



# CITY OF PORT WENTWORTH

CITY COUNCIL  
APRIL 17, 2025

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**Council Meeting Room**

**Regular Session**

**7:00 PM**

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**7224 GA HIGHWAY 21  
PORT WENTWORTH, GA 31407**

- 1. CALL MEETING TO ORDER**
- 2. PRAYER AND PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL - CLERK OF COUNCIL**
- 4. APPROVAL OF AGENDA**
- 5. RECOGNITION OF SPECIAL GUESTS**
- 6. PUBLIC COMMENTS - REGISTERED SPEAKERS**
- 7. ELECTIONS & APPOINTMENTS**
- 8. ADOPTION OF MINUTES**
  - A. Regular Council Meeting Minutes - March 20, 2025**
- 9. COMMUNICATIONS & PETITIONS**
  - A. Autism Awareness Month Proclamation
  
  - B. Child Abuse Prevention Month Proclamation
  
  - C. Fair Housing Month Proclamation
  
  - D. Georgia Cities Week Proclamation
- 10. COMMITTEE REPORTS**
- 11. CONSENT AGENDA**
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
  - A. Approval of the draft Comprehensive Plan and submission to DCA.

B. Cooper Carry Master Planning Proposal for Port Wentworth

**14. RESOLUTIONS/ORDINANCES/PROCLAMATIONS**

A. Amend the City of Port Wentworth Sign Ordinance

**15. EXECUTIVE SESSION**

**A. Litigation**

**B. Personnel**

**C. Real Estate**

**16. ADJOURNMENT**



**City Council**  
7224 GA Highway 21  
Port Wentworth, GA 31407

Meeting: 04/17/25  
Department: Development Services  
Category: Ordinance  
Prepared By: Katie Dunnigan  
Department Head: Katie Dunnigan

**SCHEDULED**

**AGENDA ITEM (ID )**

DOC ID:

**Approval of the draft Comprehensive Plan and submission to DCA.**

**Issue/Item:** Approval of the draft Comprehensive Plan and submission to DCA.

**Background:**

**Facts and Finding:**

**Funding:** N/A

**Recommendation:** Approve the draft Comprehensive Plan and it's submission to the Georgia Department of Community Affairs.



**City Council**  
7224 GA Highway 21  
Port Wentworth, GA 31407

Meeting: 04/17/25  
Department: Administration  
Category: Agreement  
Prepared By: Zahnay Smoak  
Department Head:

**SCHEDULED**

**AGENDA ITEM (ID )**

DOC ID:

**Cooper Carry Master Planning Proposal for Port Wentworth**

**Issue/Item:** Cooper Carry Master Planning Proposal for Port Wentworth

**Background:** The City of Port Wentworth is developing a 150-acre sports and entertainment park, which has begun to cast a halo effect on the surrounding properties adjacent to the City. As we continue to field proposals and development initiatives, establishing a clear vision, identity, and design guidelines, as well as master planning the undeveloped areas park adjacent, is critical. This is not just for the proposed Anchor Park Entertainment District but also for Highway 21 and our downtown area, which is on the cusp of redevelopment. Creating design guidelines that define and preserve Port Wentworth's current undeveloped land for the future as we experience growth, focusing on intentional development, community identity, and high-quality design.

**Facts and Finding:**

Cooper Carry's proposal for the City of Port Wentworth outlines a sophisticated, phased approach to establishing a comprehensive set of design guidelines that elevate community character, drive intentional development, and unify past planning efforts into a forward-looking urban framework.

The project spans three structured phases: (1) Due Diligence and Stakeholder Alignment, including site analysis, a best practices review, and a leadership workshop to anchor the city's architectural identity; (2) Strategic Land Use Planning, synthesizing previous studies into a cohesive master plan with massing models, land use matrices, and high-impact visualizations; and (3) Design Guidelines Development, resulting in a "Book of Patterns" that codifies architectural standards, streetscapes, parks, and public realm elements in alignment with Port Wentworth's growth vision.

This effort is highly implementation-driven, balancing visionary thinking with actionable deliverables. Key outputs include:

- A Vision Booklet with precedent studies, community preferences, and stakeholder insights
- A Refined Master Plan, 3D massing models, and public realm renderings
- A Final Design Guidelines Book articulating architectural and landscape standards

Designed for both flexibility and precision, the plan provides Port Wentworth with a market-ready development playbook that is aesthetically grounded, strategically framed, and operationally sound. This will allow for thoughtful, high-end development on a near-future timeline, rather than no action.

**Funding:** \$72,000

**Recommendation:**



# PORT WENTWORTH DESIGN GUIDELINES SAVANNAH, GA 20250015.01

Port Wentworth  
620 Stiles Ave  
Savannah, GA, 31415

## PROJECT DESCRIPTION

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Cooper Carry is pleased to present this proposal to support the City of Port Wentworth in developing strategic design guidelines that will shape the city’s look and feel for years to come. Building on the planning efforts already in place, our approach focuses on translating past work into a cohesive framework that ensures future growth enhances Port Wentworth’s unique character and long-term vision.

