

Main Street Advisory Board  
Agenda – December 7, 5:00 p.m.

Meeting to be held at Perry City Hall – 808 Carroll Street, Economic Development  
Conference Room

1. Call to Order
2. Guests/Speakers
3. Citizens with Input
4. Old Business
5. New Business
  - a. Review Certificate of Appropriateness – 806 Commerce Street
  - b. Preliminary Certificate of Appropriateness review – 104/108 Mims Court & 1218 Washington Street
  - c. Review and approve revisions to bylaws
  - d. Approve November 1, 2023 minutes
  - e. Approve November 2023 financials
6. Chairman Items
7. Downtown Manager's Report
  - a. Downtown Projects update
  - b. Strategic Plan Update
8. Promotion Committee Report
9. Update on Downtown Development Authority
10. Other
11. Adjourn

**All meetings are open to the public unless otherwise posted**



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## STAFF REPORT

December 4, 2023

**CASE NUMBER:** COA-0152-2023  
**APPLICANT:** Chad Bryant  
**REQUEST:** Addition for storage  
**LOCATION:** 806 Commerce Street; Parcel No. 0P0010 01C000

**APPLICANT'S REQUEST:** The applicant proposes an 18' X 5' shed addition to the west side of the Muse Theater. The addition will be used to store chairs and tables associated with the event venue. The shed will have board and batten siding with a cedar shake shingle roof. Colors will match those already used in the complex.

**STAFF COMMENTS:** The addition will be within the enclosed courtyard area. It should have minimal visual impact from the streets, and minimal impact to the integrity of the theater building.

**STAFF RECOMMENDATION:** Approval.

**APPLICABLE DESIGN GUIDELINES ATTACHED.** Commercial Rehabilitation – Additions.

### APPLICABLE ORDINANCE SECTION:

#### 6-6.3. Design Standards for the Downtown Development District.

- (A) *Intent.* The intent of this section is to encourage and maintain the viability and visual compatibility of structures and sites in the Downtown Development Overlay District.
- (B) *Applicability.* New construction and exterior modification of buildings and sites in the downtown development overlay district must obtain a certificate of appropriateness prior to starting such work. In addition to other design guidelines adopted by the Main Street Advisory Board, new construction and existing buildings, structures, and sites which are altered, reconstructed, or moved shall be consistent with the architectural styles of commercial buildings constructed prior to 1950 in the downtown development overlay district and the standards of this section.
- (C) *Exemptions.* Nothing in the section shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of structures located in the Downtown Development Overlay District when the repair does not involve a change in design, material, or outer appearance of the structure. Certificates of appropriateness are not required for alterations to the interior of a building or changes in the use of a building, although other permits may be required.
- (D) *Sign standards.* All signs shall require a Certificate of Appropriateness issued by the administrator prior to issuing a sign permit. The administrator may exempt signs which comply with the provisions of Section 6-9.12(C).
- (E) *Site design standards.*
  - (1) Orientation and setback. The orientation and setback of a building shall be consistent with adjacent buildings.
  - (2) Spacing of buildings. The relationship of a building to open space between it and the adjoining buildings shall be visually compatible to the buildings and open spaces to which it is visually related.
  - (3) Parking. Parking should be located to the side or rear of a building. When a parking lot must be located adjacent to a public right-of-way, a wall and/or landscape buffer should separate the parking lot from the right-of-way.
  - (4) Courtyards and outdoor spaces. Walls, wrought iron fences, evergreen landscape buffers, and/or building facades shall form cohesive walls of enclosure along a street.
- (F) *Building design standards.*
  - (1) *Height.* The height of the proposed building shall be visually compatible with adjacent buildings.



- (2) *Proportion of Building from Facade.* The relationship of the width of building to the height of the front elevation shall be visually compatible with buildings to which it is visually related.
- (3) *Scale of a Building.* The size of a building, the building mass of a building in relation to open spaces, the windows, door openings, porches and balconies shall be visually compatible with the buildings to which it is visually related.
- (4) *Proportion of Openings within the Facility.* The relationship of the width of the windows in a building to the height of the windows shall be visually compatible with buildings to which it is visually related.
- (5) *Rhythm of Solids to Voids in Front Facades.* The relationship of solids to voids in the front facade of a building shall be visually compatible with buildings to which it is visually related.
- (6) *Rhythm of Entrance and/or Porch Projection.* The relationship of entrances and porch projections to the sidewalks of a building shall be visually compatible to the buildings to which it is visually related.
- (7) *Relationship of Materials; Texture and Color.* The relationship of the materials, texture, and color of the facade of a building shall be visually compatible with the predominant materials in the buildings to which it is visually related. Brick or mortared stone shall be the predominant materials on new construction.
- (8) *Roof Shapes.* The roof shape of a building shall be visually compatible with the buildings to which it is visually related.
- (9) *Colors:* Colors should be in keeping with color palettes currently in use, or of historical significance to the City of Perry. The Community Development Department may suggest or make available certain color palettes, which are not required to have a Certificate of Appropriateness.

(G) *Temporary structures.* Temporary structures are permitted for construction projects or catastrophic losses. These structures require approval by the administrator, subject to section 4-5.



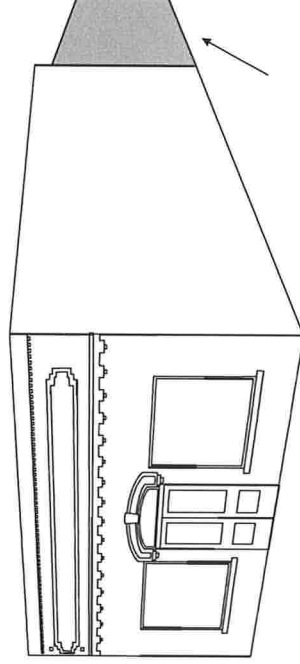
# 24 REHABILITATION ADDITIONS

## GOAL:

The primary goal is to allow expansion while maintaining historic character.

Actions to achieve the goal:

- ▶ Additions should respect the original portion of the building by:
  - a) being placed away from the public view on the rear elevation or (for buildings not on the square) on a side elevation well behind the facade,
  - b) maintaining the form, orientation, and symmetry of the original structure,
  - c) creating a discernible break at the juncture with the original structure,
  - d) using matching or similar materials such as roofing and siding,
  - e) using matching or similar elements, such as windows, on side elevations and reserving more modern elements for the rear elevation,
  - f) using a degree of ornamentation equal to the original or less, and
  - g) being reversible with a limited loss of historic materials and elements.



*additions are best placed at the rear of the building*

**Additions** refers to any increase in the square footage of a building.

### **Glossary terms:**

#### **Elevation.**

Any of the external faces of a building.

#### **Facade.**

The front elevation or “face” of a building.

#### **Public view.**

That which can be seen from any public right-of-way.

#### **Reversible.**

Constructing additions or new elements in such a manner that if removed in the future original form and material would be largely unchanged.

#### **Routine maintenance.**

Any action performed in order to preserve a historic property including minor replacement of material with like material providing no change is made to the appearance of the structure or grounds.

#### **Orientation.**

The direction that the building (usually includes the primary entrance) faces.

