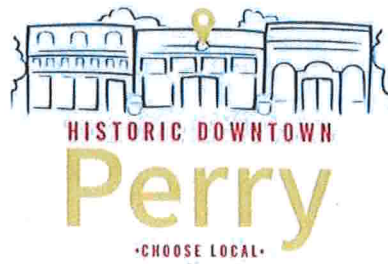


Main Street Advisory Board
Agenda – February 1, 2024 5:00 p.m.

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

1. Call to Order
2. Guests/Speakers
 - a. Ellie Loudermilk, Perry Historical Society
3. Citizens with Input
4. Old Business
5. New Business
 - a. Election of 2024 Officers – Chair and Vice Chair
 - b. 2024 Commitment Letters
 - c. Façade Grant Reimbursement Request – 1001 Carroll Street
 - d. Review Certificate of Appropriateness – 904 Commerce Street
 - e. Review Certificate of Appropriateness – 719 Carroll Street
 - f. Review Façade Grant Application – 909 Carroll Street
 - g. Approve January 4, 2024 minutes
 - h. Perry Farmers Market Policies & Procedures
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



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

Date: 4 Jan 2024 (Please, print your information and use blue or black ink.)

Name of Applicant: Perry UMC

Property Owner: PUMC

Name of Business: PUMC

Business Physical Address: 1001 Carroll St

Applicant's Mailing Address: 1001 Carroll St

Phone Number(s): 478-987-1852

Email Address: emilee.pumc@gmail.com Web Address: www.perryumc.org

Description of Façade Improvement Project: _____

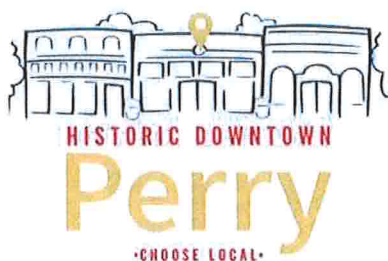
#1 - Existing exterior wood trim, facial boards, shutters, etc - being replaced on Office? Youth Center? Carroll St. Sign. Once replaced - painted white - this improves life and look of signage? buildings.

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

#1 Buildings coordinate with our existing buildings for an inviting environment. Also replacing deteriorated wood / shutters enhances the historical value of all buildings.

Project Start Date: 11 Dec 2023

Project Completion Date: 4 Jan 2024



Estimated Total Project Cost - Attach estimate(s):

\$ 39,060.00

Amount Requested:

\$ 4000.00

Do you have the funds available to complete the project?

Yes X

No _____

Have you applied for a Facade Grant before?

Yes _____

No X

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 Advisory Board 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.**

Applicant Signature

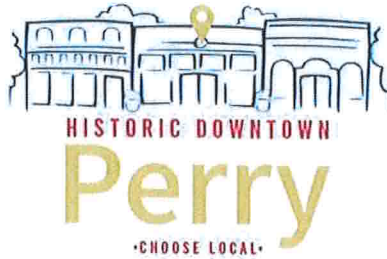
17 Sep 2024

Date

All Facade Grant Program applications must be completed and submitted to the City of Perry, Downtown Manager at:

Alicia Hartley, Downtown Manager
478-988-2730
Alicia.hartley@perry-ga.gov

City of Perry
1211 Washington Street
Perry, GA 31069



Perry Main Street Advisory Board
Downtown Development District Façade Grant Program Payment Request

Date: 4 Jan 2024 (Please, print your information and use blue or black ink.)

Name of Applicant: Perry United Methodist Church

Name of Business: Perry United Methodist Church

Business Physical Address: 1001 Carroll St, Perry GA 31069

Applicant's Mailing Address: 1001 Carroll St. Perry GA 31069

Phone Number(s): 478-987-1852

Email Address: emilee.pumc@gmail.com

Web Address: www.perryumc.org

Project Start Date: 11 Dec 23

Project Completion Date: 4 Jan 24

Completed Project Total Cost: \$39,360.00

Grant Amount Payment Requested: \$4000.00

Attach photos of completed work (required).

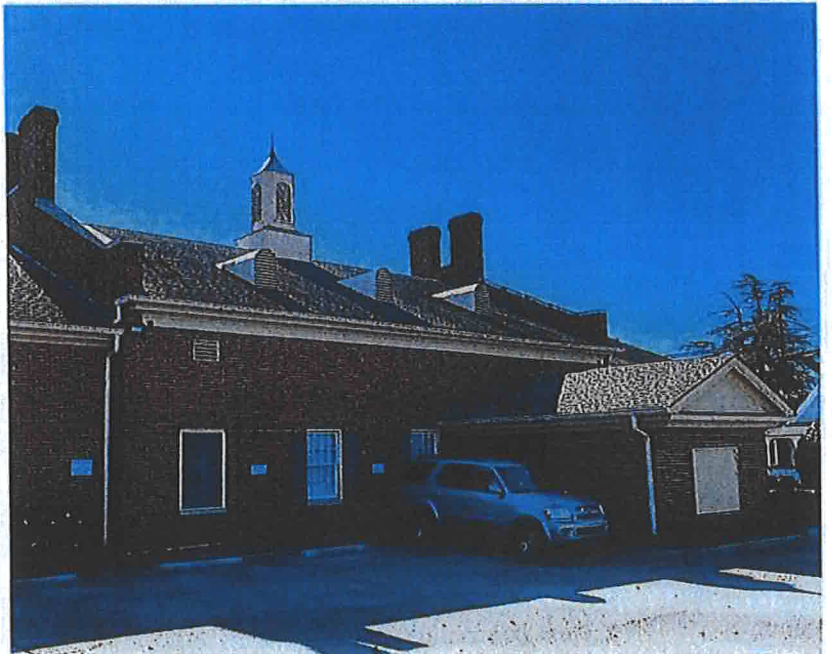
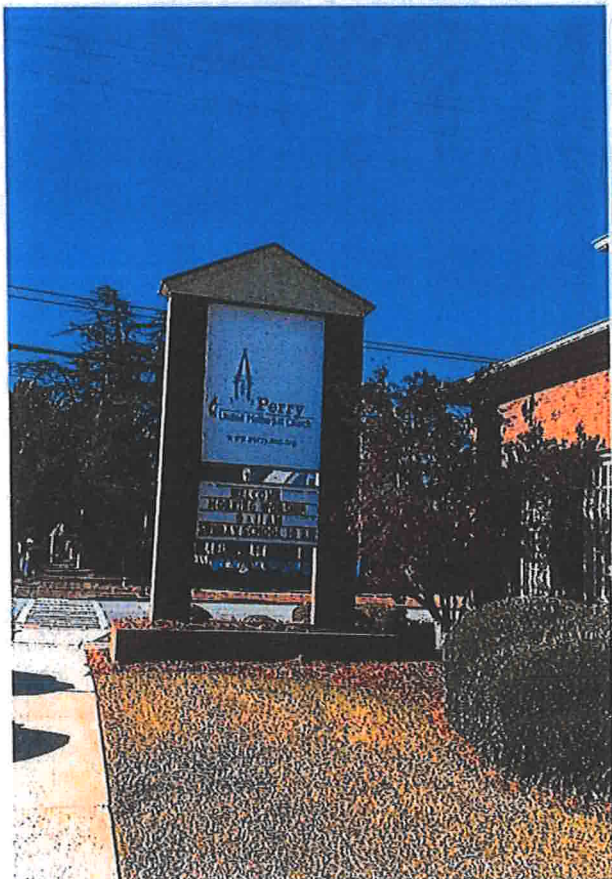
A completed W-9 for you/your business is required with the application; payment cannot be issued without the W-9.

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.