Rather than starting from scratch, this process will synthesize existing plans, clarify priorities, and establish clear, implementable design standards. These guidelines will provide the City with practical tools to guide development, strengthen community identity, and create a more cohesive and vibrant built environment.

Through a collaborative and thoughtful process, we will help define what makes Port Wentworth distinct, ensuring that new development, public spaces, and key districts evolve in a way that is intentional, high-quality, and reflective of the City’s vision.

## PROJECT TEAM

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We propose to use the following Project Team of Consultants:

Master Planner: Cooper Carry

## SCOPE OF BASIC SERVICES

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Cooper Carry will provide Design Guidelines for the Project site described above to include assessment of site characteristics and potential, Client goals and priorities, current planning and zoning circumstances in the Port Wentworth area, and planning and design proposals appropriate to the area and the interests of the Client. Deliverables are listed in the “Phases-Basic Services” section of this Proposal. Master Planning Services will proceed based upon Client’s direction from our meeting in Atlanta, GA on January 30, 2025. Client will provide base drawings for Cooper Carry’s use.

### Phases – Basic Services

Cooper Carry's Basic Services will be provided in the following Phases:

## **Due Diligence, Site Visit, and Workshop Phase 1**

The first phase of our approach focuses on understanding the existing planning framework, identifying key redevelopment opportunities, and documenting the defining characteristics of Port Wentworth's built environment. This will ensure that future design guidelines are rooted in local context and aligned with the City's broader vision.

### Task 1: Review of Existing Plans & Studies

To build upon the extensive planning work already completed, we will conduct a thorough review of existing documents to identify key themes, priorities, and gaps. This includes:

- Analysis of the three primary zones and their unique planning considerations
- Review of the existing Streetscape Plan and its impact on urban form
- Assessment of Downtown parks and open space initiatives
- Alignment with the Comprehensive Plan vision and goals
- Evaluation of the City's Retail Strategy to support commercial vibrancy
- Understanding the role of Historic Overlays/Designations in shaping development

### Task 2: Identification of City-Owned Properties & Redevelopment Opportunities

Strategic public properties and underutilized sites present key opportunities for redevelopment that align with the City's goals. We will work with City staff to map and analyze:

- Main Street/Coastal Highway Corridor – Opportunities for placemaking, infill development, and public realm enhancements
- Neighborhood Village (Barnsley & Cantryre Streets) – Potential for mixed-use and neighborhood-serving development
- Additional Areas (TBD, including Area 21) – Assessing potential growth areas that could benefit from strategic reinvestment

### Task 3: Best Practices Analysis:

To ensure that Port Wentworth's design guidelines are both aspirational and practical, we will conduct a Best Practices Analysis, examining relevant case studies and precedent communities that have successfully implemented design standards to shape their built environment.

1. Identify Up to four (4) Peer Communities & Case Studies
  - Research cities or towns with similar scale, growth patterns, and development challenges.
  - Focus on communities that have implemented successful design guidelines, historic preservation efforts, and cohesive urban frameworks.
  - Prioritize case studies that align with Port Wentworth's goals for downtown, commercial corridors, and residential neighborhoods.
2. Evaluate Key Design Strategies
  - Assess how other communities have addressed architectural character, streetscape improvements, and mixed-use development.
  - Study approaches to historic preservation, infill development, and public space activation.
  - Examine regulatory tools such as form-based codes, overlay districts, and incentive programs that have been effective.
3. Synthesize Findings & Recommendations
  - Summarize key takeaways from successful case studies.
  - Identify strategies that can be tailored to Port Wentworth's specific needs.

- Provide a visual summary of best practices, including precedent images, diagrams, and key implementation lessons.

#### Task 4: Site Visit & Photo Documentation

To ensure that future design guidelines reflect the authentic character of Port Wentworth, our team will conduct an in-depth site visit. This visit will include:

- Photo-documentation of the historic core and key areas of the city, creating an image library for analysis
- Visual study of architectural patterns, materials, scale, and streetscape elements to inform design recommendations
- Identification of key view corridors, architectural focal points, and urban patterns that should be preserved or enhanced

#### Task 5: Stakeholder Workshop

We propose a half-day, interactive workshop with City leadership and key stakeholders to establish a shared vision for Port Wentworth's architectural aesthetic and design intent. This session will help refine priorities and develop a clear direction for the design guidelines.