- more terms found in the Glossary, p. 42

## *Changes requiring a COA Examples:*

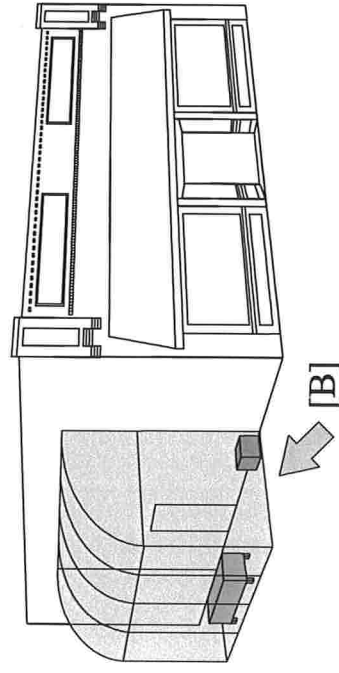
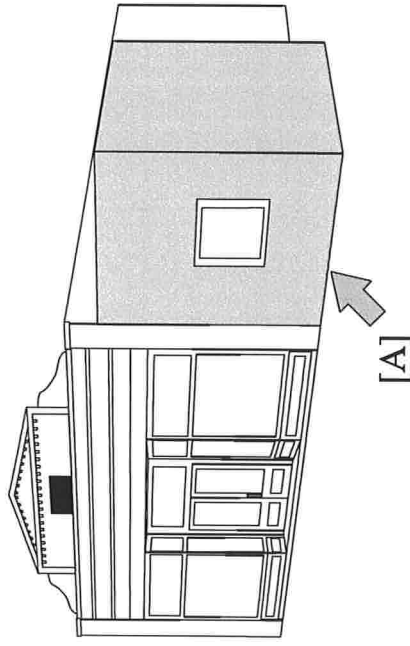
- \* Adding an addition to a building.
- \* Removing an addition from a building.

## *Changes not requiring a COA Examples:*

- \* Routine maintenance to existing additions.

## *Common Mistakes*

- ▶ *Constructing the walls of the addition flush with the facade of the original structure. [A]*
- ▶ *Constructing an addition out of scale which greatly alters the original form of the building.*
- ▶ *Using incompatible materials or details on an addition. [B]*
- ▶ *Removing a large amount of original material to add an addition.*







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Application # COA#052-2023

## Application for Certificate of Appropriateness Main Street Advisory Board

Contact Community Development (478) 988-2720

\*Indicates Required Field

	Applicant	Property Owner
*Name	Chad Bryant	Ocmulgee Development, LLC
*Title	owner	
*Address	806 Commerce Street	PO 1821 Perry 31069
*Phone	478-714-1594	
*Email	chad@bryantcngllc.com	

\*Property Address 806 Commerce Street

Project:

New Building ☐ Addition ☒ Alteration ☐ Demolition ☐ Relocation ☐

\*Please describe the proposed modification:

Proposed addition includes a 5' by 18' storage building with shed roof.

### Instructions

1. A Certificate of Appropriateness is required for any exterior modification of a property located in the Downtown Development Overlay District.
2. Applications, with the exception of signs, are reviewed by the Main Street Advisory Board, which makes a recommendation to the administrator for action on the Certificate of Appropriateness.
3. The application may be submitted to the Community Development office or online.
4. The applicant must respond to the "standards" for the granting of a certificate of appropriateness in Section 2-3.8 of the Land Management Ordinance.
5. \*The following drawings and other documents must be submitted with the application, depending on the extent of the proposal:
  - ☒ Site plan depicting building(s) footprint, parking, landscaping, and other site improvements,
  - ☒ Detailed drawing(s) or sketch(s) showing the views of all building facades facing public streets and building features, such as recessed doors or dormers, and sizes,
  - ☐ Detailed drawing(s) or sketch(s) depicting size, location, and colors of signage,
  - ☐ Sample(s) for all proposed wall and trim paint colors,
  - ☐ Sample(s) or photo(s) of proposed awning/canopy materials and color,
  - ☐ Photo(s) of proposed doors, windows, lights, or other features that will be added to the building,
  - ☐ Photo(s) or sample of proposed roofing materials and color if roof will be visible,
  - ☐ Photo(s) or sample of brick, stone, tile, mortar, or other exterior construction materials that will be added to the building, and
  - ☐ Other information that helps explain details of the proposal.

6. A complete application and all plans, drawings, cut sheets, and other information which adequately describes the proposed project must be submitted at least 10 days prior to a meeting of the Main Street Advisory Board, to allow adequate time for staff to review and prepare a report. The Main Street Advisory Board meets on the 1st Thursday of each month at 5:00pm at the Community Development office, 741 Main Street.
7. Please read carefully: The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

8. Signatures:

*Applicant	*Date
	10-30-23
*Property Owner/Authorized Agent	*Date

### Maintenance and Repair

Nothing in the Land Management Ordinance shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature of structures located the Downtown Development Overlay District when the repair does not involve a change in design, material, color, or outer appearance of the structure. Certificates of appropriateness are not required for alterations to the interior of a building or alterations to the use of a building (although other permits may be required).

### Notices

There is no fee for review of a Certificate of Appropriateness (COA) application. However, a fee of \$230.00 will be charged for work started without an approved Certificate of Appropriateness.

Approval of a certificate of appropriateness does not waive any required permits, inspections, or fees required by the Community Development Department. Structural changes to a building require a building permit from the Community Development Department.

Decisions of the administrator may be appealed to the Planning Commission.

The Certificate of Appropriateness is valid for 6 months (180 days) from the date of approval by the administrator. If work is not completed within that timeframe, the applicant must renew the COA. A COA associated with a permit remains valid for the life of the permit.

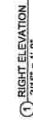
Estimated valuation of proposed modification: \$15,000













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## STAFF REPORT

December 4, 2023

**CASE NUMBER:** COA-0160-2023  
**APPLICANT:** Chad Bryant  
**REQUEST:** **Preliminary Comments** on New Construction - Townhouses  
**LOCATION:** 1218 Washington Street, 104 & 108 Mims Court; Parcel Nos. 0P03900 14B000, 0P03900 14C000, 0P03900 14D000

**APPLICANT'S REQUEST:** The applicant proposes to construct 13 townhouses fronting Washington Street and Mims Court. Three of the units will face Washington Street. The 3-story structures will be clad primarily in vertical and horizontal siding with brick accenting the entrances. Three different contemporary elevation designs are proposed. Projecting and recessed balconies along with suspended entry canopies are proposed on 2 of the elevations. The third elevation has a projecting window box element on the front. Brick is proposed as Velour Black from Cherokee Brick's Architectural Collection. Siding colors are proposed to be Tyler Gray (CW-50) from the Benjamin Moore Williamsburg Historic Collection and black (not specified). Garages and parking are to be located at the rear of each unit. Other than the brick accent, the siding, trim, and foundation materials are not identified. Window/door, awning, balcony/railing materials/details and lighting details are not identified. Mortar color is not identified. Location of utility meters and mechanical equipment are not identified. Parking/ garages are located at the rear of the units.

**STAFF COMMENTS/ Items to Consider:** The proposed development is subject to the LMO standards for townhouses (Sec. 4-3.1(A) provided below) in addition to the Design Guidelines for the Downtown Development Overlay District.

The proposed development is located on the edge of the Downtown Development Overlay District surrounded by suburban-style developments. Surrounding properties are developed with one- and two-story buildings setback from the street with parking in front or surrounding the buildings. These commercial buildings are generally either brick or stucco with pitched roofs and designed in a colonial revival architectural style.

The building directly to the north of the project is a single-family house converted to an insurance office set back about 70' from Washington Street. Across Mims Court is vacant single-story building and the Houston Home Journal building which both about 75' from Washington Street. It is possible all these properties could be redeveloped with a more urban development pattern in the future. The City of Perry Administrative Building (60' setback) and parking lot are located across Washinton Street. It is less likely this property would be redeveloped in the future. The townhouses are setback 40' from Washington street and 15' from Mims Court (subject to a variance from the Planning Commission). Developing a more dense, urban downtown area, even at the edge of the district, would suggest that the applicant request a variance from the 40' setback along Washington Street. Considering the Form Based Code setbacks along Gen. Courtney Hodges, staff suggests a maximum setback of 20'.

Townhouse architectural standards in LMO require at least 3 different front facades. The applicant would prefer using one façade (Unit #1 on attached renderings). Also attached are pictures of townhouses in downtown settings from Duluth, Suwanee, and Lawrenceville. You can see how slight changes in the facades provide some interest while maintaining simple design suitable for a downtown setting.



Staff suggests the building fronting Washington Street, at a minimum, should be primarily brick like other buildings downtown. A wrap-around "porch" on the corner unit would appropriately address both streets.

