



**CITY OF FOREST PARK
DEVELOPMENT AUTHORITY REGULAR MEETING**

Wednesday, December 1, 2021, at 5:30 PM
City Hall-Council Chambers

Website: www.forestparkga.gov
Phone Number: (404) 363.2454

ECONOMIC DEVELOPMENT
745 Forest Parkway
Forest Park, GA 30297

AGENDA

Lois Wright, Chairwoman
Pamela Lake, Vice Chairwoman
Eliot Lawrence, Secretary
Hector Gutierrez, Member
Alvin Patton, Member
Trudy Smith, Member
Felicia Davis, Member

MEETING NOTICE:

*This meeting is accessible to the public or media via web.
For in person attendance, CDC requirements of Masks and Social Distancing will be adhered.*

To join the meeting via Zoom:

<https://zoom.us/j/96431940317?pwd=N2tiV0NacXdJZTBCEVFsdFZBMnUxZz09>
Dial in: 1-929-205-6099 **Meeting ID:** 895 4031 2234 **Passcode:** 761492

CALL TO ORDER/WELCOME:

ROLL CALL:

APPROVAL OF MINUTES

1. Approval of proposed DA Meeting Minutes from October 27, 2021

OLD BUSINESS:

2. Economic Development Department Update
3. Demolition Update

NEW BUSINESS:

4. Facade Grant Applications

5. Main Street Remodel
6. Member Headshots
7. Intergovernmental Agreement

EXECUTIVE SESSION: (required to discuss Personnel, Litigation or Real Estate issues)

ADJOURNMENT:

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 404-366-1555.



**CITY OF FOREST PARK
DEVELOPMENT AUTHORITY REGULAR MEETING**

Wednesday, October 27, 2021, at 5:30 PM
City Hall-Council Chambers, Virtual Meeting Via Zoom

Website: www.forestparkga.gov
Phone Number: (404) 363.2454

ECONOMIC DEVELOPMENT
745 Forest Parkway
Forest Park, GA 30297

MINUTES

Lois Wright, Chairwoman
Pamela Lake, Vice Chairwoman
Eliot Lawrence, Secretary
Hector Gutierrez, Member
Alvin Patton, Member
Trudy Smith, Member
Felicia Davis, Member

MEETING NOTICE:

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For in person attendance, CDC requirements of Masks and Social Distancing will be adhered.*

CALL TO ORDER/WELCOME:

Chairwoman, Lois Wright, called the Regular Meeting for the Development Authority to order at 5:30 PM

ROLL CALL:

Present:

Lois Wright, Chairwoman
Eliot Lawrence, Secretary
Hector Gutierrez, Member
Alvin Patton, Member
Trudy Smith, Member
Felicia Davis, Member

Absent:

Pamela Lake

Also Present:

Bruce Abraham, Economic Development Director
Kirby Glaze, DA Attorney
Kisha Bundridge, Board Coordinator

APPROVAL OF MINUTES:

1. Alvin Patton made a motion to approve the Development Authority Regular Meeting Minutes from September 23, 2021, as is.
Eliot Lawrence seconded.
Roll call for approval. Approved unanimously

OLD BUSINESS:

2. Economic Development Department Update

Bruce Abraham, Economic Development Director explained that Zaxby's is still struggling with their ever-changing architectural plans. They are in discussions with James Shelby, Planning, Building & Zoning Director to work out some of the specifics. Zaxby's is committed to closing soon.

Mr. Abraham also shared that the Development Authority is the supporting agency for the REBA grant, which has been gotten \$600,000 from the city and \$300,000 from the Department of Transportation for the Rateree Road extension. The Rateree Road extension will open into Forest Parkway and will be a great relief for that area. It is expected to be completed by Thanksgiving. We will conduct a traffic study to keep the area safe.

Lois asked if MARTA would be increasing their presence due to the expansion in Ft. Gillem. Bruce Abraham explained that we are in discussions with MARTA to convince them about the new growth in the area, the new jobs, the road expansion and the need for them in the area.

Bruce Abraham then explained that the Façade Grant is still underway. We should have two new proposals to bring before the board soon, but we have learned that there is a lot of resistance to apply for the Façade Grant because some business owners find it difficult to come up with upfront money to retain a contractor.

