



Main Street Advisory Board

5:00 pm

Perry City Hall – Second floor conference room

October 13, 2016

AGENDA

1. Call to Order
2. Guests/Speakers
3. Review meeting September 29, 2016, minutes
4. Review September 2016 financial reports
5. Old Business
 - a. Consider proposed eligibility revision on façade grant application
6. New Business
 - a. Review flag pole banner designs
 - b. Historic preservation presentation – Ms. Edgemon
7. Discuss work plan and accreditation status
 - a. Update on accreditation progress
8. Chairman Items
9. Main Street Coordinator's Report
10. Committee reports
 - a. Design Committee report – Committee Chairman
 - b. Approve façade grants by Design Committee
 - c. Promotion Committee report – Committee Chairman
 - i. Authorize \$200 expenditure for Small Business Saturday prizes
 - d. Approve media grants by Promotion Committee
11. Update on Downtown Development Authority
12. Certificates of Appropriateness issued
13. Other
14. Adjourn

The mission of the Perry Main Street Advisory Board is to promote and create a thriving central business district in Downtown Perry and along primary entrance corridors into the Downtown Development District, while preserving Perry's historic resources and character.

Main Street Advisory Board
Minutes – Sept. 29, 2016

1. Call to Order – Chairman Bill O’Neal called the meeting to order at 5:05 p.m.

Roll: Chairman Bill O’Neal, Vice-Chairman Bill Loudermilk, Directors Kelly Hillis, Andrew Presswood and Trish Cossart

Absent: Directors Terre Walker and Joe Brownlee

Staff: Catherine Edgemon, Main Street Coordinator; Robert Smith, Economic Development Director; and Trisha McMillan, recording clerk.

2. Guests/Speakers – none
3. Review July 7, 2016 meeting minutes – Director Loudermilk made a motion to approve the minutes of July 7, 2016 and Director Hillis seconded the motion. The minutes were unanimously approved.
4. Review July and August 2016 financial reports – Ms. Edgemon reviewed the financial reports with members stating the change in income reflects the sale of the last two memorial benches. Director Cossart motioned to approve the financials as presented, and Director Presswood seconded the motion. It was unanimously approved.
5. Old Business – none
6. New Business
 - a. Discuss littler cleanup date on Saturday, Oct. 1 – The Main Street Advisory Board will partner with the Perry Lions Club, along with the Boy Scouts Troop 96, on Oct. 1 to pick up trash on Gen. Courtney Hodges Boulevard.
 - b. Discuss rescheduling meeting dates from Oct. 6 and Dec. 1
Ms. Edgemon suggested changing the October and December meeting dates due to conflicts with the opening day of the fair and Taste of Southern, respectively. She will email some alternative meeting dates to the board.
 - c. Approve new Main Street logo
Ms. Edgemon reviewed the new Main Street logo with members and asked about the colors. Director Presswood made a motion to approve the teal version for the Main Street logo, and Director Loudermilk seconded the motion. It was unanimously approved.
 - d. Discuss Christmas at the Square event application
Since submitting an event application to the Promotion Committee, the Perry Ministerial Association, the Christmas at the Square event coordinators, have stated they will purchase their own insurance and will be an independent event, no longer requesting the committee’s partnership. The board had no objection to the event proceeding as proposed.

Ms. Edgemon said this application brought up the issue of how the committee decides under what circumstances to partner for an event. She said the Promotion Committee recommended as its policy that it wants works with groups and on events whose missions match Main Street's; however, the committee wishes to steer clear of controversy or politics that could be connected with proposed events so that they avoid any perception of endorsing a particular stance on an issue. The board affirmed this policy.

7. Discuss work plan and accreditation status

a. Webinar – Ms. Edgemon conducted a webinar earlier this month for the Department of Community Affairs about Perry Main Street's work plan development and documentation for accreditation purposes. Perry was asked to share this information with 100 other Main Street communities in Georgia, and Perry earned its Main Street designation just last year. Ms. Edgemon encouraged members to watch the webinar on Georgia Main Street's YouTube site and praised the board for its accomplishments.

b. Discuss marketing and promotion plan

Ms. Edgemon said City Manager Gilmour asked for clarification in the marketing/promotion duties of the DDA and Main Street Promotion Committee. She went through their mission statements and responsibilities and put together a two-page document that outlines responsibilities of the committees, and attached with it the work plans for the two entities. DDA approved the document at the Sept. 27 DDA meeting. This document just formalizes who does what. The Main Street board authorized the committee to move forward with the plan at its next meeting.

8. Chairman Items – none

9. Main Street Coordinator's Report – Ms. Edgemon reviewed this report with members.

10. Committee reports

a. Design Committee report – There was no meeting this month.

b. Approve façade grants by Design Committee – No façade grants have been awarded this fiscal year.

c. Promotion Committee report – Committee Chairman Bill O'Neal said that Lindsay Bailey would like to come off the Promotion Committee and will remain on the Design Committee. The committee authorized Chairman O'Neal to appoint Brittany Driesbach from Eyewear Boutique to the Promotion Committee to fill the vacancy.

i. Authorize \$200 expenditure for Sweets and Treats costume prizes
Director Cossart made a motion to approve an expenditure of \$200 for Sweets and Treats costume prizes and Director Presswood seconded the motion. It was unanimously approved.

d. Approve media grants by Promotion Committee – none

11. Update on Downtown Development Authority

Director Hillis, who is a member of DDA, gave an update on the alleyway project. Mr. Hillis said DDA is in the early stages of the project, and utility and drainage easements are already there. A

meeting with attorney David Walker is being scheduled to see how to proceed. Mr. Hillis said DDA had just received plats and will check titles to see who owns what. This project will include the alleyway on the 800 block of Carroll Street and the alleyways on both sides of the 900 block.

12. Certificates of Appropriateness issued – Ms. Edgemon reviewed list with members.

13. Other

The Perry Area Chamber of Commerce Member Market is being held at the Arts Center today.

Ms. Edgemon said she will follow up on Director Presswood's questions about grant eligibility for new businesses and repayment of grants. Director Presswood was concerned because a business received a façade grant and then only staying at that location for a couple of months.

Director Cossart reported that PDMA is gearing up for Sweet n Treats and Small Business Saturday. There will be a passport and a selfie contest for Small Business Saturday.

Chairman O'Neal told members that a new feature is being added to the Buzzard Drop this year, and he expects the surprise to be unveiled at the Farm Day parade.

Director Hillis told members his training in Jekyll Island will be very useful in strategic planning.

Mr. Smith said construction will start next summer at the New Perry Hotel, which will feature a banquet facility and additional rooms. Dee Dee Farmer of Athens, Georgia, has been hired as a consultant. After construction, the upstairs rooms in the older building will face Main Street.

Mr. Smith said the mayor and council will move ahead with a hotel-motel feasibility study. Hospitality consultants will assess Perry's current hotels to see if additional hotel rooms are needed, what type, etc.

Mr. Smith said Super-8 is renovating and adding a third floor and inside corridors. After renovation, the name will change to La Quinta.

Mr. Smith said the need of additional outside lighting from the interstate to the downtown area is being addressed, and Bealls Outlet is doing a \$1-million renovation.

