

CITY OF BRUNSWICK

601 Gloucester Street * Post Office Box 550 * Brunswick * Georgia * 31520-0550 * (912) 267-5500 * Fax (912) 267-5549

Cornell L. Harvey, Mayor
Felicia M. Harris, Mayor Pro Tem
John A. Cason III, Commissioner
Julie T. Martin, Commissioner
Vincent T. Williams, Commissioner

City Attorney
Brian D. Corry

City Manager
Regina M. McDuffie

AGENDA

BRUNSWICK CITY COMMISSION MEETING
WEDNESDAY, JUNE 2, 2021 AT 4:30 P.M.
1229 NEWCASTLE STREET, 2nd FLOOR
STREAMED LIVE AT THE BELOW WEB ADDRESSES:

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

CALL TO ORDER **INVOCATION **PLEDGE OF ALLEGIANCE

PUBLIC HEARING - FINANCE

1. City of Brunswick Proposed Fiscal Year 2021/2022 Budget. *(R. McDuffie)*

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

2. Recognition from United States Representative Earl L. “Buddy” Carter Recognizing 250th Anniversary of the Founding of the City Brunswick, Georgia. **(Enc. 1)**

APPOINTMENT(S)

3. Authority, Board and Committee. *(N. Atkinson)*

- 1) Downtown Development Authority – Two Appointments
- 2) Tree Board – One Appointment
- 3) Audit Committee – One Appointment

PUBLIC HEARING(S) - LAND USE

4. Conditional Use Petition No. 21-02; from Jason Kobos, Petitioning for a Conditional Use for 3314 Johnston Circle. Location to be Utilized for Used Motor Vehicle Repairs with No Outdoor Storage of Junk Vehicles. *(J. Hunter)* **(Enc. 2)**

5. Rezone Petition No. 21-02; from James A. Bishop, Representing the Owner, Petitioning to Rezone 2307 Gloucester Street from Highway Commercial (HC) to Planned Development – Traditional Neighborhood (PD-TN). *(J. Hunter)* **(Enc. 3)**

UPDATE(S)

6. College Park Drainage. *(G. Alberson)*

DISCUSSION(S)

7. Fiscal Year 2021/2022 Proposed Budget Review. *(R. McDuffie)*

ITEM(S) TO BE CONSIDERED FOR APPROVAL

8. Consider Approval of May 19, 2021 Regular Scheduled Meeting Minutes and May 25, 2021 Special Called Meeting Minutes. *(subject to any necessary changes.) (N. Atkinson) (Enc. 4)*
9. Consider Approval of Agreement Policy for Take Home Police Vehicles. *(K. Jones) (Enc. 5)*
10. Consider Approval to Reallocate \$300,000 from General Funds to Purchase Eight (8) 2021 Dodge Durango Pursuit Vehicles for the Patrol Division. *(K. Jones) (Enc. 6)*
11. Consider Approval to Purchase a Storm Water System Inspection Camera Vehicle. *(G. Alberson) (Enc. 7)*
12. Consider Approval of a Contract for Engineering and Design Services for the Albany Street Drainage Improvements Project to Improve Storm Drainage Conditions on Albany Street between “F” Street and “G” Street. *(G. Alberson) (Enc. 8)*
13. Consider Approval of a Contract for Engineering and Design Services for the Macon-Talmadge Intersection Drainage Improvements Project to Improve Storm Drainage Conditions at the Intersection of Macon Avenue and Talmadge Avenue. *(G. Alberson) (Enc. 9)*
14. Consider Approval of a Contract with EMC Engineering for Engineering and Design Services for the Wildwood Ditch Drainage Improvements Project and the Riverside Neighborhood Drainage Improvements. *(G. Alberson) (Enc. 10)*

CITY ATTORNEY ITEM(S)

15. Consider for Discussion an Amendment to the City of Brunswick Code of Ordinances ~ Section 23-24 of the Zoning Ordinance. *(J. Hunter) (Enc. 11)*
16. Consider for Discussion an Amendment to the City of Brunswick Code of Ordinances ~ Section 23-3-21 of the Zoning Ordinance. *(J. Hunter) (Enc. 12)*

EXECUTIVE SESSION



Congressional Record

PROCEEDINGS AND DEBATES OF THE 117th CONGRESS, FIRST SESSION

Vol. 167

WASHINGTON, April 20, 2021

No. 68

Recognizing Brunswick, Georgia's 250th Anniversary

HON. EARL L. "BUDDY" CARTER
OF GEORGIA

IN THE HOUSE OF REPRESENTATIVES

Madam Speaker, I rise today to recognize the 250th anniversary of the founding of Brunswick, Georgia.

Located on the southeast coast of Georgia, Mark Carr was the first European settler to live in what is now the city of Brunswick.

In 1771, the council of the Royal Province of Georgia ordered the city of Brunswick to be laid out on Carr's land.

The city was platted by George McIntosh, copying the Oglethorpe Plan of Savannah.

Since its founding, the city of Brunswick has overcome fires, hurricanes, wars, and pandemics and has flourished as a coastal city.

Despite such trying times in the past year due to the pandemic, businesses have continued to emerge and the spirit of the people continues to shine.

It has been 250 years since the momentous decision to establish Brunswick as a city, and I want to recognize the great citizens and public officials of Brunswick who have made it and continue to make it a tremendous community and place to live.

Let this anniversary serve as a reminder of all that we have gone through in the past and how capable we are of making it through these trying times together.

Earl L. 'Buddy' Carter
BA 01



SUBJECT: CUP 21-02 | 3114 Johnston Circle | Auto Repair

COMMISSION ACTION REQUESTED ON: 6/2/21

PURPOSE: See attached Staff Report

HISTORY:

FACTS AND ISSUES:

BUDGET INFORMATION: N/A

OPTIONS:

- Approve CUP 21-02 as submitted.
 - Approve CUP 21-02 with conditions.
 - Do not approve CUP 21-02.
-

DEPARTMENT RECOMMENDATION ACTION:

- Approve CUP 21-01 with conditions as recommended by staff and the PAC
-

DEPARTMENT: PDC

Prepared by: John Hunter, Director 

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Regina M. McDuffie

City Manager

5/25/21

Date

Conditional Use Petition No. 21-02

(3114 Johnston Cir)

Staff Report

John Hunter

Director

Planning, Development, and Codes

Brunswick City Commission

Public Hearing

June 2, 2021

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Requested Conditional Use

Jason Kobos is petitioning for a Conditional Use for 3314 Johnston Cir. The location will be used for used motor vehicle repairs with no outdoor storage of junk vehicles.

Existing Conditions

The subject parcel is .27 acres ± in size with a building located on the subject parcel with limited parking. The location has been used in the past for Auto Repair.

The subject parcel is shown outlined in blue on the following location map.

Location Map



Existing Zoning

The subject parcel is zoned General Commercial (GC). All surrounding properties are zoned General Commercial (GC).

Proposed Development

The property currently contains building that was formerly auto repair. The need for the Conditional Use Permit was triggered by a change in ownership of the business and the application for a new business license at this location.

Staff Analysis

Conditional Use

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

(b) Garage for the repair and servicing of motor vehicles, provided that all operations are conducted within a fully enclosed building or buildings, and there is no open storage of wrecked vehicles, dismantled parts, or supplies visible beyond the premises.

The conditional use process allows the City Commission to place conditions on a parcel to make certain that the proposed uses are compatible with surrounding uses.

Staff recommends the following conditions:

1. There is to be no open storage of wrecked vehicles, dismantled parts, or supplies visible beyond the premises.
2. There is to be no outdoor storage of wrecked vehicles, dismantled parts, or supplies on the premise.

Staff notes that the permit authorizing a conditional use will only be valid for that particular conditional use and will expire if the conditional use or operations pertaining thereto ceases for more than six continuous months for any reason. If the conditional use expires, the property can still be used for any of the permitted uses in the underlying GC (General Commercial) zone district.

Staff Recommendation

Staff recommends in favor of granting the requested conditional use with the following conditions:

1. There is to be no storage of wrecked vehicles, dismantled parts, or supplies visible beyond the premises.
2. There is to be no outdoor storage of wrecked vehicles, dismantled parts, or supplies on the premise.

Planning & Appeals Commission Recommendation

The PAC held a Public Hearing on this application on May12, 2021. Discussion included questions about the issues with previous tenants at this location, the need to keep all operations within the building and that no outdoor storage would be tolerated, PAC made a recommendation in favor of granting the requested conditional use with the conditions as recommended by staff.

Appendix A – conditional use standards

Sec. 23-26-12. - Criteria to consider for applications.

The planning and appeals commission and the governing body shall consider the following standards in considering any rezoning, zoning amendment, or Conditional Use Permit application, giving due weight or priority to those factors that are appropriate to the circumstances of each proposal:

- (a) Is the proposed use compatible with the purpose and intent of the comprehensive plan?
- (b) Is the proposed use suitable in view of the zoning and development of adjacent and nearby property?
- (c) Will the proposed use adversely affect the existing use or usability of adjacent or nearby property?
- (d) Are there substantial reasons why the property cannot or should not be used as currently zoned?
- (e) Will the proposed use cause an excessive or burdensome use of public facilities or services, including but not limited to streets, schools, water or sewer utilities, and police or fire protection?
- (f) Is the proposed use supported by new or changing conditions not anticipated by the comprehensive plan or reflected in the existing zoning on the property or surrounding properties?
- (g) Does the proposed use reflect a reasonable balance between the promotion of the public health, safety, morality, or general welfare and the right to unrestricted use of property?

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Sec. 23-26-14. - Additional criteria to consider for conditional use permit applications.

The planning and appeals commission and the governing body shall consider the following standards in considering any conditional use permit application, giving due weight or priority to those factors that are appropriate to the circumstances of each proposal:

- (a) The type of street providing access to the subject property is adequate to serve the proposed conditional use permit.
- (b) Access into and out of the property adequately provides for traffic and pedestrian safety, the anticipated volume of traffic flow, and access by emergency vehicles.
- (c) Public facilities such as schools, water or sewer utilities, and police or fire protection are adequate to serve the conditional use permit.
- (d) Refuse, service, parking and loading areas on the property are located and screened to protect other properties in the area from such adverse effects as noise, light, glare or odor.
- (e) The hours and manner of operation of the conditional use permit have no adverse effects on other adjacent or surrounding properties.
- (f) The height, size and location of the buildings or other structures proposed on the property are compatible with the height, size or location of buildings or other structures on neighboring properties.

(Ord. No. 1055, § 3(Exh. A), 3-21-2018)

Appendix B – conditional use application



CITY OF BRUNSWICK, GEORGIA

CONDITIONAL USE PERMIT APPLICATION

CU

THIS APPLICATION MUST BE FILED WITH THE PLANNING, DEVELOPMENT & CODES DEPARTMENT 20 DAYS BEFORE THE PLANNING AND APPEALS COMMISSION MEETING AT WHICH IT WILL BE HEARD. THE BRUNSWICK PAC WILL HOLD AT LEAST ONE PUBLIC HEARING AND MAKE A RECOMMENDATION ABOUT YOUR REQUEST WITHIN 65 DAYS OF THE DATE YOU FILE A COMPLETE APPLICATION. THE CITY COMMISSION WILL THEN ISSUE OR DENY THE PERMIT. YOU ARE ENCOURAGED TO READ SECTION 23-26-2 OF THE ZONING ORDINANCE REGARDING CONDITIONAL USE PERMITS. A **\$200 FEE** IS REQUIRED FOR THE APPLICATION TO BE CONSIDERED COMPLETE.

TO BE COMPLETED BY THE APPLICANT

1. YOUR NAME Jason Kobel PHONE NUMBER 720-595-1110
 ADDRESS 2114 Johnston Circle EMAIL: KobelsKolors@gmail.com
2. THE PLANNING DIRECTOR INFORMED ME THAT A SPECIAL USE PERMIT IS REQUIRED AT THE TIME I APPLIED FOR: CHECK ONE BUILDING PERMIT A ZONING AMENDMENT (REZONING)
3. STREET ADDRESS 2114 Johnston Circle
 PARCEL NO. _____ Lot No. _____ ZONING MAP NO. _____
4. PRESENT ZONING UNKNOWN
5. OWNER OF PROPERTY, IF NOT YOU: NAME John Varga
 ADDRESS 3109 Lee Street BK GA 31520 PHONE 770 241 5681
6. PROPOSED USE OF PROPERTY Auto Repair
7. PLEASE ATTACH A SIMPLE MAP SHOWS THE NAMES OF ALL ADJACENT PROPERTY OWNERS AND THE TYPES OF EXISTING LAND USES WITHIN 300 FEET OF YOUR PROPERTY.

SIGNATURE

22 APRIL 21
DATE

TO BE COMPLETED BY THE PDC DIRECTOR OR DESIGNEE

1. HAS THE CORRECT FEE BEEN PAID? YES NO AMOUNT \$ _____
2. DATE COMPLETE APPLICATION WAS FILED: _____
3. LIST ATTACHMENTS:
 SIMPLE MAP WITH ADJACENT PROPERTY OWNERS' NAMES AND EXISTING USES
 SITE PLAN
4. PUBLIC HEARING
 DATE APPLICANT WAS NOTIFIED: _____
 DATE HEARING WAS ADVERTISED: _____
 DATE HEARING WAS HELD: _____
5. PLANNING COMMISSION RECOMMENDED: APPROVAL DENIAL
 CONDITIONS OF APPROVAL OR REASONS FOR DENIAL: _____
6. CITY COMMISSION: APPROVAL DENIAL
 CONDITIONS OF APPROVAL OR REASONS FOR DENIAL: _____
7. DATE APPLICANT WAS NOTIFIED OF FINAL ACTION: _____

Rentals

3114 Johnston Circle 31520

Lease Agreement

John Vasa (Landlord) and Jasany Kobos (Tenant), make this lease agreement (lease) effective as of 11/1/20. The Parties agree as follows:

Premises:

Landlord, in consideration of the lease payments provided in this lease, leases to the tenant a 1 Bedroom, one bath (the premises) Located at 3114 Johnston C Street, Brunswick, Ga.

Occupants:

The Premises may not be occupied by more than 2 adults and 0 children, unless the prior written consent of the landlord is obtained.

Term:

The lease term will begin on 11/1/20 and will terminate on a 30 Day Notice or 11/1/21

Lease Payments:

Tenant shall pay to the landlord monthly, payments of \$ 750.00 per month payable in advance on the first of each month. Lease payments will be made to the landlord at Albany Street, Brunswick, Ga. That may be changed from time to time by landlord. Landlord will charge an additional \$25.00 a month rent pick up fee if rent must be picked up at rental unit.

Late Payments:

Tenant shall pay a late fee of \$45.00 after the 5th of the Month. An additional \$5.00 a day will be charged after the 15th of the month.

Security Deposit:

At the time of the signing of this lease, tenant shall pay to the landlord in trust, a security deposit of \$ 0 to be held and disbursed for tenant damages to the premises (if any) as provided by law.

Possession:

Tenant shall be entitled to possession on the first day of the term of this lease and shall yield possession to the landlord on the last day of the term of the lease, unless otherwise agreed by both parties in writing.

Use of Premises/Absences:

Tenant shall occupy and use the premises as a dwelling unit. Tenant shall notify landlord of any anticipated extended absence from the premises not later than the first day of the extended absence.

Keys:

The tenant will be given one set of keys. If all keys are not returned at the end of the lease, tenant will be charged an additional \$10.00.

Lockout:

If the tenant becomes locked out, the tenant will be charged a \$25.00 fee to regain entry to the unit.

Maintenance:

Tenant will be responsible to maintain the premises in good repair at all time. The tenant shall contact the landlord immediately if there are any problems.

Access by Landlord to Premises:

Subject to tenant's consent (which shall not be unreasonably withheld), Landlord shall have the right to enter the premises to make inspections, provide necessary services, or show the unit to prospective buyers, mortgagees, tenants, or workers. As provided by law, in the case of emergency, landlord may enter the premises without tenant's consent.

Utilities and Services:

Tenant shall be responsible for all utilities and services in connection with the premises.

Property Insurance:

Landlord and tenant shall be responsible to maintain appropriate insurance for their perspective interests in the premises and property located on the premises.

Dangerous Materials:

Tenant shall not keep or have on the premises any material of a dangerous, flammable, or explosive character that may substantially increase the danger of fire or that may be considered hazardous by a responsible insurance company unless prior written consent from the landlord is obtained.

Lease Payments:

Tenant shall pay to the landlord monthly, payments of \$ 750.00 per month payable in advance on the first of each month. Lease payments will be made to the landlord at Albany Street, Brunswick, Ga. That may be changed from time to time by landlord. Landlord will charge an additional \$25.00 a month rent pick up fee if rent must be picked up at rental unit.

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Dangerous Materials:

Tenant shall not keep or have on the premises any material of a dangerous, flammable, or explosive character that may substantially increase the danger of fire or that may be considered hazardous by a responsible insurance company unless prior written consent from the landlord is obtained.

Destruction of the Premises:

If damage is done due to the negligence of the tenant that makes the unit unlivable, The tenant will be responsible for the damages and given a twenty-day written notice to vacate the premises.

Defaults:

The tenant shall be in default of this lease if the tenant fails to fulfill any lease obligations or terms by which the tenant is bound by this agreement. Subject to any governing provisions of law to the contrary, if tenant fails to cure any financial obligations within 5 days (or any other obligations) after written notice of such default is provided by the landlord to the tenant, the landlord may take possession of the premises without further notice without prejudicing the landlord's rights to damages. In the alternative, the landlord may elect to cure any default and the cost of such action shall be added to the tenant's financial obligations under this lease. The tenant shall pay all costs and damages suffered by the landlord by reason of the tenant's defaults. All sums of money or charges that are required to be paid by the tenant under the lease shall be additional rent, whether or not such sums or charges are designated as "additional rent".

SHOP LAYOUT JIM JOHNSON CARAC 23 APRIL 21

FRONT
DOOR

CAR STORAGE

8' opening

WORK AREA

8' RAIL UP DOOR

36" DOOR

ALLEY WAY

Appendix C – correspondence from the public

(none)

Appendix D – photograph



SUBJECT: RZ 21-02 | 2307 Gloucester Street | Rezone from HC to PD-TN

COMMISSION ACTION REQUESTED ON: 6/2/21

PURPOSE: See attached Staff Report

HISTORY:

FACTS AND ISSUES:

BUDGET INFORMATION: N/A

OPTIONS:

- Approve RZ 21-02 as submitted.
 - Approve RZ 21-02 with conditions.
 - Do not approve RZ 21-02.
-

DEPARTMENT RECOMMENDATION ACTION:

- Approve RZ 21-02 as recommended by staff and the PAC
-

DEPARTMENT: PDC

Prepared by: John Hunter, Director

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Regina M. McDuffie

City Manager

Date 5/25/21

Rezoning Petition No. 21-02

(2307 Gloucester St)

Staff Report

John Hunter

Director

Planning, Development, & Codes

Brunswick City Commission

Public Hearing

June 2, 2021

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Requested Rezoning

James A. Bishop, representing the owner, is petitioning to rezone the subject parcels from Highway Commercial (HC) to Planned Development – Traditional Neighborhood (PD-TN).

Existing Conditions

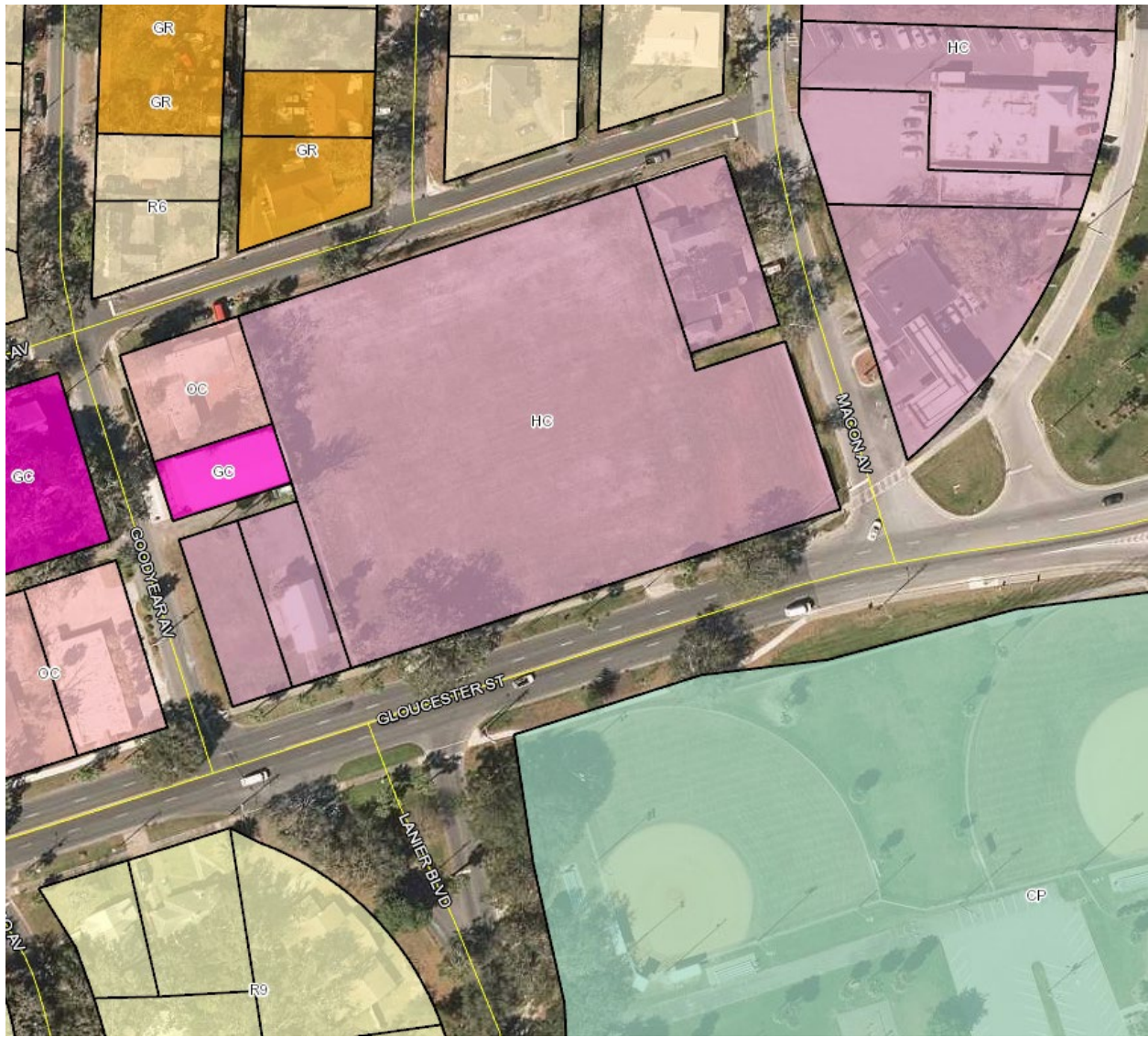
The subject parcel is comprised of 2.44+/- acres. The Gloucester parcel was previously the site of the Days Inn Hotel, which had approximately 95 rooms and was demolished sometime in 2010, when it was purchased by BGJWSC as the intended site for a new administrative building. The parcel is outlined below in blue:



Location map

Existing Zoning

The subject parcel is zoned Highway Commercial (HC). Parcels to the North, across Atlanta Ave, are zoned residential. Parcels to the west in the same block are zoned a combination of Office Commercial, General Commercial, and Highway Commercial. The property to the South, across Gloucester St, is Howard Coffin Park which is zoned Conservation Preservation (CP). Reference the zoning map below:



Requested Zoning

The applicant has requested rezoning of the parcel to PD-TN. The applicant intends to construct an apartment complex on the lot with a maximum of 170 units.

Staff Analysis

The applicant has asked for a rezoning to PD-TN. The intent of the PD-TN zoning district is to be used to incorporate new neighborhoods and mixed-use development into the City in a way that is sensitive to the existing services. In this case the applicant desires a PD-TN zoning application in order to construct higher density housing than would otherwise be allowed in the area. The use of this zoning designation for multi-family housing in the City is not without precedent, another recent example would be the Norwich Street Commons. The PD-TN process

allows City Officials, and by extension the public, greater input on the development of such facilities.

Character Area: Urbana/ Mayhew

Urbana and Mayhew are post-war subdivisions with predominantly single-family housing. A large and recent mixed-income, garden apartment development, Whispering Oaks, is a major land use feature of this neighborhood. The Abbott Andrews Brunswick Housing Authority development is also located in this character area. These neighborhoods are bounded by the US Highway 17 commercial corridor to the east, the Hercules Plant to the north, and the Burroughs-Molette School to the west. Edo Miller Park is on the northern boundary of the neighborhood adjoining the Hercules site.

Vision

The Urbana-Mayhew Character Area should retain its predominantly single-family character. A small neighborhood surrounded by commercial and industrial uses, it is important to maintain the physical integrity of this neighborhood's boundaries. There is a significant amount of multifamily development in the character area, and while this is currently compatible with the character area, multifamily development should not be permitted to expand significantly in land area or scale. It is important to restore the connectivity of the street grid or to at least restore pedestrian pathways to the east, west, and north where possible. Increasing connections with the US 17 corridor is of particular value. The neighborhood should continue to benefit from schools and parks that are part of its fabric. As with other Brunswick neighborhoods, there is a crucial need to improve infrastructure, especially drainage infrastructure.

Appropriate Land Uses

- Single-family residential development
- Neighborhood scale commercial, institutional, and mixed-use development along Gloucester St, developed in a *Main Street* fashion with buildings fronting the streetscape and parking in the rear
- Community facilities such as schools, parks, museums, and libraries built to a neighborhood scale
- Multifamily residential in existing areas of multifamily development – of compatible scale to the single-family areas surrounding and in traditional regional architectural styles

Recommended Development Patterns

- Houses located near the street with front porches that encourage interaction with neighbors
- Infill residential development on vacant sites; these sites, with existing infrastructure in place, are to be used for development, matching the character of the surrounding neighborhood
- Accessory housing units that provide rental opportunities for small households and income generation for homeowners to increase affordability
- Multifamily developments that face the street, broken into a series of smaller masses that mimic single-family development and preserve the historic block structure

- Structures (shopping, warehouses, offices, etc) located near the street front with parking in rear of building – making the corridor more attractive and more pedestrian friendly
- Greyfield redevelopment that converts vacant or underutilized commercial strips into mixed-use assets
- Community facilities such as schools developed in a way that the entire community can share facilities such as meeting rooms, libraries, and playgrounds

In examining the proposed PD-TN text, there are few variations from the current standards allowed within the current HC zoning and the US 17 Overlay/Glynn Avenue Design Framework.

All of the propose uses (Commercial, Apartments, Condos, Retail, Restaurants, Offices) are currently allowed.

The proposed height of 72 feet is slightly higher than current zoning allows. Reviewing Section 23-3-3: Height of Buildings, Measurement, it states that heights are measured from grade elevation or 12 feet above mean sea level whichever is higher. According the site survey, elevation is between 6.5 and 7 feet. This would provide an allowance of 5 feet. The maximum heigh allowed for Multi-Family developments is 60 feet – but with the allowance, the maximum height becomes 65 feet above existing grade. It should be noted that the submitted conceptual plan shows the building as being 62'2” tall – within the 65 foot window established by the code and the elevation allowance. Roof top amenities such as shade structures would not count against the height limit.

The proposed Lot Coverage does vary from the Glynn Avenue Design Framework. The Design Framework calls for a maximum of 80% lot coverage for developments, and the PD-TN will not exceed 92%. It should be noted that the concept plan currently calculates the impervious area at 80.56% - just above the 80% required by the Framework.

The proposed parking ratio is 1 space per unit. The parking regulations currently require 2 spaces per unit. This would be a reduction in parking by 50%. However, the proposed site plan calls for 220 spaces which represents 1.3 spaces per unit.

Setbacks are within allowances provided within the Glynn Avenue Design Framework.

The proposed density (number of housing units) is the item with the largest variance from what is currently allowed by our ordinances. A structure of four stories or more is allowed between 23 and 35 units per acre depending upon the mix of unit types (Efficiency and up to 2 bedrooms). At 2.44 acres, our ordinance currently allows between 56 and 85 units on this site depending on unit mix. The PD-TN text calls for a maximum of 170 units. While this almost doubles the allowed maximum units for the site, it would not be unusual for a hotel development on a parcel of this size to have 130+ units under the current allowed zoning and uses. That hotel development would be allowed within the existing zoning, and likely have a negative impact upon the surrounding residential areas.

The Urbana/ Mayhew Vision statement cautions against the encroachment of multi-family housing on its existing single-family housing stock, which this development would not do. Multi-family housing is a permitted use in the existing HC zoning, just not with the density the

applicant desires. Coupled with the previous use of the lot as a hotel, Staff does not feel that a rezoning to PD-TN would constitute a substantial change in use, and would have fewer impacts than the transient nature of the previous use.

Staff Recommendation

There is a growing demand for multi-family housing, and there are limited sites within the City of Brunswick that can support this type of development. The economics of scale demand a higher density than our current ordinances allow, as our density requirements are oriented more to our existing city block structure and not larger multi-acre developments. With this in mind, the allowance of Planned Developments becomes an important option within our zoning structure.

The PD-TN as proposed does not deviate drastically from our existing codes -with the exception of the number of allowed units. The proposed density – while a departure from what is currently available in Brunswick – would be less detrimental to the adjacent residential properties than most commercial uses. Based on this with the above analysis, staff recommends approval of the rezoning request.

Planning and Appeals Commission Recommendation

The PAC held a public hearing on this application on May 12, 2021. Discussion involved many aspects of the request - height, parking, design, storm water capacity, ingress and egress, traffic impacts, lighting, signage, density, and how the concept design and the PD-TN text interact and vary. There were no speakers for or against the application at the Public Hearing.

By a vote of 3-2, the PAC recommends the approval of the Rezoning request with the below changes to the PD text:

- 1) Section 8 "Landscape Plans and Buffers" should add "In accordance with the Glynn Avenue Design Framework" at the beginning of the text
- 2) Section 9 "Signage" should add "as outlined in the Glynn Avenue Design Framework" at the end of the text
- 3) Reduce Lot Coverage in Section 4 to 80%
(These changes are in RED in the attached PD text)

Appendix A – zoning standards and policies

ZONING STANDARDS AND POLICIES AND PROCEDURES FOR ZONING HEARINGS

Approved by the Commission City of Brunswick, Georgia
April 5, 1989

Part I. Standards

The current Georgia statutory law, O.C.G.A. ;s; 36-66-5(b) expressly mandates that each local government exercising zoning power establish and consider such factors in the form of substantive standards for zoning decisions. That subsection provides:

[E]ach local government shall adopt standards governing the exercise of the zoning power, and such standards may include any factors which the local government finds relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to the unrestricted use of property. Such standards shall be printed and copies thereof shall be available for distribution to the general public.

In keeping with the foregoing statutory requirement, the City of Brunswick has adopted the following substantive standards to govern its zoning decisions:

A. A PROPOSED ZONING CLASSIFICATION OR CONDITIONAL USE REQUEST SHOULD BE COMPATIBLE WITH EXISTING USES AND ZONING OF ADJACENT AND NEARBY PROPERTY, AND ``SPOT ZONING'' SHOULD ALMOST ALWAYS BE REJECTED.

(1) Would the proposed rezoning create an isolated district unrelated to adjacent and nearby districts?

(2) Is the proposed rezoning a logical extension of a zoning boundary which would improve the pattern of uses in the general area?

B. A PROPOSED ZONING CLASSIFICATION SHOULD NOT DESTABILIZE THE SURROUNDING NEIGHBORHOOD.

(1) Is the proposed zoning classification one which would promote integrity of the neighborhood and preserve its general character?

(2) Would the proposed rezoning precipitate similar rezoning requests which would generate or accelerate adverse land use changes in the neighborhood?

C. A PROPOSED ZONING CLASSIFICATION SHOULD MAXIMIZE THE ECONOMIC VALUE OF THE SUBJECT PROPERTY WITHOUT DEPRECIATING THE VALUE OF ADJACENT AND NEARBY PROPERTY.

(1) To what extent does the existing zoning classification depress the value of the subject property?

(2) To what extent would the proposed zoning classification result in appreciation of the value of the property?

(3) What effect does the existing zoning classification have on the values of adjacent and nearby property?

(4) What effect would the proposed zoning classification have on the values of adjacent and nearby property?

D. A PROPOSED ZONING CLASSIFICATION SHOULD NOT HAVE AN ADVERSE EFFECT ON TRAFFIC FLOW, TRAFFIC SAFETY OR POPULATION DENSITY.

