

**MINUTES
OF
THE CITY COMMISSION REGULAR MEETING
CITY HALL COMPLEX
700 GLOUCESTER STREET, 3RD FLOOR
BRUNSWICK, GEORGIA
WEDNESDAY, JANUARY 7, 2004**

PRESENT: Brad Brown, Mayor, Doris Davis, Mayor Pro Tem, Jonathan Williams, Commissioner, Cornell Harvey, Commissioner, Mark Spaulding, Commissioner

ALSO PRESENT: Roosevelt Harris, Jr., City Manager, M. Lynn Frey, III, City Attorney and Gail Mobley, Acting City Clerk

INVOCATION: Mayor Brad Brown

PLEDGE OF ALLEGIANCE

1. MINUTES

A motion was made by Commissioner Harvey and seconded by Commission Daivs to accept the Minutes of the December 17, 2003 meeting. Vote was 4-0 with Commissioner Williams abstaining.

2. PUBLIC RECOGNITION

a. Swearing in of Commissioner-Elect Jonathan L. Williams and Commissioner-Elect Mark A. Spaulding.

Jonathan L. Williams - Judge Orion Douglas
Mark A. Spaulding - Judge Amanda Williams

b. Naming of Mayor Pro Tem.

A motion was made by Mayor Pro Tem Davis and seconded by Commissioner Harvey to appoint Commission Jonathan Williams as the new Mayor Pro Tem. Motion carried and vote was 4-0-1 with Commissioner Williams abstaining. Nomination accepted.

3. BRUNSWICK POLICE DEPARTMENT

a. ALCOHOLIC BEVERAGE LICENSES

Interim Chief Edna Johnson of the Brunswick Police Department, submitted the following business licenses for renewal, and one (1) new business license for approval:

Moore's Lounge (NEW)
1408 Monck Street
Owner/Manager: King Lewis, Jr.

"D Mart
2806 Altama Avenue
Owner /Manager: Diane L. Griffin

Jay's Lounge
1409 "L" Street
Owner/Manager: Bruce Edward Carreker

The Oak Grill
1312 Newcastle Street
Owner/Manager: Chad Butler

Motion was made by Mayor Pro Tem Williams and seconded by Commissioner Davis to approve the above Alcoholic Beverage Licenses. Motion carried unanimously. (5-0)

b. CALEA (Commission on Accreditation for Law Enforcement Agencies)

Explanation was given by Interim Chief Edna Johnson for her reasons on the Brunswick Police Department’s application being pulled from the accreditation process. She explained that out of the 444 standards that are required to be met, minus 68 that does not apply to the Brunswick Police Department, only eight (8) of these standards were failed. Chief Johnson further stated that corrections were made during the process, but on-site assessors still considered them as failures. Knowing the Commission would not give the Accreditation because of these failures, she pulled the application. Cost of the on-site process was estimated at \$7500. To re-apply would cost an additional \$4000—State Certification, \$250.

After a lengthy discussion, a motion was made by Mayor Pro Tem Williams and seconded by Commissioner Harvey to apply for State Certification now and in 6 months, or next budget year, re-apply for the Accreditation. Motion carried unanimously. (5-0)

4. DELEGATIONS

a. Betsy Bean, President of Old Town Brunswick Preservation Association Board, to address removing the Torras Property from the Historic Boundary listing.

Informational purposes only. No Commission action neither required nor taken at this time.

b. Update on Water Tank Cell Phone Antennas by Burton Carter, City Construction Manager.

Informational purposes only. No Commission action neither required nor taken at this time.

5. PUBLIC HEARING-PROPERTY REZONING

Application to rezone 2211 Bartow Street from General Residential, GR, to Office Commercial, OC. Property owner is Cathy Slay-Chip.

The Commission heard from the following person(s):

Donna Moody, Building Official - In favor

Jerry Spencer, City resident - In favor (as long as integrity of neighborhood was preserved)

After a lengthy discussion, a motion was made by Mayor Pro Tem Williams and seconded by Commissioner Davis to allow 2211 Bartow Street to be rezoned to Office Commercial with the following conditions to apply—that the lot size, structure height, set backs and buffers be amended to make this applicable to the Limited Medical Zoning Ordinance. Motion carried 4-1 with Commissioner Spaulding opposed.

6. APPROVAL(S)

a. Consider removal of Torras’ property from the Historic Boundary Line District.

