

Main Street Advisory Board
Agenda – June 4, 2026, 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/Community Partners
3. Citizens with Input
4. Old Business
5. New Business
 - a. Certificate of Appropriateness Review – 1008 Main Street – Two Applications
 - b. Certificate of Appropriateness Review – 1105 Main Street
 - c. Façade Grant Reimbursement Request – 903 Carroll Street
 - d. Sidewalk A-Frame Consideration & Review
 - e. Approve May 7, 2026, minutes
 - f. Approve April 2026 financials
6. Chairman Items
7. Downtown Manager's Report
 - a. Downtown Projects update
8. Promotion Committee Report
9. Other
10. Adjourn

All meetings are open to the public unless otherwise posted



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STAFF REPORT

May 27, 2026

CASE NUMBER: COA-0063-2026
APPLICANT: Crystle Leitheiser
REQUEST: Signage Internal Illumination
LOCATION: 1008 Main Street; Parcel No. 0P0030 0180000 (Washington Street Entrance)

APPLICANT'S REQUEST: The applicant proposes replacing an existing double face internally lit sign cabinet as is consistent with the current sign cabinet.

STAFF COMMENTS: The existing sign face is approximately 8' x 4' supported by a brick monument. The sign meets the dimensional, location and lighting requirements for the DD overlay district. The applicant has provided sketches of the proposed sign cabinet demonstrating desire to replace with new branding/logos. The requested sign cabinet replacement would be internally illuminated. The applicant's request as part of this application is only relevant to the internal illumination. All other sign standards will be reviewed through the standard sign permitting process.

STAFF RECOMMENDATION: Staff recommends approval of the application, relative to internal illumination.

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.

1008 Main Street; Robins Financial Credit Union



Proposed Replacement

- 32 square feet of sign face meets district requirements
- Existing monumnet base
- Existing location
- Existing cabinet illumination





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Application # COA-0063-
2024

Application for Certificate of Appropriateness Main Street Advisory Board

Contact Community Development (478) 988-2720

*Indicates Required Field

	Applicant	Property Owner
*Name	Crystle Leithiser	Clay Nades
*Title	Permit Procurement	Director of Facilities
*Address	1836 Broadway Macon GA 31201	PO Box 6849, WR, GA 31095
*Phone	478-785-0610	478-923-3773
*Email	permits@signstar-macon.com	cnades@rdansfch.org
*Property Address	1008 Main St	

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

*Please describe the proposed modification:

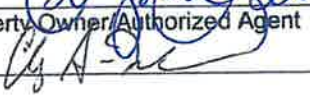
replace existing (2) single sided cabinets with (2) new 96"x48"
internally 1+ single sided cabinets

Instructions

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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 23 April 2024
*Property Owner/Authorized Agent 	*Date 22 April 2024

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 \$245.00 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:

\$ 7424







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STAFF REPORT

May 26, 2026

CASE NUMBER: COA-0064-2026
APPLICANT: Robins Financial Credit Union
REQUEST: Signage Internal Illumination
LOCATION: 1008 Main St; Parcel No. 0P0030 018000 (Main Street Entrance)

APPLICANT'S REQUEST: The applicant proposes installation of new double sided sign cabinet onto existing monument. New cabinet is proposed to be 8"x 4". The new cabinet is requested to be internally illuminated as is consistent with the current sign cabinet.

STAFF COMMENTS: The applicant has provided sketches of the proposed sign cabinet demonstrating desire to replace with new branding/logos. The requested sign cabinet replacement would be internally illuminated. The applicant's request as part of this application is only relevant to the internal illumination. All other sign standards will be reviewed through the standard sign permitting process.

STAFF RECOMMENDATION: Staff recommends approval of the application, relative to internal illumination.