**APPLICABLE DESIGN GUIDELINES ATTACHED.** Commercial – New Construction.

**APPLICABLE ORDINANCE SECTIONS:**

*4-3.1. Residential uses.*

(A) *Townhouse.* Within the districts permitting townhouses, the following requirements shall apply:

- (1) Minimum lot area. For fee-simple townhouses, each lot shall have a minimum area of 2,000 square feet.
- (2) Minimum lot width. Each individual townhouse lot shall have a minimum width of 20 feet. The minimum lot width for a townhouse development is 110 feet.
- (3) Maximum building coverage. Building coverage shall not exceed 80% of any individual townhouse lot. Maximum building coverage of an overall townhouse development is 40%.
- (4) Minimum townhouse square footage. The minimum heated floor area for a townhouse unit shall be 1,200 square feet.
- (5) Units per building. There shall be at least three (3) units and no more than eight (8) units per building of attached townhouse units.
- (6) Building separation. Townhouse buildings shall be separated by a minimum of 20 feet. Architectural features, such as chimneys, eaves, sills, cornices, and corbels, may be allowed to extend up to two (2) feet into the building separation requirement.
- (7) Building orientation. The front of a townhouse shall not face the rear of another dwelling structure within the development or on adjoining properties unless differences in terrain and elevation would provide effective visual separation.
- (8) Common open space.
  - a. A minimum of 30 percent of the overall townhouse development land area shall be provided as common open space. The open space shall include pocket greenspaces such as parks, squares, courtyards, community gardens or similar usable common areas.
  - b. At least 60 percent of all townhouse units shall face or be located within 200 feet of a pocket greenspace.
  - c. The minimum size of an individual pocket greenspace shall be 8,000 square feet with a minimum dimension of 40 feet.
  - d. The average size of all pocket greenspace within a townhouse development shall be 1,000 square feet per townhouse unit in the development.
  - e. Surface stormwater facilities shall not be placed in a pocket greenspace.
  - f. Common open space shall be owned and maintained by a homeowners' association.
  - g. The required common open space and pocket greenspace may be reduced or waived by the Planning Commission if the townhouse development is in the Downtown Development Overlay District and is located within one-quarter (¼) mile walking distance of a public park.
- (9) Parking.
  - a. The minimum number of parking spaces for each townhouse unit shall be two (2) primary spaces, excluding garages, plus 0.25 spaces per townhouse for guest parking. Primary parking spaces shall be located within 100 feet of the townhouse they are intended to serve. Guest parking spaces shall be located no more than 400 feet from any townhouse unit.
  - b. All townhouses shall be designed with a rear entry garage and driveway accessed via a street, alley, or private common driveway. Garages and driveways shall not be located on the front elevation or accessed from the front of the lot.
  - c. Except for tapered aprons, driveway widths shall not be expanded beyond the width of the garage face.
  - d. Parking of boats, RV's, trailers, and utility trailers shall be prohibited in a townhouse development unless an area specially designated for such parking is provided. Such parking area shall be in addition to the minimum number of parking spaces required.

- (10) Sidewalks. ADA compliant sidewalks shall be provided within the public right-of-way on both sides of all streets in a townhouse development. Pocket greenspaces shall be accessible via ADA compliant sidewalks.

(11) Architectural standards.

- a. There shall be a minimum of three different exterior elevations in a townhouse development.
- b. No more than two contiguous dwellings that form a part of a single building shall have the same setback or roof line. Said setback and roof line shall be varied by a minimum of two (2) feet.
- c. Required exterior building materials shall be brick, stone, and/or natural wood or fiber cement siding. Split-faced concrete block, stucco, or granite block may be used on no more than 20 percent of any elevation.
- d. Material or color changes should occur at a change of plane.
- e. Private, usable open space, such as balconies, decks, patios, etc., shall be provided contiguous to each dwelling unit. The area of such open space provided for each unit shall not be less than ten (10) percent of the floor area of the unit served. The location and number of square feet shall be clearly indicated on the site plan. Private open space shall not count toward the required common open space.
- f. Windows shall be provided on the side elevation of end units in a townhouse building.

6-6.3. Design Standards for the Downtown Development District.

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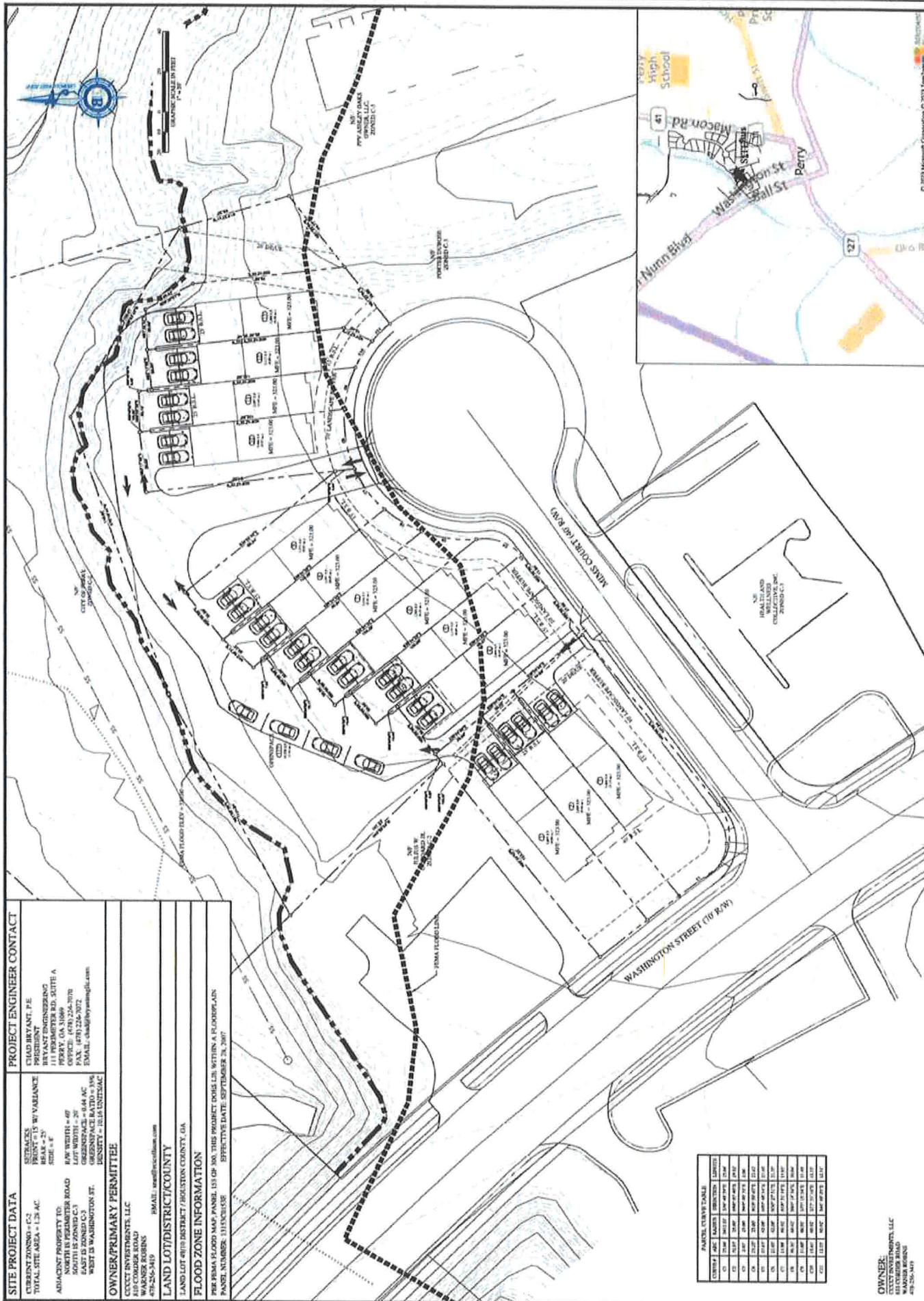


- (8) *Roof Shapes.* The roof shape of a building shall be visually compatible with the buildings to which it is visually related.
- (9) *Colors:* Colors should be in keeping with color palettes currently in use, or of historical significance to the City of Perry. The Community Development Department may suggest or make available certain color palettes, which are not required to have a Certificate of Appropriateness.

