



City of Guyton, Georgia
**DOWNTOWN DEVELOPMENT
AUTHORITY (DDA) MEETING**
November 20, 2024 | 10 A.M.

**Guyton City Hall
310 Central Boulevard
Guyton, GA 31312**

AGENDA

1. **Call to Order**
2. **Invocation and Pledge of Allegiance**
3. **Consideration to Approve the Agenda**
4. **Consideration to Approve the Minutes**
 - ④ 10/16/24 DDA Meeting
5. **Financial Report**
6. **Strategic Planning Committee Report**
7. **Old Business**
 - a) Update on the façade grant program
 - b) Update on the Effingham Arts mural painting proposal
8. **New Business**
 - a) Review of DDA business card sample
 - b) Discussion on participating in Guyton's Christmas Parade
 - c) Discussion on posting flyers of events sponsored by downtown businesses to the DDA Facebook page
 - d) Discussion on adding lights to the Guyton Walking Trail
 - e) Discussion on Executive Board roles
 - f) Review façade grant application from Smalls Funeral Home for approval
9. **Adjournment**

DDA

11/20/2024

INCOME

FY '25 General Fund	\$	25,000.00
Total Income	\$	25,000.00

EXPENSES

BUDGET SUMMARY

*Façade Grants (10/\$1,000.00)	\$	10,000.00
GDC Registration	\$	2,460.00
GDC Travel & Lodging	\$	974.43
Total Expenses	\$	13,434.43

TOTAL REMAINING **\$ 11,565.57**

*Funds yet to be expended



Downtown Development Authority Façade Grant Application

The Downtown Development Authority of Guyton, Georgia Façade Grant Program is structured as a matching grant program where business and property owners may be awarded up to \$1,000 for eligible projects. The purpose of this program is to stimulate downtown revitalization, redevelopment, and economic development in the City of Guyton. Program funds are an incentive for current owners and potential buyers of vacant and occupied buildings to restore, renovate, and repair the exteriors of their building. Commercial and local business owners willing to renovate and/or improve the street front exteriors of their structures, exterior painting, signage, structure stabilization, awnings, canopies, exterior walls, gutters, downspouts, exterior doors, window repairs, decorative exterior, architectural features, landscaping, and pavement improvements are eligible to apply for the Façade Grant.

The Façade Grant Program provides for a one-time maximum funding of \$1,000 per location. Awards require a match of at least 50% of the total project cost. This requires the applicant to provide a minimum dollar-per-dollar investment. As an example, if the total improvements cost \$1,500, the maximum award amount from the Downtown Development Authority would be \$750, and the applicant is responsible for the other \$750. Likewise, if the total improvements cost \$3,000, the maximum award amount from the Downtown Development Authority would be \$1,000, and the applicant is responsible for the other \$2,000.

Please note that the property being renovated and/or improved must be located within the Downtown Overlay District as defined in Section 617 of the City of Guyton Zoning Ordinance to be eligible for the Façade Grant. Grants will only be awarded to projects that are approved by the Downtown Development Authority of Guyton, Georgia prior to work commencing. A Façade Grant Agreement must be executed prior to construction or installation of the proposed renovations and/or improvements. Applications will be reviewed on a first-come, first-served basis, and applications missing any required documentation shall be deemed incomplete until all required information is received.

Date: 10/23/2024

Name of Property Owner: Michael A. Garvin/Smalls Funeral Home, Inc.

3. The Applicant acknowledges that no representations have been made by the City of Guyton or the Downtown Development Authority of Guyton, Georgia regarding whether this application will be approved.

4. The Applicant agrees to defend, indemnify, and hold harmless the City of Guyton and the Downtown Development Authority of Guyton, Georgia for any claims, liabilities, losses, damages, costs, and expenses (including attorneys' fees) arising out of or resulting from Applicant's application, the project, and/or issuance of the grant.

