



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

**Monday, June 24, 2024**

**9:00am – Warwick Conference Room**

**Board Members & Staff Present:** Whitney Herndon, Michael Kaufman, Michael Torras, Susan Bates, Mathew Hill, Gracie Jordan

**Absent:** Julie Martin, Travis Stegall, Shemeka Sorrells.

**Advisory Board Present:** Sherri Pruitt.

**Guests / City Staff:** John Hunter – PDC, Chris Cary – ED, Will Wagner – JIA, Jennifer Beato – Little Zooks, Taylor Cooper – Brunswick News.

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

W. Herndon called the meeting to order, a quorum was not present. Introductions were made.

**II. Citizen Comments:** W. Herndon complimented J. Beato on the success of the Brunswick Pride event.

**III. Promotion:** G. Jordan gave an update on social media. She presented the stats and said she is working on a “Behind the Bar” post as well as one about murals. M. Torras suggested a “Behind the Counter” series for retail. Jordan gave a recap of the upcoming events.

**IV. City Manager’s Items:** None.

### **V. Approval of Agenda:**

S. Bates arrived - Those present reviewed the agenda. S. Bates made a motion to accept the agenda. M. Kaufman seconded. A vote was taken, all were in favor

### **VI. Items of Business:**

**A. Minutes of the May meeting:** Those present reviewed the minutes. S. Bates made a motion to approve the minutes as submitted. M. Torras seconded. A vote was taken, all were in favor.

**B. Treasurer’s Report/FY25 Budget:** M. Kaufman presented the treasurer’s report. He also presented the revised FY25 budget. M. Torras made a motion to approve

the report and budget revision. S. Bates seconded. A vote was taken, all were in favor.

**C. Incentives:**

1. Enterprise Zone – Avalon Properties (1420-22 Newcastle) M. Hill reviewed the application. M. Torras made a motion to recommend the full incentives to the Commission. S. Bates seconded. A vote was taken, all were in favor.
2. DDRLF – Avalon Properties (1420-22 Newcastle) M. Hill reviewed the pre-application. M. Torras made a motion to send the application to DCA for review. S. Bates seconded. A vote was taken, all were in favor.
3. Enterprise Zone – Food Truck Park (1617 Norwich) M. Hill reviewed the application. M. Torras made a motion to recommend the full incentives to the Commission. M. Kaufman seconded. A vote was taken, all were in favor.
4. DDRLF – Food Truck Park (1617 Norwich) M. Hill reviewed the pre-application. M. Torras made a motion to send the application to DCA for review. S. Bates seconded. A vote was taken, all were in favor.

**VII. Chairman’s Items:** W. Herndon said that the logo has been painted on all 4 entrances to the Mansfield lot. M. Torras said that he has been discussing the hedge at the Academy Creek plant. The EDA encouraged a neighboring business to apply for a Share the Future grant to assist with the project.

**VIII. Economic Vitality:** M. Hill reviewed the draft of the Sidewalk use guidelines. After comments are received from the city Attorney, it will be brought back to the board.

**IX. Board Member’s Items:**

- A. **S. Bates – Bar / Restaurant Association:** S. Bates said that the association is working on a system to reduce non-recyclable items. They are looking at a recyclable aluminum cup program similar to Savannah.
- B. **M. Torras – 2508 Newcastle:** M. Torras presented information on the unfit building ordinance and how it can be applied to 2508 Newcastle. J. Hunter said that a letter from the board would be helpful to start the process. There being no quorum, it will be reviewed at the July meeting.

**X. Organizational Report:**

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

**XI. Adjourn:** M. Torras made a motion to adjourn the meeting, W. Herndon adjourned the meeting.

Respectfully Submitted:  
Mathew Hill, Executive Director