

**AGENDA
CITY OF DOUGLAS
MAYOR AND COMMISSION**

**WORK SESSION
December 22, 2025
6:00PM**

- | | | |
|-------------|---|---------------|
| I. | Review of December 11th, 2025 Meeting Minutes
Wynetta Bolder, City Clerk
Mayor Tony L. Paulk | PG. 3 |
| II. | Discuss Request for Temporary Road Closure of Andrews Street (Pinecrest Village)
Georgia Henderson, Assistant City Manager
Commissioner Edwin Taylor | PG. 4 |
| III. | Discuss Approval of Memorandum of Agreement of PlanFirst Designation
Georgia Henderson, Assistant City Manager
Commissioner Edwin Taylor | PG. 9 |
| IV. | General Comments (3 minutes)
Charles Davis, City Manager
Tony L. Paulk, Mayor | PG. 15 |
| V. | City Manager's Updates
Charles Davis, City Manager
Tony L. Paulk, Mayor | PG. 16 |

**AGENDA
CITY OF DOUGLAS
MAYOR AND COMMISSION**

**REGULAR MEETING
December 22, 2025
IMMEDIATELY FOLLOWING WORK SESSION**

- | | |
|--|--------------------------------|
| I. Call to Order | Mayor Tony L. Paulk |
| II. Invocation | Commissioner Mike Gowen |
| III. Pledge of Allegiance | Coffee High NJROTC |
| IV. Approval of the Order of the Agenda | |
| V. Consent Agenda Items | |
| VI. Work Session Items for Discussion/Questions | |
| VII. Staff Comments | |
| VIII. Adjourn | |

NOTE: Immediately following Commission Meeting there will be an Executive Session and/or City Commission Utility Appeals Hearing, if necessary.

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participated in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Coordinator at (912) 389-3415 promptly to allow the City to make reasonable accommodations for those persons.

**AGENDA
CITY OF DOUGLAS
MAYOR AND COMMISSION**

**WORK SESSION
December 22, 2025**

DATE: 12/22/2025

WORK SESSION AGENDA ITEM TAB

FROM: Wynetta Bolder, City Clerk
Mayor Tony L. Paulk

RE: Review of December 11th, 2025 Meeting Minutes

PURPOSE:

Review of December 11th, 2025 Meeting Minutes

BACKGROUND:

Review of December 11th, 2025 Meeting Minutes

FUNDING:

N/A

RECOMMENDATION:

Review of December 11th, 2025 Meeting Minutes

APPENDIX:

**AGENDA
CITY OF DOUGLAS
MAYOR AND COMMISSION**

**WORK SESSION
December 22, 2025**

DATE: 12/22/2025

WORK SESSION AGENDA ITEM TAB

FROM: Georgia Henderson, Assistant City Manager
Commissioner Edwin Taylor

RE: Discuss Request for Temporary Road Closure of Andrews Street (Pinecrest Village)

PURPOSE:

To seek approval for a temporary closure of Andrews Street between North Wheeler Avenue and Daughtry Street to facilitate construction activities associated with the Pinecrest Village Apartments project.

BACKGROUND:

Fairway Construction Co., Inc. has submitted a formal request for the temporary closure of Andrews Street between North Wheeler Avenue and Daughtry Street in conjunction with the construction of the Pinecrest Village Apartments located at 750 Andrews Street. The requested closure would be in effect from January 2026 through October 2026 and is intended to allow for construction activities occurring within and immediately adjacent to the roadway, including infrastructure upgrades, utility work, material staging, and site access. The submitted plan includes gated access points, fencing, traffic control signage, and accommodations for emergency vehicle access. Residents of the adjacent Heritage Point Apartments will be notified in advance of the closure, and appropriate safety measures will be maintained throughout the construction period

FUNDING:

N/A

RECOMMENDATION:

Staff recommends approval of the temporary closure of Andrews Street between North Wheeler Avenue and Daughtry Street for the duration of the Pinecrest Village Apartments construction project, subject to continued coordination with Police, Fire, Utilities, and Public

Works, adherence to approved traffic control and safety plans, and required resident notifications. All reviewing departments, including Police, Fire, Underground Utilities, Electrical, and GDOT, have indicated no objections to the proposed closure.

