



Downtown Development Authority of the City of Perry

Monday, April 22, 2024

5:00pm

808 Carroll Street, Perry City Hall, Downtown Perry

AGENDA

1. Call To Order
2. Invocation
3. Citizens with Input
4. Guests/Speakers
 - a. Chad McMurrian – Engineering Update
 - b. Emily Carson – Northside Drive/Meeting Street Small Area Plan
5. Old Business
 - a. Golf Cart Parking Update
6. New Business
 - a. Approve minutes of March 25, 2024 meeting
 - b. Approve March 2024 Financials
 - c. Work Plan Update and Adoption
 - d. 700 Block of Carroll Street Discussion
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 - March 25, 2024

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

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

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. Approve minutes of February 26, 2024, meeting

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

- b. Approve February 2024 Financials

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

*Director Cossart arrived at 5:07pm.

- c. Meeting Decorum Guidelines Review

Ms. Wharton reviewed the guidelines for the board.

- d. Work Plan Review
 - e. Northside Drive\Meeting Street Plan Introduction
 - f. Proposed Golf Cart Parking

*Director Mosley arrived at 5:17pm.

Ms. Wharton, in follow up to the work session has put together the 2024 workplan. From discussions the plan includes the focus areas for 2024 which will be 1). Parking Improvements, 2). Street Lighting Improvements, 3). Downtown Property Planning (700 Block of Carroll & Main Streets, and Northside Drive & Meeting Street). The third item was developed from the discussions after conducting a highest and best use analysis and will be a focal point for the board's work in 2024.

Parking Improvements will include creating dedicated golf cart parking spaces and implementing. Improve efficiency and implementation of Ball & Main Street parking lots. Ms. Wharton provided a map of six proposed golf cart parking spaces – three on the Ball Street side by New Perry Hotel, one on the corner of Ball and Carroll by the Chamber offices, one in the parking lot of City Hall; it was noted none of these would take away any vehicle parking spaces; the board concurred for staff to move forward to present to Council.

Street Light Improvements will be to collaborate with the Main Street Advisory Board and Placemaking Committee to develop an action plan and funding sources and project implementation.

Downtown Property Planning will be to identify strategies for properties vacant, city owned, and privately owned on the 700 Block of Carroll & Main Streets. Northside Drive and Meeting Street – working with city staff to conduct a small commercial area plan to include vacant, city owned, and privately owned properties.

Chairman George asked for status of proposed angled parking on Main Street and Director Cossart on the delay for the 700 block of Carroll proposed parking; Ms. Wharton advised it was due to the cost; the board asked for specifics as it was understood some of the cost was due to stormwater infrastructure. Director Cossart also suggested looking at public restrooms; Bainbridge has a facility that was done and is working well.

g. DDA Photos

Ms. Wharton asked the board if they were agreeable to having their pictures posted on the city website; the board concurred, and they will be scheduled for the April meeting.

7. Member Items - Director Forrester advised she had seen in Rome and Blue Ridge six-seater golf carts that provide rides to downtown visitors and this may be something to investigate in the future.
8. Main Street Advisory Board Report – Director Cossart reminded everyone of the April 19th wine tasting and the Placemaking Committee which will focus on public art and beautification had their kickoff meeting.
9. Chairman Items – None
10. Adjourn: there being no further business to come before the board the meeting was adjourned at 5:40pm.

J. Holland
MJ

**Downtown Development Authority
Balance Sheet
March 31, 2024**

	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds</u>
Assets			
Cash & Cash Equivalents	91,225.09	\$ -	\$ 91,225.09
Interest Receivable		-	-
Loan Receivable	0.00	-	0.00
Due from Other Funds	-	-	-
Total Assets	91,225.09	\$ -	\$ 91,225.09
Liabilities and Fund Balances			
Liabilities			
Accounts Payable		\$ -	\$ -
Due to City of Perry	-	-	-
Due to Other Funds	-	-	-
Total Liabilities	-	\$ -	\$ -
Fund Balances			
NonSpendable			
Loan Receivable	0.00		\$ 0.00
Reserved for BOOST	900.00	-	900.00
Revolving Loan	21,329.19	-	21,329.19
Unreserved	68,995.91	-	68,995.91
Total Fund Balances	91,225.09	\$ -	\$ 91,225.09
Total Liabilities and Fund Balances	91,225.09	\$ -	\$ 91,225.09

DDA Operating

	<u>Jul-23</u>	<u>Aug-23</u>	<u>Sep-23</u>	<u>Oct-23</u>	<u>Nov-23</u>	<u>Dec-23</u>	<u>Jan-24</u>	<u>Feb-24</u>	<u>Mar-24</u>	<u>Apr-24</u>	<u>May-24</u>	<u>Jun-24</u>	<u>Total Expense</u>
Revenues													
Donation													
Donation - BOOST													
Rent													
Main Street Advisory Board													
Reimbursement from CVB & Chamber													
Sale of Asset	982.43	984.47	986.52	700.63	989.90	8,793.81	287.15	287.75	288.35				14,301.01
Revolving Loan Repayment-Principal	28.89	26.85	24.80	22.14	21.28	2.40	1.80	1.20	0.60				129.96
Revolving Loan Repayment-Interest													
Miscellaneous													
Investment Income													
Total Revenues	1,011.32	1,011.32	1,011.32	722.77	1,011.18	8,796.21	288.95	288.95	288.95				14,430.97
Expenditures													
Professional Services - Audit													
Professional Services - Other													
Telephone													
Main ST Restricted Account													
Postage & Freight	72.00												72.00
Advertising													
Promotions - Other													
Fraudulent Activity													
BOOST													
Dues and Fees					6.00								6.00
Meetings													
Training													
General Supplies & Materials													
DDA Revolving Loan	20,000.00	1,000.00					2,500.00	6,500.00					30,000.00
Façade Grant													
Alleyway Project													
Street Signs													
Natural Gas Incentative Program	46.00	46.00	46.18	46.20	46.05	46.05	46.05	46.14	46.16				414.83
Electricity - Commerce Street Light													
Water & Sewer Services	20,118.00	1,046.00	46.18	52.20	46.05	46.05	2,546.05	6,546.14	46.16				30,492.83
Total Expenditures	(19,106.68)	(34.68)	965.14	670.57	965.13	8,750.16	(2,257.10)	(6,257.19)	242.79				(16,061.86)
Excess (deficiency)	3,017.00	1,517.00	517.00	517.00	517.00	517.00	3,017.00	7,017.00	1,517.00				18,153.00
Other Financing Sources													
Transfer In - City of Perry													
Transfer In - Hotel/Motel													
Transfer In - Capital Projects													
Fund Balance - Beginning	89,133.95	73,044.27	74,526.59	76,008.73	77,196.30	78,678.43	87,945.59	88,705.49	89,465.30	91,225.09	91,225.09	91,225.09	91,225.09
Fund Balance - Ending	73,044.27	74,526.59	76,008.73	77,196.30	78,678.43	87,945.59	88,705.49	89,465.30	91,225.09	91,225.09	91,225.09	91,225.09	91,225.09

