

City of Sylvania
Screven County Development Authority
Downtown Development Authority
Public Participation Geographic Information Systems Report



Prepared by:
Georgia Southern University, Geography & Geology Department
and University of New Orleans, Department of Planning & Urban Studies
May 8, 2023

ABSTRACT

This report provides the plan, methods and products delivered to the City of Sylvania, Georgia as part of a public participation geographic information systems (PPGIS) project. The City of Sylvania is about 1 hour west of Savannah, GA in Screven County. The PPGIS project concept was formed in spring 2022 but was launched in August 2022 after development of a project plan initiated by the University of New Orleans, Department of Planning & Urban Studies with the Georgia Southern University, Department of Geology & Geography. This applied PPGIS project involved collaboration with the City of Sylvania, Screven County Downtown Development Authority and the Sylvania Downtown Development Authority (DDA) which represented downtown businesses. The motivation for the University partners was to identify a service-learning opportunity for two graduate GSU students who were completing the inaugural Capstone project for the Master of Science in Applied Geography. The focus of the Government and local Businesses was to complete the necessary tasks, research and reporting required to apply for the Rural Zone designation in August 2023. After an internal and external GIS needs assessment, the project scope included design of a PPGIS guide, delivery of primary use and condition surveys in the Downtown and Main Street, historic research, creation/use of web-based tools for data collection and display (eg. Story Map), map sites with local and Federal Qualified Opportunity Zone property tax incentives, as well as provide a dedicated resource guide for re-establishing the Sylvania Main Street, Historic Zone and Certified Local Government. The use of a customized ESRI Survey123 app expedited the survey process and was used to assist the DDA with the Downtown Business Survey. The PPGIS research informed the DDA '2023 Downtown Strategic Plan' which awaits community comment until May 15, 2023. On April 19, 2023, a Community Meeting was held to share information about the PPGIS project, findings of the research and unveiling of the Strategic Plan. This report serves as a guide for community-led partnerships where local resources need additional support to achieve their goal for a better quality of life for all who live, work and play in Sylvania.

ACKNOWLEDGEMENTS

The development of a community-government-university public participation geographic information systems (PPGIS) project is a significant endeavor. This has been a year-long journey that would not have come this far without the time, talent and dedication of a team of individuals focusing on community. There are people who provided direct service, shared stories and helped us to navigate a process that never existed before. We thank those who are not named herein but are very grateful to all.

The team wishes to extend immeasurable gratitude to **Stacy Mathis**, City Manager, for enduring a significant increase in emails that came at all times of the day and night.

We thank **Mayor Preston Dees** for encouraging us to see the work beyond research and share it to a wider audience.

The initial project idea was guided by **Dr. Christine Hladik**, GSU Department of Geology & Geology, Graduate Program Director.

We thank the Sylvania Downtown Development Authority with special recognition to **Brooke Lawn**, Chair.

Our gratitude to **Rachel Barnwell**, Screven County Development Authority, for a broader view of the project and Community Meeting resources.

Data resources from **John VanBrunt** from the Electric Cities of Georgia were invaluable.

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PROJECT BACKGROUND | DR. ROBERT YARBROUGH, GSU

Georgia Southern University students in the Department of Geology and Geography, in the College of Science and Mathematics embodied the university's values of innovation and discovery, collaboration, and academic excellence through the 2022-2023 Public Participation Geographic Information Systems (PPGIS) project. This partnership with the city of Sylvania, the city's Downtown Development Authority, Screven County Development Authority, and the Planning and Urban Studies (PLUS) program at the University of New Orleans (UNO) exemplifies Georgia Southern's mission to foster a "...learner-centered culture [that] prepares us to think, lead, teach, and serve." (Georgia Southern University Mission*). Under the guidance of Dr. Michelle Thompson (UNO), Dr. Rob Yarbrough (GS), Dr. Munshi Rahman (GS), Dr. Amy Potter (GS) and PhD in Urban Studies student Jennie Garcia (UNO), three Geography students worked on this inaugural community-engaged project. Master of Science in Applied Geography (MSAG) students Kelsie Floyd and Austin Abarr, along with undergraduate BA Geography major Rebecca Neely, completed this community-engaged research project, the overarching goals of which were to provide Geographic Information Systems (GIS) services to our community partners, in collaboration with municipal leaders, local business owners, and the broader communities in Sylvania and Screven County.

The GS MSAG students created an app-based field survey to capture images and evaluate property conditions for potential (re)development of historic buildings, while UNO PhD student Jenny Garcia guided GS undergraduate Rebecca Neely's focus on historic preservation and a potential Main Street Initiative. These GIS services have become an invaluable component of Sylvania's Downtown Strategic Plan and for achieving the city and county's overall economic development objective, while laying the foundation for future collaborations between Georgia Southern, the University of New Orleans, and the Sylvania and Screven communities. Moreover, these partnerships have proven to yield reciprocal benefits, as Georgia Southern students engage in experiential learning, work closely with community partners, and apply geographic concepts and techniques they learned in the classroom to real-world scenarios. Furthermore, the research on student success demonstrates that high impact practices like capstone experiences and internships provide unparalleled real-world exposure for our graduate and undergraduate students, while one of Georgia Southern's designated research focus areas is Community Engagement.

Adding to this real-world experience, Mayor Preston Dees encouraged the students to share their findings beyond the report, so the greater Sylvania community learns how the city supports businesses and is planning for immediate and long-term economic success. We anticipate that providing these pro bono GIS services for the Sylvania Downtown Strategic Plan was just the starting point, as students modeled their work plan after the New Orleans-based WhoData PPGIS methodology. This will enable future students to come behind these community-engaged student pioneers in Georgia Southern's geography programs and ideally build upon this foundational relationship with Sylvania and Screven County.

*Georgia Southern University Mission <https://president.georgiasouthern.edu/performance-excellence/mission-values/>

Contact Dr. Robert Yarbrough, Interim Department Chair, Georgia Southern University, Geology and Geography Department at ryarbrough@georgiasouthern.edu for a copy of the *City of Sylvania, Screven County Development Authority & Downtown Development Authority Public Participation Geographic Information Systems Report*. A link to the report will be available after May 20, 2023 on the GS Geology and Geography Department website: <https://cosm.georgiasouthern.edu/geo/>, as well as, the City of Sylvania & Downtown Development Authority websites.

PPGIS PROJECT REPORT OVERVIEW | DR. MICHELLE M. THOMPSON, UNO

The report describes the development of the *City of Sylvania, Screven County Development Authority Downtown Development Authority Public Participation Geographic Information Systems Public* (PPGIS) project completed in Sylvania, Georgia. The report serves as both an instructional tool for the Community (“Client”), documentation which outlines the process, techniques and methods used by the Technologists (“Students”) to complete each phase of the project, and finally a guide for the University Partner (“Faculty”) to manage the university curriculum requirements while meeting the goals of the local planning agents (“Government”) throughout the community engagement process.

The PPGIS project begins with a similar partnership structure with community, government, and university. Depending upon which stakeholders start or are added into the process, the collaboration of the project begins first with project scope of services, timeline and deliverables. In this case, the initial engagement began with an inquiry in Spring 2022 with Dr. Christine Hladik (MSAG Graduate Director) on if/how the *Master of Science in Applied Geography (MSAG)* had intern or Capstone project opportunities for a Sylvania, GA PPGIS for fall 2022. In Summer 2022, Dr. Robert Yarbrough, (Interim Department Chair), accepted the project as part of the Capstone program with 2 Graduate students who would graduate in May 2023. All PPGIS projects have multiple steps in the pre-development process phase which requires understanding the administrative, managerial, talent, time, financial, staffing, liability, curriculum requirements before entering the project development phase with the external partners: The Community and The Government.

In this case, Dr. Thompson from the University of New Orleans (UNO) and *WhoData.org*, who provided the GSU G&G department with a promise to guide the University Partner and Technologists through the administration of their inaugural Capstone project while serving as a mentor to the local Government and Community Business Partner representatives with the Downtown Development Authority. The Screven County Development Authority served as a regional partner and connected the project with external resources such as the (Sylvania) Bitcoin faculty and the Bryan County Hyundai electric vehicle Plant whose future operation may affect the Sylvania economy.

The report describes the partnerships and provides insight as to the significance of this work for Sylvania and similar rural communities. The property data collected will be part of the Downtown Strategic Plan but also will inform the city of Sylvania to apply for designations, such as a *Certified Local Government*, or *Main Street* initiatives to improve economic development for the city. The major initiatives which included updating the 2019 Downtown Strategic Plan, conducting a Downtown Business Survey, providing a community meeting for Plan review along with PPGIS presentation and requesting a 2023 Market Study analysis from the Electric Cities of Georgia was to prepare for submission of the August 2023 application for Rural Zone Designation.

The PPGIS project spanned 2 semesters from August 2022 through May 2023. Many service-learning projects are constrained to 1 semester for most Graduate Capstone (“final project”) classes or internships. The S/SD PPGIS project benefitted from a year-long process with dedicated Graduate students. In January of 2023, additional student research support was added through a GSU undergraduate intern and PhD in Urban Studies student from UNO. Faculty mentors within the Department complemented the UNO PLUS project advising.

This project used advanced methods, tools and expanded the work scope beyond what was originally contracted for. The use of ESRI *Survey123* improved the efficiency and accuracy of the field survey. The data address export was used by the DDA Executive Director to identify the addresses and create a route for meeting businesses and conducting outreach for the Business Survey.

Throughout the project there were both formal and informal communication, meetings, and presentations with the client. Adjustments to the work scope, design and type of products were adjusted as needed. In response to a request by Mayor Preston Dees the final project discussion was designed for a Community Meeting which invited residents and businesses from the City, County and the Region. This report provides a template for this activity which is not typical for this type of University research project.

Dr. Michelle M. Thompson, Associate Professor at the University of New Orleans, Department of Planning & Urban Studies, 380 Milneburg Hall, New Orleans – LA 70148; mmthomp1@uno.edu; 504-280-6593.



INTRODUCTION

Using geospatial technologies to aid community goals can have a lasting impact. These types of technologies can help a community economically and to realize other potential uses of geospatial technology in a community. The project covered in this report describes university and city partnership with the *City of Sylvania, Georgia along with the Screven County Development Authority and Downtown Development Authority using Public Participation Information Systems (S/S/D PPGIS)*. Grants and the history of the history of Sylvania are also discussed. The methods of this project and PPGIS can be applied to other municipalities. It is key to understanding the role PPGIS has in communities and how it is unique to different communities.

The remainder of the report includes a summary of information requested by the Client for general knowledge and specific requirements for the future Regional Zone Application.

PUBLIC PARTICIPATION IN SYLVANIA AND SCREVEN COUNTY

GOALS OF S/S/D PPGIS

The primary goal of this project focused on creating a partnership between the community, local government and the university using a model of applied public participation geographic information systems. The information technology goal of the project was to establish initial data sets for properties that are to be utilized for city planning use. A way to establish initial data sets first began with figuring out an effective way to collect property information. An application ('app') was based on ESRI software *ArcGIS Survey 123* as the survey data solution to this problem. Providing client-driven GIS services for the community is the primary component of the project. Completing field work started with understanding what the community needs were then translate them into the type of data and reporting needed that can most effectively aid the city. A communication feedback loop was part of the project development process with both the business community and city leaders to discover what their current concerns are within the community and how as researchers provided solutions.

COMMUNITY ENGAGEMENT

Community engagement involves further understanding the issues in an area and increasing its visibility. When this is done then challenges can be addressed and solved. An additional aspect of community engagement is empowerment. Empowerment within a community involves members having the opportunity to voice their opinions about the area they reside in. While there are varying definitions for community engagement it can be defined in simplest terms as seeking "to better engage the community to achieve long-term and sustainable outcomes, processes, relationships, discourse, decision-making, or implementation" (Community Engagement, 2023). Community refers to people that are connected by geographic location when describing community engagement in the report. When working and communicating with the city of Sylvania it was necessary that community engagement occurred to provide beneficial work within the community.

Community engagement can look different from one project to another. Projects completed within a community may take varying approaches to community engagement to reach their overarching goal. The work completed in Sylvania involved a university and city partnership. The primary form of discussion took place with city leaders of Sylvania. There was also the involvement of the Sylvania Downtown Development Authority (DDA) and the Screven County Development Authority as more interest was garnered for the project. There would also be brief discussions with members of the community when fieldwork was being conducted in downtown Sylvania. When citizens inquire about what work is being done it makes citizens more aware of what is happening in the city, they reside in.

The research and field work that was done in Sylvania is a stepping stone for the community to complete other goals for the future. The form of community engagement done in Sylvania consists of learning about the assets of the city and the current challenges that it faces. Once this is discovered then knowledge and data are provided to the city that they can build upon.

PUBLIC PARTICIPATION GEOGRAPHIC INFORMATION SERVICES (PPGIS)

To first understand PPGIS the concept of Geographic Information Systems (GIS) should be defined. It is an umbrella term for PPGIS, and it is defined as “a computer-based tool for mapping and analyzing things that exist and events that happen on Earth” (Ali, 2020). Then PPGIS focuses on making GIS technologies more accessible to the public and developing knowledge of GIS. It combines the practice of GIS and mapping to produce a local knowledge of place (Brown & Weber, 2012). PPGIS can be further defined as a “field within geographic information science that focuses on ways the public uses various forms of geospatial technologies to participate in public processes, such as mapping and decision making” (Brown and Kytta 2014). Before the birth of the term PPGIS there were activities that built the foundation for PPGIS, and this is found in citizen science. Citizen science allows for members of the public to have open collaboration and participate in the scientific process (Thompson 2016). Citizen science can also be defined as “community-based urban planning or environmental science projects that are responsive to community needs and involve lay people in the conduct and governance of research” (Wooley et al. 2016). Understanding how the members of the public can participate in the scientific process is key to identifying all that can be accomplished in communities and where improvements can be made. PPGIS also supports the inclusion and empowerment of marginalized, or under-supported populations (Brown, 2012). Overall, PPGIS is a useful tool to have the community and city leaders more involved using geospatial technologies provided by their university partner.

PPGIS PARTNERSHIP

Every PPGIS partnership is customized due to the project focus and stakeholders who participate. Outlined below is a summary of the primary organizations and individuals who were involved in the 2022-2023 City of Sylvania, Screven County Development Authority, Downtown Development Authority Public Participation Geographic Information Systems project (S S/D PPGIS). This project followed the ‘community-led’ model which “provides a vehicle for community members to come together to speak with one voice on issues that preserve culture, architecture, and quality of life.” (Thompson/Arceneaux, 2019)

The S S/D PPGIS project used the methods, tools and data development schema that were initially developed through a partnership with the University of New Orleans’s Department of Planning and Urban Studies (UNO PLUS) and WhoData.org (a community data information system created in 2009 by Dr. Michelle Thompson of UNO PLUS). The specific goals of the project are described in the next section.

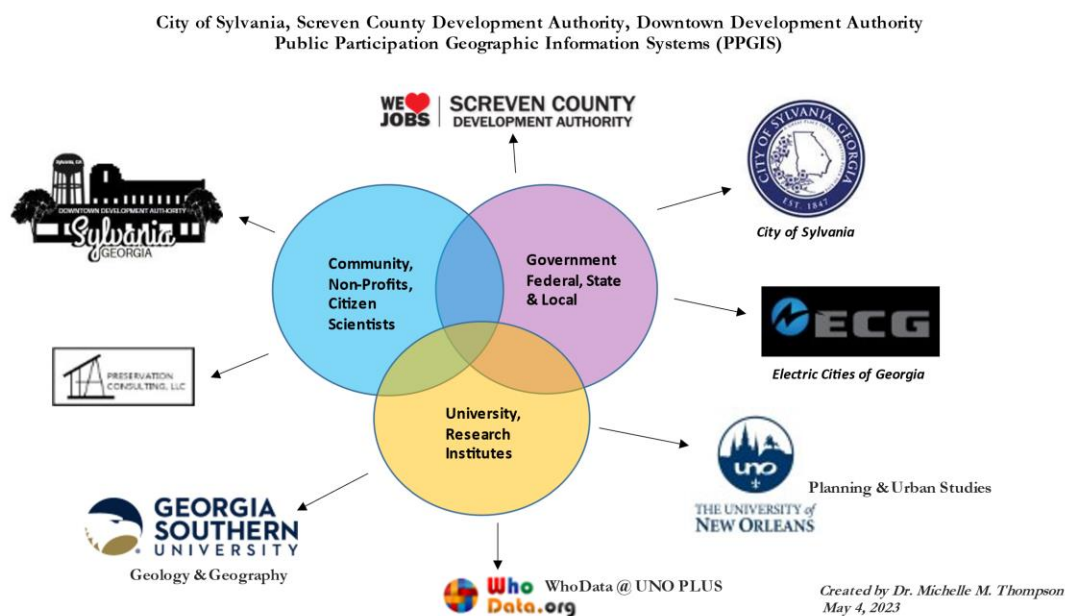


Figure 1: City of Sylvania, Screven County Development Authority, Downtown Development Authority Public Participation Geographic Information Systems (M.M. Thompson, 2023)

The image summarizes each of the project stakeholders with the primary S S/D PPGIS individuals and organizations. The point of contact and organization name and website have been provided.

Community, Non-Profits, Citizen Scientists, Private, Philanthropy:

1. Sylvania Downtown Development Authority

Board of Directors: Brooke Lawn – Chair; Angie Johnson - Secretary/Treasurer; Mayor Dees; Dorie Bacon; Hugh Hunter; Chris Griner; Michael Wrachford

Executive Director: Kylie Forehand (2023 – present); Grace Waits (2022)

<https://www.cityofsylvaniaga.com/downtown-development-authority.cfm> and <http://sylvaniagadowntown.com/>

2. Preservation Consulting LLC

Jennie Garcia

<https://www.linkedin.com/in/jennie-garcia-a17b30b6/>

Government, Federal, State & Local

1. City of Sylvania <https://www.cityofsylvaniaga.com/index.cfm>

Mayor Preston Dees
Stacy Mathis

2. Electric Cities of Georgia <https://ecoga.org/>

John VanBrunt

3. Screven County Development Authority <https://screvenworks.com/>

Rachel Barnwell

University, Research Institutes

1. Georgia Southern University, Department of Geology and Geography, Master of Science in Applied Geography and Bachelor of Arts Geography programs

Dr. Robert Yarborough - Interim Chair; Dr. Munshi Rahman; Dr. Amy Potter

2. University of New Orleans, Department of Planning & Urban Studies

Dr. Michelle M. Thompson; Jennie Garcia (PhD in Urban Studies, spring 2023)

3. WhoData.org

Dr. Michelle M. Thompson and Jennie Garcia

PPGIS PROJECT PLAN

(Put in contract)

- Report
 - Details the PPGIS project/Provides geospatial service
 - Serves as a guide for future PPGIS municipal projects
- Maps
 - Final map layouts will be provided to the City of Sylvania
 - Survey data for Downtown Strategic Plan
- Data
 - Property addresses exported from ESRI Survey123
 - Survey images
 - Drone flyover
- Historic Preservation
 - Story Map
- Main Street
- Certified Local Government

PHASE 1

Spring 2022:

- GSU MSAG Graduate Director (Dr. Christine Hladik) was contacted by UNO Dr. Michelle Thompson to develop project partnership with City of Sylvania



Figure 2: Project Launch meeting in Sylvania, GA with City of Sylvania, Georgia Southern University and University of New Orleans (Waits, 2022)

(r to l) Grace Waits, Screven County Chamber of Commerce; Mayor Preston Dees; Dr. Robert Yarbrough, GSU; Austin Abarr, GSU'23; Kelsie Floyd, GSU'23; Stacy Mathis, Sylvania City Manager; Dr. Michelle Thompson, UNO (September 2022)

Fall 2022:

- August 2022 (kick-off) meeting with Screven County Downtown Development Authority/City of Sylvania and Downtown Development Authority (DDA).

- Discussed project goals, objectives and GIS products available/needs for project.
- “Pro bono” contract for services and deliverables finalized.
- Preliminary results presented on initial 33 surveys to verify success.

PHASE 2

Spring 2023:

- Team expanded with undergraduate GSU student intern (Rebecca Neely)
- Intern guided by University of New Orleans (UNO) PhD student (Jennie Garcia)
- New Executive Director, Kylie Forehand joined Sylvania DDA in January 2023

DOWNTOWN STRATEGIC PLAN

The Sylvania Downtown Development Authority (DDA) [2023 Strategic Work Plan \(SWP\)](#) is a citywide initiative and needs your input. Please review the SWP then complete the survey by Friday/28 April so the DDA Board can hear some *initial* feedback from Business Owners of Sylvania in the Downtown/City and Screven County. The [survey](#) closes on *Friday/19 May* so feel free to forward this email notice to businesses in/near the City of Sylvania and Screven County.

The DDA Board meeting is open to the public and is in City Hall on Monday/May 1st in the Boardroom. Please confirm with DDA Executive Director Kylie Forehand (sylvaniagadowntown@gmail.com) for the time as this may have changed: [DDA 2023 WORK PLAN HANDOUT \(sylvaniagadowntown.com\):](http://sylvaniagadowntown.com/wp-content/uploads/2023/04/DDA-2023-WORK-PLAN-HANDOUT.pdf) <http://sylvaniagadowntown.com/wp-content/uploads/2023/04/DDA-2023-WORK-PLAN-HANDOUT.pdf>

The deadline for the Community Feedback is May 15, 2023, so no reporting on the survey responses is provided here.

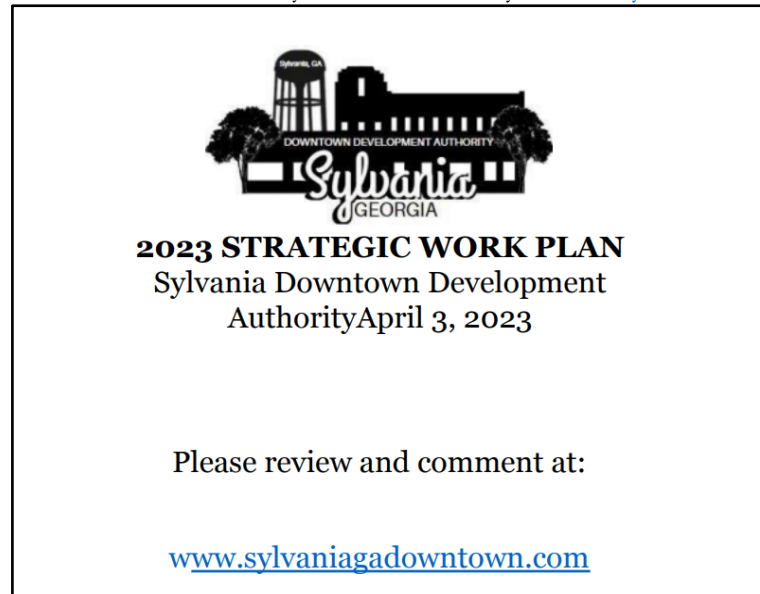


Figure 3: Sylvania Downtown Development Authority 2023 Strategic Work Plan (DDA, 2023)

US QUALIFIED OPPORTUNITY ZONES

The United States Federal Qualified Opportunity Zone (QOZ) is a way to assist communities through the tax act. It is further defined by the IRS as an “economically distressed community where new investments, under certain conditions, may be eligible for preferential tax treatment” (IRS, 2022). QOZs were added to the Tax Cuts and Jobs Act in 2017 and the first set of QOZs were developed in 2018 (Opportunity zones, 2022). The QOZs are census tracts that meet the criteria for a low-income community, and it is based on 2012-2016 American Community Survey data (Opportunity zone resources, 2023). Its main role is to encourage more economic development and job creation in low-income communities (Opportunity zones, 2022). When new investments occur in the designated QOZs they may qualify for preferential tax incentives (Opportunity zones, 2022). Examples of incentives that are offered for investors in the Federal QOZ designations include temporary capital gain tax deferral, a step-up in basis, and forgiveness of additional gains (Federal opportunity zones, 2023). For example, with the step-up basis with an investment held for five years the basis is increased by 10% of deferred gain (90% taxed). Summary of more information about QOZ is found below:

“An investor can defer tax on any prior eligible gain to the extent that a corresponding amount is timely invested in a Qualified Opportunity Fund (QOF). The deferral lasts until the earlier of the date on which the investment in the QOF is sold or exchanged, or December 31, 2026. If the QOF investment is held for at least 5 years, there is a 10% exclusion of the deferred gain. If held for at least 7 years, the 10% exclusion becomes 15%.

