

# 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  
Felicia M. Harris, Commissioner  
Lance Sabbe, Commissioner  
Gwen Atkinson-Williams, Commissioner  
Kendra L. Rolle, Commissioner

City Attorney  
Brian D. Corry

City Manager  
Regina M. McDuffie

## AGENDA

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### BRUNSWICK CITY COMMISSION

#### WORK SESSION

WEDNESDAY, JANUARY 17, 2024 AT 5:30 P.M.

1229 NEWCASTLE STREET, 2<sup>nd</sup> FLOOR

&

STREAMED LIVE AT THE BELOW WEB ADDRESS:

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

## DISCUSSION

1. Millicent Cross, Founder Totally Free, Inc. to update commission about her organization.

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## AGENDA

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### BRUNSWICK CITY COMMISSION

#### REGULAR SCHEDULED COMMISSION MEETING

WEDNESDAY, JANUARY 17, 2024 AT 6:00 P.M.

1229 NEWCASTLE STREET, 2<sup>nd</sup> FLOOR

&

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

**CALL TO ORDER \*\*INVOCATION \*\*PLEDGE OF ALLEGIANCE**

## APPROVAL OF AGENDA

1. Adoption of January 17, 2024 Regular Meeting Agenda.

## PUBLIC COMMENT

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

2. Proclamation Presentation Recognizing Amendments to Equal Rights Act. (Encl. 1)

**APPOINTMENT(S)**

3. Downtown Development Authority – One Appointment

**ITEM(S) TO CONSIDER FOR APPROVAL**

4. Consider Approval of January 3, 2024 Regular Scheduled Meeting Minutes. *(subject to any necessary changes.) (N. Atkinson) (Encl. 2)*

5. Consider Approval of Alcohol License Renewal for Bottle Time Liquor. *(A. Brown) (Encl. 3)*

6. Consider Approval of 3210 Glynn Avenue Site Plan Approval. *(J. Hunter) (Encl. 4)*

7. Consider Approval of Resolution Number 2024-01 ~ Submission of to Georgia Department of Community Affairs for a Community Housing Investment Program (CHIP) Grant of \$1,500,000. *(J. Hunter) (Encl. 5)*

8. Consider Approval of Resolution 2024-02 ~ Adoption of Housing and Neighborhood Revitalization Program Polices. *(J. Hunter) (Encl. 6)*

9. Consider Appointment of Planning and Appeals Commission Chairperson. *(J. Hunter) (Encl. 7)*

10. Consider Approval Police Department Surplus Vehicles. *(K. Jones) (Encl. 8)*

**CITY ATTORNEY'S OFFICE**

11. Discussion ~ Amendment to Planning and Appeals Commission Ordinance. ~ *(J. Hunter) (Encl. 9)*

**EXECUTIVE SESSION**

*Mayor and City Council of  
Brunswick, Georgia*

**Proclamation**

**WHEREAS**, the “Equality of Rights under the law shall not be denied or abridged by the United States or by any state on account of sex”— section 1 of the currently unpublished 28<sup>th</sup> Amendment of the US Constitution; and

**WHEREAS**, on December 10, 1923, the Equal Rights Amendment (ERA), written by Alice Paul and Crystal Eastman was introduced to Congress by Senator Curtis of Kansas. Three years after the ratification of the 19<sup>th</sup> Amendment that gave women the right to vote; and

**WHEREAS**, the National Woman’s Party sponsored the bill and continued grassroots activism across the Country to advocate that it would one day become law; and

**WHEREAS**, 50 years have passed since the Equal Rights Act left Congress on the road to ratification, and 100 years since Alice Paul and the National Woman's Party asserted that women should be equal with men.

**WHEREAS**, the effort to enshrine equality for women in our Constitution continues with Triana Arnold James, President for the Georgia National Organization for Women and its members.

**NOW, THEREFORE**, I, Cosby H. Johnson, Mayor of the City of Brunswick, along with my fellow Commissioners recognize January 17, 2024, as “**Equal Rights Day**” in Brunswick and acknowledge the tenacious efforts of women-led organizations that continue to fight for an equal right to life, liberty, and the pursuit of happiness.

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

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Cosby H. Johnson, Mayor

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Naomi D. Atkinson, City Clerk

Date: January 17, 2024

**OFFICIAL MINUTES  
BRUNSWICK CITY COMMISSION  
REGULAR SCHEDULED MEETING  
WEDNESDAY, JANUARY 3, 2024**

**AT 6:00 P.M.**

**1229 NEWCASTLE STREET, 2<sup>nd</sup> FLOOR**

**&**

**STREAMED LIVE AT THE BELOW WEB ADDRESS:**

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

**PRESENT:** Honorable Mayor Cosby Johnson, Commissioner Felicia Harris, Commissioner Kendra Rolle, Commissioner Lance Sabbe and Commissioner Gwen Atkinson-Williams

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

**INVOCATION:** Pastor John Fields, First Jordon Missionary Baptist Church

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

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Mayor Johnson recognized the following individuals in the audience:

Former Commissioner Julie Martin, Former Commissioner John Cason III, former County Commissioner Gladys Lyde, County Commissioner Booker, Former Mayor Cornell Harvey, Former Commissioner Davis and Congressman Buddy Carter.

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**OATH OF OFFICE**

- 1) Swearing in of Commissioner-Elect Gwen Atkinson-Williams ~ (*Honorable Senior Judge Orion L. Douglass*)

Commissioner-Elect Gwen Atkinson-William's oath of office was administered by the Honorable Senior Judge Orion L. Douglass

- 2) Swearing in of Commissioner-Elect Lance Sabbe ~ (*Honorable Senior Judge Orion L. Douglass*)

Commissioner-Elect Lance Sabbe's oath of office was administered by the Honorable Senior Judge Orion L. Douglass

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Post swearing in:

Commissioner Gwen Atkinson-Williams addressed the audience thanking everyone for their support and stated she was ready to serve.

Commissioner Lance Sabbe addressed the audience thanking everyone for their support.

**APPROVAL OF AGENDA**

1. Adoption of January 3, 2024 Regular Meeting Agenda.

Commissioner Harris made a motion to adopt January 3, 2024 agenda, seconded by Commissioner Sabbe. Motion passed unanimously.

**PUBLIC COMMENT** – (*There was no public comments during this meeting.*)

## **APPOINTMENT(S)**

2.

- I. 2024 Mayor Pro Tem  
Commissioner Rolle made a motion to appoint Commissioner Harris as 2024 Mayor Pro Tem; seconded by Commissioner Sabbe. Motion passed unanimously.
- II. Coastal Regional Commission Council ~ *Mayor Appointment ~ One Appointment Member of Commission*  
Mayor Johnson appointed Commissioner Sabbe to the above-referenced Council.
- III. Brunswick-Glynn Joint Water and Sewer Commission ~ *One Appointment Member of Commission*  
Mayor Pro Tem Harris made a motion to appoint Commissioner Sabbe to the above-referenced commission; seconded by Commissioner Rolle. Motion passed unanimously.
- IV. Glynn-Brunswick Land Bank Authority ~ *One Appointment Member of Commission*  
Mayor Pro Tem Harris made a motion to appoint Commissioner Rolle to the above-referenced authority; seconded by Commissioner Sabbe. Motion passed unanimously.
- V. Pension Advisory Committee ~ *One Appointment Member of Commission*  
Commissioner Rolle made a motion to appoint Commissioner Atkinson-Williams to the above-referenced committee; seconded by Commissioner Sabbe. Motion passed unanimously.

## **ITEM(S) TO CONSIDER FOR APPROVAL**

3. Consider Approval of December 20, 2023 Regular Scheduled Meeting Minutes. (*subject to any necessary changes.*) (*N. Atkinson*)  
Mayor Pro Tem Harris made a motion to approve the above-referenced minutes; seconded by Commissioner Rolle. Motion passed unanimously.

## **EXECUTIVE SESSION**

There was not an executive session held during this meeting.

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

**MEETING ADJOURNED** – *meeting adjourned at 6:19 p.m.*

/s/Cosby H. Johnson

Cosby H. Johnson, Mayor

Attest: /s/ Naomi D. Atkinson

Naomi D. Atkinson

City Clerk

**Alcohol License Renewal 12.20.23/Deferred to 1/17/24**

<b>Name of Business</b>	<b>Business Owner/Manager</b>	<b>Business Address</b>	<b>Permit Type</b>
Bottle Time Liquor	Owner: Shaili Dalal	1900 First St., Brunswick, GA	Packaged sales of beer, wine, and liquor

**Previous Violation Renewal**



**SUBJECT:** 90% Site Plan Approval | 3210 Glynn Avenue |

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**COMMISSION ACTION REQUESTED ON:** January 17, 2024

**PURPOSE:** See attached Staff Report

**HISTORY:**

**FACTS AND ISSUES:**

**BUDGET INFORMATION:** N/A

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**OPTIONS:**

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

**DEPARTMENT RECOMMENDATION ACTION:**

- Approve Site Plan
- 

**DEPARTMENT:** PDC

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Prepared by: John Hunter, Director

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**ADMINISTRATIVE COMMENTS:**

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**ADMINISTRATIVE RECOMMENDATION:**

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*Regina M. McDuffie*  
City Manager

1/9/24  
Date

# **Site Plan Review**

**(3210 Glynn Avenue)**

**John Hunter**

***Director***

***Planning, Development, & Codes***

**Brunswick City Commission**

**January 3, 2024**



Maritime Homes, LLC, owner, has submitted a site plan for review by the Planning and Appeals Commission. This review and recommendation was required by the City Commission as a part of their approval of the request to rezone the property to PD-G in 2022. This site plan covers the portion of the development at 3210 Glynn Avenue.



## Proposed Development

Maritime Homes, LLC proposes the construction of 54 cottages, 36 condominium units, and 3 commercial buildings, and associated parking and infrastructure on 15.28 acres.

## Staff Analysis

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

### Task 1: Review for consistency with PD Text

- 1) Do the proposed uses follow the PD Text? *Yes*
- 2) Does the site plan follow the development requirements established by the PD Text?
  - *Residential follows our standard setback, heights, density used in GR citywide. 15 ft front/5 side/10 rear.*
  - *Commercial setback follow those outlined in GADF.*
  - *Density for Cottages is based on Single Family GR = 9 units an acre*
    - *54 units shown on 6 acres = 9 units per acre*
  - *Density for Multi-Family (condos) is based on Multi-Family GR = 20 units per acre*
    - *36 units shown on 5.97 acres = 6 units per acre*

This does represent an increase of 27 residential units when compared to the Concept Plan. However, as shown above it meets the density standards for each location and unit type as outlined in the PD text. The PD density is also identical to the standards in the Brunswick General Residential Zoning currently.

- 3) Water/Sewer: Water Sewer Plan connects as discussed in PD Text: *Yes*

### Task 2: Review for consistency with Concept Plan

The site plan shows a natural evolution from Concept Plan to a reality that reflects development constraints. The Commercial portion is consistent with the Concept Plan. However, what was envisioned as Townhouses in the Concept Plan has changed to a “cottage” style development, with 54 single-family units replacing the Townhouses and Multi-Family (Condos) south of Riverside/Norman St. This reflects the impact of a significant effort to work within the natural setting and preserve existing tree canopy. As Single-Family and Multi-Family are allowed uses within the PD Text, this does not constitute a deviation from the PD and has a beneficial impact on the development as it reduces the potential density.

### Task 3: Review for General Regulations and Ordinances

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

- 1) Multi-Family Parking – With the adoption of the new Zoning Ordinance, Multi-Family development of 2-bedroom units with more than 25 units requires 1.75 spaces per unit. 63 required for units; 73 are provided.
- 2) Single -Family Parking – 108 Spaces required (2 per unit); 129 provided.
- 3) Commercial Parking – The commercial portion anticipates 17,000 square feet of office space and 5,000 square feet of restaurant space. Our ordinance requires 1 space per 300 GSF of Office use (57 spaces) and 1 space per 100 GSF of restaurant use including outdoor seating (50 spaces). 116 spaces are provided, exceeding the amount required.
- 4) Buffers – No buffer required between adjacent residential or adjacent commercial properties.