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	
3/1/2024	Mossy Creek Natural loan pmt	288.95	
3/1/2024	City Allocaiton, Façade 909 Carroll St	1,517.00	
3/1/2024	GA Power Commerce Street lights	(46.16)	

Operating Account Summary

Balance as of 3/31/2024

91,225.09

*operating & boost balance

**The City of Perry
 Reconciliation of Bank Statement for
 Downtown Development Authority Synovus
 General Operating Account
 As of March 31, 2024**

Less outstanding checks (Payables)

Balance per Bank Statement	88,565.30	Ending Balance:
Plus deposits not on statement		O/S Deposits:
Deposits		
Loan PMT	288.95	
Façade Grant	1,000.00	
COP allocation	517.00	
Less Disbursements:		O/S Disbursements:
GA Power	(46.16)	Checks:

Reconciled bank statement balance	90,325.09
Balance per transaction register	<u>90,325.09</u>
Difference	<u>0.00</u>

**The City of Perry
Reconciliation of Bank Statement for
Downtown Development Authority - Synovus
BOOST Donation Account
As of March 31, 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	<u>900.00</u>
Difference	<u><u>0.00</u></u>

Downtown

DEVELOPMENT AUTHORITY



Where Georgia comes together.

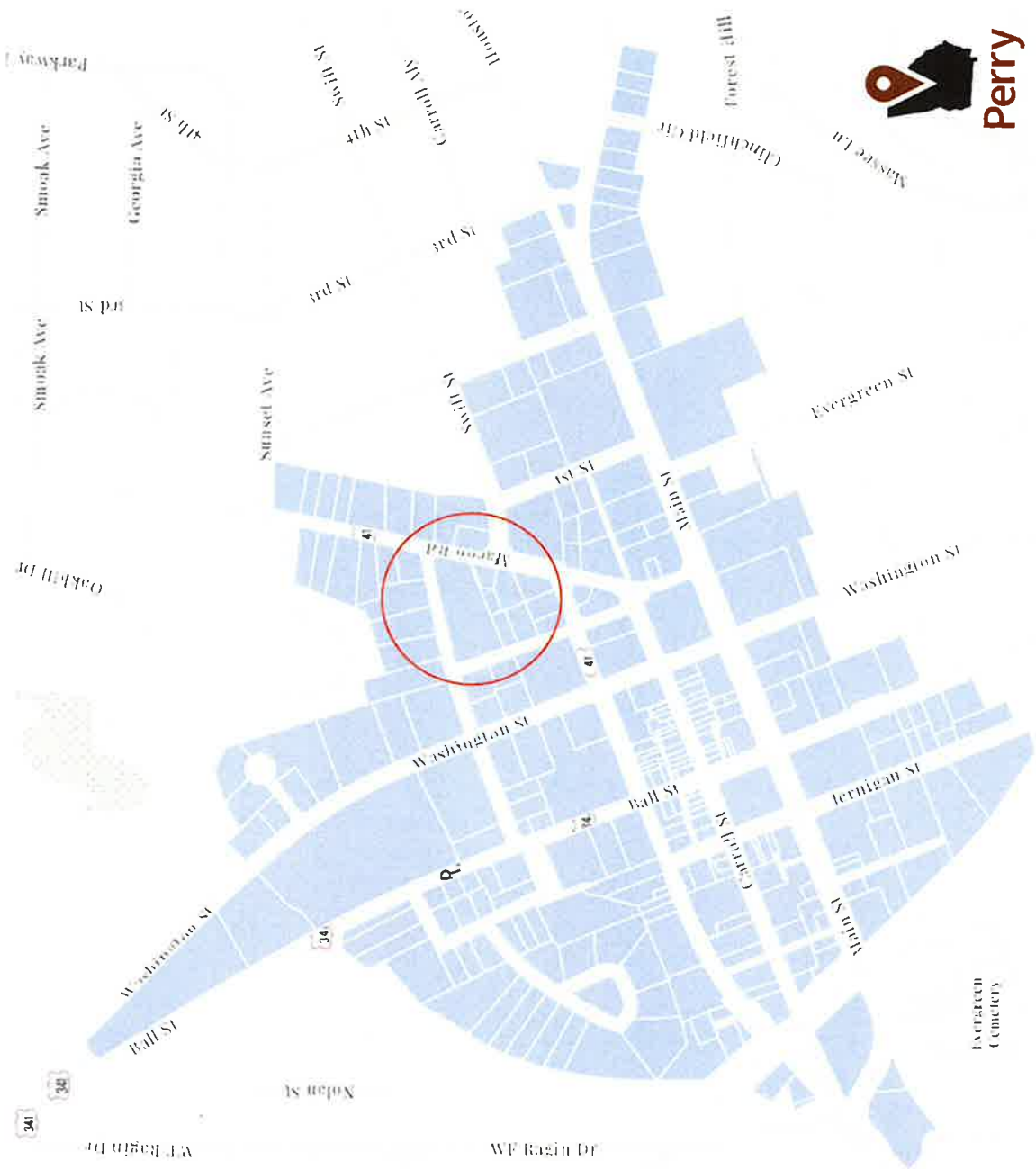
Perry Downtown Development Authority

April 22, 2024

1. Call to Order
2. Invocation
3. Citizens with Input
4. Guests/Speakers

Downtown Small Area Planning Discussion

Northside Drive/ Meeting Street Area



What is a Small Area Plan?

Small area plan means a plan of development for multiple contiguous properties that guides land use, zoning, transportation, urban design, open space, and capital improvements at a high level of detail within an area.*

- Can be commercial or residential
- Focuses on a neighborhood scale
- Complements the Comprehensive Plan
- Relies on resident/property owner engagement
- Is adopted by Council as policy once complete



Image from the West End Small Area Plan | Greenville, South Carolina

Option 1

16 parcels

Meeting St Block, Stanley and WCH Properties, Buzzell Residence, and Pensyl Property



