

CITY OF BRUNSWICK

601 Gloucester Street * Post Office Box 550 * Brunswick * Georgia * 31520-0550 * (912) 267-5500 * Fax (912) 267-5549

Cosby H. Johnson, Mayor
Julie T. Martin, Mayor Pro Tem
John A. Cason III, Commissioner
Felicia M. Harris, Commissioner
Kendra L. Rolle, Commissioner

City Attorney
Brian D. Corry

City Manager
Regina M. McDuffie

AGENDA

BRUNSWICK CITY COMMISSION REGULAR SCHEDULED COMMISSION MEETING WEDNESDAY, MAY 17, 2023 AT 6:00 P.M. 1229 NEWCASTLE STREET, 2nd FLOOR

&

STREAMED LIVE AT THE BELOW WEB ADDRESS:

<https://www.facebook.com/citybwkga>

CALL TO ORDER **INVOCATION **PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

1. Adoption of May 17, 2023 Regular Scheduled Meeting Agenda.

PUBLIC COMMENT

RECOGNITION(S), PRESENTATION(S), & AWARD(S)

2. Proclamation Presented to the United States Coast Guard Auxiliary – Brunswick Station for National Safe Boating Week. (Encl. 1)
3. Recognition of Historic Preservation Award Winners. (J. Hunter) (Encl. 2)

PUBLIC HEARING – LAND USE (J. Hunter) (Encl. 3)

4. Consider Approval of 90% Site Plan ~3302 Glyn Avenue.

PUBLIC HEARING – NEW ALCOHOL BEVERAGE LICENSE(S) (A. Brown)

5.

New Alcohol License(s)			
Name of Business	Business Owner/Manager	Business Address	Permit Type
Senbai Inc, d/b/a Snappy Foods	Owner: Dharaben Patel	2905 Glynn Ave., Brunswick, GA	Retail sales of beer and wine

APPOINTMENT(S)

6. I. Hospital Authority Board – Three Nominations
II. Planning & Appeals Commission – Two Appointments
III. Downtown Development Authority – One Appointment

ITEM(S) TO CONSIDER FOR APPROVAL

7. Consider Approval of May 5, 2023 Regular Scheduled Meeting Minutes. (subject to any necessary changes.) (N. Atkinson) (Encl. 4)

8. Consider Approval of Memorandum of Understanding (MOU) Between the City of Brunswick, Downtown Development Authority, Georgia Department of Community Affairs, and the National Trust Main Street Center for Continued Participation in the National Main Street Program. *(M. Hill)* **(Encl. 5)**
9. Tentative Approval of the Proposed 2023/2024 Fiscal Year Budget. *(R. McDuffie)* **(Encl. 6)**

EXECUTIVE SESSION

*Mayor and City Council of
Brunswick, Georgia*

Proclamation

WHEREAS, National Safe Boating Week brings attention to important life-saving tips for recreational boaters so that they can have a safer, more fun experience on the water throughout the year; and

WHEREAS, for over 100 million Americans, boating continues to be a popular recreational activity and the U.S. Coast Guard, and its federal, state, and local safe partners encourage all boaters to explore and enjoy America's beautiful waters responsibly; and

WHEREAS, on average, 650 people die each year in boating-related accidents in the U.S.; 75 percent of these are fatalities caused by drowning; and

WHEREAS, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets; and

WHEREAS, safe boating begins with education and preparation as human error accounts for most boating accidents, rather than the boat, equipment or environmental factors; and

WHEREAS, through basic boating safety procedures – we can help boaters on America's waters stay safe year-round.

NOW, THEREFORE, I, Cosby H. Johnson, as Mayor of the City of Brunswick, along with my fellow Commissioners, do hereby recognize May 20-26, 2023, as “**National Safe Boating Week**” in the City of Brunswick, Georgia and urge all those who boat to practice safe boating habits and always wear a life jacket while boating.

*In witness whereof I have hereunto set my hand and
caused this seal to be affixed.*

Cosby H. Johnson, Mayor

Attest: _____
Naomi D. Atkinson, City Clerk

Date: May 20, 2022



SUBJECT: Recognition of Historic Preservation Award Winners

COMMISSION ACTION REQUESTED ON: 5/17/23

PURPOSE: Recognition of Historic Preservation Award Winners

HISTORY: May is National Historic Preservation Month. To recognize Historic Preservation Month, the Brunswick Historic Preservation Board and the Historic Brunswick Foundation worked together to create an on-line contest to recognize the best work completed in Brunswick over the past twelve months.

Members of the Historic Preservation Board and Historic Brunswick Foundation will announce the winners of our Historic Preservation Awards – People’s Choice Awards, Excellence in Historic Preservation Awards, and a Special Recognition for Historic Preservation.

OPTIONS:

DEPARTMENT RECOMMENDATION ACTION:

- Information Only

DEPARTMENT: PDC

Prepared by: John Hunter, Director

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

City Manager

5/2/2023
Date



SUBJECT: 90% Site Plan Approval | 3302 Glynn Avenue | Public Hearing

COMMISSION ACTION REQUESTED ON: May 17, 2023

PURPOSE: See attached Staff Report

HISTORY:

FACTS AND ISSUES:

BUDGET INFORMATION: N/A


OPTIONS:

- Approve Site Plan as submitted.
 - Approve Site Plan with conditions.
 - Do not approve Site Plan.
-

DEPARTMENT RECOMMENDATION ACTION:

- Approve Site Plan
-

DEPARTMENT: PDC

Prepared by: John Hunter, Director 

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:


City Manager

5/8/2023
Date

Site Plan Review

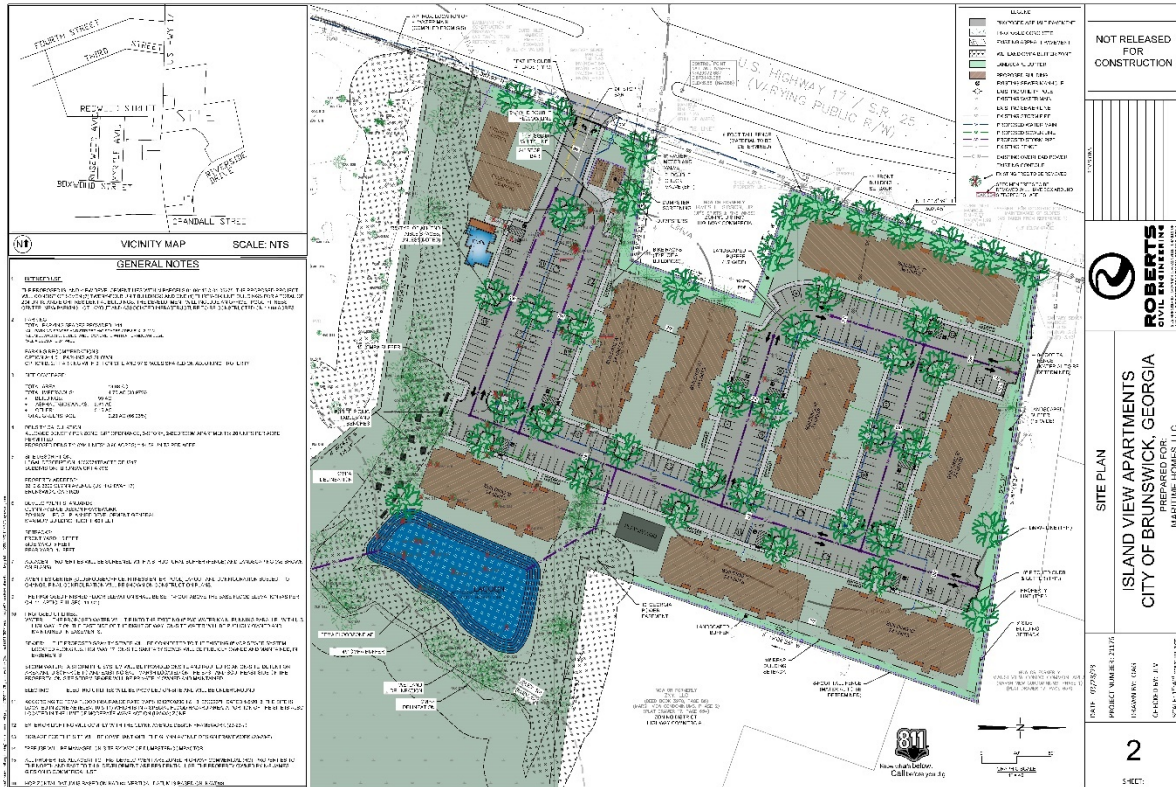
(3302 Glynn Avenue)

John Hunter
Director
Planning, Development, & Codes

Brunswick City Commission
Public Hearing
May 17, 2023

Requested Land Use Approvals

Maritime Homes, LLC, owner, has submitted a site plan for review by the Planning and Appeals Commission. This review and recommendation was required by the City Commission as a part of their approval of the request to rezone the property to PD-G in 2022. This site plan covers only the multi-family portion of the development at 3302 Glynn Avenue.



Proposed Development

Maritime Homes, LLC proposes the construction of 204 apartment units comprised of 7 three-story 24 unit buildings, 1 three story 36 unit building, an office, a fitness center and pool, and associated parking on 13.98 acres.

Staff Analysis

When reviewing a site plan prior to having complete a complete Permit Package staff reviews key items for consistency with city ordinances and other regulatory requirements.

