



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.

1) Subject Property

Street Address: 23 Penrose Drive

Subdivision Name: EASTERN HALF OF LOT 10 RIVERSIDE SUB PRB 31P 68

Lot Number(s): _____

Property Identification Number(s): 10117 01010

Zoning District(s): R3 - Residential Lots

RECEIVED
SEP 29 2025
Metropolitan Planning Commission

RECEIVED
CHATHAM COUNTY

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)

X 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):

Requesting a 10' set back (in lieu of 35') from the bulkhead of the marsh to allow for a pool limiting root damage to existing Live Oak. See attached pictures and existing pool permit for drawings.

DEPT OF BUILDING SAFETY
& REGULATORY SERVICES

SEP 17 2025

3) Property Owner(s)

Name(s): Michael and Sarah Ross
Address: 23 Penrose Drive
City, State, Zip: Savannah, GA 31410
Telephone: [REDACTED] Fax: [REDACTED]
E-mail address: mike@truecoastalcapital.com

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): _____
Address: _____ City,
State, Zip: _____
Telephone: _____ Fax: _____
E-mail address: _____

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)

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)

09.12.2025
Date

Michael Ross
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 _____, I (we) authorize _____ (Agent Name) of _____ (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)

Owner Name (Print)

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

Date

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

Michael Ross

From: Michael Ross
Sent: Tuesday, September 16, 2025 12:30 PM
To: Michael Ross
Subject: RE: 23 Penrose Drive Variance

From: Edward Morrow <morrowe@thempc.org>
Sent: Thursday, September 11, 2025 4:51 PM
To: Michael Ross <mike@truecoastalcapital.com>
Cc: Marcus Lotson <marclotson@chathamcounty.org>; sarahmcbrideross <sarahmcbrideross@gmail.com>
Subject: Re: 23 Penrose Drive Variance

Good afternoon, Mr. Ross:

Thank you for sharing the background on your need and for giving us a heads up on your future submittal.

We will be happy to receive your variance application for relief from the additional 10' of marsh buffer required by Chatham County.

Please let me know if we can be of further assistance during the process.

Best,

Edward Morrow, Jr, AICP
Director, Development Services and Current Planning
Chatham County-Savannah Metropolitan Planning Commission
E: morrowe@thempc.org | P: 912.651.1479
110 East State Street, Savannah, GA 31401
www.thempc.org



<https://linktr.ee/mpcresources>

From: Michael Ross
Sent: Tuesday, September 9, 2025 4:16 PM
To: morrowe@thempc.org



Michael D. Ross, M.Arch, AWMA®

President

TRUE Coastal Capital
160 Linden Oaks
Rochester, NY 14625
585.278.1003

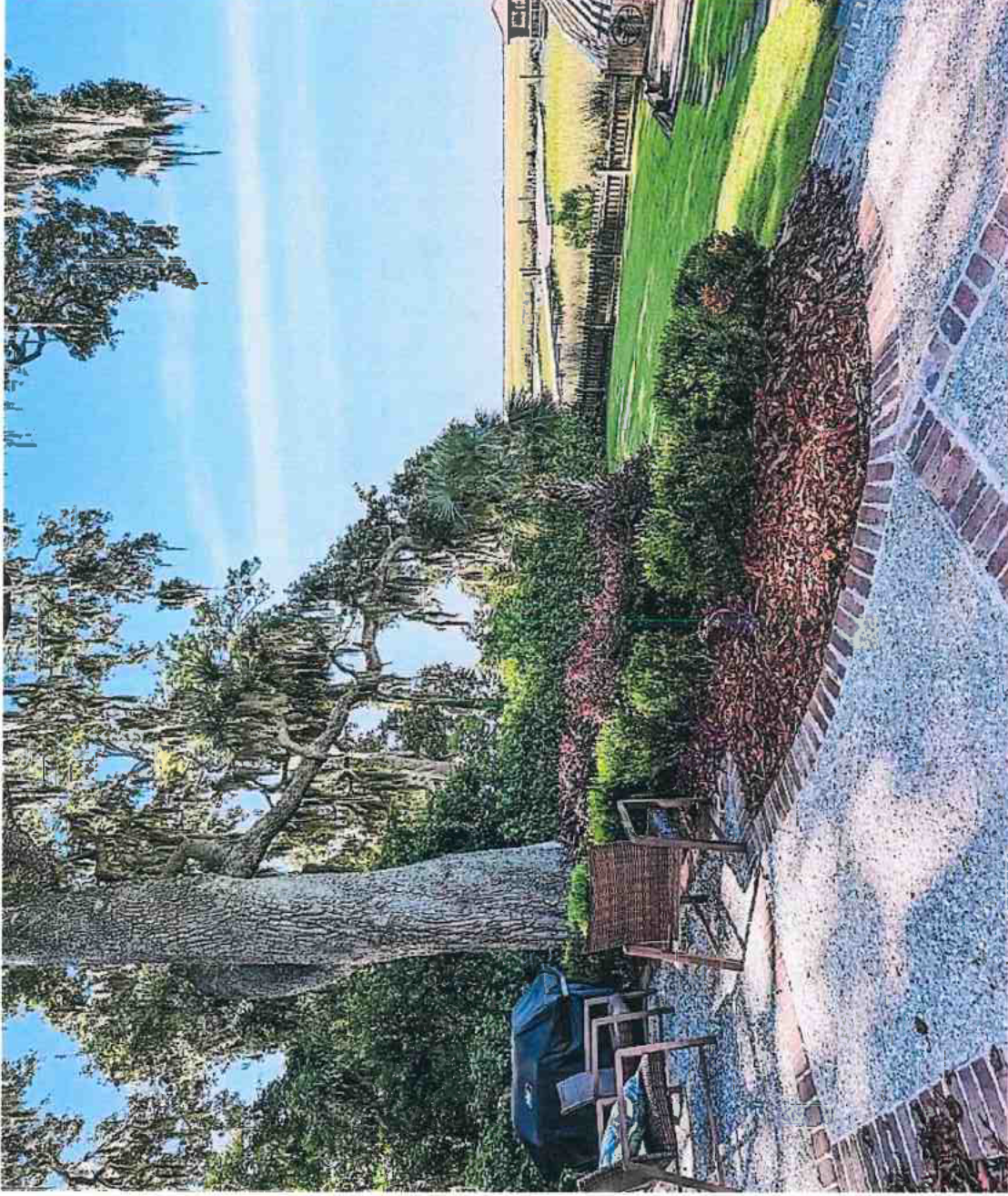
21 East York Street
Savannah, GA 31401
912-225-0836
TrueCoastalCapital.com