(G) *Temporary structures.* Temporary structures are permitted for construction projects or catastrophic losses. These structures require approval by the administrator, subject to section 4-5.





[illegible]

**OWNER:**  
CITY OF INDIANAPOLIS, LLC  
815 CENTER ROAD  
WARNER ROBINS  
GEO. 796. 3478

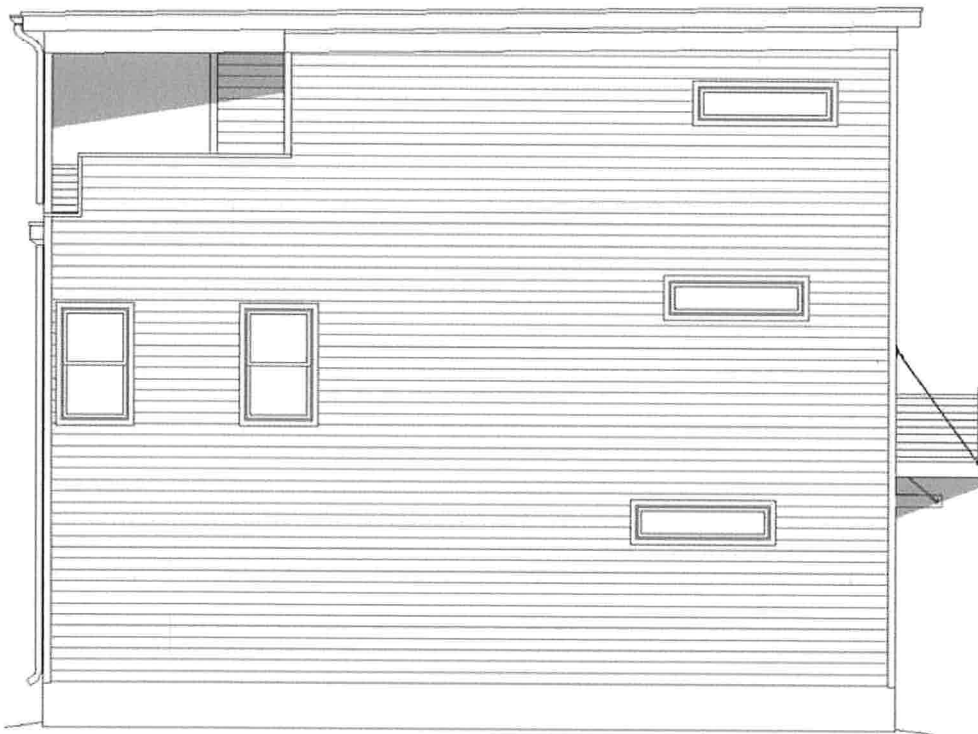
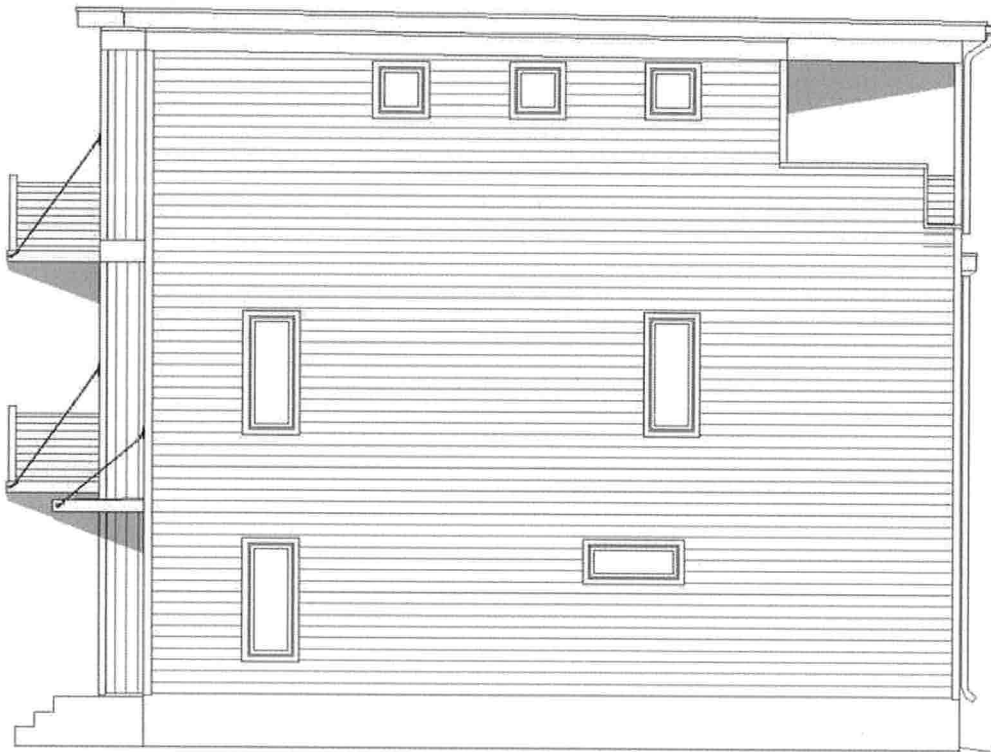
UNIT #1