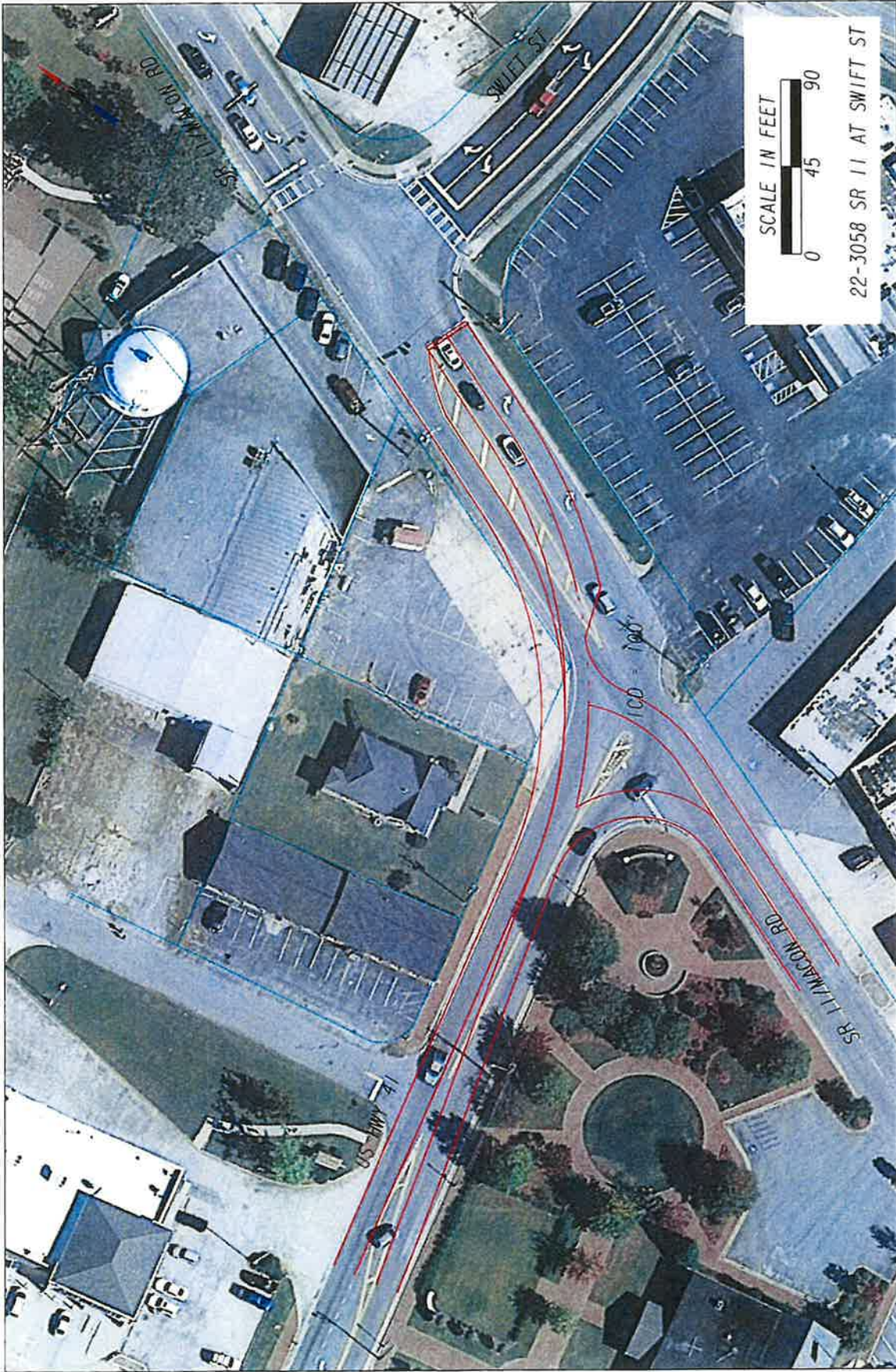
Option 2

- 25 parcels
- Meeting St Block, Stanley and WCH Properties, Buzzell Residence, Pensyl Property, Commercial Corner, Perry Presbyterian Properties



Chad McMurrian – Engineering Services Manager

1. Macon Road/Commerce Street
2. Jernigan Street Extension
3. General Courtney Hodges Bridge
4. Parking
 - a. Railroad ROW
 - b. Main Street Parallel to Angled
 - c. Ball and Main Street Lot Redesign





BEGIN CONSTRUCTION
JERNIGAN ST. EXTENSION
STA 10+18.53
N-894563.1143
E-2429789.6950

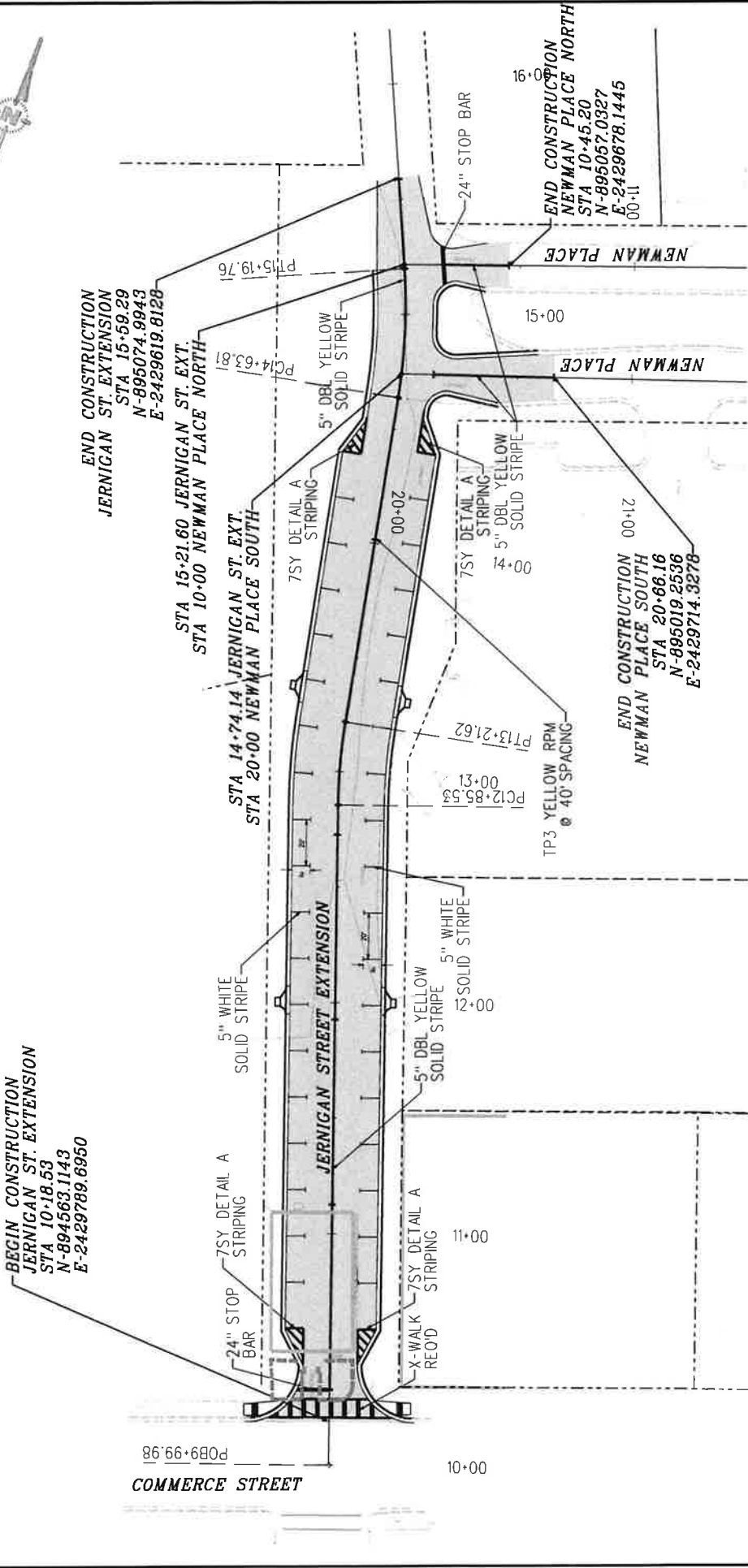
END CONSTRUCTION
JERNIGAN ST. EXTENSION
STA 15+59.29
N-895074.9943
E-2429619.8128