14. Adjourn – With no further business, the Perry Main Street meeting was adjourned at 6:05 p.m.

**Main Street Advisory Board Restricted Fund
GL Account 100.00000.13.4208**

	<u>Façade Grant</u>	<u>Unrestricted</u>
Deposit (Donations/Sponsorships)	3,007.45	7,113.62
Memorial Bench Donations	3,500.00	
Memorial Bench Donations - July	500.00	
Memorial Bench Donations - August	1,000.00	
Memorial Bench Donations - September	500.00	
 Expenditures		
September Expenditures	(25.00)	
October Expenditures		
November Expenditures		(885.00)
December Expenditures		
January Expenditures	(570.00)	
February Expenditures	(500.00)	(750.00)
March Expenditures		(145.00)
April Expenditures	(1,937.07)	(10.35)
May Expenditures	-	-
June Expenditures	-	(234.24)
July Expenditures	-	-
August Expenditures	-	-
September Expenditures	-	(310.00)
 Available Funds as of 9/29/16	 5,475.38	 4,779.03
		 10,254.41

CITY OF PERRY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2016

275-HOTEL/MOTEL TAX FUND
ECONOMIC DEVELOPMENT
MAIN ST ADVISORY BOARD

25.00% OF YEAR COMP.

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
PURCHASED/CONTRACTS					
275.75501.52.1200 PROFESSIONAL SERVICES	1,000.00	0.00	0.00	0.00	1,000.00
275.75501.52.3300 ADVERTISING	4,000.00	0.00	35.00	0.88	3,965.00
275.75501.52.3500 TRAVEL	0.00	0.00	401.16	0.00 (401.16)
275.75501.52.3600 DUES & FEES	0.00	0.00	0.00	0.00	0.00
275.75501.52.3700 EDUCATION & TRAINING	2,100.00	0.00	0.00	0.00	2,100.00
275.75501.52.3850 CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00
TOTAL PURCHASED/CONTRACTS	7,100.00	0.00	436.16	6.14	6,663.84
SUPPLIES					
275.75501.53.1100 GEN OPERATING SUPPLIES	700.00	0.00	0.00	0.00	700.00
TOTAL SUPPLIES	700.00	0.00	0.00	0.00	700.00
OTHER COSTS					
275.75501.57.3001 FACADE' GRANT	10,000.00	0.00	0.00	0.00	10,000.00
275.75501.57.7000 APPROPRIATIONS	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER COSTS	10,000.00	0.00	0.00	0.00	10,000.00

TOTAL MAIN ST ADVISORY BOARD

17,800.00 0.00 436.16 2.45 17,363.84



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**Perry Main Street Advisory Board
Downtown Development District Façade Grant Program**

Guidelines & Eligibility Requirements

Façade Grant Program Overview

The Perry Main Street Advisory Board offers a Downtown Development District Façade Program to current and active businesses located within the City of Perry's Downtown District/Perry Main Street District. The purpose of the Façade Grant is to provide incentives to downtown business and property owners within the Downtown Development District/Perry Main Street District to make improvements to historic properties, as well as to renovate and/or rehab buildings within the commercial core of Downtown Perry.

By stimulating investment and encouraging revitalization of Perry's Downtown District, Perry Main Street seeks to promote the historic character and sense of place that is unique to Perry through providing opportunity for business and property owners to honor their respective building's heritage, unique architectural features, historic appearance and significance, current condition, contribution to the District and overall impact. To be eligible, businesses must have been in operation for at least 12 continuous months before submitting an application.

All applications and proposed improvement projects will be reviewed by Perry Main Street's Design Committee. The Design Committee may approve or disapprove the proposed improvement at their discretion in accordance with the Façade Grant Program guidelines. The Design Committee may also make recommendations to the business or property owner for future consideration and review.

Potential improvement projects are considered eligible if the proposed property is located within the Perry Downtown Development District (DDD)/Perry Main Street District. For further information about the DDD, please, contact the City of Perry's Main Street Department at Perry City Hall, or go online to www.downtownperry.com, or www.perry-ga.gov. If a property is leased, the property owner must consent in writing to the proposed project and improvements. This consent may be provided in the form of a legally sufficient letter of support, or the property owner may also serve as a co-applicant for the Façade Grant Program.

The Design Committee reserves the right to also award grant funding to a proposed improvement based on the significance of the project and level of work to be completed, such as returning a building or structure to its historical integrity, meaning, the more significant the level of work proposed, the grant applicant could potentially receive a higher amount of grant funding. The maximum possible grant award structure is detailed below:

Façade Grant Award Structure

Each project is classified with specific funding limits per category.

However, payments may not exceed **fifty percent (50%)** of the total project cost.

Major Improvement(s):

Restoration/Rehabilitation <i>Substantial recapturing of a building's historic appearance</i>	\$1,500 award
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Minor Improvement (s)*:

Structural Stabilization <i>Does not include deferred maintenance by current owner</i>	\$750 award
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Landscaping improvements <i>Perennials must be approved by Design Committee.</i>	\$500 award
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Signage (Monument, frame, post and arm or other permanent structure for a sign) <i>Signage must adhere to the Perry Land Development Ordinance Section 106 Signage Control Standards and must be reviewed by the Design Committee.</i>	\$500 award
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Awnings <i>Colors and style must be reviewed by Design Committee</i>	\$500 award
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Other Changes/Improvements	\$500 award
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Multiple projects for Minor Improvements are allowed under the Façade Grant Guidelines, but applicant may not receive more than **\$1,000 in grant funding for minor improvement projects.*

**Any work performed before Design Committee review and grant award notification will be ineligible for grant funding.*

No more than one grant for a major improvement may be approved per property per fiscal year (July 1- June 30).

Applicants must complete the Perry Main Street Advisory Board's Downtown Development District Façade Grant Application, available from the City of Perry's Main Street Coordinator at Perry City Hall or online at www.downtownperry.com.

The Design Committee shall classify each proposed project as either a minor improvement or major improvement based on the project type, scale and scope. The applicant, if awarded, will be notified of the award in writing or by email within 30 days of the Design Committee's review of the grant application. **Minor improvements** must be started within **30 days** of receipt of the confirmation letter and completed within **90 days** of receipt of the confirmation letter, or reapplication is required. **Major improvements** must be started within **90 days** of receipt of the confirmation letter and must be completed within **12 months** of receipt of the confirmation letter, or reapplication is required. To qualify for payment, all work must be in conformance with the prior-approved plans, and grant payment form must be submitted within 60 days of project completion.

The Downtown Development District Façade Grant program is a reimbursement grant program, meaning, the business or property owner must be able to finance the project up-front and submit a payment request to the Design Committee based on the agreed-upon award amount.

Payment is based upon the following requirements:

- Satisfactory completion of the project, as described within the grant application. **Any deviation from work or materials described in the approved application must be approved by the committee before proceeding; otherwise, the grant may be reduced or grant award cancelled.**
- Receipt of completed project documentation, including completed payment request form and photos of completed project
- Compliance with all City of Perry codes, ordinances and regulations, etc.
- Applicant's commitment to maintain project improvements and the Perry Main Street Advisory Board's investment.

Payment requests may be submitted to the City of Perry, Attn: Main Street Coordinator, at P.O. Box 2030, 1211 Washington Street, Perry, GA, 30169.

Project Criteria and Eligible Uses

Grant funds must be used for projects meeting the following criteria:

1. Projects must be appropriate for the particular building and contribute to the success of its current business use.
2. Projects must enhance a building's façade, creating an aesthetically pleasing and appropriate design for Perry's Downtown District.
3. Proposed projects must, where possible, preserve the architectural integrity of the structure and restore, when feasible, the original building façade.
4. Projects must have received approval of the Certificate of Appropriateness (COA).
5. Be in accordance with all City of Perry codes, ordinances and guidelines applicable to the Downtown Development District.

Eligible uses of grant funding only pertain to exterior improvements to buildings within the Downtown Development District and will be limited to the façade ONLY. Facades are defined as the front, street-facing, elevation of a building and the rear, alley-facing elevation. Grant monies will be given to the following improvement projects: canopies and awnings, lighting, exterior walls and materials, structural stabilization, restoration of original and/or historic façade, masonry cleaning (excluding sandblasting and damaging products or processes), replacement and/or uncovering of significant architectural features, replacement of non-historic storefronts/building, and eligible landscaping with perennials in compliance with Perry Land Development Ordinance Article VII Section 71.6; other projects may be considered and reviewed by the Design Committee, but will not necessarily be considered eligible.

