



May 16, 2013

CITY COUNCIL WORKSHOP/CALLED MEETING

5:00 p.m.

315 W. 2nd Street

Leroy Rogers Senior Center

TIFTON, GEORGIA

CITY OF TIFTON
May 16, 2013
Leroy Rogers Senior Center
315 W. 2nd Street
5:00 p.m.

REGULAR COUNCIL WORKSHOP/CALLED MEETING

DISCUSSION ITEMS

1. Discussion of senior housing project for property located at Tift Avenue and 9th Street – Ward Wight and Nathan Mize
2. Discussion of UGA Salary Study results – Carla Cooper, Representatives of UGA Carl Vinson Institute of Government
3. Update by Tourism Association – Tyron Spearman
4. Discussion of bids for sound and lighting system at Tift Theatre – Steven Henderson
5. Presentation on Leroy Rogers Senior Center – Fran Kinchen
6. Update on notice from GDOT regarding South Tifton Bypass – Larry Riner
7. Resolution providing for Alcoholic Beverage License for Ria Mia Enterprises, LLC, dba Memories located at 2302 US Hwy. 41 N – Rona Martin
8. Resolution providing for Alcoholic Beverage License for Miyo-Deep, LLC, dba “Lil Pantry” located at 1105 Ferrylake Road – Rona Martin
9. Resolution to partner with the Georgia Department of Revenue in an effort to ensure proper payment of sales tax – Rona Martin
10. Discussion of land development code and historic district manual as it relates to signage – Rob Wilmot
11. Information Only – Election of District 11 Officers for 2013-2014 – Rona Martin
12. Discussion of occupational tax – Rona Martin

CALLED MEETING

13. Authorization for City Manger to sign a letter of support by the Georgia Initiative for Community Housing for the proposed housing project at the corner of Tift Avenue and 9th Streets
14. Executive Session to discuss Legal Matters
15. Resolution providing for Executive Session

TIFTON CITY COUNCIL AGENDA ITEM

TO: Tifton City Council
FROM: Larry Riner, City Manager
DATE: 05/15/2013
DEPARTMENT: Management
SUBJECT: Letter of Support for Senior Housing Project



DATE:
Workshop Meeting (x)
Regular Meeting ()
Called Meeting (x)

EXECUTIVE SUMMARY

A local investor has requested a letter of support from the Georgia Initiative for Community Housing for a proposed senior housing project in downtown Tifton.

PROPOSED ACTION

Authorize City Manager of submit a letter of support on behalf of the City Council.

SUPPORTING INFORMATION

Background Information

- Discussed at the 4/18/13 Council Workshop and 5/6/13 Regular Meeting.

Financial Implications

- None

Pros and/or Cons

- Will be a great enhancement to the downtown area and provide much needed senior housing for our area senior citizens.

Implementation

N/A

February 1, 2013

Ward Wight
HRW Development
1059 Triad Court
Suite 12
Marietta, GA 30062

Re: Bobwhite Manor Apartments for seniors 68 units with community facilities new construction located at

Dear Mr. Wight,

Bobwhite Manor Apartments is located within our political jurisdiction and we are designated as a DCA Georgia Initiative for Community Housing Community. There is a lack of quality affordable housing for our senior citizens. We are pleased to put our support behind your proposed senior project.

Bobwhite Manor provides attractive urban housing in support of our revitalization efforts for downtown. The addition of Bobwhite Manor Apartments is part of our effective strategy for providing a base of consumer spending within walking distance of restaurants, fresh produce at the farmers market and other services. It is also used in combination with office and employment centers to provide units near work for the residents, lowering commutes ultimately creating a walkable 24 hour work/play downtown.

Today the Elderly housing demand is greater than the funding available. HRW Development's proposed project is indicative of the community's affordable housing goals and the project meets the objectives of the Community. Bobwhite Manor fits in perfectly into our Urban Redevelopment Plan as well as in the City of Tifton Development Visioning Process and Downtown Master Plan prepared for the City of Tifton.

If you have any questions, please feel free to contact me at 229-391-3937.

Sincerely,

Larry D. Riner
City Manager



TIFTON CITY COUNCIL AGENDA ITEM

TO: Tifton City Council
FROM: Carla D. Cooper, HR Director
DATE: 5/15/2013
DEPARTMENT: HR
SUBJECT: Discussion of UGA Salary Study Results

DATE: 5/16/2013
Workshop Meeting X
Regular Meeting ()
Called Meeting ()

EXECUTIVE SUMMARY

The Carl Vinson Institute/UGA was asked to conduct a job classification and compensation plan to update the study conducted in 2007/2008. The objectives were to develop updated job descriptions for all positions, review and upgrade the current classification system and pay plan, and collect wage survey data and produce a recommended pay plan based on job analysis and wage survey data.

PROPOSED ACTION

To be determined at or after the workshop

SUPPORTING INFORMATION

Background Information

- It has been 5 years since UGA has completed the last salary survey. Salary surveys are necessary to make sure the City of Tifton's pay plan is competitive with the market.
- UGA will present their report and hand out bound copies of the report and a power point presentation

Financial Implications

- UGA will give several proposals for pay plans. FY14 budget will be based on which plan is chosen by Council.
- Is this a budgeted item ____yes or Xno. Not in FY13 budget.

Pros and/or Cons

- Pros for adopting the UGA plan will keep pay for City employees competitive. With the retirement freeze, it is important to keep pay competitive.
- Cons - budget

Implementation

- UGA has completed the study and will now work with staff to determine which pay plan our budget will be able to handle. Lead people will be Carla, Lois and Larry.

TIFTON CITY COUNCIL AGENDA ITEM

TO: Tifton City Council
FROM: Rona Martin
DATE: 05/15/2013
DEPARTMENT: n/a
SUBJECT: Tourism Association Update



DATE: 05/16/2013
Workshop Meeting (X)
Regular Meeting ()
Called Meeting ()

EXECUTIVE SUMMARY

Tyron Spearman will attend the workshop to give an update for the Tourism Association on activities.

PROPOSED ACTION

n/a

SUPPORTING INFORMATION

Background Information

n/a

Financial Implications

- No financial implications.
- _____.

Pros and/or Cons

n/a

Implementation

n/a



TIFTON CITY COUNCIL AGENDA ITEM

TO: Tifton City Council
FROM: Steven Henderson, IT Director
DATE: 05/15/2013
DEPARTMENT: Information Technology
SUBJECT: Tift Theater Light and Sound RFP

DATE: 05/15/2013
Workshop Meeting (x)
Regular Meeting ()
Called Meeting ()

EXECUTIVE SUMMARY

This is to present the City Council with the proposal results from the RFP for the Downtown Tift Theater Light and Sound Systems upgrade project.

PROPOSED ACTION

Staff recommends decline all proposals

SUPPORTING INFORMATION

Background Information

- Of the five vendors that attended the pre-proposal meeting, we received proposals from two of them.
- We are recommending to decline the proposals due to the fact that they are over the budgeted amount or did not meet specs

Financial Implications

- One proposal received was above the budget amount of \$ 40,000.00 and another did not meet specs.

Pros and/or Cons

- We would like to wait until the theater management staff is in place so that they may assist us in the RFP and decision process for these systems.



204 North Ridge Ave
Post Office Box 229
Tifton, Georgia 31793

<http://www.tifton.net>

ELECTED OFFICIALS:

J. G. "JAMIE" CATER, JR.
MAYOR

JOHNNY TERRELL, JR.
VICE MAYOR
DISTRICT 3

MARIANNA KEESEE
DISTRICT 1

CHRISTOPHER PARROTT
DISTRICT 2

JULIE B. SMITH
DISTRICT 4

Department of Information Technology

Steven Henderson Department Head

PH: 229-391-3988 * FAX: 229-391-3900 * e-mail: shenderson@tifton.net

Memo

To: City Council

From: Steven Henderson, IT Director

Cc: Larry Riner, Rona Martin, Fran Kinchen

Re: Tift Theater Light and Sound Request for Proposals

On April 16th, 2013, we held a pre-proposal meeting at the theater. We had five vendors attend. We received proposals from two of those vendors as follows.

After Hours Productions:	Sound Option 1:	\$ 39,695.00
	Sound Option 2:	\$ 31,121.00
	Lights:	\$ 3000.00
IHS Media Group:	Sound:	\$ 47,010.50
	Lights:	\$ 16,935.30

Staff Recommends to reject all proposals on the basis that they are over the estimated budget of \$40,000 for this project or did not meet specs.

We plan to revisit this project after our theater management staff is in place so they will be able assist us with these systems and make recommendations.



Larry D. Riner
City Manager





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DISTRICT 4

Department of Information Technology

Steven Henderson Department Head

PH: 229-391-3988 * FAX: 229-391-3900 * e-mail: shenderson@tifton.net

April 9th, 2013

To whom it may concern:

The City of Tifton is seeking proposals to upgrade our light and sound systems in the downtown Tift Theater to state of the art. This memo is to inform all interested vendors that we will have a pre-proposal meeting at the Downtown Tift Theater; 320 Main St. Tifton, GA 31794 on Tuesday, April 16th, 2013 at 2:00 PM.

We will have a walkthrough of the theater and discuss options for these upgrades. All existing sound and light equipment will be available at the time of the meeting.

A sealed proposal will be requested from each vendor interested and be due in the office of the City Manager; Tifton City Hall 204 N Ridge Ave. Tifton, GA 31794 no later than Wednesday, April 24th, 2013 at 3:00 PM.

Please contact the IT Department at 229-391-3988 or shenderson@tifton.net for any questions regarding this proposal.



Larry D. Riner
City Manager





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Tifton, Georgia 31793

<http://www.tifton.net>

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Department of Information Technology

Steven Henderson Department Head

PH: 229-391-3988 * FAX: 229-391-3900 * e-mail: shenderson@tifton.net

City of Tifton Downtown Tift Theater Light and Sound Systems Upgrades Request for Proposals - General Information

The lighting and sound system upgrades are for a bi-level theater that is approximately 48' wide by 95' deep. The theater has 612 seats with approximately 50 of them being on the 2nd floor balcony. The plans are to use this facility to host any number of events including but not limited to; plays, dance recitals, speeches, debates, meetings, musical concerts, and movie projection.

There is an existing sound system in the facility that is in operating condition. The operating status of accessories such as speakers, monitors, microphones, and headsets is not known and may be determined at the pre-proposal meeting or at specific times before the proposal is due.

There is also an existing light controller system in the facility. The back end controller has been recently upgraded, but it is in need of a comparable control board for the system.

These systems will also need to be maintained periodically and service may need to be provided on short notice in the case of a failure during or before an event.



Larry D. Riner
City Manager



System Specs for the Tift Theatre Proposal

This space is to be outfitted for the purpose of being able to handle rental requirements from dance recitals to live bands.

The existing system is to be removed and old wiring cleared.

The new system should be capable of meeting the following needs:

1. Full distribution of sound capable of 110-db max at the rear of the auditorium.
2. Front of house speaker system is to be center hung.
3. Center Hung High, mid/low Speakers are to be: (2way)
 - A. Bi-amped,
 - B. Black painted (no carpet covered, No particleboard)
 - C. 2 inch long throw horn design
 - D. 15 inch lows.
 - E. System is to have 2 double 18-inch subwoofers black painted mounted under the stage in the orchestra pit area.
 - F. Under and over balcony fill cabinets with 2-8 inch mids and a one-inch horn. (these are full range)
 - G. System is to be processor driven with limit capabilities to protect all speakers
 - H. Balcony cabinets are to be delayed appropriately for distance
 - I. Amplifiers are to match or exceed speaker Max handling.
 - j. Total system is to be equalized through processor or independently through external equalizers.
4. Sound console is to consist of one 24 channel digital console with localized (at stage) control of performers monitors. System should be able to deliver 5 individual stage mixes controllable via stage control surface.
5. System should have two powered floor wedges.
 - a. Horn should be one inch with 12 inch sub/mid
 - b. Black painted (no carpet)
6. At least 20 channels are to be available on stage via floor boxes mounted Downstage left and right and center upstage
7. Snake is to be digital via cat-5 and carry all monitor mixes and stage inputs.

Installer will train and equipment trainees with needed material via books or video. Trainee can then review material and become competent before beginning system operation.

Microphone, Cable and Stand Requirements

(Acceptable Brands of Microphones)

- a. Shure
 - b. Audix
 - c. Sennheiser
 - d. AKG
 - e. Neuman
 - f.
1. Six Professional Vocal mics Wired
 2. Drum mic kit for a 5 piece with 2 overheads
 3. Two guitar mics
 4. Two direct boxes
 5. 24 professional quality Mic cables (soldered ends only)
 6. Eight boom stands
 7. 2 micro boom stands for guitar/bass/keyboard amps
 8. one 8 channel jumper snake extension
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Lighting Console Requirements

One lighting console capable of running all dmx dimmers systems and up to 8 moving lights. Most contain 2 universes



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Department of Information Technology

Steven Henderson Department Head

PH: 229-391-3988 * FAX: 229-391-3900 * e-mail: shenderson@tifton.net

City of Tifton Downtown Tift Theater
Light and Sound System Upgrades
Request for Proposals – Addendum

This is to advise interested parties that there is a \$40,000 dollar ceiling on the proposal. We request that proposals do not exceed this limit.



Larry D. Riner
City Manager



RFP Opening - Tift Theatre Lighting & Sound
 April 24, 2013
 3:00 pm
 Tifton City Hall

Attendees

Name	Address	Phone Number
Chuck Hester	City of Tifton	391-3867
Steven Henderson	City of Tifton	229-391-3988
LARRY RINER	1'	391-3860

Proposals Received

Nick McLellan After Hours Production	Lighting 3,000 Sound opt. 1 31,121.00 opt 2 39,695
IHS Media Group Jim Baker	Lighting 16,935.30 Sound 47,010.50
ASW	NO Bid/Proposal
Davis Music	NO Bid/Proposal
Rutlands Music	NO Bid/Proposal



After Hours Productions
 PO Box 1327
 Tifton, GA 31793
 Nick McClellan
 nick@afterhoursproductions.com
 229-388-6438

Quote

Date: 04/18/2013
 Quote No.: 10025

Bill To:
 Tift Theatre

Qty	Description	Unit Price	Total
1	Roland M-200i 40 Channel Digital Console	\$3,500.00	\$3,500.00
1	Roland S1608 Digital Snakes	\$1,500.00	\$1,500.00
1	Roland Personal Mixers for 5 musicians	\$6,395.00	\$6,395.00
1	50 Foot 16 channel extension snake heavy duty	\$250.00	\$250.00
6	Paraline Powered Line array cabinets	\$1,750.00	\$10,500.00
2	Paraline Powered Subwoofers	\$2,000.00	\$4,000.00
4	Shure Wireless Hand Held Mics	\$2,000.00	\$8,000.00
5	Yorkville Powered Monitors 15 inch sub with 1 inch horn	\$429.00	\$2,145.00
500	Line Level Cable	\$0.21	\$105.00
2	Speaker flyware	\$159.00	\$318.00
8	Rigging Hardware	\$59.00	\$472.00
1	Rental boom lift	\$560.00	\$560.00
10	Dismantle of Old System	\$45.00	\$450.00
1	Installation time	\$1,500.00	\$1,500.00
		Subtotal	\$39,695.00
		Total Amt	\$39,695.00

This is the bid with a powered line array. Electrical connections were not included

Please contact us for more information about payment options.