unit 1

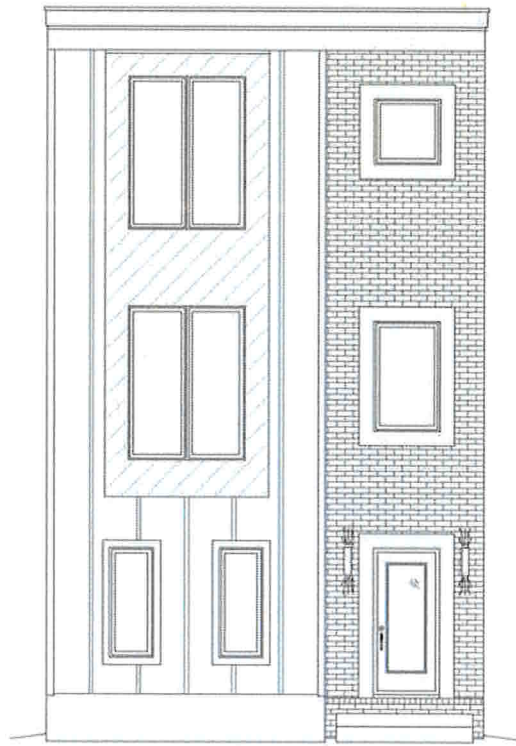






UNIT #2



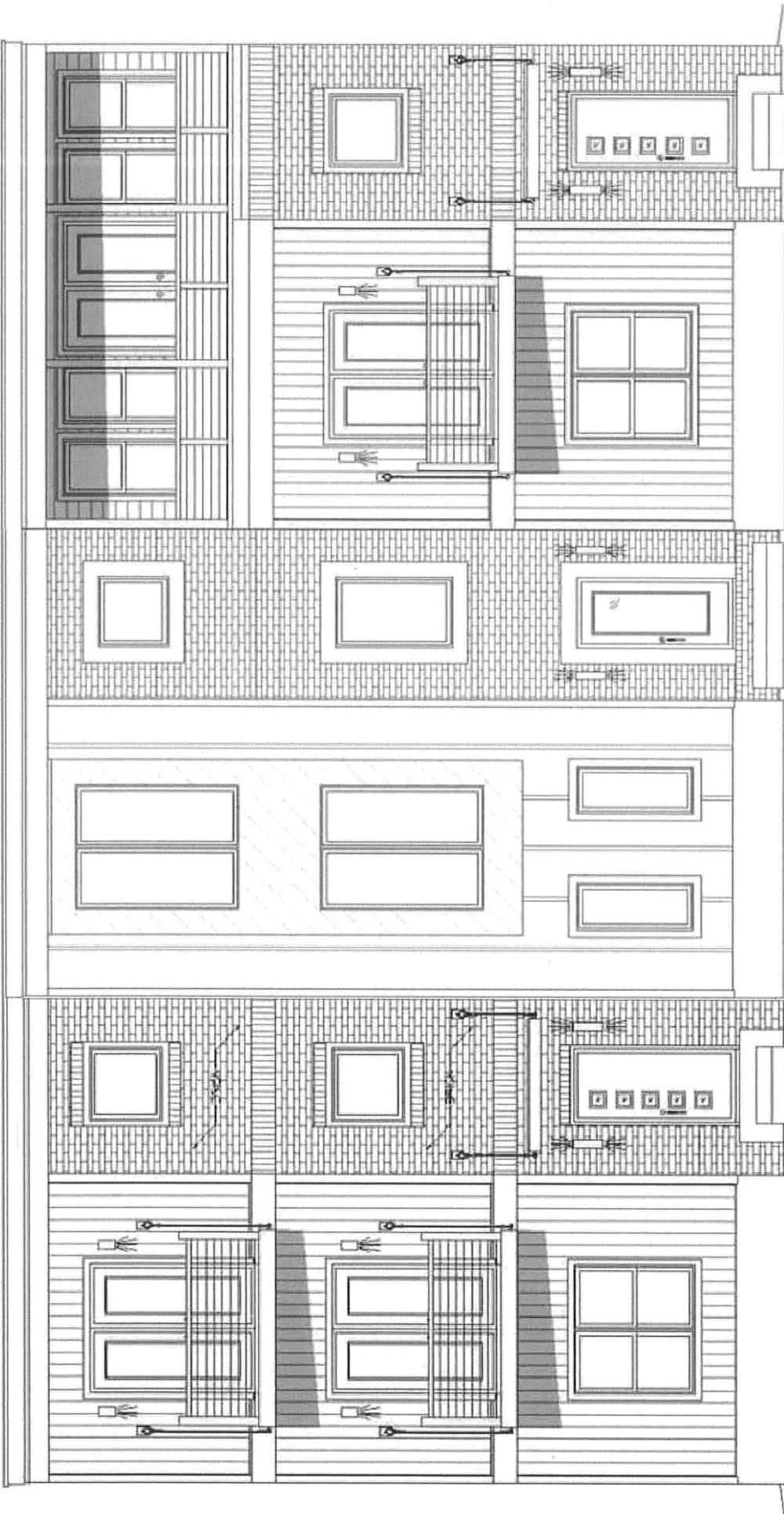


unit 2



unit 3







Duluth, Georgia

Google Street View

Jan 2022

See more dates



Image capture: Jan 2022 © 2023 Google





Duluth, Georgia

Google Street View

Jan 2022

See more dates

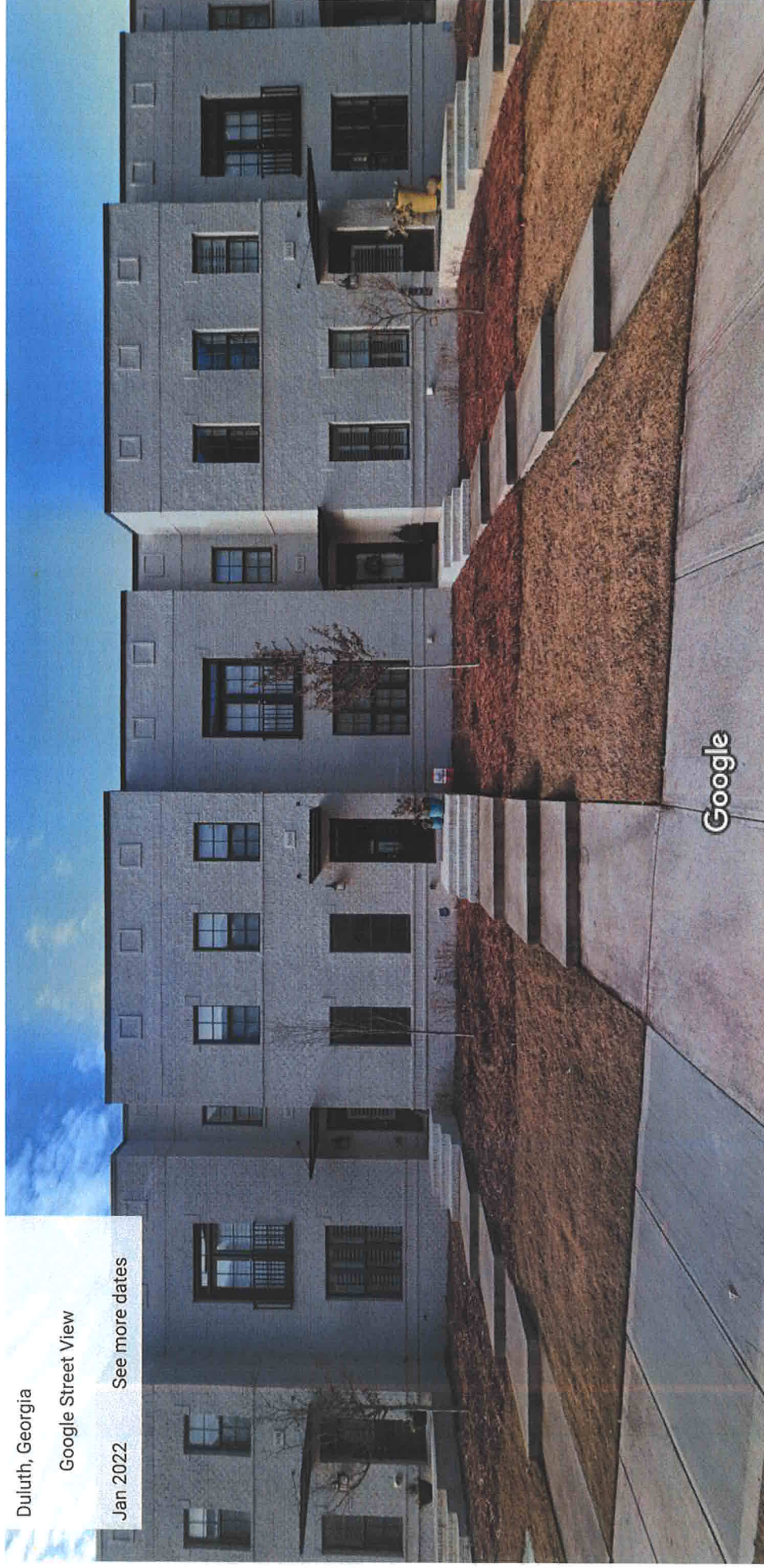


Image capture: Jan 2022 © 2023 Google



Duluth, Georgia

Google Street View

Apr 2023    See more dates



Image capture: Apr 2023    © 2023 Google







Duluth, Georgia

Google Street View

Apr 2023

See more dates