A QOF is an investment vehicle that files either a partnership or corporate federal income tax return and is organized for the purpose of investing in QOZ property.

If the investor holds the investment in the QOF for at least 10 years, the investor is eligible for an adjustment in the basis of the QOF investment to its fair market value on the date that the QOF investment is sold or exchanged. As a result of this basis adjustment, the appreciation in the QOF investment is never taxed. A similar rule applies to exclude the QOF investor's share of gain and loss from sales of QOF assets.

A US Federal Qualified Opportunity Zone (QOZ) is found in the Sylvania/Screven County area as an option to aid in mitigating economic distress in the community. As of April 21, 2023, there are 260 QOZs in Georgia and there is only one (1) QOZ found in Screven County. The QOZ is still available to start a fund and invest. It expires December 31, 2026.” (IRS, 2022) There is pending legislation to consider extending the QOZ within the Biden Administration.

SYLVANIA HISTORY | STORY MAP

OVERVIEW OF SYLVANIA HISTORY

Indigenous Americans who settled in the area known today as Screven County were the Yamacsees, Creeks, and the Cherokee (Hollingsworth, Thompson, & Lee, 1989). The Yamacsees were part of the Creeks tribe. In 1715, the Yamacsees War broke out against the Cherokees in (South) Carolina. The Creeks encouraged the war, which was against their neutrality. The Indigenous Americans of the Carolinas had more advanced weapons, which aided the war to their benefit. To restore peace in 1717 between the tribes of the Yamacses and the Cherokees, a peace treaty was signed. After the war, the Yamacsees retreated to Florida to live under colonial Spanish rule, and the Creeks moved from Oconee and Ocmulgee Rivers to the Chattahoochee River. It wasn't until 1732 that the first English colonists arrived in present-day Savannah. The first Englishman to arrive in Screven County is said to be Henry Woodward. The early colonists were under the command of James Oglethorpe, the founder of the colony of Georgia.

Georgia was the last of the original thirteen colonies to be founded in what is the present-day United States of America. In its transition from a British colony to a state in a newly formed nation, colonists participated in the American Revolution. During this transitional period, two Georgians, Abraham Baldwin and William Few Jr., signed the new U.S. Constitution at the Constitutional Convention making Georgia the fourth state to enter the Union when the Constitution was ratified on January 2, 1788 (Cobb & Inscoe, 2020). With Georgia signing and pledging allegiance to the newly formed Union, they took a stance against British rule and fought for their independence during the American Revolution. The American Revolution came close to home to Sylvania during the Battle of Brier Creek. During this battle, British troops under the command of Colonel Provost would march his men up the south side of Brier Creek on March 1, 1779. In an attempt to slow the British troops, American soldiers destroyed a bridge that crossed the creek at Paris Mill. The British were not to be thwarted and made a makeshift bridge enabling them to cross the creek by the evening of March 2nd. British troops attacked American troops by surprise and won a swift victory by 3:00 pm on March 3, 1779. (Hillingsworth, 1979). This British victory is memorialized on a mural on a side of the Clark Family Care building in downtown Sylvania.

The county of Screven, home of Sylvania, is named for an American Revolutionary War hero - General James Screven (Genealogy Trails, 2023). The next time Screven County would see battle would be in another 85 years during the Civil War with General William T. Sherman's March to the Sea. Sherman's march was the most destructive against a civilian population during the Civil War that began in Atlanta on November 15, 1864 and ended in Savannah on December 21, 1864 (Bailey, 2020). As General Sherman passed through Screven County, he made an order forbidding random destruction. This meant the troops were prohibited from trespassing or entering any home. However, they could collect food or supplies from the side of the road or if it was in sight (Hollingsworth, Thompson, & Lee, 1989).

The exact date of Sylvania's first European settlement is unknown; however, the state legislature moved the Screven county seat to Sylvania from its former location at Jacksonborough in 1847. The land that makes up Sylvania was purchased from Charles Church for one dollar per acre. Sylvania was incorporated in 1854, and its name was derived from the Latin word for forest and suggested by Screven County poet Cuyler Young (Brown, 2022).

STORY MAP

A *StoryMap* is a web map that integrates photos, maps, legends, and videos to convey a story to readers (ESRI, 2019). There are many reasons to use ESRI's StoryMap tool, such as communicating policy, involving the community, or providing public information (ESRI, 2019). The Library of Congress has multiple Story Maps within its database that tell immersive stories from the Library's collection (Library of Congress, 2022). The purpose of this Story Map is to involve the community of Sylvania with its Downtown Development Authority (DDA) and its work toward historic preservation and community engagement.

The *City of Sylvania Downtown Story Map* provides the community of Sylvania with media and property history for the Downtown Development Authority to support work toward historic preservation and community engagement. The Story Map Link: <https://arcg.is/1Ge1LX0>.



Figure 4: City of Sylvania “Main Street” Story Map cover page (Neely, 2023)

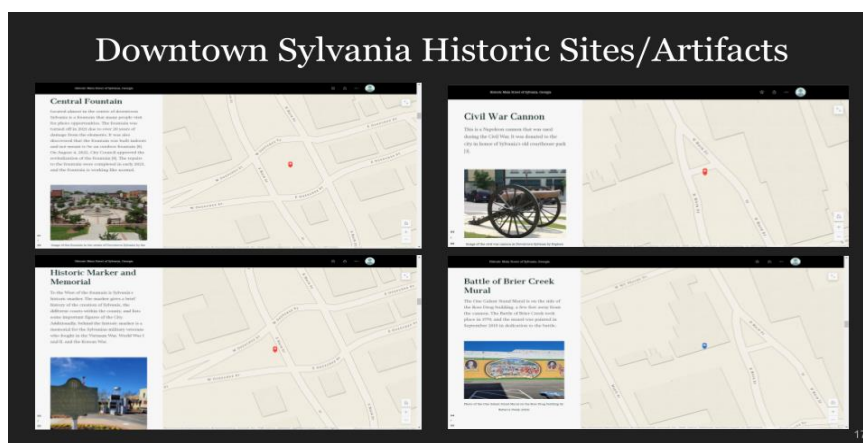


Figure 5: Downtown Sylvania Story Map Historic Sites/Artifacts (Neely, 2023)

HISTORIC PRESERVATION

As established by the *National Historic Preservation Act of 1966*, each state is required to have a State Historic Preservation Office (SHPO), which serves several functions of the national historic preservation program. In Georgia, this function is conducted through the Historic Preservation Division (HPD). The HPD manages statewide programs authorized or mandated by the Georgia General Assembly. These include several specific preservation programs, such as State

Property Freeze Tax, State Rehabilitation Grants, and stewardship of state-owned buildings. The HPD’s mission is to promote the preservation and use of historic places in Georgia (Georgia Historic Preservation Division, 2018).

Tapping into historic preservation, the city of Sylvania can find many benefits that could promote their history and people. Many of these benefits have been outlined in [Georgia’s State Historic Preservation Plan 2022-2026: Preserving the Past in Times of Change](#). GA’s 2022-2026 preservation plan states that “planning for our future must include planning for the preservation of our heritage” (Historic Preservation Division Georgia Department of Community Affairs, 2022). In order for Sylvania to meet the goals outlined in the GA preservation plan, they will need to identify the story of who the people of Sylvania are, where they came from, and the important historic and cultural places and sites that contribute to the history of Sylvania and the state of Georgia.

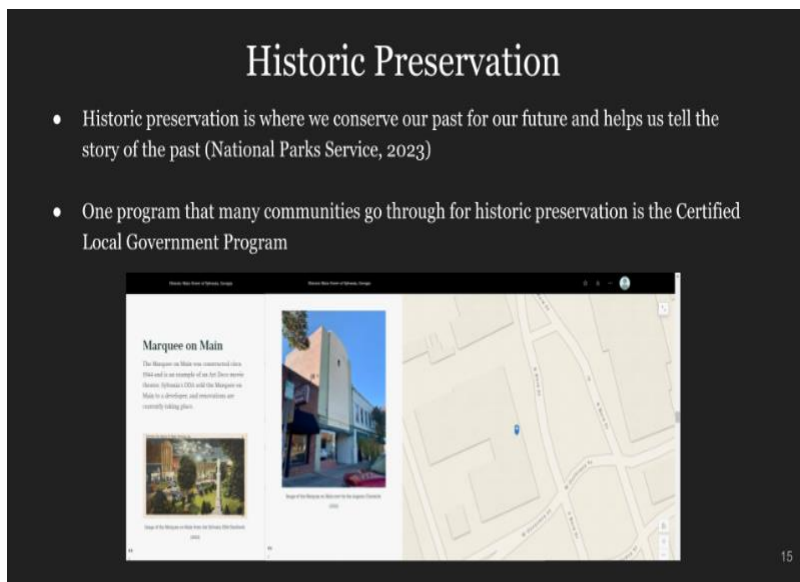


Figure 6: Marquee on Main, Sylvania Historic Preservation (Neely, 2023)

MARQUEE ON MAIN STREET: HISTORIC DOWNTOWN DEVELOPMENT

The Marquee on Main was constructed in 1944 and it is an example of an Art Deco movie theater. Screven County DDA sold the Marquee on Main to a developer, and renovations are currently taking place to make it into an event space. In the past the Marquee on Main was the Department of Juvenile Justice Office for Screven County (Legoas, 2022).

Figure 7: Marquee on Main (Neely, 2023)

Figure 8: Rendering of future exterior of Marquee on Main (Legoas, 2022)



Marquee Layout.pdf



SYLVANIA HISTORIC PRESERVATION ORDINANCE

A complementary document which outlines the Sylvania Preservation Ordinance process and procedures is provided (Garcia/Neely. Here are several key items relating to the Ordinance and the (future) Sylvania Certified Local Government.

“In Section 14-83 - Creation of a Historic Preservation Commission states the creation of a historic preservation commission will have the official title of “Sylvania Historic Preservation Commission.” “The Commission is a position within the city government and is part of the planning functions of the city. The Commission shall consist of five members who are appointed by the mayor and ratified by the city council.” (Municode Library, 1993) All Commission members must be residents of the city and consist of persons who have demonstrated special interest, experience, or education in history, architecture or the preservation of historic resources. To the extent available in the city, at least one member shall be appointed from professionals in architecture, history, architectural history, planning, archaeology, or related professions.” (Municode Library, 1993)

“The Sylvania Historic Preservation Commission has the power to adopt rules and standards for the transaction of its business and for consideration of application for designation of certificates of appropriateness (COA), such as by-laws, removal of membership provision, and design guidelines and criteria. The preservation commission also has the flexibility to adopt rules and standards without amending article 14. The commission has to provide the time and place of regular meetings and special meetings. The commission also has the power to select officers as it deems appropriate from among its members. When meeting, a quorum shall consist of a majority of the members. All records of commission meetings become a public record and can consist of resolutions, proceedings, and actions. (Municode Library, 1993).

“The Sylvania Historic Preservation Commission has the authority to issue a certificate of appropriateness (COA) when an application is made for a material change to a building that is designated as a historic property or if it is located within a designated historic district. The COA must be submitted and approved prior to any changes that are made to historic properties. If the COA is not submitted and approved, then a building permit cannot be issued. When submitting a COA to the commission, drawings, photographs, plans and documentation may also be requested.” (Ord. No. 448, § V, 1-20-09; Ord. No. 485, 2-17-15, Municode Library, 1993)

MAIN STREET, AMERICA

Main Street was created in 1980 under the National Trust for Historic Preservation (Main Street America, 2023). This program aims to work with communities to revitalize their older and historic downtowns. The Main Street America Program has helped over 2,000 communities across the U.S. (Main Street America, 2023). A main street is described as an area/street that has a collection of small businesses and historic districts in small towns (Kenton, 2022).

Main Street America is a powerful network: a unique combination of grassroots dedication to comprehensively improving the quality of life at the local level, integral support, and expertise by Coordinating Programs at the city, county, and state level, and leadership and direction from Main Street America. Main Street America is a mark of distinction. It is a seal, recognizing that participating programs, organizations, and communities are part of a national movement with a proven track record for celebrating community character, preserving local history, and generating impressive economic returns (National Main Street Center, 2023)

Coordinating Programs for Georgia:

Georgia Main Street, Office of Downtown Development, Georgia Department of Community Affairs

Jessica Reynolds, Georgia Main Street Program Manager

60 Executive Park South, NE Atlanta, GA 30329 Phone: 404.679.0604 Email: jessica.reynolds@dca.ga.gov

Website: www.dca.ga.gov

GEORGIA MAIN STREET PROGRAM

The city of Sylvania lost its designation as a Main Street in 2017, according to Ms. Elizabeth Elliott, a representative of the Georgia Main Street Program. They were rolled out of the program due to the lack of submitted documentation. The Georgia Main Street Program requires monthly documentation and annual reports to maintain the main street designation. For more information about the requirements for each tier, see Appendix A.

There are three tiers that the **Georgia Main Street Program** offers: Georgia’s Exceptional Main Streets (GEMS), Classic Main Streets, and Downtown Affiliates. GEMS is the highest tier a city can be in, and it is for Georgia’s best

Figure 9: Sylvania Main Street Boundary 2023 (Neely/Garcia/Thompson, 2023)

DOWNTOWN INCENTIVE TAX PROGRAM

The downtown incentive program is a plan developed by the Sylvania Downtown Development Authority (DDA) to attract new businesses and to provide incentives to existing businesses if certain criteria are meant to qualify. The incentive program provides waivers for various fees and taxes. The Sylvania DDA incentive program will end on May 31, 2024. Further details about the Sylvania DDA incentive can be found in the flyer below.

Figure 10:
Sylvania
Downtown
Development
Authority
Incentive
Program flyer
(Downtown
Development
Authority,
2019)

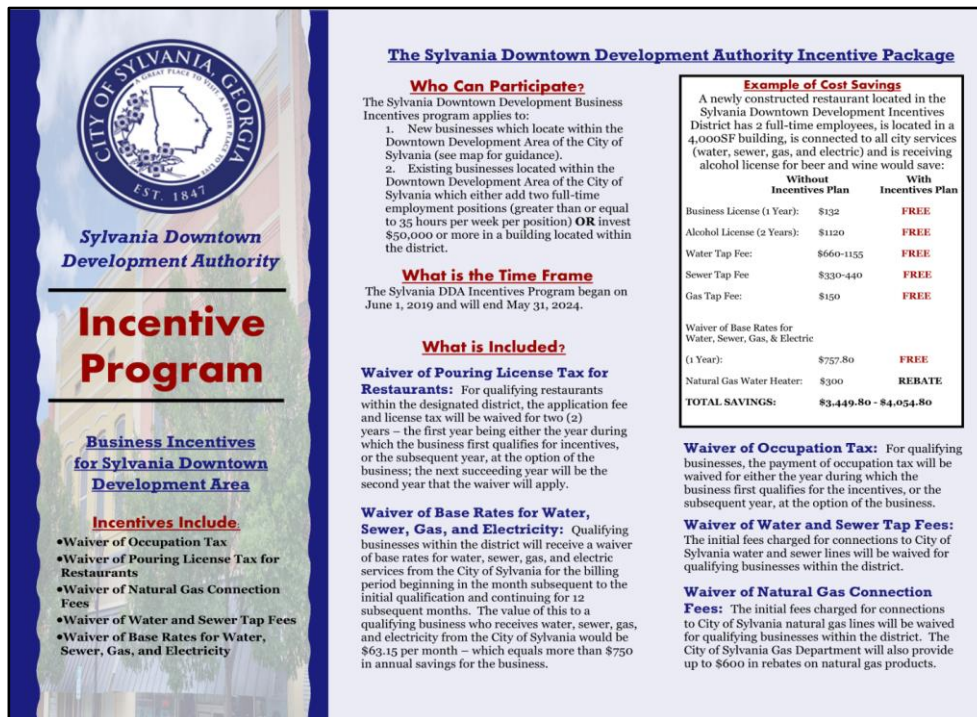
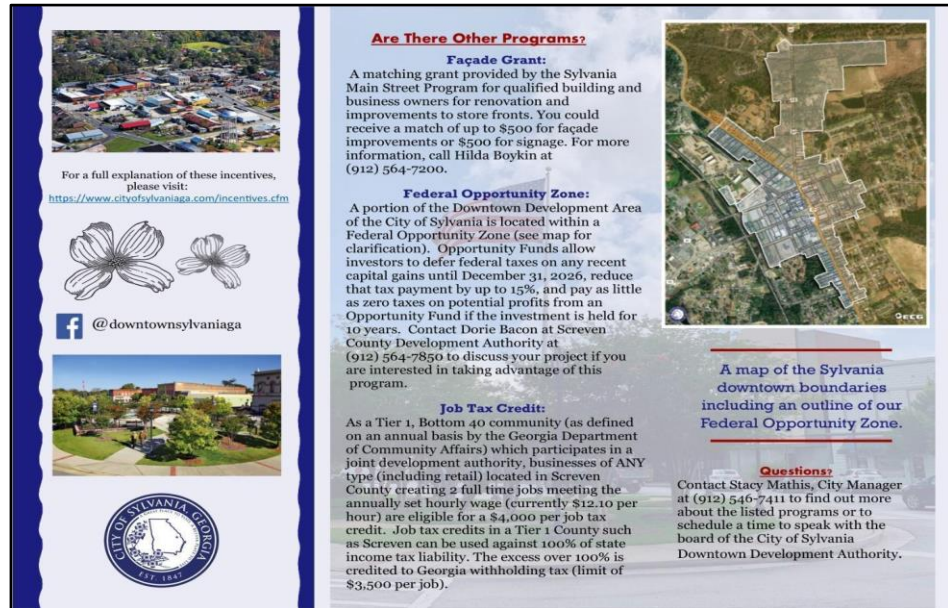


Figure 11: Sylvania
Downtown
Development
Authority Incentive
Program flyer
(Downtown
Development
Authority, 2019)

Link to Flyer: [Incentive Package – Downtown Development Authority \(sylvaniagadowntown.com\)](https://sylvaniagadowntown.com/incentive-package/)
<https://sylvaniagadowntown.com/incentive-package/>

RURAL ZONE DESIGNATION

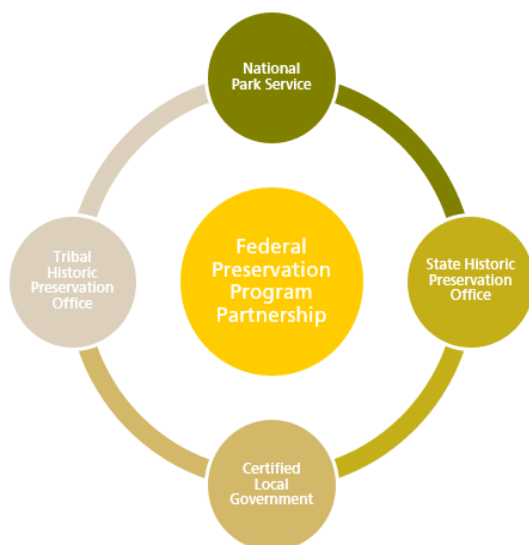
The Rural Zone is a program that helps cities that are experiencing economic distress, specifically focusing on the small and rural communities. The program was developed by the Georgia Department of Community Affairs (DCA) and it provides incentives for investment and job creation in the designated Rural Zones. Having the Rural Zone designation in Sylvania would be another addition to attract investment and businesses to the community. It is another additional incentive on top of the Sylvania strategic plan and the Sylvania DDA incentive plan. “The current incentives for the designated Rural Zones include job tax credit, investment credit, and the rehabilitation credit. To receive the tax credits the property needs to be in the rural zone. These are the eligibility criteria to apply for the Rural Zone designation.” (Department of Community Affairs, 2023):

- Population of less than 15,000 for cities and counties
- Within the zone must be a concentration of historic structures that are at least 50 years old
- Proof of economic distress based on poverty rate, vacancy of downtown area, or blight
- Compliance with specific state requirements
- Submission of market analysis
- Submission of master plan

The city of Sylvania has actively been working towards achieving a rural zone designation. There are plans to submit an application for the designation by August 2023. Mapping is a component of the Rural Zone designation application. The property data collected from the project is beneficial for the application process, since digital GIS files are necessary (*Subject 110-34-1 rural zones*, 2023). Specifically, information on the year of a structure being built and vacancy of parcels obtained from the project aid with the Rural Zone designation. (Department of Community Affairs, 2023)

CERTIFIED LOCAL GOVERNMENT

The GA Historic Preservation Act of 1980 (O.C.G.A. 44-10-2) is the state’s enabling legislation that gives local governments the authority to designate historic properties and establish a design review process for their protection by means of local historic preservation ordinances and commissions (Historic Preservation Division Georgia Department of Community Affairs, 2022). This act allows local governments to create local designations of historic properties and create historic preservation commissions (HPC) as a citizen-based review board. HPCs are then charged with reviewing and regulating sympathetic changes to historic properties.



Sylvania has made steps toward becoming a Certified Local Government (CLG). A Certified Local Government (CLG) program assists local governments with integrating historic preservation into local planning decisions. Any city, town, or county that has enacted a historic preservation ordinance, enforces the ordinance through a local preservation commission, and has met the requirements outlined in the Procedures for Georgia’s Certified Local Government program is eligible to become a CLG (Georgia Department of Community Affairs, 2018). The CLG program also works hand-in-hand with the GA Main Street program. The city of Sylvania has a historic preservation commission, which is a step towards becoming a CLG. Additionally, the city was designated as a Main Street community until January 15, 2017.