Proposed Workshop Agenda:

During this working session, the Cooper Carry Design Team will guide discussions on the following:

1. Project Goals & Guiding Principles – Reviewing key objectives and aligning expectations
2. Site Context & Urban Form – Analyzing connectivity, block structure, and spatial relationships
3. Massing & Program Considerations – Discussing potential development scales and uses
4. Architectural Focal Points & Key View Sheds – Identifying important visual anchors in the city
5. Presentation of Port Wentworth's Existing Architectural Character – Reviewing key design influences and patterns unique to the city
6. Best Practices Analysis – Examining relevant case studies from peer communities
7. Image Preference Exercise – Engaging participants in selecting styles and elements that align with Port Wentworth's vision
8. Direction for the Architectural Pattern Book – Defining key themes for the next phase of work

#### Task 6: Vision Booklet & Documentation

Following the workshop, our team will compile the findings and discussions into a Vision Booklet, which will serve as a foundation for the next phase of work. This document will include:

- Workshop notes, discussions, and key takeaways
- Drawings, sketches, and scenarios developed during the session
- Documentation of Port Wentworth's Existing Architectural Character
- Analysis of Best Practices and precedent studies

This phase ensures that the design guidelines are grounded in both local context and stakeholder priorities, creating a strong foundation for the development of the Architectural Pattern Book in the next phase.

A strong understanding of Port Wentworth's existing character will inform the development of meaningful design guidelines. Our team will:

- Conduct a site visit to photo-document the historic core and surrounding districts
- Develop an image library of significant buildings, streetscapes, and public spaces
- Analyze key architectural patterns, materials, scale, and details that define Port Wentworth's identity

This foundational phase will establish a clear baseline of existing conditions and opportunities, setting the stage for the next phase of the design guidelines development.

Duration of this phase is three (3) weeks. During this phase one (1) one-day site visit/ workshop to Port Wentworth, two (2) virtual meetings.

Deliverables include:

- Due Diligence Summary
- Photo documentation library
- vision booklet.

## **Strategic Land Use Plan & Public Realm Visualization Phase 2**

This phase will synthesize all planning efforts completed to date, identifying gaps and ensuring a cohesive, strategic land use framework that directly informs the forthcoming Design Guidelines. Rather than redefining circulation, this effort will compile, refine, and build upon existing work to establish a clear, actionable foundation for future growth and development.

### Task 6: Strategic Land Use Plan

A refined Illustrative Master Plan that consolidates key elements from previous studies, focusing on:

- Land use designations aligned with community vision and development goals
- Key redevelopment opportunities and priority sites for investment
- Public realm and open space strategy to support placemaking and connectivity

This plan will serve as the primary framework for guiding development and design standards.

### Task 7: Land Use Matrix

An Excel-based summary detailing:

- Land use allocations (residential, retail, mixed-use, etc.)
- Development intensity and character by district
- Phasing considerations to align with market conditions and City priorities

### Task 8: Three-Dimensional Massing Model

A SketchUp-based massing model illustrating:

- The scale and form of development within key focus areas
- Height transitions and relationships between districts
- A visual reference to guide design guideline development

### Task 9: Public Realm Character Renderings (1-2 Views per Study Area)

High-level computer renderings focused on:

- The experience of public spaces (parks, plazas, key streetscapes)
- The interface between buildings and the public realm
- Key urban design elements that define the city's character

Duration of this phase is three (3) weeks and anticipated to have two (2) virtual meetings to review progress, refine concepts, and ensure alignment with City goals.

Deliverables:

- Illustrative Master Plan (refined and consolidated)
- Land Use Matrix (Excel format)
- SketchUp Massing Model
- 1-2 Computer-Rendered Public Realm Images per Study Area
- Summary Presentation compiling findings and recommendations

This phase will bridge the gap between previous planning efforts and the upcoming Design Guidelines, ensuring a cohesive, strategic foundation for guiding Port Wentworth's future growth.

### **Design Guidelines Phase 3**

Cooper Carry will develop a Design Guidelines to establish specific development patterns and guidelines for the master plan. The Book of Patterns will communicate to potential developers, investors and residents the vision for the community, and address the specific design components.

- Overall Character: The “look and feel” of the proposed development is established, and translated into specific entities, such as architecture, landscape architecture, signage and the development marketing campaign.
- Land Use Pattern: Written for each development type and/or pattern within the master plan. These guidelines illustrate the preferred approach related to items such as street hierarchy, neighborhood delineation and character, interface between neighborhoods, building interaction with open space/civic buildings, and block-by-block specific land use.
- Architectural Patterns: The Book of Patterns will establish the general architectural character of the master plan study area, relative to each neighborhood. It will outline specific architectural guidelines, such as building materials, colors, build-to lines, height recommendations, building scale and proportion, location of windows and doors, percentage quantity of glass and solid materials along streets and sidewalks, and design of porches and stoops.
- Park and Open Space: The Book of Patterns will establish the character and use of community parks and public spaces. Both active and passive spaces will be identified as well as specialized use areas such as amphitheaters, ball fields, general play fields, community gardens, naturalized areas, learning gardens, storm water management areas, trail and bike path networks, and water bodies with recreational uses. Specialized uses are integrated into the park and open space network, along with associated required parking.
- Landscape Patterns: Written to establish the general landscape character, relative to each neighborhood within the master planned project area. It will outline specific landscape guidelines for streetscapes, yard types, plant palettes, fencing designs, site lighting, hardscaping, wayfinding and signage, detailed screening strategies, interfaces with water retention areas, and pedestrian/bike trails and paths.
- Process: Following the final review meeting, a “Final Draft” copy will be provided to the Client for review and final comment. The Client is responsible for coordinating in-house comments in a

singular direction to Cooper Carry. Cooper Carry will incorporate the Client’s final comments and produces the finalized Book of Patterns.

