

Main Street Advisory Board
Agenda – March 7, 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
3. Citizens with Input
4. Old Business
 - a. May Historic Tours
5. New Business
 - a. Preliminary review and comments for 713 Commerce Street
 - b. Review Certificate of Appropriateness – 1214 Washington Street
 - c. Façade Grant Application – 1214 Washington Street
 - d. Review Certificate of Appropriateness – 803 Commerce Street
 - e. Façade Grant Reimbursement Request – 909 Carroll Street
 - f. Approve February 1 and February 15, 2024 minutes
 - g. Approve January and February 2024 financials
6. Chairman Items
7. Downtown Manager's Report
 - a. Downtown Projects update
 - b. Strategic Plan Update
 - i. Recap Work Session and Review Workplan
8. Promotion Committee Report
9. Update on Downtown Development Authority
10. Other
11. Adjourn

All meetings are open to the public unless otherwise posted



Where Georgia comes together.

STAFF REPORT

March 5, 2024

CASE NUMBER: COA-0034-2024
APPLICANT: Joe Thomas for Bank of Dudley
REQUEST: Addition to and renovation of existing building
LOCATION: 1214 Washington Street; Parcel No. 0P0390 014000

APPLICANT'S REQUEST: The applicant proposes to add onto the rear of the existing building, add a covered drive-through lane on the left side of the building, and re-clad the exterior with cement fiber lap siding and board and batten material. Front windows will be removed or reduced in size. Exterior colors include SW0031 "Dutch Tile Blue" for the central entrance element; SW0050 "Classic Light Buff" for the trim and board and batten; and SW0053 "Porcelain" for the lap siding. All colors are from the Historic *Interior* Collection.

STAFF COMMENTS: The building was constructed in 2001 and has no historic significance. The proposed additions comply with required setbacks. The exterior cladding must include some brick – this was discussed with the applicant who may bring a revised rendering to the MSAB meeting. With the inclusion of brick, the proposal complies with the design guidelines. The site must comply with current landscape requirements.

STAFF RECOMMENDATION: Approval, subject to including brick on the exterior.

APPLICABLE DESIGN GUIDELINES ATTACHED: Rehabilitation: Additions; New Construction: Materials and Details

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.

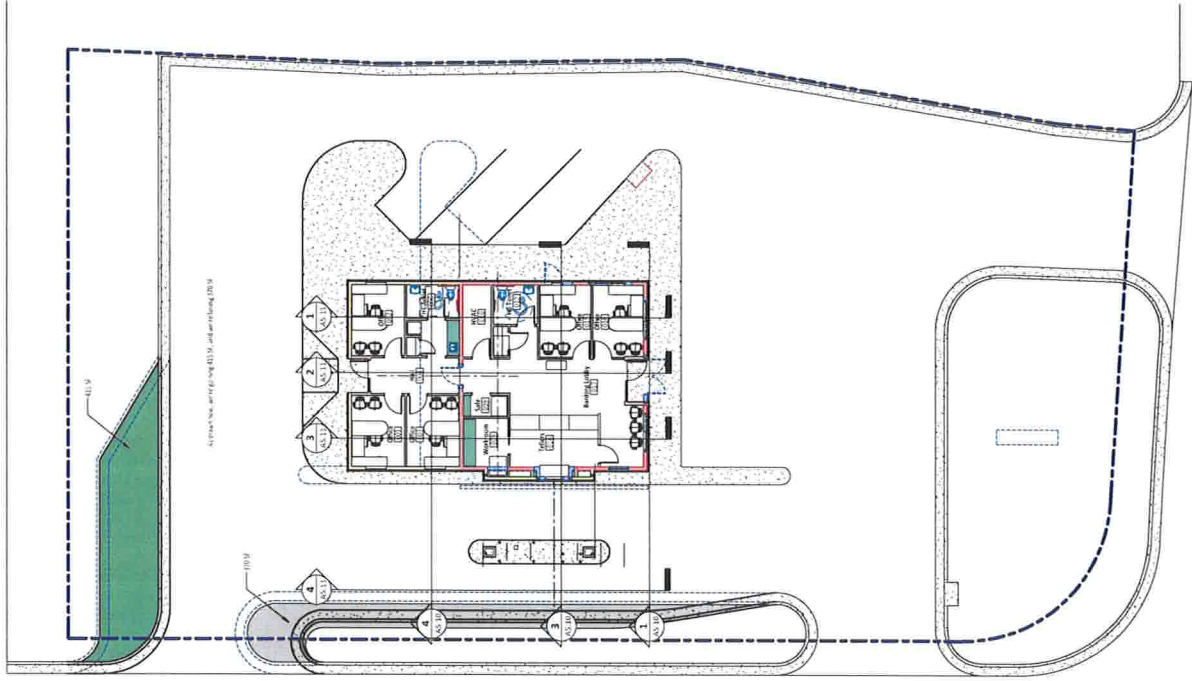
- (3) **Parking.** Parking should be located to the side or rear of a building. When a parking lot must be located adjacent to a public right-of-way, a wall and/or landscape buffer should separate the parking lot from the right-of-way.
- (4) **Courtyards and outdoor spaces.** Walls, wrought iron fences, 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.







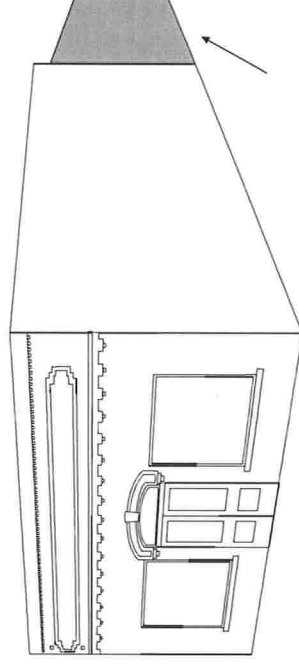
24 REHABILITATION ADDITIONS

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:*

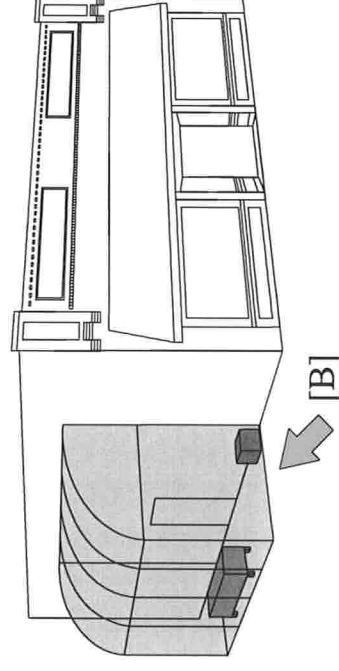
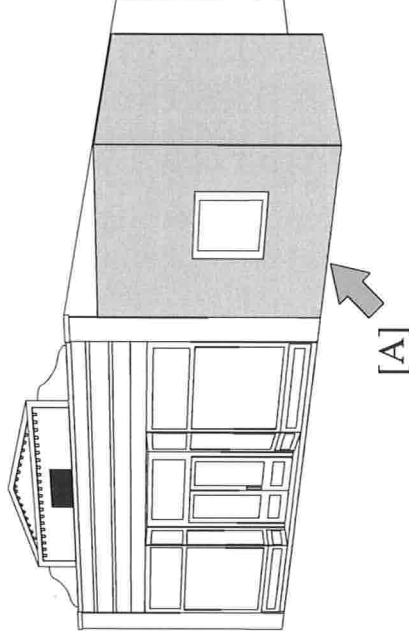
- * Adding an addition to a building.
- * Removing an addition from a building.

