

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

BRUNSWICK CITY COMMISSION REGULAR SCHEDULED COMMISSION MEETING TUESDAY, JULY 3, 2024 AT 6:00 P.M. 1229 NEWCASTLE STREET, 2nd FLOOR

&

STREAMED LIVE AT THE BELOW WEB ADDRESS:

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

CALL TO ORDER **INVOCATION **PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

1. Adoption July 3, 2024 Regular Meeting Agenda.

PUBLIC COMMENT

CITY ATTORNEY'S ITEM(S)

2. Adoption ~ Proposed Ordinance 1083 ~ Amendment to Planning and Appeals Commission Ordinance. **Encl. 1**

APPOINTMENT(S)

3. Commission and Boards:

- 1) **Planning and Appeals Commission** ~ Three Appointments – (two board members and one alternate)
- 2) **Brunswick Historic Preservation Board** ~ Two Appointments
- 3) **Coastal African American Historic Preservation Commission** ~ One Appointment.
- 4) **Coastal Regional Commission** ~ Non-Public Representative (Mayoral Appointment)

PUBLIC HEARING – LAND USE

4. Consider Approval of Rezoning Petition Number 24-01(2400 Reynolds Street); from Reynolds Cottages, LLC, Owner, Petitioning to Rezone Parcel Number 1-04148 from Neighborhood Commercial (NC) to Mixed-Use City Core Historic (MUCCH). (*J. Hunter*) **Encl. 2**

ITEM(S) TO CONSIDER FOR APPROVAL

5. Approval of June 18, 2024 Regular Scheduled Meeting Minutes. (*subject to any necessary charges.*) (*N. Atkinson*) **Encl. 3**

6. Consider Approval of Construction Contract for Albany Street Drainage Improvements (*G. Alberson*). **Encl. 4**

7. Consider Approval of Financial Reports as of May 30, 2024. (*R. McDuffie*) **Encl. 5**

CITY ATTORNEY'S ITEM(S)

8. Consider Approval of Municipal Court Judge Service Agreement. **Encl. 6**

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 . Please give at least 48 hours’ notice to allow the city to make reasonable accommodations for those persons(s).”

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 commission 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.

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.

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.

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) Only two (2) Glynn County residents who have an occupational tax license for a business within the city may be appointed to the PAC 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.

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.

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.

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.

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.

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 shall abstain from a vote only in the instance of a conflict of interest, the nature of which must be stated for the record.

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.

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.

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.

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 3rd DAY OF JULY 2024.

Cosby H. Johnson, Mayor

ATTEST: _____
Naomi D. Atkinson, City Clerk



SUBJECT: RZ 24-01 | 2400 Reynolds Street | Rezone from NC to MUCCH

COMMISSION ACTION REQUESTED ON: July 3, 2024

PURPOSE: See attached Staff Report

HISTORY:

FACTS AND ISSUES:

BUDGET INFORMATION: N/A

OPTIONS:

- Approve RZ 24-01 as submitted.
 - Approve RZ 24-01 with conditions.
 - Do not approve RZ 24-01.
-

DEPARTMENT RECOMMENDATION ACTION:

- Approve RZ 24-01 as recommended by staff and the PAC
-

DEPARTMENT: PDC

Prepared by: John Hunter, Director

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Regina M. McDuffie

City Manager

6/24/24

Date

Rezoning Petition No. 24-01

(2400 Reynolds Street)

Staff Report

John Hunter

Director

Planning, Development, & Codes

City of Brunswick

Public Hearing

July 3, 2024

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Requested Land Use Approvals

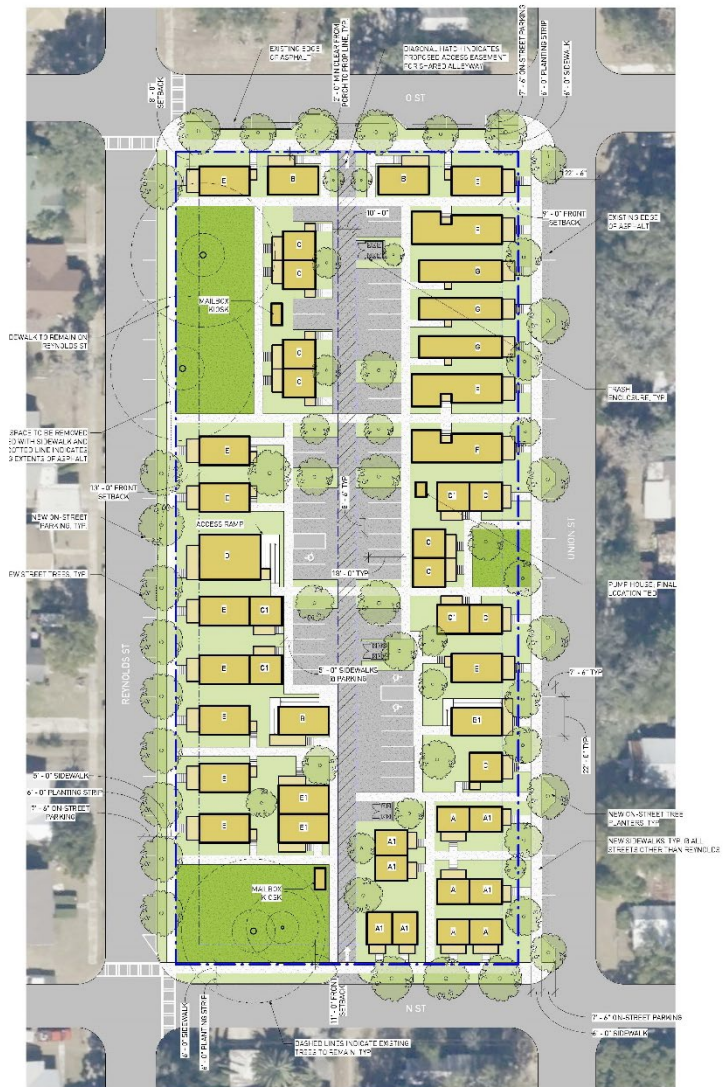
Reynolds Cottages, LLC, owner, is petitioning to rezone parcel #01-04148 from Neighborhood Commercial (NC) to MUCCH.



Location map

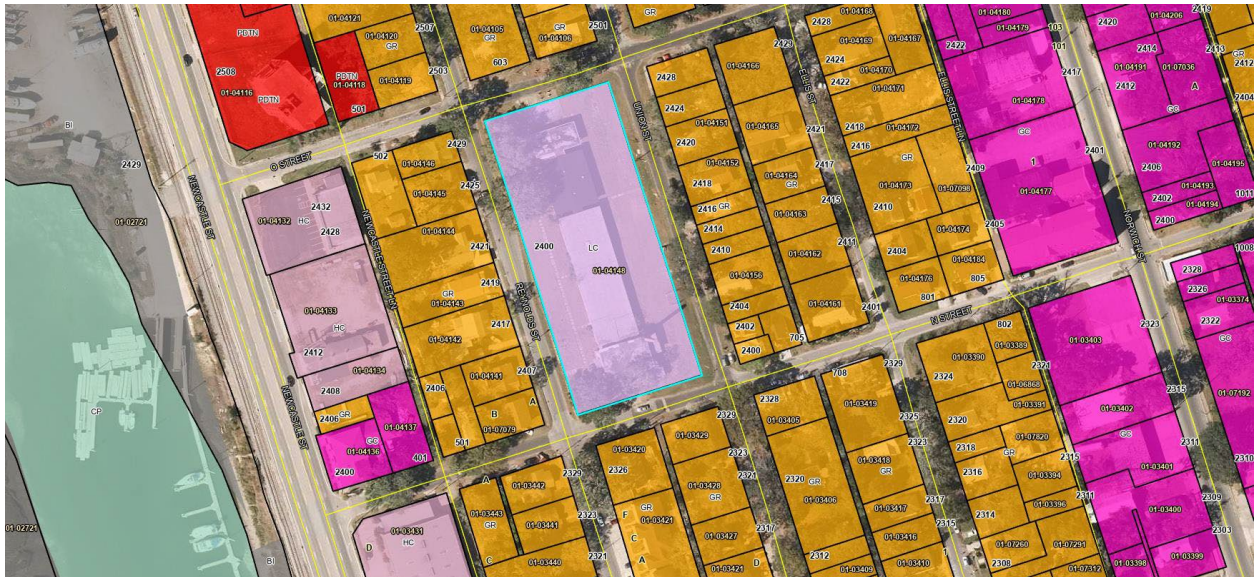
Proposed Development

Reynolds Cottages, LLC is proposing 46 residential units on 1.965 acres. The residential units will consist of a mix of studio units and 1-3 bedroom units in smaller 1-2 story cottages. Associated on and off-street parking, alley access, and dedicated green space will be provided.