Thank you for your business.



After Hours Productions
 PO Box 1327
 Tifton, GA 31793
 Nick McClellan
 nick@afterhoursproductions.com
 229-388-6438

Quote

Date: 04/18/2013
 Quote No.: 10026

Bill To:
 Tift Theatre

Qty	Description	Unit Price	Total
2	Yorkville TX4 2 Way Speaker 13 ply baltic burch. 2 inch horn and 15 inch woofer	\$1,400.00	\$2,800.00
2	Yorkville TX9 Subwoofer. Dual 18 inch Sub	\$1,725.00	\$3,450.00
2	Yorkville Power amp ap4040	\$1,070.00	\$2,140.00
1	Yorkville AP6040 Amplifier	\$1,700.00	\$1,700.00
1	Processor for tx biamped speakers	\$1,200.00	\$1,200.00
500	speaker cable	\$0.85	\$425.00
4	Shure Wireless Hand Held Mics	\$400.00	\$1,600.00
1	Roland digital console and Digital Snake	\$5,000.00	\$5,000.00
1	Roland Personal Mixers for 5 musicians	\$6,395.00	\$6,395.00
5	YX12 powered Yorkville speakers	\$429.00	\$2,145.00
1	50 Foot 16 channel extension snake heavy duty	\$250.00	\$250.00
8	microphone cables	\$16.00	\$128.00
1	Rental of Genie boom arm lift	\$560.00	\$560.00
1	Installation	\$1,500.00	\$1,500.00
10	Dismantle of Old System	\$45.00	\$450.00
2	Speaker flyware	\$159.00	\$318.00
4	Dual 31 band equalizers	\$200.00	\$800.00
4	Boom mic stands	\$40.00	\$160.00
4	Speaker couplers	\$25.00	\$100.00
		Subtotal	\$31,121.00
		Total Amt	\$31,121.00

This bid is for a center cluster design

Please contact us for more information about payment options.

Thank you for your business.



After Hours Productions
PO Box 1327
Tifton, GA 31793
Nick McClellan
nick@afterhoursproductions.com
229-388-6438

Quote

Date: 04/18/2013
Quote No.: 10027

Bill To:
Tift Theatre

Qty	Description	Unit Price	Total
1	Maxxim LSC 72 channel Lighting console	\$3,000.00	\$3,000.00
		Subtotal	\$3,000.00
		Total Amt	\$3,000.00

This console lists for 7000

Please contact us for more information about payment options.

Thank you for your business.



IHS Media Group

763 Historic Hwy 441
 Clarkesville, GA 30523

Phone # (706) 839-6941
 Fax # (706) 839-1251
 jim@ihsmediagroup.com

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City Of Tifton
 403 Forrest Ave
 Tifton, Ga 31794

Digital Mixing Console 32 X16	2	2,618.55	5,237.10T
Digital stage box	2	796.95	1,593.90T
Rack for stage boxes	1	345.00	345.00T
Line array speakers	8	1,896.35	15,170.80T
Subs	4	1,137.35	4,549.40T
Fly Bars for line array	2	645.84	1,291.68T
EV Monitor speakers	8	458.57	3,668.56T
EV drum Sub	1	608.35	608.35T
Shure wireless combo w/sm 58/lav	4	726.80	2,907.20T
SM 58 Vocal mics	6	112.01	672.06T
Guitar mics	2	99.76	199.52T
Drum Mic pkg	1	1,794.51	1,794.51T
Audix Micro Boom	3	404.80	1,214.40T
Shure Mini Boundry Mic for floor	4	169.05	676.20T
DI	4	42.16	168.64T
25' Mic cable	24	14.77	354.48T
15' Mic cable	8	13.59	108.72T
50' Mic cable	2	20.37	40.74T
Tall boom Stands	8	68.54	548.32T
Short boom stand	5	71.16	355.80T
Sub snake	4	251.28	1,005.12T
rigging and install supplies		1,500.00	1,500.00T
labor		3,000.00	3,000.00
		Subtotal	\$47,010.50
		Sales Tax (7.0%)	\$3,080.74
		Total	\$50,091.24



IHS Media Group

763 Historic Hwy 441
 Clarkesville, GA 30523

Phone # (706) 839-6941
 Fax # (706) 839-1251
 jim@ihsmediagroup.com

4/21/2013	67
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City Of Tifton 403 Forrest Ave Tifton, Ga 31794

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Blizzard Blade RGBW moving head fixtures	18	579.15	10,424.70T
Elation Lighting Controller for conventional and moving head lights	1	2,711.52	2,711.52T
Hazer	1	1,799.08	1,799.08T
Rigging and install supplies		1,000.00	1,000.00T
labor for lighting install		1,000.00	1,000.00
		Subtotal	\$16,935.30
		Sales Tax (7.0%)	\$1,115.47
		Total	\$18,050.77

TIFTON CITY COUNCIL AGENDA ITEM

TO: Tifton City Council
FROM: Fran Kinchen, Director
DATE: 5/15/13
DEPARTMENT: Senior Services
SUBJECT: Annual Update



DATE: 5/16/2013
Workshop Meeting (X)
Regular Meeting ()
Called Meeting ()

EXECUTIVE SUMMARY

This is an annual update on activities going on at the Senior Center.

PROPOSED ACTION

None.

SUPPORTING INFORMATION

Background Information

To be provided at workshop

Financial Implications

Pros and/or Cons

- none

Implementation

ongoing

TIFTON CITY COUNCIL AGENDA ITEM

TO: Tifton City Council
FROM: Larry Riner
DATE: 05/15/2013
DEPARTMENT: Management
SUBJECT: South Tifton Bypass Announcement



DATE: 05/16/2013
Workshop Meeting (X)
Regular Meeting ()
Called Meeting ()

EXECUTIVE SUMMARY

Announcement Regarding South Tifton Bypass from SR 520/US 82 West to SR 35/US319 East, Tift County

PROPOSED ACTION

FYI Only.

SUPPORTING INFORMATION

Background Information

See attached.

Financial Implications

None at this time.

Pros and/or Cons

n/a

Implementation

n/a



January 17, 2013

Re: PI#0001340, MSL00-0001-00(340), South Tifton Bypass From SR 520/US 82 West to
SR 35/US 319 East, Tift County

Field Survey

Dear Property Owner,

We are requesting your cooperation in our continuing effort to provide a safe and efficient transportation system for the people of Georgia.

Field surveys are scheduled to begin soon in the vicinity of your property for the purpose of gathering the information necessary to design the below referenced project. The survey will also include the identification of streams, wetlands and open waters. GDOT has contracted with the Consultant firm listed below to provide professional services for this project.

During the course of our work, it may be necessary for personnel to enter upon your property as provided for by Georgia Law, Code 32-2-2(9) which states: The Department and its authorized agents and employees shall have authority to enter upon any lands in the State for the purpose of making such surveys, soundings, drillings and examinations as the Department may deem necessary or desirable to accomplish the purpose of this title, and such entry shall not be deemed a trespass, nor shall it be deemed an entry which would constitute a taking in a condemnation proceeding, provided that reasonable notice is given the owner or occupant of the property to be entered and that such entry shall be done in a reasonable manner with as little inconvenience as possible to the owner or occupant of the property. Please be assured that this work will be done in a professional manner with as little inconvenience to you as possible.

The identifying information for this project is as follows:

PI#0001340, MSL00-0001-00(340), South Tifton Bypass From SR 520/US 82 West to
SR 35/US 319 East, Tift County

The following contact information should be used regarding any questions you have about the project or the work to be performed.

Sonja Thompson, GDOT Area Engineer
Allen Krivsky, Heath & Lineback Engineers, Inc.
Junior Tunnell, Stantec Consulting Services Inc.

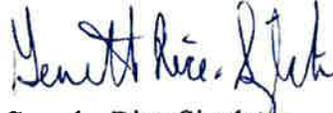
229.546.4436
770.424.1668
770.813.0882

Page 2

PI # 0001340/ Tift County / SR 520/US 82 West & SR 35/US 319 East - Tifton Bypass

I sincerely appreciate your cooperation and regret any inconvenience this work may cause.

Sincerely,

A handwritten signature in blue ink that reads "Genetha Rice-Singleton". The signature is written in a cursive style with a large initial "G".

Genetha Rice-Singleton
State Program Delivery Engineer

AVS

C:

Sonja Thompson, GDOT Area Engineer

Matt Bennett, GDOT Project Manager

Allen Krivsky, Heath & Lineback Engineers, Inc.

Junior Tunnell, Stantec Consulting Services Inc.

TIFTON CITY COUNCIL AGENDA ITEM

TO: Tifton City Council
FROM: Rona Martin, City Clerk
DATE: 05/15/2013
DEPARTMENT: City Clerk's Office
SUBJECT: Alcoholic Beverage License #05157



DATE: 5/16/13
Workshop Meeting (✓)
Regular Meeting ()
Called Meeting ()

EXECUTIVE SUMMARY

Ria Mia Enterprises, llc, dba Memories, located at 2302 US Hwy 41 N is requesting an alcoholic beverage license for malt beverage consumption retail. Memories is a pool/game room attached to the Shell Food Mart on Highway 41. If approved, this will be considered a bar and will only be able to allow folks over the age of 21 on the premises.

PROPOSED ACTION

Staff recommends approval of this request.

SUPPORTING INFORMATION

Background Information

- See attached. A background check on the owner/manager Syed Bokhari revealed not violations related to this type of business.

Financial Implications

- Cost of the application and license is a total of \$600.00.
-

Pros and/or Cons

- n/a

Implementation

n/a

CITY OF TIFTON, GEORGIA
RESOLUTION NO. 2013-_____
[Issuance of New Alcoholic Beverage License]

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TIFTON, GEORGIA, WITH RESPECT TO ISSUANCE OF AN ALCOHOLIC BEVERAGE LICENSE BY THE CITY OF TIFTON, GEORGIA, TO **RIA MIA ENTERPRISES, LLC DBA "MEMORIES"**, [APPLICANT] FOR PREMISES LOCATED AT **2302 US HWY 41 N., TIFTON, GEORGIA, 31793**.

WHEREAS, it appears that the above referenced applicant has submitted a new application for the following described alcoholic beverage license for the above referenced location; and

WHEREAS, it appears to the satisfaction of the City Council, based upon said application and the investigation of city officials relative thereto, that the said applicant and location meet the requirements for the issuance of the alcoholic beverage license applied for, subject to compliance by said applicant with the provisions of Chapter 6 of the Code of Ordinances of the City of Tifton.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TIFTON, GEORGIA, THAT:

-1-

The following described alcoholic beverage license application be and the same hereby is, granted [subject to the provisions of Chapter 6 of the Code of Ordinances of the City of Tifton and subject to compliance by the applicant as of the time of issuance thereof, as well as subsequent thereto, in all respects with the provisions, conditions, and requirements of Chapter 6 of the Code of Ordinances of the City of Tifton, Georgia]:

Alcoholic Beverage License Application No.: (05157)
Applicant Name: RIA MIA ENTERPRISES, LLC DBA MEMORIES
Business Location: 2302 US HWY 41 NORTH
Type of License: MALT BEVERAGE COMSUMPTION RETAIL

Time Period of License: **2013**

-2-

The City Clerk issue to said applicant, upon compliance by said applicant with the provisions of Chapter 6 of the Code of Ordinances of the City of Tifton and the payment of all fees relative thereto, an alcoholic beverage license as applied for in the Code of Ordinances of the City of Tifton.

Read and passed at a meeting of the City Council of the City of Tifton, Georgia, held on

_____, 2013.

Attest:

Rona Martin,
Clerk of the City of Tifton

J.G. "Jamie" Cater Jr.,
Mayor of the City of Tifton



City Clerk's Office - Business Licensing Division
 204 N. Ridge Avenue - P.O. Box 229 - Tifton, GA 31793-0229
 (229) 382-6231 - Fax (229) 391-3990
 Website: <http://www.tifton.net> Email: cityclerk@tifton.net

ALCOHOLIC BEVERAGE INFORMATION SHEET

Application: New (✓) Renewal ()

Amended: _____ Reason: _____

Business Name: Ria Mia Enterprises, LLC DBA Memories

Licensee Name: Syed Bokhari

Business Location: 2302 US Hwy 41 S Tifton, GA 31793

Owner/Manager's Name: Syed Bokhari

Type of License

- Malt Beverage Package Retail
- Malt Beverage Consumption Retail
- Distilled Spirits Consumption Retail
- Wine Package Retail
- Wine Consumption Retail

Business Mailing Address 2302 US Hwy 41 N

City Tifton State GA Zip Code 31793

Telephone Number (770) 256 - 2944

This Information Sheet is on:

Signature Syed A. Bokhari Date 4-15-13

Owner (✓) Manager (✓)

CITY USE ONLY		
Criminal History Record	No Record ()	See Attachment (✓)
The information submitted in the application has been investigated and/or reviewed by me and I recommend:		
Reasons For Denial: _____		
Signatures For Approval		
Chief of Police	Approval (✓) Denied ()	Date <u>MAY 14 2013</u>
City Clerk	Approval (✓) Denied ()	Date <u>5/15/13</u>
City Manager	Approval () Denied ()	Date _____

TIFTON CITY COUNCIL AGENDA ITEM

TO: Tifton City Council
FROM: Rona Martin, City Clerk
DATE: 05/15/2013
DEPARTMENT: City Clerk's Office
SUBJECT: Alcoholic Beverage License #05129



DATE: 5/16/13
Workshop Meeting (✓)
Regular Meeting ()
Called Meeting ()

EXECUTIVE SUMMARY

Miyo-Deep, LLC dba Lil Pantry, located at 1105 Ferrylake Road is requesting an alcoholic beverage license for malt & wine beverage package retail. A background check on the owner, Hina Patel revealed no violations.

PROPOSED ACTION

Staff recommends approval of this request.

SUPPORTING INFORMATION

Background Information

- See attached.

Financial Implications

- Cost of the application and license is a total of \$1100.00.
-

Pros and/or Cons

- n/a

Implementation

n/a

CITY OF TIFTON, GEORGIA
RESOLUTION NO. 2013-_____
[Issuance of New Alcoholic Beverage License]

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TIFTON, GEORGIA, WITH RESPECT TO ISSUANCE OF AN ALCOHOLIC BEVERAGE LICENSE BY THE CITY OF TIFTON, GEORGIA, TO **MIYO-DEEP, LLC DBA "LIL PANTRY"** [APPLICANT] FOR PREMISES LOCATED AT **1105 FERRYLAKE ROAD., TIFTON, GEORGIA, 31794.**

WHEREAS, it appears that the above referenced applicant has submitted a new application for the following described alcoholic beverage license for the above referenced location; and

WHEREAS, it appears to the satisfaction of the City Council, based upon said application and the investigation of city officials relative thereto, that the said applicant and location meet the requirements for the issuance of the alcoholic beverage license applied for, subject to compliance by said applicant with the provisions of Chapter 6 of the Code of Ordinances of the City of Tifton.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TIFTON, GEORGIA, THAT:

-1-

The following described alcoholic beverage license application be and the same hereby is, granted [subject to the provisions of Chapter 6 of the Code of Ordinances of the City of Tifton and subject to compliance by the applicant as of the time of issuance thereof, as well as subsequent thereto, in all respects with the provisions, conditions, and requirements of Chapter 6 of the Code of Ordinances of the City of Tifton, Georgia]:

Alcoholic Beverage License Application No.: (05129)
Applicant Name: MIYO-DEEP, LLC dba LIL PANTRY
Business Location: 1105 FERRYLAKE ROAD
Type of License: MALT BEVERAGE PACKAGE RETAIL
Type of License: WINE PACKAGE RETAIL

Time Period of License: **2013**

-2-

The City Clerk issue to said applicant, upon compliance by said applicant with the provisions of Chapter 6 of the Code of Ordinances of the City of Tifton and the payment of all fees relative thereto, an alcoholic beverage license as applied for in the Code of Ordinances of the City of Tifton.

Read and passed at a meeting of the City Council of the City of Tifton, Georgia, held on

_____, 2013.

Attest:

Rona Martin,
Clerk of the City of Tifton

J.G. "Jamie" Cater Jr.,
Mayor of the City of Tifton



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 Website: <http://www.tifton.net> Email: cityclerk@tifton.net

ALCOHOLIC BEVERAGE INFORMATION SHEET

Application: New (X) Renewal ()

Amended: _____ Reason: _____
 Business Name: Miyodeep LLC dba Lil Pantoy
 Licensee Name: Hina P. Patel
 Business Location: 1105 Ferrylake Rd Tifton GA 31794
 Owner/Manager's Name: Hina P. Patel

Type of License

- Malt Beverage Package Retail
- Malt Beverage Consumption Retail
- Distilled Spirits Consumption Retail
- Wine Package Retail
- Wine Consumption Retail

Business Mailing Address 1105 Ferrylake Rd Tifton
 City Tifton State GA Zip Code 31794
 Telephone Number (229) 630-3403

This Information Sheet is on:

Signature H.P. Patel Date 4/18/13
 Owner (X) Manager (X)

CITY USE ONLY			
Criminal History Record		No Record (✓) See Attachment ()	
The information submitted in the application has been investigated and/or reviewed by me and I recommend:			
Reasons For Denial: _____			
Signatures For Approval			
Chief of Police	<u>D. Walsh</u>	Approval (✓) Denied ()	Date <u>MAY 14 2013</u>
City Clerk	<u>Rona Martin</u>	Approval (✓) Denied ()	Date <u>5/15/13</u>
City Manager	_____	Approval () Denied ()	Date _____

TIFTON CITY COUNCIL AGENDA ITEM



TO: Tifton City Council
FROM: Rona Martin, City Clerk
DATE: 4/22/2013
DEPARTMENT: City Clerk
SUBJECT: **Resolution To Partner With The Georgia
Department Of Revenue In An Effort To Ensure Proper Payment Of Sales Tax**

DATE: 5/16/2013
Workshop Meeting (x)
Regular Meeting ()
Called Meeting ()

EXECUTIVE SUMMARY

Resolution to partner with and provide to the Georgia Department of Revenue pursuant to O.C.G.A § 48-13-20.1 registered business information such as business name, sales tax identification number, applicable NAICS code, business address, and mailing address for businesses that are subject to an occupational tax or regulatory fee.

PROPOSED ACTION

Approval of Resolution to Partner with the Georgia Department of Revenue, in an effort to ensure proper payment of sales tax.

SUPPORTING INFORMATION

Background Information

- The Georgia Department of Revenue would like to work with local governments to obtain business information that would allow them to ensure all sales tax is being collected and remitted to DOR properly. GMA has asked that all local governments participate in this partnership. Businesses that appear on the city's occupational tax list, but do not appear on DOR's sales tax records, will then be investigated.
- This could possibly enhance the revenue we receive from sales tax, if businesses are found that have not been reporting sales tax. This partnership will support efforts to level the playing field for the honest merchants whom collect and report sales tax as required by law.

Financial Implications

- There are no financial implications.

Pros and/or Cons

- Pros: This could possibly enhance the revenue we receive from sales tax, if businesses are found that have not been reporting sales tax. This partnership will support efforts to level the playing field for the honest merchants whom collect and report sales tax as required by law.
- Cons: The Department of Revenue will continue to collect sales tax from merchants whom remit monthly and will not have any way of knowing if there are discrepancies of merchants whom are in business and just not collecting.

Implementation

- After Resolution is adopted, Rona Martin will forward the resolution to the Department of Revenue and will coordinate transmitting the city's business record information to DOR.
- The business license office will then update DOR when a new business is established.

CITY OF TIFTON, GEORGIA
RESOLUTION NO. 2013 - _____

**RESOLUTION TO PARTNER WITH THE GEORGIA DEPARTMENT OF REVENUE IN AN
EFFORT TO ENSURE PROPER PAYMENT OF SALES TAX**

WHEREAS, pursuant to O.C.G.A. § 48-13-20.1, cities and counties may collect and submit certain information to enable the Georgia Department of Revenue to ensure that businesses are properly compliant with state and local sales tax laws;

WHEREAS, cities and counties that levy an occupation tax or regulatory fee under O.C.G.A. § 48-13-1 *et seq.*, may pass a resolution to participate in this voluntary program;

WHEREAS, the City of Tifton levies occupation tax and regulatory fees under O.C.G.A. § 48-13-1 *et seq.*; and

WHEREAS, the Mayor and the Council of the City of Tifton desires to have the City of Tifton participate in this voluntary program.

NOW, THEREFORE BE IT RESOLVED by the Mayor and City Council that the City of Tifton may participate in the Georgia Department of Revenue's program to verify that businesses paying occupation taxes and regulatory fees are also paying their state and local sales tax.

BE IT FURTHER RESOLVED that, upon adoption of this Resolution, any person who performs any business, occupation or profession subject to an occupation tax or regulatory fee under O.C.G.A. § 48-13-1 *et seq.* is required to provide the City the following information when paying such occupation tax or regulatory fee:

-
- (a) The legal name of the business;
 - (b) Any associated trade names for the business;
 - (c) The mailing address for the business;
 - (d) The actual physical address of each location of the business, if it is different than the mailing address;
 - (e) The North American Industry Classification System Code (NAICS) applicable to such business; and
 - (f) The sales and use tax identification number assigned to the business by the Georgia Department of Revenue, if the business is required by law to have such a number.

BE IT FURTHER RESOLVED that the City will provide written notice to all persons subject to the City's occupation taxes or regulatory fees and that:

- (a) This information will be provided to the Georgia Department of Revenue; and
- (b) If the person refuses or fails to provide the required information, the City will notify the Georgia Department of Revenue of this fact.

BE IT FURTHER RESOLVED that, within thirty (30) days after receiving the payment of occupation taxes or regulatory fees under O.C.G.A. § 48-13-20, the City will electronically submit the information received from each business to the Georgia Department of Revenue.

BE IT FURTHER RESOLVED that a copy of this executed Resolution will be immediately transmitted to the Commissioner of the Georgia Department of Revenue.

RESOLVED This ____ day of _____, 2013.

CITY OF TIFTON

J.G. "Jamie" Cater, Jr., Mayor

ATTEST:

Rona Martin, City Clerk



State of Georgia
Department of Revenue
1800 Century Boulevard
Atlanta, Georgia 30345

Official Addendum to Business Occupancy License Application

Required Fields

Name of Business (Legal Name or Trade Name):

Mailing Address if Different From the Physical Address:

Actual Physical Address of Each Location of Such Business if Different From the Mailing Address:

Sales Tax ID #, if Your Business is Required to Have One by Law:

Applicable North American Industry Classification System Code Number (Please list all NAICS):

NOTICE:

Upon completion or refusal to complete this form by the taxpayer, the municipality or county shall provide written notice to the taxpayer that the above information will be submitted to the Georgia Department of Revenue.

The failure or refusal to complete this form by the taxpayer shall not toll or extend the time of payment established for such occupation tax or regulatory fee under Code Section 48-13-20.

In accordance with O.C.G.A. §§ 48-2-15 and 48-7-60, all taxpayer information provided on this Form shall be confidential and privileged.

In compliance with O.C.G.A. §§ 48-1-2 and 48-8-33, the Commissioner of the Georgia Department of Revenue shall collect all sales tax remitted in Georgia.

Any questions or comments regarding the collection of sales tax or this Form should be directed to the Georgia Department of Revenue at (404) 417-6605 or sent to Tax Law & Policy, 1800 Century Blvd., NE, Atlanta, GA 30345.

Cities Can Help Stop Sales Tax Fraud

January 3, 2013

In the state's current economic conditions, collecting every penny owed really counts. Cities can play an important role in ensuring that all revenue owed to the state and local governments is collected. For the second year, the Department of Revenue (DOR) is interested in having cities submit information on the retail and sales businesses in your municipality.

To assist DOR in its sales tax collection efforts, legislation was passed during the 2010 Legislative Session that created a voluntary program for cities and counties to share information on their occupational tax certificates (sometimes referred to as a "business license") with the department. Once DOR has this information available to it, the department can then look for discrepancies between local occupational tax certificates and state sales tax records. Businesses that appear on a city or county occupational tax certificate list - but do not appear on DOR's sales tax records - will then be investigated by DOR.

Since this program's inception the department has registered 342 businesses which were not compliant with the law, resulting in \$576,897 in sales tax collections.

The key for this program to work, however, is for cities and counties to share their occupational tax certificate information with DOR. So far, only 58 cities and counties across the state have signed-up with DOR. GMA strongly encourages Georgia's cities to participate and help collect sales taxes owed to the state and local governments.

"Gainesville's elected officials realized that it was unfair to the businesses which were complying with the law to remit sales taxes," said Gainesville Chief Financial Officer Melody Marlowe. "The city's effort to help catch those businesses which were skirting the law has leveled the playing field for our honest merchants."

Cities that would like to participate in this information sharing program with DOR should take the following initial steps:

1. Pass a resolution consenting to the applicability of OCGA 48-13-20.1. Once passed, the resolution should be emailed to Sharon.Doughty@dor.ga.gov or faxed to 404-417-6651.
2. Collect the following data when a business renews or applies for a business license:
 - o Legal name of business and any associated trade names.
 - o Mailing address of the business and the actual physical address of each location of such business if different than the mailing address.
 - o The sales and use tax identification number assigned to such business by the department if such business is required to have such number.

DOR has developed an addendum to accompany an occupational tax application if a city does not already collect this information.

Also, DOR is has an online portal for local governments to submit this data, found at: botss.dor.ga.gov/Public/BOTSSLogin.aspx.

Please contact David Smith of the Georgia Department of Revenue Compliance Research Unit at 404-417-6758 or David.Smith@dor.ga.gov for more information.



DOR Looks to Ensure All Sales Taxes are Collected and Remitted

December 15, 2010

One of GMA's legislative priorities over the last few years has been to ensure that all state and local sales taxes are collected and remitted to the Department of Revenue (DOR).

Resources

[DOR Occupational Tax Certificate Addendum](#)
(Adobe Acrobat)

[Sample resolution to partner with DOR](#) (MSWord)

To assist DOR in its sales tax collection efforts, legislation was passed during the 2010 Legislative Session that created a voluntary program for cities and counties to share information on their occupational tax certificates (sometimes referred to as a "business license") with the department. Once DOR has this information available to it, the department can then look for discrepancies between local occupational tax certificates and state sales tax records. Businesses that appear on a city or county occupational tax certificate list, but do not appear on DOR's sales tax records, will then be investigated.

The key for this program to work, however, is for cities and counties to share their occupational tax certificate information with DOR. GMA encourages Georgia's cities to participate.

Cities that would like to participate in this information sharing program with DOR should take the following initial steps:

1. Let GMA's Mark Baggett know if your city is interested in participating. Mark can be reached at mbaggett@gmanet.com or (678) 686-6287.
2. Pass a resolution consenting to the applicability of OCGA 48-13-20.1. Once passed, the resolution should be emailed to Timothy.Mitchell@dor.ga.gov or faxed to (404) 417-6651.
3. Collect the following data when a business renews or applies for a business license:
 - Legal name of business and any associated trade names.
 - Mailing address of the business and the actual physical address of each location of such business if different than the mailing address.
 - The sales and use tax identification number assigned to such business by the department if such business is required to have such number.

TIFTON CITY COUNCIL AGENDA ITEM



TO: Tifton City Council
FROM: Rob Wilmot, City Attorney
DATE: 05/15/2013
DEPARTMENT: n/a
SUBJECT: Signs/Banners

DATE: 05/16/2013
Workshop Meeting (X)
Regular Meeting ()
Called Meeting ()

EXECUTIVE SUMMARY

This is being brought to you as a result of the recently held meetings regarding the current concerns with signage/banners in the historic district as well as the City in general. Staff was asked to put together some initial information for Council to consider, with the possibility of including community citizens in any final recommendations that will be brought back to Council for consideration.

PROPOSED ACTION

Amendments to the HPC Manual and Land Development Code.

SUPPORTING INFORMATION

Background Information

- See Attached

Financial Implications

- Required for all agenda submissions requesting an action involving financial implications.
- No financial implications at this time.
- Is this a budgeted item ____yes or ____no. Current available budgeted amount ____n/a_____.

Pros and/or Cons

- Provide for signage in both historic district commercial areas as well as other commercial areas of the City that is amenable to all parties.

Implementation

- This matter, when finalized by staff, will go before the Planning and Zoning Commission and then on to City Council for a public hearing and consideration. Approximate time frame is 60 days.

Revisions to Historic District Manual for consideration

Set out below are revisions to the Historic District Manual as it relates to banners and sign illumination. Currently the LDC Chapter 7 provides that the Historic District Manual will regulate signs in the historic district. This being the case, a more comprehensive sign guideline specific to the historic district should be considered. I am providing the Design Guidelines for Signs in the Historic District in Salt Lake City for your review. While the Salt Lake City Guidelines appear to be quite lengthy, I believe it provides the necessary guidance for objective application to the extent possible under these circumstances.

Signs

Introduction

As signage plays a vital role in commercial historic districts by increasing visibility and commercial appeal, the character of the City's historic district and landmark sites necessitates the attention of the City to the form, quality and character of signs. Sign quality has a direct impact on how each individual district is perceived, whether sophisticated, exciting, intriguing, and unique, or over-presented, garish and potentially place-less.

Each district has a specific individual architectural character which in turn requires careful design of signs to ensure compatibility with the building and the streetscape. To ensure that signs enhance each district, it is important to note that there will be sign types and methods of illumination which are less appropriate to a specific area in the historic district. The style and location of the subject building and the location selected for a sign influences its size, choices of colors, materials, and method of illumination. As each building is architecturally diverse and its location in varying zoning districts, every sign proposal will be considered individually.

Objectives

It is anticipated that these guidelines will help both private and public projects preserve and enhance the form, scale, and visual character that make the City's Historic District unique. These design guidelines have been

created to achieve the following objectives:

- 1. To ensure that all signs within the various local historic districts or on landmark sites are compatible with the special character of the City's historic past.**
- 2. To help convey the sense of excitement and vitality envisioned for the historic districts.**
- 3. Encourage signs which, by their appropriate design, are integrated with and harmonious to the buildings and sites which they occupy.**
- 4. Preserve and improve the appearance of the City as an historic community in which to live and work.**
- 5. Allow each individual business to clearly identify itself and the goods and services which it offers in a clear and distinctive manner.**
- 6. To promote signs as pedestrian oriented rather than automotive, which is consistent with the historic character.**
- 7. Ensure that the installation of a sign does not damage the historic fabric, nor detract from the historic character of a historic district or landmark site.**

SIGN TYPES

Awnings and Banners

Since the nineteenth century, awnings have been used to shade store windows and offer shelter to pedestrians. Awnings also provide another location for signage. Graphics can be painted or silk screened onto the material, or letters sewn onto the valance, side panels, or sloping surface of the awning. In either case, awnings attract direct attention to storefronts and add visual interest in historic districts.