Task 1: Review for consistency with PD Text

- 1) Do proposed uses follow the PD Text? *Yes*
- 2) Does the site plan follow the Setbacks established by the PD Text?
 - *23-6-4/Multifamily dwellings – 23-6-4 is our General Residential Code Follows our standard setback, heights, density used in GR citywide. 15 ft front/5 side/10 rear. Does deviate from GADF, but that is allowed via a PD approval.*
 - *Plan follows established setback requirements*
 - *While architectural review is not a part of this, 3 stories is within the allowed heights*
 - *Density is based on 3-story building, 2 bedroom units = 20 units an acre*
 - *204 units shown, 14.59 units per acre on proposed 13.98 acre site*
- 3) Water/Sewer: Water Sewer Plan connects as discussed in PD Text: *Yes*

Task 2: Review for consistency with Concept Plan

The apartment development does show the evolution of how site planning typically moves from concept to reality. With more site constraints added into the plan, the number of residential buildings has been reduced from 9 to 8, number of units reduced from 216 to 204, the location of buildings and amenities have shifted to accommodate site constrains and necessary infrastructure.

Task 3: Review for General Regulations and Ordinances

Generally involves a cursory review by Planning, Engineering, Public Works, and the Fire Marshal.

- 1) Parking – 408 required for units; 311 provided. The applicant has provided 2 options for consideration: Option A – approve a 1.5 space per unit ratio; or, Option B – shared parking would be developed on the adjacent parcel to the south that would provide 97 spaces. Shared parking on adjacent parcels/blocks is allowed and encouraged under the Glynn Avenue Design Framework. *There will be further discussion of this later in the review.*
- 2) Buffers – No buffer required between adjacent residential – plan calls for 15 foot landscaped buffer with a fence material TBD. Buffer between residential and commercial is only required when commercial is added next to Residential. Plan calls for 15 foot landscaped buffer.
- 3) Flood Damage Prevention (Garrow)
 - LiMWA line -- This is the Limit of Moderate Wave Action. Any development on the east (seaward) side of this line must comply with V-zone regulations. This is discussed in Section 11-55 of the ordinance, and is reflected on the site plan. The impacts on building design and site conditions will be reviewed as a part of the building permit approval process.

-Freeboard requirement – The ordinance includes a one-foot freeboard requirement. Any of the development in the AE-10 zone on the landward side of the LiMWA line must have a FFE of 11.0 or higher. This requirement will be confirmed during the building permit approval process.

-Storm Water – Large amount of the site was impervious surface previously. Site plan reflects consideration of collecting storm water from impervious surfaces, detaining, then discharging to the marsh. Collection calculations, any required permits, etc. will be reviewed, verified and approved by the City Engineer prior to issuance of a building permit. Depth of detention may require fencing. *Residents of the neighboring Marshview Condos believe that they have stormwater infrastructure on the applicant's property. This should be noted and investigated, but as it is not City infrastructure nor does there appear to be a recorded easement, it is the responsibility of both properties to work toward a solution.*

4) Sanitation: Dumpster/Compactor location provided.

5) Fire Access: Fire Marshal has reviewed and believes the current plan provides adequate access for equipment, including new equipment on order.

6) ROW Access: *Final requirements will be permitted via GDOT. Traffic study has been provided. Sightlines from entrances, neighboring commercial and residential access points need to be considered in landscape plan and proposed fencing along US 17.*

7) Water/Sewer Connectivity: Detail provided within the plan.

8) Density: Under our Zoning Ordinance, Density is defined as “The number of dwelling units per acre of land developed or used for residential purposes. Unless otherwise clearly stated, density requirements in this chapter are expressed in dwelling units per net acre - that is, per acre of land devoted to residential use exclusive of land utilized for streets, alleys, parks, playgrounds, school grounds or other public uses.” The development is entirely private, and contains none of the stated public uses or facilities, as such the entirety of the 13.98 acres site is considered for the calculation of density. The proposed development has 204 2-bedroom units in 3 story buildings. The General Residential code allows 20 units per acre. The development contains 14.59 units which meets the density requirements.

Task 4: Review for consistency with the US 17 Overlay District/Glynn Avenue Design Framework

The project falls within the US 17 Overlay, and is subject to the Glynn Avenue Design Framework. While this has minimal impact upon uses, it will guide the overall character and design of the development. Within the Overlay, PD-G is considered a Special District. To establish the Special District General, a proposed development must contain an area of not less than three acres, have direct access to at least one street, and conform with the Guiding Principles and Design Principles of the US 17 Overlay District as stated in Section 1.3.1 and 1.3.2 of the Glynn Avenue Design Framework.

Guiding Principles state:

1. Glynn Avenue should reflect vernacular architecture appropriate to coastal Georgia. – *Architectural review was not required by the PD-G approval, only the site plan. Architectural review will be conducted by staff prior to issuance of the Building Permits.*
2. Our marshes, waterways, and scenic vistas are natural resources that should be available and accessible to all. –*Principle is met by maintaining the 45’ marsh setback.*
3. Responsible development should minimize impact to the sensitive natural environment, particularly along the eastern edge of Glynn Avenue. –*Principle is met by maintaining the 45’ marsh setback.*
4. Access to properties along Glynn Avenue should be safely and easily accessible for pedestrians and cyclists, as well as motorists. – *Internal connectivity via sidewalks and the provision of bike racks meets this principle as does aligning the entrance with an existing intersection.*
5. Individual development should respect and contribute positively to the public realm. – *There are no proposed public assets within the development, however maintaining the 45’ marsh setback preserves the ability to add to the public realm if a future public trail project can be developed.*
6. Glynn Avenue should evolve into an activity center that is complimentary to, but not competitive with, downtown Brunswick.
7. Investment in the public realm should guide and enhance private sector investment.

The Design Principles state:

1. *Public Waterfront + Public Space:* The marsh and waterfront are public resources and should not be privatized for the enjoyment of only a few. Maintaining public access along the marsh and waterfront is a high priority. Public access may be achieved through a roadway along the waterfront which continues the design elements of Main Street - on-street parking, generous sidewalks, street trees, etc., or through a waterfront park or pedestrian promenade along the marsh.

-Provisions for sidewalks, street trees, and the preservation of the 45’ marsh setback meet this principle.

2. *Pedestrian-orientation:* The current condition of Glynn Avenue does not lend itself to the creation of a ‘Main Street.’ However, this does not mean that the desire to create walkable, human scaled places should be abandoned. These regulations set forth a development strategy to capture passing vehicles while also fostering a ‘Main Street’ character on streets parallel to Glynn Avenue.

- Walkability is provided through the connectivity of internal sidewalks and the connection to US 17 sidewalks. There are no parallel public streets, however the alignment of buildings, parking, and travel lanes does mimic a traditional block format. Three-story buildings are typical in urban “walk-up” settings and are not out of scale with similar developments in more urban areas such as Savannah and even within the Downtown Core of Brunswick.

3. *Mixed-Use Environment*: The creation of a mixed use environment provides an ideal transition from more highway-oriented scale along US 17 to more neighborhood-compatible scale, while accommodating a variety of uses, including commercial, office, institutional, and residential.

- The addition of multi-family into an area that is predominantly commercial begins this development of a more mixed use approach along US 17

4. *Blocks + Streets*: Building an interconnected network of compact blocks is critical to ensure a walkable area that fosters diverse uses and building types. This block pattern can still accommodate large-scale retailers, but does so in a way that maintains the importance of human-scaled development.

Streets should generally include on-street parking, street trees, sidewalks, and pedestrian amenities such as benches, street lights, trash facilities, etc. Highly connected streets are important to provide access without requiring traffic to re-enter Glynn Avenue to reach nearby destinations.

-As a contained development and not a development of many individual parcels, the site plan does mimic a linear block pattern as much as practicable. The addition of sidewalks, street trees create a very similar pattern to the function of traditional city blocks.

5. *Quality Design*: The importance of urban form cannot be overstated. To foster community character and create a walkable, vibrant community, the elements of the built environment are more critical than the use. Buildings should be human-scaled, have a primary entrance facing the public realm, and be set close to the street to foster a pedestrian environment.

-As a contained development, the design mimics a traditional block form. Buildings entrances face the internal circulation and are set close to street fronts and are connected via a network of sidewalks. Three-story residential buildings are human scaled, and are common both within our Downtown Core, and within other coastal urban settings such as Savannah and Charleston – even as modern redevelopment within their more historic neighborhoods.

6. *Sense of Place*: The Glynn Avenue corridor is intended to develop as a high quality, mixed-use, pedestrian oriented environment. This area should develop as a complement to, not in competition with, downtown Brunswick. Civic buildings are places of community focus and center. They should be located in places of prominence, such as facing a square, town green, or other central public space.

-The project location is within an isolated peninsula that is primarily developed, and lacks as a whole the ability to truly be connected to the corridor as the GADF envisioned. It would not be an appropriate location for civic functions, but does provide the basic provisions as outlined within the framework.

Under the GADF, a PD is considered a “Special District”, and the PD Text and Concept plan as adopted dictate the development parameters such as setbacks, building size and forms, heights, road and parking forms and locations, etc. Because of this, most of the applicable portions of the GADF are related to aesthetics.

1) Existing Trees: 2 Specimen trees are noted for removal and replacement

- A Landscape plan, will be provided and reviewed prior to the issuance of permits. Landscape buffers and any fence or walls will need to meet GADF

standards.

- 4 replacement trees for Specimen trees will need to be provided
- 10 Canopy Street Trees along US 17 will need to be provided
- 29 Canopy trees associated with the parking areas will need to be provided
 - The current site plan meets these requirements and provides 42 trees.

