



CITY OF
FORESTPARK

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

Wednesday, July 22, 2026 at 5:30 PM
City Hall - Council Chambers

[City Website](#)

Phone (404) 363.2454

ECONOMIC DEVELOPMENT

745 Forest Parkway
Forest Park, GA 30297

AGENDA

**Hector Gutierrez, Chair
Rhonda Wright, Vice Chair
Daniel Ray Allen, Board Member
Felicia Davis, Board Member
Victoria Williams, Board Member
Lois Wright, Board Member
Kirby A. Glaze, Eq.**

Rochelle Dennis, Economic Development Director

VIRTUAL MEETING NOTICE: Meetings will be available on Forest Park's [YouTube Channel](#)

CALL TO ORDER/WELCOME

ROLL CALL

APPROVAL OF MINUTES

- 1. Approval of May 27, 2026, Development Authority Regular Board Meeting Minutes - Economic Development**
- 2. Approval of June 24, 2026, Strategic Board Retreat Minutes - Economic Development**

PUBLIC COMMENTS

LEGAL UPDATE

- 3. Project Update: Georgia Utility Contractors Association (794 Main Street): Closing and Deed to Secure Debt - Economic Development**

FINANCE UPDATE

4. **June 2026 Finance Report** - Finance
5. **Outstanding Expenses Report** - Economic Development
6. **Update: Rent Roll Report** - Economic Development
7. **PILOT Payment Update** - Economic Development

OLD BUSINESS

8. **Property Landscaping Update** - Economic Development
9. **Update: 670 Main Street Lease** - Economic Development
10. **Update: Development Authority Property List** - Economic Development

NEW BUSINESS

11. **850 Main Street HVAC Assessment** - Economic Development
12. **Review of 850 Main Street Signage Proposal** - Economic Development
13. **Review of 842 Main Street Redevelopment Architecture & Engineering Proposal** - Economic Development

ECONOMIC DEVELOPMENT UPDATE

14. **Economic Development Update** - Economic Development

**EXECUTIVE SESSION - Personnel, Litigation, Real Estate or Cyber Security
OCGA § 50-14-1**

ADJOURNMENT

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



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ECONOMIC DEVELOPMENT

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Hector Gutierrez, Chair
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Daniel Ray Allen, Board Member
Felicia Davis, Board Member
Victoria Williams, Board Member
Lois Wright, Board Member
Rochelle B. Dennis, Economic Development
Director
Kirby Glaze, Development Authority Board
Attorney

Meeting will be live-streamed and available on [Forest Park's YouTube Channel](#)

MINUTES

I **CALL TO ORDER/WELCOME:** Chairman Hector Gutierrez called the Development Authority meeting to order on May 27, 2026, at 5:32 p.m.

II **ROLL CALL**

PRESENT

Hector Gutierrez
Rhonda Wright (Attended via phone; arrived in person at 6:00 p.m.)
Daniel Ray Allen
Felicia Davis (Joined via Zoom at 5:42 p.m.)
Victoria Williams
Lois Wright

ALSO PRESENT

Kirby Glaze, Esq., DA General Counsel
Rochelle B. Dennis, Economic Development Director
John Wiggins Finance Director
Tony Lamar,
Charise Clay, Main Street Manager
Dieuvalda Lamartiniere, Economic Development Staff Assistant

III APPROVAL OF MINUTES

1. **Approval of May 6, 2026, Meeting Minutes**
Approval of April 22, 2026, Meeting Minutes

Victoria Williams made a motion to approve the April 22, 2026, Regular Meeting minutes and the May 6, 2026, Special Called Meeting minutes. Lois Wright seconded the motion. The motion unanimously passed.

IV PUBLIC COMMENTS

There were no public comments

V LEGAL UPDATE

2. **A. PILOT Payment Update**

Attorney Kirby Glaze provided an update regarding the May 14, 2026, PILOT Payment meeting attended by Mayor Gwen Ellison, Development Authority Chair Hector Gutierrez, Economic Development Director Rochelle B. Dennis, City Attorney Danielle Matricardi, and representatives from the Office of Finance. City Financial Advisor Ed Wall was unable to attend due to a last-minute scheduling conflict.

During the meeting, Attorney Glaze proposed that the Development Authority retain the current PILOT payment of \$1,212,750 and, going forward, retain approximately \$190,000 annually (roughly 15% of future PILOT payments) to place the Development Authority on a funding level more comparable to that of the Downtown Development Authority. Attorney Glaze explained that this would require an amendment to tax abatements in the future.

Following the meeting, updated figures comparing the Kroger PILOT payments and annual debt service obligations were received. For 2025, the difference between the PILOT payment and debt service is approximately \$113,202.

Based on the updated debt service information, Chairman Gutierrez recommended that a follow-up meeting be scheduled to further discuss the PILOT payment structure and potential allocation options.

Staff will coordinate the follow-up meeting.

B. 848 Main Street Lease Update

Attorney Kirby Glaze reported that the tenant at 848 Main Street remains current on all lease obligations. He further reported that the tenant is current on payments associated with the promissory note settlement agreement. Director Dennis referred the Board to the Rent Roll spreadsheet included in the meeting packet for additional details.

VI FINANCE UPDATE

3. **A. April 2026 Finance Report**

Senior Accountant, Tony Lamar delivered the April 2026 Finance Report.

Total Revenue (Year to Date) \$13, 049.86

Total Expenditures (Year to Date) \$23,570.60

Net Operating Position (\$217,520.74)

Transfers from Other Sources \$249,856

Net Positions After Transfers \$(6,235.54)

April Activity: No new revenue or expenditures recorded during the month

Director Dennis explained that Development Authority funds had historically been maintained in an account outside of the City of Forest Park. In January 2026, Chairman Hector Gutierrez directed staff to close the external account and transfer the funds to the City of Forest Park, which serves as the Treasurer for the Development Authority.

On May 1, 2026, the Development Authority's account at First Horizon Bank was closed. A cashier's check in the amount of \$1,166,725.43 was subsequently deposited with the Forest Park Office of Finance. The transaction will be reflected in the May 2026 Finance Report.

Additionally, the services of Marshall Jones, the Development Authority's accountant, have been terminated, as the Forest Park Office of Finance now serves as the Treasurer and financial administrator for the Development Authority. All historical QuickBooks records and accounting transactions have been transferred from Marshall Jones to the Office of Finance to ensure continuity of financial reporting and recordkeeping.

Attorney Glaze further explained that consolidating the Development Authority's banking and accounting functions under the Office of Finance will generate cost savings, improve financial oversight, and streamline the annual audit process.

B. FY 26-27 Draft Budget

Director Rochelle B. Dennis presented the Draft FY 2026–2027 Development Authority Budget for the Board's initial review and discussion. Director Dennis noted that the proposed budget remains relatively flat compared to the current fiscal year; however, several revenue assumptions remain uncertain, most notably the amount of future PILOT payments. With the recent receipt of updated debt service information, staff will revisit and refine revenue projections to ensure the budget reflects the most current financial data available.

The draft budget was presented for review only, with additional revisions and discussion anticipated prior to final adoption.

Chairman Hector Gutierrez inquired about the types of expenses included within the Repairs & Maintenance and Professional Services budget line items. Director Dennis explained that Repairs & Maintenance expenses generally relate to building, facility, and construction-related repairs, while Professional Services expenses include attorney fees, architectural and engineering services, contractor services, landscaping, and other

specialized professional consulting services.

Director Dennis further stated that staff will provide the Board with a detailed listing of vendors and expenditures associated with each line item for additional review and transparency.

VII OLD BUSINESS

4. A. Prestwick Development Update - 760-770 Main Street Update

Prestwick Development has resubmitted its application to the Georgia Department of Community Affairs for the proposed 60-unit LMI mixed-use development at 760–770 Main Street. Economic Development Director Rochelle Dennis thanked the Board for its continued support of the project and for approving the Public Enterprise Agreement. Attorney Kirby Glaze explained that an October 2026 decision is anticipated regarding the award of tax credits for the project.

