00		3,071.60	5,044.00	1,000.00	3,816.70	10,293.77	287.00	4,030.85	0.00	0.00
<b>EXPENSES</b>											
PERSONNEL	435,540.26	7 FT employees; includes increases for possible certifications \$4.7K; includes benefits for FT staff	377,201.43	366,345.53	383,678.93	360,156.57	397,322.89	368,584.36	400,008.21	374,619.52	379,533.42
MOTOR VEHICLE	18,000.00	Fuel and R&M for general fleet vehicles; also includes adjustment for inventory variances	13,753.12	7,664.34	14,400.00	6,926.70	6,732.12	(22,300.23)	3,514.80	15,806.58	12,294.94
SUPPLIES & MATERIALS	17,250.00	Shop supplies (lubricants ,fittings, oil) \$8.6K; Uniforms \$4.5K; small tools \$3.6K	13,012.19	15,977.37	17,250.00	14,039.66	13,310.83	21,838.26	16,090.71	15,259.23	21,488.37
REPAIRS & MAINTENANCE	33,741.08	General building & equipment R&M \$13.5K; fuel tank inspection \$7K; garage management system \$7.5K; vehicle diagnostic service \$1.5K	29,418.73	36,566.56	31,941.08	31,414.43	28,653.00	23,014.31	41,832.15	32,406.80	25,196.72
UTILITIES	16,301.16	Electricity \$3.9K; water/sewer \$7.5K; trash fees \$3.7K; telephone \$1.2K;	14,228.82	14,725.72	13,320.24	14,046.47	14,505.19	15,597.78	15,302.70	13,574.12	15,510.88
INSURANCE	12,883.08	Worker's comp \$8.9K; liability insurance \$1.1; vehicle insurance; property insurance; fire fee \$2.4K	13,809.93	13,887.38	14,518.27	13,965.80	14,286.90	16,279.54	14,560.53	16,225.64	16,233.22
ADVERTISING & PROMOTION	0.00	Help wanted ads	0.00	0.00	0.00	0.00	0.00	0.00	0.00	155.77	47.81
TRAVEL	1,400.00	Travel for staff training and pickup or delivery of vehicles and equipment	786.72	286.72	1,000.00	30.62	1,406.66	358.16	660.92	476.86	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	1,772.00	Tag registration for vehicles; highway impact fees \$1.7K	1,748.00	647.00	1,772.00	1,246.50	1,286.00	5,277.19	1,512.00	503.02	224.08
CONTRACTS	0.00		0.00	240.50	0.00	240.50	3,040.25	500.00	0.00	0.00	0.00
BUILDING & EQUIPMENT RENTAL	0.00	Rental of car hauler, small equipment or tool rental	933.10	935.55	0.00	880.85	0.00	163.00	0.00	43.24	109.90
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	237.32	0.00	0.00	0.00
PRINTING & PUBLICATIONS	62.32	Manuals & publications	25.00	0.00	62.32	0.00	22.99	1,619.56	39.99	311.56	217.70
EQUIPMENT PURCHASES <\$5K	3,600.00	Battery operated tool upgrades; tool set for service truck; band saw	2,104.81	2,309.67	3,075.00	827.35	5,329.09	8,345.79	12,699.21	19,455.82	8,029.62
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	540,549.90		467,021.85	459,586.34	481,017.84	443,775.45	485,895.92	439,515.04	506,221.22	488,838.16	478,886.66
OPERATING INCOME	(539,549.90)		(463,950.25)	(454,542.34)	(480,017.84)	(439,958.75)	(475,602.15)	(439,228.04)	(502,190.37)	(488,838.16)	(478,886.66)

Jekyll Island Authority -Water/Wastewater  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	1,655,808.30	\$5 increase in base fees in FY23; water \$716K, sewer \$621K; water test fees \$11K, JIA water/sewer usage \$303K	1,655,506.73	1,703,085.95	1,584,755.97	1,813,166.43	1,678,116.59	1,335,751.14	1,384,606.05	1,388,486.98	1,207,134.28
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	1,655,808.30		1,655,506.73	1,703,085.95	1,584,755.97	1,813,166.43	1,678,116.59	1,335,751.14	1,384,606.05	1,388,486.98	1,207,134.28
EXPENSES											
PERSONNEL	883,789.17	10 FT employees; includes benefits for FT staff	643,402.97	611,838.54	725,631.07	590,192.45	521,910.46	487,047.64	568,066.30	505,794.38	481,593.91
MOTOR VEHICLE	18,191.99	Fuel for vehicles, generator & equipment \$11K; vehicle R&M \$7.4K	16,259.04	17,899.32	16,410.65	16,520.54	32,598.97	13,687.46	11,817.92	12,322.59	11,776.27
SUPPLIES & MATERIALS	97,094.65	Shop supplies \$36K; Chemicals \$29K; lab supplies \$21K; uniforms \$4.5K; office supplies, uniforms, etc.	89,629.57	92,217.36	108,328.15	76,223.24	74,915.50	56,465.96	67,081.96	59,204.77	56,089.21
REPAIRS & MAINTENANCE	314,685.27	Building R&M \$11K; equipment R&M for motors, control systems, etc \$49K; service contracts \$253K (includes water tank maint \$203K, required EPD testing, fuel tank testing, etc)	294,828.37	347,768.53	311,386.82	339,629.18	305,349.47	166,029.05	156,612.25	151,847.12	162,737.02
UTILITIES	119,067.88	Electricity \$93K; Water/sewer \$16K; fuel \$4.2K; telephone \$4.1K; trash fees \$2K	127,277.02	116,418.97	118,338.64	115,512.54	110,545.58	144,041.98	184,492.28	155,209.46	144,715.46
INSURANCE	80,001.28	Worker's comp \$15K; liability insurance \$1.9K; property insurance \$3.8K; fire fee \$59K; motor vehicle	81,483.84	78,465.66	82,661.78	75,447.07	75,431.83	74,231.24	64,217.82	68,600.84	71,370.48
ADVERTISING & PROMOTION	0.00		0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00
TRAVEL	3,100.00	On call mileage; travel for lab school and conference	1,535.84	3,301.02	3,100.00	2,301.70	2,242.10	1,521.16	2,786.61	1,770.48	1,650.71
LICENSES, REGISTRATIONS & SUBCRIPTIONS	6,876.86	Conferences, schools, memberships	6,735.81	7,411.86	5,976.86	4,198.86	6,150.89	6,425.00	4,998.00	3,190.00	4,726.00
CONTRACTS	76,200.00	Water master plan \$25K; Water/sewer rate study \$25K; Waste management contract; Broadhurst	17,105.56	9,081.13	15,680.00	12,555.24	6,190.01	10,731.16	5,664.71	1,637.96	0.00
BUILDING & EQUIPMENT RENTAL	1,898.88	Copier rental and copy fees	2,420.82	3,382.65	1,898.88	2,218.76	1,414.84	0.00	0.00	0.00	63.00
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	0.00	198.94	0.00	60.00	50.00	0.00
EQUIPMENT PURCHASES <\$5K	5,850.00	Chainsaws \$2K; iPad for utility mapping \$1.2K; Dumpster \$4K	8,043.66	10,800.63	7,200.00	8,167.97	6,950.06	23,684.16	13,311.11	28,212.99	10,755.11
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	1,606,755.98		1,288,722.50	1,298,585.67	1,396,612.85	1,242,967.55	1,143,898.65	983,914.81	1,079,108.96	987,840.59	945,477.17
OPERATING INCOME	49,052.32	Amount set aside for Water/Wastewater reserve funds to be used for future facility & equipment upgrades	366,784.23	404,500.28	188,143.12	570,198.88	534,217.94	351,836.33	305,497.09	400,646.39	261,657.11

Jekyll Island Authority -Sanitation  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	596,055.87	Residential and commercial trash fees \$353K; JIA trash fees \$193K; Allocation from parking fee \$50K; Rate increase in trash fees 3% in FY2023	618,383.59	617,420.27	609,626.16	570,704.92	562,196.28	543,115.51	526,701.00	536,335.76	498,506.89
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET REVENUE	596,055.87		618,383.59	617,420.27	609,626.16	570,704.92	562,196.28	543,115.51	526,701.00	536,335.76	498,506.89
EXPENSES											
PERSONNEL	263,117.50	3 FT staff; includes benefits for FT staff	230,978.24	231,624.00	211,026.63	221,162.89	211,933.91	196,258.47	182,765.68	172,709.82	134,263.88
MOTOR VEHICLE	15,000.00	Fuel for vehicles and equipment \$10K; Routine vehicle maintenance and repairs \$5K	22,729.08	19,051.86	25,448.36	12,075.72	30,560.58	31,702.28	25,194.03	32,965.20	19,327.64
SUPPLIES & MATERIALS	5,548.80	Bathroom/cleaning supplies; small tools. 30 or 96 gallon recycle bins replacement (\$4.5K)	914.48	913.78	4,123.80	674.80	958.80	1,761.67	974.30	1,478.00	665.00
REPAIRS & MAINTENANCE	1,000.00	General equipment R&M	1,047.22	661.01	1,650.00	661.01	221.49	613.87	131.53	1,013.06	170.22
UTILITIES	2,455.00	Water/sewer	998.78	661.01	2,400.00	1,749.98	268.26	291.42	337.00	311.28	242.15
INSURANCE	5,218.04	Worker's comp \$4.4K; liability insurance; vehicle insurance	5,727.02	5,314.54	6,081.55	4,902.43	5,101.16	5,957.38	5,675.05	6,583.26	6,773.72
ADVERTISING & PROMOTION	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00		103.00	103.00	0.00	0.00	0.00	0.00	0.00	300.00	303.00
CONTRACTS	358,925.00	Waste Management, hauling/dumping fees; increase in Waste Management fees 3%	342,244.25	338,685.77	329,275.57	287,610.16	248,486.68	381,671.16	273,005.29	313,747.68	282,924.01
BUILDING & EQUIPMENT RENTAL	10,000.00	Equipment rental for landfill grinding project - if needed	8,148.12	4,096.00	10,000.00	4,690.00	90,824.40	8,684.98	0.00	0.00	0.00
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.40	0.00
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	661,264.34		612,890.19	601,110.97	590,005.91	533,526.99	588,355.28	626,941.23	488,082.88	529,283.70	444,669.62
OPERATING INCOME	(65,208.47)	Allocation of \$50K from parking fees to cover landfill grinding & equipment rental	5,493.40	16,309.30	19,620.25	37,177.93	(26,159.00)	(83,825.72)	38,618.12	7,052.06	53,837.27

Jekyll Island Authority -McCormick's Grill  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	0.00		0.00	0.00	0.00	223,281.83	404,710.49	475,951.48	453,624.28	522,734.43	541,083.30
COST OF GOODS SOLD	0.00		0.00	0.00	0.00	122,162.57	174,351.33	197,724.97	200,871.85	211,039.83	233,626.47
NET REVENUE	0.00		0.00	0.00	0.00	101,119.26	230,359.16	278,226.51	252,752.43	311,694.60	307,456.83
EXPENSES											
PERSONNEL	0.00		0.00	0.00	0.00	128,664.44	232,719.35	251,109.19	208,395.33	229,641.30	257,481.19
MOTOR VEHICLE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	138.10	291.04
SUPPLIES & MATERIALS	0.00		0.00	0.00	0.00	24,303.36	30,862.32	39,558.70	31,489.33	48,269.59	41,306.41
REPAIRS & MAINTENANCE	0.00		0.00	0.00	0.00	17,272.75	19,762.81	17,674.32	31,031.75	36,166.26	26,158.23
UTILITIES	0.00		0.00	0.00	0.00	31,188.10	37,164.50	41,559.74	42,440.96	40,553.17	44,804.31
INSURANCE	0.00		0.00	0.00	0.00	4,626.59	4,793.52	5,682.38	5,409.01	6,004.78	8,365.08
ADVERTISING & PROMOTION	0.00		0.00	0.00	0.00	0.00	0.00	3,000.00	0.00	301.25	12,318.78
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	149.02	0.00	603.97	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00		0.00	0.00	0.00	899.55	2,545.40	2,400.00	2,075.00	573.68	229.99
CONTRACTS	0.00		0.00	0.00	0.00	830.00	215.95	0.00	43,066.45	1,175.00	1,399.00
BUILDING & EQUIPMENT RENTAL	0.00		0.00	0.00	0.00	1,514.36	5,274.30	9,094.94	11,362.59	4,637.94	1,982.89
CREDIT CARD FEES & BANK FEES	0.00		0.00	0.00	0.00	6,831.15	8,100.06	4,873.14	8,981.56	10,011.85	10,505.22
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	160.00	319.88	1,270.66	0.00	0.00	0.00
EQUIPMENT PURCHASES <\$5K	0.00		0.00	0.00	0.00	1,094.06	1,181.31	3,454.24	8,088.66	0.00	485.99
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	0.00		0.00	0.00	0.00	217,384.36	342,939.40	379,826.33	392,340.64	378,076.89	405,328.13
OPERATING INCOME	0.00		0.00	0.00	0.00	(116,265.10)	(112,580.24)	(101,599.82)	(139,588.21)	(66,382.29)	(97,871.30)

Jekyll Island Authority - Convention Center  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	4,869,610.00	Based on actual bookings plus estimated pickup business of \$198K; Sales are now back to Pre-COVID levels.	3,684,051.77	3,652,131.19	3,534,387.00	1,622,624.73	2,947,038.51	4,510,465.79	4,281,554.33	3,958,637.82	3,473,863.68
COST OF GOODS SOLD	598,178.79	Cost of food and alcohol sold	339,225.73	288,987.93	400,049.73	150,359.46	237,706.11	386,583.61	388,773.82	395,610.87	364,794.77
NET REVENUE	4,271,431.21		3,344,826.04	3,363,143.26	3,134,337.27	1,472,265.27	2,709,332.40	4,123,882.18	3,892,780.51	3,563,026.95	3,109,068.91
EXPENSES											
PERSONNEL	163,015.00	Temp staffing service labor and contract security services - all other labor is under contract expenses	113,248.32	121,426.50	91,607.00	53,979.67	78,991.62	163,696.88	208,936.45	146,736.48	127,998.03
MOTOR VEHICLE	230.00	Fuel & repair for vehicle	120.00	0.00	370.00	337.08	141.31	692.52	325.36	866.70	933.59
SUPPLIES & MATERIALS	117,554.00	Food supplies \$53K; linens \$28K; bathroom/cleaning supplies \$24K; uniforms \$3K; decorations \$5K; office supplies, flags, postage, small tools	156,428.07	102,662.59	150,302.79	44,388.72	58,562.04	100,516.29	116,333.64	109,068.52	100,900.35
REPAIRS & MAINTENANCE	320,629.96	General bldg R&M \$48K; building supplies \$38K; lighting replacement \$57K; Repair/upgrades \$25K; general equipment R&M \$69K; window cleaning \$14K; A/C maint \$39K; water softener treatment \$14K	215,571.41	201,951.85	224,810.00	108,583.54	136,903.03	143,465.83	137,967.14	121,379.31	113,064.69
UTILITIES	335,129.20	Electricity \$264K; fuel \$24K; water/sewer \$9.4K; trash \$18K; internet \$13K; telephone \$8.9K	330,790.59	312,373.90	331,703.00	224,828.85	320,812.33	321,933.71	310,726.71	311,992.02	311,996.10
INSURANCE	191,606.41	General liability insurance \$41K; fire fee \$142K; property insurance \$9K	185,170.87	182,189.22	192,038.75	185,224.93	194,317.45	187,059.10	194,231.24	207,507.02	205,443.42
ADVERTISING & PROMOTION	0.00	Help wanted ads	0.00	0.00	0.00	0.00	59.29	0.00	898.78	163.93	47,246.41
TRAVEL	0.00	SMG travel is included in contract expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	17,104.00	Software licensing; health inspections; alcohol license; organizational memberships; includes Eventbooking.com \$7.1K	21,109.95	16,354.95	25,587.00	11,258.40	15,273.45	14,253.77	11,491.31	11,271.00	11,282.00
CONTRACTS	2,110,859.34	Contract fee \$130K; SMG staff and benefits \$1.7M (21 FT and 21 PT employees); incentive \$129K	1,660,031.21	1,436,537.68	1,779,918.00	933,497.04	1,790,410.95	2,023,092.62	1,942,668.86	1,702,846.59	1,526,466.34
BUILDING & EQUIPMENT RENTAL	9,496.00	Copier, manlift, Ecolab (dishwasher) rental	8,906.68	9,568.88	7,823.00	8,778.91	11,696.25	9,097.16	9,012.25	9,301.37	8,505.05
CREDIT CARD FEES & BANK FEES	5,281.00	Credit card processing fees	5,429.50	4,460.64	7,300.00	3,633.96	5,172.54	7,812.61	8,696.40	10,358.36	9,405.14
PRINTING & PUBLICATIONS	60.00	Business cards	26.00	816.01	40.00	813.01	12.48	281.29	479.49	1,109.45	93.21
EQUIPMENT PURCHASES <\$5K	11,100.00	General small equipment replacement	2,667.43	2,667.43	1,590.00	744.62	1,452.79	1,588.35	10,226.64	3,573.10	16,403.17
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	3,282,064.91		2,699,500.03	2,391,009.65	2,813,089.54	1,576,068.73	2,613,805.53	2,973,490.13	2,951,994.27	2,636,173.85	2,479,737.50
OPERATING INCOME	989,366.30		645,326.01	972,133.61	321,247.73	(103,803.46)	95,526.87	1,150,392.05	940,786.24	926,853.10	629,331.41

Jekyll Island Authority - Tennis  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
<b>REVENUES</b>											
GROSS REVENUES	150,858.85	Memberships \$31K; tennis fees \$15K; Concession Sales \$14K; lessons \$53K; tournaments \$37K; sponsorships; repair income; equipment rental	142,908.16	160,819.72	138,452.70	154,180.32	110,120.69	124,768.30	92,396.71	62,783.39	71,648.10
COST OF GOODS SOLD	8,496.22	Cost of goods sold in tennis shop	8,098.77	9,080.46	6,018.01	7,132.74	5,696.16	9,273.06	8,483.12	9,556.17	9,566.85
NET REVENUE	142,362.63		134,809.39	151,739.26	132,434.69	147,047.58	104,424.53	115,495.24	83,913.59	53,227.22	62,081.25
<b>EXPENSES</b>											
PERSONNEL	57,478.93	No FT staff - Tennis Pro is contracted to manage facility; shop staff and court maintenance staff are part time	53,964.48	55,656.49	43,773.17	41,184.46	38,634.73	41,921.29	41,164.62	46,436.16	95,618.15
MOTOR VEHICLE	900.00	Fuel for court equipment	677.37	1,130.70	318.78	818.25	307.98	179.47	144.74	109.63	34.15
SUPPLIES & MATERIALS	27,255.09	Tournament expenses \$22K (referees, shirts, trophies, etc); Court materials \$2.5K; Camp expenses, irrigation supplies, office supplies, nets, balls, postage	32,053.63	38,759.43	29,458.20	37,868.83	24,637.12	18,410.05	6,877.85	14,198.12	12,918.65
REPAIRS & MAINTENANCE	22,258.50	Building M&R \$9.8K; Landsape improvements \$10K; Service contracts \$2K (pest control; fire extinguisher service; camera inspection and service)	18,171.46	1,451.38	22,258.50	2,511.66	2,525.95	8,347.78	4,431.72	9,013.13	1,991.75
UTILITIES	25,368.99	Electricity \$4.4K; water/sewer \$14K; trash fees \$2.4K; cable/internet \$2.8K; telephone \$2K	25,738.15	23,748.96	25,664.83	22,473.11	27,634.87	26,401.28	21,002.44	23,441.76	15,174.86
INSURANCE	1,562.87	Property insurance \$93; fire fees \$1.5K	1,567.33	1,560.49	1,567.35	1,553.65	1,553.77	1,459.32	1,504.51	3,572.04	3,661.73
ADVERTISING & PROMOTION	9,000.00	Marketing expense	3,000.00	0.00	9,000.00	6,000.00	12,184.14	3,814.00	875.00	0.00	1,652.67
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	621.00	Tournament sanction fees	0.00	107.89	621.00	107.89	99.00	0.00	0.00	476.00	534.00
CONTRACTS	77,369.14	Tennis pro \$45K; lessons paid to Pro \$30K; Active network fees	73,796.90	76,169.06	75,690.33	103,018.87	70,389.01	77,247.62	73,196.80	50,817.00	144.40
BUILDING & EQUIPMENT RENTAL	0.00		0.00	472.23	0.00	472.23	0.00	0.00	0.00	0.00	280.00
CREDIT CARD FEES & BANK FEES	2,828.60	Credit card processing fees	2,288.44	2,087.67	2,595.99	2,000.95	1,656.41	1,793.78	1,380.94	1,119.56	1,212.43
PRINTING & PUBLICATIONS	0.00		0.00	0.00	0.00	0.00	0.00	12.66	0.00	327.25	59.20
EQUIPMENT PURCHASES <\$5K	500.00	Miscellaneous small equipment replacements	0.00	0.00	500.00	1,176.83	0.00	199.89	64.98	1,372.70	1,900.90
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	225,143.12		211,257.76	201,144.30	211,448.15	219,186.73	179,622.98	179,787.14	150,643.60	150,883.35	135,182.89
OPERATING INCOME	(82,780.49)		(76,448.37)	(49,405.04)	(79,013.46)	(72,139.15)	(75,198.45)	(64,291.90)	(66,730.01)	(97,656.13)	(73,101.64)



Jekyll Island Authority - Mini-Golf, Bikes, Playground & Skating Rink  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	415,158.63	Concession sales \$30K; bicycle rentals \$139K; Mini-golf admission fees \$246K	472,785.10	546,260.87	415,183.20	489,600.07	285,634.60	375,624.04	353,090.10	374,309.22	358,777.98
COST OF GOODS SOLD	13,872.97	Cost of concessions sold	14,052.91	12,960.36	12,438.09	10,690.96	11,224.45	12,948.00	11,845.96	11,133.76	6,393.31
NET REVENUE	401,285.66		458,732.19	533,300.51	402,745.11	478,909.11	274,410.15	362,676.04	341,244.14	363,175.46	352,384.67
EXPENSES											
PERSONNEL	105,259.28	Managed by Golf Dept; allocation of 20% of Golf Pro's salary; Guest service staff is all PT \$90K	86,760.21	85,887.61	81,235.74	72,118.81	65,897.41	80,231.71	96,885.42	82,054.59	65,842.61
MOTOR VEHICLE	0.00		67.98	86.66	0.00	122.72	10.49	274.35	194.69	551.54	189.17
SUPPLIES & MATERIALS	6,656.32	Putters, balls, helmets, bells for bikes; uniforms; small tools	5,141.37	4,337.71	11,236.32	4,695.62	7,220.00	10,366.89	7,747.55	5,220.98	5,953.16
REPAIRS & MAINTENANCE	16,685.50	General maintenance \$5K; landscaping, mulch & benches \$10K; pest control, camera inspections, fire extinguisher maint, etc	8,453.59	7,308.14	93,745.50	4,144.80	3,987.31	8,839.97	24,005.44	26,066.38	9,903.57
UTILITIES	8,783.74	Electricity \$3.2K; water/sewer \$355; trash \$3.4K; internet \$1.3K; telephone \$580	8,771.90	8,045.89	10,730.82	9,231.37	8,720.25	9,434.02	11,153.03	10,443.57	7,291.69
INSURANCE	914.60	Fire fees \$860; property insurance \$55	933.26	921.22	933.30	909.20	909.28	854.00	836.17	874.77	874.77
ADVERTISING & PROMOTION	6,000.00	Advertising and social media expenses	5,750.00	1,250.00	6,000.00	0.00	128.07	2,893.01	10,732.21	100.00	9,827.93
TRAVEL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES, REGISTRATIONS & SUBCRIPTIONS	0.00		0.00	250.00	0.00	250.00	250.00	(250.00)	250.00	0.00	0.00
CONTRACTS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	192.31	12,763.25
BUILDING & EQUIPMENT RENTAL	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	371.00
CREDIT CARD FEES & BANK FEES	7,784.22	Credit card processing fees	11,912.56	12,850.91	7,784.69	10,376.15	6,374.09	7,693.40	6,335.93	6,712.48	6,559.91
PRINTING & PUBLICATIONS	715.31	Bike forms, score cards	515.11	0.00	715.31	1,037.42	656.31	2,853.98	864.00	1,675.36	2,606.29
EQUIPMENT PURCHASES <\$5K	10,000.00	Surreys (single bench and double bench)	0.00	0.00	14,000.00	11,579.89	(689.30)	13,991.89	6,913.00	5,108.77	12,656.52
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	162,798.97		128,305.98	120,938.14	226,381.68	114,465.98	93,463.91	137,183.22	165,917.44	139,000.75	134,839.87
OPERATING INCOME	238,486.69		330,426.21	412,362.37	176,363.43	364,443.13	180,946.24	225,492.82	175,326.70	224,174.71	217,544.80

Jekyll Island Authority - Summer Waves  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	2,969,286.33	Admission fees \$2.2M; Annual passes \$137K; Concession sales \$151K; cabana rentals \$179K; locker rental \$124K; group sales \$81K; Lease revenue \$88K	2,634,460.11	2,652,614.66	2,443,061.20	2,254,496.55	1,627,568.49	2,666,042.20	2,458,008.50	2,501,173.12	2,183,799.97
COST OF GOODS SOLD	73,772.31	Cost of merchandise sold	66,699.47	79,761.83	58,310.00	69,576.99	54,621.00	49,481.61	55,776.97	81,587.02	81,513.88
NET REVENUE	2,895,514.02		2,567,760.64	2,572,852.83	2,384,751.20	2,184,919.56	1,572,947.49	2,616,560.59	2,402,231.53	2,419,586.10	2,102,286.09
EXPENSES											
PERSONNEL	823,786.74	3 FT staff; Seasonal staff \$553K; bonus program for seasonal staff \$18.5K; GSP (security) and temp service labor \$23.6K	573,212.83	449,421.08	668,927.93	477,417.10	432,034.06	525,125.69	514,703.23	490,706.27	476,330.35
MOTOR VEHICLE	911.41	Fuel for pumps and equipment	633.17	806.47	911.41	767.23	1,285.31	453.67	1,259.97	1,648.90	1,386.91
SUPPLIES & MATERIALS	192,565.00	Chemicals for pools \$66K; bathroom/cleaning supplies \$10K; waterpark supplies (life jackets, tubes, rescue tubes) \$25.5K; uniforms \$12K; lounge chairs & park tables \$48K; office supplies; tools, etc	127,452.98	141,453.90	145,265.00	130,794.05	118,952.77	123,834.41	120,254.52	97,586.44	106,971.20
REPAIRS & MAINTENANCE	378,120.54	General park/slide maint \$70K; sandblast Nature's tower \$30K; remodel bathrooms \$30K; repair flat roofs \$25K; Liner for F-3 Catch pool \$30K; Concrete repair \$25K; lighting \$13K; equipment R&M \$56K	300,111.44	246,119.33	307,815.00	128,313.80	250,310.47	319,700.33	339,731.82	237,942.52	176,972.69
UTILITIES	232,441.88	Electricity \$183K; water/sewer \$39K; internet \$7.3K; telephone \$3.7K; switching trash to compactor	234,675.00	229,217.87	254,812.15	235,727.87	223,803.69	231,470.76	218,785.89	210,561.39	188,026.84
INSURANCE	10,835.71	Worker's comp \$4.4K; liability insurance \$568; property insurance \$364; fire fee \$5.5K	11,221.44	10,866.38	11,574.59	10,511.23	10,585.56	11,122.36	10,134.35	10,975.92	11,244.94
ADVERTISING & PROMOTION	100,000.00	Summer Waves specific advertising	102,038.53	58,126.54	100,000.00	53,475.00	58,526.32	100,901.95	96,745.89	5,918.93	96,598.91
TRAVEL	2,000.00	IAAPA Show in Orlando	809.26	0.00	2,000.00	0.00	4,632.61	681.44	600.09	563.02	907.69
LICENSES, REGISTRATIONS & SUBCRIPTIONS	3,166.24	Health & ride inspections; Splash Radio; ASCAP fees; BMI fees	1,580.00	1,650.00	4,099.53	1,070.00	4,059.43	2,028.00	1,995.00	724.90	1,012.00
CONTRACTS	118,387.04	General Manager contract & incentive; aerobics instructor; trash compactor svc \$9.6K; Engineering for new Nature's Slide \$10K	103,908.50	110,387.21	88,749.00	102,654.54	88,892.64	91,284.25	96,396.60	79,300.00	75,606.69
BUILDING & EQUIPMENT RENTAL	19,275.88	Copier \$250/mo; CO2 tank rental; chemical tank rentals; heavy equipment for repairs; trash compactor rental \$3.3K	51,662.76	62,207.68	14,630.00	30,126.88	25,270.21	5,573.95	12,434.14	22,521.16	18,959.17
CREDIT CARD FEES & BANK FEES	34,060.75	Credit card processing fees	27,431.13	16,299.45	28,070.26	9,681.95	22,850.97	28,435.90	19,784.76	26,608.44	19,356.58
PRINTING & PUBLICATIONS	8,000.00	Tickets; handouts; new signs	3,592.00	6,673.75	3,550.00	8,862.46	5,539.78	3,614.06	3,027.95	2,505.80	2,653.61
EQUIPMENT PURCHASES <\$5K	9,900.00	Chlorine pump \$3.2K; flow meters \$3.5K; backup filter on motor at Splash Pad	155.44	5,782.22	6,700.00	9,092.98	5,251.81	22,230.20	14,584.02	7,777.92	9,365.08
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	1,933,451.19		1,538,484.48	1,339,011.88	1,637,104.87	1,198,495.09	1,251,995.63	1,466,456.97	1,450,438.23	1,195,341.61	1,185,392.66
OPERATING INCOME	962,062.83		1,029,276.16	1,233,840.95	747,646.33	986,424.47	320,951.86	1,150,103.62	951,793.30	1,224,244.49	916,893.43

Jekyll Island Authority - Campground  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
<b>REVENUES</b>											
GROSS REVENUES	2,294,937.00	Site rental \$2M; Concession sales \$165K; Propane sales \$20K; Bike Rentals \$15K; washing machines \$12K; camping fees (pet fee, late check out fees, etc) \$14K	2,138,784.58	2,288,810.38	1,761,803.56	2,202,598.66	1,707,327.35	1,611,348.01	1,348,678.95	1,307,479.33	1,143,875.27
COST OF GOODS SOLD	93,473.20	Cost of merchandise and propane sold	89,291.59	93,218.11	79,324.93	86,879.71	75,142.28	67,867.25	60,725.66	67,263.92	67,384.99
NET REVENUE	2,201,463.80		2,049,492.99	2,195,592.27	1,682,478.63	2,115,718.95	1,632,185.07	1,543,480.76	1,287,953.29	1,240,215.41	1,076,490.28
<b>EXPENSES</b>											
PERSONNEL	345,478.44	4 FT employees; PT guest services staff; includes benefits for FT positions	269,264.88	239,084.06	273,581.70	235,252.50	261,101.85	252,135.79	236,736.56	233,261.54	211,168.98
MOTOR VEHICLE	2,585.97	Fuel and general R&M	1,721.90	1,316.75	2,188.36	1,229.88	1,676.43	4,209.50	2,457.15	1,776.16	1,710.83
SUPPLIES & MATERIALS	31,397.23	Bathroom/cleaning supplies \$11K; office supplies \$7.7K; shop supplies \$8K; uniforms \$3K; small tools, bird seed	28,563.20	26,830.45	27,967.38	22,257.93	33,550.57	32,105.99	25,013.64	32,281.49	44,248.86
REPAIRS & MAINTENANCE	16,431.50	General building R&M \$6K; Road repairs \$6K; general equipment R&M \$3K; pest control; A/C maint	18,182.14	17,959.19	16,431.50	15,911.85	17,217.43	34,782.52	45,144.73	63,561.54	22,635.87
UTILITIES	258,972.95	Electricity \$155K; water/sewer \$51K; internet & cable \$46K; telephone \$3.5K; propane \$4K; switching to trash compactors FY23	267,605.96	281,192.06	273,134.86	265,485.75	242,151.47	230,966.80	215,977.41	207,684.23	197,218.78
INSURANCE	8,151.21	Worker's comp \$6K; liability insurance \$757; property insurance \$85; fire fee \$1.3K; vehicle ins \$42	8,645.51	8,179.26	9,116.52	7,713.43	7,812.64	7,149.41	6,626.68	6,772.80	7,060.02
ADVERTISING & PROMOTION	10,000.00	Good Sam Publication advertising	9,482.32	18,535.81	9,075.00	9,103.25	86.17	153.19	1,069.20	(543.17)	30,426.97
TRAVEL	0.00		0.00	0.00	0.00	0.00	1,425.10	1,091.93	500.20	3,009.22	5,852.95
LICENSES, REGISTRATIONS & SUBCRIPTIONS	535.00	Health inspection fee	535.00	535.00	535.00	535.00	1,500.00	1,620.00	2,112.00	1,820.42	2,438.86
CONTRACTS	33,376.08	Tree trimming & stump grinding \$14K; trash compactor svc \$19K	16,152.93	12,775.00	12,600.00	7,000.00	23,423.97	25,790.83	11,536.64	12,262.50	26,729.37
BUILDING & EQUIPMENT RENTAL	17,376.92	Liberty rolloff dumpster \$9.4K; Trash compactor rental \$6.6K	7,445.22	10,287.06	8,099.83	9,169.85	8,598.93	3,851.01	2,647.34	5,300.55	3,945.94
CREDIT CARD FEES & BANK FEES	41,882.60	Credit card processing fees	37,068.89	38,607.03	32,152.91	40,193.92	30,658.34	33,562.94	28,616.12	28,293.25	23,386.28
PRINTING & PUBLICATIONS	1,200.00	Miscellaneous printing	757.13	1,768.77	2,312.42	3,209.64	10,482.67	12,638.23	11,161.29	10,974.45	1,741.57
EQUIPMENT PURCHASES <\$5K	1,000.00	Fire rings	1,511.13	2,030.92	1,000.00	519.79	6,782.44	16,176.08	6,352.51	15,725.98	8,817.47
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	768,387.90		666,936.21	659,101.36	668,195.48	617,582.79	646,468.01	656,234.22	595,951.47	622,180.96	587,382.75
OPERATING INCOME	1,433,075.90		1,382,556.78	1,536,490.91	1,014,283.15	1,498,136.16	985,717.06	887,246.54	692,001.82	618,034.45	489,107.53

Jekyll Island Authority - Golf  
FY2023 Budget

Proposed Budget

	Budget FY2023	Comments	Projected FY2022	Rolling 12 months	Budget FY2022	Actual FY2021	Actual FY2020	Actual FY2019	Actual FY2018	Actual FY2017	Actual FY2016
REVENUES											
GROSS REVENUES	2,859,252.09	Memberships \$642K; greens fees \$896K; golf cart rentals \$528K; golf card sales \$75K; concession sales \$362K; tournament \$121K; Driving range \$49K; Lease income \$76K	2,850,468.43	2,995,162.50	2,556,526.26	2,525,223.81	1,806,822.53	2,096,865.30	2,228,705.08	2,332,447.75	2,043,889.72
COST OF GOODS SOLD	217,574.77	Cost of merchandise sold	230,340.09	257,279.23	202,477.34	237,282.81	137,490.41	179,812.98	180,459.04	195,167.92	203,388.03
NET REVENUE	2,641,677.32		2,620,128.34	2,737,883.27	2,354,048.92	2,287,941.00	1,669,332.12	1,917,052.32	2,048,246.04	2,137,279.83	1,840,501.69
EXPENSES											
PERSONNEL	1,796,520.34	Golf has 4 FT staff; GCM has 17 FT staff; temp service staffing \$95K; includes benefits for FT staff	1,452,388.77	1,356,524.31	1,551,833.62	1,262,803.09	1,253,458.20	1,338,481.89	1,256,830.78	1,242,747.95	1,192,137.88
MOTOR VEHICLE	48,717.74	Gas and diesel for equipment and vehicles \$48K; general vehicle R&M \$300	44,009.91	41,854.49	38,263.73	30,046.30	34,158.76	43,979.42	31,587.28	32,247.80	30,883.28
SUPPLIES & MATERIALS	659,527.33	Chemicals/fertilizers \$471K; irrigation supplies \$18.6K; uniforms \$10.7K; overseeding \$36K; sand/soil \$18.4K; golf course supplies \$22K; Special events supplies - Paulk Cup tournament \$38K	530,426.76	490,849.05	559,250.48	437,190.01	444,410.87	549,471.48	530,512.21	538,060.84	515,411.31
REPAIRS & MAINTENANCE	105,202.00	General R&M \$10.2K; cart path repairs & bench repair kits \$3K; General equipment R&M \$72K; Service contracts \$19K (A/C maint; pest control; Waste2Water; Trackman system) \$21K	148,570.67	172,120.81	163,527.00	150,209.00	67,785.64	93,732.80	76,854.09	100,909.12	172,084.93
UTILITIES	107,909.07	Electricity \$68K; water/sewer \$18K; trash fees \$13K; internet \$4K; telephone \$4.4K	104,016.82	104,863.00	100,761.95	100,264.89	105,434.17	99,105.14	107,346.31	121,858.97	112,101.39
INSURANCE	64,815.82	General liability insurance on carts and equipment \$10K; Liability insurance \$4.2K; Workers comp \$33K; fire fees \$16K; property insurance \$1K	57,036.72	64,478.03	71,867.53	61,191.20	61,531.14	65,214.11	55,999.98	56,434.81	71,677.81
ADVERTISING & PROMOTION	8,320.00	Golf-specific advertising and facebook ads	7,620.00	1,000.00	8,320.00	15,400.00	667.40	3,426.56	9,308.78	12,738.35	47,370.61
TRAVEL	5,000.00	PGA show; National conference; chapter meetings, travel for training	700.22	0.00	3,000.00	0.00	4,452.94	1,782.00	1,058.41	2,380.04	1,091.63
LICENSES, REGISTRATIONS & SUBCRIPTIONS	7,902.00	PGA dues; US Golf Assoc; Walter Travis Society; Audubon certification	6,808.00	5,493.00	4,952.00	5,413.00	6,907.00	4,532.00	5,612.86	6,204.08	2,685.00
CONTRACTS	4,000.00	Tree/stump work \$4K	54,995.00	2,787.71	54,000.00	2,787.71	21,789.55	19,304.07	18,682.19	8,853.38	66,542.37
BUILDING & EQUIPMENT RENTAL	510,859.72	Copier rental; golf cart lease with GPS feature \$278K; Golf cart utility vehicles, equipment leases, and rentals for path maintenance	468,073.48	484,907.27	500,267.66	469,615.33	434,815.40	374,857.87	381,552.07	248,669.50	193,473.03
CREDIT CARD FEES & BANK FEES	52,737.70	Credit card processing fees	56,272.35	53,290.20	45,909.26	46,071.70	32,722.03	42,018.58	36,635.82	38,350.64	30,874.36
PRINTING & PUBLICATIONS	768.23	Printing tickets, registration, program course signs, golf tickets, etc	6,521.84	5,484.98	768.23	2,691.94	3,327.20	1,765.82	4,907.61	7,050.15	8,922.13
EQUIPMENT PURCHASES <\$5K	23,280.00	General Small equipment replacement - Golf Course Maint \$5K; rental clubs \$5K; ball washer \$4K; conveyer \$4K; MyTurf Equipment \$4.5K	3,973.02	8,903.93	10,000.00	7,134.73	7,253.51	8,690.97	10,595.86	21,830.42	27,247.16
INTEREST EXPENSE	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	3,395,559.95		2,941,413.56	2,792,556.78	3,112,721.46	2,590,818.90	2,478,713.81	2,646,362.71	2,527,484.25	2,438,336.05	2,472,502.89
OPERATING INCOME	(753,882.63)		(321,285.22)	(54,673.51)	(758,672.54)	(302,877.90)	(809,381.69)	(729,310.39)	(479,238.21)	(301,056.22)	(632,001.20)

## Capital Requests

### Capital Equipment and Projects Requests:

Convention Center	36" Radiant Charbroiler with fixed grates	5,500.00	Currently have 1 need 2 due to volume
	(4) Ice machines	37,200.00	Ice machines are beyond repair; 3 being replaced in FY22
	60 Quart Mixer	12,000.00	Mixer for larger volume for food preparation
	Furniture storage shelving system	45,000.00	Shelving to store new lobby furniture
	Teak benches outside convention center	22,500.00	\$2,250.00 each for 10 benches
Golf Course Maintenance	Echo range mower (2)	35,700.00	Improve staff efficiency and have less downtime on courses \$17,850 ea
	Picker (2)	42,700.00	Improve staff efficiency and have less downtime on courses \$21,350 ea
Golf	Golf Course Design	500,000.00	Re-design of 1 golf course
Tennis Center	Court resurfacing	33,000.00	Strip court materials and replace materials and lines
Retail Village	Build out of upstairs unit	350,000.00	Build out for possible tenant
JIA-wide	Forklift	25,000.00	Replace warehouse forklift with new one; use old one as backup
	replacement vehicles/equipment	140,000.00	Estimated per Noel
	Pickleball courts	30,000.00	Site/design study
	Road improvements - matching funds	59,063.00	Widening of Harbor Road - JIA will pay to widen the road; Moorings will pay to resurface
Historic Resources	Pickup truck	25,000.00	Historic Preservation and Curatorial staff need for moving multiple items
	Dehumidification system	20,000.00	2 buildings - Mistletoe Cottage and Moss Cottage
	Asbestos abatement - Gould Casino	95,000.00	Abatement for the ceiling and floors
	Annex Building improvements	420,000.00	Additional funding for improvements at in the Annex building
Vehicle Maintenance	Vehicle Lift	15,000.00	Need second vehicle lift in the maintenance shop
Facilities	4 Wheel drive club utility cart	17,600.00	Beach crossover maintenance and historic district maintenance
Georgia Sea Turtle Center	2-way audio tour units	20,000.00	To be used for guided tours, behind-the-scenes tour and outdoor programs
	Education Classroom & office improvements	12,000.00	New countertops, cabinets, and electrical outlets in Classroom
	Drone with RTK sensor	12,000.00	To be used for mapping turtle habitat and terrain; environmental assessments, etc
	Carolina Skiff - motor replacements	6,000.00	Replace motor on boat used by GSTC and Conservation
Conservation	Truck - mid to full-sized crew cab pickup	30,000.00	Truck to replace current one
	Pond aeration system	16,000.00	Pine Lakes golf course - improve water quality for wildlife and improve aesthetics for golfers.
Summer Waves	Wave Pool vacuum	6,500.00	Rebuilt a couple of years ago, getting beyond repair
	New Group Pavillion	55,000.00	For large groups, would be located behind the new cabanas
	Parking lot redesign	30,000.00	Maximize parking spots and organize grassy area parking
	Hard canopy for 1 tower	15,000.00	Will reduce repair and replacement cost; will still have 3 towers to do later.

---

2,132,763.00 Estimated available funds from current year \$3.8M

### Water/Wastewater Capital Requests

2 pumps at Lift Station #16	36,000.00	Both pumps are worn out and need to be replaced
1 pump at lift station #8	16,000.00	Pump needs to be replaced
1 pump at Lift Station #20	8,000.00	Pump needs to be replaced
Lid on primary digester at Wastewater Plant	20,000.00	Primary digester lid has a hole in it
Residential Water meters	140,000.00	Completion of Island-wide water meter replacement
Sewer cleaning, inspection and repairs	120,000.00	Original funding of \$369K was not enough to cover the full cost of the project
Total	340,000.00	Estimated available from current year \$367K

### Tourism Development Funds:

Administration	GSTC expansion project	350,000.00	Matching funds to leverage JIF funding for GSTC expansion
Total		350,000.00	Estimated available from current year \$300K - \$350K

### Public Area Improvement Funds:

Landscaping	Z-Spray Junior Spreader/Sprayer	16,825.00	Current spreader is in declining condition; it greatly improves efficiency of the staff
	Power Rake and Boring attachment for Ditch Witch	13,500.00	Removable attachment for new Ditch Witch; will improve efficiency of the staff
	Tilt Trailer 82x18	8,100.00	Trailer to be used by Special Projects crew to move trees and equipment for projects
	Enclosed Cargo Trailer	7,600.00	Trailer to be used by Landscape & mow crew; will be able to carry all tools needed for the job
	Bobcat 360 Ride on Blower	13,600.00	For second mow crew; more efficient than backpack blowers
	Toro Workman HD with canopy & hitch kit	26,400.00	To be used by greenhouse crew and one of the current ones moved to the landscape crew
	1 ton truck (used)	15,000.00	Need heavier truck to safely pull the dump trailer between sites; would be able to use trailer to its fullest capacity and make fewer trips between sites.
Roads & Grounds	Rebar bender	6,000.00	We have borrowed one in the past; would be more efficient to have our own
Fire Department	Ladder Truck	100,000.00	Additional contribution toward the purchase of a ladder truck or ambulance
	General equipment fund	25,000.00	Add to fire equipment reserve account for purchase of tools, gear, and equipment
	Pickup truck	10,000.00	\$15K previously budgeted is not enough to purchase truck
Administration	Bike Path Design & Permitting	265,000.00	Bike Path design & permitting for North Bike Loop
	Beachfront Bike Path	100,000.00	Days Inn to at least the Marriott Hotel
	Bike Path Engineering	60,000.00	Engineering for bike path to Welcome Center
Total		667,025.00	Estimated funds available from current year \$1M

## Jekyll Island – State Park Authority

### FY 2023 Budget Information

#### Recommended Rate changes FY2023:

##### **Guest Information Center:**

- Annual Pass increase from \$55.00 to \$75.00
- Oversized vehicle annual pass increases from \$100.00 to \$120.00

##### **Water and Sewer:**

Rates were not adjusted for per gallon use, but the base rate charges were increased to offset increased fees in software and administration to handle billing and questions from the public. We have included a water/sewer rate study within the budget to review our service costs vs. like systems and to make appropriate rate recommendations.

Water rates – \$2.50 per meter increase in base fees and no increase in usage rate

Sewer rates – \$2.50 per meter increase in base fees and no increase in usage rate

##### **Waste Management:**

Trash fees – The 3% increase in rate is the passing on of an increase due to increased cost from Waste Management and dumping fees.

##### **Golf:**

Golf Round rates were increased in-season only in an attempt to keep up with the increased costs of labor and materials such as fertilizer and fuel for mowing equipment. Our courses remain the lowest rate public courses in the region.

- Rates for June 1<sup>st</sup> to December 31<sup>st</sup> will remain the same
- Rates for January 1<sup>st</sup> to May 31<sup>st</sup> will increase as follows:
  - 8:00am – 12:00pm increase from \$69 per round to \$75 per round
  - 12:00pm – 2:00pm increase from \$50 to \$55 per round
  - 2:00pm - Twilight increase from \$45 to \$50 per round

Golf Punch card rates:

- 21 Round with Cart – increase from \$800 to \$900
- 11 Round with Cart – increase from \$460 to \$500
- 30 Round walking – increase from \$760 to \$850

##### **Campground:**

Nightly rate increase rate of \$3.00 to cover new POS system reservation fee

**Intern Housing rental:**

- Interns/seasonal JIA staff - increase from \$50 per week to \$60 per week. (Rate is per person or a total of \$180 per week per house)
- External rental (Campground, hotels, etc.) - proposed rate of \$400 per week per house

**Summer Waves:**

- Rates were increased and standardized after two years of drastically reduced rates during COVID in an attempt to keep up with the increased costs of labor and materials such as chlorine.
- Daily admission rate increase from \$20.00 to \$25.00 - \$28.00
- Group rate increase from \$16.99 to \$22.00
- Season pass increase from \$63/\$74.99 to \$80 with no discounts for multiple passes
- Season pass buddy rates increase from \$14.00 to \$20.00
- Staff pass rates increase from \$14.00 to \$20.00

**Georgia Sea Turtle Center:**

- Ride with Patrol – dawn patrol rate increase from \$160 to \$175
- Ride with Patrol – night patrol rate increase from \$160 to \$250 to cover required extra personnel and fuel costs

**Museum – Historic Resources:**

- Venue rental (7 hours) – Villa Ospo – increase from \$3,000.00 to \$3,500.00 includes personnel
- Venue rental (7 hours) – Hollybourne – establish rate of \$5,000.00 includes personnel





## **Jekyll Island Authority Hiring Incentive Plan**

**Effective: 7/1/2022**

**Purpose:** The purpose of the Jekyll Island Authority's hiring incentive pay is to induce the employment of a prospective employee with particularly desirable qualifications and/or for a position that is difficult to fill. Positions identified are critical positions that present recruiting challenges due to skill level, area of expertise and/or geographic location.

### **Hiring Incentive Plan Guidelines for FY23:**

**Positions:** The following positions, if vacated, may include a hiring incentive to induce employment:

- Chief Accounting Officer
- Deputy Executive Director
- Director of Conservation
- Director of Historic Resources
- Director of Human Resources
- Director of Marketing
- Director of Retail Operations
- General Counsel (Legal)
- Georgia Sea Turtle Center Veterinarian
- Golf Course Maintenance Superintendent
- Golf Course Maintenance Assistant Superintendent
- Facilities Superintendent
- Water/Wastewater Superintendent
- Water/Wastewater Assistant Superintendent

**Incentive amount:** Hiring incentive pay of up to 5% of base salary, not to exceed maximum of \$5,000, may be provided for hard to fill, critical positions which involves relocation of the selectee for the position.

**Agreement:** Employees receiving hiring incentive pay are required to sign repayment agreement terms prior to payment request approval.

**Repayment Terms:** In the event of a voluntary resignation by the employee during the initial twelve months of employment, the employee will be required to repay the full incentive amount.

**Approval:** Hiring incentive pay is subject to fund availability and approval by the Executive Director.

**Reporting:** The Chief Accounting Officer and Director of Human Resources shall monitor all payments made in accordance within this plan for compliance with the Jekyll Island Authority Incentive Pay policy.

**Review:** Hiring incentive plans are reviewed prior to each fiscal year during budget development and may vary depending on budget each fiscal year.

\*\*\*\*\*



## **Jekyll Island Authority Performance Incentive Plan**

**Effective: 7/1/2022**

**Purpose:** The purpose of the Jekyll Island Authority's performance incentive pay is to reward employees for extraordinary performance, significant contributions and/or substantial accomplishments well beyond normal or regular work responsibilities impacting JIA operations.

### **Performance Incentive Plan Guidelines for FY23**

**Recommendation:** Managers may recommend individual employees for performance incentive pay within the following;

- Accomplishing and exceeding expectations on major projects or initiatives established by division director and/or immediate supervisor.
- Participation in or completion of a project with significant impact to one or more JIA operation processes.
- Significant cost saving or cost avoidance realized beyond normally expected or established standards.
- Extraordinary effort during times of critical department need such as meeting critical deadline that could otherwise have an adverse impact on critical business operations or major project.
- Contribution that clearly and significantly impacts the accomplishment of important or critical business operational goals, deliverables and/or time line.

### **Eligibility:**

- Employees recommended for performance incentive pay must be in active employment.
- Employees must have had at least "met expectations" on their last performance review and/or there are no current or ongoing performance issues.
- Employees may not be awarded more than once for the same achievement.

**Documentation:** Managers must submit appropriate documentation including specific reason employee should receive performance incentive pay, including date or timeframe of contribution event and recommended bonus amount.

**Incentive amount:** Performance incentive pay may not exceed \$5,000 per employee per fiscal year.

**Approval:** Performance incentive pay is subject to fund availability and approval by the Executive director.

**Reporting:** The Chief Accounting Officer and Director of Human Resources shall monitor all recommendations and payments made in accordance with this plan for compliance with the Jekyll Island Authority Incentive pay policy.

**Review:** Performance incentive pay plan is reviewed prior to each fiscal year during budget development and may vary depending on budget each fiscal year.

\*\*\*\*\*



## **Jekyll Island Authority Goal Based Incentive Plan**

**Effective: 7/1/2023**

**Purpose:** The purpose of the Jekyll Island Authority's goal-based incentive pay is to reward Managers and Directors of Retail and Amenity departments that are responsible for bringing in revenue to the organization. Payments under this plan will be based on the goal criteria listed in the plan and will be reviewed, validated and confirmed by the Chief Accounting Officer and Executive Director as a realized goal.

### **Goal Based Incentive Plan Guidelines for FY23**

The goal-based plan is developed to encourage the department Managers and Directors to manage multiple aspects of their budget including revenue, cost of goods sold %, labor % and total expenses. Managers and Directors that are successful in managing these items should reflect Net Income which exceeds budget for their department.

Manager positions eligible for the goal-based incentive plan:

- Guest Information Center Manager
- Guest Information Assistant Manager
- GSTC Gift Shop Manager
- Life is Good Manager
- Museum Gift Shop Manager
- Summer Waves Sales & Operations Managers
- Campground Manager
- Assistant Campground Manager
- Golf Pro Shop Manager
- Head Golf Professional

Director positions eligible for the goal-based incentive plan:

- Director of Retail Operations
- Director of Golf

**Allocation:** This Goal-based incentive plan is structured on an allocation approach as follows:

- The available incentive pool for each Manager/Director is determined as a percentage of Actual Net income in excess of Budgeted Net Income. The available incentive amount is set on an increasing scale as noted below.
  - 5%-10% = \$2,000.00
  - 11%-15% = \$2,500.00
  - 16%-20% = \$3,000.00
  - 21%-25% = \$3,500.00
  - 26%-30% = \$4,000.00
  - 31%+ = \$5,000.00
- For departments with cost of goods, the goals are broken down into 4 sections each worth 25% of the eligible incentive amount determined above. For departments without cost of goods sold, the

allocation for the 3 applicable sections are each worth 33% of the eligible bonus amount determined above.

- Revenues – must be in excess of budget for the fiscal year
  - Cost of goods sold % - must be less than budget or no more than 1.5% higher than budget for the year.
  - Labor as a % of revenue – must be less than budget or no more than 1.5% higher than budget for the year.
  - Expenses – must be equal to or less than budget for the year (expenses increased in proportion to revenue increases will be considered)
- Payment of the incentive will be allocated between the Manager and Director as follows:
    - Guest Information Center – 45% to Manager; 30% Asst. Manager; 25% to Director of Retail
    - GSTC Gift Shop – 75% to Manager; 25% to Director of Retail
    - Life is Good – 75% to Manager; 25% to Director of Retail
    - Museum Gift Shop – 75% to Manager; 25% to Director of Retail
    - Mini-golf & bikes – 75% to Manager; 25% to Director of Golf
    - Summer Waves Gift Shop – 100% to Director of Retail
    - Summer Waves Operations – 50% to Operations Manager; 50% to Revenue Manager
    - Campground – 45% to Manager; 30% Asst. Manager; 25% to Director of Retail
    - Golf – 30% to Pro Shop Manager; 25% Head Golf Pro; 45% to Director of Golf

**Payment:** The incentive shall be awarded in the fall of each year between August and November for the prior fiscal year. Payments will be included as bonus pay in the pay period issued and will be taxed accordingly. Bonus pay shall not be included as earnable compensation for determining retirement benefits.

**Eligibility:**

- Payment will only be made to employees who have at least “met expectations” on their last performance review, and/or there are no current or ongoing performance issues.
- Employees must be in an active employment status to receive the incentive.
- Employees who terminate either voluntarily or involuntarily prior to payment will not receive incentive pay.
- Payments may only be made for accomplished goals and may not be made in advance.

**Reporting:** The Chief Accounting Officer and Director of Human Resources shall monitor all payments made in accordance with this plan for compliance with the Jekyll Island Authority Incentive pay policy.

**Review:** Goal-based incentive plans are reviewed prior to each fiscal year during budget development and may vary depending upon budget each fiscal year.

\*\*\*\*\*

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 4.11
	Effective Date:
Subject: Annual & Sick Leave	Original Date: 5/81
	Revision Dates: 10/83, 10/85, 4/94, 3/15

### **STANDARD**

Annual and sick leave are benefits provided by the Jekyll Island Authority Board to employees for the purpose of taking time away from work with continuation of pay.

Generally, annual leave is used for vacations or any other time necessary for the employee to be absent from work to attend to personal business with continuation of pay. Sick leave is used in the event an employee must be absent due to personal illness, medical & dental care, and the medical & dental care, illness, accident or death of the employee's immediate family which requires the employee's presence.

### **PRACTICE GUIDELINES: Annual Leave**

1. **Eligibility:** Annual leave is available to regular, benefit eligible, full-time employees.

2. **Accrual:**

- a. Annual leave is earned on a bi-weekly basis by employees who are eligible for leave benefits. An employee must be in pay status for a minimum of 40 hours during a pay period to earn annual leave for that period.
- b. Time is accrued at the end of each pay period. Accrued leave is not available for use until the first day of the next pay period. Employee must be employed on the last day of the pay period to earn accrual for that period.
- c. Annual leave may accumulate for a total of 360 hours (45 days). Any annual leave earned in excess of 360 hours will be forfeited.
- d. Annual leave is accrued based on length of service, computed from current continuous and unbroken service, at the following rates:

<b><u>Length of Service</u></b>	<b><u>Bi-weekly Accrual</u></b>
0 – 5 years	4.615
6 – 10 years	5.54
More than 10 years	6.46

3. **Use of Annual Leave:**

- a. Employees may request annual leave for vacations, personal days, or other time necessary for the employee to be absent from work including absence due to adverse weather conditions if the Executive Director or designee does not authorize the close of business.

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 4.11
	Effective Date:
Subject: Annual & Sick Leave	Original Date: 5/81
	Revision Dates: 10/83, 10/85, 4/94, 3/15

- b. Unless an emergency situation exists, employees must request and receive approval from their immediate supervisor before using annual leave.
- c. All requests for time away from work, unless for reasons covered by sick leave, will be paid annual leave providing employee has available leave. Requests for unpaid leave must be approved by the Director of Human Resources.
- d. Annual leave will not be advanced before it is earned.
- e. Once per year, typically in November, employees may request a withdrawal of up to 40 hours of annual leave providing the remaining balance is not less than 80 hours of annual leave. Must also have at least 120 hours of sick leave. Hardship requests may be considered during other times of the year, however, only one (1) withdrawal may be made each calendar year.
- f. Other than the one-time withdrawal each year, cash payment in lieu of taking annual leave will not be permitted.
- g. Reasonable efforts to accommodate employee leave requests will be made; however, use of annual leave is not an entitlement. Supervisors are not obligated to grant annual leave for a requested time period if granting the leave would adversely affect daily business operations. (i.e., disruption of work schedules; shift or office coverage; employee's failure to fulfill total work responsibilities; or demonstrated excessive or abusive use of "any" leave; etc.)
- h. Annual leave may be requested in the event of illness or disability that has exhausted all other available leave, including sick and comp (if applicable).

### **PRACTICE GUIDELINES: Sick Leave**

1. **Eligibility:** Sick leave with pay is available to regular, benefit eligible, full-time employees.
2. **Accrual:**
  - a. Sick leave is accrued at the rate of 4.615 hours per pay period, regardless of length of service.
  - b. Sick leave is earned on a bi-weekly basis by employees who are eligible for leave benefits. An employee must be in pay status for a minimum of 40 hours during a pay period to earn sick leave for that period.
  - c. Time is accrued at the end of each pay period. Accrued leave is not available for use until the first day of the next pay period.
  - d. Sick leave may accumulate for a total of 720 hours (90 days). Any sick leave earned in excess of 720 hours will be forfeited.

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 4.11
	Effective Date:
Subject: Annual & Sick Leave	Original Date: 5/81
	Revision Dates: 10/83, 10/85, 4/94, 3/15

### **3. Use of Sick Leave:**

- a. Employees may request sick leave for the following reasons:
  - i. Personal illness or disability.
  - ii. Personal medical or dental care.
  - iii. Medical or dental care, illness, or accident of the employee's spouse, child, or other member of the immediate family living in the same household, which requires the care of the employee.
  - iv. Death of the employee's immediate family member as well as siblings, grandparents, grandchildren, or any other person who resides in the employee's household and is recognized by law as a dependent of the employee.
- b. The amount of sick leave charged to an employee for a full day's absence must equal the length of their workday/shift (i.e., 8 hours, 9 hours, etc.) or the amount needed to meet their scheduled hours for the work period.
- c. Generally, sick leave due to the death of an immediate family member will not exceed 3 workdays unless the employee is under the care of a healthcare provider due to a serious health condition.
- d. Sick leave for routine examinations or foreseeable eligible absences should be requested and approved in advance and be limited to reasonable time necessary for travel and treatment.
- e. In emergency or unplanned situations, the employee must notify their immediate supervisor of the need to be absent, the expected length of absence and follow proper notification procedures when unable to attend work. It is the employee's responsibility to ensure the proper person has been notified of the absence.
- f. Employee's supervisor/manager may require employee using sick leave to report each day by telephone.
- g. A physician's statement may be required to substantiate any absence of 3 or more days due to illness or injury, including illness or injury of immediate family member.
- h. The use of sick leave may be denied for reasons including, but not limited to, the following:
  - i. Excessive or abusive use of sick leave; or
  - ii. Failure to follow proper procedures in reporting absence or requesting the use of sick leave; or,
  - iii. Falsification of documents

### **4. Sick Leave Abuse:** Excessive and/or abusive use of sick leave is considered a pattern of intermittent, short-term use of sick leave.

- a. Establishment of this pattern includes, but is not limited to:

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 4.11
	Effective Date:
Subject: Annual & Sick Leave	Original Date: 5/81
	Revision Dates: 10/83, 10/85, 4/94, 3/15

- i. Frequent use of sick leave in conjunction with holidays, scheduled days off or distribution of pay.
  - ii. Frequent use of sick leave when scheduled for undesirable shifts or assignments, or during periods of peak workload.
  - iii. Requesting sick leave for an absence for which annual leave has previously been denied.
  - iv. Peculiar and increasingly improbably excuses.
- b. Employees who abuse sick leave or use sick leave improperly are subject to disciplinary action up to and including termination of employment.

5. **Family Medical Leave Act:** The JIA requires that employees requiring absences due to an illness or injury that causes a period of incapacity of more than three consecutive calendar days and that warrants continuing treatment by a health care provider also apply for FMLA leave. (see Family Medical Leave Act policy) *Continuing treatment is further defined as either treatment two or more times by a health care provider or treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment.*

6. **Disability Insurance:** Employees who are receiving Short-term or Long-term Disability Insurance benefits through the Flexible Benefits Program **cannot use sick leave** or donated leave at the same time. Sick leave may be used during the qualifying period.

### **ADDITIONAL GUIDELINES: Annual & Sick Leave**

7. **Exhaustion of All Paid Leave: When an absence due to illness** extends beyond the exhaustion of all accrued sick leave, additional time may, upon the approval of Human Resources, be charged to accrued annual leave. Upon exhaustion of accrued sick, annual, and comp time (if applicable), the employee may request:
- i. Donated leave: provided the employee meets the criteria established in Donated Leave policy 4.8; or,
  - j. Restoration of forfeited sick leave, only amount necessary to cover the period of illness or disability.
  - k. Unpaid leave of absence, requests will be considered on a case-by-case basis.

\*Requests for donated leave, forfeited leave, and unpaid leave of absence must be made in writing and require medical certification from a licensed treating physician outlining specific



# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 4.11
	Effective Date:
Subject: Annual & Sick Leave	Original Date: 5/81
	Revision Dates: 10/83, 10/85, 4/94, 3/15

reasons and amount of time needed. Human Resources, after reviewing the request and physician's statement will make the final determination.

8. **Worker's Compensation:** An employee who is absent due to an accidental injury, illness, or exposure to an occupational disease which is compensable under the Georgia Workers' Compensation Act will only be allowed to use accrued leave (sick and annual) if the employee, elects in writing, to use accrued leave in lieu of Worker's Compensation benefits. The leave granted for such purpose will be credited on a day-for-day basis as compensation against any indemnity award by the State Board of Worker's Compensation.
9. **Transferring Leave:** Generally, annual and sick leave with the JIA is non-transferrable to other state agencies, likewise, employees hired by JIA from other state agencies are considered new hires and cannot transfer leave that was accumulated with the former state agency.
10. **Separation from Employment:**
  - a. **Annual leave:** Employees who have at least one year of continuous service who separates from employment may be paid for unused annual leave up to 360 hours.
    - i. Employees with less than one-year continuous service will not receive annual leave pay after separation. Exception to this may be made by the Executive Director in the event of re-organization.
    - ii. Unused annual leave will be paid to the estate or beneficiary of a deceased employee who has been continuously employed for at least one year.
  - b. **Sick leave:** Sick leave is never paid when an employee is separated from employment with the JIA. (*Note: At the time of retirement, all accrued sick leave and forfeited sick and forfeited annual leave, may be applied to the ERS calculations for an individual's creditable service per the rules and regulations of the ERS.*)
  - c. **Resignation:** Employees may not use annual leave or sick leave in lieu of working notice of resignation. Employees who have tendered their resignation who call out sick may be required to provide medical documentation to substantiate the use of sick leave.

For additional information or assistance, please contact the JIA Human Resources Office.

\*\*\*\*\*

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 4.10
	Effective Date:
Subject: Holidays	Original Date: 5/25/81
	Rev Dates: 4/25/83, 1/31/85, 4/30/90, 4/1/00, 11/16

### **STANDARD**

The Jekyll Island-State Park Authority recognizes 10 holidays. These holidays are recognized nationally and are not chosen based upon any religious uniqueness. Due to the nature of some services provided by the Authority, some employees may be required to work on holidays.

### **PRACTICE GUIDELINES**

#### 1. ***Recognized Holidays:***

- (1) New Year's Day
- (2) Martin Luther King Jr. Birthday
- (3) Memorial Day
- (4) Independence Day
- (5) Labor Day
- (6) Veteran's Day
- (7/8) Thanksgiving Day and the Friday after
- (9/10) Christmas Day and Day before/after Christmas.

#### 2. ***Observing the Holiday:*** Regular, full time status employees are eligible to receive holiday pay.

- A. The Executive Director will recommend any adjustments required to accommodate operational holiday coverage and the dates of observance of holidays.
- B. Holiday Pay consists of 8 hours pay at regular time and is not used for computation of over time.
- C. If a holiday falls on Saturday, it will generally be observed on the preceding Friday. If the holiday falls on Sunday, it will generally be observed on the following Monday.
- D. Holidays which occur during an employee's sick leave or annual leave shall not be charged as sick or annual for such days off.

#### 3. ***Working on Holidays:***

- A. Nonexempt, regular full-time employees required to perform work on a designated holiday shall receive eight (8) hours holiday pay and normal hourly rate of pay for hours actually worked or will receive equivalent time off within the same pay period of the holiday. Employees whose normal time off falls on a holiday will receive equivalent time off within the same pay period of the holiday, or receive holiday pay, to be determined by the manager.

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 4.10
	Effective Date:
Subject: Holidays	Original Date: 5/25/81
	Rev Dates: 4/25/83, 1/31/85, 4/30/90, 4/1/00, 11/16

- B. Nonexempt, part-time employees who work on a holiday shall receive holiday pay equal to the actual time worked on the holiday, up to eight (8) hours., in addition to regular pay for actual time worked. Part-time employees who do not work on a holiday will not receive holiday pay.
- C. Exempt, regular employees who are regularly scheduled to work on a designated holiday shall receive another day off within the same pay period of the holiday OR shall earn up to eight (8) hours of compensatory time, where the balance does not exceed the maximum set forth in the compensatory time policy.

- 4. **Unauthorized Leave:** An employee scheduled to work and is absent without authorized leave on the workday preceding and/or the workday following a day observed as holiday, shall not receive compensation for the holiday.
- 5. **Leave without Pay:** An employee who is on Leave without Pay (LWOP) when a designated holiday occurs shall not receive compensation for the holiday.

For additional information or assistance, please contact the JIA Human Resources office.

\*\*\*\*\*

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 5.11
	<b>Effective Date:</b>
Subject: Employee Media Response	Revision Dates: 2/18, 6/00
	Original Dates: 7/1/89

### **STANDARD**

The Jekyll Island Authority (JIA) wishes to ensure a unified voice of all policies, procedures, operations, and positions. The purpose of this policy is to provide guidance to the employees' response to media requests as well as use of social media communications.

### **DEFINITIONS:**

- A. Media: radio or podcast, television, print or digital newspaper or magazine, and public information sources.
- B. Social Media: blogs, wikis, social networking sites and social sharing sites (i.e. Facebook, Instagram, Twitter, Snapchat, Google, LinkedIn, Pinterest, Tumblr, YouTube, TikTok, etc.), online forums and any other kind of internet based application that includes interactive features and content generated by users.

### **PRACTICE GUIDELINES**

- A. **Media Response:** Inquiries from media representatives shall be forwarded to the Director of Marketing or his or her designee.
  - 1. All inquiries shall be forwarded to the Director of Marketing or his or her designee. These inquiries also include responding to policy issues or operational issues that may impact the public's understanding or view of the Island and/or the Authority and its operated facilities.
  - 2. Employees are not authorized to respond to Authority related inquiries unless approved by the Director of Marketing or Executive Director.
  - 3. Employees shall refer media representatives in a courteous manner while refusing to comment, provide information to or render opinion on issues.
  - 4. Professional interviews are considered media inquiries. Employees invited to participate in interviews in any media capacity for any public consumption must be approved by the Director of Marketing
- B. **Social Media:** In general, employees who participate in social media are free to publish personal information without censorship by the JIA, however, it is important to distinguish between personal social media use and social media use on behalf of the JIA.
  - 1. Employees are prohibited from acting as a spokesperson for the JIA or posting comments or information directed to the public as a representative of the Authority unless specifically authorized by JIA to act as a spokesperson or representative.

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 5.11
	<b>Effective Date:</b>
Subject: Employee Media Response	Revision Dates: 2/18, 6/00
	Original Dates: 7/1/89

2. Employees who identify themselves as JIA employees, even on private or personal sites, create perceptions about their expertise and about JIA. Employees may not state or imply that use of personal social media is on behalf of the JIA and must avoid posting on behalf of the JIA.
3. Employees granted approval to interact on specific social media channels are required to read, understand, and acknowledge the Approved Social Media Responder Acknowledgement.
4. The JIA respects the right of employees to use social media during their personal time; however, the personal use of social media during work time is strictly prohibited.

C. ***Employee inquiries:*** Employees are not authorized to respond to inquiries involving other Authority employees and should direct these inquiries to the Human Resources department.

**COMPLIANCE:** Employees are required to comply with the provisions of this policy. Employees who voluntarily respond to inquiries that may be construed as the Authority's opinion or position and/or non-compliance with any portion of this policy will be subject to disciplinary action, up to and including termination of employment.

For additional information or assistance, please contact the JIA Human Resources office.

\*\*\*\*\*

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 2.16
	Effective Date:
Subject: Reemployment and Reinstatement	Original Date: 6/12/00
	Revision Dates:

### **STANDARD**

Any former employee who resigned from the Jekyll Island Authority (JIA) in good standing is eligible to apply for re-employment. Persons interested in re-employment must comply with the JIA's normal application process.

### **PRACTICE GUIDELINES**

#### **1. *Reemployment:***

- a. Generally, an individual who is re-employed will not be credited with prior years of service for the purpose of sick and vacation leave accrual.
- b. Full time re-employed persons may receive credit for their previous employment towards retirement according to the rules and regulations of the Employee Retirement System of Georgia (ERSGA).
- c. Former employees re-employed are required to complete an introductory period and will be required to complete the most current training, including new employee orientation, at the time of re-employment.

#### **2. *Reinstatement:***

- a. A regular employee who was dismissed because of a reduction in force may be re-employed through reinstatement within six (6) months of the separation.
- b. A former employee may be reinstated only to current approved vacant positions, however, before being reinstated, the individual must meet the current minimum qualifications for the position being appointed.
- c. A reinstated employee will be credited with previous years of service in accordance with the rules and regulations of the Employee Retirement System of Georgia (ERSGA).
- d. A reinstated employee will receive the previous annual leave accrual rate, previous sick leave balance (if any), and receive all other standard benefits and opportunities for advancement.
- e. An employee who enters extended active duty with the Armed Forces of the United States, or a member of a Reserve component of the Armed Forces will be granted reinstatement rights in accordance with federal law.
- f. Reinstated employees are required to complete an introductory period and will be required to complete any new or updated training since the employee left employment.

3. Any employee who was previously involuntarily terminated or who resigned in lieu of termination from the JIA is ineligible for rehire.

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 2.16
	Effective Date:
Subject: Reemployment and Reinstatement	Original Date: 6/12/00
	Revision Dates:

\*\*\*\*\*

---

---

**MEMORANDUM**

---

---

**TO:** Committee of the Whole  
**FROM:** Zachary B. Harris, General Counsel  
**SUBJECT:** Enactment of Revised Code of Ordinances for Jekyll Island  
**DATE:** June 21, 2022

---

**Background.**

Before this Committee are drafts of revised ordinances for Jekyll Island (the “Draft Ordinances”) pertaining principally to development, environmental matters and public conduct provisions of the Code of Ordinances of Jekyll Island (the “Code”). These Draft Ordinances are the product of roughly a year of cooperative efforts of JIA staff, Glenn Coyne and Courtney Reich of GMC, the Authority’s technical consultant on this project, and public input from Jekyll Island residents, business owners and other stakeholders. As summarized by Glenn Coyne, GMC’s Senior Planner, these ordinances principally consolidate, update and modernize existing ordinances in the Code while also adding new ordinances determined to be in the best interests of JIA and stakeholders.

**Public Comment and History.**

As summarized by Glenn Coyne, JIA staff opened the ordinance revision effort in July 2021 with a public meeting, followed by a public input survey. This Board receive periodic updates on October 19, 2021, and March 15, 2022. JIA posted copies of the Draft Ordinances in tranches on its website beginning April 2022 for public review and comment, and following that posting, JIA staff and GMC hosted three public information sessions on April 12, May 4 and May 11, 2022, soliciting public comments and questions at each.

A first reading of all draft revised ordinances was held May 17, 2022. The online public comment portal closed on May 31, 2022. A revised first reading, following revisions to certain substantive provisions of the Draft Ordinances (both in response to JIA staff review and public comment), was held June 2, 2022. A second reading of the Draft Ordinances was proposed for today at this Board’s June 2, 2022, meeting and properly noticed in the posted Agenda for today’s meeting.

**Enacting Ordinance.**

Also before this Committee is the enclosed proposed enacting ordinance (the “Enacting Ordinance”). Because the Draft Ordinances do not replace every provision of the entire Code, the Enacting Ordinance is necessary to incorporate the Draft Ordinances into the existing Code framework. The Enacting Ordinance will operate to repeal and replace those existing ordinances that are expressly addressed by the Draft Ordinances; to restate,



reorder or renumber those existing ordinances unaffected by the Draft Ordinances; to repeal those existing ordinances in conflict with the Draft Ordinances; and to preserve those existing ordinances that are not in conflict with the Draft Ordinances and not otherwise expressly addressed or affected by them. The Enacting Ordinance also empowers JIA staff to edit numbering provisions of the Draft Ordinances and the Code, in coordination with the Code publisher, to ensure compliance and consistency with the Code's existing numbering convention upon codification.

Recommendation.

JIA staff recommends approval of the Draft Ordinances and the Enacting Ordinance.