Banners which employ the same graphic techniques as awnings, are appropriate advertising alternatives for businesses in historic districts.

Although temporary in nature, banners are very effective for advertising sales or special events. Banners will only be considered in non-residential zoning districts.

ILLUMINATION

Well designed sign illumination can add energy and visual excitement to the area, in keeping with a commercial or entertainment district, but it should not overwhelm. The best signs are those that are illuminated to fit with the design of the building. An indirectly lit sign, with light that also highlights building features may be appropriate. The following design guidelines have been created to achieve the ability of store owners to advertise their products and services while maintaining the character and landmark sites where the building is located:

Guideline 1

Illumination of a sign should be done with the objective of achieving a balance between the architecture, the historic district and the sign.

Guideline 2

Wiring conduit for sign lighting should be carefully routed to avoid damage to architectural details and to be concealed from view as much as possible.

Guideline 3

The illumination source for a sign should be compatible with both the sign, the building and building location ☐.

1. Light can be directed at the sign from an external, shielded lamp
2. All sign lighting should be shielded and directed only toward the sign
3. Internal illumination of the lettering only is most appropriate if internal illumination is used

☐ Guideline 4

- ☐ **Consider halo illumination as an alternative to other types of internally**

illuminated signs.

1. Reversed pan-channel letters with an internal light source reflecting off of the building may be used for “halo” illumination
2. The light source should not be visible

Guideline 5

□The selective use of neon may be considered.

1. Neon should be used in limited volume to ensure that it does not become visually obtrusive and dominate the street frontage.
2. In certain cases neon may be more appropriate when framed and shielded

Guideline 6

The increased scale and vehicular orientation □of a larger building along arterial streets may provide an appropriate setting for a greater level of illumination.

Sign dimensions and proportions should relate to the façade of the building

Guideline 7

~~As a general rule, internally illuminated signs are inappropriate in the Historic District. However, when considering the appropriateness of an internally illuminated sign, the use of internally illuminated sign faces should, under most circumstances, be limited to individual cut out letters.~~

1. Internally illuminated signs will only be considered in non-residential zoning districts.
2. The use of large panel internally illuminated signs is not recommended.
3. The plastic or vinyl faces used for internally illuminated signs are discouraged in the historic district.
4. Individual pan-channel letters with a plastic face or individual

cutout letters and letters routed out of the face of an opaque cabinet sign may be used.

5. The light source for internally illuminated signs should be white.

6. LED and scrolling signs shall be considered when consistent with the provisions of these guidelines.

Revisions to Land Development Code for consideration

Chapter 7

Below for consideration are revisions to the cited sections of the LDC which are in italics and bolded. I have added in sections 7.03 and 7.04 the necessity to obtain a COA for permitting and that the COA be attached to the application.

Subsection B. in 7.17 can be deleted since the illumination issue in the historic district will be controlled by the Historic District Manual.

Any conflicts between LDC and Historic District Manual, Manual will control.

Banners have been reduced from 2 allowed to 1 that would applicable in all non-residential districts, including historic district. However, a banner will need a COA as any other sign.

7.03.00 PERMITS.

All signs allowed by this ordinance, except those exempted from obtaining a permit shall require a permit issued by the city prior to posting, displaying, substantially changing, or erecting a sign in the city. *If the sign is to be located in the historic district, a Certificate of Appropriateness shall be required from the Tifton-Tift County Historic Preservation Commission prior to any permit being issued.*

7.04.00 APPLICATION INFORMATION.

Applications for sign permits required by this ordinance shall be filed by the sign owner or the owner's agent with the City of Tifton Environmental Management Department. The application shall describe and set forth the following:

- A. The street address of the property upon which the sign is to be located and a plat map of the property, drawn to scale, showing all existing structures, including existing signage and which bears an indication of the proposed location of the sign.
- B. The aggregate area for all signs on the parcel.
- C. The name(s) and address(es) of all of the owner(s) of the real property upon which the subject sign is to be located.
- D. Written consent of the owner, or the owner's agent, granting permission for the placement or maintenance of the sign.
- E. Name, address, phone number of the sign contractor.
- F. The type of sign to be erected, the area of the sign, the height of the sign, the shape of the sign, and an explanation of how the sign is to be mounted or erected.
- G. The distance of the sign from the closest adjacent sign in either direction.

- H. The size of the parcel on which the sign is to be placed.
- I. *If the sign is to be located within the historic district, the Certificate of Appropriateness issued by the Tifton-Tift County Historic Preservation Commission shall be attached to the application.*

7.17.00 ILLUMINATION.

- A. Illumination for signs shall not cast light on adjoining property or shine in such a manner as to cause traffic interference. Sign illumination devices such as, but not limited to, flood or spotlights shall be so placed and so shielded as to prevent the rays or illumination therefrom from being cast into neighboring dwellings or approaching vehicles. No sign shall have blinking, flashing, scrolling, fading, or fluctuating lights or other illuminating devices which have a changing light intensity, brightness or color or form or simulate movement. No revolving or rotating beam or beacon of light shall be permitted as part of any sign.
- B. *The illumination of any sign within a historic district of the city shall be limited to indirect illumination only and shall be of such intensity or brightness that the illumination shall not interfere with the character of the historic district influenced by such historic impact area.*

7.20.00 HISTORIC DISTRICTS.

All signs located in a historic district designated by the City of Tifton shall, *in addition to the requirements of this Chapter*, comply with the requirements of the City of Tifton Historic District Manual. *In the event there is a conflict between the provisions of this Chapter and the Historic District Manual, the provisions of the Historic District Manual shall be controlling.*

7.16.00 EXEMPTIONS AND PERMIT REQUIREMENTS.

- A. The following types of signs shall be exempt from the permit requirements of Section 3 and shall count toward the maximum aggregate sign area limits provided in Sections 10 and 13 but shall not require a permit.
 - 1. Non-illuminated signs, having a sign area of less than fifteen (15) square feet, provided they are not located in the public right of way.
 - 2. Every parcel may display no more than *one (1)* banner with a maximum size of twenty-four (24) square feet.

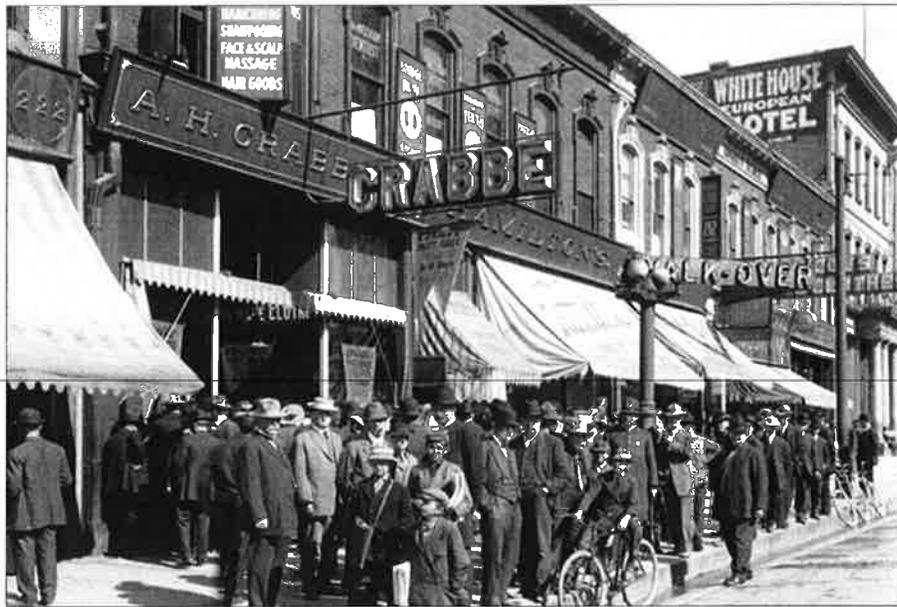
Chapter 1

Include Historic Preservation Manual as a Document Adopted by Reference.

Chapter 54

Revise section 54-139 to provide that any additional criteria or changes to the Historic Preservation Manual requires Council's approval.

Design Guidelines for Signs in Historic Districts



This streetscape of the 200 block of Main Street taken in 1912 shows a large variety of signs including sign panels over storefronts, projecting signs, awning signs, window signs and signs painted on the sides of buildings. (Photo courtesy of the Utah Historical Society).

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Introduction

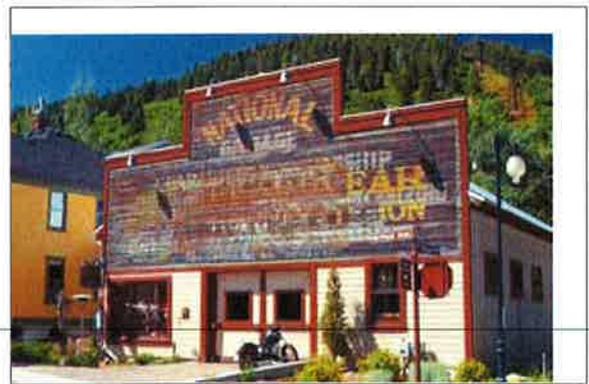
These design guidelines apply to all signs within the H-Historic Preservation Overlay District in Salt Lake City. The goal of the guidelines is to meet the needs of various interests in the community by providing guidance in determining the suitability and architectural compatibility of proposed signs, while at the same time, allowing for reasonable changes to individual signs and sites that meet current needs. For property owners, architects, designers and contractors, they provide guidance in planning and designing future projects. For City staff and the Historic Landmark Commission, they provide an outline through which projects can be evaluated for compliance with Zoning Ordinance standards. Further, they provide the community as a whole with an idea of what to expect when signs are proposed in historic districts or landmark sites.

The guidelines are not designed to be a technical manual for the rehabilitation of historic signs and the construction of new signs, nor are they intended to be a regulatory document for the review of City historic district related applications. Rather, they provide property owners, citizens, City staff and the Historic Landmark Commission with a guide toward making consistent and fair decisions.

Policy directives from various City Master Plans and the City Zoning Ordinance are fulfilled through this document. Guidelines are designed to clarify Master Plan policies and Zoning Ordinance regulations relating to exterior signs in local historic districts or on landmark sites. Included are policies, definitions, and guidelines for maintaining existing signs, as well as for new construction. Photographs of various types of signs are included in the document to familiarize property owners with typical styles and types of signs featured.



ZCMI front facade.



When this building was renovated, the signs on the front facade were preserved.

Guidelines for Signs



This jewelry company at 170 S Main Street advertised through a large wall sign mounted at the roofline, a projecting sign, sign above the storefront and window signs. This photograph is from ca. 1880. (Photo courtesy of the Utah Historical Society).

Applicability

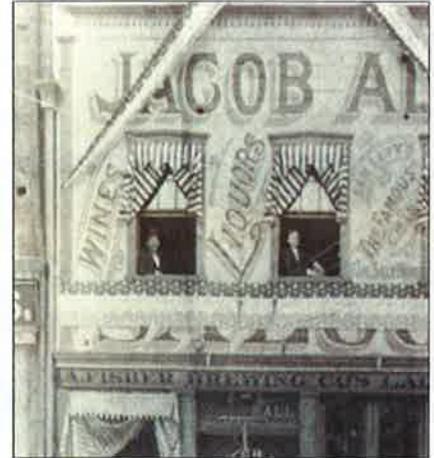
These design guidelines apply to the exterior signs within the H-Historic Preservation Overlay District in Salt Lake City (interior signs are not regulated through the historic overlay), including new signs and the rehabilitation of existing signs. The Historic Landmark Commission has the authority to further regulate signs to ensure that new and altered signs are appropriate for the historic setting. Chapter 46 of the Salt Lake City Zoning Ordinance governs signs in the City, including in historic overlay zones. Signs should be designed and installed in accordance with the City's Zoning Ordinance combined with the guidance provided in this document. Whenever there is a conflict between the regulations of the base zoning district and the H-Historic Preservation Overlay district standards, the regulations in the Overlay Zoning District take precedent.

All signs in a historic preservation overlay must meet the provisions of the Salt Lake City Zoning Ordinance as well as receive a Certificate of Appropriateness. Certificate of Appropriateness review will determine whether a sign proposal meets the context of these guidelines and the H-Historic Preservation Overlay Zone requirements while a building permit review will determine whether the sign complies with the Zoning Ordinance and International Building Code. The guidelines establish a range of considerations to ensure compliance with the standards listed in Section 21A.34.020 of the Zoning Ordinance H-Historic Preservation Overlay Zone.

Objectives

It is anticipated that these guidelines will help both private and public projects preserve and enhance the form, scale, and visual character that make Salt Lake City unique. These design guidelines have been created to achieve the following objectives:

1. To ensure that all signs within the various local historic districts or on landmark sites are compatible with the special character of Salt Lake City's historic past.
2. To help convey the sense of excitement and vitality envisioned for the historic districts.
3. Encourage signs which, by their appropriate design, are integrated with and harmonious to the buildings and sites which they occupy.
4. Preserve and improve the appearance of the City as an historic community in which to live and work.
5. Allow each individual business to clearly identify itself and the goods and services which it offers in a clear and distinctive manner.
6. To promote signs as pedestrian oriented rather than automotive, which is consistent with the historic character.
7. Ensure that the installation of a sign does not damage the historic fabric, nor detract from the historic character of a historic district or landmark site.

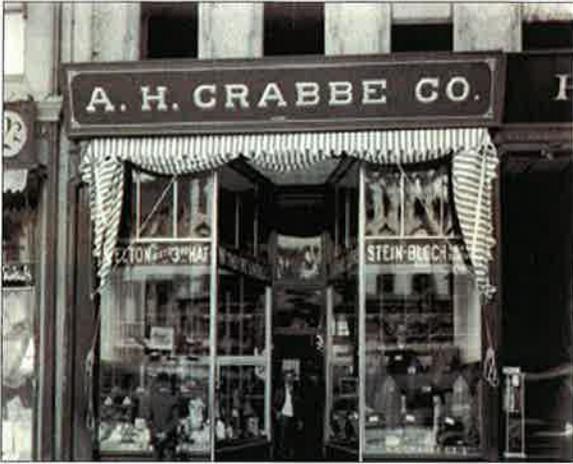


Nineteenth century buildings in downtown Salt Lake City were often covered with signs. The building at 109 S Main Street shown ca. 1876 has painted wall signs, a painted sign board over the storefront and signs on the display windows (Photo courtesy of the Utah Historical Society).



The E. P. Charlton Company installed a large wall sign over the storefront to advertise its business at 249 S Main Street in 1909. An upstairs tenant, Dr. West used signage on the awning valence and painted window signs. (Photo courtesy of the Utah Historical Society).

Guidelines for Signs



The A.H. Crabbe Company at 220 S Main Street advertised its wares in 1905 through a wall sign above the storefront and signs painted on the display windows. (Photo courtesy of the Utah Historical Society).



