

**AGENDA  
CITY OF DOUGLAS  
MAYOR AND COMMISSION**

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**WORK SESSION  
April 14, 2025  
6:00PM**

- |             |  |               |
|-------------|--|---------------|
| <b>I.</b>   | <b>Review of March 24th, 2025, Meeting Minutes</b><br>Wynetta Bolder, City Clerk<br>Tony L. Paulk, Mayor   | <b>PG. 3</b>  |
| <b>II.</b>  | <b>Discuss FY25 Four 300-E Pad Mount Transformer Bid</b><br>Anthony Folsom, Purchasing Agent<br>Cindy McNeill, Mayor Pro Tem.                                      | <b>PG. 14</b> |
| <b>III.</b> | <b>Discuss Approval of Award of Low-Income Housing Tax Credit (LIHTC) Support Letter</b><br>Georgia Henderson, Assistant City Manager<br>Commissioner Edwin Taylor | <b>PG. 17</b> |
| <b>IV.</b>  | <b>General Comments (3 minutes)</b><br>Charles Davis, City Manager<br>Tony L. Paulk, Mayor<br>Concerned Citizen  | <b>PG. 60</b> |
| <b>V.</b>   | <b>City Manager's Updates</b><br>Charles Davis, City Manager<br>Tony L. Paulk, Mayor   | <b>PG. 64</b> |

**AGENDA  
CITY OF DOUGLAS  
MAYOR AND COMMISSION**

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**REGULAR MEETING  
April 14, 2025  
IMMEDIATELY FOLLOWING WORK SESSION**

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

**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**

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**WORK SESSION  
April 14, 2025**

**DATE:** 4/14/2025

**WORK SESSION AGENDA ITEM TAB**

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

**RE:** Review of March 24th, 2025, Meeting Minutes

**PURPOSE:**

Review of March 24th, 2025, Meeting Minutes

**BACKGROUND:**

Review of March 24th, 2025, Meeting Minutes

**FUNDING:**

N/A

**RECOMMENDATION:**

Review of March 24th, 2025, Meeting Minutes

**APPENDIX:**

1. WS MINUTES MARCH 24, 2025 WS MINUTES MARCH 24, 2025.docx
2. MINUTES MARCH 24, 2025 MINUTES MARCH 24, 2025.docx

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
MARCH 24, 2025**

**The Board of Commissioners held a work session on Monday, March 24, 2025, at 6:00 PM in the City Hall Council Chambers. Mayor Tony L. Paulk presided over the meeting with Mayor Pro Tem Cindy McNeill, Commissioners Edwin Taylor, Steve Bailey, Mike Gowen, and Brenda Moore were in attendance. Commissioner Tony Paulk II was absent.**

**REVIEWED MARCH 10, 2025, MEETING MINUTES**

Charles Davis, City Manager, presented the first item, reviewing the meeting minutes of the Board Commissioners on March 10, 2025. Mayor Tony L. Paulk, I asked the Commissioners to propose any changes to ensure accurate historical record-keeping.

The Commission agreed to move this item forward on the **Consent Agenda**.

**DISCUSSED THE ALCOHOL BEVERAGE LICENSE FOR NOURIA ENERGY RETAIL INC, D.B.A. ENMARKET 29 WILLACOOHEE HIGHWAY**

Georgia Henderson, the Assistant City Manager, appeared before the Commission to conduct a public hearing and approve issuing an alcoholic beverage license for Nouria Energy Retail Inc.

Mrs. Henderson reported that Nouria Energy Retail Inc, D.B.A. Enmarket 29 Willacoohee Highway, has applied for an alcoholic beverage license for retail sales, off-premises consumption, of beer and wine. Nouria Energy Retail Inc. will be located at 29 Willacoohee Highway, Douglas, Georgia. Tony El-Nemr, of Shrewsbury, Massachusetts, is the licensee and owner. Patrick Rodriguez, of Richmond Hill, Georgia, is the manager. Nouria Energy Retail Inc., Tony ElNemr, and Patrick Rodriguez meet all the requirements set forth by state law and city ordinance to receive an alcoholic beverage license. Chief Pruette has reviewed and approved the application. This is a change of ownership, with the current owners being Enmark Stations Inc., D.B.A. Enmarket #757.

The Commission agreed to move this item forward on the **Regular Agenda**.

**DISCUSSED THE ALCOHOL BEVERAGE LICENSE FOR NOURIA ENERGY RETAIL INC, D.B.A. ENMARKET 1601 OCILLA ROAD**

Georgia Henderson, the Assistant City Manager, appeared before the Commission to conduct a public hearing and approve issuing an alcoholic beverage license for Nouria Energy Retail Inc.

Mrs. Henderson stated that Nouria Energy Retail Inc, D.B.A. Enmarket 1601 Ocilla Road, has applied for an alcoholic beverage license for retail sales and off-premises consumption of beer and wine. Nouria Energy Retail Inc. will be at 1601 Ocilla Road, Douglas, Georgia. Tony ElNemr, of Shrewsbury, Massachusetts, is the licensee and owner. Patrick Rodriguez, of Richmond Hill, Georgia, is the manager.

**MINUTES**  
**WORK SESSION OF THE BOARD OF COMMISSIONERS**  
**CITY OF DOUGLAS, GEORGIA**  
**MARCH 24, 2025**

**DISCUSSED THE ALCOHOL BEVERAGE LICENSE FOR NOURIA ENERGY RETAIL INC, D.B.A. ENMARKET 1601 OCILLA (CONTINUE)**

Nouria Energy Retail Inc., Tony El-Nemr, and Patrick Rodriguez meet all the requirements set forth by state law and city ordinance to receive an alcoholic beverage license. Chief Pruette has reviewed and approved the application. This is a change of ownership, with the current owners being Enmark Stations Inc., D.B.A. Enmarket #741.

The Commission agreed to move this item forward on the **Regular Agenda**.

**DISCUSSED THE ALCOHOL BEVERAGE LICENSE FOR RIGO'S TAQUERIA LLC, DBA RIGO'S TAQUERIA 604 GASKIN AVENUE**

Georgia Henderson, Assistant City Manager, appeared before the Commission to conduct a public hearing and approve issuing an alcoholic beverage license for Rigo's Taqueria LLC.

Mrs. Henderson stated that Rigo's Taqueria LLC has made an application for an alcoholic beverage license for the onsite consumption of liquor and beer. Rigo's Taqueria LLC, D.B.A. Rigo's Taqueria will be located at 604 Gaskin Ave S., Douglas, Georgia. Noelia Aguilera and Cesar Sanchez are the licensees and owners/ managers. Rigo's Taqueria LLC and Noelia Aguilera and Cesar Sanchez meet all the requirements set forth by state law and city ordinance to receive an alcoholic beverage license. This establishment has been surveyed, and as it is a first-time applicant for alcohol at this location, it meets all the distance requirements set forth by state and local ordinances. This restaurant has been in business for years. Chief Pruette has reviewed and is in approval of this application.

The Commission agreed to move this item forward on the **Regular Agenda**.

**DISCUSSED THE APPROVAL OF THE RIGHT-OF-WAY ACQUISITION AGREEMENT FOR THE TRANSPORTATION ALTERNATIVES PROGRAM (TAP) PROJECT**

Georgia Henderson, Assistant City Manager, sought approval from the City Commission for the Right-of-Way Acquisition Agreement with GDOT. This agreement enables the city to acquire the right-of-way for sidewalk improvements while ensuring compliance with state and federal funding requirements.

Mrs. Henderson stated that the Georgia Department of Transportation (GDOT) and the City of Douglas propose a right-of-way (ROW) acquisition agreement under the Transportation Alternatives Program (TAP) for sidewalk improvements at four locations in Douglas. The estimated ROW cost for the project is \$680,000, with GDOT reimbursing up to \$544,000 and the city covering the remaining \$136,000. This agreement outlines the roles and responsibilities for acquiring the necessary ROW to facilitate construction, including funding allocations, legal procedures, and compliance requirements.

The Commission agreed to move this item forward on the **Regular Agenda**.

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
MARCH 24, 2025**

**DISCUSSED THE APPROVAL OF REPAIRS FOR WELL 6**

Kevin Davis, Project Manager with ESG Operations, Inc., appeared before the Commission to seek approval for the necessary repairs and rehabilitation of Well 6 to restore its operational capacity and prevent further deterioration, ensuring continued water supply for the City of Douglas.

Mr. Davis stated that The City of Douglas received a revised quote from Woodrow Sapp Well Drilling, Inc. for the rehabilitation of Well 6, which is included in the Georgia Environmental Finance Authority (GEFA) project list. The scope of work involves installing a new Goulds 12CHC 5-stage pump designed to pump 1250 GPM at 354 TDH and new stainless-steel components, epoxy-coated column, tailpipe, and necessary motor repairs. The total quoted cost for the project is \$115,000, with an additional \$3,500 per day (for no more than two days) for potential airline removal. The estimated lead time for completion is 4-6 weeks. FUNDING: GEFA 2022009 - 351-1000-54.1403

The Commission agreed to move this item forward on the **Consent Agenda**.

