

Main Street Advisory Board
Agenda – March 6, 2025, 4:00 p.m.

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

1. Call to Order
2. Guests/Speakers
3. Citizens with Input
4. Old Business
5. New Business
 - a. Certificate of Appropriateness Review – 808 Carroll Street
 - b. Update Vision Statement
 - c. Update Bylaws for Meeting Time
 - d. Review policy for COAs for demolitions
 - e. Review Draft of 2025 Work Plan
 - f. Approve February 6, 2025 minutes
 - g. Approve January 2025 financials
6. Chairman Items
7. Downtown Manager's Report
 - a. Downtown Projects update
 - b. Strategic Plan Update
8. Promotion Committee Report
9. Update on Downtown Development Authority
10. Other
11. Adjourn

All meetings are open to the public unless otherwise posted



Where Georgia comes together.

STAFF REPORT

February 25, 2025

CASE NUMBER: COA-0035-2025

APPLICANT: Ansley Fitzner for the City of Perry

REQUEST: Add accent uplighting to building

LOCATION: 808 Carroll Street; Parcel No. 0P0010 042000

APPLICANT'S REQUEST: The applicant proposes to add 18 14-watt five-inch light as the base of the front wall of City Hall (facing Carroll Street). The lights will uplight the building at night and can change colors.

STAFF COMMENTS: The design guidelines suggest "New lighting should use traditional designs appropriate to the character of the building." Since the actual light fixtures will be in or near the ground, they will not be visible. Providing accent lighting on the most prominent building downtown appears appropriate.

STAFF RECOMMENDATION: Staff recommend approval of the application.

APPLICABLE DESIGN STANDARDS ATTACHED: Site and Setting: Modern Features

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.



1/16/25, 1:09:34 PM

1828

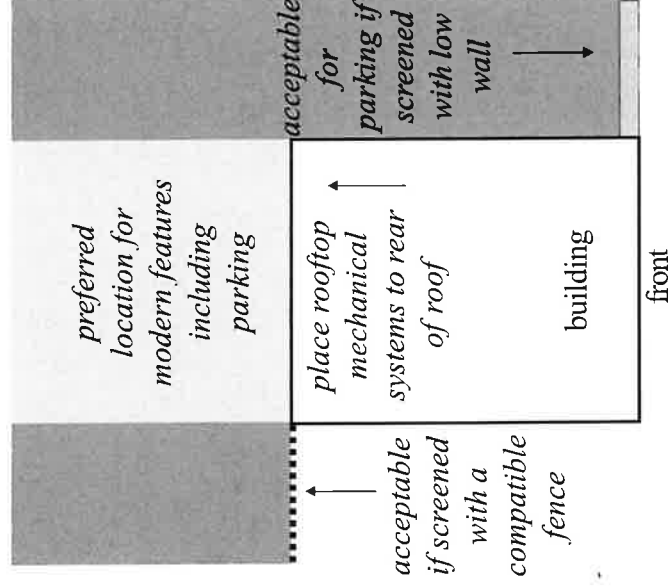
MODERN FEATURES

GOAL:

The primary goal is to integrate modern features while limiting the negative impact to the downtown district.

Actions to achieve the goal:

- ▶ Mechanical systems placed behind the building and out of the public view.
- ▶ Rooftop mechanical systems, utility meters and security lighting should be placed unobtrusively.
- ▶ New lighting should use traditional designs appropriate to the character of the building.
- ▶ New parking should:
 - a) be placed as unobtrusively as possible;
 - b) use traditional materials: concrete, stone pavers, and asphalt is allowed in the downtown; and
 - c) use appropriate screening (see *Walls & Fences* p. 50).



Modern features refers to equipment and functions not used in the past such as dumpsters, fire escapes, mechanical systems, and parking areas.

Glossary terms:

Facade line.

An imaginary line established by the fronts of buildings on a block.

Parking.

Areas, generally paved, provided for the storage of automobiles.

Paving.

Any material used for pavement such as asphalt, brick, concrete, gravel, or pavers.

Public view.

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

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

Changes requiring a COA Examples:

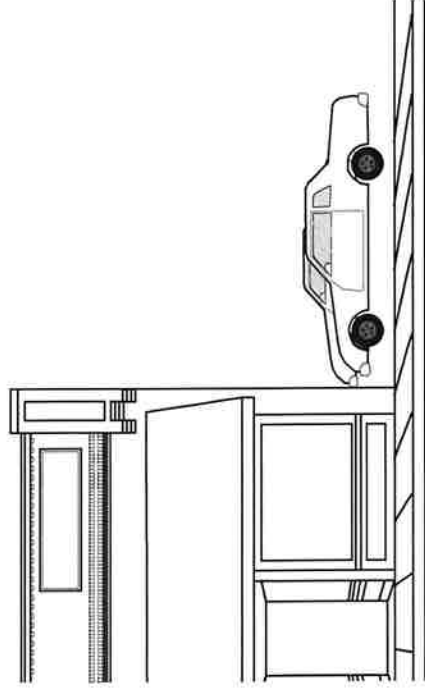
- * Adding parking areas.
- * Placing exterior mechanical systems such as satellite dishes, air-conditioning units, or utility meters.
- * Adding exterior lighting.