B. Georgia Utility Contractors Association - 794 Main Street Update

Economic Development Director Rochelle Dennis reported that the Georgia Utility Contractors Association received approval from the Urban Design Review Board for its exterior façade on May 22, 2026. The project is scheduled to be presented to the Planning Commission on June 18, 2026. Upon receiving Planning Commission approval, the organization may proceed with obtaining building permits. Attorney Kirby Glaze explained that once permits are pulled, the conditions of the contract will be satisfied, and the project can move forward accordingly with closing.

C. 850 Main Street Redevelopment Update

Economic Development Director Rochelle B. Dennis provided the update:

Vendor Quotes

- Multiple vendor quotes have been received for various project components, including:
 - Landscaping services
 - Exterior stairwell construction
 - General contracting services
 - Building doors and lock systems
 - Fire extinguishers and life safety requirements
 - Ballroom repairs, including audio-visual and internet systems
 - Elevator-related improvements
- Staff noted that several project elements must be completed before the building can become fully operational.

Building Signage

- Staff is working with Marc Norworthy on interior and exterior signage concepts for the building.
- The proposed designs will incorporate a modern aesthetic that complements the Main Street District while supporting future tenant branding opportunities.
- Several signage concepts are expected to be presented to the Board during the June Retreat for consideration and direction.

Grease Trap & Health Department Coordination

- Staff continues working with Clayton County Public Health regarding grease trap requirements for the café space.
- Coordination is underway to ensure all restaurant-related requirements meet county and state health regulations.

Permitting & Certificate of Occupancy

- Building renderings, site plans, and required repair documentation have been submitted to Planning and Community Development.
- The Certificate of Occupancy (CO) application process is currently underway.
- Staff continues working through all permitting and compliance requirements necessary for occupancy approval.

Fire Marshal Inspection

- The Fire Marshal has completed the initial building inspection.
- A follow-up inspection will occur once all required repairs have been completed.
- The Fire Marshal has indicated that the café and ballroom may potentially operate while the elevator and exterior stairwell areas remain secured and inaccessible, pending final approvals.

Ballroom Operations Agreement

- Staff has developed a draft management agreement with the Recreation Department for ballroom rentals.
- Under the proposed arrangement:
 - The Development Authority would receive 70% of rental revenues.
 - The Recreation Department would receive a 30% management fee for administering rentals and operations.

Intergovernmental Agreement

- Staff identified the need for an updated Intergovernmental Agreement (IGA) between the Development Authority and the City.
- Coordination will occur with legal counsel to develop an agreement that clearly defines operational responsibilities and collaboration among entities.

Exterior Stairwell Project

- The exterior stairwell remains the most significant capital expense associated with the project.
- Current estimates range between \$46,000 and \$50,000.
- Due to the specialized nature of the work, only a limited number of qualified contractors can complete the project.
- All stairwell materials have already been purchased and approved by Planning and Community Development.
- Any material changes would require revised renderings and additional approvals, potentially delaying the project.
- The stairwell must meet ADA accessibility and code compliance requirements.

Landscaping:

- Landscape improvements are needed along the front of the property and the Main Street frontage area.
- Staff obtained multiple landscaping proposals, including:
 - WorldScapes: Initial cleanup fee of \$1,350 and ongoing weekly maintenance at \$175.
 - Duncan Landscaping: Lower initial cleanup costs with maintenance pricing currently under review.

Building Tours:

- Economic Development Director Rochelle Dennis reported that, pursuant to the Board's previous request to tour 850 Main Street, an email was distributed to the full Board on May 14, 2026, providing details and three proposed tour dates. A follow-

up email was subsequently sent by Charise Clay on May 15, 2026, including calendar sign-up links for Board members to select a preferred tour date.

- As of May 27, 2026, no Board members had registered to participate in the scheduled tour of 850 Main Street.

Funding & Next Steps

- Staff reported that vendors are prepared to begin work; however, project implementation cannot proceed without an approved funding strategy.
- To begin generating revenue, staff recommended opening the ground floor tenant spaces, including the café once occupancy approvals are obtained.
- Staff noted that grease trap installation costs remain unknown until a café tenant is identified and operational requirements are determined.

Certificate of Occupancy Requirements

- Planning and Community Development advised that all approved project work and required inspections must be completed before a final Certificate of Occupancy can be issued.
- A temporary Certificate of Occupancy for the café would still require installation of a grease trap and all applicable health department approvals.
- Restaurant operations must receive approvals from both county and state regulatory agencies before occupancy can be granted.

Board Direction

- Chairman Gutierrez directed staff to prepare a comprehensive project budget identifying all costs required to complete the building, including grease trap installation and remaining construction items.
- Chairman Gutierrez stated he will explore potential funding opportunities and engage with the City, Downtown Development Authority (DDA), Urban Redevelopment Authority (URA), and other stakeholders regarding project financing and partnership opportunities.

VIII NEW BUSINESS

5. A. Container Plaza / Arts & Entertainment District Update – 842 Main Street

Economic Development Director Rochelle B. Dennis Delivered the Update:

- The vision for the site is to create an arts and entertainment plaza inspired by developments such as Pullman Yards, featuring food trucks, shipping container restaurants, retail spaces, gathering areas, and community-focused entertainment.
- Interim Planning and Community Development Director SaVaughn Irons-Kumassah advised that shipping containers are currently not permitted under existing city ordinances within the Main Street District.
- The use of containers within the downtown area remains under review as staff continue evaluating potential regulations, design standards, materials, and allowable uses.
- The City's Main Street implementation strategy and regulations were adopted in 2023 as part of the Comprehensive Plan, with the goal of creating a vibrant and active downtown district.
- Economic Development is collaborating with PPI to develop conceptual plans that align with current ordinance requirements and can be presented to the Board for future consideration.
- Parking requirements and operational challenges associated with food truck courts and entertainment venues will need to be addressed as part of the planning

process.

- Ms. Irons-Kumassah noted that several ordinance amendments have been completed since 2023 to modernize city regulations and support redevelopment initiatives, including the Arts and Entertainment Overlay District.
- Funding remains a critical component for implementation. While planning efforts are underway, project advancement is dependent upon securing adequate financial resources.
- Director Dennis advised that the Comprehensive Plan and related initiatives will be reviewed during the upcoming Joint Retreat with the City's boards and authorities.

B. Landscape Maintenance Proposal Update

Economic Development Director Rochelle B. Dennis delivered the update:

- Several Development Authority-owned properties overlap geographically with Downtown Development Authority-owned properties within the downtown district.
- Staff recommends utilizing a single contractor to maintain both authorities' properties while billing each entity separately.
- Public Works assistance remains a potential option; however, staff is evaluating the most sustainable long-term maintenance approach.
- This approach would provide consistency in maintenance schedules, appearance, and service quality throughout the downtown area.
- **Upon funding approval, Economic Development intends to release a Request for Proposals (RFP), solicit vendor responses, conduct interviews, and return to the Board with recommendations.**
- Staff is recommending biweekly mowing and maintenance services utilizing vendors currently registered through the City's procurement process.

IX ECONOMIC DEVELOPMENT UPDATE

6. Economic Development Update

Community & Business Development

- Downtown banners have been installed throughout the city.
- The Soccer Watch Party is scheduled for June 27 at Star Park.
- A ribbon-cutting ceremony for Brighter Vision Learning Academy will be held on June 12. Calendar invitations will be distributed.
- Magnolia Lounge celebrated its ribbon cutting last week.
- A ribbon cutting was also held to welcome AtWork to Forest Parkway.

Regional & Business Partnerships

- Members of GICH recently met in Tifton, Georgia.
- An SBA representative attended the most recent Forest Park Business Association meeting and presented information regarding small business grant opportunities.
- Development Authority members joined the Urban Redevelopment Agency and Mayor at the Clayton County Development Authority State Gala. Staff expressed appreciation to URA members for sponsoring the event.

Fort Gillem & Development Projects

- Significant renovations and improvements continue at Fort Gillem, with additional projects planned.
- Economic Development continues exploring redevelopment and investment opportunities throughout the community.

Best of Forest Park

- The second annual Best of Forest Park Awards is scheduled for December 11.
- Additional information regarding nominations and event details will be released in the coming months.

Film Forest Park

- A Hulu television series recently completed filming in Forest Park.
- Two additional productions are preparing to begin filming, while two others have reached the final stages of project development.