**DISCUSSED THE APPROVAL OF THE CHANGE ORDER FOR ROUNDTREE PARK PROJECT IMPROVEMENTS**

Georgia Henderson, Assistant City Manager, appeared before the Commission to approve a change order for drainage repairs at Roundtree Park, addressing pipe deterioration and preventing future infrastructure failures.

Mrs. Henderson stated that the City of Douglas is considering a change order for drainage improvements at Roundtree Park, modifying the contract with Vortex Services LLC. The change order will consist of Cured-In-Place Pipe (CIPP) lining repairs, which will increase the contract by \$176,410 to upgrade the CIPP liner from 36" round to 56.5" x 36.5" elliptical, fully repairing all 18" and 56.5" x 36.5" pipes in the park. The included CIPP Map illustrates the proposed sections for repairs. FUNDING: 351-1000-54.1415

The Commission agreed to move this item forward on the **Consent Agenda**.

**DISCUSSED THE APPROVAL OF A CHANGE ORDER FOR ADDITIONAL PARK IMPROVEMENTS AT THE ROADSIDE PARK**

Georgia Henderson, Assistant City Manager, presented to the Commission a request to authorize additional park improvements at Roadside Park. These improvements would ensure better infrastructure for future amenities and enhanced visitor experience.

Mrs. Henderson reported that the City of Douglas is considering a change order to the existing contract with Griffin Grading & Concrete LLC for additional improvements at Roadside Park.

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
MARCH 24, 2025**

**DISCUSSED THE APPROVAL OF A CHANGE ORDER FOR ADDITIONAL PARK IMPROVEMENTS AT THE ROADSIDE PARK (CONTINUE)**

The change order increases the contract by \$18,601.30 to add four concrete pads for future tables, installations, walking/bike trail directional signage, and permanent grassing around the concrete pads. The city will purchase four tables and four trash receptacles separately later. This change order will extend the project timeline by 45 calendar days, with a new substantial completion date of April 25, 2025. FUNDING: 351-1000-54.1415

The Commission agreed to move this item forward on the **Consent Agenda**.

**DISCUSS ADOPTION OF POLICIES AND PROCEDURES FOR CDBG 2024 HOUSING REHAB**

Georgia Henderson, Assistant City Manager, appeared before the Commission to formally adopt the policies and procedures necessary for administering the CDBG 2024 Housing Rehab Project, ensuring compliance with state and federal regulations while providing financial housing assistance to low- and moderate-income families.

Mrs. Henderson stated that the Neighborhood Revitalization Program Housing Rehabilitation/Reconstruction Policies and Procedures outline guidelines for providing financial housing assistance to low- and moderate-income families living in substandard housing. These policies are associated with the 2024 Community Development Block Grant (CDBG), identified as CDBG Number 24h-x-034- 2-6398. They are designed to align with the Georgia Department of Community Affairs (DCA) Rehabilitation Standards, the CDBG Administrative Manual, the U.S. Department of Housing and Urban Development (HUD) requirements, and other applicable federal and state regulations.

The Commission agreed to move this item forward on the **Consent Agenda**.

**DISCUSS THE APPROVAL OF LAND LEASE AGREEMENTS AND CONSTRUCTION OF CORPORATE HANGARS AT DOUGLAS MUNICIPAL AIRPORT**

Georgia Henderson, Assistant City Manager, appeared before the Commission to seek approval to allow individuals to construct corporate hangars at Douglas Municipal Gene Chambers Airport.

Mrs. Henderson stated that City staff, city attorney, consultants, Georgia Airport Association, GDOT Aviation Division, and Airport Commission have been in discussion with several individuals who would like to construct corporate hangars at the Douglas Municipal Gene Chambers Airport on the East Apron. Those are Mr. Chris Rounds, Mr. Vigler Mazariegos, Mr. Colton Rogers, Mr. Jonathan Wright & Mr. Brice Grantham, and Mr. Drew Walker. Upon the approval of the City Commission, staff will have individuals sign a land lease agreement.

**MINUTES**  
**WORK SESSION OF THE BOARD OF COMMISSIONERS**  
**CITY OF DOUGLAS, GEORGIA**  
**MARCH 24, 2025**

**DISCUSS THE APPROVAL OF LAND LEASE AGREEMENTS AND CONSTRUCTION OF CORPORATE HANGARS AT DOUGLAS MUNICIPAL AIRPORT (CONTINUE)**

Lease payments will not begin until the construction of the hangars. Once contracts are signed, staff will work with airport consultants to file the 7460 forms with the FAA. The lessee shall be responsible for ordering and paying for a land survey and phase 1 soil environmental test. City utilities departments have confirmed service to the area. Each person is to furnish a complete set of building plans with the Building Inspector for review and to be appropriately permitted before construction begins. Because of all the ramifications surrounding the verification of space and the process, if any individuals interested in constructing a hangar refuse to sign the lease agreement, they will no longer be considered under this approval. They will have to wait until the following process. The same holds for any individual who signs the contract but is delayed more than six months when going through with any of the methods, such as the 7460 survey, phase 1 environmental, construction plans, and the start of the project. Those delaying or stalling in any way risk their contract becoming void, and the City is not obligated to hold their spot. It will be the discretion of the City will have the option to negotiate with someone else who may become interested.

The Commission agreed to move this item forward on the **Consent Agenda**.

**DISCUSSED THE HOLDING OF THE FIRST (1ST) READING FOR REZONE PETITION FOR VACANT LOT PARCEL D005 018 OFF OF GORDON ST.**

Georgia Henderson, Assistant City Manager, appeared before the Commission to discuss the application for rezoning vacant lot parcel D005 018 off Gordon Street.

Mrs. Henderson stated that this property has been vacant throughout its history. This is due to part of the land mostly being wetland. Though the parcel is 26.46 acres, the applicant only wants to rezone approximately 8 acres. The rezone would take place on the west side of the lot (see attached map for specific location). The land would be used to create a multifamily apartment complex using the Low-Income Housing Tax Credit (LIHTC). For this reason, the applicant would like to rezone the property from Residential Single-Family (15,000) (R-15) to Residential Mixed (R-M). A property survey will be submitted before the second reading.

The Commission agreed to move this item forward on the **Regular Agenda**.

**DISCUSSED THE SURPLUSING OF TWO WORK TRUCKS AND SELLING TO THE CITY OF HAZLEHURST, GA**

Charles Davis, City Manager, approached the Commission to discuss selling two surplus work trucks to the City of Hazelhurst, Ga.

**MINUTES  
WORK SESSION OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
MARCH 24, 2025**

**DISCUSSED THE SURPLUS OF TWO WORK TRUCKS AND SELLING TO THE CITY OF HAZLEHURST, GA (CONTINUE)**

Mr. Davis stated that staff is asking for a surplus of two F450 crew cab work trucks, vin\_1FD0W4GY6DEA57129\_vehicle #440005 and vin\_1FD0W46Y9CEB55005\_vehicle #433307 and for authorization to sell them to the City of Hazlehurst, Ga, for \$4,500 each, for a total of \$9,000.00. The City of Hazlehurst's Mayor, John Ramay, has submitted a letter (see attached) to us to consider selling them.

The Commission agreed to move this item forward on the **Consent Agenda**.

**DISCUSSED THE CHANGE ORDER FOR IRRIGATION AND DIRT REPLACEMENT TO SOUTHERN COMMERCIAL SOLUTIONS, LLC FOR THE IMPROVING NEIGHBORHOOD OUTCOMES IN DISPROPORTIONATELY IMPACTED COMMUNITIES GRANT FOR HUCKABY PROJECT BID A**

Charles Davis, City Manager, appeared before the Commission seeking approval to award Southern Commercial Solutions, LLC the change order to Southern Commercial Solutions, LLC's contract for adding the irrigation system and infield dirt replacement for \$137,368.40.

Mr. Davis stated that on October 28, 2024, the Mayor and Commission awarded Southern Commercial Solutions, LLC, the construction contract for the Improving Neighborhood Outcomes in Disproportionately Impacted Communities for Huckaby Project #GA-0013734 Bid A for the ball field fence, dugout, and concrete improvements in the amount of \$918,542.33. When construction began, we discovered that we did not include an irrigation system and a 4-inch infield clay replacement. Staff asked Southern Commercial Solutions, LLC, to give us a price for adding irrigation and infield dirt replacement. They have submitted a quote for the \$137,368.40.

The Commission agreed to move this item forward on the **Consent Agenda**.

**GENERAL COMMENTS (3 MINUTES)**

No Comments

**CITY MANAGER'S UPDATE**

Charles Davis, City Manager, updated the Mayor and Commission regarding undisclosed industries interested in bringing business to Douglas.

**MINUTES**  
**WORK SESSION OF THE BOARD OF COMMISSIONERS**  
**CITY OF DOUGLAS, GEORGIA**  
**MARCH 24, 2025**

**ADJOURNMENT**

Without further discussion, the work session meeting adjourned at 6:15 p.m.