5) Flood Damage Prevention

- LiMWA line -- This is the Limit of Moderate Wave Action. Any development on the east (seaward) side of this line must comply with V-zone regulations. This is discussed in Section 11-55 of the ordinance, and is reflected on the site plan. The impacts on building design and site conditions will be reviewed as a part of the building permit approval process.
- Freeboard requirement – The ordinance includes a one-foot freeboard requirement. Any of the development in the AE-10 zone on the landward side of the LiMWA line must have a FFE of 11.0 or higher. This requirement will be confirmed during the building permit approval process.
- Storm Water – Site plan reflects consideration of collecting storm water from impervious surfaces and detaining on site. Collection calculations, any required permits, etc. will be reviewed, verified and approved by the City Engineer prior to issuance of a building permit. Depth of detention may require fencing.

6) Sanitation: Dumpster/Compactor locations provided. **ADDED AT CONDO LOCATION IN 12/3 REVISIONS.**

7) Fire Access: Fire Marshal has reviewed and believes the current plan provides adequate access for equipment, other than the "tree split" at the northern. Suggested relocating planned planted tree, widening the northern arm and converting the adjacent parking to a Fire Access Lane. **ADDRESSED IN 12/3 REVISIONS**

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

9) Norman Street/Riverside Dr ROW Access: The developer has suggested that a roundabout be installed to address access and traffic control. City Engineering and Public Works has no issue with this solution. **REMOVED FROM PLAN IN 12/3 REVISION.**

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

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

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

**Guiding Principles state:**

1. Glynn Avenue should reflect vernacular architecture appropriate to coastal Georgia. – *Architectural review was not required by the PD-G approval, only the site plan. Architectural review will be conducted by staff prior to issuance of the Building Permits.*
2. Our marshes, waterways, and scenic vistas are natural resources that should be available and accessible to all. – *Principle is met by maintaining the 45' marsh setback and includes an access path within the setback.*
3. Responsible development should minimize impact to the sensitive natural environment, particularly along the eastern edge of Glynn Avenue. – *Principle is met by maintaining the 45' marsh setback.*
4. Access to properties along Glynn Avenue should be safely and easily accessible for pedestrians and cyclists, as well as motorists. – *Internal connectivity via sidewalks with connectivity to exterior sidewalks meet this principle.*
5. Individual development should respect and contribute positively to the public realm. – *There are no proposed public assets within the development, however maintaining the 45' marsh setback and introduction of a marsh front trail connecting Riverside/Norman with Glynn Avenue meets this principle. Addressing traffic concerns and safety with a roundabout also contributes to this principle.*
6. Glynn Avenue should evolve into an activity center that is complimentary to, but not competitive with, downtown Brunswick.
7. Investment in the public realm should guide and enhance private sector investment.

**The Design Principles state:**

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

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

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

*- Walkability is provided through the connectivity of internal sidewalks and the connection to US 17 sidewalks. There are no parallel public streets, however the alignment of buildings, parking, and travel lanes does mimic a traditional block format.*

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

*- The development involves commercial and 2 residential types within easy walking distance on a single site.*

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

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

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

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

*-The design mimics a traditional block form even though it is not installing public roads. Buildings entrances face the internal circulation and are set close to street fronts and are connected via a network of sidewalks.*

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

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

1) Existing Trees: 534 are inventoried on the site plan. 329 will be preserved and 205 removed. Of the 534 trees, 113 are considered “Specimen Trees” as defined in the GADF. 98 Specimen Trees will be preserved with 15 Specimen Trees noted for removal and replacement. The tree plan calls for the planting of 84 new trees to satisfy replacement tree, street tree, and parking island tree requirements. An additional note about the trees designated for removal – 86 are of the same species that qualify for “Specimen Tree” status (Live Oaks, Hackberry or Willow Oaks). Non-specimen species that will be removed includes 97 Palm Trees, 18 pines, 1 pecan, and 1 cedar. Total loss of specimen species trees on the site will be 2.

2) Landscaping

- Landscaping will need to feature native vegetation as outlined in GADF and plans will need to be submitted for permitting.
- Landscape plan will need to detail screening of dumpsters and any on-ground mechanical equipment
- Lighting, and signage are referenced that they will meet Sec. 23-23-7: Glynn Avenue Design Framework and will be verified during the building permit review process.

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

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

5) Bike racks will be required at each commercial and multi-family building.

6) Lot Coverage: The GADF limits lot coverage to 80%. Lot coverage is 32%.

- Commercial Lot coverage is 50.6%
- Single Family Lot Coverage is 37.5%
- Multi-Family Lot Coverage is 16.08%

7) Utilities: All utilities will be underground meeting the requirements of the GADF.

8) Access: Access to US 17 is granted via a permitting and design review process controlled by GDOT. A traffic study has been submitted to the City, and any improvements or signalization will be determined by GDOT. Access to Norman St/Riverside Drive does require a City ROW review. City Engineering has reviewed the proposed roundabout and has no issue with the proposed access solution. **PROPOSED ROUNDABOUT REMOVED IN 12/3 REVISION**

9) Shared Parking From Phase I: In the 90% Site Plan Approval for Phase I, the City Commission accepted the recommendation from Staff that Shared Parking be allowed between Phase I and Phase II. This would allow Phase I to meet parking requirements under the zoning requirements that existed at that time. On September 6, 2023 the City Commission passed a revised Zoning Ordinance at the recommendation of the Staff and the PAC that had been in development for 3 years. This included a revision to the parking requirements for Multi-Family Developments, creating a scale based on unit type. For developments with 2 bedroom units, the amount of required parking was reduced from 2 spaces per unit to 1.75. As Phase I has not been issued a Building Permit, this means that the required parking for Phase I of the PD was reduced from 408 spaces to 357. Phase I called for 311 spaces. This reduced the needed shared parking spaces to 46.

Since the approval of the Phase I site plan, the developer has purchased 800 Marshview Drive, which is to the east of Phase I. Their plan for the site includes an additional 24 2-bedroom apartments and additional parking. In total, between the two locations 402 parking spaces are provided. Under the parking standards, 399 spaces are required to satisfy the total 228

apartments. While 800 Marshview Drive is not a part of the PD-G, under the GADF shared parking between parcels and uses is encouraged. The proposed parking plan considers this. The parking requirements are now met for Phase I, and no shared parking will need to be considered in Phase II and all parking requirements have been satisfied.

## **PAC Recommendation**

The PAC reviewed the 90% plan at their December 13, 2023 meeting. The PAC approved a motion to recommend denial of the site plan, believing that the plan was not compliant with Section 23-16-2 (e)(3) which states ‘Traffic circulation shall not route commercial or office traffic through residential areas within or adjacent to the PD’; and that the plan did not seem “cohesive” and more information was needed to make a comfortable recommendation. That was seconded and approved 4-1 (Mr. Sabbe against).

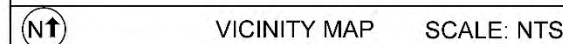
## **Staff Recommendation**

As outlined in the report, staff believes that the 90% site plan is compliant with the ordinances of the city and the regulations outlined within the PD-G approved previously by the City Commission. In response to the concerns of the PAC, staff believes that the concern about Section 23-16-2 (e)(3) is unfounded. The PD standards outline multiple types of Planned Developments – Residential Only PD’s; Mixed Use PD’s, and Non-Residential PD’s. The stated section of code should only apply to Non-Residential PD’s. Mixed-Use PD’s, or any allowed Mixed-Use Zoning classification are inherently mixes of commercial and residential uses – many times within the same buildings. Within mixed-use areas traffic patterns, parking, and other infrastructure is intentionally shared. Our own Glynn Avenue Design Standards reinforce this when stating “3. *Mixed-Use Environment*: The creation of a mixed use environment provides an ideal transition from more highway-oriented scale along US 17 to more neighborhood-compatible scale, while accommodating a variety of uses, including commercial, office, institutional, and residential.”

The intent of this review process was to show how a Planned Development went from Concept Plan to a Site Plan, and provide the City Commission a firm understanding of how the ordinances and requirements of the City influenced the final design.

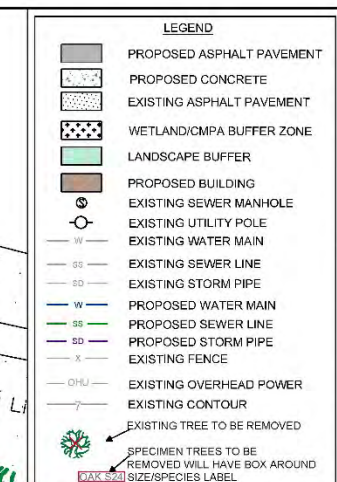
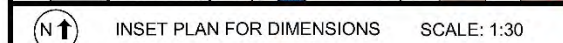
Staff recommends the approval of the 90% site plan by the City Commission with a condition. The Planning, Development and Codes Department, and the City Engineer both believe that the roundabout that was initially proposed on the Riverside Dr./Norman St. side of the project is a sound solution for traffic control, and recommend that the City Commission ask the developer for it to be added back to the plan as originally proposed.





THE PROPOSED DEVELOPMENT LIES WITHIN PARCEL 01-05275 (9.31 AC) AND PARCEL 01-07810 (5.97 AC) LOCATED IN THE CITY OF BRUNSWICK, GA. 1. THE DEVELOPMENT WILL BE SPLIT INTO THREE (3) SEPARATE PARCELS, COMMERCIAL (PARCEL 1), RESIDENTIAL (PARCEL 2), & RESIDENTIAL (PARCEL 3). THE COMMERCIAL DEVELOPMENT LOCATED ON PARCEL 1 WILL CONSIST OF 3 NEW COMMERCIAL BUILDINGS AND ASSOCIATED INFRASTRUCTURE. THE RESIDENTIAL DEVELOPMENT LOCATED ON PARCEL 2 WILL CONSIST OF 54 COTTAGES AND ASSOCIATED INFRASTRUCTURE. THE RESIDENTIAL DEVELOPMENT LOCATED ON PARCEL 3 WILL CONSIST OF 36 CONDOMINIUM UNITS AND ASSOCIATED INFRASTRUCTURE.

1. DEVELOPMENT STANDARDS  
GLYNN AVENUE DESIGN FRAMEWORK  
ZONING: PD-G, PLANNED DEVELOPMENT-GENERAL  
MAXIMUM BUILDING HEIGHT: 60 FEET
2. THE PROPOSED FINISHED FLOOR ELEVATION SHALL BE SET A MINIMUM 1-FOOT ABOVE THE BASE FLOOD ELEVATION (AS PER CH. 11, ARTICLE II, SEC. 11-92.)
3. PROPOSED UTILITIES  
WATER: THE PROPOSED WATER WILL TIE INTO THE EXISTING 8" PVC WATER MAIN, RUNNING PARALLEL WITH U.S. HIGHWAY 17 ON THE EAST SIDE OF THE RIGHT OF WAY. ON-SITE WATER WILL BE PUBLICLY OWNED AND MAINTAINED, IN EASEMENTS.  
  
SEWER: THE PROPOSED GRAVITY SEWER FOR THE TWO RESIDENTIAL PARCELS WILL BE CONNECTED TO THE EXISTING 8" VCP SEWER SYSTEM LOCATED IN RIVERSIDE DRIVE. THE PROPOSED GRAVITY SEWER FOR THE COMMERCIAL PARCEL WILL BE CONNECTED TO THE EXISTING 8" VCP SEWER SYSTEM LOCATED ALONG U.S. HIGHWAY 17. ON-SITE SANITARY SEWER WILL BE PUBLICLY OWNED AND MAINTAINED, IN EASEMENTS.  
  
STORM WATER: A STORM PIPE SYSTEM WILL BE PROVIDED ON-SITE AND ROUTED TO AN ON-SITE DETENTION AREA AND DISCHARGE TO AND EXISTING SALT MARSH LOCATED ON THE NORTH AND EAST SIDE OF THE PROPERTY. ON-SITE STORM SEWER WILL BE PRIVATELY OWNED AND MAINTAINED.  
  
ELECTRIC: ELECTRIC UTILITIES WILL BE PROVIDED ON-SITE AND WILL BE UNDERGROUND.
4. ACCORDING TO FEMA FLOOD INSURANCE RATE MAPS 13127C0236H & 13127C0237H DATED 1/5/2018, THE SITE IS LOCATED IN ZONE AE (ELEV. 10 & 11) WHICH IS IN A SPECIAL FLOOD HAZARD AREA. THE ENTIRETY OF THE SITE IS ALSO LOCATED IN THE LIMIT OF MODERATE WAVE ACTION (LWMA) ZONE.
5. EXTERIOR LIGHTING WILL COMPLY WITH THE GLYNN AVENUE DESIGN FRAMEWORK (23-237).
6. SIGNAGE FOR THIS SITE WILL BE COMPLIANT WITH THE GLYNN AVENUE DESIGN FRAMEWORK (23-237).
7. "REFUSE WILL BE MANAGED ON-SITE BY WAY OF DUMPS/TERMINAL/COMPACTOR" FOR THE COMMERCIAL PARCEL AND INDIVIDUAL REFUSE COLLECTION CONTAINERS WILL MANAGE THE RESIDENTIAL PARCELS.
8. HORIZONTAL DATUM IS BASED ON NAD 83, VERTICAL DATUM IS BASED ON NAVD88.