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.*

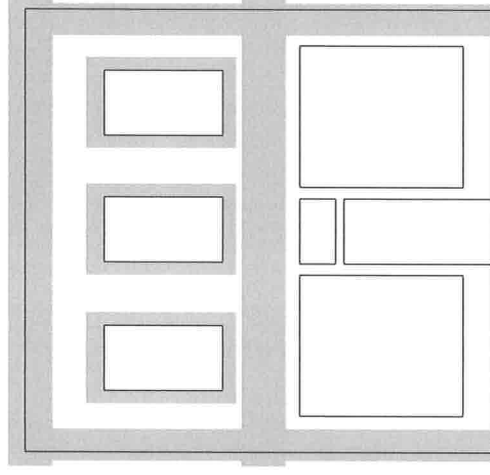


GOAL:

The primary goal is to follow the pattern of use of materials within the downtown district.

Actions to achieve the goal:

- ▶ New buildings should respect the historic materials within the district by using the predominant exterior material - namely brick.
- ▶ New buildings should respect the ornamentation within the district by:
 - a) using ornamentation in a manner similar to that of nearby similar historic buildings or similar buildings within the district, and
 - b) using ornamentation to a degree equal to or less than that of nearby similar historic buildings or similar buildings within the district.



Shaded areas are traditional locations of ornament on commercial buildings.

Materials refers to the composition, texture, and appearance of the exterior surface of a building. Details refers to ornamentation that embellish the building.

Glossary terms:

Facade.

The front elevation or “face” of a building.

Nearby historic buildings.

The closest possible examples: 1) adjacent historic buildings, 2) historic buildings along the same street, 3) historic buildings within the immediate area, 4) historic buildings within the district.

Solid-to-void.

The total area of wall in comparison to the total area of openings on an elevation.

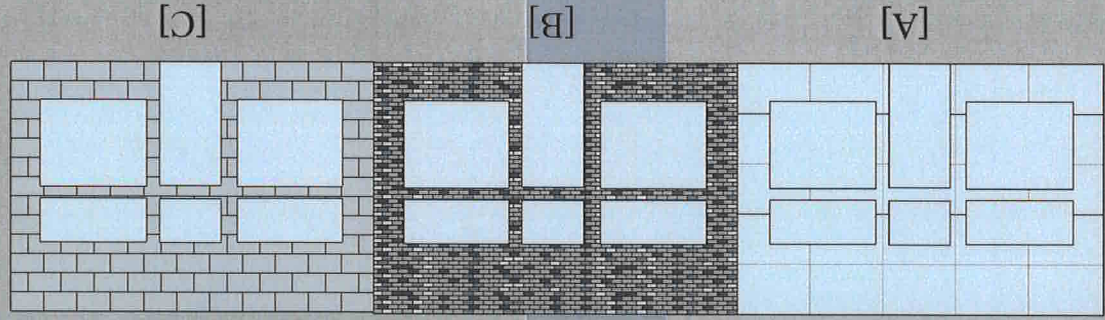
Synthetic stucco (EIFS).

Exterior insulation and finish systems (EIFS) are multi-component exterior wall systems which generally consist of: an insulation board; a base coat reinforced with glass fiber mesh ; and a finish coat.

Variiegated brick.

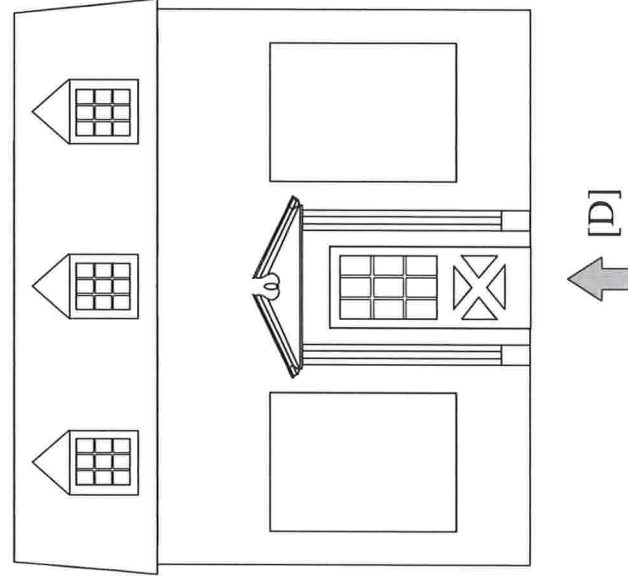
Multi-colored brick used in an attempt to create an antique look.

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




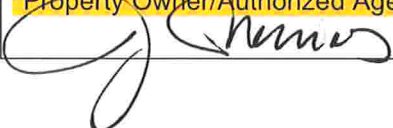
Common Mistakes

- ▶ Using synthetic stucco (E.I.F.S.) [A]
- ▶ Using variegated brick . [B] or concrete block. [C]
- ▶ Using any material other than brick.
- ▶ Copying historic styles or themes not common to the area such as colonial or wild west. [D]
- ▶ Use of stock details which do not match the proportions and degree of craftsmanship of historic details.



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 2-28-24
*Property Owner/Authorized Agent 	*Date 2-28-24

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.

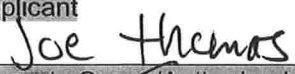

Approval of a certificate of appropriateness does not waive any required permits, inspections, or fees required by the Community Development Department. Structural changes to a building require a building permit from the Community Development Department.

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: 300,000

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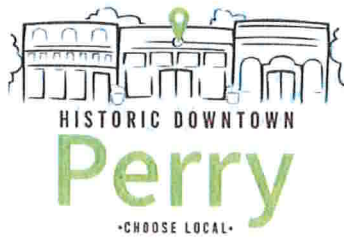
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Estimated valuation of proposed modification: 300,000



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

Date: 2-29-2024 (Please, print your information and use blue or black ink.)

Name of Applicant: Joe Thomas

Property Owner: Bank of Dudley

Name of Business: Bank of Dudley

Business Physical Address: 1214 WASHINGTON St. Perry, Georgia 31069

Applicant's Mailing Address: P.O Box 4098 Dublin, Georgia 31040

Phone Number(s): 478-410-2593

Email Address: jthomas@bankofdudley.com Web Address: BankofDudley.com

Description of Façade Improvement Project: _____

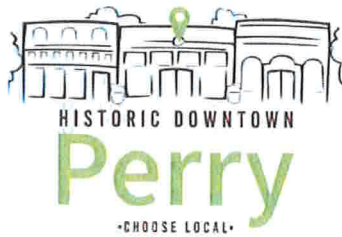
The Bank of Dudley will restoring/rehabilitating an existing
downtown property.