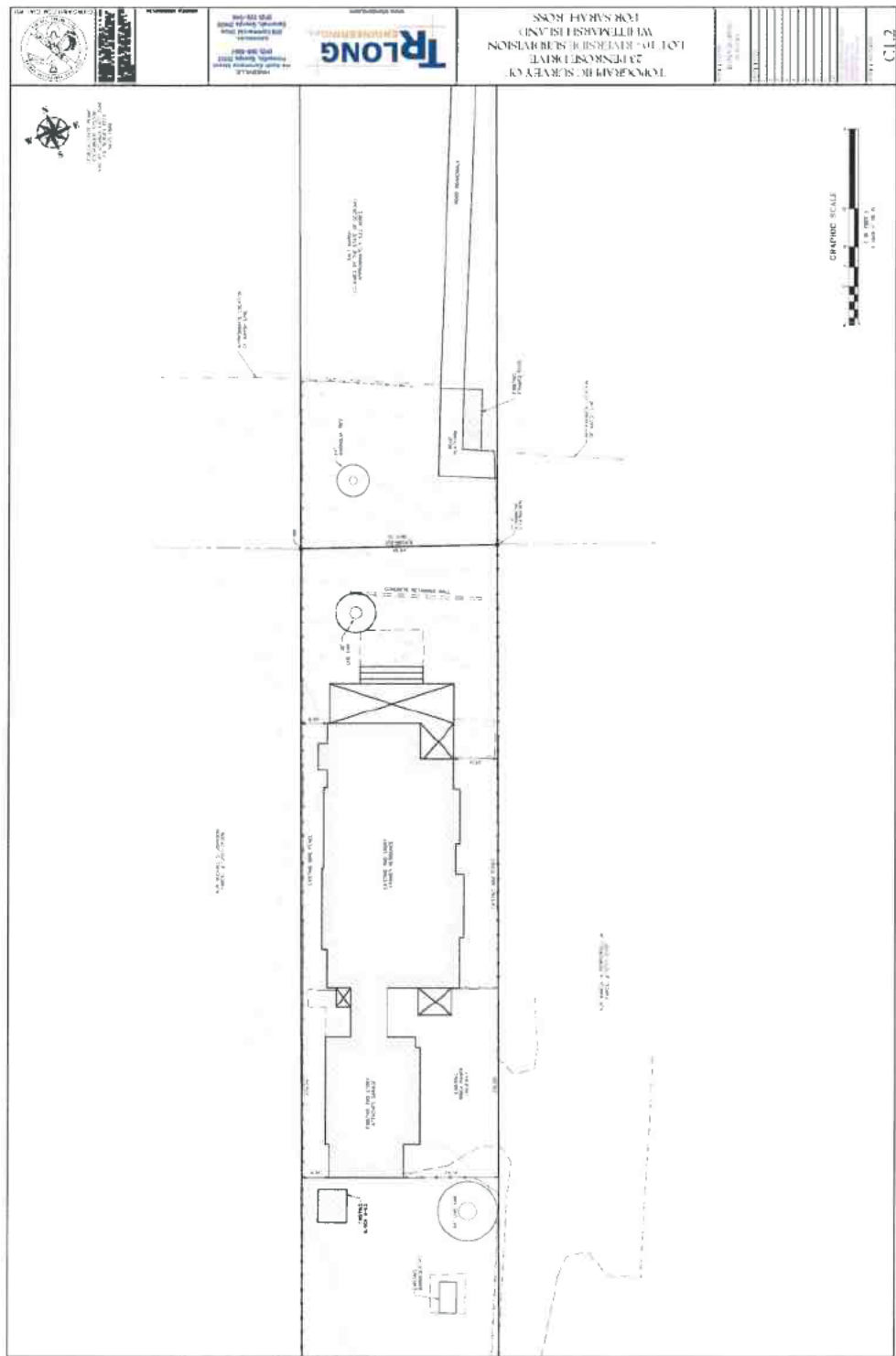


OVERCOMING DESIGN CHALLENGE

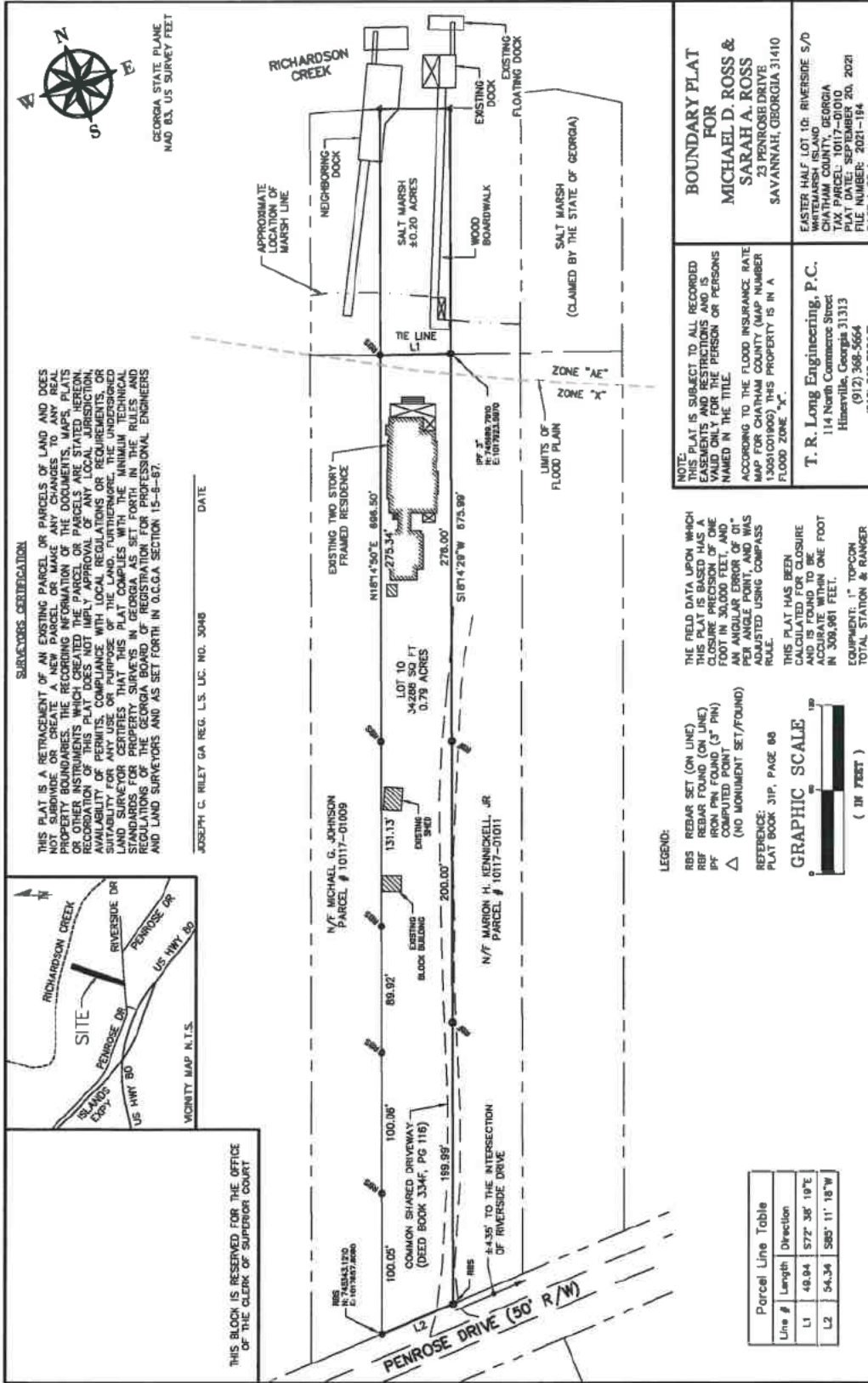
Key Goals:

- Keep Tree
- Find common ground on set back

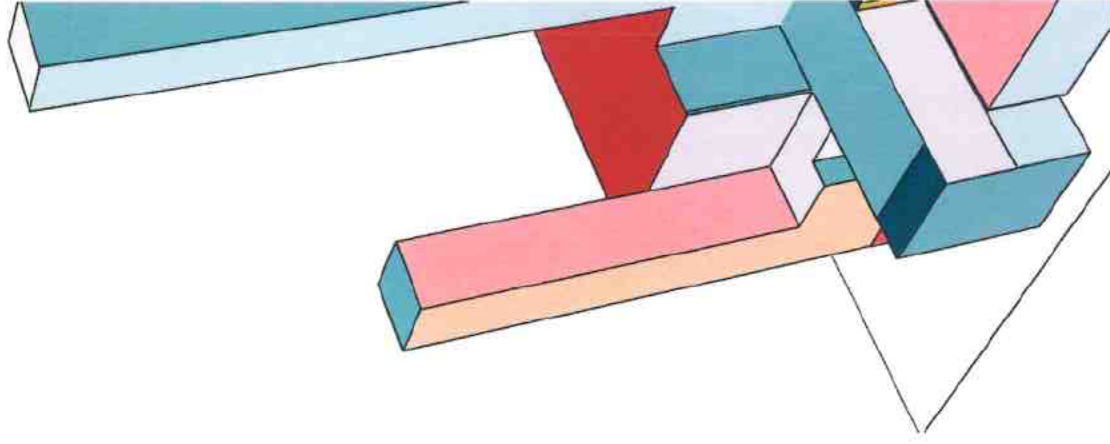
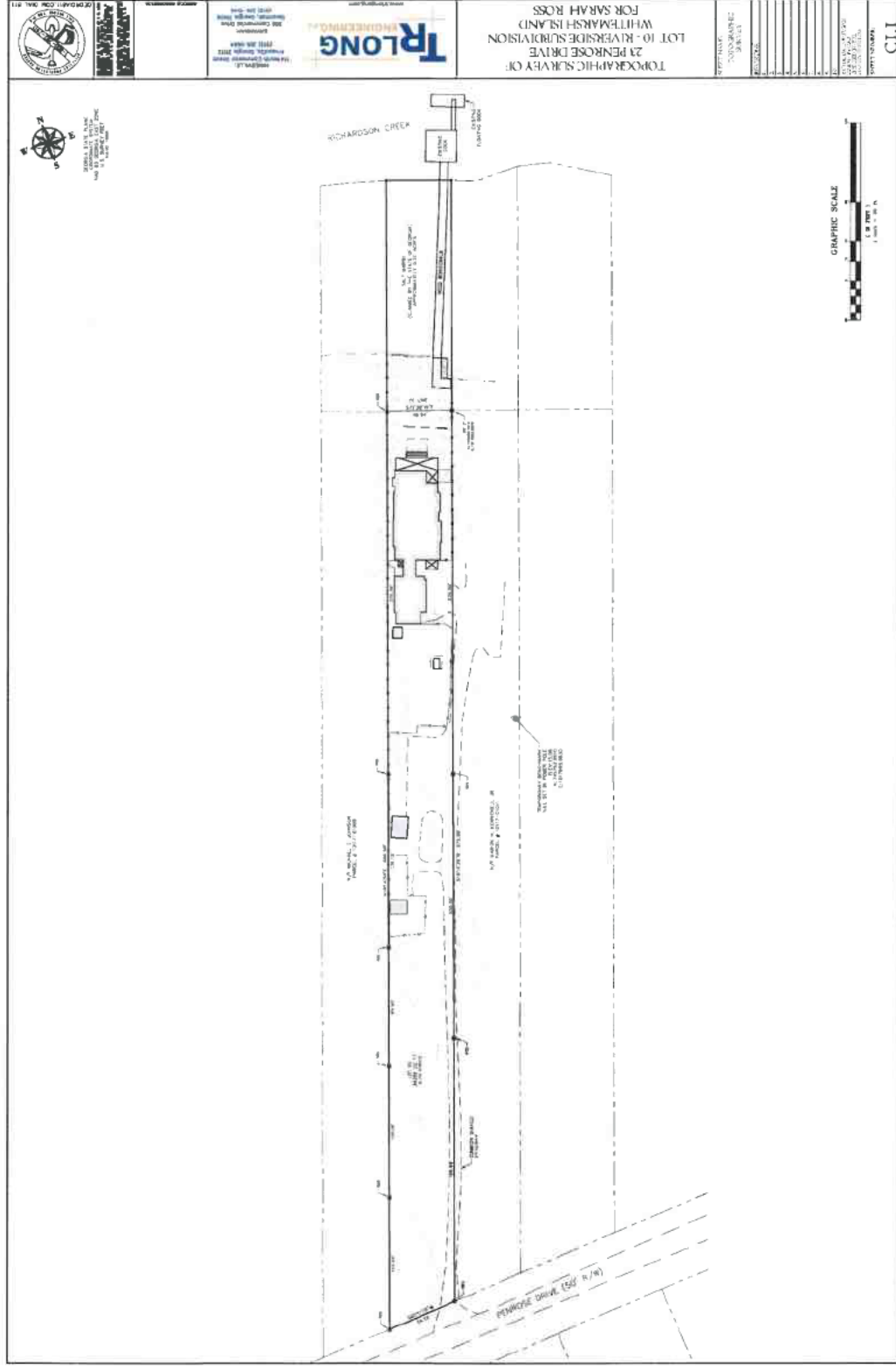