[illegible]

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SITE PLAN FOR ISLAND VIEW

RESIDENTIAL AND COMMERCIAL DEVELOPMENT  
CITY OF BRUNSWICK, GEORGIA

PREPARED FOR:  
MARITIME HOMES, LLC.

DATE: 12/01/23  
PROJECT NUMBER: 21176

DRAWN BY: OAG

CHECKED BY: JDR

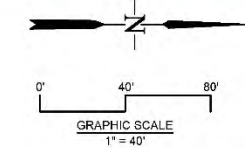
SCALE: 1"=40' (FOR 24"X36" PLOT)

1

SHEET:



Know what's below.  
Call before you dig









COMMERCIAL DEVELOPMENT(PARCEL 1) NOTES	
1.	INTENDED USE: THE PROPOSED COMMERCIAL DEVELOPMENT LIES WITHIN PARCELS 01-05275. THE PROPOSED PROJECT WILL CONSIST OF THREE (3) BUILDINGS, TWO (2) BUILDINGS @ APPROXIMATELY 8,000 SF EACH AND ONE (1) BUILDING @ APPROXIMATELY 6,000 SF. THE DEVELOPMENT WILL ALSO INCLUDE A NEW PARKING LOT LAYOUT AND ASSOCIATED INFRASTRUCTURE TO BE CONSTRUCTED ON 3.31 ACRES.
2.	PARKING HANDICAP PARKING SPACES PROVIDED: 8 TOTAL PARKING SPACES PROVIDED: 116 TOTAL PARKING SPACES REQUIRED: OFFICE SPACE: 17,000 SF @ 1 SPACE FOR EACH 200 SF = 85 SPACES RESTAURANT: 5,000 SF TOTAL ONE SPACE FOR EACH 70 SQ OF PATRON SPACE & 1 SPACE PER 2 EMPLOYEES = 31 SPACES *ALL PARKING SPACES AND STRIPED HVC SPACES ARE 8' X 18' MIN. *ALL SIDEWALKS WILL BE 5' WIDE, CONCRETE *ALL AISLES ARE 24' WIDE
3.	SITE COVERAGE: TOTAL AREA: +/-3.30 AC TOTAL IMPERVIOUS: 1.57 AC (50.60%) • BUILDINGS: 0.50 AC • ASPHALT: 1.02 AC • SIDEWALKS: 0.15 AC • OTHER: 0.00 AC TOTAL PERVIOUS: +/-1.63 AC (49.39%) • MARSH: 0.08 AC • WETLAND: 0.00 AC • MARSH BUFFER: 0.17 AC • LAGOON AREA: 0.24 AC • LANDSCAPE/GREENSPACE: 1.17 AC
4.	SITE DESCRIPTION: LEGAL DESCRIPTION: PARCEL A MARY YATES ESTATE SUBDIVISION: MARY YATES ESTATE  PROPERTY ADDRESS: 3217 NORMAN STREET BRUNSWICK, GA 31520
5.	SETBACKS: FRONT YARD: 20 FEET SIDE YARD: 0 FEET REAR YARD: 5 FEET

RESIDENTIAL(PARCEL 2) COTTAGE AND LOFT GENERAL NOTES	
1.	INTENDED USE: THE PROPOSED RESIDENTIAL COTTAGE AND LOFT DEVELOPMENT LIES WITHIN PARCELS 01-05275. THE PROPOSED PROJECT WILL CONSIST OF FIFTY-FOUR (54) ONE UNIT BUILDINGS. THE DEVELOPMENT WILL INCLUDE COTTAGES AND LOFTS ALONG WITH A NEW PARKING LOT LAYOUT AND ASSOCIATED INFRASTRUCTURE TO BE CONSTRUCTED ON 6.00 ACRES.  CACTUS COTTAGE: 13 PALMETTO LOFT: 34 ASPEN COTTAGE: 2 ALDERASH COTTAGE: 1 BIRCH/BLACKBERRY TWIN: 4
2.	PARKING HANDICAP PARKING SPACES PROVIDED: TOTAL PARKING SPACES PROVIDED: 128 SPACES TOTAL PARKING SPACES REQUIRED: 2 SPACES PER UNIT, 54 UNITS X 2 = 108 SPACES *ALL PARKING SPACES AND STRIPED HVC SPACES ARE 9' X 18' MIN. *ALL SIDEWALKS WILL BE 5' WIDE *ALL AISLES ARE 24' WIDE
3.	SITE COVERAGE:  TOTAL AREA: +/-6.00 AC TOTAL IMPERVIOUS: 2.25 AC (37.50%) • BUILDINGS: 0.51 AC • ASPHALT: 1.19 AC • SIDEWALKS: 0.25 AC • OTHER: 0.00 AC TOTAL PERVIOUS: +/-3.75 AC (62.50%) • MARSH: 0.21 AC • WETLAND: 0.00 AC • MARSH BUFFER: 0.83 AC • LAGOON AREA: 0.14 AC • LANDSCAPE/GREENSPACE: 2.57 AC
4.	DENSITY CALCULATION ALLOWED DENSITY PER ZONE "GR" ORDINANCE, ONE-FAMILY RESIDENCE: 9 UNITS PER ACRE PERMITTED PROPOSED DENSITY: (54 UNITS/6.00 ACRES) = 9 UNITS PER ACRE
5.	SITE DESCRIPTION: LEGAL DESCRIPTION: PARCEL A MARY YATES ESTATE SUBDIVISION: MARY YATES ESTATE PROPERTY ADDRESS: 3217 NORMAN STREET BRUNSWICK, GA 31520
6.	SETBACKS: FRONT YARD: 15 FEET SIDE YARD: 5 FEET REAR YARD: 10 FEET

RESIDENTIAL (PARCEL 3) CONDOMINIUM DEVELOPMENT NOTES	
1.	INTENDED USE: THE PROPOSED CONDOMINIUM DEVELOPMENT LIES WITHIN PARCELS 01-07610. THE PROPOSED PROJECT WILL CONSIST OF TWO (2) CONDOMINIUM BUILDINGS WITH 18 UNITS EACH. THE DEVELOPMENT WILL INCLUDE A POOL, ALONG WITH A NEW PARKING LOT LAYOUT AND ASSOCIATED INFRASTRUCTURE TO BE CONSTRUCTED ON 5.97 ACRES.
2.	PARKING HANDICAP PARKING SPACES PROVIDED: 2 SPACES TOTAL PARKING SPACES PROVIDED: 73 SPACES (36 SPACES AT GARAGE LEVEL) TOTAL PARKING SPACES REQUIRED: 2 SPACES PER UNIT, 36 UNITS X 2 = 72 SPACES *ALL PARKING SPACES AND STRIPED HVC SPACES ARE 9' X 18' MIN. *ALL SIDEWALKS WILL BE 5' WIDE, CONCRETE *ALL AISLES ARE 24' WIDE
3.	SITE COVERAGE:  TOTAL AREA: +/-5.97 AC TOTAL IMPERVIOUS: 0.98 AC (16.08%) • BUILDINGS: 0.58 AC • ASPHALT: 0.38 AC • SIDEWALKS: 0.00 AC • OTHER: 0.00 AC TOTAL PERVIOUS: +/-5.01 AC (83.92%) • MARSH: 3.30 AC • WETLAND: 0.00 AC • MARSH BUFFER: 0.52 AC • LAGOON AREA: 0.25 AC • LANDSCAPE/GREENSPACE: 0.94 AC
4.	DENSITY CALCULATION ALLOWED DENSITY PER ZONE "GR" ORDINANCE, MULTI-FAMILY: 20 UNITS PER ACRE PERMITTED PROPOSED DENSITY: (36 UNITS/5.97 ACRES) = 6 UNITS PER ACRE
5.	SITE DESCRIPTION: LEGAL DESCRIPTION: TRACT III MARY YATES ESTATE SUBDIVISION: MARY YATES ESTATE  PROPERTY ADDRESS: 3214 NORMAN STREET BRUNSWICK, GA 31520
6.	SETBACKS: FRONT YARD: 15 FEET SIDE YARD: 5 FEET REAR YARD: 10 FEET

PRESERVED TREES						REMOVED TREES	
1 Oak 20	60 Oak 18	119 Oak 31	179 Oak 26	239 Palm 17		1 Oak 12	60 Palm 23
2 Oak 22	61 Oak 40	120 Oak 18	180 Oak 24	240 Palm 17		2 Oak 24	61 Palm 16
3 Oak 26	62 Oak 22	121 Oak 15	181 Oak 42	241 Palm 21		3 Palm 12	62 Palm 12
4 Hak 15	63 Oak 37	122 Palm 13	182 Oak 31	242 Palm 13		4 Palm 14	63 Palm 15
5 Oak 26	64 Palm 11	123 Pine 26	183 Oak 26	243 Palm 13		5 Palm 14	64 Palm 14
6 Oak 27	65 Oak 25	124 Palm 12	184 Oak 25	244 Palm 16		6 Hak 19	65 Palm 21
7 Pine 28	66 Hak 27	125 Palm 12	185 Oak 20	245 Palm 23		7 Oak 22	66 Palm 14
8 Oak 12	67 Hak 18	126 Palm 13	186 Palm 12	246 Palm 12		8 Oak 14	67 Palm 12
9 Oak 34	68 Palm 15	127 Palm 13	187 Palm 13	247 Oak 23		9 Palm 13	68 Palm 13
10 Oak 26	69 Oak 17	128 Palm 13	188 Palm 13	248 Oak 17		10 Palm 12	69 Oak 12
11 Oak 24	70 Palm 21	129 Oak 29	189 Palm 13	249 Oak 25		11 Palm 13	70 Oak 18
12 Oak 32	71 Palm 22	130 Oak 30	190 Oak 27	250 Palm 14		12 Pec 20	71 Palm 21
13 Oak 27	72 Oak 12	131 Oak 24	191 Oak 19	251 Oak 24		13 Hak 14	72 Palm 22
14 Oak 32	73 Palm 19	132 Oak 15	192 Oak 25	252 Pine 18		14 Hak 15	73 Oak 14
15 Oak 19	74 Oak 16	133 Palm 13	193 Oak 34	253 Pine 16		15 Hak 17	74 Oak 17
16 Oak 18	75 Oak 14	134 Palm 13	194 Oak 31	254 Oak 18		16 Palm 15	75 Oak 25
17 Oak 13	76 Oak 14	135 Palm 13	195 Tree 16			17 Hak 18	76 Oak 23
18 Oak 13	77 Oak 14	136 Palm 14	196 Tree 17			18 Hak 28	77 Oak 20
19 Pec 13	78 Oak 38	137 Palm 14	197 Oak 36			19 Hak 26	78 Palm 13
20 Hak 33	79 Oak 16	138 Oak 25	198 Oak 33			20 Hak 20	79 Oak 15
21 Oak 17	80 Oak 15	139 Oak 21	199 Oak 31			21 Oak 33	80 Oak 22
22 Oak 24	81 Oak 14	140 Oak 45	200 Oak 46			22 Palm 17	81 Oak 26
23 Oak 28	82 Oak 20	141 Palm 14	201 Oak 42			23 Pec 30	82 Oak 21
24 Oak 13	83 Oak 24	142 Oak 17	202 Oak 35			24 Oak 12	83 Palm 14
25 Oak 20	84 Oak 15	143 Oak 13	203 Palm 14			25 Palm 19	84 Palm 15
26 Oak 43	85 Oak 26	144 Oak 11	204 Oak 14			26 Oak 15	85 Palm 19
27 Oak 24	86 Oak 25	145 Oak 16	205 Oak 31			27 Oak 13	86 Hak 14
28 Oak 31	87 Oak 25	146 Oak 22	206 Palm 14			28 Oak 12	87 Palm 15
29 Oak 14	88 Oak 14	147 Oak 23	207 Palm 13			29 Oak 14	88 Palm 12
30 Oak 26	89 Oak 19	148 Palm 13	208 Oak 31			30 Palm 14	89 Palm 17
31 Oak 18	90 Oak 15	149 Palm 15	209 Oak 24			31 Palm 12	90 Palm 16
32 Oak 22	91 Oak 23	150 Pine 14	210 Palm 13			32 Palm 12	91 Palm 14
33 Oak 26	92 Oak 21	151 Oak 24	211 Oak 39			33 Palm 13	92 Palm 15
34 Oak 25	93 Oak 24	152 Oak 38	212 Oak 36			34 Palm 15	93 Palm 14
35 Oak 36	94 Oak 12	153 Oak 39	213 Palm 13			35 Palm 18	94 Pine 22
36 Oak 38	95 Oak 34	154 Pine 21	214 Palm 13			36 Palm 19	95 Oak 25
37 Oak 30	96 Oak 15	155 Palm 12	215 Palm 16			37 Palm 13	96 Palm 14
38 Oak 31	97 Oak 18	156 Palm 15	216 Palm 13			38 Palm 13	97 Pine 24
39 Oak 21	98 Palm 16	157 Oak 42	217 Palm 14			39 Ced 32	98 Palm 12
40 Oak 32	99 Palm 12	158 Hak 15	218 Palm 18			40 Palm 12	99 Palm 13
41 Oak 20	100 Oak 18	159 Hak 14	219 Oak 27			41 Palm 13	100 Ced 15
42 Oak 22	101 Palm 16	160 Hak 18	220 Oak 21			42 Palm 13	101 Palm 14
43 Oak 19	102 Palm 18	161 Palm 12	221 Oak 21			43 Palm 14	102 Palm 16
44 Oak 30	103 Palm 16	162 Oak 29	222 Oak 29			44 Palm 14	103 Oak 21
45 Oak 23	104 Oak 12	163 Pec 12	223 Oak 41			45 Palm 13	
46 Oak 19	105 Palm 21	164 Oak 19	224 Oak 30			46 Palm 14	
47 Oak 19	106 Palm 17	165 Palm 24	225 Palm 21			47 Oak 24	
48 Oak 31	107 Palm 19	166 Hak 17	226 Oak 19			48 Palm 14	
49 Oak 35	108 Oak 17	167 Oak 21	227 Hak 14			49 Pine 26	
50 Oak 28	109 Oak 15	168 Oak 17	228 Oak 15			50 Palm 13	
51 Palm 14	110 Oak 22	169 Oak 25	229 Palm 15			51 Palm 20	
52 Oak 31	111 Oak 32	170 Oak 27	230 Oak 27			52 Palm 12	
53 Oak 47	112 Oak 15	171 Oak 15	231 Oak 30			53 Palm 10	
54 Oak 48	113 Oak 17	172 Oak 21	232 Oak 27			54 Palm 16	
55 Oak 16	114 Oak 26	173 Oak 25	233 Oak 40			55 Palm 26	
56 Oak 14	115 Oak 13	174 Oak 21	234 Oak 47			56 Palm 20	
57 Palm 14	116 Oak 13	175 Oak 23	235 Oak 37			57 Palm 15	
58 Oak 15	117 Oak 19	176 Oak 20	236 Palm 12			58 Palm 16	
59 Oak 16	118 Palm 19	177 Oak 14	237 Palm 12			59 Palm 14	
60 Oak 18	119 Oak 31	178 Oak 17	238 Palm 15			60 Palm 23	