Figure 12: Federal Preservation Program Partnership
(Georgia Department of Community Affairs, 2018; 2023)

ELIGIBILITY TO BECOME A CERTIFIED LOCAL GOVERNMENT

Any local government that meets the requirements set forth in The Georgia CLG Program is eligible for certification. The National Historic Preservation Act, as amended (16 U.S.C. 470 et seq), contains five broad standards that must be met by a local government seeking certification. The local government must:

1. Enforce appropriate state or local legislation for the designation and protection of historic properties.
2. Establish an adequate and qualified historic preservation review commission by local legislation.
3. Maintain a system of survey and inventory of historic properties.
4. Provide for adequate public participation in the local historic preservation program, including the process of recommending properties to the National Register of Historic Places (NRHP).
5. Satisfactorily perform the responsibilities delegated to it under the Act (Georgia Department of Natural Resources, 2014).

MINIMUM REQUIREMENTS

There are a set of minimum requirements that must be maintained to maintain a CLG status. Sylvania is not a CLG, so they would have to apply to become a CLG.

1. Enforce appropriate state or local legislation for the designation and protection of historic properties. In addition to the federal requirements, each local government must adopt and enforce a historic preservation ordinance for the designation and protection of historic and prehistoric resources.
2. Establish an adequate and qualified Historic Preservation Review Commission by state or local legislation. Each local government must have a historic preservation commission with a minimum of three (3) members.
 - a. All members of the Commission must have demonstrated special interest, competence, or knowledge in historic preservation. To the extent that such professionals are available in the community, Commission members must be appointed from the disciplines of architecture, history, architectural history, planning, archaeology, or other historic preservation-related disciplines, such as urban planning, American studies, American civilization, cultural geography, cultural anthropology, folklore, curation, conservation, real estate, law, or landscape architecture. As part of their work in a particular discipline, professionals must be positively involved in historic preservation through the active support and use of recognized preservation techniques and strategies. For example, a banker with experience in federal housing or loan programs targeted to historic neighborhoods might be an appropriate commission member. Commission members must be appointed by the chief elected official of the jurisdiction. If unable to meet the professional membership requirements, the local government must demonstrate in writing how it has made a reasonable effort to appoint commission members from these professional disciplines.
 - b. The Commission's geographic area of authority must coincide with the boundaries of the local government's jurisdiction.
 - c. The responsibilities of the Commission must be complementary to and coordinated with those of the HPD of the Department of Natural Resources (DNR), the state SHPO in Georgia as enumerated in the National Historic Preservation Act, as amended, and with state and federal preservation standards, guidelines and regulation. They must include the authority to:
 1. Prepare and maintain an inventory of all properties within its jurisdiction having the potential for designation as historic property.
 2. Recommend to the local governing body specific places, districts, sites, buildings, structures or works of art to be designated by ordinance as historic properties or historic districts.
 3. Review applications for Certificate of Appropriateness or some other approval/review mechanism for locally designated historic resource protection and grant or deny the same in accordance with the provisions of the ordinance;
 4. Conduct educational programs on historic properties located within its jurisdiction and on general historic preservation activities.
 5. Make investigations and studies of matters relating to historic preservation including consultation with historic preservation experts;
 6. Seek out local, state, federal, and private funds for historic preservation, and make recommendations to the local governing body concerning the most appropriate uses of any funds acquired.

7. Review and make comments to the Historic Preservation Division of the Department of Natural Resources concerning the nomination of properties within its jurisdiction to the National Register of Historic Places.
 8. Participate in private, state, and federal historic preservation programs and with the consent of the local governing body, enter into agreements to do the same.
- d. In carrying out the above-enumerated responsibilities, the local government may find it necessary to seek additional expertise outside its membership. For example, when a Commission reviews a National Register nomination for an archaeological site and the archaeology discipline is not represented on the Commission, the Commission must seek expertise in archaeology before rendering its decision. This requirement holds for review of National Register nominations and designations of local properties and other activities normally evaluated by a professional representing a specific discipline. This additional expertise can be obtained through:
1. The Commissions' technical assistance/professional staff.
 2. Local government professional staff.
 3. A qualified consultant.
 4. The Regional Commission.
 5. Federal, state, local, or private preservation agencies or organizations; or
 6. Other adequately qualified sources as identified by the Commission and the local government.

BENEFITS OF CERTIFIED LOCAL GOVERNMENTS

There are many benefits to being a part of the CLG program. CLG communities are eligible to apply for the Historic Preservation Fund (HPF) grant program. HPF grants are annually appropriated from Congress through the National Park Service (NPS) to all 50 states. These are 60/40 matching grants that enable cities, towns, and rural areas to undertake projects that aid in the preservation of historic properties. In Georgia, HPF grant applications are available on the first Friday in December with applications submitted on or before February 1st. Applications are available through the DCA GrAAM System. (Georgia Department of Community Affairs, 2018) Once certified, a local government becomes eligible to:

- Apply for federal Historic Preservation Fund grants only available to CLGs.
- Participate directly in the National Register of Historic Places program by reviewing local nominations prior to the GA National Register Review Board.
- Access technical assistance in the form of training sessions, information material, statewide meetings, workshops, and conferences.
- Participate in partnerships among local, state, and federal preservation groups and organizations. (Williams & Crass, n.d.)

GEOSPATIAL METHODOLOGY

The section below summarizes the phases and tasks completed for the geospatial methods applied throughout the S S/D PPGIS project. The design of the methods were based upon the project goals established in the 'community engagement' process. The methods required testing, re-testing and modifications based upon the primary data collected in the field which were validated using secondary data from Municipal resources.

PRE-FIELD METHODS

Initial data processing included the receipt of vector type downtown parcel layer file, which was the singular GIS data element owned by the county and city management departments. The file required transformation utilizing the *Feature to Polygon (Data Management)* tool, and then the field calculator allowed for area calculations of each parcel. This layer was selected for primary use due to the ability to join data of the downtown area that was determined to be collected, after discovery that the clients were not in possession of any other geospatial data.

In order to complete a more developed base map of frequently required features for planning basic elements were chosen to be added. These are publicly available files from US Census TIGER files consisting of road networks, railroad

networks, liner hydrology and points of interest. The roads consisted of major public roads with limited private access or non-all-weather roads. The hydrological feature consists of all known water features such as rivers, reservoirs, creeks, lakes and streams, however, is referred to as “rivers” for brevity. The points of interest feature class include common public points within the county such as cemeteries, religious institutions, governmental service facilities, educational facilities and emergency services and administration buildings. This feature layer was included to assist visualization of community assets, as well as its potential for future analysis. The TIGER files were then given shared projections and included in the database. Additionally created features included polygon features of public parks, community centers and green spaces. These features were created by utilizing both directly recorded location coordinates of known qualifying spaces, and descriptions provided by clients. These features were created in ArcGIS Pro’s edit feature function and were individually labeled and grouped into a feature layer, which was also included in the project database.

The collection of parcels and building data was collected using ESRI’s Survey 123 application (“app”) due to its desktop and mobile platform for spatial and non-spatial related data collection and analytics application from ESRI’s ArcGIS enterprise. Customizable development enables survey queries which are not limited to simple short answers, and can be used for wide ranging text, number, temporal, multiple-choice, location and media queries. It allows for near real time survey collection which allows for quicker collection and streamlined analytics path. It then sends survey results automatically to individual ArcGIS Online accounts and formats responses in shapefiles (.shp) as well as a CSV spreadsheet file and was used in this project as primary data collection method, as well as a template for future possible public engagement projects. Prior to customized application creation initial data gaps were discussed as well as the desired study area. This led researchers to conduct a preliminary evaluation at the downtown/central business district area buildings and properties for their basic information such as values, conditions, and construction dates. The survey app was initially created to gather the following data questions:

1. Date 2. Where is this property? 3. Front (Primary) face of property 4. Left (Secondary/Profile) of property 5. Right (Secondary/Profile) of property 6. What is the address number? 7. What is the Street name? 8. What is the Street type? 9. What is the property used for? 10. Is the property in use/occupied? Please explain "N/A" 11. What is the estimated property value? Other - 11. What is the estimated property value? 12. When was the structure built? 15. Other info 13. Is this building/parcel publicly or privately owned? Other - 13. Is this building/parcel publicly or privately owned? 14. Please explain "other" remarks from question 13, if applicable for ownership type. The inputs for updated photos intended to be taken according to historical preservation guidelines, which includes street level photo capture of base of structure to top of roof. Side profile photos were captured at oblique 45 degree offset of corners, extending to the opposite corners within view, as was feasible.

Sylvania Main Street and Historic District street view

1. Date*
Date of Survey
4/30/2023 12:19 PM

2. Where is this property?*
Navigates to your current location
Find address or place
Map view showing a location on Main Street

3. Front (Primary) face of property*

4. Left (Secondary/Profile) of property

5. Right (Secondary/Profile) of property

6. What is the address number?*

*123 Main Street

Figure 13: Sylvania ArcGIS Survey 123 form on smartphone (Abarr, 2022)

Central Business District?*

-Please select-

Main Street?*

-Please select-

Qualified Economic Opportunity Zone?*

-Please select-

Potential Rural Zone?*

-Please select-

Building Value?*

What is the value of the building on this property? (not including land)

123

Land Value?*

What is the value of the land on this property? (not including any buildings)

123

Total Value?*

What is the total value of this property?

123

Name of owner?*

Specific name of property owner (i.e. Mr. Joe Shuffy, Ima Smartie LLC)

Property Condition:

G: NO structural damage, NO major repairs needed, only cosmetic issues

F: MINOR repairs needed, building secured, windows and doors covered

P: Structural damage, extensive vegetation, open to elements

-Please select-

These fields were chosen by the researchers to first demonstrate the capabilities of the application to clients in real time, and to validate the type of information required. Other fields which were automatically gathered or created by the application consisted of: *ObjectID*, *GlobalID*, *Creation Date*, *Creator*, *Edit Date*, *Editor* and *X/Y coordinates* of survey locations. These data points assist organizing survey results within each survey as well as in the event additional surveys are created which include our results. Results of initial data collection were presented to the clients for approval and adjustment. Additional fields were added based upon additional data requests are included: 17. Central Business District? 18. Main Street? 19. Qualified Economic Opportunity Zone? 20. Potential Rural Zone? 21. Building Value? 22. Land Value? 23. Total Value? 24. Name of owner? 25. Property Condition. Questions 17-20 are yes/no responses based on location inside or outside of zones. Questions 21-24 were assessed from the Screven County Tax Assessor website. Question 25, property conditions, were assessed by the researchers from street level observations from public assess points, primarily sidewalks and street ways. The criteria for property conditions are as follows: Good: NO structural damage, NO major repairs needed, only cosmetic issues; Fair: MINOR repairs needed, building secured, windows and doors covered; Poor: Structural damage, extensive vegetation, open to elements. These condition standards were derived from *WhoData* blight study previous research.

Figure 14: Sylvania ArcGIS Survey 123 form on smartphone (Abarr, 2022)

7. What is the Street name?*

123 "Main" Street

8. What is the Street type?*

123 Main "Street"

9. What is the property used for?*

Residential, Commercial, Governmental, etc.

10. Is the property in use/occupied?*

Please choose one:

☐ Yes

☐ No

☐ N/A

11. What is the estimated property value?*

If not known, please choose "Other"

☐ \$30,000 or below

☐ Between \$31K and \$300K

☐ Between \$301K and \$799K

☐ Greater than \$800K

☐ Other

12. When was the structure built?*

i.e. 1875, 1922

123

13. Is this building/parcel publicly or privately owned?*

(City owned, privately leased, County/Federally owned, etc.)

☐ City Owned

☐ Privately Owned

☐ Privately Leased

☐ County Owned

☐ Federally Owned

☐ Other

14. Please explain "other" remarks from question 13, if applicable for ownership type

15. Other info*

Anything else to note?

Figure 16: Sylvania ArcGIS Survey 123 form on smartphone (Abarr, 2022)

Figure 15: Sylvania ArcGIS Survey 123 form on smartphone (Abarr, 2022)

FIELD SURVEY METHODS

Multiple site visits to the Sylvania downtown were conducted for property use and photo survey and to collect data using a customized ArcGIS Survey123 application. In total, 91 surveys were added by the research team over three separate data collection iterations. Surveys included standalone buildings, individual parcels, and when appropriate sub-parcel collections for mixed use locations. Additional occupancy status was added for parcels surrounding downtown

locations. While collecting surveys researchers utilized a printed map of parcels overlaid on an ESRI standardized street layer base map. This was done to compare the parcel boundaries with the on-ground physical layout of structures when determining exactly where each survey point was to be located. This was especially helpful when deciphering exact boundaries of subdivided commercial properties residing in the same overall building which fell into different parcels. Each survey point was placed as close to the primary facing door of each property to indicate exactly where the points were located. Periodically, some surveys were unable to obtain full view photos due to traffic conditions as the researchers were not able to position themselves optimally in a safe manner however, attempts were made to achieve as complete as possible views. In-field drone flight training was provided by Dr. Munshi Rahman.



Figure 17: Drone flight preparation (Abarr, 2023)

Figure 18: Drone flight 1 (Rahman, 2023)



Figure 19: Drone Flight 2 (Abarr, 2023)



Figure 21: Results of Drone Flight (Rahman, 2023)

POST FIELD METHOD

Data collection of 91 buildings and parcels was collected in the Survey 123 online database and exported as a shapefile (.shp) and spreadsheet. These files were added into ArcGIS Pro and mapped for spatial relationships and data visualization. Some rearrangement of data was required due to the inherent accuracy tolerances of utilizing cellular GPS, and points were adjusted to fit inside parcel boundaries. Data was filled in with information from the tax assessor website in regards to values and ownership, which was pulled from March 2023 records. Changes to the online records after that date were not reflected in our results. An individual and combined survey report was generated from all survey entries, which includes each associated question and answer for all surveys. This report contains the data as it was entered into the survey at the time of collection, which does not include all answers which were gathered in post field data entry. It does include all photos taken with each address or survey to establish association of each photo with its respective survey. The field indicating each site's potential location in the Rural Zone was unable to be determined due to lack of information clarifying the extent of zone coverage.

PROPERTY CONDITION RATING GUIDELINES

The SS/D PPGIS project created a property condition rating system that provided a general way to categorize external property conditions. The surveys were made from the public street, primarily from the front exterior and did not include any structural or systems evaluations.

The rating system was based upon the *WhoData.org* (Thompson, 2008) system which “The WhoData property condition survey training was used to establish the baseline metrics for determining if a property was in ‘good’, ‘fair’ or ‘poor’ condition. The rating system and data collection methods follow the Federal Geographic Data Committee guidelines; specifically, the parcel layer database.” (Thompson, et al, Uptown 2015)



Figure 22: Sylvania property condition surveying (Abarr/Floyd, 2022-2023)

As described in the property condition surveying figure above there is certain criteria the surveyors looked at to decide whether a building was categorized as good, fair, or poor. A good condition property has “no structural damage or any needs of repairs, although slight cosmetic work may be needed.” For a property to be considered fair the building must have “no structural damage but may need minor repairs or cosmetic work.” A poor condition property has “visible structural damage and needs repairs.” (Whodata/Thompson 2015)

FINDINGS

Downtown survey map was the base map used for initial property survey mapping. Used as quality control and quality assurance before using *ESRI survey 123* as primary data collection tool.

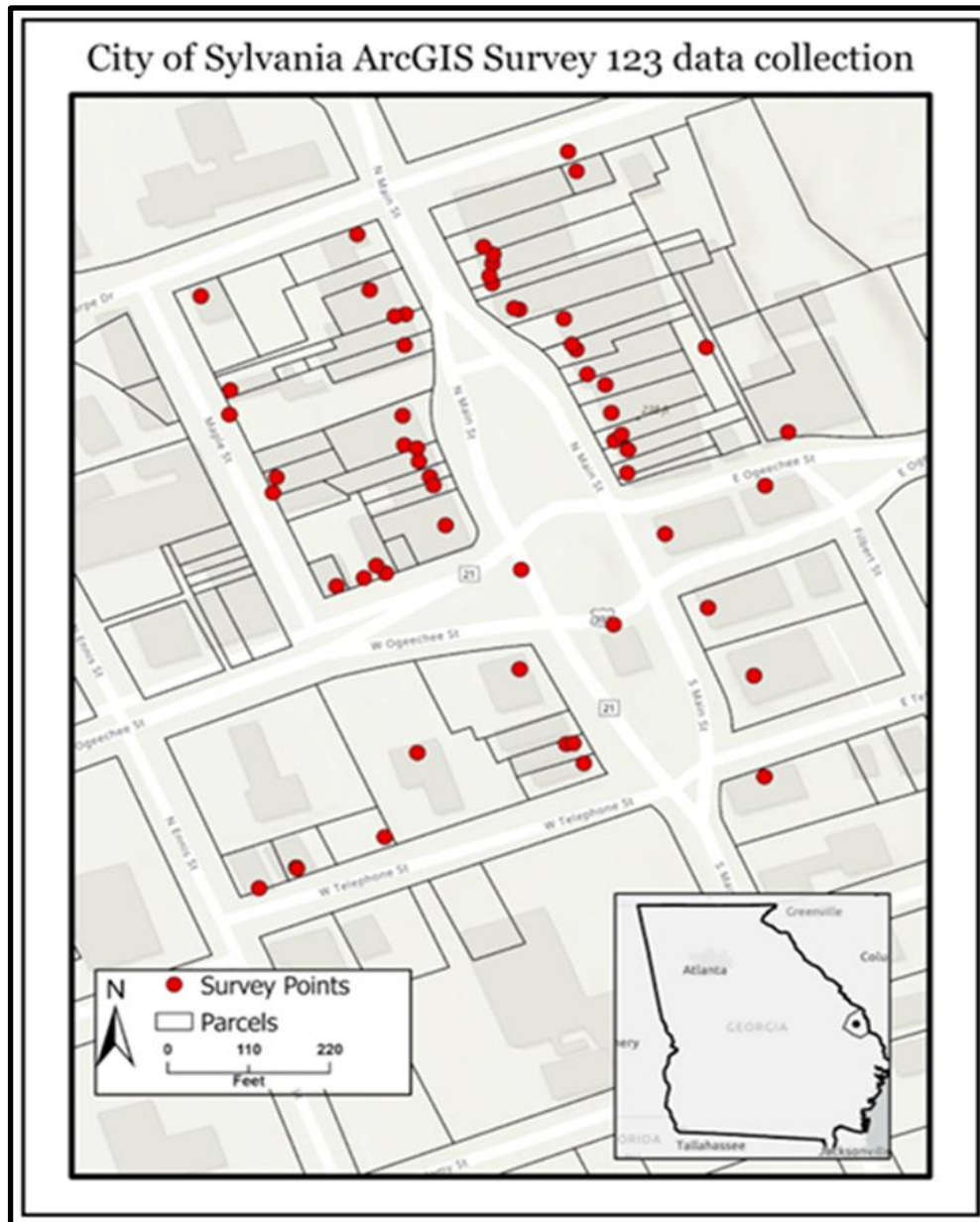


Figure 23: Beta test of ArcGIS Survey 123 application resulting in 33 property surveys (Abarr/Floyd, 2022)

DOWNTOWN SURVEY MAP

The Georgia Southern University Master of Science in Applied Geography team conducted a survey of the City of Sylvania Downtown and former Main Street area of Singleton Avenue. Data features surveyed included items such as construction date, property conditions and values, structure photographs, inclusion of varying incentive zones and others. Surveying was conducted from October 2022 through March 2023. Out of 236 parcels included in

the city data layer, 91 surveys were collected due to the project focus on the main street and potential historic district. Some surveys were collected where no parcels were established which were: Chamber of Commerce, Farmers & Merchants Bank and the adjacent building, as the buildings resided in the study area. Of the surveyed area six parcels were vacant buildings or open lots.

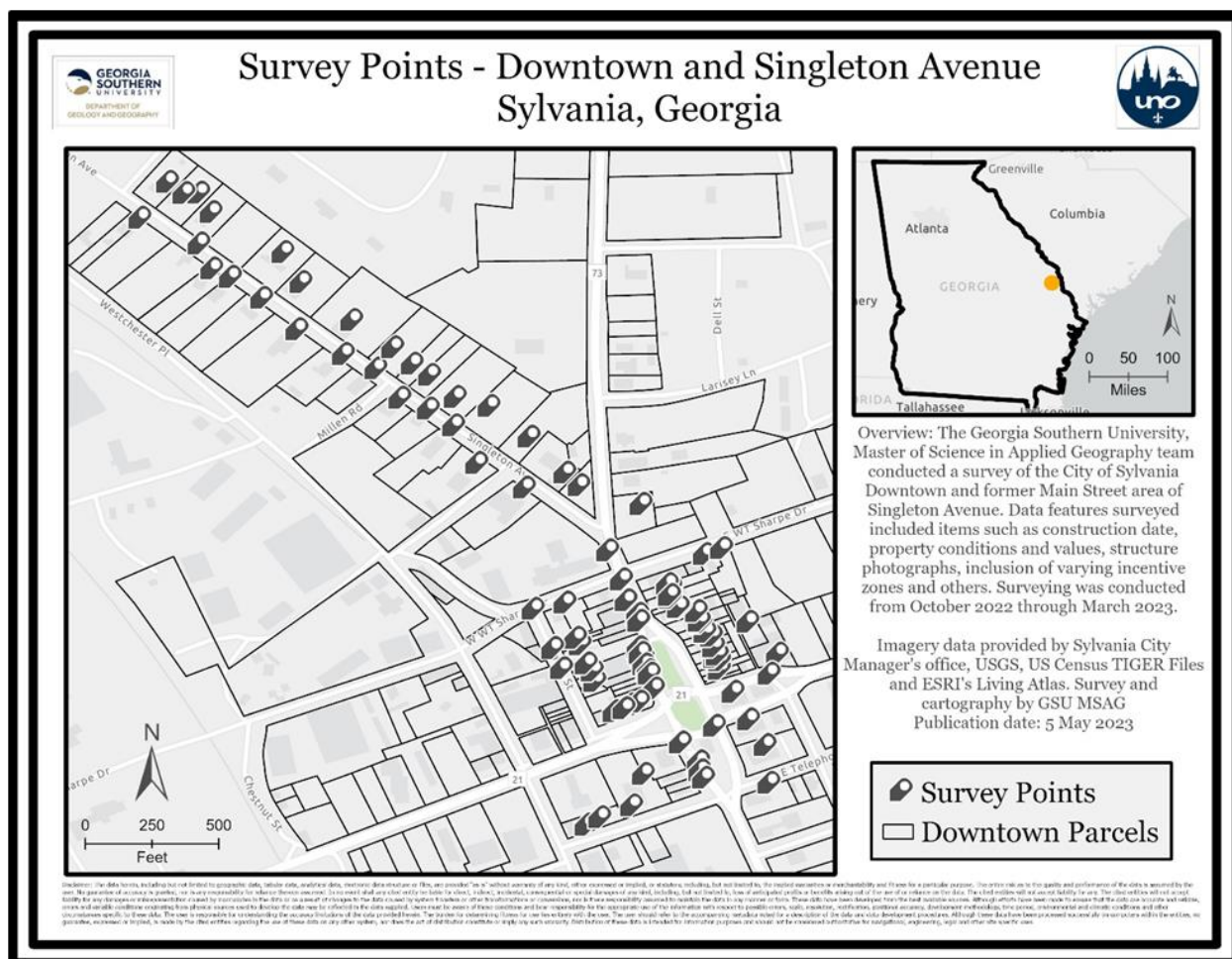


Figure 24: Map of survey points in Downtown Sylvania and along Singleton Avenue (Abarr, 2023)

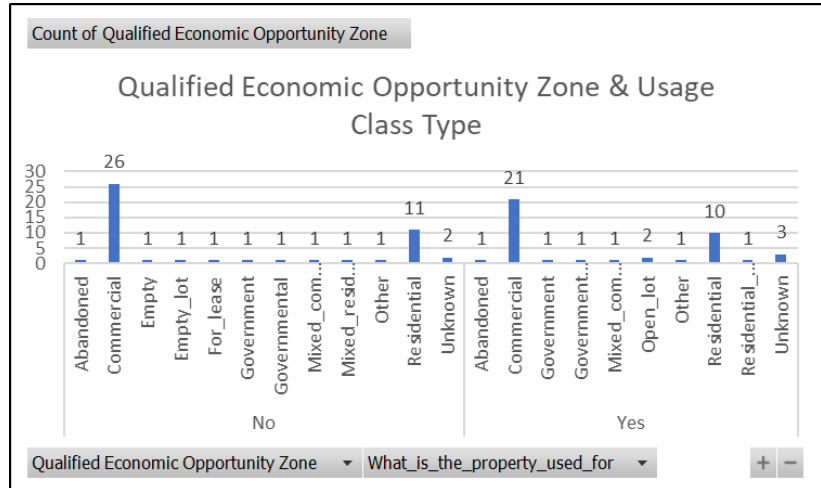
This map provides a visualization of the former Main Street area of Singleton Avenue and the City of Sylvania downtown. The data features surveyed were based upon the client attribute requests which includes property conditions, property values, structure photographs, incentive zone location, for example. The surveys were conducted from October 2022 through March 2023.