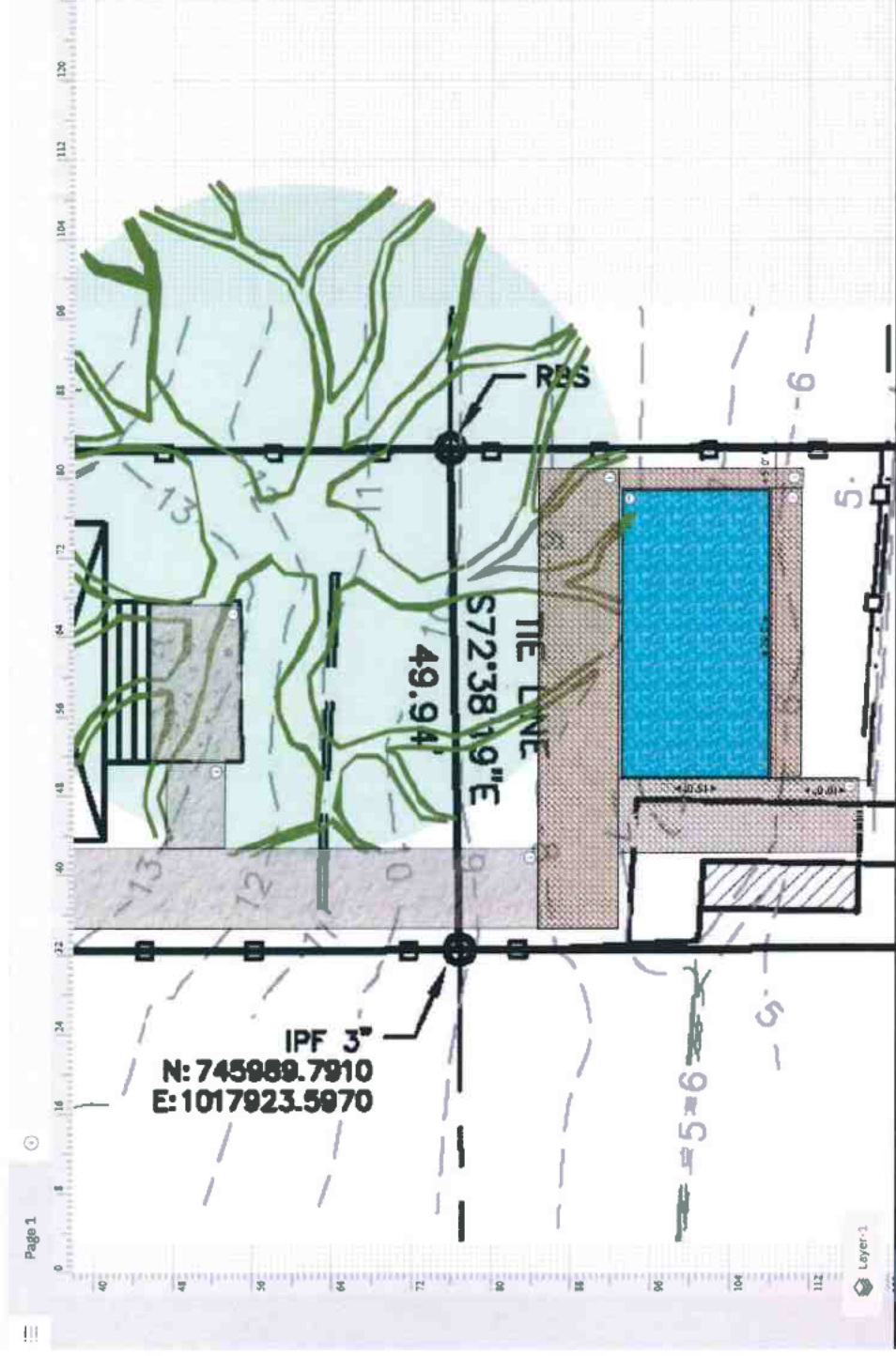
SURVEY OF 23 PENROSE



ADDITIONAL SURVEY OF 23 PENROSE

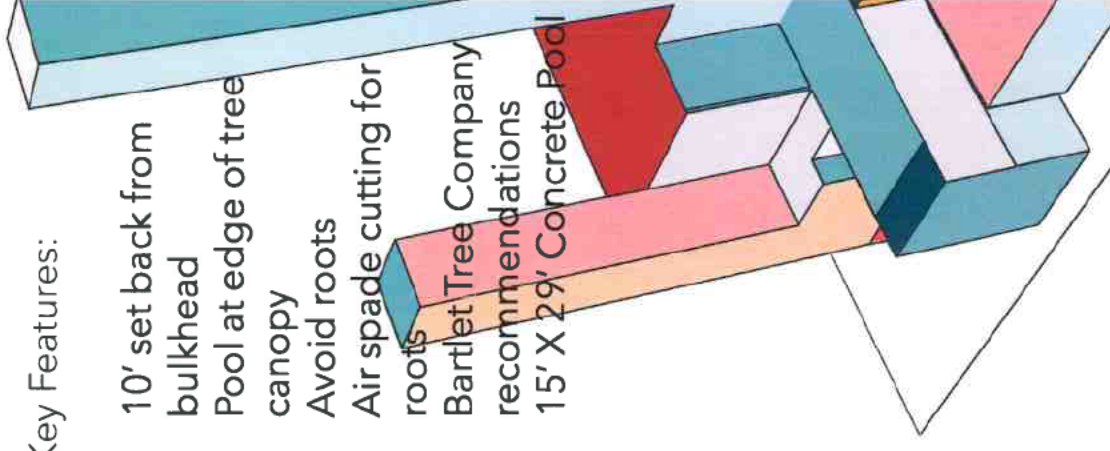


SITE TOPOGRAPHIC MAP WITH DESIGN



Key Features:

- 10' set back from bulkhead
- Pool at edge of tree canopy
- Avoid roots
- Air spade cutting for roots
- Bartlett Tree Company recommendations
- 15' X 29' Concrete Pool



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. FOR 23 PENROSE DRIVE 31410