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Mayor Tony L. Paulk I

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Wynetta J. Bolder, CMC

**MINUTES  
MEETINGS OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
MARCH 24, 2025**

**The Board of Commissioners held a regular session on Monday, March 24, 2025, at 6:16 PM in the City Hall Council Chambers. Mayor Tony L. Paulk presided over the meeting with Mayor Pro Tem Cindy McNeill and Commissioners Edwin Taylor, Steve Bailey, Mike Gowen, and Brenda Moore in attendance. Commissioner Tony Paulk II was absent.**

**CALLED TO ORDER**

Mayor Tony L. Paulk called to order the Regular Meeting of the Board of Commissioners.

**INVOCATION (COMMISSIONER TONY L. PAULK II)**

Fire Chief Casey Wright delivered the invocation.

**PLEDGE OF ALLEGIANCE**

Coffee High Naval JROTC led the Pledge of Allegiance.

**APPROVAL OF THE ORDER OF THE AGENDA**

The motion was approved unanimously (5-0) to approve the agenda order, with the motion made by Commissioner Edwin Taylor and seconded by Mayor Pro Tem Cindy McNeill.

**CONSENT AGENDA ITEMS (CHARLES DAVIS, CITY MANAGER)**

- 1. APPROVAL OF MARCH 10TH, 2025, MEETING MINUTES**
- 2. APPROVAL OF REPAIRS FOR WELL 6**
- 3. APPROVAL OF CHANGE ORDER FOR ROUNDTREE PARK PROJECT IMPROVEMENTS**
- 4. APPROVAL OF CHANGE ORDER FOR ADDITIONAL PARK IMPROVEMENTS AT ROADSIDE PARK**
- 5. APPROVAL OF ADOPTION OF POLICIES AND PROCEDURES FOR CDBG 2024 HOUSING REHAB**
- 6. APPROVAL OF THE LAND LEASE AGREEMENTS AND CONSTRUCTION OF CORPORATE HANGARS AT DOUGLAS MUNICIPAL AIRPORT**
- 7. APPROVAL OF THE SURPLUS OF TWO WORK TRUCKS AND SELLING TO THE CITY OF HAZELHURST, GA**
- 8. APPROVAL OF THE CHANGE ORDER FOR IRRIGATION AND DIRT REPLACEMENT TO SOUTHERN COMMERCIAL SOLUTIONS, LLC FOR THE IMPROVING NEIGHBORHOOD OUTCOMES IN DISPROPORTIONATELY IMPACTED COMMUNITIES GRANT FOR HUCKABY PROJECT BID A**

As discussed in the Work Session, Commissioner Edwin Taylor made the motion (carried 6-0) to approve all Consent Agenda items listed above, which Commissioner Mike Gowen seconded.

**MINUTES  
MEETINGS OF THE BOARD OF COMMISSIONERS  
CITY OF DOUGLAS, GEORGIA  
MARCH 24, 2025**

**WORK SESSION**

**1)APPROVAL OF THE ALCOHOL BEVERAGE LICENSE FOR NOURIA ENERGY RETAIL INC, D.B.A. ENMARKET 29 WILLACOOHEE HIGHWAY**

**2)ALCOHOL BEVERAGE LICENSE FOR NOURIA ENERGY RETAIL INC, D.B.A. ENMARKET 1601 OCILLA ROAD**

**3)ALCOHOL BEVERAGE LICENSE FOR RIGO'S TAQUERIA LLC, DBA RIGO'S TAQUERIA 604 GASKIN AVENUE**

City Attorney Jerome Adams to conduct a public hearing to be followed by action to approve the issuance of the alcoholic beverage license for *(1)Nouria Energy Retail Inc, D.B.A. Enmarket 29 Willacoohee Highway, located at 29 Willacoohee Highway., Douglas, Georgia, (2) Nouria Energy Retail Inc, D.B.A. Enmarket 1601 Ocilla Road, located at 1601 Ocilla Road., Douglas, Georgia (3) Rigo's Taqueria LLC, D.B.A. Rigo's Taqueria, 604 Gaskin Ave S., Douglas, Georgia*, for on-site consumption of liquor and beer. No public hearing comments

Commissioner Mike Gowen moved to approve this item, which Mayor Pro Tem Cindy McNeill seconded. The motion was carried 5-0.

**APPROVAL OF THE RIGHT-OF-WAY ACQUISITION AGREEMENT FOR THE TRANSPORTATION ALTERNATIVES PROGRAM (TAP) PROJECT**

Georgia Henderson, Assistant City Manager, recommends that the City Commission approve the Right-of-Way Acquisition Agreement between the City of Douglas and GDOT for TAP Project P.I. No. 0015397. The estimated ROW cost for the project is \$680,000, with GDOT reimbursing up to \$544,000 and the city covering the remaining \$136,000. The agreement ensures that the City secures the necessary ROW in compliance with state and federal regulations, allowing the project to proceed with GDOT funding support.

Commissioner Mike Gowen moved to approve this item, which Mayor Pro Tem Cindy McNeill seconded. The motion was carried 5-0.

**DISCUSSED AND HELD THE FIRST (1<sup>ST</sup>) READING FOR THE REZONE PETITION FOR VACANT LOT PARCEL D005 018 OFF OF GORDON ST.**

City Attorney Jerome Adams appeared before the Commission to hold the first (1st) reading and discuss the rezone petition by the Estate Heir of Farrar Babcock Cottingham, Dr. James (Jim) Cottingham, who Karsen Wynn of the Affordable Equity Partners Inc. is also representing.

**MINUTES**  
**MEETINGS OF THE BOARD OF COMMISSIONERS**  
**CITY OF DOUGLAS, GEORGIA**  
**MARCH 24, 2025**

**DISCUSSED AND HELD THE FIRST (1<sup>ST</sup>) READING FOR THE REZONE PETITION FOR VACANT LOT PARCEL D005 018 OFF OF GORDON ST. (CONTINUE)**  
AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF DOUGLAS, GEORGIA, CHANGING THE PARTIAL ZONING FOR CERTAIN PROPERTIES IN THE CITY OF DOUGLAS, GEORGIA, LOCATED AT PARCEL D005 018, OFF OF GORDON STREET, FROM R-15, RESIDENTIAL SINGLE-FAMILY (15,00) TO R-M, RESIDENTIAL MIXED. After properly advertising as the caption as required under the Charter of the city of Douglas, Georgia, the second reading will be read on April 14, 2025

**No Action has been taken at this time.**

**ADJOURNMENT**

Motion to adjourn the Regular meeting at 6:39 p.m. The motion was made by Mayor Pro Tem Cindy McNeill and seconded by Commissioner Tony Paulk II **(5-0)**

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Mayor Tony L. Paulk

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Wynetta J. Bolder, CMC

**AGENDA  
CITY OF DOUGLAS  
MAYOR AND COMMISSION**

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**WORK SESSION  
April 14, 2025**

**DATE:** 4/14/2025

**WORK SESSION AGENDA ITEM TAB**

**FROM:** Anthony Folsom, Purchasing Agent  
Cindy McNeill, Mayor Pro Tem.

**RE:** Discuss FY25 Four 300-E Pad Mount Transformer Bid

**PURPOSE:**

The purpose is to seek approval from the Mayor and Board of Commissioners to purchase four (4) 300-E Pad Mount Transformers that will be used by the City of Douglas Electric Dept.

**BACKGROUND:**

This bid was advertised on February 20 and 27, 2025 in *The Douglas Enterprise* and was publicly opened on March 24, 2025 at 2:30 p.m. at City Hall. In addition to being advertised on the Georgia Procurement Registry (GPR), bids were sent to nine (9) vendors with twenty-four (24) responding. These new transformers will be used by the City of Douglas Electric Dept. to replace old or damaged transformers as needed. Purchasing Agent Anthony Folsom and Electric Line Distribution Supervisor Charlie Purcell have reviewed the bids and are in agreement to accept the low bid submitted by **Gresco**, located in **Forsyth, GA**. The award was based on delivery time. The grand total is **\$74,060.00**.

**FUNDING:**

100-00-11.3601

**RECOMMENDATION:**

We recommend that the Mayor and Board of Commissioners accept, as discussed in tonight's work session, the low bid submitted by Gresco for the purchase of **four (4)** 300-E Pad Mount Transformers. The grand total is **\$74,060.00**.