Ineligible use of grant funding or ineligible projects include: security systems, personal property/equipment, interior lighting, gutters and downspouts, interior window/door treatments, interior improvements of ANY type, general or deferred maintenance, and yard improvement, etc.

The intent of these standards is to provide necessary information to facilitate development design, plan review, ensure the preservation of the Downtown Development District and enforcement process so that provisions of Perry Land Development Ordinance are administered in the most effective, efficient and economical manner.

Facade grants are awarded on a **first come, first serve basis**, as funds are available throughout the fiscal year. Please, note Perry Main Street operates on a fiscal year calendar running July 1 to June 30. Once funds for the fiscal year have been allocated, applications for that year will no longer be accepted.

Payment may not exceed the maximum fifty percent (50%) of total project cost.

Program Summary of Steps:

1. Application for grant
2. Approval or denial of application
3. Complete work within required time frame
4. Submit payment request

Program Eligibility Requirements

1. Applicants must be a property owner or business owner located within the Perry Downtown Development District/Perry Main Street District. A copy of the Perry Downtown Development District/Perry Main Street District map is included as Attachment A.
2. Applicants must have received prior approval of a Certificate of Appropriate (COA) for the proposed improvement project from the Perry Economic Development Department. Such approval must be submitted along with the Façade Grant Application.
3. Application materials must include illustrations and estimates. Applicants are required to submit photographs of the completed work for final payment processing.
4. The Design Committee has final approval on grant applications.
5. Applicant’s project funds must be available to complete the proposed façade improvement project.
6. The proposed improvement project must be started and completed within the stated timeframe following approval of the grant, based on the significance of the project—either Major or Minor. Project timelines are detailed within the Program Overview.
7. Completed grant applications may or may not receive funding.
8. Applicants will be awarded only one grant for a major improvement per fiscal year. However, multiple minor projects may receive grant funding but not to exceed a total of \$500 per fiscal year or 50 percent of the cost.

For further information, please, contact:

Catherine Edgemon
Main Street Coordinator
City of Perry
P.O. Box 2030
Perry, GA 31069
478.988.2758
catherine.edgemon@perry-ga.gov



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**Perry Main Street Advisory Board
Downtown Development District Façade Grant Program Application**

Date: _____ *(Please, print your information and use blue or black ink.)*

Name of Applicant: _____

Property Owner: _____

Name of Business: _____

Business Physical Address: _____

Applicant's Mailing Address: _____

Phone Number(s): _____

Email Address: _____ Web Address: _____

Description of Façade Improvement Project: _____

Why/How will the proposed improvement project enhance your business and contribute to the architectural significance, character and sense of place in Downtown Perry? _____

Project Start Date: _____

Project Completion Date: _____

Estimated Total Project Cost - Attach estimate(s): \$ _____

Amount Requested: \$ _____

Do you have the funds available to complete the project? Yes _____ No _____

Have you applied for a Facade Grant before? Yes _____ No _____

If yes, was the grant awarded? Yes _____ No _____

If yes, what amount were you awarded? \$ _____

- If applicant does not own the property, a **letter from the property owner** authorizing the applicant to make the proposed improvements **or joint application with the property owner** is required.
- Upon completion of all work, photographs of the final project must be submitted in order to receive final payment from the Facade Grant Program.
- Completion and approval of the grant application does not guarantee that the proposed project will receive grant funding.
- The Perry Main Street Design Committee must review and approve all plans prior to project start date or before any work begins on the structure.
- Applicants must have received a Certificate of Appropriateness (COA) for the project for which grant funds are sought.
- Please see attached information regarding the Facade Grant Program and Eligibility Requirements.
- As a condition of receipt of the grant funds, applicant commits to maintain the grant-funded project improvements and the Perry Main Street Advisory Board’s investment.
- Grant payment form must be submitted within 60 days of project completion.
- To be eligible, businesses must have been in operation for at least 12 continuous months before submitting an application.

Applicant Signature

Date

All Facade Grant Program applications must be completed and submitted to the City of Perry, Main Street Coordinator at:

*Catherine Edgemon
 Main Street Coordinator
 City of Perry
 P.O. Box 2030
 1211 Washington Street
 Perry, GA 31069
 478.988.2758
catherine.edgemon@perry-ga.gov*



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Perry Main Street Advisory Board

Downtown Development District Façade Grant Program Payment Request

Date: _____ (Please, print your information and use blue or black ink.)

Name of Applicant: _____

Name of Business: _____

Business Physical Address: _____

Applicant's Mailing Address: _____

Phone Number(s): _____

Email Address: _____

Web Address: _____

Project Start Date: _____

Project Completion Date: _____

Completed Project Total Cost: \$ _____

Grant Amount Payment Requested: \$ _____

Attach photos of completed work (required).

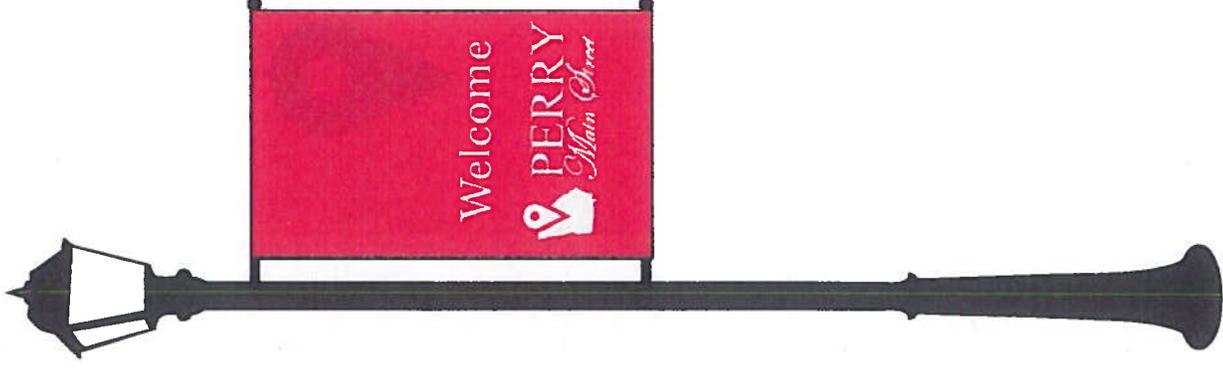
A completed W-9 for you/your business is required with the application; payment cannot be issued without the W-9.

