City of Brooklet
104 CHURCH ST. BROOKLET, GA 30415 PHONE (912)842-2137

Debra Alexander, Nathan Nall, Matt Rogers, Philip Mimbs, Willow Farmer, Melissa Petitt

March 10, 2026

Planning & Zoning Meeting

7:00 PM

AGENDA

A. Call to order and welcome - Chairwoman Debra Alexander

B. Pledge of Allegiance

C. Motion to approve Agenda

The Planning and Zoning Commission is a recommending body to the City Council. Decisions made tonight will be forwarded by this commission to the Brooklet City Council for final action.

Before we get started with public input, I'll explain how we handle the meeting to help things run smoothly. The timer will start as you begin to speak. To ensure each side for or opposing has an opportunity to speak, here's how we will handle that:

10 minutes - The applicant or one representative of the applicant is allowed up to 10 minutes to present to speak.
3 minutes - Anyone else in favor of the request is provided up to 3 minutes total and not 3 minutes each.
Opposing: Public input is then received from a group representative and individuals in opposition to the request.
3 minutes – Anyone else in opposition is allowed up to 3 minutes
If requested, the Applicant or representative is provided for up to 2 minutes for response/clarification.
Public input session will then Close for discussion among P&Z Commissioners.

D. Public Participation-Persons Wishing to Address the Commission, has anyone signed up to speak?

Citizens are encouraged to participate in the City of Brooklet Planning & Zoning meetings. The City of Brooklet encourages civility in public disclosure and requests that speakers direct their comments to the Chair. Those attendees wishing to share a document and or comments in writing for inclusion into the public record must email the item to melissa.petitt@brookletga.us no later than 24 hours before the scheduled meeting.

E. Motion to approve minutes

January 13, 2026- Planning Commission Meeting

F. Coastal Regional Commission (CRC)

Representative Aaron Carpenter will be going over the Brooklet Zoning Ordinance updates with the Planning Commission. The Public is encouraged to ask questions.

- Public Discussion (Persons signed up to speak)
- Discussion from Planning & Zoning Commission

H. Motion to Adjourn

City of Brooklet
104 CHURCH ST. BROOKLET, GA 30415 PHONE (912)842-2137

January 13, 2026

Planning & Zoning Meeting

7:00 PM

AGENDA

All Commission members present

A. Call to order and welcome - Chairwoman Debra Alexander

B. Pledge of Allegiance

C. Approval of Agenda

Motion-Philip Mimbs

Second-Nathan Nall

All Ayes- Motion Approved

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Signed up to speak- Logan Cowan (1805 Rhett Court) Seth Cannon's neighbor-supported Seth Cannon's complaint regarding Bulloch Gin.

E. Zoning Item(s)

1. **Seth Cannon, resident complaint regarding Bulloch Gin Property:**
   This Bulloch Gin property is located at 18624 Hwy 80 East Brooklet, GA 30415 and backs up to Brooklet Plantation Subdivision and The Orchard Subdivision. Map/Parcel is 136 000006 000, Zoning is A-1 (Agricultural) and is approximately 64.0 acres. Mr. Cannon is here to speak on behalf of himself, and Andy Hart is here to speak as a representative on behalf of Bulloch Gin.

   Seth Cannon-present
   Andy Hart-present

   Debra- This is not something the Planning Commission can give a recommendation as all ordinances are in compliance other than recommending that the two parties try and come to some sort of an agreement together. Both Seth Cannon and Andy Hart acknowledge that they both have come to some sort of an agreement together that they both find to be fair which will consist of some sort of vegetative buffer that will go either in front or behind the fence located at Mr. Cannons property. The barbed wire will be taken off the top of the fence along the side of Brooklet Plantation subdivision that runs down by Mr. Cannons property. Melissa asked Mr. Hart when does their cotton season begin and end and what are the hours of operation during their season. Mr. Hart replied- Season begins around October 1st and runs through January 15th depending on the season it may run longer. In October they run one shift, November-December especially will run shifts 24/7 and in January depending on the season. Debra asked when the changes agreed upon would take place. Mr. Hart said it would be within a month or two. Mr. Cannon indicated he was agreeable to this timeline.

- Public Discussion (Persons signed up to speak)
- Discussion from Planning & Zoning Commission

2. **Aaron Carpenter with the Coastal Regional Commission (CRC)- giving a presentation to the Commission on updating Zoning Ordinances.**

   Aaron Carpenter was present to speak on the Comprehensive Plan and moving forward to start the zoning ordinance updates which are projected to start January 2026.

