

MAYOR
Brian West

MAYOR PRO TEM
Spec Hosti

CITY COUNCIL
Nick Hale
Cam Jackson
Tony Ploughe
Nick Sears
Kathryn Williams



CITY MANAGER
Bret Bell

CITY CLERK
Fabian Mann

ASST CITY MANAGER
Michelle Owens

CITY ATTORNEYS
Edward M. Hughes
Tracy O'Connell

CITY OF TYBEE ISLAND

City Council Workshop April 8, 2026 | 3:00 PM

**Tybee Island Public Safety Building
78 Van Horne Avenue
Tybee Island, GA 31328**

A G E N D A

Call to Order

Approval of Agenda

Presentation from Federal Lobbyists

City Council Meeting Agenda Review

City Council Discussion

- Councilmember Sears: Discussion of Whether Items which Incorrectly Appear or Remain on an Agenda may be Included in that Agenda by Majority Vote of Council

Public Comment

Adjournment

Individuals with disabilities who require accommodation in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact Fabian Mann at 912.472.5080 promptly to allow the City to provide reasonable accommodation.

**403 Butler Avenue
P.O. Box 2749
Tybee Island, Georgia 31328-2749**



**(912) 786-4573 tel
(912) 786-5737 fax
www.cityoftybee.org**

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CITY OF TYBEE ISLAND

City Council Regular Meeting April 09, 2026 | 6:30 PM

**Tybee Island Public Safety Building
78 Van Horne Avenue
Tybee Island, GA 31328**

AGENDA

Opening Ceremonies

Call to Order

Invocation — Fr. Brannen, St. Michaels Catholic Church

Pledge of Allegiance

Approval of Agenda

Announcements

Consideration of Items for Consent Agenda

Consideration of Approval of Meeting Minutes

1. City Council Regular Meeting Minutes — March 26, 2026

Consideration of Appointments

2. Appointment of Two (2) Pro Tem Judges to the Tybee Island Municipal Court
3. Appointment of Twelve (12) Members to the Tybee Island Memorial Park Master Plan Advisory Committee

Citizens to be Heard

4. Deborah Heddendorf, American Red Cross

Public Comments

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If anyone wishes to speak on any item on the agenda other than the Public Hearings, please approach the podium and limit your comments to three minutes.

Consideration of Approval of Consent Agenda

Public Hearings

5. Minor Subdivision: Property Line Adjustment – 909/911 Lovell Avenue - R-2 - 40006 08012 - Joseph & Cindy Whitaker - 40006 08011 - Julian McKenzie
6. Variance: Encroachments into Required Front Setback - 1415 6th Avenue - 40011 07006 - R-2 – Linda R. Ainsworth/Virginia Addicott
7. Variance: Encroachments into Required Front Setback - 18 Pulaski Street -40001 09003 -R-1 – The Tybee Trust (Jenny Rutherford)
8. Variance: Encroachments into Required Front and Side Setbacks - 1801 Butler Avenue - 40009 08009 - R-2 - William Trout, Jr.
9. Site Plan with Variance (Parking): Mixed Use Structure - 103 Byers Street - 40026 01005 - C-2 – You & Me Investments, LLC (Regina & Twila Bryan)
10. Major Subdivision Minor Revision: Major Subdivision/Development Agreement Update for Final Grade Height Measurement - 1-10 Ocean Drive (Formerly 708 Butler Avenue) - R-2 – Christopher Koncul
11. Possible Conveyance – A Request by the Savannah Bar Pilots Association to Acquire an 8,549 Square Foot Strip of Abandoned Right of Way from the Abandoned Right of Way of Old US Highway 80 being a Portion of Right of Way Owned by the City of Tybee Island PIN 40024 01006 – Zoned M-D Will be Considered by the Mayor and Council