Proposed Rezoning

2400 Reynolds Street is currently zoned Neighborhood Commercial (NC, formerly LC Local Commercial). The property is currently restricted by a zoning condition that only allows for a café and childcare activities. These zoning restrictions were part of a project that envisioned a repurposed school facility that was on site. That project ceased in the early 2010 and the building fell into disrepair. It was demolished by the City under a Court Order in 2018/2019. The purpose of the rezoning to MUCCH would be to allow the applicant flexibility in mixing multiple residential uses within the same property and flexibility to use on and off-street parking. Adjacent properties are all zoned General Residential.



Staff Analysis

When considering a rezoning, we refer back to the Character Areas within our Comprehensive Plan:

Character Area: New Town/ Town Commons

New Town is the second oldest area of the city. This character area extends northwards from Old Town/F Street up to T Street and east to the Hercules Plant and includes both sides of MLK Boulevard. New Town includes three large public squares that were set aside when it was originally platted. The New Town Character Area is defined by a regular rectangular block pattern which serves to connect diverse land uses in a highly integrated pattern, but also makes it more difficult to identify boundaries between distinct neighborhoods. Land uses in New Town are single-family, though there are many commercial lands uses along Norwich Street and some churches and schools scattered through the area. A high percentage of homes in the area require moderate to significant rehabilitation as noted in the recently completed housing study. In addition, the area has pockets of mostly vacant dilapidated structures that will require demolition.

There are also several large multifamily Brunswick Housing Authority properties in this character area which tend to stand out from their surroundings. Additionally, two modern and attractive privately owned rent assisted housing complexes have recently been built in the area on MLK (Perry Place) and Norwich Commons (4th Street).

There are three major corridors that help define the New Town area. MLK Boulevard runs north-south through the New Town area. The MLK area is somewhat underdeveloped. It has a very wide right-of-way in comparison with its traffic volume, and the corridor contains a large median with a tall utility corridor down its center. The Norwich corridor also runs north-south through the New Town area. Land uses along the Norwich corridor tend to be commercial or institutional in nature with some outdoor storage such as automobile sales, and buildings are situated directly adjacent to the corridor as characteristic of a ‘main street.’ Along the western edge of New Town is the Newcastle/US 341 corridor, which functions as a main Gateway to Brunswick (along with US 17). Due to the waterfront and the rail line running adjacent to Newcastle, land uses, and architectural styles are quite diverse, with commercial, industrial, institutional, and residential land uses scattered in an incoherent fashion on the corridor.

Vision

The vision for the New Town/Town Commons area is a revitalized, diverse, urban single-family neighborhood with quality infrastructure. The neighborhood can be improved through a variety of infrastructure investments, including drainage improvements, curb and gutters, streetlights, and sidewalks. Neighborhood parks will be improved by additional amenities such as benches, lighting, walking paths, and playgrounds. Dilapidated housing will need to be renovated so that new infill housing will be developed on vacant lots. The neighborhood will continue to be mixed-use with schools and churches as vital part of the neighborhood, and neighborhood-serving commercial development should be encouraged to occur along Norwich Street. Newcastle will become a gateway into the city with new, street-oriented redevelopment and an improved streetscape. The City’s waterfront should become more accessible to neighborhood residents through pedestrian and bicycle pathways.

Appropriate Land Uses

- Single-family residential development
- Neighborhood scale commercial development along Norwich St, developed in a *Main Street* fashion with the building fronting the streetscape and parking to the rear.
- Community facilities and centers such as schools, parks, museums, and libraries located on the major corridors of Norwich St, MLK Jr Blvd, and Newcastle St
- Multifamily development along the MLK Jr Blvd and Newcastle St corridors
- Townhouse development along the Norwich St and Newcastle St corridors
- Mixed-use development along the Newcastle St corridor south of P Street

Recommended Development Patterns

- Houses located near the street with front porches that encourage interaction with neighbors.

- New residential development that matches the mix of housing types and styles of the community
- Accessory housing units that provide rental opportunities for small households
- Addition of neighborhood commercial centers on appropriate infill sites that serve surrounding neighborhoods.
- Greyfield redevelopment that converts vacant or underutilized commercial strips to mixed-use assets. There is an excess of vacant commercial buildings in the area, particularly along Norwich Street.
- Structures (shopping, offices, etc.) located near street front with parking in rear of buildings, making the corridor more pedestrian friendly.
- Emphasizing and protecting views of the river where possible for development along Newcastle St

Under Sec. 23-26-12. - Criteria to consider for applications. The planning and appeals commission and the governing body shall consider the following standards in considering any rezoning, zoning amendment, or Conditional Use Permit application, giving due weight or priority to those factors that are appropriate to the circumstances of each proposal:

- (a) Is the proposed use compatible with the purpose and intent of the comprehensive plan?
- Yes. New residential development is supported by the Comprehensive Plan.
- (b) Is the proposed use suitable in view of the zoning and development of adjacent and nearby property?
- Yes. The property is surrounded by similar residential uses.
- (c) Will the proposed use adversely affect the existing use or usability of adjacent or nearby property?
- The proposed use will not impact existing uses.
- (d) Are there substantial reasons why the property cannot or should not be used as currently zoned?
- As currently zoned, the property can only be used for a child care facility and a café.
- (e) Will the proposed use cause an excessive or burdensome use of public facilities or services, including but not limited to streets, schools, water or sewer utilities, and police or fire protection?
- The proposed development is in a developed residential area, and is within planned capacities for utilities and services.
- (f) Is the proposed use supported by new or changing conditions not anticipated by the comprehensive plan or reflected in the existing zoning on the property or surrounding properties?
-No.
- (g) Does the proposed use reflect a reasonable balance between the promotion of the public health, safety, morality, or general welfare and the right to unrestricted use of property?
-Yes

The use of the MUCCH zoning classification for infill residential uses that utilize new development approaches is a good way to allow for flexibility within our zoning. Small, independent living units that can meet the needs of workforce housing demands and affordability are needed.

When originally platted in 1835, the New Town neighborhood had primarily 2,400 square foot lots. When compared to Old Town's 12,800 square foot lots, it is easy to see how the intent of New Town was to provide "workforce" housing for those times and a density designed for small housing types. Re-introducing housing of this scale with multiple unit types in a singular development will provide variety while blending into the historic development patterns in the area. It is the type of development that can spur new ideas and approaches that will enhance the city.

Staff Recommendation

Staff recommends that the Planning and Appeals Commission recommend approval by the City Commission.

Planning & Appeals Commission Recommendation

The PAC reviewed the application at their June 13, 2024 meeting. The PAC voted 5-0 to recommend that the City Commission accept the staff recommendation.

Appendix A – Application and Plans



CITY OF BRUNSWICK, GEORGIA

APPLICATION FOR REZONING

RZ

APPLICANT: After completely reading this form, the applicant will answer each item as completely as possible. Please print or type. The Planning Staff will assist you if necessary.

This is a request for a **REZONING** to the Official Zoning Ordinances of the City of Brunswick. Please read Article XXIII of Zoning Ordinance which applies to your proposal.

1. Applicant (Your Name): _____ Daytime Phone: _____ Email: _____
Mailing Address _____ Zip: _____
2. Location of Property forming the basis for this text amendment: _____
Street _____ Tax Map and Parcel Number: _____
3. Is this rezoning due to annexation? ____ YES ____ NO
4. Total Parcel area (indicate square feet or acres): _____ Square Feet/Acres
5. Present Zoning: _____ Abutting zones (list all zones that touch the parcel): _____
6. Proposed Zoning: _____
7. Are any special use(s), variance(s), covenant(s), or prior rezoning(s) present on the parcel?
____ YES ____ NO If 'YES', list ALL and date: _____
8. The following data shall be attached as applicable:
____ **Petition signed by Property Owner or agent requesting the Rezoning.**
____ **Full text of the proposed amendment in the format of the ordinance it is intended to amend.**
9. Reasons for the rezoning request: _____

10. Do you have legal possession of the parcel(s) proposed for this zoning text amendment? ____ YES ____ NO
(If 'NO' then this application cannot be processed until an application is received for all parcels intended to be affected by the text amendment and legal authorization provided.)
11. Owner's Name (If different from Applicant*): _____
Address: _____ Zip: _____ Daytime Phone: _____ (*If applicant is different from Owner, a legal authorization to represent the Owner must be attached to this application.)

I understand that the City of Brunswick will not process this application until I have submitted **ALL** required materials on or before the date of the approved schedule, which shall be **not less than 20 days prior to the regularly scheduled and advertised monthly meeting of the Planning and Appeals Commission**. The PAC meets on the Second Wednesday of each month at 5:15 PM in Commission Chambers, Old City Hall. The recommendation of the Planning Commission is forwarded to City Commission for their review at the next regularly scheduled meeting following the PAC meeting.

Signed: Lance Sabbe Date: _____

(Printed Name: _____)

In our ongoing pursuit of creating a more inclusive and diverse community while improving the quality of life in our community, Forward Brunswick is excited to announce the Reynolds Cottages Workforce Housing Development and its potential impact on our city's housing landscape. This new construction development in the heart of our city will address the need for “Missing Middle Housing”.

The Reynolds Cottages is a Forward Brunswick project focused on providing quality, new, construction, residential units targeted for the workforce of Glynn County. This development will specifically be designed and built for individuals at 65%-130% the Average Mean Income of the City of Brunswick which is currently \$33,357. The goal will be to have both rental and for sale options that these can address this need. This new development will create a sense of place in the community and create a wonderful community within walking distance to our downtown core, schools, parks, and employment opportunities. All the units will be stand-alone structures, with strong architectural characteristics that match the historic character area of the community. Currently, 60% of the housing inventory in the City of Brunswick is pre-1960 construction and 30% of our residents are cost burdened with housing. Cost burdened being defined as they pay more than 30% of their income on housing. We have a huge need for affordable, quality, workforce housing in our community and Forward Brunswick is proud to be a part of the solution.

So, what exactly is missing middle housing? Traditionally, our cities have been dominated by single-family homes and large apartment buildings, leaving a gap in housing options for middle-income families, young professionals, and seniors looking to downsize. Missing middle housing refers to a range of multi-unit or clustered housing types—such as duplexes, triplexes, townhomes, and small apartment buildings—that are integrated into traditional neighborhoods, providing a variety of housing choices and promoting affordability, walkability, and community interaction.

Embracing missing middle housing offers numerous benefits for our community:

- 1. Diverse Housing Options:** By diversifying our housing stock with missing middle options, we can accommodate a broader range of residents with varying needs, preferences, and budgets. This fosters a more inclusive community where people from different backgrounds and stages of life can find suitable housing options within our city.
- 2. Affordability:** Missing middle housing tends to be more affordable than single-family homes or large apartment buildings, making homeownership and rental options more accessible to middle-income households. This helps address affordability challenges and ensures that our city remains economically diverse and resilient.
- 3. Sustainable Development:** Introducing missing middle housing supports sustainable development principles by promoting higher-density, infill development in established neighborhoods. This optimizes land use, reduces urban sprawl, and encourages walkability and

access to public transportation, reducing the carbon footprint associated with housing and transportation.

4. **Neighborhood Character:** Integrating missing middle housing into existing neighborhoods enhances the vibrancy and character of our communities. These housing types complement the scale and architecture of traditional neighborhoods, contributing to a more visually appealing and cohesive urban fabric.

5. **Aging in Place:** Missing middle housing options, such as duplexes or accessory dwelling units (ADUs), provide opportunities for seniors to downsize while remaining in their familiar neighborhoods. This allows for aging in place, maintaining social connections and community ties as individuals transition into different stages of life.

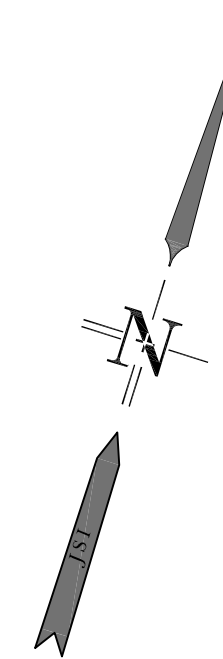
Reference Material: Missing Middle Housing, by David Parolek, Copywrite 2020

MAP TO SHOW BOUNDARY SURVEY OF
LOTS 989-1003 & 1154-1168, NEW TOWN,
26th G.M.D., CITY OF BRUNSWICK,
GLYNN COUNTY, GEORGIA

(ACCORDING TO DEED RECORDED IN D.B. 4915, PG. 343 OF THE
 PUBLIC RECORDS OF SAID COUNTY)

FOR: FORWARD BRUNSWICK

AREA = 1.965 ACRES



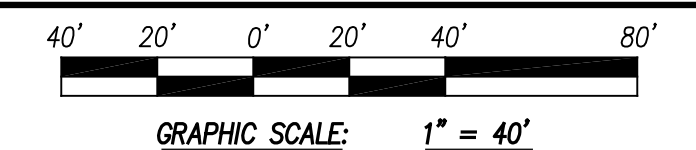
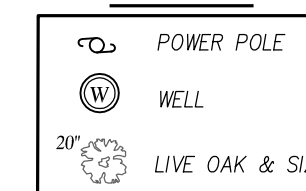
NOTES:

- BEARINGS SHOWN HEREON REFER TO THE BEARING OF N72°39'00"E FOR THE SOUTHERLY LINE OF "O" STREET ACCORDING TO SURVEY BY GEORGE P. UNDERWOOD AND ASSOCIATES, DATED MARCH 3, 1981 AND RECORDED IN D.B. 22-K, PAGE 427, PUBLIC RECORDS OF SAID COUNTY.
- THIS SURVEY WAS DONE WITHOUT THE BENEFIT OF A TITLE ABSTRACT.
- SEE CITY ZONING REGULATIONS FOR BUILDING SETBACK REQUIREMENTS.
- THE SUBJECT PROPERTY IS SHOWN TO BE IN FLOOD HAZARD ZONE "X" (UN-SHADED) AS PER F.I.R. MAPS, FOR GLYNN COUNTY, GEORGIA, DATED: JANUARY 5, 2018, MAP No. 13127C0236H, COMMUNITY No. 130093, PANEL No. 236, SUFFIX No. H.
- THERE MAY EXIST RESTRICTIONS OR ENCUMBRANCES AFFECTING THE SUBJECT PROPERTY THAT ARE NOT KNOWN TO JACKSON SURVEYING, INC.

CLOSURE STATEMENT:

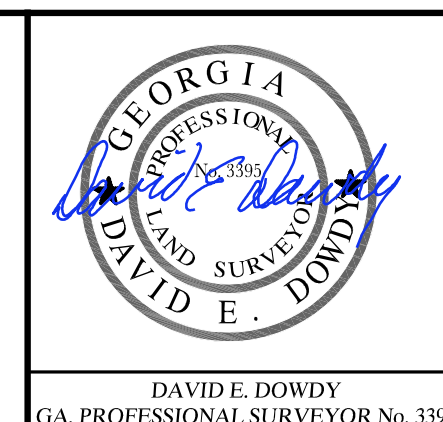
PROPERTY CORNERS SHOWN HEREON HAVE A POSITIONAL TOLERANCE OF 0.05 FEET
 THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN INFINITY.
 EQUIPMENT USED FOR FIELD MEASUREMENTS:
 TRIMBLE S5 & SPECTRA SP80 (GPS)

LEGEND:



DATE OF PLAT: MARCH 19, 2024
 DATE OF FIELD SURVEY: MARCH 14, 2024

SURVEYOR'S CERTIFICATION
 THIS PLAT IS A RETRACEMENT OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT SUBDIVIDE OR CREATE A NEW PARCEL OR MAKE ANY CHANGES TO ANY REAL PROPERTY BOUNDARIES. THE RECORDING INFORMATION OF THE DOCUMENTS, MAPS, PLATS, OR OTHER INSTRUMENTS WHICH CREATED THE PARCEL OR PARCELS ARE STATED HEREON. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.



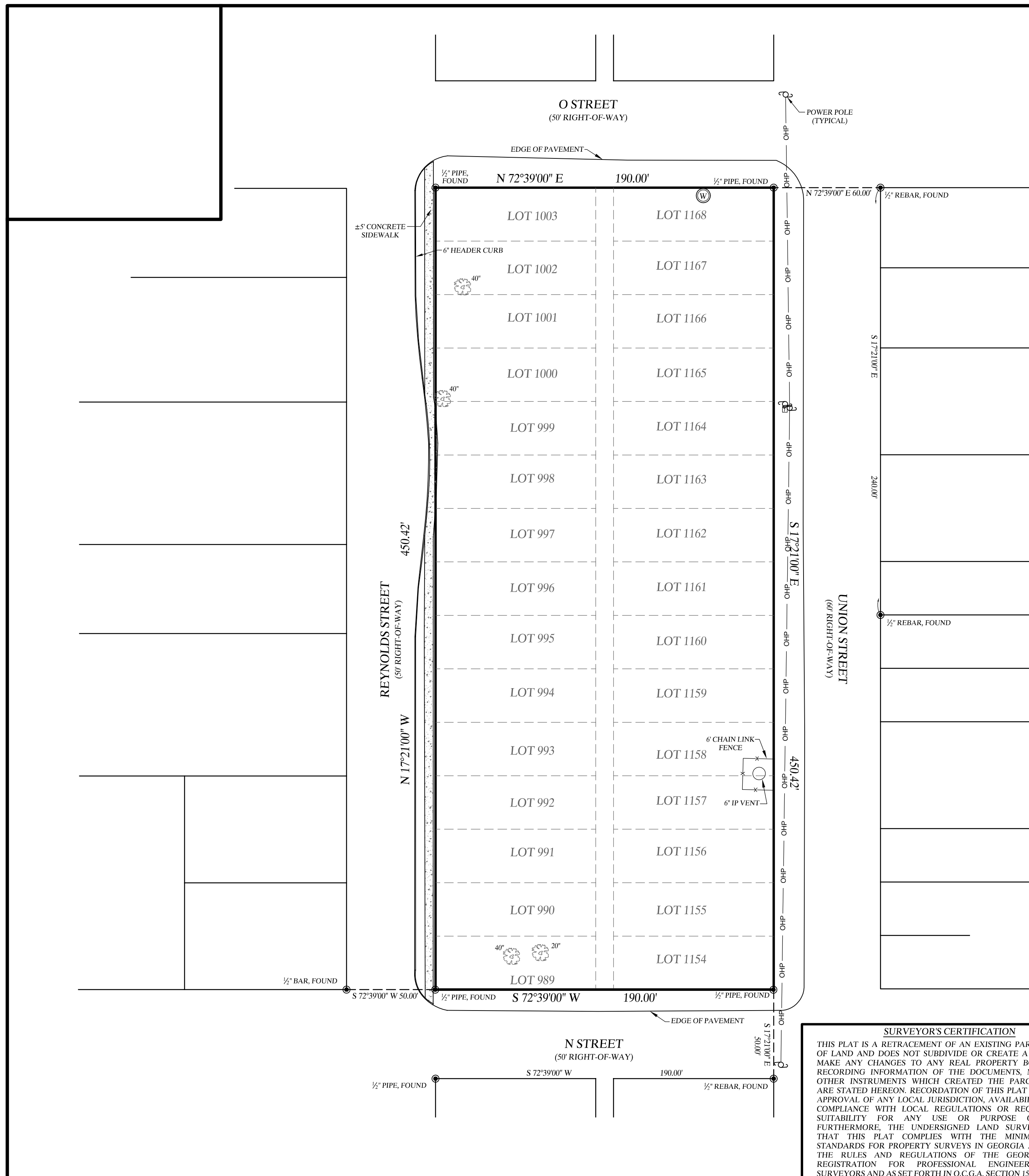
DAVID E. DOWDY
 GA. PROFESSIONAL SURVEYOR No. 3395

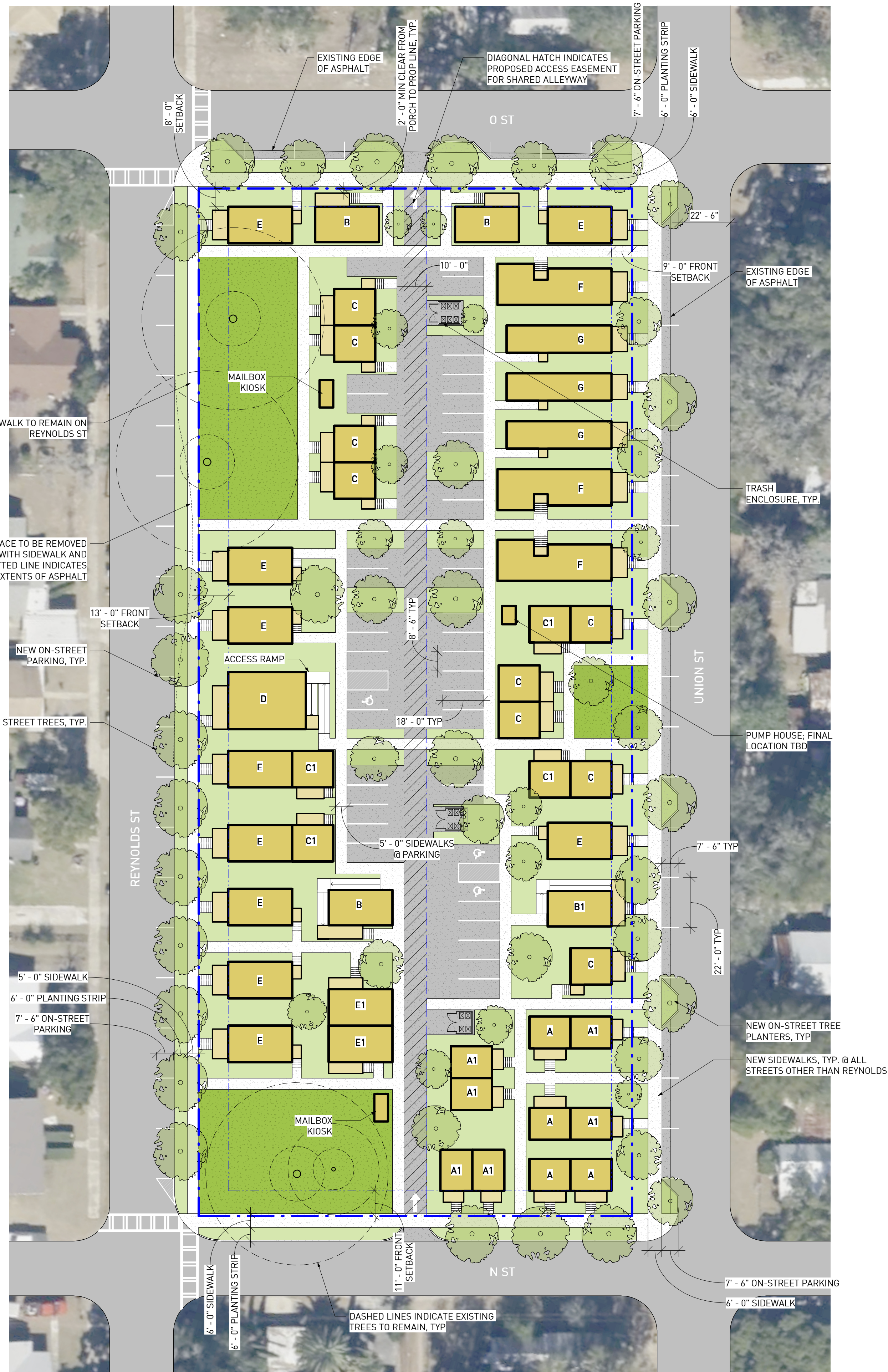
JACKSON SURVEYING, INC.
 Surveyors and Land Planners
 LSF001244

207 ROSE DRIVE
 BRUNSWICK, GEORGIA 31520
 email: info@brunswicksurveyor.com

Ofc. (912) 265-3856
 DWN. BY: K.C.J.
 DWG. NO.: C0896 11-00-22

CKD. BY: D.E.D.
 FB. 142, PG. 13





PROJECT INFORMATION	
ADDRESS:	2400 REYNOLDS ST BRUNSWICK, GA 31520
COUNTY:	GLYNN
NET LOT AREA (NLA):	85,580 SF (1.965 ACRES)
RESIDENTIAL UNIT COUNT:	46
RESIDENTIAL UNITS PER ACRE:	23.4
TOTAL PARKING PROVIDED:	80

SITE PLAN LEGEND	
[Yellow Box]	BUILDING
[Light Yellow Box]	PORCH
[Grey Box]	PAVING
[Diagonal Lines Box]	NEW STRIPING
[White Box]	SIDEWALK
[Light Green Box]	LANDSCAPE / LAWNS
[Dark Green Box]	NEW PUBLIC PARK SPACE
[White Box with Ramp]	RAMP
[Blue Dashed Line]	PROPERTY LINE

UNIT COUNT			
UNIT	STORIES	BEDS	#
A	1 STORY	STUDIO COTTAGE (MICRO)	4
A1	1 STORY	STUDIO COTTAGE (MICRO)	6
B	1 STORY	1 BED COTTAGE	3
B1	1 STORY	1 BED COTTAGE	1
C	2 STORY	1 BED COTTAGE	9
C1	2 STORY	1 BED COTTAGE	4
D	1 STORY	2 BED COTTAGE	1
E	2 STORY	2 BED COTTAGE	10
E1	2 STORY	2 BED COTTAGE	2
F	2 STORY	3 BED COTTAGE	3
G	2 STORY	3 BED COTTAGE	3
TOTAL			46

PARKING COUNT		
TYPE	#	SIZE
OFF-STREET	39	8' - 6" x 18' - 0"
OFF-STREET HC	3	8' - 6" x 18' - 0"
ON-STREET	38	7' - 6" x 22' - 0"
TOTAL	80	