**APPENDIX:**

1. TAB FY25 300-E Pad Mount  
Transformers Bid

TAB FY25 300-E Pad Mount Transformers  
Bid.xlsx

		Vendor	Vendor	Vendor	Vendor	Vendor	Vendor	Vendor	Vendor
		<b>Gresco</b>	MVA Power	Sunbelt Solomon	Anixter	Technology International	ECB Solutions	Intellogic Engineering	Tatung Electric Co.
		<b>Forsyth, GA</b>	Montreal, QB, Canada	Decatur, TN	Union City, GA	Lake Mary, FL	Oxford, MS	Maple Ridge, BC, Canada	Tustin, CA
Items	Description	Price	Price	Price	Price	Price	Price	Price	Price
4	300-E Pad Mount Transformers	<b>\$18,515.00</b>	\$20,550.82	\$17,022.00	\$20,418.10	\$21,100.00	\$28,500.00	\$20,940.00	\$15,200.00
Grand Total		<b>\$74,060.00</b>	\$82,203.29	\$68,088.00	\$81,672.40	\$84,400.00	\$114,000.00	\$83,760.00	\$60,800.00
Estimated Delivery Time		<b>In stock</b>	30 weeks	3-16 weeks	9 months	30 weeks	14-16 weeks	26 weeks	6 months

		Vendor	Vendor	Vendor	Vendor	Vendor	Vendor	Vendor	Vendor
		Pulse Mac Solutions	Amek A&S Inc.	ULS Corporate	*Kllen Group America Inc.	Infrastructure Group	AKL Engineering	JST Power Equipment	Bolt Electric
		San Antonio, TX	South Gate, CA	Katy, TX	Simpson, NC	Atlanta, GA	Houston, TX	Lake Mary, FL	Thornton, CO
Items	Description	Price	Price	Price	Price	Price	Price	Price	Price
4	300-E Pad Mount Transformers	\$19,240.00	\$22,000.00	\$18,154.26	\$16,736.53	\$45,291.92	\$25,900.00	\$19,367.00	\$12,600.00
Grand Total		\$76,960.00	\$88,000.00	\$72,617.04	\$66,946.12	\$181,167.68	\$103,600.00	\$77,468.00	\$50,400.00
Estimated Delivery Time		75 days	20 weeks	16 weeks	In stock	18-22 weeks	10-13 weeks	30 weeks	10-12 weeks

		Vendor	Vendor	Vendor	Vendor	Vendor	Vendor
		Jerry's Electric Inc.	Calvary Energy	Southern Transformer Services	Irby	Bell Electrical Supply	CJ Electric
		Colman, SD	Seven Fields, PA	DeFuniak Springs, FL	Kennesaw, GA	Woodside, NY	Ulsan, South Korea
Items	Description	Price	Price	Price	Price	Price	Price
4	300-E Pad Mount Transformers	\$17,720.00	\$22,750.00	\$18,158.00	\$20,640.00	\$21,007.93	\$17,000.00
Grand Total		\$70,880.00	\$91,000.00	\$72,632.00	\$82,560.00	\$84,031.72	\$68,000.00
Estimated Delivery Time		50-56 weeks	10 weeks		6-7 months	2-4 weeks	16 weeks

Late Bids Received: Larson Electronics, AR Transformers, Advantech  
 No Bids: JCL Energy, Emerald Transformer

\*Does not meet specifications

**AGENDA  
CITY OF DOUGLAS  
MAYOR AND COMMISSION**

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**WORK SESSION  
April 14, 2025**

**DATE:** 4/14/2025

**WORK SESSION AGENDA ITEM TAB**

**FROM:** Georgia Henderson, Assistant City Manager  
Commissioner Edwin Taylor

**RE:** Discuss Approval of Award of Low-Income Housing Tax Credit (LIHTC)  
Support Letter

**PURPOSE:**

To seek City Commission approval to award the Low-Income Housing Tax Credit (LIHTC) Support Letter to Lowcountry Housing Communities, LLC.

**BACKGROUND:**

On March 31, 2025, the City of Douglas received three proposals for Low-Income Housing Tax Credit (LIHTC) developments from two developers: McDonald Crossing and Gordon Crossing, submitted by Lowcountry Housing Communities, LLC, and Maple Ridge, submitted by Lockwood Development Southeast.

On April 2, 2025, three members of the GICH Douglas Housing Team reviewed and scored all proposals. The two highest-scoring proposals - McDonald Crossing and Maple Ridge. The two developments were invited to present their projects at a called meeting on April 3, 2025. Following the presentations, McDonald Crossing received the highest score of 161 out of 180 and was selected to receive the GICH Support Letter.

The McDonald Crossing development, proposed at 1322 McDonald Road, will include Phase 1 construction of three (3) two-story buildings with 16 units each, totaling 48 residential units. The project also includes a clubhouse with on-site laundry facilities, a computer center, a fitness center, and an on-site property management office. Future phases may include additional units, depending on funding and planning. Construction is anticipated to be completed by July 2027.

**FUNDING:**

N/A

**RECOMMENDATION:**

That the City Commission approve the Douglas GICH Housing Team’s decision to award the Low-Income Housing Tax Credit (LIHTC) Support Letter to Low Country Housing Communities, LLC, and further authorize a letter of support from the City Commission endorsing the project and the GICH community award.

**APPENDIX:**

- 1. Lowcountry - McDonald Crossing Lowcountry - McDonald Crossing.pdf
- 2. Master Score Sheet - 2025 LIHTC Projects Master Score Sheet - 2025 LIHTC Projects.pdf
- 3. GICH LIHTC Point Award Letter to DCA - Georgia GICH LIHTC Point Award Letter to DCA - Georgia.pdf
- 4. LIHTC Point Award to DCA - Mayor LIHTC Point Award to DCA - Mayor.pdf
- 5. LIHTC Point Award Recommendation to Mayor and Council (Signed) LIHTC Point Award Recommendation to Mayor and Council (Signed).pdf



**LOWCOUNTRY**  
HOUSING COMMUNITIES

**PRESENTS:**  
**Bid for RFP #66812-25-0021 for the proposed**

**McDONALD CROSSING**  
**DOUGLAS, GEORGIA**





March 27, 2025

The City of Douglas  
Attn: City Clerk  
302 South Madison Ave.  
Douglas, Georgia 31533

RE: Low-Income Housing Tax Credit (LIHTC) RFP #66812-25-0021

Lowcountry Housing Communities ("Lowcountry") is excited for the opportunity to present this proposal and application to the City of Douglas for McDonald Crossing, a proposed 48-unit affordable housing development for families in the City of Douglas.

In 2024 the Douglas GICH Team provided Lowcountry with its GICH Support Letter for another development, Pinecrest Village which will be located in the City of Douglas on Walker Street. With the Douglas GICH Teams support letter (and the points that it allowed us to claim), Lowcountry was successful in obtaining an award of LIHTCs. We believe that McDonald Crossing will likewise receive an award of LIHTC's with the issuance of a support letter from the Douglas GICH Team.

When we presented Pinecrest Village to the Douglas GICH Team in 2024, we had planned to develop two 48-unit properties on the site, however upon examination by a wetland scientist it was determined there were not enough usable acreage to allow for a second phase to be built on this site. Given that, we are presenting McDonald Crossing as a "de facto" phase II. The parcel upon which McDonald Crossing rests does have small amount wetlands as well, but our wetland scientist has already delineated those wetlands and we have already designed around them for our 48-unit development and potential second and third phases. Georgia DCA's Qualified Allocation Plan ("QAP") hasn't been published yet, so we are unsure if the second and third phases will score competitively in in those years, however, we have ensured that those additional phases are planned for in the event the QAP is favorable for additional developments in Douglas in those years.

Lowcountry and its Principals have extensive experience with affordable housing developments and GICH (Georgia Initiative for Community Housing) Communities. Lowcountry has received tax credit awards for 38 properties in Georgia and South Carolina and has received GICH support for nine of those properties.

We expect McDonald Crossing to be an asset to the Douglas community for many years to come. The property will utilize income averaging that will allow it to provide much needed housing to



residents with income averaging from 30% up to 70% of area median income. The in-town location will afford the residents connectivity to the many community amenities. Residents will be able to walk or bicycle to many of the community's amenities (schools, college/technical school, health care, grocery/retail, Unity Park/Roundtree Center, etc.). The development will add to the housing diversity and inclusiveness of the area by providing additional multifamily units in an area that is primarily surrounded by single family houses and townhomes.

**While not required or requested as part of this RFP Bid, the Applicant believes it is important to inform the GICH Team that it has been able to garner a commitment of Capital Magnet Funds for McDonald Crossing. These funds serve two purposes: they provide us low-cost debt and allow us to maintain lower rents without sacrificing the services and product that we provide to our residents, but they also qualify us for an additional point under the 2025 Georgia QAP for the 9% competitive round. These funds, and other similar funds, are a scarce resource and are difficult to obtain.**

**Additionally, the Applicant is applying for an award of project based vouchers (PBVs) from DCA. We expect these PBVs will be awarded in April 2025. These PBVs will allow the us to claim an additional two points in our competitive round.**

**The points garnered from the Capital Magnet Funds, the PBVs and the hopeful GICH support letter ensure that Gordon Crossing will receive an award of LIHTCS.**

The following are included in our Proposal:

1. City of Douglas GICH Low Income Housing Tax Credit Application and Vendor Form
2. Lowcountry Housing Communities overview detailing development experience, past GICH awards, and examples of completed LIHTC properties
3. Discussion of McDonald Crossing that includes:
  - a. Site Location
  - b. Architectural Renderings
  - c. Projected development timeline
  - d. Narrative on the construction and design aspects of the community, along with amenities being provided

Thank you for the opportunity to submit this application. We look forward to working with the GICH Team to bring McDonald Crossing to fruition.



Please contact me should you have any questions on this Application.