#### LANDSCAPING CALCULATIONS (PARCEL 1 & 2)

REMOVAL OF SEVEN (7) CANOPY TREES = 14 REPLACEMENT CANOPY TREES

870-FEET OF FRONTAGE REQUIRES 18 CANOPY TREES = 18 CANOPY TREES  
TOTAL = 32 CANOPY TREES

EACH TREE ISLAND REQUIRES A CANOPY TREE (37 TREE ISLANDS).

THE LAYOUT OF THE SITE WAS DESIGNED TO PRESERVE AS MANY TREES AS POSSIBLE. 89 CANOPY TREES HAVE BEEN PRESERVED THROUGH THE DESIGN. SOME OF THESE CANOPY TREES RESIDE IN THE PROPOSED TREE ISLANDS AND THE FRONTAGE BUFFER. THE SPECIMEN TREES BEING PLANTED WILL FILL IN THE REQUIRED AREAS (FRONTAGE AND TREE ISLANDS).

REPLACEMENT TREES  
(31) 2" LIVE OAK

#### LANDSCAPING CALCULATIONS (PARCEL 3)

REMOVAL OF EIGHT (8) CANOPY TREES = 16 REPLACEMENT CANOPY TREES

530-FEET OF FRONTAGE REQUIRES 11 CANOPY TREES = 11 CANOPY TREES  
TOTAL REQUIRED = 27 CANOPY TREES

EACH TREE ISLAND REQUIRES A CANOPY TREE (4 TREE ISLANDS).

THE LAYOUT OF THE SITE WAS DESIGNED TO PRESERVE AS MANY TREES AS POSSIBLE. 8 CANOPY TREES HAVE BEEN PRESERVED THROUGH THE DESIGN. SOME OF THESE CANOPY TREES RESIDE IN THE PROPOSED TREE ISLANDS AND THE FRONTAGE BUFFER. THE SPECIMEN TREES BEING PLANTED WILL FILL IN THE REQUIRED AREAS (FRONTAGE AND TREE ISLANDS).

REPLACEMENT TREES  
(16) 2" LIVE OAK

\*THIS PARCEL IS LOCATED WITHIN THE LOCAL ACCESS FRONTAGE.

PRESERVED TREES (TRACT III)			REMOVED TREES (TRACT III)	
255 Palm 14	315 Oak 12	104 Palm 13	164 Palm 14	
256 Palm 14	316 Oak 15	105 Oak 26	165 Oak 14	
257 Palm 14	317 Oak 28	106 Oak 20	166 Palm 14	
258 Palm 15	318 Oak 16	107 Palm 14	167 Palm 12	
259 Oak 18	319 Oak 12	108 Palm 17	168 Oak 19	
260 Palm 15	320 Oak 14	109 Oak 22	169 Oak 13	
261 Palm 14	321 Oak 12	110 Oak 16	170 Oak 18	
262 Oak 15	322 Oak 14	111 Oak 14	171 Hak 13	
263 Oak 13	323 Oak 14	112 Palm 15	172 Oak 16	
264 Palm 12	324 Oak 12	113 Oak 19	173 Palm 16	
265 Palm 13	325 Oak 13	114 Oak 16	174 Oak 18	
266 Oak 15	326 Oak 18	115 Tree 23	175 Oak 28	
267 Palm 15	327 Oak 25	116 Oak 12	176 Palm 13	
268 Oak 15	328 Oak 12	117 Pine 24	177 Oak 23	
269 Oak 14	329 Oak 14	118 Pine 24	178 Palm 14	
270 Palm 13		119 Palm 13	179 Palm 14	
271 Palm 13		120 Pine 19	180 Palm 15	
272 Oak 16		121 Oak 20	181 Oak 14	
273 Oak 14		122 Pine 17	182 Oak 14	
274 Oak 31		123 Pine 17	183 Oak 12	
275 Palm 14		124 Hak 12	184 Palm 14	
276 Palm 17		125 Palm 13	185 Palm 13	
277 Palm 14		126 Palm 14	186 Palm 12	
278 Palm 15		127 Palm 14	187 Palm 14	
279 Oak 23		128 Palm 14	188 Oak 25	
280 Palm 13		129 Pine 20	189 Pine 28	
281 Oak 33		130 Pine 17	190 Oak 13	
282 Oak 17		131 Oak 15	191 Oak 22	
283 Oak 15		132 Oak 12	192 Palm 17	
284 Palm 14		133 Pine 14	193 Palm 13	
285 Oak 42		134 Palm 14	194 Oak 20	
286 Palm 16		135 Oak 12	195 Oak 22	
287 Live Oak 39		136 Pine 21	196 Oak 14	
288 Live Oak 38		137 Oak 13	197 Oak 12	
289 Oak 24		138 Oak 17	198 Oak 16	
290 Live Oak 23		139 Pine 18	199 Oak 12	
291 Hak 15		140 Oak 20	200 Oak 13	
292 Oak 38		141 Oak 13	201 Oak 14	
293 Pine 20		142 Oak 14	202 Oak 20	
294 Oak 12		143 Oak 22	203 Palm 14	
295 Oak 12		144 Oak 12	204 Palm 17	
296 Oak 14		145 Palm 14	205 Oak 13	
297 Pine 21		146 Palm 15		
298 Pine 16		147 Palm 15		
299 Oak 12		148 Oak 31		
300 Oak 20		149 Hak 17		
301 Pine 25		150 Pine 26		
302 Pine 18		151 Palm 14		
303 Oak 18		152 Pine 21		
304 Oak 16		153 Pine 20		
305 Oak 17		154 Palm 14		
306 Oak 12		155 Oak 31		
307 Oak 12		156 Oak 16		
308 Oak 15		157 Oak 31		
309 Oak 17		158 Oak 28		
310 Oak 12		159 Palm 15		
311 Oak 14		160 Hak 17		
312 Oak 14		161 Pine 26		
313 Oak 18		162 Palm 15		
314 Oak 15		163 Oak 27		

NOT RELEASED  
FOR  
CONSTRUCTION

REVISIONS



**ROBERTS**  
CIVIL ENGINEERING  
15000 KENNEDY BOULEVARD, SUITE 100, DALLAS, TX 75248  
WWW.ROBERTSCIVILENGINEERING.COM

SITE PLAN FOR ISLAND VIEW

RESIDENTIAL AND COMMERCIAL DEVELOPMENT  
CITY OF BRUNSWICK, GEORGIA

PREPARED FOR:  
MARITIME HOMES, LLC.

DATE: 12/01/23

PROJECT NUMBER: 21176

DRAWN BY: OAG

CHECKED BY: JDR

SCALE: 1"=40' (FOR 24"x36" PLOT)

3

SHEET:









**SUBJECT: CHIP Housing Grant Resolution**

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**COMMISSION ACTION REQUESTED ON:** January 17, 2024

**PURPOSE:** Grant Application

**FACTS AND ISSUES:**

The City of Brunswick has developed a CHIP Housing Application to be submitted to the Georgia Department of Community Affairs by January 31, 2024. The application requests \$1,500,000 which is the maximum allowed in this CHIP application cycle. The CHIP program requires \$500,000 in matching funds over a three year period. This will primarily be provided in-kind via staff and program administration activities.

The funding would be utilized in a program focused on acquiring vacant properties, rehabilitating them as affordable single family homes, and selling them to income eligible homebuyers in the New Town Target area. Sales proceeds can then be used to sustain and extend the program over a four-year period, resulting in as many as 48 homes being rehabilitated as affordable housing and as much as \$8,368,000 being invested in housing within the New Town Target Area.

Attached is a program summary and project budget.

To complete the application process, the attached Resolution is required by DCA to be approved by the City Commission.

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**STAFF RECOMMENDATION FOR ACTION:** Approve CHIP Grant Resolution as presented.

**DEPARTMENT:** Planning, Development & Codes (PDC)

Prepared by: John Hunter, Director                      Presented by: Russ Marane

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**ADMINISTRATIVE COMMENTS/ RECOMMENDATION:**

*Regina M. McDuffie*  
City Manager

1/9/24  
Date

**CITY OF BRUNSWICK  
CITY COMMISSION  
BRUNSWICK, GEORGIA**

**Resolution 2024-XX**

**RESOLUTION OF THE CITY OF BRUNSWICK CITY COMMISSION TO SUBMIT AN APPLICATION FOR A  
CHIP HOUSING PROGRAM GRANT OF \$1,500,000 TO THE GEORGIA DEPARTMENT OF COMMUNITY  
AFFAIRS**

WHEREAS, a Housing Study was completed and adopted along with the Comprehensive Plan Update identifying the affordable housing needs within the City of Brunswick; and

WHEREAS, the Study made recommendations for funding the creation an Housing and Neighborhood Revitalization Program by the City of Brunswick to address said needs; and

WHEREAS, staff developed and the City Commission approved a framework of Policies and Procedures for the management of an Affordable Housing Program by the Department of Housing and Neighborhood Revitalization; and

WHEREAS, the City Commission did include in its budget of FY2024 the sum of \$2,500,000 to fund the Affordable Housing Program ; and

WHHEREAS, The Georgia Department Community Affairs (Ga. DCA) has offered grants of up to \$1,500,000 for Reconstruction of Vacant Affordable Single Family Homes for Sale to Income Eligible Homebuyers in an identified Target Area to qualified Low - and Moderate - Income families.