- Meetings: We anticipate three (03) meetings with the Client during the duration of the Design guidelines effort: One (01) working session to establish schedule and overall character, and two (02) progress/review meetings.
- Deliverables: Cooper Carry provides the Client with a digital copy of the final book.

*Estimated duration of this Phase is three to four (3-4) weeks.*

## SPECIAL CONSULTANTS AND/OR SERVICES TO SUPPORT DESIGN EFFORT

Certain special consultants may be required to support the design effort but are not included in our Scope or Fee. Required services for these consultants have not been determined at this time. These special consultants include but may not be limited to:

- Civil Consultant
- Cost Consultant
- Parking Consultant
- Traffic/Transportation Planning Consultant

In the event such special consultants are required to support the design effort and are retained, at your direction, by Cooper Carry, the Basic Services for any special consultant will be billed to you at a multiple of 1.10 times the special consultant’s invoice to accommodate additional professional liability insurance, management, and administrative costs.

## COMPENSATION

### Basic Services

We propose to provide the identified Basic Services for the lump sum amount of Seventy-Two Thousand Dollars (\$72,000.00). Phases 1 and 2 will be invoiced at no more than Twenty-Five Thousand dollars (\$25,000.00) on or before July 1<sup>st</sup>, 2025. The remainder of Phase 2 and 3 will be billed as progress payments based upon the following percentages after July 1<sup>st</sup>, 2025:

Phase	Percent	Amount
1. DUE DILIGENCE, SITE VISIT, WORKSHOP	20%	\$14,000
2. LAND USE PLAN AND VISUALIZATION	18%	\$13,000
3. DESIGN GUIDELINES	62%	\$45,000
<b>Total Proposed Fee</b>	<b>100%</b>	<b>\$72,000</b>

Percentages shown are estimates and represent a general understanding of the fees necessary to complete the phases of work indicated. However, for the duration of this Project, fees will be billed in proportion to the orderly progress of the work.

### **Additional Services**

1. Services provided by Cooper Carry beyond those proposed herein are Additional Services and will be provided on an hourly basis in accordance with the Hourly Billing Rate Schedule attached as Attachment A or on a lump sum basis as mutually agreed by the Client and Cooper Carry. Additional Services shall include, but are not limited to, Services necessitated by a change in the initial Project information, previous instructions or approvals given by the Client, or a material change in the Project, including size, quality, complexity, the Client's schedule or budget, or procurement or delivery method, and changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care. Providing billing/invoices in special formats, processes, routines, reports, analyses, billing software or websites, organizations or other similar, requested invoice or documentation variations will be invoiced as Additional Services. If requested, we will provide estimates for these Services for your authorization prior to proceeding with the Additional Service effort.
2. Additional Services provided by any consultants will be billed to you at a multiple of 1.10 times consultant's invoice.
3. Additional Services will be billed monthly based upon Services rendered.

### **Reimbursable Expenses**

Reimbursable expenses are in addition to Compensation for Basic and Additional Services and include expenses incurred by Cooper Carry or our consultants in the interest of the Project. Reimbursable expenses include such items as transportation and authorized out-of-town travel and subsistence (including mileage at the current IRS allowable rate); long distance services, dedicated data and communication services, teleconferences, project websites and extranets; permitting and other fees required by authorities having jurisdiction over the Project; printing, reproductions, plots, and standard form documents; postage, handling and delivery; costs associated with overtime services including overtime HVAC and meals; renderings, physical models, mock-ups, professional photography, and presentation materials; preparing digital data for transmission; taxes levied on professional services and Reimbursable Expenses; and any other similar Project-related expenses. Reimbursable expenses will be invoiced at a multiple of 1.10 times actual cost.

### **SCHEDULE**

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It is our understanding that design for this Project will commence the Phase 1 of the project within 30 days, and the Services contemplated by the Phase 1 of this Proposal will be completed no later than Six months the actual start date. If the Project does not proceed within sixty (60) days from the date of this Proposal,

Cooper Carry may request an adjustment in Fees to accommodate any increases in our costs. Time beyond this anticipated Project Duration will be billed hourly as an Additional Service. This offer is with the understanding that design will continue without major interruption or delay of more than forty-five (45) days between each Phase.

## **QUALIFICATIONS AND CLARIFICATIONS OF SCOPE AND BASIC SERVICES**

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### *Qualifications/Clarifications:*

We will coordinate our Services with those services provided by you and your consultants and shall be entitled to rely on the accuracy and completeness of services and information you and your consultants furnished to us.