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

This project will expand our footprint into a new market and
comply with the City of Perry - Downtown Perry directives.

Project Start Date: ASAP

Project Completion Date: JUNE 2024



Estimated Total Project Cost - Attach estimate(s): \$ 350,000

Amount Requested: \$ 5000

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? \$ 0

- 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

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



STAFF REPORT

February 27, 2024

CASE NUMBER: COA-0017-2024
APPLICANT: City of Perry
REQUEST: Demolish building
LOCATION: 803 Commerce Street; Parcel No. 0P0060 085000

APPLICANT'S REQUEST: The applicant is proposing to remove the former City Hall building in order to extend Jernigan Street to Newman Place.

STAFF COMMENTS: The building, with Colonial Revival elements, was constructed in 1945 and served as City Hall until 1964. Several elements of the original building have been altered. The building was last occupied by Perry Volunteer Outreach. According to the 2003 Historic Resources Survey Report prepared by the Middle Georgia Regional Commission, the building does not appear to be eligible for National Register designation.

STAFF RECOMMENDATION: Approval

APPLICABLE DESIGN GUIDELINES ATTACHED. No design guideline for demolition.

APPLICABLE ORDINANCE SECTION:

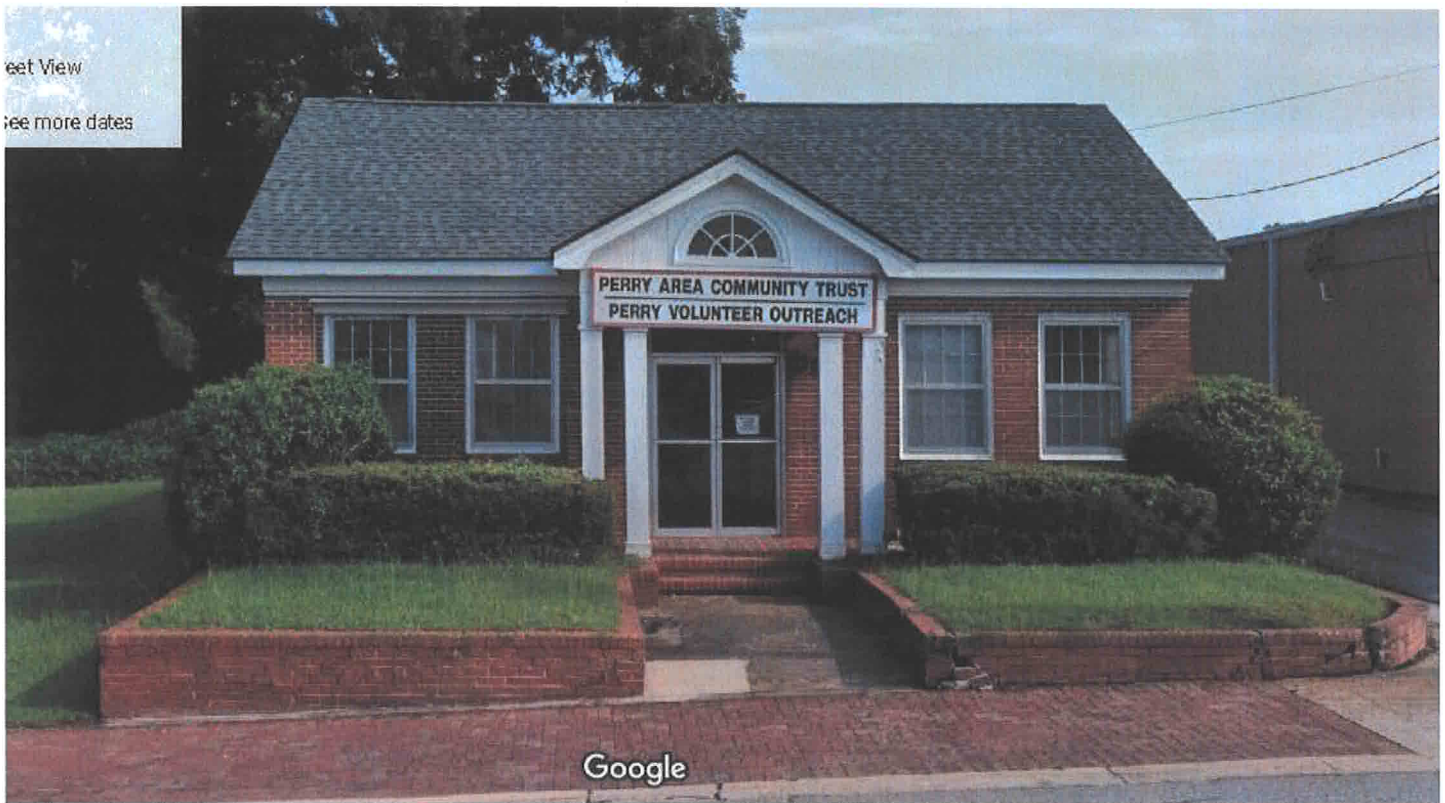
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GEORGIA HISTORIC RESOURCES

Historic Preservation Division
Georgia Department of Natural Resources

57 Forsyth Street, Suite 500
Atlanta, Georgia 30303
404/656-2840

Resource No. *HT-P-21*
County *Houston*

For instructions, see the Georgia Historic Resources Survey Manual

1 Name(s) of resource

Perry City Hall

3 Address/location

North side of Commerce Street

Perry, 31069

4 Owner's name and mailing address

Perry Area Community Trust

Perry Volunteer Outreach

5 ☒ Building

☐ Structure

☐ Site

☐ Object

☐ Landscape feature

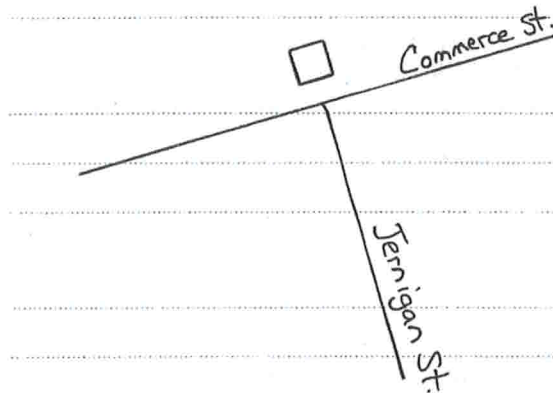
6 ☐ Representative example of building type

Number represented

7 Use, current *social work*

original city/town hall

2 Location map with North at top



8 Date of construction (or estimate)

CA. 1940 - 1949

9 Major changes & date (explain in No.25)

☒ Altered

☐ Moved

☐ Addition

☐ Destroyed

10 Architect/engineer/designer

Unknown

11 Contractor/builder/craftsman

Unknown

12 Style

Colonial Revival - elements

13 Building type

Unknown (insufficient information)

14 Original Floor Plan

two unequal rooms - two rooms deep

15 Plan shape

rectangular

16 Number of stories

One

17 Facade symmetry & front door(s)

symmetrical, one door

18 Roof type & material

side-oriented gable - composition shingle/asphalt shingle

19 Chimney placement & material

no chimney observed - unknown material

20 Type of construction

balloon frame/platform frame

21 Exterior material(s)

brick: running bond, machine-made

22 Foundation material(s)

brick continuous

23 Porch(es)

portico (front, 1 story, partial, wood, gable)

24 Windows

double-hung sash (flat-headed, see item #25, rectangular)

25 Additional physical description

Portico features a round arch fanlight in gable and paired, square porch columns. Rectangular wood vents in side gables, gable return. Single 8/8 windows. Full width hip ell off rear - original. Good integrity.