APPLICABLE ORDINANCE SECTION:

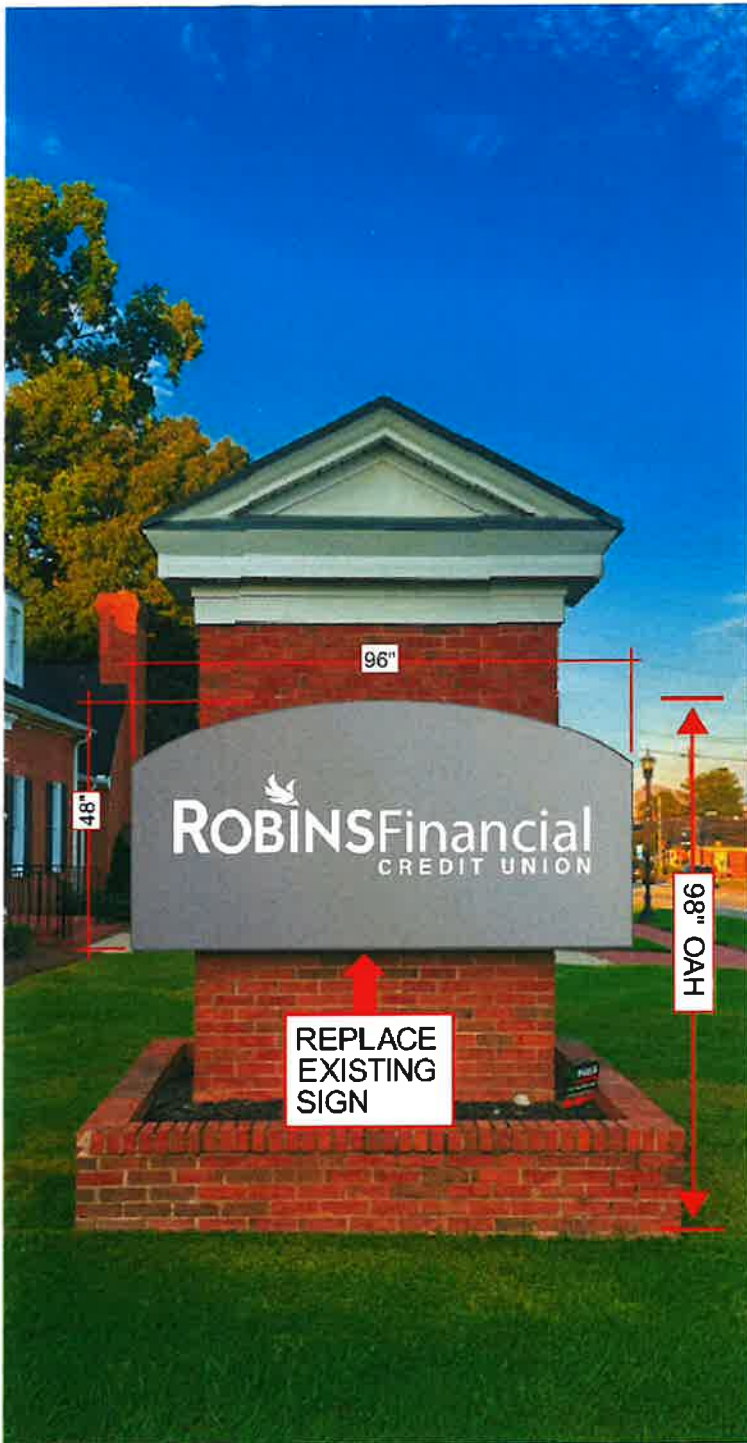
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Application # COA 0064-2026

Application for Certificate of Appropriateness Main Street Advisory Board

Contact Community Development (478) 988-2720

permit#
210321
260731
232

*Indicates Required Field

	Applicant	Property Owner
*Name	Chrystle Lettewiser	Clay Nokes
*Title	Permit Procurement	Director of Facilities
*Address	1836 Broadway Macon GA 31201	PO Box 10849, WR, GA 31095
*Phone	478-785-0610	478-923-3773
*Email	permits@signstoremacon.com	cnokes@rdmsfcu.org
*Property Address	1008 Main St	

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

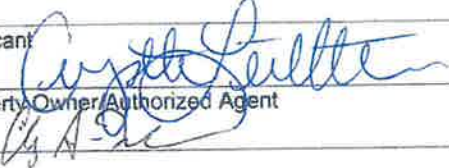
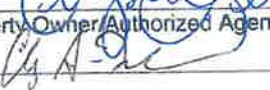
*Please describe the proposed modification:

replace existing double sided cabinet w/ new 96" x 48"
double sided internally lit cabinet

Instructions

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 - ____ 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
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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	23 April 2024
*Property Owner/Authorized Agent		*Date	23 April 2024

Maintenance and Repair

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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: 7424







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STAFF REPORT

June 1, 2026

CASE NUMBER: COA-0065-2026
APPLICANT: Crystle Letheiser
REQUEST: Sign Replacement with Internal Illumination
LOCATION: 1105 Main St. 0P0020 61A000 (sign on Swift St.)