No consultants are included in the Basic Services. As the Project becomes more defined, we will be able to identify the necessary design consultants, if any, to further the design. If such Services become necessary, these fees will be in addition to the compensation for the Basic Services set forth in this Proposal.

Meetings or presentations to neighborhood representatives, city officials/administrators or civic groups are not included in the Basic Services. These Services can be provided as an Additional Service upon your request.

*Environmental issues, zoning variances, documentation for legal filings and related Services* are not included in this Proposal.

The Client will provide property survey information including topographical, utility and geotechnical information.

The costs of artist renderings, if any, have been estimated in this Proposal. Actual costs will be billed as a Reimbursable Expense.

Cooper Carry shall have no responsibility for the discovery, identification, presence, handling, removal, or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

If the Project is inactive for any reason that is not caused by Cooper Carry, restart of the Project will be subject to the availability of our resources. If the Project is inactive for any reason that is not caused by the Cooper Carry for a period of more than forty-five (45) days, Cooper Carry reserves the right to renegotiate the terms of the Agreement, including Fee and Schedule, or terminate the Agreement.

### **Zoning**

The Fee for Services concerning the interaction with the Zoning office and administrators is not included in this Proposal. In the past, Cooper Carry has provided these services on an hourly basis but will be happy to provide a separate proposal once the scope of services is further defined.

## GENERAL TERMS & CONDITIONS

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### Payment

Invoices will be sent monthly based upon Services completed and reimbursable expenses incurred. Invoicing will be per Cooper Carry's standard formats, processes, and routines. Payments are due and payable upon presentation of each invoice. Interest will be added (at the current prime rate plus 12%) to invoices not been paid within thirty (30) days of the invoice date. A dispute over any portion of an invoice shall not relieve the Client's responsibility to pay the undisputed portion of the invoice in accordance with the terms of this Proposal. Further, the Client shall not withhold amounts to impose a penalty or liquidated damages on Cooper Carry, or to offset sums requested by or paid to contractors for cost of changes in the Work or for any current or prospective claim, unless we have been found liable for the amounts in a binding dispute resolution proceeding.

If the Client fails to make payments due to Cooper Carry in accordance with the terms of this Proposal, upon seven (7) days prior written notice to the Client, Cooper Carry will be entitled to terminate or, at Cooper Carry's option, suspend performance of our Services and retain any Instruments of Service for which payment is outstanding. Unless payment in full is received by Cooper Carry within seven (7) days from the date of the notice, the termination, suspension and/or retention of said documents shall take effect without further notice. Cooper Carry shall have no liability to the Client for delay or damages caused the Client because of such termination, suspension, or retention of said documents and the Client waives any claims against Cooper Carry and shall defend and indemnify Cooper Carry from and against all claims for injury or loss stemming from Cooper Carry's cessation of Services or retention of said documents.

### Ownership and Use of Documents

Cooper Carry and our consultants shall be deemed the authors and owners of our respective Instruments of Service, including Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Cooper Carry grants to the Client a nonexclusive license to use the Instruments of Service solely and exclusively purposes of development and completion of the Project, including for the implementation of the master plan by the Client, provided that the Client substantially performs its obligations under this Proposal, including prompt payment of all sums when due. Any unauthorized use or modification of the Instruments of Service without Cooper Carry's involvement shall be at the Client's sole risk and without liability to Cooper Carry or our consultants. The Client agrees to indemnify and hold harmless Cooper Carry and our consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third party to the extent such costs and expenses arise from the Client's unauthorized use or modification of the Instruments of Service.

### Digital Data

Cooper Carry does not convey any right in the information, communications, drawings, or design created or stored for the Project in digital form ("Digital Data") or in the software or databases used to generate the data. Upon request by and at the expense of the Client, Cooper Carry shall provide a copy of the Digital Data pertaining to this Project to the Client or the Client's Contractor or consultants, in a format and version as determined by Cooper Carry, provided the use of such data is specifically limited to the Project.

Digital Data furnished by Cooper Carry is for the convenience of the Client and for informational purposes only and is not intended to be used for construction and are not Contract Documents. The Digital Data is being transferred “AS-IS” and may be subject to undetectable alteration due to, among other causes, transmission, conversion, media degradation, software error or human error. Any use of the Digital Data will be at the sole risk of the user and without liability, risk, or legal exposure to Cooper Carry or our consultants. The Client agrees to release and, to the fullest extent permitted by law, defend and indemnify Cooper Carry, our consultants, and their partners, shareholders, agents, and employees from and against any and all claims, demands, losses, expenses, damages, penalties, and liabilities of any kind, including, without limitation, attorneys’ fees, and disbursements, arising out of or relating in any way to the user’s subsequent use of or modification to the Digital Data.

### **Waiver of Consequential Damages**

Cooper Carry and the Client waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Proposal or Project.