JEKYLL ISLAND-STATE PARK AUTHORITY  
BOARD OF DIRECTORS  
JEKYLL ISLAND, GEORGIA

Ordinance #O-2022-\_\_\_\_\_

Adoption: \_\_\_\_\_

At the regular meeting of the Jekyll Island-State Authority Board of Directors, held at the Morgan Center on Jekyll Island, Georgia, there were present:

Dale Atkins, Chairman, Appling County  
Robert W. Krueger, Vice Chairman, Pulaski County  
Joseph B. Wilkinson, Jr., Glynn County  
William H. Gross, Camden County  
Hugh Tollison, Chatham County  
Joy Burch-Meeks, Wayne County  
Dr. L.C. Evans, Monroe County  
Glen Willard, Bryan County  
Mark Williams, Commissioner of Department of Natural Resources

After a first reading held on May 17, 2022; after a revised first reading held on June 2, 2022; after a second reading on June 21, 2022; after allowing time for public comment and public comments having been received and considered; and upon motion to adopt, which carried \_\_\_\_\_ on June 21, 2022, the following Ordinance was hereby adopted:

**AN ORDINANCE TO AMEND, RESTATE AND REVISE THE CODE OF ORDINANCES OF THE JEKYLL ISLAND-STATE PARK AUTHORITY, PROVIDING FOR THE AMENDMENT AND RESTATEMENT OF CERTAIN ORDINANCES RELATING TO ANIMAL CONTROL, BEACH LIGHTING, BUILDING AND DEVELOPMENT CODES, COMMERCIAL AND BUSINESS REGULATIONS, ENVIRONMENTAL REGULATIONS, FIRE PROTECTION, FLOOD PROTECTION, LANDSCAPE AND TREE PROTECTION, RESIDENTIAL USE AND DESIGN REGULATIONS, SEA LEVEL RISE RESILIENCE, STORMWATER MANAGEMENT, STREETS AND RIGHTS OF WAY, AND WATER CONSERVATION; PROVING FOR THE ENFORCEMENT AND ASSESSMENT OF PENALTIES FOR VIOLATIONS THEREOF; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES IN CONFLICT THEREWITH; PROVIDING FOR THE MAINTENANCE OF EXISTING CONDITIONS AND CIRCUMSTANCES NOT CONFORMING WITH THE REQUIREMENTS OF THIS ORDINANCE; PROVIDING FOR THE EFFECTIVE DATE OF SUCH ORDINANCE AND CODES; AND FOR OTHER PURPOSES.**

42           **BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE JEKYLL ISLAND**  
43 **STATE PARK AUTHORITY:**

44           **SECTION 1.** Chapter 4 of the Code of Ordinances of the Jekyll Island-State Park  
45 Authority relating to Animals is hereby repealed and replaced with a new Chapter 4  
46 relating to Animal Control to read as provided in Attachment 1 of this Ordinance.

47           **SECTION 2.** Chapter 6 of the Code of Ordinances of the Jekyll Island-State Park  
48 Authority relating to Buildings and Building Regulations is hereby repealed and replaced  
49 with a new Chapter 6 relating to Building Codes to read as provided in Attachment 2 of  
50 this Ordinance.

51           **SECTION 3.** Chapter 8 of the Code of Ordinances of the Jekyll Island-State Park  
52 Authority relating to Businesses and Business Regulations is hereby amended as follows:

53           Article I, Divisions 1, 3 and 4 of Article II, and Article III of Chapter 8 are hereby  
54 repealed and replaced with a new Chapter 8 relating to Business and Commercial  
55 Regulations to read as provided in Attachment 3 of this Ordinance; and

56           Division 2 of Article II of Chapter 8 pertaining to Hotel, Tourist Camps, and Similar  
57 Places, is hereby renumbered and restated as a new Article VI of Chapter 8.

58           **SECTION 4.** Chapter 10 of the Code of Ordinances of the Jekyll Island-State Park  
59 Authority relating to the Environment is hereby amended as follows:

60           Article I, Section 10-19 of Article II, Sections 10-21 through 10-47 of Article II, and  
61 Article IV are hereby repealed and replaced with a new Chapter 10 relating to the  
62 Environment and Natural Resources Protection to read as provided in  
63 Attachment 4 of this Ordinance;

64           Section 10-20 of Article II pertaining to Emissions of Gases, Vapors and Odors is  
65 renumbered and restated as a new Section 18 of Article VIII of Chapter 10;

66           Article III of Chapter 10 pertaining to Noise is renumbered and restated as a new  
67 Article IV of Chapter 10; and,

68           Article VII of Chapter 10 is reserved.

69           **SECTION 5.** Chapter 12 of the Code of Ordinances of the Jekyll Island-State Park  
70 Authority relating to Fire Prevention is hereby amended as follows:

71           Articles I and II of Chapter 12 are hereby repealed and replaced with a new  
72 Chapter 12 relating to Fire Prevention and Protection to read as provided in  
73 Attachment 5 of this Ordinance; and,

74           Article III of Chapter 12 pertaining to Fuel Storage is hereby ratified and restated  
75 as Article III of Chapter 12.

76           **SECTION 6.** Chapter 14 of the Code of Ordinances of the Jekyll Island-State Park  
77 Authority relating to Flood Protection is hereby repealed and reserved.

**SECTION 7.** Chapter 16 of the Code of Ordinances of the Jekyll Island-State Park Authority relating to Land Development and Use Regulations is hereby amended as follows:

Sections 16-1 through 16-8 of Article I of Chapter 16 are hereby repealed;

Sections 16-9 through 16-13 of Article I are hereby renumbered and restated as Sections 14-1 through 14-5, respectively, of Chapter 14, which chapter is redesignated as Land Development and Use Regulations.

Article II of Chapter 16 is hereby repealed;

Articles III through VII of Chapter 16 are hereby renumbered and restated as Articles II through VI, respectively, of Chapter 14; and,

Chapter 16 is otherwise hereby repealed and replaced with a new Chapter 16 pertaining to Leased Property to read as provided in Attachment 7 of this Ordinance.

**SECTION 8.** Chapter 18 of the Code of Ordinances of the Jekyll Island-State Park Authority relating to Offenses and Miscellaneous Provisions is hereby amended as follows:

Sections 18-1 through 18-18 are hereby reordered into a new Article I of Chapter 18;

Section 18-5 of Chapter 18 pertaining to Drinking in Public is hereby repealed and reserved;

Section 18-7 of Chapter 18 pertaining to Accumulation of Junk is hereby repealed and reserved;

Section 18-8 of Chapter 18 pertaining to Abandonment of Motor Vehicles is hereby repealed and reserved;

Sections 18-13 through 18-18 of Chapter 18 are hereby repealed and reserved.

**SECTION 9.** Chapter 20 of the Code of Ordinances of the Jekyll Island-State Park Authority relating to Public Properties, Streets and Roads is hereby amended as follows:

Sections 20-19 through 20-28 of Article II of Chapter 20 pertaining to Gatherings for the Purpose of Public Expression are hereby renumbered and restated as Sections 18-13 through 18-22, respectively, of a new Article II of Chapter 18;

The remainder of Chapter 20 is hereby repealed and replaced with a new Chapter 20 pertaining to Residential Regulations to read as provided in Attachment 9 of this Ordinance.

**SECTION 10.** Chapter 24 of the Code of Ordinances of the Jekyll Island-State Park Authority relating to Traffic and Motor Vehicles is hereby repealed and replaced with a new Chapter 24 relating to Streets and Rights of Way to read as provided in Attachment 10 of this Ordinance.

114       **SECTION 11.** The Attachments referenced in this Ordinance are hereby  
115 incorporated as if they were fully set forth in the body of this Ordinance.

116       **SECTION 12.** Any ordinances or parts of ordinances in conflict with the provisions  
117 of this Ordinance are hereby repealed. Any ordinances or parts of ordinances not in  
118 conflict with this Ordinance and not otherwise amended or modified by this Ordinance  
119 shall continue in effect.

120       **SECTION 13.** If any provision, part or sentence of this Ordinance is held invalid,  
121 illegal or otherwise unenforceable by any court of competent jurisdiction, the remaining  
122 provisions, parts and sentences will continue in full force and effect.

123       **SECTION 14.** Any characteristic or condition of a building, structure, or area of  
124 land leased from the Jekyll Island-State Park Authority, or the use of such building,  
125 structure, or area of land leased from the Jekyll Island-State Park Authority that does not  
126 conform to the uses, standards, or other requirements of this Ordinance but that existed  
127 and was lawful prior to the date of enactment of this Ordinance may be continued as  
128 “Nonconforming” subject to the following conditions:

- 129           a) Applicability. A Nonconforming condition or use as to a portion of any lot  
130           shall not entitle the entire lot to be used in a Nonconforming manner, rather  
131           only that portion of the lot so affected or used at the time of the enactment  
132           of this Ordinance will be Nonconforming.
- 133           b) Change. A building, structure, or use of land shall not be permitted to revert  
134           to a Nonconforming use once changed to a conforming use. Change to  
135           another unpermitted or nonconforming use is prohibited.
- 136           c) Discontinuance. Any Nonconforming use that is discontinued for a  
137           continuous period of 365 days shall not be resumed.
- 138           d) Repair, Expansion or Enlargement. No extension or enlargement of a  
139           Nonconforming condition or use will be permitted. Except as may be  
140           required by law, a Nonconforming building, structure, or portion thereof shall  
141           not be enlarged, added to, or structurally altered in any manner unless the  
142           said building, structure, and use shall be made to conform to the uses,  
143           standards, or other requirements of the Code of Ordinances of the Jekyll  
144           Island State Park Authority. Repairs and alterations necessary in the  
145           ordinary course and operation of a building may be made to a  
146           Nonconforming building, except that no structural alterations shall be  
147           permitted unless such structural alteration is for the purpose of conforming  
148           with the uses, development standards, or other requirements of the Code  
149           of Ordinances of Jekyll Island State Park Authority.
- 150           e) No Unlawful Conduct Permitted. A Nonconforming condition or use of any  
151           building, structure, or area of land leased from the Jekyll Island-State Park

Authority shall not operate nor be construed as operating to allow any person to engage in conduct that is otherwise unlawful.

**SECTION 15.** The Executive Director of the Authority is hereby empowered to edit the numbering of the provisions of the Code of Ordinances and this Ordinance, including any Attachments to this Ordinance (but excluding any substantive provisions of either), solely to the extent necessary to codify this Ordinance in compliance with and consist with the existing numbering conventions established by the Code of Ordinances.

**SECTION 16.** This Ordinance will become effective immediately upon adoption.

**JEKYLL ISLAND-STATE PARK AUTHORITY**

---

Dale Atkins, Jr., Chairman  
Board of Directors

ATTEST:

---

William H. Gross, Secretary/Treasurer

ATTACHMENT 1  
(corresponding to Section 1)

172

ATTACHMENT 2  
(corresponding to Section 2)

173



ATTACHMENT 3  
(corresponding to Section 3)

174

ATTACHMENT 4  
(corresponding to Section 4)

175

ATTACHMENT 5  
(corresponding to Section 5)

176

ATTACHMENT 7  
(corresponding to Section 7)

177

ATTACHMENT 9  
(corresponding to Section 9)

178

ATTACHMENT 10  
(corresponding to Section 10)

179







## Chapter 4: Animal Control Ordinance

### Article I: Requirements and Prohibitions

#### Section 1: Restraint of all animals of pet origin.

- A. Any owner or person having custody of an animal, including mammals such as dogs, cats, rabbits, ferrets, hamsters among others; birds; reptiles; amphibians and fish; on the island shall confine the animal to the premises of the owner or to the premises of someone authorized by the owner to have custody of the animal.
- B. When off the premises of the owner or custodian, such dogs, cats and other animals shall be in the care and immediate control of a competent person.
- C. An animal shall be presumed not to be in the care and immediate control of a person unless that person maintains the animal on a hand-held leash not more than sixteen (16) feet long.

#### Section 2: Removal of fecal matter

- A. It shall be a violation of this chapter for the owner of any animal to fail to immediately remove the fecal matter of such dog or animal from any portion of the island off the premises of the owner or custodian.

#### Section 3: Pets on beaches and in dunes.

- A. It is prohibited for pets to be off leash on the beaches and dunes of the island at any time.
- B. To protect sea turtles and shorebirds, it is prohibited for a pet to be on the beaches or in the dunes of the island from a posted point on the beach adjacent to the South Dunes Beach Park (Latitude 31.031854, Longitude -81.415358) south and around the southern tip of the island north to a point (Latitude 31.015594, Longitude -81.433926) or equivalent to 2,000 feet south of the St. Andrews Beach Park.
- C. The prohibition set forth in this section shall not apply to any service animal as that term is defined under federal law.

#### Section 4: Release of Animals.

- A. No person shall knowingly and intentionally release any animal within Jekyll Island State Park without the written permission of the Executive Director or their designee. Such permissions may be granted or denied at the Authority's discretion, may be limited to a period of time set at the Authority's discretion, and will be revocable at the Authority's discretion.
- B. No person shall knowingly and intentionally release any wildlife within Jekyll Island State Park; provided, however, that the release of sea turtles or other

wildlife may be permitted as part of conservation activities approved by the Authority and permitted by the Georgia Department of Natural Resources.

**Section 5: Rabies.**

- A. The owner of a dog, cat or ferret must possess a current certificate of rabies vaccination for each animal owned as provided for by Georgia law.

**Section 6: Impounding.**

- A. The Authority in cooperation with Glynn County Animal Control may impound any and all animals running at large in violation of this Article. Impounded animals shall be removed from the island and handled in accordance with Glynn County's policies and procedures.

**Section 7: Outdoor feeding of animals.**

- A. Maintaining outdoor feeding stations, except for wild bird feeders, and/or feeding animals outside on a regular basis, is prohibited without the written permission of the Executive Director or their designee. Such permissions may be granted or denied at the Authority's discretion, may be limited to a period of time set at the Authority's discretion, and will be revocable at the Authority's discretion.
- B. Should a stray, feral or displaced animal appear on a premises, the Authority, Glynn County, or an Authority-approved agent may be contacted to pick up and humanely care for the animal.
- C. Feeding of such animals is permissible only from the time the Authority or its licensed agent is notified until the animals are under the care of the Authority, Glynn County, or an Authority approved agent.

**Section 8: Livestock.**

- A. No livestock or live fowl shall be kept upon any lot or allowed on Authority property without the written permission of the Executive Director or their designee. Such permissions may be granted or denied at the Authority's discretion, may be limited to a period of time set at the Authority's discretion, and will be revocable at the Authority's discretion.

**Section 9: Horseback Riding.**

- A. Horseback riding is prohibited except in specially designated sites and areas by a vendor authorized by the Authority.
- B. Where permitted, horses shall be appropriately trained, cared for, properly restrained and ridden with due care, and shall not be allowed to graze or go unattended, nor shall they be hitched to any rock, tree or plant.

## Article II: Enforcement and Penalties

### Section 1: Enforcement.

- A. This chapter shall be enforced by the Authority, Glynn County Animal Control, or the members of the Uniform Division of the Georgia Department of Public Safety.

### Section 2: Penalties.

- A. Any person found in violation of any provision of this Chapter shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine not to exceed \$1,000.00 or by imprisonment for a term not to exceed 60 days, or by both fine and imprisonment, to be imposed at the discretion of the judge or as provided and stipulated by law. Each day such violation continues shall be considered a separate offense.

## Chapter 6: Building Codes

### Article I: Generally

#### Section 1: Purpose and Scope

- A. This Chapter provides for the administration and enforcement of the Georgia State Minimum Standard Codes for Construction as adopted and amended by the Georgia Department of Community Affairs. Hereinafter, the state minimum standard codes for construction shall be referred to as "the construction codes."
- B. This Chapter also provides for the administration and enforcement of the Georgia Minimum Fire Safety Standards under Ga. Comp. R. and Regs. r. 120-3-3 and the Georgia Accessibility Code.
- C. All buildings, structures, electrical, gas, mechanical and plumbing systems, both existing and new, and all parts thereof, shall be maintained in a safe and sanitary condition. All devices or safeguards, which are required by the construction codes when constructed, altered, or repaired, shall be maintained in good working order. The owner, or his/her designated agent, shall be responsible for the maintenance of buildings, structures, electrical, gas, mechanical and plumbing and fire systems.
- D. The construction codes shall be construed to secure the beneficial interests and purposes of public safety, health, and general welfare through structural strength, stability, sanitation, adequate light and ventilation, and safety to life and property from fire and other hazards attributed to the built environment including alteration, repair, removal, demolition, use and occupancy of buildings, structures, or premises.

#### Section 2: Relationship to Leases.

- A. This Chapter is not intended to abrogate, annul, or otherwise interfere with any lease, easement, covenant or other private agreement or legal relationship between the applicant and the Authority.

#### Section 3: Applicability

- A. There are three (3) classifications of requirements for building permits as described in the following Tiers:
  - 1. **Tier 1.** No building permit is required for the following work:
    - a. Exterior or interior painting;
    - b. Finish flooring replacement;

- c. Routine maintenance on roofing, electrical, gas, mechanical and plumbing systems;
  - d. Routine landscaping;
  - e. Removal and replacement of appliances; and
  - f. Similar work on existing buildings as determined by the Code Compliance Officer.
2. **Tier 2.** A building permit is required with a review by the Code Compliance Officer for the following work:
- a. Major alterations of electrical, plumbing and mechanical systems;
  - b. Structural alterations;
  - c. Window replacement, for wind code regulations;
  - d. Residential remodels and additions;
  - e. Commercial remodels and additions;
  - f. Accessory buildings;
  - g. Carports and garages;
  - h. Lot excavation, grading or filling;
  - i. Fence permits;
  - j. Pool permits; and
  - k. Temporary sign and event signs.
3. **Tier 3.** A building permit is required with review by the Design Review Group (DRG) for the following work:
- a. New residential construction;
  - b. New commercial construction;
  - c. Demolition permits;
  - d. Permanent sign permits; and
  - e. Projects referred to the DRG by the Code Compliance Officer.

#### **Section 4: Building Permits**

- A. Application for a building permit shall be made by the owner or the owners' representative, such as an architect or contractor, accompanied by one (1) set of plans stamped by an architect, engineer or landscape architect, in PDF format together with written specifications of the work to be done. Submittal

concurrently in Auto-CAD or another electronic format such as .dxf or .dwg is encouraged.

1. A site plan or landscape plan, showing the size of lot and portion of lot to be built on, shall show that the lot has been surveyed by a licensed surveyor, or that lot stakes have been placed in position in accordance with such a survey. Additional required information for Site Plan / Landscape Plan must show:
    - a. Set back lines;
    - b. Location of jurisdictional determination lines under the Georgia Shore Protection Act and the Georgia Coastal Marshlands Protection Act as applicable;
    - c. The amount of pervious and impervious surface on the property; and
    - d. All trees with protection as provided in the tree protection ordinance.
  2. No work that requires a building permit shall be started until the building permit has first been issued by the Authority, and if required, a permit obtained from Glynn County.
  3. No permit shall be issued until the prescribed fees for same have been paid in accordance with the fee schedule on file with the Authority.
- B. All work covered under a building permit shall be performed by a contractor licensed by the Georgia Secretary of State.

#### **Section 5: Alternate materials and methods.**

1. The provisions of the construction codes are not intended to prevent the use of any material or method of construction not specifically prescribed by them, provided any such alternate has been reviewed by the Authority and Glynn County Building Official.
2. The Glynn County Building Official shall approve any such alternate, provided the building official finds that the alternate for the purpose intended is at least the equivalent of that prescribed in the construction codes, in quality, strength, effectiveness, fire resistance, durability and safety.
3. The Glynn County Building Official shall require that sufficient evidence or proof be submitted to substantiate any claim made regarding the alternate.

#### **Section 6: During Construction**

- A. Owners of property while under construction shall ensure there is sufficient space on their property for all construction vehicles, materials, and other related items so as not to interfere with adjacent residents' access to or parking on their property.

1. If any vehicle related to the construction project is parked on the street, it shall be parked so as to maintain clear traffic flow on the street for the public and emergency vehicles.
- B. All construction sites are required to have restroom facilities as well as sufficient containers for collecting all waste and debris created from the construction activities. No inspection shall be conducted until the applicant has provided proof of removal of all waste and debris created during the construction activities. If during construction such facilities are not provided on site, the Building Official or Code Enforcement Officer will issue a stop work order until such compliance is achieved.
- C. A placard issued with a permit shall be posted on the premises in a location visible from the front property line. Placards shall not be affixed to any tree. A placard shall be removed as soon as practicable after a project has passed final inspection.

## Article II: Building and Construction Codes Adopted by Reference

### Section 1: List of Building and Construction Codes

- A. The following list of standard building codes, as approved by the State of Georgia Department of Community Affairs, including all attachments, future editions, and amendments, is hereby adopted by reference and applicable throughout the jurisdiction of the Authority.
  1. International Building Code, 2018 edition, with Georgia Amendments (2020);
  2. International Residential Code, 2018 edition, with Georgia Amendments (2020);
  3. International Plumbing Code, 2018 edition, with Georgia Amendments (2020);
  4. International Mechanical Code, 2018 edition, with Georgia Amendments (2020);
  5. International Fuel Gas Code, 2018 edition, with Georgia Amendments (2020);
  6. National Electrical Code, 2020 edition, with Georgia Amendments (2021);
  7. International Energy Conservation Code, 2015 edition, with Georgia Supplements and Amendments (2020);
  8. International Property Maintenance Code, 2018 edition, with Georgia State Amendments (2021);
  9. International Existing Building Code, 2018 edition, with Georgia State Amendments (2021);
  10. International Fire Code with Georgia State Amendments (2018 edition);

11. International Swimming Pool & Spa Code, 2018 edition with Georgia State amendments (2020);
12. Georgia Accessibility Code.

## **Section 2: Relationship to Other Codes**

- A. Where, in any specific case, different subsections of these construction codes specify different materials, methods of construction or other requirements, the most restrictive shall govern. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.
- B. The procedures and standards of this Chapter are intended to facilitate and ensure compliance with other technical standards adopted by the Authority and Glynn County, including, but not limited to the following:
  1. Compliance with Fire Code
    - a. All buildings, structures and property shall be in compliance with the provisions of the fire code in accordance with Chapter 12, Fire Protection, and the Georgia Fire Safety Minimum Standards.
  2. Compliance with Protection of Natural Features in Chapter 10, including:
    - a. Landscaping and Tree Protection. Prior to any land-disturbing activity or structure modifications, the applicant shall show the diameter and location of all trees in accordance with Chapter 10, Article 1.
    - b. Flood Protection in accordance with Chapter 10, Article 2.
    - c. Sea Level Rise in accordance with Resilience Chapter 10, Article IX.
    - d. Stormwater in accordance with Chapter 10, Article III.

## **Article III: Additional Specifications**

### **Section 1: Local Building Requirements**

- A. In addition to the Building and Construction Codes in Article II, Section 1 above, the following local building standards are required by the Authority.
- B. Building requirements will be limited to such matters of improper construction which may endanger life or health, may be unsightly, or cause unnecessary inconvenience to neighbors.
- C. The contractor shall have the approval of the Glynn County Building Official before pouring concrete footings for residential or commercial buildings.
- D. Particular attention is called to the following:
  1. Materials.



- a. Exposed foundation piers are not permitted.
  - b. Corrugated iron clad or other similarly covered or enclosed buildings are not permitted.
  - c. Concrete block walls, when neatly done and pleasingly painted or finished with stucco is acceptable for exterior wall finish.
  - d. Hollow tile when finished with stucco is acceptable.
  - e. Common brick, used or new, painted or unpainted, is acceptable and is recommended for walls.
  - f. Wood siding, or similar cementitious siding shall be of a beveled edge type or vertical barn siding and shall have a fire spread rating.
  - g. Thick butt asphalt shingles, clay or cement tile, slate shingles, metal or white marble chip-type roofing may be used.
  - h. Any proposed fences, boundary or patio walls, shall obtain a permit from the Authority.
2. Accessory Buildings.
- a. Carports and garages shall, where possible, be placed away from the principal street so that the main view of the house will not be directly into a carport.
  - b. Particular care shall be taken in the design and location of a detached building, such as a garage or storage building, so that it will be in keeping with the main building in every way and shall be located to cause the least inconvenience to neighbors. No more than one detached building shall be built upon any one building area.
  - c. No detached structure may be built and lived in prior to the building of the main residence structure.
3. All buildings and roof colors must be consistent with the neutral colors of the surrounding development.
4. Trash cans should be stored in a location not clearly visible from the street.
5. Roof Pitch. The Authority considers rooflines of particular importance. Unless otherwise approved by the Authority, no roof shall exceed a 10/12 pitch, meaning the roof rises a maximum of 10 inches vertically for every 12 inches horizontally towards the peak or ridge of the roof.

## Section 2: Local Construction Specifications.

- A. In addition to the Building and Construction Codes in Article II, Section 1 above, the following local construction specifications are required by the Authority.
- B. Construction hardware. All nails, bolts and construction hardware shall be of galvanized metal, wrought iron or stainless steel to prevent rusting in the salt atmosphere.
- C. Flashing material. All roof, window and through wall flashing shall be copper or copper back paper, aluminum or hot dipped galvanized metal. Untreated sheet metal will not hold up in a seaside location and is, therefore, not permitted.
- D. Floor slabs on grade. Concrete floor slab on grade shall have waterproofed membrane under and should have a layer of gravel or cinders under to provide good drainage and to prevent moisture absorption. Concrete shall have integral-type waterproofing admixture.
- E. Termite and rot fungi protection.
  - 1. All substructure lumber shall be pressure treated or treated with other wood preservative.
  - 2. Further, wherever possible, metal termite shields shall be installed according to standard practice.
  - 3. Drip edge shall be installed on all roof eaves and gable ends to prevent roof drip from wetting or saturating boards or other trim lumber.
- F. Foundations. Must follow current building codes and standards.
  - 1. Unless otherwise specified, spread-type footings are required.
  - 2. Because of the possibility of varying soil load capacities (soft spots) it is recommended that longitudinal reinforcing be added to the footings.
  - 3. Footings for large and heavy buildings shall be designed after completing and submitting a soil load bearing test.
- G. Best Management Practices for use of Exterior Insulation and Finishing Systems (EIFS) or other expanded-polystyrene (EPS) construction practices.
  - 1. Any project that involves Exterior Insulation and Finishing Systems (EIFS) or otherwise utilizes expanded polystyrene (EPS, a.k.a. "Styrofoam") in any element of construction shall follow these specifications.
  - 2. If EPS materials are to be rasped, sanded, sawn, planed or otherwise worked in a way that produces loose debris of any size, all of the following measures shall be implemented.

- a. Any rasping equipment shall be equipped with a vacuum.
- b. The area around the activity shall be shielded on all sides from six (6) feet above the area being worked to ground level with construction netting to capture any loose debris.
- c. At least one vacuum in addition to any vacuum rasps shall be on site with someone assigned to use it to immediately clean up any EPS debris that is not captured by the vacuum rasps.
- d. The contents of all vacuum equipment shall be emptied into sealable, disposable bags before being disposed of in any open containers to prevent wind dispersal of debris after it has been disposed of in open top dumpsters or other containers.
- e. EPS debris or scrap too large to be vacuumed shall be disposed of immediately in sealed bags or enclosed containers to prevent it from being broken into smaller pieces and dispersed off site.
- f. Any activities not in compliance with these specifications will be stopped until the specifications of this section are satisfied. Any EPS debris on the construction site or escaping the construction site, regardless of the implementation of these specifications, will be the responsibility of the contractor to clean up immediately and completely.

#### Article IV: Administration

##### Section 1: Relationship between the Authority and Glynn County

- A. Both the Authority and Glynn County shall issue permits for building projects on Jekyll Island covered by the building and construction codes.
- B. Appointment of Building Official – Glynn County
  1. The Glynn County Building Official is hereby recognized and shall be empowered to enforce their respective duties as specifically granted under the building and construction codes as promulgated by mutual agreement between Glynn County and the Authority.
  2. The actual inspection of a building as it pertains to this Chapter shall be supervised by the Building Official and conducted by their qualified and certified designee.
- C. Appointment of Code Compliance Officer – Authority
  1. The Authority Code Compliance Officer is hereby recognized and shall be empowered to enforce their respective duties as specifically granted under the building and construction codes as promulgated by mutual agreement between Glynn County and the Authority. These duties include:

- a. Supplement the work of the Building Official, to include issue of building permits and collection of building permit fees.
- b. Issue Stop Work Orders under the building and construction codes where necessary for immediate enforcement and compliance.
- c. Enforce the Authority's local and supplemental standards and codes under this Chapter.
- d. To review, coordinate with the Glynn County Building Official, within a reasonable time, all building permit applications, plans, and specifications.
- e. Answer questions from owners, contractors, and the general public relative to this Chapter.

## **Section 2: Violations, Penalties and Enforcement**

- A. Any person found in violation of any provision of this Chapter shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine not to exceed \$1,000.00 or by imprisonment for a term not to exceed 60 days, or by both fine and imprisonment, to be imposed at the discretion of the judge or as provided and stipulated by law. Each occurrence shall be deemed a separate offense.
- B. In addition to the penalty and punishment for violation of this Chapter, the Authority may take any action not prohibited by law to prevent or halt a violation or threatened violation of this Chapter, including without limitation, commencing legal proceedings to prevent, correct, or abate such violation or threatened violation.

## **Section 3: Building Inspections.**

- A. All the officers designated under this Chapter or any future amendments to the same shall, as far as may be necessary only for the performance of their specific and respective duties under the building and construction codes, have the right to enter any building or premises in at any time, during construction.
- B. Quality control of materials and workmanship is not within the purview of the building and construction codes except as it relates to the purposes stated therein.
- C. The inspection or permitting of any building, system or plan, under the requirements of construction codes shall not be construed as a warranty of the physical condition of such building, system or plan or their adequacy by the Authority or Glynn County.
- D. Every building that is forty (40) feet or higher and classified under the International Building Code as either Group B - Business, Group I - Institutional or

Group R - Residential shall have periodic inspections of the foundation and the exterior walls of the ground floor.

1. The purpose of these inspections is to determine if there are cracks, settling or other structural deficiencies that could pose a danger to the occupants and to the public.
2. These inspections are required every five (5) years.
3. These inspections shall be performed by a licensed structural engineer or architect.
4. A written report, signed by the licensed structural engineer or architect shall be submitted to the Jekyll Island Authority Code Compliance Officer.
5. Single-family residences are exempt from this requirement for periodic structural inspections.

## Chapter 8: Business and Commercial Regulations

### Article I: Commercial Project Review Process

#### Section 1: Jekyll Island Authority Design Review Group

- A. The Jekyll Island Design Review Group (DRG) reviews all proposed projects on Jekyll Island. In its review process the DRG may at its discretion solicit additional technical assistance from other governmental agencies and or consultants for help in the review of each project.
- B. The DRG shall be comprised of members of the Jekyll Island Authority professional management staff appointed by the Executive Director, who shall serve as the DRG Chair.

#### Section 2: Required Approvals.

- A. The approval process includes but is not limited to the submission steps presented in the table below. JIA Staff through the DRG will manage the action steps in the review process. The approvals required by the DRG and the Board of Directors are indicated by the check marks in the table.

Action Step	Design Review Group	Board of Directors
1. Site Visit & Pre-Concept Meeting	✓	
2. Concept Plan	✓	✓
3. Schematic Design	✓	✓
4. Site Staking	✓	
5. Landscape Plan including designation of Tree Protection Areas	✓	
6. Design Development	✓	✓
7. Construction Documents	✓	
8. Construction Site Visits and Inspections	✓	

- B. Each Project application reviewed by the DRG will receive a written notification of approval or denial along with any additional comments by the DRG. The JIA Board will review and consider for approval the Concept Plan, Schematic Design and the Design Development Plans.

- C. Remedial Action. The DRG may, at its discretion, recommend any appropriate remedial action if violations occur or if non-conforming work or work that is inconsistent with the approved plans or guidelines is identified, up to and including legal action.

### **Section 3: Design Review Process**

- A. Submission Review.
  - 1. The design review process is intended to review each submission and evaluate the proposed project's consistency with the design intent of the concept plan and its adherence to the development codes, the Jekyll Island Master Plan, the Jekyll Island Conservation Plan and other applicable guidance documents and studies, including the Jekyll Island Carrying Capacity and Infrastructure Study.
  - 2. The review shall include, without limitation, compliance with development styles, scale, materials, colors, the relationship of proposed improvements and natural site features, grading and drainage design, landscape design, streetscape image, impacts on surrounding areas and systems, site features, and such other specific requirements detailed herein.
  - 3. When conducting its review of each proposed project, the DRG may, when appropriate, allow for flexibility of design based on internal site planning considerations that present unique limitations in terms of the scope of the development, land use combinations, development patterns, or transitions in order to promote environmentally sensitive and efficient uses of the land, consistent with the development codes.
  - 4. Any such allowances shall be documented in writing through the approval process as set forth above.
  - 5. Compliance with building codes and life safety codes shall be enforced in coordination with the Glynn County Building Official.

### **Section 4: Submittal Requirements.**

- A. General.
  - 1. All plans and specifications for site development, structures and other development shall be prepared by licensed or otherwise qualified land planners, architects, landscape architects, professional engineers, or other approved designers.
  - 2. Changes to approved plans shall be resubmitted to the DRG for review and approval.
- B. Legal Requirements. The physical development of Jekyll Island property by private entities shall be subject to all applicable laws.

C. Document Packages.

1. Proposed plans shall be delivered to the Jekyll Island Code Compliance Office for preliminary review and distribution to the DRG for further review. Plans shall be submitted in the following two (2) formats:
  - a. Printed copies of plan drawings shall be submitted on either 24-inch by 36-inch or 30-inch by 42-inch drawing sheets; and
  - b. An electronic copy of the plans shall be submitted in PDF format. Submittal concurrently in Auto-CAD or another electronic format such as .dxf or .dwg is encouraged.
2. At each stage of review, a cover letter that explains the current status of the project and lists its owners and agents shall accompany a copy of the immediately preceding DRG approval letters and the written comments.
3. The Authority shall have the right to require payment of reasonable fees for review of proposed plans, specifications and other material.

D. Meetings. At each stage of the design review process, a meeting may be scheduled by the applicant by contacting the JIA as follows:

1. Physical address:      The Jekyll Island-State Park Authority,  
   100 James Road  
   Jekyll Island, GA 31527
2. Telephone:              912.635.4000
3. Email:                    info@jekyllisland.com

**Section 5: Submission Stages**

A. This section established the steps required in the design review process.

1. Site Visit & Pre-Concept. A pre-concept meeting and site visit with JIA staff as a representative of the Jekyll Island Design Review Group is required prior to plan submission.
2. Concept Plan Submission Package
  - a. **Concept Plans**. Professionally prepared documents illustrating the proposed project, including significant details of principal functional areas and initial investment estimate. Consists of a preliminary site plan, building plans, sections, elevations and such other graphic and narrative information as is necessary to fully describe the proposed project for review and approval. Concept plans shall consider land use, environment, master plans, traffic, parking, transportation, utilities, and functional relationships within the project and building systems.



- i. Preliminary Site Plan. Overall layout showing parcel limits, setback lines, the Shore Protection boundary, known or potential wetlands, vehicular circulation, parking, and building(s) or unit(s) location.
- ii. A prototypical lot or unit plan shall also be included for each proposed floor plan configuration. The prototypical plans should indicate typical setbacks, building footprints, driveway and parking lot size and location, signage, walkways and other site improvements. The plan shall tabulate total lot and floor area, total greenscape and hardscape, amount of hardscape proposed to be pervious and impervious, the number of units, and gross density.

### 3. Schematic Design Submission Package

- a. **Schematic Design.** Based upon the DRG's approval of the Concept Plans, Schematic Design Documents including drawings and outline specifications. These documents shall represent a further development of the approved design concept, providing additional detail and specificity regarding the intended design solution. All documents shall be drawn to scale, indicating materials and assemblies as appropriate to convey the design intent and to illustrate the project's elements, scale and relationship to the site.
- b. Site Plan. Updated site plan showing the parcel limits and other requirements from the Preliminary Site Plan Submission.
- c. Architectural Floor Plans. Architectural floor plans of the building or unit types shall be submitted to include the following:
  - i. A ground level floor plan and a typical upper-level floor plan;
  - ii. All rooms shall be labelled including balconies, decks, atriums, service areas, garages, and storage buildings;
  - iii. The square footage of the unit or building and overall dimensions shall be indicated; and
  - iv. The entire product line, showing each type of unit, shall be represented in the submission showing the square footage of each unit and the proposed number of units.
- d. Exterior Elevations. Sketch elevations of each type of unit shall show overall architectural character, style, and scale, including exterior materials, roof pitches and/or type, as well as other important design details.
  - i. All four exterior elevations with dimensions, materials, colors, textures, and the lines of typical natural and finished grades shall be indicated.
  - ii. Buildings shall have a maximum of four (4) stories including inhabitable

roofs and dormers and a maximum height of forty-five (45) feet to the top of the structure measured from the FEMA base flood elevation or the average site elevation, whichever is highest.

- e. Typical Sections. Sketch sections and profile through entire site including the building pad, structure and its relationship to the topography.
  - f. Rendering of Project. To assist the DRG with visualization of the completed project, a rendering of the project showing the overall site and building design shall be submitted.
4. Site Staking Review. The site is to be physically delineated with wood stakes that are clearly labeled to identify proposed major site features including but not limited to buildings, structures, parking areas, drives, tree protection areas, and beach connections.
5. Design Development Submission Package; Including the Landscaping and Tree Protection Plan
- a. **Design Development Documents.** Based upon the DRG's approval of the Schematic Design Documents, the Design Development Documents shall consist of a site plan, building plans, floor plans, sections, elevations, typical construction details, equipment layouts, and other drawings and outline specifications. These documents will illustrate the size and character of the entire project in its essentials. Outline specifications shall be prepared giving descriptions of essential components of all systems. The outline specifications shall identify major materials and systems and establish in general their quality levels.
  - b. Site Plan. The site plan shall include all of the required information illustrated in the Schematic Design Submission Package with revised information where requested.
  - c. Grading Plan. The grading plans shall include a clear delineation of the limits of the proposed grading, all final grades and elevations around the lots and proposed buildings, drainage patterns, walks, walls, drainage structures, tree protection areas, and other site improvements.
  - d. Landscape Plan. The final landscape plan shall indicate all planting, including trees, shrubs, and ground cover for the entire area under development. A material schedule shall indicate proposed size and quantity of all materials, miscellaneous sculptural objects, irrigation systems, accent lighting, and other physical features. All proposed walls and fences shall be submitted with dimensioned elevations and sections with materials and colors identified.
  - e. Tree Protection Plan. Professionally surveyed plan indicating all trees with the

site boundaries at four-inch (4") calipers (measured at breast height). The plan shall indicate trees that are proposed to be removed. At a minimum, all plans shall be in accordance with the Jekyll Island Jekyll Island Landscaping and Tree Protection Ordinance in Chapter 10, Article I, as well as in conformity with the Jekyll Island Conservation Plan.

- f. Exterior Elevations. All exterior elevations of architectural style submissions shall include elevation drawings depicting colors, materials, and finishes.
- g. Condominium Documents, if applicable. A copy of the developer's proposed property owners and tenants' documents, association rules, development guidelines, or other controlling mechanisms shall be submitted for review and approval.
- h. Useful Life Expectancy. The applicant shall provide a statement from a licensed architect or contractor that all structures, except temporary structures, are designed to meet minimum structural requirements for a 30-year useful life expectancy.

6. Construction Documents Submission Package.

- a. **Construction Documents.** Based upon the approved Design Development Documents, Construction Documents consist of final working drawings and specifications, setting forth in detail the architectural and engineering work required for construction.
- b. Two (2) copies of the complete and final Construction Documents, in the form to be submitted for a building permit, shall be submitted. All final construction drawings shall be drawn to scale, shall be ready for construction and shall have no "not for construction" annotations, and shall include all of the required drawings and specifications for construction of the project. After review and approval by the DRG, the package shall be reviewed and approved to incorporate all required code compliance approvals from Glynn County and other regulatory agencies. Responses shall be separately provided for any comments noted in the preliminary plan package, with additional details, sections, and other materials that are required for building permits.
- c. For design-build, construction management, and other "fast track" construction delivery methods, construction cannot begin until Design Development Documents have been approved by the DRG and a fixed price or guaranteed maximum price has been established, and presented to the Design Group. Construction documents for any component should be complete and approved by the DRG.

7. Construction Site Visits.

- a. Purpose and Scope.
  - i. Purpose. The purpose of the construction site visit is to ensure that the actual construction conforms to the originally approved construction documents.
  - ii. Scope. A periodic review of the construction of the project will be undertaken to ensure conformity to the approved design. Deviations will be brought to the owners and/or applicants' attention along with the measures that the DRG requires to mitigate or eliminate the deviation.
  - iii. Technical Assistance. The DRG may employ the services of professionals such as architects, land planners, landscape architects, or engineers to render professional advice and may charge the cost for services of such a professional to the owner and/or applicant but only after the owner and/or applicant has been informed in advance that such compensation shall be charged.
- b. Site Visits. After approval of the final Construction Documents by the Design Group, the construction, alteration or other work described therein shall be commenced and completed in accordance with the described procedures. The DRG has the right to enter the lot or premises for site visits, for the purpose of inspecting the project for compliance with the design guidelines.
- c. Remedying Violations.
  - i. For violations that constitute an immediate threat to the health and safety of the public, the Authority may issue an immediate "Stop Work Order" and require the stoppage of all work on the site.
  - ii. Construction deemed to be in violation of the approved drawings and of the guidelines shall be corrected as instructed by the Authority within fourteen (14) days of written notice to the owner of such violation.
  - iii. The Authority shall have the right, but not the obligation, to enter such work site or premises with its employees, agents or contractors and to take all reasonable actions to halt, correct or remediate such unapproved or unauthorized construction that continues beyond the fourteen (14) day time frame.
  - iv. The cost of such correcting violations, abatement or removal shall be a binding obligation on the person or persons responsible for the project, including the owner or lessee of the premises and any agent or contractor, and the costs incurred shall become a lien on the property.
- d. No Liability. Nothing in this Article shall establish nor be deemed to establish any liability or duty on the part of the Authority nor any employee, agent or

contractor of the Authority, to any person, nor shall any provision of this Article establish any cause of action or right in favor of any person, relating to the Authority's review, evaluation, approval or denial of any plans, specifications, or documentation, nor of any work performed pursuant to any plans, specifications, or documentation. The review and approval or disapproval of any plans, specifications or documentation under this Article does not constitute and should not be construed as constituting an opinion as to whether such plans, specifications or documentation or the proposed construction means or methods, or the accomplishment of the work proposed therein is sound or defective, fit for a particular purpose, nor compliant with all laws and regulations applicable to such work.

- e. Additional Requirements. The DRG may define additional requirements or make other recommendations as may be appropriate for the particular project being constructed. Any such requirements and recommendations shall normally be determined not later than the date of the Schematic Design Documents approval.

#### **Section 6: Appeal Requests.**

- A. In the event that an owner, applicant, or contractor believes that hardship conditions exist, a request for a deviation from these standards in the form of an appeal may be filed with the Executive Director.
- B. As a condition to submission of any appeal, consistency with the objectives and general intent of the standards and faithful implementation of the Concept Plan must be demonstrated by the applicant.
- C. In deliberating an appeal request, the Executive Director shall apply one or more of the following options:
  - a. Make a finding and determination on the appeal request; or
  - b. Refer the appeal request to the Board of Directors for final decision.

#### **Section 7: General Notes.**

- A. The Jekyll Island development standards and codes have been adopted for the purpose of interpreting, applying, supplementing, and implementing design consistent with the history and architecture of Jekyll Island, including retail and restaurant developments, hotels, and condominiums.
- B. These development standards and codes may be amended from time to time by the Jekyll Island-State Park Authority Board. A copy of the development standards and codes is maintained in the offices of the Jekyll Island-State Park Authority, and shall be available for inspection during normal business hours at the address provided above or on the Authority website, by the developer, owner, or

prospective owner, contractor, architect, or agent of any such owner or representative of respective owner to inform themselves as to any and all such changes in these development standards and code.

## Article II: Commercial Development Standards

### Section 1: Applicability

- A. The following general standards apply to all commercial development on Jekyll Island.
- B. Much of the commercial development on the island will take place within the primary village core. This area links the Historic District to the beach.

### Section 2: Commercial Buildings

- A. Height.
  - 1. All building heights shall be measured from the FEMA base flood elevation or the existing ground elevation, whichever is highest.
  - 2. Unless specifically addressed in subsequent sections for hotels and condominiums, the maximum height of all commercial buildings shall be four (4) stories or forty-five (45) feet.
  - 3. The following general standards apply to all commercial development on Jekyll Island.
- B. Siding Materials. The permitted materials for siding on commercial buildings shall include the following, appropriate to the project and subject to the approval by the DRG:
  - 1. Wood clapboard;
  - 2. Shake siding;
  - 3. Cement or wood-fiber composite siding substitutes;
  - 4. Metal;
  - 5. Exterior Finish Insulation System;
  - 6. Brick; or
  - 7. Stucco.
- C. Roof.
  - 1. Materials: The permitted materials for roofing on commercial buildings shall include:
    - a. Standing seam gray or galvanized metal roof; or
    - b. Asphalt or fiberglass shingles.

2. Metal roofing shall meet or exceeds coastal wind codes.
  3. Roofs shall have sloped hip or gable roofs with overhangs and decorative brackets.
- D. Facades.
1. The ground floor of buildings shall be built to the back of sidewalk with a building setback of zero.
  2. The ground floor of buildings shall have a minimum floor to floor height dimension of fifteen (15) feet.
  3. Facades facing commercial streets or common areas shall be designed to provide:
    - a. Active uses, such as shops or restaurants shall be located on the ground floor; and
    - b. Balconies, covered porches, or awnings may be installed on the floors above the ground floor;
    - c. A minimum of sixty-five percent (65%) of ground floor facade shall be transparent;
    - d. A series of storefronts, which shall have design variation at a minimum interval of each twenty (20) feet of building width;
  4. Entrances.
    - a. The primary entrance to all ground floor and upper story uses shall be from the street;
    - b. Primary entrance doors shall be a minimum of fifty-percent (50%) transparent; and
    - c. Entrances to upper story condominium units and hotels shall be separate from the entrances to ground floor uses.
  5. A minimum of thirty-five (35%) of the upper story facades shall be windows.
  6. Balconies are required for dwelling units facing onto public spaces, main streets, beaches and courtyards.

### **Section 3: Commercial Site Standards.**

- A. All buildings shall be designed to align the front of the building to the street or to the beach.
- B. Service areas must be screened and not located along the street front in order to minimize their effects on the pedestrian environment.

- C. All utilities, including power, telephone, cable, and fiber optic, shall be located underground within the site.
- D. The maximum coverage of impervious materials on a commercial site shall be sixty percent (60%). The maximum coverage of all constructed elements, including pervious and impervious materials, exclusive of planted landscaping, shall be seventy percent (70%).
- E. Where the natural landscape along the shoreline or other open space areas has been destroyed, the developer shall be required to restore the natural dunes and vegetation according to a plan approved by the DRG and all agencies or departments with review and approval jurisdiction.
- F. Common area parcels may be created at the discretion of the DRG. Such a common parcel shall allow multiple buildings under the same ownership to be constructed on one parcel. This parcel will be treated the same as a single parcel in terms of applicability of development standards and regulations.

#### **Section 4: Hotels**

- A. Hotels located outside the primary village core shall adhere to building height guidelines in Section 2, Subsection A.
- B. Guest rooms.
  - 1. The minimum size for hotel guestrooms shall be 325 square feet.
  - 2. The interior walls shall have a sound transmission coefficient of 55 between rooms and 48 along the corridors, as determined by the individual hotel chain and tested by the Gypsum Association or Underwriter's Laboratories, Inc.
  - 3. Exterior and external venting is required for kitchen, laundry and bathroom facilities.
- C. Site Standards.
  - 1. Each hotel fronting on the beach may have one or more access points to the beach over the dunes, subject to approval of the DRG and all agencies or departments with review and approval jurisdiction over beach access.
  - 2. Hotel roadways and parking lots shall be designed to prevent stormwater flow into planted zones or infiltration basins.
  - 3. Hotels in the primary village core may be setback from the road in order to accommodate a porte-cochere either in front of the building off the street or on the side of the building.
  - 4. Hotels outside the primary village core shall orient to maximize ocean views and to preserve existing trees and dunes.



5. Hotel parcels outside the primary village core shall be connected to the main road via a wide pedestrian and bicycle path that's illuminated at night and marked with approved wayfinding signage.
6. Hotel parcels outside the primary village core shall maintain thirty percent (30%) open space. Open space shall be landscaping or preserved natural vegetation.
7. Hotel parcels outside the primary village shall maintain a minimum twenty-five (25) feet landscaped buffer between the developed portion of hotel parcels and any adjacent pedestrian path. This landscaped buffer also screens buildings and parking lots from the road and creates a pedestrian scale edge along the pedestrian path. This buffer may be counted toward the thirty percent (30%) open space requirement.

#### **Section 5: Condominiums**

##### **A. Condominium unit sizes.**

1. The minimum size of units with a condominium development shall be as follows:
  - a. Studio: 600 square feet.
  - b. One bedroom: 800 square feet.
  - c. Two bedrooms: 1100 square feet.
  - d. Three bedrooms: 1440 square feet.
2. Mechanical and utility equipment, compactors, and loading docks shall not be located within twenty (20) feet of ground floor street frontage. These shall be screened from public view with landscaping or accommodated internally within the building and accessed from parking lots.

##### **B. Secondary entrances for condominiums may be located behind the building.**

#### **Section 6: Paved Areas and Hardscapes.**

1. Materials. Paving materials in commercial development areas may include:
  - a. Concrete pavers laid in sand;
  - b. Regional stone;
  - c. Fine gravel or crushed lime rock;
  - d. Crushed shells;
  - e. Tabby Concrete;
  - f. Brick; or

- g. Gravel Pave product.
- 2. Sidewalks shall be constructed of:
  - a. Decorative brick;
  - b. Concrete pavers;
  - c. Oyster shell concrete; or
  - d. Finished concrete.
- 3. Pervious paving materials and construction methods are strongly encouraged.
- 4. Use.
  - a. Street furniture including benches, trash receptacles, newspaper dispensers, mailboxes, clocks or other public art shall only be placed with the expressed written approval of the DRG and shall be located between street trees and street lights along the edge of the curb.
  - b. Ground floor commercial tenants may place movable planters or café tables and chairs directly adjacent to their storefront, only with the expressed written approval of the DRG, to add color and interest to the street as long as a minimum five (5) feet clear pedestrian path is maintained on the sidewalk.
- 5. Connectivity
  - a. Connections to existing bike paths from new commercial development shall be of a consistent material to that of the bike path.
  - b. New crosswalks shall be of a consistent material with those used for existing hardscape within the site. Material should contrast in color and texture to visually highlight pedestrian crossings.

## **Section 7: Parking**

### **A. Generally**

- 1. Parking shall be accommodated in either a shared surface parking lot or in a parking deck.

### **B. Parking Lots.**

- 1. Surface parking lots shall be surrounded by planted ditches or vegetated swales to capture stormwater run-off and allow it to infiltrate into the ground.
- 2. Developers shall incorporate pervious hardscape materials into parking lots to reduce the quantity of stormwater run-off.
- 3. Parking lots shall be visually broken up with a continuous planting strip between parking aisles.

4. Within the parking lot, one tree shall be planted for every ten (10) parking spaces.
  5. Parking lots shall be screened from the street and from the beach with landscaping, including a ratio of two (2) trees for every fifty (50) feet of parking lot frontage along a street.
- C. Parking Facilities.
1. Parking facilities shall be designed to minimize their effect on the pedestrian environment.
  2. Clear pedestrian pathways shall be provided to the parking facilities and shall include ample wayfinding signage.
  3. Parking facilities shall be designed in an architecturally interesting way using elements such as screens, grilles, canopies, and awnings. Entrances and stair towers can be emphasized to add interest to the façade.
  4. Parking facilities shall be designed to complement the building material and architectural details of the building(s) the facility supports.
  5. Vegetation and landscaping materials shall be installed to screen the parking facility.
  6. Parking facility lighting shall be designed to provide safety for users of the facility while minimizing light pollution leaving the site.
- D. Required minimum parking ratios are as follows:
1. Office: Five (5) parking spaces per 1,000 gross square feet (GSF) of building.
  2. Retail: Five (5) parking spaces per 1,000 GSF of building.
  3. Restaurant: Fifteen (15) spaces per 1,000 GSF of patron space.
  4. Conference Center: Fifteen (15) spaces per 1,000 GSF of patron space.
  5. Convention Center: Fifteen (15) spaces per 1,000 GSF patron space.
  6. Hotel Guestrooms: One and three tenths (1.3) spaces per sleeping room.
  7. Condominium and Planned Community: Two (2) spaces per unit
- E. In mixed-use situations, a reduction for shared parking may be permitted upon review and approval by the DRG.

## **Section 8: Public Spaces**

- A. Commercial development shall be designed to maintain public beach access for visitors and residents.
- B. Street frontage.

1. Street trees shall be installed along the entire street frontage of the commercial development a minimum of thirty (30) feet apart.
2. Pedestrian street lights shall be installed in a manner evenly spaced between the street trees. The design of the light fixtures shall be reviewed and approved by the DRG, with the following standards:
  - a. Light poles shall be round;
  - b. Light poles shall be black in color;
  - c. Light poles shall have a decorative base;
  - d. The luminary shall be capped and shall not shine light upward; and
  - e. The entire lighting structure shall be a maximum height of sixteen (16) feet.
3. Commercial development shall be designed to provide on-street parking when required by the DRG.

#### **Section 9: Lighting**

- A. The lighting plan for commercial development shall provide safe illumination in vehicular and pedestrian areas while preventing glare on beaches, natural areas or adjacent properties.
- B. The Jekyll Island Beach Lighting Ordinance shall be strictly enforced in the development of commercial areas. Path lighting and boardwalk access to the beach should follow the Beach Lighting Ordinance, with special consideration given to sea turtle requirements.
- C. Site lighting throughout the island shall be kept to a minimum and used only to illuminate roads, pathways, signage and buildings within the developed areas.
- D. Street light fixtures shall be a maximum height of sixteen (16) feet above grade, including pole and luminary.
- E. All lighting shall be low level and full cutoff fixtures following “dark sky” initiatives and shall cast the light downward.

#### **Section 10: Fences and Walls**

- A. The design and installation of all fences and walls must be reviewed and approved by the DRG.
- B. Some limitations on the location of fences and walls may be required to provide emergency services egress and accessibility.
- C. The height requirements for fences are:
  1. Front yard fences shall be a maximum height of forty-two (42) inches;

- 2. For rear yard, fences shall be a maximum height of six (6) feet; and
- D. Fencing and screening of trash containers or dumpsters shall be a minimum of eight (8) feet in height.
- E. Using low hedges as a fence is permitted.
- F. Wrought iron railing is permitted.
- G. Chain link fencing or vinyl fencing is not permitted.
- H. Retaining walls shall be constructed of materials that are complementary to adjacent structures.

#### **Section 11: Connections to Nature**

- A. Connective pedestrian bridges and boardwalks entering into tidal or non-tidal wetlands, active sand dunes, and beaches, shall conform to the construction standards established by the Department of Natural Resources for wetlands, marshes, dunes and beaches.
- B. Boardwalks shall be constructed of:
  - 1. Sustainably grown wood products; or
  - 2. High quality composite products.

### **Article III: Alcohol Regulations**

#### **Section 1: General Provisions.**

- A. *Purposes.* This Article is adopted for the purposes of:
  - 1. Promoting the health and general welfare of the residents, businesses and the general public on Jekyll Island;
  - 2. Establishing reasonable and ascertainable standards for the regulation and control of the distribution, sale and consumption of Alcoholic Beverages on Jekyll Island; and
  - 3. Protecting and preserving the residential and commercial uses of lands on and the unique character of Jekyll Island.
- B. *Definitions.* Unless a contrary meaning is clearly apparent from the context, any term not defined in this Article shall have the same meaning as it is given in the Georgia Alcoholic Beverage Code, Title 3 of the Official Code of Georgia Annotated, as amended, or in the rules and regulations of the Georgia Department of Revenue (Ga. Comp. R. & Reg. § 560-2-1 et seq.), as amended. The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

1. *Alcoholic Beverage* means and includes all alcohol, including Distilled Spirits, malt beverages, meads, wines and fortified wines.
2. *Alcoholic Beverage Caterer* means a person Licensed to distribute or sell Alcoholic Beverages by the drink at a location other than a Licensed Premises.
3. *Alcoholic Beverage Catered Function* means a public or private gathering at a location other than a Licensed Premises where alcoholic beverages will be distributed, sold or otherwise provided to attendees; provided, however, Alcoholic Beverage Catered Function shall not include an individual's hosting a private function at his or her personal residence where the host provides Alcoholic Beverages to guests for no consideration.
4. *Barrel* means, when used as a reference to a quantity of Alcoholic Beverages, a unit of measurement of volume equal to thirty-one (31) gallons.
5. *Beer or Malt Beverage* means any Alcoholic Beverage obtained by the fermentation of any infusion or decoction of barley, malt, hops, or any other similar product, or any combination of such products in water, containing not more than fourteen percent (14%) alcohol by volume and including ale, porter, brown, stout, lager beer, small beer, and strong beer, but not including sake (i.e., Japanese rice wine). The term "beer" is used interchangeably throughout this Article with "malt beverage."
6. *Brewpub* means any restaurant in which malt beverages are manufactured, subject to the barrel production limitation prescribed in O.C.G.A. § 3-5-36, and which meets the requirements for a Restaurant under this Article; provided, however, that when determining the total annual gross food and beverage sales, the sales of barrels of malt beverages to Licensed wholesale dealers or to the public for consumption off the premises, if any, shall not be used.
7. *Charter Boat* means a boat, vessel or other watercraft not less than twenty-five (25) feet in length, which is used, maintained or promoted for hire for transportation, sightseeing, fishing or other recreational activity; and,
  - a. Regularly moors at a marina or dock on Jekyll Island;
  - b. Picks up or drops off customers on Jekyll Island; or
  - c. Otherwise operates within and upon waters under the jurisdiction and control of the Authority.
8. *Consumption Off-Premises* means the sale of Alcoholic Beverages in a defined or partitioned-in locality, whether counter, display case, refrigerator, room, shop or building wherein Alcoholic Beverages are sold at retail in the original unbroken container for consumption off the premises.

9. *Consumption On-Premises* means the sale of Alcoholic Beverages in a defined or partitioned-in locality, whether room, shop or building wherein Alcoholic Beverages are sold at retail for consumption on the same premises.
10. *Convenience Store* means a retail establishment offering a limited variety of groceries, snacks, beverages, household goods, personal care items, or similar sundries in conjunction with the dispensing of motor vehicle fuels.
11. *Convention Center* means each building or other structure kept, used, maintained, advertised and held out to the public to be used for meetings, conferences, forums and seminars and related activities; with a seating capacity in one room of at least 500 persons; which structure contains no sleeping accommodations.
12. *Cruise ship* means a large vessel capable of crossing open waters held out to the public as a place where food or alcohol, or both, are offered and consumed; having an area designated for the seating of customers; with a seating capacity for at least sixty (60) people.
13. *Distilled Spirits or Liquor* means any Alcoholic Beverage containing alcohol obtained by distillation, whether mixed with water or other substance in solution, and containing more than twenty-four percent (24%) alcohol by volume including, but not limited to, all fortified wines. The term "Distilled Spirits" is used interchangeably throughout this Article with "liquor."
14. *Event Permit* means a written authorization or License to hold or conduct an Alcoholic Beverage Catered Function.
15. *Gallon* means a United States gallon of liquid measure equivalent to the volume of 231 cubic inches or the nearest equivalent metric measurement.
16. *Golf Course* means an area of land designed and used primarily for the game of golf in a series of nine (9) or eighteen (18) holes each including tee, fairway, and putting green and often one or more natural or artificial hazards including supporting facilities, buildings, paths and other structures.
17. *Grocery Store* means a retail establishment which has at least eighty-five percent (85%) of its total retail floor space reserved for the sale of food and other nonalcoholic items and conducts all of its sales inside the building containing its retail floor space.
18. *Gross Income*. For purposes of this Article;
  - a. Gross Income means the total revenue of the establishment for a period including, without being limited to, the following:

- i. Total income without deduction for the cost of goods sold or expenses incurred;
    - ii. Gain from trading in stocks, bonds, capital assets, or instruments of indebtedness;
    - iii. Proceeds from commissions on the sale of property, goods, or services;
    - iv. Proceeds from fees charged for services rendered; and.
    - v. Proceeds from rent, interest, royalty, or dividend income.
  - b. The term "Gross Income" does not include the following:
    - i. Sales, use, or excise taxes;
    - ii. Sales returns, allowances, and discounts;
    - iii. Interorganizational sales or transfers between or among the units of a parent subsidiary-controlled group of corporations, as defined by 26 USC 1563(a)(2), or between or among wholly owned partnerships or other wholly-owned entities;
    - iv. Payments made to a subcontractor or an independent agent for services which contributed to the gross receipts in issue;
    - v. Governmental and foundation grants, charitable contributions or the interest income derived from such funds, received by a nonprofit organization which employs salaried practitioners otherwise covered by this Chapter, if such funds constitute eighty percent (80%) or more of the organization's receipts; and
    - vi. Proceeds from sales of goods or services which are delivered to or received by customers who are outside the state at the time of delivery or receipt.
19. *Growler* means a glass or ceramic bottle or jug not to exceed sixty-four (64) ounces in volume that is filled by a Licensed retailer or employee of a Licensed retailer with malt beverages from a keg and then capped for consumption off the premises.
20. *Hard cider* means an Alcoholic Beverage obtained by the fermentation of apple, pear or similar fruit juices, containing not more than six percent (6%) alcohol by volume, including, but not limited to, flavored or carbonated cider. For purposes of this Article, hard cider shall be deemed a malt beverage. The term does not include "sweet cider."



21. *Hotel* means any Hotel, inn, motel or other establishment that offers overnight accommodations to the public for lease, rent or hire and includes every building or other structure so kept, used, maintained, and advertised whether in the same building or in separate buildings or structures provided that such separate buildings or structures are a part of the same business operation; provided, however, the term Hotel shall not include a residence used for short term rentals and Licensed pursuant to Article XX of Chapter XX of these ordinances.
22. *In-room Service* means
- a. The delivery of Alcoholic Beverages by an employee of the Hotel to a registered guest's room or to a registered guest at any other location in the same building as the Hotel when such Alcoholic Beverages have been ordered by the guest and when the guest shall be billed for the cost of such Alcoholic Beverages at the time of delivery and when the sale of such Alcoholic Beverages is completed at the time of delivery; and
  - b. The provision of a cabinet, appliance or other facility located in a Hotel's guest room which contains Alcoholic Beverages and which is provided upon written request of the guest and which is accessible by lock and key only to the guest and for which the sale of the Alcoholic Beverages contained therein is deemed to be final at the time requested except for a credit which may be given to the guest for any unused portion.
23. *Interest* means any pecuniary interest and any ownership interest, whether present or future, whole or partial, legal or beneficial, contingent or vested, direct or indirect, and any right, power, or authority of control
24. *Keg* means a bulk container of malt beverage commonly known as tap or draft beer containing less than thirty-one (31) gallons.
25. *License* means written authorization or permission by the Authority for a person to distribute, manufacture, serve, furnish, sell or offer for sale Alcoholic Beverages as provided in this Article and in the manner specified on such authorization.
26. *License Year* means that period of time for which Licenses under this ordinance shall be issued. Each License year shall begin on January 1 of each year and end on December 31 of each year.
27. *Licensed Premises* means the physical location, space or area (including all rooms, pavilions, sidewalks, patios) of an establishment wherein Alcoholic Beverages are permitted to be sold, furnished, served, or consumed under a License issued pursuant to this Article.

28. *Lounge* means a separate room or area within or connected to a Hotel or its public dining room with all booths, stools and tables being unobstructed and open to view.
29. *Manager* means an individual responsible for the regular supervision and operation of an establishment Licensed under this Article.
30. *Marina* means a permanent dock or basin located on the island, providing secure moorings for boats, motorboats and yachts and offering or supplying repairs, fuel, refreshments and other facilities.
31. *Mead* or *Honey Mead* means a fermented Alcoholic Beverage made from honey that may not contain an alcohol content of more than fourteen percent (14%) by volume. For purposes of this Article, Mead is considered Wine.
32. *Package Store* means a building or other structure used for the sale at retail of Alcoholic Beverages in the original unbroken package only, for consumption off the premises only, and located in a commercial shopping area designated and approved by the Authority.
33. *Person* means any individual (where in an individual, fiduciary or representative capacity), company, corporation, association, partnership, or other legal entity or group.
34. *Restaurant* means an eating establishment
- a. Serving prepared food for sale to the public for at least one meal a day at least six days a week for at least eleven (11) months a calendar year;
  - b. Having an area designated for seating at least twenty-five (25) people; and
  - c. Deriving at least fifty percent (50%) of its total annual gross sales from the sale of prepared foods.
35. *Retail liquor dealer* means any individual, partnership or corporation engaged in the sale of Distilled Spirits at retail on the island.
36. *Retail malt beverage dealer* means any individual, partnership or corporation engaged in the sale of malt beverages at retail on the island.
37. *Retail wine dealer* means any individual, partnership or corporation engaged in the sale of wines at retail on the island.
38. *Transient boater* means a person who is the owner, lessee or operator; or who is traveling with the owner, lessee or operator of any vessel which is passing from one place to another.

39. *Wholesale liquor dealer* means any person, firm, or corporation engaged in the distribution or sale of Distilled Spirits to retailers for the purpose of resale on the island.
40. *Wholesale malt beverage dealer* means any person, firm or corporation engaged in the distribution or sale of malt beverages to retailers for the purpose of resale on the island.
41. *Wholesale wine dealer* means any person, firm, or corporation engaged in the distribution or sale of wines to retailers for the purpose of resale on the island.
42. *Wines* means all Alcoholic Beverages containing not more than twenty-one (21%) percent alcohol by volume produced from the natural fermentation of fruits, berries or other products, but shall not include fortified wines as defined by the Federal Alcoholic Administration.
- C. *Jurisdiction.* This Article will apply to all persons and lands within the territorial limits of Jekyll Island and without the territorial limits of Jekyll Island in all locations to which the jurisdiction of the Authority may extend.
- D. *Severability.* The terms and provisions of this Article are severable. If any clause, sentence, paragraph or provision of this Article, or the application thereof to any person or circumstance, shall be held illegal, unconstitutional or otherwise unenforceable, such deficiency shall not affect the remainder of this Article that can be given effect without the deficient provisions or application.
- E. *Sale of Alcoholic Beverages a Privilege.* The businesses of manufacturing, distributing, selling, handling, and otherwise dealing in or possessing Alcoholic Beverages on or within Jekyll Island are declared to be privileges and not rights, and such privileges shall not be exercised by any person except in accordance with the requirements of this Article. The issuance of any License pursuant to this Article shall be a mere grant of a privilege to carry on such business during the term of the License.
- F. *Compliance with Federal, State and Local Laws Required.* No person shall manufacture, serve, furnish, sell or offer for sale or otherwise deal in, at retail or wholesale, Alcoholic Beverages except as authorized by and in accordance with the terms and conditions of such License and this Article. The exercise of any License is subject to all applicable federal, state and local laws, including these Ordinances. No Licensee may commence business pursuant to such License unless and until such Licensee has obtained the appropriate authorization from the Georgia Department of Revenue for such business.

## Section 2: Licensing Requirements Generally.

- A. *License Required.* It shall be unlawful for any person to distribute, manufacture, serve, furnish, sell or offer for sale, or otherwise deal in, at retail or wholesale, within the territorial limits of Jekyll Island any Alcoholic Beverage to the general public without a License issued by the Authority pursuant to this Article. No person may provide or furnish Alcoholic Beverages, whether for sale or otherwise, to the general public in connection with the operation of any business establishment without a License issued by the Authority pursuant to this Article, including without limitation, as part of any promotion, contest, sweepstakes, raffle or as part of any bonus or similar inducement relating to the sale of goods, services or property.
- B. *Locations and Manner of Sale Individually Licensed.* Each location and each manner in which the distribution or sale of Alcoholic Beverages will occur must be separately Licensed under this Article. Locations may be separate where the Authority determines the locations have different addresses, have separate entrances, operate under different trade names, have different functions or business models or otherwise do not constitute the same establishment or premises.
- C. *Display of License.* Any License issued pursuant to this Article must be displayed conspicuously on or within the Licensed Premises.
- D. *Classes of License.* Alcohol Beverage Licenses issued by the Authority include the following:
  - 1. Distilled Spirits, Consumption On-Premises
  - 2. Distilled Spirits, Consumption Off-Premises
  - 3. Beer/Wine, Consumption On-Premises
  - 4. Beer/Wine, Consumption Off- Premises
  - 5. Hotel In-Room: Distilled Spirits
  - 6. Hotel In-Room: Beer/Wine
  - 7. Alcohol Beverage Catering
  - 8. Brewpub Operator
  - 9. Wholesale Distilled Spirits
  - 10. Wholesale Beer/Wine
  - 11. Tasting, Beer/Wine/ Distilled Spirits
  - 12. Event Permit

### Section 3: Application for License.

- A. *Application Contents.* Before a License to sell or otherwise provide Alcoholic Beverages may be issued, a written application must be submitted to the Authority on such forms as the Authority may require, by the individual and the establishment for which a License is sought. Additionally, each application submission shall include:
1. A non-refundable application processing fee.
  2. The License fees for the License(s) sought.
  3. The applicant's full name, contact information and the physical address of the establishment to be Licensed.
  4. The full name, contact information and physical address of the manager of the establishment to be Licensed, if different from the applicant.
  5. The full name, contact information and physical address of the applicant's agent for service of process, if different from the applicant.
  6. Whether the applicant is an individual, partnership, limited liability company or corporation, and,
    - a. for a partnership, the name and address of each partner directly concerned in the operation of the business and the name and address of each partner holding ten percent (10%) or more of the outstanding interests of the partnership.
    - b. for a limited liability company, the name and address of each officer directly concerned in the operation of the business and the name and address of each member holding ten percent (10%) or more of the outstanding membership interests of the company.
    - c. for a corporation, the name and address of each officer directly concerned in the operation of the business and the name and address of each shareholder holding ten percent (10%) or more of the outstanding shares of the corporation.
  7. The proposed business to be carried on and type of License desired.
  8. Whether the applicant, or any partner, officer, manager, shareholder or member of applicant, has had:
    - a. An Alcoholic Beverage License suspended or revoked;
    - b. an application for such License denied; or
    - c. a renewal of such License denied.

9. Whether the applicant, or any partner, officer, manager, shareholder or member of applicant, has been convicted of (or pleaded guilty or nolo contendere to) a violation of any felony, misdemeanor, or municipal ordinance, or forfeited bond as to such charges, in any state or federal court of the United States within the last five years, not including traffic violations other than driving under the influence of intoxicants or drugs.
  10. Whether the applicant holds any other License for the sale of Alcoholic Beverages and the location thereof.
  11. A survey or other accurate drawing to scale showing the location of the applicant's property and the specific areas thereof to be Licensed for the distribution or sale of Alcoholic Beverages, and the application of any minimum distances required by this Article or by state law. If the proposed Licensed premises requires construction or substantial renovation, the applicant shall, in addition to the survey, submit a detailed set of plans and specifications showing the exact location of the proposed licensed premises, the construction proposed to be carried out by the applicant and the anticipated time for completion of construction.
  12. Three written references dated within thirty (30) days of the application addressing the applicant's general character and fitness for licensing under this Article. References are not required for renewal applications.
  13. Such other information as the Authority may from time to time require.
- B. Separate Applications Required.* A separate License application is required for each separate location for distribution or sale of Alcoholic Beverages; provided, the Authority may in its discretion allow an applicant to utilize the same application form for multiple Alcoholic Beverage License classes at the same establishment. The Authority may consider and act upon each License class as a separate application.
- C. False Representations.* Each application shall be made under oath. Any untrue, misleading or omitted statement or information contained in such application shall be cause for the denial thereof, and if the License has been granted, shall be cause for revocation of the same.
- D. Notice of Change of Ownership Required.* A Licensee shall give notice to the Authority within ten days after the sale or transfer during the term of any License of more than ten percent (10%) of the ownership interests of any business or establishment operating as a Licensed Premises; provided however, the Authority may waive this notice requirement for any business or establishment the ownership interests of which are traded on any public stock exchange.

E. *Notice of Material Change in Licensee; Effect on License.* The holder of any License issued under this Article, or any similar license issued by the Authority under any prior ordinance pertaining to the regulation of alcoholic beverages on Jekyll Island in effect as of the enactment of this Article, will give notice to the Authority within ten days after the happening of any of the following:

1. the sale or transfer during the term of any License of more than forty-nine percent (49%) of the ownership interests of any business or establishment operating as a Licensed Premises;
2. the termination, departure, disassociation, death or permanent disability of any individual Licensee or Manager of any Licensed Premises;
3. the cessation of operations of any business or establishment operating as a Licensed Premises.

(each a “Material Change in Licensee”). Any such license shall stand terminated automatically as of the date of any Material Change in Licensee, unless the Authority, within 30 days of the date of such Material Change in Licensee either (i) issues a license to sell Alcoholic Beverages reflecting the Material Change in Licensee; (ii) issues a provisional license for a period not to exceed 30 days allowing the temporary continuation of business operations of the Licensed Premises until the expiration of the current License or until a new License is issued; or (iii) determines in writing that no new license or provisional license is required to be issued; provided, however, nothing in this Section 3(E) shall be construed as authorizing the Authority to issue any license contrary to the provisions of this Article.

#### **Section 4: Persons and Establishments Eligible for Licensing.**

A. *Persons Eligible.* Licenses shall only be issued to an individual who:

1. Is an owner, an officer, a manager, or another employee with day-to-day control or supervision, of an eligible establishment for which application is made, and
  - a. Where the business is a partnership, all partners having ten percent (10%) or more of the ownership interest of the business would be eligible for licensing under this Article;
  - b. Where the business is a corporation, all officers and directors and all stockholders having ten percent (10%) or more of the ownership interest of the business would be eligible for licensing under this Article;
  - c. Where the business is a limited liability company, all officers and managers and all members (however denominated) having ten percent (10%) or more of the ownership interest of the business would be eligible for licensing under this Article;

- d. The business is not otherwise owned, operated or managed by an individual who would not be eligible for licensing under this Article.
    - e. This Section shall not apply to wholesale dealers.
  - 2. Is a United States citizen, a legal permanent resident, or a qualified alien or non-immigrant under the Federal Immigration and Nationality Act (with an alien number issued by the Department of Homeland Security or other federal immigration agency of the United States).
  - 3. Has not been convicted of, or pled nolo contendere or forfeited bond in connection with, a violation of any law prohibiting driving under the influence of intoxicants or drugs, within the preceding two years.
  - 4. Has not been convicted of, or pled nolo contendere or forfeited bond in connection with, any felony within the preceding ten years.
  - 5. Has not been convicted of, or pled nolo contendere or forfeited bond in connection with, any violation of any law pertaining to the sale of Alcoholic Beverages.
  - 6. Has not had a License to sell Alcoholic Beverages revoked by any License issuing authority, within the last ten years in any jurisdiction.
  - 7. Is not a public official or officer of the State of Georgia nor an employee of the Authority.
  - 8. With respect to a License for wholesale, a person who is not the holder of any other License to engage in the business of selling Alcoholic Beverages.
  - 9. With respect to a License for retail sale of Alcoholic Beverages in original containers and for off-premises consumption only, a person who is not the holder of any other License to engage in the business of selling Alcoholic Beverages.
- B. *Eligible Establishments.* Subject to the requirements, limitations and conditions set forth in this Article, any eligible person may apply to the Authority for a License to sell Alcoholic Beverages for the following establishments:
- 1. Brewpub Operator. Any restaurant may apply for a License to operate as a brewpub. The holders of Licenses for brewpubs shall only be permitted sell up to a maximum of 500 barrels annually of beer produced onsite in draught form in accordance with O.C.G.A § 3-5-36 to Licensed wholesale dealers for distribution to premises on Jekyll Island with Licenses for Consumption On-Premise.
  - 2. Distilled Spirits - Consumption On-Premises. The following types of establishments are eligible to apply for a License to sell of Distilled Spirits for



consumption on premises: Hotel, Brewpub, Golf Course, Lounge, Convention Center, Cruise Ship, Restaurant or Charter Boat.