Changes not requiring a COA Examples:

- * Resurfacing an existing parking area with the same material.
- * Interior changes to mechanical systems.
- * Temporary event lighting.

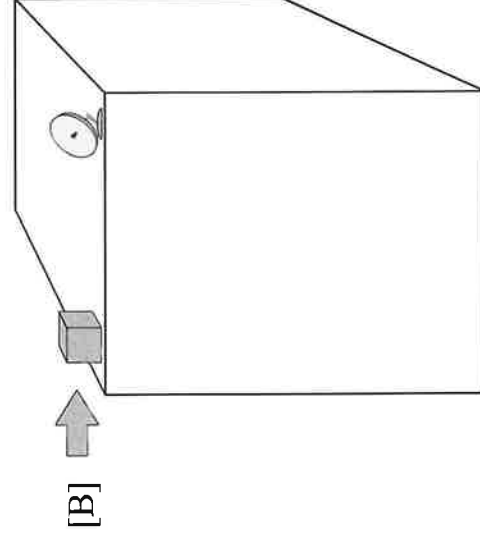
Common Mistakes

- ▶ *Demolishing historic buildings for parking (see demolition p.).*
- ▶ *Failing to screen parking from the public view (see Fences & Walls, p. 48)* [A]



[A]

- ▶ *Placing mechanical systems to the front of rooftops.* [B]



[B]



Where Georgia comes together.

Application # COA 0035-
2025

Application for Certificate of Appropriateness

Main Street Advisory Board

Contact Community Development (478) 988-2720

*Indicates Required Field

	Applicant	Property Owner
*Name	ANSLEY FITZNER	CITY OF PERRY
*Title	PUBLIC WORKS SUPERINTENDENT	
*Address	500 BALL ST	
*Phone	478 988 2131	
*Email	ANSLEY.FITZNER@PERRY-GA.GOV	

*Property Address 808 CARROLL ST

Project:
New Building _____ Addition _____ Alteration ☒ Demolition _____ Relocation _____

*Please describe the proposed modification:

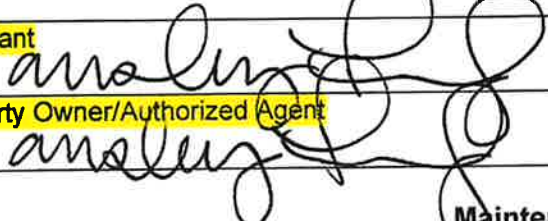
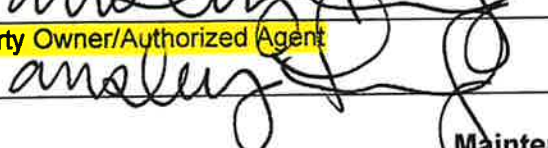
ADD UPLIGHTING ON CARROLL ST FACING FACADE.
LIGHTS CAN BE MODIFIED TO CHANGE COLOR, TIMING,
AND INTENSITY.

Instructions

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

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

8. Signatures:

*Applicant 	*Date 2/11/25
*Property Owner/Authorized Agent 	*Date 2/11/25

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 \$238.00 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: \$15,000.00



EXISTING
CONDITIONS

Dixie Lawn & Landscaping Inc.
3810 Roddy Rd
Cochran, GA 31014
Office: 478-934-3838
Fax: 478-934-3880

PROPOSAL

Date: 2-11-25

Property: City Hall
Perry, GA

Project: Landscape Lighting

Landscape Lighting: Dixie will install landscape lighting to illuminate the front of the city hall building. The system will allow each light to be changed in any color with a Wi-Fi connection. The lighting system will be Haven Lighting. The system will have 2 transformers to control the operation of the lights. There will be a total of 18 (14 watt) 5-inch lights installed to illuminate the building. This includes all hand trenching the wiring near the foundation of the building. There are pictures below to give examples of the completed project.

Total Bid [REDACTED]

We remove landscape related debris from the property.