The neon and illuminated marquee for the McKay Jewelry Company at 157 S Main Street dates from 1949 and contributes to the historic character of the building.

Salt Lake City Context

Commercial buildings traditionally have had a variety of sign designs and placement, allowing for wide flexibility for their use in Salt Lake City's commercial areas. During the 19th century, a great number of signs commonly dominated the landscape of commercial areas. Signs were displayed in every possible area and manner—in windows, over doors, painted on exterior walls, and hanging over or even across the street. One of the more common places to mount signs was on the lintel above the first story, and around 1900 it became popular to paint signs directly on the inside of display windows in gold leaf.

Following the invention of electricity, it became increasingly common to illuminate signs with light fixtures. This was typically accomplished by a simple fixture anchored above a sign and shining light directly on the advertisement. Light fixtures were commonly simple in design so that the primary focus of the viewer would be on the sign rather than the light fixture. Neon signs first became available in the United States in the 1920s and became very popular during the mid-20th century, particularly for restaurants and movie theaters.

Today, Salt Lake City has a number of Historic Districts on both the National and City Register, with additional districts on the National Register only. These districts, along with numerous buildings listed on the National Register of historic places and those listed individually on the local Salt Lake City register of Cultural Resources are a major contributor to Salt Lake City's attractive and inviting atmosphere.

Appropriate and Inappropriate Types of Signs

The character of Salt Lake City's historic districts and landmark sites necessitates the attention of the City to the form, quality and character of signs. Sign quality has a direct impact on how each individual district is perceived, whether sophisticated, exciting, intriguing, and unique, or over-presented, garish and potentially place-less. Each district has a specific individual architectural character which in turn requires careful design of signs to ensure compatibility with the building and the streetscape. To ensure that signs enhance each district, it is important to note that there will be sign types which are less appropriate to a specific historic district, irrespective of whether they are allowed in the Zoning District. Sign types that are considered generally to be appropriate or inappropriate in the districts are listed here. They should be read in conjunction with the following design guidelines when considering options for new signs or additional signs.

Generally Appropriate Types of Signs



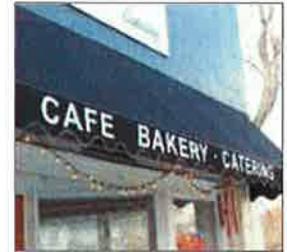
Historic Sign



Ghost Sign



Projecting Sign



Awning Sign



Wall Sign



Window Sign



Menu Board



Directory Sign



Wall Plaque



Monument Sign

Guidelines for Signs

Generally Inappropriate Types of Signs



Pole Sign



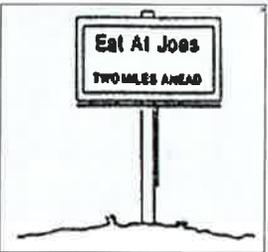
Animated Sign



Flashing, Light Sign



Illuminated, Cabinet Sign



Off-Premise Sign



Inflated Sign, Display

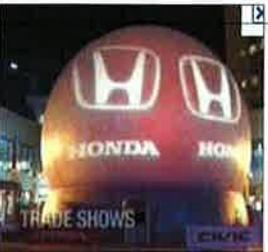


Image Projection Sign



Wind Sign



Video Sign

Compatibility

A sign typically serves two functions:

1. To attract attention
2. To convey information

If a sign is well designed, the architecture of a building can serve as the attention-getting feature, allowing the sign to be focused on conveying information in a well conceived manner. All new signs should be developed with the overall context of the building and of the historic district in mind.

Architectural Context

Individual historic districts have historic characteristics that should be preserved, enhanced and incorporated into the design of new building projects. When designing a sign for a building, the context of the neighborhood, defined by natural forms and patterns, should be taken into account. Often features or details of the building will suggest a motif for new signs.

Guideline 1

A sign should preserve, complement or enhance the architectural composition and features of the building.

- Covering or obscuring significant architectural details should be avoided.
- Damage to architectural detail when attaching the sign should be avoided.

Guideline 2

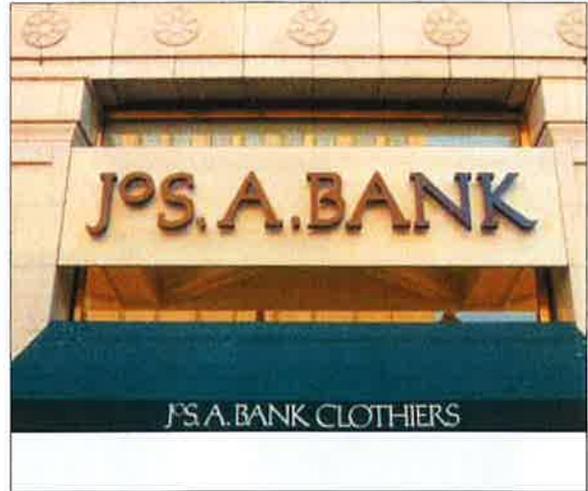
Consider the overall sign design as an integral part of the building façade.

- The new sign should be coordinated with the overall façade composition, including ornamental details and other signs.
- Signs should be in proportion to the building, so they do not dominate the building appearance.

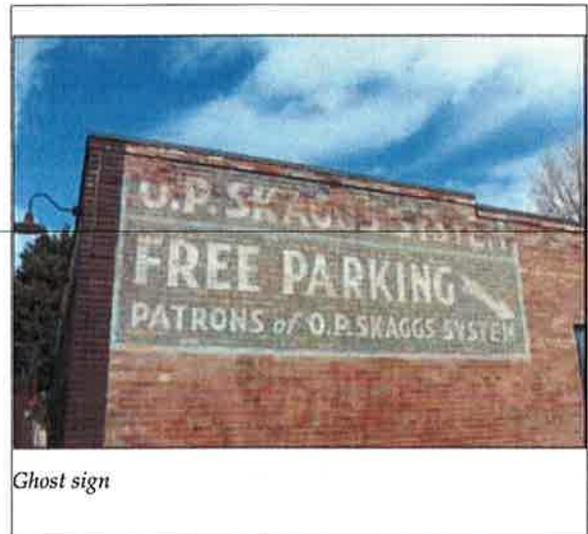
Guideline 3

A master sign plan should be developed for the entire property to guide individual sign design and location decisions.

- This is especially important when a building includes multiple businesses.
- A master sign plan should specify the location, number and size of all signs on the property.
- The materials, methods of illumination and graphic standards should also be defined.
- A master sign plan should make all signs on the building cohesive, linking one to another, ultimately creating a central theme for the site.

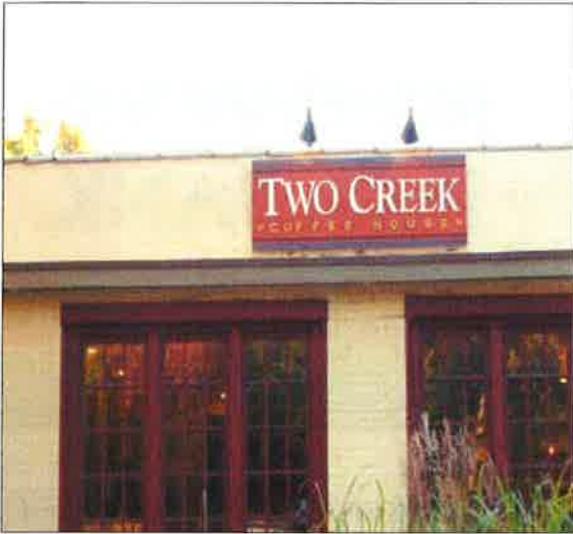


This sign on Main Street is proportional to the building and does not obscure ornamental details.



Ghost sign

Guidelines for Signs



This sign is well proportioned with the facade.

Proportion Scale and Dimensions

Historic preservation should not focus only on one building or site. When considering the preservation of a sign, consideration should be given to its set and setting as it relates to the entire district. The elements that make a sign pleasing include orientation, pedestrian scale and unique architectural features which, when compounded create a unique historic fabric worthy of preservation. Sign lighting, placement, elevation and choice of materials, should be proportional in size and dimension to the unique characteristics of the individual district.

Guideline 4

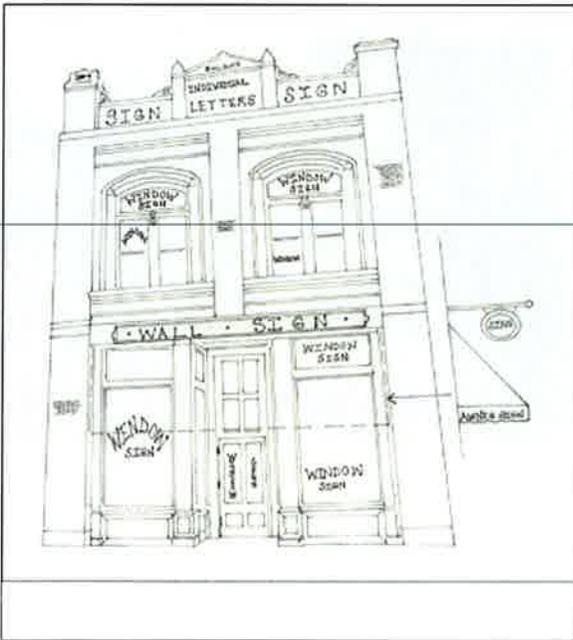
A sign should be designed to be in proportion and scale with the building.

- A sign should be in scale with the façade of the building.
- Signs that would cover more than 20 percent of the façade should be avoided.

Guideline 5

A sign should be designed to be a part of the overall building composition.

- A sign should be located on a building so it emphasizes the architectural elements of the façade.
- A sign should be mounted to fit within existing architectural features. The shape of the sign should be used to reinforce the relationship of moldings and transoms seen along the street.



This drawing shows traditional locations for commercial signs.

Guideline 6

Signs should have a human scale, and be pedestrian oriented.

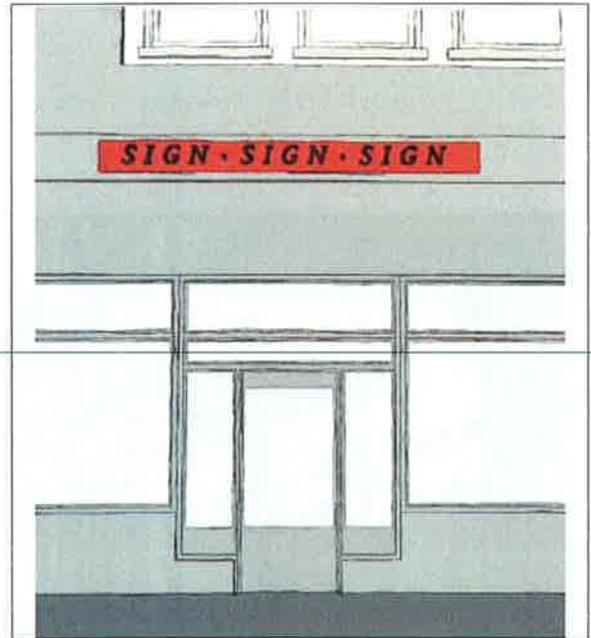
- Signs that are illegible when viewed from the sidewalk, or are located too high upon a building are not encouraged.
- A sign should be located on a building so that it draws an individual's attention toward the building or the use that it is intended to support.

Positioning

One of the parameters that determine the effectiveness of a sign is its location on a building. Incorrect positioning can render a sign useless and obscure or harm the architectural features of the site. Most commercial buildings were designed with an obvious location for tenant signs. Effective signs do not obscure or compete with significant features of a historic building (Signs above a storefront could fit within the historic signboard, for example). Further, new signs should also respect neighboring buildings in a way that they do not shadow or overpower adjacent structures.



Even though it is on a large building, the sign is designed to be viewed from the sidewalk.



A sign placed between the first and second floor generally does not obscure architectural details.

Guidelines for Signs



Signs that cover significant architectural features are discouraged.



Signs at the pedestrian level are encouraged.

Guideline 7

Position a sign so that it does not obscure or conflict with architectural features of the building.

- A wall sign should be placed so that it is framed by the architectural details of the building.
- A wall sign should be placed to reflect the fenestration pattern of the building.
- Placing or dimensioning a wall sign so that it spans the pilasters or detailing of a building should be avoided.
- A projecting sign should be positioned where it will not damage or visually intrude upon architectural details.
- A projecting sign should be placed where it will not obscure a wall sign.

Guideline 8

Position a sign primarily to serve the pedestrian at the street level.

- The majority of signs should be concentrated at the street level close to the entrance of the building.
- Signs at a higher level should be considered only where the premises may be limited in sign location at street level, where otherwise, the sign would be obscured or if it is the name of the building.

Guideline 9

The use of signs placed on upper levels of a building should be limited since they will be visible over an extended distance and are not related to the street or entrance level of the premises.

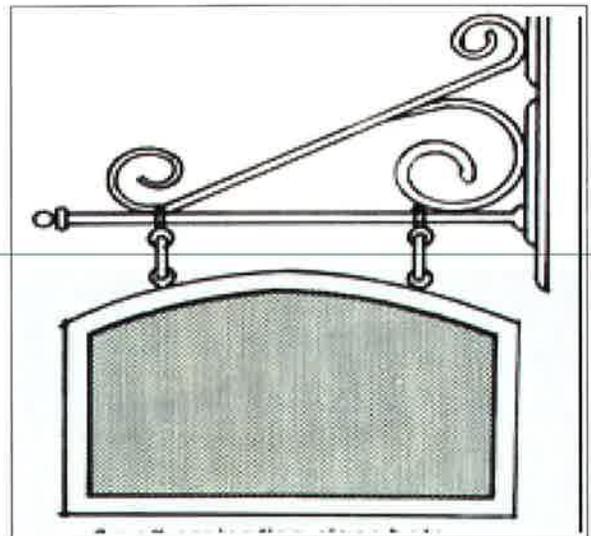
- Generally, signs should be placed in an architecturally appropriate location no more than 20 feet above the sidewalk.
- Illumination of signs on upper levels should be limited to the brightness of lower level signs.
- In certain cases, signs on commercial buildings along arterial streets may be placed higher on a façade when it is determined that the sign will not have a negative impact on the design, or design elements of the façade.
- Signs which do not relate to the business within the building generally would not be considered appropriate, unless they relate to the historic use or owner of the building.

Projecting

Projecting signs are generally two sided signs, suspended from an iron bracket or building element, mounted perpendicular to the face of the building. Both lettered and symbolic projecting signs, have been used since the first settlers arrived, and are an important component to Salt Lake City's historic past. Projecting signs are sometimes paired with another at a 45-degree angle for increased visibility.



This sign placed at the top of the building is not readily visible from the street or sidewalk.



This is a traditional design for a projecting sign.

Guidelines for Signs



Wall signs should be relatively flush with the facade of the building.

Guideline 10

The projection of a wall sign should be minimized to the depth of the sign panel or letter.

- A wall sign should be relatively flush with the building facade.
- A wall sign should be designed to sit within rather than forward of the fascia or other architectural details of the building.

Guideline 11

A projecting sign should be designed to equate with the sign projection seen traditionally.

- Projecting a sign from the building wall should be attuned to the mass and scale of the building to which it is attached. A large projecting sign on a small building would compete with the architectural feel of the structure and therefore would not be encouraged.
- Projecting a sign that exceeds that of the immediate surrounding area is discouraged, but should be reviewed on a case by case basis.
- The sign bracket of a projecting sign should be designed as a decorative or complementary element of the sign.