3. Distilled Spirits - Consumption Off-Premises. The following types of establishments are eligible to apply for a License to sell of Distilled Spirits in original containers and for off-premises consumption only: Package Store.
4. Malt Beverages and/or Wine - Consumption On-Premises. The following types of establishments are eligible to apply for a License to sell Malt Beverages and/or Wine for Consumption On-Premises: Hotel, Brewpub, Golf Course, Lounge, Convention Center, Cruise Ship, Restaurant or Charter Boat.
5. Malt Beverages and/or Wine – Consumption Off-Premises. The following types of establishments are eligible to apply for a License to sell Malt Beverages and/or Wine in original containers or growlers and for consumption off the premises only: Convenience Store, Golf Course, Grocery Store, Hotel, Package Store, Marina.
6. Hotel In-Room. Any Hotel may, in addition to any other applicable class of License, apply for a License to sell Alcoholic Beverages to Hotel customers or guests for In-Room Service.
7. Tasting License. Any establishment Licensed for the sale of Alcoholic Beverages for Consumption Off-Premises, except for a Convenience Store, may apply for a License to serve free samples of Alcoholic Beverages at the Licensed Premises for consumption on the premises, subject to the following limitations:
  - a. A tasting event may only take place on the Licensed premises at times during which such Licensed Premises may lawfully sell Alcoholic Beverages.
  - b. Only one tasting event per day may be held on the Licensed premises and such tasting event shall not exceed four hours.
  - c. Only one type of Alcoholic Beverage may be served at a tasting event (e.g., either malt beverages, or wine, or Distilled Spirits); provided, however, that more than one label or brand of such type of Alcoholic Beverage may be offered so long as not more than four packages are open at any one time.
  - d. Only Alcoholic Beverages that the Licensee is Licensed to sell on the Licensed premises may be offered as part of a tasting event, and such Alcoholic Beverages shall be part of the Licensee's inventory.
  - e. The Licensee will notify the Authority of the county or municipality in which the Licensed premises is located prior to holding a tasting event.

- f. The Licensee will follow all state law restrictions on the volumes and quantities of samples offered.
- g. Packages opened for the purposes of providing samples may not be sold, but instead must be kept locked in a secure room or cabinet except when in use during a tasting event.

#### **Section 5: Standards for Issuing License.**

- A. *Background Check Authorized.* Upon receipt of an application for licensing under this Article, the Authority shall investigate each applicant, which investigation may include at the Authority's discretion a criminal background check and submittal of the fingerprints of the applicant, and any partner, officer, manager, shareholder or member of applicant or of the establishment to be Licensed, to determine whether said applicant is eligible to be Licensed under this Article. By submitting an application for licensing under this Article, an applicant authorizes the Authority and its agents to secure from any court, law enforcement agency, or other public agency, his or her criminal history and the criminal history of all individuals required to be listed on the application and to use such information in determining whether the License sought should be granted; and further, each applicant waives any right that he would otherwise have to preclude the Authority or its agents from obtaining and using such information, and each applicant further waives any liability of the Authority or its agents for obtaining and using such information in determining the suitability of the applicant for licensing under this Article.
- B. *Issuance of License.* After investigation of the fitness of the applicant and a determination of the propriety of the establishment or location to be Licensed for the class of License sought, the Authority may approve, approve with conditions or deny the application.
  - 1. In any case where an application is denied, the Authority will issue a refund of the License fees, less the application fee.
  - 2. In any case where an application is approved, the Authority will issue a License to the applicant, the effectiveness of which will be stayed pending issuance of the appropriate Alcoholic Beverage License from the Georgia Department of Revenue.
- C. *Location of Premises.* In evaluating an application for licensing under this Article, the Authority shall consider the suitability of the proposed location for the sale of Alcoholic Beverages and the type of establishment sought to be Licensed. The following provisions shall be used in evaluating the suitability of the location:

1. No Distilled Spirits may be sold by the package in or within 100 yards of any church building or within 200 yards of any school building, educational building, school grounds, or college campus.
  2. No beer or wine may be sold by the package within 100 yards of any school building, school grounds, or college campus; provided, this prohibition will not apply to Grocery Stores with 10,000 square feet or more of floor space.
  3. Within the Restricted Area (defined below), no License for Consumption Off-Premises for Beer or Wine will be issued. "Restricted Area" means that area commonly known as Beach Village, and extending to the west of the Beach Village to include the gas station on Ben Fortson Parkway and that portion of land between said gas station and the roundabout at Ben Fortson Parkway and Beachview Drive, and extending south of the Beach Village to include the three adjacent Hotels, but specifically excluding the Jekyll Island Convention Center. The Restricted Area also includes the parking lot surrounding the water tower located at or near 31 S. Beachview Drive. The prohibition will not apply to:
    - a. The renewal of a License for Beer/Wine – Consumption Off-Premises that was issued on or before April 15, 2021;
    - b. The issuance of a License for Beer/Wine – Consumption Off-Premises to a new owner or applicant of a business at the same location issued to a License holder on or before April 15, 2021;
    - c. The issuance of Licenses for Hotel In-Room Service, Alcoholic Beverage Caterer;
    - d. The issuance of an Event Permit for an Alcoholic Beverage Catered Function; or
    - e. The issuance of a License for Beer/Wine – Consumption Off-Premises to any person for the sale or distribution of packaged malt beverages or wines in conjunction with or as part of an exhibition, festival, or similar special event within the Restricted Area.
- D. *Prohibited Conduct and Attire.* The following types of entertainment, attire and conduct are prohibited upon any Licensed Premises:
1. The employment or use of any person, in any capacity, in the sale or service of Alcoholic Beverages while such person is unclothed or in such attire, costume or clothing, as to expose to view any portion of the female breast below the top of the areola or of any portion of the male or female pubic hair, anus, cleft of the buttocks, vulva and genitals.

2. Live entertainment where any person appears in the manner described in subsection (D)(1) of this Section or where such persons perform acts of or acts which simulate any of the following:
  - a. Sexual intercourse, masturbation, sodomy, bestiality, oral copulation, flagellation or any sexual act which is prohibited by law.
  - b. The caressing or fondling of the breasts, buttocks, anus or genitals.
  - c. The displaying of the male or female pubic hair, anus, vulva or genitals.
3. The holding, promotion, sponsoring or allowance of any contest, promotion, special night, event or any other activity where patrons of the Licensed establishment are encouraged or allowed to engage in any of the conduct described in subsection (D)(1) and (2) of this Section; provided, however, that nothing contained in this subsection shall apply to the premises of any mainstream performance house, museum or theater which derives less than twenty percent (20%) of its gross annual income from the sale of Alcoholic Beverages.

#### **Section 6: Alcoholic Beverage Catering.**

- A. Alcoholic Beverage Caterer License Required. No person may distribute, sell or otherwise provide any Alcoholic Beverages at an Alcoholic Beverage Catered Function unless such person holds a valid Alcoholic Beverage Caterer License and such function has been approved and permitted under this Article.
- B. Application. Any person Licensed under this Article for the retail sale of Alcoholic Beverages on premises may apply for licensing as an Alcoholic Beverage Caterer to distribute, sell or otherwise provide Alcoholic Beverages by the drink at an approved Alcoholic Beverage Catered Function. Any person seeking to be Licensed as an Alcoholic Beverage Caterer shall make application with the Authority with the required application and License fees, and the Authority will consider and act upon such application according to the same requirements for similar Licenses under this Article.
- C. Alcoholic Beverage Caterer License Issued by Other Jurisdictions. If a person is Licensed by a municipality or county of this State to sell Alcoholic Beverages by the drink for consumption on the premises and also holds a valid Alcoholic Beverage catering License (however denominated) issued by the same licensing authority, such person may sell and/or distribute Alcoholic Beverages by the drink at an Alcoholic Beverage Catered Function subject to the requirements of this Article.
- D. Event Permit Required. No person may host or conduct an Alcoholic Beverage Catered Function at a location other than a Licensed Premises without first

applying for an obtaining an Event Permit issued under this Article. An Alcoholic Beverage Caterer seeking to sell, distribute or otherwise provide Alcoholic Beverages at such function must apply for an Event Permit at least ten (10) days prior to the date of the event.

1. Application Requirements. Each application for an Event Permit shall include:
  - a. The application fee of \$50.00;
  - b. The name of the Alcoholic Beverage Caterer, a copy of the License(s) under which the Alcoholic Beverage Caterer operates, and the name and phone number of the Licensee and his representative who will be on-site at the event;
  - c. The name and phone number of the host or sponsor of the event, if different from the Licensee, including the name and telephone number of the representative of the host or sponsor who will be at the event;
  - d. A plan of the event, which includes: the date, location or address, and hours of the event; the number of persons expected to be in attendance; the location of guest parking; and whether security, valet parking, or additional restroom facilities will be provided;
  - e. Whether food is being provided by the applicant, and if not, the name and phone number of the person providing food at the event;
  - f. For any applicant holding an Alcoholic Beverage catering license (however denominated) not issued by the Authority: the name of the local jurisdiction issuing such catering License and a photocopy of such catering license.
2. Event Permit Application Review. Within ten days after receipt of an application for an Event Permit, the Authority shall either approve, approve with conditions, or deny the Event Permit application and communicate same in writing to the applicant. An Event Permit may be denied for any of the following reasons or combination of reasons:
  - a. The applicant, and/or event host or sponsor does not meet the requirements for an Event Permit;
  - b. The applicant and/or event host has previously violated or failed to comply with applicable law concerning the sale or possession of Alcoholic Beverages;
  - c. The event location is a site where a violation of this ordinance or the state laws or rules regarding alcohol has previously occurred;

- d. The plan of the event as proposed is likely to restrict and/or congest traffic on any of the public roads, rights-of-way, or sidewalks in the immediate vicinity of the event, or is likely to present a danger to the health and safety of guests at the event or members of the public;
  - e. The plan of the event as proposed is likely to cause a disturbance of the peace at the time of the event, or is likely to intrude upon the privacy or property of residents in the area of the event; or
  - f. The plan of the event as proposed is inconsistent with the uses of or is prohibited at the proposed location.
3. Event Permit Requirements. The following conditions and requirements apply to all Event Permits for Alcoholic Beverage Catered Functions and all Alcoholic Beverage Caterers Licensed under this Article:
- a. An Alcoholic Beverage Caterer may sell and/or distribute only those Alcoholic Beverages authorized by that person's On-Premises License.
  - b. Alcoholic Beverages may only be served at the location and on the date(s) specified in the Event Permit.
  - c. Food must be served at the event;
  - d. Copies of Event Permits shall be conspicuously posted on site at the event location at all times during the event.
  - e. Alcoholic Beverage Caterers must carry a copy of the caterer's License, a copy of the Event Permit, and any documents or permits required under Georgia law for the transporting of the Alcoholic Beverages to the event;
  - f. Alcoholic Beverages may be served at the event only within the hours permitted for the sale of Alcoholic Beverages generally within Jekyll Island; provided, however, that events held at residences or on residential property may be held within the hours of 12:00 noon and 10:00 p.m. and no more than four (4) times per calendar year.
  - g. No Event Permit will be issued for an event on Sunday, except to an Alcoholic Beverage Caterer who possesses a valid Sunday sales License and complies with all requirements of Georgia law with respect to service of Alcoholic Beverages on Sunday, and then only from 12:30 p.m. to 11:00 p.m. The sale of Alcoholic Beverages until 2:00 a.m. on Sundays as provided in this Article does not constitute a Sunday event;
  - h. No "cash bar" sales of Alcoholic Beverages will be permitted at residences or on residential property; provided that a nonprofit corporation may charge admission or collect donations so long as the money collected is

not intended to solely defray the costs of providing the Alcoholic Beverages;

- i. Alcoholic Beverage Caterers Licensed by the Authority shall pay excise taxes on the sale of Alcoholic Beverages as provided for under this Article and report such sales to the Authority on or before the time when other excise taxes are due for such Licensee;
- j. Alcoholic Beverage Caterers not Licensed by the Authority shall pay excise taxes on the total quantity of Alcoholic Beverages brought into Jekyll Island, as provided for under this Article, and provide a report to the Authority within fifteen (15) days of the conclusion of the event. In addition to information required to determine the amount of tax due, the report shall state the quantity and type of Alcoholic Beverages transported from the Licensee's primary premises to the location of the event;

E. Violations.

- 1. It shall be unlawful for any person Licensed to sell Alcoholic Beverages for on-premises consumption to sell or distribute Alcoholic Beverages outside of such person's Licensed Premises at an Alcoholic Beverage Catered Function without an Alcoholic Beverage Caterer License issued or otherwise authorized under this Section and without an Event Permit issued under this Section.
- 2. It shall be unlawful for any person holding an Alcoholic Beverage Caterer License and/or an Event Permit to distribute, sell or otherwise provide Alcoholic Beverages in any manner inconsistent with such License, permit, or the requirements or conditions for of this Article.

F. Private Functions Not Prohibited. Nothing contained in this Section is intended to prohibit anyone from hosting a private function at his or her personal residence where the host provides alcohol to guests free of charge or permits the otherwise legal consumption of Alcoholic Beverages.

**Section 7: Fees.**

- A. All applications for Licenses under this Article and any application for renewal thereof will pay a non-refundable application fee, or renewal fee, as the case may be, as may from time to time be established by the Authority. Such fee shall be calculated to cover the Authority's administrative costs of considering such application, including without limitation, the costs of any background investigation.
- B. All Licensees shall for each calendar year or any fraction of a calendar year pay License fees as may from time to time be established by the Authority.
- C. Each License requires a separate License fee.

- D. Each applicant will be responsible for the prompt payment of all required fees or taxes at the time of application. No application will be considered unless and until the Authority receives full payment for all fees owed.
- E. If the Authority shall deny the application for License, the License fee tendered with the application for License shall be returned to the applicant.

**Section 8: Exercise of Discretion; Authority Determination Final.**

- A. The Authority shall have full discretion and authority to determine whether the applicant for a License under this Article is fit to be Licensed to operate the type of establishment as proposed in the application; whether the issuance of such License and the operation of such establishment is in the best interest of the public health, safety and welfare of the residents and patrons of Jekyll Island and the Authority; whether the application and the proposed establishment satisfies the conditions and requirements of this Article. The Authority's determination of these considerations shall be final, subject to the appeal procedures in this Section.
- B. All approvals and denials of License applications shall be issued in writing by the executive director and shall be delivered or made available to the applicant. The Authority may provide the reason for such denial.
- C. In the event of a denial of an application, an applicant may appeal the denial by submitting to the Authority on or before the appeal deadline stated in the denial notification, which date shall be at least ten days from the date of notice, a written request for a hearing before the Board of Directors on the denial. The Authority shall schedule a time and place for the hearing within forty-five (45) days of receipt of the request for a hearing, and the applicant and the Executive Director, and their respective designees or representatives, shall be entitled to present evidence and to cross examine witnesses opposing or supporting the application. The Board of Directors shall issue its final decision in writing, including the reasons for such decision, and the decision shall be delivered or made available to the applicant.
- D. Suspensions and revocations of a License shall be upon written notice to the Licensee from the Executive Director, stating the reasons for such suspension or revocation, and such notice shall be delivered or made available to the Licensee. The Licensee shall be entitled to request a hearing on such suspension or revocation pursuant to the provisions of this Section and Section 9.
- E. The Authority will report any disciplinary action against a Licensee to the Georgia Department of Revenue within forty-five (45) days of the Authority taking such disciplinary action.



**Section 9: Conditions necessary to obtain and maintain license.**

- A. No one other than the holder of the License for consumption on the premises only, his manager or agent, shall carry into or have in his possession on any Licensed premises any Distilled Spirits in the original package, the seal of which has been broken or the original package opened.
- B. The sale of Distilled Spirits by the drink for consumption by persons in any room or place which is not open to general public use is prohibited, except where such sale is pursuant to:
  - 1. a Hotel in-room Service License;
  - 2. an Alcoholic Beverage Caterer License and an Event Permit; and
  - 3. a Consumption On-Premises License at a private event or convention held in Licensed Premises and scheduled in advance.
- C. No holder of a License to sell Distilled Spirits for Consumption On-Premises may sell or provide Distilled Spirits by the bottle or package (e.g., “bottle service”) for consumption on the premises.
- D. No person may add to the contents of a bottle or container of Alcoholic Beverages or refill empty bottles or containers of Alcoholic Beverages, or in any other manner misrepresent the quantity, quality or brand name of any Alcoholic Beverages.
- E. Each Licensee shall comply with all applicable rules, regulations, laws and statutes of the state, and shall in addition thereto or in furtherance thereof:
  - 1. Prohibit the sale or serving of Alcoholic Beverages in automobiles or other vehicles
  - 2. Prohibit the sale or serving of Alcoholic Beverages anywhere outside the main building or accessory thereto from which the business of such Licensee is operated, except for the sale of mixed drinks for off-premises consumption in approved containers as defined and regulated by O.C.G.A. § 3-3-11, as may be amended from time to time.
  - 3. Strictly adhere to the laws of the state respecting the sale of Alcoholic Beverages to minors, intoxicated persons, habitual drunkards or other prohibited persons, including but not limited to persons prohibited by O.C.G.A. §§ 3-3-22—3-3-25.
  - 4. Keep the Licensed premises free and clear of cans, bottles, paper, and other debris.

- F. No mingling with customers. Employees of Hotels or lounges shall not dance or sit with customers on the Licensed Premises, and shall not be permitted to accept alcohol from customers while working.
- G. Employment of minors restricted.
  - 1. No Licensee hereunder shall employ any minor in his establishment; provided, however, persons under the age of eighteen (18) years may be employed where their duties are not in any way involved with the preparation, sale or service of any Alcoholic Beverage; and provided that musicians and other entertainers under the age of eighteen (18) years may provide professional entertainment on a Licensed premises with permission of the executive director.
  - 2. The provisions of this Section shall not prohibit persons under eighteen (18) years of age who are employed in a grocery store as defined herein from selling or handling malt beverages or wine which are sold for consumption off the premises.
- H. Licenses not transferable. No license issued under this Article, nor any similar license issued by the Authority under any prior ordinance pertaining to the regulation of alcoholic beverages on Jekyll Island in effect as of the enactment of this Article, may be transferred to any other person, location or establishment, and any license will be deemed terminated upon such attempted transfer.

#### **Section 10: Expiration and Renewal.**

- A. Expiration. All Licenses granted hereunder shall expire on December 31 of each License Year.
- B. Renewals. Licensees who desire to renew a current License for the following License year shall submit an application for renewal on the form required by the Authority, together with the applicable renewal fee and License fees, on or before November 1 of each License year in order to allow sufficient time for the Authority to review and process the application prior to expiration of the current License. Nothing herein shall be construed to preclude the submittal of an application for renewal after November 1; provided, however, for any renewal application submitted after November 1, the Authority will be under no obligation to process such renewal application or issue any renewal License prior to December 31.

#### **Section 11: Days and hours of sale regulated.**

- A. It shall not be lawful for any person or business to sell, offer to sell, give away or otherwise dispense any Alcoholic Beverages, fortified wine, malt beverages,

Distilled Spirits for beverage purposes by the drink for consumption on the premises, including Hotel in-room and catering Licenses, (as those terms are defined by O.C.G.A. § 3-1-2) during the following times, except as provided in subsection (h) of this Section:

1. Monday: 2:00 a.m. to 8:00 a.m.
  2. Tuesday: 2:00 a.m. to 8:00 a.m.
  3. Wednesday: 2:00 a.m. to 8:00 a.m.
  4. Thursday: 2:00 a.m. to 8:00 a.m.
  5. Friday: 2:00 a.m. to 8:00 a.m.
  6. Saturday: 2:00 a.m. to 8:00 a.m.
  7. Sunday: 2:00 a.m. to 11:00 a.m.
- B. Licensees of Alcoholic Beverages for consumption off premises may only sell or permit the sale of Alcoholic Beverages between the hours of 8:00 a.m. and 10:00 p.m. Monday through Saturday and between the hours of 11:00 am and 10:00 p.m. on Sundays.

#### **Section 12: Revocation and Suspension of License.**

- A. Revocation and Suspension. Upon violation of any provision of this division or of any law or regulation of the state relating to Alcoholic Beverages, or, in the event of a Material Change in Licensee, the Authority at a regular or specially called meeting, after written notice to the Licensee and an opportunity to be heard, may revoke or suspend the License for all or a portion of the License Year. Upon proof of disorderly conduct at any Licensed Premises, or if, in the opinion of the Authority, any Licensed Premises has become a nuisance or threat to public health and safety, the Authority may temporarily suspend such License for a period not to exceed thirty (30) days pending a hearing and action by the Authority.
- B. Effect on Fees. In case of revocation, suspension or surrender of such License due to a violation of this Article before the expiration of the License Year, the Licensee shall not be entitled to receive any refund whatsoever.

#### **Section 13: Failure to open or operate.**

- A. All holders of Licenses hereunder must within six (6) months after the issuance of said License open the establishment referred to in the License for business and exercise the privilege granted by the License. Failure to exercise the privilege provided by the License within this period shall work an automatic forfeiture and cancellation of the unused License without the necessity of any further action of the Authority and no refund of License fees or taxes shall be made.

- B. The Authority may cancel the License of any Licensee who shall, for a period of two consecutive months, fail to exercise the business privilege conferred by the License after intimal establishment of operations, as set forth in Section 16 (A).

#### **Section 14: Consumption of Alcoholic Beverages in Public Areas**

- A. Except for the areas and circumstances specified in subsections (B) (C) and (D) herein, it shall be lawful for any person of legal drinking age under Georgia law to possess an Alcoholic Beverage in an open container on or about their person in any public place on Jekyll Island.
- B. No person may possess an open container of Alcoholic Beverages:
  - 1. On or within the streets, roads, sidewalks or paths within Jekyll Island in any motor vehicle, personal transportation vehicle, all-terrain vehicle, low-speed vehicle, golf-cart, bicycle, tricycle or other conveyance; provided, this prohibition will not apply:
    - a. to the operation of any golf cart within the boundaries of any golf course;
    - b. to the storage or transport of a broken package of Alcoholic Beverages contained in a locked compartment of a vehicle;
    - c. to possession or consumption by the passengers in any chartered vehicle designed for carrying more than ten persons when it is being used for the transportation of passengers;
    - d. to possession or consumption by the passengers in any chauffeured limousine driven by an individual holding a valid Chauffeur's Permit by the State of Georgia; or
    - e. to possession or consumption by the passengers or occupants within the living quarters of any recreational vehicle, camper or motor home;
  - 2. On or within twenty-five (25) feet of any children's playground except in designated picnic or dining areas;
  - 3. Within any building owned or operated by the Authority; provided, this prohibition will not apply to:
    - a. the Jekyll Island Convention Center; and
    - b. any space or area within any building owned or operated by the Authority that is rented to or otherwise made available to any person or group pursuant to a written agreement for an event or convention during the hours of such event or convention;

4. On or within any building or area where the possession of an open container of Alcoholic Beverages is prohibited by the owner, lessee or operator of such building or area; or,
  5. Where prohibited by applicable law.
- C. No establishment Licensed to sell Alcoholic Beverages for Consumption On-Premises may provide for removal from the Licensed Premises an Alcoholic Beverage in an open container except in a metal, paper or plastic cup with a capacity of 16 fluid ounces or less; provided, however, no more than one such container of Alcoholic Beverage may be removed per person at a time.
  - D. No person shall possess an open container containing an Alcoholic Beverage on the streets, sidewalks, parks, or other public places within Jekyll Island unless such container is a metal, paper or plastic cup having a capacity of sixteen (16) fluid ounces or less.
  - E. No driver of a vehicle in which the passengers are excepted from the prohibition on possession of an open container under Section XX(XX) shall be in violation of this Section unless the driver has in his immediate possession an open container or broken package containing Alcoholic Beverages.
  - F. Nothing in this Section shall be construed as precluding the Authority from prohibiting or otherwise limiting the sale, possession or consumption of Alcoholic Beverages on public property of the Authority in connection with the approval of any application for any Event Permit or the renting or furnishing by written agreement of any event space on public property of the Authority where the Executive Director determines such prohibition or limitation is the best interests of the Authority or the health and safety of the public, including without limitation, by limiting the manner, time, or place of such sale, possession or consumption, or by limiting the types of Alcoholic Beverages sold, possessed or consumed.
  - G. It shall be unlawful for any person to drink or attempt to drink any Alcoholic Beverage from a glass bottle or glass receptacle on the streets, sidewalks, rights-of-way, beaches, and parking lots, whether public or private.
  - H. **Penalties.** Any person found in violation of any provision of this Section 14 shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine not to exceed \$1,000.00 or by imprisonment for a term not to exceed 60 days, or by both fine and imprisonment, to be imposed at the discretion of the judge or as provided and stipulated by law. The Authority may establish a schedule of monetary fines applicable to each violation.

### **Section 15: Excise Tax on Wholesale Alcoholic Beverages.**

- A. There is hereby levied an excise tax on the sale of Distilled Spirits by Licensed wholesalers in the amount of \$0.22 per liter or a proportionate tax at like rates on any fractional part of a liter on Distilled Spirits, excluding fortified wine.
- B. There is hereby levied an excise tax on the sale of malt beverages, commonly known as tap or draft beer, which is sold in or from a barrel or bulk container, at a rate equal to \$6.00 on each container sold containing not more than fifteen and one-half (15½) gallons or a proportionate tax at the same rate on all fractional parts of fifteen and one-half (15½) gallons.
- C. There is hereby levied an excise tax on the sale of malt beverages sold in bottles, cans and other containers, except barrel or bulk containers, at a rate equal to \$0.05 per twelve (12) ounces and a proportionate tax at the same rate on all fractional parts of twelve (12) ounces.
- D. There is hereby levied on the first sale or use of wine by the package an excise tax in the amount of \$0.22 per liter or a proportionate tax at like rates on all fractional parts of a liter.
- E. The excise taxes provided in this Section shall be imposed upon and shall be paid by the Licensed wholesale dealer. The taxes shall be paid on or before the tenth day of the month following the calendar month in which the beverages are sold or disposed of within the city by the wholesale dealer. Each Licensee responsible for the payment of the excise tax shall file a report with the finance department itemizing for the preceding calendar month the exact quantities of Alcoholic Beverages, by size and type of containers, sold during the month within the city.
- F. It shall be a violation of this Article for any Licensee to fail to file in a timely manner any report required pursuant to this Article or to fail to remit in a timely manner all taxes due with any such report. Such Licensee may be required to appear before the city commission to show cause why such Licensee's License should not be revoked or suspended.

### **Section 16: Excise Tax on Retail Sales and Production.**

- A. There is hereby levied and imposed a specific excise tax on the sale of Distilled Spirits for on-premises consumption in the amount of three percent of the charge to the public for the beverage. The amount taxed shall not include any sales tax imposed on the purchase.
- B. Brewpubs must submit an excise tax on all beer and malt beverages produced at the rate of \$6.00 per half barrel (15½ gallons) and \$12.00 per barrel (31 gallons).
- C. The excise taxes provided for in this Section shall be imposed upon and shall be paid by the Licensee selling Distilled Spirits at retail directly to consumers for on-

premises consumption.

## Article V: Compactor requirements

### Section 1: Definitions.

- A. **Commercial Establishment** shall mean a business, corporation, company, incorporated or limited concern, doing business on Jekyll Island, whether owned, leased, or rented.
- B. **Compactor** shall mean a container that has a compaction mechanism, whether stationary or mobile, intended for collection of garbage or recyclable materials.
- C. **Garbage** means all waste containing or contaminated with discarded food or drink or any remnants or residues thereof.
- D. **Recyclable Materials** shall mean those materials that are capable of being recycled and which would otherwise be processed or disposed of as solid waste.
- E. **Waste** means unwanted or discarded material, except human body waste.

### Section 2: Trash and Recycling Compactors Required.

- A. Commercial Establishments generating Garbage shall be required to utilize Compactors rather than dumpsters or bins for the containment of such Waste.
- B. Compactors shall be of sufficient size to contain all Garbage generated by the Commercial Establishment between days of pickup service.
- C. If Compactor service is not available, Commercial Establishments shall be required to provide daily pickup of all Garbage.
- D. When uncontaminated by Garbage, Recyclable Materials produced by a Commercial Establishment may be contained in compactors, dumpsters, or other appropriately designed, designated, and serviced containers.
- E. Commercial Establishments shall install and have in place ready for use Compactors for the disposal and containment of all Garbage within eighteen (18) months from the effective date of this ordinance.
- F. Commercial Establishments shall:
  - 1. Make use of the compaction mechanism on a regular basis, but not less than once daily while the Compactor is in use.
- G. The Authority may consider cooperative agreements between two (2) or more Commercial Establishments to share Compactor facilities.
- H. The Authority may consider, evaluate and issue variances to these requirements in its sole discretion.

### **Section 3: Compactor Area.**

- A. Any outdoor area used for Compactors shall adhere to the following requirements:
  - 1. Shall be located entirely on a concrete surface that shall be sloped to an approved drainage connection;
  - 2. Shall provide drainage to and connection with the sanitary sewer system;
  - 3. Shall be shielded from direct view by a method approved by the DRG including but not limited to a screen, fence, landscaping, or other means;
  - 4. Other measures considered applicable to the individual compactor site by the Authority.

### **Section 4: Violations, Penalties and Enforcement.**

- A. It shall be unlawful for any Commercial Establishment to operate except in compliance with this Article.
- B. Where the Authority determines a Commercial Establishment is not compliant with this Article, the Authority shall give written notice of the violation to the Commercial Establishment (i) by personal service upon its manager or owner (ii) by certified mail or statutory overnight delivery, return receipt requested, at the address of record maintained by the applicable tax commissioner for the Commercial Establishment, or (iii) by such other method of service allowed by applicable law for such Commercial Establishment, setting for the nature of the violation and providing a cure period of thirty (30) days from the date of notice in which the Commercial Establishment must correct the violation.
- C. Any person who fails to cure a noticed violation of this Article within the 30-day cure period shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine not to exceed \$1,000.00 or by imprisonment for a term not to exceed 60 days, or by both fine and imprisonment, to be imposed at the discretion of the judge or as provided and stipulated by law. The Authority may establish a schedule of monetary fines applicable to each violation. Each day a violation continues constitutes a separate offense.
- D. In addition to the enforcement of this Article by citation or accusation, the Authority may take any action not prohibited by law to prevent or remediate a violation or threatened violation of this Article, including without limitation, rescinding any issued permit, issuing a stop work order, or commencing legal proceedings to prevent, correct, or abate such violation or threatened violation or to recover any monetary damages, or both.



## Article VI: Management of Fats, Oils and Grease (FOG)

### Section 1: Purpose

- A. Excessive amounts of fats, oils and grease, grit, sand and other solid or viscous materials can cause blockage and obstruction in the sanitary sewer system causing untreated wastewater to overflow into the environment. Much of the waste material that has the potential to cause blockage or obstruction originates from commercial facilities, such as food preparation and vehicle maintenance facilities. This Article sets forth minimum and uniform requirements for the treatment and disposal of commercial waste into the sewer system, and the transportation and ultimate disposal of commercial waste sludge and byproducts.
- B. The objective of this Article is to:
  - 1. Minimize the discharge of pollutants associated with commercial waste discharged into the sewer system that may interfere with the normal operation of the sewer system; and
  - 2. Assure the sludge and by-products removed from the commercial waste treatment systems, including grease interceptor, oil/water separators, and grit/sand trap, are transported and disposed of in accordance with Chapter 391-3-6-24 of the Rules and Regulations of the Georgia Environmental Protection Division (EPD).

### Section 2: Coverage and Exclusions

- A. This Article applies to any facility that generates commercial wastes, to any person who removes commercial wastes, to any person who processes commercial wastes and anyone who accepts commercial wastes for final disposal. This is referred to as the "Originator".
- B. This Article applies only within the geographical boundaries of Jekyll Island and the adjacent state-owned tidal marshes and water bottoms under the administration of the Jekyll Island-State Park Authority located in Glynn County, Georgia.
- C. In this regard, any transporter or disposal site operator on Jekyll Island who receives or transports commercial wastes, whether such wastes originate from Jekyll Island or any other location, must comply with all registration, permitting, and manifest requirements set forth in this Article.

### Section 3: Requirements

- A. General:

1. It is the responsibility of the Originator to assure that the commercial waste removed from the Originator's facility is properly treated and discharged into the sewer system, and also, sludge and byproducts are transported by a Permitted Commercial Waste Transporter, referred to as the "Transporter," and disposed of at an EPD approved commercial waste processing and disposal facility.
2. The originator of commercial waste shall not allow a Transporter to remove waste from their facility unless the Transporter possesses a valid/current commercial waste transporter permit from a utility or local governing authority granting such permits within the State of Georgia, and also possesses a valid commercial transporter registration number issued by the EPD. Such registration number shall contain a preface or endorsement for fats, oils and grease (FOG).

#### **Section 4: Manifests**

##### **A. Record Keeping**

1. All Originators, Transporters, processing and disposal site operators involved in the removal, transport, and disposal of commercial waste sludge and by products shall participate in a proper maintenance of manifests.
2. This manifest will require signatures from the Originator, Transporter, and any disposer in order to establish and maintain accountability.
3. The approved manifest is a multi-copy form. A sample copy of an approved manifest is on file with the Authority.

##### **B. The Originator shall:**

1. Sign the received manifest form, maintain such record on site for a period of three (3) years, making it available for inspection by the Authority.
2. Upon receipt of the completed copy of the manifest from the Transporter, the originator must provide a copy of the manifest within (10) working days to the Jekyll Island Authority Wastewater Department. A manifest is considered complete after the commercial waste is delivered and disposed of at the commercial waste processing or disposal facility and the manifest has been signed and completed by the processing or disposal facility.
3. Spills.
  - a. Any spills shall be reported to the Jekyll Island Authority Wastewater Department upon becoming aware of a spill that has occurred and may impact any surrounding area, including but not limited to, storm drains, adjacent streams or ponds, marshes or shorelines or the ground surface

where the Transporter has removed waste from the Originator's pretreatment system.

- b. Failure to notify the Jekyll Island Authority of a spill will constitute a violation of this Article and fines may be assessed to the commercial waste Originator as well as the Transporter.

C. The Transporter shall:

1. Provide and utilize a manifest for each location being serviced.
2. Sign the completed Transporter Information portion of the manifest and leave a copy of the manifest with the Originator.
3. Present the manifest to the disposal operator to complete and sign the disposal section, and shall leave one copy of the manifest with the disposal site operator.
4. Send a completed copy of the manifest to the Originator with the signature of the disposal site operator within thirty (30) days.
5. Keep one copy of the completed manifest form demonstrating delivery to the disposal site operator for the Transporter's records and shall maintain such records for a period of three (3) years; provided, however, the Transporter's manifest covering not less than the immediate preceding thirty (30) day period for a particular tank truck shall be kept in the Transporter's tank truck. All such records shall be available for inspection.
6. Ensure that the manifest contains all the information required on the manifest form prescribed and furnished from time to time by the EPD.
7. Transporters must remove the entire contents of any commercial tank that is serviced and dispose of such contents unmingled with hazardous wastes or septic wastes. Transporters must deliver commercial wastes only to a processor's facility authorized to receive such waste.
8. The Transporter shall provide a copy of the commercial waste transporter permit for the tank truck to each disposal site where the transporter disposes of commercial wastes.

- D. Processing and Disposal. A processing or disposal facility of commercial waste shall maintain copies of all manifests of tank pumping at their principal place of business for a period of three (3) years and make such records available for inspection.

## **Section 5: Food Service Establishments**

- A. New Facilities.

1. Facilities likely to discharge fats oils and grease which are newly proposed or constructed, or existing facilities which shall be expanded or renovated to include a food service facility where such facilities did not previously exist, shall be required to install an approved, and properly operated and maintained pretreatment device/interceptor. Pretreatment devices or interceptors shall be installed prior to the opening or re-opening of said facilities.
  2. New pretreatment devices shall be of proper size and number for the expected waste loading and shall be inspected by the Jekyll Island Authority prior to use to ascertain compliance with this ordinance.
- B. Existing Facilities: Existing commercial facilities shall be required to install an approved, properly operated and maintained pretreatment device/interceptor when any of the following conditions exist:
1. Facilities that are found to be contributing fats oils and grease in quantities sufficient to cause line stoppages or necessitate increased maintenance on the collection system;
  2. Remodeling of the food preparation or kitchen waste plumbing facility; or
  3. Facility change of ownership or leaseholder.
- C. The FOG separator(s) shall exclude sanitary wastewater and be located outside any building and accessible for proper maintenance and inspection. In areas where additional weight loads may exist, the separator(s) shall be installed with traffic bearing covers. A manhole must be provided over the discharge pipe and over the inlet and outlet pipe(s) for inspection and maintenance purposes. A separate sampling manhole may be required by the Authority.
- D. The FOG separator equipment shall be pumped out as required herein and maintained by the Originator.
- E. Alternative treatment methods: The use of any alternative method is prohibited without written approval of the Authority. Alternative treatment systems such as mechanical grease recovery devices shall be used on a case-by-case evaluation and authorization in writing by the Authority.
- F. The use of chemicals, enzymes and bacteria is prohibited. The use of any additive shall not be considered an alternative to an adequate treatment system or in lieu of regular maintenance, as prescribed in this Article.
- G. Maintenance Required:
1. All FOG separators shall be maintained at the originator's expense.

2. Maintenance shall include the complete removal of all contents of the separator.
3. All FOG separators shall be pumped out at a frequency not to exceed ninety (90) days or as required by the Authority pursuant to the schedule established by the Authority.

#### **Section 6: Maintenance and Service Facilities**

- A. Sand/Oil Separator required. All maintenance or service facilities shall provide approved oil and solids removal equipment or facilities sufficient to meet the limitations set forth in this Article, including all users that may contribute wastes with petroleum-based oils, grease or lint.
- B. The sand/oil separator(s) shall exclude sanitary wastewater and be located outside of any building and be accessible for proper maintenance and inspection. In areas where additional weight loads may exist, the separator(s) shall be installed with traffic bearing covers. A manhole opening must be provided over the discharge pipe and the inlet and outlet pipe(s) for inspection and maintenance purposes. A separate monitoring manhole may be required.
- C. The equipment or facilities shall be installed and maintained by the Originator.
- D. Maintenance required.
  1. All separators shall be maintained at the Originator's expense.
  2. Maintenance shall include the complete removal of all contents of the separator.
  3. All separators shall be pumped out at a frequency not to exceed ninety (90) days or as required by the Authority pursuant to the schedule established by the Chief Operations Officer or his designee.
  4. In some interceptor in-series installations, the second interceptor in series receiving commercial waste may be maintained less frequently than the first. This shall be determined on a case-by-case basis.

#### **Section 7: Interceptor Requirements**

- A. Design. Approved type of pretreatment device/interceptors shall be either interior and exterior sealed concrete construction or fiberglass construction or equivalent provided that use of equivalent type requires pre-approval by the Authority. Any unit requiring the installation of an outlet filter shall have an approved sample port installed immediately outside the unit.
- B. Capacity:

1. Capacity will be based on the following design criteria and will meet the required effluent quality parameters, which are < 100mg/1 FOG. Certain applications may require the installation of multiple units installed in series with outlet filters and approved sample port. No single in-ground unit shall be smaller than 1000 gallons or smaller than 1500 gallons when a dishwasher is attached.
2. Restaurants and Food Service Establishments shall meet the following formula:  

$$(S) \times (GS) \times (HR/12) \times (LF) = \text{Interceptor capacity, where:}$$

(S) means the number of seats in the dining area;  
 (GS) means gallons of water per seat (at 25 gallons per seat);  
 (HR) means number of hours open (divided by 12);  
 (LF) means Loading Factor: 0.8 (Note: 0.8 will be used for Jekyll Island Food Service Facilities and equates with Restaurants located on 2-Lane roads)
3. Hospitals, nursing homes, other types of commercial kitchens with varied seating capacity shall meet the following formula:  

$$(M) \times (GM) \times (LF) = \text{Interceptor Capacity, where:}$$

(M) means meals per day;  
 (GM) means gallons of wastewater per meal (at 5 gallons per meal);  
 (LF) means loading factor; 1.0 With dishwasher and 0.5 Without dishwasher

#### **Section 8: Transporter Permits:**

- A. Any Transporter, owning and operating one or more waste tank trucks that receive, transport, or dispose of commercial waste from Jekyll Island must be registered with EPD and also possess a valid commercial waste transporter permit issued by a Local Governing Authority within the State of Georgia authorized by law to issue such permit. Further, no Transporter shall pump-out or Vacuum FOG separators, grit traps, oil water separators without a valid commercial waste transporter permit.
- B. Application for the transporter permit must be made on a form prescribed by EPD.
- C. Transporters shall provide a copy of the permit application to the Authority Wastewater Department which will also include the location of disposal site(s).
- D. No commercial waste transporter permit shall be valid if the tank truck(s) are not registered with the EPD.

- E. A separate waste transporter permit is required for each individual tank truck owned by a transporter. Every vehicle that transports commercial waste must display on the vehicle the FOG/permit number.
- F. All commercial waste transporter permits issued shall have a fixed term not to exceed one (1) year unless otherwise prescribed by law.

## **Section 9: Enforcement**

### **A. Inspection and Entry.**

- 1. Authority staff, after proper identification, shall be permitted to enter the premises of an originator, transporter, processor, disposal site, or food service establishment at any reasonable time for the purpose of making inspections to determine compliance with commercial transporter permit/manifest requirements or any other provisions of this Article.
- 2. Representatives of the Authority during inspections of the originator, transporter, processor and the disposal site operator, may review records to determine compliance with provisions of this Article.
- 3. The right of inspection shall include the right to measure, observe, sample, test, record, review and make copies of all pertinent documents to determine compliance with provisions of this Article.

### **B. Monitoring**

- 1. The Authority may require the user to provide, operate, and maintain, at the owners' expense, appropriate monitoring facilities, such as a manhole, that are safe and accessible at all times, for observation, inspection, sample collection, and flow measurement of the originator's discharge into the Jekyll Island Authority sewer system.
- 2. The Authority may impose additional limitations and monitoring requirements for the discharge to the Authority sewer system in accordance with provisions set forth in this Article.

### **C. Violations**

- 1. Jekyll Island Authority Facility Management Practices
  - a. Written Warning. A written warning shall be issued to an Originator for any one or multiple violations as set forth below. The originator shall have ten (10) working days to complete corrective action and submit evidence of compliance to the Authority. A written warning shall be issued for failure to:
    - i. Report pumping activities on the manifest;

- ii. Maintain onsite records at all times;
    - iii. Maintain the pretreatment device/interceptor and associated components at required time intervals; or
    - iv. Maintain inspection access.
  - b. Notice of Violation. Upon re-inspection, a notice of violation shall be issued to an originator for failure to comply with the corrective action specified in the written warning. The user shall have five (5) working days to complete the corrective action and submit evidence of compliance to the Authority.
  - c. Show Cause Hearing
    - i. When an Originator fails to initiate and/or complete corrective action within the specified time period in response to the Notice of Violation, the originator shall be notified by certified mail of the time, date and place of a hearing, the proposed enforcement action to suspend service, the reasons for such action, and a request that the originator show cause why water and/or wastewater service should not be suspended immediately. The hearing date shall be within ten (10) working days of the date the Show Cause notice is mailed.
    - ii. The Executive Director, or his designee, shall preside as the hearing officer. Upon hearing, the Authority may suspend service immediately, or he may extend an additional time up to fifteen (15) working days for the originator to remedy the violation(s). The user shall have the right to appear at the hearing with or without an attorney, to introduce evidence, and to cross examine witnesses against them. If the Originator is not in compliance following the extension of time, then the Authority will suspend water and/or wastewater service immediately. The decision of the hearing officer shall be final, and it shall be submitted to the originator in writing by certified mail.
2. Interceptor Noncompliance
- a. Notice to install. Upon inspection, if the Authority determines a new facility does not have a pretreatment device interceptor, or that an existing facility has a pretreatment device that is not functioning properly to meet the pretreatment standards of this Article, then the Authority shall issue a Notice to Install an approved, properly functioning pretreatment device/interceptor. The originator shall have ninety (90) working days to come into compliance by installing such a device/interceptor.



- b. Show Cause Hearing
  - i. If the violation specified in the Notice to Install is not remedied at the end of the ninety (90) day period, as shown by a second inspection, the Authority shall issue a second notice, by certified mail, stating the date, place, and time of a hearing and to show cause why the water or wastewater service to the originator should not be immediately suspended. The show cause hearing shall be within ten (10) working days of the date the show cause notice is mailed.
  - ii. The Executive Director, or his designee, shall preside as the hearing officer. Upon hearing, the Authority may suspend service immediately or he may extend an additional time up to thirty (30) working days for the originator to remedy the violation(s). The user shall have the right to appear at the hearing with or without an attorney, to introduce evidence and to cross-examine the witnesses against them. If the originator is not in compliance following the extension time, then the Authority will suspend the water and/or wastewater service immediately. The decision of the hearing officer shall be final, and it shall be submitted to the originator in writing by certified mail.
- 3. Emergency Suspension of Services. The Authority may suspend water and wastewater services, when, in the opinion of the Authority:
  - a. An actual or threatened discharge may be present;
  - b. An imminent or substantial endangerment to the health or welfare of persons or the environment is present;
  - c. Originator's discharge may cause sanitary sewer stoppages or overflows; imminent damage to the sanitary sewer collection system is probable; or
  - d. Interference with normal operations of the WPCP or potentially cause a violation of any condition of the Jekyll Island Authority's NPDES permit.
- 4. Reinstatement Fees and Charges. The Originator shall pay all outstanding utility fees and other charges prior to, and associated with, restoration of water and/or wastewater services.
- 5. Transporter
  - a. Any permitted transporter, found not to be in compliance with the terms and conditions outlined in this Ordinance shall be suspended from future pumping or vacuuming operations on Jekyll Island by the Authority.

- b. The suspended transporter must appeal this suspension by presenting evidence of remedy of the non-compliance with this Article before any additional pumping/vacuuming activities on Jekyll Island will be allowed.
- 6. Notwithstanding any other provisions of law, the Authority shall be authorized to impose a civil penalty not to exceed two-thousand five hundred dollars (\$2500.00) for each violation of the commercial waste and handling or pre-treatment device/interceptor provisions of this Article by any person, originator or transporter. For purposes of enforcing this civil penalty, Magistrate Court shall have jurisdiction in cases of violations committed within unincorporated areas of Glynn County to impose the civil penalty stated herein for each violation.
- 7. The Georgia Environmental Protection Division (EPD) shall be notified of any such local enforcement action and of the final conclusions or ultimate outcome of any such action.

## Chapter 10: Environment and Natural Resources

### Article I: Landscaping and Tree Protection

#### Section 1: Authority and Purpose

- A. Pursuant to authority conferred by the Georgia Code of laws, having recognized the importance of preserving the natural landscape through the protection of existing trees, and to promote the public health, safety and general welfare, to lessen air pollution, to increase dust filtration, to reduce noise, heat, and glare, to prevent soil erosion, to improve surface drainage and minimize flooding, to ensure that noise, glare and other distractions of movement in one area do not adversely affect activity within other adjacent areas, to beautify and enhance improved and undeveloped land, to preserve and protect both the natural and historic amenities on the island, to provide for wildlife habitat, to ensure that excessive tree cutting does not reduce property values, and to minimize the cost of construction and maintenance of drainage systems necessitated by the increased flow and diversion of surface waters, this ordinance is enacted with the purposes of:
1. To establish rules and responsibilities for the placement, protection, care, and maintenance of trees on leased property by lease holders;
  2. Regulating and restricting the variety of plant materials, hardscape materials, walls/ fencing, lighting structures, and general landscaping and maintenance within Jekyll Island State Park;
  3. Regulating and restricting the removal of trees;
  4. Regulating and restricting the trimming of trees;
  5. Providing for mitigation and/or replacement of trees;
  6. Establishing standards for tree protection during land clearing and construction;
  7. Providing certain exceptions and exemptions;
  8. Establishing and defining duties and powers of the tree inspector with respect to these regulations;
  9. Providing appeal procedures and remedies;
  10. Providing penalties for violations of this article; and
  11. Defining certain terms used herein.
- B. The regulations set forth herein shall apply to all lands, leased or otherwise, within the Jekyll Island State Park limits now and in the future.

## Section 2: Definitions and Rules of Construction

### A. Rules of Construction

1. Words used in the present tense include the future tense.
2. Words used in the singular number include the plural and words in the plural include the singular.
3. The term "shall" is mandatory and not merely discretionary.

### B. For the purpose of this article, the following words and phrases shall have the meanings respectively ascribed to them:

**Branch collar** – the swelling where a branch joins the trunk of a tree.

**Buildable area** – that portion of a site, exclusive of the minimum required yard (setback) areas and the building site, on which a structure or building may be erected. The term "buildable area" also means the portion of a parcel of land where a building may be located, which shall contain enough square footage to meet the minimum required, and does not include the minimum setbacks, utility corridors, driveways, tree save areas, landscape strips, heritage tree areas, wetlands, stormwater and sanitary sewer easements.

**Building** – any structure built for the support shelter or enclosure of persons, animals, chattel or property of any kind.

**Building site** – that portion of a lot which is occupied by a building or that portion of a site which is proposed to be occupied by a building and for which a building permit has been issued.

**Caliper** – The caliper of the trunk shall be taken at breast height, which is four and one-half (4½) feet above the ground.

**Critical root zone** – the area of tree roots within the crown drip line. The zone is generally defined as a circle with a radius extending from a tree's trunk to a point no less than the furthest crown drip line.

**Crown drip line** – a vertical line extending down to the ground from the end of a tree's longest branches.

**Damage or abuse** – any action which does not follow good arboricultural practices. The term "abuse" also includes excessive pruning, which significantly alters the aesthetic appearance or endangers survivability of the tree, damage inflicted upon roots by machinery, changing the natural grade above the root system or around the trunk, and changing drainage patterns.

**Density factor for the site (DFS)** – a unit of measure used to prescribe and calculate required tree coverage on a site. Unit measurements are based upon tree size at dbh.

**Diameter at breast height (DBH)** – the diameter of a tree, measured at breast height, which is four and one-half (4½) feet above the ground. If a tree splits into multiple trunks below 4½ feet, the diameter of each trunk shall be measured individually and added together.

**Drip line** – an imaginary vertical line that extends downward from the outermost branches of a tree to the ground.

**Good or Fair Condition Trees** - A tree in fair or good condition must meet the following minimum standards:

- A. An estimated life expectancy of greater than ten (10) years;
- B. A relatively sound and solid trunk with only minor decay and small cavities that comprise an area of depth of less than thirty-three percent (33%) of the adjacent diameter of the tree;
- C. No more than twenty-five percent (25%) of the base of the trunk or primary structural roots exhibiting dieback;
- D. No major insect or pathological problem; and
- E. No more than thirty-three percent (33%) percent of the tree's canopy can be missing limbs or be comprised of major dead limbs.

**Heritage tree** – a tree which is designated upon approval by the tree inspector, a certified arborist, or Authority authorized agents to be of notable historical value or interest because of its age, size, historic association, significant ecological value, or significant aesthetic value. The tree must be in good or fair condition in order to merit this designation.

**Historic tree** – any tree of any native species which has a diameter at breast height (dbh) of twenty (20) inches or larger.

**Land disturbing activity** – any activity which may result in soil erosion from water or wind and movement of sediment, including, but not limited to, clearing, dredging, trenching, grading, excavating, transporting, and filling of land.

**Live oak tree** – any live oak, species *Quercus virginiana* or *Quercus geminata*, that has a diameter at breast height (dbh) of two (2) inches or larger.

**Lot** – a plot or parcel of leased land considered a unit, devoted to a certain use or occupied by a building or group of buildings, and the customary accessories and open spaces belonging to the same.

**Managed natural landscape area** - a variety of landscape management practices that include but are not limited to natural lawns, natural landscapes, native lawns, pollinator gardens, rain gardens, meadow vegetation, native prairie, prairie gardens, monarch waystations, native plantings, native gardens, and butterfly habitat.

**Native tree** – a tree species that is understood by botanical experts to occur in coastal Georgia due to natural processes and not due to human intervention.

**Person** – an individual, corporation, organization, or agency, but specifically excluding the Jekyll Island Authority.

**Protected Trees** – any native tree species, woody, perennial plant which has a diameter at breast height (dbh) of four (4) inches or larger or any live oak, species *Quercus virginiana* or *Quercus geminata*, that has a diameter at breast height (dbh) of two (2) inches or larger.

**Protective barricade** – a physical structure not less than four (4) feet in height, limiting access to Protected Trees. A suitable protective barrier shall be composed of durable material, which ensures protection of Protected Trees during development and/or construction improvements.

**Removal of trees** – any intentional or negligent act which will cause a tree to decline and die, including, but not limited to, such damage inflicted upon the root system of a tree by application of toxic substances, the operation or filling above the root system or around the trunk of a tree, pruning, and damages from injury or fire inflicted on trees which result in or permit pest infestation.

**Replacement tree** – any tree that is planted in order to replace an existing tree which must be removed. Replacement trees must have a minimum diameter at breast height (dbh) of two and one-half (2½) inches in caliper, except that multitrunked trees must have a minimum size of eight (8) to ten (10) feet.

**Root collar** – the point of attachment of major woody roots to the tree trunk, usually at or near the ground line and associated with a marked swelling of the tree trunk.

**Root respiration** – an active process occurring throughout the feeder root system of trees and involving the consumption of oxygen and sugars with the release of energy and carbon dioxide.

**Site** – any plot, lot, parcel or tract of land within the jurisdiction of this Section.

**Soil compaction** – a change in soil physical properties which includes an increase in soil weight per unit volume and a decrease in soil pore space.

**Topping** – a practice of cutting back the entire crown of mature trees to stubs. Topping is a destructive pruning practice that is stressful to mature trees, and may result in reduced vigor, decline or even death of a tree. In addition, new branches that form below the cuts are only weakly attached to the tree and are in danger of splitting out.

**Tree inspector** – the individual or entity with the primary responsibility to administer and enforce the standards set forth in this article, as designated by the Authority.

**Tree mitigation fund** –in lieu of planting replacement trees on a leased site that will continue to meet the minimum density requirement, payment may be made as fair compensation for replacement of trees that are proposed to be removed. Revenue collected in this fund will be used to support tree planting and tree maintenance throughout Jekyll Island.

**Tree replacement plan**– a plan showing the location, species, and sizes of all replacement trees.

**Tree save area** – all areas designated for the purpose of meeting tree density requirements, saving heritage trees, and/or preserving natural buffers.

**Yard area** – that portion of any site covered by the front, side and rear yard areas as established by the minimum setback requirements.

### **Section 3: Permit Required**

- A. No person, or any agent or representative thereof, shall directly or indirectly destroy or remove any Protected Tree, without obtaining a permit from the tree inspector, unless otherwise authorized under provisions of this Section.
- B. No person, or agent or representative thereof, shall directly or indirectly prune or remove any branch larger than two (2) inches in diameter on any Protected Tree without obtaining a permit from the tree inspector. This requirement shall apply to live and dead branches unless otherwise authorized under provisions of this Article.
- C. Approval of a permit for tree trimming or pruning may be conditioned upon use of an approved vendor from the Professional Tree Service Company list maintained by the Authority.
- D. No person, or agent or representative thereof, shall impact a tree save area during construction in any way without obtaining a permit from the tree inspector, unless otherwise authorized under provisions of this Section.
- E. Permit applicants shall not directly or indirectly begin any landscaping on the site, including any land disturbing activities or the use of heavy equipment, until the landscaping and tree protection plan has been submitted to and approved by the Authority, or representative thereof.
- F. Requests for permits shall be obtained by contacting the tree inspector by telephone or in writing at the Authority office. Tree permit applications will be approved or denied within ten (10) working days.
- G. Utility companies and electric suppliers constructing or maintaining easements for transmission or rights-of-way will not be exempt from the provisions of this article.

#### **Section 4: Exceptions**

- A. In the event that any tree endangers public health, safety, or welfare, and requires immediate removal without delay, written authorization shall be given by the tree inspector, or their designee and the tree removed.
  - 1. If the tree inspector cannot be reached immediately, photos must be taken of the hazardous tree prior to its removal. The photos can be submitted to the tree inspector or emailed to the Authority.
  - 2. Tree mitigation will be required as stated in Section 6, Mitigation, required.
- B. During the period of an emergency, such as a tornado, hurricane, flood or any act of nature, the requirements of this article may be waived or adjusted as specified by the Executive Director of the Authority.
  - 1. In such case, the cutting and removal of felled trees shall be permitted until such time the Executive Director or his designee deems it unnecessary.
  - 2. Exceptions for the cutting and removal of trees during emergency periods do not include exemption from mitigation for any removed trees, unless specifically waived or adjusted by the Executive Director or his designee.
  - 3. Any waiver for permitting of tree pruning or removal is only applicable during the official emergency period as determined by the Executive Director's order.
- C. Trimming palm trees, any tree other than a Protected Tree, and Protected Tree limbs less than two (2) inches in diameter will not require the approval or notification of the tree inspector and shall be exempt from the tree permitting process.

#### **Section 5: Minimum Required Tree Density**

- A. For all leased property, the minimum tree density factor is 200 caliper inches measured at dbh per acre of the leased property. Only Protected Trees and Cabbage Palms trees, as specified in Section 7 Subsection A, Subsection 3, will be counted in order to determine the existing tree density on a leased property.

#### **Section 6: Mitigation Required**

- A. Mitigation is required for removal of all Protected Trees (even if the tree is threatening or damaging a structure) if the minimum tree density factor has not been met or will not be maintained on a leased property. When the tree density factor is not met, any Protected Tree removed must be replaced as specified in Section 15, Tree Removal and Replacement Requirements. Only trees listed in Section 21 may be used for tree replacement and mitigation.



- B. Mitigation is required for removal of historic trees, heritage trees, or live oaks over two (2) inches dbh, even if the property meets minimum tree density factor and even if the tree is diseased, structurally compromised, or dies of natural causes; provided, however, the Executive Director, upon a finding of good and sufficient cause, may adjust or waive this mitigation requirement upon written request submitted to the Authority by the subject property owner or lessee setting forth the factual basis for such request. The Executive Director may grant, condition, adjust or deny such request in his sole discretion and such determination shall be final.
- C. Mitigation plantings must occur within 90 days of tree removal or prior to issuance of a certificate of occupancy, whichever is later.

## **Section 7: Mitigation and Fees for Tree Removal and Replacement**

- A. Tree Replacement. Tree Replacement is required for the following trees and shall be calculated as follows:
  - 1. Live oak, exceeding 2-inches dbh:
    - a. Healthy live oak trees in good condition, exhibiting only minor structural defects, will require a one-to-one (1:1) caliper-inch replacement ratio.
    - b. Live oaks in fair condition will require a one-half-to-one (½:1) caliper-inch replacement ratio.
    - c. Live oaks in poor condition, exhibiting significant structural defects, or posing a clear safety issue to persons or property, will require planting a minimum of one two and one-half (2½) inch dbh replacement live oak, regardless of the overall size of the existing tree.
    - d. All live oak replacement trees must be live oak and a minimum of two and one-half (2½) inches in dbh.
    - e. Tree health assessments must be made or endorsed in writing by the Authority's tree inspector.
  - 2. Non-Live Oak Protected Trees, four (4) inch dbh or larger, are to be replaced with any native tree two and one-half (2½) inches dbh or larger, or a multitrunked native tree that is a minimum size of eight (8) to ten (10) feet.
  - 3. Cabbage palm (Sabal palmetto), any size with an identifiable trunk at 4.5 feet off the ground will require replacement, if the overall density of trees on the lot is less than the minimum density factor for the site or if the palm is located within the national landmark "historic" district. For density factor calculations, each Cabbage palm with an identifiable trunk at 4.5 feet off the ground will count only as one (1) inch DBH, regardless of actual size, unless otherwise

approved in writing by the tree inspector. Cabbage palms, with an identifiable trunk at four and a half (4.5) feet off the ground, within the historic district must be replaced on a one palm for one palm ratio regardless of the overall density of trees on the lot. Cabbage palms may only be used to replace other Cabbage palms.

4. Historic trees. Each Historic Tree permitted to be removed will require a one 2.5" DBH replacement with a native tree approved by the tree inspector.
  5. Heritage trees. The property owner or lessee must attempt all practicable efforts to design around the tree in its existing location prior to being given permission for its removal. All heritage trees permitted to be removed will require a three-to-one (3:1) caliper inch replacement of same species, or as otherwise approved by the tree inspector.
  6. Prohibited trees. Trees listed in Section 21.B are prohibited and shall not be used for mitigation or otherwise planted.
  7. Tree sizes shall be measured in caliper inches according to the American Nursery Stock Standards (ANSS) and total number of inches (dbh) removed from site is measured at four and one-half (4½) feet above the ground.
  8. All replacement trees must be grade A quality with a dominant leader, dense foliage, and free from injury, pest, disease or nutritional disorders.
  9. All replacement trees must survive for at least five (5) years; otherwise, the replacement trees must be replaced at the owner's or lessee's expense.
- B. **Tree Mitigation Fund.** Owners and leaseholders who are granted a permit to remove a Protected Tree shall make every effort to mitigate for the loss of the tree by replanting replacement trees on their leased property.
1. If the property meets the minimum tree density factor and will not reasonably sustain the number of replacement trees needed to satisfy the entire mitigation requirement, a mitigation fee may be paid to the Jekyll Island Tree Mitigation Fund.
  2. Mitigation of tree removal through contribution to the Tree Mitigation Fund will not be considered until the minimum required tree density is satisfied on a lease property.
- C. **Combined Mitigation.** Mitigation of tree removal, when the minimum required tree density is maintained on a lease property, can be accomplished through contribution to the Jekyll Island Tree Mitigation Fund, or through replacement of trees as described above, or a combination of both.

- D. **Residential mitigation fee.** The mitigation fee to be paid for residential properties shall be determined by the following formula:
1. \$200.00, multiplied by the number of inches at dbh of tree to be removed.
  2. Heritage tree mitigation fees on residential properties will be \$600.00, multiplied by the number of inches at dbh of tree to be removed.
- E. **Commercial mitigation fee.** The mitigation fee to be paid for commercial properties shall be determined by the following formula:
1. \$400.00, multiplied by dbh of tree to be removed.
  2. Heritage tree mitigation fees on commercial properties will be \$1,200.00 multiplied by dbh of tree to be removed.
- F. Funds from collected mitigation fees shall be expended only for the following purposes:
1. In support of planting live oaks or other native trees on public property within the state park. Such expenditures may include the cost of purchasing and planting trees, planting amendments, and the cost of watering and/or installing irrigation improvements.
  2. In support of the care, maintenance and preservation of existing native trees on public property. This may include the cost of fertilization, aeration of tree roots, pest prevention or treatment, and general tree structure maintenance such as dead wooding and pruning broken and structurally weak branches.
  3. In support of ecological restoration or enhancement activities that reestablish or create native plant communities consistent with priorities expressed in conservation planning documents approved by the Authority.
  4. The Authority shall prepare an annual report accounting for the balance in the tree mitigation fund and summarizing the funds use for the preceding year.

#### **Section 8: Standards for Tree Trimming and Pruning of Native Trees**

- A. All pruning must be performed to the pruning specifications as provided by the National Arborist Association (NAA) Pruning Standards for Native Trees.
- B. All branches that are removed shall have their finished cuts made immediately beyond the bark ridges, preserving the branch collar. Stub cuts cannot be made more than one (1) inch or more beyond the branch collar. Finish cuts must be made adjacent and not through the branch collar in order for the resulting tree wounds to heal properly.
- C. Pruning cuts that result in a one-third ( $1/3^{\text{rd}}$ ) reduction of the total biomass of a tree's canopy, or finish cuts that exceed one-half ( $1/2$ ) of the size of the diameter

of the tree trunk or branch at the point in which the finish cut is made will require mitigation.

1. For every caliper inch in width of the branch at the location of the final finish cut as defined by the National Arborists Association (NAA) Pruning Standards, each caliper inch shall be mitigated at a ratio of one-inch of replacement DBH for each two-inches of diameter cut, a 1:2 ratio.
  2. For Heritage Trees each caliper inch shall be mitigated at a ratio of three inches of replacement DBH for each two-inches of diameter cut, a 3:2 ratio.
  3. If several tree limbs are removed, each cut will be assessed as a separate mitigation requirement.
  4. However, in no circumstance will the mitigation requirement exceed more than one-half (1/2) of the overall dbh of the tree.
  5. Removal of dead limbs will not require mitigation, but will still require a permit, as stated in Section 3. If a qualifying dead limb is removed without the required permit, the Tree Inspector may require mitigation.
- D. Creating stub cuts, random branch removal, and topping of native trees are prohibited. Because these practices defeat the primary aim of ensuring long-term tree health and create hazards, they are subject to the mitigation requirements set forth in this Article.
- E. Pruning and removal of trees in utility easements or rights of way shall be the minimum necessary to protect public safety and the property of the applicable utility company. Pruning shall be performed to the pruning specifications as provided by NAA Pruning Standards for Native Trees. All branches removed must be finish cuts or pruned back to the branch collar of the adjoining main branch or trunk of the tree. Cutting into the branch collar will not be permitted as the collar helps the tree heal after pruning. The applicable utility company shall notify the Authority to coordinate in advance of the time and location of any tree pruning or removal activities in rights-of-way easements prior to conducting such activities and regarding appropriate and acceptable operations including equipment limitations. Aerial, boom saws, or other mass trimming equipment is prohibited.

#### **Section 9: General Landscaping – Plant Materials and Design**

- A. Plantings listed in Section 21 and 22 are approved to be used for landscaping.
- B. Prohibited plantings listed in Sections 23 shall not be used for landscaping.
- C. Turf grasses shall be restricted to active-use areas such as golf courses or lawns.

#### **Section 10: General Landscaping – Upkeep and Maintenance**

- A. The built environment and designed landscapes, such as lawns, patio areas, and planting beds, within leased areas shall not be allowed to become overgrown giving the appearance of abandonment. All plantings shall appear as planned, intentional, and maintained including native and nonnative plant material.
- B. Any leaseholder may convert or maintain any area of a leased parcel to a managed natural landscape not to exceed 50% of the yard area within the lease, excluding preexisting wooded areas, provided that:
  - 1. Firewise® standards are followed.
  - 2. All herbaceous vegetation is cut back at least once annually to a height not to exceed 24 inches.
  - 3. The front door or entryway providing access to the front door of the primary structure remains visible from the street frontage.
  - 4. All exterior property shall be maintained to avoid the appearance of abandonment of property.
  - 5. Exterior property shall be kept free from non-native rodent infestation. Where such infestation occurs it shall be promptly addressed by legal and humane means which shall not be injurious to human or non-target wildlife health. Anticoagulant rodenticides are strictly prohibited.
- C. Natural areas on leased property shall be maintained in accordance with priorities expressed in conservation planning documents approved by the Authority.
- D. Firewise® standards for landscaping should be followed as stated below:
  - 1. Eliminate dead vegetation and other fire fuels within ten (10) feet of any structure on the property and from below decks and porches made of flammable materials. This includes clearing any dead wood or timber that could ignite or provide fuel for fire. Eliminating dead standing timber should be considered.
  - 2. Dispose of cuttings and debris properly.
  - 3. Maintain woodpiles at least ten (10) feet from the house.
  - 4. Trees overhanging structures should be kept free of dead material.

#### **Section 11: General Landscaping – Hardscape**

- A. All paving materials in developed areas are recommended to be pervious or designed to allow for the infiltration of stormwater between paved surfaces into the ground below, subject to approval by the Design Review Group.

- B. Connections to existing bike paths from development property shall be of a functionally and aesthetically compatible material to that of the existing bike path, unless otherwise approved by the Design Review Group.
- C. Construction of impervious surfaces shall not be permitted within the critical root zone of a protected, historic or heritage tree, unless special construction methods, including but not limited to tree feeders, porous paving materials and shell walks, are installed only upon advance approval, documented in writing, by the Authority's tree inspector.

#### **Section 12: General Landscaping – Walls and Fencing**

- A. Walls or Fencing shall not exceed a height of forty-two (42) inches from its base for front yard fences and shall not exceed a height of seventy-two (72) inches from its base for rear yard fences.
- B. Installation of any new wall or fencing bounding leased property shall only be permitted by written approval of the Authority.
- C. Chain link fencing bounding residential front yards will not be permitted.

#### **Section 13: General Landscaping – Lighting**

- A. Lighting installed on leased property shall be designed to prevent illumination of beaches, natural areas or adjacent properties. The Jekyll Island Beach Lighting Ordinance shall be strictly adhered to in all applicable situations and shall supersede the requirements in this Section, where there is a conflict.
- B. Site lighting throughout the island shall be kept to a minimum and used only to illuminate roads, pathways, signage, and buildings within developed areas.

#### **Section 14: Tree protection during new construction**

- A. **Application and Scope.**
  - 1. For new construction and related infrastructure including roads, parking areas, and utilities proposed to service new construction, a tree survey must first be conducted to identify all trees on the site. The tree survey must illustrate the location, species (differentiating among different species within a genus, i.e., laurel oak and live oak), health status, and size (dbh) of all trees exceeding four (4) inches dbh, and all live oaks exceeding two (2) inches dbh. Inventoried trees shall be tagged with a durable numbered tag that will remain affixed to the tree and readable throughout project construction.
  - 2. For a property owner or lessee making an application for an addition to an existing building, the addition must follow the three-to-one (3:1) ratio rule as described within subsection (B)(1) below.

3. Encroachment of a building addition shall not be permitted within the critical root zone of a protected, historic or heritage tree, unless special construction methods, including but not limited to beam foundations, are used, and authorized by the Authority's tree inspector. The owner or lessee will bear full responsibility to any future damage the tree may cause such as cracking or foundation upheaval if it occurs.

**B. During Development.**

1. Protective barricades required. Protective barricades shall be placed around all Protected Trees prior to the commencement of any land disturbing activity and shall remain in place until development activities are complete. The area within the protective barricade shall remain free of all building materials, dirt or other construction materials, debris, vehicles and development activities. Barricades shall be erected at a minimum distance from the base of Protected Trees according to the following standards:
  - a) For Protected Trees the protective barricades must be placed according to the three-to-one (3:1) ratio rule. The radius of the protective barricades will be set at a minimum distance of one (1) foot for every three (3) inches of dbh, as measured from the outermost perimeter edge of tree's trunk, typically the root collar, or, where practicable, at the canopy drip line.
  - b) For Heritage Trees a semi-permanent protective barricade, such as chain-link, shall be required.
2. No encroachment of construction within the protective barricade. The area fenced off shall not be used as a storage or staging area in connection with the development. Changes in grade, land disturbance, or construction of impervious surfaces or utilities within the required protective barricade shall be subject to the following guidelines:
  - a) Compaction of the soil within the protective barricade shall be avoided. No heavy equipment can be operated or parked within the protective barricade.
  - b) Any brush, earth and other debris to be removed from within the protective barricade shall be handled in a manner which prevents injury to the Protected Tree. Oil, gas, chemicals or other substances that may be harmful to trees shall not be stored within the protective barricade of any Protected Tree.
3. Trenching. The installation of utilities through the critical root zone shall occur by way of tunneling rather than trenching. If roots must be cut, proper root-pruning procedures must be employed. Wherever feasible, trenching shall occur in a radial direction to or from a tree in order to minimize damage to

tree roots. In no circumstances will trenching be allowed within the critical root zone. Tunneling and selective excavation within this area may occur only upon advance approval, documented in writing, by the Authority's tree inspector.

4. Grade changes. Moderate fill shall not exceed six (6) inches within a critical root zone without the prior installation of an aeration system, which may be installed only upon advance approval, documented in writing, by the Authority's tree inspector.
5. Where the tree inspector determines that irreparable damage has occurred to trees within tree save areas, the trees must be removed and mitigated. Removal shall avoid causing additional damage within tree save areas.
6. Remedial procedures. Remedial site reclamation and tree care procedures shall be implemented in accordance with a notice of violation, issued by the Authority, when encroachment within protective zones has caused damage to either a Protected Tree or its critical root zone.

#### **Section 15: Submission of Site Plans**

- A. Where application for a building permit is submitted, a site plan for the development or improvement of any parcel of land shall be submitted to the Authority, if the building permit is for new construction or for construction outside of the current footprint of the existing structure. The site plans shall include a landscaping and tree protection plan to show the following information:
  1. The building site;
  2. The buildable area;
  3. The yard areas;
  4. Proposed landscaping improvements or alterations, including plant species and layout to be used;
  5. Proposed hardscaping improvements or alterations, including materials to be used;
  6. Proposed improvements or alterations to walls and fencing, including materials to be used;
  7. Proposed improvements or alterations to outdoor lighting fixtures, including fixture types to be used;
  8. Proposed improvements or alterations to pedestrian bridges or boardwalks, including materials and design to be used;



9. A survey of all existing trees, consistent with Section 14(A)1, with a dbh greater than four inches, and including Live Oaks with a dbh of two (2) inches or greater, and a calculation of the existing tree density;
  10. Identification of any historic trees;
  11. Identification of trees to be preserved within the buildable area and yard area with location for each to be shown with reasonable accuracy. If grading is proposed, the plan must show proposed contours;
  12. Location and material of tree protective barricades;
  13. A tree replacement schedule showing the location, species and size of any replacement trees to be planted;
  14. Specifications and/or provisions for maintenance and upkeep of trees upon completion of the project.
- B. No building permit shall be issued until the site plan has been reviewed and approved by the tree inspector. The inspector shall tentatively approve, approve with conditions, or disapprove the plan. If the plan is disapproved or approved with conditions, the reasons for such action shall be provided in writing. One copy of the reasons shall be retained by the Authority, and one copy given to the applicant. On conditional approval, the tree inspector may require the applicant to resubmit the plan with all recommended changes before granting final approval.

#### **Section 16: Relocation of Mature Trees**

- A. The relocation of a mature tree is a labor and cost-intensive undertaking that may fail even under the best of conditions. However, mature trees may be relocated, providing the relocation meets all of the following criteria:
1. The property owner or lessee has made all reasonable efforts to design around the tree in the existing location;
  2. The tree is in good condition for relocation, to be determined by a licensed arborist or the Authority's tree inspector;
  3. There must be another suitable location for the tree on the leased property;
  4. The future location must not require removal of additional existing trees in good condition and/or healthy understory vegetation;
  5. Trees shall only be dug and moved between October 1 through June 1;
  6. The owner or lessee must employ an experienced tree moving company;
  7. The applicant must submit a detailed tree care plan including both pre-move and post-move care specifications to be approved by the tree inspector; and

8. The owner or lessee is aware, that should the relocated tree die, mitigation planting will be required per Sections 6 and 7 above.

#### **Section 17: Violations, Penalties and Enforcement**

- A. It shall be unlawful for any person to remove, destroy, or damage any Protected Tree in any manner except in accordance with the requirements of this Chapter. Each Protected Tree, or each limb or branch of any Protected Tree where less than the entire Protected Tree is affected, that is so removed, destroyed or damaged shall constitute a separate offense.
- B. It shall be unlawful for any person to fail to install landscaping in accordance with any required landscaping plan approved by the Authority as part of a building permit. Each day such violation persists shall constitute a separate offense.
- C. It shall be unlawful for any person to fail to mitigate the removal, destruction or damaging of any Protected Trees in accordance with the requirements of this Chapter within twelve (12) months of the date of such removal, destruction or damaging of trees, as determined by the Authority. Each tree removed shall be identified as a separate offense.
- D. Any person found in violation of this Chapter shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine not to exceed \$1,000.00 or by imprisonment for a term not to exceed 60 days, or by both fine and imprisonment, to be imposed at the discretion of the judge or as provided and stipulated by law; provided:
  1. The failure to obtain any required authorization shall result in a fine of \$500.00 for each violation;
  2. The failure to mitigate the removal, destruction or damaging of any Protected Tree or limb or branch of any Protected Tree where less than the entire Protected Tree is affected as required by this Chapter shall result in a fine not to exceed \$50.00 per day per violation until mitigation is accomplished; and
  3. In addition to any fine assessed pursuant to this Chapter, the person or persons responsible shall be liable for, and pay to the Authority, all mitigation fees attributable to such violation, if any.
- E. In addition to the enforcement of this Chapter by citation or accusation, the Authority may take any action not prohibited by law to prevent or remediate a violation or threatened violation of this Chapter, including without limitation, rescinding any issued permit, issuing a stop work order, or commencing legal proceedings to prevent, correct, or abate such violation or threatened violation or to recover any monetary damages, or both.