Josh Wilson
Email: jwldixieland@yahoo.com
Cell: 478-599-0596

Dixie Lawn & Landscaping Inc.
3810 Roddy Rd
Cochran, GA 31014
Office: 478-934-3838
Fax: 478-934-3880

PROPOSAL



Josh Wilson
Email: jwldixieland@yahoo.com
Cell: 478-599-0596

Dixie Lawn & Landscaping Inc.
3810 Roddy Rd
Cochran, GA 31014
Office: 478-934-3838
Fax: 478-934-3880

PROPOSAL



Josh Wilson
Email: jwldixieland@yahoo.com
Cell: 478-599-0596

Dixie Lawn & Landscaping Inc.
3810 Roddy Rd
Cochran, GA 31014
Office: 478-934-3838
Fax: 478-934-3880

PROPOSAL



Josh Wilson
Email: jw1dixieland@yahoo.com
Cell: 478-599-0596

PERRY MAIN STREET ADVISORY BOARD

MISSION

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

VISION

The Perry Main Street Program fosters downtown growth, revitalization, and historic preservation, making Downtown Perry the premier place to live, work, and play. Priorities include mixed-use development, connectivity, livability, cultural activities, and economic growth.

*Adopted June 12, 2014, by Perry Main Street Program board and reviewed March 5, 2015. Revised by Perry Main Street Advisory Board June 4, 2015, and reviewed April 14, 2016; April 6, 2017, and March 1, 2018.
Revised by Perry Main Street Board March 6, 2025.*

BYLAWS
PERRY MAIN STREET ADVISORY BOARD OF DIRECTORS

ARTICLE I
ORGANIZATION

Section 1. Name

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

Section 2. Board Representation

MAIN STREET is a city board consisting of seven (7) members. The Mayor and Council shall appoint all members to the Board of Directors who shall be referred to collectively hereinafter as the "BOARD."

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

Section 3. General Duties

The duties of MAIN STREET are as follows:

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

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

Section 4. Office

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

Section 5. Purpose

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

ARTICLE II BOARD OF DIRECTORS

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

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

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

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

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

Section 2. Absences

When any member of the BOARD misses three (3) meetings within a calendar year, the Downtown Manager shall notify the member about the lack of participation. All members of the BOARD are required to attend 75% of meetings in accordance with the state and national standards of accreditation.

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

Section 3. Vacancies

Any vacancy on the BOARD caused by the death or resignation of a member shall be filled

at the earliest possible time, such appointment to fill an un-expired term vacated. The nomination will be submitted to the Mayor and Council for its consideration for appointment of the nominee. Resignation shall be submitted in writing to the BOARD.

Section 4. Indemnification

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

ARTICLE III OFFICERS AND MANAGEMENT

Section 1. Officers and Terms

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

Section 2. Election

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

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

Section 3. Term and Removal

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

Section 4. Nomination of Directors

Every two years, or as needed, the Downtown Manager will review Statements of Interest and make recommendations for appointments to Mayor and Council as needed when vacancies occur.

Section 5. Roles and Responsibilities of Chairman

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

Section 6. Roles and Responsibilities of Vice-Chairman

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

Section 7. Roles and Responsibilities of Secretary/Treasurer

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

Section 8. Roles and Responsibilities of Main Street Coordinator

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

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

ARTICLE IV MEETINGS, QUORUM AND PROCEDURES

Section 1. Regular Meetings

Regular meetings of the BOARD shall be held on the first Thursday of each month at ~~5:00 p.m.~~ 4:00pm. If for some reason this time must change, adequate notice will be provided to the BOARD. Regular meetings shall be open to the public in accordance with state law.

Section 2. Annual Meetings

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

Section 3. Committees

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

Section 3a. Organization Committee

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

Section 3b. Design Committee

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

Section 3c. Promotion Committee

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

Section 3d. Economic Restructuring Committee

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

Section 4. Special Meetings

Special meetings may be held upon the call of the Chairman, Vice Chairman, Secretary or any two directors at such a place within the City of Perry, Georgia, as shall be specified in the notice of such meeting. Notice of special meetings may be either oral or written. Oral notice may be delivered personally or by telephone and shall be given at least twenty-four (24) hours prior to the time of the meeting. Written notices may be sent by mail, electronic mail or delivered personally. If delivered personally, such notice shall be delivered twenty-four (24) hours prior to the time of the meeting.

