

# 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, Mayor Pro Tem  
Kendra L. Rolle, Commissioner  
Lance Sabbe, Commissioner  
Gwen Atkinson-Williams, Commissioner

City Attorney  
Brian D. Corry

City Manager  
Regina M. McDuffie

## AGENDA

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### BRUNSWICK CITY COMMISSION REGULAR SCHEDULED COMMISSION MEETING TUESDAY, JUNE 18, 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>

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

#### APPROVAL OF AGENDA

1. Adoption of June 18, 2024 Regular Meeting Agenda.

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

2. Proclamation Presentation Recognizing Saturday, June 22, 2024 as Genoa Martin Picnic Day. (Encl. 1)

#### PRESENTATION(S)

3. Coastal Incentive Grant – Improving Resilience – West Brunswick. (G. Alberson) (Encl. 2)

#### APPOINTMENT(S)

4. Commission and Boards:

- 1) **Brunswick Historic Preservation Board** ~ Two Appointments
- 2) **Coastal African American Historic Preservation Commission** ~ One Appointment.
- 3) **Coastal Regional Commission** ~ Non-Public Representative (Mayoral Appointment)

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

5. Approval of June 5, 2024 Regular Scheduled Meeting Minutes. (subject to any necessary charges.)  
(N. Atkinson) (Encl. 3)

6. Consider Approval of Resolution 2024-06 ~ Adoption of Fiscal Year 2024/2025 Budget. (R. McDuffie)  
(Encl. 4)

#### CITY ATTORNEY'S ITEM(S)

7. Discussion ~ Proposed Ordinance 1083 ~ Amendment to Planning and Appeals Commission  
Ordinance.(Encl. 5)

8. Consider Approval of Municipal Court Judge Service Agreement.

#### EXECUTIVE SESSION

"Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Coordinator Rick Charnock at 912-267-5572 or email [rcharnock@cityofbrunswick-ga.gov](mailto:rcharnock@cityofbrunswick-ga.gov) . Please give at least 48 hours' notice to allow the city to make reasonable accommodations for those persons(s)."

*Mayor and City Council of*

**Brunswick, Georgia**

**Proclamation**

**WHEREAS,** Genoa Martin, a beloved community leader was born on November 27, 1914 in Brunswick, GA and passed on November 26, 1985; and

**WHEREAS,** Genoa was a multi-talented, serving as the Director of Selden Park for 34 years, a weekly radio host, and music promoter; and

**WHEREAS,** Genoa's gifts as a music promoter brought nationally and internationally recognized acts like James Brown, Cab Calloway, Sam Cooke, and Duke Ellington to Brunswick, bringing big attention to our small town; and

**WHEREAS,** under Genoa's leadership Selden Park continued its purpose as a vessel that instilled culture, heritage, and education throughout Brunswick and Glynn County.

**NOW, THEREFORE,** I, Cosby H. Johnson, as Mayor of the City of Brunswick, along with my fellow Commissioners, do hereby recognize Saturday, June 22<sup>nd</sup> as "**GENOA MARTIN PICNIC DAY**", and call upon residents and community leaders to visit Selden Park to celebrate Genoa's legacy through fellowship.

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

\_\_\_\_\_  
Cosby H. Johnson, Mayor

Attest: \_\_\_\_\_  
Naomi D. Atkinson, City Clerk

Date: June 22, 2024



**SUBJECT: COASTAL INCENTIVE GRANT – IMPROVING RESILIENCE IN WEST BRUNSWICK**

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**COMMISSION ACTION REQUESTED ON:** Information only – No Action Required

**PURPOSE:**

Presentation of progress, findings, and relevant information related a Coastal Incentive Grant from the Georgia Department of Natural Resources for design and permitting of tide control devices and stormwater resilience improvements along the west side of the City of Brunswick

**HISTORY:**

The City of Brunswick has 31 outfalls which discharge storm water runoff from the collection system into the local rivers and marshes. Thirteen of these outfalls are located on the west side of the city along the Brunswick River and US Highway 341 corridor.

**FACTS AND ISSUES:**

The elevation of the City’s storm drainage outfalls relative to the rivers and marshes allows the salt water to enter the storm drain system during periods of high tide. This intrusion of the river and marsh water reduces the capacity of the storm drainage system and prevents the storm water runoff from exiting the system as quickly as it should. At periods of extremely high tides, this back flow of river water can cause flooding in roadways and properties near the outfalls. The river and marsh water also brings sediment and other debris into the drainage system which can reduce the efficiency of the drainage system even at low tides.

The intrusion of the river water into the storm drainage system can be prevented through the use of tide control valves. These valves can help to prevent high tide flooding and can help to improve storm water runoff conditions. Only six of the City’s storm water outfalls currently have any type of tide control device in place.

The City’s Storm Water Master Plan identifies two potential projects to investigate and install tide control devices on the City’s outfalls – Hwy 17 Tide Control and Ports Authority Tide Control. The City received a Coastal Incentive Grant to design and permit several tide control structures along Hwy 17 and in the Riverside neighborhood. That CIG project was completed in 2022.

The Engineering and Public Works Department staff applied for and received a Coastal Incentive Grant (CIG) through the Georgia Department of Natural Resources to design and permit tide control structures at seven outfalls along Bay Street and US Hwy 341 as well as storm drainage improvements along Monck Street and Howe and Union Streets. The locations selected for the CIG project are intended to mesh with the Storm Water Master Plan projects. The Ports Authority Tide Control project is listed as #11 in the priority project listing in the Storm Water Master Plan.

Georgia Water and Environmental Services (GWES) was selected as the engineering consultant for the design and permitting associated with the Coastal Incentive Grant - West Brunswick improvements. GWES personnel will be providing the project information at this time. This presentation will provide information relative to the scope and status of the project, and will also help fulfill the educational requirements of the Coastal Incentive Grant program.

**BUDGET INFORMATION:**

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**OPTIONS:**

No Action required

**DEPARTMENT RECOMMENDATION ACTION: N/A**

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**DEPARTMENT: Engineering & Public Works**

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

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**ADMINISTRATIVE COMMENTS:**

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**ADMINISTRATIVE RECOMMENDATION:**

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

June 7, 2024  
\_\_\_\_\_  
Date

# Improving Resilience in West Brunswick

Designing Improvements for Tidally Influenced Stormwater Infrastructure in Brunswick, Georgia

City of Brunswick,

GWES



Funded in part through the Coastal Incentive Grant Program, administered by the Georgia Department of Natural Resources, Coastal Resources Division, a subgrant from the National Oceanic and Atmospheric Administration

# Project Summary

## Problems

- Tidal waters entering stormwater outfalls reduces ability to drain upstream areas, which leads to flooding during storm events
- Stream and outfall bank failures
- Upstream stormwater infrastructure under capacity
- Permitting timelines and restrictions

## Purpose

- Identify, design, and permit solutions that address stream erosion, upstream capacity, and tide control in several priority areas

## Priority areas

- Palmetto Cemetery Outfall (Bank Stabilization)
- T Street Outfall (Bank Stabilization)
- M Street and L Street Outfalls (Tide Control)
- Howe Street Outfall (Tide Control)
- Monk Street (Upstream Capacity)
- Prince Street and Oglethorpe Street (Upstream Capacity)
- Union Street and Ellis Street (Upstream Capacity)

90% design has been completed

Project completion expected in September 2024



# Coastal Incentive Grant & Improving Resilience in West Brunswick



## NOAA Funded

- Administered through the Georgia DNR (Coastal Resources Division)

## Theme

- Disaster Resiliency and Coastal Hazards

## Timeline

- 1 year (2 years possible)