- F. Nothing in this Article shall be deemed to preclude the Authority from obtaining the voluntary compliance of any person where the Authority finds that such person has violated or threatens to violate any of the provisions of this Chapter and gives written notice to the responsible person or persons of the nature of the violation and/or the action necessary to correct or prevent the violation.
- G. Three or more violations within any three-year period may, at the Authority's option, result in land lease default.
- H. Any person who commits or participates or assists in such violation shall be guilty of a misdemeanor and punished as provided herein.

## **Section 18: Appeals**

- A. In the event that an owner, applicant, or contractor alleges that there is error in any order, requirement, decision or determination made by the tree inspector in the enforcement of this article, an appeal must be submitted in writing to the Executive Director within thirty (30) days after the order, requirement, decision, or determination.
- B. As a condition to submission of any appeal, consistency with the objectives and general intent of the standards and faithful implementation of these regulations must be demonstrated by the applicant.
- C. In deliberating an appeal request, the Executive Director shall apply one or more of the following options:
  - 1. Make a finding and determination on the appeal request;
  - 2. Appoint an Ad-Hoc Appeals Committee with a meeting called by the Executive Director to hear, review and make recommendations on the appeal request.
    - a. The Appeals Committee shall consist of five (5) members appointed by the Board of Directors of the Jekyll Island Authority:
      - i. Two (2) residents of Jekyll Island;
      - ii. Two (2) staff members of the Authority; and
      - iii. The Executive Director of the Authority, who shall serve as Chair of the Committee.
    - b. In considering the appeal, the Ad-Hoc Appeals Committee may recommend other mutually beneficial requirements in place of the requirement that is the subject of the appeal.
    - c. The Ad-Hoc Appeals Committee has the authority to recommend deviations from the requirements contained in these standards in

appropriate circumstances, such as those that would create an unreasonable hardship or burden for the owner, applicant, contractor, tenant or resident.

3. Refer the appeal request to the Board of Directors for final decision.

**Section 19: Reserved**

## Section 21: Native Trees accepted for Mitigation

Common Name	Scientific Name
Florida maple	<i>Acer barbatum</i>
Red maple	<i>Acer rubrum</i>
American hornbeam	<i>Carpinus caroliniana</i>
Pignut hickory	<i>Carya glabra</i>
Sugarberry	<i>Celtis laevigata</i>
Fringe tree	<i>Chionanthus virginicus</i>
Loblolly bay	<i>Gordonia lasianthus</i>
Dahoon holly	<i>Ilex cassine</i>
American holly	<i>Ilex opaca</i>
Southern red cedar	<i>Juniperus silicicola</i>
Eastern red cedar	<i>Juniperus virginiana</i>
Sweet gum	<i>Liquidambar styraciflua</i>
Tulip poplar	<i>Liriodendron tulipifera</i>
Southern magnolia	<i>Magnolia grandiflora</i>
Sweet bay	<i>Magnolia virginiana</i>
Red mulberry	<i>Morus rubra</i>
Swamp tupelo	<i>Nyssa biflora</i>
Black gum	<i>Nyssa sylvatica</i>
Slash pine	<i>Pinus elliottii</i>
Loblolly pine	<i>Pinus taeda</i>
Longleaf pine	<i>Pinus palustris</i>
Pond pine	<i>Pinus serotina</i>

Common Name	Scientific Name
American sycamore	<i>Platanus occidentalis</i>
Cherry laurel	<i>Prunus caroliniana</i>
Black cherry	<i>Prunus serotina</i>
Sand live oak	<i>Quercus geminata</i>
Darlington oak	<i>Quercus hemisphaerica</i>
Laurel oak/ Diamond-leaf oak	<i>Quercus laurifolia</i>
Swamp chestnut oak	<i>Quercus michauxii</i>
Water oak	<i>Quercus nigra</i>
Live oak	<i>Quercus virginiana</i>
Coastal plain willow	<i>Salix caroliniana</i>
Cabbage palm	<i>Sabal palmetto</i>
Buckthorn	<i>Sideroxylon tenax</i>
Bald cypress	<i>Taxodium distichum</i>
American elm	<i>Ulmus americana</i>
Toothache tree	<i>Zanthoxylum clava-herculis</i>

## Section 22: Suitable Landscaping Plantings

### A. Ornamental non-native trees:

Common Name	Scientific Name
Deodar cedar	<i>Cedrus deodora</i>
Sour (Seville) orange	<i>Citrus aurantium</i>
Lemon tree	<i>Citrus lemon</i>

Common Name	Scientific Name
Orange tree (except Trifoliate Orange)	<i>Citrus sp.</i>
Italian cypress	<i>Cupressus sempervirens</i>
Loquat	<i>Eriobotrya japonica</i>
Nagami kumquat	<i>Fortunella japonica</i>
Crepe myrtle	<i>Lagerstroemia indica</i>
Saucer magnolia	<i>Magnolia soulangiana</i>
Olive tree	<i>Olea europaea</i>
Canary Island date palm	<i>Phoenix canariensis</i>
Common peach	<i>Prunus persica</i>
Pomegranate	<i>Punica granatum</i>
Common pear	<i>Pyrus communis</i>
Chinese elm	<i>Ulmus parvifolia</i> 'Drake'

B. Native shrubs:

Common Name	Scientific Name
Bottlebrush buckeye	<i>Aesculus parviflora</i>
Red buckeye	<i>Aesculus pavia</i>
Devil's walking stick	<i>Aralia spinosa</i>
Giant cane bamboo	<i>Arundinaria gigantea</i>
Bamboo cane	<i>Arundinaria tecta</i>
Paw paw / Dog apple	<i>Asimina reticulata</i>

Common Name	Scientific Name
Eastern baccharis	<i>Baccharis halimifolia</i>
American beautyberry	<i>Callicarpa americana</i>
Sweetshrub	<i>Calycanthus floridus</i>
Button bush	<i>Cephalanthus occidentalis</i>
Summer sweet	<i>Clethra alnifolia</i>
Florida privet	<i>Forestiera segregata</i>
Oakleaf hydrangea	<i>Hydrangea quercifolia</i>
Inkberry	<i>Ilex glabra</i>
Yaupon holly	<i>Ilex vomitoria</i>
Florida anise	<i>Illicium floridanum</i>
Marsh elder	<i>Iva imbricata</i>
Fetterbush	<i>Lyonia lucida</i>
Wax myrtle	<i>Morella cerifera</i>
Chickasaw plum	<i>Prunus angustifolia</i>
Needle palm	<i>Rhapidophyllum hystrix</i>
Orange azalea	<i>Rhododendron austrinum</i>
Piedmont azalea	<i>Rhododendron canescens</i>
Saw palmetto	<i>Serenoa repens</i>
Sparkleberry	<i>Vaccinium arboreum</i>
Walter's viburnum	<i>Viburnum obovatum</i>
Spanish bayonet	<i>Yucca aloifolia</i>



Common Name	Scientific Name
Moundlily yucca	<i>Yucca gloriosa</i>
Coontie palm	<i>Zamia pumila</i>

C. Ornamental non-native shrubs:

Common Name	Scientific Name
Century plant	<i>Agave americana</i>
Formosa azalea	<i>Azalea indica</i>
Kurume azalea	<i>Azalea obtuse japonica</i>
Japanese boxwood	<i>Buxus microphyllus japonica</i>
Camellia	<i>Camellia japonica</i>
Flowering quince	<i>Chaenomeles japonica</i>
Fragrant wintersweet	<i>Chimonanthus praecox</i>
Sago palm	<i>Cycas revoluta</i>
Forsythia	<i>Forsythia suspensa</i>
Bigleaf hydrangea	<i>Hydrangea macrophylla</i>
Primrose jasmine	<i>Jasminum mesnyi</i>
Pfitzer juniper	<i>Juniperus chinensis</i>
Winter honeysuckle	<i>Lonicera fragrantissima</i>
Oleander	<i>Nerium oleander</i>
Tobira Pittosporum	<i>Pittosporum tobira</i>
Yew plum pine	<i>Podocarpus macrophyllus</i>

Common Name	Scientific Name
Formosa firethorn	<i>Pyracantha koidzumii</i>
India hawthorn	<i>Raphiolepis indica</i>
Double reeves spiraea	<i>Spiraea cantoniensis</i>
Bridalwreath spiraea	<i>Spiraea prunifolia</i>
Vanhoutte spiraea	<i>Spiraea x vanhouttei</i>
Sweet viburnum	<i>Viburnum odoratissimum</i>
Sandankwa viburnum	<i>Viburnum suspensum</i>
Laurustinus viburnum	<i>Viburnum tinus</i>

D. Native vines:

Common Name	Scientific Name
Pepper vine	<i>Ampelopsis arborea</i>
Cross vine	<i>Bignonia capreolata</i>
Trumpet vine	<i>Campsis radicans</i>
Satin curls	<i>Clematis virginiana</i>
Carolina coralbead	<i>Cocculus carolinus</i>
Yellow jessamine	<i>Gelsemium sempervirens</i>
Railroad vine	<i>Ipomoea pes-caprae</i>
Coral honeysuckle	<i>Lonicera sempervirens</i>
Virginia creeper	<i>Parthenocissus quinquefolia</i>
Greenbrier	<i>Smilax laurifolia</i>

Common Name	Scientific Name
Muscadine	<i>Vitis rotundifolia</i>
American native wisteria	<i>Wisteria frutescens</i>

E. Ornamental non-native vines:

Common Name	Scientific Name
Cross vine	<i>Anisostichus capreolata</i>
Bougainvillea	<i>Bougainvillea sp.</i>
Climbing fig	<i>Ficus pumila</i>
Lady Bank's rose	<i>Rosa banksiae</i>
Chinese star jasmine	<i>Trachelospermum jasminoides</i>

F. Herbaceous Plants

Common Name	Scientific Name
Pink milkweed	<i>Asclepias incarnata</i>
Butterflyweed	<i>Asclepias tuberosa</i>
False indigo	<i>Baptista alba</i>
Yellow canna	<i>Canna flaccida</i>
Beach croton	<i>Croton punctatus</i>
Blanket flower	<i>Gaillardia pulchella</i>
Dune sunflower	<i>Helianthus debilis</i>
Swamp rosemallow	<i>Hibiscus grandifloras</i>
Crimson-eyed mallow	<i>Hibiscus moscheutos</i>

Common Name	Scientific Name
Florida spiderlily	<i>Hymenocallis floridana</i>
St. John's wort	<i>Hypericum cistifolium</i>
St. Peter's wort	<i>Hypericum hypericoides</i>
Dixie iris	<i>Iris hexagona</i>
Southern blue flag	<i>Iris virginica</i>
Seashore mallow	<i>Kosteletzkya virginica</i>
Blazing star	<i>Liatris spicata</i>
Powderpuff	<i>Mimosa strigillosa</i>
Evening primrose	<i>Oenothera humifusa</i>
Passion flower	<i>Passiflora incarnata</i>
Phlox	<i>Phlox sp.</i>
Saltmarsh flea-bane	<i>Pluchea odorata</i>
Pickerelweed	<i>Pontederia cordata</i>
Meadow beauty	<i>Rhexia alifanus</i>
Black-eyed susan	<i>Rudbeckia hirta</i>
Marsh gentian	<i>Sabatia stellaris</i>
Arrowhead	<i>Sagittaria lancifolia</i>
Golden horn	<i>Sarracenia flava</i>
Lizards tail	<i>Saururus cernuus</i>
Ladies tresses	<i>Spiranthes praecox</i>
Wood-sage	<i>Teucrium canadense</i>

Common Name	Scientific Name
Thalia	<i>Thalia dealbata</i>
Fire flag	<i>Thalia geniculata</i>
Spiderwort	<i>Tradescantia virginiana</i>
Atamasco lily	<i>Zephyranthes atamasca</i>

#### G. Grasses

Common Name	Scientific Name
Chalky bluestem	<i>Andropogon capillipes</i>
Saltgrass	<i>Distichlis spicata</i>
Gulf Coast spikerush	<i>Eleocharis cellulosa</i>
Love grass	<i>Eragrostis sp.</i>
Centipede grass	<i>Eremochloa ophiurides</i>
Yellow star grass	<i>Hypoxis juncea</i>
Rush	<i>Juncus bufonius</i>
Soft rush	<i>Juncus effusus</i>
Needlegrass rush	<i>Juncus roemerianus</i>
Sweet grass	<i>Muhlenbergia capillaris</i>
Panic grass	<i>Panicum sp.</i>
Seashore paspalum	<i>Paspalum vaginatum</i>
Fountain grass	<i>Pennisetum setaceum</i>
Starrush	<i>Rhynchospora colorata</i>
Beaksedge	<i>Rhynchospora decurrens</i>

Common Name	Scientific Name
Little bluestem	<i>Schizachyrium scoparium</i>
Sand cordgrass	<i>Spartina bakeri</i>
Salt meadow cordgrass	<i>Spartina patens</i>
Seashore drop seed	<i>Sporobolus virginicus</i>
St. Augustine grass	<i>Stenotaphrum secundatum</i>
Fakahatchee grass	<i>Tripsacum dactyloides</i>
Sea oats	<i>Uniola paniculata</i>
Spike grass	<i>Uniola sessiliflora</i>

#### H. Ferns

Common Name	Scientific Name
Southern woodfern	<i>Dryopteris ludoviciana</i>
Cinnamon fern	<i>Osmunda cinnamomea</i>
Roughhair maiden fern	<i>Thelypteris hispidula</i>
Southern shield fern	<i>Thelypteris kunthii</i>
Eastern marsh fern	<i>Thelypteris palustris</i>
Chain fern	<i>Woodwardia virginica</i>

I. Groundcovers

Common Name	Scientific Name
Cast-iron plant	<i>Aspidistra elatior</i>
Bermuda grass	<i>Cynodon dactylon</i>
Lantana	<i>Lantana camara</i> *
Cape leadwort	<i>Plumbago capensis</i>
* JIA recommends only the use of sterile varieties of Lantana	

J. Annuals, Perennials, and Bulbs

Common Name	Scientific Name
Agastache	<i>Agastache mexicana</i>
Ageratum	<i>Ageratum houstonianum</i>
Joseph's coat	<i>Alternanthera sp.</i>
Angelonia	<i>Angelonia angustifolia</i>
Common snapdragon	<i>Antirrhinum majus</i>
Angel wing begonia	<i>Begonia coccinea</i>
Fibrous begonia	<i>Begonia x semperflorens-cultorum</i>
Swiss chard 'Ruby'	<i>Beta vulgaris</i>
Flowering cabbage & kale	<i>Brassica oleracea</i>
Potmarigold calendula	<i>Calendula officinalis</i>
Canna	<i>Canna x generalis</i>
Annual vinca	<i>Catharanthus roseus</i>
Coleus	<i>Coleus x hybridus</i>

Common Name	Scientific Name
Cyclamen	<i>Cyclamen persicum</i>
Dianthus	<i>Dianthus sp.</i>
Diascia	<i>Diascia barberae</i>
Babysbreath	<i>Gypsophila elegans</i>
Impatiens	<i>Impatiens sp.</i>
Sweet potato vine	<i>Ipomea batatas</i>
Sweet pea	<i>Lathyrus odoratus</i>
Linaria	<i>Linaria maroccana</i>
Sweet alyssum	<i>Lobularia maritima</i>
Annual stock	<i>Mathiola incana annua</i>
Daffodil	<i>Narcissus poeticus</i>
Nemesia	<i>Nemesia strumosa</i>
Nicotiana	<i>Nicotiana alata</i>
Penta	<i>Penta lanceolata</i>
Petunia	<i>Petunia grandiflora</i>
Annual phlox	<i>Phlox drummundi</i>
Portulaca	<i>Portulaca grandiflora</i>
Purslane	<i>Portulaca oleracea</i>
Blue salvia	<i>Salvia Victoria</i>
Persian shield	<i>Strobilanthus dyerianus</i>
Marigold	<i>Tagetes sp.</i>



Common Name	Scientific Name
Torenia	<i>Torenia fournieri</i>
Verbena	<i>Verbena hybrida</i>
Viola	<i>Viola cornuta</i>
Garden pansy	<i>Viola tricolor hortensis</i>
Narrow leaved zinnia	<i>Zinnia angustifolia</i>

### Section 23: Prohibited Invasive Exotics

Common Name	Scientific Name
Tree of heaven	<i>Ailanthus altissima</i>
Pindo palm	<i>Butia capitata</i>
Camphor tree	<i>Cinnamomum camphora</i>
Trifoliolate Orange	<i>Citrus trifoliata</i>
Chinaberry tree	<i>Melina azedarach</i>
Callery ("Bradford") pear	<i>Pyrus calleryana</i>
Brazilian pepper tree	<i>Schinus terebinthifolius</i>
French tamarisk	<i>Tamarix gallica</i>
Chinese tallow tree	<i>Triadica sebifera</i>
Tung oil tree	<i>Vernicia fordii</i>

Common Name	Scientific Name
Mimosa	<i>Albizia julibrissin</i>
Coral ardisia	<i>Ardisia crenata</i>
Mexican milkweed 'Bloodflower'	<i>Asclepia curassavica</i>
Asparagus fern	<i>Asparagus aethiopicus</i>
Sweet autumn clematis	<i>Clematis terniflora</i>
Jimson weed	<i>Datura stramonium</i>
Air yam	<i>Discorea bulbifera</i>
Chinese yam	<i>Discorea oppositifolia</i>
English ivy	<i>Hedera helix</i>
Cogongrass 'Japanese blood grass'	<i>Imperata cylindrica</i>
Lantana (seed bearing varieties)	<i>Lantana camara</i>
Non-native lespedeza	<i>Lespedeza cuneata</i>
Chinese privet	<i>Ligustrum sinense</i>
Glossy privet	<i>L. lucidum</i>
Japanese privet	<i>L. japonicum</i>
Japanese honeysuckle	<i>Lonicera japonica</i>
Japanese climbing fern	<i>Lygodium japonicum</i>
Old world climbing fern	<i>Lygodium microphyllum</i>
White mulberry	<i>Morus alba</i>
Sword fern	<i>Nephrolepis</i>
Princess tree	<i>Paulownia tomentosa</i>

Common Name	Scientific Name
Common reed	<i>Phragmites australis</i>
Golden bamboo	<i>Phyllostachys aurea</i>
Sawtooth oak	<i>Quercus acutissima</i>
Kudzu	<i>Pueraria montana</i>
Mexican petunia	<i>Ruellia brittoniana</i>
Russian thistle	<i>Salsola kali</i>
Rattlebox	<i>Sesbania punicea</i>
Brazilian vervain	<i>Verbena incompta</i>
Beach vitex	<i>Vitex rotundifolia</i>
Japanese / Chinese wisteria	<i>Wisteria japonica / Wisteria sinensis</i>

## Chapter 10: Environment and Natural Resources

### Article II: Flood Protection

#### Sub Article I: In General

##### **Section 1: Statement of purpose.**

- A. It is the purpose of this chapter to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:
  - 1. Require that uses vulnerable to floods, including facilities, which serve such uses, be protected against flood damage at the time of initial construction;
  - 2. Restrict or prohibit uses which are dangerous to health, safety and property due to water or erosion hazards, or which increase flood heights, velocities or erosion;
  - 3. Control filling, grading, dredging and other development which may increase flood damage or erosion;
  - 4. Prevent or regulate the construction of flood barriers which will unnaturally divert floodwaters or which may increase flood hazards to other lands; and
  - 5. Control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of floodwaters.

##### **Section 2: Findings of fact.**

- A. The flood hazard areas of the island are subject to periodic inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood relief and protection, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare.
- B. These flood losses are caused by the occupancy in flood hazard areas of uses vulnerable to floods, which are inadequately elevated, floodproofed, or otherwise unprotected from flood damages, and by the cumulative effect of obstructions in floodplains causing increases in flood heights and velocities.

##### **Section 3: Objectives.**

- A. The objectives of this chapter are:
  - 1. To protect human life and health;
  - 2. To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodplains;

3. To help maintain a stable tax base by providing for the sound use and development of flood prone areas in such a manner as to minimize flood blight areas;
4. To minimize expenditure of public money for costly flood control projects;
5. To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
6. To minimize prolonged business interruptions; and
7. To ensure that potential homebuyers are notified that property is in a flood area.

#### **Section 4: Applicability.**

- A. This chapter shall apply to all areas of special flood hazard within the jurisdiction of Jekyll Island, Georgia.

#### **Section 5: Definitions.**

- A. The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
  1. *Accessory structure* means a structure having minimal value and used for parking, storage and other non-habitable uses, such as garages, carports, storage sheds, and the like.
  2. *Addition (to an existing building)* means any walled and roofed expansion to the perimeter of a building in which the addition is connected by a common loadbearing wall other than a firewall. Any walled and roofed addition, which is connected by a firewall or is separated by an independent perimeter loadbearing wall, shall be considered new construction.
  3. *Appeal* means a request for a review of the floodplain managers' interpretation of any provision of this chapter.
  4. *Area of shallow flooding* means a designated AO or AH zone on a community's flood insurance rate map (FIRM) with base flood depths from one to three feet, and/or where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident.
  5. *Area of special flood hazard* means the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. In the absence of official designation by the Federal Emergency Management Agency, areas of special flood hazard shall be those designated by the local community and referenced in Section 7.

6. *Base flood* means the flood having a one percent chance of being equaled or exceeded in any given year.
7. *Base flood elevation (BFE)* means the elevation shown on the flood insurance rate map for zones AE, AH, A1-A30, AR, AR/A, AR/AE, AR/A1-A30, AR/AH, AR/AO, V1-V30, and VE that indicates the water surface elevation resulting from a flood that has a one percent chance of equaling or exceeding that level in any given year.
8. *Basement* means that portion of a building having its floor sub grade (below ground level) on all sides.
9. *Building* means any structure built for support, shelter, or enclosure for any occupancy or storage.
10. *Critical facility* means any public or private facility, which, if flooded, would create an added dimension to the disaster or would increase the hazard to life and health. The term "critical facility" includes the following:
  - a. Structures or facilities that produce, use, or store highly volatile, flammable, explosive, toxic or water-reactive materials;
  - b. Hospitals and nursing homes, which are likely to contain occupants who may not be sufficiently mobile to avoid the loss of life or injury during flood and storm events;
  - c. Emergency operation centers or data storage centers which contain records or services that may become lost or inoperative during flood and storm events;
  - d. Generating plants and other principal points of utility lines.
11. *Development* means any manmade change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavating, drilling operations, and storage of materials or equipment.
12. *Elevated building* means a non-basement building built to have the lowest floor of the lowest enclosed area elevated above the ground level by means of fill, solid foundation perimeter walls, pilings, columns, piers or shear walls adequately anchored so as not to impair the structural integrity of the building during a base flood event.
13. *Existing construction* means for the purposes of determining rates, structures for which the start of construction commenced before June 1, 1984.
14. *Existing manufactured home park or subdivision* means a manufactured home park or subdivision for which the construction of facilities for servicing the lots

on which the manufactured homes are to be affixed (including at a minimum the installation of utilities, the construction of streets, and final site grading or the pouring of concrete pads) is completed before June 1, 1984.

15. *Expansion to an existing manufactured home park or subdivision* means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed, including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads.
16. *Flood or flooding* means a general and temporary condition of partial or complete inundation of normally dry land areas from:
  - a. The overflow of inland or tidal waters; or
  - b. The unusual and rapid accumulation or runoff of surface waters from any source.
17. *Flood hazard boundary map (FHBM)* means an official map of a community, issued by the Federal Insurance Administration, where the boundaries of areas of special flood hazard have been defined as zone A.
18. *Flood insurance rate map (FIRM)* means an official map of a community, issued by the Federal Insurance Administration, delineating the areas of special flood hazard and/or risk premium zones applicable to the community.
19. *Flood insurance study* means the official report by the Federal Insurance Administration evaluating flood hazards and containing flood profiles and water surface elevations of the base flood.
20. *Floodplain* means any land area susceptible to flooding.
21. *Floodproofing* means any combination of structural and nonstructural additions, changes, or adjustments to structures, which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.
22. *Floodway* means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.
23. *Freeboard* means a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. Freeboard tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings and the hydrological effect of

urbanization of the watershed.

24. *Highest adjacent grade* means the highest natural elevation of the ground surface, prior to construction, adjacent to the proposed foundation of a building.

25. *Historic structure* means any structure that is:

- a. Listed individually in the National Register of Historic Places (a listing maintained by the U.S. Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- b. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- c. Individually listed on a state inventory of historic places and determined as eligible by states with historic preservation programs which have been approved by the Secretary of the Interior; or
- d. Individually listed on a local inventory of historic places and determined as eligible by communities with historic preservation programs that have been certified either:
  - i. By an approved state program as determined by the Secretary of the Interior, or
  - ii. Directly by the Secretary of the Interior in states without approved programs.

26. *Limited detail study* means a method of calculating the 1% annual chance flood elevations and delineating the resulting floodplain along rivers and streams.

27. *Lowest floor* means the lowest floor of the lowest enclosed area, including basement. An unfinished or flood resistant enclosure, used solely for parking of vehicles, building access, or storage, in an area other than a basement, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of other provisions of this Code.

28. *Manufactured home* means a building, transportable in one or more sections, built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term "manufactured home" also includes park trailers, travel trailers and similar transportable structures placed on a site for 180 consecutive days or longer



and intended to be improved property.

29. *Manufactured home park or subdivision* means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.
30. *Mean sea level* means the average height of the sea for all stages of the tide. It is used as a reference for establishing various elevations within the floodplain. For purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929, the North American Vertical Datum (NAVD) of 1988, or other datum, to which base flood elevations shown on the Flood Insurance Rate Map are referenced.
31. *National Geodetic Vertical Datum (NGVD) and North American Vertical Datum (NAVD)*, mean a vertical control used as a reference for establishing varying elevations within the floodplain.
32. *New construction* means, for the purposes of determining insurance rates, structures for which the start of construction commenced after June 1, 1984, and includes any subsequent improvements to such structures. For floodplain management purposes, the term "new construction" means structures for which the start of construction commenced after June 1, 1984, and includes any subsequent improvements to such structures.
33. *New manufactured home park or subdivision* means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after June 1, 1984.
34. *North American Vertical Datum (NAVD)* has replaced the National Geodetic Vertical Datum of 1929 in existing and future FEMA flood modernization maps.
35. *Recreational vehicle* means a vehicle which is:
  - a. Built on a single chassis;
  - b. 400 square feet or less when measured at the largest horizontal projection;
  - c. Designed to be self-propelled or permanently towable by a light-duty truck; and
  - d. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel or seasonal use.
36. *Start of construction* means the date the development permit was issued,

provided the actual start of construction, repair, reconstruction or improvement was within 180 days of the permit date. The actual start means the first placement of permanent construction of the structure such as the pouring of slabs or footings, installation of piles, construction of columns, or any work beyond the stage of excavation, and includes the placement of a manufactured home on a foundation. Permanent construction does not include initial land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of buildings appurtenant to the permitted structure, such as garages or sheds not occupied as dwelling units or part of the main structure. (Note: accessory structures are not exempt from any chapter requirements.) For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

- 37. *Structure* means a walled and roofed building that is principally above ground, a manufactured home, a gas or liquid storage tank.
- 38. *Subdivision* means the division of a single lot into two or more lots for the purpose of sale or development.
- 39. *Substantial damage* means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed fifty percent (50%) of the market value of the structure before the damage occurred.
- 40. *Substantial improvement*.
  - a. The term "substantial improvement" means any combination of repairs, reconstruction, alteration, or improvements to a structure, taking place during a five-year period, in which the cumulative cost equals or exceeds fifty percent (50%) of the market value of the structure before the start of construction of the improvement. The market value of the structure should be:
    - i. The appraised value of the structure prior to the start of the initial repair or improvement; or
    - ii. In the case of damage, the value of the structure prior to the damage occurring.
  - b. The term "substantial improvement" includes structures, which have incurred substantial damage, regardless of the actual amount of repair work performed. For the purposes of this definition, substantial improvement is

considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the structure commences, whether or not that alteration affects the external dimensions of the structure.

- c. The term "substantial improvement" does not, however, include either:
    - i. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to ensure safe living conditions; or
    - ii. Any alteration of an historic structure provided that the alteration will not preclude the structure's continued designation as an historic structure.
41. *Substantially improved existing manufactured home parks or subdivisions* means where the repair, reconstruction, rehabilitation or improvement of the streets, utilities and pads equals or exceeds 50 percent of the value of the streets, utilities and pads before the repair, reconstruction or improvement commenced.
42. *Variance* means a grant of relief from the requirements of this chapter, which permits construction in a manner otherwise prohibited by this chapter.
43. *Violation* means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, or other certifications, or other evidence of compliance required by this chapter is presumed to be in violation until such time as that documentation is provided.

## **Section 6: Violations, Penalties and Enforcement.**

- A. It shall be unlawful for any person to fail to comply with the provisions of this chapter or with the terms of any written directive or variance issued or established by the Authority pursuant to this Chapter.
- B. Any person found in violation of any provision of this Article shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine not to exceed \$1,000.00 or by imprisonment for a term not to exceed 60 days, or by both fine and imprisonment, to be imposed at the discretion of the judge or as provided and stipulated by law. Each day such violation continues shall be considered a separate offense.
- C. Nothing herein contained shall prevent the Authority from taking such other lawful actions as is necessary or prudent as determined by the Authority in its discretion to prevent or remedy any violation or threatened violation.

**Section 7: Basis for area of special flood hazard.**

- A. The areas of special flood hazard identified by the Federal Emergency Management Agency (FEMA) in its flood insurance study (FIS), dated January 5, 2018, with accompanying maps and other supporting data and any revision thereto, are adopted by reference and declared a part of this chapter. For those land areas acquired by a municipality through annexation, the current effective FIS, supporting data and any revision thereto, for the county dated January 5, 2018, are hereby adopted by reference.
- B. Areas of special flood hazard may also include those areas known to have flooded historically or defined through standard engineering analysis by governmental agencies or private parties but not yet incorporated in a FIS.
- C. The repository for public inspection of the flood insurance study (FIS), accompanying maps and other supporting data is located at the Jekyll Island Fire Department.

**Section 8: Establishment of building permit.**

- A. A building permit shall only be issued by Glynn County if the application is found to be in conformance with the provisions of this chapter prior to the commencement of any development activities.

**Section 9: Compliance.**

- A. No structure or land shall hereafter be located, extended, converted or altered without full compliance with the terms of this chapter and other applicable regulations.

**Section 10: Abrogation and greater restrictions.**

- A. This chapter is not intended to repeal, abrogate or impair any existing ordinance, easements, covenants or deed restrictions.
- B. However, where this chapter and another conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

**Section 11: Interpretation.**

- A. In the interpretation and application of this chapter all provisions shall be:
  - 1. Considered as minimum requirements;
  - 2. Liberally construed in favor of the governing body; and
  - 3. Deemed neither to limit nor repeal any other powers granted under state statutes.

## **Section 12: Warning and disclaimer of liability.**

- A. The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur; flood heights may be increased by manmade or natural causes.
- B. This chapter does not imply that land outside the areas of special flood hazard or uses permitted within such areas will be free from flooding or flood damages.
- C. This chapter shall not create liability on the part of the Authority or by any officer or employee thereof for any flood damages that result from reliance on this chapter or any administrative decision lawfully made thereunder.

## **Sub Article II: Administration**

### **Section 13: Designation of chapter administrator.**

- A. The Executive Director or their designee shall be designated as the floodplain manager. The floodplain manager is hereby appointed to administer and implement the provisions of this chapter.

### **Section 14: Application approval procedures.**

- A. Application for approval shall be made to the floodplain manager and approved by the Design Review Group (DRG), prior to submittal to Glynn County for building permit approval, and prior to any development activities. The application may include, but not be limited to the following: plans in duplicate drawn to scale showing the elevations of the area in question and the nature, location, dimensions, of existing or proposed structures, earthen fill placement, storage of materials or equipment, and drainage facilities.
- B. Specifically, the following information is required:
  - 1. Application stage.
    - a. Elevation in relation to mean sea level (or highest adjacent grade) of the lowest floor, including basement, of all proposed structures;
    - b. Elevation in relation to mean sea level to which any nonresidential structure will be floodproofed;
    - c. Design certification from a registered professional engineer or architect that any proposed nonresidential floodproofed structure will meet the floodproofing criteria of this ordinance;
    - d. Design certification from a registered professional engineer or architect that any new construction or substantial improvement placed in a coastal

- high hazard area will meet the criteria ordinance; and
  - e. Description of the extent to which any watercourse will be altered or relocated as a result of a proposed development;
  - f. Drainage plan with a description of onsite drainage facilities.
2. Construction stage.
- a. For all new construction and substantial improvements, the permit holder shall provide to the floodplain manager an as-built certification of the regulatory floor elevation or floodproofing level immediately after the lowest floor or floodproofing is completed.
  - b. Where a structure is subject to the provisions applicable to coastal high hazards areas, after placement of the lowest horizontal structural members.
  - c. Any regulatory floor certification made relative to mean sea level shall be prepared by or under the direct supervision of a registered land surveyor or professional engineer and certified by same.
  - d. When floodproofing is utilized for nonresidential structures, said certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same.
  - e. Any work undertaken prior to submission of these certifications shall be at the permit holder's risk.
- C. The floodplain manager shall review the submitted certification data set forth in subsection B of this section.
- 1. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further progressive work being allowed to proceed.
  - 2. Failure to submit certification or failure to make said corrections required hereby, shall be cause to issue a stop work order for the project.

#### **Section 15: Duties and responsibilities of the floodplain manager.**

- A. Duties of the floodplain manager shall include, but shall not be limited to:
- 1. Review all applications to ensure that the permit requirements of this chapter have been satisfied.
  - 2. Review proposed development to ensure that all necessary permits have been received from governmental agencies from which approval is required by federal or state law, including Section 404 of the Federal Water Pollution Control Act, amendments of 1972, 33 USC 1334. Require that copies of such permits be provided and maintained on file.

3. Review all applications to determine whether proposed building sites will be reasonably safe from flooding.
4. When base flood elevation data or floodway data have not been provided, then the floodplain manager shall obtain, review and reasonably utilize any base flood elevation and floodway data available from federal, state or other sources in order to administer the provisions of article III of this chapter.
5. Provide relevant information related to compliance with this ordinance to the DRG for development applications.
6. Review and record the actual elevation in relation to mean sea level (or highest adjacent grade) of the regulatory floor, including basement, of all new or substantially improved structures in accordance with Section 14(B)2.
7. Review and record the actual elevation, in relation to mean sea level to which any new or substantially improved structures have been floodproofed.
8. When floodproofing is utilized for a structure, the floodplain manager shall require certification of design criteria from a registered professional engineer or architect in accordance with 14(B)(1)c and Section 17(A)3 or 18(B).
9. Obtain design certification from a registered professional engineer or architect that any new construction or substantial improvement placed in a coastal high hazard area will meet the criteria of Section 21.
10. Make substantial damage determinations following a flood event or any other event that causes damage to structures in flood hazard areas.
11. Notify adjacent communities and the state department of natural resources prior to any alteration or relocation of a watercourse and submit evidence of such notification to the Federal Emergency Management Agency (FEMA).
12. For any altered or relocated watercourse, submit engineering data/analysis within six months to the FEMA to ensure accuracy of community flood maps through the letter of map revision process. Ensure flood-carrying capacity of any altered or relocated watercourse is maintained.
13. Where interpretation is needed as to the exact location of boundaries of the areas of special flood hazard (for example, where there appears to be a conflict between a mapped boundary and actual field conditions) the floodplain manager shall make the necessary interpretation. Any person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this chapter.
14. All records pertaining to the provisions of this chapter shall be maintained in the office of the floodplain manager and shall be open for public inspection.

15. If a portion of the structure is located in a area of special flood hazard, the entire structure shall comply with the requirements of this ordinance.
16. If a structure is located in multiple flood zones and/or BFEs, the entire structure shall comply with the most restrictive requirements of this ordinance.

### **Sub Article III: Provisions for Flood Hazard Reduction**

#### **Section 16: General standards.**

- A. In all areas of special flood hazard the following provisions are required:
  1. New construction and substantial improvements of existing structures shall be anchored to prevent flotation, collapse or lateral movement of the structure;
  2. New construction and substantial improvements of existing structures shall be constructed with materials and utility equipment resistant to flood damage;
  3. New construction or substantial improvements of existing structures shall be constructed by methods and practices that minimize flood damage; according to principles of construction for coastal areas (FEMA 55) with no adverse impact upon the community;
  4. Elevated buildings. All new construction or substantial improvements of existing structures that include any fully enclosed area located below the lowest floor formed by foundation and other exterior walls shall be designed so as to be an unfinished or flood resistant enclosure. The enclosure shall be designed to equalize hydrostatic flood forces on exterior walls by allowing for the automatic entry and exit of floodwater (not applicable in coastal high hazard areas):
    - a. Designs for complying with this requirement must either be certified by a professional engineer or architect or meet the following minimum criteria:
      - i. Provide a minimum of two (2) openings having a total net area of not less than one (1) square inch for every one (1) square foot of enclosed area subject to flooding;
      - ii. The bottom of all openings shall be no higher than one (1) foot above grade; and
      - iii. Openings may be equipped with screens, louvers, valves or other coverings or devices provided they permit the automatic flow of floodwater in both directions.
    - b. So as not to violate the lowest floor criteria of this chapter, the unfinished or flood resistant enclosure shall only be used for parking of vehicles,



limited storage of maintenance equipment used in connection with the premises, or entry to the elevated area; and

- c. The interior portion of such enclosed area shall not be partitioned or finished into separate rooms;
5. All heating and air conditioning equipment and components (including ductwork), all electrical, ventilation, plumbing and other service facilities shall be elevated to one (1) foot above freeboard and designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
6. Manufactured homes shall be anchored to prevent flotation, collapse or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This standard shall be in addition to and consistent with applicable state requirements for resisting wind forces;
7. New and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system;
8. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into floodwaters;
9. On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding; and
10. Any alteration, repair, reconstruction or improvement to a structure, which is not compliant with the provisions of this chapter, shall be undertaken only if the nonconformity is not furthered, extended or replaced.

#### **Section 17: Specific standards.**

- A. In all areas of special flood hazard designated as A1—30, AE, AH and A (with estimated BFE) zones, the following provisions are required:
  1. **New construction and/or substantial improvements.** Where base flood elevation data are available, new construction and/or substantial improvement of any structure or manufactured home shall have the lowest floor, including basement, elevated no lower than one (1) foot above the base flood elevation. Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate the unimpeded movements of floodwaters shall be provided in accordance with standards of Section 16(A)4.a, elevated buildings. All heating and air conditioning equipment and components (including ductwork), all electrical, ventilation, plumbing and other service facilities shall be elevated, at or above, one (1) foot above the base flood elevation.

2. The addition of fill shall not result in an increase in stormwater runoff volume or velocity on to neighboring properties. This must be certified by a licensed engineer in the drainage plan.
3. **Nonresidential construction.** New construction and/or the substantial improvement of any structure located in A1—30, AE or AH zones, may be floodproofed in lieu of elevation. The structure, together with attendant utility and sanitary facilities, must be designed to be watertight to one (1) foot above the base flood elevation, with walls substantially impermeable to the passage of water, and structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this ordinance and shall provide such certification to the floodplain manager as set forth in this subsection and in Section 15(A)8.
4. **Manufactured homes and recreational vehicles.** Standards for manufactured homes and recreational vehicles where base flood elevation data are available:
  - a. All manufactured homes placed and/or substantially improved on:
    - i. Individual lots or parcels;
    - ii. In new and/or substantially improved manufactured home parks or subdivisions;
    - iii. In expansions to existing manufactured home parks or subdivisions; or
    - iv. On a site in an existing manufactured home parks or subdivision where a manufactured home has incurred substantial damage as the result of a flood; must have the lowest floor including basement, elevated no lower than one (1) foot above the base flood elevation.
  - b. Manufactured homes placed and/or substantially improved in an either existing manufactured home park or subdivision may be elevated so that:
    - i. The lowest floor of the manufactured home is elevated no lower than one (1) foot above the level of the base flood elevation; and
    - ii. The manufactured home chassis is elevated and supported by reinforced piers (or other foundation elements of at least an equivalent strength) of no less than 36 inches in height above grade, plus one foot.
  - c. All manufactured homes must be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement. (Reference Section 16(A)6.)
  - d. All recreational vehicles placed on sites must be on the site for fewer than

180 consecutive days; fully licensed and ready for highway use, (a recreational vehicle is ready for highway use if it is licensed, on its wheels or jacking system, attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached structures or additions).

5. **Floodway.** Located within areas of special flood hazard established in Section 7, are areas designated as floodway. A floodway may be an extremely hazardous area due to velocity floodwaters, debris or erosion potential. In addition, the area must remain free of encroachment in order to allow for the discharge of the base flood without increased flood heights. Therefore, the following provisions shall apply:
  - a. Encroachments are prohibited, including earthen fill, new construction, substantial improvements or other development within the regulatory floodway. Development may be permitted however, provided it is demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the encroachment shall not result in any increase in flood levels or floodway widths during a base flood discharge. A registered professional engineer must provide supporting technical data and certification thereof.
  - b. Only if subsection 5.a. of this section is satisfied, then any new construction or substantial improvement shall comply with all other applicable flood hazard reduction provisions of this article.

**Section 18: Building standards for streams without established base flood elevations and/or floodway (A zones).**

- A. Located within the areas of special flood hazard established in Section 7, where streams exist but no base flood data have been provided (A zones), or where base flood data have been provided but a floodway has not been delineated, the following provisions apply:
  1. When base flood elevation data or floodway data have not been provided, then the floodplain manager shall obtain, review, and reasonably utilize any scientific or historic base flood elevation and floodway data available from a federal, state or other source, in order to administer the provisions of this article. Only if data are not available from these sources, then the provisions of subsections (2) and (3) of this section shall apply.
  2. No encroachments, including structures or fill material, shall be located within an area equal to the width of the stream or 25 feet, whichever is greater, measured from the top of the stream bank, unless certification by a registered professional engineer is provided demonstrating that such encroachment shall

not result in more than a one (1) foot increase in flood levels during the occurrence of the base flood discharge.

3. In special flood hazard areas without base flood elevation data, new construction and substantial improvements of existing structures shall have the lowest floor of the lowest enclosed area (including basement) elevated no less than one (1) foot above the highest adjacent grade at the building site. (Note: Require the lowest floor to be elevated one (1) foot above the estimated base flood elevation in A zone areas where a limited detail study has been completed.) Openings sufficient to facilitate the unimpeded movements of floodwaters shall be provided in accordance with standards of Section 16(D), elevated buildings. All heating and air conditioning equipment and components (including ductwork), all electrical, ventilation, plumbing, and other service facilities shall be elevated no less than one foot (1) above the highest adjacent grade at the building site.
- B. The floodplain manager shall require certification of the lowest floor elevation level and the record shall become a permanent part of the permit file.

**Section 19: Standards for areas of special flood hazard (AE zones) with established base flood elevations without designated floodways.**

- A. Located within the areas of special flood hazard established in Section 7, where streams with base flood elevations are provided but no floodways have been designated, (AE zones) the following provisions apply:
  1. No encroachments, including fill material, new structures or substantial improvements shall be located within areas of special flood hazard, unless certification by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community. The engineering certification should be supported by technical data that conforms to standard hydraulic engineering principles.
  2. New construction or substantial improvements of buildings shall be elevated or floodproofed to elevations established in accordance with Section 16 and 17.

**Section 20: Standards for areas of shallow flooding (AO zones).**

- A. Areas of special flood hazard established in Section 7, may include designated AO zones, shallow flooding areas. These areas have base flood depths of one to three feet above ground, with no clearly defined channel. The following provisions apply:
  1. All new construction and substantial improvements of residential and

nonresidential structures shall have the lowest floor, including basement, elevated to one (1) foot above the flood depth number specified on the flood insurance rate map (FIRM), above the highest adjacent grade. If no flood depth number is specified, the lowest floor, including basement, shall be elevated at least one (1) foot above the highest adjacent grade. Openings sufficient to facilitate the unimpeded movements of floodwaters shall be provided in accordance with standards of Section 16(4), elevated buildings. The floodplain manager shall require certification of the lowest floor elevation level and the record shall become a permanent part of the permit file. The floodplain manager shall certify the lowest floor elevation level and the record shall become a permanent part of the permit file.

2. New construction or the substantial improvement of a nonresidential structure may be floodproofed in lieu of elevation. The structure, together with attendant utility and sanitary facilities, must be designed to be watertight to the specified FIRM flood level plus one (1) foot above highest adjacent grade, with walls substantially impermeable to the passage of water, and structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions in this section and shall provide such certification to the official as set forth in this subsection and as required in Section 14.
3. Drainage paths shall be provided to guide floodwater around and away from any proposed structure.

#### **Section 21: Coastal high hazard areas (V zones).**

- A. Located within the areas of special flood hazard established in Section 7, are areas designated as coastal high hazard areas (V zones). These areas have special flood hazards associated with wave action and storm surge; therefore, the following provisions shall apply:
  1. All new construction and substantial improvements of existing structures shall be located 200 feet landward of the reach of mean-high tide;
  2. All new construction and substantial improvements of existing structures shall be elevated on piles, columns, or shear walls parallel to the flow of water so that the bottom of the lowest supporting horizontal structural member (excluding pilings or columns) is located no lower than one (1) foot above the base flood elevation level. All space below the lowest supporting member shall remain free of obstruction or constructed with non-supporting breakaway walls. Open wood lattice work or decorative screening may be permitted for

aesthetic purposes only and must be designed to wash away in the event of abnormal wave action and in accordance with subsection (6) of this section;

3. All new construction and substantial improvements of existing structures shall be securely anchored on pilings, columns or shear walls;
4. All pile and column foundations and the structures attached thereto shall be anchored to resist flotation, collapse, and lateral movement due to the combined effects of wind and water loads acting simultaneously on all building components, both (nonstructural and structural). Water-loading values shall equal or exceed those of the base flood. Wind loading values shall be in accordance with the technical codes adopted by the Authority;
5. A registered professional engineer or architect shall certify, utilizing a V Zone Certificate and Elevation Certificate, that the design, specifications and plans for construction are in compliance with the provisions contained in this Section;
6. All space below the lowest horizontal supporting member must remain free of obstruction. Open wood lattice work or decorative screening may be permitted for aesthetic purposes only and must be designed to wash away in the event of abnormal wave action without causing structural damage to the supporting foundation or elevated portion of the structure. The following design specifications are allowed:
  - a. No solid walls shall be allowed;
  - b. Material shall consist of open wood lattice or mesh screening only; and
  - c. If aesthetic open wood lattice work or screening is utilized, any enclosed space shall not be used for human habitation, but shall be designed to be used only for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises.
  - d. The enclosure must not exceed 299 square feet.
7. Prior to construction, plans for any structures having open wood latticework or decorative screening must be submitted to the authority board for approval;
8. Any alteration, repair, reconstruction or improvement to any structure shall not enclose the space below the lowest floor except with open wood latticework or decorative screening, as provided in this section;
9. There shall be no fill used as structural support. Noncompacted fill may be used around the perimeter of a building for landscaping/aesthetic purposes provided the fill will wash out from storm surge, (thereby rendering the building free of obstruction) prior to generating excessive loading forces, ramping effects, or wave deflection. The authority landscape superintendent shall

approve design plans for landscaping/aesthetic fill only after the applicant has provided an analysis by an engineer, architect and/or soil scientist, which demonstrates that the following factors have been fully considered:

- a. Particle composition of fill material does not have a tendency for excessive natural compaction;
  - b. Volume and distribution of fill will not cause wave deflection to adjacent properties; and
  - c. Slope of fill will not cause wave run-up or ramping;
10. There shall be no alteration of sand dunes or vegetated wetlands, which would increase potential flood damage; and
11. Prohibit the placement of manufactured homes (mobile homes), except in an existing manufactured homes park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring standards of Section 17(a)4 are met.

## **Section 22: Standards for subdivisions.**

- A. Standards for subdivisions are as follows:
1. All subdivision and/or development proposals shall be consistent with the need to minimize flood damage;
  2. All subdivision and/or development proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;
  3. All subdivision and/or development proposals shall have adequate drainage provided to reduce exposure to flood hazards; and
  3. For subdivisions and/or developments, base flood elevation data shall be provided for subdivision and all other proposed development, including manufactured home parks and subdivisions.
  4. New construction or substantial improvements of buildings located in subdivisions shall be elevated or floodproofed in accordance with Section 16 and 17.
- B. Any changes or revisions to the flood data adopted herein and shown on the FIRM shall be submitted to FEMA for review as a conditional letter of map revision (CLOMR) or conditional letter of map amendment (CLOMA), whichever is applicable. Upon completion of the project, the developer is responsible for submitting the as-built data to FEMA in order to obtain the final LOMR.

### **Section 23: Standards for critical facilities.**

- A. Critical facilities shall not be located in the 100-year or 500-year floodplains, whenever practicable.
- B. Tide levels shall be considered when planning for new construction or substantial improvement of critical facilities.
- C. At minimum, new construction or substantial improvement of critical facilities shall be elevated or floodproofed in accordance with Section 16 and 17.
- D. Hazardous materials shall not be stored in the area of special flood hazard. The following materials are prohibited in the area of special flood hazard: Acetone, ammonia, benzene, calcium carbide, carbon disulfide, celluloid, chlorine, hydrochloric acid, prussic, magnesium, nitric acid, oxides of nitrogen, phosphorus, potassium, sodium, and sulfur.

### **Sub Article IV: Variances**

### **Section 24: Procedures.**

- A. The Authority board shall hear and decide requests for appeals or variance from the requirements of this chapter.
- B. The board shall hear and decide appeals when it is alleged an error in any requirement, decision, or determination is made by the floodplain manager in the enforcement or administration of this ordinance
- C. Any person aggrieved by the decision of the authority board may appeal such decision to the Superior Court as provided in the Official Code of Georgia Annotated (O.C.G.A.).
- D. Any applicant to whom a variance is granted shall be given written notice specifying the difference between the base flood elevation and the elevation of the proposed lowest floor and stating that the cost of flood insurance will be commensurate with the increased risk to life and property resulting from the reduced lowest floor elevation.
- E. In reviewing such requests, the authority board shall consider all technical evaluations, relevant factors, and all standards specified in this and other sections of this chapter.
- F. Upon consideration of the factors listed in this section and the purposes of this chapter, the authority board may attach such conditions to the granting of variances as it deems necessary to further the purposes of this chapter.



- G. Any person aggrieved by the decision of the authority board may appeal such decision to Superior Court as provided in the Official Code of Georgia Annotated (O.C.G.A.).
- H. The floodplain manager shall maintain the records of all appeal actions and report any variances to the Federal Emergency Management Agency upon request.
- I. Upon consideration of the factors listed above and the purposes of this ordinance, the Authority may attach such conditions to the granting of variances as it deems necessary to further the purposes of this ordinance.

#### **Section 25: Conditions for Variances**

- A. The provisions of this ordinance are minimum standards for flood loss reduction; therefore, any deviation from the standards must be weighed carefully. A variance shall be issued only when there is:
  - 1. A finding of good and sufficient cause;
  - 2. A determination that failure to grant the variance would result in exceptional hardship;
  - 3. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- B. Variances may be issued for development necessary for the conduct of a functionally dependent use, provided the criteria of this Article are met, no reasonable alternative exists, and the development is protected by methods that minimize flood damage during the base flood and create no additional threats to public safety.
- C. Variances may be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as an historic structure and the variance is the minimum to preserve the historic character and design of the structure.
- D. Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.

## Chapter 10: Environment and Natural Resources

### Article III: Stormwater Management

#### Division I: General Provisions

##### **Section 1: Purpose.**

- A. The purpose of this article is to establish:
  - 1. this set of water quality and quantity policies applicable to all surface waters to provide reasonable guidance for the regulation of stormwater runoff for the purpose of protecting local water resources from degradation; and
  - 2. minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public residing in watersheds within this jurisdiction.
- B. This article seeks to meet those purposes through regulation of activities that can improve and maintain those water resources that lie within Jekyll Island.

##### **Section 2: Findings of fact**

- A. It is hereby determined that:
  - 1. Land development projects and associated changes in the landscape alter the hydrologic response of local watersheds and increase stormwater runoff rates and volumes, flooding, stream channel erosion, and sediment transport and deposition;
  - 2. This stormwater runoff contributes to increased quantities of water-borne pollutants;
  - 3. Stormwater runoff, soil erosion and nonpoint source pollution can be controlled and minimized through the regulation of stormwater runoff from existing and future development sites; and
  - 4. The regulation of stormwater runoff discharges from land development projects and other construction activities in order to control and minimize increases in stormwater runoff rates and volumes, soil erosion, stream channel erosion, and nonpoint source pollution associated with stormwater runoff is in the public interest and will prevent threats to public health and safety.

##### **Section 3: Compatibility with other permit and ordinance requirements.**

- A. This article is not intended to interfere with, abrogate, or annul any other ordinance, rule or regulation, statute, or other provision of law.
- B. The requirements of this ordinance should be considered minimum

requirements, and where any provision of this article imposes restrictions different from those imposed by any other ordinance, rule or regulation, or other provision of law, whichever provisions are more restrictive or impose higher protective standards for human health or the environment shall be considered to take precedence.

#### **Section 4: Responsibility for administration.**

- A. Unless otherwise stated, the Executive Director of the Authority or their designee shall administer, implement, and enforce the provisions of this article.
- B. Any powers granted or duties imposed upon the Executive Director of the Authority or their designee may be delegated in writing to persons or entities acting in the beneficial interest of or in the employ of the Authority.

#### **Section 5: Ultimate responsibility.**

- A. The standards set forth herein and promulgated pursuant to this article unless otherwise noted are minimum standards; therefore, this ordinance does not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants.

#### **Section 6: Definitions.**

- A. The following definitions shall apply in the interpretation and enforcement of this article, unless otherwise specifically stated:
  - 1. *Authority*. Jekyll Island Authority, its Board of Directors and staff.
  - 2. *As-built drawings*. Amended site plans specifying the locations, dimensions, elevations, capacities and operational capabilities of road and drainage structures and facilities as they have been constructed.
  - 3. *Best management practices (BMPs)*. Structural devices to store or treat stormwater runoff or non- structural programs or practices both of which are designed to prevent or reduce the pollution of the waters of the State of Georgia and provide other amenities.
  - 4. *Buffer*. An area along the course of any state waters to be maintained in an undisturbed and natural condition.
  - 5. *Coastal Stormwater Supplement (CSS) to the Georgia Stormwater Management Manual (GSMM)*. The latest edition of all volumes of the CSS, a technical design supplement to the GSMM that was developed for coastal Georgia. The CSS addresses stormwater management practices and BMPs that are specific and applicable to coastal stormwater quantity and quality issues.
  - 6. *Construction*. Any alteration of land for the purpose of achieving its development of changing use, including particularly any preparation for,

building of, or erection of a structure.

7. *Cut*. A portion of land surface or area from which earth has been removed or will be removed by excavation; the depth below original ground surface to excavated surface. Also known as excavation.
8. *Design Review Group*. The Jekyll Island Design Review Group is established to review all proposed projects on Jekyll Island. In its review process, the group may at its discretion solicit additional technical assistance from other governmental agencies and or consultants for help in the review of each project.
9. *Design storm*. The rainfall event of such size and frequency as described in the Georgia Stormwater Management Manual or Glynn County local design manual, which is used for the design of stormwater facilities.
10. *Developer*. Any person who acts in his own behalf or as the agent of any lessee and engages in alteration of land or vegetation in preparation for construction activity.
11. *Development*. Any action in preparation for construction activities which result in alteration of either land or vegetation other than such minor land disturbing activities as home gardens and individual home landscaping repairs or maintenance work which result in minor soil disturbance.
12. *Discharge*. A general term applied to the removal of surface of subsurface water from a given area either by gravity or by pumping, commonly applied herein to surface water.
13. *Drainage*. A general term applied to the removal of surface or subsurface water from a given area either by gravity or by pumping, commonly applied herein to surface water.
14. *Drainage structure*. Any stormwater conveyance structure as defined below, and any piping or ditching for stormwater management purposes.
15. *Drainage system*. The surface and subsurface system for the removal of water from the land, including both the natural elements of streams, marshes, and ponds, whether of an intermittent or continuous nature, and the manmade element which includes culverts, ditches, channels, retention facilities and the storm sewer system.
16. *Erosion*. The process by which land surface is worn away by the action of wind, water, ice or gravity.
17. *Fill*. A portion of land surface to which soil or other solid material has been added; the depth above the original ground.
18. *Flood*. A temporary rise in the level of rivers, streams, lakes, marshes,

groundwater, and ocean, which results in inundation of areas not ordinarily covered by water.

19. *Floodplain*. Any land area susceptible to being inundated by flood waters from any source.
20. *Georgia Stormwater Management Manual (GSMM)*. The latest edition of all volumes of the GSMM, a technical guidance document governing stormwater management design, construction and long-term maintenance activities in Georgia.
21. *Grading*. Altering ground surfaces to specified elevations, dimensions, and/or slopes; this includes stripping, cutting, filling, stockpiling and shaping or any combination thereof and shall include the land in its cut or filled condition.
22. *Hazardous materials*. Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.
23. *Hotspot*. An area where the land use or activities generate or have the potential to generate highly contaminated runoff, with concentrations of pollutants in excess of those typically found in stormwater.
24. *Illicit discharge*. Any discharge as defined in 40 CFR Part 122.26(b)(2) to a stormwater drainage system that is not entirely composed of stormwater, except those discharges authorized under a NPDES permit (other than the NPDES permit for discharges from the stormwater drainage system) and discharges resulting from firefighting activities.
25. *Illicit connections*. Any manmade conveyance connecting a discharge directly to a stormwater drainage system.
26. *Impervious surface*. A manmade structure or surface which prevents the infiltration of stormwater into the ground below the structure or surface. Structures or surfaces which are constructed so as to only minimally affect the infiltration of stormwater are not considered impervious surfaces.
27. *Infiltration*. The process of percolating stormwater runoff into the underlying native soils.
28. *Land disturbing activity*. Any activity which results in changes in the volume or flow rates of rainfall runoff, soil erosion from water or wind; or the movement of sediments into state waters or onto land within the state, including, but not limited to, clearing, dredging, grading, excavating, transporting, and filling of

land.

29. *Live retention*. That quantity of water capable of being effectively contained by a designated facility for stormwater storage for a specified period of time.
30. *Lot*. A tract, portion or parcel of land separated from other tracts, portions or parcels by description on a subdivision plat of record or survey map or described by metes and bounds, and intended to be used to facilitate transfer of ownership or for building development. For the purposes of this chapter, the term does not include any portion of a dedicated right-of-way.
31. *Maintenance of stormwater facility*. Preserving the enclosing walls or impounding embankment of the retention facility in good condition; ensuring structural soundness, functional adequacy and freedom from sediment; and rectifying any unforeseen erosion problems.
32. *Separate storm sewer system (stormwater drainage system)*. A conveyance or system of conveyances including roads with public drainage systems, streets, catch basins, curbs, gutters, ditches, swales, manmade channels or storm drains, owned or operated by the Authority, designed or used for collecting or conveying storm water runoff and is not a combined sewer or part of a publicly owned treatment works.
33. *National pollutant discharge elimination system (NPDES) stormwater discharge permit*. A permit issued by the U.S. Environmental Protection Agency (or by the State of Georgia under authority delegated pursuant to 33 USC § 1342(b) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.
34. *Natural ground surface*. The ground surface in its original state before any grading, excavation or filling.
35. *Nephelometric turbidity units (NTU)*. Numerical units of measure based upon photometric analytical techniques for measuring the light scattered by finely divided particles of a substance in suspension. This technique is used to estimate the extent of turbidity in water in which colloiddally dispersed particles are present.
36. *Non-stormwater discharge*. Any discharge to the storm drain system that is not composed entirely of stormwater.
37. *Permit*. The authorization necessary to conduct a land-disturbing activity under the provisions of this article.
38. *Person*. Any individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private

institution, utility, cooperative, state agency, municipality, or other political subdivision of this state, any interstate body or any other legal entity.

39. *Pollution*. The contamination or other significant alteration of any water's physical, chemical or biological properties, including, but not limited to, a change in temperature, taste, color, turbidity, or odor of such waters or the discharge of any liquid, gaseous, solid, radioactive, or other substance into any such waters as will or is likely to render such waters harmful, detrimental or injurious to the public health, safety or welfare or to domestic, commercial, industrial, agricultural, recreational, or other legitimate beneficial uses, or to livestock, wild animals, birds, fish or other aquatic life.
40. *Pollutant*. Any impurity or waste material that degrades the physical, chemical, biological or radiological integrity of surface or subsurface waters.
41. *Pretreatment*. The onsite reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in stormwater prior to or in lieu of discharging or otherwise introducing such pollutants into the publicly owned drainage system.
42. *Project*. The entire proposed development project regardless of the size of the area of land to be disturbed.
43. *Redevelopment*. A land development project on a previously developed site, but excludes ordinance maintenance activities, remodeling of existing buildings, resurfacing of paved areas, and exterior changes or improvements which do not materially increase or concentrate stormwater runoff, or cause additional nonpoint source pollution.
44. *Right-of-way*. "Right-of-way" shall mean a strip or parcel of land occupied by or intended to be occupied by a street, crosswalk, pedestrian path, cart path, utility system, water main, sanitary sewer or storm drain sewer main, drainage ditches and watercourses or any other valid public use. The usage of the term "right-of-way" for land platting purposes shall mean that every right-of-way hereafter established and shown on a record or final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way, and not included within the dimensions or areas of such other lots or parcels. Rights-of-way intended for streets, crosswalks, water mains, sanitary sewers, storm drains or other use involving maintenance by a public [agency, shall be dedicated or deeded to public] use by the maker of the plat on which such right-of-way is established.
45. *Sediment*. Solid material, both organic and inorganic, that is in suspension, is being transported, or has been moved from its site of origin by air, water, ice, or gravity as a product of erosion.

46. *Sedimentation*. The action or process of forming or depositing sediment.
47. *Stormwater*. Any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation
48. *Stormwater facility*. A facility which provides for storage of stormwater runoff and controlled release of this runoff during and after a flood storm.
49. *Stormwater runoff*. The portion of a precipitation on the land which reaches the drainage system.
50. *Stream*. Natural, running water flowing continuously or intermittently in a channel on or below the surface of the ground.
51. *Structure*. Anything constructed or erected, the use of which requires a location on the ground, or attached to something having a location on the ground, including, but not limited to, tennis courts, fences, swimming pools, and buildings.
52. *Subdivision*. Subdivision includes all divisions of a tract or parcel of land into two or more lots, building sites, or other divisions for the purposes, whether immediate or future, of sale, gift, or building development and includes all divisions or development of land involving a new street or a change in an existing street. It shall also include re-subdivision, the process of subdividing and the land or area subdivided; provided, however, divisions of land into parcels of five acres or more where no new street is involved are not included in this definition.
53. *Watercourse*. Any natural or man-made conveyance channel, stream, river, creek, channel, ditch, swale, canal, conduit, culvert, drain, waterway, gully, ravine, or wash in which stormwater flows either continuously or intermittently and which has a definite channel, bed and banks, and including any areas adjacent thereto subject to inundation by reason of overflow or floodwater.

#### **Section 7: Severability.**

- A. The provisions of this ordinance are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person, establishment, or circumstance shall be held invalid, such invalidity shall not affect the other provisions or application of this Ordinance.

#### **Division II: Illicit Discharge Prohibition**



## **Section 8. Purpose.**

- A. The purpose of this division is to provide for the health, safety, and general welfare of the residents and visitors of Jekyll Island through the regulation of non-stormwater discharges to the storm drainage system to the maximum extent practicable. The objectives of this division are:
  - 1. To regulate the contribution of pollutants to the stormwater drainage system by stormwater discharges by any user.
  - 2. To prohibit illicit connections and discharges to the stormwater drainage system
  - 3. To establish legal authority to carry out all inspection; surveillance and monitoring; and enforcement procedures as necessary to ensure compliance with this article.

## **Section 9. Applicability.**

- A. This division shall apply to all non-stormwater discharges entering the storm drain system generated on any developed or undeveloped lands unless explicitly exempted by the Authority.

## **Section 10. Prohibition of illegal discharges.**

- A. No person shall discharge or cause to be discharged into the stormwater drainage system or any watercourses any materials, including but not limited to pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards, other than stormwater.
- B. The commencement, conduct or continuance of any non-stormwater discharge to the storm drain system is prohibited except as described as follows:
  - 1. The following discharges are exempt from discharge prohibitions established by this article: water line flushing or other potable water sources, landscape irrigation or lawn watering, rising ground water, ground water infiltration to storm drains, uncontaminated pumped ground water, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wetland flows, swimming pools (if dechlorinated - less than one PPM chlorine), firefighting activities, and any other water source not containing pollutants.
  - 2. Discharges specified in writing by the Georgia Department of Natural Resources, Environmental Protection Division, as being necessary to protect public health and safety.
  - 3. Dye testing is an allowable discharge but requires a verbal notification to the

Authority prior to the time of the test followed by written notice within ten days of the test.

4. Any non-stormwater discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that approval has been granted for any discharge to the storm drain system.
5. Any stormwater discharge regulated under an NPDES stormwater discharge permit for industrial activities provided that the discharger is in full compliance with all requirements of the permit. Proof of compliance with said permit may be required in a form acceptable to the Executive Director or their designee prior to the allowing of discharges to the stormwater drainage system.
6. Any stormwater discharge regulated under an NPDES stormwater discharge permit for construction activities or other local land disturbance permit provided that the discharger is in full compliance with all requirements of the permit. Proof of compliance with said permit may be required in a form acceptable to the Executive Director or their designee prior to the allowing of discharges to the stormwater drainage system.

**Section 11: Prohibition of illicit connections.**

- A. The construction, use, maintenance or continued existence of illicit connections to the stormwater drainage system or watercourses is prohibited.
- B. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
- C. A person is considered to be in violation of this article if a person connects a line conveying any material to the stormwater drainage system, allows such a connection to continue without a permit from the Authority, or alters the existing flow of any watercourse.

**Section 12: Suspension due to illicit discharges in emergency situations.**

- A. The Authority may, without prior notice, suspend stormwater drainage system discharge access to a person when such suspension is necessary to stop an actual or threatened illicit discharge that presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the stormwater drainage system, or waters of the United States.
- B. If the violator fails to comply with a suspension order issued in an emergency, the Executive Director or their designee may take such steps as deemed necessary to

prevent or minimize damage to the drainage system or waters of the State of Georgia or of the United States, or to minimize danger to persons.

**Section 13: Suspension due to the detection of illicit discharge.**

- A. Any person discharging to the stormwater drainage system or watercourses in violation of this article may have their stormwater drainage system access terminated if such termination would abate or reduce an illicit discharge.
- B. The Authority will notify a violator of the proposed termination of its stormwater drainage system access.
- C. A person commits an offense if the person reinstates stormwater drainage system access to premises terminated pursuant to this section, without the prior approval of the Authority's designated representative.

**Section 14: Access to facilities.**

- A. This section applies to all facilities that have stormwater discharges associated with industrial activity, including construction activity.
  - 1. The Authority's designated representatives shall be permitted to enter and inspect facilities subject to regulation under this article as often as may be necessary to determine compliance with this article. If a discharger has security measures in force, which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to representatives of the Authority.
  - 2. Facility operators shall allow Authority personnel ready access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that must be kept under the conditions of an NPDES permit to discharge stormwater, and the performance of any additional duties as defined by state and federal law.
  - 3. The Authority's designated representatives shall have the right to set up on any permitted facility such devices as are necessary in the opinion of the Executive Director or their designee to conduct monitoring and/or sampling of the facility's stormwater discharge.
  - 4. The Authority's designated representatives have the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure stormwater flow and quality shall be calibrated to ensure their accuracy.
  - 5. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the

operator at the written or oral request of the Executive Director or their designee and shall not be replaced. The costs of clearing such access shall be borne by the operator.

6. Unreasonable delays in allowing The Authority's designated representatives access to a permitted facility are a violation of a stormwater discharge permit and of this article. A person who is the operator of a facility with a NPDES permit to discharge stormwater associated with industrial activity commits a violation if the person denies Authority personnel reasonable access to the permitted facility for the purpose of conducting any activity authorized or required by this article.
7. If Authority personnel are refused access to any part of the premises from which stormwater is discharged, and he/she is able to demonstrate probable cause to believe that there may be a violation of this article, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the Executive Director or their designee may seek issuance of a search warrant from any court of competent jurisdiction.

#### **Section 15: Specification of best management practices (BMPs)**

- A. The Authority may adopt requirements identifying best management practices for any activity, operation, or facility, which may cause or contribute to pollution or contamination of stormwater, the stormwater drainage system or watercourses, or waters of the United States.

#### **Section 16: Pollution prevention in new facilities.**

- A. The owner or operator of a commercial or industrial establishment shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the stormwater drainage system or watercourses through the use of these structural and non-structural BMPs.

#### **Section 17: Pollution prevention in existing facilities.**

- A. Any person responsible for a property or premise, which is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the stormwater drainage system or watercourses.

#### **Section 18: Discharge permits from regulatory agencies other than the Authority.**

- A. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of stormwater associated with industrial activity, to the extent practicable, shall be deemed compliant with the provisions of this article.

- B. BMPs designated for compliance with the NPDES permit or BMPs implemented as a result of action taken in compliance of this article shall be included in a stormwater pollution prevention plan (SWPPP) as necessary for compliance with requirements of the NPDES permit.

**Section 19: Watercourse protection.**

- A. Every person or persons leasing property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse.
- B. In addition, the lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.
- C. Those persons leasing property on either side (abutting) of a watercourse, are responsible from their property line to the center of the watercourse and are subject to the same rules and regulations applicable to those persons having a watercourse flow through their leased property.

**Section 20: Notification of spills.**

- A. Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into stormwater, the stormwater drainage system or watercourses, or water of the U.S. said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services.
- B. In the event of a release of non-hazardous materials, said person shall notify the Authority in person, by phone, facsimile or email no later than the next business day.
- C. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the Authority within three business days of the verbal notice.
- D. The notification of the discharge of materials to the Authority shall be in addition to notification of other applicable agencies, regional, state and federal authorities.
- E. If the discharge of prohibited materials emanates from a commercial or industrial

establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three (3) years.

## **Section 21: Enforcement.**

- A. Whenever the Authority's designated representative finds that a person has violated a prohibition or failed to meet a requirement of this article, the Authority's designated representative may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:
  - 1. The performance of monitoring, analyses, and reporting;
  - 2. The elimination of illicit connections or discharges;
  - 3. That violating discharges, practices, or operations shall cease and desist;
  - 4. The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property;
  - 5. Payment of a fee to cover administrative and remediation costs; and
  - 6. The implementation of source control or treatment BMPs.
- B. If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work may be done by a designated governmental agency or a contractor and the expense thereof shall be charged to the violator.
- C. Any person receiving a notice of violation may appeal the determination of the Authority's designated representative. The notice of appeal must be received within ten days from the date of the notice of violation. Hearing on the appeal before the Executive Director of the Jekyll Island Authority shall take place within 15 days from the date of receipt of the notice of appeal. The decision of the Executive Director shall be final.
- D. If the violation has not been corrected pursuant to the requirements set forth in the notice of violation, or, in the event of an appeal, within ten days of the decision of the Executive Director upholding the decision of the Authority's designated representatives, then representatives of the Authority shall enter upon the subject lease and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent or person in possession of any premises to refuse to allow Authority personnel or designated contractor to enter upon the premises for the purposes set forth above.

- E. Within thirty (30) days after abatement of the violation by the Authority, the responsible person will be notified of the cost of abatement, including administrative costs. The responsible person may file a written protest objecting to the amount of the assessment within thirty (30) days. If the amount due is not paid within a timely manner as determined by the decision of the reviewing authority or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall be charged to the leaseholder in a manner available and convenient to the Authority.
- F. It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this article. If a person has violated or continues to violate the provisions of this article, the Authority's designated representatives may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.
- G. In lieu of enforcement proceedings, penalties, and remedies authorized by this article, the Authority may impose upon a violator alternative compensatory action, such as storm drain stenciling, attendance at compliance workshops, creek cleanup, etc.
- H. In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this article is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.
- I. Any person that has violated or continues to violate this article shall be liable to criminal prosecution to the fullest extent of the law ; each day a violation continues shall constitute a separate offense. The Authority may recover all attorneys' fees court costs and other expenses associated with enforcement of this article, including abatement, sampling and monitoring expenses.
- J. The remedies listed in this article are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the authorized enforcement agency to seek cumulative remedies.

### **Division III. – Post Construction Stormwater Runoff**

#### **Section 22: Purpose.**

- A. The purpose of this division is to establish minimum stormwater management requirements and controls to protect and safeguard the general health, safety,

and welfare of the public residing in watersheds within this jurisdiction. This article seeks to meet that purpose through the following objectives:

1. Minimize increases in stormwater runoff from any development in order to reduce flooding, siltation, and streambank erosion and maintain the integrity of stream and drainage channels;
2. Minimize increases in nonpoint source pollution caused by stormwater runoff from development which would otherwise degrade local water quality;
3. Minimize the total annual volume of surface water runoff which flows from any specific site during and following development to not exceed the pre-development hydrologic regime to the maximum extent practicable; and
4. Reduce stormwater runoff rates and volumes, soil erosion and nonpoint source pollution, wherever possible, through stormwater management controls and to ensure that these management controls are properly maintained and pose no threat to public safety.

**Section 23: Applicability.**

- A. This article shall be applicable to all subdivision or site plan applications, unless eligible for an exemption or granted a waiver by the Executive Director or their designee. This article also applies to land development activities that are smaller than the minimum applicability criteria if such activities are part of a larger common plan of development that meets the following applicability criteria, even though multiple separate and distinct land development activities may take place at different times on different schedules.
  1. New development that involves the creation of 5,000 square feet or more of impervious cover, or that disturbs one acre or more of land;
  2. Redevelopment that includes the creation, addition or replacement of 5,000 square feet or more of impervious cover, or that involves other land development activity of one acre or more;
  3. Any new development or redevelopment, regardless of size, that is defined by the Authority to be a hotspot land use; or,
  4. Land development activities that are smaller than the minimum applicability criteria set forth in items 1 and 2 above if such activities are part of a larger common plan of development, even though multiple, separate and distinct land development activities may take place at different times on different schedules.



**Section 24: Exempt activities.**

- A. The following activities are exempt from this article:
  - 1. Individual single-family or duplex residential lots that are not part of a subdivision or phased development project;
  - 2. Additions or modifications to existing single-family or duplex residential structures;
  - 3. Land management activities as approved by the Authority; and,
  - 4. Repairs to any stormwater management facility or practice deemed necessary by the Authority

**Section 25: Stormwater design manual.**

- A. The Authority will utilize the information presented in the latest edition of the Georgia Stormwater Management Manual (GSMM), the Coastal Stormwater Supplement (CSS), and the Glynn County Local Design Manual to assist the implementation of this ordinance.
- B. The Authority may also furnish additional policy, criteria and information including specifications and standards, for the proper implementation of the requirements of this chapter and may provide such information in the form of a Jekyll Island Local Stormwater Design Manual (LDM). If such a LDM is developed, the requirements outlined within the LDM shall take precedence.

**Section 26: Permit required.**

- A. No lessee or land operator shall receive a Land Disturbance Activity Permit or a Building Permit from Glynn County, without first meeting the requirements of this article, and receiving approval by the Design Review Group (DRG), prior to commencing the proposed activity.

**Section 27: Application requirements.**

- A. Unless specifically excluded by this article, any landowner or operator desiring a Permit for a Land Disturbance Activity from Glynn County shall first submit to the Authority the stormwater management plan as outlined in Section X for approval by the DRG.
- B. Unless otherwise excepted by this article, the stormwater management plan must include the minimum requirements as defined in this article or local stormwater design manual in order for the stormwater management plan to be considered for approval by the DRG.

