



Downtown Development Authority of the City of Perry
Monday, March 25, 2024

5:00pm

808 Carroll Street, Perry City Hall, Downtown Perry

AGENDA

1. Call To Order
2. Invocation
3. Guests/Speakers
4. Citizens with Input
5. Old Business
6. New Business
 - a. Approve minutes of February 26, 2024 meeting
 - b. Approve February 2024 Financials
 - c. Meeting Decorum Guidelines Review
 - d. Work Plan Review
 - e. Northside Drive\Meeting Street Plan Introduction
 - f. Proposed Golf Cart Parking
 - g. DDA Photos
7. Member Items
8. Main Street Advisory Board Report
9. Chairman Items
10. Adjourn

All meetings are open to the public unless otherwise posted

P.O. Box 2030 | Perry, Georgia 31069-6030

478-988-2755

www.perry-ga.gov

Downtown Development Authority of the City of Perry
Minutes - February 26, 2024

1. Call To Order: Chairman George called the meeting to order at 5:11pm.

Roll: Chairman George; Directors Cossart, Forrester, Rhodes, and Tuggle were present. Director Rosales was absent.

Staff: Holly Wharton – Economic Development Director and Christine Sewell – Recording Clerk

2. Invocation – was given by Director Rhodes
3. Guests/Speakers - None
4. Citizens with Input - None
5. Old Business – None
6. New Business
 - a. Election of Secretary/Treasurer

Chairman George motioned to nominate Director Forrester; Director Cossart seconded; all in favor and was unanimously approved.

- b. Approve minutes of January 22, 2024 meeting

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

- c. Approve January 2024 Financials

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

- d. Review and approve bylaws revision

Ms. Wharton advised change was to note signature would be for assigned staff in lieu of downtown manager. Director Cossart motioned to approve change as submitted; Director Rhodes seconded; all in favor and was unanimously approved.

- e. Adopt Synovus Resolution naming authorized signers

Ms. Wharton advised resolution reflects authorized signers; Chairman, Vice Chairman, Secretary/Treasurer and assigned staff. Director Cossart motioned to approve as submitted; Director Tuggle seconded; all in favor and was unanimously approved.

- f. Work Session
 - i. Strategic Plan

Ms. Wharton advised the plan was initially completed in 2020 and review will update items that may no longer be relevant, completed, and revised to focus on what needs to be done. Each implementation strategy which includes Connectivity, Public Spaces, Downtown Design, Infill Development, Business Development, was reviewed and discussed with changes and revisions. Ms. Wharton will update and bring back for additional review and discussion at the March meeting.

- ii. Residential Density

Ms. Wharton provided the residential density allowable in the downtown district, which there is no maximum and asked for input. Chairman George suggested a minimum of 500 square feet; the board concurred.

- iii. Property Evaluation

Ms. Wharton provided the following parcels for discussion: 700 block of Carroll and Main Streets - the board is working on developing privately. Ball and Main Street – should it remain as parking or be developed; the board suggested enhancing the current parking of the parcel. Macon Road and Meeting Street adjacent to Perry Events Center – after GDOT project would like to see developed as mixed-use. Former Sun Beauty on Washington Street – is currently for sale with numerous inquiries for various uses; board asked staff to inquire if the city is interested in the vacant portion of the parcel. 900 Main Street – currently being used as a tractor display; could be developed as mixed-use or perhaps parking. 1023 Jernigan Street – vacant parcel; DDA should try to acquire for a mixed-use development.

- 7. Chairman Items – None
- 8. Adjourn – there being no further business to come before the board the meeting was adjourned at 6:50pm.

**Downtown Development Authority
Balance Sheet
February 29, 2024**



	General Fund	Capital Projects Fund	Total Governmental Funds
Assets			
Cash & Cash Equivalents	89,465.30	\$ -	\$ 89,465.30
Interest Receivable		-	-
Loan Receivable	288.35	-	288.35
Due from Other Funds	-	-	-
Total Assets	89,753.65	\$ -	\$ 89,753.65
Liabilities and Fund Balances			
Liabilities			
Accounts Payable		\$ -	\$ -
Due to City of Perry	-	-	-
Due to Other Funds	-	-	-
Total Liabilities	-	\$ -	\$ -
Fund Balances			
NonSpendable			
Loan Reveivable	288.35		\$ 288.35
Reserved for BOOST	900.00	-	900.00
Revolving Loan	21,040.24	-	21,040.24
Unreserved	67,525.07	-	67,525.07
Total Fund Balances	89,753.65	\$ -	\$ 89,753.65
Total Liabilities and Fund Balances	89,753.65	\$ -	\$ 89,753.65