APPLICANT'S REQUEST: The applicant proposes to replace the existing electronic message board with an internally illuminated set of channel letters and cloud sign on solid background.

STAFF COMMENTS: The applicant has provided sketches of the proposed sign. In the Downtown Development District, a ground sign can only be illuminated externally. The previous sign on the property was an LED message board with internal illumination. Due to the less intense electrification of a channel letter sign than an LED message board, it is staff's opinion that the proposed sign, although internally illuminated, would provide less impact on surrounding properties. While this proposal is not requesting a "same for same" replacement, the request is for less intense illumination on a previously internally lit sign.

STAFF RECOMMENDATION: Staff recommends approval.

APPLICABLE ORDINANCE SECTION:

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

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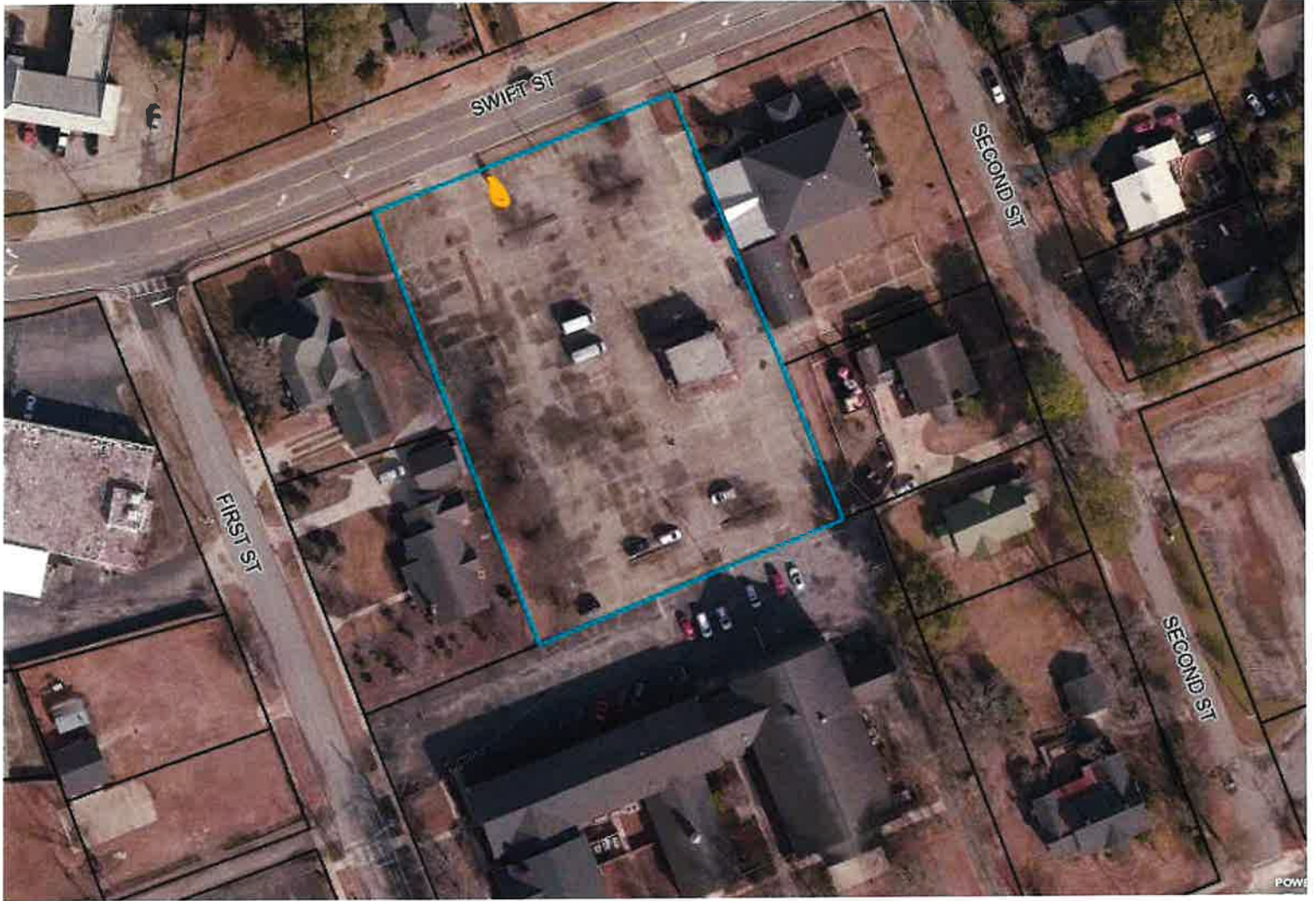
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(G) *Temporary structures.* Temporary structures are permitted for construction projects or catastrophic losses. These structures require approval by the administrator, subject to section 4-5.