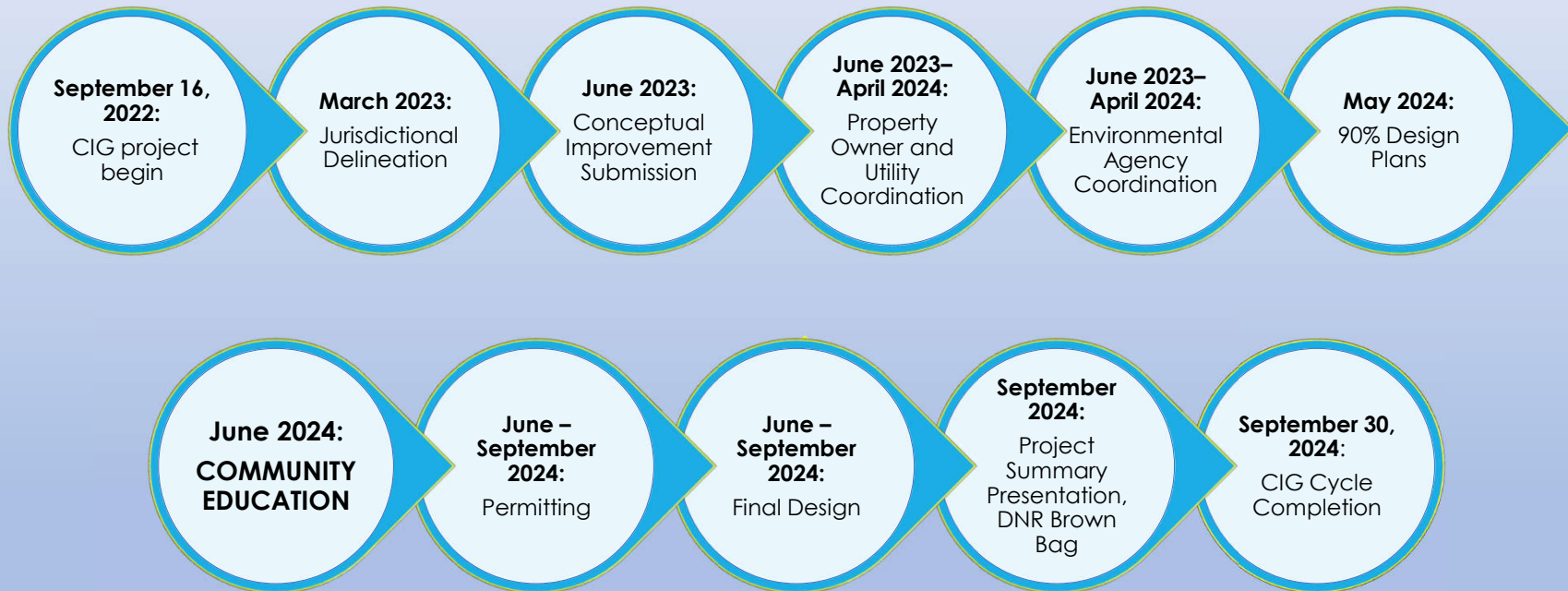
## Milestones

- Project Began: September 16, 2022
- Interim Status Reports:
  - February 13, 2023
  - October 3, 2023
  - April 11, 2024
- Project Completion: September 30, 2024

## Deliverables

- Design Drawings
- Necessary Permits
- 2 community education events
- 2 meetings with other coastal communities to share/gain knowledge and experience
- Summary memos

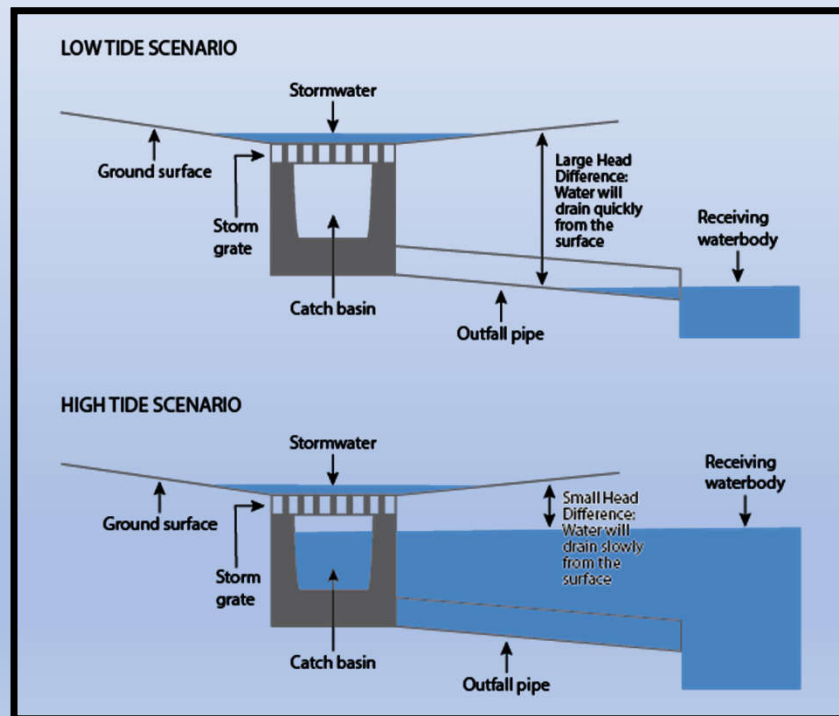
# Project Timeline





# Background

- Tidal tailwaters prevent stormwater outflow



[www.charleston-sc.gov](http://www.charleston-sc.gov)

- Growing issue for coastal areas.
- Resilience planning necessary

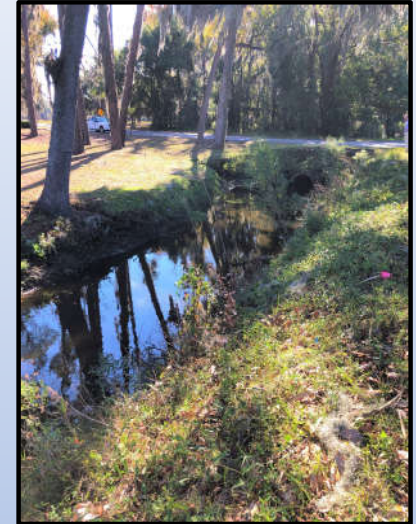


# Background



City of Brunswick Stormwater Masterplan  
Vulnerable outfalls along West Brunswick

**\*13 Outfall Improvement Designs Completed in East Brunswick under CIG during 2021-2023**



↑ Outfall Impacts →



↑ Upstream Impacts →

# Existing Conditions

## Palmetto Cemetery and T Street Outfalls



### Palmetto Cemetery Outfall:

- Bank erosion threatening Ross Road and cemetery
- Vertical stream slopes
- Undermining of trees



### T Street:

- Bank erosion threatening T Street and cemetery
- Vertical stream slopes
- Undermining of trees

# Existing Conditions

## Tide Control Outfalls



### **M Street and L Street Tide Control Outfalls:**

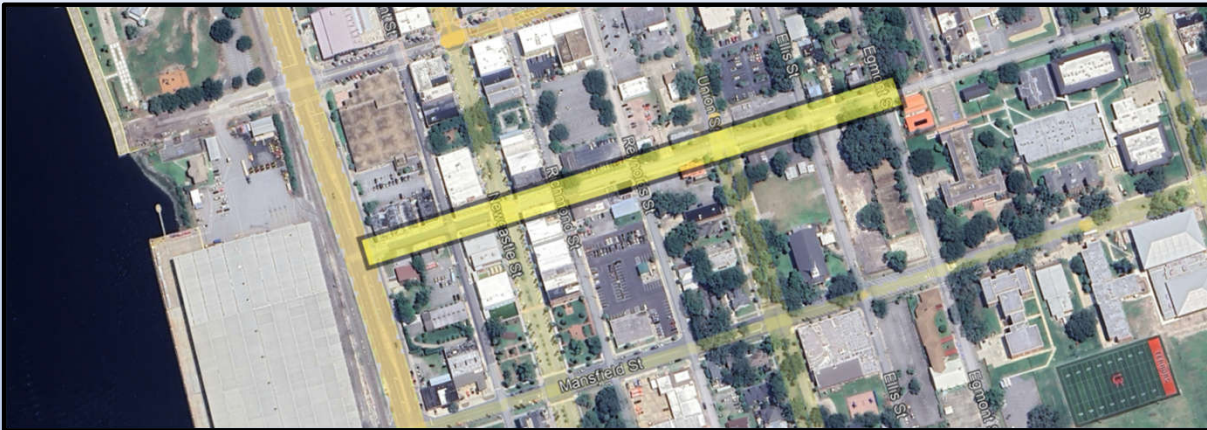
- High tide threat on upstream system

### **Howe Street Outfall:**

- Poor performing existing tidegate
- High tide threat on upstream system

# Existing Conditions

## Upstream Neighborhoods



### Monk Street

- Localized flooding
- Under capacity system



### Union Street Ellis Street Howe Street

- Localized flooding
- Stormwater runoff onto private property



### Prince Street Oglethorpe Street

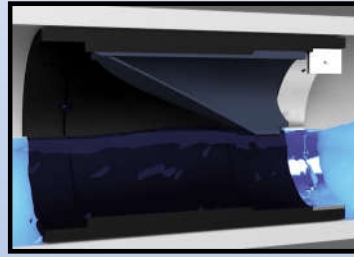
- Localized flooding
- Under capacity system
- Tidal Influence

# Pertinent Available Technologies

**Exterior Check Valve**



**Interior Check Valve**

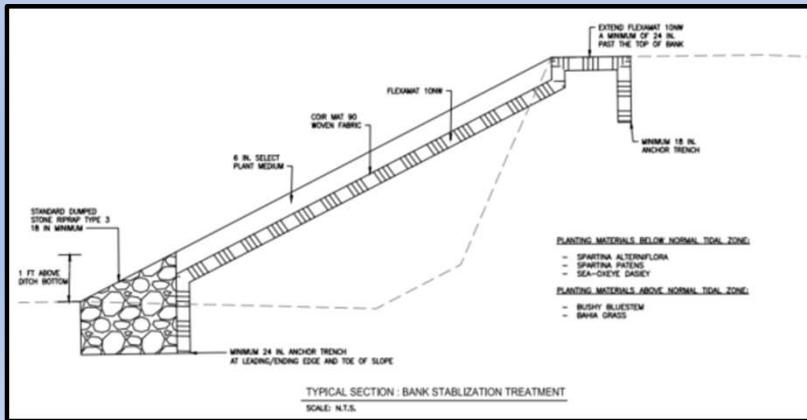
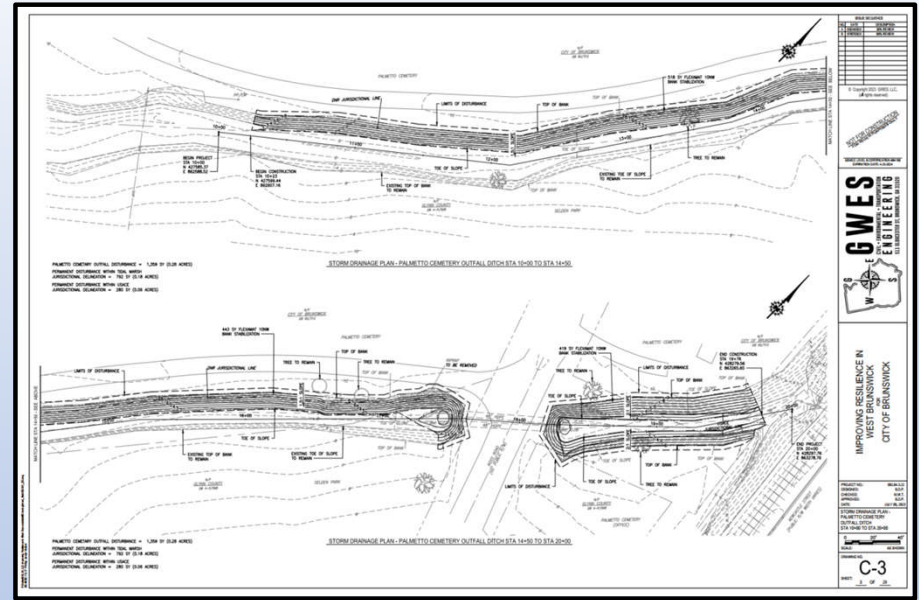
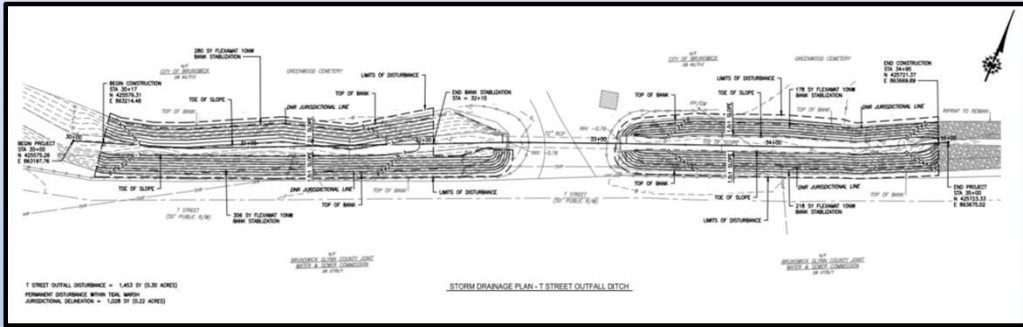


**Flexamat Bank Stabilization**



# 90% Design Plans

## Living Shoreline Bank Stabilization



Flexamat

Sea-Oxeye  
 Daisy

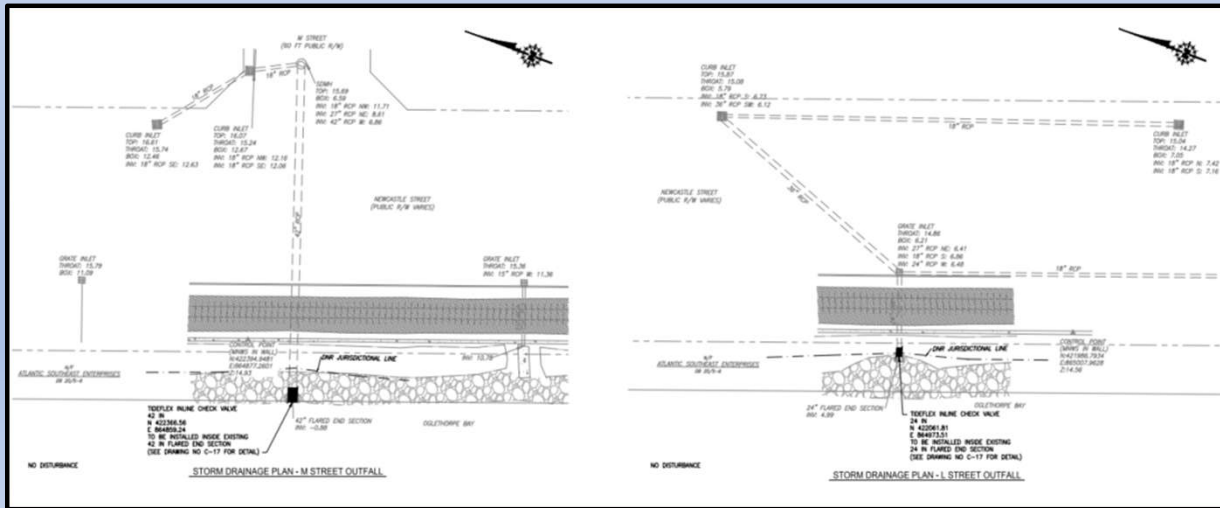
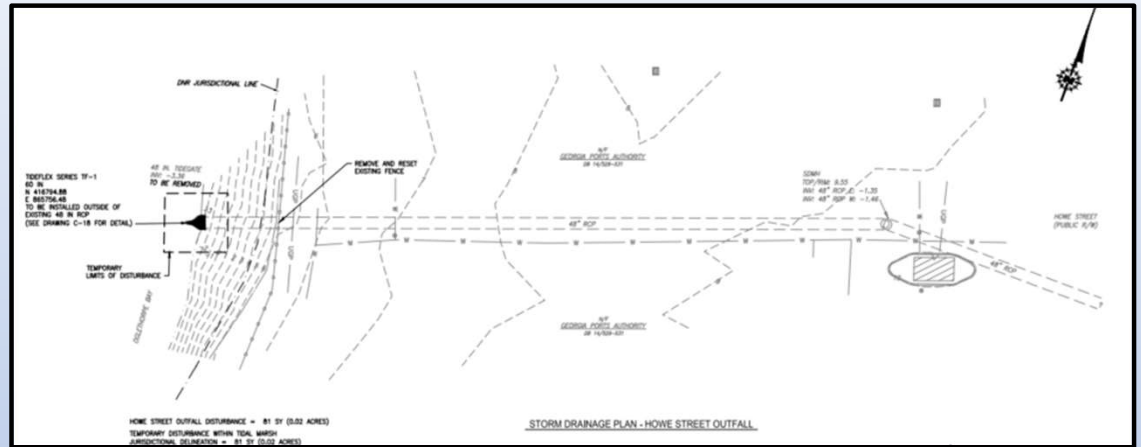


Spartina

# 90% Design Plans

## Tide Control Outfalls

Exterior Tideflex Valve  
Howe Street Outfall



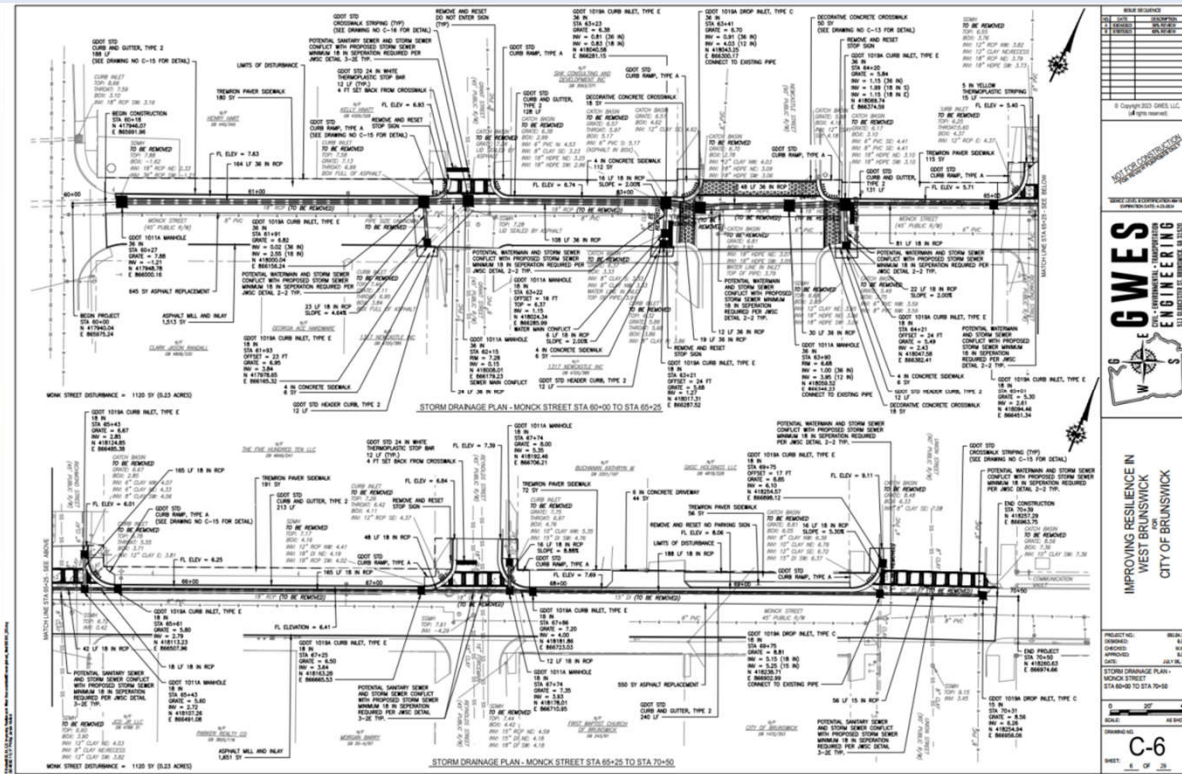
Inline Tideflex Valve  
M Street and L Street Outfalls





# 90% Design Plans

## Upstream Neighborhoods

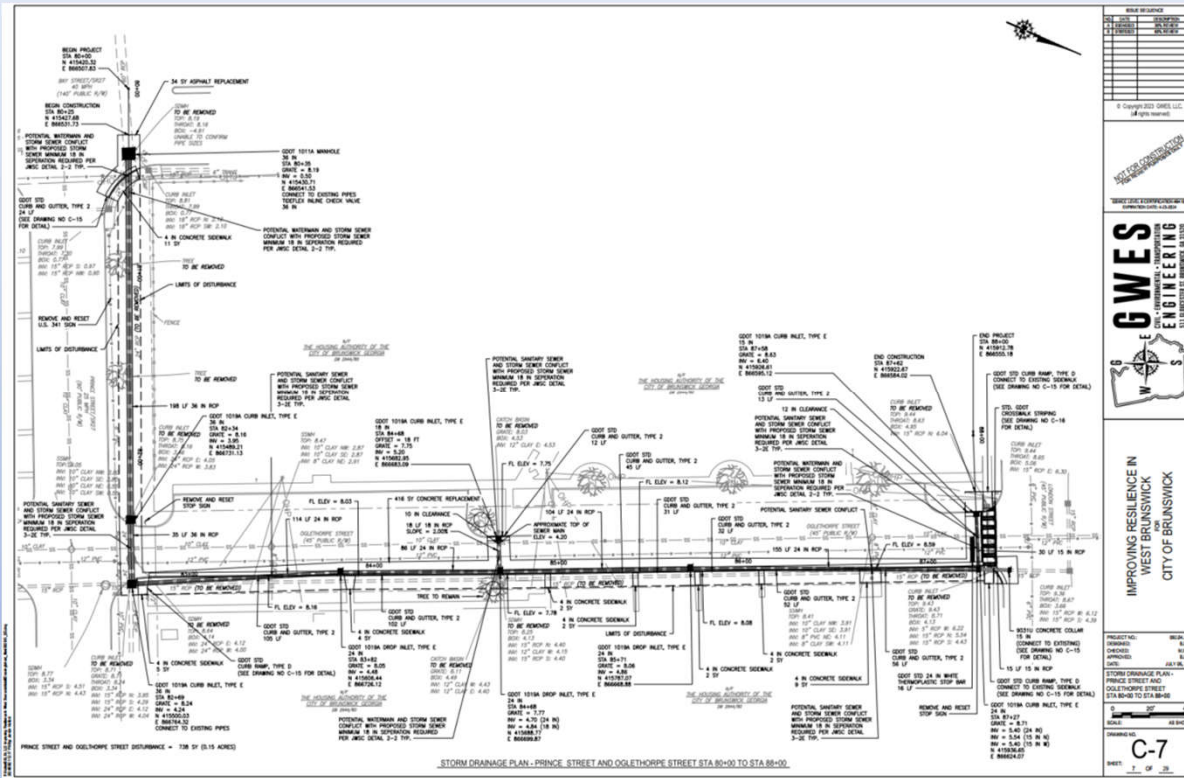


### Monk Street

- 18 inch -> 36 inch concrete stormwater system
- Drainage consolidation and new inlets
- Replacement curb and gutter
- Crosswalks and curb ramps
- Street repaving
- Water utility relocation
- Concrete sidewalk pavers

# 90% Design Plans

## Upstream Neighborhoods

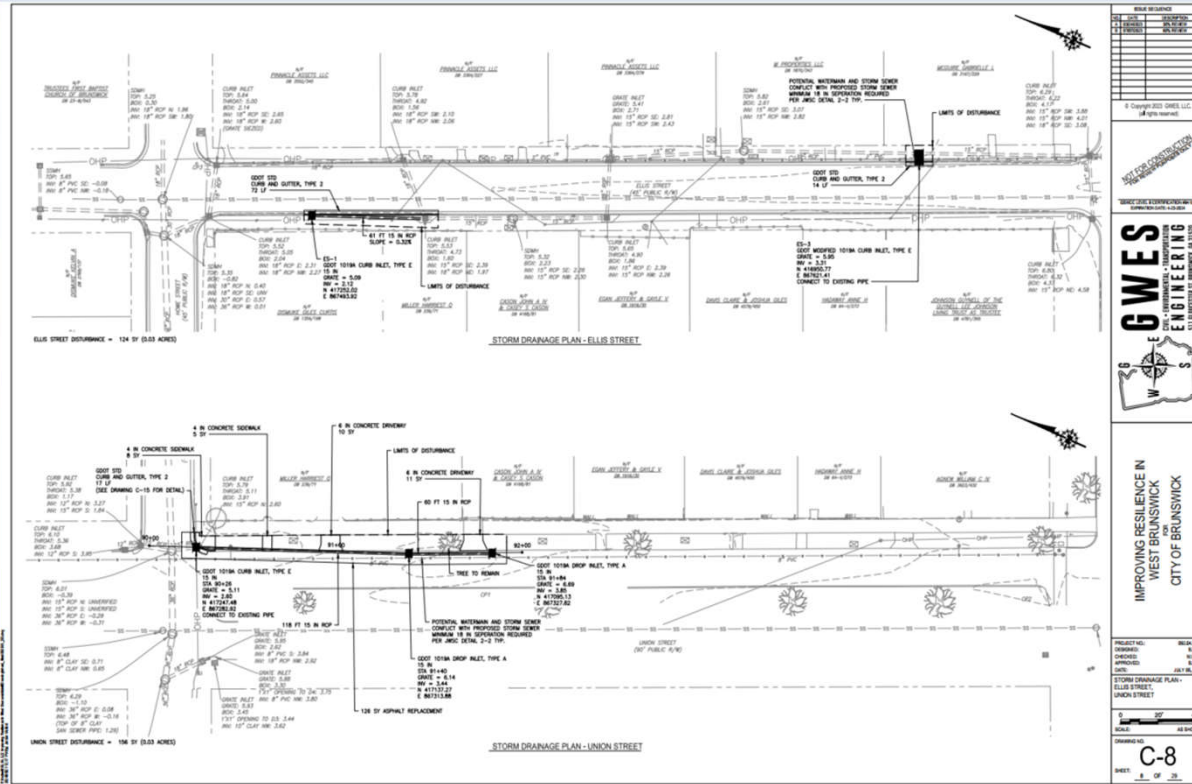


### Prince Street and Oglethorpe Street

- 24 inch -> 36 inch concrete stormwater system
- Inlets in existing undrained low areas
- Replacement curb and gutter
- Crosswalks and curb ramps at London Street
- Inline Tideflex valve at Bay Street

# 90% Design Plans

## Upstream Neighborhoods



### Union Street Ellis Street Howe Street

- Inlets in existing undrained low areas
- Reduction of drainage onto personal property

DATE OF LATEST	
REVISION	
NO.	
DESCRIPTION	
BY	
CHECKED	
DATE	
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**GWES**  
ENGINEERING

IMPROVING RESILIENCE IN  
WEST BRUNSWICK  
CITY OF BRUNSWICK

PROJECT NO: 1806113  
DRAWN: K.S.P.  
CHECKED: K.S.P.  
DATE: JUL 16, 2013

STORM DRAINAGE PLAN -  
ELLIS STREET  
UNION STREET

SCALE: 1" = 40'  
SHEET: C-8  
OF 28

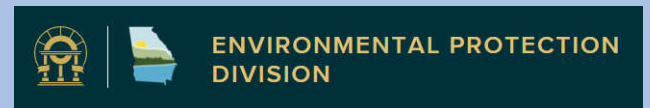
# Opinion of Probable Construction Costs

- Living Shoreline Bank Stabilization
  - \$824,100 (Flexamat, Grading and Erosion Control, Plantings)
- Tide Control Outfalls
  - \$338,100 (Inline and Exterior Tidgates)
- Upstream Neighborhood Improvements (\$2,907,800)
  - Monk Street - \$1,772,300
  - Union Street, Howe Street, and Ellis Street - \$205,700
  - Prince Street and Oglethorpe Street - \$929,800

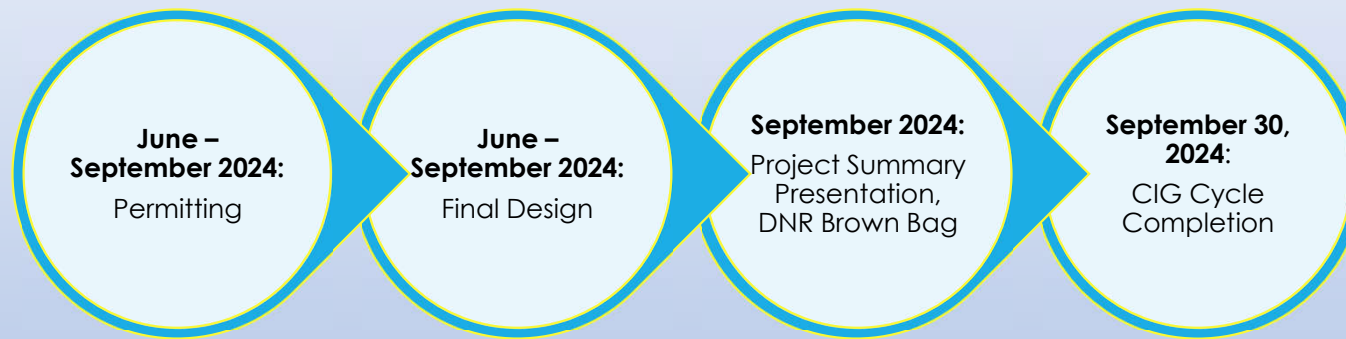
# Permitting



**US Army Corps  
of Engineers®**  
Savannah District



# Next Steps



**OFFICIAL MINUTES  
BRUNSWICK CITY COMMISSION  
PUBLIC HEARING  
WEDNESDAY, JUNE 5, 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>

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

**ABSENT:** Mayor Pro Tem Felicia Harris, and Commissioner Kendra Rolle

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

**PUBLIC HEARING - FINANCE**

1. City of Brunswick Proposed Fiscal Year 2024/2025 Budget. (*R. McDuffie*)

City Manager McDuffie gave an overview for the above-subject proposed fiscal year 2023/2024. Mayor Johnson opened the floor for anyone to address the commission regarding the proposed FY 2024/2025 budget.

No one came forth to address the commission.

Commissioner Sabbe made a motion to adjourn; seconded by Commissioner Atkinson-Williams. Motion passed unanimously.

*Public Hearing closed at 5:59 p.m.*

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**OFFICIAL MINUTES  
BRUNSWICK CITY COMMISSION  
REGULAR SCHEDULED MEETING  
WEDNESDAY, JUNE 5, 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 Lance Sabbe and Commissioner Gwen Atkinson-Williams

**ABSENT:** Mayor Pro Tem Felicia Harris, and Commissioner Kendra Rolle

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

**INVOCATION:** Elder Shawn Slay, Greater Works Than These Ministries

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

## **ADDENDUM TO AGENDA**

Commissioner Atkinson-Williams moved to add as item number 7a “Consider Approval of Workers Compensation Policy Renewal”; seconded by Commissioner Sabbe. Motion passed unanimously.

## **APPROVAL OF AGENDA**

2. Adoption of June 5, 2024 Regular Scheduled Commission Meeting Agenda.

Commissioner Sabbe made a motion to adopt the June 5, 2024 Regular Scheduled Commission meeting agenda with the aforementioned addendum; seconded by Commissioner Atkinson-Williams. Motion passed unanimously.

## **PUBLIC HEARING - ORDINANCE**

3. Ordinance 1082 - Designation of the Visitors Club as a Local Landmark Site. (*J. Hunter*)

Mayor Johnson opened the floor for anyone to address the commission regarding proposed ordinance number 1082 – Designation of the Visitors Club as a local landmark site.

No one came forth to address the commission.

Public hearing closed.

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

4. Consider Approval of May 15, 2024 Regular Scheduled Meeting Minutes. (*subject to any necessary charges.*) (*N. Atkinson*)

Commissioner Atkinson-Williams moved to approve the above-referenced minutes; seconded by Commissioner Sabbe. Motion passed unanimously.

5. Consider Friday, July 5, 2024 as an Additional Holiday for City Employees.

Commissioner Sabbe made a motion to add July 5, 2024 as a additional holiday for city staff; seconded by Commissioner Atkinson-Williams. Motion passed unanimously.

6. Consider Changing Wednesday, July 17, 2024 Regular Scheduled Commission Meeting to Monday, July 15, 2024.

Commissioner Atkinson-Williams moved to reschedule Wednesday, July 17<sup>th</sup> meeting to Monday, July 15, 2024; seconded by Commissioner Sabbe. Motion passed unanimously.

7. Consider Approval of Financial Reports as of April 30, 2024. (*R. McDuffie*)

Commissioner Sabbe made a motion to approve the above-referenced reports as submitted; seconded by Commissioner Atkinson-Williams. Motion passed unanimously.

7a *Consider Renewal of Workers Compensation Policy.*

Commissioner Atkinson-Williams moved to approve the renewal of Workers Compensation Policy; seconded by Commissioner Sabbe. Motion passed unanimously.