**Section 28: Application review fees.**

- A. The Authority may require the submittal of a review fee for review of the

stormwater management plan.

- B. This review fee shall be based on the cost to the Authority to review plans, and the fee structure shall be established by the Authority.
- C. All of the monetary contributions shall be made prior to the issuance of any building permit for the development.

**Section 29: Stormwater management plan required for all developments.**

- A. No application for development will be approved by the DRG unless it includes a stormwater management plan detailing in concept how runoff and associated water quality impacts resulting from the development will be controlled or managed. This plan must indicate whether stormwater will be managed on-site or off-site and, if on-site, the general location and type of practices.
- B. The stormwater management plan(s) may be referred for comment to all other interested agencies, and any comments must be addressed in a final stormwater management plan. This final plan must be signed by a licensed professional engineer (PE). No development related permits shall be issued by Glynn County until a satisfactory final stormwater management plan, or a waiver thereof, shall have undergone a review and been approved by the DRG after determining that the plan or waiver is consistent with the requirements of this article.
  - 1. Permit Application Requirements. Unless otherwise exempted by this ordinance, the following items shall accompany a permit application: (1) Stormwater management concept plan; (2) Record of a consultation meeting; (3) Stormwater management design plan; (4) Stormwater management system inspection and maintenance agreement and plan; (5) Permit application and plan review fees; and, (6) Performance bond.
  - 2. Stormwater Management Concept Plan. Prior to the preparation and submittal of a stormwater management design plan, the applicant or developer shall submit to the Authority for review and approval by the DRG, a stormwater management concept plan illustrating the layout of the proposed development project and showing, in general, how post-construction stormwater runoff will be managed on the development site. The stormwater management concept plan shall include the following information:
    - a. *Project Narrative*: The project narrative shall include a vicinity map, the common address of the development site and a legal description of the development site.
    - b. *Site Fingerprint*: The site fingerprint shall identify and map the natural resources found on the development site, as they exist prior to the start of any land disturbing activities.

- c. *Existing Conditions Map*: The existing conditions map shall include all of the information shown on the site fingerprint and shall illustrate:
  - i. Existing roads, buildings, parking areas and other impervious surfaces;
  - ii. Existing utilities (e.g., water, sewer, gas, electric) and utility easements;
  - iii. Existing primary and secondary conservation areas;
  - iv. Existing low impact development and stormwater management practices;
  - v. Existing storm drain infrastructure (e.g., inlets, manholes, storm drains); and,
  - vi. Existing channel modifications (e.g., bridge or culvert installations).
- d. *Proposed Conditions Map*: The proposed conditions map shall illustrate:
  - i. Proposed topography (minimum one-foot contours recommended);
  - ii. Proposed drainage divides and patterns;
  - iii. Proposed roads, buildings, parking areas and other impervious surfaces;
  - iv. Proposed utilities (e.g., water, sewer, gas, electric) and utility easements;
  - v. Proposed limits of clearing and grading;
  - vi. Proposed primary and secondary conservation areas;
  - vii. Proposed low impact development and stormwater management practices;
  - viii. Proposed storm drain infrastructure (e.g., inlets, manholes, storm drains); and,
  - ix. Proposed channel modifications (e.g., bridge or culvert installations).
- e. *Post-Construction Stormwater Management System Narrative*: The post-construction stormwater management system narrative shall include information about how postconstruction stormwater runoff will be managed on the development site, including a list of the low impact development and stormwater management practices that will be used. It shall also include calculations showing how initial estimates of the postconstruction stormwater management criteria that apply to the development project were obtained, including information about the existing and proposed conditions of each of the drainage areas found on

the development site (e.g., size, soil types, land cover characteristics).

- f. *Green Infrastructure Practices* Green infrastructure practices (i.e., better site planning techniques, better site design techniques, low impact development practices) shall be used to the maximum extent practicable during the creation of a stormwater management concept plan. Green infrastructure practices include, but are not limited to, pervious paving, protecting primary and secondary conservation areas, reducing clearing and grading limits, reducing roadway lengths and widths, reducing parking lot and building footprints, soil restoration, site reforestation/revegetation, infiltration practices, green roofs, cisterns, vegetated filter strips and bioswales or rain gardens.
3. Consultation Meeting. All applicants are encouraged to hold a consultation meeting with the Authority to discuss the proposed development project, the stormwater management concept plan and the approach that was used to satisfy the post-construction stormwater management and site planning and design criteria that apply to the development site. This consultation meeting shall take place on-site after submittal, but prior to approval, of the stormwater management concept plan, for the purposes of verifying site conditions and the feasibility of the stormwater management concept plan.
4. Stormwater Management Design Plan. Subsequent to approval of the stormwater management concept plan, the owner or developer shall submit to the Authority for review and approval by the DRG, a stormwater management design plan that how the proposed development project will meet the post-construction stormwater management and site planning and design criteria that apply to the development site. The stormwater management design plan shall include all of the information contained in the stormwater management concept plan, plus:
  - a. *Existing Conditions Hydrologic Analysis:* The existing conditions hydrologic analysis shall include:
    - i. Existing conditions map;
    - ii. Information about the existing conditions of each of the drainage areas found on the development site (e.g., size, soil types, land cover characteristics);
    - iii. Information about the existing conditions of any off-site drainage areas that contribute stormwater runoff to the development site (e.g., size, soil types, land cover characteristics);
    - iv. Information about the stormwater runoff rates and volumes generated, under existing conditions, in each of the drainage areas

- found on the development site;
  - v. Information about the stormwater runoff rates and volumes generated, under existing conditions, in each of the off-site drainage areas that contribute stormwater runoff to the development site; and
  - vi. Documentation (e.g., model diagram) and calculations showing how the existing conditions hydrologic analysis was completed.
- b. *Proposed Conditions Hydrologic Analysis*: The proposed conditions hydrologic analysis shall include:
- i. Proposed conditions map;
  - ii. Information about the proposed conditions of each of the drainage areas found on the development site (e.g., size, soil types, land cover characteristics);
  - iii. Information about the proposed conditions of any off-site drainage areas that contribute stormwater runoff to the development site (e.g., size, soil types, land cover characteristics);
  - iv. Information about the stormwater runoff rates and volumes generated, under proposed conditions, in each of the drainage areas found on the development site;
  - v. Information about the stormwater runoff rates and volumes generated, under proposed conditions, in each of the off-site drainage areas that contribute stormwater runoff to the development site; and
  - vi. Documentation (e.g., model diagram) and calculations showing how the proposed conditions hydrologic analysis was completed.
- c. *Post-Construction Stormwater Management System Plan*: The post-construction stormwater management system plan shall illustrate:
- i. Proposed topography;
  - ii. Proposed drainage divides and patterns;
  - iii. Existing and proposed roads, buildings, parking areas and other impervious surfaces;
  - iv. Existing and proposed primary and secondary conservation areas;
  - v. Plan view of existing and proposed low impact development and stormwater management practices;
  - vi. Cross-section and profile views of existing and proposed low impact development and stormwater management practices, including

- information about water surface elevations, storage volumes and inlet and outlet structures (e.g., orifice sizes);
- vii. Plan view of existing and proposed storm drain infrastructure (e.g., inlets, manholes, storm drains);
  - viii. Cross-section and profile views of existing and proposed storm drain infrastructure (e.g., inlets, manholes, storm drains), including information about invert and water surface elevations; and
  - ix. Existing and proposed channel modifications (e.g., bridge or culvert installations).
- d. *Post-Construction Stormwater Management System Narrative*: The post-construction stormwater management system narrative shall include information about how postconstruction stormwater runoff will be managed on the development site, including a list of the low impact development and stormwater management practices that will be used. It shall also include documentation and calculations that demonstrate how the selected low impact development and stormwater management practices satisfy the post-construction stormwater management criteria that apply to the development site, including information about the existing and proposed conditions of each of the drainage areas found on the development site (e.g., size, soil types, land cover characteristics).
  - e. Certification by Plan Preparer: The stormwater management design plan shall be prepared by a certified design professional, such as a landscape architect, professional surveyor or professional engineer, who must certify that the design of the stormwater management system meets the requirements of this ordinance and the latest edition of the Coastal Stormwater Supplement to the Georgia Stormwater Management Manual, and any relevant local addenda.
  - f. Certification by Applicant. The Applicant shall certify that all land disturbing and development activities will be completed in accordance with the approved stormwater management design plan. A copy of the stormwater management concept plan shall be included with the submittal of the stormwater management design plan. The stormwater management design plan should be consistent with the stormwater management concept plan. If any significant changes were made to the plan of development, the administrator may ask for a written statement providing rationale for any of the changes that were made.

### **Section 30: Performance bond/security.**

- A. The Authority may, at its discretion, require the submittal of a performance

security or bond prior to commencement of land disturbing activities in order to ensure that the stormwater practices are installed by the permit holder as required by the approved stormwater management plan. The amount of the installation performance security shall be the total estimated construction cost of the stormwater management practices approved under the permit, plus twenty-five percent (25%) as agreed to by the applicant and the Authority. The performance security shall contain forfeiture provisions for failure to complete work specified in the stormwater management plan.

- B. The installation performance security shall be released in full only upon submission of "as built plans" and written certification by a registered professional engineer that the stormwater practice has been installed in accordance with the approved plan and other applicable provisions of this article. The Authority will make a final inspection of the stormwater practice to ensure that it is in compliance with the approved plan and the provisions of this article. Provisions for a partial pro-rata release of the performance security based on the completion of various development stages can be done at the discretion of the Authority.

#### **Section 31: Waivers for providing stormwater management.**

- A. Every applicant shall provide for stormwater management as required by this article, unless a written request is filed to waive this requirement. Requests to waive the stormwater management plan requirements shall be submitted to the Authority for approval by the DRG, prior to submittal to Glynn County for their approval. The minimum requirements for stormwater management may be waived in whole or in part upon written request of the applicant, provided that at least one of the following conditions applies:
  - 1. It can be demonstrated that the proposed development is not likely to impair attainment of the objectives of this article.
  - 2. Alternative minimum requirements for on-site management of stormwater discharges have been established in a stormwater management plan that has been approved by the Authority and local ordinance or legal developer agreement.
  - 3. The Authority finds that meeting the minimum on-site management requirements is not feasible due to the natural or existing physical characteristics of a site.
  - 4. Non-structural practices may be used on the site that reduce: a) the generation of stormwater from the site, b) the size and cost of stormwater storage; and c) the pollutants generated at the site. These non-structural practices shall be explained in detail in the LDM, GSMM or CSS and the

amount of credit available for using such practices shall be determined by the Authority.

**Section 32: Conditions of waiver.**

- A. In instances where one of the conditions above applies, the DRG may grant a waiver from strict compliance with these stormwater management provisions, as long as acceptable mitigation measures are provided. However, to be eligible for a variance, the applicant must demonstrate to the satisfaction of the DRG that the waiver will not result in the following impacts to downstream waterways:
  - 1. Deterioration of existing culverts, bridges, dams, and other structures;
  - 2. Degradation of water quality, biological functions or habitat;
  - 3. Accelerated streambank or streambed erosion or siltation; and
  - 4. Increased threat of flood damage to public health, life, or property.

**Section 33: Mitigation requirements for waivers.**

- A. Where compliance with minimum requirements for stormwater management is waived, the applicant will satisfy the minimum requirements by meeting one of the mitigation measures selected by the DRG. Mitigation measures may include, but are not limited to, the following:
  - 1. The creation of a stormwater management facility or other drainage improvements on previously developed properties that currently lack stormwater management facilities designed and constructed in accordance with the purposes and standards of this article; and
  - 2. Monetary contributions (fee-in-lieu) to fund stormwater management activities such as installation of stormwater BMPs, research and studies (e.g., regional wetland delineation studies, stream monitoring studies for water quality and macroinvertebrates, stream flow monitoring, threatened and endangered species studies, hydrologic studies, and monitoring of stormwater management practices, etc.).

**Section 34: Fee in lieu of stormwater management practices.**

- A. Where the DRG waives all or part of the minimum stormwater management requirements, or where the waiver is based on the provision of adequate stormwater facilities provided downstream of the proposed development, the applicant may be required to pay a fee in an amount as determined by the Authority.
- B. When an applicant obtains a waiver of the required stormwater management, the monetary contribution required shall be in accordance with a fee schedule (unless the developer and the Authority agree on a greater alternate contribution)



established by the Authority. All of the monetary contributions shall be made by the developer prior to the issuance of any permit for the development.

**Section 35: Performance criteria.**

- A. Unless judged by the Authority to be exempt or granted a waiver, the following performance criteria shall be addressed for stormwater management at all sites.
  - 1. **Peak runoff rate control.** The applicant shall control all stormwater discharges from the proposed project such that post development peak runoff rates do not exceed pre-development peak runoff rates for the two-year, five- year, ten-year, 25-year, and 50-year frequency storms, unless otherwise specified or the Authority grants the applicant a waiver or the applicant is exempt from such requirements. The applicant shall also provide safe passage of the 100-year storm. In addition, if hydrologic or topographic conditions warrant greater control than that provided by the minimum control requirements, the Authority reserves the right to impose any and all additional requirements deemed necessary to control the volume, timing, and rate of runoff.
    - a. An emergency overflow device (which does not include the throttling device) for a detention pond shall be designed to pass the 100-year peak developed inflow without overtopping the dam.
    - b. The steepest fill slopes shall be 3:1 and cut slopes shall be no steeper than 2:1.
  - 2. **Stormwater Runoff Reduction.** The stormwater runoff volume generated by the first 1.2" of rainfall is called the runoff reduction storm event (RRv), in the latest edition of the CSS to the GSMM. The RRv shall be captured on-site or reduced on-site to the maximum extent practicable in order to help maintain pre-development site hydrology and help protect local aquatic resources from several indirect impacts of the land development process, including decreased groundwater recharge, decreased baseflow and degraded water quality.
    - a. In general, a stormwater management system is presumed to comply with these criteria if:
      - i. It includes green infrastructure practices that provide for the interception, evapotranspiration, infiltration or capture and reuse of stormwater runoff, that have been selected, designed, constructed and maintained in accordance with the information presented in the latest edition of the GSMM and CSS; and
      - ii. It is designed to provide the amount of stormwater runoff reduction specified in the latest edition of the GSMM and CSS.
    - b. The Authority may vary the amount of stormwater runoff reduction

needed to satisfy these criteria on development sites that are considered to be stormwater hotspots or that have site characteristics or constraints, such as high groundwater, impermeable soils, contaminated soils or confined groundwater aquifer recharge areas, that prevent the use of green infrastructure practices that provide for the interception, evapotranspiration, infiltration or capture and reuse of stormwater runoff.

- c. When seeking a variance in the amount of stormwater runoff reduction that needs to be provided in order to satisfy these criteria, applicants must provide adequate documentation to the Authority to show that no additional runoff reducing green infrastructure practices can be used on the development site and that the reduction provided is all that can be provided in a practical manner.
3. **Water quality control.** In order to protect local aquatic resources from water quality degradation, post- construction stormwater runoff shall be adequately treated before it is discharged from a development site. Applicants can satisfy this criterion by satisfying the stormwater runoff reduction criteria. However, if any of the stormwater runoff volume generated by the RRV, as defined in the latest edition of the CSS to the GSMM, cannot be reduced on the development site, due to site characteristics or constraints, it shall be intercepted and treated in one or more stormwater management practices that provide at least an 80 percent reduction in total suspended solids loads and that reduce nitrogen and bacteria loads to the maximum extent practical.
- a. When seeking to satisfy this criterion through the use of one or more stormwater management practices, applicants shall:
    - i. Intercept and treat stormwater runoff in stormwater management practices that have been selected, designed, constructed and maintained in accordance with the information presented in the latest edition of the GSMM and CSS; and,
    - ii. Provide adequate documentation to the Authority or their designee to show that total suspended solids, nitrogen and bacteria removal were considered during the selection of the stormwater management practices that will be used to intercept and treat stormwater runoff on the development site.
  - b. It is presumed that a BMP complies with this performance standard if it is:
    - i. Sized to capture the RRV that cannot otherwise be infiltrated on site.
    - ii. Designed according to the specific performance criteria applied to the treatment practice.

- iii. Constructed properly and maintained regularly.
  - c. All stormwater runoff generated from new development shall not be discharged untreated directly into a wetland or local water body without adequate treatment.
  - d. Stormwater management practices for a site shall be chosen based on the physical conditions of the site.
  - e. Additionally, stormwater management practices that utilize vegetation as part of the functional treatment process, such as constructed wetlands, must submit a separate landscaping plan detailing what vegetation is to be installed and how it will be maintained.
4. **Redevelopment Criteria.** Development activities that are considered to be redevelopment activities shall meet at least one of the following criteria to meet the runoff reduction volume and the Stormwater Quality Protection criteria:
- a. **Reduce Impervious Cover:** Reduce existing site impervious cover by at least 20%, unless otherwise approved by the Authority.
  - b. **Provide Stormwater Management:** Manage the stormwater runoff from the site's existing impervious cover and any new impervious cover in accordance with the post-construction stormwater management criteria outlined in the applicable sections of this ordinance. The green infrastructure and stormwater management practices used to comply with these criteria shall be selected, designed, constructed and maintained in accordance with the latest version of the GSMM and the CSS.
  - c. **Combination of Measures:** Any combination of (a) through (c) above that is acceptable to the Authority.
5. **Channel protection.** To protect stream channels from degradation, a specific channel protection criterion shall be provided. The channel protection criteria may be waived by the Authority for sites that discharge directly into larger streams, rivers, wetlands, lakes, estuaries, or tidal waters where the reduction in smaller flows will not have an impact on stream bank or channel integrity.
- a. Channel protection shall be provided through 24-hour extended detention of the one-year 24-hour rainfall event, unless the Authority grants the applicant a waiver or the applicant is exempt from such requirements.
  - b. Velocity control and energy dissipation measures shall be installed at all stormwater outfalls in accordance with the criteria and guidance provided in the applicable sections of the latest versions of the CSS and GSMM.

6. **Extreme flood protection.** All stormwater management systems shall be designed, constructed, and maintained to control the peak discharge generated by the extreme flood protection storm event, as defined in the latest edition of the CSS and GSMM, to prevent an increase in the duration, frequency and magnitude of downstream extreme flooding and protect public health and safety. Development sites shall be designed, constructed, and maintained such that all stormwater management practices that impound stormwater runoff can safely pass the 100-year storm without overtopping or creating damaging or dangerous downstream conditions.
  - a. Demonstration of safe passage of the 100-year, 24-hour storm shall include a stage-storage analysis of the system, an inflow/outflow comparison of the system, and construction of a table showing peak stage elevations in comparison to safe freeboards to structures of the system and adjacent buildings/structures/infrastructure.
  - b. The Authority may modify or waive this criterion on development sites where both the on-site and downstream stormwater conveyance systems are designed to safely convey the peak discharge generated by the extreme flood protection storm event to a receiving stream, tidal creek or other aquatic resource without causing additional downstream flooding or other environmental impacts, such as stream channel enlargement or degradation of habitat.
7. **Conveyance issues.** All conveyances including pipes and open channels except those associated with detention facilities shall be designed for the 25-year frequency storm. Inlets for conveyances shall be designed for an equal frequency storm (for example, 25-year storm design pipe system shall have all inlets sized for the 25-year storm). The Authority reserves the right to increase the requirements outlined herein where deemed necessary. All pipes that are to be maintained by the Authority shall be reinforced concrete pipe (RCP) or HDPE.
8. **Sensitive resources.** Stormwater discharges to critical areas with sensitive resources (i.e., fisheries, shellfish beds, swimming beaches, recharge areas, etc.) may be subject to additional performance criteria, or may need to utilize or restrict certain stormwater management practices.
9. **Hot spots.** Stormwater discharges from land uses or activities with higher potential pollutant loadings, known as "hotspots", may require the use of specific BMPs and pollution prevention practices.

**Section 36: Notice of construction commencement.**

- A. The applicant must notify the Authority in advance before the commencement of construction so as to provide for scheduling of inspections. If any violations are found, the property owner shall be notified in writing of the nature of the violation and the required corrective actions.
- B. The Authority may issue a "stop work order" if the Authority determines that the corrective actions will need to be made prior to continuance of other development activities on the site to ensure compliance with this article. In these cases, no added work shall proceed until any violations are corrected and all work previously completed has received approval by the Authority.

**Section 37: As built plans.**

- A. All applicants are required to submit electronic, geo-referenced "as built" plans for any stormwater management practices located on-site after final construction is completed in a format specified by the Authority. The plan must show the final design specifications for all stormwater management facilities and must be certified by a professional engineer. A final inspection by the Authority is required before the release of any performance securities can occur.

**Section 38: Maintenance covenants.**

- A. Maintenance of all stormwater management facilities shall be ensured through the creation of a formal maintenance covenant that must be approved by the Authority and recorded into the land record prior to final plan approval.
- B. As part of the covenant, a schedule shall be developed for when and how often maintenance will occur to ensure proper function of the stormwater management facility.
- C. Stormwater management facilities may be required to undergo annual inspections to document maintenance and repair needs and ensure compliance with the requirements of this article and accomplishment of its purposes.
- D. Any maintenance needs found must be addressed in a timely manner and the inspection and maintenance requirement may be increased as deemed necessary to ensure proper functioning of the stormwater management facility. The requirement for such inspections shall be outlined in the maintenance covenant.
- E. The Authority, in lieu of a maintenance covenant, may accept dedication of any existing or future stormwater management facility for maintenance, provided such facility meets all the requirements of this article and includes adequate and perpetual access and sufficient area, by easement or otherwise, for inspection

and regular maintenance.

**Section 39: Records of installation and maintenance activities.**

- A. Parties responsible for the operation and maintenance of a stormwater management facility shall make records of the installation and of all maintenance and repairs and shall retain the records for at least three (3) years. These records shall be made available to the Authority during inspection of the facility and at other reasonable times upon request.

**Section 40: Failure to maintain practices.**

- A. If a responsible party fails or refuses to meet the requirements of the maintenance covenant, the Authority after reasonable notice, may correct a violation of the design standards or maintenance needs by performing all necessary work to place the facility in proper working condition.
- B. In the event that the stormwater management facility becomes a danger to public safety or public health, the Authority shall notify the party responsible for maintenance of the stormwater management facility in writing.
- C. Upon receipt of that notice, the responsible person shall affect maintenance and repair of the facility in an approved manner and within the established deadline.
- D. After proper notice, the Authority may recover the cost for the cost of repair work and any penalties from the owner(s) of the facility.

**Sub-Article IV: Violations, Penalties and Enforcement**

**Section 41: Unlawful conduct.**

- A. It shall be unlawful for any person to commence or conduct any development activity contrary to this Chapter.

**Section 42: Notice of violation.**

- A. When the Authority determines that an activity constitutes a violation of this Chapter, the Authority shall issue a written notice of violation to the owner of the property. The notice of violation shall contain:
  - 1. The name and address of the owner or applicant
  - 2. The address when available or a description of the building, structure or land upon which the violation is occurring
  - 3. A statement specifying the nature of the violation
  - 4. A description of potential remedial measures necessary to bring the development activity into compliance with this article and a time schedule for the completion of such remedial action

5. A statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed
6. A statement that the determination of violation may be appealed to the Authority by filing a written notice of appeal within fifteen days of service of notice of violation

**Section 43: Stop work orders.**

- A. Persons receiving a notice of violation may be required to halt all construction activities. This "stop work order" will be in effect until the Authority confirms that the development activity is in compliance and the violation has been satisfactorily addressed.
- B. Failure to address a notice of violation in a timely manner can result in civil, criminal, or monetary penalties in accordance with the enforcement measures authorized in this article.

**Section 44: Civil and criminal penalties.**

- A. In addition to or as an alternative to any penalty provided herein or by law, any person found in violation of any provision of this Chapter shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine not to exceed \$1,000.00 or by imprisonment for a term not to exceed 60 days, or by both fine and imprisonment, to be imposed at the discretion of the judge or as provided and stipulated by law. Each day such violation continues shall be considered a separate offense.

**Section 45: Restoration of lands.**

- A. Any violator may be required to restore land to its undisturbed condition.
- B. In the event that restoration is not undertaken within a reasonable time after notice, the Authority may take necessary corrective action, the cost of which shall be recovered from the violator.

## Chapter 10: Environment and Natural Resources

### Article V: Beach and Resource Protection

#### Section 1: Jekyll Island State Park Rules and Regulations.

- A. All persons entering into Jekyll Island State Park (the “Park”) shall comply with the following rules and regulations, and failure to do so shall constitute a violation of this article. Unless otherwise stated, Park rules and regulations in this Section also apply to the use of state-owned public beaches associated with the Park in addition to the rules and regulations specific to beaches and dunes as stated in Section 2.
1. *Closed Areas.* It is prohibited for any person to enter into any area of the Park that has been marked by an Agency or Authority of the State of Georgia as an area designated for the conservation or protection of natural resources or wildlife, including nesting sea turtles and shorebirds. Nothing in this section shall supersede the existing regulations and jurisdiction of the Georgia Department of Natural Resources.
  2. *Fireworks.* It is prohibited for any person to use or ignite any consumer fireworks or fireworks, as defined under state law, in the Park.
  3. *Camping.* No person shall camp or sleep on the streets, beaches, dunes, parks, parking lots or other public areas, whether in automobiles, trucks, campers, recreational vehicles or other vehicle, or in equipment designed and intended for the purpose of camping, between the hours of 2:30 a.m. and 6:00 a.m. Such activity may be permitted in public areas specifically set aside and designated for camping by the Authority.
  4. *Use of Public Boat Ramps and Boat Docks.* It is prohibited for any person to tie up to or otherwise moor a vessel alongside any public floating dock or platform (i.e., a service dock), adjacent to or servicing a boat ramp, for longer than one hour.
  5. *Firearms and projectiles.* It is prohibited for any person to discharge any firearm, air gun, BB gun or any other weapon projecting any lead, missile or projectile; provided, however, that this restriction shall not be construed to prohibit any officer of the law from discharging a firearm in the performance of his duty, nor any citizen from discharging a firearm when lawfully defending persons or property.
  6. *Vandalism.* It is prohibited for any person to intentionally mark, deface, damage, displace, remove or tamper with any site, building, facility, bridge, table, bench, fireplace, railing, paving or paving material, water line or other



utility, permanent or temporary sign, placard or notice, monument, stake, post, boundary marker, or other site structure, equipment, or property.

7. *Nudity*. Public nudity is prohibited. Nudity shall mean exposure of genitals or anus or exposure of the areola or nipple of her breast, if female, or any lewd appearance in a state of partial or complete nudity. Nudity does not include breast-feeding by a mother.
8. *Historic Resources*. It is prohibited for any person to intentionally damage, disturb or deface, including by walking or climbing on, any historic or archaeological resource or part thereof.
9. *Collecting*. It is prohibited for any person to possess, catch, destroy, injure, deface, remove, relocate, dig, disturb, buy, sell, give to another, or accept as a gift in or from any site within the Park:
  - a. Plants or the parts or products thereof, except for non-commercially collected foodstuffs otherwise in compliance with law.
  - b. Historical or archaeological artifacts, structures, and traces, or parts thereof.
  - c. Paleontological resources, specimens, or features except for casual collecting.
    - i. Casual collecting means a reasonable amount of common paleontological resources for non-commercial personal use by surface collection.
10. Fishing in lakes and ponds. It shall be unlawful to fish at any time on any lake or pond that is on or directly adjacent to a golf course fairway. It also shall be unlawful to fish on any other lake or pond which is not marked by a sign which states that such fishing is permitted. The executive director, within his discretion, may authorize, in writing, fishing on any lake or pond on which fishing is otherwise not permitted.
11. *Exotic species introduction*. It is prohibited for any person to introduce into any natural area or public space any non-native plant or animal species by intentional abandonment, negligence, or for any other reason.
12. *Recreational "drone" flying*. It is prohibited for any person to fly Unmanned Aerial Vehicles, also known as UAVs and commonly referred to as "drones", unless operating in a professional capacity with permission from the Authority and in accordance with FAA licensing requirements.

13. *Off Lease disturbance.* It is prohibited for any person to cut or otherwise trim trees or shrubs, living or dead, maintain landscaping, disturb soil, or otherwise cause disturbance to Authority or state property.
14. *Non-smoking areas.* No person shall smoke in areas posted by the Authority as non-smoking areas.
15. *Pest control on leased property.* When necessary to maintain safe and sanitary and conditions for lessees, their employees, and their guests, removal of pest species not identified in the Jekyll Island Conservation Plan as Wildlife Priority Species may be conducted by legal, safe and humane methods provided that such methods are not known to cause risk of injury or death to wildlife other than that pest species being targeted for removal.
  - a. Anticoagulant rodenticides are known to be injurious or fatal to Wildlife Priority Species identified in the Jekyll Island Conservation Plan and are specifically prohibited from use within the Park.
16. *Metal/mineral detecting.* Use of a mineral or metal detector, magnetometer, side scan sonar, sub-bottom profiler, magnet, or any other device for the detection of metals, minerals, artifacts, or lost articles or for treasure hunting is prohibited. This paragraph does not apply to:
  - a. A device broken down and stored or packed to prevent its use while in site areas.
  - b. Electronic equipment used only for the navigation and safe operation of boats or the detection of fish.
  - c. Equipment used for authorized scientific or administrative activities. Pest control on leased property. When necessary to maintain safe and sanitary and conditions for lessees, their employees, and their guests, removal of pest or nuisance species not identified in the Jekyll Island Conservation Plan as Wildlife Priority Species may be conducted by legal, safe and humane methods provided that such methods are not known to cause risk of injury or death to non-target wildlife.

## **Section 2: State beaches, rules and regulations.**

- A. All persons entering upon the public beaches, dunes, or structures erected thereon, within Jekyll Island shall comply with the following rules and regulations, and failure to do so shall constitute a violation of this article:
  1. *Placement of litter.* It is prohibited to throw, place, deposit, sweep or scatter, or cause to be thrown, placed, deposited, swept, or scattered, any paper, food, cigarette butts, bottles, cans, trash, fruit peelings or other refuse upon the

beaches or structures erected thereon. Beach goers must have all of their trash securely contained at all times.

2. *Glass or fragile containers.* It is prohibited for any person to take or carry upon the beaches or structures erected thereon any glass or fragile containers.
3. *Internal combustion engines.* It is prohibited for any person to possess or operate any generator, tool, or device that utilizes an internal combustion engine upon the beaches, dunes, or structures erected thereon except for authorized activities conducted by or for a state or local government entity
4. *Disturbing dune vegetation.* It is prohibited for any person to pick, gather, remove, or otherwise disturb the vegetation present on sand dunes, including sea oats, or walk in the dunes.
5. *Pets.*
  - a. It is prohibited for pets to be off leash or running free on the beaches and dunes of Jekyll Island at any time. To protect nesting sea turtles and shorebirds, it is further prohibited for a pet to be on the beaches or in the dunes of Jekyll Island from the boardwalk at the south dunes picnic area (latitude 31.030564, longitude -81.415367) south and around the southern tip of the island north to a point (latitude 31.015594, longitude -81.433926) or equivalent to 2,000 feet south of the St. Andrews picnic area. This shall not apply to services animals trained to do work or perform tasks for an individual with a disability.
  - b. It shall also be a violation of this chapter for the owner of any dog or other animal to fail to immediately remove the fecal matter of such dog or animal from any portion of the beaches or dunes.
6. *Motor vehicles.* It is prohibited to take any motor vehicle, as defined by state law, on to the beaches or structures erected thereon. This includes automobiles, trucks, motorcycles, golf carts, all-terrain vehicles (ATVs), and similar motor driven vehicles and craft. This does not include properly marked emergency vehicles while in the course of an emergency operation, other vehicles in the employ of the Authority or similar governmental entity or authorized by the Authority and engaged in a legitimate operation.
7. *Wind-powered crafts.* To protect nesting sea turtles and shorebirds, it is prohibited for any person to use or operate a kite buggy, beach-capable wind surfer, or any other wind-powered transport on the beaches of Jekyll Island from the boardwalk at the south dunes picnic area ( latitude 31.030564, longitude -81.415367) south and around the southern tip of the island north to a point (latitude 31.015594, longitude -81.433926) or equivalent to 2,000 feet

south of the St. Andrews picnic area. Such craft are prohibited from use in the dunes at all times in all locations along the beaches.

8. *Fires*. Building or maintaining any type of open fire on the beach, including any type of charcoal or gas fire, is prohibited, whether or not confined to a grill or similar container.
9. *Beer kegs*. Such containers and similar devices for dispensing of large quantities of alcoholic beverages are prohibited on the beach.
10. *Jumping or diving from pier or public structure*. Jumping or diving from any pier or public structure is prohibited, except those that might be specifically built for that purpose and as may be specifically authorized in connection with a properly authorized special event.
11. *Walking or climbing on rocks*. Walking or climbing upon rock revetments, sea walls, or other constructed shoreline protection features on or adjacent to the beach is prohibited, except those that are designed and built expressly for the purpose of accommodating such use.
12. *Lanterns and flashlights*. To protect nesting turtles and shorebirds, and in accordance with Jekyll Island Authority Ordinance, Chapter E, Article IV Beach Lighting, the use of lanterns or flashlights on the nesting beaches is limited to lanterns and flashlights that produce light not less than 560 nanometers wavelength from May 1<sup>st</sup> to October 31<sup>st</sup> of each year.
13. *Unattended and Abandoned Property*. No personal property of any kind shall be abandoned or left unattended on the beaches or dunes. Unattended personal property shall be presumed to be abandoned after a period of 12 hours, or at any time after dark.

### **Section 3: Wildlife protected.**

- A. It shall be unlawful to intentionally feed, trap, shoot, capture, take, or attempt to feed, trap, shoot, capture, take, harass, or molest in any manner any wildlife within public areas inside the boundaries of the Park under the ownership, custody or control of the Authority that would result in injury or destruction of said wildlife, or to intentionally damage the habitat or the nest of any such wildlife species; provided, this Section (3)(A) will not operate to prohibit the collection of fiddler crabs, mud minnows and similar bait species for recreational fishing purposes provided such collection is carried out in accordance with applicable federal, state, and local law.
- B. It shall be unlawful to relocate or transport any living keyhole urchins (commonly known as “sand dollars”), butterflies, or fireflies, within the boundaries of the Park or to remove such animals from the Park.

- C. For purposes of this Article, the term “wildlife” shall have the same meaning as provided in O.C.G.A. Section 27-1-2.

#### **Section 4: Exceptions to rules.**

- A. Notwithstanding the prohibitions of Sections 3(A) and 3(B) of this Article, the Authority may authorize a holder of a valid license, permit, or stamp issued by the Department of Natural Resources pursuant to Title 27 of the Official Code of Georgia Annotated or a permit issued pursuant to Section 10 of the Endangered Species Act to conduct scientific or conservation-related activities authorized under such license, permit or stamp where the Authority determines such activities are in accordance with the objectives of the Authority’s Conservation Plan.
- B. The restrictions in this Article do not apply to contractors, concessionaires, permittees, or employees of the Authority or of other government entities authorized to conduct scientific or conservation-related activities in accordance with the objectives of the Authority’s Conservation Plan or other temporary activities or impacts pursuant to the Authority’s permission; provided the impacted areas are restored to at least the pre-impact conditions following the completion of such permitted activities or impacts . Nor shall these restrictions be construed to prevent emergency personnel or other duly authorized officials from responding promptly and effectively to threats to life, limb, or public health.
- C. Nothing contained in this Article shall be construed as prohibiting recreational or commercial fishing, shrimping, crabbing, shellfish harvesting, or the limited capturing of “passage” peregrine falcons as regulated and permitted by the Department of Natural Resources pursuant to Title 27 of the Official Code of Georgia Annotated.

#### **Section 6: Enforcement.**

- A. The members of the Uniform Division of the Department of Public Safety and the duly authorized agents of the Authority shall have the authority to enforce the provisions of this Article.
- B. It shall be unlawful for any person to violate the provisions of this Article or to refuse the lawful orders of any person authorized to enforce the provisions of this Article.

#### **Section 7: Penalty for violation.**

- A. Penalty Generally. Any person found in violation of any provision of this Article shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine not to exceed \$1,000.00 or by imprisonment for a term not to exceed 60 days, or by both fine and imprisonment, to be imposed at the discretion of the judge or as provided and stipulated by law; provided:

1. Where the basis for a violation is the disturbance of land or the removal of vegetation occurring on Authority property that is identified as Conservation Priority Area in the Authority's Conservation Plan, the fine per violation will not exceed \$1000.00;
  2. Where the basis for a violation is the disturbance of land or the removal of vegetation occurring on all other areas of Authority property, the fine per violation will not exceed \$500.00 per violation;
  3. The fine for a violation of Section 2 (A) 5 of this Article pertaining to Pets shall not exceed \$200.00 for the first offense within a 12-month period and \$400.00 for each subsequent offense occurring within a 12-month period of a preceding offense;
  4. The fine for violating Section 2 (A) 1 shall not exceed \$300.00 for a first offense, \$600.00 for a second offense, and \$1000.00 for a third or subsequent offense. Each instance of littering shall constitute a separate offense.
- B. In addition to the enforcement of this Chapter by citation or accusation, the Authority may take any action not prohibited by law to prevent or remediate a violation or threatened violation of this Chapter, including without limitation, rescinding any issued permit, issuing a stop work order, or commencing legal proceedings to prevent, correct, or abate such violation or threatened violation or to recover any monetary damages, or both.
- C. Nothing herein contained shall prevent the Authority from taking such other lawful actions as is necessary or prudent as determined by the Authority in its discretion to prevent or remedy any violation or threatened violation of this Article.

## Chapter 10: Environment and Natural Resources

### Article VI: Beach Lighting

#### Section 1: Definitions

- A. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
1. *Artificial light* or *artificial lighting* means the light emanating from any manufactured device.
  2. *Beach* means the zone of sand from the low water mark of the ocean to the landward toe of the frontal dune. In cases with no identifiable frontal dune, beach means the zone of sand from the low-water mark of the ocean to the landward extent of sparsely vegetated sand.
  3. *Cumulatively illuminated* means illuminated by more than one artificial light sources that collectively illuminate any portion of the beach.
  4. *Directly illuminated* means an area illuminated as a result of glowing elements, lamps, globes or reflectors of an artificial light source, which is visible to an observer on the beach.
  5. *DNR* means the Georgia Department of Natural Resources - Wildlife Resources Division which is responsible for conserving and protecting wildlife species, including sea turtles.
  6. *Dune* means a natural or manmade mound or bluff of sand deposited along a coastline by wind action, which mounds are often covered with sparse, pioneer vegetation and are located landward of the ordinary high-water mark and may extend to the tree line.
  7. *Frontal dune* means the seaward-most dune on the nesting beach and which has sufficient vegetation, height, continuity, and configuration to offer significant protective value of landward areas.
  8. *Ground-level barrier* means any vegetation, natural feature or artificial structure rising from the ground, which obstructs beachfront lighting from illuminating the beach-dune system.
  9. *Hatchling* means any species of marine turtle, within or outside of a nest that has recently hatched from an egg.
  10. *Indirectly illuminated* means an area illuminated as a result of the glowing elements, lamps, globes or reflectors of an artificial light source, which is not visible to an observer on the beach.

11. *Landward toe* means the lowest elevation of the landward side of the frontal dune.
12. *Nest* means an area where sea turtle eggs have been naturally deposited or subsequently relocated.
13. *Nesting beach* means any beach capable of supporting sea turtle nests as determined by available data or any beach location where natural changes or engineered and permitted activities have created the potential for sea turtle nesting as determined by DNR. The authority may post a map of each year's nesting beaches on its website in advance of nesting season to identify the location of nesting beaches for that year's nesting season in consultation with DNR.
14. *Nesting season* means the period of time between May 1st and October 31st of each year. The authority, in consultation with DNR, may declare an end to the period of local regulation prior to October 31st of each year after the last remaining nest on Jekyll Island has been inventoried pursuant to DNR's nesting protocols. Such a declaration would only apply to the beaches of Jekyll Island and pertain to this ordinance specifically.
15. *Nighttime* means the locally effective time period between sunset and sunrise.
16. *Nonnesting beach* means any beach that is not a nesting beach.
17. *Person* means any individual, firm, association, joint venture, partnership, estate, trust, syndicate, fiduciary, corporation, or other legal entity, and all other groups or combinations thereof.
18. *Private balcony* means a balcony or porch that is not considered a point of ingress and egress in local building code.
19. *Sea turtle (marine)* means any marine-dwelling reptile of the families Cheloniidae or Dermochelyidae found in state waters or using the beach as a nesting habitat, including the following species: *Caretta caretta* (loggerhead), *Chelonia mydas* (green), *Dermochelys coriacea* (leatherback), *Eretmochelys imbricata* (hawksbill), and *Lepidochelys kempii* (Kemp's Ridley). For purposes of this ordinance, sea turtle is synonymous with marine turtle.
20. *Tinted glass* means any glass treated to achieve an industry-specified, inside-to-outside light transmittance value of 45 percent or less. Such transmittance is limited to the visible spectrum (400 to 700 nanometers) and is measured as the percentage of light that is transmitted through the glass.



## **Section 2. Purpose and intent.**

- A. This article is intended to protect sea turtles on nesting beaches by averting adverse effects of artificial lighting during nesting season. Furthermore, this article is intended to avoid degradation in sea turtle nesting habitat due to light pollution and promote successful nesting activity and production of hatchlings.

## **Section 3. Prohibition of beachfront artificial lighting.**

- A. It shall be unlawful for a person to allow artificial light to directly, indirectly, or cumulatively illuminate the nesting beaches of Jekyll Island, including frontal dunes, during nighttime throughout the sea turtle nesting season, unless such lighting complies with the standards set forth in Sections 4 and 5.

## **Section 4. Standards for permitted beachfront lighting on nesting beaches.**

- A. Beachfront artificial lighting is permitted on nesting beaches during the sea turtle nesting season at nighttime only under the following conditions:
  - 1. All artificial light fixtures, whether exterior or interior, shall be designed and positioned so that:
    - a. The point source of light, such as the bulb, fluorescent tube, or diode, or any mirrored reflective surface of the light fixture is not directly visible from the beach;
    - b. The beach is not directly or indirectly illuminated; and
    - c. The beach is not cumulatively illuminated.
  - 2. One or more of the following measures could be used as necessary to eliminate direct, indirect and cumulative beach illumination resulting from the interior light emanating from doors and windows that can be seen by an observer on the beach:
    - a. Position lamps and other moveable light fixtures away from windows;
    - b. Use window treatments to shield interior lights from the beach and, during the nesting season, draw operable coverings each night; or;
    - c. Turn off unnecessary lights.
  - 3. Exterior artificial light fixtures that can be seen by an observer on the beach shall be designed and oriented such that:
    - a. The point source of light, such as the bulb, fluorescent tube, or diode, or any mirrored reflective surface of the light fixture is not directly visible from the beach;

- b. Fixtures are completely shielded by an opaque material blocking direct view of bulbs or diodes from the beach;
  - c. Fixtures project light in a downward direction only.
- 4. Exterior artificial light fixtures which are prohibited from producing light that can be seen by an observer on the beach include the following:
  - a. Lighting that is decorative in purpose and intent.
  - b. Any light fixture that projects light in an upward direction.
  - c. Any light fixture that directly illuminates vegetation, buildings, trees, or other objects that can be seen by an observer on the beach.
  - d. Dune crossover lights.
  - e. Tree mounted lights placed higher than fifteen (15) feet above the ground surface.
- 5. The only lamps/tubes/bulbs/diodes or other light sources that may be used in exterior light fixtures producing light that can be seen by an observer on the beach include:
  - a. Low-pressure sodium (LPS, 18 watts, 35 watts).
  - b. Amber or red LEDs producing light wavelengths not less than 560 nanometers).
  - c. Any lamp/bulb authorized by the DNR.
  - d. True red neon.
  - e. Other lighting sources that produce light wavelengths not less than 560nm.
- 6. Exterior lights used expressly for safety or security purposes shall be limited to the minimum number and configuration required to achieve their functional roles and must comply with conditions set forth in this section. Motion detector switches, that keep lights off except when approached and that switch lights on for the minimum duration necessary for security and safety, are desirable.
- 7. Private balcony lights may only be low-mounted, not to exceed the height of the railing around the balcony, fully-shielded from view from the beach, and produce light that does not directly or indirectly illuminate any surfaces, other than the associated balcony, that can be seen by an observer on the beach. Private balcony lights must comply with the conditions set forth in this section.
- 8. Lamps, bulbs, tubes, or diodes used to illuminate parking areas and roadways must comply with conditions set forth in this section when producing light that can be seen by an observer on the beach.

9. Parking area and roadways, including any paved or unpaved areas upon which motorized vehicles will park or operate, shall be designed and located to minimize vehicular headlights from directly or indirectly illuminating the beach.
10. Vehicular lighting, parking area lighting, and roadway lighting shall be shielded from the beach through the use of ground-level barriers. Ground-level barriers must not interfere with marine turtle nesting or hatchling emergence.
11. Swimming pool and pool deck lights shall be turned off when the pool is closed unless required for safety and security. Swimming pool deck lights must comply with conditions set forth in this section. Underwater swimming pool lights shall be designed and installed so as to avoid illuminating any buildings, trees, or other objects that can be seen by an observer on the beach, if avoidance of such illumination is not possible, then the wavelengths emitted by the underwater pool lights shall not be less than 560nm. Swimming pool owners are encouraged to seek a variance from the Glynn County Department of Public Health in order to conform to these standards.
12. Tinted glass shall be installed on all windows and glass doors of single or multistory structures constructed within line-of-sight of the beach.
13. Temporary lighting of construction sites that can be seen by an observer on the beach during the sea turtle nesting season must comply with conditions set forth in this section.
14. Prior to beachfront construction or renovation of any beachfront structure or facility, the lighting plan for the subject parcel, including during the construction phase, must be approved by the authority and the DNR sea turtle biologist (primary), state herpetologist (secondary), or other staff as assigned by DNR.

**Section 5. Standards for permitted beachfront lighting on nonnesting beaches.**

- A. Beachfront artificial lighting is permitted on nonnesting beaches during the sea turtle nesting season at nighttime, except such lighting is prohibited when it can be seen by an observer on any nesting beach.
- B. When artificial lighting can be seen by an observer on a nesting beach, all such artificial lighting must comply with conditions in subsections (1) through (11) of the standards set forth in Section 4 above concerning nesting beaches.

**Section 6. Prohibition of certain beach activities utilizing artificial lights and lighting affecting sea turtles.**

- A. The following activities involving direct illumination of the beach are prohibited on nesting beaches, dunes, and frontal dunes at nighttime during the sea turtle nesting season for protection of nesting female sea turtles, nests, and hatchlings:
  - 1. The operation of all motorized vehicles or motorized machines, except for those vehicles that are necessary for authorized public safety, law enforcement, or protected-wildlife related activities. Authorized vehicles operating on the beach on a routine, non-emergency, basis must be equipped with forward facing lights, sufficiently bright for safe operation, producing light wavelengths not less than 560nm.
  - 2. Any source of open flame except handheld lighters.
  - 3. The use of lanterns, flashlights, or any other portable light source except those producing light wavelengths not less than 560nm.
  - 4. The use of fireworks unless approved by the Authority and properly permitted under state and local law.

#### **Section 7. Variances.**

- A. Requests for variances to this article must be presented in writing to the Authority. Such requests must state the rationale and must show how failure to receive a variance will cause an undue hardship on the requestor.
- B. The Authority will confer with the DNR regarding any variance requested and shall respond in writing to each request subsequent to said consultation within ten (10) days, unless DNR or the authority requests additional time for study, in which case the requestor shall be notified.

#### **Section 8. Noncompliance and enforcement.**

- A. The authority shall have the power to enforce the provisions of this article by all legal or administrative means.
- B. Each violation of any provision of this article shall subject the person committing the violation to a fine up to \$500.00 plus costs and any or all penalties to be imposed at the discretion of the judge. Each day of any such violation shall constitute a separate and distinct offense.
- C. No permit may be issued by the authority to improve or expand any facility that is in violation of this ordinance unless such violation has been corrected.

## Chapter 10: Environment and Natural Resources

### Article VIII: Clean Community

#### Section 1: Short title.

- A. This Article shall be known and may be cited as the "Clean Community Ordinance."

#### Section 2. Purpose.

- A. Jekyll Island possesses unique natural assets and amenities which enhance the value and enjoyment of the community by residents, businesses and visitors. These assets are irreplaceable and must be preserved and protected in order to allow the public's continued enjoyment of these natural resources, enhance property values, prevent nuisances, protect public health and safety, and protect the safety of wildlife.
- B. Thus, this ordinance is intended to provide for the uniform prohibition of any and all littering on public or private property.

#### Section 3. Definitions.

- A. For the purposes of this Chapter, the following terms, phrases, words and their derivations shall have the meaning given herein:
  - 1. *Aircraft*: Any contrivance now known but is not limited to or hereafter invented, used or designated for navigation or for flight in the air. The term "aircraft" includes helicopters and lighter-than-air dirigibles, balloons, and unmanned aerial vehicles.
  - 2. *Authorized Receptacle*: A container, not to exceed 95 gallons, of substantial construction, with tight-fitting lid and equipped with handles sufficient for safe and convenient handling. Such receptacles shall be maintained in a serviceable condition at all times.
  - 3. *Commercial Handbill*: Any printed or written matter, any sample or device, dodger, circular, leaflet, pamphlet, paper, booklet, or any other printed or otherwise reproduced original or copies of any matter of literature:
    - a. Which advertises for sale any merchandise, product, event, commodity or thing;
    - b. Which directs attention to any business or mercantile or commercial establishment or other activity, for the purpose of either directly or indirectly promoting the interest thereof;

- c. Which directs attention to or advertises any meeting, theatrical performance, exhibition or any event of any kind for which an admission fee is charged for the purpose of private gain or profit; but the terms of this Section shall not apply where an admission fee is charged or a collection is taken up for the purpose of defraying the expenses incident to such meeting, theatrical performance, exhibition, or event of any kind, when it is held or given or takes place in connection with the dissemination of information. Provided, however, that nothing contained in this Section shall be deemed to authorize the holding, giving or taking place of any meeting, theatrical performance, exhibition or event of any kind without a license, where such license is or may be required by law of this state or under any ordinance of Jekyll Island; or
  - d. Which, while containing reading matter other than advertising matter, is predominantly and essentially an advertisement and is distributed or circulated for advertising purposes for the private benefit and gain of any person so engaged as an advertiser or distributor.
- 4. *Contagious Disease*: An infectious disease that is transmitted by contact with an infected individual or infected bodily discharges or fluids, by contact with a contaminated surface or object, or by ingestion of contaminated food or water.
  - 5. *Litter*: All forms of discarded or abandoned materials including but not limited to sand, gravel, slag, rubbish, waste material, tin cans, refuse, garbage, trash, debris, plastic decorations including artificial flowers or flower petals, animal waste, bottles, glass, cans, boxes, containers, unclaimed papers or paper products, all tobacco products, tires, appliances, furniture, tree and landscape materials, grass trimmings, leaves, mechanical equipment or parts, building or construction materials, wooden pallets, tools, machinery, wood, motor vehicles and motor vehicle parts or equipment, vessels, aircraft parts equipment, waste oil, batteries, antifreeze, sludge, or any other discarded material or substance of every kind and description.
  - 6. *Industrial Waste*: All waste, including solids, semisolids, sludge and liquids, created by factories, processing plants or other manufacturing concerns.
  - 7. *Discard*: To get rid of as unwanted any physical material, substance or thing which has been left, dropped, placed, thrown, dumped or otherwise disposed of in a manner or place that does not reasonably suggest an intent to preserve, protect or retain the use or possession of that which is left.
  - 8. *Disposal Site*: A location for the final disposal of solid waste, putrescible waste, hazardous waste or other waste, except this term shall not be deemed to

include land or a facility used for the disposal of solid waste or other waste from a single-family dwelling by the owner, occupant or lessee thereof.

9. *Garbage*: The by-product of animal or vegetable food resulting from the handling, preparation, cooking and consumption of food, or other matter which is subject to decomposition, decay, putrefaction or the generation of noxious or offensive gases or odor, or which during or after decay may serve as breeding areas or feeding material for flies, insects or animals.
10. *Jekyll Island*: a political subdivision of the State of Georgia, as defined in O.C.G.A. 12-3-241.
11. *Hazardous Refuse*: Materials that are harmful to humans, animals, or environmental health, such as poisons, acids, caustics matter or solutions, chemicals, infected materials, offal, fecal matter, explosives, sewage sludge, radioactive materials and highly flammable substances.
12. *Junked Vehicle*: Any automobile, truck, van, boat, or trailer of any kind or type that is abandoned, wrecked, dismantled, partially dismantled, inoperative, or without a current and valid vehicle registration tag or otherwise illegal.
13. *Newspaper*: Any newspaper of general circulation as defined by general law, any newspaper duly entered with the United States Postal Service in accordance with federal statute or regulation, and any newspaper filed and recorded with any recording officer as provided by general law; and, in addition thereto, includes any periodical or current magazine, regularly published with not less than four issues per year and sold to the public.
14. *Noncommercial Handbill*: Any printed or written matter, any sample, device, dodger, circular, leaflet, pamphlet, newspaper, magazine, paper, booklet, or any other printed or otherwise reproduced original or copies of any matter of literature not included in the aforesaid definitions of a Commercial Handbill or newspaper.
15. *Nuisance*: A nuisance shall mean any condition which tends to the immediate annoyance of the public in general, or is manifestly injurious to the public health, or safety. A nuisance includes, but is not limited to, the keeping, depositing, or scattering on or over the property of dead animals, stagnant water, decayed vegetables or fruits, filthy privies, unkept stables, junk, trash, litter, or debris, or any dilapidated furniture, appliance, machinery, equipment, building material, junked vehicle, boat, or other item which is either in a wrecked, junked, dismantled or inoperative condition, and which is not completely enclosed within a building or a dwelling, or anything having an offensive odor.

16. *Park*: A park, reservation, playground, beach, recreation center or any other public area in Jekyll Island, owned or used by Jekyll Island and devoted to active or passive recreation.
17. *Person*: An individual, firm, company, partnership, corporation, association, institution, or other legal entity.
18. *Public or Private Property*: Means the right-of-way of any road, street, highway, alley, or thoroughfare; any body of water or watercourse, including any river, channel, ditch, canal, stream, and marshland; any tidal or coastal water or the shores or beaches thereof; any park, playground, sidewalk, or public building and the grounds thereof; any refuge, conservation, or recreation area; any residential, private, or farm properties; any timberlands or forests; any dumpsters or litter receptacles; and any other site, place, or location of every kind and description.
19. *Vehicle*: Every device in, upon or by which any person or property is or may be transported or drawn upon a road, a waterway, or used upon stationary rails or tracks.

#### **Section 4. Littering.**

- A. It shall be unlawful for any person or persons to dump, deposit, throw, leave, discard, place, discharge, dispose, drop or to cause or permit the dumping, depositing, placing, throwing, leaving, discarding, discharging, disposing, or dropping of litter on any property on Jekyll Island or the waters of Jekyll Island, unless:
  1. The property is designated by the Authority or an agency of the State of Georgia for the disposal of litter and the person is authorized by the proper public authority to use such property; or
  2. The litter is placed into a litter receptacle or container installed on the property and the person is authorized or permitted to place litter in such litter receptacle or container.
- B. Whenever litter is thrown, deposited, dropped, discarded, discharged, disposed, or dumped from any motor vehicle, boat, aircraft, or other conveyance in violation of this Section, or any other section of this Division regarding littering, the trier of fact may in its discretion and in consideration of the totality of the circumstances infer that the operator of the conveyance has violated subsection (a) of this Section or the relevant section regarding littering.
- C. Except as provided in subsection (b) of this Section, whenever any litter which is dumped, deposited, thrown, left, discarded, placed, discharged, disposed, or dropped on public or private property in violation of this Section, or any other



section of this Division regarding littering, is discovered to contain any article or articles, including but not limited to letters, bills, publications, or other writings which display the name of a person thereon in such a manner as to indicate that the article belongs or belonged to such person, the trier of fact may in its discretion and in consideration of the totality of the circumstances infer that such person has violated subsection (a) of this Section or the relevant section regarding littering.

- D. No person shall drive or move any truck or other vehicle within Jekyll Island unless such vehicle is so constructed or loaded as to prevent any loads, contents or litter from being blown or deposited upon any street, alley or other public place. Nor shall any person drive or move any vehicle or truck within Jekyll Island the wheels or tires of which carry onto or deposit in any street, alley or other public place mud, concrete, liquid wastes, paints, or hazardous substances, litter or foreign matter of any kind.
- E. No person shall drive or move any loaded truck or other vehicle within or upon any Jekyll Island roadway or any other public road within Jekyll Island unless such vehicle and the load therein are covered by canvas or other protective material providing complete coverage, properly secured, so as to prevent any load, contents or litter from becoming loose, detached or blown from the vehicle or from dropping or escaping from the vehicle during movement of the vehicle. No person shall drive or move a vehicle that is open to air such as truck beds, open-top or open-side sport utility vehicles, and convertibles with unsecured trash or litter being open to air, nor shall they operate a vessel upon the water within Jekyll Island with unsecured trash or litter being open to air.
- F. Construction site operators must control waste, such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste, at the construction site.
- G. It shall be unlawful to throw, place, deposit, sweep or scatter, or cause to be thrown, placed, deposited, swept, or scattered, any paper, food, cigarette butts, bottles, cans, trash, fruit peelings, plastic flower petals and decorations, balloons, or other refuse upon the beaches or structures erected hereon. Beach goers must have their trash in a container at all times.
- H. It shall be unlawful to release balloons, helium or otherwise, and/or heat or flame operated devices sometimes referred to as "sky lanterns," "Chinese lanterns," or "floating lanterns," to include, with regard to balloons or lanterns, helium, foil, mylar, or "bio-degradable" devices or items from any location on Jekyll Island, including the beach, structures on the beach and waters adjacent thereto, and such activity shall be classified as "littering" and subject to the prohibition herein.

## **Section 5. Placement of Litter in Receptacles so as to Prevent Scattering.**

- A. Persons placing litter in public receptacles or in authorized receptacles shall do so in such a manner as to prevent it from being carried or deposited by the elements upon any street, sidewalk or other public or private property.
- B. If a public trash or recycling receptacle is full, persons are responsible for finding another lawful place to dispose of litter properly.

## **Section 6. Maintenance of General Property.**

- A. The owner, occupant, or person in control of any private leasehold shall at all times maintain the premises free of litter; provided, however, this Section shall not prohibit the storage of litter in authorized receptacles for collection.
- B. No person shall sweep into or deposit on any street, sidewalk, ditch, or gutter or into or adjacent to any drainage structure the accumulation of litter from any building or property.
- C. No persons shall sweep, blow or dump litter, leaves or other yard waste unto ditches, gutters, streets, sidewalks, roadsides, parks, or unto others' leaseholds.
- D. No person leasing or occupying a place of business shall sweep into or deposit in any gutter, street, ditch, or other public place within Jekyll Island the accumulation of litter from any building or lot or from any public or private road, sidewalk or driveway.
- E. Persons owning or occupying places of business within Jekyll Island shall keep their business premises free of litter.
- F. Merchants are required to use their own trash receptacles, unless otherwise arranged by written agreement with the Authority.
- G. Beach Village Merchants shall not use trash disposal, compactor, or recycling facilities at or adjacent to Beach Village for the disposal of trash or refuse generated outside of their Beach Village premises.
- H. Trash must be collected from the location it is generated and shall not be moved from one location to another if trash collection is available at the location where the trash is generated.

## **Section 7. Special Refuse Disposal.**

- A. *Contagious Disease Refuse.* The removal of clothing, bedding or other refuse from places where highly infectious diseases have prevailed shall not be placed in receptacles or bulk containers for regular collection. The producers of pathological wastes, or the owners of premises upon which pathological waste is produced shall arrange for disposal of such waste adhering to all federal, state and local laws.

- B. *Disposal of Needles or Hypodermic Instruments.* Any person who uses, disposes of, or discards any hypodermic syringes, hypodermic needles, or devices for making hypodermic injections shall be required to dispose of these instruments into containers that are puncture resistant, leak proof on the bottom and sides, sealable, labeled and color coded as biohazardous materials. Any person who uses disposable needles shall be required to dispose of these in containers that are rigid, puncture resistant and leak proof, and which are taped closed or tightly lidded to completely contain the contents therein and prevent any spillage. Said containers shall be disposed of in a manner that adheres to all federal, state and local laws.

## **Section 8. Property Management.**

Within Jekyll Island State Park:

- A. It shall be unlawful for any person having an ownership or leasehold interest in property, having a contractual obligation to manage property, or occupying property for any purpose, including vacant lots or land, in such a way as to allow trash, garbage, litter, or miscellaneous refuse to accumulate or otherwise go uncollected.
- B. It shall be unlawful for any person having a leasehold interest in property, having a contractual obligation to manage property, or occupying property, to create, commit, conduct, promote, facilitate, permit, fail to prevent, let happen, or to allow to remain any nuisance in or on such property.
- C. Restaurants and other food establishments, including convenience stores, shall maintain at all times on their premises sufficient receptacles for the disposal and containment of trash, garbage, and miscellaneous refuse. It shall be the responsibility of these establishments to also ensure that the disposal and containment area(s), including all back-of-house areas, such as compactor enclosures, remain free from litter at all times.
- D. Dispersed litter, garbage, and miscellaneous refuse occurring anywhere on leased property or originating on leased property shall be the responsibility of the lease holder or occupant to promptly collect regardless of the means of dispersal, whether that be littering by clients or guests, wind, water, wildlife, or other causes.

## **Section 9. Abandoned Motor Vehicles.**

- A. It shall be unlawful to abandon any motor vehicle as provided in O.C.G.A. § 40-11-1.

## **Section 10. Commercial and Non-Commercial Hand Bills Placement and Disposal**

- A. No person shall throw or deposit any commercial or noncommercial handbill in or upon any sidewalk, street or other public place within Jekyll Island.

- B. No person shall throw or deposit any commercial or noncommercial handbill in or upon any vehicle.
- C. It shall be unlawful for any person to direct, order or instigate the placing of commercial or noncommercial Handbills in violation of the Section. Furthermore, in the prosecution for the violation of these sections, the fact that a person, a product or a place of business is advertised on a commercial or noncommercial handbill shall be prima facie evidence that the person advertised, or the proprietor of the product advertised, or the proprietor of the place of business advertised, as the case may be, was the person directing the placing, distributing or throwing away the advertising matter in question.
- D. No person shall throw or deposit any commercial or noncommercial handbill or any newspaper in or upon any private premises which are vacant.
- E. No person shall throw, deposit or distribute any commercial or noncommercial handbill or any newspaper upon any private premises if requested by any person thereon not to do so, or if there is placed on such premises in a conspicuous position near the entrance thereof a sign bearing the words: "No Trespassing," "No Vendors," "No advertisement," or any similar notice indicating in any manner that the occupants of such premises do not desire to have their right of privacy disturbed or to have any such handbills left upon such premises.
- F. Any commercial or noncommercial handbill, flyer, doorhanger, or newspaper that is deposited on a private premises in accordance with this Section, shall be properly secured or affixed to prevent their being carried or deposited by the elements upon any street, sidewalk or other public place or upon private property.
- G. The provisions of this Section shall not apply to the distribution of mail by the United States nor to newspapers (as defined herein), except that, newspapers shall be placed on private property in such a manner as to prevent their being carried or deposited by the elements upon any street, sidewalk or other public place or upon private property.

#### **Section 11. Posting Notices Prohibited.**

- A. No person shall post or affix any notice, poster, handbills or other paper or device, calculated to attract the attention of the public, to any lamppost, public utility pole or tree, sign or upon any public structure or building, except as may be authorized by the Authority or required by law.

#### **Section 12. Clearing Litter from Leaseholds by Jekyll Island Authority.**

- A. *Notice to Remove.* The Jekyll Island Authority Code Enforcement Officer or their designee is hereby authorized and empowered to notify the lease holder or the

agent of any leasehold within Jekyll Island that the conditions of such owner's property constitute a danger to the public health, safety or welfare. Such notice shall be handed directly to the leaseholder or agent or sent registered or certified mail, addressed to such owner at his last-known address.

- B. *Action Upon Noncompliance.* Upon the failure, neglect or refusal of any owner or agent so notified to properly dispose of litter dangerous to the public health, safety or welfare within thirty (30) days after receipt of written notice or if the same is returned to the post office because of its inability to make delivery thereof, provided the same was properly addressed to the last-known address of such owner or agent, the Authority is authorized and empowered to remove the litter, to pay for its removal or to take any other action as provided under this Article.
- C. *Charge for Removal.* When the Authority has borne the cost of litter removal due to noncompliance of the responsible party, the actual cost, plus accrued interest (at the rate of six percent per year) from the date of the completion of the work, shall be charged to the owner of such property.
- D. In addition to the removal of litter as provided by this Section 12 and the enforcement of this Article by citation or accusation as provided by Section 13 of this Article, the Authority may take any action not prohibited by law to prevent or remediate a violation or threatened violation of this Article, including without limitation, rescinding any issued permit, issuing a stop work order, or commencing legal proceedings to prevent, correct, or abate such violation or threatened violation or to recover any monetary damages, or both.

### **Section 13: Penalties.**

- A. Any person who violates the Jekyll Island Clean Community Ordinance shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished as follows:
  - 1. The punishment imposed for any violation of this Chapter shall not exceed a fine of \$1,000.00 or sixty (60) days imprisonment or both; however, the minimum fine which will be imposed shall be not less than \$300.00 for a first offense, \$600.00 for a second offense, and \$1000.00 for a third or subsequent offense within a 12-month period. Each occurrence such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder.
  - 2. The person may be directed to pick up and remove from any public property or private right-of-way, for a distance not to exceed two miles, any litter the person has deposited and any and all litter deposited thereon by anyone else prior to the date of execution of sentence.

3. The person may be directed to pick up and remove from any private property upon which it can be established by competent evidence that the person has deposited litter, any and all litter deposited thereon prior to the date of execution of sentence so long as the legal owner or tenant in lawful possession of such private property has given prior permission.
4. If in the sound discretion of the Judge of the Magistrate Court, removal of the litter by the person would be unsafe, impractical, not feasible, or impossible, the person may be directed to reimburse Jekyll Island for the cost of removal and/or cleanup of the litter that the person deposited on public property.
5. The Judge of the Magistrate Court may publish the names of persons convicted of violating this ordinance.

#### **Section 14. Solid Waste Collection Practices.**

- A. The following practices and procedures shall be employed in order to facilitate the collection of solid wastes:
  1. *Solid Waste Fee.* There is assessed upon every occupied leasehold a fee for providing solid waste collection and disposal, recycling, and yard waste collection to be charged to each leaseholder in an amount to be set by the Jekyll Island Authority each year.
  2. *"Back-door" service required for rental properties.* Property used for any part of the year as a vacation rental must be enrolled in the "back door" service program for trash/recycling pickup continuously during the term licensed for property rental.
  3. *Refuse.* All refuse and recycling shall be placed and maintained in containers provided by the Authority or their contract hauler. All containers shall be maintained at all times with tight-fitting lids or covers.
  4. *Placement of Cans.* There shall be no placing of garbage cans on the street side of real property unless the cans are fully screened from view.
  5. *Garbage.* All garbage placed in containers for collection shall first be drained of all liquids, and shall be wrapped, bagged, or enclosed in paper or plastic material.
  6. *Injurious Trash Items.* All waste material of an injurious nature, such as broken glass, light bulbs, sharp pieces of metal, fluorescent tubes and television tubes shall be securely packaged or wrapped for the purpose of preventing injury to the collection crews or other third parties.
  7. *Hazardous Refuse and Building Materials.* No hazardous refuse or building materials shall be placed in any household receptacle at any time.

8. *Yard Trash.* Other than for scheduled collection, yard debris shall be not be allowed to accumulate in a gutter, ditch, or in the street.

## **Section 15. Prohibited Activities**

- A. The following activities are hereby declared to be unlawful and in violation of this Article.
  1. *Blockage of Drainage.* No person shall place any refuse, trash, refuse receptacles, or containers on, over or near any storm drain or drainage ditches, or so close thereto as to cause such material to interfere in any way with such drainage.
  2. *Unauthorized Storage.* Any accumulation of refuse or trash items on or originating from any lot, property, premises, public streets, alley or other public or private place not permitted by this Article is hereby declared to be a public nuisance. Failure of owner or occupant to remove and correct any such accumulation of refuse shall raise the presumption that such person intended to violate this Article.
  3. *Junk.* It shall be unlawful for any person to place or leave outside any building or dwelling except as specified in Section 17 any dilapidated furniture, appliance, machinery, equipment, building material, junked vehicle, or other items which is either in a partially rusted, wrecked, junked, dismantled or inoperative condition, and which is not completely enclosed within a building or dwelling. Any such item or items which remain on the property of the occupant for a period of thirty (30) days after notice of violation of this Article, shall be presumed to be abandoned and subject to being removed from the property by the Authority without further notice. The Authority may charge the owner or occupant a fee for the cost of removing said item or items.
    - a. The Jekyll Island Vehicle Maintenance Facility is exempt from this provision.
  4. *Appliances.* It shall be unlawful for any person to leave outside any building in a place accessible to children any appliance, refrigerator, or other container which has an airtight snap lock or similar device without first removing them from the lock or door. This Section shall not apply to any appliances, refrigerators or container which has been placed on or adjacent to the rear of the building and which has been crated, strapped or locked so that it will be impossible for a child to obtain access to any compartment thereof.
  5. *Scavenging.* No person other than the owner thereof, or an agent or employee of the Authority, shall disturb or interfere with any container used for the purpose of storing refuse pending its collection, or remove any contents there from or remove such container from its location.

## **Section 16. Special Refuse and Wastes.**

- A. *Hazardous Refuse.* No hazardous refuse shall be placed in any household receptacle used for collection of refuse.
- B. *Building Materials.* The owner will be responsible for the collecting or hauling of building material originating from private property preliminary to, during or subsequent to the construction of new building, alterations or additions to an existing building of whatever type or from demolition of existing structures. Such material shall be removed by the owner of the property or by the contractor.
- C. *Hazardous or Liquid Waste.* Hazardous or liquid waste or highly combustible industrial waste shall be disposed of in a manner which meets all federal, state and local laws and regulations.

## **Section 17. Severability.**

- A. Should any section, subsection, sentence, clause or phrase of this ordinance, or the application thereof to any person or circumstances for any reason be held by a court of competent jurisdiction to be invalid or void, the validity of the remainder of this ordinance, or the application of such provision to other persons or circumstances shall not be affected thereby to the extent that any remaining portion of the ordinance may reasonably be given effect without the invalid or void portion.



## Chapter 10: Environment and Natural Resources

### Article IX: Sea Level Rise Resilience

#### Section 1: Title

- A. This Article, as the same shall be amended from time to time, shall be known as the “Sea Level Rise Resilience Ordinance.”

#### Section 2. Findings of Fact.

- A. Environmental changes are expected to increase global sea levels.
- B. The National Oceanic and Atmospheric Administration (NOAA) published a report on the latest science on sea level rise entitled Global and Regional Sea Level Rise Scenarios for the United States (2017), NOAA Technical Report NOS CO-OPS 083, hereinafter referred to as the “NOAA Global and Regional Sea Level Rise Report” or the “NOAA Report.”
- C. The NOAA Global and Regional Sea Level Rise Report defines six sea level rise scenarios that encapsulate the most likely sea level rise scenarios, described as follows: Low Scenario (0.3 meters by 2100), Intermediate-Low Scenario (0.5 meters by 2100), Intermediate Scenario (1.0 meters by 2100), Intermediate-High Scenario (1.5 meters by 2100), High Scenario (2.0 meters by 2100), and Extreme Scenario (2.5 meters).
- D. Rising sea levels threaten coastal communities across the nation and worldwide, including Jekyll Island. These threats will come in multiple forms including, but not limited to: flooding from regular tidal actions, saltwater and groundwater intrusion into drainage systems that reduces system capacity, higher storm surges, increased coastal erosion, increased groundwater tables and resulting surface inundation and the loss of infiltration capacity, and the degradation of underground infrastructure.
- E. To secure the future safety and prosperity of Jekyll Island State Park, it is necessary to incorporate projections of future sea level rise into the planning and development guidelines and regulations of this community, ensuring that future development, public infrastructure, and conservation projects incorporate projections of sea level rise.
- F. There exists a strong scientific consensus that global climatic changes will result in sea level rise throughout the rest of the century and for centuries to come, but some uncertainty exists as to the rate of this increase in the coming years and timing of specific impacts associated with the increasing tidal heights.
- G. For long-term planning, infrastructure development, land development purposes, and other general purposes, the Georgia Department of Natural Resources –

Coastal Resources Division and the University of Georgia Carl Vincent Institute of Government recommend that the Intermediate-High Scenario for increases of GMSL represents a scientifically sound estimate of future sea level rise for which there is a very low probability that it will be exceeded, and that accounts for estimated variability that will be caused by regional variation, and therefore that will allow the Authority to plan for and build a safe and resilient future.

- H. Implementing buffers around tidally influenced areas provides a simple mechanism for increasing the resilience of new buildings and infrastructure to the impacts of future sea level rise.

### **Section 3. Statement of Purpose.**

- A. To increase long-term community resilience, preserve public safety, and minimize public and private property losses due to flooding and storm damage, and to minimize other negative impacts associated with rising sea levels, this ordinance shall require the use of future sea level rise projections in future plans, regulations, ordinances, policies, public infrastructure and facilities planning and construction, and other public decisions. Specific decisions may require the use of other projections or estimates, particularly for critical infrastructure and facilities that need a higher standard of protection or where the project's design life warrants the use of a different standard.
- B. In addition, this ordinance creates a buffer around all tidally influenced waters to create a minimum level of safety for new buildings as well as public and private infrastructure that would be damaged by future inundation from future tides or flooding events.

### **Section 4. Using Sea Level Rise Projection Data.**

- A. The sea level rise projections in the Table 5A below shall be used for all policy, planning, design, and regulatory purposes that require the Authority or its staff to consider tide levels. The appropriate sea level rise increment shall be added to the current Mean-Higher-High-Water level (MHHW), as defined by NOAA, which shall establish the relevant tide line for the relevant plan, permit, ordinance, or other purpose. Where appropriate, additional tidal data should also be considered, such as the height of spring tide events in the area. The appropriate increments shall be identified by determining the relevant planning horizon or the design life of the potentially affected project and selecting the relevant decade in which that end-date occurs. These sea level rise increments shall follow the most recently updated GMSL Intermediate-High GMSL Scenario.

**Table 5A: Sea Level Rise Projections**

Intermediate-High GMSL Scenario	2030	2040	2050	2060	2070	2080	2090	2100
Meters	0.19	0.30	0.44	0.60	0.79	1.0	1.2	1.5
Feet	0.62	0.98	1.44	1.97	2.59	3.28	3.94	4.92

## Section 5. Enhanced Buffer Requirements.

- A. To limit the exposure of future buildings and infrastructure, including new roads and utilities, all new construction shall take place at least seventy-five (75) feet landward of the mean higher-high water mark along all tidally influenced waters, or, where coastal marshlands exist as described in the State of Georgia's Coastal Marshland Protection Act, all new construction shall take place at least seventy-five (75) feet from the edge of the marsh.
- B. If a proposed construction project is rendered infeasible by the establishment of this buffer, the Authority may grant a variance from the requirements of this ordinance if the applicant for the variance can establish the following:
  1. That this requirement represents an unnecessary hardship.
  2. That a practicable reduction in the scale of the project will not avoid the need for a variance.
  3. The portions of the project to be built in the buffer areas will be designed and constructed to limit the potential impacts of future flooding.
- C. This buffer shall not apply to the following:
  1. The maintenance, repair, or renovation of existing buildings, infrastructure, or historic resources, as approved by the Authority.
  2. The legally permitted construction of buildings or infrastructure approved by the Authority but not yet constructed prior to this ordinance taking effect.
  3. Construction within the footprint of the developed land associated with the Jekyll Island Wastewater Treatment facility as identified in the most current version of the Jekyll Island Master Plan.
  4. Land-management activities, maintenance of public green spaces and associated public facilities and services, and other activities not related to permanent construction.
  5. The construction of parks, trails, boardwalks, and other structures related to outdoor recreation, environmental education, or similar public pursuit.
  6. Temporary construction associated with events, film production, or other legally permitted purpose approved by the Authority.