The Façade Grant is currently set up as an 80% / 20% matching grant. The DA pays 80% of the project cost, up to \$25,000.00, and the business owner pays %20. Lois Wright said she didn't recall that the grant program was set up that way, and she would have wanted to make the grant more accessible to business owners by not making them have to pay to receive a grant. Bruce Abraham proposed that we offer half of the total project cost, up to \$12,500 up front after the project is approved to cover retaining a contractor and getting the project started.

Felicia Davis wanted to explore having business owners contribute their part up front as opposed to receiving grant money first or imposing a nominal fee to those who require upfront money so that they are investing something into the project.

Trudy Smith suggested making the business owner responsible for half of their portion up front and then the balance of their portion at the end of the project.

Bruce explained that there are a lot of reasons people are hesitant to pursue applying for the grant. There are always strings attached that are not always so easy to overcome. Many people are not accustomed to dealing with contractors, finding and managing contractors, some don't have the out of pocket money to invest, some don't know

what they would want to do or how to go about doing it, while others are suspicious about the government wanting to help. It has been a real effort to get this started.

Kirby Glaze, DA Attorney, suggested that we change the policy to say that we can loan up to half of the grant at outset, and as long as they comply with everything, the loan is forgiven. If not, we've now got a promissory note for the loan amount. It can be added as a provision.

Felicia Davis said that if the money being offered wasn't enough, isn't there another way to incentivize people to beautify their property, for example by creating ordinances they must comply with.

Bruce Abraham and Kirby Glaze explained that the city has a code of ordinances and an overlay that is very restrictive, but we cannot impose new ordinances on existing businesses. Lois explained that we want the city to evolve and raise up. She said we want to help the community.

Eliot Lawrence made a motion to allow the Façade Grant recipients to get half of the granted money up front to get their project started.

Hector Gutierrez seconded.

Roll call for approval.

Trudy Smith was opposed.

Motion approved.

Felicia Davis suggested the information about the Façade Grant opportunity be shared in a group setting. Lois Wright said we could invite the business owners and contractors and Bruce Abraham to present the Facade Grant.

3. RFP Update

At the September 23, 2021, Development Authority meeting, Bruce Abraham made a recommendation to the board that they use Haddow Company for the Requests for Proposals for the Main Street property development. The board voted to move forward with that recommendation. Once they started the process, it became evident that Haddow Company intended to go about the work using a long proposition that was contrary to what they described in their proposal. This process would be much more timely and costly.

Trudy Smith made a motion to table the RFP discussion until Dr. Cooper was asked about using the city's procurement department.

Hector Gutierrez seconded.

Roll call for approval. Approved unanimously.

Felicia Davis made a motion to amend the motion to include authorizing the Economic Development Department to proceed with the RFP process.

Hector Gutierrez seconded.

Roll call for approval. Approved unanimously.

NEW BUSINESS:

4. Update and Changes on 771- 775 Main Street Remodel

Bruce Abraham shared that the final piece, the deck for the food pavilion is still causing a problem. The contractors have not been able to locate any good solid ground to put the posts in, even after digging 6 feet down. Lois asked if this was something we could have known ahead of time. Bruce Abraham explained that this issue was not foreseeable. They are working diligently to come up with a solution.

We should expect some change orders as the contractors try different things to make the pavilion possible.

5. Demolition Estimates

Bruce Abraham shared that he had asked Procurement Director, Girard Jeter for five demolition experts to get proposals from. Two of those demolition experts responded with proposals. One proposed \$169,000 and the other, \$79,000. The difference between the two is that the company proposing \$169,000 would be contracting the job out to someone else.

Felicia Davis added that she was familiar with the second company, Kissberg Construction, and they do excellent work.

Trudy Smith asked about debris removal as she did not see it listed in the proposal. Bruce Abraham explained that debris removal would be in the scope of work and that he would of course confirm that before going not contract.

Eliot Lawrence made a motion to accept the contract from Kissberg Construction.

Hector Gutierrez seconded.

Roll call for approval.

Felicia Davis recused.

Trudy Smith opposed.

Motion approved.

6. By Laws

Lois Wright said that she was very pleased with the job Mr. Glaze did on the Bylaws.

Mr. Glaze said that he hadn't gotten any questions on the proposed Bylaws, so he recommends they be approved as distributed.

Alvin Patton made a motion to accept the proposed Bylaws.