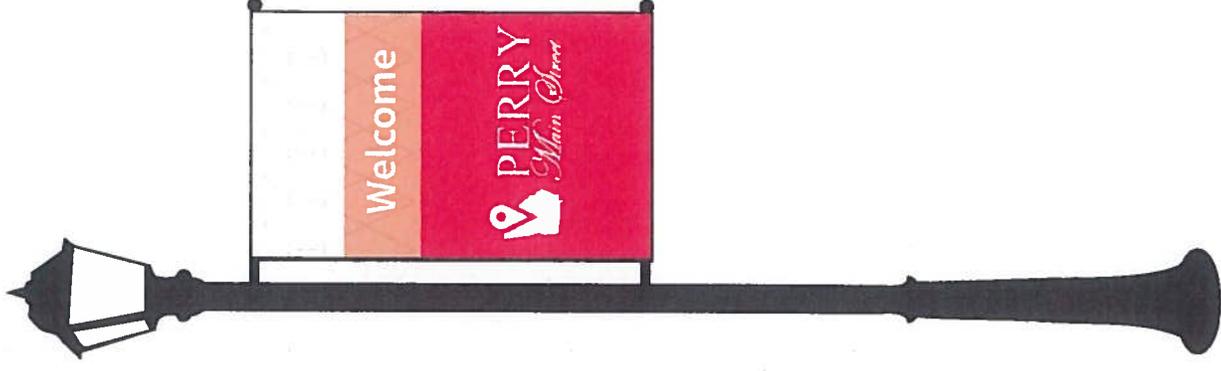
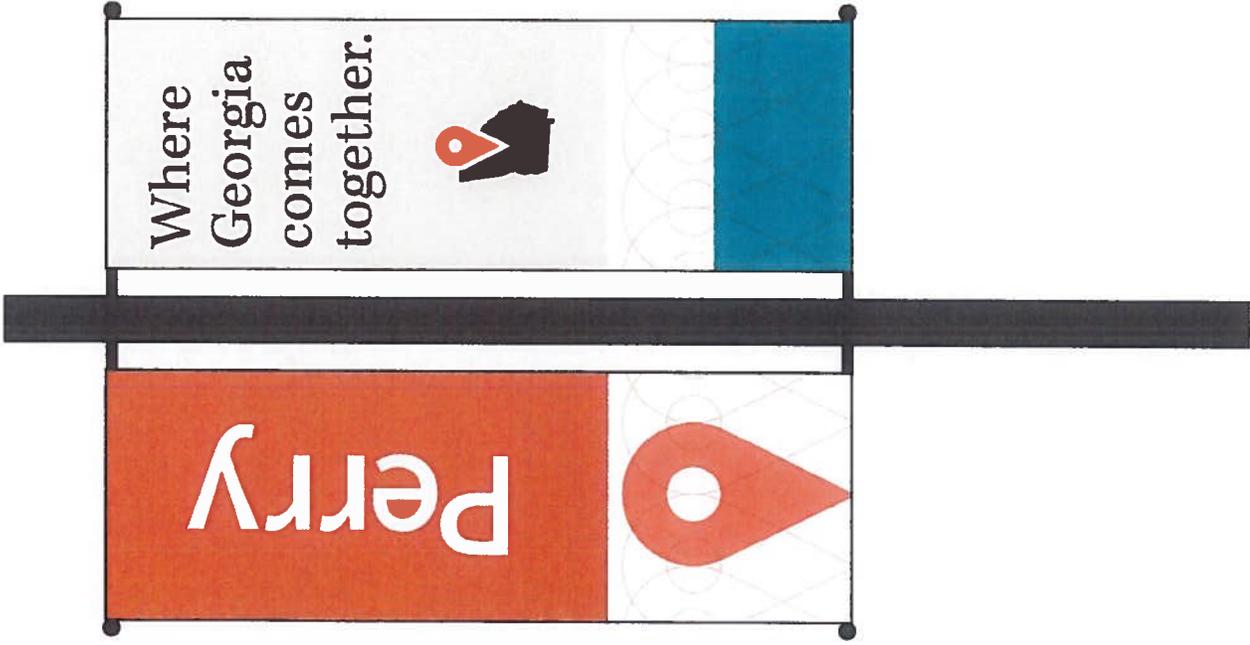
As a condition of receipt of the grant funds, I agree to maintain the grant-funded project improvements and the Perry Main Street Advisory Board's investment.

Name of Applicant: _____

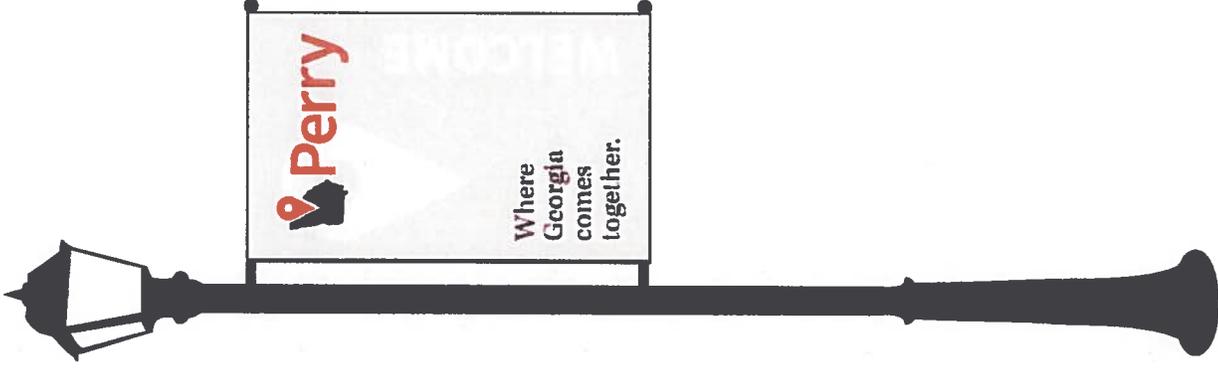
Signature of Applicant: _____

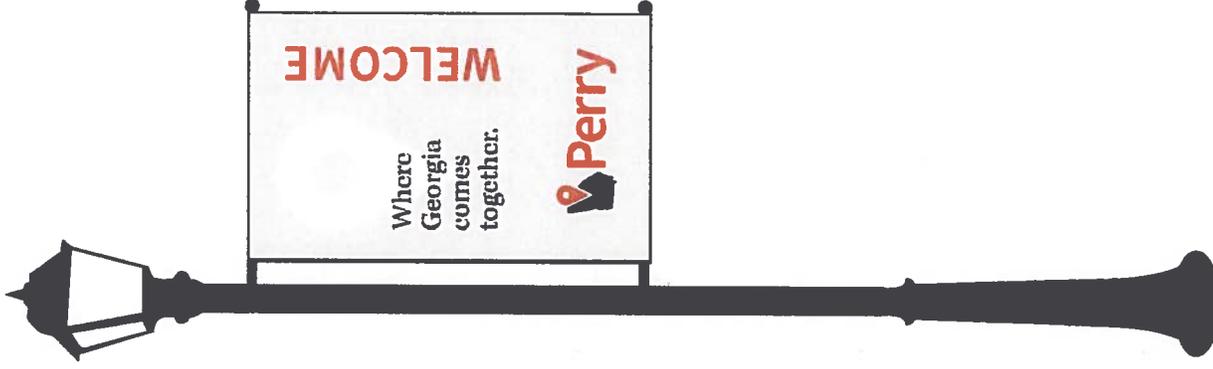
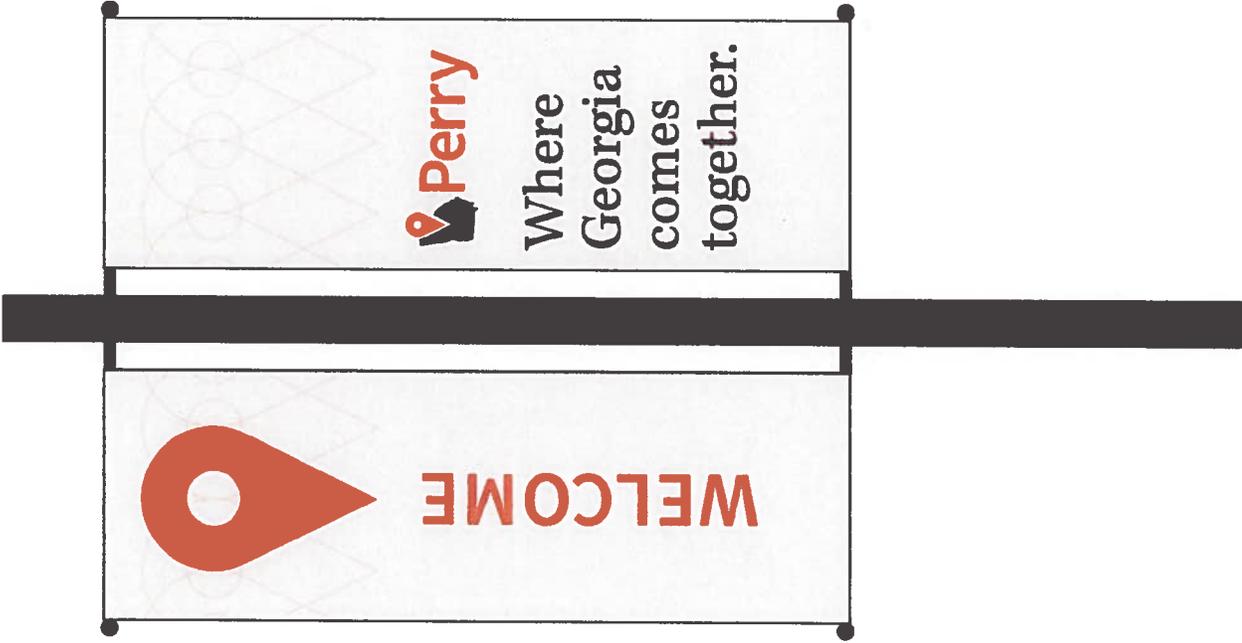
For Office Use Only:











**PERRY MAIN STREET APPROACHES
TO HISTORIC PRESERVATION**

October 2016



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NATIONAL HISTORIC PRESERVATION ACT

- Passed 1966
- Legislation intended to preserve US, historical and archaeological sites
- Created the National Register of Historic Places, list of National Historic Landmarks and state historic preservation offices
- National Register listing criteria – example of architectural style or construction materials, location is associated with a historical event or individual, archaeological site that could contain important information that has not yet been investigated
- Fifty (50) year rule of thumb
- National Register administered by National Park Service
- Requires federal agencies to evaluate the impact of all federally funded or permitted projects on historic properties (buildings, archaeological sites, etc.) through Section 106 Review



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ORIGINS OF MAIN STREET PROGRAM

- National Trust for Historic Preservation formed National Main Street Center in 1980.
- Georgia was one of six (6) states selected for demonstration program.
- Program has grown to more than 100 communities participating in levels ranging from affiliates and start-ups to Classic Main Street and Georgia's Exceptional Main Streets.
- Main Street follows 10 Standards: community support, vision and mission, work plan, historic preservation ethic, board and committees, budget, staff, ongoing training, reporting key statistics and Main Street Network membership.
- Historic preservation is guiding force for downtown redevelopment.
- Standard 4 is administered through the Design Committee, has most annual accreditation benchmarks of any standard and is the standard most difficult for many towns to earn the minimum points required.
- Perry was designated a Georgia Classic Main Street community in 2015.



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PERRY MAIN STREET'S APPROACH

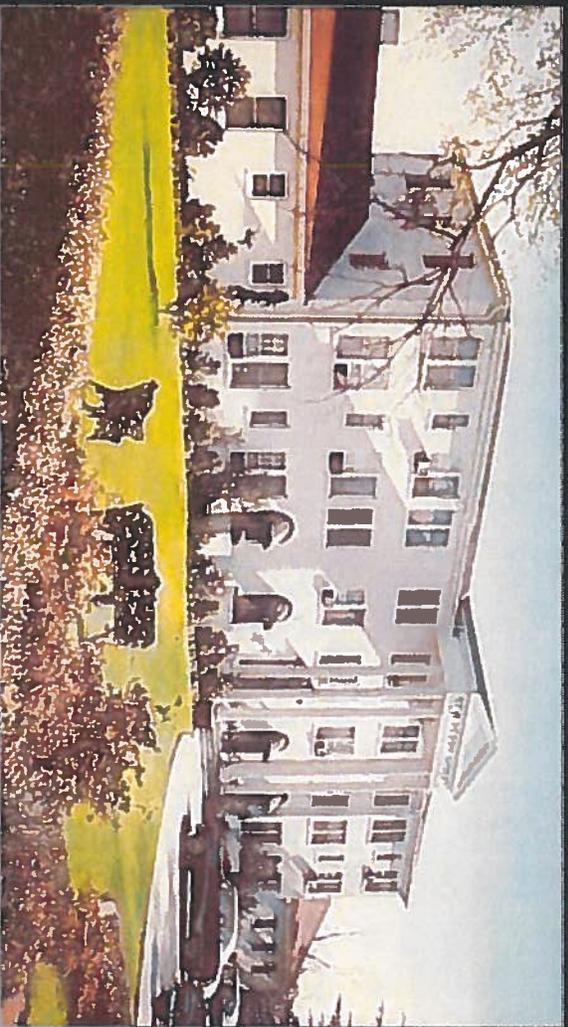
- In December 2014, the Perry Main Street Design Committee adopted the F.R.E.S.H. Approach and Secretary of the Interior's Standards for the Treatment of Historic Properties (*Hippocratic Oath for historic preservation*)
- F.R.E.S.H., a common-sense approach to infill construction developed by Pratt Cassity at the University of Georgia, refers to:
 - Footprint
 - Roof Shape
 - Envelope
 - Skin and
 - Holes.



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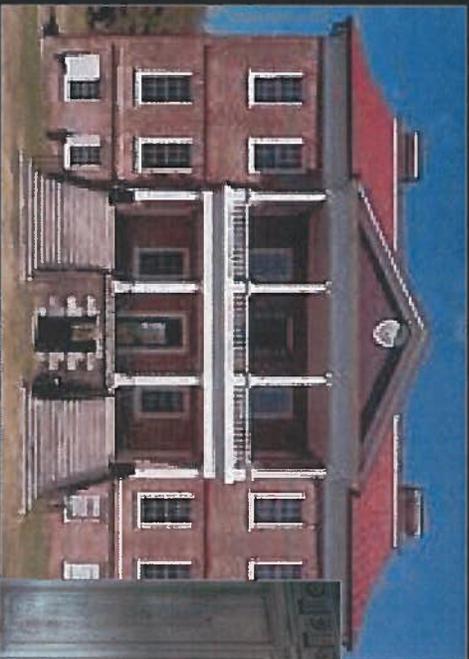
F.R.E.S.H.

- This approach helps ensure new construction in a developed area is compatible with existing in terms of size, roofline, scale and shape of building, construction materials and pattern of solids and voids (windows and doors)



TREATING HISTORIC PROPERTIES

- *Secretary of the Interior's Standards* lists four categories:
 - 1) **Preservation** – maintain the building in most historical appearance possible, repair historical details to avoid replacement, use gentlest cleaning methods available, use original materials or match original
- **Building is a time capsule** - Drayton Hall, Charleston, S.C.