Altered - Original entry surround replaced with metal transom and double doors.

Altered - 1960s - West side of facade originally featured a bay opening where the city fire engine was housed - bay enclosed when City Hall was moved.

Altered - The building originally featured an octagonal cupola in the center of the roof - cupola removed, probably after the 1960s.

26 Negatives: roll # *3* frames # *4*



27 Description of outbuildings (if any)

28 Site plan with North at top

29 Description of landscape features

yard setting - casual/unplanned; terracing/contouring/retaining walls

Brick retaining wall along sidewalk.

30 Number of buildings 1 structures 0
 outbuildings 0 sites 0
 landscape features 0

31 Description of the environment

town - commercial (mixed old and new)

32 Archaeological potential

33 History

The building was originally built as the Perry City Hall. The building housed several other city agencies as well, including the city clerk, police department, volunteer fire department (a bay in the facade housed the fire truck), and the sanitation department. The building served in this capacity until a new complex was completed in 1964.

34 Historical theme(s)

THEMES: architecture; government/politics/law

35 Significance

common architectural style (good example/illustration)
 history - activity (local variant)

Significant for its use as the Perry City Hall during 1940s, 1950s, and early 1960s.

36 Sources of information

"A Land So Dedicated" local historian 1,33

37 Prepared by (person, organization and address)

R. Ciucevich, HP Planner MGRDC
 City of Perry
 P.O. Box 2080
 Perry, Georgia 31069

38 Date of survey 2002 resurvey

39 Government preservation activity

- ☐ Section 106 review ☐ Grant
☐ Tax certification ☐ Other

40 SHPO evaluation

more information needed

41 USGS quadrangle name Perry

UTM reference

17 242933 3594584
 zone easting northing

42 Tax map number

43 Recognition and date

- ☐ National Landmark
☐ National Register
☐ Georgia Register
☐ Local designation
☐ HABS/HAER
☐ Determination of eligibility
☐ Other



Where Georgia comes together.

Application # COA0007
2024

Application for Certificate of Appropriateness Main Street Advisory Board

Contact Community Development (478) 988-2720

*Indicates Required Field

	Applicant	Property Owner
*Name	Alicia Hartley	City of Perry
*Title	Downtown Manager, City of Perry	
*Address		PO Box 2030, Perry
*Phone	(478) 988-2730	(478) 988-2700
*Email	alicia.hartley@perry-ga.gov	lee.gilmour@perry-ga.gov

*Property Address 803 Commerce Street

Project:

New Building _____ Addition _____ Alteration _____ Demolition ☒ Relocation _____

*Please describe the proposed modification:

Demolition of old City Hall/Perry Volunteer Outreach (803 Commerce Street) as Council has discussed.

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 in 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>Alicia Harting</i>	*Date	2/6/2024
*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

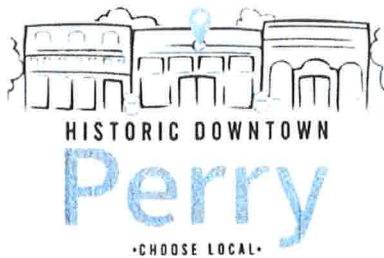
There is no fee for review of a Certificate of Appropriateness (COA) application. However, a fee of \$226.00 will be charged for work started without an approved Certificate of Appropriateness.

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: _____



Perry Main Street Advisory Board

Downtown Development District Façade Grant Program Payment Request

Date: 2/29/24 (Please, print your information and use blue or black ink.)

Name of Applicant: Rebekah George

Name of Business: Gottwals Books

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

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

Phone Number(s): 478-302-5041 ext. 1 (office) 478-988-4842 (store)

Email Address: Office@gottwalsbooks.com

Web Address: gottwalsbooks.com

Project Start Date: 2/21/24 Project Completion Date: 2/23/24*

Completed Project Total Cost: \$ 2,725.00

Grant Amount Payment Requested: \$ 1,000.00

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.