Sincerely,  
*Max Elbe*  
Max Elbe  
Principal



**City of Douglas GICH Low Income Housing Tax Credit (LIHTC)  
Application**

**Applicant Information**

Developer Name: Lowcountry Housing Communities, LLC Date: 3/20/2025

Address: 295 Seven Farms Drive Suite C-225  
Street Name Apartment/Unit#

Charleston SC 29492  
City State Zip

Telephone: (678) 895-6172 Email: max@lchousing.com

Primary Contact Person: Max Elbe

**Previous Development**

Number of Developments: 38 Total Number of Units: 2,045

Any Developments in the City of Douglas or Coffee County?  Yes  No

**Please List Previous Properties:**

Property Name: See Attached List of Previous Projects Property Address: \_\_\_\_\_

Property Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

Property Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

Property Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

Property Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

**Proposed Development**

Please provide any plans for the proposed development. See Detailed Scoring Rubric for Guidance.

Property Name: McDonald Crossing

Address: 1322 McDonald Rd (part of parcel 117A 059)

Number of Units: 48 Tenancy: Family

Have you received a GICH point in the past?  Yes  No

If yes, please list the community(ies) and year(s):

See Attached List of Previous GICH Awards

Why should we award your development the GICH point? \_\_\_\_\_

Please see project narrative and impact statement that addresses this question.

**References**

Please list three references from previous developments below:  
Havenwood Gardes I, Havenwood Daisy Senior, Havenwood Gardens II

Property Names: \_\_\_\_\_ Contact Person: Richard Newbern, City Manager (Cochran, GA)

Telephone: 478-308-3865 Email: rnewbern@cityofcochran.com

West Pine Residences, West Pine Residences Ph. II

Property Names: \_\_\_\_\_ Contact Person: Glenice Stephens, Community Dev. Director (Sylvester, GA)

Telephone: 229-776-8505 Email: gstephens@cityofsylvester.com

Denise McKay

Property Names: Valley Trail Contact Person: Economic Dev. Dir, Cities of Young Harris and Hiawassee

Telephone: 706-896-2202 Email: dmckay@hiawasseega.gov

**Disclaimer and Signature**

I certify that my answers are true and complete to the best of my knowledge.

Signature: Max ELL

Date: 3/25/25

Please return completed applications to:  
Georgia Henderson, Community Development Director  
302 S. Madison Avenue – Douglas, Georgia 31533  
Phone: (912) 383-0277

## LOWCOUNTRY HOUSING COMMUNITIES - previous developments

Property Name	Property Address	Units	Year	Status
Pinecrest Village	W. Walker St, Douglas, GA	48	31533	Construction
West Pine Residences Phase II	W Pine Rd, Sylvester, GA 31791	48	2024	Construction
West Pine Residences	W Pine Rd, Sylvester, GA 31791	44	2023	Construction
Valley Trail	Hwy 76, Young Harris, GA 30582	44	2023	Construction
Spring Ridge	E Bush St, Colquitt, GA 39837	44	2022	Construction
Dogwood Trace	E Bee Tree Ave, Nashville, GA 39837	46	2022	Construction
Southpointe Senior Residences	Southpointe Dr, Greenville, SC 29607	90	2021	Construction
Havenwood St. Ives	St. Ives Rd, N Charleston, SC 29404	72	2021	Construction
Havenwood Mathis	Mathis Rd, Greenwood, SC 29649	48	2021	Construction
Havenwood Gardens II	Daisy Adams Rd, Cochran, GA 31014	50	2021	Construction
Brushy Creek	106 Brushy Creek Rd, Easley, SC 29642	60	2020	Leased Up
Havenwood Daisy Senior	372 E Ash St, Cochran, GA 31014	60	2020	Leased Up
Havenwood Camellia	1501 Knox Ave, North Augusta, SC 29841	40	2019	Leased Up
Oakleaf Senior Residences	2095 Oakleaf Dr, Lancaster, SC 29720	50	2019	Leased Up
Havenwood Springs	525 Don Cutler Sr Dr, Albany, GA 31705	122	2019	Leased Up
Flint Ridge	30 E Oglethorpe Blvd, Albany, GA 31705	54	2019	Leased Up
Havenwood Gardens	117 Daisy Adams Rd, Cochran, GA 31014	50	2019	Leased Up
Havenwood Elberton	355 S Oliver St, Elberton, GA 30635	50	2018	Leased Up
Havenwood Grove	550 Indian Creek Rd, Locust Grove, GA 30248	56	2018	Leased Up
Havenwood Cartersville	300 E Felton Rd, Cartersville, GA 30121	50	2017	Leased Up

## LOWCOUNTRY HOUSING COMMUNITIES - previous developments continued

Property Name	Property Address	Units	Year	Status
Ribaut Senior Village	1224 Ribaut Rd, Beaufort, SC 29902	49	2017	Leased Up
Laurel Street Village II	220 Laurel Court, Honea Path, SC 29654	34	2016	Leased Up
Irby Senior Village	125 Federal Ct, Florence, SC 29505	40	2016	Leased Up
Evermore Senior Village	2225 Oakland Spring Dr, Snellville, GA 30039	86	2016	Leased Up
Magnolia Senior Village	131 Sojourner Way, Hartsville, SC 29550	32	2015	Leased Up
Peachtree Senior Village	120 North Peachtree St, Liberty, SC 29657	40	2015	Leased Up
Pointe North Village II	2703 Pointe North Blvd, Albany, GA 31721	46	2015	Leased Up
Laurel Street Village	90 Peachtree Street, Honea Path, SC 29654	42	2014	Leased Up
A.L. Miller Village	2241 Montpelier Ave, Macon, GA 31204	71	2014	Leased Up
Park Senior Village	211 Park Street, Leesburg, GA 31763	50	2014	Leased Up
Longleaf Senior Village	205 Bushwillow Circle, Aiken, SC 29801	50	2013	Leased Up
Horizon Senior Village	5335 Wrightsboro Rd, Grovetown, GA 30813	68	2013	Leased Up
Pointe North Senior Village	2703 Pointe North Blvd, Albany, GA 31721	59	2013	Leased Up
Conners Senior Village Phase II	9501 Conners Rd, Villa Rica, GA 30180	60	2012	Leased Up
Fairgrounds Senior Village	197 Fairgrounds Rd, Laurens, SC, 29360	42	2012	Leased Up
Oak Forest Senior	963 Oak Forest Dr, Eastman, GA 31023	40	2011	Leased Up
Conners Senior Village	9501 Conners Rd, Villa Rica, GA 30180	60	2010	Leased Up
Forrester Senior Village	197 Forrester Pkwy, Leesburg, GA 31763	50	2010	Leased Up

# LOWCOUNTRY HOUSING COMMUNITIES

## GICH EXPERIENCE

### funded developments

- ▶ Flint Ridge (2019) City of Albany GICH - John Hawthorne Jr. (229) 483-7650
- ▶ Havenwood Gardens (2019) City of Cochran GICH - Richard Newbern (478) 308-3865
- ▶ Havenwood Daisy Senior (2020) City of Cochran GICH - Richard Newbern (478) 308-3865
- ▶ Havenwood Gardens II (2021) City of Cochran GICH - Richard Newbern (478) 308-3865
- ▶ Dogwood Trace (2022) City of Nashville GICH - Henry Yawn (229) 686-5527
- ▶ West Pine Residences (2023) City of Sylvester GICH - Glenice Stephens (229) 776-8505
- ▶ Valley Trail (2023) Towns County GICH - Denise McKay (706) 896-2202
- ▶ West Pine Residences Phase II (2024) City of Sylvester GICH - Glenice Stephens (229) 776-8505
- ▶ Pinecrest Village (2024) City of Douglas GICH Team - Georgia Henderson (912) 383-0277

## VENDOR INFORMATION

**Company Name:** Lowcountry Housing Communities, LLC

**Address:** 295 Seven Farms Dr, Suite C-225


**City, State, Zip:** Charleston, SC 29492

**Phone:** 678-895-6172

**Fax:** \_\_\_\_\_

**Email Address:** max@lchousing.com

**Rep. Printed Name:** Max Elbe  
(Type or Print Legibly)

**Rep. Signature Name:** 

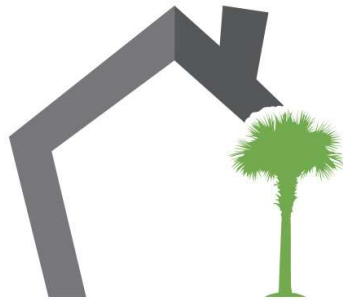
**Tax ID:** 92-134117

## REFERENCES

**Name:** Richard Newbern      **Phone:** 478-308-3865, City Manager (Cochran, GA)

**Name:** Glenice Stephens      **Phone:** 229-776-8505, Community Dev. Director (Sylvester, GA)

**Name:** Denise Mckay      **Phone:** 706-896-2202 Economic Dev. Dir (Young Harris, GA)



**LOWCOUNTRY**  
HOUSING COMMUNITIES

**McDONALD CROSSING**  
**Douglas, GA**



About Lowcountry Housing Communities



Development Team

Architect - Martin Riley Associates-Architects P.C.  
General Contractor - Fairway Construction Co., Inc.  
Property Management - Fairway Management, Inc.