**KRONBERG
URBANISTS
ARCHITECTS**



REYNOLDS COTTAGES
BRUNSWICK
GLYNN COUNTY, GA

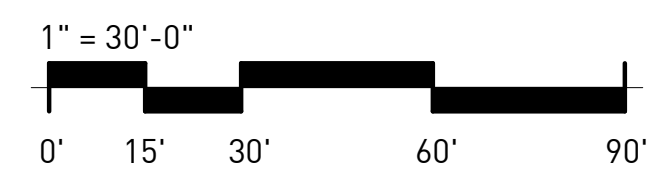
Mark	Date	Description
	04/18/24	REZONING

Project ID: 2322
 Drawn By: CTD
 Checked By: EK
 Sheet Title:

SITE PLAN

Drawing No. **A-1.0**

1 SITE PLAN
A-1.0 1" = 30'-0"





Appendix B – MUCCH Zoning

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

Section 23-10-1. – Intent of district

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

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

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

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

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

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

- (a) Site requirements for permitted uses.
 - a. For residential uses.
 - i. Single family – Site and front, side and rear yards as required in the GR Zoning District
 - ii. Two Family – Site and front, side and rear yards as required in the GR Zoning District,
 - iii. Townhomes and Multifamily – As required in the GR Zoning District
 - b. For all other permitted uses, there shall be no minimum site, front, rear or side yards required.
- (b) Trees
 - a. No tree classified as a heritage or specimen tree, as defined herein, shall be removed unless approved by the building official after obtaining an opinion form a certified arborist that there is no alternative to such removal.
 - i. A heritage tree is defined as a tree (or group of trees) that are at least 50 years old and share a significant event (or events) in a specific place in time

or are, in the opinion of an arborist, unique in size, shape or species to be considered irreplaceable.

- ii. A specimen tree is defined as a tree that is indigenous to the Coastal Georgia Area, is structurally sound and mature (10 years old or older) in the opinion of a certified arborist.

(c) Parking

- a. Single family and two- family dwellings shall be required to have at least 2 off street parking spaces. Such spaces shall not be permitted in front or side yards. No off-street surface or structure parking shall be required for other permitted uses unless the building official determines that there no sufficient alternatives with existing on-street or off-street parking.
- b. No off-street loading or unloading space shall be required for commercial uses.

(d) Building design requirements

- a. Building height shall not exceed 45 feet unless approved by the Fire Department and subsequently waived by the City Commission and shall generally be the height of adjacent structures.
- b. Building facades shall be designed in harmony with adjacent building and shall be constructed or rehabilitated and finished with compatible building materials.

(e) Procedure for development approval

- a. Prior to seeking development approval from the City Commission, the Historic District Board shall first review and approve the proposed development or expansion for conformance with district design guidelines if the project lies within the designated Historic District of Brunswick.
- b. A development proposal shall be submitted to the Building Official which includes a site plan, building elevations in sufficient detail to describe the building façade design characteristics, signage and other physical features deemed necessary by the building official.

- (f) Site and other development requirements for conditional uses shall be determined and specified as a part of obtaining conditional use approval from the City Commission.

Appendix C – Correspondence from the Public

**OFFICIAL MINUTES
BRUNSWICK CITY COMMISSION
REGULAR SCHEDULED MEETING
TUESDAY, JUNE 18, 2024**

AT 6:00 P.M.

1229 NEWCASTLE STREET, 2nd FLOOR

&

STREAMED LIVE AT THE BELOW WEB ADDRESS:

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

PRESENT: Honorable Mayor Cosby Johnson, Mayor Pro Tem 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.*

POINT OF PRIVILEGE:

Mayor Johnson called for a moment of silence recognizing the life of Mykal Ellis, a Brunswick High School football player killed in shooting on Tuesday, June 13, 2023.

INVOCATION: Pastor Troy Moody, Kingdom Builder Church

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

APPROVAL OF AGENDA

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

Commissioner Sabbe made a motion to adopt the above-referenced agenda; seconded by Commissioner Atkinson-Williams.

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

2. Proclamation Presentation Recognizing Saturday, June 22, 2024 as Genoa Martin Picnic Day.

Pastor Troy Moody, Emily Nixon and Sandra Martin-Mungin (daughter of Genoa Martin) accepted proclamation with gratitude.

PRESENTATION(S)

3. Coastal Incentive Grant – Improving Resilience – West Brunswick.

Senior Project Manager Ben Pierce with GWES, LLC provided an update regarding the progress and finding related to the Coastal Incentive Grant.

Following the presentation, the Commission thanked Mr. Pierce.

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)

Commissioner Atkinson-Williams moved to defer item number agenda item number four (4) referenced above until July 3, 2024 commission meeting; seconded by Mayor Pro Tem Harris. Motion passed unanimously.

At the direction of the commission all future potential candidates for board appointments are required to attend commission meeting when appointment is being considered. Mayor Johnson requested a call to speak with potential candidate(s) before the appointment is considered.

ITEM(S) TO CONSIDER FOR APPROVAL

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

Commissioner Rolle moved to approve the above-referenced minutes; seconded by Mayor Pro Tem Harris. Motion passed unanimously.

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

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

CITY ATTORNEY’S ITEM(S)

7. Discussion ~ Proposed Ordinance 1083 ~ Amendment to Planning and Appeals Commission Ordinance.

City Clerk Atkinson was instructed to advertise proposed ordinance 1083 for adoption consideration at the July 3, 2024 commission meeting.

8. Consider Approval of Municipal Court Judge Service Agreement.

Commissioner Atkinson-Williams moved to have City Attorney Corry proceed with the Municipal Court Judge Service Agreement template with amendment to pay structure from \$3,000 monthly salary to \$2,125 monthly salary; seconded by Commissioner Sabbe. Motion passed unanimously.

City Attorney Corry to discuss agreement with Municipal Court Judge Jason Clark and bring back before the Commission for consideration.

EXECUTIVE SESSION

There was not an executive session held during this meeting.

Commissioner Atkinson-Williams moved to adjourn; seconded by Mayor Pro Tem Harris. Motion passed unanimously.

MEETING ADJOURNED – *meeting adjourned at 7:11 p.m.*

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

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



SUBJECT: ALBANY STREET DRAINAGE IMPROVEMENTS – CONSTRUCTION AGREEMENT

COMMISSION ACTION REQUESTED ON: July 3, 2024

PURPOSE:

Approval of a construction contract for the Albany Street Drainage Improvements project to improve storm drainage conditions on Albany Street between F Street and G Street

HISTORY:

Albany Street is a major north-south corridor through the City of Brunswick. The section of Albany Street between F and G Streets is a low-lying area of the city. Along with the low topography, the drainage infrastructure in this area is severely undersized. These factors contribute to this area being one of the first areas to flood during rainfall events.

The City's Storm Water Master Plan was completed in February 2020. The plan evaluated several areas of town for storm water deficiencies. After identifying 15 drainage problem areas in the City, the plan prioritized these areas in order of importance for projected improvement. The prioritization was based on several factors including roadway or building flooding issues, undersized or lack of infrastructure, tide control, and maintenance issues. Following the identification and prioritization of the potential projects, the Albany Street project was listed as the #1 project in need of improvement.

FACTS AND ISSUES:

The scope of the proposed project will include regrading of Albany Street between F Street and G Street so that storm water drains into the median. The storm water will infiltrate in the median thereby reducing the quantity of runoff directed to the conveyance system as well as improving the water quality of the runoff from the area. Any excess runoff will be collected and directed along Albany Street and along G Street to existing storm water conveyance systems. The primary overflow route will include new storm drain pipes along G Street to the existing drainage system at Stonewall Street. The secondary route will include new storm drain pipes to the north along Albany Street to the existing conveyance system at H Street. The scope will also include resurfacing of Albany Street from F Street to H Street, and G Street from Albany Street

to Stonewall Street. New concrete curb and gutter and sidewalks will also be included in the scope.

Following completion of the project design, the project was advertised for construction bids. One bid was received from Woodard Construction Company. After some negotiation regarding pricing of the project, an agreement has been reached at a cost of \$3,610,607 for the project. The project cost includes a 10% contingency for the project.

The staff of the Engineering and Public Works Department recommends approval of the agreement with Woodard Construction Company. Woodard will begin the project following execution of contract documents and other items. Project completion is estimated approximately nine months after the start date.

BUDGET INFORMATION:

This project will be funded by local funds from SPLOST 22 – Storm Drainage as well as two different grant funding sources as shown on the attached funding spreadsheet. One grant is from the Georgia Environmental Finance Authority (GEFA) in the amount of \$1,653,000. Also, a State Economic and Infrastructure Development (SEID) grant from the Southeast Crescent Regional Commission is expected in the amount of \$500,000. The remaining \$1,457,607 will be paid from SPLOST 22 – Storm Drainage.