STA 10-00 JERNIGAN ST. EXT.
STA 10-00 NEWMAN PLACE NORTH

STA 14+74.14 JERNIGAN ST. EXT.
STA 20-00 NEWMAN PLACE SOUTH

END CONSTRUCTION
NEWMAN PLACE SOUTH
STA 20+66.16
N-895019.2536
E-2429714.3278

END CONSTRUCTION
NEWMAN PLACE NORTH
STA 10+45.20
N-895057.0327
E-2429678.1445



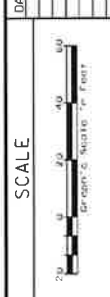
COMMERCE STREET

JERNIGAN STREET EXTENSION

DATE	27-1
SCALE	AS SHOWN
DATE	AUG. 2011
SCALE	AS SHOWN
DATE	
SCALE	

SAUNDERS ENGINEERING CONSULTANTS, INC.
CITY OF PERRY, GEORGIA
1211 WASHINGTON STREET
PERRY, GA 31069
CITY ENGINEER: BOB WILSON

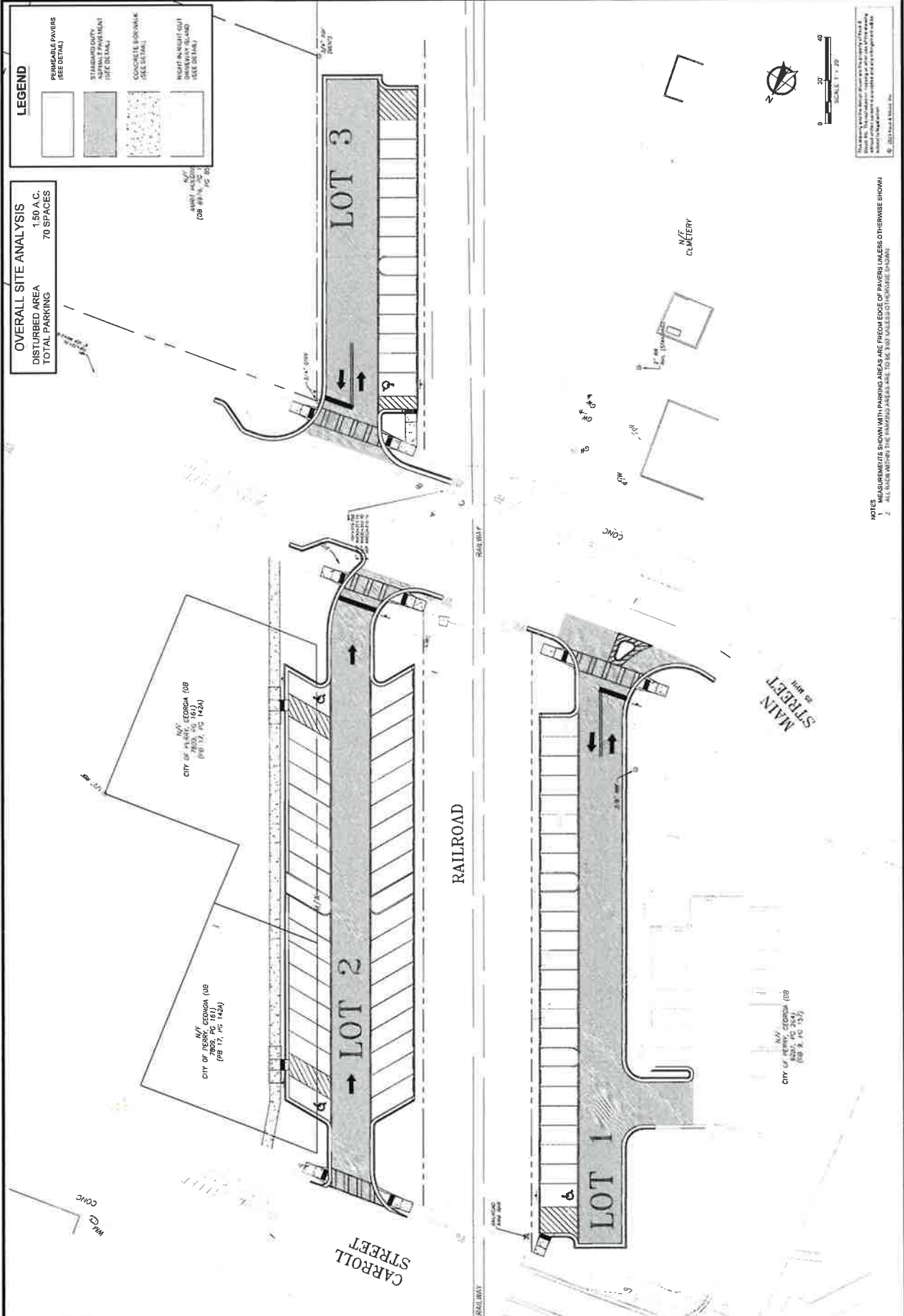
NO.	DATE	REVISIONS



SAUNDERS ENGINEERING CONSULTANTS, INC.
104-C Gunn Road, Centerville, GA 31028
(478) 953-1228 (478) 953-1248 Fax



NO.	DATE	REVISION



OVERALL SITE ANALYSIS
DISTURBED AREA
TOTAL PARKING
150 A.C.
70 SPACES

LEGEND

	PERMEABLE PAVERS (SEE DETAIL)
	STANDARD CITY ASPHALT PAVEMENT (SEE DETAIL)
	CONCRETE POREWALK (SEE DETAIL)
	RIGHT-IN-RIGHT-OUT DRIVEWAY ISLAND (SEE DETAIL)