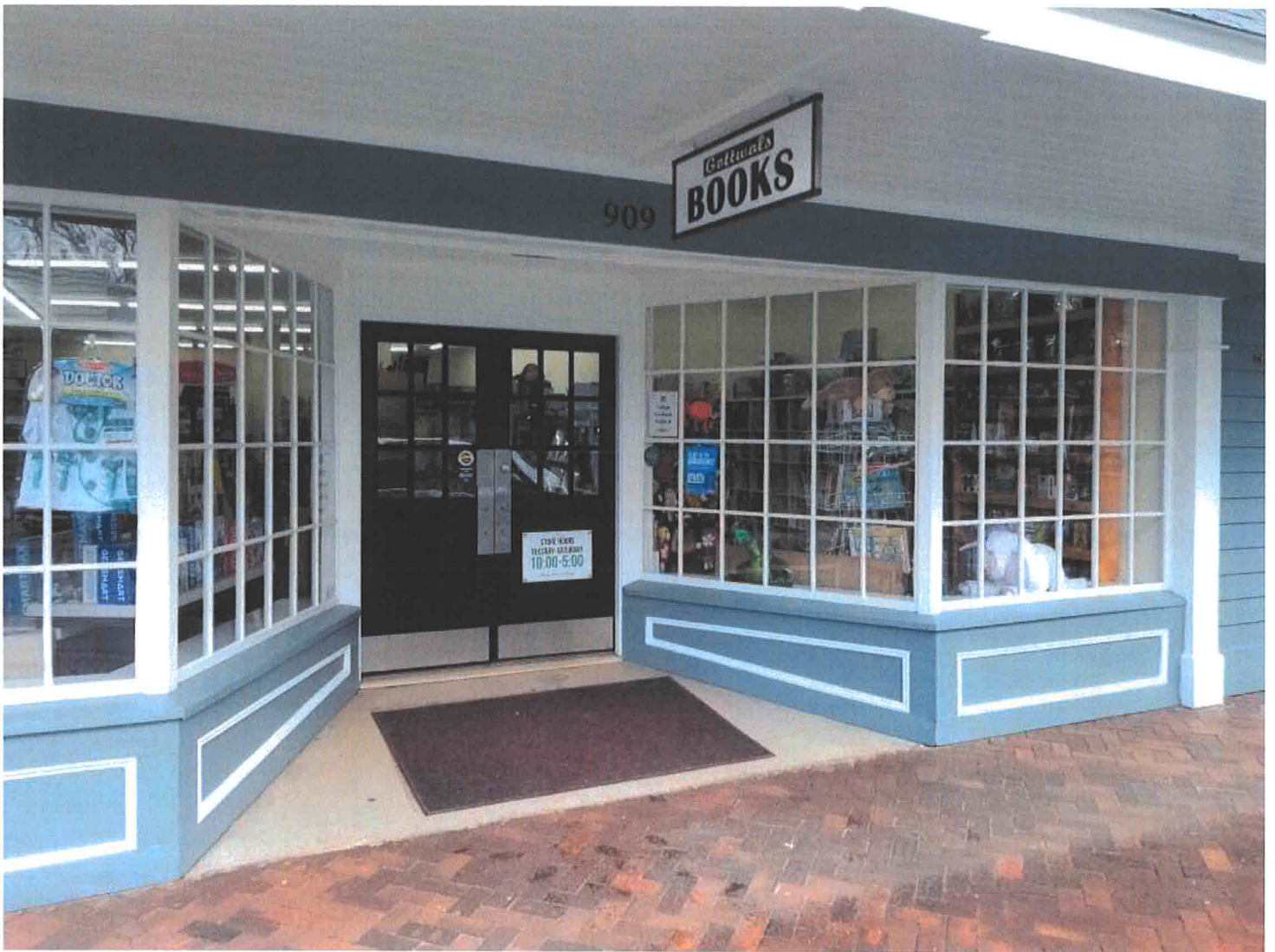
Name of Applicant: Rebekah George

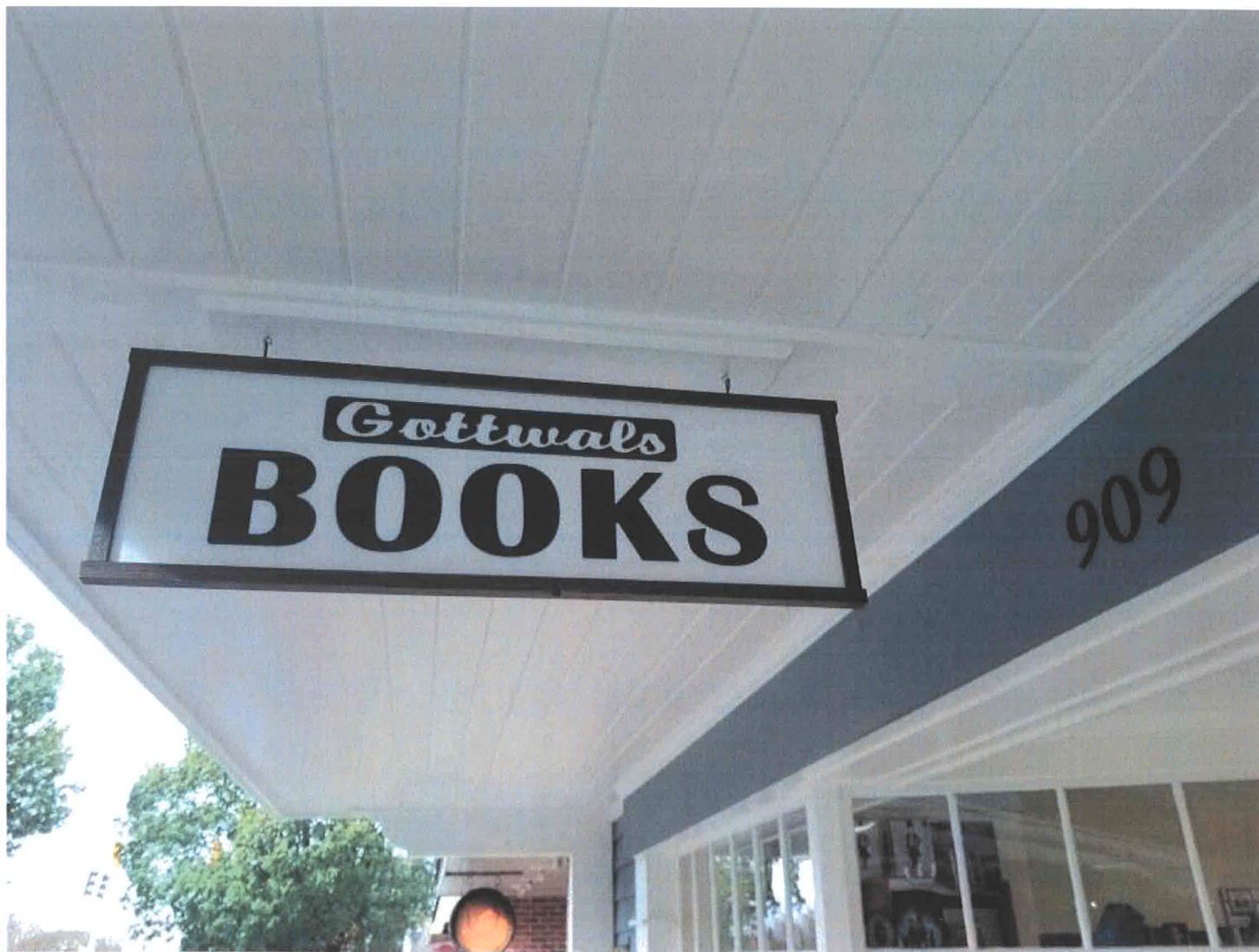
Signature of Applicant: Rebekah George

*The last of the project, painting the sidewalk in front of the front door, is expected on 3/3/24 when business is closed.

Job Invoice

WORK ORDERED	TOTAL LABOR		
DATE ORDERED	TOTAL MATERIALS		
DATE COMPLETED	TOTAL MISCELLANEOUS		
	SUBTOTAL		
CUSTOMER	TAX		
APPROVAL SIGNATURE	GRAND TOTAL	2725.00	
AUTHORIZED SIGNATURE			





Main Street Advisory Board
Minutes - February 1, 2024

1. Call to Order: Chairman Cossart called the meeting to order at 5:00pm

Roll: Chairman Cossart; Directors Anderson-Cook, Lay, Jones, Moore, Presswood and Walker were present.

Staff: Alicia Hartley – Downtown Manager, Bryan Wood – Community Development Director, and Christine Sewell – Recording Clerk

2. Guests/Speakers: Ellie Loudermilk, Sue Lay, John Stauralakis, Tim Harco, Craig Wysong, and Meredith Lockerman

- a. Ellie Loudermilk, Perry Historical Society – advised May is National Historic Preservation month and traditionally held sponsored city tours, with use of the city's tram for only 20 people. This year, Ms. Loudermilk is changing and has reached out to the board of education for possible use and a driver for one of their school buses, as quotes received for motor coaches were unrealistic; currently waiting on a cost. There will also be a charge for the tours, which she will handle, and was thinking about \$10; the board felt \$15 was a better option. Also, Ms. Loudermilk advised she has two volunteers to assist with tours, so she herself is not the only one and was thinking about the first two weeks in May with anywhere from two to four tours each week. Ms. Hartley said she would handle the marketing and will work with Ms. Loudermilk on the ticket platform. Director Moore suggested a board member participate for each of the tour dates. The board concurred support of event and Ms. Loudermilk will bring estimates for the bus rental and ticket platform.

3. Citizens with Input – None

4. Old Business – None

Chairman Cossart requested a motion to amend the agenda to add the reimbursement of a façade grant for 901 Jernigan Street; Director Jones so moved; Director Moore seconded; all in favor and agenda was amended for addition.

5. New Business

- a. Review Certificate of Appropriateness – 904 Commerce Street

Mr. Wood advised 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.

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 recommends denial as presented. If the Main Street Advisory Board decides to approve, staff suggests 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.

Chairman Cossart recused herself from the discussion.

Mr. Craig Wysong provided examples of the proposed sign which is double sided blade sign with an aluminum painted face and trim with punch through acrylic and vinyl overlays and advised he had not provided this to Mr. Wood before the report presentation

Director Jones motioned to approve with the revised submission as presented; Director Presswood seconded; all in favor and was unanimously approved with Chairman Cossart abstaining.

b. Review Certificate of Appropriateness – 719 Carroll Street

Mr. Wood advised 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. 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 six 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 recommends 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.

Mr. Wood advised he had reached out to the sign company with no response for further details.

Director Lay motioned to approve the monument sign with opaque backing on the sign and no illumination on the canopy sign; Director Jones seconded; all in favor with Director Presswood opposed.

Ms. Hartley advised 1140 Macon Road painted the building without an approved COA. Mr. Wood advised the Halo Group is now occupying and he has reached out to them and determined the colors appear to be within the approved palette and is requesting if they complete the COA it be approved at the staff level; the board concurred.

c. Election of 2024 Officers – Chair and Vice Chair

Director Jones motioned to nominate Trish Cossart as Chairman; Director Moore seconded; all in favor with Director Cossart abstaining.

Director Jones motioned to nominate Valerie Moore as Vice Chair; Director Lay seconded; all in favor with Director Moore abstaining.

d. 2024 Commitment Letter

Ms. Hartley provided for review and execution the duties of board members in keeping with the accreditation procedures.

e. Review Façade Grant Application – 909 Carroll Street

Ms. Hartley advised Gottwals Books is repainting the exterior and has chosen from the approved color palette and is requesting \$1,000 in façade monies. Director

f. Façade Grant Reimbursement Request – 1001 Carroll Street

Director Lay motioned to approve reimbursement in the amount of \$3500; Director Moore seconded; all in favor and was unanimously approved.

*Director Jones left the meeting at 6:00pm.

g. Façade Grant Reimbursement Request – 901 Jernigan Street

Director Moore motioned to approve reimbursement in the amount of \$3000; Director Presswood seconded; all in favor and was unanimously approved. Director Anderson-Cook abstained.

h. Approve January 4, 2024, minutes

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

i. Perry Farmers Market Policies & Procedures

Ms. Hartley advised procedures and processes that need to be set for the operation of the market and presented for review and approval. Director Lay motioned to approve as submitted; Director Presswood seconded and was unanimously approved.

6. Chairman Items – None

7. Downtown Manager's Report

a. Downtown Projects update – Ms. Hartley advised the annual state assessment has been completed and submitted. Mims Ct townhomes will be revised to single family homes due to costs. Georgia Economic Placemaking Collaborative kicks off Feb. 15th. Farmers Market signed installed. New franchise owners for Acres & Oak and construction continues on the mixed-use development on Northside Drive.

b. Strategic Plan Update – February 15th from 5-7pm will hold a work session for updating in 2024.

8. Promotion Committee Report – Ms. Hartley advised warehouse sale is April 6th; tickets for the spring wine tasting will go on sale February 19th and will include a VIP section at Patio 901 and have secured Landmark Realty as the sponsor for this. Ms. Hartley requested approval for \$1000 to secure the band; the board unanimously approved. The horse drawn carriage will be back for three Saturdays 11/30, 12/7, and 12/21 and requests approval to secure deposit; the board unanimously approved.

9. Update on Downtown Development Authority- Chairman Cossart advised the board is reassessing the mixed-use project.

10. Other- None

11. Adjourn: there being no further business to come before the board the meeting was adjourned at 6:23pm.

Main Street Advisory Board
Work Session Minutes – February 15, 2024

1. Call to Order: Chairman Cossart called the meeting to order at 5:00pm.

Roll: Chairman Cossart; Directors Jones, Presswood, Walker, Moore, Lay, and Anderson-Cook were present.

Staff: Alicia Hartley – Downtown Manager, Holly Wharton – Economic Development Director, and Christine Sewell – Recording Clerk

2. Citizens with Input – None
3. Guests/Speakers – None
4. 2023 Review

Ms. Hartley provided the 2023 workplan and reviewed each of the Transformation Strategies, which included Business Activation & Development, Beautification Initiatives & Design.

5. 2024 Work Plan

- a. Transformation Strategies

Ms. Hartley asked each director to think of a place they have visited or liked and why. The following responses were provided: Athens for the food scene, Gatlinburg for the mixed use of retail and restaurants, Savannah for the history and architecture and not just those on River Street, put in pocket areas of the city, St. Augustine FL, Fernandina Beach and Canton. A commonality of each of these is a small-town feel, something to do, and live music/festivals, walkability.

Ms. Hartley asked for what worked in 2023 and what to be done in 2024. For 2023 – Successful wine tasting events, alleyway project, community events, COA/Design Guidelines, Placer AI.

For 2024 – Remove alley trash cans, streaming music, more pop-up entertainment, more merchants' participation in meetings, advertise the walking historic tours, concerts on the lawn, engage property owners, diversified business mix, maintain tree lights, second alleyway project, retail businesses open at night.

Placemaking Initiatives – Murals, passive artwork, passable entertainment, round conversation seating, tie into from Legacy Park/Evergreen/Rotary Centennial Park, additional alleyway projects, reasons to show up and stay, show diversity of community, consolidate past/present in public and private spaces, historic markers for each building, awareness of and better use of Legacy Park, improve 700 block of Carroll and Commerce Streets, increase use of downtown area during evening hours, public transportation within the footprint, and improve knowledge of parking.

Beautification Initiatives & Design – Update trees/bushes – remove and maintain some, add colorful flowers, alleyway lighting, tables at Rotary Centennial park, look at other

areas for lighting, enhance seasonal décor, historic building markers, former Stanely lot on Macon Rd for potential development, tree lighting, and more pole banners.

- b. Goals – Ms. Hartley will take information and build out the goals for 2024 and bring back for review at the March meeting.

