

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, SEPTEMBER 6, 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 September 6, 2023 Regular Scheduled Meeting Agenda.

PUBLIC COMMENT

UPDATE(S)

2. Community Development Block Grant. (*D. Bravo*) **(Encl. 1)**

PUBLIC HEARING - ORDINANCE

3. Proposed Zoning Ordinance 1081 - Zoning Ordinances Revisions. (*J. Hunter*) **(Encl. 2)**

ALCOHOL LICENSE VIOLATION

4. Consider Disciplinary Actions for Jerk Shack Alcohol Sales Violations ~ Selling and Serving Alcohol After Hours. (*A. Brown*) **(Encl. 3)**

ITEM(S) TO CONSIDER FOR APPROVAL

5. Consider Approval of August 16, 2023 Public Hearings/Regular Scheduled Meeting Minutes and August 23, 2023 Special Called Meeting Minutes. (*subject to any necessary changes.*) (*N. Atkinson*) **(Encl. 4)**
6. Consider Approval of July 31, 2023 Financial Reports. (*K. Mills*) **(Encl. 5)**
7. Consider Approval of Contract Amendment with DRMP, Inc. for the Design and Permitting Services for Glynn Avenue Link Trail along US Hwy 17 from Overlook Park to the Torras Causeway. (*G. Alberson*) **(Encl. 6)**
8. Consider Approval Authorizing Mayor to sign an Agreement with GWES Engineering in the Amount of \$249,400 for Engineering and Design Services for the Bay-Newcastle Roundabout Project. (*G. Alberson*) **(Encl. 7)**

9. Consider Approval of Agreement with EMC Engineering Services, Inc. for Survey and Design Tasks Related to the Resurfacing of Altama Avenue between First Street and Glynn Isles Drive
(G. Alberson) **(Encl. 8)**

CITY ATTORNEY'S OFFICE

10. Consider Adoption ~ Ordinance 1081 - Amendment to Zoning Ordinance. (J. Hunter) **(Encl. 9)**
11. Consider Approval of Amendments to Employment Contract Between the City of Brunswick and City Manager Regina McDuffie. **(Encl. 10)**

EXECUTIVE SESSION



SUBJECT: Community Development Block Grant Program (CDBG) Update

COMMISSION ACTION REQUESTED ON: September 9, 2023

PURPOSE:

The purpose of this submission is to provide an update to the Commission and community regarding the CDBG Program for FY2022/23

HISTORY:

The City of Brunswick received an annual allocation of \$387,971.00 for Program FY2022/23. Distributive use of the funds is set by law. Up to twenty percent (20%) can be used for program administration, and fifteen percent (15%) can be distributed to sub-recipients, with the remaining directly applied to City Programs.

FACTS AND ISSUES:

Administrative:

- CDBG FY2022/23 is complete
- Conducted Fair Housing meeting for all six NPAs
- NCS is currently pending ROF (\$412K) from HUD for CDBG FY2023/24

Public Services/non-profits:

- Six non-profits received funding as follows:

Rebuilding Together of Glynn County	\$11,000
Roosevelt Lawrence Youth Center	\$16,000
Foster Love Ministries, Inc	\$ 6,000
Safe Harbor Children’s Center, Inc	\$11,000
Coastal Outreach Academies	\$16,000

Public Facilities:

- None

House Rehabilitation/MMH:

- The program assisted nine residents
- We currently have 21 Homes in queue
- Homes added for the month of July: 3
- Homes currently being worked on: 6

Demolition:

- Houses in queue: 2
- Houses added for the month of July: 1
- Houses demolished during the program year: 9

BUDGET INFORMATION: N/A

OPTIONS: N/A

DEPARTMENT RECOMMENDATION ACTION: N/A

DEPARTMENT:

Neighborhood and Community Services

Prepared by: David Bravo

ADMINISTRATIVE COMMENTS:

This is only an update regarding the CDBG Program, no further action is required by the City Commission.

ADMINISTRATIVE RECOMMENDATION:

Regina M. McDuffie

City Manager

8/29/23

Date



SUBJECT: Public Hearing – Ordinance 1081 – Zoning Ordinance Revisions

COMMISSION ACTION REQUESTED ON: September 6, 2023

PURPOSE: Conducting a Public Hearing for Zoning Ordinance Revisions

HISTORY: In April 2020, the City Commission approved contracting with the Coastal Regional Commission to complete a comprehensive update to our Zoning Ordinance.

The focus of effort by the Planning, Development and Codes Department and the Planning and Appeals Commission (aided by the Coastal Regional Commission) has been to edit and update the Brunswick Zoning Ordinance with the following objectives:

1. To delete, modify or add provisions that no longer apply, or are needed to make the ordinance clearer and more effective.
2. To make the ordinance more user friendly and efficient to use and administer.
3. To remove outdated provisions that are no longer needed or apply to current conditions.
4. To clarify language and intent of ordinance provisions and regulations.
5. To improve organization of Articles and Sections within the ordinance to make it easier to locate appropriate guidance and regulations governing uses and their development requirements within each specific zone district in the City.
6. To eliminate certain zones no longer needed and create new zones that are more appropriate to meet current development goals and conditions.

The First Reading on August 16, 2023 began the formal adoption process. The draft has been posted on the City website and has been available for public comment. The Public Hearing has been advertised for the September 6, 2023 City Commission Meeting.

DEPARTMENT RECOMMENDATION ACTION:

- **Information only**

DEPARTMENT: PDC

Prepared by: John Hunter, Director

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Regina M. McDuffie

City Manager

_____ 8/24/23 _
Date



SUBJECT: Jerk Shack

COMMISSION ACTION REQUESTED ON: August 15, 2023

PURPOSE: Ordinance Violation

HISTORY: Jerk Shack is in violation for selling and serving alcohol after hours per City Ordinance.

FACTS AND ISSUES: Violation of City ordinance code section 3-18 (b)(3)3-13 (c)

Alcoholic beverages shall not be sold on Sundays for consumption on the premises except as set forth in subsections (d), (f) and (g) of this section. Alcoholic beverages shall not be sold for consumption on the premises on any other day of the week between the hours of 1 :45 a.m. and 8:00 a.m. All customers shall be required to vacate the licensed premises by 2:00 a.m. on that day of operation and no drink order shall be placed or filled subsequent to 1 :45 a.m.

Police report is attached and there is video bodycam footage if needed.

BUDGET INFORMATION:

OPTIONS:


DEPARTMENT RECOMMENDATION ACTION: At discretion of the City Commissioners.

DEPARTMENT:

Prepared by: A. Brown, Deputy Marshal

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:


City Manager

8/15/2023
Date

Incident Report for 23BP18357

Narrative

Officer: Capt. M. Wilson
Subject: Ordinance Violation
Date: 23 July 2023
Report:

COPY

On the above date and time, I (Capt. M. Wilson) was on duty, in uniform and driving a police vehicle.

I responded to the parking lot of this location after being advised by other police units concerning the loitering of persons in the parking lot. I arrived around 0145hrs and began driving around the parking lot of the business.

After several minutes the crowd began to leave the area however I did observe several cars in the parking lot and the music still playing. The sign in the front window advised "OPEN".

I continued to watch the area until 2:15am when I drove to the front of the business and made contact with security at the front door talking to 3-4 patrons. I requested the manager when he stated, "Whats the problem?" I told the male I need to speak with the manager and I entered the front door and activated my body worn camera.

I immediately could see several customers at least 15-20 still inside dancing and observed bartenders still serving alcoholic beverages to persons going to the bar. Also customers were still consuming alcoholic beverages to include beer and other drinks.

I advised the staff they needed to shut down immediately as this was a clear violation of the City of Brunswick Ordinance.

I requested a case number for completion of an incident report to be forwarded to the City Marshal.

After I left the parking lot around 0230hrs I was advised by Lt. Merritt that the owner had approached him prior to him leaving and advised he didn't know what was going on, because he was in the back along with some other statements to include they were having an event for a person that had died.

No further incidents to report.

Incident Report for 23BP18357

Capt. M. Wilson #B106

*If there was an arrest involved with this incident did you:
-Check handcuffs for tightness and double lock? Yes/No

*If there was a transport involved with this incident did you:
-Check your back seat for contraband before and after transport? Yes/No
-Secure the transported prisoner with a seatbelt? Yes/No

*Are all relevant documents/videos/photos uploaded to Spillman? Yes/No

Amy Brown

From: Katherin Sparks
Sent: Sunday, August 13, 2023 6:38 AM
To: Amy Brown; M. Wilson
Subject: FYI Jerk Shack

Last night the owner of the Jerk Shack did call for us to clear the parking lot due to people not wanting to leave. He showed he was being a responsible owner and was in the parking lot cleaning up with others employees. K. Sparks 488

COPY

**OFFICIAL MINUTES
BRUNSWICK CITY COMMISSION
PUBLIC HEARING
WEDNESDAY, AUGUST 16, 2023 AT 12:00 P.M.
1229 NEWCASTLE STREET
&
STREAMED LIVE AT THE BELOW WEB ADDRESS**

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

PRESENT: Mayor Pro-Tem Julie Martin, Commissioner John Cason III, Commissioner Felicia Harris, and Commissioner Kendra Rolle

ABSENT: Honorable Mayor Cosby Johnson

CALL TO ORDER: Mayor Pro Tem Martin - *meeting began at 12:00 p.m.*

INVOCATION: Mayor Pro Tem Martin

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

PUBLIC HEARING – FINANCE

1. City of Brunswick Proposed 2023 Millage Rate. *(R. McDuffie)*

City Manager McDuffie gave an overview of the proposed property tax increase and adoption of the 2023 millage rate. McDuffie stated this public hearing is required by state law O.C.G.A. 48-5-32 to notify the public and provide an opportunity for public input and feedback regarding the action being proposed i.e., “the adoption of the millage rate which governs the city’s taxation”.

City Manager McDuffie reviewed the categories and amounts from the 5-year digest statement; stating the proposed millage rate for 2023 is 13.219, which has been the same rate for the past nine (9) years. She stated the state also requires that the city calculate a rollback millage rate which equates to the millage that the city would have if the city did not have any increase in the digest. City Manager McDuffie stated the digest increased by 39.1 million in added value and 16.8 million in changes.

City Manager McDuffie explained that if millage rate is calculated without these changes, the millage would be 12.079 mils which is 1.14 less than the millage rate being proposed. The millage rate is not changing; it is proposed at 13.219 but the 1.14 increase over the rollback millage has to be reported as an increase in taxes if it is not rolled back.

Because of the difference or increase, the state requires multiple hearings to be conducted to notify the public and review the calculated increase. This represents a 9.44 % in the millage rate.

For a home valued at \$100,000, the difference would be approximately \$43.32 and for a home valued at \$300,000, the difference would be approximately \$136.80.

Following questions and responses:

Mayor Pro Tem Martin opened the floor to anyone wanting to address the commission regarding the

proposed 2023 millage rate.

The following individuals address the commission:

- 1) Allan Rosing, Historic District, asked – “of the 11% increase in revenue what will be allocated towards services and what will be allocated towards wages?
He also asked what the comparison of millage rate for the city is to other cities in the state.

PUBLIC HEARING ADJOURNED – *meeting adjourned at 12:18 p.m.*

/s/Julie T. Martin
Julie T. Martin, Mayor

Attest: /s/ Naomi D. Atkinson
Naomi D. Atkinson, City Clerk

**OFFICIAL MINUTES
BRUNSWICK CITY COMMISSION
PUBLIC HEARING
WEDNESDAY, AUGUST 16, 2023 AT 5:30 P.M.
1229 NEWCASTLE STREET
&
STREAMED LIVE AT THE BELOW WEB ADDRESS**

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

PRESENT: Honorable Mayor Cosby Johnson, Commissioner John Cason III, Commissioner Felicia Harris, and Commissioner Kendra Rolle

ABSENT: Mayor Pro-Tem Julie Martin

CALL TO ORDER: Mayor Johnson - *meeting began at 5:30 p.m.*

PUBLIC HEARING – FINANCE

1. City of Brunswick Proposed 2023 Millage Rate. (*R. McDuffie*)

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City Manager McDuffie reviewed the categories and amounts from the 5-year digest statement; stating the proposed millage rate for 2023 is 13.219, which has been the same rate for the past nine (9) years. She stated the state also requires that the city calculate a rollback millage rate which equates to the millage that the city would have if the city did not have any increase in the digest. City Manager McDuffie stated the digest increased by 39.1 million in added value and 16.8 million in changes.

City Manager McDuffie explained that if millage rate is calculated without these changes, the millage would be 12.079 mills which is 1.14 less than the millage rate being proposed. The millage rate is not changing; it is proposed at 13.219 but the 1.14 increase over the rollback millage has to be reported as an increase in taxes if it is not rolled back.

Because of the difference or increase, the state requires multiple hearings to be conducted to notify the public and review the calculated increase. This represents a 9.44 % in the millage rate.

For a home valued at \$100,000, the difference would be approximately \$43.32 and for a home valued at \$300,000, the difference would be approximately \$136.80.

Mayor Johnson opened the floor to anyone wanting to address the commission regarding the proposed 2023 millage rate.

No one came forth to address the commission.

Commissioner Cason made a motion to adjourn; seconded by Commissioner Rolle. Motion passed unanimously by a vote of 4 to 0.

PUBLIC HEARING ADJOURNED – *meeting adjourned at 5:38 p.m.*

/s/Cosby H. Johnson
Cosby H. Johnson, Mayor

Attest: /s/ Naomi D. Atkinson
Naomi D. Atkinson, City Clerk

**OFFICIAL MINUTES
BRUNSWICK CITY COMMISSION
REGULAR SCHEDULED MEETING
WEDNESDAY, AUGUST 16, 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 Felicia Harris and Commissioner Kendra Rolle

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 August 16, 2023 Regular Scheduled Meeting Agenda.

Mayor Pro Tem Martin made a motion to adopt August 16, 2023 agenda; seconded by Commissioner Rolle. Motion passed unanimously by a vote of 5 to 0.

PUBLIC COMMENT

- 1) Devenius Willcox gave an overview of his family history and their contribution to the City of Brunswick, he offered memorabilia to the City to be displayed at Howard Coffin Park.
- 2) Robert Griffin addressed commission regarding Urbana Park Neighborhood homeless people invasion. He questioned why the city is not able to remove the homeless people located at the 1800 block of "G" Street. He asked the Commission to remove the homeless individuals located 1803 "G" Street.
- 3) Anita Collins addressed commission regarding the following: Environmental toxic exposure, amounts of funds city will receive from lead hazard reduction, Healthy Homes and Brownfield grants, Plan for city's clean air, she asked who the city's sustainability Officer was. She inquired what the decommissioning plan for Pinova Plant was. Addressed the conditions of Whispering Pines Apartment Complex. She also inquired when Brad Piazza with Port City will meet with Urbana Park residents regarding 2307 Gloucester Street development. She address derelict properties in Urbana Park, Glynn Avenue trail link at Overlook Park and Codification of Neighborhood Planning Assemblies.

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

2. Proclamation Proclaiming the month of September as National Recovery Month.

Mayor Johnson read the above-referenced proclamation in support of National Recovery Month.

UPDATE

3. 311 Software update. (*W. Bilancio*)

Information Technology Director Bilancio gave a brief update regarding 311 Software.

Following questions/answers; commission thank Director Bilancio for the update.

ITEM(S) TO CONSIDER FOR APPROVAL

4. Consider Approval of July 19, 2023 Work Session and August 2, 2023 Regular Scheduled Meeting Minutes. (*subject to any necessary changes.*) (*N. Atkinson*)

Mayor Pro Tem Martin made a motion to approve July 19, 2023 work session minutes and August 2, 2023 regular scheduled meeting minutes; seconded by Commissioner Rolle. Motion passed unanimously.

5. Consider Approval of Historic Preservation Fund Grant Agreement. *(J. Hunter)*

Commissioner Cason made a motion to approve the above-referenced agreement; seconded by Mayor Pro Tem Martin. Motion passed unanimously by a vote of 5 to 0.

CITY ATTORNEY’S OFFICE

6. Consider Adoption ~ Ordinance 1080 - Amendment to Chapter 28 - Tree Ordinance. *(C. Jones)*

Mayor Pro Tem Martin made a motion to adopt the above-referenced ordinance, subject to amendment discussed; seconded by Commissioner Rolle. Motion passed unanimously by a vote of 5 to 0.

7. Discussion ~ Amendment to Zoning Ordinance. ~ *(First Reading) - (J. Hunter)*

Director of Planning, Development and Codes Hunter gave an overview of the above-referenced ordinance amendment.

Following questions/discussion.

Director Hunter stated he would advertise for a public hearing for the proposed zoning amendments at September 6, 2023 commission meeting.

City Clerk Atkinson to advertise for adoption consideration at the September 6, 2023 commission meeting.

EXECUTIVE SESSION

Mayor Pro Tem Martin made a motion to hold an executive session to discuss litigation and personnel; seconded by Commissioner Rolle. Motion passed unanimously by a vote of 5 to 0.

RECONVENE FROM EXECUTIVE SESSION

Mayor Pro Tem Martin made a motion to approve the recommendation of City Attorney Corry as it relates to litigation; seconded by Commissioner Rolle. Motion passed unanimously by a vote of 5 to 0.

Commissioner Cason made a motion to adjourn; seconded by Mayor Pro Tem Martin. Motion passed unanimously by a vote of 5 to 0.

MEETING AJOURNED – *meeting adjourned at 8:27 p.m.*

/s/Cosby H. Johnson
Cosby H. Johnson, Mayor

Attest: /s/ Naomi D. Atkinson
Naomi D. Atkinson
City Clerk

**OFFICIAL MINUTES
BRUNSWICK CITY COMMISSION
SPECIAL CALLED MEETING
WEDNESDAY, AUGUST 23, 2023 AT 6:00 P.M.
1229 NEWCASTLE STREET
&
STREAMED LIVE AT THE BELOW WEB ADDRESS**

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

PRESENT: Mayor Cosby Johnson - *attended virtually via Zoom*, Mayor Pro-Tem Julie Martin, Commissioner John Cason III, Commissioner Felicia Harris, and Commissioner Kendra Rolle

CALL TO ORDER: Mayor Pro Tem Martin - *meeting began at 6:00 p.m.*

INVOCATION: Mayor Pro Tem Martin

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

PUBLIC HEARING – MILLAGE RATE

1. City of Brunswick Proposed 2023 Millage Rate. (*R. McDuffie*)

City Manager McDuffie gave the third and final overview of the proposed property tax increase and adoption of the 2023 millage rate. City Manager McDuffie stated this public hearing is required by state law O.C.G.A. 48-5-32 to notify the public and provide an opportunity for public input and feedback regarding action proposed i.e., “the adoption of the millage rate which governs the City’s taxation”. City Manager McDuffie reviewed the categories and amounts from the 5-year digest stating the proposed millage rate for 2023 is 13.219, the same rate it has been for the past nine (9) years. City Manager McDuffie stated the state requires the cities to calculate a rollback rate, which equates to the millage that the City would have if the City did not have any increase in the digest. City Manager McDuffie stated the digest increased by 39.1 million in added value and 16.8 million in changes.

City Manager McDuffie explained that if the millage rate is calculated without these changes, the millage would be 12.079 mils which is 1.14 less than the millage being proposed. Although the millage rate is not increasing, the 1.14 increase over the rollback must be reported as an increase in the taxes if it is not rolled back. This represents a 9.44% increase in the millage rate.

For a home valued at \$100,000, the difference would be approximately \$43.32 and for a home valued at \$300,000, the difference would be approximately \$136.80.

City Manager McDuffie ended her presentation addressing the concerns of Mr. Allan Rosing, who spoke during the August 16, 2023, public hearing held at noon, asking why the City’s millage rate was higher than the comparable City’s he reviewed.

City Manager McDuffie stated that one must understand the complexities when comparing millage rates to other communities, such as the value of their digest, the impact of sales tax, and service delivery. City Manager McDuffie ended her presentation stating she will continue to examine the different variables that impact the millage rate.

Following questions and responses:

Mayor Pro Tem Martin opened the floor to anyone wanting to address the Commission regarding the proposed 2023 millage rate.

No one came forth.

PUBLIC HEARING – ALCOHOL LICENSE *(A. Brown)*

2.

New Alcohol License			
Name of Business	Business Owner/Manager	Business Address	Permit Type
Bubba Garcia's	Owner: Connor Rankin	201 Gloucester St., Brunswick, GA	On premise consumption of beer, wine and liquor.

Following questions and responses:

Mayor Pro Tem Martin opened the floor to anyone wanting to address the Commission regarding the alcohol license application for Bubba Garcia's.

No one came forth.

Commissioner Cason made a motion to approve the alcohol license application for Bubba Garcia's' seconded by Commissioner Harris. Motion passed unanimously.

ITEM(S) TO BE CONSIDERED FOR APPROVAL

3. Consider Approval of Resolution No. 2023-15 – Setting of 2023 Millage Rate. *(R. McDuffie)*

Commissioner Harris made a motion to approve Resolution No. 2023-15 – Setting of the 2023 Millage Rate; seconded by Commissioner Rolle. Motion passed unanimously.

4. Consider Approval of Pension Withholding Corrections. *(K. Mills)*

Finance Director Mills gave an overview of the pension withholding process for City employees, stating that 3% of earnings are withheld per pay period beginning on the first payroll in January. Finance Director Mills stated that this did not occur for several employees, and once this error was discovered withholding began immediately.

Finance Director Mills presented the Commission with options to correct the combined unpaid interest totaling less than \$700 for the seven employees.

Commissioner Cason made a motion to follow the direction of the City's Pension Committee attorney Clay Cartwright, forgiving the interest on the under-withholding under de minimis rules; with the City paying interest due on the twenty-four (24) month payback period in the amount of \$625.52; seconded by Commissioner Harris. Motion passed unanimously.

EXECUTIVE SESSION

There was not an executive session held during this meeting.

MEETING ADJOURNED – *meeting adjourned at 6:22 p.m.*

/s/Julie T. Martin
Julie T. Martin, Mayor Pro Tem

Attest: /s/ Devone J. Williams
Devone J. Williams, Assistant City Clerk



INTEROFFICE MEMORANDUM

DATE: August 25, 2023

TO: Honorable Mayor and Commissioners
City of Brunswick
Brunswick, GA

FROM: Kathy D. Mills, CPA, Finance Director

SUBJECT: Financial Reports as of July 31, 2023 8.33%

**General Fund
July 31, 2023
Cash Basis**

	Monthly	Year to Date	% of Budget	Amended Budget	% (over)under Budget
Revenues	1,057,961	1,057,961	5.22%	20,272,968	3.11%
Expenditures	1,284,168	1,284,168	6.33%	20,272,968	2.00%
Net Revenues & Expenditures	(226,207)	(226,207)			
Cash Balance as of 07/31/2023	9,444,918	<i>(Prime South \$158,082 GA Fund One \$9,286,836)</i>			

	LOST	LOST YTD
Jul-23	875,626	875,626
Jul-22	845,473	845,473
Increase (Decrease)	30,153	30,153
	3.57%	3.57%

SPLOST 22 **\$1,327,713**

Capital Projects - SPLOST VI
As of July 31, 2023
(04/01/2017-09/30/2020)

	Total Expended as of 07/31/2023	Reimbursements Received	City Expended as of 07/31/2023	Original Budget Amount	Amended Budget Amount	Remainder (Overage)
Highways and Streets	7,375,976	3,380,766	3,995,210	4,627,750	4,627,750	632,540
Sidewalk Replacement/Upgrades	565,785	50,000	515,785	432,500	482,500	(33,285)
Storm Drainage Improvements	4,052,390	242,814	3,809,576	3,243,750	4,551,750	742,174
Mary Ross Park Development	1,111,103	0	1,111,103	821,750	821,750	(289,353)
Highway 17 Infrastructure	479,496	312,064	167,432	215,107	215,107	47,675
Wayfindings & Gateways	155,000	0	155,000	259,500	259,500	104,500
Trails	535,240	107,971	427,269	346,000	346,000	(81,269)
Cemetery Restoration/Renovation	151,420	0	151,420	259,500	259,500	108,080
Brunswick Police Department Vehicles (15)	466,021	0	466,021	540,625	540,625	74,604
Brunswick Fire Department Fire/Rescue	65,222	0	65,222	64,875	65,222	0
Subscriber Radios for E911	469,009	0	469,009	431,357	431,357	(37,652)
Fire Department Pumper Trucks (2)	849,778	0	849,778	562,183	849,778	0
Fire Station 1 Improvements	413,971	0	413,971	346,000	346,000	(67,971)
Historic Squares	147,201	25,000	122,201	86,500	86,500	(35,701)
Park Rehabilitation (Palmetto, Orange, etal)	562,854	33,700	529,154	389,225	389,225	(139,929)
Sidney Lanier Park Improvements	399,307	0	399,307	519,000	519,000	119,693
Overlook Park Improvements	139,179	0	139,179	103,800	103,800	(35,379)
Howard Coffin Park Improvements	566,997	103,000	463,997	431,357	431,357	(32,640)
Roosevelt Harris Center Improvements	191,668	0	191,668	151,375	191,668	0
	18,697,617	4,255,315	14,442,302	13,832,154	15,518,389	1,076,087

a \$836,772 from DOT & \$2,543,994 from JWSC

b \$242,814 from Glynn County

c \$74,971 from DNR Trail Grant & \$33,000 from GCRC

d \$50,000 from DOT

e \$3,000 Contribution from Golden Isles Track Club & \$100,000 from DNR

f \$312,064 from GADOT Highway 17

g \$25,000 from Signature Squares

h \$1,000 Ameris Bank & \$1,700 Golden Isles Track Club for Goodyear Park

\$1,000 Glynn County, \$5,000 SEGHS, \$5,000 College, \$20,000 GA Pacific for Fitness Park

Total Cash on Hand (07/31/2023) \$1,848,925

Overage in Collections
 GA DCA Aviation Fuel Tax
 Interest Earned
 AGL & Pride Utility Const. Company Settlement
Total remaining to be allocated

(1) Original budgeted tax collection	\$13,832,154
Actual collections through 07/31/2023	15,733,904
Collections in excess of budgeted	\$1,901,750
Paid back to GF	(328,234)
Allocated to Stormwater Improvements	(1,308,000)
Allocated to Sidewalk Replacement & Upgrades	(50,000)
Unallocated overage in Collections	215,516 (1)

Norwich Street Commons Fund	YTD	
	f/y/e 06/30/2024	Total since inception
Original Balance (Sale of Property 05/13/13)	0	487,500
Demolition Fees	0	8,049
Interest Income	1,534	32,717
Revenues	1,534	528,266
Expenditures	YTD	
	06/30/2024	Total since inception
Demolition Projects	0	40,012
Infrastructure	0	130,546
Police Substation	0	6,750
Expenditures	0	177,308
Net as of 07/31/2023	1,534	350,958
Cash @ 07/31/2023	\$ 350,958	

Roosevelt Harris - Multipurpose Center	YTD		Percent of Budget
	f/y/e 6/30/2024	Cash Basis	
Total Budget:	439,347		
Revenue FYTD			
Grants	0		
Transfer from General Fund	15,000		
Program Income	847		
Contributions	250		
Interest Income	12		
Total Inflows	\$ 16,109		3.67%
Expenditures FYTD	21,339		4.86%
Net as of 07/31/2023	\$ (5,230)		
Cash Balance @ 07/31/2023	\$ 6,942		

ARPA Fund:

Initial Deposit received 06/07/2021	4,606,131	
2nd Deposit received 06/21/2022	4,606,131	
Interest Earned from inception	302,015	
Total funds received as of 07/31/2023	<u>9,514,277</u>	See allocations below

Disbursements:

Infrastructure-Road Improvements	1,300,660
Back to Business Brunswick--DDA	348,911
Back to Business Brunswick-non DDA	117,000
Covid Housing Relief	40,000
Wifi Upgrades	9,007
Revenue Recovery	1,162,000
Total funds disbursed as of 07/31/2023	<u>2,977,578</u>

Cash Balance as of 07/31/2023 \$6,536,699

Allocations (Preliminary)

		Allocations Spent
Revenue Recovery	1,162,000	1,162,000
Storm Drainage Improvements	1,750,000	
Housing Relief	2,170,000	40,000
Homeless Prevention	250,000	
Business Support/Relief	941,735	465,911
Coastal Community Health Services	330,000	
Road Improvements	1,300,660	1,300,660
Unallocated Funds	1,609,882	0,007
Total Funds received as of 07/31/2023	<u>9,514,277</u>	<u>2,977,578</u>

Sanitation Fund:

Year Ending 06/30/2024

	<u>Year to Date</u>
Sanitation Billing	136,172
Franchise Fees	8,121
Bad Debt - recovery	-
Interest Earned (Funds)	2,420
Penalties & Interest Earned	9
DNR Reimbursements	-
Transfer in for T Street Landfill	-
Total Revenue (YTD)	146,722
Operating Exp. YTD:	3,359
Other Landfill Expenses	2,322
Total Expense (YTD)	5,681
Operating Income (Loss)	<u>141,041</u>
Total Available Cash on Hand @ 07/31/2023	<u>390,836</u>
Restricted for Landfill	196,595

	<u>July 2023</u>	<u>YTD</u>
Trash Pickup	126,378	126,378
Illegal Refuse Clean Up	17,494	17,494
Street Sweeping	1,412	1,412
	<u>145,284</u>	<u>145,284</u>

STORMWATER UTILITY FUND:

	<u>6/30/2024 (YEAR TO DATE)</u>
Stormwater Utility Fees	2,991
DNR Grant	
Interest Earned	806
Penalties & Interest	62
Total Inflows	3,859
Expenditures:	
Operating	67,097
GMA Lease Payments	4,393
Total Outflows	71,490
Balance	(67,631)
Cash Balance @ 07/31/2023	<u>\$147,031</u>

ADDITIONAL INFORMATION-FOR THE MONTH OF JULY 2023

	<u>July 2023</u>	<u>YTD</u>
Animal Control Expenses	0	0
Traffic Control Expenses	0	0
Recreation Dept. Expenses		
(facilities managed by County)		
Building	0	0
Aquatics	0	0
Equipment	0	0
Subsidized Fees	0	0



Roosevelt Lawrence Center

Account	Account Description	Jul-23 Transactions	YTD Transactions
Function 6130 - Neighborhood & Community Service			
51			
51-1100	Salaries & Wages	12,801.35	12,801.35
51-1300	Overtime	1,252.25	1,252.25
51-2100	Group Insurance	864.33	864.33
51-2200	FICA	1,049.48	1,049.48
51-2400	Pension	.00	.00
	51 - Totals	\$15,967.41	\$15,967.41
52			
52-3201	Cable	182.51	182.51
52-3205	Telephone	279.43	279.43
52-3600	Dues and Fees	92.09	92.09
	52 - Totals	\$554.03	\$554.03
53			
53-1100	General Supplies/Materials	117.59	117.59
53-1115	Uniforms	.00	.00
53-1135	Custodial Supplies	.00	.00
53-1210	Water/Sewerage	.00	.00
53-1230	Electricity	.00	.00
53-1300	Food/Misc	.00	.00
53-1600	Small Equipment	.00	.00
53-1700	Other Supplies	.00	.00
	53 - Totals	\$117.59	\$117.59
54			
Function 6130 - Neighborhood & Community Service Totals		\$16,639.03	\$16,639.03



**SUBJECT: GLYNN AVENUE LINK TRAIL FROM OVERLOOK PARK TO SR 25
SPUR EAST – DESIGN CONTRACT AMENDMENT – PHASES 2 – 4 - DRMP, INC.**

COMMISSION ACTION REQUESTED ON: September 6, 2023

PURPOSE:

Approval of contract amendment with DRMP, Inc. for the design and permitting services for the Glynn Avenue Link Trail along US Hwy 17 from Overlook Park to the Torras Causeway.

HISTORY:

The City of Brunswick maintains a growing network of bicycle and pedestrian trails throughout the city. One of the primary paths for bicycle and pedestrian traffic is the trail along US Highway 17 which currently extends from the base of the Sidney Lanier Bridge to Overlook Park. The trail is heavily used by both local bicyclists and pedestrians as well as bicyclists passing through the area.

The City entered an agreement with DRMP, Inc. in October 2021 for Phase I of the project design. The project must follow the guidelines of the GDOT Plan Development Process (PDP), and Phase I of the project design resulted in an approved Limited Scope Concept Report per the PDP format.

The City received an initial award of Transportation Alternatives Program (TAP) funding from GDOT in advance of the project's beginning. Following approval of the DRMP agreement for Phase I of the design process, the City received a second award of TAP funding for a total funding amount of \$1.16 Million. The TAP funding pays 80% of the design costs, and the City is required to pay the remaining 20% from local funds.

FACTS AND ISSUES:

Due to the fact that the GDOT TAP funding is used for the project, the project design must follow the GDOT PDP process. Phase I includes surveying, environmental documentation and concept development. This phase has been completed, resulting in the approved Concept Report. The remaining phases include:

- Phase II – preliminary plans and ROW plans
- Phase III – final plans
- Phase IV - construction

During the preparation of the original design agreement, several assumptions were made regarding the design, alignment, and other aspects of the trail. During the concept development portion of the project (Phase I), DRMP and the project team found that many of the assumptions were valid while others were significantly changed. These design changes in the Concept Report result in increased costs of the overall design and permitting portion of the project. The biggest changes to the project during the concept development phase are:

- Alignment change to east of Georgia Power transmission poles;
- Extension of project length due to required alignment change;
- Additional environmental agency coordination (GA DNR CRD, CMPA committee);
- Additional erosion control design measures.

The attached amendment from DRMP includes the additional tasks necessary for design completion due to changes resulting from the concept development phase of the project.

BUDGET INFORMATION:

The total cost of the contract amendment is \$2.056 Million. The City has received \$1.21 Million in GDOT TAP funding to date for the project. The City would need to apply for additional TAP funding (or other funding) in the amount of \$846,000.

The TAP funding program pays 80% toward the project costs, while the local government must pay the remaining 20%. To date, the City has paid \$71,941 toward the project design cost. The City's funding has come from SPLOST VI collections. If the remainder of the proposed amendment is funded through the GDOT TAP funding, the City's required remaining contribution would be approximately \$340,000. There is approximately \$40,000 remaining in SPLOST VI for this project, and the remainder would be paid from SPLOST-22 funds.

OPTIONS:

1. Authorize the Mayor to sign a contract amendment with DRMP, Inc. for Phases II - IV of design and permitting for the Glynn Avenue Link Trail from Overlook Park to SR 25 Spur East in the total amount of \$2,056,316.85
 2. Do not authorize the Mayor to sign a contract amendment with DRMP, Inc. for Phases II - IV of design and permitting for the Glynn Avenue Link Trail from Overlook Park to SR 25 Spur East in the total amount of \$2,056,316.85
 3. Take no action at this time.
-

DEPARTMENT RECOMMENDATION ACTION:

Authorize the Mayor to sign a contract amendment with DRMP, Inc. for Phases II - IV of design and permitting for the Glynn Avenue Link Trail from Overlook Park to SR 25 Spur East in the total amount of \$2,056,316.85

DEPARTMENT: **Engineering**

Prepared by: Garrow Alberson, P.E., Director of Engineering and Public Works

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Authorize the Mayor to sign a contract amendment with DRMP, Inc. for Phases II - IV of design and permitting for the Glynn Avenue Link Trail from Overlook Park to SR 25 Spur East in the total amount of \$2,056,316.85

Regina M. McDuffie

City Manager

_____ 8/29/23 _____
Date



August 17, 2023

DRMP Job #: 21-0042.000

Mr. Garrow Alberson, PE
City Engineer / Public Works Director
City of Brunswick
525 Lakewood Ave.
Brunswick, GA 31520

Subject: P.I. 0015400 Glynn Avenue Link Trail from Overlook Park to SR 25 Spur East – Supplemental Agreement Fee Proposal with Fees and Hours for Phase 2 to 4 Professional Services

Dear Mr. Alberson:

DRMP, Inc. (DRMP) is pleased to provide the City of Brunswick (Client) the following proposal for the amendment to our original contract, dated October 7, 2021, for professional services related to the design services for the City of Brunswick Boardwalk Project.

Initially, due to limited funding, the project was divided into Phases 1 to 4 (Conceptual, Preliminary, Final and Construction Services) to allow the project to move forward through the GDOT Plan Development Process (PDP) and with the expectation of additional future GDOT Transportation Alternatives Program (TAP) funding. The original TAP funding allowed DRMP to complete Phase 1 which resulted in the approved Limited Scope Concept Report (LSCR).

The original Phase 2 to 4 scope of services were developed based on the GDOT PDP, project assumptions and were to be reviewed after the outcome of the approved LSCR. There were significant changes resulting from the outcome of the approved LSCR versus the initial conceptual project utilized for the original TAP funding. Some of the major changes are 1) proposed alignment change to the east of the Georgia Power Transmission Poles, 2) extension of project due alignment change, 3) additional environmental agency coordination, and 4) additional erosion control design measures.

PROJECT UNDERSTANDING

DRMP understands the project consist of the following:

1. With TAP funding, project will follow full GDOT PDP
2. Follow recommendations from the approved LSCR
3. Boardwalk classified as Bridge Structure.
4. Minimum bridge clear width is 12 feet from 10 feet (per approved LSCR)
5. Assume no traffic collection, design, or analysis required
6. Assume a Categorical Exclusion (CE) environmental document
7. Design load on bridge limited to the maximum loading of a Gator Utility Task Vehicle or Pedestrian.



SCOPE OF SERVICES

We have developed the following task-oriented scope of services based on the outcome of the approved LSCR and our understanding of the current project's design phase submittal process. We expect to continue coordinating directly with the City of Brunswick Staff. DRMP's scope of services will include the following tasks:

PHASE 2 – Preliminary Plans (The following are the anticipated tasks based on the outcome of the approved LSCR.)

TASK I – Project Management

1. Preliminary Phase
 - a. Project Management and Discipline Management Coordination includes correspondence, meetings, invoicing and managing project
 - b. Coordination and meetings with public utility providers affected by the proposed project
 - c. Coordinate with other agencies or the City of Brunswick on an as-needed basis
 - d. Public involvement
 - e. Additional agency coordination for GDNR CRD permitting

TASK II – Roadway/Boardwalk Design

1. Preliminary Plan Phase (30% and 60%)
 - a. Advance the approved concept through the Preliminary Phase
 - b. Attend A3M meeting
 - c. Obtain any needed Design Variances or Exceptions (DE or DV)
 - d. Conduct utilities 1st Submission for existing locations
 - e. Attend Constructability Review Meeting
 - f. Prepare Preliminary MS4 Report and submit to GDOT for review
 - g. Prepare Intersection Sight Distance (ISD) Study
 - h. Prepare preliminary quantities and cost estimate
 - i. Prepare draft special provisions
 - j. Conduct preliminary drainage design
 - k. Prepare preliminary erosion control plans
 - i. Additional design effort and coordination due to GDNR CRD permitting
 - l. Prepare Preliminary Field Plan Review (PFPR) Plans per the GDOT checklist
 - m. Attend PFPR, provide responses, and address comments in the plans
 - n. Attend Right of Way/Utility Meeting
 - o. Conduct annual cost estimate updates for GDOT
 - p. Evaluate the middle of the project for possible access across US 17
2. Right-of-Way Plans
 - a. Prepare Right-of-Way Plans
 - b. Prepare Staking and Deed Data
 - c. Prepare displays for Property Owner's Meeting
3. Public Involvement Phase
 - a. Attend and document Public Information Open House (PIOH)

TASK III - Survey (Database Preparation)

1. Preliminary Phase
 - a. EMC will provide additional surveying services to locate additional features and incorporate into the survey database following GDOT OpenRoads Survey Data Process Guidelines
 - b. Provide temporary staking of the centerline alignment of the proposed trail location for field review by the GDOT, City of Brunswick, Environmental Agency or public utility provider
2. Right of Way Acquisition Exhibits
 - a. Preparation of ROW acquisition and/or easement exhibits for negotiations or acquisitions with property owners. Exhibits will be based on locations developed and provided by DRMP during the preliminary plan development phase

TASK IV – Environmental

1. Preliminary Phase
 - a. NEPA
 - i. Prepare for, Participate in PFPR
 - ii. Prepare PIOH or PHOH Materials (ad, handout packet, etc.) - Pep, Promotion, Attendance, Comment Responses
 - b. Ecology
 - i. PFPR - Attend, take notes and provide written comments on plans, green sheet and report - Assumes 1 meeting at GDOT in Atlanta
 - ii. Additional archeological assessment/field testing/updating archeology reports for the ESB exceedance
 - iii. Additional field assessment for the revised wetland line/field assessments
 - iv. Update to Phase I ESA after plans are revised
 - v. Additional agency coordination with USACE and GDNR CRD for permitting including processing through the CMPA formal process
2. Right of Way Plans
 - a. NEPA
 - i. Prepare Environmental Reevaluation for R/W Authorization
 - b. Ecology
 - i. Review and provide written comments on green sheet and plans
4. Overall List of Environmental Assumptions
 - a. City of Brunswick staff will provide any available existing data, studies, calculations, and plans
 - b. Concept and Environmental project limits include approximately 3,000 linear feet (LF)
 - c. Project shall be designed in general accordance with GDOT policies and generally comply with GDOT Plan Development Process (PDP) Requirements, to the extent that is appropriate for the project type
 - d. The project will be funded using federal funding via the GDOT TAP
 - e. The project will span 3,000 LF and environmental services will include an expanded survey corridor (ESC). The survey corridor must be at least 200 feet from ROW and match the design team plans (to be developed); however, in the case of this project, the southeastern side of the project is bound by salt marsh. As such, the ESC is expected to pertain to the west/northwest portions of the project
 - f. Assumes that items outlined in the Additional Services Not Provided Section of this proposal (Section F) will not be required. If project scope changes and additional scope items are included, the environmental team will provide a cost for the appropriate item at that time
 - g. If early coordination with federal agencies and the Class of Action memo from Task 1 result in an FHWA decision to prepare an Environmental Assessment (EA), all findings of resource identification and technical studies will remain valid. Additional analysis for the EA would be conducted in a supplemental agreement to include the additional documentation as Draft and Final EA, a public hearing process, and coordination with agencies to obtain the FONSI.
 - h. No SHPO Technical Advisory meeting is assumed in the scope
 - i. No Adverse Effects are assumed; no mitigation, Section 4(f), or Memorandum of Agreement are included
 - j. In the event no eligible resources are present, as concurred for both history and archeology within their approved survey areas, the technical study project phase will be considered complete without requiring a CRAOE
 - k. Obtain the initial project area / design and develop the expanded survey corridor for the project
 - l. Complete a desktop resource analysis of potential constraints for the study area
 - m. Perform an initial site walk / meeting to evaluate constraints evaluated in the review
 - n. Hold a final scoping meeting for NEPA, special studies, and Agency coordination and proceed with Agency coordination as appropriate
 - o. Launch resource identification studies, to include Phase I ESA; ecology; aquatics; archeology; history; and air and noise

- p. Upon completion of resource identification field study and reports, studies will be submitted to GDOT for review and approval
- q. Upon attainment of GDOT approval, the A3M meeting will be scheduled and plans will be developed in a manner to minimize the impact to identified resources
- r. Upon completion of finalized plan and distribution to the environmental team, the technical studies Phase of the project will begin and assessment of effects (AOE) reports will be developed for the required studies
- s. Upon completion of AOE documents, studies will be submitted to GDOT for review and approval
- t. An Environmental Commitments Table (ECT) will be developed for incorporation into the design plans
- u. Field Plan Review meetings will be held to review design
- v. Agency Permitting early coordination may begin early in the project phases before resource identification
- w. Agency Permitting application efforts will be completed, as applicable, during and beyond the technical studies phase of the project

TASK V – Geotechnical

- 1. Preliminary Phase
 - a. Phase I ESA - UST/Hazardous Waste

TASK VI – Hydraulic/Hydrologic Studies – Bridge

- 1. Preliminary Phase
 - a. Bring together survey, LIDAR and bathymetry data
 - b. Obtain any data from GDOT to assist with our modeling
 - c. Develop a two-dimensional, unsteady, tidally influenced model
 - d. Assess impacts of wave loads and potential scour
 - e. Prepare Bridge Hydraulic Study
 - f. Perform Internal Quality Control Reviews

TASK VII – Bridge Design

- 1. Preliminary Phase
 - a. Prepare Preliminary Bridge Layout (PBL) and obtain approval from GDOT.
 - b. Attend PFPR, provide responses, and address comments in the plans.
 - c. 4ft wall envelope and details (if required)

TASK VIII – Lighting Design

- 1. Preliminary Phase
 - a. Work with local utility company to determine electrical service point
 - b. Project management and coordination with other design aspects (throughout design process)
 - c. Identify potential utility conflicts and necessary clearances (throughout design process)
 - d. Perform voltage drop calculations
 - e. Develop preliminary plans
 - f. Develop conduit and cable plan
 - g. **Additional special design for handrail and RGBW Color Changing LED**

TASK IX - Landscaping Design

- 1. Preliminary Phase
 - a. The design team will develop preliminary design plans based on the approved conceptual designs. Preliminary design plans will consist of an approximately 30% complete design package
 - b. The design team will develop preliminary design plans based on the approved conceptual designs. Preliminary design plans will consist of an approximately 60% complete design package



PHASE 3 – Final Plans (The following are the anticipated tasks based on the outcome of the approved LSCR.)

TASK I – Project Management

1. Final Phase
 - a. Project Management and Discipline Management Coordination includes correspondence, meetings, invoicing and managing project
 - b. Coordination and meetings with public utility providers affected by the proposed project
 - c. Coordinate with other agencies or the City of Brunswick on an as-needed basis.
 - d. Public involvement

TASK II – Roadway/Boardwalk Design

1. Final Plans Phase
 - a. Advance the Preliminary Plans through the Final Phase
 - b. Finalize the MS4 Report
 - c. Conduct utilities 2nd Submission, for proposed relocation plans
 - d. Submit Permit Lockdown Plans thirty-one (31) or thirty-eight (38) weeks prior to the let date
 - e. Finalize Special Provisions
 - f. Conduct final drainage design
 - g. Prepare final erosion control plans
 - i. Additional design effort and coordination due to GDNR CRD permitting
 - h. Prepare Final Field Plan Review (FFPR) Plans per the GDOT checklist
 - i. Attend FFPR, provide responses, and address comments in the plans.
 - j. Prepare Corrected FFPR Plans
 - k. Submit Final Plans for letting with the checklist
2. Public Involvement Phase
 - a. Attend and document Public Information Open House (PIOH)

TASK III - Survey (Database Preparation)

1. Final Phase - Right of Way Acquisition Surveys
 - a. Preparation of final ROW and/or easement surveys for the acquisition of property for said uses. Survey documents will be used for recording purposes.
 - b. Legal descriptions will be provided with each survey.

TASK IV – Environmental

1. Final Phase
 - a. NEPA
 - i. Perform Environmental Management and Coordination
 - ii. Prepare for, Participate in FFPR
 - iii. Prepare Environmental Reevaluation for Let
 - b. Ecology
 - i. Discipline Management - Coordination
 - ii. File Review & Deliverables Schedule Development/Coordination w/ GDOT Ecologist
 - iii. Prepare for and attend project meetings and prepare, review and comment on minutes - Assumes 3 meetings or less with OES that are virtual or phone calls
 - iv. Review and provide written comments on green sheet and plans
 - v. Buffer Variance Application
 - vi. Permit Application - Section 404 RGP 34 or Individual Permit
 - vii. FFPR - Attend, take notes and provide written comments on plans, green sheet and report - Assumes 1 meeting at GDOT in Atlanta
 - viii. Additional coordination with agencies such as USACE and GDNR CRD
 - ix. Application for GDNR CRD Revocable License per CMPA rules/regulation

TASK V – Geotechnical

1. Final Phase (Revised from Regular SPT Drilling to Amphibious SPT Drilling)
 - a. Meet with project team to finalize the Trail alignment.
 - b. Recon site to determine possible access pathways and special considerations.
 - c. Pursue Nationwide Permit with USACE for exploration approval.
 - d. Pursue Letter of Permission (LOP) with GADNR-CRD for exploration approval.
 - e. Once access paths approved and permitted by appropriate departments, flag the boring locations in the field and call 811.
 - i. Access activities and drill rig requirements are largely dependent on location of the borings in the marsh and the permissible access pathways.
 - f. Perform private utility locate if needed based on boring locations.
 - g. Coordinate with City of Brunswick to remove guardrail posts, if necessary, at end bent locations. Removal performed and associated costs by City of Brunswick.
 - h. Perform a total of 20 Standard Penetration Test (SPT) borings to a depth of approximately 80 feet.
 - i. The number of borings listed above is a preliminary estimate. The actual number of borings will be based on the number and length of the bridge spans as shown on the Structural Plans as well as the soil profile encountered in the field.
 - i. If necessary due to the project grading and earthwork requirements, a Soil Survey exploration and report will be provided
 - i. Hand auger borings would be prepared at 300 foot increments in areas of earthwork construction for the proposed Trail.
 - ii. Soil samples (810.2 bag samples) will be collected for laboratory classification testing.
 - iii. Depending on the alignment of the Trail, additional hand probing of the soft surface soils will be performed.
 - j. Selected soil samples will be retrieved for laboratory testing.
 - k. A Geotechnical Engineer will review the collected soil boring data and laboratory data to perform a foundation analysis for the project.
 - i. Discussions with the project Structural Engineer will occur at this stage to request loading information and pile size/type requirements.
 - l. A BFI report and if necessary, a Soil Survey and WFI report, following the GDOT format, detailing our findings and recommendations will be provided.
2. Overall List of Bridge Foundation Investigation (BFI) Assumptions
 - a. Bridge alignment is known to be immediately east of the existing power lines.
 - b. Access for the Amphibious drilling rig will be gained from either end of the proposed bridge and then extend out over the marsh area. Cost estimate accounts for travel along the proposed bridge alignment with an amphibious drill rig and the rig left in the marsh overnight. The drill crew will travel to and from the rig via airboat or on-foot.
 - c. Water source to be available at local fire hydrant or similar source.
 - d. Traffic control for guardrail removal not provided in this proposal.
 - e. GDOT requires the number of borings based on the number and length of bridge spans. GDOT approves a frequency of drilling every third bent when soil profiles are relatively consistent. We understand 47 spans are planned at this time. We have proposed drilling one boring every third bent but starting the drilling at every other bent and then sending to GDOT to review.
 - f. Restoration of land below amphibious traveled area, not planned for in this cost estimate.

TASK VI – Hydraulic/Hydrologic Studies – Bridge

1. Final Phase – No anticipated Bridge H&H task in this phase



TASK VII – Bridge Design

1. Final Phase
 - a. Plan and Elevation Sheets
 - b. General Notes Sheet
 - c. Deck Plan with Railing Details Sheets (if applicable)
 - d. Deck Section/ Typical Section Sheet
 - e. End Bent Sheet with Details
 - f. Intermediate Bent Sheet with Details
 - g. Bar Reinforcement Detail Sheet
 - h. Design new boardwalk based on accepted boardwalk design criteria
 - i. Design **three (3)** overlooks
 - j. Compare maximum of Two (2) Railing Types
 - k. Design selected Substructure foundation
 - l. Design selected Superstructure
 - m. Design for Lighting request
 - n. Coordinate with Geotech regarding pile loadings
 - o. Quantities and Cost Estimate
 - p. Up to 4ft wall envelope and details (if required)
 - q. Obtain approval from GDOT for the bridge design
 - r. Attend FFPR, provide responses, and address comments in the plans
 - s. **Two (2) Sheet pile wall abutments designs**
 - t. **Special design required for overlook awning structures at 3 locations**
 - u. **Special design to accommodate handrail and overhead lighting**
 - v. **Additional design accommodations needed to span over drainage structures**
 - w. **Additional design per Overhead Transmission Line clearance requirements**

TASK VIII – Lighting Design

1. Final Phase
 - a. Project management and coordination with other design aspects (throughout design process)
 - b. Develop final plan sheets
 - c. Develop construction details, including foundation details, single line diagrams, etc.
 - d. Develop special provisions as necessary
 - e. **Final design for handrail and RGBW Color Changing LED**

TASK IX - Landscaping Design

1. Final Phase
 - a. The design team will develop final design documents suitable for Contractor bidding that are fully coordinated with the boardwalk

PHASE 4 – Construction Services (The following are the anticipated tasks but may be revised per PHASE 2 to 4 outcome.)

1. Bid services
2. Attend Pre-Bid Meeting, if local let
3. Conduct 7-day inspection for erosion control
4. Provide shop drawing review for the bridge and any walls
5. Responding to RFI's. We will anticipate 10 RFI's for this project. Any RFI's above the 10 will be paid on a time and material basis
6. Construction Engineering and Inspection (CEI)
 - i. Conferences and Meetings; Attend meetings with Contractor, such as pre-construction conference, progress meetings, job conferences and other project-related meeting
 - ii. Periodic Construction Observation; Periodic visits to the site to observe the Contractor's work for general compliance with the Contract documents (inspections shall be performed an average of once per week, one hour on-site, during the construction contract term)

7. As-built surveying (Record Drawings)
 - i. An as-built survey of the boardwalk and improvements at the points of connection will be prepared and submitted to the City Engineer for review and comment
 - ii. Horizontal and vertical control will be established for the project. Horizontal datum shall be based on the Georgia State Plane East Zone NAD83. Vertical datum shall be based on NAVD88
 - iii. Spot elevations will be obtained along boardwalk route
 - iv. Any discrepancies found between the construction plans and as-built drawings will be brought to the attention of the City Engineer
 - v. Final as-built / record drawings will be signed by the surveyor and engineer or recorded and submitted to the general contractor and City Engineer for signatures
 - vi. A signed and scanned copy of the record drawings will be provided to the City Engineer
8. NPDES Monitoring
 - i. Provide weekly inspections of the project BMP's and report any noted deficiencies to the project manager and City of Brunswick, during site construction
 - ii. File monthly reports to EPD in accordance with the requirements to the NPDES regulations
9. Landscaping Design
 - i. Bidding Assistance
 1. The design team will assist in prepare documents for bid letting, attend a pre-bid meeting, answer Contractor RFI's during bidding, review bid tabulations, and make recommendations for bidder selection.
 - ii. Construction Administration
 1. The Consultant will provide construction administration services for the project. This work will include monthly OAC meetings, review of submittals, production of RFI responses, ASI's, and site visits. TSW will participate in OAC meetings and compile final punch lists for project close out.
 2. Deliverables
 3. OAC Meetings attend up to 2 by phone per month for 4 months (8 meetings)
 4. Progress site visits (up to 3)
 5. RFI responses, submittal, and mockup review (up to 24 hours of time)
 6. Final punch walk review
 7. Final acceptance walk review



TERMS AND CONDITIONS

ADDITIONAL SERVICES (Not part of this contract)

If the Client desires to change or expand upon these services, an additional fee shall be negotiated. This renegotiation shall be accomplished prior to further work on the project. Renegotiation may be required for any of the following reasons:

1. Items not included in the above Project Understanding or Scope of Services
2. Additional analysis for the Environmental Assessment (EA) to include the additional documentation as Draft and Final EA, a public hearing process such as Public Hearing Open House (PHOH), and coordination with agencies to obtain the FONSI
3. 3D Fly-by on a conceptual boardwalk
4. Post Design
5. Retaining wall design over 4 feet
6. Design of additional overlooks and **extended overlook pier**
7. Subsurface Utility Engineering (SUE)
8. Traffic analyses
9. Right-of-way Phase and easement platting, mapping, appraisal, estimate, negotiation, and acquisition services
10. Pavement design services
11. Irrigation design not included in Landscape Plans
12. **Right of way cost estimates are excluded**
13. Utility design
14. Design utility attached to bridge
15. Utility cost estimates are excluded. These require proprietary knowledge that resides with the utility owners
16. A value engineering study is excluded
17. A Practical Alternatives Report (PAR) is excluded

COMPENSATION SUMMARY AND TERMS

Table - 1 summarizes the Supplemental Agreement Fees and hours as proposed by DRMP for the Scope of Services.

Your acceptance of this proposal may be indicated by signing in the space provided at the end of the proposal. The authorized proposal will serve as the basis of your authorization and our contractual agreement to proceed with the scope of services outlined in this proposal. Additional services or meetings, other than described above, upon request of the Owner will be invoiced hourly, consistent with Exhibits "A" and "B". The attached Exhibits "A" and "B" are hereby incorporated into this letter of agreement.

We appreciate the opportunity to provide you with this proposal. Should you have any questions regarding the contents of this proposal or if we can be of further assistance in any way, please do not hesitate to contact me via email at MJones@drmp.com or cell phone at (404) 693-0176.

Sincerely,

DRMP, Inc.

Mark Jones, PE
Project Manager

CC: INITIALS



Exhibit "A"
Effective June 13, 2022

Administrative/Office Support	Rate	Environmental	Rate
Administrative Support I	\$75.00	Environmental Scientist I	\$80.00
Administrative Support II	\$85.00	Environmental Scientist II	\$90.00
Senior Administrative Support	\$120.00	Environmental Scientist III	\$115.00
Senior Administrative Supervisor	\$130.00	Chief Environmental Scientist	\$130.00
Administrative Department Manager	\$195.00	Senior Ecologist	\$160.00
Reproduction Support	\$80.00		
Information Systems I	\$95.00	Geographic Information Systems (GIS)	
Information Systems II	\$125.00	GIS Technician	\$65.00
Graphic Design		GIS Analyst I	\$85.00
Graphic Designer I	\$85.00	GIS Analyst II	\$95.00
Graphic Designer II	\$130.00	GIS Analyst III	\$130.00
Technical Writing		GIS Project Manager	\$140.00
Technical Writer I	\$75.00	GIS Senior Project Manager	\$185.00
Technical Writer II	\$90.00	Geomatics/Surveying and Mapping	
Public Relations		2-Person Survey Crew	\$170.00
Public Relations I	\$95.00	3-Person Survey Crew	\$220.00
Engineering		4-Person Survey Crew	\$260.00
Engineering Technician I	\$85.00	Survey Technician I	\$105.00
Engineering Technician II	\$125.00	Survey Technician II	\$115.00
Engineer I	\$110.00	Survey Technician III	\$120.00
Engineer II	\$120.00	Surveyor IV (PSM/PLS)	\$150.00
Engineer III	\$170.00	Surveyor V (PSM/PLS)	\$180.00
Senior Engineer I (PE)	\$235.00	Surveyor VI (PSM/PLS)	\$220.00
Chief Engineer II (PE)	\$250.00	Surveyor VII Chief	\$275.00
Planning		LiDAR (Remote Sensing)	
Planner I	\$95.00	Mobile LiDAR Daily Rate (Equipment)	\$4,500.00
Planner II	\$115.00	Unmanned Autonomous System (UAS) Operator	\$155.00
Senior Planner I	\$140.00	UAS Technician	\$95.00
Senior Planner II	\$165.00	UAS LiDAR Daily Rate (Equipment)	\$1,500.00
Construction Engineering Inspection (CEI)		Ground Penetrating Radar (GPR)	
Inspector I	\$62.00	GPR Technician	\$120.00
Inspector II	\$76.00	2-Person GPR/Concrete Imaging Crew	\$185.00
Senior Inspector I	\$90.00	Subsurface Utility Engineering (SUE)	
Senior Inspector II	\$106.00	1-Person Utility Designate	\$120.00
Specialist (Materials, Contract, IT, etc.)	\$125.00	2-Person Utility Designate/Locate Crew	\$185.00
Project Administrator I	\$140.00	3-Person Vacuum Excavation SUE Crew	\$240.00
Project Administrator II	\$160.00	4-Person Vacuum Excavation SUE Crew	\$285.00
Inspection Manager	\$185.00	SUE Manager	\$180.00
Resident Engineer	\$215.00	Senior SUE Manager	\$220.00
National Bridge Inspection Standards (NBIS)/Bridge Inspection		Utility Locate Coordinator	\$150.00
NBIS Engineer	\$200.00	Senior SUE Technician	\$120.00
NBIS Team Leader	\$155.00	Management	
NBIS Team Member	\$80.00	Project Manager I	\$210.00
Expert Witness		Senior Project Manager I	\$250.00
Expert Witness Research	\$150.00	Senior Project Manager II	\$325.00
Expert Witness Testimony	\$300.00	Supervising Engineer	\$235.00
Designer		Department Manager I	\$210.00
Designer I	\$144.00	Department Manager II	\$250.00
Designer II	\$156.00	Division Manager I	\$275.00
Designer III	\$168.00	Division Manager II	\$325.00
		Principal	\$405.00

Exhibit "B"

Conditions of Agreement

I. GENERAL CONDITIONS

- A. The proposal set forth in the attached letter agreement between DRMP, Inc. (the "CONSULTANT") and the client listed on page 1 thereto (the "CLIENT") shall be valid for the CLIENT'S acceptance for a period of forty-five (45) calendar days from the date the CONSULTANT executes such letter agreement (the letter agreement, Exhibit "A" and this Exhibit "B" are collectively referred to as the "AGREEMENT" and the letter agreement is sometimes referred to herein as the "Scope of Services").
- B. The AGREEMENT may be terminated at any time, without cause, by the CLIENT or the CONSULTANT upon seven (7) days prior written notice. In the event this AGREEMENT is terminated by either party or the services to be provided under the AGREEMENT by the CONSULTANT are suspended, canceled, terminated or abandoned by the CLIENT, the CONSULTANT shall be compensated by the CLIENT for all professional services provided up to the effective date of suspension, termination, cancellation or abandonment, plus all reimbursable expenses incurred by the CONSULTANT.
- C. It is understood and agreed that the CONSULTANT'S services under this AGREEMENT are limited to providing consulting services to the CLIENT and do not include participation in, supervision of, or control over the operation of any aspect of the CLIENT'S project (the "PROJECT"). Compensation payable to the CONSULTANT hereunder does not include any amount for participating in, supervising of or controlling the PROJECT.
- D. All original work product, including original documents, electronic files, tracings, field notes, calculations, etc., prepared by the CONSULTANT in connection with this AGREEMENT in whatever form, including written documents, electronic files, etc., shall be and remain the exclusive property of the CONSULTANT. The CONSULTANT assumes no responsibility or liability for any third party use of or reliance on the CONSULTANT'S findings, opinions, conclusions, recommendations, designs or other work product.
- E. In accepting and utilizing any drawings, data or other work product prepared in connection with the AGREEMENT (for purposes of this paragraph, the "Work Product") on any form of electronic media generated and provided by the CONSULTANT, the CLIENT covenants and agrees that all such Work

Product shall be and remain the exclusive property of the CONSULTANT, who shall retain all common law, statutory law and other rights, including copyrights, therein.

The CLIENT and the CONSULTANT agree that any CADD files prepared by either party shall conform to the specifications listed in the Scope of Services. Any electronic files submitted by the CONSULTANT to the CLIENT shall be reviewed promptly by the CLIENT and the CLIENT shall notify the CONSULTANT of any defects found in such electronic files within twenty one (21) days after delivery thereof to the CLIENT. Any defects the CLIENT discovers during this period will be reported to the CONSULTANT and will be corrected as part of the Scope of Services to be performed by the CONSULTANT. However, the correction of any defects detected and reported to the CONSULTANT by the CLIENT after the above twenty one (21) day period will be considered "Additional Services" pursuant to the letter agreement, for which a separate fee will be negotiated (as set forth in the letter agreement).

The CLIENT agrees not to use any Work Product, in whole or in part, for any purpose or project other than in connection with the PROJECT. In addition, the CLIENT agrees to waive all claims against the CONSULTANT resulting in any way from any unauthorized changes or reuse of the Work Product (i) in connection with any project other than the PROJECT, or (ii) by any party other than the CONSULTANT.

In addition, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold the CONSULTANT harmless from any damage, expense, liability or cost, including reasonable attorneys' fees and costs of defense, arising from any changes made to the Work Product by anyone other than the CONSULTANT or from any reuse of, or unauthorized use of, such Work Product.

Under no circumstances shall transfer of the CONSULTANT'S Work Product, drawings and data on electronic media for use by the CLIENT be deemed a sale of such materials by the CONSULTANT, and the CONSULTANT makes no warranties, either express or implied, of merchantability and fitness for any particular purpose in connection with such materials.

- F. If, under this AGREEMENT, professional services are provided by the CONSULTANT during the construction phase of the PROJECT, the CLIENT acknowledges that

the CONSULTANT shall not be responsible for or have control over the means, methods, techniques, sequences, or procedures, or safety precautions and programs, with regard to the work performed on the PROJECT; nor shall the CONSULTANT be responsible for any failure: (i) of any party to carry out any work on the PROJECT in accordance with the PROJECT's contract documents or to obtain construction permits, or (ii) of the CLIENT'S Contractor (the "CONTRACTOR") to comply with applicable laws, ordinances, rules or regulations.

- G. The CONSULTANT shall be entitled to rely upon any information provided by the CLIENT or authorized representatives of the CLIENT without having to verify the accuracy of such information.
- H. To the extent set forth in the Scope of Services, the CONSULTANT shall submit all plans, permits, etc., to regulatory agencies, and shall respond to reasonable requests for additional information from such agencies. However, the CONSULTANT cannot guarantee the actions of any entity or the outcome of any process or proceeding. The CLIENT acknowledges and agrees that its obligation to pay all amounts owed pursuant to the Agreement is absolute and shall not be dependent upon matters which are not in the CONSULTANT'S control, including but not limited to financing, approvals, PROJECT success, or third party actions.
- I. Neither the CLIENT nor the CONSULTANT shall have any right to assign this AGREEMENT to any other person or entity, absent the prior written consent from the other party.
- J. In an effort to resolve any disputes, differences, claims or counterclaims that arise with respect to this AGREEMENT, the CLIENT and the CONSULTANT agree that all disputes between them arising out of or relating to the AGREEMENT shall first be submitted to non-binding mediation, unless the parties mutually agree otherwise, and shall constitute an express condition precedent in litigation. Mediation shall be conducted within sixty (60) days of the dispute first arising.

The CLIENT and the CONSULTANT further agree to use good-faith best efforts to include a mediation provision similar to the above provision in all of their agreements with independent contractors and consultants retained for the PROJECT and also to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, subconsultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

In the event of any dispute, difference, claim or counterclaim between the CONSULTANT and the CLIENT arising out of or in connection with this AGREEMENT, which is not resolved by the parties through mediation, any such matter shall be submitted to

the Circuit court in and for Orange County, Florida, for trial and determination by the court sitting without jury. The parties hereby consent to the jurisdiction of such court, to exclusive venue in Orange County, Florida, and to the service of process outside the State of Florida (if applicable) pursuant to the requirements of such court in any matter so to be submitted to it, and they expressly waive the right to a jury trial. The prevailing party in any such litigation shall be entitled to the reimbursement of reasonable attorneys' fees and taxable costs, including expert witness fees and costs.

- K. In the event that the CLIENT is not the record owner of the property covered by this AGREEMENT, the CONSULTANT may consider the CLIENT'S signature on the Agreement as evidence that the CLIENT has the property owner's permission and consent to enter into this AGREEMENT, and to be a party hereto. It shall be the CLIENT'S responsibility to inform the CONSULTANT of any change in ownership or change in any other circumstances that may affect the CONSULTANT'S ability to place a construction lien on such property if payment is not received by the CONSULTANT according to the terms of this AGREEMENT. The CLIENT hereby acknowledges and agrees that the CONSULTANT'S services are professional services that shall be performed in the practice of CONSULTANT'S profession in connection with the specific parcel or parcels of real property referred to in this AGREEMENT and that CONSULTANT shall be entitled to a lien upon such real property for the money owing to CONSULTANT for such services pursuant to Section 713.03, Florida Statutes, or otherwise pursuant to law or equity.
- L. This AGREEMENT shall be governed by the laws of the State of Florida.
- M. Regarding the subject matter hereof, this AGREEMENT contains the entire agreement of the parties and their representatives and agents, and supersedes all prior understandings, whether oral or written. The CLIENT agrees that this Agreement shall govern and supersede any form agreements delivered by the CONSULTANT and/or the CLIENT, such as client purchase orders or work orders, and that such forms may be issued by the CLIENT as a matter of convenience without altering any of the terms or conditions of this Agreement, unless such form has been signed on behalf of both the CLIENT and the CONSULTANT by an authorized representative.
- N. **In recognition of the relative risks and benefits of this Agreement to both the CLIENT and the CONSULTANT, the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of the CONSULTANT and its subconsultants to the CLIENT and to all construction contractors and subcontractors on the PROJECT for any and all claims, losses, costs, and damages of any nature whatsoever or claimed expenses from any cause or causes (collectively "CLAIMS"), so that the total**

aggregate liability of the CONSULTANT and its subconsultants to all those named above shall not exceed the total fee received by CONSULTANT hereunder for services rendered pursuant to this Agreement. This paragraph shall apply to CLAIMS including, but not limited to claims based on negligence, professional errors or omissions, strict liability, or other tort claims, and breach of contractor warranty.

In the event the CLIENT does not wish to limit the CONSULTANT'S professional liability as set forth in the paragraph above, the CONSULTANT agrees to increase the limitation on CONSULTANT'S aggregate liability for all claims to a maximum of \$1 million, but only upon receiving the CLIENT'S written request within ten (10) days after the date hereof and the payment by CLIENT of additional consideration of five percent (5%) of the CONSULTANT'S total fee pursuant to this Agreement or \$300.00, whichever is greater.

Notwithstanding anything to the contrary herein, in no event shall the CONSULTANT be liable to the CLIENT under this AGREEMENT or for services provided hereunder, under any claim or theory (including breach of contract or tort), for consequential, incidental, or punitive damages, including lost profits or loss of business, even if such damages were reasonably foreseeable.

- O. The CLIENT acknowledges that the CONSULTANT cannot control the cost of construction labor and materials or competitive bidding, and that market conditions fluctuate, and therefore the estimates of construction costs provided by the CONSULTANT will be made on the basis of the CONSULTANT'S experience and qualifications. As a result, the CONSULTANT does not guarantee the accuracy of any such estimates.
- P. All provisions of this AGREEMENT relating to indemnity or allocation of responsibility or liability between the CLIENT and the CONSULTANT shall survive the completion of the services to be performed hereunder and the termination of this AGREEMENT.
- Q. In the event that any provision of this AGREEMENT is found to be unenforceable under applicable law, the remaining provision(s) shall continue in full force and effect.
- R. In providing services under this AGREEMENT, the CONSULTANT is acting as an independent contractor and not as an agent or employee of the CLIENT.
- S. In the event that the CONSULTANT is obstructed or delayed in the prosecution or completion of its services under this AGREEMENT as a result of causes beyond the control of the CONSULTANT, including, but not restricted to, acts of God or of public enemy, acts of

terrorism, acts of government or of the CLIENT, the property owner or any other person or entity, fires, floods, epidemics, quarantine regulations, strikes or lock-outs, then any milestones contained on any PROJECT schedule shall be extended by the length of such delay, plus any additional time required by the scheduling demands of any third party whose performance was rescheduled as a result of such delay.

- T. The CLIENT acknowledges that PROJECT schedules, if any, are provided by the CONSULTANT for informational and planning purposes only, and are subject to change as the PROJECT progresses. The CONSULTANT does not guarantee any time frames.
- U. The CLIENT acknowledges that the CONSULTANT does not guarantee the success, as measured by the CLIENT, of the services of the CONSULTANT described herein. The CONSULTANT'S obligation hereunder is limited to using commercially reasonable efforts to perform the stated services. The CONSULTANT shall have no responsibility for outcomes or results dependent in whole or in part on decisions or actions of the CLIENT or third parties.

II. COMPENSATION TERMS

- A. Amounts due to the CONSULTANT under this Agreement shall be payable within thirty (30) days of CLIENT'S receipt of an invoice therefore. If full payment of an invoice is not received within sixty (60) days commencing on the date of the invoice, then CONSULTANT may, at its exclusive option, (i) charge CLIENT and, in such case, CLIENT shall pay, a service charge equal to one and one-half percent (1.5%) per month of the unpaid balance, which charge shall accrue from the date of the invoice until such balance is paid in full; (ii) the CONSULTANT may, without waiving any other claim or right against the CLIENT, suspend services under this AGREEMENT until the CONSULTANT has been paid in full all amounts due CONSULTANT and/or any of its subconsultants and subcontractors; or (iii) the CONSULTANT may, without waiver of any other claim or right against the CLIENT, upon seven (7) days written notice, terminate this Agreement. Furthermore, the CLIENT agrees that the CONSULTANT shall not be held liable for any damages sustained by the CLIENT or others due to such suspension of services or termination of this Agreement. Suspension of services or termination of this Agreement shall not excuse CLIENT from its obligation to pay CONSULTANT all fees and expenses earned or incurred as of the date of suspension or termination, including interest charges at 1.5% per month.
- B. Fees set forth in this Agreement are for professional services only. Out-of-pocket expenses (such as reproduction, overnight mail, travel, meals, etc.) will be considered a direct reimbursable expense, and invoiced in addition to the fees indicated herein. These expenses will be invoiced as incurred, and may include, at

CONSULTANT's exclusive discretion, a handling charge markup of not to exceed ten percent (10%).

- C. Services to be billed hourly that are subject to a cap (as specifically identified in the Scope of Services) and time and materials tasks will be billed on an hourly basis as incurred monthly. Hourly rates utilized in the billing (for hourly and additional services) are set forth in Exhibit "A" (if applicable).
- D. Invoices shall be prepared monthly for Lump Sum Fee items (as set forth in the Scope of Services) based on the percent of work complete and costs incurred by the CONSULTANT.
- E. The CLIENT acknowledges that the proposal set forth in the letter agreement specifies a number of meetings or a specific meeting budget. All additional meetings, as requested by the CLIENT, will be invoiced pursuant to the CONSULTANT'S applicable hourly rates.
- F. All hourly rates and fees quoted in this AGREEMENT shall be effective for a period of twelve (12) months after the CLIENT'S execution of this AGREEMENT, after which time they may be revised by the CONSULTANT upon written notice to the CLIENT.
- G. This AGREEMENT shall become effective upon the CONSULTANT'S receipt from the CLIENT of a signed AGREEMENT and, if requested, a retainer. All retainer amounts will be applied to the CLIENT'S last invoice. A RETAINER OF \$____.00 IS REQUIRED BEFORE THE CONSULTANT WILL COMMENCE ANY SERVICES UNDER THE AGREEMENT.
- H. Subconsultant or subcontractor fees/expenses invoiced through the CONSULTANT may, at CONSULTANT'S exclusive discretion, include a handling and coordination markup. This markup will be no more than five percent (5%) for amounts greater than \$50,000.00; ten percent (10%) for amounts between \$20,000.00 and \$50,000.00; and fifteen percent (15%) for amounts less than \$20,000.00.
- I. It is understood that the CONSULTANT'S services to be provided under this AGREEMENT do not include any participation whatsoever in any litigation or negotiations. If at any time the CONSULTANT is requested to participate in litigation or negotiations, or to act as an expert witness, whether by the CLIENT or on its behalf, and the CONSULTANT agrees to do so, the CONSULTANT shall be paid by the CLIENT in

advance if requested by CONSULTANT at the applicable hourly rate for the CONSULTANT'S time in preparation of and/or during testimony at a hearing, arbitration, or other official proceeding. In addition, the CLIENT shall pay all reasonable expenses of the CONSULTANT incurred in connection therewith. The amount due and payable to the CONSULTANT under this paragraph shall not be reduced for any reason including, but not limited to, settlement of the matter based on a pro-rata share of the monies in questions.

III. CLIENT RESPONSIBILITIES

- A. The CLIENT shall provide to the CONSULTANT all available and applicable information that is related to the site and to the PROJECT that is in the CLIENT'S possession, or that may come into the CLIENT'S possession or knowledge including, but not limited to:
 - Survey(s) (Boundary, Topo, etc.)
 - Legal Description & Title Information
 - Utilities Data/Plans
 - Environmental Studies/Data
 - Geotechnical Studies/Data
 - Previous Site consulting Plans/Studies
 - Previous Site Planning Sketches or Studies
 - Other Applicable Data/Information
 - Previously Prepared, Submitted or Approved Permits
 - Previously Prepared Development-Const. Cost Est.
 - Aerial Photography, if available
 - Reasonably suspected information or leads
- B. The CLIENT shall be responsible for the payment of all fees to government and review agencies.
- C. The CLIENT shall indemnify and hold the CONSULTANT harmless for any losses or damages caused by the negligent acts of the CLIENT, its employees or agents.
- D. The CLIENT grants to the CONSULTANT right of entry to the PROJECT site by the CONSULTANT, its employees, agents, and subcontractors in order to perform the CONSULTANT'S services under this AGREEMENT. If the CLIENT does not own the PROJECT site, the CLIENT warrants and represents to the CONSULTANT that the CLIENT has the authority and permission of the owner of the PROJECT site and occupant of the PROJECT site (if applicable) to grant this right of entry to the CONSULTANT.

IV. The following information is necessary for the CONSULTANT to set its files up correctly. Please fill out and return at your earliest convenience.

1. PROJECT Name for Invoicing:

2. Mailing Address:

Phone No.: () _____

Fax No.: () _____

E-Mail: _____

3. Invoices should be sent to the attention of: _____

4. Date invoices must be received by CLIENT: _____

5. Special invoice format required: _____ Yes _____ No (If yes, please forward to CONSULTANT)

6. Person(s) authorized to bind CLIENT contractually:

7. Are purchase orders required: Yes No

8. Name and contact address/phone number under which title of property is held:

9. Name/Entity of applicant for PROJECT permit applications (title, address, phone number):

10. Person to sign permit applications (title, address, phone number):

Georgia Department of Transportation
COST PROPOSAL

Proj. No.: Not applicable
 PI No.: 0015400
 Prime: DRMP
 Date: 14-Aug-2021

Project: Glynn Ave/US 17
 County: Glynn
 Contract Type: N/A
 Fixed Fee %: 0%

Master Contract: 0
 Contract Expiration: TBD
 Task Order No: 0

Table - 1

Cost Summary

By Phase / Discipline / Firm

v Formula Pulls Firm Name from each Discipline Tab

Include a column for each discipline tab included in the proposal.
 Ensure formulas link to the corresponding discipline tab.

Phase	Phase Description	Total Fee Enter discipline provided by firm >>	DRMP	DRMP	GWES - Drainage, Erosion Control & CEI Sub	DRMP	ICE - Bridge H&H	Terracon - Environmental Sub	Terracon - Geotechnical Sub	EMC - Survey & NPDES Monitoring Sub	TSW - Landscaping Sub	Wi-Skies - Lighting Sub	Colliers - R/W Sub			
			Project Management	Roadway Design	Drainage, Erosion Control & CEI	Bridge Design	Bridge H&H	Environmental	Geotech	Survey	Landscaping	Lighting	R/W Estimate			
	Totals	\$ 2,056,316.85	\$ 107,478.50	\$ 362,782.35	\$ 174,683.00	\$ 695,942.60	\$ 91,495.05	\$ 214,193.00	\$ 242,395.35	\$ 74,500.00	\$ 23,847.00	\$ 65,000.00	\$ 4,000.00	\$ -	\$ -	\$ -
1	Concept Development	\$ 300,633.15	\$ 45,477.20	\$ 82,224.49	\$ 6,001.00	\$ 59,925.13	\$ 22,272.33	\$ 60,236.00	\$ -	\$ 12,500.00	\$ 2,997.00	\$ 5,000.00	\$ 4,000.00	\$ -	\$ -	\$ -
	Database Preparation	\$ 15,625.07	\$ 1,627.50	\$ 5,997.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Environmental Document	\$ 61,081.64	\$ 930.00	\$ 7,530.64	\$ -	\$ -	\$ -	\$ 46,621.00	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Phase 1 Total	\$ 377,339.86														
2	Preliminary Plans	\$ 495,679.53	\$ 26,893.80	\$ 138,696.65	\$ 64,376.00	\$ 91,449.01	\$ 69,222.72	\$ 23,375.00	\$ 12,016.35	\$ 15,000.00	\$ 9,650.00	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -
	Right of Way Plans	\$ 47,786.00	\$ 8,370.00	\$ 27,466.00	\$ -	\$ -	\$ -	\$ 1,950.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Phase 2 Total	\$ 543,465.53											\$ -			
3	Final Plans	\$ 1,018,744.42	\$ 24,180.00	\$ 100,867.00	\$ 55,566.00	\$ 487,341.42	\$ -	\$ 82,011.00	\$ 230,379.00	\$ 15,000.00	\$ 8,400.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
4	Construction Services	\$ 116,767.04	\$ -	\$ -	\$ 48,740.00	\$ 57,227.04	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 2,800.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Special Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Public Involvement	\$ -			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Fixed Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Tab Name>>

PM1

Rd1

DS1

Br1

BrH&H

Env1

Geo

Srv1

Map1

SUE1

OMT1

Lt1

DBE (Yes or No)		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
DBE Participation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DBE %																
Contract DBE Goal %		0.0%														



SUBJECT: BAY-NEWCASTLE ROUNDABOUT – DESIGN AGREEMENT

COMMISSION ACTION REQUESTED ON: September 6, 2023

PURPOSE:

Approval of an agreement with Georgia Water & Environmental Services (GWES) for survey and design tasks related to the proposed roundabout at the intersection of Bay and Newcastle Streets in Brunswick

HISTORY:

Newcastle Street (US Hwy 341, SR 27) is the primary corridor along the west side of the city, connecting Brunswick to I-95, western Glynn County, Wayne County and other areas. Bay Street was developed as a freight route to remove trucks and large vehicle traffic from the central area of downtown. Bay Street intersects Newcastle Street just north of the downtown area and serves the Georgia Ports Authority facilities. Newcastle Street continues south of this intersection into the core of the downtown area of the City. Both Bay and Newcastle Streets are four-lane roadways, and the intersection is a skewed intersection with Bay intersecting Newcastle at a non-perpendicular angle. Bay Street is stop-controlled at the intersection, but traffic on Newcastle travels unimpeded through the intersection. This lack of signalization also allows vehicles to enter the downtown area at high rates of speed.

The Newcastle Street corridor was the subject of a recently completed study through the Brunswick Area Transportation Study (BATS). The Connect Bay Street Corridor Plan evaluated the entire US Hwy 341 corridor from US Hwy 17 to I-95 along with the major intersections along the corridor. One of the focal points of the study was the Bay-Newcastle intersection. The study recommended a roundabout as a scenario for further consideration for improvement at this intersection.

FACTS AND ISSUES:

A proposed roundabout at this location would provide many benefits to traffic flow through the intersection as well as to the downtown area of Brunswick. The roundabout would provide improved alignment and traffic flow through the intersection. Secondly, the roundabout would serve to slow traffic coming into the downtown area of the city. Finally, the roundabout would serve as a gateway into the city with possible signage and landscaping as vehicles enter the downtown area.

Because the project is located within the GDOT right-of-way, the design of a proposed roundabout will need to follow the guidelines of the GDOT ROW Encroachment Policy for Large Projects. These guidelines will include a traffic study with intersection control evaluation, conceptual design and review, public information open house, preliminary field plan review and final field plan review. Once all of these steps have been satisfied through the design process, GDOT will issue an encroachment permit for construction of the roundabout. The design and GDOT review process is expected to take up to 24 months to complete.

Pricing for this proposed project was solicited among the four approved engineering design firms. Each of the firms has been determined to be qualified for this work, and pricing was as follows:

Georgia Water & Environmental	\$249,400
EMC Engineering Services	\$254,500
Goodwyn, Mills, Cawood	\$346,490
Thomas & Hutton	\$481,600

The staff of the Engineering and Public Works Department recommends approval of the agreement with Georgia Water & Environmental Services (GWES) for design of the Bay-Newcastle Roundabout Project. GWES is ready to begin work upon notice of approval.

BUDGET INFORMATION:

This project will be funded by SPLOST 22 – Roadway Paving.

OPTIONS:

1. Authorize the Mayor to sign an agreement with GWES in the amount of \$249,400 for engineering and design services for the Bay-Newcastle Roundabout project.
2. Do not authorize the Mayor to sign an agreement with GWES in the amount of \$249,400 for engineering and design services for the Bay-Newcastle Roundabout project.
3. Take no action at this time.

DEPARTMENT RECOMMENDATION ACTION:

Authorize the Mayor to sign an agreement with GWES in the amount of \$249,400 for engineering and design services for the Bay-Newcastle Roundabout project.

DEPARTMENT: Engineering

Prepared by: Garrow Alberson, P.E., Director of Engineering and Public Works

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Authorize the Mayor to sign an agreement with GWES in the amount of \$249,400 for engineering and design services for the Bay-Newcastle Roundabout project.

Regina M. McDuffie

City Manager

8/29/23

Date

Newcastle Street at Bay Street

Guidance for
Recommendations: Explore alternatives to improve operations and safety at Bay Street and Newcastle Streets.

Key Considerations & Issues

- Transition point in the corridor
- Railroad proximity
- Freight Corridor
- Unique intersection geometry
- Gateway Intersection to Downtown Brunswick

The intersection of Bay Street and Newcastle Street is a transitional intersection within the overall network for the community. Within the study area Newcastle Street serves as a freight corridor up to the intersection with Bay Street, where it becomes the entry in downtown Brunswick and Bay Street becomes a freight corridor.

These functions required of the intersection are unique and diverse and require an intersection configuration that accommodates the ask of the intersection.

The unique configuration of the intersection with its approximate 70-degree skew lends itself to simplify certain approach movements (SB Newcastle Street to Bay Street) and complicates others (NB Newcastle to Bay Street). Furthermore, with the proximity to the port, the preferred alternative must accommodate truck movements efficiently and safely.

The intersection's proximity to Downtown Brunswick provides the opportunity to create a gateway. In addition, it provides an opportunity to slow traffic coming into downtown from Newcastle Street.

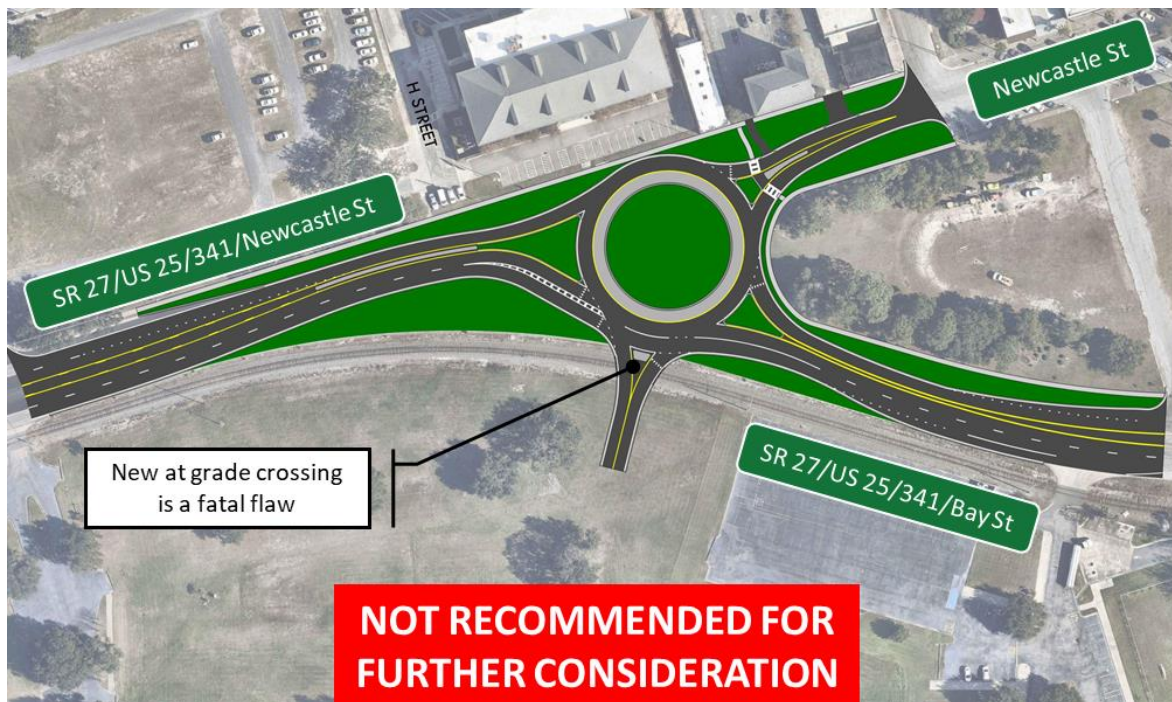
The following page depicts the scenarios considered at the intersection of Newcastle Street and Bay Street.

Newcastle Street at Bay Street

Scenario 1



Scenario 2



Newcastle Street at Bay Street

The following actions respond directly to these findings.

Design Considerations	Scenario 1	Scenario 2
Beautification	<input type="radio"/>	<input type="radio"/>
Design for Freight Vehicles	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Multimodal Intersection Design	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Traffic Operations	<input type="radio"/>	<input type="radio"/>
Parking	<input type="radio"/>	<input type="radio"/>
Enhanced Pedestrian Accommodations	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Supportive of Economic Development	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Minimizes Railroad impacts/complications	<input type="radio"/>	<input type="radio"/>
Natural Features Impacts	<input type="radio"/>	<input type="radio"/>
Driver Expectations	<input type="radio"/>	<input type="radio"/>
Safety Enhancement	<input type="radio"/>	<input type="radio"/>
Contextually Appropriate	<input type="radio"/>	<input type="radio"/>

- Most Satisfies the objective criteria
- Moderately satisfies the objective criteria
- Least satisfies the objective criteria

Considerations

- Scenario 2 requires additional right-of-way for construction
- Scenario 2 implementation would likely require the closing of the existing crossings at I Street and along Bay Street opposite G Street at a minimum
- Operational benefits shown in the table to left, depict significant operational gains from the roundabout over the unsignalized intersection
- The roundabout would create a gateway into downtown Brunswick
- The roundabout would also slow traffic down coming into Brunswick along Newcastle Street
- The roundabout accommodates freight vehicles well and would reduce their travel time from the port to I-95

Newcastle Street at Bay Street							
Condition	Measure	EB		NB		SB	
		EBL	EBR	NBL	NBT	SBT	SBR
AM Peak Hour							
2035 Design Year	LOS (Delay)	C (15.5)		A (0.0)		A (0.0)	
	Synchro 95th Q	58'	3'	0'	0'	0'	0'
2035 Design Year Single	LOS (Delay)	A (7.1)		A (6.1)		A (1.8)	
	Sidra 95th Q	39'		33'		29'	
PM Peak Hour							
2035 Design Year	LOS (Delay)	C (23.3)		A (0.0)		A (0.0)	
	Synchro 95th Q	140'	0'	0'	0'	0'	0'
2035 Design Year Single	LOS (Delay)	A (7.5)		B (12.9)		A (3.1)	
	Sidra 95th Q	59'		141'		18'	

Recommendation:

Prioritize intersection improvements for future funding opportunities (MPO, GDOT, local) as represented in Scenario 1



August 1, 2023

Mr. Garrow Alberson, P.E.
Public Works Director
City of Brunswick
525 Lakewood Ave.
Brunswick, GA 31520

**Re: City of Brunswick Newcastle Street and Bay Street Intersection Improvement Project
Professional Services Proposal**

Dear Mr. Alberson,

Please accept this letter as GWES' proposal for professional engineering services related to intersection improvements at the intersection of Newcastle Street and Bay Street for the City of Brunswick (City), Georgia. We thank you for the opportunity to assist with this important project.

PURPOSE

The City is requesting proposals for the development of construction plans and GDOT permit acquisition related to intersection improvements at Newcastle Street and Bay Street. The City has recently completed a preliminary study of this intersection and while GDOT will provide feedback on the final improvement alternative, the City has budgeted for a roundabout improvement. This project has been included in the recent SPLOST 2022 program and final construction bidding will be determined by the funding availability.

The City intends for the selected firm to provide the following services:

- Preliminary design and cost estimate
- Survey services including utilities, ROW, topo, etc
- Project design
- Construction plan development
- Project specification development
- GDOT coordination and permitting including PIOH, plan review, permit approval, etc.
- Final Opinion of Probable Cost
- Bid assistance – RFI's, pre-bid meeting, etc.
- Project scheduling

SCOPE

GWES' scope includes services described in Attachment "A" dated July 5, 2023, as provided by the City.

PROJECT DEVELOPMENT

An in-person kickoff meeting will be held with City staff, as schedules dictate. Traffic and speed data will be collected along Bay Street and Newcastle Street. A Traffic Engineering Study (TE Study) will be developed once data has been collected. Conceptual renderings using aerial mapping and GIS data,

and cost estimates, will be developed and submitted to the City for review and comment. Once approved by the City, the TE Study and the Concept renderings will be submitted to GDOT for initial review and comment. Once a final concept and TE study has been accepted, GWES will proceed to develop 60% design plans, drainage report, landscaping plans, lighting plans, and an opinion of probable construction cost (OPC) for City review and comment.