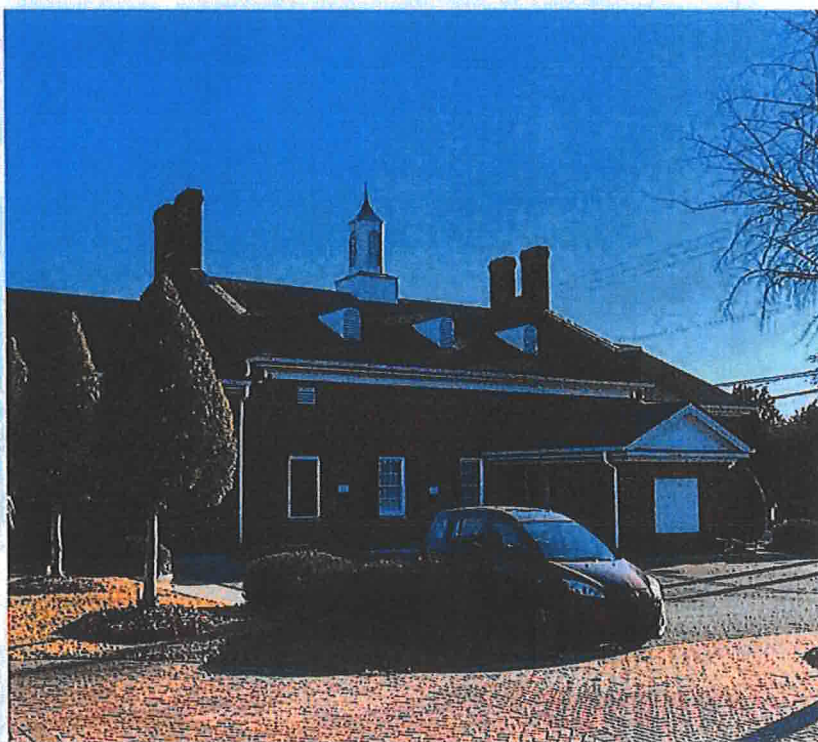
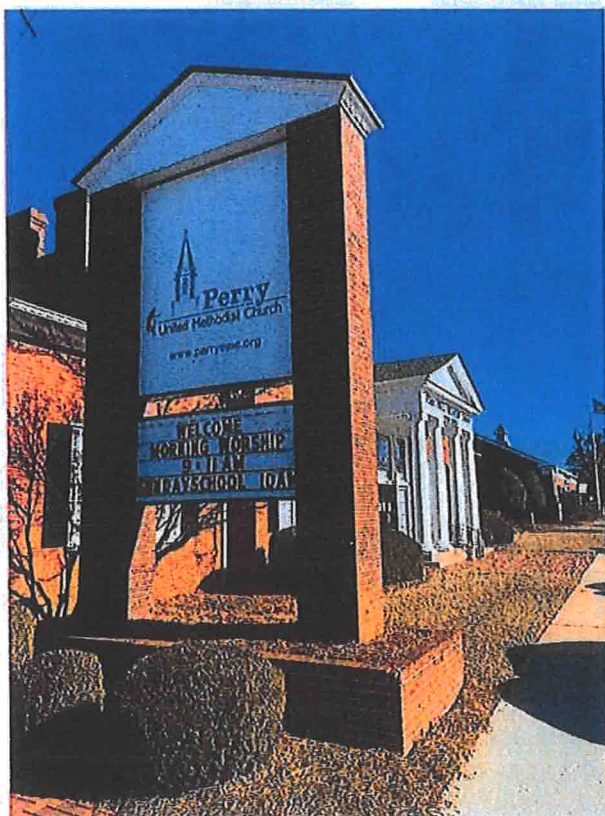
Name of Applicant: Rob Tavelero

Signature of Applicant: [Signature]

Before



After



Before



After



Blues Painting and Home Repair
1860 Lower Hartley Bridge Road
Byron, GA 31008
Office: (478) 956-0830
Email: bluespainting00@gmail.com

Rob Tavalero
Perry United Methodist Church
1002 Carroll St. Perry
1-478-714-8427
emilee.pumc@gmail.com

INVOICE

- Building 1
- Mr. Rob will have building pressure washed and storm windows removed before we start scrape all loose peeling paint, clean up scrapings as best as we can, caulk any unnecessary cracks, spot prime where needed apply 2 coats top of the line finish paint to all exterior wood painted trim, gutters are included, prep and paint all shutters 2 coats black and all main doorways black, steeple is included it appears Ron has replaced all rotted wood around church, we will spot prime these repairs and apply 2 coat finish paint, re glaze windows where needed please note this is an older structure it has peeled many time we will do our best at removing and peeling paint, prep and paint rod iron on left side or building with rustoleum top wood portion of the brick sign is included as well

LABOR AND MATERIAL \$22,650.00

- Building 2
- Mr. Rob will have building pressure washed and storm windows removed before we start scrape all loose peeling paint, clean up scrapings as best as we can, caulk any unnecessary cracks, spot

prime where needed apply 2 coats top of the line finish paint to all exterior wood painted trim, gutters are included, Steeple is included and paint all shutters 2 coats black **no windows** prep and paint window lentil (metal above windows) no rod iron

LABOR AND MATERIAL \$7,580.00

**TOTAL AMOUNT DUE \$30,230.00
MAKE CHECK PAYABLE TO BLUES
PAINTING AND HOME REPAIR**

1860 Lower Hartley Bridge Rd. Byron Ga 31008

Receipt

No. 1309

Date: Dec 12, 2023

Soapy Suds Services

JT INTERNATIONAL LLC

1403 Windsor rd

Perry, Ga 31069

(478) 318-2610 Office

www.soapysudsga.com

SoapysudsGeorgia@gmail.com



Bill To:

Perry United Methodist Church (Office Complex)

1001 Carroll Street

Perry, GA 31069

Job Date	Description	Job Location	Qty	Each	Amount
Dec 11, 2023	soft washing	1001 Carroll Street;	1	\$730.00	\$730.00
Dec 12, 2023		Perry, GA 31069			
Dec 13, 2023	<ul style="list-style-type: none">• WHOLE BUILDING WASH FOR OFFICE COMPLEX -- INCLUDES; outside gutters(depending on how old the organic matter has sit "tiger stripes" may not fully come off), soffit, fascia trim, window trim, brick, doors and shutters. Removal of organic matter (moss, mildew, mold, algae)• SOFTWASHING is a high volume low pressure wash; does not damage siding- biodegradable product with a neutralizer• *OXIDATION: chalky like substances that is left on the siding after a wash due to age- typically from aluminum siding. Soapy Suds is not liable if that were to happen. (separate service/charge to remove oxidation)• *STUCCO SIDING: removal of organic matter only(moss.mildew.algae.mold) permanent stains will not be removed which can appear after cleaning				
Dec 14, 2023	<p><i>*recommend outside window cleaning afterwards</i></p> <p>*SOFT/POWER WASHERS- rubber boots are worn, area will be swept/washed of dirt/debris before work is completed, all electrical will be taped before starting</p> <p>*BUSINESS OWNERS- all animal droppings are picked up around the areas, all furniture/plants/toys are removed 7 feet away from work area (if not there will be no discount as we do not move furniture) , let each tech know about anything cracked, broken, stained before starting, lock all windows, vehicles are removed off driveway, any concerns you may have.</p> <p>PLEASE NOTE: we are not a pest control company, we do not remove Cobb webs, bird nest, bee hives etc., unless they come off with the wash</p> <p><i>Soapy Suds does not give a time of service because it is outside work- the guys will text you when on the way</i></p>				
	power washing	1001 Carroll Street;	1	\$1,400.00	\$1,400.00
		Perry, GA 31069			
	<ul style="list-style-type: none">• THIS INCLUDES THE STAIRS, WALKWAYS AROUND THE BUILDING, AND				

Job Date	Description	Job Location	Qty	Each	Amount
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BRICKWORK FOR THE OFFICE COMPLEX. WALKWAYS FOR THE YOUTH CENTER AND THE BRICKWORK BETWEEN OFFICE AND YOUTH CENTER

- **KILLING ORGANIC MATTER (MOLD, MOSS, MILDEW, ALGAE, AND LICHEN)**

Trek Decks : stains or black spots may appear after washing due to age. **NOT responsible for discoloration*

Brick Pavers : recommend re-sanding afterwards (separate price/service)

Cement: using a surface cleaner. Detergent and chemicals will be applied to lighten and kill organic matter

DOES NOT INCLUDE stain or rust removal. (separate service/charge)

- ***BUSINESS OWNERS-** all animal droppings are picked up around the areas, all furniture/plants/toys are removed 7 feet away from work area, let each tech know about anything cracked, broken, stained before starting, lock all windows, vehicles are removed off driveway, any concerns you may have.

Soapy Suds does not give a time of service because it is outside work- the guys will text you when on the way-

soft washing	Sanctuary/Fellowship Hall, 1002 Carroll Street; Perry, GA 31069	1	\$4,000.00	\$4,000.00
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- **WHOLE BUILDING WASH FOR SANCTUARY AND FELLOWSHIP HALL -- INCLUDES**; outside gutters(depending on how old the organic matter has sit "tiger stripes" may not fully come off), soffit, fascia trim, window trim, brick, doors and shutters. Removal of organic matter (moss, mildew, mold, algae)
- **SOFTWASHING** is a high volume low pressure wash; does not damage siding- biodegradable product with a neutralizer
- ***OXIDATION**: chalky like substances that is left on the siding after a wash due to age- typically from aluminum siding. Soapy Suds is not liable if that were to happen. (separate service/charge to remove oxidation)
- ***STUCCO SIDING**: removal of organic matter only(moss.mildew.algae.mold) permanent stains will not be removed which can appear after cleaning

**recommend outside window cleaning afterwards*

***SOFT/POWER WASHERS-** rubber boots are worn, area will be swept/washed of dirt/debris before work is completed, all electrical will be taped before starting

***BUSINESS OWNERS-** all animal droppings are picked up around the areas, all furniture/plants/toys are removed 7 feet away from work area (if not there will be no discount as we do not move furniture) , let each tech know about anything cracked, broken, stained before starting, lock all windows, vehicles are removed off driveway, any concerns you may have.