NOW THEREFORE, BE IT RESOLVED, that City Commission of the City of Brunswick does here by agree as follows:

1. To authorize the City Manager to file an application for \$1,500,000 with the Ga. DCA for such housing program grant to be used in its New Town Target Area.
1. To allocate from the \$2,500,000 ARPA Funds for the housing program approved by the City Commission in its FY2024 Budget the amount of \$500,000 as matching cash or in-kind eligible program expenses paid by the city (ie program staff)
2. To amend or add to the Policies and Procedures for implementation of its Housing and Neighborhood Revitalization Program adopted by the City Commission as may be required by the Ga. DCA and appropriate and approved by the City Commission.

This Resolution will be effective upon adoption.

CITY COMMISSION OF BRUNSWICK

By: \_\_\_\_\_  
Cosby H. Johnson, MAYOR

ATTEST:

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NAOMI ATKINSON, CITY CLERK



**SUBJECT: Affordable Housing & Neighborhood Revitalization Program**

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**COMMISSION ACTION REQUESTED ON:** January 17, 2024

**PURPOSE:** Establish Program

**FACTS AND ISSUES:** The 2023 Affordable Housing Plan that was developed as a part of the Comprehensive Plan update outlined the steps for creating a Housing Program and a 5 Year Start Up Plan. Staff has been working to stand up the program and develop policies and procedures and a beginning structure for implementation. Staff will provide an overview of these items and has gained important feedback from the City Commission, the City Manager and other departments on key items.

This initial set of Policies and Procedures will allow the Rehabilitation Program to begin. Additional policies regarding a Purchase/Rehab/Sell Program and a Redevelopment Incentive Program will be brought forward at a later date.

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**STAFF RECOMMENDATION FOR ACTION:** Approve the Policies and Procedures for the Rehabilitation Program via adoption of the attached Resolution.

**DEPARTMENT: Planning, Development & Codes (PDC)**

Prepared by: John Hunter, Director

Presented by: Russ Marane

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**ADMINISTRATIVE COMMENTS/ RECOMMENDATION:**

Regina M. McDuffie  
City Manager

1/9/24  
Date

**City of Brunswick**  
**Housing Rehabilitation Assistance Program**  
**Policies and Procedures for Program Management – 12/7/2023**

The following shall serve as the policies and procedures necessary to establish and manage the **Housing Rehabilitation Program** component of the Brunswick Housing and Neighborhood Revitalization Initiative (“the Program”) for the City of Brunswick, Georgia (“The City”). As is the case with many new programs, certain alterations, amendments, and additions to these guidelines may be required during implementation of the program. Constant review of these guidelines is encouraged to maintain consistent administrative quality and progress. The City staff members responsible for program administration should become completely familiar with the contents of these policies and procedures.

**PROGRAM OBJECTIVES**

The primary objective of the Housing Rehabilitation Assistance Program is to **offer low - and moderate - income owner - occupants** of single-family and two-family (duplex) residential property the opportunity to rehabilitate their homes to city’s Housing Code Standards through financial assistance offered by the program.

**Low and moderate-income limits** are established by the annually published Area Median Income (AMI) levels for the Brunswick Metropolitan Statistical Area by the U.S. Department of Housing and Urban Development. For 2013, that AMI level is \$70,400 for a family of 4. Those published income levels vary by family size. Very Low, Low- and Moderate - income levels are defined as between 0% and 80% of AMI, and each are shown in Exhibit A attached hereto.

In return for the financial assistance to rehabilitate their homes, homeowners will agree to continue to occupy their home for a prescribed period of time depending on the amount of financial assistance received. Should the owner(s) decide to sell the home during the prescribed period of time, they must reimburse the city for the grant award on a pro-rata basis depending on the amount of time remaining on their obligation.

**For owners of single and two-family rental housing**, the program’s objective is to incentivize the owner with a partial grant beginning at 50% of the total cost to rehabilitate their rental property to city Housing Code standards. In return, owners of rental property will be required to maintain a level of affordability for prescribed periods of time.

For tenants who wish to become homeowners, the program will make every effort to assist them in finding an affordable home that can be purchased and any available financial assistance to help with that purchase.

As progress is being made to rehabilitate homes in the city’s neighborhoods, the city will address the need(s) for neighborhood improvements and repairs to infrastructure (streets, utilities, sidewalks, etc.) and for improvements to the overall neighborhood environment (landscaping, parks, lighting, etc.).



## **AREAS SELECTED FOR CONCENTRATED PROGRAM ACTIVITY**

For the Housing and Neighborhood Revitalization to be most effective, a Target Area should be selected within which to focus program activities. By doing so, the visual results of the investment of public and private funds can be seen and appreciated by residents and the general public.

**The initial Target Area for the Program will be a portion of the community of New Town.** The boundaries for the New Town Target Area generally extends from Gloucester Street on the South to Q Street to the North; and from Newcastle Street on the West to Martin Luther King Blvd. to the East. This “Target Area” is where the city will concentrate its initial efforts of housing rehabilitation and neighborhood revitalization. One such area of focus within New Town is in the vicinity of the historic Risely School which is being restored with the goal of creating a community center for cultural and educational activities and includes the Albany and Wolfe Street Corridors. A second area of focus is an area between Orange and Palmetto Parks and includes Reynolds, Union and Ellis Street corridors. The Target Area map is shown on Exhibit B.

**From time to time, there may be a need to address immediate or emergency needs of residential blighted property in other areas outside of an established Target Areas. In those instances, the City Manager will be informed of the circumstances and approval sought to address those specific needs.**

## **SELECTING PROGRAM APPLICANTS**

Participation in the program by owner-occupants is limited to those family households whose income does not exceed 80% of AMI and subject to other conditions as stated herein.

Owners of rental housing whose income does not exceed 120% of AMI may participate in the program but will be required to bear a minimum of 50% of the total cost to rehabilitate their property and subject to other conditions stated herein.

**Applications and Review Process:** The City’s new Department of Housing and Neighborhood Revitalization (DHNR) will invite owner-occupants and owners of rental properties to submit a brief **preliminary application** form to begin the process of determining eligibility for participation in the Program. If applicants request assistance in completing applications, they will have the option of visiting the DHNR office at City Hall, where the City's staff will be available to assist and answer questions or staff will assist you at your home.

The program staff will review each application as they are received, and each will be rated according to the process which follows. Each applicant will receive a timely response to their initial inquiry.

Applications received by the city for other housing programs including the CDBG Housing Repair Program and the CDBG – DR (Disaster Recovery Program) will be processed according to their own guidelines and procedures.

### **Definitions**

- 1. AMI:** Area Median Income as determined and published annually by the US Dept. of Housing and Urban Development for the Brunswick Metropolitan Statistical Area. Income limits are provided for families based on size. Owners of rental property are assumed to be a family of 4.

2. **Elderly:** An individual aged 65 or older.
3. **Disabled:** Any person who has a physical or mental disability that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.
4. **Household Member:** Any related individual who is an occupant of the unit to be rehabilitated/reconstructed (enumerated for family household size and subject to income verification as applicable). **The income of unrelated household members shall not be considered for family household eligibility.**
5. **Occupant:** Any immediate family member (e.g., mother, father, spouse, son, daughter of the head of household, regardless of time of occupancy) or a non-immediate family member who has resided in the dwelling unit at least six months of the twelve-month period prior to the application date.
6. **Income Verification:** The City will utilize current HUD Area Median Income (AMI) for the Brunswick, Georgia MSA for assessment of family household income eligibility. The City will require written documentation of all household income, including public benefits, payroll information, or submittal of a current tax return if available. The City will include adjusted wage and benefit income for the head of household, spouse, and all other non-transient (i.e., regular contributors to household expenses) household members 18 years of age and above. Business income for self-employed individuals will be verified through income tax records and include net profits as well as wages paid to household members.
7. **Family Income:** The City will utilize current HUD Area Median Income (AMI) for assessment of family household income eligibility. The City will require written documentation of all household income, including public benefits, payroll information, or submittal of a current tax return if available. The City will include adjusted wage and benefit income for the head of household, spouse, and all other non-transient (i.e., regular contributors to household expenses) household members 18 years of age and above. Business income for self-employed individuals will be verified through income tax records and include net profits as well as wages paid to household members.

Completed applications will receive a preliminary rating according to the following criteria and rating points awarded:

<b><u>Income Categories – Owner Occupant Families</u></b>	<b><u>Points</u></b>
<b>Low Moderate Income - 60% - 80% of AMI</b>	1
<b>Low- Income – 50% - 79% of AMI</b>	3
<b>Very Low Income – Less than 50% % of AMI</b>	5

<b><u>Special Program Goals</u></b>	<b><u>Points</u></b>
1. Elderly (65 or above) in household	3
2. Disabled Individual in household	5

### **Field Assessment of Housing Conditions:**

Following receipt of a completed application for participation, the City will complete a Housing Needs Assessment to evaluate the rehabilitation and repair needs of the owner's dwelling. Below are the points awarded an application based on the Housing Needs Factors as determined from the inspection.

<b><u>Housing Needs Factors</u></b>	<b><u>Points</u></b>
1. 1 – 3 moderate to severe rehabilitation or repair needs	2
2. 4 moderate to severe rehab or repair needs	4
3. 5 or more moderate to severe or repair needs	6
4. Add for severe water supply and/or sewer need	3
5. Add for severe electrical supply/distribution need	3

A severe rehabilitation or repair need is defined as relating to a structural issue(s) adversely affecting the stability of the structure specifically including but not limited to separately the foundation, floor, roof and wall systems; mechanical systems relating to heat, cooling or ventilation; electrical service entering and distributed within the house; plumbing systems including water supply from a public or approved private system including heating; wastewater collection and disposal to a public or approved private system; or any health or safety issue(s) found during an inspection requiring immediate attention.

**Those properties receiving a combined point total of 7 or more points will be selected for further consideration** including a review of the following additional participation criteria:

**Title to Property:** The City will at its expense obtain a preliminary title opinion to verify that applications for homes to be repaired are filed by the owner of record. Once title opinions are received, recipients will be given up to 60 days to resolve any title problems that would prohibit financial assistance. {recipients will be referred to legal services organizations that provide voluntary assistance to LMI households}.

When rehabilitation assistance has been approved by the City, owners will be contacted and asked to make an appointment with the DHNR to review project documents that will need to be executed to begin the rehabilitation project.

**Dwelling Unit Inspections:** Following ownership determination, the city shall conduct detailed inspection of each dwelling initially determined to be possibly eligible for rehabilitation. The inspection will be made by one of the program's Housing Inspector. The inspections will include a determination of all substandard conditions and deficiencies found during the inspection. From the inspection, a determination of the needed repairs to the home will be made to meet the city's Housing Code. Needed repairs will be listed and described, including their estimated cost in a report and reviewed by the city with the homeowner.

**General Rehabilitation Inspection Standards** All units proposed for rehabilitation assistance will be rehabilitated to the standards set in all other applicable locally adopted and enforced codes, ordinances, permitting, and inspection requirements. No home will retain any imminent threats to the health or safety of their occupants or to their structural integrity. The city will utilize rigorous rehabilitation construction and inspection standards. This will ensure that design standards (accessibility modifications, fire prevention, proper ventilation, insulation, etc.) are maintained, and that all contractors are utilizing standard, code-approved materials for structural, finish, electrical, plumbing, and HVAC work.

The rehabilitation standards for the program are those in the adopted City Building and Residential Codes.

**Rehabilitation Design for Disabled Beneficiaries:** The City will utilize an accessibility deficiencies checklist during preparation of the work write-up to ensure that the Georgia State Accessibility Code requirements for new construction are met when handicapped individuals are expected to occupy units to be rehabilitated.

**Flood Hazard Areas:** All units located in a flood hazard area will be rehabilitated to comply with locally enforced flood damage prevention statutes and FEMA flood insurance guidelines. Prior to inspection, the City will perform flood elevation surveys of any homes located in a flood hazard area. If finish floor elevations are determined to be below the 100-year flood elevation, the project will call for the ground floor to be raised to the proper elevation, if structurally and financially feasible. If not feasible, the property will be determined ineligible for rehabilitation.

**Lead Based Paint and Asbestos:** There are certain requirements that apply to repairs, rehabilitation or renovation **projects to be undertaken in homes built prior to 1978**. These practices also apply to most pre-1978 child-occupied facilities.

If lead-based paint or contaminated dust or soil is known or presumed to be present, there are six basic precautions that should be taken

1. Resident protection
2. Worker protection
3. Proper management of waste
4. Lead-safe work practices
5. Final cleaning techniques.