Once the 60% design plan package has been approved by the City, GWES will submit this package to GDOT, as needed, for a Preliminary Field Plan Review (PFPR) for review and comment. Once comments have been received and design plans modified, GWES will submit 90% design plans, drainage report, and an OPC for City review and comment.

Once the 90% design plan package has been approved by the City, GWES will submit this package to GDOT for a Final Field Plan Review (FFPR), as needed, for review and comment. Once comments have been received and design plans modified, GWES will be prepared to assist the City with a Public Information Open House (PIOH). GWES will be available to provide design drawings, an OPC, and answer public questions.

Once the PIOH has been completed, GWES will prepare and submit a GDOT encroachment permit package for GDOT review and comment. Once this permit has been approved, GWES will prepare and submit a Final Plan Package to include stamped construction plans, special provisions, a final OPC, and bid quantities.

GWES will be available to assist with a pre-bid meeting and respond to RFI's during the bid process.

GWES will be available to assist the City with a pre-construction meeting, review and shop drawings, and responding to RFI's.

GWES will provide updates to project schedules during project development.

The following services are considered out of scope for this project:

- Railroad Permitting
- Environmental Permitting
- Monument Signage Design
- Construction Management
- Right of Way Acquisition

PROPOSAL FEE

We propose to provide the below professional services on a time and materials basis, including expenses, with a not to exceed limit as follows:

Task	Proposed Fee
Improvement Plans and Estimates, GDOT Permitting, and Construction Assistance	\$249,400.00

GWES shall submit an invoice each month for services rendered during the previous month. Payment is expected upon receipt of the invoice.

We are prepared to begin these services within five business days upon Notice to Proceed (NTP). We greatly appreciate the opportunity to provide this proposal. If you have any questions, please contact me.

With Highest Regards,

GWES, LLC



Ben Pierce, PE, PTOE
Director of Transportation
912-227-1969
ben.pierce@gwesllc.com

Attachment: Scope of Work, Attachment 'A'

ATTACHMENT 'A'

SCOPE OF WORK

Ben Pierce

From: Garrow Alberson <galberson@cityofbrunswick-ga.gov>
Sent: Wednesday, July 26, 2023 9:15 AM
To: Rob Brown; Ben Pierce; Ezelle, Charles; Kip Goodbread
Cc: Kelley, Doyle
Subject: RE: Newcastle - Bay St Roundabout

Here are a couple of additional questions I received regarding the roundabout project:

Since GDOT looks favorably on lighting at roundabouts (particularly in urban areas), will lighting be a part of this work since it is located on a State Road? **Yes**

As this site will be a gateway into downtown, should we include landscape design in our fee estimate? **yes**

Since an ICE analysis has not been completed and one is being required as a part of this proposal, does the City have traffic counts available for the study intersection within the last year? If not then new traffic counts will be required to complete the ICE analysis. **We do not have any traffic counts in this area, so you can include those in your proposal.**

Will the City provide a pavement design or geotechnical investigation or does that need to be included in the proposal? **Both of those should be included in the proposal**

As previously mentioned, this project must comply with the GDOT Driveway and Encroachment Manual, specifically the section regarding Large On-System projects. Pay particular attention to Chapter 11 of the Encroachment manual for these requirements. The Concept Development phase will be an important aspect of this project.

Thanks,

Garrow Alberson, P.E.
City Engineer / Public Works Director
City of Brunswick

From: Garrow Alberson
Sent: Wednesday, July 19, 2023 9:56 AM
To: 'Rob Brown' <rob.brown@gmcnetwork.com>; 'Ben Pierce' <Ben.Pierce@gwesllc.com>; 'Ezelle, Charles' <ezelle.c@tandh.com>; 'Kip Goodbread' <Kip_Goodbread@emc-eng.com>
Subject: RE: Newcastle - Bay St Roundabout

Good morning,
I am forwarding a couple of questions that I received about this project:

Has an Intersection Control Evaluation (ICE) been performed on this intersection? This will be required by GDOT if not already performed.

I am not aware that the ICE has been performed. It was not completed as part of the Bay Street Corridor study.

Are you able to determine what the consultant will be responsible to help with for the PIOH?

- **Preparation of drawings, exhibits, materials, etc**

- Publicity
- Attendance

Do you know if GEPA environmental permitting and what level will be required as part of the Large On-System Project Permit approval process? **It is my understanding that environmental permitting and the NEPA requirements will not be required by GDOT on this project**

Will the plan production need to follow the GDOT plan development process? **No, the full PDP will not be required.**

Garrow Alberson, P.E.
City Engineer / Public Works Director
City of Brunswick

From: Garrow Alberson
Sent: Wednesday, July 5, 2023 4:05 PM
To: 'Rob Brown' <rob.brown@gmcnetwork.com>; 'Ben Pierce' <Ben.Pierce@gwesllc.com>; 'Ezelle, Charles' <ezelle.c@tandh.com>; 'Kip Goodbread' <Kip_Goodbread@emc-eng.com>
Subject: RE: Newcastle - Bay St Roundabout

I forgot to include that I would like proposals submitted by Wednesday, August 2. This project is also circulated among our "on-call" list only, so a letter proposal is sufficient.

Thanks,

Garrow Alberson, P.E.
City Engineer / Public Works Director
City of Brunswick

From: Garrow Alberson
Sent: Wednesday, July 5, 2023 3:19 PM
To: Rob Brown <rob.brown@gmcnetwork.com>; Ben Pierce <Ben.Pierce@gwesllc.com>; Ezelle, Charles <ezelle.c@tandh.com>; Kip Goodbread <Kip_Goodbread@emc-eng.com>
Subject: Newcastle - Bay St Roundabout

Gentlemen,
Another project for your consideration....

The City of Brunswick completed the Bay Street Corridor Study in 2021. This was a study of the US Hwy 341 corridor between US Hwy 17 and I-95 (Exit 36) which was completed through the BATS Municipal Planning Organization. The study examined several intersections and critical points of vehicular and pedestrian traffic along this corridor. I have attached a copy of the study. One of the focal points of the study was the intersection of Newcastle and Bay Streets. The study recommends a roundabout at this intersection as described on pages 3-11 through 3-13 of the study. The City is ready to move ahead with this recommendation, and advance the project into the design stage.

The project will be located within the GDOT ROW. Conversations with GDOT indicate that the project design will be reviewed by their "RAID" team, which is basically a review of the geometric design of the roundabout. They have also said that this project must meet the requirements of the Large Permits section of the GDOT ROW Encroachment Manual. These requirements will include a Public Information Open House (PIOH) and at least one formal plan review.

There is no GDOT funding programmed for the project at this time; the project will be funded through local funds.

The first phase of the project should be preliminary design and cost estimating. The study indicates that the proposed roundabout will fit within the existing ROW. I would like for your preliminary design to confirm through GIS, aerial photos, ROW maps, etc. that the proposed roundabout will fit within the existing ROW. We also need a preliminary opinion of probable cost for construction of the project. This cost number will help us with programming the full funding for construction.

I don't think it is necessary to include property acquisition services in your proposal. At this point, all indications are that no additional ROW will be necessary. If the selected firm finds during the preliminary design layout indicates that additional property is required, we will complete that through an additional services agreement.

Also, please provide a tentative timeline for completion of preliminary design, survey and submittal of construction plans to GDOT. I understand that a schedule may become variable depending on GDOT review schedules.

At minimum, proposals should include:

- Preliminary design and cost estimate
- Survey services including utilities, ROW, topo, etc
- Project design
- Construction plans
- Project specifications
- GDOT coordination and permitting including PIOH, plan review, permit approval, etc.
- Final Opinion of Probable Cost
- Bid assistance – RFI's, pre-bid meeting, etc.
- Project schedule

You can email me with any questions, and I will pass the answers along to the entire group.

Thanks,

Garrow Alberson, P.E.
City Engineer / Public Works Director
City of Brunswick
525 Lakewood Ave.
Brunswick, GA 31520
ph: (912) 267-5540
cell: (912) 270-8826
galberson@cityofbrunswick-ga.gov





SUBJECT: ALTAMA AVENUE RESURFACING – DESIGN AGREEMENT

COMMISSION ACTION REQUESTED ON: September 6, 2023

PURPOSE:

Approval of an agreement with EMC Engineering Services for survey and design tasks related to the resurfacing of Altama Avenue between First Street and Glynn Isles Drive

HISTORY:

Altama Avenue is the City of Brunswick’s largest and most heavily traveled roadway. It is a four-lane roadway which carries over 20,000 vehicles per day. The roadway is in serious need of repair due to pavement failure and other issues.

In addition to the failing pavement and need for resurfacing of the roadway, there are also traffic signal upgrades that are needed at several intersections along the roadway. The detectors, wiring, signalization software, and signal heads are all in need of replacement at several of the locations. There are also significant pedestrian improvements required at several intersections along Altama Avenue. These pedestrian improvements were identified in an assessment completed earlier this year.

FACTS AND ISSUES:

The scope of the proposed project will include milling and resurfacing of the asphalt roadway between First Street and the northern city limits near Glynn Isles Drive. The project will be completed within the existing curb lines; there are no plans for realignment of the roadway as part of this project. There is a segment of approximately 2,500 feet between Fourth Street and Brunswick High School which is outside the city limits and will be excluded from the project. This segment was resurfaced by Glynn County approximately four years ago.

The project will also include construction of stop pads at several of the intersection along Altama Avenue. Many of these intersections have experienced severe pavement rutting due to vehicles stopping at the traffic signals. The project will include installation of rigid pavement stop pads in advance of the intersections. These pads will be constructed of concrete or heavy-duty asphalt and will be intended to prevent pavement rutting as vehicles approach the intersections.

Another item included in the scope of the proposed project is the replacement and upgrade of traffic signals at First Street, Fourth Street, Tara Lane, and Glynn Isles Drive. The signals at these intersections are in need of upgrade of the signal heads, wiring, and operating equipment within the controller cabinet. The design of the new signals will be coordinated with Glynn County and the Georgia Department of Transportation so that the timing and operation of the new signals will be consistent with other signals in the area.

A final item included in the scope of the proposed project is pedestrian access improvements at several intersections within the project limits. An evaluation of the existing pedestrian facilities along several roadways throughout the city was completed in March 2023. The evaluation identified several intersections along Altama Avenue where the pedestrian facilities required improvements. The identified improvements include ADA access ramps and curb cuts, signalization, striping and signage. The intersections to be included in this project are Second Street, Walter McNeely Drive, Altama Circle, Fourth Street, BHS/CCGA entrance, and Tara Lane.

Pricing for this proposed project was solicited among the four approved engineering design firms. Each of the firms has been determined to be qualified for this work, and pricing was as follows:

EMC Engineering	\$97,500
Thomas & Hutton	\$99,700
Goodwyn, Mills, Cawood	\$150,890
Georgia Water & Environmental	\$193,000

The staff of the Engineering and Public Works Department recommends approval of the agreement with EMC Engineering Services for design of the Altama Avenue Resurfacing Project. EMC is ready to begin work upon notice of approval, and completion of design is expected to take approximately six months.

BUDGET INFORMATION:

This project will be funded by SPLOST 22 – Roadway Paving.

OPTIONS:

1. Authorize the Mayor to sign an agreement with EMC Engineering Services in the amount of \$97,500 for engineering and design services of the Altama Avenue Resurfacing project.
 2. Do not authorize the Mayor to sign an agreement with EMC Engineering Services in the amount of \$97,500 for engineering and design services of the Altama Avenue Resurfacing project.
 3. Take no action at this time.
-

DEPARTMENT RECOMMENDATION ACTION:

Authorize the Mayor to sign an agreement with EMC Engineering Services in the amount of \$97,500 for engineering and design services of the Altama Avenue Resurfacing project.

DEPARTMENT: **Engineering**

Prepared by: Garrow Alberson, P.E., Director of Engineering and Public Works

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Authorize the Mayor to sign an agreement with EMC Engineering Services in the amount of \$97,500 for engineering and design services for the Altama Avenue Resurfacing project.

Regina M. McDuffie

City Manager

8/29/23

Date



504 Gloucester Street
Brunswick, GA 31520
Phone: (912) 265-7636
Fax: (912) 233-4580
www.emc-eng.com

July 31, 2023

City of Brunswick
C/O Garrow Alberson, P.E.
City Engineer / Public Works Director
252 Lakewood Avenue
Brunswick, Georgia 31520

**RE: LETTER AGREEMENT FOR PROFESSIONAL SERVICES FOR
ALTAMA AVENUE RESURFACING PROJECT
BRUNSWICK GEORGIA**

Dear Mr. Alberson:

EMC Engineering Services, Inc. (EMC) appreciates the opportunity to present this *Proposal/Agreement* for providing professional services in connection with the referenced *Project*. The *Project* consists of the construction of vehicular and pedestrian improvements along the Altama Avenue Corridor as further described in the City of Brunswick Altama Avenue Resurfacing Project RFP.

Our *Basic Services* will include professional services as further described below.

1. SURVEYING:

- Preparation of a limited topographic of each intersection within the project area and identified in the RFP. UAV survey mapping will be used to supplement conventional survey data at some intersections.
- Survey data will be based on Georgia State Plane Coordinates NAD83 for horizontal control. Vertical control will be based on NAVD 88 datum.
- Survey data will be used for preparing construction-working drawings.

2. CMT & GEOTECHNICAL SERVICES:

- Asphalt cores will be performed at all approaches of the signalized intersections within the city limits, the north & south bound approaches at GDOT intersections.
- Geotechnical hand augers will be performed at each location deemed by the engineer if unsuitable soil is suspected due to visual signs of existing pavement failure.

3. ENGINEERING:

- Preparation of the following site construction working drawings per the requested scope.

ESTIMATED LIST OF DRAWINGS:

- ◆ Cover
- ◆ General Notes and Legend/Typical Section
- ◆ Existing Conditions / Demolition Plan
- ◆ Plan sheets for (5) signalized intersections (non GDOT)
- ◆ Plan sheets for (8) non-signalized intersections and/or crossings
- ◆ Plan sheets for (2) signalized intersections (GDOT ROW)

- ◆ *Construction Details*
 - ◆ *Erosion, Sedimentation & Pollution Control Plan Notes (if needed)*
 - ◆ *Erosion, Sedimentation & Pollution Control Plan Details (if needed)*
 - ◆ *Construction Details*
- Development of normal designs, calculations, computations, details and specifications required for regulatory approval.
 - Prepare a Preliminary Engineer's Opinion of Probable Cost for the recommended improvements.
 - Prepare a Final Engineer's Opinion of Probable Cost for the recommended improvements.

4. CONSTRUCTION PHASE SERVICES:

- **Bidding Assistance;** Provide assistance with preparation of contract documents and project specifications. Prepare responses to RFI's during bid process.
- **Conferences and Meetings;** Attend meetings with Contractor, such as pre-construction conference, progress meetings, job conferences and other project-related meetings

Payment for our *Basic Services* will be a lump sum fee of **\$87,500.00**.

COST ESTIMATE BREAKDOWN FOR EACH PHASE OF WORK:

- *Surveying* \$20,000.00
- *CMT Services* \$ 8,000.00
- *Geotechnical Services* \$10,000.00 (budgeted if needed)
- *Engineering* \$49,500.00

Payment for Permitting and Bid Assistance will be hourly in accordance with the attached *Hourly Rate Schedule* with a maximum, not to exceed amount per the Cost Estimate Breakdown below. We reserve the right to adjust these rates for work performed in subsequent years.

COST ESTIMATE BREAKDOWN FOR EACH PHASE OF WORK:

- *GDOT Permitting (hourly basis)* \$ 5,000.00 (estimated budget)
- *Bid assistance (hourly basis)* \$ 5,000.00 (estimated budget)

We will also furnish such *additional services* as you may request. *Additional services* will be documented by EMC and authorized by the *Client*. *Additional services* will be charged on an hourly rate basis in accordance with the attached *Hourly Rate Schedule*.

ADDITIONAL SERVICES WILL INCLUDE THE FOLLOWING:

- *Surveying Services beyond this scope of work*
- *Utility Relocation Plans*
- *Traffic Control Plans*
- *Traffic analysis*
- *Electrical Engineering*
- *Construction Phase Services outside of this scope of work*

Reimbursable expenses incurred in connection with all *basic* and *additional services* will be charged on the basis of the actual cost plus 10%. We will bill you monthly for services and *reimbursable expenses*.

REIMBURSABLE EXPENSES WILL INCLUDE THE FOLLOWING:

- *Overnight delivery costs*
- *Application fees*
- *Advertisement fees*
- *Regulatory fees*
- *Electrical and mechanical engineering services*
- *Equipment rental*

The above financial arrangements are on the basis of prompt payment of our bills and the orderly and continuous progress of the *Project*.

Invoices for our services will be submitted monthly and payable within 30 days after date of invoice. Invoices for Basic Services performed under lump sum agreements will be on a percentage completion basis. Past Due invoices are subject to a service charge of 1½% per month. Unless EMC is notified in writing of any disputed charge within thirty (30) days of the invoice date, the *Client* agrees that the invoice is final and not subject to adjustment. Failure to make payments of any invoices over sixty (60) days past due will result in an immediate "*Stop Work*" action until the account is brought current, or special arrangements are made in writing. Past due accounts are also subject to further collection procedures, including the filing of a mechanics lien against the property.

We are prepared to begin our services promptly after receipt of your acceptance of this *Proposal/Agreement*. To our best knowledge and belief and based upon actual experience, you may anticipate the following schedule. *We in no way warrant or guarantee regulatory time frames.*

OR ADD DATES/CHANGE AGENCIES BELOW TO SUIT PROJECT

<u>TASK:</u>	<u>TASK COMPLETION</u>
Survey	45 – 60 days from NTP
CMT Services	45 – 60 days from NTP
Engineering Plans 50% submittal	4 months from NTP
Engineering Plans 90% submittal	6 months from NTP
GDOT courtesy review plan submittal	6 months from NTP
Engineering Plans 100% submittal (non GDOT)	30 days from COB approval of 90% plans
GDOT Plan 100% plan submittal	30 days from receiving GDOT comments from 90% set

This *Proposal* and attachments represent the entire understanding between you and us in respect of the *Project* and may only be modified in writing signed by both of us. If this satisfactorily sets forth your understanding of our agreement, we would appreciate your signing this letter in the space provided below and returning it to us, keeping a copy for your files.

Sincerely,
EMC ENGINEERING SERVICES, INC.

By: _____
Kenneth B. Goodbread II
Brunswick Branch Manager

ACCEPTED this ____ day of _____, 2023

City of Brunswick

By: _____
Garrow Alberson
City Engineer / Public Works Director

Attachments:
RFQ
General Provisions

From: Garrow Alberson <galberson@cityofbrunswick-ga.gov>
Sent: Thursday, June 29, 2023 4:03 PM
To: Kip Goodbread; Rob Brown; Ben Pierce; Ezelle, Charles
Subject: Altama Avenue Resurfacing Project
Attachments: 230629 - Altama Ped improvements.pdf

Gentlemen,

Now that the new SPLOST is in effect, the City is ready to begin implementing some of the projects that are planned. One of these project is resurfacing of Altama Avenue from Parkwood/First Street to the city limits. This will primarily be a "mill and inlay" project to resurface the roadway within the existing curb lines. We are not planning any alignment changes. However, there are some improvements that we wish to make within this segment of the roadway.

One of the items that we wish to address as part of this project is the significant rutting of the travel lanes, especially approaching intersections. The design of this project should include stop pads or some type of high-strength pavement to prevent the rutting in the wheel paths.

Another item to be addressed as part of the project is traffic signal upgrades at several intersections. Glynn County maintains the traffic signals for the City of Brunswick, and Glynn County has provided a list of necessary signal upgrades at the Glynn Isles, Tara Lane and First Street intersections. Each of these intersections will require upgrades including new signal heads, wiring, detector loops, and control cabinets. Following selection of a design engineer, we will arrange a meeting with Glynn County to discuss the signal improvements and ensure coordination with other signals in the city/county.

The City also completed an evaluation of pedestrian crossings at various intersections earlier this year. Several of the intersections within the limits of this project were identified for potential improvements regarding pedestrian access. We would like to include these improvements in the scope of this project. I am attaching the list of deficiencies and potential improvements within the project area for reference.

Since this is primarily a resurfacing project and the roadway grading will not change, there is probably not a need for extensive surveying throughout the project. There may be a need to collect survey data near the intersections where the stop pads, signal improvements, and ped improvements will take place. Also, there may be need to collect existing pavement marking layouts to make sure that the new pavement marking is placed correctly. Either way, make sure that your cost includes adequate survey information to be able to complete the project.

The project area includes intersections with two GDOT roadways-- Hwy 303/Community Road and Spur 25. The project design will need to include coordination with GDOT and any required permitting at these two intersections.

We have allocated \$3.5 M for this project. Cost estimates will be an important part of the design process to make sure that we are projecting to stay within budget for the construction phase. A preliminary cost estimate at the beginning of the project design will help to confirm project limits and scope. Another cost estimate following the completion of the design will help to provide a comparison for contractors' bid prices.

I do not have any information on existing pavement thickness, etc. If that info is required, include those costs in your package.

The scope of the design project should include, at a minimum:

- Survey
- Asphalt cores, Geotech, etc (if required)

- Project design including pavement design, signalization, pedestrian access
- Construction plans and specifications
- Cost estimates – preliminary and final
- Bid assistance – pre-bid meetings, RFI's, etc.
- Project schedule and tentative completion date

We would like to have this project design completed in sufficient time to be able to advertise for construction bids in early 2024, at the latest.

I am sending this project info to our "on-call" firms only, so I only need a simple letter proposal from you if you are interested in the project. Please return those to me by August 1. If you have any questions, you can email them to me. I will make sure the answers are circulated among the firms.

Thanks,

Garrow Alberson, P.E.
City Engineer / Public Works Director
City of Brunswick
525 Lakewood Ave.
Brunswick, GA 31520
ph: (912) 267-5540
cell: (912) 270-8826
galberson@cityofbrunswick-ga.gov



This email was scanned for safety.

2023 Hourly Rate Schedule

ENGINEERING

Senior Principal Engineer	\$250.00/HR
Principal Engineer	\$225.00/HR
Senior Project Manager	\$215.00/HR
Project Manager	\$175.00/HR
Junior Project Manager	\$165.00/HR
Professional Engineer	\$155.00/HR
Senior Design Engineer	\$145.00/HR
Design Engineer	\$130.00/HR
Junior Design Engineer	\$115.00/HR
Senior Engineer Tech	\$110.00/HR
Engineer Tech	\$105.00/HR
Junior Engineer Tech	\$100.00/HR
Senior Landscape Architect (RLA)	\$185.00/HR
Landscape Architect	\$155.00/HR
Junior Landscape Designer	\$120.00/HR
Geotechnical Engineer	\$165.00/HR
Junior Geotechnical Engineer	\$125.00/HR

SURVEYING

Senior Registered Land Surveyor	\$200.00/HR
Registered Land Surveyor	\$165.00/HR
Land Surveyor	\$135.00/HR
1-Man RLS Surveyor (Field)	\$175.00/HR
1-Man Surveyor (Field)	\$130.00/HR
2-Man Survey Crew	\$170.00/HR
3-Man Survey Crew	\$250.00/HR
UAV Surveyor	\$175.00/HR
Senior Survey Tech	\$110.00/HR
Survey Tech	\$105.00/HR
Junior Survey Tech	\$100.00/HR

CONSTRUCTION PHASE SERVICES

Construction Manager	\$150.00/HR
Senior Construction Inspector	\$115.00/HR
Construction Inspector	\$95.00/HR
Junior Construction Inspector	\$75.00/HR
Senior CMT Field Representative	\$85.00/HR
CMT Field Representative Specialty	\$105.00/HR
CMT Field Representative	\$75.00/HR
Junior CMT Field Representative	\$55.00/HR

ADMINISTRATIVE

Administrative Assistance	\$85.00/HR
Project Coordinator	\$95.00/HR

EMC ENGINEERING SERVICES, INC. GENERAL PROVISIONS

EMC Engineering Services, Inc. (EMC) will provide services in accordance with the scope of services and the following General Provisions:

- 1) EMC agrees to furnish professional engineering and surveying services for the project described in this Agreement (Proposal) and the attachments thereto. Acceptance of this Agreement or proposal constitutes agreement to utilize our services at the rates and charges indicated.
- 2) This agreement envisions that all of the services described herein will be performed by EMC and that there will be no material changes in the work. Should the scope of the project be changed materially, compensation to EMC for professional services shall be subject to renegotiation.
- 3) Compensation to EMC for services provided shall conform to the prevailing hourly rate schedule in effect at the time the services are performed.
- 4) Invoices for our services will be submitted monthly and payable within 30 days after date of invoice. Invoices for Basic Services performed under lump sum agreements will be on a percentage completion basis. Past Due invoices are subject to a service charge of 1½% per month. Unless EMC is notified in writing of any disputed charge within thirty (30) days of the invoice date, the client agrees that the invoice is final and not subject to adjustment. Failure to make payments of any invoices over sixty (60) days past due will result in an immediate "Stop Work" action until the account is brought current, or special arrangements are made in writing. Past due accounts are also subject to further collection procedures, including the filing of a mechanics lien against the property.
- 5) The standard of care for all professional engineering and related services performed or furnished by EMC under this agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. EMC makes no warranties, express or implied, under this Agreement or otherwise, in connection with EMC's services. EMC and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.
- 6) All design documents prepared or furnished by EMC are instruments of service, and EMC retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. These documents are not to be used on other projects or extensions of this project except by written agreement and with appropriate compensation to EMC. Any reuse of documents without specific written verification or adaptation by EMC will be at the client's sole risk and without liability or legal exposure to EMC, and the client agrees to indemnify and hold harmless EMC, its officers, principals, employees and sub-consultants against all claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from such reuse.
- 7) This agreement may not be transferred or assigned without the written consent of EMC.
- 8) EMC shall not be responsible for any act or omission of any architect, other consultant, contractor, or subcontractors or the agents or employees of any of them nor the acts or omissions of other persons performing any of the work of the project.
- 9) To the fullest extent permitted by law, the Owner and EMC (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that EMC's total liability to Owner under this Agreement shall be limited to fifty thousand dollars or the total amount of compensation received by EMC, whichever is greater.
- 10) If EMC and Client become involved in any adverse legal proceedings (whether in a court of law, arbitration, binding mediation or other similar proceeding) for any purposes, then EMC shall be entitled to recover from Client, in addition to all principal and interest amounts due to EMC from Client, all attorneys' fees and expenses, all expert fees, and all other fees and expenses incurred by EMC.
- 11) For projects involving construction phase engineering services, it is agreed that the professional services of EMC are limited to review and observation of the work of the contractor(s) to ascertain that such work substantially conforms to the design intent and the Contract Documents. It is further agreed that the Client will defend, indemnify and hold harmless EMC against any claim or suit whatsoever, including but not limited to all payments, expenses, or costs incurred, arising from or alleged to have arisen from any error or omission in the plans, specifications or Contract Documents. EMC agrees to be responsible for its own or its employee's negligent acts, errors or omissions in the performance of professional services provided by EMC on the project.

EMC shall not at any time supervise, direct, or have control over any contractor's work, nor shall EMC have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor any failure of any contractor to comply with laws and regulations applicable to contractor's work.

EMC neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between the Owner and such contractor.



SUBJECT: Consider Adoption of Ordinance 1081 - Amendment to Chapter 23 - Zoning

COMMISSION ACTION REQUESTED ON: September 6, 2023

PURPOSE: Adoption of Zoning Ordinance Revisions

HISTORY: In April 2020, the City Commission approved contracting with the Coastal Regional Commission to complete a comprehensive update to our Zoning Ordinance.

The focus of effort by the Planning, Development and Codes Department and the Planning and Appeals Commission (aided by the Coastal Regional Commission) has been to edit and update the Brunswick Zoning Ordinance with the following objectives:

1. To delete, modify or add provisions that no longer apply, or are needed to make the ordinance clearer and more effective.
2. To make the ordinance more user friendly and efficient to use and administer.
3. To remove outdated provisions that are no longer needed or apply to current conditions.
4. To clarify language and intent of ordinance provisions and regulations.
5. To improve organization of Articles and Sections within the ordinance to make it easier to locate appropriate guidance and regulations governing uses and their development requirements within each specific zone district in the City.
6. To eliminate certain zones no longer needed and create new zones that are more appropriate to meet current development goals and conditions.

DEPARTMENT RECOMMENDATION ACTION:

- **Adopt Ordinance 1081 - Amendment to Chapter 23 - Zoning**

DEPARTMENT: PDC

Prepared by: John Hunter, Director

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Regina M. McDuffie

City Manager

8/24/23

Date

ORDINANCE 1081

ORDINANCE AMENDING CHAPTER XXIII OF THE BRUNSWICK CODE OF ORDINANCES, "ZONING" PROVIDING FOR REPEALING CONFLICTING CODES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, in 2020, the Brunswick City Commission tasked the Department of Planning Development & Codes with undertaking revisions to the Zoning Ordinance; and

WHEREAS, the Planning, Development & Codes Department staff, and the Planning and Appeals Commission worked diligently over the past three years to modernize and streamline the language of the code; and

WHEREAS, the work of staff and the PAC has been conducted in over two dozen public meetings and forums to gather input from city stakeholders.

NOW, THEREFORE BE IT ORDAINED, by the City of Brunswick City Commission that Chapter 23 of the Code of Ordinances of the City of Brunswick is amended to read as follows:

Chapter 23 – ZONING

ARTICLE I. - IN GENERAL

Sec. 23-1-1. - Preamble.

This chapter establishes comprehensive zoning regulations for the City of Brunswick, creates various zoning districts within the city, regulates the development and use of land parcels according to the character of each district and provides for the administration, enforcement and amendment of this chapter. The provisions were enacted by Ordinance No. 877 on April 19, 1989, which shall be deemed to be the date of enactment. Amendments after said date shall have a date of enactment corresponding to the date of adoption of each such amending ordinance.

Sec. 23-1-2. - Short title.

This chapter shall be known and may be cited as "The Zoning Ordinance of the City of Brunswick, Georgia."

Sec. 23-1-3. - Interpretation.

In the interpretation of this chapter, all words used in the present tense include the future tense. All words in the plural number include the singular number, and all words in the singular number include the plural number, unless the natural construction of the wording indicates otherwise. The word "building"

includes the term "structure." The word "person" includes a firm, company, partnership, association, public or private authority, or corporation. The word "shall" is mandatory, and the word "may" is permissive. The word "used" shall be deemed also to include "designed, arranged or intended to be used or occupied." The term "planning staff" refers to employees of the City of Brunswick Department of Planning, Development and Codes. The term "building official" refers to the person designated by the City Manager and employed as such by the City of Brunswick, currently the Director of Planning, Development and Codes or to his authorized subordinate employee. The term "city commission" refers to the governing authority of the City of Brunswick.

Certain words and terms are defined for purposes of this chapter as set forth hereinafter. Words and terms which are not defined herein shall have their generally accepted meaning as shall be determined by the officials responsible for the administration and enforcement of this chapter. Appeals of interpretative decisions may be made to the planning and appeals commission.

Sec. 23-1-4. - Definitions.

The following definitions shall apply to words used in this chapter:

Abandonment: The voluntary discontinuance of a use of property for a continuous period of at least 365 days, either by vacating the site, or by cessation of operations.

Accessory structure: A structure customarily incidental and subordinate to the principal use or structure located on the same premises such as a fence, storage shed or well pump house,

Accessory Use: A use customarily incidental, appropriate and subordinate to the principal use of land or building(s) located on the same parcel.

Accessory Building in Residential Zones: Shall be located only in the rear yard and shall occupy no more than 40% of the rear yard (see definition of rear yard in this section) or 25% of the ground floor sf area whichever is less. Such building may not be located less than 5 feet from any lot line. An Accessory Building that is attached to the principal residential structure by a covered walkway (ie. breezeway) or has one wall or part of one wall in common with the principal residential structure shall not be subject to any yard requirements stated herein.

Accessory Apartment (living unit): An accessory apartment may be permitted in an Accessory Building within a residential district. It may have as many as three rooms including a bedroom, living area with kitchen and bathroom. It may be located within a principal residential structure or as a part of an accessory building in a residential zone. Such an Accessory Apartment may be termed a "mother-in-law apartment", "carriage house" or "garage apartment". The Accessory Apartment may be rented to another party for a period of one year or more.

Accessory Guest house: Living quarters situated within a detached or semi-detached accessory building located on the same premises with the principal building. Such quarters shall contain no cooking facilities, shall be used only by bona fide non-paying guests or by relatives of the occupants of the premises, and shall not be rented or otherwise occupied as a separate dwelling.

Addition to an existing building: Means any walled or roofed expansion to the perimeter of an existing building; however, any such addition which is connected by a firewall or is separated by a load bearing wall is considered "new construction".

Alley: A minor right-of-way dedicated to public use which affords secondary access to the side or rear of abutting property. An alley may also be used to locate above or below ground public utilities

Alteration of building: Any change in the supporting members of a building (such as bearing walls, columns, or girders), any addition or reduction to a building; any change in use; or any relocation of a building from one location or position to another on the same property.

Automobile service: Buildings and premises on any parcel or lot where gasoline, oils, and greases, batteries, tires and automobile accessories may be supplied and dispensed at retail (or as an operation accessory to another business), where no part of the premises is used for the storage of dismantled or wrecked vehicle parts.

Apartment: A dwelling intended for rental occupancy or ownership under a cooperative or condominium in a building having two or more independent and separate living units.

Bed and Breakfast Home: A business establishment operated within a dwelling by the owner or occupant, offering temporary lodging and one or more meals to not more than 10 guests in not more than 5 sleeping rooms while away from their normal places of residence. Also known as a "Tourist Home".

Boarding house: Also called a "group residence home". Any residential structure, supervised or not, used as living and sleeping arrangements for more than four unrelated individuals and up to 15 for periods of one week or more. Tenants may share the common areas of the home and provisions for meals may be made, provided cooking is done in a central kitchen and not in individual rooms or suites. For purposes of zoning, a rooming or boarding house shall not be a fraternity or sorority house nor a personal care home. The landlord shall not provide supervision of person, supervision of medications, assistance with activities of daily living, or nursing services. Otherwise, the home would fall under the requirements for a personal care home or community living arrangement and require a permit by the State of Georgia.

Buffer: That portion of a parcel established for permanent vegetation, fence or similar structure and/or open space in order to visually separate properties with a different and possibly incompatible use on a year-round basis.

Building: Any structure having a roof supported by columns or walls intended for shelter, housing or enclosure of persons, animals, or property of any kind.

Building height: The vertical distance measured from the average natural grade of the building footprint or from the base flood elevation established by FEMA, whichever is higher above mean sea level, to the highest point of the roof or other structural component of the building not otherwise exempted from height regulation.

Building line: That line which represents the distance a building or structure must be set back from a parcel boundary line according to the terms of this chapter. In all cases the building lines of a lot shall run parallel to such parcel lines.

Building official: The person designated as such by the City Manager currently the Director of Planning, Development and Codes. The Building Official is responsible for enforcing the provisions of this ordinance,

Building, principal (Principal building): A building in which is conducted the principal use of the lot parcel on which said building is situated.

Personal Care home: A rest home, nursing home, convalescent home, or similar use established and operated on a profit or non-profit basis to provide lodging and/or meals and/or domiciliary care for aged, infirm, chronically ill or convalescent persons.

Child-care learning home: A private facility operated for pay in a private residence for the supervision, care and learning of not more than 4 children, ages 6 or less, for periods of less than 12 hours per day, without transfer of custody, and whose parents or guardians do not reside at the private home. Such a program shall first be licensed by the Georgia Department of Early Care and Learning Services (DECAL).

Child-care learning center: A public facility operated for pay for the supervision, care and learning of four (4) or more children under the age of 18 for periods of not more than 24 hours per day, without

transfer of custody. Such a program shall first be licensed by the Georgia Department of Early Care and Learning Services.

City: The City of Brunswick, Georgia, a municipal corporation, or the area located within the corporate limits of the City of Brunswick.

Clinic: An establishment where medical or dental patients who are not lodged therein overnight are admitted for examination or treatment.

Commission: The governing authority of the City of Brunswick, that is, its city commission.

Conditional use: A use of property, not permitted in the zone in which the property is located, specifically permitted by the City Commission following a recommendation of the Planning and Appeals Commission with conditions including those in this Chapter in Section 23-25-4

Density: 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, the acreage of land devoted to residential use **exclusive** of land dedicate for public use to be utilized for streets, alleys, parks, playgrounds, school grounds or other public uses.

Dormitory: A building or space in a building in which group sleeping accommodations are provided for more than 15 unrelated persons in one room or a series of closely associated rooms under joint occupancy and single management, with or without meals, but without individual cooking facilities. This shall also include a fraternity or sorority house.

Drug or addiction care facility: A care home, group dwelling, half-way house, rehabilitation center or other facility for the care or treatment of drug or alcohol dependency.

Dwelling, one-family: A detached dwelling building designed for or occupied exclusively by one family.

Dwelling, two-family: A dwelling other than a mobile home designed for or occupied exclusively by two families in separate dwelling units living independently of each other, with separate ingress and egress on a single lot.

Dwelling, loft: A residence, located in a zoning district with permitted mixed use(s) within a building, with no interior walls (other than a bathroom) typically located within an older retail or industrial building on the ground and/or second upper floor in a two- floor building. Loft residents may be located within buildings where a commercial establishment is located and conducting business.

Dwelling, manufactured or modular: A building transported in structural sections such a walls, roof and foundation elements, and other components designed to be erected and attached on a permanent foundation or slab established or to be constructed on a parcel. When assembled and erected a permanent dwelling will have been constructed meeting all local housing and building codes.

Dwelling, mobile home: A structure built on a permanent chassis, transportable in one or more sections, which is at least ten feet wide and has at least 600 square feet of floor area, with plumbing, heating, air conditioning and electrical systems contained therein, and which is designed to be used as a dwelling when connected to the required utilities.

Dwelling, multi-family: A dwelling or dwellings on a single lot, other than mobile homes, designed for or occupied by three or more families living independently of each other, with separate ingress and egress, and with the number of families in residence not exceeding the number of dwelling units provided.

Dwelling, tiny home: A modular or on-site constructed housing unit designed to be occupied by an individual or two individuals, typically with 400 square feet of living area (not including an upper loft area) and located in clusters of similar structures in a planned development (PD District) of similar housing units. Actual living area must meet the occupancy standards of the city's building codes.

Dwelling, townhouse or row house: One of a series of two or more attached one-family dwelling units, other than mobile homes, on separate lots which may or may not have a common roof, or a common exterior wall and are separated from each other by fire resistive party wall partitions extending at least from the lowest floor level to the roof.

Dwelling unit: A space, area or portion of a building designed for and occupied by one family as a dwelling unit, with cooking, bathing and sleeping facilities for the exclusive use of such family.

Drive-in / drive through: A retail or service enterprise oriented to automobile-driving patrons wherein service is also provided to consumers on the outside of the principal building. The term "drive-in / drive through" includes drive-in restaurants, banks, laundries, food stores, liquor stores.

Family: Any number of individuals legally related through blood, marriage, adoption, or guardianship, including individuals placed for foster care by an authorized agency; or up to four unrelated individuals living and together and functioning as a single housekeeping unit.

Family day care home: A home operated by any person who receives pay for caring for six or fewer children or adults (other than members of the family occupying the premises) for day-time supervision and care. **Such a use shall be considered a home occupation.**

Garage, private: An accessory building or portion of a principal building used only for the private storage of motor vehicles owned and operated by the occupants of the principal building as an accessory use.

Garage, repair: Building and premises designed or used for commercial repairs, provided that body work and painting shall be conducted within fully enclosed buildings and provided further that vehicles not in safe operating condition shall be stored in fully enclosed buildings.

Halfway House: A group facility occupied and used for the business purpose of providing transitional offender rehabilitation or similar purposes, whether for profit or nonprofit, and whether or not required to have a Federal or State permit, provided that the majority of the residents shall meet one of the following criteria:

- A. On parole or probation, or has been ordered to reside in such type of facility as a condition of parole or probation; or
- B. Has been convicted of a felony and has completed his or her sentence; or
- C. Has been convicted of a criminal offense and has been ordered to reside in such type of facility as part of the criminal sentencing.

Home occupation: A business, profession, occupation or trade, conducted for gain and operated by the owner or legal tenant, that is accessory to and entirely within a single-family, two-family or multi-family residential dwelling or within an accessory structure to a single-family residential dwelling. Such home occupation shall not involve visits or access by clients or customers unless otherwise permitted by this ordinance. Reference Section 23-3-16 of this Chapter

- a. Home office: A home occupation that is limited to an office use and does not involve visits or access by the public, suppliers or customers, and does not involve the receipt, maintenance, repair, storage or transfer of merchandise at the dwelling
- b. Home business: A business that is limited to the use of a practicing professional or the operator of a business conducted elsewhere.

Hotel: A commercial and licensed facility and building(s) offering transient lodging accommodations to the general public. The word "hotel" also includes the terms "motel," "inn" and "tourist court." The term Hotel does not include a bed and breakfast inn, boardinghouse, mobile home park, travel trailer or RV park.

Junk or salvage yard: An open area used for the storage, keeping, abandonment, sale or resale of, salvage or scrap metals, paper, rags, rubber tires, and bottles or for the dismantling, demolition, storage or abandonment of automobiles and other vehicles, machinery or equipment, or parts thereof. **Does not include such activities or storage within buildings.**

Loading space, off-street: Space that is logically and conveniently located for pickups and deliveries, scaled to the size and type of delivery vehicles expected to be used, and accessible to such vehicles.

Lot: A developed or undeveloped parcel or tract of land in one ownership, legally transferable as a single unit of land. Unless clearly indicated otherwise, the word "lot" when used alone in this chapter shall mean a "zoning lot" as herein defined.

Lot, corner: A lot located at the intersection of two or more streets or bounded on two or more adjacent sides by street right-of-way lines.

Lot depth: The mean horizontal distance between the front (adjoining a street right of way) and rear lot lines, measured in the general direction of the side lot lines.

Lot, interior: A lot other than a corner lot or through lot.

Lot of record: An area designated as a separate and distinct parcel of land on a legally recorded subdivision plat or in a legally recorded deed as filed in the official records of the Clerk of Glynn Superior Court.

Lot, through: A lot having frontage on two nonintersecting parallel streets, as distinguished from a corner lot.

Lot width: The distance between side lot lines measured at and along the front building (setback) line.

Lot, zoning: A parcel of land occupied or to be occupied by a principal use or uses, together with such accessory uses, yards and open spaces as are permitted or required under the provisions of this chapter, having frontage on an officially accepted public street and having not less than the minimum area required by these regulations for a lot in the zoning district within which the parcel of land is located. A lot of record may or may not be a zoning lot.

Micro-brewery or distillery. A place for the small scale and independent manufacturing of specialty or craft beer, liquors or wine produced for retail sale and consumption on-site and off-site. A micro-brewery may include a single residence for the operator (brew master) of the brewery or distillery and may also include a combination of a permitted restaurant, bar or nightclub.

Micro-industry. A business occupying a commercial space and producing craft style fabrication and assembly of goods to be primarily sold on the premises such as metal and wood furniture, picture frames, art objects, clothing and clothing accessories, jewelry items, pottery and home accessories. Such a business shall not occupy more than 4,000 square feet and shall have no outside storage of raw materials, any special requirements for unloading incoming raw materials nor loading outgoing finished products.

Mixed use: A building or property occupied by both commercial retail stores and/or offices and residential dwellings in single integrated structure or development of multiple structures. The residential dwellings shall be treated as multi-family residences for purposes of parking requirements.

Mobile home park: Premises where spaces are set aside or offered for sale or rent to accommodate four or more mobile homes for use as dwellings.

Mobile home space: A plot of ground within a mobile home park designed for the accommodation of one mobile home and any permitted attached structures such a screened porches, decks or canopies.

Nonconforming use: A building, structure or parcel of land lawfully occupied by a use that does not conform to the regulations of the zoning district in which it is situated.

Nonconforming structure: Any structure that exists lawfully under these zoning regulations at the effective date of its adoption or amendment that could not be built under these zoning regulations due to

restrictions on lot area, lot coverage, height, yards, location on the lot, or requirements other than use concerning the structure.

Outdoor storage - Temporary: Placement on a parcel, and not within a building or structure, supplies, materials, goods, equipment, products or surplus materials for more than seven (7) consecutive days or more than a total of 30 days within a year if not fully screened from public view. Excludes construction materials meant for the construction or renovation of a principal or auxiliary structure.

Outdoor Storage – Permanent: Permanent or recurring placement on a parcel, and not within an enclosed building or open structure such as an open shed for lumber or building materials, of goods, materials, vehicles and equipment for sale on the premises where placed.

Personal Care Home: A profit or nonprofit facility, home or structure(s) for the protective care of two or more persons, who need a watchful environment, but do not have an illness, injury, or disability, which requires chronic or convalescent care, including medical and nursing services. Protective care and watchful oversight includes, but is not limited to, a daily awareness of the residents' whereabouts, the asking and reminding of residents of their appointments for medical checkups, the ability and readiness of management to intervene if a crisis arises for a resident, and supervision by management in areas of nutrition, medication, and actual provision of transient medical care, with a 24-hour responsibility for the well being of residents of the facility. Personal care homes shall be classified in one of the following ways:

- a. **Individual:** Two to three clients
- b. **Family:** Four to six clients
- c. **Group:** Seven to 15 clients
- d. **Congregate:** Sixteen or more clients

Specific regulations are included in permitted zones. Must be licensed by The State of Georgia and approval by the Glynn County Department of Health is required.

Planning and Appeals Commission: Appointed by the Brunswick City Commission.

Planning staff: The city employees or contractors designated by the City Manager to process applications for re-zonings, conditional uses and variances.

Professional: A use or occupancy by persons including support staff, engaged in rendering personal, executive, or administrative services, including accountants, architects, engineers, land surveyors, doctors and other healthcare services, lawyers, insurance offices and administrative offices considered professional in character.

Recreational vehicle: A mobile travel camping unit on wheels, excluding a mobile home, which is designed to be pulled by or carried on a wheeled mobile vehicle. Included in this definition are pick-up campers, converted or factory assembled camper vans or buses, tents tent trailer or other similar mobile devices.

Recreational vehicle park or campground: Any site, lot, parcel or tract of land upon which recreational vehicles are placed in accordance with the requirements of this chapter.

Special event venue: An establishment, including social gathering event centers, that is rented by individuals or groups intended to accommodate public and private events and functions, social, entertainment, or educational gatherings to include meetings, music events, weddings, receptions, banquets, fundraisers, parties, private performances, art shows, and other celebrations, and which establishment shall include a permanent structure which houses an onsite kitchen or catering capabilities.

Story: That portion of a building included between the surface of any floor and the surface of the floor next above it, or if there is no floor above it, then the space between the floor and the ceiling next above it.

Story, half: A story in which one or more exterior walls intersect a sloping roof not more than two feet above the floor of such story.

Street: A public way for vehicular traffic which affords the principal means of access to abutting property.

Street centerline: That line surveyed and monumented by the governing body as the centerline of a street, or in the event that no centerline has been so determined, that line running midway between and parallel to the general direction of the outside right-of-way lines of the street.

Structure: Anything constructed or erected which requires a fixed location on the ground or which is attached to something having a fixed location on the ground, including but not limited to, mobile homes, signs, walls and fences.

Trailer: Any vehicle or structure capable of moving and/or being moved over streets and highways on its own wheels or on a flat bed or other carrier, which is designed or utilized to provide temporary or permanent quarters for the conduct of a business, profession, trade or occupation, new or used goods, products or equipment, or be used as a selling, advertising or display device.

Variance: A modification of the strict terms of this chapter granted by the board of zoning appeals where such modification will not be contrary to the public interest nor adversely impact an adjoining property, and where, owing to conditions peculiar to the property and not as the result of any action on the part of the property owner, a literal enforcement of this chapter would result in unnecessary and undue hardship.

Yard: A required open space located on the same lot as the principal building which is unoccupied and unobstructed from ground to sky except for landscape and where encroachments, fences or walls, utilities and accessory uses are expressly permitted.

Yard, front: A yard situated between the front building line and the front lot line extending the full width of the lot. The actual rear yard is the area between the greatest extremity of the rear wall of the principal structure and the rear lot line extending the full width of the lot.

Yard, rear: A yard situated between the rear building wall line and the rear lot line and extending the full width of the lot.

Yard, side: A yard situated between a side building line and a side lot line and extending from the front yard to the rear yard.

ARTICLE II. - ESTABLISHMENT OF DISTRICTS

Sec. 23-2-1. - Division into districts.

For the purpose of these regulations, the City of Brunswick, Georgia, is hereby divided into 18 districts (including 3 overlay districts) designated as follows:

Residential Districts

- R – 9 One Family Residential District
- R – 6 One Family Residential District
- GR General Residential District
- MH Mobile Home District

Office and Commercial Districts

- OC Office – Commercial District
- NC Neighborhood Commercial District (Formerly Local Commercial)

- GC General Commercial District
- HC Highway Commercial District
- CR Commercial Recreation District

Mixed Use/Central City Core / Historic District

- MUCCH Mixed Use, City Core, Historic District

Industrial Districts

- BI Basic Industrial District
- GI General Industrial District
- LI Limited Industrial

Institutional District

- I Institutional District

Planned Development Districts

- PD Planned Development – General

Overlay Districts

- Liberty Harbor PD Overlay
- Parkwood Village PD – TN Height Overlay
- U. S. 17 Overlay

Conservation Preservation District

Sec. 23-2-2. - District boundaries.

The location and boundaries of each district are as shown on a map entitled "Official Zoning Map of Brunswick and Glynn County, Georgia," heretofore adopted on February 3, 1965 as amended, and as may be amended from time to time after that date. Said map, together with the explanatory writing and other entries thereon, consisting of multiple panels, has been and shall continue to be a part of this zoning ordinance until such time that a new and updated map of the city showing the current and correct location and boundaries of each district can be prepared by the city engineer. When such a new map is approved by vote of the city commission, then that new map shall become the official zoning map of the City of Brunswick and automatically replace the previous map as a part of this ordinance. Said new map shall be updated periodically by the city engineer to update it to reflect any re-zonings which may occur in the future and shall be retained permanently in the office of the city engineer. The map of February 3, 1965, as amended, referred to above shall be permanently retained by the city engineer for future reference.

Sec. 23-2-3. - Interpretation of district boundaries.

The following rules shall apply where uncertainty exists with respect to the district boundaries as shown on the zoning map:

- (a) District boundaries indicated as approximately following the centerlines within the right-of-way lines of streets, highways, alleys, railways or public utility easements shall be construed to follow such centerlines.
- (b) District boundaries indicated as approximately following lot or tract lines, whether public or private, shall be construed to follow such lines.
- (c) District boundaries indicated as approximately following incorporated area or county limit lines, military reservation boundary lines, militia district lines or special district lines, as amended from time to time, shall be construed to follow such lines.
- (d) District boundaries indicated as approximately following the centerlines, right-of-way or shore lines of streams, rivers, canals, channels or other waterways shall be construed to follow such centerlines, right-of-way lines or shore lines.
- (e) District boundaries indicated within the area known as the Atlantic Ocean shall be construed to be parallel to, and 500 feet seaward from, adjacent land or marsh shore lines at all times.
- (f) District boundaries indicated as being approximately parallel to, or extensions of, features or lines listed hereinabove shall be so construed. Distances not specifically indicated on the zoning map shall be determined according to the scale of the map.

ARTICLE III. - GENERAL REGULATIONS APPLICABLE TO ALL ZONING DISTRICTS (UNLESS OTHERWISE NOTED)

Sec. 23-3-1. - Minimum requirements.

The various zoning district regulations established and set forth herein are declared to be the minimum requirements necessary to carry out the purposes of this chapter.

Sec. 23-3-2. - Use of land or building.

- (a) No land or building shall hereafter be used, and no existing building or part thereof shall hereafter be constructed, erected, altered or moved except in conformity with all of the regulations of the zoning district in which it is or will be located.
- (b) Land uses not expressly permitted within the several zoning districts established by this chapter are prohibited.

Sec. 23-3-3. - Height of buildings, measurement.

No building structure or appurtenance shall hereafter be constructed, altered or moved so as to exceed the prescribed height limitations for the zoning district in which it is or will be located. The height limitations prescribed in this chapter shall be measured from the average grade elevation at site or from a height of 12 feet above mean sea level, FEMA defined flood elevation, whichever is higher.

Sec. 23-3-4. - Density.

No building, structure or land shall hereafter be used or occupied in excess of the prescribed density regulations for the zoning district in which it is or will be located.

Sec. 23-3-5. - Lot occupancy.

No building shall hereafter be erected, altered or moved to occupy a greater percentage of lot area than is permitted within the zoning district in which it is or will be located.

Sec. 23-3-6. - Lot reduction prohibited.

No lot shall be so reduced in size that the requirements of this chapter as to total area, lot width, necessary yards or other open spaces, lot area per dwelling unit or other required conditions are not maintained.

Sec. 23-3-7. - Yard use limitation.

No building shall hereafter be erected, altered or moved to create narrower or smaller front yards, side yards, rear yards or other open spaces than required by this chapter for the zoning district in which such building is or will be located.

Sec. 23-3-8. - Use of substandard lots of record.

No permit for the use of any lot which is smaller in total area than the minimum size for the district within which it is located shall be issued unless said lot was legally and properly recorded prior to the passage of this chapter, provided that substandard lots in residential districts shall be used only for single-family residential purposes and construction on any such lot after the passage of this chapter shall be required to meet all other requirements of the district in which it is located, except that if the lot is less than 45 feet in width at the building line, the minimum total side yard shall be at least 20 percent of the lot width with a minimum of three feet for each side measured from the eave of the structure to the lot line.

Sec. 23-3-9. - Street access.

Except as herein provided, no use of a lot shall be permitted which does not have frontage on a publicly dedicated, publicly accepted or publicly maintained street with a right-of-way of not less than 30 feet.

Sec. 23-3-10. - Classification of streets.

For the purposes of this chapter, all public streets in the City of Brunswick are hereby classified by the City or the Georgia DOT as being either controlled access highways, major streets, collector streets or minor streets.

Sec. 23-3-11. - Location of buildings on lots.

Every building or use hereafter erected or established shall be located on a lot of record, and every one-and two-family residential structure, except as herein provided, shall be located on an individual lot of record. In all cases, the principal building on a lot shall be located within the area formed by the building lines as outer boundaries, and in no case shall the building infringe beyond the building lines into the respective front, side or rear yards or other setbacks required for the district in which the lot is located.

Sec. 23-3-12. - Corner lots.

On lots having frontage on more than one street at an intersection, the minimum front yard requirement may be reduced to one-half the regulated distance on the portion of the lot fronting on the street or streets of lesser importance as determined by the building official. However, in no case shall the setback be reduced to less than ten feet. The minimum front yard for the portion of the lot fronting on the street of greater importance shall be provided in accordance with the provisions established by this chapter for the district in which the lot is located. (Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-13. - Double frontage lots.

On lots having frontage on more than one street, but not located on a corner, the minimum front yard shall be provided for that portion of the yard facing the street of greater importance in accordance with the provisions of this chapter while that portion of the yard facing the street of lesser importance shall provide a minimum yard of ten feet in width.

Sec. 23-3-14. - Front yard requirements.

The setback requirements of this chapter shall not apply to any lot where the average setback on other lots already built upon and located wholly or in part within 100 feet of each side of the lot, on the same side of the street and within the same block and zoning district, is less than the minimum required setback. In such case, the setback on the lot may be less than the required setback but not less than the average of the setbacks on such other lots. However, in no case shall the setback be less than ten feet.

Sec. 23-3-15. - Nonconforming uses.

Any lawfully existing building, structure or use of land which is not a permitted use in the district within which it is located upon the enactment of this chapter into law shall be deemed to be a nonconforming use. Such use may be continued subject to the following conditions:

- (a) *Change*. Once changed to a conforming use, no building or use of land shall be permitted to revert to a nonconforming use. Change to another nonconforming use is prohibited.
- (b) *Abandonment*. Reestablishment of a nonconforming use after abandonment or discontinuance of use for a continuous period of 180 days is prohibited.

- (c) *Restoration.* A nonconforming building may not be reconstructed or structurally altered for continuance as a nonconforming use if the cost of such reconstruction or alteration exceeds 50 percent of its replacement cost less depreciation. Permitted restoration of a nonconforming building shall be fully completed within a six-month period after issuance of the building permit for each restoration.
- (d) *Extension.* A nonconforming use or building shall not be enlarged or extended in such a way as to displace a conforming use or building. No nonconforming use or building may be extended to occupy additional land area not utilized for such nonconforming use or building as of the date of enactment of this chapter.

Sec. 23-3-16. - Home occupations.

(1) *Overview.*

- (a) The standards of this article dealing with home occupations are designed to protect and maintain the residential character of a neighborhood while permitting certain limited commercial activities to be carried out in a home.
- (b) It shall be unlawful for any person to carry on a home occupation in any dwelling in the city unless the person has applied for and received a license to do so in compliance with this article. Application for a home occupation permit shall be made in writing on forms provided by the city. Applications shall be reviewed and approved by the Planning, Development and Codes Department.
- (c) It shall be unlawful for the owner of a dwelling to knowingly allow a person to use the dwelling for a home occupation in violation of this article.
- (d) All local and state licenses/permits as well as any necessary licenses/permits from any other agency required for the home occupation must be obtained prior to the business being opened.
- (e) A permit application fee for a new home occupation permit shall be required and is nonrefundable. The permit must be renewed annually to remain in effect.

(2) *Evaluation standards:* A home occupation as defined in Section 23-1-4 shall require a written permit and shall be permitted in a single-family dwelling in any residential district provided that the following standards are met:

- (a) The business (home office or home business) may not occupy more than 25% of the heated floor space of the residence and shall only be carried out solely within the residence;
- (b) There shall be no more than one employee associated with the Home Occupation and no employee other than an owner or tenant of the residence;
- (c) There shall be no sign nor display of any type indicating a business on the premises;
- (d) There shall be no emission of smoke, dust, odor, fumes, glare, noise, vibration, electrical or electronic disturbance that can be detected beyond the lot line of the residence where the business is being conducted;
- (e) There shall be no chemical, pharmaceuticals mechanical or electrical equipment or materials on the premises other than that normally found in a domestic residence.
- (f) If a business activity is being permitted in the residence, only one related marked business vehicle is allowed to be parked on the premises or on the street in front of the residence at any time.

- (g) No business activity shall involve the care, breeding or boarding of domestic or other animals of any kind. Taxidermy is an activity that is specifically prohibited.
 - (h) No medical practice of any kind is allowed
- (3) The following home occupations are specifically permitted with limitations or exceptions to the above criteria:
- (a) Tutoring of all types for no more than 2 pupils at one time.
 - (b) Musician and artist's studio which may have equipment that is not normally found in a residence.
 - (c) A barber or beauty shop consisting of not more than one chair and not more than two customers at any time. At least two hard surface parking spaces shall be required on the premises.
 - (d) Child day care limited to no more than six (6) children and no older than age 6 at one time and are allowed to occupy up to 50% of heated floor space within the residence and for outdoor play activity. The number of children may be increased for limited times of day if approved by the Georgia Department of Early Care and Learning (DECAL). Such home occupation shall first be licensed by the Georgia Department of Early Care and Learning (DECAL).
 - (e) All of the above permitted home occupations may only operate during the hours of 6 AM and 6 PM Monday through Saturday. And 12 PM and 6 Pm on Sundays.
- (4) Conditions for Approval:
- (a) A proposed home occupation shall require a permit issued by the building department after a written application (on a form provided by the City) review and approval by the Planning Department after a determination that the conditions stated herein have been met.
 - (b) If the applicant for a permit is not the owner of the residence in which the home occupation is to be located, then written permission from the legal owner of the residence shall be required to be submitted with the application.
 - (c) Home occupation may have to comply with additional and more stringent requirements of County, State or Federal governments.
- (5) *Consent to inspection.*
- (a) The signature of the applicant upon the application shall grant the consent by the applicant to an inspection of the home occupation premises by the City of Brunswick.
 - (b) The dwelling in which the home occupation is being conducted shall be open for inspection to city personnel during reasonable hours.
 - (c) Failure by the applicant to allow for the inspection of the premises by the code enforcement officer or position(s) designated by the city manager shall be grounds for refusal to grant the permit or to revoke any current permit.
- (6) *Revocation of a home occupation permit/occupational tax certificate.* The planning, development and codes director or designee has the authority to revoke a home occupation permit or modify or amend the conditions of a home occupation permit upon determining that the use as operated or maintained creates one or more of the following conditions:
- (a) A nuisance or other undesirable condition interfering with the public health, safety, or general welfare.

- (b) A violation of the provisions of this article or any other applicable law or ordinance, or a violation of the conditions imposed upon the home occupation permit.
 - (c) Failure to allow the city to inspect the property during hours of operation.
 - (d) Before revoking a home occupation permit, the city shall give a ten-day written notice to the permit holder addressed or delivered to the premises. The permit holder may appeal the revocation to the city council by filing a written notice of appeal with the city clerk within said ten-day period. The revocation shall be stayed pending the council's decision on the appeal.
- (7) *Penalties.* Any person violating this article and/or operating without an occupational tax certificate shall be subject to a fine not to exceed \$1,000.00 per violation, by imprisonment for a term not to exceed 30 days or a combination of such fine and imprisonment.

Sec. 23-3-17. - Accessory uses permitted.

In addition to the principal uses which are designated herein as being permitted within the several zoning districts established by this chapter, it is intended that certain uses customarily incidental or accessory to such principal uses shall also be permitted. For the purposes of this chapter, therefore, each of the following uses is considered to be a customary accessory use and as such may be situated on the same lot with the principal use to which it serves as an accessory:

- (a) Uses customarily accessory to dwellings:
 - (1) Private garage not to exceed the following storage capacities:

A one- or two-family dwelling:	Maximum of four automobiles unless a larger garage is approved as a conditional use.
A multi-family dwelling:	One automobile per efficiency or 1 BR dwelling unit. Two automobiles per 2 BR + dwelling unit.

- (2) Open storage or parking area, for motor vehicles, boats and recreation vehicles less than 20 feet in length, provided, that such area does not exceed four spaces per family residing on the premises. Provided further that such area shall not be used for more than one commercial vehicle, which shall not have more than three-fourths ton in capacity
- (3) Shed or tool room for the storage of equipment used in grounds or building maintenance.
- (4) Children's playhouse and play equipment.
- (5) Private kennel for no more than three dogs or cats over four months old.
- (6) Private swimming pool and bath house or cabana.
- (7) Structures designed and used for purposes of shelter in the event of manmade or natural catastrophes.

- (8) Non-commercial flower, ornamental shrub or vegetable garden, greenhouse or slat house not over eight feet in height.
- (9) Private boat docks and boat docks - houses (covered or enclosed dock).
- (b) Uses customarily accessory to church buildings:
 - (1) Religious education and day or adult care buildings.
 - (2) Parsonage, pastorium or parish house, together with any use accessory to a dwelling as listed under subsection (a) above.
 - (3) Off-street parking area for the use without charge to members and visitors to the church.
- (c) Uses customarily accessory to retail businesses, office uses and commercial recreation facilities:
 - (1) Off-street parking or storage area for customers, clients and employees.
 - (2) Completely enclosed building for the storage of supplies, stock or merchandise.
 - (3) Light manufacturing and/or repair facility incidental to the principal use provided that dust, odor, smoke, noise, vibration, heat or glare produced as a result of such manufacturing or repair operation is not perceptible from any boundary line of the lot on which said principal and accessory uses are located and provided such operation is not otherwise specifically prohibited in the district in which the principal use is located.

Sec. 23-3-18. - Requirements for accessory uses.

In any district, all accessory uses permitted in structures above ground level, except boat houses, shall observe all setbacks, yard and other requirements set forth for the district in which they are located. No accessory use, except boat houses and boat docks, shall, in any case, be located any closer than five feet to any property line.

Sec. 23-3-19. - Off-street parking requirements.

Areas suitable for parking or storing automobiles in off-street locations shall hereafter be required in all zoning districts, except in the MUCCH District-unless required by the Building Official, at the time of the initial construction of any principal building or when a structural alteration or other change in a principal building produces an increase in dwelling units, guest rooms, floor area, seating or bed capacity or when a conversion in use occurs. Such off-street parking areas shall have direct access to a street or alley and shall be provided and maintained in accordance with the following requirements.

No parking is allowed in the front yard of any residence except for a drop off area and driveway. However, if no access is available to the side or rear yard that would enable parking to occur in the side or rear yard, vehicles may be parked in a paved parking area in the front yard. Paving may be a pervious or impervious surface. Parking or storage of commercial vehicles or trucks in excess of 20,000 GVW and trailers is prohibited in any residential zone.

(a) *Number of spaces required:* **Note: The total number of parking spaces required for handicapped persons shall cause an equal reduction in other spaces required.**

USE

**Minimum No. of Parking Spaces
Required for Vehicles**

Residential

One and two- family dwelling / Including Mobile Home.

Two spaces per dwelling (plus 2 spaces per employee employed by a mobile home park).

Multi-family and Townhouse dwellings:

Studio

1 / unit

1 Bedroom

1 / unit

2 – Bedroom

2.00 / unit (1.75 for 25+ units)

3 - Bedroom

2.00 / unit

4+ Bedroom

2.50 / unit

Accessory dwelling living unit

1 / unit

Accessory dwelling guest unit

1 / unit

Group residence incl. boarding house, rooming house

1 / accommodation plus 1 space for each 2 employees

Retail, Lodging and Restaurants

Minimum Parking Space Required for Vehicles per GSF of Building Area.

General Retail except for below:
General Retail over 25,000 GSF

1 per 300 GSF (gross floor area square feet)
1 per 250 GSF

Hotels and Motels

1 space per room plus 1 space for each 2 employees and 1 space for each 400 sf of lobby, restaurant or conference facility

Bed and Breakfast / Tourist Home

2 spaces for owner plus 1 per room to be rented

Theater

One space per 3 seats

Bowling alley and other commercial indoor recreation

1 per 300 GSF

Restaurant, café, coffee shop, bar, tavern nightclub

1 space per 100 GSF including outdoor seating areas

Drive through restaurant with attached or free standing remote

5 stacking spaces per drive through in addition to any attached principal use requirement

Automobile Service Station

1 space per pump plus requirement for retail space

Vehicle sales and rental	1 space per 1000 building GSF plus 2.5 per service bay
Studios: Art, dance martial arts, etc	1 per 300 GSF
Office and Services	
General offices and services except for: Banks	1 space per 300 GSF 1 space per 200 GSF plus drive through requirements
Medical Clinics and Offices – General	7 spaces for each doctor plus 1 space for each employee.
Medical clinics and offices - Psychiatrists	2 spaces for each doctor plus 1 space for each employee.
Animal clinic, hospital, boarding	1 space per 300 GSF
Hospital, Nursing Homes, Hospice, etc	1 space per 2 beds plus 1 per four employees total.
Daycare center	1 space per employee plus 1 drop off space per enrolled child
Mortuaries and funeral homes	1 space per 100 GSF of chapel area plus 1 space for each company vehicle kept on the premises.
Repair Shop	1 space per 400 GSF plus 1 space per 2 employees
Farm equipment and machinery	1 space per 400 GSF plus 1 space per 2 employees.
Schools and Churches: Places of Assembly	
Schools - Public or Private	
Schools - K-8	2 spaces per classroom
Schools 9 - 12	1 space per 4 employees and students
Colleges - Public or Private	1 space per 4 employees and students
Churches	1 space per 3 fixed seats (incl pews) or 1 per 300 gross sf whichever is greater
Places of assembly - Indoor incl. recreation center, cultural facility, auditorium	1 space per 300 GSF
Places of Assembly - outdoor - General	1 space per 4 patrons capacity plus 1 space per employee
Golf Courses	3 spaces per hole
Campground/RV Park	1 space per vehicle or campsite
Marina	1 space per 2 slips/1 space per 4 dry storage

capacity

Industrial

Light Industrial	1 space per 500 GSF
General Industrial	1 space per employee at max shift plus 1 space per company vehicle
Warehouse / distribution	1 space per 2000 GSF

Other

Transportation terminals – General Airport	1 space per 200 GSF in building(s) plus 1 space per support vehicle
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- (b) *Amount of area required for each parking space.* Including aisles, entrances and exits, each required off-street parking area, lot or other facility shall contain a minimum of 300 square feet including adequate maneuverable space for each automobile to be accommodated. A typical parking space is 9 feet wide and 18 feet deep.
- (c) *Combination of uses on one lot.* If there are a combination of uses on a single lot, such as a restaurant within or adjacent to a motel, the parking requirements for such uses shall be computed separately according to the individual requirements of each use. The building official may allow an increase or decrease in the number of minimum spaces required if the owner can furnish a parking demand study showing such an increase or decrease is appropriate, provided the study is approved by the City's Traffic Engineer. The maximum number of parking spaces that can be provided is limited to 125% of the minimum requirements specified herein.
- (d) *Location of off-street parking areas.* Required off-street parking areas for one and two-family residences shall be located on the same lot as the principal building to be served. Under unusual circumstance and hardship, parking areas for all other permitted uses may be located off-site, provided that the parking area is not more than 600 feet from the premises of the principal building or use to be served by such areas and provided that the owner of the off-site parking areas relinquishes all development rights over his property until such time that parking space is provided elsewhere.
- (e) *Common off-street parking areas.* Two or more principal uses may utilize a common area in order to comply with off-street parking requirements, provided that the total number of individual spaces available in such common area is not less than the sum of the spaces required for the individual uses as separately computed in accordance with the provisions of this section and provided that the owner of the common area relinquishes his development rights over the property until such time as parking space is provided elsewhere.
- (f) *Use of public rights-of-way for maneuvering incidental to off-street parking.* When determining parking area requirements for individual uses, portions of the public rights-of-way on minor streets may be considered as permissible for maneuvering incidental to parking. On collector streets, major streets and controlled access highways, parking facilities shall provide space outside the public right-of-way for maneuvering incidental to parking.

Sec. 23-3-20. - Off-street loading areas.

Except in the MUCCH District and unless required by the Building Official, areas suitable for loading and unloading motor vehicles in off-street locations shall hereafter be required at the time of the initial construction of any building or structure used or arranged to be used for commercial, industrial, governmental or multi-family residential purposes. Such off-street loading areas shall have access to a

public alley or street and shall be provided and maintained in accordance with the following requirements, the computation of which shall not be included in the off-street parking requirements.

(a) *Number of spaces required:*

- (1) Retail business uses with less than 2,000 square feet in total floor area: None.
- (2) Retail business uses with 2,000 to 25,000 square feet in total floor area: One space.
- (3) Wholesale, industrial, governmental and institutional uses, including public assembly places, hospitals and educational institutions: One space for the first 25,000 square feet of total floor area. For anything in excess of 25,000 square feet, such uses shall provide loading spaces according to the following schedule:

Square feet	No. of Spaces
25,001—99,999	Two
100,000—159,999	Three
160,000—239,999	Four
240,000—349,999	Five
Each additional 100,000 or fraction thereof	One additional

- (b) *Amount of area required for each loading space.* Each off-street loading and unloading space required by the provisions of this chapter shall be at least ten feet wide, 60 feet long and 14 feet wide. Such space shall be clear and free of obstructions at all times.
- (c) *Location of off-street loading areas.* Required off-street loading and unloading areas shall in all cases be located on the same lot or parcel of land as the structure they are intended to serve. In no case shall the required off-street loading space be considered as part of the area provided to satisfy off-street parking requirements as set forth hereinabove. At no time may the vehicle using a required off street loading area extend into a street right of way nor may the street right of way be used for maneuvering by the vehicle seeking to load or unload at the site.
- (d) *Adequacy of loading area.* All uses, whether specified in this chapter or not, shall provide off-street loading areas sufficient for their requirements. Such spaces shall be adequate so that no vehicle being loaded or unloaded in connection with normal operations shall stand in or project into a public street, walk, alley or way.

Sec. 23-3-21. - Buffer requirements.

Whenever any nonresidential zoning district (Agricultural, Office, Commercial, Institutional, MUCCH, Industrial, Commercial Recreation) or Mobile Home (MH) district abuts a residential zoning district

(other than another MH district), a buffer shall be installed and/or maintained on such lot with the nonresidential or MH zoning, along the entire lot line abutting the residential district. A buffer may also be required as a condition of a Conditional Use Approval by the City Commission.

(A) A buffer may be either:

(1) A Natural Buffer, defined as “a visual screen created by vegetation of such density so as to provide a visual separation between nonresidential or mobile home districts and residential districts. Wherever and whenever possible, a Natural Buffer should include all or portions of trees and shrubs existing on the site prior to development.

(2) A Structural Buffer is defined as a visual screen created by the construction of a solid fence, wall, earthen berm, or a combination of these, supplemented by vegetation to provide a visual separation between nonresidential or mobile home districts and residential districts.

(B) The width of the buffer along its lot line shall be as follows:

(1) Between MUCCH and Office Districts and all Residential Districts except MH (Mobile Home) – 20 Feet

(2) Between Commercial, Commercial Recreation and Institutional Zones and all Residential Districts – 25 Feet

(3) Between Industrial Zones and Residential, Commercial, Commercial Recreation Districts- 50 Feet

(C) A Natural Buffer shall be installed and/or maintained in compliance with the following requirements”

(1) Existing trees and shrubs located between the lot line and building setback line shall not be removed without the express written approval of the building official.

(2) A buffer shall be planted with shrubs and/or trees so as to produce within one growing season a dense, compact evergreen planting screen which shall be capable of completely concealing from the residential zoning lot or district all work activities, equipment, loading and unloading, and parking within the less restrictive zoning or use and which shall be further capable of providing a visual screen of at least 75 percent of the vertical surfaces of any adjacent nonresidential structure.

(3) A landscaping plan identifying all plants to be incorporated in a buffer strip required herein must be approved by the building official prior to any site construction. Evergreen and deciduous plantings may be used so long as the visual standards in (C) 2 are maintained year-round.

(a) For a buffer 20 feet in width, minimum plantings shall include Overstory Trees – 2 for every 100 feet; Understory Trees – 3 for every 100 feet; Evergreen Shrubs – 8 for every 100 feet. For less than 100 feet, the quantity for each type of planting shall be pro-rated accordingly after rounding up.

(b) For a buffer 25 feet in width, minimum plantings shall include Overstory Trees – 3 for every 100 feet; Understory Trees – 6 for every 100 feet; Evergreen Shrubs – 10 for every 100 feet. For less than 100 feet, the quantity for each type of planting shall be pro-rated accordingly after rounding up.

(c) For a buffer of 50 feet in width, minimum plantings shall include Overstory Trees – 4 for every 100 feet; Understory Trees – 5 for every 100 feet; Evergreen Shrubs – 20

for every 100 feet. For less than 100 feet, the quantity for each type of planting shall be pro-rated accordingly after rounding up.

(d) The height of the plant material, after installed, shall be:

(i) For Overstory Trees (indigenous to the area) – 10 feet in height

(ii) For Understory Trees (indigenous to the area) – 6 feet in height

(iii) For Evergreen Shrubs (indigenous to the area) – 3 feet in height,

and shall produce a visual screen averaging 6 feet in height for all plant materials installed at the end of a single growing season.

(e) All required plantings shall be permanently maintained in sound, healthy growing condition and shall be replaced with new plant materials during the first year growing season whenever necessary to ensure continued compliance with applicable landscaping requirements.

(f) The building official shall be authorized to order the installation of additional plantings whenever he or she deems such additional plantings necessary to comply with the requirements of this section, and to order replacement of any vegetation removed in violation of subsection (C)(1) above.

(D) A Structural Buffer shall be installed in compliance with the following requirements:

a. The building official shall be authorized to permit the installation of a structural buffer, as defined herein, in lieu of a planted buffer where because of space constraints or other reason(s) the requirement of a planted buffer would not be practical; the materials, location and dimensions of such fence must meet the following requirements and be approved by the building official.

(1) Structural buffers may be fences or walls constructed of wood or masonry materials of at least 6 feet in height and include plantings along its length on the residential zone side of the structural buffer. Plantings installed shall be at least 50% of those required in C (3) (d)

(2) Earthen berms may be constructed to a height of 6 feet and shall have slopes of a maximum of 1 foot rise in 2 horizontal feet. Thus a 6-foot berm would have an overall minimum width of 24 feet (12 feet each side to accommodate the maximum slope. The berm shall have plant materials installed at the base of the berm and the berm itself shall be planted, or sod installed, with a permanent grass. The height of the berm may be reduced if a fence is installed along the crest of the berm, however an overall height of 6 feet must be achieved.

(E) The building official shall be authorized to waive the buffer requirement along street rights-of-way where the installation of a buffer would not be practical because of proximity to the street or where visibility at an intersection may be impaired.

Sec. 23-3-22. - Curb cuts and other access points.

Openings through street curbing commonly referred to as "curb cuts," and as other means of vehicular access to and from private property shall be regulated in the several zoning districts established by this chapter in accordance with the following requirements:

- (a) *Size and spacing of curb cuts and other access points.* In no case shall a curb cut or other access point be less than nine feet nor more than 25 feet in length. No two curb cuts or other access points shall be closer than 20 feet from each other.
- (b) *Location of curb cuts and other access points.* At street intersections, no curb cut or other access point shall be located closer than:
 - (1) 25 feet from the intersecting point of the two street rights-of-way or property lines involved (or extensions of such lines in case of a rounded corner) or
 - (2) 25 feet from the intersection of the two curb lines involved (or extensions of such lines in case of a rounded corner), whichever is the least restrictive.
- (c) *Access points in the vicinity of interchanges.* In no case shall any curb cut or other access point be located closer than 200 feet to the intersecting point of a street right-of-way line with the right-of-way line of any limited access highway or interchange, including all portions of ramps, acceleration and deceleration lanes, merge lanes and other facilities specifically designed to facilitate traffic movement onto and off the limited access highway.
- (d) *Permits for access onto state-owned rights-of-way.* A permit must be obtained from the state department of transportation before curb-cuts or any other point of access shall be authorized onto state-owned highway rights-of-way from abutting property.

Sec. 23-3-23. - Vision clearance at intersections.

In all zoning districts established by this chapter, except the MUCCH district, no fence, wall, terrace, sign, shrubbery, planting or other structure or object capable of obstructing driver vision between the heights of three and ten feet above the finished street level shall be permitted on a corner lot within 25 feet of the point of intersection of the street right-of-way lines (or extensions of such lines in case of a rounded corner). No private drive may be located closer than 50 feet from the intersection of two public streets.

Sec. 23-3-24. - Vision clearance at private drives.

At the intersection of any private drive or entrance or exit with a public street, no fence, wall, hedge or other planting or sign forming a material impediment to visibility over a height of two and one-half feet shall be erected, planted, placed or maintained.

Sec. 23-3-25. - Height limitations, exceptions.

Notwithstanding the provisions of section 23-3-3 and specific height restrictions prescribed herein, the following structures may exceed the prescribed height limitations except when they would violate the height restrictions of an aircraft approach, transitional or horizontal zone: Church spires, belfries, cupolas and domes not intended for human occupancy, monuments, water towers, observation towers, transmission towers, silos, chimneys, smokestacks, conveyors, flagpoles, masts and aerals.

Sec. 23-3-26. - Nonconforming structures.

Where a structure exists lawfully under these zoning regulations at the effective date of its adoption or amendment that could not be built under these zoning regulations by reason of restrictions on lot area, lot coverage, height, yards, location on the lot, or requirements other than use concerning the structure, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:

- (a) Any nonconforming structure or portion thereof shall not be enlarged or altered.
- (b) Should such nonconforming structure or nonconforming portion of structure be destroyed by any means other than as a result of governmental action to an extent of more than 50 percent of its actual replacement cost at time of destruction, it shall not be reconstructed except in conformity with the provisions of these zoning regulations.
- (c) Notwithstanding the foregoing restrictions as to reconstruction, any residential structure or structures in any residential zone district may be rebuilt after destruction, except when destruction has occurred by the voluntary act of the owner. In the event of such rebuilding, all applicable district requirements, except as identified above, shall be met.
- (d) Should such structure be moved for any reason for any distance whatever, other than as a result of governmental action, it shall thereafter conform to the regulations for the district in which it is located after it is moved.
- (e) Should the use within a non-conforming structure be abandoned for a continuous period of 365 days, the structure and the new use therein shall conform to the regulations of the district in which it is located thereafter.

Section 23-3-27 – Vehicle (new and used) Sales, Service and Rentals.

Vehicle sales and rental uses shall comply with the following:

- (a) Parking or Storage of Vehicles: No vehicles or boats shall be parked in a street right-of-way, front yard setback, landscaped area or buffer.
- (b) Display of Vehicles. No vehicles shall be displayed with their hoods open, except in a display building, which shall be an enclosed structure. No vehicles or boats shall be displayed on top of a building.
- (c) Location of Service Bay Doors. Repair of all vehicles and boats shall occur within an enclosed building. Primary service bay doors shall be located perpendicular to the road fronting the site and all other service doors shall be screened from all other streets and adjacent residential property.
- (d) Outdoor Intercoms. Outdoor intercoms located on vehicular sales and rental sites shall comply with the following:
 - a. Be located a minimum of 150 feet from the property line of any existing residential use; and
 - b. If the vehicle sales and rental use is located adjacent to an existing residential use, be located on a side of the building that does not front the residential use.
- (e) Outdoor Display: All areas for the outdoor display of vehicles and boats for sale shall be located behind the front building setback line. No balloons, spinning or fluttering objects, pennants, banners or wind-blown devices shall be used in connection with the outdoor display of vehicles. All vehicle display areas shall be set back at least 10 feet from any property line or setback line, whichever is greater.
- (f) Service and Repair Activities: All service and repair activities, including outdoor storage areas (those areas not used for display), shall be located behind the front building line and shall be completely screened (100 percent opacity) from adjoining properties and rights-of-way using natural buffers, fencing, buildings, or a combination thereof.
- (g) Area Lighting: All area lighting shall be directed downward or toward the primary building. No lighting shall be directed to adjacent streets or any property line.

- (h) Ingress and Egress: All primary ingress and egress shall be from the street fronting the property. No ingress or egress shall be permitted from any other street that also fronts a residential property(s).

ARTICLE IV. - R-9 RESIDENTIAL DISTRICT

Sec. 23-4-1. - Intent of district.

It is the intent of this article that the R-9 zoning district be developed and reserved for low-to-medium density residential purposes. The regulations which apply within this district are designed to encourage the formation and continuance of a stable, healthy environment for one-family dwellings situated on zoning lots having an area of 9,000 square feet or more, and to discourage any encroachment by commercial, industrial or other uses capable of adversely affecting the residential character of the district.

Sec. 23-4-2. - Permitted primary and accessory uses -See Chart No. 1 in the Appendix. Accessory uses must comply with Sections 23-3-17 and 23-3-18

Sec. 23-4-3. – Conditional uses permitted subject to Section 23-25-3- See Chart No. 1. in the Appendix

Sec. 23-4-4. - Development Standards See Chart No. 2. In the Appendix.

ARTICLE V. - R-6 ONE-FAMILY RESIDENTIAL DISTRICT

Sec. 23-5-1. - Intent of district.

It is the intent of this article that the R-6 zoning district be developed and reserved for medium-density one-family residential purposes. The regulations which apply within this district are designed to encourage the formation and continuance of a stable, healthy environment for one-family dwellings situated on zoning lots of 6,000 square feet or more and to discourage any encroachment by commercial, industrial or other uses capable of adversely affecting the residential character of the district.

Sec. 23-5-2. – Permitted primary and secondary uses See Chart No. 1 in the Appendix. Accessory uses must comply with Sections 23-3-17 and 23-3-18

Sec. 23-5-3. - Conditional uses permitted subject to Section 23-25-3- See Chart No. 1. in the Appendix

Sec. 23-5-4. – Development standards: See Chart No. 2. In the Appendix.

ARTICLE VI. - GR GENERAL RESIDENTIAL DISTRICT

Sec. 23-6-1. - Intent of district.

It is the intent of this article that the GR zoning district be developed and reserved for medium to high-density residential purposes. The regulations which apply within this district are designed to encourage the formation and continuance of a stable, healthy environment for several different types of dwellings and to discourage unwarranted encroachment of commercial, industrial or other uses capable of adversely affecting the residential character of the district.

Sec. 23-6-2. - Permitted primary and secondary uses. See Chart No. 1 in the Appendix. Accessory uses must comply with Sections 23-3-17 and 23-3-18

Sec. 23-6-3. - Conditional uses permitted subject to Section 23-25-4—See Chart No. 1 in the Appendix

Sec. 23-6-4. Development Standards - See Chart No. 2. In the Appendix.

(a) Minimum Lot Size for a One-Family Residence in the Old Town National Register Historic District is 8,100 square feet, except for those blocks between Wolfe Street and Norwich Street Lane and between F and H Streets are to remain at a 4,500 square foot minimum.

ARTICLE VII. - OC OFFICE COMMERCIAL DISTRICT

Sec. 23-7-1. - Intent of district.

It is the intent of this section that the OC zoning district be developed and reserved for business, office, institutional, specified public, semi-public uses which provide services to the general public. The regulations which apply within this district are designed to encourage the formation and continuance of a quiet, compatible and uncongested environment for office-type business or and professional firms and certain similar and compatible public or semi-public uses and to discourage any encroachment by any uses capable of adversely affecting the commercial and professional services character of the district.

Sec. 23-7-2. - Permitted primary and accessory uses. See Chart No. 3 in the Appendix. Accessory uses must comply with Sections 23-3-17 and 23-3-18

Sec. 23-7-3. - Conditional uses permitted subject to Section 23-25-3- See Chart No. 3. in the Appendix

Sec. 23-7-4. – Development Standards. See Chart No. 4 in the Appendix.

ARTICLE VIII. NC - NEIGHBORHOOD COMMERCIAL DISTRICT

Sec. 23-8-1. - Intent of district.

It is the intent of this section that the NC zoning district be developed and reserved for neighborhood-oriented business purposes. The regulations which apply within this district are designed to encourage the formation and continuance of a stable, healthy and compatible environment for uses that are located so as to provide nearby residential areas with convenient shopping and service facilities, reduce traffic and parking congestion, avoid the development of "strip" business districts and to discourage encroachment capable of adversely affecting adjoining and nearby residential districts. Floor space for each permitted use shall not exceed 2,000 SF.

Sec. 23-8-2. - Permitted primary and accessory uses. See Chart No. 3 for Permitted Uses Accessory uses must comply with Sections 23-3-17 and 23-3-18

Sec. 23-8-3. - Conditional uses permitted subject to Section 23-25-3- See Chart No. 3. in the Appendix

Sec. 23-8-4. – Development Standards. See Chart No. 4 in the Appendix.

ARTICLE IX. – GC - GENERAL COMMERCIAL DISTRICT

Sec. 23-9-1. - Intent of district.

It is the intent of this section that the GC zoning district be developed and reserved for a broad range of general business uses. The regulations which apply within this district are designed to encourage the formation and continuance of a compatible and economically healthy environment for regionally and community-wide ~~oriented~~ business, financial, service and professional uses which benefit from being located in close proximity to each other, and to discourage any encroachment by uses considered capable of adversely affecting the overall commercial character of the district.

Sec. 23-9-2. – Permitted primary and accessory uses. See Chart No. 3 for Permitted Uses. Accessory uses must comply with Sections 23-3-17 and 23-3-18

Sec. 23-9-3. - Conditional uses permitted subject to Section 23-25-3- See Chart No. 3. in the Appendix

Sec. 23-9-4. - Other requirements. See Chart No. 4 for Office and Commercial Development Standards

ARTICLE X – MU/CC/H -MIXED USE / CITY CORE AND HISTORIC DISTRICT

Section 23-10-1. – Intent of district

It is the intent of this Article that the MU/CC/H zoning district be maintained and developed in commercial, office and residential uses which caters to the City's needs while encouraging the addition of new permanent residents in a vibrant mixed- use community. The permitted uses and development regulations contained herein are designed to promote that kind of development while maintaining the existing commercial, institutional and residential character, architecture, and often historic characteristics of the district.

Sec. 23 -10-2. – Permitted primary and accessory Uses: All permitted commercial, office, institutional and residential primary and accessory uses are shown on Chart 5 in the Appendix

Sec. 23-10-3. – Conditional uses permitted subject to Section 23-25-3- See Chart No. 5. in the Appendix

Sec. 23-10-4. – Temporary Uses: Certain temporary uses and activities may be permitted within the district provided the City Commission determines such use or activity is appropriate, is of benefit to the permitted uses and residents of the district and issues a permit in accordance with Sec. 23-25-5

Sec.23-10-5. – Development standards and procedure for approval to develop, expand or alter permitted uses.

Development standards within the MUCCH zoning district are designed to be flexible enough to encourage the type of new development or modification of existing permitted uses which benefit the district as a whole. Following are development standards, broadly stated, which shall guide the review and approval of a new permitted use development or modification of the site of an existing permitted use by the planning staff.

- (a) Site requirements for permitted uses.
 - a. For residential uses.
 - i. Single family – Site and front, side and rear yards as required in the GR Zoning District
 - ii. Two Family – Site and front, side and rear yards as required in the GR Zoning District,
 - iii. Townhomes and Multifamily – As required in the GR Zoning District
 - b. For all other permitted uses, there shall be no minimum site, front, rear or side yards required.
- (b) Trees
 - a. No tree classified as a heritage or specimen tree, as defined herein, shall be removed unless approved by the building official after obtaining an opinion form a certified arborist that there is no alternative to such removal.
 - i. A heritage tree is defined as a tree (or group of trees) that are at least 50 years old and share a significant event (or events) in a specific place in time or are, in the opinion of an arborist, unique in size, shape or species to be considered irreplaceable.
 - ii. A specimen tree is defined as a tree that is indigenous to the Coastal Georgia Area, is structurally sound and mature (10 years old or older) in the opinion of a certified arborist.
- (c) Parking
 - a. Single family and two- family dwellings shall be required to have at least 2 off street parking spaces. Such spaces shall not be permitted in front or side yards. No off-street surface or structure parking shall be required for other permitted uses unless the building official determines that there no sufficient alternatives with existing on-street or off-street parking.
 - b. No off-street loading or unloading space shall be required for commercial uses.
- (d) Building design requirements
 - a. Building height shall not exceed 45 feet unless approved by the Fire Department and subsequently waived by the City Commission and shall generally be the height of adjacent structures.
 - b. Building facades shall be designed in harmony with adjacent building and shall be constructed or rehabilitated and finished with compatible building materials.
- (e) Procedure for development approval
 - a. Prior to seeking development approval from the City Commission, the Historic District Board shall first review and approve the proposed development or expansion for conformance with district design guidelines if the project lies within the designated Historic District of Brunswick.
 - b. A development proposal shall be submitted to the Building Official which includes a site plan, building elevations in sufficient detail to describe the building façade design characteristics, signage and other physical features deemed necessary by the building official.
- (f) Site and other development requirements for conditional uses shall be determined and specified as a part of obtaining conditional use approval from the City Commission.

ARTICLE XI. - HC HIGHWAY COMMERCIAL DISTRICT

Sec. 23-11-1. - Intent of district.

It is the intent of this section that the HC zoning district be developed and reserved for commercial uses which primarily render a service or cater to tourists, vacationers, truckers, and the traveling public in general and those commercial uses which are intensive in nature and require larger sites. The regulations which apply within this district are designed to encourage the formation and continuance of a compatible environment for highway-oriented uses, insure adequate and properly designed means of ingress and egress, and to discourage any encroachment by industrial, residential or other uses capable of adversely affecting the specialized commercial character of the district.

Sec. 23-11-2. - Permitted uses. See Chart No. 3 for Permitted Uses.

Sec. 23-11-3. - Conditional uses permitted subject to Section 23-25-3- See Chart No. 3. in the Appendix

Sec. 23-11-4. - Other requirements. See Chart No. 4 for Office and Commercial Development Standards

ARTICLE XII. - BI BASIC INDUSTRIAL DISTRICT

Sec. 23-12-1. - Intent of district.