### **Waiver**

Waiver by either party of a breach of any provisions of this Proposal shall not operate as or be construed as a waiver of any subsequent breach thereof.

### **Governing Law**

The terms of this Proposal shall be governed by the laws of the place where the Project is located.

## **TERMS OF PROPOSAL AND FORM OF AGREEMENT**

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A copy of this letter Proposal signed by the Client and Cooper Carry will serve as the Agreement for this Project. The terms of this Proposal shall be binding upon the Client and Cooper Carry and their respective heirs, executors, administrators, successors, and assigns. If for any reason the Client fails to accept in writing this Proposal, any conduct by the Client that authorizes Cooper Carry to proceed with the Services set forth herein or recognizes the existence of a Contract pertaining to the subject matter of this Proposal shall constitute the Client’s acceptance of the Proposal and all its terms and conditions. All attachments attached to this Proposal are expressly incorporated herein by reference.

## **CLOSING**

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Please do not hesitate to call if we may answer any additional questions or clarify any issues you wish to discuss further. To confirm your acceptance of this Proposal, please execute in the space provided below and return one original fully executed Proposal to our office. The signature page of this Proposal may be executed by way of a manual or electronic/digital signature. The exchange of copies of this Proposal and of signature pages by facsimile transmission and/or by electronic mail in Portable Document Format (“PDF”) shall constitute effective execution and delivery of this Proposal and may be used in lieu of the original Proposal for all purposes. Signatures of the parties transmitted by facsimile and/or by electronic mail in PDF shall be deemed to be their original signatures for all purposes.

Our entire Design Team enthusiastically looks forward to the possibility of our association on this Project and welcomes an opportunity to discuss any additional concepts or thoughts you may have.

**Offered By**

Cooper Carry, Inc.  
191 Peachtree Street NE, Suite 2400, Atlanta, GA 30303



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Name: Nicolía Robinson                      Date: March 6, 2025  
Title: Principal

**Accepted By**

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Name:    Date:  
Title:

**Attachments**

- Attachment A: Cooper Carry Hourly Billing Rate Schedule
- Attachment B: Site Map

Copies: File #20250015 /A.1  
Chief Legal Officer  
Nicolía Robinson  
(Appropriate Billing Agent)

# ATTACHMENT A

## COOPER CARRY HOURLY BILLING RATE SCHEDULE

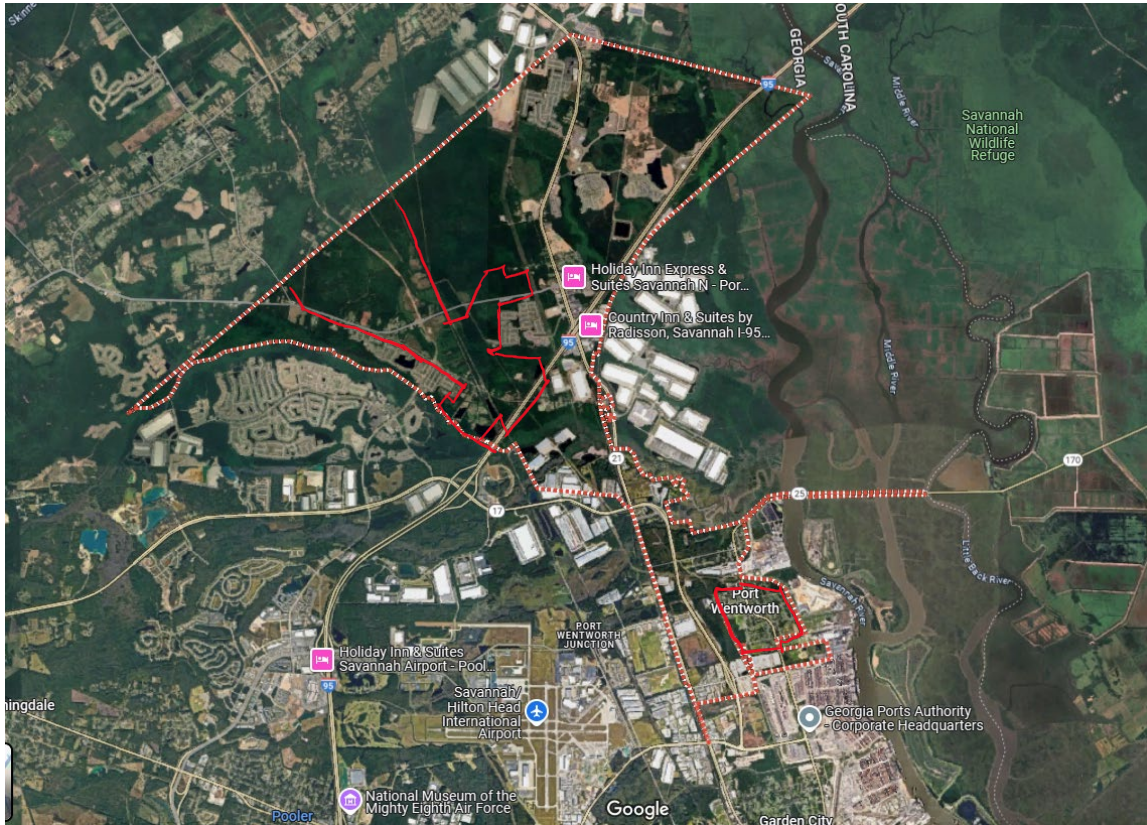
<b>ROLE</b>	<b>RATE</b>
Principal	\$ 360.00
Director	\$ 345.00
Senior Project Manager	\$ 310.00
Project Manager	\$ 285.00
Senior Project Architect/Designer	\$ 285.00
Project Architect/Designer	\$ 235.00
Architect/Designer III	\$ 200.00
Designer II	\$ 160.00
Designer I*	\$ 130.00
Intern*	\$ 65.00