25 Penrose Drive 31410 – Marion Kennickell, Helen McIntosh

29 Penrose Drive 31410 – PFD Honda LLC

33 Penrose Drive 31410 – PFD Honda LLC

15 Penrose Drive 31410 – Michael Johnson

21 Penrose Drive 31410 – Michael Johnson

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. For 23 Penrose Drive 31410

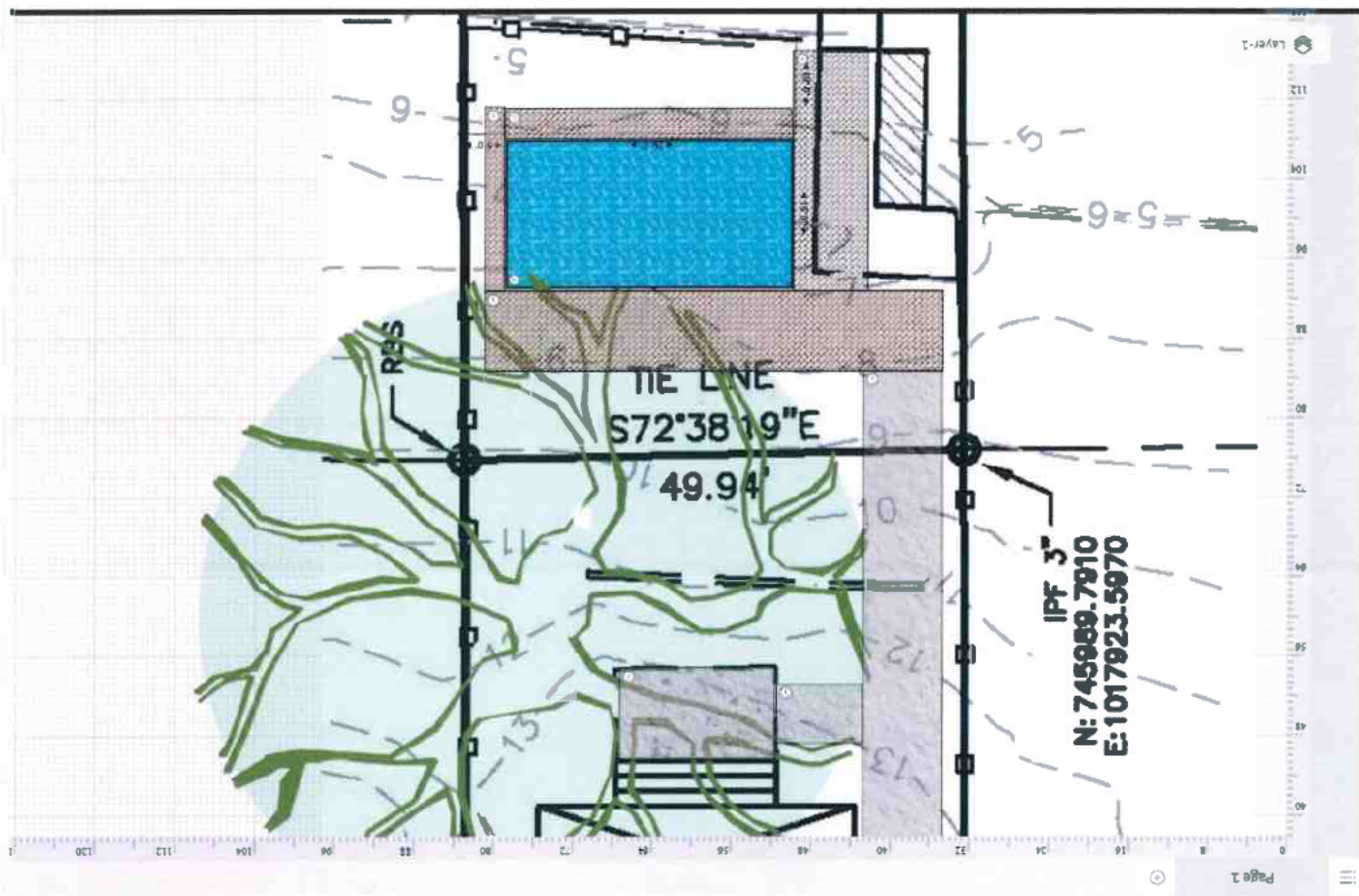
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29 Penrose Drive 31410 – PFD Honda LLC