6. Adjourn: there being no further business to come before the board the meeting was adjourned at 7:02pm.

DRAFT

Main Street Advisory Board Restricted Fund
GL Account 100.00000.13.4208

J. Holland

M. W.

July 1, 2023 Beginning Balance

38,706.12

Deposits:	100.37.1024	Current	YTD	Cumulative
	July		0.00	
	August		0.00	
	September		6,870.00	
	October		6,400.00	
	November		10,452.00	
	December		90.00	
	January			
	February			
	March			
	April			
	May			
	June			
	Total Deposits:	0.00	23,812.00	62,518.12

Expenditures:	100.75510			
	July		(3,625.00)	
	August		(2,749.25)	
	September		(674.25)	
	October		(6,726.84)	
	November		(2,120.92)	
	December		(1,048.60)	
	January		(2,669.00)	
	February			
	March			
	April			
	May			
	June			
	Total Expenditures:	0.00	(19,613.86)	42,904.26

Reserve Balance at 1/31/2024 **42,904.26**

Current Reserve:	42,904.26
Less Prior Month Reserve	45,573.26
Current Month Reserve Adjustment	<u>(2,669.00)</u>

Budget Report

For Fiscal: 2023-2024 Period Ending: 01/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-00000.347536	ADULT BASKETBALL	400.00	400.00	0.00	0.00	-400.00	100.00 %
100-00000.347730	FIREARMS SAFETY COURSE FEE	0.00	0.00	0.00	1,068.25	1,068.25	0.00 %
100-00000.347735	CPR CERTIFICATION FEE	0.00	0.00	0.00	440.00	440.00	0.00 %
100-00000.349100	SALES OF BURIAL LOTS	0.00	0.00	0.00	8,281.00	8,281.00	0.00 %
100-00000.349219	EMPLOYER CONTRIB-HEALTH	2,463,100.00	2,463,100.00	340,100.00	1,780,700.00	-682,400.00	27.70 %
100-00000.349220	EMPLOYEE CONTRIB-HEALTH	371,300.00	371,300.00	15,052.57	199,225.57	-172,074.43	46.34 %
100-00000.349224	COBRA PAYMENT - HEALTH	0.00	0.00	475.00	2,403.00	2,403.00	0.00 %
100-00000.349300	RETURNED CHECK FEE	2,400.00	2,400.00	210.00	1,685.00	-715.00	29.79 %
100-00000.349903	MISC SERVICES & CHARGES	1,700.00	1,700.00	0.00	0.00	-1,700.00	100.00 %
100-00000.349904	CRIMINAL HISTORY CHECKS	23,600.00	23,600.00	1,800.00	31,875.00	8,275.00	135.06 %
100-00000.349909	EDUCATION REIMBURSEMENT	0.00	0.00	0.00	14,768.41	14,768.41	0.00 %
100-00000.349910	CURB CUT/DRIVEWAY PIPE	0.00	0.00	65.00	260.00	260.00	0.00 %
CostCenter: 00000 - NON-DEPARTMENTAL Total:		5,708,900.00	5,708,900.00	302,816.82	3,255,954.17	-2,452,945.83	42.97%
RevCategory: 34 - Charges for Services Total:		5,708,900.00	5,708,900.00	302,816.82	3,255,954.17	-2,452,945.83	42.97%
RevCategory: 35 - Fines and Forfeitures							
CostCenter: 00000 - NON-DEPARTMENTAL							
100-00000.351170	COURT AND PARKING FINES	667,100.00	667,100.00	64,817.86	373,453.95	-293,646.05	44.02 %
100-00000.351171	COUNTY JAIL SURCHARGE	47,800.00	47,800.00	0.00	22,701.87	-25,098.13	52.51 %
100-00000.351900	OTHER FINES/FORFEITURES	0.00	0.00	2,461.81	2,461.81	2,461.81	0.00 %
CostCenter: 00000 - NON-DEPARTMENTAL Total:		714,900.00	714,900.00	67,279.67	398,617.63	-316,282.37	44.24%
RevCategory: 35 - Fines and Forfeitures Total:		714,900.00	714,900.00	67,279.67	398,617.63	-316,282.37	44.24%
RevCategory: 36 - Investment Income							
CostCenter: 00000 - NON-DEPARTMENTAL							
100-00000.361000	INTEREST	100,000.00	100,000.00	5,109.64	148,169.71	48,169.71	148.17 %
CostCenter: 00000 - NON-DEPARTMENTAL Total:		100,000.00	100,000.00	5,109.64	148,169.71	48,169.71	48.17%
RevCategory: 36 - Investment Income Total:		100,000.00	100,000.00	5,109.64	148,169.71	48,169.71	48.17%
RevCategory: 37 - Contributions and Donations							
CostCenter: 00000 - NON-DEPARTMENTAL							
100-00000.371001	RECREATION DEPT DONATIONS	0.00	0.00	922.00	1,422.00	1,422.00	0.00 %
100-00000.371007	NEW PERRY ANIMAL SHELTER BLD	0.00	0.00	30.00	210.00	210.00	0.00 %
100-00000.371017	J E WORRALL MEM DONATIONS	0.00	0.00	0.00	5,000.00	5,000.00	0.00 %
100-00000.371024	MAIN STREET ADVISORY DONATIO	0.00	0.00	0.00	23,812.00	23,812.00	0.00 %
100-00000.371027	FIREHOUSE SUB GRANT	0.00	0.00	0.00	17,683.00	17,683.00	0.00 %
100-00000.371037	INTERNATIONAL FESTIVAL DONAT	0.00	0.00	0.00	3,000.00	3,000.00	0.00 %
100-00000.371039	FARMERS MKT INCOME	2,500.00	2,500.00	525.00	2,015.00	-485.00	19.40 %
100-00000.371202	INDEPENDENCE DAY SPONSORSHIP	0.00	0.00	0.00	3,000.00	3,000.00	0.00 %
100-00000.371203	HISTORICAL SOCIETY DONATION	0.00	0.00	0.00	12,012.00	12,012.00	0.00 %
CostCenter: 00000 - NON-DEPARTMENTAL Total:		2,500.00	2,500.00	1,477.00	68,154.00	65,654.00	2,626.16%
RevCategory: 37 - Contributions and Donations Total:		2,500.00	2,500.00	1,477.00	68,154.00	65,654.00	2,626.16%
RevCategory: 38 - Miscellaneous							
CostCenter: 00000 - NON-DEPARTMENTAL							
100-00000.381000	PERRY EVENTS CENTER RENTAL	47,900.00	47,900.00	1,244.00	64,337.00	16,437.00	134.32 %
100-00000.381001	CELL ANTENNA RENTAL FEE	33,100.00	33,100.00	0.00	0.00	-33,100.00	100.00 %
100-00000.381011	HERITAGE OAKS RENTALS	0.00	0.00	0.00	1,135.00	1,135.00	0.00 %
100-00000.383000	REIMBURSE FOR DAMAGE PROP	0.00	0.00	0.00	23,316.00	23,316.00	0.00 %
100-00000.383002	RESTITUTION PAYMENT	0.00	0.00	0.18	2,300.18	2,300.18	0.00 %
100-00000.389000	OTHER REVENUES	0.00	0.00	480.00	11,348.54	11,348.54	0.00 %
100-00000.389001	PD COPIES/REPORTS	1,300.00	1,300.00	286.01	1,175.29	-124.71	9.59 %
100-00000.389010	P-CARD REBATE	3,700.00	3,700.00	0.00	2,030.08	-1,669.92	45.13 %
100-00000.389012	WEX TAX/BILL ADJUSTMENT	0.00	0.00	132.68	842.73	842.73	0.00 %
100-00000.389013	MGAG PERFORMANCE ADJUST	170,700.00	170,700.00	0.00	0.00	-170,700.00	100.00 %
100-00000.389022	SR CTR UTILITIES REVENUE	4,600.00	4,600.00	234.96	3,340.90	-1,259.10	27.37 %
100-00000.389028	SCHOOL CROSSING GUARD	6,000.00	6,000.00	466.71	2,185.54	-3,814.46	63.57 %
100-00000.389029	SWAG ITEMS	0.00	0.00	250.00	364.00	364.00	0.00 %