Section 5. Quorum

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

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

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

Section 6. Parliamentary Procedures

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

ARTICLE V AMENDMENTS

Section 1. Amendments

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

ARTICLE VI POLICY

Section 1. Policy

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

ARTICLE VII MISCELLANEOUS

Section 1. Books and Records

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

Section 2. Corporate Seal

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

Section 3. Fiscal Year

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

Section 4. Construction

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

ARTICLE VIII ADOPTION OF BYLAWS

Section 1. Adoption of Bylaws

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

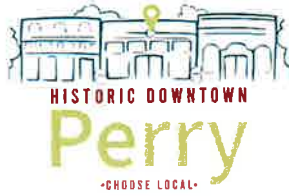
APPROVED:

PERRY MAIN STREET ADVISORY BOARD

By: _____
Chairman

Attest: _____
Secretary-Treasurer

(SEAL)



To: Main Street Advisory Board

From: Alicia Hartley, Downtown Manager

Date: February 26, 2025

RE: Policy for Demolition COAs

Following the discussion at the February meeting regarding the COA for demolition of a residential building, I wanted to provide some guidance for consideration for the board when reviewing future COAs requesting demolition. Should a Certificate of Appropriateness for a demolition be submitted and the property in question have any one or more of the following qualifications, it is appropriate for the Main Street Advisory Board to request an additional inspection by a private inspector identified by the applicant and letter from the City's Chief Building Official regarding the status of the building in question as a condition of approval:

- The building was constructed before 1975
- The building was primarily or formerly used as a residence
- The property is zoned C-3, Central Business District
- Additions or modifications have been made to the building structure over the years such that the historical significance of the property has been compromised

Main Street Advisory Board
Minutes- February 6, 2025

1. Call to Order: Chairman Cossart called the meeting to order at 4:00pm.

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

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

2. Guests/Speakers – Mike Klug – Perry United Methodist Church and Dylan Wingate – WCH Development, LLC
3. Citizens with Input – None
4. Old Business – None
5. New Business

- a. Certificate of Appropriateness Review – 1004 Northside Drive

Mr. Wood advised the applicant requests demolition of the existing building, which will be stabilized following demolition and anticipates submitting a redevelopment plan in approximately one year for the board's consideration. Mr. Wood noted, the property consists of a brick, detached single-family residential building which was constructed circa 1946. Several additions have been made over the years and does not appear to have any historical significance. The property is zoned C-3, Central Business District, which allows a mix of commercial, service and residential uses, but not detached single-family residences. A certificate of appropriateness application must be filed and approved by the Board before permits for redevelopment of the property are issued.

Director Moore appreciates the growth in the downtown core but noted this is the third application for demolition in three months and would like to see a development plan. Chairman Cossart inquired if anyone is living in the dwelling; Mr. Wingate advised no, as it is structurally unstable and has extensive water and mold damage. Director Jones asked if a preliminary plan was currently being done; Mr. Wingate advised a master plan is being designed by TSW. Director Walker asked if there was anything in place for houses not to fall into disrepair; Mr. Wood advised there was under the International Property Maintenance Code, which applies throughout the city. Director Moore reiterated there should be some type of development or conceptual plan; Mr. Wingate at this time is uncertain of the time frame for that to be completed. Chairman Cossart asked Mr. Wingate if it's imperative the demolition be done relatively quickly; he advised it was as the structure is unsafe and poses a liability issue. Director Walker asked if the building official could inspect to confirm; Mr. Wood advised he could, and Mr. Wingate advised he had already done a preliminary inspection. Chairman Cossart suggested tabling until this was done; Director Jones felt a compromise could be made so as to not delay; Mr. Wingate advised he would provide a home inspection report from a private inspector.

Director Jones motioned to recommend approval of the application as submitted with the condition that a home inspection report be provided by the owner and a statement

from the building official; Director Presswood seconded; all in favor with Director Moore abstaining from the vote.

b. Certificate of Appropriateness Review – 1002 Carroll Street

Mr. Wood advised the applicant proposes to replace most of the existing single-hung, single-pane, divided light wood windows with double-hung, double-pane vinyl windows with simulated divided light grid. The replacements are proposed for the sanctuary building, not including the stained-glass windows in the actual sanctuary. Mr. Wood advised he met with Mr. Klug and a representative of the Church's building committee in early December 2024 regarding this proposal. The Perry Methodist Church is listed as a contributing structure in the proposed Downtown Historic District. The windows are a character-defining element of the building. Mr. Wood provided a list of window restoration companies in the area and asked that the church consider restoration of the windows, or replacing them with wood, true divided light windows. As a last resort, he suggested that vinyl windows with simulated divided light windows would be better than grills-between-the-glass vinyl windows to maintain visual aspect of the existing windows. Some windows in the building were previously replaced with vinyl windows with grills between the glass. The applicant indicates he was unable to find contractors to repair the windows in a timely manner; they have a one-year waiting period before they can actually assess the project and also indicated he was unable to find a source for true divided light wood replacement windows, but the cost for this type of window would be approximately \$33,000 without installation, resulting in a total cost of 3-4 times the cost of vinyl replacements. The applicant indicates the total cost to replace windows with simulated divided light vinyl windows is \$21,000. The design guideline for windows suggests repair first, then replacement in kind if windows are beyond repair. Replacing with vinyl windows is not appropriate based on the design guidelines. While MSAB does not administer the historic preservation ordinance and is not the Historic Preservation Commission referenced in the ordinance, the historic preservation ordinance provides for "Undue Hardship" which states: "When, by reason of unusual circumstances, the strict application of any provisions of this ordinance would result in exceptional practical difficulty or undue hardship upon any owner of a specific property, the Preservation Commission, in passing on applications, shall have the power to vary or modify strict adherence to the provisions or to interpret the meaning of the provision so as to relieve such difficulty or hardship; provided such variances, modifications or interpretations shall remain in harmony with the general purpose and intent of said provisions, so that the architectural or historic integrity, or character of the property, shall be conserved and substantial justice done. In granting variances, the commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, best fulfill the purpose of this ordinance. An undue hardship shall not be a situation of the owner's or occupant's own making."