PLEASE NOTE: we are not a pest control company, we do not remove Cobb webs, bird nest, bee hives etc., unless they come off with the wash

Job Date	Description	Job Location	Qty	Each	Amount
	<i>Soapy Suds does not give a time of service because it is outside work- the guys will text you when on the way</i>				
	power washing	Sanctuary/Fellowship Hall, 1002 Carroll Street; Perry, GA 31069	1	\$1,800.00	\$1,800.00

- **THIS INCLUDES THE STAIRS AND WALKWAYS ON ALL SIDES OF BUILDING FOR SANCTUARY AND FELLOWSHIP HALL**
- **KILLING ORGANIC MATTER (MOLD, MOSS, MILDEW, ALGAE, AND LICHEN)**

Trek Decks : stains or black spots may appear after washing due to age. **NOT responsible for discoloration*

Brick Pavers : recommend re-sanding afterwards (separate price/service)

Cement: using a surface cleaner. Detergent and chemicals will be applied to lighten and kill organic matter

DOES NOT INCLUDE stain or rust removal. (separate service/charge)

- ***BUSINESS OWNERS-** all animal droppings are picked up around the areas, all furniture/plants/toys are removed 7 feet away from work area, let each tech know about anything cracked, broken, stained before starting, lock all windows, vehicles are removed off driveway, any concerns you may have.

Soapy Suds does not give a time of service because it is outside work- the guys will text you when on the way-

soft washing	Youth Center, 1005 Carroll Street; Perry, GA 31069	1	\$900.00	\$900.00
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- **WHOLE BUILDING WASH FOR YOUTH CENTER -- INCLUDES;** outside gutters(depending on how old the organic matter has sit "tiger stripes" may not fully come off), soffit, fascia trim, window trim, brick, doors and shutters. Removal of organic matter (moss, mildew, mold, algae)
- **SOFTWASHING** is a high volume low pressure wash; does not damage siding- biodegradable product with a neutralizer
- ***OXIDATION:** chalky like substances that is left on the siding after a wash due to age- typically from aluminum siding. Soapy Suds is not liable if that were to happen. (separate service/charge to remove oxidation)
- ***STUCCO SIDING:** removal of organic matter only(moss.mildew.algae.mold) permanent stains will not be removed which can appear after cleaning

**recommend outside window cleaning afterwards*

***SOFT/POWER WASHERS-** rubber boots are worn, area will be swept/washed of dirt/debris before work is completed, all electrical will be taped before starting

***HOME OWNERS-** all animal droppings are picked up around the areas, all furniture/plants/toys are removed 7 feet away from work area (if not there will be no discount as we do not move furniture) , let each tech know about anything cracked, broken,

Job Date	Description	Job Location	Qty	Each	Amount
	stained before starting, lock all windows, vehicles are removed off driveway, any concerns you may have.				
	PLEASE NOTE: we are not a pest control company, we do not remove Cobb webs, bird nest, bee hives etc., unless they come off with the wash				
	<i>Soapy Suds does not give a time of service because it is outside work- the guys will text you when on the way</i>				
	Gutter Cleaning	1001 Carroll Street; Perry, GA 31069	1	\$500.00	\$500.00

INTERIOR GUTTER CLEANING (OFFICE COMPLEX, YOUTH CENTER, SANCTUARY, AND FELLOWSHIP HALL)

- INCLUDES ALL DOWNSPOUTS
- RUN WATER THROUGH GUTTERS
- BAG UP DEBRIS

****HAUL AWAY--EXTRA CHARGE/SERVICE**

****GUTTER GUARDS--IF PRESENT IS AN EXTRA COST/SERVICE TO CLEAN UNDERNEATH**

****UNDERGROUND SPOUTS--IS AN EXTRA COST/SERVICE IF YOU WANT THOSE FLUSHED**

****FROZEN GUTTERS--WE MAY USE HOT WATER TO MELT AND FLUSH FOR AN EXTRA COST/SERVICE**

***TECHNICIANS**-ladders will be used carefully against the house, area will be swept/washed of dirt/debris before work is completed

***BUSINESS OWNERS**-all animal droppings are picked up around the areas, let each tech know about any broken or dented gutters, vehicles are removed off driveway, any concerns you may have.

Soapy Suds does not give a time of service because it is outside work-the guys will text you when on the way-Pictures will be taken before and after and sent directly to you OR attached to profile in our system and sent with invoice

Total	\$9,330.00
Paid (Check #1369) (Dec 15, 2023)	\$9,330.00
Balance Due	\$0.00

Thank you for your Business!



Where Georgia comes together.

STAFF REPORT

January 29, 2024

CASE NUMBER: COA-0168-2023
APPLICANT: Craig Wysong, Super Custom Signs
REQUEST: New Internally Illuminated Projecting Sign
LOCATION: 904 Commerce Street; Parcel No. 0P0010 018000

APPLICANT'S REQUEST: The applicant proposes a 30"-diameter sign projecting a total of 33" from the building. The sign requires a COA because it is internally illuminated which is inconsistent with the recently revised sign ordinance.

STAFF COMMENTS: The City's sign standards were revised and adopted in August of last year. Wall, canopy, projecting and under canopy signs in the C-3, Central Business District, and the Downtown Development Overlay District are no longer allowed to be internally illuminated. The Design Guidelines for the Downtown Development Overlay District state that using internally lit plastic signs is a common mistake.

The sign is proposed to be installed below the railing of the second-floor balcony. It does not appear that external illumination of the sign would cause a hazard to occupants on the balcony. Other than the internal illumination, the sign complies with the City's sign standards.

STAFF RECOMMENDATION: Denial as presented. If the Main Street Advisory Board decides to approve, staff suggest a condition requiring an opaque film be placed over the black background area of the sign so that only the letters and symbols are illuminated from within.

APPLICABLE DESIGN GUIDELINES ATTACHED. Site and Setting – Signs.

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).

Georgia

Google Street View

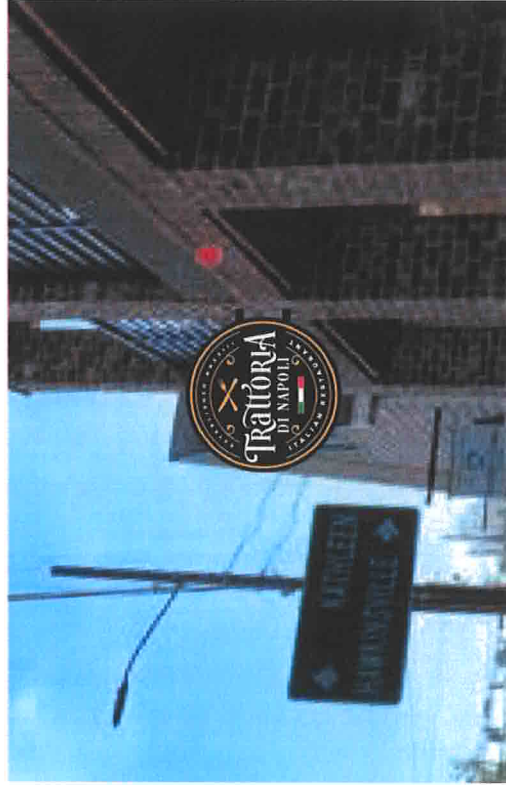
123

[See more dates](#)