Budget Report

For Fiscal: 2023-2024 Period Ending: 01/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-75430.531280	STORMWATER FEES	700.00	700.00	0.00	767.44	-67.44	-9.63 %
100-75430.531281	FIRE PROTECTION FEE	600.00	600.00	0.00	651.44	-51.44	-8.57 %
CostCenter: 75430 - WELCOME CENTER Total:		96,000.00	96,000.00	9,717.58	78,377.09	17,622.91	18.36%
CostCenter: 75450 - GA NATIONAL FAIRGROUND							
100-75450.523302	EVENT PROMOTION	40,000.00	40,000.00	13,000.00	19,758.85	20,241.15	50.60 %
CostCenter: 75450 - GA NATIONAL FAIRGROUND Total:		40,000.00	40,000.00	13,000.00	19,758.85	20,241.15	50.60%
CostCenter: 75460 - TOURISM PROMOTION							
100-75460.521200	PROFESSIONAL SERVICES	2,500.00	2,500.00	0.00	1,037.60	1,462.40	58.50 %
100-75460.523300	ADVERTISING	30,000.00	30,000.00	817.80	9,728.15	20,271.85	67.57 %
100-75460.523302	EVENT PROMOTION	7,000.00	7,000.00	1,140.34	1,377.10	5,622.90	80.33 %
100-75460.523930	TRADE SHOWS	0.00	0.00	0.00	3,827.32	-3,827.32	0.00 %
100-75460.531100	OPERATING SUPPLIES	0.00	0.00	0.00	51.69	-51.69	0.00 %
100-75460.531104	PROMOTIONAL/SWAG ITEM	5,000.00	5,000.00	2,186.08	6,039.60	-1,039.60	-20.79 %
CostCenter: 75460 - TOURISM PROMOTION Total:		44,500.00	44,500.00	4,144.22	22,061.46	22,438.54	50.42%
CostCenter: 75500 - DOWNTOWN DEV AUTHORITY							
100-75500.521200	PROFESSIONAL SERVICES	0.00	0.00	0.00	3,500.00	-3,500.00	0.00 %
100-75500.521201	AUDIT COST	0.00	0.00	4,700.00	4,700.00	-4,700.00	0.00 %
100-75500.523701	MANDATORY TRAINING	0.00	0.00	0.00	50.00	-50.00	0.00 %
100-75500.577000	APPROPRIATIONS	6,200.00	6,200.00	517.00	3,619.00	2,581.00	41.63 %
CostCenter: 75500 - DOWNTOWN DEV AUTHORITY Total:		6,200.00	6,200.00	5,217.00	11,869.00	-5,669.00	-91.44%
CostCenter: 75510 - MAIN ST ADVISORY BD REST							
100-75510.521312	ARTIST FEES	0.00	0.00	0.00	2,250.00	-2,250.00	0.00 %
100-75510.522300	RENTALS	0.00	0.00	-107.00	370.00	-370.00	0.00 %
100-75510.523300	ADVERTISING	0.00	0.00	0.00	995.00	-995.00	0.00 %
100-75510.523850	CONTRACT LABOR	0.00	0.00	-196.00	1,750.00	-1,750.00	0.00 %
100-75510.523851	SECURITY SERVICES	0.00	0.00	320.00	320.00	-320.00	0.00 %
100-75510.531100	OPERATING SUPPLIES	0.00	0.00	0.00	5,186.36	-5,186.36	0.00 %
100-75510.531660	AWARDS	0.00	0.00	152.00	2,742.50	-2,742.50	0.00 %
100-75510.573001	FACADE GRANT	0.00	0.00	2,500.00	6,000.00	-6,000.00	0.00 %
CostCenter: 75510 - MAIN ST ADVISORY BD REST Total:		0.00	0.00	2,669.00	19,613.86	-19,613.86	0.00%
CostCenter: 75512 - FARMERS MARKET							
100-75512.522300	RENTALS	2,500.00	2,500.00	535.00	738.30	1,761.70	70.47 %
100-75512.531100	OPERATING SUPPLIES	0.00	0.00	0.00	243.94	-243.94	0.00 %
CostCenter: 75512 - FARMERS MARKET Total:		2,500.00	2,500.00	535.00	982.24	1,517.76	60.71%
CostCenter: 75630 - PERRY-HO CO AIRPORT AUTH							
100-75630.522302	FEE WAIVER	0.00	0.00	0.00	3,287.00	-3,287.00	0.00 %
100-75630.577000	APPROPRIATIONS	44,600.00	44,600.00	3,717.00	26,019.00	18,581.00	41.66 %
CostCenter: 75630 - PERRY-HO CO AIRPORT AUTH Total:		44,600.00	44,600.00	3,717.00	29,306.00	15,294.00	34.29%
CostCenter: 77050 - FIRE DEPT CAPITAL							
100-77050.542200	VEHICLES	1,000,000.00	1,000,000.00	0.00	232,000.00	768,000.00	76.80 %
CostCenter: 77050 - FIRE DEPT CAPITAL Total:		1,000,000.00	1,000,000.00	0.00	232,000.00	768,000.00	76.80%
CostCenter: 77060 - POLICE DEPT CAPITAL							
100-77060.531600	INVENTORY EQUIPMENT	0.00	0.00	0.00	6,063.00	-6,063.00	0.00 %
100-77060.542200	VEHICLES	414,000.00	414,000.00	15,720.96	267,192.96	146,807.04	35.46 %
100-77060.542500	EQUIPMENT	15,800.00	15,800.00	0.00	0.00	15,800.00	100.00 %
CostCenter: 77060 - POLICE DEPT CAPITAL Total:		429,800.00	429,800.00	15,720.96	273,255.96	156,544.04	36.42%
CostCenter: 77070 - PUBLIC WORKS CAPITAL							
100-77070.542200	VEHICLES	105,000.00	105,000.00	0.00	102,164.96	2,835.04	2.70 %
100-77070.542500	EQUIPMENT	20,000.00	20,000.00	14,957.00	14,957.00	5,043.00	25.22 %
CostCenter: 77070 - PUBLIC WORKS CAPITAL Total:		125,000.00	125,000.00	14,957.00	117,121.96	7,878.04	6.30%
CostCenter: 77083 - GREENSPACE							
100-77083.541100	LAND ACQUISITION	0.00	0.00	0.00	225.00	-225.00	0.00 %
CostCenter: 77083 - GREENSPACE Total:		0.00	0.00	0.00	225.00	-225.00	0.00%