Felicia Davis seconded.

Roll call for approval. Approved unanimously.

EXECUTIVE SESSION: (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

Trudy Smith made a motion to enter Executive Session at 7:02 PM.

Felicia Davis seconded.

Roll call for approval. Approved unanimously.

Trudy Smith made a motion to end Executive Session and resume the Regular Meeting at 7:08 PM.

Felicia Davis seconded.

Roll call for approval. Approved unanimously.

ADJOURNMENT:

Trudy Smith made a motion to adjourn the Regular Meeting for the Development Authority at 7:08 PM.

Felicia Davis seconded.

Roll call for approval. Approved unanimously

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 404-366-1555.



Forest Park Facade Grant Application

Applicant Information:

Applicant Name: Erica Dixon

Co-Applicant Name (if property is owned by another): _____

Business Name: Hessle Boutique + Showroom

Business License Number: _____

Street Address: 938 Main St. City: Forest Park State/Zip: Ga. 30297

Cell Phone #: 470-428-6118 Alternative Phone #: _____

Email: _____

Project Description:

Please provide a general description of your project. Include all estimates, drawings, and plans with application.

Renovation of front of building including replacing windows and updating structure to a commercial look.

If the building is currently not in use, what is the proposed use for the building?

Retail clothing store



Costs & Expenses

What is the estimated cost for the building improvements? Please include supporting estimates documentation.

\$ 79,622.00

Will you request prepayment of partial funds to begin the project? _____

Grant amount requested: \$ 25,000.00

Applicant Acknowledgement:

I Erica Dixon acknowledge that the information contained in this application is true and accurate.

I, the undersigned, understand that the façade grant must be used for the project described in this application. I have read and agree to abide by the required guidelines of the Forest Park Façade Grant program. I will adhere to the decision of the Development Authority. I understand that improvements funded by the Development Authority must be maintained for a period of at least three years. I understand that if approved, I will not be eligible for the façade grant for three years once grant funds are disbursed.

Applicant Signature: [Signature]

Co-Applicant Signature (if applicable): _____

Date: 10/20/21

FOR OFFICE USE ONLY

Reviewed by: Danita Hamid Date Reviewed: 11/1/2021

Project Type (Major or Minor Improvement): Major - redoing front of store

Date Presented to DA: _____ Date Approved: _____

Amount Approved: \$ _____ Required Completion Date: _____

Notes: Confirmed business license w/ Finance - active + current

UP Architecture and Construction

247 Sumac Trail
Woodstock, GA 30188 US
office@upatlanta.com
uparchitectureandconstruction.com

Item #3.



Estimate

ADDRESS
Erica Dixon
ESTIMATE
DATE
1052
09/07/2021

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Demolition	Front of Building-Dumpsters-Plastic	1	9,000.00	9,000.00
Door and Frame	4 windows and Door	1	15,000.00	15,000.00
Insulation	Board-Insulation	1	3,300.00	3,300.00
Electric	Remove and install all electric	1	2,300.00	2,300.00
Framing	Build Metal stud frame	1	12,000.00	12,000.00
Brick	Veneer Brick	1	12,000.00	12,000.00
Roof	Re do front roof	1	7,000.00	7,000.00
Paint	Interior Paint and Exterior paint	1	4,000.00	4,000.00
Gutters	Flashing and Gutters	1	2,800.00	2,800.00
Construction Management	18%	1	12,222.00	12,222.00