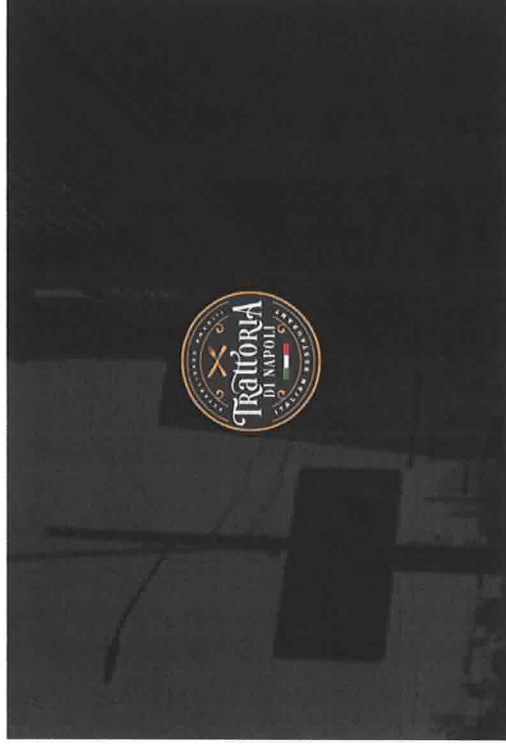


TRATTORIA DI NAPOLI/MULTI-SIGN
BLADE SIGN WITH FACE FULLY ILLUMINATED

MOCKUP DAY



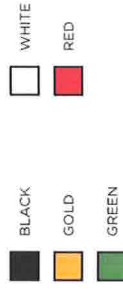
MOCKUP NIGHT



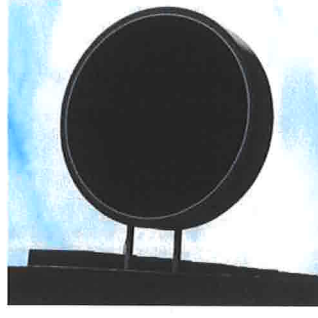
MEASUREMENT



FACE COLORS:



EXAMPLE:



EXCEPTIONAL QUALITY • EXCEPTIONAL SERVICE

ORDER NUMBER: 8552

DESCRIPTION:

Illuminated Blade Sign double sided, mounted to exterior brick.

FONT FAMILY:

- BRANDON GROTESQUE
- DESIRE BASIC
- RODFAT TWO DEMO

DIMENSIONS:

30" (W) x 30" (H)
6.25 SQ FT

CONTACT INFO:

Niki Vernick
niki@supercustomsigns.com
478.315.9944
supercustomsigns.com

REVISED PROPOSAL

TRATTORIA DI NAPOLI/BLADE SIGN OVERVIEW

SIGN PLACEMENT



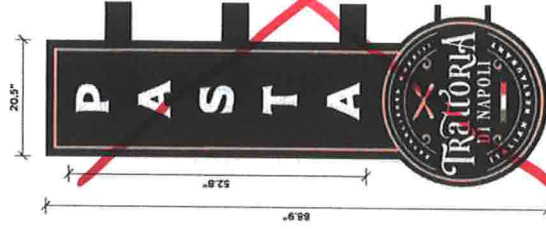
MOCKUP DAY



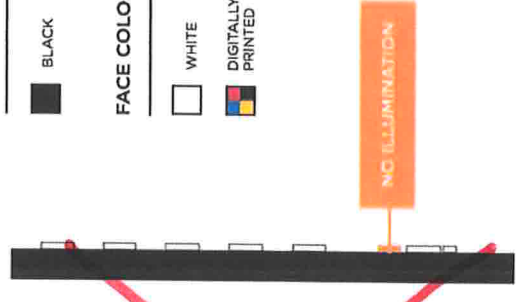
MOCKUP NIGHT



MEASUREMENTS



SIDE VIEW

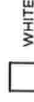


FACE COLORS: CABINET

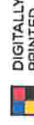


BLACK

FACE COLORS:



WHITE



DIGITALLY
PRINTED

LOCATION:



DIMENSIONS

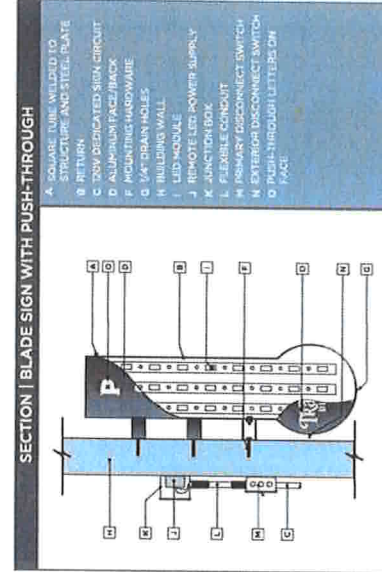
AREA ~~20.5" (W) X 88.9" (H)~~
12.66 SQ. FT.

DISTANCE FROM GROUND
168.1"

BEFORE



SECTION



CONTRACTOR:

CRAIG WYSONG

craigwysong@supercustomsigns.com

478.315.9944

supercustomsigns.com

CUSTOMER:

TRATTORIA DI NAPOLI

904 Commerce Street, Perry,

Georgia 31069, USA

DESCRIPTION:

Aluminum Lit Blade Sign, double-sided, with push through acrylic/polycarb face.

NOTES:

INSPECTED AND LABELED IN
ACCORDANCE WITH UL STANDARD
FOR ELECTRIC SIGNS INSTALLED
USING UL LISTED PARTS AND
METHODS OF INSTALLATION.



EXCEPTIONAL QUALITY * EXCEPTIONAL SERVICE

- (B) *Wall, canopy, projecting and under canopy signs in nonresidential districts.* Wall, canopy, projecting and under canopy signs in the nonresidential base zoning districts and PC, DD, NC overlay districts shall comply with the provisions of Table 6-9-3.

Table 6-9-3. Standards for Wall, Canopy, Projecting, Under Canopy, and Window Signs in Nonresidential Zoning and Overlay Districts					
Zoning District	Sign Type	Maximum Number (multi-tenant building)	Maximum Number (single-tenant building)	Maximum Square Feet per Sign Face	Illumination Allowed
C-1, C-2 M-1, M-2 IMU, MUC, GU	Wall or Canopy	1 per tenant's exterior wall	1 per exterior wall	300 or 10% of each wall face, whichever is less	Internal or External; Canopy External Only
	Projecting*	1 per tenant	1	6	
	Under Canopy*	1 per tenant entrance	1 per building entrance	4	
LC, OI, NMU, Neighborhood Commercial Corridor Overlay (NC)	Wall or Canopy	1 per tenant's building frontage	1 per building frontage	100 or 10% of each wall face, whichever is less	Internal or External; Canopy External Only
	Projecting*	1 per tenant	1	6	
	Under Canopy*	1 per tenant entrance	1 per building entrance	4	
C-3, Downtown Development Overlay (DD), Downtown Historic Preservation Overlay (HP)	Wall or Canopy	1 per tenant's building frontage	1 per building frontage	1 for each linear foot of tenant's building frontage	External Only
	Projecting*	1 per tenant	1	6	
	Under Canopy*	1 per tenant entrance	1 per building entrance	4	
All Districts	Wall-mounted Flag	1 per tenant	1	24	External Only
	Window	n/a	n/a	20% of aggregate window area per tenant	Internal or External
Parkway Corridor Overlay (PC)	Same as base zoning district				
*Projecting signs and under canopy signs require 78" clearance from finished grade. Projecting signs shall not extend more than three feet from the building and shall not project into a vehicular use area.					

- (C) Additional standards for signs in the C-3 zoning district, and the DD overlay district.

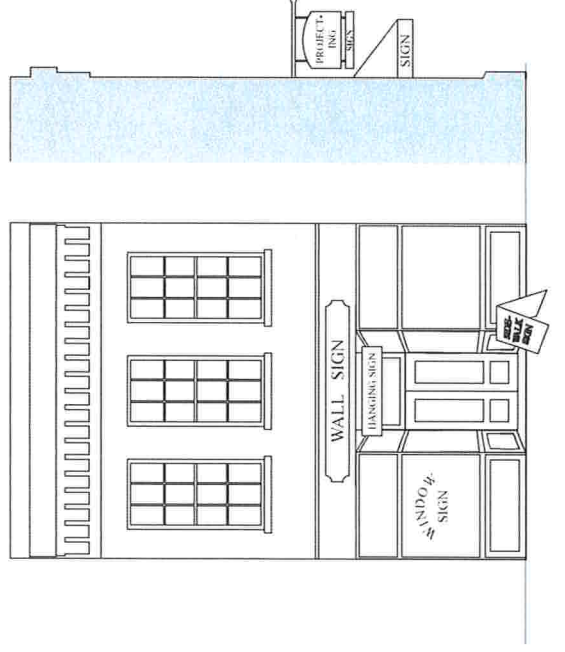
- (1) Wall signs in a planned center shall be composed of individual letters not exceeding 18 inches in height.
- (2) All signs require a Certificate of Appropriateness unless the administrator determines that a sign complies with the provisions of this section.
- (3) Prohibited signs in C-3 and DD districts:

GOAL:

The primary goal is to create signs which both inform the public and compliment the property where they are located.

Actions to achieve the goal:

- ▶ Historic signs should be maintained and preserved
- ▶ Signs must conform to the City of Perry sign ordinance and are to be approved on a case by case basis in the Downtown Development Overlay District (DD) by City Staff.
- ▶ Signs should:
 - a) be limited in number to the minimum necessary for identification purposes,
 - b) use traditional sign locations,
 - c) be of a scale appropriate to the building and the district,
 - d) be painted wood or metal,
 - e) have little ornament or use ornament similar to the style of the building, and
 - f) avoid attachment to roofs or cover architectural details.