- D. Applications for a buffer variance shall be presented in writing to the Authority to be reviewed by the Design Review Group and considered for approval by the Executive Director or their designee. Applications must state the rationale for the variance request and demonstrate how failure to receive a variance will cause undue hardship on the applicant.

**Section 6. Severability.**

- A. If any section of this code section is declared unconstitutional or otherwise invalidated by any court of competent jurisdiction, then it is expressly provided that the remaining portions of this section that are not so invalidated are severable and shall remain in full force and effect.

## Chapter 10: Environment and Natural Resources

### Article X: Water Conservation

#### **Section 1: Outdoor water use restrictions.**

- A. It shall be unlawful for any owner or occupant to utilize water outdoors inconsistent with the mandatory watering schedule stated in the Rules for Outdoor Water Use chapter 391-3-30, adopted by the Georgia State Board of Natural Resources.

#### **Section 2. Water use during Non-Drought Conditions and during Drought Response Level 1.**

- A. Outdoor watering for purposes of planting, growing, managing or maintaining ground cover, trees, shrubs or other plants may occur only between the hours of 4:00 p.m. and 10:00 a.m.
  - 1. Outdoor watering for the establishment of new plant material for the first month and hand watering new trees for one year for the purpose of reforestation is exempt from these requirements.

#### **Section 3. Water Use during Drought Response Level 2.**

- A. General outdoor water use, other than exempted activities, shall occur only as follows:
  - 1. Odd-numbered addresses: outdoor water use is allowed on Thursdays and Sundays.
  - 2. Even-numbered and unnumbered addresses: outdoor water use is allowed on Wednesdays and Saturdays.
- B. Outdoor watering for purposes of planting, growing, managing or maintaining ground cover, trees, shrubs or other plants may occur only between the hours of 4:00 p.m. and 10:00 a.m.
  - 1. Outdoor watering for the establishment of new plant material for the first month and hand watering new trees for one year for the purpose of reforestation is exempt from these requirements.
- C. Specific Categories of Outdoor Water Use. The outdoor water uses listed in O.C.G.A. 391-3-30-.03(1)(b) shall be allowed
- D. The following outdoor water uses shall not be allowed, except as provided below:
  - 1. Washing hard surfaces such as streets, gutters, sidewalks and driveways, except when necessary for public health and safety;

2. Using water for ornamental purposes, such as fountains, reflecting pools, and waterfalls;
3. Use of fire hydrants, except for the purposes of firefighting, public health, safety, or flushing;
4. Washing vehicles, such as cars, boats, trailers, motorbikes, airplanes, or golf carts;
5. Non-commercial washing, or pressure washing, of buildings or structures, except for immediate fire protection; and
6. Charity, or non-commercial fund-raiser, car washes.

#### **Section 4. Water Use During Drought Response Level 3**

- A. General Outdoor Watering. Outdoor irrigation for purposes of planting, growing, managing, or maintaining ground cover, trees, shrubs, or other plants, as described in O.C.G.A. 391-3-30-.03(1)(a), is not permitted.
- B. Specific Categories of Outdoor Water Use allowed. The outdoor water uses listed in O.C.G.A. 391-3-30-.03(1)(b) shall be allowed, subject to the following additional requirements:
  1. Irrigation of personal food gardens shall be conducted between the hours of 4:00 p.m. and 10:00 a.m., unless done using drip irrigation or soaker hoses. Irrigation of personal food gardens using drip irrigation or soaker hoses may be done at any time;
  2. Handwatering with a hose with automatic cutoff or handheld container may be conducted between the hours of 4:00 p.m. and 10:00 a.m.;
  3. Irrigation of athletic fields or public turf grass recreational areas may be conducted between the hours of 4:00 p.m. and 10:00 a.m., subject to the two days a week odd-even schedule described in Drought Response Level 2;
  4. Irrigation of golf courses shall be conducted in accordance with the "Golf Irrigation Prediction and Estimation Worksheet" and only between the hours of 4:00 p.m. and 10:00 a.m., provided, however, irrigation of golf course greens may occur at any time of day;
  5. Use of reclaimed waste water by a designated user from a system permitted by the Division to provide reclaimed waste water shall not be allowed for general outdoor watering as described in O.C.G.A. 391-3-30-.03(1)(a). It shall be allowed for any use described in O.C.G.A. 391-3-30-.03(1)(b) subject to the limitations in O.C.G.A. 391-3-30-.07(4)(b);
  6. Installation, maintenance, or calibration of irrigation systems is allowed, provided that it is done by professional landscapers or golf course

superintendents.

#### **Section 5. Violations, Penalties and Enforcement**

- A. Any person found in violation of any provision of this Article shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine not to exceed \$1,000.00 or by imprisonment for a term not to exceed 60 days, or by both fine and imprisonment, to be imposed at the discretion of the judge or as provided and stipulated by law.
- B. In addition to the enforcement of this Chapter by citation or accusation, the Authority may take any action not prohibited by law to prevent or remediate a violation or threatened violation of this Chapter, including without limitation, rescinding any issued permit, issuing a stop work order, or commencing legal proceedings to prevent, correct, or abate such violation or threatened violation or to recover any monetary damages, or both.

## Chapter 12: Fire Prevention and Protection

### Article I: Generally

#### Section 1: Purpose.

- A. The purpose of this article is to:
1. Prescribe regulations governing conditions that are potentially hazardous to life and property from fire or explosion;
  2. Establish fire protection fees to cover the cost of providing fire protection and suppression and other services by or through the Fire Department; and
  3. Establish requirements and controls to protect and safeguard the general health, safety, and welfare of the public.

#### Section 2: Definitions

- A. The following words, terms, and phrases, when used in the fire codes, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
1. *Alarm contractor* means any person who installs, maintains, repairs, alters, monitors or services alarm systems for compensation.
  2. *Alarm signal* means the audible sound or a transmission of a signal or a message as the result of the activation of an alarm system or an audible alarm.
  3. *Alarm system* means any mechanical or electrical or radio-controlled device which is designed to be used for the detection of smoke or heat or hazardous condition of any unauthorized entry into a building, structure or facility, or for alerting others of the commission of an unlawful act within a building, structure or facility, or both, which emits a sound or transmits a signal or message when activated. Alarm systems include audible, silent, fire and panic alarms and proprietor alarms.
  4. *Audible alarm* means a device designed for the detection of fire heat or smoke or hazardous condition or of unauthorized entry on premises which generates an audible sound when it is activated.
  5. *Authority* means the Jekyll Island – State Park Authority.
  6. *False alarm* means an alarm signal which is responded to by the Georgia Department of Public Safety or Fire Department of Jekyll Island when there is no evidence of a crime, heat, medical emergency, hazardous condition, or other activity which warrants a call for immediate police, firefighting or emergency medical assistance. A false alarm shall not be deemed to have



occurred when the responding agency is notified that no response is necessary before any act of response is substantially completed. Only those false alarms occurring on Jekyll Island are punishable by this chapter.

7. *Fire Chief / Director of Public Safety* means the chief of the Jekyll Island Fire Department. This individual reports directly to the Jekyll Island Authority's Deputy Executive Director.
8. *Bureau of fire prevention* means the Fire Marshal Office of the Jekyll Island Fire Department. This position is responsible for enforcing the Georgia State Minimum Fire Safety Standards and performs fire prevention activities.
9. *Corporation counsel* means the legal counsel for the Authority.
10. *Design Professional* means an individual who is registered or licensed to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the jurisdiction in which the project is being constructed, or other professional with qualifications or credentials acceptable to the jurisdiction in which the project is to be constructed.
11. *False Alarm* means an alarm activated by either environmental conditions, malicious tampering / playing, faulty equipment or testing without notification of the alarm monitoring company.
12. *Fire Alarm System* means a system or portion of a combination system that consists of components and circuits arranged to monitor and annunciate the status of fire alarm or supervisory signal-initiating devices and to initiate the appropriate response to those signals.
13. *Fire Suppression System* means a fire suppression or control device that operates automatically when its heat-activated element is heated to its thermal rating or above, allowing water or fire suppression agent to discharge over a specified area.
14. *Municipality* means the Jekyll Island Authority
15. *N.F.P.A.* means National Fire Protection Association (National Fire Codes).
16. *Person* means any individual, association, partnership, firm or corporation, or any combination of one or more of them, and includes any officer, employee, department, agency or instrumentality of the state.
17. *Recreational Fire*. An outdoor fire burning materials other than rubbish where the fuel being burned is not contained in an incinerator, outdoor fireplace, portable outdoor fireplace, barbeque grill or barbeque pit and has a total fuel area of 3 feet (914 mm) or less in diameter and 2 feet (610 mm) or less in height for pleasure, religious, ceremonial, cooking, warmth or similar purposes.

### **Section 3: Adoption of Fire Codes by Reference.**

- A. There is hereby adopted by the Jekyll Island Authority for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, those certain codes, laws and regulations known as the International Fire Code, 2018 edition and all future editions, with any Georgia Amendments as adopted by Georgia Department of Community Affairs, Georgia State Fire Marshal's Office Rules and Regulations and all current and future National Fire Protection Association Codes. Not less than one copy of the fire code has been and is now filed in the office of the Fire Marshal's Office or at a location designated by the authority. In order to stay current with Code changes the Authority shall immediately adopt any changes to the codes as adopted by the Georgia Department of Community Affairs, Georgia State Fire Marshal's Office and or The National Fire Protection Association. The fire code is adopted and incorporated as fully as if set out at length herein, and from the date on which the ordinance from which this article is derived shall take effect, the provisions thereof shall be controlling within the limits of Jekyll Island.
- B. The fire code adopted herein is amended as follows in this article.

### **Section 4: Powers of the Jekyll Island Fire Department.**

- A. The Jekyll Island Authority at its discretion shall provide and operate a Fire Department to be known as the Jekyll Island Fire Department ("Jekyll Island Fire Department").
- B. The Jekyll Island Fire Department shall have the powers of a Fire Department of a county, municipality, or other political subdivision as set forth in chapter 3 of title 25 of the Official Code of Georgia Annotated ("O.C.G.A."), and such additional powers as may from time to time be provided by the authority or by law.
- C. The Jekyll Island Fire Department and the Jekyll Island authority and their members, officers and employees shall be immune from any and all actions brought as a result of damages sustained as a result of any fire or related hazard in accordance with O.C.G.A. § 25-2-38.1.
- D. The Executive Director of the Authority shall prescribe the duties of the Jekyll Island Fire Department and all Fire Department personnel shall be employees of the Jekyll Island Authority.

## **Article II: Regulations**

### **Section 1: Open Burning**

- A. Generally. Except as hereinafter provided in subsection (b) of this section, no person shall kindle an open fire in any public or private place outside any building. Fires started in violation of this article shall promptly be extinguished by the person

responsible for same upon notice by the fire chief or his duly designated agent. Under no circumstances are open fires of any kind allowed on the beach or dunes.

B. Exceptions. Open burning may be done as follows:

1. With a permit:

- a. Application for burning permits shall be on forms provided by the fire chief.
- b. No permit shall be issued unless the issuing officer is satisfied that:
  - i. There is no practical available alternate method for the disposal of the material to be burned;
  - ii. No hazardous condition will be created by such burning;
  - iii. No salvage operation by open burning will be conducted; and
- c. Any permit issued may be limited by the imposition of conditions to:
  - i. Prevent the creation of excessive smoke; or
  - ii. Protect property and the health, safety, and comfort of persons from the effects of the burning.
- d. If it becomes apparent at any time to the fire chief that limitations need to be imposed for any of the reasons stated in subsection (B)(1)c of this section, the fire chief or his duly designated agent shall notify the permittee in writing and any limitations so imposed shall be treated as conditions under which the permit is issued.

2. Without a permit:

- a. Jekyll Island Authority performing prescribed burning in order to reduce fuel load for wood / forest fires.
- b. The establishment of a supervised fire is allowed in a fire pit, chiminea, fire circle, or other such places provided or designated for such purposes on Authority property or leased property, provided it is at least 15 feet from any structure.
- c. Open fires may be set in performance of an official duty of any public officer of the Authority, if the fire is necessary for one or more of the following reasons or purposes:
  - i. For the prevention of a fire hazard which cannot be abated by other means;
  - ii. For the instruction of public firefighters or industrial employees under supervision of the fire chief; or
  - iii. For the protection of public health.

- d. Fires in approved devices may be used for the cooking of food, provided no smoke violation or other nuisance is created.
- e. Underwriter's Laboratory or Factory Mutual approved devices may be used for heating by construction or other workers, provided no smoke violation or other nuisance is created.
- f. Open fires, such as campfires, may be set for recreational purposes in designated locations only, such as the campground, provided no smoke violation or nuisance is created.
- g. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction, with the exception of:
  - i. One-and two-family dwellings.
  - ii. Where buildings, balconies and decks are protected by an automatic sprinkler system.
  - iii. LP-gas cooking devices having LP-gas container with a water capacity not greater than 2.5 pounds [nominal 1 pound {0.454 kg} LP-gas capacity].
- C. Supervision required. Permitted or allowable fires must be under the continuous care and direction of a responsible person. All fires, matches, and smoldering material must be completely extinguished after use. Unattended fires shall constitute a violation of this ordinance.

## **Section 2: Emergency Burn Ban**

- A. During the existence of an air pollution alert, excessively dry weather, or a drought, as may be declared by the Executive Director or their designee, all exceptions are void and no open fires shall be kindled.
- B. During periods of high fire danger, the Authority may close all or a portion of the island to lighting or maintaining fires.

## **Section 3: Fire protection and suppression services fee.**

- A. Persons holding interests in and to real property on the island, wherever found and no matter in whose possession such real property may be, shall be charged and shall be liable for a fire protection fee.
- B. The fire protection fee so charged shall be derived from a percentage of the assessed value, being a percentage of the appraised value, of each parcel of real property, which method of derivation is and shall be reasonably related to the cost of providing fire protection and suppression and other services by or through the Fire Department. The assessed value and appraised value of each parcel of real

property shall be the same as the respective values for each such parcel of real property as shown on the appropriate official records of the county as of the day the fire protection fee is established.

- C. The fire protection fee shall be charged annually on a fiscal-year basis commencing on July 1 and ending on June 30.
- D. For each fiscal year, the executive director of the Jekyll Island authority shall on or before the first business day in April of each calendar year:
  - 1. Establish the amount of the fire protection fee for each lessee of the Jekyll Island authority for the next succeeding fiscal year; and
  - 2. Mail or otherwise send notices of the amount of the respective fee to each lessee of the authority.
  - 3. For each fiscal year, the fire protection fee shall be due and payable on or before the first business day in July of each calendar year, except for any fees not then established or determined.
- E. Persons charged and liable for the fire protection fee as of the day on which the fire protection fee shall be due and payable, shall be liable for the entire annual fee charged irrespective of whether their leasehold interest shall be sold, conveyed, aliened or assigned during the fiscal year for which the fee is charged.
- F. The fire protection fee shall be collected by officers designated by the authority. The fire protection fee may be paid in person at or mailed to the Authority administration office at 100 James Road Jekyll Island, Georgia 31527, or by phone at 912-635-4000, or at any place hereafter designated by the Executive Director.
- G. Contesting of fee procedure.
  - 1. Any person charged a fire protection fee may contest the amount of such fee by filing with the executive director a written protest within 45 days next succeeding the day that notice of the fire protection fee is mailed or otherwise sent by the executive director to such person. If no such written protest, including all the required information as hereinafter set forth, is filed by the claimant within the prescribed time period, then such claimant shall be deemed to have waived any and all rights to contest the amount of the fire protection fee, and the amount of such fee shall become final.
  - 2. All protests shall be prepared in the form and contain such information as the executive director shall reasonably require and shall include a summary statement of all the grounds upon which the claimant relies and shall set forth with particularity the reasons for contesting the fee and all evidence of the claimant contesting the fee so charged. In the event the claimant desires a conference or a hearing with the executive director, the fact of such desire

must be set out in the written protest, or the claimant shall be deemed to have waived any and all rights to have a conference or hearing with the executive director for the purpose of contesting the amount of the fire protection fee charged claimant. When any claimant requests such a conference or hearing, the executive director shall appoint a time and place for hearing the claimant's objections to the amount of the fire protection fee and shall give notice to such claimant no less than five days before the conference or hearing, stating the time and place of said conference or hearing.

3. The Executive Director shall consider only evidence relevant to the amount of the fee, and any other evidence or matter shall be disregarded. The executive director may request or permit additional evidence, either orally or in writing, which he may determine relevant and appropriate. Upon consideration of the evidence presented, the executive director may reduce or increase the amount of the fee so charged and shall set forth the reasons wherefore in writing. The determination of the executive director shall be the conclusive and final administrative determination of the authority.
- H. Any fire protection fee not paid by holders of leasehold interests on the island when due and payable shall become a lien on such leasehold interests from the day when such fee becomes due and payable until fully paid. For any fee not paid within 45 days next succeeding the day the fee becomes due and payable, the executive director shall cause by affidavit a notice of a lien upon the leasehold interest involved to be filed in the appropriate records of the clerk of the superior court of the county. Except as otherwise expressly provided by law, this lien shall be superior to all other liens, except liens for state and county taxes and taxes levied for any and all school purposes.
- I. Discharge of lien procedure.
1. Upon final payment of the fire protection fee, any and all interest which may have accrued, and any and all collection costs and fees incurred by the Authority in the connection with the same, such lien shall be discharged and the executive director shall cause the notice of the lien filed in the records of the clerk of the superior court of the county to be cancelled of record within ten days after final payment.
  2. The cancellation required shall be in the following form:  
  
Clerk, Superior Court of Glynn County  
  
You are authorized and directed to cancel of record the notice of lien rights which the Jekyll Island-State Park Authority has filed on the leasehold interest owned by (name of owner) on (give date) and recorded by you in Book \_\_\_\_\_, Page \_\_\_\_\_, of notices kept by you.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

- J. Enforcement of lien. Where any lessee holding a leasehold interest fails to pay the amount of the fire protection fee due and payable for such leasehold interest, the executive director is empowered to enforce such lien in any manner allowed by Georgia law.
- K. All notices regarding any and all matters in this section shall be mailed to each lessee of the Authority as shown by the records of the Authority, and such lessee shall be solely responsible for the payment of the fire protection fee unless the records of the Authority are otherwise corrected; provided, however, the executive director may mail notices to and accept payment from an agent of any lessee of the Authority as the executive director shall determine appropriate.
- L. The fire protection fee shall be exclusive of and in addition to any and all other fees, rents and payments made to the Authority or to which the Authority is entitled, and without limitation of the foregoing, shall be separate from and in addition to any public safety service fee that is either currently charged or may in the future be charged.

#### **Section 4: False Alarms.**

- A. The following rules shall govern the use of alarm systems on Jekyll Island.
  - 1. No person shall make, cause to be made or suffer to be made any false alarm from any location on Jekyll Island.
  - 2. No person shall allow, sound or permit the sounding of any burglar or fire alarm or any motor vehicle burglar alarm in the city, which is audible outside the building or vehicle it is installed in unless such alarm is automatically terminated within 15 minutes of activation.
  - 3. No company or individual shall connect or cause to be connected, by any means whatsoever any alarm system or alarm that transmits directly into the Glynn-Brunswick 911 Center or to any telephone line located at the Jekyll Island Fire Department, or, Georgia State Patrol Dispatch Center. However, it shall not be a violation of this ordinance for an alarm system to be connected or to transmit, first directly to any alarm monitoring company, then to the appropriated dispatch center phone number-maintained Glynn-Brunswick 911 Center or Georgia State Patrol Dispatch Center for such purpose of receiving alarms.
  - 4. No individual or company shall test or cause to be tested any alarm system on Jekyll Island without at least 30 minutes prior notification of the test to the Glynn-Brunswick 911 Center and the Jekyll Island Fire Department. Failure to make such prior notifications will be subject to a \$300.00 fine for each occurrence.

- B. Responsibility for false alarms under this chapter shall be borne by the person or persons occupying or having the right to occupy the premises, unless otherwise stated herein. Responsibility for false alarms under this chapter that occur at a hotel, motel, or short-term rental property shall be borne by the owner of the leased property.
- C. The following penalties will be assessed for each violation within a 12-month period:
  - 1. First and second false alarms: Written warning
  - 2. Third false alarm: \$150.00
  - 3. Fourth false alarm: \$300.00
  - 4. Fifth false alarms and thereafter: \$500.00
- D. Written warnings for first and second false alarms shall be hand delivered or mailed to the location of the false alarm. Failure to make, deliver, mail or receive any warning shall not affect any subsequent enforcement efforts or the penalty for any subsequent false alarm. The fire marshal or his/her designee shall be given the power to issue warnings related to false alarms at their discretion upon each violation.
- E. False alarms: Requirements and penalties for alarm contractors.
  - 1. Shall provide each alarm customer with a copy of this section and shall obtain a written acknowledgment of receipt of a copy of this false alarm ordinance signed by the customer.
  - 2. Shall retain on file for the duration of each alarm contract a copy of this section containing the signed acknowledgment of the customer.
- F. Each and every time a violation occurs, it shall be deemed a separate offense. No provision of this chapter shall be construed to impair any common law or statutory cause of action, or legal remedy there from of any person for injury or damage arising from any violation of this section or other law.
- G. Any person charged with a violation of this false alarm ordinance may offer proof at any hearing relating to such violation that the false alarm in question was caused by:
  - 1. A lightning strike or other act of God;
  - 2. The act of some third party whom the person could not control, but which shall not include invited guests, licensees, or short-term tenants of hotels, motels, or short-term rental properties; or
  - 3. Failure of an alarm contractor to repair the alarm system which made the false alarm after being employed by the person to make such repair; provided



however, the person has again made a good faith attempt to have the alarm system repaired after the false alarm which is the subject of the charge.

## **Section 5: Required Permits and Reports**

### **A. Fire Alarm System and Fire Suppression System Permits**

1. Where Fire Alarm and Fire Suppression systems are required to be installed, those systems should be installed by a licensed individual or company, and the building owner/agent shall obtain a permit from Jekyll Island Fire Marshal's Office prior to installation. All work must be performed by a licensed individual or company that is licensed by the appropriate authority to install said system. Any person or company not obtaining a permit shall be in violation of this ordinance.
  - a. The owner/agent must submit an Alarm or Suppression System Permit Application with three sets of shop drawings, showing all devices (sensors, detectors, manual activation devices, and remote and main control panels) locations along with specification sheets on the individual devices be used.
  - b. Alarm System permits for Commercial Alarm Systems: Design must comply with N.F.P.A. 72.
  - c. Suppression System permits shall comply with N.F.P.A. 13, 13D or 13R and Hood Systems shall comply with N.F.P.A. 96.
  - d. An acceptance/certification test will be required after installation is completed. Jekyll Island fire marshal shall be present and confirm the testing has been completed.
  - e. Other specifics may be required by the appropriate fire code section.

### **B. Required Reports**

1. Any Company performing annual or service inspections on fire sprinkler systems, fire alarms, or fire suppression systems shall within seven working days of completing the service or inspection file a copy of the report with the Jekyll Island Fire Marshal's Office.
2. Any Company or Individual not meeting this deadline is in violation of this ordinance. In addition, a complaint will be filed against the company with either the Georgia Fire Marshal's Office or the Georgia Secretary of State's Office for failure to comply with local ordinances.

## **Section 6: System and Device Requirements**

### **A. Schedule for the system and device recertifications:**

1. Fire Extinguishers shall be checked monthly by building occupants with Annual Inspections by a licensed fire extinguisher technician every 12 months. In addition, they should be serviced after every use or extinguisher loss of pressure. To verify said certification a “tag” indicating the certification shall be properly installed per N.F.P.A. 10.
2. Fire Sprinkler Systems shall be properly tagged and Serviced / Inspected every 12 months per N.F.P.A. 13.
3. Fire Alarm Systems shall have an annual Inspection / Service every 12 months per N.F.P.A. 72.
4. Commercial Hood Fire Suppression Systems shall be annual inspection/ serviced every six (6) months or after every activation per N.F.P.A. 96.

## **Section 7: Installation of Fire Protection Equipment**

- A. Fire Hydrants, Fire Department Connection, Standpipes, and Post Indicator Valves:
  1. All new residential and commercial developments from the date of this ordinance shall have fire hydrants every 500 feet apart on at least an 8-inch water main or as sized and determined by the Authority Having Jurisdiction.
  2. A site plan showing the proposed locations of all new and existing fire hydrants, post indicator valves, and fire department connections within 1000 feet of a commercial building.
  3. All fire hydrant or fire department connections shall be meet all the fire code requirements pertaining to obstructions.
  4. All new Installs of fire hydrants shall be mapped by Glynn County G.I.S. Department before acceptance inspection.
  5. No Commercial Building shall be allowed to start construction until all fire hydrants are installed and operational.
  6. All fire department connections shall be equipped with locking caps as determined by the Fire Marshal to protect against obstructions. The building owner is responsible for purchasing and maintaining these devices.
- B. Emergency Building Access
  1. An emergency key box is required for all commercial buildings to enable emergency fire department access. The fire department has adopted the use of a specific system to be used. The building owner is responsible for purchasing and maintaining the key boxes. This system expedites the entry to the building while minimizing damage otherwise necessary to make entry.

2. The Fire Marshal shall provide guidance to the building owner on the specific details necessary to meet the type and installation requirements.
3. The occupant of the building shall provide a copy of the master key for the building to be placed in the Knox box by the Fire Department after it is installed.
4. The occupant or building owner shall provide a new master key for the key box anytime the locks are changed out.
5. The fire department shall perform maintenance on the key box every six months.

**Section 8: Penalties and Enforcement.**

- A. Any person found in violation of any provision of this Chapter shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine not to exceed \$1,000.00 or by imprisonment for a term not to exceed 60 days, or by both fine and imprisonment, to be imposed at the discretion of the judge or as provided and stipulated by law. Each day such violation continues shall be considered a separate offense.
- B. In addition to the enforcement of this Chapter by citation or accusation, the Authority may take any action not prohibited by law to prevent or remediate a violation or threatened violation of this Chapter, including without limitation, rescinding any issued permit, issuing a stop work order, or commencing legal proceedings to prevent, correct, or abate such violation or threatened violation or to recover any monetary damages, or both.
- C. The provisions of this article shall be enforced by the Fire Chief or Fire Marshall and such subordinate officers of the Fire Department and officers and staff of the Authority as are necessary to effectuate the requirements set forth in this article.

## Chapter 16: Leased Property

### Article I: Leases with Jekyll Island State Park Authority

#### Section 1: All Property Held in Trust.

- A. Each lease of property on the Island is granted and accepted with the express understanding that the Island is held in trust by the Authority for park purposes and that any use of the premises or buildings or any conduct or activity of any occupant of any premises or buildings, which, in the opinion of the Authority, is inconsistent with such trust is strictly prohibited.

#### Section 2: All property subject to Jekyll Island-State Park Authority Act.

- A. Each lease of property on the Island is granted and accepted subject to all the terms and conditions of the Jekyll Island-State Park Authority Act. As provided in the Jekyll Island-State Park Authority Act ("Act"), the leasing activity of the Authority is the business activity of the Authority from which it shall gain revenues to support and maintain and develop and beautify the island and to furnish the people of the state with as much free, nonprofit or subsidized recreation as may be possible.
- B. Under the Act the leasing activity is but an instrumentality through which the public services are to be accomplished and for this reason this activity must always be subservient to the ultimate public service objectives of the Act.
- C. These conditions and limitations of leasing island property, which have not been reduced to restrictions and recorded on the various plats of the leased property, relate to general day to day use of the property by lease occupants and their conduct generally considered in the light of the purposes of the creation of the Authority.
- D. Both the purpose and the scope of these conditions and limitations make it impractical to attempt to set forth in a definite form a specific, separate statement of each act prohibited, but all may be easily understood and encompassed by the following general rules:
  - 1. Occupants of property on the Island shall use and enjoy that property they have the right to occupy and cause all guests and visitors and friends to use and enjoy the same in such a manner as not to conflict with the use of enjoyment of the park areas by the general public and the other several leased areas by the several other occupants in those areas. Every normal and usual recreational and social use may be made of all residential properties and every usual and acceptable and licensed business use may be made of the

properties leased specifically for business purposes, but no lewd, licentious or illegal use shall be made of such property.

2. It shall be the responsibility of the occupants of any lot or parcel of lease property upon the island to preserve and maintain the cleanliness, orderliness and good appearance of the property which they occupy.
  - a. No unclean, unsightly or unkempt conditions of buildings or grounds which shall tend to destroy the beauty of the island as a whole or the specific area will be permitted.
  - b. Furthermore, no occupant of the lease property upon the island shall through his activity destroy or detract from the cleanliness, orderliness or beauty of the island or each areas by placing or leaving therein or thereon debris or refuse or unsightly objects of any kind, it being understood that each occupant has not only the duty of maintaining the cleanliness, orderliness and beauty of the lot or parcel he may occupy, but also has the further duty of not defacing or in anywise detracting from the beauty of the remainder of the island.
3. Every occupant of the leased property shall be responsible for conducting himself in a fashion consonant with the use and purposes of the entire island. Furthermore, no occupant shall maintain any plants or animals or keep or operate any device or thing of any sort whose normal activities or existence is in any wise noxious, dangerous, unsightly, or of a nature as will necessarily diminish or destroy the enjoyment of other occupants or the general public at any point throughout the island.

**Section 3: Applicable law.**

- A. All violations of the conditions and limitations set forth in Section 2 above shall be dealt with in accordance with the laws of the State of Georgia and the ordinances of Glynn County and any and all ordinances of the Authority.

**Section 4: Applicable restrictions, conditions, limitations, easements, rights, and privileges.**

- A. The restrictions, conditions, limitations, easements, rights, privileges, set forth in this code of ordinances supersedes that General Notice and Property Restrictions, recorded on December 27, 1954, in book 7-Q, page 316, in the Office of the Clerk of Superior Court of Glynn County, Georgia.

**Section 5: Authority Property.**

- A. It shall be unlawful for any person or entity to convert public Authority property to private use unless specific written authorization from the Authority has first

been had and obtained. This prohibition shall include, but not be limited to, easements, rights-of-way and Authority land not under lease to an individual.

- B. It shall be unlawful for the occupants of any lot or parcel of leased property to make any alteration to any property that is not their leased property. This prohibition includes property of the Authority as well as property of neighboring leaseholders. Alterations include but are not limited to:
  - 1. Trimming or removal of trees, plants, vegetation, or other natural features; and
  - 2. Installation of structures, fences, pools, or other objects.
- C. The Authority may enter into a Memorandum of Understanding with leaseholders in cases where an encroachment from leased property onto Authority property is deemed to be in the best interests of the Authority.

#### **Section 6: Violations, Penalties and Enforcement**

- A. Any person found in violation of any provision of this Article shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine not to exceed \$1,000.00 or by imprisonment for a term not to exceed 60 days, or by both fine and imprisonment, to be imposed at the discretion of the judge or as provided and stipulated by law. Each occurrence shall be deemed a separate offense.
- B. In addition to any penalty assessed by the judge upon conviction of a violation of this Article, the Authority may impose additional penalties or requirements, including but not limited to the following:
  - 1. Issuing a Cease-and-Desist letter to the leaseholder responsible for the violation to prevent further encroachment and damage to Authority property;
  - 2. Imposing an assessment to the leaseholder responsible for the violation for the full cost to the Authority to remediate the damage to Authority property or recover any costs to the Authority resulting from such violation;
  - 3. Assessment of the costs on utility bills invoiced to the leaseholder responsible for the violation; and
  - 4. Placement of a lien on the property of the leaseholder responsible for the violation to recover the costs to the Authority.
- C. **Liability Disclaimer:** This section is adopted to address the interest of protecting the public lands of the Authority. The use of property by a leaseholder of said property that is not included in their lease, presents a threat to the open space, environment and public interest of the Island. The Authority, by regulating limitations on the encroachment upon property that the leaseholder does not

have a right to alter or occupy is merely trying to protect the public lands of the Authority. The Authority has no liability under any theory of liability and the Authority assumes no liability for the damage caused by encroachments off of leased property.

## Article II: Property Boundary Survey

### Section 1: Purpose

- A. An accurate public record of the boundaries of all leased property on Jekyll Island provides protection to the leaseholders, residents, other interested parties, including financial institutions, and the Authority.
- B. The purpose of this Article is to establish a procedure for requiring a property boundary survey in specific situations as a strategy to accurately document the boundaries of all leased property.

### Section 2: Survey Required

- A. A property boundary survey shall contain, at a minimum, the following:
  - 1. Legal description;
  - 2. Property boundaries;
  - 3. Land area of the property;
  - 4. Location of existing buildings; and
  - 5. Location of walls, fences, pools.
- B. For certain building permits and site development plans, the Authority may also require that the survey also contain the following additional information:
  - 1. Utilities;
  - 2. Location of trees as required in the Tree Protection Chapter; and
  - 3. Notes indicating whether any portion of the property is within an environmental area regulated by the Authority.
- C. The survey shall be prepared and sealed by a surveyor registered in the State of Georgia.
- D. At the time of submittal to the Authority, a survey shall be accurate and have been conducted and recorded within the last ten (10) years.
- E. A property boundary survey shall be required to be submitted to the Authority in the following situations:
  - 1. At the time of any property sale or transfer;
  - 2. At the time of a lease amendment or renewal;

3. At the time of an application for a building permit, as established in Chapter 6, Section 3, Building Codes, as follows;
  - a. For all Tier 3 building permits; and
  - b. For Tier 2 building permits when required by the Authority.
4. When required for the determination of a finished floor level certification under provision of the Flood Protection Chapter; and
5. Other reasonable and necessary situations required by the Authority.

F. Exemptions

1. Transfer and sale of individual condominium units shall not require a property boundary survey unless the entire condominium association is being transferred or sold.



## Chapter 20: Residential Regulations

### Article I: Generally

#### Section 1: Purpose.

- A. The Jekyll Island residential development standards and codes have been adopted for the purpose of interpreting, applying, supplementing, and implementing residential neighborhood design consistent with the history, character and architecture of Jekyll Island.
- B. These residential development standards recognize the importance of promoting the public health, safety and general welfare of Jekyll Island:
  - 1. To establish rules and responsibilities for the use, construction, repair, renovation, of buildings on leased property;
  - 2. Providing standards for the review, approval, inspection and enforcement of applicable residential development codes and standards;
  - 3. Establishing and defining duties and powers with respect to these regulations;
  - 4. Providing appeal procedures and remedies; and
  - 5. Providing penalties for violations of this article.
- C. The regulations set forth herein shall apply to all lands, leased or otherwise, within the Jekyll Island State Park limits now and in the future.
- D. These development standards and codes may be amended from time to time by the Jekyll Island-State Park Authority Board. A copy of the development standards and codes is maintained in the offices of the Jekyll Island-State Park Authority, and shall be available for inspection during normal business hours at the address provided above or on the Authority website, by the developer, owner, or prospective owner, contractor, architect, or agent of any such owner or representative of respective owner to inform themselves as to any and all such changes in these development standards and code.

#### Section 2: Applicability.

- A. New homes constructed within an existing neighborhood shall comply with the standards in this chapter.
- B. Improvements to existing homes with a project cost greater than fifty percent (50%) of the home's value, will be subject to the standards for new construction.
  - 1. The home's value shall be based on the Glynn County appraised value;
  - 2. An applicant may submit an appeal to the Authority to base the home's

existing value established by an independent real estate appraiser licensed by the State of Georgia, the cost of which shall be borne by the applicant.

- C. As established in Chapter XX, Section 3, Building Codes, there are three (3) classifications of requirements for building permits as described in the following Tiers:
1. **Tier 1.** No building permit is required for the following work:
    - a. Exterior or interior painting;
    - b. Finish flooring replacement;
    - c. Routine maintenance on roofing, electrical, gas, mechanical and plumbing systems;
    - d. Routine landscaping;
    - e. Removal and replacement of appliances; and
    - f. Similar work on existing buildings as determined by the Code Compliance Officer.
  2. **Tier 2.** A building permit is required with a review by the Code Compliance Officer for the following work:
    - a. Major alterations of electrical, plumbing and mechanical systems;
    - b. Structural alterations;
    - c. Window replacement, for wind code regulations;
    - d. Residential remodels and additions;
    - e. Commercial remodels and additions;
    - f. Accessory buildings;
    - g. Carports and garages;
    - h. Lot excavation, grading or filling;
    - i. Fence permits;
    - j. Pool permits; and
    - k. Temporary sign and event signs.
  3. **Tier 3.** A building permit is required with review by the Design Review Group (DRG) for the following work:
    - a. New residential construction;
    - b. New commercial construction;

- c. Demolition permits;
- d. Permanent sign permits; and
- e. Projects referred to the DRG by the Code Compliance Officer.

### **Section 3: Lots**

- A. Lots within existing neighborhoods may not be subdivided.
- B. Any lessee may not use more than two (2) lots as a site for a single dwelling.
- C. Lots leased within existing neighborhoods are:
  - 1. Restricted to constructing single family detached homes and accessory structures in single-family districts.
  - 2. A new duplex may be built to replace an existing duplex only in those districts that specifically permit duplexes.
- D. Lot coverage of hardscape including buildings, walks, driveways, patios, and terraces is limited to 50% of the entire lot area.

## **Article II: Use and design standards for all Residential Property**

### **Section 1: Generally**

- A. All new homes, with the exception of accessory structures, shall have their main entrance open to the street front.

### **Section 2: Building Height**

- A. No building shall be erected or structurally altered to exceed thirty-five (35) feet in height, measured from the ground.
  - 1. The existing elevation shall be determined from either of the following:
    - a. The elevation of the top of the lowest floor's slab of the existing improvement or structure; or
    - b. The elevation of the crown of an existing improved street, public or private, that abuts or is nearest to the property on which the proposed structure is planned.
- B. The minimum height of the main level shall be no less than nine (9) feet.
- C. No floor above the main level shall be less than eight (8) feet.

### **Section 3: Building Setbacks for Main Residential Building.**

- A. The minimum front yard setback shall be a minimum of twenty-five (25) feet.
- B. Front yard setbacks shall be measured from the property line to the front of the building.

- C. For lots which have frontage on more than one street, the minimum setback from each street shall be a minimum of twenty-five (25) feet.
- D. Side. The minimum side yard setback from any side property line shall be ten (10) feet.
- E. Rear. The minimum rear yard setback from the rear property line shall be twenty-five (25) feet for properties that are not a corner lot.
- F. Porches, patios, terraces, and balconies may not encroach within any front, side or rear yard setbacks.

#### **Section 4: Accessory Structures**

- A. Setbacks.
  - 1. Front. The setback from the front property line shall be a minimum of sixty (60) feet.
  - 2. Side and Rear. The minimum setback for any side or rear property line shall be ten (10) feet, unless the side or rear property line abuts upon a street. If the side or rear property lines abut upon a street, the accessory building may not be erected nearer than 25 feet from either side or rear property lines.
  - 3. All accessory structures, must be located no closer to the front property line than the front plane of the main dwelling unit.
  - 4. All accessory structures shall be attached to a foundation, anchored or otherwise tied down.
  - 5. A garage may be detached from, or attached to, the rear or side of the main dwelling unit; provided, a garage shall comply with all requirements for an accessory structure if detached from the main dwelling unit.
  - 6. Accessory structures located behind the main dwelling unit, shall have a minimum rear yard setback of ten (10) feet.
  - 7. Accessory structures located behind the main dwelling unit, shall be set back a minimum of fifteen (15) feet from the rear of the main dwelling unit.
- B. Height.
  - 1. Accessory structures located on a lot with a single-story main dwelling unit shall not be taller than the main dwelling unit.
  - 2. Accessory structures located on a lot with a multi-story main dwelling unit shall not be taller than sixty percent (60%) of height of main dwelling or twenty-one (21) feet, whichever is lower.

## **Section 5: Parking, Driveways, and Paths.**

- A. Garages may be accessed from a driveway that originates along a paved street.
- B. The maximum width where a new driveway attaches to a street shall be twelve (12) feet, with an additional two (2) feet apron permitted on each side of the driveway.
- C. Driveways may only have a single access point along the street frontage.
- D. Driveways and parking pads shall be paved with concrete or other surface approved by the Jekyll Island Design Review Group.
- E. On lots having a side or rear property line abutting a street, a driveway into the attached or detached garage from the side or rear street may be permitted upon the written consent of the Jekyll Island Design Review Group.
- F. Off street parking shall be permitted on a driveway, parking pad, in a garage or under a porte-cochere. Parking in yards, lawns and landscaped areas is not permitted.

## **Article III: Residential Property Classifications**

- A. Residential property shall be designated with one of the following use classifications as established by the Authority:
  - 1. Class A, Limited Residential Areas (A-L)
  - 2. Class A, Multiple Residential Areas (A-M)
  - 3. Class B, Limited Residential Areas (B-L)
  - 4. Class B, Multiple Residential Areas (B-M)
  - 5. Class C, Limited Residential Areas (C-L)
  - 6. Class C, Multiple Residential Areas (C-M)
  - 7. Planned Community (PC)

### **Section 1: Class A, Limited Residence Areas (A-L)**

- A. Each building or premises shall be used only for the following purposes:
  - 1. Detached one-family dwellings with or without attached private garage. No more than one such dwelling shall be erected on any one lot, but any lessee may combine not use more than two (2) lots as a site for a single dwelling.
  - 2. Accessory buildings. In addition to one one-family dwelling there may be erected on each individual lot, or group of two or more lots, one accessory building which may include a detached private garage and/or guest quarters,

provided the use of such accessory building does not include any activity normally conducted as business, including rentals.

3. Authority owned and operated parks and playgrounds.
- B. A-L area standards
  1. The minimum lot size in the A-L classification shall be 12,000 square feet.
  2. No lot shall be subdivided or subleased, except as a whole for the purpose of erecting a complete dwelling on any portion; provided, however, that any lot may be subdivided where the portions so created are added to the adjoining lots on any side, and the original portion will have a remaining area of not less than 12,000 square feet.
  3. The primary structure shall occupy a ground area of not less than:
    - a. One-story building: 2,000 square feet.
    - b. Two-story building: 1,500 square feet.

## **Section 2: Class A, Multiple Residence Areas (A-M)**

- A. Each building or premises shall be used only for the following purposes:
  1. Any use permitted in the restrictions applicable to Class A, Limited Residence Areas (A-L).
  2. Two-family houses of not less than 2,400 square feet of total area and containing no more than two-family units, no one of which shall contain less than 1,000 square feet of area.
- B. A-M area standards
  1. The minimum lot size in the A-M classification shall be 12,000 square feet.
  2. No lot shall be subdivided or subleased, except as a whole, for the purpose of erecting a complete dwelling on any portion; provided, however, that any lot may be subdivided where the portions so created are added to the adjoining lots on any side, and the original portion will have a remaining area of not less than 12,000 square feet.
  3. The main structure shall occupy a ground area of not less than:
    - a. One-story building: 2,000 square feet.
    - b. Two-story building: 1,500 square feet.

## **Section 3: Class B, Limited Residence Areas (B-L)**

- A. Each building or premises shall be used only for the following purposes:

1. Any use permitted in the restrictions applicable to Class A, Limited Residence Areas.
- B. B-L area standards
1. The minimum lot size in the B-L classification shall be 10,000 square feet.
  2. No lot shall be subdivided or subleased, except as a whole, for the purpose of erecting a complete dwelling on any portion; provided, however, that any lot may be subdivided where the portions so created are added to the adjoining lots on any side, and the original portion will have a remaining area of not less than 10,000 square feet.
  3. The main structure shall occupy a ground area of not less than:
    - a. One-story building: 1,300 square feet.
    - b. Two-story building: 1,000 square feet.

#### **Section 4: Class B, Multiple Residence Areas (B-M)**

- A. Each building or premises shall be used only for the following purposes:
1. Any use permitted in the restrictions applicable to Class B, Limited Residence Areas.
  2. Two-family houses of not less than 2,000 total square foot area, containing not more than two family units, no one which shall contain less than 800 square feet in area.
  3. No building or premises may be used alone or in addition to other uses as a place at which food and beverages are dispensed to or sold to the general public without the expressed written consent of the Authority.
- B. B-M area standards
1. The minimum lot size in the B-M classification shall be 10,000 square feet.
  2. No lot shall be subdivided or subleased, except as a whole, for the purpose of erecting a complete dwelling on any portion; provided, however, than any lot may be subdivided where the portions so created are added to the adjoining lots on any side, and the original portion will have a remaining area of not less than 10,000 square feet.
  3. The main structure shall occupy a ground area of not less than:
    - a. One-story building: 1,300 square feet.
    - b. Two-story building: 1,000 square feet.

#### **Section 5: Class C, Limited Residence Areas (C-L)**

- A. Each building or premises shall be used only for the following purposes:

1. Any use permitted in the restrictions applicable to Class B, Limited Residence Areas.
  2. Two-family detached or semi-detached houses containing not more than two family units, no one of which shall contain less than 600 square feet of area.
  3. Horticultural nurseries, gardens, greenhouses, but not the raising of poultry, pets or livestock, no storage or use of odor or dust producing substances shall be permitted. A flower or nursery sales shop may be permitted as an accessory use on approval of the Authority.
  4. Fire and police stations.
  5. Home occupations, in accordance with Article V, Section 3 of this chapter.
- B. C-L area standards
1. The minimum lot size in the C-L classification shall be 10,000 square feet.
  2. No lot shall be subdivided or subleased, except as a whole, for the purpose of erecting a complete dwelling on any portion; provided, however, that any lot may be subdivided where the portions so created are added to the adjoining lots on any side, and the original portion will have a remaining area of not less than 10,000 square feet.
  3. The main structure shall occupy thereon a ground area of not less than:
    - a. One-story building: 1,000 square feet.
    - b. Two-story building: 800 square feet.

#### **Section 6: Class C, Multiple Residence Areas (C-M)**

- A. Each building or premises shall be used only for the following purposes:
1. Any use permitted in the restrictions applicable to Class C, Limited Residence Areas.
  2. Multiple-family houses subject to the approval of the Authority for:
    - a. The lots upon which such structures may be placed; and
    - b. The arrangement and adequacy of facilities provided for occupants.
  3. Apartment houses containing no more than eight (8) units, no unit of which shall have less than a minimum of 400 square feet, subject to the approval of the Authority for:
    - A. The lots upon which such structures may be placed; and
    - B. The arrangement and adequacy of facilities provided for occupants.



4. Club or lodge, provided the primary activity is not carried on as a for-profit business.
  5. No building or premises may be used alone or in addition to other uses as a place at which food and beverages are dispensed or sold to the public.
- B. C-M area standards
1. The minimum lot size in the C-M classification shall be 10,000 square feet.
  2. No lot shall be subdivided or subleased, except as a whole, for the purpose of erecting a complete dwelling on any portion; provided, however, that any lot may be subdivided where the portions so created are added to the adjoining lots on any side, and the original portion will have a remaining area of not less than 10,000 square feet.
  3. The main structure shall occupy thereon a ground area of not less than:
    - a. One-story building: 1,000 square feet.
    - b. Two-story building: 800 square feet.

## **Section 7: Planned Community (PC)**

- A. General
1. Purpose
    - a. The purpose of the Planned Community (PC) classification is to encourage creative and flexible projects that include compatible residential uses and related amenities unified by a development plan tailored to the surrounding area.
    - b. The PC classification shall be permissible when approved according to a site plan that ensures the conservation of the natural environment, efficient use of land, and efficiency in the extension of streets and utilities.
  2. Objectives. The Planned Community classification shall have the following characteristics:
    - a. Open space. Encourage ingenuity and resourcefulness in land planning techniques by developing functional open spaces.
    - b. Sense of place. Allow the design of communities that are architecturally and environmentally innovative and that achieve more efficient utilization of land than is possible through application of conventional subdivision standards.
    - c. Mixture of density. Accommodate a mixture of residential density which are compatible both internally and externally.

- d. Protection of natural resources. Ensure the conservation of the natural environment including trees and vegetation, topography, beachfront, and geological resources such as groundwater, soils, and drainage areas.
  - e. Buffers. Provide buffers, screening and landscaping between the planned community and adjacent properties.
  - f. Efficient land use. Encourage efficient use of land, street networks, and utility locations.
  - g. Compatibility and consistency. Maintain compatibility with nearby development and consistency with the Jekyll Island Master Plan and Conservation Plan.
- B. Standards for Planned Community classification
- 1. Land uses within each PC areas may include the following;
    - a. Residential dwelling units, including single-family, two-family detached or semi-detached houses, town house, and apartments;
    - b. Community centers, meeting facilities, and indoor or outdoor recreation facilities and spaces.
  - 2. The PC classification may be proposed only in locations that are consistent with the Master Plan to provide flexibility in the application of development and site design standards.
  - 3. Provisions for the permanent operation and maintenance of common open space shall be provided by covenant, deed restriction, or easement, by and for the benefit of a property owners association, land trust, or other legal authority.
  - 4. Provisions for street design and layout to accommodate access for fire and safety equipment.
  - 5. Provisions for sufficient off-street parking to accommodate all sizes of motor vehicles to serve each residential unit, including parking for visitors, shall be provided within the PC area to provide for the efficient use of streets and to ensure public safety.
  - 6. Development shall be designed and landscaped in a manner that ensures compatibility with residential uses within the PC and with development adjacent to the PC.
  - 7. Safe routes for pedestrians and bicyclists shall be provided to connect internally within the PC and externally to adjacent development.

- C. Site Plan Requirements. A PC shall require a site development plan to accompany the application for approval.
1. Specific site design and development standards shall be set forth on the site plan and accompanying written narrative of use and design standards.
  2. All site plans shall be prepared to scale and with sufficient detail and clarity to demonstrate compliance with applicable codes, technical rules, and design guidelines.
  3. Site plans shall be prepared by a licensed professional engineer in the State of Georgia, unless waived by the Authority.
    - a. Site plans shall clearly delineate and demonstrate the proposed land uses, densities, arrangement of streets, building sites, common areas, amenities, parking, landscaping, utility locations, and stormwater management areas;
    - b. The applicant shall demonstrate compliance with the tree protection ordinance and other applicable requirements of the development code.
  4. Upon approval of the PC, the site plan shall be binding on all future development and use within the PC development.
  5. Building permits shall not be authorized for any PC development until final approval has been granted by the Authority Board of Directors.
- D. Effect of Approval
1. The approval of PC classification shall be effective for a period of two (2) years from the date of approval by the Authority. If development plans or building permits have not been submitted within this period, the PC approval expires and becomes invalid.
  2. A written request for extension from the applicant may be filed prior to the PC expiration date. The Authority may at its discretion approve requests for extensions for up to two (2) years provided that the existing development regulations applicable to the PC have not changed since the date the PC was originally approved.
  3. Should the PC expire and become invalid without a written request for extension, resubmission of an expired PC shall be treated as a new request and be subject to all development regulations that are in effect at the time the new PC application is submitted.

E. Amendments to Planned Community Districts

1. Applications for permits and development approvals within a PC that include amendments or modifications from the approved PC shall be submitted as established in this section.
2. Amendments and modifications to approved PC shall be classified as either minor or major, according to the following standards.
3. Minor amendments. The Authority may authorize minor amendments or modifications to a PC site development plan without the need to amend the originally approved PC, provided, however, that such amendments or modifications are limited to the following:
  - a. Lots. Adjustment of individual lot boundaries for unrecorded lots that do not adjoin internal lots, provided that the lot boundary adjustments do not:
    - i. Reduce any lot below the required minimum lot size;
    - ii. Increase the number of permitted lots; and
    - iii. Increase the permitted density.
  - b. Landscaping. Adjustments to the boundary of buffers, open spaces and landscaped areas provided that;
    - i. Does not reduce the area reserved for buffers, open space, or landscaped areas or the depth of buffers, open spaces and landscaped areas that adjoin internal lots of record or external boundaries of the PC;
    - ii. Does not reduce the total amount of landscape area or material; and
    - iii. Maintains the required buffer area in compliance with the original site plan for the PC.
  - c. Driveways and parking. Adjustment in the location and design of driveways, parking lots and access drives, provided that the adjustment:
    - i. Does not encroach into any adjoining lot or use, required buffer or other landscaped area; and
    - ii. Does not reduce the number of parking spaces.
  - d. Accessory Uses. Minor adjustment in the location of sidewalks, trails, bicycle facilities, dumpsters, or accessory buildings, provided that:

- i. The adjustment does not deviate more than ten (10) percent of the linear dimension in any direction of the location as originally approved in the PC;
  - ii. Such adjustment does not encroach into any required buffer, landscaping, parking, or stormwater management area; and
  - iii. The location continues to comply with the original site plan for the PC, including, but not limited to, setbacks, landscaping, and buffer requirements.
- 4. Major Amendments. Any proposed amendment or modification to an approved PC that is not a minor amendment as described in the previous section shall be considered a major amendment. Major amendments to an approved PC shall be processed in the same manner as the original application. Major amendments and modifications include:
  - a. Changes in allowable uses or the mix of uses;
  - b. Designation of additional land uses, unless the Authority finds that the new use is substantially similar to a specifically authorized use in its intensity, character, and impacts;
  - c. Increases in the density of development;
  - d. Change in the location of permitted use(s) from the location shown on the approved site plan;
  - e. An increase or decrease in project area;
  - f. Change in dimensional standards set forth in the approved PC that result in a decrease in minimum standards for features including, but not limited to, reduction in minimum setbacks or reductions in street widths;
  - g. Change in dimensional standards set forth in the approved PC that result in an increase in maximum standards for features including, but not limited to an increase in building height or gross density or intensity of land uses;
  - h. Change to proposed amount or design buffers, open spaces and landscaped areas, land uses or lot sizes of the PC other than those specifically allowed as minor amendments in the previous section;
  - i. Addition or reduction of driveways or access points, especially those which negatively affect connectivity or street safety;
  - j. Change to the design of stormwater and drainage facilities; or

- k. Other design modifications to the approved PC that the Authority determines to be major.

## Article IV: Residential Project Review Process

### Section 1: Jekyll Island Authority Design Review Group

- A. The Jekyll Island Design Review Group (DRG) reviews all proposed projects on Jekyll Island. In its review process the DRG may at its discretion solicit additional technical assistance from other governmental agencies and or consultants for help in the review of each project.
- B. The DRG shall be comprised of Jekyll Island Authority professional management staff appointed by the Executive Director, who shall serve as the DRG Chair.

### Section 2: Required Approvals.

- A. The approval process includes but is not limited to the submission steps presented in this section. JIA Staff through the DRG will manage the action steps in the review process.
- B. The Design Review Group may modify the requirements of this Article IV where it determines:
  - 1. Such modification is reasonably necessary to fully evaluate a development proposal, including by requiring the submittal of additional studies, documents and information; or
  - 2. The strict application of any provision would result in an unreasonable burden or undue hardship for the applicant; provided, however, no such modification shall allow a use or development configuration of any lot or parcel in conflict with the requirements of this Chapter. For any development proposal the burden shall be on the applicant to justify a modification due to an unreasonable burden or undue hardship. The submission steps presented in this section shall not be waived or abridged for any project involving the creation of new lease parcels.
- C. Each approval shall be documented in written format and provided to the applicant along with any additional comments.
- D. Remedial Action. The DRG may, at its discretion, recommend any appropriate remedial action if violations occur or if non-conforming work or work that is inconsistent with the approved plans or guidelines is identified, up to and including legal action.

### **Section 3: Design Review Process**

#### **A. Submission Review.**

1. The design review process is intended to review each submission and evaluate the proposed project's consistency with the design intent of the concept plan and its adherence to the development codes, the Jekyll Island Master Plan, Jekyll Island Carrying Capacity and Infrastructure Study and the Jekyll Island Conservation Plan.
2. The review shall include, without limitation, compliance with development styles, scale, materials, colors, the relationship of proposed improvements and natural site features, grading and drainage design, landscape design, streetscape image, impacts on surrounding areas and systems, site features, and such other specific requirements detailed herein.
3. When conducting its review of each proposed project, the DRG may, when appropriate, allow for flexibility of design based on internal lot considerations that present unique limitations or in order to promote environmentally sensitive and efficient uses of the land, consistent with the development codes.
4. Any such allowances shall be documented in writing through the approval process as set forth above.
5. Compliance with building codes and life safety codes shall be enforced in coordination with the Glynn County Building Official.

### **Section 4: Submittal Requirements.**

#### **A. General.**

1. All plans and specifications for site development, structures and other development shall be prepared by licensed or otherwise qualified land planners, architects, landscape architects, professional engineers, or other approved designers.
2. Changes to approved plans shall be resubmitted to the DRG for review and approval.

#### **B. Legal Requirements.** The plans and specifications submitted, and the physical development on Jekyll Island property by private entities pursuant thereto, shall be subject to and comply in every respect with all applicable laws. to:

#### **C. Document Packages.**

1. Proposed plans shall be delivered to the Jekyll Island Code Compliance Office for preliminary review and distribution to the DRG for further review. Plans shall be submitted in the following two (2) formats:

- a. Printed copies of plan drawings shall be submitted on either 24-inch by 36-inch or 30-inch by 42-inch drawing sheets;
  - b. An electronic copy of the plans shall be submitted in PDF format; and
  - c. Submittal concurrently in Auto-CAD or another electronic format such as .dxf or .dwg is encouraged.
2. At each stage of review, a cover letter that explains the current status of the project and lists its owners and agents shall accompany a copy of the immediately preceding DRG approval letters and the written comments.
  3. The Authority shall have the right to require payment of reasonable fees for review of proposed plans, specifications and other material.
- D. Meetings. At each stage of the design review process, a meeting may be scheduled by the applicant by contacting the JIA as follows:
1. Physical address:                   The Jekyll Island-State Park Authority,  
100 James Road  
Jekyll Island, GA 31527
  2. Telephone:                           912.635.4000
  3. Email:                                 info@jekyllisland.com

## Section 5: Submission Stages

- A. This section established the steps required in the design review process.
1. Site Visit & Pre-Concept. A pre-concept meeting and site visit with JIA staff as a representative of the Jekyll Island Design Review Group is required prior to plan submission.
  2. Concept Plan Submission Package
    - a. **Concept Plans**. Professionally prepared documents illustrating the proposed residential structure, including details of the property and initial investment estimate.
      - i. Preliminary Site Plan. Overall layout showing parcel limits, the Shore Protection boundary, known or potential wetlands, parking and building(s) location.
      - ii. A lot plan shall also be included for the residence. The lot plan should indicate setbacks, building footprints, driveway and parking location, walkways and other site improvements. The plan shall tabulate total lot and floor area, total greenscape and hardscape, amount of hardscape proposed to be pervious and impervious.



3. Schematic Design Submission Package

- a. Site Plan. Updated site plan showing the lot boundaries, limits, and other requirements from the Preliminary Site Plan Submission.
- b. Architectural Floor Plans. Architectural floor plans of the residence shall be submitted to include the following:
  - i. A floor plan for all levels;
  - ii. All rooms shall be labelled including balconies, decks, atriums, garages, and accessory buildings; and
  - iii. The square footage of the residence and overall dimensions shall be indicated.
- c. Exterior Elevations. Sketch elevations shall show overall architectural character, style, and scale, including exterior materials, roof pitches and/or type, as well as other important design details.
- d. Rendering of Project. To assist the DRG with visualization of the completed residence, a rendering showing the overall site and building design may be submitted.

4. Site Staking Review. The lot is to be physically delineated with wood stakes that are clearly labeled to identify proposed major lot features including but not limited to the proposed residence, accessory structures, driveways, walkways, and tree protection areas.

5. Design Development Submission Package.

- a. Site Plan. The site plan shall include all of the required information illustrated in the Schematic Design Submission Package with revised information where requested.
- b. Grading Plan. The grading plans shall include a clear delineation of the limits of the proposed grading, all final grades and elevations around the lot and proposed residence, walkways, walls, drainage structures, tree protection areas, and other site improvements.
- c. Landscape Plan. The final landscape plan shall indicate all planting, including trees, shrubs, and ground cover for the entire area lot. A material schedule shall indicate proposed size and quantity of all materials, miscellaneous sculptural objects, irrigation systems, accent lighting, and other physical features. All proposed walls and fences shall be submitted with dimensioned elevations and sections with materials and colors identified.
- d. Tree Protection Plan. Professionally surveyed plan indicating all trees

with the site boundaries at 4" calipers (measured at breast height). The plan shall indicate trees that are proposed to be removed. At a minimum, all plans shall be in accordance with the Jekyll Island Landscaping and Tree Protection Ordinance in Chapter 10, Article I, as well as in conformity with the Jekyll Island Conservation Plan.

- e. Exterior Elevations. All exterior elevations of architectural style submissions shall include elevation drawings depicting colors, materials, and finishes.
- f. Useful Life Expectancy. The applicant shall provide a statement from a licensed architect or contractor that all structures, except temporary structures, are designed to meet minimum structural requirements for a 30-year useful life expectancy.

6. Construction Documents Submission Package.

- a. Two (2) copies of the complete and final Construction Documents, in the form to be submitted for a building permit, shall be submitted. All final construction drawings shall be drawn to scale, shall be ready for construction and shall have no "not for construction" annotations, and shall include all of the required drawings and specifications for construction of the project. After review and approval by the DRG, the Package shall be reviewed and approved to incorporate all required code compliance approvals from Glynn County and other regulatory agencies. Responses shall be separately provided for any comments noted in the preliminary plan package, with additional details, sections, and other materials that are required for building permits.

7. Construction Site Visits.

- a. Purpose and Scope.
  - i. Purpose. The purpose of the construction site visit is to ensure that the actual construction conforms to the originally approved construction documents.
  - ii. Scope. A periodic review of the construction of the project will be undertaken to ensure conformity to the approved design. Deviations will be brought to the owners and/or applicants' attention along with the measures that the DRG requires to mitigate or eliminate the deviation.
  - iii. Technical Assistance. The DRG may employ the services of professionals such as architects, land planners, landscape architects, or engineers to render professional advice and may charge the cost for

services of such a professional to the owner and/or applicant but only after the owner and/or applicant has been informed in advance that such compensation shall be charged.

- b. Site Visits. After approval of the final Construction Documents by the Design Group, the construction, alteration or other work described therein shall be commenced and completed in accordance with the described procedures. The DRG has the right to enter the lot or premises for site visits, for the purpose of inspecting the project for compliance with the design guidelines.
- c. Remedying Violations.
  - i. For violations that constitute an immediate threat to the health and safety of the public, the Authority may issue an immediate “Stop Work Order” and require the stoppage of all work on the site.
  - ii. Construction deemed to be in violation of the approved drawings and of the guidelines shall be corrected as instructed by the Authority within fourteen (14) days of written notice to the owner of such violation.
  - iii. The Authority shall have the right, but not the obligation, to enter such work site or premises with its employees, agents or contractors and to take all reasonable actions to halt, correct or remediate such unapproved or unauthorized construction that continues beyond the fourteen (14) day time frame.
  - iv. The cost of such correcting violations, abatement or removal shall be a binding obligation on the person or persons responsible for the project, including the owner or lessee of the premises and any agent or contractor, and the costs incurred shall become a lien on the property.
- d. No Liability. Nothing in this Article shall establish nor be deemed to establish any liability or duty on the part of the Authority nor any employee, agent or contractor of the Authority, to any person, nor shall any provision of this Article establish any cause of action or right in favor of any person, relating to the Authority’s review, evaluation, approval or denial of any plans, specifications, or documentation, nor of any work performed pursuant to any plans, specifications, or documentation. The review and approval or disapproval of any plans, specifications or documentation under this Article does not constitute and should not be construed as constituting an opinion as to whether such plans, specifications or documentation or the proposed construction means or

methods, or the accomplishment of the work proposed therein is sound or defective, fit for a particular purpose, nor compliant with all laws and regulations applicable to such work.

- e. Additional Requirements. The DRG may define additional requirements or make other recommendations as may be appropriate for the particular project being constructed. Any such requirements and recommendations shall normally be determined not later than the date of the Schematic Design Documents approval.

## **Section 6: Appeal Requests.**

- A. In the event that an owner, applicant, or contractor believes that hardship conditions exist, a request for a deviation from these standards in the form of an appeal may be filed with the Executive Director.
- B. As a condition to submission of any appeal, consistency with the objectives and general intent of the standards and faithful implementation of the Concept Plan must be demonstrated by the applicant.
- C. In deliberating an appeal request, the Executive Director shall apply one or more of the following options:
  - 1. Make a finding and determination on the appeal request;
  - 2. Appoint an Ad-Hoc Appeals Committee with a meeting called by the Executive Director to hear, review and make recommendations on the appeal request.
    - a. The Appeals Committee shall consist of five (5) members appointed by the Board of Directors of the Jekyll Island Authority:
      - i. Two (2) residents of Jekyll Island;
      - ii. Two (2) staff members of the Authority; and
      - iii. The Executive Director of the Authority, who shall serve as Chair of the Committee.
    - b. In considering the appeal, the Ad-Hoc Appeals Committee may recommend other mutually beneficial requirements in place of the requirement that is the subject of the appeal.
    - c. The Appeals Committee has the authority to recommend deviations from the requirements contained in these standards in appropriate circumstances, such as those that would create an unreasonable hardship or burden for the owner, applicant, contractor, tenant or resident.
  - 3. Refer the appeal request to the Board of Directors for final decision.

## Article V: Supplemental Uses

### Section 1: Residential Rentals

- A. Purpose and Intent. The intent of this article is to:
  - 1. Require that all lessees of residential property obtain a rental license prior to offering such residential property for rental;
  - 2. Establish standards for regulating the rental of residential property which will maintain and preserve the established coastal character and aesthetic quality of residential neighborhoods on the island;
  - 3. Promote the consistent provision of high quality, safe and sanitary lodging on the island;
  - 4. Ensure compliance with residential and multifamily land leases on Jekyll Island by lessees, licensees and other occupants of residential property; and
  - 5. Establish procedures for enforcement of these regulations, and consideration of variances and appeals.
- B. Definitions. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
  - 1. **Lease** means any residential or multifamily lease for a residential property with the following use classifications as established under the island plat and general notice and property restrictions:
    - a. Class A, Limited Residential Areas (A-L)
    - b. Class A, Multiple Residential Areas (A-M)
    - c. Class B, Limited Residential Areas (B-L)
    - d. Class B, Multiple Residential Areas (B-M)
    - e. Class C, Limited Residential Areas (C-L)
    - f. Class C, Multiple Residential Areas (C-M)
    - g. Planned Community (PC)
  - 2. **Lessee** means any person with any interest in a lease whether as an initial party to such lease, or as a successor or assign to the lease.
  - 3. **License** means a license issued under Subsection D of this Section.
  - 4. **Licensee** means any holder of a license authorized by this Section.

5. **Long-Term Rental** means to permit or suffer occupancy in exchange for compensation, a residential property for a period of time equal to or greater than thirty (30) consecutive days.
6. **Loud or Unruly Conduct**, as used in this section, includes any of the following conduct if in violation of any provision of this Code or State law:
  - a. Loud noise;
  - b. Obstruction of a street or public right-of-way, including a sidewalk;
  - c. Public intoxication or drinking in public;
  - d. The service of alcoholic beverages to minors;
  - e. Possession and/or consumption of alcohol by minors;
  - f. Assault, battery, fights, domestic violence or other disturbances of the peace;
  - g. The sale or service of alcoholic beverages without a required State license;
  - h. Vandalism or destruction of property;
  - i. Littering;
  - j. Urinating or defecating in public; or
  - k. Trespassing.
7. **Loud or Unruly Gathering** means a gathering of persons at any Residence where Loud or Unruly Conduct occurs at the Residence or within 500 feet of the Residence, and which threatens or interferes with the public health, safety or welfare, or the comfortable enjoyment of life and property.
8. **Minor** means any person under twenty-one (21) years of age.
9. **Owner** means any person who owns the residence and leases the land from the Authority where a loud or unruly gathering occurs.
10. **Percentage rent** means all percentage rent required to be paid under a lease.
11. **Person** means an individual or any firm, association, organization, partnership, trust, business, corporation, company, or entity.
12. **Rental agreement** means any written agreement setting the terms on which a lessee or licensee will rent any portion of residential property to a renter.
13. **Rental amount** means the amount of consideration paid by a renter to a licensee as consideration for the right to occupy the residential property for a period of time.

14. **Renter** means any occupant of residential property other than a lessee who pays consideration to a lessee for the right of occupancy.
15. **Residence** means a building or portion thereof designed or used for human habitation, including all accessory structures and the residence's curtilage.
16. **Residential property** means any property with the following use classifications as established under the island plat and general notice and property restrictions:
  - a. Class A, Limited Residential Areas (A-L)
  - b. Class A, Multiple Residential Areas (A-M)
  - c. Class B, Limited Residential Areas (B-L)
  - d. Class B, Multiple Residential Areas (B-M)
  - e. Class C, Limited Residential Areas (C-L)
  - f. Class C, Multiple Residential Areas (C-M)
  - g. Planned Community (PC)
17. **Responsible Party** means any person who rents, leases, or otherwise is in charge of the residence where a loud or unruly gathering occurs; or any person who organizes or sponsors a loud or unruly gathering at a residence.
18. **Short-term vacation rental** means an accommodation for transient guests where, in exchange for compensation, a residential property is provided for lodging for a period of time less than thirty (30) consecutive days. Such use may or may not include an on-site manager. This is also identified and abbreviated as "STVR".
19. **Short-term vacation rental agent** is a local contact person designated by the owner who shall be available at all times to respond to complaints regarding the condition, operation, or conduct of occupants of the STVR. The owner may serve in this role. Such person is customarily present at a location on or near Jekyll Island for purposes of transacting business and is responsible for taking remedial action to resolve issues.
20. **To rent** means to permit or suffer occupancy of any residential property by a person who is not a lessee in exchange for consideration of any type.

## **Section 2: Short-Term Rentals**

### **A. Short Term Vacation Rental Restrictions**

1. **Occupancy.** Occupancy of any short-term vacation rental property or unit shall be limited to two (2) adults per bedroom identified as existing on the property plus an additional two (2) occupants.
  - a. The number of bedrooms is subject to verification of building code compliance by the Authority.
  - b. Children under the age of sixteen (16) shall not be subject to the occupancy calculations in this section.
  - c. Occupancy beyond the established limits in the permit shall be a violation of the ordinance.
2. **Transfer of License.** Notwithstanding any other provision of the Code, the transfer of a lease by sale or any conveyance whatsoever shall not result in the transfer of the permit regarding the use of the property for short term vacation rentals.
3. **Short Term Vacation Rental Agent Required.** Every rental license must have an agent identified per this article. The local agent must be available to respond to complaints regarding the condition, operation, or conduct of occupant, and be able to take remedial action to promptly resolve complaints. The owner may serve in this role. The owner or Short-Term Vacation Rental agent shall not be relieved of any personal responsibility or personal liability for noncompliance with any applicable law, rule or regulation pertaining to the use and occupancy of the residential dwelling unit as a short-term vacation rental unit.
4. **Parking.** Overnight parking of cars at short term vacation rentals is only allowed within the driveway of the rental property and/or at its assigned spaces. Overnight parking by Short Term Vacation Rental occupants is not allowed on street rights-of-way or in front yards. Cars blocking access to public streets or neighboring driveways at any time are prohibited. Cars improperly parked may be towed.
5. **Solid Waste Collection Service.** Short Term Vacation Rentals are required to be subscribed to an annual contract for "Back Door" service.
6. **Life Safety.** The residence shall have the following:
  - a. Maintain a smoke alarm outside of each sleeping area, in the immediate vicinity of the sleeping rooms, and on each level of the dwelling including the basement.
  - b. Maintain a fire extinguisher that shall be certified and inspected annually or as require by law.



- c. Maintain a carbon monoxide detector in dwelling units served with propane gas.
  - 7. **Loud or Unruly Gatherings Prohibited.** Loud or unruly gatherings are prohibited and shall constitute a public nuisance subjecting the owner, rental agent, and/or responsible party to fines and/or penalties under this section. The Authority may abate a loud or unruly gathering by all available means, including, but not limited to the Georgia State Patrol, requiring persons at the loud or unruly gathering to leave the residence, the issuance of a citation, and/or the arrest of any person committing a criminal violation under this section or any other applicable State or local law.
- B. Rental license.
- 1. **Required.** It shall be unlawful for any lessee, or any party acting for or through a lessee, to rent or offer for rent any residential property or portion thereof without having first obtained a license from the Authority therefor, except as provided for in this article.
  - 2. **Application.** All applications for licenses under this section shall:
    - a. Be filed with the Authority;
    - b. Be completed on forms prescribed by the Authority; and
    - c. Contain the following:
      - i. The name, address and telephone number of owners or lessees of residential property;
      - ii. The street address of the residential property to be rented;
      - iii. The signatures of all lessees having an interest in the residential property to be rented;
      - iv. The number of bedrooms;
      - v. The maximum adult occupancy to be permitted in the residential property under rental agreements, which shall be in compliance with all ordinances;
      - vi. A parking plan, that shall include a site plan of the property, specific locations on the property that are designated for parking areas, and the maximum number of vehicles that will be allowed to park on the property;
      - vii. The name, address, and contact information for the agent of any short-term vacation rental residence, whose responsibility it will be to comply with the requirements of this section on behalf of the

owner. The owner may be the agent. Payment of the license fee set forth in this Section.

3. **Issuance.** The procedure for issuing a license shall be as follows:
  - a. Upon receipt of an application for a license, the Authority shall ensure that the lessees are in compliance with the applicable lease and this article.
  - b. If the applicant lessees are in compliance with the applicable lease and this article, the Authority may issue a license and assign a license number to the lessee.
  - c. The Authority shall not be required to issue a license if it is determined that the maximum adult occupancy set forth in the application is in excess of the parking and living space capacity of the residential property.
4. **Fees.**
  - a. License fees under this article shall be paid each calendar year, or any portion thereof, at the rate that shall be established from time to time by the Authority and shall be paid to the Authority at the time of application.
  - b. Any lessee, or any party acting for or through a lessee, who rents or offers for rent any residential property or portion thereof without having first obtained a license from the Authority shall pay a fine and the full cost of the license.
  - c. Each day a violation remains uncorrected is a distinct and separate violation subject to an additional citation and fine.
5. **Expiration of license.** Licenses shall expire on December 31 of each year.
- C. **Conditions of license.** To maintain a license authorized under this article in good standing:
  1. **Percentage rent.** Licensees shall diligently calculate and promptly remit all percentage rent payable under the lease respecting the residential property being rented. Percentage rent shall be calculated and reported on forms prescribed by the Authority.
  2. **Rental agreement.** Licensees shall obtain a rental agreement from each renter and maintain copies of such rental agreements for a period of forty-eight (48) months from the date of any rental.
  3. **Disclosure of license number.** Licensees shall provide their license number to renters in their rental agreements or via other written notification.
  4. **Requirements of rental agreements.** Rental agreements shall:
    - a. Contain the name, address, and phone number of the renter; and

- b. Require compliance by renters with all state laws including, but not limited to, the ordinances promulgated by the Authority including this article.
  - 5. **Audits.** Licensees shall cooperate with the Authority and permit the Authority, or their designee, to conduct audits of the collection and payment of percentage rent and hotel motel taxes. In connection therewith, within thirty (30) days of demand by the Authority, licensees shall provide all rental agreements and any records of rental amount or other information reasonably requested by the island authority in order to determine whether percentage rent and hotel motel taxes have been properly calculated, reported and remitted. Unless a lessee has been found to be in noncompliance with this article within any preceding thirty-six (36) month period, such audits shall occur no more frequently than once per calendar year. If such a finding has been made, audits may be performed by the Authority on a more frequent basis.
  - 6. **Inspections.** The Authority, or representatives thereof, may conduct random inspections of rental properties in order to ensure consistent high quality, safe and sanitary lodging is being provided to all Jekyll Island guests. Licensees will be provided a minimum of three (3) days' notice to make the home available for inspection.
  - 7. **Property standards.** Licensees shall maintain any residential property for rent in accordance with all ordinances promulgated by the Authority and shall ensure that such property is kept in safe and sanitary condition.
  - 8. **Compliance with laws.** Licensees shall comply with all State laws including ordinances promulgated by the Authority including this article.
  - 9. **Compliance with lease.** Licensees shall comply with all provisions of the lease.
  - 10. **Commercial use.** No use of the residential property by a renter for any purpose other than rental for residential purposes shall be permitted under any rental agreement unless such use is expressly permitted by the ordinances promulgated by the Authority including this article.
- D. Violations, Penalties and Enforcement.
- 1. **Enforcement.** The Authority's Code Enforcement Officer, and such other Authority personnel as may be designated by the Executive Director, shall be empowered to enforce this article; provided, nothing herein shall preclude any member of the Uniform Division of the Georgia Department of Public Safety from enforcing this Article or any other applicable law.