Mayor Brown stated that a Public Hearing has been held, an Opinion Letter from the State Historic Preservation Officer has been received, and the Historic Preservation Board has met, voted with the vote ending in a tie, 3-3. He states Kay Cowart, Chairperson of the BHPB, has submitted the following Resolution to the Commission on behalf of the Historic Preservation Board:

BRUNSWICK HISTORIC PRESERVATION BOARD

THIS RESOLUTION OF OPINION made and entered into as of this 5th day of January 2004, by the BRUNSWICK HISTORIC PRESERVATION BOARD, BRUNSWICK, GEORGIA (herein after “BHPB”) to the CITY OF BRUNSWICK.

WITNESSETH

WHEREAS, the BHPB has been charged with recommending to the Mayor and City Commission “that the designation for any...site...as an historic property or as an historic district be revoked or removed;

WHEREAS, the property under consideration for removal from the Brunswick Historic Preservation District is a 5.5 acre portion of a 24-acre parcel bounded by Bay Street to the east, “H” Street to the north, “G” Street to the south and the East River to the west;

WHEREAS, the BHPB has complied with the procedures for amending the Brunswick Historic Preservation District Ordinance as outlined in Ordinance 939;

WHEREAS, the BHPB has assembled research of the specific 5.5-acre site, belonging to Robert Torras, Sr., regarding archeological studies, historic resources, and exclusionary evidence;

NOW THEREFORE BE IT RESOLVED:

The BHPB, after taking all necessary steps to enter into an informed decision, has voted on the matter of removing the 5.5 acres of the Robert Torras, Sr. property from the Brunswick Historic Preservation District, resulting in a 3-3 opinion. Being mindful that a unanimous decision has not been reached, the Brunswick City Commission will be called upon to make the decision to amend the Brunswick Historic Preservation District boundaries.

IN WITNESS WHEREOF, the parties hereto have caused this opinion to be recognized and delivered as of the day and year first above written.

<u>THE CITY OF BRUNSWICK, GEORGIA</u>	<u>BRUNSWICK HISTORIC PRESERVATION BOARD</u>
By: _____(SEAL)	By: _____(SEAL)
Title: _____	Title: _____
Attest: _____	Attest: _____

After a brief discussion, Mayor Pro Tem Williams made a motion to remove a 5.5-acre site, belonging to Robert Torras, Sr., from the boundary lines of the Historic Preservation District. Commissioner Davis seconded and motion carried unanimously. (5-0)

b. Voting Delegate for the 2004 Mayor’s Day Conference.

Commissioner Harvey made a motion that was seconded by Commission Spaulding to name Mayor Brown as the Voting Delegate for the 2004 Mayor’s Day Conference. Motion carried (4-0). Nomination accepted.

A motion was made by Commissioner Spaulding to name Commissioner Harvey as the Alternate Voting Delegate for the 2004 Mayor’s Day Conference with motion being seconded by Commission Davis. Motion carried. (4-0) Nomination accepted.

c. Final adoption of the Blueprint Brunswick Master Plan as a part of the City’s Comprehensive Plan. (A.J. Jones, Community Development Director)

Following a brief presentation by the Director of Community Development A.J. Jones, III, a motion was made by Commissioner Davis to adopt the following Resolution making the Blueprint Brunswick’s Master Plan a part of the City’s Comprehensive Plan. Motion was seconded by Mayor Pro Tem Williams and unanimously approved. (5-0)

Resolution of Final Adoption

Whereas, the City of Brunswick has developed text to amend the Comprehensive Plan to include as an appendage, the Blueprint Brunswick Master Plan; and

Whereas, the text amendments have been submitted for formal review, comment, and recommendation to the Coastal Georgia Regional Development Center and the

Georgia Department of Community Affairs as mandated by the Georgia Planning Act of 1989; and

Whereas, the City of Brunswick wishes to adopt the Blueprint Brunswick Master Plan as appendage to the Comprehensive Growth Management Plan; and

Whereas, the Coastal Georgia Regional Development Authority has found the Blueprint Brunswick Master Plan to be consistent with the City of Brunswick's Comprehensive Plan, and it does not conflict with the comprehensive plans of other governmental units, regional resource plans, or the regional comprehensive plan.

Be it therefore resolved, that the City of Brunswick Commission does hereby adopt the Blueprint Brunswick Master Plan as an appendage to the City of Brunswick's Comprehensive Plan, as per the requirements of the Georgia Planning Act of 1989, and to others as appropriate.

Adopted this 7th day of January 2004.