QUALIFIED OPPORTUNITY ZONES

US Federal *Qualified Opportunity Zones* (QOZs) are defined as economically distressed areas where certain new investments may be eligible for tax relief (IRS, 2023). Of surveyed properties within Sylvania, 21 commercial and 10 residential properties are within the QOZ. 8 properties surveyed are either abandoned, open lots or unknown usage, as seen in Table 1 below. Commercial and unoccupied areas could potentially benefit from QOZ funds through initial development investment or revitalization efforts.

Table 1: Use type of Properties in US Qualified Opportunity Zone (Abarr, 2023)

As seen in Table 1, 21 commercial and 10 residential parcels make up the majority of the QOZ area. The 8 unused or unoccupied parcels are composed of abandoned structures, open undeveloped lots, and other unknown status parcels. The commercial parcels serve as prime examples for new investments under the tax relief incentives.



PROPERTY CONDITION

The data found from evaluating property conditions can be used to focus on city funding, tax relief programs, and incentives. Results from the surveys found that the downtown main street core properties remain in overall good condition.

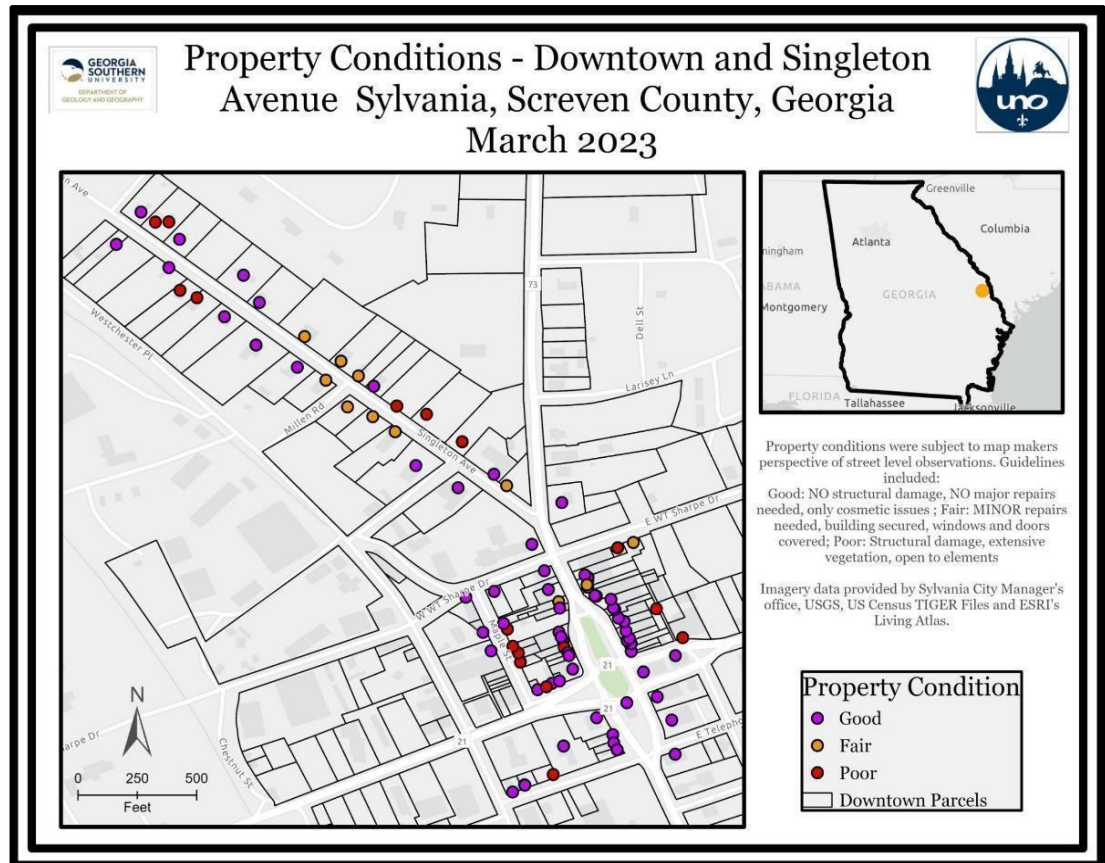
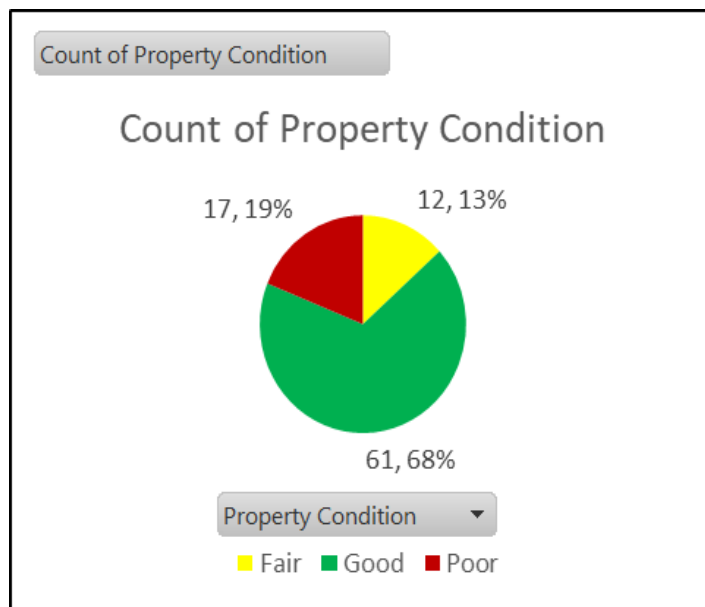


Figure 26: Downtown and Singleton Avenue Property Conditions in Sylvania, GA (Abarr, 2023)



For all surveyed properties in Downtown Sylvania there were 61/91 (68%) properties in good condition, 12/91 (13%) fair condition 17/91 (19%) poor condition.

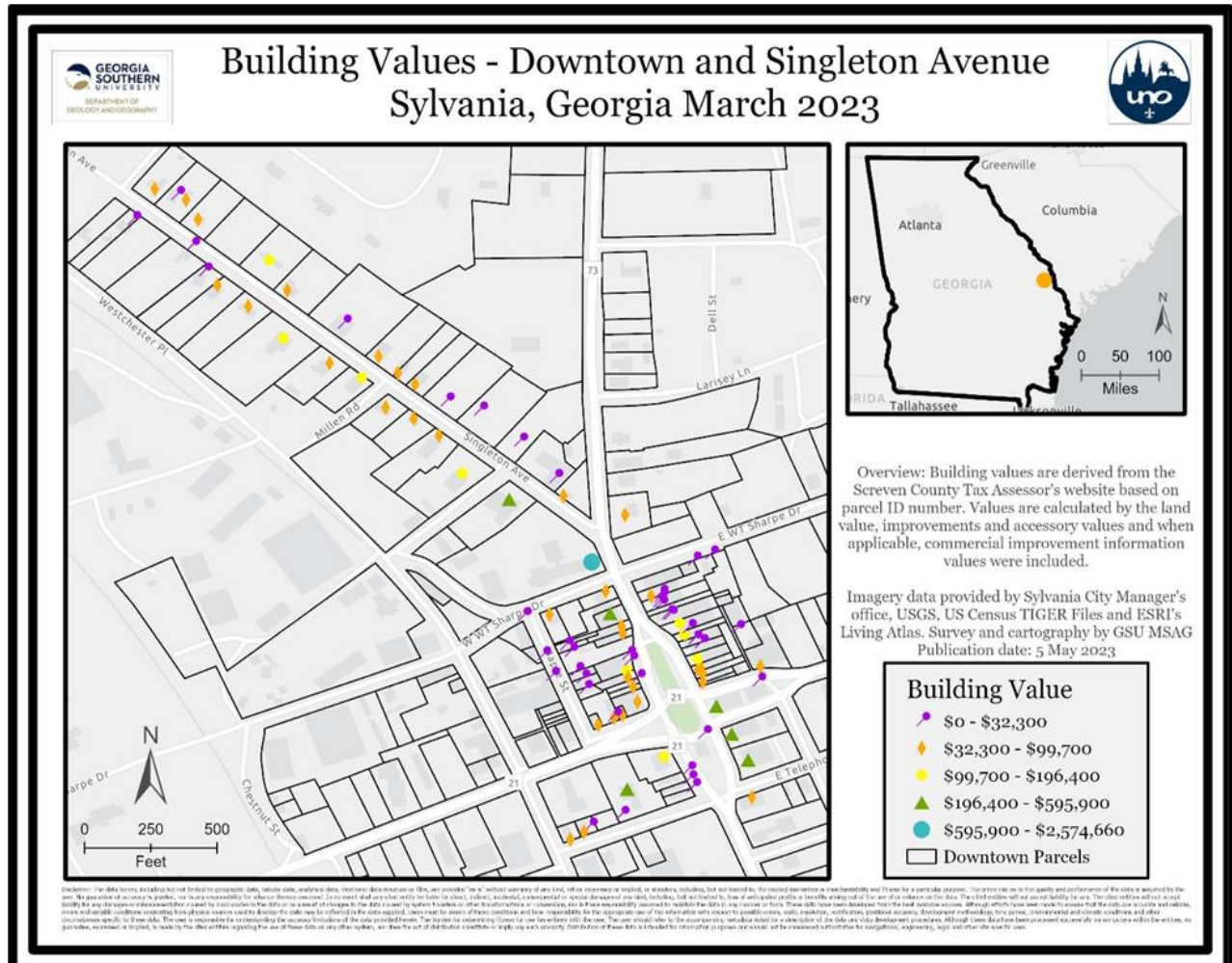
Table 2: Downtown Sylvania Property Condition Summary (Abarr, 2023)

BUILDING VALUES

The building values can assist planners determine where efforts should be placed to address community appearance and overall area improvement. Building values are derived from the Screven County Tax Assessors website based on parcel

ID number search. Values are calculated by the land value, improvements, and accessory values and when applicable, commercial improvement information values were included.

Figure 27: Downtown and Singleton Avenue Building Values in Sylvania, GA (Abarr, 2023)



As seen in the table below, the majority of building values (87) ranged between no value attributed and \$367,809. The highest value building was also the First United Methodist Church at \$2,574,660.

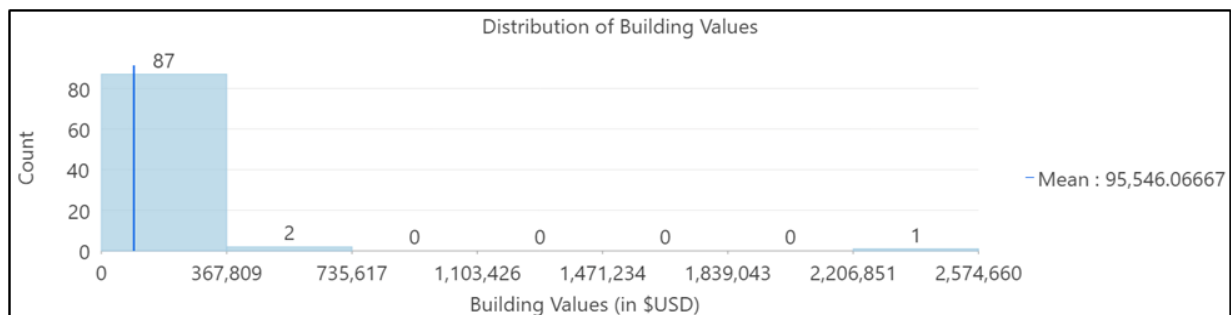


Table 3: Downtown Sylvania Building Values of Surveyed Properties (Abarr, 2023)

LAND AND TOTAL VALUES

The higher land values in the study are generally located outside of the Main Street facing parcels, with the highest being the First United Methodist Church, located to the north west. The concentration of lower land values is likely due to the smaller parcel size inherent to the downtown area.

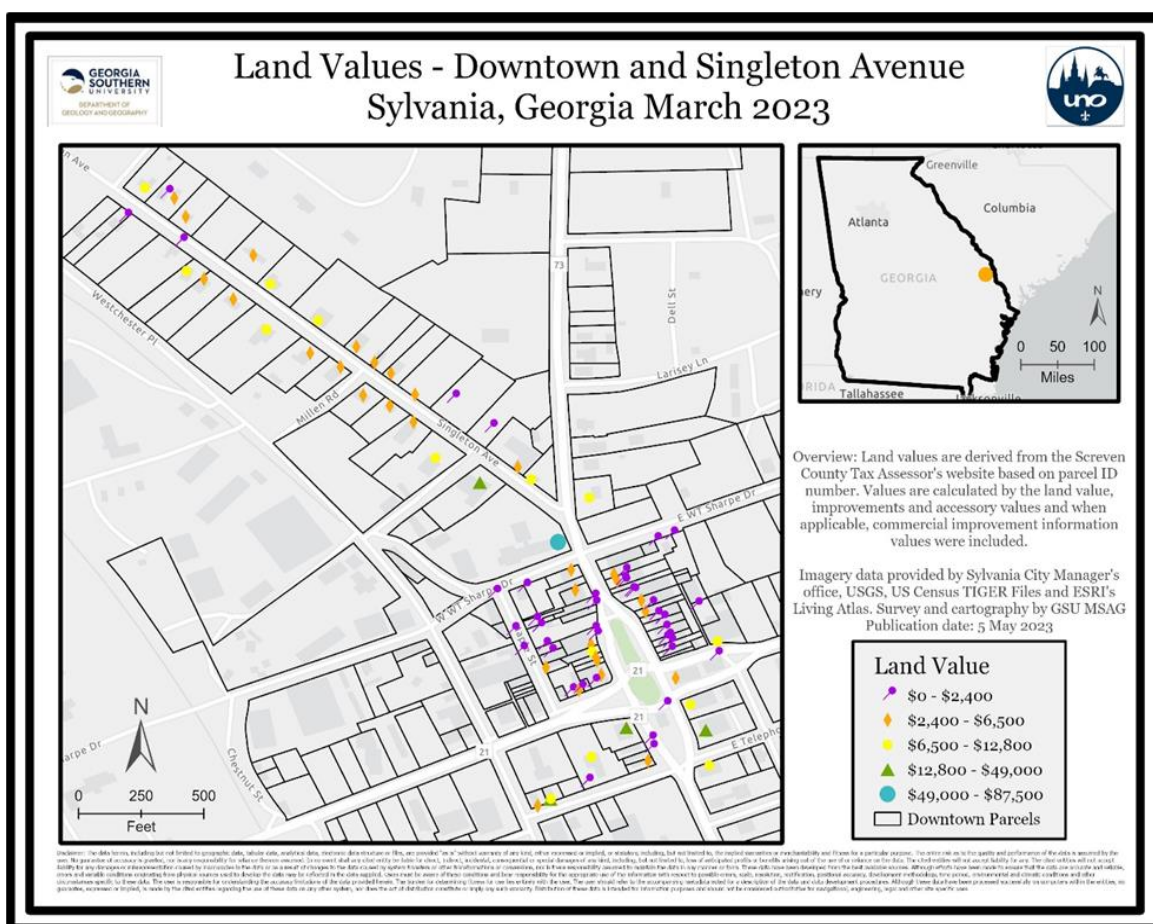


Figure 28: Downtown and Singleton Avenue Land Values in Sylvania, GA (Abarr, 2023)

The majority of the land values (85) fall between no reported value, and \$14,583 as seen in the table below:

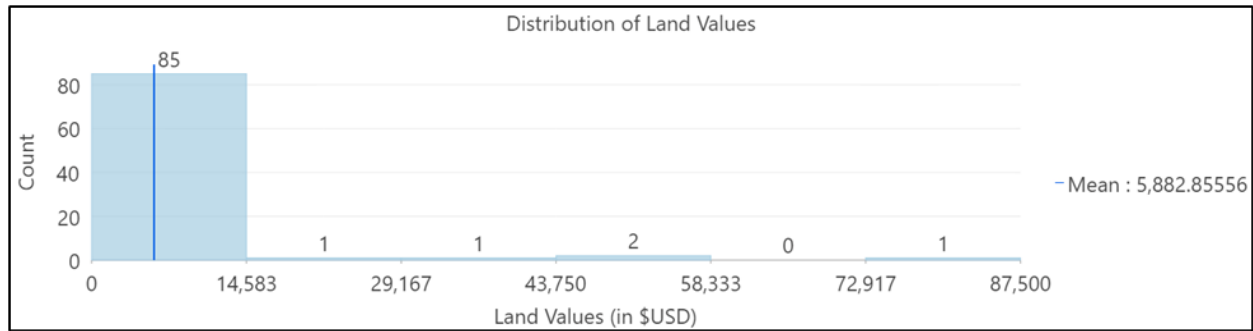


Table 4: Downtown Sylvania Land Values of Surveyed Properties (Abarr, 2023)

Total property values combined the building and land values to display overall trends in the study area. Total property values are derived from the Screven County Tax Assessor's website based on parcel ID number. Values are calculated by the land value, improvements, and accessory values and when applicable, commercial improvement information values were included.

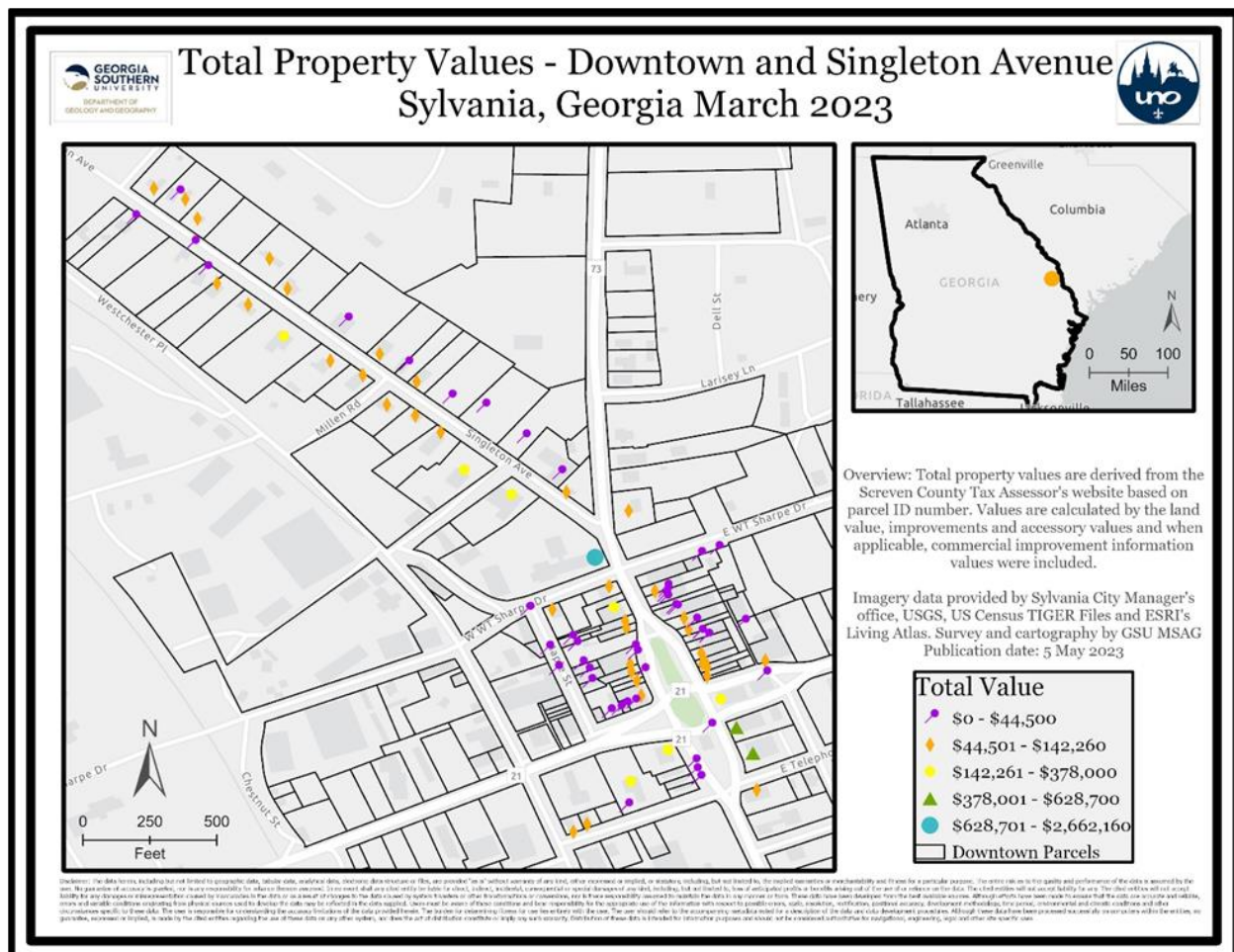


Figure 29: Downtown and Singleton Avenue Total Property Values in Sylvania, GA (Abarr, 2023)

The trends outlined in the below figure show a similar trend in property values, where the majority of values (87) fall between no value reported and \$380,309. The outlier in values remains the First United Methodist Church.