5. The Applicant agrees to observe all applicable federal, state, and local laws pertaining to the use of grant funds.

6. The Applicant hereby acknowledges receipt of, and agrees to fully abide by, and be bound by all terms of the Downtown Overlay District Ordinance as provided in Section 617 of the City of Guyton Zoning Ordinance, which is incorporated herein by reference.



Applicant Signature

November 23, 2024

Date

Applicant Name: Michael A. Garvin

Applicant Phone Number: [REDACTED]

Address of Property: [REDACTED]

Estimated Total Cost of Project: \$10,000.00

Description of Project: Repair sign damaged, replace board on
privacy fence, paint + repair handicap ramp
Paint flag poles

Proposed Project Start Date: Nov. 29, 2024

Anticipated Project Completion Date: Dec 29, 2024

Application Checklist

- Confirm the Property is located within the Downtown Overlay District.
- Complete the Façade Grant Application.
- Submit at least 5 photographs of the current condition(s) of the Property related to the proposed renovations and/or improvements.
- Submit a copy of Applicant's W-9.
- Submit a copy of deed or property tax record for the Property demonstrating current ownership. If the applicant is the lessee of the property, a current lease indicating the lessee has the authority to make façade changes to the property.

Statement of Understanding

1. The Applicant agrees to comply with the guidelines and procedures of the Downtown Development Authority of Guyton, Georgia Façade Grant Program and the other requirements outlined specified and agreed all approved.
2. The Applicant understands that he/she must submit detailed cost documentation, copies of building/sign permits, bids, contracts, and invoices upon request.

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. <i>See Specific Instructions on page 3.</i>	<p>1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Michael Garvin</p> <p>2 Business name/disregarded entity name, if different from above. Smalls Funeral Home Inc</p> <p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input checked="" type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions)</p> <p>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/></p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p style="text-align: center;"><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p>5 Address (number, street, and apt. or suite no.). See instructions. 203 Samuel Smalls Sr. Ave</p> <p>6 City, state, and ZIP code Guyton GA 31312</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

<p>Part I Taxpayer Identification Number (TIN)</p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later.</p> <p>Note: If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Social security number</td> </tr> <tr> <td style="text-align: center;">[] [] [] - [] [] - [] [] [] []</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">or</td> </tr> <tr> <td colspan="2" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="text-align: center;">5 8 - 1 6 1 3 6 3 1</td> <td></td> </tr> </table>	Social security number		[] [] [] - [] [] - [] [] [] []		or		Employer identification number		5 8 - 1 6 1 3 6 3 1	
Social security number											
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or											
Employer identification number											
5 8 - 1 6 1 3 6 3 1											

Part II Certification	
Under penalties of perjury, I certify that:	
<p>1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and</p> <p>2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and</p> <p>3. I am a U.S. citizen or other U.S. person (defined below); and</p> <p>4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</p>	
<p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.</p>	
Sign Here	<p>Signature of U.S. person </p> <p style="text-align: right;">Date _____</p>

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Effingham County, GA

Homestead Application

Please wait to apply for homestead until your name appears under the "Owner" section below.

[Apply for Homestead Exemption](#)

Assessment Notice

[2024 Assessment Notice \(PDF\)](#)
[2023 Assessment Notice \(PDF\)](#)
[2022 Assessment Notice \(PDF\)](#)
[2021 Assessment Notice \(PDF\)](#)

Public Comment Card

[Public Comment Card](#)

Sales Questionnaire

[Sales Questionnaire](#)

Summary

Parcel Number G0060003
Account/Realkey 21398
Location Address 203 VICTORY AVE
Legal Description .28 AC LOTS 2-4 BLK 3
(Note: Not to be used on legal documents)
Class C3-Commercial
(Note: This is for tax purposes only. Not to be used for zoning.)
Zoning C-1
Tax District 02-Guyton (District 02)
Millage Rate 27.426
Acres 0.28
Neighborhood G0060: LAND: 00000 / BLDG: 00100 (001632)
Homestead Exemption No (S0)
Landlot/District N/A