Testing can be done to define the building components that can be handled in a traditional way and the building components that must be treated using lead-safe work practices. Field testing methods for lead in paint (paint testing) include portable X-ray fluorescence (XRF) lead paint analyzer, laboratory analysis of paint chips, or chemical test kits. Planning should also include decisions on how the project will be determined to be completed and the residents allowed to reoccupy the work area. The two main approaches for all but the

smallest interior projects are cleaning verification and clearance. Exterior projects are determined to be completed based on visual inspection of the work area for the absence dust and debris.

All testing for lead-based paint shall be done by a trained and certified testing professional.

If a home was constructed prior to 1950 and if asbestos is suspected through an inspector's visual observation, testing shall be done of suspected areas by trained and certified testing professional.

Following inspection for lead-based paint and/or asbestos, the city shall provide the owner with copies of all reports and if removal was necessary, a copy of appropriate removal certificates.

## **CONTRACT AND CONSTRUCTION PROCESSES**

The program staff will prepare rehabilitation work write-ups from information and conditions found during the inspection and prepare a cost estimate to correct any deficiencies found. The scope and cost of each rehabilitation project will be reviewed with the property owner. Following their approval, the program staff will advise the owner of the process that will be followed to complete the rehabilitation project; typically as follows:

1. The City shall maintain an *active* list of prequalified contractors following a published public notice requesting that interested contractors submit their qualifications, experience, references, insurance and financial statement for review by the city. Those approved by the city, will be added to the Approved Rehabilitation Contractor list
2. The staff will submit the work write up to its list of pre-qualified contractors for a quote. After reviewing the quotes with the property owner, the staff will recommend the selection of a contractor to the owner. Following the property owner's concurrence with the recommendation, the staff will prepare, and the city will execute a contract for the work detailed in the work write up.
3. Should the quote(s ) exceed \$100,000 or more, the project will then be advertised for bids and the selection of a contractor shall require the approval of the city Commission.

In some instances, staff may recommend to the property owner that certain work items be grouped with other properties having same or closely similar work items to reduce costs. For example, roof replacement, upgrading electrical service, exterior painting, etc. The same process for selecting the contractor(s) as stated above will be used in such a case. These specialty contractors shall likewise be subject to the same pre-qualification standards and contract requirements as the rehabilitation contractors.

Staff will then prepare a contract or contracts incorporating work write up items approved by city and agreed to by the owner. The contract shall be between the contractor(s) and the city, acting as agent for the owner. An agreement between the owner and the city shall likewise be entered into acknowledging that the city is contracting for the work approved by the property owner and the city

will oversee all work to included in the contract and will disperse grant funds for work satisfactorily completed.

During the construction period, any proposed changes to the scope of work in the contract will be reviewed by the program staff and, if found necessary, a Change Order” will be promptly issued. All change orders must be in writing. If the Change Order is less than \$1,000, it may be issued in writing at the job site, otherwise, it must be reviewed and approved by the program director.

Payments to contractors shall be weekly, bi-weekly, or monthly as negotiated between the parties. Payment shall be made based on the value of work completed and materials paid for and stored on site by the contractor less 10%. That amount(s) retained shall be included when the final payment is made. To receive the final payment the contractor must furnish lien wavers from all subcontractors and materials suppliers.

During the construction period(s), the city staff and building official will make periodic inspections of the work underway and completed. Upon completion of all work, a final inspection will be made by the city staff and the owner. Following the final inspection, the city will disperse all remaining funds due the contractor after receiving a certification that all contractor obligations to subcontractors and suppliers have been satisfied (lien wavers) **and the owner is furnished a one-year written warranty for all work performed.**

During the warranty period of 1 year, the city shall be responsible for enforcing any warranty matters including ordering the contractor to remedy the situation or make appropriate repairs.

**Homeowner Maintenance Measures:** During construction the city will prepare a post-construction checklist for review with all owners to make sure that owners are satisfied with construction and that they understand the operation and maintenance of any mechanical systems installed and their operating costs.

#### **MAXIMUM REHABILITATION GRANT LIMITATIONS**

The limit of financial assistance (Grant) offered by the program will be determined by establishing through an appraisal of the property:

1. The estimated current value of the property in its “as is” condition subtracted from the estimated value of the property after rehabilitation.
2. The difference will determine the maximum amount of project funds available for property rehabilitation.

The appraisals shall be made by a SREA or MAI certified appraiser, under contract with the city.

As an Example:

1. **The A-IS** value of a 2 bedroom/1 bath, 1150 sf home on a 6,000 square foot lot in only Fair Condition has been determined to be \$35,000 (\$30,000 for the structure and \$5,000 for the lot

2. **The Post rehabilitation** value of the home including expanded floor area square footage (to 1210 sf) is determined to be \$99,220 PLUS the value of the lot, as improved, at \$7,000 for a total after rehabilitation value of \$106,220

**Thus in this case, the maximum amount of financial assistance for this project would be limited to \$71,000 (\$106,000 - \$35,000).**

## **REHABILITATION GRANT AWARD REQUIREMENTS**

Should a property be determined to be eligible and financially feasible to be rehabilitated and the owner would like to accept a Rehabilitation Grant, the following requirements and conditions will apply:

Rehabilitation grant awards will be recommended to the City Manager for approval by the Director of Housing and Neighborhood Revitalization if potential grantees meet the grant eligibility and clear title requirements. All grant agreements must be in writing and approved by the City Manager and executed by the Mayor.

### **For Owner- Occupied Property:**

- A. All owner-occupants must be low- or moderate- income family households.
- B. The owner(s) of any home to be rehabilitated or reconstructed must be able to legally execute a Deferred Payment Loan (DPL) Deed of Trust/Promissory Note following formal award of a Rehabilitation/Reconstruction Grant and prior to execution of a Contract for Housing Rehabilitation Construction Work.
- C. The homeowner must agree to execute a Deed of Trust for the amount of the grant received which is a self-liquidating 0% interest Loan. The term of the loan is dependent on the amount of the Grant as follows:

1, Up to \$25,000	5 Year Term
2, From \$25,000 to \$50,000	10 Year Term
3. \$50,000 to \$75,000	15 Year Term

**During the term of the loan, the owner MAY NOT sell the property to another party unless a pro-rata amount of the original loan, based on the years remaining on the loan.**

For example, a homeowner who receives a \$50,000 Grant decides to sell the home in year 4 of the loan. The property owner must reimburse the city for the 6 years remaining on the loan, or 3/5ths of \$50,000 which would result in a \$30,000 reimbursement to the city.

### **For a Rental Property:**

Because such a large number of dwelling units in the city are rentals, their condition has a significant impact on other homes within the neighborhood. We know from property records that most of these rental properties are owned by individuals living elsewhere in the city, Glynn County or in other parts of the State or even other states.

A. For a rental property to be eligible to receive Grant assistance to rehabilitate rental property:

- a. The rental property must currently be rented and occupied by a moderate, low or very low income family;
- b. No rental property will be awarded a grant greater than 50% of the cost of rehabilitation of the property. The owner must contribute 50% of the estimated cost of rehabilitation **in advance of construction contract execution to the city and be responsible for overage required to complete the project according to the work write up.**
- c. Owners of rental properties whose income exceeds 100% of AMI shall be required to increase their participation further by the same percentage they exceed the 100% of AMI income.  
For example, if the owner of a rental house has income that equals 120% of AMI, their participation would increase from 50% to 70% and the Grant decreases to 30%.
- d. The owner of rental property must also agree to maintain a rent, including utilities (estimated if not provided) at a rate of not more than 30% of a tenant's monthly family income. This agreement will be secured by a lien on the property for a period of 5-years following completion of the rehabilitation of the property.
- e. Should tenancy change during the 5-year period, the owner agrees that a new tenant shall not pay rent including utilities greater than 30% of their total family household income.
- f. The owner of rental property also agrees to maintain the property in a standard city housing code condition during the 5 – year period and beyond.

### **ACCESSORY BUILDINGS**

Unoccupied non-residential accessory buildings used for storage of vehicle(s), workshops or storage of personal property and located on the same lot as a primary dwelling structures approved for rehabilitation grants are ineligible for rehabilitation. If the city determines that such an accessory building requires demolition along with the rehabilitation of the primary residential structure, rehabilitation monies may be used, but in no instance for its rehabilitation.

An accessory building being used as a residence in addition to other permitted uses, may apply grant monies for rehabilitation if such rehabilitation is to be done along with the required rehabilitation of the primary residential structure on the property.



## **RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

A Residential Anti-Displacement and Relocation Assistance Plan has been prepared and adopted by the City of Brunswick, Georgia, in accordance with the Housing and Community Development Act of 1974, as amended (the "Act"); and HUD regulations at 24 CFR 42.325.

### **Temporary Relocation Benefits**

The Director of Housing and Neighborhood Revitalization is authorized to approve temporary relocation payments to owner-occupants or to eligible tenants who are forced to vacate their dwellings during rehabilitation or prior to provision of a comparable replacement dwelling following demolition on a case-by-case basis if such assistance is recommended by staff. Such temporary relocation shall be accomplished at the minimum feasible cost, and in accordance with the policy as detailed below. Temporary relocation payments will be limited to cover only those expenses that would not otherwise be normal to the person being relocated. Approval of temporary relocation assistance for rent, motel charges, temporary storage, etc., will be made only upon submittal of cost-effective procurement documentation and invoice documentation by the city program staff.

- A. Intent of Policy. This policy information applies to any homeowner who is required to temporarily relocate as a result of carrying out conventional rehabilitation, lead based paint abatement, or on-site replacement (reconstruction) housing activities under the program.

The intent of this policy is to enable a homeowner to receive limited assistance when renting a temporary housing unit. This assistance is offered to help address the financial burden that is often associated with temporary relocation. The low to moderate income homeowner families and individuals for whom this Policy is designed will be offered this assistance only if they are required to temporarily relocate as a result of the project.

- B. Homeowner/Tenant Replacement Housing: If any of the project activities require a homeowner to be temporarily relocated, the homeowner/tenant will receive a notice informing him/her of the date by which the unit must be vacated and approximate duration of the temporary relocation. Homeowners/tenants may be eligible to receive the moving benefits and temporary housing expenses described herein if the homeowner moves to a temporary unit that is decent, safe, and sanitary, and suitable for the needs of the household. Therefore, even though a homeowner/tenant may seek his/her own replacement housing, an agreement to temporarily rent a dwelling should not be entered into until the unit has been inspected and approved by a member of City staff or designated

building inspection official.

Temporary Replacement Housing Assistance: In general, the temporary replacement housing assistance for homeowners/tenants, subject to participation in the City's housing rehabilitation program, is as follows:

- C. Temporary Replacement Housing Assistance: In general, the temporary replacement housing assistance for homeowners/tenants, subject to participation in the City's housing rehabilitation program, is as follows:

1. Moving Benefits:

a. Actual moving expenses and storage costs paid to a bonded and licensed moving company for the move to the temporary housing unit. The City of Brunswick will provide the mover.

b. Actual moving expenses costs paid to a bonded and licensed moving company for the return move to the homeowner's housing unit. The City of Brunswick will provide the mover.

c. Reimbursement for the disconnection and connection costs for the dwelling unit utilities, telephone, and cable (if required) for the move to the temporary unit and for the return move to the assisted housing unit.

2 Temporary Housing Expenses: A homeowner/tenant may be reimbursed for actual reasonable documented rent and utilities (electric, water/sewer, and gas) incurred at the temporary replacement dwelling. In order for a homeowner/tenant to receive reimbursement of the Temporary Housing Expenses, the temporary replacement dwelling must be inspected and approved by a member of the City's staff (or building inspection official if designated) as decent, safe and sanitary, and adequate to meet the homeowner's/tenant's occupancy needs. A premature move may result in loss of eligibility for a temporary housing expense payment.

D: Decent, Safe and Sanitary Housing: Housing is to be in clean, weathertight, and in standard building condition. The unit must have hot and cold running water, a private inside toilet, bathing facilities, and comply with the local housing codes. The unit must also comply with the local occupancy codes to avoid overcrowding.

E: Fair Housing Laws: If a family or individual is unable to temporarily rent a replacement dwelling because of discriminating practices related to race, color, creed, disability, familial status, or national origin, the form HUD 903, Housing Discrimination Complaint, will be made available to each family or individual so aggrieved. The City of Brunswick will take positive action to assist each family and individual in completing the form and filing the complaint. City staff will help assure a family or individual the full opportunity to relocate to a temporary

dwelling provided for them or to a unit of their choice that meets the required inspection standards.