* sign
on Swift St
side



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Application # COA 0065-2026

Application for Certificate of Appropriateness Main Street Advisory Board

Contact Community Development (478) 988-2720

*Indicates Required Field

	Applicant	Property Owner
*Name	Crystal Lettweiser	Trudie Warren
*Title	Permit Procurement	Trustee
*Address	1836 Broadway Macon GA 31201	1105 Main St Perry GA 31069
*Phone	478-785-0610	478-987-2602
*Email	permits@signstoremacon.com	bnix@fbperry.com
*Property Address	1105 Main Street	

Project:

New Building ☐ Addition ☐ Alteration ☒ Demolition ☐ Relocation ☐

*Please describe the proposed modification:

replace existing electronic message board with an internally illuminated set of channel letters and cload sign on solid background

Instructions

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 - _____ 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.

Application for Certificate of Appropriateness – MSAB – Page 2

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

8. Signatures:

*Applicant		*Date	4/24/26
*Property Owner/Authorized Agent		*Date	4/24/26

Maintenance and Repair

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Notices

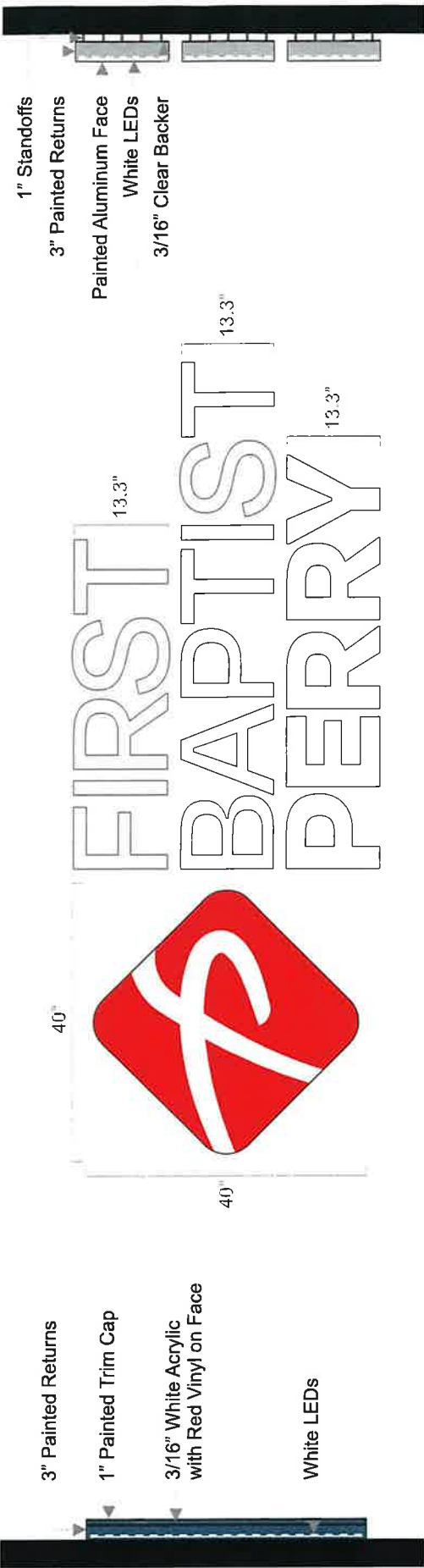
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Estimated valuation of proposed modification: \$16,180



NEW Cloud Sign / Reverse Lit Channel Letters / PVC Numbers per Side

40" x 40" x 3" Deep Cloud Sign / Painted Returns TBD / 1" Painted Trim Cap / 3/16" Deep White Acrylic Logo with Red Vinyl Face / White LEDs
13.3" Tall x 3" Deep Reverse Lit Channel Letters / Painted White / White LEDs / 3/16" Clear Backer / 1" Standoffs
6" x 16.5" x 1" Thick PVC Numbers "1105" / Paint White / Flush Mounted to Left Column