These design guidelines apply in addition to those in relevant preceding chapters, which may include Rehabilitation Guidelines, Guidelines for New Construction and General Design Guidelines.

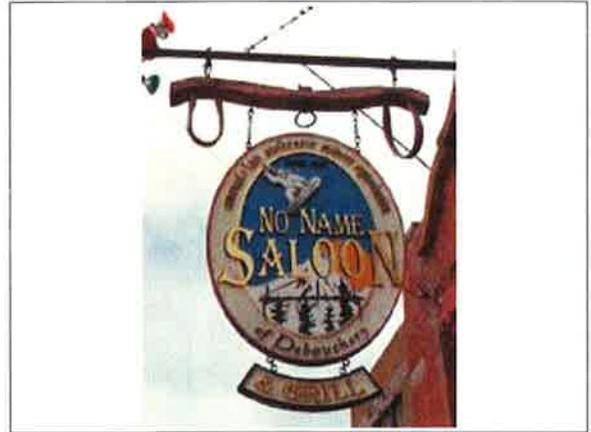
Sign Attachment Parts

When a new sign is proposed on a historic building, owners should first look for evidence of a previous sign installation. Evidence can be either physical or documentary. The existence of surviving hardware-rollers, arms, clamps and other fasteners or signs that hardware was once in place, such as bolt holes or recessed roller boxes (for awnings) are the most likely forms of physical evidence. Storefront remodeling projects often uncover concealed and disused sign hardware that can either be repaired or at least suggest what type of sign was formerly in place. Clamps, fasteners, and bolt holes in an exterior wall can reveal the position, type and dimensions of a missing sign installation.

Guideline 12

Sign attachment parts should be reused in their original location (holes in the façade or fixing positions) to protect the original building materials.

- Sign attachment parts should avoid damaging any architectural details or features of the building.
- Consider reusing the sign and fixing positions or cover previous fixing positions wherever possible.
- Wherever possible, avoid drilling new holes or creating new fixing positions on historic facades, by using existing holes and fixing positions.
- When creating new fixture areas on brick buildings, drill holes in the mortar not the brick.

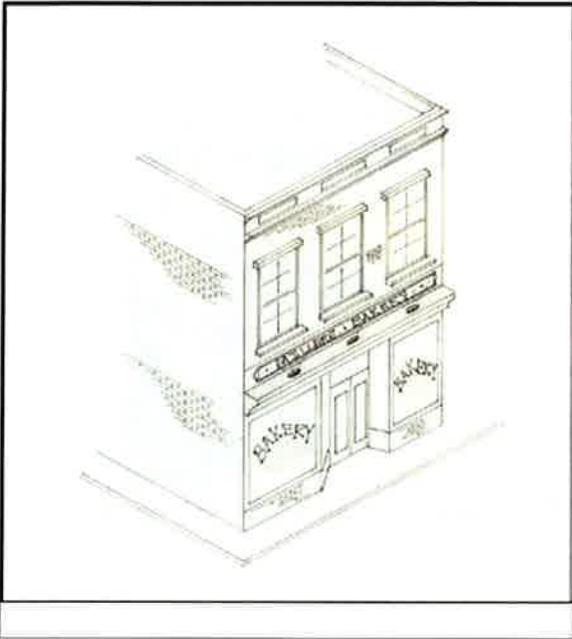


This projecting sign reused the attachment hardware.



Careless placement of a sign can have lasting effects on the building.

Guidelines for Signs



Lighting for a sign should be indirect and as unobtrusive as possible. This example shows lights mounted above a storefront cornice.



The color intensity of this sign does not compliment the architecture of the building.

Illumination

Well designed sign illumination can add energy and visual excitement to the area, in keeping with a commercial or entertainment district, but it should not overwhelm. The best signs are those that are illuminated to fit with the design of the building. An indirectly lit sign, with light that also highlights building features may be appropriate.

Guideline 13

Illumination of a sign should be done with the objective of achieving a balance between the architecture, the historic district and the sign.

- Where internal illumination is considered it should be limited to individual cut out letters with only the letter face illuminated.
- The color and the intensity of illumination are central to achieving a complementary balance of building and signs.
- Unless historically documented, intermittent or flashing light sources should be avoided.
- The sign illumination source should be shielded and directed only toward the sign to minimize glare.
- Light intensity should not overpower the building or street edge.
- Small and discreet modern light fittings may provide an unobtrusive alternative to traditionally styled lamp units.

Guideline 14

Wiring conduit for sign lighting should be carefully routed to avoid damage to architectural details and to be concealed from view as much as possible.

- Copper sheathing should be used for wiring to minimize visibility.
- The wiring should be placed between the brick coursing and recesses to reduce the visibility.
- The power supply may be routed directly through a wall or window, hidden behind the sign.
- Guideline 15
- The illumination source for a sign should be compatible with both the sign and building.
-
- Light can be directed at the sign from an external, shielded lamp.
- All sign lighting should be shielded and directed only toward the sign.
- Internal illumination of the lettering only is most appropriate if internal illumination is used.

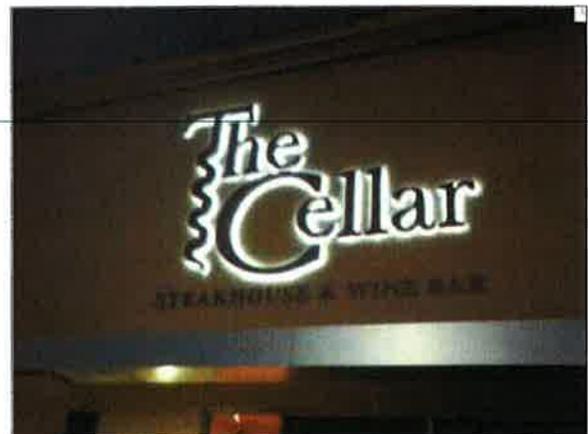
Guideline 16

Consider halo illumination as an alternative to other types of internally illuminated signs.

- Reversed pan-channel letters with an internal light source reflecting off of the building may be used for “halo” illumination.
- The light source should not be visible.



The lighting of this sign is shielded and directed toward the sign.



Halo lighting

Guidelines for Signs



This neon sign is located on an arterial street, and is therefore larger than a sign along a smaller street.

Guideline 17

The selective use of neon may be considered.

Neon should be used in limited volume to ensure that it does not become visually obtrusive and dominate the street frontage.

- In certain cases neon may be more appropriate when framed and shielded.

Guideline 18

The increased scale and vehicular orientation of a larger building along arterial streets may provide an appropriate setting for a greater level of illumination.

- Sign dimensions and proportions should relate to the façade of the building.

Guideline 19

The use of internally illuminated sign faces should be limited to individual cut out letters. The use of large panel internally illuminated signs is not recommended.

- The plastic or vinyl faces used for internally illuminated signs are discouraged in the historic district.
- Individual pan-channel letters with a plastic face or individual cutout letters and letters routed out of the face of an opaque cabinet sign may be used.
- The light source for internally illuminated signs should be white.



This type of sign is discouraged.

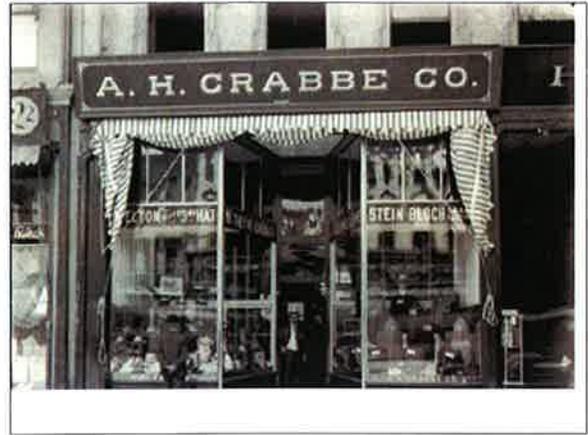
Material

Historically, signs were either painted directly on the building façade or made of wood either attached directly to the building or suspended from wrought iron brackets. As technology advanced and building styles changed, a wider range of materials were used. These included bronze plates attached to buildings, cast iron, stainless steel, etched or painted glass, leaded glass, gold leaf, and tile. Each material was popular during particular time periods, and might not be appropriate at all building locations.

Guideline 19

Sign materials should be compatible with those of the historic building. Materials characteristic of the building's period and style, used in contemporary designs, can form effective new signs.

- Painted wood and metal are appropriate materials for signs. Their use is encouraged.
- Unfinished materials should be designed and used carefully.
- Highly reflective materials that will be difficult to read may not be appropriate.
- The use of plastic on the exterior of a sign is usually not appropriate.



Signs are made of wood or painted on the building.



The color and material of this sign were designed to match the window cladding.

Guidelines for Signs

For more information, see Preservation Brief 25 from the National Park Service,

[Http://www.nps.gov/history/hps/tps/briefs/brief25.htm](http://www.nps.gov/history/hps/tps/briefs/brief25.htm)

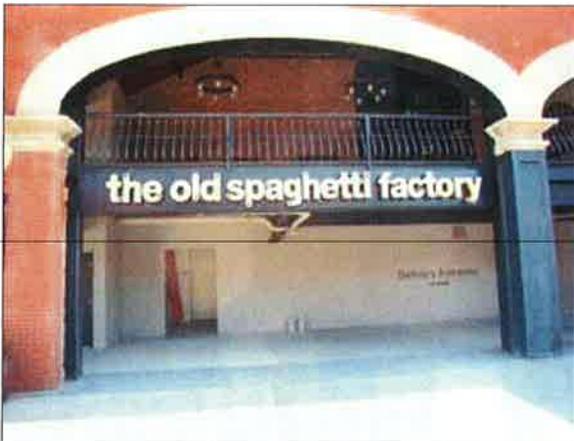
Color

The use of color is an important factor in effectively communicating a message. Colors have different meanings and work in various ways in contrast together. Contrast between the foreground and background is an important component in creating legibility. If colored text is used on a bright background the contrast will be weak. For optimal contrast results, white text against dark colored backgrounds works best. In sign design color is the combining factor to harmonize the sign with the environment. Color will distinguish signs from each other and can offer an indication of the message without having to be able to understand the language of the sign.

Guideline 20

Sign colors should complement the colors of the building.

- The number of colors used on a sign should be limited. In general, no more than three (3) colors should be used, although accent colors may also be appropriate.
- Sign colors should be coordinated with overall building colors.
- Color should be used both to accentuate the sign design and message, and also to integrate the sign or lettering with the building and its context.



The Color of this sign fits the color of the structure.

Guideline 21

Strong primary colors should be used primarily as an accent.

- Sign panels should avoid the extensive use of primary color or significant areas of white or cream, which would have the effect of visually detaching the sign from the building.
- Primary colors should be used sparingly.

Form and Lettering

Signs should be viewed as part of an overall graphics system for the building. They do not have to do all the “work” by themselves. The most effective signs work with the building, not against it.

The Salt Lake City historic districts contain buildings constructed over a long period of time, by different owners for different purposes; the buildings reflect different architectural styles and personal tastes. These factors are what give the districts a diverse and distinct quality that is unique to Salt Lake City. Likewise, it is encouraged that designers and owners create signs that complement these different architectural styles and celebrate the diversity of the district.

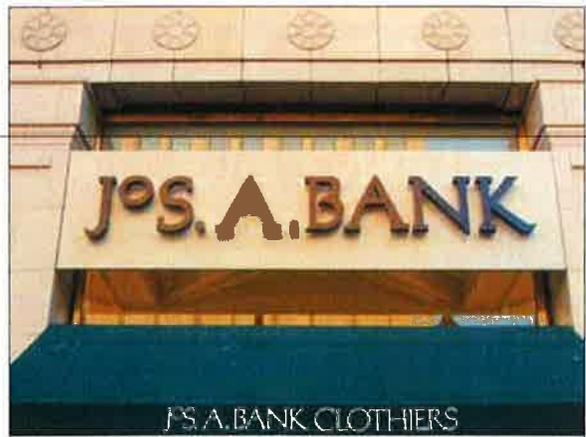
Guideline 22

Letter styles and sizes should be selected that will be compatible with the building front.

- Except on large buildings along arterial streets, sign lettering should be determined based on the legibility from the pedestrian way, and not the street.
- A sign letter of lesser height will be appropriate depending upon the scale of the street frontage.



Primary colors are used only as lettering and trim on this sign. The background is white. This has the effect of visually detaching the building from the sign.



Letters are compatible with building front.

Guidelines for Signs



Signs that cover significant architectural details are discouraged.

Guideline 23

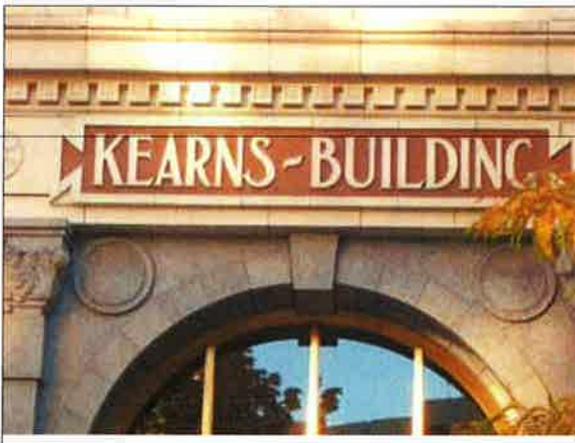
Letters that create signs that are out of character with the historic district or building, or that would alter the character of the historic district would be considered inappropriate.

- Signs or letters that obscure significant architectural features of a building are inappropriate.

Guideline 24

A corporate logo or color scheme incorporated into a building design may be recognized as a sign.

- This may take the form of canopies, roof material and, in some cases, building style or design.



A well designed wall sign.

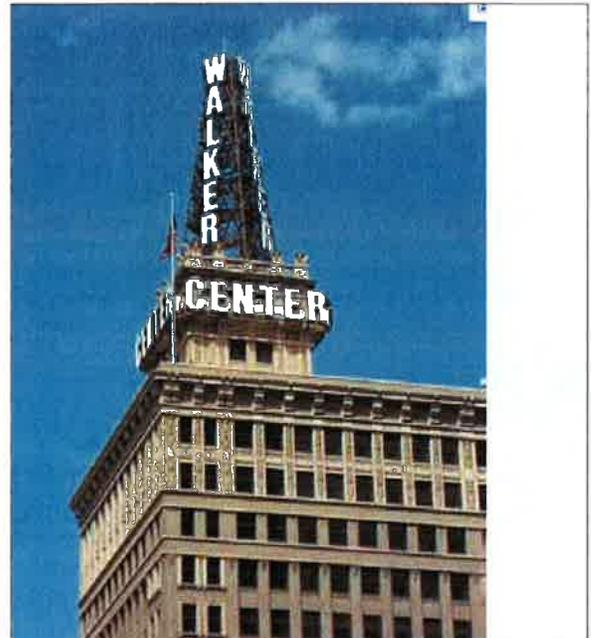
Sign Types - Specific Design

Sign types vary widely and a range may be considered appropriate either individually or in combination. The important principle is that signs should not overwhelm the architecture of the building. The placement or location of a sign is perhaps the most critical factor in maintaining the order and integrity of the historic building. Consistent placement of signs according to building type, size, location and even building materials creates a visual pattern that the pedestrian or driver, can easily interpret and utilize to the mutual benefit of merchants, tourists and customers.