Housing Initiatives

- The Clayton County Housing Collective and Clayton County Housing Assessment will host an Open House at 696 Main Street in June.
- Calendar invitations will be distributed to stakeholders and community members.
- The Downtown Development Authority continues evaluating housing development opportunities along Main Street and College Street.
- Discussions have resumed regarding the potential Nuvo on Main project.

Public Art & Beautification

- The City's first Public Art Review Board meeting is scheduled for tomorrow.
- A new mural is currently being installed on Main Street featuring actress Logan Browning.
- The project is supported through partnerships with See Clayton and Arts Clayton.

Workforce Development

- Through participation in the Clayton County Workforce Collective, staff is collaborating with Clayton County Public Schools to develop a Youth Apprenticeship Program.
- The initiative will support workforce development and provide opportunities tied to city beautification and community improvement efforts.

Incentives & Economic Development Tools

- The City's Incentives Committee held its kickoff meeting two weeks ago.
- Discussions included impact fee assessments and potential expansion of the Tax Allocation District (TAD).
- Staff thanked Mayor and Council for approving the Community Improvement District (CID).
- The CID's inaugural meeting is expected within the next two weeks.

Grants & Redevelopment Opportunities

- Staff is exploring a Brownfields Grant opportunity that would provide access to federal funding for site and blight improvement projects.
- Additional information will be presented as the application process progresses.

Digital Realty Data Center Project

- Staff continues working with project partners to develop a Frequently Asked Questions (FAQ) document that will be published on the City's website upon final approval by all parties.
- Following last year's public town hall, staff is planning an updated community meeting for early or late fall.
- The proposed meeting is anticipated to be held at the Recreation Center gymnasium and will include representatives from all participating organizations.

Board Retreat:

- Director Dennis announced that the Development Authority Board Retreat is scheduled for June 24, 2026, from 9:00 a.m. to 5:00 p.m. in Council Chambers. The retreat will serve in place of the regularly scheduled June Development Authority meeting.
- Director Dennis further advised that a draft retreat agenda will be presented to the

Board during the first full week of June for review and comment.

- Board Member Rhonda Wright expressed interest in including a discussion regarding the City's Comprehensive Plan as part of the retreat agenda. Director Dennis stated that staff would take the request under advisement and evaluate opportunities to incorporate the topic into the Development Authority retreat agenda or, alternatively, address it during the anticipated joint board retreat later this year.

670 Main Street:

- The proposed lease has been sent to Liberty Ministries, which has utilized the DA-owned vacant lot for several years for overflow parking and pop-up distributions without a formal lease agreement or compensation to the Development Authority. Staff will continue to update the Board as discussions progress.

X EXECUTIVE SESSION - Personnel, Litigation, Real Estate or Cyber Security OCGA § 50-14-1

XI ADJOURNMENT

Chairman Hector Gutierrez adjourned the meeting at 7:41 p.m.

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 404-366-4720.



CITY OF
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**CITY OF FOREST PARK
DEVELOPMENT AUTHORITY STRATEGIC BOARD RETREAT
MEETING**

Wednesday, June 24, 2026, at 9:00 AM
City Hall - Council Chambers

[City Website](#)

Phone (404) 363.2454

CITY HALL COUNCIL CHAMBERS

745 Forest Parkway
Forest Park, GA 30297

AGENDA

**Hector Gutierrez, Chair
Rhonda Wright, Vice Chair
Daniel Ray Allen, Board Member
Felicia Davis, Board Member
Victoria Williams, Board Member
Lois Wright, Board Member
Kirby Glaze, Esq., Board Attorney**

Rochelle Dennis, Economic Development Director

I. **CALL TO ORDER/WELCOME:** Chairman Hector Gutierrez called the
Development Authority Strategic Retreat to order on June 24, 2026, at 9:15 a.m.

II. **ROLL CALL**

PRESENT

Hector Gutierrez
Rhonda Wright
Daniel Ray Allen (arrived at 9:30 a.m.)
Felicia Davis
Victoria Williams
Lois Wright

ALSO PRESENT

Mayor Gwen Ellison
Kirby Glaze, Esq., DA General Counsel
Pauline Warrior, Chief of Staff
Rochelle B. Dennis, Economic Development Director
John Wiggins, Finance Director
Tony Lamar, Senior Accountant

Charise Clay, Main Street Manager
Dieuvalda Lamartiniere, Economic Development Staff Assistant

- III. **ADOPTION OF THE AGENDA WITH ANY ADDITIONS / DELETIONS:** Victoria Williams made a motion to adopt the agenda as submitted. Felicia Davis seconded the motion. The motion unanimously passed.

IV. **STRATEGIC RETREAT**

REVIEW OF GOALS AND WARM-UP – ROCHELLE B. DENNIS, ECONOMIC DEVELOPMENT DIRECTOR

Chairman Hector Gutierrez called the Strategic Retreat to order and welcomed attendees. Director Rochelle B. Dennis provided an overview of the retreat's purpose, explaining that the session was designed to provide board members with a comprehensive understanding of the Development Authority's statutory powers, governance responsibilities, financial tools, current projects, and future opportunities. She noted that the retreat would also serve as an opportunity to discuss the Authority's strategic direction and priorities for FY 2026-2027 and beyond.

Director Dennis reviewed the key topics to be addressed during the retreat, including the Development Authority's structure, powers, and legal authority; board roles, responsibilities, and governance best practices; fiduciary duties, ethics, and compliance requirements; current Development Authority projects, properties, and initiatives; financial capabilities and economic development tools such as bond financing, PILOT agreements, and tax abatements; economic development trends and opportunities impacting Forest Park; and strategic priorities, board goals, and future initiatives.

Director Dennis then introduced Kathryn Lookofsky of the Carl Vinson Institute of Government, who facilitated discussions regarding Development Authority powers, governance, and board responsibilities. Staff and legal counsel also provided updates on current projects, financial tools, and strategic opportunities available to the Authority.

The retreat was conducted to strengthen the Board's understanding of its role and responsibilities, provide context for future decision-making, and establish priorities that will guide the Authority's work moving forward.

Following Board Member introductions, Director Dennis facilitated the Asset Auction Warm-Up Activity as an interactive exercise designed to encourage board members to think strategically about the community's strengths and opportunities. Participants were provided with a list of community, economic, and organizational assets and asked to "bid" on the assets they believed would have the greatest impact on future economic growth and community prosperity. Through discussion and prioritization, board members identified the assets they considered most valuable for advancing the City's economic development goals. The activity helped establish a shared understanding of key community resources, highlighted areas of

consensus, and provided insight into the board's priorities for future planning and investment decisions.

The Board's activity outcomes were:

- Downtown Revitalization
- Housing & Mixed-Use
- Arts, Culture & Community Identity
- Higher Ed & STEM
- Redevelopment of Underutilized Property

DEVELOPMENT AUTHORITY STRUCTURE & POWERS – KATHRYN LOOKOFKSY, CARL VINSON INSTITUTE OF GOVERNMENT

Kathryn Lookofsky of the Carl Vinson Institute of Government provided an overview of the Development Authority's mission, statutory authority, powers, and responsibilities under Georgia law. The presentation highlighted the Authority's role in promoting economic development, job creation, private investment, and redevelopment opportunities within the City of Forest Park.

Discussion included board governance, member roles and responsibilities, fiduciary duties, ethics requirements, and best practices for effective board leadership. Board members reviewed their obligations related to stewardship of public assets, decision-making, transparency, and compliance with applicable laws and policies.

Special emphasis was given to the distinct statutory roles, powers, and responsibilities of the Development Authority and the Downtown Development Authority, including the separation of powers between the two entities and the importance of maintaining clear governance boundaries while coordinating efforts to achieve the City's economic development objectives.

Board members engaged in discussion regarding how these tools and authorities can be strategically utilized to advance economic development goals and support future growth opportunities within the community.

DEVELOPMENT AUTHORITY PROJECTS AND PRIORITIES- ROCHELLE B. DENNIS, ECONOMIC DEVELOPMENT DIRECTOR

Director Rochelle B. Dennis provided an overview of the Development Authority's current projects, initiatives, and strategic priorities. The presentation included a review of active economic development efforts, redevelopment initiatives, and projects intended to support investment, job creation, and long-term growth within the City of Forest Park.