2) Landscaping

- Landscaping will need to feature native vegetation as outlined in GADF
- Landscape plan will need to detail screening of dumpsters and any on-ground mechanical equipment
- Plan notes for lighting, signage, and landscaping need to be changed to reference that they will meet Sec. 23-23-7: Glynn Avenue Design Framework and will be verified during the building permit review process.

3) 45' Marsh Buffer: Is reflected in the plan. Only amenity provided within the setback is a picnic area. This meets the requirements of the GADF.

4) Sidewalks: Sidewalks provide connectivity throughout the site and connect to the main sidewalks along US 17.

5) Bike racks will be required at each building and are provided.

6) Lot Coverage: The GADF limits lot coverage to 80%. Lot coverage is 33.97%.

7) Utilities: All utilities will be underground meeting the requirements of the GADF. scale, while accommodating a variety of uses, including commercial, office, institutional, and residential.

8) Access: Access to US 17 is granted via a permitting and design review process controlled by GDOT. A traffic study has been submitted to the City, and any improvements or signalization will be determined by GDOT.

Staff Recommendation

Staff recommends that the PAC recommend approval of site plan, with Option B for shared parking on the neighboring parcel.

Planning and Appeals Recommendation

The Planning and Appeals Commission held a public hearing on the application at their April 12, 2023 meeting. Concerns about the site plan included stormwater run off, traffic, parking, lighting and light pollution, compliance with the Design Standards, density, the potential that neighboring Marshview Condos has stormwater infrastructure on the property, and the lack of a traffic signal at the access to Glynn Avenue. Jazz Watts, Mary McFadden, Les Klinfelter, and Helen Stapleton spoke against the project. Hal Hart expressed concerns. Regina McDuffie

spoke in favor of the development. The Planning and Appeals Commission approved a motion 4-1 (Mr. Sabbe against), to defer action for 60 Days.

A Special Called Meeting was held on April 27th, 2023. After an Executive Session with the City Attorney, Mr. Sabbe informed the attendees that due to legal concerns about the validity of the action taken at the April 12th meeting, the PAC would be taking up the April 12th application again. As such, staff was asked to re-introduce the staff report on the application. Concerns about the site plan included stormwater run off, traffic, parking, lighting and light pollution, compliance with the Design Standards, density, the potential that neighboring Marshview Condos has stormwater infrastructure on the property, and the lack of a traffic signal at the access to Glynn Avenue. While the April 12th meeting acted as the Public Hearing, Chairman Sabbe did allow the public to speak. Les Klinfelter, Mary McFadden, Helen Stapleton, Alice Keyes, spoke against the project, Hal Hart supported the development but was concerned about removal of trees and lack of parking and asked for the project to aim high as a gateway project.

The PAC voted to 4-1 (Sabbe) to recommend that the commission deny the site plan.

Staff Recommendation

Staff recommends that the PAC recommend approval of the 90% site plan, with Option B for shared parking on the neighboring parcel. Staff does not recommend any additional conditions be required by the City Commission. However, staff would like to note that there are two concerns that need to be recognized.

The first concern that has been expressed is about the potential that stormwater infrastructure related to Marshview Condos has been installed within the proposed development. This is not City of Brunswick infrastructure. This infrastructure is also unrelated to the ability of the developer to collect stormwater generated by their development, retain it, and dispose of it within City and State requirements. If, indeed, it is the case this has occurred, it is incumbent upon the Marshview owners to work with the developer to identify the infrastructure and determine the course of action. This is especially true if there are no recorded easements in place protecting the right of Marshview to have this infrastructure on an adjacent property. The City Commission should encourage the parties to work together to solve this issue.

The second concern is the potential need for signalization of the Glynn Avenue/Redwood Street intersection. As GDOT controls access to Glynn Avenue/US 17, and establishes the standards under which signalization is required, the City is unable to require changes or improvements. However, it would not be inappropriate for the City Commission to express concerns to GDOT and ask that the issue be examined closely and take a pro-active approach to managing the corridor.

Public Comment

[EXTERNAL] Comments on Island View Apartments

Alice M. Keyes <alice@onehundredmiles.org>

Tue 2/7/2023 1:19 AM

To: John Hunter <jhunter@cityofbrunswick-ga.gov>

Cc: Jazz Watts <josiah@onehundredmiles.org>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning John,

Thank you for the opportunity to review the Island View Apartment plan. I have reviewed the site plan and offer these comments. Sorry I am unable to attend in person, so please share these comments with the members of the Planning and Appeals Commission. I also request you share a copy of these concerns with the Mayor and the City Commissioners, as well.

1. This project is the first redevelopment that lies squarely and undeniably within the Glynn Avenue overlay district. As such, how the city responds to the site plan and what the city approves sets a precedent for all future developments in this overlay district.

- At the October 5, 2022, City Commission meeting, in response to public concern for the concept plan approved for the re-zoning application, Commissioner Julie Martin made the point that the “uses” allowed in this planned development are uses currently allowed by zoning.
- I will add that while the uses are the same, the design for the use is what is so unique and City Code Sec. 23-23-7 states: “*The “Glynn Avenue Design Framework” shall be the design guidelines which include a design plan and associated design criteria to demonstrate how the design goals and objectives will be accomplished.*”
- Commissioner Martin went on to say that she hoped that this development would be “...a shining example of what we hoped would come out of the public charette we went through (over many years).” (referring to the development of the Glynn Avenue Design Framework.)
- The only way this will be shining example of what we hope for the city is if the City upholds City Code Sect. 23-23-7 and requires compliance with the design framework.

2. Of the 7 Guiding Principles, 6 Design Principles, and 5 Sustainable Practices outlined in the GADesign Framework, the site plan demonstrates a lack of regard for most of them. In particular, the site plan fails to uphold 5 of the 6 design principles (pages 5&6) including:

- Public Waterfront and Public Space – marsh and waterfront should not be privatized for the enjoyment of only a few...
- Pedestrian-orientation – capture passing vehicles while also fostering a “Main Street” character
- Mixed-use Environment – accommodating a variety of uses, including commercial, office, institutional and residential
- Blocks and Streets – building an interconnected network of compact blocks is critical to ensure a walkable area... and
- A sense of Place – The Glynn Avenue corridor is intended to develop as a high quality, mixed use, pedestrian oriented environment.

The site plan also fails to uphold the sustainable practices (pages 3 &4) related to:

- Greenspace – While private development is certainly expected to occur along the marsh and waterfront, it should be set back from the marsh edge and public access such as trails or boardwalks should be available for all to enjoy this public resource.
- Canopy trees – Preservation of healthy canopy trees is a high priority as redevelopment occurs. **NOTE:** The site plan indicates that only two specimen trees will be removed, downplaying the fact 58 mature trees (offering lovely canopy) are marked on the site plan to be removed – ultimately clearcutting the entire site plan area.

3. The site plan demonstrates the apartment buildings will eliminate the view of and access to the marshes and waterways.

4. The site plan does not maximize pedestrian accessibility – Sec. 3.5 (page 11)

5. The site plan does not provide public access to the marsh – as provided through a path between the parking lot or building and the marsh. (shown on the diagram on page 12)

6. The site plan clear cuts every tree in the area beyond the buffer area for the tidally influenced waterbodies, as mandated by state law. The site plan shows the intent to cut 58 trees that, right now provide a nice canopy for the community. This again violates the sustainable practices, but it also violates Section 4.4.2 states, “lots shall provide at least one canopy tree for every 50 ft of frontage (page 15).

7. The GADesign Framework does not outline standards for large apartment buildings (like the one described in the site plan), assuming that the types of developments allowed in this overlay district would be smaller and less generic.

8. The site plan fails to comply with the frontage standards. Section 5.2.2.1 requires 20 foot set back from Glynn Avenue. The site plan only proposes 15 feet.
9. The site plan General Notes refer to city ordinances for sign standards and lighting, ignoring the specific requirements in the Glynn Avenue Design Framework.

The Glynn Avenue Design Framework was developed by many stakeholders, professionals and elected officials who love Brunswick and want to see it thrive. The framework is the result of hundreds of hours of discussion, debate, and compromise. It is not perfect, but it paints a sound picture for what Brunswick residents want for this area of town.

Again, the developer has made no effort to comply with any of the principles or specific requirement outlined in the Glynn Avenue Design Framework. The applicant must not be allowed to proceed with this 50% site plan with so little consideration given to the standards of the overlay district in which it lies.

Thank you for the opportunity to review this site plan being considered by the Planning and Appeals Commission.

Sincerely,

Alice M. Keyes
VP of Coastal Conservation
[One Hundred Miles](#)
912.230.6494 c
912.264.4111 o
alice@onehundredmiles.org



"Love is the motive, but justice is the instrument."
— Bryan Stevenson

[EXTERNAL] Meeting with Marshview Condos

Mary McFadden <lagataloca000@gmail.com>

Wed 2/8/2023 4:38 PM

To: John Hunter <jhunter@cityofbrunswick-ga.gov>

Cc: Rhonda Decrescenzo <rhondadecrescenzo@yahoo.com>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear John,

Thank you for meeting with Rhonda and I on Monday. Rhonda asked me to email you and remind you of the topics we discussed. You indicated some of the items may need to be brought to the attention of the City Engineer and Joint Water and Sewer.

1. The 50% site plan shows the sanitary sewer for Island View Apartments tying into Marshview's sanitary sewer in the middle of the Marshview driveway at Highway 17. We do not want them tying into our sanitary sewer and do not want them excavating any part of our property.
2. Marshview's storm drain near our mailbox runs west onto the Island View property and has a manhole near the northeast corner of the Island View property. At the manhole, our storm drain turns 90 degrees north and drains into the marsh beside one of our buildings. This manhole is not identified on the 50% site plan. This storm drain services the two areas of Marshview that are most prone to ponding of water during regular rainfall. The 50% site plan shows an Island View building on the location of this manhole. This manhole is very important to our drainage and we do not want it disrupted. I am available to show this to you in person if you would like to see it.
3. We are requesting the building on the northeast corner of the site plan be eliminated or reduced in size because it will be on top of the manhole for our storm drain
4. Increase the number of parking spaces per unit at Island View. We do not want their overflow parking on Marshview Property. If it is not possible to increase the number of parking spaces at Island View to 2 per unit, then reduce the number of units.
5. Marshview is requesting the setbacks be increased. The current setbacks do not provide enough space for a sufficient landscaped screen between Marshview and Island View.
6. Marshview is extremely concerned about flooding potential if the drainage ditch is eliminated that currently runs north/south between Island View and Marshview. This ditch drains fills with rainwater during regular rainstorms, and fills with marsh water during king tides and storm surge. The Island View property is a higher elevation than Marshview. We are concerned that water from the higher Island View property will drain onto Marshview in the absence of the drainage ditch. The 50% site plan shows Island View buildings on top of this drainage ditch.
7. The Island View fence at the northeast corner of their property will block the view of people pulling out of the mailbox at Marshview. Residents leaving the mailboxes will not be able to see traffic entering Marshview. Our mail carrier recently complained that she could not see to pull out due to 3' bushes. The fence will be 8' and extends out further than our bushes did.

Thank you for your time and thank you for listening to our concerns.

Sincerely,
Mary

Mary McFadden
405 Marshview Circle Dr.
Brunswick, GA 31520

912-258-8066

[EXTERNAL] Stick to the Glynn Avenue Design Framework!

Chriscilia Cox <chrisilia@sumaconsulting.org>

Tue 2/28/2023 11:44 AM

To: Cosby Johnson <cjohnson@cityofbrunswick-ga.gov>; Felicia Harris <fharris@cityofbrunswick-ga.gov>; Julie Martin <jmartin@cityofbrunswick-ga.gov>; Kendra Rolle <krolle@cityofbrunswick-ga.gov>; John Cason <jcason@cityofbrunswick-ga.gov>; Regina McDuffie <rmcduffie@cityofbrunswick-ga.gov>; John Hunter <jhunter@cityofbrunswick-ga.gov>

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Dear Commissioners,

Thank you for your service to our city. As residents, we rely on you to make equitable decisions for the good of everyone in our community.

I'd like to encourage you to continue our community's vision for the future of Brunswick, as outlined in the Glynn Avenue Design Framework. This framework constitutes a thoughtful look at how we want Brunswick to grow and is the result of the hard work and input from stakeholders across our community. We have something we can all be proud of here—please don't throw that away.

As you consider the planned development complex on Highway 17 and other developments to come, I'd like to ask you to follow the standards we agreed upon in the framework, which are required by Code 23-23-7. Hold developers accountable for building in a way that will uphold our community's interests, values, and the vision for the future we agreed on—one that includes public access to a vibrant, publicly accessible waterfront, access to safe sidewalks and bike trails, access to ample green space, and other shared resources.

Thank you again for your service,

Chriscilia Cox

Fw: [EXTERNAL] ISLAND VIEW

John Hunter <jhunter@cityofbrunswick-ga.gov>

Wed 4/12/2023 11:07 AM

To: coastalconcretecoinc@comcast.net <coastalconcretecoinc@comcast.net>

Mr. Addison,

Thank you for drawing this to our attention. I will bring this up with the developers at the Planning and Appeals Commission meeting this evening.

Regards,

John

John Hunter

Director

Planning, Development & Codes

City of Brunswick

601 Gloucester Street

Brunswick, GA 31520

(912) 267-5527

jhunter@cityofbrunswick-ga.gov

-----Original Message-----

From: Jeff Addison <coastalconcretecoinc@comcast.net>

Sent: Wednesday, April 12, 2023 11:01 AM

To: City of Brunswick City Clerk's Office <CityClerk@cityofbrunswick-ga.gov>

Subject: [EXTERNAL] ISLAND VIEW

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

- >
- > Dear City of Brunswick Planning Commission Members,
- >
- > It has come to our attention that the project located at 3302 & 3210 Glynn Ave is being named "Island View" apartments.
- > We live in the already established "Island View" Subdivision, that is less than a mile away from this new development, and are very concerned over the repetition and use of the name "Island View".
- > There are 34 families in our neighborhood and we are concerned that having two neighborhoods with the same name could cause confusion and possible delays in the response of Emergency, Fire Rescue, and Police Services. Not only for those living in our subdivision, but also for the future residents of the planned new apartments, possibly putting peoples lives in jeopardy.
- > We are requesting please, that the City of Brunswick Planning Commission require the developer, Maritime Homes LLC, to change the name of the proposed apartments before giving final approval for occupancy.
- >
- > Your consideration on this matter is greatly appreciated, Sincerely,

Jeff Addison

710 Island View Drive

Brunswick, Ga 31525

[EXTERNAL] Variance Petition No# 23-01 Public Hearing Notice

Jay Orr <orr.jayc@gmail.com>

Tue 2/28/2023 10:58 AM

To: John Hunter <jhunter@cityofbrunswick-ga.gov>

Cc: Julie Orr <julie@blowingrockinteriors.com>;helenstapleton1941@gmail.com <helenstapleton1941@gmail.com>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

John,

Thank you for your returned call today relative to the USPS letter I received yesterday.

I think it an extremely bold request to request over a 100 parking space reduction when there are planning 204 2BR apartments.

In my opinion this would be a parking nightmare and the variance request should be rejected. Planning and Zoning should mandate a redesign as a solution reducing the apartment count AND/OR Bedroom count in order to be more compliant with the requirements of the building code.

James C. Orr

Owner-Adjacent Property-1108 Marshview Circle Drive

[EXTERNAL] Stick to the Glynn Avenue Design Framework!

Stan Humphries <stan@itsagoodlife.net>

Tue 2/28/2023 2:02 PM

To: Cosby Johnson <cjohnson@cityofbrunswick-ga.gov>; Felicia Harris <fharris@cityofbrunswick-ga.gov>; Julie Martin <jmartin@cityofbrunswick-ga.gov>; Kendra Rolle <krolle@cityofbrunswick-ga.gov>; John Cason <jcason@cityofbrunswick-ga.gov>; Regina McDuffie <rmcduffie@cityofbrunswick-ga.gov>; John Hunter <jhunter@cityofbrunswick-ga.gov>

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Dear Commissioners,

Thank you for your service to our city. As residents, we rely on you to make decisions that are equitable and for the good of everyone in our community.

I'm writing to encourage you to uphold our community's vision for the future of Brunswick, as set forth in the Glynn Avenue Design Framework. This framework constitutes a thoughtful look at how we want Brunswick to grow and is the result of the hard work and input from stakeholders across our community. We have something here that we all can be proud of—please don't throw that away.

As you consider the planned development complex on Highway 17 and other developments to come, I'm asking you to enforce the standards we collectively agreed upon in the framework and which are required by Code 23-23-7. Hold developers accountable to building in a way that will uphold our community's interests, values, and the vision for the future we agreed on—one that includes public access to a vibrant, publicly accessible waterfront, access to safe sidewalks and bike trails, access to ample green space, and other shared resources.

Thank you again for your service,

[EXTERNAL] Stick to the Glynn Avenue Design Framework!

Susan Mower <susanmower@bellsouth.net>

Tue 2/28/2023 10:19 AM

To: Cosby Johnson <cjohnson@cityofbrunswick-ga.gov>; Felicia Harris <fharris@cityofbrunswick-ga.gov>; Julie Martin <jmartin@cityofbrunswick-ga.gov>; Kendra Rolle <krolle@cityofbrunswick-ga.gov>; John Cason <jcason@cityofbrunswick-ga.gov>; Regina McDuffie <rmcduffie@cityofbrunswick-ga.gov>; John Hunter <jhunter@cityofbrunswick-ga.gov>

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Thank you again for your service,

Sent from my iPad

[EXTERNAL] Stick to the Glynn Avenue Design Framework!

vicky sawall <sawallvt@gmail.com>

Tue 2/28/2023 10:04 AM

To: Cosby Johnson <cjohnson@cityofbrunswick-ga.gov>; Felicia Harris <fharris@cityofbrunswick-ga.gov>; Julie Martin <jmartin@cityofbrunswick-ga.gov>; Kendra Rolle <krolle@cityofbrunswick-ga.gov>; John Cason <jcason@cityofbrunswick-ga.gov>; Regina McDuffie <rmcduffie@cityofbrunswick-ga.gov>; John Hunter <jhunter@cityofbrunswick-ga.gov>

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I'm writing to encourage you to uphold our community's vision for the future of Brunswick, as set forth in the Glynn Avenue Design Framework. This framework constitutes a thoughtful look at how we want Brunswick to grow and is the result of the hard work and input from stakeholders across our community. We have something here that we all can be proud of—please don't throw that away.

As you consider the planned development complex on Highway 17 and other developments to come, I'm asking you to enforce the standards we collectively agreed upon in the framework and which are required by Code 23-23-7. Hold developers accountable to building in a way that will uphold our community's interests, values, and the vision for the future we agreed on—one that includes public access to a vibrant, publicly accessible waterfront, access to safe sidewalks and bike trails, access to ample green space, and other shared resources.

Thank you again for your service,

Vicky Towns Sawall

200 Salt Air Drive

156

St Simons Island, GA

Sent from my iPhone

[EXTERNAL] Re: [EXTERNAL] Marshview Condominiums and New Development adjacent

Jay Orr <orr.jayc@gmail.com>

Wed 3/8/2023 4:01 PM

To: John Hunter <jhunter@cityofbrunswick-ga.gov>

Cc: Julie Orr <julie@blowingrockinteriors.com>; helenstapleton1941@gmail.com <helenstapleton1941@gmail.com>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

John,

Thank you for your response. I appreciate your assistance with this matter.

Best Regards,

Jay Orr
404-226-3178

On Wed, Mar 8, 2023 at 2:40 PM John Hunter <jhunter@cityofbrunswick-ga.gov> wrote:

Jay,

Thank you for the additional comments, I will add these to the comments for the PAC. The applicant withdrew their application for the variance to the parking requirements this morning and will be bringing forward a revised plan at a later date.

Thank you,
John

John Hunter
Director
Planning, Development & Codes
City of Brunswick
601 Gloucester Street
Brunswick, GA 31520
(912) 267-5527
jhunter@cityofbrunswick-ga.gov

From: Jay Orr <orr.jayc@gmail.com>

Sent: Wednesday, March 8, 2023 1:06 PM

To: John Hunter <jhunter@cityofbrunswick-ga.gov>

Cc: Julie Orr <julie@blowingrockinteriors.com>; helenstapleton1941@gmail.com <helenstapleton1941@gmail.com>

Subject: [EXTERNAL] Marshview Condominiums and New Development adjacent

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

John,

As we are learning new information about the proposed development next door, I wanted to again voice concerns going forward and for tonight's meeting-

1. Parking-I wrote to you regarding this before. Still a concern as to what happened to the variance request of reduced parking spaces. Feel this variance should not be allowed and the developer should be more reasonable with his overall scope of concept. The fact that he is requesting such an aggressive variance worries all residents of Marshview regarding the additionally troubling items noted below.

2. Golden Isles Inn-Asbestos-There is concern that this was not addressed properly when the motel fell into dis-repair and Asbestos is still present on the site and will become airborne as disturbed.

3. Stormwater/Sewer-Proposed Development shares stormwater/sewer systems with Marshview Condominiums property. These integrated systems need to continue to function properly for the drainage and the protection of residents of both properties and the Marsh. Marshview Condominiums should not suffer future cost of damaged systems by developer and/or newly created impervious areas that will tax these systems.

4. Trees-The Glynn Ave overlay speaks to keeping as many trees as possible and has language regarding removing large trees. The aggressive design presented by the developer and it's push for maximum density is of great concern to us as adjacent neighbors. This should also be a red flag to planning and zoning given the

blatant disregard(example-parking space variance request-400 to 300) so far from a current zoning and compliance perspective.

As a group, we are all concerned about the aggressive design for density, and the effects on the aforementioned items.

Thank you for your time and I would appreciate it if you can share this with Planning and zoning.

Best regards,

Jay Orr
1108 Marshview Circle Drive-Owner
404-226-3178

[EXTERNAL] Re: [EXTERNAL] 3302 & 3210 Glynn Ave

Leslie Brantley <lesliebrantley@att.net>

Wed 4/12/2023 1:27 PM

To: John Hunter <jhunter@cityofbrunswick-ga.gov>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you, Mr Hunter
Your consideration on this, is very much appreciated.
Sincerely, Leslie Brantley

Sent from my iPad

On Apr 12, 2023, at 11:07 AM, John Hunter <jhunter@cityofbrunswick-ga.gov> wrote:

Mr. & Mrs. Brantley,

Thank you for drawing this to our attention. I will bring this up with the developers at the Planning and Appeals Commission meeting this evening.

Regards,

John

John Hunter
Director
Planning, Development & Codes
City of Brunswick
601 Gloucester Street
Brunswick, GA 31520
(912) 267-5527
jhunter@cityofbrunswick-ga.gov

From: Naomi Atkinson <natkinson@cityofbrunswick-ga.gov>
Sent: Wednesday, April 12, 2023 7:42 AM
To: John Hunter <jhunter@cityofbrunswick-ga.gov>
Subject: FW: [EXTERNAL] 3302 & 3210 Glynn Ave

See email below

Naomi D. Atkinson, MMC
City Clerk
PO Box 550
Brunswick, GA 31521
☐ (912) 267-5529 - Office
natkinson@cityofbrunswick-ga.gov
www.brunswickga.org

-----Original Message-----

From: Leslie Brantley <lesliebrantley@att.net>
Sent: Tuesday, April 11, 2023 9:11 PM
To: City of Brunswick City Clerk's Office <CityClerk@cityofbrunswick-ga.gov>
Subject: [EXTERNAL] 3302 & 3210 Glynn Ave

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear City of Brunswick Planning Commission Members,

It has come to our attention that the project located at 3302 & 3210 Glynn Ave is being named "Island View" apartments.

We live in the already established "Island View" Subdivision, that is less than a mile away from this new development, and are very concerned over the repetition and use of the name "Island View".

There are 34 families in our neighborhood and we are concerned that having two neighborhoods with the same name could cause confusion and possible delays in the response of Emergency, Fire Rescue, and Police Services. Not only for those living in our subdivision, but also for the future residents of the planned new apartments, possibly putting peoples lives in jeopardy.

We are requesting please, that the City of Brunswick Planning Commission require the developer, Maritime Homes LLC, to change the name of the proposed apartments before giving final approval for occupancy.

Your consideration on this matter is greatly appreciated, Sincerely,

Kenneth & Leslie Brantley
602 Island View Dr
Brunswick, Ga 31525

Re: [EXTERNAL] Re: [EXTERNAL] RE: Vassa Cate's Glynn Avenue Project

John Hunter <jhunter@cityofbrunswick-ga.gov>

Thu 4/27/2023 8:31 AM

To: WINTON MCNAIR <tad@jpswineandspirits.com>; Marty Crabtree <marty@bishopfirm.com>

Cc: Jim Bishop <jbishop@bishopfirm.com>

📎 2 attachments (6 MB)

Site Plan Staff Report 4.27.23.pdf; Site Plan 4.27.23.pdf;

Tad,

Staff report and site plan are attached.

John Hunter

Director

Planning, Development & Codes

City of Brunswick

601 Gloucester Street

Brunswick, GA 31520

(912) 267-5527

jhunter@cityofbrunswick-ga.gov

From: WINTON MCNAIR <tad@jpswineandspirits.com>

Sent: Thursday, April 27, 2023 8:20 AM

To: John Hunter <jhunter@cityofbrunswick-ga.gov>; Marty Crabtree <marty@bishopfirm.com>

Cc: Jim Bishop <jbishop@bishopfirm.com>

Subject: [EXTERNAL] Re: [EXTERNAL] RE: Vassa Cate's Glynn Avenue Project

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

John,

Is it possible to get a copy of whatever the Planning commission is discussing tonight about the Island View development?

Thanks

From: John Hunter <jhunter@cityofbrunswick-ga.gov>

Sent: Thursday, February 16, 2023 7:56 AM

To: Marty Crabtree <marty@bishopfirm.com>

Cc: Jim Bishop <jbishop@bishopfirm.com>; WINTON MCNAIR <tad@jpswineandspirits.com>

Subject: Re: [EXTERNAL] RE: Vassa Cate's Glynn Avenue Project

Marty,

The Planning Commission reviewed the "50%" site plan for the apartment portion of the project last week. Attached is a copy of that site plan and my review notes.

John Hunter

Director

Planning, Development & Codes

City of Brunswick

601 Gloucester Street

Brunswick, GA 31520

(912) 267-5527

jhunter@cityofbrunswick-ga.gov

From: Marty Crabtree <marty@bishopfirm.com>

Sent: Wednesday, February 15, 2023 5:19 PM

To: John Hunter <jhunter@cityofbrunswick-ga.gov>
Cc: Jim Bishop <jbishop@bishopfirm.com>; WINTON MCNAIR <tad@jpswineandspirits.com>
Subject: [EXTERNAL] RE: Vassa Cate's Glynn Avenue Project

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey John:

We have been seeing some articles popping up recently about Vassa's project. Has he filed his final Site Plan yet or submitted any applications with your office? If so, can you please provide us with a copy for review? Thank you! Kindest regards, Marty

Ms. Marty H. Crabtree, Senior Paralegal
THE BISHOP LAW FIRM
465 Sea Island Road
St. Simons Island, Georgia 31522
(912) 264-2390
(912) 264-5859 fax

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From: John Hunter <jhunter@cityofbrunswick-ga.gov>
Sent: Friday, January 6, 2023 3:41 PM
To: Marty Crabtree <marty@bishopfirm.com>
Cc: Jim Bishop <jbishop@bishopfirm.com>
Subject: Re: [EXTERNAL] Vassa Cate's Glynn Avenue Project

Marty,

We have not received any submissions yet on that project. I believe it will be another month or two before we do.

Thanks
John

John Hunter
Director
Planning, Development & Codes
City of Brunswick

Sent from [Outlook](#) for iOS

From: Marty Crabtree <marty@bishopfirm.com>
Sent: Friday, January 6, 2023 3:13:03 PM
To: John Hunter <jhunter@cityofbrunswick-ga.gov>
Cc: Jim Bishop <jbishop@bishopfirm.com>
Subject: [EXTERNAL] Vassa Cate's Glynn Avenue Project

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content is safe.