(1) Is there adequate public or private parking for the proposed use and other uses permitted within the classification?

(2) Would such uses create any problem of traffic congestion in the area?

(3) Would such uses create any traffic safety problem with regard to ingress and egress, visibility or otherwise?

(4) Would such uses necessitate changes in streets or sidewalks or traffic signage or signalization?

(5) Would such uses contribute to an undesirable level of population density?

(6) Would such uses substantially conflict with existing density patterns in the neighborhood?

E. A PROPOSED ZONING CLASSIFICATION SHOULD NOT HAVE ADVERSE ENVIRONMENTAL IMPACT.

(1) Would the proposed use or other uses permitted within the classification create noise, dust, smoke or odors?

(2) Would such uses affect air quality or water quality and quantity?

(3) Would such uses create problems with drainage or soil erosion and sedimentation?

(4) Would such uses aggravate problems with flood damage control?

(5) Would such uses aggravate waste disposal problems?

F. A PROPOSED ZONING CLASSIFICATION SHOULD NOT HAVE ADVERSE AESTHETIC EFFECTS.

(1) Would the proposed rezoning lead to removal of existing vegetation?

(2) Would the proposed use incorporate new planting?

(3) Would the proposed use necessitate unattractive structures or result in removal or alteration of historic structures?

(4) Would the proposed use be visually compatible with the surrounding neighborhood?

(5) Would the proposed use include machinery or work visible from the street or neighboring property?

(6) Would the proposed use be adequately separated from conflicting uses by an appropriate buffer?

G. A REZONING SHOULD NOT RESULT IN COSTS TO THE PUBLIC DISPROPORTIONATE TO TAX REVENUES GENERATED BY THE PROPOSED USE.

(1) Would the rezoning increase the cost of government in providing public utilities, schools, streets, police and fire protection, etc.?

(2) What additional public facilities would be required?

(3) To what extent would such increased costs be offset by increased tax revenues?

H. THE SUBJECT PROPERTY SHOULD BE SUITABLE FOR THE ZONED PURPOSES.

(1) Is the property suitable for uses within the existing zoning classification?

(2) Has the property been vacant as zoned, and if so, for what period or periods of time?

(3) Are there substantial reasons why the property cannot be economically used in accordance with existing zoning?

(4) Would the proposed rezoning benefit the general public in any way?

(5) Would the proposed rezoning conform to or diverge from the comprehensive land use plan?

* * *

It is obvious that the foregoing standards are very general, not at all specific, and that the public and private interests cannot be balanced with mathematical certainty in a zoning decision. Moreover, particular zoning issues which may arise, considered in context, may suggest concerns in addition to the foregoing standards and further questions which will need to be addressed by the Commission. It can only be said that any zoning decision, to be lawful, must be based on a relative gain to the public, as compared to the hardship imposed upon private parties. Such decisions must never be based simply upon the numbers of supporters or opponents or other political factors without consideration of the standards.

(excerpt from addendum that was added to the zoning ordinance by the City Commission on April 5, 1989)

Appendix B – Highway Commercial Code

ARTICLE XI. - HC HIGHWAY COMMERCIAL DISTRICT

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

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

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-11-2. - Permitted uses.

The following uses shall be permitted in any HC zoning district.

- (a) Any use permitted in any GC zoning district, subject to standards set forth in this section.
- (b) Commercial recreation facility including drive-in theatres, but not including miniature auto racing tracks.
- (c) Two-family dwelling, including patio dwelling in compliance with section 23-6-4.
- (d) Multi-family dwelling in compliance with section 23-6-4.
- (e) Townhouse dwelling in compliance with section 23-6-4.
- (f) Group dwelling in compliance with section 23-6-4.
- (g) Boarding house in compliance with section 23-6-4.
- (h) One-family dwelling, attached in compliance with section 23-6-4.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1012, § 1, 9-2-2009)

Sec. 23-11-3. - Conditional uses.

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

- (a) Any use permitted on a conditional basis in any GC zoning district, subject to the conditions of section 23-9-3.
- (b) Truck terminal, provided that paved acceleration and deceleration lanes at least ten feet in width and 100 feet in length, respectively, are furnished and maintained where trucks enter or leave terminal sites, no safety hazard or impediment to traffic movement is produced as a result of such operation and sites for such facilities have direct access to major streets or controlled access highways.
- (c) Temporary use in compliance with the provisions of section 23-23-5.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-11-4. - Other requirements.

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

- (a) Minimum lot area: 6,000 square feet.
- (b) Minimum lot width: 60 feet.
- (c) Minimum front yard: 25 feet.
- (d) Minimum side yard: None is required except on corner lots and lots adjacent to any residential district. Commercial buildings and structures shall provide a minimum ten feet setback on corner lots and a minimum 20 feet setback where adjacent to a residential zone district. Zero setback can only be utilized where the adjacent parcel is within the same development or strip center. If a setback is provided where none is required, the side yard setback shall be a minimum of five feet in width between the buildings.
- (e) Minimum rear yard: 15 feet.
- (f) Maximum building height: 35 feet.

(Ord. No. 1006, § 1, 11-19-2008)

Appendix C – Planned Development Traditional Neighborhood Code

ARTICLE XVI. - PD-TN PLANNED DEVELOPMENT-TRADITIONAL NEIGHBORHOOD DISTRICT

Sec. 23-16-1. - Intent of planned development-traditional neighborhood district.

It is the intent of the PD-TN district to:

- (a) Encourage mixed-use, compact development that is pedestrian in scale, sensitive to the environmental characteristics of the land, and facilitates the efficient use of services within the City of Brunswick;
- (b) Have residences, shopping, employment, and recreational uses located within close proximity with each other and efficiently organized to provide for the daily needs of the residents;
- (c) Provide for a range of housing types within pedestrian-oriented, human-scale neighborhoods; and
- (d) Provide efficient, interconnected circulation systems for pedestrians, non-motorized vehicles, and motorists that serve to functionally and physically integrate the various land use activities.

The planned development-traditional neighborhood provisions can be utilized in two ways:

- (a) These provisions can be applied as a zone district to create new neighborhoods. This zone district will be labeled "PD-TN" for planned development-traditional neighborhood district.
- (b) The planned development provisions can also be used as a conditional use to promote appropriate infill as specified in section 23-16-11. The conditional use will be labeled "PD-TN Infill" for planned development-traditional neighborhood infill.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-16-2. - Specific requirements.

In order to qualify for a planned development-traditional neighborhood zoning classification, a proposed planned development-traditional neighborhood must first meet the following specific requirements:

- (a) The site utilized for planned development-traditional neighborhood must contain an area of not less than one acre.
- (b) The site must have direct access to at least one street.
- (c) The area proposed shall be in one ownership, or if in several ownerships, the application for amendment to this chapter shall be filed jointly by all of the owners of the area included in the master plan.
- (d) A suitable master plan shall be submitted by the developers for review and approval by the city commission. The master plan shall be drawn to scale (one inch = 50 feet; or one inch = 30 feet) by a registered civil engineer, registered land surveyor, registered landscape architect or licensed architect showing the exact dimensions of the parcel or parcels of land under consideration and shall include the following where applicable:
 - (1) All property dimensions, platting and street systems, proposed building sites and sizes, types of use proposed for buildings, plans for the screening and protection of abutting properties, means of ingress and egress, access and circulation arrangements, off-street parking and loading facilities, proposed reservation or dedication for streets, open spaces

and other public facilities. If requested, one-foot vertical contour intervals shall be indicated on the site plan.

- (2) The name of the development and the developers, a north arrow, the date of field survey, tract boundary lines, dimensions, bearings, angles, reference points to at least two permanent monuments, average ground elevation, and FEMA flood zone information.
 - (3) If the proposal includes the subdivision of land for any purpose or the provision of new public streets, any additional information required with the submittal of preliminary plats under the subdivision regulation of the city shall be included and the master plan shall be processed simultaneously under the subdivision regulation and as a part of the application for a planned development-traditional neighborhood district classification, as provided for in this chapter.
 - (4) A conceptual landscape plan is required to be submitted with the master plan.
- (e) A written report shall be submitted by the developers for review and approval by the city commission. Such report shall explain the type, nature, intent and characteristics of the proposed development and shall specifically include the following where applicable:
- (1) A general description of the proposal.
 - (2) A detailed legal description of the location of the site.
 - (3) Proposed standards for development, including restrictions on the use of the property, density standards, building heights, yard requirements and restrictive covenants.
 - (4) Proposed dedication or reservation of land for public use, including streets, easements, parks and school sites.
 - (5) Exceptions or variations from the requirements of this chapter, if any are being requested.
 - (6) Plans for the provision of utilities, including water, sewer and drainage facilities.
 - (7) Tables showing the total number of acres in the proposed development and the percentage designated for each proposed type of land use, including public facilities.
 - (8) Plans for open space, courts, walks and common areas.
 - (9) Plans for parking, loading, access ways, signs, and means of protecting and screening adjacent areas from lighting and other potentially adverse effects.
 - (10) A statement defining the manner in which the commission is to be assured that all improvements are to be installed and maintained.
 - (11) Tabulations showing the number and density of dwelling units by type, if any, and other data that the commission may require.
- (f) In all PD-TN projects, the general regulations set forth in article III shall govern unless relief is granted by the city commission.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-16-3. - Administrative procedures with regard to PD-TN zoning districts.

- (a) Any request pertaining to the establishment of a PD-TN zoning district shall be considered a proposed amendment to this chapter and shall be administered and processed in accordance with the regulations set forth in article XXVII entitled amendments, of this chapter.
- (b) All data set forth in section 23-15-8 shall be submitted to the planning, development and codes department staff and the planning appeals commission and when necessary, subsequently forwarded to the city commission with the recommendations of the planning, development and codes

department staff and the planning appeals commission. If approved by the city commission, all information pertaining to the proposal shall be adopted as an amendment to this chapter, which shall establish the standards of development for that particular planned development-traditional neighborhood district.

- (c) All further development shall conform to the standards adopted for the district, regardless of any changes in ownership. Any proposed change in the standards or plan after adoption as part of this chapter, shall be treated as an amendment to this chapter and must be considered in accordance with normal amendment procedures set forth in article XXVII of this chapter. Appeals based on hardship or an alleged misinterpretation of this chapter by city staff shall be processed in accordance with procedures set forth in article XXVI entitled appeals, conditional uses and variances, how taken.
- (d) In any event where it is determined by the city commission that development in the planned development-traditional neighborhood district is not in accordance with the standards adopted for that district, the city commission shall be empowered to amend this chapter to place part of or all the property in the planned development-traditional neighborhood district in its prior zoning classification, or any other more appropriate zoning classification.
- (e) Before approval of a planned development-traditional neighborhood project the city commission may require a contract with safeguards satisfactory to the city attorney guaranteeing completion of the development plan within a period of time to be specified by the city commission, which shall not exceed five years unless extended by the city commission for due cause shown. Such guarantee may include the submission of a performance bond in an amount as set by the city commission.
- (f) The violation of any provision of the plan once adopted as a part of this chapter as a PD-G district under the provisions provided herein, shall constitute a violation of this chapter.
- (g) All PD-TN projects shall follow the preliminary and final plat procedures listed in the Brunswick Subdivision Ordinance.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1055, § 2, 3-21-2018)

Sec. 23-16-4. - Permitted uses.

- (a) Any use proposed by the developer and considered by the city commission as being compatible to other nearby uses within and without the district and in keeping with the intent of the PD-TN district may be permitted in such district upon approval of the city commission.
- (b) The developer shall prepare a list of proposed uses for submission with his application. After approval by the city commission, the list or portions thereof approved shall be adopted as a part of the regulations applying to that particular PD-TN district.
- (c) Thereafter, the uses permitted in the district shall be restricted to those listed, approved and adopted according to the procedures set forth herein.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1055, § 2, 3-21-2018)

Sec. 23-16-5. - General design standards.

- (a) *Use.*
 - (1) The entire land area of the PD-TN district shall be divided into walkable blocks, streets, and lots and optional natural or greenbelt areas.
 - (2) Blocks shall generally be 450 feet by 180 feet to extend the existing grid street pattern.
 - (3) The minimum lot size for all PD-TN uses shall be 22½ feet in width by 90 feet in length.

- (4) Similar land categories shall generally enfront across streets. Dissimilar categories shall abut at rear lot lines. Corner lots which front on streets of dissimilar use shall be set back the same as the adjacent use with the lesser setback.
 - (5) Large-scale, single uses (conference spaces, theaters, athletic facilities, etc.) shall occur behind or above habitable street-front space.
 - (6) *Prohibited uses:* Chemical manufacturing, storage or distribution as a primary use; enameling, painting or plating, except artist's studios; carting, moving, or hauling terminal or yard; prisons, detention centers, or half-way houses; manufacturing, storage, or disposal of hazardous waste materials; scrap yards; mobile homes; kennels; sand, gravel, or other mineral extraction; and any use which produces the following adverse impacts: noise at a level greater than typical street or traffic noise, offensive vibration, emission of dust, smoke, odors, or noxious solids, liquids, or gases.
 - (7) *Discouraged uses:* Any commercial use which encourages patrons to remain in their automobiles while receiving goods or services (except service stations). A drive through may be appropriate if its intrusion along a block face is limited. To limit intrusion, any drive through lane should be no wider than ten feet in width and only one lane per commercial establishment is allowed to interrupt a block face. An alley or secondary street shall provide the second point of ingress/egress for the drive through.
 - (8) Accessory structures may be used for rental housing on attached and detached residential lots.
 - (9) All uses shall be conducted within completely enclosed buildings unless otherwise specified.
 - (10) The mixing of attached and detached housing and commercial is encouraged.
- (b) *Lots and buildings.*
- (1) All lots shall share a frontage line with a street or square.
 - (2) All buildings, except accessory structures, shall have their main entrance opening onto a street, square, or park.
 - (3) Stoops, open colonnades, open porches, balconies, and bay windows may encroach up to 12 feet into front setbacks.
- (c) *Streets and alleys.*
- (1) Streets shall provide access to all tracts and lots.
 - (2) All streets and alleys shall terminate at other streets within the neighborhood and connect to existing and projected through streets outside the development.
 - (3) There shall generally be a continuous network of alleys to the rear of lots within the PD-TN district.
 - (4) Utilities shall run along alleys wherever possible.
 - (5) If provided, street lamps shall be installed on both sides of the street a maximum of 100 feet apart.
 - (6) The extension of existing streets and rights-of-way shall generally maintain the same dimensions as the existing historic street while new streets and rights-of-way are encouraged to differ in dimension and each street shall be individually detailed.
 - (7) Steady and even build-to lines shall be established along all streets and public space frontages, determining the width desired for each street or public space. A minimum percentage build-out at the build-to line shall be established along all streets and public square frontages.
 - (8) The long axis of the street shall have appropriate termination with either a public monument, specifically designed building facade, or a gateway to the ensuing space.
- (d) *Parking.*

- (1) Parking lots shall generally be located at the rear or at the side of buildings and shall be screened from the sidewalk by low walls, fences or hedges. Parking spaces can be located under buildings or under portions of buildings.
- (2) Parking lots and parking garages shall not abut street intersections, be adjacent to squares or parks, or occupy lots which terminate a vista.
- (3) Primary street frontages shall have no vehicular entries, for properties with another street frontage. Properties with a single-frontage on a primary street shall be limited to a maximum of two single lane-width vehicular entries separated by a minimum of 20 feet.
- (4) Adjacent parking lots shall have vehicular connections via an alley or internally.
- (5) On-street parking directly enfronting a lot shall count toward fulfilling the parking requirement of that lot. One parking space credit shall be given for every space in front of the lot that is over 50 percent of the length of the parking space.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-16-6. - Civic design standards.

(a) *Use.*

- (1) Civic lots shall consist of the following uses: parks, squares, greenbelts, streets and alleys, community buildings including meeting halls, libraries, post offices, schools, religious buildings, recreational facilities, museums, performing art buildings, pavilions, bridges, market structures, and municipal buildings.
- (2) Civic use lots shall generally be within or adjacent to a square or park or on a lot terminating a street vista.
- (3) Large scale recreational uses such as multiple game fields shall be located on the perimeter of neighborhoods.
- (4) Each new neighborhood 20 acres in size or greater shall contain as its central focus, at least one square or park no smaller than one-half acre, and no greater than three acres. This square shall be within 900 feet of the geographic center of the neighborhood.
- (5) Neighborhoods along waterfronts shall provide park and square requirements along the waterfront.
- (6) Squares, parks, and other natural amenities shall have at least 50 percent of their perimeter abutting street rights-of-way unless otherwise described on the site plan.

(b) *Lots and buildings.*

- (1) Balconies shall be permitted to encroach up to eight feet into a civic use tract.
- (2) All lots share a frontage line with a street or square. All buildings shall have their main entrance opening to a street or square (except accessory structures).
- (3) Civic use buildings shall not be subject to setback limitations.
- (4) The minimum height of the main level shall be 12 feet from floor to ceiling.

(c) *Parking.*

- (1) Off-street parking for civic uses shall occur at the rear or side of the building.
- (2) On-street parking directly en-fronting a lot shall count toward fulfilling the parking requirement for each on-street space that is 50 percent of the required parking space size.

- (3) The developer shall demonstrate the provision of adequate parking for public use tracts containing squares and parks. Shared parking shall be encouraged.
- (4) Parking lots on civic use tracts shall be graded, compacted, and landscaped, but may be left unpaved or paved with grass-ring paving.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-16-7. - Business design standards.

(a) *Use.*

- (1) Business lots shall contain retail, office, residential, hotel, bed and breakfast inns (see "tourist home"), private clubs, child daycare and entertainment uses.
- (2) Uses may be mixed within the same structure and/or on the same lot.
- (3) Residential uses are not permitted on the main level of business buildings.

(b) *Lots and buildings.*

- (1) Business buildings shall not require setbacks from front or side lot lines.
- (2) Business buildings shall have their facade built directly on the lot line along 100 percent of its length.
- (3) Business buildings shall not cover more than 70 percent of the lot area.
- (4) The maximum height shall be five levels not to exceed 60 feet in height to be measured to the eave.
- (5) The minimum height shall be two levels.
- (6) The minimum height of the main level shall be 12 feet from floor to ceiling.

(c) *Parking.*

- (1) No less than 75 percent of the parking places shall be to the rear of the building.
- (2) For businesses, on-street parking directly enfronting a lot shall count toward fulfilling the parking requirement for each on-street space that is 50 percent of the required parking space size.
- (3) All business uses shall have parallel or diagonal parking on street.
- (4) The required number of parking spaces may be reduced by demonstrating the possibility of shared parking.
- (5) The parking requirements may be suspended for retail uses of 2,000 square feet or less.
- (6) There shall be a minimum of one parking space per 500 square feet of building space for nonresidential uses, one space per room of lodging, and one space per each two bedrooms of residential use.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-16-8. - Shopfront design standards.

(a) *Use.*

- (1) Shopfront lots shall contain retail, office and residential uses.
- (2) At least 50 percent of the building area shall be designated for residential use.

- (3) Residential uses are not permitted on the main level of shopfront buildings.
- (b) *Lots and buildings.*
 - (1) Buildings on shopfront lots shall have the facade built directly on the property line along at least 70 percent of its length. The unbuilt portion of the property line shall have a street wall directly upon it.
 - (2) Buildings on shopfront lots shall have no setback from at least one side lot line.
 - (3) Buildings on shopfront lots shall cover no more than 70 percent of the lot area.
 - (4) The maximum height shall be four levels not to exceed 45 feet in height measured to the eave.
 - (5) The minimum height shall be two levels.
 - (6) The minimum height of the main level shall be 12 feet from floor to ceiling.
- (c) *Parking.*
 - (1) No less than 75 percent of the parking places shall be to the rear of the building.
 - (2) For shopfronts, on-street parking directly enfronting a lot shall count toward fulfilling the parking requirement for each on-street space that is 50 percent of the required parking space size.
 - (3) All shopfront streets shall have parallel or diagonal parking on street.
 - (4) The required number of parking spaces may be reduced by demonstrating the possibility of shared parking.
 - (5) The parking requirements may be suspended for retail uses of 2,000 square feet or less.
 - (6) There shall be a minimum of one parking space per 500 square feet of building space for nonresidential uses, one space per room of lodging, and one space per each two bedrooms of residential use.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-16-9. - Attached home design standards.

- (a) *Use.*
 - (1) Attached home lots shall contain single family and multi-family residential uses, and limited business uses such as a coffee house.
 - (2) Limited business uses shall be restricted to a maximum of 400 square feet in area.
 - (3) An accessory building is permitted on each lot which may be used as a rental unit.
 - (4) One hundred percent of the building area above the main level shall be residential.
- (b) *Lots and buildings.*
 - (1) Buildings on attached residential lots shall be set back between zero and 15 feet from the frontage line, and frontage lines shall be constant for a street.
 - (2) Buildings on attached residential lots shall have no required setbacks from side lot lines.
 - (3) Buildings on attached residential lots shall be set back no less than 30 feet from the rear lot line, except accessory structures may have five feet setback.
 - (4) Buildings on attached residential lots shall cover no more than 70 percent of the lot area.
 - (5) Roof slope, if pitched, shall have a minimum six in 12 pitch.
 - (6) The maximum height shall be four levels not to exceed 45 feet in height measured to the eave.

- (7) The minimum height shall be two levels.
- (8) The minimum height of the main level shall be nine feet from floor to ceiling.
- (c) *Streets and alleys.*
 - (1) Attached residential lots shall have their rear lot lines coinciding with an alley or another street.
 - (2) Attached residential lots shall enfront on streets having a minimum right-of-way of 46 feet consisting of two ten-foot travel lanes, seven-foot parallel parking on both sides, and six-foot sidewalks. Curb radius shall not exceed ten feet.
- (d) *Parking.*
 - (1) All off-street parking places shall be to the rear of the building or under the building. Access shall be by an alley only.
 - (2) There shall be a minimum of one parking space per 500 square feet of building space for nonresidential uses, and one per room of lodging, and per each two bedrooms of residential use.
 - (3) On-street parking of at least 50 percent of a standard size parking space shall count toward fulfilling the parking requirement.

(Ord. No. 1006, § 1, 11-19-2008)

ec. 23-16-10. - Detached home design standards.

- (a) *Use.*
 - (1) Detached home lots shall contain single family and multi-family residential uses.
 - (2) An accessory building is permitted on each lot which may be used as a rental unit.
 - (3) One hundred percent of the building area above the main level shall be residential.
- (b) *Lots and buildings.*
 - (1) Buildings on detached residential lots shall be set back between zero and 25 feet from the frontage line.
 - (2) Buildings on detached residential lots shall be set back from the side lot lines equivalent to no less than five feet on each side. The entire setback may be allocated to one side.
 - (3) Buildings on detached residential lots shall be set back no less than 30 feet from the rear lot line, except accessory structures may have five feet setback.
 - (4) Buildings on detached residential lots shall cover no more than 60 percent of the lot area.
 - (5) Roof slope shall have a minimum six in 12 pitch.
 - (6) The maximum height shall be three levels not to exceed 35 feet in height measured to the eave.
 - (7) The minimum height shall be two levels.
 - (8) The minimum height of the main level shall be nine feet from floor to ceiling.
- (c) *Streets and alleys.*
 - (1) Detached residential lots shall have their rear lot lines coinciding with an alley or another street.
 - (2) Detached residential lots shall enfront on streets having a minimum right-of-way of 46 feet consisting of two ten-foot travel lanes, seven-foot parallel parking on both sides, and six-foot sidewalks. Curb radius shall not exceed ten feet.

(d) *Parking.*

- (1) All off-street parking places shall be to the rear or side of the building or under the building. Where access is through the frontage, garages or carports should be located a minimum of 20 feet behind the front facade.
- (2) There shall be a minimum of one parking space per 500 square feet of building space for nonresidential uses, and one per room of lodging, and one per each two bedrooms of residential use.
- (3) On-street parking of at least 50 percent of a standard size parking space shall count toward fulfilling the parking requirement.

(Ord. No. 1006, § 1, 11-19-2008)

Sec. 23-16-11. - PD-TN infill.

The intent of the PD-TN infill conditional use is to allow the appropriate infill of buildings based on the five building types, i.e. civic, business, shopfront, attached home, and detached home. These building types can be placed in the existing zone districts according to Table C. The height limitations listed in Table C keep the proposed infill building types compatible with the height limitations in the existing zone districts.

TABLE C

BUILDING TYPE						
		Civic	Business	Shopfront	Attached Home	Detached Home
ZONE DISTRICT	GC-CORE	<input type="checkbox"/> (60' max.)	<input type="checkbox"/> (60' max.)	<input type="checkbox"/> (60' max.)	<input type="checkbox"/> (60' max.)	
	GC	<input type="checkbox"/> (45' max.)		<input type="checkbox"/> (45' max.)	<input type="checkbox"/> (45' max.)	
	OC	<input type="checkbox"/> (45' max.)		<input type="checkbox"/> (45' max.)	<input type="checkbox"/> (45' max.)	<input type="checkbox"/> (45' max.)
	LC	<input type="checkbox"/> (35' max.)		<input type="checkbox"/> (35' max.)	<input type="checkbox"/> (35' max.)	<input type="checkbox"/> (35' max.)
	GR	<input type="checkbox"/> (35' max.)		<input type="checkbox"/> (35' max.)	<input type="checkbox"/> (35' max.)	<input type="checkbox"/> (35' max.)

The infill parcels under PD-TN infill shall meet the general design standards in section 23-16-5 and the design standards listed for the selected building type. For example, a Shopfront building type proposed for a parcel in the GC zone district must follow the shopfront design standards listed in section

23-16-8 and the applicable General Design Standards listed in section 23-16-5. The conditional use requested in this example is a PD-TN infill conditional use for a Shopfront type building (PDTN infill/shopfront). The applicant must adhere to section 23-25-4 and section 23-27-2 for all application and processing requirements for conditional uses.

PD-infill shall be exempted from the required design standards in the following instances:

- (a) Detached home types may be one story in height.
- (b) Attached and detached home types shall not have a minimum main level height.
- (c) Infill shall only occur in the general residential (GR) zone district on lots of record.

The planned development provisions shall be in addition to the provisions of the zoning districts in which the property is located. Where inconsistencies or conflicts exist between provisions of the PD-TN ordinance (either PD-TN or PD-TN infill) and provisions of the underlying zoning, the provisions of the PD-TN ordinance shall apply.

(Ord. No. 1006, § 1, 11-19-2008; Ord. No. 1055, § 2, 3-21-2018)

Appendix D – Application

(Original application included on 7 pages)



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.

- Applicant (Your Name): James A. Bishop for 2307 Gloucester, LLC Daytime Phone: 264.2390 Email: jbishop@bishopfirm.com & marly@bishopfirm.com
Mailing Address The Bishop Law Firm, 465 Sea Island Road, St. Simons Island, GA Zip: 31522
- Location of Property forming the basis for this text amendment: Downtown Brunswick
Street 2307 Gloucester Street & 2328 Atlanta Avenue Tax Map and Parcel Number: 01-02715 & 01-02716
- Is this rezoning due to annexation? YES NO
- Total Parcel area (indicate square feet or acres): 2.44 acres or 2.69 acres Square Feet/Acres
- Present Zoning: HC Abutting zones (list all zones that touch the parcel): HC and OC
- Proposed Zoning: PD-TN
- 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: _____
- 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.
- Reasons for the rezoning request: Owner desires to build a multi-family housing development which will accommodate the needs
_____ of the vastly growing downtown residential and commercial area.
- 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.)
- Owner's Name (If different from Applicant*): 2307 Gloucester, LLC owns Parcel 01-02715; The Estate of Clifford Wright owns Parcel 01-02716
Address: c/o 1313 Newcastle Street, Brunswick, GA Zip: 31520 Daytime Phone: (201) 595-9185 (*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: [Signature] Date: 4/23/21

(Printed Name: James A. Bishop, Esquire, Agent for Owner(s))



Summary

Parcel Number 01-02715
Tax District Brunswick (District 01)
Alias N/A
Location Address 2307 GLOUCESTER ST
 BRUNSWICK, GA 31520
Millage Rate 24.030
Legal Description LOTS URBANA
Subdivision URBANA
Documents
Class Code C3 - Commercial
 (Note: This is for tax purposes only. Not to be used for zoning.)
Neighborhood TAD Parcels Commercial (Code: 1000)
Zoning HC
Map# Block-Lot B017-04 111-003
Property Class VL
Homestead No
Exemption
GIS Mapped acres 2.44
Elementary School Burroughs-Molette
Middle School Glynn Middle School
High School Glynn Academy
Commissioner DISTRICT 5 - ALLEN BOOKER, Phone (912)398-9923 abooker@glynncounty-ga.gov
District



[View Map](#)

2307 GLOUCESTER LLC
 PO BOX 30493
 SEA ISLAND, GA 31561

Value Information

	2020
+ Land Value	\$179,400
+ Improvement Value	\$0
= Total Value	\$179,400
Assessed Value	\$71,760

Sale/Transfer Information

Date	Deed Book and Page	Price	Deed Type	Grantor	Grantee
6/16/2020	4222 57	\$400,000		BRUNSWICK-GLYNN COUNTY	2307 GLOUCESTER LLC
11/4/2010	2792 498	\$0		ARORA SUMITRA	BRUNSWICK-GLYNN COUNTY
3/17/2009	2776 21	\$0	CORRECTION		
5/14/2008	2436 265	\$1,000,000		SECURITY BANK OF NORTH METRO	KHANNA GROUP OF HOTELS INC
11/28/2007	2344 241	\$0		GOLD INTERNATIONAL INC	SECURITY BANK OF NORTH METRO
3/1/2007	2596 79	\$0	QC	KHANNA GROUP OF HOTELS INC	ARORA SUMITRA
10/21/2004	1535 40	\$0			
10/21/2004	1535 36	\$1,775,000		RAVI INC	GOLD INTERNATIONAL INC
9/16/2002	39B 157	\$0			
7/1/1991		\$1,000,000			
12/10/1986	28L 607	\$1,501,000			
2/4/1981		\$0			
2/21/1979	20 Z 560	\$0			

View/Pay Tax Bills

[View/Pay Tax Bills](#)

Photos

To print an image, click to view then right-click and open in new tab.



Recent Sales In Area

Sale date range:

From:

05/04/2011

To:

05/04/2021

Sales by Neighborhood

Sales by Subdivision

1500

Feet



Sales by Distance

No data available for the following modules: Summary (MH), Owner (MH), Value Information (MH), Improvement Information (MH), Improvement Information, Improvement Information (Manufactured), Misc. Improvement Information (MH), Miscellaneous Improvement Information, 2020 Notice of Assessment, Sketches, Planned Development.

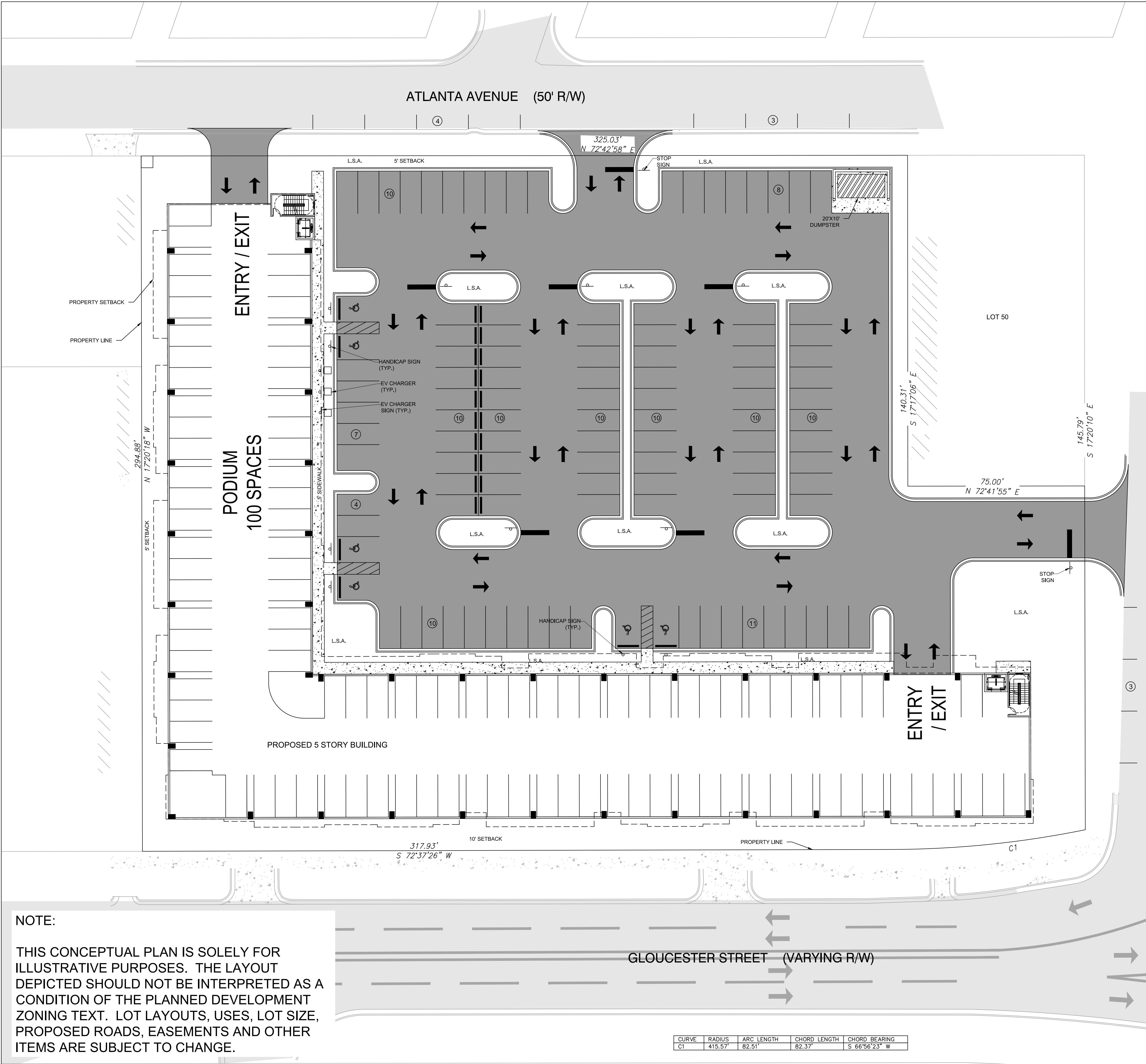
Glynn County makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll.