#### Changes to these Policies and Procedures:

From time to time, it may be necessary to modify, amend delete or add to these Policies and Procedures as experience is gained in implementing the Housing Rehabilitation Program or as actual conditions in implementing the program may warrant.

Likewise, when receiving Federal funding grants, there may be special policies and procedures associated with the program funding that must be incorporated in overall program administration and these Policies and Procedures.

City Commission approval for such changes will be sought at the time of grant applications or acceptance.

## **CITY OF BRUNSWICK COMMISSION**

**Regina McDuffie – City Manager**

### **DEPARTMENT OF HOUSING AND NEIGHBORHOOD REVITALIZATION**

**(Formerly Department of Neighborhood Services)**

#### **DEPARTMENT MANAGEMENT**

**Director: David Bravo**

**Russell Marane – Program Advisor**

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#### **Home Repair Program (CDBG)**

Dina Carter- Program Manager (DHNR)

Meizi Wolven - Application Intake

#### **Vacant Structure Demolition**

##### **Property Maintenance**

Department of Planning, Development  
and Codes

John Hunter - Director

3 – Property Code Enforcement Officers

#### **Housing Rehabilitation (DHNR)**

David Bravo – Manager

Dina Carter- Intake

\_\_TBD\_\_ - Inspector/Work Write Up

\_\_TBD\_\_ - Contract Admin.

**Currently contracting for services.**

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#### **New Housing Development**

Department of Planning, Development  
And Codes

John Hunter – Director

Chris Jones - Chief Building Official

And 3 Code Inspectors

#### **Neighborhood Revitalization**

Department of Public Works/

City Engineer

Garrow Alberson, Director & City Engineer

Department of Parks and Recreation:

#### **Administrative Services**

Brian Correy - City Attorney

TBD -Finance Department

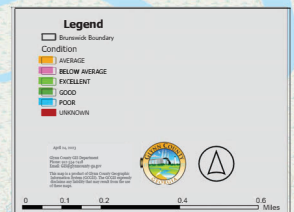
FY 2023 Lower Limit Income Limit		Persons in Family							
Category		1	2	3	4	5	6	7	8
Area Median Family Income - 100%		\$49,300.00	\$56,300.00	\$63,300.00	\$70,400.00	\$76,050.00	\$81,650.00	\$87,300.00	\$92,950.00
Moderate Family Income 80% -100%		\$39,440.00	\$45,040.00	\$50,640.00	\$56,320.00	\$60,840.00	\$65,320.00	\$69,840.00	\$74,360.00
Low Moderate Income - 60% - 80%		\$29,580.00	\$33,780.00	\$37,980.00	\$42,240.00	\$45,630.00	\$48,990.00	\$52,380.00	\$55,770.00
Low Income - 50%-60%		\$24,650.00	\$28,150.00	\$31,650.00	\$35,200.00	\$38,025.00	\$40,825.00	\$43,650.00	\$46,475.00
Very Low Income - 25% - 50%		\$12,300.00	\$14,100.00	\$15,850.00	\$17,600.00	\$19,000.00	\$20,400.00	\$21,800.00	\$23,250.00
City of Brunswick Housing Program Income Limits per Policies and Procedures									



# Brunswick Housing Conditions

## Exhibit B New Town Target Area

New Town  
Target Area





**CITY OF BRUNSWICK  
CITY COMMISSION  
BRUNSWICK, GEORGIA**

**Resolution 2024-XX**

**RESOLUTION OF THE CITY OF BRUNSWICK CITY COMMISSION TO ADOPT HOUSING AND  
NEIGHBORHOOD REVITALIZATION PROGRAM POLICIES**

WHEREAS, City of Brunswick staff and Commission identified Housing as a major component of the 2023 Comprehensive Plan Update; and

WHEREAS, a Housing Study was completed identifying the housing needs within the City of Brunswick and made recommendations for the establishment of a Housing Program by the City of Brunswick to address said needs; and

WHEREAS, the primary objective of the Housing and Neighborhood Revitalization Program is to offer low - and moderate - income owner - occupants of single-family and two-family (duplex) residential property the opportunity to rehabilitate their homes to city's Housing Code Standards through financial assistance offered by the program; and

WHEREAS, staff has developed a framework of policies and procedures for the establishment of an Affordable Housing and Neighborhood Revitalization Program; and

NOW THEREFORE, BE IT RESOLVED, that City Commission of the City of Brunswick does hereby adopt the Housing and Neighborhood Revitalization Program Policies.

This Resolution will be effective upon adoption.

CITY COMMISSION OF BRUNSWICK

By: \_\_\_\_\_  
Cosby H. Johnson, MAYOR

ATTEST:

\_\_\_\_\_  
NAOMI ATKINSON, CITY CLERK



**SUBJECT:**                      **Planning and Appeals Commission Chairperson**

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**COMMISSION ACTION REQUESTED ON:** January 17, 2024

**PURPOSE:** Naming a Chairperson for the Planning and Appeals Commission

**FACTS AND ISSUES:** Under the Ordinance that Governs the Planning and Appeals Commission (Chapter 2, Article V, Division 3 of the City Code), the appointment of PAC members is placed in the hands of the City Commission. The City Commission is also responsible for appointing the PAC Chair. Terms are for three (3) years.

PAC Member Lance Sabbe was appointed by the City Commission as Chair of the Planning and Appeals Commission in 2020 and again in 2023. With his election to the City Commission, the PAC is currently without a Chairperson. David Bowers currently serves as Vice-Chair.

At their December Meeting, the PAC voted to recommend that current PAC member William Kitts be appointed Chair by the City Commission. Mr. Kitts is in his second full term on the PAC. His current term on the PAC runs through June 2025.

Any appoint to the PAC must be a resident of the City of Brunswick.

**OPTIONS:**

- Approve the recommendation from the PAC for Chairperson.
- Disapprove the recommendation from the PAC for Chairperson.
- Recommend an alternate appointment for Chairperson.
- Take no action at this time.

**DEPARTMENT:**     **Planning, Development & Codes (PDC)**

Prepared by: John Hunter, Director                      Presented by: John Hunter

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**ADMINISTRATIVE COMMENTS/ RECOMMENDATION:**

Regina M. McDuffie  
City Manager

1/9/24  
Date





**SUBJECT: Brunswick Police Department Surplus Vehicles**

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**COMMISSION ACTION REQUESTED ON:** January 17, 2024

**PURPOSE:** To identify and declare surplus vehicles.

**HISTORY:** None.

**FACTS AND ISSUES:** None.

**BUDGET INFORMATION:** None.

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**OPTIONS:** List of vehicles no longer in use is attached with vehicle details.

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**DEPARTMENT RECOMMENDATION ACTION:**

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**DEPARTMENT:** Brunswick Police Department

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Prepared by: Chief Kevin Jones

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**ADMINISTRATIVE COMMENTS:**

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**ADMINISTRATIVE RECOMMENDATION:**

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*Regina M. McDuffie*  
\_\_\_\_\_  
City Manager

1/4/24  
\_\_\_\_\_  
Date

### Auction List

CAR #	VIN	STATUS	TAG	MAKE/ MODEL	COLOR
42	1FTPX125X4NB78659	GOING TO AUCTION	GV5299N	FORD F-150	SILVER
07-10	2FAFP71W87X122902	GOING TO AUCTION	GV28689	FORD CROWN VICTORIA	SILVER
08-**	1FAFU15568LA62050	GOING TO AUCTION	GV28981	FORD EXPEDITION	SILVER
08-2	2FAFP71V18X157631	GOING TO AUCTION	GV29002	FORD CROWN VICTORIA	WHITE
08-27	1FMFU15588LA62051	GOING TO AUCTION	GV5300N	FORD EXPEDITION	BLACK
08-31	2FAFP71V38X157629	GOING TO AUCTION	GV29008	FORD CROWN VICTORIA	TAN
14-08	1FTFW1CF3EFA71261	GOING TO AUCTION	GV8959D	FORD F-150	BROWN
14-6	3FA6P0G70ER244222	GOING TO AUCTION	GV8958D	FORD FUSION	BLACK
		2000 Ezgo gas golf cart			
93-1	2FDLF47M6PCB36871	GOING TO AUCTION	GV3971Q	Ford F-350 Van	White
98-9	2FAFP71W8XX115593	GOING TO AUCTION	GV28475	FORD CROWN VICTORIA	WHITE



**SUBJECT:**                      **Planning and Appeals Commission Ordinance Revisions**

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**COMMISSION ACTION REQUESTED ON:** January 17, 2024

**PURPOSE:** Review recommendations for changes to the ordinance governing the Planning and Appeals Commission

**FACTS AND ISSUES:** During the work to revise the Zoning Ordinance, the members of the PAC determined that there were inconsistencies between By-laws and Procedures adopted by the PAC in 2018, and the Ordinance that governed the formation and powers of the PAC.

In the Summer of 2023, a sub-committee was formed to revise the By-Laws and Procedures of the PAC. From those By-Laws and Procedures revisions, a number of recommended revisions to the PAC Ordinance were developed.

Most of the revisions are technical, and make the PAC terms of appointment consistent with other City Boards; changes “Chairman” to “Chairperson”, etc.

The most substantive recommendation would change the method of the selection of the Chair of the PAC. Currently, the City Commission appoints the Chair to a term of 3 years. The PAC has recommended allowing the members to elect their chair annually from amongst the members.

Attached is a redline version of the proposed changes, and a clean version of the proposed revised ordinance. The PAC membership requests the review of these changes and approval.

**OPTIONS:**

- Review proposed changes and recommend moving forward with revisions to the Ordinance.
- Review proposed changes and not moving forward with revisions to the Ordinance.

**DEPARTMENT:**     **Planning, Development & Codes (PDC)**

Prepared by: John Hunter, Director                      Presented by: John Hunter

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**ADMINISTRATIVE COMMENTS/ RECOMMENDATION:**

*Regina M. McDuffie*  
City Manager

1/9/24  
Date

PART II - CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE V. - BOARDS, COMMISSIONS AND GOVERNMENT AGENCIES  
DIVISION 3. PLANNING AND APPEALS COMMISSION

***DIVISION 3. PLANNING AND APPEALS COMMISSION***

**Sec. 2-327. Establishment and continuation.**

The Brunswick Planning and Appeals Commission (PAC), shall be formed for the purpose of advising the governing body and making recommendations to the mayor and city council as well as hearing requests for variances with strict adherence to specific factors outlined in ~~article V of this Code section 2-331 and section 2-332.~~ The planning and appeals commission shall consist of five members and two alternates, who shall be residents of the City of Brunswick.

(Ord. No. 1055, § 1, 3-21-2018)

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**Sec. 2-328. Appointments, terms of office and vacancies.**

The planning and appeals commission shall be appointed and composed in the following manner:

- (1) Members, ~~including the chairperson,~~ shall be appointed by the city commission to serve three-year terms, beginning on ~~December~~ July 1 of the ~~fiscal~~ calendar year or as otherwise appointed. Members may serve for a maximum of two consecutive three-year terms. No member shall be reappointed to the commission for a one-year period following the completion of the two consecutive term limits.
- (2) The initial members of the commission shall be appointed for staggered terms as follows: One member shall serve an initial one-year term; Two members shall serve an initial term of two years; and the remaining two members shall serve an initial term of three years. The initial one- and two-year terms shall not count against the term limit set forth in paragraph (1) above. When a position becomes vacant before the end of a term, the city commission shall appoint a new member if an alternate does not accept this vacancy. A member of the commission may be appointed to successive terms and shall continue to serve if their time expires until a successor is appointed.

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(Ord. No. 1055, § 1, 3-21-2018)

**Sec. 2-329. Removal.**

A member may be removed from the commission by a majority vote of the city commission for cause, for absenteeism at three successive called or regular meetings or absenteeism at six such meetings in a calendar year, or for other reasons the city commission may deem appropriate. Absent emergency conditions or the written opinion of a physician or other health professional that reasons of health prevent a member's physical presence, no member shall participate by teleconference pursuant to this subsection more than twice in one calendar year.