Lowcountry Housing Communities GICH Experience



Pictures of similar GA properties developed by  
Lowcountry Housing Communities

# About LOWCOUNTRY HOUSING COMMUNITIES

- ▶ [www.lchousing.com](http://www.lchousing.com)
- ▶ 38 tax credit awards since 2010
  - ▶ 24 in Georgia
  - ▶ 14 in South Carolina
- ▶ 1,511 units placed in service
- ▶ 438 units under construction

## LOWCOUNTRY HOUSING COMMUNITIES - previous developments

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Forrester Senior Village	197 Forrester Pkwy, Leesburg, GA 31763	50	2010	Leased Up

# Development Team -architect-



## **MARTIN RILEY ASSOCIATES-ARCHITECTS P.C.**

The firm was founded in 1969 by Alan Salzman. Jackie Martin and Michael Riley joined the firm in 1972 and 1982 respectively. Upon Mr. Salzman's death in 1989, the firm continued as Martin Riley Associates and has grown to a 20-person office. The firm has a general architectural practice specializing in multi-family housing and historic reuse developments.

The firm began as many small firms do, in small residential design, but quickly expanded into multi-family and restaurant work. Over the years we have designed churches, refrigerated plants, research laboratories, recreational facilities, and city halls. Most of our commissions are for new construction but the reuse/renovation of historic structures is a field we particularly enjoy and pursue. While our experience encompasses many types of development, we continue to keep our focus on housing where we have completed over 1,000 successful projects ranging from family, senior, assisted living, and condominiums. As a natural progression we now provide master planning for multi-use/mixed use developments using our land planning skills honed in the multi-family market coupled with judicious use of New Urbanist design concepts.

MRA also brings years of experience in the field of energy efficient construction. Our background brings a perspective to the burgeoning growth and interest in green development balancing our long held enthusiasm with our history of hands on experience.

At MRA we instill pride in our work and strive to offer excellent service to our clients. We listen carefully and keep the needs of our clients at the forefront. Meeting the requirements for function, style and budget, while adding our imagination and our broad experience, results in winning solutions. We are committed to providing superior service and helping our clients to succeed.

# Development Team -general contractor-



## FAIRWAY CONSTRUCTION CO., INC.

Fairway Construction Co., Inc. was founded in 1984 to provide construction services for JES Holdings, LLC. Throughout the years, Fairway Construction's expertise has grown from building affordable multi-family housing communities to include the construction of skilled nursing care centers, market-rate apartment communities, residential lofts, the rehabilitation of historic properties and conventional senior memory care facilities. Due to our reputation for consistently completing quality developments on time and within budget, FWC has expanded to add third-party construction developments and provides project management and consulting services for numerous developers. FWC offers a wide range of services to assist our clients from pre-construction through completion.



**200**  
communities  
**8,240** NEW  
UNITS

Since 1984, Fairway Construction Co., Inc. has emerged as a leading contractor in the affordable housing industry. The quality of our product reflects our commitment to excellence and efficiency.

Our experienced management team is focused on developing budgets, valued engineering and development schedules to provide coordination and supervision to assure maximum value to our customers. FWC also prequalifies subcontractors and analyzes, estimates and establishes cash flow projections. We continue to utilize industry leading products and concepts that are economical and efficient to construct quality communities.

FWC has constructed over 200 projects across a seven-state portfolio, with a completed value in excess of \$2 billion. FWC's success is evident in the exemplary work that has been performed on both rehabilitations and 8,240 newly constructed units.

# Development Team -management company-



## FAIRWAY MANAGEMENT, INC.

Fairway Management, Inc. provides management, maintenance, compliance and marketing services to a portfolio of over 250 properties with more than 12,200 units including Section 42, Section 8, Section 236, rural development and market rate communities. FWM has over 25 years of experience in affordable housing and provides valuable tax credit management consulting services offering an experienced team of management, accounting and compliance professionals.



**250**  
communities

**12,000** UNITS

**97.5%** Average  
Occupancy

FWM minimizes risk and improves investor returns by facilitating aggressive lease-up efforts that begin up to 120 days prior to construction completion. The lease-up team acts as an auxiliary partner to the existing management company to secure residents for occupancy and ensure lease-up compliance. FWM's lease-up efforts protect investors by providing a faster tax credit delivery.

### Management Services

Fairway Management offers a comprehensive array of property management services for single family residences, apartment complexes and senior living communities including:

- A/R preparation
- Fee and assessment collection
- Accounts payable processing
- Monthly and YTD financial statements
- Full-time leasing team
- Maintaining compliance according to regulatory requirements
- Routine on-site inspection
- On-site property management and maintenance
- Property management and compliance training
- Marketing literature design and production
  - Brochures and flyers
  - Amenity sheets
  - Direct mail and postcards
  - Property website

# LOWCOUNTRY HOUSING COMMUNITIES GICH EXPERIENCE funded developments

- ▶ Flint Ridge (2019) City of Albany GICH - John Hawthorne Jr. (229) 483-7650
- ▶ Havenwood Gardens (2019) City of Cochran GICH - Richard Newbern (478) 308-3865
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- ▶ West Pine Residences (2023) City of Sylvester GICH - Glenice Stephens (229) 776-8505
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- ▶ West Pine Residences Phase II (2024) City of Sylvester GICH - Glenice Stephens (229) 776-8505
- ▶ Pinecrest Village (2024) City of Douglas GICH Team - Georgia Henderson (912) 383-0277



Similar properties developed by  
**LOWCOUNTRY HOUSING COMMUNITIES**

# HAVENWOOD CARTERSVILLE

CARTERSVILLE, GA

50 units

FAMILY DEVELOPMENT

Placed in service: 2019



# FLINT RIDGE

ALBANY, GA

54 units

FAMILY DEVELOPMENT

Placed in service: 2022



# HAVENWOOD GARDENS PHASE I

COCHRAN, GA

50 units

FAMILY DEVELOPMENT

Placed in service: 2022



# McDONALD CROSSING

## SITE LOCATION



**Douglas, GA – McDonald Crossing**

**4.66 Acres**



# **ARCHITECTURAL RENDERINGS**

# McDONALD CROSSING

## PHASE I

### DOUGLAS, GA

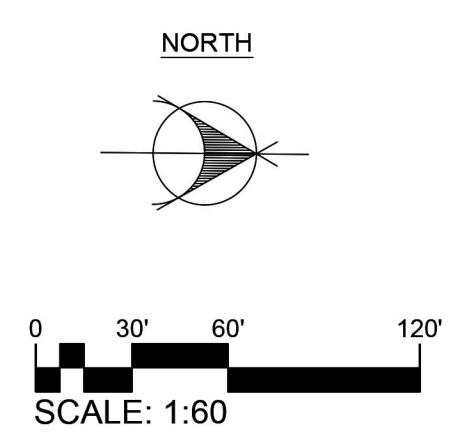
**SITE INFORMATION:**

SITE: 4.66± ACRES  
 DENSITY: 10.3 UNITS/ACRES  
 BUILDINGS: (3) 2-STORY APARTMENT BUILDINGS  
 1-STORY COMMUNITY HOUSE  
 SPRINKLERS: 13R  
 PARKING SPACES: 96 SPACES REQUIRED @ 2 SPACES / UNIT  
 96 SPACES PROVIDED  
 UNIT MIX:  
 1-BR. UNITS = 12  
 2-BR. UNITS = 24  
 3-BR. UNITS = 12  
 TOTAL= 48

VFW POST 5976



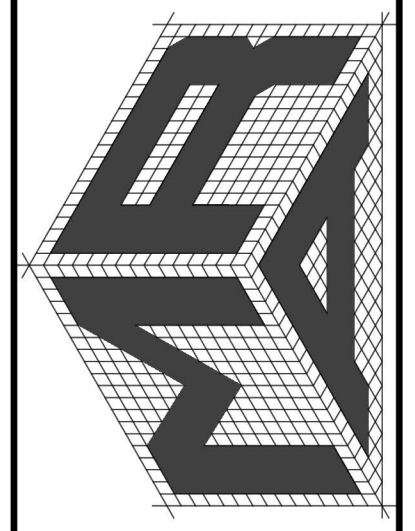
1 CONCEPTUAL SITE PLAN  
1"=60'-0"



SHEET REVISION LOG	

PROJECT NUMBER 2025-XXX	DATE ISSUED 9-26-2025	DRAWN BY LI	CHECKED BY MPL
----------------------------	--------------------------	----------------	-------------------

**MARTIN RILEY ASSOCIATES - ARCHITECTS, P.C.**  
 100 CRESCENT CENTRE PARKWAY, SUITE 220 TUCKER, GA 30084  
 McDONALD CROSSING  
 DOUGLAS, GA



CSP.1

# McDONALD CROSSING

## DOUGLAS, GA



2 TYPICAL ELEVATION  
1/8"=1'0"

# McDONALD CROSSING PROJECT OVERVIEW

## Site Location

The proposed development site is conveniently located on the southeast side of the City of Douglas, specifically just off the corner of McDonald Road and Old Bell Lake Road. This site was chosen as it presents an ideal opportunity for development due to minimal wetlands, close proximity to a multitude of retail options and community amenities, and its compatibility with surrounding land uses, making it especially well-suited for multifamily housing. The site's central location places it within a short drive of Roundtree Park/Unity Park/Wheeler Park, the Douglas Trail, Coffee Regional Medical Center, Wade Field, and numerous restaurants, pharmacies, and grocery stores, offering residents convenient access to essential services and recreational opportunities.

