



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

**Thursday, November 14, 2024  
9:00am – Warwick Conference Room**

**Board Members & Staff Present:** Whitney Herndon, Michael Kaufman, Julie Martin, Michael Torras, Susan Bates, Mathew Hill, Gracie Jordan, Travis Stegall & Shemeka Sorrells (via Zoom),

**Absent:** Chelsea Hill.

**Advisory Board Present:** Craig Watkins

**Guests / City Staff:** Christine Schafer, John Hunter – PDC & Taylor Cooper – Brunswick News.

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

W. Herndon called the meeting to order, J. Martin read the Mission & Vision Statements, a quorum was present. Introductions were made.

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

Those present reviewed the agenda with BID and URA Update added. M. Kaufman made a motion to accept the agenda. J. Martin seconded. A vote was taken, all were in favor.

### **III. Citizen Comments:** None.

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

- A. Minutes of the October meeting:** Those present reviewed the minutes. J. Martin made a motion to approve the minutes as submitted. M. Kaufman seconded. A vote was taken, all were in favor.
- B. Treasurer's Report:** M. Kaufman presented the treasurer's report. M. Torras made a motion to approve the report. J. Martin seconded. A vote was taken, all were in favor.
- C. Incentives:**
  - 1. 1501 Newcastle St (Façade Grant):** Those present reviewed the application. M. Kaufman recommended deeper awnings. M. Kaufman made a motion to approve the grant for façade and signage in the amount of \$3,875.00 with the knowledge that the applicant can revise his application if he wishes to change the awnings. T. Stegall seconded, a vote was taken all were in favor.

2. **1303 Grant St (Façade Grant):** W. Herndon recused herself as supplier. Those present reviewed the application. M. Kaufman made a motion to approve the application. There was discussion, W. Herndon answered questions. S. Bates seconded. J. Martin called for a vote, all were in favor. W. Herndon returned.
3. **1638 Norwich St (Jump Start Grant):** Those present reviewed the application. M. Torras made a motion to approve the grant in the amount of \$2,000.00. J. Martin seconded. A vote was taken, all were in favor.

J. Martin left the meeting.

**V. City Manager's Items:** The City Manager was at a conference.

**VI. Chairman's Items:** W. Herndon mentioned that School District rezoning has been tabled. She reminded those present of their training and attendance obligations. She complimented M. Hill on his 20 years at the DDA. J. Hunter gave an update on the Becklin Tower shell. S. Bates asked that a new marquee for the Ritz Theatre be added to the work list. S. Bates will head the item.

**VII. Economic Vitality:** M. Hill said that building sales are up over previous months.

**VIII. Promotion:** The social media report was reviewed, along with upcoming events.

**IX. Board Member's Items:**

- A. **S. Bates – Porchfest Recap:** S. Bates said Porchfest was a success. There will be rules about golf carts next year. The attendance numbers were discussed, M. Hill will try a different area and run the numbers again.
- B. **M. Torras – URA:** M. Torras reiterated the need for the URA to give an update to the DDA board. M. Hill will contact the URA Chairman and request that he attend the next DDA board meeting.
- C. **M. Kaufman – BID:** M. Kaufman had completed the DDA 101 training. He said the DDA should seriously consider activating a BID in the next year. M. Hill will re-send the BID study to the board.

**X. Advisory Board Member's Items:** None.

**XI. Organizational Report:**

- A. **Main Street Report:** M. Hill reviewed the Main Street summary report.
- B. **Training:** M. Hill said that the DDA 101 registration had timed out. E. Hill at DCA will reset the timer.

**XII. Adjourn:** M. Torras made a motion to adjourn the meeting, S. Bates seconded. A vote was taken, W. Herndon adjourned the meeting.

Respectfully Submitted:  
Mathew Hill, Executive Director