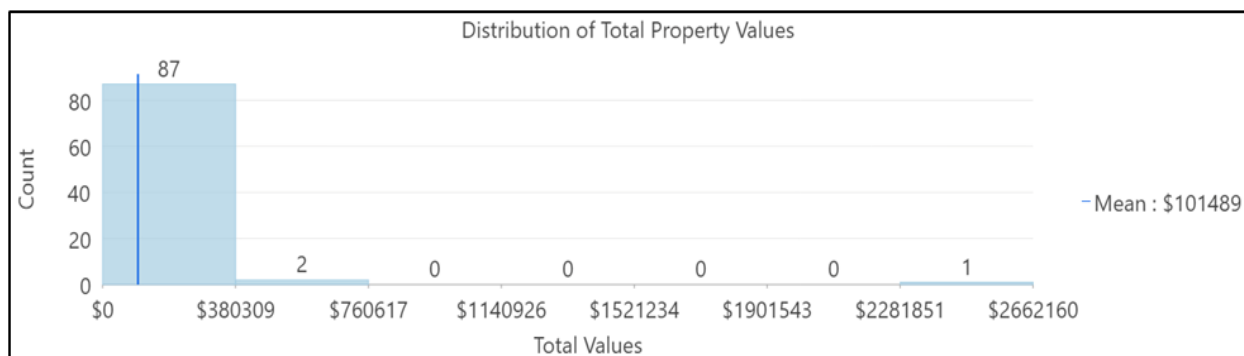


Table 5: Downtown Sylvania Total Property Values of Surveyed Properties (Abarr, 2023)

OVERVIEW OF FINDINGS

Of the identified parcels the largest use category was commercial or mixed-use commercial, with 51 of the 91 surveys. The second largest category were residential properties, with 23 of the 91 surveys. 5 parcel lots were unable to be determined for usage due to lack of information, and two buildings were determined to be abandoned. One lot was unable to have its value assessed as the value ranges were established by the county tax assessor prior to a major structure fire which damaged the majority of the building. Of all surveys there were 16 (17.6%) buildings/lots which were determined to be either unused or unoccupied. Two properties were open listings for sale or lease at the time of survey. For property conditions, the Main Street core remains in good condition with 61/91 (67%) properties in good condition, 12/91 (14%) fair, and 17/91 (19%) in poor condition. Individual maps produced include property conditions, QOZ property locations, and property values. Complete data table results can be seen in the attached sheet.

FUNDING OPPORTUNITIES

HISTORIC PRESERVATION GRANT FUNDS

The Historic Preservation Fund (HPF) Grant program is appropriated annually from Congress through the National Park Service to the states. HPD reserves 10% of each year's appropriation for grants to CLGs. These 60/40 matching grants enable cities, towns, and rural areas to undertake projects that aid in the preservation of historic properties (Georgia Department of Community Affairs, 2018).

Applications for HPF grants are made available on the first Friday in December. Completed applications must be submitted on or before February 1st. Applications are available through the DCA GrAAM system.

The HPF grant program is structured to support local preservation efforts and to strengthen the Certified Local Government (CLG) program statewide. All grant funds are matched 60% federal/40% local and are awarded on a competitive basis. Applications are rated according to the eligibility and selection criteria (Georgia Department of Community Affairs, 2018).

Eligibility

To apply, your community must be a Certified Local Government. All CLGs applying for grant funding must be in good standing with HPD, including being up to date on all CLG evaluations. CLGs may apply for predevelopment, development, survey, planning, or education projects. If your community has not completed a historic resources survey or archaeological survey or updated an existing survey since 2007, the CLG is only eligible to apply for a survey and

planning project. If you apply for more than one project (i.e. an archaeological survey AND a National Register district nomination), you must complete a separate application for each one (Georgia Department of Community Affairs, 2018).

Survey and planning activities include National Register nominations, preservation planning, design guidelines, and information/education projects such as brochures, DVDs, website development, heritage education materials, workshops/conferences, etc (Georgia Department of Community Affairs, 2018).

Site-specific predevelopment grant projects include historic structures reports, preservation plans, architectural drawings, and specifications (Georgia Department of Community Affairs, 2018).

Site-specific development grant projects for rehabilitation projects such as roof, plaster, or window repair or structural/foundation stabilization for buildings, structures, or monuments (Georgia Department of Community Affairs, 2018).

Grant applicants will now submit the application online using the new DCA grant portal, the Grant Application Administration and Management (GRAAM) system. Access to the grant application is available from the Certified Local Government grants [webpage](#) or email hpgrants@dca.ga.gov with questions (Georgia Department of Community Affairs, 2018).

GEORGIA HERITAGE GRANT

Since 1994, the GA Heritage Program has provided more than \$3 million in matching grants to local governments and nonprofit organizations for historic resources. Eligible projects include both development and pre-development projects. Examples of development projects include brick and mortar activities, such as roof, window repair, brick repointing, etc. Pre-development projects may include construction documents, feasibility studies, historic structure reports, or preservation plans.

Since 2009, the program has been solely funded through revenue provided by the historic preservation license plate. \$22 out of each \$35 dollars paid for the license plate goes directly into the Georgia Heritage grant program. More than 14,000 plates have been purchased or renewed (Williams & Crass, n.d.).

In order to be eligible for funding, applicants must be able to fulfill the following criteria:

- Must be a local government or private secular nonprofit organization
- Must have documentation of matching funds (equal to at least 40% of the project cost)
- Must ensure that all grant assisted work meets the applicable Secretary of the Interior's Standards for Archeology and Rehabilitation of Historic Properties
- Must have properties listed in, or eligible for listing in, the National Georgia Register of Historic Places, and be listed prior to reimbursement of funds
- Must agree to execute a Covenant Agreement on the property to assure public access, maintenance, and compliance with preservation standards for five years (applies to development projects only)

PAUL BRUHN HISTORIC REVITALIZATION GRANTS PROGRAM

The Paul Bruhn Historic Revitalization Grant Program fosters economic development in rural communities through the rehabilitation of historic buildings in those communities. The program provides recipients (referred to as prime grantees) with a single grant that is then regranted in smaller amounts to individual projects (subgrants).

Prime grantees design and administer subgrant programs that support the economic development goals and needs in their chosen area. Subgrants could be limited to a single town, made available to rural communities in a particular county, or throughout a multi-county region or an entire state. Similarly, it is up to the prime grantee to determine what types of buildings and community resources will be eligible for subgrants.

Prime grantees must determine the focus and criteria for the subgrant program they wish to administer and describe the program in the application. If successful, the recipient then develops their own application process and project selection criteria for choosing which buildings will receive subgrants.

Examples of eligible projects could include, but are not limited to:

- A State Historic Preservation Office (SHPO) could apply for a grant to administer a subgrant program that supports the rehabilitation of historic theaters in rural communities throughout the state. The application would describe why the SHPO has selected theaters as the focus of the subgrant program, the maximum amount of each subgrant, how they intend to publicize the subgrant opportunity, and how they intend to choose projects for funding after the grant is awarded.
- An economic development agency in a Certified Local Government (CLG) county could apply for a grant to support façade improvements for historic buildings in rural villages throughout the county. The application would describe the types and significance of historic resources in the county's villages, The types of activities eligible for funding, the amount of each subgrant, how they intend to publicize the subgrant opportunity, and how they intend to choose projects for funding after the grant is awarded.
- A regional non-profit organization could apply for a grant to support the preservation of historic anchor commercial buildings in rural communities throughout a ten county region. The application would describe the communities and historic resources throughout the region, the types of buildings eligible for subgrants, the amount of each subgrant, how they intend to publicize the subgrant opportunity, and how they intend to choose projects for funding after the grant is awarded.

Eligible subgrant properties must be listed in the National Register of Historic Places or determined eligible for listing at the National, State, or local level of significance and located within rural (non-urban) communities with populations less than 50,000. State Historic Preservation Offices, Tribal Historic Preservation Offices, Certified Local Governments, and nonprofits can apply for funding that will in turn be subgranted to specific projects in rural communities in their jurisdictions. Eligible costs for this program include architectural/engineering services (not to exceed 20% of the subgrant) and physical preservation projects. Appendix ?? lists more detailed information regarding the Paul Bruhn Historic Revitalization Grants (National Parks Service, 2023).

MAIN STREET FUNDING

Coordinating Programs for Georgia:

Georgia Main Street, Office of Downtown Development,
Georgia Department of Community Affairs
Jessica Reynolds, Georgia Main Street Program Manager
60 Executive Park South, NE
Atlanta, GA 30329
Phone: 404.679.0604
Email: jessica.reynolds@dca.ga.gov
Website: www.dca.ga.gov

Main Street America offers several grant and funding opportunities throughout the year with the support of corporate partners. Below is a list of current programs as well as other funding opportunities that are relevant to Main Streets (National Main Street Center, 2023)

- T-Mobile Hometown Grant Program
- American Express Backing Small Business Grant Program
- American Express Small Business Saturday Neighborhood Champion Innovation Contest
- Hart Family Fund for Small Towns
- Charging and Fueling Infrastructure Discretionary Grant Program
- Community Heart and Soul Seed Grants
- Community Facilities Grant Program
- NEA Our Town Grant Program
- Community Foundation Locator

PPGIS COMMUNITY MEETING

At the request of Mayor Preston Dees in Fall 2022, a Community Meeting was developed to share the findings of the PPGIS project. On Wednesday/April 19th, 2023 UNO PLUS coordinated a City/County "Community Meeting" to share the results of the student work which will become part of the 2023 *Downtown Strategic Plan*, expansion of the *Downtown Business Survey*, future development of a Main Street, designation as a *Certified Local Government*, and submission of a *Rural Zone Designation* which will aid in economic development for the region.

The Community Meeting provided an opportunity to describe the purpose of the project, explain the public participation geographic information systems (PPGIS) model. In the fall of 2022 the Georgia Southern University, Department of Geography & Geology launched their first Capstone course, using a service-learning model, with graduate students in the Master of Applied Geography Program, Kelsie Floyd and Austin Abarr, respectively. In spring 2023, the project added a GSU undergraduate intern, Rebecca Neely, and UNO PLUS PhD Student, Jennie Garcia who focused on Main Streets and Historic Preservation.; and

The PPGIS project supported development of the 2023 *Downtown Strategic Plan* for the City of Sylvania and Downtown Development Authority business owners in cooperation with the Screven County Development Authority. The City of Sylvania does not have a City Planner or GIS Office.

Typically, a Community-University closed meeting is held at the end of the project with an opportunity for feedback on the process and results. In lieu of the feedback session, Stakeholders were provided a survey (see appendix) to reflect on their experience and evaluate the project. Many of their responses are included in this report.

As with any outward-facing event, it takes a few months to develop a Community Meeting strategy, program, media guide and post-event activities. Outlined below are the media announcements which includes images from the event which took place on Wednesday – May 19, 2023.

RUN-OF-SHOW

The Community Meeting *run-of-show* provides the presentation plan with time per speaker in parenthesis:

- Welcome by Mayor Preston Dees, prayer & pledge: “Future of Sylvania, GA is small business” (5)
- Brooke Lawn and Kylie Forehand: Introduce the DDA, Business Survey & overview of Downtown Development Strategic Plan (15)
- Dr. Michelle Thompson to discuss UNO PLUS role and to introduce GSU (5 min)
- GSU MSAG S/S PPGIS project presentation (Kelsie, Austin then Rebecca) (15)
- Q&A moderated by Dr. Robert Yarbrough (15)
- Brooke Lawn: Closing & Next Steps (5)

Location

Screven County Recreation Department, Community Center

1605 Millen Highway in Sylvania, Georgia

Office #: 912-863-2388

Meeting Schedule

Room opens by 2pm via Kelsie Forehand

Speaker arrival – 4:00pm EST

Final dress rehearsal practice 4:30-5:15pm

Refreshment setup by 4&20 Bakers by 5:00pm

Presentation 6:00 – 7:00pm

7:00- 7:30pm Reception hosted by 4&20 Bakers (Chamber of Commerce Member, MBE, Veteran-owned Sylvania Business)

By 8:30pm Team room clean-up/lock-up

Team Tasks

SCRD setup:

50 chairs

Podium

Kylie Forehand / DDA

Obtain key by 2pm on Weds/19 April & if any changes are needed, SCR D staff will modify.

Return key by 9am on Th/20 April.

Stacy Mathis / City of Sylvania

setup presentation table by 4pm

Manage sign-in sheet & Welcome table

Agenda, printed

Microphone & speaker

US Flag & pole stand

Projector

Projection screen

Laptop connected to public Wi-Fi with access to google

*presentation(s) on laptop desktop

Multiple outlet extension chord

Box of masks

Kleenex

Business-to-Business & Community Information

Downtown Development Authority info sheet

*Downtown Development Authority Business Survey

*Downtown Development Strategic Plan overview

*S/SD PPGIS Final Report slide deck

*S/SD PPGIS StoryMap

4&20 Bakers Business Incubator Program sheet

Farmers & Merchants Bank swag

Downtown business flyers/business cards

Chamber of Commerce info sheet

Screven County Development Authority info sheet

City of Sylvania swag

Georgia Southern University swag & info sheet

4&20 Bakers / Eat Better Tonight Catering

“Drop & go” - food & beverage setup turned into catered event.

Business Info / catering menu

Community Meeting photo (April 19, 2023) from Screven County Observer from left to right:



Dr. Robert
Yarbrough

Brooke Lawn

Austin Abarr

Kelsie Floyd

Rebecca Neely

Dr. Michelle M.
Thompson

Mayor Preston
Dees

Stacy Mathis

Kelsie
Forehand

COMMUNITY MEETING MEDIA

Media Link 1:

Sylvania leaders holding public meeting for downtown improvement project By [Dal Cannady](#) Published: Apr. 19, 2023 at 2:13 PM CDT

SYLVANIA, Ga. (WTOC) - A meeting in Sylvania is being held for people interested in revitalizing their downtown.

It happens at 6 p.m. at the recreation department.

Organizers of the meeting say it's a chance to get everyone on the same page for what the community wants from its downtown.

A quick glimpse around downtown and you see a range of storefront styles, and some empty storefronts too. Sylvania's mayor hopes to see improve.

"Downtown Sylvania is very viable for the city and for the whole county. It's the economic engine for our community. We're proud of our town. We're concerned for how it looks and how it will be moving forward," said Mayor Preston Dees.

Sylvania's Downtown Development Authority has partnered with professors from Georgia Southern University and the University of New Orleans to gather feedback on what people want to see from downtown merchants and what merchants need too.

They say grants and tax breaks could make revitalization easier than some might think.

"We already have a business survey out there to see what the needs for existing businesses are but also the needs for future businesses," said Dr. Michelle Thompson.

This first meeting will let people give feedback on what they want from downtown and allow organizers to update the public on how they can help.

For those who miss the meeting, you have 30 days to give your input online.

Copyright 2023 WTOC. All rights reserved. <https://www.youtube.com/watch?v=ds0NZytW46k>

Media Link #2

PPGIS PROJECT PRESENTATION BRINGS MANY INTERESTED CITIZENS OUT by Ben Counts | *The Screven County Observer* (April 21, 2023)

<https://thescrevencountyobserver.com/2023/04/21/ppgis-project-presentation-brings-many-interested-citizens-out/>

Media Link #3

Sylvania Times

<https://www.thesylvaniatimes.com/audio-articles/player/audio-article-12436>

Media Link #4

Sylvania Times Printed Newspaper Article



SUMMARY/LESSONS LEARNED/PROJECT FUTURES/LIMITING CONDITIONS

SUCCESSES & CHALLENGES

Successes:

- Collaboration followed the model of applied public participation geographic information systems (PPGIS).
- The project went beyond the typical 16-week semester but included engagement from August 2022 to May 2023.
- The project was a way for the community to further understand what GIS and PPGIS are.
- Finding an effective way to collect property information using ArcGIS Survey 123.
- The results from this project are evidence of the successful use of ArcGIS Survey123 and others completing similar projects can apply these methods.
- Learning more about these topics may encourage residents and city leaders to develop their own ideas of how geospatial technologies can be applied in a way to benefit the community.
- Commitment of City of Sylvania, including Mayor Dees, to provide resources that were beyond the scope of this project.

Challenges:

- The lack of a City Planner did not provide typical data, information and lead that has been a standard for many PPGIS projects.
- Initial decision-making process of determining how the student researchers could most effectively employ their skill sets to the benefit of the community.
- Discussing with city and county leaders the pro bono services we were able to provide helped to specify the work to be done in the community.

- Change in Downtown Development Authority leadership was a mid-project transition which caused a re-orientation of the project and some delays.
- Determining property conditions since this can be subjective to what the surveyor sees.
- The surveyors are only able to see the front of the façade of the building that faces the street. Surveyors cannot see the back, or inside of a building, to further determine the conditions of properties.
- City of Sylvania does not have ready access to Screven County databases such as assessing data.
- Limited historical references on the City of Sylvania.
- Limited knowledge of the community in general.

LESSONS LEARNED

The student researchers developed techniques to gather and communicate data that align with community planning and decision making. In this process the students learned ways in which to tailor their products to audiences at large and to help the community reach their goals. The student researchers have learned the importance of geospatial technologies in municipal governments and how history impacts what is currently found within a city. Collaboration has been an important part of the project to ensure the data is being used and presented effectively.

RECOMMENDATIONS

- Pre-project development must be 3-4 months in advance of university course start.
- Identify specific roles and goals for Faculty assisting students with Capstone development.
- Weekly reporting by student teams on the tasks due, outstanding and solutions to complete.
- External-facing documents must provide enough review time for community partners review and feedback.
- Designate a team member as primary contact to the City and Community for on-going project updates.
- Investigate more into why certain properties in downtown Sylvania have not been documented by the Screven County Tax Assessors.
- Mid-project reporting must include initial mapping results for quality control reviews by City.
- Establish and maintain working group bi-monthly meetings then weekly in the last month of the project.
- Establish a budget for refreshments and for external facing meetings (e.g. Community Meeting)

LIMITING CONDITIONS

The data herein, including but not limited to geographic data, tabular data, analytical data, electronic data structure or files, are provided "as is" without warranty of any kind, either expressed or implied, or statutory, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. The entire risk as to the quality and performance of the data is assumed by the user. No guarantee of accuracy is granted, nor is any responsibility for reliance thereon assumed. In no event shall any cited entity be liable for direct, indirect, incidental, consequential or special damages of any kind, including, but not limited to, loss of anticipated profits or benefits arising out of the use of or reliance on the data. The cited entities will not accept liability for any. The cited entities will not accept liability for any damages or misrepresentation caused by inaccuracies in the data or as a result of changes to the data caused by system transfers or other transformations or conversions, nor is there responsibility assumed to maintain the data in any manner or form. These data have been developed from the best available sources.

Although efforts have been made to ensure that the data are accurate and reliable, errors and variable conditions originating from physical sources used to develop the data may be reflected in the data supplied. Users must be aware of these conditions and bear responsibility for the appropriate use of the information with respect to possible errors, scale, resolution, rectification, positional accuracy, development methodology, time period, environmental and climatic conditions and other circumstances specific to these data. The user is responsible for understanding the accuracy limitations of the data provided herein. The burden for determining fitness for use lies entirely with the user. The user should refer to the accompanying metadata noted for a description of the data and data development procedures. Although these data have been processed successfully on computers within the entities, no guarantee, expressed or

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ACRONYMS

| | |
|--------------|---|
| CLG | Certified Local Government |
| COA | Certificate of Appropriateness |
| DCA | Department of Community Affairs |
| DNR | Department of Natural Resources |
| DDA | Downtown Development Association |
| GA | Georgia |
| GRAAM | Grant Application Administration and Management |
| HPC | Historic Preservation Commission |
| HPD | Historic Preservation Division |
| HPF | Historic Preservation Fund |
| NPS | National Park Service |
| NRHP | National Register of Historic Places |
| SHPO | State Historic Preservation Office |

DATA DICTIONARY

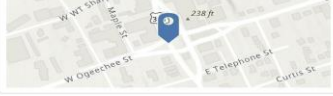
The Parts of a Survey

The deliverables for the survey are to provide data collection for the city of Sylvania and to upload the data to ArcGIS Survey 123 to organize and clean up the data. Cartographically sound maps are able to be produced once the ArcGIS Survey 123 data is collected. Goals from the deliverables are to ensure the accuracy of information for the city of Sylvania to use for future plans and to be able to provide a complete survey report.

Two important components of the survey are the survey form and the entries associated with it. The survey is used for each property, and it is a method of organizing and documenting the property information. The ArcGIS Survey 123 entries detail each of the questions or fields so that they are properly answered. The ArcGIS Survey 123 data collection and entry will always follow the same format.

Survey Forms

All survey data must be entered into ArcGIS Survey 123. A working survey for the Sylvania/Screven County PPGIS project incorporates all questions that appear in the ArcGIS Survey 123 entry for each survey property. The images below depict how the survey appears when entering in property information on the ArcGIS Survey 123 app.

| | | |
|--|---|---|
| <p>1. Date *</p> <p>Date of Survey</p> <p>Tuesday, March 21, 2023</p> <p>10:55 AM</p> <p>2. Where is this property? *</p> <p>Navigate to your current location</p> <p>32°45'N 81°38'W</p>  <p>3. Front (Primary) face of property *</p> | <p>4. Left (Secondary/Profile) of property</p> <p>5. Right (Secondary/Profile) of property</p> <p>6. What is the address number? *</p> <p>*123* Main Street</p> <p>7. What is the Street name? *</p> <p>123 *Main* Street</p> | <p>8. What is the Street type?</p> <p>123 Main "Street"</p> <p>9. What is the property used for? *</p> <p>Residential, Commercial, Governmental, etc.</p> <p>10. Is the property in use/occupied? *</p> <p>Please choose one:</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> N/A</p> |
| <p>11. What is the estimated property value? *</p> <p>If not known, please chose "Other"</p> <p><input type="radio"/> \$30,000 or below</p> <p><input type="radio"/> Between \$31K and \$300K</p> <p><input type="radio"/> Between \$301K and \$799K</p> <p><input type="radio"/> Greater than \$800K</p> <p><input type="radio"/> Other</p> <p>12. When was the structure built? *</p> <p>i.e. 1875, 1902</p> | <p>13. Is this building/parcel publicly or privately owned? *</p> <p>(City owned, privately leased, County/Federally owned, etc.)</p> <p><input type="checkbox"/> City Owned</p> <p><input type="checkbox"/> Privately Owned</p> <p><input type="checkbox"/> Privately Leased</p> <p><input type="checkbox"/> County Owned</p> <p><input type="checkbox"/> Federally Owned</p> <p><input type="checkbox"/> Other</p> <p>14. Please explain "other" remarks from question 13, if applicable for ownership type</p> <p>15. Other info *</p> <p>Anything else to note?</p> | <p>Central Business District? *</p> <p>Main Street? *</p> <p>Qualified Economic Opportunity Zone? *</p> <p>Potential Rural Zone? *</p> <p>Building Value? *</p> <p>What is the value of the building on this property? (not including land)</p> <p>Land Value? *</p> <p>What is the value of the land on this property? (not including any buildings)</p> |

Photograph Requirements

Photos are taken at properties in Sylvania that meet the criteria of what the city of Sylvania is looking to accomplish in their planning. Photographs were taken on iPhones and were in color. The pictures from the iPhone resulted in 12-megapixel photographs. The photos are in JPEG format once entered in the ArcGIS Survey 123 app. Photos should be of important views of the building and capture the front, left and right side of the building. This is further illustrated in figures #, #, # where examples of these images from the city of Sylvania are provided. When there are buildings that are adjoined together or too close in proximity only a front picture of the building is taken for a property. Photos should be clear and unimpeded by trees, cars, or other obstructions to the best of the surveyor's ability. Photos should not be blurry, tilted, and free of lighting flares to the best of the surveyor's ability. We recommend that photos should not be taken from vehicles as this can cause issues with photo clarity, view, and obstruction.