Mr. Wood was recommending due to the unavailability of window repair contractors and the costs associated with wood replacement windows, Staff recommends approval of the application as an undue hardship, with the following conditions: The replacement windows shall be the same size as the existing windows and the simulated divided light grids shall match the existing window grids. 2. If physically possible given the window construction, add the simulated divided light grids to the existing vinyl windows for visual consistency of all windows on the building.

Mr. Klug advised they are currently working with Window World and can provide the exterior grid with some depth. Mr. Wood noted the building is historic and elevation is the most prominent and should match as closely as possible and the grid on the exterior will do so.

Director Jones motioned to recommend approval based on unusual hardships and circumstances with the following conditions 1). Replacement windows same size as existing, 2). Simulated dividing light grid shall match existing window grid, 3). Grid exterior of window with depth if available, 4) If possible, add simulated divided lights to existing vinyl windows for visual consistency of all windows; Director Lay seconded; all in favor and was unanimously recommended for approval.

c. Façade Grant Reimbursement Request – 815 Carroll Street

Ms. Hartley advised the exterior door replacement, columns and painting have been completed. Director Moore motioned to approve payment in the amount of \$2,500; Director Anderson-Cook seconded; all in favor and was unanimously approved.

d. Approve January 2, 2025, minutes

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

e. Approve December 2024 financials

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

f. End of Year Placer AI reports

Ms. Hartley provided data for 2024 which listed visitor counts, event attendance and showed spots where people gather that includes days and times; it was noted there were 298,000 visitors in 2024. Ms. Hartley advised she broke down as additional information for all restaurants.

*Director Walker left the meeting at 4:50pm.

g. Downtown Planters Review & Discussion

Ms. Hartley advised the design committee consisting of the Chairman, Director Moore & Jones did a walking assessment of the current planters and planting with the goal to identify locations for both; city management is open to some additional planters, but they would have to be purchased by the board; public works will provide the plantings and maintain. Provided were various planter options. Chairman Cossart advised public works was willing to do what was needed but need a plan. Director Moore agreed this was a good suggestion and encourages spending locally. On conclusion another walking assessment will be conducted and will include public works on what needs to be trimmed and maintained and provide a layout of current planters and new ones proposed.

6. Chairman Items – None

7. Downtown Manager's Report

- a. Downtown Projects update – Ms. Hartley advised Sweet P's will be delivering lunch Wed-Friday. Public Works provided a sidewalk project update with recommendation for Perry Events Center to Commerce St. /Houston Lake Rd along with Northside Drive to connect to Washington to Macon Rd. Update on COA and sign standards. The plaque is in for the memorial bench for Bill Loudermilk; bench should be in about 2-3 weeks. Two-hour parking signs have been removed since not being enforced; power on city hall lawn should be complete in a week. Swag items have been ordered. We Speak Perry – first orientation will be February 8th. Placemaking working on painting alley back doors, will apply for mural grant on Perry Players with Flint Energies and working on quote for parklet seating at Ball & Main Street. FMCA concert has been moved to March 11th. Board retreat has been rescheduled to February 24th.

8. Promotion Committee Report – Ms. Hartley advised wine tasting tickets will go on sale February 12th; event is April 18th. May 9th Flower Crawl

9. Update on Downtown Development Authority – Ms. Wharton advised the feasibility study has been completed and being reviewed by staff. Advised the GMA Visionary Award received for the Natural Gas Grant program.