8. Consider Approval of Resolution Number 2024-05 ~ Authorization to Execute a Contract Between the City of Brunswick and Georgia Environmental Protection Division Hazardous Waste Trust Fund. (*G. Albersen*)

Commissioner Sabbe made a motion to approve the above-referenced resolution; seconded by Commissioner Atkinson-Williams. Motion passed unanimously.

9. Consider Approval of Contract with J. Hiers Company, Inc. for Asphalt Resurfacing of Various Streets Within the City, and Installation of a Pedestrian Crosswalk Across Gloucester Street. (*G. Albersen*)

Commissioner Atkinson-Williams moved to approve the above-referenced contract with J. Hiers Co., Inc. in the amount of \$974,471.89; seconded by Commissioner Sabbe. Motion passed unanimously.

10. Consider Approval of Memorandum of Understanding Between Brunswick Housing Authority and the City of Brunswick Recreation Department for Youth Education and Development Services. (*V. Booker*)



Commissioner Atkinson-Williams moved to approve the above-referenced Memorandum of Understanding, subject to revisions by City Attorney Corry; seconded by Commissioner Sabbe. Motion passed unanimously.

**CITY ATTORNEY'S ITEM(S)**

11. Consider Adoption ~ Ordinance 1082 - Designation of The Visitors Club as a Local Landmark Site.

Commissioner Sabbe made a motion to adopt the above-referenced ordinance; seconded by Commissioner Atkinson-Williams. Motion passed unanimously.

12. Discussion ~ Amendment to Planning and Appeals Commission Ordinance.

Discussion only, staff to make revisions discussed and provide a clean draft to the commission for review.

13. Consider Approval of Resolution for the Department of Transportation Local Open Roads Policy.

Commissioner Sabbe made a motion to approve the above-referenced resolution; seconded by Commissioner Atkinson-Williams. Motion passed unanimously.

14. Consider Approval and Submission of Statewide Mutual Aid Agreement.

Commissioner Atkinson-Williams moved to approve the above-referenced agreement; seconded by Commissioner Sabbe. Motion passed unanimously.

**EXECUTIVE SESSION**

Commissioner Sabbe made a motion to hold an executive session to discuss litigation and real estate acquisition; seconded by Commissioner Atkinson-Williams. Motion passed unanimously.

**RECONVENE EXECUTIVE SESSION**

Mayor Johnson announced that no action was taken.

Commissioner Sabbe made a motion to adjourn; seconded by Commissioner Atkinson-Williams. Motion passed unanimously.

**MEETING ADJOURNED** – *meeting adjourned at 7:53 p.m.*

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

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

## **RESOLUTION No. 2024-06**

**A RESOLUTION TO ADOPT THE FISCAL YEAR 2024/2025 BUDGET FOR EACH FUND OF THE CITY OF BRUNSWICK, GEORGIA, APPROPRIATING THE AMOUNTS SHOWN IN EACH BUDGET AS EXPENDITURES/EXPENSES, ADOPTING THE SEVERAL ITEMS OF REVENUE ANTICIPATIONS, AND PROHIBITING EXPENDITURES OR EXPENSES FROM EXCEEDING THE ACTUAL FUNDING AVAILABLE; AND OTHER PURPOSES**

**WHEREAS**, sound governmental operations require a budget in order to plan the financing of services for the residents of the City of Brunswick; and

**WHEREAS**, Title 36, Chapter 81, Article 1 of the Official Code of Georgia Annotated (OCGA) requires a balanced budget for the City's fiscal year, which runs from July 1<sup>st</sup> to June 30<sup>th</sup> of each year; and

**WHEREAS**, the Mayor and City Commissioners of the City of Brunswick have reviewed the proposed FY 2024-2025 budget as presented by the City Manager; and

**WHEREAS**, each of these funds is a balanced budget, so that anticipated revenues and other financial resources for each fund equal the proposed expenditures or expenses; and

**WHEREAS**, the Mayor and City Commission wishes to adopt this proposal as the Fiscal Year 2024/2025 Annual Budget, effective from July 1, 2024 through June 30, 2025.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and City Commissioners of the City of Brunswick, Georgia, as follows:

**Section 1.** That the proposed Fiscal Year 2024/2025 Budget, attached hereto and incorporated herein as a part of the Resolution is hereby adopted as the Budget for the City of Brunswick, Georgia for Fiscal Year 2024/2025, which begins July 1, 2024, and ends on June 30, 2025.

**Section 2.** That the several items of revenues, other financial resources, and sources of cash shown in the budget for each fund in the amounts shown anticipated are hereby adopted, and that the several amounts shown in the budget for each fund as proposed expenditures or expenses and uses of cash are hereby appropriated to the departments named in each fund.

**Section 3.** That the legal level of control as defined in OCGA §36-81 is set at the departmental level, meaning that the City Manager in her capacity as Budget Officer is authorized to move appropriations from one line item to another within a department, but under no circumstances

may expenditures or expenses exceed the amount appropriated for a department without a further Budget amendment approved by the Mayor and City Commissioners.

**Section 4.** That all appropriations shall lapse at the end of the fiscal year.

**Section 5.** That this Resolution shall be and remain in full force and effect from and after its date of adoption.

**Adopted the 18<sup>th</sup> day of June 2024.**

**CITY OF BRUNSWICK, GEORGIA**

\_\_\_\_\_  
Cosby H. Johnson, Mayor

**ATTEST:**

\_\_\_\_\_  
Naomi D. Atkinson, City Clerk



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

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**COMMISSION ACTION REQUESTED ON:** June 18, 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.

Staff has met with City Commissioners to get feedback and has incorporated these changes into the ordinance. The two primary changes are to the eligibility requirements for PAC members. Commissions requested that 1) PAC members be limited to serving on a total of 2 City Appointed Boards, and; 2) Eligibility be extended to City residents or Glynn County residents with business interests within the City. Additional changes were requested during Commission review on June 5th.

Attached is an updated version of the proposed ordinance, with June 5th changes highlighted and a clean version of the proposed revised ordinance.

**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

A handwritten signature in blue ink, appearing to read "John Hunter", is written over a horizontal line.

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**ADMINISTRATIVE COMMENTS/ RECOMMENDATION:**

Regina M. McDuffie  
City Manager

6/10/2024  
Date

**ORDINANCE  
1083**

**AN ORDINANCE TO AMEND CHAPTER 2 OF THE CODE OF THE CITY OF BRUNSWICK PERTAINING TO ARTICLE V, DIVISION 3 PLANNING AND APPEALS COMMISSION; TO PROVIDE FOR THE ABILITY TO RENUMBER SECTIONS; TO PROVIDE SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**NOW, THEREFORE BE IT ORDAINED**, by the City of Brunswick City Commission that Article V, Chapter 2 of the Code of Ordinances of the City of Brunswick is amended to read as follows:

**SECTION ONE**

**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.
- (3) *Alternates.* Alternates may participate in all discussion on planning and zoning matters brought before the PAC and shall vote in the absence of regular members. The Alternate shall have the right to vote only when s/he is designated by the Chairperson to replace a regular member for a specific reason and only for a specific meeting date. Alternates shall be chosen in order of arrival at the PAC meeting in question. Alternates may vote in matters before the PAC that do not involve Planning or Zoning decisions or recommendations outlined in Section 2-338, such as election of Vice-Chair, revisions to By-laws and Procedures, etc. Serving as an Alternate shall not count against the term limit set forth in paragraph (1) above.
- (4) When a position becomes vacant before the end of a term; or if a member completing a term chooses not to seek reappointment; or at time of a members completion of two consecutive terms, the city commission shall consider the request of an Alternate to fill the vacant position prior to the

appointment of a new member. If an alternate does not choose to fill the vacancy, then a new member shall be appointed by the city commission.

(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 or residents of Glynn County who have an occupational tax license for a business within the city, the city commission in its appointment of members to the commission shall be bound by the following:

- (1) Members of the commission are preferred to 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;
- (4) Members of the PAC shall be limited to participating in city commission appointed boards or commissions to a total of two (2);
- (5) Participation within the PAC by Glynn County residents who have an occupational tax license for a business within the city shall be limited to a total of two (2), regardless of status as a member or an alternate.