Photos, from left: virtualtourist.com,
hdcreme.com, cecineewyork.com

TREATING HISTORIC PROPERTIES

- *Secretary of the Interior's Standards* lists four categories:
 - 2) **Restoration** – Remove inappropriate alterations/materials, make preservation-sensitive repairs, use original materials if possible, restore lost features that have been documented substantially
 - Take building back to how it used to look



TREATING HISTORIC PROPERTIES

- *Secretary of the Interior's Standards* lists four categories:
 - 3) **Rehabilitation** – Maintain historic features, repair with original materials if possible, make new additions and exterior alterations compatible with original, historic features while able to tell what is new
 - Modern amenities, utilities, wheelchair ramps
 - Often done as combination restoration/rehabilitation
 - **Adapt building to meet today's needs/new use** – Former school adapted/updated to house Houston County Board of Education



TREATING HISTORIC PROPERTIES

- *Secretary of the Interior's Standards* lists four categories:
- 4) **Reconstruction** – Reconstruct a structure or lost features that were documented substantially to original materials, designs, colors, etc., never build something that is not historically accurate
 - Reconstruction of features on building with fire or storm damage
 - Replica movie sets and fortifications at park sites
 - Take a time machine back to how the site/structure used to look



Photos from left: nationalparks.org, Wikipedia, Pinterest

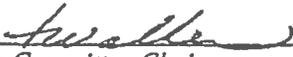
HOW TO HELP EDUCATE THE PUBLIC

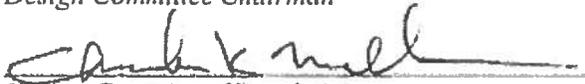
- As Main Street Advisory Board members, encourage owners of historic properties to:
 - investigate rebuilding their historic windows before they rip them out and install vinyl
 - consider repairing and repainting wood siding before opting for vinyl
 - look at new roof coating products that enable a building to retain its historic flat roof before installing a pitched roof over the building
 - learn more about the city's low-interest loan program and the Green Communities Rebate Fund that provide assistance to help property owners to make energy improvements
 - contact Community Development Department if they are planning to make alterations on their building to determine whether it is subject to historic review
 - attend one of the historic tram tours in May to learn more about historic downtown Perry
 - consider applying to have eligible historic property listed on National Register to be eligible for historic preservation tax credits (state and federal).

FRESH Approach and Secretary of Interior Standards Policy Statement

The Perry Main Street Design Committee uses the FRESH recommendations for infill construction and the Secretary of Interior Standards for preservation, restoration, rehabilitation and reconstruction as non-binding reference tools to guide the committee to preserve the historic character of downtown Perry, where appropriate, and to ensure new construction is compatible with existing structures. These guides refer only to the exterior appearance of structures.

Adopted December 12, 2014 by Perry Main Street Design Committee


Design Committee Chairman


Design Committee Vice chairman

How to determine compatibility for new structures in a relatively (visually) consistent historic district

by Pratt Cassity

During the many years of training local preservationists to review new design in historic districts, coupled with years in the classroom, I have found that lay people and students like it when they have easily understood assessment tools. The process for determining visual compatibility is one of those things that confounds, aggravates and annoys. The following easy to remember guide for determining compatibility should help the memory challenged among us.

The National Park Service has given us the mandate to discern new from old in infill construction. That charge can be interpreted as taking a fresh approach to infill. Take a FRESH approach! Use these five tests to see if a new building will fit in. They won't guarantee good design, nothing can; but they can keep the intruders out and make the new building re-FRESH-ing!

FRESH...Infill should be FRESH!

F - Footprint and Foundation. The footprint and foundation of the new structure should be similar to the ones surrounding the new structure.

R - Roof shape. The new roof should match existing roofs in pitch, complexity and orientation.

E -- Envelope. If you shrink wrapped a building and removed everything but the shrink wrap that is the envelope. The new structure should match the existing in projections, height, bulk, relationships between height and width, etc.

S – Skin. What is the envelope clad in? What is the surface material and its characteristics? New structures should be clad in a visually and physically similar material.

H – Holes. Where are the doors, windows, attic vents, etc.? How are the divided and segmented? Is it an asymmetrical arrangement or is it more symmetrical?

Note: This mnemonic trick helps make buildings fit in. It does not help them be great architecture.

Note: there is no mention of style, date or other information that normally describes the building for other historic preservation programs.

The Secretary of the Interior's Standards for the Treatment of Historic Properties, 1995

National Park Service (http://www.nps.gov/history/local-law/arch_stnds_8_2.htm)

Standards for Preservation

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Standards for Restoration

1. A property will be used as it was historically or be given a new use which reflects the property's restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed.

Standards for Reconstruction

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure, or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.

1. Broad-based Community Support

At its best, a local Main Street Program represents and involves a coalition of organizations, agencies, businesses, and individuals from throughout the community. This does not only include property or businesses in the commercial district or those who have a direct economic tie to it, but all members of the community who are interested in the community's overall economic, cultural and historical health. Involvement by both the public and private sectors is critical as well; neither sector can revitalize the commercial district without the skills and vantage points of the other. Ideally, both sectors will participate in the revitalization process by providing funding, leadership, and ideas, and by encouraging collaboration between existing programs to assist in the revitalization process. By actively involving a broad range of interests and perspectives in the development of your historic district, the Main Street program leverages the community's collective skills and resources to its maximum advantage. The overall goal is for a broad range of constituencies from both sectors to understand and be philosophically committed to the revitalization process, and the maximum resources possible to achieve the goal of revitalizing the commercial district.

Indicators-

- Organization actively recruited new volunteers during 2016. (1 point)
- Staff spends time building relationships with downtown business owners and district stake-holders. (1 point)
- Organizations that have a membership program or Business Improvement District actively worked to recruit new members and retain existing members. (1 point)
- Board representation came from at least 4 of the following entities: chamber, CVB, city, county, preservation organization, district property owner, business owner, resident, large employer, other community institution/organization. (1 point)
- Community involvement was comprised of financial, in-kind, and volunteer support for the success of the program. (1 point)
- Organization partnered with at least 3 other organizations in 2016. (1 point)
- The Board and Manager presented at a City Council Meeting regarding the benefits and accomplishments of the Main Street Program. (1 point)
- Program shared goals and objectives with County Commissioner and/or State Legislator. (1 point)
- Organization demonstrated a strong relationship with top city officials. (Mayor, City Manager or City Clerk) (1 point)
- Organization maintained an active public relations campaign that includes tools such as a newsletter, updated website, social media, press releases, annual meeting, annual report. (1 point)

2. Vision and Mission Statement

A mission statement communicates the organization's sense of purpose and overall direction. A vision statement communicates and describes the look and feel of the district when the mission has been accomplished. The mission statement should additionally identify the method to achieve the community's vision for their downtown.

Be mindful that neither is simply a slogan. Both statements should be developed with the participation of the board, committees, program volunteers, and the community.

Indicators-

- Current and clear mission statement. (2 points)
- Current and clear vision statement. (2 points)
- All board members are familiar with the mission statement. (2 points)
- Organization has reviewed the mission and/or vision in 2016. (2 points)
- Organization actively promoted the mission and/or vision to the public using tools such as its website, business cards, press releases, banners, printed materials, etc. (2 points)

TOTAL 10

3. Comprehensive Work Plan

A comprehensive annual work plan provides a detailed blueprint for the organization’s activities; reinforces the program’s accountability both within the organization and in the broader community; and provides measurable objectives by which the program will track its progress. Tasks, with names of people assigned to complete them, budgets and timelines are important components that add to the strength of this document.

Indicators-

- Has a current annual work plan on file with DCA and this document was regularly reviewed during board meetings. (2 points)
- Has an annual work plan accessible and visible on website. (1 point)
- Hosted an Community Visioning Session in 2016. (1 point)
- Hosted at least one annual meeting of the Board to develop the annual work plan. (1 point)
- Solicited input from the community, through a survey, public meeting or online inquiries regarding the development of the work plan. (1 point)
- Board members assisted in the execution of the work plan. (1 point)
- Committees, task forces or volunteers met to detail and execute items identified in the work plan. (1 point)
- Work plan contained measurable objectives including a timeline, budget and job assignments. (1 point)
- A copy of the approved work plan was provided to the City Manager/Clerk and Mayor. (1 point)

TOTAL 10

4. Historic Preservation Ethic

Historic preservation is central to a Main Street program's purpose. The historic buildings and public spaces of a traditional commercial district enrich civic life and add value on many levels to the community. Developing a historic preservation ethic is an ongoing process of education and discovery for a community and for a local Main Street program. Main Street programs that have embraced a strong historic preservation ethic are successful in saving, rehabilitating, and finding new uses for traditional commercial buildings. A strong focus should be on intensifying the uses of the district's buildings, through both specific building improvement projects and through policy and regulatory changes, which make it easier to develop property within the commercial district.