10. Other- None

11. Adjourn: there being no further business to come before the board the meeting was adjourned at 5:25pm.

Main Street Advisory Board Restricted Fund
GL Account 100.00000.13.4208

Wollard
MB

July 1, 2024 Beginning Balance

65,769.15

Deposits:	100.37.1024	Current	YTD	Cumulative
	July		5,575.00	
	August		790.00	
	September		950.00	
	October		7,425.00	
	November		1,305.00	
	December		908.00	
	January		0.00	
	February			
	March			
	April			
	May			
	June			
Total Deposits:		0.00	16,953.00	82,722.15

Expenditures: 100.75510

July	(1,390.00)	
August	(3,638.26)	
September	(1,460.99)	
October	(10,303.06)	
November	(11,723.38)	
December	(664.01)	
January	(560.28)	
February		
March		
April		
May		
June		
Total Expenditures:	0.00	(29,739.98)

52,982.17

Reserve Balance at 1/3/2025

52,982.17

52,982.17

Current Reserve:	52,982.17
Less Prior Month Reserve	53,542.45
Current Month Reserve Adjustment	(560.28)

Budget Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-00000.347735	CPR CERTIFICATION FEE	0.00	0.00	45.00	537.00	537.00	0.00 %
100-00000.349219	EMPLOYER CONTRIB-HEALTH	2,904,800.00	2,904,800.00	242,109.00	1,694,763.00	-1,210,037.00	41.66 %
100-00000.349220	EMPLOYEE CONTRIB-HEALTH	355,200.00	355,200.00	39,530.50	242,237.85	-112,962.15	31.80 %
100-00000.349300	RETURNED CHECK FEE	2,700.00	2,700.00	350.00	1,505.00	-1,195.00	44.26 %
100-00000.349903	MISC SERVICES & CHARGES	2,300.00	2,300.00	0.00	66.13	-2,233.87	97.12 %
100-00000.349904	CRIMINAL HISTORY CHECKS	42,600.00	42,600.00	2,636.50	34,446.40	-8,153.60	19.14 %
100-00000.349910	CURB CUT/DRIVEWAY PIPE	0.00	0.00	0.00	268.00	268.00	0.00 %
CostCenter: 00000 - NON-DEPARTMENTAL Total:		6,134,200.00	6,134,200.00	458,562.00	3,458,380.57	-2,675,819.43	43.62%
RevCategory: 34 - Charges for Services Total:		6,134,200.00	6,134,200.00	458,562.00	3,458,380.57	-2,675,819.43	43.62%
RevCategory: 35 - Fines and Forfeitures							
CostCenter: 00000 - NON-DEPARTMENTAL							
100-00000.351170	COURT AND PARKING FINES	632,400.00	632,400.00	53,065.06	297,047.25	-335,352.75	53.03 %
100-00000.351171	COUNTY JAIL SURCHARGE	41,300.00	41,300.00	0.00	19,618.29	-21,681.71	52.50 %
CostCenter: 00000 - NON-DEPARTMENTAL Total:		673,700.00	673,700.00	53,065.06	316,665.54	-357,034.46	53.00%
RevCategory: 35 - Fines and Forfeitures Total:		673,700.00	673,700.00	53,065.06	316,665.54	-357,034.46	53.00%
RevCategory: 36 - Investment Income							
CostCenter: 00000 - NON-DEPARTMENTAL							
100-00000.361000	INTEREST	100,000.00	100,000.00	9,502.72	96,238.85	-3,761.15	3.76 %
CostCenter: 00000 - NON-DEPARTMENTAL Total:		100,000.00	100,000.00	9,502.72	96,238.85	-3,761.15	3.76%
RevCategory: 36 - Investment Income Total:		100,000.00	100,000.00	9,502.72	96,238.85	-3,761.15	3.76%