[User Privacy Policy](#)
[GDPR Privacy Notice](#)

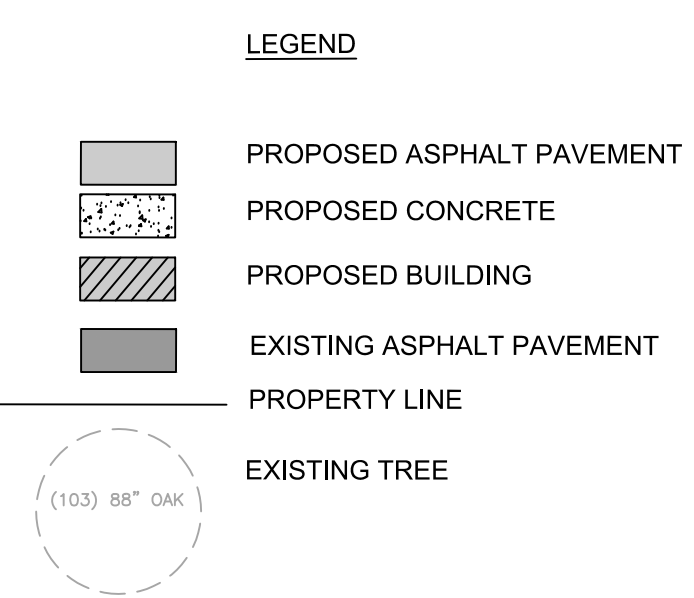
Last Data Upload: 5/1/2021, 4:30:27 AM



Version 2.3.118



TOTAL SPACES PROVIDED = 220
 TOTAL LOT SIZE = 107,058 SQFT
 IMPERVIOUS AREA = 86,244 SQFT (80.56%)
 PERVIOUS AREA = 20,814 SQFT (19.44%)



NOT RELEASED FOR CONSTRUCTION

REVISIONS

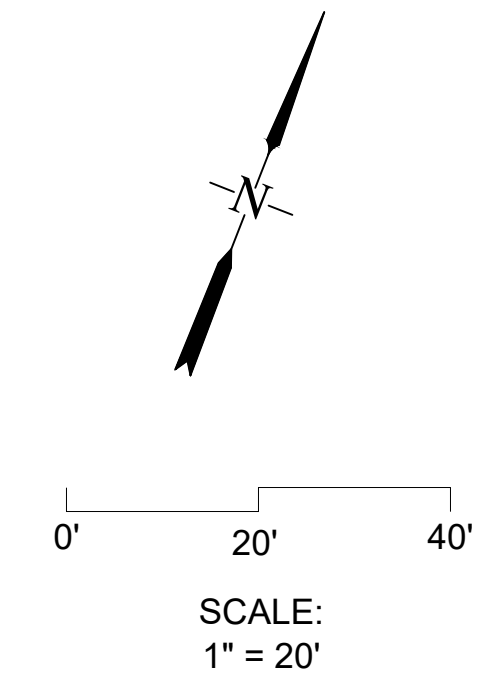


CONCEPTUAL PLAN
**PORT CITY GLOUCESTER ST.
 BRUNSWICK, GA**
 PREPARED FOR:
 PORT CITY PARTNERS

DATE: 2021-04-23
 PROJECT NUMBER: 21065
 DRAWN BY: PV
 CHECKED BY: JDR
 SCALE: 1"=20' (FOR 24"x36" PLOT)

NOTE:
 THIS CONCEPTUAL PLAN IS SOLELY FOR ILLUSTRATIVE PURPOSES. THE LAYOUT DEPICTED SHOULD NOT BE INTERPRETED AS A CONDITION OF THE PLANNED DEVELOPMENT ZONING TEXT. LOT LAYOUTS, USES, LOT SIZE, PROPOSED ROADS, EASEMENTS AND OTHER ITEMS ARE SUBJECT TO CHANGE.

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	415.57'	82.51'	82.37'	S 66°56'23" W





SOUTH ELEVATION



NORHT ELEVATION



WEST ELEVATION

SCALE: 3/32" = 1'-0" (24"x36" SHEET)
 0' 16' 32' 64'

HUMPHREYS & PARTNERS ARCHITECTS, L.P.
 5339 Alpha Rd., Suite 300, Dallas, TX 75240 | 972.701.9636 | www.humphreys.com

PORT CITY PARTNERS

ELEVATIONS
 April 30, 2021

A412
GLoucester Street
 Brunswick, GA
 HPA# 21005

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**BUCKHOLZ TRAFFIC
3585 KORI ROAD
JACKSONVILLE, FLORIDA 32257
(904) 886-2171 jwbuckholz@aol.com**

May 4, 2021

Mr. John Hunter, Director of Planning
City of Brunswick
601 Gloucester Street
Brunswick, Georgia 31520

Re: Port City Gloucester Street Apartments, Trip Generation Analysis

Dear Mr. Hunter:

At the request of Jake Hightower of Roberts Civil Engineering I am forwarding my trip generation calculations for this development which are attached as Table 1. The development is expected to generate less than 1000 daily trips and less than 100 peak hour trips.

Since the 160 apartment units will be housed in a building having three or more floors (it will have four floors with an additional parking level below) the proper ITE category to use is LUC 221 (Multifamily Housing, Mid-Rise).

If you have any questions or comments concerning this analysis, please contact me.

Sincerely,

Jeffrey W. Buckholz, PhD, P.E., PTOE
Principal

This item has been digitally signed and sealed by Jeffrey W. Buckholz, P.E. on 5/4/21. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

TABLE 1

TRIP GENERATION CALCULATIONS

MULTIFAMILY HOUSING (MID-RISE)

Land Use Code 221

T = Number of Vehicle Trip Ends

X = Number of Dwelling Units = 160

<u>TIME PERIOD</u>	<u>TRIP GENERATION EQUATION</u>	<u>TOTAL TRIP ENDS</u>	<u>PERCENT ENTERING</u>	<u>PERCENT EXITING</u>	<u>TOTAL TRIP ENDS ENTERING</u>	<u>TOTAL TRIP ENDS EXITING</u>
WEEKDAY						
Daily	$T = 5.45 (X) - 1.75$	870	50%	50%	435	435
AM Peak Hour	$\ln(T) = 0.98\ln(X) - 0.98$	54	26%	74%	14	40
PM Peak Hour	$\ln(T) = 0.96\ln(X) - 0.63$	70	61%	39%	43	27

SOURCE: Institute of Transportation Engineers, "Trip Generation", 10th Edition (2017)

BUCKHOLZ TRAFFIC

PORT CITY APARTMENTS

PLANNED DEVELOPMENT –TRADITIONAL NEIGHBORHOOD (PD-TN) DISTRICT

BRUNSWICK, GEORGIA

FOR:

**2.458 ACRES LOCATED AT 2307 GLOUCESTER STREET,
TO BE KNOWN AS ‘PORT CITY APARTMENTS’**

BY:

2307 GLOUCESTER LLC, a Georgia limited liability company

(“Applicant”/”Developer”)

PORT CITY APARTMENTS

PLANNED DEVELOPMENT TEXT – TRADITIONAL NEIGHBORHOOD DISTRICT

SECTION ONE

INTRODUCTION AND STATEMENT OF OWNERSHIP

A. The Property described below (herein the “Project Site”) is located at 2307 Gloucester Street and was formerly owned by the Brunswick-Glynn County Joint Water and Sewer Commission (“JWSC”). Prior to the ownership by the JWSC, the Project Site was operated as a Days Inn Motel for many years. The Project Site is conveniently located in downtown Brunswick surrounded by residential and commercial properties and is in close proximity (within 1 mile) to the historic downtown Brunswick area at the waterfront. The historic downtown Brunswick area is and has been undergoing a tremendous amount of private revitalization. The Applicant, a local resident now rooted in Coastal Georgia, envisions future needs for the downtown area to include new multi-family housing that will complement the rising eclectic and energetic downtown community. The Applicant is committed to and passionate about being involved in the growth of the City of Brunswick and specifically the revitalization of the downtown Brunswick area.

The Project Site was recently purchased by the Applicant on June 16, 2020 pursuant to that certain Limited Warranty Deed recorded in Deed Book 4222, Page 57, Glynn County, Georgia records (copy attached as Exhibit “A”), and is more particularly described as follows, to-wit:

ALL THAT CERTAIN LOT, TRACT OR PARCEL OF LAND SITUATE, LYING AND BEING IN G.M.D. 26, CITY OF BRUNSWICK, GLYNN COUNTY, GEORGIA AND DESCRIBED AND IDENTIFIED ACCORDING TO THAT CERTAIN SURVE

Y BY ROBERT N. SHUPE, G.R.S. NO. 2224, DATED SEPTEMBER 8, 2010, ENTITLED "ALL OF LOTS 29 THRU 34, LOTS 43 THRU 48 & A PORTION OF LOTS 35, 36, 49 & A 15' ALLEY, URBANA SUBDIVISION," (WHICH PLAT IS, BY REFERENCE, INCORPORATED HEREIN AND MADE A PART HEREOF FOR ALL PURPOSES), AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS, TO-WIT: •

BEGINNING AT A 1/2" CAPPED PIPE FOUND (R.L.S. 2804) WHICH MARKS THE INTERSECTION OF THE WESTERN RIGHT-OF-WAY OF MACON AVENUE AND THE NORTHERN RIGHT-OF-WAY OF GLOUCESTER STREET; PROCEED THENCE ALONG THE SAID RIGHT-OF-WAY OF GLOUCESTER STREET ALONG AN ARC 82.51 FEET (SAID CURVE HAVING A RADIUS OF 415.57 FEET, A CHORD BEARING OF SOUTH 66 DEGREES 56 MINUTES 23 SECONDS WEST AND A CHORD LENGTH OF 82.37 FEET) TO A LEAD & TAC SET IN

CURB; THENCE ALONG THE SAID RIGHT-OF-WAY OF GLOUCESTER STREET SOUTH 72 DEGREES 37 MINUTES 26 SECONDS WEST FOR A DISTANCE OF 317.93 FEET TO A 1/2" PIPE FOUND; THENCE ALONG THE LANDS NOW OR FORMERLY OF BUCKHORN INVESTMENTS, LLC, THOMAS B. GRAVES AND ORION L. DOUGLASS NORTH 17 DEGREES 20 MINUTES 18 SECONDS WEST FOR A DISTANCE OF 294.88 FEET TO A 1/2" CAPPED PIPE FOUND (R.L.S. #2804) LOCATED ON THE SOUTHERN RIGHT-OF-WAY OF ATLANTA AVENUE; THENCE ALONG THE SAID RIGHT-OF-WAY OF ATLANTA AVENUE NORTH 72 DEGREES 42 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 325.03 FEET TO A 1/2" CAPPED IRON PIN FOUND (R.L.S. #2804); THENCE ALONG THE LANDS NOW OR FORMELY OF CLIFFORD WRIGHT SOUTH 17 DEGREES 17 MINUTES 06 SECONDS EAST FOR A DISTANCE OF 140.31 FEET TO A 1/2" CAPPED PIPE FOUND (R.L.S. #2804); THENCE NORTH 72 DEGREES 41 MINUTES 55 SECONDS EAST FOR A DISTANCE OF 75.00 FEET TO A CAPPED IRON PIN SET LOCATED ON THE WESTERN RIGHT-OF-WAY OF MACON AVENUE; THENCE ALONG THE SAID RIGHT-OF-WAY OF MACON AVENUE SOUTH 17 DEGREES 20 MINUTES 10 SECONDS EAST FOR A DISTANCE OF 145.79 FEET TO THE POINT OR PLACE OF BEGINNING. SAID PARCEL OF LAND CONTAINS 2.458 ACRES.

THE FOLLOWING PORTION OF THE ABOVE-DESCRIBED PROPERTY, HOWEVER, IS EXCLUDED FROM ANY WARRANTY OF TITLE, AND IS CONVEYED BY QUITCLAIM ONLY:

ALL THAT CERTAIN LOT, TRACT OR PARCEL OF LAND SITUATE, LYING AND BEING IN G.M.D. 26, CITY OF BRUNSWICK, GLYNN COUNTY, GEORGIA AND DESCRIBED AND IDENTIFIED ACCORDING TO THAT CERTAIN SURVEY BY ROBERT N. SHUPE, G.R.S. NO. 2224, DATED SEPTEMBER 8, 2010, ENTITLED "ALL OF LOTS 29 THRU 34, LOTS 43 THRU 48 & A PORTION OF LOTS 35, 36, 49 & A 15' ALLEY, URBANA SUBDIVISION," (WHICH PLAT IS, BY REFERENCE, INCORPORATED HEREIN AND MADE A PART HEREOF FOR ALL PURPOSES), AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS, TO-WIT:

COMMENCING AT A 1/2" CAPPED PIPE FOUND (R.L.S. #2804) WHICH MARKS THE INTERSECTION OF THE NORTHERN RIGHT-OF-WAY OF GLOUCESTER STREET AND THE WESTERN RIGHT-OF-WAY OF MACON AVENUE; PROCEED THENCE ALONG THE SAID RIGHT-OF-WAY OF MACON AVENUE NORTH 17 DEGREES 20 MINUTES 10 SECONDS WEST FOR A DISTANCE OF 130.79 FEET TO THE POINT OR PLACE OF BEGINNING; THENCE SOUTH 72 DEGREES 41 MINUTES 55 SECONDS WEST FOR A DISTANCE OF 75.00 FEET TO A POINT; THENCE NORTH 17 DEGREES 20 MINUTES 10 SECONDS WEST FOR A DISTANCE OF 15.00 FEET TO A 1/2" CAPPED PIPE FOUND (R.L.S. #2804); THENCE ALONG THE LANDS NOW OR FORMERLY OF CLIFFORD WRIGHT NORTH 72 DEGREES 41 MINUTES 55 SECONDS EAST FOR A DISTANCE OF 75.00 FEET TO A 1/2" CAPPED IRON PIN SET (SSC PC, LSF 317) LOCATED ON THE WES11.RN RIGHT-OF-WAY OF MACON AVENUE; THENCE ALONG THE SAID RIGHT-OF-WAY OF MACON AVENUE SOUTH 17 DEGREES 20 MINUTES 10 SECONDS EAST FOR A DISTANCE OF 15.00 FEET TO THE POINT OR PLACE OF BEGINNING.

SECTION TWO

USE AND DEVELOPMENT STATEMENT

The Applicant intends to develop the Property into an apartment complex consisting of no more than 170 units with a covered parking garage on the ground floor and additional paved parking spaces within the property, all as shown on the Site Plan attached hereto as Exhibit “B”.

The purpose of this application is to rezone the property from its current zoning classification (Highway Commercial – HC) to a PD Text – Traditional Neighborhood District (PD-TN). The TN designation includes multi-family dwelling units.

The Property is compliant with the provisions of Article XVI, Section 23-16-2 (a), (b), (c) and (d); with the exception that a conceptual landscape plan will be submitted at the building permit stage of this project.

SECTION THREE

PLANNED DEVELOPMENT TEXT

The Applicant, along with his expert consultant team of engineers, planners, surveyors and architects, have carefully considered and evaluated the Project Site over a period of many months in which they have conducted a substantial amount of demographic studies, other pertinent research and feasibility studies of the best and highest use of the Project Site, including site layouts, site elevations and unit mix and counts. The final product of the Applicant's careful assessment is provided in the following PD Text:

1. Name: The name of the development shall be called "Port City Apartments".
2. Allowable Uses: The following uses are allowed on the Site:
 - Commercial
 - Apartments
 - Condominiums
 - Retail
 - Restaurants
 - Offices
3. Utilities/Drainage: All utilities will be public, including, water, sewer, drainage, gas, electric, telephone and cable t.v. and will meet or exceed the City's requirements. Sewer capacity and storm drainage will be carefully evaluated. Engineered plans will be reviewed and coordinated among the City Engineer and the Developer's Engineer to meet or exceed the City's sewage and drainage standards.
4. Stormwater/Lot/Site Coverage: The site coverage shall not exceed 80% of the site area. The site coverage calculation will include buildings and impervious pavement areas. Landscape areas, pervious pavement, and gravel areas are not included in the site coverage calculation.
5. Building Height and Elevations: The building will consist of five (5) floors which will include the ground floor garage parking area. Floors 2 through 5 will consist of apartment units of varying sizes and floor plan designs. The building roofline height will not exceed the maximum limit of 60 feet measured from an elevation of 12 feet (NAVD-88 datum), therefore, maximum height will not exceed an elevation of 72 feet (NAVD-88 datum). Due to the Project Site being located in a flood zone, the height measurement commences at 12 feet. Shade structures and other roof-top amenities will not be included in the building height calculations. Front, side and rear building elevations are as shown on the Elevations Plan (attached as Exhibit "C").

6. Site Access: After carefully considering the recent possibility of a future change by the Georgia Department of Transportation to the Gloucester Street design, the Applicant has chosen to provide two access points off of Atlanta Avenue and one access point will be provided off of Macon Avenue.
7. Parking: The applicant will provide a parking ratio of 1.0 spaces per unit. Spaces along the street on Gloucester Street, Atlanta Avenue, and Macon Street count toward the total spaces provided in the parking calculation.
8. Landscape Plans and Buffers: **In accordance with the Glynn Avenue Design Framework, the** Applicant will provide ample landscaping to include 6 landscape islands within the parking lot and large landscaped areas between the paved parking lot and the five (5') foot interior sidewalk along the front of the building. Buffers will be maintained as outlined on the Site Plan (attached as Exhibit "B").
9. Signage. Signage will meet or exceed the City of Brunswick design standards **as outlined in the Glynn Avenue Design Framework.**
10. Lighting. Lighting will meet or exceed the City of Brunswick design standards.
11. Setback Requirements. Developer has provided setbacks that well meet the City's setback requirements, as follows:
 - (a) frontage – 10 feet
 - (b) side – 5 feet
 - (c) rear – 5 feet

[END]

Appendix F – correspondence from the public

**OFFICIAL MINUTES
COMMISSION OF THE CITY OF BRUNSWICK, GEORGIA
REGULAR SCHEDULED MEETING
WEDNESDAY, MAY 19, 2021
VIRTUAL TELECONFERENCE VIA ZOOM
STREAMED LIVE AT THE BELOW WEB ADDRESSES:**

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

or

<https://cityofbrunswick-ga-gov.zoom.us/j/92567525796>

PRESENT: Honorable Mayor Cornell Harvey, Mayor Pro Tem Felicia Harris, Commissioner John Cason III, Commissioner Julie Martin, and Commissioner Vincent Williams

CALL TO ORDER: Mayor Harvey (*meeting began at 6:00 p.m.*)

INVOCATION: Commissioner Martin

PLEDGE OF ALLEGIANCE: Recited by all Mayor Harvey

ADDENDUM TO AGENDA

**

Commissioner Martin made a motion to add as item number six~a (6a) "Consider Approval to Declare Unused Vehicles as Surplus"; seconded by Commissioner Williams. Motion passed unanimously by a vote of 5 to 0.

**

APPOINTMENT(S)

1. Commission. (*N. Atkinson*)

I. Planning and Appeals Commission – Four Appointments and Appointment of Chairperson.

Commissioner Martin made a motion to appoint Delores Harrison as full member of the above-referenced commission and re-appointed David Bowers as a full member, along with appointing Lance Sabbe as Chairperson; seconded by Commissioner Williams. Motion passed unanimously by a vote of 5 to 0.

City Clerk Atkinson was directed to advertise for the remaining two alternate member vacancies.

UPDATE(S)

2. Downtown Development Authority Executive Director Mathew Hill to give Annual review and Update on Activities/Statistics of the Main Street/Downtown Development Authority.

Following update, comments, and questions the Commission thanked Mr. Hill.

ITEM(S) TO BE CONSIDERED FOR APPROVAL

3. Consider Approval of May 5, 2021 Regular Scheduled Meeting Minutes. (*subject to any necessary changes.*) (*N. Atkinson*)

Commissioner Martin made a motion to approve the above-referenced minutes; seconded by Commissioner Williams. Motion passed unanimously by a vote of 5 to 0.

4. Consider Approval of Resolution No. 2021-08 ~ Allocation of Undesignated SPLOST VI Funds. (*R. McDuffie*)

Commissioner Cason made a motion to approve the above-referenced resolution;

seconded by Commissioner Martin. Motion passed unanimously by a vote of 5 to 0.

5. Consider Approval of Norwich Common Revolving Fund Guidelines, Boundaries Revisions and Memorandum of Understanding. *(T. Stegall)*

Commissioner Williams made a motion to approved the above referenced Memorandum of Understanding; seconded by Commissioner Martin.

Commissioner Williams amended his motion to include the adoption of the above-referenced guidelines; seconded by Commissioner Martin. Motion passed unanimously by a vote of 5 to 0.

6. Consider Approval for Commission to Sign Letter of Support for the Redevelopment of 3302 Glynn Avenue. *(T. Stegall)*

Commissioner Martin made a motion to the above-referenced letter of support; seconded by Commissioner Williams. Motion passed unanimously by a vote of 5 to 0.

- 6a Consider Approval to Declare Unused Vehicles as Surplus. *(K. Jones)*

Commissioner Martin made a motion to declare as surplus; seconded by Mayor Pro Tem Harris. Motion passed unanimously by a vote of 5 to 0.

EXECUTIVE SESSION

Commissioner Martin made a motion to hold an executive session to discuss litigation; seconded by Commissioner Williams.

Commissioner Martin amended her motion to include real estate; seconded by Commissioner Williams. Motion passed unanimously by a vote of 5 to 0.

RECONVENE FROM EXECUTIVE SESSION

Mayor Harvey announced no action was taken.

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

MEETING ADJOURNED – *meeting adjourned at 8:14 p.m.*

/s/Cornell L. Harvey
Cornell L. Harvey, Mayor

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

**OFFICIAL MINUTES
COMMISSION OF THE CITY OF BRUNSWICK, GEORGIA
SPECIAL CALLED MEETING
TUESDAY, MAY 25, 2021
VIRTUAL TELECONFERENCE VIA ZOOM
STREAMED LIVE AT THE BELOW WEB ADDRESSES:**

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

and

<https://cityofbrunswick-ga-gov.zoom.us/j/99600106741>

PRESENT: Honorable Mayor Cornell Harvey, Mayor Pro Tem Felicia Harris, Commissioner John Cason III, Commissioner Julie Martin, and Commissioner Vincent Williams

CALL TO ORDER: Mayor Harvey – *(meeting began at 4:01 p.m.)*

INVOCATION: Mayor Pro Tem Harris

PLEDGE OF ALLEGIANCE: Recited by Mayor Harvey

ITEM TO CONSIDER FOR APPROVAL

1. Consider Approval of Fiscal Year 2021/2022 Preliminary Proposed Budget.

City Manager McDuffie reported that the proposed preliminary budget for fiscal year 2021/2022 of \$17,180,507 is an 7% increase over the approved 2020/2021 fiscal year budget. She stated the approval request today is required by state law before advertisement can be placed in the local newspaper for the public hearing scheduled for June 2, 2021 commission meeting.

Following questions/comments:

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

EXECUTIVE SESSION

There was not an executive session held during this meeting.

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

MEETING ADJOURNED – *(meeting adjourned at 4:28 p.m.)*

/s/Cornell L. Harvey

Cornell L. Harvey, Mayor

Attest: /s/ Naomi D. Atkinson

Naomi D. Atkinson, City Clerk



SUBJECT: Policy for take home vehicles out of county

COMMISSION ACTION REQUESTED ON: __May 26, 2021__

PURPOSE: To discuss policy change on take home vehicles for out of county officers.

HISTORY: Many officers that live out of county have asked about policy change for take home vehicles.

FACTS AND ISSUES: Multiple officers live out of county and have requested take home vehicles. Take home agreement that must be signed states information of payroll deduction, where vehicle must be parked and what to do in case of a vehicle accident.

BUDGET INFORMATION: N/A

OPTIONS:

DEPARTMENT RECOMMENDATION ACTION:

DEPARTMENT: Brunswick Police Department

Prepared by: Chief Kevin Jones

ADMINISTRATIVE COMMENTS: N/A

ADMINISTRATIVE RECOMMENDATION:

Regina M. McDuffie

City Manager

5/25/21

Date



Brunswick Police Department

206 Mansfield Street
Brunswick, Georgia 31520
Phone: (912) 267-5559 – Fax: (912) 267-5526
www.brunswickpolice.org



Kevin M. Jones
Chief of Police

Gregory A. Post
Major

Take Home Agreement – Out of County

On _____, I, _____, being a sworn police officer employed by the City of Brunswick Police Department, hereby sign, accepting and agreeing to the terms as follows:

1. This agreement is being signed by me, freely and voluntarily.
2. I understand that having a take-home vehicle is a privilege, which may be suspended or revoked at any time, by the Chief of Police.
3. I agree to bi-weekly payroll deductions of \$35.00 to help offset the cost of gas and maintenance.
4. The vehicle must be parked and secured at an approved location inside a county which borders Glynn County. Approved locations are: a residence of any Brunswick Police Officer, property of city/county government with prior written approval from that entity.
5. Upon ending the officers tour of duty, the vehicle will immediately be driven to the out of county approved location. Stops outside of official government business are strictly prohibited.
6. If officers are flagged down, officers shall first immediately notify the law enforcement jurisdiction having authority. Officers shall make every effort not to engage in incidents which do not require immediate law enforcement intervention,
7. If an officer is involved in a collision driving to or from duty, they will immediately notify the appropriate jurisdiction's 911, request first responders if needed and request Georgia State Patrol to investigate the collision. The officer can begin to render appropriate aid until first responders arrive. Upon their arrival, the officer shall then notify their immediate supervisor.
8. If a city vehicle becomes immobilized whether due to damage or any other issue, the City wrecker will be utilized and the vehicle towed to the City Shop, or any other location as dictated by the city's fleet maintenance personnel or the officers' supervisor. (J & M Towing)
9. With the exception of the vehicle remaining in Glynn County, BPD Policy 6.25 Take Home Vehicles, shall apply to the officer.
10. This agreement and payroll deductions shall be terminated upon written notification by the officer, through their chain of command. The effective date shall be included and will be forwarded to payroll.

Officer's Signature: _____ Division Commander: _____

Chief of Police: _____ Effective Date: _____

Payroll: _____ Date received: _____



Wan C. Thorpe
Criminal Investigations

Anthony M. Smith
Patrol Services

Angela L. Smith
Support Services



SUBJECT: Reallocating general funds for new patrol vehicles.

COMMISSION ACTION REQUESTED ON: __May 26, 2021__

PURPOSE: Reallocating \$300,000 in general funds to purchase 8 2021 Dodge Durango Pursuit AWD vehicles for patrol division.

HISTORY: Many old vehicles have been approved for surplus and patrol division will need new patrol vehicles.

FACTS AND ISSUES: 35 vehicles were approved to be surplus and taken out of commission; therefore, new patrol vehicles will need to be purchased to replace.

BUDGET INFORMATION: N/A

OPTIONS:

DEPARTMENT RECOMMENDATION ACTION:

DEPARTMENT: Brunswick Police Department

Prepared by: Chief Kevin Jones

ADMINISTRATIVE COMMENTS: N/A

ADMINISTRATIVE RECOMMENDATION:

Regina M. McDuffie

City Manager

5/25/21

Date

AKINS FORD DODGE JEEP CHRYSLER GOVERNMENT SALES

ROZ ICENHOUR

220 W MAY STREET WINDER, CA 90580

770.866.5271 800.282.7873

FAX: 770.507.1952

ROZICENHOUR@AKINSONLINE.COM

2021 DODGE DURANGO PURSUIT AWD

STATEWIDE CONTRACT

99995-SPD-ES40193409

BASE PRICE 3.6L V6 24V 293 HP 29879.00

BASE PRICE 5.9L V8 HEMI 360 HP 32511.00

EQUIPMENT INCLUDED IN BASE PRICE	OPTIONS	PRICE	CODE
8 SPEED AUTOMATIC REAR-WHEEL DRIVE	18X8 PAINTED ALUMINUM WHEELS	\$ 318.00	WD1
INSTRUMENT PANEL COLUMN SHIFTER	4 ADDITIONAL KEY FOBs (8 TOTAL)	\$ 90.00	ADC
FRONT AND REAR HEAT AND AIR CONDITIONING	DRIVERS SPOT LAMP LED	\$ 495.00	JO1
REMOTE PROXIMITY KEYLESS ENTRY W/ 4 FOBs	SIRIUS XM SATELLITE RADIO	\$ 172.00	RSD
SUPPLEMENTAL SIDE CURTAIN AIR BAGS	INOP REAR DOORS/WINDOWS	\$ 80.00	EO1
POWER DOOR LOCKS/POWER WINDOWS	FLOOR CARPET	\$ 113.00	DH
8-WAY POWER DRIVER'S SEAT W/LUMBAR SUPPORT	FULL LENGTH FLOOR CONSOLE	\$ 269.00	LM1
AVG 8 BLUETOOTH STREAMING AUDIO SYSTEM	SECURITY ALARM	\$ 155.00	RH1
VINYL FLOOR COVERING	TRAILER TOW GROUP IV	\$ 787.00	AHX
REAR VIEW W/AUTO DIM MIRROR WITH MICROPHONE	BLIND SPOT DETECTION	\$ 446.00	XAN
REAR PARK ASSIST W/BACKUP CAMERA	SKID PLATE GROUP	\$ 263.00	ADL
FRONT LAMP WIRING PREP	TWO-TONE PAINT	\$ 950.00	DLR
REDUCED FOG LAMPS	UCONNECT 8 NAV W 10.1" DISPLAY	\$ 855.00	GFX
RAIN BRAKE SUPPORT	POWER LIFTGATE	\$ 300.00	DLR
OVERHEAD CONSOLE	CLOTH BUCKETS W/VINYL REAR	\$ 108.00	TBP
DEEP TINT SUNSCREEN GLASS	DELIVERY CHARGE		
POWER HEATED MIRRORS			
CLOTH BUCKETS W/CLOTH REAR			
RED/WHITE DOME LAMP IN PASSENGER & CARGO AREA			
TOP SPEED 130 MPH			
SPEED CONTROL/TILT STEERING WHEEL			
UCONNECT 4 WITH 8.4" DISPLAY			

TOTAL

EXTERIOR COLORS	
PXJ BLACK	
PAL GRANITE	
PW7 WHITE KNUCKLE	
PEM REDLINE RED	
PDB DESTROYER GREY	
PBF REACTOR BLUE	
PW3 VOG WHITE PEARL	\$535 ADDITIONAL
PFC BELLET SILVER	



CITY OF BRUNSWICK

ATTN: Accounts Payable
 P. O. Box 550
 Brunswick, GA 31521
 912/267-5538 Fax 912/267-6039

VENDOR	<u>WEST CHATHAM WARNING DEVICES</u>	P.O. #	_____
STREET	<u>2208 GAMBLE ROAD</u>	DATE	<u>12-08-2020</u>
CITY/ST/ZIP	<u>SDAVANNAH, GEORGIA 31405</u>	DEPT. #	<u>100-3200</u>
VENDORS#	_____	ACCT#	<u>3223-54-2500</u>
PHONE#	<u>(912) 234-2600</u>	FAX#	<u>(912) 238-1369</u>
EMAIL	_____		

SHIP TO: _____

Name	Address	Zip
VIA: Ground	_____	_____
TERMS: N/30days	NOTES:	_____

TAX EXEMPT: (Circle one) **Yes** **No** **QUOTE#:** _____

ITEM#	QTY	U/M	DESCRIPTION	REQD DATE	DEPT. NUM.	ACCT. NUM.	UNIT PRICE	TOTAL
1.	2		CAGE, LIGHT BAR & OTHER ITEMS	12-8-2020	3223		6748.72	13,497.44
2.			SEE ATTACHED FOR NEEDED EQUIPMENT					
3.								
4.								
5.								
6.								
7.								
8.								

