



## **Brunswick Downtown Development Authority Regular Meeting Minutes**

**Thursday, March 9, 2023**

**9:30am – Warwick Conference Room**

**Board Members & Staff Present:** Michael Kaufman, Lisa Jordan, Julie Martin, Peggy Shanahan, Jennifer Krouse & Mathew Hill. Courtney Prince, Michael Torras via Zoom

**Absent:** Whitney Herndon

**Advisory Board Present:** Craig Watkins, Lance Sabbe.

**Guests / City Staff:** Lance Sabbe – Forward Brunswick, John Hunter – Planning, Development & Codes, Chris & Ally Moline – Silver Bluff Brewing, Jeff Faletto – City Public Works, Taylor Cooper – Brunswick News.

### **I. Call to Order:**

C. Prince called the meeting to order, a quorum was present.

### **II. Approval of Agenda:**

Those present reviewed the revised agenda. P. Shanahan made a motion to accept the agenda, J. Martin seconded. A vote was taken, all were in favor.

### **III. Citizen Items:** There were no citizen items.

### **IV. Items of Business:**

**A. Minutes of the February meeting:** Those present reviewed the minutes. M. Kaufman made a motion to approve the minutes as submitted. P. Shanahan seconded. A vote was taken, all were in favor.

**B. Treasurer's Report:** M. Kaufman presented the treasurer's report for February. L. Jordan made a motion to approve the report. P. Shanahan seconded. A vote was taken, all were in favor.

#### **C. Grants:**

1. CPE Grant – Brunswick Landing Marina (1 Torras Landing): M. Torras recused himself. M. Hill reviewed the application. P. Shanahan made a motion to approve the grant in the amount up to \$25,000.00. L. Jordan seconded. A vote was taken, all were in favor.

M. Torras returned to the meeting.

2. CPE Grant – Silver Bluff Brewing (1315 Newcastle St): M. Hill reviewed the application. M. Kaufman made a motion to add to the grant information “Must be commercial and income producing prior to lien removal or be of historically significant value. L. Jordan seconded. A vote was taken, all were in favor. P. Shanahan made a motion to approve the CPE grant for 1315 Newcastle in the amount of \$7,500. M. Kaufman seconded. A vote was taken, all were in favor.

**V. Mayor Johnson’s Items:** Mayor Johnson was not present.

**VI. City Manager’s Items:** R. McDuffie was not present.

**VII. Chairman’s Items:** None.

**VIII. Economic Vitality:** M. Hill said he had not received any further information from Live Oak Fiber. They will be invited to present at the next meeting.

**IX. Promotion:**

**A. Events:** J Krouse reviewed the upcoming events.

**X. Organizational Report:**

**A. Main Street Report:** M. Hill reviewed the Main Street summary report.

**B. Annual Assessment:** M. Hill said that DCA was pleased with our progress and we are again a Main Street City. Brunswick’s GEMS designation will be renewed when it expires on Dec. 31.

**C. Intern:** M. Hill said that J. Krouse had received an inquiry from a student at CCGA about an internship or permanent position. M. Hill said staff offer an internship with the student to include a stipend. The board reviewed the modified intern job description.

**XI. Board Member’s Items:**

**A. J. Martin – Vacant Properties:** J. Martin suggested that owners of vacant properties be contacted and told about available grants for rehabilitation. She also asked about the planters. M. Hill said that he had contacted Coastal Bloomers and requested a quote for new plants, including options. It was suggested that watering cans be purchased for those businesses with planters to assist in maintenance.

**B. W. Herndon – Street Closure Barriers:** W. Herndon said that she had seen

**XII. Adjourn:** P. Shanahan made a motion to adjourn the meeting. L. Jordan seconded. C. Prince Adjourned the meeting.

Respectfully Submitted:  
Mathew Hill, Executive Director