Operating Account Summary

<u>Date</u>	<u>Activity Description</u>	<u>Amount</u>	
			*operating & boost
7/1/2023	Beginning Balance	89,133.95	balance
7/3/23	Clover Wine loan pmt	288.55	
7/3/23	Mossy Creek Natural loan pmt	288.95	
7/3/23	S & S Restaurant Mangement loan pmt	433.82	
7/5/23	Houston Home Journal	(72.00)	
7/6/2023	Zimmerman & Volk- Housing Study	(15,000.00)	
7/13/23	July Allocation from City	517.00	
7/13/23	Façade Grant	2,500.00	
7/13/23	Zimmerman & Volk- Housing Study	(2,500.00)	
7/14/23	Triple F Farms façade grant	(2,500.00)	
7/31/2023	GA Power	(46.00)	
8/1/2023	Clover Wine loan pmt	288.55	
8/1/2023	Mossy Creek Natural loan pmt	288.95	
8/1/2023	S & S Restaurant Mangement loan pmt	433.82	
8/10/2023	July Allocation from City	517.00	
8/10/2023	Façade Grant	1,000.00	
8/21/2023	LaRuss Properties façade grant	(1,000.00)	
8/2/2023	GA Power	(46.00)	
9/1/2023	Clover Wine loan pmt	288.55	
9/1/2023	Mossy Creek Natural loan pmt	288.95	
9/1/2023	S & S Restaurant Mangement loan pmt	433.82	
9/5/2023	GA Power	(46.18)	
9/7/2023	Sept Allocation from City	517.00	
10/2/2023	Clover Wine loan pmt	288.41	
10/2/2023	Mossy Creek Natural loan pmt	288.95	
10/2/2023	S & S Restaurant Mangement loan pmt	433.82	
10/4/2023	GA Power	(46.20)	
10/5/2023	Oct Allocation from City	517.00	
10/3/2023	Clover Wine pmt returned	(288.41)	
10/3/2023	Return Fee	(6.00)	
11/1/2023	Mossy Creek Natural loan pmt	288.95	
11/1/2023	S & S Restaurant Mangement loan pmt	433.82	
11/1/2023	GA Power	(46.05)	
11/9/2023	Nov Allocation from City	517.00	
11/1/2023	Clover Wine loan pmt-Check	288.41	
12/1/2023	Mossy Creek Natural loan pmt	288.95	
12/1/2023	S & S Restaurant Mangement loan pmt	433.82	
12/4/2023	GA Power	(46.05)	
12/14/2023	Nov Allocation from City	517.00	
12/6/2023	S & S Restaurant Mangement Loan Payoff	8,073.44	
1/2/24	Mossy Creek Natural loan pmt	288.95	
1/3/24	GA Power Commerce Street lights	(46.05)	
1/5/24	All State Construction Group (façade grant 1007 Jernig.	(2,500.00)	
1/11/24	City Allocation, Façade Project 1007 Jernigan	3,017.00	
2/1/2024	Mossy Creek Natural loan pmt	288.95	
2/1/2024	GA Power Commerce Street lights	(46.14)	
2/7/2024	Landmark Realty façade grant	(3,000.00)	
2/7/2024	Perry UMC façade grant	(3,500.00)	
2/1/2024	City Allocation, Façade Project 904 Jernigan	7,017.00	
	Balance as of 2/29/2024	89,465.30	*operating & boost balance

The City of Perry
Reconciliation of Bank Statement for
Downtown Development Authority Synovus
General Operating Account
As of February 29, 2024

Less outstanding checks (Payables)

Balance per Bank Statement	87,805.49	Ending Balance:
		O/S Deposits:
Plus deposits not on statement		
Deposits		
Loan PMT	288.95	
Façade Grant	6,500.00	
COP allocation	517.00	
Less Disbursements:		
GA Power	(46.14)	O/S Disbursements:
Ck#5009 Landmark Realty façade grant	(3,000.00)	Checks:
Ck#5010 Perry UMC façade grant	(3,500.00)	
Reconciled bank statement balance	88,565.30	
Balance per transaction register	<u>88,565.30</u>	
Difference	<u><u>0.00</u></u>	