It is the intent of this section that the BI zoning district be developed and reserved for basic or primary types of heavy industrial uses which involve extensive manufacturing, processing or assembly operations and/or serve as large employment centers. The regulations which apply within this district are designed to encourage the formation and continuance of a compatible environment for these industries which require sizable tracts of land and/or employ large numbers of workers, protect and reserve undeveloped areas in Glynn County which are suitable for such industries without adversely affecting adjoining non-industrial districts and to discourage any encroachment by residential, commercial or other uses capable of adversely affecting the basic industrial character of the BI Basic Industrial District..

Sec. 23-12-2. - Permitted uses. See Chart No. 6 for Permitted Uses.

Sec. 23-12-3. - Conditional uses permitted subject to Section 23-25-3- See Chart No. 6. in the Appendix

Sec. 23-12-4. - Other requirements. See Chart No. 7 in the Appendix for Industrial Development Standards

ARTICLE XIII. - GI GENERAL INDUSTRIAL DISTRICT

Sec. 23-13-1. - Intent of district.

It is the intent of this section that the GI zoning district be developed and reserved for light manufacturing, assembly, distribution of goods, packaging or similar light industrial purposes. The regulations which apply within this district are designed to encourage the formation and continuance of a

compatible environment for all types of light industrial, warehouse, transport terminal, laboratory and open yard storage operations or concerns that have no affect or impact on adjoining non- industrial districts and to discourage any encroachment by residential developments or other uses capable of adversely affecting the industrial character of the GI General Industrial district.

Sec. 23-13-2. - Permitted uses. See Chart No. 6 for Permitted Uses.

Sec. 23-13-3. - Conditional uses permitted subject to Section 23-25-3- See Chart No. 6. in the Appendix

Sec. 23-13-3 – Other Requirements. See Chart No. 7 in the Appendix for Industrial Development Standards

Article XIV – LI LIMITED INDUSTRIAL DISTRICT

Sec. 23-14-1. - Intent of district.

It is the intent of this article that the LI limited industrial zoning district, be reserved and developed for light industrial, warehouse/distribution and wholesale uses which are not significantly objectionable in terms of outdoor storage, noise, odor, fumes, etc., to surrounding properties. The regulations which apply within this district are designed to encourage the formation and continuance of a compatible environment for uses generally classified to be light industrial in nature, protect and reserve undeveloped areas in the City of Brunswick which are suitable for such industries and to discourage encroachment by those residential, commercial or other uses capable of adversely affecting the basic industrial character of the district or be affected by the industrial character of the district.

Sec. 23-14-2. - Permitted uses. See Chart No. 6 for Permitted Uses.

Sec. 23-14-3. - Conditional uses permitted subject to Section 23-25-3- See Chart No. 6. in the Appendix

Sec. 23-14-4. - Other requirements. See Chart No. 7 in the Appendix for Industrial Development Standards

ARTICLE XV. - CP CONSERVATION-PRESERVATION DISTRICT

Sec. 23-15-1. - Intent of district.

It is the intent of this article that the CP zoning district be established and maintained to preserve and/or control development within certain land, marsh and/or water areas of the City of Brunswick which serve as wildlife refuges, possess great natural beauty or are of historical significance, are utilized for recreational purposes, provide needed open space for the health and general welfare of the city's inhabitants, or are subject to periodic flooding. The regulations which apply within this district are designed to reserve such areas for the purposes outlined herein and to discourage any encroachment by residential, commercial, industrial or other uses capable of adversely affecting the relatively undeveloped character of the district.

Sec. 23-15-2. - Permitted uses.

The following uses shall be permitted in any CP zoning district:

- (a) Private boat dock or boat house.
- (b) Boat marina.
- (c) Bait house.
- (d) Public utility line, fire or water tower or substation.
- (e) Publicly owned and/or operated park, open space, recreational facility or use, and the equipment necessary for servicing the users.
- (f) Farm for the growing of rice or other agricultural products, including timber.
- (g) Wildlife refuge, including one-family dwelling units of caretakers employed to maintain and protect the refuge.
- (h) Swimming beach.

Sec. 23-15-3. - Conditional uses.

The following use shall be permitted in any CP zoning district on a conditional basis, subject to conditions set forth in section 23-25-4.

- (a) Cemetery, with or without chapel, provided that such use consists of a site of at least ten acres, has a planted buffer strip around its entire perimeter except for areas and includes no crematorium or dwelling unit other than for a caretaker.
- (b) Museum or exhibit area in conjunction with an area or use of recognized historical, aesthetic or educational significance, provided that no commercial activities other than the possible collection of an admission fee, if any, are associated with said museum or exhibit area.
- (c) Dredging, land fill or the excavation of natural materials, provided that such use does not block, alter, or divert the flow of a major stream, river or other such drainageway and provided further that plans for the alteration of any lands zoned CP, conservation-preservation must be approved by the commission of the City of Brunswick in writing before such alteration in land shall be permitted.

Sec. 23-15-4. - Other requirements.

Unless otherwise specified elsewhere in this chapter, uses permitted in CP zoning districts shall be required to conform to the following standards:

- (a) Minimum lot area: 5,000 square feet.
- (b) Minimum lot width: 50 feet.
- (c) Minimum front yard: 20 feet.
- (d) Minimum side yard: Ten feet on each side.
- (e) Minimum rear yard: None, except that when the property abuts another zoning district, ten feet shall be required.
- (f) Maximum building height: 35 feet.

ARTICLE XVI – PD PLANNED DEVELOPMENT DISTRICT

Section 23-16-1 Intent of a Planned Development District

The intent of the Planned Development (PD) district is to encourage creative and flexible developments that include a single use or compatible mixed use residential, commercial, office, and related public facilities unified by a development plan. A planned development shall be established as a distinct zoning district, and is permissible when approved according to a site plan and written narrative

An approved Planned Development (PD) District shall have the following characteristics:

1. Open space. Encourage ingenuity and resourcefulness in land planning techniques by developing functional open spaces defined as area(s) on the PD site that have no above ground structures other than those required to support recreation amenities such as play equipment, pool pump houses, etc and associated small storage facilities. Open space(s) can contain natural existing or installed landscape including any required buffers.
2. Sense of place. Allow the design of developments that are architecturally and environmentally innovative and that achieve more efficient utilization of land than is possible through application of conventional zoning standards.
3. Mixture of uses. Accommodate a mixture of land uses and types of land uses which are compatible both internally and externally to the project area.
4. Protection of natural resources. Ensure the conservation of the natural environment including trees and vegetation, topography, and geological resources such as groundwater, soils, and drainage areas.
5. Efficient land use. Encourage efficient use of land, street networks, and utility locations including placing power and communications lines underground.
6. Compatibility and consistency. Maintain compatibility with nearby development and consistency with the Comprehensive Plan for the City of Brunswick.

It is recommended that a developer of a proposed Planned Development first consult with the Building Official regarding the proposed development and submission requirements. This may include an informal meeting with the Planning and Appeals Commission who ultimately must review and recommend approval or denial to the City Commission following a public hearing

Section 23-16-2 – Prohibited Uses and Development Standards

- A. Land Uses. Land uses within a PD district may include any specific uses other than prohibited by this Article and uses utilizing outdoor storage of materials or equipment.

Uses prohibited in any single or mixed-use PD district include:

1. Automobile service and repair;
 2. Restaurants offering drive through service”;
 3. Laundry and dry cleaning establishments but not including drop off locations;
 4. Any industrial or wholesale use;
 5. Grocery store exceeding 20,000 square feet;
 6. or any use determined to be inconsistent with existing development in the vicinity or the Comprehensive Plan for Brunswick.
- B. Development Standards. The PD district may be proposed in any location consistent with Comprehensive Plan to provide flexibility in the application of development and site design standards. A PD development shall meet the following requirements for location, use provisions, and ownership:

Planned Development Standards.

Development Feature	Standard		
Site Size	Infill Project – 1 acre or an entire city block, whichever is less All other – more than 1 acre		
Minimum Common Open Space	15% of total project area. Twenty-five (25) percent of the open space area may be used for stormwater management facilities.		
Residential Only PD Land Use Standards	Residential Open Space Recreation (amenities for residents)	Minimum 40% 15% 5%	Maximum 75% 40% 20%
Mixed Use PD Land Use Standards	Residential Office Commercial Open Space Recreation (amenities for residents)	35% 15% 10% 15% 5%	75% 25% 20% 40% 10%
Non-Residential PD Land Use Standards	Office, Institutional Commercial Open Space	0% 0% 15%	85% 85% 50%
Ownership	Single owner, or Multiple owners, provided that a joint application for rezoning and development plan approval is submitted.		

C. Provisions for the permanent ownership, operation, and maintenance of common open space shall be provided by covenant, deed restriction, easement, or ownership by and for the benefit of a property owners association, land trust, or other legal entity.

D. Residential uses:

1. Any type of residential dwelling unit is permissible, including: single-family, multi-family, town house, apartments, duplex units, tiny home and manufactured housing;
2. For PD projects including only residential development, the density shall not exceed 30 units per gross acre.
3. Community centers, meeting facilities, and indoor or outdoor recreation facilities when maintenance for such uses is provided by the common ownership within the development.

E. Commercial and office uses:

1. Unless otherwise prohibited, any commercial or office use may be permitted;

2. Development shall be designed and landscaped in a manner that ensures compatibility with residential uses within the PD and adjacent to the PD; and
 3. Traffic circulation shall not route commercial or office traffic through residential areas within or adjacent to the PD.
- F. "Unit" defined. For purposes of residential development, each unit shall have a kitchen and no unit shall exceed four bedrooms. This restriction does not apply to a free standing, detached, single family home.

Section 23-16-3 - Concept Plan Requirements

- A. A Concept Plan including a site plan and a written narrative shall accompany an application to rezone property for a Planned Development as follows:
- (a) A suitable site plan shall be submitted by the developer(s) for review by the Building Official, Planning and Appeals Commission and approval by the city commission. The site plan shall be drawn to scale (one inch = 50 feet; or one inch = 30 feet) by a registered civil engineer, registered land surveyor, registered landscape architect or licensed architect showing the exact dimensions of the parcel or parcels of land under consideration and shall include the following where applicable:
 - (1) All property dimensions, platting and street systems, proposed building sites and sizes, types of use proposed for buildings, plans for the screening and protection of abutting properties, means of ingress and egress, access and circulation arrangements, off-street parking and loading facilities, proposed reservation or dedication for streets, open spaces and other public facilities. If requested, one-foot vertical contour intervals shall be indicated on the site plan.
 - (2) The name of the development and the developers, a north arrow, the date of field survey, tract boundary lines, dimensions, bearings, angles, reference points to at least two permanent monuments, average ground elevation, wetlands, and FEMA flood zone information.
 - (3) If the proposal includes the subdivision of land for any purpose or the provision of new public streets, any additional information required with the submittal of preliminary plats under the subdivision regulation of the City of Brunswick shall be included and the master plan shall be processed simultaneously under the subdivision regulation and as a part of the application for a planned development-general district classification, as provided for in this chapter.
 - (4) A conceptual landscape plan and all required buffers per Section 23-3-21 are required to be Included on the site plan.
 - (5) Architectural elevations. Applications shall include perspective front, side, and rear elevation drawings of representative proposed building types. These drawings shall indicate general architectural features and material(s) to be used for construction. If the PD is approved, architectural elevations submitted as part of the application shall be considered conceptually binding unless specifically noted otherwise in the approval.
 - (6) Land uses and development summary. The site plan shall include a list of all land uses proposed to be included in the PD, the percentage of total land area or building area, if applicable, within the PD devoted to each proposed land use, the number of residential units by type, floor area for each type of dwelling unit (typical, or a range as appropriate), total overall density, and the total square footage of all buildings.
 - (7) Dimensional requirements. The site plan shall contain all dimensional requirements that are proposed to apply within the PD, including minimum lot sizes, minimum lot

widths, maximum building coverage, front, side and rear building setbacks, and maximum building heights. Such proposed dimensional requirements shall be presented in a table, on the development plan or in the written text accompanying the Concept Plan.

- (8) The site plan shall contain calculations and descriptions and the design criteria used for improvements required to be constructed within the PD, such as but not limited to streets, sidewalks, storm drainage, water and wastewater infrastructure required for the development, signage, site lighting and other necessary and/or proposed improvements. Such proposed improvements shall be presented on the development plan and/or in the written text accompanying the application.
 - (9) If requested by the Building Official, a traffic study shall be submitted with the Concept Plan. Likewise, the Building Official may request a drainage study for the PD site reflecting the detention requirements and on-site and/or off-site improvements required to handle increased stormwater runoff from the proposed development.
- (b) A written report shall be submitted with the Concept Plan by the developers for review by the planning and appeals commission and review and approval by the city commission. Such report shall explain the type, nature, intent and characteristics of the proposed development and shall specifically include the following where applicable:
- (1) A general description of the proposal.
 - (2) A detailed legal description of the location of the site.
 - (3) Proposed standards for development, including restrictions on the use of the property, density standards, building heights, yard requirements and restrictive covenants.
 - (4) Proposed dedication or reservation of land for public use, including streets, easements, parks and school sites.
 - (5) Exceptions or variations from the requirements of this chapter, if any are being requested.
 - (6) Plans for the provision of utilities, including water, sewer and drainage facilities.
 - (7) Tables showing the total number of acres in the proposed development and the percentage designated for each proposed type of land use, including public facilities.
 - (8) Plans for open space, courts, walks and common areas.
 - (9) Plans for parking, loading, access ways, signs, and means of protecting and screening adjacent areas from lighting and other potentially adverse effects.
 - (10) A statement defining the manner in which the planning and appeals commission and city commission is to be assured that all improvements are to be installed and maintained.
 - (11) Tabulations showing the number and density of dwelling units by type, if any, and other data that the commission may require.
- B. Specific site design and development standards shall be set forth on the site plan or in the written narrative and accompanying schedules of use and design standards.
- C. Upon approval of the rezoning to a PD district, the site plan and written narrative shall be recorded and shall be binding on all future development and use within the PD development.
- D. Building permits and public improvements shall not be authorized or installed for any PD development until final approval has been granted.
- E. Major modifications to an approved PD site plan must be submitted to the Planning Commission for review and recommendation for approval or dis-approval to the City Commission.

- F. If no building permit or certificate of occupancy for an approved PD development is issued within twelve months from the date of approval of any such PD rezoning, the Mayor and City Council may, on its own motion, cause the property to revert to its original zoning category after notice by U.S. Mail addressed to the original applicant for rezoning or to such other person as may be substituted for said original applicant upon the records of the Clerk, and reasonable opportunity to said applicant to oppose the reversion to the original PD.
- G. No application to rezone property to PD shall be submitted to the Planning and Appeals Commission for review and recommendation to the Mayor and City Commission unless and until the application meets the minimum requirements set forth in this Section.

ARTICLE XVII. - MH MOBILE HOME DISTRICT

Sec. 23-17-1. - Intent of district.

The intent of the MH mobile home district is to provide a sound and healthy residential environment sufficient to meet the unique needs of inhabitants living in mobile homes, to protect mobile home parks from encroachment by incompatible uses and to encourage the consolidation of mobile homes into mobile home parks. Any mobile home and/or mobile home park within the City of Brunswick shall henceforth be located in a MH District and in conformance with the regulations set forth herein.

Sec. 23-17-2. - General provisions.

Unless otherwise set forth herein, mobile homes shall be permitted only in an officially approved MH district for which a certificate of occupancy has been issued in accordance with the requirements of the building code of the City of Brunswick. In addition to mobile homes, other uses may be permitted in MH zoning districts as may be needed, in the opinion of the commission, to serve the residents of that particular MH district exclusively.

Sec. 23-17-3. - Mobile home park plan.

The mobile home park shall conform to the following requirements:

- (a) The park shall be no less than four acres in size and shall be located on a well-drained site properly graded to insure rapid drainage and freedom from stagnant pools of water.
- (b) The mobile home park shall not contain more than 15 mobile home units per acre.
- (c) Mobile home spaces shall be provided consisting of an average of not less than 2,800 square feet of area, each space to be at least 30 feet wide and clearly defined.
- (d) Mobile homes shall be so harbored on each space that there shall be a minimum of 15 feet of clearance between mobile homes, provided that with respect to mobile homes parked end-to-end, the end-to-end clearance may be less than 15 feet but shall not be less than ten feet. No mobile home shall be located closer than ten feet from any building within the park or from an property line bounding the park.
- (e) Mobile homes shall be so harbored on each space so that there will be a minimum front yard setback of not less than 20 feet between the mobile home and the abutting driveway.
- (f) In addition to the space requirements for each mobile home unit as noted in subsection (c) above, each mobile home park shall have a minimum area of 20,000 square feet set aside for common open space; in the case of a park larger than the minimum four acres or in the case of

expansion of the park, 2,000 square feet of common open space shall be added for each mobile home unit after the one-hundredth unit.

- (g) All mobile home spaces shall abut upon a paved surface driveway of not less than 20 feet in width, which shall have unobstructed access to a street; all mobile home spaces shall be serviced with all-weather-surface walkways of not less than three feet in width.
- (h) A suitable buffer screen shall be located along the lot lines of the park meeting the same density and screening requirements set forth in section 23-3-21.
- (i) Off-street parking, loading and other requirements shall conform to the standards set forth in article III.
- (j) Plans for driveways, drainage and utilities shall be reviewed by the city engineer, who shall advise the planning staff and the commission of his findings in writing.
- (k) Plans for an MH district shall be submitted to the Glynn County Board of Health for review and comment prior to recommendation by the planning staff. An application for an MH zoning district classification shall not be granted unless the board of health determines that all local and state codes pertaining to health and environmental sanitation in mobile home parks have been met by the applicant.

Sec. 23-17-4. - Mobile home subdivisions.

If spaces within a proposed mobile home park are to be offered for sale, lots proposed for sale must be recorded in compliance with the subdivision ordinance of the City of Brunswick. Application for subdivision may be processed in conjunction with the administrative review procedure required under this chapter to obtain authorization to develop the mobile home park. Whether spaces are proposed for sale, rental, or lease, the design of the park shall comply with the standards set forth in this article.

Sec. 23-17-5. - Revocation of license.

The city manager may revoke any license to maintain and operate a mobile home park when the licensee has been found guilty by a court of competent jurisdiction of violating any provision of this chapter. after such conviction, the license may be reissued if the circumstances leading to conviction have been remedied and the park is being maintained and operated in full compliance with the law.

Sec. 23-17-6. - Posting of certificate of occupancy.

The certificate of occupancy shall be conspicuously posted in the office or on the premises of the mobile home park at all times.

Sec. 23-17-7. - Existing mobile home parks.

- (a) Mobile home parks existing at the time of the effective date of Ordinance No. 492 of the City of Brunswick, adopted February 3, 1965, as amended by Ordinance No. 517, adopted June 15, 1966, must comply at a minimum with the requirements for mobile home parks as set forth in said ordinance or the same shall be subject to removal, except that under the procedures set forth for processing special exceptions, under section 23-24-5, the following may be permitted:

- (1) A site may be less than four acres in size, as required in subsection 23-16-3(a), provided however that in no case shall the site contain less than two and one-half acres.
 - (2) Common open space may be less than 20,000 square feet, as required in subsection 23-17-3(f), provided however that a minimum of 400 square feet of landscaped common open space per mobile home must be required.
- (b) Existing mobile home parks not in conformance with the provisions of this section (with the exception of those requirements waived above) shall be considered as nonconforming uses, and shall be governed by the provisions regulating such uses under section 23-3-15.

ARTICLE XVIII. – IN INSTITUTIONAL DISTRICT

Sec. 23-18 -1. - Intent of district.

It is the intent of this article that property in the IN district be developed and reserved for religious, cultural, educational, medical and quasi-public institutions to support and enhance their benefit to Brunswick and to protect adjacent districts from their encroachment. The regulations which apply within this district are designed to encourage the orderly and planned development of these facilities and to establish criteria under which such facilities may be established and/or expanded to meet community needs and demands while assuring compatibility of their development with adjacent non-institutional districts. Likewise, certain non-institutional uses are or may be permitted provided they serve and are beneficial to the intent of the district.

Sec. 23-18-2. - Permitted uses.

See Chart No. 8 for Permitted Uses in the IN District

Section 23-18-3 – Conditional uses permitted subject to Section 23-25-3- See Chart No. 8. in the Appendix

Section 23-18-4: Temporary Uses:

Special events associated with any Permitted Use or approved Conditional Use to be held on the property of said institution may be granted a Temporary Use Permit by the City of Brunswick provided the following conditions are met:

- (a) The event provides a service or public purpose.
- (b) The event be located no closer than 300 feet from any Residential District.
- (c) There is sufficient parking available so as not to infringe on the privacy or use of any adjacent use or neighborhood.
- (d) The event does not have a planned duration of more than 72 hours.
- (e) No institution may have an event requiring a Temporary Use Permit more than four times in a calendar year.

Section 23-18-4: General development regulations:

The following general development regulations shall apply to all permitted uses within the IN District:

- (a) Minimum Lot Areas:
 - a. Hospital – 3 Acres
 - b. School or University – 5 Acres
 - c. Multi-Family Residential – 1 Acre

- d. All Other Permitted Uses – 20,000 square feet
- e. The above minimum lot areas apply to existing institutional uses that are proposing expansion of existing buildings or facilities.
- (b) Maximum Residential Density – 25 units per acre
- (c) Parking – See Section 23 – 3 - 19. No parking allowed in the front yard setback
- (d) Maximum Lot Coverage including parking – 80%
- (e) Maximum building height 65 feet
- (f) Minimum front yard setback (to be landscaped with no parking): - 25 feet
- (g) Minimum side yard setback if adjacent to a R District – 25 feet; otherwise, 25 feet combined for both side yards with one being at least 15 feet.
- (h) Landscaped buffer if adjacent to a R District (see Section 23- 3 – 21)

Section 23-18-5: Review of major institutional use developments:

Any proposed new or expanded permitted institutional use that is considered of major significance by the Department of Planning and Code Enforcement or is proposed to have a principal building or group of buildings with more than 100,000 square feet of floor area, must be reviewed by the Planning and Appeals Commission and approved by the City Commission. This includes existing permitted uses that are proposing expansion of facilities which results in the facilities having 100,000 square feet or more floor area.

The criteria for such a review shall include the following:

- (a) A Master Plan for the development shall be submitted for review by the Planning and Appeals Commission and recommendation for approval or denial by the City Commission. Such plan shall include, at a minimum, the following:
 - a. A site plan for the initial and any future contemplated development on the site controlled by the owner/developer.
 - b. Building elevations sufficient to determine the appearance and design features of each proposed building including a description of the building materials and any special external features of the building.
 - c. Ingress, egress, parking, loading, pedestrian access and other similar features.
 - d. A signage plan including principal and secondary use identification, access and directional signs.
 - e. A complete landscape plan
 - f. Any additional details regarding the development proposal deemed necessary by the Planning Director.
- (b) Traffic: The proposed development shall be reviewed by the City Traffic Engineer and determined to not to adversely impact the capacity of adjacent or connecting streets serving the site. Access points for vehicular and/or truck service shall likewise be reviewed and approved.
- (c) Utilities: A review of water, sanitary sewer and stormwater serving and/or discharged from the site shall be made by the City Engineer and Joint Water and Sewer Commission and shall be determined to have no adverse effect on the utilities serving the site or obtain assurances and financial commitments from the developer that the proposed development shall make necessary improvements to those utilities to remove any service deficiencies. The City

Commission may determine that the public interest would be best served by the City making such improvements to utilities and streets required by the proposed development.

Following review by the Department of Planning and Code Enforcement and Planning and Appeals Commission, to be completed within sixty (60) days following submission of a complete Master Plan, a report will be prepared and submitted to the City Commission within 30 days. The City Commission will include the report and recommendation on the Agenda at its next City Commission Meeting provided it has at least a two-week period in which to review the proposal.

ARTICLE XXII-A. - LIBERTY HARBOR PD HEIGHT OVERLAY

Sec. 23-22A-1. - Liberty Harbor PD Height Overlay District.

There is hereby established a height overlay to be known as the "Liberty Harbor Height Overlay District."

Sec. 23-22A-2. - Permitted uses unaffected.

The overlay does not alter permitted and conditional uses allowed within the overlay district but follows the underlying zoning districts as to uses.

Sec. 23-22A-3. - Overlay boundary.

The boundaries of said overlay shall be as depicted on the map captioned "Liberty Harbor Height Overlay District" as revised October 12, 2005, which is incorporated (as Exhibit M) into the Liberty Harbor PD and Height Overlay application, and which is incorporated herein by reference and made a part of this article. The City of Brunswick Master Zoning Map shall be amended and marked to reflect the boundaries of the overlay.

Sec. 23-22A-4. - Maximum height limitation.

Construction in the Liberty Harbor Height Overlay District shall conform to the maximum height limitations as reflected on the October 12, 2005 map, Revised Exhibit M "Liberty Harbor Height Overlay" attached to and made a part of the Liberty Harbor PD and Height Overlay application. As depicted on said map, the northern portion of the overlay (shaded in purple cross-hatching on said Revised Exhibit M) shall be subject to a roof height maximum of 60 feet while the southern portion, shaded by red cross-hatching, shall be subject to a maximum roof height of 250 feet.

ARTICLE XXII-B. - PARKWOOD VILLAGE PLANNED DEVELOPMENT (TRADITIONAL NEIGHBORHOOD) HEIGHT OVERLAY

Sec. 23-22B-1. - Creation of Planned Development-Overlay.

There is hereby created a new zoning district to be known as the Parkwood Village PD-TN Height Overlay. It is created pursuant to the provisions of the City Code's PD-TN ordinance (Article XVI of the Code, sections 23-16-1 et seq.).

Sec. 23-22B-2. - Overlay boundary.

The Parkwood Village PD-TN Height Overlay District shall have as boundaries Parkwood Avenue on the north, US Highway 17/Glynn Avenue on the east, Kaiser Avenue on the south and Springdale Road in the west, as depicted in the five page visual Concept Plan set consisting of sheets PD-TN-1 through PD-TN-4 (all dated November 21, 2005) and PD-TN-5 (November 22, 2005), prepared by architect Larry Evans, all of which are incorporated herein and made a part hereof.

Sec. 23-22B-3. - Plan and contract.

The application for PD-TN district and height overlay, the staff report dated December 14, 2005, and the November 22, 2005, planned development text contain and establish the standards and restrictions applicable to this new district and are expressly adopted by reference and incorporated in this chapter as fully as if repeated verbatim herein. Only uses and construction consistent with the afore-mentioned plans and the five sheets of the visual conceptual plan referred to in section 23-22B-2 above shall be permitted. The owners and developers if the Parkwood Village project shall follow the said plans and shall obtain permission from the city commission before undertaking any construction or allowing any use not allowed in said plans. Compliance with article XV of this Zoning Code and adherence to the drawings and plans referred to hereinabove are required by this chapter and shall constitute contractual obligations of the owners and developers.

ARTICLE XXIII. - U.S. 17 OVERLAY

Sec. 23-23-1. - Intent of overlay.

It is the intent of this overlay to create a gateway to the City of Brunswick which highlights images of coastal scenery and development along U.S. Highway 17 from Spur 25 to the Sidney Lanier and improves the visual and physical condition along this section of U.S. 17. This section of roadway is commonly referred to as "Glynn Avenue."

This corridor is deemed by the city commission to be important because so many visitors get their first impression of Brunswick while driving along U.S. 17 entering the city. The scenic vistas of the marsh, creeks and rivers are now only partially visible along the corridor. The visual quality of the corridor must not be further degraded by future development and clutter.

Sec. 23-23-2. - Overlay boundary.

Generally, all lots fronting U.S. 17 from Spur 25 to the Sidney Lanier Bridge are included in the Overlay District. Any property outside the district boundary which is combined, whether through a lot combination or for master planning purposes, with a property within the district boundary shall also comply with these guidelines.

Sec. 23-23-3. - Applicability.

The guidelines for future development within the U.S. 17 Overlay District are contained in the Glynn Avenue Design Framework, adopted by the City of Brunswick Board of Commissioners and incorporated by reference in section 23-23-7.

These guidelines shall be the exclusive guidelines for development of property within the U S 17 Overlay District. Property owners within the Overlay District may submit development plans in accordance with the provisions of this Code for review by the Director of Planning, Development and Codes to determine if the owner(s) have followed the appropriate guidelines contained in the Glynn Avenue Design Framework. Plans complying with the standards of this Code shall follow the appeals procedure set forth in article XXVI.

Sec. 23-23-4. - Permitted uses.

All uses permitted in the underlying zoning district shall be permitted in the U.S. 17 overlay.

Sec. 23-23-5. - Conditional uses.

All uses permitted on a conditional basis and subject to the conditions set forth in the underlying zone district shall be permitted on a conditional basis in the U.S. 17 overlay subject to the conditions set forth in section 23-26-4.

Sec. 23-23-6. - Pre-existing conditions.

- (a) Existing buildings and appurtenances that do not conform to the provisions of this Code may continue in the same use and form until a substantial modification occurs or is requested, at which time the planning director shall determine the provisions of this section that shall apply.
- (b) Existing buildings that have at any time received a certificate of occupancy shall not require upgrade to the current building code and when renovated may meet the standards of the code under which they were originally permitted.
- (c) The modification of existing buildings is permitted by right if such changes result in greater conformance with the specifications of this Code.
- (d) Where buildings exist on adjacent lots, the planning director may require that a proposed building match one or the other of the adjacent setbacks and heights rather than the provisions of this Code.
- (e) The restoration or rehabilitation of an existing building shall not require the provision of (1) parking in addition to that existing or (2) on-site stormwater retention/detention in addition to that existing. Existing parking requirements that exceed those for this Code may be reduced as provided by in Section 4.3 of the Overlay Code.

Sec. 23-23-7. - Design guidelines.

A copy of the approved "Glynn Avenue Design Framework" is incorporated herein by reference and shall be maintained and available for inspection in the offices of the City of Brunswick Planning Department.

The "Glynn Avenue Design Framework" shall be the design guidelines which an owner(s) must follow in a concept plan and all associated design and development criteria submitted to the Director of Planning, Development and Codes for review and approval. (See Section 23-26-5 for concept plan submission requirements). Plans and design criteria submitted must demonstrate how the proposed project design meet the guidelines contained in the Glynn Avenue Design Framework.

ARTICLE XXIV – SIGNS AND ADVERTISING DEVICES

Sec. 23-24-1 - Purpose and Intent.

- (a) The City Commission of Brunswick finds that signs provide an important medium through which persons may convey a variety of commercial and non-commercial messages. Regulation of the size, location, placement, illumination and certain features of signs is necessary to enable the public to receive such messages without difficulty and confusion, to improve the general attractiveness of the city, to take advantage of the city's natural and historic environment, to protect property values, to facilitate safe travel through the city, to facilitate the identification and location of residences and businesses in the city in the event of police, fire, or other emergencies, and to avoid the aesthetic blight and nuisance that would occur from the proliferation of signs in the absence of reasonable controls. Accordingly, it is the intention of the city commission to establish regulations governing the display of signs so as to:
- (1) Balance the rights of persons to convey their messages through signs and the right of the public to be protected against the unrestricted proliferation of signs in the city.
 - (2) Enhance the economy and the business and industry of the city by promoting the reasonable, orderly and effective display of signs;
 - (3) Maximize the value of commercial signage as a means of locating and identifying commercial establishments providing goods and services while, at the same time, discouraging the use of commercial signage to sell specific goods and services;
 - (4) Encourage the construction of commercial signage with high quality materials that are aesthetically pleasing and compatible with their surroundings and with the architecture of the buildings they identify;
 - (5) Maintain the historical image and character of the city;
 - (6) Preserve and enhance the natural environment throughout the city;
 - (7) Protect property values by minimizing the possible adverse effects and visual blight caused by signs;
 - (8) Promote signs which are compatible with their surroundings;
 - (9) Insure proper maintenance, for safety and structural soundness, as well as appearance and attractiveness of signs.
- (b) Inasmuch as it is generally inappropriate for government to determine the content of expression that will be allowed on signs, particularly in regard to non-commercial signs, it is the intent of the City Commission that this chapter be enforced such that signs carrying non-commercial messages be approved, disapproved and regulated entirely without regard to the content to be posted on the sign.
- (c) It is the intent of this ordinance that all signs erected in the City of Brunswick have a permit issued by the Building Official unless the sign is specifically excluded or exempted from the regulations contained in this ordinance

Section 23–24-2 – Definition of Terms Used in this Article

(a) General Definitions:

- a. **Building** means any structure having a roof supported by columns or walls intended for human occupancy.
- b. **Building official** means the person or persons designated as such by the city manager pursuant to Chapter 5 of the City Code.

- c. **Nonconforming sign** means any sign which does not conform to the provisions of this Article.
- d. **Parcel** means a separate tax unit of real property as reflected in Glynn County real estate records.
- e. **Sign** means a device or representation for visual communication which is used for the purpose of bringing the subject thereof to the attention of others.
- f. **Sign face** means that portion of a sign that is or can be used for purposed of carrying the intended message.

(b) Type of Sign Definitions:

- a. **Awning sign** means a sign located on a canopy, awning, or other roof-like cover extending before a doorway or window as a shelter or for beautification of the building. A canopy must be a permanent structure and non-retracting
- b. **Banner** means a sign other than a flag, made of cloth, paper, plastic or fabric or any similar material containing a message or logo.
- c. **Billboard** is a self-supporting structure upon which a flat surface is placed which is used to display general advertising.
- d. **Changeable Copy Sign** means a sign that where the message is changes either electronically, mechanically or manually.
- e. **Double-faced sign** means a sign which has two display areas placed back to back to each other, or at an angle of not more than 60% to each other, and where one face is designed to be seen from one direction and the other face from another direction.
- f. **Freestanding sign** means a sign permanently attached to the ground and that is wholly independent of any building or other structure. A *Freestanding Sign* may be mounted on a freestanding pole and the sign not in contact with the ground OR mounted as a structure on the ground (referred to generally as a "monument sign").
- g. **Home occupation sign** means a sign, typically a wall sign, used to identify a home occupation in compliance with the provisions of this zoning ordinance.
- h. **Identification sign** means a sign used to depict the name or number of a building or tenant(s) within the building where the sign is located or otherwise identify such building.
- i. **Incidental sign** means a sign, generally for informational purposes secondary to the use of the lot on which it is located, such as "no parking," "no trespassing," "entrance," "exit," "loading only," and other information and directional signs.
- j. **Mansard or Marquee sign** means a sign painted on, attached to or hung from a roofed structure attached to and supported by a building or independent structure. A mansard is typically a sloped roof structure extending from the roof or façade of a building; a marquee is typically a vertical roof structure extending from the façade of a building
- k. **Mobile billboard sign** means an advertising sign mounted on a vehicle or trailer capable of being towed across public streets and that can be parked at specific locations. Neither vehicles nor trailers which advertise the company of their primary use nor campaign signs are considered mobile billboards.
- l. **Monument sign** means a freestanding sign mounted directly on the ground, or on a base which is directly on the ground, without use of a pole, pier, post, pylon or stanchion.
- m. **Roof sign** means a sign that is mounted on and supported by the structure of the roof of a building; or a sign that is applied to the roof's surface.
- n. **Sandwich board sign** means a non-illuminated portable sign consisting of two flat surfaces joined at one end, typically with hinges
- o. **Swinging or projecting sign** means a sign projecting more than six inches from the outside wall or walls of any building upon which it is located either directly attached to the building or attached to a support extending from the building which may also allow the sign to swing back and forth.
- p. **Temporary sign** means a sign of a non-permanent nature designed to convey a short term non-permanent message such as an event.
- q. **Wall sign** means a sign fastened, placed or painted upon the exterior structural wall of the building itself, whether the front, rear or side wall of the building. It may also be a sign projecting from a building to which it is affixed.

- r. **Window sign** means a sign placed inside or outside of a windowpane or glass door and intended to be viewed from outside the building. It may be a permanent sign.

(c) Style of Sign Definitions:

- a. **Electronic display sign screen** means a sign, or portion of a sign, that uses projection of images and letters or similar technology to form a sign message or messages and wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes.
- b. **Electronic message board** means a variable message sign, or portion of a sign, that uses projection or similar technology to form a sign message or messages and wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes.
- c. **Flashing sign** means a sign, the illumination of which is not kept constant nor in the same intensity at all times when in use, and which exhibits marked changes in lighting effects.
- d. **Illuminated sign, direct** means a sign illuminated by an internal or external source,
- e. **Inflatable sign** means a sign that is either expanded to its full dimensions and is physically supported by gasses contained within the sign, or sign parts, at a pressure greater than atmospheric pressure. .

(d) Design and Size Definitions:

- a. **Aggregate sign area** means the area of all signs to be placed on a building(s) and it's site excluding the area of one face of all double-faced signs.
- b. **Animated sign** means a sign with action, motion, changing letters or changing colors, which requires electrical energy.
- c. **Area of a sign face/sign area** means the portion of a sign which conveys the intended message, exclusive of the sign structure which is not intended to carry any message or portion of the message intended by the sign itself.
- d. **Display surface or sign face** means the face or part of a sign which can be used to carry or display copy or a message.
- e. **Height of sign** means the distance in vertical feet from the average ground elevation below the sign to the highest point of the sign, including any border, trim, light or structural component thereof measured from the average ground elevation.

Section 23–24-3 - Applicability

- (a) **No Permit Required.** The following signs are not regulated by this ordinance and do not require a permit unless duly noted
 - a. **Flags.** Non-governmental flags are deemed to be signs and shall be subject to the provisions of this section. The official flags of the federal, State, county, or municipal governments are not deemed to be signs provided no such flag shall exceed 40 square feet per face. The City Commission may approve a larger flag for display on public property or other appropriate noncommercial sites as determined by the City Commission .
 - b. **Holiday decorations.** Decorations that are not internally illuminated shall not require a Sign Permit, provided they are displayed for no more than a total of 60 days per calendar year, excluding the time period between November 1 and January 15. Such decorations shall be maintained in a good condition at all times and shall be removed or replaced when they are

overly weathered, torn, broken, or otherwise present a potential safety hazard. Windblown decorations are prohibited at all times.

- c. **Incidental Signs.** Addresses, building numbers, entrance and exit signs, and traffic directional signs shall not require Sign Permits if they do not exceed four square feet in area per sign and have no commercial copy. If such sign contains commercial copy, the sign counts toward the allowable square footage for freestanding signs.
- d. **Interior Signs.** Any sign that, in the Official's reasonable opinion, is to be viewed from the inside of a building only.
- e. **Menus.** Menus attached to the face or facade of a building with no more than four square feet of sign face area located at the entrance or service window of a business.
- f. **Parking Signs.** Signs that reserve parking spaces for specific uses or businesses, except that such signs are not allowed in shopping and shall not exceed 1.5 square feet in area per sign. No more than three parking signs shall be displayed at any given time on each parcel.
- g. **Public Signs.** Signs erected by the federal, State, or local government, or governmental entity, including interpretive signs located on publicly owned property. Signs that are required by a public entity are considered public signs.
- h. **Real Estate - Residential or Commercial Sale or Lease Signs.** Temporary signs offering single or two family residences for sale or lease nor exceeding 6 square feet in size and only one sign is allowed on the property being offered for sale or lease. The same requirements apply to off-site "open house" signs. The sign(s) must be removed within 4 days after the real estate transaction has been completed.
- i. **Sandwich Boards and Chalkboards.** Freestanding, framed chalkboard or sandwich signs that comply with each of the following standards may be located in all Commercial and Office Zones outside a permitted commercial establishment:
 - i. One sign per business may be displayed during hours of operation.
 - ii. Signs shall be placed within ten feet of the building entrance of the business displaying the sign and not within 10 feet of another business.
 - iii. Signs shall be placed to allow at least 36 inches of unobstructed pedestrian clearance adjacent to the sign.
 - iv. Signs shall be limited to a maximum of six square feet in total area and a maximum width of 24 inches.
 - v. Sign face colors are limited to black or dark green with a matte finish.
 - vi. Plastic or dry erase boards are not permitted.
- j. **Shopping Cart Return.** Signs identifying shopping cart return areas, provided that such signs are no larger than ten square feet.
- k. **Stadium Signs.** Signs or banners that are located within a stadium and are not intended to be visible from outside of a stadium.
- l. **String Lights for Holiday Decoration and for Building Identification.** Strings of lights may be used for outside holiday lighting or tree decoration from November 1 through January 15 of each year. Because many colors are used to celebrate various holidays during this time, multi-color lights are allowed. Flashing, blinking and chasing lights are prohibited. String

lighting used to permanently enhance building identification and identity likewise may be used in a tasteful and appropriate manner in the opinion of the Building Official.

- m. **Towing Signs.** Public notice required by applicable law to be displayed on a property where vehicles may be towed. Such signs shall not exceed four square feet in size and shall be limited to one sign per vehicular entrance to the property.

- n. **Traffic Control Signs.** Any public notice or warning required by applicable federal, State, or local law, regulation, or ordinance including, but not limited to, warning flashers and variable message signs (VMSs) deployed temporarily by a government agency to guide traffic. When such signs are located on private property, they are subject to each of the following:
 - i. Sign faces shall not exceed four square feet per sign face .
 - ii. The City shall have authority to limit the number, location, and color of such signs .
 - iii. Sign faces shall meet Georgia Department of Transportation standards.

- o. **Window Signs.** Signs on the inside, or attached to the outside, of window glass shall comply with each of the following:
 - i. Window signs shall cover no more than 25 percent of the gross area of glass on any one façade side of a building.
 - ii. Window signs shall not be illuminated.
 - iii. No single window sign shall exceed four square feet
 - iv. Only one window sign per tenant or user.

(b) **Exemptions.**

Sign Permit is not required prior to engaging in the following alterations to or maintenance of a sign:

- i. The changing of copy on a sign permitted for changeable copy.
- ii. The painting or refinishing of the surface of a sign face or sign structure of a permitted sign so as to keep the appearance of such sign as permitted.

(c) **Prohibited Signs.**

The following types of signs are prohibited throughout the city:

- i. Roof signs;
- ii. Animated signs and flashing signs;
- iii. Signs on publicly owned or maintained right-of-way other than publicly owned or maintained signs;
- iv. Signs which contain words, pictures, or statements which are obscene, as defined by O.C.G.A. § 16-12-80;
- v. Signs which simulate an official traffic control or warning sign or hide from view any traffic sign, signal or public service sign;
- vi. Signs which interfere with road or highway visibility or obstruct or otherwise interfere with the safe and orderly movement of traffic;
- vii. Signs which obstruct the orderly flow of pedestrian traffic on any sidewalk or public walkway;
- viii. Signs erected by nailing, fastening or affixing the sign in any manner to any tree, post, curb, utility pole, or other structure located on any public right-of-way except as may otherwise be provided herein;
- ix. Signs which emit any visible smoke, steam, vapor, particles, or odor into the air;
- x. Signs which emit any sound which can be heard at any place outside of the parcel on which the sign is erected;
- xi. Signs which interfere with or obstruct entry or egress through any door or window required or designed for access to or egress from any building;

- xii. Use of any parked vehicle or boat as an advertising device except that held by a licensed automobile or boat dealer as stock for retail sale or for lease;
- xiii. Fluttering hanging or mounted ribbons and banners.
- xiv. Mobile billboard signs;
- xv. Portable signs. Commercial vehicles, other than standard passenger vehicles, shall be parked as far from the street as reasonably possible during non-business hours if such vehicles bear a commercial message;
- xvi. Inflatable signs.

(d) Permitted Signs By Type, Use and Land Use – For Summary See Table 1

- a. **Residential – Single Family and Two - Family Individual Lot**
 - i. No sign of any type other than a Real Estate For sale or Lease sign (not requiring a sign permit) no greater than 6 square feet in sign face area and limited to one sign for each street adjacent to the lot

- b. **Residential Subdivision –**
 - i. One free standing sign at each major street entrance (excluding construction and emergency access). Directional signs are permitted for amenities (pool, clubhouse, office, etc.)

- c. **Residential – Multi-Family**
 - i. One free standing complex identification sign at each major street entrance (excluding construction and emergency access). Sign may include leasing information.
 - ii. One wall mounted building identification sign,
 - iii. Directional sign(s) as needed
 - iv. Incidental sign(s) as may be required (ie. Parking limitations, emergency or fire exit, etc.)

- d. **Residential – Planned Mixed Use Development n(PUD)**
 - i. A signage plan shall be required as a part of the overall development plan. Any request for new, modified or replacement signs shall require a review of all existing signage for conformity or appropriate and consistent design with existing signage.

- e. **Commercial – Neighborhood (Local) Commercial and GC – Core Commercial**
 - i. No freestanding sign is permitted. 1 wall mounted, mansard, canopy sign or hanging sign is allowed per permitted business.

- f. **Commercial – General or Highway - Individual use structure and/or lot**
 - i. One free standing, wall, or mansard is permitted

- g. **Commercial – General or Highway - Multi Tenant or Use; Single and Multiple Structures up to 20,000 total gross square feet of commercial retail or service floor area.**
 - i. One free standing sign with tenant listing at each major street entrance (excluding construction, loading/unloading or emergency access). Limit of two free standing signs per parcel.
 - ii. One wall or mansard or hanging sign for building and tenant identification
 - iii. Directional sign(s)
 - iv. Incidental sign(s) as may be required and appropriate

- h. **Commercial – General or Highway - Multi Tenant / Multi Structures in excess of 20,000 total gross square feet but not more than 100,000 square feet of commercial retail or service floor area**
 - i. One free standing sign with tenant listing at each major street entrance (excluding construction, loading/unloading or emergency access). Limit of two free standing signs.
 - ii. One wall or mansard sign for building and tenant identification
 - iii. Directional sign(s)
 - iv. Incidental sign(s) as may be required or appropriate.

- i. **Commercial – General or Highway - Multi Tenant Shopping Center in excess of 100,000 square feet of commercial retail or service floor area.**
 - i. A signage plan shall be required as a part of a development plan. Any request for new, modified or replacement signs shall require a review of all existing signage for conformity or appropriate and consistent design with existing signage.R

- j. **Commercial Recreation**
 - i. One free standing sign at the major street entrance
 - ii. One wall or mansard mounted sign at the building entrance
 - iii. Directional signs as appropriate

- k. **Office – Single Structure and Use**
 - i. One free standing sign at the major street entrance (Freestanding sign not permitted in Neighborhood (Local) LC or GC Core Commercial Zoning Districts)
 - ii. One wall or mansard mounted sign

- l. **Office – Single Structure with Multiple Tenants**
 - i. One free standing sign at the major street entrance which may also include a building directory. (Freestanding sign not permitted in Neighborhood (Local) LC or GC Core Commercial Zoning Districts)
 - ii. One free standing or wall mounted sign at the building entrance with a building directory. (Freestanding sign not permitted in Neighborhood (Local) LC or GC Core Commercial Zoning Districts)
 - iii. **Office – Multiple Structures / Multiple Tenants – OC Office Commercial Zone**
A signage plan shall be required as a part of a development plan. Any request for new, modified or replacement signs shall require a review of all existing signage for conformity or appropriate and consistent design with existing signage.

- m. **Medical, Institutional and Public Buildings and Sites – All Zoning Districts where permitted**
 - i. One free standing sign for the main building or site at each major street entrance for the general public or employees.
 - ii. One main building mounted identification sign
 - iii. Parking area signage as required
 - iv. Secondary building mounted or free standing identification signs as may be appropriate
 - v. Special building mounted or free standing entrance and directional signs as may be appropriate.
 - vi. Incidental signs a may be appropriate.
 - vii. A coordinated design and placement of signs at all **proposed** Medical, Institutional and Public Buildings or Sites shall be required for issuance of a permit. Any modification or addition to existing signage shall require a thorough review of existing sign design for consistency with the design of new sign(s).

- n. **Industrial – All Industrial Zones**
 - i. One free standing identification sign and one building mounted sign
 - ii. Free standing building, parking loading and unloading and directional signs as appropriate.
- o. **Changeable Copy Signs (including electronic display screens)**
 - i. Such signs are prohibited in all zoning districts except General Commercial and Highway Commercial
- p. **Temporary Signs in excess of 6 square feet of sign face area.**
 - i. Such signs may be permitted for all zoning districts but only for the event being shown on the sign face (sale, lease, election, yard sale) and must be removed within 2 days following the completion or termination of the event.
- q. **Billboards**
 - i. Such signs are only permitted in GC, HC and Industrial Zones

(e) **Non-conforming Signs.**

- a. The owner/ground leaseholder of any nonconforming sign which was legally in place at the time of adoption of this chapter shall register the sign with the city within 90 days of the effective date of this ordinance, Registered nonconforming signs shall not be allowed to remain once deterioration of or damage to the sign renders it a hazard or unsightly and the owner/ground leaseholder fails to correct the condition after notice from the building official.
- b. No change in the structure, size, shape, or design of a nonconforming sign shall be allowed except to bring nonconformity into conformity with this chapter.
- c. No change may be made to a nonconforming sign that increases or enlarges or changes the nature of the nonconformity.
- d. A nonconforming sign may not be replaced with another nonconforming sign except in the event of changed conditions beyond the control of the owner/ground leaseholder warrant the sign's replacement, in which event the building official must be notified and a new sign permit obtained prior to replacement. Nonconforming signs which have not been registered in accordance with section 23-24-3 above may not be replaced with another non-conforming sign - the new permit which is required will be controlled by the sign regulations in effect at the time of application.

Section 23-24-4 – Design Standards – All Signs

(a) General Standards

- a. **Conformance to City Building and Electrical Codes:** In addition to any sign approval required under this ordinance, a building permit shall be required prior to the installation or placement of any sign for which a Sign Permit is issued. All sign shall be constructed, erected or placed in accordance with the City's building and electrical codes.
- b. **Conformance to State Law:** Any sign located or to be located within 660 feet of the nearest edge of the right-of-way of a US or State numbered highway or road designated as a primary highway by the State of Georgia and The US Department of Transportation OR located beyond 660 feet of such highway BUT visible and intended to be read from such highway shall comply with all requirements of the Georgia Outdoor Advertising Act O.C.G.A. 32-6-70
- c. **Sign Maintenance:** All signs, including non-conforming signs, together with all their structural, mounting and/or erection elements shall be kept in good repair including replacement of damaged or deteriorated elements, re-painting or replacement of graphics, and landscape elements installed as a part of the sign.

(b) Site and Location Standards by Type of Sign – See Table 2 for Summary.

a. Setback and Location Requirements

(a) **Freestanding and monument signs**

- i. No freestanding or monument sign shall be located closer than 20 feet from any property line serving as a public street right-of-way, nor within 20 feet of any driveway or entrance road intersecting with a public street.
- ii. No freestanding or monument sign shall be located closer than 30 feet from the intersecting right-of way lines adjoining the property upon which the sign is located.
- iii. No freestanding or monument sign shall be located within 200 feet of another freestanding sign along the street frontage of the same property.

(b) **Wall Mounted Projecting signs**

- i. No sign attached at an angle to a wall shall extend beyond 5 feet from the wall.
- ii. A projecting sign shall have a minimum of 8 feet of clearance from ground level below the sign.

(c) **Wall or Façade Sign**

- i. No wall or facade sign may extend beyond 12 inches from the building wall upon which it is mounted nor higher, at its highest point, than 20 feet measured from the nearest street grade elevation.
- ii. No more than two façade signs may be located on any one building wall.

(d) **Canopy (awning), mansard, marquee and parapet signs**

- i. A canopy sign may not extend above or below the canopy face on which it is located. Signs mounted under the canopy must have a minimum of 8 feet of clearance from the ground elevation below the sign to the bottom face of the sign.
- ii. A mansard sign may not extend above or below the face of the mansard on which it is located and shall be at least 8 feet above any pedestrian walkway below the lowest part of the sign.
- iii. A marquee sign may not extend above or below the marquee on which it is located, and shall be at least 8 feet above any pedestrian walkway below the lowest part of the sign.
- iv. A parapet sign may not extend beyond the parapet on which it is located, and shall be at least 8 feet above any pedestrian walkway below the lowest part of the sign.

(e) **Billboards**

- i. May be located only on parcels located in General Commercial, Highway Commercial, or Industrial Zoned Districts
- ii. Must be located 1,250 feet from any other Off-premises sign measured along the roadway frontage where located. Measurements are to be made from the centerline of the sign structure(s) and include all Off-premises signs regardless of which side of the roadway they may be located.
- iii. No portion of any Off-premises sign may be located within a 300 foot radius of any property zoned Residential, Conservation-preservation or any officially designated preservation district, historic landmark, public park, public square or playground.

- iv. All Off-Premises signs, including those considered Billboards, must also comply with the State of Georgia's Outdoor Advertising Act in addition to these and other requirements of this ordinance.
- v. At Interstate Interchanges, no more than 2 Off-premises sign or Billboards may be located in any quadrant of the interchange and shall be restricted to an area 1,200 feet measured 500 feet from the road crossing at the interchange or beginning 500 feet from the beginning or ending of Interstate pavement widening to accommodate on ramps or off ramps; whichever is furthest from the road crossing at the Interchange.

(f) All Other Signs

- i. Accessory Freestanding Signs
 - a. May be located on multi-family, commercial, office, institutional or industrial property
 - b. Accessory Freestanding Signs located at entrance or exit drives from or to public streets, shall not exceed 2 per entrance or exit location(s)
 - c. One Accessory Freestanding Sign may be located on each building site. Directional signs may be located on each building site as needed for customers or patrons.
- ii. Outdoor Recreational Facility
 - a. Signs on outdoor recreation facilities like stadiums, concession stands, dugouts, press boxes, etc. may be installed with no limit other than such signs may not be visible from neighboring residential property or public rights-of-way.
- iii. Multi-screen Cinema
 - a. A changeable copy cinema sign is considered a principal sign and one such sign is permitted for each multi-screen cinema on each street fronting the cinema.
- iv. Rear Entrance Signs
 - a. A rear entrance sign may be placed on the rear doors of business establishments used for ingress and egress by tenants or owners.
- v. Changeable Copy Sign (automatic or manual copy)
 - a. May be incorporated into a freestanding or wall mounted sign.
 - b. LED Message Boards are not permitted anywhere except for schools, houses of worship, gasoline stations (for price boards) and cinema or performance centers.
- vi. Temporary Signs (in excess of 4 square feet) Requiring a Permit
 - a. May be used for the duration of an event such as the sale or lease of property, sporting event, yard or garage sale, outdoor festival or fair, etc.
 - b. Only one temporary sign shall be permitted per property at any time.

- c. Each licensed business may apply for a temporary sign up to 4 times per year.
- d. Each temporary sign may be displayed for a maximum of one week prior to an event being advertised, except for Real Estate Sale or Lease Signs which may remain for as long as the property being offered for sale or lease remains unsold or not leased, All temporary signs must be removed within two days following the end of the event being advertised or the successful sale or lease of property
- e. Temporary signs may include banners, wall mounted or free standing

vii. Construction Sign

- a. A Construction Sign is considered a Temporary Sign and shall require a permit. A Construction sign may remain on the property where construction is taking place for the duration of construction. It shall be removed once the building is occupied.

(c) Size, Height and Design Standards and Limits – See Table 2 for Summary.

a. Residential Subdivisions, Multi-Family and Residential PUDs (Freestanding and Monument Signs)

- (a) Only one free standing or monument sign, single face or double faced is permitted for each entrance to a subdivision or PUD community
- (b) The area of each sign face for a single family subdivision or community shall be limited to 64 square feet; 32 square feet per sign face if a double faced sign.
- (c) The area of each sign face for a multi-family or mixed use residential community shall be limited to 100 square feet; 50 square feet for each sign face if a double faced sign.
- (d) The maximum height shall not exceed 8 feet above the average ground grade within a 20 foot radius of the sign. The lower edge of the sign shall not exceed 4 feet above the lowest grade at the base of the sign.
- (e) The sign may be illuminated internally or externally.
- (f) Building signs are not permitted for single family subdivisions, multi-family communities or residential PUDs

b. Commercial and Office (Freestanding or Monument Signs / Building Signs)

(a) Neighborhood Commercial, General Core Commercial and Office/Commercial Zoning Districts (one use on property)

- i. Freestanding sign (not allowed in a Neighborhood or General Core Commercial Zoning Districts)
 - a. One sign per frontage on a public street
 - b. The maximum area of each sign shall be 64 square feet; 32 square feet for each sign face if a double faced sign
 - c. The maximum height of the sign shall be 10 feet
 - d. The sign may not be internally or externally illuminated.
- ii. Building sign if in lieu of a freestanding sign
 - a. One sign per building

- b. The maximum area shall be 32 square feet
 - c. The maximum height of the sign shall be 20 feet above the building grade
 - d. The sign may be internally or externally illuminated.
- (b) **Neighborhood Commercial, General Core Commercial and Office/Commercial Zoning Districts (multiple use on property)**
- i. Freestanding sign (Not permitted in a Neighborhood or General Core Commercial Zoning District)
 - a. One sign per frontage on a public street
 - b. The maximum area of each sign shall be 128 square feet; 64 square feet for each sign face if a double faced sign
 - c. The maximum height of the sign shall be not more than 10 feet
 - d. The sign may be internally or externally illuminated.
 - ii. Building sign(s) if in lieu of a freestanding sign
 - a. One sign per tenant or user with a maximum of two signs per building face.
 - b. The maximum area of each sign shall be 32 square feet
 - c. The maximum height of each sign shall be not more than 10 feet
 - d. The sign may be internally or externally illuminated
- (c) **General Commercial, Highway Commercial, Commercial Recreation or Industrial (one use on property)**
- i. Freestanding sign
 - a. One sign per frontage on a public street
 - b. The maximum sign area shall be 200 square feet; 100 square feet for each sign face if a double faced sign.
 - c. The maximum height of the sign shall not exceed 35 feet
 - d. The sign may be internally or externally illuminated.
 - ii. Building Sign(s)
 - a. One sign per building
 - b. The maximum sign area shall be 100 square feet if in lieu of a freestanding sign; otherwise 64 square feet.
 - c. The maximum height of the sign shall not exceed 35 feet
 - d. The sign may be internally or externally illuminated.
- Signs located in the U. S. 17 Corridor should follow the guidelines in that Overlay District.
- (d) **General Commercial, Highway Commercial, Commercial Recreation or Industrial (multiple use on property/planned center)**
- i. Freestanding sign(s)
 - a. One sign per 300 feet of public street frontage

- b. The maximum sign area shall be 300 square feet; 150 square feet for each sign face if a double-faced sign.
- c. The maximum height of the sign shall be 35 feet
- d. The sign may be internally or externally illuminated.
- ii. Building Sign(s) (in addition to freestanding sign)
 - a. One sign per tenant or user
 - b. The maximum sign area shall be 100 square feet
 - c. The maximum height of the sign shall not exceed 35 feet
 - d. The sign may be internally or externally illuminated.

(e) Highway Commercial (one use on property)

- i. Freestanding Sign
 - a. One sign per 300 feet of public street frontage
 - b. The maximum sign area shall be 200 square feet; 100 square feet for each sign face if a double faced sign.
 - c. The maximum height of the sign shall be 80 feet
 - d. The sign may be internally or externally illuminated.
- ii. Building Sign
 - a. Maximum of two signs per building – 4 signs if for a planned shopping center
 - b. The maximum area for each sign shall be 100 square
 - c. The maximum height of the sign shall not exceed 35 feet
 - d. The sign may be internally or externally illuminated

(f) Highway Commercial (multiple use on property/planned development)

- i. Freestanding Sign(s)
 - a. One sign per 300 feet of public street frontage
 - b. The maximum sign area shall be 300square feet; 150 square feet for each sign face if a double faced sign.
 - c. The maximum height of the sign shall be 35 feet
 - d. The sign may be internally or externally illuminated.
- ii. Building Sign(s)
 - a. Two signs per building
 - b. The maximum sign area shall be 100 square feet
 - c. The maximum height of the sign shall not exceed 35 feet
 - d. The sign may be internally or externally illuminated.

c. Billboards

- (a) Billboards shall not exceed 600 square feet of sign face; 300 square feet for each sign face if a double faced sign and shall be of uniform size 12 feet in height and 50 feet in width.

- (b) Billboards may not exceed 60 feet in height measured from the lowest portion of the sign face structure to the lowest point of the site elevation below the sign.
- (c) No extensions or extrusions beyond the face of the sign, other than an apron at the base of the sign face for servicing and repairs, is permitted.
- (d) Automatic changeable copy at intervals of not less than 15 seconds are permitted on Billboards are permitted. Animated signs are not permitted on any type of sign.
- (e) Other Billboards may only have exterior illumination using sign base mounted lighting equipped with photocells for switching on and off. No other form of illumination is permitted.

d. Accessory Free-standing Signs

- (a) Principal Accessory Free-standing Signs shall not exceed 32 square feet in total sign face area nor 8' in height.
- (b) Other miscellaneous Accessory Free-standing signs are permitted provided they do not exceed 6 square feet in sign face area nor more than 3 feet in height, except for handicapped parking signs which may be 5 feet in height.
- (c) Accessory Free-standing Signs may not be illuminated.

e. Multi-Screen Cinema Signs

- (a) Such sign(s) shall not exceed 10 feet in width nor 20 feet in height. The sign face(s) shall not exceed 8 feet in width not 15 feet in height.
- (b) The sign may be illuminated internally or externally.

f. All Other Signs

- (a) Changeable Copy Signs (Automatic or Manual Copy Change)
 - i. Changeable copy signs are limited to one per street frontage and only one per parcel regardless of additional street frontage.
- (b) Flags
 - i. No more than 3 flags may be displayed on property zoned and used for Agriculture, Single Family, Two-family or Multi Family use. No one flag may exceed 24 square feet in size, and if more than one flag is displayed, the total for all flags shall not exceed 45 square feet.
- (c) Rear Entrance Signs
 - i. Rear Entrance Signs may not exceed 18 inches in width and 12 inches in height.
- (d) Temporary Signs (Including Construction Signs)
 - a. No temporary sign face may exceed 32 square feet; 16 square feet total for each side if double faced.
 - b. May be used for the duration of an event such as the sale or lease of property, sporting event, yard or garage sale, outdoor festival or fair, etc.
 - c. Only one temporary sign shall be permitted per property at any time.
 - d. Each licensed business may apply for a temporary sign up to 4 times per year.
 - e. Each temporary sign may be displayed for a maximum of one week prior to an event being advertised, except for Real Estate Sale or Lease Signs which may remain for as long as the property being offered for sale or lease remains unsold or not leased, All temporary signs must be removed within

two days following the end of the event being advertised or the successful sale or lease of property

- f. Temporary signs may include banners, wall mounted or free standing.
- g. A construction sign is considered a Temporary Sign and shall require a permit. A Construction sign may remain on the property where construction is taking place for the duration of construction. It shall be removed once the building is occupied.

(e) Illumination Standards.

- i. Illuminated signs shall not be located so as to cast light directly into the eyes of drivers or pedestrians; hide from view or distract from any traffic light or street sign; cast light directly into any residential district,
- ii. No sign located in any zoning district other than Highway Commercial shall be illuminated between the daily hours of 11 p.m. and 6 a.m.
- iii. Externally illuminated signs shall have concealed wiring and controls as well as shielded and visually screened light sources.
- iv. Internally illuminated signs must completely shield the source of light from direct view.

(f) Construction standards.

- i. All signs for which a permit is required under this ordinance shall be constructed and maintained in accordance with all applicable building codes.
- ii. Signs for which a permit is not required under this ordinance and which are constructed of degradable material may be posted for a maximum of 60 days unless replaced with another sign of the same material. Any such replacement signs may be posted for a maximum of 60 beyond the original 60-day period.
- iii. All freestanding signs with a display area greater than 100 square feet must be constructed to withstand winds of at least 120 miles per hour; in the event any other applicable code or regulation calls for wind tolerance in a greater amount, then such greater amount shall apply as the standard under this chapter as well.

Section 23-24-5 Application and Enforcement

The provisions of this sign ordinance may be enforced by the building official or his or her designee. Additionally, it may be enforced by civil court action brought by the city manager or city attorney in the name of the City of Brunswick. Citations may be issued for violations of this chapter by the building official or his or her designee as well as by such other city employees as the city manager may from time to time designate.

(a) Permits Required

- a. Except as specifically excluded from the provision of this chapter, it shall be unlawful for any person to post, construct, enlarge, replace, display, substantially change, or erect a sign in the city without having first obtained a sign permit.
- b. Existing signs which are legal immediately prior to adoption of this chapter and which would be required to obtain a permit under this article if they had been newly erected

after enactment of this article may not alter such sign until it become in compliance with this Article.

(b) Permit Application information.

- a. Applications for sign permits required by this chapter shall be filed, on a form provided by the City, by the sign owner or the owner's agent with the City Building Official. The application shall not be considered unless all information requested on the form or by the City's Building Official is provided by the applicant.

(c) **Time for Consideration.**

- a. The city shall process all permit applications within 30 business days of the building official's actual receipt of a fully completed and appropriately signed application and payment such sign permit fee as may be established from time to time by vote of the City Commission.
- b. The building official shall give notice to the applicant/owner of the decision of the city by hand delivery or by mailing a copy of the notice to the applicant at the address shown on the permit application. If mailed, notice shall be deemed to have been given upon the date of mailing in conformity with this section.
- c. If the city fails to respond in writing within the 30-day period, the permit shall be deemed to have been granted.
- d. If the building official finds that conditions or stipulations are required to make the sign legally acceptable, the permit shall only be approved subject to the applicant's written agreement to such conditions.

(d) Denial and revocation.

- a. The city shall deny permits to applicants who submit applications for signs that do not comply with the provisions of this chapter, or which fail to comply with applicable building codes (including, but not limited to, any wind or hurricane resistance requirements) or other applicable local, state, or federal laws;
- b. Any applicants who submit incomplete applications or applications containing any false material statements.
- c. Violations of any provisions of this chapter will be grounds for terminating a permit granted by the city for the erection of a sign. Should it be determined that a sign permit was issued pursuant to an incomplete application or an application containing a false material statement, or that a permit has been erroneously issued in violation of this chapter, or that a sign has been erected contrary to the terms of the permit, the building official shall revoke the permit.
- d. Should the city deny a permit application, the reasons for denial shall be stated in the notice provided for by section (c), sub-section b. above. Any application denied and later re-submitted shall be deemed to have been submitted on the re-submittal date.

(e) Hearing Officer Review:

No permit shall be revoked or denied except for "due cause" as herein defined. In the event of a denial or a revocation, the applicant/permittee shall be granted an opportunity for review before a hearing officer to be designated by the city. If applicant desires such a hearing, applicant must deliver a written request for such review with the building official no later than ten (10) business days following mailing of the decision to be reviewed. The applicant will be given at least ten business days' written notice of the time, place, and purpose of the hearing, with a statement of the reason for the denial of the application or revocation of the permit. "Due cause" is any of the following: violation of the provision of this chapter or any other city ordinance or any state or federal law; or erroneous issuance of a permit which should not have been issued under the terms of this chapter; or erecting or building a sign which does not conform to the information contained in the application; or failure to maintain the sign as required by this chapter; or submission of an incomplete application or an application containing false material statements. The hearing officer may reschedule the hearing by agreement of the parties or for good cause

shown. The hearing officer shall render a decision in writing within ten business days of the hearing, and a notice of the decision shall be forwarded to the applicant/owner as provided above.

- (f) Appeal Process: An individual whose permit application has been denied or whose permit has been revoked may appeal the decision of the Hearing Officer to the City Manager provided they file written notice of an appeal with the City Manager within ten business days of the date that written notice of the hearing officer's decision is either hand delivered to the permittee or mailed to the address shown for the applicant/owner on the application or such other address as permittee advises the department in writing to send notices pursuant to this chapter.
 - i. Such appeal shall be considered by the city manager at a hearing within 20 business days of the date the city manager received the notice of appeal, with applicant to be mailed notice of the time, date and place of hearing at least ten business days prior to the date initially set for the hearing. By agreement of the parties or for good cause shown, as determined by the city manager, and upon reasonable notice, the appeal hearing may be re-scheduled for a later date at the earliest time convenient to appellant and the city. The city manager shall cause any decision he/she reaches on the appeal to be memorialized in writing and a copy hand delivered or mailed to the applicant at applicant's address of record within ten business days of the hearing.
- (g) Review by city manager. In the event an applicant/permittee whose permit has been denied or revoked is dissatisfied with the decision of the city manager, they may petition for writ of certiorari as provided by law.
- (h) Review at request of city. The building official shall have the right to request that the City Manager review any decision by the hearing officer under subsection (v) above by following the same procedure for requesting review as would an applicant/permittee as set forth in subsection (d), above.
- (i) Permit expiration: A sign permit shall become null and void if the sign for which the permit was issued has not been completed and installed within six months after the date of issuance. No refunds will be made for permits that so expired. If a person desires to erect a sign after the permit is expired, a new application will be required and will be subject to the regulations in effect at the time of the new application. A new application fee will be required.
- (j) Fees. The cost of a sign permit shall be established from time to time by vote of the city commission and shall be payable in addition to any building permit or historic preservation certificate of appropriateness fees required. Differing fees for different categories of signs may be so established. A written list of applicable fees shall be maintained in the building official's office.
- (k) Variances: An applicant may request a variance from the requirements of this sign ordinance by following the same procedure for a zoning variance found in Division 6, Article 26 of this ordinance.
- (l) Coordination of provisions. The provisions of this chapter shall be in addition to and cumulative of the City of Brunswick's Historic Preservation Ordinance. In the event the Historic Preservation Ordinance requires any action with respect to a proposed sign, such as obtaining a certificate of appropriateness from the historic preservation board, then separate compliance with those requirements must be had in addition to obtaining any permit required hereunder. Approval of a sign permit application by the building official does not constitute approval by the historic preservation board. Further, the provisions of this chapter and the U.S. 17 Overlay and Planned Development - Traditional Neighborhood District articles of the City Zoning Ordinance shall be read together to give effect to all where possible; in the event of conflict, provisions of those articles control over the provisions of this article.

Sec. 23-25-1. - Zoning administration officer.

The department designated by the city commission as the Planning Development and Codes (PDC) Department of the City of Brunswick shall administer and enforce this chapter. The duties shall include reviewing plans, inspecting premises and issuing building permits, sign permits and certificates of occupancy for uses, signs and structures that meet the requirements of this chapter and other applicable regulations. All records pertaining to each request processed by the PDC department shall be kept on file and open for public inspection in the office of the PDC department.

Sec. 23-25-2. - Building permits.

- (a) Prior to the issuance of a building permit or sign permit, the PDC department shall assure that the work proposed will conform in all respects to this chapter and other applicable regulations including the building code and the flood damage control ordinance.
- (b) The PDC department may require such information from the applicant as is necessary to determine the conformity of the proposal with this chapter and other applicable regulations. In addition to information specifically required by the Building Code, plans accompanying applications shall include the number of dwelling units each residential building is designed to accommodate, the setback lines of buildings on the lot and on adjoining lots, the number, layout and dimensions of proposed parking spaces, if any, and the locations and dimensions of points of ingress and egress from abutting public streets or alleys. Where a proposed structure will be located in an area of special flood hazard as shown on the city's flood insurance rate map (FIRM), the application shall include elevation data certified by a registered land surveyor or licensed architect specifying average ground elevation at site and the proposed elevation of the structure for the purpose of compliance with the flood damage control ordinance.

Sec. 23-25-3. - Certificate of occupancy.

The Building Official shall issue certificates of occupancy in accordance with the requirements of the building code upon a determination that the building or other structure as constructed or the change in occupancy as proposed conforms in all respects to this chapter and other applicable regulations.

Sec. 23-25-4. - Conditional use permits.

- (a) Conditional use permits as provided for in this chapter are declared to possess characteristics which require certain controls in order to insure compatibility with other uses in the district within which they are proposed for location.
- (b) Conditional uses shall be permitted subject to a determination by the city commission, upon recommendation from the planning and appeals commission that conditional use(s) conforms to all regulations set forth herein and elsewhere in this chapter, with particular reference to those requirements established for those districts in which it is proposed for location.

- (c) Applications for permission to build, erect or locate a conditional use shall be submitted and processed in accordance with the regulations set forth in section 23-26-4.
- (d) Permits authorizing conditional uses shall be valid only for that particular use and shall expire if the conditional use or operations pertaining thereto shall cease for more than six continuous months for any reason.

Sec. 23-25-5. - Temporary uses.

The building official is authorized to issue a temporary certificate of occupancy for temporary uses, as follows:

- (a) Carnival or circus for a period not to exceed 21 days subject to the approval of the city commission.
- (b) Religious meeting in a tent or other temporary structure in HC, GC, BI, GI and LI districts for a period not to exceed 60 days.
- (c) Open lot sale of Christmas trees in LC, HC, GC, MUCCH, BI, GI and LI districts for a period not to exceed 45 days.
- (d) Real estate sales office in any district for a period not to exceed one year, provided no cooking or sleeping accommodations are maintained in the structure.
- (e) Contractor's office and equipment sheds in any district for a period of one year, provided that such office be placed on the property to which it is appurtenant.
- (f) All temporary certificates of occupancy may be renewed provided that it is determined that said use is clearly of a temporary nature, will cause no traffic congestion and will not continue or create a nuisance.

Sec. 23-25-6. - Penalties.

A violation by any person of any provision of this chapter or of any order of the building official authorized by this chapter shall be a misdemeanor, and upon conviction thereof such person shall be punished as provided for in the Charter of the City of Brunswick. Each day such violation continues shall be deemed a separate offense.

Sec. 23-25-7. - Remedies.

In case any building, sign or other structure is erected, constructed, reconstructed, altered, converted, moved or maintained, or any building, sign, structure or land is used or is proposed to be used in violation of this chapter, the PDC director, building official, city attorney or other appropriate authority of the city or any aggrieved property owner who would be specially damaged by such violation may institute an action for injunction or other appropriate relief to prevent such unlawful erection, construction, reconstruction, alteration, conversion, movement maintenance or use, or to correct or abate such violation, or to prevent the occupancy of the building, structure, or land.

ARTICLE XXVI. - APPEALS, CONDITIONAL USE PERMITS, AND VARIANCES

DIVISION 1. - DEFINITIONS

Sec. 23-26-1. - Definitions.

Annexation: Annexation is the process by which a parcel of land is transferred from the jurisdiction of unincorporated Glynn County to the jurisdiction of the City of Brunswick.

Applicant: A property owner or their authorized representative who has petitioned the city for approval of an application under the terms of this article.

Application: A petition for approval of an application under the terms of this article.

Concept plan: A document submitted with an application regulated by this article upon which the applicant has shown the intended development and its design. Approval of the application request shall not constitute approval of the concept plan; said plan must be adjusted according to the requirements listed for submittal of civil plans or building plans and reviewed by the appropriate departments for permitting.

Condition of zoning approval: A requirement adopted by the governing body at the time of approval of a rezoning, conditional use or zoning of annexed lands; placing greater or additional requirements or restrictions on the property than provided in this Code in order to reduce an adverse impact of the request and to protect the public health, safety, or general welfare.

Conditional use permit: A use which is not automatically permitted by right, but which may be permitted within a zoning district subject to meeting specific requirements of this Code.

Director: The Director of the Brunswick Department of Planning, Development and Codes.

PAC: The Planning and Appeals Commission of the City of Brunswick.

PDC department: The Planning, Development and Codes Department of the City of Brunswick.

PD: A planned development district within the City of Brunswick.

Presiding official: The person chairing a meeting of the planning commission or the governing body in their official capacity.

Rezoning: An amendment to the official zoning map, or an amendment to an overlay zone boundary, that changes the zoning district or overlay zone of one or more properties specified in an application. Rezoning also includes applications to change conditions of zoning approval.

Text amendment: An amendment to articles of this Code.

Variance: A relaxation of the terms of this title where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of this Code would result in unnecessary and undue hardship, or practical difficulty.

Zoning change: See definition for "rezoning."

DIVISION 2. - ZONING CHANGES AND CONDITIONAL USE PERMITS

Sec. 23-26-2. - Generally.

The official zoning map, and overlay zone maps, may be amended from time to time and zoning amendments may be approved for specific properties by the governing body under the procedures in this chapter. In addition, changes in the conditions of approval pertaining to a specific rezoning or conditional use permit approval may also be approved by the governing body following the procedures in this chapter. The procedures for conditional use permits, which may be approved for specific properties, shall also be as provided in this chapter.

Sec. 23-26-3. - Initiation.

An application for a rezoning or conditional use permit for any property or properties in the city may be initiated by the governing body, planning and appeals commission, owner of the property, or some other person(s) given authorization by property owner to file said application.

Any applicant wishing to submit an application for rezoning or conditional use permit must schedule an appointment with the planning, development and codes department staff in order to review the application for completeness. No such application shall be accepted for processing by the director or his or her designee unless it meets the requirements of this section. Incomplete or improper applications will be returned to the applicant. The director is hereby authorized to establish administrative deadlines for the receipt of applications.

Any applicant wishing to file an application for a zoning change related to a planned development zoning district must schedule a conference with the PDC department staff at least 15 days prior to filing an application and shall also submit the additional application materials specified in this Code.

Sec. 23-26-4. - Requirements for submittal.

All applications for a rezoning or conditional use permit shall at a minimum consist of the following:

- (a) *Application form.* A completed application. All applications shall be submitted to the PDC department on the department's application forms.
- (b) *Fee.* All applications shall be accompanied by a non-refundable fee as fixed from time to time by the governing body. A fee shall not be charged if the governing body or the planning commission initiate the application.
- (c) *Plat or boundary survey.* A plat or boundary survey of the property or properties involved in the application. Provide one scaled and folded copy, and one 8.5"×11" or 11"×17" reproducible size copy.
- (d) *Legal description.* A paper copy and an electronic copy of the legal description of the property that corresponds with the property or properties shown on the submitted boundary survey/plat.
- (e) *Written narrative.* A written narrative should indicate at a minimum:
 - (1) The purpose of the request, proposed use, as well as overlay zones or protection areas in which the property is located.
 - (2) Any planned developments shall include a narrative which fully describes the concept plan and must include at a minimum the proposed use, setbacks, right-of-way widths, building heights, signage, whether the applicant wishes the city to maintain the road(s) as well as identify any overlay zones or protection areas that may affect the use.
- (f) *Concept plan.* An application for a rezoning or conditional use permit approval related to a residential subdivision, multi-family, or nonresidential use or zoning district shall be accompanied by a concept plan if any new construction is proposed or alteration of the site is required under the site or development design standards of this Code. An as-built survey (rather than a concept plan) indicating the most current development conditions must be submitted with those applications regarding existing developments that are not to be altered. The concept plan shall meet the requirements of section 23-26-5. The applicant shall submit ten scaled and folded copies, folded to fit into an 8"×10" size envelope, and one 11"×17" reproducible copy.
- (g) *Traffic impact analysis.* Any application for a rezoning or conditional use permit which can be reasonably expected to generate 1,000 vehicle trip ends during a single day and/or more than 100 vehicle trips during the morning or afternoon peak hours shall submit a traffic impact analysis as specified in division 4, traffic impact analysis.
- ii) *Development of regional impact.* Any application for a rezoning or conditional use permit and development approval that meets or exceeds the thresholds established by the state department of community affairs shall be considered a development of regional impact (DRI),

and as such, shall comply with the procedures set forth in division 5, development of regional impact.

The director may request information in addition to that specified in this section when considered necessary for review of the application by the governing body or Planning Commission.

Anyone filing an application may be exempt from the above submittal requirements of this section, provided the application is for rezoning to an R-9 or R-6 zoning district, does not involve a subdivision development, and includes the fee, plat or boundary survey, legal description and written narrative.

Sec. 23-26-5. - Concept plan requirements.

Applications for a rezoning or conditional use permit shall at minimum include thereon the information specified in this section.

- (a) Name, address, and telephone number of the property owner.
- (b) Name, address, and telephone number of the applicant.
- (c) Date of survey, north point and graphic scale, date of plan drawing, and revision dates, as appropriate.
- (d) Proposed use of the property.
- (e) Location (land district and land lot) and size of the property in acres (or in square feet if less than an acre).
- (f) Zoning district classification of the subject property and all adjacent properties, and zoning district boundaries as appropriate.
- (g) Natural features within the property, including drainage channels, bodies of water, wooded areas and other significant natural features such as rock outcroppings. On all water courses entering or leaving the property, the direction of flow shall be indicated. The 100-year flood plain, if any, shall be outlined.
- (h) Man-made features within and adjacent to the property, including existing streets and names, city and county political boundary lines, and other significant information such as location of bridges, utility lines, existing buildings to remain, and other features as appropriate to the nature of the request.
- (i) The proposed project layout including:
 - (1) For subdivisions, a professional stamped rendering showing approximate lot lines and street right-of-way lines, along with the front building setback line on each lot.
 - (2) For multi-family and nonresidential development projects, the approximate outline and location of all buildings, and the location of all minimum building setback lines, outdoor storage areas, buffers, parking areas and driveways.
- (j) The proposed phasing of the development if it is proposed to be built in sections.
- (k) A statement as to the source of domestic water supply.
- (l) A statement as to the provision for sanitary sewage disposal.
- (m) The approximate location of proposed stormwater detention facilities.
- (n) Such additional information as may be useful to permit an understanding of the proposed use and development of the property.

Sec. 23-26-7. - Notice of public hearing in newspaper.

Before the governing body may take final action on a proposed rezoning or conditional use permit application, the planning and appeals commission shall hold a public hearing on the proposal. At least 15 days but not more than 45 days prior to the public hearing before the PAC, notice shall be published in a newspaper of general circulation within the city. The published notice shall be prepared by the planning, development and codes department and shall include the location of the property, the present zoning classification of the property, the proposed rezoning or conditional use requested, and the date, time, and place of the public hearing before the PAC. Notice of the date, time, and place of the public hearing before the governing body shall also be provided.

Sec. 23-26-8. - Notice of public hearing by sign on property.

At least 15 days but not more than 45 days prior to the public hearing, the city shall post a sign or signs stating the date, time and place of the public hearing before the planning and appeals commission, the present zoning classification and the proposed zoning change or the proposed conditional use permit. One such sign shall be placed in a conspicuous location along each street frontage of the property for which the rezoning or conditional use permit has been requested. If the property has no street frontage, the sign shall be placed on each street from which access will be gained to the property. Notice of the date, time, and place of the public hearing before the governing body shall also be provided.

Sec. 23-26-9. - Special notice requirements.

Pursuant to the specific requirements of the Zoning Procedures Law (O.C.G.A. 36-66-6), when a proposed rezoning or conditional use permit application relates to or will allow the location or relocation of a halfway house, drug rehabilitation center, or other facility for treatment of drug dependency, the director shall ensure that the additional requirements of O.C.G.A. 36-66-6 are met as follows:

- (a) Public hearings shall be held at least six months and not more than nine months prior to the date of final action on the zoning decision.

Pursuant to the specific requirements of the Zoning Procedures Law (O.C.G.A. 36-66-4), when a proposed rezoning or text amendment allowing multi-family uses in a single-family residential district, the director shall ensure that the additional requirements of O.C.G.A. 36-6-4 are met as outlined.

Sec. 23-26-10. - Investigations and staff recommendation.

Within a reasonable period of time after acceptance of a complete application, the director or his/her designee may send the application or notice thereof out for review by the city's development review team (DRT) and any other internal municipal departments and external agencies as may be appropriate. Any written comments received in a timely manner as a result of such review shall be submitted for consideration to the planning and appeals commission and governing body, or summarized in a submitted memorandum. Any such comments shall become public records.

The director or his/her designee shall investigate and make a recommendation with respect to the matters enumerated in this Code section regarding a rezoning or conditional use permit application. Any

such investigation and recommendation shall if in writing be made available to the applicant and planning and appeals commission prior to its public hearing and shall become public records.

Sec. 23-26-11. - Planning and appeals commission hearing and recommendation.

The planning and appeals commission shall convene a public hearing on the rezoning or conditional use permit application as provided in the public notice. The public hearing shall follow policies and procedures which govern calling and conducting public hearings established in this Code. The PAC shall have 65 calendar days from the date of its public hearing within which to submit its recommendation on the rezoning or conditional use permit application. The board may submit any additional report it deems appropriate. The recommendations of the PAC shall have an advisory effect only and shall not be binding on the governing body.

Sec. 23-26-12. - Criteria to consider for applications.

The planning and appeals commission and the governing body shall consider the following standards in considering any rezoning, zoning amendment, or Conditional Use Permit application, giving due weight or priority to those factors that are appropriate to the circumstances of each proposal:

- (a) Is the proposed use compatible with the purpose and intent of the comprehensive plan?
- (b) Is the proposed use suitable in view of the zoning and development of adjacent and nearby property?
- (c) Will the proposed use adversely affect the existing use or usability of adjacent or nearby property?
- (d) Are there substantial reasons why the property cannot or should not be used as currently zoned?
- (e) Will the proposed use cause an excessive or burdensome use of public facilities or services, including but not limited to streets, schools, water or sewer utilities, and police or fire protection?
- (f) Is the proposed use supported by new or changing conditions not anticipated by the comprehensive plan or reflected in the existing zoning on the property or surrounding properties?
- (g) Does the proposed use reflect a reasonable balance between the promotion of the public health, safety, morality, or general welfare and the right to unrestricted use of property?

Sec. 23-26-13. - Administrative procedures for review of PD Applications and establishment of PD zoning districts.

- A. The Concept Plan and accompanying written report(s) and data set forth in section 23-16-3 submitted by the developer to the Building Official shall be subsequently forwarded to the Planning and Appeals Commission (PAC) with the recommendations of the Building Official and other city staff if appropriate. If approved by the PAC, following a public hearing, the recommendation shall be placed in front of the city commission to be adopted as an amendment to this chapter, which shall establish the standards of development for that particular planned development zone.
- B. In considering and acting upon applications for PDs, the planning and appeals commission and the governing body shall consider and base their recommendation and decision, respectively, on

the following criteria (not all inclusive), and any other factors it may consider appropriate in reaching such a decision:

- a. Consistency with the Comprehensive Plan of the city.
 - b. The extent to which the proposed mix of land uses is appropriate in terms of location and character.
 - c. The extent to which the development is compatible with surrounding properties. Compatibility can be achieved by ensuring that the overall scale and design of development does not overwhelm or otherwise detract from the established character of the neighborhood or surroundings. The PD zoning district is not intended to allow for the intrusion of incompatible land uses into single-family neighborhoods that create negative land use impacts.
 - d. The extent to which the proposed architectural features of buildings within the development are harmonious.
 - e. The adequacy of open spaces, play areas and recreation facilities that are provided for the needs of the development occupants.
- G. All further development shall conform to the standards adopted for the approved PD district, regardless of any changes in ownership. Any proposed change in the standards or plan after adoption as part of this chapter, shall be treated as an amendment to this chapter and must be considered in accordance with normal amendment procedures set forth in article XXVI of this chapter.
- D. Where it is determined by the city commission that development in the approved PD is not in accordance with the adopted PD ordinance standards for that district, the city commission shall be empowered to amend this chapter to revert the zoning of part or all the property in the PD district to its prior zoning classification, or any other more appropriate zoning classification.
- E. Before approval of a PD rezoning application, the city commission shall require a binding agreement with safeguards satisfactory to the city attorney guaranteeing completion of the development within a period of time to be specified by the commission, which shall not exceed five years unless extended by the city commission for due cause shown. Such guarantee may include the submission of a performance bond in an amount as set by the city commission.
- F. The violation of any provision of the plan once adopted as a part of this chapter as a PD district under the provisions provided herein, shall constitute a violation of this chapter and the binding agreement entered into above paragraph (e).
- G. All PD projects shall follow and comply with the preliminary and final plat procedures listed in the Brunswick Subdivision Ordinance.
- H. Upon approval of the rezoning to a PD district, the Concept Plan and written narrative shall become a part of the Ordinance for rezoning which shall be recorded and shall be binding on all future development and use within the rezoned PD property and development.
- I. Building permits and public improvements shall not be authorized or installed for any PD development until final approval has been granted by the City Commission.
- J. Any major modifications to an approved PD Concept Plan must be submitted to the Building Official and any modification determined to be major, to the Planning and Appeals Commission for review and recommendation for approval or dis-approval to the City Commission. A minor modification is defined as a change in design or use that is in keeping with the original intent and character of the PD.
- K. If no building permit for an approved PD development is issued within twelve months from the date of approval of any such PD rezoning, the Mayor and City Council may, on its own motion, cause the property to revert to its original zoning category but only after written notice to the

applicant for rezoning offering a reasonable opportunity to oppose the intended reversion. In no event shall a property remain rezoned as PD for a period of more than 3 years without the issuance of a building permit. In such case, the property shall revert to its previous zoning classification unless such action is altered by the City Commission.

Sec. 23-26-14. - Additional criteria to consider for conditional use permit applications.

The planning and appeals commission and the governing body shall consider the following standards in considering any conditional use permit application, giving due weight or priority to those factors that are appropriate to the circumstances of each proposal:

- (a) The type of street providing access to the subject property is adequate to serve the proposed conditional use permit.
- (b) Access into and out of the property adequately provides for traffic and pedestrian safety, the anticipated volume of traffic flow, and access by emergency vehicles.
- (c) Public facilities such as schools, water or sewer utilities, and police or fire protection are adequate to serve the conditional use permit.
- (d) Refuse, service, parking and loading areas on the property are located and screened to protect other properties in the area from such adverse effects as noise, light, glare or odor.
- (e) The hours and manner of operation of the conditional use permit have no adverse effects on other adjacent or surrounding properties.
- (f) The height, size and location of the buildings or other structures proposed on the property are compatible with the height, size or location of buildings or other structures on neighboring properties.

Sec. 23-26-15. - Withdrawal and waiting period for reapplication.

A rezoning or conditional use permit application may be withdrawn at any time at the discretion of the person or entity initiating such a request upon notice to the director, up until the public hearing by the planning and appeals commission is closed.

If the applicant withdraws the application prior to the publication of notice for public hearing before the board, the application shall be withdrawn administratively by the director without restriction on the refiling of a proposed zoning change or conditional use permit on the property in the future.

If the applicant withdraws the application after notice has been published or is irretrievably set for publication but the application has not been heard by the planning and appeals commission, the application shall be withdrawn administratively by the director and an application for rezoning or conditional use permit on the property may not be resubmitted for six months from the date of withdrawal.

If the request for withdrawal is made at the planning and appeals commission public hearing on the case, the request may be approved by a majority vote of the PAC, but an application for a rezoning or conditional use permit on the property may not be resubmitted for six months from the date of withdrawal.

If the request for withdrawal is made by the applicant following the planning and appeals commission public hearing, the application shall remain on the governing body public hearing agenda and the withdrawal request shall be considered for approval or denial, with or without prejudice, by the governing body.

If denied, a rezoning or conditional use permit request affecting the same property shall not be reconsidered for a period of six months from the date of denial.

Sec. 23-26-16. - Notice of public hearing by the governing body.

The governing body shall hold a public hearing on the rezoning or conditional use permit application. If the planning and appeals commission makes a recommendation on the rezoning or conditional use permit application at the date of its public hearing or within a time frame sufficient for the public hearing by the governing body to be held as scheduled, the governing body shall proceed with the advertised public hearing.

If the planning and appeals commission does not make a recommendation on the rezoning or conditional use permit application before the scheduled and advertised public hearing to be held by the governing body, the city clerk shall schedule a new date for the public hearing by the governing body and will provide notice of said rescheduled public hearing at least 15 days but not more than 45 days prior to the public hearing. Said notice shall be accomplished by notice in a newspaper of general circulation in the city, posting of a sign on the property, and notice to adjacent property owners just the same as required by this chapter for the initial application.

Sec. 23-26-17. - Revision of concept plan.

A concept plan that is part of a rezoning or conditional use permit application may be revised and resubmitted by the applicant during the process, but in no event shall a revised concept plan resubmitted by an applicant be accepted or considered less than ten calendar days prior to the public hearing by the governing body. At its discretion, the governing body may refer an application involving a concept plan revised after its consideration by the planning and appeals commission back to the planning and appeals commission for additional study and recommendation.

Sec. 23-26-18. - Action by governing body.

No action shall be taken on a rezoning or conditional use permit application by the governing body until it has received a recommendation by the planning and appeals commission, or upon the expiration of the 65-day review period of the PAC. In rendering a decision on a rezoning or conditional use permit application, the governing body shall consider all information supplied by the applicant, the director, and the PAC, any information presented at the public hearing of the PAC, and information gained at its own public hearing.