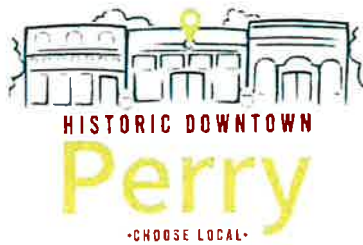
Installed on Existing Double-Sided Monument
Monument Stucco Painted Slate Color



Color Chart

- ☒ Monument Paint - To Match PMS 5463 C
☒ Red Vinyl - TBD
☐ Letters Paint - White
☐ Acrylic - White
☐ LEDs - White

Please review your proof carefully. This includes up to two rounds of revisions. Additional revisions beyond the second proof will incur an additional design fee. By approving this proof, you confirm that all content, layout, and spelling are correct.



Perry Main Street Advisory Board

Downtown Development District Façade Grant Program Payment Request

Date: 5/27/2026 (Please, print your information and use blue or black ink.)

Name of Applicant: Kimberly Britt

Name of Business: Brittle & Co.

Business Physical Address: 903 Carroll St. Perry GA 31069

Applicant's Mailing Address: 107 Brompton Way Perry GA 31069

Phone Number(s): 478-235-2756

Email Address: Kgbritt07@gmail.com

Web Address: _____

Project Start Date: 5/25/26

Project Completion Date: 5/26/26

Completed Project Total Cost: \$ 2,450.00

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: Kimberly Britt

Signature of Applicant: [Signature]



Perry Property maintenance

Contractors Invoice

WORK PERFORMED AT:

TO:

Brittle & Company
903 Carroll Street
Perry Ga

903 Carroll Street
Perry Ga

DATE

4-17-26

YOUR WORK ORDER NO.

OUR BID NO.

DESCRIPTION OF WORK PERFORMED

labor & materials To Paint front of 903
Carroll Street,

labor & materials
2450.⁰⁰

2450.⁰⁰

Therese

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of _____

Dollars (\$ _____).

This is a ☐ Partial ☐ Full invoice due and payable by: _____

in accordance with our ☐ Agreement ☐ Proposal No. _____ Dated _____

Main Street Advisory Board
Minutes- May 7, 2026

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

Roll: Chairman Moore; Directors Anderson-Cook, Cossart, Lay, Presswood, and Walker were present. Director Ray was absent.

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

2. Guests/Speakers/Community Partners - John Hulbert, Skeet Hulbert, Kim Lochner, Chad Bryant, Sue Lay, and Robbie Russell
3. Citizens with Input – None
4. Old Business- None
5. New Business

- a. Certificate of Appropriateness Review – 909 Main Street

Ms. Wharton read the request, which was a mural on the western-facing side of the Perry Player's building. City Council authorized the installation of a different mural design at 909 Main Street as was presented and voted upon August 19, 2025. This application proposes a revised design created by the same artist, featuring an illustrative rendering of Perry's established tagline, "Where Georgia Comes Together." The applicant has provided sketches and renderings of the proposed mural. While the City does not regulate messaging, wording or other sign content subject to First Amendment protections, staff does find the character of the proposed design to be in keeping with broader City branding and placemaking efforts. The location is at a prominent gateway corner in the heart of downtown and will be highly visible for passersby. Staff believes the proposed mural will enhance the community's appearance, promote its history, economic development, and/or Agri-tourism, without confusing drivers and pedestrians or cause any other negative impact on public safety or welfare. Staff recommends approval of the application, pending any potentially needed approvals from Perry City Council. Ms. Hartley advised she does not believe it will need to go before Council as it's an independent organization.

Ms. Kim Lochner, with Perry Players, had nothing further to add.

Director Anderson-Cook motioned to approve the application as presented; Director Presswood seconded; all in favor with Director Lay abstaining from discussion and vote.