P. O. COPIES TO _____

REQUISITIONED FOR: PATROL DIVISION JOB NAME: _____

COUNTERSIGNED: _____ DATE: 12-08-2020

COUNTERSIGNED: _____ DATE: _____

FUNDING BUDGET NON-BUDGET OTHER

APPROVED BY: Therese M. Jona 1-13-21 _____
 Department Head Date Department Phone#

 City Manager Date



SUBJECT: APPROVAL OF PURCHASE OF A STORM WATER SYSTEM INSPECTION CAMERA VEHICLE

COMMISSION ACTION REQUESTED ON: June 2, 2021

PURPOSE:

Authorization for the City of Brunswick to purchase a Storm Water System Inspection Camera Vehicle.

HISTORY:

The Public Works Department uses a storm water inspection camera to view and inspect the inside of the City’s storm drain pipes. The camera allows staff to determine the condition of the pipes, make assessments of problem areas, and evaluate the pipes for repair or replacement. The current camera system is a trailer-mounted system and is approximately 15 years old.

FACTS AND ISSUES:

The Public Works Department published a Request for Proposals for a storm water system inspection camera vehicle. The Department is interested in purchasing a camera system mounted in a van rather than a trailer-mounted unit like the current configuration. The RFP included minimum specifications for the camera, tractor, computer operating system, software, and vehicle. Three proposals were received, and all met the minimum specifications. The base results are as follows:

Environmental Protection Group:	\$196,187.00
Jet-Vac:	\$220,261.65
MHC Kenworth Savannah:	\$264,542.00

The department recommends purchasing the vehicle and camera system from Environmental Protection Group at a cost of \$196,187. The vehicle specified in the proposal is a 2021 Ford T-250 Transit cargo van with a one-year vehicle warranty. The camera and operating system includes a HD color camera which mounts on a crawler tractor and is operated by a hand-held control station. The camera includes forward and reverse view, slope, pressure, temperature and other operation sensors. All operating software is included in the purchase price.

BUDGET INFORMATION:

The proposed camera vehicle will be purchased through the GMA lease-purchase program, which is a low-interest loan program that distributes the purchase price over a five-year period. The payments for this loan (approximately \$40,000) will be made from Storm Water Utility funds beginning with the FY 22 budget period.

OPTIONS:

1. Approve the purchase of the Envirosight Inspection Vehicle with RoverX Crawler Inspection System from Environmental Products Group for \$196,187.00
 2. Do not approve the purchase of the Envirosight Inspection Vehicle with RoverX Crawler Inspection System from Environmental Products Group for \$196,187.00
 3. Take no action at this time.
-

DEPARTMENT RECOMMENDATION ACTION:

Approve the purchase of the Envirosight Inspection Vehicle with RoverX Crawler Inspection System from Environmental Products Group for \$196,187.00

DEPARTMENT: Engineering

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

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Approve the purchase of the Envirosight Inspection Vehicle with RoverX Crawler Inspection System from Environmental Products Group for \$196,187.00

Regina M. McDuffie

City Manager

5/25/21

Date



Proposal Summary

Prepared for:

City of Brunswick



Envirosight Inspection Vehicle



w/ RovverX Crawler Inspection System

City of Brunswick

March 10th, 2021

Envirosight Sewer Inspection Cameras

MEMPHIS

2995 Sandbrook St.
Memphis, TN 38116
P: 901.630.5658
F: 901.630.5659

DEERFIELD BEACH

1907 SW 43rd Terrace
Suites G & H
Deerfield Bch, FL 33442
P: 954.518.9923
F: 954.518.9926

ATLANTA

4410 Wendell Dr SW
Atlanta, GA 30336
P: 404.693.9700
F: 404.693.9690

CORPORATE

2525 Clarcona Rd.
Apopka, FL 32703
P: 407.798.0004
F: 407.798.0013

Environmental Products would like to thank you for the opportunity to present **Envirosight's Sewer Inspection Camera Equipment.**

Environmental Products Group is the sole provider of Envirosight Pipeline Inspection in the state of Georgia, as well as many other leading industry product lines including: Vactor Sewer Cleaning Equipment, Elgin Street Sweepers, Petersen Grapple Loaders, PB Asphalt Pothole Patchers, XtremeVac by ODB leaf collectors, Madvac Sweepers and Vacuums, Monroe Spreaders and Plows, and a host of parts, tools and accessories for all your needs.

Environmental Products Group prides itself on our local parts, service, and training capabilities. With multiple full-service locations throughout Florida, Georgia, and Memphis, Tennessee; including Vactor, Elgin, and Envirosight repair centers, extensive parts inventory, factory-trained technicians, mobile

parts and service, rentals, turnkey maintenance packages, leasing options, and much more... we are ready to service your every need.

Thank you for your consideration.

Product Description

- RovverX System with VC500 Pendant Controller

The **Envirosight RovverX** uses a CAN-bus communications protocol to generate system functions and monitor system status. I have listed just a few of the benefits that using a CAN-bus platform provides:

1. Allowed us to consolidate our mainline crawler system into only 3 components – cable reel, crawler and handheld control pendant/viewer.
 - a. System power is internal and built into the cable reel – no CCU, DVD recorders, overlays, etc.
 - b. This 3-piece design makes the unit undoubtedly portable. You can essentially turn any vehicle (pickup truck, ATV, etc.) into an inspection vehicle with a small generator or take it out of the vehicle all together.
2. The system has the ability to connect and communicate to a network to offer lifetime, free upgrades to improve system functionality and offer more features. Basically, the system grows with technology and doesn't become obsolete as with all our competitive units. (It's like a software update for your smartphone)
3. The system can also be remotely diagnosed in the event of an issue or failure via the internet.

4. Constant system feedback of over 30 important performance and operating conditions, such as air pressure, temperature, electrical currents, pitch and roll sensors, maintenance scheduling, etc.
5. One button pre-programmed camera functions (macros) with touch screen controls – joint scans, lateral positioning, camera return, etc.

Product Description

6-24" Mainline Crawler Inspection System with:

- Pan/Tilt/Zoom/Color Camera Head
- Steerable Mainline Crawler (6 Wheel Drive) with Wheels
- Controller with LCD Monitor
- Rear View Driving Camera
- Automatic Cable Drum with 1000' Cable

Standard Features

- **RA200 Automatic Reel with 1000' of Orange Cable**
 - 6 pin Orange Cable is Kevlar reinforced and PVC wrapped
 - Single point connection regardless of option added
 - Fully Automatic Reel- Both payout and retrieval
 - Weighs less than 100 lbs.
- **RX130 Crawler Body (6-24" Pipe)**
 - Small 16" Crawler composed of stainless steel and anodized aluminum
 - Six-wheel design in every pipe configuration with middle wheels overlapped
 - Tool-less push button wheels

- Quick Change Wheels (**no tools**) - 6 small rubber, 4 medium rubber, 4 large rubber
 - Easy Proportional Steering both forward and reverse
 - Built-in Rear Viewing Color Camera for cable management and reverse navigation
 - Sensor Package with inclination, roll, pressure, heat and motor readings
 - Built-in Sonde for 512 Hz Locator
 - Fully Pressurized and Waterproof
- **RC90 Camera Head**
 - Pan/Tilt/Color Zoom Camera with 120x Zoom Capabilities- 10x Optical and 12x Digital
 - Color resolution of 720x576 pixel resolution
 - Dual Projection Lasers- 2" apart
 - Aluminum and Stainless-Steel Front Housing
 - Impact-resistant and distortion-free windshield
 - Illumination provided by a minimum of 40 LEDs within the front housing area of 1 7/8 w x 2 1/2 h and deliver a 13,000-lux reading at 1' and a 3-lux reading at 25'. Carrying a lifetime warranty.
 - Fully Pressurized and Waterproof
- **VC500 Pendant Controller**
 - Touch Screen component commands along with joystick and push button controls
 - Remote diagnostics through pendant system feedback
 - 64 GB hard drive storage to create and save videos and pictures
 - 2 USB ports for jump drives
 - Water Resistant
- Additional Wireless Controller Included

Additional Equipment Included:

- (4) XXL Rubber Quick Change Wheels
- (4) Small Carbide Quick Change Wheels
- (4) Medium Carbide Quick Change Wheels
- Top Manhole Roller

- **2021 Ford Transit T-250 w/ 5.5 kW Gas Generator**

- **Custom Preferred Build-Out** (see spec enclosed)

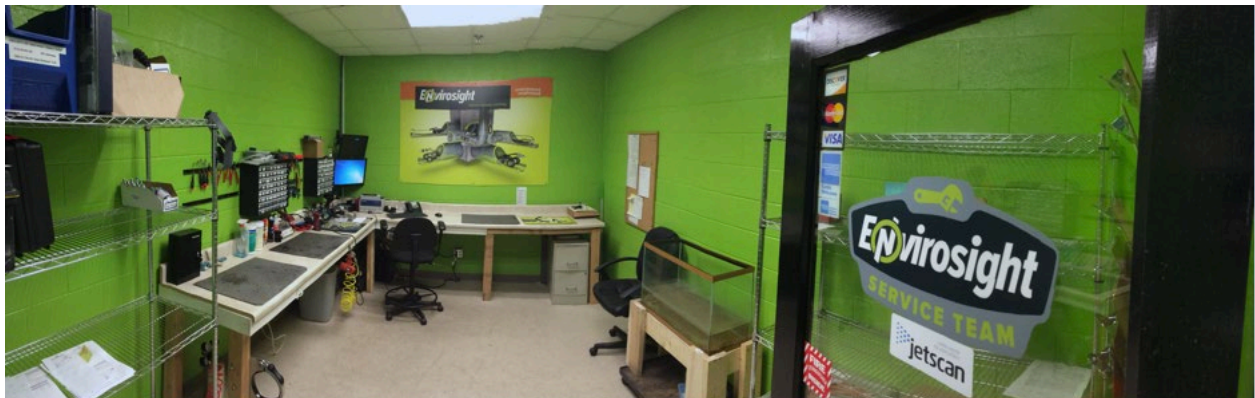
Also includes:

- Rack Mount Computer
 - (1) Additional Monitors (Computer)
 - Multi-Monitor Mount (Office area)

Additional Options Included

- Auxiliary Lights with Rear Camera
- Remote Elevator Lift
- (4) Large Pneumatic Wheels

Bid Price = \$196,187.00 (delivery – July/Aug)



All EPG locations include a **dedicated EnviroSight Camera Repair Center** offering extensive parts inventory, factory trained technicians, mobile parts and service, after hour service, rentals, reconditioning, maintenance packages and much more...we are ready to service your every need!

Please don't hesitate to call with questions, or if you need any additional information. Thank you for your interest and the opportunity to earn your business.

Signature

Date



SUBJECT: ALBANY STREET DRAINAGE IMPROVEMENTS – DESIGN AND ENGINEERING

COMMISSION ACTION REQUESTED ON: June 2, 2021

PURPOSE:

Approval of a contract for engineering and design services 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 storm water runoff in this area of Albany Street is collected in storm drain inlets along the curb and conveyed to the north to H Street, where it then flows west toward the river. The inlets and the pipes between F street and H Street are severely undersized and cannot accommodate the amount of runoff from the surrounding developed areas.

The intent of this project is to improve the storm drainage by increasing the number and size of the storm drain inlets and the size of the drainage pipes in order to more effectively remove the storm water runoff from the roadway. The project will also intend to reduce the storm water runoff through infiltration and other green infrastructure practices.

The Department of Engineering and Public Works staff received pricing on this project from the department's pre-approved consulting engineers. The staff has selected the proposal from Goodwyn, Mills & Cawood in the amount of \$48,700 for this project. GMC is prepared to begin work immediately upon approval of the contract, and the design and engineering portion of the work should be completed in approximately 135 days.

BUDGET INFORMATION:

This project is to be funded by excess funds collected during SPLOST VI. Excess funds in the amount of \$508,000 were designated for design of drainage improvements by Resolution 2021-08 on May 19.

OPTIONS:

1. Authorize the Mayor to sign an agreement with Goodwyn, Mills & Cawood in the amount of \$48,700 for design and engineering services for the Albany Street Drainage Improvements project.
2. Do not authorize the Mayor to sign an agreement with Goodwyn, Mills & Cawood in the amount of \$48,700 for design and engineering services for the Albany Street Drainage Improvements project.
3. Take no action at this time.

DEPARTMENT RECOMMENDATION ACTION:

1. Authorize the Mayor to sign an agreement with Goodwyn, Mills & Cawood in the amount of \$48,700 for design and engineering services for the Albany Street Drainage Improvements project.

DEPARTMENT: **Engineering**

Prepared by: Garrow Alberson, P.E., City Engineer

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Authorize the Mayor to sign an agreement with Goodwyn, Mills & Cawood in the amount of \$48,700 for design and engineering services for the Albany Street Drainage Improvements project.

Regina M. McDuffie

City Manager

5/25/21

Date



Goodwyn Mills Cawood

1612 Newcastle Street
Suite 218
Brunswick, GA 31520

T (912) 226-4612

www.gmcnetwork.com

May 24, 2021

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

RE: City of Brunswick – **Albany Street** Drainage Proposal

Dear Garrow,

Per your request, Goodwyn Mills Cawood (GMC) is very pleased to provide the City of Brunswick with pricing for engineering services related to drainage improvements along Albany Street. We recognize the importance of this project and impact on the community, so we are ready to get started immediately.

We reviewed the information provided in your project description, the Stormwater Masterplan, and available GIS datasets from our ongoing stormwater management projects with the City (e.g., contours, inlets, pipes, ditches, impervious areas, NRCS soils layer). We also conducted a site visit of this area and agree with the assessment that the drainage infrastructure in this area is lacking and undersized. In addition, many of the current inlets and pipes were clogged and in need of maintenance.

A portion of our approach will be similar to the Stormwater Masterplan recommendation with the addition of new inlets and larger pipes between F and G Streets to facilitate drainage and improve accessibility for maintenance. There are a few gaps in the GIS information along H Street and unknown drainage infrastructure dimensions, so additional study is needed for this project. There is a small possibility that the project may need to be extended beyond Albany from F to G Streets if the main trunk along H Street does not have the capacity to adequately drain the proposed stormwater infrastructure upgrades.

In reviewing the 1-foot contour data from Glynn County, the block from F to G Streets is in a “bowl,” and based on your comment that “this is one of the first areas to flood during a rainfall event,” we feel that it would be beneficial to add green infrastructure practices to intercept and infiltrate stormwater runoff from the frequent, high-intensity events that regularly cause flooding at this location. The exact type of green infrastructure techniques will be dependent upon the depth to water table, underlying soil permeability, and location of utilities. These factors will be determined through a field survey and hand auger soil borings.

One potential green infrastructure technique for this site is an infiltration trench in the median greenspace between the travel lanes and extending it within the space between the oak trees as to not disturb their roots. An infiltration trench is filled with uniformly-sized aggregate (e.g., gravel) to provide storage and potential for infiltration. In some instances, subsurface storage can be enhanced with an infiltration chamber, which is a modular unit that resembles an HDPE pipe cut in half to maintain a low profile, which is important in areas where water tables are shallow. Since surface slopes are currently graded towards the curb-and-gutter along the sidewalks, runoff could be directed to these subsurface storage systems via the two pipes that drain the inlets on the eastern side of the road and conveys flow to the inlets and main pipe on



the western side of the road. Both of these lateral crossings are in an area that would not disturb tree roots. If this location is not suitable due to utilities or other circumstances, we will also investigate placement in the ROW, adjacent to the road. The addition of on-site stormwater storage and infiltration will provide relief on the receiving stormwater infrastructure that may also be undersized. This could reduce the urgency to also upsized the pipes from G to H Streets along Albany Street and along H Street from Albany to Norwich Streets.

Our approach for this project is as follows:

1. Conduct a thorough field investigation of this site and receiving drainage infrastructure to finalize the scope and project extents for our survey subconsultant.
2. Meet with the City to discuss our preliminary thoughts for the project approach and their objectives and background knowledge of the site.
3. Coordinate a detailed topographic survey along Albany Street from G Street to H Street and survey all utility locations (e.g., water, sewer, storm, gas, electric, and communications), plus survey primary drainage infrastructure elevations to the point on H Street in which the receiving pipe is greater than 15". Existing GIS indicates that the 15" pipe extends to Norwich Street, where it connects to a 60" RCP. Survey depth to water table and soil texture in areas being proposed for green infrastructure using a hand auger.
4. Incorporate the survey results and other GIS information into a hydrologic and hydraulic (H&H) model. Based on our experience and similar projects, we will use Hydraflow Storm Sewers Extension for Autodesk Civil 3D for the design.
5. After the H&H model is developed, we will create a 30% conceptual plan with preliminary options for probable costs and then meet with the City to discuss our recommendation and solicit their input and preferences. Depending on how green infrastructure elements can be implemented, this might alleviate the need for replacement of roadway and curb-and-gutter from the Stormwater Masterplan approach. At this stage, we will have a definite answer on the status of receiving stormwater infrastructure capacity and if the project scope will need to be extended along H Street.
6. Based on feedback from the City at the 30% conceptual plan, we will refine the design and create engineering plans showing: demolition plan, roadway and storm drainage plan and profiles, utility relocation plan (if needed), pavement replacement and striping plan, construction details, E&S Plan/notes/details, and a temporary traffic control plan. We will share these with the City for their review, meet to discuss any additional comments, and finalize the plans, project specifications, and bid documents.
7. Once the project has been approved by the City to go out to bid, we can offer a full suite of construction phase services, including bid assistance for meetings, advertisement and distribution of plans, and review of bids; site inspections; review and respond to RFIs and shop drawings; review and process pay applications and change orders; inspect E&S BMPs and track NPDES monitoring submissions by the contractor; and create a set of record drawings. For purposes of this proposal, we estimated that the construction timeline will be 120 calendar days. Also, since we understand that the City may be interested in handling some of these items in-house, we provided an hourly, NTE, value for each phase.



Cost Proposal:

Items noted with (***) are in addition to the list requested by the City based on our approach:

- *****Preliminary field investigation, additional research, kickoff meeting with City**
 - Cost: \$1,200
 - Schedule: 10 days
- Topo survey and base map of project area, including utility locations
 - Cost: \$5,500
 - Schedule: 45 days
- Conceptual drawings and pipe/structure layout (including H&H model of system, 30% plans, and review meeting with the City)
 - Cost: \$12,500
 - Schedule: 40 days
- Engineering and Design of Improvements (including finalized engineering plans)
 - Cost: \$11,000
 - Schedule: 40 days
- Preparation of Project Specifications and Bid Documents and Engineer's Opinion of Probable Cost
 - Cost: \$4,250
 - Schedule: concurrent with item above
- Construction Phase Services (*based on 120-day construction schedule*)
 - Total Cost – \$14,250 (*detailed below if the City would prefer to do any of the following services in-house*)
Schedule is based on a 120-day construction timeline. Items that would increase with a longer duration are noted with an asterisk ()*
 - Bid assistance (advertisement, distribution of plans, pre-bid meeting, addendums/RFIs, bid opening, review of bids, recommendation, pre-con meeting, and issue NTP)
 - \$3,000
 - Const. Admin (review of shop drawings and RFIs, substantial completion and project closeout)
 - \$1,500
 - *Const. Admin (regular site inspections)
 - \$4,600
 - *Const. Admin (pay app / change order reviews)
 - \$1,400
 - *NPDES Monitoring
 - \$1,250
 - Record Drawings
 - \$2,500
- Total
 - Cost: \$48,700
 - Schedule: 135 days from NTP to create a full set of biddable plans/specs

We recognize that utilizing green infrastructure in addressing drainage issues is not the traditional approach, but from our experience and review of site conditions, this location seems suitable to incorporate these techniques. The addition of green infrastructure will not only reduce runoff leaving the site and causing demand on downstream infrastructure, but it will also demonstrate how the City is utilizing these techniques in their own projects because infiltration and runoff reduction through green infrastructure is now a requirement in the City's recently updated Stormwater Ordinance. The proposed green infrastructure applications provide a resilient approach to stormwater management.



If you find our approach, pricing, and schedule acceptable, we look forward to finalizing the contract for engineering services on this project. Please contact me if you have any questions, and we look forward to working with you.

Sincerely,

GOODWYN MILLS CAWOOD, INC.

A handwritten signature in black ink, appearing to read 'Robert A. Brown'. The signature is fluid and cursive, with a prominent 'R' and 'B'.

Robert A. Brown, P.E., Ph.D.

Senior Water Resources Engineer / Brunswick Office Manager



**SUBJECT: MACON-TALMADGE INTERSECTION DRAINAGE IMPROVEMENTS
– DESIGN AND ENGINEERING**

COMMISSION ACTION REQUESTED ON: June 2, 2021

PURPOSE:

Approval of a contract for engineering and design services with GWES, LLC for the Macon-Talmadge Intersection Drainage Improvements project to improve storm drainage conditions at the intersection of Macon Avenue and Talmadge Avenue and the surrounding area.

HISTORY:

The area surrounding the intersection of Macon Avenue and Talmadge Avenue provides a link between Hwy 17 and the Urbana neighborhood. The area is a heavily used roadway with a mix of commercial and residential properties. The elevation at the intersection is very low compared to the surrounding area. Along with the low topography, the drainage infrastructure in this area is severely undersized. These factors contribute to this area being frequently flooded 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 Macon-Talmadge Intersection project was listed as the #2 project in need of improvement.

FACTS AND ISSUES:

The storm water runoff in this area of the City is collected in storm drain inlets at the intersection and conveyed to the east, where it then discharges to the marsh. The inlets and the pipes at this intersection are severely undersized and cannot accommodate the amount of runoff from the surrounding developed areas.

The intent of this project is to improve the storm drainage by increasing the number and size of the storm drain inlets and the size of the drainage pipes in order to more effectively remove the

storm water runoff from the roadway. The project will also intend to better convey the runoff along the roadside toward the inlets.

The Department of Engineering and Public Works staff received pricing on this project from the department's pre-approved consulting engineers. The staff has selected the proposal from GWES, LLC in the amount of \$38,700 for this project. GWES is prepared to begin work immediately upon approval of the contract.

BUDGET INFORMATION:

This project is to be funded by excess funds collected during SPLOST VI. Excess funds in the amount of \$508,000 were designated for design of drainage improvements by Resolution 2021-08 on May 19.

OPTIONS:

1. Authorize the Mayor to sign an agreement with GWES in the amount of \$38,700 for design and engineering services for the Macon-Talmadge Drainage Improvements project.
2. Do not authorize the Mayor to sign an agreement with GWES in the amount of \$38,700 for design and engineering services for the Macon-Talmadge Drainage Improvements project.
3. Take no action at this time.

DEPARTMENT RECOMMENDATION ACTION:

1. Authorize the Mayor to sign an agreement with GWES in the amount of \$38,700 for design and engineering services for the Macon-Talmadge Drainage Improvements project.

DEPARTMENT: Engineering

Prepared by: Garrow Alberson, P.E., City Engineer

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Authorize the Mayor to sign an agreement with GWES in the amount of \$38,700 for design and engineering services for the Macon-Talmadge Drainage Improvements project.

Regina M. McDuffie

City Manager

5/26/21

Date



GWES, LLC

1510 Newcastle St., Suite 204
Brunswick, GA 31520
(912)237-8460
www.gwesllc.com

May 14, 2021

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

**Re: City of Brunswick Macon Ave and Talmadge Ave Drainage Improvements
Engineering Proposal for Services**

Dear Mr. Alberson,

Please accept this letter as GWES, LLC (GWES)'s proposal for engineering services related to preparing drainage improvements plans along Talmadge Avenue between Macon Avenue and US 17 for the City of Brunswick (City), Georgia. We thank you for the opportunity to assist the City with this important project.

PROPOSAL FEE

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

Services	Base Bid
Topographic Survey	\$6,900
Concept Drawings	\$7,300
Final Construction Plans	\$18,500
Construction Phase Services \$123/hr, Not to Exceed	\$6,000
Total	\$38,700

GWES shall submit an invoice each month for services rendered during the previous month. Payment is expected within net 30 days from receipt of invoice.

PURPOSE

The City recently completed the stormwater masterplan in March 2020. The City's intent for the stormwater master plan to help plan for funding opportunities such as SPLOST collections for capital improvement projects and to help obtain other funding sources such as federal and state grant opportunities. The Macon Ave and Talmadge Ave

Drainage Improvement project has been identified by the City as one of the initial implementation projects of the master plan. This proposal outlines the scope of services and fee associated with this project.

SCOPE

GWES' scope includes services described in Attachment "A" dated April 22, 2021 as provided by the City.

ASSUMPTIONS

- A kickoff meeting with Mr. Alberson will be scheduled to discuss project schedule, expectations, lines of communication, and other related topics.
- Final Construction Plans includes engineering design and modeling, project plans, project specifications in accordance with GDOT standards, engineering opinion of probable costs, and bidding documents.
- Construction Phase Services are limited to one pre-construction meeting, review and approve pay applications and change order, responses to RFI's, shop drawing review and approval, record drawings, NPDES permit monitoring, coordination with City inspection staff. Services do not include construction observation and routine inspection.
- GDOT encroachment permitting will not be included in the scope of this proposal.
- Progress meetings with the City may be conducted at milestone completion benchmarks identified in the kickoff meeting, specifically for Concept and Pre-construction phase.
- Services outside the scope provided by the City may require additional fees to complete.

SCHEDULE

GWES' schedule is dependent upon City delivery of requested information, review periods of milestone benchmark submissions, and availability of immediate, scheduled meetings. The following schedule is based upon working days, not including company holidays and weekends.

Task	Schedule
Topographic Survey	20 Days
Concept Drawings	15 Days
Final Construction Plans	60 Days
Construction Phase Services	120 Days

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

With Highest Regards,

GWES, LLC

A handwritten signature in black ink that reads "Ben Pierce". The signature is stylized with a large, sweeping initial "B" and a long horizontal line extending to the right.

Ben Pierce, PE
Senior Project Manager
(502) 640-8252
ben.pierce@gwesllc.com

Attachment: Scope of Work, Attachment 'A'

ATTACHMENT 'A'

Barrett Neal

From: Garrow Alberson <galberson@cityofbrunswick-ga.gov>
Sent: Thursday, April 22, 2021 3:55 PM
To: Kip Goodbread; Burke Murph; Barrett Neal; Cheek, Robbie; Rob Brown; William Millinor
Cc: Tim Nelson
Subject: City of Brunswick - Macon & Talmadge Ave
Attachments: Macon - Talmadge.pdf

Gentlemen,

This is the second priority project from the SWMP. This area is the intersection of Macon and Talmadge Avenues which is located behind Popeye's and McDonald's along Hwy 17. The flooding in this area appears to be a result of tidal surge as well as undersized infrastructure. The SWMP also includes a project identified as "Talmadge Avenue Ditches" as an in-house project which is intended to be completed by our Public Works Crews rather than a contractor. I am including that information as part of this project as well, so that we can incorporate the entire area in the design. We can still complete the construction portion ditch work in-house later if we wish, but I would like to include all of the area in this design.

A couple of things to consider with this project are the tidal influence and the pipe crossing Hwy 17. We have received funding for a Coastal incentive grant to design and permit the installation of tide control devices at several locations along Hwy 17, including this outfall. We will need to find a funding source for the purchase and installation of the tide control, whether it be during construction of this Macon-Talmadge project or as part of a separate project. But I think that this design phase can be completed under the assumption that tide control will ultimately be in place on the outfall.

The other consideration is the pipe under Hwy 17. We have recently learned that GDOT is planning a maintenance project to mill and resurface Hwy 17 in FY 23. Without such a project, I think it may be difficult to get permission to upgrade the segment of pipe under the highway (if it is determined that a larger pipe is needed). But knowing that they plan to resurface, I think that the design can include upsizing that pipe if you feel it is necessary. We will ask them to replace the pipe prior to their project, or at least allow us to replace it, but I don't think that it is necessary to address any GDOT permitting costs in this proposal. We will address that when we get to that point if necessary.

I am attaching the information from the SWMP specific to this site. Again, this is just provided as a starting point. You are free to adjust/revise as needed.

Your proposal should include costs of services for:

- Topo survey and base map of project area, including utility locations
- Conceptual drawings and pipe/structure layout
- Engineering and Design of improvements, including, but not limited to:
 - Demolition Plan
 - Roadway and storm drainage plan and profiles
 - Utility relocation plan (if needed)
 - Pavement replacement and striping plan
 - Construction details
 - E&S Plan, notes, & details
 - Temporary traffic control plan
- Preparation of project specifications and bid documents
- Construction Phase services
 - Bid assistance (meetings, review, etc.)
 - Const. Admin (meetings, pay app / change order reviews, shop drawing review, etc.)
 - NPDES monitoring

- Record drawings
- Engineer's Opinion of Probable Cost

Thanks,

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





SUBJECT: WILDWOOD DITCH DRAINAGE IMPROVEMENTS AND RIVERSIDE NEIGHBORHOOD DRAINAGE IMPROVEMENTS – DESIGN AND ENGINEERING

COMMISSION ACTION REQUESTED ON: June 2, 2021

PURPOSE:

Approval of agreements with EMC Engineering Services for engineering and design services for the Wildwood Ditch Drainage Improvements project and the Riverside Neighborhood Drainage Improvements to improve storm drainage conditions in the respective areas of the City

HISTORY:

The Wildwood Ditch begins at the outfall of the pond at the intersection of Lakeside Drive and Wildwood Drive. The ditch receives stormwater runoff from the pond and surrounding properties, along with runoff from much of the developed properties surrounding the hospital. The ditch flows east through a pipe section, then an open ditch section, then another pipe section before discharging on the east side of Hwy 17. The open ditch sections are very difficult to maintain due to steep slopes and encroaching properties. Additionally, because the downstream end of this channel is tidally influenced, many properties along the open ditch section have experienced flooding issues during heavy rainfall events.

The Riverside Neighborhood is also an area of the City which has experienced storm water drainage problems. The topography of the neighborhood is very low relative to the surrounding marsh areas. This topography results in difficult storm drainage conditions, but also results in overtopping of roadways during extreme high tide 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 Riverside Neighborhood and the Wildwood Ditch projects were listed as the #3 and #4 projects, respectively.

FACTS AND ISSUES:

The intent of the Wildwood Ditch project is to improve the open ditch sections through installation of pipe or lining of the ditches so that flow is improved in the ditch. This will also reduce maintenance difficulties and flooding issues along the ditch. The pipe sections of the Wildwood Ditch will also be reviewed to make sure that there is sufficient capacity to handle the flow in the ditch. Finally, the pond at Lakeside Drive will be improved to add the ability to lower the water level in the pond during times of approaching storms in order to reduce the risk of flooding at surrounding properties. Because of the tidal influence, marsh areas, and freshwater wetlands, environmental permitting requirements will be a factor in this project along with the design of the drainage improvements.

The intent of this project will be to design additional storm drainage pipes and inlets to collect water from the roadways and adjacent areas and convey it to the adjacent marsh. The second focus of the project will be to design an elevated section of roadway near the area of Talahi Island Lane in order to prevent high tides from overtopping the roadway. Significant environmental permitting requirements will accompany the storm drainage and roadway design as part of this total project as well.

The Department of Engineering and Public Works staff received pricing on this project from the department's pre-approved consulting engineers. The staff has selected the proposals from EMC Engineering for these projects. EMC is prepared to begin work immediately upon approval of the contract.

BUDGET INFORMATION:

This project is to be funded by excess funds collected during SPLOST VI. Excess funds in the amount of \$508,000 were designated for design of drainage improvements by Resolution 2021-08 on May 19. The agreement for the Wildwood Ditch project is in the amount of \$81,400, and the Riverside Neighborhood project is in the amount of \$80,400.