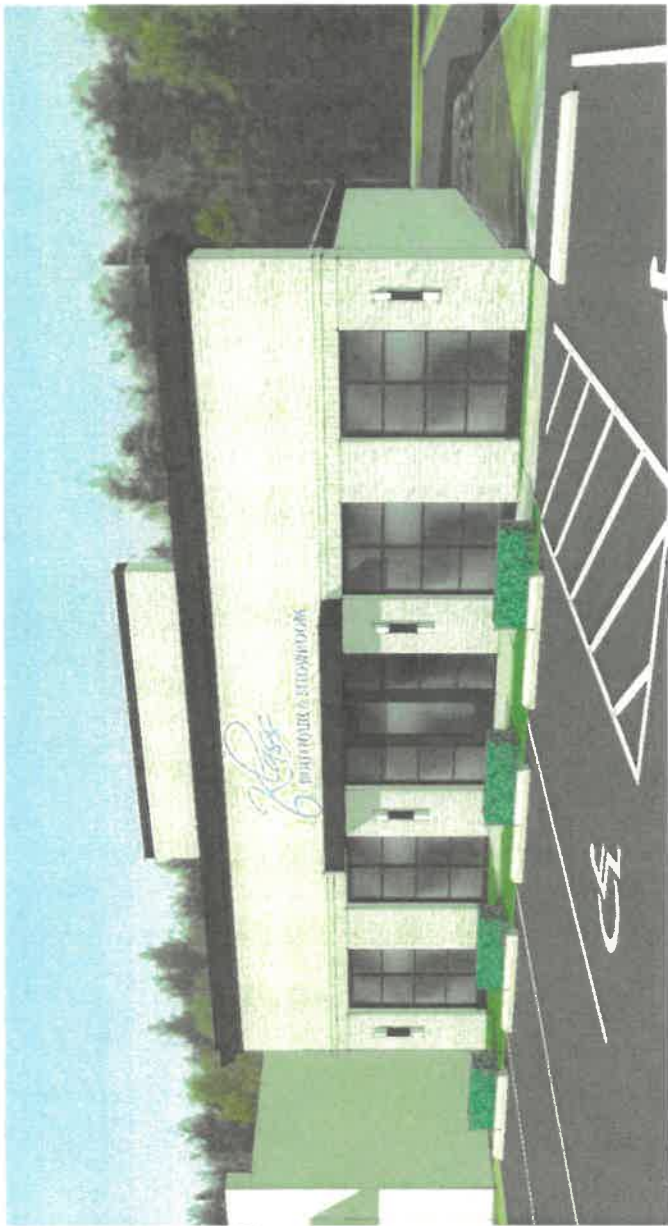
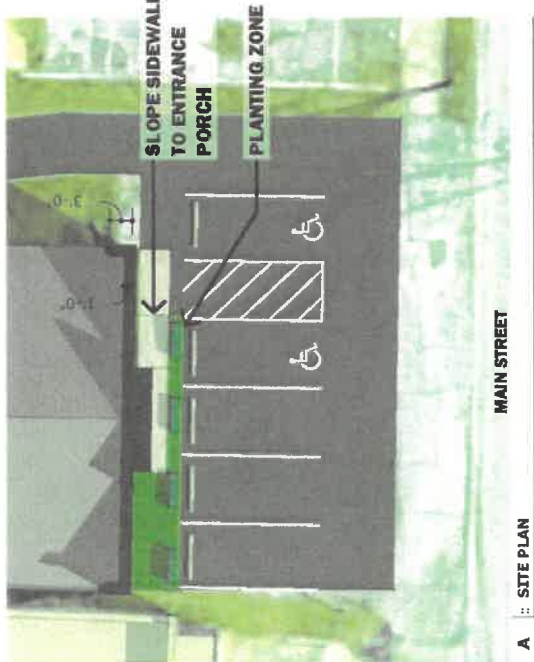
Disclaimer: This estimate is an approximation is based on information provided from the client regarding project requirements. Not include any damaged on the existing structure .Not include any light fixtures. Not include plumbing.

TOTAL

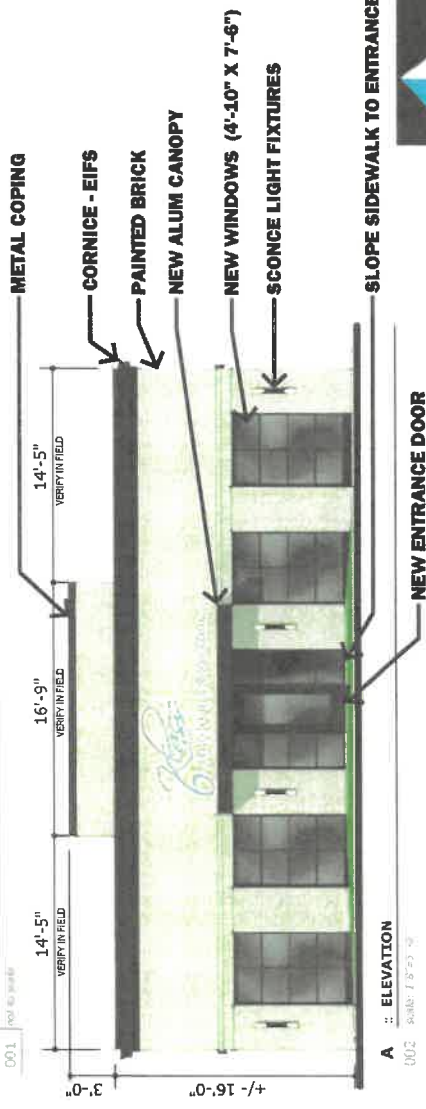
\$79,622.00

Accepted By

Accepted Date



A :: VIEW
SCALE: 1/8" = 1'-0"



CONCEPT | DESIGN

938 MAIN STREET, FOREST PARK, GEORGIA

February 23, 2021

SK-1

A01

Item #3.

Danita Hamid

From: Rhonda Whitehead
Sent: Monday, November 01, 2021 12:39 PM
To: Danita Hamid
Subject: RE: Klass Boutique & Showroom - 938 Main Street

Hello,
Yes ma'am she is active & current.

From: Danita Hamid <DHamid@forestparkga.gov>
Sent: Monday, November 1, 2021 11:48 AM
To: Rhonda Whitehead <rwhitehead@forestparkga.gov>
Cc: Dawna Hill-Topps <dtopps@forestparkga.gov>
Subject: Klass Boutique & Showroom - 938 Main Street

Hi Ms. Rhonda,

Could you please let me know the status of the business license for Klass Boutique on 938 Main Street? They applied for a façade grant and they didn't put their business license information so I'd just like to confirm that they have an active license.

Thanks!

Danita Hamid

Project Manager
Camera Ready Contact
Economic Development Department
City of Forest Park
Office:404-363-2454 Cell: 470-542-6286
DHamid@forestparkga.gov

Forest Park Facade Grant Application

Applicant Information:

Applicant Name: Gregory Geralt Fievet

Co-Applicant Name:

Business Name: Cookiegrams of Georgia

Business License Number: 0737-2018

Street Address: 1124 Main Street

Cell Phone #: 404-363-4438 Alternative Phone #:

Email: saks@cookiegramsofga.com

Project Description:

Please provide a general description of your project. Include all drawings and plans with application.

- Fix Leaks in windows
- Add a new metal awning
- Paint in a new color the Facade
- Remove the Front landscape and redesign a new one

If the building is currently not in use, what is the proposed use for the building?

Costs & Expenses

What is the estimated cost for the building improvements? Please include supporting documentation with application.

\$39,176⁰⁰

Grant amount requested: \$ 25,000⁰⁰

.....

Applicant Acknowledgement:

I Gregory Fievet acknowledge that the information contained in this application is true and accurate.

I, the undersigned, understand that the façade grant must be used for the project described in this application. I have read and agree to abide by the required guidelines of the Forest Park Façade Grant program. I will adhere to the decision of the Development Authority. I understand that improvements funded by the Development Authority must be maintained for a period of at least three years. I understand that if approved, I will not be eligible for the façade grant for three years once grant funds are disbursed.

Applicant Signature: Gregory Fievet

Co-Applicant Signature: _____

Date: 11/22/2021

FOR OFFICE USE ONLY

Reviewed by: Danuta Hamid Date Reviewed: 11/22/2021

Project Type (Major or Minor Improvement): _____

Date Presented to DA: _____ Date Approved: _____

Amount Approved: \$ _____ Required Completion Date: _____

Notes: emailing plans

UP Architecture and Construction

247 Sumac Trail
 Woodstock, GA 30188 US
 office@upatlanta.com
 uparchitectureandconstruction.com

**Estimate**

ADDRESS
 Greg Graham

ESTIMATE 1057
 DATE 10/03/2021

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Awning	40'x4' Flat Metal with rod supports	1	12,800.00	12,800.00
Paint	Facade paint labor and material	1	3,500.00	3,500.00
Window	Repair and seal windows	1	2,500.00	2,500.00
Design Plus	Render and Existing layout	1	3,900.00	3,900.00
Landscape Plus	Remove trees and bushes and redesign	1	10,500.00	10,500.00
Construction Services	18% Project Management	1	5,976.00	5,976.00
TOTAL				\$39,176.00