Signs refers to permanent signs for business identification, advertisement, and operation.

Glossary terms:

Cast iron front.

A storefront made of glass and pieces of utilitarian and decorative iron cast in easily assembled parts.

Corbeling.

A series of stepped or overlapped pieces of brick or stone forming a projection from the wall surface.

Cornice.

The uppermost, projecting part of an entablature, or feature resembling it.

Recessed panel.

A decorative element that often functions as an area for signage.

Transom.

A small operable or fixed window located above a window or door.

- more terms found in the Glossary, p. 42

Changes requiring a COA Examples:

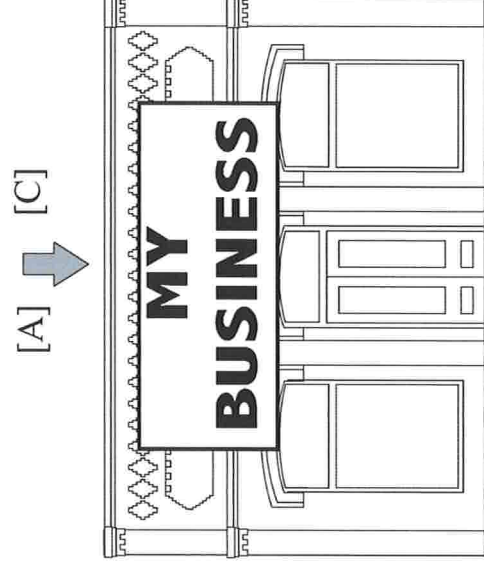
- * Placing a new sign on a building or property.

Changes not requiring a COA Examples:

- * Placing temporary signs such as event, political, or real estate signs (as allowed under the City of Perry sign ordinance).

Common Mistakes

- ▶ *Using more than two signs per building.*
- ▶ *Using internally lit plastic signs.*
- ▶ *Using unfinished wood, plastic substrate, or plywood signs.*
- ▶ *Using inappropriately large signs. [A]*
- ▶ *Using signs with a colonial motif. [B]*
- ▶ *Covering architectural details such as the cornice. [C]*
- ▶ *Painting over or stripping historic painted signs.*





Where Georgia comes together.

Application # COA 0168
20E

Application for Certificate of Appropriateness Main Street Advisory Board

Contact Community Development (478) 988-2720

*Indicates Required Field

	Applicant	Property Owner
*Name	Craig Wysong	Meredith Lockerman
*Title	President	owner
*Address	64 Green Street Suite B, Warner Robins, GA	PO Box 142, Kathleen GA
*Phone	478-315-9944	205-965-1356
*Email	craigwysong@supercustomsigns.com	TheCommodoreBuilding@gmail.com

*Property Address 904 Commerce Street, Perry, GA

Project:

New Building _____ Addition _____ Alteration ☒ Demolition _____ Relocation _____

*Please describe the proposed modification:

We want to install an internal lighted blade sign at this location. We are seeking a variance to be able to accomplish this. The internal lighting will not be visible during the day and will tastefully show the sign at night. The lighting will not be overpowering to pedestrians or drivers. We believe this distinctive sign will fit with the downtown image. Please see the attached drawing for details.

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.

Continued on page 2

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 <i>Craig Wyson</i>	*Date 12/4/2023
*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

Commerce St. LLC
PO Box 142
Kathleen, GA 31047

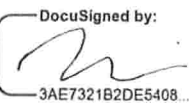
December 1, 2023

John Staurulakis
Staur Hospitality Group
Re: Perry Variance Form

Mr. Staurulakis,

Commerce St LLC agrees to allow the sign as proposed to be installed on the building located at 904 Commerce St in Perry, GA. Furthermore, the company is in agreement with the proposed specs for the sign as they are necessary for function and for aesthetic of both the building and the area.

Sincerely

DocuSigned by:

3AE7321B2DE5408...

Meredith Lockerman
Commerce St LLC
(205) 965-1356
TheCommodoreBuilding@gmail.com



Where Georgia comes together.

STAFF REPORT

January 29, 2024

CASE NUMBER: COA-0005-2024

APPLICANT: Roya 1837 LLC

REQUEST: Replace Internally Illuminated Monument Sign and New Fuel Canopy Signs

LOCATION: 719 Carroll Street; Parcel No. 0P0050 001000

APPLICANT'S REQUEST: The applicant is re-branding the fuel sales portion of the business to "Marathon" and proposes to replace an existing 32 square foot internally illuminated monument sign with a new 32 square foot internally illuminated sign to include a multiple message sign (gas prices). The existing fuel canopy is proposed to be upfitted to include internally illuminated "Marathon" branding.

STAFF COMMENTS: The City's sign standards were revised and adopted in August of last year. Wall, canopy, projecting and under canopy signs in the C-3, Central Business District, and the Downtown Development Overlay District are no longer allowed to be internally illuminated. Internally illuminated ground signs may be allowed by COA only. The Design Guidelines for the Downtown Development Overlay District state that using internally lit plastic signs is a common mistake.

Regarding the monument sign: Ground signs may be internally illuminated by COA only. A multiple message sign of up to 6 square feet is permitted provided the message does not change more than once per day. The proposed monument sign complies with the standards of the ordinance if the Main Street Advisory Board approves of the internal illumination.

Regarding the fuel canopy signs: Signs on fuel canopies are regulated as "Wall Signs". Existing signs on the fuel canopy are not internally illuminated. The submitted drawings indicate that the "Marathon" channel letters will be internally illuminated. It is not clear from the application drawings if the "Marathon shield" and other elements on the canopy will be internally illuminated.

STAFF RECOMMENDATION: Approval of the monument sign as presented, and approval of the wall signs on the fuel canopy subject to no internal illumination. If the Main Street Advisory Board decides to approve internal illumination of the wall signs on the fuel canopy, staff recommend only the "Marathon" channel letters and the "Marathon shield" be included.

APPLICABLE DESIGN GUIDELINES ATTACHED. Site and Setting – Signs.

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).