OPTIONS:

1. Authorize the Mayor to sign an agreement with Woodard Construction Company in the amount of \$3,610,607 for construction of the Albany Street Drainage Improvement project.
 2. Do not authorize the Mayor to sign an agreement with Woodard Construction Company in the amount of \$3,610,607 for construction of the Albany Street Drainage Improvement project.
 3. Take no action at this time.
-

DEPARTMENT RECOMMENDATION ACTION:

Authorize the Mayor to sign an agreement with Woodard Construction Company in the amount of \$3,610,607 for construction of the Albany Street Drainage Improvement project.

DEPARTMENT: Engineering

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

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Authorize the Mayor to sign an agreement with Woodard Construction Company in the amount of \$3,610,607 for construction of the Albany Street Drainage Improvement project.

Regina M. McDuffie

City Manager

6/25/24

Date

ALBANY AND G ST

6/25/2024

	MISCELLANEOUS			
1	MOBILIZATION	LS	\$160,750.00	\$160,750.00
1	GRADING COMPLETE	LS	\$310,750.00	\$310,750.00
1	TRAFFIC CONTROL	LS	\$235,750.00	\$235,750.00
1	BONDING & INSURANCE	LS	\$185,750.00	\$185,750.00
				\$893,000.00
	DEMOLITION			
14	REMOVE CATCH BASIN, DI	EA	\$2,000.00	\$28,000.00
2,721	REMOVE C&G	LF		\$0.00
1,909	REMOVE STORM PIPE	LF	\$20.00	\$38,180.00
336	FLOWABLE FILL	LF	\$200.00	\$67,200.00
1,430	REMOVE S/W	SY		\$0.00
7	REMOVE TREE	EA		\$0.00
10	CUT & CAP SEWER	EA	\$8,500.00	\$85,000.00
2	PLUG STORM	EA	\$12,500.00	\$25,000.00
2,318	FULL DEPTH ASPHALT REMOVE	SY	\$10.00	\$23,180.00
				\$266,560.00
	STREET IMPROVEMENTS			
202	1.5" (165LB/SY) 12.5	TN	\$180.00	\$36,360.00
404	3" (300LB/SY) 19MM	TN	\$180.00	\$72,720.00
320	TACK COAT	GAL	\$8.00	\$2,560.00
1,138	PRIME COAT	GAL	\$14.00	\$15,932.00
2,446	8" GAB	SY	\$45.00	\$110,070.00
123	4" GAB UNDER 6" CONCRETE	SY	\$35.00	\$4,305.00
5,915	MILL 1.5" PAVEMENT	SY	\$7.00	\$41,405.00

CITY TO PERFORM

CITY TO PERFORM

CITY TO PERFORM

5,025	5" WHITE THERMO	LF	\$3.00	\$15,075.00	
1,255	5" YELLOW THERMO	LF	\$3.00	\$3,765.00	
170	24" WHITE THERMO STOP BARS	LF	\$8.00	\$1,360.00	
1,187	8" WHITE THERMO	LF	\$4.00	\$4,748.00	
1,871	24" STD C&G	LF	\$45.00	\$84,195.00	
1,051	24" REVERSE C&G	LF	\$45.00	\$47,295.00	
650	4" S/W	SY		\$0.00	CITY TO PERFORM
123	6" S/W	SY		\$0.00	CITY TO PERFORM
241	R/R 6" CONC D/W	SY		\$0.00	CITY TO PERFORM
550	R/R APHALT PAVEMENT	SY	\$75.00	\$41,250.00	
				\$481,040.00	
	STORM DRAINAGE				
3	CONN TO EXIST GRATE INLET	EA	\$8,500.00	\$25,500.00	
8	CONN EXIST PIPE TO NEW MH	EA	\$4,000.00	\$32,000.00	
603	36" RCP	LF	\$500.00	\$301,500.00	
44	30" RCP	LF	\$400.00	\$17,600.00	
68	24" RCP	LF	\$375.00	\$25,500.00	
28	18" RCP	LF	\$250.00	\$7,000.00	
643	36X23 ERCP	LF	\$500.00	\$321,500.00	
164	18X11 ERCP	LF	\$400.00	\$65,600.00	
1	6' DIA OUTLET STRUCTURE	EA	\$10,000.00	\$10,000.00	
1	1011AP 4' DIA MH	EA	\$6,500.00	\$6,500.00	
1	1011AP 5' DIA MH	EA	\$9,500.00	\$9,500.00	

5	1011AP 6' DIA MH	EA	\$10,000.00	\$50,000.00
3	1011AP 6' DIA JB	EA	\$10,000.00	\$30,000.00
2	1019AP TP C 4' DIA	EA	\$7,000.00	\$14,000.00
2	1019AP TP C 5' DIA	EA	\$8,500.00	\$17,000.00
3	1019AP TP C 6' DIA	EA	\$11,000.00	\$33,000.00
1	1019AP TP E 4' DIA	EA	\$7,800.00	\$7,800.00
1	1019AP DI TPE NO HOOD 7' DIA	EA	\$15,000.00	\$15,000.00
1	1019AP DI TPE NO HOOD 4' DIA	EA	\$7,000.00	\$7,000.00
1	1019AP DI TPE NO HOOD 6' DIA	EA	\$12,000.00	\$12,000.00
1	1019AP DI TPE NO HOOD 7' DIA	EA	\$15,000.00	\$15,000.00
12	4X6X4" CONC FLUME	EA	\$4,000.00	\$48,000.00
35	STABILIZATION STONE	TN	\$185.00	\$6,475.00
				\$1,077,475.00
	BIORETENTION SYSTEM			
160	WASHED #3 STONE	CY	\$300.00	\$48,000.00
191	NON WOVEN FABRIC	SY	\$20.00	\$3,820.00
				\$51,820.00
	MISCELLANEOUS			
1	TP A HANDICAP RAMP	EA	\$4,500.00	\$4,500.00
3	TP B HANDICAP RAMP	EA	\$5,000.00	\$15,000.00
6	TP D HANDICAP RAMP	EA	\$5,500.00	\$33,000.00
4	SEWER ENCASEMENT	EA	\$48,000.00	\$192,000.00

5	WATER SERVICE DEFLECTION 1" AND SMALLER	EA	\$5,000.00	\$25,000.00
6	2" WATER DEFLECTION	EA	\$5,500.00	\$33,000.00
6	6" WATER DEFLECTION	EA	\$15,000.00	\$90,000.00
2	8" WATER DEFLECTION	EA	\$25,000.00	\$50,000.00
1	12" WATER DEFLECTION	EA	\$30,000.00	\$30,000.00
4	INLET SEDIMENT TRAP Sd2F	EA	\$300.00	\$1,200.00
31	INLET SEDIMENT TRAP Sd2P	EA	\$325.00	\$10,075.00
0.28	MULCHING,GRASSING,PLANTING	AC	\$15,000.00	\$4,200.00
580	SODDING	SY	\$25.00	\$14,500.00
1	STORM WATER SAMPLING	LS	\$5,000.00	\$5,000.00
1	NOI, NOT, MONITORING	LS	\$5,000.00	\$5,000.00
				\$512,475.00

Subtotal **\$3,282,370.00**

10% Contingency **\$328,237.00**

Total Cost **\$3,610,607.00**

ALBANY STREET DRAINAGE IMPROVEMENTS

Summary of Funding Sources & Uses

FUNDING USES	\$\$ Amount
Construction	3,610,607.00
TOTAL ESTIMATED PROJECT COSTS	\$ 3,610,607.00

FUNDING SOURCES

GEFA Grant Funds	1,653,000.00
SEID Grant Funds	500,000.00
SPLOST 22 - Storm Drainage	1,457,607.00
TOTAL FUNDING SOURCES	\$ 3,610,607.00



Monthly Finance Report

DATE: June 18, 2024
 TO: Honorable Mayor and Commissioners
 City of Brunswick
 Brunswick, GA

FROM: Regina M. McDuffie, City Manager

SUBJECT: Financial Reports as of May 31, 2024 91.67%

**General Fund
 May 31, 2024
 Cash Basis**

	Monthly	Year to Date	% of Budget	Amended Budget	% (over)under Budaet
Revenues	1,471,162	20,756,267	102.38%	20,272,968	-10.72%
Expenditures	1,960,865	17,170,753	84.70%	20,272,968	6.97%
Net Revenues & Expenditures	(489,703)	3,585,514			
Cash Balance as of 05/31/2024	11,315,214	<i>(Prime South \$744,380 GA Fund One \$10,570,834)</i>			

• includes \$5,706,143 property tax billing in September
 \$5,979,862 actually collected as of 05/31/2024

	LOST	LOSTYfD	
May-24	834,997	9,056,851	<i>August 2023 Included a one-time adjustment of \$124,882 from Dept of Revenue for error on their part covering 09122 thru 0B/23</i>
May-23	796,795	8,483,301	
Increase (Decrease)	38,202	573,550	
	4.79%	6.76%	