OPTIONS:

1. Authorize the Mayor to sign agreements with EMC Engineering Services for design and engineering services in the amount of \$81,400 for the Wildwood Ditch Drainage Improvements project, and \$80,400 for the Riverside Neighborhood Drainage Improvement project.
 2. Do not authorize the Mayor to sign agreements with EMC Engineering Services for design and engineering services in the amount of \$81,400 for the Wildwood Ditch Drainage Improvements project, and \$80,400 for the Riverside Neighborhood Drainage Improvement project.
 3. Take no action at this time.
-

DEPARTMENT RECOMMENDATION ACTION:

1. Authorize the Mayor to sign agreements with EMC Engineering Services for design and engineering services in the amount of \$81,400 for the Wildwood Ditch Drainage Improvements project, and \$80,400 for the Riverside Neighborhood Drainage Improvement project.

DEPARTMENT: Engineering

Prepared by: Garrow Alberson, P.E., City Engineer

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Authorize the Mayor to sign agreements with EMC Engineering Services for design and engineering services in the amount of \$81,400 for the Wildwood Ditch Drainage Improvements project, and \$80,400 for the Riverside Neighborhood Drainage Improvement project.

Regina M. McDuffie

City Manager

5/25/21

Date



504 Gloucester Street
Brunswick, GA 31521
Phone: (912) 265-7636
Fax: (912) 233-4580
www.emc-eng.com

May 13, 2021

Mayor Cornell Harvey
CITY OF BRUNSWICK
601 Gloucester Street, City Hall
Brunswick, Georgia 31520

**RE: LETTER AGREEMENT FOR PROFESSIONAL UNDERGROUND UTILITY LOCATING,
SURVEYING, ENGINEERING & CONSTRUCTION PHASE SERVICES FOR
WILDWOOD DITCH DRAINAGE IMPROVEMENTS
BRUNSWICK, GEORGIA**

Dear Mayor Harvey:

EMC Engineering Services, Inc. (EMC) appreciates the opportunity to present this *Proposal/Agreement* for providing professional services in connection with the referenced *Project*. The *Project* consists of the construction of drainage improvements along the Wildwood Ditch from the Lake Wood Circle pond outfall to Highway 17 South as shown on the exhibits provided in the City of Brunswick RFP request.

Our *Basic Services* will include underground utility, surveying, planning, engineering and construction phase services as further described below.

1. SURVEYING:

- EMC will sub-contract with a third-party underground utility locator to locate and mark traceable utilities within the project area. A Level B SUE investigation will be performed for this project.
- Utilities to be located include, water, sanitary sewer gravity mains and or force mains, storm sewer, gas, electric and communications.
- Utility locations will be marked on pavement surfaces and/or grassed areas with standardized marking paint color schemes and/or pin flagging.
- Radio frequency generating equipment and ground penetrating radar equipment will be utilized for locations.
- A topographic survey of the project route will be performed in conjunction with the utility locations.
- Horizontal and vertical control will be established for the project. Horizontal datum shall be based on the Georgia State Plane East Zone NAD83. Vertical datum shall be based on NAVD88.
- The topographic survey will include the location of all above ground visible improvements within the apparent right of way plus an additional 10 feet beyond. Property corners and right of way monumentation will be located where evident. Property lines will be obtained from the Glynn County GIS database and included in the drawings. This scope of work does not include any boundary or property line verification.
- Cross sections will be provided at 100 ft intervals along open ditch sections. Storm drain crossings shall be located at the existing roadway crossings.
- EMC will sub-contract with a wetland consultant to delineate freshwater and saltwater wetlands within the project area. Wetland delineation exhibits will be prepared and provide to consultant to obtain a Jurisdictional Determination from applicable agency.



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2. WETLAND DELINEATION & PERMITTING:

➤ **2.1 Field Wetland Delineation:**

Conduct a formal delineation within the area of interest to establish the extent of wetlands or other aquatic features (such as ditches). The scope of work will include field location of wetland boundaries and preparation of a Jurisdictional Determination Request (JDR) for submittal to the U.S. Army Corps of Engineers (ACOE) and the Georgia DNR Coastal Resource Division (CRD).

➤ **2.2 Agency Review (AOCE):**

Upon submittal of the required documentation to the ACOE, Consultant will organize the necessary field reviews of the work performed on site for the purpose of acquiring final wetland verifications.

➤ **2.3 Agency Review (CRD):**

Upon submittal of the required documentation to the ACOE, Consultant will organize the necessary field reviews of the work performed on site for the purpose of acquiring final wetland verifications.

➤ **2.4 Agency Review (CRD):**

As the specific site conditions are documented, and the exact site plan is proposed, Consultant will assess the most appropriate permitting program for the project. If, for example, the ditch between Willow Avenue and Wisteria Avenue is verified as a non-jurisdictional feature in Sections 1.0 and 2.0, meaning it is excluded from regulation under the Clean Water Act (CWA), a permit may not be required from the ACOE. Additionally, it may also be possible to utilize a non-notifying Nationwide Permit (NWP) to accomplish the proposed plans, and therefore actual submittal of the permit application to the ACOE would not be required. However, if this is not the case, and impacts remain below 0.5-acres of wetlands or 500-linear feet of bank stabilization, Consultant will draft a Nationwide Permit (NWP) application to the ACOE.

➤ **2.5 CRD Authorization:**

Improvements to existing structures (culverts, pipes, tide gates, etc.) within tidally influenced areas often require CRD authorization, in order to abide by the Coastal Marshlands Protection Act (CMPA). Depending on exact site conditions and the proposed plans, this may require either a Bank Stabilization Authorization or a Letter of Permission (LOP) from the CRD. When appropriate, consultant will determine the best mechanism to apply for such approvals, and will then prepare the application materials, which is highly dependent on adequate site plan drawings.

It should be noted that installation of new tide control structures (i.e. tide gate, flap gate, etc.) requires CRD approval, as described above. However, armoring of a tidally influenced ditch, such as the one adjacent to Myrtle Avenue, is typically not a favored approach. Therefore, if such an approach is proposed, consultant would have to coordinate with the agencies for further guidance.

➤ **2.6 General Consultation**

Consultant will provide general consultation for questions / comments from the City of Brunswick staff as they arise for possible scenarios outside of the scope of services described above



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3. **PLANNING:**

- Hydraulic information provided in the RFP will be reviewed. EMC will also perform hydraulic modeling of the drainage area to compare and confirm estimated flows and pipe sizes provided in the RFP.
- Concept plans of the proposed improvements for existing and alternate routes will be prepared and reviewed by team members to determine potential environmental impacts and permitting requirements associated with wetlands between Willow Avenue & Wisteria Avenue.
- Drainage improvements along or adjacent to the open ditch section along Myrtle Street will be reviewed for potential impacts and/or permitting requirements with the USACE, GA EPD and GA DNR – CRD agencies.
- The concept drainage plan will include plan and profiles of the storm piping with utility lines and how crossings will be achieved.
- EMC will submit the Concept Drainage Plan to the City Engineer for review and comment and will meet to review any comments or concerns
- The final approved Concept Drainage Plan will be used as a basis for the preparation of construction plans or environmental permitting and/or impact exhibits.

4. **ENGINEERING:**

- Construction plans will be prepared and submitted at 60%, 90% and 100% intervals to the City Engineer for review and comment.
- EMC will meet with the City Engineer at each submittal interval to review plans. Redlines and mark-ups from each review meeting will be incorporated into the construction plans.

ESTIMATED LIST OF DRAWINGS:

- ◆ *Cover*
 - ◆ *General Notes and Legend/Typical Section*
 - ◆ *Existing conditions / demolition plan*
 - ◆ *Demolition Plan*
 - ◆ *Roadway and Utility Plan and Profiles*
 - ◆ *Utility Relocation Plan (if needed)*
 - ◆ *Pavement Striping Plan*
 - ◆ *Traffic Control Plan*
 - ◆ *Erosion, Sedimentation and Pollution Control Notes*
 - ◆ *Erosion, Sedimentation and Pollution Control Plans*
 - ◆ *Erosion, Sedimentation and Pollution Control Details*
 - ◆ *Construction Details*
- Preparation of Engineers Opinion of Probable Cost.
 - Development of normal designs, calculations, computations, details and specifications required for regulatory approval.
 - Meetings, routine negotiations, attendance at anticipated hearings and public meetings, preparation of anticipated filings required in the course of normal permit approvals.

5. **CONSTRUCTION PHASE SERVICES:**

- **Bidding Assistance;** Provide assistance with preparation of contract documents and project specifications. Prepare responses to RFI's during bid process.



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- **Conferences and Meetings;** Attend meetings with Contractor, such as pre-construction conference, progress meetings, job conferences and other project-related meetings
- **NPDES Monitoring & Reporting;** EMC will provide daily inspections of the construction exit, daily recording of rainfall, and weekly inspections of the project BMP's. Noted deficiencies will be reported to the City of Brunswick Engineering Department. Monthly summary reports will be prepared and submitted to the EPD Coastal District Office and the City of Brunswick. NTU readings and sample reports will be provided for up to 2 events.
- **Periodic Construction Observations;** Periodic visits to the site to observe the Contractor's work for general compliance with the Contract documents (*inspections shall be performed an average of once every 2 weeks, one hour on-site, during the construction contract term*)

6. RECORD DRAWINGS:

- An as-built survey of the drainage improvements will be prepared and submitted to the City Engineer for review and comment.
- Horizontal and vertical control will be established for the project. Horizontal datum shall be based on the Georgia State Plane East Zone NAD83. Vertical datum shall be based on NAVD88.
- Spot elevations will be obtained along the storm conveyance route. Invert elevations, pipe diameters and pipe slopes will be shown on the as-built survey.
- Any discrepancies found between the construction plans and as-built drawings will be brought to the attention of the City Engineer.
- Final as-built / record drawings will be signed by the surveyor and engineer or recorded and submitted to the general contractor and City Engineer for signatures.
- A signed and scanned copy of the record drawings will be provided to the City Engineer.

COST ESTIMATE BREAKDOWN FOR EACH PHASE OF WORK :

➤ Surveying		
○ Third party Underground Utility Locator		\$ 3,000.00 (Lump Sum)
○ Topographic Survey with utility locations		\$14,500.00 (Lump Sum)
➤ Planning		\$10,000.00 (Lump Sum)
➤ Wetlands		
○ Field Delineation & Exhibits		\$ 4,000.00 (T&M basis)
○ Agency Review (ACOE)		\$ 1,800.00 (T&M basis)
○ Agency Review (CRD)		\$ 1,800.00 (T&M basis)
○ ACOE Nationwide Permit (if needed)		\$ 5,500.00 (T&M basis)
○ CRD Authorization (if needed)		\$ 5,500.00 (T&M basis)
○ General Consultation (if needed)		\$ 2,500.00 (T&M basis)
➤ Engineering		\$23,000.00 (Lump Sum)
➤ Construction phase services		
○ Bidding Assistance		\$ 1,500.00 (Hourly Budget)
○ Meetings, Pay Reviews, RFI's, etc.		\$ 1,800.00 (Hourly Budget)
○ NPDES Monitoring & Construction Observations		\$ 1,000.00 (Monthly/Hourly)
○ Recording Drawings		\$ 5,500.00 (Lump Sum)



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Construction phase services are based on an estimated 4-month construction project

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

ADDITIONAL SERVICES WILL INCLUDE THE FOLLOWING:

- *Geotechnical Investigations*
- *CMT Testing Services*
- *Engineering Services outside of this scope of work*
- *Surveying services outside of this scope of work*
- *CMPA permitting for saltwater wetlands*
- *Offsite construction (utility line extensions, roadway extensions, etc.)*
- *Construction phase services beyond what is called for in basic services*

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

REIMBURSABLE EXPENSES WILL INCLUDE THE FOLLOWING:

- *Underground Utility Locator outside of the basic services*
- *Wetland Consultant fees outside of this scope of services*
- *Regulatory fees*
- *Record drawings reproduction costs*
- *Equipment rental*

Sincerely,

EMC ENGINEERING SERVICES, INC.

By: 

Kenneth B. Goodbread II
Brunswick Branch Manager

ACCEPTED this ____ day of _____, 2021

MAYOR AND COMMISSIONERS, CITY OF BRUNSWICK

By: _____
Mayor Cornell Harvey
City of Brunswick



504 Gloucester Street
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May 19, 2021

Mayor Cornell Harvey
CITY OF BRUNSWICK
601 Gloucester Street, City Hall
Brunswick, Georgia 31520

**RE: LETTER AGREEMENT FOR PROFESSIONAL SERVICES FOR
RIVERSIDE SUBDIVISION ROADWAY & DRAINAGE IMPROVEMENTS
BRUNSWICK, GEORGIA**

Dear Mayor Harvey:

EMC Engineering Services, Inc. (EMC) appreciates the opportunity to present this *Proposal/Agreement* for providing professional services in connection with the referenced *Project*. The *Project* consists of the construction of roadway and drainage improvements for Wassaw Island Circle, Sapelo Island Drive, Cabretta Island Circle and a portion of Riverside Drive as shown on the exhibits provided in the City of Brunswick RFP request.

Our *Basic Services* will include underground utility, surveying, planning, engineering and construction phase services as further described below.

1. SURVEYING:

- EMC will sub-contract with a third-party underground utility locator to locate and mark traceable utilities within the project area. A Level B SUE investigation will be performed for this project.
- Utilities to be located include, water, sanitary sewer gravity mains and or force mains, storm sewer, gas, electric and communications.
- Utility locations will be marked on pavement surfaces and/or grassed areas with standardized marking paint color schemes and/or pin flagging.
- Radio frequency generating equipment and ground penetrating radar equipment will be utilized for locations.
- A topographic survey of the project route will be performed in conjunction with the utility locations.
- Horizontal and vertical control will be established for the project. Horizontal datum shall be based on the Georgia State Plane East Zone NAD83. Vertical datum shall be based on NAVD88.
- The topographic survey will include the location of all above ground visible improvements within the apparent right of way plus an additional 10 feet beyond. Property corners and right of way monumentation will be located where evident. Property lines will be obtained from the Glynn County GIS database and included in the drawings. This scope of work does not include any boundary or property line verification.

2. WETLAND DELINEATION & PERMITTING:

- **2.1 Field Wetland Delineation:**
Conduct a formal delineation within the area of interest to establish the extent of wetlands or other aquatic features (such as ditches). The scope of work will include field location of wetland boundaries and preparation of a Jurisdictional Determination Request (JDR) for submittal to the U.S. Army Corps of Engineers (ACOE) and the Georgia DNR Coastal Resource Division (CRD).



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➤ **2.2 Agency Review (AOCE):**

Upon submittal of the required documentation to the ACOE, Consultant will organize the necessary field reviews of the work performed on site for the purpose of acquiring final wetland verifications.

➤ **2.3 Agency Review (CRD):**

Upon submittal of the required documentation to the ACOE, Consultant will organize the necessary field reviews of the work performed on site for the purpose of acquiring final wetland verifications.

➤ **2.4 ACOE Nationwide Permit**

As the specific site conditions are documented, and the exact site plan is proposed, The wetlands consultant will assess the most appropriate ACOE permitting program for the project, which will most likely be a Nationwide Permit (NWP). In order to qualify for an NWP, impacts must remain below 0.5-acres of wetlands or 500-linear feet of bank stabilization or 25 cubic yards discharged below the high tide line. If that is the case, the consultant will draft a Nationwide Permit (NWP) application to the ACOE. Consultant will provide ongoing coordination with the client(s) and the ACOE to acquire the necessary permits to complete activities needed in regulated wetlands/water. Consultant will work with EMC to discuss drainage improvement plans, to provide guidance for EMC to prepare the site plans for use in the permit application materials.

➤ **2.5 Coastal Marshlands Protection Act Permitting:**

Improvements to existing structures (culverts, pipes, tide gates, etc.) within tidally influenced areas often require CRD authorization, in order to abide by the Coastal Marshlands Protection Act (CMPA). Depending on exact site conditions and the proposed plans, this may require either a Bank Stabilization Authorization or a Letter of Permission (LOP) from the CRD. When appropriate, consultant will determine the best mechanism to apply for such approvals, and will then prepare the application materials, which is highly dependent on adequate site plan drawings.

➤ **2.6 CMPA Committee Meeting:**

As mentioned above, if the project qualifies as a “minor” activity, attendance of and presentation at a Coastal Marshland Protection Committee (CMPC) meeting may not be necessary. However, the committee has the right to request for any CMPA permit application to be presented at a committee meeting. Therefore, this task will only be utilized if required. This task will include preparation of a presentation based on permit application materials, as well as coordination with engineers for project details, travel to Brunswick for the committee meeting, and attendance of the meeting

➤ **2.7 General Consultation**

Consultant will provide general consultation for questions / comments from the City of Brunswick staff as they arise for possible scenarios outside of the scope of services described above

3. PLANNING:

- Perform a feasibility study of the portion of roadway between 4122 & 4155 Riverside Drive to determine if raising the roadway elevation is a viable option for alleviating the overtopping of roadway during high tide events. The study will include the review of topographic data collected in this area on previous projects to compare roadway elevations in the lower area with elevations



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on each end of the areas to help determine a needed elevation for the roadway. A summary of findings will be prepared and reviewed with the City Engineer.

- EMC will also perform hydraulic modeling of the drainage area to compare and confirm estimated flows and pipe sizes provided in the RFP.
- Concept plans of the proposed improvements will be prepared and reviewed by team members to determine potential environmental impacts and permitting requirements associated with saltwater and freshwater wetlands and applicable reviewing agency
- The concept drainage plan will include plan and profiles of the storm piping with utility lines and how crossings will be achieved.
- EMC will submit the Concept Drainage Plan to the City Engineer for review and comment and will meet to review any comments or concerns
- The final approved Concept Drainage Plan will be used as a basis for the preparation of construction plans or environmental permitting and/or impact exhibits.

4. ENGINEERING:

- Construction plans will be prepared and submitted at 60%, 90% and 100% intervals to the City Engineer for review and comment.
- EMC will meet with the City Engineer at each submittal interval to review plans. Redlines and mark-ups from each review meeting will be incorporated into the construction plans.

ESTIMATED LIST OF DRAWINGS:

- ◆ *Cover*
 - ◆ *General Notes and Legend/Typical Section*
 - ◆ *Existing conditions / demolition plan*
 - ◆ *Demolition Plan*
 - ◆ *Roadway and Drainage Plan and Profiles*
 - ◆ *Utility Relocation Plan (if needed)*
 - ◆ *Pavement Striping Plan (if needed)*
 - ◆ *Traffic Control Plan*
 - ◆ *Erosion, Sedimentation and Pollution Control Notes*
 - ◆ *Erosion, Sedimentation and Pollution Control Plans*
 - ◆ *Erosion, Sedimentation and Pollution Control Details*
 - ◆ *Construction Details*
- Preparation of Engineers Opinion of Probable Cost.
 - Development of normal designs, calculations, computations, details and specifications required for regulatory approval.
 - Meetings, routine negotiations, attendance at anticipated hearings and public meetings, preparation of anticipated filings required in the course of normal permit approvals.

5. CONSTRUCTION PHASE SERVICES:

- **Bidding Assistance;** Provide assistance with preparation of contract documents and project specifications. Prepare responses to RFI's during bid process.
- **Conferences and Meetings;** Attend meetings with Contractor, such as pre-construction conference, progress meetings, job conferences and other project-related meetings
- **NPDES Monitoring & Reporting;** EMC will provide daily inspections of the construction exit, daily recording of rainfall, and weekly inspections of the project BMP's. Noted deficiencies will be



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 Brunswick, GA 31521
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 Fax: (912) 233-4580
 www.emc-eng.com

reported to the City of Brunswick Engineering Department. Monthly summary reports will be prepared and submitted to the EPD Coastal District Office and the City of Brunswick. NTU readings and sample reports will be provided for up to 2 events.

- **Periodic Construction Observations;** Periodic visits to the site to observe the Contractor's work for general compliance with the Contract documents (*inspections shall be performed an average of once every 2 weeks, one hour on-site, during the construction contract term*)

6. RECORD DRAWINGS:

- An as-built survey of the drainage improvements will be prepared and submitted to the City Engineer for review and comment.
- Horizontal and vertical control will be established for the project. Horizontal datum shall be based on the Georgia State Plane East Zone NAD83. Vertical datum shall be based on NAVD88.
- Spot elevations will be obtained along the storm conveyance route. Invert elevations, pipe diameters and pipe slopes will be shown on the as-built survey.
- Any discrepancies found between the construction plans and as-built drawings will be brought to the attention of the City Engineer.
- Final as-built / record drawings will be signed by the surveyor and engineer or recorded and submitted to the general contractor and City Engineer for signatures.
- A signed and scanned copy of the record drawings will be provided to the City Engineer.

COST ESTIMATE BREAKDOWN FOR EACH PHASE OF WORK :

➤ Surveying	
○ Third party Underground Utility Locator	\$ 3,000.00 (Lump Sum)
○ Topographic Survey with utility locations	\$12,000.00 (Lump Sum)
➤ Planning	\$8,000.00 (Lump Sum)
➤ Wetlands	
○ Field Delineation & Exhibits	\$ 4,500.00 (T&M basis)
○ Agency Review (ACOE)	\$ 1,800.00 (T&M basis)
○ Agency Review (CRD)	\$ 1,800.00 (T&M basis)
○ ACOE Nationwide Permit (if needed)	\$ 5,500.00 (T&M basis)
○ CRD Permitting	\$ 6,500.00 (T&M basis)
○ CMPA Committee meeting	\$ 4,000.00 (T&M basis)
○ General Consultation (if needed)	\$ 2,500.00 (T&M basis)
➤ Engineering	\$21,000.00 (Lump Sum)
➤ Construction phase services	
○ Bidding Assistance	\$ 1,500.00 (Hourly Budget)
○ Meetings, Pay Reviews, RFI's, etc.	\$ 1,800.00 (Hourly Budget)
○ NPDES Monitoring & Construction Observations	\$ 1,000.00 (Monthly/Hourly)
○ Recording Drawings	\$ 5,500.00 (Lump Sum)

If the City of Brunswick decides not to raise the section of roadway on Riverside based on the feasibility study a deduction in the amount of \$5000 can be applied to the Engineering Phase of work.

Construction phase services are based on an estimated 4-month construction project



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

ADDITIONAL SERVICES WILL INCLUDE THE FOLLOWING:

- *Geotechnical Investigations*
- *CMT Testing Services*
- *Engineering Services outside of this scope of work*
- *Surveying services outside of this scope of work*
- *Offsite construction (utility line extensions, roadway extensions, etc.)*
- *Construction phase services beyond what is called for in basic services*


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

REIMBURSABLE EXPENSES WILL INCLUDE THE FOLLOWING:

- *Underground Utility Locator outside of the basic services*
- *Wetland Consultant fees outside of this scope of services*
- *Regulatory fees*
- *Record drawings reproduction costs*
- *Equipment rental*

Sincerely,

EMC ENGINEERING SERVICES, INC.

By: 
Kenneth B. Goodbread II
Brunswick Branch Manager

ACCEPTED this ____ day of _____, 2021

MAYOR AND COMMISSIONERS, CITY OF BRUNSWICK

By: _____
Mayor Cornell Harvey
City of Brunswick



SUBJECT: Sign Ordinance Revisions

COMMISSION ACTION REQUESTED ON: June 2, 2021

PURPOSE: First Reading of Revisions to Section 23-24 of the Zoning Ordinance

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

The CRC, City Staff, and the Planning and Appeals Commission have been working on this project over the past few months and have completed recommended changes for Phase I, and they were reviewed with the City Commission at Workshop Session on March 17 and April 7, 2021 meetings.

Phase I has focused upon revisions to our Definitions (Section 23-1-4), the General Regulations (Section 23-3); and the Sign Ordinance (Section 23-24).

The revised Section 23-24: Signs and Advertising Devices is submitted for First Reading
Attached are:

- 1) Summary of changes to the Ordinance
- 2) A Redline version of the current ordinance reflecting the changes
- 3) The proposed changes in Ordinance form

DEPARTMENT RECOMMENDATION ACTION:

- **Hold First Reading for revised Ordinance**

DEPARTMENT: PDC

Prepared by: John Hunter, Director

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Regina M. McDuffie

City Manager

5/25/21

Date

SUMMARY OF PROPOSED SIGNIFICANT CHANGES – SIGNS AND ADVERTISING SERVICES – ARTICLE XXIV

The Sign and Advertising Services section of the Zoning Ordinance **was primarily edited and re-organized at the request of the Planning Director to make it clearer, understandable to the user and more effective to enforce.**

Following are the principal changes to the ordinance:

1. All definitions relating to signs previously included under the overall ordinance definitions have been relocated to the sign ordinance section. They have likewise been grouped by function as; by Type of Sign, Style of Sign and Design.
2. The types of signs that require **no permit have been clarified and the following types added:**
 - a. Flags (Federal, State or Local Government)
 - b. Holiday decorations displayed no more than 60 days excluding the period between November 1 and January 15.
 - c. Incidental signs like building numbers, entrance and exit signs, traffic directional signs, etc.
 - d. Building interior signs.
 - e. Menus posted on the façade of a restaurant entrance.
 - f. Reserve parking signs.
 - g. Signs erected by government including interpretive signs.
 - h. Real estate signs not exceeding 6 square feet in size (one per site) and off site Open House Signs. Both must be removed 4 days after the open house event or sale of property.
 - i. Sandwich board signs subject to size and number per establishment as well as construction and color.
 - j. Shopping cart return in parking lots
 - k. String lights for Holiday Decoration and/or Building Identification. String lights may be used between November 1 and January 15. Blinking or flashing lights are prohibited. String lighting used as part of a building feature may be installed if approved by the building official.
 - l. Towing, traffic control installed by government.
 - m. Window signs so long as they do not exceed 25% of the window area or 4 square feet per sign. Only one sign per tenant or user.
3. **Permitted Signs by Type** (Section 23-24-4) Simply reorganized to make it easier to find the type of sign(s) permitted by specific uses. A Summary Table has likewise been added. **Changes include:**
 - a. **No freestanding sign is permitted in Local Commercial (Neighborhood Commercial)**
 - b. **Changeable Copy signs are permitted in General Commercial and Highway Commercial and excluded in all other areas.**
 - c. **Sign design and placement plans are required for multi-tenant or user commercial or office parks or industrial parks to achieve a coordinated signage of tenants or users.**

4. **Design Standards:** This entire section was re-drafted and re-organized by use and type of sign to make requirements relevant to each use or application. As a result the section is easier to understand and users can quickly determine the size, type and location requirements for their sign(s). It also makes this section easier and clearer to enforce. **Included in the format change:**
 - a. **Setback and location requirements for all signs by type.**
 - b. **Size, height and design standards and limits by location and type of signs.**
 - c. **Likewise, design standards have been included in a chart format for ease of use and clarity.**

Essentially, no major or significant changes in the design standards for signs have been made except those deemed necessary by industry or other code enforcement standards.

ARTICLE XXIV – SIGNS AND ADVERTISING DEVICES - This Article has been re-organized and, in many cases, rewritten to clarify, update and expand its content for the applicant and the enforcement officer (s). Charts have been added as Exhibits to further assist the applicant and enforcement.

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

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

Section 23–24-2 – Definition of Terms Used in this Article (some definitions have been moved from Section 23 – 1 – 4; others edited and added for clarity)

(a) General Definitions:

- a. **Building** means any structure having a roof supported by columns or walls intended for human occupancy.

- b. **Building official** means the person or persons designated as such by the City Manager pursuant to Chapter 5 of the City Code.
- c. **Nonconforming sign** means any sign which does not conform to the provisions of this Article.
- d. **Parcel** means a separate tax unit of real property as reflected in Glynn County real estate records.
- e. **Sign** means a device or representation for visual communication which is used for the purpose of bringing the subject thereof to the attention of others.
- f. **Sign face** means that portion of a sign that is or can be used for purposed of carrying the intended message.

(b) Type of Sign Definitions:

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

- q. **Temporary sign** means a sign of a non-permanent nature designed to convey a short term non-permanent message such as an event.
- r. **Wall sign** means a sign fastened, placed or painted upon the exterior structural wall of the building itself, whether the front, rear or side wall of the building. It may also be a sign projecting from a building to which it is affixed.
- s. **Window sign** means a sign placed inside or outside of a windowpane or glass door and intended to be viewed from outside the building. It may be a permanent sign.

(c) Style of Sign Definitions:

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

(d) Design and Size Definitions:

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

Section 23–24-3 – Applicability New Section incorporating several existing sections and some portions of others. Added for clarity and ease of enforcement.

- (a) **No Permit Required.** The following signs are not regulated by this ordinance and do not require a permit unless duly noted
 - a. **Flags.** Non-governmental flags are deemed to be signs and shall be subject to the provisions of this section. The official flags of the federal, State, county, or municipal governments are not deemed to be signs provided no such flag shall exceed 40 square feet per face. The City Commission may approve a larger flag for display on public property or other appropriate noncommercial sites as determined by the City Commission.

- b. **Holiday decorations.** Decorations that are not internally illuminated shall not require a Sign Permit, provided they are displayed for no more than a total of 60 days per calendar year, excluding the time period between November 1 and January 15. Such decorations shall be maintained in a good condition at all times and shall be removed or replaced when they are overly weathered, torn, broken, or otherwise present a potential safety hazard. Windblown decorations are prohibited at all times.
- c. **Incidental Signs.** Addresses, building numbers, entrance and exit signs, and traffic directional signs shall not require Sign Permits if they do not exceed four square feet in area per sign and have no commercial copy. If such sign contains commercial copy, the sign counts toward the allowable square footage for freestanding signs.
- d. **Interior Signs.** Any sign that, in the Official's reasonable opinion, is to be viewed from the inside of a building only.
- e. **Menus.** Menus attached to the face or facade of a building with no more than four square feet of sign face area located at the entrance or service window of a business.
- f. **Parking Signs.** Signs that reserve parking spaces for specific uses or businesses, except that such signs are not allowed in shopping and shall not exceed 1.5 square feet in area per sign. No more than three parking signs shall be displayed at any given time on each parcel.
- g. **Public Signs.** Signs erected by the federal, State, or local government, or governmental entity, including interpretive signs located on publicly owned property. Signs that are required by a public entity are considered public signs.
- h. **Real Estate - Residential or Commercial Sale or Lease Signs.** Temporary signs offering single or two family residences for sale or lease nor exceeding 6 square feet in size and only one sign is allowed on the property being offered for sale or lease. The same requirements apply to off-site "open house" signs. The sign(s) must be removed within 4 days after the real estate transaction has been completed.
- i. **Sandwich Boards and Chalkboards.** Freestanding, framed chalkboard or sandwich signs that comply with each of the following standards may be located in all Commercial and Office Zones outside a permitted commercial establishment:
 - i. One sign per business may be displayed during hours of operation.
 - ii. Signs shall be placed within ten feet of the building entrance of the business displaying the sign and not within 10 feet of another business.
 - iii. Signs shall be placed to allow at least 36 inches of unobstructed pedestrian clearance adjacent to the sign.
 - iv. Signs shall be limited to a maximum of six square feet in total area and a maximum width of 24 inches.
 - v. Sign face colors are limited to black or dark green with a matte finish.
 - vi. Plastic or dry erase boards are not permitted.
- j. **Shopping Cart Return.** Signs identifying shopping cart return areas, provided that such signs are no larger than ten square feet.
- k. **Stadium Signs.** Signs or banners that are located within a stadium and are not intended to be visible from outside of a stadium.

- l. **String Lights for Holiday Decoration and for Building Identification.** Strings of lights may be used for outside holiday lighting or tree decoration from November 1 through January 15 of each year. Because many colors are used to celebrate various holidays during this time, multi-color lights are allowed. Flashing, blinking and chasing lights are prohibited. String lighting used to permanently enhance building identification and identity likewise may be used in a tasteful and appropriate manner in the opinion of the Building Official.

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

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

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

- (b) **Exemptions. Formerly Section 23-24-17 – Re-written for clarity.**
 Sign Permit is not required prior to engaging in the following alterations to or maintenance of a sign:
 - i. The changing of copy on a sign permitted for changeable copy.
 - ii. The painting or refinishing of the surface of a sign face or sign structure of a permitted sign so as to keep the appearance of such sign as permitted.

- (c) **Prohibited Signs. Formerly Section 23-24-10-11. Relocated for clarity.** The following types of signs are prohibited throughout the city:
 - i. Roof signs;
 - ii. Animated signs and flashing signs;
 - iii. Signs on publicly owned or maintained right-of-way other than publicly owned or maintained signs;
 - ~~iv. Window signs which exceed 30% of the window area~~
 - v. Signs which contain words, pictures, or statements which are obscene, as defined by O.C.G.A. § 16-12-80;
 - vi. Signs which simulate an official traffic control or warning sign or hide from view any traffic sign, signal or public service sign;
 - vii. Signs which interfere with road or highway visibility or obstruct or otherwise interfere with the safe and orderly movement of traffic;
 - viii. Signs which obstruct the orderly flow of pedestrian traffic on any sidewalk or public walkway;
 - ix. Signs erected by nailing, fastening or affixing the sign in any manner to any tree, post, curb, utility pole, or other structure located on any public right-of-way except as may otherwise be provided herein;
 - x. Signs which emit any visible smoke, steam, vapor, particles, or odor into the air;

- xi. Signs which emit or utilize in any manner any sound ~~capable of being detected on any traveled road or highway by a person with ordinary hearing~~ which can be heard at any place outside of the parcel on which the sign is erected;
- xii. Signs which interfere with or obstruct entry or egress through any door or window required or designed for access to or egress from any building;
- xiii. Use of any parked vehicle or boat as an advertising device except that held by a licensed automobile or boat dealer as stock for retail sale or for lease;
- xiv. Fluttering hanging or mounted ribbons and banners. ~~Fluttering ribbons and banners and similar devices are prohibited, except for flags of governments and their agencies.~~
- xv. Mobile billboard signs;
- xvi. Portable signs. Commercial vehicles, other than standard passenger vehicles, shall be parked as far from the street as reasonably possible during non-business hours if such vehicles bear a commercial message;
- xvii. Inflatable signs.

(d) Permitted Signs By Type, Use and Land Use – For Summary See Table 1. Completely redrafted and consolidated for clarity. Includes provisions previously contained in Sections 23-24 – 10,11,12,13 and 14

a. Residential – Single Family and Two - Family Individual Lot

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

b. Residential Subdivision –

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

c. Residential – Multi-Family

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

d. Residential – Planned Mixed Use Development n(PUD)

- i. A signage plan shall be required as a part of the overall development plan. Any request for new, modified or replacement signs shall require a review of all existing signage for conformity or appropriate and consistent design with existing signage.

e. Commercial – Neighborhood (Local) Commercial and GC – Core Commercial

- i. No freestanding sign is permitted. 1 wall mounted, mansard, canopy sign or hanging sign is allowed per permitted business.

f. Commercial – General or Highway - Individual use structure and/or lot

- i. One free standing, wall, or mansard is permitted

g. Commercial – General or Highway - Multi Tenant or Use; Single and Multiple Structures up to 20,000 total gross square feet of commercial retail or service floor area.

- i. One free standing sign with tenant listing at each major street entrance (excluding construction, loading/unloading or emergency access). Limit of two free standing signs per parcel.
 - ii. One wall or mansard or hanging sign for building and tenant identification
 - iii. Directional sign(s)
 - iv. Incidental sign(s) as may be required and appropriate

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

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

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

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

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

- m. **Medical, Institutional and Public Buildings and Sites – All Zoning Districts where permitted**
 - i. One free standing sign for the main building or site at each major street entrance for the general public or employees.
 - ii. One main building mounted identification sign
 - iii. Parking area signage as required
 - iv. Secondary building mounted or free standing identification signs as may be appropriate

- v. Special building mounted or free standing entrance and directional signs as may be appropriate.
 - vi. Incidental signs a may be appropriate.
 - vii. A coordinated design and placement of signs at all **proposed** Medical, Institutional and Public Buildings or Sites shall be required for issuance of a permit. Any modification or addition to existing signage shall require a thorough review of existing sign design for consistency with the design of new sign(s).
- n. **Industrial – All Industrial Zones**
- i. One free standing identification sign and one building mounted sign
 - ii. Free standing building, parking loading and unloading and directional signs as appropriate.
- o. **Changeable Copy Signs (including electronic display screens)**
- i. Such signs are prohibited in all zoning districts except General Commercial and Highway Commercial
- p. **Temporary Signs in excess of 6 square feet of sign face area.**
- i. Such signs may be permitted for all zoning districts but only for the event being shown on the sign face (sale, lease, election, yard sale) and must be removed within 2 days following the completion or termination of the event.
- q. **Off – Premises Signs and Billboards**
- i. Such signs are only permitted in GC and HC Zones.

THE FOLLOWING SECTIONS 22-24-10 THROUGH 14 HAVE BEEN REPLACED BY A NEW SECTION 23-24-3 WHICH FOLLOWS.

~~Sec. 23-24-10. – Residential district restrictions.~~

~~Other than residential subdivision entrance signs allowed under section 23-24-11 below, parcels zoned residential shall not have an aggregate sign area greater than 15 square feet. Signs in residential zoning districts shall not exceed five feet in height above the grade level of the nearest adjacent.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-24-11. – Residential subdivision entrance signs.~~

~~Platted residential subdivisions having more than two parcels may erect one monument sign at each entrance to the subdivision. Such sign shall not exceed a height of ten feet above the grade level of the nearest adjacent street. Such entrance signs shall not count toward the maximum allowable aggregate signage on the parcel.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-24-12. – Maximum height restrictions.~~

~~The following height restrictions shall be applicable to signs located in nonresidential zoning districts:~~

- ~~(a) — No free standing sign except those in the highway commercial zone district shall exceed 35 feet in height above the grade level of the nearest adjacent street or road;~~
- ~~(b) — No free standing sign located in the remaining commercial districts, medical district (not to include limited medical), and industrial districts shall exceed 25 feet in height above the grade level of the nearest adjacent street or road;~~

- ~~(c) No monument sign shall exceed ten feet in height above the grade level of the nearest adjacent street or road;~~
- ~~(d) All sign heights shall be measured from grade level of the nearest adjacent street or road, and alteration of the ground level (as by fill, paving, use of raised platform, or any other means) on which the sign is located shall not provide any additional height allowance.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-24-13. General size and location requirements.~~

- ~~(a) No free-standing sign may be located within 30 feet of any street intersection (in relation to the right-of-way lines of the intersecting streets) unless a) the structure of the free-standing sign is no more than 12 inches in width and b) a clear area is provided between two feet and seven feet above grade where no sign base or sign display area may be located;~~
- ~~(b) No sign shall be erected on any building, fence, or other property belonging to another person without the consent of the owner, and as permitted under the provisions of this chapter;~~
- ~~(c) Large off-premises signs shall only be allowed on parcels that are located in a general commercial, highway commercial, or industrial zoned district and their size shall be limited to a maximum display area of 600 square feet;~~
- ~~(d) Large off-premises signs shall not be located within 1,250 feet of any other existing large off-premises sign, measured along the center line of any roadway upon which the sign locations have frontage, from the point on the center line perpendicular to the part of each sign structure closest to the other sign. The separation requirement applies to all large off-premises signs along a given roadway without regard to which side of the street they are located;~~
- ~~(e) Large off-premises signs shall not be located so that any part of the sign structure is within a radius of 300 feet in any direction of any existing large off-premises sign, nor shall they be located within a 300-foot radius of a residential zoned property or conservation-preservation zoned property, nor shall they be located within such a 300-foot radius of any officially designated historic preservation district or officially designated historic landmark or any public park, square or playground.~~
- ~~(f) No free-standing sign shall exceed 250 square feet in display area in any zoning district (with the exception of large, off-premises signs);~~
- ~~(g) The maximum aggregate sign area allowed on any parcel in any district shall be as follows: General residential, R-6, and R-9, residential zones may have an aggregate up to 15 square feet; Limited Medical may have up to 32 square feet; local commercial, office commercial, and general commercial-CORE may have up to 100 square feet; industrial, medical, and commercial districts other than local commercial and office commercial may have up to 500 square feet; planned development districts may have up to 500 square feet unless otherwise specified in the city approved PD master plan, other districts may have up to 15 square feet. Large off-premises signs, where allowed, shall be separately considered for aggregate sign area purposes. Parcels may have aggregate sign area of large off-premises signs, where allowed, in addition to other classes of signs, not to exceed 300 square feet.~~
- ~~(h) No free-standing sign having a display area greater than 32 square feet shall be located within 300 feet of any officially designated Historic preservation district, any officially designated historic landmark, or any public park, square or playground;~~
- ~~(i) (1) Wall sign area for buildings that are located along Highways 17, 303, Spur 25, and Altama Avenue, is based on a function of setback and width in feet of the longest side of the building facing a parking lot, private drive, or road. The total square footage of wall signage shall be determined by multiplying one square foot by the total lineal feet in width of the building or legally occupied tenant space and the total wall sign area shall not exceed the permitted maximums established by the following table;~~

~~Table D~~

Setback from right-of-way of structure to which wall sign will be affixed	Area maximum per building or tenant space
0 feet to 199.9 feet	100 square feet
200 feet to 399.9 feet	200 square feet
400 feet or greater	300 square feet

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- (2) ~~All businesses or legally occupied tenant spaces that are in buildings less than 32 feet in width are allowed a wall sign that is no greater than 32 square feet in display area.~~
- (3) ~~All other wall signs shall not exceed 32 square feet in display area nor shall they exceed 60 feet in gross sign area, including sign display area.~~
- (j) ~~Wall signs shall not project out over any public sidewalk, street, walkway, park or square;~~
- (k) ~~Awning and canopy signs may not project more than four feet out from the building face;~~
- (l) ~~No wall, awning or canopy sign shall have a height greater than 20 feet above grade level of the nearest adjoining street;~~
- (m) ~~No part of any awning or canopy sign, nor any part of any flag, temporary banner or pennant, may be located at a height lower than seven feet above any public sidewalk or right of way or other public property;~~
- (n) ~~No marquee, awning, canopy or wall sign display area may be greater than ten feet from top to bottom or 20 feet in width.~~
- (o) ~~Free standing signs shall have a minimum separation distance of 200 feet between free standing signs located on the same parcel. This separation requirement shall not apply to incidental signs.~~
- (p) ~~One "For Sale" or "For Rent" sign per street frontage. Signs for residentially zoned property shall not exceed six square feet in area per face with a height maximum of five feet in height. Signs for non-residentially zoned property shall not exceed 32 square feet per face with a height maximum of eight feet in height. Signs shall be removed immediately after the property is sold or rented.~~
- (q) ~~Electronic display screens are prohibited in the city with the following exceptions:~~
 - (1) ~~The addition of an electronic display screen to a new or existing large, off premises sign located in a zone district other than Highway Commercial is prohibited;~~
 - (2) ~~Electronic display screens shall only be permitted on parcels that abut the following rights-of-way: Highways 17, 303, Spur 25, and Altama Avenue, and in no case shall electronic display screens be located on the east side of U.S. 17 from the Torras Causeway to the Sidney Lanier Bridge nor on the west side of U.S. 17 from Gloucester Street to the Sidney Lanier Bridge;~~
 - (3) ~~Electronic display screens shall only be incorporated into a) new, large, off premises signs or b) large, off premise signs that were in existence and permitted prior to June 30, 2007;~~
 - (4) ~~Electronic display screens shall not exceed 400 square feet in display area, and only one electronic display screen may be utilized per large, off-premise sign face;~~
 - (5) ~~Signs containing an electronic display screen shall not be located within 5,000 feet of another sign containing an electronic display screen located on the same side of the roadway;~~

- ~~(6) New signs containing an electronic display screen shall not be located within 1,250 feet from existing large off-premises signs measured along the center line of any roadway upon which the sign locations have frontage, from the point on the center line perpendicular to the part of each sign structure closest to the other sign. The separation requirement applies to all large off-premise signs along a given roadway without regard to which side of the street they are located. The 1,250-foot separation requirement applies to new signs containing electronic display screens and does not apply to large, off-premises signs in existence and permitted prior to June 30, 2007 that are converted to contain an electronic display screen. Converted signs shall not have a display area greater than the display area of the preexisting sign and the height of the converted sign shall not be higher than the height of the preexisting sign;~~
- ~~(7) Signs containing an electronic display screen shall not be located within a 300-foot radius of residential zoned property, conservation preservation zoned property, officially designated historic preservation district, or public park, square or playground;~~
- ~~(8) Each transitional change between messages shall occur immediately and without any transitional effects including, but not limited to scrolling, flashing, dissolving, fading, uncovering, wiping or any effect that conveys motion or animation;~~
- ~~(9) Each message shall remain fixed for at least ten seconds;~~
- ~~(10) If the city finds an electronic display screen to cause glare or to impair the vision of the driver of any motor vehicle or to otherwise interfere with the safe operation of a motor vehicle, then, upon the city's request, the owner of the sign shall promptly and within not more than 48 hours reduce the intensity of the sign to a level acceptable to the city; and~~
- ~~(11) The owner of any existing or nonconforming electronic display screen sign shall have until June 30, 2007, to bring the electronic display screen sign into compliance with subsections 23-24-13(q)(8), (q)(9), and (q)(10) and to request a permit from the city.~~
- ~~(f) Electronic message boards are prohibited in the city with the following exceptions;~~
- ~~(1) The addition of an electronic message board to a new or existing free standing sign located in a zone district other than Highway Commercial (HC) or General Commercial (GC) is prohibited (except as expressly permitted in subsection 23-24-13(e));~~
- ~~(2) Signs containing an electronic message board shall not be located within an officially designated historic preservation district;~~
- ~~(3) No electronic message board shall be constructed or maintained within 50 feet of any dwelling or residential zoning district;~~
- ~~(4) Electronic message boards shall only be permitted on parcels that abut the following rights-of-way: Highways 17, 303, Spur 25, and Altama Avenue, and in no case shall electronic message boards be located on the east side of U.S. 17 from the Torras Causeway to the Sidney Lanier Bridge nor on the west side of U.S. 17 from Gloucester Street to the Sidney Lanier Bridge;~~
- ~~(5) Electronic message boards shall only be incorporated into free standing signs that are a) new or b) that were in existence and permitted prior to June 30, 2007 and are in conformance with sections 23-23 and 23-24 of the zoning ordinance;~~
- ~~(6) Electronic message boards may be double-faced and the display area for any individual face shall not exceed 50 square feet in area. One electronic message board is permitted per parcel;~~
- ~~(7) No portion of an electronic message board shall exceed 15 feet in height above the grade level of the nearest adjacent street or road;~~
- ~~(8) Each transitional change between messages shall occur immediately and without any transitional effects including, but not limited to scrolling, flashing, dissolving, fading, uncovering, wiping or any effect that conveys motion or animation;~~
- ~~(9) Each message shall remain fixed for at least 15 seconds;~~

- ~~(10) Electronic message boards must be monochromatic and the entire display area is counted towards the total sign allowance for a parcel;~~
- ~~(11) If the city finds an electronic message board to cause glare or to impair the vision of the driver of any motor vehicle or to otherwise interfere with the safe operation of a motor vehicle or that illumination from the electronic message board causes a nuisance to any nearby residential district, then, upon the city's request, the owner of the sign shall promptly and within not more than 48 hours reduce the intensity of the sign to a level acceptable to the city; and~~
- ~~(12) The owner of any existing or nonconforming electronic message board sign shall have until June 30, 2007, to bring the electronic message board sign in compliance with subsections 23-24-13(r)(8), (r)(9) and (r)(11) and to request a sign permit from the city.~~
- ~~(13) An electronic fuel price panel may be used to display fuel prices on a parcel where fuel is dispensed to the public. Electronic fuel price signs shall have a maximum character height of 24 inches and the electronic fuel price panel display area shall not exceed 22 square feet per sign face.~~
- ~~(e) The use of electronic message boards to display community events is prohibited in the city with the following exceptions;~~
- ~~(1) Churches and schools shall be permitted one permanent community events sign to display public events and the electronic message board shall have no more than two faces;~~
- ~~(2) Signs containing an electronic message board shall not be located within an officially designated historic preservation district;~~
- ~~(3) Electronic message boards used to display community events must be stationary and only used for community events; no commercial advertisement is permitted with the electronic message board;~~
- ~~(4) Each transitional change between messages shall occur immediately and without any transitional effects including, but not limited to scrolling, flashing, dissolving, fading, uncovering, wiping or any effect that conveys motion or animation;~~
- ~~(5) Each community events message shall remain fixed for at least one hour;~~
- ~~(6) Electronic message boards must be monochromatic and the entire display area is counted towards the total sign allowance for a parcel;~~
- ~~(7) The electronic message board portion of any community events sign shall not exceed 24 square feet in display area per sign face and no portion of an electronic message board shall exceed 15 feet in height above the grade level of the nearest adjacent street or road when located in commercial districts;~~
- ~~(8) The electronic message board portion of any community events sign shall not exceed 12 square feet in display area when located in residential districts, however, the maximum electronic message board display area may be increased up to, and in no case greater than, 24 square feet in display area on a conditional basis subject to conditions set forth in section 23-25-4;~~
- ~~(9) Signs in residential districts shall not exceed five feet in height, however, the maximum height of a sign containing an electronic message board may be increased up to, and in no case greater than, ten feet in height on a conditional basis subject to conditions set forth in section 23-25-4;~~
- ~~(10) If the city finds an electronic message board to cause glare or to impair the vision of the driver of any motor vehicle or to otherwise interfere with the safe operation of a motor vehicle or that illumination from the electronic message board causes a nuisance to any nearby residential dwelling, then, upon the city's request, the owner of the sign shall promptly and within not more than 48 hours reduce the intensity of the sign to a level acceptable to the city; and~~
- ~~(11) The owner of any existing or nonconforming electronic message board sign shall have until June 30, 2007, to bring the electronic message board sign in compliance with subsections 23-24-13(s)(3), (s)(4), (s)(5), and (s)(10) and to request a sign permit from the city.~~

- ~~(t) Sandwich board signs are regulated as follows:~~
- ~~(1) Sandwich board signs are only allowed in the GC-CORE zone district and a sign permit is required;~~
 - ~~(2) Sandwich board signs shall not exceed four feet in height or 12 square feet in display area per each of the two allowable sides;~~
 - ~~(3) One sandwich board is allowed per licensed business;~~
 - ~~(4) Sandwich boards may be displayed when the store is open for business and must be stored inside the business overnight;~~
 - ~~(5) Sandwich boards cannot be lighted or powered by any means;~~
 - ~~(6) Sandwich boards can only be displayed on sidewalks directly in front of the advertised business; and~~
 - ~~(7) Sandwich boards shall be placed to allow a minimum of 42 inches of clearance on the sidewalk for passersby.~~
- ~~(u) Temporary signs must obtain a temporary sign permit and are regulated as follows:~~
- ~~(1) Each licensed business may request a temporary sign permit for up to four separate occurrences within a calendar year;~~
 - ~~(2) Temporary signs can be displayed for a period not to exceed two weeks per occurrence;~~
 - ~~(3) A one week minimum time period shall transpire between temporary sign occurrences;~~
 - ~~(4) Each temporary sign occurrence shall be limited to a maximum of 300 square feet of displayed signage;~~
 - ~~(5) Temporary signs may include banners, pennants, fluttering ribbons, inflatables and other wall mounted or free-standing signage;~~
 - ~~(6) Temporary signs shall meet the requirements in subsection 23-24-13(m); and~~
 - ~~(7) Temporary signs shall be dismantled and removed during tropical storms and hurricanes.~~

~~(Ord. No. 1006, § 1, 11-19-2008)~~

~~Sec. 23-24-14. Construction standards.~~

- ~~(a) All signs for which a permit is required under this ordinance shall be constructed and maintained in accordance with all applicable building codes.~~
 - ~~(b) Signs for which a permit is not required under this ordinance and which are constructed of degradable material may be posted for a maximum of 60 days unless replaced with another sign of the same material. Any such replacement signs may be posted for a maximum of 60 beyond the original 60-day period.~~
 - ~~(c) All freestanding signs with a display area greater than 100 square feet must be constructed to withstand winds of at least 120 miles per hour; in the event any other applicable code or regulation calls for wind tolerance in a greater amount, then such greater amount shall apply as the standard under this chapter as well.~~
- ~~(e) **Non-conforming Signs. Formerly Section 23-24-15. Relocated here for clarity.**~~
- ~~a. The owner/ground leaseholder of any nonconforming sign which was legally in place at the time of adoption of this chapter shall register the sign with the city within 90 days of the effective date of this ordinance. Registered nonconforming signs shall not be allowed to~~

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

Section 23-24-4 – Design Standards – All Signs NEW SECTION ADDED – Contains some of the design standards contained in Section 23-24-12,13 and 14.

(a) General Standards

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

(b) Site and Location Standards by Type of Sign – See Table 2 for Summary. Re written. Content includes items from Sections 23-24-12 and 13. Relocated here for clarity and ease of use.

a. Setback and Location Requirements

(a) Freestanding and monument signs

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

(b) Wall Mounted Projecting signs

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

(c) Wall or Façade Sign

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

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

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

(e) Off-premises signs (Including Billboards)

- i. May be located only on parcels located in General Commercial, Highway Commercial, or Industrial Zoned Districts
- ii. Must be located 1,250 feet from any other Off-premises sign measured along the roadway frontage where located. Measurements are to be made from the centerline of the sign structure(s) and include all Off-premises signs regardless of which side of the roadway they may be located.
- iii. No portion of any Off-premises sign may be located within a 300 foot radius of any property zoned Residential, Conservation-preservation or any officially designated preservation district, historic landmark, public park, public square or playground.
- iv. All Off-Premises signs, including those considered Billboards, must also comply with the State of Georgia's Outdoor Advertising Act in addition to these and other requirements of this ordinance.
- v. At Interstate Interchanges, no more than 2 Off-premises sign or Billboards may be located in any quadrant of the interchange and shall be restricted to an area 1,200 feet measured 500 feet from the road crossing at the interchange or beginning 500 feet from the beginning or ending of Interstate pavement widening to accommodate on ramps or off ramps; whichever is furthest from the road crossing at the Interchange.

(f) All Other Signs

- i. Accessory Freestanding Signs
 - a. May be located on multi-family, commercial, office, institutional or industrial property
 - b. Accessory Freestanding Signs located at entrance or exit drives from or to public streets, shall not exceed 2 per entrance or exit location(s)

- c. One Accessory Freestanding Sign may be located on each building site. Directional signs may be located on each building site as needed for customers or patrons.
 - ii. Outdoor Recreational Facility
 - a. Signs on outdoor recreation facilities like stadiums, concession stands, dugouts, press boxes, etc. may be installed with no limit other than such signs may not be visible from neighboring residential property or public rights-of-way.
 - iii. Multi-screen Cinema
 - a. A changeable copy cinema sign is considered a principal sign and one such sign is permitted for each multi-screen cinema on each street fronting the cinema.
 - iv. Rear Entrance Signs
 - a. A rear entrance sign may be placed on the rear doors of business establishments used for ingress and egress by tenants or owners.
 - v. Changeable Copy Sign (automatic or manual copy)
 - a. May be incorporated into a freestanding or wall mounted sign.
 - b. LED Message Boards are not permitted anywhere except for schools, houses of worship, gasoline stations (for price boards) and cinema or performance centers.
 - vi. Temporary Signs (in excess of 4 square feet) Requiring a Permit
 - a. May be used for the duration of an event such as the sale or lease of property, sporting event, yard or garage sale, outdoor festival or fair, etc.
 - b. Only one temporary sign shall be permitted per property at any time.
 - c. Each licensed business may apply for a temporary sign up to 4 times per year.
 - d. Each temporary sign may be displayed for a maximum of one week prior to an event being advertised, except for Real Estate Sale or Lease Signs which may remain for as long as the property being offered for sale or lease remains unsold or not leased, All temporary signs must be removed within two days following the end of the event being advertised or the successful sale or lease of property
 - e. Temporary signs may include banners, wall mounted or free standing
 - vii. Construction Sign
 - a. A Construction Sign is considered a Temporary Sign and shall require a permit. A Construction sign may remain on the property where construction is taking place for the duration of construction. It shall be removed once the building is occupied.

(c) Size, Height and Design Standards and Limits – See Table 2 for Summary. Formerly included in Sections 23-24-12 and 13. Consolidated, rewritten and relocated for clarity and ease of use.

- a. Residential Subdivisions, Multi-Family and Residential PUDs (Freestanding and Monument Signs)

- (a) Only one free standing or monument sign, single face or double faced is permitted for each entrance to a subdivision or PUD community
- (b) The area of each sign face for a single family subdivision or community shall be limited to 64 square feet; 32 square feet per sign face if a double faced sign.
- (c) The area of each sign face for a multi-family or mixed use residential community shall be limited to 100 square feet; 50 square feet for each sign face if a double faced sign.
- (d) The maximum height shall not exceed 8 feet above the average ground grade within a 20 foot radius of the sign. The lower edge of the sign shall not exceed 4 feet above the lowest grade at the base of the sign.
- (e) The sign may be illuminated internally or externally.
- (f) Building signs are not permitted for single family subdivisions, multi-family communities or residential PUDs

b. Commercial and Office (Freestanding or Monument Signs / Building Signs)

(a) Neighborhood Commercial, General Core Commercial and Office/Commercial Zoning Districts (one use on property)

- i. Freestanding sign (not allowed in a Neighborhood or General Core Commercial Zoning Districts)
 - a. One sign per frontage on a public street
 - b. The maximum area of each sign shall be 64 square feet; 32 square feet for each sign face if a double faced sign
 - c. The maximum height of the sign shall be 10 feet
 - d. The sign may not be internally or externally illuminated.
- ii. Building sign if in lieu of a freestanding sign
 - a. One sign per building
 - b. The maximum area shall be 32 square feet
 - c. The maximum height of the sign shall be 20 feet above the building grade
 - d. The sign may be internally or externally illuminated.

(b) Neighborhood Commercial, General Core Commercial and Office/Commercial Zoning Districts (multiple use on property)

- i. Freestanding sign (Not permitted in a Neighborhood or General Core Commercial Zoning District)
 - a. One sign per frontage on a public street
 - b. The maximum area of each sign shall be 128 square feet; 64 square feet for each sign face if a double faced sign
 - c. The maximum height of the sign shall be not more than 10 feet
 - d. The sign may be internally or externally illuminated.
- ii. Building sign(s) if in lieu of a freestanding sign
 - a. One sign per tenant or user with a maximum of two signs per building face.
 - b. The maximum area of each sign shall be 32 square feet

- c. The maximum height of each sign shall be not more than 10 feet
 - d. The sign may be internally or externally illuminated
 - (c) **General Commercial, Highway Commercial, Commercial Recreation or Industrial (one use on property)**
 - i. Freestanding sign
 - a. One sign per frontage on a public street
 - b. The maximum sign area shall be 200 square feet; 100 square feet for each sign face if a double faced sign.
 - c. The maximum height of the sign shall not exceed 35 feet
 - d. The sign may be internally or externally illuminated.
 - ii. Building Sign(s)
 - a. One sign per building
 - b. The maximum sign area shall be 100 square feet if in lieu of a freestanding sign; otherwise 64 square feet.
 - c. The maximum height of the sign shall not exceed 35 feet
 - d. The sign may be internally or externally illuminated.

Signs located in the U. S. 17 Corridor should follow the guidelines in that Overlay District.

- (d) **General Commercial, Highway Commercial, Commercial Recreation or Industrial (multiple use on property/planned center)**
 - i. Freestanding sign(s)
 - a. One sign per 300 feet of public street frontage
 - b. The maximum sign area shall be 300 square feet; 150 square feet for each sign face if a double-faced sign.
 - c. The maximum height of the sign shall be 35 feet
 - d. The sign may be internally or externally illuminated.
 - ii. Building Sign(s) (in addition to freestanding sign)
 - a. One sign per tenant or user
 - b. The maximum sign area shall be 100 square feet
 - c. The maximum height of the sign shall not exceed 35 feet
 - d. The sign may be internally or externally illuminated.

(e) **Highway Commercial (one use on property)**

- i. Freestanding Sign
 - a. One sign per 300 feet of public street frontage
 - b. The maximum sign area shall be 200 square feet; 100 square feet for each sign face if a double faced sign.
 - c. The maximum height of the sign shall be 80 feet

- d. The sign may be internally or externally illuminated.
 - ii. **Building Sign**
 - a. Maximum of two signs per building – 4 signs if for a planned shopping center
 - b. The maximum area for each sign shall be 100 square
 - c. The maximum height of the sign shall not exceed 35 feet
 - d. The sign may be internally or externally illuminated
- (f) **Highway Commercial (multiple use on property/planned development)**
 - i. **Freestanding Sign(s)**
 - a. One sign per 300 feet of public street frontage
 - b. The maximum sign area shall be 300square feet; 150 square feet for each sign face if a double faced sign.
 - c. The maximum height of the sign shall be 35 feet
 - d. The sign may be internally or externally illuminated.
 - ii. **Building Sign(s)**
 - a. Two signs per building
 - b. The maximum sign area shall be 100 square feet
 - c. The maximum height of the sign shall not exceed 35 feet
 - d. The sign may be internally or externally illuminated.
- c. Off-premises Signs and Billboards**
 - (a) Off premises signs shall not exceed 600 square feet of sign face; 300 square feet for each sign face if a double faced sign and shall be of uniform size 12 feet in height and 50 feet in width.
 - (b) Off-premises signs and Billboards may not exceed 60 feet in height measured from the lowest portion of the sign face structure to the lowest point of the site elevation below the sign.
 - (c) No extensions or extrusions beyond the face of the sign, other than an apron at the base of the sign face for servicing and repairs, is permitted.
 - (d) Automatic changeable copy at intervals of not less than 15 seconds are permitted on Off-premises Signs or Billboards are permitted. Animated signs are not permitted on any type of sign.
 - (e) Other off-premises signs and Billboards may only have exterior illumination using sign base mounted lighting equipped with photocells for switching on and off. No other form of illumination is permitted.
- d. Accessory Free-standing Signs**
 - (a) Principal Accessory Free-standing Signs shall not exceed 32 square feet in total sign face area nor 8' in height.
 - (b) Other miscellaneous Accessory Free-standing signs are permitted provided they do not exceed 6 square feet in sign face area nor more than 3 feet in height, except for handicapped parking signs which may be 5 feet in height.
 - (c) Accessory Free-standing Signs may not be illuminated.
- e. Multi-Screen Cinema Signs**

- (a) Such sign(s) shall not exceed 10 feet in width nor 20 feet in height. The sign face(s) shall not exceed 8 feet in width not 15 feet in height.
- (b) The sign may be illuminated internally or externally.

f. All Other Signs

- (a) Changeable Copy Signs (Automatic or Manual Copy Change)
 - i. Changeable copy signs are limited to one per street frontage and only one per parcel regardless of additional street frontage,
- (b) Flags
 - i. No more than 3 flags may be displayed on property zoned and used for Agriculture, Single Family, Two-family or Multi Family use. No one flag may exceed 24 square feet in size, and if more than one flag is displayed, the total for all flags shall not exceed 45 square feet
- (c) Rear Entrance Signs
 - i. Rear Entrance Signs may not exceed 18 inches in width and 12 inches in height.
- (d) Temporary Signs (Including Construction Signs) Formerly Section 23-24-13. Relocated for clarity and ease of use.
 - a. No temporary sign face may exceed 32 square feet; 16 square feet total for each side if double faced.
 - b. May be used for the duration of an event such as the sale or lease of property, sporting event, yard or garage sale, outdoor festival or fair, etc.
 - c. Only one temporary sign shall be permitted per property at any time.
 - d. Each licensed business may apply for a temporary sign up to 4 times per year.
 - e. Each temporary sign may be displayed for a maximum of one week prior to an event being advertised, except for Real Estate Sale or Lease Signs which may remain for as long as the property being offered for sale or lease remains unsold or not leased, All temporary signs must be removed within two days following the end of the event being advertised or the successful sale or lease of property
 - f. Temporary signs may include banners, wall mounted or free standing.
 - g. A construction sign is considered a Temporary Sign and shall require a permit. A Construction sign may remain on the property where construction is taking place for the duration of construction. It shall be removed once the building is occupied.
- (e) **Illumination Standards. Formerly Section 23-24-18**
 - i. ~~Illumination for signs shall not cast light on adjoining property or shine in such a manner to cause traffic interference~~
 - ii. Illuminated signs shall not be located in a location to cast light directly into the eyes of drivers or pedestrians; hide from view or distract from any traffic light or street sign; cast light directly into any residential district,
 - iii. No sign located in any zoning district other than Highway Commercial shall be illuminated between the daily hours of 11 p.m. and 6 a.m.

- iv. Externally illuminated signs shall have concealed wiring and controls as well as shielded and visually screened light sources.
- v. Internally illuminated signs must completely shield the source of light from direct view.