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 chairperson, as appointed by the city commission, shall preside over meetings when present. The PAC shall elect a vice chairperson from among its members as outlined in the By-Laws and Rules of Procedure. The vice chairperson shall preside at meetings in the absence of the chairperson. (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)

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

All commission members attending a meeting shall vote on each matter placed before it. **Alternates may only vote as outlined in Section 2-328 (3) above.** 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.
- (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**



Ordinance shall be read together to give effect to all where possible; in the event of conflict, provisions of those articles control over the provisions of this article.

SECTION TWO

All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed.

SECTION THREE

If any section, clause, sentence, or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance.

SECTION FOUR

This Ordinance shall be effective immediately upon its adoption by the City Commission.

SO ORDAINED BY THE CITY COMMISSION OF BRUNSWICK THIS XX DAY OF JULY 2024.

Table 1  
Permitted Sign and Use Summary

USE and ZONES	FREE STANDING		<u>MANSARD</u> <u>MOUNTED</u>	<u>HANGING</u> <u>SIGN</u>	DIRECTIONAL <u>SIGNS*</u>	INCIDENTAL <u>SIGNS</u>	TEMPORARY <u>SIGNS</u>	<u>NOTES</u>
	MONUMENT	WALL MOUNTED						
<u>RESIDENTIAL- R9 R6 GR GR Core Zones</u>								
Single/ Two Family Lot	ND	NO	ND	NO	NO	ND	YES*	
Single/ Two Family Subdivision	YES	ND	NO	ND	YES	NO	YES*	Only 1 freestanding sign per entrance from a public street
Multi Family (Apartment) Complex	YES	YES	NO	NO	YES	YES	YES*	Only 1 freestanding sign per entrance from a public street - 1 identification sign per building
Multi Family (Apartment) Community	YES	YES	NO	NO	YES	YES	YES*	Only 1 freestanding sign per entrance from a public street; 1 identification sign per bldg
Residential - Mixed Use Community	A SIGNAGE PLAN FOR THE COMPLEX IS REQUIRED							Signage plans should provide consistency in design and features.
COMMERCIAL- NEIGHBORHOOD -LC Zone	ND	YES	YES	YES	NO	ND	YES*	Only 1 sign permitted for each business
COMMERCIAL- GENERAL CORE	NO	YES	YES	YES	NO	NO	YES*	Only 1 sign permitted for each business
COMMERCIAL - DC GC								
Single User/ 1 Building	YES	YES	YES	NO	NO	NO	YES*	Only 1 freestanding, wall, or mansard sign permitted
Multi User/ 1 Building Multi User/ Multi Building Complex	YES	YES	YES	YES	ND	YES	YES*	Only 1 freestanding, wall or mansard sign permitted w/ tenant directory
Less than 20,000 SF	YES	YES	YES	ND	ND	ND	YES*	Only 1 freestanding sign permitted. 1 wall mounted or mansard sign per building
Greater than 20,000 SF	YES	YES	YES	ND	YES	YES	YES*	1 freestanding sign per entrance permitted. 1 other sign per tenant allowed
Greater than 100,000 SF	A SIGNAGE PLAN FOR THE COMPLEX IS REQUIRED INCLUDING USER AND/OR BUILDING IDENTIFICATION							Signage plan should provide consistency in design and features
Commercial Recreation	YES	YES	YES	NO	YES	YES	YES*	1 freestanding sign permitted. 1 sign permitted at building entrance
<u>HIGHWAY COMMERCIAL- HC ZONE</u>	YES	YES	ND	NO	YES	YES	YES*	Includes Billboards. Only one freestanding and 1 building sign per property
OFFICE - <u>DC</u> , GC								
Single Building and User/ Tenant	YES	YES	YES	NO	NO	NO	YES*	Only 1 freestanding, wall, or mansard sign permitted
Single Building/ Multiple Users/ Tenants	YES	YES	YES	NO	NO	YES	YES*	1 freestanding sign permitted. 1 other sign per tenant allowed
Multiple Buildings/ Multiple Users	YES	YES	YES	NO	YES	YES	YES*	1 freestanding sign permitted at each property entrance. 1 building or mansard sign per building
<u>MEDICAL, INST. AND PUBLIC- MED GC, DC</u>	YES	YES	YES	ND	YES	YES	YES*	One freestanding sign permitted at each property entrance. One building or mansard sign per building
INDUSTRIAL- BI GI LI								
Single User site - Only one sign	YES	YES	ND	NO	YES	YES	YES*	1 freestanding sign permitted for building entrance or one wall sign.
Multi User/ Multi Building Site	YES	YES	ND	ND	YES	YES	YES*	One freestanding sign permitted for each site entrance and one wall sign for each building.
Industrial Park	A SIGNAGE PLAN FOR THE PARK IS REQUIRED INCLUDING USER AND/OR BUILDING IDENTIFICATION							Signage plan should provide consistency in design and features.

\*Temporary Real Estate For Sale or Lease Signs, not exceeding 6 SF do not require a sign permit and must be removed within 2 days following completion of sale or lease activity

Temporary signs in excess of 6 square feet will require a permit

\*... Directional signs permitted as necessary to facilitate or control building access, parking or loading/unloading

GENERAL NOTE: Changeable copy signs are only permitted in General Commercial and Highway Commercial Zoning Districts

**Table 2  
Sign Location, Size and Design Regulations**

<u>SIGN TYPE / WHERE PERMITTED</u>	<u>SETBACK</u>	<u>TYPE MOUNTING</u>	<u>SITE</u>	<u>SIGN AREA</u>	<u>HEIGHT</u>	<u>ILLUMINATION</u>	<u>NOTES</u>
<b>FREESTANDING OR MONUMENT</b>							
<b>Residential Zones and Uses</b>							
<b>Residential SF Subdivision or Multi Family Complex</b>	20 feet from any property line; 30 feet from any street ROW intersection; and at least 200 feet from any other freestanding sign on the same property and street frontage	NA	May be single faced or double faced. One sign per entrance from a public street	64 square feet/32 square feet per sign face if a double faced sign.	8 feet above the average grade within a 20 foot radius of the center of the sign base. Lower edge of sign shall not exceed 4 feet above the average grade	May be illuminated externally or internally.	Certain Building Mounted Signs may be installed to identify building or provide entrance location. Such signs may not be illuminated
<b>Residential PUD</b>	IA total sign package for a proposed residential Planned Unit Development is required						
<b>Residential zones Other permitted or Special Permit uses</b>	20 feet from any property line; 30 feet from any street ROW intersection; and at least 200 feet from any other freestanding sign on the same property and street frontage	NA	May be single face or double face	30 square feet	5 feet above the ground grade at the base of the sign	May be illuminated externally or internally, May not be illuminated after 11 PM.	No building signs are permitted.
<b>Commercial/Office Zones and Uses</b>							
<b>Commercial and Office (single use) - other than Neighborhood, General Core, Highway and Recreation Commercial</b>	20 feet from any property line; 30 feet from any street ROW intersection; and at least 200 feet from any other freestanding sign on the same property and street frontage	NA	May be single faced or double faced. One sign per entrance from a public street	64 square feet/32 square feet per sign face if a double faced sign.	10 feet above the average grade within a 20 foot radius of the center of the sign base. Lower edge of sign shall not exceed 4 feet above the average grade	May be illuminated externally or internally.	A building sign may be used in lieu of a freestanding sign. See site and design standards following.
<b>Commercial and Office (multiple use) - other than Neighborhood, General Core, Highway and Recreation Commercial.</b>	20 feet from any property line; 30 feet from any street ROW intersection; and at least 200 feet from any other freestanding sign on the same property and street frontage	NA	May be single faced or double faced. One sign per entrance from a public street	128 square feet/64 square feet per sign face if a double faced sign.	10 feet above the average grade within a 20 foot radius of the center of the sign base. Lower edge of sign shall not exceed 4 feet above the average grade	Maybe illuminated externally or internally.	A building sign may be used in lieu of a freestanding sign. See site and design standards following. For new multi-tenant or multi building/ user shopping centers or multi- building/ user offices, a signage plan shall be required so as to have uniformity of design and location features.
<b>Neighborhood and General Core Commercial</b>	Freestanding signs are not permitted in Neighborhood Commercial Zones. See Building Mounted Signs						
<b>General Commercial, Recreation Commercial or Industrial. single use</b>	120 feet from any property line; 30 feet from any street ROW intersection; and at least 200 feet from any other freestanding sign on the same property and street frontage	NA	May be single faced or double faced. One sign per entrance from a public street	200 square feet/100 square feet per sign face if a double faced sign.	Maximum of 35 feet above adjacent street grade	May be illuminated externally or internally.	For new multi-tenant or multi building/ user shopping centers or multi- building/ user offices, a signage plan shall be required so as to have uniformity of design and location features.
<b>General Commercial, Recreation Commercial or Industrial - multiple users</b>	20 feet from any property line; 30 feet from any street ROW intersection; and at least 200 feet from any other freestanding sign on	NA	May be single faced or double faced. One sign per entrance from a public street	200 square feet/100 square feet per sign face if a double faced sign.	Maximum of 35 feet above adjacent street grade	May be illuminated externally or internally.	For new multi-tenant or multi building/ user shopping centers or multi- building/ user offices, a signage plan shall be required so as to have uniformity of design and
<u>SIGN TYPE / WHERE PERMITTED</u>	<u>SETBACK</u>	<u>TYPE MOUNTING</u>	<u>SITE</u>	<u>SIGN AREA</u>	<u>HEIGHT</u>	<u>ILLUMINATION</u>	<u>NOTES</u>
<b>FREESTANDING OR MONUMENT</b>							