APPENDIX:

- 1. Fairway Construction - Pinecrest Village - Road Closure Request Fairway Construction - Pinecrest Village - Road Closure Request.pdf



Fairway Construction
3290 Northside Parkway NW
Suite 300
Atlanta, GA 30327
sjoyce@fairwayconstruction.net
770-349-5187

December 8, 2025

City of Douglas Georgia
302 S Madison Ave
Douglas, GA 31533

Subject: Request for Temporary Road Closure

To Whom It May Concern

Fairway Construction is formally requesting a temporary road closure of Andrews Street in between N Wheeler Ave and Daughtry Street. The closure is necessary for construction, storage, utility work, infrastructure upgrades, and safety. We are fully committed to ensuring that this road closure does not adversely impact nearby residents or create any safety concerns in the event of an emergency.

Dates: January 2026 to October 2026

Emergency Access: Emergency vehicles will be given access to the gates in the event of an emergency.

Resident Notification: Residents of Heritage Point Apartments will be notified in advance of the closure

Safety Measures: We will implement appropriate traffic control measures, such as signage and barriers, to ensure that the closure area is safely managed and that any potential hazards are minimized.

Fairway Construction is fully committed to ensuring that this project will not create undue hardship for the community. Our team is available to meet with city officials or attend public hearings to further discuss this request and address any concerns.

Thank you for your consideration of this request. I look forward to your response and am happy to provide any additional information or documentation as needed.

Sincerely,
Stephanie Joyce
Assistant Project Manager

CC: Robert Erickson – Project Manager
Spencer Mercer – Site Superintendent



Fairway Construction Co., Inc.



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CITY OF DOUGLAS
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**WORK SESSION
December 22, 2025**

DATE: 12/22/2025

WORK SESSION AGENDA ITEM TAB

FROM: Georgia Henderson, Assistant City Manager
Commissioner Edwin Taylor

RE: Discuss Approval of Memorandum of Agreement of PlanFirst Designation

PURPOSE:

To seek approval and authorization for the Mayor to execute the Memorandum of Agreement with the Georgia Department of Community Affairs to formalize the City of Douglas's PlanFirst designation.

BACKGROUND:

The City of Douglas has been awarded a PlanFirst designation by the Georgia Department of Community Affairs (DCA) in recognition of the City's successful implementation of its local comprehensive plan. The PlanFirst designation and associated benefits were discussed and presented at the meeting on December 11, 2025. In order to formally accept the designation, the City must execute a Memorandum of Agreement with DCA outlining the terms, responsibilities, and incentives associated with the designation, including eligibility for funding advantages, recognition, and planning support.

FUNDING:

N/A

RECOMMENDATION:

Staff recommends approval of the Memorandum of Agreement with the Georgia Department of Community Affairs and authorization for the Mayor to execute the agreement on behalf of the City of Douglas.

APPENDIX:

1. Douglas_DCA_MOA_PlanFirst 2026 Douglas_DCA_MOA_PlanFirst 2026.pdf

**STATE OF GEORGIA
COUNTY OF FULTON**

**MEMORANDUM OF AGREEMENT BETWEEN
GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS AND
CITY OF DOUGLAS**

This Memorandum of Agreement (the “MOA”) is made and entered into this _____ day of _____, 20____ (“Effective Date”) by and between the Georgia Department of Community Affairs (“DCA”), whose address is 60 Executive Park South, NE, Atlanta, Georgia 30329 and City of Douglas (“Designee”), whose address is 302 S. Madison Ave, Douglas, GA 31533, collectively referred to as the Parties.

WHEREAS, DCA offers a PlanFirst (“PlanFirst”) program that recognizes and rewards communities that clearly demonstrate an established pattern of successfully implementing their local comprehensive plan;

WHEREAS, the PlanFirst designation is awarded to local governments on an individual basis;

WHEREAS, on May 15, 2025, the Designee applied to be considered an eligible community under the PlanFirst program;

WHEREAS, on September 15, 2025, DCA approved, recognized, and awarded the Designee to be designated as a PlanFirst community; and

NOW, THEREFORE, in consideration of the mutual promises contained herein, DCA and the Designee do hereby agree as follows:

1. **Term:**

- a. This initial term of this MOA shall commence on the Effective Date and shall be for a period of three (3) years from the 1st day, of January 2026 to the 31st day, of December 2028, unless terminated pursuant to the termination provision contained in this MOA.