After conducting a public hearing, in taking action on an application, the governing body may:

- (a) Approve the application as submitted by ordinance which requires two readings for a rezoning application and one reading for a conditional use permit application.
- (b) Approve the application with conditions which requires two readings for a rezoning application and one reading for a conditional use permit application.
- (c) Deny the proposal, which shall not require a second reading.
- (d) Table the proposal for consideration at its next scheduled meeting.
- (e) Refer the application back to the planning and appeals commission for further consideration, with notice of public hearings before the PAC and governing body, the same as required for the initial application.
- (f) Refer the application back to the planning and appeals commission for further consideration, without the requirement to hold public hearings and provide notice thereof.

Sec. 23-26-19. - Decisions involving constitutional challenges.

In ruling on any rezoning in which the applicant has brought a constitutional challenge to the existing zoning classification, the governing body shall pay particular attention to the following criteria which have been applied by state courts in zoning matters:

- (1) Existing uses and zoning of the subject and nearby property;
- (2) The extent to which property values are diminished by the particular zoning restrictions;
- (3) The extent to which the destruction of property values, if any, promotes the healthy, safety, morals or general welfare of the public;
- (4) The relative gain to the public, as compared to the hardship, if any, imposed upon the individual property owner;
- (5) The suitability of subject property for zoned purposes;
- (6) The length of time the property, if vacant, has been vacant as zoned considered in the context of land development in the areas and the vicinity of the property.

The existing zoning classification shall be considered presumptively valid and it shall be the responsibility of the applicant to present evidence that rebuts this presumption. If the governing body determines, from the evidence presented, that the existing zoning classification is unduly burdensome to the applicant and is not offset by the considerations of the public's health, safety, morals and general welfare, and considerations of the integrity of this Code and of the official zoning map, the governing body may impose upon said property any appropriate zoning classification, including conditions, which might be consistent with these considerations, the Comprehensive Plan, and the criteria described in this chapter.

Sec. 23-26-20. - Incorporation clause.

This chapter is intended to comply with the provisions of the Georgia Zoning Procedures Law, O.C.G.A. § 36-66 et seq., which Act is incorporated by reference in its entirety into this Code. Where any provision of this chapter is in conflict with any provision of the law, the law shall control. Or where this chapter is incomplete in having failed to incorporate a provision necessarily required for the implementation of the law, such provision of the law, so as to meet the mandate of the law, shall be fully complied with, except that where an application to annex property into the city is initiated by the governing body, only those notice requirements and public hearing procedures set forth in O.C.G.A. § 36-66-4(d) shall be required for zoning of property to be annexed into the city, notwithstanding any other procedures or requirements set forth in this Code.

DIVISION 3. - ANNEXATIONS

Sec. 23-26-21. - Generally.

An area proposed for annexation into the city shall first be considered for zoning prior to its annexation. Consideration of the zoning shall be subject to the same procedures, standards, and requirements for any rezoning as contained in this Code, except as specifically modified by this chapter.

Sec. 23-26-22. - Initiation.

An application for annexation for any property or properties contiguous to the city may be initiated by the governing body, planning and appeals commission, owner of the property, or some other person(s)

given authorization by property owner to file said application. Unless initiated by the governing body or the PAC, all such applications shall be initiated by the owner of a majority interest in the property affected.

Any applicant wishing to submit an application for annexation must schedule an appointment with the planning, development and codes department staff in order to review the application for completeness. No such application shall be accepted for processing by the director unless it meets the requirements of this section. Incomplete or improper applications will be returned to the applicant. The director is hereby authorized to establish administrative deadlines for the receipt of applications.

Any applicant wishing to file an application for a planned development zoning district must schedule a conference with the PDC department staff at least 15 days prior to filing an application and shall submit the additional application materials required for a PD district as outlined in this chapter for a zoning change application.

Sec. 23-26-23. - Withdrawal and waiting period for reapplication.

Any applicant wishing to withdraw a proposed annexation request shall comply with the withdrawal procedures as outlined in this chapter for rezoning applications and conditional use permit with the exception that there shall be no waiting period for reapplication upon withdrawal or denial of an annexation request.

Sec. 23-26-24. - Requirements for submittal.

Applications for annexation shall include the following requirements:

- (a) *Application form.* A completed application. All applications shall be submitted to the department of planning, development and codes on the department's application forms.
- (b) *Fee.* All applications shall be accompanied by a non-refundable fee as fixed from time to time by the governing body. A fee shall not be charged if the governing body or the planning and appeals commission initiate the application.
- (c) *Letter of cost estimate.* A letter of cost estimate must be obtained from the Glynn Brunswick Joint Water and Sewer Commission if an applicant wishes to have the city share in the cost of sanitary sewer line extension.
- (d) *Plat or boundary survey.* A plat or boundary survey of the property or properties involved in the application. Provide one scaled and folded copy, and one 8.5"×11" or 11"×17" reproducible size copy.
- (e) *Legal description.* A paper copy and an electronic copy of the legal description of the property that corresponds with the property or properties shown on the submitted boundary survey/plat.
- (f) *Written narrative.* A written narrative should indicate at a minimum:
 - (1) The purpose of the request, proposed use, economic and environmental impacts as well as overlay zones or protection areas in which the property is located.
 - (2) Any planned developments shall include a narrative which fully describes the concept plan and must include at a minimum the proposed use, setbacks, right-of-way widths, building heights, signage, whether the applicant wishes the City to maintain the road(s) as well as identify any overlay zones or protection areas that may affect the use.
- (g) *Concept plan.* An application for annexation approval related to a residential subdivision, multi-family, or nonresidential use or zoning district shall be accompanied by a concept plan if any new construction is proposed or alteration of the site is required under the site or development design standards of this Code. An as-built drawing (rather than a concept plan) indicating the

most current development conditions must be submitted with those applications regarding existing developments that are not to be altered. The concept plan shall meet the requirements of section 23-3-5. The applicant shall submit 15 scaled and folded copies, folded to fit into an 8"x10" size envelope, and one 11"x17" reproducible copy.

- (h) *Development of regional impact.* Any annexation application that would result in a zoning or development approval that meets or exceeds the thresholds established by the state department of community affairs shall be considered a development of regional impact (DRI), and as such, shall comply with the procedures set forth in division 5, development of regional impact.

The director may request information in addition to that specified in this section when considered necessary for review of the application by the governing body or planning and appeals commission.

Anyone filing an application may be exempt from the above submittal requirements of this section, provided the application is for annexation with a zoning classification of a residential district does not involve a subdivision development, and includes the fee, plat or boundary survey, legal description and written narrative.

Sec. 23-26-25. - Specifications for concept plans.

The concept plan shall show the following, as appropriate to the annexation requested:

- (a) Name, address and telephone number of the property owner.
- (b) Name, address and telephone number of the applicant.
- (c) Date of survey, north point and graphic scale, source of datum, date of plan drawing, and revision dates, as appropriate.
- (d) Proposed use of the property.
- (e) Location (land district and land lot) and size of the property in acres (or in square feet if less than an acre).
- (f) Location map of the property in relation to the surrounding area with regard to well-known landmarks such as arterial streets or railroads. Location maps must be drawn at a scale sufficient to show clearly the information required, but not less than one inch equal to 2,000 feet. U.S. Geological Survey maps may be used as a reference guide.
- (g) Zoning district classification of the subject property and all adjacent properties, and zoning district boundaries as appropriate.
- (h) Natural features within the property, including drainage channels, bodies of water, wooded areas and other significant natural features such as rock outcroppings. On all water courses entering or leaving the property, the direction of flow shall be indicated. The 100-year flood plain, if any, shall be outlined.
- (i) Man-made features within and adjacent to the property, including existing streets and names, city and county political boundary lines, and other significant information such as location of bridges, utility lines, existing buildings to remain, and other features as appropriate to the nature of the request.
- (j) The proposed project layout including the following:
 - (1) For subdivisions, approximate lot lines and street right-of-way lines, along with the front building setback line on each lot;
 - (2) For multi-family and non-residential development projects, the approximate outline and location of all buildings, and the location of all minimum building setback lines, outdoor storage areas, buffers, parking areas, and driveways.

- (k) The proposed phasing of the development if it is proposed to be built in sections.
- (l) A statement as to the source of domestic water supply.
- (m) A statement as to the provision for sanitary sewage disposal.
- (n) The approximate location of proposed stormwater detention facilities.
- (o) Such additional information as may be useful to permit an understanding of the proposed use and development of the property.

Sec. 23-26-26. - Special application requirements for planned developments.

Applications for annexation with a zoning classification of PD, planned development district shall in addition to the other requirements specified in this article include those additional application materials required for a PD district as outlined in article XVI.

Sec. 23-26-27. - Process for annexation.

In addition to the process and procedures for a rezoning or conditional use permit request as outlined in this Code, there are additional steps to be taken when processing applications for annexation.

- (a) Upon or following the date of notice to the county of the proposed annexation as required under O.C.G.A. 36-36-6, the governing body shall initiate the zoning of the property to be annexed or consider an application for a zoning submitted by or on behalf of the owner of such property under the provisions of this chapter.
- (b) The planning commission and the governing body shall conduct their public hearings on the zoning prior to the annexation of the land into the city. Notice of such hearing shall be provided under the provisions of this Code for a rezoning or conditional use permit; provided further that the notice shall be published in a newspaper of general circulation in the county.
- (c) If the annexation request is denied, any action by the governing body on the zoning shall be null and void.
- (d) Furthermore, there are mandatory reports required that must be submitted to local, state and federal agencies. Such reports and documents shall be prepared by and submitted by the PAC department on behalf of the applicant.

Sec. 23-26-28. - Criteria to consider for annexation.

The planning and appeals commission and the governing body shall consider the following standards in considering any annexation proposal, giving due weight or priority to those factors that are appropriate to the circumstances of each proposal. In addition, any application that proposes a change in the conditions of approval previously established by the governing body through action on an annexation shall be reviewed in light of the standards set forth in this section, as appropriate.

- (a) Is the proposed use suitable in view of the zoning and development of adjacent and nearby property?
- (b) Will the proposed use adversely affect the existing use or usability of adjacent or nearby property?
- (c) Is the proposed use compatible with the purpose and intent of the Comprehensive Plan?

- (d) Are their substantial reasons why the property cannot or should not be used as currently zoned?
- (e) Will the proposed use cause an excessive or burdensome use of public facilities or services, including but not limited to streets, schools, water or sewer utilities, and police or fire protection?
- (f) Is the proposed use supported by new or changing conditions not anticipated by the comprehensive plan or reflected in the existing zoning on the property or surrounding properties?
- (g) Does the proposed use reflect a reasonable balance between the promotion of the public health, safety, morality, or general welfare and the right to unrestricted use of property?

Sec. 23-26-29. - Additional procedures and criteria for planned developments (PD).

In addition to the requirements for annexation applications specified in this chapter, approval proceedings for annexation with PD zoning/development approval shall comply with the additional procedures and criteria for PD zoning/development as outlined in article XV and article XVI for a zoning change.

Sec. 23-26-30. - Effective date.

The zoning of property hereafter annexed shall become effective on the day the zoning is approved by the governing body, on the date that the annexation becomes effective, or where a county has interposed an objection pursuant to O.C.G.A. § 36-36-11, the date provided for in O.C.G.A. § 36-36-11(b)(8), whichever is later.

Sec. 23-26-31. - Zoning district.

If approved, any newly annexed property shall be zoned the most restrictive of the city's zoning code, R-9, unless otherwise specified by the city commission upon annexation.

The zoning classification shall become effective on the later of:

- (a) The date the zoning is approved by the municipality;
- (b) The date that the annexation becomes effective;
- (c) Where the county has interposed an objection pursuant to O.C.G.A. § 36-36-11, 28 calendar days following the completion of the annexation authorized by the governing body.

Sec. 23-26-32. - Issuance of permits.

No application for a land development or building permit shall be filed on newly annexed property until the first of the month following the effective date of the annexation approval.

Sec. 23-26-33. - Existing nonconforming use.

Any use existing at the time of annexation approval on property annexed by the city which does not comply with the use provisions of the city's zoning district assigned to said annexed property shall be considered a nonconforming use which shall be governed by section 23-3-15.

Sec. 23-26-34. - Conformity with this Code.

Lands hereafter annexed into the city limits shall, upon the effective date of such annexation, be subject to all applicable procedural and substantive requirements of this Code as now or hereafter amended. Any new use of an annexed property after zoning approval shall only be permitted if it conforms to all applicable provisions of this Code.

DIVISION 4. - TRAFFIC IMPACT ANALYSIS

Sec. 23-26-35. - Purpose and intent.

Understanding the demands placed on the community's transportation network by development is an important dimension of assessing the overall impacts of development proposals. All development generates traffic, and it may generate enough traffic to create congestion and thus require the community to invest more capital funds into the transportation network in the form of new roads, traffic signals, and intersection improvements. Traffic congestion results in a number of problems, including economic costs due to delayed travel times, air pollution and accidents. A traffic impact analysis is a mechanism for the city to foresee the demands a development proposal will place on the transportation network.

Sec. 23-26-36. - Objectives.

The city finds that requiring a traffic impact analysis for proposed developments that meet certain thresholds will help to achieve the following objectives:

- (a) Forecast additional traffic associated with new development, based on accepted practices.
- (b) Determine the improvements that are necessary to accommodate the new development.
- (c) Allow the city to assess the impacts that a proposed development may have and assist the city in making decisions regarding development proposals.
- (d) Help to ensure safe and reasonable traffic conditions on streets after the development is complete.
- (e) Reduce the negative impacts created by developments by helping to ensure that the transportation network can accommodate the development.
- (f) Protect the substantial public investment in the street system.
- (g) Provide information relevant to citywide comprehensive planning, transportation planning, transit planning, and the provision of programs and facilities for traffic safety, road improvements, transportation demand management, pedestrian access, and other transportation system considerations.

Sec. 23-26-37. - Definitions.

City engineer: The City Engineer of the City of Brunswick, or his or her designee.

Discretionary development proposal: Any application for a rezoning, preliminary plat, conditional use permit, final design plan approval, or certificate of appropriateness. For purposes of this Code, a determination of applicability shall be made at the first discretionary development proposal encountered.

Horizon year: Unless otherwise specified or approved by the city engineer, the horizon year shall be 20 years into the future from the year during which a traffic impact study is being prepared.

Internal trips: Trips that are made within a multi-use or mixed-use development, by vehicle or by an alternate mode such as walking.

Level of service (LOS): A quantitative and qualitative measure of how well traffic flows on a given street or highway. Level of service relates to such factors as highway width, number of lanes, percentage of trucks, total traffic volume, turning movements, lateral clearances, grades, sight distance, capacity in relation to volume, travel speed, and other factors which affect the quality of flow. Level of service is typically summarized by letter grades described as follows:

Level "A" is a condition with low traffic volumes, high speeds, and free-flow conditions.

Level "B" is a condition with light traffic volumes, minor speed restrictions, and stable flow.

Level "C" is a condition with moderate traffic volumes, where speed and maneuvering are restricted to a limited degree by the amount of traffic.

Level "D" is a condition with heavy traffic operating at tolerable speeds, although temporary slowdowns in flow may occur.

Level "E" is a condition of very heavy flow and relatively low speeds. Under Level "E" the traffic is unstable and short stoppage may occur.

Level "F" is a condition of extremely heavy flow, with frequent stoppage and very slow speeds. It is an unstable traffic condition under which traffic often comes to a complete halt.

New trips: Total vehicle trips, minus pass-by trips, minus internal trips if applicable.

PDC director: The director of planning, development and codes for the City of Brunswick, or his or her designee.

Pass-by trips: Vehicle trips which are made by traffic already using the adjacent roadway and entering the site as an intermediate stop on the way to another destination.

Peak hour: 7:00 a.m. to 8:00 a.m. and 5:00 p.m. to 6:00 p.m. daily.

Peak-hour trip generation study: A study by a qualified professional of one or more actual developments of similar land use and development characteristics which provides empirical data on the actual number of trips entering and exiting said development(s) during the a.m. and p.m. peak hour. A peak-hour trip generation study shall consist of a.m. and p.m. peak hour traffic counts by direction (entering and exiting) on at least three separate weekdays if the study is based on only one similar development, or at least one a.m. and p.m. traffic count for three different actual developments. The results of actual traffic counts from peak-hour trip generation studies may be adjusted to discount pass-by trips as provided in this chapter.

Professionally accepted: Published by the Institute of Transportation Engineers; or prepared by a qualified professional under work supervised by the City or Glynn County, or prepared by a qualified professional and accepted by the city engineer.

Qualified professional: For purposes of conducting traffic impact analyses as may be required by this chapter, a qualified professional shall mean a registered professional engineer with experience in traffic engineering. For purposes of conducting peak hour trip generation studies, a qualified professional shall mean a registered professional engineer with experience in traffic engineering, or another professional approved by the city engineer based on education and experience to conduct such trip generation studies.

Traffic impact analysis: A study, conducted by a qualified professional, which assesses the effects that a discretionary development proposal's traffic will have on the transportation network in a community or portion thereof. Traffic impact studies vary in their range of detail and complexity depending on the type, size, and location of the proposed development.

Trip: A single or one-directional travel movement with either the origin or destination of the trip inside the study site.

Trip generation: An estimate of the number of vehicle trips that will be generated due to the new development, which is calculated based on the type and amount of land uses in the proposed development and professionally accepted trip generation rates for each such land use. Trip generation may be expressed on an average daily basis or average peak hour (a.m., p.m.), or both.

Sec. 23-26-38. - Thresholds of applicability.

A traffic impact study shall be required for any discretionary development proposal which can be reasonably expected to generate 1,000 vehicle trip ends during a single day and/or more than 100 vehicle trips during the morning or afternoon peak hours, as determined by professionally acceptable information as provided in this chapter.

Sec. 23-26-39. - Exemptions.

- (a) A traffic impact analysis is not required if a discretionary development proposal is initiated by the governing body or the planning and appeals commission.
- (b) A discretionary development proposal may be exempted from the traffic impact study requirement by the city engineer if a prior traffic impact study for the subject property has been submitted to the city or is available from Glynn County and the proposed development is substantially similar to that for which the prior traffic impact study was conducted.

Sec. 23-26-40. - Trip generation data.

The source for trip generation rates for the purposes of this Code shall be "Trip Generation" published by the Institute of Transportation Engineers (ITE), most recent edition, unless otherwise approved by the city engineer. Final determinations of whether this chapter applies shall be made based on application of data from ITE Trip Generation, which may change from time to time, or as otherwise approved by the city engineer.

Sec. 23-26-41. - Determination of applicability.

At the time a discretionary development proposal is filed, or during any pre-application meeting if possible, the PDC Director shall determine whether a traffic impact analysis shall be required according to this chapter. The PDC director shall calculate the expected trip generation of the proposed development using professionally accepted trip generation rates or other data and compare it to the thresholds specified in this chapter to determine whether a traffic impact analysis is required. The city engineer shall assist in this effort by providing the director with any updated information available on trip generation rates.

Applicants for discretionary development proposals shall provide sufficient information about the development proposal (e.g., number of dwelling units, square footage of buildings, number of employees,

land area of the development, etc.) for the PDC director to apply professionally accepted trip generation rates to the proposed development. The director shall not accept a discretionary development proposal for processing unless it contains the data on the proposed development necessary to apply available trip generation rates. Further, no application for a discretionary development proposal shall be accepted nor advertised for a public hearing until such time as the transportation impact study, if required, has been completed and submitted in accordance with this chapter.

Sec. 23-26-42. - Cases where data are not available.

In the event that information submitted by the applicant of the discretionary development proposal is sufficient to calculate the trip generation that would be expected to result from the proposed development, but trip generation rates or other data are not available or in sufficient quantity of studies to make a determination of applicability under the terms of this chapter, this section shall apply.

- (a) The director shall first consult with the city engineer to determine if:
 - (1) Professionally acceptable trip generation rates applicable to the subject development exist from other reputable sources, such as the Journal of the Institute of Transportation Engineers;
 - (2) Other trip generation studies of similar developments are available; or
 - (3) Professionally acceptable trip generation rates for one or more similar land uses can be used in making the determination of applicability.

If the city engineer is able to provide such information and determines it is professionally reputable, then the director shall use said data as may be interpreted by the city engineer to make the determination of applicability. The director and city engineer shall have no more than ten working days to comply with the provisions of this section, when it applies.

- (b) In the event the director is unable to make a determination of applicability after consulting with the city engineer pursuant to this section, the director shall notify the proposed applicant in writing that professionally accepted trip generation rates are not available for purposes of making a determination of applicability.
- (c) Upon receipt of notice described in this section, the applicant for a discretionary development proposal shall have 30 days to have a qualified professional prepare and submit a peak-hour trip generation study as defined by this chapter.

Sec. 23-26-43. - Specifications for peak-hour trip generation studies.

- (a) *Discounting of pass-by trips.* The peak-hour trip generation study may subtract from the empirical data on actual vehicle trips those trips that are reasonably considered to be "pass-by" trips as defined by this chapter, using professionally accepted assumptions about the percent of pass-by trips approved by the city engineer.
- (b) *Reduction for internal trips in multi-use or mixed use developments.* In calculating the new trips generated from a proposed development containing multiple uses or mixed uses, a qualified professional with the approval of the city engineer may apply a percentage reduction to the total vehicle trips shown in any peak hour trip generation study to account for internal trips, as defined in this chapter, so as to account for (discount) the number of internal trips reasonably expected to occur in such multi-use or mixed use development. Said reduction shall not exceed 24 percent of total trips generated.

Sec. 23-26-44. - Scoping meeting.

Once it is determined that a traffic impact analysis is required, a scoping meeting may be held with the developer or his or her consultant and the appropriate representatives of the city engineering department and if appropriate, the PDC department. It will be the responsibility of the developer or his or her consultant to initiate this meeting. The purpose of this meeting is to discuss the availability of site-specific information concerning the development, available forecasts of traffic volumes, and to ensure the applicant understands the content requirements for traffic impact analyses.

Sec. 23-26-45. - Required contents of a traffic impact study.

A traffic impact analysis must evaluate the adequacy of the existing transportation system to serve the proposed development and determine the expected effects of the proposed development on the transportation system. The traffic impact study must provide adequate information for city staff to evaluate the development proposal and, when appropriate, recommend conditions of approval.

The qualified professional preparing the traffic impact study is encouraged to coordinate preparation with city staff and staff from other jurisdictions, as appropriate, to ensure that all necessary components are included in the traffic impact study and to reduce revision and review time.

In order to be reviewed, the traffic impact study shall include at least the following minimum components:

- (a) *Title page.* A title page listing the name of the proposed development and its location.
- (b) *Table of contents.* A table of contents outlining the study shall be provided.
- (c) *Certification.* The study shall be signed and stamped by a qualified professional.
- (d) *Executive summary.* An executive summary, discussing the development, the major findings of the analysis, and any recommendations made by the qualified professional.
- (e) *Vicinity map.* A vicinity map showing the location of the proposed project in relation to the transportation system of the area.
- (f) *Study area map.* A map of the traffic impact study area. For purposes of this chapter, the traffic impact analysis area shall be determined according to trip generation rates as follows. In the event there is a difference as a result of applying peak and total trips, the more restrictive requirement (larger study area) shall apply.

Study Area Size Requirements

Peak Hour Trips Generated	Daily Trips Generated	Distance from Perimeter of Proposed Development Along Roads
100—150	1,000—1,500	½ mile
151—500	1,501—5,000	1 mile
501—1,000	5,001—10,000	2 miles
1,001 or more	10,001 or	3 miles

	more	
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- (g) *Inventory of transportation facilities in the study area.* A description of transportation facilities in the study area, including roadway names, locations and functional classifications, intersection lane configurations and traffic control (including signal timing), existing rights-of-ways, transit routes and stops (if any), pedestrian and bicycle facilities, and planned transportation system improvements. An existing lane configuration sketch shall be submitted for all roadways and intersections within the study area.
- (h) *Concept plan and development data.* A complete description of the proposed development, including a concept plan, with the best available information as to the nature and size of each proposed use, and the proposed location and traffic control of all proposed access points, including the distance from all proposed access points to adjacent accesses and/or streets, including those across a street right-of-way from the subject development.
- (i) *Existing traffic volumes.* Peak and total daily traffic volumes on all arterial, collector, and local streets within the study area. Traffic counts should, as a rule, not be more than one year old when the report is prepared. Traffic counts between one and three years old may be used if factored to the current year. Traffic counts older than three years will not be accepted.
- (j) *Facility performance.* Existing performance of the transportation system, including levels of service (LOS) and volume/capacity ratios (V/C) for all intersections and road segments as appropriate within the study area.
- (k) *Trip generation.* Complete trip generation figures for all aspects of the proposed development. The source for trip generation rates shall be "Trip Generation" published by the Institute of Transportation Engineers (ITE), most recent edition. For developments expected to generate more than thirty (30) trucks per day, the trip generation data shall include separate figures for trucks. If phased development is proposed, the study shall include projections for the year that each phase of the development is planned to be complete. The traffic impact analysis shall also include trip generation data for any pending and approved developments that would affect the study area. The city shall facilitate the review of applicable files by a qualified professional to determine the names and development characteristics of pending and approved developments in the study area.
- (l) *Trip distribution and assignment.* Trip distribution for the proposed development. For developments expected to generate more than 30 truck trips per day, the study shall include separate trip distribution figures for trucks.
- (m) *Forecast traffic volumes without the development.* Forecast traffic volumes without the development, on all arterial, collector, and local roads within the study area, in the year that the proposed development is planned to commence, and in the horizon year. Qualified professionals should consult the city engineer for information to determine the most appropriate sources or methods of determining future traffic volumes. If phased development is proposed, the traffic impact study shall include projections for the year that each phase of the development is planned to be complete.
- (n) *Forecast performance without the development.* Forecast performance, including levels of service (LOS) and volume/capacity ratios (V/C) of the transportation system without the development in the year that each phase is planned to be complete and in the horizon year.
- (o) *Forecast traffic volumes with the development.* Forecast traffic volumes with the development, on all arterial, collector, and local roads within the study area, in the year that the proposed development is planned to commence, and in the horizon year.

- (p) *Forecast performance with the development.* Forecast performance, including levels of service (LOS) and volume/capacity ratios (V/C) of the transportation system with the development in the year that each phase is planned to be complete and in the horizon year.
- (q) *Sight distance.* A safety analysis of the site accesses, and an assessment whether adequate sight distances are provided at driveways and streets abutting the development.
- (r) *Operational characteristics.* Analysis of prevailing operating speeds, if significantly different than speed limits, right and left turn lane warrants, queue lengths, acceleration and deceleration lanes including lengths and tapers, throat lengths, channelization, and other characteristics of the site accesses, which exist and may be needed, as appropriate. The traffic impact analysis shall address whether driveways and intersections are located and spaced safely and designed to accommodate expected traffic volumes and maneuvers. The operational characteristics analysis shall also evaluate the turning and traveling characteristics of the vehicles that will be using the proposed development and the adequacy of the geometrics of the existing and proposed roadway (public and/or private) configurations to accommodate these characteristics.
- (s) *On-site circulation.* The traffic impact analysis shall address whether on-site vehicular and pedestrian circulation and parking layouts are safe and efficient.
- (t) *Significant impacts.* Analysis as appropriate of any potential adverse or controversial effects of the proposed development on the transportation system in the area. Examples of possible effects include, but are not limited to, infiltration of non-residential traffic into residential neighborhoods, traffic noise, creation of potential for traffic violations, conflicting turning movements with other driveways, any new pedestrian or bicycle transportation needs arising from the development, etc.
- (u) *Mitigation measures.* Listing of all intersections and road segments that are forecasted to be level of service "E" and "F" in the horizon year, or if phased, in the years that each phase is planned to be complete, and an identification and description of specific mitigation measures including signal, turn lane, or other warrant analyses as appropriate and necessary to bring these intersections and road segments into compliance with a level of service "D" or other city-adopted level of service for said road segment or intersection.
- (v) *Drawing of improvements.* If roadway improvements are needed, the study shall show a drawing at an engineering scale of one inch equals 20 feet for all recommended lane configurations.
- (w) *Signalization.* If signalization is warranted by the traffic signal warrants outlined in the Manual on Uniform Traffic Control Devices (MUTCD), a warrant analysis shall also be conducted as a part of the traffic impact analysis. If a traffic signal is warranted, the warrant package in the study shall show a drawing at an engineering scale of one inch equals 20 feet detailing the signal design and phasing plans.
- (x) *Costs.* The estimated costs associated with implementing all such mitigation measures shall be provided in the traffic impact analysis. The traffic impact analysis may take into account any city/county/state approved roadway, traffic signalization, and other improvements in determining mitigation measures and providing recommendations.
- (y) *References.* A listing of all technical documents and resources cited or consulted in preparing the traffic impact analysis.
- (z) *Technical appendix.* Relevant technical information, including but not limited to: copies of raw traffic count data used in the analysis, calculation sheets and/or computer software output for all LOS and V/C calculations in the analysis, and warrant worksheets for signals, turn lanes, signal phasing, etc. used in the analysis.

Sec. 23-26-46. - Additional technical specifications.

The city engineer is further authorized to promulgate and require the use of additional technical specifications for conducting traffic impact analysis, which shall be consistent with analysis methods included in the most recent Highway Capacity Manual, Manual on Uniform Traffic Control Devices, and/or Traffic Access and Impact Studies for Site Development: A Recommended Practice (Washington, DC: Institute of Transportation Engineers, 1991), as may be amended or republished from time to time.

Sec. 23-26-47. - Costs and fees.

The city assumes no liability for any costs or time delays (either direct or consequential) associated with the preparation and review of traffic impact analyses.

Sec. 23-26-48. - Submittal and review of study.

The applicant for the proposed development or the qualified professional shall submit one electronic copy of the traffic impact study and technical appendix, six paper copies of the traffic impact analysis, and one paper copy of the technical appendix to the director. The director shall transmit the electronic copy, one paper copy of the traffic impact study and the paper copy of the technical appendix to the city engineer, who may at his or her discretion submit copies of the report to applicable review agencies such as the state department of transportation, the metropolitan planning organization, or an adjacent local jurisdiction. Within ten working days of receipt of a traffic impact analysis, the city engineer shall review all calculations and analyses and determine if they are complete, reasonable, understandable, consistent, and fully explained. The conclusions presented in the traffic impact analysis shall be consistent with and supported by the data, calculations, and analyses in the report. Calculations, graphs, tables, data, and/or analysis results that are contrary to good common sense or not consistent with and supported by the data will not be accepted. In such events, the city engineer shall return the traffic impact analysis to the development applicant for correction.

Sec. 23-26-49. - Recommendations for mitigation of impacts.

Within 30 working days of receipt of a completed traffic impact study, the city engineer shall complete his or her review the study and submit to the director all recommendations for mitigation measures as stated in the traffic impact study and include any interpretations or recommended conditions of approving the discretionary development proposal that will mitigate traffic impacts of the proposed development.

Sec. 23-26-50. - Conditions of development approval for project improvements.

Upon the determination of project improvements needed to mitigate the traffic impacts of the discretionary development proposal as provided in this chapter, the director shall recommend that the project improvements be completed by the developer as conditions of approval of the discretionary development proposal.

Sec. 23-26-51. - Appeal.

An applicant for a discretionary development proposal may appeal a decision of the city engineer or the PDC director in the administration and interpretation of this chapter to the planning and appeals commission as an appeal of an administrative decision as provided in this Code.

DIVISION 5. - DEVELOPMENT OF REGIONAL IMPACT

Sec. 23-26-52. - Definitions.

Initial DRI information form: A form intended to identify basic information about a proposed development of regional impact on which a local government is being requested to take action, and which provides information to the regional commission (RC). This form notifies the RC of a potential development of regional impact in order for the RC to meet its responsibilities within the DRI review process.

DRI review initiation request form: A form intended to provide additional information about the proposed project to the regional commission (RC), the submission of which serves as an official request that the DRI review process be started by the RC.

Regional development center: The coastal regional center.

Sec. 23-26-53. - Applicability.

This chapter shall apply when an applicant (industry, business, or developer) requests some type of local government action related to a project, such as, but not limited to, a request for a zoning change or conditional use, zoning variance, permit, hookup to a water or sewer system, master or site plan approval, or entering into a contract, and it appears that the proposed development (or, for multi-phased projects, the complete development) meets the threshold(s) of a development of regional impact, according to "Rules of Georgia Department of Community Affairs, Chapter 110-12-3, Developments of Regional Impact, Effective July 1, 2001," as may be amended from time to time.

Sec. 23-26-54. - Jurisdiction.

If a proposed development project is to be located in more than one jurisdiction and, in total, the proposed development meets or exceeds a DRI threshold, the local government in which the largest portion of the project is to be located is responsible for initiating the DRI review process.

Sec. 23-26-55. - Procedures.

The application procedures established in chapter XX-2 and chapter XX-3 will be modified by this chapter in cases where a rezoning or conditional use permit application, or an annexation application respectively, fits the definition of a "development of regional impact." Developments of regional impact will be processed according to procedures of the State Department of Community Affairs as described in "Rules of Georgia Department of Community Affairs, Chapter 110-12-3, Developments of Regional Impact, effective July 1, 2001," as may be amended from time to time.

When an application is received for development that meets or exceeds the thresholds established for that development type and thus constitutes a "development of regional impact" according to the aforementioned rules of the state department of community affairs, the city will follow the procedures identified in said administrative rules which are summarized here.

When an application for a development of regional impact is received, the PDC director or city engineer, on behalf of the city, will complete an "initial DRI information" form and a "DRI review initiation request" form. Each of these two forms may be submitted to the regional commission simultaneously, provided the city has all necessary project-related information.

The city shall not take any official legislative or administrative action to advance or further a DRI project until the review process identified under the DRI review procedure specified in "Rules of Georgia Department of Community Affairs, Chapter 110-12-3, Developments of Regional Impact, Effective July 1, 2001," as may be amended from time to time, is completed. The city may undertake preliminary staff administrative functions associated with a proposed DRI including, but not limited to, project evaluation/assessment, site visits, and placing consideration of the application on a future agenda for formal action, if required. The city shall not take any official action related to such a project until the DRI review process is completed and the city has had adequate time to consider the DRI review comments.

After the DRI review process is completed, the city may proceed with whatever action it deems appropriate regarding the proposed project, although it is encouraged to take the public finding and additional comments into consideration as it makes its decision.

If the project receives a negative public finding from the regional commission and the city approves said project or takes action to advance said project, the city shall notify the regional commission and the state department of community affairs of its action and identify all local requirements it has placed on the development that could mitigate any negative findings identified in the DRI review process.

DIVISION 6. - ZONING VARIANCES

Sec. 23-26-56. - Generally.

Persons may seek relief from compliance with the zoning-related requirements of this Code pursuant to this chapter when the strict application would create a particular and unique hardship, by filing an application for variance with the director for consideration by the planning and appeals commission in accordance with this chapter. Such relief may be granted only to the extent necessary to alleviate such unnecessary hardship and not as a convenience neither to the applicant nor to gain any advantage or interest over similarly zoned properties.

Sec. 23-26-57. - Initiation.

An application for a zoning variance for any property or properties in the city may be initiated by the governing body, planning and appeals commission, owner of the property, or some other person(s) given authorization by property owner to file said application.

Any applicant wishing to submit an application for a zoning variance request must schedule an appointment with the PDC department staff in order to review the application for completeness. No such application shall be accepted for processing by the director unless it meets the requirements of this section. Incomplete or improper applications will be returned to the applicant. The director is hereby authorized to establish administrative deadlines for the receipt of applications.

Sec. 23-26-58. - Waiting period for reapplication.

If denied, a variance request affecting the same property shall not be reconsidered for a period of 12 months from the date of denial; provided, however, that the planning and appeals commission may reduce the waiting period under extenuating circumstances or on its own motion. A request to reduce the

waiting period must be asked for and acted upon by the planning and appeals commission during the public hearing at which the request was first considered.

Sec. 23-26-59. - Requirements for submittal.

Applications for zoning variance shall include the following:

- (a) *Application form.* A completed application. All applications shall be submitted to the PAC department on the department's application forms.
- (b) *Fee.* All applications shall be accompanied by a non-refundable fee as fixed from time to time by the governing body. A fee shall not be charged if the governing body or the planning and appeals commission initiate the application.
- (c) *Plat or boundary survey.* A plat or boundary survey of the property or properties involved in the application. Provide one scaled and folded copy, and one 8.5"×11" or 11"×17" reproducible size copy.
- (d) *Statement of hardship.* Form with various questions to be answered by an applicant in a manner describing how each situation applies to the application. The applicant may complete the questions on the form provided with the application, or the applicant can type the answers on a separate sheet of paper as part of the written narrative, identifying each component as such.
- (e) *Written narrative.* A written narrative should indicate at a minimum: the purpose of the request, proposed use, economic and environmental impacts as well as overlay zones or protection areas in which the property is located.
- (f) *Architectural renderings.* Architectural renderings for any proposed new construction or exterior alterations of the existing structure(s), including at a minimum:
 - (1) Roof pitch;
 - (2) Materials to be used on exterior;
 - (3) Basic landscaping proposed; and
 - (4) Building elevations.

If the architectural rendering is in a color format or is larger than an 11"×17" size copy, nine copies of the colored or large-scale rendering must be submitted with the completed application.

- (g) *Concept plan.* An application for a zoning variance approval related to a residential subdivision, multi-family, or non-residential use or zoning district shall be accompanied by a concept plan if any new construction is proposed or alteration of the site is required under the site or development design standards of this Code. An as-built survey (rather than a concept plan) indicating the most current development conditions must be submitted with those applications regarding existing developments that are not to be altered. The concept plan must be prepared by a professional engineer, or a registered land surveyor; landscape architect; or architect. The concept plan shall meet the requirements of section 9-22-6-5. The applicant shall submit nine scaled and folded copies, folded to fit into an 8"×10" size envelope, and one 11"×17" reproducible copy. The director may request information in addition to that specified in this section when considered necessary for review of the application.

Sec. 23-26-60. - Specifications for concept plans.

The concept plan shall show the following, as appropriate to the variance requested:

- (a) Name, address and telephone number of the property owner.
- (b) Name, address and telephone number of the applicant.
- (c) Date of survey, north point and graphic scale, source of datum, date of plan drawing, and revision dates, as appropriate.
- (d) Proposed use of the property.
- (e) Location (land district and land lot) and size of the property in acres (or in square feet if less than an acre).
- (f) Location map of the property in relation to the surrounding area with regard to well-known landmarks such as arterial streets or railroads. Location maps must be drawn at a scale sufficient to show clearly the information required, but not less than one inch equal to 2,000 feet. U.S. Geological Survey maps may be used as a reference guide.
- (g) Zoning district classification of the subject property and all adjacent properties, and zoning district boundaries as appropriate.
- (h) Natural features within the property, including drainage channels, bodies of water, wooded areas and other significant natural features such as rock outcroppings. On all water courses entering or leaving the property, the direction of flow shall be indicated. The 100-year flood plain, if any, shall be outlined.
- (i) Man-made features within and adjacent to the property, including existing streets and names, city and county political boundary lines, and other significant information such as location of bridges, utility lines, existing buildings to remain, and other features as appropriate to the nature of the request.
- (j) The proposed project layout including:
 - (1) For residential development projects, approximate lot lines and street right-of-way lines, along with the building setback lines.
 - (2) For multi-family and non-residential development projects, the approximate outline and location of all buildings, and the location of all minimum building setback lines, outdoor storage areas, buffers, parking areas, and driveways.
- (k) The proposed phasing of the development if it is proposed to be built in sections.
- (l) A statement as to the source of domestic water supply.
- (m) A statement as to the provision for sanitary sewage disposal.
- (n) The approximate location of proposed stormwater detention facilities.
- (o) Such additional information as may be useful to permit an understanding of the proposed use and development of the property.

Sec. 23-26-61. - Notice of public hearing in newspaper.

Before the planning and appeals commission may take final action on a proposed variance application, the PAC shall hold a public hearing on the proposal. At least 15 days but not more than 45 days prior to the public hearing before the PAC, notice shall be published in a newspaper of general circulation within the city. The published notice shall be prepared by the PDC department and shall include the location of the property, the present zoning classification of the property, the variance requested, and the date, time, and place of the public hearing before the planning and appeals commission.

Sec. 23-26-62. - Notice of public hearing by sign on property.

At least 15 days but not more than 45 days prior to the public hearing, the city shall post a sign or signs stating the date, time and place of the public hearing before the planning and appeals commission, the present zoning classification and the proposed variance. One such sign shall be placed in a conspicuous location along each street frontage of the property for which the variance has been requested. If the property has no street frontage, the sign shall be placed on each street from which access will be gained to the property.

Sec. 23-26-63. - Notice to adjacent property owners.

At least ten days prior to the planning and appeals commission public hearing, the applicant shall cause a notice to be mailed to all persons owning property located abutting or across any street from the property that is the subject matter of the variance application. The written notice shall be mailed to the property owners as such names and addresses appear on the county's ad valorem tax records. The notice shall state the date, time, place and purpose of the hearing by the PAC.

Sec. 23-26-64. - Investigations and staff recommendation.

Within a reasonable period of time after acceptance of a complete application, the PDC director may but shall not be required to send the application or notice thereof out for review by internal municipal departments and external agencies, such as the development review team (DRT) as may be appropriate. Any written comments received in a timely manner as a result of such review shall be submitted for consideration to the planning and appeals commission and governing body, or summarized in a memorandum. Any such comments shall become public records.

The director may but shall not be required to investigate and make a recommendation regarding the variance application. Any such investigation and recommendation if in writing shall be made available to the applicant and planning and appeals commission prior to its public hearing and shall become public records. Copies of the director's findings and recommendations, if provided, shall be available no later than the time of the planning and appeals commission's public hearing on the matter.

Sec. 23-26-65. - Planning and appeals commission hearing and action.

The planning and appeals commission shall convene a public hearing on the variance application as provided in the public notice. The public hearing shall follow policies and procedures which govern calling and conducting public hearings established in section 23-27.4. The planning and appeals commission shall have 65 calendar days from the date of its public hearing within which to take final action on the variance application.

In rendering a decision on a variance application, the planning and appeals commission shall consider all information supplied by the applicant, the director, and any information presented at the public hearing of the PAC. After conducting a public hearing, in taking action on an application, the PAC may:

- (a) Approve the application as submitted.
- (b) Approve the application with conditions.
- (c) Deny the proposal.
- (d) Table the proposal for consideration at its next scheduled meeting, provided that it acts within its allotted 65-day review period.

The action of the planning and appeals commission on the variance application shall be final; provided, however, that any person adversely affected by any determination made by the PAC relative to the approval or denial of a variance application may appeal such determination to a court of competent jurisdiction in the manner provided by law.

Sec. 23-26-66. - Criteria to consider for variance applications.

The planning and appeals commission shall consider the following standards in considering any variance application, giving due weight or priority to those factors that are appropriate to the circumstances of each proposal:

- (a) There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography;
- (b) The application of this Code to this particular piece of property would create an unnecessary hardship; and
- (c) There are conditions that are peculiar to the property which adversely affect its reasonable use or usability as currently zoned.
- (d) Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of this Code.
- (e) There must be a proved hardship by showing beyond a doubt the inability to make a reasonable use of the land if the zoning ordinance were applied literally.
- (f) The hardship cannot be self-created; e.g., as in a case where the lot was purchased with the knowledge of an existing restriction.

Sec. 23-26-67. - Withdrawal of application.

A variance application may be withdrawn at any time at the discretion of the person or entity initiating such a request upon notice to the director, up until the public hearing by the planning and appeals commission is closed.

If the applicant withdraws the application prior to the publication of notice for public hearing before the planning commission, the application shall be withdrawn administratively by the director without restriction on the refiling of a proposed variance on the property in the future.

If the applicant withdraws the application after notice has been published or is irretrievably set for publication but the application has not been heard by the planning and appeals commission, the application shall be withdrawn administratively by the director and an application for variance on the property may not be resubmitted for six months from the date of withdrawal.

If the request for withdrawal is made at the planning and appeals commission public hearing on the case, the request may be approved by a majority vote of the PAC, but an application for a variance on the property may not be resubmitted for 12 months from the date of withdrawal. However, the planning and appeals commission may reduce the waiting period under extenuating circumstances or on its own motion. A request to reduce the waiting period must be asked for and acted upon by the PAC during the public hearing at which the request was first considered.

Sec. 23-26-68. - Provisions that cannot be varied.

In no case shall a variance be granted for any of the following:

- (a) A condition created by the applicant, including the result of an unwise investment decision or real estate transaction.
- (b) A change in the conditions of approval imposed through a rezoning application approved by the governing body.
- (c) Reduction of a minimum lot size required by a zoning district.
- (d) Use of land or buildings or structures that is not permitted by the zoning district that is applicable to the property.
- (e) Any increase in the number of dwelling units or nonresidential building floor area otherwise permitted by the zoning district that is applicable to the property.

Sec. 23-26-69. - Duration of validity.

Approval of a zoning variance on a property located within the city shall be in full force and effect upon its approval by the planning commission and shall be effective for a period of 12 months. If no action is taken by the applicant to implement the purpose of the application within 12 months from the date of approval, said approval shall become null and void. A zoning variance shall be specific to the request made by the current applicant and shall not stay with the property, as is the case for a zoning change.

DIVISION 7. - TEXT AMENDMENTS

Sec. 23-26-70. - Applicability.

This Code may be amended from time to time in whole or in part by the governing body under the provisions of this section.

Sec. 23-26-71. - Initiation.

A text amendment may be initiated by the governing body or planning and appeals commission by a majority vote of those voting, or by the PDC director or other city departmental director.

Sec. 23-26-72. - Application requirements.

A pre-application meeting with the director is required prior to filing a text amendment. Applications for text amendments shall require submittal of the following:

- (a) *Application form.* A completed application. All applications shall be submitted to the PDC department on the department's application forms, including signed and notarized signature of property owner.
- (b) *Fee.* All applications shall be accompanied by a non-refundable fee as fixed from time to time by the governing body. A fee shall not be charged if the governing body or the planning commission initiate the application.
- (c) *Letter of intent.* A written narrative describing the purpose of the request and addressing how the proposed application meets the criteria to consider for text amendments as specified in section XX-2-5.

- (d) *Disclosure.* A statement of disclosure complying with O.C.G.A. 36-67-1, "Conflict of Interest in Zoning Actions," if not incorporated into the required application form.

In cases where an applicant is proposing a text amendment to modify an existing zoning district or create a new zoning district, and where the applicant also desires to rezone property to the modified or new zoning district, the two applications shall not be considered concurrently.

Sec. 23-26-73. - Notice of public hearings.

Before the governing body may take final action on a proposed text amendment, the planning and appeals commission shall hold a public hearing on the proposal. At least 15 days but not more than 45 days prior to the public hearing before the PAC notice shall be published in a newspaper of general circulation within the city. The published notice shall be prepared by the PDC department and shall include the nature of the proposed text amendment, and the date, time and place of the public hearing before the PAC. Notice of the date, time, and place of the public hearing before the governing body shall also be included in the notice.

Sec. 23-26-74. - Criteria to consider for text amendments.

The governing body, planning and appeals commission shall consider the following standards for text amendments, giving due weight or priority to those standards that are appropriate to the circumstances of each proposal:

- (a) The extent to which the proposed text amendment is consistent with the purpose and intent of this Code.
- (b) The extent to which the proposed text amendment is compatible with the purpose and intent of the comprehensive plan.
- (c) Whether the proposed text amendment adequately addresses new or changing conditions in the city.
- (d) Whether the proposed text amendment is needed to properly implement the comprehensive plan.
- (e) The extent to which the proposed text amendment promotes the public health, safety, morality or general welfare of the city.

Sec. 23-26-75. - Appointed hearing and recommendation.

The planning and appeals commission shall convene a public hearing on the text amendment as provided in the public notice. The public hearing shall follow policies and procedures which govern calling and conducting public hearings established in section 23-27-4. The PAC shall have 65 calendar days from the date of its public hearing within which to submit its recommendation on the text amendment. The PAC may submit any additional report it deems appropriate.

Sec. 23-26-76. - Action by governing body.

The governing body shall hold a public hearing on the text amendment. In rendering a decision on any such text amendment, the governing body shall consider all information supplied by the applicant, director, and the planning and appeals commission any information presented at the public hearing of the

PAC, and information gained at its own public hearing. The governing body shall either approve or disapprove of the application, or it may modify the text amendment language as proposed or recommended and approve the text amendment as modified.

Sec. 23-26-77. - Withdrawal of application.

Any application for a text amendment may be withdrawn at any time at the discretion of the person or entity initiating such a request upon notice to the director, up until the public hearing by the planning and appeals commission is closed.

Sec. 23-26-78. - Effect.

Approval of a text amendment shall be in full force and effect upon its approval or upon the stated effective date thereof, and shall thereupon apply to every property for which a use has not been established or for which a building permit or development permit may subsequently be requested.

For a property on which a use, building, structure or other improvements existed in conformity with this Code prior to the effective date of a text amendment affecting the property, any such use, building, structure or other improvements no longer in conformance shall be governed under the provisions for nonconformities in section 23-3-15. Construction of any use, building, structure, or other improvements for which a building permit has been issued in conformity with this Code prior to the effective date of a text amendment may continue to completion as though no change had occurred and, upon completion, shall be governed under the provisions for nonconformities in section 23-3-15, as applicable.

Sec. 23-26-79. - Waiting period for reapplication.

There shall be no waiting period for reapplication of text amendments.

DIVISION 8. - PROCEDURES FOR CALLING AND CONDUCTING PUBLIC HEARINGS

Sec. 23-26-80. - Applicability.

Any public hearing required by this article shall be called and convened at the scheduled time and place, and it shall be conducted in accordance with the procedures of this chapter. For purposes of this chapter, the term "hearing body" shall refer to the governing body, and the planning and appeals commission. Nothing contained in this chapter shall be construed as prohibiting a presiding official or hearing body from conducting a public hearing in a fair, orderly, and decorous manner.

Sec. 23-26-81. - Presiding official.

The presiding officer shall preside over the public hearing as follows:

- (a) *Governing body.* In the case of a governing body, the mayor shall have authority to preside but may delegate the presiding official's duties to the city attorney. In the absence of the mayor, the mayor pro tempore shall have authority to preside but may delegate the presiding official's

duties to the city attorney. In the absence of both the mayor and mayor pro tempore, another member of the governing body shall have authority to preside but may delegate the presiding official's duties to the city attorney.

- (b) *Planning and appeals commission.* In the case of the planning and appeals commission, the chairperson of said commission shall preside, or in the absence of the chairperson, the vice chairperson if designated, or if neither is present to preside, another member of the commission shall be designated to preside.

Sec. 23-26-82. - Opening of public hearing.

The presiding official shall indicate that a public hearing has been called on one or more applications made pursuant to this article, shall summarize the processes required by this chapter, and shall open the public hearing. Thereupon, the presiding official shall call the first case and the hearing body shall consider each application on an individual basis in succession as printed on the published agenda or as otherwise approved by the hearing body; provided, however, that the presiding officer may at his or her discretion call and consider more than one application simultaneously when more than one application involves the same piece of property, and when proceedings would be efficiently completed by combining separately required public hearings and discussing more than one scheduled matter as a single group of applications.

Sec. 23-26-83. - Report of PDC director.

Upon opening the public hearing, the presiding official shall, unless he or she elects to summarize and present information about the application personally, recognize the PDC director or designee, who shall provide a summary of the application and present any recommendations or results of investigations. In the case of public hearings before a governing body, unless a member of the planning and appeals commission is present and is authorized and willing to speak for the board on the subject application, the director shall also summarize the recommendations made by the planning and appeals commission. Any member of the hearing body upon recognition by the presiding official may ask questions of the director or designee or other city official or planning and appeals commission representative providing the report or recommendations.

Sec. 23-26-84. - Applicant.

When an individual application comes up for hearing, the presiding official may ask for a show of hands of those persons who wish to appear in support of the application. If it appears that the number of persons wishing to appear in support of the application is in excess of that which may reasonably be heard, the presiding official may request that a spokesperson for the group be chosen to make presentations. Following the report of the director or designee, the presiding official shall recognize the applicant or his or her agent, spokesperson, or each of them, who shall present and explain the application.

There shall be a minimum time period of ten minutes per application at the public hearing for the proponents to present data, evidence, and opinions; the hearing body shall not be obligated to provide the full ten-minute period to the proponents if they elect not to use that much time. Any member of the hearing body upon recognition by the presiding official may ask questions of the applicant or agent of the applicant, or both. Time devoted to questions and answers will not be counted against any time limitations that have been imposed on presentations.

Sec. 23-26-85. - Public.

At the conclusion of the applicant's presentation, the presiding official shall initiate the public comment portion of the public hearing. When an individual application comes up for review, the presiding official may ask for a show of hands of those persons who wish to ask questions, make comments, and/or appear in opposition to the application. If it appears that the number of persons wishing to ask questions, make comments, or appear in opposition to the application is in excess of that which may reasonably be heard, the presiding official may request that a spokesperson for the group be chosen to make presentations and ask questions, or appear in opposition. There shall be a minimum time period of ten minutes per application at the public hearing for the opponents to present data, evidence, and opinions and ask questions; the hearing body shall not be obligated to provide the full ten-minutes per application to the opponents if they elect not to use that much time.

Prior to speaking, each speaker will identify him or herself and state his or her current address. Each speaker shall speak only to the merits of the proposed application under consideration and shall address his or her remarks only to the hearing body. Each speaker shall refrain from personal attacks on any other speaker or the discussion of facts or opinions irrelevant to the proposed application under consideration. The presiding official may limit or refuse a speaker the right to continue, if the speaker, after first being cautioned, continues to violate this procedure.

The hearing body will consider the questions raised during the public portion of the hearing and may elect to answer questions following the speakers, or it may defer questions to the applicant to be answered during rebuttal. Any member of the hearing body upon recognition by the presiding official may ask questions of a member of the public giving testimony. Time devoted to questions and answers will not be counted against any time limitations that have been imposed on presentations.

Sec. 23-26-86. - Applicant's rebuttal.

At the conclusion of public testimony, or upon the expiration of time allotted for public testimony, the applicant or his or her agent, or both, shall be allowed a short opportunity for answer questions, rebut the testimony of the public, and provide final comments and remarks. The time devoted to any such rebuttal shall be counted toward the total ten minutes allotted to the applicant if a time limit is set by the presiding official.

Any member of the hearing body upon recognition by the presiding official may ask questions of the applicant, his or her agent, or both. Time devoted to questions and answers will not be counted against any time limitations that have been imposed on presentations.

Sec. 23-26-87. - Close of hearing.

After the foregoing procedures have been completed, the presiding official will indicate that the public hearing is closed. Upon the closing of the public hearing, the applicant or his agent and any member of the public shall no longer address the hearing body in any way, including hand waving or motions for attention; provided, however, that at any time considered appropriate the presiding official may reopen the public hearing for a limited time and purpose.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-88. - Decision.

After the public hearing is closed, the hearing body may either vote upon the application or may delay its vote to a subsequent meeting, subject to the limitations of this article, provided that notice of the time, date and location when such application will be further considered shall be announced at the meeting during which the public hearing is held.

After hearing evidence, in making a decision, the hearing body shall apply the evidence to the criteria specified in this article, as appropriate given the type of application. It will not be required that the hearing body consider every criterion given the type of application. It shall be the duty of the applicant to carry the burden of proof that approval of the proposed application will promote the public health, safety, morality or general welfare.

If the hearing body determines from the evidence presented by the applicant has shown that the proposed application promotes the health, safety, morals, and general welfare under applicable criteria, then the application shall be granted, subject to those reasonable conditions as may be imposed by the hearing body on its own initiative or as may be recommended by the Planning Commission or the director. Otherwise, such application shall be denied. In cases where one or more companion applications are submitted and the governing body attaches conditions to the application, such conditions shall unless otherwise specifically stated otherwise become conditions of approval for each companion application.

Sec. 23-26-89. - Planning and appeals commission special provisions.

In the case of the planning and appeals commission, the following provisions shall apply to its decision making:

- (a) A total of three PAC members present shall constitute a quorum. A majority vote of the quorum shall be necessary to approve any decision or recommendation.
- (b) If a motion to recommend approval of an application fails, the application is automatically recommended for denial. If a motion to recommend denial of an application fails, another motion would be in order.
- (c) A tie vote on a motion to recommend approval of an application shall be deemed a recommendation for denial of the application. A tie vote on any other motion shall be deemed to be no action, and another motion would be in order.
- (d) If no action is taken on an application, it will go forward to the governing body with no recommendation.

ARTICLE XXVII. - AMENDMENTS

Sec. 23-27-1. - Initiation of amendments.

- (a) A general amendment of this chapter may be initiated only by the city commission. However, the commission shall give reasonable consideration to requests for the initiation of an amendment when such requests are made by a property owner or owners, members of the general public or other public bodies or officials.
- (b) A proposed amendment to the official zoning map affecting specific property or properties may be initiated by the city commission or by application filed with the city department of community development on behalf of the owner or owners of the property proposed to be changed, provided however, that action shall not be initiated for an amendment affecting the same parcel or parcels of property, or any part thereof, on behalf of the owner or owners more often than once every six months.

Sec. 23-27-2. - Application procedure.

Application filed by property owners pursuant to subsection 23-25-1(b) shall be made on forms which shall be obtained from the City of Brunswick Department of Community Development. Completed forms, together with the appropriate application fee to cover administrative costs and advertising, plus any additional information which the applicant deems to be relevant, shall be filed with the City of Brunswick Department of Community Development. The applicant shall pay as a fee for the processing of the application, such amount as may be established in writing by the city manager.

Sec. 23-27-3. - Processing application.

The planning staff of the City of Brunswick Department of Community Development shall review the application, shall determine an appropriate time for a public hearing before the city commission, shall publish notice of the public hearing as required by Official Code of Georgia Annotated section 36-66-4 [O.C.G.A. § 36-66-4], and shall prepare a recommendation to the city commission to assist in the zoning decision to be made.

Sec. 23-27-4. - Policies, procedures and standards.

Public hearings shall be called and conducted before the city commission in accordance with the policies and procedures, and zoning decisions will be made by the commission in accordance with the zoning standards, heretofore approved by the commission, which are set forth in the addendum to this chapter and incorporated herein by reference.

Sec. 23-27-5. - Spot zoning prohibited.

- (a) "Spot zoning" is defined as rezoning of a specific parcel of property which creates an isolated district unrelated to adjacent districts and which is not a logical extension of a zoning boundary which would improve the pattern of uses in the general area.
- (b) Spot zoning is hereby prohibited.

Sec. 23-27-6. - Changes in the zoning map.

Following final action by the city commission after public hearing, any necessary changes shall be made on the zoning map. Such final action may be taken by the adoption of a motion without the necessity of placing the change in the form of an ordinance. A written record of the type and date of all such changes shall be maintained by the city clerk.

ARTICLE XXVIII. - SEVERABILITY, REPEALER, EFFECTIVE DATE

Sec. 23-28-1. - Severability.

If any provision of this chapter is held invalid or unconstitutional for any reason by any court of competent jurisdiction, such provision shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining provisions of this chapter.

Sec. 23-28-2. - Repeal of conflicting ordinances.

Any and all other ordinances or parts of ordinances in conflict with this chapter, specifically Ordinance 1006, adopted November 19, 2008, shall be and the same are hereby repealed to the extent of such conflict.

Sec. 23-28-3. - Effective date.

This chapter shall be in force and effect from and after the date of its adoption.

SO ORDAINED BY THE CITY COMMISSION OF BRUNSWICK THIS XX_DAY OF AUGUST, 2023.

/s/
Cosby H. Johnson, Mayor

ATTEST: /s/
Naomi D. Atkinson, City Clerk

Chart No. 1

USES PERMITTED IN R-9,R-6 AND R-GR ZONING DISTRICTS

Uses with NAICS Codes are found within the NAICS Manual as maintained by the US Census: <https://www.census.gov/eos/www/naics/>

P	Permitted by Right
C	Permitted with Conditional Use Approval
	Prohibited

NAICS Code	Use	R-9	R-6	R-GR
Principal Uses				
Residential and Other Primary Uses				
NA	Single Family Detached (or attached to a non-residential use)	P	P	P
NA	Single Family Detached: Manufactured (Mobile) Home			
NA	Multi Family Dwelling: Duplex (2 Family), Patio Homes			P
NA	Multi Family Dwelling: Townhomes			P
NA	Multi Family Dwelling: Apartment/Condominium			P
NA	Manufactured (Mobile) Home Park or Subdivision			
NA	Residential Mixed-Use Building (ie,Lofts)			
NA	Group Dwelling per Section 23-6-4			
NA	Boarding House			
Permitted Accessory Structure and Uses to a Residential Use - Section 23-3-17				
NA	Private Garage - Up to 4 Automobiles	P	P	P
NA	Open Storage or Parking Area for Vehicles	P	P	P
NA	Shed or tool room	P	P	P
NA	Children's playhouse and play equipment	P	P	P
NA	Private Pool and Bath House or Cabana	P	P	P
NA	Emergency shelter for catastrophies	P	P	P
NA	Greenhouse	P	P	P
NA	Boathouse and docks	P	P	P
NA	Non-commercial kennel for domestic pets w/ conditions	P	P	P
NA	Accessory guest house (no rental/no kitchen)	P	P	P
NA	Accessory apartment (rental unit)	C	C	P
NA	Gardens, greenhouse w/ conditions	P	P	P
Conditional Uses Permitted in Residential Zones - See Sect 23-25-4				
NA	Public utility facilities with limitations	C	C	C
NA	Public building or facility w/specific conditions	C	C	C
Customary Home Occupations				
NA	As defined in Sections 23-1-4 and 23-3-16	P	P	P

**Chart No. 2
DEVELOPMENT STANDARDS FOR RESIDENTIAL DISTRICTS**

Development Standards	R-9	R-6	GR
Single Family Dwelling			
Minimum Lot Area - Sq. Ft.	9000	6000	4500
Minimum Lot Width - Feet	70	60	45
Minimum Front Yard - Feet	15	15	15
Minimum Side Yard - Feet	5	5	5
Minimum Side Yards Both - Feet	20% of lot width	20% of lot width	
Minimum Rear Yard - Feet	10	10	10
Maximum Building Height - Feet	35	35	35
Off Street Parking (Sect.23-3-19)	2	2	2
Two Family - Duplex Dwelling			
Minimum Lot Area - Sq. Ft.	NA	NA	2700
Minimum Lot Width - Feet	"	"	60
Minimum Front Yard - Feet	"	"	15
Minimum Side Yard - Feet	"	"	5
Minimum Side Yards Both - Feet	"	"	20% of lot width
Minimum Rear Yard - Feet	"	"	10
Maximum Building Height - Feet	"	"	35
Off Street Parking (Sect.23-3-19)	"	"	See Below
Townhouse Dwelling - 3 - 8 Units			
Minimum Lot Area - Sq. Ft.	NA	NA	6000
Minimum Lot Width - Feet	"	"	60
Minimum Front Yard - Feet	"	"	15
Minimum Side Yard - Feet	"	"	5
Minimum Side Yards Both - Feet	"	"	20% of lot width
Minimum Rear Yard - Feet	"	"	10
Maximum Building Height - Feet	"	"	35
Off Street Parking (Sect.23-3-19)	"	"	See Below
Multi Family -6 or more Units			
Minimum Lot Area - Sq. Ft.	NA	NA	12,000
Minimum Lot Width - Feet	"	"	60
Minimum Front Yard - Feet	"	"	15
Minimum Side Yard - Feet	"	"	5
Minimum Side Yards Both - Feet	"	"	20% of lot width
Minimum Rear Yard - Feet	"	"	10
Maximum Building Height - Feet	"	"	60
Minimum Lot Size	"	"	12,000
Minimum Lot SF / Unit (Up to 4 story)	"	"	
Efficiency / Loft	"	"	1240
1 Bedroom	"	"	1440
2 Bedroom	"	"	1825
3 Bedroom	"	"	2200
4+ Bedroom	"	"	2725
Off Street Parking (Sect.23-3-19)	"	"	See Below
Maximum Density/Gross Acre	"	"	35
Off Street Residential Parking Requirements - All R Districts - See also Section 23-3-19			
One Family	2 spaces		
Mobile Home	2 spaces per homesite plus 1 space per park employee		
Multi Family - Incl. Duplex and Townhome			
Duplex/Townhome	2 spaces per unit		
Apartment/Condominium			
Studio/Loft	1 space per unit		
1 Br	1 space per unit		
2 - 3 Br	2.0 spaces per unit. For 25+ 2 BR units - 1.75 / unit		
4+ Br	2.50 spaces per unit		
Boarding house	1 space per bedroom		

Chart No. 3

PERMITTED USES IN OC, NC, GC,HC and CR DISTRICTS

p	Permitted by Right
C	Permitted with Conditional Use Approval
	Prohibited

Uses with NAICS Codes are found within the NAICS Manual as maintained by the US Census: <https://www.census.gov/eos/www/naics/>

NAICS Code	Use	OC	NC	GC	HC	CR
Principal Uses						
Residential Uses						
NA	Multi Family Dwelling: Apartment/Condominium			P	P	
NA	Residential Mixed-Use Building	P	C			
72	Accommodation and Food Services					
72111	Hotels, Motels and Resort Hotels			P	P	
72119	Bed and Breakfast Inns - Per Section 23-6-4		P	P		
7213	Rooming and Boarding Houses - Per Section 23-6-4		C	C		
721211	Recreation Vehicle (RV) and Travel Trailer Parks and Campgrounds				P	P
7220	Food Services					
7221-722212	Full Service Restaurants - Incl. Buffet and Cafeteria	P		P	P	P
7222	Limited Service Restaurants					
72221	Fast Food w/o drive thru	P	C	P	P	P
72221	Fast Food w/ drive thru / car service		C	P	P	P
72221	Other Limited Service and Take Out Restaurants	P	C	P	P	P
72231-3	Special Food Services - Caterers, Mobile, Contractors	P	P	P	P	
56	Administrative and Business Support Services					
5611	Office Administrative Services	P		P	P	
5612	Facilities Support Services			P	P	
5613	Employment Services	P		P	P	
5614	Business Support Services	P		P	P	
5615	Travel and Reservation Services	P		P	P	
5616	Investigation and Security Services	P		P	P	
5617	Services to Buildings and Dwellings			P	P	
5618	Administrative Support Services	P		P	P	
61	Education Services - Public and Private					
6111	Elementary and Secondary Schools			P		
6112	Junior Colleges			P		
6113	Colleges, Universities and Professional Schools			P		
6114	Business Schools	P		P		
6115	Technical and Trade Schools	P		P		
6116	Other Schools and Instruction - Performing Arts	P		P		
6116	Private Kindergarten or Pre-School Nursery	P	C	P		
52	Finance and Insurance Services					
52211-13	Commercial Banking, Savings Institutions and Credit Unions	P	P	P	P	
52229	Consumer Lending	P		P	P	
522298	Pawn Shops			P	P	
5223	Mortgage Brokers	P		P	P	
52312	Securities Brokerage	P		P	P	
5241,42	Insurance Carriers, Agencies and Related Services	P	P	P	P	
62	Health Care - Office					
6211,12,13	Offices of Physicians,; Dentists; Chiropractors, Optometrists; Mental Health Practitioners; Physical, Occupational and Speech Therapists and Audiologists.	P	P	P	P	
61239	Offices of All Other Health Practitioners	P	P	P	P	

Chart No. 3

NAICS Code	Use	OC	NC	GC	HC	CR
Principal Uses						
51	Information Services					
51212	Motion Picture and Video Distribution			P	P	
512131	Motion Picture Theaters			P	P	
512132	Drive In Motion Picture Theaters			P	P	
51224	Sound and Video Recording Studios	P		P	P	
5151	Radio and Television Broadcasting Stations	P		P	P	
5171	Telephone Sales and Service	P		P	P	
518	Data Processing, Hosting and Related Services	P		P	P	
5111	Newspaper Publishing			P	P	
55	Corporate and Business Management Hqtrs	P				
54	Office Professional, Scientific and Technical Services					
5411	Legal Services	P	P	P	P	
5412	Accounting, Tax Preparation, Bookkeeping and Payroll	P	P	P	P	
5413	Architectural, Engineering and Related Services	P	P	P	P	
5414	Interior, Industrial, Graphic and Other Specialized	P	P	P	P	
	Design Services	P	P	P	P	
5415	Computer Systems Design and Programming	P		P	P	
5416	Management, Scientific and Technical Consulting	P		P	P	
5417	Scientific Research and Development Services	P		P	P	
5418	Advertising, Public Relations and Related Services	P		P	P	
54191	Marketing Research and Polling	P		P	P	
54192	Photography Studio	P	P	P	P	
54194	Veterinarian Office and Clinic - No Boarding		P	P	P	
54194	Veterinarian Office and Clinic - Incl. Boarding and Hospital			P	P	
54199	Consumer Credit Counseling	P				
53	Real Estate and Rental and Leasing					
531	Real Estate Offices, Incl. Sales, Leasing, Property Management and Appraisals	P	P	P	P	
44-45	Retail Trade					
44111	New Car Dealers			C	P	
44112	Used Car Dealers			C	P	
44121	Recreational and ATV Vehicles, Personal Watercraft, Motorcycles and Camper Dealers.			C	P	
44121	Bicycle Sales and Repair		P	P	P	
44122	Boat Dealer			C	P	
441229	Golf Cart and All Other Motor Vehicles			C	P	
44131	Automotive Parts and Accessories			P	P	
44132	Tire Dealers				P	
442	Furniture and Home Funishings		P	P	P	
443	Electronics and Appliances			P	P	
44411 - 19	Building Material and Supplies - Except Hardware Store			P	P	
44413	Hardware Store		P	P	P	
4442	Lawn and Garden Equipment and Supplies		P	P	P	
44511	Grocery Store - Full Service			P	P	
44512	Convenience Store - No Gasoline Pumps		C	P	P	
4452	Specialty Food Stores	P	P	P	P	
4453	Beer, Wine and Liquor Stores			P	P	
446	Health and Personal Care - Pharmacy, Beauty Supply, Nails, etc.	P	P	P	P	
44711	Gas Station w/ Convenience Store			P	P	
44719	Gas Station w/o Convenience Store			P	P	
44719	Truck Stop - Full Service Fuel, Food and Supplies				P	
448	Clothing and Clothing Accessories	P	P	P	P	
451	Sporting Goods, Hobby, Book, Toys and Music Stores	P	P	P	P	
452	Variety Stores (Dollar Stores) - 6,000 SF			P	P	
452	Shopping Centers - Large Stores +6,000 SF and Small Shops			P	P	
453	Other Retail Specifically: Florists, Office Supply, Gifts, Antiques, Art Dealers, Photography	P	P	P	P	

Chart No. 3

NAICS Code	Use	OC	NC	GC	HC	CR
Principal Uses						
45393	Manufactured (Mobile Home) and Modular Home Dealers				P	
453998	Accessory Utility Structures (Sheds, Gazebo, etc.)			P	P	
453998	Cemetery Memorials			P	P	
453998	Farm Equipment and Implements			P	P	
453998	Home Security Equipment			P	P	
453998	Swimming Pool Supplies			P	P	
81	Retail Services					
8111	Automobile Repair and Maintenance, All Forms (Incl Car Wash)			P	P	
8114	Personal and Household Goods Repair and Maintenance		P	P	P	
8121	Personal Care Services (Barber and Hair Salons, Nail, Diet, Tanning, Spas, etc)	P	P	P	P	
81221	Funeral Homes w Crematories			P	P	
81221	Funeral Homes without Cremetories		C	P	P	
81222	Cremetories - Stand Alone				P	
81222	Cemeteries and Mausoleums				P	
8123	Dry-cleaning and Laundry Services - Coin Operated		P	P	P	
8123	Dry-cleaning and Laundry Services - Drop Off		P	P	P	
812332	Dry-cleaning Plant				P	
81291	Pet Care - Grooming, Training and Boarding			P	P	
81293	Parking Lots and Garages for Fee	P		P	P	
81299	Bail Bonding	P		P	P	
Medical Uses and Services - Other Than Offices						
62	Health Care Services and Facilities					
6214	Outpatient Care Centers				P	
62191	Ambulance Services				P	
6244	Child Day Care and Learning Centers	P	P	P		
NA	Halfway House - more than 1000 feet from a school			C	C	
Manufacturing, Wholesale and Agricultural Uses						
11	Agriculture, Forrestry, Fishing and Hunting					
22	Utilities					
22111	Solar and Wind Electric Power Generation				C	
22112	Electric Power Transmission and Distribution				C	
2212	Natural Gas Distribution				C	
22131	Water Supply Systems - Including Elevated Storage Tanks				C	
22132	Sewage Treatment Facilities - Including Lift Stations	C		C	C	
22133	Utility Office	P	P	P	P	
23	Construction					
236	Contractor Office - No Outside Storage	P		P	P	
236	Contractor Office - With Outside Storage			P	P	
23822	Plumbing, Heating and Air Conditioning Shops			P	P	
23835	Finish Carpentry and Woodworking Shops				P	
238	Other Specialty Trade Contractors - No Outside Storage	P			P	
238	Other Specialty Trade Contractors w/ Outside Storage				P	
31-33	Manufacturing					
31212	Breweries				P	
31213	Wineries				P	
31214	Distilleries Incl. Micro and Craft Distilleries	C	C	P	P	
31522,23	Tailors and Dressmakers	P	P	P	P	
323	Printing and Related Support Activities	P		P	P	
42	Wholesale Trade					
42	Wholesale Trade w/o outside storage or display			P	P	
42314	Junk Yards - Motor Vehicle Parts					
42393	Scrap Yards - Recyclable Material Merchant Wholesalers					
423860	Transportation Equipment and Supplies (except motor vehicles)				C	
42441	Farmers Market			C	C	
42452	Livestock Sales Pavilion or Auction Facility				C	

Chart No. 3

NAICS Code	Use	OC	NC	GC	HC	CR
Principal Uses						
	Other Uses					
71	Arts, Entertainment and Recreation					
7111	Performing Arts			P	P	
7112	Spectator Sports			C	C	P
712	Museums and Historic Sites and Structures, Zoos, Botanical Gardens, Nature Parks, Wildlife Sanctuaries, etc.	C	C	P	P	
7131	Amusement Parks and Arcades. Fairgrounds			P	P	P
71391	Golf Courses - Public / Private Not Lighted			P	P	P
71391	Golf Course - Country Club - Private			P	P	P
71393	Marina - No Outdoor or Boatyard Repair			P	P	P
71394	Fitness, Exercise and Special Sports Center and/or Facilities	P	P	P	P	
71394	Health Spa	P	P	P	P	
71395	Bowling Alley			P	P	
71399	Commercial Riding Stable				P	P
71399	Billiard or Pool Parlors			P	P	
71399	Archery or Shooting Range - Outdoor				P	P
71399	Golf Driving Range			P	P	P
71399	ATV, Motor Bike and Go Cart Track and /or Competition Park			P	P	P
71399	Recreation Centers (YMCA, B&G Club, Senior Center)	C		P	P	P
813	Religious, Civic, Professional and Similar Organizations					
8131	Church, Mosque, Temple, Synagogue and Other Facilities for Religious Worship		C	P	P	
8134	Civic and Social Organizations	P	C	P	P	
8139	Business, Professional, Labor, Political or Similar Org.	P	C	P	P	
92	Public Administration					
921	Executive, Legislative and Other General Government	P		P	P	
922	Justice, Public Order and Public Safety including Police, Fire Protection and Courts	P		P	P	
	Accessory Uses to a Principal Use - Section 23-3-16/17					
	Accessory Use to a Church Building					
	Religious Education Buildings			P	P	
	Parsonage			P	P	
	Off Street Parking for Members and Visitors (no charge)			P	P	
	Accessory Use to an Agricultural Use					
	Accessory Uses to a Non-Residential Use				C	P
	See Section 23-3-17©					
	Temporary Uses - Per Section 23-25-25					
	Temporary Housing while a home is under construction					
	Non-residential mobile structure			C	C	
	Emergency Housing after destruction of a residence			P		
81311	Religious Meeting or Other Gathering in a Tent or Other Temporary Structure	P		P	P	
45439	Temporary Outdoor Sales Events, such as the seasonal sale of Pumpkins and Christmas Trees, Swap Meets and Flea Markets		P	P	P	
71119	Temporary Entertainment Events, such as travelling carnivals and circuses, and outdoor musical concerts.			P	P	
71132	Seasonal Outdoor Events, such as turkey shoots, holiday festivals, county or agricultural fairs, etc.			P	P	
	Temporary Contractors Office and Real Estate Sales Office for a Development while Under Construction	P		P	P	

Chart No. 4

DEVELOPMENT STANDARDS FOR OC, NC, GC, and HC DISTRICTS

Commercial Zoning Districts	Minimum Lot Area - SF	Minimum Lot Width - Ft	Minimum Front Yard Depth - Feet	Minimum Side Yard Ft	Minimum Total Both Side Yards - Ft	Minimum Rear Yard - Ft	Maximum Building Height - Ft
OC - Office Commercial	4000	40	10	None	None	15	60*
NC Neighborhood Commercial ***	3000	30	10	None	None	15	35
GC - General Commercial	2500	25	10	None	None	None	60*
HC - Highway Commercial	6000	60	25	None**	None**	15	35
Parking Requirement by Use - All Zones - Also See Section 23-3-19	Number of Spaces	Per	Plus Space	Per	Plus Space	Per	
Airport or Airfield	50	Total					
Automobile, Truck, Farm Equipment Sales and Repair	1	400 Sf of Total Floor Area	1	2 Employees			
Banks, S&L Credit Unions, Loan Office	1	300 SF of Floor Area					
Bowling Alleys	5	Each Alley					
Churches and Schools	1	2 Staff Employees	1	Each 5 Seats in Principal Auditorium			
Gas Station	2	Each Pump					
Hospitals, Nursing Homes, Sanitariums, Home for Aging, etc.	1	4 Beds	1	Each Staff Doctor	1	Each 2 Employees/max shift + 20 spaces for emergency room	
Hotels, Motels, Rooming Houses, Tourist Home and Other Group Accommodations	1	Each Room Accommodation	1	Each 2 Employees/max. shift		Each 400 SF Used for Lobby, Dining, Cocktail Lounge and Meeting Room	
Mortuaries and Funeral Homes	1	100 SF of Chappel Floor Area	1	Spaces for Each Company Owned Vehicle	1		
Offices - Doctor, Dentist, Physician	7	Doctor	1	Each Other Employee			
Offices - Psychiatrist/Physchologist	2	Doctor	1	Each Other Employee			
Offices - All Other	1	200 SF of Floor Area					
Retail Business (unless specified below)	1	250 SF Floor Area					
Service and Repair Establishment	1	200 SF of Floor Area Excl. Storage					
Theaters, Restaurants, Night Clubs, and Other Places of Assembly	1	70 SF of Patron Space	1	Each 2 Employees			
Transportation Terminal, RR Stations, Bus Depots and Truck Terminals	1	100 SF of Public Waiting Room	1	Each 2 Employees	Spaces Necessary for # Vehicles Incidental to Facility		
Each parking space, including manuver area - 300 sf							
Spaces shall be calculated for each permitted use on site							
All spaces shall be located on-site unless otherwise approved							
Common parking areas are permitted for more than one principal use provided the sum of all spaces equals the requirement for each use.							
Use of public right of way for manuvering into or out of parking spaces is permuitted ONLY on minor streets							
Loadin/Unloading - Section 23-3-20	Spaces	Per	Plus Space	Per			
Retail Business - Less than 2000 SF	None						
Retail Business - 2,000 - 25,000 SF of Total Floor Area	1	Total					
Governmental and Institutional Uses	1	First 25,000 SF					
Over 25,000 SF	2	For 25,001 - 99,999 SF					
Over 100,000 SF	3	For 100,000 - 159,999					
Over 160,000	4	For 160,000 - 239,999 SF					
Over 240,000 SF	5	For 240,000 - 349,999 SF					
Each Additional 100,000 SF or Fraction above 350,000 SF	1	Additional Space For Each Additional 100,000 SF or Fraction thereof					
Area Required - Each Space 14'W x 50' L							
Location - On same lot							
Adequacy - All loading unloading activity shgall be on - site and none on public ROW							

* Subject to approval by Fire Chief

** See special conditions in Section 23-3-19

*** Maximum floor area of 2,000 sf

Chart No. 5
Permitted Uses in MU/CC/H Zoning District

P	Permitted by Right
C	Permitted with Conditional Use Approval
	Prohibited

NAICS Codes are found within the NAICS Manual as maintained by the US Census: <https://www.census.gov/eos/www/naics/>

	Use	MU/CC/H
Principal Uses		
Residential Uses		
NA	Single Family Dwelling	P
NA	Multi Family Dwelling: Duplex (2 family)	P
NA	Multi Family Dwelling: Townhomes	P
NA	Multi Family Dwelling: Apartment/Condominium	P
NA	Residential Mixed-Use Building	P
Accessory Use to a Residential Use		
NA	Detached Garage	P
	Guest House- Sleeping Unit Only - Detached	P
	Guest Suite - Sleeping Unit Only - Attached to Principal Residence.	P
	Accessory Apartment (dwelling unit)	C
72	Accommodation and Food Services	
72111	Hotels, Motels and Resort Hotels	P
72119	Bed and Breakfast Inns - Per Section 23-6-4	P
7213	Rooming and Boarding Houses - Per Section 23-6-4	C
	Food Services	
7221-722212	Full Service Restaurants	P
7222	Limited Service Restaurants	P
72221	Fast Food w/o drive thru	P
72231-3	Special Food Services - Caterers, Mobile, Contractors	P
56	Administrative and Business Support Services	
5611	Office Administrative Services	P
5612	Facilities Support Services	P
5613	Employment Services	P
5614	Business Support Services	P
5615	Travel and Reservation Services	P
5618	Administrative Support Services	P
52	Finance and Insurance Services	
52211-13	Commercial Banking, Savings Institutions and Credit Unions	P
52229	Consumer Lending	
5223	Mortgage Brokers	P
52312	Securities Brokerage	P
5241,42	Insurance Carriers, Agencies and Related Services	P
51	Information Services	
51212	Motion Picture and Video Distribution	P
512131	Motion Picture Theaters	P
51224	Sound Recording Studios	P
5151	Radio and Television Broadcasting Stations	P
5171	Telephone Sales and Service	P
518	Data Processing, Hosting and Related Services	P
54	Office Professional, Scientific and Technical Services	
5411	Legal Services	P
5412	Accounting, Tax Preparation, Bookkeeping and Payroll	P
5413	Architectural, Engineering and Related Services	P
5414	Interior, Industrial, Graphic and Other Specialized Design Services	P

	Use	MU/CC/H
Principal Uses		
5418	Advertising, Public Relations and Related Services	P
54192	Photography Studio	P
53 Real Estate and Rental and Leasing		
531	Real Estate Offices, Incl. Sales, Leasing. Property Management and Appraisals	P
44-45 Retail Trade		
4452	Specialty Food Stores	P
4453	Beer, Wine and Liquor Stores	P
446	Health and Personal Care - Pharmacy, Beauty Supply, Nails, etc.	P
44711	Gas Station w/ Convenience Store	C
448	Clothing and Clothing Accessories	P
453	Other Retail: Florists, Office Supply, Gifts, Antiques, Art Dealers, Photography.	P
	Micro Brewery or Distillery	P
	Micro Industry	P
81 Retail Services		
8123	Dry-cleaning and Laundry Services - Drop Off	P
81293	Parking Lots and Garages for Fee	P
	Day Care	P
Other Uses		
71 Arts, Entertainment and Recreation		
7111	Performing Arts	P
712	Museums, Historic Sites, Zoos, Botanical Garden, Parks	P
71394	Fitness, Exercise and Special Sports Center and/or Facilities	P
71394	Health Spa	P
71399	Billiard or Pool Parlors	P
813 Religious, Civic, Professional and Similar Organizations		
8131	Church, Mosque, Temple, Synagogue and Other Facilities for Religious Worship	P
8134	Civic and Social Organizations	P
8139	Business, Professional, Labor, Political or Similar Org.	P
92 Public Administration		
921	Executive, Legislative and Other General Government	P
922	Justice, Public Order and Public Safety including Police, Fire Protection and Courts	P
Accessory Uses to a Principal Use - Section 23-3-16/17		
Accessory Use to a Church Building		
	Off Street Parking for Members and Visitors (no charge)	C

Chart No. 6

USES PERMITTED IN ALL INDUSTRIAL ZONING DISTRICTS

P	Permitted by Right			
C	Permitted with Conditional Use Approval			
	Prohibited			
Uses with NAICS Codes are found within the NAICS Manual as maintained by the US Census: https://www.census.gov/eos/www/naics/				
NAICS Code	Use	BI	GI	LI
	Any industrial use which involves manufacturing, processing or assembly operations, or the storage and sale of heavy materials, products or equipment; but not including junk or salvage yards or uses which may cause injurious or obnoxious noise, vibration, smoke, gas, fumes, odor, dust, fire hazards, dangerous radiation or other conditions objectionable to nearby areas, except under conditions as specified in section 23-12-3.	P	C	
	Warehouse w/o open storage	P	P	P
	Research or experimental laboratory	P	P	P
	Transportation terminal, including truck terminal w/ services	P	P	P
	Public building facility or land other than a school, playground, park, care home or cultural facility		P	P
	Public utility installation	P	P	P
	Animal hospital and/or boarding facility	P	P	P
	Agricultural farm containing ten(10) or more acres	P	P	P
	Horticultural nursery containing ten(10) or more acres	P	P	P
	Bulk storage of petroleum or petroleum products	P	P	
	Radio and/or television station and/or transmission tower	P	P	P
	Repair garage	P	P	P
	Marina including open repair yard and related facilities and equipment	P	P	
	Retail or wholesale business or service, provided such business or service is incidental to a permitted industrial use or located on the same premises.		P	P
	Watchman or caretaker's dwelling, provided that such dwelling is located on the premises of a permitted industrial use, and the head of the household is employed by the industry as a watchman or caretaker.	P	P	P
	A single dwelling incidental to a permitted agricultural or horticultural use, provided that such related dwellings are occupied only by persons employed directly on the premises.	P	P	P
	Garage or shop for the repair and servicing of motor vehicles, equipment or machine parts, provided that any open yard storage incidental to such an operation conforms to the provisions of subsection (h) and no objectionable sound, vibration, heat, glare or electrical disturbance is created which is perceptible beyond the premises.	P	P	C
	Any industrial use which may produce injurious or obnoxious noise, vibration, smoke, gas, fumes, odor, dust, fire hazard, dangerous radiation or other objectionable conditions as a result of its operations, provided that such objectionable condition shall not adversely affect adjoining properties and such use is located at least 200 feet away from any abutting property line. The City may require, at its discretion, studies of such possible impacts and/or an Environmental Impact Statement regarding the potential use of a property in this zoning district.	C		
	Open yard use for the sale, rental and/or storage of new, used or salvaged materials, or equipment, provided that such use is conducted in a manner that it will not adversely affect adjoining properties and no burning of materials or products is conducted on the premises except by means conducted approved by the city engineer of Brunswick.	P	P	
	Automobile service station, provided all pumps are set back at least 25 feet from abutting street right-of-way lines.	P	P	P

Chart No. 6

	Wholesale business outlet, provided that there is no open storage of junk or salvage materials of any type in conjunction with the operation.			P
	Temporary Use in Compliance with the Provisions of Section 23-23-5	P	P	P

The City may require, at its discretion, studies of such possible impacts and/or an Environmental Impact Statement regarding the potential use of a property in this zoning district.

**Chart No. 7
Industrial / Warehouse / Wholesale Development Standards**

Industrial Zoning Districts - Including Wholesale Business	Minimum Lot Area	Minimum Lot Width - Ft	Minimum Front Yard Depth - Feet	Minimum Side Yard - Ft	Minimum Total Both Side Yards - Ft	Minimum Rear Yard - Ft	Maximum Building Height - Ft
BI - Basic Industrial District	5 Acres	None	100	50*	100	50*	over 60**
GI - General Industrial District	1 Acre	100	50	25*	50	25*	60
LI - Limited Industrial District	1 Acre	100	25	25	50	25	60
* Except where property abuts another zoning district, 100 Feet Shall be Required for BI; 50 feet for GI							
** Requires approval by the Fire Chief							
Site plan review by the building official and City Engineer for drainage, utility requirements and parking loading area design.							
Parking Requirement by Use - All Industrial Zones	Number of Spaces	Per	Plus Space	Per	Plus Space	Per	
Wholesale and Light Industrial Establishments	2	Each Employee	1	Company vehicle operating from the site			
General/Basic Industrial Establishments	1	Per employee at maximum shift	1	Company vehicle operating from the site			
Warehouse Distribution	1	2,000 GSF	1	Company vehicle operating from the site			
Each parking space, including maneuver area - 300 sf							
Spaces shall be calculated for each permitted use on site							
All spaces shall be located on-site unless otherwise approved							
Common parking areas are permitted for more than one principal use provided the sum of all spaces equals the requirement for each use.							
Use of public right of way for maneuvering into or out of parking spaces is not permitted.							
For permitted uses other than Industrial, Wholesale or Warehouse, use the appropriate use development standards to determine parking space need.							
Off Street Loading and Unloading	Spaces	Per	Plus Space	Per			
Industrial / Wholesale - Less than 2000 SF	None						
2,000 - 25,000 SF of Total Floor Area	1	Total					
Over 25,000 SF	2	For 25,001 - 50,000 SF					
Over 50,000 SF	4	For 50,001 - 100,000 SF					
Over 100,000	5	For 100,001 - 150,000 SF					
Over 150,000 SF	5	For 150,001 - 250,000 SF					
Each Additional 100,000 SF over 200,000 sf	6+	For 200,001 +					
Area Required - Each Space 12'W x 50' L - Location - On same lot							
Adequacy - All loading unloading activity shall be on - site and none on public ROW. All maneuvering shall occur on-site							

Chart 8 - Institutional District Uses Permitted

p	Permitted by Right
c	Permitted with Conditional Use Approval

Uses with NAICS Codes are found within the NAICS Manual as maintained by the US Census:

NAICS Code	Use	INST
Principal Uses		
Residential Uses		
NA	Multi Family Dwelling: Townhomes	P
NA	Multi Family Dwelling: Apartment/Condominium	P
NA	Residential Mixed-Use Building	P
NA	Group Dwelling per Section 23-6-4	P
Accessory Use to a Residential Use		
NA	Detached Garage	P
NA	Customary Home Occupations (as defined in Section 23-3-16)	
72 Accomodation and Food Services		
72111	Hotels, Motels and Resort Hotels	P
72119	Bed and Breakfast Inns - Per Section 23-6-4	P
7213	Rooming and Boarding Houses - Per Section 23-6-4	P
721211	Recreation Vehicle (RV) and Travel Trailer Parks and Campgrounds	
Food Services		
7221-722212	Full Service Restaurants - Incl. Buffet and Cafeteria	P
7222	Limited Service Reswtaurants	
72221	Fast Food w/o drive thru	C
72221	Fast Food w/ drive thru / car service	C
72221	Other Limited Service and Take Out Restaurants	P
72231-3	Special Food Services - Caterers, Mobile, Contractors	P
61 Education Services - Public and Private		
6111	Elementary and Secondary Schools	P
6112	Junior Colleges	P
6113	Colleges, Universities and Professional Schools	P
6114	Business Schools	P
6115	Technical and Trade Schools	P
6116	Other Schools and Instruction - Performing Arts	P
6116	Private Kindergarten or Pre-School Nursery	P
52 Finance and Insurance Services		
52211-13	Commercial Banking, Savings Institutions and Credit Unions	P
62 Health Care - Office		
6211,12,13	Offices of Physicians;; Dentists; Chiropractors, Optometrists; Mental Helath Practitioners; Physical, Occupational and Speech Therapists and Audiologists.	P
61239	Offices of All Other Health Practitioners	P
44-45 Retail Trade		
446	Health and Personal Care - Pharmacy, Beauty Supply, Nails, etc.	P
44711	Gas Station w/ Convenience Store	P
453	Other Retail: Florists, Gifts	P

NAICS Code	Use	INST
Principal Uses		
81	Retail Services	
8121	Personal Care Services (Barber and Hair Salons, Nail, Diet, Tanning, Spas, etc	P
Medical Uses and Services - Other Than Offices		
62	Health Care Services and Facilities	
6214	Outpatient Care Centers	P
6215	Medical and Diagnostic Laboratories	P
6216	Home Health Care Services	P
62191	Ambulance Services	P
62199	Other Health Care Services	P
622	Hospitals	P
623	Nursing and Residential Care Facilities -Personal Care Homes	P
624	Social Assistance Services	P
6244	Child Day Care and Learning Centers	P
	Direct Support Facilities incl Dormitories, Cafeterias, Laundry	P
	Halfway House - more than 1000 feet from a school	C
Other Uses		
71	Arts, Entertainment and Recreation	
7111	Performing Arts	P
7112	Spectator Sports	P
71394	Fitness, Exercise and Special Sports Center and/or Facilities	P
71394	Health Spa	P
813	Religious, Civic, Professional and Similar Organizations	
8131	Church, Mosque, Temple, Synagogue and Other Facilities for Religious Worship	P
8134	Civic and Social Organizations	P
8139	Business, Professional, Labor, Political or Similar Org.	P
Accessory Uses to a Principal Use - Section 23-3-16/17		
Accessory Use to a Church Building		
	Religious Education Buildings	P
	Parsonage	P
	Off Street Parking for Members and Visitors (no charge)	P
92	Public Administration	
921	Executive, Legislative and Other General Government	P
922	Justice, Public Order and Public Safety including Police, Fire Protection and Courts	P

Core Area and Historic District





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Chapter 23 ZONING⁽¹⁾: REVISIONS OF 2/2/21 Subsequent Revisions Through 8/5/22 , 1/20/23 and 3/13/23

Footnotes:

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Editor's note— Ord. No. 1006, § 1, adopted Nov. 19, 2008, amended ch. 23 in its entirety, if effect deleting ch. 23 and enacting a new ch. 23 to read as set out herein. Former ch. 23 pertained to similar subject matter. For a complete history of former ch. 23 see the Code Comparative Table. Citations to the zoning ordinance and amendments thereto are indicated by parenthetical history notes following each section. A uniform system of punctuation, capitalization, and treatment of numbers has been used, and words added for clarity have been enclosed in brackets [].