Director Dennis also reviewed Development Authority-owned properties and assets, discussing their current status, potential redevelopment opportunities, and their role in advancing the Authority's economic development mission. Information was provided regarding existing agreements, incentive commitments, partnership

arrangements, and other obligations that support ongoing development activities and organizational objectives.

The Board received an update on future development opportunities and the Authority's project pipeline, including prospective projects, strategic partnerships, and emerging opportunities for investment and redevelopment. Discussion focused on aligning resources and priorities to maximize economic impact, support community goals, and position the Authority to respond to future development opportunities.

DEVELOPMENT AUTHORITY FINANCIAL CAPABILITIES – KIRBY GLAZE, ESQ, BOARD ATTORNEY, TONY LAMAR, SENIOR ACCOUNTANT AND ROCHELLE B. DENNIS, DIRECTOR OF ECONOMIC DEVELOPMENT

Senior Accountant, Tony Lamar provided an overview of budgeting, financial reporting, accountability, stewardship, and focus areas for continued improvement which included:

- Manage revenue and expenditure fluctuations proactively
- Improve financial reporting clarity and consistency
- Strengthen internal controls and documentation practices
- Leverage data and technology for better fiscal management

The session also included an overview of the economic development tools and incentives available to the Authority, including bond financing, tax abatements, PILOT agreements, property acquisition and disposition, and other mechanisms used to support business attraction, expansion, and redevelopment initiatives. Board members engaged in discussion regarding how these tools can be strategically utilized to advance economic development goals and support future growth opportunities within the community.

Director Dennis presented the amended FY26-27 Development Authority Budget reflecting the anticipated \$225,000 retainage from the annual PILOT payment revenue.

Daniel Ray Allen made a motion to approve the \$1,414,250 FY26-27 Development Authority Budget. Lois Wright seconded the motion. Victoria Williams abstained. The motion passed.

DEVELOPMENT AUTHORITY FOWARD – ROCHELLE B. DENNIS, ECONOMIC DEVELOPMENT DIRECTOR

The Board participated in a facilitated visioning discussion focused on identifying future priorities, potential projects, strategic partnerships, and initiatives that could advance economic development within the City of Forest Park. The discussion emphasized opportunities to strengthen the Development Authority's role in

supporting redevelopment, investment, and long-term community growth.

Board members identified downtown revitalization as a key priority and discussed opportunities related to the redevelopment of 842 Main Street, including the potential development of a container park concept.

Additional discussion focused on redevelopment opportunities at 850 Main Street, the potential future use of 1000 Main Street, the preservation and attraction of retail uses within the downtown district, and improvements to existing public gathering spaces and plazas. Members also discussed the importance of coordinating with the Planning and Community Development Department to streamline processes associated with container-based development projects.

The Board explored strategies to leverage downtown successes to attract additional housing, restaurant, and retail investment. Members discussed the concept of creating a local development and investment framework like those utilized by larger economic development organizations, with the goal of supporting catalytic redevelopment projects and encouraging private-sector investment.

Discussion also highlighted several community assets that members believe are currently underutilized, including parks and open spaces, public art, and workforce and job training resources. Board members noted the importance of incorporating these assets into future economic development and placemaking efforts.

The Board reviewed the importance of maintaining the Development Authority's financial stability over the next one- to five-year period while remaining focused on its statutory mission and redevelopment objectives. Priority redevelopment opportunities discussed included 890 Conley Road, 850 Main Street, and the identification of a collaborative project involving the Development Authority, Downtown Development Authority, Urban Redevelopment Agency, and the City of Forest Park, with 842 Main Street identified as a potential opportunity for joint action.

Board members expressed interest in making a strategic investment in a catalytic redevelopment project within the next 12 months. Chairman Hector Gutierrez proposed quarterly coordination meetings among the chairs of the Development Authority, Downtown Development Authority, and Urban Redevelopment Agency to improve communication, alignment, and collaboration among the City's economic development entities.

Additional discussion focused on strategies to address blighted commercial properties and encourage reinvestment, including exploring financial tools and redevelopment approaches that could support property improvements while preserving affordability and long-term economic viability for existing businesses.

The discussion concluded with the identification of action items and next steps to further evaluate redevelopment opportunities, strengthen interagency collaboration, and advance projects that support the City's long-term economic development

goals.

Felicia Davis made a motion directing staff and the Development Authority attorney to explore all options to transfer and or collaborate with the Downtown Development Authority for the development of 850 Main Street. Daniel Ray Allen seconded the motion. The motion unanimously passed.

The Board asked staff to provide the following items:

- A list of all current Development Authority bills amortized through the end of calendar year. Additionally, send it to John Wiggins and Tony Lamar.
- Send DA billboard location and lease agreements
- Send the City's current Comprehensive & LCI plan
- Send the current draft of the Digital Realty Community Benefits Agreement
- Send the approved expanded URA boundary
- Send URA concept for 330 Forest Parkway
- Explore with a consultant a comprehensive Economic Development Plan
- Installation of private property and no parking sign at 670 Main Street.
- Share DA & DDA property list.

**VI. EXECUTIVE SESSION - Personnel, Litigation, Real Estate or Cyber Security
OCGA § 50-14-1**

VII. ADJOURNMENT: Chairman Hector Gutierrez adjourned the Development Authority Strategic Retreat at 3:56 p.m.

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

Development Authority Expenses (January-June 2026- FY25-26)

Vendor	Service Type	Invoice Details	Amount Owed
Arthur Gallagher	Directors & Officers Insurance- Installment 2	Invoice# 5860067	\$2,525.00
Elevated	850 Main St. Elevator Services	Invoice# SIN376032, SIN379672, SIN385826, SIN390042, SIN396624, SIN403020	\$847.35
Hecht Walker Jordan	Attorney Kirby Glaze Retainage Fees	February 2026, March 2026, April 2026	\$24,500
Marshall Jones	DA Accounting Service	Invoice# 22986, 23145, 23442, 23770	\$2, 876.50
Clayton County Water Authority	Storm Water	330 Forest PKWY	\$965.50
Clayton County Water Authority	Storm Water	770 Main Street	\$174.40
Clayton County Water Authority	Storm Water	760 Main Street	\$49.51
Clayton County Water Authority	Storm Water	330 Forest Pkwy B	\$233.64
Clayton County Water Authority	Storm Water	5035 Jonesboro Road	\$168.77
Clayton County Water Authority	Storm Water	4888 Evans Drive	\$75.66
Clayton County Water Authority	Storm Water	371 Central Ave	\$161.80
Clayton County Water Authority	Storm Water	5258 Springdale RD	\$71.89
Clayton County Water Authority	Storm Water	5250 Springdale RD	\$71.64
GA Power	Electric Services	850 Main Street	\$1,789.36
GA Power	Electric Services	850 Main Street- STE 110	\$-214.98 (Paid-RD credit card 4/27/26) the new total is \$0.00 7/14/26- \$283.13
GA Power	Electric Services	850 Main Street- STE 115	\$775.83
GA Power	Electric Services	850 Main Street- STE 120	\$274.58

Development Authority Expenses (January-June 2026- FY25-26)

DDA	Reimbursement for GA Power	850 Main St (February 2026)	\$337.36
			Total Owed: \$36,181.91

848 Main Street Rent Roll 2026
As of 7/20/2026

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Property	Lease Start	Lease End	January	February	March	April	May	June	July	August	September	October	November	December	Total Outstanding	NOTES
1																	
2	848 Main Street (Dental Office) - \$1850 per month			\$1,820.00	\$1,820.00	\$1,910.00	\$1,850.00	\$1,850.00	\$1,850.00								
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10	Property	May	June	July	August	September	October	November	December	Total Outstanding							
11	848 Main Street (Dental Office) - PROMISSORY NOTE -18,494.00	\$1,000.00	\$1,000.00							(\$16,494)							