*Cooper Carry reserves the right to modify the hourly rates above for any compensation adjustments made while this Agreement is in effect, but no more than once per calendar year.*

*\*Denotes levels which receive overtime pay. Any hourly billing for Services performed by these levels on an overtime basis will be invoiced at 1.5 times the applicable billing rate listed above.*

*Last updated 01/01/24*

# ATTACHMENT B





**City Council**  
7224 GA Highway 21  
Port Wentworth, GA 31407

Meeting: 04/17/25  
Department: Administration  
Category: Agreement  
Prepared By: Zahnay Smoak  
Department Head:

**SCHEDULED**

**AGENDA ITEM (ID )**

DOC ID:

**Amend the City of Port Wentworth Sign Ordinance**

**Issue/Item:** The City’s Sign Ordinance has not been updated for a number of years, and changes to laws, regulations, and standards recommend changes to update the City’s Sign Ordinance to bring it into compliance and to modernize.

**Background:** The City’s Sign Ordinance governs all signs within the City, their location, design, and other aspects. Laws, regulations, and standards continually change, and the City’s current ordinance should be brought up to date with these current standards.

**Facts and Finding:** The proposed amendments include: cleaning up billboards regulations, cleaning up animated sign regulations, cleaning up variance and review standards.

**Funding:**

**Recommendation:**

**AN ORDINANCE TO AMEND THE CITY OF PORT WENTWORTH**  
**SIGN ORDINANCE**

**WHEREAS**, it is necessary from time to time to modify the City's ordinances; and

**WHEREAS** the Mayor and City Council is tasked with the authority to adopt and provide for such ordinances, resolutions, rules, and regulations which it deems necessary, expedient, or helpful for the peace, good order, protection of life and property, health, welfare, sanitation, comfort, convenience, prosperity, and well-being of the inhabitants of the City; and

**WHEREAS**, the City of Port Wentworth is granted the power to provide such comprehensive city planning for development by zoning, subdivision regulation and the like as the city council deems necessary and reasonable to ensure a safe, healthy, and aesthetically pleasing community; and

**WHEREAS**, the City of Port Wentworth desires to update its Sign Ordinance; and

**NOW, THEREFORE**, that while in regular session THE MAYOR AND COUNCIL OF THE CITY OF PORT WENTWORTH HEREBY ORDAIN AS FOLLOWS:

The Code of Ordinance, Sign Ordinance, Chapter 19.1, is amended as follows:

- I. Section 19.1-6, Denial and Revocation, is amended as follows:  
Subsections (c) and (d) are repealed and replaced as follows:  
(c) *Judicial Review*. In the event an individual whose permit has been denied or revoked is dissatisfied with the decision by the zoning board of appeals, then he or she may appeal to the Superior Court as provided by law.
  
- II. Section 19.1-13, General size and location requirements in non-residential districts, is amended as follows:  
Subsection (c) is repealed and replaced as follows:  
(c) *Billboard signs*
  - (1) Billboard signs shall not exceed six hundred (600) square feet of sign area. Billboard sign faces shall not exceed fifteen (15) feet in height or fifty (50) feet in length.
  - (2) Billboard signs shall be located only on parcels which are zoned commercial or industrial or are classified as on, about, or adjacent to "Transportation and Warehousing" or "Community Gateway" character areas pursuant to the city's future land use map.