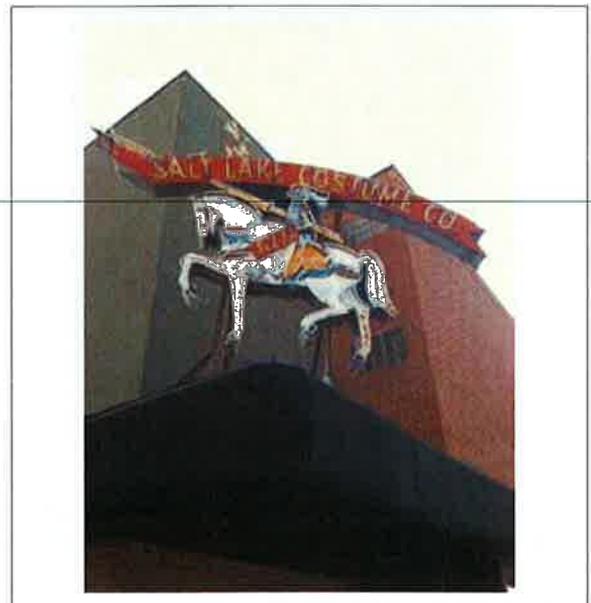
Historic Signs

Historic signs can contribute mightily to the architectural and historic character of Salt Lake City's buildings and districts. They can complement an individual building. The impact may be at street level or higher, with roof mounted signs contributing to the city skyline.

Many signs are valued independently, apart from the buildings or sites to which they are attached. Nonetheless, the preservation of historic signs may present challenges of repair. Sign preservation may appear to conflict with general community goals such as; encouraging artistic expression in new signs, and reconciling business requirements with preservation. Frequently, however, these goals may be complementary rather than conflicting. When issues arise, it is important to remember that the intrinsic merit of many signs, as well as their contribution to the overall character of a place, make the effort of preservation worthwhile. The guidelines below can help preserve both business and history.



The Walker Bank sign was rehabilitated.

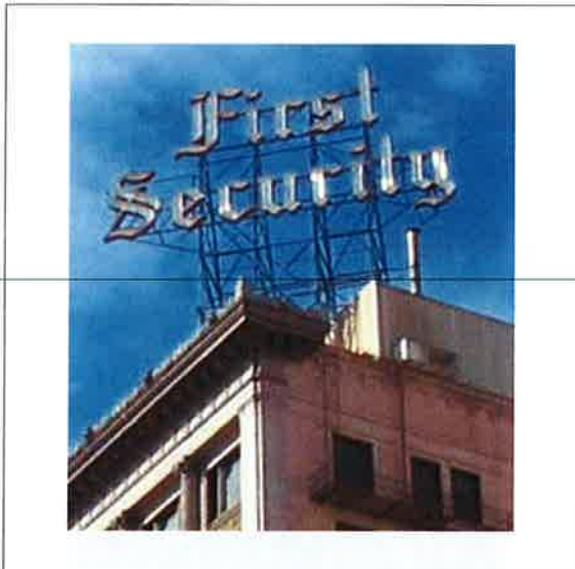


Even though the use has changed, This sign remains an important component of the building.

Guidelines for Signs



This mid-20th Century metal sign has been refurbished and reused for the new use in the building.



The First Security bank sign atop the building on 100 South Main Street is an icon of downtown event though the name of the bank has changed.

The overall goal in the repair and rehabilitation of historic signs is to restore a sign that is largely intact or otherwise whole. Recognize, however, that the apparent age of historic signs is one of their major features, expressing the maturity of the building or district; do not “over restore” signs so that all evidence of their age is lost, even though the appearance and form may be recaptured. In particular, signs painted on building side walls gradually fade with age, conveying information about previous business and impressions of historic commerce.

Guideline 25

Historic signs, as a distinctive feature of Salt Lake City, should be retained and where appropriately restored.

- Keeping a historic sign is encouraged, even if the business or product promoted is no longer on site. Retaining the sign can exploit the recognition value of the old name and play upon the public’s fondness for the old sign, especially when the sign is a community landmark.
- Signs should remain as they were originally designed.
- Historic signs which are faded with age and weathering contribute to the sense of age and time in the district.
- Additional signs that would detract from the appreciation of a historic sign may be inappropriate.

Guideline 26

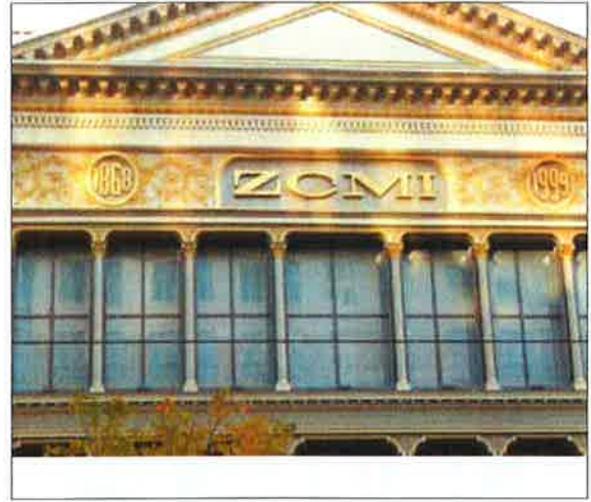
Historic signs should be preserved, maintained, and repaired.

- Historic signs add to the overall appearance and character of historic commercial buildings; treat them as significant features of the property.

Guideline 27

Historic painted wall signs and “ghost” signs should be retained where feasible.

- Painted wall signs on a building façade should be left intact; avoid painting over or removing them.

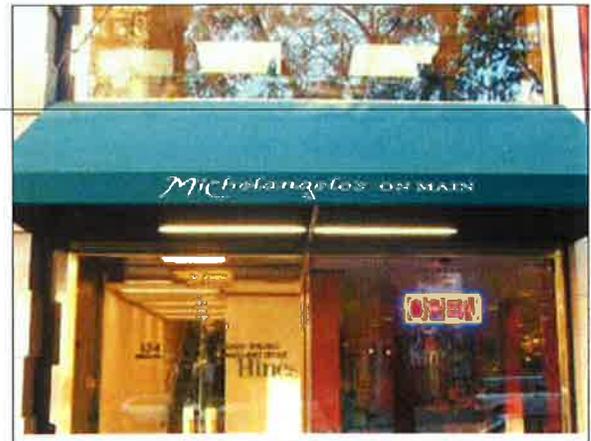


This historic sign was repaired and preserved as part of a larger development, even though ZCMI is no longer in business.

Awnings and Canopy Signs

A well designed and well placed awning can make a good impression, attract potential customers and unify a streetscape. By contrast, a confused, poorly designed or poorly placed sign or awning can overwhelm buildings, detract from the area, and potentially damage historic materials or finishes. Historically, awnings were attached to and placed near buildings. New awnings can use similar features to both enhance the character of the building and convey the necessary information to the public.

Awning Signs are typically located on the awning valance. In addition to identifying a business, awnings can provide sun damage protection for merchandise and reduce solar heat gain, and are a good option for businesses that are orientated to the south or west. In general, they help protect buildings and products from the weather – heat, rain, snow etc. Signs should not be the primary purpose of an awning; rather they should be subordinate to the primary reason for placement on a building.



A well done awning sign.

Guidelines for Signs



Signs should be pedestrian in scale.



The materials and shape of this awning are discouraged.

Guideline 28

Signs on Awnings should be designed with the historic character of the building and district in mind. Awning signs should create visual interest, and promote commercial identity.

- Signs should occupy a maximum of twenty percent (20%) of the valance (vertical surface) area on each face of an awning.
- Awnings and canopy signs should project no more than thirty-six inches (36") from the face of the building except when used as entrance canopies.
- The design should be compatible with the architecture of the building and should not obscure architectural details of the building. Further, awnings should serve as an accent to the building's design but should not be the dominant architectural feature.
- Awning materials at typical sign locations such as rounded balloon awnings or flat mounted wall awnings are discouraged.
- Awnings and canopy signs should be located in a traditional manner above doors, windows or walkways.
- Nylon, canvas or other similar materials are suitable. Material should be high quality, colorfast and sun fade resistant.
- Vinyl or plastic materials are not appropriate.

Guideline 29

Illumination of awnings may be considered in certain situations.

- Illuminated/back-lit translucent awnings or translucent letters on opaque backgrounds are discouraged.
- Canvas awnings illuminated with approved light sources that are down directed and shielded are encouraged.

Wall Signs

Wall signs were one of the most common types of sign used historically in Salt Lake City. Wall signs, placed on the fascia or horizontal band between the storefront and the second floor, were among the most common. This area is often called the “signboard,” and as the word implies, provides a perfect place for a sign. Similar to fascia signs were signs between the levels of windows across the upper facade. Such signs were mounted on horizontal boards or painted on the building. Whether wall signs featured text or images, they sometimes became major features of the building. Signs in the form of plaques, shields, and ovals were used on many nineteenth-century buildings. Such signs had the advantage of being easily replaced as tenants came and went. They also easily incorporated images as well as lettering.

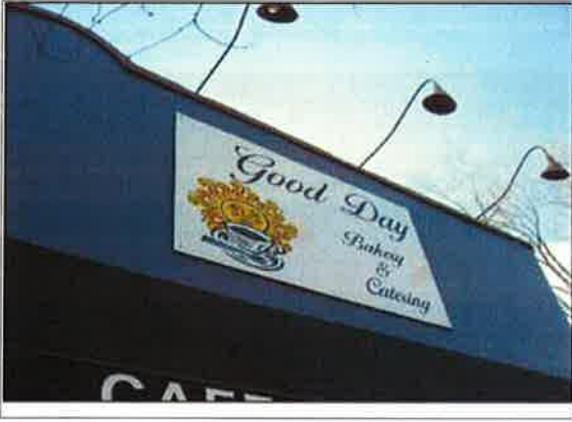
For more information, see Preservation Brief 44 from the National Park Service.

<http://www.nps.gov/history/hps/tps/briefs/brief44.htm>



Position a wall sign on the building in a manner that does not obscure architectural details.

Guidelines for Signs



This wall sign is flush with the wall, and compatible with the building.

Guideline 30

Well designed flush-mounted wall signs are encouraged.

- When feasible, place a wall sign such that it is compatible with others on the block.
- When planning a wall sign, determine if a horizontal sign board exists on the building. If so, locate flush-mounted signs such that they fit within panels formed by moldings or transom panels on the façade.
- Obscuring significant architectural façade features should be avoided.
- In general, wall signs should be oriented toward the pedestrian, and therefore, fixed on a lower section of the building.

Projecting Signs

Projecting signs, both lettered and symbolic, were also common historically. Projecting Signs are generally two sided signs, suspended from an iron bracket or building element, mounted perpendicular to the face of the building. Projecting signs are usually an appropriate type of sign for an historic structure because their installation is such that it requires minimum anchoring to the building and therefore does less damage. It is recommended that the exposed surfaces of projecting signs may be constructed of metal, high-density foam board, or solid wood. The sign materials should be compatible with the face of the building and should be colorfast and resistant to corrosion.



Projecting sign.

Guideline 31

A projecting sign, which projects from the building front, is encouraged, particularly on a more pedestrian oriented corridor.

- A projecting sign should be mounted perpendicular to the building façade and provide eight feet of clearance between the sidewalk and bottom of the sign.
- A projecting sign should be located near the business entrance.
- Exposed surfaces of projecting signs should be constructed of metal, high-density foam board, or solid wood.
- The sign materials should be compatible with the face of the building and should be colorfast and resistant to corrosion.



Projecting signs should be located at a human scale and near the doorway.

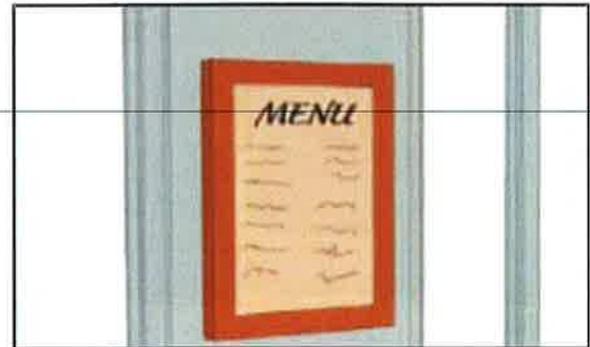
Menu Boards

A menu board is a weather tight box with a glass or Plexiglas front that is used to display menus, signs, bulletins, photographs etc. These signs are attached to an exterior building wall near the main entrance. A well designed menu board is an essential and appropriate use of sign area for a restaurant.

Guideline 32

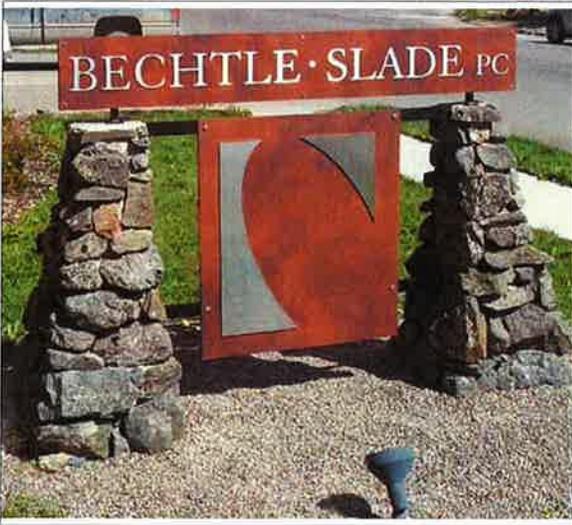
In the case of a restaurant, a menu board is essential and will usually be considered appropriate.

- The board should be positioned to avoid obscuring or damaging architectural detail.
- The board should be positioned near the main restaurant entrance.



Menu Board

Guidelines for Signs



Monument Sign

Monument Sign

Monument Signs are not attached to the building. They can include information on one or two sides, spanning between two posts, or suspended from one post that is set in paving or landscape areas. The monument sign is usually located on the edge of the property near a pedestrian corridor or vehicle access point.

Guideline 33

Monument signs are a less obtrusive alternative to a pole sign or other types of animated signs.

- Signs must be compatible with the architecture of the building to which they are associated.
- Lighting of monument signs is permitted, provided that the lighting is shielded and directed only toward the sign.
- Internally illuminated monument signs should be avoided.



Tenant Sign

Directory or Tenant Signs

Directory Signs or tenant signs are attached to a building and are often used for professional offices. They include information about several businesses on a single larger sign, with an identifying building address and/or building name.

Guideline 34

Use directory signs on multi-tenant sites to reduce the visual clutter of many signs.

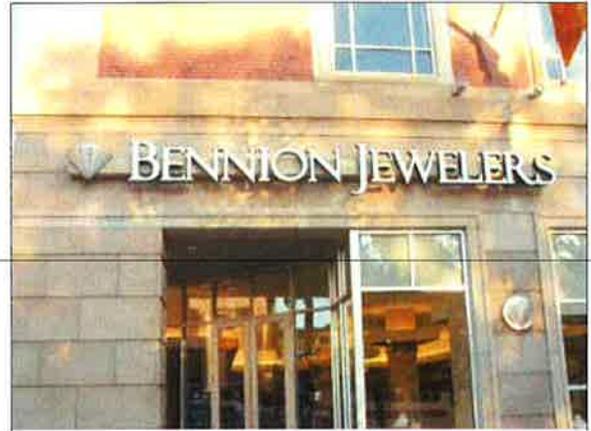
- Where several businesses share a building, signs should be coordinated. Align several smaller signs, or group them into a single panel to make them easier to locate.
- Similar forms or backgrounds should be used for the signs to tie them together visually, identify them as serving the same premises and make them easier to read.
- The individual nameplates on the sign should match each other in size, colors, letter size, case and styles.