Consideration of Agreements

12. Approval of Professional Services Contract for Memorial Park Master Plan Development with CHA Solutions in the Amount of \$99,300.00
13. Approval of Agreement with the National Safety Council to Designate the City of Tybee Island as a Training Center for Internal Defensive Driving Instruction
14. Approval of Contract Modifications 1 and 2 with Vertical Earth Inc. for Additional Services Related to the North End Sanitary Sewer Project in the Total Amount of \$365,630.00

Consideration of Ordinances and Resolutions

15. Approval of Resolution 2026-05, Regarding the Potential Conveyance of a Portion of the North Side of Old Tybee Road and Continued Negotiations for the Possible Conveyance of the Recently Abandoned Portion of Such Right-of-Way

City Council Comments and Considerations



Councilmember Sears: Whether Items which Incorrectly Appear or Remain on an Agenda may be Included in that Agenda by Majority Vote of Council

Executive Session

Discuss litigation, personnel, and real estate

Possible Executive Session Vote

Adjournment

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***PLEASE NOTE:** Those wishing to speak on items listed on the agenda, other than public hearings, should do so during the citizens to be heard section. Citizens wishing to place items on the council meeting agenda must submit an agenda request form to the City Clerk's office by Thursday at 5:00PM prior to the next meeting scheduled. Agenda request forms are available outside the Clerk's office at City Hall and at www.cityoftybee.org.



THE VISION OF THE CITY OF TYBEE ISLAND

"is to make Tybee Island the premier beach community in which to live, work, and play."



THE MISSION OF THE CITY OF TYBEE ISLAND

"is to provide a safe, secure and sustainable environment by delivering superior services through responsible planning, preservation of our natural and historic resources, and partnership with our community to ensure economic opportunity, a vibrant quality of life, and a thriving future."



RESOLUTION NO. 2025 -09

(Amended 12/11/25)

**A RESOLUTION TO AMEND THE RULES OF COUNCIL
SO AS TO REVISE RULE 3 IN ITS ENTIRETY**

WHEREAS, the Charter of the City of Tybee Island expressly authorizes the adoption of rules of procedure in Section 2.20 thereof; and

WHEREAS, the Charter establishes the procedure for adoption of ordinances and states when an ordinance is required; and

WHEREAS, Council has previously established rules eliminating Robert's Rules of Order and substituting rules adopted by Council therefore (the "Rules"); and

WHEREAS, pursuant to Ordinance No. 10-2010 the City has amended ordinances on rules of procedure in Section 2-81; and

WHEREAS, the Mayor and Council now consider the existing rules in Section 3 of the Rules addressing Agendas need revisions and therefore, the purpose of this Resolution is to provide for a new Section 3 dealing with Agendas; and

NOW, THEREFORE, it is hereby resolved that the attached Section 3 Agendas is hereby adopted and replaces existing Section 3.1 and 3.2 with new Sections 3.1 through 3.8 all as provided in the attached. The attached revisions to Section 3 shall be enforced and adopted pending the adoption of an ordinance amendment and until such time as new rules are amended.

BE IT SO RESOLVED this 11 day of December 2025.



CITY OF TYBEE ISLAND, GEORGIA

By: _____

Brian West, Mayor

ATTEST:

By: _____

Clerk of Council

SECTION 3 AGENDAS

3.1 FORM AND PROCEDURE

The form of, and the procedures for, preparing and approving the agendas for the council's meetings shall be as described in this Section 3. For purposes of this Section 3, council's meetings consist of its regular meetings as required by Section 2.78 of the Code, its workshop meetings as scheduled by council from time to time and its special meetings called pursuant to Section 2.19(b) of the Charter. Emergency meetings are handled in accordance with Section 2.254 of the Charter.

3.2 APPROVAL OF AGENDA AND WORKSHOP SCHEDULE

A)

(i) In addition to items traditionally included on agendas for regular and workshop meetings, there shall be added as the initial item – “COUNCIL’S APPROVAL OF THE AGENDA”. By majority vote, council can delete or postpone any item on an agenda, which vote must follow a seconded motion and opportunity for discussion. Following votes on all motions to delete or postpone or in the absence of any such motion council will approve the agenda.