(Ord. No. 1055, § 1, 3-21-2018)

**Sec. 2-330. Qualifications of members.**

In addition to being residents of the city, the city commission in its appointment of members to the commission shall be bound by the following:

- (1) Members of the commission shall have experience or knowledge in the fields of planning, land development, historic preservation, architectural design, landscape architecture, building construction, real estate or a similar profession;
- (2) The chairperson shall be a community leader who has demonstrated the ability to conduct meetings, organize debate and to act in the public interest of the city as a whole;
- (3) Within one year of initial appointment to the commission, the new member shall attend the community planning institute or comparable training as determined by the director of planning, development and codes;

The city commission shall make the sole determination as to the qualifications of any person in meeting the requirements for membership on the commission.

(Ord. No. 1055, § 1, 3-21-2018)

#### Sec. 2-331. Officers.

~~The PAC shall elect a chairperson and vice chairperson from among its member who shall serve for one year or until re-elected or until his or her successor is elected. The chairman chairperson, as confirmed appointed by the city commission, shall preside over meetings when present. The commission shall elect a vice chairperson from among its members, who shall serve for one year or until re-elected or until his or her successor is elected. The vice chairperson shall preside at meetings in the absence of the chairperson and vice chairman chairperson. Nominations and elections shall be administered in accordance with the By-laws and Rules of Procedure as adopted or amended by the PAC. three members, and two alternates.~~

(Ord. No. 1055, § 1, 3-21-2018)

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#### Sec. 2-332. Bylaws and rules of procedure.

The ~~PAC commission may~~ shall adopt such by-laws, rules or procedures as appropriate and not in conflict with this Code, the Zoning Procedures Act, or policies adopted by the city commission.

(Ord. No. 1055, § 1, 3-21-2018)

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#### Sec. 2-333. Meetings.

The ~~commission-PAC~~ shall meet each month in accordance with the schedule of meeting dates and times approved by the city commission so adopted. Other meetings of the ~~commission-PAC~~ shall be held at the call of the ~~Director-director any member~~ if there is business to be brought before it, ~~with a two-third vote by member~~ or at such other times as the commission may determine. All meetings of the commission shall be open to the public.

(Ord. No. 1055, § 1, 3-21-2018)

#### Sec. 2-334. Quorum.

A total of three commission members present shall constitute a quorum. A majority vote of the quorum shall be necessary to approve any decision or recommendation.

(Ord. No. 1055, § 1, 3-21-2018)

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#### Sec. 2-335. Voting.

All commission members attending a meeting shall vote on each matter placed before it. A member may abstain from voting only in the instance of a conflict of interest, the nature of which must be stated for the record.  
(Ord. No. 1055, § 1, 3-21-2018)

#### Sec. 2-336. Secretary and record of proceedings.

The director of planning, development and codes or his or her designee shall serve as secretary to the commission. The secretary shall cause summary minutes of its proceedings to be kept, showing the vote of each member on each question, or if absent or failing to vote, **indicating** such fact, and shall cause records of its examinations and other official actions to be kept in the form of tape recordings if possible, all of which shall be of public record.  
(Ord. No. 1055, § 1, 3-21-2018)

#### Sec. 2-337. Dissemination and posting of actions.

The results of each commission meeting as to the actions and recommendations shall be forwarded by the director of planning, development and codes, or his or her designee to the City of Brunswick ~~Board of Commissioners~~ **Clerk**.  
(Ord. No. 1055, § 1, 3-21-2018)

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#### Sec. 2-338. Powers and duties.

The commission shall have without limitation the following powers and duties:

- (1) *Recommendations on comprehensive plan.* Review the provisions of the city's Comprehensive Plan from time to time, and to make such recommendations to the governing body as it deems appropriate concerning its adoption or amendment.
- (2) *Recommendations on annexation, rezoning and special use applications.* Conduct a public hearing on each application for annexation, rezoning or special use approval, review the application in accordance with the standards and procedures set forth in this Code and the Zoning Procedures Law (O.C.G.A. 36-66-1 et seq.), and make such recommendations to the governing body as it deems appropriate on each application.
- (3) *Recommendations on text amendments.* Conduct a public hearing on proposals to amend any portion of chapter 23 of this Code and the Zoning Procedures Law (O.C.G.A. 36-66-1 et seq.). The board may review any such proposed text review and make such recommendation to the governing body on such text amendments as it deems appropriate. The commission shall also consider text amendments to any other articles of this Code, if assigned such role or responsibility by the governing body.
- (4) *Initiation of rezoning applications and text amendments.* Initiate on its own motion a zoning change or an amendment to the text of any article of this Code when, in its determination, such changes are appropriate for consideration. Any initiation by the commission must go through the normal public notification and application requirements according to the provisions of this Code.

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- (5) *Decisions on variances.* Conduct a public hearing and make a final decision in accordance with the procedures and provisions of this Code on each application for a zoning variance or flood protection variance.
  - (6) *Decisions on administrative appeals.* Conduct a public hearing and make a final decision in accordance with the procedures and provisions of this Code on each appeal of an administrative decision pursuant to this Code or an interpretation of the provisions of this Code by an administrative officer. In exercising these powers regarding an appeal of an administrative decision, the board may reverse or affirm, wholly or partly, or may modify the order, requirements, decisions or determinations of the administrative official, and to that end shall have the power to direct issuance of a permit.
  - (7) *Other powers.* The commission shall also have such other powers, duties or responsibilities assigned to it by the governing body, explicitly assigned by this Code, or reasonably implied by this Code.

(Ord. No. 1055, § 1, 3-21-2018)

**Secs. 2-339—2-345. Reserved.**

Recommended Revision by Dave Bowers and Deloris Harrison Commissioners of PAC  
June 15, 2023

Second Recommended Revision by Dave Bowers and Deloris Harrison Commissioners of PAC  
July 12, 2023

### ***DIVISION 3. PLANNING AND APPEALS COMMISSION***

#### **Sec. 2-327. Establishment and continuation.**

The Brunswick Planning and Appeals Commission (PAC), shall be formed for the purpose of advising the governing body and making recommendations to the mayor and city council as well as hearing requests for variances with strict adherence to specific factors outlined in section 2-331 and section 2-332 of this Code. The planning and appeals commission shall consist of five members and two alternates, who shall be residents of the City of Brunswick.

#### **Sec. 2-328. Appointments, terms of office and vacancies.**

The planning and appeals commission shall be appointed and composed in the following manner:

- (1) Members shall be appointed by the city commission to serve three-year terms, beginning on July 1 of the calendar year or as otherwise appointed. Members may serve for a maximum of two consecutive three-year terms. No member shall be reappointed to the commission for a one-year period following the completion of the two consecutive term limit.
- (2) The initial members of the commission shall be appointed for staggered terms as follows: One member shall serve an initial one-year term; Two members shall serve an initial term of two years; and the remaining two members shall serve an initial term of three years. The initial one- and two-year terms shall not count against the term limit set forth in paragraph (1) above. When a position becomes vacant before the end of a term, the city commission shall appoint a new member if an alternate does not accept this vacancy. A member of the commission may be appointed to successive terms and shall continue to serve if their time expires until a successor is appointed.

(Ord. No. 1055, § 1, 3-21-2018)

#### **Sec. 2-329. Removal.**

A member may be removed from the commission by a majority vote of the city commission for cause, for absenteeism at three successive called or regular meetings or absenteeism at six such meetings in a calendar year, or for other reasons the city commission may deem appropriate. Absent emergency conditions or the written opinion of a physician or other health professional that reasons of health prevent a member's physical presence, no member shall participate by teleconference pursuant to this subsection more than twice in one calendar year.

(Ord. No. 1055, § 1, 3-21-2018)

#### **Sec. 2-330. Qualifications of members.**

In addition to being residents of the city, the city commission in its appointment of members to the commission shall be bound by the following:



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- (1) Members of the commission shall have experience or knowledge in the fields of planning, land development, historic preservation, architectural design, landscape architecture, building construction, real estate or a similar profession;
  - (2) The chairperson shall be a community leader who has demonstrated the ability to conduct meetings, organize debate and to act in the public interest of the city as a whole;
  - (3) Within one year of initial appointment to the commission, the new member shall attend the community planning institute or comparable training as determined by the director of planning, development and codes;

The city commission shall make the sole determination as to the qualifications of any person in meeting the requirements for membership on the commission.

(Ord. No. 1055, § 1, 3-21-2018)

### **Sec. 2-331. Officers.**

The PAC shall elect a chairperson and vice chairperson from among its members who shall serve for one year or until re-elected or until his or her successor is elected. The chairperson shall preside over meetings when present. The commission shall elect a vice chairperson from among its members, who shall serve for one year or until re-elected or until his or her successor is elected. The vice chairperson shall preside at meetings in the absence of the chairperson. Nominations and elections shall be administered in accordance with the By-laws and Rules of Procedure as adopted or amended by the PAC.

(Ord. No. 1055, § 1, 3-21-2018)

### **Sec. 2-332. Bylaws and rules of procedure.**

The PAC shall adopt such by-laws, rules or procedures as appropriate and not in conflict with this Code, the Zoning Procedures Act, or policies adopted by the city commission.

(Ord. No. 1055, § 1, 3-21-2018)

### **Sec. 2-333. Meetings.**

The PAC shall meet each month in accordance with the schedule of meeting dates and times so adopted. Other meetings of the PAC shall be held at the call of the Director if there is business to be brought before it, or at such other times as the commission may determine. All meetings of the commission shall be open to the public.

(Ord. No. 1055, § 1, 3-21-2018)

### **Sec. 2-334. Quorum.**

A total of three commission members present shall constitute a quorum. A majority vote of the quorum shall be necessary to approve any decision or recommendation.

(Ord. No. 1055, § 1, 3-21-2018)

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### **Sec. 2-335. Voting.**

All commission members attending a meeting shall vote on each matter placed before it. A member may abstain from voting only in the instance of a conflict of interest, the nature of which must be stated for the record.

(Ord. No. 1055, § 1, 3-21-2018)

### **Sec. 2-336. Secretary and record of proceedings.**

The director of planning, development and codes or his or her designee shall serve as secretary to the commission. The secretary shall cause summary minutes of its proceedings to be kept, showing the vote of each member on each question, or if absent or failing to vote, indicating such fact, and shall cause records of its examinations and other official actions to be kept in the form of tape recordings if possible, all of which shall be of public record.

(Ord. No. 1055, § 1, 3-21-2018)

### **Sec. 2-337. Dissemination and posting of actions.**

The results of each commission meeting as to the actions and recommendations shall be forwarded by the director of planning, development and codes, or his or her designee to the City of Brunswick Clerk.

(Ord. No. 1055, § 1, 3-21-2018)

### **Sec. 2-338. Powers and duties.**

The commission shall have without limitation the following powers and duties:

- (1) *Recommendations on comprehensive plan.* Review the provisions of the city's Comprehensive Plan from time to time, and to make such recommendations to the governing body as it deems appropriate concerning its adoption or amendment.
- (2) *Recommendations on annexation, rezoning and special use applications.* Conduct a public hearing on each application for annexation, rezoning or special use approval, review the application in accordance with the standards and procedures set forth in this Code and the Zoning Procedures Law (O.C.G.A. 36-66-1 et seq.), and make such recommendations to the governing body as it deems appropriate on each application.
- (3) *Recommendations on text amendments.* Conduct a public hearing on proposals to amend any portion of chapter 23 of this Code and the Zoning Procedures Law (O.C.G.A. 36-66-1 et seq.). The board may review any such proposed text review and make such recommendation to the governing body on such text amendments as it deems appropriate. The commission shall also consider text amendments to any other articles of this Code, if assigned such role or responsibility by the governing body.
- (4) *Initiation of rezoning applications and text amendments.* Initiate on its own motion a zoning change or an amendment to the text of any article of this Code when, in its determination, such changes are appropriate for consideration. Any initiation by the commission must go through the normal public notification and application requirements according to the provisions of this Code.
- (5) *Decisions on variances.* Conduct a public hearing and make a final decision in accordance with the procedures and provisions of this Code on each application for a zoning variance or flood protection variance.

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- (6) *Decisions on administrative appeals.* Conduct a public hearing and make a final decision in accordance with the procedures and provisions of this Code on each appeal of an administrative decision pursuant to this Code or an interpretation of the provisions of this Code by an administrative officer. In exercising these powers regarding an appeal of an administrative decision, the board may reverse or affirm, wholly or partly, or may modify the order, requirements, decisions or determinations of the administrative official, and to that end shall have the power to direct issuance of a permit.
- (7) *Other powers.* The commission shall also have such other powers, duties or responsibilities assigned to it by the governing body, explicitly assigned by this Code, or reasonably implied by this Code.

(Ord. No. 1055, § 1, 3-21-2018)

**Secs. 2-339—2-345. Reserved.**