The site consists of approximately 18.71 acres. Of that, 4.66 acres will be utilized in the Phase I development. The remaining acreage will be retained for the possibility of a Phase II and Phase III (as depicted in the architectural drawings). Regarding the potential Phase II and Phase III, Georgia DCA's Qualified Allocation Plan ("QAP") for 2026-2027 hasn't been published yet, so we are unsure if the second and third phases will score competitively in those years, however, we have ensured that those additional phases are planned for in the event the QAP is favorable for additional developments in Douglas in those years.

## Zoning and Planning Considerations

The proposed development will be located on parcel 0117A 059 which we currently have under contract. This parcel is zoned for the Residential Mixed Family District (R-M) which allows for the development of multifamily housing according to the table of permitted uses presented in the Douglas ULDC (section 3-1). Our plans show the proposed development is within compliance set by the Lot Size Requirements & Dimensional Standards and Parking & Loading Requirements pictured in table 5-1 and 5-3 respectively.

The proposed development will occur in the Residential Multifamily (R-M) district; the following events must occur prior to any construction activity:

- Pre-application Conference: Prior to major development review, we will plan to meet with the Community Development Director and City Staff to discuss the development review process.
- Review of Major Site Development Plans: An Application for the development will be submitted to the Community Development Department. We look forward to working with

the Community Development Department and City staff to implement any reasonable changes if required.

## **Compliance with City Regulations**

We believe we have designed McDonald Crossing to meet all requirements of the Code of Ordinances of the City of Douglas, including but not limited to the following:

- City of Douglas Unified Land Development Code Zoning Map
- Subpart B, Chapter 111, Article III-72(e)(4) of the Code of Ordinances of the City of Douglas
- Coffee County 2007-2027 Comprehensive Plan Update Community Agenda for Coffee County

Specifically, our proposed development incorporates the following design elements to ensure compliance with all City Regulations:

- The site plan ensures connectivity with surrounding parcels.
- The site plan encourages pedestrianism through gridded road networks, sidewalks, crosswalks, street trees and pedestrian scaled lighting.
- The site plan includes multiple bike racks to encourage a healthy lifestyle and lower the reliance on vehicular means of transportation.
- The building facades/elevations have taken into consideration all the design requirements of the Douglas GICH Team’s stated criteria for aesthetics. This includes the following elements:
  - The building facades incorporate the use of dormers, gables, pillars, and multiple roof planes.
  - Multiple materials including brick, hardi-plank, and hardi-shank are included in the proposed facades. No vinyl or aluminum siding will be utilized.

Additionally, to ensure further compliance with regulations the Applicant will have a pre-application meeting and further reviews with the City to ensure all City regulations and desires are taken into considerations to enhance McDonald Crossing.

## Development Overview

- 48 Units – Family Tenancy
  - 8 1BR/1BA
  - 24 2BR/2BA
  - 16 3BR/2BA
- Three 2-story apartment buildings containing 16-units each
- One 1-story clubhouse/community building with the following amenities:
  - On-site laundry facility
  - Equipped computer center
  - Exercise/fitness center
  - On-site property manager with an office in the clubhouse
- Community Amenities:
  - Covered pavilion/gathering area with grills
  - Playground
  - Sidewalks from the entrance on W Gordon Street
  - Extensive landscaping throughout the property

The target range for our potential residents will be those making between 30% and 70% of area median income (“AMI”). These income ranges will allow us to target lower income residents, and the “missing middle” income earners in the population, while still allowing some units to be occupied by those with near market rate income levels. In this case, AMI is calculated based on the median income of the National Non-metropolitan Median Income. Those income limits are detailed below:

Household Size	30% AMI	60% AMI	70% AMI
1 Person	\$16,260	\$32,520	\$37,940
2 People	\$18,600	\$37,200	\$43,400
3 People	\$20,910	\$41,820	\$48,790
4 People	\$23,220	\$46,440	\$54,180
5 People	\$25,080	\$50,160	\$58,250
6 People	\$26,940	\$53,880	\$62,860

The proposed rent structure for the development based on the AMI of the area are as follows:

Unit Type	30% AMI	60% AMI	70% AMI
1 Bedroom	\$600	\$700	\$775
2 Bedroom	\$743	\$800	\$900
3 Bedroom	\$843	\$900	\$1,000

## **Alignment of McDonald Crossing with Goals of LIHTC Program**

McDonald Crossing is designed to meet the following goals of the LIHTC Program (as defined by the Georgia Department of Community Affairs in the 2025 QAP):

- Provides the residents of Douglas a choice to live near quality services, schools, and jobs in an area with on-call public transportation
- Provides housing in collaboration with local community leaders
- Provides housing in a community that has a concerted community-led transformation plan that serves to empower residents where they have chosen to set roots
- Provides housing in a community that has targeted woven place-based investments according to concerted revitalization efforts

## **Design and Construction Aspects**

We have worked closely with our design team to propose a design that aligns with the characteristics of the surrounding area, adheres to the specifications of our parcel and zoning district, and fulfills the objectives and aspirations outlined by the GICH team. Within our application you will find the site plan and elevations illustrating the integration of the following key elements into our design:

- We have given special focus to connectivity for pedestrians with our current layout. Sidewalks will ensure residents have easy access to every amenity offered within McDonald Crossing this will promote connectivity within the neighborhood and a better wellbeing for the community.
- We have also included multiple bike racks and parking areas to ensure our residences have secure access to multiple means of transportation and afford the ability to utilize their bicycles as a mode of transportation.
- The building design will be three two-story walkup residential buildings with a one-story community building.
- Multiple quality materials have been included in the façade design such as brick, hardiplank, and hardi-shake. No vinyl or aluminum siding will be used.
- The site layout and building construction will conform to EarthCraft Multifamily Standards (for details visit: <https://earthcraft.org/programs/earthcraft-multifamily/>). This designation ensures that our property will have a minimal impact on the environment and that our residences are afforded all the savings of an energy efficient design.

- The selected site is ideally suited for a multifamily community, as it is adjacent to an existing residential development, guaranteeing seamless integration into the neighborhood. The area's blend of residential and commercial properties creates a balanced environment that supports both living and working, enhancing the appeal of the McDonald Crossing.

# McDonald Crossing - Development Timeline

**March 31, 2025**

Application Submittal to Douglas GICH Team

**March 31 - May 16, 2025**

Due Diligence Period - Environmental Reports, Market Studies and Development Plans

**May 16, 2025**

Full LIHTC Application Submitted to DCA

**May 16 - September, 2025**

Clarification and Response Period with DCA regarding any questions with LIHTC Application

**September 30, 2025**

Competitive Score Review released by DCA

**October 1 - October 31, 2025**

Pre-Application conference with CDD. Architect and Engineer begin work on final design.

**December 1, 2025**

DCA reviews Threshold Items of LIHTC Application

**May 1, 2026**

Final Construction Plans Submitted to City of Douglas for Permitting

**June 30, 2026**

Receive all Permits and Approvals

**July 30, 2026**

Construction Commencement

**July 30, 2027**

Construction Complete

**MASTER SCORE SHEET - Selection of 2025 GICH Support Letter for LIHTC**

	Scoring Member	Developer Experience	Project Approach	Streetscape	Architectural Aesthetics	Connectivity	Location	Civic, Green, and Recreational Space	Mixed Use (Non-Residential)	Housing Choice and Inclusiveness	Economic and Sociological Impact	Innovation	BONUS SCORE - Market Rate Housing Units	Total Score	Cumulative Score
<b>Maximum Points Allowed</b>		6	6	5	6	5	4	5	6	6	4	3	4	60	
<b><u>Respondents</u></b>															
<b>Lowcountry Housing Communitites, LLC</b>															
McDonald Crossing	Tabitha Paulk	6	5	4	6	5	4	3	4	6	4	2	3	52	
	Chris Calhoun	6	6	5	6	5	4	4	5	5	4	2	3	55	
	Alyssa Fussell	6	6	5	6	5	4	3	6	6	4	1	2	54	
															161
<b>Lowcountry Housing Communitites, LLC</b>															
Gordon Crossing	Tabitha Paulk	6	4	4	6	5	4	4	6	6	4	2	3	54	
	Chris Calhoun	6	6	5	6	4	4	5	6	5	3	2	0	52	
	Alyssa Fussell	6	6	5	5	4	4	3	5	4	3	1	2	48	
															154
<b>Lockwood Development Southeast</b>															
Maple Ridge	Tabitha Paulk	6	6	5	5	5	4	3	6	6	4	3	4	57	
	Chris Calhoun	5	6	5	6	5	4	3	6	6	4	0	0	50	
	Alyssa Fussell	6	6	5	5	5	4	2	6	6	4	2	2	53	
															160