Google Street View

023 See more dates



719 Carroll Street,
Perry, GA 31069



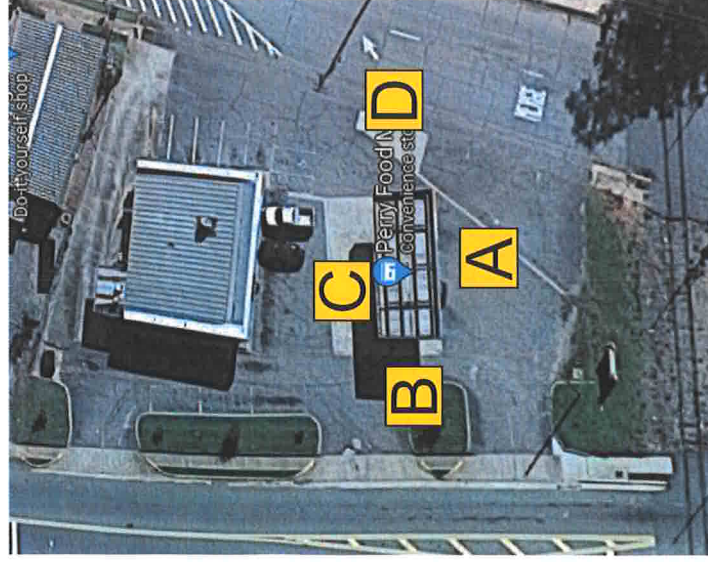
Existing sign



Proposed

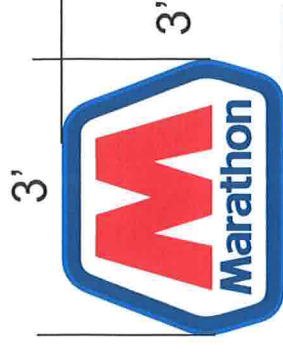


719 Carroll Street,
Perry, GA 31069



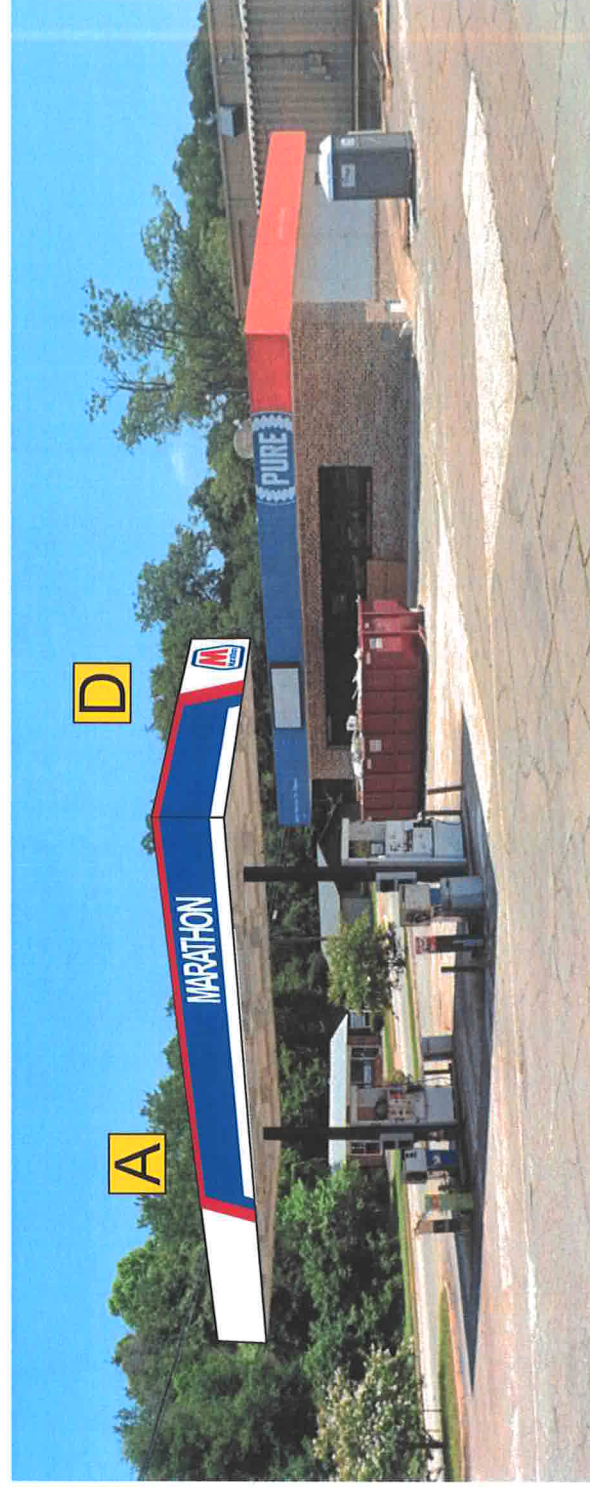
Area = 15 SF

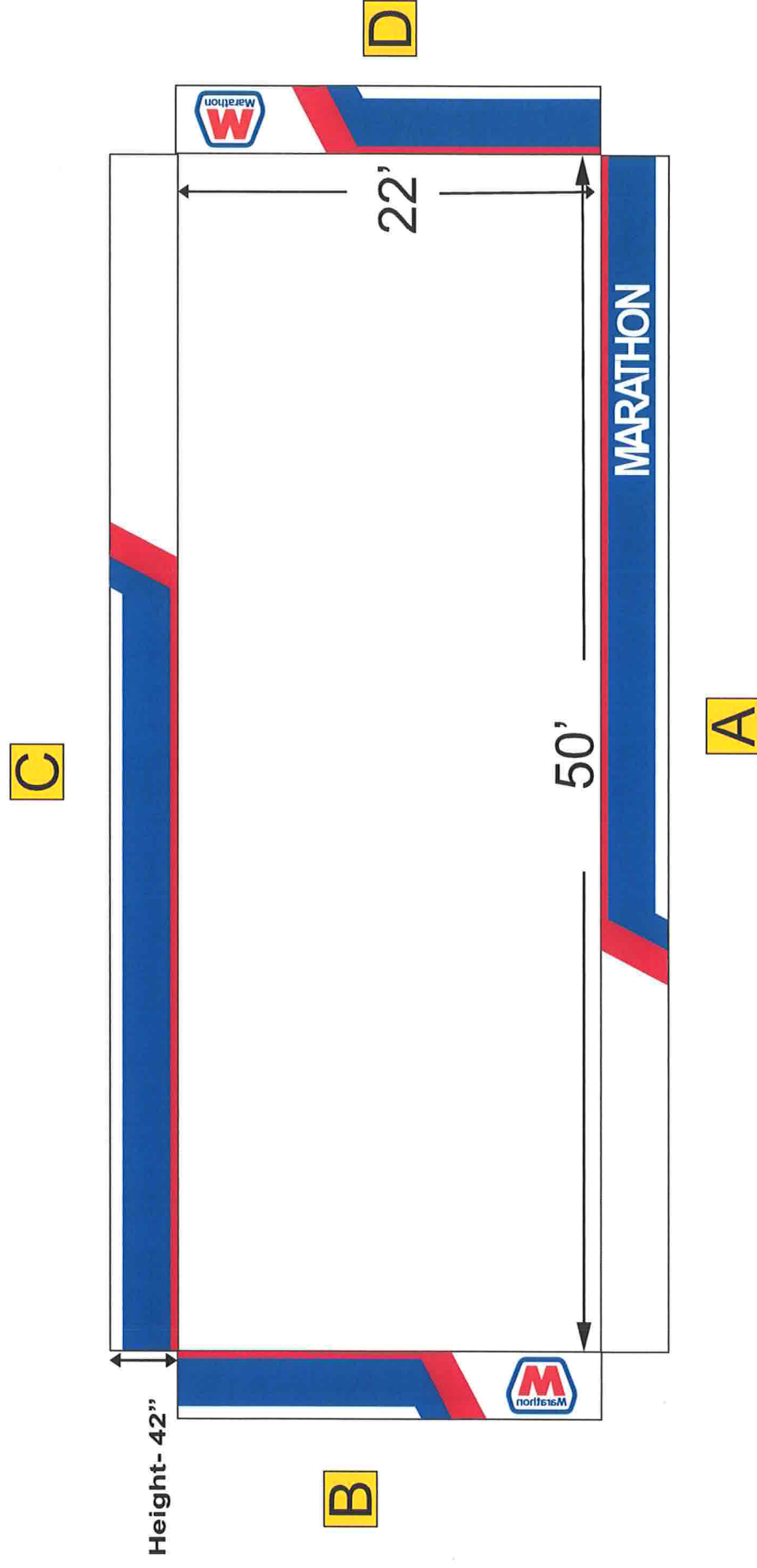
MARATHON 120"



internally illuminated channel letter

Area = 9 SF







Sec. 6-9.6. **Nonresidential district sign standards.**

(A) *Ground signs in nonresidential districts.* Ground signs permitted in the nonresidential base zoning districts, and the PC, DD, and NC overlay districts shall comply with the provisions in Table 6-9-2.

Table 6-9-2. Standards for Ground Signs in Nonresidential Zoning and Overlay Districts

Zoning and Overlay District	Sign Type	Maximum Square Feet per Sign Face			Maximum Number per Lot	Maximum Height (feet)	Illumination Allowed
		Not based on lot size	Lot size > 3 acres	Lot size 3 acres or less			
C-1, C-2 M-1, M-2 IMU, MUC, GU	Monument; Monopole	n/a	100	75	2	20	Internal or External
	Ground-mounted Flag	48 total per pole	n/a	n/a	3 flagpoles	35	External only
Parkway Corridor Overlay (PC)	Monument	n/a	100	75	1 per street front	20	Internal or External
	Ground-mounted Flag	Same as base zoning district					
LC, OI, NMU, Neighborhood Commercial Corridor Overlay (NC)	Monument; Post & Arm	32	n/a	n/a	1 per street front	15	External only
	Ground-mounted Flag	48 total per pole	n/a	n/a	1 flagpole	35	
C-3, Downtown Development Overlay (DD), Downtown Historic Preservation Overlay (HP)	Monument; Post & Arm	32 for Monument; 12 for Post & Arm	n/a	n/a	1 per street front	10	External; Internal by COA only
	A-frame*	6	n/a	n/a	1 per tenant	4	Not Allowed
	Ground-mounted Flag	48 total per pole	n/a	n/a	1 flagpole	35	External only

All ground signs and flags shall be set back at least 10 feet from the property lines

*A-frame signs shall be located so an accessible pedestrian path is maintained on a sidewalk and shall be displayed only during the sign owner's business hours.

- (B) **Wall, canopy, projecting and under canopy signs in nonresidential districts.** Wall, canopy, projecting and under canopy signs in the nonresidential base zoning districts and PC, DD, NC overlay districts shall comply with the provisions of Table 6-9-3.