NOTES:
1. MEASUREMENTS SHOWN WITH PARKING AREAS ARE FROM EDGE OF PAVERS UNLESS OTHERWISE SHOWN
2. ALL DIMENSIONS THE PROPERTY AREAS ARE TO BE 300' UNLESS OTHERWISE SHOWN

MAIN STREET

CARROLL STREET

RAILROAD

CEMETERY

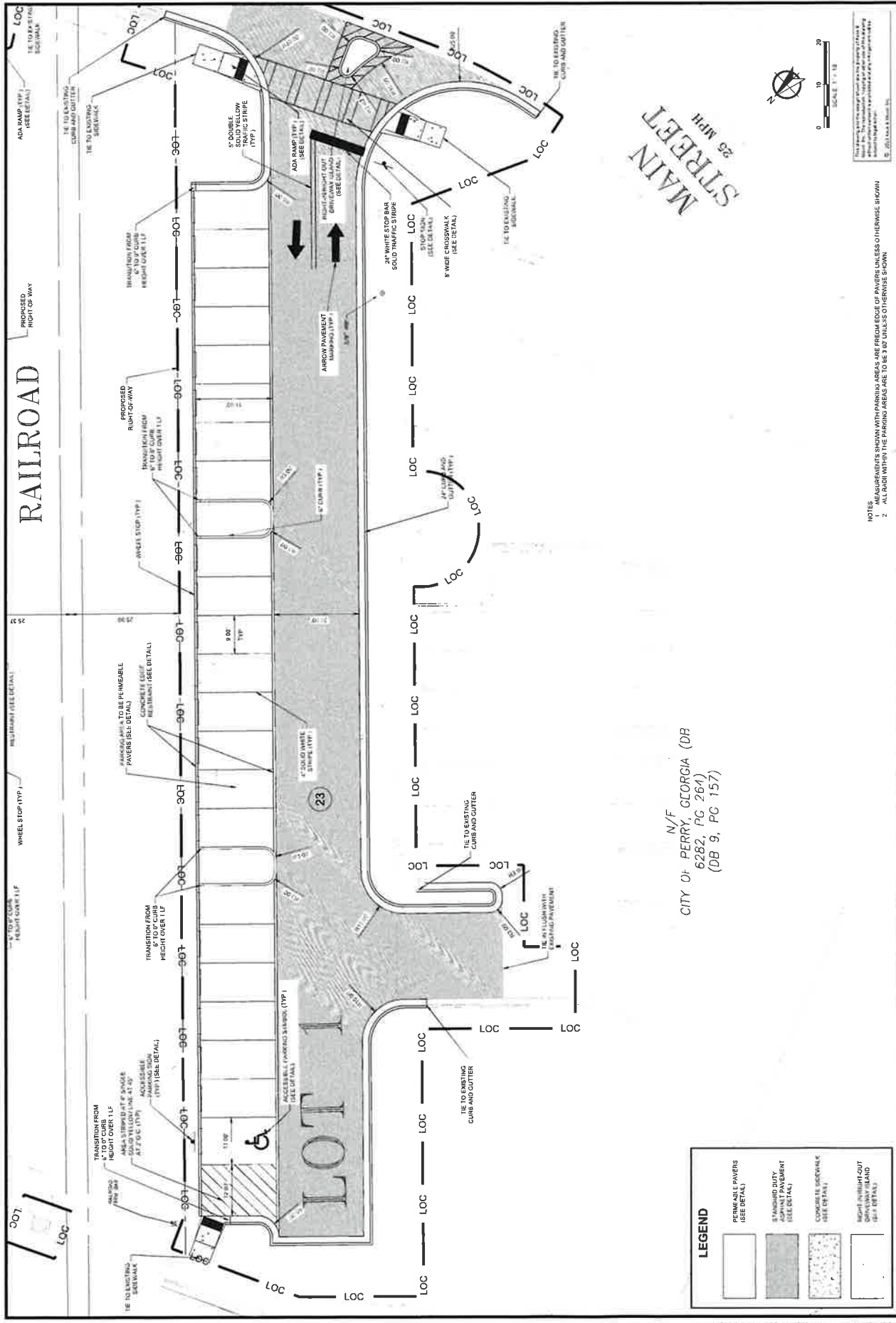
CITY OF PERRY, GEORGIA (OB 7809, PG 161) (OB 8, PG 15)

CITY OF PERRY, GEORGIA (OB 7809, PG 161) (OB 17, PG 142)

CITY OF PERRY, GEORGIA (OB 7809, PG 161) (OB 17, PG 142)

CONC

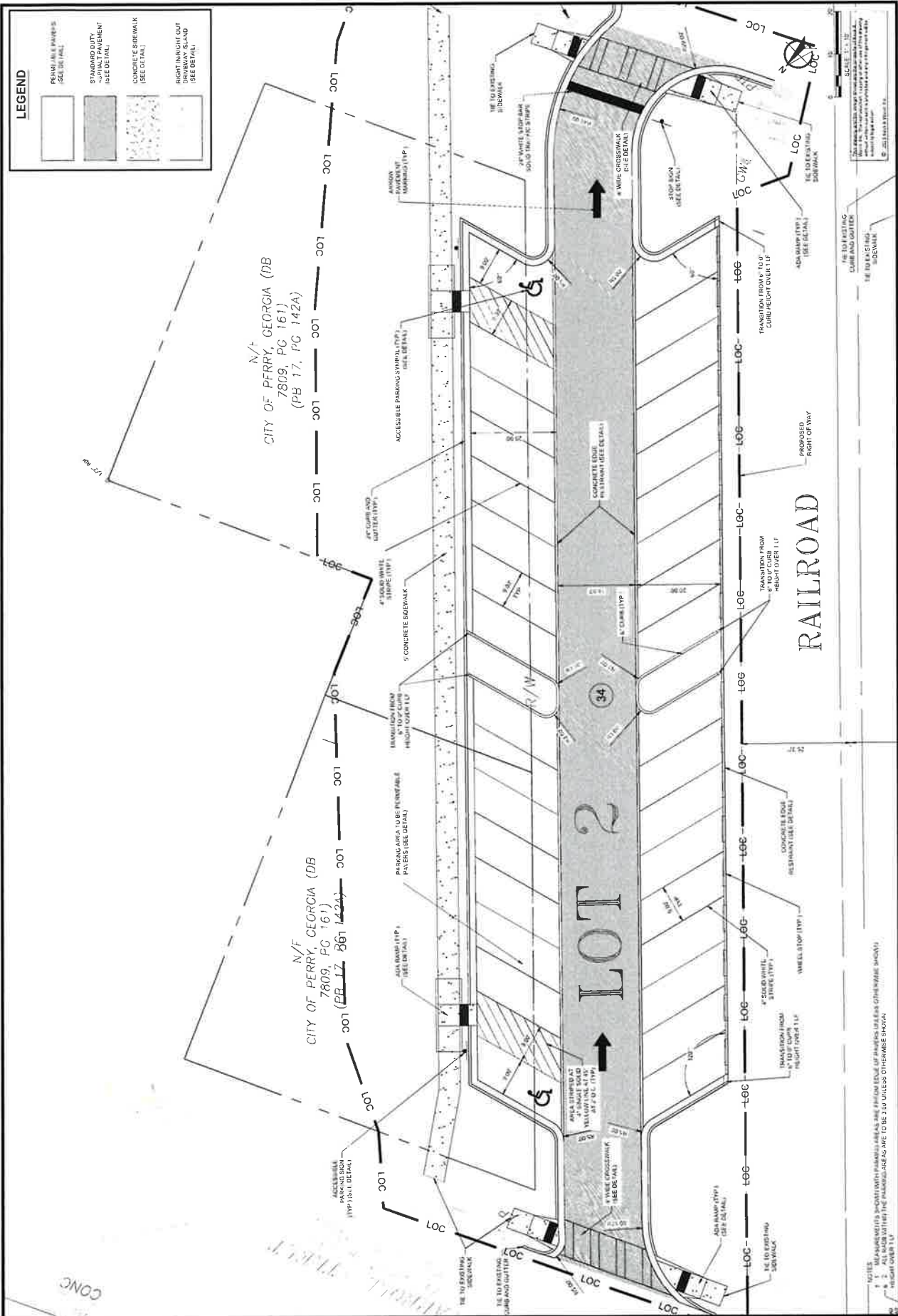




CITY OF PERRY, GEORGIA (DB N/F 6282, PC 264) (DB 9, PC 157)

- NOTES:
1. MEASUREMENTS SHOWN WITH PARKING AREAS ARE FREQUENCIES OF PAVERS UNLESS OTHERWISE SHOWN
 2. ALL RADI WITHIN THE PARKING AREAS ARE TO BE 3'0" UNLESS OTHERWISE SHOWN

NO.	DATE	REVISION



LEGEND

	PEN TILE PAVERS (SEE DETAIL)
	STANDARD DUFF ASPHALT PAVEMENT (SEE DETAIL)
	CONCRETE SIDEWALK (SEE DETAIL)
	RIGHT-IN-RIGHT-OUT DRIVEWAY ISLAND (SEE DETAIL)

SCALE: 1" = 20'
DATE: 11/15/21
DRAWN BY: MWH
CHECKED BY: MWH
PROJECT NO. 220217
DRAWING NO. C.2.2

NOTES

1. PARKING SPACES WITH PARKING LINES ARE FROM END OF PARKING LINES OTHER THAN SHOWN.
2. ALL DIMENSIONS ARE TO BE 300 UNLESS OTHERWISE SHOWN.

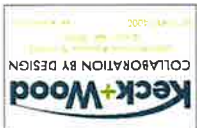
N/1
CITY OF PERRY, GEORGIA (DB
7809, PG 161)
(PB 17, PG 142A)

N/1
CITY OF PERRY, GEORGIA (DB
7809, PG 161)
(PB 17, PG 142A)

LOT 2

RAILROAD

CONC



NO.	DATE	REVISION

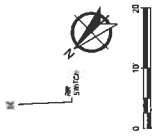
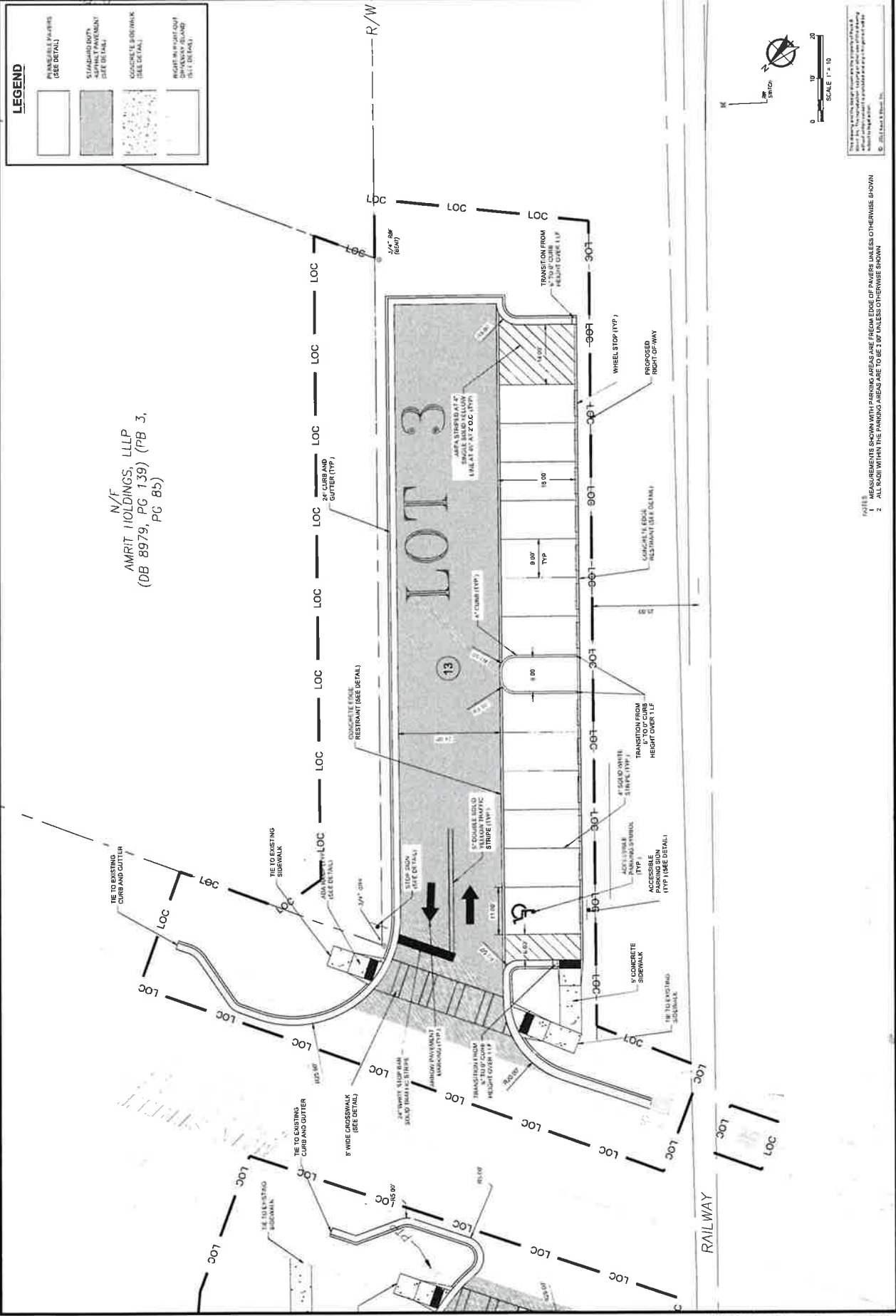
PERRY RAILROAD PARKING LOTS
 Perry, Georgia
SITE PLAN

MICHAEL W. HILL, PE
 2015 W. GLENVIEW AVENUE
 SUITE 100
 ATLANTA, GA 30328
 404.525.1111
 MWH/ST
 2014/02/23
 Project No. **220217**
 Drawing No. **C.2.3**

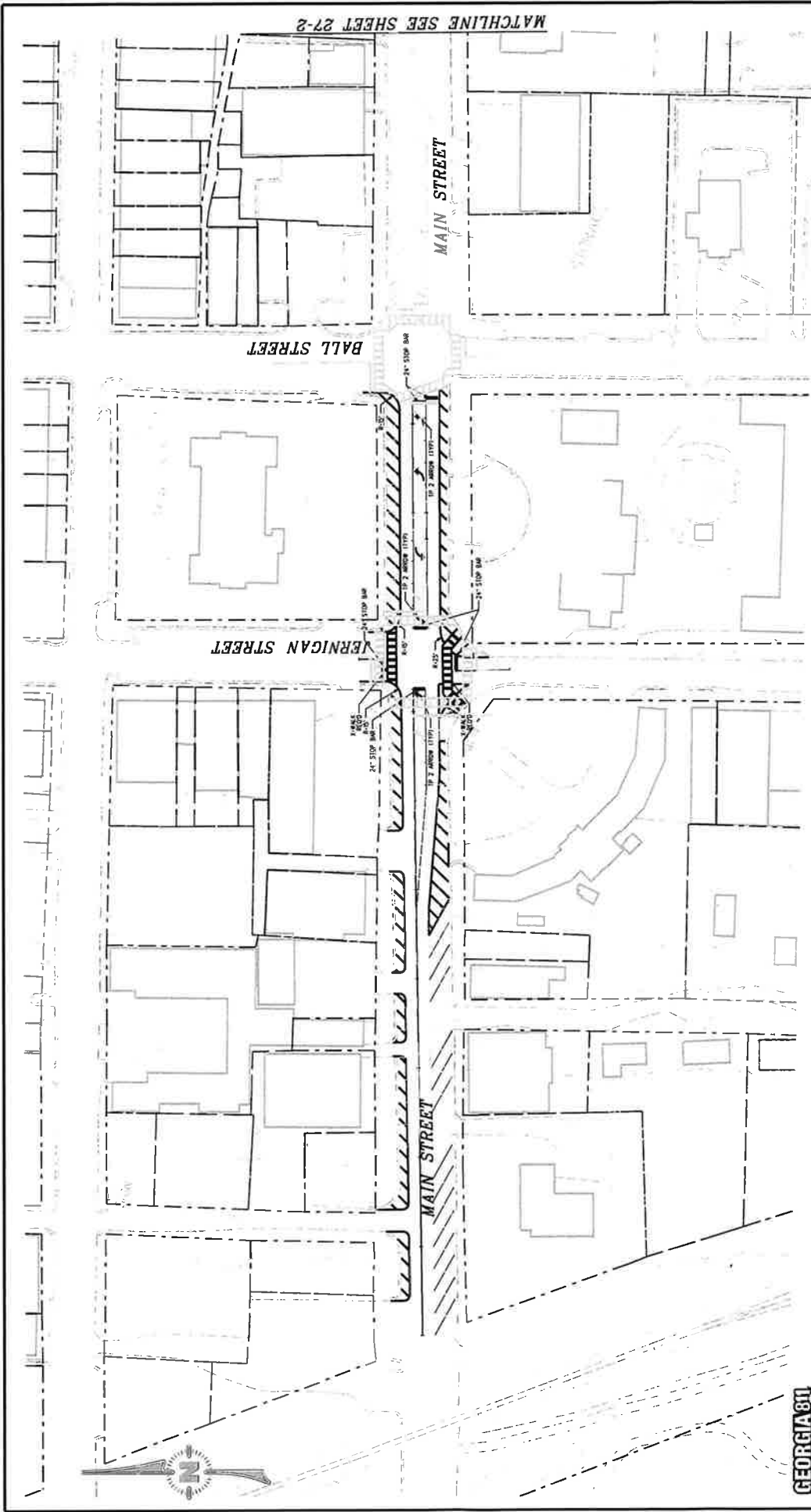
LEGEND

- FINISHED PAVEMENT (SEE DETAIL)
- ASPHALT DRIVEWAY / ASPHALT PAVEMENT (SEE DETAIL)
- CONCRETE SIDEWALK (SEE DETAIL)
- RIGHT IN PLANT C&G / DRIVEWAY ISLAND (SEE DETAIL)

N/F
 AMRIT HOLDINGS, LLLP
 (DB 8979; PG 139) (PB 3,
 PG 85)



NOTES:
 1. MEASUREMENTS SHOWN WITH PARKING AREAS ARE FROM EDGE OF PAVEMENT UNLESS OTHERWISE SHOWN
 2. ALL RADII WITHIN THE PARKING AREAS ARE TO BE 30' UNLESS OTHERWISE SHOWN

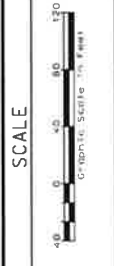


MAIN STREET RE-STRIPING

DATE	2/1/11
SCALE	AS SHOWN
PROJECT NO.	1109
CITY OF PERRY, GEORGIA	
CITY OF PERRY PUBLIC WORKS	
PERRY, GA 31069	
SAUNDERS ENGINEERING CONSULTANTS, INC.	
104-C Gunn Road, Centerville, GA 31028	
(478) 953-1228	
(478) 953-1248 Fax	