2. **Penalties.**

- a. **Generally.** Unless otherwise provided by applicable law, any person found in violation of any provision of this Section 2 pertaining to short term rentals shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine not to exceed \$1,000.00 or by imprisonment for a term not to exceed 60 days, or by both fine and imprisonment, to be imposed at the discretion of the judge or as provided and stipulated by law.
  - b. **Revocation of license.** In addition to the enforcement of this Section 2 by citation or accusation, the Authority may revoke any rental license issued under this Article where (i) any licensee fails to comply with the requirements of this Section 2 or any license issued pursuant to this Section 2 and such noncompliance continues for a period of thirty (30) days after notice thereof, or (ii) a licensee receives three violation notices during any three-year period. In the event the Authority shall revoke the license under this Section 2, the licensee shall not be eligible to reapply for a license until the date that is six (6) months following the date all violations have been cured to the Authority's satisfaction.
3. **Refusal to issue or renew license.** The Authority shall not issue or renew any license for any person or property not in compliance with its lease, this article, or other applicable law. The issuance or denial of a license under this Section 2 shall be in the sound discretion of the Authority.
4. **Violation by Licensee.** It shall be unlawful for any person holding a license issued under this Section 2 to allow or permit the violation of this Section 2 by any occupant or tenant of the licensed property. The Authority may enforce any violation of this Section 2 against such licensee in addition to the enforcement of this Section 2 against such occupant or tenant; provided, however, the Authority shall issue such citation by personal service or by sending the citation certified mail or statutory overnight delivery, return receipt requested, to the licensee at the address of record maintained by the applicable tax commissioner.
5. **Other Remedies.** Nothing in this Section 2 shall be deemed to preclude the Authority from exercising any right or remedy available to it under applicable law or under any real property lease.

E. Variances and appeals.

1. **Technical appeals.** Appeals from technical decisions of the Authority or any other official empowered to rule on license issues shall be in writing to the Office of the Executive Director of the Authority.

2. **Variances.** Variances from the requirements of this Section shall be processed by written justification to the Authority.

### Section 3: Long-Term Rentals

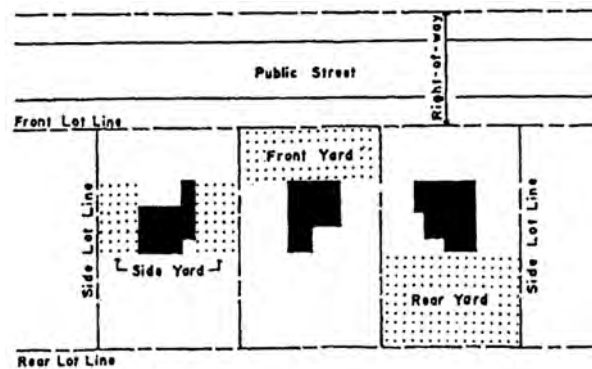
- A. All restrictions, regulations and standards for short-term rentals as enumerated in Section 2, Subsections B, C, D, and E shall apply to long-term rentals with the following exceptions:
  1. Inspections. The Authority will not conduct random inspections of long-term rental properties.
  2. Percentage rent. Licensees for long-term rentals shall have the option to pay the percentage rent to the Authority monthly, quarterly or annually.
- B. The owner is ultimately responsible for water account service to long-term rental dwellings.
- C. If the occupancy of the long-term rental changes, the owner is responsible for payment of hotel motel taxes to the Authority for the first thirty (30) days of a new occupant.

### Section 4: Vehicles and Parking

- A. Purpose. The purpose of this article is to provide for the regulation of the parking and storing and maintenance of vehicles, construction equipment, recreational vehicles, trailers, and equipment in residential areas. The regulation of parking, storage, and maintenance of vehicles as prescribed in this article will promote public safety, health, and welfare by reducing traffic hazards; maintaining healthy standards of sanitation; maintaining unobstructed access to public sidewalks, thoroughfares, and rights-of-way; and by preserving the residential and commercial character of the neighborhoods of the community.
- B. Definitions.
  1. The following words, terms, and phrases, when used in this article, shall have the following meanings ascribed to them in this section unless otherwise clearly apparent:
  2. **Carport** means a structure which is attached or detached from another building, and which is open on at least two (2) sides with a covering for vehicle storage. Examples are shown below:

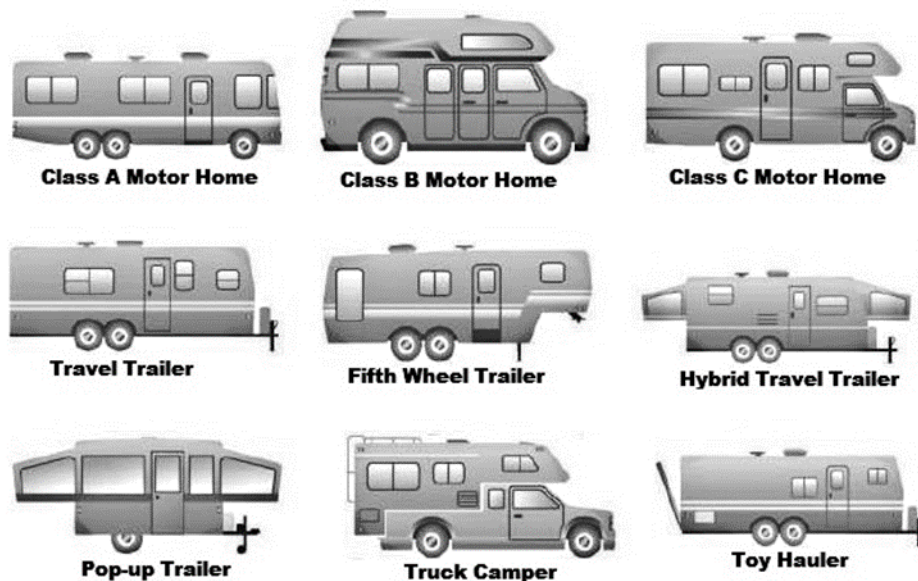


3. **Cement pad** means an area constructed in compliance with the authority's code and guidelines then in effect which extends six (6) inches beyond the total length and width of the recreational vehicle and/or its attached apparatus stored on such area.
4. **Construction equipment** means any and all equipment associated with the construction trade; i.e., backhoe, cement mixer, skid steerer, woodchipper, etc.
5. **Established driveway** means a paved, private accessway intended to serve as ingress and egress for vehicle traffic between a public right-of-way and any residential home or outer building which is part of the curtilage of such residential site.
6. **Front, rear, or side yard** shall mean the front, rear, or side of the residential building on a lot and given their normal meanings. An example is shown below:



7. **Lot** means land occupied or to be occupied by a use, building, or structure and permitted accessory building(s) together with such open spaces, lot width, and lot area as are required by this article and having its principal frontage upon a public street or upon a private way used for street purposes. A lot need not be a lot of record.
8. **Lot lines** means the property lines bounding the lot.
9. **Street or alley lot line** means a lot line separating the lot from the right-of-way of a street or alley.
10. **Parked or parking** means the standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading property or passengers. A new forty-eight (48) hour period for parking of recreational vehicles shall not commence until the vehicle has been removed for five (5) consecutive days.

11. **Recreational vehicle** means a vehicle, or any mobile or immobile apparatus originally designed, permanently altered, or in the process of alteration, which provides temporary living quarters for recreational, camping or travel use. A recreational vehicle or attached apparatus may have its own mode of power or may be designed to be drawn by a motor vehicle. "Recreational vehicle" shall include, but is not limited to, motor homes, truck campers, boats and trailers, travel trailers, fifth-wheels, folding camper trailers or converted vans or converted buses. "Recreational vehicle" shall also include all forms of watercraft, boat, jet ski, or any other form of powered or nonpowered motive devices used upon land, water, or air for recreational purposes. Examples of recreational vehicles are shown below:



12. **Screening** shall mean a wall or solid fence structure that has obtained all required approvals and permits from the authority. Materials for screen fencing shall be masonry, wood, or wrought iron with view-obscuring material. Materials for screening gates shall be wood or wrought iron with view-obscuring material.
13. **Stored/storage** means any vehicle which remains on a residential or commercial property for more than forty-eight (48) hours.
14. **Stand or standing** means the halting of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in receiving or discharging passengers.
15. **Trailer** means an open or enclosed mechanical device designed for movement without motor power designed to be drawn by a motor vehicle and



constructed for and used for the purpose of transporting and carrying property, including, but not limited to, goods, wares, merchandise, yard debris, boats, lawn equipment, vehicles, and whether for commercial or private use. Examples are shown below:



16. **Unit** means a camper, commercial trailer, construction equipment, recreational vehicle, trailer, utility trailer, or watercraft.
  17. **Watercraft or boat** means any vessel or motorized device used for traveling in or on water, including, but not limited to, an unpowered vessel; a vessel powered by oars, paddles, sail, or motor; and a raft, whether ridged, supported by pontoons, or inflatable.
- C. Inoperable, abandoned, wrecked, or junked vehicles shall not be parked on any leased lot, subject to the following exception:
1. Vehicles under repair may be stored within an enclosed garage and shall have a current and valid vehicle registration tag.
- D. Recreational vehicles and trailers – Requirements.
1. A unit shall not be parked or stored upon any public property, unless previously authorized by the Authority. These requirements shall not apply to the Jekyll Island Campground.



2. A unit shall not be parked or stored upon any commercial property unless it is parked or stored with the permission of the Authority. These requirements shall not apply to the Jekyll Harbor Marina.
3. Units may be parked on residential lots subject to the following conditions:
  - a. Units shall not be parked or stored in the front yard.
    - i. However, for narrow lots with inadequate side yard width to allow vehicle access to the side or rear yard, front yard storage may be allowed if approved in advanced by the Authority.
  - b. Units may be parked or stored in the side yard or rear yard in an enclosed building or under a carport.
  - c. Units may be parked in the rear, subject to the following conditions:
    - ii. The unit shall be parked or stored no closer than six (6) feet from a residential building on the property on which it is parked or stored; and no closer than ten (10) feet from the property line.
    - iii. No temporary coverings such as tarps or cloth screens are permitted. Fitted covers and permanent canopies are permitted and may be used as long as they are specifically designed for the unit. All fitted covers and permanent canopies shall be maintained in good condition. Permanent canopies are structures which are permanently fixed to the ground and shall comply with all required building codes.
  - d. Units shall not be stored or parked on any vacant residential lot. For the purposes of this paragraph, a lot is "vacant" if the lot does not contain a habitable and safe structure that may be properly occupied consistent with all provisions of this Code. This paragraph does not apply to any units maintained, parked, or stored on a lot with the prior approval of the Authority for purposes of undertaking construction, maintenance, and/or repair on the lot.
  - e. All units weighing more than two thousand (2,000) pounds shall be parked or stored on a cement pad as defined by this article. All units weighing less than two thousand (2,000) pounds must be stored on a hard surface consisting of blacktop or patio blocks or an established driveway.
  - f. At no time shall any unmounted camper enclosure be permitted to be stored unless it is stored under a garage, or in an enclosed building.
  - g. Parking or storage shall be limited to units owned by any of the occupants of such residence, except that a single recreational vehicle and attached

trailer may be parked on the lot as a result of visiting guest(s) as long as the parking does not exceed seven (7) days.

- h. All units stored outside of a building shall be kept in a state of proper repair (meaning able to be used for its intended purpose), have legal license plates and current registration if applicable, and be secured to prevent unauthorized entry. In addition, no unit shall be allowed to become unsightly or unkept.
  - i. No unit parked or stored in any residential or commercial area shall be connected to gas; water; or storm or sanitary sewer systems.
  - j. Cooking in a recreational vehicle parked or stored on a residential lot is prohibited at all times.
  - k. Other than in an enclosed building, no person shall park or store more than one (1) recreational vehicle upon any residential or commercial lot. For purposes of this limitation, two (2) jet skis shall be considered one (1) unit. For purposes of this limitation, units used in conjunction with one another, such as a boat mounted upon a boat trailer or two jet skis mounted upon one trailer, shall be considered as one (1) unit.
  - l. No units shall be elevated by any device for storage purposes. For purposes of this limitation, units used in conjunction with one another, such as a boat mounted upon a boat trailer, shall be considered as one (1) unit.
  - m. No person shall spill or drain any wastewater or liquid waste of any kind from any unit upon the ground on any residential lot, or into any storm or sanitary sewer inlets, or upon any paved area.
  - n. No person shall elevate block or stabilize any unit other than with jack stands for the purposes of repair. The repair shall be made in the side or rear yard for a period not to exceed forty-eight (48) hours.
4. Temporary parking and maintenance. This subsection pertains to the temporary parking and/or maintenance of a recreational vehicle and its attached trailer as permitted under this subsection.
- a. A recreational vehicle and its attached trailer may be parked on an established driveway for a period not to exceed seven (7) days for the limited purposes of loading, unloading, trip preparation, and routine maintenance. For purposes of this limitation, an attached trailer used in conjunction with another unit, such as a boat mounted upon a boat trailer, shall be considered as one attached trailer.

- b. A recreational vehicle with an attached trailer may be parked on an established driveway for a period not to exceed seven (7) days , inclusive of subsection (4)(a) above, as a result of visiting guest(s). Such visiting guest(s) may not use the recreational vehicle as a temporary residence. Such visiting guest(s) must abide by all other requirements of this article. For purposes of this limitation, an attached trailer used in conjunction with another unit, such as a boat mounted upon a boat trailer, shall be considered as one attached trailer.
  - c. No person shall park or store any unit upon any public property located in any commercial or residential area without previous authorization from the Authority, including public streets, alleyways, rights-of-way, sidewalks, and planting areas between sidewalks and curb lines.
  - d. Any person responsible for legally parked units under this article is also responsible for proper and adequate clearance around their recreational vehicle for emergency vehicles. Any owner of a unit which obstructs the path of an emergency vehicle shall be subject to an infraction under this article.
- E. Responsibility for compliance.
  - 1. The lessee of the lot from the Authority on which the unit is parked or stored shall be responsible for compliance with this article.
- F. Notice of violation.
  - 1. A notice of violation shall be served upon the person or persons in violation of the provisions of this article directing the discontinuance of the illegal action or condition and abatement of the violation within forty-eight (48) hours.
  - 2. Notices shall be left at the home where the unit is located, delivered by way of common carrier, or by affixing in a conspicuous place a notice of violation to the unit parked or stored in violation of the provisions of this article.
  - 3. If a violation occurs after a notice has been given under this Section within the previous twelve (12) months, a citation may be issued immediately without additional notice.
- G. Compliance.
  - 1. If the notice of violation is not complied with within forty-eight (48) hours, a citation shall be issued to the person or persons violating the provisions of this article.
- H. Penalties.

1. Any person found in violation of any provision of this Section 4 shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine not to exceed \$1,000.00 or by imprisonment for a term not to exceed 60 days, or by both fine and imprisonment, to be imposed at the discretion of the judge or as provided and stipulated by law. Each day such violation continues shall be considered a separate offense.
2. The Authority may establish a schedule of monetary fines for each violation.
3. Any Unit that is parked or stored in violation of this article is deemed to be illegally parked. The Authority may, in addition to any other enforcement action, remove or impound such illegally parked vehicle. Any towing and storage fees will be the owner's responsibility once the Unit is towed and shall be paid for before the unit is released.

#### **Section 5: Home Occupations**

- A. Purpose. The provisions of this section are designed to protect and maintain the residential character of a neighborhood while permitting certain limited business activities which are traditionally carried out in a home.
- B. Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
  1. **Home occupation** means any business, occupation or activity conducted for gain within a residential building, or an accessory building thereto, which is incidental or secondary to the use of such building for dwelling purposes and which does not change the essential residential character of the building.
- C. Uses Considered Home Occupations. The following businesses, occupations or activities are permitted:
  1. Office for professionals, such as attorneys, drafters, realtors, insurance agents, engineers, architects, and other consultants;
  2. Instruction or teaching, such as, but not limited to, academic tutoring, performing arts, or fine arts, provided that no more than two (2) students are instructed at any one (1) time;
  3. Administrative or clerical support services, such as transcription, court reporters, stenographers, notary public, or addressing services;
  4. Personal services such as beauty salon, barber, nail technician, dress-making or tailoring, limited to one (1) station. Beauty shops and barbershops allowed under these provisions shall be registered with the appropriate licensing and inspection authorities.

5. Pet grooming;
  6. Cottage industries, such as creation of intellectual property, light assembly of small equipment; and
  7. Studios for artists, photographers, or artisans.
- D. An interpretation that a use not listed in the previous section is similar shall be based on the tasks and activities normally associated with the proposed use and the similarity of those tasks and activities with the tasks and activities normally associated with a listed use.
- E. Uses prohibited as Home Occupations. The following businesses, occupations or activities are specifically prohibited:
1. Motor vehicle and accessory sales or rental, repair and/or painting, including trailer rental or sales.
  2. Medical or dental clinic.
  3. Restaurant.
  4. Kennel and veterinary clinic.
  5. Funeral home.
  6. Nursery school, but not family day care, with six or fewer children.
  7. Adult day care and visitation.
  8. Repair shops or service establishments, except the repairs of electrical appliances, computers, and cameras.
  9. Personal services such as beauty shops and barbershops with more than one (1) station.
  10. Carpenter shop.
  11. Special event facility.
- F. Standards.
1. The use of the dwelling unit for the home occupation or home-based business shall be clearly incidental and subordinate to its use for residential purposes by its occupants.
  2. All home occupations shall be conducted entirely within the enclosed building of the dwelling unit. No home occupation or home-based business shall be permitted in an open porch area, accessory structure, garage, or outside of the dwelling unit.
  3. The area used by the home occupation shall not occupy an area exceeding twenty-five percent (25%) of the gross floor area of the dwelling unit.

4. No employees other than persons residing on the premises shall be engaged in the activities of the home occupation.
  5. There shall be no exterior displays and no exterior storage of equipment or materials that will indicate from the exterior that the building is being utilized in part for any purpose other than that of a dwelling shall be allowed.
  6. Signage.
    - a. Signs advertising the home occupation shall not be permitted on the property.
    - b. Window areas of the dwelling unit must not purposely or intentionally be used as display areas or offer merchandise for sale.
  7. Vehicles.
    - a. The home occupation shall not generate traffic or parking impacts beyond that which is customary with a residential dwelling unit.
    - b. The home occupation shall not involve the operation of delivery trucks originating from any residential dwelling unit.
    - c. On-site, overnight parking of commercial vehicles over two (2) tons gross weight is prohibited.
    - d. Standard size delivery vehicles, such as UPS and FedEx vehicles, shall be permitted to pick-up and deliver packages to the home occupation.
  8. No equipment or process shall be used in a home occupation which creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses.
  9. A home occupation or home-based business shall be subject to all applicable taxes.
- G. Penalties.
1. Generally. Any person found in violation of any provision of this Section 5 shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine not to exceed \$1,000.00 or by imprisonment for a term not to exceed 60 days, or by both fine and imprisonment, to be imposed at the discretion of the judge or as provided and stipulated by law. Each day such violation continues shall be considered a separate offense.
  2. In addition to the enforcement of this Section 5 by citation or accusation, the Authority may take any action not prohibited by law to prevent or remediate a violation or threatened violation of this Section 5, including without limitation, rescinding any issued permit, issuing a stop work order, or commencing legal

proceedings to prevent, correct, or abate such violation or threatened violation or to recover any monetary damages, or both.

3. Other Remedies. Nothing in this Section 5 shall preclude the Authority from exercising any right or remedy available to it under applicable law or under any real property lease.

## Chapter 24: Streets and Rights-of Way

### Article I: Generally

#### Section 1: Uniform Rules of the Road adopted by reference.

- A. Adoption by reference. The Uniform Rules of the Road contained in Chapter 6 of Title 40 of the Official Code of Georgia Annotated and the definitions contained in O.C.G.A. § 40-1-1 are hereby adopted as the traffic regulations of the Authority, with like effect as if recited in full herein.
- B. Repeal. All ordinances, code sections, or parts of ordinances or code sections inconsistent with the provisions of this section are hereby repealed.

#### Section 2: Authorized areas for motor vehicles.

- A. Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:
  - 1. **Motor vehicle** means every vehicle which is self-propelled as defined by O.C.G.A. § 40-1-1(33), including but not limited to mopeds, as defined by O.C.G.A. § 40-1-1(28), low-speed vehicles as defined by O.C.G.A. § 40-1-1(25.1), and personal transportation vehicle as defined by O.C.G.A. § 40-1-1(43.1).
- B. All motor vehicles shall be restricted to streets and parking areas only and shall be prohibited from all other areas including, but not limited to, the beaches, dune areas and the approaches thereto, the bicycle paths, the golf cart paths, and the nature walking trails.
- C. Golf carts, as defined by O.C.G.A. § 40-1-1(17.3), used in conjunction with the game of golf and during play shall be allowed on dedicated golf cart paths on the Island.
  - 1. Only golf carts owned by the Authority shall be used on the golf courses owned by the Authority. No privately owned carts are allowed.

#### Section 3: Overnight parking.

- A. There shall be no overnight parking of motorized vehicles and/or trailers/campers in the public areas of the Authority that have not otherwise specifically set aside and designated for camping by the Authority.
- B. The Georgia State Patrol monitors these areas and shall strictly enforce this prohibition between the hours of 2:30 am and 6:00 am.

#### Section 4: Abandonment of motor vehicles.

- A. It shall be unlawful for any person to abandon or to leave unattended for a period in excess of forty-eight (48) hours any motor vehicle, golf-cart, bicycle, or



electronic-assisted bicycle, boat or trailer on any street, road, alley or other public way within the Island.

## Article II: Motorized Carts

### Section 1: Purpose and definitions.

- A. Purpose. There is a public interest in having a means of travel that is cost effective, energy efficient and an alternate means of travel for short distances on the Island instead of using motor vehicles. This article establishes the minimum standards for the operator to use when traveling upon public streets, roads and highways and property owned or leased by the Authority.
- B. Definitions. For the purposes of this section, the following words and phrases shall have the meanings respectively ascribed to them:
  - 1. ***All-terrain vehicle or ATV*** means a motorized vehicle originally manufactured for off-highway use which is equipped with three or more nonhighway tires, is 80 inches or less in width with a dry weight of 2,500 pounds or less, and is designed for or capable of cross-country travel on or immediately over land, water, snow, ice, marsh, swampland, or other natural terrain. This definition is the same as set forth in O.C.G.A. § 40-1-1(3). Any amendments to the definition set forth in O.C.G.A. § 40-1-1(3) shall automatically be incorporated herein.
  - 2. ***Golf car or golf cart*** means any motorized vehicle designed for the purpose and exclusive use of conveying one or more persons and equipment to play the game of golf in an area designated as a golf course. For such a vehicle to be considered a golf car or golf cart, its average speed shall be less than 15 miles per hour (24 kilometers per hour) on a level road surface with a 0.5% grade (0.3 degree) comprising a straight course composed of a concrete or asphalt surface that is dry and free from loose material or surface contamination with a minimum coefficient of friction of 0.8 between tire and surface. This definition is the same as set forth in O.C.G.A. § 40-1-1(17.3). Any amendments to the definition set forth in O.C.G.A. § 40-1-1(17.3) shall automatically be incorporated herein.
  - 3. ***Low-Speed Vehicle or LSV*** means any four-wheeled vehicle whose top speed attainable in one mile is greater than 20 miles per hour but not greater than 25 miles per hour on a paved level surface and which is manufactured or converted to comply with standards based upon those federal motor vehicle safety standards for low-speed vehicles set forth in Title 49 Subtitle B Chapter V Part 571 Subpart A § 571.3, as amended. This definition is the same as set forth in O.C.G.A. § 40-1-1(25.1). Any amendments to the definition set forth in O.C.G.A. § 40-1-1(25.1) shall automatically be incorporated herein.

4. *Personal transportation vehicle or PTV* means
- a. Any motor vehicle:
    1. With a minimum of four (4) wheels;
    2. Capable of a maximum level ground speed of less than 20 miles per hour;
    3. With a maximum gross vehicle unladen or empty weight of 1,375 pounds; and
    4. Capable of transporting not more than eight (8) persons.
  - b. The term does not include mobility aids, including electric personal assistive mobility devices, power wheelchairs, and scooters, that can be used indoors and outdoors for the express purpose of enabling mobility for a person with a disability. The term also does not include any all-terrain vehicle or multipurpose off-highway vehicle.
  - c. This definition is the same as set forth in O.C.G.A. § 40-1-1(43.1). Any amendments to the definition set forth in O.C.G.A. § 40-1-1(43.1) shall automatically be incorporated herein.

## **Section 2: Legality.**

- A. This section shall not apply to authorized Authority or state agency employees in the performance of their duties, including police officers, fire department, and rangers.
- B. The operation of ATVs on the public streets, roads and highways within the geographic boundaries of Jekyll Island and on property owned or leased by the Authority is prohibited.
- C. The operation of Golf Carts on the public streets, roads and highways within the geographic boundaries of Jekyll Island and on property owned or leased by the Authority is prohibited, except as follows:
  1. Golf Carts may cross public streets and roads while playing the game of golf in an area designated as a golf course and may be operated in an area designated as a golf course; and
  2. Golf Carts may be operated on public streets and roads and on property owned or leased by the Authority if operated in connection with a parade, a festival, or other special event, provided the consent of the sponsor is obtained and such vehicle is used only in conjunction with such event.
- D. The operation of LSVs and PTVs in compliance with the rules and regulations of this section and state law shall be permitted.
- E. LSVs and PTVs shall be parked in the same manner and place as designated parking for other motor vehicles. Stopping, standing or parking LSVs and PTVs in

places and in a manner not allowed for vehicle parking or so as to impede the flow of traffic, pedestrian walkways or passageways are prohibited. Parking in reserved handicapped locations requires the appropriate handicap placard or sticker.

### **Section 3: Low Speed Vehicles.**

- A. LSVs are regulated by state law. State law requires LSVs operating on public streets to register with the State of Georgia, to obtain and maintain insurance coverage, and to adhere to the equipment requirements of all applicable provisions of Article 1, Chapter 8, Title 40 and Part 3, Article 13, Chapter 6, Title 40 of the Official Code of Georgia Annotated.
- B. Further, in accordance with state law, LSVs may only be operated on public streets which have a posted speed limit of thirty-five (35) miles per hour or less. All LSVs operating on the public streets of Jekyll Island shall comply with all applicable provisions of state law.
- C. LSVs shall not be operated on sidewalks, bike paths, pedestrian-only paths in the Jekyll Island Club National Historic Landmark District, unimproved trails, service roads, or golf-cart paths at any time.

### **Section 4: Personal Transportation Vehicles.**

- A. Insurance Required.
  - 1. No owner of a PTV shall operate, or authorize any other person to operate, the PTV on public streets unless the owner has liability insurance with limits of not less than the amounts specified in subparagraph (a)(1)(A) of O.C.G.A. § 33-7-11, as amended.
  - 2. The owner or operator of a PTV shall keep proof of the required insurance coverage in the PTV at all times.
  - 3. The Executive Director, at his or her discretion, may waive these insurance requirements for special events of a limited duration when it is likely that out-of-county residents may bring PTVs as participants. Such special events shall last no longer than seven calendar days.
- B. Equipment.
  - 1. In addition to any equipment required by state law, all PTVs shall be equipped with:
    - a. a braking system, including a parking brake, sufficient for the weight and passenger capacity of the vehicle;
    - b. a reverse warning device functional when the directional control is in the reverse position;

- c. a main power switch - when the switch is in the “off” position, or the key or other device that activates the switch is removed, the motive power circuit shall be inoperative. If the switch uses a key, it shall be removable only in the “off” position;
  - d. functional headlights and taillights;
  - e. functional front and rear turn signals;
  - f. functional stop lamps (brake lights);
  - g. reflex reflectors;
  - h. a rearview mirror;
  - i. a horn;
  - j. hip restraints;
  - k. hand holds;
  - l. a seat belt for each designated seat; and
  - m. a slow-moving vehicle emblem consisting of a fluorescent, orange equilateral triangle with a 2-inch red retroreflective border. The emblem shall be affixed to the rear of the PTV.
2. Gasoline-powered PTVs shall be equipped with an exhaust system in good working order and in constant operation to prevent the escape of excessive smoke or fumes and to prevent excessive noise.
- D. Operation.
- 1. PTVs shall not be operated on sidewalks, bike paths, pedestrian-only paths in the Historic District, unimproved trails, service roads, golf-cart paths, or upon highways that are part of the state highway system at any time.
  - 2. Each person occupying a PTV shall be restrained by a seat belt while the PTV is being operated on a public street.
  - 3. Every operator that transports a child under the age of eight years in a PTV on a public street shall provide for the proper restraint of such child in a child passenger restraining system that is installed and used in accordance with the manufacturer’s directions for such system. The child may be restrained by a seat belt if such child weighs at least forty (40) pounds or if the child’s height is over four feet and nine inches.
  - 4. PTVs must use headlights and taillights when operated on public streets during non-daylight hours, when it is raining, or when there is not sufficient visibility to render clearly discernible persons and/or vehicles at a distance of 500 feet ahead.
  - 5. The maximum occupancy of a PTV shall be one occupant per designated seatbelt.

6. Operators of PTVs shall not overtake or pass in the same lane occupied by the vehicle being overtaken or passed.
  7. Operators of PTVs must possess a valid Driver's License and must be at least 16 years of age.
  8. Operators of PTVs shall not operate between lanes of traffic or between adjacent lines or rows of vehicles.
  9. PTVs shall not be operated two or more abreast in a single lane.
  10. Operators of PTVs shall pull off the road at the first opportunity to safely do so if there are two or more motor vehicles immediately following the PTV.
  11. Operators of PTVs shall abide by all traffic regulations applicable to vehicular traffic using public streets.
  12. PTVs operated on Jekyll Island are not required to be registered with Glynn County.
  13. PTVs operated by commercial delivery companies must abide by the requirements set forth in O.C.G.A. § 40-6-331(e), as amended.
- E. This subsection shall not apply to PTVs owned by golf courses, country clubs, or other such organized entities which own PTVs and make them available to or for use by members or the public on a rental or licensed basis, provided that such PTVs are used only on the premises of such golf courses, country clubs, or other such organized entities.
- F. **Liability Disclaimer:** This section is adopted to address the interest of public safety. PTVs are not designed or manufactured to be used on public streets and the Jekyll Island Authority in no way advocates or endorse their operation on public streets or roads. The Jekyll Island Authority, by regulating such operation is merely trying to address obvious safety issues, and adoption of this section is not to be relied upon as a determination that operating on public streets is safe or advisable if done in accordance with this section. All persons who operate or ride upon PTVs on public streets or roads do so at their own risk and peril, and must be observant of, and attentive to the safety of themselves and others, including their passengers, other motorists, bicycles, and pedestrians. The Jekyll Island Authority has no liability under any theory of liability and the Authority assumes no liability for permitting PTVs to be operated on public streets and roads under the laws passed by the Georgia Legislature.

## Article III: Rental of Certain Vehicles

### Section 1: Definitions.

- A. The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
1. ***Vehicle*** means a motor vehicle, bicycle, golf cart, low speed vehicle, personal transportation vehicle, Electric personal assistive mobility device, any foot-powered vehicle, electric assisted bicycle, and any wind-driven land vehicle including sand sailer, land yacht, and beach sail boat.
  2. ***Annual license*** means the license issued by the Authority authorizing the holder thereof to engage in the business of renting vehicles on the island for one calendar year.
  3. ***Bicycle*** means every device propelled by human power only, including devices having two tandem wheels and any device generally recognized as a bicycle though equipped with two front or two rear wheels, such as a surrey bicycle, tandem bicycle, and tricycles, or quadricycle.
  4. ***Daily license*** means the license issued by the Authority authorizing the holder thereof to engage in the business of renting vehicles on the island for a term of not more than three consecutive calendar days.
  5. ***Electric Assisted Bicycle, or e-bike***, means a device with two or three wheels which has a saddle and fully operative pedals for human propulsion and also has an electric motor having a power output of not more than 750 watts.
  6. ***Electric personal assistive mobility device or EPAMD*** means a self-balancing, two non-tandem wheeled device designed to transport only one person and having an electric propulsion system with average power of 750 watts (1 horsepower) and a maximum speed of less than 20 miles per hour on a paved level surface when powered solely by such propulsion system and ridden by an operator who weighs 170 pounds.
  7. ***License*** means annual license and daily license.
  8. ***Licensee*** means a person who holds a valid license to engage in the business of renting vehicles on the island issued by the Authority pursuant to this division.
  9. ***Person***.
    - a. The term "***person***" means any individual, firm, partnership, cooperative, joint venture, association, corporation (profit or nonprofit), trust, business trust or other legal entity, public or private or quasi-public, and the plural as well as the singular number.

- b. The term "*person*" shall not be deemed to include the Authority.
- 10. ***Renting*** means to grant the possession and enjoyment of a vehicle for an agreed sum to be paid for the possession and use of that vehicle for a certain period of time.
- 11. ***Tour(s)*** shall mean the use of vehicles to conduct a tour for hire whether or not the tour is conducted while the vehicle is operational or whether they are used for transportation to various locations where the tour is conducted.

## Section 2: Licensing requirement.

- A. No person shall engage in the business of renting vehicles on the island or for delivery to the island, unless licensed to do so by the Authority. Any person engaging in the business of renting vehicles on the island, who does not possess a valid license or does not fully comply with the provisions of this division as approved and adopted, and from time to time lawfully amended, shall be in violation of this division. The licensing requirement shall not apply to the rental, whether free or for charge, of EPAMDs rented solely for handicapped accessibility, but shall apply to all EPAMD tours.
- B. No license shall be issued for the renting of e-bikes on the island or for delivery to the island.
- C. No person shall operate or cause to be operated tours on a vehicle on the island without the expressed permission or authorization from the Authority. E-bike tours and rentals are prohibited.
- D. The Authority may enforce maximum limits on the number of licenses issued and number of vehicles licensed on an annual basis under this section.

## Section 3: Bicycle rental requirements.

- A. All rented bicycles shall be equipped with a warning device, such as a bell or horn.
- B. All rented bicycles shall abide by state law as to helmet requirements.

## Section 4: Rented on demand devices.

- A. Purpose. The purpose of this section is to prohibit rented on demand devices from being placed in the public right-of-way or on public property, operated in the public right-of-way or on public property, or offered for use anywhere on Jekyll Island, so as to allow for adequate pedestrian traffic flow and to promote public safety.
- B. Definition.
  - 1. ***Rented on demand device*** means any wheeled device, other than an automobile, motorcycle, electric personal assistive mobility device, electric assisted bicycle, electric personal transportation vehicles, moped, golf cart, or

personal transportation vehicle as those devices are defined by state law, that is powered by a motor; is accessed via an on-demand portal, whether a smartphone application, membership card, or similar method; is operated by a private entity that owns, manages, and maintains devices for shared use by members of the public; and is available to members of the public in unstaffed, self-service locations.

C. General requirements.

1. It is unlawful to park, leave standing, leave lying, abandon, or otherwise place a rented on demand device on property owned or leased by the Authority, including but not limited to any public right-of-way or public property within the geographic boundaries of Jekyll Island.
2. It is unlawful to operate a rented on demand device on property owned or leased by the authority, including but not limited to any public right-of-way or public property within the boundaries of Jekyll Island.
3. It is unlawful to provide or offer for use a rented on demand device anywhere within the boundaries of Jekyll Island.

D. Impoundment. The Authority or any member of the Uniform Division of the Department of Public Safety, and any other law enforcement officer or agency having jurisdiction within Jekyll Island, may impound any rented on demand device that has been offered for use, placed in the public right-of-way or on public property, or operated in a public right-of-way or on public property in violation of this section. The impoundment shall be subject to an impound and storage fee as may from time to time be established by the Authority.

## Article IV: Violations, Penalties and Enforcement

### Section 1: Violations, Penalties and Enforcement

- A. Any person convicted of a violation of any provision of this Chapter shall be punished as provided by applicable law. Unless otherwise provided by applicable law, any person found in violation of any provision of this Chapter shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine not to exceed \$1,000.00 or by imprisonment for a term not to exceed 60 days, or by both fine and imprisonment, to be imposed at the discretion of the judge or as provided and stipulated by law.
- B. The Board may establish a schedule of fines applicable to violations of this Chapter for first and subsequent offenses where no specific fine is otherwise required by applicable law.
- C. The members of the Uniform Division of the Department of Public Safety and the duly authorized agents of the Authority, and any other law enforcement officer or



agency having jurisdiction within Jekyll Island, are authorized to enforce the provisions of this Chapter by citation or accusation as provided by applicable law.

### Jekyll Island Authority Strategic Plan FY 2022-FY 2025

**Agency Mission:** As stewards of Jekyll Island's past, present, and future, we are dedicated to maintaining the delicate balance between nature and humankind.

**Agency Vision:** Through progressive stewardship and excellent customer service, Jekyll Island will be recognized as a sustainable conservation community that is the choice destination among all who experience its unique environment, service, and amenities.

**Environmental Challenges:**

Island Capacity Balance & Management	Local & State funding challenges, including passage of Glynn County SPLOST Referendum	Retention of Employees, especially skilled & unskilled	ADA Compliance throughout the Island at all facilities
Continuing to promote convention/group business post pandemic and attracting conventions committed to other locations	Threat of economic downturn: - Supply Interruptions - Inflation Prices - Increasing Fuel Prices	Continued escalation in employee health care costs and retirement benefits	Lack of timely property evaluation completed by Glynn County Assessor
Assure memorable visit and experience for guests	Adequate financial resources for needed capital improvements/deferred maintenance	Understanding Jekyll Island as a unique destination	Development/Visitation Pressures
Completion of Island revitalization	Increased competition for tourism dollars	Hurricane & Tropical Storms	Sea Level Rise & Coastal Erosion Controls
Golf Course Improvements for profitable play and improved maintenance efficiencies	Convincing Georgians to experience Jekyll Island	Conservation of Island's Natural Resources	Preservation of Jekyll's cultural and historical assets

**Environmental Scan:**

The most prominent challenge that the Jekyll Island Authority (JIA) faces during the next four years is capacity management. After ten years of successful revitalization efforts, the JIA now faces the challenges of maintaining strong visitation while preventing over capacity, promoting a unique visitor experience, and maintaining balance between the natural and developed elements of Jekyll Island.

Visitors are attracted to the unique natural and undeveloped destination that is Jekyll Island. A destination that allows visitors to immerse themselves in nature and truly escape from their busy lives for a day, a week, or longer. A destination that aims to avoid the hustle and bustle of an overly developed beach town. Jekyll is a destination with a laidback character and no traffic lights. The Island must not become a disappointing destination. Even with easy public access, Jekyll Island should not become a remake of Charleston, St. Augustine, Savannah, Hilton Head, or St. Simons. Instead, it should be inspired by destinations like Cumberland Island or Little St. Simons Island, rich in culture, history, and nature.

With the influx of traveling that took place post pandemic, Jekyll Island has been financially successful over the past year. Traffic counts increased by 17% from 2019 to 2021, and they continue to increase through 2022. Revenues for FY22 have exceeded budget expectations every month so far with the year-to-date variance being a favorable 25%. The rise in these numbers has further shown the importance of managing capacity and has led the JIA to investigate how to further implement recommendations of the Jekyll Island Carrying Capacity & Infrastructure Assessment. The JIA will evaluate the best ways to implement dynamic pricing, critique island-wide events, and utilize data collection platforms to determine visitor interest. The JIA's goal is to develop an elevated visitor experience, to reduce participant numbers during events, and to provide more immersive encounters with a stronger focus on conservation, preservation, and education.

X

Agency Head Signature

Jekyll Island Authority Strategic Plan FY 2022-FY 2025						
Agency Mission: As stewards of Jekyll Island's past, present, and future, we are dedicated to maintaining the delicate balance between nature and humankind.						
Agency Vision: Through progressive stewardship and excellent customer service, Jekyll Island will be recognized as a sustainable conservation community that is the choice destination among all who experience its unique environment, service, and amenities.						
Objective	Action Plan	Associated Funding	Resource/Responsibility	Completion Date	Outcomes	
<b>1. Continue and Complete Island Revitalization</b> A. Build new ADA compliant airport terminal and hangars  B. Improve Public Safety on Jekyll Island  C. Oversee development of Former Buccaneer Site/Final original revitalization parcel	A. Design and build a new 2,400 SF ADA compliant airport terminal leveraging GDOT intermodal matching funds. Use JIA funding to perform site work allowing a public/private partnership to fund and build hangars. This would allow Jekyll Island Airport to once again reach the required 10 based aircraft to receive FAA annual funds of \$150,000.  B. Design and construct a combined public safety complex to house Jekyll Island Fire/EMS and Georgia State Patrol Post 35. Currently they are located in two separate locations, GSP Post being situated off Island. Colocation would foster improved public safety by reducing response times and availability while encouraging better cooperation by all public safety staff.  C. Due to development pressures resulting from successful revitalization, all potential proposals are required to be critically reviewed and fully vetted. Residential design was recommended through a JIA required Market Analysis/Strategic Development Study. Residential design should be better able to cater to site environmental concerns and restraints. Residential design should impact fewer trees and contribute to less overall human activity at the site as compared to a lodging facility which would be more heavily occupied and higher-density. Once received, development plans will be carefully reviewed and Board recommendations made by the Design Review Group.	A. JIA funding of 250,000 for site work at hangar location and GDOT matching funds of \$690,000 for construction of new terminal building.  B. State FY22 Amended Budget approved in April of CY2022.  C. Private Sector Development responsible for all site infrastructure improvements and housing units. Final costs yet to be determined.	A. JIA Administration and Operation Departments  B. A. JIA Administration and Operation Departments  C. LNWA Developers, LLC	A. 3rd Quarter FY24  B. November CY2023  C. 3 Years after construction commencement	A. Raise standard of noncompliant airport terminal to ADA compliant. Increase based aircraft from six to 10, allowing for the JIA to receive \$150,000 FAA funding per year.  B. Decrease response time by 20% for public safety calls. Improve insurance rates on Jekyll Island by 10% and receive an ISO rating of Class 2.  C. Limited number of new single family housing units. Completed original revitalization plans with low impact on parcel. Additional rental and service revenue for JIA operational budget.	
<b>2. Balance and Manage Island Resources</b>  A. Implement Golf Course Improvement Plan.  B. Preserve the history of Jekyll Island.  C. Continue implementing Capacity Management Strategies	A. The overall condition of the golf courses on Jekyll Island has been declining for several years. To fully examine all issues and to recommend options, the JIA has retained various consultants over the past five years including the National Golf Foundation Consulting, Inc. Age, deferred maintenance, decline in golf rounds played, and overall number of holes are reasons major corrective actions are needed. The first phase of improvements will include irrigation enhancement and tree removal on the Pine Lakes Course. The next improvement phase will include the elimination of nine holes of golf from the Oleander Course. This acreage will become a natural/conservation area. Additional improvements and/ or redesigns will be made as a result of continued assessments of rounds played and financial conditions.  B. We will provide on-going maintenance and facility improvements to historic buildings, continue preservation work on the Chicota Ruins, implement the second phase of the Hollybourne Cottage project, and initiate the Oral Histories Project.  C. Guided by the Jekyll Island Carrying Capacity and Infrastructure Assessment, we will develop and implement various principles and strategies that enhance the standard for an elevated visitor experience. We will assess the future of large island-wide events that are no longer aligning with the Authority's goals and maintain brand awareness without exceeding capacity thresholds. We will implement new data collection platforms to further understand visitor interest. Platforms will focus on visitor movement and behavior to better evaluate more appropriate marketing promotions that shift focus to reduced capacity days and to amenities and experiences with less visitor traffic during peak seasons. We will also consistently conduct internal analyses of the habits of visitors to determine if dynamic pricing is needed to influence behaviors and manage capacity.	A. FY22 and FY 23 Capital Budget. Golf fees, Tourism Improvement Fund. If a golf lodge, assisted living facility, and retail components are built, additional monies will be generated for golf course improvements.  B. JIA FY23 Budget  C. Most of these evaluations will be completed internally. However, funds are included in FY23 for data collection platforms.	A. JIA Administration, Conservation Department, and Golf Course senior staff.  B. JIA Historic Resources Department  C. JIA Administrative and Marketing Departments in with Input from all JIA Departments	A. On going throughout FY23. Improvements to continue over the next five years.  B. On-going throughout FY23, until completion  C. On-going FY23-FY25	A. Improved course playing conditions. Additional revenues generated from Jekyll Island Golf Courses. Attraction of additional players/increased rounds of golf.  B. Understanding and appreciation of Jekyll's unique history will be nurtured and preserved.  C. Principles will guide the development of a higher quality visitor experience, to include reduced participant numbers, more immersive experiences and a stronger focus on conservation, preservation and education goals for future events on Jekyll Island. Availability of enhanced insights about visitor behavior and sentiment and evaluations of high-traffic days to determine how capacity may impact parking fees, event participation, and fees for the future.	
<b>3. Sustain and Highlight Natural Resources</b> A. Continue reforestation and enhance the visual landscape throughout Jekyll Island.  B. Plan for enhanced shoreline resilience along Jekyll Island's northern beachfront.  C. Restore upland beachfront natural areas.  D. Aide in advancing the knowledge to improve and expand wildlife veterinary medicine regionally and globally, enhance conservation education, rehabilitation, and research programs, and assess all education initiatives	A. We will develop a landscape planting plans for Riverview Park, the new Campground entrance, the new Public Safety Facility, and Tortuga Jack's parking lot. Additionally, we will focus on reforestation on Captain Wyly Lane as well as other miscellaneous locations across the Island.  B. In collaboration with the US Army Corps of Engineers (USACE), we will examine the effectiveness of the sand motor nourishment technique to deliver sediment to an erosive and degraded area of beach on Jekyll Island, adjoining the other end of the revetment that was recently repaired. JIA staff will actively engage in collaboration with the USACE and Georgia DNR Coastal Resources Division to build stakeholder support and Resource Agency support for implementable solutions.  C. In collaboration with Georgia Audubon, we will restore the imperiled maritime grassland plant community across 3.5 acres of Conservation Priority Area bordering N. Beachview Road and Ocean Beach Park on Jekyll Island.  D. We will strengthen and expand the existing vet extern program to collaborate with accredited veterinary university, develop a wildlife veterinary technician program, advance the clinical medicine and quality care knowledge for wildlife rehabilitation in the medical community, further develop partnership with the Southeast Regional Sea Turtle Network with programing and outreach initiatives, and begin the capital campaign for the GSTC expansion	A. JIA FY23 Budget, Tree Fund, and Jekyll Island Foundation  B. Federal, US Army Corps of Engineers, \$225,000  C. Georgia Audubon administering grant National Fish and Wildlife Foundation (NFWF), \$50,000  D. JIA FY23 Budget	A. JIA Landscaping Department  B. JIA Conservation Department  C. JIA Conservation Department  D. GSTC	A. Throughout FY 23  B. Throughout FY23 and FY24  C. FY23 3rd Quarter  D. Throughout FY23 and Capital Campaign will extend through CV25	A. Enhance natural resources for Jekyll Island Wildlife and elevate visual experience for guests.  B. When planning is complete, federal and state partners will have the benefit of a fully vetted design for a sand motor project to enhance shoreline resilience.  C. 3.5 acres of iconic coastal back dune habitat will be restored with native grasses. This will allow the general public to be immersed in a rare ecosystem.  D. Increase number of trained and mentored veterinary students as well as published advancements in the wildlife medical field and increase education and awareness of wildlife conservation and rehabilitation through Jekyll Island visitors and local youth.	
<b>4. Enhance Visitor Experience</b>  A. Implement a more efficient system for sales and online booking web reservations.  B. Continue bike path revitalization.  C. Attract and educate visitors.	A. Complete the Request for Proposal (RFP) process for a new Point of Sale (POS) system, and select a software company to develop the action plan for implementation.  B. We will continue making repairs to existing bike paths on Jekyll, and continue working with the Georgia Department of Transportation (GDOT) consultants, participating in monthly meetings, as we work towards completion of the Jekyll Island Causeway Bike Path.  C. We will collaborate between departments to develop high quality, high interest educational and entertainment programs that appeal to a wide variety of interests.	A. Portion of funding is in the FY23 Capital Budget. Additional funding will be needed once a firm is selected and price negotiated.  B. \$386,000 included in JIA's FY23 budget. Additional funds supplied through GDOT grant.  C. JIA Budget	A. JIA Accounting and Marketing Departments  B. JIA Administrative and Operations Department  C. JIA Historic Resource and Marketing Departments	A. RFP will be issued and company selected during 1st Quarter FY23  B. FY23 through FY28  C. Throughout FY23	A. Improve guest experience with online booking and easier use of in-store POS systems for employees.  B. Improve transportation and recreational opportunities as well provide a safer community connectivity avenue for the residents and visitors of Jekyll Island.  C. Improve guest satisfaction and increase revenue by 10%.	
<b>5. Continue and Improve Sustainable Operation Practices</b> A. Attract and retain qualified employees and improve employee safety.  B. Implement audits for hotel partners  C. Continuation of succession planning for director/manager positions  D. Assess hotel room inventory to support balanced demand for both leisure and group business visitation success.	A. We will continue to monitor the employment market and employee compensation. We will implement more training to enhance employees' skills, with a focus on customer service. We will improve employees' knowledge of work environment and provide safety trainings, including active shooter and hurricane preparedness training.  B. We will audit capital reserves and verification of expenditures for our hotel partners to ensure JIA lessees are adequately planning for the sustainability and longevity of their properties.  C. We will continue to hire and train individuals to learn from current directors the intricate operations of their department, and we will continuously update existing standard operating procedures across departments.  D. In partnership with a consultant, we will evaluate a new approach to managing future convention and meeting demand so that Jekyll Island can remain competitive in the broader convention marketplace, by determining how group business demand can be accommodated alongside a heightened leisure demand which drives higher average daily rates for hotel rooms.	A. JIA Budget (Personnel)  B. JIA Budget  C. JIA Budget (Personnel)  D. JIA Budget	A. JIA Human Resources and Public Safety Departments  B. JIA Administrative Offices and Legal Counsel  C. All JIA Departments  D. JIA Marketing Department, with support from the Jekyll Island Convention Center's operations contractor, ASM Global, and hotel partners.	A. Throughout FY23 and onward.  B. Throughout FY23 and onward.  C. Throughout FY23 and onward.  D. Assessment - 2nd Quarter Implementation - 4th Quarter of FY23	A. Reduce employee turnover by 5%, reduce workers' compensation claims to or below DOAS assigned claim goal, and improve safety culture throughout each department.  B. Hotels on Jekyll Island will be fiscally sustainable, with reserves that are cultivated, maintained, and used appropriately.  C. Professional leadership succession with an understanding and appreciation for preserving and enhancing the uniqueness of Jekyll Island, and assurance that every critical position is occupied by an employee with the right skills, experience, and institutional knowledge.  D. Develop new operational procedures that will pre-determine new booking guidelines, rates and expectations with the Convention Center and Island hotels to ensure that hotel partners and the Convention Center can cohesively serve both visitor bases successfully and remain activated effectively.	

---

---

**MEMORANDUM**

---

---

**TO:** Committee of the Whole  
**FROM:** Zachary B. Harris, General Counsel  
**SUBJECT:** Approval of Development Agreement for LNWA Developers, LLC, 90 S. Beachview Drive, Jekyll Island  
**DATE:** June 21, 2022

---

LNWA Developers, LLC (“Leaseholder”) is lessee of the old Buccaneer Hotel property located at 90 S. Beachview Drive, Jekyll Island, Georgia, which presently consists of approximately 6.89 acres (the “Property”). The lease for the Property was restated in January 2017 and last amended by that certain Second Amendment to the Second Revised and Restated Ground Lease and Third Revised and Restated Memorandum of Lease, dated February 18<sup>th</sup>, 2020 (collectively, with all amendments, the “Revised Lease”). The Property is the last remaining undeveloped revitalization parcel on Jekyll Island.

The Revised Lease contemplated redevelopment of the Property as a hotel operation similar to its past use as a hotel. This redevelopment was to take place according to certain milestones set forth in the Revised Lease, two of which being the market analysis, which this Board considered at its January 18, 2022 meeting, and the Development Agreement before you.

On January 18, 2022, this Board considered the Market Analysis and Strategic Development Recommendations relating to the Property. That analysis, commissioned by Leaseholder and conducted by RCLCO, an industry-leading real estate consulting company, concluded that market dynamics, environmental considerations, geographic limitations and carrying capacity, indicate that a residential use of the Property would be most advantageous to Leaseholder and JIA. This Board approved the RCLCO analysis and residential use recommendations unanimously at the January meeting.

The Development Agreement before you will establish benchmarks for redevelopment of the Property as a single-family residential development. In conjunction with JIA’s design review requirements set forth in the revised ordinances, which Leaseholder will be required to adhere to, the Revised Lease requires Leaseholder to provide deliverables including a Concept Plan, Schematics and Development Designs, and Construction Plans within timeframes set forth in the Development Agreement. Additionally, the Development Agreement requires deliverables to allow JIA to fully evaluate Leaseholder’s redevelopment of the Property including preliminary and final plat submittals and architectural and engineering final inspections. The Development Agreement does not obligate JIA to expend any funds, but it does require that JIA ensure sufficient public water and sanitary sewer utilities are in place to support the Property. The Development Agreement does not approve any specific designs, lot layouts or similar design

Prior to commencement of construction, JIA and Leaseholder will enter an amended and restated ground lease for the Property that will provide for subleasing lots (similar to structure of the Ocean Oaks residential neighborhood) along certain key business terms. These terms will include provisions for extension of pedestrian and bicycle paths and common areas; participation/transfer fees payable to JIA on the initial sale of lots and all subsequent sales; percentage rent on income-producing activities by sublessees; landscaping and maintenance of the Property; and others.

Your favorable approval of the Development Agreement will enable execution of the agreement by Leaseholder and Executive Director Jones.

JIA staff recommends the Board approve this First Amendment.

## PROJECT DEVELOPMENT AGREEMENT

THIS PROJECT DEVELOPMENT AGREEMENT (this “Agreement”) is made effective this \_\_\_\_ day of \_\_\_\_, 2022 (the “Effective Date”), by and between LNWA DEVELOPERS LLC, a Delaware limited liability company (the “Company”), and the JEKYLL ISLAND-STATE PARK AUTHORITY, an instrumentality of the State of Georgia and a public corporation (“JIA”). The Company and JIA will sometimes hereinafter be referred to collectively as the “Parties”.

### WITNESSETH:

WHEREAS, pursuant to the provisions of a certain Second Revised and Restated Ground Lease [Development Land] dated January 1, 2017 (the “SR Lease”), as amended by that certain First Amendment to the Second Revised and Restated Ground Lease [Development Land] made and entered into November 19<sup>th</sup>, 2019 (the “First Amendment”), and that certain Second Amendment to the Second Revised and Restated Ground Lease and Third Revised and Restated Memorandum of Lease [Development Land] dated February 18<sup>th</sup>, 2020 (the “Second Amendment”, and collectively with the SR Lease and the First Amendment, the “Ground Lease”), JIA is leasing to the Company that certain parcel of land on Jekyll Island, Glynn County, State of Georgia, which parcel has an area of 6.892 acres more or less, as more specifically described on Exhibit “A” attached hereto (the “Property”), for which Property JIA has approved a market study analysis at its January 18, 2022 Board meeting, submitted by the Company for the construction by the Company of a residential housing development on the Property; and

WHEREAS, JIA and the Company have agreed to the terms set forth herein for the purpose of establishing criteria for approval of the plans and development deadlines for the Development (as defined below).

NOW THEREFORE, in consideration of the recitals above and the mutual promises and covenants contained below and for other good and valuable consideration, the receipt, adequacy, and sufficiency of which is hereby acknowledged, the Parties agree as follows:

### **PART I - GENERAL OBLIGATIONS**

1.1 **COMPANY OBLIGATIONS.** In consideration of the approvals flowing to the Company set forth in this Agreement, the Company agrees to use its best efforts to cause a single-family housing development consisting of a number of single-family homes agreed upon by Company and JIA, together with all necessary and appropriate streets, street lights, utilities and utility connections, stormwater drainage systems and infrastructure, common areas and elements, signage, and similar supporting systems, elements and amenities (collectively, the “Development”) to be designed, constructed and developed substantially in accordance with: (i) plans mutually approved by JIA and the Company under this Agreement (the “Plans”); (ii) all applicable federal, state and local laws, including without limitation the ordinances of Jekyll Island (the “Ordinances”), as the same may be amended from time to time (collectively, “Applicable Laws”); and (iii) all applicable provisions contained in the Ground Lease, as the same may be amended from time to time. The Company will be responsible for obtaining all construction, building and occupancy permits required by Applicable Laws. The Development will meet or exceed applicable FEMA coastal area building requirements. The Company will provide, in addition to the Plans and other items described in this Agreement, such

additional information as JIA may reasonably request to carry out its obligations under this Agreement, including the approvals required under Part II below.

## 1.2 **JIA OBLIGATIONS.**

- (a) Development Approvals/Other Obligations. For all matters which under this Agreement require the approval or consent of JIA or in carrying out its other obligations hereunder, JIA agrees to work and cooperate, in good faith with the Company to accomplish the purposes of this Agreement and the Ground Lease, and to that end, JIA will use commercially reasonable efforts and diligence to evaluate and act upon all Plans submitted by Company and to discharge JIA's obligations under this Agreement and the Ground Lease in a timely manner.
- (b) Utilities. JIA represents that public water and sanitary sewer lines (collectively, the "Utilities") are present at or near the Property along Beachview Drive, are serviceable and in good condition to allow Company to tap into the Utilities to service the Development to substantially the same level of service of similarly situated developments on Jekyll Island with the same or similar use as the Development. JIA will coordinate with Company as to the type, location and placement of connections (i.e., taps) to the Utility lines with such connections being consistent with JIA's public utility operations and similarly situated developments on Jekyll Island with the same or similar use as the Development; provided, the final decision regarding type, location and placement of any Utility connections to JIA-owned Utility lines shall be within JIA's reasonable discretion; and provided further, that JIA reserves the right, at JIA's option, to install or cause to be installed such connections to JIA-owned lines at Company's expense. Company acknowledges that Company and not JIA will be responsible for any and all reasonable costs of connecting to the Utilities, including all reasonable costs of boring or digging under Beachview Drive. JIA will cooperate with Company in the design, planning and performance of all such work, services, and obligations respecting the Utilities, and promptly upon approval of the Schematic Design and to the extent JIA elects to perform any work, thereafter diligently and expeditiously pursue the same to completion.

1.3 **JIA REMEDY FOR COMPANY'S BREACH OF THIS AGREEMENT.** In the event that the Company breaches any material obligation or covenant under this Agreement, and JIA is not then in default of this Agreement or the Ground Lease, JIA will give notice to the Company (in the manner set forth herein), and the Company will have thirty (30) days from the date of effective notice to cure such breach, or if such breach is not reasonably capable of being cured within such time period, such breach shall be deemed cured as long as the Company commences a cure within thirty (30) days from the date of effective notice and diligently pursues the cure to completion thereafter. If the Company fails to cure any material breach within the specified time period, such material breach shall be deemed a "material default" and JIA will have the right, as its sole remedy for such breach to terminate this Agreement, whereupon any approvals issued by JIA pursuant to Part II of this Agreement shall be voided and any Plans shall become the property of JIA, the Company will deliver all such Plans in its possession to JIA along with any assignments or other instruments necessary to consummate the transfer of Company's ownership rights in and to such Plans.

For purposes hereof, a "material obligation or covenant" shall include but not be limited to, any failure to meet the "Concept Plan Deadline", "Schematic Design Deadline", "Design Development

Deadline”, “Construction Commencement Deadline” and “Construction Completion Deadline” (such terms are defined below).

1.4 **COMPANY REMEDY FOR JIA’S BREACH OF THIS AGREEMENT.** In the event JIA breaches any material obligation or covenant under this Agreement, and the Company is not then in default of this Agreement or the Ground Lease, the Company will give notice to JIA (in the manner set forth herein) and JIA will have thirty (30) days from the date of effective notice to cure such breach, or if such breach is not reasonably capable of being cured within such time period, such breach shall be deemed cured as long as JIA has commences a cure within thirty (30) days from the date of effective notice and diligently pursues the cure to completion thereafter. If JIA fails to cure any breach within the specified time period, Company will have the right to pursue any remedy available under applicable law; provided, however, in no event will JIA be liable to Company or any other person for any indirect, remote, or consequential damages.

## **PART II - ESSENTIAL REQUIREMENTS AND MILESTONES**

2.1 **CONCEPTUAL DESIGN.** The Company will submit the “Concept Plan” (as that term is used in the Ordinances) for the Development to JIA for approval on or before the date that is forty-five (45) days after the Effective Date of this Agreement (the “Concept Plan Deadline”). The Development name, including any street or building names, will be subject to JIA review and approval.

2.2 **SCHEMATIC DESIGN.** The Company will submit the “Schematic Design” (as that term is used in the Ordinances) for the Development to JIA for approval on or before the date that is sixty (60) days after receipt by the Company of JIA approval, in writing, of the Concept Plan (the “Schematic Design Deadline”).

### **2.3 DESIGN DEVELOPMENT AND CONSTRUCTION SUBMITTALS.**

- (a) **Design Development Submission Package.** The Company will submit the “Design Development Submission Package” (as that term is used in the Ordinances) to JIA for approval on or before the date that is sixty (60) days after receipt by the Company of JIA approval, in writing, of the Schematic Design (the “Design Development Deadline”). The Design Development Submission Package should also include a preliminary plat of survey of the Development prepared by a Georgia Registered Land Surveyor showing and describing all lots intended for individual sublease or ownership and all Development Infrastructure (as defined below) and meeting the requirements of Schedule 2.5(b) of this Agreement, to the extent such information is available to Company.
- (b) **Construction Documents Submission Package.** The Company will submit the “Construction Documents Submission Package” (as that term is used in the Ordinances) to JIA for approval after receipt by the Company of JIA approval, in writing, of the Schematic Design but at least sixty (60) days prior to the proposed date of construction of any building or improvements on the Property (the “Construction Document Submission Deadline”).

2.4 **CONSTRUCTION COMMENCEMENT.** The Company will commence preliminary construction activities including site clearing, grubbing and/or excavation activities at the Property, in accordance with all approved Plans for the Development on or before the date that is sixty (60) days



after receipt by the Company of JIA approval, in writing, of the Design Development Submittal Package (the “Construction Commencement Deadline”).

On or before the Construction Commencement Deadline, Company will obtain an unconditional, irrevocable letter of credit in favor of Jekyll Island-State Park Authority in the amount of not less than \$200,000.00 (the “Letter of Credit”), issued by and drawn on a bank reasonably satisfactory to JIA as security for the faithful performance and complete construction by Company of the Development Infrastructure (to include all similar infrastructure and amenities as specified in the Plans but excluding homes). Company will ensure the Letter of Credit remains effective at all times from the date of issuance until released by JIA, which release JIA will not unreasonably withhold, condition or delay. In the event the Letter of Credit becomes ineffective for any reason, Company will obtain promptly a substitute letter of credit in equivalent amount (adjusting for inflation) satisfying the terms of this Section 2.4.

JIA may draw upon the Letter of Credit in order to complete the Development Infrastructure or to screen the Development with a vegetative buffer where JIA determines Company has not completed construction of the Development Infrastructure in accordance with the Plans on or before the Construction Completion Deadline; or if after completing construction of the Development Infrastructure, JIA determines said Development Infrastructure is damaged, defective or otherwise not in compliance with the Plans in any material respect.

Provided Company is not in breach of this Agreement, JIA will release the Letter of Credit (in accordance with written instructions by Company or the issuing bank) on or before sixty (60) days following issuance of JIA’s approval of Company’s complete construction of the Development Infrastructure as provided in Section 2.5(a). JIA’s release of the Letter of Credit shall be without prejudice to other rights of JIA under this Agreement, the Ground Lease or Applicable Laws.

2.5 **CONSTRUCTION COMPLETION.** The Company will complete construction of the Development on or before the date that is four (4) years after the Construction Commencement Deadline (the “Construction Completion Deadline”). For this purpose, “complete construction” means

- (a) substantial completion of all Utility connections from public Utilities to all lots, streets, street lights, stormwater drainage systems and infrastructure, common areas and elements, appropriate signage, and similar supporting systems, elements and amenities (collectively, the “Development Infrastructure”) in accordance with approved Plans, as evidenced by approval by JIA of a certificate of substantial completion of the Development Infrastructure issued by a registered architect or registered professional engineer (to be retained by the Company subject to approval by JIA), which approval shall not be unreasonably withheld, delayed or conditioned;
- (b) approval by JIA of Company’s final plat of survey of the Development prepared by a Georgia Registered Land Surveyor showing and describing all lots intended for individual sublease or ownership and all Development Infrastructure and meeting the requirements of Schedule 2.5(b) of this Agreement; and,
- (c) substantial completion of all residences in accordance with the approved Plans, as evidenced by issuance by JIA and Glynn County government of certificates of occupancy (or comparable instrument) for all the houses in the Development.

If obtained by the Company for the Development or any portion thereof, promptly after written request by JIA, the Company will provide to JIA copies of any surveys prepared for the Development or any such portion thereof.

2.6 **COMPANY OBLIGATIONS/EXTENSION/WAIVER.** In carrying out its obligations under this Agreement, including the matters described in this Part II, the Company will cooperate in good faith with JIA to accomplish the purposes of this Agreement and the Ground Lease, and to that end, the Company will use commercially reasonable efforts and diligence to carry out and discharge such obligations in a timely manner. Notwithstanding the foregoing, JIA may extend or waive, in its sole discretion, any or all of the Concept Plan Deadline, Schematic Design Deadline, Design Development Deadline, Construction Document Submission Deadline, Construction Commencement Deadline and Construction Completion Deadline.

### **PART III - AMENDED GROUND LEASE**

The Parties agree to work in good faith to amend the terms of the Ground Lease on or before the Construction Commencement to accurately describe the design, scope, and anticipated form(s) of ownership and use of the Development, as reflected in the approved Plans (such amendment hereinafter described as the “Ground Lease Amendment”). Unless otherwise agreed to by the Parties, the terms of the Ground Lease Amendment will be consistent in all respects with the terms set forth in this Agreement and will address the following business terms: (i) a two percent (2%) participation fee payable to JIA on the gross purchase price for all initial sales by Company or its affiliates of any portion of the Development; (ii) a one percent (1%) participation fee on the gross purchase price for all subsequent sales of any portion of the Development, which fee shall be payable by subsequent sellers of such portions of the Development; (iii) Company’s or Company’s affiliates proposal as to common areas and pedestrian and bicycle paths to be located adjacent to, in front of, on or within the Property, as the case may be; (iv) the adjusted schedule of Rent and annual escalation thereof; (v) provisions to be included in subleases and other conveyance documents to sublessee/purchasers of the houses requiring such sublessee/purchasers to pay to JIA percentage rent applicable to income-producing activities on any lot by such purchasers or sublessees excluding initial sales by Company or its affiliates (e.g., home occupations, short term vacation rentals other residential rentals, etc.); (vi) Company’s or Company’s affiliate’s obligations as to landscaping and maintenance of the Property, the Development and any common areas or elements thereof; and (vii) such other material terms as the Parties may deem appropriate to address. The “gross purchase price” for the purposes of calculating the foregoing participation fees means the total cost to the purchaser of the portion or unit of the Development purchased, excluding broker commissions, transfer taxes and title fees imposed by Glynn County, and/or the State of Georgia. The Parties acknowledge and agree that the execution of the Ground Lease Amendment will be a condition precedent to JIA’s issuance of any certificate of occupancy for any portion of the Development.

### **PART IV- RESERVED**

### **PART V- MISCELLANEOUS PROVISIONS**

#### **5.1 RESERVED.**

5.2 **OTHER APPROVALS.** Except as expressly provided otherwise in this Agreement, whenever this Agreement requires the consent or approval of JIA or the Company, such consent or approval shall not be unreasonably withheld, delayed, or conditioned.

5.3 **FORCE MAJEURE.** If any party hereto shall be delayed, hindered in or prevented from the performance of any act required hereunder (other than the payment of money) by reason of strikes, lockouts, labor troubles, inability to procure materials, failure of power, riots, insurrection, the act, failure to act or default of the other party, war, acts of God, fires, floods, earthquakes, pandemics and epidemics (including government-imposed restrictions or limitations caused by or resulting from same), unusually severe weather, order of any legally constituted agency, then performance of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a reasonable period, in no event to exceed a period equivalent to the period of such delay.

5.4 **GOVERNING LAW.** The governing law of this Agreement shall be the law of the State of Georgia.

5.5 **SEVERABILITY.** In case any one or more of the provisions contained in this Agreement should be invalid, illegal, or unenforceable in any respect and for any reason whatsoever, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. In the event any such provision is held to be invalid, illegal, or unenforceable, the Parties hereto shall make their best efforts to agree on a provision in substitution for such invalid, illegal or unenforceable provision that is as near in economic benefit as possible to the provision found to be invalid, illegal, or unenforceable.

5.6 **NOTICES.** Any notice, request, demand, claim, or other communication hereunder (each a "Notice") shall be in writing and shall be deemed duly given or made by nationally recognized overnight delivery service (such as Federal Express), by hand delivery, or by telecopy, paid for by the sender, to the receiving Party at the following addresses, or to such other address as the receiving Party shall have most recently forwarded to the sending Party:

COMPANY: LNWA Developers LLC  
4 Denny Road  
Wilmington, DE 19809  
Attention: Glenn R. Brooks, President  
Telephone: (302) 764-9430  
Facsimile: (302) 764-4805

With a copy to:

O'Neill, Bragg & Staffin, P.C.  
720 Johnsville Boulevard  
Suite 1220  
Warminster, PA 18974  
Telephone: (215) 956 – 2800  
Facsimile: (215) 956 – 2838  
Attention: Mel Staffin, Esq.

JIA:

Executive Director  
Jekyll Island-State Park Authority  
100 James Road  
Jekyll Island, GA 31527  
Telephone: (912) 635-4075  
Facsimile: (912) 635-4004  
Attention: C. Jones Hooks

With a copy to:

State Law Department  
Division 2, Commercial Transactions  
40 Capitol Square  
Atlanta, GA 30334  
Telephone: (404) 651-6107  
Facsimile: (404) 657-3239  
Attention: Deputy Attorney General

Any such Notice will be deemed received on the earlier of: (i) the date of receipt of such Notice by nationally recognized overnight delivery service (such as Federal Express) or hand delivery (or written confirmation of delivery or refusal thereof); or (ii) date of written confirmation of delivery of a telecopy.

5.7 **ASSIGNABILITY.** This Agreement is assignable by the Company, without consent of JIA, to any entity in which the Company's managing member (or its affiliate) is a managing member or general partner. Otherwise, this Agreement is not assignable by the Company without the written consent of JIA, which consent shall not be unreasonably withheld or delayed. JIA may assign its obligations under this Agreement to any government entity in the State of Georgia that agrees to assume the assigned obligations.

5.8 **COLLATERAL ASSIGNMENT.** JIA acknowledges that the Company will be borrowing the funds that it shall require in order to carry out its duties and responsibilities under this Agreement and that it will assign its rights under this Agreement to the lender providing such funds as collateral for the Company's obligation to repay such borrowed funds. JIA hereby consents to such assignment and agrees that in the event that such lender shall exercise its rights pursuant to such collateral assignment and shall either assume the obligation of the Company to perform the duties of the Company arising from and after the completion of the exercise of such remedies, or shall cause a subsequent assignee which is reasonably qualified and able to perform the remaining duties of the Company under this Agreement to do so, then such lender or assignee may thereafter exercise the rights of the Company under this Agreement.

5.9 **TERM OF AGREEMENT.** The term of this Agreement shall commence on the Effective Date and continue in effect through the earlier to occur of the date of any termination set forth herein or the date that is five (5) years after the Effective Date.

5.10 **THIRD-PARTY BENEFICIARIES.** Other than as set forth in this Agreement, this Agreement shall not confer any rights or remedies upon any person other than the Parties hereto and their respective successors or permitted assigns.

5.11 **ARTICLE AND SECTION TITLES AND HEADINGS.** The article and section titles and headings are for convenience only and do not define, modify, or limit any of the terms and provisions hereof.

5.12 **INCORPORATION OF EXHIBITS.** The exhibits identified in this Agreement are incorporated herein by reference and made a part hereof.

5.13 **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the Parties hereto and except for the Ground Lease supersedes any prior understandings, agreements, or representations by or among the Parties hereto, written, or oral, to the extent they relate to the subject matter hereof. This Agreement supplements the Ground Lease, and except in the event of a conflict of terms, in which case the terms of this Agreement will control, this Agreement will be construed in conjunction with the Ground Lease.

5.14 **AMENDMENTS AND WAIVERS.** No amendment of any provision of this Agreement shall be valid unless the same shall be in writing and duly signed by an authorized representative of each of the Parties hereto. No waiver by any Party of any default, misrepresentation, or breach of warranty or covenant hereunder, whether intentional or not, shall be deemed to extend to any prior or subsequent default, misrepresentation, or breach of warranty or covenant hereunder or affect in any way any rights arising by virtue of any prior or subsequent such occurrence.

5.15 **COUNTERPARTS.** This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original, and it shall not be necessary in making proof of this Agreement to produce or account for more than one such counterpart. For purposes of this Agreement, a telecopy or electronically conveyed copy of an executed counterpart shall constitute an original. Any party delivering an executed counterpart of this Agreement by telecopier, or electronic mail shall also deliver an original executed counterpart of this Agreement, but the failure to deliver an original executed counterpart shall not affect the validity of this Agreement.

5.16 **INDEPENDENT CONTRACTOR.** Nothing contained in this Agreement shall be construed to create a partnership or joint venture between JIA and the Company or their successors in interest hereunder.

**[SIGNATURE PAGE FOLLOWS]**

**[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]**

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

COMPANY:

LNWA DEVELOPERS LLC, a Delaware limited liability company

By: \_\_\_\_\_  
Glenn R. Brooks,  
President

JIA:

JEKYLL ISLAND-STATE PARK AUTHORITY

By: \_\_\_\_\_  
Name:  
Title:

## **EXHIBIT “A”**

### **Description of Property**

All of that lot, parcel or tract of land, lying and being in the 25<sup>th</sup> Georgia Militia District, Jekyll Island, Glynn County, Georgia as shown on a survey prepared by C. Teeple Hill, G.R.L.S. No. 3081, entitled “A Boundary Survey of: Tract 1, Conservation Area-A, Conservation Area-B”, dated 7/24/15, last revised 9/18/15, said tract of land being shown as Tract 1 and being more particularly described as follows:

Commencing at a 5/8” iron rebar found having a Georgia State Plane Coordinate System, East Zone NAD83, coordinates of: NORTHING: 379533.257, EASTING: 891900.461; thence proceed with a curve, turning to the left with a radius of 6136.30’, a chord bearing of S 15°38’06” W, and a chord length of 140.00’, thence along the arc of said curve a distance of 140.00’ to a capped iron rebar set, said point also being the POINT OF BEGINNING; thence S 75°01’07” E a distance of 85.00’ to a capped iron rebar set; thence N 15°20’54” E a distance of 77.53’ to a capped iron rebar set; thence S 73°18’38” E a distance of 297.64’ to a capped iron rebar set; thence S 13°53’48” W a distance of 931.19’ to a capped iron rebar set; thence N 73°20’04” W a distance of 230.00’ to a capped iron rebar set; thence N 13°33’06” E a distance of 330.00’ to a capped iron rebar set; thence N 73°18’10” W a distance of 150.00’ to a capped iron rebar set; thence N 13°17’45” E a distance of 11.45’ to an iron rebar found; thence N 13°18’56” E a distance of 329.14’ to an iron rebar found; thence with a curve turning to the right with a radius of 6136.30’, a chord bearing of N 14°08’14” E, and a chord length of 180.79’, thence along the arc of said curve a distance of 180.80’ to the POINT OF BEGINNING; said tract of land having an area of 6.892 acres more or less.

Schedule 2.5(b)  
To the Development Agreement

Final Plat Requirements

A final plat submitted to JIA must be drawn at a scale of not less than 1 inch = 100 feet (1" = 100'), with a sheet size no larger than 24 inches by 36 inches (24" x 36") and no smaller than 8½ inches by 11 inches (8.5" x 11"), and must meet the Georgia Plat Act. A final plat will contain the following information:

1. Name of the development and street(s).
2. Names and addresses of the owner/lessor of record and the developer.
3. Date of plat drawing, graphic scale, north point, notation as to the reference of bearings to magnetic, true north, or grid north.
4. Location of tract, acres, and number of lots.
5. Name of former subdivisions or developments, if any, and reference to any previously recorded subdivision plat(s) for same.
6. Vicinity Map.
7. Courses and distances to the nearest existing street intersections or benchmarks related to NGB datum or other recognized permanent monuments.
8. Exact boundary lines of the tract giving distances to the nearest 1/100<sup>th</sup> foot and angles to the nearest ten seconds which shall be balanced and closed with an error of closure not to exceed one to 10,000. The error of closure shall be stated. Tract boundaries shall be determined by accurate survey in the field.
9. Exact location, widths, and names of all streets, public or private, and alleys within and immediately adjoining the plat and the exact location and widths of all crosswalks.
10. Lot lines with dimensions to the nearest 1/100<sup>th</sup> foot, necessary internal arcs and chords, and tangent or radii of rounded corners.
11. Required building setback dimensions. Setback lines must be shown graphically on corner lots and lots with more than four sides and/or odd angles.
12. When lots are located on a curve or when side lot lines are at angles other than 90 degrees, the lot width at the building line shall be shown.
13. Lots or sites numbered in numerical order and blocks numbered alphabetically, as applicable.
14. Location, dimensions, and purpose of all significant water courses and drainage easements, including slope easements, if any, public service utility right-of-way lines, any areas within the jurisdiction of any federal, state or local environmental protection or conservation laws, and any areas to be reserved by deed or covenant for common uses of all property owners.
15. A statement of any private covenants applicable to the development, if they are brief enough to be shown directly on the plat; otherwise, a statement substantially similar to the following: "This Plat is subject to covenants set forth in the separate document(s) attached hereto dated \_\_\_\_\_, which hereby become(s) a part of this plat", recorded on \_\_\_\_\_ (date), and signed by the owner.
16. Accurate location, material and description of monuments and markers.
17. All Special Flood Hazard Areas inundated by 100-year flood boundaries, including the flood zone elevation, as interpreted from a current Flood Insurance Rate Map shall be delineated on the final. For subdivisions containing property within a Special Flood Hazard Area the following statement shall appear on the plat:



"Federal Emergency Management Agency Flood Insurance Rate Map (Community Number 130092, Panel Number \_\_\_\_\_, Suffix \_\_\_\_\_, Index Dated \_\_\_\_\_) indicates this property to be in Zone \_\_\_\_\_, required elevation \_\_\_\_\_, which is in a Special Flood Hazard Area inundated by 100-year flood."

If the limits of the subdivision are contained within one Special Flood Hazard Area, only the flood zone statement will be required. If more than one zone is involved, provide zone boundary lines on plat.

18. Certificates and Statements, as follows, if applicable:

Certificate of Ownership and Dedication

It is hereby certified that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby dedicate all streets, alleys, walks, parks, rights-of-way, easements and other sites to the use of the public forever or for private use as noted.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Owner(s)

Certificate of Accuracy

It is hereby certified that this Plat is true and correct and was prepared from an actual survey of the property made under my supervision in conformity with the minimum standards and requirements of law.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Registered Land Surveyor

\_\_\_\_\_  
Number

---

---

**MEMORANDUM**

---

---

**TO:** COMMITTEE OF THE WHOLE  
**FROM:** MARIA L. HUMPHREY, LEASE MANAGER  
**SUBJECT:** GOLDEN ISLES CARRIAGE & TRAILS, LLC  
**DATE:** 6/21/2022

---

**FIRST AMENDMENT AND CORRECTION TO LEASE**

**TRADE NAME:** Golden Isles Carriage and Trail at Three Oaks Farm

**LEASEHOLDER:** Golden Isles Carriage & Trails, LLC

**ADDRESS:** 6 Clam Creek Road  
Jekyll Island, Georgia 31527

**Property Size:** 0.399 acres

Leaseholder and the Authority entered a lease for parcels of land and rental space for the operation of horse-drawn carriage tours and horseback rides.

One parcel included 6 Clam Creek Road, Jekyll Island, Georgia, described as a half-acre parcel. During the design review process and following site inspections, Authority staff and Leaseholder determined the correct dimensions and acreage should be 0.399 acres. Shupe Surveyors has prepared a survey of the actual site boundaries, which is attached to the First Amendment as Exhibit C-3.

The Amendment before you corrects the Clam Creek Premises parcel from .5 acre to .399 acre; allows temporary parking of horse trailers along the one-way access road adjacent Clam Creek Premises parcel, requires Authority approval before corral fencing may be relocated on the Clam Creek Premises parcel (to avoid encroaching on tree protection areas), and adjusts the Base Rent downward to account for the reduced acreage.

There are no other material changes to any of the terms of the Lease.

JIA staff recommends the Board approve this First Amendment.

## **FIRST AMENDMENT AND CORRECTION TO LEASE AGREEMENT**

THIS FIRST AMENDMENT AND CORRECTION TO LEASE AGREEMENT (the "First Amendment") is made this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the Jekyll Island-State Park Authority, a public corporation and instrumentality of the State of Georgia ("Lessor") and Golden Isles Carriage & Trails, LLC, a Georgia limited liability company ("Lessee"). Capitalized terms not defined herein shall have the meanings given to them in the Lease (as hereinafter defined).

### **WITNESSETH**

WHEREAS, Lessor and Lessee entered that certain Lease Agreement dated January 12, 2022 (the "Lease") for the lease of rental space and the operation of carriage and horseback riding tours on Jekyll Island; and,

WHEREAS, the Lease incorrectly identified Lessee as "Golden Isles Carriage and Trail at Three Oaks Farm, LLC", an unregistered and unformed business name; and,

WHEREAS, the Parties desire to amend the Lease to correctly identify Golden Isles Carriage & Trails, LLC as the lessee; and,

WHEREAS, the leased premises included a certain half-acre of land, located at 6 Clam Creek Road, Jekyll Island, Georgia (the "Clam Creek Premises"); and,

WHEREAS, after inspection and survey of the Clam Creek Premises, the Parties determined the Clam Creek Premises to be 0.399 acres instead of 0.5 acres; and,

WHEREAS, the Parties desire to amend and correct the Lease to more accurately reflect the boundaries of the Clam Creek Premises and for other purposes.

NOW THEREFORE, for \$10.00 cash in had paid, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

### **AGREEMENT**

1. Exhibit C of the Lease is hereby deleted and replaced with Exhibits C-1, C-2 and C-3 attached to this First Amendment.
2. Section I.B.1 of the Lease is amended by deleting said Section and inserting a new Section I.B.1 to read as follows:

*B. Driftwood Beach Tours*

1. Clam Creek Premises, as identified Exhibit C

a) Approximately a 0.399 acre parcel of land, located at 6 Clam Creek Road, Jekyll Island, Georgia.

b) a non-exclusive license to use public roads and multi-use paths and portions of Clam Creek and Driftwood Beaches as described or depicted in this Lease for the purposes contemplated herein. Lessee must keep horses on paved or otherwise improved surfaces when traveling to and from the beach.

3. Section IV.A.1 pertaining to Base Monthly Rent is amended to read as follows:

A. *Base Monthly Rent:*

1. *Subject to the CPA Adjustment to Base Rent, below, the Base Monthly Rent shall be \$2,058.33, payable in advance on the first calendar day of each month of the period.*

a) *Historic District Premises: \$33 (calculated at \$9/square foot/year at 44 square feet)*

b) *Amphitheater Premise: \$961.33 (calculated at \$3.50/square foot/year at 3,296 square feet)*

c) *Clam Creek Premises: \$1,064.00 (calculated at \$2,666.67/acre at .399 acre)*

4. Notwithstanding Section A.4 of Exhibit D of the Lease, Lessee may temporarily park horse trailers along the one-way access road adjacent to the eastern boundary line of the Clam Creek Premises, subject to and applicable laws and Lessor's reasonable rules and regulations, including the requirement to relocate trailers temporarily when Lessor requires use of the access road. Lessee must otherwise park, or cause to be parked, employee, vendor and customer vehicles along Clam Creek Road in designated parking spaces.

5. Lessee may not relocate any corral fencing or other structures or improvements installed in the Clam Creek Premises without Lessor's prior written approval.

6. Except as modified or amended by this First Amendment, the remaining provisions of the Lease shall remain in full force and effect.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties have caused this First Amendment to be executed by and through their duly authorized representatives as of the date first written above.

**LESSOR:**

JEKYLL ISLAND STATE PARK AUTHORITY,  
a Georgia public corporation, and  
instrumentality of the State of Georgia

By: \_\_\_\_\_

Name: C. Jones Hooks

Title: Executive Director

**LESSEE:**

Golden Isles Carriage & Trails, LLC, a  
Georgia limited liability company

By: \_\_\_\_\_

Name: Tommie Crum

Title: Owner

Exhibit C-1  
Clam Creek Premises and Route  
(See attached)

Exhibit C-2  
Clam Creek Premises and Route  
(See attached)

Exhibit C-3  
Survey of Clam Creek Premises  
(See attached)

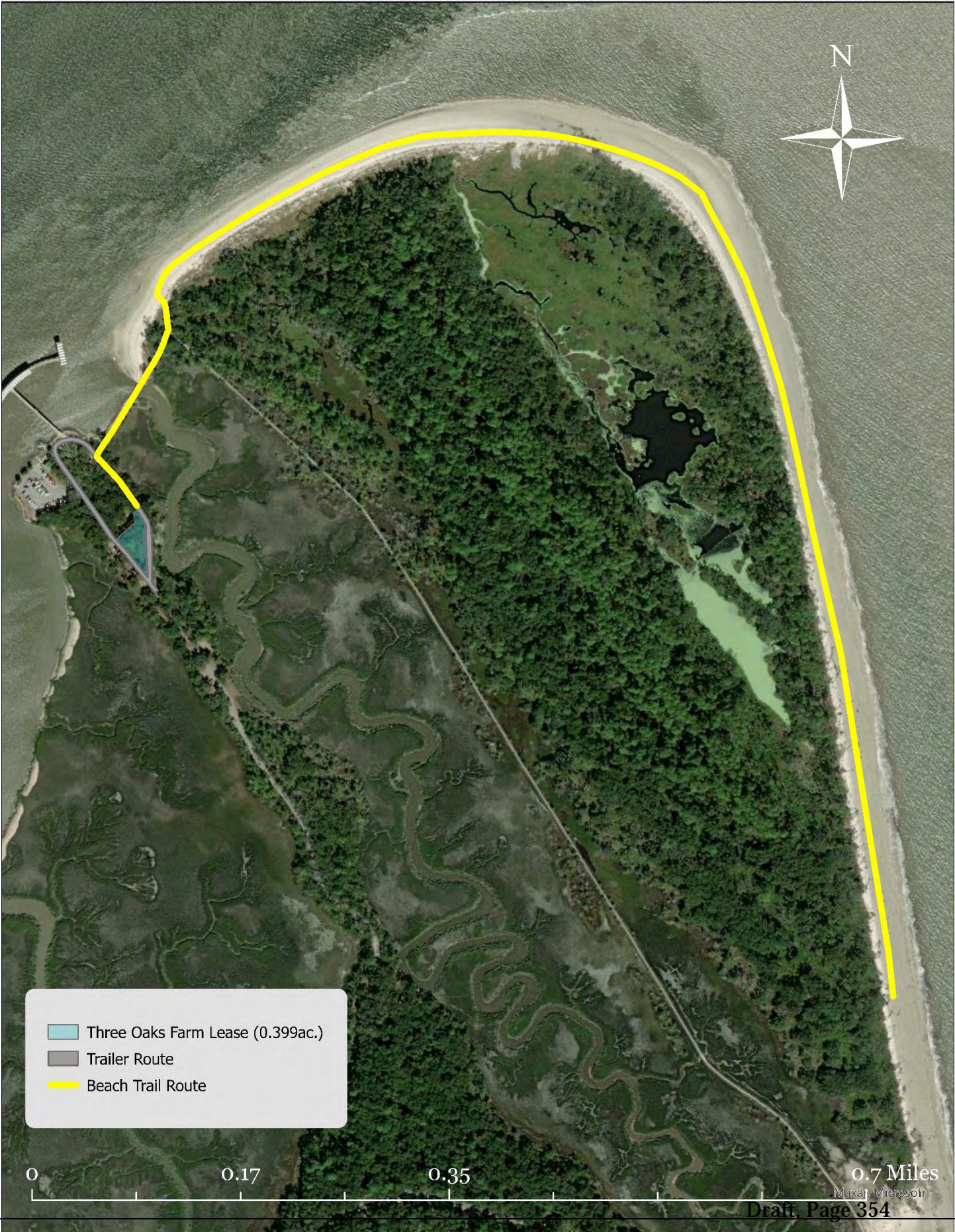


**Golden Isles Carriage & Trails, LLC- First Amendment to Lease  
Exhibit C-1**



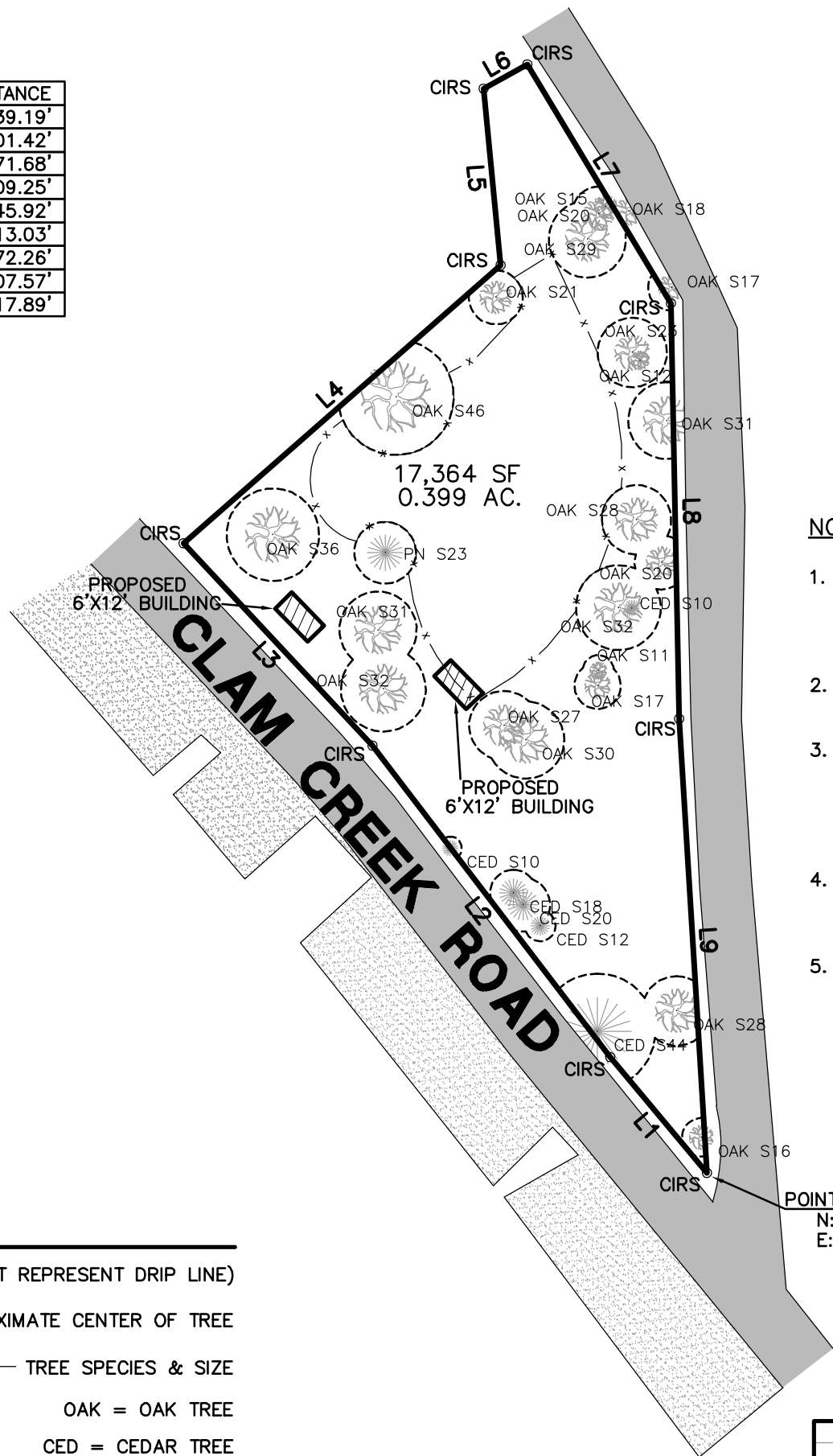


**Golden Isles Carriage & Trails, LLC- First Amendment to Lease**  
**Exhibit C-2**





LINE	BEARING	DISTANCE
L1	N 39°50'42" W	39.19'
L2	N 37°23'30" W	101.42'
L3	N 43°01'38" W	71.68'
L4	N 48°42'41" E	109.25'
L5	N 05°29'39" W	45.92'
L6	N 60°57'42" E	13.03'
L7	S 30°58'52" E	72.26'
L8	S 01°09'18" E	107.57'
L9	S 03°28'38" E	117.89'



TREE LEGEND:

- INDICATES TREE (DOES NOT REPRESENT DRIP LINE)
- APPROXIMATE CENTER OF TREE
- TREE SPECIES & SIZE
- OAK = OAK TREE
- CED = CEDAR TREE
- PN = PINE TREE

NOTES:

- BEARINGS AND COORDINATES SHOWN ON THIS SURVEY ARE BASED ON THE GEORGIA STATE PLANE COORDINATE SYSTEM, EAST ZONE, NAD83 AND WERE ESTABLISHED USING RTK GPS WITH A VRS NETWORK.
- FIELD EQUIPMENT USED FOR THIS SURVEY: CARLSON BRX7
- THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED WAS OBTAINED USING EQUIPMENT AND PROCEDURES CONSISTENT WITH BOARD RULE 180-07-.03. THE CALCULATED POSITIONAL TOLERANCE WAS 0.05 FEET.
- THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 33,757 FEET.
- THIS SURVEY AND ALL SUBSEQUENT REVISIONS ARE BASED SOLELY ON FIELD WORK THAT WAS COMPLETED ON 5/16/22 (UNLESS OTHERWISE NOTED). SHUPE SURVEYING COMPANY, P.C. IS NOT RESPONSIBLE FOR ANY CHANGES TO SITE CONDITIONS AFTER THIS DATE.

THIS DOCUMENT AND ALL REPRODUCIBLE COPIES OF THIS DOCUMENT ARE THE PROPERTY OF SHUPE SURVEYING COMPANY, P.C. REPRODUCTION OF THIS DOCUMENT IS NOT PERMITTED WITHOUT WRITTEN CONSENT OF SHUPE SURVEYING COMPANY, P.C. UNLESS THIS DOCUMENT BECOMES A MATTER OF PUBLIC RECORD. ALTERATIONS TO THIS DOCUMENT ARE NOT PERMITTED.

LEGEND:

- CIRS 1/2" CAPPED IRON REBAR SET (SSC PC, LSF 317)
- ASPHALT
- PROPOSED BUILDING
- PARKING
- PROPOSED CORRAL
- PROPOSED TREE PROTECTION AREAS

LEASE EXHIBIT

THREE OAKS FARM

JEKYLL ISLAND,  
GLYNN COUNTY, GEORGIA

PREPARED FOR:  
GOLDEN ISLES CARRIAGE  
AND TRAILS, LLC  
AND  
JEKYLL ISLAND AUTHORITY



SHUPE SURVEYING COMPANY, P.C.

3837 DARIEN HIGHWAY  
BRUNSWICK, GA 31525  
912-265-0562

CERTIFICATE OF AUTHORIZATION: LSF317



SCALE	1" = 40'	DRAWING DATE	5/20/22
FILE	22336	DRAWN BY	C.T.H.
DRAWING	22336 Lease Exhibit	CREW CHIEF	M.T.
SHEET 1		Draft, Page 355	

1.	ADDRESSED JIA REVIEW COMMENTS	CTH	6/16/22
NO.	REVISION	BY	DATE

The Jekyll Island State Park Authority (JIA) and Committees met in Public Session on Tuesday, May 17, 2022 at the Jekyll Island Convention Center and via teleconference.

Members Present: Mr. Dale Atkins, Chairman  
Mr. Bill Gross, Secretary/Treasurer  
Dr. Buster Evans  
Mr. Trip Tollison  
Mr. Glen Willard via Teleconference  
Mr. Bob Krueger, Vice Chairman via Teleconference  
Commissioner Mark Williams via Teleconference  
Mr. Joseph B. Wilkinson Jr. via Teleconference

Members Absent: Ms. Joy Burch-Meeks

Key Staff Present: Jones Hooks, Executive Director  
Noel Jensen, Deputy Executive Director  
Zachary Harris, General Counsel  
Marjorie Johnson, Chief Accounting Officer  
Jenna Johnson, Director of Human Resources  
Alexa Hawkins, Director of Marketing & Communications  
Tom Alexander, Director of Historic Resources  
Anna Trapp, Executive Assistant

Various members of the public, JIA staff, and press were also present.

Chairman Atkins called the committee session to order at 9:31 a.m. Roll was called for members attending in person and those attending via teleconference, and a quorum was established.

JIA received one online public comment for this meeting:

- Craig Patterson on behalf of the Jekyll Island Citizens Association – Code Revision Project

## **I. Historic Preservation/Conservation Committee**

A. Tom Alexander, Director of Historic Resources, presented an update highlighting the following items:

- Revenues and Participation
  - Revenue for March and April were the best on record.
  - Revenues for the Mosaic and museum gift shop are expected to reach \$1,000,000 during fiscal year 2022.
  - There have been 40,857 participants in Historic District tours and programs so far during the fiscal year.
- Preservation
  - The small and large dorms (JIA Admin and Annex Buildings) have been painted.
  - The lift station behind Goodyear Cottage has been stabilized and revitalized.
  - The porch at the Infirmary/Furness Cottage has been stabilized.
  - Deaccession has taken place to remove items from storage that have no historic significance.
  - The Cypress Breezeway at the Jekyll Island Club Resort has been completed.
- Curation, Archives, and Collections
  - 832 items added or updated in the software system used to maintain documents.

- JIA's archivist has processed and digitized 37 cubic feet of printed materials.
- 33 interpretive panels have been updated around the Island.
- Education
  - *Making a Museum* program offered to provide a history of the museums that have been on Jekyll Island.
  - The project for Living History Characters has been finalized.

Alexander closed his presentation by sharing a promotional video produced by Brian Lee, Marketing's Digital Content Manager, which is used for presentations and lectures at the Mosaic.

There were no public comments.

## **II. Finance Committee**

A. Mr. Bill Gross, Finance Committee Chair summarized the April Financials including an overview of Revenues, Expenses, Net Operating Cash, and Traffic Statistics.

- Revenues were \$3,196,329.
- Expenses were \$3,049,515.
- Net Operating Cash Income was \$146,814.
- Total Traffic Counts were 137,479 vehicles.

B. Marjorie Johnson, Chief Accounting Officer presented the request to accept a non-competitive grant from the Georgia Trauma Commission (GTC) to purchase (1) King Vision Intubation kit for \$1,479.99 and (2) Samsung Tablets for \$1,180.98. These items, which will support the fire department's response to trauma related emergencies, were selected by staff from the pre-approved equipment list provided the GTC.

A motion to recommend accepting the grant award from the Georgia Trauma Commission in the amount of \$2,395.76 for the purchase of the pre-approved equipment was made by Dr. Evans and seconded by Mr. Tollison. The motion carried unanimously.

There were no public comments.

## **III. Human Resources Committee**

A. Jenna Johnson, Director of Human Resources presented an update to the Uniform Dress Code and Personal Appearance Policy. The update provides additional guidelines on appropriate attire.

- For uniformed positions: the length of shorts can be no shorter than three inches above the knee and footwear excludes any kind of heel, wedge, or sandal.
  - For non-uniformed positions: business casual guidelines have been updated to include the wearing of jeans on Fridays and to restrict footwear of heels higher than three inches.
- Additionally, the updated policy states that it is the department manager's duty to enforce the dress code standards and promptly address any noncompliance with the policy.

A motion to recommend accepting the Uniform Dress Code and Personal Appearance Policy Update as recommended by staff was made by Mr. Krueger and seconded by Mr. Atkins. The motion carried unanimously.

- B. Jenna Johnson, Director of Human Resources, continued by thanking the Board for approving the pay increases at the April Board Meeting, highlighting how that decision has impacted recruitment. Since April 22, 2022, when the pay increases went into effect, Human Resources has seen a 68% increase of new applications compared to the first three weeks of April. The pay increase also appears to be assisting with filling the positions that have been challenging to find applicants for in the past, including positions at Summer Waves and Golf Course Maintenance.

J. Johnson also introduced JIA's Recruiting Specialist, Brandy Dow who has been attending career fairs, both in-person and virtual, to reach potential applicants. The virtual career fairs allow Dow to promote positions with the JIA and communicate with thirty individuals in one session through chat rooms, opposed to in-person fairs that may not be well attended.

There were no public comments.

#### **IV. Marketing Committee**

- A. Alexa Hawkins, Director of Marketing & Communications, provided an update highlighting the following items:
- The Man o' War attraction opened on Saturday, May 14<sup>th</sup> at Summer Waves for its 35 year anniversary. The rope drop ceremony included branded cookies, free temporary tattoos with the Man o' War logo, photos with Dolly the Dolphin, and a live remote broadcast with WAPE 95.1 JAX. Man o' War is the largest attraction at Summer Waves with four slides and can move about 700 riders an hour.
  - The 75<sup>th</sup> Anniversary Brand Campaign co-op advertising with *Explore Georgia* has proved successful with Jekyll Island's custom dedicated email being *Explore Georgia's* highest performing custom email in FY22, receiving 8,100 clicks, compared to the average 2,000-5,000 total clicks for other partners.
  - The Seventy-Fifth Street Party will take place on Saturday, August 6<sup>th</sup> from 4:00 to 8:00 p.m. at Jekyll Beach Village. The event will include:
    - Family-friendly activities, live music, and free entertainment
    - Photo booths, caricatures, chalk-artist, and vintage cars
    - Free gift with purchase at any Beach Village merchant
    - Mural reveal ceremony in Beach Village
- B. Scott McQuade, President & CEO of the Golden Isles Convention and Visitors Bureau (CVB) presented the results of the 2021 visitor sentiment survey. Respondents to the survey included visitors from Georgia as well as states from across the U.S., totally almost 43,000 responses. Results from the survey show:
- The Golden Isles is attracting first-time visitors and has a significant number of repeat visitors.
  - The number of Fall visitors has grown significantly, and is on par with the high-volume seasons, Spring and Summer.
  - When visiting the Golden Isles, 44% of visitors are staying on St. Simons Island and 36% are staying on Jekyll Island.
  - A few predominant activities and attractions that visitors feel are lacking include festivals, live music, an outdoor amphitheater, nightlife offerings, and more restaurants. Additionally, 37% of respondents said a ferry transportation between St. Simons and Jekyll Island was needed.

- Jekyll Island received overwhelmingly positive responses for being naturally beautiful, historically well-preserved, and authentic as well as for offering activities for all ages and promoting wildlife protection/education.

Jones Hooks, Executive Director, thanked McQuade and his team for elevating the CVB over the years and for working with Jekyll Island to ensure it is included in various events across the Golden Isles.

In addition to the Marketing Report, Hooks presented an insert that was included in a recent issue of *The Brunswick News* to celebrate Jekyll Island's 75<sup>th</sup> Anniversary and to highlight JIA employees, noting their years of service.

There were no public comments.

## **V. Legislative Committee**

No report.

## **VI. Committee of the Whole**

- A. Jones Hooks, Executive Director, welcomed Glenn Coyne, GMC Senior Planner, back to present the First Reading of the proposed Ordinance Revisions.

Coyne began by highlighting the process. The goal outcome for revising the ordinances is to provide an updated, organized, and concise code that clarifies policies and procedures. This was done by working with JIA staff to draft chapters of the code. Then through additional work sessions with staff and public comments, edits were made to those drafts. The chapter drafts were posted on the JIA website for public review and comment, along with a summary of the changes made to the code. Public comments were received via an online portal and through three in-person public input sessions.

Coyne then summarized the changes proposed in the draft ordinance chapters:

- Minimal or no changes:
  - Beach Lighting: no changes to the ordinance adopted in 2020.
  - Animal Control: existing codes consolidated, and language updated to reflect actual practice of impounding animals with Glynn County Animal Control.
  - Beach and Resource Protection: Reviewed by the Georgia Department of Natural Resources (DNR) and codified into one chapter the State of Georgia regulations that apply to the Jekyll Island State Park.
  - Flood Protection: Based on the coastal model ordinance provided by the State of Georgia and the Federal Emergency Management Agency (FEMA). It requires a one-foot freeboard for new development and additions.
  - Clean Community: Builds on existing prohibitions against littering and addresses waste receptable and trash collection.
  - Water Conservation: Establishes watering restrictions during periods of drought when declared by the Georgia State Board of Natural Resources.
  - Streets and Rights of Way: Consolidates existing language into one chapter, clarifies enforcement of overnight parking, incorporates language regulating Low-Speed Vehicles and Personal Transportation Vehicles, and regulates the licensing procedures and limitations of rentals.
  - Fire Protection: Adopts State of Georgia fire code, clarifies process to apply for a burn permit, allows fires in places designated for safe burning, and allows the Executive Director to establish an emergency burn ban during excessively dry weather.



- New chapters and major revisions
  - Building Codes: The new ordinance defines three project classifications to determine permit regulations: 1. minor work, 2. alterations, additions, pools, and fences, and 3. substantial rebuilding and new construction. It adopts the full suite of the most recent applicable international and State building, fire, and life safety codes. It also adds a requirement for inspections on commercial buildings for structural cracks every five years.
  - Residential: It includes updates to the residential design review standards for building height, lot coverage, requirements for accessory structures, and parking standards. It updates the home occupation standards and clarifies the building permit and design review application process. Also, it introduces a new Planned Community (PC) District and short-term vacation rental (STVR) regulations.
  - Landscaping and Tree Protection: The code has been organized for clarity, includes minimal updates, and provides guidelines and standards for the purpose of protecting the tree canopy and preserving landscaping.
  - Leased Property: This is a new chapter consolidated from other areas of the existing code. It clarifies existing language for disturbing property outside of leased property, adds specific language on use of lease property, adds a series of remedies and penalties for violations, and adds a property boundary survey requirement.
  - Stormwater Protection: Minimal changes were made in this code. It formally establishes the process between JIA and Glynn County for reviewing and approving stormwater management plans and issuing Land Disturbing Activity permits. The code is consistent with the Georgia Stormwater Management Manual and Coastal Stormwater Supplement.
  - Sea Level Rise (SLR) Resilience: This is a new code based on the guidance document, *Enhancing Coastal Resilience with Green Infrastructure* by CRD & UGA Carl Vincent Institute. The purpose of this code is to assist with planning for future sea level rise over the next 50 to 100 years. Commissioner Mark Williams supported the recommendation to create a 75-foot buffer for new infrastructure around tidally influenced waters.
  - Commercial and Business Regulations: It clarifies existing language, formally incorporates the existing project review process into the code, incorporates the complete alcohol regulations into the Commercial chapters, regulates trash compactors and fats, oils, and grease disposal for commercial users, and specifies use and design standards including height, parking, public spaces, and lighting.

Hooks reiterated that this review constitutes the First Reading of the Ordinance Revisions, and the revised ordinances will be up for consideration at the Second Reading. He also noted that the online public comment portal will remain open until May 31, 2022.

- B. Zach Harris, General Counsel, presented amendments to the Beachview Club Hotel & Beach House Restaurant leases located at 721 and 715 North Beachview Drive, Jekyll Island. He noted that these two amendments are a follow-up to the sale and assignment of the hotel and restaurant that the Board approved at the December 14, 2021 meeting. During due diligence, a few items were identified, that require additional Board action for the transfer to close.

The proposed amendment incorporates substantially the same amendment and assignment language approved by the Board at its December 14, 2021 meeting. This Proposed Amendment contains the following additional items:  
Beach House Restaurant:



- The Proposed Amendment documents and permits the existing Beach House Restaurant monument sign within the Beachview Drive right of way and provides for its removal and relocation upon certain events

Beachview Club Hotel:

- The Proposed Amendment incorporates the 2,659 square feet (approximately 0.06 acres) of Borden Lane parking space area within the boundaries of the Leased Premises.
- The Proposed Amendment increases rent by \$1,440.00 per year initially to capture the 2,659 square feet of the parking space area added to the Leased Premises (i.e., \$2,000 per acre at 2.68 acres instead of 2.62 acres); and,
- The Proposed Amendment documents and permits the existing Beachview Club Hotel monument sign within the Beachview Drive right of way and provides for its removal and relocation upon the happening of certain events.

A motion to recommend approval of the amendment to the Beach House Restaurant lease was made by Mr. Gross and seconded by Mr. Tollison. The motion carried unanimously.

A motion to recommend approval of the amendment to the Beachview Club Hotel lease was made by Mr. Gross and seconded by Dr. Evans. The motion carried unanimously.

C. Jones Hooks, Executive Director, Presented the Executive Director's Report. He discussed the following points:

- Golf Improvement Strategy Update
  - The revised report from Terracon for the Archeology Study is expected to be complete no later than May 20<sup>th</sup> for further review by the State.
  - Richard Singer has submitted the assessment of the Jekyll Island Golf Club conducted by National Golf Foundation (NGF). The final report has been provided in the Board's Blue Folder packet and will be available online for the public to view.
- The contract has been finalized for the Amphitheater Market Analysis, and the site visit and kick-off interviews are scheduled to begin June 8, 2022.
- A virtual meeting is scheduled with VenTek, the contracted company responsible for the gate system, to address the on-going issues with the software and hardware equipment.
- Over the past twelve years, 250 large sized mature trees have been planted as part of the reforestation effort on Jekyll. An additional 250 smaller trees such as hardwoods, crape myrtles, and cabbage palms have been planted across the Island.
- Seven cold-stunned Kemps ridley sea turtles are scheduled for release both from the beach and offshore on May 17, 2022. The offshore releases are designed for turtles who are in the deep ocean phase of their life cycle. This release is made possible through partnerships with Upwell Conservation and Florida Atlantic University.
- The scheduled June 2, 2022 Finance Committee meeting will now be a Called Board Meeting. Location details will be released at a later date.
- The June 21, 2022, Board Meeting agenda will consist of the Proposed FY23 Budget, the Second Reading of the Revised Ordinances, and the Proposed FY23 Strategic Plan, along with a few other items.

D. Mr. Atkins presented the Chairman's Comments. He thanked the JIA staff for their reports and the Board members for their participation both in-person and via teleconference.

There were two public comments:

- Craig Patterson, President of the Jekyll Island Citizen Association (JICA), thanked the JIA and GMC for the opportunity to make comments on the Ordinance Revisions and for including some of those comments in the revisions. He further directed the Board to a letter from JICA that further notes areas in the ordinances that they believe still need to be addressed.
- Susan Inman, Coastal Advocate with 100 Miles, thanked JIA for the opportunity to submit public comments regarding the Ordinance Revisions. She continued with additional recommendations from 100 Miles to address concerns of possible future overdevelopment.

The Chairman continued directly into the JIA Board Meeting.

**The Jekyll Island State Park Authority (JIA) Board Meeting**  
**May 17, 2022**

The roll was called at 11:28 a.m., and all members were present either in-person or via teleconference, except for Ms. Joy Burch-Meeks, who was absent.

**Action Items**

1. Mr. Gross moved to accept the minutes of the April 12, 2022 Board Meeting as presented. The motion was seconded by Mr. Tollison. There was no discussion, and the minutes were unanimously approved.
2. The recommendation from the Finance Committee to accept the grant award from the Georgia Trauma Commission carried by unanimous approval.
3. The recommendation from the Human Resources Committee to accept the Uniform Dress Code and Personal Appearance Policy Update carried by unanimous approval.
4. The recommendations from the Committee of the Whole to approve the Beach House Restaurant lease amendment and the Beachview Club Hotel lease amendment carried by unanimous approval.

The motion to adjourn was made by Mr. Krueger and was seconded by Mr. Tollison. There was no objection to the motion and the meeting adjourned at 11:31 a.m.

The Jekyll Island State Park Authority (JIA) met in Public Session for a Called Meeting on Thursday, June 2, 2022, at the Jekyll Island Golf Club and via teleconference. This meeting was also live streamed to the Jekyll Island Authority's YouTube channel for public viewing.

Members Present: Mr. Bill Gross, Secretary/Treasurer  
Mr. Dale Atkins, Chairman via Teleconference  
Dr. Buster Evans via Teleconference  
Mr. Glen Willard via Teleconference  
Mr. Bob Krueger, Vice Chairman via Teleconference  
Commissioner Mark Williams via Teleconference  
Mr. Joseph B. Wilkinson Jr. via Teleconference  
Ms. Joy Burch-Meeks via Teleconference

Members Absent: Mr. Trip Tollison

Key Staff Present: Jones Hooks, Executive Director  
Noel Jensen, Deputy Executive Director  
Zachary Harris, General Counsel  
Marjorie Johnson, Chief Accounting Officer  
Jenna Johnson, Director of Human Resources  
Anna Trapp, Executive Assistant

Various members of the public and JIA staff were also present.

Chairman Atkins called the committee session to order at 9:33 a.m. Roll was called for members attending in person and those attending via teleconference, and a quorum was established.

No public comments were received online for this meeting.

## **II. Finance Committee**

A. Mr. Bill Gross, Finance Committee Chair, opened the review of the Fiscal Year 2023 Proposed Budget.

Jones Hooks, Executive Director, highlighted a few items in relation to the Operational Budget:

- The revenues for FY 2023 equate to the largest proposed budget in JIA's history totaling \$35,466,720.46.
- He noted there are still lingering concerns post pandemic, and JIA staff will be actively monitoring national hotel research reports to evaluate travel habits across the country.
- JIA reserves remain healthy. There is approximately \$4.7 million in reserves, and additional funds are expected to be added to that, depending on the final year reports.
- All special funds are being met in the current projections.
- Revenues from the proposed parking fee will completely fund Guest Information Center operations. Additionally, remaining parking fee revenues will be allocated for specific projects or purchases within Public Safety, Historic Preservation, Conservation, Sanitation, Landscaping, Roads and Grounds, Special Events, and Park Services.

Marjorie Johnson, Chief Accounting Officer, provided a breakdown of the anticipated revenues for FY23.

- Amenities: 46%

- This includes revenue from the Convention Center, which resulted in the percentage for this area increasing by 2%.
- Residential leases: 2%
- Parking fees: 16%
- Commercial leases: 16%
- Hotel taxes: 7 %
- Utility and maintenance: 7%
- Other: 6%

Hooks then discussed the planned studies included in proposed budget:

- An update to the 2017 economic impact analysis to be conducted by the UGA Carl Vincent Institute.
- Ecological and outdoor recreation concept design that will be included as part of the Golf Course Improvement Plan.
- Water Master Plan
- Water Sewer Rate Study, which ties to the capacity study and will have a direct impact on the rates.
- Auditing of the capital reserves and verification of expenditures for our partners to ensure JIA lessees are adequately planning for the sustainability and longevity of their properties.

Hooks noted the success of JIA's Beach Village store, Life is Good, to highlight the revenue growth on Jekyll. When the shop was established six years prior, it lost \$8,000, and now it's revenues are \$121,473.

Hooks then discussed capacity on Jekyll, noting that the Capacity Study drives many of the decisions made by the Authority. Internal analysis will continue moving forward to determine if additional dynamic pricing is needed to potentially influence behavior and manage capacity.

Commissioner Williams asked for clarification on the proposed pay increases listed in the budget. Hooks confirmed that those increases are the same that were approved by the Board at the April 12, 2022 meeting, and that they were now reflected in the FY 23 budget.

M. Johnson then noted the retirement rates are increasing by 6% for FY 23, which will equal \$600,000. This notification from the State's Employee Retirement System came in after the budget process was complete. It is recommended that instead of revising the budget, funds available from vacant positions may cover additional retirement costs. \$250,000 is included for retirement payouts, and if needed, mid-year budget adjustments can be made.

Hooks then moved on to discuss a few of the FY 2023 Capital Requests:

- \$30,000 for site and design study for pickleball courts.
- \$59,063 for Harbor Road enhancements beyond the development agreement, which requires the widening of Harbor Road by the development group.
- The total revised budgeted amount for Capital Equipment and Projects Requests would equal \$2,132,763.
- \$340,000 for Water/Wastewater Capital Requests.
- \$350,000 for Tourism Development Funds.
  - This includes a portion of matching funds to leverage Jekyll Island Foundation funding for the Georgia Sea Turtle Center (GSTC) expansion.
- \$667,025 for Public Area Improvement Funds.

A motion for the Finance Committee to recommend approval of the Capital Equipment and Projects Requests to the JIA Board as recommended by staff was made by Mr. Wilkinson and seconded by Mr. Willard. The motion carried unanimously.

Hooks then discussed the proposed rate changes:

- Increasing the Annual Pass price from \$55 to \$75.
  - Considering capacity issues, the purpose of this increase is to balance the purchases of Annual and Daily passes. M. Johnson explained that the purchases of Daily Passes during Memorial Day weekend were down 36%, compared to the previous year.
- Increasing oversized vehicle annual pass from \$100 to \$120.
- A \$2.50 per meter increase for Water and Sewer rates in base fees but no increase usage rates.
- Per Waste Management, there will be a 3% increase for trash fees.
- Golf Round rates were increased in-season only:
  - Rates for June 1st to December 31st will remain the same
  - Rates for January 1st to May 31st will increase as follows:
    - 8:00am – 12:00pm increase from \$69 per round to \$75 per round
    - 12:00pm – 2:00pm increase from \$50 to \$55 per round
    - 2:00pm - Twilight increase from \$45 to \$50 per round
  - Golf Punch card rates:
    - 21 Round with Cart – increase from \$800 to \$900
    - 11 Round with Cart – increase from \$460 to \$500
    - 30 Round walking – increase from \$760 to \$850
- The nightly rate for the Campground will increase by \$3.00 to cover new POS system reservation fee.
- Increase to Intern Housing Rentals:
  - Interns/seasonal JIA staff will increase from \$50 per week to \$60 per week.
  - External rentals would be \$400 per week per house.
- Summer Waves rates were increased and standardized after two years of drasticllay reduced rates during COVID.
  - Daily admission rate increase from \$20.00 to \$25.00 - \$28.00.
  - Group rate increase from \$16.99 to \$22.00.
  - Season pass increase from \$63/\$74.99 to \$80 with no discounts for multiple passes.
  - Season pass buddy rates increase from \$14.00 to \$20.00.
  - Staff pass rates increase from \$14.00 to \$20.00.
- At the GSTC, THE Dawn Patrol rate will increase from \$160 to \$175, and the Night Patrol rate will increase from \$160 to \$250 to cover required extra personnel and fuel costs.
- Venue rental will increase from \$3,000 to \$3,500 at Villa Ospo, and there will be an established \$5,000 rental rate at Hollybourne.

A motion for the Finance Committee to recommend approval of the Rate Increases to the JIA Board as recommended by staff was made by Mr. Krueger and seconded by Mr. Willard. The motion carried unanimously.

Jenna Johnson, Human Resources Director, presented the proposed incentive plans:

- There were no changes to the Performance Incentive Plan from the current fiscal year.
- There was one change to the Goal Incentive Plan, which adds the Guest Information Center Assistant Manager role to list of positions eligible to receive part of the allocation, if the goals are met.

- For the Hiring Incentive Plan, the title position for the Deputy Executive Director role was updated, and the Water/Wastewater Assistant Superintendent role was added to the list.

A motion for the Finance Committee to recommend approval of the Incentive Plans to the JIA Board as recommended by staff was made by Dr. Evans and seconded by Mr. Krueger. The motion carried unanimously.

A motion for the Finance Committee to recommend approval of the Fiscal Year 2023 Budget and its components to the JIA Board as recommended by staff was made by Mr. Krueger and seconded by Mr. Wilkinson. The motion carried unanimously.

There were no public comments.

#### **VI. Committee of the Whole**

A. Jones Hooks, Executive Director, introduced Glenn Coyne, GMC Senior Planner, who participated via teleconference.

Coyne, briefly presented the Revised First Reading of the proposed Ordinances. He reminded the Board that the First Reading was presented at the May 17, 2022 meeting. Since then, additional public comments and communications with JIA staff have resulted in a few additional changes.

- Changes were made to several chapters regarding violations, penalties, and enforcement for the purpose of clarity and consistency.
- The Landscape and Tree Protection Ordinance now includes additional language that offers an appeal process for tree mitigation, should something happen to a tree that is not the fault of the lessee, such as a storm or disease. Approval of the appeal would be at the discretion of the Executive Director once appropriate documentation has been obtained from the lessee.
- In the Building Code Ordinance, the last section was amended to clarify the standards for inspections on commercial buildings for structural cracks every five years. This is for buildings 40 feet or taller and does not include single family residences.

Zach Harris, General Counsel, reiterated that the purpose of the code revision project from the beginning was to provide clarity to the ordinances, to remove redundancies, to update them, to ensure that they accurately reflect the authority's practices, and to modernize them where appropriate. He noted that throughout the process, the comments from the public have been reviewed by JIA staff and incorporated as applicable. He noted two comments that came up frequently that have not been addressed in these revisions:

- In response to the regulation of e-bikes, Jekyll Island will default to state law under Chapter six of Title 40.
- In response to the request to include a land use map, Harris explained that the Authority regulates land use under a lease regime that's authorized under state law, and the Authority is not supportive of a general zoning land use regime on Jekyll.

There was one public comment:

- Craig Patterson, President of the Jekyll Island Citizen Association (JICA), thanked GMC and JIA for their review of the tree mitigation comments and for including an appeal process in the code.

The motion to adjourn was made by Mr. Wilkinson and seconded by Mr. Willard. There was no objection to the motion and the meeting adjourned at 10:50 a.m.

---

## MEMORANDUM

---

**TO:** COMMITTEE OF THE WHOLE  
**FROM:** NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR  
**SUBJECT:** OPERATIONS MONTHLY REPORT – MAY 2022  
**DATE:** 6/9/2022

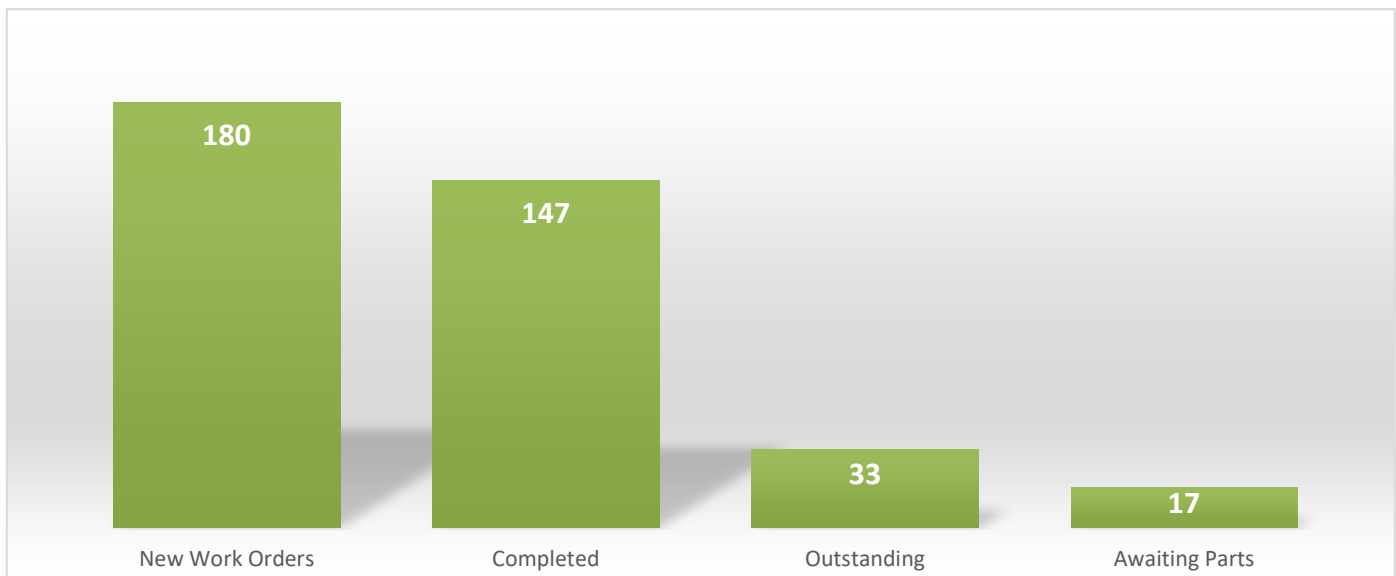
---

### **PUBLIC SERVICES**

#### **May Highlights:**

- Jekyll Island Airport (09J) self-serve aviation fuel (100LL) sold 1,468.19 gallons of 100LL aviation fuel in 52 transactions totaling \$9,660.68 in sales for the month of May.
- Campground expansion preparation continues onsite with JIA Landscape, Roads and Grounds, and water/wastewater staff. The construction entrance is installed, and selective tree management and road clearing are underway. The bathhouse construction contractor has completed two foundations and slabs and framing has begun on bathhouse #1.
- The campground reached 82% occupancy which is considered “full capacity”.
- Summer Waves and various departments completed the final additions on attractions at Summer Waves prior to opening on May 14<sup>th</sup>, including six new cabanas built by JIA Facilities staff. Summer waves opened for 7-day a week operation on Memorial Day weekend.
- Public Safety Complex site work continues as civil construction package is submitted at 95% completed.

#### **Operations Department Work Orders**



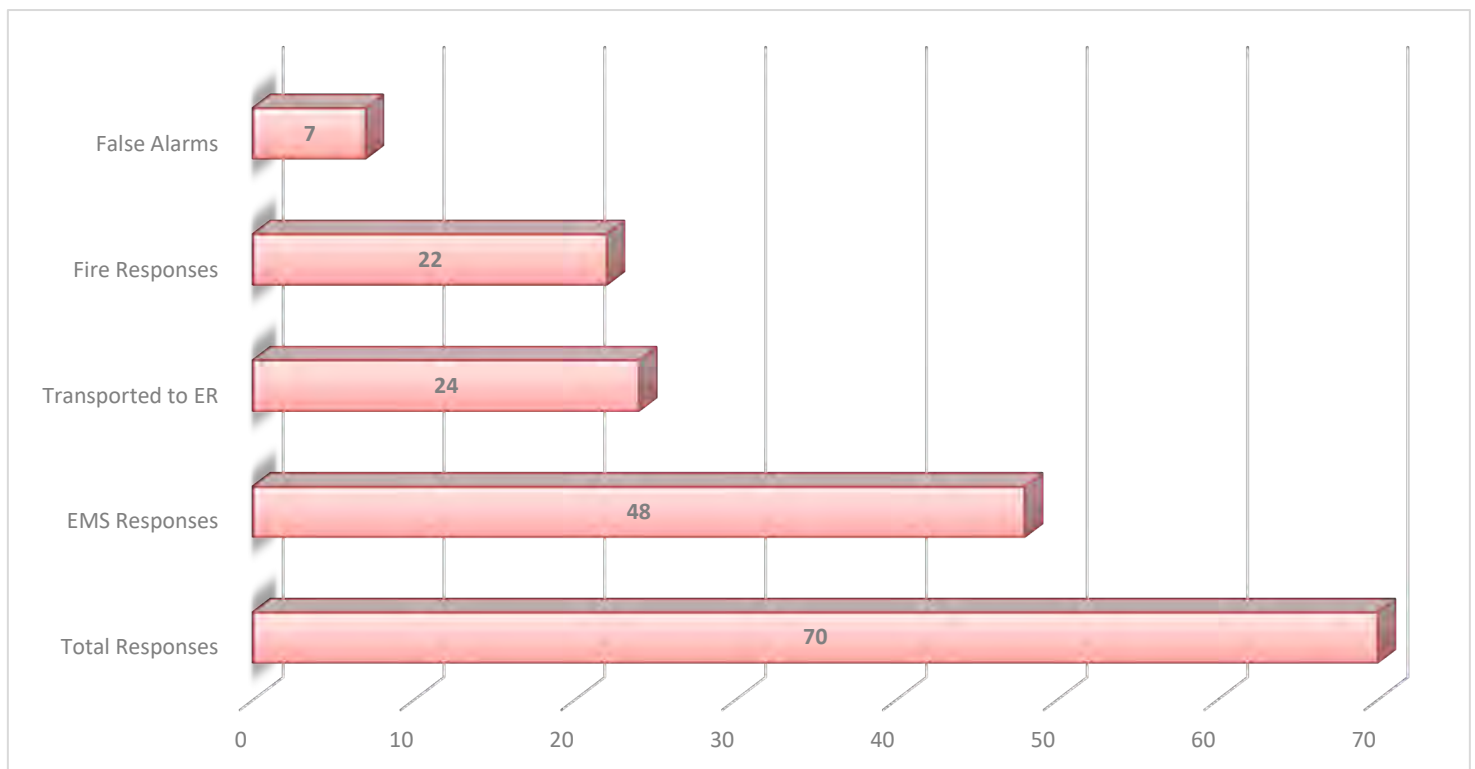


## **PUBLIC SAFETY – Fire & EMS**

### **May Highlights:**

- Completed 394 hours of staff training for the month.
- Fire Captains and office staff completed Clifton Strengths training.
- Sixteen (16) annual inspections were conducted in May.
- Twelve (12) permits were issued, and there were five (5) complaints investigated by Code Enforcement.
- Attended hurricane evacuation planning session in Savannah.
- Conducted radio signal discussion with GB911 office.

### **Jekyll Island Fire & EMS Responses**





---

---

## MEMORANDUM

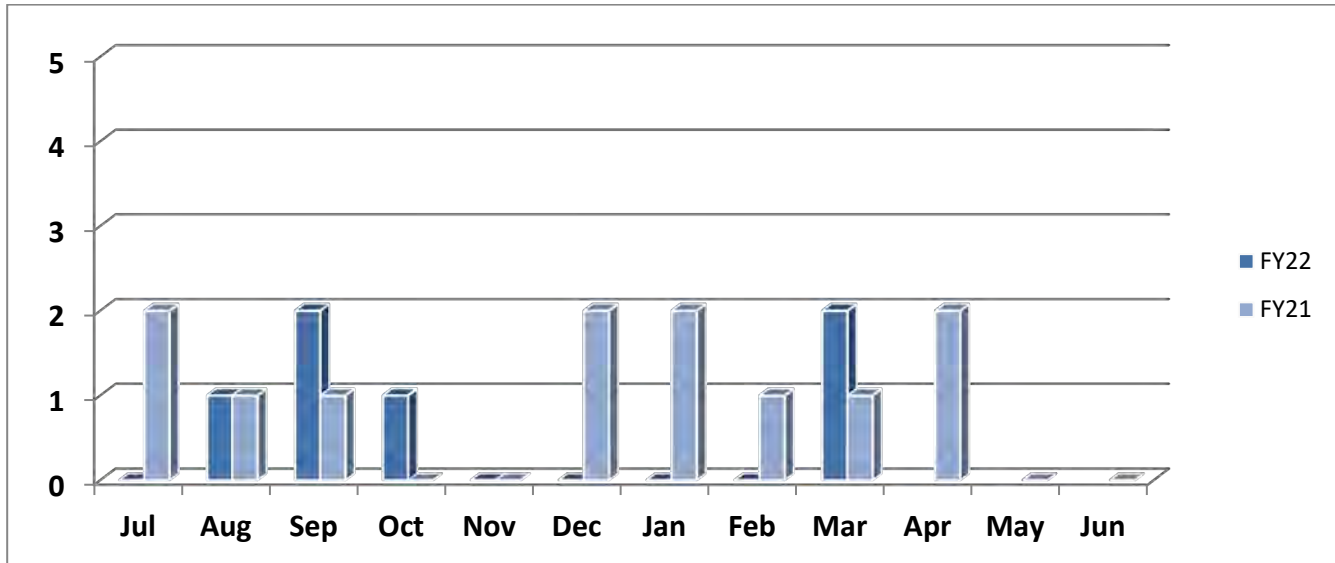
---

---

**TO:** HUMAN RESOURCES COMMITTEE  
**FROM:** JENNA JOHNSON, HR DIRECTOR  
**SUBJECT:** HUMAN RESOURCES COMMITTEE REPORT  
**DATE:** 6/14/2022

---

**JIA Workers Compensation Claims:** (Target goal for FY21 = 9).



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY22	0	1	2	1	0	0	0	0	2	3	0		9
FY21	2	1	1	0	0	2	2	1	1	2	0	0	12

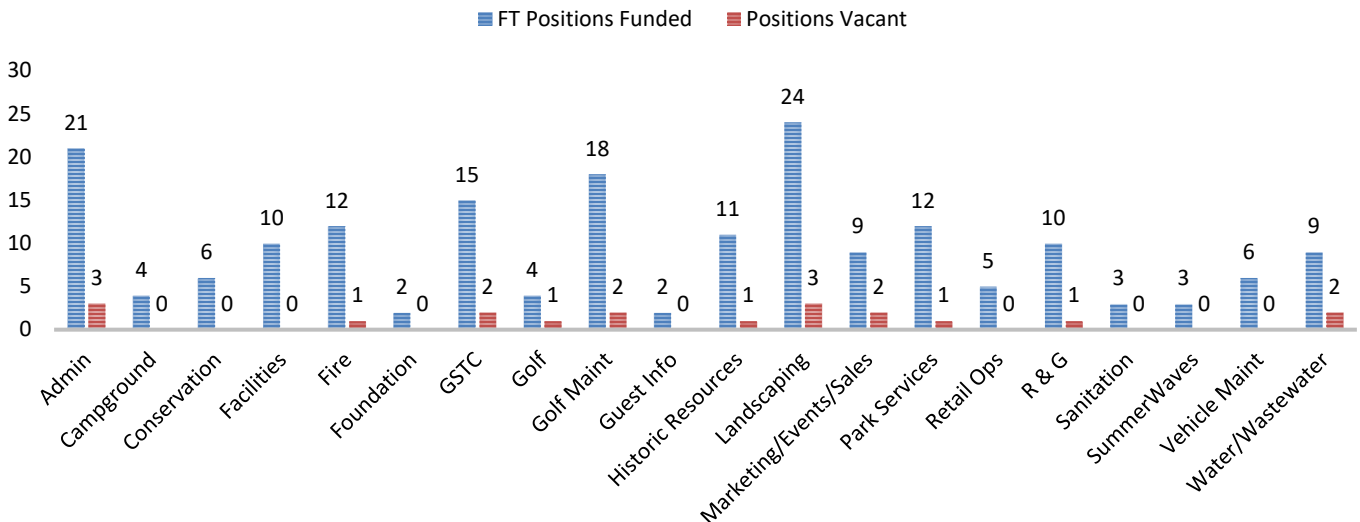
**JIA Employee Census:**

Month	Full time	Part Time	Seasonal	Interns/ Members	Total Employees
May	165	102	106	21	394

**Retirements:**

- None

## FULL TIME STAFFING



*Full-time Staffing as of 06/10/2022*

### **Recognition:**

#### ○ **Meet our June Featured Employee: Tim Maki**



Originally from West Boylston, Massachusetts, Tim has lived in the Golden Isles for two (2) years and has been with the JIA since May 13, 2021. As a Tour Guide/Museum Interpreter at the Mosaic, Jekyll Island Museum, Tim is responsible for providing interpretive experiences to Jekyll Island visitors, which include tours, other educational opportunities as well as introducing visitors to island features.

When Tim was asked what he liked most about working for the Jekyll Island Authority, he said “Engaging visitors to the Island while working with an outstanding team of colleagues in the Historic Resources (and they are an outstanding group)!” Asked, if he could improve one thing about Jekyll Island, “Increases access to sites within the Historic District, though I am impressed by how well JIA maintains the balance of access and protecting the resources.”

When Tim is not being a Tour Guide/Interpreter at the Mosaic, he is a lover of sports but now limits himself to being a spectator (the playing days are over). He is also an ocean lover and history buff so he enjoys exploring Coastal

Georgia with his wife, Labrador retriever and any friends or family who might be visiting.

Something to know about Tim is his maternal ancestors go back to the settling of New England in the 1600’s and his paternal great-uncle was a Titanic survivor as a Finnish immigrant. Hence his love of history and the stories of people during different eras.

Tim, we appreciate all that you do, thank you for your service!

---

---

**MEMORANDUM**

---

---

**TO:** HISTORIC PRESERVATION/CONSERVATION COMMITTEE  
**FROM:** BEN CARSWELL, DIRECTOR OF CONSERVATION AND SUSTAINABILITY  
**SUBJECT:** CONSERVATION UPDATE  
**DATE:** 6/14/2022

### **Research and Monitoring**

- Least terns, a seabird species listed as Rare by the State of Georgia, have established a significantly sized nesting colony on the upper beach near the southern point of the Island. With at least one nest having already hatched chicks, this is the first instance of successful least tern nesting on Jekyll Island since the early 1980's. The Conservation Team, with support from GA Sea Grant State Fellow for GA Audubon, Kim Savides, is working to document the extent of the colony, which has been growing, monitor its success, and install protective rope line around its perimeter as needed.
- The Conservation team has been carrying out routine seasonal shorebird surveys that contribute to the International Shorebird Survey. The team has also been carrying out monthly alligator mark/recapture surveys to monitor population trends and individual health.

### **Management and Planning**

- Preparations are underway for adding an additional mile of pollinator meadow, with scenic native wildflowers, along the causeway between the entrance towers near Highway 17 and the Cedar Creek bridge. Non-native grasses will be removed with a series of herbicide treatments and seeds will be sown this coming winter.

### **Programs**

- The Park Rangers and volunteers are scheduled to facilitate four large summer Gatorology Programs at Camp Jekyll for 21<sup>st</sup> Century and the Boys and Girls Clubs of Glynn. The plan is to host nearly 160 students over the four sessions to discuss the history, biology and conservation of the American Alligator

### **Outreach, Leadership, and Personnel**

- Department Director Ben Carswell delivered a presentation to participants in the Comprehensive Planning Institute giving a conservation perspective on comprehensive planning.
- Carswell and Wildlife Biologist Joseph Colbert supported a UGA Natural Resources, Recreation, and Tourism summer field course that visited Jekyll, touring the Shark's

Tooth Beach trail with the group and discussing challenges with visitor management associated with that site.

- An article centered around the long-term Eastern Diamondback Rattlesnake research led by Joseph Colbert was published as the cover story in Georgia Outdoor Network (GON) magazine. This issue of the magazine can currently be found in check-out line newsstands around the State. Full article: <https://gon.com/hunting/eastern-diamondbacks-fitted-with-gps-units>

**Georgia Outdoor Network (GON) Magazine, seen here at Winn Dixie in Brunswick, features a cover story centered around Jekyll Island Authority's long-term eastern diamondback rattlesnake research and monitoring efforts.**



---

---

## MEMORANDUM

---

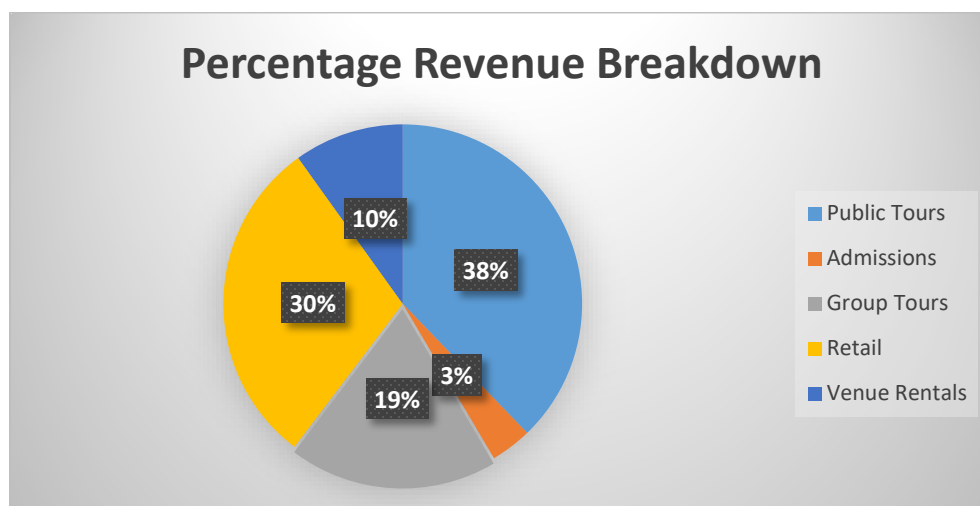
---

TO: COMMITTEE OF THE WHOLE  
FROM: TOM ALEXANDER, DIRECTOR OF HISTORIC RESOURCES  
SUBJECT: HISTORIC RESOURCES MONTHLY UPDATE FOR MAY 2022  
DATE: JUNE 14, 2022

---

Revenue for the National Landmark Historic District continues to be good. Despite the slowing of seasonal motorcoach business, overall revenue for the District showed **an increase of 67%** for[AD1] the same month last year (May 21).

<b>Mosaic May 22 Revenue</b>		<u>Visitors</u>	<u>Revenues</u>
	Public Tours:	3121	\$51,925
	Admissions:	627	\$5,090
	Group Tours	1722	\$25,830
	Museum Store	-	\$40,924
	Venue Rentals	-	\$13,600
	<b>Totals</b>	<b>5470</b>	<b>\$137,369</b>



### District Wide & Mosaic:

- The Mosaic manger, Will Story continues to **grow in his role** and Dana Karstensen **was an EXCELLENT hire** for assistant manager.
- **Staffing needs at are[AD2] Mosaic are caught up** with 3 seasonal summer guides and a very competent housekeeper being added.
- Revenue has begun to slow (as predicted) as the motor coach “season” has slowed, but is **still well above** what was budgeted and that from May 2021.
- The **pre-approved vendor list for venue rentals is being addressed**. The current list has been updated and will be provided to all renters.



Upon admin/legal approval, all renters using vendors not on the list may be required to obtain “event insurance” as a way to cover any potential damage not covered by an unfamiliar renter.



*Will Story & Dana Karstensen, Mosaic's management team*

### **Curation/Collections/Archives:**

- Plans made by Andrea Marroquin, museum curator, is moving forward with **the gallery and lobby change outs this summer** at Mosaic later in the summer. The lobby will **reflect the second phase of the 75<sup>th</sup> anniversary** and the gallery displays will change to focus on the Jennings family and the role of female servants during the club.
- Further, the Collections Specialist (Shalan Webb) is in the process of preparing **the second round of deaccessioning of items currently stored in Gould casino** to be completed this month.
- The **archivist (Faith Plazarin) unpaid intern (Patrick Carmody)** is off to a great start processing J. Broadwell's documents.
- New flat files were delivered and the “**blueprint room**” **now is**[AD3] **MUCH better organized.**

### **Preservation:**

- The preservationist, Taylor Davis, has done much with **his two summer interns (Olivia Kendrick, Joseph Rosso) funded by FOHJI**, chiefly prepping old tubs, sinks and toilets in Gould for disposal this month.



*Items being prepped for removal*[AD4]

- **Paving was completed** at Chichota ruins, the Large Dorm and Villa Ospo. The Chichota ruins project is caught up and awaits delivery of pavers to complete that project.
- **Exterior painting was completed** on both Administration buildings and Faith Chapel.
- The preservationist and his interns are working on **rehabbing the back porch at Mistletoe**.



*Newly painted Faith Chapel*

#### **Education/Programming/Marketing:**

- **The museum educator (Allison Dupuis) completed programming for the balance of the calendar year.** These ideas have been reviewed and vetted by the Marketing Team and adjustments made based on their suggestions.
- We've met with an **external lighting contractor** to supplement our in-house lighting for Holly Jolly Light Tours; at full capacity this could yield as much as \$84,000.
- We've built out the **schedule for the Holly Jolly Light tours** for discussion at the next general meeting on this event.
- We've built out the **schedule for the Oral Histories Project** and we will build the schedule for interviews shortly.
- We've participated in a very successful meeting the Georgia Sea Turtle Center team **to formalize collaboration on joint educational offerings** for school groups in the Fall.
- The NHLD hosted a **successful program, Hollybourne Cottage: Preservation Spotlight** that was very well attended and well-reviewed. [AD5]



*Taylor Davis, Preservationist, presenting to a group on window restoration.*

## MEMORANDUM

**TO: COMMITTEE OF THE WHOLE**  
**FROM: MICHELLE KAYLOR, GSTC DIRECTOR**  
**SUBJECT: GEORGIA SEA TURTLE CENTER UPDATE – MAY 2022**  
**DATE: 6/9/22**

### **Admissions Comparison with Prior Year**

<u>May 2021</u>	<u>May 2022</u>
13,109	11,677

### **Revenue Categories**

- May admissions \$111, 651.52 was \$55, 147.32 more than budgeted
- May concessions \$163, 885.76 was \$28,339.52 more than budgeted
  - Adoptions 117 | \$5,260
  - Donations (General) 48 | \$1,000.00
  - Memberships 23 | \$2623.50
  - Public Programs | \$3048.00
  - School Programs | \$3382.40
  - Daily Programs | 157

### **Marketing/PR/Events/Grants/Pubs**

Trip Advisor: 2,294 reviews, ranking GSTC #4 out of #17 Jekyll attractions.

55.3K Facebook Followers

Impressions: 346.9K

Number of Posts: 19

- The top social media post for Facebook was the “First Nest” post of a loggerhead egg and tracks. It reached 34,202 people and received 3,025 engagements.

26.8K Instagram Followers

Impressions: 94.9K

Number of Posts: 15 posts, 3 stories

- The top social media post for Instagram was the “World Turtle Day” post of Minkus, the diamondback terrapin ambassador. It reached 7,628 people and received 1,277 engagements.

### **Education**

- Spencer Bargo joined the education team as a seasonal Education Interpreter on May 31<sup>st</sup>.
- Reservations for school field trips and guided tours closed on May 27<sup>th</sup>. School field trips and guided tours will resume in the Fall.
- The education team led 23 tours and 1 outreach educating 509 participants this month.



## **Research**

- As of May 31, Jekyll Island has 65 loggerhead sea turtle nests and there are 975 within the state of Georgia. We are just about on pace with 2019 which had the highest recorded number of loggerhead turtle nests in recent history.
- Fencing that was installed to prevent adult female terrapin mortality has been performing well. To date, zero diamondback terrapin have been struck by vehicles within the 1000-foot fencing footprint; only one individual terrapin has been encountered crossing within the fencing footprint. Prior to installation of the fence, we encountered an average of 73 crossings per year in this area with an expected mortality rate of 67% without human intervention.
- Research-based field education programs (Ride with Night Patrol and Ride with Dawn Patrol) will begin during the first week of June.

## **Rehabilitation**

	<b>Sea Turtle</b>	<b>Other Patients</b>
<b>New Patients</b>	<b>4</b>	<b>72</b>
<b>Current Patients</b>	<b>10</b>	<b>20</b>
<b>Released Patients</b>	<b>9</b>	<b>6</b>
<b>Transferred Patients</b>	<b>0</b>	<b>2</b>
<b>Total Since 2007</b>	<b>1004</b>	<b>2364</b>

- Dr. Norton presented several lectures for the Sea Turtle Medicine Course held by Ross University CVM and the St. Kitts Sea Turtle monitoring network. This is the only sea turtle medicine course taught at a vet school
- Two veterinary students hosted this month. One from Ross University/University of Illinois CVM and one from UC Davis California CVM
- Collaboration of several institutions to place satellite transmitters on 7 Kemps ridley sea turtles. Some have traveled as far North as Charleston SC in a fairly short period of time.

## **AmeriCorps Program, Volunteer Program, and Marine Debris Initiative**

<b>Service Hours</b>			
	<b>Monthly Total</b>	<b>YTD Date Total (See YTD period definitions)</b>	<b>Cumulative Total</b>
AmeriCorps Service Hours**	2,814	20,809.50	446,492.40
Volunteer Hours*	395.25	4084.92	80,000.51
Marine Debris Hours*	111.75	1166	11,887.58
<b>MDI &amp; Volunteer Program</b>			
MDI Clean Ups	0	2	74
MDI Items Collected	0	1,996	370,562
New Volunteers Oriented	0	5	245
Volunteer Shadow Shifts	0	0	242
Volunteer Advancements	0	0	265

*\*YTD Based off fiscal year (July 1, 2021-June 30, 2022) | \*\*YTD Based off AmeriCorps Program Year (September 1, 2021-August 31, 2022)*



**Board of Directors Committee Assignments**  
**Effective April 12, 2022**

<p align="center"><b><u>HISTORIC PRESERVATION/CONSERVATION</u></b></p> <p><b>Glen Willard, Chair</b>          Joe Wilkinson          Bob Krueger          Mark Williams          Joy Burch-Meeks          Buster Evans          Dale Atkins</p> <p><u>Staff:</u>          Ben Carswell          Michelle Kaylor          Cliff Gawron          Tom Alexander</p>	<p align="center"><b><u>FINANCE</u></b></p> <p><b>Bill Gross, Chair</b>          Joe Wilkinson          Bob Krueger          Mark Williams          Trip Tollison          Buster Evans          Glen Willard          Joy Burch-Meeks          Dale Atkins</p> <p><u>Staff:</u>          Jones Hooks          Marjorie Johnson</p>
<p align="center"><b><u>HUMAN RESOURCES</u></b></p> <p><b>Buster Evans, Chair</b>          Joe Wilkinson          Bob Krueger          Joy Burch-Meeks          Dale Atkins</p> <p><u>Staff:</u>          Jenna Johnson</p>	<p align="center"><b><u>MARKETING</u></b></p> <p><b>Joy Burch-Meeks, Chair</b>          Joe Wilkinson          Bill Gross          Trip Tollison          Buster Evans          Glen Willard          Bob Krueger          Dale Atkins</p> <p><u>Staff:</u>          Alexa Hawkins</p>
<p align="center"><b><u>LEGISLATIVE</u></b></p> <p><b>Trip Tollison, Chair</b>          Joe Wilkinson          Bob Krueger          Bill Gross          Mark Williams          Joy Burch-Meeks          Dale Atkins</p> <p><u>Staff:</u>          Jones Hooks</p>	<p align="center"><b><u>COMMITTEE OF THE WHOLE</u></b></p> <p><b>Dale Atkins, Chair</b>          Bob Krueger          Bill Gross          Joseph B. Wilkinson, Jr          Mark Williams          Joy Burch-Meeks          Trip Tollison          Buster Evans          Glen Willard</p> <p><u>Staff:</u>          Jones Hooks</p>