- b. Certificate of Appropriateness Review – 1013 Main Street

Ms. Wharton read the applicants' request, which was covering the exposed metal with hardiplank siding on the southwest side (left elevation) and covering the exposed metal with board & batten siding on the northeast side (right elevation). Paint both sides and rear (not brick) with Benjamin Moore CW-85, Randolph Gray. Replace stamped shingle veneer along the front canopy with a standing-seam veneer in a dark bronze finish. The applicant provided sketches of the proposed changes to the left, right and front elevations. The property is located between two churches with a parking lot immediately

adjacent to the building on the northeast side. There is a building northwest of the property that has standing-seam veneer on a portion of the façade. The standing-seam veneer on the front canopy will maintain viability with adjacent properties. Covering the exposed metal on the left and right elevations will be an improvement to the building. Staff recommends approval of the application.

Mr. John Hulbert, applicant, had nothing further to add and advised was trying to improve the exterior appearance of the building.

Director Cossart motioned to approve the application as submitted; Director Lay seconded; all in favor and was unanimously approved.

c. Certificate of Appropriateness Review – 903 Carroll Street

Ms. Wharton read the applicants' request which was painting the base Sherwin Williams SW 0026 and the trim SW 2829. The Main Street Advisory Board approved the Sherwin Williams Historical Collection, SW2801- SW 2865 for base/primary colors in July 2025. The two proposed colors, including SW0026 (Rachel Pink) are from the Colonial Revival palette, pre-approved by the board for trim, not base/primary color without prior board approval. Staff recommends approval for SW0026 for the primary/base and SW2829 for the trim/secondary color.

Ms. Hartley advised the trim colors had been pre-approved, however, the applicant is requesting to paint the base, thus the COA, and shared a photo of the store front and where it would be done.

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

d. Certificate of Appropriateness Review – 1218 Washington St/104 & 108 Mims Ct

Ms. Wharton read the request, which was for the construction of 9 cottage homes facing Mims Court with a parking facility consisting of 19 parking spaces, 9 golf cart spaces and 2 bike racks. The 1-story structures will be clad primarily in vertical and horizontal siding with brick accenting the entrances. Six different contemporary elevation designs are proposed. Brick veneer is proposed from the Cherokee Brick's Queen Size Collection. Siding colors are proposed to be from the Benjamin Moore Williamsburg Historic Collection. Other than the brick accent, the siding, trim, shutter/door, shingle color, roof color are identified. Location of utility meters and mechanical equipment are not identified. The proposed development is subject to the LMO standards in addition to the Design Guidelines for the Downtown Development Overlay District. The proposed development is located on the edge of the Downtown Development Overlay District surrounded by suburban-style developments. Surrounding properties are developed with one- and two-story buildings set back from the street with parking in front or surrounding the buildings. These commercial buildings are generally either brick or stucco with pitched roofs and designed in a colonial revival architectural style. The building directly to the north of the project is a single-family house converted to an insurance office set back about 70' from Washington Street. Across Mims Court is a vacant single-story building and the Houston Home Journal building, both about 75' from Washington Street. It is possible all these properties could be redeveloped with a more urban development pattern in the future. The City of Perry Administrative

Building (60' setback) and parking lot are located across Washington Street. It is less likely this property would be redeveloped in the future. The setback distances of the cottages are not shown on the concept plan (subject to a variance from the Planning Commission). Developing a more dense, urban downtown area, even at the edge of the district, would suggest that the applicant request a variance. Considering the Form Based Code setbacks along Gen. Courtney Hodges, staff suggests a maximum setback of 20'. A drainage/utility easement is shown in the parking facility, which runs through 10 of the parking spaces.

Staff recommends approval of the application with the following conditions:

1. All structures shall include a minimum of 50% brick on the exterior of the property to provide for consistency within the Downtown District and surrounding properties.
2. Any exterior siding used shall be fiber cement/hardie board material.
3. Location of utility meters and mechanical equipment shall be screened from public view to the greatest extent practicable.
4. Landscape plan shall reflect additional landscaping extending to the rear property line of the development.
5. Full site plan approval is pending LOMA review and approval by the State of Georgia.

Director Anderson-Cook asked if the dwellings will be rental; Mr. Bryant advised at this time he is unsure. Director Cossart asked Mr. Bryant if he was amendable to the conditions of staff; Mr. Bryant advised he was, however, it was preferred to do hardie board in lieu of brick, as the goal is to have a cottage style development and the brick doesn't fully achieve that. Ms. Wharton advised the brick requirement was increased to complement the surrounding buildings. Chairman Moore felt brick was suitable in different areas for cottage-type homes; Director Cossart asked where the brick would be placed; Mr. Bryant advised possibly on the front with hardie board on the sides. Director Walker felt the 50% requirement of brick was too much. Ms. Wharton advised the board does not have to adhere to staff's recommendation, and there will be six different facades. Mr. Bryant advised each home will have a minimum of three textures and each being different.

Director Walker motioned to approve the application as submitted with the following conditions: 1). Any exterior siding used shall be fiber cement/hardie board material; 2). Location of utility meters and mechanical equipment shall be screened from public view to the greatest extent practicable; 3) Landscape plan shall reflect additional landscaping extending to the rear property line of the development and 4). Full site plan approval is pending LOMA review and approval by the State of Georgia; Director Lay seconded; all in favor and was unanimously approved.

e. Façade Grant Application Review – 903 Carroll Street

Ms. Hartley advised the application was for the paint approved in the COA application for the amount of \$1000.00. Director Presswood motioned to award the façade grant in the amount of \$1000.00; Director Cossart seconded; all in favor and was unanimously approved.

f. Façade Grant Reimbursement Request – 731 Carroll Street

Ms. Hartley advised the request was for the approved façade grant award of \$2500.00 for the exterior painting, which has been completed and all documentation provided. Director Anderson-Cook motioned to approve the payment of \$2500.00; Director Cossart seconded; all in favor and was unanimously approved.

g. Dixie Landscape Estimates for Ongoing Alleyway Projects

Ms. Hartley advised DDA had reviewed the lighting estimate and had a number of questions which staff will address and bring back to them. Chairman Moore inquired if the DDA was supportive of the project; Ms. Wharton advised they were but had some concerns with the landscaping refresh being done but not maintained; as well as questions regarding any potential easements for the lighting, which staff will review with the city attorney and the DDA would pay for the monthly lighting costs. Ms. Hartley advised the quote had not been received from the electrical contractor. Ms. Hartley asked the board if they would like to move forward with the additional pea rock and rock glue and have bi-weekly maintenance; which is suggested to be done in the summer months only. The question arose should approval wait for the DDA; Ms. Wharton advised it should not. It was the consensus of the board that there has not been enough maintenance and the pea gravel and glue should be done. Ms. Hartley advised the trash toters have been relocated and that should alleviate the pea rock concern, along with cleaning up, adding more and the glue.

Director Lay motioned to approve the expenditure of \$2150.00 of the April 20, 2026, proposal; Director Presswood seconded; all in favor and was unanimously approved. Ms. Hartley asked for approval of the additional maintenance; the consensus was to table until the additional pea rock and glue were in place and to inquire of management if the city could assume responsibility.

h. Jernigan Street Small Area Plan Review

Ms. Hartley reviewed the draft plan which provided the activity results, overview/goals, and recommendations for implementation. Ms. Hartley advised it will be presented to Council at their May 19th meeting.

i. Approve April 2, 2026, minutes

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

j. Approve March 2026 financials

Director Presswood motioned to approve as presented; Director Anderson-Cook seconded; all in favor, and was unanimously

6. Chairman Items – Chairman Moore requested staff to provide alternate dates for the July 2nd meeting. Chairman Moore advised for wine tasting there had not been enough volunteers and asked the board to think about how to find more, as that is a lot for a single staff member to handle.

7. Downtown Manager's Report

- a. Downtown Projects update – Ms. Hartley advised an art gallery is now open at 736 Carroll St – Village Louvre, moving permits received for the Gale House. Provided a recap on the influencer campaign, which was very successful with positive feedback; Director Cossart noted every business was spotlighted. DDA approved the partnership for the Drink & Dine campaign. Working with Placemaking Committee on a city hall art exhibition. Advised of upcoming training opportunities.
8. Promotion Committee Report – Ms. Hartley advised stems for 100 people have been purchased for Brunch & Bouquets and will be purchasing swag items for Dog Days of Summer.
9. Other – None
10. Adjourn: there being no further business to come before the board the meeting was adjourned at 5:00 pm.

DRAFT

April 2026 Financials MSAB Restricted

Category	This Month	YTD Total	Notes
Reserve Balance as of 3/31/2026	\$ 38,790.91		
Revenues	\$ 11,202.37		
Expenses	\$ 8,582.67		March & April Alley Maintenance, Cloud Cover Annual Costs, Ornaments, Wine Tasting Supplies
Ending Balance (4/30/2026)		\$ 41,410.61	