Hey John:

I just left you a voice message. Can you provide a status of Vassa Cate's site plan approval or any other applications he may have submitted thus far? If a site plan has been submitted, can you please send us a copy? Thank you! Kind regards, Marty

Ms. Marty H. Crabtree, Senior Paralegal
THE BISHOP LAW FIRM
465 Sea Island Road
St. Simons Island, Georgia 31522
(912) 264-2390
(912) 264-5859 fax

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Memo

To: Brunswick Planning and Appeals Commission
CC: John Hunter, Planning Director City of Brunswick
From: Alice Keyes, One Hundred Miles



DATE: April 26, 2023

RE: Revised Site Plan for Maritime Homes, LLC, - Island View Apartments

Thank you for your service to the City of Brunswick and the residents that call it home. One Hundred Miles supports efforts to responsibly redevelop the area within the Glynn Avenue Overlay District, including the site of the proposed Island View apartments.

Understanding that the Special Called Planning and Appeals Commission (PAC) meeting scheduled for April 27, 2023, is not a public hearing, **I want to share information and concerns regarding Maritime Homes' revised site plan (dated 03/23/23) for you to consider prior to your deliberations.**

First, Maritime Homes, LLC, should be required to amend the Planned Development (PD) text and resubmit the text and master plan to the PAC for consideration. Since originally presented, the project has changed, and with the additional 3.25 acres, it has significantly increased in size. Although Mr. Hunter refers to the 3.25 acres as a separate "project," it is undeniably part of the PD for the following reasons:

- The amended site plan includes the 3.25 acre "project" in its total calculations.
- All specifications in the notes section of the amended site plan include the additional 3.25 acres, including parking.
- The new apartment building is not accessible by any public road, only through the parking lot of the PD. Therefore, it is unlikely to be considered as a separate project.
- The apartment project (on the 3.25 acres) does not indicate services needed for an apartment building to operate outside of a bigger operation – i.e. garbage facilities, etc.
- The 3.25 additional acres includes one multi-family building that has the same specifications as the other proposed buildings in the PD (a three-story building with 24 two-bedroom apartments.)
- The 04/27/23 Brunswick News article quotes Mr. Hunter as stating, "They have added an additional parcel to their project."

Maritime Homes should simply amend the site plan and PD text to incorporate the additional parking and new design into the plan—and then resubmit the site plan for the PAC to review prior to your recommendation to the City Commission.

Second, the revised site plan offers some details that previously were not readily available to the public or to the PAC. The details reveal that the PD is not in compliance with the density standards outlined in Brunswick City Code.

Code Sec 23-1-4 defines "Density" as "The number of dwelling units per acre of land developed or used for residential purposes. Unless otherwise clearly stated, density requirements in this chapter are expressed in dwelling units per net acre – that is, per acre of land devoted to residential use **exclusive of** land utilized for streets, alleys, parks, playgrounds, school grounds or other public uses." (*emphasis added*).

Public uses are not defined in the city zoning code, but clearly include marshlands and wetlands considered "Waters of the State" offering public service such as storm mitigation and water quality control – as protected from development under the GA Coastal Marshlands Protection Act and the US Clean Water Act - and the 45-foot buffer dedicated to preserve public access to the marshfront - because, "Maintaining public access along the marsh and waterfront is a high priority" (Glynn Ave. Design Framework, Sec 1.3.2).

As such, city staff and the PAC should remove the land utilized for public uses when calculating allowed density. Of the 17.23 acres owned by Maritime Homes, the following acreage must be removed:

- 5.06 acres of marsh,
- 0.64 acres of wetland, and
- 2.0 acres of marsh buffer.

This changes the net acres used to calculate allowed density from 17.23 to 9.53 acres.

General Residential (GR) Code section 23-6-4 specifies the standards by which designated land uses must comply. Table B in sub-section (c) outlines the "Permitted Multi-Family Dwelling Units per Net Acre by Unit Type." (again, City Code defines a net acre as, "per acre of land devoted to residential use exclusive of land utilized for streets, alleys, parks, playgrounds, school grounds or other public uses.")

Two-bedroom, 3-story units are limited to 20 units per net acre, per the code.

17.53 acres x 20 units = 344.6 units allowed

9.53 net acres x 20 units = 190.6 units allowed

During the April 12, 2023, PAC meeting, Mr. David Bowers suggested several ways the developer can reduce density, reduce parking requirements, and comply with the City Code. His suggestions included, but were not limited to deleting units, raising the buildings and parking underneath, or a combination of the two.

Please consider that our community wants redevelopment of this area, but only redevelopment that complies with the City Code and meets the intent of the Overlay District. At every step of the process where public input has been allowed, community members have shared examples of how this development does not meet the standards adopted by our community. We feel the City is legally bound to ensure all developments comply with our local ordinances, including the Glynn Avenue Design Framework.

The PAC should NOT recommend that the City Commission approve the Maritime Homes, LLC Island View Apartment site plan as it is currently presented.

Maritime Homes should amend their plans with the additional 3.35-acre parcel included and resubmit a proposed PD text and site plan for the PAC to review.

Thank you for your consideration.

**OFFICIAL MINUTES
BRUNSWICK CITY COMMISSION
REGULAR SCHEDULED MEETING
WEDNESDAY, MAY 3, 2023
AT 6:00 P.M.**

**1229 NEWCASTLE STREET, 2nd FLOOR
&**

STREAMED LIVE AT THE BELOW WEB ADDRESS:

<https://www.facebook.com/citybwkga>

PRESENT: Honorable Mayor Cosby Johnson, Mayor Pro-Tem Julie Martin, Commissioner John Cason III, Commissioner Kendra Rolle, and Commissioner Felicia Harris ~ (*attended virtually*).

CALL TO ORDER: Mayor Johnson ~ *meeting began at 6:00 p.m.*

INVOCATION: Mayor Johnson

PLEDGE OF ALLEGIANCE: Recited in unison by all in attendance.

APPROVAL OF AGENDA

1. Adoption of May 3, 2023 Regular Meeting Agenda.

Mayor Pro Tem Martin made a motion to adopt the May 3, 2023 agenda as presented; seconded by Commissioner Cason. Motion passed unanimously.

PRESENTATION

2. Georgia Cities Week Winners.

City Manager McDuffie gave an overview of activities for Georgia Cities Week and award participants in the Cities Week essay, art, and photo contest.

City Manager McDuffie awarded first, second, and third place winners for the essay, art, and photo contest. The essay contest was split into two categories for primary (elementary and middle school) students and secondary (high school) students. The art contest had one category for primary school students. The photo contest was limited to adult participants:

Essay Primary Student Category Winners

Place	Name
3 rd	Alissa Rivera
2 nd	De'Aundra Thorpe
1 st	Nyriana Hughes

Essay Contest Secondary Student Category Winners

Place	Name
3 rd	Sophie Bravo
2 nd	Maria Bravo
1 st	Camille Gray

Art Contest Winners

Place	Name
3 rd	Alex Bravo
2 nd	Madisyn Butler
1 st	Dorian Hughes

Photo Contest Winners

Place	Name
3 rd	Kiakala Ntemo
2 nd	Mark Choi
1 st	Lori Parker

PUBLIC COMMENT

Michael Luff, 2005 Putnam Street #38, Brunswick, Georgia – Discussed personal trials, public safety, homelessness, and The Well.

PUBLIC HEARING – NEW ALCOHOL BEVERAGE LICENSE(S)

3.

New Alcohol License(s)			
Name of Business	Business Owner/Manager	Business Address	Permit Type
Matted Ox	Owner: Jason Kuykendall	1510 Bay St., Brunswick, GA	On premise consumption of beer and wine
Senbai Inc, d/b/a Snappy Foods	Owner: Dharaben Patel	2905 Glynn Ave., Brunswick, GA	Retail sales of beer and wine

Matted Ox: Owner Jason Kuykendall answered Mayor Pro Tem Martin’s questions regarding operating hours, safety, and compliance protocols.

Commissioner Rolle asked if Mr. Kuykendall attended the nearby Neighborhood Planning Assembly, to which he replied “No”, as he was scheduled to appear before the Commission, prior to the nearby Neighborhood Planning Assembly’s next meeting.

Mayor Johnson requested that Mr. Kuykendall meet with the Neighborhood Planning Assembly. Commissioner Cason made a motion to approve the liquor license for Matted Ox, seconded by Mayor Pro Tem Martin. Motion passed unanimously.

Snappy Foods: Owner Dharaben Patel was not present. Mayor Pro Tem Martin made a motion to defer Snappy Foods’ consideration for a liquor license until the next scheduled meeting; seconded by Commission Cason. Motion passed unanimously.

UPDATE(S)

4. Annual Update Regarding Downtown Development Authority Activities. (M. Hill)

Downtown Development Authority (DDA) Director Hill gave an update on events, initiatives, the utilization of technology to better measure and monitor DDA activities. The City Commission asked various questions regarding new downtown developments.

DISCUSSION

5. Preliminary Presentation for the 2023/2024 Fiscal Year Budget. (R. McDuffie)

City Manager McDuffie gave an overview of the proposed 2023/2024 budget, discussing operational and service changes.

ITEM(S) TO CONSIDER FOR APPROVAL

6. Consider Approval of April 19, 2023 Regular Scheduled Meeting Minutes. *(subject to any necessary changes.) (N. Atkinson)*

Commissioner Cason made a motion to approve the April 19, 2023 regular scheduled meeting minutes; seconded by Mayor Pro Tem Martin. Motion passed unanimously.

7. Consider Approval of Financial Reports as of March 31, 2023. *(K. Mills)*

Commissioner Cason made a motion to approve the March 31, 2023 financial reports; seconded by Mayor Pro Tem Martin. Motion passed unanimously.