Cross reference— Buildings and building regulations, ch. 5; flood damage prevention, ch. 11; housing, ch. 12; soil erosion and sedimentation control, ch. 17; subdivision regulations, app. B.

State Law reference— Municipal authority to exercise the power of zoning, Ga. Const. 1983, art. IX, § II, ¶ IV.

ARTICLE I. - IN GENERAL

Sec. 23-1-1. - Preamble.

This chapter establishes comprehensive zoning regulations for the City of Brunswick, creates various zoning districts within the city, regulates the development and use of land parcels according to the character of each district and provides for the administration, enforcement and amendment of this chapter. The provisions were enacted by Ordinance No. 877 on April 19, 1989, which shall be deemed to be the date of enactment. Amendments after said date shall have a date of enactment corresponding to the date of adoption of each such amending ordinance.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-1-2. - Short title.

This chapter shall be known and may be cited as "The Zoning Ordinance of the City of Brunswick, Georgia."

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-1-3. - Interpretation.

In the interpretation of this chapter, all words used in the present tense include the future tense. All words in the plural number include the singular number, and all words in the singular number include the plural number, unless the natural construction of the wording indicates otherwise. The word "building" includes the term "structure." The word "person" includes a firm, company, partnership, association, public or private authority, or corporation. The word "shall" is mandatory, and the word "may" is permissive. The word "used" shall be deemed also to include "designed, arranged or intended to be used or occupied." The term "planning staff" refers to employees of the City of Brunswick Department of Planning, Development and Codes. The term "building official" refers to the person designated by the City Manager and employed as such by the City of Brunswick, currently the Director of Planning, Development and Codes or to his authorized subordinate employee. The term "city commission" refers to the governing authority of the City of Brunswick.

Certain words and terms are defined for purposes of this chapter as set forth hereinafter. Words and terms which are not defined herein shall have their generally accepted meaning as shall be determined

by the officials responsible for the administration and enforcement of this chapter. Appeals of interpretative decisions may be made to the planning and appeals commission.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1055, § 2, 3-21-2018)

Sec. 23-1-4. - Definitions.

The following definitions shall apply to words used in this chapter:

Abandonment: The voluntary discontinuance of a use ~~of property~~ for a continuous period of at least 365 days, either by vacating the site, ~~or by cessation of operations, or by conversion to a different use.~~

Accessory ~~use or structure:~~ A ~~use or~~ structure ~~having minimal value and~~ customarily incidental and subordinate to the principal use or structure located on the same premises ~~with such principal use or structure such as a fence, storage shed or well pump house,~~

Accessory Use: ~~A use customarily incidental, appropriate and subordinate to the principal use of land or building(s) located on the same parcel.~~

Accessory Building in Residential Zones: Shall be located only in the rear yard and shall occupy no more than 40% of the rear yard (see definition of rear yard in this section) or 25% of the ground floor sf area whichever is less. Such building may not be located less than 5 feet from any lot line. An Accessory Building that is attached to the principal residential structure by a covered walkway (ie. breezeway) or has one wall or part of one wall in common with the principal residential structure shall not be subject to any yard requirements stated herein.

Accessory Apartment (living unit): An accessory apartment may be permitted in an Accessory Building within a residential district. It may have as many as three rooms including a bedroom, living area with kitchen and bathroom. It may be located within a principal residential structure or as a part of an accessory building in a residential zone. Such an Accessory Apartment may be termed a “mother in law apartment”, “carriage house” or “garage apartment”. The Accessory Apartment may be rented to another party for a period of one year or more.

Accessory Guest house: Living quarters situated within a detached or semi-detached accessory building located on the same premises with the principal building. Such quarters shall contain no cooking facilities, shall be used only by bona fide non-paying guests or by relatives of the occupants of the premises, and shall not be rented or otherwise occupied as a separate dwelling. **Formerly just Guest House**

Addition to an existing building: Means any walled or roofed expansion to the perimeter of an existing building; however, any such addition which is connected by a firewall or is separated by a load bearing wall is considered “new construction”.

Alley: A ~~secondary way~~ minor right-of-way dedicated to public use which affords ~~secondary~~ access to the side or rear of abutting property. ~~An alley may also be used to locate above or below ground public utilities~~

Alteration of building: Any change in the supporting members of a building (such as bearing walls, columns, or girders), any addition or reduction to a building; any change in use; or any relocation of a building from one location or position to another ~~on the same property.~~

Automobile service ~~station:~~ Buildings and premises on any parcel or lot where gasoline, oils, and greases, batteries, tires and automobile accessories may be supplied and dispensed at retail (or as an operation accessory to another business), where no part of the premises is used for the storage of dismantled or wrecked vehicle parts. ~~and also where the following services, but none other, may be rendered:~~

- ~~(a) Sale and servicing of spark plugs, batteries, and distributors;~~
- ~~(b) Tire repair and servicing, but no re-capping;~~
- ~~(c) Replacement of mufflers and tail pipes, water hose, fan belts, brake fluid, transmission fluid, light bulbs, floor mats, seat covers, wiper blades, windshield wipers, grease retainers, and wheel bearings;~~
- ~~(d) Radiator cleaning and flushing;~~
- ~~(e) Washing and polishing;~~
- ~~(f) Greasing and lubrication;~~
- ~~(g) Exchanging fuel pumps and installing fuel lines;~~
- ~~(h) Minor servicing and replacing of carburetors;~~
- ~~(i) Emergency wiring repairs;~~
- ~~(j) Adjusting and repair of brakes;~~
- ~~(k) Minor adjustment of engines, not involving removal of the head and/or crankcase, or racing the motor;~~
- ~~(l) Sale—the sale of cold drinks, convenience items (tobacco, grocery and over the counter medications, etc., prepared and packaged foods), as accessory only to the principal operation.~~

Apartment: A dwelling intended for rental occupancy or ownership under a cooperative or condominium in a building having two or more independent and separate living units.

Bed and Breakfast Home: A business establishment operated within a dwelling by the owner or occupant, offering temporary lodging and one or more meals to not more than 10 guests in not more than 5 sleeping rooms while away from their normal places of residence. Also known as a “Tourist Home”.

Boarding house: Also called a “group residence home”. Any residential structure, supervised or not, used as living and sleeping arrangements for more than four unrelated individuals and up to 15 for periods of one week or more. Tenants may share the common areas of the home and provisions for meals may be made, provided cooking is done in a central kitchen and not in individual rooms or suites. For purposes of zoning, a rooming or boarding house shall not be a fraternity or sorority house nor a personal care home. The landlord shall not provide supervision of person, supervision of medications, assistance with activities of daily living, or nursing services. Otherwise, the home would fall under the requirements for a personal care home or community living arrangement and require a permit by the State of Georgia.

~~*Buffer:* An area used to visually separate one use from another or to shield or block noise, lights, or other characteristics or features of one use from another.~~ That portion of a parcel established for permanent vegetation, fence or similar structure and/or open space in order to visually separate properties with a different and possibly incompatible use on a year-round basis.

Building: Any structure having a roof supported by columns or walls intended for shelter, housing or enclosure of persons, animals, ~~chattels~~ or property of any kind.

~~*Building height:* The vertical distance measured from the average natural grade of the building footprint or from the base flood elevation established by FEMA, whichever is higher above mean sea level, to the highest point of the roof or other structural component of the building not otherwise exempted from height regulation.~~

~~*Building line:* That line which represents the distance a building or structure must be set back from a lot parcel boundary line or a street right-of-way line or a street centerline~~ according to the terms of this chapter. In all cases the building lines of a lot shall run parallel to such ~~other parcel~~ lines.

Building official: The person designated as such by the City Manager, ~~and or any subordinate, assistant or substitute employed by the city~~ currently the Director of Planning, Development and Codes. The Building Official is responsible for enforcing the provisions of this ordinance,

Building, principal (Principal building): A building in which is conducted the principal use of the ~~lot~~ parcel on which said building is situated.

Personal Care home: A rest home, nursing home, convalescent home, or similar use established and operated on a profit or non-profit basis to provide lodging and/or meals and/or domiciliary care for aged, infirm, chronically ill or convalescent persons.

~~*Child care facility:* A licensed commercial establishment where seven or more children, other than members of the family occupying the premises, are kept and given care.~~

~~*Child care learning home:* A private facility operated for pay in a private residence for the supervision, care and learning of not more than 4 children, ages 6 or less, for periods of less than 12 hours per day, without transfer of custody, and whose parents or guardians do not reside at the private home. Such a program shall first be licensed by the Georgia Department of Early Care and Learning Services (DECAL).~~

~~*Child care learning center:* A public facility operated for pay for the supervision, care and learning of four (4) or more children under the age of 18 for periods of not more than 24 hours per day, without transfer of custody. Such a program shall first be licensed by the Georgia Department of Early Care and Learning Services.~~

City: The City of Brunswick, Georgia, a municipal corporation, or the area located within the corporate limits of the City of Brunswick.

Clinic: An establishment where medical or dental patients who are not lodged therein overnight are admitted for examination or treatment.

Commission: The governing authority of the City of Brunswick, that is, its city commission.

~~*Conditional use:* A use specifically designated approved by the City Commission as such in this chapter, that would not be appropriate for location generally or without restriction throughout a given zoning district, but which, if controlled limited as to number, area, location or relation to the neighborhood, would, in the opinion of the city commission, promote not adversely affect the public health, safety, morals, order, comfort, convenience, appearance, prosperity or general welfare of the area where located. Sometimes referred to as a "special exception."~~

~~A use of property, not permitted in the zone in which the property is located, specifically permitted by the City Commission following a recommendation of the City Planning Commission with conditions including those in this Chapter in Section 23-25-4~~

Density: 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~~ the acreage of land devoted to residential use **exclusive** of land dedicate for public use to be utilized for streets, alleys, parks, playgrounds, school grounds or other public uses.

~~*Dormitory:* A building or space in a building in which group sleeping accommodations are provided for more than 15 unrelated persons in one room or a series of closely associated rooms under joint occupancy and single management, with or without meals, but without individual cooking facilities. This shall also include a fraternity or sorority house.~~

Drug or addiction care facility: A care home, group dwelling, half-way house, rehabilitation center or other facility for the care or treatment of drug or alcohol dependency.

~~*Dwelling:* A building or portion of a building arranged or designed to provide living quarters for one or more families~~

Dwelling, one-family: A detached dwelling building ~~other than a or mobile home~~ designed for or occupied exclusively by one family.

Dwelling, two-family: A dwelling ~~other than a mobile home~~ designed for or occupied exclusively by two families in separate dwelling units living independently of each other, ~~with separate ingress and egress~~ on a single lot.

~~*Dwelling, group:* A building or portion of a building occupied or intended for occupancy by several unrelated persons or families, but in which separate cooking facilities are not provided for such resident persons or families. The term "group dwelling" includes but is not limited to a rooming house, apartment hotel, fraternity or sorority house, Y.M.C.A. or Y.W.C.A. A hotel, motel or tourist home shall not be deemed to be a group dwelling as herein defined.~~

Replaced as *dormitory*

~~*Dwelling, loft:* A residence, located in a zoning district with permitted mixed use(s) within a building, with no interior walls (other than a bathroom) typically located within an older retail or industrial building on the ground and/or second upper floor in a two- floor building. Loft residents may be located within buildings where a commercial establishment is located and conducting business.~~

~~*Dwelling, manufactured or modular:* A building transported in structural sections such a walls, roof and foundation elements, and other components designed to be erected and attached on a permanent foundation or slab established or to be constructed on a parcel. When assembled and erected a permanent dwelling will have been constructed meeting all local housing and building codes.~~

~~*Dwelling, mobile home:* A structure built on a permanent chassis, transportable in one or more sections, which is at least ten feet wide and has at least 600 square feet of floor area, with plumbing, heating, air conditioning and electrical systems contained therein, and which is designed to be used as a dwelling when connected to the required utilities.~~

~~*Dwelling, multi-family:* A dwelling or dwellings on a single lot, ~~other than mobile homes~~, designed for or occupied by three or more families living independently of each other, ~~with separate ingress and egress~~, and with the number of families in residence not exceeding the number of dwelling units provided.~~

~~*Dwelling, tiny home:* A modular or on-site constructed housing unit designed to be occupied by an individual or two individuals, typically with 400 square feet of living area (not including an upper loft area) and located in clusters of similar structures in a planned development (PD District) of similar housing units. Actual living area must meet the occupancy standards of the city's building codes.~~

~~*Dwelling, patio home:* A single-family dwelling unit in which a portion of the area required for rear and side yards may be consolidated into one or more garden court spaces within the walls of the dwelling unit, on the condition that a minimum of five feet separates the property lines from the patio house along the side and rear lot lines.~~

~~*Dwelling, townhouse or row house:* One of a series of ~~three~~ two or more attached one-family dwelling units, ~~other than mobile homes~~, on separate lots which may or may not have a common roof, ~~shall not have~~ or a common exterior wall and are separated from each other by fire resistive party wall partitions extending at least from the lowest floor level to the roof.~~

~~*Dwelling unit:* ~~One or more rooms connected together and constituting a separate, independent housekeeping establishment for use on a basis involving owner occupancy or rental or lease on a weekly, monthly or longer basis, with provision for cooking, eating and sleeping, physically set apart from any other rooms or dwelling units in the same structure.~~ A space, area or portion of a building designed for and occupied by one family as a dwelling unit, with cooking, bathing and sleeping facilities for the exclusive use of such family.~~

~~*Drive-in/ drive-through:* A retail or service enterprise oriented to automobile-driving patrons wherein service is ~~also~~ provided to consumers on the outside of the principal building. The term "drive-in/drive through" includes drive-in restaurants, banks, laundries, food stores, liquor stores ~~or car washes~~.~~

~~*Family:* Any number of individuals legally related through blood, marriage, adoption, or guardianship, including individuals placed for foster care by an authorized agency; or up to four unrelated individuals living and together and functioning as a single housekeeping unit.~~

Family day care home: A home operated by any person who receives pay for caring for six or fewer children **or adults** (other than members of the family occupying the premises) for day-time supervision and care. **Such a use shall be considered a home occupation.**

Garage, private: An accessory building or portion of a principal building used only for the private storage of motor vehicles **owned and operated by the occupants of the principal building** as an accessory use.

~~*Garage, public:* Any garage other than a private garage which is used for storage, minor repair, rental, servicing, washing, adjusting or equipping of automobiles or other vehicles.~~

Garage, repair: Building and premises designed or used for ~~purposes indicated under "automobile service station" and/or major commercial repairs~~, provided that body work and painting shall be conducted within fully enclosed buildings and provided further that ~~self-propelled~~ vehicles not in safe operating condition shall be stored in fully enclosed buildings.

Halfway House: A group facility occupied and used for the business purpose of providing transitional offender rehabilitation or similar purposes, whether for profit or nonprofit, and whether or not required to have a Federal or State permit, provided that the majority of the residents shall meet one of the following criteria:

- A.** On parole or probation, or has been ordered to reside in such type of facility as a condition of parole or probation; or
- B.** Has been convicted of a felony and has completed his or her sentence; or
- C.** Has been convicted of a criminal offense and has been ordered to reside in such type of facility as part of the criminal sentencing.

~~*Home occupation:* An occupation or profession conducted within a dwelling for pecuniary gain by members of a family residing in the dwelling, but not including the operation of a tourist home or boarding house; provided that physicians, surgeons, dentists and other members of the medical professions operating as home occupations must receive approval of their sanitary facilities by the Glynn County Board of Health, and further defined as follows:~~

Home occupation: A business, profession, occupation or trade, conducted for gain and operated by the owner or legal tenant, that is accessory to and entirely within a single-family, two-family or multi-family residential dwelling or within an accessory structure to a single-family residential dwelling. Such home occupation shall not involve visits or access by clients or customers unless otherwise permitted by this ordinance. Reference Section 23-3-16 of this Chapter

- a. Home office: A home occupation that is limited to an office use and does not involve visits or access by the public, suppliers or customers, and does not involve the receipt, maintenance, repair, storage or transfer of merchandise at the dwelling
- b. Home business: A business that is limited to the use of a practicing professional or the operator of a business conducted elsewhere.

Hotel: A commercial and licensed facility and building(s) offering transient lodging accommodations ~~in ten rooms or more~~ to the general public. The word "hotel" also includes the terms "motel," "inn" and "tourist court." The term Hotel does not include a bed and breakfast inn, boardinghouse, mobile home ~~court park or camp~~, travel trailer or RV park.

Junk or salvage yard: An open area ~~place~~ used for the storage, keeping, abandonment, sale or resale of ~~junk~~, salvage or scrap metals, paper, rags, rubber tires, and bottles ~~material~~ or for the dismantling, demolition, storage or abandonment of automobiles and other vehicles, machinery or equipment, or parts thereof. **Does not include such activities or storage within buildings.**

Loading space, off-street: Space that is logically and conveniently located for pickups and deliveries, scaled to the size and type of delivery vehicles expected to be used, and accessible to such vehicles. ~~when required off-street parking spaces are filled.~~

~~*Lot:* A parcel of land of varying size, which is designated as a single unit of property. A developed or undeveloped parcel or tract of land in one ownership, legally transferable as a single unit of land. Unless clearly indicated otherwise, the word "lot" when used alone in this chapter shall mean a "zoning lot" as herein defined.~~

Lot, corner: A lot located at the intersection of two or more streets or bounded on two or more adjacent sides by street right-of-way lines.

Lot depth: The mean horizontal distance between the front (adjoining a street right of way) and rear lot lines, measured in the general direction of the side lot lines.

Lot, interior: A lot other than a corner lot or through lot.

Lot of record: An area designated as a separate and distinct parcel of land on a legally recorded subdivision plat or in a legally recorded deed as filed in the official records of the Clerk of Glynn Superior Court.

Lot, through: A lot having frontage on two nonintersecting parallel streets, as distinguished from a corner lot.

Lot width: The distance between side lot lines measured at and along the front building (setback) line.

Lot, zoning: A parcel of land occupied or to be occupied by a principal use or uses, together with such accessory uses, yards and open spaces as are permitted or required under the provisions of this chapter, having frontage on an officially accepted public street and having not less than the minimum area required by these regulations for a lot in the zoning district within which the parcel of land is located. A lot of record may or may not be a zoning lot.

Micro-brewery or distillery. A place for the small scale and independent manufacturing of specialty or craft beer, liquors or wine produced for retail sale and consumption on-site and off-site. A micro-brewery may include a single residence for the operator (brew master) of the brewery or distillery and may also include a combination of a permitted restaurant, bar or nightclub.

Micro-industry. A business occupying a commercial space and producing craft style fabrication and assembly of goods to be primarily sold on the premises such as metal and wood furniture, picture frames, art objects, clothing and clothing accessories, jewelry items, pottery and home accessories. Such a business shall not occupy more than 4,000 square feet and shall have no outside storage of raw materials, any special requirements for unloading incoming raw materials nor loading outgoing finished products.

Mixed use: A building or property occupied by both commercial retail stores and/or offices and residential dwellings in single integrated structure or development of multiple structures. The residential dwellings shall be treated as multi-family residences for purposes of parking requirements.

~~*Mobile home or manufactured home:* A structure built on a permanent chassis, transportable in one or more sections, which is at least ten feet wide and has at least 600 square feet of floor area, with plumbing, heating, air conditioning and electrical systems contained therein, and which is designed to be used as a dwelling when placed and secured per city codes on an approved foundation and connected to the required utilities~~

Mobile home park: Premises where spaces are set aside or offered for sale or rent to accommodate four or more mobile homes for use as dwellings.

Mobile home space: A plot of ground within a mobile home park designed for the accommodation of one mobile home and any permitted attached structures such as screened porches, decks or canopies.

Nonconforming use: A building, structure or parcel of land lawfully occupied by a use that does not conform to the regulations of the zoning district in which it is situated.

Nonconforming structure: Any structure that exists lawfully under these zoning regulations at the effective date of its adoption or amendment that could not be built under these zoning regulations **by reason of due to** restrictions on lot area, lot coverage, height, yards, location on the lot, or requirements other than use concerning the structure.

Outdoor storage - Temporary: Placement on a parcel, and not within a building or structure, supplies, materials, goods, equipment, products or surplus materials for more than seven (7) consecutive days or more than a total of 30 days within a year if not fully screened from public view. Excludes construction materials meant for the construction or renovation of a principal or auxiliary structure.

Outdoor Storage – Permanent: Permanent or recurring placement on a parcel, and not within an enclosed building or open structure such as an open shed for lumber or building materials, of goods, materials, vehicles and equipment for sale on the premises where placed.

~~*Parking, dedicated on-street:* A parking space located directly in front of, or along the side or rear of a parcel that can primarily be used to serve the uses on the abutting, subject parcel. A dedicated on-street parking space can be used to count towards a parcel's minimum parking requirement when:~~

- ~~(a) The parking space can clearly be devoted to the abutting parcel,~~
- ~~(b) At least 50 percent of the parking space is located along the front, side or rear of the parcel,~~
- ~~(c) The parking space is unobstructed by dumpsters or other semi-permanent obstructions, and~~
- ~~(d) The parking space will not obstruct city operations.~~

~~*Patio house:* A single family dwelling unit in which a portion of the area required for rear and side yards may be consolidated into one or more garden court spaces within the walls of the dwelling unit, on the condition that a minimum of five feet separates the property lines from the patio house along the side and rear lot lines.~~

Personal Care Home: A profit or nonprofit facility, home or structure(s) for the protective care of two or more persons, who need a watchful environment, but do not have an illness, injury, or disability, which requires chronic or convalescent care, including medical and nursing services. Protective care and watchful oversight includes, but is not limited to, a daily awareness of the residents' whereabouts, the asking and reminding of residents of their appointments for medical checkups, the ability and readiness of management to intervene if a crisis arises for a resident, and supervision by management in areas of nutrition, medication, and actual provision of transient medical care, with a 24-hour responsibility for the well being of residents of the facility. Personal care homes shall be classified in one of the following ways:

- a. **Individual:** Two to three clients
- b. **Family:** Four to six clients
- c. **Group:** Seven to 15 clients
- d. **Congregate:** Sixteen or more clients

Specific regulations are included in permitted zones. Must be licensed by The State of Georgia and approval by the Glynn County Department of Health is required.

Planning staff: The city employees or contractors designated by the **City Manager** to process applications for re-zonings, conditional uses and variances.

Planning and Appeals Commission: Appointed by the City Commission.

Professional: A use or occupancy by persons **including support staff**, engaged in rendering personal, executive, or administrative services, including accountants, architects, engineers, land surveyors, doctors and other healthcare **professionals services**, lawyers, insurance offices and administrative offices considered professional in character.

~~*Travel-trailer: Recreational vehicle:* A mobile travel **camping** unit on wheels, excluding a mobile home, which is designed to be pulled by or carried on a wheeled mobile vehicle. Included in this definition are pick-up campers, converted or factory assembled camper **vans or buses**, tents **and/or** tent trailer or other similar mobile devices.~~

~~Travel trailer~~ **Recreational vehicle park or campground:** Any site, lot, parcel or tract of land upon which ~~travel trailers, travel units or tents~~ recreational vehicles are placed in accordance with the requirements of this chapter.

Special Event Venue: An establishment, including social gathering event centers, that is rented by individuals or groups intended to accommodate public and private events and functions, social, entertainment, or educational gatherings to include meetings, music events, weddings, receptions, banquets, fundraisers, parties, private performances, art shows, and other celebrations, and which establishment shall include a permanent structure which houses an onsite kitchen or catering capabilities.

Story: That portion of a building included between the surface of any floor and the surface of the floor next above it, or if there is no floor above it, then the space between the floor and the ceiling next above it.

Story, half: A story in which one or more exterior walls intersect a sloping roof not more than two feet above the floor of such story.

Street: A public way for vehicular traffic which affords the principal means of access to abutting property.

Street centerline: That line surveyed and monumented by the governing body as the centerline of a street, or in the event that no centerline has been so determined, that line running midway between and parallel to the general direction of the outside right-of-way lines of the street.

Structure: Anything constructed or erected which requires a fixed location on the ground or which is attached to something having a fixed location on the ground, including but not limited to buildings, mobile homes, signs, walls and fences.

~~Tourist home: A dwelling in which sleeping accommodations in fewer than ten rooms are provided or offered for the use of guests in return for compensation and in which meals may or may not be offered. Any dwelling in which such accommodations are offered in ten or more rooms shall be deemed to be a "hotel" as herein defined. The use of a dwelling as a tourist home shall not be considered an accessory use or a customary home occupation.~~ Replaced by Bed and Breakfast

Trailer: Any vehicle or structure capable of moving and/or being moved over streets and highways on its own wheels or on a flat bed or other carrier, which is designed or utilized to provide temporary or permanent quarters for the conduct of a business, profession, trade or occupation, ~~serve as a carrier of people~~, new or used goods, products or equipment, or be used as a selling, advertising or display device.

Variance: A modification of the strict terms of this chapter granted by the board of zoning appeals where such modification will not be contrary to the public interest nor adversely impact an adjoining property, and where, owing to conditions peculiar to the property and not as the result of any action on the part of the property owner, a literal enforcement of this chapter would result in unnecessary and undue hardship.

Yard: A required open space located on the same lot as the principal building which is unoccupied and unobstructed from ground to sky ~~except for tree, or shrub growth, and fences or walls (subject to height limitations as indicated in each zone, except for landscape~~ and where encroachments, fences or walls, utilities and accessory uses are expressly permitted.

Yard, front: A yard situated between the front building line and the front lot line extending the full width of the lot. ~~The actual rear yard is the area between the greatest extremity of the rear wall of the Principal structure and the rear lot line extending the full width of the lot.~~

Yard, rear: A yard situated between the rear building wall line and the rear lot line and extending the full width of the lot.

Yard, side: A yard situated between a side building line and a side lot line and extending from the front yard to the rear yard.

(Ord. No. 1006, § 1, 11-19-2008)

ARTICLE II. - ESTABLISHMENT OF DISTRICTS

Sec. 23-2-1. - Division into districts.

For the purpose of these regulations, the City of Brunswick, Georgia, is hereby divided into 20 districts designated as follows: **OLD CHART REORGANIZED AND REPLACED BELOW**

Residential Districts

- R – 9 One Family Residential District
- R – 6 One Family Residential District
- GR General Residential District
- ~~GR Core~~ ~~General Residential Core District~~
- MH Mobile Home District

Office and Commercial Districts

- OC Office – Commercial District
- LC / NC **Neighborhood** Commercial District (NC Added)
- GC General Commercial District
- ~~GC/GR Core~~ ~~General Commercial Core District~~
- HC Highway Commercial District
- CR Commercial Recreation District

Mixed Use District

- MUCCH Mixed Use, City Core Historic District

Industrial Districts

- BI Basic Industrial District
- GI General Industrial District
- LI Limited Industrial

Medical District

- ~~MED~~ ~~Medical District~~
- ~~LM~~ ~~Limited Medical District~~

Institutional District

- I Institutional District

Other Zones

- PD Planned Development

- ~~PD – TN – Planned Development – Traditional Neighborhood~~
- ~~PD – Infill – Planned Development – Infill~~

Overlay Districts

- Liberty Harbor PD Overlay
- Parkwood Village PD – TN Height Overlay
- U. S. 17 Overlay

Conservation Preservation District

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-2-2. - District boundaries.

The location and boundaries of each district are as shown on a map entitled "Official Zoning Map of Brunswick and Glynn County, Georgia," heretofore adopted on February 3, 1965 as amended, and as may be amended from time to time after that date. Said map, together with the explanatory writing and other entries thereon, consisting of multiple panels, has been and shall continue to be a part of this zoning ordinance until such time that a new and updated map of the city showing the current and correct location and boundaries of each district can be prepared by the city engineer. When such a new map is approved by vote of the city commission, then that new map shall become the official zoning map of the City of Brunswick and automatically replace the previous map as a part of this ordinance. Said new map shall be updated periodically by the city engineer to update it to reflect any re-zonings which may occur in the future and shall be retained permanently in the office of the city engineer for future reference.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-2-3. - Interpretation of district boundaries.

The following rules shall apply where uncertainty exists with respect to the district boundaries as shown on the zoning map:

- District boundaries indicated as approximately following the centerlines ~~or within the~~ right-of-way lines of streets, highways, alleys, railways or public utility easements shall be construed to follow such centerlines. ~~or right-of-way lines.~~
- District boundaries indicated as approximately following lot or tract lines, whether public or private, shall be construed to follow such lines.
- District boundaries indicated as approximately following incorporated area or county limit lines, military reservation boundary lines, militia district lines or special district lines, as amended from time to time, shall be construed to follow such lines.
- District boundaries indicated as approximately following the centerlines, right-of-way or shore lines of streams, rivers, canals, channels or other waterways shall be construed to follow such centerlines, right-of-way lines or shore lines.
- District boundaries indicated within the area known as the Atlantic Ocean shall be construed to be parallel to, and 500 feet seaward from, adjacent land or marsh shore lines at all times.
- District boundaries indicated as being approximately parallel to, or extensions of, features or lines listed hereinabove shall be so construed. Distances not specifically indicated on the zoning map shall be determined according to the scale of the map.

(Ord. No. 1006, § 1, 11-19-2008)

~~Sec. 23-2-4. - Annexation or other adjustments to city limits~~

~~The following provisions shall govern when city limit boundaries change by reason of annexation:~~

- ~~(a) The zoning district classification which applied to the newly added area when it was under the jurisdiction of the Glynn County Zoning Ordinance shall continue to apply until such time as the city commission may desire to change the classification through normal amendment procedure, provided that the identical zoning district classification, including identical standards and requirements, exists in this chapter.~~
- ~~(b) Otherwise, the additional land area incorporated into the city shall be classified R-9 one-family residential until such time as the city commission may desire to change such classification through normal amendment procedure.~~
- ~~(c) In all cases where an addition to the city's land area requires adjustment in the zoning district boundaries, such adjustment shall be endorsed upon the zoning map.~~
- ~~(d) Zoning decisions with respect to land annexed into the city shall be subject to any valid and applicable contracts between the city and Glynn County which are currently in force at the time of the decision.~~

(Ord. No. 1006, § 1, 11-19-2008)

ARTICLE III. - GENERAL REGULATIONS ~~APPLICABLE TO ALL ZONING DISTRICTES (UNLESS NOTED)~~

Sec. 23-3-1. - Minimum requirements.

The various zoning district regulations established and set forth herein are declared to be the minimum requirements necessary to carry out the purposes of this chapter.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-2. - Use of land or building.

- (a) No land or building shall hereafter be used, and no existing building or part thereof shall hereafter be constructed, erected, altered or moved except in conformity with all of the regulations of the zoning district in which it is or will be located.
- (b) Land uses not expressly permitted within the several zoning districts established by this chapter are prohibited.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-3. - Height of buildings, measurement.

No building structure or appurtenance shall hereafter be constructed, altered or moved so as to exceed the prescribed height limitations for the zoning district in which it is or will be located. The height limitations prescribed in this chapter shall be measured from the average grade elevation at site or from a height of 12 feet above mean sea level, ~~national geodetic vertical datum~~ FEMA defined flood elevation, whichever is higher.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-4. - Density.

No building, structure or land shall hereafter be used or occupied in excess of the prescribed density regulations for the zoning district in which it is or will be located.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-5. - Lot occupancy.

No building shall hereafter be erected, altered or moved to occupy a greater percentage of lot area than is permitted within the zoning district in which it is or will be located.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-6. - Lot reduction prohibited.

No lot shall be so reduced in size that the requirements of this chapter as to total area, lot width, necessary yards or other open spaces, lot area per dwelling unit or other required conditions are not maintained.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-7. - Yard use limitation.

No building shall hereafter be erected, altered or moved to create narrower or smaller front yards, side yards, rear yards or other open spaces than required by this chapter for the zoning district in which such building is or will be located.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-8. - Use of substandard lots of record.

No permit for the use of any lot which is smaller in total area than the minimum size for the district within which it is located shall be issued unless said lot was legally and properly recorded prior to the passage of this chapter, provided that substandard lots in residential districts shall be used only for single-family residential purposes and construction on any such lot after the passage of this chapter shall be required to meet all other requirements of the district in which it is located, except that if the lot is less than 45 feet in width at the building line, the minimum total side yard shall be at least 20 percent of the lot width with a minimum of three feet for each side measured from the eave of the structure to the lot line.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-9. - Street access.

Except as herein provided, no ~~use of a lot shall be permitted building shall hereafter be erected, constructed, moved or relocated on a lot not located~~ which does not have frontage on a publicly dedicated, publicly accepted or publicly maintained street with a right-of-way of not less than 30 feet.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-10. - Classification of streets.

For the purposes of this chapter, all public streets in the City of Brunswick are hereby classified by the City or the Georgia DOT as being either controlled access highways, major streets, collector streets or minor streets. ~~The classification of each public street in the city is designated on the zoning map.~~

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-11. - Location of buildings on lots.

Every building or use hereafter erected or established shall be located on a lot of record, and every one-and two-family residential structure, except as herein provided, shall be located on an individual lot of record. In all cases, the principal building on a lot shall be located within the area formed by the building lines as outer boundaries, and in no case shall the building infringe beyond the building lines into the respective front, side or rear yards or other setbacks required for the district in which the lot is located.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-12. - Corner lots.

On lots having frontage on more than one street at an intersection, the minimum front yard requirement may be reduced to one-half the regulated distance on the portion of the lot fronting on the street or streets of lesser importance **as determined by the building official**. However, in no case shall the setback be reduced to less than ten feet. The minimum front yard for the portion of the lot fronting on the street of greater importance shall be provided in accordance with the provisions established by this chapter for the district in which the lot is located.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-13. - Double frontage lots.

On lots having frontage on more than one street, but not located on a corner, the minimum front yard shall be provided for that portion of the yard facing the street of greater importance in accordance with the provisions of this chapter while that portion of the yard facing the street of lesser importance shall provide a minimum yard of ten feet in width.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-14. - Front yard requirements.

The setback requirements of this chapter shall not apply to any lot where the average setback on other lots already built upon and located wholly or in part within 100 feet of each side of the lot, on the same side of the street and within the same block and zoning district, is less than the minimum required setback. In such case, the setback on the lot may be less than the required setback but not less than the average of the setbacks on such other lots. However, in no case shall the setback be less than ten feet.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-15. - Nonconforming uses.

Any lawfully existing building, structure or use of land which is not a permitted use in the district within which it is located upon the enactment of this chapter into law shall be deemed to be a nonconforming use. Such use may be continued subject to the following conditions:

- (a) *Change*. Once changed to a conforming use, no building or use of land shall be permitted to revert to a nonconforming use. Change to another nonconforming use is prohibited.

- (b) *Abandonment.* Reestablishment of a nonconforming use after abandonment or discontinuance of use for a continuous period of 365 days is prohibited.
- (c) *Restoration.* A nonconforming building may not be reconstructed or structurally altered for continuance as a nonconforming use if the cost of such reconstruction or alteration exceeds 50 percent of its replacement cost less depreciation. Permitted restoration of a nonconforming building shall be fully completed within a six-month period after issuance of the building permit for each restoration.
- (d) *Extension.* A nonconforming use or building shall not be enlarged or extended in such a way as to displace a conforming use or building. No nonconforming use or building may be extended to occupy additional land area not utilized for such nonconforming use or building as of the date of enactment of this chapter.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-16. - Home occupations.

(1) *Overview.*

- (a) The standards of this article dealing with home occupations are designed to protect and maintain the residential character of a neighborhood while permitting certain limited commercial activities to be carried out in a home.
- (b) It shall be unlawful for any person to carry on a home occupation ~~at a in any residence dwelling in an area of~~ the city ~~zoned R-9, R-6, GR, and PDTD~~ unless the person has applied for and received a license to do so in compliance with this article. Application for a home occupation permit shall be made in writing on forms provided by the city. Applications shall be reviewed and approved by the planning, development and codes department.
- (c) It shall be unlawful for the ~~property~~ owner ~~of a dwelling~~ to knowingly allow a person to use the ~~real-estate dwelling~~ for a home occupation in violation of this article.
- (d) All local and state licenses/permits as well as any necessary licenses/permits from any other agency required for the home occupation must be obtained prior to the business being opened.
- (e) A permit application fee for a new home occupation permit shall be required and is nonrefundable. The permit must be renewed annually to remain in effect.

(2) ~~Definition-See definitions Section 23-1-4~~

~~"Home occupation" is defined as any business, profession, occupation, trade or activity conducted within a detached one-family residential building, or an accessory building thereto, which is incidental or secondary to the use of such building for dwelling purposes and which does not change the essential residential character of the building. This definition applies to all zoning districts.~~

(2) *Evaluation standards:* A home occupation ~~as defined in Section 23-1-4~~ shall require a written permit and shall be permitted in a single-family dwelling in any residential district provided that the following standards are met:

NOTE: NEW OR REVISED EVALUATION STANDARDS FOLLOW THESE DELETED STANDARDS

- ~~(a) The structure or appearance of the exterior of the dwelling shall not be altered or remodeled for home occupational purposes either by color, materials, construction, lighting, or in any other way.~~
- ~~(b) The entrance to the home occupation portion of the dwelling shall be from either within the dwelling or through an existing entrance; not through a new outside entrance.~~
- ~~(c) No activities shall be allowed and no equipment or material shall be used that would change the fire safety or occupancy classifications of the premises.~~

- ~~(d) Not more than 25 percent of the floor area in the residential unit may be used for a home occupation. This is a maximum amount regardless of the number of occupations at any one residence. Additionally, a home occupation may occupy a maximum of no more than 200 square feet of floor area of within any accessory building.~~
- ~~(e) Hours of operation. Customer visits shall be limited to the hours of 8:00 a.m. to 6:00 p.m.~~
- ~~(f) Any sign or display shall be limited to only one and shall not exceed three square feet in size. It shall carry only the name and occupation of the occupant of the premises. The sign or display shall be non-lighted and non-reflective in nature and shall be attached to the dwelling or accessory building.~~
- ~~(g) The interior of the residence shall maintain an operational kitchen, bathroom, and sleeping area and shall have active utility accounts, including water and electricity.~~
- ~~(h) The home occupation shall not generate pedestrian or vehicular traffic beyond what is normal to the neighborhood where it is located.~~
- ~~(i) There shall be no outdoor display or storage of equipment or material used in the home occupation.~~
- ~~(j) A home occupation permit/occupational tax certificate for a home occupation is valid for only the original applicant and is not transferable to any resident, address or any other occupation. Upon termination of the applicant's residency, the home occupation permit shall become null and void.~~
- ~~(k) If there are any changes proposed in the dwelling or in the plumbing or the electrical system, appropriate permits will be required.~~
- ~~(3) *Restriction on sales.* The home occupation shall involve the sale of only those goods or services produced on the premises, except in the case of mail order or home marketing services.~~
- ~~(4) *Mail order or home marketing services.*~~
 - ~~(a) If the home occupation consists of either a mail order business or a home marketing business, the residence will be the mailing address and office only. The business will only take orders at the home and the orders will be filled by direct shipment from factory/warehouse to customer. No inventory beyond samples may be stored on the premises.~~
- ~~(5) *Catering and food sales.* A home occupation providing food catering or food sales must meet all of the requirements of the Georgia Department of Agriculture Food Safety Division Chapter 40-7-19 Cottage Food Regulations.~~
- ~~(6) *Beauty shops and barber shops.*~~
 - ~~(a) Beauty shops and barber shops are allowed provided customer visits are by appointment only. The business shall consist of no more than one beauty/barber chair and no more than two customers shall be permitted at one time. Beauty shops and barber shops allowed under these provisions shall be registered with the appropriate licensing and inspection authorities.~~
 - ~~(b) All local and state licenses as well as any necessary permits from the Glynn County Health Department must be obtained prior to the business being opened.~~
- ~~(7) *In-home childcare.*~~
 - ~~(a) In-home childcare is limited to six children at a time, including the caregiver's own preschool-aged children.~~
 - ~~(b) No other home occupation permit/occupational tax certificate can be combined with an in-home childcare home occupation permit.~~
 - ~~(c) Home childcare providers and their employees must also pass a fingerprint check and a preliminary records check to make sure that there is no history of criminal behavior. A background check conducted by the state within 60 days will satisfy this requirement.~~

- ~~(d) All local and state licenses as well as any necessary permits from the Glynn County Health Department must be obtained prior to the business being opened.~~
- (8) ~~Mobile/On-call businesses:~~
- ~~(a) Any business which is primarily conducted off-site, but requires a home office to make appointments outside the home and complete office work such as filing, payroll, scheduling, etc. shall be allowed.~~
- ~~(b) The business shall have no customers on site.~~
- ~~(c) All local and state licenses as well as any necessary permits from Glynn County must be obtained prior to the business being opened.~~
- (a) The business (home office or home business) may not occupy more than 25% of the heated floor space of the residence and shall only be carried out solely within the residence;
- (b) There shall be no more than one employee associated with the Home Occupation and no employee other than an owner or tenant of the residence;
- (c) There shall be no sign nor display of any type indicating a business on the premises;
- (d) There shall be no emission of smoke, dust, odor, fumes, glare, noise, vibration, electrical or electronic disturbance that can be detected beyond the lot line of the residence where the business is being conducted;
- (e) There shall be no chemical, pharmaceuticals mechanical or electrical equipment or materials on the premises other than that normally found in a domestic residence.
- (f) If a business activity is being permitted in the residence, only one related marked business vehicle is allowed to be parked on the premises or on the street in front of the residence at any time.
- (g) No business activity shall involve the care, breeding or boarding of domestic or other animals of any kind. Taxidermy is an activity that is specifically prohibited.
- (h) No medical practice of any kind is allowed
- (3) The following home occupations are specifically permitted with limitations or exceptions to the above criteria:
- (a) Tutoring of all types for no more than 2 pupils at one time.
- (b) Musician and artist's studio which may have equipment that is not normally found in a residence.
- (c) A barber or beauty shop consisting of not more than one chair and not more than two customers at any time. At least two hard surface parking spaces shall be required on the premises.
- (d) Child day care limited to no more than four (4) children and no older than age 6 at one time and are allowed to occupy up to 50% of heated floor space within the residence and for outdoor play activity. Such home occupation shall first be licensed by the State of Georgia.

- (e) All of the above permitted home occupations may only operate during the hours of 6 AM and 6 PM Monday through Saturday. And 12 PM and 6 Pm on Sundays.

(4) Conditions for Approval:

- (a) A proposed home occupation shall require a permit issued by the building department after a written application (on a form provided by the City) review and approval by the Planning Department after a determination that the conditions stated herein have been met.
- (b) If the applicant for a permit is not the owner of the residence in which the home occupation is to be located, then written permission from the legal owner of the residence shall be required to be submitted with the application.
- (c) Home occupation may have to comply with additional and more stringent requirements of County, State or Federal governments.

(3) ~~Impact-related standards.~~

- (a) ~~Noise.~~ The maximum noise level for a home occupation is 50 dBA. ~~Noise level measurements are taken at the property line. Home occupations that propose to use power tools or music must document in advance that the home occupation will meet the 50 dBA standard.~~
- (b) ~~Deliveries.~~ Truck deliveries are not permitted. ~~or pick-ups of supplies or products, associated with the home occupation, are allowed at the home only between 8:00 a.m. and 6:00 p.m.~~
- (c) ~~Vehicles.~~ No more than one marked vehicle may be used in association with the home occupation. ~~No heavy equipment, semi-tractors, dump trucks, or track vehicles shall be permitted to park on the premises.~~
- (d) ~~Parking.~~ Unless otherwise allowed by zoning, no on-street parking of customers shall be permitted at any time. ~~The home occupation shall have necessary parking needed for both residents and customers on-site without using public roads.~~
- (e) ~~Prohibited equipment and materials.~~ There shall be no chemical, mechanical or electrical equipment on the premises other than that normally found in a purely domestic residence. ~~Chemical shall also include any chemicals which are not normally found in a purely domestic residence.~~
- (f) ~~Nuisance.~~ There shall be no emission of smoke, dust, odor, fumes, glare, vibration, electrical or electronic disturbance detectable at the property line or beyond.
- (g) ~~Employee.~~ The occupation shall be conducted only by members of the family who are actively living in the primary residence. ~~and a maximum of one additional employee.~~

(4) ~~Occupations which are not allowed.~~

- (a) ~~Motor vehicle and accessory/parts sales, rental, repair and/or painting.~~
- (b) ~~Combustion engine repairs or cleaning.~~
- (c) ~~Equipment rentals.~~
- (d) ~~The assembly, repair, or reconstruction of major household appliances, including refrigerators, freezers, clothes washers, clothes dryers, dishwashers, stoves, heating equipment, and air conditioning equipment.~~
- (e) ~~Consignment sales where items are stored on the property.~~
- (f) ~~Medical doctors or any practice of physical and/or medical application, including chiropractors or any other uses which involve medical procedures.~~

- ~~(g) Dentists.~~
 - ~~(h) Funeral home.~~
 - ~~(i) Uses that require the handling of any hazardous, biologically, or toxic materials.~~
 - ~~(j) No home occupation shall include the manufacture, repair, sale or storage of firearms, ammunition or other items which are regulated by the bureau of alcohol, tobacco and firearms, at the site of the home occupation.~~
 - ~~(k) Dismantling, junk, scrap, or recycling materials.~~
 - ~~(l) Outdoor recreational or sporting clinics or activities.~~
 - ~~(m) Commercial greenhouses or nurseries.~~
 - ~~(n) Restaurant.~~
 - ~~(o) Occupation involving explosive materials.~~
 - ~~(p) Breeding of animals or selling of animals other than domestic animals typically weighing less than 150 pounds at maturity.~~
 - ~~(q) Animal hospitals, veterinary clinics; pet care services such as animal day cares or kennels of any size.~~
 - ~~(r) Garage sales/yard sales are not allowed as a home occupation.~~
- (5) *Consent to inspection.*
- (a) The signature of the applicant upon the application shall grant the consent by the applicant to an inspection of the home occupation premises by the City of Brunswick.
 - (b) The dwelling in which the home occupation is being conducted shall be open for inspection to city personnel during reasonable hours.
 - (c) Failure by the applicant to allow for the inspection of the premises by the code enforcement officer or position(s) designated by the city manager shall be grounds for refusal to grant the permit or to revoke any current permit.
- (6) *Revocation of a home occupation permit/occupational tax certificate.* The planning, development and codes director or designee has the authority to revoke a home occupation permit or modify or amend the conditions of a home occupation permit upon determining that the use as operated or maintained creates one or more of the following conditions:
- (a) A nuisance or other undesirable condition interfering with the public health, safety, or general welfare.
 - (b) A violation of the provisions of this article or any other applicable law or ordinance, or a violation of the conditions imposed upon the home occupation permit.
 - (c) Failure to allow the city to inspect the property during hours of operation.
 - (d) Before revoking a home occupation permit, the city shall give a ten-day written notice to the permit holder addressed or delivered to the premises. The permit holder may appeal the revocation to the city council by filing a written notice of appeal with the city clerk within said ten-day period. The revocation shall be stayed pending the council's decision on the appeal.
- (7) *Penalties.* Any person violating this article and/or operating without an occupational tax certificate shall be subject to a fine not to exceed \$1,000.00 per violation, by imprisonment for a term not to exceed 30 days or a combination of such fine and imprisonment.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1053, § 1, 1-5-2018)

Sec. 23-3-17. - Accessory uses permitted.

In addition to the principal uses which are designated herein as being permitted within the several zoning districts established by this chapter, it is intended that certain uses customarily incidental or accessory to such principal uses shall also be permitted. For the purposes of this chapter, therefore, each of the following uses is considered to be a customary accessory use and as such may be situated on the same lot with the principal use to which it serves as an accessory:

(a) Uses customarily accessory to dwellings:

(1) Private garage not to exceed the following storage capacities:

One- or two-family dwelling:	Four Maximum of four automobiles unless a larger garage is approved as _____ a conditional use .
Two or Multi-family dwelling:	One automobile per efficiency or 1 BR dwelling unit. Two automobiles per 2 BR + dwelling unit.
Group dwelling:	One and one-half automobiles per sleeping room.

- (2) Open storage space or parking area for motor vehicles, boats and recreation vehicles less than 20 feet in length, provided that such space does not exceed four spaces and provided further that such space shall not be used for more than one commercial vehicle, which shall have three-fourths ton or less in capacity, per family residing on the premises.
- (3) Shed or tool room for the storage of equipment used in grounds or building maintenance.
- (4) Children's playhouse and play equipment.
- (5) Private kennel for no more than three dogs or cats over four months old.
- (6) Private swimming pool and bath house or cabana.
- (7) Structures designed and used for purposes of shelter in the event of manmade or natural catastrophes.
- (8) Non-commercial flower, ornamental shrub or vegetable garden, greenhouse or slat house not over eight feet in height.
- (9) Private boat docks and boat docks - houses (covered or enclosed dock).

(b) Uses customarily accessory to church buildings:

- (1) Religious education and day or adult care buildings.
- (2) Parsonage, parsonage or parish house, together with any use accessory to a dwelling as listed under subsection (a) above.
- (3) Off-street parking area for the use without charge to members and visitors to the church.

(c) Uses customarily accessory to retail businesses, office uses and commercial recreation facilities:

- (1) Off-street parking or storage area for customers, clients and employees.
- (2) Completely enclosed building for the storage of supplies, stock or merchandise.

- (3) Light manufacturing and/or repair facility incidental to the principal use provided that dust, odor, smoke, noise, vibration, heat or glare produced as a result of such manufacturing or repair operation is not perceptible from any boundary line of the lot on which said principal and accessory uses are located and provided such operation is not otherwise specifically prohibited in the district in which the principal use is located.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-18. - Requirements for accessory uses.

In any district, all accessory uses ~~operated~~ **permitted** in structures above ground level, except boat houses, shall observe all setbacks, yard and other requirements set forth for the district in which they are located. No accessory use, except boat houses and boat docks, shall, in any case, be located any closer than five feet to any property line.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-19. - Off-street parking requirements.

Areas suitable for parking or storing automobiles in off-street locations shall hereafter be required in all zoning districts, except in the ~~CC~~**Core MUCCH District-unless required by the Building Official** area, at the time of the initial construction of any principal building or when a structural alteration or other change in a principal building produces an increase in dwelling units, guest rooms, floor area, seating or bed capacity or when a conversion in use occurs. Such off-street parking areas shall have direct access to a street or alley and shall be provided and maintained in accordance with the following requirements.

~~No parking is allowed in the front yard of any residence except for a drop off area and driveway. Parking or storage of commercial vehicles or trucks in excess of 20,000 GVW and trailers is prohibited in any residential zone. However, if no access is available to the side or rear yard that would enable parking to occur in the side or rear yard, one vehicle may be parked in a paved parking area in the front yard.~~

(a) *Number of spaces required:* **This section replaced with a chart .**

- ~~(1) One family dwellings or one family mobile homes on individual zoning lots: Two spaces unless dedicated on-street parking can be provided.~~
- ~~(2) Multi-family dwellings: One and one-half space for each efficiency or 1 bedroom dwelling unit and Two spaces for each separate 2 bedroom or larger dwelling unit unless dedicated on-street parking can be provided.~~
- ~~(3) Rooming houses, hotels, motels, and other group dwellings: One space for each accommodation plus one space per two employees at maximum employment on a single shift plus one space for each 400 square feet used in lobbies, lounges, cocktail lounges, dining rooms and meeting rooms.~~
- ~~(4) Tourist homes: One space for each single or double guest accommodation.~~
- ~~(5) Theatres, restaurants, night clubs, boarding houses and other places of public or semi-public assembly: One space for each _____ seats or for each 70 square feet of patron space or use area and plus one space per two employees.~~
- ~~(6) Hospitals, nursing homes, sanitariums, homes for the aged and similar institutions: One space per four beds plus one space for each staff doctor plus one space per two regular employees at maximum employment on a single shift, except that in the case of hospitals there shall be 20 additional spaces provided immediately adjacent to the emergency room.~~
- ~~(7) Offices and clinics for doctors, dentists and drugless physicians: Seven spaces for each doctor plus one space for each employee, except that two spaces for each psychiatrist plus one space for each employee will be required for psychiatrists' offices.~~

- ~~(8) Other offices and governmental establishments: One space for each 200 square feet of total floor area.~~
- ~~(9) Retail businesses, not otherwise specifically mentioned in this subsection: One space for each 250 square feet of retail floor area.~~
- ~~(10) Banks, savings and loan associations and credit unions: One space for each 300 square feet of total floor area.~~
- ~~(11) Bowling alleys: Five spaces for each alley.~~
- ~~(12) Service and repair establishments, except those specifically mentioned in this subsection: One space for each 200 square feet of floor area not used for storage.~~
- ~~(13) Wholesale and industrial establishments, including lumber, brick, coal, junk and supply yards and port facilities: One space per each two employees at maximum employment on a single shift plus sufficient space to park or store all company owned or leased motor vehicles.~~
- ~~(14) Automobile service station: Two spaces for each gasoline pump.~~
- ~~(15) Automobile, farm equipment, machinery and furniture sales and repair establishments: One space per two employees at maximum employment on a single shift plus one space for each 400 square feet of total floor area.~~
- ~~(16) Mortuaries and funeral homes: One space for each 100 square feet of floor area used for chapel purposes plus sufficient space to park or store all company owned or leased motor vehicles.~~
- ~~(17) Airport or airfield: 50 spaces.~~
- ~~(18) Transportation terminal facilities, railroad stations, bus depots and truck terminals: One space for each 100 square feet of public waiting room floor area plus one space per two regular employees plus sufficient space to park, store, load and unload commercial motor vehicles incidental to the facility.~~
- ~~(19) Churches and schools, including both public and private educational institutions: One space per two staff members or employees plus one space per five seats in the principal auditorium as based on total estimated seating capacity.~~
- ~~(20) Mobile home parks: Two spaces for each mobile home dwelling unit plus one space per two regular park employees.~~

Use

**Minimum No. of Parking Spaces
Required for Vehicles**

Residential

One and two- family dwelling / Including
Mobile Home.
Multi-family and Townhouse dwelling

Two spaces per dwelling plus 2 spaces per
employee employed by a mobile home park.

Studio

1 Bedroom	1 / unit
2 – Bedroom	2 / unit (1.75 for 25+ units)
3 - Bedrooms	2.00 / untt
4+ Bedrooms	2.50 / unit
Accessory dwelling living unit	1 / unit
Accessory dwelling guest unit	1 / unit

Group residence incl. boarding house, rooming house 1 / accommodation plus 1 space for each 2 employees

Retail, Lodging and Restaurants

General Retail except for below: 1 per 300 GSF (gross floor area square feet)

General retail over 25,000 sf 1 per 250 GSF

Hotels and Motels One space per room plus 1 space for each 2 employees and 1 space for each 400 sf of lobby, restaurant or conference facility

Bed and Breakfast / Tourist Home 2 spaces for owner plus one per room to be rented

Theater One space per 3 seats

Bowling alley and other commercial indoor recreation 1 per 300 GSF

Restaurant, café, coffee shop, bar, tavern nightclub 1 per 100 GSF including outdoor seating areas

Drive through attached or free standing remote 5 stacking spaces per drive through in addition to any attached principal use requirement

Automobile Service Station 1 space per pump plus requirement for retail space

Vehicle sales and rental 1 per 1000 GSF plus 2.5 per service bay

Studios: Art, dance martial arts, etc 1 per 300 GSF

Office and Services

General offices and services except for: 1 per 300 GSF

Banks 1 per 200 GSF plus drive through requirements

Medical Clinics and Offices - General

Medical clinics and offices - Phychiatrists

Animal clinic, hospital, boarding 1 per 300 GSF

Hospital, Nursing Homes, Hospice, etc 1 per 2 beds plus 1 per four employees total.

Daycare center 1 per employee plus 1 drop off space per enrolled child

Mortuaries and funeral homes

Furniture sales, repair shops, farm equipment and machinery

Schools and Churches : Places of Assembly

Schools - Public or Private

Schools - K-8	2 per classroom
Schools 9 - 12	1 per 4 employees and students
Colleges - Public or Private	1 per 4 employees and students
Churches	1 per 3 fixed seats (incl pews) or 1 per 300 gross sf whichever is greater
Places of assembly - Indoor incl. recreation center, cultural facility, auditorium	1 per 300 GSF
Places of Assembly - outdoor - General	1 per 4 patrons capacity plus 1 per employee
Golf Courses	3 per hole
Campground/RV Park	1 per vehicle or campsite
Marina	1 per 2 slips/1 per 4 dry storage capacity

Industrial

Light Industrial	1 per 500 GSF
General Industrial	1 per employee at max shift plus 1 per company vehicle
Warehouse / distribution	1 space per 2000 GSF

Other

Transportation terminals - General	
Airport	1 per 200 GSF plus space for all support vehicles

Each space required for handicapped persons shall cause the total number of other spaces to be reduced by 1 space for each handicapped space provided.

- (b) *Amount of area required for each parking space.* Including aisles, entrances and exits, each required off-street parking area, lot or other facility shall contain a minimum of 300 square feet including adequate maneuverable space for each automobile to be accommodated. A typical parking space is 9 feet wide and 18 feet deep.
- (c) *Combination of uses on one lot.* If there are a combination of uses on a single lot, such as a restaurant within or adjacent to a motel, the parking requirements for such uses shall be computed separately according to the individual requirements of each use. The building official may allow an increase or decrease in the number of minimum spaces required if the owner can furnish a parking demand study showing such an increase or decrease is appropriate, provided the study is approved by the City's Traffic Engineer. The maximum number of parking spaces that can be provided is limited to 125% of the minimum requirements specified herein.
- (d) *Location of off-street parking areas.* Required off-street parking areas for one and two-family residences shall be located on the same lot as the principal building to be served. Under unusual circumstance and hardship, parking areas for all other permitted uses may be located off-site, provided that the parking area is not more than ~~400~~ 600 feet from the premises of the principal building or use to be served by such areas and provided that the owner of the off-site parking areas relinquishes all development rights over his property until such time that parking space is provided elsewhere.
- (e) *Common off-street parking areas.* Two or more principal uses may utilize a common area in order to comply with off-street parking requirements, provided that the total number of individual

spaces available in such common area is not less than the sum of the spaces required for the individual uses as separately computed in accordance with the provisions of this section and

provided that the owner of the common area relinquishes his development rights over the property until such time as parking space is provided elsewhere.

- (f) *Use of public rights-of-way for maneuvering incidental to off-street parking.* When determining parking area requirements for individual uses, portions of the public rights-of-way on minor streets may be considered as permissible for maneuvering incidental to parking. On collector streets, major streets and controlled access highways, parking facilities shall provide space outside the public right-of-way for maneuvering incidental to parking.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-20. - Off-street loading areas.

Except in the [GGCere MUCCH District](#) and unless required by the Building Official, areas suitable for loading and unloading motor vehicles in off-street locations shall hereafter be required at the time of the initial construction of any building or structure used or arranged to be used for commercial, industrial, governmental or multi-family residential purposes. Such off-street loading areas shall have access to a public alley or street and shall be provided and maintained in accordance with the following requirements, the computation of which shall not be included in the off-street parking requirements.

(a) *Number of spaces required:*

- (1) Retail business uses with less than 2,000 square feet in total floor area: None.
- (2) Retail business uses with 2,000 to 25,000 square feet in total floor area: One space.
- (3) Wholesale, industrial, governmental and institutional uses, including public assembly places, hospitals and educational institutions: One space for the first 25,000 square feet of total floor area. For anything in excess of 25,000 square feet, such uses shall provide loading spaces according to the following schedule:

Square feet	No. of Spaces
25,001—99,999	Two
100,000—159,999	Three
160,000—239,999	Four
240,000—349,999	Five
Each additional 100,000 or fraction thereof	One additional

~~(4) — Multi-family residences with fewer than ten dwelling units: None.~~

~~(5) Multi-family residences with ten to 30 dwelling units: One space.~~

~~(6) Multi-family residences with more than 30 dwelling units: One space for each 30 dwelling units or fraction thereof.~~

- (b) *Amount of area required for each loading space.* Each off-street loading and unloading space required by the provisions of this chapter shall be at least ten feet wide, ~~50~~ 60 feet long and 14 feet ~~high~~.wide. Such space shall be clear and free of obstructions at all times.
- (c) *Location of off-street loading areas.* Required off-street loading and unloading areas shall in all cases be located on the same lot or parcel of land as the structure they are intended to serve. In no case shall the required off-street loading space be considered as part of the area provided to satisfy off-street parking requirements as set forth hereinabove. **At no time may the vehicle using a required off street loading area extend into a street right of way nor may the street right of way be used for maneuvering by the vehicle seeking to load or unload at the site.**
- (d) *Adequacy of loading area.* All uses, whether specified in this chapter or not, shall provide off-street loading areas sufficient for their requirements. Such spaces shall be adequate so that no vehicle being loaded or unloaded in connection with normal operations shall stand in or project into a public street, walk, alley or way.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-21. - Buffer requirements. **Newly Adopted Buffer Requirements and Provisions Inserted Below.** Adopted by the City Commission 8/17/2021

Sec. 23-3-21. - Buffer requirements.

Whenever any nonresidential (Agricultural, Office, Commercial, Industrial or Commercial Recreation) or Mobile Home (MH) zoning district abuts a residential zoning district (other than an MH district), a buffer shall be installed and/or maintained on such lot with the nonresidential or MH zoning, along the entire lot line abutting the residential district. A buffer may also be required as a condition of a Conditional Use Approval by the City Commission.

(A) A buffer may be either:

(1) A Natural Buffer, defined as “a visual screen created by vegetation of such density so as to provide a visual separation between nonresidential or mobile home districts and residential districts. Wherever and whenever possible, a Natural Buffer should include all or portions of trees and shrubs existing on the site prior to development.

(2) A Structural Buffer, defines as a visual screen created by the construction of a solid fence, wall, earthen berm, or a combination of these, supplemented by vegetation to provide a visual separation between nonresidential or mobile home districts and residential districts.

(B) The width of the buffer along its lot line shall be as follows:

(1) Between Office and all Residential Zones except MH (Mobile Home) – 20 Feet

(2) Between Commercial, Commercial Recreation and Medical Zones and all Residential Zones – 25 Feet

(3) Between Industrial Zones and Residential, Commercial, Commercial Recreation and Medical Zones - 50 Feet

(C) A Natural Buffer shall be installed and/or maintained in compliance with the following requirements”

- (1) Existing trees and shrubs located between the lot line and building setback line shall not be removed without the express written approval of the building official.
- (2) A buffer shall be planted with shrubs and/or trees so as to produce within one growing season a dense, compact evergreen planting screen which shall be capable of completely concealing from the residential zoning lot or district all work activities, equipment, loading and unloading, and parking within the less restrictive zoning or use and which shall be further capable of providing a visual screen of at least 75 percent of the vertical surfaces of any adjacent nonresidential structure.
- (3) A landscaping plan identifying all plants to be incorporated in a buffer strip required herein must be approved by the building official prior to any site construction. Evergreen and deciduous plantings may be used so long as the visual standards in (C) 2 are maintained year-round.
 - (a) For a buffer 20 feet in width, minimum plantings shall include Overstory Trees – 2 for every 100 feet; Understory Trees – 3 for every 100 feet; Evergreen Shrubs – 8 for every 100 feet. For less than 100 feet, the quantity for each type of planting shall be pro-rated accordingly after rounding up.
 - (b) For a buffer 25 feet in width, minimum plantings shall include Overstory Trees – 3 for every 100 feet; Understory Trees – 6 for every 100 feet; Evergreen Shrubs – 10 for every 100 feet. For less than 100 feet, the quantity for each type of planting shall be pro-rated accordingly after rounding up.
 - (c) For a buffer of 50 feet in width, minimum plantings shall include Overstory Trees – 4 for every 100 feet; Understory Trees – 5 for every 100 feet; Evergreen Shrubs – 20 for every 100 feet. For less than 100 feet, the quantity for each type of planting shall be pro-rated accordingly after rounding up.
 - (d) The height of the plant material, after installed, shall be:
 - (i) For Overstory Trees (indigenous to the area) – 10 feet in height
 - (ii) For Understory Trees (indigenous to the area) – 6 feet in height
 - (iii) For Evergreen Shrubs (indigenous to the area) – 3 feet in height,and shall produce a visual screen averaging 6 feet in height for all plant materials installed at the end of a single growing season.
 - (e) All required plantings shall be permanently maintained in sound, healthy growing condition and shall be replaced with new plant materials during the first year growing season whenever necessary to ensure continued compliance with applicable landscaping requirements.
 - (f) The building official shall be authorized to order the installation of additional plantings whenever he or she deems such additional plantings necessary to comply with the requirements of this section, and to order replacement of any vegetation removed in violation of subsection ~~(a)~~(C)(1) above.

(D) A Structural Buffer shall be installed in compliance with the following requirements:

- a. The building official shall be authorized to permit the installation of a structural buffer, as defined herein, in lieu of a planted buffer where because of space constraints or other reason(s) the requirement of a planted buffer would not be practical; the materials, location and dimensions of such fence must meet the following requirements and be approved by the building official.
 - (1) Structural buffers may be fences or walls constructed of wood or masonry materials of at least 6 feet in height and include plantings along its length on the residential zone side of the structural buffer. Plantings installed shall be at least 50% of those required in C (3) (d)
 - (2) Earthen berms may be constructed to a height of 6 feet and shall have slopes of a maximum of 1 foot rise in 2 horizontal feet. Thus a 6-foot berm would have an overall minimum width of 24 feet (12 feet each side to accommodate the maximum slope. The berm shall have plant materials installed at the base of the berm and the berm itself shall be planted, or sod installed, with a permanent grass. The height of the berm may be reduced if a fence is installed along the crest of the berm, however an overall height of 6 feet must be achieved.

(E) The building official shall be authorized to waive the buffer requirement along street rights-of-way where the installation of a buffer would not be practical because of proximity to the street or where visibility at an intersection may be impaired.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-22. - Curb cuts and other access points.

Openings through street curbing commonly referred to as "curb cuts," and as other means of vehicular access to and from private property shall be regulated in the several zoning districts established by this chapter in accordance with the following requirements:

- (a) *Size and spacing of curb cuts and other access points.* In no case shall a curb cut or other access point be less than nine feet nor more than 25 feet in length. No two curb cuts or other access points shall be closer than 20 feet from each other.
- (b) *Location of curb cuts and other access points.* At street intersections, no curb cut or other access point shall be located closer than:
 - (1) 25 feet from the intersecting point of the two street rights-of-way or property lines involved (or extensions of such lines in case of a rounded corner) or
 - (2) 25 feet from the intersection of the two curb lines involved (or extensions of such lines in case of a rounded corner), whichever is the least restrictive.
- (c) *Access points in the vicinity of interchanges.* In no case shall any curb cut or other access point be located closer than 200 feet to the intersecting point of a street right-of-way line with the right-of-way line of any limited access highway or interchange, including all portions of ramps, acceleration and deceleration lanes, merge lanes and other facilities specifically designed to facilitate traffic movement onto and off the limited access highway.
- (d) *Permits for access onto state-owned rights-of-way.* A permit must be obtained from the state department of transportation before curb-cuts or any other point of access shall be authorized onto state-owned highway rights-of-way from abutting property.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-23. - Vision clearance at intersections.

In all zoning districts established by this chapter, except the [GCCore MUCCH](#) district, no fence, wall, terrace, sign, shrubbery, planting or other structure or object capable of obstructing driver vision between the heights of three and ten feet above the finished street level shall be permitted on a corner lot within 25 feet of the point of intersection of the street right-of-way lines (or extensions of such lines in case of a rounded corner). No private drive may be located closer than 50 feet from the intersection of two public streets.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-24. - Vision clearance at private drives.

At the intersection of any private drive or entrance or exit with a public street, no fence, wall, hedge or other planting or sign forming a material impediment to visibility over a height of two and one-half feet shall be erected, planted, placed or maintained.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-25. - Height limitations, exceptions.

Notwithstanding the provisions of section 23-3-3 and specific height restrictions prescribed herein, the following structures may exceed the prescribed height limitations except when they would violate the height restrictions of an aircraft approach, transitional or horizontal zone: Church spires, belfries, cupolas and domes not intended for human occupancy, monuments, water towers, observation towers, transmission towers, silos, chimneys, smokestacks, conveyors, flagpoles, masts and aerials.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-3-26. - Nonconforming structures.

Where a structure exists lawfully under these zoning regulations at the effective date of its adoption or amendment that could not be built under these zoning regulations by reason of restrictions on lot area, lot coverage, height, yards, location on the lot, or requirements other than use concerning the structure, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:

- (a) Any nonconforming structure or portion thereof shall not be enlarged or altered.
- (b) Should such nonconforming structure or nonconforming portion of structure be destroyed by any means other than as a result of governmental action to an extent of more than 50 percent of its actual replacement cost at time of destruction, it shall not be reconstructed except in conformity with the provisions of these zoning regulations.
- (c) Notwithstanding the foregoing restrictions as to reconstruction, any residential structure or structures in any residential zone district may be rebuilt after destruction, except when destruction has occurred by the voluntary act of the owner. In the event of such rebuilding, all applicable district requirements, except as identified above, shall be met.
- (d) Should such structure be moved for any reason for any distance whatever, other than as a result of governmental action, it shall thereafter conform to the regulations for the district in which it is located after it is moved.

- (e) Should the use within a non-conforming structure be abandoned for a continuous period of 365 days, the structure and the new use therein shall conform to the regulations of the district in which it is located thereafter.

Section 23-3-27 – Vehicle (new and used) Sales, Service and Rentals.

Vehicle sales and rental uses shall comply with the following:

- a. **Parking or Storage of Vehicles:** No vehicles or boats shall be parked in a street right-of-way, front yard setback, landscaped area or buffer.
- b. **Display of Vehicles.** No vehicles shall be displayed with their hoods open, except in a display building, which shall be an enclosed structure. No vehicles or boats shall be displayed on top of a building.
- c. **Location of Service Bay Doors.** Repair of all vehicles and boats shall occur within an enclosed building. Primary service bay doors shall be located perpendicular to the road fronting the site and all other service doors shall be screened from all other streets and adjacent residential property.
- d. **Outdoor Intercoms.** Outdoor intercoms located on vehicular sales and rental sites shall comply with the following:
 - a. Be located a minimum of 150 feet from the property line of any existing residential use; and
 - b. If the vehicle sales and rental use is located adjacent to an existing residential use, be located on a side of the building that does not front the residential use.
- e. **Outdoor Display:** All areas for the outdoor display of vehicles and boats for sale shall be located behind the front building setback line. No balloons, spinning or fluttering objects, pennants, banners or wind-blown devices shall be used in connection with the outdoor display of vehicles. All vehicle display areas shall be set back at least 10 feet from any property line or setback line, whichever is greater.
- f. **Service and Repair Activities:** All service and repair activities, including outdoor storage areas (those areas not used for display), shall be located behind the front building line and shall be completely screened (100 percent opacity) from adjoining properties and rights-of-way using natural buffers, fencing, buildings, or a combination thereof.
- g. **Area Lighting:** All area lighting shall be directed downward or toward the primary building. No lighting shall be directed to adjacent streets or any property line.
- h. **Ingress and Egress:** All primary ingress and egress shall be from the street fronting the property. No ingress or egress shall be permitted from any other street that also fronts a residential property(s).

(Ord. No. 1006, § 1, 11-19-2000)

ARTICLE IV. - R-9 RESIDENTIAL DISTRICT

Sec. 23-4-1. - Intent of district.

It is the intent of this article that the R-9 zoning district be developed and reserved for low-to-medium density residential purposes. The regulations which apply within this district are designed to encourage the formation and continuance of a stable, healthy environment for one-family dwellings situated on zoning lots having an area of 9,000 square feet or more, and to discourage any encroachment by commercial, industrial or other uses capable of adversely affecting the residential character of the district.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-4-2. - Permitted ~~primary and secondary~~ uses ~~See Chart No. 1 in the Appendix~~

The following uses shall be permitted in any R-9 zoning district:

- (a) One-family dwelling (other than a mobile home).
- (b) ~~Elementary, junior or senior level school offering general academic instruction equivalent to the standards prescribed for public schools in Georgia by the state board of education.~~
- (c) ~~Institutions of higher learning offering courses leading to an accredited undergraduate diploma or degree.~~
- (d) ~~Publicly owned building, facility or land.~~
- (e) ~~Unlighted, regulation size or par three golf courses.~~
- (f) ~~Noncommercial horticulture or agriculture, but not including the keeping of poultry or other animals.~~
- (g) Accessory use in compliance with the provisions of sections 23-3-17 and 23-3-18.
- (h) ~~Customary home occupation established under the regulations in section 23-3-16.~~

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-4-3. - Conditional uses ~~See Chart No. 1 in the Appendix~~

The following uses shall be permitted in any R-9 zoning district on a conditional basis subject to conditions set forth in section 23-25-4.

- (a) Church, synagogue, temple and other places of worship, provided that such use is not located on a lot fronting a minor street or alley as designated on the zoning map. Further, no access from a minor street shall be permitted.
- (b) ~~Private kindergarten or pre-school nursery, provided that such facility must receive the written approval of the Georgia Department of Family and Children's Services, a copy of which shall be retained in the files of the building official.~~
- (c) ~~Public utility substation or sub-installation including water towers, provided that there is neither office nor commercial operation nor storage of vehicles or equipment on the premises.~~ Publicly owned building or facility,
- (d) Cemetery, provided that such use consists of a site of at least five acres, has a planted buffer strip around its entire perimeter except for access areas and includes no crematorium or dwelling unit other than for a caretaker.
- (e) ~~Fairgrounds operated by a public agency or other nonprofit organization, provided that such use is in existence at the time of passage of this chapter.~~
- (f) Temporary use in compliance with the provisions of section 23-25-5.
- (g) ~~Mobile home on a one-year basis at the discretion of the city commission when a documented hardship exists, provided that such use meets all other requirements of this article. Application procedure shall be the same as that for amendments to this chapter. Renewals may be obtained for an additional one-year period at the discretion of the building official if the hardship continues to exist.~~

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-4-4. - Other Development Standards **Replaced - See Chart No. 2. In the Appendix.**

Unless otherwise specified elsewhere in this chapter, uses permitted in R-9 zoning districts shall be required to conform to the following standards:

- (a) Minimum lot area: 9,000 square feet.
- (b) Minimum land area per dwelling unit: 9,000 square feet.
- (c) Maximum dwelling units per net acre: Four dwelling units.
- (d) Minimum lot width: 70 feet.
- (e) Minimum front yard depth: 15 feet.
- (f) Minimum side yard: Five feet on each side and total no less than 20 percent of the lot width.
- (g) Minimum rear yard: Ten feet.
- (h) Maximum building height: 35 feet.

(Ord. No. 1006, § 1, 11-19-2008)

ARTICLE V. - R-6 ONE-FAMILY RESIDENTIAL DISTRICT

Sec. 23-5-1. - Intent of district.

It is the intent of this article that the R-6 zoning district be developed and reserved for medium- density one-family residential purposes. The regulations which apply within this district are designed to encourage the formation and continuance of a stable, healthy environment for one-family dwellings situated on zoning lots of 6,000 square feet or more and to discourage any encroachment by commercial, industrial or other uses capable of adversely affecting the residential character of the district.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-5-2. - Permitted **primary and secondary** uses **See Chart No. 1 in the Appendix**

The following uses shall be permitted in any R-6 zoning district:

- (a) All uses permitted in the R-9 one-family residential district as shown in section 23-4-2.
- (b) Accessory use in compliance with the provisions of sections 23-3-17 and 23-3-18.
- (c) Customary home occupation established under the regulations in section 23-3-16.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-5-3. - Conditional uses.—**See Chart No. 1 in the Appendix**

~~The following uses shall be permitted in any R-6 zoning district subject to conditions set forth in section 23-25-4:~~

~~(a) All conditional uses permitted in the R-9 one-family residential district, as shown in section 23-4-3.~~

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-5-4. - Other requirements See Chart No. 2. In the Appendix.

Unless otherwise specified elsewhere in this chapter, uses permitted in R-6 zoning districts shall be required to conform to the following standards:

- (a) Minimum lot area: 6,000 square feet.
- (b) Minimum area per dwelling unit: 6,000 square feet.
- (c) Maximum dwelling units per net acre: Seven dwelling units.
- (d) Minimum lot width: 60 feet.
- (e) Maximum front yard depth: 15 feet.
- (f) Minimum side yard: Five feet on each side and total no less than 20 percent of the lot width.
- (g) Minimum rear yard: Ten feet.
- (h) Maximum building height: 35 feet.

(Ord. No. 1006, § 1, 11-19-2008)

ARTICLE VI. - GR GENERAL RESIDENTIAL DISTRICT

Sec. 23-6-1. - Intent of district.

It is the intent of this article that the GR zoning district be developed and reserved for medium to high-density residential purposes. The regulations which apply within this district are designed to encourage the formation and continuance of a stable, healthy environment for several different types of dwellings and to discourage unwarranted encroachment of commercial, industrial or other uses capable of adversely affecting the residential character of the district.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-6-2. - Permitted primary and secondary uses. See Chart No. 1 in the Appendix

The following uses shall be permitted in any GR zoning district:

- ~~(a) All uses permitted in the R-9 residential district as shown in section 23-4-2.~~
- (b) Accessory use in compliance with the provisions of sections 23-3-17 and 23-3-1
- (c) One-family dwelling
- (d) Two-family dwelling
- (e) Multi-family dwelling.
- (f) Townhouse dwelling.

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(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-6-3. - Conditional uses.—See Chart No. 1 in the Appendix

The following uses may be permitted in any GR zoning district subject to the provisions set forth in section 23-25-4.

- ~~(a) All conditional uses permitted in the R-9 residential district as set forth in section 23-4-3 except cemeteries.~~
- ~~(b) Public or private care homes, provided that such facilities must receive the written approval of the Glynn County Board of Health, a copy of which shall be retained in the files of the building official, and provided that such use conforms with the provisions of section 23-18-4 pertaining to care homes.~~
- ~~(c) Two family dwelling, including patio dwelling.~~
- ~~(d) Multi-family dwelling.~~
- ~~(e) Townhouse dwelling.~~
- ~~(b) Group dwelling.~~
- ~~(c) Boarding house.~~
- ~~(h) One family dwelling, attached.~~

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-6-4. - ~~Other requirements.~~—Development Standards - See Chart No. 2. In the Appendix.

~~Unless otherwise specified elsewhere in this chapter, uses permitted in GR zoning districts shall be required to conform to the following standards:~~

~~(a) Minimum lot area:~~

One family residence:	4,500 square feet
One family residence in the Old Town Brunswick Historic Preservation District:	8,100 square feet (except those blocks between Wolfe Street and Norwich Lane and between F and H Streets are to remain at the 4,500 square foot minimum)
Two family residence (duplex):	5,400-5,000square feet
Group dwelling:	5,400-5,000 square feet
Townhouse dwelling—3—8 Units:	6,000-4,500 square feet
Multi family dwelling—6 Units+:	12,000 square feet

Other permitted principle use:	6,000 square feet

-

(b) *Minimum lot area per dwelling unit:* The minimum area per dwelling unit on a lot shall not be less than indicated by dwelling unit type on the following schedule:

One-family residence:	4,500 square feet
Two-family residence:	2,700 2,500 square feet
Group dwelling:	Not applicable
Townhouse dwelling 3- 8 units:	1,800 1,500 square feet
Multiple-family dwelling 6 units +:	According to the following table:

TABLE-A

Is this table really necessary? Seems like this is redundant and possibly conflicting with other lot area requirements.

Lot Area Square Footage Required for Multiple-Family Dwelling Units

<i>Unit Type</i>	<i>One-Story</i>	<i>2-Story</i>	<i>3-Story</i>	<i>4 or More</i>
Efficiency	2,000	1,435	1,410	1,240
One-bedroom	2,000	1,775	1,625	1,438
Two-bedroom	2,650	2,475	2,125	1,825

Three-bedroom	3,525	3,175	2,653	2,200
Four or more bedrooms	4,375	3,975	3,492	2,725
Other principal use	Not applicable			

(c) ~~Maximum dwelling units per net acre:~~ The maximum number of dwelling units per acre shall not exceed the number indicated by dwelling unit type on the following schedule. In instances where the permitted figure is determined to include a fraction, the lesser round number shall apply:

One-family residence:	Nine dwelling units
Two-family residence:	16 dwelling units
Group dwelling:	Not applicable
Townhouse dwelling:	24-29 dwelling units
Multiple-family dwelling:	According to the following table:

TABLE B

Permitted Multiple-family Dwelling Units per Net Acre by Unit Type

Unit Type	One-Story	2-Story	3-Story	4 or More
Efficiency	21	30	30	35
One-bedroom	21	24	26	30
Two-bedroom	16	17	20	23
Three-bedroom	12	13	16	19
Four or more bedrooms	9	10	12	15

~~(d) — Minimum lot width:~~

One-family dwelling:	45-40 feet
Two-family dwelling:	60-50 feet
Group dwelling unit:	60 feet
Townhouse dwelling 3—8 units:	60 feet
Multiple-family dwelling 6+ units:	60-75 feet
Other principle use:	60 feet measured from the nearest street right-of-way line

~~(e) — Minimum front yard: 15 feet.~~

~~(f) — Minimum side yard: Five feet on each side and total no less than 20 percent of the lot width.~~

~~(g) — Minimum rear yard: Ten feet.~~

~~(h) — Maximum building height:~~

One-family residence:	35 feet
Two-family residence and Townhome:	35 feet
Group dwelling:	60 feet, subject to the approval of the fire chief
Multiple-family dwelling:	60 feet, subject to the approval of the fire chief
Other principle use:	60 feet, subject to the approval of the fire chief

(Ord. No. 1006, § 1, 11-19-2008)

ARTICLE VII. - OC OFFICE COMMERCIAL DISTRICT

Sec. 23-7-1. - Intent of district.

It is the intent of this section that the OC zoning district be developed and reserved for business, office, institutional, specified public, semi-public ~~uses which provide services to the general public. and residential purposes.~~ The regulations which apply within this district are designed to encourage the formation and continuance of a quiet, compatible and uncongested environment for office-type business or and professional firms ~~intermingled with dwellings~~ and ~~certain similar and compatible~~ public or semi- public uses and to discourage any encroachment by ~~unrestricted any retail and/or wholesale business establishments, industrial concerns or other~~ uses capable of adversely affecting the ~~specialized~~ commercial ~~institutional and housing character~~ and professional services character of the district.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-7-2. - Permitted uses. [See Chart No. 3 for Permitted Uses](#)

The following uses shall be permitted in any OC zoning district:

- (a) Business involving the rendering of a personal service, specifically including:
 - ~~(1) Barber shop, beauty shop or combination thereof.~~
 - ~~(2) Business school or college.~~
 - (3) Dressmaker, seamstress, tailor.
 - ~~(4) Funeral home or mortuary.~~
 - (5) Insurance agency.
 - (6) Jewelry and watch repair shop.
 - (7) Medical, dental or chiropractic or other medically oriented office, clinic and/or laboratory.
 - (8) Office building and office for governmental, business, professional or general purposes, but not including any storage, sale, rental or servicing of goods on the premises.
 - (9) Photographic studio.
 - (10) Radio and/or television studio.
 - (11) Real estate agency.
 - (12) School offering instruction in art, music, dancing, drama or similar cultural activity.
 - ~~(13) Secretarial and/or telephone-answering service.~~
 - (14) Shoe repair shop.
- (b) ~~Any use permitted in a GR residential district under the conditions and requirements set forth in sections 23-6-4 and 23-6-5.~~
- (c) ~~Hotel, tourist home and motel.~~
- (d) ~~Private or semi-private club, lodge, union hall or social center.~~
- (e) ~~Church.~~
- (f) ~~Accessory use in compliance with the provisions of section 23-3-17.~~
- (g) ~~Two family dwelling, including patio dwelling in compliance with section 23-6-4.~~
- (h) ~~Multi-family dwelling in compliance with section 23-6-4.~~
- (i) ~~Townhouse dwelling in compliance with section 23-6-4.~~
- (j) ~~Group dwelling in compliance with section 23-6-4.~~

- (k) ~~Boarding house in compliance with section 23-6-4.~~
- (l) ~~One-family dwelling, attached in compliance with section 23-6-4.~~

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1012, § 1, 9-2-2009)

Sec. 23-7-3. - Conditional use. See Chart 3 for Conditional Uses Possibly Permitted

~~The following uses shall be permitted on a conditional use basis in any OC zoning district, subject to the conditions as set forth in section 23-25-4.~~

- (a) ~~Pharmacy, apothecary, drug store, book, cigar and/or magazine shop, florist shop, gift shop, and restaurant other than a drive-in, provided that such businesses are located and operated so as to serve primarily nearby offices, tourist homes, apartment buildings and other permitted uses, no outside loud speaker systems are utilized and all lights or lighting arrangements used for purposes of advertising or night operations are directed away from adjoining or nearby residential properties.~~
- (b) ~~Community hospitals or clinics, including any function such as cafeterias and laundries which relate directly to the operation of the hospitals or clinics and are contained within the confines of said hospital or clinic, provided such uses are in compliance with the provisions of section 23-17-4.~~
- (c) ~~Any educational facilities directly related to an authorized hospital or the Glynn County Board of Health, and under the supervision and control of an authorized hospital or the Glynn County Board of Health, provided such uses are in compliance with the provisions of section 23-17-4.~~
- (d) ~~Single or multi-story dormitories or living quarters for the staff and/or student body of an authorized hospital or its related activities, including eating and laundry facilities, provided such dormitories and sleeping quarters are under the supervision and control of an authorized hospital, and provided such uses are in compliance with the provisions of section 23-17-4.~~
- (e) ~~Automobile service station provided that operations involving major repairs, body and fender work, painting or the sale or rental of new or used cars or trucks, trailers of any type, or boats, are not conducted on the premises, the stations are located on property fronting on major streets, as designated on the zoning map, all pumps are set back at least 25 feet from the right-of-way line of abutting streets and parking and/or service areas are separated from adjoining residential properties by a suitable planting screen, fence or wall at least six feet in height above finished grade.~~
- (d) ~~All conditional uses permitted in the GR zoning district, as set forth in section 23-4-3 and subject to all requirements pertaining to that district.~~
- (e) Temporary use in compliance with the provisions of section 23-23-5.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1012, § 1, 9-2-2009)

Sec. 23-7-4. - Other requirements. See Chart No. 4 for Office and Commercial District Development Standards

~~Unless otherwise specified elsewhere in this chapter, uses permitted in OC office-commercial zoning districts shall be required to conform to the following standards:~~

- (a) ~~Minimum lot area: 4,000 square feet.~~
- (b) ~~Minimum lot width: 40 feet.~~
- (c) ~~Minimum front yard: Ten feet.~~
- (d) ~~Minimum side yard: None.~~

~~(e) Minimum rear yard: 15 feet.~~

~~(f) Maximum building height: 60 feet, subject to the approval of the fire chief.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

ARTICLE VIII. ~~LC LOCAL COMMERCIAL DISTRICT~~ NC NEIGHBORHOOD COMMERCIAL DISTRICT

Sec. 23-8-1. - Intent of district.

It is the intent of this section that the ~~LC~~ NC zoning district be developed and reserved for ~~local or~~ neighborhood oriented business purposes. The regulations which apply within this district are designed to encourage the formation and continuance of a stable, healthy and compatible environment for uses that are located so as to provide nearby residential areas with convenient shopping and service facilities, reduce traffic and parking congestion, avoid the development of "strip" business districts and to discourage ~~industrial and other~~ encroachment capable of adversely affecting the ~~localized commercial character of the district adjoining and nearby residential districts~~. Floor space for each permitted use shall not exceed 2,000 SF.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-8-2. - Permitted uses. [See Chart No. 3 for Permitted Uses in this District](#)

The following uses shall be permitted in any NC zoning district:

- (a) Retail business involving the sale of merchandise on the premises, in stores having a size of under 6,000 feet, specifically including:
 - (1) Antique store.
 - ~~(2) Appliance, radio, television store.~~
 - (3) Art supply store.
 - (4) Book, magazine, newspaper shop.
 - ~~(5) Candy store.~~
 - (6) Clothing store.
 - (7) Drug store or pharmacy.
 - ~~(8) Florist shop.~~
 - (9) Fruit, nut and/or vegetable store.
 - ~~(10) Gift or curio shop.~~
 - ~~(11) Grocery store.~~
 - (12) Hardware store.
 - (13) Hobby and/or toy shop.
 - ~~(14) Household furnishings store.~~
 - (15) Millinery or hat store.
 - (16) Music store and/or record shop.
 - (17) Notion, general or variety store.
 - ~~(18) Office supply and equipment store.~~

- ~~(19) —Package liquor store.~~
- ~~(20) —Paint store.~~
- ~~(21)~~ Photographic and camera supply and service store and studio.
- ~~(22)~~ Shoe store.
- ~~(23) —Sporting goods store.~~
- ~~(24) —Marina.~~
- (b) ~~Business involving the rendering of a personal service or the repair and servicing of small equipment, specifically including:~~
 - ~~(1)~~ Appliance, radio.
 - ~~(2)~~ Bank, savings and loan association, personal loan agency, and branches.
 - ~~(3)~~ Barber shop, beauty shop, or combination thereof.
 - ~~(4)~~ Bicycle repair and sales shop.
 - ~~(5)~~ Dressmaker, seamstress, tailor.
 - ~~(6)~~ Dry cleaning self-service and/or laundry self-service facility.
 - ~~(7)~~ Furniture repair, upholstering.
 - ~~(8)~~ Insurance agency.
 - ~~(9)~~ Jewelry and watch repair shop.
 - ~~(10)~~ Medical, dental or chiropractic office, clinic and/or laboratory.
 - ~~(11) —Office for governmental, business, professional or general purposes.~~
 - ~~(12)~~ Photographic studio.
 - ~~(13)~~ Public utility business office.
 - ~~(14)~~ Real estate agency.
 - ~~(15)~~ School offering instruction in art, music, dancing, drama or similar cultural activity.
 - ~~(16)~~ Secretarial and/or telephone answering service.
 - ~~(17)~~ Shoe repair shop.
 - ~~(18)~~ Telephone office.
 - ~~(19)~~ Telephone exchange.
- (c) ~~Radio and/or television station.~~
- (d) Private or semi-private club, lodge, union hall or social center.
- (e) Delicatessen, restaurant, soda fountain or other eating and/or drinking establishments (other than drive-in establishments), provided that no outside loud speaker systems are utilized, all lights or lighting arrangements used for purposes of advertising or night operations are directed away from adjoining or nearby residential properties, and parking and/or service areas are separated from adjoining residential properties by a suitable planting screen, fence or wall at least six feet in height above finished grade.
- (f) ~~Church.~~
- (g) Residential use lawfully existing within the district at the time of adoption of this chapter.
- (h) ~~Off-street commercial parking lot.~~
- (i) ~~Publicly owned and operated building, facility or land.~~

- (j) Accessory use in compliance with the provisions of section 23-3-17.
- ~~(k) Any use permitted in any GR (General Residential) district, in compliance with the provisions of section 23-6-2 unless otherwise set forth herein.~~
- ~~(l) Two-family dwelling, including patio dwelling in compliance with section 23-6-4.~~
- ~~(l) Multi-family dwelling in compliance with section 23-6-4.~~
- ~~(m) Townhouse dwelling in compliance with section 23-6-4.~~
- ~~(m) Group dwelling in compliance with section 23-6-4.~~
- ~~(n) Boarding house in compliance with section 23-6-4.~~
- ~~(p) One-family dwelling, attached in compliance with section 23-6-4.~~

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1012, § 1, 9-2-2009)

Sec. 23-8-3. - Conditional uses. See Chart No. 3 for Possible Conditional Uses

The following uses shall be permitted on a conditional basis in any ~~LG~~ NC zoning district, subject to the conditions set forth in section 23-25-4.