2. **DCA’s Responsibilities:**

- a. DCA agrees to the following:
 - i. To provide the Designee access to DCA tools and assistance in support of the Designee’s plan implementation goals for the duration of this MOA;

- ii. To provide the Designee state-wide recognition for plan implementation successes:
 - 1. To recognize the Designee on DCA’s website;
 - 2. To list the Designee on all PlanFirst outreach flyers;
 - 3. To list the Designee on all PlanFirst presentations; and
 - 4. To provide and award the Designee one plaque and one certificate for their recognition as a PlanFirst Designee.
- iii. To provide the Designee access to three additional bonus points on Housing Tax Credit applications with an approved revitalization plan;
- iv. To provide the Designee eligibility to compete annually (rather than biannually) for state-administered Community Development Block Grant (“CDBG”) funding (Department of Housing and Urban Development CDBG non-entitlement communities, only);
- v. To provide the Designee interest rate reduction of one hundred basis points (1%) for approved loans through the Employment Incentive Program (“EIP”);
- vi. To provide the Designee interest rate reduction of one hundred basis points (1%) for approved loans through DCA’s Redevelopment Fund Program;
- vii. To provide the Designee interest rate reduction of one hundred basis points (1%) for approved loans through DCA’s Downtown Development Revolving Loan Fund Program (“DDRLF”);
- viii. To provide the Designee free attendance at any community planning institute event for up to two community representatives per PlanFirst designation cycle;
- b. DCA agrees to refer the Designee to GEFA for an interest rate reduction of 50 basis points (½%) for approved state loans.

3. **The Designee’s Responsibilities:**

- a. The Designee agrees to the following:
 - i. To continue to strive for planning excellence in all areas of comprehensive plan development and implementation;
 - ii. To participate in the PlanFirst program by supporting a staff member’s participation as a PlanFirst Reviewer, for application review as well as on-site visits to applicant;
 - iii. To participate as a presenter at a community planning institute event, when and if called upon;
 - iv. To submit one plan implementation success story for inclusion on DCA’s planning success stories and best practices when requested by DCA’s program manager (no more than once per year);
 - v. To maintain eligibility as a qualified local government (“QLG”) by having an approved comprehensive plan and service delivery strategy and being current on all required reporting to DCA. In the event of loss

- of the QLG status by a PlanFirst community, the incentives awarded by designation will be suspended until QLG status is restored; and
- vi. To promulgate the comprehensive plan and foster local access to the plan by making it generally available through the community's website.

4. **General Provisions:**

- a. **Entirety of Agreement:** This MOA represents the entire MOA between the Parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.
- b. **Amendments:** Either party may request changes to this MOA. Any changes, modifications, revisions, or amendments to this MOA, that are mutually agreed upon by and between the Parties to this MOA, shall be incorporated by written instrument, and effective when executed and signed by all Parties to this MOA.
- c. **Termination:**
 - i. If the Designee violates any of its responsibilities under this MOA, DCA shall thereupon have the right to terminate this MOA; however, DCA must give a written notice of this intention to do so by providing at least thirty (30) days notice to the Designee.
 - ii. Once this MOA is terminated, the Designee shall return any affected loan percentage rates back to the current normal interest rate and discontinue using any PlanFirst branding or identifying marks associated with the PlanFirst designation.
- d. **Authority.** The undersigned hereby attests that he is authorized to enter into this MOA on behalf of the Designee and certifies that neither the Designee nor its officials have violated any applicable provision of state law in the execution of this MOA.

**[REMAINDER OF THE PAGE INTENTIONALLY LEFT BLANK]
[SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the Parties have executed this MOA to be effective as of the day and year first written above.

CITY OF DOUGLAS

**GEORGIA DEPARTMENT OF
COMMUNITY AFFAIRS**

By: _____
Name: Tony Paulk
Title: Mayor

By: _____
Name: G. Christopher Nunn
Title: Commissioner

**AGENDA
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MAYOR AND COMMISSION**

**WORK SESSION
December 22, 2025**

DATE: 12/22/2025

WORK SESSION AGENDA ITEM TAB

FROM: Charles Davis, City Manager
Tony L. Paulk, Mayor

RE: General Comments (3 minutes)

PURPOSE:

General Comments

BACKGROUND:

General Comments

FUNDING:

N/A

RECOMMENDATION:

General Comments

APPENDIX:

**AGENDA
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DATE: 12/22/2025

WORK SESSION AGENDA ITEM TAB

FROM: Charles Davis, City Manager
Tony L. Paulk, Mayor

RE: City Manager's Updates

PURPOSE:

City Manager to provide updates.

BACKGROUND:

City Manager to provide updates.

FUNDING:

N/A

RECOMMENDATION:

City Manager to provide updates.

APPENDIX: