



**REGULAR MEETING**

**170 SOUTH MAIN STREET**

**AUGUST 3, 2017 – 6:00 PM**

**Agenda**

**I. CALL TO ORDER**

**II. ADOPTION OF AGENDA**

**III. ADOPTION OF MINUTES**

1. Consideration of the Minutes of the July 13, 2017 Regular Meeting.

**IV. FINANCIAL STATEMENTS**

1. Consideration of Financial Statements for the seven-month period ended July 31, 2017.

**V. AGENDA ITEMS**

1. Consideration of Work Proposal from the Georgia Department of Community Affairs for design services at 106 North McDonough Street.
2. Discussion regarding proposed ordinance with regards to the maintenance and appearance of Historic Properties.
3. Consideration of hosting the 1st Annual DDA/Main Street Gala to be held on October 23, 2017.

**VI. COMMITTEE UPDATES**

1. Promotions/Organization Committee - Juli Segner, Chair
2. Design Committee - Joel Aviles, Chair
3. Economic Vitality Chair - Sylvester Ford, Chair

**VII. EXECUTIVE DIRECTOR'S REPORT**

**VIII. BOARD OF DIRECTOR'S COMMENTS**

**IX. ADJOURNMENT**

**CITY OF JONESBORO  
DOWNTOWN DEVELOPMENT AUTHORITY  
& MAIN STREET ADVISORY BOARD  
REGULAR MEETING  
170 SOUTH MAIN STREET  
July 13, 2017 – 6:00 PM**

**MINUTES**

The Jonesboro Downtown Development Authority and the Jonesboro Main Street Advisory Board held their Regular Meeting on Thursday, July 13, 2017. The meeting was held at 6:00 PM at the Jonesboro Police Station, 170 South Main Street, Jonesboro, Georgia.

**I. CALL TO ORDER - JOEL AVILES, CHAIRMAN**

**II. ROLL CALL - RICKY CLARK, EXECUTIVE DIRECTOR**

Attendee Name	Title	Status	Arrived
Joy B. Day	Ex-Officio	Absent	
Joel Aviles	Board of Directors	Present	
Helen Meadows	Board of Directors	Present	
Juli Segner	Board of Directors	Present	
Allen Roark	Board of Directors	Present	
Karen Sullivan	Board of Directors	Present	
Sylvester Ford	Board of Directors	Present	
Ricky Clark	Executive Director	Present	
Cable Glenn-Brooks	Executive Assistant	Present	

**III. ADOPTION OF AGENDA**

1. Motion to adopt the agenda with the following amendment: Consideration of the issuance of an RFP for a mural design at North Avenue & North Main Street.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Sylvester Ford, Board of Directors
<b>SECONDER:</b>	Karen Sullivan, Board of Directors
<b>AYES:</b>	Aviles, Meadows, Segner, Roark, Sullivan, Ford
<b>ABSENT:</b>	Joy B. Day

**IV. ELECTION OF OFFICERS**

1. Election of Vice-Chair.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>AYES:</b>	Aviles, Meadows, Segner, Roark, Sullivan, Ford
<b>ABSENT:</b>	Joy B. Day

2. At this time, Chairman Aviles opened the floor up for nominations. Mr. Roark nominated Karen Sullivan for Vice Chair. In addition, Chairman Aviles nominated Juli Segner. After decline from Mrs. Segner, nominations were closed.

Minutes Acceptance: Minutes of Jul 13, 2017 6:00 PM (ADOPTION OF MINUTES)

3. Motion to appoint Karen Sullivan as Vice-Chair of the Jonesboro Downtown Development Authority & Main Street Advisory Board.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Juli Segner, Board of Directors
<b>SECONDER:</b>	Sylvester Ford, Board of Directors
<b>AYES:</b>	Aviles, Meadows, Segner, Roark, Sullivan, Ford
<b>ABSENT:</b>	Joy B. Day

4. Election of Economic Vitality Chair.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Karen Sullivan, Board of Directors
<b>SECONDER:</b>	Allen Roark, Board of Directors
<b>AYES:</b>	Aviles, Meadows, Segner, Roark, Sullivan, Ford
<b>ABSENT:</b>	Joy B. Day

5. Motion to appoint Sylvester Ford as Chair of Economic Vitality.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Karen Sullivan, Board of Directors
<b>SECONDER:</b>	Helen Meadows, Board of Directors
<b>AYES:</b>	Aviles, Meadows, Segner, Roark, Sullivan, Ford
<b>ABSENT:</b>	Joy B. Day

## V. ADOPTION OF MINUTES

1. Consideration of the Minutes of the June 1, 2017 Regular Meeting.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Juli Segner, Board of Directors
<b>SECONDER:</b>	Helen Meadows, Board of Directors
<b>AYES:</b>	Aviles, Meadows, Segner, Roark, Sullivan, Ford
<b>ABSENT:</b>	Joy B. Day

2. Consideration of the Minutes of the June 15, 2017 Regular Meeting.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Juli Segner, Board of Directors
<b>SECONDER:</b>	Helen Meadows, Board of Directors
<b>AYES:</b>	Aviles, Meadows, Segner, Roark, Sullivan, Ford
<b>ABSENT:</b>	Joy B. Day

## VI. FINANCIAL STATEMENTS

1. Consideration of Financial Statements for six-month period ended June 30, 2017.

Minutes Acceptance: Minutes of Jul 13, 2017 6:00 PM (ADOPTION OF MINUTES)

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Karen Sullivan, Board of Directors
<b>SECONDER:</b>	Sylvester Ford, Board of Directors
<b>AYES:</b>	Aviles, Meadows, Segner, Roark, Sullivan, Ford
<b>ABSENT:</b>	Joy B. Day

## VII. AGENDA ITEMS

1. Introduction of Kelvin Crespo of Crespo Properties, LLC.

Executive Director Ricky L. Clark, Jr. introduced Mr. Crespo and advised the Authority of the plans Mr. Ford has for repurposing the building located at the corner of North McDonough Street & Courthouse Way.

2. Consideration of the purchase of earth planters for the Downtown District.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Karen Sullivan, Board of Directors
<b>SECONDER:</b>	Sylvester Ford, Board of Directors
<b>AYES:</b>	Aviles, Meadows, Segner, Roark, Sullivan, Ford
<b>ABSENT:</b>	Joy B. Day

Board approval to order 4 Large Urban Vase Planters & 12 Standard Urban Vase Planters in Blackstone.

3. Motion to enter into cost sharing agreement with the city to fund 50% (\$2,500) for the preparation of the Design Guidelines from TSW.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Juli Segner, Board of Directors
<b>SECONDER:</b>	Karen Sullivan, Board of Directors
<b>AYES:</b>	Aviles, Meadows, Segner, Roark, Sullivan, Ford
<b>ABSENT:</b>	Joy B. Day

## VIII. COMMITTEE UPDATES

1. Promotions/Organization Committee - Juli Segner, Chair

Juli Segner, Chair reported that the Promotions Committee did not have a meeting this month; however, the meeting will be held at the end of July. Further, Mrs. Segner reported the different activities in which the promotions committee have been involved with and also discussed upcoming events.

2. Design Committee - Joel Aviles, Chair

No report.

## IX. EXECUTIVE DIRECTOR'S REPORT

## X. BOARD OF DIRECTOR'S COMMENTS

**XI. ADJOURNMENT**


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JOY B. DAY – MAYOR

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RICKY L. CLARK, JR. – CITY ADMINISTRATOR

Minutes Acceptance: Minutes of Jul 13, 2017 6:00 PM (ADOPTION OF MINUTES)

	<b>CITY OF JONESBORO, GEORGIA COUNCIL</b> <b>Agenda Item Summary</b>		<b>Agenda Item #</b> <b>5.1</b> <b>- 1</b>
			<b>COUNCIL MEETING DATE</b> August 3, 2017
<b>Requesting Agency (Initiator)</b> Office of the City Manager		<b>Sponsor(s)</b>	
<b>Requested Action</b> <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Consideration of Work Proposal from the Georgia Department of Community Affairs for design services at 106 North McDonough Street.			
<b>Requirement for Board Action</b> <i>(Cite specific Council policy, statute or code requirement)</i>			
<b>Is this Item Goal Related?</b> <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> <b>Yes</b> <b>Economic Development</b>			
<b>Summary &amp; Background</b> <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i>  As introduced at our previous meeting, Crespo properties is ready to move forward with design concepts for 106 North McDonough Road. As part of our Georgia Main Street Membership, we are allowed Design Service assistance from trained architects.  The Facade Design Package includes the option for multiple facade renderings, with recommendations for paint, awnings, canopies and/or slip cover removal. This package includes site consultation with city and or building owners and project reconnaissance.  Mr. Crespo is proposing reconstructing the building to include a restaurant with roof top bar and also multiple office facilities. The cost from the Downtown Design Studio to include an elevation of both the West and South facades and also the roof top area is \$750.00.  Staff is recommending that the DDA pay half (\$375) as the requestor is a Main Street Member.			
<b>Fiscal Impact</b> <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
<b>Exhibits Attached</b> <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>  <ul style="list-style-type: none"> <li>• 106 North McDonough Street Design proposal (004)</li> </ul>			
<b>Staff Recommendation</b> <i>(Type Name, Title, Agency and Phone)</i> <b>Approval</b>			

FOLLOW-UP APPROVAL ACTION (City Clerk)		
<b>Typed Name and Title</b> Ricky Clark, City Manager	<b>Date</b> August, 3, 2017	
<b>Signature</b>	<b>City Clerk's Office</b>	

## Work Proposal for Design Services

Client: City of Jonesboro, Georgia | Ricky Clark Jr.--City Manager

**Work Description:** **106 North McDonough Street, Jonesboro, GA** shall include an elevation of the West and South facades. The illustration shall be conceptual in nature and shall not include construction details, materials list or cost estimate.

Design Fee: \$750

Delivery Deadline: 4-6 weeks

### Illustrated Project Scope A:

The Downtown Design Studio shall prepare an elevation for the West facade shown below.



DISCLAIMER: Documents produced by this office are prepared as *conceptual design solutions*. The documents produced are not construction documents or working drawings. Neither the Georgia Department of Community Affairs, nor the University of Georgia's College of Environment and Design shall be responsible for any problems which arise from the use of this drawing as a working drawing for construction purposes.



## Work Proposal for Design Services


### Illustrated Project Scope B:

The Downtown Design Studio shall prepare an elevation for the South facade shown below.



DISCLAIMER: Documents produced by this office are prepared as *conceptual design solutions*. The documents produced are not construction documents or working drawings. Neither the Georgia Department of Community Affairs, nor the University of Georgia's College of Environment and Design shall be responsible for any problems which arise from the use of this drawing as a working drawing for construction purposes.



	<b>CITY OF JONESBORO, GEORGIA COUNCIL</b> <b>Agenda Item Summary</b>		<b>Agenda Item #</b> <b>5.2</b> <b>- 2</b>
			<b>COUNCIL MEETING DATE</b> August 3, 2017
<b>Requesting Agency (Initiator)</b> Office of the City Manager		<b>Sponsor(s)</b>	
<b>Requested Action</b> <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Discussion regarding proposed ordinance with regards to the maintenance and appearance of Historic Properties.			
<b>Requirement for Board Action</b> <i>(Cite specific Council policy, statute or code requirement)</i>			
<b>Is this Item Goal Related?</b> <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> <b>Yes</b> <b>Historic Preservation</b>			
<b>Summary &amp; Background</b> <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> <p>As we continue to look at different methods by which to revitalize our Historic District, the first thing that comes to mind is the aesthetic appeal. The purpose of this Code is to provide a practical method by whereby buildings or structures, which diminish property values or detract from the appropriate appearance of the Jonesboro Downtown Historic District, may be required to repair. The Downtown Historic District is deemed by the City of Jonesboro to require supplemental regulations because of its special economic importance.</p> <p>Within this code amendment, we have defined the general duties and responsibilities of owners within both the H-1 &amp; H-2 Districts. In addition, we set forth the notification of violations and the penalties.</p> <p>After discussion amongst both the DDA &amp; the Historic Preservation Commission, the final draft will be submitted to City Council for approval from Mayor &amp; Council.</p>			
<b>Fiscal Impact</b> <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
<b>Exhibits Attached</b> <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> <ul style="list-style-type: none"> <li>ARTICLE_II.___MAINTENANCE_AND_APPEARANCE</li> <li>JonesboroZoningMapFeb13 2017 (002)</li> </ul>			
<b>Staff Recommendation</b> <i>(Type Name, Title, Agency and Phone)</i> <b>Discussion</b>			

FOLLOW-UP APPROVAL ACTION (City Clerk)		
<b>Typed Name and Title</b> Ricky Clark, City Manager	<b>Date</b> August, 3, 2017	
<b>Signature</b>	<b>City Clerk's Office</b>	

### ARTICLE III. - MAINTENANCE AND APPEARANCE OF HISTORIC PROPERTIES

#### Sec. 43-1. - Purpose.

It is the purpose of the provisions of this Code to provide a practical method whereby buildings or structures, which diminish property values or detract from the appropriate appearance of the Jonesboro Downtown Historic District, may be required to be repaired. The downtown historic district is deemed by the City of Jonesboro to require supplemental regulations because of its special economic importance. This area is deemed to constitute an "overlay zone" The provisions of this Code are cumulative, and in addition to any other remedy provided by law, including the current editions of standard codes adopted by the City of Jonesboro.

#### Sec. 4-21. - Scope.

The provisions of this Code shall apply to all commercial buildings or structures whether occupied or vacant within the designated area. The city manager or his designee shall be responsible for carrying out the provisions of this article.

#### Sec. 4-22. - Boundaries of the Jonesboro Historic District

The boundaries and parcels of the Jonesboro Historic District shall be the same as the H-1 & H-2 Jonesboro Historic Overlay District.

#### Sec. 4-23. - General duties and responsibilities of the owner.

It shall be the duty and responsibility of the owner to ensure that buildings and structures affected by this article are maintained and repaired per the following:

- (a) The exterior of the structure is to be maintained in good repair. In general, the term good repair shall mean that the structure(s) shall be free from broken glass from exposed windows; failed, failing or unattached gutter systems; failed or failing exposed wood elements that are either an architectural feature, a structural element, or placed on the structure for some other purpose; and/or other failed or failing plastic, metal, brick, stone or other building materials found on the exterior of the structure(s).
- (b) All structures and decorative elements of building fronts, sides and rears shall be repaired or replaced in a workmanlike manner to match as closely as possible the original materials or as approved.
- (c) Structures at the rear of buildings, attached or unattached to the principal structure, which are structurally deficient, shall be repaired or demolished upon approval.
- (d) All extraneous elements on building walls and roofs and surrounding premises which serve no useful or aesthetic purpose, such as empty electrical or other conduits, unused sign brackets, etc., shall be removed.
- (e) If the building is used for storage, the contents shall be masked from view of the public from the street right-of-way, public parking lots, or pedestrian corridors.
- (f) If the building is unoccupied, the owner shall cause the building to be maintained in such a way as to prevent it from looking abandoned. In general, it is the intent of this paragraph to cause the building to blend in with other occupied buildings within the immediate area. In addition, the building shall remain broom clean with all debris and other waste removed from inside the building.

- (g) The owner shall also be responsible for compliance with other sections of the City Code as they relate to nuisances and the abatement of nuisance conditions.

Sec. 4-24. - Specific duties and responsibilities of the owner.

- (a) *Walls.* In the event that a wall of a building has become exposed as a result of demolition of adjacent buildings, all doors, windows, vents or other similar openings exposed by the demolition must be either restored or closed. It shall be the responsibility of the property owner or agent causing the exposure of the wall to make required repairs and bring the building into compliance. Additional work required and time schedule allowed shall be the following:
- (1) The removal of any protruding or loose materials.
  - (2) The owner or agent causing the exposure shall submit an application and schedule for compliance to the city within sixty (60) days of demolition.
- (b) *Windows.* In general, all windows shall be in good repair. For the purpose of this section, the term good repair shall mean that windows are tight fitting and have sashes of proper size and design. In addition, sashes with rotten wood, broken joints, or broken or loose mullions shall be replaced. Good repair shall also mean that exposed wood is sealed or otherwise protected and that the window is free of broken or cracked glass. For windows that are four (4) square feet or larger and are broken, the following rule shall apply:

A glass pane is not required to be replaced, if the largest single portion of the pane which is free of cracks, is eighty (80) percent or greater of the total surface area of the glass pane.

- (1) *First-floor.* Existing windows shall be maintained as windows, complete with sills, lintels, frame and glass, unless changes are specifically approved by the design review board.
- (2) *Upper floor(s).* Existing windows may be closed as approved by the design review board.
- (3) *Signage and display windows.* The following regulations shall apply to window advertising and/or display window space:
  - a. No more than twenty-five (25) percent of a storefront window may be covered by advertising signs. This restriction shall not apply to signs permanently painted on or etched into the window that serve as the business' identification sign.
  - b. The interior area of enclosed display window space(s) shall be maintained in a manner free of dirt, debris and clutter. If the display window space is not enclosed, the area measured from the bottom of the window to twenty-four (24) inches inside the building shall be considered the display window space.
  - c. Temporary signage shall not be placed on the exterior of any building or structure. All temporary signage must be on the inside of the window and shall be considered when calculating the twenty-five (25) percent allowance for window signage. For the purpose of this section temporary signage shall be defined by the city zoning code and/or the design guidelines.
  - d. All other signage shall be in conformity with the city zoning code and/or the design guidelines.
- (4) *Allowable exceptions.* The following exceptions for window treatments are available if approved by the Historic Preservation Commission.
  - a. *Upper story windows.*
    1. Use of inoperable glass inserts.
    2. Use of painted wooden shutters.
    3. Use of public art.
    4. Other options as approved.

- b. *Alley windows.*
  - 1. Use of painted wooden shutters.
  - 2. Other options as approved.
- c. *Back streets.*
  - 1. Use of painted wooden shutters.
  - 2. Other options as approved.
- (c) *Protection of exterior surfaces and facades.* All exterior surfaces which require painting or sealing to protect the underlying surface(s) from deterioration shall be so painted or sealed. As a matter of regulation, when twenty-five (25) percent or more of the aggregate exterior surface of any wall face has peeling or flaking paint the entire area shall be repainted. An exception to this regulation may be granted by the city where the owner or owner representative, as a matter of design maintains the underlying paint, advertising sign or art work in a satisfactory manner.
- (d) *Advertising structures, signs, and awnings.* All advertising structures and awnings and their accompanying supporting members shall be maintained in good repair and shall be in compliance with the development codes for the city. Non complying signs, billboards, marquees, or awnings shall, together with their supporting members, be removed. It is the intent of this section, to cause the removal of all abandon or damaged signs or like structures within the H-1 & H-2 District.

For awnings or marquees which are made of cloth, plastic or similar material, such awnings, or marquees shall be maintained so as not to show evidence of excessive tearing, ripping, and unsightly conditions. For the purpose of this section, excessive tearing shall be defined as a tear in excess of six (6) inches in length. In the event that the awning covering has been removed, the supporting members may remain in place for a period not to exceed four (4) months if the intent is to replace the covering.

- (e) *Cornices.* All cornices shall be structurally sound and maintained/protected. Rotten or weakened portions shall be removed and/or replaced to match as close as possible the original patterns as approved by the design review board.
- (f) *Downspouts.* Sheet metal gutters and downspouts shall be functional, replaced or repaired as necessary and shall be properly located and securely installed.

#### Sec. 4-25. - Notice of violation and penalties.

Any violation of the provisions of this article is hereby declared a public nuisance and shall be corrected or abated as required by this article. Further, violation(s) of this article shall be subject to the provisions of this Code governing such nuisances, including reimbursing the city for any costs incurred in removing, abating or remedying said nuisance. When an owner is found to be in violation of this article, the city may serve upon such person a written notice stating the nature of the violation.

Within thirty (30) days from the date of receipt of the notice of violation, the owner shall submit to the city a plan for the satisfactory correction of the violation - which shall include acceptable milestones and other remedies to abate the violation. Within two (2) weeks of submittal, the city shall review the correction plan and respond in writing to the owner of its acceptance, rejection, or recommended modification(s) to the plan.

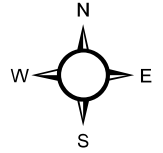
Upon acceptance of the plan by the city the owner shall abate the public nuisance in a manner consistent with the approved plan. The city's duly appointed official may amend the plan, upon a written request by the owner or the owner's representative. All amendments shall be in writing and upon acceptance by the city shall be made part of the accepted correction plan. A phased schedule approach toward compliance may be acceptable. However, if a phased schedule approach is proposed it shall not exceed thirty-six (36) months from the date of acceptance by the city.




# City of Jonesboro Georgia
















This is to certify that this is the Official Zoning Map referred to in  
Section of Ordinance 2015-06 of the  
City of Jonesboro, Georgia

February 13, 2017



## Zoning Classifications

 Jonesboro Boundaries

-  A Assembly Rights
-  H Historic Residential
-  AH Historic Residential and Assembly Rights
-  T Tara Boulevard
-  County Parcels
-  C-1 Neighborhood Commercial District
-  C-2 Highway Commercial District
-  H-1 Historic District
-  H-2 Historic District
-  M-1 Light Industrial District
-  O-I Office and Institutional District
-  R-2 Single Family Residential District
-  R-4 Single Family Residential District
-  R-C Cluster Residential District
-  RM Multifamily Residential District

Official Adoption Date: September 12, 2016

Joy B. Day, Mayor \_\_\_\_\_

Ricky L. Clark, Jr., City Administrator \_\_\_\_\_

Steve Fincher, City Attorney \_\_\_\_\_

Addresses and parcel boundaries are based on data provided by the Clayton County Tax Assessor's Office. The City of Jonesboro is not responsible for any errors or omissions and is guaranteed by the City of Jonesboro to be accurate.

Packet Pg. 13