(f) Construction standards. Formerly Section 23-24-14

- i. All signs for which a permit is required under this ordinance shall be constructed and maintained in accordance with all applicable building codes.
- ii. Signs for which a permit is not required under this ordinance and which are constructed of degradable material may be posted for a maximum of 60 days unless replaced with another sign of the same material. Any such replacement signs may be posted for a maximum of 60 beyond the original 60-day period.
- iii. All freestanding signs with a display area greater than 100 square feet must be constructed to withstand winds of at least 120 miles per hour; in the event any other applicable code or regulation calls for wind tolerance in a greater amount, then such greater amount shall apply as the standard under this chapter as well.

Section 23 -24 -5 Application and Enforcement: Formerly Section 23-24-3. Relocated for clarity

The provisions of this sign ordinance may be enforced by the building official or his or her designee. Additionally, it may be enforced by civil court action brought by the city manager or city attorney in the name of the City of Brunswick. Citations may be issued for violations of this chapter by the building official or his or her designee as well as by such other city employees as the city manager may from time to time designate.

A. Permits required. Formerly Section 23-24-3.

- a. Except as specifically excluded from the provision of this chapter, it shall be unlawful for any person to post, construct, enlarge, replace, display, substantially change, or erect a sign in the city without having first obtained a sign permit.
- b. Existing signs which are legal immediately prior to adoption of this chapter and which would be required to obtain a permit under this article if they had been newly erected after enactment of this article may not alter such sign until it become in compliance with this Article.

B. Permit Application information. Formerly Section 23-24-4. Rewritten

- ~~a. Sec. 23-24-4. Application information:~~
- ~~b. Applications for sign permits required by this chapter shall be filed by the sign owner of the owner's agent with the city building official. The application shall describe and set forth, at a minimum, the following:~~
- ~~c. The street address of the property upon which the sign is to be located and a plat map of the property which bears an indication of the proposed location of the sign and any other existing or proposed signs, as well as all property lines and set-back lines;~~
- ~~d. The aggregate area for all existing signs and for all proposed signs on the parcel;~~
- ~~e. The full names and residence/domicile addresses of the owner(s) of the real property upon which the subject sign is to be located;~~
- ~~f. Documentation of the consent of the landowner, or the landowner's agent, granting permission for the placement of the sign;~~

- ~~g. Name, address, phone number, and business license number of the contractor who will or did erect the sign;~~
- ~~h. The type of sign to be erected, the area of the sign, the height of the sign, the shape of the sign, and an explanation of how the sign is to be mounted or erected;~~
- ~~i. If an off-premises sign, the distance of the sign from any off-premises sign in any direction within 1,500 feet from any part of the sign structure;~~
- ~~j. The size and dimensions of the parcel on which the sign is to be placed;~~
- ~~k. The full legal name, residence/domicile address and phone number of the proposed permittee, and the name and address of the registered agent for services of process of any permittee who is not a natural person;~~
- ~~l. Construction plans and engineering wind tolerance certification for any sign having a display area greater than 100 square feet.~~
- m. Applications for sign permits required by this chapter shall be filed, on a form provided by the City, by the sign owner or the owner's agent with the City Building Official. The application shall not be considered unless all information requested on the form or by the City's Building Official is provided by the applicant.

C. Time for Consideration. Formerly Section 23-24-4. Rewritten and relocated for clarity. CONTENT HAS NOT CHANGED

- a. The city shall process all permit applications within 30 business days of the building official's actual receipt of a fully completed and appropriately signed application and payment such sign permit fee as may be established from time to time by vote of the City Commission.
- b. The building official shall give notice to the applicant/owner of the decision of the city by hand delivery or by mailing a copy of the notice to the applicant at the address shown on the permit application. If mailed, notice shall be deemed to have been given upon the date of mailing in conformity with this section.
- c. If the city fails to respond in writing within the 30-day period, the permit shall be deemed to have been granted.
- d. If the building official finds that conditions or stipulations are required to make the sign legally acceptable, the permit shall only be approved subject to the applicant's written agreement to such conditions.

D. Denial and revocation. Formerly Section 23-24-6. Partially rewritten and relocated for clarity and ease of use. CONTENT HAS NOT CHANGED.

- ~~a.~~ The city shall deny permits to applicants who submit applications for signs that do not comply with the provisions of this chapter, or which fail to comply with applicable building codes (including, but not limited to, any wind or hurricane resistance requirements) or other applicable local, state, or federal laws;
- b. Any applicants who submit incomplete applications or applications containing any false material statements.
- c. Violations of any provisions of this chapter will be grounds for terminating a permit granted by the city for the erection of a sign. Should it be determined that a sign permit was issued pursuant to an incomplete application or an application containing a false material statement, or that a permit has been erroneously issued in violation of this chapter, or that a sign has been erected contrary to the terms of the permit, the building official shall revoke the permit.
- d. Should the city deny a permit application, the reasons for denial shall be stated in the notice provided for in paragraph (d) d. above. Any application denied and later re-submitted shall be deemed to have been submitted on the re-submittal date.

- E. **Hearing Officer Review:** No permit shall be revoked or denied except for “due cause” as herein defined. In the event of a denial or a revocation, the applicant/permittee shall be granted an opportunity for review before a hearing officer to be designated by the city. If applicant desires such a hearing, applicant must deliver a written request for such review with the building official no later than ten (10) business days following mailing of the decision to be reviewed. The applicant will be given at least ten business days' written notice of the time, place, and purpose of the hearing, with a statement of the reason for the denial of the application or revocation of the permit. "Due cause" is any of the following: violation of the provision of this chapter or any other city ordinance or any state or federal law; or erroneous issuance of a permit which should not have been issued under the terms of this chapter; or erecting or building a sign which does not conform to the information contained in the application; or failure to maintain the sign as required by this chapter; or submission of an incomplete application or an application containing false material statements. The hearing officer may reschedule the hearing by agreement of the parties or for good cause shown. The hearing officer shall render a decision in writing within ten business days of the hearing, and a notice of the decision shall be forwarded to the applicant/owner as provided above.
- F. **Appeal Process:** An individual whose permit application has been denied or whose permit has been revoked may appeal the decision of the Hearing Officer to the City Manager provided they file written notice of an appeal with the City Manager within ten business days of the date that written notice of the hearing officer's decision is either hand delivered to the permittee or mailed to the address shown for the applicant/owner on the application or such other address as permittee advises the department in writing to send notices pursuant to this chapter.
- a. Such appeal shall be considered by the city manager at a hearing within 20 business days of the date the city manager received the notice of appeal, with applicant to be mailed notice of the time, date and place of hearing at least ten business days prior to the date initially set for the hearing. By agreement of the parties or for good cause shown, as determined by the city manager, and upon reasonable notice, the appeal hearing may be re-scheduled for a later date at the earliest time convenient to appellant and the city. The city manager shall cause any decision he/she reaches on the appeal to be memorialized in writing and a copy hand delivered or mailed to the applicant at applicant's address of record within ten business days of the hearing.
- G. **Review by city manager.** In the event an applicant/permittee whose permit has been denied or revoked is dissatisfied with the decision of the city manager, they may petition for writ of certiorari as provided by law.
- H. **Review at request of city.** The building official shall have the right to request that the City Manager review any decision by the hearing officer under subsection (v) above by following the same procedure for requesting review as would an applicant/permittee as set forth in subsection (d), above.
- I. **Permit expiration: Formerly Section 23-24-7 relocated for clarity. CONTENT HAS NOT CHANGED** A sign permit shall become null and void if the sign for which the permit was issued has not been completed and installed within six months after the date of issuance. No refunds will be made for permits that so expired. If a person desires to erect a sign after the permit is expired, a new application will be required and will be subject to the regulations in effect at the time of the new application. A new application fee will be required.
- J. Fees. **Formerly Section 23-24-8. Relocated here for clarity.** The cost of a sign permit shall be established from time to time by vote of the city commission and shall be payable in addition to any building permit or historic preservation certificate of appropriateness fees required. Differing fees for different categories of signs may be so established. A written list of applicable fees shall be maintained in the building official's office.
- K. **Variances: Formerly Section 23-24-17 CONTENT HAS NOT CHANGED** An applicant may request a variance from the requirements of this sign ordinance by following the same procedure for a zoning variance found in this ordinance.
- L. **Coordination of provisions. Formerly Section 23-24-20. Relocated for clarity. CONTENT HAS NOT CHANGED**

- a.** The provisions of this chapter shall be in addition to and cumulative of the City of Brunswick's Historic Preservation Ordinance. In the event the Historic Preservation Ordinance requires any action with respect to a proposed sign, such as obtaining a certificate of appropriateness from the historic preservation board, then separate compliance with those requirements must be had in addition to obtaining any permit required hereunder. Approval of a sign permit application by the building official does not constitute approval by the historic preservation board. Further, the provisions of this chapter and the U.S. 17 Overlay and Planned Development - Traditional Neighborhood District articles of the City Zoning Ordinance shall be read together to give effect to all where possible; in the event of conflict, provisions of those articles control over the provisions of this article.

ORDINANCE XXXX

AN ORDINANCE TO AMEND CHAPTER 23 OF THE CODE OF THE CITY OF BRUNSWICK PERTAINING TO ZONING; PARTICULARLY THE PROVISIONS RELATING TO SIGNS AND ADVERTISING DEVICES; TO PROVIDE NEW AND AMENDED DEFINITIONS; TO PROVIDE EXEMPTIONS; TO PROHIBIT CERTAIN TYPES OF SIGNS; 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 XXIII, Chapter 24 of the Code of Ordinances of the City of Brunswick is amended to read as follows:

SECTION ONE

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

- (a) The City Commission of Brunswick finds that signs provide an important medium through which persons may convey a variety of commercial and non-commercial messages. Regulation of the size, location, placement, illumination and certain features of signs is necessary to enable the public to receive such messages without difficulty and confusion, to improve the general attractiveness of the city, to take advantage of the city's natural and historic environment, to protect property values, to facilitate safe travel through the city, to facilitate the identification and location of residences and businesses in the city in the event of police, fire, or other emergencies, and to avoid the aesthetic blight and nuisance that would occur from the proliferation of signs in the absence of reasonable controls. Accordingly, it is the intention of the city commission to establish regulations governing the display of signs so as to:
- (1) Balance the rights of persons to convey their messages through signs and the right of the public to be protected against the unrestricted proliferation of signs in the city.
 - (2) Enhance the economy and the business and industry of the city by promoting the reasonable, orderly and effective display of signs;
 - (3) Maximize the value of commercial signage as a means of locating and identifying commercial establishments providing goods and services while, at the same time, discouraging the use of commercial signage to sell specific goods and services;
 - (4) Encourage the construction of commercial signage with high quality materials that are aesthetically pleasing and compatible with their surroundings and with the architecture of the buildings they identify;
 - (5) Maintain the historical image and character of the city;
 - (6) Preserve and enhance the natural environment throughout the city;

- (7) Protect property values by minimizing the possible adverse effects and visual blight caused by signs;
 - (8) Promote signs which are compatible with their surroundings;
 - (9) Insure proper maintenance, for safety and structural soundness, as well as appearance and attractiveness of signs.
- (b) Inasmuch as it is generally inappropriate for government to determine the content of expression that will be allowed on signs, particularly in regard to non-commercial signs, it is the intent of the City Commission that this chapter be enforced such that signs carrying non-commercial messages be approved, disapproved and regulated entirely without regard to the content to be posted on the sign.
 - (c) It is the intent of this ordinance that all signs erected in the City of Brunswick have a permit issued by the Building Official unless the sign is specifically excluded or exempted from the regulations contained in this ordinance

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

(a) General Definitions:

- a. **Building** means any structure having a roof supported by columns or walls intended for human occupancy.
- b. **Building official** means the person or persons designated as such by the City Manager pursuant to Chapter 5 of the City Code.
- c. **Nonconforming sign** means any sign which does not conform to the provisions of this Article.
- d. **Parcel** means a separate tax unit of real property as reflected in Glynn County real estate records.
- e. **Sign** means a device or representation for visual communication which is used for the purpose of bringing the subject thereof to the attention of others.
- f. **Sign face** means that portion of a sign that is or can be used for the purpose of carrying the intended message.

(b) Type of Sign Definitions:

- a. **Awning sign** means a sign located on a canopy, awning, or other roof-like cover extending before a doorway or window as a shelter or for beautification of the building. A canopy must be a permanent structure and non-retracting
- b. **Banner** means a sign other than a flag, made of cloth, paper, plastic or fabric or any similar material containing a message or logo.
- c. **Changeable Copy Sign** means a sign that where the message is changes either electronically, mechanically or manually.
- d. **Double-faced sign** means a sign which has two display areas placed back to back to each other, or at an angle of not more than 60% to each other, and where one face is designed to be seen from one direction and the other face from another direction.
- e. **Freestanding sign** means a sign permanently attached to the ground and that is wholly independent of any building or other structure. A *Freestanding Sign* may be mounted on a freestanding pole and the sign not in contact with the ground OR mounted as a structure on the ground (referred to generally as a "monument sign").
- f. **Home occupation sign** means a sign, typically a wall sign, used to identify a home occupation in compliance with the provisions of this zoning ordinance.
- g. **Identification sign** means a sign used to depict the name or number of a building or tenant(s) within the building where the sign is located or otherwise identify such building.
- h. **Incidental sign** means a sign, generally for informational purposes secondary to the use of the lot on which it is located, such as "no parking," "no trespassing," "entrance," "exit," "loading only," and other information and directional signs.

- i. **Mansard or Marquee sign** means a sign painted on, attached to or hung from a roofed structure attached to and supported by a building or independent structure. A mansard is typically a sloped roof structure extending from the roof or façade of a building; a marquee is typically a vertical roof structure extending from the façade of a building
- j. **Mobile billboard sign** means an advertising sign mounted on a vehicle or trailer capable of being towed across public streets and that can be parked at specific locations. Neither vehicles nor trailers which advertise the company of their primary use nor campaign signs are considered mobile billboards.
- k. **Monument sign** means a freestanding sign mounted directly on the ground, or on a base which is directly on the ground, without use of a pole, pier, post, pylon or stanchion.
- l. **Off-premises sign** means a sign which advertises goods, products, facilities or services not located on the premises where the sign is located or directs persons to premises other than that upon which the sign is located.
- m. **On-premises sign** means a sign located on the premises where the advertised product, service, goods, facilities, or other subject matter is located.
- n. **Roof sign** means a sign that is mounted on and supported by the structure of the roof of a building; or a sign that is applied to the roof's surface.
- o. **Sandwich board sign** means a non-illuminated portable sign consisting of two flat surfaces joined at one end, typically with hinges
- p. **Swinging or projecting sign** means a sign projecting more than six inches from the outside wall or walls of any building upon which it is located either directly attached to the building or attached to a support extending from the building which may also allow the sign to swing back and forth.
- q. **Temporary sign** means a sign of a non-permanent nature designed to convey a short term non-permanent message such as an event.
- r. **Wall sign** means a sign fastened, placed or painted upon the exterior structural wall of the building itself, whether the front, rear or side wall of the building. It may also be a sign projecting from a building to which it is affixed.
- s. **Window sign** means a sign placed inside or outside of a windowpane or glass door and intended to be viewed from outside the building. It may be a permanent sign.

(c) Style of Sign Definitions:

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

(d) Design and Size Definitions:

- a. **Aggregate sign area** means the area of all signs to be placed on a building(s) and its site excluding the area of one face of all double-faced signs.

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

Section 23–24-3 – Applicability

- (a) **No Permit Required.** The following signs are not regulated by this ordinance and do not require a permit unless duly noted
 - a. **Flags.** Non-governmental flags are deemed to be signs and shall be subject to the provisions of this section. The official flags of the federal, State, county, or municipal governments are not deemed to be signs provided no such flag shall exceed 40 square feet per face. The City Commission may approve a larger flag for display on public property or other appropriate noncommercial sites as determined by the City Commission.
 - b. **Holiday decorations.** Decorations that are not internally illuminated shall not require a Sign Permit, provided they are displayed for no more than a total of 60 days per calendar year, excluding the time period between November 1 and January 15. Such decorations shall be maintained in a good condition at all times and shall be removed or replaced when they are overly weathered, torn, broken, or otherwise present a potential safety hazard. Windblown decorations are prohibited at all times.
 - c. **Incidental Signs.** Addresses, building numbers, entrance and exit signs, and traffic directional signs shall not require Sign Permits if they do not exceed four square feet in area per sign and have no commercial copy. If such sign contains commercial copy, the sign counts toward the allowable square footage for freestanding signs.
 - d. **Interior Signs.** Any sign that, in the Official's reasonable opinion, is to be viewed from the inside of a building only.
 - e. **Menus.** Menus attached to the face or facade of a building with no more than four square feet of sign face area located at the entrance or service window of a business.
 - f. **Parking Signs.** Signs that reserve parking spaces for specific uses or businesses, except that such signs are not allowed in shopping and shall not exceed 1.5 square feet in area per sign. No more than three parking signs shall be displayed at any given time on each parcel.
 - g. **Public Signs.** Signs erected by the federal, State, or local government, or governmental entity, including interpretive signs located on publicly owned property. Signs that are required by a public entity are considered public signs.
 - h. **Real Estate - Residential or Commercial Sale or Lease Signs.** Temporary signs offering single or two family residences for sale or lease nor exceeding 6 square feet in size and only one sign is allowed on the property being offered for sale or lease.

The same requirements apply to off-site “open house” signs. The sign(s) must be removed within 4 days after the real estate transaction has been completed.

- i. **Sandwich Boards and Chalkboards.** Freestanding, framed chalkboard or sandwich signs that comply with each of the following standards may be located in all Commercial and Office Zones outside a permitted commercial establishment:
 - i. One sign per business may be displayed during hours of operation.
 - ii. Signs shall be placed within ten feet of the building entrance of the business displaying the sign and not within 10 feet of another business.
 - iii. Signs shall be placed to allow at least 36 inches of unobstructed pedestrian clearance adjacent to the sign.
 - iv. Signs shall be limited to a maximum of six square feet in total area and a maximum width of 24 inches.
 - v. Sign face colors are limited to black or dark green with a matte finish.
 - vi. Plastic or dry erase boards are not permitted.

- j. **Shopping Cart Return.** Signs identifying shopping cart return areas, provided that such signs are no larger than ten square feet.

- k. **Stadium Signs.** Signs or banners that are located within a stadium and are not intended to be visible from outside of a stadium.

- l. **String Lights for Holiday Decoration and for Building Identification.** Strings of lights may be used for outside holiday lighting or tree decoration from November 1 through January 15 of each year. Because many colors are used to celebrate various holidays during this time, multi-color lights are allowed. Flashing, blinking and chasing lights are prohibited. String lighting used to permanently enhance building identification and identity likewise may be used in a tasteful and appropriate manner in the opinion of the Building Official.

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

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

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

(b) **Exemptions.**

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

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

(c) **Prohibited Signs.** The following types of signs are prohibited throughout the city:

- i. Roof signs;
- ii. Animated signs and flashing signs;
- iii. Signs on publicly owned or maintained right-of-way other than publicly owned or maintained signs;
- iv. Signs which contain words, pictures, or statements which are obscene, as defined by O.C.G.A. § 16-12-80;
- v. Signs which simulate an official traffic control or warning sign or hide from view any traffic sign, signal or public service sign;
- vi. Signs which interfere with road or highway visibility or obstruct or otherwise interfere with the safe and orderly movement of traffic;
- vii. Signs which obstruct the orderly flow of pedestrian traffic on any sidewalk or public walkway;
- viii. Signs erected by nailing, fastening or affixing the sign in any manner to any tree, post, curb, utility pole, or other structure located on any public right-of-way except as may otherwise be provided herein;
- ix. Signs which emit any visible smoke, steam, vapor, particles, or odor into the air;
- x. Signs which emit or utilize in any manner any sound which can be heard at any place outside of the parcel on which the sign is erected;
- xi. Signs which interfere with or obstruct entry or egress through any door or window required or designed for access to or egress from any building;
- xii. Use of any parked vehicle or boat as an advertising device except that held by a licensed automobile or boat dealer as stock for retail sale or for lease;
- xiii. Fluttering hanging or mounted ribbons and banners.
- xiv. Mobile billboard signs;
- xv. Portable signs. Commercial vehicles, other than standard passenger vehicles, shall be parked as far from the street as reasonably possible during non-business hours if such vehicles bear a commercial message;
- xvi. Inflatable signs.

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

a. **Residential – Single Family and Two - Family Individual Lot**

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

b. **Residential Subdivision –**

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

c. **Residential – Multi-Family**

- i. One free standing complex identification sign at each major street entrance (excluding construction and emergency access). Sign may include leasing information.
- ii. One wall mounted building identification sign,

- iii. Directional sign(s) as needed
 - iv. Incidental sign(s) as may be required (ie. Parking limitations, emergency or fire exit, etc.)
- d. **Residential – Planned Mixed Use Development n(PUD)**
- i. A signage plan shall be required as a part of the overall development plan. Any request for new, modified or replacement signs shall require a review of all existing signage for conformity or appropriate and consistent design with existing signage.
- e. **Commercial – Neighborhood (Local) Commercial and GC – Core Commercial**
- i. No freestanding sign is permitted. 1 wall mounted, mansard, canopy sign or hanging sign is allowed per permitted business.
- f. **Commercial – General or Highway - Individual use structure and/or lot**
- i. One free standing, wall, or mansard is permitted
- g. **Commercial – General or Highway - Multi Tenant or Use; Single and Multiple Structures up to 20,000 total gross square feet of commercial retail or service floor area.**
- i. One free standing sign with tenant listing at each major street entrance (excluding construction, loading/unloading or emergency access). Limit of two free standing signs per parcel.
 - ii. One wall or mansard or hanging sign for building and tenant identification
 - iii. Directional sign(s)
 - iv. Incidental sign(s) as may be required and appropriate
- h. **Commercial – General or Highway - Multi Tenant / Multi Structures in excess of 20,000 total gross square feet but not more than 100,000 square feet of commercial retail or service floor area**
- i. One free standing sign with tenant listing at each major street entrance (excluding construction, loading/unloading or emergency access). Limit of two free standing signs.
 - ii. One wall or mansard sign for building and tenant identification
 - iii. Directional sign(s)
 - iv. Incidental sign(s) as may be required or appropriate.
- i. **Commercial – General or Highway - Multi Tenant Shopping Center in excess of 100,000 square feet of commercial retail or service floor area.**
- i. A signage plan shall be required as a part of a development plan. Any request for new, modified or replacement signs shall require a review of all existing signage for conformity or appropriate and consistent design with existing signage.R
- j. **Commercial Recreation**
- i. One free standing sign at the major street entrance
 - ii. One wall or mansard mounted sign at the building entrance
 - iii. Directional signs as appropriate
- k. **Office – Single Structure and Use**
- i. One free standing sign at the major street entrance (Freestanding sign not permitted in Neighborhood (Local) LC or GC Core Commercial Zoning Districts)

- ii. One wall or mansard mounted sign
- I. **Office – Single Structure with Multiple Tenants**
- i. One free standing sign at the major street entrance which may also include a building directory. (Freestanding sign not permitted in Neighborhood (Local) LC or GC Core Commercial Zoning Districts)
 - ii. One free standing or wall mounted sign at the building entrance with a building directory. (Freestanding sign not permitted in Neighborhood (Local) LC or GC Core Commercial Zoning Districts)
 - iii. **Office – Multiple Structures / Multiple Tenants – OC Office Commercial Zone**
A signage plan shall be required as a part of a development plan. Any request for new, modified or replacement signs shall require a review of all existing signage for conformity or appropriate and consistent design with existing signage.
- m. **Medical, Institutional and Public Buildings and Sites – All Zoning Districts where permitted**
- i. One free standing sign for the main building or site at each major street entrance for the general public or employees.
 - ii. One main building mounted identification sign
 - iii. Parking area signage as required
 - iv. Secondary building mounted or free standing identification signs as may be appropriate
 - v. Special building mounted or free standing entrance and directional signs as may be appropriate.
 - vi. Incidental signs a may be appropriate.
 - vii. A coordinated design and placement of signs at all **proposed** Medical, Institutional and Public Buildings or Sites shall be required for issuance of a permit. Any modification or addition to existing signage shall require a thorough review of existing sign design for consistency with the design of new sign(s).
- n. **Industrial – All Industrial Zones**
- i. One free standing identification sign and one building mounted sign
 - ii. Free standing building, parking loading and unloading and directional signs as appropriate.
- o. **Changeable Copy Signs (including electronic display screens)**
- i. Such signs are prohibited in all zoning districts except General Commercial and Highway Commercial
- p. **Temporary Signs in excess of 6 square feet of sign face area.**
- i. Such signs may be permitted for all zoning districts but only for the event being shown on the sign face (sale, lease, election, yard sale) and must be removed within 2 days following the completion or termination of the event.
- q. **Off – Premises Signs and Billboards**
- i. Such signs are only permitted in GC and HC Zones.

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

(a) General Standards

- a. **Conformance to City Building and Electrical Codes:** In addition to any sign approval required under this ordinance, a building permit shall be required prior to the installation or placement of any sign for which a Sign Permit is issued. All sign shall

be constructed, erected or placed in accordance with the City's building and electrical codes.

- b. **Conformance to State Law:** Any sign located or to be located within 660 feet of the nearest edge of the right-of-way of a US or State numbered highway or road designated as a primary highway by the State of Georgia and The US Department of Transportation OR located beyond 660 feet of such highway BUT visible and intended to be read from such highway shall comply with all requirements of the Georgia Outdoor Advertising Act O.C.G.A. 32-6-70
- c. **Sign Maintenance:** All signs, including non-conforming signs, together with all their structural, mounting and/or erection elements shall be kept in good repair including replacement of damaged or deteriorated elements, re-painting or replacement of graphics, and landscape elements installed as a part of the sign.

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

a. Setback and Location Requirements

(a) Freestanding and monument signs

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

(b) Wall Mounted Projecting signs

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

(c) Wall or Façade Sign

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

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

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

- iii. A marquee sign may not extend above or below the marquee on which it is located, and shall be at least 8 feet above any pedestrian walkway below the lowest part of the sign.
- iv. A parapet sign may not extend beyond the parapet on which it is located, and shall be at least 8 feet above any pedestrian walkway below the lowest part of the sign.

(e) Off-premises signs (Including Billboards)

- i. May be located only on parcels located in General Commercial, Highway Commercial, or Industrial Zoned Districts
- ii. Must be located 1,250 feet from any other Off-premises sign measured along the roadway frontage where located. Measurements are to be made from the centerline of the sign structure(s) and include all Off-premises signs regardless of which side of the roadway they may be located.
- iii. No portion of any Off-premises sign may be located within a 300 foot radius of any property zoned Residential, Conservation-preservation or any officially designated preservation district, historic landmark, public park, public square or playground.
- iv. All Off-Premises signs, including those considered Billboards, must also comply with the State of Georgia's Outdoor Advertising Act in addition to these and other requirements of this ordinance.
- v. At Interstate Interchanges, no more than 2 Off-premises sign or Billboards may be located in any quadrant of the interchange and shall be restricted to an area 1,200 feet measured 500 feet from the road crossing at the interchange or beginning 500 feet from the beginning or ending of Interstate pavement widening to accommodate on ramps or off ramps; whichever is furthest from the road crossing at the Interchange.

(f) All Other Signs

- i. Accessory Freestanding Signs
 - a. May be located on multi-family, commercial, office, institutional or industrial property
 - b. Accessory Freestanding Signs located at entrance or exit drives from or to public streets, shall not exceed 2 per entrance or exit location(s)
 - c. One Accessory Freestanding Sign may be located on each building site. Directional signs may be located on each building site as needed for customers or patrons.
- ii. Outdoor Recreational Facility
 - a. Signs on outdoor recreation facilities like stadiums, concession stands, dugouts, press boxes, etc. may be installed with no limit other than such signs may not be visible from neighboring residential property or public rights-of-way.
- iii. Multi-screen Cinema
 - a. A changeable copy cinema sign is considered a principal sign and one such sign is permitted for each multi-screen cinema on each street fronting the cinema.

- iv. Rear Entrance Signs
 - a. A rear entrance sign may be placed on the rear doors of business establishments used for ingress and egress by tenants or owners.
- v. Changeable Copy Sign (automatic or manual copy)
 - a. May be incorporated into a freestanding or wall mounted sign.
 - b. LED Message Boards are not permitted anywhere except for schools, houses of worship, gasoline stations (for price boards) and cinema or performance centers.
- vi. Temporary Signs (in excess of 4 square feet) Requiring a Permit
 - a. May be used for the duration of an event such as the sale or lease of property, sporting event, yard or garage sale, outdoor festival or fair, etc.
 - b. Only one temporary sign shall be permitted per property at any time.
 - c. Each licensed business may apply for a temporary sign up to 4 times per year.
 - d. Each temporary sign may be displayed for a maximum of one week prior to an event being advertised, except for Real Estate Sale or Lease Signs which may remain for as long as the property being offered for sale or lease remains unsold or not leased, All temporary signs must be removed within two days following the end of the event being advertised or the successful sale or lease of property
 - e. Temporary signs may include banners, wall mounted or free standing
- vii. Construction Sign
 - a. A Construction Sign is considered a Temporary Sign and shall require a permit. A Construction sign may remain on the property where construction is taking place for the duration of construction. It shall be removed once the building is occupied.

(c) Size, Height and Design Standards and Limits – See Table 2 for Summary.

- a. Residential Subdivisions, Multi-Family and Residential PUDs (Freestanding and Monument Signs)**
 - (a) Only one free standing or monument sign, single face or double faced is permitted for each entrance to a subdivision or PUD community
 - (b) The area of each sign face for a single family subdivision or community shall be limited to 64 square feet; 32 square feet per sign face if a double faced sign.
 - (c) The area of each sign face for a multi-family or mixed use residential community shall be limited to 100 square feet; 50 square feet for each sign face if a double faced sign.

- (d) The maximum height shall not exceed 8 feet above the average ground grade within a 20 foot radius of the sign. The lower edge of the sign shall not exceed 4 feet above the lowest grade at the base of the sign.
- (e) The sign may be illuminated internally or externally.
- (f) Building signs are not permitted for single family subdivisions, multi-family communities or residential PUDs

b. Commercial and Office (Freestanding or Monument Signs / Building Signs)

(a) Neighborhood Commercial, General Core Commercial and Office/Commercial Zoning Districts (one use on property)

- i. Freestanding sign (not allowed in a Neighborhood or General Core Commercial Zoning Districts)
 - a. One sign per frontage on a public street
 - b. The maximum area of each sign shall be 64 square feet; 32 square feet for each sign face if a double faced sign
 - c. The maximum height of the sign shall be 10 feet
 - d. The sign may not be internally or externally illuminated.
- ii. Building sign if in lieu of a freestanding sign
 - a. One sign per building
 - b. The maximum area shall be 32 square feet
 - c. The maximum height of the sign shall be 20 feet above the building grade
 - d. The sign may be internally or externally illuminated.

(b) Neighborhood Commercial, General Core Commercial and Office/Commercial Zoning Districts (multiple use on property)

- i. Freestanding sign (Not permitted in a Neighborhood or General Core Commercial Zoning District)
 - a. One sign per frontage on a public street
 - b. The maximum area of each sign shall be 128 square feet; 64 square feet for each sign face if a double faced sign
 - c. The maximum height of the sign shall be not more than 10 feet
 - d. The sign may be internally or externally illuminated.
- ii. Building sign(s) if in lieu of a freestanding sign
 - a. One sign per tenant or user with a maximum of two signs per building face.
 - b. The maximum area of each sign shall be 32 square feet
 - c. The maximum height of each sign shall be not more than 10 feet
 - d. The sign may be internally or externally illuminated

(c) General Commercial, Highway Commercial, Commercial Recreation or Industrial (one use on property)

- i. Freestanding sign
 - a. One sign per frontage on a public street
 - b. The maximum sign area shall be 200 square feet; 100 square feet for each sign face if a double faced sign.
 - c. The maximum height of the sign shall not exceed 35 feet
 - d. The sign may be internally or externally illuminated.
- ii. Building Sign(s)
 - a. One sign per building
 - b. The maximum sign area shall be 100 square feet if in lieu of a freestanding sign; otherwise 64 square feet.
 - c. The maximum height of the sign shall not exceed 35 feet
 - d. The sign may be internally or externally illuminated.

Signs located in the U. S. 17 Corridor should follow the guidelines in that Overlay District.

(d) General Commercial, Highway Commercial, Commercial Recreation or Industrial (multiple use on property/planned center)

- i. Freestanding sign(s)
 - a. One sign per 300 feet of public street frontage
 - b. The maximum sign area shall be 300 square feet; 150 square feet for each sign face if a double-faced sign.
 - c. The maximum height of the sign shall be 35 feet
 - d. The sign may be internally or externally illuminated.
- ii. Building Sign(s) (in addition to freestanding sign)
 - a. One sign per tenant or user
 - b. The maximum sign area shall be 100 square feet
 - c. The maximum height of the sign shall not exceed 35 feet
 - d. The sign may be internally or externally illuminated.