Image capture: Apr 2023 © 2023 Google





Suwanee, Georgia  
Google Street View  
Jul 2023 See more dates

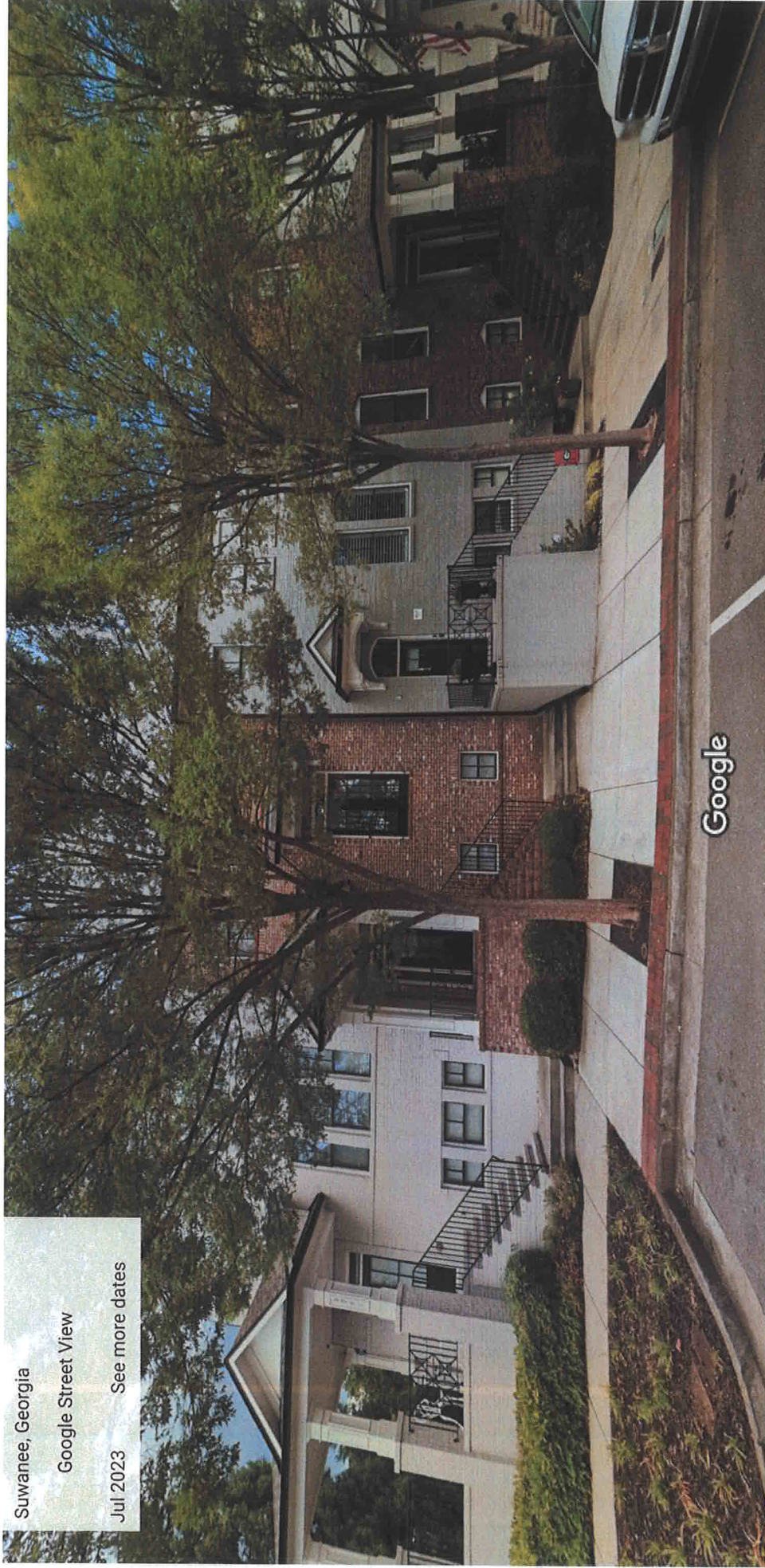


Image capture: Jul 2023 © 2023 Google





Lawrenceville, Georgia

Google Street View

Nov 2023 See more dates

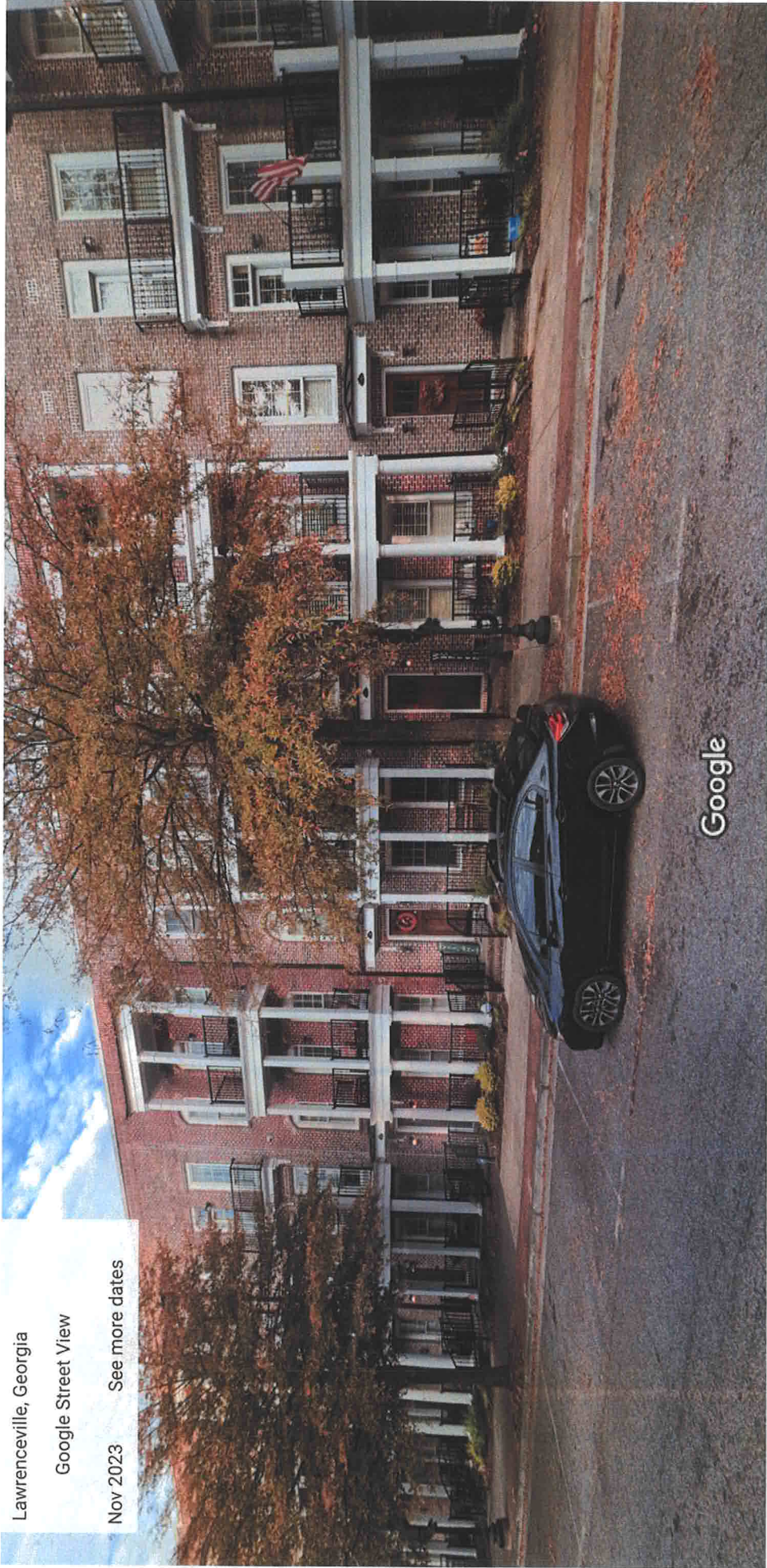


Image capture: Nov 2023 © 2023 Google





BYLAWS  
PERRY MAIN STREET ADVISORY BOARD OF DIRECTORS

ARTICLE I  
ORGANIZATION

Section 1. Name

The name of this organization is PERRY MAIN STREET ADVISORY BOARD, hereinafter referred to as "MAIN STREET."