33 Penrose Drive 31410 – PFD Honda LLC

15 Penrose Drive 31410 – Michael Johnson

21 Penrose Drive 31410 – Michael Johnson





THIS BLOCK IS RESERVED FOR THE OFFICE OF THE CLERK OF SUPERIOR COURT

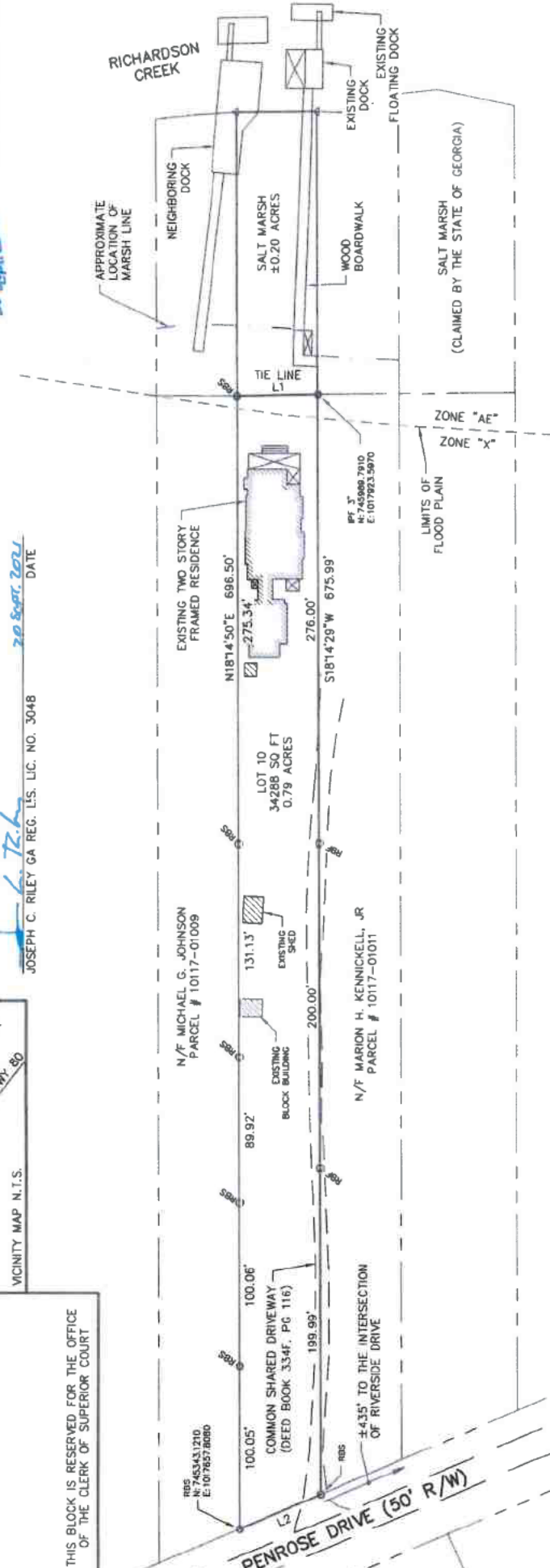
SURVEYOR'S CERTIFICATION

THIS PLAT IS A RETRACEMENT OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT SUBDIVIDE OR CREATE A NEW PARCEL OR MAKE ANY CHANGES TO ANY REAL PROPERTY BOUNDARIES. THE RECORDING INFORMATION OF THE DOCUMENTS, MAPS, PLATS OR OTHER INSTRUMENTS WHICH CREATED THE PARCEL OR PARCELS ARE STATED HEREON. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.



GEORGIA STATE PLANE
NAD 83, US SURVEY FEET

JOSEPH C. RILEY GA REG. U.S. LIC. NO. 3048
DATE 20 Sept. 2021



LEGEND:

- RBS REBAR SET (ON LINE)
- RBF REBAR FOUND (ON LINE)
- IPF IRON PIN FOUND (3" PIN)
- △ COMPUTED POINT
- (NO MONUMENT SET/FOUND)

REFERENCE:
PLAT BOOK 31P, PAGE 68



(IN FEET)
1 inch = 80 ft

Parcel Line Table		
Line #	Length	Direction
L1	49.94	S72° 38' 19"E
L2	54.34	S85° 11' 18"W