Directory Sign

Internally Illuminated Signs

Internally Illuminated signs are built with a sign face which is lit or outlined by a light source located within the sign. The face is generally made of colored plastic, vinyl or other transparent material. They generally are used as wall signs or as a monument sign.



Internally Illuminated Sign

Guideline 35

Internally illuminated signs are generally not associated with Salt Lake City’s historic districts. Nonetheless, in commercial areas, specifically within larger developments along arterial streets with many noncontributing structures, they may be appropriate.

- Internally illuminated signs are not appropriate in neighborhood commercial areas in areas with many contributing commercial structures.
- If internal illumination is considered it should be limited to individual cut out letters with only the letter face illuminated.
- Letter height should be determined based on the size and design requirements in the Zoning Ordinance.

Definitions

The following images and accompanying definitions are useful for understanding the design guidelines. Where similar definitions are found in the City Zoning Ordinance, similar language is used. The images contained in this section are solely for the purpose of illustration and may or may not be compliant with Salt Lake City regulations.

Animated Sign

A sign, excluding an electronic changeable copy sign, which involves motion or rotation of any part by mechanical or artificial means or which displays flashing or intermittent lights.

Awning Sign

A sign that is painted on or otherwise made part of the awning material. Signage is limited to the vertical portions of the awning; the sides and the front valance. No signage shall protrude beyond the vertical face.

Billboard

A form of an off premises sign. A freestanding ground sign located on industrial, commercial or residential property if the sign is designed or intended to direct attention to a business, product or service that is not sold, offered or existing on the property where the sign is located.

Directory Sign

A sign on which the names and locations of occupants or the use of a building or property are identified, but which does not include any advertising message.

Flashing Sign or Lights

A sign that contains an intermittent or flashing light source that may also include the illusion of intermittent or flashing light by means of animation or externally mounted intermittent light sources.

Ghost Sign

A sign painted on an exterior building wall, which has been weathered and faded to the extent that it has lost its original brightness of color and visibility.

Historic Replication Sign

A sign, which is an exact replication, including materials and size, of a historic sign which once existed in the same location.

Historic Sign

A sign that by its construction materials, age, prominent location, unique design, or craftsmanship, provides historic character, individuality, and a sense of place or orientation regarding clues to a building's history.

Inflatable Sign or Display

Any inflatable object used for signs or promotional purposes.

Internally Illuminated Sign

A sign which has characters, letters, figures, designs or outlines internally illuminated by electric lights, luminous tubes or other means as a part of the sign itself.

Menu Board

Small scale sign boxes containing menus generally located near the primary entrance to a restaurant.

Monument Sign

A sign that is supported by one (1) or more uprights or braces which are fastened to, or embedded in the ground or a foundation in the ground and not attached to any building or wall.

Mural

A work of art, such as a painting applied directly to a wall, fence, pavement, or similar surface that is purely decorative in nature and content, and does not include advertising by picture or verbal message.

Pole Sign

A freestanding sign other than a monument sign erected and maintained on a mast(s) or pole(s) and not attached to any building.

Projecting Sign

A sign attached to a building or other structure whose sign face is displayed perpendicular or at an angle to the building wall.

Projection Sign

A sign which projects a visual image or message onto a surface.

Temporary Sign

Any exterior sign, banner, pennant, valance or advertising display constructed of paper, cloth, canvas, light fabric, cardboard, wallboard or other light materials, with or without light frames, intended to be displayed for a short period of time. Examples of temporary signs include: an A-frame sign; balloon; secured banner; unsecured banner; public event banner; garage/yard sale sign; political sign; real estate sign; special event sign.

Guidelines for Signs

Video Sign

Animated visual messages that are projected on a screen.

Wall Sign

A sign with messages or copy erected parallel to and attached to or painted on the outside wall of a building. Wall

Plaque

A Small scale sign often embedded into the wall covering of a building that displays information pertaining to the building.

Wind Sign

Any propeller, whirling, or similar device that is designed to flutter, rotate, or display other movement under the influence of the wind. This shall include “pennant flags”, or banners.

Window Sign

A sign inside of or attached to the interior of a transparent glazed surface (window or door) oriented to the outside of the building. A display window that does not include signs shall not be considered a sign.

TIFTON CITY COUNCIL AGENDA ITEM

TO: Tifton City Council
FROM: Rona Martin, City Clerk
DATE: 05/15/2013
DEPARTMENT: City Clerk's Office
SUBJECT: GMA District 11 Election of Officers



DATE: 05/16/2013
Workshop Meeting (x)
Regular Meeting ()
Called Meeting ()

EXECUTIVE SUMMARY

This is for information purposes only. The attached will be sent to GMA before 5/31/13.

PROPOSED ACTION

For information only.

SUPPORTING INFORMATION

Background Information

- See attached.

Financial Implications

- None.
-

Pros and/or Cons

Implementation

- See attached.
-



President
John Reid
Mayor, Eatonton

First Vice President
Beth English
Councilmember, Vienna

Second Vice President
Keith Brady
Mayor, Newnan

Third Vice President
Mike Bodker
Mayor, Johns Creek

Immediate Past President
Billy Trapnell
Mayor, Metter

Executive Director
Lamar Norton

April 22, 2013

MEMORANDUM

TO: Mayors and Councilmembers in District 11
c/o Mayors and City Managers or City Clerks

FROM: Lamar Norton, Executive Director 

SUBJECT: Election of District 11 Officers for 2013-2014

Enclosed is your city's official ballot for the election of GMA's District 11 Officers for the 2013-2014 year.

Listed on the ballot are the names of the city officials who have been nominated by the current district officers. (The current officers are charged with serving as a district nominating committee.) No additional nominations were received by the deadline of April 15, which means that the nominations are closed.

The ballot should be mailed or faxed to the attention of Kelly Shields by Friday, May 31. **Please note that only one ballot may be submitted per city.**

We will notify you of the results shortly after May 31. Final approval of GMA district officers, as well as the Association's officers and Board of Directors, will occur at the membership business session to be held at the Annual Convention in Savannah on Monday afternoon, June 24.

If you have any questions, please contact Kelly at (678) 686-6204 or kshields@gmanet.com.

C: District 11 Officers

ELECTION OF GMA'S DISTRICT 11 OFFICERS FOR 2013-2014

BALLOT

The following city officials have been nominated by the current district officers as GMA's District 11 Officers for 2013-2014:

- President: Butch Fausett, Councilmember, Adel
- First Vice President: Bill Darsey, Mayor, Lakeland
- Second Vice President: Peggy Murphy, Mayor, Alma
- Third Vice President: Olivia Pearson, Mayor Pro Tem, Douglas

**No additional nominations were received by the April 15, 2013 deadline.*

If your city is in favor of the proposed slate of officers, please check here: _____

If your city is opposed to the proposed slate of officers, please check here: _____

Please provide the following information:

City: _____

Name of person submitting ballot: _____

Signature: _____

Please fax or mail ballot by May 31, 2013 to:

Kelly Shields, Georgia Municipal Association, P.O. Box 105377, Atlanta, GA 30348;
FAX: (678) 686-6304

TIFTON CITY COUNCIL AGENDA ITEM

TO: Tifton City Council
FROM: Rona Martin, City Clerk
DATE: 5/15/2103
DEPARTMENT: City Clerk's office
SUBJECT: Discussion of Occupation Tax



DATE: 5/16/13
Workshop Meeting (X)
Regular Meeting ()
Called Meeting ()

EXECUTIVE SUMMARY

Councilmember Keesee asked that staff look at and report on the pros and cons of reducing the administrative fee/ occupation taxes for businesses with sales under \$5000.

PROPOSED ACTION

To be determined

SUPPORTING INFORMATION

Background Information

- See attached.

Financial Implications

- Possible revenue reduction in the General Fund. Approximately \$10,000.

Pros and/or Cons

- Pro - Reduction for the small business.
- Con - Reduction in revenue to our general fund.

Implementation

- To be determined.

Dick Marti
Bookworm Books
http:www.bookwormbooks.lnet
dickmarti14@gmail.com

2224 Goff St.
382 8878

Dick has a home business run from a storage building in his back yard for on-line bookstore.

Rona supplied these figures:

\$75.00 Administrative fee
53.00 Occupation tax
5.63 Late Fee

\$133.63 total fee for business license for 2013

Do all vendors(170 consignment vendors) in cotton warehouses about to open(To the Moon) have to buy business licenses? No, their sales are reported via the owner of the site business.

At Turf Grass Art Show, will artists have to buy business licenses? No, this is generally handled thru the show itself.

Do people who sell make-up (or anything) from their homes have to purchase business licenses? Generally, yes, if we are aware of them.

Dick Marti thinks there should be a lower beginning scale for very small businesses. City should restructure fee scale.

What are penalties if someone does not buy a business license? Take to court? Fines? Shut Down...how would city shut down a home business? If taken to court, the cost is over \$400. The City does not have the authority to shut down a business unless it is one that violates the construction codes (Sec. 18-34) of the Code of Ordinances.

Keesee would like to see staff report on pros, cons of reducing administrative fee/occupation taxes for businesses with sales under \$5000.00, or profits under \$3000.00, or another figures which staff submits. The cost of processing a license is the same no matter the gross profits because it takes the same amount of time, supplies and effort for any of them to be processed. It is also not uncommon for a business to actually see a profit for several years, and as such, "net

profit” should not be a consideration for determining the cost of an occupational tax certificate. For those operating a business within the City limits, this is strictly an occupational tax plus an administrative fee. For those coming in to the City to do a job, it is a regulatory permit and helps to pay for any needed inspections, etc. that take place while the business is in Tifton. Staff does not recommend lowering any fees. These fees are in the general fund and support the budgets of Police, Fire, Environmental Management, Senior Center, Cemetery, Nutrition, Public Works, Municipal Court, City Council, and General Government.

Please know that our occupation tax is based on graduated gross profits, however, the administrative fee is the same for everyone. If you will recall, staff requested an increase of \$25 to the administrative fee when adopting the budget for FY 2013 in order to help balance the budget. It is crucial that we do not lower any of our fees, in fact, staff is asking for your support requiring businesses to comply with our ordinance in the way of providing proof of their gross receipts. Section 74-56 of the code of ordinances reads: “On or before March 1 of each year, the owner, proprietor, manager or executive officer of the business liable for such occupation tax levied for the year shall file with the finance director, a signed return setting forth the actual amount of the gross receipts of the business during the preceding calendar year.” In years past we have tried to enforce this portion of the regulations to no avail. I am fairly confident that some businesses just do not report their receipts accurately. Staff is very amenable to receiving a statement from their accountants showing the total gross receipts. It is our intention, once again, to attempt enforcement, and your support will be very important to the success of receiving more accurate numbers.

**AT A MEETING O THE
CITY COUNCIL OF THE CITY OF TIFTON
HELD ON _____, 2013
A MOTION TO ENTER INTO EXECUTIVE SESSION**

Council member _____ makes the following motion:

1. That City Council now enters into executive session as allowed by O.C.G.A. Section 50-14-4 and pursuant to advice by the City Attorney, for the purpose of discussing the following:

(check all that apply)

- ___ Legal Matters.
- ___ Personnel Matters.
- ___ Real Estate Matters.

That each member of this body, in open session, at the conclusion of such executive session, and consistent with the provisions of City of Tifton Resolution No. 99-66, either:

1. Execute the Affidavit, the form of which having been previously approved; or
2. Vote upon the Resolution, the form of which having been previously approved, to be followed by the execution of the above-referenced Affidavit by so many members of this Council that so desire,

all of which is in compliance with O.C.G.A. Section 50-14-4; thereby this body, by appropriate form of either Affidavit or Resolution/Affidavit, ratifying the actions of the Council taken in executive session and confirming that the subject matters of the closed session were within exceptions permitted by the Open Meetings law.

Council member _____ seconds the motion.

Motion Approved

Those voting in favor of the motion for closure:

Council Members:

Those voting against the motion for closure:

Council Members:

AFFIDAVIT

Personally appeared before the undersigned attesting officer, duly authorized to administer oaths in the State of Georgia:

Present

Absent

J. G. "Jamie" Cater, Jr.

Marianna G. Keesee

Christopher Parrott

Johnny Terrell

Julie Smith

Who, after being duly sworn, deposes and on oath states the following:

1. I am a member of the Tifton City Council and I was present at a meeting of the City Council held on the _____ day of _____, 2013.

2. That it was my understanding that O.C.G.A. Section 50-14-4(b) provides as follows:

When any meeting of an agency is closed to the public pursuant to subsection (a) Of this Code section, the chairperson or other person presiding over such meeting shall execute and file with the official minutes of the meeting a notarized affidavit stating under oath that the subject matter of the meeting or the closed portion thereof was devoted to matters within the exceptions provided by law and identifying the specific relevant exception.

3. The subject matter of the closed meeting or closed portion of the meeting held on the _____ day of _____, 2013, which was closed for the purpose(s) of :

- ___ Legal Matters
- ___ Personnel Matters
- ___ Real Estate Matters

As allowed by O.C.G.A., Title 50, Chapter 14, was devoted to matters within those exceptions and as provided by law.

4. This affidavit is being executed for the purpose of complying with the mandate of O.C.G.A. Section 50-14-4(b) that such an affidavit be executed.
5. This affidavit is likewise executed by the following members of the City Council present at such executive session in support of open and honest government and in compliance with City of Tifton Resolution 99-66.

This _____ day of _____, 2013.

 J. G. "Jamie" Cater, Jr.
 Mayor, City of Tifton

 Marianna G. Keesee
 Councilwoman, District 1

 Christopher Parrott
 Councilman, District 2

 Johnny Terrell
 Councilman, District 3

 Julie Smith
 Councilwoman, District 4

Sworn to and subscribed before me
 By all City Council members
 on this _____ day of
 _____, 2013.

 Notary Public

**EXECUTIVE SESSION RESOLUTION
OF THE CITY COUNCIL OF THE CITY OF TIFTON
2013-_____**

BE IT RESOLVED by the Tifton City Council as follows: at the meeting held on the _____ day of _____, 2012, the Council entered into executive session for the purpose of discussing:

_____ Legal Matters.

_____ Personnel Matters.

_____ Real Estate Matters.

At the close of the discussions upon such subject(s), the Council did vote to re-enter into open session and herewith takes the following action in open session:

1. The actions of the Council and the discussion of the same regarding the matter set forth for closed session purposes are hereby ratified.
2. This body does hereby confirm that to the best of the knowledge of the body, based upon the advice of the City Attorney, the said subject matter of the meeting, and of the closed session portion was devoted to matters within the specific relevant exception(s) as set forth above.
3. The affidavit, together with this Resolution, shall be included and filed with the official minutes of the meeting and shall be in a form as required by the statute.

Approved this _____ day of _____, 2013.

J. G. "Jamie" Cater, Jr.
Mayor, City of Tifton

ATTEST:

Rona Martin
City Clerk