Development Authority Owned Property
As of 7/20/2026

	A	B	C	D	E	F	G	K
1	OWNER	ADDRESS	PARCEL ID	ZONING	SIZE / ACREAGE	OCCUPIED?	NOTES	LANDSCAPE
2	DA	0 Glade Road	13018C B001	E1	.25 Acre		Southeast intersection of Hendrix Drive and Glade Road; empty lot of trees	AS NEEDED
3	DA	0 Jonesboro Road	13049B D006	E1	1.285 Acres		East side of Jonesboro Road (Highway 54) backing up to Fort Gillem and adjoining south and east side of 4916 Jonesboro Road; Drainage hole; empty lot of trees between Firestone and the Checker's ditch	AS NEEDED
4	DA	0 Main Street	13051A A056	E1	0.71 Acre		proposed right-of-way connecting Main Street and Stillwood Cove/North Avenue	YES
5	DA	0 North Lake Drive	13050B J001	DMS	.18 Acre		Empty lot behind 794 Main St. Review LCI recommendation. Selling recommendations: sell w/ 794 Main St. as one lot - GUCA	YES
6	DA	4818 West Street	13050A N001	E1	0.000 Acre		Co-owner City of Forest Park	AS NEEDED
7	DA	4888 Evans Drive	13050B H003	DMS	0.45 Acre / 19,640 SF		Parking lot behind 850 Main Street / 116.6' Ash x 65.2' Evans x 199.8f on Hill	YES
8	DA	5035 Jonesboro Road	12177 208001A	E1	.44 Acre		Northwest corner of Jonesboro Road (Ga. Highway 54) and Courtney Drive.	AS NEEDED
9	DA	670 Main Street	13050A M002	DMS	.4591 Acre		Behind new library / across from Mobil Gas; Lease pending to Liberty Ministries	YES
10	DA	760 Main Street	13050B K005	DMS	.4130 Acre		Under contract to Prestwick Development	YES
11	DA	770 Main Street	13050B K002	DMS	0.550 Acre		Under contract to Prestwick Development	YES
12	DA	775 Main Street	13050A J004	DMS	.2640 Acre		SW corner of North Lake & Main St. - Corner for bridge landing. Review LCI recommendation	YES
13	DA	794 Main Street	13050B J001A	DMS	.184 Acre		Under contract to Georgia Utilities Contractors Association	YES
14	DA	842 Main Street	13050B I001	DMS	.689 Acre		Razed lot	YES
15	DA	850 Main Street	13050B I002	DMS	0.3210 Acre / 9,644SF	YES	Main Street Dentist @848 / City listed as co-owner	YES



MARC

NORSWORTHY & .Co

Marc Team | Info@marcnors.com

ON YOUR **MARK...**



We are a media content development company, dedicated to creating unique branded content for our clients. With our strategic marketing perspective and innovative creativity, we have created an environment that fuels ground breaking concepts with powerful video, effective print and creative product development.

Marc Norsworthy & Co. understands that when implementing your marketing plans, the core brand values and function are emphasized and it is important to be consistent in the ideas portrayed by your company. Your users want compelling media content that engages, entertains, and informs them. We are passionate about being the 'think tank' to pull your ideas together and develop something you and your consumer/clients will remember.



OURCAPABILITIES



"We're capable of helping you tell your story. Progress begins with process. Let's start the conversation."



CONSULTATION

Let us evaluate and learn more about your business to be able to see what tools and products fit your specific need.



RESEARCH/ DEVELOPMENT

Part of sending the right message is knowing your intended audience. Let us help you get to know your consumer a little better, that way we can tailor our conversation and make sure you're being heard.

We want to help you devise strategies and fine-tune the media development for your new products and coordinate the implementation of the strategy in your market space.



DESIGN

Our passion for creativity and innovation will give you the impactful visuals needed to give your brand/product the recognition it needs. From photography + videography + graphic design and logo design, we've got fresh ideas.



04 PRESSING FORWARD TOWARD THE MARK.

The new world that's growing in the digital and print space is content advertising. With an ever-changing landscape of marketing, the industry is seeing a stronger focus on the development of concept ads, commerce ads and content ads in the platform 'spread'.

We focus on combining concept and content creation into a larger mixed media campaign for various platforms.

Some of the strongest campaigns we've seen are a collaborative system of creative elements that work together in their targeted platform distribution. Everyone can tell a story, but how you tell it makes all the difference.

05



Initiation

Gaining understanding about our clients are one the hallmarks of our creation process. Our design brief allows us to start the right conversation and understand what our client desires.

Discovery

We strive to connect the dots by gathering and analyzing insights about our client's brand, their competitors along with, the characteristics, beliefs, behaviors and perceptions of their audience. The more we know...The more effective our approach.

Ideation

We transform insights into ideas that are key to fueling brand growth. Our collaborative ideation approach with our clients; aid to guide them in the development of original, groundbreaking ideas for branding content, products, services, or marketing communications.

Design/Development

Once we have view of the "Big Picture" and a clear strategy, we then create preliminary design concepts based on the strategy we developed. This is where the creativity of our team meets the vision of our client.

Implementation

With an approved design and or concept, our implement the finishing touches to pieces across all deliverables, which may include both print and digital content. All developed content is formatted for third-party compatibility and various platform distribution.



SOARING
ABOVE
THE
EXPECTED

Meeting Your Needs

The 850 Mainstreet. (850 M) desires to design foundational branding identity for the (850 M) brand to appeal to its' citizens prospective stakeholders and community. The following proposal suggests that an innovative 'branded Identity' media package will spark growth in awareness and overall brand resonance:

- Develop a new brand identity for the (850 M).
- Effectively tailor brand's messaging and branded content to appeal to the (850 M) target market. Increase awareness and potential development opportunity.

By The city of Forest Park investing in a lean content development service designed to suit its unique needs, we can tailor a brand identity consistent with its' messaging and increase the organizations overall brand awareness.

Delivering Results

Marc Norsworthy & Co.'s content development services will create the following results for 850 Mainstreet (850 M):

Delivered actionable advice to improve content development marketing strategy– Having the benefit of an outside perspective is instrumental in taking your business to the next level. We'll share our observations about your performance and offer strategic advice you can use to be more effective, spend less money.

Use our ongoing relationship to help **(850 M) Services** systematically achieve its business goals – Working with us on an ongoing basis offers advantages you can't get from a one-off project. We'll spend time with you to identify your most important branding and branded content goals while developing an action plan to help you reach them. Then we'll offer advice to help you reach your goals more effectively.

Develop a cohesive image that reflects **(850 M)** personality and engages with target audience – People want to work with people they like and trust, not boring, anonymous companies/organizations. We'll consciously craft your image in a way that showcases your brand's unique personality and encourages people to engage you.

Recommended Content Development Services

To meet the needs of The 850 Mainstreet, as outlined above, we recommend the following services as part of this project:

Strategic Consulting Sessions

Marc Norsworthy & Co. will engage in weekly strategy sessions with the (850 M) team. Relying on first hand observations and outside perspective, Marc Norsworthy & Co. will identify potential areas where 850 Mainstreet could improve marketing content and offer actionable advice to maximize the (850 M) brand presence.

Brand Identity, Collateral Design & Branded Content Production

Marc Norsworthy & Co. will assist you in developing original branded content that sets you apart in your niche space. High production quality increases market resonance as well as brand equity with your audience. We will assist in the production process from writing, producing, directing and editing, to deliver a finished content tools for your engagement campaign online and traditional media platforms.





Scope of Work

Identity, Collateral Design and Production

Brand Standards Guide

1. Brand Assessment

Strategic assessment of the current 850 M brand to gain knowledge and understanding of the 850 M brand and marketplace. This evaluation will help define the direction and target audience while laying a foundation for moving forward with the name and brand of the organization.

- Brand Assessment Includes: Brand Research, Positioning & Name Evaluation, Market Assessment, Brand Material Audit

2. Brand discovery

After the completion of the Brand Assessment and Strategy, Marc Norsworthy & Co. will present a minimum of three brand drafts featuring design concepts, preliminary messaging (tagline, mission and vision statements) and a campaign board for proof of concept (e.g. logo, tagline, sample copy, brochures, stationery, and a web site home page and/or other graphic communications deemed necessary). Each concept will be unique and will represent the potential brand direction, through the discovery of color, typography, imagery and messaging. After an initial review and discussion of the branding discovery, one concept will be chosen to go forward, including up to three rounds of adjustments to the selected concept. Should the initial brand discovery not be selected, a second round presentation will be developed after further clarification of the desired brand direction. Completed brand discovery will contain final draft logo, tagline, type treatment, brand elements, and marketing messaging.

