



Chatham County
Zoning Board of Appeals Application
1117 Eisenhower Dr ~ PO Box 8161
Savannah, Georgia 31412-8161
Phone: (912) 201-4300 / Fax: (912) 201-4301
www.chathamcounty.org



All information must be completed in full before this application will be processed and scheduled for a Zoning Board of Appeals (ZBA) hearing. Additional instructions and information regarding the appeals process are located on page four. Applicants are encouraged to meet with MPC staff to discuss the application prior to the day of submission. The monthly hearing dates and applicable submission deadline dates are attached.

RECEIVED
CHATHAM COUNTY
DEC 18 2025
DEPT. OF BUILDING SAFETY
& REGULATORY SERVICES

1) Subject Property

Street Address: 3 Modena Way
Subdivision Name: Modena Island Lot Number(s): 19
Property Identification Number(s): 1-0145A-01-010
Zoning District(s): R-1/EO

2) Reason for Application

Check all that apply:

- ☐ To appeal an order, requirement, decision or determination of the Zoning Administrator when an error is alleged (Zoning Ordinance Section 10-6.1). You must attach a copy of the written determination of the Zoning Administrator that you are appealing. An appeal must be filed no later than 30 days after the date that the determination was rendered by the Zoning Administrator. The appeal must be filed with MPC and the Zoning Administrator.
- ☐ To establish a special use (Section 10-6.2) Use Number
- ☐ A request for an extension or expansion of a nonconforming use (Section 10-6.4)
- ☒ To request a variance (Section 10-6.3). Identify the type and amount of variance(s) below and refer to Page 4 for plot plan criteria. Example: 5 foot reduction of the 25 foot rear yard setback (use additional paper, if necessary):
- We are requesting to exceed the maximum 36 foot building height by 11 feet, for a total building height of 47'-0". Various neighboring houses (see attached)
 - currently exceed this height limit. Please note that the cornices (prominent roof elements) only exceed the max. height by 3'-0" for the majority of the roof. The height is further exceeded as the roof recedes back towards the ridge/peak of the
 - home. Granting a variance would allow three full stories, with the first story having space for vehicle storage (garage) underneath the upper to stories of the home. It
 - would also allow those properly sized stories to remain elevated above the BFE for flood zone AE-10, which a portion of the site rests within.

3) **Property Owner(s)**

Name(s): DR. L.E. Bud & Mrs. Deirdre Robertson
Address: 10 Cotesworth Pl.
City, State, Zip: Savannah, GA 31411
Telephone: [REDACTED] Fax: [REDACTED]
E-mail address: [REDACTED]

4) **Agent (If not property owner)**

If the property owner(s) will have an agent serve on his or her behalf, the owner(s) must complete the attached Letter of Authorization.

Name(s): Ryan Claus, Five Quarter Architecture
Address: 406 Purple Finch Dr.
City, State, Zip: Pooler, GA 31322
Telephone: [REDACTED] Fax: [REDACTED]
E-mail address: [REDACTED]

5) **Fee**

The application fee is based on the type of use for which relief is requested. Make check payable to Chatham County.

 Commercial: \$1300.00 (\$1,180 MPC fee + \$120 BSRS fee)
 X Single Family Residential: \$620.00 (\$500 MPC fee + \$120 BSRS fee)

6) **Certification**

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures, and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.


Applicant Name (Signature)

12.19.25
Date

Ryan Claus
Applicant Name (Print)

OFFICE USE ONLY

Project Planner:
Pre-application meeting date, if any:
Date notice posted on property:
Dates notice published in newspaper:

Letter of Authorization

As fee simple owner of the subject property that is identified as Property Identification Numbers 1-0145A-01-010, I (we) authorize Ryan Claus, AIA (Agent Name) of Five Quarter Architecture (Firm or Agency, if applicable) to serve as agent on my (our) behalf for the purpose of making and executing this application for the proposed request. I (we) understand that any representations(s) made on my (our) behalf, by my (our) authorized representative, shall be legally binding upon the subject property.


Owner Name (Signature)

Deirdre B. Robertson
Owner Name (Print)

12.11.25
Date

Instructions

1. Applicants shall meet with MPC staff to discuss their application prior to the day of submission. Call 651-1440 for an appointment.
2. The application form must be completed (including appropriate fee) and include all required supplemental materials before it will be processed and scheduled for a hearing. A plot plan must be provided when a dimensional variance or use permit is requested. Three copies of the application, plot plan and any other supporting documents must be provided. Plot plan criteria are listed below.
3. A printed or typed list including the names, addresses and zip codes of surrounding property owners (within 200 feet of the subject property) must be submitted with the application.
4. Applications must be submitted to Building Safety and Regulatory Services, 1117 Eisenhower Drive, Savannah, GA 31406.