Table 6-9-3. Standards for Wall, Canopy, Projecting, Under Canopy, and Window Signs in Nonresidential Zoning and Overlay Districts

Zoning District	Sign Type	Maximum Number (multi-tenant building)	Maximum Number (single-tenant building)	Maximum Square Feet per Sign Face	Illumination Allowed
C-1, C-2 M-1, M-2 IMU, MUC, GU	Wall or Canopy	1 per tenant's exterior wall	1 per exterior wall	300 or 10% of each wall face, whichever is less	Internal or External; Canopy External Only
	Projecting*	1 per tenant	1	6	
	Under Canopy*	1 per tenant entrance	1 per building entrance	4	
LC, OI, NMU, Neighborhood Commercial Corridor Overlay (NC)	Wall or Canopy	1 per tenant's building frontage	1 per building frontage	100 or 10% of each wall face, whichever is less	Internal or External; Canopy External Only
	Projecting*	1 per tenant	1	6	
	Under Canopy*	1 per tenant entrance	1 per building entrance	4	
C-3, Downtown Development Overlay (DD), Downtown Historic Preservation Overlay (HP)	Wall or Canopy	1 per tenant's building frontage	1 per building frontage	1 for each linear foot of tenant's building frontage	External Only
	Projecting*	1 per tenant	1	6	
	Under Canopy*	1 per tenant entrance	1 per building entrance	4	
All Districts	Wall-mounted Flag	1 per tenant	1	24	External Only
	Window	n/a	n/a	20% of aggregate window area per tenant	Internal or External
Parkway Corridor Overlay (PC)	Same as base zoning district				
*Projecting signs and under canopy signs require 78" clearance from finished grade. Projecting signs shall not extend more than three feet from the building and shall not project into a vehicular use area.					

- (C) Additional standards for signs in the C-3 zoning district, and the DD overlay district.

- (1) Wall signs in a planned center shall be composed of individual letters not exceeding 18 inches in height.
- (2) All signs require a Certificate of Appropriateness unless the administrator determines that a sign complies with the provisions of this section.
- (3) Prohibited signs in C-3 and DD districts:

- (a) Multiple message signs, except as authorized in sec. 6-9.9.
- (b) Neon tube signs, including neon and rope light building or window/door outlining.
- (c) Signs incorporating reflective and luminescent materials.

Sec. 6-9.9. **Multiple message signs.**

- (A) Multiple message signs may be incorporated as part of the ground sign(s) otherwise permitted in each nonresidential zoning or overlay district, per the provisions of Table 6-9-5.

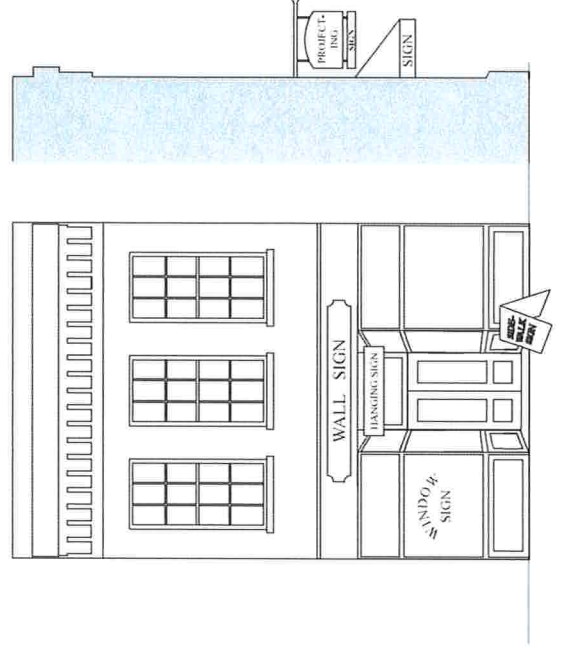
Table 6-9-5. Standards for Multiple Message Signs in Nonresidential Zoning and Overlay Districts	
Zoning and Overlay District	Maximum Portion of Sign Face Allowed to be Multiple Message
C-1, C-2, M-1, M-2, IMU, MUC, GU, and Parkway Corridor Overlay (PC)	32 square feet or 50 percent of allowable sign face, whichever is less
Interstate Corridor Overlay District (IC)	100 percent of allowable sign face only when sign is located within 20 feet of I-75 right-of-way
LC, OI, NMU, C-3, Downtown Development Overlay (DD), Downtown Historic Preservation Overlay (HP), and Neighborhood Commercial Corridor Overlay District (NC)	Six square feet provided message does not change more than once per day

GOAL:

The primary goal is to create signs which both inform the public and compliment the property where they are located.

Actions to achieve the goal:

- ▶ Historic signs should be maintained and preserved
- ▶ Signs must conform to the City of Perry sign ordinance and are to be approved on a case by case basis in the Downtown Development Overlay District (DD) by City Staff.
- ▶ Signs should:
 - a) be limited in number to the minimum necessary for identification purposes,
 - b) use traditional sign locations,
 - c) be of a scale appropriate to the building and the district,
 - d) be painted wood or metal,
 - e) have little ornament or use ornament similar to the style of the building, and
 - f) avoid attachment to roofs or cover architectural details.



Signs refers to permanent signs for business identification, advertisement, and operation.

Glossary terms:

Cast iron front.

A storefront made of glass and pieces of utilitarian and decorative iron cast in easily assembled parts.

Corbeling.

A series of stepped or overlapped pieces of brick or stone forming a projection from the wall surface.

Cornice.

The uppermost, projecting part of an entablature, or feature resembling it.

Recessed panel.

A decorative element that often functions as an area for signage.

Transom.

A small operable or fixed window located above a window or door.

- more terms found in the *Glossary*, p. 42

Changes requiring a COA Examples:

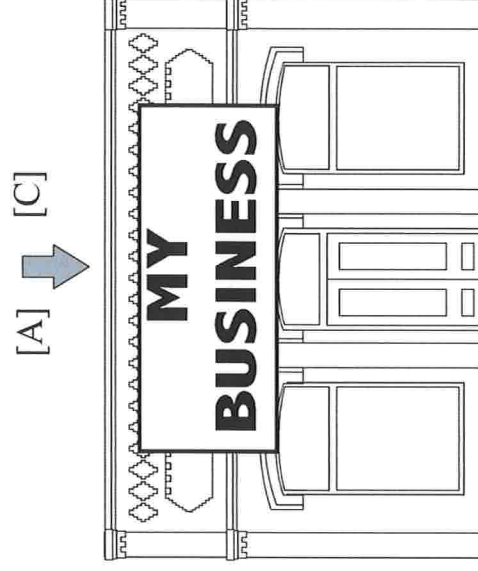
- * Placing a new sign on a building or property.

Changes not requiring a COA Examples:

- * Placing temporary signs such as event, political, or real estate signs (as allowed under the City of Perry sign ordinance).

Common Mistakes

- ▶ *Using more than two signs per building.*
- ▶ *Using internally lit plastic signs.*
- ▶ *Using unfinished wood, plastic substrate, or plywood signs.*
- ▶ *Using inappropriately large signs. [A]*
- ▶ *Using signs with a colonial motif. [B]*
- ▶ *Covering architectural details such as the cornice. [C]*
- ▶ *Painting over or stripping historic painted signs.*





Where Georgia comes together.

Application # _____

Application for Certificate of Appropriateness Main Street Advisory Board

Contact Community Development (478) 988-2720

*Indicates Required Field

	Applicant	Property Owner
*Name	Loya 1837 LLC	Shilpaaben H. Patel
*Title	manager	
*Address	719 Carroll St. Perry, GA-31069	
*Phone	334-430-3772	
*Email	harry Patel2007@yahoo.com	

*Property Address	719 Carroll St. Perry, GA-31069
-------------------	---------------------------------

Project:

New Building _____ Addition _____ Alteration ☒ Demolition _____ Relocation _____

*Please describe the proposed modification:

Gas display sign for Gas price
(~~add~~ add Canopy Marathon Gas Company)

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.

Continued on page 2

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	Loya 1837 LLC	*Date	01-24-24
*Property Owner/Authorized Agent	S.H. Patel / Perry Houston properties LLC	*Date	01-24-24

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.

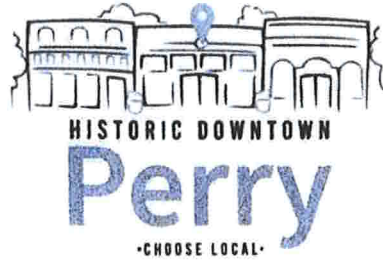
Approval of a certificate of appropriateness does not waive any required permits, inspections, or fees required by the Community Development Department. Structural changes to a building require a building permit from the Community Development Department.

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:

10,000.00



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

Date: 1/23/24 (Please, print your information and use blue or black ink.)