3. Identity, Collateral Design and Production

Final design refinement of the approved identity and marketing materials initially developed in the Brand discovery. The final round will initiate the introduction of working photography and real copy to each element for final approval and production. Final adjustments of design and production includes three total rounds of edits and modifications from the continued discovery of each marketing element to the final design and approved production.

Final Logo Approved logo saved in various formats suitable for print and web applications.

(See Itemization below)



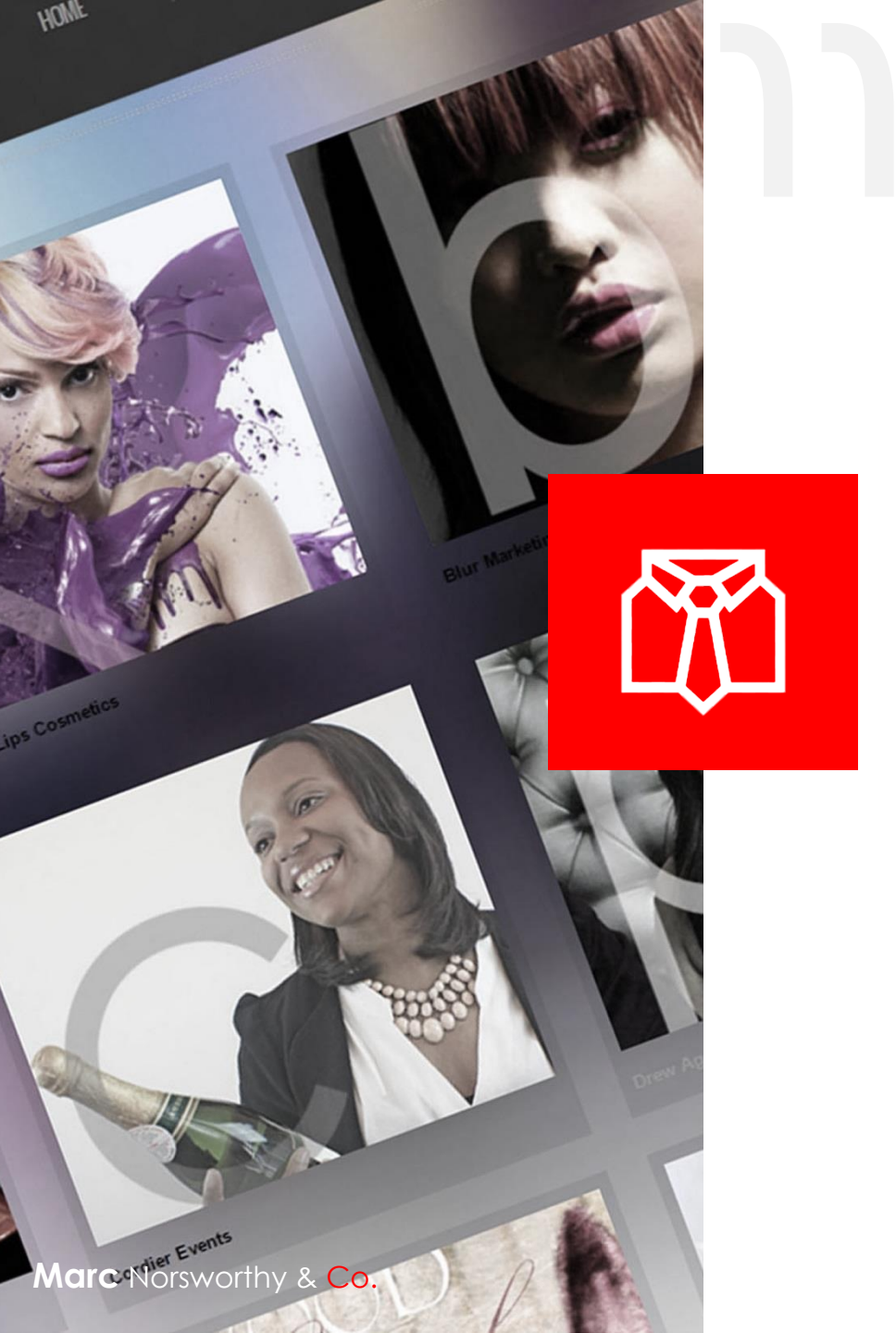
Steps to Success

Project Delay Production

Company shall inform Client as soon as practical of any anticipated delays in the delivery of any deliverable or any item specifically set forth in any Work Order and of the actions being taken to assure completion of the such item. In the event that such delay is the result of any action or inaction by Client, Company will provide Client with written notice that such a delay is anticipated or has occurred, and the reason(s) for the delay relative to the action or inaction of Client. Work on the Work Order shall not resume until the reason for the delay has been resolved by Client and notice of its resolution has been provided to Company. If Client fails to cure the delay within 15 calendar days, Company may, at its sole option, declare a default under any forthcoming Agreement, as specified in that contract and may pursue all remedies and collect all amounts owed according to the total cost amount. Notwithstanding any delay on the part of Client, Company shall make commercially reasonable efforts to continue work on Work Order, and shall halt work only to the extent that work cannot reasonably continue without corrective action on the part of the Client.

In the event that work on the Work Order is halted in accordance with this section, absent a declaration of default by Company in accordance to this section work shall resume as soon as commercially possible after Client has taken such corrective action on its part as is necessary and has provided notice of such corrective action to Company.

(See Itemization below)



Why Choose Marc

The best use of 850 Mainstreet 's time is dedicated to aspects of its business it does best: appealing to its market. Hiring a company like Marc Norsworthy & Co. allows you to focus on the big picture of reaching and expanding your audience because we worry about the details and gradual improvements. Our expertise, resources, and deep commitment to our craft make us the ideal choice to meet the (850 M) needs.

We'll bring the following strengths in our work for The 850 Mainstreet .

Marc Norsworthy & Co. and its' lean size allows it to adapt as your goals evolve – Our team is small, experienced and resourceful. We keep our size small because it makes it easy for us to adapt and serve you as your business goals change. We deliver advice that keeps pace with your expanding vision without having to work through red tape.

Marc Norsworthy & Co. only works with a handful of clients – We're selective about how many clients we agree to work with. Having partnerships with a few long-term clients allows us to serve you better. We can devote more time and attention to understanding the inner workings of your company, niche, and business vision.

Marc Norsworthy & Co. obsesses over the details so you don't have to – We leave the big picture to you and don't mind getting our hands dirty in the brainstorming process of ideation. This approach lets us spot subtle opportunities for improvement. Gradual improvements in execution compounded over time, creating an edge in your space.



Statement of Work

Should the 850 Mainstreet choose Marc Norsworthy & Co. to execute this solution as itemized execution, our timeline for this project is as follows:

Services Itemized		Unit Cost	QTY	Total Cost
Content Design and Development				
Forest Park - 850 Mainstreet Brand Guide - Corporate Logo Development Design ❖ Brand Audit Research ❖ Brand Assessment ❖ Brand discovery	(2) Revisions	\$3500.00	1	\$3500.00
				Total: \$3,500.00

Next Steps

As outlined in the Investment section, our pricing is listed as a suggested set of itemized solutions and amendable per re-specification in range of services. To take advantage of this proposal and proceed with the project as outlined, (850 M) next steps must be to:

- Identify work items to be executed
- Discuss desired changes with Marc Norsworthy & Co.
- Finalize and sign contract
- Submit complete payment of total project fee or select line item to begin projects
- Submit in full or (75%) of total project fee to begin projects with balances of \$25k and above.

Once completed, Marc Norsworthy & Co. will contact the (850 M) to schedule a project launch meeting to make introductions and gather information before beginning the work. We’re happy to make changes to project scope request at any time, but may be subject to adjusted billing.

Terms and Conditions

Once project fee is paid in full to Marc Norsworthy & Co. any elements of text, graphics, photos, contents, trademarks, or other artwork furnished to 850 Mainstreet for inclusion in website are owned by 850 M .

Marc Norsworthy & Co. assumes 850 Mainstreet has permission from the rightful owner to use any code, scripts, data, photography, media and reports that are provided by 850 Mainstreet for inclusion in its materials, and will hold harmless, protect, and defend Marc Norsworthy & Co. from any claim or suit arising from the use of such work.

Marc Norsworthy & Co. retains the right to display graphics and other web content elements as examples of their work in their portfolio and as content features in other projects.