Accepted By

Accepted Date

sales@cookiegramsoftga.com



COOKIEGRAMS OF GEORGIA

1124 MAIN ST. FOREST PARK, GA 30297

LOCATION MAP



PROJECT DATA

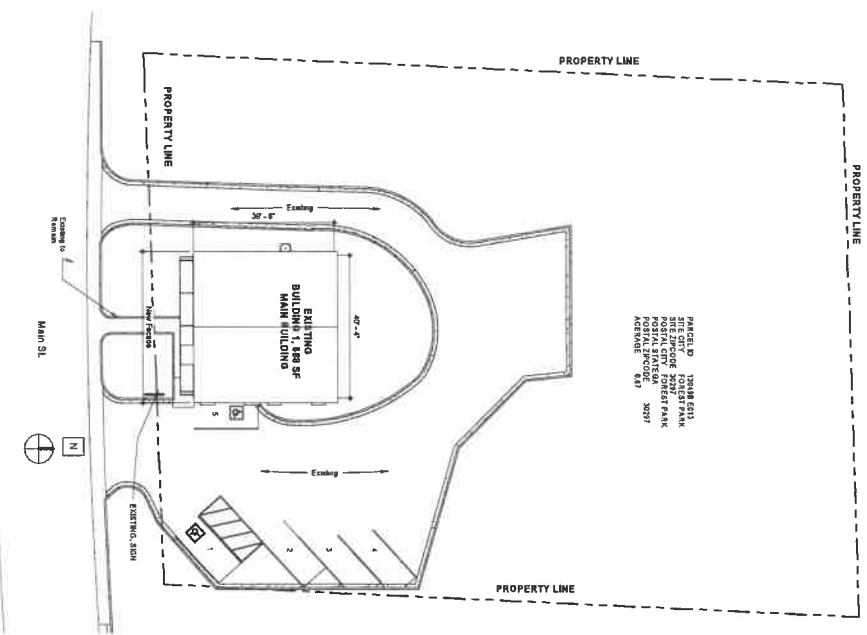
CONTACT PROJECT NAME & ADDRESS 1124 Main St Forest Park, GA 30297 404-875-1991 info@cookiegrams.com www.cookiegramsofgeorgia.com	ARCHITECT CROOK/UTER 4640 Peachtree Dunwoody Ave, Suite 100 Atlanta, GA 30340 404-252-1000 crook@crookuter.com www.crookuter.com
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SCOPE OF WORK:

PROJECT DESCRIPTION: INTERIOR RENOVATION, NEW FINISHES AT EXISTING BUILDING - NEW METAL CLADDING BUILDING IN USE. THE OUTDOOR BUILDING - PARKING AND EXISTING ASPHALT TO EXAMIN.

SIGN NOTES:

PROVIDE A SIGN FOR NON-SMOKING BUILDING



2 ARCHITECTURAL SITE PLAN
SCALE: 1/16" = 1'-0"



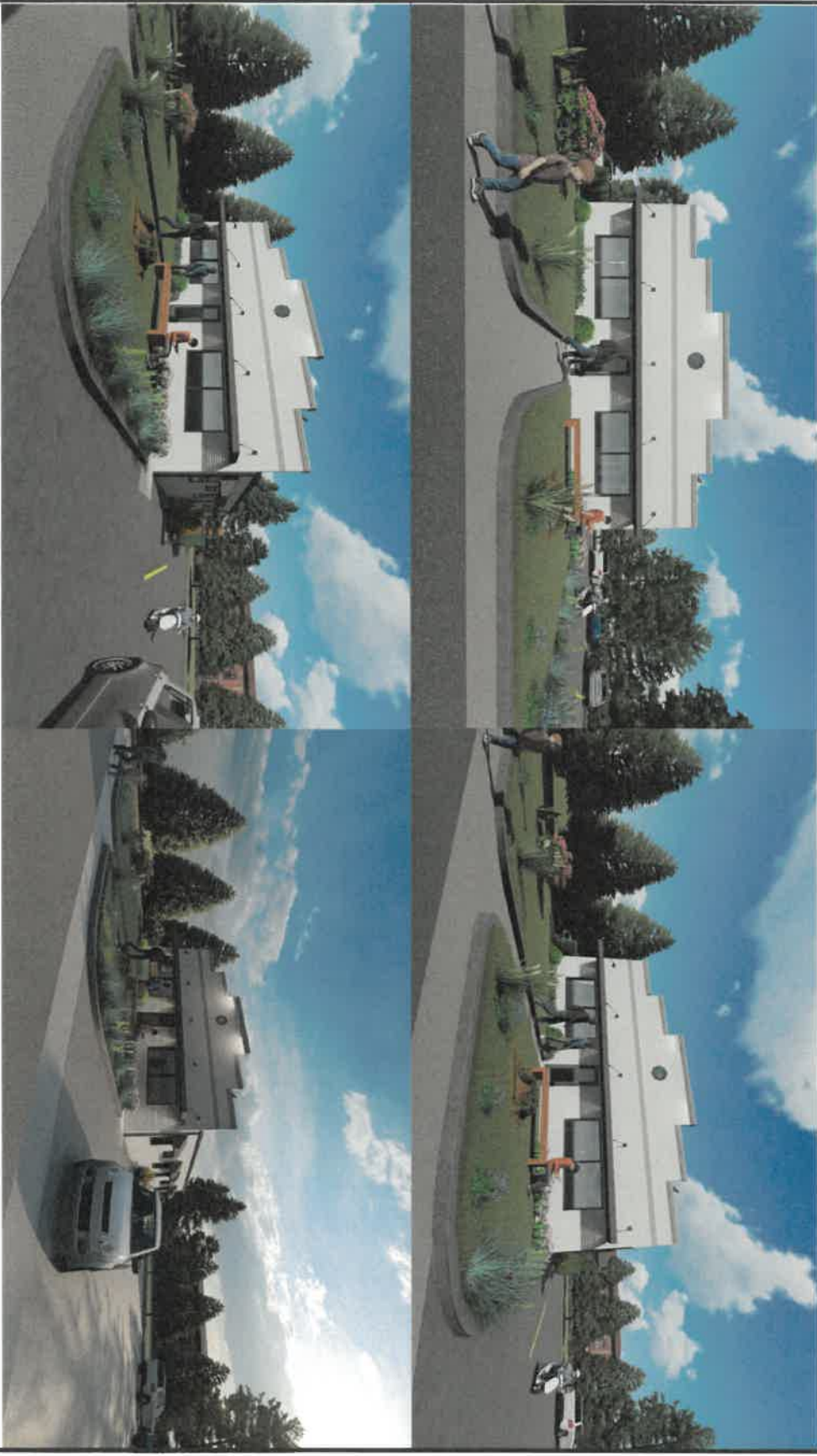
1124 Main St. Forest Park, GA 30297

SHEET TITLE COVER

A0

NO FOR CONSTRUCTION

E
D
C
B
A



SCALE

DATE # REVISION #



PROJECT
Cookiegrams of Georgia

1124 Main St. Forest Park, GA 30297

SHEET TITLE
Renders

SHEET #
A1

NO FOR CONSTRUCTION



1524



PROJECT
 Cookiegrams of Georgia

1124 Main St. Forest Park, GA 30297

SHEET TITLE
 Renders

SHEET
A2

NO FOR CONSTRUCTION

PHILIPPE CONTRACT

771-775 MAIN ST.

#1

Item #4.

COMMERCIAL DESIGN AGREEMENT

#1 DESIGN \$16,792.00

#2 BUILD

\$92,775.00

\$109,567

CHANGE #1 \$24,150

\$133,717

This CONTRACT AGREEMENT ("Contract") is made on March _____, 2021, by and between the Development Authority of the City of Forest Park ("Owner") and Up Architecture and Construction ("Contractor").

A. Contractor wishes to enter into the following Contract with the Owner to furnish a design to the project located at 751 and 771 Main Street, Forest Park, Georgia 30297 ("Project") as generally described in Exhibit A, Scope of Work, pursuant to plans dated March 15, 2021, drawings dated March 2021, and specifications dated March 2021 (together with Exhibit A, all changes and addendums: "Project Documents"), prepared by Contractor. This Contract includes, by reference, all terms and conditions, and all other documents listed in this Contract and modifications issued after execution of this Contract.

B. Owner has made available to Contractor all of the Project Documents, and Contractor has agreed to be responsible for obtaining copies pertinent to its work; an

C. The Project Documents have been carefully examined by Contractor, its agents and representatives. Contractor agrees the Project Documents are complete and accurate as to all work to be performed by the Contractor. Contractor assumes all responsibility for any part of the Project Documents that are incomplete or inaccurate.