Many Main Street programs support preservation values, but do not fully understand that preservation is a shared responsibility and ethic, not just an activity or group of activities. Historic preservation involves not only the process of preserving, rehabilitating, restoring, or renovating older commercial buildings, but also the process of adopting long term preservation sensitive planning and positive land use policies, and removing barriers to downtown investment.

Indicators-

- Downtown property or district is listed in the National Register of Historic Places. (2 points)
- Organization used news media to educate community regarding the history and cultural significance of your downtown. (1 point)
- The downtown district has a facade grant program available for local businesses. (1 point)
- Community is a Certified Local Government. (1 point)
- Municipality has a code enforcement strategy in place. (1 point)
- Organization or local business utilized the Downtown Design Studio in the current calendar year. (2 points)
- No historically significant buildings were demolished in the calendar year. If a building was demolished, the documentation process was thoughtfully executed and the community was made aware of demolition mitigation measures. (2 points)

List continued on next page

4. Historic Preservation Ethic Cont.

- Community received and executed a Historic Preservation Fund Grant from the National Park Service. (2 points)
- Local community hosted a national historic preservation activity in May or another preservation project during the calendar year. (2 points)
- Local program *hosted* or *attended* a statewide Historic Preservation Commission training during the calendar year. (3 pts hosting, 2 pts attended) 2 pts 3pts
- Community has an active database of the downtown business district including photos and property descriptions (1 point)
- Historic District has designated a local design ordinance with design review process in place. (2 points)
- The city has historic preservation protections for residential neighborhoods contiguous to the historic central business district. (1 point)
- Preservation sensitive building rehabilitation and/or restoration was completed in 2016. (1 point)
- Projects using either Federal Rehabilitation Investment Tax Credits (RITC) or the State Income Tax Credit for Rehabilitated Historic Property incentives were completed downtown. (2 points)
- State financial incentives were utilized for downtown projects in 2016.(1 point)
- Community has a sign ordinance in place that is specific to the historic commercial district.(1 point)
- Program or City developed or updated design guidelines for the commercial historic district. (2 points)

Total: 16

For this standard you must achieve a total of 10 out of the possible 27 points in order to be recommended for accreditation.

5. Active Board & Committees

Main Street revitalization is an ongoing process of changing a community's attitudes about its traditional commercial district(s). The direct involvement of an active board of directors and active volunteers is vital to this process. The Main Street director is responsible for facilitating the work of volunteers, not for single-handedly revitalizing the commercial district. In some cases, local Main Street programs were originated by or have merged with other organizations, which have a broader agenda (such as a chamber of commerce or a convention and visitors bureau). A local Main Street program with this structure has a better chance of long-term success if it maintains focus on its particular purpose and if its mission statement, work plan, budget, and governing body remain distinct from that of the larger organization in which it is contained. A full board that meets regularly, as stated in its by-laws, is extremely important in supporting this success.

Indicators-

- Board of directors is not a figurehead board but is a working board. (1 point)
- Board met at least 6 times during the calendar year and had a quorum at all meetings. (1 point)
- Board members participated in the activities of the organization. (1 point)
- A copy of all board minutes are on file with DCA. (1 point)
- Board meetings are well-managed, with an agenda prepared and distributed in advance, along with a copy of the past meeting's minutes. (1 point)
- Organization has a signed annual MOU on file with the DCA regarding the processes and official execution of the local Main Street program. (1 point)
- Organization has by-laws, board member commitment letter, board member job descriptions, and supports a formal board member orientation. (1 point)
- All new and/or existing Board Members attended Main Street 101 within their first year of their first term on the board. (1 point)
- Organization holds Directors and Officers insurance. (1 point)
- Board members participated in training in 2016, such as DCA/NMSC *webinars, Main Street 101, Main Street 201, the Georgia Academy for Economic Development, Statewide Historic Preservation Commission Training, the Governor's Tourism Conference, The National Main Streets Conference, the Georgia Downtown Conference, National Alliance of Preservation Commissions or any other preservation based training.* (1 point)

TOTAL: 9

6. Adequate Operating Budget

In order to be successful, a local Main Street program must have the financial resources necessary to carry out the annual program of work. The size of a program's budget will change as the program matures (in its early years, it may need less money than in high growth years). In addition, program budgets are likely to vary according to regional economic differences and community size.

Indicators-

- Program has a budget adequate to the execution of the annual work plan in conjunction with the MOU. (1 point)
- Funding is derived from at least 3 of the following sources: membership, earned income, sponsorship, municipal support, county support, facility leases, special event revenue, special tax districts, charitable contributions or grants. (1 point)
- At least 20% of the budget comes from non-tax generated revenue. (1 point)
- Budget includes education and travel expenses to attend the National Main Streets Conference or other training opportunities as outlined in the MOU with DCA. (1 point)
- Organization has at least 3 months of operating reserves in savings, at the time of completing the annual assessment. (1 point)
- A copy of the budget is submitted to the City Manager and Mayor. (1 point)
- A copy of the organizations budget is publically accessible. (2 points)
- Program has an annual audit or review of finances. (1 point)
- Board is provided an up-to-date financial report at each meeting. (1 point)

TOTAL: 8

7. Staff Management & Development

Coordinating a successful Main Street program requires a trained, professional staff person whose sole focus is the success of their downtown. Main Street Managers come from a broad range of academic and professional backgrounds. The most successful Main Street Managers are those who are good communicators, support and motivate volunteers, have good project management skills and keeping revitalization activities moving forward on schedule and on budget.

Date of Hire for Main Street/Organization Director: 12/31/13

Date of 2016 employee evaluation: _____

Indicators-

- Full-time staff meets the Georgia Main Street Program salary average of \$46,500, Part-time staff meets the salary average of \$15,500. (1 point)
- Staff received appropriate benefits. (1 point)
- Executive Staff has completed any level of certification from the GDA professional development course. (1 point)
- Executive staff was in place for at least 10 months during 2016. (1 point)
- Executive staff received a formal written evaluation during 2016, during which performance expectations & compensation package of staff were discussed, reviewed and revised. (1 point)
- Organization provided staff with professional development opportunities in 2016. (1 point)
- Executive staff is active and engaged in the community. (1 point)
- 75% of the staff's time was spent on Downtown Development related activities, programs or initiatives. (1 point)
- Executive staff made regular monthly reports to the board. (1 point)
- Manager is a Nationally Certified Main Street Manager or holds a license, or certificate in the field of planning, economic development, finance and/or architecture. (1 point)

TOTAL: 9

FOR NEW MANAGERS ONLY

Completion Date for Main Street 101: _____

8. Program of Ongoing Training

In order to meet new challenges and ensure a strong organization, Main Street program participants need ongoing training. Participants, both staff and volunteers, need different skills in different phases of the revitalization process. For that reason, the skills a program's participants learn in the program's catalyst phase are rarely adequate for the growth or management phases. As staff and volunteer turnover occurs, new staff members and new volunteers will need basic Main Street training. Moreover, all program participants should stay current on issues that affect traditional commercial districts and recent revitalization techniques and models. Regular attendance at trainings and networking events is required for Main Street executive staff.