Let's Get Started.

This agreement becomes effective only when signed by agents of the (850 M) and Marc Norsworthy & Co. Regardless of the place of signing of this agreement, 850 Mainstreet agrees that for purposes of venue, this contract was entered into in Georgia and any dispute will be litigated or arbitrated in Georgia.

Any forthcoming agreement referenced in this proposal would constitute the sole agreement between 850 Mainstreet and Marc Norsworthy & Co. regarding all items included in this proposal.

****A signed contract or receipt of paid invoice serves as agreement to this estimate and the corresponding terms.*

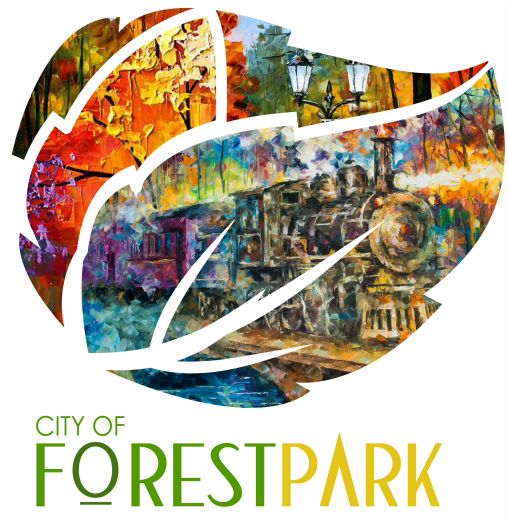


Our Work





City of Forest Park
Brand Identity Guidelines



Folder Design



Business Card Front



Letterhead



Brochure Exterior Panel



Brochure Inside Panel



CFPDDA DRAFT DESIGN SAMPLES

Job: Collateral Development
Client: City of Forest Park DDA
Project Manager: S.Moulate
Designer: Marc Norsworthy & Co.



RECREATION + LEISURE





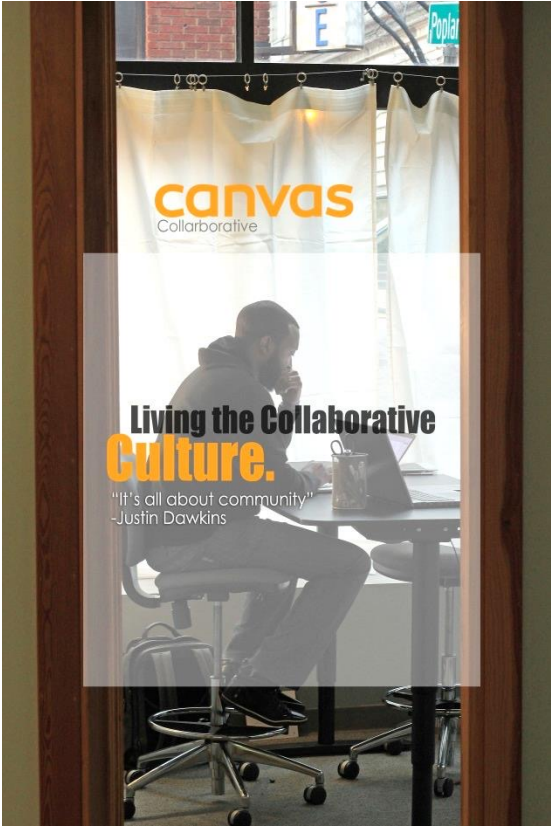
Grove Park Foundation

Our mission is revitalizing the Grove Park neighborhood and improving the quality of life by working with local partners, leaders and residents to create a healthy, equitable and vibrant community.

We work with the Grove Park Community and local partners to provide equitable access to health, education, housing and opportunities. Our goal is to develop a cohort of partners, programs, and services that will build a self-sustaining and economically inclusive neighborhood.



PHOTOGRAPHY & AD DESIGN





DIGITAL & PRINT MEDIA





CONTACT INFORMATION

Primary Contact: Somanetha Moulate, Project Manager
Marc Norsworthy & Co.
678.571.9285
Marcnors.com
Smoulate@marcnors.com

Secondary Contact: Le'Var Norsworthy, CCO
Marc Norsworthy & Co.
678.793.8561
Marcnors.com
Lnorsworthy@marcnors.com



MARC
NORSWORTHY & .Co

Marc Team | Info@marcnors.com



June 24, 2026

Ms. Rochelle Dennis
Urban Redevelopment Agency of the City of Forest Park (URA)
745 Forest Parkway
Forest Park, GA 30297

**Re: Main Street Entertainment Plaza
Conceptual Design Proposal**

Dear Ms. Dennis:

At the request of the City of Forest Park URA (*Client*), Precision Planning, Inc. (*PPI*) submits this proposal for conceptual design services for your review and consideration. This proposal is based upon our discussions and past experience with similar projects. We offer the following project understanding, scope and fees.

Project Understanding

We understand that the Client owns the former C&S Bank property located at 842 Main Street (tax parcel 13050B I001) and plans to develop this 0.69-acre tract as an outdoor market spot for gathering, dining, and entertainment. The former bank building has been demolished, and the site currently consists of a paved parking lot, drive-thru lanes, concrete building slab, and a driveway connecting Main Street and Hill Street. We understand that the Client also owns the parking lot behind the site along Hill Street. The Client plans for this entertainment market to be a semi-permanent development which could be redeveloped for another use in the future. PPI will provide Conceptual Design Services and will coordinate with the Client per the Scope of Services outlined below. If the Client accepts the Conceptual Design and is ready to move forward, PPI will prepare separate proposals for Construction Documents, Permitting and Contract Administration services.

Project Scope of Services

I. Conceptual Design Services

- A. PPI will attend a kick-off meeting with the Client to review project goals and objectives.
- B. PPI will prepare a site sketch illustrating existing site features and proposed market and entertainment improvements. (Site survey and boundary information will be provided by the Client; alternatively, Clayton County GIS tax mapping and aerial imagery may be utilized for conceptual design purposes). Up to two (2) revisions to the site sketch are included.
- C. PPI will prepare a rendered Concept Site Plan, with design ideas illustrated with graphics and/or sample photographs.
- D. As an optional service, PPI and its professional rendering subconsultant will prepare four (4) 3D renderings and a 30-second animation of the proposed project.
- E. PPI will prepare an Opinion of Probable Cost (OPC) utilizing market prices from various sources, to include anticipated hard costs, soft costs and contingencies.
- F. PPI will issue final drawings and documents to the Client in electronic media PDF format.

Project Additional Services

The following additional services may be provided according to the attached Schedule of Standard Hourly Rates:

- 1. Additional meetings or site visits required or requested by the Client

Mrs. Rochelle Dennis
Urban Redevelopment Agency of the City of Forest Park
June 24, 2026
Page 2

2. Services required due to significant changes in the project including, but not limited to, size, quality, complexity or Client's schedule
3. Land Surveying, Engineering and Architecture
4. Construction Documents and Specifications
5. Permitting, Contractor Procurement and Contract Administration
6. LEED Certification services

Project Exclusions

PPI is not responsible for any testing services including, but not limited to, soil testing, geotechnical testing and exploration, tests for hazardous materials, or any other environmental tests relating to existing conditions.

Project Compensation

PPI agrees to perform the services outlined in Item I above for the following **Lump Sum Fees**:

Conceptual Design Services:	\$28,000.00
Professional Renderings (optional):	\$10,000.00
Total Lump Sum Fees:	\$38,000.00

This project will be invoiced monthly according to progress. Reimbursable expenses (printing and mileage) are in addition to the Lump Sum Fee. Refer to Item H in the attached Standard General Conditions. Additional services, if requested, shall be invoiced according to the attached Schedule of Hourly Rates.

Project Schedule

If authorized by the Client, PPI agrees to begin work no later than August 15, 2026.

Thank you for the opportunity to propose these professional services. If this proposal is acceptable, please authorize below and initial at the bottom of each page where indicated. An executed copy of this agreement may be returned to me by e-mail. Precision Planning looks forward to this opportunity to work with you!