(ii) In the event an agenda item is deleted or postponed pursuant to Section 3.2 (A) (i) above, anyone present at the council meeting wishing to address council concerning such item may do so at the same time and in the same manner as he or she would have if the item had remained on the agenda.

B) In addition, there shall be included as the last item on an agenda for council's regular meetings -“COUNCIL’S APPROVAL OF SCHEDULE FOR WORKSHOP MEETINGS” - if there is a proposal to amend the then existing approved workshop schedule. Schedules of workshop meetings must be approved by majority vote of council.

3.3 DISCUSSION

A) Items on agendas for regular meetings which are labelled or described as “for discussion” shall not be voted on and no action shall be taken with respect to such items.

B) Except for the initial item, (COUNCIL’S APPROVAL OF THE AGENDA), items on agendas for workshop meetings are “for discussion” only and shall not be voted on and no action shall be taken with respect thereto.

3.4 AGENDA PREPARATION

With the assistance of the city clerk, the city manager and the mayor shall prepare proposed agendas for regular and workshop meetings as follows:

- A)** On the 7th business day prior to a regular meeting or the 6th business day prior to a workshop meeting (this would be Tuesday of the week before a regular meeting), the city manager will deliver to the city clerk for immediate distribution to council his proposed agenda for that meeting with all then available supporting documentation to be included in the packet; provided that, if all supporting documentation for any proposed agenda item is not received by the clerk from the manager by noon of the Friday prior to the regular or workshop meeting then that item shall be removed from the agenda.
- B)** On or before 5:00 p.m. of the 6th business day prior to a regular meeting or the 5th business day prior to a workshop meeting (the “cut off time”) (this would be the Wednesday of the week before a regular Thursday meeting) any item requested by a council member to be on the agenda must be delivered to the city clerk together with supporting documents. Such item shall be included in the agenda. On or before the cut off time, citizens wishing to have a matter on the agenda must submit the required request form to the city clerk. Except as otherwise provided in Sec. 3.5 below strict adherence to this schedule shall be required for inclusion in the agenda.
- C)** On the 5th business day prior to a regular meeting or the 4th business day prior to a workshop meeting (this would be the Thursday of the week before a regular Thursday meeting) the city clerk shall compile the packet (containing all submitted supporting documentation for items on the agenda) for city manager and council member’s review and comment.
- D)** On the 4th business day prior to a regular meeting or the 3rd business day prior to a workshop meeting (this would be the Friday of the week before a regular Thursday meeting), the city clerk shall post the completed proposed agenda and packet to the city’s website and shall otherwise make the same available to the public as may be required by law.
- E)** Throughout the preparation of regular meeting agendas, the city manager shall provide council with drafts of the agendas and give members and mayor an opportunity to comment thereon.

3.5 ADDITION OF ITEMS

After the cut off time, no additional items shall be added or changes made to an agenda other than those deemed to be necessary to the operation and functioning of the city by the

city manager or the city attorney, with council to be provided immediate notice of any such additional items and the reason therefor. Any addition or change to an agenda must be made as far in advance of the meeting as practicable and public notice must be given describing any addition to the agenda and the reason therefor. No item may be added or change made to an agenda less than 24 hours prior to the meeting.

3.6 SPECIAL MEETINGS

According to Section 2.19(b) of the charter only the business stated in the call for a special meeting may be transacted at the special meeting. The call for a special meeting shall constitute the agenda for that meeting.

3.7 CONSENT AGENDA

Council shall consider items that can be placed on a consent agenda for unanimous action during the business portion of regular meetings. To be considered for placement on a consent agenda an item should include a brief description of its purpose or its purpose shall be described orally during consideration of the consent agenda.

3.8 COMPOSITION OF COUNCIL

As stated in Section 2.10 of the charter, the council is composed of a mayor and six council members. Accordingly, any reference to "council" includes the mayor as well as the council members.

3.9 PROCLAMTIONS

As a courtesy, all requests for proclamations to be included in an agenda shall be emailed to all council members when received by the clerk.