- ~~(a) Auto accessory store, provided there is no storage of wrecked automobiles or scrapped or salvaged auto parts on the premises.~~
- ~~(b) Automobile service station, provided that operations involving major repairs, body and fender work, painting or the sale or rental of new or used cars or trucks, trailers of any type, or boats, are not conducted on the premises, all pumps are set back at least 25 feet from the right of way line of all abutting streets and parking and/or service areas are separated from adjoining residential properties by a suitable planting screen, fence, or wall at least six feet in height above finished grade.~~
- (c) Bakery, provided that goods baked on the premises are sold only at retail on the premises.
- (d) Contractor's office, provided there is no storage of vehicles, equipment or materials on the premises.
- (e) Delicatessen, restaurant, soda fountain or other eating and/or drinking establishments (other than drive-in establishments), provided that no outside loud speaker systems are utilized, all lights or lighting arrangements used for purposes of advertising or night operations are directed away from adjoining or nearby residential properties, and parking and/or service areas are separated from adjoining residential properties by a suitable planting screen, fence or wall at least six feet in height above finished grade.
- (f) Dry cleaning or laundry pick up agency, provided that any laundering, cleaning or pressing done on the premises involves only articles delivered to the premises by individual customers.
- (g) Meat, fish, and/or poultry shop, provided that no slaughtering be permitted except the killing of fish or poultry and except that the cleaning of fish or poultry may be permitted provided that all permitted killing and cleaning activities are conducted within the principal building enclosure on the premises.
- (h) Pet shop, provided all animals are housed within the principal building so that no sound is perceptible beyond the premises.
- (i) Public utility substation or sub-installation, including water or fire towers, provided that such use is enclosed by a painted or chain-link fence or wall at least six feet in height above finished grade, there is neither office nor commercial operation nor storage of vehicles or equipment on the premises and a landscaped strip not less than five feet in width is planted and suitably maintained.

- (j) Temporary use in compliance with the provisions of section 23-23-5.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1012, § 1, 9-2-2009)

Sec. 23-8-4. - Other requirements. [See Chart No. 4 for Office and Commercial Development Standards](#)

Unless otherwise specified elsewhere in this chapter, uses permitted in LC local commercial zoning districts shall be required to conform to the following standards:

- (a) Minimum lot area: 3,000 square feet.
- (b) Minimum lot width: 30 feet.
- (c) Minimum front yard: Ten feet.
- (d) Minimum side yard: None.
- (e) Minimum rear yard: 15 feet.
- (f) Maximum building height: 35 feet.

(Ord. No. 1006, § 1, 11-19-2008)

ARTICLE IX. - GC COMMERCIAL DISTRICT

Sec. 23-9-1. - Intent of district.

It is the intent of this section that the GC zoning district be developed and reserved for a broad range of general business uses. The regulations which apply within this district are designed to encourage the formation and continuance of a compatible and economically healthy environment for regionally [and community-wide oriented](#) business, financial, service and professional uses which benefit from being located in close proximity to each other, and to discourage any encroachment by [industrial, residential or other](#) uses considered capable of adversely affecting the [basic overall](#) commercial character of the district.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-9-2. - Permitted uses. [See Chart No. 3 for Permitted Uses.](#)

The following uses shall be permitted in any GC zoning district:

- (a) ~~Any use permitted in any GR residential district, in compliance with the provisions of section 23-6-2 unless otherwise set forth herein.~~
- (b) Retail, wholesale or storage businesses involving the sale of merchandise on the premises, except those uses which involve open yard storage of junk, salvage, used auto parts or building materials. Open storage shall be permitted under conditions set forth in section 23-9-3(g).
- (c) Business involving the rendering of a personal service, other than an automobile [laundry cleaning or detailing](#) or an automobile repair garage, which shall be permitted under conditions set forth in section 23-9-3(b) and (e).
- (d) ~~Seafood processing facilities and/or dock operations involving seafood processing.~~
- (e) Private or semi-private club, lodge, union hall or social center.
- (f) Church.
- (g) Off-street commercial parking lot or garage.

- (h) Hotel, tourist home, and motel.
- (i) Commercial recreation facility, specifically including:
 - (1) Bowling alley.
 - (2) Billiard parlor.
 - (3) Roller or ice skating rink.
 - (4) Theatre, but not including drive-in type of facility.
- (j) Transportation terminal.
- (k) Commercial trade or vocational school.
- (l) Eating and/or drinking establishment, including drive-in or curbside service.
- (m) Radio and/or television station and/or transmission tower.
- (n) Public utility installation or sub-installation, including water towers.
- (o) Office building and/or office for governmental, business, professional or general purposes.
- (p) Accessory use in compliance with the provisions of section 23-3-17.
- (q) ~~Two-family dwelling, including patio dwelling in compliance with section 23-6-4.~~
- (r) ~~Multi-family dwelling in compliance with section 23-6-4.~~
- (s) ~~Townhouse dwelling in compliance with section 23-6-4.~~
- (t) ~~Group dwelling in compliance with section 23-6-4.~~
- (u) ~~Boarding house in compliance with section 23-6-4.~~
- (v) ~~One-family dwelling, attached in compliance with section 23-6-4.~~

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1012, § 1, 9-2-2009)

Sec. 23-9-3. - Conditional uses. [See Chart No. 3 for Possible Conditional Uses](#)

The following uses shall be permitted on a conditional basis in any GC zoning district, subject to conditions set forth in section 23-25-4.

- (a) Automobile service ~~station~~, provided that all pumps are set back at least 25 feet from the right-of-way line of the street and parking and/or service areas are separated from adjoining residential properties by a suitable planting a screen, fence, or wall at least six feet in height above finish grade.
- (b) ~~Garage for the repair and servicing of motor vehicles, provided that all operations are conducted within a fully enclosed building or buildings, and there is no open storage of wrecked vehicles, dismantled parts, or supplies visible beyond the premises.~~
- (c) Newspaper publishing plant, provided that the requirements for parking, loading and unloading conform to those for industrial buildings, as set forth in sections 23-3-19 and 23-3-20.
- (d) Automobile ~~car wash operation (hand wash or automated or both) laundry or washateria~~, provided that an off-street paved parking area capable of accommodating not less than one-half of hourly vehicle washing capacity awaiting entrance to the washing process is suitably located and maintained on the premises (such space to contain at least 200 square feet per waiting vehicle) and no safety hazard or impediment to traffic movement is created by the operation of such an establishment.

- (e) Animal hospital and/or boarding facility, provided all boarding arrangements are maintained within a building and no noise connected with the operation of the facility is perceptible beyond the premises.
- (f) Open yard use for the sale, rental and/or storage of materials or equipment excluding junk or other salvage, provided that such uses are separated from adjoining residential properties by a suitable planting screen, fence, or wall at least six feet in height above finish grade.
- ~~(g) Community hospitals or clinics, including any function such as cafeterias and laundries which relate directly to the operation of the hospitals or clinics and are contained within the confines of said hospital or clinic, provided such uses are in compliance with the provisions of section 23-17-4.~~
- ~~(h) Any educational facilities directly related to an authorized hospital or the Glynn County Board of Health, and under the supervision of said hospital or the Glynn County Board of Health, provided such uses are in compliance with the provisions of section 23-17-4.~~
- ~~(i) Single or multi-story dormitories or living quarters for the staff and the student body of an authorized hospital or its related activities, including eating and laundry facilities, provided such dormitories and sleeping quarters are under the supervision and control of an authorized hospital, and provided such uses are in compliance with the provisions of section 23-17-4.~~
- ~~(j) Public or private care homes, provided such facilities conform with the requirements of the Georgia State Board of Health and receive the written approval of the Glynn County Board of Health and the state fire marshal prior to the issuance of any permits for construction and operation, copies of such approvals to be attached to the building permit and to be retained in the files of the building official and provided further that such use conforms with the provisions of section 23-17-4 pertaining to care homes.~~
- (h) Vehicle (new or used) sales, service and/or rental) provided they meet the development requirements of Section 23-3-27.
- (h) Temporary use in compliance with the provisions of section 23-23-5.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1012, § 1, 9-2-2009)

Sec. 23-9-4. - Other requirements. See Chart No. 4 for Office and Commercial Development Standards

- ~~i) Unless otherwise specified elsewhere in this chapter, uses permitted in GC general commercial zoning districts shall be required to conform to the following standards:

 - ~~(a) Minimum lot area: 2,500-3,000 square feet.~~
 - ~~(b) Minimum lot width, measured at the building line: 25 feet.~~
 - ~~(c) Minimum front yard, measured from the nearest abutting street right-of-way line: Ten feet.~~
 - ~~(d) Minimum side yard: None.~~
 - ~~(e) Minimum rear yard: None.~~
 - ~~(f) Maximum building height: 60 feet, subject to the approval of the fire chief.~~~~

(Ord. No. 1006, § 1, 11-19-2008)

Article X – MU/CC/H -Mixed Use / City Core and Historic District Zone

REPLACES ARTICLE X – COMMERCIAL CORE AND ARTICLE XXII - RESIDENTIAL CORE DISTRICTS

Section 23-10-1. – Intent of district

It is the intent of this Article that the MU/CC/H zoning district be maintained and developed in commercial, office and residential uses which caters to the City's needs while encouraging the addition of new permanent residents in a vibrant mixed use community. The permitted uses and development regulations contained herein are designed to promote that kind of development while maintaining the existing commercial, institutional and residential character, architecture, and often historic characteristics of the district.

Sec. 23 -10-2. – Permitted Uses

All permitted commercial, office, institutional and residential uses are shown on Chart 5

Sec. 23-10-3. – Conditional Uses

All possible conditional uses are shown on Chart 5

Sec. 23-10-4. – Temporary Uses

Certain temporary uses and activities may be permitted within the district provided the City Commission determines such use or activity is appropriate, is of benefit to the permitted uses and residents of the district and issues a permit in accordance with Sec. 23-25-5

Sec.23-10-5. – Development standards and procedure for approval to develop, expand or alter permitted uses.

Development standards within the MUCH zoning district are designed to be flexible enough to encourage the type of new development or modification of existing permitted uses which benefit the district as a whole. Following are development standards, broadly stated, which shall guide the review and approval of a new permitted use development or modification of the site of an existing permitted use by the planning staff.

(a) Site requirements for permitted uses.

a. For residential uses.

- i. Single family – Site and front, side and rear yards as required in the GR Zoning District
- ii. Two Family – Site and front, side and rear yards as required in the GR Zoning District,
- iii. Townhomes and Multifamily – As required in the GR Zoning District

b. For all other permitted uses, there shall be no minimum site, front, rear or side yards required.

(b) Trees

- a. No tree classified as a heritage or specimen tree, as defined herein, shall be removed unless approved by the building official after obtaining an opinion form a certified arborist that there is no alternative to such removal.
 - i. A heritage tree is defined as a tree (or group of trees) that are at least 50 years old and share a significant event (or events) in a specific place in time

or are, in the opinion of an arborist, unique in size, shape or species to be considered irreplaceable.

- ii. A specimen tree is defined as a tree that is indigenous to the Coastal Georgia Area, is structurally sound and mature (10 years old or older) in the opinion of a certified arborist.

(c) Parking

- a. Single family and two- family dwellings shall be required to have at least 2 off street parking spaces. Such spaces shall not be permitted in front or side yards. No off-street surface or structure parking shall be required for other permitted uses unless the building official determines that there no sufficient alternatives with existing on-street or off-street parking.
- b. No off-street loading or unloading space shall be required for commercial uses unless the building official determines that there no sufficient alternatives with existing on- street or off-street parking.

(d) Building design requirements

- a. Building height shall not exceed 45 feet unless approved by the Fire Department and subsequently waived by the City Commission and shall generally be the height of adjacent structures.
- b. Building facades shall be designed in harmony with adjacent building and shall be constructed or rehabilitated and finished with compatible building materials and colors.

(e) Procedure for development approval

- a. Prior to seeking development approval, the Historic District Commission shall first review and approve the proposed development or expansion for conformance with district design guidelines if the project lies within the designated Historic District of Brunswick.
- b. A development proposal shall be submitted to the Building Official which includes a site plan, building elevations in sufficient detail to describe the building façade design characteristics, colors, signage and other physical features deemed necessary by the building official.
- c. The Building Official shall review the proposal and submit same to the Planning Commission with a recommendation for approval, denial or modification. Following a review action recommendation by the Planning Commission, the proposal shall be submitted by the Building Official to the City Commission for approval, denial or modification following its review.

- (f) Site and other development requirements for conditional uses shall be determined and specified as a part of obtaining conditional use approval from the City Commission.

~~ARTICLE X. GENERAL COMMERCIAL CORE DISTRICT~~ **Replaced by MU/CC/H Zoning District**

~~a. Sec. 23-10-1. Intent of district.~~

~~It is the intent of this article that the GCR Core zoning district be developed and reserved for downtown business purposes. The regulations which apply within this district are designed to encourage the formulation and continuance of a compatible and economically healthy environment for generally oriented business, financial, service and professional uses which benefit from being located in close proximity to each other, and to discourage any encroachment by uses considered capable of adversely affecting the basic commercial character of the district. Further, the intent is to promote the mixed use of _____~~

~~commercial uses permitted by including residential units as a primary and secondary use within buildings located in the district.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-10-2. Permitted uses.~~

- ~~(a) — Any permitted use in the GC zoning district subject to the conditions of section 23-9-2~~
- ~~(b) — Business service uses permitted in the NC-Neighborhood Commercial zoning district per section 23-8-2 (1) through (19).~~
- ~~(c) — Mixed use (residential and permitted commercial and office use) buildings and property.~~
- ~~(d) — Loft dwellings (limited to two per existing structures)~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-10-3. Conditional uses.~~

~~The following uses shall be permitted on a conditional basis in any GC Core zoning district.~~

- ~~(a) — Any use permitted on a conditional basis in any GC district subject to the conditions of section 23-9-3 and section 23-25-4.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-10-4. Other requirements.~~

~~Unless otherwise specified elsewhere in this chapter, uses permitted in GC Core districts shall be required to meet all standards set forth in this chapter for uses permitted in NC AND GR zoning districts, except that all front yard requirements, as well as all off street parking and loading requirements shall be waived. There are no density limits for mixed use dwellings (including loft dwellings) in this Zoning District.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

ARTICLE XI. - HC HIGHWAY COMMERCIAL DISTRICT

Sec. 23-11-1. - Intent of district.

It is the intent of this section that the HC zoning district be developed and reserved for commercial uses which primarily render a service or cater to tourists, vacationers, truckers, and the traveling public in general **and those commercial uses which are intensive in nature and require larger sites.** The regulations which apply within this district are designed to encourage the formation and continuance of a compatible environment for highway-oriented uses, insure adequate and properly designed means of ingress and egress, and to discourage any encroachment by industrial, residential or other uses capable of adversely affecting the specialized commercial character of the district.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-11-2. - Permitted uses. [See Chart No. 3 for Permitted Uses.](#)

The following uses shall be permitted in any HC zoning district.

- ~~(a) Any use permitted in any GC zoning district, subject to standards set forth in this section.~~
- (b) Commercial recreation facility including drive-in theatres, but not including miniature auto racing tracks.
- ~~(c) Two family dwelling, including patio dwelling in compliance with section 23-6-4.~~
- (d) Multi-family dwelling in compliance with section 23-6-4
- ~~(e) Townhouse dwelling in compliance with section 23-6-4.~~
- ~~(f) Group dwelling in compliance with section 23-6-4.~~
- ~~(g) Boarding house in compliance with section 23-6-4.~~
- ~~(h) One family dwelling, attached in compliance with section 23-6-4.~~
- (i) Vehicle (new or used) sales, service and/or rental) provided they meet the development requirements of Section 23-3-2
- (j) Truck terminal, provided that paved acceleration and deceleration lanes at least ten feet in width and 100 feet in length, respectively, are furnished and maintained where trucks enter or leave terminal sites, no safety hazard or impediment to traffic movement is produced as a result of such operation and sites for such facilities have direct access to major streets or controlled access highways.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1012, § 1, 9-2-2009)

Sec. 23-11-3. - Conditional uses. See Chart No. 3 for Possible Permitted Conditional Uses.

The following uses shall be permitted on a conditional basis in any HC zoning district, subject to the conditions set forth in section 23-25-4.

- ~~(a) Any use permitted on a conditional basis in any GC zoning district, subject to the conditions of section 23-9-37.~~
- (b) Multi-family dwelling in compliance with section 23-6-4.
- (c) Temporary use in compliance with the provisions of section 23-23-5.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-11-4. - Other requirements. See Chart No. 4 for Office and Commercial Development Standards

~~Unless otherwise specified elsewhere in this chapter, uses permitted in HC highway commercial zoning districts shall be required to conform to the following standards:~~

- ~~(a) Minimum lot area: 6,000 square feet.~~
- ~~(b) Minimum lot width: 60 feet.~~
- ~~(c) Minimum front yard: 25 feet.~~
- ~~(d) Minimum side yard: None is required except on corner lots and lots adjacent to any residential district. Commercial buildings and structures shall provide a minimum ten feet setback on corner lots and a minimum 20 foot setback where adjacent to a residential zone district. Zero setback can only be utilized where the adjacent parcel is within the same development or strip~~

~~center. If a setback is provided where none is required, the side yard setback shall be a minimum of five feet in width between the buildings.~~

~~(e) Minimum rear yard: 15 feet.~~

~~(f) Maximum building height: 35 feet.~~

(Ord. No. 1006, § 1, 11-19-2008)

ARTICLE XII. - BI BASIC INDUSTRIAL DISTRICT

Sec. 23-12-1. - Intent of district.

It is the intent of this section that the BI zoning district be developed and reserved for basic or primary types of heavy industrial uses which involve extensive manufacturing, processing or assembly operations and/or serve as large employment centers. The regulations which apply within this district are designed to encourage the formation and continuance of a compatible environment for these industries which require sizable tracts of land and/or employ large numbers of workers, protect and reserve undeveloped areas in Glynn County which are suitable for such industries ~~without adversely affecting adjoining non-industrial districts~~ and to discourage any encroachment by residential, commercial or other uses capable of adversely affecting the ~~basic~~ industrial character ~~of the BI Basic Industrial District.~~

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-12-2. - Permitted uses. [See Chart No. 5 for Permitted Uses.](#)

The following uses shall be permitted in any BI zoning district:

- (a) Any industrial use which involves manufacturing, processing or assembly operations, or the storage and sale of heavy materials, products or equipment; but not including junk or salvage yards or uses which may cause injurious or obnoxious noise, vibration, smoke, gas, fumes, odor, dust, fire hazards, dangerous radiation or other conditions objectionable to nearby areas, except under conditions as specified in section 23-12-3.
- (b) Warehouse.
- (c) Research or experimental laboratory.
- (d) Transportation terminal.
- ~~(e) Public building, facility or land, other than a school, playground, park, care home or cultural facility. No longer permitted~~
- (f) Public utility installation.
- (g) Animal hospital and/or boarding facility.
- (h) Agricultural farm containing ten or more acres.
- (i) Horticultural nursery containing ten or more acres.
- (j) Bulk storage of petroleum or petroleum products.
- (k) Dredging, land fill or the extraction of natural materials.
- (l) Radio and/or television station and/or transmitting tower.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-12-3. - Conditional uses. [See Chart No. 5 for Possible Permitted Uses.](#)

The following uses shall be permitted on a conditional basis in any BI zoning district, subject to the conditions set forth in section 23-25-4.

- (a) Retail or wholesale business or service, provided such business or service is incidental to a permitted industrial use and located on the same premises. ~~No longer a permitted use~~
- (b) ~~Truck terminal, provided that paved acceleration and deceleration lanes at least ten feet in width and 100 feet in length, respectively, are furnished and maintained where trucks enter or leave terminal sites, no safety hazard or impediment to traffic movement is produced on any access road, and sites for such facilities have direct access to major streets or controlled access highways. Now included with Transportation Terminal.~~
- (c) Watchman or caretaker's ~~one-family or two-family~~ dwelling, provided that such dwelling is located on the premises of a permitted industrial, terminal, laboratory or warehouse use, and the head of the household is employed by the industry as a watchman or caretaker, ~~and accessory uses for such dwelling in compliance with subsection 23-3-17(a).~~
- (d) Dwelling incidental to a permitted agricultural or horticultural use, provided that such related dwellings are occupied only by persons employed directly on the premises, and accessory uses ~~for such dwelling in compliance with subsection 23-3-17(a).~~
- (e) ~~Private recreation facility, provided such facility is incidental to a permitted use and is located on the same premises.~~
- (f) Garage or shop for the repair and servicing of motor vehicles, equipment or machine parts, provided that any open yard storage incidental to such an operation conforms to the provisions of subsection (h) and no objectionable sound, vibration, heat, glare or electrical disturbance is created which is perceptible beyond the premises. ~~Now a Permitted Use.~~
- (g) Any industrial use which may produce injurious or obnoxious noise, vibration, smoke, gas, fumes, odor, dust, fire hazard, dangerous radiation or other objectionable conditions as a result of its operations, provided that such objectionable condition shall not adversely affect adjoining properties and such use is located at least 200 feet away from any abutting property line. ~~The City may require, at its discretion, studies of such possible impacts and/or an Environmental Impact Statement regarding the potential use of a property in this zoning district.~~
- (h) Open yard use for the sale, rental and/or storage of new, used or salvaged materials, or equipment, provided that such use is conducted in a manner that it will not adversely affect adjoining properties and no burning of materials or products is conducted on the premises except by means conducted approved by the city engineer of Brunswick. ~~Now a permitted use.~~
- (i) Temporary use in compliance with the provisions of section 23-23-5.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-12-4. - Other requirements. [See Chart No. 5 for Industrial Development Standards](#)

Unless otherwise specified elsewhere in this chapter, uses permitted in BI basic industrial zoning districts shall be required to conform to the following standards:

- (a) Minimum lot area: Five acres.
- (b) Minimum lot width: None.
- (c) Minimum front yard: 30 feet.
- (d) Minimum side yard: None, except that when the property abuts another zoning district, 30 feet shall be required.
- (e) Minimum rear yard: None, except that where the property abuts another zoning district, 30 feet shall be required.

- (f) Maximum building height: Subject to the approval of the chief of the fire department of the City of Brunswick.

(Ord. No. 1006, § 1, 11-19-2008)

ARTICLE XIII. - GI GENERAL INDUSTRIAL DISTRICT

Sec. 23-13-1. - Intent of district.

It is the intent of this section that the GI zoning district be developed and reserved for [light manufacturing, assembly, distribution of goods, packaging or similar light industrial purposes](#). The regulations which apply within this district are designed to encourage the formation and continuance of a compatible environment for all types of [light industrial, warehouse, transport terminal, laboratory and open yard storage operations or concerns that have no affect or impact on adjoining non- industrial districts](#) and to discourage any encroachment by residential developments or other uses capable of adversely affecting the industrial character of the [GI General Industrial](#) district.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-13-2. - Permitted uses. [See Chart No. 5 for Permitted Uses.](#)

~~The following uses shall be permitted in any GI zoning district:~~

~~(a) Any use permitted in the BI basic industrial zoning district is shown in section 23-12-2.~~

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-13-3. - Conditional uses. [See Chart No. 5 for Possible Permitted Conditional Uses.](#)

The following uses shall be permitted in any GI zoning district, subject to the conditions set forth in section 23-25-4.

- (a) Any use permitted on a conditional basis in a BI basic industrial district, subject to the conditions set forth in section 23-12-3.
- (b) Automobile service station, provided all pumps are set back at least 25 feet from abutting street right-of-way lines.
- (c) Temporary use in compliance with the provisions of section 23-23-5.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-13-4. - Other requirements. [See Chart No. 5 for Industrial Development Standards](#)

[Unless otherwise specified elsewhere in this chapter, uses permitted in GI general industrial zoning districts shall be required to conform to the following standards:](#)

- (a) [Minimum lot area: 2,500 square feet.](#)
- (b) [Minimum lot width: 25 feet.](#)
- (c) [Minimum front yard: 20 feet.](#)
- (d) [Minimum side yard: None, except that when the property abuts another zoning district, 20 feet shall be required.](#)

- (e) Minimum rear yard: None, except that when the property abuts another zoning district, 20 feet shall be required.
- (f) Maximum building height: 60 feet, subject to the approval of the fire chief.

(Ord. No. 1006, § 1, 11-19-2008)

Article XIV – Limited Industrial District

Sec. 23-14-1. - Intent of district. ~~MOVED FROM ARTICLE XX~~

It is the intent of this article that the LI limited industrial zoning district, be reserved and developed for light industrial, warehouse/distribution and wholesale uses which are not significantly objectionable in terms of outdoor storage, noise, odor, fumes, etc., to surrounding properties. The regulations which apply within this district are designed to encourage the formation and continuance of a compatible environment for uses generally classified to be light industrial in nature, protect and reserve undeveloped areas in the City of Brunswick which are suitable for such industries and to discourage encroachment by those residential, commercial or other uses capable of adversely affecting the basic industrial character of the district or be affected by the industrial character of the district.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-14-2. - Permitted uses. See Chart No. 6 for Permitted Uses.

The following uses shall be permitted in any LI zoning district:

- (a) Research or experimental laboratory.
- (b) Transportation terminal. Including truck terminals with accompanying services.
- (c) Public building, facility, or land.
- (d) Public utility installation.
- (e) Agricultural farm containing ten or more acres.
- (f) Horticultural nursery containing ten or more acres.
- (g) Radio and/or television station and/or transmission tower.
- (h) Auto body Repair garage provided any outdoor storage conforms to subsection ____ of this Article.
- (i) Office building and/or offices for governmental, business, professional or general purposes. No longer permitted
- (j) ~~Commercial trade or vocational school. No longer permitted~~
- (k) ~~Off street commercial parking lot or garage, as well as off street parking or storage area for customer, client or employee owned vehicles. No longer permitted~~

(Ord. No. 1006, § 1, 11-19-2000)

Sec. 23-14-3. - Conditional uses. See Chart No. 6 for Possible Permitted Conditional Uses.

The following uses shall be permitted on a conditional basis in any LI zoning district, subject to the conditions set forth in section 23-25-4:

- (a) Any industrial use which involves manufacturing, processing, assembly, or storage operations, provided that the same does not involve any junk or salvage operations, there is no open storage or junk or salvage materials, any noise, vibration, smoke, gas, fume, odor, dust, fire hazard, dangerous radiation or other injurious or obnoxious conditions related to the operation are not sufficient to create a nuisance beyond the premises. No longer allowed
- (b) Warehouse or other storage facility, provided that there is no open storage of junk or salvage materials of any type in conjunction with the operation. Now a permitted use
- (c) Wholesale business outlet, provided that there is no open storage of junk or salvage materials of any type in conjunction with the operation. Now a permitted use
- (d) Automobile service station, provided that all pumps are set back at least 15 feet from the right-of-way line of any street there is no open storage of any type in conjunction with the operation. Now a permitted use.
- (e) Animal hospital and/or boarding facility, provided all boarding arrangements are maintained within a building and no noise connected with the operation of the facility is discernible beyond the premises. Now a permitted use.
- (f) Retail business, provided such business is incidental to a permitted use, is located on the same premises as a permitted use and involves no open storage of any type. Now a permitted use.
- (g) Truck terminal, provided that paved acceleration and deceleration lanes at least ten feet in width and 100 feet in length, are furnished and maintained where trucks enter or leave terminal sites located adjacent to major streets or controlled access highways no safety hazard or impediment to traffic movement is produced on any access road and no open storage of any type is conducted in connection with the operation. Included with Transportation Terminal
- (h) Watchman or caretaker's one-family or two-family dwelling, provided that such dwelling is located on the premises of a permitted use and the head of the household is employed by the industry as a watchman or caretaker, and accessory uses for such dwelling in compliance with subsection 23-3-17(a).
- (i) Dwellings incidental to a permitted agricultural or horticultural use, provided that such related dwellings are occupied only by persons employed directly on the premises, and accessory uses for such dwelling in compliance with subsection 23-3-17(a).
- (j) Temporary use in compliance with the provisions of section 23-23-5.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-14-4. - Other requirements. [See Chart No. 5 for Industrial Development Standards](#)

~~Unless otherwise specified elsewhere in this chapter, uses permitted in LI limited industrial zoning districts shall be required to conform to the following standards:~~

- ~~(a) Minimum lot area: One acre.~~
- ~~(b) Minimum lot width: 100 feet.~~
- ~~(c) Minimum front yard: 25 feet.~~
- ~~(d) Minimum side yard: 25 feet.~~
- ~~(e) Minimum rear yard: 25 feet.~~
- ~~(f) Maximum building height: 60 feet.~~

(Ord. No. 1006, § 1, 11-19-2008)

ARTICLE XV. - CP CONSERVATION-PRESERVATION DISTRICTS - NO CHANGES

Sec. 23-15-1. - Intent of district.

It is the intent of this article that the CP zoning district be established and maintained to preserve and/or control development within certain land, marsh and/or water areas of the City of Brunswick which serve as wildlife refuges, possess great natural beauty or are of historical significance, are utilized for recreational purposes, provide needed open space for the health and general welfare of the city's inhabitants, or are subject to periodic flooding. The regulations which apply within this district are designed to reserve such areas for the purposes outlined herein and to discourage any encroachment by residential, commercial, industrial or other uses capable of adversely affecting the relatively undeveloped character of the district.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-15-2. - Permitted uses.

The following uses shall be permitted in any CP zoning district:

- (a) Private boat dock or boat house.
- (b) Boat marina.
- (c) Bait house.
- (d) Public utility line, fire or water tower or substation.
- (e) Publicly owned and/or operated park, open space, recreational facility or use, and the equipment necessary for servicing the users.
- (f) Farm for the growing of rice or other agricultural products, including timber.
- (g) Wildlife refuge, including one-family dwelling units of caretakers employed to maintain and protect the refuge.
- (h) Swimming beach.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-15-3. - Conditional uses.

The following use shall be permitted in any CP zoning district on a conditional basis, subject to conditions set forth in section 23-25-4.

- (a) Cemetery, with or without chapel, provided that such use consists of a site of at least ten acres, has a planted buffer strip around its entire perimeter except for areas and includes no crematorium or dwelling unit other than for a caretaker.
- (b) Museum or exhibit area in conjunction with an area or use of recognized historical, aesthetic or educational significance, provided that no commercial activities other than the possible collection of an admission fee, if any, are associated with said museum or exhibit area.
- (c) Dredging, land fill or the excavation of natural materials, provided that such use does not block, alter, or divert the flow of a major stream, river or other such drainageway and provided further that plans for the alteration of any lands zoned CP, conservation-preservation must be approved by the commission of the City of Brunswick in writing before such alteration in land shall be permitted.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-15-4. - Other requirements.

Unless otherwise specified elsewhere in this chapter, uses permitted in CP zoning districts shall be required to conform to the following standards:

- (a) Minimum lot area: 5,000 square feet.
- (b) Minimum lot width: 50 feet.
- (c) Minimum front yard: 20 feet.
- (d) Minimum side yard: Ten feet on each side.
- (e) Minimum rear yard: None, except that when the property abuts another zoning district, ten feet shall be required.
- (f) Maximum building height: 35 feet.

(Ord. No. 1006, § 1, 11-19-2008)

ARTICLES XV: PD-G, and XVI: PD-TN and INFILL REPLACED BY NEW ARTICLE XVI BELOW

Article XVI – Planned Development (PD) District

Section 23-16-1 Intent of a Planned Development District

The intent of the Planned Development (PD) district is to encourage creative and flexible developments that include a single use or compatible mixed use residential, commercial, office, and related public facilities unified by a development plan. A planned development shall be established as a distinct zoning district, and is permissible when approved according to a site plan and written narrative

An approved Planned Development (PD) District shall have the following characteristics:

1. Open space. Encourage ingenuity and resourcefulness in land planning techniques by developing functional open space defined as area(s) on the PD site that have no above ground structures other than those required to support recreation amenities such as play equipment, pool pump houses, etc and associated small storage facilities. Open space(s) can contain natural existing or installed landscape including any required buffers. .
2. Sense of place. Allow the design of developments that are architecturally and environmentally innovative and that achieve more efficient utilization of land than is possible through application of conventional zoning standards.
3. Mixture of uses. Accommodate a mixture of land uses and types of land uses which are compatible both internally and externally to the project area.
4. Protection of natural resources. Ensure the conservation of the natural environment including trees and vegetation, topography, and geological resources such as groundwater, soils, and drainage areas.
5. Efficient land use. Encourage efficient use of land, street networks, and utility locations.
6. Compatibility and consistency. Maintain compatibility with nearby development and consistency with the Comprehensive Plan for the City of Brunswick.

It is recommended that a developer of a proposed Planned Development first consult with the Building Official regarding the proposed development and submission requirements. This may include an informal meeting with the Planning and Appeals Commission who ultimately must review and recommend approval

or denial to the City Commission following a public hearing.

Section 23-16-2 – Prohibited Uses and Development Standards

A Land Uses. Land uses within a PD district may include any specific uses other than prohibited by this Article and uses utilizing outdoor storage of materials or equipment.

Uses prohibited in any single or mixed-use PD district include:

1. Automobile service and repair;
2. Restaurants offering drive through service”;
3. Laundry and dry cleaning establishments but not including drop off locations;
4. Any industrial or wholesale use;
5. Grocery store exceeding 20,000 square feet;

or any use determined to be inconsistent with existing development in the vicinity or the Comprehensive Plan for Brunswick.

B Development Standards. The PD district may be proposed in any location consistent with Comprehensive Plan to provide flexibility in the application of development and site design standards. A PD development shall meet the following requirements for location, use provisions, and ownership:

Planned Development Standards.

Development Feature	Standard		
Site Size	Infill Project – 1 acre or an entire city block, whichever is less All other – more than 1 acre		
Minimum Common Open Space	15% of total project area. Twenty-five (25) percent of the open space area may be used for stormwater management facilities.		
Residential Only PD Land Use Standards	Residential	Minimum 40%	Maximum 75%
	Open Space	15%	40%
	Recreation (amenities for residents)	5%	20%
Mixed Use PD Land Use Standards	Residential	35%	75%
	Office	15%	25%
	Commercial	10%	20%
	Open Space	15%	40%
Non-Residential PD Land Use Standards	Recreation (amenities for residents)	5%	10%
	Office, Institutional	0%	85%
	Commercial	0%	85%
Ownership	Open Space	15%	50%
	Single owner, or Multiple owners, provided that a joint application for rezoning and development plan approval is submitted.		

C Provisions for the permanent ownership, operation, and maintenance of common open space shall be provided by covenant, deed restriction, easement, or ownership by and for the benefit of a property owners association, land trust, or other legal entity.

D Residential uses:

1. Any type of residential dwelling unit is permissible, including: single-family, multi-family, town house, apartments, duplex units, tiny home and manufactured housing;
2. For PD projects including only residential development, the density shall not exceed 30 units per gross acre.
3. Community centers, meeting facilities, and indoor or outdoor recreation facilities when maintenance for such uses is provided by the common ownership within the development.

E. Commercial and office uses:

1. Unless otherwise prohibited, any commercial or office use may be permitted;
2. Development shall be designed and landscaped in a manner that ensures compatibility with residential uses within the PD and adjacent to the PD; and
3. Traffic circulation shall not route commercial or office traffic through residential areas within or adjacent to the PD.

F. "Unit" defined. For purposes of residential development, each unit shall have a kitchen and no unit shall exceed four bedrooms. This restriction does not apply to a free standing, detached, single family home.

Section 23-16-3 - Concept Plan Requirements

A. A Concept Plan and a written narrative shall accompany an application to rezone property for a Planned Development as follows:

- (a) A concept plan shall be submitted by the developer(s) for review by the Building Official, Planning Commission and approval by the city commission. The master plan shall be drawn to scale (one inch = 50 feet; or one inch = 30 feet) by a registered civil engineer, registered land surveyor, registered landscape architect or licensed architect showing the exact dimensions of the parcel or parcels of land under consideration and shall include the following where applicable:
 - (1) All property dimensions, platting and street systems, proposed building sites and sizes, types of use proposed for buildings, plans for the screening and protection of abutting properties, means of ingress and egress, access and circulation arrangements, off-street parking and loading facilities, proposed reservation or dedication for streets, open spaces and other public facilities. If requested, one-foot vertical contour intervals shall be indicated on the site plan.
 - (2) The name of the development and the developers, a north arrow, the date of field survey, tract boundary lines, dimensions, bearings, angles, reference points to at least two permanent monuments, average ground elevation, and FEMA flood zone information.
 - (3) If the proposal includes the subdivision of land for any purpose or the provision of new public streets, any additional information required with the submittal of preliminary plats under the subdivision regulation of the City of Brunswick shall be included and the master plan shall be processed simultaneously under the subdivision regulation and as a part of

the application for a planned development-general district classification, as provided for in this chapter.

- (4) A conceptual landscape plan and all required buffers per 23-3-21 are required to be submitted with the concept plan.
 - (5) Architectural elevations. Applications shall include perspective front, side, and rear elevation drawings of representative proposed building types. These drawings shall indicate general architectural features and material(s) to be used for construction. If the PD is approved, architectural elevations submitted as part of the application shall be considered conceptually binding unless specifically noted otherwise in the approval.
 - (6) Land uses and development summary. The application Concept Plan shall include a list of all land uses proposed to be included in the PD, the percentage of total land area or building area, if applicable, within the PD devoted to each proposed land use, the number of residential units by type, floor area for each type of dwelling unit (typical, or a range as appropriate), total overall density, and the total square footage of all buildings.
 - (7) Dimensional requirements. The application Concept Plan shall contain all dimensional requirements that are proposed to apply within the PD, including minimum lot sizes, minimum lot widths, maximum building coverage, front, side and rear building setbacks, and maximum building heights. Such proposed dimensional requirements shall be presented in a table, on the development plan or in the written text accompanying the application Concept Plan.
 - (8) The application Concept Plan shall contain calculations and descriptions and the design criteria used for improvements required to be constructed within the PD, such as but not limited to streets, sidewalks, storm drainage, water and wastewater infrastructure required for the development, signage, site lighting and other necessary and/or proposed improvements. Such proposed improvements shall be presented on the development plan and/or in the written text accompanying the application Concept Plan.
 - (9) If requested by the Building Official, a traffic study shall be submitted with the Concept Plan. Likewise, the Building Official may request a drainage study for the PD site reflecting the detention requirements and on-site and/or off-site improvements required to handle increased stormwater runoff from the proposed development.
- (b) A written report shall be submitted by the developers for review by the planning and appeals commission and review and approval by the city commission. Such report shall explain the type, nature, intent and characteristics of the proposed development and shall specifically include the following where applicable:
- (1) A general description of the proposal.
 - (2) A detailed legal description of the location of the site.
 - (3) Proposed standards for development, including restrictions on the use of the property, density standards, building heights, yard requirements and restrictive covenants.
 - (4) Proposed dedication or reservation of land for public use, including streets, easements, parks and school sites.
 - (5) Exceptions or variations from the requirements of this chapter, if any are being requested.
 - (6) Plans for the provision of utilities, including water, sewer and drainage facilities.
 - (7) Tables showing the total number of acres in the proposed development and the percentage designated for each proposed type of land use, including public facilities.
 - (8) Plans for open space, courts, walks and common areas.
 - (9) Plans for parking, loading, access ways, signs, and means of protecting and screening adjacent areas from lighting and other potentially adverse effects.

- (10) A statement defining the manner in which the planning and appeals commission and city commission is to be assured that all improvements are to be installed and maintained.
 - (11) Tabulations showing the number and density of dwelling units by type, if any, and other data that the commission may require.
- B. Specific site design and development standards shall be set forth on the site plan or in the written narrative and accompanying schedules of use and design standards.
 - C. Upon approval of the rezoning to a PD district, the site plan and written narrative shall be recorded and shall be binding on all future development and use within the PD development.
 - D. Building permits and public improvements shall not be authorized or installed for any PD development until final approval has been granted.
 - E. Minor and major modifications to an approved PD site plan must be submitted to the Planning Commission for review and recommendation for approval or dis-approval to the City Commission.
 - F. If no building permit or certificate of occupancy for an approved PD development is issued within twelve months from the date of approval of any such PD rezoning, the Mayor and City Council may, on its own motion, cause the property to revert to its original zoning category after notice by U.S. Mail addressed to the original applicant for rezoning or to such other person as may be substituted for said original applicant upon the records of the Clerk, and reasonable opportunity to said applicant to oppose the reversion to the original PD.
 - G. No application to rezone property to PD shall be submitted to the Planning Commission for review and recommendation to the Mayor and City Commission unless and until the application meets the minimum requirements set forth in this Section.

~~ARTICLE XV. PD-G PLANNED DEVELOPMENT GENERAL DISTRICT~~

~~SEE ALSO SECTIONS 23-26-6 AND 23-26-13 FOR ADDITIONAL SUBMISSION REQUIREMENTS.~~

~~Sec. 23-15-1. Intent of planned development general district.~~

~~It is the intent of this district that the PD-G zoning district be reserved for the establishment and continuance of shopping centers, group housing projects, planned industrial developments, medical centers, urban renewal projects and similar types of large scale compatible use developments. Also encouraged are uses or groups of uses considered by the commission to be logical and worthy, in the public interest, of inclusion in a PD-G district, and further, to encourage the development of such uses or groups of uses according to the requirements and standards of this article. The regulations which apply within this district are designed to encourage the formation of such planned developments when and as appropriate and to permit the greatest latitude possible with respect to internal site planning considerations and the location of these developments within the City of Brunswick in the best interests of the long range development plans of the city.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-15-2. Specific requirements.~~

~~In order to qualify for a planned development general zoning classification, a proposed planned development general must first meet the following specific requirements:~~

- ~~(a) The site utilized for planned development general must contain an area of not less than three acres.~~
- ~~(b) The site must have direct access to at least one major street.~~
- ~~(c) The area proposed shall be in one ownership, or if in several ownerships, the application for amendment to this chapter shall be filed jointly by all of the owners of the area included in the master plan.~~
- ~~(d) A suitable master plan shall be submitted by the developers for review and approval by the city commission. The master plan shall be drawn to scale (one inch = 50 feet; or one inch = 30 feet) by a registered civil engineer, registered land surveyor, registered landscape architect or licensed architect showing the exact dimensions of the parcel or parcels of land under consideration and shall include the following where applicable:
 - ~~(1) All property dimensions, platting and street systems, proposed building sites and sizes, types of use proposed for buildings, plans for the screening and protection of abutting properties, means of ingress and egress, access and circulation arrangements, off street parking and loading facilities, proposed reservation or dedication for streets, open spaces and other public facilities. If requested, one-foot vertical contour intervals shall be indicated on the site plan.~~
 - ~~(2) The name of the development and the developers, a north arrow, the date of field survey, tract boundary lines, dimensions, bearings, angles, reference points to at least two permanent monuments, average ground elevation, and FEMA flood zone information.~~
 - ~~(3) If the proposal includes the subdivision of land for any purpose or the provision of new public streets, any additional information required with the submittal of preliminary plats under the subdivision regulation of the City of Brunswick shall be included and the master plan shall be processed simultaneously under the subdivision regulation and as a part of the application for a planned development general district classification, as provided for in this chapter.~~
 - ~~(4) A conceptual landscape plan is required to be submitted with the master plan.~~~~
- ~~(e) A written report shall be submitted by the developers for review by the planning and appeals commission and review and approval by the city commission. Such report shall explain the type, nature, intent and characteristics of the proposed development and shall specifically include the following where applicable:
 - ~~(1) A general description of the proposal.~~
 - ~~(2) A detailed legal description of the location of the site.~~
 - ~~(3) Proposed standards for development, including restrictions on the use of the property, density standards, building heights, yard requirements and restrictive covenants.~~
 - ~~(4) Proposed dedication or reservation of land for public use, including streets, easements, parks and school sites.~~
 - ~~(5) Exceptions or variations from the requirements of this chapter, if any are being requested.~~
 - ~~(6) Plans for the provision of utilities, including water, sewer and drainage facilities.~~
 - ~~(7) Tables showing the total number of acres in the proposed development and the percentage designated for each proposed type of land use, including public facilities.~~
 - ~~(8) Plans for open space, courts, walks and common areas.~~~~

- (9) ~~Plans for parking, loading, access ways, signs, and means of protecting and screening adjacent areas from lighting and other potentially adverse effects.~~
- (10) ~~A statement defining the manner in which the planning and appeals commission and city commission is to be assured that all improvements are to be installed and maintained.~~
- (11) ~~Tabulations showing the number and density of dwelling units by type, if any, and other data that the commission may require.~~
- (f) ~~In all PD-G projects, the general regulations set forth in article III shall govern unless relief is granted by the city commission.~~

~~(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1055, § 3, 3-21-2018)~~

~~Sec. 23-15-3. Administrative procedures with regard to PD-G zoning districts.~~

- (a) ~~Any request pertaining to the establishment of a PD-G zoning district shall be considered a proposed amendment to this chapter and shall be administered and processed in accordance with the regulations set forth in article XXVI entitled amendments, of this chapter.~~
- (b) ~~All data set forth in section 23-15-2 shall be submitted to the planning development and codes department staff and subsequently forwarded to the planning and zoning appeals commission with the recommendations of the planning development and codes department staff. Said recommendation shall then be forwarded to the planning and zoning appeals commission. If approved by the PDC and planning and zoning appeals commission, the information shall be placed in front of the city commission to be adopted as an amendment to this chapter, which shall establish the standards of development for that particular planned development general district.~~
- (c) ~~All further development shall conform to the standards adopted for the district, regardless of any changes in ownership. Any proposed change in the standards or plan after adoption as part of this chapter, shall be treated as an amendment to this chapter and must be considered in accordance with normal amendment procedures set forth in article XXVI of this chapter. Appeals based on hardship or an alleged misinterpretation of this chapter by city staff shall be processed in accordance with procedures set forth in article XXVII entitled appeals, conditional use permits, and variances how taken.~~
- (d) ~~In any event where it is determined by the city commission that development in the planned development general district is not in accordance with the standards adopted for that district, the city commission shall be empowered to amend this chapter to place part of or all the property in the planned development general district in its prior zoning classification, or any other more appropriate zoning classification.~~
- (e) ~~Before approval of a planned development general project the city commission may require a contract with safeguards satisfactory to the city attorney guaranteeing completion of the development plan within a period of time to be specified by the commission, which shall not exceed five years unless extended by the city commission for due cause shown. Such guarantee may include the submission of a performance bond in an amount as set by the city commission.~~
- (f) ~~The violation of any provision of the plan once adopted as a part of this chapter as a PD-G district under the provisions provided herein, shall constitute a violation of this chapter.~~
- (g) ~~All PD-G projects shall follow the preliminary and final plat procedures listed in the Brunswick Subdivision Ordinance.~~

~~(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1055, § 2, 3-21-2018)~~

~~Sec. 23-15-4. Permitted uses.~~

- ~~(a) Any use proposed by the developer and considered by the city commission as being compatible to other nearby uses within and without the district and in keeping with the intent of the PD-G district may be permitted in such district upon approval of the city commission.~~
- ~~(b) The developer shall prepare a list of proposed uses for submission with his application. After approval by the commission, the list or portions thereof approved shall be adopted as a part of the regulations applying to that particular PD-G district.~~
- ~~(c) Thereafter, the uses permitted in the district shall be restricted to those listed, approved and adopted according to the procedures set forth herein.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-15-5. General design criteria and development standards.~~

- ~~(a) Overall site design should be harmonious, in terms of landscaping, enclosure of principal and accessory uses, size, street patterns and use relationships. Variety in building types, heights, facades, setbacks and size of open spaces shall be encouraged.~~
- ~~(b) Densities per acre for residential dwelling units shall not exceed those set forth for GR districts.~~
- ~~(c) Yard and other dimensional requirements for each PD-G district may be set by the city commission, upon recommendation of the planning, development and codes department staff and the planning and appeals commission. The following criteria shall serve as a general guide for requirements set for uses proposed for location in a PD-G district:

 - ~~(1) GR district standards shall serve as minimum requirements for residential uses.~~
 - ~~(2) The most restrictive standards specified elsewhere in this chapter as they apply to commercial, industrial and institutional uses shall serve as minimum requirements for such uses located in PD-G districts.~~~~
- ~~(d) Parking, loading and other requirements for each PD-G district may be set by the city commission. The standards of article III, sections 23-3-19 and 23-3-20, shall serve as a general guide to parking and loading requirements for uses proposed for location in a PD-G district.~~
- ~~(e) Where development abuts a separate single-family district, buildings and activities, other than one- or two-family dwellings, must be set back a sufficient distance from the separating property line or district boundary line, not less than 30 feet for multi-family residential, public or institutional uses or 50 feet for all commercial or industrial uses to insure the absence of any objectionable effects on or from abutting districts.~~
- ~~(f) In the case of commercial and industrial uses, the distances separating all buildings and activities from surrounding residential districts should in fact be great enough to constitute a reasonable buffer. Loading docks and truck maneuvering areas and terminals, where possible, should be further removed from residential lot lines than buildings.~~
- ~~(g) Property lines abutting residential districts must be screened by a buffer except in the following instances:

 - ~~(1) Where one- and two-family dwellings within the PD-G district are on property immediately adjoining a residential district, then no buffer shall be required.~~
 - ~~(2) Where multi-family dwellings and townhouses within the PD-G district are on property immediately adjoining multi-family dwellings or townhouses in a residential district, then no buffer shall be required.~~
 - ~~(3) In addition, all storage yards or outdoor display spaces must be enclosed by a buffer strip except for access points.~~~~
- ~~(h) Within a PD-G district, the design should include buffers suitable for screening residential areas from institutional, commercial or industrial uses when a danger of incompatibility appears to exist.~~

- ~~(i) Lighting facilities shall be arranged in a manner which will protect the highways and neighboring properties from direct glare or hazardous interference of any kind.~~
- ~~(j) Sign requirements may be set by the city commission, following recommendation by the planning, development and codes department staff and the planning appeals commission.~~
- ~~(k) In PD-G districts, areas used for parking or loading or as traffic ways, shall be physically separated from public streets by suitable barriers against unchanneled motor vehicle ingress or egress. Access points shall generally conform to standards set forth in section 23-3-22, with the following exceptions:~~
- ~~(l) Shopping centers, other individual commercial, industrial, institutional and multi-family uses shall have not more than two access points to any one public street, unless unusual circumstances demonstrate the need for additional access points.~~
- ~~(m) Where possible, all access points to a public street from shopping centers, other individual commercial, industrial, institutional and multi-family uses shall be located at least 100 feet from the intersection of any street lines and shall be designed in a manner conducive to safe ingress and egress.~~

~~(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1055, § 2, 3-21-2018)~~

~~Sec. 23-15-6. Special requirements for districts.~~

~~In addition to the general criteria set forth elsewhere in this article, projects submitted as proposed PD-G districts shall meet whatever standards are deemed suitable to the particular request by the commission, upon recommendation by the planning staff. The maximum height of all buildings in PD-G shall be 60 feet.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~ARTICLE XV. PD-TN PLANNED DEVELOPMENT-TRADITIONAL NEIGHBORHOOD DISTRICT~~

~~Sec. 23-16-1. Intent of planned development-traditional neighborhood district.~~

~~It is the intent of the PD-TN district to:~~

- ~~(a) Encourage mixed-use, compact development that is pedestrian in scale, sensitive to the environmental characteristics of the land, and facilitates the efficient use of services within the City of Brunswick;~~
- ~~(b) Have residences, shopping, employment, and recreational uses located within close proximity with each other and efficiently organized to provide for the daily needs of the residents;~~
- ~~(c) Provide for a range of housing types within pedestrian-oriented, human-scale neighborhoods; and~~
- ~~(d) Provide efficient, interconnected circulation systems for pedestrians, non-motorized vehicles, and motorists that serve to functionally and physically integrate the various land use activities.~~

~~The planned development-traditional neighborhood provisions can be utilized in two ways:~~

- ~~(a) These provisions can be applied as a zone district to create new neighborhoods. This zone district will be labeled "PD-TN" for planned development-traditional neighborhood district.~~
- ~~(b) The planned development provisions can also be used as a conditional use to promote appropriate infill as specified in section 23-16-11. The conditional use will be labeled "PD-TN Infill" for planned development-traditional neighborhood infill.~~

(Ord. No. 1006, § 1, 11-19-2008)

~~Sec. 23-16-2. Specific requirements:~~

~~In order to qualify for a planned development traditional neighborhood zoning classification, a proposed planned development traditional neighborhood must first meet the following specific requirements:~~

- ~~(a) The site utilized for planned development traditional neighborhood must contain an area of not less than one acre.~~
- ~~(b) The site must have direct access to at least one street.~~
- ~~(c) The area proposed shall be in one ownership, or if in several ownerships, the application for amendment to this chapter shall be filed jointly by all of the owners of the area included in the master plan.~~
- ~~(d) A suitable master plan shall be submitted by the developers for review and approval by the city commission. The master plan shall be drawn to scale (one inch = 50 feet; or one inch = 30 feet) by a registered civil engineer, registered land surveyor, registered landscape architect or licensed architect showing the exact dimensions of the parcel or parcels of land under consideration and shall include the following where applicable:
 - ~~(1) All property dimensions, platting and street systems, proposed building sites and sizes, types of use proposed for buildings, plans for the screening and protection of abutting properties, means of ingress and egress, access and circulation arrangements, off street parking and loading facilities, proposed reservation or dedication for streets, open spaces and other public facilities. If requested, one foot vertical contour intervals shall be indicated on the site plan.~~
 - ~~(2) The name of the development and the developers, a north arrow, the date of field survey, tract boundary lines, dimensions, bearings, angles, reference points to at least two permanent monuments, average ground elevation, and FEMA flood zone information.~~
 - ~~(3) If the proposal includes the subdivision of land for any purpose or the provision of new public streets, any additional information required with the submittal of preliminary plats under the subdivision regulation of the city shall be included and the master plan shall be processed simultaneously under the subdivision regulation and as a part of the application for a planned development traditional neighborhood district classification, as provided for in this chapter.~~
 - ~~(4) A conceptual landscape plan is required to be submitted with the master plan.~~~~
- ~~(e) A written report shall be submitted by the developers for review and approval by the city commission. Such report shall explain the type, nature, intent and characteristics of the proposed development and shall specifically include the following where applicable:
 - ~~(1) A general description of the proposal.~~
 - ~~(2) A detailed legal description of the location of the site.~~
 - ~~(3) Proposed standards for development, including restrictions on the use of the property, density standards, building heights, yard requirements and restrictive covenants.~~
 - ~~(4) Proposed dedication or reservation of land for public use, including streets, easements, parks and school sites.~~
 - ~~(5) Exceptions or variations from the requirements of this chapter, if any are being requested.~~
 - ~~(6) Plans for the provision of utilities, including water, sewer and drainage facilities.~~
 - ~~(7) Tables showing the total number of acres in the proposed development and the percentage designated for each proposed type of land use, including public facilities.~~~~

- ~~(8) Plans for open space, courts, walks and common areas.~~
- ~~(9) Plans for parking, loading, access ways, signs, and means of protecting and screening adjacent areas from lighting and other potentially adverse effects.~~
- ~~(10) A statement defining the manner in which the commission is to be assured that all improvements are to be installed and maintained.~~
- ~~(11) Tabulations showing the number and density of dwelling units by type, if any, and other data that the commission may require.~~
- ~~(f) In all PD-TN projects, the general regulations set forth in article III shall govern unless relief is granted by the city commission.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-16-3. Administrative procedures with regard to PD-TN zoning districts.~~

- ~~(a) Any request pertaining to the establishment of a PD-TN zoning district shall be considered a proposed amendment to this chapter and shall be administered and processed in accordance with the regulations set forth in article XXVII entitled amendments, of this chapter.~~
- ~~(b) All data set forth in section 23-15-8 shall be submitted to the planning, development and codes department staff and the planning appeals commission and when necessary, subsequently forwarded to the city commission with the recommendations of the planning, development and codes department staff and the planning appeals commission. If approved by the city commission, all information pertaining to the proposal shall be adopted as an amendment to this chapter, which shall establish the standards of development for that particular planned development traditional neighborhood district.~~
- ~~(c) All further development shall conform to the standards adopted for the district, regardless of any changes in ownership. Any proposed change in the standards or plan after adoption as part of this chapter, shall be treated as an amendment to this chapter and must be considered in accordance with normal amendment procedures set forth in article XXVII of this chapter. Appeals based on hardship or an alleged misinterpretation of this chapter by city staff shall be processed in accordance with procedures set forth in article XXVI entitled appeals, conditional uses and variances, how taken.~~
- ~~(d) In any event where it is determined by the city commission that development in the planned development traditional neighborhood district is not in accordance with the standards adopted for that district, the city commission shall be empowered to amend this chapter to place part of or all the property in the planned development traditional neighborhood district in its prior zoning classification, or any other more appropriate zoning classification.~~
- ~~(e) Before approval of a planned development traditional neighborhood project the city commission may require a contract with safeguards satisfactory to the city attorney guaranteeing completion of the development plan within a period of time to be specified by the city commission, which shall not exceed five years unless extended by the city commission for due cause shown. Such guarantee may include the submission of a performance bond in an amount as set by the city commission.~~
- ~~(f) The violation of any provision of the plan once adopted as a part of this chapter as a PD-G district under the provisions provided herein, shall constitute a violation of this chapter.~~
- ~~(g) All PD-TN projects shall follow the preliminary and final plat procedures listed in the Brunswick Subdivision Ordinance.~~

~~(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1055, § 2, 3-21-2018)~~

~~Sec. 23-16-4. Permitted uses.~~

- (a) ~~Any use proposed by the developer and considered by the city commission as being compatible to other nearby uses within and without the district and in keeping with the intent of the PD-TN district may be permitted in such district upon approval of the city commission.~~
- (b) ~~The developer shall prepare a list of proposed uses for submission with his application. After approval by the city commission, the list or portions thereof approved shall be adopted as a part of the regulations applying to that particular PD-TN district.~~
- (c) ~~Thereafter, the uses permitted in the district shall be restricted to those listed, approved and adopted according to the procedures set forth herein.~~

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1055, § 2, 3-21-2018)

~~Sec. 23-16-5. General design standards.~~

~~(a) Use.~~

- (1) ~~The entire land area of the PD-TN district shall be divided into walkable blocks, streets, and lots and optional natural or greenbelt areas.~~
- (2) ~~Blocks shall generally be 450 feet by 180 feet to extend the existing grid street pattern.~~
- (3) ~~The minimum lot size for all PD-TN uses shall be 22½ feet in width by 90 feet in length.~~
- (4) ~~Similar land categories shall generally enfront across streets. Dissimilar categories shall abut at rear lot lines. Corner lots which front on streets of dissimilar use shall be set back the same as the adjacent use with the lesser setback.~~
- (5) ~~Large-scale, single uses (conference spaces, theaters, athletic facilities, etc.) shall occur behind or above habitable street front space.~~
- (6) ~~*Prohibited uses:* Chemical manufacturing, storage or distribution as a primary use; enameling, painting or plating, except artist's studios; carting, moving, or hauling terminal or yard; prisons, detention centers, or half-way houses; manufacturing, storage, or disposal of hazardous waste materials; scrap yards; mobile homes; kennels; sand, gravel, or other mineral extraction; and any use which produces the following adverse impacts: noise at a level greater than typical street or traffic noise, offensive vibration, emission of dust, smoke, odors, or noxious solids, liquids, or gases.~~
- (7) ~~*Discouraged uses:* Any commercial use which encourages patrons to remain in their automobiles while receiving goods or services (except service stations). A drive through may be appropriate if its intrusion along a block face is limited. To limit intrusion, any drive through lane should be no wider than ten feet in width and only one lane per commercial establishment is allowed to interrupt a block face. An alley or secondary street shall provide the second point of ingress/egress for the drive through.~~
- (8) ~~Accessory structures may be used for rental housing on attached and detached residential lots.~~
- (9) ~~All uses shall be conducted within completely enclosed buildings unless otherwise specified.~~
- (10) ~~The mixing of attached and detached housing and commercial is encouraged.~~

~~(b) Lots and buildings.~~

- (1) ~~All lots shall share a frontage line with a street or square.~~
- (2) ~~All buildings, except accessory structures, shall have their main entrance opening onto a street, square, or park.~~
- (3) ~~Stoops, open colonnades, open porches, balconies, and bay windows may encroach up to 12 feet into front setbacks.~~

~~(c) Streets and alleys.~~

- ~~(1) Streets shall provide access to all tracts and lots.~~
- ~~(2) All streets and alleys shall terminate at other streets within the neighborhood and connect to existing and projected through streets outside the development.~~
- ~~(3) There shall generally be a continuous network of alleys to the rear of lots within the PD-TN district.~~
- ~~(4) Utilities shall run along alleys wherever possible.~~
- ~~(5) If provided, street lamps shall be installed on both sides of the street a maximum of 100 feet apart.~~
- ~~(6) The extension of existing streets and rights-of-way shall generally maintain the same dimensions as the existing historic street while new streets and rights-of-way are encouraged to differ in dimension and each street shall be individually detailed.~~
- ~~(7) Steady and even build-to lines shall be established along all streets and public space frontages, determining the width desired for each street or public space. A minimum percentage build-out at the build-to line shall be established along all streets and public square frontages.~~
- ~~(8) The long axis of the street shall have appropriate termination with either a public monument, specifically designed building facade, or a gateway to the ensuing space.~~

~~(d) *Parking.*~~

- ~~(1) Parking lots shall generally be located at the rear or at the side of buildings and shall be screened from the sidewalk by low walls, fences or hedges. Parking spaces can be located under buildings or under portions of buildings.~~
- ~~(2) Parking lots and parking garages shall not abut street intersections, be adjacent to squares or parks, or occupy lots which terminate a vista.~~
- ~~(3) Primary street frontages shall have no vehicular entries, for properties with another street frontage. Properties with a single frontage on a primary street shall be limited to a maximum of two single lane width vehicular entries separated by a minimum of 20 feet.~~
- ~~(4) Adjacent parking lots shall have vehicular connections via an alley or internally.~~
- ~~(5) On-street parking directly enfronting a lot shall count toward fulfilling the parking requirement of that lot. One parking space credit shall be given for every space in front of the lot that is over 50 percent of the length of the parking space.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-16-6. *Civic design standards.*~~

~~(a) *Use.*~~

- ~~(1) Civic lots shall consist of the following uses: parks, squares, greenbelts, streets and alleys, community buildings including meeting halls, libraries, post offices, schools, religious buildings, recreational facilities, museums, performing art buildings, pavilions, bridges, market structures, and municipal buildings.~~
- ~~(2) Civic use lots shall generally be within or adjacent to a square or park or on a lot terminating a street vista.~~
- ~~(3) Large scale recreational uses such as multiple game fields shall be located on the perimeter of neighborhoods.~~
- ~~(4) Each new neighborhood 20 acres in size or greater shall contain as its central focus, at least one square or park no smaller than one-half acre, and no greater than three acres. This square shall be within 900 feet of the geographic center of the neighborhood.~~

- (5) ~~Neighborhoods along waterfronts shall provide park and square requirements along the waterfront.~~
- (6) ~~Squares, parks, and other natural amenities shall have at least 50 percent of their perimeter abutting street rights-of-way unless otherwise described on the site plan.~~

~~(b) Lots and buildings.~~

- (1) ~~Balconies shall be permitted to encroach up to eight feet into a civic use tract.~~
- (2) ~~All lots share a frontage line with a street or square. All buildings shall have their main entrance opening to a street or square (except accessory structures).~~
- (3) ~~Civic use buildings shall not be subject to setback limitations.~~
- (4) ~~The minimum height of the main level shall be 12 feet from floor to ceiling.~~

~~(c) Parking.~~

- (1) ~~Off-street parking for civic uses shall occur at the rear or side of the building.~~
- (2) ~~On-street parking directly on-fronting a lot shall count toward fulfilling the parking requirement for each on-street space that is 50 percent of the required parking space size.~~
- (3) ~~The developer shall demonstrate the provision of adequate parking for public use tracts containing squares and parks. Shared parking shall be encouraged.~~
- (4) ~~Parking lots on civic use tracts shall be graded, compacted, and landscaped, but may be left unpaved or paved with grass-ring paving.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-16-7. Business design standards.~~

~~(a) Use.~~

- (1) ~~Business lots shall contain retail, office, residential, hotel, bed and breakfast inns (see "tourist home"), private clubs, child daycare and entertainment uses.~~
- (2) ~~Uses may be mixed within the same structure and/or on the same lot.~~
- (3) ~~Residential uses are not permitted on the main level of business buildings.~~

~~(b) Lots and buildings.~~

- (1) ~~Business buildings shall not require setbacks from front or side lot lines.~~
- (2) ~~Business buildings shall have their facade built directly on the lot line along 100 percent of its length.~~
- (3) ~~Business buildings shall not cover more than 70 percent of the lot area.~~
- (4) ~~The maximum height shall be five levels not to exceed 60 feet in height to be measured to the eave.~~
- (5) ~~The minimum height shall be two levels.~~
- (6) ~~The minimum height of the main level shall be 12 feet from floor to ceiling.~~

~~(c) Parking.~~

- (1) ~~No less than 75 percent of the parking places shall be to the rear of the building.~~
- (2) ~~For businesses, on-street parking directly enfronting a lot shall count toward fulfilling the parking requirement for each on-street space that is 50 percent of the required parking space size.~~

- ~~(3) All business uses shall have parallel or diagonal parking on street.~~
- ~~(4) The required number of parking spaces may be reduced by demonstrating the possibility of shared parking.~~
- ~~(5) The parking requirements may be suspended for retail uses of 2,000 square feet or less.~~
- ~~(6) There shall be a minimum of one parking space per 500 square feet of building space for nonresidential uses, one space per room of lodging, and one space per each two bedrooms of residential use.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-16-8. Shopfront design standards.~~

~~(a) Use.~~

- ~~(1) Shopfront lots shall contain retail, office and residential uses.~~
- ~~(2) At least 50 percent of the building area shall be designated for residential use.~~
- ~~(3) Residential uses are not permitted on the main level of shopfront buildings.~~

~~(b) Lots and buildings.~~

- ~~(1) Buildings on shopfront lots shall have the facade built directly on the property line along at least 70 percent of its length. The unbuilt portion of the property line shall have a street wall directly upon it.~~
- ~~(2) Buildings on shopfront lots shall have no setback from at least one side lot line.~~
- ~~(3) Buildings on shopfront lots shall cover no more than 70 percent of the lot area.~~
- ~~(4) The maximum height shall be four levels not to exceed 45 feet in height measured to the eave.~~
- ~~(5) The minimum height shall be two levels.~~
- ~~(6) The minimum height of the main level shall be 12 feet from floor to ceiling.~~

~~(c) Parking.~~

- ~~(1) No less than 75 percent of the parking places shall be to the rear of the building.~~
- ~~(2) For shopfronts, on street parking directly enfronting a lot shall count toward fulfilling the parking requirement for each on street space that is 50 percent of the required parking space size.~~
- ~~(3) All shopfront streets shall have parallel or diagonal parking on street.~~
- ~~(4) The required number of parking spaces may be reduced by demonstrating the possibility of shared parking.~~
- ~~(5) The parking requirements may be suspended for retail uses of 2,000 square feet or less.~~
- ~~(6) There shall be a minimum of one parking space per 500 square feet of building space for nonresidential uses, one space per room of lodging, and one space per each two bedrooms of residential use.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-16-9. Attached home design standards.~~

~~(a) Use.~~

- ~~(1) Attached home lots shall contain single family and multi-family residential uses, and limited business uses such as a coffee house.~~
- ~~(2) Limited business uses shall be restricted to a maximum of 400 square feet in area.~~
- ~~(3) An accessory building is permitted on each lot which may be used as a rental unit.~~
- ~~(4) One hundred percent of the building area above the main level shall be residential.~~

~~(b) Lots and buildings.~~

- ~~(1) Buildings on attached residential lots shall be set back between zero and 15 feet from the frontage line, and frontage lines shall be constant for a street.~~
- ~~(2) Buildings on attached residential lots shall have no required setbacks from side lot lines.~~
- ~~(3) Buildings on attached residential lots shall be set back no less than 30 feet from the rear lot line, except accessory structures may have five feet setback.~~
- ~~(4) Buildings on attached residential lots shall cover no more than 70 percent of the lot area.~~
- ~~(5) Roof slope, if pitched, shall have a minimum six in 12 pitch.~~
- ~~(6) The maximum height shall be four levels not to exceed 45 feet in height measured to the eave.~~
- ~~(7) The minimum height shall be two levels.~~
- ~~(8) The minimum height of the main level shall be nine feet from floor to ceiling.~~

~~(c) Streets and alleys.~~

- ~~(1) Attached residential lots shall have their rear lot lines coinciding with an alley or another street.~~
- ~~(2) Attached residential lots shall enfront on streets having a minimum right-of-way of 46 feet consisting of two ten-foot travel lanes, seven-foot parallel parking on both sides, and six-foot sidewalks. Curb radius shall not exceed ten feet.~~

~~(d) Parking.~~

- ~~(1) All off-street parking places shall be to the rear of the building or under the building. Access shall be by an alley only.~~
- ~~(2) There shall be a minimum of one parking space per 500 square feet of building space for nonresidential uses, and one per room of lodging, and per each two bedrooms of residential use.~~
- ~~(3) On-street parking of at least 50 percent of a standard size parking space shall count toward fulfilling the parking requirement.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-16-10. Detached home design standards.~~

~~(a) Use.~~

- ~~(1) Detached home lots shall contain single family and multi-family residential uses.~~
- ~~(2) An accessory building is permitted on each lot which may be used as a rental unit.~~
- ~~(3) One hundred percent of the building area above the main level shall be residential.~~

~~(b) Lots and buildings.~~

- ~~(1) Buildings on detached residential lots shall be set back between zero and 25 feet from the frontage line.~~

- (2) Buildings on detached residential lots shall be set back from the side lot lines equivalent to no less than five feet on each side. The entire setback may be allocated to one side.
- (3) Buildings on detached residential lots shall be set back no less than 30 feet from the rear lot line, except accessory structures may have five feet setback.
- (4) Buildings on detached residential lots shall cover no more than 60 percent of the lot area.
- (5) Roof slope shall have a minimum six in 12 pitch.
- (6) The maximum height shall be three levels not to exceed 35 feet in height measured to the eave.
- (7) The minimum height shall be two levels.
- (8) The minimum height of the main level shall be nine feet from floor to ceiling.

(c) ~~Streets and alleys.~~

- (1) Detached residential lots shall have their rear lot lines coinciding with an alley or another street.
- (2) Detached residential lots shall enfront on streets having a minimum right-of-way of 46 feet consisting of two ten-foot travel lanes, seven-foot parallel parking on both sides, and six-foot sidewalks. Curb radius shall not exceed ten feet.

(d) ~~Parking.~~

- (1) All off-street parking places shall be to the rear or side of the building or under the building. Where access is through the frontage, garages or carports should be located a minimum of 20 feet behind the front facade.
- (2) There shall be a minimum of one parking space per 500 square feet of building space for nonresidential uses, and one per room of lodging, and one per each two bedrooms of residential use.
- (3) On-street parking of at least 50 percent of a standard size parking space shall count toward fulfilling the parking requirement.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-16-11. PD-TN infill.

The intent of the PD-TN infill conditional use is to allow the appropriate infill of buildings based on the five building types, i.e. civic, business, shopfront, attached home, and detached home. These building types can be placed in the existing zone districts according to Table C. The height limitations listed in Table C keep the proposed infill building types compatible with the height limitations in the existing zone districts.

TABLE C

		BUILDING TYPE				
		Civic	Business	Shopfront	Attached Home	Detached Home
ZONE-DISTRICT	GC-CORE	⊖ (60' max.)	⊖ (60' max.)	⊖ (60' max.)	⊖ (60' max.)	
	GC	⊖		⊖	⊖	

		(45' max.)		(45' max.)	(45' max.)	
	OC	⊖ (45' max.)		⊖ (45' max.)	⊖ (45' max.)	⊖ (45' max.)
	LC	⊖ (35' max.)		⊖ (35' max.)	⊖ (35' max.)	⊖ (35' max.)
	GR	⊖ (35' max.)		⊖ (35' max.)	⊖ (35' max.)	⊖ (35' max.)

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~~The infill parcels under PD-TN infill shall meet the general design standards in section 23-16-5 and the design standards listed for the selected building type. For example, a Shopfront building type proposed for a parcel in the GC zone district must follow the shopfront design standards listed in section 23-16-8 and the applicable General Design Standards listed in section 23-16-5. The conditional use requested in this example is a PD-TN infill conditional use for a Shopfront type building (PDTN infill/shopfront). The applicant must adhere to section 23-25-4 and section 23-27-2 for all application and processing requirements for conditional uses.~~

~~PD infill shall be exempted from the required design standards in the following instances:~~

- ~~(a) — Detached home types may be one story in height.~~
- ~~(b) — Attached and detached home types shall not have a minimum main level height.~~
- ~~(c) — Infill shall only occur in the general residential (GR) zone district on lots of record.~~

~~The planned development provisions shall be in addition to the provisions of the zoning districts in which the property is located. Where inconsistencies or conflicts exist between provisions of the PD-TN ordinance (either PD-TN or PD-TN infill) and provisions of the underlying zoning, the provisions of the PD-TN ordinance shall apply.~~

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1055, § 2, 3-21-2018)

ARTICLE XVII. - MH MOBILE HOME DISTRICT No CHANGES

Sec. 23-17-1. - Intent of district.

The intent of the MH mobile home district is to provide a sound and healthy residential environment sufficient to meet the unique needs of inhabitants living in mobile homes, to protect mobile home parks from encroachment by incompatible uses and to encourage the consolidation of mobile homes into mobile home parks. Any mobile home and/or mobile home park within the City of Brunswick shall henceforth be located in a MH District and in conformance with the regulations set forth herein.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-17-2. - General provisions.

Unless otherwise set forth herein, mobile homes shall be permitted only in an officially approved MH district for which a certificate of occupancy has been issued in accordance with the requirements of the building code of the City of Brunswick. In addition to mobile homes, other uses may be permitted in MH zoning districts as may be needed, in the opinion of the commission, to serve the residents of that particular MH district exclusively.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-17-3. - Mobile home park plan.

The mobile home park shall conform to the following requirements:

- (a) The park shall be no less than four acres in size and shall be located on a well-drained site properly graded to insure rapid drainage and freedom from stagnant pools of water.
- (b) The mobile home park shall not contain more than 15 mobile home units per acre.
- (c) Mobile home spaces shall be provided consisting of an average of not less than 2,800 square feet of area, each space to be at least 30 feet wide and clearly defined.
- (d) Mobile homes shall be so harbored on each space that there shall be a minimum of 15 feet of clearance between mobile homes, provided that with respect to mobile homes parked end-to-end, the end-to-end clearance may be less than 15 feet but shall not be less than ten feet. No mobile home shall be located closer than ten feet from any building within the park or from an property line bounding the park.
- (e) Mobile homes shall be so harbored on each space so that there will be a minimum front yard setback of not less than 20 feet between the mobile home and the abutting driveway.
- (f) In addition to the space requirements for each mobile home unit as noted in subsection (c) above, each mobile home park shall have a minimum area of 20,000 square feet set aside for common open space; in the case of a park larger than the minimum four acres or in the case of expansion of the park, 2,000 square feet of common open space shall be added for each mobile home unit after the one-hundredth unit.
- (g) All mobile home spaces shall abut upon a paved surface driveway of not less than 20 feet in width, which shall have unobstructed access to a street; all mobile home spaces shall be serviced with all-weather-surface walkways of not less than three feet in width.
- (h) A suitable buffer screen shall be located along the lot lines of the park meeting the same density and screening requirements set forth in section 23-3-21.
- (i) Off-street parking, loading and other requirements shall conform to the standards set forth in article III.
- (j) Plans for driveways, drainage and utilities shall be reviewed by the city engineer, who shall advise the planning staff and the commission of his findings in writing.
- (k) Plans for an MH district shall be submitted to the Glynn County Board of Health for review and comment prior to recommendation by the planning staff. An application for an MH zoning district classification shall not be granted unless the board of health determines that all local and state codes pertaining to health and environmental sanitation in mobile home parks have been met by the applicant.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-17-4. - Mobile home subdivisions.

If spaces within a proposed mobile home park are to be offered for sale, lots proposed for sale must be recorded in compliance with the subdivision ordinance of the City of Brunswick. Application for subdivision may be processed in conjunction with the administrative review procedure required under this chapter to obtain authorization to develop the mobile home park. Whether spaces are proposed for sale, rental, or lease, the design of the park shall comply with the standards set forth in this article.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-17-5. - Revocation of license.

The city manager may revoke any license to maintain and operate a mobile home park when the licensee has been found guilty by a court of competent jurisdiction of violating any provision of this chapter. After such conviction, the license may be reissued if the circumstances leading to conviction have been remedied and the park is being maintained and operated in full compliance with the law.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-17-6. - Posting of certificate of occupancy.

The certificate of occupancy shall be conspicuously posted in the office or on the premises of the mobile home park at all times.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-17-7. - Existing mobile home parks.

- (a) Mobile home parks existing at the time of the effective date of Ordinance No. 492 of the City of Brunswick, adopted February 3, 1965, as amended by Ordinance No. 517, adopted June 15, 1966, must comply at a minimum with the requirements for mobile home parks as set forth in said ordinance or the same shall be subject to removal, except that under the procedures set forth for processing special exceptions, under section 23-24-5, the following may be permitted:
 - (1) A site may be less than four acres in size, as required in subsection 23-16-3(a), provided however that in no case shall the site contain less than two and one-half acres.
 - (2) Common open space may be less than 20,000 square feet, as required in subsection 23-17-3(f), provided however that a minimum of 400 square feet of landscaped common open space per mobile home must be required.
- (b) Existing mobile home parks not in conformance with the provisions of this section (with the exception of those requirements waived above) shall be considered as nonconforming uses, and shall be governed by the provisions regulating such uses under section 23-3-17.

(Ord. No. 1006, § 1, 11-19-2008)

ARTICLE XVIII- MED and LIMITED MEDICAL DISTRICT AND XVIII and XIX -THESE DISTRICTS HAVE BEEN ELIMINATED AND REPLACED WITH THE INSTITUTIONAL DISTRICT IN NEW ARTICLE XVIII

~~Article XVIII—MED—Medical District~~

~~Sec. 23-18-1.—Intent of district.~~

~~In view of the unique nature of hospitals, their land needs, and their effect on surrounding properties, it is the intent of the MED district that specific areas be set aside to permit hospitals and allied services, that such areas be protected against encroachment from nonrelated and incompatible uses, that provisions be made for the possible expansion of hospitals and allied services and that to the greatest possible extent, surrounding land uses and properties be stabilized against any possible detrimental effects that might be created by the proximity of the hospital and allied services.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-18-2.—Permitted uses.~~

~~The following uses shall be permitted in any MED zoning district:~~

- ~~(a) Community hospitals or clinics, including any functions such as cafeterias and laundries which relate directly to the operation of the hospitals or clinics and are contained within the confines thereof.~~
- ~~(b) Any health center, clinic and/or medical laboratory.~~
- ~~(c) Any educational facilities directly related to an authorized hospital or the Glynn County Board of Health, and under the supervision and control of an authorized hospital or the Glynn County Board of Health.~~
- ~~(d) Single or multi-story, dormitories or living quarters for the staff and/or student body of an authorized hospital or its related activities, including dining and laundry facilities, provided such dormitories and sleeping quarters are under the supervision and control of an authorized hospital.~~
- ~~(e) Any other publicly owned building, facility or land.~~
- ~~(f) Public utility installation, including water or fire towers, except those installations directly relating to railroads and their operation.~~
- ~~(g) Private or public care homes, provided such facilities conform with the requirements of the Georgia State Board of Health and provided plans for such facilities receive the written approval of the Glynn County Board of Health prior to the issuance of any permits for construction and operation, copies of such approval to be retained in the files of the building official.~~
- ~~(h) Multi-family dwelling.~~
- ~~(i) One or two family dwellings.~~
- ~~(j) Townhouse dwellings.~~
- ~~(k) Professional offices or office buildings restricted to the use of recognized medical professions including but not limited to the following:
 - ~~(1) Physicians and surgeons.~~
 - ~~(2) Dentists.~~
 - ~~(3) Optometrists and oculists.~~
 - ~~(4) Chiropractors and podiatrists.~~~~

- ~~(5) — Osteopaths.~~
- ~~(6) — Chiropractors.~~
- ~~(l) — The following retail uses:~~
 - ~~(1) — Pharmacies, apothecaries, and/or drug stores.~~
 - ~~(2) — Restaurants and snack bars, but not drive-in establishments.~~
 - ~~(3) — Flowers and/or gift shops.~~
- ~~(m) — The following uses as accessory uses to a previously listed permitted use:~~
 - ~~(1) — Any use accessory for a dwelling, as shown in subsection 23-3-17(a) of this chapter.~~
 - ~~(2) — Off-street parking or storage space for vehicular parking and loading, under the provisions set forth in subsection 23-3-17(c).~~
 - ~~(3) — Structures designed and used for purposes of shelter for protection from man-made or natural catastrophes.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-18-3. Prohibited uses.~~

~~The following uses are specifically prohibited in any MED zoning district:~~

- ~~(a) — Package liquor stores, bars or any other outlet involved in the wholesale or retail sale of package liquor, beer, wine, or any alcoholic beverages for consumption on or off the premises.~~
- ~~(b) — Privately operated commercial garages or repair shops.~~
- ~~(c) — Gasoline service stations.~~
- ~~(d) — Night clubs or cabarets.~~
- ~~(e) — Bowling alleys, skating rinks, or other commercial recreational or entertainment facilities.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-18-4. Other requirements.~~

- ~~(a) — Community hospitals or community hospital complexes including the hospital and related functions and services, such as institutions, laboratories, dormitories, schools, clinics, special care facilities, etc., on a single site and under the control of an authorized hospital and/or Glynn County Board of Health.~~

~~Minimum lot size: Four acres.~~

~~Minimum front yard setback: 25 feet.~~

~~Minimum side yard setback: 25 feet.~~

~~Minimum rear yard setback: 25 feet.~~

~~Maximum building height: Subject to the approval of the fire chief.~~

- ~~(b) — Public or private care homes.~~

~~Minimum lot size: One acre.~~

~~Minimum lot width: 100 feet.~~

Minimum front yard setback: 25 feet.

Minimum side yard setback: 15 feet.

Minimum rear yard setback: 25 feet.

Maximum building height: Subject to the approval of the fire chief.

- ~~(c) Health center, clinic or laboratory, on separate site from hospital.~~
 - ~~(1) Minimum lot size: 5,000 square feet.~~
 - ~~(2) Minimum lot width: 50 feet.~~
 - ~~(3) Minimum front yard setback: 25 feet.~~
 - ~~(4) Minimum side yard setback: Five feet on each side and total of 20 percent of lot width.~~
 - ~~(5) Minimum rear yard setback: 15 feet.~~
 - ~~(6) Maximum building height: 35 feet.~~
- ~~(d) Educational facilities related to hospital and/or Glynn County Board of Health but on separate site from hospital.~~
 - ~~(1) Minimum lot size: 6,000 square feet.~~
 - ~~(2) Minimum lot width: 60 feet.~~
 - ~~(3) Minimum front yard setback: 25 feet.~~
 - ~~(4) Minimum side yard setback: Five feet on each side and total of 20 percent of lot width.~~
 - ~~(5) Minimum rear yard setback: 15 feet.~~
 - ~~(6) Maximum building height: 35 feet.~~
- ~~(e) Dormitories and/or living quarters for staff and/or student body of an authorized hospital or related activities, under control of an authorized hospital, but not located on same site as hospital.~~
 - ~~(1) Minimum lot size: 6,000 square feet.~~
 - ~~(2) Minimum lot width: 60 feet.~~
 - ~~(3) Minimum front yard setback: 25 feet.~~
 - ~~(4) Minimum side yard setback: Five feet on each side and total of 20 percent of lot width.~~
 - ~~(5) Minimum rear yard setback: 15 feet.~~
 - ~~(6) Maximum building height: 35 feet or higher subject to the approval of fire chief.~~
- ~~(f) Other publicly owned buildings, facilities or land. Permitted to operate under conditions as deemed necessary in the best interest of the general public.~~
- ~~(g) Public utility installations. Permitted to operate under conditions as deemed necessary in the best interest of the general public.~~
- ~~(h) Multi-family dwelling. Permitted in compliance with standards set forth in article VI.~~
- ~~(i) Two-family dwelling. Permitted in compliance with standards set forth in article VI.~~
- ~~(j) One-family dwelling. Permitted in compliance with standards set forth in article V.~~
- ~~(k) Professional office or office building.~~
 - ~~(1) Minimum lot size: 5,000 square feet.~~
 - ~~(2) Minimum lot width: 50 feet.~~

~~(3) — Minimum front yard setback: 25 feet.~~

~~(4) — Minimum front yard setback: Five on each side and total of 20 percent of lot width.~~

~~(5) — Minimum rear yard setback: 15 feet.~~

~~(6) — Maximum building height: 35 feet.~~

~~(l) — Permitted retail uses:~~

~~(1) — Minimum lot size: 5,000 square feet.~~

~~(2) — Minimum lot width: 60 feet.~~

~~(3) — Minimum front yard setback: 25 feet.~~

~~(4) — Minimum side yard setback: Five feet on each side and total of 20 percent of lot width.~~

~~(5) — Minimum rear yard setback: 15 feet.~~

~~(6) — Maximum building height: 35 feet.~~

~~(m) Accessory uses. Permitted to locate anywhere on site of principal use in compliance with provisions of article III.~~

~~(n) Property lines abutting residential districts must be screened by a buffer strip, except in the following instances:~~

~~(1) Where one and two family dwellings within the MED district are on property immediately adjoining a residential district, then no buffer shall be required.~~

~~(2) When multi-family dwellings and townhouses within the MED district are on property immediately adjoining multi-family dwellings or townhouses in a residential district, then no buffer shall be required.~~

~~(o) Off-street parking, loading and other requirements shall conform to the standards set forth in article III.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~ARTICLE XIX — LM LIMITED MEDICAL DISTRICT~~

~~Sec. 23-19-1. Intent of district.~~

~~The intent of the LM district is the same as that of the MED district, except that the LM district is intended to give more particular consideration to the effect of medical and related uses on adjacent and nearby residential properties.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-19-2. Uses and other requirements.~~

~~The LM district shall be governed by the same regulations set forth in article XVII hereinabove, except that the following different provisions shall apply in the LM district:~~

~~(a) — Maximum building height shall be limited to one story for all uses.~~

~~(b) A buffer strip shall be placed along all side and rear lot lines abutting property in residential zoning districts.~~

~~(c) Street access to and from properties in LM districts shall be restricted to frontage and along collector streets, major streets, or controlled access highways as set forth on the official zoning maps.~~

- (d) ~~Off-street parking, loading and other requirements shall conform to the standards set forth in article III, provided that all off-street parking shall be provided on private property.~~
- (e) ~~The uses for allied services on lots abutting property in residential zoning districts shall be restricted to professional offices for the use of recognized medical professions – that is, for doctors' offices – and retail and other hospital-allied uses shall not be allowed.~~

(Ord. No. 1006, § 1, 11-19-2008)

ARTICLE XVIII. – IN INSTITUTIONAL DISTRICT NEW DISTRICT TO REPLACE MED AND LIMITED MED DISTRICTS

Sec. 23-18 -1. - Intent of district.

It is the intent of this article that property in the IN district be developed and reserved for religious, cultural, educational, medical and quasi-public institutions to support and enhance their benefit to Brunswick and to protect adjacent districts from their encroachment. The regulations which apply within this district are designed to encourage the orderly and planned development of these facilities and to establish criteria under which such facilities may be established and/or expanded to meet community needs and demands while assuring compatibility of their development with adjacent non-institutional districts. Likewise, certain non-institutional uses are or may be permitted provided they serve and are beneficial to the intent of the district.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-18-2. - Permitted uses.

See Chart No. 7 for Permitted Uses in the IN District

Section 23-18-3 – Conditional uses

See Chart No. 7 for possible permitted Conditional Uses in the IN District

Section 23-18-4: Temporary Uses:

Special events associated with any Permitted Use or approved Conditional Use to be held on the property of said institution may be granted a Temporary Use Permit by the City of Brunswick provided the following conditions are met:

- (a) The event provides a service or public purpose.
- (b) The event be located no closer than 300 feet from any Residential District.
- (c) There is sufficient parking available so as not to infringe on the privacy or use of any adjacent use or neighborhood.
- (d) The event does not have a planned duration of more than 72 hours.
- (e) No institution may have an event requiring a Temporary Use Permit more than four times in a calendar year.

Section 23-18-4: General development regulations:

The following general development regulations shall apply to all permitted uses within the IN District:

- (a) Minimum Lot Areas:

- a. Hospital – 3 Acres
 - b. School or University – 5 Acres
 - c. Multi-Family Residential – 1 Acre
 - d. All Other Permitted Uses – 20,000 square feet
 - e. The above minimum lot areas apply to existing institutional uses that are proposing expansion of existing buildings or facilities.
- (b) Maximum Residential Density – 25 units per acre
 - (c) Parking – See Section 23 – 3 - 19. No parking allowed in the front yard setback
 - (d) Maximum Lot Coverage including parking – 80%
 - (e) Maximum building height 65 feet
 - (f) Minimum front yard setback (to be landscaped with no parking): - 25 feet
 - (g) Minimum side yard setback if adjacent to a R District – 25 feet; otherwise 25 feet combined for both side yards with one being at least 15 feet.
 - (h) Landscaped buffer if adjacent to a R District (see Section 23- 3 - 21

Section 23-18-5: Review of major institutional use developments:

Any proposed new or expanded permitted institutional use that is considered of major significance by the Department of Planning and Code Enforcement or is proposed to have a principal building or group of buildings with more than 100,000 square feet of floor area, must be reviewed by the Planning Commission and approved by the City Commission. This includes existing permitted uses that are proposing expansion of facilities which results in the facilities having 100,000 square feet or more floor area.

The criteria for such a review shall include the following:

- (a) A Master Plan for the development shall be submitted for review by the Planning Commission and recommendation for approval or denial by the City Commission. Such plan shall include, at a minimum, the following:
 - a. A site plan for the initial and any future contemplated development on the site controlled by the owner/developer.
 - b. Building elevations sufficient to determine the appearance and design features of each proposed building including a description of the building materials and any special external features of the building.
 - c. Ingress, egress, parking, loading, pedestrian access and other similar features.
 - d. A signage plan including principal and secondary use identification, access and directional signs.
 - e. A complete landscape plan
 - f. Any additional details regarding the development proposal deemed necessary by the City Planning Director.
- (b) Traffic: The proposed development shall be reviewed by the City Traffic Engineer and determined to not to adversely impact the capacity of adjacent or connecting streets serving the site. Access points for vehicular and/or truck service shall likewise be reviewed and approved.
- (c) Utilities: A review of water, sanitary sewer and stormwater serving and/or discharged from the site shall be made by the City Engineer and shall be determined to have no adverse affect on

the utilities serving the site or obtain assurances and financial commitments from the developer that the proposed development shall make necessary improvements to those utilities to remove any service deficiencies. The City Commission may determine that the public interest would be best served by the City making such improvements to utilities and streets required by the proposed development.

Following review by the Department of Planning and Code Enforcement and Planning Commission, to be completed within sixty (60) days following submission of a complete Master Plan, a report will be prepared and submitted to the City Commission within 30 days. The City Commission will include the report and recommendation on the Agenda at its next City Commission Meeting provided it has at least a two-week period in which to review the proposal.

