



Brunswick Downtown Development Authority Called Meeting Minutes

**Thursday, September 18, 2025
9:00am – Warwick Conference Room**

Board Members& Staff Present: Whitney Herndon, Julie Martin, Michael Kaufman, Travis Stegall, Lina Bareno, Brittany Rozier & Mathew Hill.

Absent: Susan Bates, Shemeka Sorrells & Michael Torras.

Advisory Board Present: Craig Watkins, William Bilancio.

Guests / City Staff: City Manager McDuffie, Commissioner F. Harris, Chelsea Hill – Housing, Sherri Pruitt, Paul Christian – Roberts Civil & Angela Busby.

I. Call to Order:

W. Herndon called the meeting to order. T. Stegall read the Mission & Vision statements. Those present introduced themselves.

II. Momentum Minute:

M. Kaufman related how a Norwich Street resident had complimented downtown and it's growth over the last 10 years.

III. Approval of Agenda:

Those present reviewed the agenda. T. Stegall made a motion to approve the agenda, J. Martin seconded. A vote was taken, all were in favor

IV. Citizen Items:

J. Martin said that she was pleased with the condition of Norwich Street before the cleanup took place. W. Bilancio said that homeless people are taking over Jekyll Square after 8pm. Commissioner Harris said the Commission is holding a work session on September 22. Bilancio also asked if utilities could be held to clearing unused lines. A. Busby said she is happy with her New Town neighborhood, but homeless are gathering at the Becklin Tower property.

V. Items of Business:

A. Consent: M. Kaufman made a motion to approve the items on the consent agenda with the exception of the Treasurer's report and the Façade grant for 1305 Gloucester. The remaining items were:

1. Minutes
 2. Monthly Activity Report
 3. Incentives
 - a. Cactus – 1305 Gloucester St. (Jump Start Grant)
 - b. GI Belly Dance – 1510 Bay St. (Re-start Grant)
 - c. The Salon Suites – 2526 Norwich St. (Façade Grant)
 - d. Driftwood Wine & Cocktails – 205 Gloucester St. (Façade Grant).
- T. Stegall seconded, a vote was taken all were in favor.
- B. Treasurer's Report:** M. Kaufman reviewed the treasurer's report. J. Martin made a motion to approve the report as submitted, T. Stegall seconded. A vote was taken, all were in favor.
- C. Façade Grant: Cactus 1305 Gloucester St.:** M. Hill reviewed the application, stating that they had originally applied for signage, but were able to have the painting contractor do the signs. M. Kaufman made a motion to approve the grant for paint and signage, J. Martin seconded. A vote was taken, all were in favor.

VI. City Manager's Items:

R. McDuffie gave an update on the City Transit program that started operation this week. It will be free until November 16, then it will be \$3.00 one way. An engineering firm has been hired for the Norwich paving project, Albany street drainage is nearly complete. City officials met with GDOT, both the HAWK signal and Bay Street roundabout are moving along. C. Hill said that Brunswick was named a "Plan First Community". The designation will give 3 bonus points for LIHTC and other DCA programs. F. Harris asked about the Brownfields program. R. McDuffie said that 120 properties received notification that they were in violation of the Blight ordinance.

VII. Chairman's Items:

W. Herndon said there will be a board work session on October 10.

VIII. Economic Vitality:

L. Bareno gave an update on the Main Street Alliance program. There are now 10 Business Champion members and 2 Corporate members. She also

IX. Promotion:

- A. Norwich International Festival:** L. Bareno gave a summary of the Norwich International Festival. There are 75 of vendors participating and the weather looks to be good for the event.
- B. Trunk or Treat:** M. Hill said that there had been concern that Trunk or Treat would not take place. He said he and B. Rozier had worked with the City Manager to plan a reduced Trunk or treat at Mansfield and Newcastle.
- C. DDA Tent:** L. Bareno distributed the design for the DDA information tent.

X. Organization:

- A. GDA Conference:** Staff gave a recap of training they attended at the conference and said there were many takeaways that can be implemented in Brunswick.
- B. Downtown Construction Toolkit:** L. Bareno gave an update on the Contractor toolkit that is being developed. There was a meeting to review the draft document and the contractors present were positive about it.
- C. Homeless & Health Workshop:** L. Bareno gave a summary of the workshop that was held earlier this month. There is demand for an additional workshop with a refined structure.

XI. Board Member's Items:

S. Bates was not present, but asked that two items be discussed: With the increase in attendance, dog/person conflict may increase. She also asked that the number of food trucks at First Friday be looked at.

XII. Advisory Board Items: W. Bilancio suggested that any meetings or workshops aimed at businesses be held before 10am or after 5pm. C. Watkins said that work on 1400-02 Newcastle should begin soon. S. Pruitt suggested a QR Code for homeless resources be added to brochures.

XIII. Executive Session:

M. Kaufman made a motion to go to executive session for Real Estate. J. Martin seconded. A vote was taken, all were in favor. W. Herndon adjourned the regular meeting and thanked those who attended. After Executive session, J. Martin made a motion to approve the IGA between the City and the DDA for the lease of real estate and authorize the Chairman to sign. T. Stegall seconded. A vote was taken, all were in favor.

XIV. Adjourn: J. Martin made a motion to adjourn the meeting. T. Stegall seconded. W. Herndon adjourned the meeting.

Respectfully Submitted:
Mathew Hill, Executive Director