- (3) Billboard signs shall be located only on parcels adjacent to designated state or federal highways and shall be oriented only towards those highways and shall be located within four hundred (400) feet of the right-of-way of the highway to which it is oriented.
- (4) No billboard sign shall be located within one thousand (1,000) feet of another billboard sign, measured as a radius, except as otherwise provided under subsection 19.1-10(a) hereunder.
- (5) No billboard sign shall be located within five hundred (500) feet of any residential zoned parcel and displaying towards such residential parcel.
- (6) No billboard sign shall be located within five hundred (500) feet of any public park, public playground, public recreation area, public forest, designated historic site, scenic area, or cemetery.
- (7) No billboard sign shall be erected to a height in excess of eighty (80) feet in height.
- (8) Reserved.
- (9) Billboard signs shall be lighted by down-lighting or otherwise so as not to cast light on adjoining property or shine in such a manner as to cause traffic interference. In no event shall the light source be visible to vehicular traffic from any street or highway.
- (10) For the purposes of this section, "interstate interchange" is defined as the intersection of Interstate 95 and GA Highway 21. Billboard signs located adjacent to an interstate interchange are subject to the following additional regulations:
  - a. Additional billboard signs may be located in each quadrant of the interchange adjacent to and visible from the federal interstate highway. These signs must be located within an area two thousand five hundred (2,500) feet long beginning at a point five hundred (500) feet from the point where the pavement widens on the main traveled way to accommodate the longest entrance or exit ramp. No billboard sign shall be located within five hundred (500) feet of another billboard sign, measured as a radius. The geographical coordinates of the point where the pavement widens on the main traveled way to accommodate the longest entrance or exit ramp to the northeast of the interstate interchange are: 32.196326 latitude/-81.190791 longitude and 32.196075 latitude/-81.190338 longitude. The geographical coordinates of the point where the pavement widens on the main traveled way to accommodate the longest entrance or exit ramp to the southwest of the interstate interchange are: 32.186445 latitude/-81.199103 longitude and 32.186173 latitude/-81.198675 longitude. To the extent the geographical location of the boundary nearest the interstate interchange is different from the written description, the geographic coordinates control.

III. Section 19.1-13, General size and location requirements in non-residential districts, is amended as follows:

Subsection (h) is repealed and replaced as follows:

(h) *Animated signs.*

- (1) Animated or changeable copy signs shall be erected, posted, displayed or modified only in accordance with the criteria hereunder as well as all other generally applicable standards of this article related to the location, height, size, and other characteristics.

- (2) Each image or message displayed on an animated sign having a sign area greater than sixteen (16) square feet shall remain static for at least eight (8) seconds following the completion of its transition from the previous message. As used in this subsection "static" shall mean fixed, with no portion of the image or message being in motion or changing in color or light intensity as viewed by a person with normal visual acuity. Messages shall not be illuminated by blinking, scrolling, intermittent, or flashing lights along the perimeter.
- (3) Any change in the image or message of an animated sign having a sign area greater than sixteen (16) square feet shall be substantially instantaneous, two (2) seconds or less, as seen by a person of normal visual acuity.
- (4) No display or other effect from any electronically changed sign shall cause glare or that impairs the vision of the driver of any motor vehicle or otherwise interferes with the safe operation of a motor vehicle.
- (5) Video technology in digital or electronic message board signs shall use automatic light level controls to reduce light levels at night and under cloudy or other darkened conditions in accordance with the following standards. All digital or electronic message board signs shall have installed ambient light monitors, and shall at all times allow such monitors to automatically adjust the brightness level based on ambient light conditions. Maximum brightness levels for electronic or digital display boards shall not increase by more than 0.5 foot candles over ambient levels.
- (6) Any animated sign which malfunctions, fails, or ceases to operate in its usual or normal manner causing therein motion, movement, flashing or any other similar effects shall be repaired or disconnected within forty-eight (48) hours by the owner or operator of such sign.
- (7) No animated billboard sign (for the purpose of this section, "animated billboard sign" is defined as a billboard sign that is animated) shall be placed within two thousand (2,000) feet of another animated sign, said distance to be measured in a radius from the proposed location of the animated sign.

IV. Section 19.1-16, Variances, is amended as follows:

Variances shall be limited to the minimum relief necessary to overcome the hardship. No variance shall be granted to allow a greater number of signs than would be allowed if the hardship did not exist. Variance applications shall be submitted to the board of zoning appeals and shall be heard under the same time frames and rules governing appeals under this article. The recommendation of the board of zoning appeals shall be referred to city council and shall be heard under the same time frame and rules governing appeals under this article. A variance from compliance with the sign regulations of this article shall be limited to the following hardship situations:

- (a) *Standards.*
  - (1) Where visibility of a conforming sign from the public street and within fifty (50) feet of the proposed sign would be substantially impaired by existing trees, plants, natural features, signs, existing buildings or structures on a different lot; and
  - (2) Placement of the sign elsewhere on the lot would not remedy the visual obstruction; and such visibility obstruction was not created by the owner of the

subject property; and the variance proposed would not create a safety hazard to traffic.

(3) Location of the sign as non-conforming to the standards of this Chapter.

V. All laws and parts of laws in conflict with this Act are hereby repealed.

VI. This Ordinance shall become effective upon its passage and adoption.

**SO ORDAINED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2025

Approved:

\_\_\_\_\_  
Gary Norton, Mayor

Attest:

\_\_\_\_\_  
Zahnay Smoak, City Clerk

First reading: \_\_\_\_\_ (date)

Second reading: \_\_\_\_\_ (date)