If the resource/building is particularly large there may be concerns with capturing a photo of an entire building. An effort should be made to photographically document the features as discussed in items #3, #4, and #5 of the ArcGIS Survey 123 Entries section of this document. To better capture the image it may be necessary to step farther away from the building, but ensure that you are taking the necessary safety precautions when doing this.

The Parts of a Survey

The deliverables for the survey are to provide data collection for the city of Sylvania and to upload the data to ArcGIS Survey 123 to organize and clean up the data. Cartographically sound maps are able to be produced once the ArcGIS Survey 123 data is collected. Goals from the deliverables are to ensure the accuracy of information for the city of Sylvania to use for future plans and to be able to provide a complete survey report.

Two important components of the survey are the survey form and the entries associated with it. The survey is used for each property and it is a method of organizing and documenting the property information. The ArcGIS Survey 123 entries detail each of the questions or fields so that they are properly answered. The ArcGIS Survey 123 data collection and entry will always follow the same format.

ArcGIS Survey 123 Entries

For the survey all of the fields of entry listed here should be infilled, unless it is stated otherwise within this section. If the data is known it is always helpful to fill it out. An example of a field that is optional but not expected is: Explain “other” remarks for ownership type if applicable (#14).

The information below is offered a way to interpret the question and answer options offered. Suggestions are offered for how to infill information within the survey. The [Screven County Tax Assessor](#), [QOZ](#), and [Sylvania Zoning](#) links are resources available to assist with entering in information for the survey. Further details are provided in this section for how to utilize the websites provided. The number associated with each topic is found in the survey form and it is included in the parentheses.

Resources Where Fields are Useful/Applicable

Screven County Tax Assessor:

- Property Address Information (#6, #7, #8)
- Is the property in use/occupied? (#10)
- Estimated property value (#11)
- When is the structure built? (#12)
- Is this building/parcel publicly or privately owned? (#13)
- Building/Land/Total Value of Property
- Name of Property Owner

QOZ:

- Qualified Opportunity Zone

ObjectID: The Object ID is an auto generated number assigned to each survey completed. This number is unique to each individual survey. When the surveyor is entering in information on the survey the ObjectID is not visible. The ObjectID is allocated once the survey is submitted.

GlobalID: It is an auto generated field that is assigned to the unique survey response ID. GlobalID is a field of type UUID (Universal Unique Identifier) and it is necessary for maintaining object uniqueness across replicas. When the surveyor is entering in information on the survey the GlobalID is not visible. The GlobalID is allocated once the survey is submitted.

CreationDate: The creation date is an auto generated field that creates a date and time stamp for when the survey was created. The date is auto generated in a (Month/Day/Year) format with a time stamp.

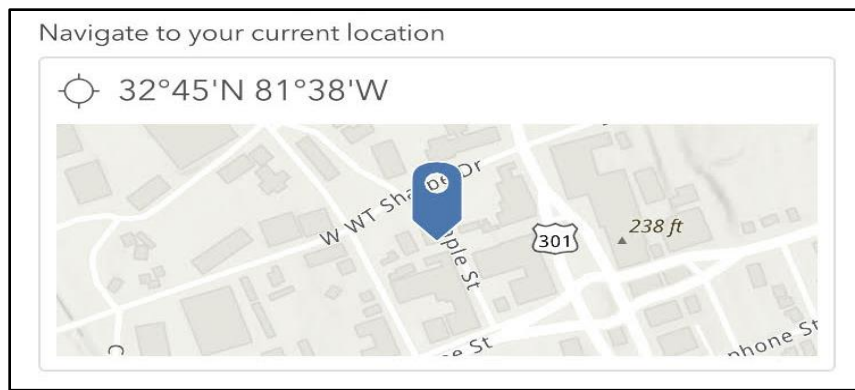
Creator: The creator is an auto generated field that shows the survey creator's ArcGIS ID. The ArcGIS ID is also known as the named user login and it is associated with the ArcGIS account. The ArcGIS ID is a name and number combination.

Edit Date: The edit date is an auto generated field that creates a date and time stamp for the survey submission when changes were made. The date is auto generated in a (Month/Day/Year) format with a timestamp. The edit and creation date remain the same if no further changes are made to a submission.

Editor: The editor is an auto generated field that shows the survey submitter's ArcGIS ID. An ArcGIS ID is assigned when an ArcGIS account is signed in and there is an option to create an ArcGIS public account.

Date (#1): The date is an auto generated date (Month/Day/Year) and time stamp of survey collection. It is visibly shown compared to the creation and edit date that are fields generated once the survey is submitted.

Where is this Property? (#2): To locate the property being surveyed the user scrolls through the map for the current location. Once the location is chosen a X,Y field is generated to show the coordinates of where the property is located.



Question #2 from the survey that is on the ArcGIS Survey 123 app. It displays the coordinates of what property is being surveyed in a latitude & longitude format.

Front (Primary) Face of Property (#3): A front facing image is referred to as the facade of the building that faces the street. The aim of the image is to gain a historic style profile. To gain a historic style profile photograph the image is taken level with foundation, including left and right side exterior walls and top of foundation to roof.

Left (Secondary/Profile) of Property (#4): A left side image of the property is taken and the aim is to gain a historic style profile. The left is referred to as the surveyor's left side when facing the primary facade. To gain a historic style profile the photograph is level with foundation, centered on the left corner, including the left rear corner on edge and right front face corner on opposite edge.



An

example of the left side of a property taken in the city of Sylvania using the historic style profile. (2023)

Right (Secondary/Profile) of Property (#5): A right side image of the property is taken and the aim is to gain a historic style profile. The right is referred to as the surveyor's right side when facing the primary facade. To gain a historic style profile the photograph is level with foundation, centered on the right face corner, including left rear corner on edge and right front face corner on opposite edge.



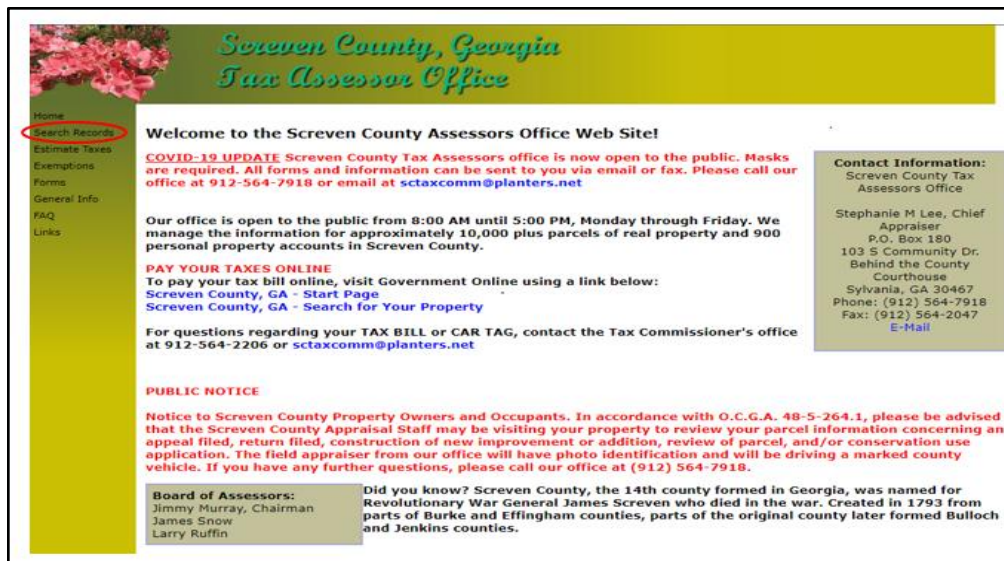
An example of the right side profile of a property in the city of Sylvania using the historic style profile. (2023)

What is the address number? (#6): The address number is the numerical identifier of the street address listed on the building. Type in the address for the property being surveyed. The address number on the building is first entered when in Sylvania completing the field work. If the address number is not available then the Screven County Tax Assessor's website is used to determine the address. When both options are available it is checked that the address numbers are the same. If the addresses do differ it is preferred to use the address found when completing the field work. To access the Screven County Tax Assessor's website it is available at: <https://www.qpublic.net/ga/screven>

Steps for Accessing Tax Assessor Website:

The Screven County Tax Assessor website is used in many of the fields for the survey so it is key to know how to access the information. General steps are provided below for navigating through the website.

1. Use the link provided- <https://www.qpublic.net/ga/screven>
2. Once you have accessed the website click 'Search Records'



- You are taken to a part of the website where you are provided multiple options for searching property information.

qPublic.net™ Screven County, GA

Log In Search

Layers Map Search Sales Search Sales List Results Sales Results Tax Estimator Comp Search Comp Results Home

COVID-19 Announcement

Search by Owner Name

☐ Exact name match?

Search by Location Address

☐ Exact address match?

(Enter address or range of address (ex: 1200-1299 Main))

Search by Parcel Number

Search by Real Key / Account Number

☐ Exact match?

Search by Legal Information

Search by Reprop Key

Information

Screven County, GA
 P.O. Box 180 103 S Community Dr.
 Sylvania, GA 30467

Chief Appraiser
[Stephanie M Lee](#)
 (912) 564-7918

Announcements

[How to use the Beacon site - view Demo Videos](#)

4.

Once an address has been searched or selected it will generally show the details that are found below and the format of how the information is presented is the same for all the properties.

qPublic.net™ Screven County, GA

[Log In](#)

[Layers](#)
[Map](#)
[Search](#)
[Sales Search](#)
[Sales List](#)
[Results](#)
[Sales Results](#)
[Report](#)
[Soil Analysis](#)
[Tax Estimator](#)
[Field Definitions](#)
[Comp Search](#)
[Comp Results](#)
[Home](#)
[More](#)

Summary

Parcel Number

S26 001

Location Address

105 S MAIN ST

Legal Description

0.45 AC S MAIN ST BANK/OFFICE

Class

C3-Commercial

Zoning

Sylvania (District 02)

Tax District

36.485

Millage Rate

0.45

Acres

No (50)

Homestead Exemption

N/A

Landlot/District

Public

Water

Public Sewer

Sewer

Electricity

Electric

Pipe Gas

Gas

Level

Topography

Good

Drainage

City

Road Class

Paved - Fine Surface

Parcel Road Access

[View Map](#)

Information

Screven County, GA
P.O. Box 180 103 S Community Dr.
Sylvania, GA 30467

Chief Appraiser
[Stephanie M Lee](#)
(912) 564-7918

Announcements

[How to use the Beacon site - view Demo Videos](#)

Owner

TEAL LAKE DEVELOPMENT LLC
543 FTMCALLISTER ROAD
RICHMOND HILL, GA 31324

Land

| Type | Description | Calculation Method | Square Footage | Frontage | Depth | Acres | Lots |
|------------|---------------|--------------------|----------------|----------|-------|-------|------|
| Commercial | Comm-Downtown | Front Feet | 20,900 | 108 | 183 | 0.45 | 1 |

Commercial Improvement Information

Description

Bank-Branch-Fair

Value

\$188,587

Actual Year Built

1972

Effective Year Built

Square Feet

5382

Wall Height

10

Wall Frames

Exterior Wall

Roof Cover

Interior Walls

Floor Construction

Floor Finish

Ceiling Finish

Lighting

Heating

Number of Buildings

1

Description

Office-Fair

Value

\$54,954

Actual Year Built

1983

Effective Year Built

Square Feet

3850

Wall Height

8

Wall Frames

Exterior Wall

Roof Cover

Interior Walls

Floor Construction

Floor Finish

Ceiling Finish

Lighting

Heating

Number of Buildings

1

Accessory Information

| Description | Year Built | Dimensions/Units | Identical Units | Value |
|--------------------------------|------------|------------------|-----------------|---------|
| xSOLID WASTE DISPOSAL SYLVANIA | 2011 | 0x0 / 0 | 2 | \$0 |
| xFIRE PROTECTION SYLVANIA | 2011 | 0x0 / 0 | 2 | \$0 |
| Paving: Concrete | 1972 | 0x0 / 7500 | 1 | \$3,287 |

Sales

| Sale Date | Deed Book / Page | Plat Book / Page | Sale Price | Reason | Grantor | Grantee |
|------------|------------------|------------------|------------|-------------------|---------------------------------|---------------------------------|
| 1/21/2022 | 523 368 | | \$280,000 | Fair Market Value | GODBEE HOLDINGS II LLC | TEAL LAKE DEVELOPMENT LLC |
| 4/9/2020 | 504 484 | | \$275,000 | ESTATE SALE | BERMAN LAWRENCE R EST | GODBEE HOLDINGS II LLC |
| 1/22/2016 | 460 309 | | \$250,000 | BANK SALE | FIRST STATES INVESTORS 3076 LLC | BERMAN LAWRENCE R |
| 4/1/2004 | 332 581 | | \$657,500 | Fair Market Value | FIRST UNION NATIONAL | FIRST STATES INVESTORS 3076 LLC |
| 12/20/1999 | 281 722 | | \$626,000 | Fair Market Value | PREFCO FIVE LIMITED | FIRST UNION NATIONAL |
| 6/2/1998 | 268 287 | | \$567,600 | LEGAL | PREFCO FIVE LIMITED | PREFCO FIVE LIMITED |

Area Sales Report

Sale date range:

From: 04/06/2020 To: 04/06/2023

Sales by Neighborhood

Sales by Area

1500

Feet

Sales by Distance

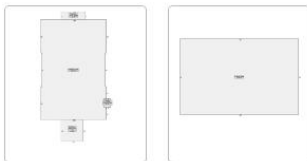
Valuation

| | 2022 | 2021 | 2020 | 2019 |
|---------------------|-----------|-----------|-----------|-----------|
| Previous Value | \$275,000 | \$517,000 | \$517,000 | \$517,000 |
| Land Value | \$8,700 | \$28,172 | \$44,828 | \$44,828 |
| + Improvement Value | \$444,500 | \$243,541 | \$472,172 | \$472,172 |
| + Accessory Value | \$6,000 | \$3,287 | \$0 | \$0 |
| = Current Value | \$459,200 | \$275,000 | \$517,000 | \$517,000 |

Photos



Sketches



Forms and Applications

CUVA Application

Homestead Application

What is the Street name? (#7): The street name is the identifying name for a street. Type in the appropriate name for the street.

What is the Street type? (#8): The street type refers to an identification descriptor that corresponds to the physical and functional characteristics of a street (Ex. Avenue, Court, Drive). Type in the appropriate street type for the street.

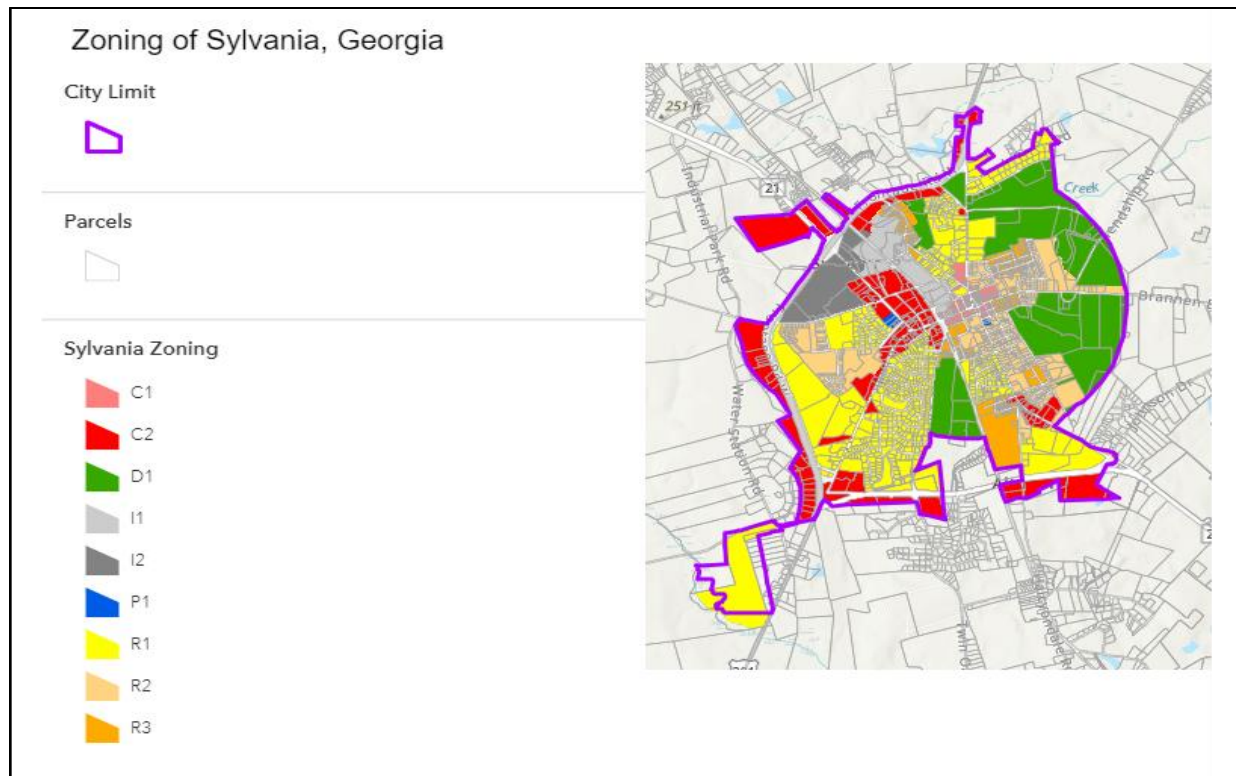
What is the property used for? (#9): The question provided refers to the generalized zoning use. The information can be found through an ArcGIS zoning map for the city of Sylvania. For the ArcGIS zoning map it should be noted that the option to enter an address is non-functional. To find the appropriate zoning information for the map you would need to either enter the parcel number or know where the parcel is located to find the color coded district associated

with it. A parcel number is able to be found on the Screven County Tax Assessor website. For the survey type in what type of property use a parcel is (Ex. Commercial, Residential, Governmental, etc.). To access the zoning map a link is provided here:

<https://segrass.maps.arcgis.com/apps/instant/basic/index.html?appid=8e330652b49f45ea8af3d3247892fc11>

Sylvania Zoning Legend Interpretation:

- C1-C2: Commercial Districts
- D1: Developmental Districts
- I1-I2: Industrial Districts
- P1: Professional Districts
- R1-R3: Residential Districts



Is the property in use/occupied? (#10): Whether the property is in use or occupied is determined by outside indicators, such as property records. Choose either yes, no, or N/A from the multiple choice style of this question. The N/A is used to note unclear circumstances. If the property is chosen to be N/A then the information needs to be researched. Property records are found on the Screven County Tax Assessor website.

What is the estimated property value? (#11): The estimated property value consists of generalized brackets of estimated property value. The value is estimated by the surveyor, it is based on evaluating the tax assessor's information and examining prices of properties in Sylvania. Once the property value is found on the tax assessor website then it is evaluated if the surveyor was incorrect with their estimation. If the estimated value is incorrect then it is changed to the appropriate price range based on the property value from the tax assessor website. The property value field is used to group classes of 1) small abandoned properties 30K or below 2) small in use properties between 31K and 300K 3) larger in use properties 301K through 799K 4) Largest in use properties/mixed use commercial residential greater than 800K. The question is in multiple choice format and only one estimated property value range is to be chosen.

When was the structure built? (#12): For entering when the structure is built it is defaulted to when the structure is built. Then if no other information is available use the land purchase date. The question is left at "0" when it is unknown or until the proper information can be entered from the tax assessor's website.

Is this building/parcel publicly or privately owned? (#13): The question is used to determine the type of ownership. The information from the Screven County Tax Assessor website, including the zoning information is useful for determining the property ownership. Provided below is an image from the survey showing the available options to choose from for describing property ownership.



☐ City Owned

☐ Privately Owned

☐ Privately Leased

☐ County Owned

☐ Federally Owned

☐ Other

Please explain "other" remarks from question 13, if applicable for ownership type (#14):

The "other" is used to explain unclear circumstances and the description is to be typed out.

Other Information (#15): This field is used for the surveyor to describe any unique features or information about the property. For example, if there is a name for the building that can be typed in or the property conditions can be further detailed.

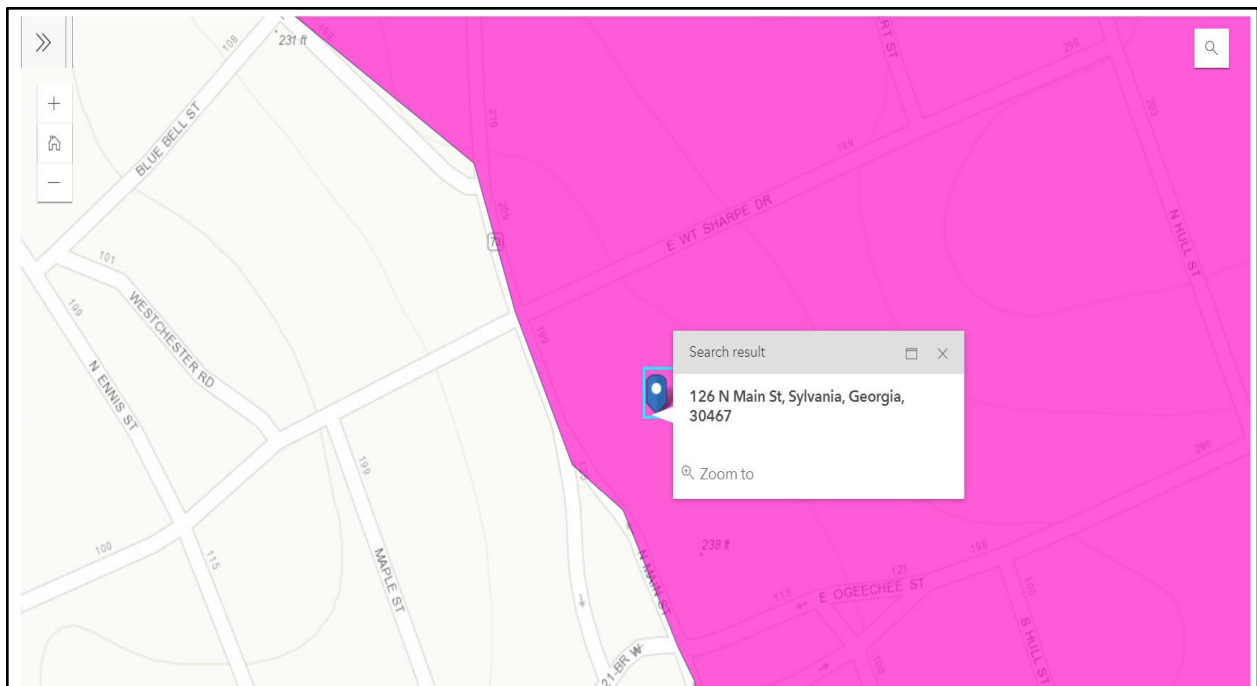
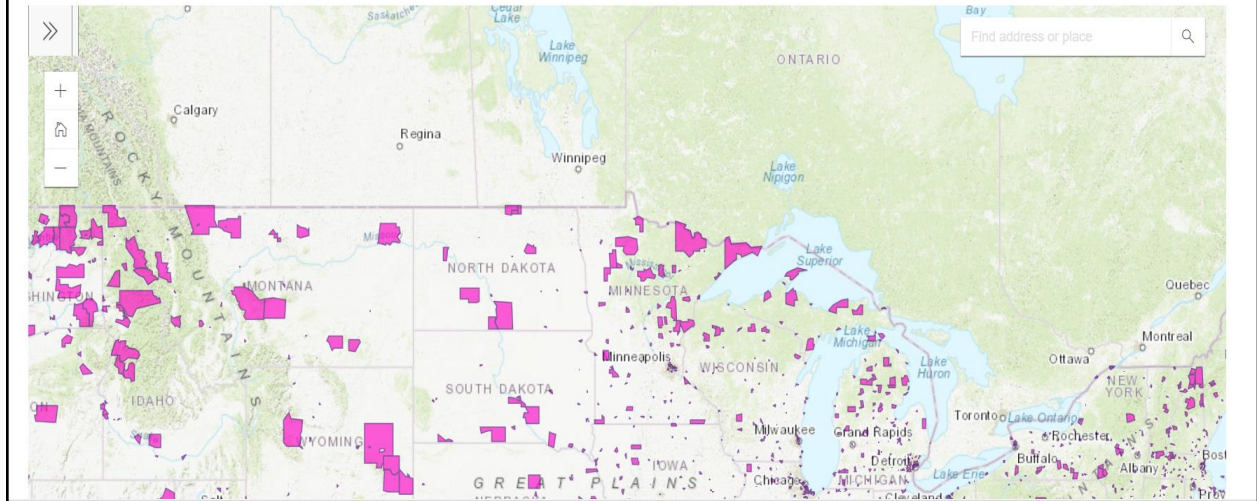
Central Business District : The question is used to determine whether a property is located inside the central business district (CBD) zone. The map for identifying the CBD is located in the Sylvania Downtown Market Study (pg.15) and it was released in October 2018. Yes, no, or unknown is to be chosen for this question.

Main Street: The main street is used to determine whether a property is located inside the main street zone. It is designated from the Sylvania code of ordinances and it is possible for a main street property to be located in a CBD zone. Yes, no, or unknown is to be chosen for this location.

Qualified Economic Opportunity Zone: The Qualified Economic Opportunity Zone (QOZ) is used to determine whether a property is located inside the QOZ. The QOZ website is used to determine whether a property is located in the QOZ. On the website a map is available of the QOZs across the United States and there is also the option to search addresses. A property that is in the QOZ can also be in the main street and CBD zone. Yes, no, or unknown is to be chosen for this location. Determining whether a property is located in the QOZ is available at:

<https://opportunityzones.hud.gov/resources/map>

Map of Opportunity Zones



Census Tract 9704.02

Potential Rural Zone : The question is used to determine whether a property is located inside the potential rural zone. The rural zone targets downtown rural areas and there are no boundaries currently associated with this. A property is able to be located in the CBD, main street, QOZ, and potential rural zone all at once. Yes, no, or unknown is to be chosen for this location.

Building Value : The question is used to determine what the value of the building is on a property. The building value does not include land value. The Screven County tax assessor website is to be used as a resource for determining the

building value. The building value is evaluated by adding the 'improvement value' and 'accessory value' together when searching a property on the tax assessor website. The most up to date year for the value is to be used. The building value is to be typed in.

| Valuation | | | | |
|---------------------|----------|-----------|-----------|-----------|
| | 2022 | 2021 | 2020 | 2019 |
| Previous Value | \$71,440 | \$198,300 | \$198,300 | \$198,300 |
| Land Value | \$7,300 | \$9,700 | \$42,900 | \$42,900 |
| + Improvement Value | \$56,200 | \$56,200 | \$155,400 | \$155,400 |
| + Accessory Value | \$5,540 | \$5,540 | \$0 | \$0 |
| Current Value | \$69,040 | \$71,440 | \$198,300 | \$198,300 |

Land Value: The question is used to determine what the land value is of a property, and it does not include any buildings. The Screven County Tax Assessor website is used as a resource for determining the land value. There are various ways to search for a property on the website to find the land value of a property. The search options on the website include choosing to enter in an owner name, location address, parcel number, real key/account number, legal information, or to search by reprop key. The land value is to be typed in for the survey.

| Valuation | | | | |
|---------------------|----------|-----------|-----------|-----------|
| | 2022 | 2021 | 2020 | 2019 |
| Previous Value | \$71,440 | \$198,300 | \$198,300 | \$198,300 |
| Land Value | \$7,300 | \$9,700 | \$42,900 | \$42,900 |
| + Improvement Value | \$56,200 | \$56,200 | \$155,400 | \$155,400 |
| + Accessory Value | \$5,540 | \$5,540 | \$0 | \$0 |
| Current Value | \$69,040 | \$71,440 | \$198,300 | \$198,300 |

Total Value: The question is used to determine the total value of a property. The total value includes the land value and building value (Improvement Value + Accessory Value) combined. The total value is to be typed in.

| Valuation | | | | |
|---------------------|----------|-----------|-----------|-----------|
| | 2022 | 2021 | 2020 | 2019 |
| Previous Value | \$71,440 | \$198,300 | \$198,300 | \$198,300 |
| Land Value | \$7,300 | \$9,700 | \$42,900 | \$42,900 |
| + Improvement Value | \$56,200 | \$56,200 | \$155,400 | \$155,400 |
| + Accessory Value | \$5,540 | \$5,540 | \$0 | \$0 |
| Current Value | \$69,040 | \$71,440 | \$198,300 | \$198,300 |

Name of Owner: The name of the owner is the individual name or entity that owns the property. The name of the property owner is found on the Screven County Tax Assessor website. There are various ways to search for a property on the website to find its owner. The search options on the website include choosing to enter in a location address, parcel number, real key/account number, legal information, or search by reprop key. The name of the owner is to be typed in for the survey.

Property Condition: The property of condition is used to determine what condition a building is in. This is determined by the surveyor scanning the exterior of the building. If two surveyors have different property condition assessments then they further discuss why this property condition was chosen until a property condition can be agreed on. The categories for property conditions used in this include good (G), fair (F), and poor (P). G has no structural damage, no major repairs needed, and there are only cosmetic issues. F means that minor repairs are needed, the building is secured, and the windows and doors are covered. P means that there is structural damage, extensive vegetation growth on the property, and the building is open to outdoor elements.

Resources:

ArcGIS Sylvania Zoning Map-

<https://segrass.maps.arcgis.com/apps/instant/basic/index.html?appid=8e330652b49f45ea8af3d3247892fc11>

Screven County Tax Assessor Website-

<https://qpublic.schneidercorp.com/Application.aspx?App=ScrevenCountyGA&Layer=Parcels&PageType=Search>

QOZ- <https://opportunityzones.hud.gov/resources/map>

UNDERSTANDING ESRI SURVEY 123

What is ArcGIS Survey 123?

The survey tool, ArcGIS Survey123, is an application designed to be used on a desktop and mobile platform for data collection. It allows for faster data collection compared to a paper survey. A survey form was created by Austin Abarr and Kelsie Floyd reviewed the information within the survey. The data is stored and maintained on an excel sheet where the data is then edited and cleaned up.

The goal of the survey is to document information for each of the properties in downtown Sylvania to have it documented and visualized for the community. The survey provides an inventory of properties for downtown Sylvania that provides a base for other planning initiatives to be completed. This includes grants and tax incentives for the downtown area. The creator of the survey, Austin Abarr, has access to the data and it is shared with others when necessary for editing or other purposes. When Austin is no longer working on the project the criteria of the survey will be shared with Sylvania city leaders or others that would like to utilize the survey. The owner of the survey app is not transferable to another person; this means that the survey and the data associated with it cannot be directly sent through the ArcGIS Survey123 app. The survey can be recreated by another user through ArcGIS Survey 123 or any other method of documentation.

How to download and use ArcGIS Survey 123?

Steps for using the survey is to first download the ArcGIS Survey123 platform onto your mobile device. The ArcGIS Survey 123 can be downloaded from the App Store for iPhone users and Google Play for Android users. An ESRI account is not needed for using the survey application unless you are the creator.

When using the ArcGIS Survey123 application users can go back and edit the data that has been entered for surveyed properties. Once a survey for a property has been sent in you are able to edit and resend the data. Reviewing the data is primarily done by Austin Abarr and Kelsie Floyd. The reviewing process is key to ensuring that information is accurate for the city of Sylvania.

Further questions or comments regarding the data dictionary should be referred to Kelsie Floyd (kf03873@georgiasouthern.edu) and Austin Abarr (aa24106@georgiasouthern.edu).

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HOLD HARMLESS

University of New Orleans (UNO), Planning & Urban Studies
New Orleans, LA
Field Survey in Sylvania, GA

RELEASE AND HOLD HARMLESS AGREEMENT

1. In consideration of my participation in the trip to **Sylvania, Georgia**, to participate in field work to assess the current conditions and needs of the **City of Sylvania** in its rebuilding efforts, I agree, on behalf of myself, my assigns, executors, and heirs, to release, indemnify, and hold harmless the University of New Orleans, .org and its' representatives, and the UNO Planning & Urban Studies Department, its trustees, officers, agents and employees from any and all liability, damage, claim of any nature whatsoever arising out of or in any way related to my participation in the trip, or for any activity occurring outside of the sponsored activities, including any act or omission of any third party. (Rescue Squad, Hospital, etc.).
2. I understand that the University of New Orleans, .org and its' representatives, and the UNO Planning & Urban Studies Department, does not provide any Accident or Medical Insurance for this trip, and that I am required to provide my own Accident and Medical Insurance. I hereby agree that I am financially responsible for all such expenses whatsoever.
3. I understand that all participants (whether students or community volunteers) are subject to their respective College regulations, guidelines, laws of the United States and that in the event of violation of these, or behavior which is considered to be detrimental to the participant, or other participants, the University of New Orleans, .org and its' representatives, and the UNO Planning & Urban Studies Department, shall have the right to dismiss the participant from the trip. The University of New Orleans, .org and its' representatives, and the UNO Planning & Urban Studies Department, and by relation, any employee associated with this activity, is not responsible for any financial obligations related to transportation, housing or meals related to the volunteer data collection activities.
4. I further state that I am cognizant of all inherent dangers of participation and the risks involved with traveling to, from and within Sylvania (including death), and that said travel may involve the use of private and/or rented passenger vehicles and or aircraft not owned or controlled by the University of New Orleans, .org and its' representatives, and the UNO Planning & Urban Studies Department. I have participated in the pre-field informational meeting, or have received details of the data collection activities, and have addresses any concerns I have regarding the project with the sponsors. The choice I have made to participate in this trip is made at my sole discretion, and has been entirely voluntary.
5. I understand that there will be free time on this trip, and any activities that I participate in during the free time are not under the control of the University of New Orleans, .org and its' representatives, and the UNO Planning & Urban Studies Department. Any choices I make regarding my use of free time on this trip, either during the stated dates, or if I choose to remain in the **Sylvania** area after the dates indicated above, are at my sole discretion, and are not at the direction of the University of New Orleans, .org and its' representatives, and the UNO Planning & Urban Studies Department.
6. I hereby certify by my signature that I am physically fit and able to participate in this trip. Consistent herewith, I assume responsibility for my own physical fitness and capability to participate and I have taken such steps as I deem are appropriate to assure myself that I am fit and capable of such participation. I certify that I am of lawful age and legally competent to sign this affirmation and release and that I understand the terms herein are contractual and not mere recital, and that I have signed this document as my own free act. I have read and understand the terms of this Agreement and Release and agree to all terms and conditions on behalf of myself, heirs, representatives, executors, or administrators.

Participant Signature _____ Date _____ Printed Name _____

Witness _____ Date _____ Printed Name _____

Safety in the Field

by WhoData.org

Updated as of
Spring 2023



Safety Guidelines

Purpose

This is an overview of the *Safety in the Field* guide which discusses best practices and key information needed to be successful and reduce risk when performing field work.



Before going out in the field....

Before going into the field, all Research Associates should have their own safety action plan. It should encompass what actions to take before leaving and what preventive measures to utilize while in the field.



Pre-job Planning

Employees should know the location of the following:



- If you have any personal health conditions that could result in an emergency, notify your supervisor.
- Establish an alternative communication plan for remote job locations if cell phone service is limited or unavailable.
- Determine if there are site-specific safety guidelines and requirements, and if so, review and follow them.
- Inform your supervisor about your job location and duration.

- Drive with your windows up and the doors locked in unsafe areas.
- Always keep your car doors locked when you are away from the car or sitting in it.
- Be careful about what you leave on your seats or dashboard. Valuables can be an incentive for others to break into your car. Items with personal contact information can lead to identify theft or cause the thieves to break into your home.
- Scan the area as you approach your car and always check the floor and backseat before getting in.
- If someone tries to force you into your car, throw away the keys to distract the attacker and run.
- If someone approaches your car to force entry, lay on the horn and drive off quickly.
- Try not to drive clients in your car. If you must, have them sit next to you. Never have them sit behind you where you can't see what they are doing.
- If someone in your car is forcing you to drive, turn on the flashers, press the horn, stop suddenly, get out and run or, in the worse case scenario, cause an accident with other cars.
- Schedule visits during daylight hours, preferably in the morning.
- Go out in teams or with the police, if warranted, on potentially dangerous visits.



Things to think about...



- Teams of 2 "always"
- Carefully consider the streets, neighborhoods, or areas where the families live. For example, avoid going alone or wearing jewelry in known drug areas, isolated places, or high crime areas.
- Dress sensibly at work to allow for ease of movement, including comfortable shoes. Remove neckties, scarves, hanging jewelry, religious or political symbols or anything that could be used as a weapon or increase agitation in a client.
- Make sure that your car is in good working order and that you have plenty of gas in it. You should also have a spare tire with a jack, a working horn, spare change, a flashlight, jumper cables, and a first aid kit.
- When pulling into a parking lot or neighborhood, observe who is hanging around and what their general attitude is. Back your car into a parking garage space so you can exit quickly if you need to.
- Make note of at least two (if possible) exits and entrances to the parking area.
- Park close to any lights if there is a chance of you returning to your car before or after daylight.
- Have your car keys in your hand as you approach your vehicle.
- If you have a flat tire at night or in a high crime area, try to keep going along the shoulder of the road until you reach a gas station or, at east, a safer area.
- If stranded, ask to see identification of anyone stopping to assist you, even the police. If you accept assistance, pretend that someone else will be arriving soon and stay alert to their actions.

- Keep personal items such as a purse or briefcase locked in the trunk of your car. Only keep your keys, a little money, and a phone on your person.
- Travel with a cell phone that is charged, turned on, and preprogrammed to call 911 for assistance in any emergency or threatening situation.
- Check in with your agency at set times to let them know you are okay.
- Most importantly, trust your instincts. If something doesn't feel right and you are uneasy about the situation you are in, leave and call the police.



Immediate danger?

911



REPORTING AND COMMUNICATION

Incident Reporting

An incident is a work-related injury or illness.

In the event of an incident—regardless of severity—follow these procedures:

- Perform first aid as necessary.
- Notify your supervisor and Dewberry's Director of Safety immediately.
- Maintain and refer to the "Grab and Go" packet in your vehicle for incident report forms and detailed procedures.
- A Dewberry employee must escort an injured/ill employee(s) to a medical center.
- Supervisor completes incident report.



TRANSPORTATION SITE SAFETY

Driver Safety

Driving is one of the most dangerous things we do on and off the job. Speed, distractions, fatigue, road conditions, and vehicle conditions can lead to dangerous driving.

- Only authorized persons may operate or ride in Dewberry company vehicles.
- Driver and passengers must always wear seat belts.
- You may not use a mobile phone for calling or texting while driving, unless using a hands-free device. Avoid use if possible.

Properly maintain emergency and safety equipment in the vehicle.



Training Required

Mantra:
Use Common Sense

Questions?

Michelle M. Thompson, PhD

mmthomp1@uno.edu

w: 504-280-6593

- phone message turns to text then is emailed.



COMMUNITY NOTIFICATION FORMS

The following field letter was prepared for notification to the community before each survey iteration took place.



Geographic Survey

Pairing advancements made in online map making with community knowledge, we aim to create a wide range of cartographic products which will be provided to the City of Sylvania.

These products will depict both physical and social attributes that make up the Sylvania landscape.

ArcGIS Online is a platform for creating and sharing spatial information for many different agencies and institutions to share and collaborate projects.

Contact Us


104 South Main Street
Sylvania, GA 30467
912-564-7411
info@cityofsyvaniga.com

Department of Geology and Geography
Georgia Southern University
P.O. Box 8149, Statesboro, GA 30460
Phone: 912-478-5361





Geography

The power of where



Our Goals

- Survey and collect data for structures in the historic district and downtown business area of Sylvania
- Collect primary and secondary data that the Screven County Chamber of Commerce can use and maintain for future work
- Provide metadata for each of the structures surveyed
- Create base map for the city of Sylvania



Georgia Southern University will be working with the Screven County Chamber of Commerce to complete a Public Participation Geographic Information Science (PPGIS) project for the city of Sylvania.

2023 STRATEGIC WORK PLAN

Sylvania Downtown Development Authority

April 3, 2023

Downtown Sylvania Vision: Downtown Sylvania is a diverse and welcoming destination where people live, work and play. The vision blends economic and community development creating an environment that will grow and sustain a prosperous community while maintaining the best small town characteristics.

Priority One – “Dining, Retail, and Commercial”

Goals: 1. Attract businesses for empty buildings. 2. Retain existing businesses.

Objective 1. Update the Sylvania Downtown Business Incentive Package.

Objective 2. Apply for Rural Zone designation which includes a Market Study.

Objective 3. Engage real estate agents and financial institutions in Screven County and surrounding areas to promote downtown properties.

Objective 4. Update the Façade Grant Program.

Objective 5. Provide a ‘One Stop Shop’ for new businesses referencing where to go for business start-up needs.

Milestone: Host an Opportunity Night to showcase downtown opportunities and available buildings.

Priority Two – “Design and Appearance”

Goals: Attract individuals and businesses into the downtown by ensuring a safe environment, making it inviting and a destination.

Objective 1. Recommend to City additional parking designs and develop the pedestrian corridor.

Objective 2. Work with Department of Transportation (DOT) and City to implement new signage along the bypass and in downtown.

| |
|---|
| <p>Objective 3. Develop a process to notify the City of possible building code violations.</p> <p>Objective 4. Research installation of Electric Vehicle (EV) charging station.</p> |
| <p>Milestone: Installation of additional signage on the bypass and downtown.</p> |
| <p>Priority Three – Marketing Plan</p> |
| <p>Goal: Develop a media plan including a schedule of face-to-face interactions to communicate the purpose of the DDA, resources available for merchants and start ups, opportunities for developers/merchants/entrepreneurs and the accomplishments of the DDA.</p> |
| <p>Objective 1. Expand social media and print presence.</p> <p>Objective 2. Move the DDA website to the City of Sylvania website.</p> <p>Objective 3. Promote the Business Incentive Plan.</p> <p>Objective 4. Promote Downtown living.</p> <p>Objective 5. Promote Façade Grant Program.</p> <p>Objective 6. Develop communication plan to promote downtown and the DDA.</p> <p>Objective 7. Develop brand standards for all DT and DDA marketing materials.</p> |
| <p>Milestone: Media updates on a monthly basis.</p> |

| |
|---|
| <p>PRIORITY FOUR: Engage Downtown Merchants</p> |
| <p>Goal: Create a partnership between the merchants and DDA Board to increase merchant participation and support.</p> |
| <p>Objective 1. Board members make personal connections with the merchants.</p> <p>Objective 2. Provide education for merchants regarding the purpose of the DDA.</p> <p>Objective 3. Survey the merchants soliciting ideas they would like to see in downtown and opportunities to increase their participation.</p> |
| <p>Milestone: Completion of the merchant survey and have open meeting to review and discuss.</p> |

S/SD PPGIS REFLECTION / PROJECT EVALUATION OVERVIEW

Outlined below are a series of questions that will allow the City of Sylvania/Screven County Development Authority/Downtown Development Authority/Georgia Southern University and University of New Orleans public participation geographic information systems project team to reflect on the 2022-2023 project. Please submit the responses to this survey, no later than Tuesday/2 May 2023, to Dr. Michelle Thompson (mmthomp@uno.edu) who will share an anonymized summary of feedback as part of the project close-out.

1. **What?** (Reporting what happened, objectively). Without judgment or interpretation, participants describe in detail the facts and event(s) of the service experience.

Questions include:

- o What happened?
- o What did you observe?
- o What issue is being addressed or population is being served?
- o What were the results of the project?
- o What events or “critical incidents” occurred?
- o What was of particular notice?
- o How did you feel about that?

2. **So What?** (What did you learn? What difference did the event make?) Participants discuss their feelings, ideas, and analysis of the service experience.

The Client (City of Sylvania/Screven County Development Authority):

- o Did you learn a new skill or clarify an interest?
- o Did you hear, smell, or feel anything that surprised you?
- o What feelings or thoughts seem most strong today?

- o How is your experience different from what you expected?
- o What struck you about that?
- o How was that significant?
- o What impacts the way you view the situation/experience? (What lens are you viewing from?) What do the critical incidents mean to you?
- o How did you respond to them?
- o What did you like/dislike about the experience?

The Student Team:

- o Did the “service” empower the recipient to become more self-sufficient?
- o What did you learn about the people/community that we served?
- o What might impact the recipient’s views or experience of the project?

The Community (Downtown Development Authority/Businesses):

- o What are some of the pressing needs/issues in the community?
- o How does this project address those needs?
- o How, specifically, has the community benefited?
- o What is the least impact you can imagine for the project?
- o With unlimited creativity, what is the most impact on the community that you can imagine?

The Group (for group projects):

- o In what ways did the group work well together?
- o What does that suggest to you about the group?
- o How might the group have accomplished its task more effectively?
- o In what ways did others help you today? (and vice versa)
- o How were decisions made?
- o Were everybody’s ideas listened to?

3. Now What? (How will they think or act in the future as a result of this experience?)

Discuss the following:

- o What seem to be the root causes of the issue/problem addressed?
- o What kinds of activities are currently taking place in the community related to this project?
- o What contributes to the success of projects like this? What hinders success?
- o What learning occurred for you in this experience? How can you apply this learning?
- o What would you like to learn more about, related to this project or issue?
- o What follow-up is needed to address any challenges or difficulties?
- o What information can you share with your peers or community volunteers?
- o If you were in charge of the project, what would you do to improve it?
- o If you could do the project again, what would you do differently?
- o What would “complete” the service?