Sincerely,



B. Kent Snyder II, AIA, NCARB
Vice President

KS/LH:kb

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Attachments: Schedule of Hourly Rates; Standard General Conditions

Authorization given this _____ day of

_____, 2026

By: _____

Printed Name/Title: _____

Initials: _____

2026 STANDARD ARCHITECTURE HOURLY RATES

Senior Principal Architect	\$220.00/Hour
Principal Architect	\$200.00/Hour
Senior Project Manager	\$185.00/Hour
Project Manager	\$165.00/Hour
Senior Project Architect.....	\$170.00/Hour
Project Architect.....	\$150.00/Hour
Job Captain	\$135.00/Hour
Project Coordinator	\$115.00/Hour
Intern Architect/Designer	\$105.00/Hour
CADD Technician	\$90.00/Hour
CADD Designer	\$70.00/Hour
Interior Designer.....	\$120.00/Hour
Senior Civil Engineer	\$170.00/Hour
Civil Engineer	\$140.00/Hour
Senior Landscape Architect	\$160.00/Hour
Landscape Architect	\$115.00/Hour
Administrative Coordinator	\$95.00/Hour
Senior Project Assistant.....	\$85.00/Hour
Project Assistant	\$70.00/Hour
Senior Structural Engineer.....	\$170.00/Hour
Junior Structural Engineer	\$150.00/Hour
Senior Mechanical/Plumbing Engineer.....	\$170.00/Hour
Junior Mechanical/Plumbing Engineer	\$150.00/Hour
Senior Electrical Engineer	\$170.00/Hour
Junior Electrical Engineer	\$150.00/Hour
Cost Estimator	\$150.00/Hour
Registered Land Surveyor (RLS)	\$165.00/Hour
Survey Manager.....	\$135.00/Hour
Survey Coordinator.....	\$120.00/Hour
Survey Technician	\$100.00/Hour
Surveying Crew	\$215.00/Hour

Initials: _____

STANDARD GENERAL CONDITIONS

- A. In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by Precision Planning, Inc., the Owner/Client agrees that all such electronic files are instruments of service of Precision Planning, Inc., who shall be deemed the author, and shall retain all common law, statutory law and other rights, without limitation, including copyrights.

Intelligent data, including but not limited to Building Information Modeling (BIM) and 3D Grading/Surface Modeling, are instruments of service. When transmitted, this data shall be for the sole purpose of visualization of design ideas by the Owner/Client and shall not constitute or supplement the contract documents. Differences may exist between these models and the corresponding hard copy contract documents, and Precision Planning, Inc. makes no representation about their accuracy or completeness.

The Owner/Client agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project. The Owner/Client agrees not to transfer these electronic files to others without the prior written consent of Precision Planning, Inc. The Owner/Client further agrees that Precision Planning, Inc. shall have no responsibility or liability to Owner/Client or others for any changes made by anyone other than Precision Planning, Inc. or for any reuse of the electronic files without the prior written consent of Precision Planning, Inc.

In addition, the Owner/Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Precision Planning, Inc., its officers, directors, employees and subconsultants (collectively, Consultant) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than Precision Planning, Inc. or from any use or reuse of the electronic files without the prior written consent of Precision Planning, Inc..

Under no circumstances shall delivery of electronic files for use by the Owner/Client be deemed a sale by Precision Planning, Inc., and Precision Planning, Inc. makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall Precision Planning, Inc. be liable for indirect or consequential damages as a result of the Owner/Client's unauthorized use or reuse of the electronic files.

- B. There shall be no assignments of any portion of the work as described within the above proposal or during any phase of the work without the written consent by Precision Planning, Inc. There shall be no disclosures of the scope of services and/or fees, as outlined within this proposal, to any third parties without the written consent of Precision Planning, Inc. There shall not be any re-use or reproduction of this proposal or design documents without the written consent of Precision Planning, Inc.
- C. Our professional services shall be performed, our findings obtained, and our recommendations prepared in accordance with generally accepted planning, engineering, land surveying, architectural and landscape architectural practices. This warranty is in lieu of all other warranties either implied or expressed. Precision Planning, Inc. assumes no responsibility for interpretation made by others based upon the work or recommendations made by Precision Planning, Inc.



Initials: _____

January 27, 2021

- D. In recognition of the relative risks and benefits of the Project to both the Owner/Client and Precision Planning, Inc., the risks have been allocated such that the Owner/Client agrees, to the fullest extent permitted by law, to limit the liability of Precision Planning, Inc. and its officers, directors, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert-witness fees and costs, so that the total aggregate liability of Precision Planning, Inc. and its officers, directors, employees, shareholders, owners and subconsultants shall not exceed \$50,000 or the amount of Precision Planning, Inc.'s total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action, including without limitation active and passive negligence, however alleged or arising, unless otherwise prohibited by law. In no event shall the Consultant's liability exceed the amount of available insurance proceeds.

If Owner/Client prefers to have higher limits of professional liability, the limits can be increased to a maximum of one million (\$1,000,000.00) dollars upon Owner/Client's written request at the time of acceptance of this proposal provided that the Owner/Client agrees to pay an additional consideration of ten percent (10%) of the total fee or \$1,000.00, whichever is greater. The additional charge for the higher liability limits is because of the greater risk assumed and is not a charge for additional professional liability insurance.

- E. Precision Planning, Inc. agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Owner/Client, its officers, directors and employees (collectively, Owner/Client) against all damages and liabilities, to the extent caused by Precision Planning, Inc.'s negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom Precision Planning, Inc. is legally liable.

The Owner/Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Precision Planning, Inc., its officers, directors and employees and subconsultants (collectively, Precision Planning, Inc.) against all damages and liabilities, to the extent caused by the Owner/Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Owner/Client is legally liable.

Neither the Owner/Client nor Precision Planning, Inc. shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

- F. In the event the Owner/Client makes a claim against Precision Planning, Inc. at law or otherwise, for an alleged error, omission or other act arising out of the performance of our professional services, and the Owner/Client fails to prove such claim, then the Owner/Client shall bear all cost incurred by Precision Planning, Inc. in defending itself against such claim(s). The reciprocal of this clause (i.e., a claim made by Precision Planning, Inc. against the Owner/Client where failure of proof of claim is established, financial responsibility for Owner/Client's defense shall rest upon Precision Planning, Inc.) is hereby made a part of this agreement.
- G. It is understood and agreed that Precision Planning, Inc. shall not be held responsible for any inaccuracies in any materials, data or records of any other person, firm or agency which are provided to it and/or may be utilized by it in the performance of specific services.



Initials: _____

January 27, 2021

- H. Reimbursable expenses including mileage, photographic enlargements, reductions and reproduction, blueprinting, and courier services shall be billed at a rate of actual cost times 1.1. When overnight stay is required, it shall be billed as actual subsistence cost times 1.1.

NOTE: No back-up data or copies of bills will be provided for reimbursable expenses invoiced under this agreement. Should back-up data be requested, it will be provided for an administrative fee of \$100.00 per monthly invoice requiring verification, plus \$1.00 per copy of back-up data provided.

- I. In the event additional services beyond the scope of work listed above are required by Owner/Client, Precision Planning, Inc. shall perform these services for an amount equal to normal hourly charges on work actually performed upon receipt of an approved Change Order signed by both parties. Precision Planning, Inc. shall submit monthly invoices for services outlined in this agreement. Payment is due upon receipt of invoice. Finance charges of one and one-half percent (1.5%) will be added to any unpaid balance at the end of thirty (30) days (APR 18%).
- J. The Owner/Client or Precision Planning, Inc. may terminate this Agreement without penalty upon giving the other party ten (10) calendar days' notice in writing. In the event either party terminates for convenience, the Owner/Client shall pay Precision Planning, Inc. within seven (7) calendar days of receipt of Precision Planning, Inc.'s invoices for all services rendered and all reimbursable costs up to the date of termination. In addition, the Owner/Client shall pay Precision Planning, Inc. for all expenses reasonably incurred by Precision Planning, Inc. in connection with the orderly termination of this Agreement, including but not limited to associated overhead costs and all other expenses directly resulting from the termination. In the event government regulations are amended or changed in any way, or if the services outlined in this proposal have not been authorized within thirty (30) days of the date of this proposal, fees quoted are subject to renegotiation.
- K. Services required by unexpected events which are outside Precision Planning, Inc.'s reasonable control including, but not limited to, services resulting from extended schedules shall be compensated as additional services.