Zoning Board of Appeals Process (After the Application is Submitted)

1. Once an application submittal is determined to be complete, it will be scheduled for the next posted ZBA hearing date. The applicant will receive a notice of the date and time of the ZBA meeting. As a policy, MPC will mail a notice of the hearing to all owners of property within a 300 foot radius of the subject property. All ZBA meetings are held on the fourth Tuesday of each month at 9:00 a.m. unless otherwise posted.
2. The applicant must post a sign announcing the ZBA hearing at least 15 days prior to the scheduled hearing date. Once an application is deemed complete by MPC staff, the applicant will be contacted to pick up a sign at the Building Safety and Regulatory Services office. Instructions regarding posting will be attached to the sign.
3. A copy of the staff report will be provided to the owner or agent before the ZBA meeting. The ZBA is responsible for making the decision.
4. PowerPoint presentations must be provided to staff no later than the day prior to the meeting. Copies of any item used to support your petition must be submitted for the record. Petitioner shall provide a sufficient number of copies for the Board and Board Secretary.
5. A request to continue a petition that occurs after legal notice of the petition is published can be continued only by the ZBA; however, the ZBA may or may not grant the request.
6. A written decision of the ZBA will be prepared and sent to the owner or agent after the meeting.

Plot Plan Information

If you are applying for a dimensional variance, a plot plan must be submitted with this application. An example of a plot plan is available upon request. The plot plan must include the following information:

- North arrow and scale
- Street name(s)
- Dimensions of lot
- Existing and proposed structures on lot (identify each structure - e.g., house, shed, pool)
- Dimensions between all structures and property lines and/or fences
- Dimensions between all structures on lot
- Location and dimensions of proposed addition
- Type of fence (for example, chain link, wood, masonry, etc.)
- Proposed landscaping
- Project status (proposed or existing)

Other Contacts

Zoning Administrator: Building Safety and Regulatory Services, 1117 Eisenhower Dr (Phone: 912-201-4300)
(Mailing Address: P.O. Box 8161, Savannah, GA 31412-8161)

County Engineering: 124 Bull Street, Room 430 (Phone: 912-652-7800)
(Mailing Address: P. O. Box 8161, Savannah, GA 31412-8161)

Metropolitan Planning Commission: 110 E. State Street, Savannah, GA 31401 (Phone: 912-651-1440)

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

The Conflict of Interest in Zoning Actions Act (O.C.G.A. Chapter 67A) requires that an applicant for a map amendment /rezoning action must disclose campaign contributions in the amount of \$250 or more that have been made to local government officials who will consider the application. This requirement also applies to agents, including attorneys, who may represent the applicant.

In compliance with the Act, this form must be completed and filed with the local governing authority within ten (10) days after the application for the rezoning request is filed. Failure to comply with the provisions of this Act is a misdemeanor.

1. Within two years preceding the filing this application, have you and your agent (if applicable) made a campaign contribution in the amount of \$250 or more to any of the local government officials listed below?
Yes _____ No ✓

If you answered "Yes", please complete Question 2.

CHATHAM COUNTY COMMISSION

Chester A. Ellis, Chairman	Tanya Milton, District 5
Wayne Noha, District 1	Aaron "Adot" Whitely, District 6
Malinda Scott - Hodge, District 2	Dean Kicklighter, District 7
Bobby Lockett, District 3	Marsha Buford, District 8
Patrick Farrell, District 4	

METROPOLITAN PLANNING COMMISSION

Karen Jarrett, Chair	Michael Kaigler, Ex-Officio	Jeff Notrica
Travis Coles, Vice-Chair	Stephen Plunk	Traci Arrick
Amanda Wilson	Coren Ross	Joseph Welch
Laureen Boles, Treasurer	Joseph Ervin	Tom Woiwode
Jay Melder, Ex-Officio	Dwayne Stephens	

2. If you checked "Yes" to Question 1, complete the section below.

CONTRIBUTION			
Name of Official to Whom Contribution was Made	Official Position at time of Contribution	Date of Contribution	Description and Dollar Amount of Contribution


Signature of Petitioner or Petitioner's Agent

12.11.25
Date

DEB ROBERTSON
Printed Name

File No.

Zoning Board of Appeals meetings are held on the 4th Tuesday of each month at the office of the Metropolitan Planning Commission 112 East State Street Savannah, Ga.

2025 Calendar of Meetings

Meeting Date	Cut off Date
01/28	12/27
02/25	01/24
03/25	02/28
04/22	03/28
05/27	04/25
06/24	05/30
07/22	06/27
08/26	07/25
09/23	08/29
10/28	10/03
11/18	10/24
12/16	11/21

Property Owners within 200 feet of 3 Modena Way:

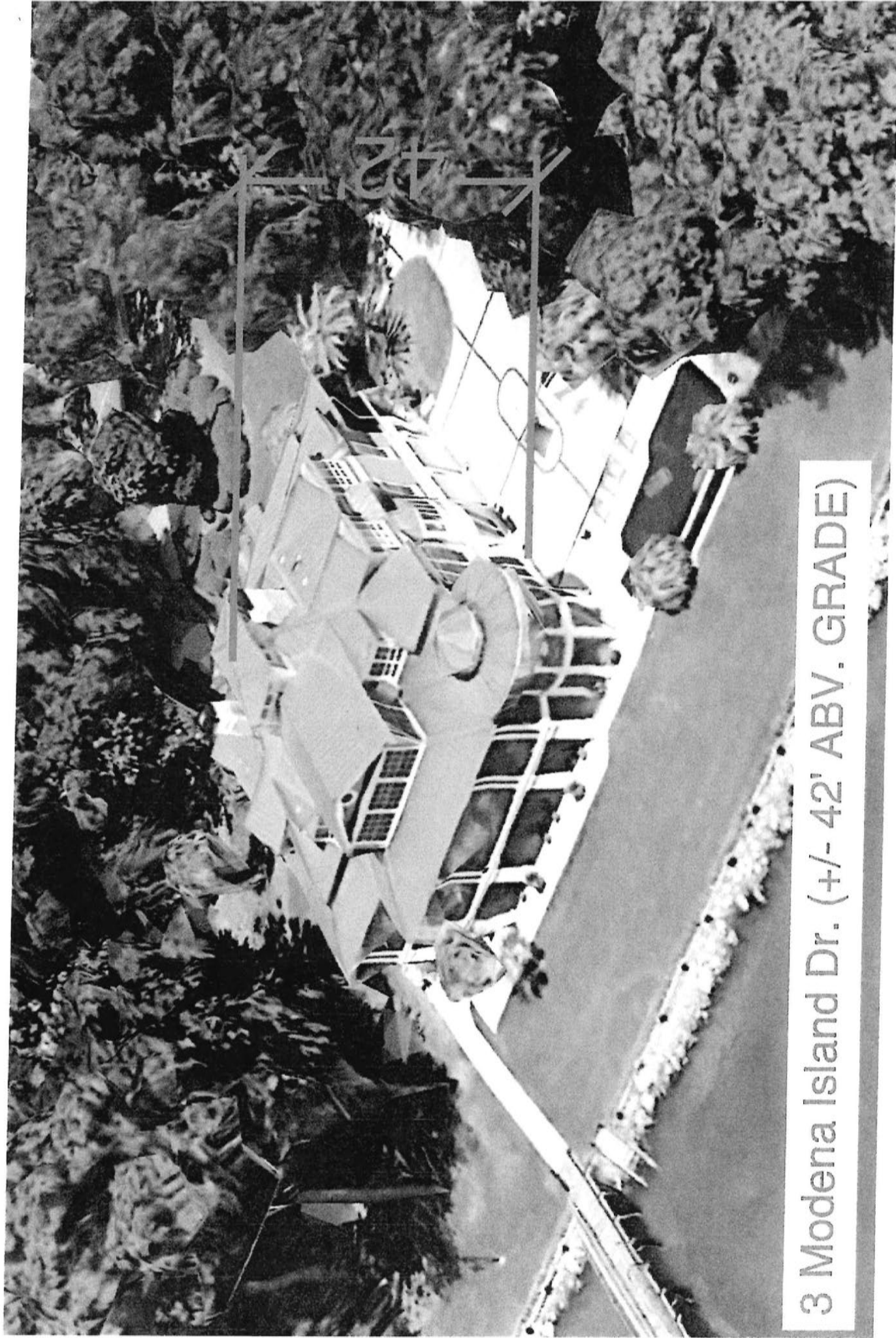
- The DHW Living Trust; The DZW Living Trust, 7 Modena Island Dr., 31411
- CFR Revocable Trust, 4 Modena Way, 31411
- O.C. Welch, III, 15 Modena Way, 31411
- O.C. Welch, III, 1 Modena Way, 31411
- CFR Revocable Trust WSR Revocable Trust, 7 Modena Way, 31411
- Nicholas & Mary Ormond, 21 Modena Island Dr., 31411