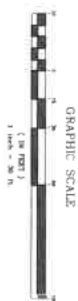
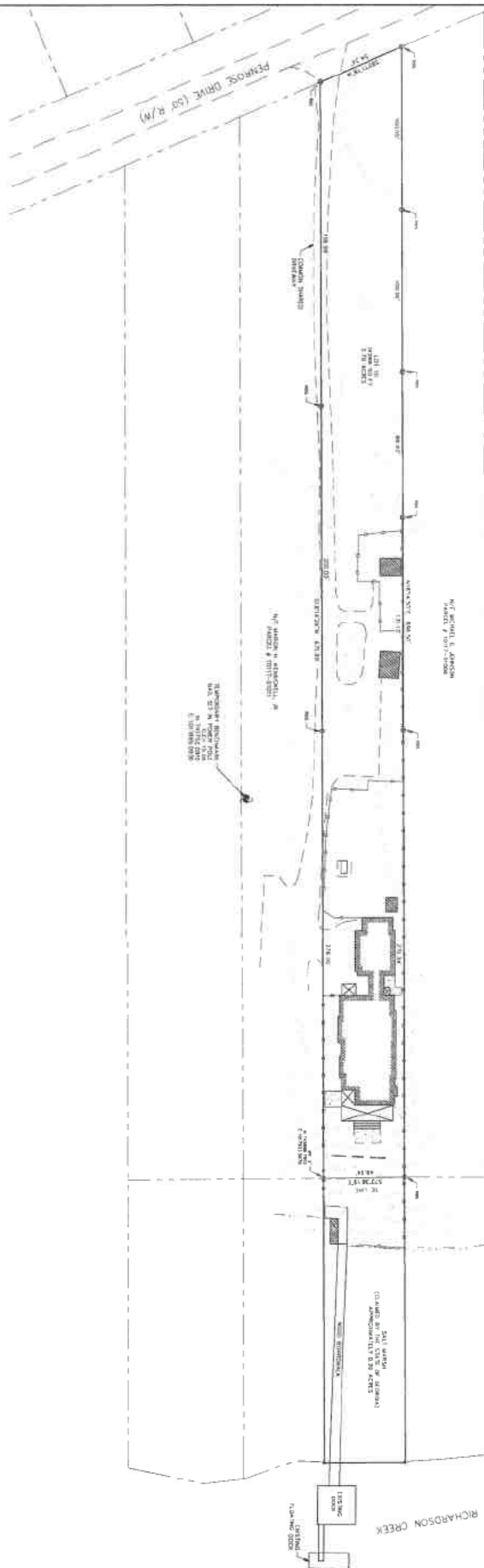
NOTE:
THIS PLAT IS SUBJECT TO ALL RECORDED EASEMENTS AND RESTRICTIONS AND IS VALID ONLY FOR THE PERSON OR PERSONS NAMED IN THE TITLE.

ACCORDING TO THE FLOOD INSURANCE RATE MAP FOR CHATHAM COUNTY (MAP NUMBER 13051C01900) THIS PROPERTY IS IN A FLOOD ZONE "X".

T. R. Long Engineering, P.C.
114 North Commerce Street
Hinesville, Georgia 31313
(912) 368-5664
(912) 368-7206 Fax

BOUNDARY PLAT
FOR
MICHAEL D. ROSS &
SARAH A. ROSS
23 PENROSE DRIVE
SAVANNAH, GEORGIA 31410

EASTER HALF LOT 10: RIVERSIDE S/D
WHITEMARSH ISLAND
CHATHAM COUNTY, GEORGIA
TAX PARCEL: 10117-01010
PLAT DATE: SEPTEMBER 20, 2021
FILE NUMBER: 2021-194
PAGE 1 OF 1



STATIONED AT LOT 10, RIVERSIDE SUBDIVISION, WHITEMARSH ISLAND, GEORGIA. DATE: 10/1/2011. BY: T. LONG.

TOPOGRAPHIC SURVEY OF
23 PENROSE DRIVE
LOT 10 - RIVERSIDE SUBDIVISION
WHITEMARSH ISLAND
FOR SARAH ROSS

TR LONG
ENGINEERING
www.trlong.com

HOMESVILLE:
154 North Commerce Street
Kennesaw, Georgia 30143
(770) 268-5564
SAVANNAH:
308 Commercial Drive
Savannah, Georgia 31406
(912) 325-1048

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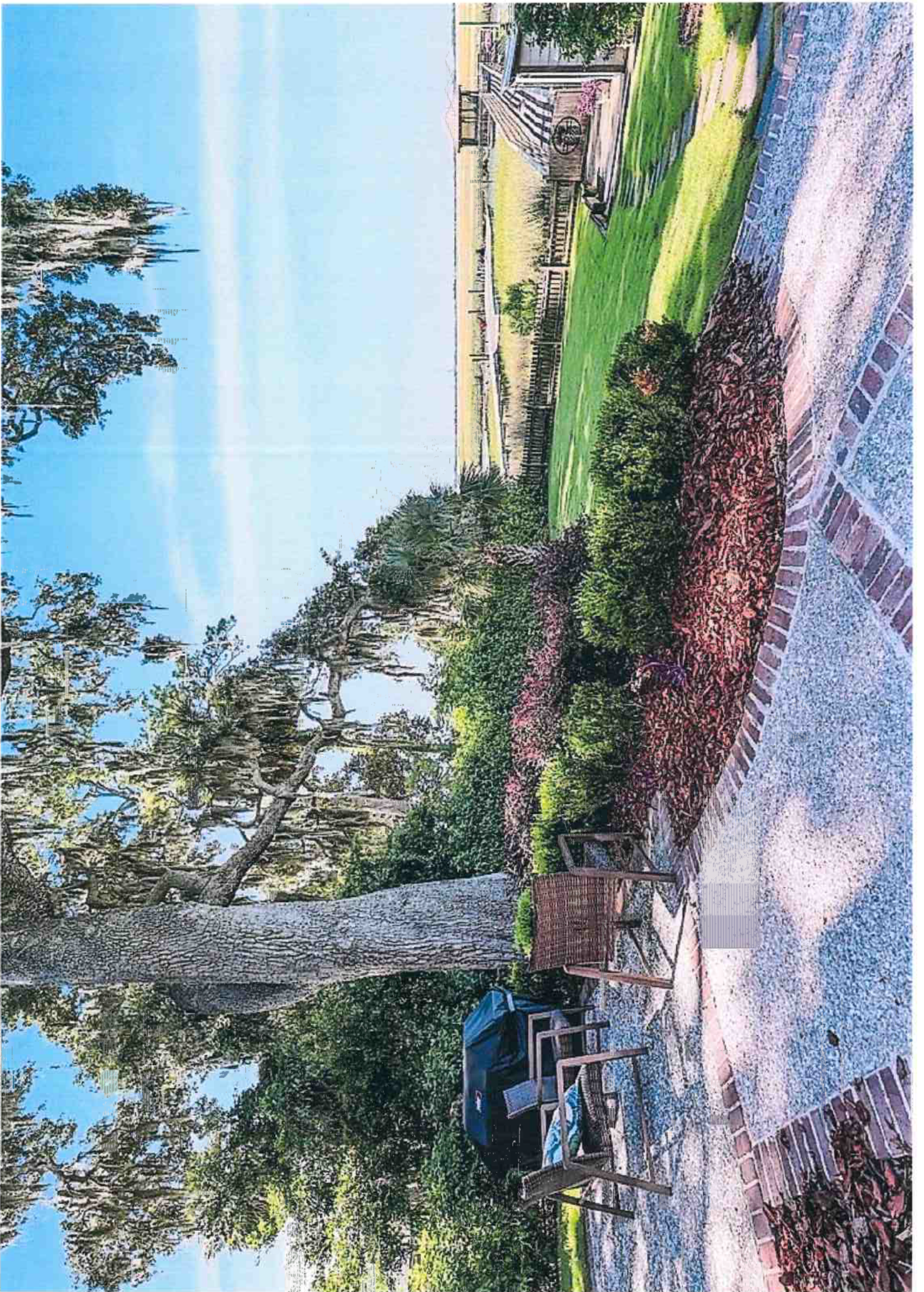
STATIONED AT LOT 10, RIVERSIDE SUBDIVISION, WHITEMARSH ISLAND, GEORGIA. DATE: 10/1/2011. BY: T. LONG.