(e) Highway Commercial (one use on property)

- i. Freestanding Sign
 - a. One sign per 300 feet of public street frontage
 - b. The maximum sign area shall be 200 square feet; 100 square feet for each sign face if a double faced sign.
 - c. The maximum height of the sign shall be 80 feet
 - d. The sign may be internally or externally illuminated.
- ii. Building Sign
 - a. Maximum of two signs per building – 4 signs if for a planned shopping center

- b. The maximum area for each sign shall be 100 square
- c. The maximum height of the sign shall not exceed 35 feet
- d. The sign may be internally or externally illuminated

(f) Highway Commercial (multiple use on property/planned development)

- i. Freestanding Sign(s)
 - a. One sign per 300 feet of public street frontage
 - b. The maximum sign area shall be 300square feet; 150 square feet for each sign face if a double faced sign.
 - c. The maximum height of the sign shall be 35 feet
 - d. The sign may be internally or externally illuminated.
- ii. Building Sign(s)
 - a. Two signs per building
 - b. The maximum sign area shall be 100 square feet
 - c. The maximum height of the sign shall not exceed 35 feet
 - d. The sign may be internally or externally illuminated.

c. Off-premises Signs and Billboards

- (a) Off premises signs shall not exceed 600 square feet of sign face; 300 square feet for each sign face if a double faced sign and shall be of uniform size 12 feet in height and 50 feet in width.
- (b) Off-premises signs and Billboards may not exceed 60 feet in height measured from the lowest portion of the sign face structure to the lowest point of the site elevation below the sign.
- (c) No extensions or extrusions beyond the face of the sign, other than an apron at the base of the sign face for servicing and repairs, is permitted.
- (d) Automatic changeable copy at intervals of not less than 15 seconds are permitted on Off-premises Signs or Billboards are permitted. Animated signs are not permitted on any type of sign.
- (e) Other off-premises signs and Billboards may only have exterior illumination using sign base mounted lighting equipped with photocells for switching on and off. No other form of illumination is permitted.

d. Accessory Free-standing Signs

- (a) Principal Accessory Free-standing Signs shall not exceed 32 square feet in total sign face area nor 8' in height.
- (b) Other miscellaneous Accessory Free-standing signs are permitted provided they do not exceed 6 square feet in sign face area nor more than 3 feet in height, except for handicapped parking signs which may be 5 feet in height.
- (c) Accessory Free-standing Signs may not be illuminated.

e. Multi-Screen Cinema Signs

- (a) Such sign(s) shall not exceed 10 feet in width nor 20 feet in height. The sign face(s) shall not exceed 8 feet in width not 15 feet in height.
- (b) The sign may be illuminated internally or externally.

f. All Other Signs

(a) Changeable Copy Signs (Automatic or Manual Copy Change)

- i. Changeable copy signs are limited to one per street frontage and only one per parcel regardless of additional street frontage,

(b) Flags

- i. No more than 3 flags may be displayed on property zoned and used for Agriculture, Single Family, Two-family or Multi Family use. No one flag may exceed 24 square feet in size, and if more than one flag is displayed, the total for all flags shall not exceed 45 square feet

(c) Rear Entrance Signs

- i. Rear Entrance Signs may not exceed 18 inches in width and 12 inches in height.

(d) Temporary Signs (Including Construction Signs) Formerly Section 23-24-13. Relocated for clarity and ease of use.

- a. No temporary sign face may exceed 32 square feet; 16 square feet total for each side if double faced.
- b. May be used for the duration of an event such as the sale or lease of property, sporting event, yard or garage sale, outdoor festival or fair, etc.
- c. Only one temporary sign shall be permitted per property at any time.
- d. Each licensed business may apply for a temporary sign up to 4 times per year.
- e. Each temporary sign may be displayed for a maximum of one week prior to an event being advertised, except for Real Estate Sale or Lease Signs which may remain for as long as the property being offered for sale or lease remains unsold or not leased, All temporary signs must be removed within two days following the end of the event being advertised or the successful sale or lease of property
- f. Temporary signs may include banners, wall mounted or free standing.
- g. A construction sign is considered a Temporary Sign and shall require a permit. A Construction sign may remain on the property where construction is taking place for the duration of construction. It shall be removed once the building is occupied.

(e) Illumination Standards.

- i. Illuminated signs shall not be located in a location to cast light directly into the eyes of drivers or pedestrians; hide from view or distract from any traffic light or street sign; cast light directly into any residential district,
- ii. No sign located in any zoning district other than Highway Commercial shall be illuminated between the daily hours of 11 p.m. and 6 a.m.

- iii. Externally illuminated signs shall have concealed wiring and controls as well as shielded and visually screened light sources.
- iv. Internally illuminated signs must completely shield the source of light from direct view.

(f) Construction standards.

- i. All signs for which a permit is required under this ordinance shall be constructed and maintained in accordance with all applicable building codes.
- ii. Signs for which a permit is not required under this ordinance and which are constructed of degradable material may be posted for a maximum of 60 days unless replaced with another sign of the same material. Any such replacement signs may be posted for a maximum of 60 beyond the original 60-day period.
- iii. All freestanding signs with a display area greater than 100 square feet must be constructed to withstand winds of at least 120 miles per hour; in the event any other applicable code or regulation calls for wind tolerance in a greater amount, then such greater amount shall apply as the standard under this chapter as well.

Section 23 -24 -5 Application and Enforcement:

The provisions of this sign ordinance may be enforced by the building official or his or her designee. Additionally, it may be enforced by civil court action brought by the city manager or city attorney in the name of the City of Brunswick. Citations may be issued for violations of this chapter by the building official or his or her designee as well as by such other city employees as the city manager may from time to time designate.

A. Permits required.

- a. Except as specifically excluded from the provision of this chapter, it shall be unlawful for any person to post, construct, enlarge, replace, display, substantially change, or erect a sign in the city without having first obtained a sign permit.
- b. Existing signs which are legal immediately prior to adoption of this chapter and which would be required to obtain a permit under this article if they had been newly erected after enactment of this article may not alter such sign until it become in compliance with this Article.

B. Time for Consideration.

- a. The city shall process all permit applications within 30 business days of the building official's actual receipt of a fully completed and appropriately signed application and payment such sign permit fee as may be established from time to time by vote of the City Commission.
- b. The building official shall give notice to the applicant/owner of the decision of the city by hand delivery or by mailing a copy of the notice to the applicant at the address shown on the permit application. If mailed, notice shall be deemed to have been given upon the date of mailing in conformity with this section.
- c. If the city fails to respond in writing within the 30-day period, the permit shall be deemed to have been granted.
- d. If the building official finds that conditions or stipulations are required to make the sign legally acceptable, the permit shall only be approved subject to the applicant's written agreement to such conditions.

C. Denial and revocation.

- a. The city shall deny permits to applicants who submit applications for signs that do not comply with the provisions of this chapter, or which fail to comply with applicable building codes (including, but not limited to, any wind or hurricane resistance requirements) or other applicable local, state, or federal laws;
- b. Any applicants who submit incomplete applications or applications containing any false material statements.
- c. Violations of any provisions of this chapter will be grounds for terminating a permit granted by the city for the erection of a sign. Should it be determined that a sign permit was issued pursuant to an incomplete application or an application containing a false material statement, or that a permit has been erroneously issued in violation of this chapter, or that a sign has been erected contrary to the terms of the permit, the building official shall revoke the permit.
- d. Should the city deny a permit application, the reasons for denial shall be stated in the notice provided for in paragraph (d) d. above. Any application denied and later re-submitted shall be deemed to have been submitted on the re-submittal date.

D. Hearing Officer Review: No permit shall be revoked or denied except for "due cause" as herein defined. In the event of a denial or a revocation, the applicant/permittee shall be granted an opportunity for review before a hearing officer to be designated by the city. If applicant desires such a hearing, applicant must deliver a written request for such review with the building official no later than ten (10) business days following mailing of the decision to be reviewed. The applicant will be given at least ten business days' written notice of the time, place, and purpose of the hearing, with a statement of the reason for the denial of the application or revocation of the permit. "Due cause" is any of the following: violation of the provision of this chapter or any other city ordinance or any state or federal law; or erroneous issuance of a permit which should not have been issued under the terms of this chapter; or erecting or building a sign which does not conform to the information contained in the application; or failure to maintain the sign as required by this chapter; or submission of an incomplete application or an application containing false material statements. The hearing officer may reschedule the hearing by agreement of the parties or for good cause shown. The hearing officer shall render a decision in writing within ten business days of the hearing, and a notice of the decision shall be forwarded to the applicant/owner as provided above.

E. Appeal Process: An individual whose permit application has been denied or whose permit has been revoked may appeal the decision of the Hearing Officer to the City Manager provided they file written notice of an appeal with the City Manager within ten business days of the date that written notice of the hearing officer's decision is either hand delivered to the permittee or mailed to the address shown for the applicant/owner on the application or such other address as permittee advises the department in writing to send notices pursuant to this chapter.

- a. Such appeal shall be considered by the city manager at a hearing within 20 business days of the date the city manager received the notice of appeal, with applicant to be mailed notice of the time, date and place of hearing at least ten business days prior to the date initially set for the hearing. By agreement of the parties or for good cause shown, as determined by the city manager, and upon reasonable notice, the appeal hearing may be re-scheduled for a later date at the earliest time convenient to appellant and the city. The city manager shall cause any decision he/she reaches on the appeal to be memorialized in writing and a copy hand delivered or mailed to the applicant at applicant's address of record within ten business days of the hearing.

- F. **Review by city manager.** In the event an applicant/permittee whose permit has been denied or revoked is dissatisfied with the decision of the city manager, they may petition for writ of certiorari as provided by law.
- G. **Review at request of city.** The building official shall have the right to request that the City Manager review any decision by the hearing officer under subsection (v) above by following the same procedure for requesting review as would an applicant/permittee as set forth in subsection (d), above.
- H. **Permit expiration:** A sign permit shall become null and void if the sign for which the permit was issued has not been completed and installed within six months after the date of issuance. No refunds will be made for permits that so expired. If a person desires to erect a sign after the permit is expired, a new application will be required and will be subject to the regulations in effect at the time of the new application. A new application fee will be required.
- I. **Fees.** The cost of a sign permit shall be established from time to time by vote of the city commission and shall be payable in addition to any building permit or historic preservation certificate of appropriateness fees required. Differing fees for different categories of signs may be so established. A written list of applicable fees shall be maintained in the building official's office.
- J. **Variances:** An applicant may request a variance from the requirements of this sign ordinance by following the same procedure for a zoning variance found in this ordinance.
- K. **Coordination of provisions.**
 - a. The provisions of this chapter shall be in addition to and cumulative of the City of Brunswick's Historic Preservation Ordinance. In the event the Historic Preservation Ordinance requires any action with respect to a proposed sign, such as obtaining a certificate of appropriateness from the historic preservation board, then separate compliance with those requirements must be had in addition to obtaining any permit required hereunder. Approval of a sign permit application by the building official does not constitute approval by the historic preservation board. Further, the provisions of this chapter and the U.S. 17 Overlay and Planned Development - Traditional Neighborhood District articles of the City Zoning Ordinance shall be read together to give effect to all where possible; in the event of conflict, provisions of those articles control over the provisions of this article.

Table 1
Permitted Sign and Use Summary

<u>USE and ZONES</u>	<u>FREE STANDING MONUMENT</u>	<u>BUILDING WALL MOUNTED</u>	<u>MANSARD MOUNTED</u>	<u>HANGING SIGN</u>	<u>DIRECTIONAL SIGNS**</u>	<u>INCIDENTAL SIGNS</u>	<u>TEMPORARY SIGNS</u>	<u>NOTES</u>
<u>RESIDENTIAL - R9, R6, GR, GR Core Zones</u>								
Single / Two Family Lot	NO	NO	NO	NO	NO	NO	YES*	
Single / Two Family Subdivision	YES	NO	NO	NO	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 Residential - Mixed Use Community	YES	YES	NO	NO	YES	YES	YES*	Only 1 freestanding sign per entrance from a public street; 1 identification sign per bldg
	A SIGNAGE PLAN FOR THE COMPLEX IS REQUIRED							Signage plan should provide consistency in design and features.
<u>COMMERCIAL - NEIGHBORHOOD - LC Zone</u>								
	NO	YES	YES	YES	NO	NO	YES*	Only 1 sign permitted for each business
<u>COMMERCIAL - GENERAL CORE</u>								
	NO	YES	YES	YES	NO	NO	YES*	Only 1 sign permitted for each business
<u>COMMERCIAL - OC, GC</u>								
Single User / 1 Building	YES	YES	YES	NO	NO	NO	YES*	Only 1 freestanding, wall, or mansard sign permitted
Multi User / 1 Building	YES	YES	YES	YES	NO	YES	YES*	Only 1 freestanding, wall or mansard sign permitted w/ tenant directory
Multi User/ Multi Building Complex								
Less than 20,000 SF	YES	YES	YES	NO	NO	NO	YES*	Only 1 freestanding sign permitted. 1 wall mounted or mansard sign per building
Greater than 20,000 SF	YES	YES	YES	NO	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	NO	NO	YES	YES	YES*	Includes Billboards. Only one freestanding and 1 building sign per property
<u>OFFICE - OC, GC</u>								
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, OC</u>								
	YES	YES	YES	NO	YES	YES	YES*	One freestanding sign permitted at each property entrance. One building or mansard sign per building
<u>INDUSTRIAL - BI, GI, LI</u>								
Single User site - Only one sign	YES	YES	NO	NO	YES	YES	YES*	1 freestanding sign permitted for building entrance or one wall sign.
Multi User / Multi Building Site	YES	YES	NO	NO	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>
FREESTANDING OR MONUMENT							
Residential Zones and Uses							
Residential SF Subdivision or Multi Family Complex	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
Residential PUD	A total sign package for a proposed residential Planned Unit Development is required						
Residential zones - Other permitted or Special Permit uses	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.
Commercial/Office Zones and Uses							
Commercial and Office (single use) - other than Neighborhood, General Core, Highway and Recreation Commercial.	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.
Commercial and Office (multiple use) - other than Neighborhood, General Core, Highway and Recreation Commercial.	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	May be 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.
Neighborhood and General Core Commercial	Freestanding signs are not permitted in Neighborhood Commercial Zones. See Building Mounted Signs						
General Commercial, Recreation Commercial or Industrial - single use	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	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.
General Commercial, Recreation Commercial or Industrial - multiple users	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	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.

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

<u>SIGN TYPE / WHERE PERMITTED FREESTANDING OR MONUMENT</u>	<u>SETBACK</u>	<u>TYPE MOUNTING</u>	<u>SITE</u>	<u>SIGN AREA</u>	<u>HEIGHT</u>	<u>ILLUMINATION</u>	<u>NOTES</u>
General Commercial, Highway Commercial or Industrial Zones - Billboards adjacent to Interstate or Federal Highway. NOTE: Such signs must also meet the requirements of the Georgia Outdoor Advertising Act if more restrictive.	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.	NA	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.	The sign face shall not exceed 12' in height nor 50 feet in width with a maximum sign area including structure of 600 square feet.	Maximum of 60 feet measured from the lowest point of ground grade below the sign or adjacent street or highway pavement elevation	May be illuminated externally or internally. Automatic copy change is not permitted	
General Commercial, Highway Commercial or Industrial Zones - Other off-premises signs	The sign face structure may not be less than 10 feet from any property line.		Single face only. May not be located closer than 1000 linear feet (measured along common street frontage) from another off-premises or billboard sign.	The sign face shall not exceed 300 square feet.	Maximum of 35 feet above adjacent street grade	May be illuminated externally or internally. Automatic copy change is not permitted	
Accessory Free Standing Signs	20 feet from any property line; 30 feet from any street ROW intersection;	NA	May be single faced or double faced.	Principal accessory signs may not exceed 32 square feet; other accessory free standing signs may not exceed 6 square feet	Maximum height of 5 feet above grade under the sign structure.	May be illuminated externally or internally.	Multi-screen Cinemas 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
<u>BUILDING MOUNTED SIGNS</u>							
Residential Residential - Multi Family	NA	NA	NA	NA	NA	NA	Only building identification signs are permitted as auxiliary signs.
Commercial and Office Commercial /Office - Single user	NA	Wall Mounted/Façade	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.	Shall not exceed 32 square feet or 10% of the wall area, whichever is less	Maximum height to top of sign face shall not exceed 15 feet	May be illuminated externally or internally.	Neighborhood Commercial signs may only be illuminated until 11:00 PM
		Projecting from Wall	One sign permitted. May be single face or double face. May not project more than 5 feet from the face of the building wall	Shall not exceed 12 square feet	Bottom of sign shall not be less than 8 feet above the entrance elevation of the building.	May be illuminated externally or internally.	
	The sign face may not project more than 4 feet from the face of the building wall behind it.	Canopy, awning, mansard, marquee or parapet	One sign permitted. Single face only	16 square feet.	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.		

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

Commercial / Office Multi Users	NA	All above except projecting	One sign per tenant or user may be permitted	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.	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.	Only wall mounted or façade signs may be externally or internally illuminated.	
<u>SIGN TYPE / WHERE PERMITTED</u> <u>BUILDING MOUNTED SIGNS</u>	<u>SETBACK</u>	<u>TYPE MOUNTING</u>	<u>SITE</u>	<u>SIGN AREA</u>	<u>HEIGHT</u>	<u>ILLUMINATION</u>	<u>NOTES</u>
Highway Commercial Recreation , Industrial	NA	Wall Mounted/Façade	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 façade 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.	
<u>OFF-PREMISES SIGNS / BILLBOARDS</u>							
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 designated for conservation, historic, landmark, public park or playgroundd	Single faced maounted on pylons.	1,250 feet from any other off-premises or billboard signn measured along common roadway frontage.	Off-premises signs shall not exceed 300 square feet of sign area. Billboards shall not exceed 600 square feet of sign area.	Shall not exceed 35 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.
<u>Other Signs</u>							
Electronic Signs	No portion of the sign shall be within 20 feet of any property line or ROW. No prtion of the sign shall be within 50 feet of any residence or residential 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 or externally illuminated.	
Accessory Signs	Same as Freestamding 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.

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 ____ DAY
OF _____ 2021.

Cornell L. Harvey, Mayor

ATTEST: _____
Naomi Atkinson, City Clerk



SUBJECT: Buffer Requirements Revisions

COMMISSION ACTION REQUESTED ON: June 2, 2021

PURPOSE: First Reading of Revisions to Section 23-3-21 of the Zoning Ordinance

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

The CRC, City Staff, and the Planning and Appeals Commission have been working on this project over the past few months and have completed recommended changes for Phase I, and they were reviewed with the City Commission at Workshop Session on March 17 and April 7, 2021 meetings.

Phase I has focused upon revisions to our Definitions (Section 23-1-4), the General Regulations (Section 23-3); and the Sign Ordinance (Section 23-24).

The revised Section 23-3-21: Buffer Requirements is submitted for First Reading
Attached are:

- 1) Summary of changes to the Ordinance
- 2) A Redline version of the current ordinance reflecting the changes
- 3) The proposed changes in Ordinance form

DEPARTMENT RECOMMENDATION ACTION:

- **Hold First Reading for revised Ordinance**

DEPARTMENT: PDC

Prepared by: John Hunter, Director

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION:

Regina M. McDuffie

City Manager

5/25/21

Date

SUMMARY OF CHANGES TO BUFFER REQUIREMENTS – SECTION 23-3-21

Essentially, the Buffer requirements section was edited and needed changes made to make the requirements and establishment of buffer clearer and more effective.

Following are the significant changes:

1. Buffers are still required when a non-residential or Mobile Home district boundary adjoins a residential zoning boundary. **Added is the ability to require a buffer when a conditional use is approved by the City.**
2. Buffers are now defined as a **Natural Buffer** (meaning existing trees and shrubs on the property are retained and possibly enhanced by cultivation or minor addition of plant material) or a **Structural Buffer** (a created visual screen which could be a wall, fence, earthen berm or a combination of these)
3. The width of a buffer is now defined (**previously a Buffer only had to conceal 75% of the adjoining property's vertical wall**).
 - a. Between Office and all R zones – 20 feet
 - b. Between all Commercial, Commercial Recreation and Medical Zones and all R zones – 25 feet
 - c. Between all Industrial zones and Residential (including Mobile Home, Commercial, Commercial Recreation and Medical Zones – 50 feet
4. Added requirements for a Natural Buffer include:
 - a. Types of trees (overstory and understory) evergreen shrubs are quantified within any 20 foot, 25 foot or 50 foot Natural Buffer area are now quantified as to the number required per 100 feet (pro-rated if more or less than 100 feet). All trees and shrubs must be indigenous to the Brunswick area.
 - i. For 20 foot wide buffer: 2 overstory trees, 3 understory trees and 8 evergreen shrubs per 100 feet.
 - ii. For 25 foot wide buffer: 3 overstory trees, 6 understory trees and 10 evergreen shrubs per 100 feet.
 - iii. For 50 foot wide buffer: 4 overstory trees, 5 understory trees and 20 evergreen shrubs per 100 feet.
 - b. The height of trees and shrubs **after planting** is also now quantified as follows:
 - i. Overstory trees – 10 feet in height
 - ii. Understory trees – 6 feet in height
 - iii. Evergreen shrubs – 3 feet in height.
 - iv. **All plantings must produce a visual screen averaging 6 feet in height after a single growing season (one full year). Any plant material that does not survive the first growing season must be replaced.**
5. Requirements or a structural buffer are now more specifically defined:
 - a. Structural buffers may be fences or walls constructed of wood or masonry materials and must be at least 6 feet in height. Plant materials equaling 50% of those required for a natural buffer must be installed along the residential zone side of the buffer.
 - b. Earthen berms may be used as a structural buffer and must be at least 6 feet in height with side slopes of 1 foot rise to 2 horizontal feet. Plant materials must be installed at the base of the berm (each side) and the perm must be planted with permanent grass. A

fence may be installed in conjunction with a berm so long as the total height achieved is at least 6 feet in height.

6. Enforcement of the Buffer requirements is still left to the Building Official using these guidelines and a landscape plan for the proposed buffer must likewise still be submitted for approval.

Sec. 23-3-21. - Buffer requirements. **Edited Buffer Requirements and Provisions Inserted Below**

- ~~(a) Whenever any nonresidential zoning district or use or any MH zoning district abuts a residential zoning lot or district (other than an MH district), a buffer strip shall be installed and/or maintained on the lot with the nonresidential zoning or use or MH zoning, along the lot line abutting the residential lot or district, in compliance with the following requirements:~~
- ~~(1) Existing trees and shrubs located between the lot line and building setback line shall not be removed without the express written approval of the building official.~~
 - ~~(2) A buffer strip shall be planted with shrubs and/or trees so as to produce within one growing season a dense, compact evergreen planting screen which shall be capable of completely concealing from the residential zoning lot or district all work activities, equipment and parking within the less restrictive zoning or use and which shall be further capable of screening at least 75 percent of the vertical surfaces of any nonresidential structure.~~
 - ~~(3) A landscaping plan identifying all plants to be incorporated in a buffer strip required herein must be approved by the building official prior to any site construction.~~
 - ~~(4) All required plantings shall be permanently maintained in sound, healthy growing condition and shall be replaced with new plant materials whenever necessary to ensure continued compliance with applicable landscaping requirements.~~
- ~~(b) The building official shall be authorized to order the installation of additional plantings whenever he or she deems such additional plantings necessary to comply with the requirements of this section, and to order replacement of any vegetation removed in violation of subsection (a)(1) above.~~
- ~~(c) The building official shall be authorized to permit the installation of a wood or masonry fence in lieu of a planted buffer where because of space constraints or other reason the requirement of a planted buffer would not be practical; the materials, location and dimensions of such fence must be approved by the building official.~~
- ~~(d) The building official shall be authorized to waive the buffer requirement along street rights-of-way where the installation of a buffer would not be practical because of proximity to the street.~~

Sec. 23-3-21. - Buffer requirements. **Edited Version**

Whenever any nonresidential (Agricultural, Office, Commercial, Industrial or Commercial Recreation) or Mobile Home (MH) zoning district ~~or use or any MH zoning district~~ abuts a residential zoning ~~lot or~~ district (other than an MH district), a buffer ~~strip~~ shall be installed and/or maintained on ~~the such~~ lot with the nonresidential ~~or MH zoning or use or MH zoning~~, along the entire lot line abutting the residential ~~lot or~~ district. ~~in compliance with the following requirements:~~ A buffer may also be required as a requirement of approval of a Conditional Use Approval by the City Commission.

(A) A buffer may be either:

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

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

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

- (1) Between Office and all Residential Zones except MH (Mobile Home) – 20 Feet
- (2) Between Commercial, Commercial Recreation and Medical Zones and all Residential Zones – 25 Feet
- (3) Between Industrial Zones and Residential, Commercial, Commercial Recreation and Medical Zones - 50 Feet

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

- (1) Existing trees and shrubs located between the lot line and building setback line shall not be removed without the express written approval of the building official.
- (2) A buffer ~~strip~~ shall be planted with shrubs and/or trees so as to produce within one growing season a dense, compact evergreen planting screen which shall be capable of completely concealing from the residential zoning lot or district all work activities, equipment, loading and unloading, and parking within the less restrictive zoning or use and which shall be further capable of providing a visual screen of at least 75 percent of the vertical surfaces of any adjacent nonresidential structure.
- (3) A landscaping plan identifying all plants to be incorporated in a buffer strip required herein must be approved by the building official prior to any site construction. **Evergreen and deciduous plantings may be used so long as the visual standards in (C) 2 are maintained year-round.**
 - (a) For a buffer 20 feet in width, minimum plantings shall include Overstory Trees – 2 for every 100 feet; Understory Trees – 3 for every 100 feet; Evergreen Shrubs – 8 for every 100 feet. For less than 100 feet, the quantity for each type of planting shall be pro-rated accordingly after rounding up.
 - (b) For a buffer 25 feet in width, minimum plantings shall include Overstory Trees – 3 for every 100 feet; Understory Trees – 6 for every 100 feet; Evergreen Shrubs – 10 for every 100 feet. For less than 100 feet, the quantity for each type of planting shall be pro-rated accordingly after rounding up.
 - (c) For a buffer of 50 feet in width, minimum plantings shall include Overstory Trees – 4 for every 100 feet; Understory Trees – 5 for every 100 feet; Evergreen Shrubs – 20 for every 100 feet. For less than 100 feet, the quantity for each type of planting shall be pro-rated accordingly after rounding up.
 - (d) The height of the plant material, after installed, shall be;
 - (i) For Overstory Trees (indigenous to the area) – 10 feet in height
 - (ii) For Understory Trees (indigenous to the area) – 6 feet in height
 - (iii) For Evergreen Shrubs (indigenous to the area) – 3 feet in height

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

- (e) All required plantings shall be permanently maintained in sound, healthy growing condition and shall be replaced with new plant materials **during the first year growing**

season whenever necessary to ensure continued compliance with applicable landscaping requirements.

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

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

- a. The building official shall be authorized to permit the installation of a ~~wood or masonry fence~~ structural buffer, as defined herein, in lieu of a planted buffer where because of space constraints or other reason(s) the requirement of a planted buffer would not be practical; the materials, location and dimensions of such fence must meet the following requirements and be approved by the building official.
 - (1) Structural buffers may be fences or walls constructed of wood or masonry materials of at least 6 feet in height and include plantings along its length on the residential zone side of the structural buffer. Plantings installed shall be at least 50% of those required in C (3) (d)
 - (2) Earthen berms may be constructed to a height of 6 feet and shall have slopes of a maximum of 1 foot rise in 2 horizontal feet. Thus a 6 foot high berm would have an overall minimum width of 24 feet (12 feet each side to accommodate the maximum slope. The berm shall have plant materials installed at the base of the berm and the berm itself shall be planted, or sod installed, with a permanent grass. The height of the berm may be reduced if a fence is installed along the crest of the berm, however an overall height of 6 feet must be achieved.

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

(Ord. No. 1006, § 1, 11-19-2008)

ORDINANCE XXXX

ORDINANCE AMENDING ARTICLE XXIII OF THE ZONING CODE CHAPTER 3, SECTION 21, “BUFFER REQUIREMENTS” PROVIDING FOR REPEALING CONFLICTING CODES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR EFFECTIVE DATE; AND FOR OTHER PURPOSES.

NOW, THEREFORE BE IT ORDAINED, by the City of Brunswick City Commission that Article XXIII, Chapter 3, Section 21 of the Code of Ordinances of the City of Brunswick is amended to read as follows:

SECTION ONE:

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

Whenever any nonresidential (Agricultural, Office, Commercial, Industrial or Commercial Recreation) or Mobile Home (MH) zoning abuts a residential zoning district (other than an MH district), a buffer shall be installed and/or maintained on ~~the~~ such lot with the nonresidential or MH zoning along the entire lot line abutting the residential district. A buffer may also be required as a requirement of approval of a Conditional Use Approval by the City Commission.

(A) A buffer may be either:

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

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

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

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

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

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

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

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

- (2) A buffer shall be planted with shrubs and/or trees so as to produce within one growing season a dense, compact evergreen planting screen which shall be capable of completely concealing from the residential zoning lot or district all work activities, equipment, loading and unloading, and parking within the less restrictive zoning or use and which shall be further capable of providing a visual screen of at least 75 percent of the vertical surfaces of any adjacent nonresidential structure.
- (3) A landscaping plan identifying all plants to be incorporated in a buffer strip required herein must be approved by the building official prior to any site construction. Evergreen and deciduous plantings may be used so long as the visual standards in (C) 2 are maintained year-round.
- (a) For a buffer 20 feet in width, minimum plantings shall include Overstory Trees – 2 for every 100 feet; Understory Trees – 3 for every 100 feet; Evergreen Shrubs – 8 for every 100 feet. For less than 100 feet, the quantity for each type of planting shall be pro-rated accordingly after rounding up.
 - (b) For a buffer 25 feet in width, minimum plantings shall include Overstory Trees – 3 for every 100 feet; Understory Trees – 6 for every 100 feet; Evergreen Shrubs – 10 for every 100 feet. For less than 100 feet, the quantity for each type of planting shall be pro-rated accordingly after rounding up.
 - (c) For a buffer of 50 feet in width, minimum plantings shall include Overstory Trees – 4 for every 100 feet; Understory Trees – 5 for every 100 feet; Evergreen Shrubs – 20 for every 100 feet. For less than 100 feet, the quantity for each type of planting shall be pro-rated accordingly after rounding up.
 - (d) The height of the plant material, after installed, shall be;
 - (i) For Overstory Trees (indigenous to the area) – 10 feet in height
 - (ii) For Understory Trees (indigenous to the area) – 6 feet in height
 - (iii) For Evergreen Shrubs (indigenous to the area) – 3 feet in height
- and, shall produce a visual screen averaging 6 feet in height for all plant materials installed at the end of a single growing season.
- (e) All required plantings shall be permanently maintained in sound, healthy growing condition and shall be replaced with new plant materials during the first year growing season whenever necessary to ensure continued compliance with applicable landscaping requirements.
 - (f) The building official shall be authorized to order the installation of additional plantings whenever he or she deems such additional plantings necessary to comply with the requirements of this section, and to order replacement of any vegetation removed in violation of subsection (C)(1) above.

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

- a. The building official shall be authorized to permit the installation of a structural buffer, as defined herein, in lieu of a planted buffer where because of space constraints or other reason(s) the requirement of a planted buffer would not be

practical; the materials, location and dimensions of such fence must meet the following requirements and be approved by the building official.

- (1) Structural buffers may be fences or walls constructed of wood or masonry materials of at least 6 feet in height and include plantings along its length on the residential zone side of the structural buffer. Plantings installed shall be at least 50% of those required in C (3) (d)
- (2) Earthen berms may be constructed to a height of 6 feet and shall have slopes of a maximum of 1 foot rise in 2 horizontal feet. Thus a 6 foot high berm would have an overall minimum width of 24 feet (12 feet each side to accommodate the maximum slope). The berm shall have plant materials installed at the base of the berm and the berm itself shall be planted, or sod installed, with a permanent grass. The height of the berm may be reduced if a fence is installed along the crest of the berm, however an overall height of 6 feet must be achieved.

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

SECTION TWO:

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 affect the validity of the remaining portions of this Ordinance.

SECTION THREE:

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 XXXXXX, 2021.

/s/ Cornell L. Harvey
Cornell L. Harvey, Mayor

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