8. Consider Approval of Purchase of Altec Dump Truck with 1998 Georgia Local Government Equipment Lease Pool. *(K. Mills)*

Commissioner Cason made a motion to approve the purchase of the Altec Dump Truck with 1998 Georgia Local Government Equipment Lease Pool; seconded by Mayor Pro Tem Martin. Motion passed unanimously.

9. Consider Approval of Renewal of General Liability and Property Insurance with Georgia Interlocal Risk Management Agency (GIRMA). *(L. Velie)*

Commissioner Cason made a motion to approve the April 19, 2023 regular scheduled meeting minutes, seconded by Commissioner Rolle. Motion passed unanimously.

10. Consider Approval of the Community Development Block Grant (CDBG) FY 2023 Annual Action Plan. *(D. Bravo)*

Mayor Pro Tem Martin made a motion to approve the CDBG Fiscal Year 2023 Annual Action Plan; seconded by Commissioner Rolle. Motion passed unanimously.

EXECUTIVE SESSION *(7:48 p.m.)*

Mayor Pro Tem Martin made a motion to adjourn to executive session to discuss potential litigation; seconded by Commissioner Rolle. Motion passed unanimously.

RECOVENE FROM EXECUTIVE SESSION

Following executive session Mayor Johnson stated no action was taken and opened the floor for a motion to adjourn.

Mayor Pro Tem Martin made a motion to adjourn, seconded by Commissioner Rolle. Motion passed unanimously.

MEETING AJOURNED – *meeting adjourned at 8:03 p.m.*

/s/Cosby H. Johnson

Cosby H. Johnson, Mayor

Attest: /s/ Devone J. Williams

Devone J. Williams

Assistant City Clerk



SUBJECT: Main Street MOU

COMMISSION ACTION REQUESTED ON: May 17, 2023 Consent Agenda

PURPOSE: In order to continue the City of Brunswick’s participation in the National Trust Main Street Program, the City is required to have an annual Memorandum of Understanding with the local program and the Georgia Department of Community Affairs.

HISTORY: Brunswick has been a participating Main Street community since 1986 and a GEMS community since 2017. Each month, the DDA submits National Main Street Communities reports to the DCA. These reports show our compliance with the ten Georgia Main Street Program’s Minimum Standards. Each year since becoming a Main Street community, the Brunswick program has satisfied the standards and been renewed.

FACTS AND ISSUES: The MOU offers a baseline of performance and service between the City of Brunswick, Department of Community Affairs and the Brunswick Main Street program (DDA). This agreement protects and strengthens Georgia’s Main Street Programs and the progress made on local and statewide levels. MOUs were implemented in July 2010 as part of a new requirement issued by the National Main Street Center to all Coordinating State Programs.

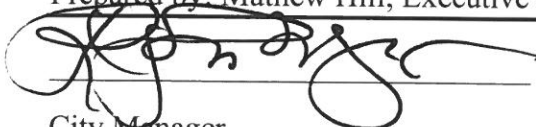
BUDGET INFORMATION: No new costs are associated with the MOU.

OPTIONS: Authorize the Mayor to Execute the Memorandum of Understanding or decline to execute.

DEPARTMENT RECOMMENDATION ACTION: The requirements of the MOU are already being met. This formalizes the agreement between the City; DDA/Main Street; DCA and The National Trust Main Street Center. The DDA board has executed the MOU and urges the Commission to do the same.

DEPARTMENT:

Prepared by: Mathew Hill, Executive Director, Brunswick Downtown Development Authority. *MT*


City Manager

5/9/2023
Date



2023 - 2024 Georgia Exceptional Main Streets MOU

Memorandum of Understanding

5/1/2023

This document should be signed by all local parties
(Authorized City Representative, Board Chair, Main
Street Program Manager) by **July 3, 2023**

Please email ellen.hill@dca.ga.gov with any questions.

**GEORGIA EXCEPTIONAL MAIN STREETS PROGRAM
MEMORANDUM OF UNDERSTANDING**

2023 - 2024 Program Year

This agreement is entered into and executed by the Georgia Department of Community Affairs Office of Downtown Development (hereinafter referred to as "DCA"), the City/Town of Brunswick, Georgia (hereinafter referred to as "Community"), the Local Main Street Program Board of Directors, and the Downtown Manager for the Community. DCA will enter into this agreement with the above parties to provide services in return for active and meaningful participation in the Georgia Exceptional Main Streets Program (hereinafter referred to as GEMS) by the Community as specified below.

This agreement outlines the necessary requirements set forth by DCA for the Community's participation in the GEMS Program for the stated year. DCA is the sponsoring state agency for the GEMS program and is licensed by the National Main Street Center (hereinafter referred to as "National Program") to designate, assess, and recommend for accreditation Main Street programs within the State of Georgia.

In recognition of the agreement by DCA, the Community, the Board of Directors, and the Downtown Manager to maintain an active Local Main Street Program, the parties have agreed to the following:

ARTICLE 1: THE COMMUNITY AGREES TO—

1. Appoint or contract with an entity to serve as the Board of Directors for the local Main Street Program. The city council may not serve as the Main Street Board.
2. Set and review boundaries for the target area of the local Main Street Program.
 - A. A copy of these boundaries should remain on file with DCA, and uploaded to the Main Street Boundary Map file in your program's shared DCA Dropbox folder at all times.
 - B. The Community should work with the Board of Directors to review boundaries at least once every three years.
3. Employ a full-time paid professional downtown manager responsible for the daily administration of the local Main Street Program.
 - A. Full-time paid professional staff will be considered an employee that works a minimum of 40 hours per week with at least 75% of their duties relating directly to the Main Street program. A copy of the job description should remain on file with DCA, in Dropbox, at all times.
 - B. The downtown manager should be paid a salary consistent with other community and economic development professionals within the state. The program manager's salary must be paid in excess of minimum wage.
 - A. The Community must notify DCA within one week of any downtown manager vacancy and the Community must appoint an interim point of contact until the position is filled. DCA must have accurate contact information for the downtown manager at all times.
 - B. Provide an annual evaluation of the downtown manager. If the manager is employed by an entity other than the local government, require that entity to provide an annual evaluation and performance review.
4. Provide for local Main Street Program solvency through a variety of direct and in-kind financial support.
 - A. If the downtown manager is an employee of an entity that is not the Community, the Community assures that the program has the financial means to pay for said manager for the period of this agreement.
 - B. The local Main Street program must maintain an identifiable and publicly accessible office space. DCA recommends this space to be in the local Main Street program area.
 - C. The local Main Street program must have sufficient funding to provide travel and training for the downtown manager and the Board of Directors.
5. Assist the downtown manager in compiling data required as part of the monthly reporting process.
 - A. Provide for a positive relationship between the downtown manager and key city staff to access the following information in a timely manner:
 - i. Business license data
 - ii. Building permit data
 - iii. Property tax data
 - iv. Geographic Information Systems data (mapping support when available)

- B. Review reported data submitted by the downtown manager to assure accuracy.
- 6. Use the "Main Street America™" name in accordance with the National Main Street Policy on the use of the name Main Street.
- 7. Notify DCA in writing prior to any wholesale changes in the local program. This includes but is not limited to staff changes, major funding changes, change in organizational placement of the program or major turnover in the board of directors. Such notice should be received by DCA one month prior to said changes. Changes, or failure to notify DCA prior to these changes, may result in program probation, the loss of accreditation or removal of program designation altogether.

ARTICLE 2: THE BOARD OF DIRECTORS AGREES TO—

- 1. Assist the downtown manager in creating an annual work plan that incorporates incremental and meaningful goals related to the Main Street Approach™ utilizing Community Transformation Strategies and the Main Street Four Point Approach.
 - A. Unless otherwise specified the Community will utilize the DCA provided work plan template.
 - A. The work plan should serve as a strategic plan for the local program for a period of three years or less.
 - B. A copy of the work plan must be on file and uploaded to the Work Plan and Other Planning Documents file in the program's shared DCA Dropbox folder and updated annually with DCA.
- 2. Provide opportunities for regular public engagement and support of the Local Main Street Program.
 - A. DCA recommends a public downtown visioning event/town hall meeting at least once every three years.
 - B. The Board should identify opportunities for volunteer support and assistance in executing the work plan.
 - C. The Board should actively engage the community for financial and in-kind support of the local program.
- 3. Conduct, at least, one board training, orientation or planning retreat per year for the local program.
- 4. Meet a minimum of 12 times per year and ensure that the minutes of each meeting are maintained and distributed. Such meetings should be open to the public and public notice should be given related to meeting times and agendas.
- 5. Attend training when possible to become better informed about the Main Street approach and trends for downtown revitalization and to support the downtown manager. All Board Members are required to have at least 2 hours of continuing education annually.
- 6. Newly Appointed Board Members are required to become Main Street 101 certified by the Office of Downtown Development, within their first year of their first term. All current Board Members, regardless of their length of service on the Board, must be Main Street 101 certified through DCA's online testing system. A copy of this certification should be kept on file in your program's shared DCA Dropbox folder.
- 7. Assure the financial solvency and effectiveness of the Local Main Street Program.
 - A. Adopt an annual budget that is adequate to support the annual work plan, maintain an office and support staff, and provide for training and travel.
 - B. Maintain current membership of the Local Main Street Program to the National Main Street Center to be eligible for accreditation.
 - C. Provide for policies to expend funds, enter into debt, and provide programming support for the local Main Street Program.