Section 2. Board Representation

MAIN STREET is a city board consisting of seven (7) members. The Mayor and Council shall appoint all members to the Board of Directors who shall be referred to collectively hereinafter as the "BOARD." ~~MAIN STREET's seven (7) partner agencies, hereinafter referred to as "PARTNERS," who may nominate potential members for consideration of appointment to the BOARD are as follows:~~

- ~~• Downtown Development Authority of the City of Perry~~
- ~~• Perry Downtown Development District property owner or business owner as proposed by the Main Street Advisory Board and city staff~~
- ~~• Perry Area Chamber of Commerce~~
- ~~• Perry Area Convention and Visitors Bureau Authority~~
- ~~• Perry Area Historical Society~~
- ~~• Perry Public Arts Commission~~
- ~~• Uptown Perry Partnership~~

~~The BOARD shall operate independently from the nominating PARTNERS.~~

~~PARTNERS may nominate one or more candidates for consideration; however, the MAIN STREET Nominating Committee shall review nominations by the PARTNERS and present its recommendations, along with all other nominations, to the BOARD and Mayor and Council. Mayor and Council shall take under advisement the recommendation(s) but are not bound by said recommendation(s).~~

Any member of the BOARD can be removed by a two-thirds (2/3) vote of the Mayor and Council, with the Mayor having the right to vote on the question of removal.

Section 3. General Duties

The duties of MAIN STREET are as follows:

- a) Create an annual work plan incorporating incremental and meaningful goals related to the Main Street 4 Point Approach;
- b) Provide opportunities for regular public engagement and support of the local Main Street Program;
- c) Conduct appropriate board meetings, training, orientation and planning;

**Commented [AH1]:** This section to be removed as it is not an accurate representation of board member recommendations

- d) Assess the financial solvency and effectiveness of board programs and provide recommendation to Mayor and Council;
- e) Establish committees as may be needed to fulfil the work plan; and
- f) Act as a review agency when so directed by Council.

#### Section 4. Office

The principal office of MAIN STREET shall be located at ~~4211 Washington Street~~ 808 Carroll Street, Perry, Georgia. MAIN STREET is supervised by the Department of ~~Community Development~~ Economic Development, with the ~~Main Street coordinator~~ Downtown Manager serving as the BOARD's staff liaison.

#### Section 5. Purpose

The purpose of MAIN STREET is to promote, redevelop and create a thriving central business district in Downtown Perry and along primary entrance corridors to the Downtown Development District by providing active support, guidance and leadership to the business community that will result in enhanced resources, incentive programs, and aesthetic design controls aligned with the principals of historic preservation to ensure quality of life and economic growth within the MAIN STREET(Downtown Development) District.

### ARTICLE II

#### BOARD OF DIRECTORS

##### Section 1. Management, Powers, Number, and Term of the Board of Directors

BOARD members shall be at least eighteen (18) years of age and either a resident of the Perry Service Area, owner of property in the downtown district, owner or manager of a business in the downtown district or a member of the Main Street program or one of its standing committees as of January 1, 2015.

~~All members of the BOARD and all MAIN STREET Committee Members shall volunteer a minimum of ten (10) service hours per calendar year in events or functions furthering the purposes of the BOARD. Attendance at regular meetings or work sessions of the BOARD shall not count towards the required service hours.~~

**Commented [AH2]:** Removal of this volunteer requirement and addition of continuing education requirement in accordance with state and National Main Street Standards of Accreditation

All members of the BOARD shall have at least 2 hours of training hours per calendar year in accordance with the state and national standards of accreditation.

**Commented [AH3]:** New addition

All members of the BOARD shall serve without compensation; provided, however, Council may reimburse reasonable expenses incurred by members of the BOARD in connection with their service as board members. No part of the BOARD's property or net earnings shall inure to the benefit of any board member or PARTNER.

Terms of board members will be staggered. Two (2) of the members shall be appointed for an initial term of one (1) year. Two (2) of the members shall be appointed for an initial term of two (2) years, and three (3) of the members shall be appointed for an initial term of three (3) years. Thereafter, all members shall be appointed for three-year terms.

##### Section 2. Absences

When any member of the BOARD misses three (3) meetings within a calendar year, the

~~Chairman of the BOARD Downtown Manager shall notify the member and nominating PARTNER about the lack of participation. All members of the BOARD are required to attend 75% of meetings in accordance with the state and national standards of accreditation. After four (4) meetings are missed within the calendar year, the BOARD shall notify the PARTNER by letter about the board member's lack of participation to request the PARTNER nominate another representative for the Nominating Committee to consider its recommendation and for the Mayor and Council's consideration for appointment to the BOARD.~~

Excused absences in advance for health, emergency, or other reasons may be granted by the Chairman and do not count against the three (3) permitted absences.

#### Section 3. Vacancies

~~Any vacancy on the BOARD caused by the death or resignation of a member shall be filled by the respective PARTNER making a nomination to the Nominating Committee at the earliest possible time, such appointment to fill an un-expired term vacated. The nomination will be submitted to the Mayor and Council for its consideration for appointment of the nominee. Resignation shall be submitted in writing to the BOARD.~~

#### Section 4. Indemnification

The City of Perry will provide for indemnification of any and all current or former MAIN STREET officers, directors and employees against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which they or any of them are made parties, or a party, by reason of having been officers, directors, or employees of MAIN STREET, except in relation to matters as to which such individuals shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct.

### ARTICLE III OFFICERS AND MANAGEMENT

#### Section 1. Officers and Terms

Chairman, Vice-Chairman and Secretary/Treasurer will be elected to initial terms that expire on December 31, 2015. Thereafter, officers will be elected to one-year terms on a calendar year basis by the BOARD. All officers shall be voting members of the BOARD, and multiple offices shall not be held by the same person.

#### Section 2. Election

In conjunction with the Annual Meeting held in JANUARY of each year, officers shall be voted upon by the BOARD. The previous year's officers will preside in their roles at the ANNUAL MEETING until the election of the officers for the current year.

The majority of votes cast shall determine all elections and questions.

#### Section 3. Term and Removal

The term of office shall be one (1) year or until successors are elected and qualified. Officers may be removed from office with cause, at any time, by recommendation of a majority of the BOARD and voted on by a majority of members of MAIN STREET.



#### Section 4. Nomination of Directors

Every two years, or as needed, ~~a three-member Nominating Committee shall be appointed by the Officers to review nominations and~~ the Downtown Manager will review Statements of Interest and make recommendations for appointments to Mayor and Council as needed when vacancies occur.

Commented [AH4]: Add since Nominating Committee has not been used in years

#### Section 5. Roles and Responsibilities of Chairman

The Chairman shall be chief executive officer of MAIN STREET and shall administer its affairs in accordance with these bylaws as he/she may be directed from time to time by the BOARD. He/she shall preside at all meetings of the BOARD. The Chairman may delegate his/her powers and duties to others to the extent that, and for so long as, he/she may deem proper, subject to BOARD approval. The Chairman shall appoint the Chairperson and Membership of all Committees subject to the approval of the BOARD and shall be himself an ex-officio member of all Committees. The Chairman shall be entitled to vote on all issues.

#### Section 6. Roles and Responsibilities of Vice-Chairman

The Vice-Chairman, in the absence or disability of the Chairman, shall exercise the powers and perform the duties of the Chairman. He/she shall, in addition, exercise such other powers and perform such other duties as from time to time may be assigned to him/her by the BOARD.

#### Section 7. Roles and Responsibilities of Secretary/Treasurer

The Secretary/Treasurer shall perform such duties incident to the office of Secretary/Treasurer as the BOARD may direct; and shall be responsible for all funds, securities, monies and other valuables of the BOARD. The Secretary/Treasurer, with support from the Executive Director/Manager as directed, shall deposit, or cause to be deposited, all funds, securities and monies in the name and to the credit of MAIN STREET with the City of Perry as may be designed by the BOARD and shall request, or cause to be made, such disbursements as the BOARD may direct by submitting a check request to the City of Perry Finance Department or Main Street staff.

#### Section 8. Roles and Responsibilities of Main Street Coordinator

The Main Street Coordinator serves MAIN STREET and the BOARD at the pleasure of the City's Economic Development Director, who is responsible for hiring or appointing the appropriate staff on an annual basis. The Main Street Coordinator shall carry out MAIN STREET'S daily operations as is necessary to supervise effectively MAIN STREET'S affairs and activities. The Main Street Coordinator, or his or her designee/appointed staff, shall be responsible for coordinating the implementation of MAIN STREET'S policies and projects, and such other duties as may be required. The Main Street Coordinator position is established and implemented according to the current guidelines for National Main Street accreditation.