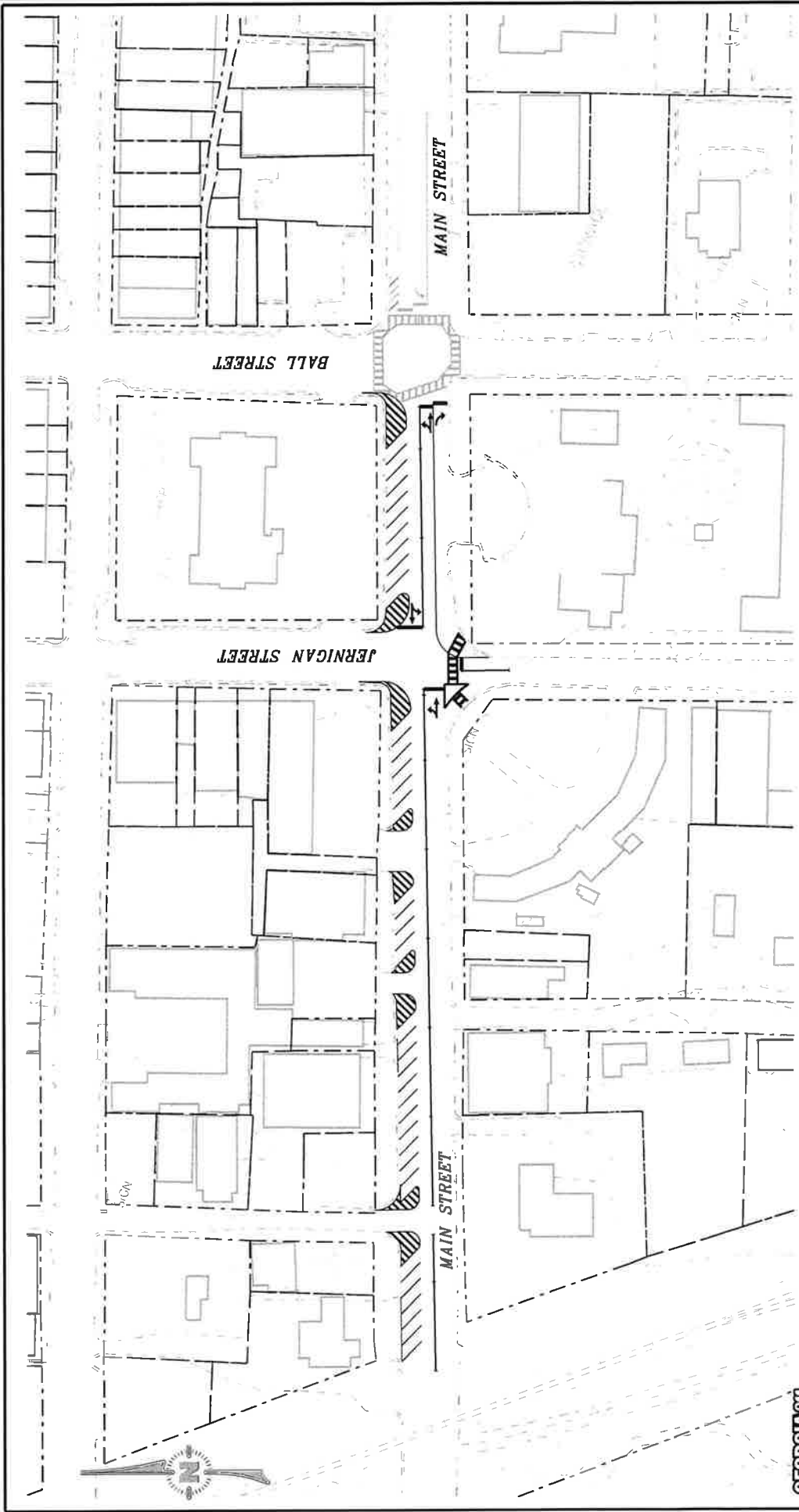


DATE	REVISIONS



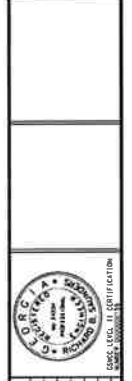
SAUNDERS ENGINEERING CONSULTANTS, INC.
 104-C Gunn Road, Centerville, GA 31028
 (478) 953-1228 (478) 953-1248 Fax

THIS PROJECT HAS BEEN REVIEWED BY THE STATE OF GEORGIA AND IS IN ACCORDANCE WITH THE GEORGIA PROFESSIONAL ENGINEERING ACT AND REGULATIONS. THE ENGINEER'S SIGNATURE AND SEAL ARE REQUIRED FOR THIS PROJECT TO BE LEGALLY CONSIDERED COMPLETE.

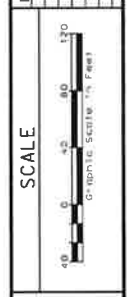


MAIN STREET RE-STRIPING

DATE	SCALE	DRAWING NO.
NOV. 2010	AS SHOWN	
CITY OF PERRY, GEORGIA CITY OF PERRY PUBLIC WORKS PERRY, GA 31069 SAUNDERS ENGINEERING CONSULTANTS, INC. CONSULTANTS - CIVIL ENGINEERING		



DATE	REVISIONS	DATE	REVISIONS



SAUNDERS ENGINEERING CONSULTANTS, INC.
 104-C Gunt Road, Centerville, GA 31028
 (478) 353-1228 (478) 353-1248 Fax




Old Business

- a. Golf Cart Parking Update

New Business

- a. Approve minutes of March 25, 2024 meeting
- b. Approve March 2024 Financials
- c. Work Plan Update and Adoption
- d. 700 Block of Carroll Street Discussion and Update

Work Plan Update



Downtown Development Authority **2024 WORK PLAN**

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.

PARKING IMPROVEMENTS

Create, Redesign, and Rezone Golf Cart Parking Network

- 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
- 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 social platforms and newsletters to educate users


Project Implementation: Golf Cart Spaces

STREET LIGHTING IMPROVEMENTS

Improve the Efficiency of the Ball and Main Street Parking Lot

- 1**
 - Work with City Engineering Services Manager to determine whether parking lot can be redesigned
 - Identify funding availability
 - Identify funding availability
- 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

Project Implementation: Ball and Main Street Parking Lot



Downtown Development Authority **2024 WORK PLAN**

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.

700 BLOCK OF CARROLL AND MAIN STREETS

Avond and City-Owned Property

- 1**
 - Identify strategic direction for the property - adaptive, mixed use
 - Work with engineer to determine site plan, parcel configuration, and plan for utilities
 - Present proposed plans to City Council for approval
 - If approved, proceed to market the property
- 2**
 - Work with private property owners to determine feasibility to sell or transition property.

Privately-Owned Property

NORTHSIDE DRIVE AND MEETING STREET

Work with Planning Department to conduct a Submittal Conference with Area Plan

- 1**
 - Collaborate with City of Perry staff, MSAB, and Placemaking Committee
 - Engage with property owners
 - Develop conceptual plans for the area
 - Outline community's desires within the plan
- 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
- 3**
 - Encourage the transition of current privately-owned properties
 - Identify potential for new development and leasing opportunities
 - Assist with the promotion of new development and leasing opportunities

Privately-Owned Property

Member Items

Main Street Report

- Wine Tasting Update
- Fall Tasting Experience
- Historic Preservation Month Activities
- GEPC Update
- Others?

Chairman Items

Adjourn