~~ARTICLE XX. — LI LIMITED INDUSTRIAL DISTRICT~~

~~THIS DISTRICT IS NOW LOCATED IN ARTICLE XIV~~

~~Sec. 23-20-1. — Intent of district.~~

~~It is the intent of this article that the LI limited industrial zoning district, be reserved and developed for light industrial uses which are not significantly objectionable in terms of noise, odor, fumes, etc., to surrounding properties. The regulations which apply within this district are designed to encourage the formation and continuance of a compatible environment for uses generally classified to be light industrial in nature, protect and reserve undeveloped areas in the City of Brunswick which are suitable for such industries and to discourage encroachment by those residential, commercial or other uses capable of adversely affecting the basic industrial character of the district.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-20-2. — Permitted uses.~~

~~The following uses shall be permitted in any LI zoning district:~~

- ~~(a) — Research or experimental laboratory.~~
- ~~(b) — Transportation terminal.~~
- ~~(c) — Public building, facility, or land.~~
- ~~(d) — Public utility installation.~~
- ~~(e) — Agricultural farm containing ten or more acres.~~
- ~~(f) — Horticultural nursery containing ten or more acres.~~
- ~~(g) — Radio and/or television station and/or transmission tower.~~
- ~~(h) — Repair garage.~~
- ~~(i) — Office building and/or offices for governmental, business, professional or general purposes.~~
- ~~(j) — Commercial trade or vocational school.~~
- ~~(k) — Off-street commercial parking lot or garage, as well as off-street parking or storage area for customer, client or employee-owned vehicles.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-20-3. — Conditional uses.~~

~~The following uses shall be permitted on a conditional basis in any LI zoning district, subject to the conditions set forth in section 23-25-4:~~

- ~~(a) Any industrial use which involves manufacturing, processing, assembly, or storage operations, provided that the same does not involve any junk or salvage operations, there is no open storage of junk or salvage materials, any noise, vibration, smoke, gas, fume, odor, dust, fire hazard, dangerous radiation or other injurious or obnoxious conditions related to the operation are not sufficient to create a nuisance beyond the premises.~~
- ~~(b) Warehouse or other storage facility, provided that there is no open storage of junk or salvage materials of any type in conjunction with the operation.~~
- ~~(c) Wholesale business outlet, provided that there is no open storage of junk or salvage materials of any type in conjunction with the operation.~~
- ~~(d) Automobile service station, provided that all pumps are set back at least 15 feet from the right-of-way line of any street there is no open storage of any type in conjunction with the operation.~~
- ~~(e) Animal hospital and/or boarding facility, provided all boarding arrangements are maintained within a building and no noise connected with the operation of the facility is discernible beyond the premises.~~
- ~~(f) Retail business, provided such business is incidental to a permitted use, is located on the same premises as a permitted use and involves no open storage of any type.~~
- ~~(g) Truck terminal, provided that paved acceleration and deceleration lanes at least ten feet in width and 100 feet in length, are furnished and maintained where trucks enter or leave terminal sites located adjacent to major streets or controlled access highways no safety hazard or impediment to traffic movement is produced on any access road and no open storage of any type is conducted in connection with the operation.~~
- ~~(h) Watchman or caretaker's one family or two family dwelling, provided that such dwelling is located on the premises of a permitted use and the head of the household is employed by the industry as a watchman or caretaker, and accessory uses for such dwelling in compliance with subsection 23-3-17(a).~~
- ~~(i) Dwelling incidental to a permitted agricultural or horticultural use, provided that such related dwellings are occupied only by persons employed directly on the premises, and accessory uses for such dwelling in compliance with subsection 23-3-17(a).~~
- ~~(j) Temporary use in compliance with the provisions of section 23-23-5.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-20-4. -- Other requirements.~~

~~Unless otherwise specified elsewhere in this chapter, uses permitted in LI limited industrial zoning districts shall be required to conform to the following standards:~~

- ~~(a) Minimum lot area: One acre.~~
- ~~(b) Minimum lot width: 100 feet.~~
- ~~(c) Minimum front yard: 25 feet.~~
- ~~(d) Minimum side yard: 25 feet.~~
- ~~(e) Minimum rear yard: 25 feet.~~
- ~~(f) Maximum building height: 60 feet.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

ARTICLE XXII—CR COMMERCIAL RECREATION DISTRICT

~~Sec. 23-21-1. Intent of district.~~

~~It is the intent of this article that the CR zoning district be developed and reserved for commercial and recreational purposes. The regulations which apply within this district are designed to encourage the formation and continuance of recreational facilities in Brunswick, to enact criteria under which such facilities may be operated for pecuniary gain in Brunswick and to discourage encroachment by any other land use which might adversely affect or destroy the recreational character of this district.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-21-2. Permitted uses.~~

~~The following uses shall be permitted in any CR zoning district:~~

- ~~(a) Watchman or caretaker's one-family dwelling, provided that such dwelling occupies a minimum lot area of 6,000 square feet, is located on the premises of a permitted use and the head of the household is employed by the recreational facility as a watchman or caretaker, and accessory uses for such dwelling in compliance with subsection 23-3-17(a).~~
- ~~(b) Commercial riding stable, zoo, or similar commercial institution for the keeping of animals, provided that such use is located in a zoning lot of not less than two acres and no building or enclosure for animals is located closer than 100 feet from any property line.~~
- ~~(c) Community fairground, circus, carnival, racetrack, or place of large public assembly, provided that such use is located on a site of not less than five acres.~~
- ~~(d) Travel trailer park and/or campground, subject to the following provisions:
 - ~~(1) Such facility shall be reserved for the exclusive use of recreational type vehicles and/or tents.~~
 - ~~(2) No tenant shall be permitted to remain in the facility for more than 30 consecutive days.~~
 - ~~(3) Plans for the facility shall be submitted to the city engineer for review and approval.~~
 - ~~(4) Written approval for the sanitation provisions of the facility shall be obtained from the Glynn County Board of Health, a copy of which shall be retained in the files of the building official.~~~~
- ~~(e) Restaurant or dining area for the preparation and serving of food and drink and facilities for the purchase of normal household supplies not including furniture and appliances, provided that not more than ten percent of the area is utilized for such activities.~~
- ~~(f) Other land uses not specified elsewhere in this chapter which are deemed by the commission to be in accord with the intent of the CR district.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-21-3. Other requirements.~~

~~Unless otherwise specified elsewhere in this chapter, uses permitted in CR zoning districts shall be required to conform to the following standards:~~

- ~~(a) Minimum lot area: One acre.~~
- ~~(b) Minimum lot width: 100 feet.~~
- ~~(c) Minimum front yard: 25 feet.~~

- (d) ~~Minimum side yard: None, except that where the property abuts a residential area, 30 feet shall be required.~~
- (e) ~~Minimum rear yard: None, except that where the property abuts a residential area, 30 feet shall be required.~~
- (f) ~~Maximum building height: 60 feet, subject to the approval of the fire chief.~~

(Ord. No. 1006, § 1, 11-19-2008)

~~ARTICLE XXII. GR GENERAL RESIDENTIAL CORE DISTRICT~~

~~THIS DISTRICT IS REPLACED BY THE MIXED USE (MUCCH) DISTRICT~~

~~Sec. 23-22-1. Intent of district.~~

~~It is the intent of this district that the general residential core district be reserved for primarily multi-family residential development in the area described and delineated by resolution as the downtown development area. The regulations which apply within this district are designed to encourage medium to high density multi-family residential development and mixed uses within the downtown area in an effort to provide suitable and affordable housing in immediate proximity to the central business district.~~

(Ord. No. 1006, § 1, 11-19-2008)

~~Sec. 23-22-2. Permitted uses.~~

~~The following uses shall be permitted in any GR core zoning district.~~

- (a) ~~Multi-family dwellings.~~
- (b) ~~Townhouse dwellings, subject to the requirements of section 23-22-4.~~
- (c) ~~Lofts in commercial buildings~~
- (d) ~~Bed and Breakfast Inns~~

(Ord. No. 1006, § 1, 11-19-2008)

~~Sec. 23-22-3. Conditional uses.~~

~~The following use shall be permitted on a conditional basis in any GR core zoning district:~~

- (a) ~~Public and private care homes.~~

(Ord. No. 1006, § 1, 11-19-2008)

~~Sec. 23-22-4. Townhouse—Special requirements.~~

- (a) ~~The regulations as contained in this section shall be applied to townhouses where permitted outright in any district.~~
- (b) ~~Site plan and design criteria, general.~~
 - (1) ~~Townhouses may be appropriately intermingled with other types of housing.~~
 - (2) ~~The front shall not form long, unbroken lines of row housing but shall be staggered at the front building line, singly, in pairs or in threes, by at least ten feet.~~

(c) ~~Site plan and design criteria, details.~~

- ~~(1) Not more than ten contiguous townhouses nor fewer than three shall be built in a row with front line conforming to the requirements of subsection 23-22-4(b)(2) above.~~
- ~~(2) Minimum width for the portion of the lot on which each townhouse is to be constructed shall be 16-14 feet.~~
- ~~(3) Minimum lot area on which each townhouse is to be constructed shall be 1,244-1400 square feet.~~
- ~~(4) Separation requirements: No portion of a townhouse or accessory structure in or related to one group of contiguous townhouses shall be closer than 20 feet to any portion of a townhouse or accessory structure related to another group or to any building outside the townhouse area.~~
- ~~(5) Yards. No front, side, or rear yard as such is required in connection with any townhouse, except that the nearest point of each building shall be at least five feet from the nearest right-of-way line of abutting streets. Each townhouse shall have on its own lot one rear or side yard, private and reasonably secluded from view from streets or from neighboring property. Such yard shall not be used for any accessory building.~~
- ~~(6) Grouped parking facilities. Insofar as practicable, off-street parking facilities shall be grouped in bays, either adjacent to streets or in the interior of blocks. Parking garages or structures are also permitted.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-22-5. Other requirements.~~

~~Unless otherwise specified elsewhere in this chapter, uses permitted in GR core zoning districts shall be required to conform to the following standards:~~

~~(a) — Minimum lot area:~~

~~Townhouse dwelling: As specified in section 23-21-22-4.~~

~~Multi-family: 10,000 square feet.~~

~~Public and Private Care home: One acre.10,000 square feet~~

~~(b) — Minimum land area per dwelling unit:~~

~~Townhouse dwelling: As specified in section 23-21-22-4.~~

~~Multi-family: 1,244 square feet.~~

~~Care home: Not applicable.~~

~~(c) — Maximum dwelling units per acre:~~

~~Townhouse dwelling: 25 dwelling units~~

~~Multi-family: 35 dwelling units.~~

~~Care home: Not applicable.~~

~~(d) — Minimum lot width:~~

~~Townhouse dwelling: 75 feet~~

~~Multi-family: 75 feet.~~

~~Care home: 100 feet.~~

~~(e) Minimum yards for permitted and conditional uses: A minimum of five feet on all yards and a maximum not to exceed that required for the same uses in section 23-6-5. Yards are to be determined during site plan review by the commission based upon site characteristics, right-of-way requirements, adjacent zoning and land use.~~

~~(f) Maximum building height: 60 feet.~~

~~(g) Minimum off-street parking:~~

~~Multi-family and row housing:~~

~~1.0 space per one bedroom unit.~~

~~1.25-2 spaces per two bedroom unit.~~

~~1.5-2 spaces per three bedroom unit.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

ARTICLE XXII-A. - LIBERTY HARBOR HEIGHT OVERLAY

Sec. 23-22A-1. - Liberty Harbor Height Overlay District.

There is hereby established a height overlay to be known as the "Liberty Harbor Height Overlay District."

~~(Ord. No. 1006, § 1, 11-19-2008)~~

Sec. 23-22A-2. - Permitted uses unaffected.

The overlay does not alter permitted and conditional uses allowed within the overlay district but follows the underlying zoning districts as to uses.

~~(Ord. No. 1006, § 1, 11-19-2008)~~

Sec. 23-22A-3. - Overlay boundary.

The boundaries of said overlay shall be as depicted on the map captioned "Liberty Harbor Height Overlay District" as revised October 12, 2005, which is incorporated (as Exhibit M) into the Liberty Harbor PD and Height Overlay application, and which is incorporated herein by reference and made a part of this article. The City of Brunswick Master Zoning Map shall be amended and marked to reflect the boundaries of the overlay.

~~(Ord. No. 1006, § 1, 11-19-2008)~~

Sec. 23-22A-4. - Maximum height limitation.

Construction in the Liberty Harbor Height Overlay District shall conform to the maximum height limitations as reflected on the October 12, 2005 map, Revised Exhibit M "Liberty Harbor Height Overlay" attached to and made a part of the Liberty Harbor PD and Height Overlay application. As depicted on said map, the northern portion of the overlay (shaded in purple cross-hatching on said Revised Exhibit M) shall

be subject to a roof height maximum of 60 feet while the southern portion, shaded by red cross-hatching, shall be subject to a maximum roof height of 250 feet.

(Ord. No. 1006, § 1, 11-19-2008)

ARTICLE XXII-B. - PARKWOOD VILLAGE PLANNED DEVELOPMENT (TRADITIONAL NEIGHBORHOOD)
HEIGHT OVERLAY

Sec. 23-22B-1. - Creation of Planned Development-Overlay.

There is hereby created a new zoning district to be known as the Parkwood Village PD-TN Height Overlay. It is created pursuant to the provisions of the City Code's PD-TN ordinance (Article XVI of the Code, sections 23-16-1 et seq.).

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-22B-2. - Overlay boundary.

The Parkwood Village PD-TN Height Overlay District shall have as boundaries Parkwood Avenue on the north, US Highway 17/Glynn Avenue on the east, Kaiser Avenue on the south and Springdale Road in the west, as depicted in the five page visual Concept Plan set consisting of sheets PD-TN-1 through PD-TN-4 (all dated November 21, 2005) and PD-TN-5 (November 22, 2005), prepared by architect Larry Evans, all of which are incorporated herein and made a part hereof.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-22B-3. - Plan and contract.

The application for PD-TN district and height overlay, the staff report dated December 14, 2005, and the November 22, 2005, planned development text contain and establish the standards and restrictions applicable to this new district and are expressly adopted by reference and incorporated in this chapter as fully as if repeated verbatim herein. Only uses and construction consistent with the afore-mentioned plans and the five sheets of the visual conceptual plan referred to in section 23-22B-2 above shall be permitted. The owners and developers of the Parkwood Village project shall follow the said plans and shall obtain permission from the city commission before undertaking any construction or allowing any use not allowed in said plans. Compliance with article XV of this Zoning Code and adherence to the drawings and plans referred to hereinabove are required by this chapter and shall constitute contractual obligations of the owners and developers.

(Ord. No. 1006, § 1, 11-19-2008)

ARTICLE XXIII. - U.S. 17 OVERLAY

Sec. 23-23-1. - Intent of overlay.

It is the intent of this overlay to create a parkway along U.S. 17 from Spur 25 to the Sidney Lanier Bridge in order to improve the visual and economic condition along this section of U.S. 17. A parkway is a wide, scenic road planted with trees. This corridor is deemed by the city commission to be important because so many visitors get their first impression of Brunswick while driving along U.S. 17. The scenic vistas of the marsh are inherently and economically valuable to the public, and visual clutter impedes aesthetically and economically favorable development of the parkway area. The visual quality of the

corridor and the general nature of development along the corridor must be improved to encourage visitors to explore more of the city.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-23-2. - Parkway development concepts.

The comprehensive plan generally describes the U.S. 17 Parkway concept as a roadway with long vistas over the marsh and including heavily landscaped intersections at 4th Avenue, Gloucester Street, and the Torras Causeway. To supplement these elements the comprehensive plan recommends limiting curb cuts and establishing landscape and signage requirements for private development along the parkway. The concept does not alter permitted and conditional uses but follows the underlying zoning districts as to uses. Zoning districts are not altered by this overlay.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-23-3. - Overlay boundary.

Generally, all lots fronting U.S. 17 from Spur 25 to the Sidney Lanier Bridge are included in the U.S. 17 Overlay (U.S.17-O). The overlay boundary extends from the U.S. 17 right-of-way onto the adjacent parcel for a distance not to exceed either, a) a maximum of 250 feet from U.S. 17 or b) a maximum depth of one parcel if the parcel adjacent to U.S. 17 is less than 250 feet in depth. In all cases, the overlay boundary shall be a minimum of 100 feet in depth except for lots of record.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-23-4. - Permitted uses.

All uses permitted in the underlying zoning district shall be permitted in the U.S. 17 overlay.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-23-5. - Conditional uses.

All uses permitted on a conditional basis and subject to the conditions set forth in the underlying zone district shall be permitted on a conditional basis in the U.S. 17 overlay subject to the conditions set forth in section 23-26-4

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-23-6. - Curb cuts.

The recent improvements to U.S. 17 provided the existing parcels with sufficient access. The greatest concern is the addition of curb cuts along the southern portion of the parkway, between Gloucester Street and the Sidney Lanier Bridge. This portion of the parkway maintains expansive views of the marshes and has few intersections or curb cuts. To maintain the visual quality of the entire parkway, curb cuts shall be limited where possible; instead of creating curb cuts, it is recommended that adjacent parcels interconnect and share existing access points to U.S. 17. Along that portion of the parkway specifically existing between Gloucester Street and the Sidney Lanier Bridge, additional curb cuts are prohibited.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-23-7. - Landscape requirements.

- (a) *Purpose.* The purpose of requiring canopy trees to be planted along the U.S. 17 Parkway is to promote the community's image, beautify the roadway, and establish the parkway concept. The addition of canopy trees in conjunction with coordinated signage requirements can yield an immediate and deeply needed improvement to the U.S. 17 Parkway corridor.
- (b) *Canopy tree location and spacing.* Canopy trees shall be planted a minimum of 40 feet and a maximum of 50 feet on center and shall be located in the front setback parallel to the U.S. 17 Parkway. Lots with a width of 100 feet or less shall provide at least one canopy tree, lots with a width of 150 feet or less shall provide at least two canopy trees, and so on. Relief can be granted by staff for driveways, utilities and other unmovable obstructions.
- (c) *Canopy tree requirements* Canopy trees shall be a minimum of ten feet in height, with a four- to five-foot spread, and a two-inch caliper trunk at time of planting.

Table A

RECOMMENDED CANOPY TREES	
Botanical Name	Common Name
Quercus Phellus	Willow Oak
Celtis Laevigatta	Hackberry
Quercus virginiana	Live Oak*

Existing trees 18 inches in caliper or greater and located in the front setback may count towards the tree requirement. All plantings shall be installed free from disease in a manner that ensures the availability of sufficient soil and water for healthy growth and which is not intrusive to underground utilities. Dead or diseased trees shall be removed. Replacement trees shall be provided for any required trees which die or are removed for any reason and shall meet all minimum standards and conform to these regulations.

- (d) *Canopy tree substitution.* Due to the existence of utility lines along the U.S. 17 Parkway, understory trees may be substituted for canopy trees. A grouping of three or more palm trees shall be considered equivalent to one canopy tree. Palms shall have a minimum of ten feet of clear trunk at time of planting. Two understory trees shall be considered equivalent to one canopy tree. Understory trees shall be a minimum of eight feet in height, with a three- to four-foot spread, and a one and one-half-inch caliper trunk at time of planting.

Table B

RECOMMENDED UNDERSTORY TREES		
Botanical Name	Common Name	
Multiplier		
Sabal palmetto	Cabbage Palmetto	3
Magnolia stellata	Star Magnolia	2
Magnolia soulangiana	Saucer Magnolia	2
Ligustrum lucidum	Ligustrum (tree-form)	2
Ilex vomitoria	Yaupon Holly	2
Ilex opaca	American Holly	2
Juniperus virginiana	Red Cedar	2
Lagerstroemia fuariaei, or L. indica	Crepe Myrtle (large varieties)	2
Gadonia alata	Gordonia	2
Cornus florida	Flowering Dogwood	2
Cercis Canadensis	Eastern Redbud	2

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-23-8. - Signage requirements.

- (a) *Purpose.* Increased numbers and size of signs distract the attention of motorists and interfere with traffic safety. More importantly, the indiscriminate erection and maintenance of signs seriously detracts from the enjoyment and pleasure in the natural scenic beauty of the city and, in turn, injuriously affects the economic well-being of the citizenry. The purpose of limiting signage is to

increase traffic safety, enhance the scenic beauty of the U.S. 17 Parkway and improve the economic viability of this commercial corridor.

(b) *Applicability.* The requirements of this section shall apply to all signs constructed, placed, or replaced after December 15, 2004, in the U.S. 17 overlay and these requirements are in addition to article 24 of the this chapter. Provided, this chapter shall not preclude the replacement of any existing non-conforming sign which is damaged or destroyed by casualty (such as fire, wind, flood or vandalism) where the loss was not caused by the owner; in such event, if the sign is replaced the non-conformity may not be increased or varied (for example, a five hundred square foot sign that is 25 feet in height could not be replaced by a 600 square foot sign, nor by 150 feet in height).

(c) *Signage limitations.*

(1) *Freestanding signs.*

a. The maximum size and heights of freestanding signs in the U.S. 17 overlay shall be as follows:

Table C

		FRONTAGE		
		0 - 150 ft.	151 - 499 ft.	Over 500 ft.
U.S. 17 Overlay	Max. Area	48 square feet per side	60 square feet per side	80 square feet per side
	Max. Height	10 feet	10 feet	10 feet
	Max. Number of Signs	1	1	2
	Min. Distance from R.O.W.	10 feet	10 feet	10 feet

b. Lots serving five or more tenant spaces are permitted up to a 25 percent increase in the area of freestanding sign as permitted in subsection a., above.

c. Signs greater than 24 square feet are required to be monument signs.

d. The size of the support structure for any monument sign shall not exceed the size of the sign face by more than 25 percent of one side.

(2) *Service station signs.* Gasoline service stations and other establishments selling gasoline shall be permitted additional signs as follows:

a. One gasoline and/or self-service/full service sign per pump island. The sign shall have a maximum of eight square feet in surface area per side, a total aggregate of 16 square feet and shall be secured to each pump island. The gasoline sign shall not count toward the total maximum signage permitted in this section.

- b. Each gasoline pump shall be permitted to display only the brand name or logo of the gasoline and shall not exceed the face of the pump.
- (3) *Tenant directory signs.*
- a. Tenant directory signs shall be permitted in multi-building, multi-tenant professional, office, and/or business centers.
 - b. One tenant directory sign up to 32 square feet in surface area per side shall be permitted per street frontage.
 - c. Tenant directory signs shall not count toward the total maximum signage permitted in this section.
 - d. Tenant directory signs shall not be located within any yard setback.
 - e. The base of the tenant directory sign shall be landscaped.
 - f. Only the name of the business and the address shall be permitted on tenant directory signs. Logos are not permitted.
 - g. The tenant directory sign must be located at least 25 feet from any adjacent right-of-way.
- (4) *Outdoor drive-through menu boards.*
- a. Outdoor drive-through menu boards are signs associated with drive-through restaurants which list the type and price of food items offered for sale at the establishment.
 - b. Outdoor drive-through menu boards shall not count toward the total maximum signage permitted in this section, if they are not visible from any street right-of-way. If a menu board is visible from a street right-of-way, it shall count toward the maximum attached signage.
 - c. New outdoor drive-through menu boards shall be no more than 32 square feet per side in size and shall be designed, located, and landscaped so that to the degree feasible, they are not to be visible from any street right-of-way. The base of the menu board shall be landscaped and/or incorporated into the landscaping plan.
- (5) *Directional signs.*
- a. One sign per direction per entrance pertaining to private, unofficial traffic signs, or private parking sign shall be permitted.
 - b. The sign shall have a maximum of two square feet in surface area per side, with a total aggregate of four square feet. The directional sign shall be a maximum of two and on-half feet high and limited to directional and warning messages only.
 - c. Directional signs shall not count toward the total signage permitted in this section. In addition to the directional message (symbols or words), only the name of the business or address shall appear on the directional sign.
- (6) *Off-premises signs.*
- a. The minimum distance between any off-premises signs shall be 1,250 feet as measured parallel to the roadway centerline and along both sides of U.S. 17. In addition, off-premises signs must be a minimum distance of 300 feet from any other off-premises signs measured as a radius from closest point to closest point and to include signs that are not in the overlay boundary.
 - b. The maximum size of any off-premises signs installed after December 15, 2004 shall be 400 square feet.
 - c. The maximum height of any off-premises signs installed after December 15, 2004 shall be 35 feet.

- d. Multi-message off-premises signs with rotating faces (such as tri-vision) are prohibited and off-premises signs existing before December 15, 2004 cannot be converted to a multi-message sign with rotating faces.
 - e. No off-premises signs shall be located on the east side of U.S. 17 from the Torras Causeway to the Sidney Lanier Bridge and no off-premises signs shall be located on the west side of U.S. 17 from Talmadge Avenue to the Sidney Lanier Bridge.
- (7) *Roof signs.* Roof signs are not permitted.
 - (8) *Stationary or abandoned vehicle signs.* Commercial vehicles, other than standard passenger vehicles, shall be parked as far from the street as reasonably possible during non-business hours if such vehicles bear a commercial message. This is to avoid the vehicle serving as a freestanding sign.
 - (9) *Sign material and design.* The design, color, location, and illumination of signage shall be compatible with the overall design of the development. Flashing signs and signs with visually moving parts or messages are prohibited except as allowed in subsection 23-24-13(q), subsection 23-24-13(r), and subsection 23-24-13(s).
 - (10) *Lighting.*
 - a. The background of internally-illuminated cabinet signs shall be completely opaque.
 - b. Any light from any illuminated sign, or flood light or spot light used to illuminate a sign, shall be shaded, shielded, or directed so that the light intensity or brightness shall not interfere with the safe vision of motorists or bicyclists as determined by the building official. For spot-lit signs, the sign base and/or proposed landscaping shall be designed to conceal the base of the light fixture to the extent feasible.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-23-9. - Parking requirements.

The parking requirement shall be one parking space per each 300 square feet of retail or office area in structures less than 15,000 square feet in size.

The parking requirement shall be one parking space per each 200 square feet of retail or office area in structures equal to or greater than 15,000 square feet in size and the maximum number of parking spaces shall be limited to 150 percent of the minimum number of spaces required. Limiting the maximum number of parking spaces precludes large users from creating an overabundance of parking that is seldom used and is inconsistent with the parkway concept.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-23-10. - Other requirements.

Construction permitted in the U.S. 17 overlay shall be required to conform to the following standards:

- (a) Minimum lot area: 5,000 square feet.
- (b) Minimum lot width: 50 feet.
- (c) Minimum front yard: Ten feet.
- (d) Minimum side yard: Five feet.
- (e) Minimum rear yard: Ten feet.
- (f) Maximum building height: 45 feet.

(Ord. No. 1006, § 1, 11-19-2008)

ARTICLE XXIV – SIGNS AND ADVERTISING DEVICES **Approved by city commission 10/24/2021**

Sec. 23-24-1 - Purpose and Intent.

- (a) The City Commission of Brunswick finds that signs provide an important medium through which persons may convey a variety of commercial and non-commercial messages. Regulation of the size, location, placement, illumination and certain features of signs is necessary to enable the public to receive such messages without difficulty and confusion, to improve the general attractiveness of the city, to take advantage of the city's natural and historic environment, to protect property values, to facilitate safe travel through the city, to facilitate the identification and location of residences and businesses in the city in the event of police, fire, or other emergencies, and to avoid the aesthetic blight and nuisance that would occur from the proliferation of signs in the absence of reasonable controls. Accordingly, it is the intention of the city commission to establish regulations governing the display of signs so as to:
- (1) Balance the rights of persons to convey their messages through signs and the right of the public to be protected against the unrestricted proliferation of signs in the city.
 - (2) Enhance the economy and the business and industry of the city by promoting the reasonable, orderly and effective display of signs;
 - (3) Maximize the value of commercial signage as a means of locating and identifying commercial establishments providing goods and services while, at the same time, discouraging the use of commercial signage to sell specific goods and services;
 - (4) Encourage the construction of commercial signage with high quality materials that are aesthetically pleasing and compatible with their surroundings and with the architecture of the buildings they identify;
 - (5) Maintain the historical image and character of the city;
 - (6) Preserve and enhance the natural environment throughout the city;
 - (7) Protect property values by minimizing the possible adverse effects and visual blight caused by signs;
 - (8) Promote signs which are compatible with their surroundings;
 - (9) Insure proper maintenance, for safety and structural soundness, as well as appearance and attractiveness of signs.
- (b) Inasmuch as it is generally inappropriate for government to determine the content of expression that will be allowed on signs, particularly in regard to non-commercial signs, it is the intent of the City Commission that this chapter be enforced such that signs carrying non-commercial messages be approved, disapproved and regulated entirely without regard to the content to be posted on the sign.
- (c) It is the intent of this ordinance that all signs erected in the City of Brunswick have a permit issued by the Building Official unless the sign is specifically excluded or exempted from the regulations contained in this ordinance

Section 23–24-2 – Definition of Terms Used in this Article

(a) General Definitions:

- a. **Building** means any structure having a roof supported by columns or walls intended for human occupancy.
- b. **Building official** means the person or persons designated as such by the city manager pursuant to Chapter 5 of the City Code.

- c. **Nonconforming sign** means any sign which does not conform to the provisions of this Article.
- d. **Parcel** means a separate tax unit of real property as reflected in Glynn County real estate records.
- e. **Sign** means a device or representation for visual communication which is used for the purpose of bringing the subject thereof to the attention of others.
- f. **Sign face** means that portion of a sign that is or can be used for purposed of carrying the intended message.

(b) Type of Sign Definitions:

- a. **Awning sign** means a sign located on a canopy, awning, or other roof-like cover extending before a doorway or window as a shelter or for beautification of the building. A canopy must be a permanent structure and non-retracting
- b. **Banner** means a sign other than a flag, made of cloth, paper, plastic or fabric or any similar material containing a message or logo.
- c. **Billboard** is a self-supporting structure upon which a flat surface is placed which is used to display general advertising.
- d. **Changeable Copy Sign** means a sign that where the message is changes either electronically, mechanically or manually.
- e. **Double-faced sign** means a sign which has two display areas placed back to back to each other, or at an angle of not more than 60% to each other, and where one face is designed to be seen from one direction and the other face from another direction.
- f. **Freestanding sign** means a sign permanently attached to the ground and that is wholly independent of any building or other structure. A *Freestanding Sign* may be mounted on a freestanding pole and the sign not in contact with the ground OR mounted as a structure on the ground (referred to generally as a "monument sign").
- g. **Home occupation sign** means a sign, typically a wall sign, used to identify a home occupation in compliance with the provisions of this zoning ordinance.
- h. **Identification sign** means a sign used to depict the name or number of a building or tenant(s) within the building where the sign is located or otherwise identify such building.
- i. **Incidental sign** means a sign, generally for informational purposes secondary to the use of the lot on which it is located, such as "no parking," "no trespassing," "entrance," "exit," "loading only," and other information and directional signs.
- j. **Mansard or Marquee sign** means a sign painted on, attached to or hung from a roofed structure attached to and supported by a building or independent structure. A mansard is typically a sloped roof structure extending from the roof or façade of a building; a marquee is typically a vertical roof structure extending from the façade of a building
- k. **Mobile billboard sign** means an advertising sign mounted on a vehicle or trailer capable of being towed across public streets and that can be parked at specific locations. Neither vehicles nor trailers which advertise the company of their primary use nor campaign signs are considered mobile billboards.
- l. **Monument sign** means a freestanding sign mounted directly on the ground, or on a base which is directly on the ground, without use of a pole, pier, post, pylon or stanchion.
- m. **Roof sign** means a sign that is mounted on and supported by the structure of the roof of a building; or a sign that is applied to the roof's surface.
- n. **Sandwich board sign** means a non-illuminated portable sign consisting of two flat surfaces joined at one end, typically with hinges
- o. **Swinging or projecting sign** means a sign projecting more than six inches from the outside wall or walls of any building upon which it is located either directly attached to the building or attached to a support extending from the building which may also allow the sign to swing back and forth.
- p. **Temporary sign** means a sign of a non-permanent nature designed to convey a short term non-permanent message such as an event.
- q. **Wall sign** means a sign fastened, placed or painted upon the exterior structural wall of the building itself, whether the front, rear or side wall of the building. It may also be a sign projecting from a building to which it is affixed.

- r. **Window sign** means a sign placed inside or outside of a windowpane or glass door and intended to be viewed from outside the building. It may be a permanent sign.

(c) Style of Sign Definitions:

- a. **Electronic display sign screen** means a sign, or portion of a sign, that uses projection of images and letters or similar technology to form a sign message or messages and wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes.
- b. **Electronic message board** means a variable message sign, or portion of a sign, that uses projection or similar technology to form a sign message or messages and wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes.
- c. **Flashing sign** means a sign, the illumination of which is not kept constant nor in the same intensity at all times when in use, and which exhibits marked changes in lighting effects.
- d. **Illuminated sign, direct** means a sign illuminated by an internal or external source,
- e. **Inflatable sign** means a sign that is either expanded to its full dimensions and is physically supported by gasses contained within the sign, or sign parts, at a pressure greater than atmospheric pressure. .

(d) Design and Size Definitions:

- a. **Aggregate sign area** means the area of all signs to be placed on a building(s) and it's site excluding the area of one face of all double-faced signs.
- b. **Animated sign** means a sign with action, motion, changing letters or changing colors, which requires electrical energy.
- c. **Area of a sign face/sign area** means the portion of a sign which conveys the intended message, exclusive of the sign structure which is not intended to carry any message or portion of the message intended by the sign itself.
- d. **Display surface or sign face** means the face or part of a sign which can be used to carry or display copy or a message.
- e. **Height of sign** means the distance in vertical feet from the average ground elevation below the sign to the highest point of the sign, including any border, trim, light or structural component thereof measured from the average ground elevation.

Section 23–24-3 - Applicability

- (a) **No Permit Required.** The following signs are not regulated by this ordinance and do not require a permit unless duly noted
 - a. **Flags.** Non-governmental flags are deemed to be signs and shall be subject to the provisions of this section. The official flags of the federal, State, county, or municipal governments are not deemed to be signs provided no such flag shall exceed 40 square feet per face. The City Commission may approve a larger flag for display on public property or other appropriate noncommercial sites as determined by the City Commission .
 - b. **Holiday decorations.** Decorations that are not internally illuminated shall not require a Sign Permit, provided they are displayed for no more than a total of 60 days per calendar year, excluding the time period between November 1 and January 15. Such decorations shall be maintained in a good condition at all times and shall be removed or replaced when they are

overly weathered, torn, broken, or otherwise present a potential safety hazard. Windblown decorations are prohibited at all times.

- c. **Incidental Signs.** Addresses, building numbers, entrance and exit signs, and traffic directional signs shall not require Sign Permits if they do not exceed four square feet in area per sign and have no commercial copy. If such sign contains commercial copy, the sign counts toward the allowable square footage for freestanding signs.
- d. **Interior Signs.** Any sign that, in the Official's reasonable opinion, is to be viewed from the inside of a building only.
- e. **Menus.** Menus attached to the face or facade of a building with no more than four square feet of sign face area located at the entrance or service window of a business.
- f. **Parking Signs.** Signs that reserve parking spaces for specific uses or businesses, except that such signs are not allowed in shopping and shall not exceed 1.5 square feet in area per sign. No more than three parking signs shall be displayed at any given time on each parcel.
- g. **Public Signs.** Signs erected by the federal, State, or local government, or governmental entity, including interpretive signs located on publicly owned property. Signs that are required by a public entity are considered public signs.
- h. **Real Estate - Residential or Commercial Sale or Lease Signs.** Temporary signs offering single or two family residences for sale or lease nor exceeding 6 square feet in size and only one sign is allowed on the property being offered for sale or lease. The same requirements apply to off-site "open house" signs. The sign(s) must be removed within 4 days after the real estate transaction has been completed.
- i. **Sandwich Boards and Chalkboards.** Freestanding, framed chalkboard or sandwich signs that comply with each of the following standards may be located in all Commercial and Office Zones outside a permitted commercial establishment:
 - i. One sign per business may be displayed during hours of operation.
 - ii. Signs shall be placed within ten feet of the building entrance of the business displaying the sign and not within 10 feet of another business.
 - iii. Signs shall be placed to allow at least 36 inches of unobstructed pedestrian clearance adjacent to the sign.
 - iv. Signs shall be limited to a maximum of six square feet in total area and a maximum width of 24 inches.
 - v. Sign face colors are limited to black or dark green with a matte finish.
 - vi. Plastic or dry erase boards are not permitted.
- j. **Shopping Cart Return.** Signs identifying shopping cart return areas, provided that such signs are no larger than ten square feet.
- k. **Stadium Signs.** Signs or banners that are located within a stadium and are not intended to be visible from outside of a stadium.
- l. **String Lights for Holiday Decoration and for Building Identification.** Strings of lights may be used for outside holiday lighting or tree decoration from November 1 through January 15 of each year. Because many colors are used to celebrate various holidays during this time, multi-color lights are allowed. Flashing, blinking and chasing lights are prohibited. String

lighting used to permanently enhance building identification and identity likewise may be used in a tasteful and appropriate manner in the opinion of the Building Official.

- m. **Towing Signs.** Public notice required by applicable law to be displayed on a property where vehicles may be towed. Such signs shall not exceed four square feet in size and shall be limited to one sign per vehicular entrance to the property.
- n. **Traffic Control Signs.** Any public notice or warning required by applicable federal, State, or local law, regulation, or ordinance including, but not limited to, warning flashers and variable message signs (VMSs) deployed temporarily by a government agency to guide traffic. When such signs are located on private property, they are subject to each of the following:
 - i. Sign faces shall not exceed four square feet per sign face .
 - ii. The City shall have authority to limit the number, location, and color of such signs .
 - iii. Sign faces shall meet Georgia Department of Transportation standards.
- o. **Window Signs.** Signs on the inside, or attached to the outside, of window glass shall comply with each of the following:
 - i. Window signs shall cover no more than 25 percent of the gross area of glass on any one façade side of a building.
 - ii. Window signs shall not be illuminated.
 - iii. No single window sign shall exceed four square feet
 - iv. Only one window sign per tenant or user.

(b) **Exemptions.**

Sign Permit is not required prior to engaging in the following alterations to or maintenance of a sign:

- i. The changing of copy on a sign permitted for changeable copy.
- ii. The painting or refinishing of the surface of a sign face or sign structure of a permitted sign so as to keep the appearance of such sign as permitted.

(c) **Prohibited Signs.**

The following types of signs are prohibited throughout the city:

- i. Roof signs;
- ii. Animated signs and flashing signs;
- iii. Signs on publicly owned or maintained right-of-way other than publicly owned or maintained signs;
- iv. Signs which contain words, pictures, or statements which are obscene, as defined by O.C.G.A. § 16-12-80;
- v. Signs which simulate an official traffic control or warning sign or hide from view any traffic sign, signal or public service sign;
- vi. Signs which interfere with road or highway visibility or obstruct or otherwise interfere with the safe and orderly movement of traffic;
- vii. Signs which obstruct the orderly flow of pedestrian traffic on any sidewalk or public walkway;
- viii. Signs erected by nailing, fastening or affixing the sign in any manner to any tree, post, curb, utility pole, or other structure located on any public right-of-way except as may otherwise be provided herein;
- ix. Signs which emit any visible smoke, steam, vapor, particles, or odor into the air;
- x. Signs which emit any sound which can be heard at any place outside of the parcel on which the sign is erected;
- xi. Signs which interfere with or obstruct entry or egress through any door or window required or designed for access to or egress from any building;

- xii. Use of any parked vehicle or boat as an advertising device except that held by a licensed automobile or boat dealer as stock for retail sale or for lease;
- xiii. Fluttering hanging or mounted ribbons and banners.
- xiv. Mobile billboard signs;
- xv. Portable signs. Commercial vehicles, other than standard passenger vehicles, shall be parked as far from the street as reasonably possible during non-business hours if such vehicles bear a commercial message;
- xvi. Inflatable signs.

(d) Permitted Signs By Type, Use and Land Use – For Summary See Table 1

- a. **Residential – Single Family and Two - Family Individual Lot**
 - i. No sign of any type other than a Real Estate For sale or Lease sign (not requiring a sign permit) no greater than 6 square feet in sign face area and limited to one sign for each street adjacent to the lot

- b. **Residential Subdivision –**
 - i. One free standing sign at each major street entrance (excluding construction and emergency access). Directional signs are permitted for amenities (pool, clubhouse, office, etc.)

- c. **Residential – Multi-Family**
 - i. One free standing complex identification sign at each major street entrance (excluding construction and emergency access). Sign may include leasing information.
 - ii. One wall mounted building identification sign,
 - iii. Directional sign(s) as needed
 - iv. Incidental sign(s) as may be required (ie. Parking limitations, emergency or fire exit, etc.)

- d. **Residential – Planned Mixed Use Development n(PUD)**
 - i. A signage plan shall be required as a part of the overall development plan. Any request for new, modified or replacement signs shall require a review of all existing signage for conformity or appropriate and consistent design with existing signage.

- e. **Commercial – Neighborhood (Local) Commercial and GC – Core Commercial**
 - i. No freestanding sign is permitted. 1 wall mounted, mansard, canopy sign or hanging sign is allowed per permitted business.

- f. **Commercial – General or Highway - Individual use structure and/or lot**
 - i. One free standing, wall, or mansard is permitted

- g. **Commercial – General or Highway - Multi Tenant or Use; Single and Multiple Structures up to 20,000 total gross square feet of commercial retail or service floor area.**
 - i. One free standing sign with tenant listing at each major street entrance (excluding construction, loading/unloading or emergency access). Limit of two free standing signs per parcel.
 - ii. One wall or mansard or hanging sign for building and tenant identification
 - iii. Directional sign(s)
 - iv. Incidental sign(s) as may be required and appropriate

- h. **Commercial – General or Highway - Multi Tenant / Multi Structures in excess of 20,000 total gross square feet but not more than 100,000 square feet of commercial retail or service floor area**
 - i. One free standing sign with tenant listing at each major street entrance (excluding construction, loading/unloading or emergency access). Limit of two free standing signs.
 - ii. One wall or mansard sign for building and tenant identification
 - iii. Directional sign(s)
 - iv. Incidental sign(s) as may be required or appropriate.

- i. **Commercial – General or Highway - Multi Tenant Shopping Center in excess of 100,000 square feet of commercial retail or service floor area.**
 - i. A signage plan shall be required as a part of a development plan. Any request for new, modified or replacement signs shall require a review of all existing signage for conformity or appropriate and consistent design with existing signage.R

- j. **Commercial Recreation**
 - i. One free standing sign at the major street entrance
 - ii. One wall or mansard mounted sign at the building entrance
 - iii. Directional signs as appropriate

- k. **Office – Single Structure and Use**
 - i. One free standing sign at the major street entrance (Freestanding sign not permitted in Neighborhood (Local) LC or GC Core Commercial Zoning Districts)
 - ii. One wall or mansard mounted sign

- l. **Office – Single Structure with Multiple Tenants**
 - i. One free standing sign at the major street entrance which may also include a building directory. (Freestanding sign not permitted in Neighborhood (Local) LC or GC Core Commercial Zoning Districts)
 - ii. One free standing or wall mounted sign at the building entrance with a building directory. (Freestanding sign not permitted in Neighborhood (Local) LC or GC Core Commercial Zoning Districts)
 - iii. **Office – Multiple Structures / Multiple Tenants – OC Office Commercial Zone**
A signage plan shall be required as a part of a development plan. Any request for new, modified or replacement signs shall require a review of all existing signage for conformity or appropriate and consistent design with existing signage.

- m. **Medical, Institutional and Public Buildings and Sites – All Zoning Districts where permitted**
 - i. One free standing sign for the main building or site at each major street entrance for the general public or employees.
 - ii. One main building mounted identification sign
 - iii. Parking area signage as required
 - iv. Secondary building mounted or free standing identification signs as may be appropriate
 - v. Special building mounted or free standing entrance and directional signs as may be appropriate.
 - vi. Incidental signs a may be appropriate.
 - vii. A coordinated design and placement of signs at all **proposed** Medical, Institutional and Public Buildings or Sites shall be required for issuance of a permit. Any modification or addition to existing signage shall require a thorough review of existing sign design for consistency with the design of new sign(s).

- n. **Industrial – All Industrial Zones**
 - i. One free standing identification sign and one building mounted sign
 - ii. Free standing building, parking loading and unloading and directional signs as appropriate.
- o. **Changeable Copy Signs (including electronic display screens)**
 - i. Such signs are prohibited in all zoning districts except General Commercial and Highway Commercial
- p. **Temporary Signs in excess of 6 square feet of sign face area.**
 - i. Such signs may be permitted for all zoning districts but only for the event being shown on the sign face (sale, lease, election, yard sale) and must be removed within 2 days following the completion or termination of the event.
- q. **Billboards**
 - i. Such signs are only permitted in GC, HC and Industrial Zones

(e) **Non-conforming Signs.**

- a. The owner/ground leaseholder of any nonconforming sign which was legally in place at the time of adoption of this chapter shall register the sign with the city within 90 days of the effective date of this ordinance, Registered nonconforming signs shall not be allowed to remain once deterioration of or damage to the sign renders it a hazard or unsightly and the owner/ground leaseholder fails to correct the condition after notice from the building official.
- b. No change in the structure, size, shape, or design of a nonconforming sign shall be allowed except to bring nonconformity into conformity with this chapter.
- c. No change may be made to a nonconforming sign that increases or enlarges or changes the nature of the nonconformity.
- d. A nonconforming sign may not be replaced with another nonconforming sign except in the event of changed conditions beyond the control of the owner/ground leaseholder warrant the sign's replacement, in which event the building official must be notified and a new sign permit obtained prior to replacement. Nonconforming signs which have not been registered in accordance with section 23-24-3 above may not be replaced with another non-conforming sign - the new permit which is required will be controlled by the sign regulations in effect at the time of application.

Section 23-24-4 – Design Standards – All Signs

(a) General Standards

- a. **Conformance to City Building and Electrical Codes:** In addition to any sign approval required under this ordinance, a building permit shall be required prior to the installation or placement of any sign for which a Sign Permit is issued. All sign shall be constructed, erected or placed in accordance with the City's building and electrical codes.
- b. **Conformance to State Law:** Any sign located or to be located within 660 feet of the nearest edge of the right-of-way of a US or State numbered highway or road designated as a primary highway by the State of Georgia and The US Department of Transportation OR located beyond 660 feet of such highway BUT visible and intended to be read from such highway shall comply with all requirements of the Georgia Outdoor Advertising Act O.C.G.A. 32-6-70
- c. **Sign Maintenance:** All signs, including non-conforming signs, together with all their structural, mounting and/or erection elements shall be kept in good repair including replacement of damaged or deteriorated elements, re-painting or replacement of graphics, and landscape elements installed as a part of the sign.

(b) Site and Location Standards by Type of Sign – See Table 2 for Summary.

a. Setback and Location Requirements

(a) **Freestanding and monument signs**

- i. No freestanding or monument sign shall be located closer than 20 feet from any property line serving as a public street right-of-way, nor within 20 feet of any driveway or entrance road intersecting with a public street.
- ii. No freestanding or monument sign shall be located closer than 30 feet from the intersecting right-of way lines adjoining the property upon which the sign is located.
- iii. No freestanding or monument sign shall be located within 200 feet of another freestanding sign along the street frontage of the same property.

(b) **Wall Mounted Projecting signs**

- i. No sign attached at an angle to a wall shall extend beyond 5 feet from the wall.
- ii. A projecting sign shall have a minimum of 8 feet of clearance from ground level below the sign.

(c) **Wall or Façade Sign**

- i. No wall or facade sign may extend beyond 12 inches from the building wall upon which it is mounted nor higher, at its highest point, than 20 feet measured from the nearest street grade elevation.
- ii. No more than two façade signs may be located on any one building wall.

(d) **Canopy (awning), mansard, marquee and parapet signs**

- i. A canopy sign may not extend above or below the canopy face on which it is located. Signs mounted under the canopy must have a minimum of 8 feet of clearance from the ground elevation below the sign to the bottom face of the sign.
- ii. A mansard sign may not extend above or below the face of the mansard on which it is located and shall be at least 8 feet above any pedestrian walkway below the lowest part of the sign.
- iii. A marquee sign may not extend above or below the marquee on which it is located, and shall be at least 8 feet above any pedestrian walkway below the lowest part of the sign.
- iv. A parapet sign may not extend beyond the parapet on which it is located, and shall be at least 8 feet above any pedestrian walkway below the lowest part of the sign.

(e) **Billboards**

- i. May be located only on parcels located in General Commercial, Highway Commercial, or Industrial Zoned Districts
- ii. Must be located 1,250 feet from any other Off-premises sign measured along the roadway frontage where located. Measurements are to be made from the centerline of the sign structure(s) and include all Off-premises signs regardless of which side of the roadway they may be located.
- iii. No portion of any Off-premises sign may be located within a 300 foot radius of any property zoned Residential, Conservation-preservation or any officially designated preservation district, historic landmark, public park, public square or playground.

- iv. All Off-Premises signs, including those considered Billboards, must also comply with the State of Georgia's Outdoor Advertising Act in addition to these and other requirements of this ordinance.
- v. At Interstate Interchanges, no more than 2 Off-premises sign or Billboards may be located in any quadrant of the interchange and shall be restricted to an area 1,200 feet measured 500 feet from the road crossing at the interchange or beginning 500 feet from the beginning or ending of Interstate pavement widening to accommodate on ramps or off ramps; whichever is furthest from the road crossing at the Interchange.

(f) All Other Signs

- i. Accessory Freestanding Signs
 - a. May be located on multi-family, commercial, office, institutional or industrial property
 - b. Accessory Freestanding Signs located at entrance or exit drives from or to public streets, shall not exceed 2 per entrance or exit location(s)
 - c. One Accessory Freestanding Sign may be located on each building site. Directional signs may be located on each building site as needed for customers or patrons.
- ii. Outdoor Recreational Facility
 - a. Signs on outdoor recreation facilities like stadiums, concession stands, dugouts, press boxes, etc. may be installed with no limit other than such signs may not be visible from neighboring residential property or public rights-of-way.
- iii. Multi-screen Cinema
 - a. A changeable copy cinema sign is considered a principal sign and one such sign is permitted for each multi-screen cinema on each street fronting the cinema.
- iv. Rear Entrance Signs
 - a. A rear entrance sign may be placed on the rear doors of business establishments used for ingress and egress by tenants or owners.
- v. Changeable Copy Sign (automatic or manual copy)
 - a. May be incorporated into a freestanding or wall mounted sign.
 - b. LED Message Boards are not permitted anywhere except for schools, houses of worship, gasoline stations (for price boards) and cinema or performance centers.
- vi. Temporary Signs (in excess of 4 square feet) Requiring a Permit
 - a. May be used for the duration of an event such as the sale or lease of property, sporting event, yard or garage sale, outdoor festival or fair, etc.
 - b. Only one temporary sign shall be permitted per property at any time.

- c. Each licensed business may apply for a temporary sign up to 4 times per year.
 - d. Each temporary sign may be displayed for a maximum of one week prior to an event being advertised, except for Real Estate Sale or Lease Signs which may remain for as long as the property being offered for sale or lease remains unsold or not leased, All temporary signs must be removed within two days following the end of the event being advertised or the successful sale or lease of property
 - e. Temporary signs may include banners, wall mounted or free standing
- vii. Construction Sign
- a. A Construction Sign is considered a Temporary Sign and shall require a permit. A Construction sign may remain on the property where construction is taking place for the duration of construction. It shall be removed once the building is occupied.

(c) Size, Height and Design Standards and Limits – See Table 2 for Summary.

a. Residential Subdivisions, Multi-Family and Residential PUDs (Freestanding and Monument Signs)

- (a) Only one free standing or monument sign, single face or double faced is permitted for each entrance to a subdivision or PUD community
- (b) The area of each sign face for a single family subdivision or community shall be limited to 64 square feet; 32 square feet per sign face if a double faced sign.
- (c) The area of each sign face for a multi-family or mixed use residential community shall be limited to 100 square feet; 50 square feet for each sign face if a double faced sign.
- (d) The maximum height shall not exceed 8 feet above the average ground grade within a 20 foot radius of the sign. The lower edge of the sign shall not exceed 4 feet above the lowest grade at the base of the sign.
- (e) The sign may be illuminated internally or externally.
- (f) Building signs are not permitted for single family subdivisions, multi-family communities or residential PUDs

b. Commercial and Office (Freestanding or Monument Signs / Building Signs)

(a) Neighborhood Commercial, General Core Commercial and Office/Commercial Zoning Districts (one use on property)

- i. Freestanding sign (not allowed in a Neighborhood or General Core Commercial Zoning Districts)
 - a. One sign per frontage on a public street
 - b. The maximum area of each sign shall be 64 square feet; 32 square feet for each sign face if a double faced sign
 - c. The maximum height of the sign shall be 10 feet
 - d. The sign may not be internally or externally illuminated.
- ii. Building sign if in lieu of a freestanding sign
 - a. One sign per building

- b. The maximum area shall be 32 square feet
 - c. The maximum height of the sign shall be 20 feet above the building grade
 - d. The sign may be internally or externally illuminated.
- (b) **Neighborhood Commercial, General Core Commercial and Office/Commercial Zoning Districts (multiple use on property)**
- i. Freestanding sign (Not permitted in a Neighborhood or General Core Commercial Zoning District)
 - a. One sign per frontage on a public street
 - b. The maximum area of each sign shall be 128 square feet; 64 square feet for each sign face if a double faced sign
 - c. The maximum height of the sign shall be not more than 10 feet
 - d. The sign may be internally or externally illuminated.
 - ii. Building sign(s) if in lieu of a freestanding sign
 - a. One sign per tenant or user with a maximum of two signs per building face.
 - b. The maximum area of each sign shall be 32 square feet
 - c. The maximum height of each sign shall be not more than 10 feet
 - d. The sign may be internally or externally illuminated
- (c) **General Commercial, Highway Commercial, Commercial Recreation or Industrial (one use on property)**
- i. Freestanding sign
 - a. One sign per frontage on a public street
 - b. The maximum sign area shall be 200 square feet; 100 square feet for each sign face if a double faced sign.
 - c. The maximum height of the sign shall not exceed 35 feet
 - d. The sign may be internally or externally illuminated.
 - ii. Building Sign(s)
 - a. One sign per building
 - b. The maximum sign area shall be 100 square feet if in lieu of a freestanding sign; otherwise 64 square feet.
 - c. The maximum height of the sign shall not exceed 35 feet
 - d. The sign may be internally or externally illuminated.
- Signs located in the U. S. 17 Corridor should follow the guidelines in that Overlay District.
- (d) **General Commercial, Highway Commercial, Commercial Recreation or Industrial (multiple use on property/planned center)**
- i. Freestanding sign(s)
 - a. One sign per 300 feet of public street frontage

- b. The maximum sign area shall be 300 square feet; 150 square feet for each sign face if a double-faced sign.
- c. The maximum height of the sign shall be 35 feet
- d. The sign may be internally or externally illuminated.
- ii. Building Sign(s) (in addition to freestanding sign)
 - a. One sign per tenant or user
 - b. The maximum sign area shall be 100 square feet
 - c. The maximum height of the sign shall not exceed 35 feet
 - d. The sign may be internally or externally illuminated.

(e) Highway Commercial (one use on property)

- i. Freestanding Sign
 - a. One sign per 300 feet of public street frontage
 - b. The maximum sign area shall be 200 square feet; 100 square feet for each sign face if a double faced sign.
 - c. The maximum height of the sign shall be 80 feet
 - d. The sign may be internally or externally illuminated.
- ii. Building Sign
 - a. Maximum of two signs per building – 4 signs if for a planned shopping center
 - b. The maximum area for each sign shall be 100 square
 - c. The maximum height of the sign shall not exceed 35 feet
 - d. The sign may be internally or externally illuminated

(f) Highway Commercial (multiple use on property/planned development)

- i. Freestanding Sign(s)
 - a. One sign per 300 feet of public street frontage
 - b. The maximum sign area shall be 300square feet; 150 square feet for each sign face if a double faced sign.
 - c. The maximum height of the sign shall be 35 feet
 - d. The sign may be internally or externally illuminated.
- ii. Building Sign(s)
 - a. Two signs per building
 - b. The maximum sign area shall be 100 square feet
 - c. The maximum height of the sign shall not exceed 35 feet
 - d. The sign may be internally or externally illuminated.

c. Billboards

- (a) Billboards shall not exceed 600 square feet of sign face; 300 square feet for each sign face if a double faced sign and shall be of uniform size 12 feet in height and 50 feet in width.

- (b) Billboards may not exceed 60 feet in height measured from the lowest portion of the sign face structure to the lowest point of the site elevation below the sign.
- (c) No extensions or extrusions beyond the face of the sign, other than an apron at the base of the sign face for servicing and repairs, is permitted.
- (d) Automatic changeable copy at intervals of not less than 15 seconds are permitted on Billboards are permitted. Animated signs are not permitted on any type of sign.
- (e) Other Billboards may only have exterior illumination using sign base mounted lighting equipped with photocells for switching on and off. No other form of illumination is permitted.

d. Accessory Free-standing Signs

- (a) Principal Accessory Free-standing Signs shall not exceed 32 square feet in total sign face area nor 8' in height.
- (b) Other miscellaneous Accessory Free-standing signs are permitted provided they do not exceed 6 square feet in sign face area nor more than 3 feet in height, except for handicapped parking signs which may be 5 feet in height.
- (c) Accessory Free-standing Signs may not be illuminated.

e. Multi-Screen Cinema Signs

- (a) Such sign(s) shall not exceed 10 feet in width nor 20 feet in height. The sign face(s) shall not exceed 8 feet in width not 15 feet in height.
- (b) The sign may be illuminated internally or externally.

f. All Other Signs

- (a) Changeable Copy Signs (Automatic or Manual Copy Change)
 - i. Changeable copy signs are limited to one per street frontage and only one per parcel regardless of additional street frontage.
- (b) Flags
 - i. No more than 3 flags may be displayed on property zoned and used for Agriculture, Single Family, Two-family or Multi Family use. No one flag may exceed 24 square feet in size, and if more than one flag is displayed, the total for all flags shall not exceed 45 square feet.
- (c) Rear Entrance Signs
 - i. Rear Entrance Signs may not exceed 18 inches in width and 12 inches in height.
- (d) Temporary Signs (Including Construction Signs)
 - a. No temporary sign face may exceed 32 square feet; 16 square feet total for each side if double faced.
 - b. May be used for the duration of an event such as the sale or lease of property, sporting event, yard or garage sale, outdoor festival or fair, etc.
 - c. Only one temporary sign shall be permitted per property at any time.
 - d. Each licensed business may apply for a temporary sign up to 4 times per year.
 - e. Each temporary sign may be displayed for a maximum of one week prior to an event being advertised, except for Real Estate Sale or Lease Signs which may remain for as long as the property being offered for sale or lease remains unsold or not leased, All temporary signs must be removed within

two days following the end of the event being advertised or the successful sale or lease of property

- f. Temporary signs may include banners, wall mounted or free standing.
- g. A construction sign is considered a Temporary Sign and shall require a permit. A Construction sign may remain on the property where construction is taking place for the duration of construction. It shall be removed once the building is occupied.

(e) Illumination Standards.

- i. Illuminated signs shall not be located so as to cast light directly into the eyes of drivers or pedestrians; hide from view or distract from any traffic light or street sign; cast light directly into any residential district,
- ii. No sign located in any zoning district other than Highway Commercial shall be illuminated between the daily hours of 11 p.m. and 6 a.m.
- iii. Externally illuminated signs shall have concealed wiring and controls as well as shielded and visually screened light sources.
- iv. Internally illuminated signs must completely shield the source of light from direct view.

(f) Construction standards.

- i. All signs for which a permit is required under this ordinance shall be constructed and maintained in accordance with all applicable building codes.
- ii. Signs for which a permit is not required under this ordinance and which are constructed of degradable material may be posted for a maximum of 60 days unless replaced with another sign of the same material. Any such replacement signs may be posted for a maximum of 60 beyond the original 60-day period.
- iii. All freestanding signs with a display area greater than 100 square feet must be constructed to withstand winds of at least 120 miles per hour; in the event any other applicable code or regulation calls for wind tolerance in a greater amount, then such greater amount shall apply as the standard under this chapter as well.

Section 23-24-5 Application and Enforcement

The provisions of this sign ordinance may be enforced by the building official or his or her designee. Additionally, it may be enforced by civil court action brought by the city manager or city attorney in the name of the City of Brunswick. Citations may be issued for violations of this chapter by the building official or his or her designee as well as by such other city employees as the city manager may from time to time designate.

(a) Permits Required

- a. Except as specifically excluded from the provision of this chapter, it shall be unlawful for any person to post, construct, enlarge, replace, display, substantially change, or erect a sign in the city without having first obtained a sign permit.
- b. Existing signs which are legal immediately prior to adoption of this chapter and which would be required to obtain a permit under this article if they had been newly erected

after enactment of this article may not alter such sign until it become in compliance with this Article.

(b) Permit Application information.

- a. Applications for sign permits required by this chapter shall be filed, on a form provided by the City, by the sign owner or the owner's agent with the City Building Official. The application shall not be considered unless all information requested on the form or by the City's Building Official is provided by the applicant.

(c) **Time for Consideration.**

- a. The city shall process all permit applications within 30 business days of the building official's actual receipt of a fully completed and appropriately signed application and payment such sign permit fee as may be established from time to time by vote of the City Commission.
- b. The building official shall give notice to the applicant/owner of the decision of the city by hand delivery or by mailing a copy of the notice to the applicant at the address shown on the permit application. If mailed, notice shall be deemed to have been given upon the date of mailing in conformity with this section.
- c. If the city fails to respond in writing within the 30-day period, the permit shall be deemed to have been granted.
- d. If the building official finds that conditions or stipulations are required to make the sign legally acceptable, the permit shall only be approved subject to the applicant's written agreement to such conditions.

(d) Denial and revocation.

- a. The city shall deny permits to applicants who submit applications for signs that do not comply with the provisions of this chapter, or which fail to comply with applicable building codes (including, but not limited to, any wind or hurricane resistance requirements) or other applicable local, state, or federal laws;
- b. Any applicants who submit incomplete applications or applications containing any false material statements.
- c. Violations of any provisions of this chapter will be grounds for terminating a permit granted by the city for the erection of a sign. Should it be determined that a sign permit was issued pursuant to an incomplete application or an application containing a false material statement, or that a permit has been erroneously issued in violation of this chapter, or that a sign has been erected contrary to the terms of the permit, the building official shall revoke the permit.
- d. Should the city deny a permit application, the reasons for denial shall be stated in the notice provided for by section _____ above. Any application denied and later re-submitted shall be deemed to have been submitted on the re-submittal date.

(e) Hearing Officer Review:

No permit shall be revoked or denied except for "due cause" as herein defined. In the event of a denial or a revocation, the applicant/permittee shall be granted an opportunity for review before a hearing officer to be designated by the city. If applicant desires such a hearing, applicant must deliver a written request for such review with the building official no later than ten (10) business days following mailing of the decision to be reviewed. The applicant will be given at least ten business days' written notice of the time, place, and purpose of the hearing, with a statement of the reason for the denial of the application or revocation of the permit. "Due cause" is any of the following: violation of the provision of this chapter or any other city ordinance or any state or federal law; or erroneous issuance of a permit which should not have been issued under the terms of this chapter; or erecting or building a sign which does not conform to the information contained in the application; or failure to maintain the sign as required by this chapter; or submission of an incomplete application or an application containing false material statements. The hearing officer may reschedule the hearing by agreement of the parties or for good cause

shown. The hearing officer shall render a decision in writing within ten business days of the hearing, and a notice of the decision shall be forwarded to the applicant/owner as provided above.

- (f) Appeal Process: An individual whose permit application has been denied or whose permit has been revoked may appeal the decision of the Hearing Officer to the City Manager provided they file written notice of an appeal with the City Manager within ten business days of the date that written notice of the hearing officer's decision is either hand delivered to the permittee or mailed to the address shown for the applicant/owner on the application or such other address as permittee advises the department in writing to send notices pursuant to this chapter.
 - i. Such appeal shall be considered by the city manager at a hearing within 20 business days of the date the city manager received the notice of appeal, with applicant to be mailed notice of the time, date and place of hearing at least ten business days prior to the date initially set for the hearing. By agreement of the parties or for good cause shown, as determined by the city manager, and upon reasonable notice, the appeal hearing may be re-scheduled for a later date at the earliest time convenient to appellant and the city. The city manager shall cause any decision he/she reaches on the appeal to be memorialized in writing and a copy hand delivered or mailed to the applicant at applicant's address of record within ten business days of the hearing.
- (g) Review by city manager. In the event an applicant/permittee whose permit has been denied or revoked is dissatisfied with the decision of the city manager, they may petition for writ of certiorari as provided by law.
- (h) Review at request of city. The building official shall have the right to request that the City Manager review any decision by the hearing officer under subsection (v) above by following the same procedure for requesting review as would an applicant/permittee as set forth in subsection (d), above.
- (i) Permit expiration: A sign permit shall become null and void if the sign for which the permit was issued has not been completed and installed within six months after the date of issuance. No refunds will be made for permits that so expired. If a person desires to erect a sign after the permit is expired, a new application will be required and will be subject to the regulations in effect at the time of the new application. A new application fee will be required.
- (j) Fees. The cost of a sign permit shall be established from time to time by vote of the city commission and shall be payable in addition to any building permit or historic preservation certificate of appropriateness fees required. Differing fees for different categories of signs may be so established. A written list of applicable fees shall be maintained in the building official's office.
- (k) Variances: An applicant may request a variance from the requirements of this sign ordinance by following the same procedure for a zoning variance found in Section ___ of this ordinance.
- (l) Coordination of provisions. The provisions of this chapter shall be in addition to and cumulative of the City of Brunswick's Historic Preservation Ordinance. In the event the Historic Preservation Ordinance requires any action with respect to a proposed sign, such as obtaining a certificate of appropriateness from the historic preservation board, then separate compliance with those requirements must be had in addition to obtaining any permit required hereunder. Approval of a sign permit application by the building official does not constitute approval by the historic preservation board. Further, the provisions of this chapter and the U.S. 17 Overlay and Planned Development - Traditional Neighborhood District articles of the City Zoning Ordinance shall be read together to give effect to all where possible; in the event of conflict, provisions of those articles control over the provisions of this article.

(Ord. No. 1006, § 1, 11-19-2008)

ARTICLE XXV. - ADMINISTRATION, ENFORCEMENT AND PENALTIES

Sec. 23-25-1. - Zoning administration officer.

The department designated by the city commission as the Planning Development and Codes (PDC) Department of the City of Brunswick shall administer and enforce this chapter. The duties shall include reviewing plans, inspecting premises and issuing building permits, sign permits and certificates of occupancy for uses, signs and structures that meet the requirements of this chapter and other applicable regulations. All records pertaining to each request processed by the PDC department shall be kept on file and open for public inspection in the office of the PDC department.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1055, § 2, 3-21-2018)

Sec. 23-25-2. - Building permits.

- (a) Prior to the issuance of a building permit or sign permit, the PDC department shall assure that the work proposed will conform in all respects to this chapter and other applicable regulations including the building code and the flood damage control ordinance.
- (b) The PDC department may require such information from the applicant as is necessary to determine the conformity of the proposal with this chapter and other applicable regulations. In addition to information specifically required by the Building Code, plans accompanying applications shall include the number of dwelling units each residential building is designed to accommodate, the setback lines of buildings on the lot and on adjoining lots, the number, layout and dimensions of proposed parking spaces, if any, and the locations and dimensions of points of ingress and egress from abutting public streets or alleys. Where a proposed structure will be located in an area of special flood hazard as shown on the city's flood insurance rate map (FIRM), the application shall include elevation data certified by a registered land surveyor or licensed architect specifying average ground elevation at site and the proposed elevation of the structure for the purpose of compliance with the flood damage control ordinance.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1055, § 2, 3-21-2018)

Sec. 23-25-3. - Certificate of occupancy.

The Building Official shall issue certificates of occupancy in accordance with the requirements of the building code upon a determination that the building or other structure as constructed or the change in occupancy as proposed conforms in all respects to this chapter and other applicable regulations.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1055, § 2, 3-21-2018)

Sec. 23-25-4. - Conditional use permits.

- (a) Conditional use permits as provided for in this chapter are declared to possess characteristics which require certain controls in order to insure compatibility with other uses in the district within which they are proposed for location.
- (b) Conditional uses shall be permitted subject to a determination by the city commission, upon recommendation from the planning and appeals commission that conditional use(s) conforms to all regulations set forth herein and elsewhere in this chapter, with particular reference to those requirements established for those districts in which it is proposed for location.
- (c) Applications for permission to build, erect or locate a conditional use shall be submitted and processed in accordance with the regulations set forth in section 23-26-4.

- (d) Permits authorizing conditional uses shall be valid only for that particular use and shall expire if the conditional use or operations pertaining thereto shall cease for more than six continuous months for any reason.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1055, § 2, 3-21-2018)

Sec. 23-25-5. - Temporary uses.

The building official is authorized to issue a temporary certificate of occupancy for temporary uses, as follows:

- (a) Carnival or circus for a period not to exceed 21 days subject to the approval of the city commission.
- (b) Religious meeting in a tent or other temporary structure in HC, GC, BI, GI and LI districts for a period not to exceed 60 days.
- (c) Open lot sale of Christmas trees in LC, HC, GC, GCCore, BI, GI and LI districts for a period not to exceed 45 days.
- (d) Real estate sales office in any district for a period not to exceed one year, provided no cooking or sleeping accommodations are maintained in the structure.
- (e) Contractor's office and equipment sheds in any district for a period of one year, provided that such office be placed on the property to which it is appurtenant.
- (f) All temporary certificates of occupancy may be renewed provided that it is determined that said use is clearly of a temporary nature, will cause no traffic congestion and will not continue or create a nuisance.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1055, § 2, 3-21-2018)

Sec. 23-25-6. - Penalties.

A violation by any person of any provision of this chapter or of any order of the building official authorized by this chapter shall be a misdemeanor, and upon conviction thereof such person shall be punished as provided for in the Charter of the City of Brunswick. Each day such violation continues shall be deemed a separate offense.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1055, § 2, 3-21-2018)

Sec. 23-25-7. - Remedies.

In case any building, sign or other structure is erected, constructed, reconstructed, altered, converted, moved or maintained, or any building, sign, structure or land is used or is proposed to be used in violation of this chapter, the PDC director, building official, city attorney or other appropriate authority of the city or any aggrieved property owner who would be specially damaged by such violation may institute an action for injunction or other appropriate relief to prevent such unlawful erection, construction, reconstruction, alteration, conversion, movement maintenance or use, or to correct or abate such violation, or to prevent the occupancy of the building, structure, or land.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1055, § 2, 3-21-2018)

ARTICLE XXVI. - APPEALS, CONDITIONAL USE PERMITS, AND VARIANCES^{2L}

Footnotes:

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Editor's note— Ord. No. 1055, § 3(Exh. A), adopted March 21, 2018, amended article XXVI in its entirety to read as herein set out. Former article XXVI, §§ 23-26-1—23-26-3, pertained to appeals, conditional uses and variances. See Code Comparative Table for complete derivation.

DIVISION 1. - DEFINITIONS

Sec. 23-26-1. - Definitions.

Annexation: Annexation is the process by which a parcel of land is transferred from the jurisdiction of unincorporated Glynn County to the jurisdiction of the City of Brunswick.

Applicant: A property owner or their authorized representative who has petitioned the city for approval of an application under the terms of this article.

Application: A petition for approval of an application under the terms of this article.

Concept plan: A document submitted with an application regulated by this article upon which the applicant has shown the intended development and its design. Approval of the application request shall not constitute approval of the concept plan; said plan must be adjusted according to the requirements listed for submittal of civil plans or building plans and reviewed by the appropriate departments for permitting.

Condition of zoning approval: A requirement adopted by the governing body at the time of approval of a rezoning, conditional use or zoning of annexed lands; placing greater or additional requirements or restrictions on the property than provided in this Code in order to reduce an adverse impact of the request and to protect the public health, safety, or general welfare.

Conditional use permit: A use which is not automatically permitted by right, but which may be permitted within a zoning district subject to meeting specific requirements of this Code.

Director: The Director of the Brunswick Department of Planning, Development and Codes.

PAC: The Planning and Appeals Commission of the City of Brunswick.

PDC department: The Planning, Development and Codes Department of the City of Brunswick.

PD: A planned development district within the City of Brunswick.

Presiding official: The person chairing a meeting of the planning commission or the governing body in their official capacity.

Rezoning: An amendment to the official zoning map, or an amendment to an overlay zone boundary, that changes the zoning district or overlay zone of one or more properties specified in an application. Rezoning also includes applications to change conditions of zoning approval.

Text amendment: An amendment to articles of this Code.

Variance: A relaxation of the terms of this title where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of this Code would result in unnecessary and undue hardship, or practical difficulty.

Zoning change: See definition for "rezoning."

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

DIVISION 2. - ZONING CHANGES AND CONDITIONAL USE PERMITS

Sec. 23-26-2. - Generally.

The official zoning map, and overlay zone maps, may be amended from time to time and zoning amendments may be approved for specific properties by the governing body under the procedures in this chapter. In addition, changes in the conditions of approval pertaining to a specific rezoning or conditional use permit approval may also be approved by the governing body following the procedures in this chapter. The procedures for conditional use permits, which may be approved for specific properties, shall also be as provided in this chapter.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-3. - Initiation.

An application for a rezoning or conditional use permit for any property or properties in the city may be initiated by the governing body, planning and appeals commission, owner of the property, or some other person(s) given authorization by property owner to file said application.

Any applicant wishing to submit an application for rezoning or conditional use permit must schedule an appointment with the planning, development and codes department staff in order to review the application for completeness. No such application shall be accepted for processing by the director or his or her designee unless it meets the requirements of this section. Incomplete or improper applications will be returned to the applicant. The director is hereby authorized to establish administrative deadlines for the receipt of applications.

Any applicant wishing to file an application for a zoning change related to a planned development zoning district must schedule a conference with the PDC department staff at least 15 days prior to filing an application and shall also submit the additional application materials specified in this Code.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-4. - Requirements for submittal.

All applications for a rezoning or conditional use permit shall at a minimum consist of the following:

- (a) *Application form.* A completed application. All applications shall be submitted to the PDC department on the department's application forms.
- (b) *Fee.* All applications shall be accompanied by a non-refundable fee as fixed from time to time by the governing body. A fee shall not be charged if the governing body or the planning commission initiate the application.
- (c) *Plat or boundary survey.* A plat or boundary survey of the property or properties involved in the application. Provide one scaled and folded copy, and one 8.5"×11" or 11"×17" reproducible size copy.
- (d) *Legal description.* A paper copy and an electronic copy of the legal description of the property that corresponds with the property or properties shown on the submitted boundary survey/plat.
- (e) *Written narrative.* A written narrative should indicate at a minimum:
 - (1) The purpose of the request, proposed use, **economic and environmental impacts** as well as overlay zones or protection areas in which the property is located.
 - (2) Any planned developments shall include a narrative which fully describes the concept plan and must include at a minimum the proposed use, setbacks, right-of-way widths, building

heights, signage, whether the applicant wishes the city to maintain the road(s) as well as identify any overlay zones or protection areas that may affect the use.

~~(f) *Architectural renderings.* Architectural renderings for any proposed new construction or exterior alterations of the existing structure(s), including at a minimum:~~

- ~~(1) *Roof pitch;*~~
- ~~(2) *Materials to be used on exterior;*~~
- ~~(3) *Basic landscaping proposed; and*~~
- ~~(4) *Building elevations.*~~

~~If the architectural rendering is in a color format or is larger than an 11"×17" size copy, ten copies of the colored or large-scale rendering must be submitted with the completed application.~~

- (g) *Concept plan.* An application for a rezoning or conditional use permit approval related to a residential subdivision, multi-family, or nonresidential use or zoning district shall be accompanied by a concept plan if any new construction is proposed or alteration of the site is required under the site or development design standards of this Code. An as-built survey (rather than a concept plan) indicating the most current development conditions must be submitted with those applications regarding existing developments that are not to be altered. The concept plan shall meet the requirements of section 23-26-5. The applicant shall submit ten scaled and folded copies, folded to fit into an 8"×10" size envelope, and one 11"×17" reproducible copy.
- (h) *Traffic impact analysis.* Any application for a rezoning or conditional use permit which can be reasonably expected to generate 1,000 vehicle trip ends during a single day and/or more than 100 vehicle trips during the morning or afternoon peak hours shall submit a traffic impact analysis as specified in division 4, traffic impact analysis.
- (i) *Development of regional impact.* Any application for a rezoning or conditional use permit and development approval that meets or exceeds the thresholds established by the state department of community affairs shall be considered a development of regional impact (DRI), and as such, shall comply with the procedures set forth in division 5, development of regional impact.

The director may request information in addition to that specified in this section when considered necessary for review of the application by the governing body or Planning Commission.

Anyone filing an application may be exempt from the above submittal requirements of this section, provided the application is for rezoning to an R-9 or R-6 zoning district, does not involve a subdivision development, and includes the fee, plat or boundary survey, legal description and written narrative.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-5. - Concept plan requirements.

Applications for a rezoning or conditional use permit shall at minimum include thereon the information specified in this section.

- (a) Name, address, and telephone number of the property owner.
- (b) Name, address, and telephone number of the applicant.
- (c) Date of survey, north point and graphic scale, date of plan drawing, and revision dates, as appropriate.
- (d) Proposed use of the property.
- (e) Location (land district and land lot) and size of the property in acres (or in square feet if less than an acre).

- (f) Zoning district classification of the subject property and all adjacent properties, and zoning district boundaries as appropriate.
- (g) Natural features within the property, including drainage channels, bodies of water, wooded areas and other significant natural features such as rock outcroppings. On all water courses entering or leaving the property, the direction of flow shall be indicated. The 100-year flood plain, if any, shall be outlined.
- (h) Man-made features within and adjacent to the property, including existing streets and names, city and county political boundary lines, and other significant information such as location of bridges, utility lines, existing buildings to remain, and other features as appropriate to the nature of the request.
- (i) The proposed project layout including:
 - (1) For subdivisions, a professional stamped rendering showing approximate lot lines and street right-of-way lines, along with the front building setback line on each lot.
 - (2) For multi-family and nonresidential development projects, the approximate outline and location of all buildings, and the location of all minimum building setback lines, outdoor storage areas, buffers, parking areas and driveways.
- (j) The proposed phasing of the development if it is proposed to be built in sections.
- (k) A statement as to the source of domestic water supply.
- (l) A statement as to the provision for sanitary sewage disposal.
- (m) The approximate location of proposed stormwater detention facilities.
- (n) Such additional information as may be useful to permit an understanding of the proposed use and development of the property.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-6. - Special application requirements for planned developments. ~~This section has been incorporated into Section 23-16-3 Planned Development District – Concept Plan Requirements~~

~~Applications for rezoning to the planned development (PD) district, or applications for a zoning amendment of an existing PD; shall in addition to the other requirements specified in this chapter, include the following:~~

- ~~(a) *Binding concept plan.* Unless specifically approved otherwise, the concept plan shall become a condition of zoning approval and must be followed.~~
- ~~(b) *Architectural elevations.* Applications shall include perspective front, side, and rear elevation drawings of representative building types. These drawings shall indicate general architectural characteristics. If the PD is approved, architectural elevations submitted as part of the application shall be considered binding unless specifically noted otherwise in the approval.~~
- ~~(c) *Land uses and development summary.* The application shall include a list of all land uses proposed to be included in the PD, the total land area devoted to each of the land uses proposed, the percentage of the total land area within the PD devoted to each proposed land use, the number of residential units by type, floor area for each type of dwelling unit (typical, or a range as appropriate), density, and the total square footage of buildings devoted to non-residential uses. In addition, the application shall contain a development schedule indicating the approximate dates for beginning and completing the project, or each phase if the development is to be phased, and the extent of development and types of land uses in each phase.~~
- ~~(d) *Dimensional requirements.* The application shall contain all dimensional requirements that are proposed to apply within the PD, including minimum lot sizes, minimum lot widths, maximum building coverage, front, side and rear building setbacks, and maximum heights. Such proposed dimensional requirements shall be presented in a table on the development plan or in the~~

~~written text accompanying the application. The application should indicate dimensional provisions for those items specified in said table, to the extent they apply to the uses proposed.~~

- ~~(e) *Improvement requirements comparison.* The application shall contain descriptions of improvements to be constructed within the PD, such as but not limited to street types, right-of-way widths, pavement widths, sidewalk locations and dimensions, and other improvements. Such proposed improvements shall be presented in a table on the development plan or in the written text accompanying the application that shows the proposed improvements in comparison with improvements that would be required otherwise without approval of a PD. To the extent they can be shown at the time of development plan approval, environmental quality standards should be incorporated in the development application, particularly as they relate to storm water runoff, stream protection, and tree protection.~~
- ~~(f) *Private restrictions.* PDs that have commonly owned facilities and space shall have private restrictions and covenants established which shall be subject to the approval of the city attorney and the director. The developer of a PD involving commonly owned facilities and space shall submit, along with the development plan application, a declaration of covenants, conditions, and restrictions and articles of incorporation and by-laws for the property owners or home owners association. The declaration shall confer membership to the owner of property subject to assessment by the association, provide for voting rights in the association with suggestions for the division of power between the developer and the property owners, and provide for maintenance assessments, among other things. The director may waive the requirements of this paragraph when, in his or her opinion, an applicant submits a letter that demonstrates his or her intent to comply with these requirements and addresses any particular issues associated with maintenance of common grounds.~~
- ~~(g) *Community benefit statement.* The applicant shall submit a written statement identifying the relative benefits that will accrue to the community as a result of the property being developed under PD provisions. Benefits to the community include mixed land uses that reduce vehicle trips, open spaces provided and linked to larger open space networks, natural features retained, and quality architectural designs provided. This statement is a developer's opportunity to define why the PD proposal merits approval and how it will serve the community better than a conventional development.~~

~~(Ord. No. 1055, § 3(Exh. A), 3-21-2018)~~

Sec. 23-26-7. - Notice of public hearing in newspaper.

Before the governing body may take final action on a proposed rezoning or conditional use permit application, the planning and appeals commission shall hold a public hearing on the proposal. At least 15 days but not more than 45 days prior to the public hearing before the PAC, notice shall be published in a newspaper of general circulation within the city. The published notice shall be prepared by the planning, development and codes department and shall include the location of the property, the present zoning classification of the property, the proposed rezoning or conditional use requested, and the date, time, and place of the public hearing before the PAC. Notice of the date, time, and place of the public hearing before the governing body shall also be provided.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-8. - Notice of public hearing by sign on property.

At least 15 days but not more than 45 days prior to the public hearing, the city shall post a sign or signs stating the date, time and place of the public hearing before the planning and appeals commission, the present zoning classification and the proposed zoning change or the proposed conditional use permit. One such sign shall be placed in a conspicuous location along each street frontage of the property for which the rezoning or conditional use permit has been requested. If the property has no street frontage,

the sign shall be placed on each street from which access will be gained to the property. Notice of the date, time, and place of the public hearing before the governing body shall also be provided.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-9. - Special notice requirements.

Pursuant to the specific requirements of the Zoning Procedures Law (O.C.G.A. 36-66-6), when a proposed rezoning or conditional use permit application relates to or will allow the location or relocation of a halfway house, drug rehabilitation center, or other facility for treatment of drug dependency, the director shall ensure that the additional requirements of O.C.G.A. 36-66-6 are met as follows:

- (a) Public hearings shall be held at least six months and not more than nine months prior to the date of final action on the zoning decision.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-10. - Investigations and staff recommendation.

Within a reasonable period of time after acceptance of a complete application, the director or his/her designee may send the application or notice thereof out for review by the city's development review team (DRT) and any other internal municipal departments and external agencies as may be appropriate. Any written comments received in a timely manner as a result of such review shall be submitted for consideration to the planning and appeals commission and governing body, or summarized in a submitted memorandum. Any such comments shall become public records.

The director or his/her designee shall investigate and make a recommendation with respect to the matters enumerated in this Code section regarding a rezoning or conditional use permit application. Any such investigation and recommendation shall if in writing be made available to the applicant and planning and appeals commission prior to its public hearing and shall become public records.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-11. - Planning and appeals commission hearing and recommendation.

The planning and appeals commission shall convene a public hearing on the rezoning or conditional use permit application as provided in the public notice. The public hearing shall follow policies and procedures which govern calling and conducting public hearings established in this Code. The PAC shall have 65 calendar days from the date of its public hearing within which to submit its recommendation on the rezoning or conditional use permit application. The board may submit any additional report it deems appropriate. The recommendations of the PAC shall have an advisory effect only and shall not be binding on the governing body.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-12. - Criteria to consider for applications.

The planning and appeals commission and the governing body shall consider the following standards in considering any rezoning, zoning amendment, or Conditional Use Permit application, giving due weight or priority to those factors that are appropriate to the circumstances of each proposal:

- (a) Is the proposed use compatible with the purpose and intent of the comprehensive plan?

- (b) Is the proposed use suitable in view of the zoning and development of adjacent and nearby property?
- (c) Will the proposed use adversely affect the existing use or usability of adjacent or nearby property?
- (d) Are there substantial reasons why the property cannot or should not be used as currently zoned?
- (e) Will the proposed use cause an excessive or burdensome use of public facilities or services, including but not limited to streets, schools, water or sewer utilities, and police or fire protection?
- (f) Is the proposed use supported by new or changing conditions not anticipated by the comprehensive plan or reflected in the existing zoning on the property or surrounding properties?
- (g) Does the proposed use reflect a reasonable balance between the promotion of the public health, safety, morality, or general welfare and the right to unrestricted use of property?

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

~~Sec. 23-26-13. — Additional procedures and criteria for planned developments.~~

~~In addition to the requirements for a rezoning or conditional use specified in this Code, approval proceedings for PD rezoning/zoning amendment and development approval shall include the following:~~

- ~~(a) — *Preapplication conference.* At least 15 calendar days prior to filing a formal application for a PD, the applicant is required to confer with the director or his/her designee in order to review the general character of the plan and to obtain information on the nature and extent of the proposed development.~~
- ~~(b) — *Criteria for approval.* In considering and acting upon applications for PDs, the planning and appeals commission and the governing body shall consider and base their recommendation and decision, respectively, on the following criteria (not all inclusive), and any other factors it may consider appropriate in reaching such a decision:

 - ~~(1) — Consistency with the Comprehensive Plan of the city.~~
 - ~~(2) — The extent to which the proposed mix of land uses is appropriate in terms of location and character.~~
 - ~~(3) — The extent to which the development is compatible with surrounding properties. Compatibility can be achieved by ensuring that the overall scale and design of development does not overwhelm or otherwise detract from the established character of the neighborhood or surroundings. The PD zoning district is not intended to allow for the intrusion of incompatible land uses into single-family neighborhoods that create negative land use impacts.~~
 - ~~(4) — The extent to which the proposed architectural features of buildings within the development are harmonious.~~
 - ~~(5) — The adequacy of open spaces, play areas and recreation facilities that are provided for the needs of the development occupants.~~~~
- ~~(c) — *Revisions.* Amendments to approved planned development rezoning and development applications, including those approved prior to the adoption of this chapter, shall be permitted but governed by this chapter.~~
- ~~(d) — *Land development plans.* Upon approval of a PD rezoning and development application by the governing body, the developer may apply for land development permit approval.~~

~~(e) *Permits and certificates.* No building permit or certificate of occupancy shall be issued for a building, structure, or use, nor shall any excavation, grading, or land disturbance applications be approved, for any planned development that has not been approved in accordance with the provisions of this chapter. The director shall authorize the issuance of building permits for buildings and structures in the area covered by the approved development if they are in substantial conformity with the approved development, after improvements are installed in accordance with applicable improvement requirements, and if found to be in conformance with all other applicable regulations. The director shall authorize the issuance of a certificate of occupancy for any completed building, structure, or use located in the area covered by the planned development approval if it conforms to the requirements of the approved development and all other applicable regulations. After completion of a planned development, the use of land and construction, modification, or alteration of any buildings, structures, or uses within the area covered by the planned development shall continue to be regulated by the approved development plan.~~

~~(Ord. No. 1055, § 3(Exh. A), 3-21-2018)~~

Sec. 23-26-13. - Administrative procedures for review of PD Applications and establishment of PD zoning districts.

- A. The Concept Plan and accompanying written report(s) and data set forth in section 23-16-3 submitted by the developer to the Building Official shall be subsequently forwarded to the Planning and Appeals Commission (PAC) with the recommendations of the Building Official and other city staff if appropriate. If approved by the PAC, following a public hearing, the recommendation shall be placed in front of the city commission to be adopted as an amendment to this chapter, which shall establish the standards of development for that particular planned development zone.
- B. In considering and acting upon applications for PDs, the planning and appeals commission and the governing body shall consider and base their recommendation and decision, respectively, on the following criteria (not all inclusive), and any other factors it may consider appropriate in reaching such a decision:
 - a. Consistency with the Comprehensive Plan of the city.
 - b. The extent to which the proposed mix of land uses is appropriate in terms of location and character.
 - c. The extent to which the development is compatible with surrounding properties. Compatibility can be achieved by ensuring that the overall scale and design of development does not overwhelm or otherwise detract from the established character of the neighborhood or surroundings. The PD zoning district is not intended to allow for the intrusion of incompatible land uses into single-family neighborhoods that create negative land use impacts.
 - d. The extent to which the proposed architectural features of buildings within the development are harmonious.
 - e. The adequacy of open spaces, play areas and recreation facilities that are provided for the needs of the development occupants.
- ~~C.~~ All further development shall conform to the standards adopted for the approved PD district, regardless of any changes in ownership. Any proposed change in the standards or plan after adoption as part of this chapter, shall be treated as an amendment to this chapter and must be considered in accordance with normal amendment procedures set forth in article XXVI of this chapter.
- D. Where it is determined by the city commission that development in the approved PD is not in accordance with the adopted PD ordinance standards for that district, the city commission shall be empowered to amend this chapter to revert the zoning of part or all the property in the PD district to its prior zoning classification, or any other more appropriate zoning classification.
- E. Before approval of a PD rezoning application, the city commission shall require a binding agreement with safeguards satisfactory to the city attorney guaranteeing completion of the development within a period of

time to be specified by the commission, which shall not exceed five years unless extended by the city commission for due cause shown. Such guarantee may include the submission of a performance bond in an amount as set by the city commission.

- F. The violation of any provision of the plan once adopted as a part of this chapter as a PD district under the provisions provided herein, shall constitute a violation of this chapter and the binding agreement entered into above paragraph (e).
- G. All PD projects shall follow and comply with the preliminary and final plat procedures listed in the Brunswick Subdivision Ordinance.
- H. Upon approval of the rezoning to a PD district, the master plan and written narrative shall become a part of the Ordinance for rezoning which shall be recorded and shall be binding on all future development and use within the rezoned PD property and development.
- I. Building permits and public improvements shall not be authorized or installed for any PD development until final approval has been granted by the City Commission.
- J. Any minor or major modifications to an approved PD Master Plan must be submitted to the Building Official and any modification determined to be major, to the Planning and Appeals Commission for review and recommendation for approval or dis-approval to the City Commission. A minor modification is defined as a change in design or use that is in keeping with the original intent and character of the PD.
- K. If no building permit for an approved PD development is issued within twelve months from the date of approval of any such PD rezoning, the Mayor and City Council may, on its own motion, cause the property to revert to its original zoning category but only after written notice to the applicant for rezoning offering a reasonable opportunity to oppose the intended reversion. In no event shall a property remain rezoned as PD for a period of more than 3 years without the issuance of a building permit. In such case, the property shall revert to its previous zoning classification unless such action is altered by the City Commission.

Sec. 23-26-14. - Additional criteria to consider for conditional use permit applications.

The planning and appeals commission and the governing body shall consider the following standards in considering any conditional use permit application, giving due weight or priority to those factors that are appropriate to the circumstances of each proposal:

- (a) The type of street providing access to the subject property is adequate to serve the proposed conditional use permit.
- (b) Access into and out of the property adequately provides for traffic and pedestrian safety, the anticipated volume of traffic flow, and access by emergency vehicles.
- (c) Public facilities such as schools, water or sewer utilities, and police or fire protection are adequate to serve the conditional use permit.
- (d) Refuse, service, parking and loading areas on the property are located and screened to protect other properties in the area from such adverse effects as noise, light, glare or odor.
- (e) The hours and manner of operation of the conditional use permit have no adverse effects on other adjacent or surrounding properties.
- (f) The height, size and location of the buildings or other structures proposed on the property are compatible with the height, size or location of buildings or other structures on neighboring properties.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-15. - Withdrawal and waiting period for reapplication.