Bradford S. Brown, Mayor

Georgia Marion, City Clerk

d. Adoption of the City of Brunswick's updated "Citizen Participation Plan".

A brief presentation was given by Community Director A.J. Jones, III, on amendments made to the Citizen Participation Plan. Following a brief discussion, a motion was made by Commissioner Harvey to adopt the following Resolution and amended Citizen's Participation Plan. Motion was seconded by Commissioner Spaulding and carried unanimously. (5-0)

RESOLUTION OF ADOPTION

WHEREAS, the City of Brunswick is required to adopt a citizen participation plan that sets forth the jurisdiction's policies and procedures for citizen participation; and

WHEREAS, the City of Brunswick has developed text to amend the Citizen Participation Plan, which was originally adopted in 1988; and

WHEREAS, the text amendments have been prepared and contains the required elements listed in the Consolidated Plan regulations 24 CFR 91.105; and

WHEREAS, the Department of Community and Economic Development will serve as the City's liaison with interested individuals and groups concerned with the Consolidated Plan Program; and

WHEREAS, the City of Brunswick has provided its citizens with an adequate opportunity to participate in the planning and development of the amended Citizen Participation Plan in a public hearing; and

BE IT THEREFORE RESOLVED, that the City of Brunswick Commission does hereby adopt the amended Citizen Participation Plan, as per the requirements of the Community Development Act of 1974(42 U.S.C. 5304(a)(3)) and others as appropriate.

Adopted this 7th day of January 2004.

Bradford S. Brown, Mayor

Georgia Marion, City Clerk

City of Brunswick, Georgia



Citizen Participation Plan

Office of Community & Economic Development
Post Office Box 550
700 Gloucester Street, 2nd Floor
Brunswick, Georgia 31521

Phone: (912) 267-5530
Fax: (912) 267-5542

Artie Jones, III, Director
Email: ajones@brunswickga.org

CITIZEN PARTICIPATION PLAN

The Consolidated Plan requires grantees to adopt a Citizen Participation Plan. The original Citizen Participation Plan was adopted in 1988 and will subsequently be revised in 2004. The plan contains the required elements listed in the Consolidated Plan regulations 24 CFR 91.105

Standards

1. Citizen participation will be approached on a community-wide and neighborhood level.

2. The City will consider any comments and views received and, if deemed appropriate, modify plans and programs accordingly.
3. Citizen participation requirements will not be constructed to restrict the authority of the City to develop plans, programs, and activities to be accomplished with federal funds.
4. All aspects of citizen participation shall be conducted in an open manner with freedom of access for all interested persons.
5. There shall be involvement of low- and moderate-income persons, members of minority groups, residents of neighborhood strategy areas and other areas where a significant amount of activity is proposed or ongoing, the elderly, the handicapped, and others who are concerned about the program.
6. Citizens shall be provided adequate and timely information so they can be meaningfully involved at various stages of the program.
7. Submission of views, comments and proposals by citizens is encouraged and solicited.

ENCOURAGEMENT OF CITIZEN PARTICIPATION

The City of Brunswick will provide its citizens with an adequate opportunity to participate in the planning and development of its Consolidated Plan. It will also encourage participation in the implementation, monitoring, and evaluation of the use of funds under the Consolidated Plan program. Particular emphasis is placed on participation by the residents of the areas where funds are proposed to be spent, and other low-and-moderate-income or blighted areas. The input of individuals, groups, and organizations will be solicited via the news media, word of mouth, and direct contact by telephone and/or mail. Various media and communication resources will be employed to enlighten citizens of the benefits of active citizen involvement in the Consolidated Plan program.

A process to be followed in drawing up and approving the Plan and the schedule of meetings and hearings will be available to individuals and organizations interested in the Consolidated Plan program.

The Department of Community & Economic Development will serve as the city's liaison with interested individuals and groups concerned with the Consolidated Plan program. Educational programs for specific project areas, for all target areas, and for city residents in general, will be necessary. This may be accomplished by special publications offering more information or sources of assistance.

ACCESS TO RECORDS, LOCAL MEETINGS, AND INFORMATION

Before adopting a proposed Consolidated Plan, the City of Brunswick will publish a summary of the proposed Plan in at least one newspaper of general circulation in the city, describing the contents and purpose of the Plan. This summary shall include the total amount of entitlement funds to be made available for the Consolidated Plan, and the range of activities that may be undertaken with these funds and the kinds of activities previously funded in the community. A listing of ineligible activities will be provided as necessary.