[View Map](#)



Owner

SMALLS FUNERAL HOME INC
P O BOX 26
GUYTON, GA 31312

Land

Type	Description	Calculation Method	Square Footage	Frontage	Depth	Acres	Lots
Commercial	GUYTON COMM 2.85	Square Feet	12,197	0	0	0.28	1

Commercial Improvement Information

Description FUNERAL HOME - MORTUARY
Value \$100,698
Actual Year Built 1996
Effective Year Built 2008
Square Feet 3258
Wall Height 9
Wall Frames WOOD
Exterior Wall BRICK VENEER
Roof Cover ASPHALT SHINGLES
Interior Walls SHEETROCK
Floor Construction WOOD JOISTS & SUBFLOORS
Floor Finish CARPET
Ceiling Finish SHEETROCK
Lighting STANDARD FF
Heating CH AC
Number of Buildings 1

Accessory Information

Description	Year Built	Dimensions/Units	Identical Units	Value
FIRE CHARGE-COM UNDER 5000	2022	0x0 / 0	3258	\$0
UTILITY BUILDING, UNFINISHED	2014	10x13 / 0	0	\$1,508
FIRE FEE-COM	2010	0x0 / 0	1	\$0
SANITATION - REGULAR	2010	0x0 / 0	1	\$0

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason	Grantor	Grantee
1/4/1996	398 67	F 79	\$0	Unqualified - Improved		SMALLS FUNERAL HOME INC

Valuation

	2024	2023	2022	2021	2020
Previous Value	\$151,532	\$151,532	\$148,924	\$151,532	\$151,532
Land Value	\$17,381	\$17,381	\$17,381	\$14,773	\$17,381
+ Improvement Value	\$100,698	\$132,643	\$132,643	\$132,643	\$132,643
+ Accessory Value	\$1,508	\$1,508	\$1,508	\$1,508	\$1,508
= Current Value	\$119,587	\$151,532	\$151,532	\$148,924	\$151,532

Photos



Sketches











GUYTON



CARL HEINDEL

DDA BOARD MEMBER

-  (912) 772-3353
-  dda@cityofguyton.com
-  City of Guyton Downtown
Development Authority
-  [www.cityofguyton.com/downtown
developmentauthority](http://www.cityofguyton.com/downtowndevelopmentauthority)



The City of Guyton Cordially Invites you to
Attend and Participate in Our

Annual Christmas Parade

December 14, 2024

Theme:

**“Rocking Around the Christmas
Tree in Guyton”**

Start-Up Location - Guyton Elementary School
(Cemetery Street Entrance)

Schedule: Gates Open – 7:30 a.m.
Line Up – 9:00 a.m.
Parade Kick-Off – 11:00 a.m.

REGISTRATION DEADLINE: December 4, 2024

For More Information: Visit www.Cityofguyton.com





City of Guyton, GA Events for December 14, 2024



The City of Guyton Cordially Invites you to Attend and Participate in Our Annual Christmas Celebration.

The Leisure Services Commission of Guyton is planning its Annual Christmas Parade. This year's theme is "Rocking Around the Christmas Tree in Guyton." The parade will begin at 11:00 a.m. We would love businesses, civic organizations, churches, and schools to participate. We are judging the parade entries in the following categories:

- Best Overall
- Best Traditional
- Best Spiritual Theme,
- Best Contemporary,
- Most Festive Business.

Whether you are walking or riding the parade route, we feel certain you can create an imaginative and vibrant entry for the event! Decorated cars, trucks, animals, floats...or whatever you can come up with will make this a successful event to promote our community. Be sure to have treats, coupons, ads, and other goodies to share with the crowd. Whatever you can think of to dazzle the spectators (and judges); for example, lights, costumes, music, and sparkles would be great to include in your parade entry.

Please visit cityofguyton.com for more information about the Guyton Christmas Parade route, rules, and entry forms. We are hopeful you will participate in the day's events. It will be a great Christmas in Guyton season's kickoff and an opportunity for the unity and fellowship of our great citizens.