A rezoning or conditional use permit application may be withdrawn at any time at the discretion of the person or entity initiating such a request upon notice to the director, up until the public hearing by the

planning and appeals commission is closed.

If the applicant withdraws the application prior to the publication of notice for public hearing before the board, the application shall be withdrawn administratively by the director without restriction on the refiling of a proposed zoning change or conditional use permit on the property in the future.

If the applicant withdraws the application after notice has been published or is irretrievably set for publication but the application has not been heard by the planning and appeals commission, the application shall be withdrawn administratively by the director and an application for rezoning or conditional use permit on the property may not be resubmitted for six months from the date of withdrawal.

If the request for withdrawal is made at the planning and appeals commission public hearing on the case, the request may be approved by a majority vote of the PAC, but an application for a rezoning or conditional use permit on the property may not be resubmitted for six months from the date of withdrawal.

If the request for withdrawal is made by the applicant following the planning and appeals commission public hearing, the application shall remain on the governing body public hearing agenda and the withdrawal request shall be considered for approval or denial, with or without prejudice, by the governing body.

If denied, a rezoning or conditional use permit request affecting the same property shall not be reconsidered for a period of six months from the date of denial.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-16. - Notice of public hearing by the governing body.

The governing body shall hold a public hearing on the rezoning or conditional use permit application. If the planning and appeals commission makes a recommendation on the rezoning or conditional use permit application at the date of its public hearing or within a time frame sufficient for the public hearing by the governing body to be held as scheduled, the governing body shall proceed with the advertised public hearing.

If the planning and appeals commission does not make a recommendation on the rezoning or conditional use permit application before the scheduled and advertised public hearing to be held by the governing body, the city clerk shall schedule a new date for the public hearing by the governing body and will provide notice of said rescheduled public hearing at least 15 days but not more than 45 days prior to the public hearing. Said notice shall be accomplished by notice in a newspaper of general circulation in the city, posting of a sign on the property, and notice to adjacent property owners just the same as required by this chapter for the initial application.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-17. - Revision of concept plan.

A concept plan that is part of a rezoning or conditional use permit application may be revised and resubmitted by the applicant during the process, but in no event shall a revised concept plan resubmitted by an applicant be accepted or considered less than ten calendar days prior to the public hearing by the governing body. At its discretion, the governing body may refer an application involving a concept plan revised after its consideration by the planning and appeals commission back to the planning and appeals commission for additional study and recommendation.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-18. - Action by governing body.

No action shall be taken on a rezoning or conditional use permit application by the governing body until it has received a recommendation by the planning and appeals commission, or upon the expiration of the 65-day review period of the PAC. In rendering a decision on a rezoning or conditional use permit application, the governing body shall consider all information supplied by the applicant, the director, and the PAC, any information presented at the public hearing of the PAC, and information gained at its own public hearing.

After conducting a public hearing, in taking action on an application, the governing body may:

- (a) Approve the application as submitted by ordinance which requires two readings for a rezoning application and one reading for a conditional use permit application.

- (b) Approve the application with conditions which requires two readings for a rezoning application and one reading for a conditional use permit application.
- (c) Deny the proposal, which shall not require a second reading.
- (d) Table the proposal for consideration at its next scheduled meeting.
- (e) Refer the application back to the planning and appeals commission for further consideration, with notice of public hearings before the PAC and governing body, the same as required for the initial application.
- (f) Refer the application back to the planning and appeals commission for further consideration, without the requirement to hold public hearings and provide notice thereof.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-19. - Decisions involving constitutional challenges.

In ruling on any rezoning in which the applicant has brought a constitutional challenge to the existing zoning classification, the governing body shall pay particular attention to the following criteria which have been applied by state courts in zoning matters:

- (1) Existing uses and zoning of the subject and nearby property;
- (2) The extent to which property values are diminished by the particular zoning restrictions;
- (3) The extent to which the destruction of property values, if any, promotes the healthy, safety, morals or general welfare of the public;
- (4) The relative gain to the public, as compared to the hardship, if any, imposed upon the individual property owner;
- (5) The suitability of subject property for zoned purposes;
- (6) The length of time the property, if vacant, has been vacant as zoned considered in the context of land development in the areas and the vicinity of the property.

The existing zoning classification shall be considered presumptively valid and it shall be the responsibility of the applicant to present evidence that rebuts this presumption. If the governing body determines, from the evidence presented, that the existing zoning classification is unduly burdensome to the applicant and is not offset by the considerations of the public's health, safety, morals and general welfare, and considerations of the integrity of this Code and of the official zoning map, the governing body may impose upon said property any appropriate zoning classification, including conditions, which might be consistent with these considerations, the Comprehensive Plan, and the criteria described in this chapter.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-20. - Incorporation clause.

This chapter is intended to comply with the provisions of the Georgia Zoning Procedures Law, O.C.G.A. § 36-66 et seq., which Act is incorporated by reference in its entirety into this Code. Where any provision of this chapter is in conflict with any provision of the law, the law shall control. Or where this chapter is incomplete in having failed to incorporate a provision necessarily required for the implementation of the law, such provision of the law, so as to meet the mandate of the law, shall be fully complied with, except that where an application to annex property into the city is initiated by the governing body, only those notice requirements and public hearing procedures set forth in O.C.G.A. § 36-66-4(d) shall be required for zoning of property to be annexed into the city, notwithstanding any other procedures or requirements set forth in this Code.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

DIVISION 3. - ANNEXATIONS

Sec. 23-26-21. - Generally.

An area proposed for annexation into the city shall first be considered for zoning prior to its annexation. Consideration of the zoning shall be subject to the same procedures, standards, and requirements for any rezoning as contained in this Code, except as specifically modified by this chapter.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-22. - Initiation.

An application for annexation for any property or properties contiguous to the city may be initiated by the governing body, planning and appeals commission, owner of the property, or some other person(s) given authorization by property owner to file said application. Unless initiated by the governing body or the PAC, all such applications shall be initiated by the owner of a majority interest in the property affected.

Any applicant wishing to submit an application for annexation must schedule an appointment with the planning, development and codes department staff in order to review the application for completeness. No such application shall be accepted for processing by the director unless it meets the requirements of this section. Incomplete or improper applications will be returned to the applicant. The director is hereby authorized to establish administrative deadlines for the receipt of applications.

Any applicant wishing to file an application for a planned development zoning district must schedule a conference with the PDC department staff at least 15 days prior to filing an application and shall submit the additional application materials required for a PD district as outlined in this chapter for a zoning change application.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-23. - Withdrawal and waiting period for reapplication.

Any applicant wishing to withdraw a proposed annexation request shall comply with the withdrawal procedures as outlined in this chapter for rezoning applications and conditional use permit with the exception that there shall be no waiting period for reapplication upon withdrawal or denial of an annexation request.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-24. - Requirements for submittal.

Applications for annexation shall include the following requirements:

- (a) *Application form.* A completed application. All applications shall be submitted to the department of planning, development and codes on the department's application forms.
- (b) *Fee.* All applications shall be accompanied by a non-refundable fee as fixed from time to time by the governing body. A fee shall not be charged if the governing body or the planning and appeals commission initiate the application.
- (c) *Letter of cost estimate.* A letter of cost estimate must be obtained from the Glynn Brunswick Joint Water and Sewer Commission if an applicant wishes to have the city share in the cost of sanitary sewer line extension.

- (d) *Plat or boundary survey.* A plat or boundary survey of the property or properties involved in the application. Provide one scaled and folded copy, and one 8.5"×11" or 11"×17" reproducible size copy.
- (e) *Legal description.* A paper copy and an electronic copy of the legal description of the property that corresponds with the property or properties shown on the submitted boundary survey/plat.
- (f) *Written narrative.* A written narrative should indicate at a minimum:
 - (1) The purpose of the request, proposed use, economic and environmental impacts as well as overlay zones or protection areas in which the property is located.
 - (2) Any planned developments shall include a narrative which fully describes the concept plan and must include at a minimum the proposed use, setbacks, right-of-way widths, building heights, signage, whether the applicant wishes the City to maintain the road(s) as well as identify any overlay zones or protection areas that may affect the use.
- (g) *Architectural renderings.* Architectural renderings for any proposed new construction or exterior alterations of the existing structure(s), including at a minimum:
 - (1) Roof pitch;
 - (2) Materials to be used on exterior;
 - (3) Basic landscaping proposed; and
 - (4) Building elevations.

If the architectural rendering is in a color format or is larger than an 11"×17" size copy, 15 copies of the colored or large-scale rendering must be submitted with the completed application.
- (h) *Concept plan.* An application for annexation approval related to a residential subdivision, multi-family, or nonresidential use or zoning district shall be accompanied by a concept plan if any new construction is proposed or alteration of the site is required under the site or development design standards of this Code. An as-built drawing (rather than a concept plan) indicating the most current development conditions must be submitted with those applications regarding existing developments that are not to be altered. The concept plan shall meet the requirements of section 23-3-5. The applicant shall submit 15 scaled and folded copies, folded to fit into an 8"×10" size envelope, and one 11"×17" reproducible copy.
- (i) *Traffic impact analysis.* Any annexation application which can be reasonably expected to generate 1,000 vehicle trip ends during a single day and/or more than 100 vehicle trips during the morning or afternoon peak hours shall submit a traffic impact analysis as specified in division 4, traffic impact analysis. The cost of conducting the traffic impact analysis as well as any improvements put forth in the recommendations shall be the financial responsibility of the applicant. No application shall be accepted nor advertised for a public hearing by the planning department until such time as the transportation impact study, if required, has been completed and submitted to the planning, development and codes department.
- (j) *Development of regional impact.* Any annexation application that would result in a zoning or development approval that meets or exceeds the thresholds established by the state department of community affairs shall be considered a development of regional impact (DRI), and as such, shall comply with the procedures set forth in division 5, development of regional impact.

The director may request information in addition to that specified in this section when considered necessary for review of the application by the governing body or planning and appeals commission.

Anyone filing an application may be exempt from the above submittal requirements of this section, provided the application is for annexation with a zoning classification of a residential district does not involve a subdivision development, and includes the fee, plat or boundary survey, legal description and written narrative.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-25. - Specifications for concept plans.

The concept plan shall show the following, as appropriate to the annexation requested:

- (a) Name, address and telephone number of the property owner.
- (b) Name, address and telephone number of the applicant.
- (c) Date of survey, north point and graphic scale, source of datum, date of plan drawing, and revision dates, as appropriate.
- (d) Proposed use of the property.
- (e) Location (land district and land lot) and size of the property in acres (or in square feet if less than an acre).
- (f) Location map of the property in relation to the surrounding area with regard to well-known landmarks such as arterial streets or railroads. Location maps must be drawn at a scale sufficient to show clearly the information required, but not less than one inch equal to 2,000 feet. U.S. Geological Survey maps may be used as a reference guide.
- (g) Zoning district classification of the subject property and all adjacent properties, and zoning district boundaries as appropriate.
- (h) Natural features within the property, including drainage channels, bodies of water, wooded areas and other significant natural features such as rock outcroppings. On all water courses entering or leaving the property, the direction of flow shall be indicated. The 100-year flood plain, if any, shall be outlined.
- (i) Man-made features within and adjacent to the property, including existing streets and names, city and county political boundary lines, and other significant information such as location of bridges, utility lines, existing buildings to remain, and other features as appropriate to the nature of the request.
- (j) The proposed project layout including the following:
 - (1) For subdivisions, approximate lot lines and street right-of-way lines, along with the front building setback line on each lot;
 - (2) For multi-family and non-residential development projects, the approximate outline and location of all buildings, and the location of all minimum building setback lines, outdoor storage areas, buffers, parking areas, and driveways.
- (k) The proposed phasing of the development if it is proposed to be built in sections.
- (l) A statement as to the source of domestic water supply.
- (m) A statement as to the provision for sanitary sewage disposal.
- (n) The approximate location of proposed stormwater detention facilities.
- (o) Such additional information as may be useful to permit an understanding of the proposed use and development of the property.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-26. - Special application requirements for planned developments.

Applications for annexation with a zoning classification of PD, planned development district shall in addition to the other requirements specified in this chapter include those additional application materials required for a PD district as outlined in article XV and article XVI.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-27. - Process for annexation.

In addition to the process and procedures for a rezoning or conditional use permit request as outlined in this Code, there are additional steps to be taken when processing applications for annexation.

- (a) Upon or following the date of notice to the county of the proposed annexation as required under O.C.G.A. 36-36-6, the governing body shall initiate the zoning of the property to be annexed or consider an application for a zoning submitted by or on behalf of the owner of such property under the provisions of this chapter.
- (b) The planning commission and the governing body shall conduct their public hearings on the zoning prior to the annexation of the land into the city. Notice of such hearing shall be provided under the provisions of this Code for a rezoning or conditional use permit; provided further that the notice shall be published in a newspaper of general circulation in the county.
- (c) If the annexation request is denied, any action by the governing body on the zoning shall be null and void.
- (d) Furthermore, there are mandatory reports required that must be submitted to local, state and federal agencies. Such reports and documents shall be prepared by and submitted by the PDC department on behalf of the applicant.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-28. - Criteria to consider for annexation.

The planning and appeals commission and the governing body shall consider the following standards in considering any annexation proposal, giving due weight or priority to those factors that are appropriate to the circumstances of each proposal. In addition, any application that proposes a change in the conditions of approval previously established by the governing body through action on an annexation shall be reviewed in light of the standards set forth in this section, as appropriate.

- (a) Is the proposed use suitable in view of the zoning and development of adjacent and nearby property?
- (b) Will the proposed use adversely affect the existing use or usability of adjacent or nearby property?
- (c) Is the proposed use compatible with the purpose and intent of the Comprehensive Plan?
- (d) Are there substantial reasons why the property cannot or should not be used as currently zoned?
- (e) Will the proposed use cause an excessive or burdensome use of public facilities or services, including but not limited to streets, schools, water or sewer utilities, and police or fire protection?
- (f) Is the proposed use supported by new or changing conditions not anticipated by the comprehensive plan or reflected in the existing zoning on the property or surrounding properties?
- (g) Does the proposed use reflect a reasonable balance between the promotion of the public health, safety, morality, or general welfare and the right to unrestricted use of property?

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-29. - Additional procedures and criteria for planned developments (PD).

In addition to the requirements for annexation applications specified in this chapter, approval proceedings for annexation with PD zoning/development approval shall comply with the additional procedures and criteria for PD zoning/development as outlined in article XV and article XVI for a zoning change.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-30. - Effective date.

The zoning of property hereafter annexed shall become effective on the day the zoning is approved by the governing body, on the date that the annexation becomes effective, or where a county has interposed an objection pursuant to O.C.G.A. § 36-36-11, the date provided for in O.C.G.A. § 36-36- 11(b)(8), whichever is later.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-31. - Zoning district.

If approved, any newly annexed property shall be zoned the most restrictive of the city's zoning code, R-9, unless otherwise specified by the city commission upon annexation.

The zoning classification shall become effective on the later of:

- (a) The date the zoning is approved by the municipality;
- (b) The date that the annexation becomes effective;
- (c) Where the county has interposed an objection pursuant to O.C.G.A. § 36-36-11, 28 calendar days following the completion of the annexation authorized by the governing body.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-32. - Issuance of permits.

No application for a land development or building permit shall be filed on newly annexed property until the first of the month following the effective date of the annexation approval.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-33. - Existing nonconforming use.

Any use existing at the time of annexation approval on property annexed by the city which does not comply with the use provisions of the city's zoning district assigned to said annexed property shall be considered a nonconforming use which shall be governed by section 23-3-15.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-34. - Conformity with this Code.

Lands hereafter annexed into the city limits shall, upon the effective date of such annexation, be subject to all applicable procedural and substantive requirements of this Code as now or hereafter amended. Any new use of an annexed property after zoning approval shall only be permitted if it conforms to all applicable provisions of this Code.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

DIVISION 4. - TRAFFIC IMPACT ANALYSIS

Sec. 23-26-35. - Purpose and intent.

Understanding the demands placed on the community's transportation network by development is an important dimension of assessing the overall impacts of development proposals. All development generates traffic, and it may generate enough traffic to create congestion and thus require the community to invest more capital funds into the transportation network in the form of new roads, traffic signals, and intersection improvements. Traffic congestion results in a number of problems, including economic costs due to delayed travel times, air pollution and accidents. A traffic impact analysis is a mechanism for the city to foresee the demands a development proposal will place on the transportation network.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-36. - Objectives.

The city finds that requiring a traffic impact analysis for proposed developments that meet certain thresholds will help to achieve the following objectives:

- (a) Forecast additional traffic associated with new development, based on accepted practices.
- (b) Determine the improvements that are necessary to accommodate the new development.
- (c) Allow the city to assess the impacts that a proposed development may have and assist the city in making decisions regarding development proposals.
- (d) Help to ensure safe and reasonable traffic conditions on streets after the development is complete.
- (e) Reduce the negative impacts created by developments by helping to ensure that the transportation network can accommodate the development.
- (f) Protect the substantial public investment in the street system.
- (g) Provide information relevant to citywide comprehensive planning, transportation planning, transit planning, and the provision of programs and facilities for traffic safety, road improvements, transportation demand management, pedestrian access, and other transportation system considerations.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-37. - Definitions.

City engineer: The City Engineer of the City of Brunswick, or his or her designee.

Discretionary development proposal: Any application for a rezoning, preliminary plat, conditional use permit, final design plan approval, or certificate of appropriateness. For purposes of this Code, a determination of applicability shall be made at the first discretionary development proposal encountered.

Horizon year: Unless otherwise specified or approved by the city engineer, the horizon year shall be 20 years into the future from the year during which a traffic impact study is being prepared.

Internal trips: Trips that are made within a multi-use or mixed-use development, by vehicle or by an alternate mode such as walking.

Level of service (LOS): A quantitative and qualitative measure of how well traffic flows on a given street or highway. Level of service relates to such factors as highway width, number of lanes, percentage

of trucks, total traffic volume, turning movements, lateral clearances, grades, sight distance, capacity in relation to volume, travel speed, and other factors which affect the quality of flow. Level of service is typically summarized by letter grades described as follows:

Level "A" is a condition with low traffic volumes, high speeds, and free-flow conditions.

Level "B" is a condition with light traffic volumes, minor speed restrictions, and stable flow.

Level "C" is a condition with moderate traffic volumes, where speed and maneuvering are restricted to a limited degree by the amount of traffic.

Level "D" is a condition with heavy traffic operating at tolerable speeds, although temporary slowdowns in flow may occur.

Level "E" is a condition of very heavy flow and relatively low speeds. Under Level "E" the traffic is unstable and short stoppage may occur.

Level "F" is a condition of extremely heavy flow, with frequent stoppage and very slow speeds. It is an unstable traffic condition under which traffic often comes to a complete halt.

New trips: Total vehicle trips, minus pass-by trips, minus internal trips if applicable.

PDC director: The director of planning, development and codes for the City of Brunswick, or his or her designee.

Pass-by trips: Vehicle trips which are made by traffic already using the adjacent roadway and entering the site as an intermediate stop on the way to another destination.

Peak hour: 7:00 a.m. to 8:00 a.m. and 5:00 p.m. to 6:00 p.m. daily.

Peak-hour trip generation study: A study by a qualified professional of one or more actual developments of similar land use and development characteristics which provides empirical data on the actual number of trips entering and exiting said development(s) during the a.m. and p.m. peak hour. A peak-hour trip generation study shall consist of a.m. and p.m. peak hour traffic counts by direction (entering and exiting) on at least three separate weekdays if the study is based on only one similar development, or at least one a.m. and p.m. traffic count for three different actual developments. The results of actual traffic counts from peak-hour trip generation studies may be adjusted to discount pass-by trips as provided in this chapter.

Professionally accepted: Published by the Institute of Transportation Engineers; or prepared by a qualified professional under work supervised by the City or Glynn County, or prepared by a qualified professional and accepted by the city engineer.

Qualified professional: For purposes of conducting traffic impact analyses as may be required by this chapter, a qualified professional shall mean a registered professional engineer with experience in traffic engineering. For purposes of conducting peak hour trip generation studies, a qualified professional shall mean a registered professional engineer with experience in traffic engineering, or another professional approved by the city engineer based on education and experience to conduct such trip generation studies.

Traffic impact analysis: A study, conducted by a qualified professional, which assesses the effects that a discretionary development proposal's traffic will have on the transportation network in a community or portion thereof. Traffic impact studies vary in their range of detail and complexity depending on the type, size, and location of the proposed development.

Trip: A single or one-directional travel movement with either the origin or destination of the trip inside the study site.

Trip generation: An estimate of the number of vehicle trips that will be generated due to the new development, which is calculated based on the type and amount of land uses in the proposed development and professionally accepted trip generation rates for each such land use. Trip generation may be expressed on an average daily basis or average peak hour (a.m., p.m.), or both.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-38. - Thresholds of applicability.

A traffic impact study shall be required for any discretionary development proposal which can be reasonably expected to generate 1,000 vehicle trip ends during a single day and/or more than 100 vehicle trips during the morning or afternoon peak hours, as determined by professionally acceptable information as provided in this chapter.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-39. - Exemptions.

- (a) A traffic impact analysis is not required if a discretionary development proposal is initiated by the governing body or the planning and appeals commission.
- (b) A discretionary development proposal may be exempted from the traffic impact study requirement by the city engineer if a prior traffic impact study for the subject property has been submitted to the city or is available from Glynn County and the proposed development is substantially similar to that for which the prior traffic impact study was conducted.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-40. - Trip generation data.

The source for trip generation rates for the purposes of this Code shall be "Trip Generation" published by the Institute of Transportation Engineers (ITE), most recent edition, unless otherwise approved by the city engineer. Final determinations of whether this chapter applies shall be made based on application of data from ITE Trip Generation, which may change from time to time, or as otherwise approved by the city engineer.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-41. - Determination of applicability.

At the time a discretionary development proposal is filed, or during any pre-application meeting if possible, the PDC Director shall determine whether a traffic impact analysis shall be required according to this chapter. The PDC director shall calculate the expected trip generation of the proposed development using professionally accepted trip generation rates or other data and compare it to the thresholds specified in this chapter to determine whether a traffic impact analysis is required. The city engineer shall assist in this effort by providing the director with any updated information available on trip generation rates.

Applicants for discretionary development proposals shall provide sufficient information about the development proposal (e.g., number of dwelling units, square footage of buildings, number of employees, land area of the development, etc.) for the PDC director to apply professionally accepted trip generation rates to the proposed development. The director shall not accept a discretionary development proposal for processing unless it contains the data on the proposed development necessary to apply available trip generation rates. Further, no application for a discretionary development proposal shall be accepted nor advertised for a public hearing until such time as the transportation impact study, if required, has been completed and submitted in accordance with this chapter.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-42. - Cases where data are not available.

In the event that information submitted by the applicant of the discretionary development proposal is sufficient to calculate the trip generation that would be expected to result from the proposed development, but trip generation rates or other data are not available or in sufficient quantity of studies to make a determination of applicability under the terms of this chapter, this section shall apply.

- (a) The director shall first consult with the city engineer to determine if:
 - (1) Professionally acceptable trip generation rates applicable to the subject development exist from other reputable sources, such as the Journal of the Institute of Transportation Engineers;
 - (2) Other trip generation studies of similar developments are available; or
 - (3) Professionally acceptable trip generation rates for one or more similar land uses can be used in making the determination of applicability.

If the city engineer is able to provide such information and determines it is professionally reputable, then the director shall use said data as may be interpreted by the city engineer to make the determination of applicability. The director and city engineer shall have no more than ten working days to comply with the provisions of this section, when it applies.

- (b) In the event the director is unable to make a determination of applicability after consulting with the city engineer pursuant to this section, the director shall notify the proposed applicant in writing that professionally accepted trip generation rates are not available for purposes of making a determination of applicability.
- (c) Upon receipt of notice described in this section, the applicant for a discretionary development proposal shall have 30 days to have a qualified professional prepare and submit a peak-hour trip generation study as defined by this chapter.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-43. - Specifications for peak-hour trip generation studies.

- (a) *Discounting of pass-by trips.* The peak-hour trip generation study may subtract from the empirical data on actual vehicle trips those trips that are reasonably considered to be "pass-by" trips as defined by this chapter, using professionally accepted assumptions about the percent of pass-by trips approved by the city engineer.
- (b) *Reduction for internal trips in multi-use or mixed use developments.* In calculating the new trips generated from a proposed development containing multiple uses or mixed uses, a qualified professional with the approval of the city engineer may apply a percentage reduction to the total vehicle trips shown in any peak hour trip generation study to account for internal trips, as defined in this chapter, so as to account for (discount) the number of internal trips reasonably expected to occur in such multi-use or mixed use development. Said reduction shall not exceed 24 percent of total trips generated.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-44. - Scoping meeting.

Once it is determined that a traffic impact analysis is required, a scoping meeting may be held with the developer or his or her consultant and the appropriate representatives of the city engineering department and if appropriate, the PDC department. It will be the responsibility of the developer or his or her consultant to initiate this meeting. The purpose of this meeting is to discuss the availability of site-

specific information concerning the development, available forecasts of traffic volumes, and to ensure the applicant understands the content requirements for traffic impact analyses.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-45. - Required contents of a traffic impact study.

A traffic impact analysis must evaluate the adequacy of the existing transportation system to serve the proposed development and determine the expected effects of the proposed development on the transportation system. The traffic impact study must provide adequate information for city staff to evaluate the development proposal and, when appropriate, recommend conditions of approval.

The qualified professional preparing the traffic impact study is encouraged to coordinate preparation with city staff and staff from other jurisdictions, as appropriate, to ensure that all necessary components are included in the traffic impact study and to reduce revision and review time.

In order to be reviewed, the traffic impact study shall include at least the following minimum components:

- (a) *Title page.* A title page listing the name of the proposed development and its location.
- (b) *Table of contents.* A table of contents outlining the study shall be provided.
- (c) *Certification.* The study shall be signed and stamped by a qualified professional.
- (d) *Executive summary.* An executive summary, discussing the development, the major findings of the analysis, and any recommendations made by the qualified professional.
- (e) *Vicinity map.* A vicinity map showing the location of the proposed project in relation to the transportation system of the area.
- (f) *Study area map.* A map of the traffic impact study area. For purposes of this chapter, the traffic impact analysis area shall be determined according to trip generation rates as follows. In the event there is a difference as a result of applying peak and total trips, the more restrictive requirement (larger study area) shall apply.

Study Area Size Requirements

Peak Hour Trips Generated	Daily Trips Generated	Distance from Perimeter of Proposed Development Along Roads
100—150	1,000—1,500	½ mile
151—500	1,501—5,000	1 mile
501—1,000	5,001—10,000	2 miles
1,001 or more	10,001 or more	3 miles

- (g) *Inventory of transportation facilities in the study area.* A description of transportation facilities in the study area, including roadway names, locations and functional classifications, intersection lane configurations and traffic control (including signal timing), existing rights-of-ways, transit routes and stops (if any), pedestrian and bicycle facilities, and planned transportation system improvements. An existing lane configuration sketch shall be submitted for all roadways and intersections within the study area.
- (h) *Concept plan and development data.* A complete description of the proposed development, including a concept plan, with the best available information as to the nature and size of each proposed use, and the proposed location and traffic control of all proposed access points, including the distance from all proposed access points to adjacent accesses and/or streets, including those across a street right-of-way from the subject development.
- (i) *Existing traffic volumes.* Peak and total daily traffic volumes on all arterial, collector, and local streets within the study area. Traffic counts should, as a rule, not be more than one year old when the report is prepared. Traffic counts between one and three years old may be used if factored to the current year. Traffic counts older than three years will not be accepted.
- (j) *Facility performance.* Existing performance of the transportation system, including levels of service (LOS) and volume/capacity ratios (V/C) for all intersections and road segments as appropriate within the study area.
- (k) *Trip generation.* Complete trip generation figures for all aspects of the proposed development. The source for trip generation rates shall be "Trip Generation" published by the Institute of Transportation Engineers (ITE), most recent edition. For developments expected to generate more than thirty (30) trucks per day, the trip generation data shall include separate figures for trucks. If phased development is proposed, the study shall include projections for the year that each phase of the development is planned to be complete. The traffic impact analysis shall also include trip generation data for any pending and approved developments that would affect the study area. The city shall facilitate the review of applicable files by a qualified professional to determine the names and development characteristics of pending and approved developments in the study area.
- (l) *Trip distribution and assignment.* Trip distribution for the proposed development. For developments expected to generate more than 30 truck trips per day, the study shall include separate trip distribution figures for trucks.
- (m) *Forecast traffic volumes without the development.* Forecast traffic volumes without the development, on all arterial, collector, and local roads within the study area, in the year that the proposed development is planned to commence, and in the horizon year. Qualified professionals should consult the city engineer for information to determine the most appropriate sources or methods of determining future traffic volumes. If phased development is proposed, the traffic impact study shall include projections for the year that each phase of the development is planned to be complete.
- (n) *Forecast performance without the development.* Forecast performance, including levels of service (LOS) and volume/capacity ratios (V/C) of the transportation system without the development in the year that each phase is planned to be complete and in the horizon year.
- (o) *Forecast traffic volumes with the development.* Forecast traffic volumes with the development, on all arterial, collector, and local roads within the study area, in the year that the proposed development is planned to commence, and in the horizon year.
- (p) *Forecast performance with the development.* Forecast performance, including levels of service (LOS) and volume/capacity ratios (V/C) of the transportation system with the development in the year that each phase is planned to be complete and in the horizon year.
- (q) *Sight distance.* A safety analysis of the site accesses, and an assessment whether adequate sight distances are provided at driveways and streets abutting the development.

- (r) *Operational characteristics.* Analysis of prevailing operating speeds, if significantly different than speed limits, right and left turn lane warrants, queue lengths, acceleration and deceleration lanes including lengths and tapers, throat lengths, channelization, and other characteristics of the site accesses, which exist and may be needed, as appropriate. The traffic impact analysis shall address whether driveways and intersections are located and spaced safely and designed to accommodate expected traffic volumes and maneuvers. The operational characteristics analysis shall also evaluate the turning and traveling characteristics of the vehicles that will be using the proposed development and the adequacy of the geometrics of the existing and proposed roadway (public and/or private) configurations to accommodate these characteristics.
- (s) *On-site circulation.* The traffic impact analysis shall address whether on-site vehicular and pedestrian circulation and parking layouts are safe and efficient.
- (t) *Significant impacts.* Analysis as appropriate of any potential adverse or controversial effects of the proposed development on the transportation system in the area. Examples of possible effects include, but are not limited to, infiltration of non-residential traffic into residential neighborhoods, traffic noise, creation of potential for traffic violations, conflicting turning movements with other driveways, any new pedestrian or bicycle transportation needs arising from the development, etc.
- (u) *Mitigation measures.* Listing of all intersections and road segments that are forecasted to be level of service "E" and "F" in the horizon year, or if phased, in the years that each phase is planned to be complete, and an identification and description of specific mitigation measures including signal, turn lane, or other warrant analyses as appropriate and necessary to bring these intersections and road segments into compliance with a level of service "D" or other city- adopted level of service for said road segment or intersection.
- (v) *Drawing of improvements.* If roadway improvements are needed, the study shall show a drawing at an engineering scale of one inch equals 20 feet for all recommended lane configurations.
- (w) *Signalization.* If signalization is warranted by the traffic signal warrants outlined in the Manual on Uniform Traffic Control Devices (MUTCD), a warrant analysis shall also be conducted as a part of the traffic impact analysis. If a traffic signal is warranted, the warrant package in the study shall show a drawing at an engineering scale of one inch equals 20 feet detailing the signal design and phasing plans.
- (x) *Costs.* The estimated costs associated with implementing all such mitigation measures shall be provided in the traffic impact analysis. The traffic impact analysis may take into account any city/county/state approved roadway, traffic signalization, and other improvements in determining mitigation measures and providing recommendations.
- (y) *References.* A listing of all technical documents and resources cited or consulted in preparing the traffic impact analysis.
- (z) *Technical appendix.* Relevant technical information, including but not limited to: copies of raw traffic count data used in the analysis, calculation sheets and/or computer software output for all LOS and V/C calculations in the analysis, and warrant worksheets for signals, turn lanes, signal phasing, etc. used in the analysis.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-46. - Additional technical specifications.

The city engineer is further authorized to promulgate and require the use of additional technical specifications for conducting traffic impact analysis, which shall be consistent with analysis methods included in the most recent Highway Capacity Manual, Manual on Uniform Traffic Control Devices, and/or Traffic Access and Impact Studies for Site Development: A Recommended Practice (Washington, DC: Institute of Transportation Engineers, 1991), as may be amended or republished from time to time.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-47. - Costs and fees.

The city assumes no liability for any costs or time delays (either direct or consequential) associated with the preparation and review of traffic impact analyses.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-48. - Submittal and review of study.

The applicant for the proposed development or the qualified professional shall submit one electronic copy of the traffic impact study and technical appendix, six paper copies of the traffic impact analysis, and one paper copy of the technical appendix to the director. The director shall transmit the electronic copy, one paper copy of the traffic impact study and the paper copy of the technical appendix to the city engineer, who may at his or her discretion submit copies of the report to applicable review agencies such as the state department of transportation, the metropolitan planning organization, or an adjacent local jurisdiction. Within ten working days of receipt of a traffic impact analysis, the city engineer shall review all calculations and analyses and determine if they are complete, reasonable, understandable, consistent, and fully explained. The conclusions presented in the traffic impact analysis shall be consistent with and supported by the data, calculations, and analyses in the report. Calculations, graphs, tables, data, and/or analysis results that are contrary to good common sense or not consistent with and supported by the data will not be accepted. In such events, the city engineer shall return the traffic impact analysis to the development applicant for correction.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-49. - Recommendations for mitigation of impacts.

Within 30 working days of receipt of a completed traffic impact study, the city engineer shall complete his or her review the study and submit to the director all recommendations for mitigation measures as stated in the traffic impact study and include any interpretations or recommended conditions of approving the discretionary development proposal that will mitigate traffic impacts of the proposed development.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-50. - Conditions of development approval for project improvements.

Upon the determination of project improvements needed to mitigate the traffic impacts of the discretionary development proposal as provided in this chapter, the director shall recommend that the project improvements be completed by the developer as conditions of approval of the discretionary development proposal.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-51. - Appeal.

An applicant for a discretionary development proposal may appeal a decision of the city engineer or the PDC director in the administration and interpretation of this chapter to the planning and appeals commission as an appeal of an administrative decision as provided in this Code.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

DIVISION 5. - DEVELOPMENT OF REGIONAL IMPACT

Sec. 23-26-52. - Definitions.

Initial DRI information form: A form intended to identify basic information about a proposed development of regional impact on which a local government is being requested to take action, and which provides information to the regional commission (RC). This form notifies the RC of a potential development of regional impact in order for the RC to meet its responsibilities within the DRI review process.

DRI review initiation request form: A form intended to provide additional information about the proposed project to the regional commission (RC), the submission of which serves as an official request that the DRI review process be started by the RC.

Regional development center: The coastal regional center.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-53. - Applicability.

This chapter shall apply when an applicant (industry, business, or developer) requests some type of local government action related to a project, such as, but not limited to, a request for a zoning change or conditional use, zoning variance, permit, hookup to a water or sewer system, master or site plan approval, or entering into a contract, and it appears that the proposed development (or, for multi-phased projects, the complete development) meets the threshold(s) of a development of regional impact, according to "Rules of Georgia Department of Community Affairs, Chapter 110-12-3, Developments of Regional Impact, Effective July 1, 2001," as may be amended from time to time.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-54. - Jurisdiction.

If a proposed development project is to be located in more than one jurisdiction and, in total, the proposed development meets or exceeds a DRI threshold, the local government in which the largest portion of the project is to be located is responsible for initiating the DRI review process.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-55. - Procedures.

The application procedures established in chapter XX-2 and chapter XX-3 will be modified by this chapter in cases where a rezoning or conditional use permit application, or an annexation application respectively, fits the definition of a "development of regional impact." Developments of regional impact will be processed according to procedures of the State Department of Community Affairs as described in "Rules of Georgia Department of Community Affairs, Chapter 110-12-3, Developments of Regional Impact, effective July 1, 2001," as may be amended from time to time.

When an application is received for development that meets or exceeds the thresholds established for that development type and thus constitutes a "development of regional impact" according to the aforementioned rules of the state department of community affairs, the city will follow the procedures identified in said administrative rules which are summarized here.

When an application for a development of regional impact is received, the PDC director or city engineer, on behalf of the city, will complete an "initial DRI information" form and a "DRI review initiation request" form. Each of these two forms may be submitted to the regional commission simultaneously, provided the city has all necessary project-related information.

The city shall not take any official legislative or administrative action to advance or further a DRI project until the review process identified under the DRI review procedure specified in "Rules of Georgia Department of Community Affairs, Chapter 110-12-3, Developments of Regional Impact, Effective July 1, 2001," as may be amended from time to time, is completed. The city may undertake preliminary staff administrative functions associated with a proposed DRI including, but not limited to, project evaluation/assessment, site visits, and placing consideration of the application on a future agenda for formal action, if required. The city shall not take any official action related to such a project until the DRI review process is completed and the city has had adequate time to consider the DRI review comments.

After the DRI review process is completed, the city may proceed with whatever action it deems appropriate regarding the proposed project, although it is encouraged to take the public finding and additional comments into consideration as it makes its decision.

If the project receives a negative public finding from the regional commission and the city approves said project or takes action to advance said project, the city shall notify the regional commission and the state department of community affairs of its action and identify all local requirements it has placed on the development that could mitigate any negative findings identified in the DRI review process.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

DIVISION 6. - ZONING VARIANCES

Sec. 23-26-56. - Generally.

Persons may seek relief from compliance with the zoning-related requirements of this Code pursuant to this chapter when the strict application would create a particular and unique hardship, by filing an application for variance with the director for consideration by the planning and appeals commission in accordance with this chapter. Such relief may be granted only to the extent necessary to alleviate such unnecessary hardship and not as a convenience neither to the applicant nor to gain any advantage or interest over similarly zoned properties.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-57. - Initiation.

An application for a zoning variance for any property or properties in the city may be initiated by the governing body, planning and appeals commission, owner of the property, or some other person(s) given authorization by property owner to file said application.

Any applicant wishing to submit an application for a zoning variance request must schedule an appointment with the PDC department staff in order to review the application for completeness. No such application shall be accepted for processing by the director unless it meets the requirements of this section. Incomplete or improper applications will be returned to the applicant. The director is hereby authorized to establish administrative deadlines for the receipt of applications.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-58. - Waiting period for reapplication.

If denied, a variance request affecting the same property shall not be reconsidered for a period of 12 months from the date of denial; provided, however, that the planning and appeals commission may reduce the waiting period under extenuating circumstances or on its own motion. A request to reduce the waiting period must be asked for and acted upon by the planning and appeals commission during the public hearing at which the request was first considered.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-59. - Requirements for submittal.

Applications for zoning variance shall include the following:

- (a) *Application form.* A completed application. All applications shall be submitted to the PDC department on the department's application forms.
- (b) *Fee.* All applications shall be accompanied by a non-refundable fee as fixed from time to time by the governing body. A fee shall not be charged if the governing body or the planning and appeals commission initiate the application.
- (c) *Plat or boundary survey.* A plat or boundary survey of the property or properties involved in the application. Provide one scaled and folded copy, and one 8.5"×11" or 11"×17" reproducible size copy.
- (d) *Statement of hardship.* Form with various questions to be answered by an applicant in a manner describing how each situation applies to the application. The applicant may complete the questions on the form provided with the application, or the applicant can type the answers on a separate sheet of paper as part of the written narrative, identifying each component as such.
- (e) *Written narrative.* A written narrative should indicate at a minimum: the purpose of the request, proposed use, economic and environmental impacts as well as overlay zones or protection areas in which the property is located.
- (f) *Architectural renderings.* Architectural renderings for any proposed new construction or exterior alterations of the existing structure(s), including at a minimum:
 - (1) Roof pitch;
 - (2) Materials to be used on exterior;
 - (3) Basic landscaping proposed; and
 - (4) Building elevations.

If the architectural rendering is in a color format or is larger than an 11"×17" size copy, nine copies of the colored or large-scale rendering must be submitted with the completed application.

- (g) *Concept plan.* An application for a zoning variance approval related to a residential subdivision, multi-family, or non-residential use or zoning district shall be accompanied by a concept plan if any new construction is proposed or alteration of the site is required under the site or development design standards of this Code. An as-built survey (rather than a concept plan) indicating the most current development conditions must be submitted with those applications regarding existing developments that are not to be altered. The concept plan must be prepared by a professional engineer, or a registered land surveyor; landscape architect; or architect. The concept plan shall meet the requirements of section 9-22-6-5. The applicant shall submit nine scaled and folded copies, folded to fit into an 8"×10" size envelope, and one 11"×17" reproducible copy. The director may request information in addition to that specified in this section when considered necessary for review of the application.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-60. - Specifications for concept plans.

The concept plan shall show the following, as appropriate to the variance requested:

- (a) Name, address and telephone number of the property owner.
- (b) Name, address and telephone number of the applicant.
- (c) Date of survey, north point and graphic scale, source of datum, date of plan drawing, and revision dates, as appropriate.
- (d) Proposed use of the property.
- (e) Location (land district and land lot) and size of the property in acres (or in square feet if less than an acre).
- (f) Location map of the property in relation to the surrounding area with regard to well-known landmarks such as arterial streets or railroads. Location maps must be drawn at a scale sufficient to show clearly the information required, but not less than one inch equal to 2,000 feet. U.S. Geological Survey maps may be used as a reference guide.
- (g) Zoning district classification of the subject property and all adjacent properties, and zoning district boundaries as appropriate.
- (h) Natural features within the property, including drainage channels, bodies of water, wooded areas and other significant natural features such as rock outcroppings. On all water courses entering or leaving the property, the direction of flow shall be indicated. The 100-year flood plain, if any, shall be outlined.
- (i) Man-made features within and adjacent to the property, including existing streets and names, city and county political boundary lines, and other significant information such as location of bridges, utility lines, existing buildings to remain, and other features as appropriate to the nature of the request.
- (j) The proposed project layout including:
 - (1) For residential development projects, approximate lot lines and street right-of-way lines, along with the building setback lines.
 - (2) For multi-family and non-residential development projects, the approximate outline and location of all buildings, and the location of all minimum building setback lines, outdoor storage areas, buffers, parking areas, and driveways.
- (k) The proposed phasing of the development if it is proposed to be built in sections.
- (l) A statement as to the source of domestic water supply.
- (m) A statement as to the provision for sanitary sewage disposal.
- (n) The approximate location of proposed stormwater detention facilities.
- (o) Such additional information as may be useful to permit an understanding of the proposed use and development of the property.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-61. - Notice of public hearing in newspaper.

Before the planning and appeals commission may take final action on a proposed variance application, the PAC shall hold a public hearing on the proposal. At least 15 days but not more than 45 days prior to the public hearing before the PAC, notice shall be published in a newspaper of general circulation within the city. The published notice shall be prepared by the PDC department and shall include the location of the property, the present zoning classification of the property, the variance

requested, and the date, time, and place of the public hearing before the planning and appeals commission.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-62. - Notice of public hearing by sign on property.

At least 15 days but not more than 45 days prior to the public hearing, the city shall post a sign or signs stating the date, time and place of the public hearing before the planning and appeals commission, the present zoning classification and the proposed variance. One such sign shall be placed in a conspicuous location along each street frontage of the property for which the variance has been requested. If the property has no street frontage, the sign shall be placed on each street from which access will be gained to the property.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-63. - Notice to adjacent property owners.

At least ten days prior to the planning and appeals commission public hearing, the applicant shall cause a notice to be mailed to all persons owning property located abutting or across any street from the property that is the subject matter of the variance application. The written notice shall be mailed to the property owners as such names and addresses appear on the county's ad valorem tax records. The notice shall state the date, time, place and purpose of the hearing by the PAC.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-64. - Investigations and staff recommendation.

Within a reasonable period of time after acceptance of a complete application, the PDC director may but shall not be required to send the application or notice thereof out for review by internal municipal departments and external agencies, such as the development review team (DRT) as may be appropriate. Any written comments received in a timely manner as a result of such review shall be submitted for consideration to the planning and appeals commission and governing body, or summarized in a memorandum. Any such comments shall become public records.

The director may but shall not be required to investigate and make a recommendation regarding the variance application. Any such investigation and recommendation if in writing shall be made available to the applicant and planning and appeals commission prior to its public hearing and shall become public records. Copies of the director's findings and recommendations, if provided, shall be available no later than the time of the planning and appeals commission's public hearing on the matter.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-65. - Planning and appeals commission hearing and action.

The planning and appeals commission shall convene a public hearing on the variance application as provided in the public notice. The public hearing shall follow policies and procedures which govern calling and conducting public hearings established in section 23-27.4. The planning and appeals commission shall have 65 calendar days from the date of its public hearing within which to take final action on the variance application.

In rendering a decision on a variance application, the planning and appeals commission shall consider all information supplied by the applicant, the director, and any information presented at the

public hearing of the PAC. After conducting a public hearing, in taking action on an application, the PAC may:

- (a) Approve the application as submitted.
- (b) Approve the application with conditions.
- (c) Deny the proposal.
- (d) Table the proposal for consideration at its next scheduled meeting, provided that it acts within its allotted 65-day review period.

The action of the planning and appeals commission on the variance application shall be final; provided, however, that any person adversely affected by any determination made by the PAC relative to the approval or denial of a variance application may appeal such determination to a court of competent jurisdiction in the manner provided by law.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-66. - Criteria to consider for variance applications.

The planning and appeals commission shall consider the following standards in considering any variance application, giving due weight or priority to those factors that are appropriate to the circumstances of each proposal:

- (a) There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography;
- (b) The application of this Code to this particular piece of property would create an unnecessary hardship; and
- (c) There are conditions that are peculiar to the property which adversely affect its reasonable use or usability as currently zoned.
- (d) Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of this Code.
- (e) There must be a proved hardship by showing beyond a doubt the inability to make a reasonable use of the land if the zoning ordinance were applied literally.
- (f) The hardship cannot be self-created; e.g., as in a case where the lot was purchased with the knowledge of an existing restriction.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-67. - Withdrawal of application.

A variance application may be withdrawn at any time at the discretion of the person or entity initiating such a request upon notice to the director, up until the public hearing by the planning and appeals commission is closed.

If the applicant withdraws the application prior to the publication of notice for public hearing before the planning commission, the application shall be withdrawn administratively by the director without restriction on the refile of a proposed variance on the property in the future.

If the applicant withdraws the application after notice has been published or is irretrievably set for publication but the application has not been heard by the planning and appeals commission, the application shall be withdrawn administratively by the director and an application for variance on the property may not be resubmitted for six months from the date of withdrawal.

If the request for withdrawal is made at the planning and appeals commission public hearing on the case, the request may be approved by a majority vote of the PAC, but an application for a variance on the property may not be resubmitted for 12 months from the date of withdrawal. However, the planning and appeals commission may reduce the waiting period under extenuating circumstances or on its own motion. A request to reduce the waiting period must be asked for and acted upon by the PAC during the public hearing at which the request was first considered.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-68. - Provisions that cannot be varied.

In no case shall a variance be granted for any of the following:

- (a) A condition created by the applicant, including the result of an unwise investment decision or real estate transaction.
- (b) A change in the conditions of approval imposed through a rezoning application approved by the governing body.
- (c) Reduction of a minimum lot size required by a zoning district.
- (d) Use of land or buildings or structures that is not permitted by the zoning district that is applicable to the property.
- (e) Any increase in the number of dwelling units or nonresidential building floor area otherwise permitted by the zoning district that is applicable to the property.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-69. - Duration of validity.

Approval of a zoning variance on a property located within the city shall be in full force and effect upon its approval by the planning commission and shall be effective for a period of 12 months. If no action is taken by the applicant to implement the purpose of the application within 12 months from the date of approval, said approval shall become null and void. A zoning variance shall be specific to the request made by the current applicant and shall not stay with the property, as is the case for a zoning change.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

DIVISION 7. - TEXT AMENDMENTS

Sec. 23-26-70. - Applicability.

This Code may be amended from time to time in whole or in part by the governing body under the provisions of this section.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-71. - Initiation.

A text amendment may be initiated by the governing body or planning and appeals commission by a majority vote of those voting, or by the PDC director or other city departmental director.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-72. - Application requirements.

A pre-application meeting with the director is required prior to filing a text amendment. Applications for text amendments shall require submittal of the following:

- (a) *Application form.* A completed application. All applications shall be submitted to the PDC department on the department's application forms, including signed and notarized signature of property owner.
- (b) *Fee.* All applications shall be accompanied by a non-refundable fee as fixed from time to time by the governing body. A fee shall not be charged if the governing body or the planning commission initiate the application.
- (c) *Letter of intent.* A written narrative describing the purpose of the request and addressing how the proposed application meets the criteria to consider for text amendments as specified in section XX-2-5.
- (d) *Disclosure.* A statement of disclosure complying with O.C.G.A. 36-67-1, "Conflict of Interest in Zoning Actions," if not incorporated into the required application form.

In cases where an applicant is proposing a text amendment to modify an existing zoning district or create a new zoning district, and where the applicant also desires to rezone property to the modified or new zoning district, the two applications shall not be considered concurrently.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-73. - Notice of public hearings.

Before the governing body may take final action on a proposed text amendment, the planning and appeals commission shall hold a public hearing on the proposal. At least 15 days but not more than 45 days prior to the public hearing before the PAC notice shall be published in a newspaper of general circulation within the city. The published notice shall be prepared by the PDC department and shall include the nature of the proposed text amendment, and the date, time and place of the public hearing before the PAC. Notice of the date, time, and place of the public hearing before the governing body shall also be included in the notice.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-74. - Criteria to consider for text amendments.

The governing body, planning and appeals commission shall consider the following standards for text amendments, giving due weight or priority to those standards that are appropriate to the circumstances of each proposal:

- (a) The extent to which the proposed text amendment is consistent with the purpose and intent of this Code.
- (b) The extent to which the proposed text amendment is compatible with the purpose and intent of the comprehensive plan.
- (c) Whether the proposed text amendment adequately addresses new or changing conditions in the city.
- (d) Whether the proposed text amendment is needed to properly implement the comprehensive plan.
- (e) The extent to which the proposed text amendment promotes the public health, safety, morality or general welfare of the city.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-75. - Appointed hearing and recommendation.

The planning and appeals commission shall convene a public hearing on the text amendment as provided in the public notice. The public hearing shall follow policies and procedures which govern calling and conducting public hearings established in section 23-27-4. The PAC shall have 65 calendar days from the date of its public hearing within which to submit its recommendation on the text amendment. The PAC may submit any additional report it deems appropriate.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-76. - Action by governing body.

The governing body shall hold a public hearing on the text amendment. In rendering a decision on any such text amendment, the governing body shall consider all information supplied by the applicant, director, and the planning and appeals commission any information presented at the public hearing of the PAC, and information gained at its own public hearing. The governing body shall either approve or disapprove of the application, or it may modify the text amendment language as proposed or recommended and approve the text amendment as modified.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-77. - Withdrawal of application.

Any application for a text amendment may be withdrawn at any time at the discretion of the person or entity initiating such a request upon notice to the director, up until the public hearing by the planning and appeals commission is closed.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-78. - Effect.

Approval of a text amendment shall be in full force and effect upon its approval or upon the stated effective date thereof, and shall thereupon apply to every property for which a use has not been established or for which a building permit or development permit may subsequently be requested.

For a property on which a use, building, structure or other improvements existed in conformity with this Code prior to the effective date of a text amendment affecting the property, any such use, building, structure or other improvements no longer in conformance shall be governed under the provisions for nonconformities in section 23-3-15. Construction of any use, building, structure, or other improvements for which a building permit has been issued in conformity with this Code prior to the effective date of a text amendment may continue to completion as though no change had occurred and, upon completion, shall be governed under the provisions for nonconformities in section 23-3-15, as applicable.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-79. - Waiting period for reapplication.

There shall be no waiting period for reapplication of text amendments.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

DIVISION 8. - PROCEDURES FOR CALLING AND CONDUCTING PUBLIC HEARINGS

Sec. 23-26-80. - Applicability.

Any public hearing required by this article shall be called and convened at the scheduled time and place, and it shall be conducted in accordance with the procedures of this chapter. For purposes of this chapter, the term "hearing body" shall refer to the governing body, and the planning and appeals commission. Nothing contained in this chapter shall be construed as prohibiting a presiding official or hearing body from conducting a public hearing in a fair, orderly, and decorous manner.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-81. - Presiding official.

The presiding officer shall preside over the public hearing as follows:

- (a) *Governing body.* In the case of a governing body, the mayor shall have authority to preside but may delegate the presiding official's duties to the city attorney. In the absence of the mayor, the mayor pro tempore shall have authority to preside but may delegate the presiding official's duties to the city attorney. In the absence of both the mayor and mayor pro tempore, another member of the governing body shall have authority to preside but may delegate the presiding official's duties to the city attorney.
- (b) *Planning and appeals commission.* In the case of the planning and appeals commission, the chairperson of said commission shall preside, or in the absence of the chairperson, the vice chairperson if designated, or if neither is present to preside, another member of the commission shall be designated to preside.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-82. - Opening of public hearing.

The presiding official shall indicate that a public hearing has been called on one or more applications made pursuant to this article, shall summarize the processes required by this chapter, and shall open the public hearing. Thereupon, the presiding official shall call the first case and the hearing body shall consider each application on an individual basis in succession as printed on the published agenda or as otherwise approved by the hearing body; provided, however, that the presiding officer may at his or her discretion call and consider more than one application simultaneously when more than one application involves the same piece of property, and when proceedings would be efficiently completed by combining separately required public hearings and discussing more than one scheduled matter as a single group of applications.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-83. - Report of PDC director.

Upon opening the public hearing, the presiding official shall, unless he or she elects to summarize and present information about the application personally, recognize the PDC director or designee, who shall provide a summary of the application and present any recommendations or results of investigations. In the case of public hearings before a governing body, unless a member of the planning and appeals commission is present and is authorized and willing to speak for the board on the subject application, the director shall also summarize the recommendations made by the planning and appeals commission. Any member of the hearing body upon recognition by the presiding official may ask questions of the director or

designee or other city official or planning and appeals commission representative providing the report or recommendations.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-84. - Applicant.

When an individual application comes up for hearing, the presiding official may ask for a show of hands of those persons who wish to appear in support of the application. If it appears that the number of persons wishing to appear in support of the application is in excess of that which may reasonably be heard, the presiding official may request that a spokesperson for the group be chosen to make presentations. Following the report of the director or designee, the presiding official shall recognize the applicant or his or her agent, spokesperson, or each of them, who shall present and explain the application.

There shall be a minimum time period of ten minutes per application at the public hearing for the proponents to present data, evidence, and opinions; the hearing body shall not be obligated to provide the full ten-minute period to the proponents if they elect not to use that much time. Any member of the hearing body upon recognition by the presiding official may ask questions of the applicant or agent of the applicant, or both. Time devoted to questions and answers will not be counted against any time limitations that have been imposed on presentations.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-85. - Public.

At the conclusion of the applicant's presentation, the presiding official shall initiate the public comment portion of the public hearing. When an individual application comes up for review, the presiding official may ask for a show of hands of those persons who wish to ask questions, make comments, and/or appear in opposition to the application. If it appears that the number of persons wishing to ask questions, make comments, or appear in opposition to the application is in excess of that which may reasonably be heard, the presiding official may request that a spokesperson for the group be chosen to make presentations and ask questions, or appear in opposition. There shall be a minimum time period of ten minutes per application at the public hearing for the opponents to present data, evidence, and opinions and ask questions; the hearing body shall not be obligated to provide the full ten-minutes per application to the opponents if they elect not to use that much time.

Prior to speaking, each speaker will identify him or herself and state his or her current address. Each speaker shall speak only to the merits of the proposed application under consideration and shall address his or her remarks only to the hearing body. Each speaker shall refrain from personal attacks on any other speaker or the discussion of facts or opinions irrelevant to the proposed application under consideration. The presiding official may limit or refuse a speaker the right to continue, if the speaker, after first being cautioned, continues to violate this procedure.

The hearing body will consider the questions raised during the public portion of the hearing and may elect to answer questions following the speakers, or it may defer questions to the applicant to be answered during rebuttal. Any member of the hearing body upon recognition by the presiding official may ask questions of a member of the public giving testimony. Time devoted to questions and answers will not be counted against any time limitations that have been imposed on presentations.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-86. - Applicant's rebuttal.

At the conclusion of public testimony, or upon the expiration of time allotted for public testimony, the applicant or his or her agent, or both, shall be allowed a short opportunity for answer questions, rebut the testimony of the public, and provide final comments and remarks. The time devoted to any such rebuttal shall be counted toward the total ten minutes allotted to the applicant if a time limit is set by the presiding official.

Any member of the hearing body upon recognition by the presiding official may ask questions of the applicant, his or her agent, or both. Time devoted to questions and answers will not be counted against any time limitations that have been imposed on presentations.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-87. - Close of hearing.

After the foregoing procedures have been completed, the presiding official will indicate that the public hearing is closed. Upon the closing of the public hearing, the applicant or his agent and any member of the public shall no longer address the hearing body in any way, including hand waving or motions for attention; provided, however, that at any time considered appropriate the presiding official may reopen the public hearing for a limited time and purpose.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-88. - Decision.

After the public hearing is closed, the hearing body may either vote upon the application or may delay its vote to a subsequent meeting, subject to the limitations of this article, provided that notice of the time, date and location when such application will be further considered shall be announced at the meeting during which the public hearing is held.

After hearing evidence, in making a decision, the hearing body shall apply the evidence to the criteria specified in this article, as appropriate given the type of application. It will not be required that the hearing body consider every criterion given the type of application. It shall be the duty of the applicant to carry the burden of proof that approval of the proposed application will promote the public health, safety, morality or general welfare.

If the hearing body determines from the evidence presented by the applicant has shown that the proposed application promotes the health, safety, morals, and general welfare under applicable criteria, then the application shall be granted, subject to those reasonable conditions as may be imposed by the hearing body on its own initiative or as may be recommended by the Planning Commission or the director. Otherwise, such application shall be denied. In cases where one or more companion applications are submitted and the governing body attaches conditions to the application, such conditions shall unless otherwise specifically stated otherwise become conditions of approval for each companion application.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-89. - Planning and appeals commission special provisions.

In the case of the planning and appeals commission, the following provisions shall apply to its decision making:

- (a) A total of three PAC members present shall constitute a quorum. A majority vote of the quorum shall be necessary to approve any decision or recommendation.

- (b) If a motion to recommend approval of an application fails, the application is automatically recommended for denial. If a motion to recommend denial of an application fails, another motion would be in order.
- (c) A tie vote on a motion to recommend approval of an application shall be deemed a recommendation for denial of the application. A tie vote on any other motion shall be deemed to be no action, and another motion would be in order.
- (d) If no action is taken on an application, it will go forward to the governing body with no recommendation.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

ARTICLE XXVII. - AMENDMENTS

REVISE AND UPDATE IN PHASE II

Sec. 23-27-1. - Initiation of amendments.

- (a) A general amendment of this chapter may be initiated only by the city commission. However, the commission shall give reasonable consideration to requests for the initiation of an amendment when such requests are made by a property owner or owners, members of the general public or other public bodies or officials.
- (b) A proposed amendment to the official zoning map affecting specific property or properties may be initiated by the city commission or by application filed with the city department of community development on behalf of the owner or owners of the property proposed to be changed, provided however, that action shall not be initiated for an amendment affecting the same parcel or parcels of property, or any part thereof, on behalf of the owner or owners more often than once every six months.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1017, § 1, 7-7-2010)

Sec. 23-27-2. - Application procedure.

Application filed by property owners pursuant to subsection 23-25-1(b) shall be made on forms which shall be obtained from the City of Brunswick Department of Community Development. Completed forms, together with the appropriate application fee to cover administrative costs and advertising, plus any additional information which the applicant deems to be relevant, shall be filed with the City of Brunswick Department of Community Development. The applicant shall pay as a fee for the processing of the application, such amount as may be established in writing by the city manager.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-27-3. - Processing application.

The planning staff of the City of Brunswick Department of Community Development shall review the application, shall determine an appropriate time for a public hearing before the city commission, shall publish notice of the public hearing as required by Official Code of Georgia Annotated section 36-66-4 [O.C.G.A. § 36-66-4], and shall prepare a recommendation to the city commission to assist in the zoning decision to be made.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-27-4. - Policies, procedures and standards.

Public hearings shall be called and conducted before the city commission in accordance with the policies and procedures, and zoning decisions will be made by the commission in accordance with the zoning standards, heretofore approved by the commission, which are set forth in the addendum to this chapter and incorporated herein by reference.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-27-5. - Limited rezoning.

In granting any rezoning application, the city commission shall be authorized expressly to limit the permitted and conditional uses which shall be allowed within the new zoning classification, so as to prohibit certain uses which otherwise would be allowed pursuant to this chapter.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-27-6. - Spot zoning prohibited.

(a) "Spot zoning" is defined as rezoning of a specific parcel of property which creates an isolated district unrelated to adjacent districts and which is not a logical extension of a zoning boundary which would improve the pattern of uses in the general area.

(b) Spot zoning is hereby prohibited.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-27-7. - Changes in the zoning map.

Following final action by the city commission after public hearing, any necessary changes shall be made on the zoning map. Such final action may be taken by the adoption of a motion without the necessity of placing the change in the form of an ordinance. When a limited rezoning is granted as contemplated in section 23-27-5, an appropriate reference shall be indicated on the zoning map. A written record of the type and date of all such changes shall be maintained by the city clerk.

(Ord. No. 1006, § 1, 11-19-2008)

ARTICLE XXVIII. - SEVERABILITY, REPEALER, EFFECTIVE DATE

Sec. 23-28-1. - Severability.

If any provision of this chapter is held invalid or unconstitutional for any reason by any court of competent jurisdiction, such provision shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining provisions of this chapter.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-28-2. - Repeal of conflicting ordinances.

Any and all other ordinances or parts of ordinances in conflict with this chapter, specifically Ordinance No. 492, adopted February 3, 1965, as amended, shall be and the same are hereby repealed to the extent of such conflict.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-28-3. - Effective date.

This chapter shall be in force and effect from and after the date of its adoption.

(Ord. No. 1006, § 1, 11-19-2008)

ADDENDUM

ZONING STANDARDS AND POLICIES AND PROCEDURES FOR ZONING HEARINGS

Approved by the Commission
City of Brunswick, Georgia
April 5, 1989

Part I. Standards

In a landmark zoning decision, the Supreme Court of Georgia wrote:

As the individual's right to the unfettered use of his property confronts the police power under which zoning is done, the balance the law strikes is that a zoning classification may only be justified if it bears a substantial relation to the public health, safety, morality or general welfare. Lacking such justification, the zoning may be set aside as arbitrary or unreasonable. . . As these critical interests are balanced, if the zoning regulation results in relatively little gain or benefit to the public while inflicting serious injury or loss on the owner, such regulation is confiscatory and void. . . Moreover, we specifically rule that for such unlawful confiscation to occur requiring that the zoning be voided, it is not necessary that the property be totally useless for the purposes classified. . . It suffices to void it that the damage to the owner is significant and is not justified by the benefit to the public. *Barrett v. Hamby*, 235 Ga. 262, 265; 219 S.E.2d 399 (1975)

The foregoing means that a zoning classification, to be valid, must be supported by reasons related to the public health, safety, morality or general welfare. Specific criteria for zoning decisions do not exist, but the reasons upon which such decisions are based must be identifiable and articulable, in order to avoid the fatal defect of arbitrariness.

In a later decision the Court suggested a number of factors which should be considered in determining the validity of a zoning classification:

The validity of each zoning ordinance must be determined on the facts applicable to the particular case, but certain general lines of inquiry have been regarded as relevant, to wit: (1) existing uses and zoning of nearby property; (2) the extent to which property values are diminished by the particular zoning restrictions; (3) the extent to which the destruction of property values of the plaintiffs promotes the health, safety, morals or general welfare of the public; (4) the relative gain to the public, as compared to the hardship imposed upon the individual property owner; (5) the suitability of the subject property for the zoned purposes; and (6) the length of time the property has been vacant as zoned, considered in the context of land development in the area in the vicinity of the property. *Guhl v. Holcomb Bridge Road Corp.*, 238 Ga. 322, 323; 232 S.E.2d 830 (1977)

The current Georgia statutory law, O.C.G.A. § 36-66-5(b) expressly mandates that each local government exercising zoning power establish and consider such factors in the form of substantive standards for zoning decisions. That subsection provides:

[E]ach local government shall adopt standards governing the exercise of the zoning power, and such standards may include any factors which the local government finds relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to the unrestricted

use of property. Such standards shall be printed and copies thereof shall be available for distribution to the general public.

In keeping with the foregoing statutory requirement, the City of Brunswick has adopted the following substantive standards to govern its zoning decisions:

A. A PROPOSED ZONING CLASSIFICATION OR CONDITIONAL USE REQUEST SHOULD BE COMPATIBLE WITH EXISTING USES AND ZONING OF ADJACENT AND NEARBY PROPERTY, AND "SPOT ZONING" SHOULD ALMOST ALWAYS BE REJECTED.

Relevant Questions

- (1) Would the proposed rezoning create an isolated district unrelated to adjacent and nearby districts?
- (2) Is the proposed rezoning a logical extension of a zoning boundary which would improve the pattern of uses in the general area?

B. A PROPOSED ZONING CLASSIFICATION SHOULD NOT DESTABILIZE THE SURROUNDING NEIGHBORHOOD.

Relevant Questions

- (1) Is the proposed zoning classification one which would promote integrity of the neighborhood and preserve its general character?
- (2) Would the proposed rezoning precipitate similar rezoning requests which would generate or accelerate adverse land use changes in the neighborhood?

C. A PROPOSED ZONING CLASSIFICATION SHOULD MAXIMIZE THE ECONOMIC VALUE OF THE SUBJECT PROPERTY WITHOUT DEPRECIATING THE VALUE OF ADJACENT AND NEARBY PROPERTY.

Relevant Questions

- (1) To what extent does the existing zoning classification depress the value of the subject property?
- (2) To what extent would the proposed zoning classification result in appreciation of the value of the property?
- (3) What effect does the existing zoning classification have on the values of adjacent and nearby property?
- (4) What effect would the proposed zoning classification have on the values of adjacent and nearby property?

D. A PROPOSED ZONING CLASSIFICATION SHOULD NOT HAVE AN ADVERSE EFFECT ON TRAFFIC FLOW, TRAFFIC SAFETY OR POPULATION DENSITY.

Relevant Questions

- (1) Is there adequate public or private parking for the proposed use and other uses permitted within the classification?
- (2) Would such uses create any problem of traffic congestion in the area?
- (3) Would such uses create any traffic safety problem with regard to ingress and egress, visibility or otherwise?
- (4) Would such uses necessitate changes in streets or sidewalks or traffic signage or signalization?
- (5) Would such uses contribute to an undesirable level of population density?
- (6) Would such uses substantially conflict with existing density patterns in the neighborhood?

E. A PROPOSED ZONING CLASSIFICATION SHOULD NOT HAVE ADVERSE ENVIRONMENTAL IMPACT.

Relevant Questions

- (1) Would the proposed use or other uses permitted within the classification create noise, dust, smoke or odors?
- (2) Would such uses affect air quality or water quality and quantity?
- (3) Would such uses create problems with drainage or soil erosion and sedimentation?
- (4) Would such uses aggravate problems with flood damage control?
- (5) Would such uses aggravate waste disposal problems?

F. A PROPOSED ZONING CLASSIFICATION SHOULD NOT HAVE ADVERSE AESTHETIC EFFECTS.

Relevant Questions

- (1) Would the proposed rezoning lead to removal of existing vegetation?
- (2) Would the proposed use incorporate new planting?
- (3) Would the proposed use necessitate unattractive structures or result in removal or alteration of historic structures?
- (4) Would the proposed use be visually compatible with the surrounding neighborhood?
- (5) Would the proposed use include machinery or work visible from the street or neighboring property?
- (6) Would the proposed use be adequately separated from conflicting uses by an appropriate buffer?

G. A REZONING SHOULD NOT RESULT IN COSTS TO THE PUBLIC DISPROPORTIONATE TO TAX REVENUES GENERATED BY THE PROPOSED USE.

Relevant Questions

- (1) Would the rezoning increase the cost of government in providing public utilities, schools, streets, police and fire protection, etc.?
- (2) What additional public facilities would be required?
- (3) To what extent would such increased costs be offset by increased tax revenues?

H. THE SUBJECT PROPERTY SHOULD BE SUITABLE FOR THE ZONED PURPOSES.

Relevant Questions

- (1) Is the property suitable for uses within the existing zoning classification?
- (2) Has the property been vacant as zoned, and if so, for what period or periods of time?
- (3) Are there substantial reasons why the property cannot be economically used in accordance with existing zoning?
- (4) Would the proposed rezoning benefit the general public in any way?
- (5) Would the proposed rezoning conform to or diverge from the comprehensive land use plan?

* * *

It is obvious that the foregoing standards are very general, not at all specific, and that the public and private interests cannot be balanced with mathematical certainty in a zoning decision. Moreover, particular zoning issues which may arise, considered in context, may suggest concerns in addition to the foregoing standards and further questions which will need to be addressed by the Commission. It can only be said that any zoning decision, to be lawful, must be based on a relative gain to the public, as compared to the hardship imposed upon private parties. Such decisions must never be based simply upon the numbers of supporters or opponents or other political factors without consideration of the standards.

Part II. Hearing Policies

The Georgia statutory law, O.C.G.A. § 36-66-5(a) provides:

Local governments shall adopt policies and procedures which govern calling and conducting hearings [on proposed zoning decisions]. . . and printed copies of such policies and procedures shall be available for distribution to the public.

In keeping with the foregoing statutory requirement, the City of Brunswick has adopted the following policies and procedures to govern calling and conducting hearings on proposed zoning decisions:

1. All public hearings on proposed zoning decisions shall be held in the Council Room in Brunswick City Hall.
2. Hearings may be held at either the regular morning meetings of the City Commission—that is, on the first Wednesday of each month at 8:30 A.M.—or at the regular evening meetings of the Commission—that is, on the third Wednesday of each month at 6:30 P.M. It is generally preferred that public hearings be held at the evening meetings in order to afford more convenient public participation.
3. Where the hearing is related to a proposed amendment initiated by the Commission, the Commission shall determine the time for the hearing and shall cause publication of the notice required by law.
4. Where the hearing is related to an application for rezoning initiated by a property owner or property owners, the Planning Staff of the City of Brunswick Department of Community Development shall establish an appropriate time for the hearing and shall be responsible for giving the notice required by law.
5. Such hearings shall be chaired by the Mayor, or in his absence, by the Mayor Pro Tem.
6. Upon opening the hearing, the presiding officer shall determine the number and identity of attendees who wish to speak in support of or opposition to the proposed zoning decision.
7. The presiding officer may then impose a reasonable time limit upon the individual speakers in attendance, which shall apply equally to all; provided, however, that an applicant for rezoning shall be given adequate time to present his argument.
8. Next in order, the presiding officer shall call for the recommendation of the Planning Staff and the reasons upon which the recommendation is based.
9. Following the presentation of the staff recommendation, the presiding officer shall call upon an applicant for rezoning, if any, or his representative to present his case.
10. The presiding officer shall then allow other citizens present to speak in support of the proposed zoning decision.
11. The presiding officer shall then allow other citizens present to speak in opposition to the proposed zoning decision.
12. The presiding officer shall then allow an applicant or his representative a brief opportunity for rebuttal, following which there shall be no further comment on the application from the audience.
13. The presiding officer shall then open the floor for discussion of the issues among the members of the City Commission and shall direct the discussion to a consideration of the standards set forth in Part I hereinabove.
14. As part of its decision the Commission shall show that the decision is not based on the numbers of supporters or opponents or other personal or political considerations.
15. The minutes of the hearing shall reflect the specific reasons for the decision of the City Commission.

(Ord. No. 1006, § 1, 11-19-2008)

STATE OF GEORGIA

COUNTY OF GLYNN

CITY MANAGER

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2023 (hereinafter the "Effective Date"), by and between **THE CITY OF BRUNSWICK, GEORGIA**, a political subdivision of the State of Georgia, acting through its Mayor and Board of Commissioners (hereinafter referred to as the "City" or "Employer") and Regina McDuffie (hereinafter referred to as "City Manager" or "Employee").

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WITNESSETH

WHEREAS, the City desires to retain the services of said Employee as City Manager of the City of Brunswick as provided by Article III, Section 3.10 in the Municipal Charter of the City of Brunswick and said Employee desires to accept such position;

NOW, THEREFORE, in consideration of the mutual covenants and conditions flowing to each party, the sufficiency of which is acknowledged by both parties, it is agreed as follows:

Section 1. Duties and Authority

The City Manager shall perform the duties identified in Article V, Section 5.10 of the Municipal Charter of the City of Brunswick and further identified in the Code of Ordinances of the City of Brunswick, the City of Brunswick policies and procedures, and by state law. The functions and duties of the City Manager shall also include but not be limited to the following:

- a. The City Manager shall serve at the pleasure of the Mayor and Board of Commissioners and under the direction and supervision of the Mayor and Board of Commissioners.
- b. Serve as the chief administrative officer of the City and be responsible to the Mayor and City Commission for proper administration of all affairs of the City.
- c. Attend various meetings and workshops of the City.
- d. Keep the Mayor and City Commission fully advised of the financial condition of the City and its future needs.

- e. Perform such other legally permissible and proper duties and functions as the Employer shall from time to time assign.
- f. Although an “at will employee” and not an employee covered by the City of Brunswick Human Resources Standards of Practice, the City Manager is bound by the City of Brunswick Human Resources Standards of Practice except as modified herein.

Section 2. Term

- a. The initial term of this Agreement shall be one (1) year from the Effective Date.
- b. Upon the completion of the initial year term, this agreement shall automatically renew, for successive one-year terms unless the City Manager or the Mayor and Board of Commissioners give at least one hundred and fifty (150) days advanced written notice of any intention not to renew such contract.
- c. The City Manager shall serve at the pleasure of the Mayor and Board of Commissioners and nothing herein shall be taken to imply or suggest a guaranteed tenure.
- d. Nothing in this agreement shall prevent or otherwise interfere with the right of the City Manager to resign at any time from his position with Employer.
- e. The City Manager agrees to remain in the exclusive employ of the City of Brunswick while employed by the City.
- f. In the event the Employee voluntarily resigns as City Manager, then Employee shall give the Mayor and Board of Commissioners sixty (60) days written notice unless the parties agree otherwise.

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Section 3. Compensation

- a. Employee shall receive monthly compensation based on an annual base salary of \$105,000 payable in installments at the same time that the other employees of the Employer are paid.
- b. This agreement shall be automatically amended to reflect any salary adjustments that are provided or required by the Employer's compensation policies.
- c. Consideration shall be given on an annual basis to increasing compensation following the annual performance review conducted by the Mayor and Board of Commissioners.

Section 4. Other Terms and Conditions of Employment

- a. GENERALLY. All provisions of the City Human Resources Standards of Practice and regulations and rules of Employer relating to vacation and sick leave, retirement and pension system contributions, holidays, and other fringe benefits and working conditions as they now exist or hereafter may be amended, shall also apply to Employee as they would to other employees of Employer, in addition to said benefits enumerated specifically for the benefit of Employee as herein provided.
- b. CELLULAR PHONE. Employer shall provide Employee with a cellular phone for his or her use. Should Employee be discharged or terminate this Agreement, this benefit shall cease immediately and Employee shall return the cellular telephone to Employer.
- c. CAR ALLOWANCE. Employer shall pay Employee ~~\$500.00~~ \$600.00 per month as a car allowance for use of his or her automobile within the City of Brunswick and Glynn County. Employee will be compensated at the same rate that Employer's other employees are compensated for out of City travel. Should Employee be discharged or terminate this Agreement, this car allowance shall cease immediately.
- d. ANNUAL (VACATION) LEAVE. Employee shall begin to accrue and accumulate annual (vacation) in accordance with Section 4.2 of the City of Brunswick, Human Resources Standards of Practice. Employee's vacation leave shall be capped at a maximum 160 accrued hours per year. Employee shall continue to accrue vacation leave until such time as employee has accrued a maximum of 240 vacation hours. Employee shall be eligible to use forty (40) vacation hours upon the commencement of employment. Said hours shall be considered an "up-front" accumulation of vacation hours. Employee shall not begin to accrue additional vacation hours until such time as the Employee has been employed long enough to accrue the forty (40) hours set forth above. For the purposes of this Contract, Employee shall be considered a full-time employee with more than 10 years of service as identified in Section 4.2 of the City of Brunswick, Human Resources Standards of Practice.
- e. SICK LEAVE. Employee shall accrue sick leave at a rate equal to that which is provided to all other employees of the Employer as reflected in Section 4.3 of the City of Brunswick, Human Resources Standards of Practice. Employee's sick leave shall be capped at a maximum 120 accrued hours per year. Employee shall continue to accrue sick leave until such time as employee has accrued a maximum of 720 sick hours.

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f. INSURANCE. Employee shall be eligible to receive life insurance coverage equal to that which is provided to other employees of the Employer.

g. PENSION. Employee shall be covered or eligible for coverage under Employer's Defined Benefit Plan.

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h. MOVING EXPENSES. Employer shall reimburse Employee up to \$6,000 for moving expenses. Moving expenses may be used to cover the following expenses:

i. The hiring of a properly licensed and insured professional moving company to pack, move, and unpack the personal property of Employee and his immediate family from their primary residence to Brunswick, Georgia. Employee shall receive firm written quotes from at least three (3) licensed and insured professional moving companies for such services and shall select and use the moving company that submits the lowest quote. Employee shall pay the invoice for such services and then seek the reimbursement from Employer by submitting all quotes received, the invoice, and receipt reflecting payment.

ii. Reimbursement for mileage from their primary residence to the Brunswick, Georgia are for the purpose of securing housing.

iii. Up to \$2,000 of the \$6,000 allotted may be used for the purpose of securing temporary housing in the Brunswick, Georgia area until such time Employee can secure permanent housing.

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i. DEFERRED COMPENSATION. The City shall contribute into the supplemental retirement plan for the City Manager in accordance with Section 457(f) of the Internal Revenue Code which shall be incorporated into this Agreement. Under the terms of said supplemental plan, the City shall contribute \$15,000 for each year of this Agreement that the City Manager is employed by the City. The supplemental retirement plan benefits shall be paid to the City Manager in accordance with the Internal Revenue Code and IRS regulations.

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Section 5. General Business Expenses

a. Employer agrees to budget and pay for professional dues and subscriptions of the Employee necessary for continuation and full participation in the Georgia Municipal Association (GMA), Georgia City/County Management Association (GCCMA) and the International City/County Management Association (ICMA).

- b. Employer agrees to budget and pay for reasonable travel and subsistence expenses of Employee for professional and official travel, meetings and occasions to adequately continue the professional development of Employee and to pursue necessary official functions for Employer, including but not limited to, annual state conferences and such other national, regional, state and local governmental groups and committees in which Employee serves as a member.
- c. Employer agrees to budget and pay for reasonable travel and subsistence expenses for Employee for short courses, institutes and seminars that are necessary for the Employee's professional development and for the good of the Employer.
- d. The Employer acknowledges the value of having Employee participate and be directly involved in local civic clubs or organizations. Accordingly, Employer shall pay for the reasonable membership fees and/or dues for membership in one civic club or organization of the Employee's choosing upon prior approval of said civic club or organization by Employer.

Section 6. Termination

6.1 Grounds for Termination by the Employer

This agreement may be terminated by the Employer for just cause upon thirty (30) days written notice to the Employee. Just cause is defined for purposes of this Agreement as:

- a. a finding by the Employer of gross misconduct by the Employee, including but not limited to theft, embezzlement, fraud, bribery or other conduct which shocks the conscience, whether such conduct occurs within or outside the scope of the employment;
- b. after a thirty (30) day period of notice and an opportunity for correction, the Employee continues to violate a written policy adopted by the Board of Commissioners;
- c. conviction or plea of nolo contendere by the Employee to a felony or crime of moral turpitude; or
- d. willful, misuse, conversion or misappropriation by the Employee without authority of public property or public funds entrusted to him.

6.2 No Additional Compensation or Benefits for Just Cause Termination

In the event the Employee is terminated for just cause, he shall not be entitled to any severance pay or other compensation or benefits not available generally to all other

employees, subject to Georgia law. Employee shall be entitled to continue his participation in the Employer's group health and flexible benefits plans in the same way any other employee would be, subject to COBRA rules and regulations.

6.3 Termination by the Employer Without Just Cause

The Employee may be terminated without just cause or given the opportunity to resign in lieu of termination by the Employer upon thirty (30) days written notice to the Employee. In either case, the Employee shall be entitled to the following compensation and benefits:

- a. Payment of all compensation referred to as base salary called for by Section 3 of this Agreement as severance for a period of three (3) months (Severance Period) after the thirty (30) day notice period; and
- b. During the Severance Period, Employee will continue to receive full health and pension benefits. Car and cellular phone allowances will cease after the thirty (30) day notice period;
- c. At the end of the Severance Period, Employee will be compensated for all accrued annual leave hours, including annual leave that would have accrued within the Severance Period, based on the provisions and limitations on accrued vacation hours found in Section 4 of this Agreement.
- d. In the event that Employer implements an organization wide reduction in pay for all other employees during the term of this Agreement, Employer hereby agrees a reduction of Employee's salary and/or other financial benefits contained herein shall not be by any greater percentage than the one all other employees received.

6.4 Resignation by Employee

In the event Employee voluntarily resigns from his position with the Employer, the Employee shall give the Employer sixty (60) days written notice unless the Parties otherwise agree. The Employee shall be entitled to receive payment of all accrued annual leave hours subject to the limitations found in Section 4 of this Agreement, but shall not be entitled to receive the severance pay, sick leave or any other thing of value set forth in this Agreement. However, accrued sick leave shall be applied as set forth in the City of Brunswick, Georgia, Defined Benefit Pension Plan. If the Employee fails to provide sixty (60) days written notice and be found to have resign not in good-standing, Employee shall not be entitled to receive compensation for accrued annual leave. Should Employee be found to have resigned in good-standing having provided a reasonable explanation for said resignation, Employee shall be entitled to receive compensation for accrued annual leave.

Section 7. Performance Evaluation

Employee shall receive any market adjustment or other compensation given to employees generally. Employer shall annually review the performance of the Employee in June subject to a process, form, criteria and format for the evaluation which shall be mutually agreed upon by the Employer and Employee. The process, at a minimum, shall include the opportunity for both parties to prepare a written evaluation, meet and discuss the evaluation and present a written summary of the evaluation results. The final written evaluation should be completed and delivered to the Employee within fifteen (15) days of the evaluation meeting.

Section 8. Hours of Work

For FLSA purposes, Employee is an exempt employee who is expected to engage all those hours of work necessary to fulfill the obligations of his position of employment. Employee does not have pre-established hours as he is expected to be available at all times, except during periods of approved leave. Employee acknowledges his employment is primary to all other activities and ventures he may pursue or engage in for profit.

Section 9. Outside Activities

The employment provided for by this Agreement shall be the Employee's sole employment. However, it is recognized that certain outside consulting or teaching opportunities provide indirect benefits to the Employer and the community. Subject to the approval by the Mayor and Board of Commissioners, the Employee may elect to accept limited teaching, consulting or other business opportunities provided that such arrangements do not interfere with and do not constitute a conflict of interest with his or her responsibilities under this Agreement.

Section 10. Indemnification

Beyond that required under Federal, State or local law, Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Manager or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful, wanton or criminal misconduct. The Employer shall indemnify employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses or legal proceedings including attorneys fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his or her duties; provided, however, the City shall not defend, save harmless, indemnify, or pay settlement and/or judgment rendered upon any claim arising from intentional acts or acts of criminal negligence.

Employer may meet its obligations under this provision by the purchase of insurance or participation in a risk pool. Such purchase or participation shall fully satisfy the Employer's obligation under this provision.

Section 11. Bonding

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 12. Other Terms and Conditions of Employment

The Employer, only upon agreement with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Brunswick Code of Ordinances or any other law.

Except as otherwise provided in this Agreement, the Employee shall be entitled to the highest level of benefits that are enjoyed by other department directors or general employees of the Employer as provided by local legislation, ordinance, personnel rules and regulations or by practice.

Section 13. Notices

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

EMPLOYER: Board of Commissioners – City of Brunswick
P.O. Box 550
601 Gloucester Street
Brunswick, Georgia 31521

EMPLOYEE: _____

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit or such written notice in the course of transmission in the United States Postal Service.

Section 14. General Provision

- a. Complete Agreement. This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this Agreement during the life of the Agreement.
- b. Binding Effect. This Agreement shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.
- c. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.
- d. Law. This Agreement shall be governed and interpreted by Georgia Law.

IN WITNESS WHEREOF, The City of Brunswick, Georgia has caused this Agreement to be signed and executed in its behalf by its Mayor and Board of Commissioners, and duly attested by its City Clerk, and the Employee has signed and executed this Agreement, both in duplicate (both of which shall constitute an original), the date and year first above written.

CITY OF BRUNSWICK, GEORGIA:

EMPLOYEE:

COSBY H. JOHNSON, MAYOR

REGINA M. MCDUFFIE, EMPLOYEE

JULIE MARTIN, MAYOR PRO TEM

DATE

FELICIA HARRIS, COMMISSIONER

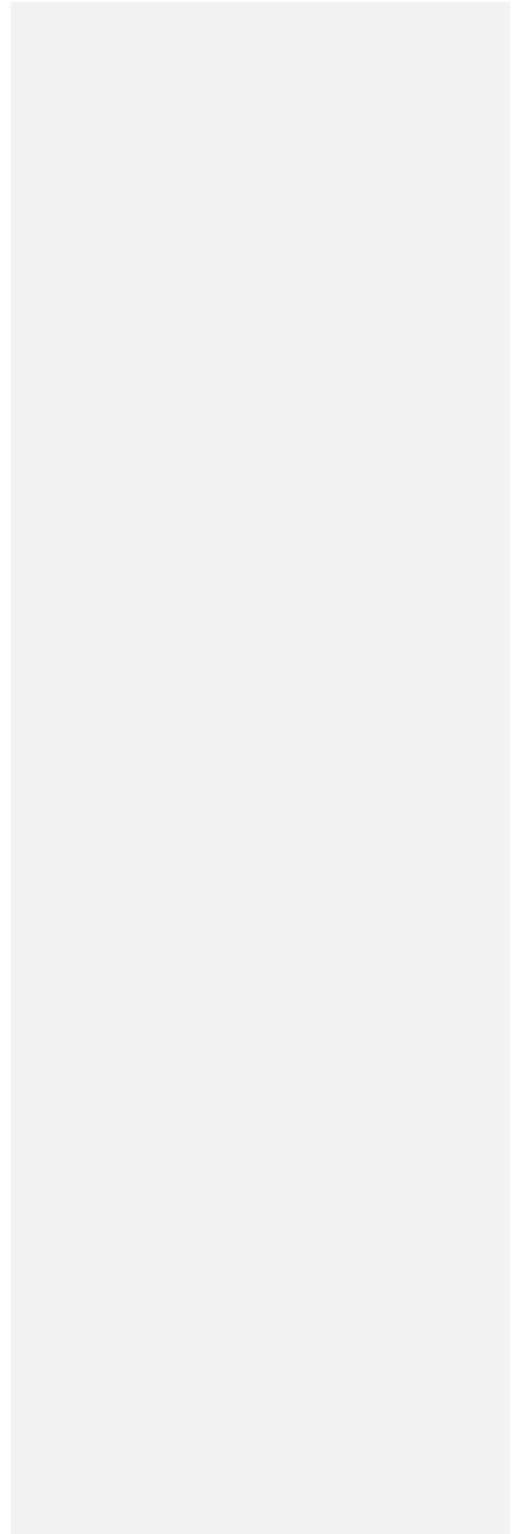
KENDRA ROLLE, COMMISSIONER

JOHN A. CASON, III COMMISSIONER

ATTEST:

NAOMI ATKINSON, CITY CLERK

DATE



STATE OF GEORGIA

COUNTY OF GLYNN

CITY MANAGER

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2023 (hereinafter the “Effective Date”), by and between **THE CITY OF BRUNSWICK, GEORGIA**, a political subdivision of the State of Georgia, acting through its Mayor and Board of Commissioners (hereinafter referred to as the “City” or “Employer”) and Regina McDuffie (hereinafter referred to as “City Manager” or “Employee”).

WITNESSETH

WHEREAS, the City desires to retain the services of said Employee as City Manager of the City of Brunswick as provided by Article III, Section 3.10 in the Municipal Charter of the City of Brunswick and said Employee desires to accept such position;

NOW, THEREFORE, in consideration of the mutual covenants and conditions flowing to each party, the sufficiency of which is acknowledged by both parties, it is agreed as follows:

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- c. Attend various meetings and workshops of the City.
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- f. Although an “at will employee” and not an employee covered by the City of Brunswick Human Resources Standards of Practice, the City Manager is bound by the City of Brunswick Human Resources Standards of Practice except as modified herein.

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- a. **GENERALLY.** All provisions of the City Human Resources Standards of Practice and regulations and rules of Employer relating to vacation and sick leave, retirement and pension system contributions, holidays, and other fringe benefits and working conditions as they now exist or hereafter may be amended, shall also apply to Employee as they would to other employees of Employer, in addition to said benefits enumerated specifically for the benefit of Employee as herein provided.
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- f. INSURANCE. Employee shall be eligible to receive life insurance coverage equal to that which is provided to other employees of the Employer.
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 - ii. Reimbursement for mileage from their primary residence to the Brunswick, Georgia are for the purpose of securing housing.
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The employment provided for by this Agreement shall be the Employee's sole employment. However, it is recognized that certain outside consulting or teaching opportunities provide indirect benefits to the Employer and the community. Subject to the approval by the Mayor and Board of Commissioners, the Employee may elect to accept limited teaching, consulting or other business opportunities provided that such arrangements do not interfere with and do not constitute a conflict of interest with his or her responsibilities under this Agreement.

Section 10. Indemnification

Beyond that required under Federal, State or local law, Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Manager or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful, wanton or criminal misconduct. The Employer shall indemnify employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses or legal proceedings including attorneys fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his or her duties; provided, however, the City shall not defend, save harmless, indemnify, or pay settlement and/or judgment rendered upon any claim arising from intentional acts or acts of criminal negligence.

Employer may meet its obligations under this provision by the purchase of insurance or participation in a risk pool. Such purchase or participation shall fully satisfy the Employer's obligation under this provision.

Section 11. Bonding

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 12. Other Terms and Conditions of Employment

The Employer, only upon agreement with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Brunswick Code of Ordinances or any other law.

Except as otherwise provided in this Agreement, the Employee shall be entitled to the highest level of benefits that are enjoyed by other department directors or general employees of the Employer as provided by local legislation, ordinance, personnel rules and regulations or by practice.

Section 13. Notices

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

EMPLOYER: Board of Commissioners – City of Brunswick
P.O. Box 550
601 Gloucester Street
Brunswick, Georgia 31521

EMPLOYEE: _____

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit or such written notice in the course of transmission in the United States Postal Service.

Section 14. General Provision

- a. Complete Agreement. This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this Agreement during the life of the Agreement.
- b. Binding Effect. This Agreement shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.
- c. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.
- d. Law. This Agreement shall be governed and interpreted by Georgia Law.

IN WITNESS WHEREOF, The City of Brunswick, Georgia has caused this Agreement to be signed and executed in its behalf by its Mayor and Board of Commissioners, and duly attested by its City Clerk, and the Employee has signed and executed this Agreement, both in duplicate (both of which shall constitute an original), the date and year first above written.

CITY OF BRUNSWICK, GEORGIA:

EMPLOYEE:

COSBY H. JOHNSON, MAYOR

REGINA M. MCDUFFIE, EMPLOYEE

JULIE MARTIN, MAYOR PRO TEM

DATE

FELICIA HARRIS, COMMISSIONER

KENDRA ROLLE, COMMISSIONER

JOHN A. CASON, III COMMISSIONER

ATTEST:

NAOMI ATKINSON, CITY CLERK

DATE