Name of Applicant: Rebekah George

Property Owner: Shane Gottwals

Name of Business: Gottwals Books

Business Physical Address: 909 Carroll St. Perry, GA 31069

Applicant's Mailing Address: 1660 Peavy Rd. Byron, GA 31008

Phone Number(s): Office: 478-302-5041 ext. 1 Store: 478-988-4842

Email Address: Office@gottwalsbooks.com Web Address: gottwalsbooks.com

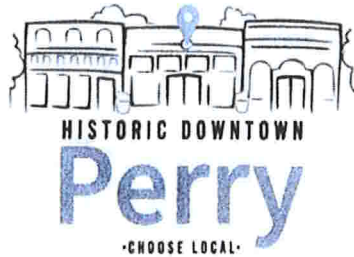
Description of Façade Improvement Project: Paint at the front entrance of 909 Carroll street is to be refreshed. The area will be prepped, sanded, and caulked as necessary before applying two coats of paint to ceiling, walls, windows, doors and frames, and the previously painted small concrete floor area.

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

Refreshing the paint at the front entrance will enhance the building's façade in an appropriate and aesthetically pleasing way for Perry's Downtown District.

Project Start Date: 02/05/24

Project Completion Date: 02/09/24



Estimated Total Project Cost - Attach estimate(s): \$ 2,725.00

Amount Requested: \$ 1,000.00

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? \$ \$750.00

- 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 Advisory Board 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.

Rebekah George
Applicant Signature

1/23/24
Date

All Facade Grant Program applications must be completed and submitted to the City of Perry, Downtown Manager at:

Alicia Hartley, Downtown Manager
478-988-2730
Alicia.hartley@perry-ga.gov

City of Perry
1211 Washington Street
Perry, GA 31069

Main Street Advisory Board
Minutes – January 4, 2024

1. Call to Order : Chairman Cossart called the meeting to order at 5:05pm.

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

Staff: Alicia Hartley- Downtown Manager, Christine Sewell – Recording Clerk

2. Guests/Speakers - None
3. Citizens with Input – None
4. Old Business – None
5. New Business

- a. Review Certificate of Appropriateness – 904 Commerce Street (*to be tabled*)

Ms. Sewell advised Community Development had not received the requested information from the applicant.

- b. Façade Grant Reimbursement Request – 1007 Jernigan Street

Director Presswood motioned to approve reimbursement in the amount of \$2500; Director Lay seconded; all in favor and was unanimously approved.

- c. Approve December 7, 2023 minutes

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

- d. Approve December 2023 financials

Director Presswood motioned to approve as submitted; Director Lay 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 city was selected for the Georgia Economic Placemaking Initiative program; kick off is in February for the two year program; also selected was Warner Robins, Union City, and Clarkston. Moving forward will put together a community team, with a mission/goal of creating public art.

Current construction projects underway are the mixed use development on Northside Drive, Ghost Runners Pizza on Main Street and Sweet P's taking over the former Schultze's Soda Shop.

Ms. Hartley provided an update on the year in review for the downtown dollars gift cards. Advised Peaches to Beaches will be March 8-9 with no road closures. Finishing up the annual assessment for DCA.

- b. Strategic Plan Update – will hold a work session with the board in February for detailed discussion.
8. Promotion Committee Report – Ms. Hartley provided a copy of the latest Main Street Messenger which highlighted 2023. Director Lay inquired about the speaker project; Ms. Hartley advised she is still searching for a vendor. The committee is working on events for the NBHA visit in the summer. The CVB was approved for a permanent sign for the Farmers Market.
 9. Update on Downtown Development Authority – no new update
 10. Other – none
 11. Adjourn: there being no further business to come before the board the meeting was adjourned at 5:46pm.



Downtown Perry Farmers Market Policies

Regular Operating Hours

Downtown Perry Farmers Markets take place every Saturday from 9:00am – 1:00pm. Markets take place in the parking lot at 801 Main Street, Perry, GA. The exception to market operating dates is when a Market falls on a major holiday such as Christmas or New Year's.

What Can/Cannot Be Sold at the Market

The following items including, but not limited to, can be sold at the Perry Farmers Market:

- Raw Agricultural Products: fruits, vegetables, herbs, flowers, mushrooms, honey, plants
- Process foods/value-added products: baked goods, jams, jellies, sauces, honey, cut flowers and herbs, homemade canned goods, dog treats. These products must adhere to federal guidelines on their labels. Cottage Food License required where necessary.
- Prepared Foods: typically produced for immediate consumption; breads, rolls, cakes, pastries, cookies, dried herbs, seasonings, cereals, granola, coffees, teas. Cottage Food License required.
- Arts & Craft/non-agricultural products: approved arts & crafts, handmade soaps, wood workings, pottery, quilted items, jewelry, candles, etc; vendors selling these items must have created them. Items must be handcrafted, original, and exhibit a high level of quality and design.
- Meat and Other Animal Products: eggs, dairy products, meats, poultry, fish, seafood.

The following items including, but not limited to, cannot be sold at the Perry Farmers Market: animal manure/compost, live animals, products containing illegal substances.

Market Vendor Application Process

Individuals interested in participating in the Downtown Perry Farmers Market are to submit an application online at <https://perry-ga.gov/perry-farmer-market-vendor-application>. The Downtown Manager (or other designated individual) will review applications for completeness and appropriateness, and approve applications based on the needs of the market. Applications that do not meet the needs of the market at the time of submission will be placed on a waitlist. Vendors will be contacted on an as needed basis, depending on what the market needs are. The Downtown Perry Farmers Market reserves the right to refuse any applicant or ask any vendor to leave the market at any time.

Vendor Fee and Payment

After a new vendor is approved, via the proper channels, a vendor fee must be submitted before a new vendor can attend their first market. Vendor fee options are as follows: \$40/month, \$75/quarter, or \$260/year. Vendor fees can be submitted in person at Perry City Hall, Monday – Friday, 8:00am – 5:00pm. Vendor fees can be submitted over the phone by contacting the Customer Service Office at (478) 988-2754. Vendor fees can be collected at a market if arrangements are made in advance with the Downtown Manager (or other designated individual).

Vendor Set Up

Vendors can begin arriving to the market area as early as 7:30am the morning of a Farmers Market. Vendors can then begin unloading their equipment, tents, supplies, etc. Vehicles can remain in the parking area. Tents/tables must be put in front of the vendor's vehicle. Trailers are permitted but must receive permission from the Downtown Manager (or another designated individual). All vehicles must be removed from the market area by 8:45am. If vendors use tent canopies, canopies must be weighted down with bricks, sandbags, water jugs, etc. Vendors are responsible for the set up and breakdown of their own vendor spots.

Vendor Breakdown

Vendors are expected to stay for the duration of the Farmers Market hours, 9:00am – 1:00pm. Vendors are permitted to leave before the conclusion of the market in cases where the vendor's health or safety is at risk (extreme heat, inclement weather, etc.). Vehicles cannot move in or out of the market area until 1:00pm for the safety of other vendors and customers.

Licenses and Permits

Vendors must have up to date licensing and permits where applicable. Vendors are responsible for meeting the local, state, and federal requirements to sell their products. For more information, vendors can contact the Georgia Department of Agriculture.

A *Cottage Food License* through the Georgia Department of Agriculture is required for the following items, but not limited to, baked goods (cookies, cakes, breads, chocolates, etc.), dried herbs, teas, coffee beans/grounds, popcorn, candies and confection, jams, jellies, preserves, dried fruits, nuts. *Egg Candling license* is required for vendors wanting to sell eggs. *Mobile vehicle license* is required for vendors selling meat products (beef, chicken, pork, etc.) *State and local licensing* is required for vendors with bottled alcohol. Additional permits can be requested on an as needed basis, depending on the type of products being sold (Feed License, Food Sales License, Live Plant License, etc.)

Vendor Spots

Each vendor has approximately a 10ft x 10ft space to set up. While the regular, consistent vendors have spaces that they regularly set up in, there are not official assigned vendor spots at the market. While attempts will be made to ensure vendors are in specific spaces on a consistent basis, no vendor is ever guaranteed a particular space at the market. Vendors wanting to use/occupy more a 10ft X 10ft space (for trailer, large equipment, etc,) must receive permission from the Downtown Manager (or another designated individual). Vendors are responsible for the upkeep and cleanliness around their vendor booth spot.

Non-Discrimination Clause

The Downtown Perry Farmers Market will not discriminate against any individual because of race, color, creed, national origin, sex, age, disability, or sexual orientation.

Miscellaneous

- Vendors are responsible for the set up and breakdown of their own vendor spots.
- National, state, and local laws may override any Downtown Perry Farmers Market Policies.
- The Downtown Perry Farmers Market is not responsible for collecting sales tax. Individual vendors are responsible for collecting and paying their own sales tax.