The Main Street Coordinator shall be responsible, or designate staff, for the recording of votes and the preparing and keeping of the written minutes of all BOARD meetings. Written minutes of the meeting shall be kept. Within ten (10) days of every meeting, a copy of the minutes shall be furnished to the City Manager. The Main Street Coordinator shall give, or cause to be given, notice of all meetings as provided for by these bylaws and shall perform such other duties as the BOARD may direct.

ARTICLE IV  
MEETINGS, QUORUM AND PROCEDURES

Section 1. Regular Meetings

Regular meetings of the BOARD shall be held on the first Thursday of each month at 5:00 p.m. If for some reason this time must change, adequate notice will be provided to the BOARD. Regular meetings shall be open to the public in accordance with state law.

Section 2. Annual Meetings

An annual meeting of MAIN STREET Membership shall be held in January of each year. Notice of the time and place of such meeting shall be given by the Chairman.

Section 3. Committees

Committee meetings of MAIN STREET shall be held as determined by the committee. Standing Committees of MAIN STREET include Committees on Design, Promotion, and Economic Restructuring, including sub-committees of same.

Section 3a. Organization Committee

The Organization Committee for MAIN STREET is made up of members of the BOARD'S Executive Committee, unless otherwise noted, to include the Chairman, Vice-Chairman, Secretary/Treasurer, and the Executive Director/Manager, and function in compliance with recommendation from the Georgia Department of Community Affairs.

Section 3b. Design Committee

The Design Committee of MAIN STREET shall be appointed by the Chairman with support from the BOARD. The Design Committee works to protect and improve the natural and built environment within the MAIN STREET District (Downtown Development District), as adopted by the Mayor and Council on May 6, 2014, through historic preservation and National Main Street guidelines.

Section 3c. Promotion Committee

The Promotion Committee of MAIN STREET shall be appointed by the Chairman with support from the BOARD. The Promotion Committee fosters good will among residents and attracts tourists by participating in and designing special events, retail events, and other activities within the MAIN STREET District.

Section 3d. Economic Restructuring Committee

The Economic Restructuring Committee for MAIN STREET is made up of the Perry Downtown Development Authority (DDA). In this capacity, the DDA promotes business growth opportunities, develops economic incentive programs to support business, and encourages the implementation of unique funding mechanisms to meet the goals and objectives for redevelopment within the Downtown Development District, as expanded and adopted by Mayor and Council in 2014.

Section 4. Special Meetings

Special meetings may be held upon the call of the Chairman, Vice Chairman, Secretary or any two directors at such a place within the City of Perry, Georgia, as shall be specified in the

notice of such meeting. Notice of special meetings may be either oral or written. Oral notice may be delivered personally or by telephone and shall be given at least twenty-four (24) hours prior to the time of the meeting. Written notices may be sent by mail, electronic mail or delivered personally. If delivered personally, such notice shall be delivered twenty-four (24) hours prior to the time of the meeting.

#### Section 5. Quorum

Four (4) members of the BOARD shall constitute a quorum for the transaction of any business, including election of officers. If at any meeting of the BOARD there shall be less than a quorum, the presiding officer may adjourn the meeting without further notice until a quorum shall have been obtained.

Absent members of the BOARD may vote by signed written proxy or by email or fax by notifying the Chairman, Vice-Chairman, and/or Executive Director/Manager in advance, when possible, based on O.C.G.A. 14-3-724.

If a quorum of members is present in person, a member of the BOARD may participate by teleconference if necessary due to reasons of health or absence from the meeting location so long as the other open meetings requirements are met for that meeting. No member shall participate by teleconference more than twice in one calendar year pursuant to this exception.

#### Section 6. Parliamentary Procedures

Meetings shall be conducted in accordance with Roberts Rules of Order.

### ARTICLE V AMENDMENTS

#### Section 1. Amendments

The bylaws of MAIN STREET shall be subject to alteration, amendment or repeal by the affirmative vote of a majority of the BOARD at any regular or special meeting. Proposed amendments shall be submitted in writing to all members of MAIN STREET within ten (10) days prior to the meeting at which such amendment will be discussed. The amendment shall then be voted on by the next regular meeting by the BOARD. If such written proposed amendment is submitted by mail, it shall be deemed to be delivered when postmarked by the U.S. Mail.

### ARTICLE VI POLICY

#### Section 1. Policy

MAIN STREET may from time to time establish policies to govern its internal operating procedures. The policies may be established by proper resolution adopted by the BOARD.

### ARTICLE VII MISCELLANEOUS

#### Section 1. Books and Records

The BOARD shall keep correct and complete books and records of account and shall also



keep minutes of the proceedings of its members, board, and committees having any of the authority of the Board. The corporation shall keep at its registered or principal office a record giving the names and addresses of the directors.

Section 2. Corporate Seal

The corporate seal (of which there may be one or more exemplars) shall be in such form as the BOARD may from time to time determine.

Section 3. Fiscal Year

The BOARD is authorized to fix the fiscal year for the BOARD to follow the calendar year and to change the same from time to time as it deems appropriate.

Section 4. Construction

Whenever the context so requires, the masculine shall include the feminine and neuter, and the singular shall include the plural, and conversely. If any portion of these bylaws shall be invalid or inoperative, then, so far as is reasonable and possible, the remainder of these bylaws shall be considered valid and operative and the effect shall be given to the intent manifested by the portion held invalid or inoperative.

ARTICLE VIII  
ADOPTION OF BYLAWS

Section 1. Adoption of Bylaws

The Perry Main Street Advisory Board was established by an ordinance passed by the Perry City Council on April 7, 2015.

APPROVED:

PERRY MAIN STREET ADVISORY BOARD

By: \_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_  
Secretary-Treasurer

(SEAL)

Main Street Advisory Board  
Minutes - November 2, 2023

1. Call to Order: Chairman Cossart called the meeting to order at 5:04pm.

Roll: Chairman Cossart; Directors Lay, Jones, Presswood, Moore and Presswood were present.

Staff: Alicia Hartley – Downtown Manager and Christine Sewell – Recording Clerk

2. Guests/Speakers - None

3. Citizens with Input – None

4. Old Business – None

5. New Business

- a. Approve October 5, 2023 minutes

Director Moore motioned to approve as submitted; Director Presswood seconded; all in favor and was unanimously approved.

- b. Approve September and October 2023 financials

Director Jones motioned to approve as submitted; Director Gordon seconded; all in favor and was unanimously approved.

6. Chairman Items – None

7. Downtown Manager's Report

- a. Downtown Projects update

Ms. Hartley advised the bylaws are being updated to reflect the board representation and the training requirements; the City Attorney is reviewing. Ms. Hartley reminded those still needing the training there was one scheduled for November 27<sup>th</sup>; directors only need two per year.

8. Promotion Committee Report

Ms. Hartley advised First Friday is tomorrow and the Shop Downtown promotion is ongoing. Bingo Cards are active from November 1<sup>st</sup> thru 25<sup>th</sup>.

Ms. Hartley advised the permit issued for the Commodore Building restaurant and the railroad parking is on hold until a funding source is found.

Ms. Hartley advised she will be submitting the application for the Georgia Economic Placemaking Collaborative and needs interested stakeholders, if selected for the process and asked the board to provide suggestions.

Ms. Hartley provided an overview of the wine tasting event and feedback received. Plans are already in motion for Spring 2024 and Fall 2024 with a slightly different option. Sweets & Treats was once again well attended, and some changes will be suggested for



2024. Small Business Saturday will culminate with the tree lighting ceremony and there will be horse carriage rides.

9. Update on Downtown Development Authority – Chairman Cossart advised funding sources are being sought, and input of design was reviewed, and comments provided for council.
10. Other – None
11. Adjourn: there being no further business to come before the board the meeting was adjourned at 5:50pm.

DRAFT