The summary will also include a list of the locations where copies of the entire proposed Consolidated Plan may be examined. Copies of the proposed Consolidated Plan will be available to be examined at City Hall. A reasonable number of free copies of the proposed Plan will be provided to citizens and groups that request it.

Citizens will be given reasonable and timely access to local meetings, information, and records relating to the proposed use of Consolidated Plan funds. Specifically, the City will notify the public at least ten (10) days in advance of the public meetings regarding the proposed use of Consolidated Plan funds.

All important program documents, including copies of previous CDBG and other applications, letters of approval, performance reports, evaluation reports, program regulations, explanations of program requirements, planning studies and reports, and newsletters regarding the Consolidated Plan will be available for public examination at the Community & Economic Development Department during normal business hours. The public may inquire by telephone at (912) 267-5530 or come to the Department office at 700 Gloucester Street (City Hall), second floor. Documents will be available for public examination at the Department office during normal business hours.

PROVISION OF TECHNICAL ASSISTANCE TO CITIZENS

Technical assistance within the capability of the Community & Economic Development Department will be provided to groups representing persons of low- and moderate-income if such assistance is requested. Further, individuals will be

assisted as far as is practical in developing their views, proposals, or their resolution of problems. The Department will also assist community groups and governmental agencies with planning and implementing activities to assist the elderly, handicapped, abused children, or other needy persons and with activities to provide decent housing for the elderly and low-income persons.

PUBLIC HEARINGS

Public hearings will be held to obtain citizen views and to respond to proposals and questions at all stages of the community development program. Public hearings will begin in late March or early April prior to development of the annual action plan and continue through the implementation phase of the program year. Hearings will either be formal meetings held at a specific time and date or be more flexible and run for a four-or five-day period for normal work hours and accommodate groups and individuals on a walk-in or appointment basis. There will be a minimum of two public hearings each year, to be conducted at least two different program phases during the program year. During the development of a Consolidated Plan, at least one public hearing must be held before the proposed Consolidated Plan is published for public comment.

Hearings will be at City Hall or other facilities that are designed to accommodate the handicapped and that are convenient and accessible to low- and moderate-income persons. Notices of hearings, environmental reviews, final statements, proposed fund use, and other items as required will be published in at least one newspaper of general circulation in the City, as well as inform the public of the time, date, location, purpose, method of response, or other pertinent information.

AD HOC COMMITTEES

When any area is proposed for significant improvement and input is needed from the residents to assist in the development, planning, implementation and assessments of the Program(s), an Ad Hoc Committee can be formed in the area. This committee will consist of the citizens who live in and/or own property or have specific interest in the targeted area.

The Committee will meet on a regular basis with City staff and programs for the improvement of their area of the city. All meetings of the Committee will be open to the public and final plans for improvements and recommendations will be presented to the Citywide CPB for appropriate action.

Other Ad Hoc Committees will be created as appropriate, from time to time, to deal with special areas or problems, whereby interested and concerned citizens will be afforded the opportunity to develop plans and recommendations concerning special projects or programs of special concern to them. These committees will have the responsibility of meeting with, and representing, their neighbors to deal with specific problems that primarily affect them or their area. They will be involved in

progress reviews and changes or updates to the program. The committees' questions, comments, problems and recommendations will be presented to the Mayor and the City Commission via the CPB for discussion and resolution. The CPB will respond within a reasonable time to a designated person who will, in turn, contact the involved party(s) and offer the resolution. All meetings of these committees (CPB and Ad Hoc) will be publicized as to date, time, and place and will be open to the citizens of the community and to the public at large.

COMMENTS AND COMPLAINTS

Comments from citizens concerning the Consolidated Plan program are welcome at any time. There will be a period of at least thirty days to receive comments from citizens on the Consolidated Plan each year before completion of the final Plan Statement. Any comments or views received orally or in writing from citizens will be considered in preparing the final Plan Statement. A summary of these comments or views, are attached to the final Consolidated Plan or Plan Statement.

Complaints involving any aspect of the Consolidated Plan program should be directed to:

Director of Community & Economic Development
Post Office Box 550
700 Gloucester Street, 2nd Floor
Brunswick, GA 31521
Telephone: (912) 267-5530

The complaint will receive expedient and comprehensive attention. Written answers will be provided within fifteen (15) working days.