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C.I.1

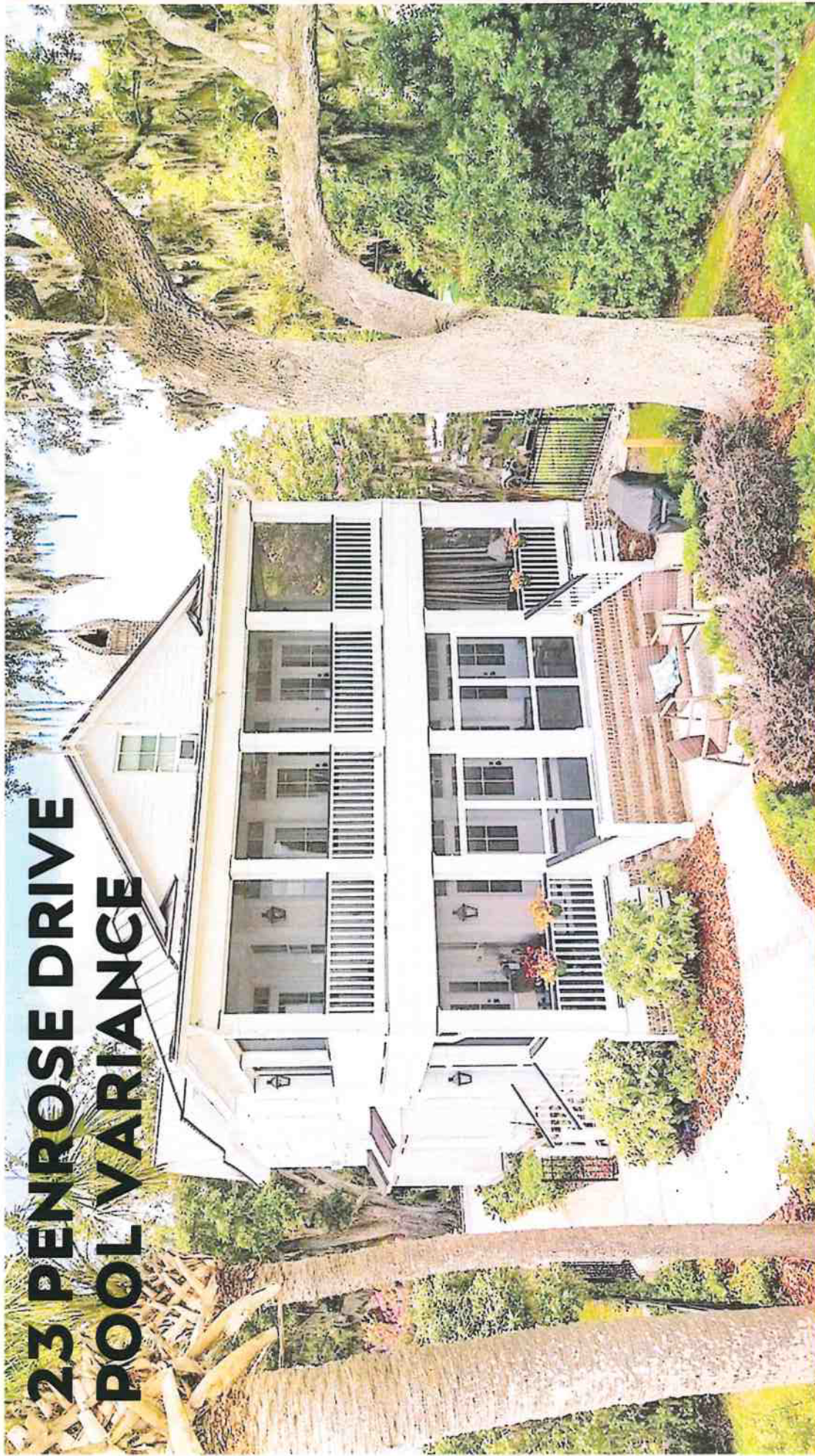




23 Penrose Drive Pool Variance: Table of Contents

- Application
- Email Correspondence preapproval from Mr. Edward Morrow
- Power Point Presentation
- 300' Radius of homeowners
- Pool Site Design Rendering
- Signed Survey
- Topographical Survey
- Topographical Survey with Tree Placement
- Photographs of location

**23 PENROSE DRIVE
POOL VARIANCE**



RECEIPT (REC-040014-2025)
FOR CHATHAM COUNTY BUILDING SAFETY AND REGULATORY SERVICES

BILLING CONTACT

Michael D & Sarah A Ross
23 Penrose DR
Savannah, GA 31410



Payment Date: 09/19/2025

Reference Number	Fee Name	Transaction Type	Payment Method	Amount Paid
ZBA-0925-000585	Single Family Residential BSRS	Fee Payment	Check #186	\$120.00
	Single Family Residential MPC	Fee Payment	Check #186	\$500.00
23 PENROSE DR UNINCORPORATED, GA 31410			SUB TOTAL	\$620.00
TOTAL				\$620.00