ARTICLE 3: THE DOWNTOWN MANAGER AGREES TO—

- 1. Complete all reporting required by DCA to maintain National Accreditation of the local Main Street Program.
 - A. Complete monthly economic and programming activity reports. These reports must be completed by the 30th of the following month. (Example: March report due by April 30th). Failure to complete monthly reports in a timely manner may result in program probation, the loss of accreditation or removal of program designation.
 - B. Participate in the annual manager's surveys provided by DCA. Failure to complete the annual manager's survey by the deadline will result in the loss of accreditation.
 - C. Provide documentation of all meetings, work plans, budgets, job descriptions, and mission/vision statements for the organization.
 - D. Provide documentation to support the work of the organization as it relates to the Main Street Approach™, including information related to historic preservation as required by the National Main Street Center.
 - E. Provide, from time to time, documentation related to local ordinances, plans, codes, and policies that are specific to the Community's downtown area.
- 2. Participate in training to broaden the impact of the local Main Street Program.
 - A. The downtown manager and/or board members are expected to attend at least one preservation or economic development-related training annually.

- A. DCA requires managers to attend at least 30 hours of training annually (including webinars, annual trainings, statewide workshops, etc.). Eligible training hours can come from both DCA and non-DCA hosted training events. Training must be relevant to the field of downtown development, historic preservation, planning, community development and economic development. . A record the manager's training hours must be uploaded to the Training Log file in your program's shared DCA Dropbox folder.
3. Respond to request by DCA in a timely manner.
4. Take advantage of the Georgia Main Street network of professional downtown managers.
5. All newly hired managers must be Main Street 101 certified with DCA within the first 6 months of employment in the local community. All existing downtown managers must be Main Street 101 certified through DCA's online testing system.
6. Provide regular updates between the local Main Street Program and the Community.
 - A. Managers are encouraged to provide at minimum quarterly reports to the local government.
 - B. Managers are encouraged to provide copies of all minutes, budgets, and work plans to the local government in a timely manner.
7. Maintain and preserve project files. Document downtown projects and other major local program information in a thorough and systematic fashion. All relevant programmatic documentation should be uploaded and stored in the DCA shared Dropbox folder created for your program, following the organization structure outlined in DCA's "A Visual Guide to Dropbox Management" document which is located in the "Resources" folder of the Georgia Main Street website. This is to help ensure a seamless transfer of project files to city representatives or successor manager in the event of personnel changes.

ARTICLE 4: DCA AGREES TO—

1. Supervise all communications between the Community, state government agencies and the National Main Street Center as it relates to the local Main Street Program.
2. Conduct a curriculum of training on an annual basis to assist the downtown manager, the Main Street Board, and the Community with the local downtown revitalization program.
3. Assist local Main Street Programs with organizational issues that may prevent the successful progress of the Community's downtown revitalization strategy.
 - A. DCA may provide assistance, directly or through partnerships, to assist in the execution of local organization strategy sessions, trainings, retreats, and community visioning sessions.
 - B. DCA may assist communities in selecting candidates for the position of downtown manager as requested.
 - C. DCA may require a local Main Street Program to host an on-site assessment visit if the program has had a major leadership or organization change, is currently in a probationary status, or is in jeopardy of losing accreditation or designation status.
4. Provide timely assistance and guidance to the Community as a result of requests for service, monthly reports, or the annual assessment process.
 - A. DCA may contact a community upon observation of monthly reporting abnormalities, missing data or missing reports. If a community becomes delinquent in multiple reports, DCA may contact the local board chair or city administrator about the delinquency.
 - B. DCA may assist in training local staff or volunteers in the reporting process.
 - C. DCA will provide unlimited telephone consultations with local programs.
 - D. DCA will attempt to provide on-site assistance as feasible.
5. Provide ongoing press coverage of the GEMS program, including social media outreach, to recognize and publicize the work of local programs.
 - a. DCA will highlight GEMS community through both the Georgia Main Street website and social media channels.
6. Provide access to resource materials, sample codes and ordinances, organizational documents, and templates for local programs.
 - a. DCA will provide GEMS communities with first right of refusal on all scholarships and financial incentive programs offered by the Office of Downtown Development.
7. Conduct an annual program assessment for the Community highlighting success and opportunities for improvement.
8. Provide fee based strategic planning assistance to the local program.

ARTICLE 5: ALL PARTIES AGREE THAT—

1. This agreement shall be valid through June 30, 2024.
2. This agreement may be terminated by DCA or the Community by written notice of 60 days. Termination of this agreement by the Community will result in the loss of local Main Street Designation. Communities that choose to terminate their Georgia GEMS Main Streets Program affiliation will be required to formally apply for and participate in the Start-Up process if they desire to regain their National Accreditation in the future.
3. If the Community, Board of Directors and/or Downtown Manager fail to fulfill their obligations set forth in this agreement, DCA reserves the right to determine a course of action for the local Main Street Program as it deems appropriate. Such course may include probation, loss of accreditation or termination of designation.
4. If at any point during the 2023-2024 program year there is a change in the local program manager, the local program is required to submit a new MOU including the new manager's signature certifying that person's understanding of the requirements of this relationship.
5. Any change in the terms of this agreement must be made in writing and approved by both parties.

MEMORANDUM OF UNDERSTANDING: 2023-2024 Program Year

THIS AGREEMENT IS HEREBY EXECUTED BY AND BETWEEN THE PARTIES BELOW:

LOCAL GOVERNMENT (COMMUNITY): Brunswick

Authorized City Representative Signature (ACR)

Date

ACR Printed Name

ARC Title

MAIN STREET BOARD OF DIRECTORS

Board Chair Signature

Date

Board Chair Printed Name

Date Term Expires

DOWNTOWN MANAGER

Mathew Hill

Manager Signature

05/02/2023

Date

Mathew Hill

Manager Printed Name

11/01/2004

Date Hired

Please check here if this position is vacant.

GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS
OFFICE OF DOWNTOWN DEVELOPMENT
GEORGIA MAIN STREET PROGRAM

Director's Signature

Date

Jessica Worthington
Director, Office of Downtown Development
Georgia Department of Community Affairs
60 Executive Park South, NE
Atlanta, Georgia 30329

Phone: 404-520-4271
Email: Jessica.worthington@dca.ga.gov



BUDGET SCHEDULE FY2024



EVENT DESCRIPTION

COMPLETION DATE

BUDGET MEETING (review of budget process & distribution of budget information)

with Department Heads **9:00 A.M.**

THURSDAY, MARCH 02, 2023

PHASE I - BUDGET SCHEDULE

Department Budget Preparation Meetings

Week of MARCH 13th, 2023

Submission of Department/Agency Budget Requests

THURSDAY, MARCH 30th, 2023

Including all forms

Departmental Budget Hearings & 9 AM - 12 PM
Agencies Budget Hearings 2 PM - 5 PM

WEEK OF APRIL 3rd, 2023

PHASE II - BUDGET SCHEDULE

Budget Review

WEEK OF APRIL 10TH

Budget Revisions Prepared

WEEK OF APRIL 10TH

Budget Revisions Back from Depts

THURSDAY, APRIL 20th

PHASE III - FINAL BUDGET PREPARATION

Budget presentation to Commissioners

WEDNESDAY, MAY 3rd, 2023



BUDGET SCHEDULE FY 2024



EVENT DESCRIPTION

COMPLETION DATE

PROPOSED BUDGET APPROVAL

WEDNESDAY, MAY 17th

Public Notice on Proposed Budget*
(Availability and Public Hearing)

WEDNESDAY MAY 24TH, 2023

Commissioner's Budget Review, if needed**

WEDNESDAY MAY 31st

Public Hearing on Budget***

WED., JUNE 7TH, 2023
Prior to REGULAR MEETING

BUDGET APPROVAL BY COMMISSIONERS **Budget Resolution Required with all funds**

WEDNESDAY, JUNE 21ST, 2023
REGULAR MEETING

Approved Budget sent to departments

THURSDAY, JUNE 29TH

NOTE: Department hearings will be held in the 2nd Floor conference room

Commission meetings will be held at Old City Hall. Additional Commission Budget reviews TBD.

Public Hearing will be held at Old City Hall.

* Advertisement must be seven (7) full days prior to the Public Hearing

** Individual Budget Reviews will be conducted, if requested, prior to the public hearing

*** Public Hearing must be seven (7) full days prior to final budget approval



FY 2024 Budget Preview

Proposed General Fund Budget -

\$20,175,744 7.48%

Proposed GF Budget w/ ARPA - \$24,299,368

\$4,123,624 Revenue Recovery

Revenues

Property Taxes -	\$5.4 million	26.6%
Sales Taxes -	\$9.0 million	44.6%
Other Taxes -	\$3.8 million	18.9%
Total Taxes -	\$18.2 million	90.1%

Appropriated Fund Balance - \$550,000

Opioid Funds - \$29,000

Decreases in Municipal Court and Building Permit revenues

Expenses

Authorized Personnel - 231

Budgeted Personnel - 206

Additional personnel - 12 Full Time Equivalent

(11) Recreation personnel including Ground Maintenance

(1) Human Resources position

(1) Information Technology

3% Salary increased - effective December 1st

Key Initiatives

Housing Development / Community Revitalization

Community Engagement & Outreach

City Recreation

Public Transportation

Additional Highlights

\$50,000 in funds for Community Engagement and Community Outreach

\$45,000 for City Elections

\$50,000 in additional funding for Boarding houses, legal processing

\$50,000 for funding for the Land Bank

\$100,000 - continued support for BPD incentives

\$105,000 - Equipment for Fire Services

\$1,120,232 - Recreation Administration and Operation including grounds maintenance

Special Revenue Recovery Projects -

Housing Programs & Development - \$2.5 million

Business Support / Relief - \$803,624

HCP Facility Improvements - \$600,000

Transit Services - \$220,000