Table 2  
Sign Location, Size and Design Regulations

<p>General Commercial, Highway Commercial or Industrial Zones - <b>Billboards</b> adjacent to Interstate or Federal Highway. NOTE: Such signs must also meet the requirements of the Georgia Outdoor Advertising Act if more restrictive.</p>	<p>The sign face structure may not be less than 10 feet from any property line. No billboard may be located within a 300 foot radius of any residential, conservation, historic, public park or playground.</p>	<p>NA</p>	<p>Single face only. May not be located closer than 1,250 linear feet from another billboard sign nor closer than 500 linear feet from the nearest road intersection.</p>	<p>The sign face shall not exceed 300 square feet per face with a maximum sign area including structure of 600 square feet.</p>	<p>Maximum of 60 feet measured from the lowest point of ground grade below the sign or adjacent street or highway pavement elevation.</p>	<p>Maybe illuminated externally or internally. Automatic copy change is permitted.</p>	
<p>General Commercial, Highway Commercial or Industrial Zones - <u>Off-premises signs</u> Billboards</p>	<p>The sign face structure may not be less than 10 feet from any property line.</p>		<p>Single face only. May not be located closer than 1000 linear feet (measured along common street frontage) from another off-premises or billboard sign.</p>	<p>The sign face shall not exceed 300 square feet.</p>	<p>Maximum of 35 feet above adjacent street grade.</p>	<p>Maybe illuminated externally or internally. Automatic copy change is permitted.</p>	
<p>Accessory Free Standing Signs</p>	<p>20 feet from any property line; 30 feet from any street ROW intersection;</p>	<p>NA</p>	<p>May be single faced or double faced.</p>	<p>Principal accessory signs may not exceed 32 square feet; other accessory free standing signs may not exceed 6 square feet.</p>	<p>Maximum height of 5 feet above grade under the structure.</p>	<p>Maybe illuminated externally or internally.</p>	<p>Multi-screen Onemas Signs are permitted as Accessory Free-Standing so long as they do not exceed 10 feet in width and 20 feet in height with a sign face of not more than 8 feet in width and 15 feet in height. Such signs may be internally or externally illuminated and may have electronic changeable copy.</p>
<p>BUILDING MOUNTED SIGNS</p>							
<p>Residential Residential - Multi Family</p>	<p>NA</p>	<p>NA</p>	<p>NA</p>	<p>NA</p>	<p>NA</p>	<p>NA</p>	<p>Only building identification signs are permitted as auxiliary signs.</p>
<p>Commercial and Office Commercial /Office - Single user INA</p>		<p>Wall Mounted/Fade</p>	<p>One sign permitted on a single wall. If mounted on a wall, it may not extend more than 6 inches from the face of the wall.</p>	<p>Shall not exceed 32 square feet or 10% of the wall area, whichever is less.</p>	<p>Maximum height to top of sign face shall not exceed 15 feet.</p>	<p>Maybe illuminated externally or internally.</p>	<p>Neighborhood Commercial signs may only be illuminated until 11:00 PM</p>
		<p>Projecting from Wall</p>	<p>One sign permitted. May be single face or double face. May not project more than 5 feet from the face of the building wall.</p>	<p>Shall not exceed 12 square feet.</p>	<p>Bottom of sign shall not be less than 8 feet above the entrance elevation of the building.</p>	<p>Maybe illuminated externally or internally.</p>	
	<p>The sign face may not project more than 4 feet from the face of the building wall behind it.</p>	<p>Canopy, awning, mansard, marquee or parapet</p>	<p>One sign permitted. Single face only.</p>	<p>16 square feet.</p>	<p>Sign may not extend beyond the structure upon which it is mounted nor may it occupy more than 25% of the area of the structure.</p>		
<p>Commercial/ Office Multi Users</p>	<p>NA</p>	<p>All above except projecting</p>	<p>One sign per tenant or user may be permitted</p>	<p>16 square feet per sign except that the total of all signs shall not exceed 25% of the surface area upon which they are mounted.</p>	<p>Sign may not extend beyond the structure upon which it is mounted nor may it occupy more than 25% of the area of the structure.</p>	<p>Only wall mounted or facade signs may be externally or internally illuminated.</p>	

Table 2  
Sign Location, Size and Design Regulations

<u>SIGN TYPE/ WHERE PERMITTED</u>	<u>SETBACK</u>	<u>TYPE MOUNTING</u>	<u>SITE</u>	<u>SIGN AREA</u>	<u>HEIGHT</u>	<u>ILLUMINATION</u>	<u>NOTES</u>
<b>BUILDING MOUNTED SIGNS</b>							
Highway Commercial Recreation, Industrial	NA	Wall Mounted/Fa ade	One sign per tenant or user may be permitted	32 square feet per sign except that the total of all signs erected on a single wall may not exceed 25% of the total area of that wall.	The height of the sign placed on a wall or facade may not exceed 18 feet measured from the ground base of the wall to the top of the sign face including trim or structure.	May be illuminated externally or internally.	
<b>OFF PREMISES SIGNS/ BILLBOARDS</b>							
General Commercial, Highway Commercial, Industrial Zones	No portion of sign may be located closer than 10' from any property line or street ROW nor within a 300 foot radius from and property zoned Residential or any property that is <b>designated</b> for conservation, historic, landmark, public park or playground	Single faced or double faced mounted on pylons.	1,250 feet from any other <u>all pfc.</u> , <u>1 se-s ar</u> billboard signh measured along common roadway frontage.	<del>Off premises signs shall not exceed 300 square feet of sign area.</del> Billboards shall not exceed 600 square feet of sign area.	Shall not exceed 60 feet in height above the pavement of an adjoining street	May only have external illumination.	Billboards must also conform to the requirements of the Georgia Code - Outdoor Advertising Act.
Other Signs Electronic Signs	<b>No</b> portion of the sign shall be within 20 feet of any property line or wall mounted ROW. No prtion of the sign shall be with in 50 feet of any residence or resi denti al zoning district	Freestanding or wall mounted	Only one electronic sign per commercial zoning lot.	Same sign area as a Freestanding Sign allowed.	Same height as an allowed Freestanding Sign.	Sign message must remain for 15 seconds. Chane in message must occur within 2 seconds.	A permit for an electronic sign may be disapproved if the Building Inspector finds that the sign poses a public safety issue(s) .
Multi-Screen Cinema Signs	Same as a Freestanding or Wall Mounted Sign	Freestanding or wall mounted	One sign per cinema	Maximum of 200 square feet	Maximum of 15 feet if freestanding. Maximum of 20 feet if wall maounted	May be internally illuminated.	
Accessory Signs	Same as Freestanding or Wall Maounted	Freestanding or Wall Mounted	As necessary to provide direction for traffic, parking or entrance location	Maximum of 6 square feet	If ground mounted, maximum of 3' in height except for handicapped or no-parking signs which may be 5 feet in height.	May not be illuminated	The Building Inspector shall determine the necessity for all accessory signs.