City of Guyton
PO Box 99— 310 Central Blvd
Guyton, GA 31312

www.cityofguyton.com



City of Guyton 2024 Christmas Parade Registration

On Saturday, December 14, 2024, the City of Guyton will host the Annual Christmas Parade. The parade will start at Guyton Elementary School and end at the Public Safety Complex. Starting at Guyton Elementary School, turn right onto Highway 17, left onto Lynn Bonds Avenue, turn left onto Church Street, and stop at the Department of Public Safety Complex at Church Street and Fifth Avenue. Our goal is to have a spectacular and safe event. Please review and abide by the Parade Rules and Regulations posted on the City of Guyton website at www.cityofguyton.com. Judging will begin promptly at 9:15 am and the parade will begin at 11 am. You may start arriving at 7:30 am but no later than 9 am. Please be prompt in your arrival out of consideration for the parade organizers and time restrictions. You must sign up on arrival.

- ALL PARADE ENTRIES MUST BE REGISTERED TO PARTICIPATE
- REGISTRATION MUST BE RECEIVED NO LATER THAN WEDNESDAY, DECEMBER 4, 2024 AT 4:30 PM.
- THE THEME FOR THIS YEAR'S PARADE IS "ROCKING AROUND THE CHRISTMAS TREE IN GUYTON". (Please decorate accordingly.)
- PLEASE REVIEW THE PARADE SAFETY RULES

Please complete this form and return it to City Hall:

ENTRY: Float ___ Vehicle ___ Both ___ Equine ___ Other(specify) _____

Organization's Name _____

Contact Person _____ Phone: _____

Address _____

Email: _____ Approx. Number of Participants _____

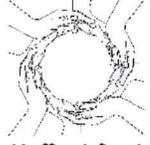
I have read and agree to follow the rules and regulations.

Signature _____ Date _____

RETURN TO: Guyton City Hall, 310 Central Blvd. Guyton, GA 31312; Office (912) 772-3353; Fax (912) 772-3152

FOR OFFICE USE ONLY: Placement number: _____

Guyton Leisure Services



"Working Hand in Hand, Serving All Citizens"

City of Guyton

PO Box 99 - 310 Central Blvd.

Guyton, GA 31312

www.cityofguyton.com



PARADE RULES AND REGULATIONS

Keep this form for your records.

ANNUAL CHRISTMAS PARADE

"Rocking Around the Christmas Tree in Guyton"

- Parade participants should **begin arriving at 9 a.m.** at the Guyton Elementary School grounds at the **side** entrance **located** off Cemetery **Street**. If you have not sent in your registration form by the due date, your float will be moved to the parade's end.
- **Judging will begin at 9:15 a.m.** Each entry will be given a number before the parade date that you should have displayed visibly on your float. This will mark your position in the parade.
- It would be best if the entire group arrived together to avoid confusion.
- **Kick-off is promptly at 11 a.m.**
- NO alcohol is permitted.
- If you are passing **out** candy, do not throw it into the street or at the children. This is to protect the children, keep them from running into the streets to gather the candy and avoid them getting hit.
- If you have animals, you are responsible for cleaning up after them for the duration of the event especially on the parade route.
- Do NOT have Santa on your float. There will be one (1) Santa in the parade. He will be on the Fire Department entry.
- There will be parking at Guyton Elementary School and New Haven Church for parade participants.
- The parade will start at Guyton Elementary School turn right onto HWY 17, turn left onto Springfield Ave., turn left onto Church Street, and stop at the Department of Public Safety which is located at Church Street and Fifth Ave. You will not be permitted to leave the parade route before this point.
- To return to the school, continue Church Street, turn left onto Seventh Ave, turn right onto HWY 17, and turn left into the school parking lot. These regulations are designed to ensure safety for all parade participants. The police will also be maintaining road closures.
- **More** information on road closures and parking will be made available. Please contact City Hall for more information.