Capital Projects - SPLOST VI

As of May 31, 2024

(04/01/2017-09/30/2020)

	Total Expended 05/31/2024	Reimbursements Received		City Expended as of 05/31/2024	Original Budget Amount	Amended Budget Amount	Remainder (Overage)
Stomi Drainage Improvements	4,734,220	242,814	a	4,491,406	3,243,750	4,551,750	60,344
Highway 17 Infrastructure	533,628	336,883	b	196,745	215,107	215,107	18,362
Wayfindings & Gateways	160,000	0		160,000	259,500	259,500	99,500
Cemetery Restoration/Renovation	259,500	0		259,500	259,500	259,500	0
Sidney Lanier Park Improvements	399,307	0		399,307	519,000	519,000	119,693
	14,095,171	3,960,463		10,134,708	9,124,607	10,432,607	297,899

a \$242,814 from Glynn County

b \$336,883 from GADOT Highway 17

Total Cash on Hand 05/31/2024 \$231,913

Capital Projects - SPLOST 22

As of May 31, 2024

(0410112023-03101120291)

	Tier 1 Budaet	City Expended as of 05/31/2024	(Over) Under Budaet - Tier 1
Mill and Pave Various Streets	7,660,000	206,600	7,453,400
Stomi Drainage Improvements	10,500,000	1,514,921	8,985,079
Sidewalk Installation and/or Replacement	850,000	70,856	779,144
City Building Improvements	500,000	122,419	377,581
Trails and Boardwalks	2,500,000	7,651	2,492,349
Public Works Equipment and Infrastructure Upgrades	300,000	60,871	239,129
Public Safety Replacement of Vehicles, Equipment, etc.	550,000	289,846	260,154
Ritz Theater Renovations	350,000	0	350,000
Mary Ross Park Development Project	3,000,000	554,829	2,445,171
Recreation Facility Improvements	2,200,000	0	2,200,000
Historic Squares Improvements	250,000	38,017	211,983
Cemetery Restoration	0	7,050	(7,050)
Orange Park Improvements	250,000	386,869	(136,869)
Integrated Software	250,000	0	250,000
Technology Upgrades	100,000	0	100,000
	29,260,000	3,259,929	26,000,071

SPLOST Distributions Received 7,783,458.00

Interest Eamed 169,357.05

Total Receipts since inception 7,952,815.05

Total Cash on Hand 05/31/2024 \$4,703,003

Norwich Street Commons Fund

	YTD fy_/_e 06/30/2024	Total since inception
Original Balance (Sale of Property 05/13/13)	0	487,500
Demolition Fees	0	8,049
Interest Income	17,545	48,727
Revenues	17,545	544,276

Expenditures

	YTD 06/30/2024	Total since Inception
Demolition Projects	0	40,012
Infrastructure	0	130,546
Police Substation	0	6,750
Expenditures	0	177,308
Net as of 05/31/2024	17,545	366,968

Cash @ 05/31/2024 \$ 366,968

Roosevelt Harris • Multipurpose Center

	YTD fy_/_e 6/30/2024	
	Cash Basis	
	439,347	
Total Budget:		
Revenue FYTD		
Grants	149,710	
Transfer from General Fund	199,500	
Program Income	14,061	
Contributions	5,932	
Interest Income	378	Percent of Budget
Total Inflows	\$ 369,581	84.12%
Expenditures FYTD	<u>359,059</u>	81.73%
Net as of 5/31/2024	\$ <u>10,522</u>	
Cash Balance @ 05/31/2024	\$ <u>68,602</u>	

ARPA Fund:

Initial Deposit received 06/07/2021	4,606,131	
2nd Deposit received 06/21/2022	4,606,131	
Interest Earned from inception	566,678	
Total funds received as of 05/31/2024	<u>9,778,940</u>	• See a/llocations below

Disbursements:

Infrastructure-Road Improvements	1,556,464	
Storm Drainage Improvements	250,000	
Mary Ross Park Site Improvements	121,416	
Back to Business Brunswick--DDA	773,645	
Back to Business Brunswick-non DDA	130,825	
Covid Housing Relief	110,000	
Coastal Community Healthcare	207,251	
Wifi Upgrades	9,007	
Revenue Recovery	1,162,000	
Total funds disbursed as of 05/31/2024	<u>4,320,608</u>	••

Cash Balance as of 05/31/2024 55,652,135

Allocations (Preliminary)

		<i>Allocations Set/nt</i>
Revenue Recovery	1,162,000	1,162,000
Storm Drainage Improvements	1,750,000	505,804
Housing Programs & Development	2,500,000	
Homelessness Prevention	250,000	110,000
Business Support/Relief	904,560	904,470
Coastal Community Health Services	330,000	207,251
Transit Support	220,000	
Facility Improvements-Howard Coffin	600,000	
Road Improvements	1,300,660	1,300,660
Mary Ross Park Infrastructure	121,416	121,416
Unallocated Funds (includes interest earned \$566,678)	<u>640,304</u>	9,007
Total Funds received as of 06/31/2024	<u>9,778,940</u>	<u>4,320,608</u>

Sanitation Fund:

Year Ending 06/30/2024

Year to Date

Sanitation Billing	2,272,391
Franchise Fees	70,709
Bad Debt - recovery	135
Interest Earned (Funds)	35,534
Penalties & Interest Earned	1,566
Total Revenue (YTD)	2,380,335

Operating Exp. YTD:	1,505,088
Other Landfill Expenses	15,967
Total Expense (YTD)	1,521,055

Operating Income (Loss) **859,280**

Total Available Cash on Hand@ 05/31/2024 **684,174**

Restricted for Landfill 205,535

	<u>May 2024</u>	<u>YTD</u>
Trash Pickup	130,389	1,277,147
Illegal Refuse Clean Up	9,903	144,656
Street Sweeping	0	7,160
	<u>140,292</u>	<u>1,428,963</u>

STORMWATER UTILITY FUND:

6-1-30-2-0-2-1-4 (YEAR TO DATE)

Stormwater Utility Fees	1,271,021
DNR Grant	77,860
Interest Earned	40,686
Penalties & Interest	1,806
Total Inflows	1,391,373
Expenditures:	
Operating	937,050
GMA Lease Payments	224,585
Total Outflows	1,161,635
Balance	229,738
Cash Balance @05/31/2024	\$177,188

R Lawrence Center

Fiscal Year to Date 05/31/24

Include Rollup Account and Rollup to Class

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget- YTD Transactions
Fund 100 - General Fund					
EXPENSE					
51					
51-1100	Salaries & Wages	61,572.00	5,577.38	58,023.74	3,548.26
51-1200	Temporary Employees	20,000.00	.00	.00	20,000.00
51-1300	Overtime	2,500.00	51.62	1,679.87	820.13
51-2100	Group Insurance	10,372.00	864.33	9,507.63	864.37
51-2200	FICA	6,432.00	424.19	4,491.59	1,940.41
51-2400	Pension	6,757.00	1,198.33	1,198.33	5,558.67
	51 -Totals	\$107,633.00	\$8,115.85	\$74,901.16	\$32,731.84
52					
52-1250	Contractual Expense	1,000.00	.00	1,856.00	(856.00)
52-1300	Technical Services	.00	.00	332.04	(332.04)
52-2100	Cleaning Services	.00	.00	.00	.00
52-2200	Repairs and Maintenance	.00	.00	.00	.00
52-2210	Repair/ Maint Building	3,000.00	283.86	283.86	2,716.14
52-2211	Repair / Maint Equipment	3,000.00	.00	201.50	2,798.50
52-2300	Rentals	600.00	.00	.00	600.00
52-3201	Cable	2,200.00	186.34	1,986.76	213.24
52-3205	Telephone	1,500.00	279.48	2,794.60	(1,294.60)
52-3500	Travel & Training	.00	.00	.00	.00
52-3600	Dues and Fees	.00	44.72	539.67	(539.67)
	52 -Totals	\$11,300.00	\$794.40	\$7,994.43	\$3,305.57
53					
53-1100	General Supplies/Materials	1,000.00	.00	1,988.79	(988.79)
53-1110	Office Supplies	.00	.00	.00	.00
53-1115	Uniforms	500.00	.00	63.65	436.35
53-1135	Custodial Supplies	500.00	.00	357.71	142.29
53-1210	Water/Sewerage	2,000.00	261.82	2,438.24	(438.24)
53-1230	Electricity	15,000.00	1,489.35	15,111.16	(111.16)
53-1300	Food/Misc	1,500.00	.00	.00	1,500.00
53-1600	Small Equipment	800.00	.00	.00	800.00
53-1700	Other Supplies	3,000.00	.00	1,583.75	1,416.25
	53 -Totals	\$24,300.00	\$1,751.17	\$21,543.30	\$2,756.70
54					
54-2300	Furniture and Fixtures	500.00	.00	.00	500.00
	54 -Totals	\$500.00	\$0.00	\$0.00	\$500.00
Function	6130 - Neighborhood & Community Service	\$143,733.00	\$10,661.42	\$104,438.89	\$39,294.11
Reporting Category	6100 - Recreation Totals	\$143,733.00	\$10,661.42	\$104,438.89	\$39,294.11
	EXPENSE TOTALS	\$143,733.00	\$10,661.42	\$104,438.89	\$39,294.11