RevCategory: 37 - Contributions and Donations							
CostCenter: 00000 - NON-DEPARTMENTAL							
100-00000.371001	RECREATION DEPT DONATIONS	0.00	0.00	1,470.00	1,536.25	1,536.25	0.00 %
100-00000.371007	NEW PERRY ANIMAL SHELTER BLD	0.00	0.00	30.00	180.00	180.00	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	16,953.00	16,953.00	0.00 %
100-00000.371037	INTERNATIONAL FESTIVAL DONAT	0.00	0.00	0.00	500.00	500.00	0.00 %
100-00000.371039	FARMERS MKT INCOME	2,500.00	2,500.00	190.00	2,870.00	370.00	114.80 %
100-00000.371040	ART IN THE PARK SPONSORSHIP	0.00	0.00	0.00	800.00	800.00	0.00 %
100-00000.371100	CONTRIBUTIONS FOR CAPITAL PRO	0.00	0.00	0.00	271,272.75	271,272.75	0.00 %
100-00000.371202	INDEPENDENCE DAY SPONSORSHIP	0.00	0.00	0.00	5,000.00	5,000.00	0.00 %
100-00000.371205	TECH & ENTREPRENUER BOARD	0.00	0.00	6,500.00	8,292.26	8,292.26	0.00 %
100-00000.379004	ATLANTA HAWKS GRANT	0.00	0.00	0.00	2,380.00	2,380.00	0.00 %
CostCenter: 00000 - NON-DEPARTMENTAL Total:		2,500.00	2,500.00	8,190.00	314,784.26	312,284.26	12,491.37%
RevCategory: 37 - Contributions and Donations Total:		2,500.00	2,500.00	8,190.00	314,784.26	312,284.26	12,491.37%
RevCategory: 38 - Miscellaneous							
CostCenter: 00000 - NON-DEPARTMENTAL							
100-00000.381000	PERRY EVENTS CENTER RENTAL	73,400.00	73,400.00	2.00	36,808.00	-36,592.00	49.85 %
100-00000.381001	CELL ANTENNA RENTAL FEE	37,100.00	37,100.00	0.00	0.00	-37,100.00	100.00 %
100-00000.381003	BILLBOARD RENTAL INCOME	0.00	0.00	0.00	4,200.00	4,200.00	0.00 %
100-00000.381011	HERITAGE OAKS RENTALS	0.00	0.00	0.00	1,885.00	1,885.00	0.00 %
100-00000.383000	REIMBURSE FOR DAMAGE PROP	0.00	0.00	0.00	32,497.25	32,497.25	0.00 %
100-00000.383002	RESTITUTION PAYMENT	0.00	0.00	0.12	0.12	0.12	0.00 %
100-00000.389000	OTHER REVENUES	0.00	0.00	165.00	8,010.00	8,010.00	0.00 %
100-00000.389001	PD COPIES/REPORTS	0.00	0.00	38.00	1,283.78	1,283.78	0.00 %
100-00000.389010	P-CARD REBATE	4,000.00	4,000.00	1,918.39	6,155.42	2,155.42	153.89 %
100-00000.389012	WEX TAX/BILL ADJUSTMENT	0.00	0.00	172.55	810.45	810.45	0.00 %
100-00000.389013	MGAG PERFORMANCE ADJUST	210,900.00	210,900.00	0.00	0.00	-210,900.00	100.00 %
100-00000.389022	SR CTR UTILITIES REVENUE	4,300.00	4,300.00	291.68	3,183.87	-1,116.13	25.96 %
100-00000.389026	TAX SALE EXCESS FUNDS	0.00	0.00	0.00	-3,202.31	-3,202.31	0.00 %
100-00000.389028	SCHOOL CROSSING GUARD	53,200.00	53,200.00	2,668.66	15,760.67	-37,439.33	70.37 %
100-00000.389029	SWAG ITEMS	0.00	0.00	0.00	20.00	20.00	0.00 %
100-00000.389030	PACVB - OPERATING REIMB	500,300.00	500,300.00	65,708.00	234,876.61	-265,423.39	53.05 %
CostCenter: 00000 - NON-DEPARTMENTAL Total:		883,200.00	883,200.00	70,964.40	342,288.86	-540,911.14	61.24%
RevCategory: 38 - Miscellaneous Total:		883,200.00	883,200.00	70,964.40	342,288.86	-540,911.14	61.24%