46 Modena Island Dr. (+/- 45' ABV. GRADE)



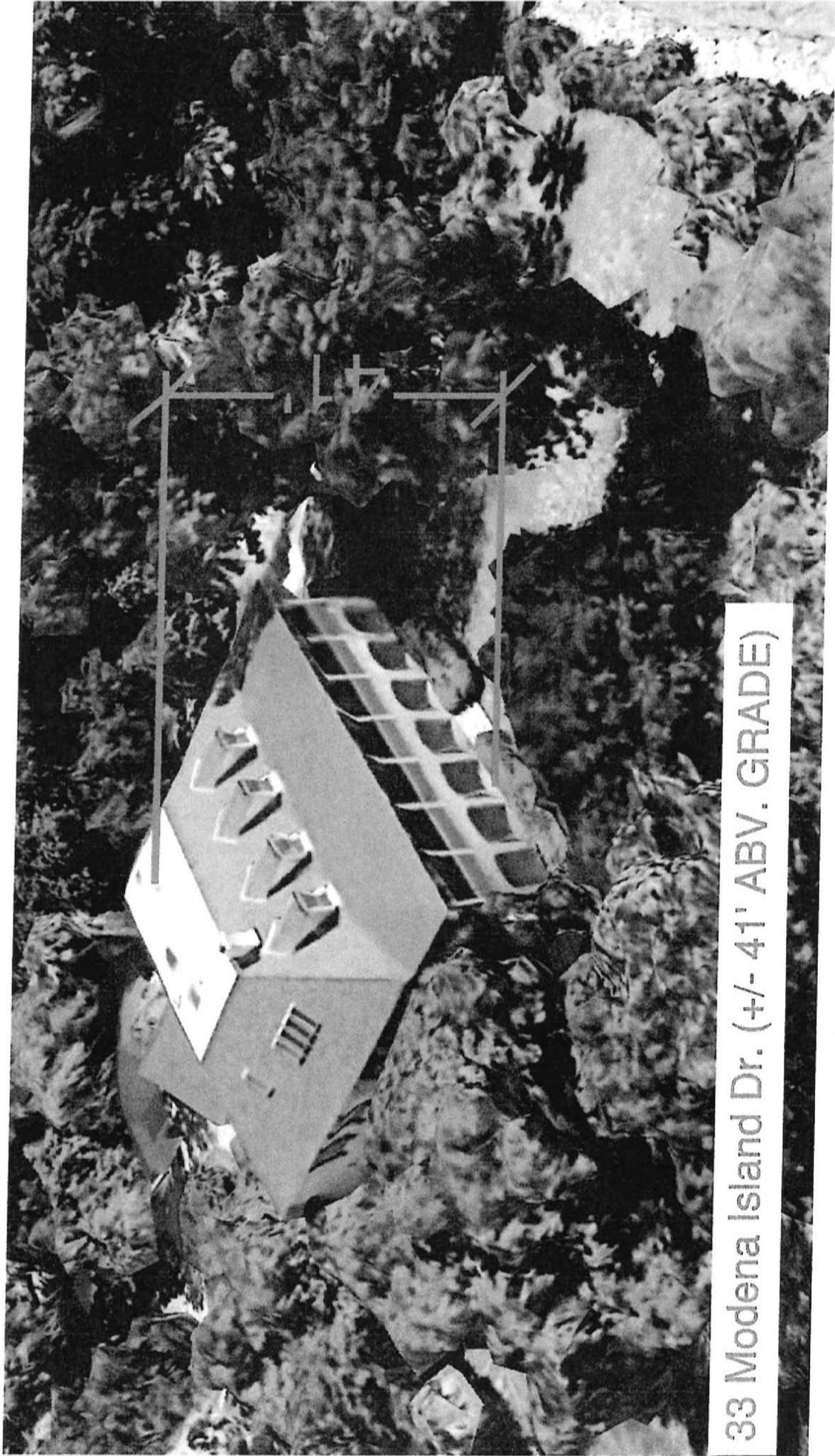
109 Modena Island Dr. (+/- 43' ABV. GRADE)



3 Modena Island Dr. (+/- 42' ABV. GRADE)



140 Modena Island Dr. (+/- 42' ABV. GRADE)



33 Modena Island Dr. (+/- 41' ABV. GRADE)



21 Modena Island Dr. (+/- 40' ABV. GRADE)



28 Modena Island Dr. (+/- 39' ABV. GRADE)



6 Modena Island Dr. (+/- 38' ABV. GRADE)



28 Modena Island Dr. (+/- 39' ABV. GRADE)



6 Modena Island Dr. (+/- 38' ABV. GRADE)

RECEIPT (REC-041215-2025)
FOR CHATHAM COUNTY BUILDING SAFETY AND REGULATORY SERVICES

BILLING CONTACT

ROBERTSON LESTER E MD & DEIRDRE B
10 COTESWORTH PL
SAVANNAH, GA 31411



Payment Date: 12/18/2025

Reference Number	Fee Name	Transaction Type	Payment Method	Amount Paid
ZBA-1225-000598	Single Family Residential BSRS	Fee Payment	Check #8986	\$120.00
	Single Family Residential MPC	Fee Payment	Check #8986	\$500.00
3 MODENA WAY UNINCORPORATED, GA 31411				SUB TOTAL
				\$620.00
				TOTAL
				\$620.00