Complaints not resolved by the department director may be referred to the CDBG Committee, the City Manager, or the Mayor, and the City Council, in that order. The CDBG Committee consists of the following:

- City Community & Economic Development Director
- City Commissioner (North Ward)
- City Commissioner (South Ward)
- Citizen (North Ward)
- Citizen (South Ward)

If requested, citizens will be provided the address and/or telephone number of the U.S. Department of Housing and Urban Development Atlanta Area Office.

PERFORMANCE REPORTS

Citizens will have the opportunity to comment on the annual performance report before it is submitted to HUD. Notice of the availability of the draft performance

report will be provided in a newspaper of general circulation, along with the location at which the report may be examined. Citizens will have at least fifteen (15) days in which to examine the reports and provide comments on it before it is submitted to HUD. The City of Brunswick will consider any comments or views of citizens received orally at public hearings or in writing regarding the performance report. A summary of these comments or views will be attached to the final performance report.

PLAN AMMENDMENTS

Substantial amendments to the Consolidated Plan require public notice and participation. A substantial amendment is defined as a major change in an approved strategy. It involves a change to the five-year strategy, which may be caused by a decision to undertake programs or activities inconsistent with that strategy, for example, shifting in spending of funds from Housing to Public Facilities within the City's CDBG program.

Citizens will have the opportunity to comment on substantial amendments to the Plan before they are officially adopted. Notice of the availability of substantial amendments will be provided in a newspaper of general circulation, along with the location at which the amendments may be examined. Citizens will have at least (30) days in which to examine the amendments and provide comments before they are officially adopted.

The City of Brunswick will consider any comments or views of citizens received orally at public hearings or in writing regarding the amendments. A summary of these comments or views will be attached to the amendments.

LANGUAGES

Upon request or as necessary, the City will arrange for documents to be provided in another language or for translators to assist with communication.

7. CITY CLERK'S ITEM(S)

BOARD APPOINTMENTS

Mayor Brown opened up discussion on changing the existing policy for the process used in selecting Board members. After a brief discussion, Mayor Pro Tem Williams made a motion to change existing policy to include any person or persons interest in serving on a Board can be a citizen of the City or County, a property owner, or business owner. These changes will be subject to the requirements of the following Boards which are governed by the state; Zoning Board of Appeals, Downtown Development Authority, the Pilot Commission and the Brunswick Historic Preservation Board. Commissioner Harvey seconded and motion carried unanimously.(5-0)

- **Pilot Commission**

One position available, with two (2) citizens applying:

James Brooks
715 Lee Street
Brunswick, GA

Gregory Bell
260 St. Andrews
St. Simons Island, GA

Commissioner Spaulding made a motion to appoint Gregory Bell to serve on the Pilot Commission for a term of seven (7) years. Commissioner Harvey seconded. Motion carried 4-0-1 with Commissioner Harvey abstaining.

- **Library Board**

Three positions available, with three current members re-applying:

Charlie Atkinson
1909 "P" Street
Brunswick, GA

Alice Collins
1808 "L" Street
Brunswick, GA

Carol Gaither
102 Sapelo Island Dr.
Brunswick, GA

Commissioner Davis made a motion that Charlie Atkinson, Alice Collins and Carol Gaither be re-appointed for a term of 2 years each. Mayor Pro Tem Williams seconded and motion carried unanimously. (5-0)

- **Structural Fitness Advisory Board**

Three (3) positions available, with current member Reverend Tommie Herrington re-applying. Motion was made by Commissioner Davis to defer appointment until Board has been re-advertised under the new policy. Mayor Pro Tem Williams seconded and motion carried unanimously. (5-0)

- **Community Greenspace Committee**

Three (3) positions available with no response. Commission will re-advertised under new policy.

Mayor Brown stated that a vacancy on the Historic Preservation Board needed to be advertised. Vacant seat is from Lewis Keen who has since moved out of town.

Regular Session of City Commission Meeting is now over.

EXECUTIVE SESSION

Mayor Pro Tem Williams made a motion to go into Executive Session and Commission Harvey seconded. Unanimously approved. (5-0)

Mayor Brown adjourned to Executive Session to discuss a personnel item.

BACK IN REGULAR SESSION

A motion was made by Mayor Pro Tem Williams and seconded by Commissioner Harvey to start advertising for the position of Police Chief. Motion carried unanimously. (5-0)

There being no further business to discuss, the meeting was adjourned.

/s/ _____
Bradford S. Brown, Mayor

Attest: /s/ _____
Gail Mobley, Acting City Clerk