Budget Report

For Fiscal: 2024-2025 Period Ending: 01/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-75430.523600	DUES & FEES	0.00	0.00	525.00	525.00	-525.00	0.00 %
100-75430.523702	VOLUNTARY TRAINING	0.00	0.00	0.00	238.82	-238.82	0.00 %
100-75430.523930	MEETINGS	0.00	0.00	0.00	225.53	-225.53	0.00 %
100-75430.531100	OPERATING SUPPLIES	1,000.00	1,000.00	916.71	3,077.23	-2,077.23	-207.72 %
100-75430.531270	VEHICLE GASOLINE	0.00	0.00	30.00	55.00	-55.00	0.00 %
100-75430.531600	INVENTORY EQUIPMENT	1,000.00	1,000.00	0.00	686.59	313.41	31.34 %
CostCenter: 75430 - WELCOME CENTER Total:		90,600.00	90,600.00	24,434.10	97,407.04	-6,807.04	-7.51%
CostCenter: 75440 - MARKETING EDUCATION							
100-75440.523704	MARKETING EDUCATION	4,000.00	4,000.00	0.00	4,482.85	-482.85	-12.07 %
CostCenter: 75440 - MARKETING EDUCATION Total:		4,000.00	4,000.00	0.00	4,482.85	-482.85	-12.07%
CostCenter: 75450 - GA NATIONAL FAIRGROUND							
100-75450.523302	EVENT PROMOTION	40,000.00	40,000.00	0.00	31.59	39,968.41	99.92 %
CostCenter: 75450 - GA NATIONAL FAIRGROUND Total:		40,000.00	40,000.00	0.00	31.59	39,968.41	99.92%
CostCenter: 75460 - TOURISM PROMOTION							
100-75460.521200	PROFESSIONAL SERVICES	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-75460.521300	TECHNICAL SERVICES	25,000.00	25,000.00	0.00	26,250.00	-1,250.00	-5.00 %
100-75460.523300	ADVERTISING	40,000.00	40,000.00	7,067.03	14,838.47	25,161.53	62.90 %
100-75460.523302	EVENT PROMOTION	7,000.00	7,000.00	0.00	200.91	6,799.09	97.13 %
100-75460.523405	INFORMATIONAL BROCHURES	0.00	0.00	28,425.00	28,425.00	-28,425.00	0.00 %
100-75460.523930	TRADE SHOWS	10,000.00	10,000.00	1,500.00	1,516.00	8,484.00	84.84 %
100-75460.531100	OPERATING SUPPLIES	0.00	0.00	0.00	560.06	-560.06	0.00 %
100-75460.531104	PROMOTIONAL/SWAG ITEM	10,000.00	10,000.00	0.00	3,073.04	6,926.96	69.27 %
CostCenter: 75460 - TOURISM PROMOTION Total:		97,000.00	97,000.00	36,992.03	74,863.48	22,136.52	22.82%
CostCenter: 75500 - DOWNTOWN DEV AUTHORITY							
100-75500.521201	AUDIT COST	0.00	0.00	4,700.00	4,700.00	-4,700.00	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	8,319.00	-2,119.00	-34.18%
CostCenter: 75510 - MAIN ST ADVISORY BD REST							
100-75510.521312	ARTIST FEES	0.00	0.00	200.00	3,250.00	-3,250.00	0.00 %
100-75510.522300	RENTALS	0.00	0.00	0.00	1,393.00	-1,393.00	0.00 %
100-75510.523300	ADVERTISING	0.00	0.00	0.00	40.00	-40.00	0.00 %
100-75510.523850	CONTRACT LABOR	0.00	0.00	250.00	2,753.00	-2,753.00	0.00 %
100-75510.523851	SECURITY SERVICES	0.00	0.00	0.00	290.00	-290.00	0.00 %
100-75510.531100	OPERATING SUPPLIES	0.00	0.00	4.28	11,358.23	-11,358.23	0.00 %
100-75510.531600	INVENTORY EQUIPMENT	0.00	0.00	0.00	8,500.00	-8,500.00	0.00 %
100-75510.531600	AWARDS	0.00	0.00	106.00	2,155.75	-2,155.75	0.00 %
CostCenter: 75510 - MAIN ST ADVISORY BD REST Total:		0.00	0.00	560.28	29,739.98	-29,739.98	0.00%
CostCenter: 75511 - MAIN ST ADVISORY BD-CITY							
100-75511.523701	MANDATORY TRAINING	300.00	300.00	0.00	0.00	300.00	100.00 %
100-75511.523702	VOLUNTARY TRAINING	300.00	300.00	0.00	0.00	300.00	100.00 %
100-75511.573001	FACADE GRANT	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00 %
CostCenter: 75511 - MAIN ST ADVISORY BD-CITY Total:		8,600.00	8,600.00	0.00	0.00	8,600.00	100.00%
CostCenter: 75512 - FARMERS MARKET							
100-75512.522300	RENTALS	2,500.00	2,500.00	0.00	214.00	2,286.00	91.44 %
CostCenter: 75512 - FARMERS MARKET Total:		2,500.00	2,500.00	0.00	214.00	2,286.00	91.44%
CostCenter: 75630 - PERRY-HO CO AIRPORT AUTH							
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	26,019.00	18,581.00	41.66%
CostCenter: 77050 - FIRE DEPT CAPITAL							
100-77050.542200	VEHICLES	143,000.00	143,000.00	0.00	386.53	142,613.47	99.73 %
CostCenter: 77050 - FIRE DEPT CAPITAL Total:		143,000.00	143,000.00	0.00	386.53	142,613.47	99.73%
CostCenter: 77060 - POLICE DEPT CAPITAL							
100-77060.542200	VEHICLES	565,000.00	565,000.00	0.00	289,884.00	275,116.00	48.69 %
CostCenter: 77060 - POLICE DEPT CAPITAL Total:		565,000.00	565,000.00	0.00	289,884.00	275,116.00	48.69%