April 14, 2025

Office of Affordable Housing  
Department of Community Affairs  
60 Executive Park South, NE  
Atlanta, Georgia 30329

To Whom It May Concern,

Since 2007, the Douglas Housing Team has been dedicated to expanding access to affordable housing for the citizens of Douglas. As a certified GICH (Georgia Initiative for Community Housing) Alumni Community, we remain committed to advancing the vision laid out in our mission statement:

*“The Douglas Housing Team is committed to providing resources and partnering with developers to create accessible, economical, secure, and appealing housing that meets the needs of the citizens of Douglas.”*

We are pleased to offer our full support for Lowcountry Housing Communities, LLC and their proposed development, McDonald Crossing, located at 1322 McDonald Road. This project directly aligns with the goals of the City of Douglas’ Urban Redevelopment Plan (URP) and the 2023 Coffee County Comprehensive Plan, including:

- Expanding access to safe, affordable housing for low to moderate-income residents
- Promoting infill development and revitalization of underutilized land
- Supporting balanced growth and economic development

Phase 1 of McDonald Crossing will include three (3) two-story residential buildings with 48 total units, along with a clubhouse featuring on-site laundry, a computer center, fitness center, and property management office. Future phases may add additional units as needed.

Lowcountry Housing Communities has shown a clear commitment to addressing the local housing crisis with quality development and long-term vision. Their plan reflects our community values and housing priorities as outlined in the Comprehensive Plan.

The Douglas GICH Team enthusiastically supports the McDonald Crossing project and looks forward to its success as a valuable affordable housing option in our community.

Warm regards,

Georgia Henderson  
Team Leader  
Douglas GICH Housing Team



**MAYOR**  
Tony L. Paulk

**MAYOR PRO TEM**  
Cindy McNeill

**COMMISSIONERS**  
Edwin Taylor  
Brenda Moore  
Mike Gowen  
Tony Paulk II  
Steve Bailey

**CITY MANAGER**  
Charlie Davis

**CITY OF DOUGLAS**  
P.O. Box 470  
Douglas, GA 31534  
(912) 389-3401  
Fax: (912) 384-6730  
[www.cityofdouglas.com](http://www.cityofdouglas.com)



April 14, 2025

Office of Affordable Housing  
Department of Community Affairs  
60 Executive Park South, NE  
Atlanta, GA 30329

RE: City of Douglas, a GICH Community  
Letter of Agreement for GICH Community Support Letter  
Proposed Multifamily Development – McDonald Crossing

To Whom It May Concern,

The City of Douglas proudly completed the Georgia Initiative for Community Housing (GICH) program and is recognized as a certified GICH Alumni Community. Since our participation, the City has remained committed to the goals of the program—developing and implementing strategies that promote safe, affordable, and accessible housing for low- to moderate-income residents.

At the regular City Commission Meeting held on April 14, 2025, the Mayor and City Commission unanimously approved the issuance of the GICH Community Support Letter for Lowcountry Housing Communities, LLC and their proposed development, McDonald Crossing. This action reflects our full endorsement of the project in accordance with the requirements outlined in the State of Georgia’s 2025 Qualified Allocation Plan.

The McDonald Crossing development, to be located at 1322 McDonald Road, aligns with the City of Douglas’ Urban Redevelopment Plan and Comprehensive Plan housing goals. As our city continues to experience growth, this project will provide much-needed, high-quality housing for working families and further our efforts to meet the growing demand for affordable living options.

I hereby certify that I am the chief elected official of this jurisdiction, or the person duly authorized to speak on behalf of the elected body governing this jurisdiction. In this capacity, I formally confirm that the City of Douglas supports the proposed LIHTC multifamily development, McDonald Crossing, and has authorized the issuance of this letter as part of the GICH Support Letter process.

If you should have any questions about, please do not hesitate to call me at 912-389-3401 or at [tpaulk@cityofdouglasga.gov](mailto:tpaulk@cityofdouglasga.gov).

Sincerely,

Tony L. Paulk  
Mayor



April 4, 2025

Mayor and City Commission  
P.O. Box 470  
Douglas, GA 31534

Mayor and Council,

The Douglas GICH Housing Team has completed its review and scoring of the 2025 Low-Income Housing Tax Credit (LIHTC) proposals submitted for consideration. Based on the scoring rubric and methodology established in collaboration with the Georgia Department of Community Affairs, the Housing Team respectfully recommends that Lowcountry Housing Communities, LLC and its proposed McDonald Crossing development receive the City's official letter of support.

McDonald Crossing, proposed for development at 1322 McDonald Road, will consist of three (3) two-story residential buildings with a total of 48 affordable housing units in Phase 1. The site plan includes essential amenities such as a clubhouse with on-site laundry, a computer center, fitness center, and an on-site property management office.

The proposal received the highest score from the Housing Team, reflecting a strong alignment with the City's housing goals, long-term planning efforts, and our ongoing mission to expand quality affordable housing for low- to moderate-income residents.

The development team demonstrated a strong commitment to quality, responsiveness, and alignment with the City's housing priorities and Urban Redevelopment Plan. We believe this project presents a valuable opportunity to address affordable housing needs in Douglas and further our goals for inclusive, community-centered growth.

Thank you for your time and consideration of this recommendation.

Respectfully,

A handwritten signature in blue ink that reads "Georgia Henderson".

Georgia Henderson  
Douglas GICH Housing Team

**AGENDA  
CITY OF DOUGLAS  
MAYOR AND COMMISSION**

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**WORK SESSION  
April 14, 2025**

**DATE:** 4/14/2025

**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  
CITY OF DOUGLAS  
MAYOR AND COMMISSION**

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**WORK SESSION  
April 14, 2025**

**DATE:** 4/14/2025

**WORK SESSION AGENDA ITEM TAB**

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

**RE:** Concerned Citizen

**PURPOSE:**

**BACKGROUND:**

**FUNDING:**

N/A

**RECOMMENDATION:**

**APPENDIX:**

1. REQUEST TO APPEARREQUEST TO APPEAR.pdf

31 March 2025

## CITY OF DOUGLAS, GEORGIA

### REQUEST TO APPEAR BEFORE COUNCIL

Name: Shelley Pace Jr  
Address: 703 Cypress St Ambrose, Ga 31512  
Home Phone: 912-306-6356  
Cell Phone: 912-306-6356  
Work Phone: N/A  
Email: Shelleypace1950@gmail.com  
Requested Council Meeting Date to Appear before Council: \_\_\_\_\_

(Council usually meets the second Monday and fourth Monday of each month at 6:00 pm)

Describe fully and completely the reason you wish to address the City Council: I feel as though I'm paying for service at 703 Cypress, St Ambrose, GA. During certain time of the year, My gas bill seems to mushroom up. ~~I live~~ I live in Savannah, Ga. I'm only in Ambrose on certain occasions. Beside, no-one else lives there. Explain to me why.

State the address of this issue if different from your residence address: \_\_\_\_\_

703 Cypress St. Ambrose, GA 31512

Describe any prior contact with the city concerning this matter including the name(s) of person contacted: I contacted "you." I have been in your office and tried contacting you by phone. I also have asked for a prior meeting.

Describe in detail the action that you are requesting from the City concerning this matter: I want you the city to explain to me as to why my gas bill has gone from \$9.00 a month to \$100.00 with no-one living at address.

3) March 2025

**PLEASE CONFIRM THAT YOU HAVE READ GEORGIA CODE 16-11-34.**

**Disruption of lawful meetings:**

- (a) A person who recklessly or knowingly commits any act which may reasonably be expected to prevent or disrupt a lawful meeting, gathering or procession is guilty of a misdemeanor.**
- (b) This code section shall not be construed to affect the powers delegated to counties or to municipal corporations to pass laws to punish disorderly conduct within their respective limits.**

I understand my issue or issues will be assigned to the Work Session. The Mayor and Council may not answer your concerns during the meeting, but the staff will respond within 30 days. However, I also understand that NO personnel issues will be discussed at the Work Session or Commission Meeting.

**COMMENTS ARE LIMITED TO 3 MINUTES.**

Signature: Shelley Pace

NOTE: PLEASE RETURN THIS INFORMATION TO THE CITY MANAGER'S OFFICE NO LATER THAN 12 NOON OF WEDNESDAY BEFORE THE NEXT SCHEDULED COMMISSION MEETING WHICH IS HELD ON THE 2<sup>ND</sup> & 4<sup>TH</sup> MONDAY NIGHTS OF EACH MONTH UNLESS CHANGED BY THE CITY COMMISSION. CHECK WITH THE CITY MANAGER'S OFFICE FOR THE CORRECT DATE OF THE MEETING.

**REV. 5/2024**

**AGENDA  
CITY OF DOUGLAS  
MAYOR AND COMMISSION**

---

**WORK SESSION  
April 14, 2025**

**DATE:** 4/14/2025

**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:**