**The City of Perry
Reconciliation of Bank Statement for
Downtown Development Authority - Synovus
BOOST Donation Account
As of February 29, 2024**

Balance per Bank Statement 900.00

Plus deposits not on statement 0.00

Less outstanding checks (Payables)

Reconciled bank statement balance 900.00

Balance per transaction register 900.00

Difference 0.00

Downtown

DEVELOPMENT AUTHORITY



Where Georgia comes together.



Perry Downtown Development Authority

March 25, 2024

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2. Invocation
3. Guests/Speakers
4. Citizens with Input

Old Business

New Business

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Meeting Decorum Guidelines



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: April 21, 2022
REFERENCE: Meeting decorum


The City Attorney suggests council establish formal rules or guidelines concerning public participation at its meetings. The Administration recommends council consider the below guidelines:

1. All persons are welcome to provide input to the council concerning public affairs.
2. The council provides scheduled opportunities to address council on any manner at all of its meetings.
3. A person wishing to address council shall:
 - a) Come to speak from the provided podium.
 - b) Identify her/his self and provide his/her street address.
 - c) Address the council directly. Looking at and speaking to the audience is not allowed.
 - d) Keep remarks, questions, etc. brief and to the point of the issue (s).
 - e) The presiding officer may restrict the presentation if it became repetitive, harassing, intimidating, off topic, or wandering.
4. If a person desires to address an item on the agenda she/he should wait until that item is being reviewed by council.
5. The presiding officer has the right to restrict the number of speakers if they are repeating comments previously made.

6. All questions are to be addressed to the presiding officer not other speakers, other petitioners, city staff or members of the audience.
7. The presiding officer can have a person removed from the meeting if that person is not following these guidelines or being disruptive.
8. Should the presiding officer or any council member have questions they shall be directed to the person at the podium or requested from the audience to come to the podium.
9. The number of persons at the podium shall be limited by the presiding officer.
10. Repeated outbursts from the audience such as clapping, cheering, praying, comments, etc. will result in the presiding officer directing the removal of disruptive audience members.
11. No person shall be prohibited from speaking based on his/her race, sex, religion, residence, opinion, age, sexual orientation, nationality, or political affiliation.


These guidelines shall apply to all City of Perry council meetings and its authorities, boards and commissions.

Work Plan Review



OVERVIEW

This work plan is created as a tool to support the City of Perry's Downtown Development Authority's focus areas for 2024. It was created after the authority's work session held on February 26, 2024. Focus areas include parking improvements, street lighting improvements, and Downtown property planning.



DOWNTOWN PROPERTIES

After conducting a highest and best use analysis during the February 2024 work session, the following work plan items were developed and will be a focal point for the authority's work this year.

PARKING IMPROVEMENTS

Create Dedicated Golf Cart Parking Spaces

- 1
 - Identify spots for potential golf cart parking within existing parking network
 - Review parking study to identify most appropriate golf cart parking locations
 - Work with City Engineering Services Manager to determine feasibility
 - Identify funding availability

Project Implementation: Golf Cart Spaces

- 2
 - If determined to be feasible, develop plan and map for golf cart parking spaces
 - Present proposed golf cart parking to City Council for approval
 - Identify appropriate contractor for the project; City of Perry Public Works or private company
 - Promote project on city of Perry's local platforms and newsletters to educate users

Improve the Efficiency of the Bell and Main Street Parking Lot

- 1
 - Work with City Engineering Services Manager to determine whether parking lot can be reconfigured
 - Identify funding availability
 - If additional funding is required, identify and consult with professionals for redesign

Project Implementation: Bell and Main Street Parking Lot

- 2
 - If determined to be feasible, work with engineer to provide site plan
 - Present proposed redesigned parking lot site plan to City Council for approval
 - Identify appropriate contractor for the project

STREET LIGHTING IMPROVEMENTS

Collaborate with Main Street Advisory Board and Placemaking Committee

- 1
 - Schedule ODA - Main Street joint meeting to discuss aligned interests
 - Develop an action plan with assigned responsibilities for each group
 - Determine funding sources

Project Implementation:

- 2
 - Work with a consultant to evaluate existing lighting and identify improvements
 - Based on consultant's advice, develop parking and lighting improvement plan
 - Present plan to City Council for approval
 - Identify appropriate contractor for project; if approved

700 BLOCK OF CARROLL AND MAIN STREETS

Vacant and City-Owned Property

- 1
 - Identify strategic direction for the property; private, mixed use
 - Work with engineer to determine site plan, parcel configuration, and plan for utilities
 - Present proposed plan to City Council for approval
 - If approved, proceed to market the property

Project: Vacant Property

- 2
 - Work with private property owners to determine feasibility to sell or transition property.

NORTHSIDE DRIVE AND MEETING STREET

Work with Planning Department to Conduct a Small Commercial Area Plan

- 1
 - Collaborate with City of Perry staff, MSAB, and Placemaking Committee
 - Work with property owners to develop conceptual plans for the area
 - Outline community's desires within the plan

Vacant and City-Owned Property

- 2
 - Collaborate with City of Perry staff, MSAB, and Placemaking Committee
 - Evaluate the potential for a mix of public and private users
 - Once planning is complete, present to City Council for approval

Project: Vacant Property

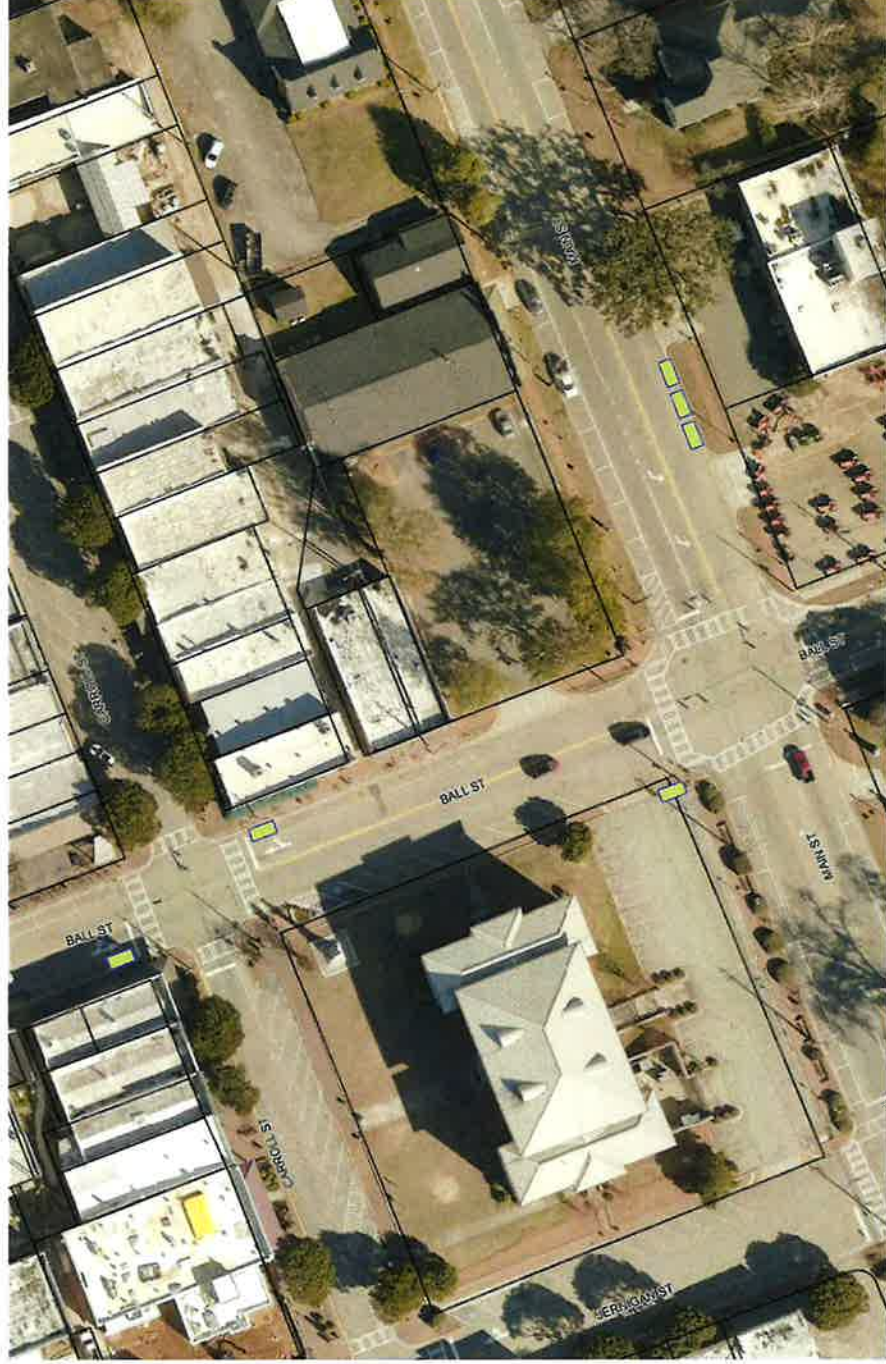
- 3
 - Encourage the transition of current, privately-owned properties to public ownership
 - Assist with the promotion of new development and leasing opportunities

Northside Drive / Meeting Street Plan



Downtown DEVELOPMENT AUTHORITY

Proposed Golf Cart Parking



Member Items

Main Street Report

- Wine Tasting Update
- GEPC Update
- Others?

Chairman Items

Adjourn



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OFFICE OF THE CITY MANAGER

MEMORANDUM

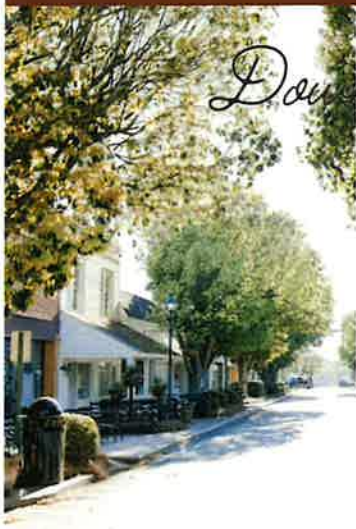
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Downtown Development Authority 2024 WORK PLAN

OVERVIEW

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- Identify funding availability

Project Implementation - Golf Cart Spaces

2

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Project Implementation - Ball and Main Street Parking Lot

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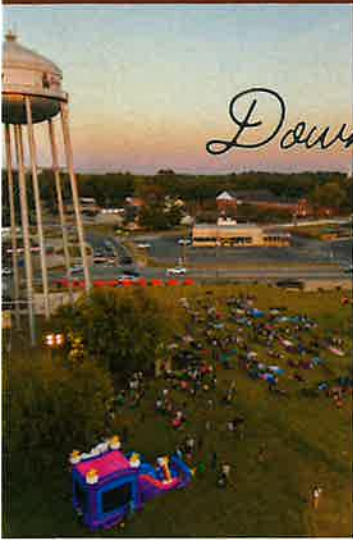
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- Develop an action plan with assigned responsibilities for each group
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Project Implementation

2

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Downtown Development Authority **2024 WORK PLAN**

DOWNTOWN PROPERTIES

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700 BLOCK OF CARROLL AND MAIN STREETS

Vacant and City-Owned Property

1

- **Identify strategic direction for the property - private, mixed use**
- **Work with engineer to determine site plan, parcel configuration, and plan for utilities**
- **Present proposed plan to City Council for approval**
- **If approved, proceed to market the property**

Privately-Owned Property

2

- **Work with private property owners to determine feasibility to sell or transition property.**

NORTHSIDE DRIVE AND MEETING STREET

Work with Planning Department to Conduct a Small Commercial Area Plan

1

- **Collaborate with City of Perry staff, MSAB, and Placemaking Committee**
- **Engage with property owners**
- **Work with designer to develop conceptual plans for the area**
- **Outline community's desires within the plan**

Vacant and City-Owned Property

2

- **Collaborate with City of Perry staff, MSAB, and Placemaking Committee**
- **Evaluate the potential for a mix of public and private uses**
- **Once planning is complete, present to City Council for approval**

Privately-Owned Property

3

- **Encourage the transition of current privately-owned properties**
- **Include all property owners in planning process to foster buy-in**
- **Assist with the promotion of new development and leasing opportunities**