Indicators-

- Staff or program representative attended at least 1 Regional Main Street Managers Meeting. (1 point)
- Organization representative (staff and/or board member) attended the Georgia Downtown Conference and/or the National Main Streets Conference. (1 point)
- At least 2 volunteers (board members or committee members) viewed a Georgia Main Street Program Webinar. (1 point)
- Manager and or 2 or more board members attended statewide or national preservation based training during the calendar year. (1 point)
- Main Street Manager received at least 30 hours of downtown development related training. (4 points)
- Organization representative (staff and/or volunteer) attended training opportunities or workshops hosted by the Georgia Academy for Economic Development, Georgia Department of Economic Development, the Georgia Downtown Association, The State Historic Preservation Office, The Carl Vinson Institute of Government, the Georgia Municipal Association, the Georgia Planning Association, or other organizations as applicable. (2 points)

TOTAL: 10

9. Reporting of Key Statistics

Tracking statistics—reinvestment, job and business creation, etc. —provides a tangible measurement of the local Main Street program’s impact and is crucial to securing financial and programmatic support for the revitalization effort. **Statistics must be collected on a regular, ongoing basis, and shared as needed.**

Indicators-

- Organization submitted 2016 monthly reports **no later than 30 days** after the end of each calendar month. (6 points)
- Organization created/distributed an annual report promoting work plan accomplishments and reinvestment statistics. (2 points)
- Staff regularly communicated with Office of Downtown Development staff outside of trainings and networking meetings. (1 point)
- Staff used the Georgia Main Street Managers Facebook Group and/or National Main Street list serve as a tool to improve your district. (1 point)

TOTAL 10

Main Street Coordinator Monthly Report for September 2016

Highlights of completed and/or upcoming project and task highlights

- Prepared agendas, reviewed minutes and attended DDA, Main Street and 4 Points committee meetings
- Sent DDA info to Brenda King for financial report she prepares
- Helped to prepare info for FYI newsletter and weekly City Hall TV announcements
- Attended PDMA meeting and Business of the Month at Ace Hardware – 9/1
- Sent Robert Smith departmental spreadsheet report for August – 9/1
- Reviewed Main Street manager notebook information at request of DCA – 9/1
- Met Kristi Harrell at Salon 127, provided new business packet – 9/1
- Visited Kerri Moore Interiors at Macon Road location, provided advertising grant application packet – 9/1
- Tried to contact Mossy Creek Properties, 3G Management Services, mailed business packets to them – 9/1
- Hosted Perry Youth Leadership class for mock council meeting – 9/6
- Hosted Jessica Reynolds from DCA to tour community, hosted Main Street webinar – 9/7
- Attended 20 year ribbon cutting at Oil Lamp restaurant – 9/7
- Put citizen in touch with WROC for resources to help homeless family – 9/7
- Stopped by James Farmer’s office to check on plans for his proposed parking lot improvements – 9/7
- Met with Daniel Harvill and Scott Helms at Alfa Insurance on Ball Street, discussed media grant – 9/7
- Met with Jodi Daley r/e farmers’ market flyers, scheduling meeting for Small Business Saturday – 9/9
- Processed request from Ministerial Association for Promotion Committee assistance with event – 9/9
- Wrote memo for memorial bench plaque payment authorization – 9/12
- Worked on Small Business Saturday preparations – 9/12
- Attended Coldwell Banker ribbon cutting, discussed Sweets and Treats with CB staff – 9/13
- Updated building/business inventory – 9/13
- Attended Chamber Business Development Committee meeting – 9/13
- Completed online monthly report for DCA – 9/13
- Worked on draft Main Street logo designs – 9/14
- Proofed downtown article for *At Home* magazine – 9/15
- Attended ribbon cutting at Alfa Insurance – 9/15
- Wrote draft news release for Main Street, Lions and Scouts litter pickup day on Oct. 1 – 9/15
- Prepared slide show of historic locations and current photos – 9/16
- Looked at locations to move planters from Carroll Street and fall decorations with Terre Walker – 9/19
- Picked up scarecrows at stores, delivered to public works – 9/19
- Identified historic buildings in Perry with Terre Walker, took today photos at location – 9/19
- Updated then and now slide show with additional photos – 9/20
- Attended safety committee meeting and worked on Buzzard Drop 2016 logo – 9/20
- Attended Georgia Economic Developers Association Conference in Savannah – 9/21-9/23
- Met with Mitch Greer from Mauldin and Jenkins r/e DDA audit – 9/26
- Watched Places in Peril webinar and took photos at water treatment plants for slideshow – 9/27
- Forwarded information on available office space to business owner seeking small office space – 9/28
- Updated building/business inventory and prepared draft Small Business Saturday selfie contest rules – 9/28
- Attended animal shelter ground breaking, met with Harrold Riddle to discuss proposed banner designs – 9/29
- Attended Chamber Member Market – 9/29
- Wrote Christmas at the Square recommendation, Sweets and Treats prize money authorization memos – 9/30
- Delivered new business packet to JW Shuttlesworth on Ball Street, changed DDA logo color to teal – 9/30

<u>Openings in or near downtown</u>	<u>address</u>	<u>type</u>	<u>license date</u>	<u>jobs</u>	<u>location</u>
Lifelink Solutions LLC	322 B Perry Parkway	educational training	9/26/16	6	city

<u>Closures/Relocations</u>	<u>address</u>	<u>type</u>	<u>closure date</u>	<u>jobs</u>	<u>location</u>
Unique Elegance	1023 Ball Street	retail	9/26/16	1	DDA
Woodmen of the World	1201 B Ball Street	insurance	9/27/16	7	DDA

2016 CERTIFICATE OF APPROPRIATENESS

<u>APPLICATION #</u>	<u>LOCATION/WORK TO BE DONE</u>	<u>DATE</u>	<u>VALUATION</u>
#16-01	736- Carroll Street (sign)	01.12.16	\$300.00
#16-02	1023/1025 Ball Street (door change remove mansard Roof)	01.26.16	\$16,000
#16-03	914 Carroll Street (paint and remove damaged window)	01.26.16	\$900.00
#16-04	1023 Ball Street (signs)	02.04.16	\$100.00
#16-05	1101 Washington Street (sign)	02.22.16	\$250.00
#16-06	915 Carroll St. (pressure washing and painting)	03.11.16	\$1700.00
#16-07	1307-11 Ball St. (signs)	03.24.16	\$500.00
#16-08	742 Main Street (sign)	03.31.16	\$200.00
#16-09	343 Gen Courtney Hodges Blvd. (sign)	03.31.16	\$600.00
#16-10	753 Commerce St. (sign and awning)	04.05.16	\$1500.00
#16-11	1109 Washington St (rear door and awning) O'Neal Insurance	04.6.16	\$700.00
#16-12	813 Carroll Street (painting, windows, roof) Antiques on Carroll	04.13.16	\$4800.00
#16-13	807 Carroll Street (new metal roof) (Rusty's)	04.20.16	\$25,000
#16-14	604 Gen. Courtney Hodges Blvd. (signs) (Dollar General)	04.20.16	\$15,000
#16-15	904 Carroll Street (signs – using existing) (Eyewear Boutique)	05.02.16	\$0.00
#16-16	910 Carroll Street (signs) (Jones & Company)	05.04.16	\$475.00
#16-17	909 Main Street (sign) (Perry Players)	06.13.16	\$500.00
#16-18	1019 Ball Street (sign) (Two of a Kind)	06.24.16	\$200.00

#16-19	1005 Northside Drive (exterior and complete Building renovation) SunMark	07.01.16	\$744,962
#16-20	1028 Macon Road (exterior renovation) Moore Interiors	07.11.16	\$35,000
#16-21	1021 Ball Street (exterior painting)	07.13.16	
#16-22	900 Commerce Street (sign) Salon 127	07.19.16	\$300.00
#16-23	1209B Sunset Ave (sign) Farmers Insurance	07.20.16	
#16-24	1110 Washington St (exterior renovations) (Walker Insurance Agency)	07.28.16	\$58,000
#16-25	1026 Ball Street (exterior painting) (Mossy Oak Properties)	08.10.16	\$1000.00
#16-26	915D Main Street (ComSouth utility bldg)	08.24.16	
#16-27	1025 Ball Street (vacant) (wall sign)	09.30.16	\$100.00