I.

TERMS AND CONDITIONS RELATING TO CONTRACTOR

1. Contractor shall furnish all labor, material, skill and equipment necessary or required to perform all the design for the Project as follows:

Contractor to provide all drawings as required in the Project Documents.

Contract price shall be (including all taxes and permit fees): \$ 16,792.00

Contractor shall be paid as follows: Four equal installments of \$4,198 payable as follow:

- \$4,198.00 payable with the initial notice to proceed.
- \$4,198.00 payable within 30 calendar days of date of commencement of the project
- \$4,198.00 payable 60 calendar days of date of commencement of the project
- \$4,198.00 payable 90 calendar days of date of commencement of the project

2. Contractor shall pay for all materials, labor and equipment used in, or in connection with the performance of this Contract when such bills or claims become due and to indemnify and hold harmless the Project and Owner from all claims and mechanic's liens and to furnish satisfactory evidence to Owner, when and if required that the

EXHIBIT A
SCOPE OF WORK

Redevelopment of Main Street Buildings
771 Main Street and 751 Main Street, Forest Park, GA
-See aerials attached

1. Paint both buildings on four sides in white and make black trim (no repaint of aluminum)
2. Tear down overhangs on both buildings; tear down vinyl extensions on side of roof on one. Clean up beneath overhangs areas
3. Build awning on front of both buildings the length of the building and approx. five feet wide. Hang awnings from buildings with metal hangers
4. Paint metal steps black in back of both buildings
5. Build wooden deck between buildings that protrudes into parking lot and runs down to railroad tracks. Make larger deck area in back of buildings facing RR tracks for restaurant customers. Deck may be elevated above utility boxes in back.
6. Remove block wall at edge of parking lot towards North Lake Drive.
7. Put small plantings on both sides of parking lot.
8. Fix curb at corner of building and parking lot next to park.
9. Clean up and remove waste materials and rocks around buildings and stump in back

Bruce Abraham
Economic Development Director
Forest Park, GA
babraham@forestparkga.org

CHANGE ORDER # 1 REBUILD BLDG FRONT

Item #4.

UP Architecture and Construction

247 Sumac Trail
Woodstock, GA 30188 US
office@upatlanta.com
uparchitectureandconstruction.com



INVOICE

BILL TO
Bruce Abraham
Development Authority of Forest Park
Forest Park, Georgia 30297

SHIP TO
Bruce Abraham
Development Authority of Forest Park
785 Forest Park
Forest Park, Georgia 30297

INVOICE 1015
DATE 04/08/2021
TERMS Due on receipt
DUE DATE 04/08/2021

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Electric	Wire to circuits ,4 wall packs,10 new lights, sting lights.	1	8,000.00	8,000.00
Framing	East building framing structure from elevation	1	9,500.00	9,500.00
Concrete	East building fill the back side elevation	1	3,500.00	3,500.00
Construction Management	15%	1	3,150.00	3,150.00

BALANCE DUE

\$24,150.00

REBUILD TOP FRONT OF BLDG

CHANGE ORDER # 2 DECK FOUNDATION

Item #4.

UP Architecture and Construction

247 Sumac Trail
Woodstock, GA 30188 US
office@upatlanta.com
uparchitectureandconstruction.com



Estimate

ADDRESS
Bruce Abraham
Development Authority of Forest Park
Forest Park, Georgia 30297

SHIP TO
Bruce Abraham
Development Authority of Forest Park
785 Forest Park
Forest Park, Georgia 30297

ESTIMATE 1060
DATE 11/30/2021
EXPIRATION 12/14/2021
DATE

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Deck	Reserve : Additional foundation work to support deck. City not approve customary foundation because of poor soils. Foundation change solution is acceptable to city.	1	11,903.00	11,903.00

18 HOLES, CONCRETE, GRAVEL, TESTS, → **\$11,903.00**

Accepted By

Accepted Date

- Concrete pad - \$20,000
- wood spans - wout work - too much span
- metal hangers - walls wout hold them
12 = 2 x 105
- wooden feet - need concrete foundation
not protected
- grass is cut
- sand
- Plaza signs??