



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

**Thursday, April 17, 2025**

**9:00am – Warwick Conference Room**

**Board Members & Staff Present:** Julie Martin, Michael Kaufman, Michael Torras, Susan Bates, Shemeka Sorrells, Travis Stegall, Mathew Hill, Lina Bareno & Brittany Rozier.

**Absent:** Whitney Herndon.

**Advisory Board Present:** Craig Watkins

**Guests / City Staff:** Lance Sabbe – City Commission, Taylor Ritz – Land Bank, William Bilancio – IT, Sherri Pruitt – GIDA, Taylor Cooper – Brunswick News.

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

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

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

Those present reviewed the agenda. M. Kaufman asked remove Finance reports from the Consent Agenda. M. Kaufman made a motion to approve the revised the agenda, T. Stegall seconded. A vote was taken, all were in favor

**III. Citizen Comments:** C. Watkins reiterated a comment from the merchant meeting about the homeless issue in Jekyll & Machen Squares.

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

**A. Consent:** The minutes of the March meeting were the consent item. M. Kaufman made a motion to approve the minutes as submitted. M. Torras 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. T. Stegall seconded. A vote was taken, all were in favor.

#### **C. Incentives:**

1. **1614 Newcastle St – Social! Bwk (Facade Grant):** S. Sorrells & M. Kaufman recused themselves. Those remaining reviewed the application. M. Torras made

a motion to approve the grant in the amount of \$469.96. T. Stegall seconded, a vote was taken all were in favor.

2. **Social! Bwk (Jump Start Grant):** Those remaining reviewed the grant application. T. Stegall made a motion to approve the grant in the amount of \$2,000. M. Torras seconded. A vote was taken, all were in favor. S. Sorrells & M. Kaufman returned to the meeting.
3. **205 Gloucester St – Driftwood Wine & Cocktails (Facade Grant):** Those present reviewed the application. M. Kaufman made a motion to approve the grant in the amount of \$203.73, M. Torras seconded. A vote was taken, all were in favor.
4. **Grant Reviews:** M. Kaufman suggested that grants be reviewed quarterly rather than monthly. After discussion, the board asked staff to make revisions to the grant policies for review/voting at the next meeting.

**V. City Manager's Items:** R. McDuffie was not present, L. Sabbe gave an update on the City MOU for Reynolds St. Cottages. Site work will start in May and construction in June. Phase I should be complete by End of year.

**VI. Chairman's Items:** None.

**VII. Economic Vitality:** M. Hill reviewed the March economic statistics. L. Bareno gave an update on the Main Street Alliance Program.

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

**IX. Organizational Report:**

**X. Main Street Report:** M. Hill reviewed the Main Street summary report. Hill reviewed the BFD policy on food truck inspections and occupancy limits. A communication policy about road closures was reviewed. Staff commented on the Main Street Now conference. M. Torras said that he had a design for "I heart Bwk" signage similar to that at the conference.

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

- A. J. Martin – BATS:** J. Martin said the BATS committee has released a study for public comment. She will distribute to the board, they are asked to complete the survey.
- B. M. Torras:** M. Torras asked about the roundabout. Sabbe gave an update on the Bay St. Roundabout and Hawk signal. Torras said that marina reviews included positive comments about downtown Brunswick.

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

Respectfully Submitted:  
Mathew Hill, Executive Director