MUNICIPAL COURT JUDGE SERVICE AGREEMENT

This Agreement by and between the City of Brunswick, a municipal corporation, hereinafter referred to as the “City,” and Jason Randall Clark hereinafter referred to as the “Municipal Court Judge” or “Judge”, is as follows:

WHEREAS, on July 3, 2024, the **City Commission** has appointed Jason Randall Clark to serve as Judge of the City’s Municipal Court; and

WHEREAS, Jason Randall Clark has accepted the appointment and confirmation; and

WHEREAS, Jason Randall Clark understands this is a part-time position and involves overseeing full time court staff; and

WHEREAS, in order to provide for the services of Judge of the Municipal Court and to establish compensation for such services, it is appropriate for the City to enter into an Employment Agreement with the Municipal Court Judge for such services;

NOW, THEREFORE, in consideration of the mutual covenants, conditions and terms contained herein, the City and Jason Randall Clark agree as follows:

1. TERM OF APPOINTMENT:

Jason Randall Clark accepts the position of Judge of the Municipal Court of the City in accordance with the provisions of City Ordinance Section No. 15-2 as supplemented by this Agreement for a two (2) year term commencing on July 3, 2024 and terminating on July 2, 2026, unless earlier terminated as described below.

The Judge shall be, and remain, an attorney admitted to practice law in the State of Georgia. The Judge must also be a citizen of the United States of America and the State of Georgia. The Judge must comply with all other requirements for service as a municipal court judge, including but not limited to complying with all training requirements. The Judge shall immediately report to the City Manager any change affecting his membership in good standing in the Georgia Bar Association and any training deficiencies.

2. SCOPE OF SERVICES:

The Judge shall perform all duties legally prescribed for a judicial officer serving as a Judge of a lawfully constituted Municipal Court according to the requirements of the Georgia Constitution, the Official Code of Georgia, the Code of Judicial Conduct, the Uniform Rules, Municipal Courts of the State of Georgia and such other rules as may be

prescribed by the Supreme Court of the State of Georgia. In addition, the Judge shall act in accordance with any published opinions of the Judicial Qualifying Committee. The Judge shall preside over all pre-trial conferences, cases, trials, and hearings or arrange for a Judge Pro Tempore to do so. The Judge also shall perform the duties described in section 3.

The Judge shall at all times faithfully and to the best of his ability administer activities of the court, assign and hear all cases and fulfill obligations of the Court as established by State or local law, rule, statute, regulation and City ordinance.

The Judge shall appoint Judges Pro Tempore for vacation, affidavits of prejudice, recusal from a pending case, illness and required judicial continuing education and training. The Judge may appoint only Judges Pro Tempore who have been approved by the City Commission to serve as Judges Pro Tempore.

The Judge shall instruct all Judges Pro Tempore concerning procedures and customary sentences in order to promote uniformity to the greatest extent possible.

The Judge shall make a reasonable effort to maintain a pool of at least two Judges Pro Tempore and shall endeavor to rotate them evenly so that all will be reasonably familiar with Municipal Court procedures should their service be necessary.

3. JUDICIAL INDEPENDENCE AND ADMINISTRATION:

The Judge is independent from the City when performing judicial responsibilities and nothing contained herein shall be construed to interfere with the Judge when performing judicial duties. The Judge, or any Judge Pro Tempore serving in the absence of the Judge, is solely responsible for judicial decisions. Judicial decisions include, but are not limited to, establishment of a standard bail schedule, determination of bail in individual cases, determination of financial ability, determination of conditions of probation, determination of liability, and determination of eligibility for indigent defense and for alternatives to monetary penalties including community service and penalty or fine reductions.

Furthermore, the Judge is responsible for doing the following:

- a. In coordination with the City Attorney and the Court Clerk, approving court forms and procedures necessary for the proper exercise of constitutional rights and other compliance with the law, and updating such forms and procedures as necessary;
- b. In coordination with the City Attorney and the Court Clerk, providing proper

training of court staff and officials subject to the Judge's direction and control about court procedures and the use of approved court forms, and updating such training as necessary;

- c. Ensuring that court staff and officials subject to the Judge's direction and control use approved forms, follow approved procedures and comply with applicable provisions of the Code of Judicial Conduct, court rules, ordinances and statutes;
- d. Notifying the City Commission and/or City Attorney of additional resources necessary to ensure compliance with applicable laws and rules;
- e. Notifying the City Commission and/or City Attorney of service provider performance deficiencies; and
- f. Reviewing quarterly reports and other communications of the Georgia Department of Community Supervision Misdemeanor Probation Oversight program and taking any actions the Judge deems necessary or appropriate.

The Court Clerk shall be appointed by the City Manager and shall serve as an At-Will employee of the City. The Court Clerk and all represented court staff are City employees subject to City rules and regulations. However, they are subject to the Judge's direction and control when performing duties for the court. Their salaries, benefits, hours of work and working conditions shall be established by the City.

The Judge understands that court staff adhere to the same applicable personnel policies as other City employees. The Parties agree that the Judge will participate in the review and amendment of any such policies to ensure that they recognize the unique nature of court employment and the Judge's rights and responsibilities with respect to court employees. The Judge acknowledges the Court Clerk may perform other duties for the City that are not in conflict with the separation of powers.

The Judge will confer with the City Manager to coordinate administrative activities concerning City procedures, policies and the budget in an effort to retain and insure consistency and common practices throughout the City.

4. COMPENSATION:

- a. In consideration for the successful performance of the duties as Judge, the City agrees to compensate the Judge in the amount of _____ dollars per month for the services provided under this Agreement. Additionally, the Judge shall be entitled to mileage expenses at the prevailing I.R.S. standard rate for travel related to official duties.
- b. The Judge's salary and benefits shall be set and appropriated through the City's budget process. The Judge's compensation within the adopted budget may be

increased, but not decreased, during the Judge's term of office.

- c. The Judge's salary shall be determined annually on January 1. This salary shall constitute compensation for all responsibilities and duties in the administration of the Municipal Court.
- d. The City shall pay the cost of up to two (2) ICJE professional judicial education classes offered for judges, including registration, lodging, per diem and mileage expenses in accordance with established City travel policies.
- e. As an independent contractor, the Judge expressly understands and is aware that the City will not deduct Federal and State taxes, Social Security, or Medicare/Medicaid from compensation paid to him. The City will issue a Form 1099 to the Judge at year end and the Judge shall be solely responsible for any taxes or other deductions on compensation paid to him under this Agreement.

5. CONTRACT ADMINISTRATION:

This Agreement shall be administered by the City Manager and/or designee on behalf of the City and by Jason Randall Clark on behalf of the Municipal Court Judge. Any written notices to be served on either party shall be served or mailed to the following addresses:

IF TO THE CITY:

City of Brunswick
Attn: City Manager
P.O. Box 550
Brunswick, Georgia 31521

IF TO THE JUDGE:

Jason Randall Clark
Municipal Court Judge
1229 Newcastle Street
Brunswick, Georgia 31520

6. TERMINATION OF AGREEMENT:

This Agreement may be terminated during the Judge's term of office as follows:

By the Judge if he provides a minimum of 60 days written notice prior to his effective date of termination, unless otherwise mutually agreed by the parties.

By the City only as provided in O.C.G.A. Section 36-32-2.2.

7. MERGER AND AMENDMENT:

This Agreement contains the entire understanding of the City and the Judge with respect to the matters set forth herein, and any prior or contemporaneous understandings are merged herein. This Agreement shall not be modified except by written instruments executed by the City and Judge hereto.

This Agreement shall be governed under the laws of the State of Georgia, and any dispute regarding this Agreement shall be resolved in Glynn County Superior Court, State of Georgia.

8. SEVERABILITY

If any provision of this Agreement or their application to any circumstance is held invalid, the remainder of this Agreement and their application to other circumstances is not affected.

IN WITNESS WHEREOF the parties hereto do hereby execute this Agreement.

CITY OF BRUNSWICK, GEORGIA

MUNICIPAL COURT JUDGE

By: _____

By: _____

Mayor, Cosby H. Johnson

Jason Randall Clark, Municipal Court Judge

Date: _____

Date: _____

Approved as to Form:

City Attorney