H. Motion to Adjourn- Motion-Nathan Nall, Second- Matthew Rogers, all Ayes

MEMO

TO: Brooklet Planning Commission

FROM: Coastal Regional Commission

DATE: March 2, 2026

SUBJECT: Zoning Ordinance Audit

The Coastal Regional Commission (CRC) has completed a review of the City of Brooklet's existing zoning ordinance in light of the recently adopted 2025 Comprehensive Plan and the City's goal of tightening development standards while maintaining a practical, easy-to-administer ordinance for a small community.

Our review indicates that before substantive revisions begin (district standards, use permissions, buffers, parking, etc.), two foundational issues must be addressed:

1. Structural Organization of the Ordinance
2. Governance and Decision-Making Authority

As these issues shape how the entire ordinance functions, clarifying them first will make all future revisions more coherent and defensible. We hope to focus discussion on these topics at the workshop on March 10, 2026.

Structural Organization

The existing ordinance mixes multiple regulatory functions across numerous articles. General provisions and dimensional standards appear alongside legislative and quasi-judicial procedures, while variances, special exceptions, and administrative processes are structured in overlapping ways. Notice and sign requirements are also duplicated in several locations. As a result:

- Dimensional standards are not always located where one expects to find them.
- Legislative and quasi-judicial procedures are interwoven.
- Several articles overlap in function.
- The ordinance can be difficult to navigate for staff, elected officials, applicants, and the public.

While the ordinance functions, its organization does not reflect a clean, modern Euclidean structure. A clearer structure would separate policy from procedure and distinguish between legislative and quasi-judicial matters. A typical reorganization might include:

- Purpose & Definitions

- Zoning Districts
- District Dimensional Standards
- Use Regulations (Permitted & Special Exception)
- Supplemental Use Standards
- Development Standards (parking, buffers, signage, etc.)
- Nonconformities
- Administration & Enforcement
- Appeals & Variances
- Amendments (Rezoning & Text Amendments)

This framework places related standards together, improves usability, supports Comprehensive Plan implementation, and simplifies future amendments.

Workshop Question: Does the Planning Commission support moving toward a cleaner Euclidean structure before revising specific development standards?

Governance & Decision-Making Framework

The more significant issue identified in the audit relates to governance structure.

Under the current ordinance, rezonings proceed from a Planning Commission recommendation to a final decision by City Council. Variances and special exceptions follow the same pattern, with the Planning Commission making a recommendation and City Council conducting an additional hearing and issuing the final decision. Administrative appeals similarly move from the Planning Commission to City Council.

This structure is not uncommon in small communities, particularly where there is not a separate Board of Zoning Appeals and where City Council prefers to retain final oversight of land use matters. However, it results in multiple public hearings for quasi-judicial decisions, creates overlapping authority between the Planning Commission and City Council, and blurs the distinction between legislative and quasi-judicial roles. While workable, this layered approach adds procedural complexity and may increase legal exposure if the differing standards for legislative and quasi-judicial decisions are not clearly defined and consistently applied.

A key distinction in zoning administration is the difference between legislative and quasi-judicial decisions. Legislative decisions include rezonings, text amendments, and broader policy changes. These actions establish or modify community-wide policy and are properly within the authority of City Council as the governing body.

Quasi-judicial decisions, by contrast, apply existing standards to a specific property or applicant. Variances, special exceptions, and administrative appeals fall into this category. These matters are case-specific and typically require a designated body to evaluate evidence, apply established criteria, and make findings based on the record.

Under the current ordinance, both the Planning Commission and City Council are involved in quasi-judicial matters, resulting in dual hearings and overlapping authority. While this structure can function in a small community, it blends legislative and quasi-judicial roles in a way that may add procedural complexity and reduce clarity in decision-making.

Workshop Questions:

- Should the Planning Commission formally serve as the Board of Zoning Appeals?
- Should City Council retain authority over variances and special exceptions?
- Should quasi-judicial matters involve a single designated decision-making body?

Approach to Tracking Changes

Because the ordinance will likely be reorganized, tracking revisions will require more than simple redlining. We propose:

- A two-phase drafting approach:
  - Phase 1 – Structural reorganization only
    - Provide a section crosswalk identifying where existing provisions are relocated and whether they are moved, revised, or removed.
  - Phase 2 – Substantive policy revisions
    - Redline, tracked changes, etc.
- Clearly labeled draft versions for workshop review.

This approach ensures transparency and preserves a clear legislative record.

Conclusion

Once these foundational decisions are made at the March 10 workshop, staff will begin reorganizing the ordinance into the agreed-upon structure while simultaneously preparing it for substantive revisions and updates. Establishing clarity on structure and governance at this stage will allow future workshops to focus more efficiently on district standards, use permissions, and development requirements.

We look forward to the upcoming workshop and to working collaboratively with the Planning Commission throughout this process. Should any Commissioner wish to discuss questions or ideas in advance, please feel free to contact our staff at **planning@crc.ga.gov**.