CERTIFIED LOCAL GOVERNMENT FACT SHEET



HISTORIC PRESERVATION DIVISION

MARK WILLIAMS
COMMISSIONER

DR. DAVID CRASS
DIVISION DIRECTOR

Certified Local Government Program: Preservation through Local Planning

Preservation activity occurs first at the local level; therefore, a community is in the best position to identify and protect its own resources. The Certified Local Government (CLG) program assists local governments with integrating historic preservation concerns into local planning decisions. Joining the CLG program is an important and effective way to preserve Georgia's historic places.

With the National Historic Preservation Act of 1966, a federal and state partnership was initiated that created a national preservation program. The CLG program extends that federal and state preservation partnership to the local level. It enhances the local government role in preservation by strengthening a community's preservation program and its link with HPD.

In Georgia, the CLG program builds upon the longstanding working relationship between HPD and the local governments by expanding the scope of local responsibilities and opportunities for preservation. Any city, town, or county that has enacted an historic preservation ordinance, enforces that ordinance through a local preservation commission, and has met requirements outlined in the Procedures for Georgia's Certified Local Government Program, is eligible to become a CLG.

What are the benefits of becoming a CLG?

Once certified, a local government becomes eligible to:

- Apply for federal historic preservation grant funds only available to CLGs.
- Participate directly in the National Register of Historic Places program by reviewing local nominations prior to the GA National Register Review Board.
- Access technical assistance in the form of training sessions, information material, statewide meetings, workshops and conferences.
- Participate in partnerships among local, state, and federal preservation groups and organizations.

For more information, visit www.georgiashpo.org, or contact Sarah Rogers, Certified Local Government Coordinator, at 770-389-7869 or sarah.rogers@dnr.ga.gov.

Jewett Center for Historic Preservation
2610 GA HWY 155 SW | Stockbridge, Ga. 30281
770.389.7844 | Fax: 770.389.7878 | www.georgiashpo.org

Application for Certification

GEORGIA CERTIFIED LOCAL GOVERNMENT PROGRAM

Instructions:

- Use official application form or follow application format if creating a new document. Feel free to attach additional pages.
- Submit two (2) complete sets of application materials. Make sure all forms are signed. Incomplete applications will be returned.

Mail both forms to:

DNR Historic Preservation Division
Jewett Center for Historic Preservation
2610 GA Hwy 155, SW
Stockbridge, GA 30281

Local Government: _____ RDC: _____
County: _____ Congressional District: _____

Title/Name of Chief Elected: _____
Mailing Address: _____
City, State, Zip: _____
Telephone: _____

Name of Historic Preservation Commission: _____
Name of HPC Contact Person: _____
Title: _____
Mailing Address: _____
Telephone: _____
Email: _____

HPC Meeting Place & Time: _____
HPC Chair: _____

ATTACH ADDITIONAL PAGES AS NECESSARY

1. Briefly describe how the membership requirements for historic preservation commissions as outlined in *Procedures: Georgia Certified Local Government Program*; II.B.2a, (pg. 9), have been satisfied. Be sure to address to what extent professionals are available in the community and the positive involvement in historic preservation of the professional members.

2. Briefly describe your system for survey and inventory of local historic resources.

3. Briefly describe how the local government intends to participate in the National Register Program and detail how public participation requirements will be carried out in the local government's review of National Register nominations.

4. Briefly describe why you are seeking certification.

5. Are you planning to apply for CLG subgrants? Yes ☐ No ☐

If yes, briefly describe the purpose of the proposed CLG subgrant request.

Attach the following documents if applicable which are considered part of the application:

6. A letter of request for certification from the chief elected official.
(A sample letter is included in this application.)
7. Copies of all historic preservation ordinances that have been adopted by the local governing body.
8. A map(s) clearly defining the boundaries of all historic districts designated by local ordinance and/or showing the location of any locally designated historic property.
9. A sample copy of the historic resource survey and inventory form currently being used.
10. A copy of the rules of procedure for the historic preservation commission.
11. A copy of any guidelines for the decisions made by the historic preservation commission (In the absence of formal guidelines, include a written description of how the commission's decisions are made).
12. A sample public notice of the historic preservation commission's meeting.
13. A sample copy of the agenda and minutes of a commission meeting.
14. A sample notice of the commission's decision to an applicant.
15. A list of commission members including officers. Provide a Resume Form for each member (a sample form is included in this application).

*I certify that I have read **Procedures; Georgia Certified Local Government Programs** and agree to comply with all terms and conditions set forth therein.*

Chief Elected Official

Date

MAIN STREET COMMUNITY TOOLBOX

Community Toolbox

A community's downtown development "toolbox" can consist of plans, regulations, designations, and programs that vary in size and impact. From the two lists below, denote which development tools, local regulations, plans or ordinances have been utilized in the community.

Designations and Programs *

- ☐ Business Improvement District
- ☐ CDBG Funding
- ☐ Community Improvement District
- ☐ Certified Local Government (CLG)
- ☐ Downtown Development Revolving Loan Fund
- ☐ Enterprise Zone
- ☐ Façade Grant Program
- ☐ National Register Historic District
- ☐ Local Historic District
- ☐ Federal Opportunity Zone
- ☐ State Opportunity Zone
- ☐ BOOST program
- ☐ Rural Zone
- ☐ DCA Plan First
- ☐ Special Tax District
- ☐ Tax Allocation District (TAD)
- ☐ Urban Redevelopment Plan
- ☐ Marketing Assistance Program
- ☐ Other:

Plans and Regulations *

- ☐ Building Codes
- ☐ Building Inspector
- ☐ Code Enforcement
- ☐ Complete Streets Plan
- ☐ Demolition Ordinance
- ☐ Design Review Board
- ☐ Downtown Master Plan
- ☐ Form-Based Codes
- ☐ Greenspace Plan
- ☐ Historic Preservation Ordinance
- ☐ Preservation Plan
- ☐ Public Parking Plan
- ☐ Sign Ordinance
- ☐ Tree Preservation Plan
- ☐ Zoning Ordinance
- ☐ Other:

Identify two projects that have utilized tools from the above lists. Discuss and describe how these projects and the tools used have helped in realizing your community's downtown revitalization goals. *

National Park Service
U.S. Department of the Interior

State, Tribal, Local, Plans & Grants
Historic Preservation Fund



Paul Bruhn Historic Revitalization Grant Program



Cedar Falls, Iowa. Library of Congress, Prints & Photographs Division by Carol M. Highsmith [LC-DIG-highsm-39662]

Eligible Applicants

- Nonprofit, tax-exempt US organizations, with or without 501(c)(3) designation
- Tribal Historic Preservation Offices
- State Historic Preservation Offices
- Certified Local Governments (list provided at [go.nps.gov/clglist](https://www.nps.gov/clglist))

Eligible Subgrant Recipients

- Properties listed in or determined eligible for the National Register of Historic Places
- Properties located in areas defined as rural by the US Bureau of the Census (less than 50,000) (more information available at <https://www.census.gov/quickfacts/>)
- Properties within the grantee's jurisdiction

What Is Funded

The Paul Bruhn Historic Revitalization Grant Program fosters economic development in rural communities through the rehabilitation of historic properties. The intent of this program is to provide funds to the recipient (referred to as prime grantees) that can be regranted to projects that have been selected through a locally administered competitive process (or subgrant programs). Recipients design and administer the award to subgrantees via subgrant programs where the prime grantee determines the eligibility of these community resources. Subgrants could be limited to a single town, made available to rural communities in a particular county, or throughout a multi-county region or an entire state. Prime grantees cannot use grant funds for their own properties or submit applications for individual buildings or pre-selected projects.

What Is Not Funded

- Construction of new buildings
- Acquisition of collections or historic sites
- Long-term maintenance or curatorial work beyond the grant period
- Reconstructing historic properties (recreating all or a significant portion that no longer exists)
- Moving or work on moved historic properties no longer eligible for listing in the National Register of Historic Places
- Cash reserves, endowments, revolving funds, or fund-raising costs
- Work performed prior to grant award or costs for work already completed or funded through other federal programs
- Lobbying or advocacy activities
- Administrative costs may not exceed 25% of the total program budget
- Miscellaneous costs, contingencies, reserves, and overhead

Grant Amounts

Grant awards may range from \$200,000 to \$750,000. Please note that the selection panel may, at its discretion, award less than these minimum grant requests. An estimated number of 15-20 grants will be awarded.

Selection Process

NPS personnel, and qualified Federal employees if needed, will review all complete proposals using the criteria outlined below. Reviewers' evaluations are based solely on the material provided in the application. Additional materials not specifically required by the application, and materials sent separately from the application, will not be considered. A summary of the review panel comments may be provided to the applicant if requested after the grant process is complete. Panel recommendations will be made to the Secretary of the Interior for final approval. NPS will conduct risk assessments on all programs prior to funding.

Evaluation and Selection Criteria

Program descriptions must address, and applications will be rated on, each of the criteria listed below. NPS will evaluate and consider only complete applications that separately address and answer each of the four criteria. All criteria are rated equally.

1. Subgrant Program Objectives:

- Describe the proposed subgrant program. What are the programs' goals? Who are the intended beneficiaries and eligible subgrant recipients? What activities are you proposing to support? What subgrant amounts are you proposing? Are you requiring match?
- Describe the historic resources eligible to apply and their significance at the National, State, Tribal, or local level. If the resources are not currently listed in the National Register how do you propose to handle securing listing?
- Discuss how this subgrant program will preserve the history of the rural community for future generations.

2. Need/Urgency/Threat

- Describe the need, urgency, and threat the subgrant program addresses and what activities are necessary to achieve the program objectives. Include preservation and economic factors.
- Describe the economic development needs of the target communities/resources and how the program will foster economic development of rural communities.
- Describe how the proposed subgrant program relates to relevant economic development plans, revitalization plans, comprehensive plans, needs assessments, or studies.
- Describe how the subgrant program will meet the goals of relevant Statewide, Tribal or local historic preservation plans. Identify the specific goals, plan(s), and when they were developed and adopted.

3. Feasibility:

- Describe how the subgrant program will function including outreach, selection, compliance, monitoring, closeout, and easement execution.
- Discuss elements in budget justification to show that costs are necessary, reasonable, and allowable. Match is not required but may be considered as a competitive factor.
- Applicants with administrative costs of no more than 5% will receive the highest rating for this portion of the Feasibility rating criteria.
- Demonstrate how the subgrant program will be accomplished within the given timeframe (3 years) and with the given resources, while meeting all federal requirements and guidelines.
- Describe organizational experience with and ability to programmatically and financially manage a Federal subgrant program. Briefly describe who will be involved in managing the program and their qualifications, attach resumes/CVs as applicable.

4. Sustainability:

- Discuss how the program is the next logical step toward preservation and economic development of the rural communities/resources.
- Describe the impacts of the program after completion, including long lasting effects and how those results will be measured.
- Describe the public-private partnerships and community engagement involved in the program and how these partnerships will sustain and continue to support the resource(s) after the subgrants are complete, including how easements will be managed and enforced.

Process and Deadlines

This program is administered by the National Park Service. Applications must be submitted through Grants.gov. Registration in Grants.gov, SAM.gov, and other required federal systems to submit an application can take up to four weeks, so please start early. Extensions will not be granted due to incomplete registrations in these systems or applications.

Congress has appropriated \$12.5 million for this grant program in Fiscal Year 2023. Applications are anticipated to open in Summer 2023 and are due in Fall 2023.

Additional Information

Visit [go.nps.gov/revitalization](https://www.nps.gov/revitalization) for information about this grant program.

For more information on our other programs, please visit www.nps.gov/stlpg

For application assistance:
National Park Service
STLPG@nps.gov
202-354-2020

For Grants.gov assistance:
support@grants.gov
1-800-518-4726

JANUARY 31, 2023

March 30, 2023

Georgia Southern Students Complete Public Participation Geographic Information Systems (PPGIS) Research Project in Collaboration with the City of Sylvania, Downtown Development Authority and Screven County Development Authority, GA

Georgia Southern University students in the Department of Geology and Geography, in the College of Science and Mathematics, will present the results of their 2022-2023 Public Participation Geographic Information Systems (PPGIS) research project at a community meeting on Wednesday April 19, 2023, in Sylvania, GA. Kelsie Floyd and Austin Abarr, Master of Science in Applied Geography (MSAG) students and Rebecca Neely, undergraduate BA Geography major have been working on a community-engaged research project in collaboration with the city of Sylvania, the city's Downtown Development Authority, Screven County Development Authority, and the Planning and Urban Studies (PLUS) program at the University of New Orleans (UNO). Under the guidance of Dr. Michelle Thompson (UNO), Dr. Rob Yarbrough (GS), Dr. Munshi Rahman (GS), Dr. Amy Potter (GS) and PhD in Urban Studies student Jennie Garcia (UNO), the overarching goals of this PPGIS project are to provide Geographic Information Systems (GIS) services to these community partners, in collaboration with municipal leaders, local business owners, and the broader communities in Sylvania and Screven County. These GIS services are an invaluable component of Sylvania's Downtown Strategic Plan and for achieving the city and county's overall economic development objectives.

The collaboration has reciprocal benefits, as Georgia Southern students engage in experiential learning, work closely with community partners, and apply geographic concepts and techniques they learned in the classroom to real-world scenarios. As Dr. Rob Yarbrough, Interim Chair of the Department of Geology and Geography explains, "The research on student success demonstrates that high impact practices like capstone experiences and internships provide unparalleled real-world exposure for our graduate and undergraduate students, while one of Georgia Southern's designated research focus areas is Community Engagement. So, when Dr. Thompson (Planning and Urban Studies, University of New Orleans) reached out to us about a potential collaboration, I knew we couldn't let this opportunity pass us by." The GS MSAG students created an app-based field survey to capture images and evaluate property conditions for potential (re)development of historic buildings, for example. Stacy Mathis, Sylvania City Manager, stated that "Mayor Preston Dees encouraged the students to share their findings beyond the report so the greater Sylvania community learns how we support businesses and are planning for immediate and long-term economic success." Providing pro bono GIS services for the Sylvania Downtown Strategic Plan was just the starting point. "After launching the first ever MSAG Capstone, students modeled their work plan after our NOLA-based WhoData PPGIS methodology. The data developed will be used to expand the Main Street, evaluate Qualified Opportunity Zone investment, and shine more light on what Sylvania offers in a new way," says Thompson. The Downtown Development Authority and newly hired DDA Director, Kylie Forehand, seeks Community input on the draft Downtown Strategic Plan and Business Survey by May, 2023.

The PPGIS presentation and community meeting will take place from 6:00 – 7:30PM on Wednesday/April 19, 2023 at the Screven County Recreation Department Community Center

(1605 Millen Hwy, Sylvania, GA 30467). The event is co-hosted by the City of Sylvania and the Georgia Southern Department of Geology and Geography. Refreshments by 4&20 Bakers. All are welcome to attend.

For More Information Please Contact:

Kylie Forehand, Executive Director of the Sylvania Downtown Development Authority (DDA), at sylvaniagadowntown@gmail.com. A copy of the Downtown Strategic Plan overview will be available on the DDA website: <https://sylvaniagadowntown.com/>.

Dr. Robert Yarbrough, Interim Department Chair, Geology and Geography at ryarbrough@georgiasouthern.edu for a copy of the *City of Sylvania/Screven County & Downtown Development Authority Public Participation Geographic Information Systems Report*. A link to the report will be available after May 15, 2023 on the GS Geology and Geography Department website: <https://cosm.georgiasouthern.edu/geo/>.

Georgia Southern University, a public Carnegie Doctoral/R2 institution founded in 1906, offers 141 degree programs serving nearly 26,500 students through nine colleges on three campuses in Statesboro, Savannah and Hinesville and online instruction. The leading higher education institution in southeast Georgia, the University provides a diverse student population with expert faculty, world-class scholarship and hands-on learning opportunities. Georgia Southern creates lifelong learners who serve as responsible scholars, leaders and stewards in their communities. [Visit GeorgiaSouthern.edu](https://www.georgiasouthern.edu).

Suggested Outreach:

Brooke for Downtown Development Authority

-DDA business member list

Kylie for DDA/Main Street/Chamber of Commerce

-Chamber of Commerce Board and Member list

-Downtown Development Authority Board, Members & website (both sites)

-WTOC <https://www.wtoc.com/>

Rachel for Screven County Development Authority

- Hyundai Plan in [Ellabell, GA](#)

- Industrial Park business owners

Stacy for Mayor Dees/City of Sylvania

-GA Department of Community Affairs (retail contact; John)

- City Council

Dr. Robert Yarbrough for GSU (MSAG) <draft of Community Meeting PSA>

-GSU President

-GSU Media (photos and 'story')

Dr. T for UNO PLUS

- Adam Norris, UNO media
- Dean Gladden/Dr. Gonzalez with COLAEHD
- Interim Chair David Gladstone
- Screven County Observer
- Julie Lavender for Statesboro Herald <https://www.statesboroherald.com/>
- APA GA [Home - Georgia Planning Association](https://georgiaplanning.org/) <https://georgiaplanning.org/>
- GSU Teams & S/S PPGIS Professors
- GANewsEd@georgiasouthern.edu;
- Sylvania Telephone <https://sylvaniatelephone-ga.newsmemory.com/>
- [Facebook](#)

Georgia Southern,
City of Sylvania,
Downtown
Development, the
Screven County
Development
Authority & University
of New Orleans
invites you to:

DISCUSS THE DOWNTOWN BUSINESS DEVELOPMENT STRATEGIC PLAN & THE PPGIS PROJECT

Welcoming the Sylvania &
Screven County Community.
Open to all!

19 APRIL 2023 | 6PM

Screven County Recreation
Department
1605 Millen Road - Sylvania in
Community Room; refreshments
provided.





GANTT – PROJECT MANAGEMENT

A GANTT chart was used in this project as a method for tracking the progress of tasks to complete. This type of chart was named after Henry Gantt, who worked with colleague Frederick Taylor, to first to develop a chronological chart that is to be used for project management. GANTT stands for “Generalize Activity Normalization Time Table.” (Lyons, 2018) It is also a way to organize the tasks and highlight what is being done from start to finish of a project. The GANTT chart is one of the most used planning tools (Gerald & Lechter, 2012). This method of project management was developed over 100 years ago and it has been resilient through time, as for some practitioners and scholars it has become almost synonymous with project management (Gerald & Lechter, 2012). When topics were discussed for the project, the assigned deadlines were then entered into the GANTT. The chart displays when certain tasks are active and when they are complete.

The table below presents a GANTT chart for August 2022-May 2023. The colors of boxes in the chart describe what stages tasks are at. The green means a task is active and the red shows when it is complete. The orange means that the entirety of the project officially ends. The GANTT was an excellent resource for controlling and planning the project.

Legend for GANTT

| | |
|---|----------|
|  | Complete |
|  | Active |

Project End

| Fall 2022 | Aug | | Sept | | | | October | | | | November | | | | Dec | |
|--------------------------------------|-----|----|------|----|----|----|---------|----|----|----|----------|----|----|----|-----|----|
| Updated Tasks- April 30 | W3 | W4 | W1 | W2 | W3 | W4 | W1 | W2 | W3 | W4 | W1 | W2 | W3 | W4 | W1 | W2 |
| Meetings & Data Collection | | | | | | | | | | | | | | | | |
| First in Person Meeting- In Sylvania | | | | | | | | | | | | | | | | |
| Data Collection | | | | | | | | | | | | | | | | |
| Presentations & Intern Addition | | | | | | | | | | | | | | | | |
| SEEDAG Conference | | | | | | | | | | | | | | | | |
| Mid-Progress Review | | | | | | | | | | | | | | | | |
| Addition of Intern (Mid Dec.) | | | | | | | | | | | | | | | | |

| Spring 2022 | Jan | | Feb | | | | March | | | | April | | | | May | |
|--|-----|----|-----|----|----|----|-------|----|----|----|-------|----|----|----|-----|----|
| Updated Tasks- April 30 | W3 | W4 | W1 | W2 | W3 | W4 | W1 | W2 | W3 | W4 | W1 | W2 | W3 | W4 | W1 | W2 |
| Capstone Proposal & Data Collection | | | | | | | | | | | | | | | | |
| Sylvania Meeting/Planning | | | | | | | | | | | | | | | | |
| Proposal Preparation | | | | | | | | | | | | | | | | |
| Proposal Presentation | | | | | | | | | | | | | | | | |
| Continue Surveying Sylvania | | | | | | | | | | | | | | | | |
| Edits & Other Tasks | | | | | | | | | | | | | | | | |
| Analyze and Edit Data | | | | | | | | | | | | | | | | |
| Spring Break- Work Time (March 11-19) | | | | | | | | | | | | | | | | |
| Drone Flight | | | | | | | | | | | | | | | | |
| Community Meeting & GS Symposium | | | | | | | | | | | | | | | | |
| GS Symposium Posters Due March 24th | | | | | | | | | | | | | | | | |
| GS Symposium- April 18th | | | | | | | | | | | | | | | | |
| Community Meeting- April 19th | | | | | | | | | | | | | | | | |
| Final Report & Capstone | | | | | | | | | | | | | | | | |
| Updated TOC- Due 3/22 | | | | | | | | | | | | | | | | |
| Final Report to Dr. T by 5/1 (Final Edits) | | | | | | | | | | | | | | | | |
| Final Report Returned to Dr. Y on 5/3 | | | | | | | | | | | | | | | | |
| Test All Project Apps | | | | | | | | | | | | | | | | |
| Final Report Ready for Distribution | | | | | | | | | | | | | | | | |
| Close of Project - 5/9 | | | | | | | | | | | | | | | | |

STATEMENT OF DISCLAIMER

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encourages a variety of views and inputs on issues relevant to the industry. The views presented do not necessarily represent those of Georgia Southern University and the University of New Orleans.

READ ME

This document provides information on the files created during the S/SD PPGIS Project. This *ReadMe* file will allow users to understand what resources were used in the research and reporting process.

Contents

1. Overview
2. Google Folder
3. PPGIS Resources Folder
4. Final Report Documents Folder
5. Data Folder
6. Current Project Products Folder
7. County/City Documents Folder

1. Overview

Within this document are descriptions and links to the deliverables from the project during Fall 2022 and Spring 2023. The project focuses on Sylvania, Georgia, which is close to the Georgia/South Carolina border and roughly 62 miles south of Augusta, Georgia. This ReadMe document is for future team members to understand the resources provided when joining the project.

2. Google [Folder](#)

3. PPGIS Resources [Folder](#)

- WhoData Docs [Folder](#)
 - The contents are as follows:
 - [2016 Spring WhoData-BP NewCity. DataAnalysis&Mapping 12.16.15.docx](#)
 - [NewCity - WhoDataTechnical Memo - 16 Dec 15.docx](#)
 - [NewCity.WHODATA_NDA 12.15.16.docx](#)
 - [OCH Prop Info Report Card.docx](#)
 - [Who DataSafety and Security 2022.pptx.pdf](#)
 - [WhoData Property Survey Training Presentation 2.24.18.pptx](#)
 - [WhoData Property Survey Training Presentation 11.13.2017.pptx](#)
 - [WhoData 2013 2014 Newsletter FINAL.pdf](#)
 - [WhoData_fulltext_stamped.pdf](#)
 - [WhoData.Newsletter.2012. PPGIS.pdf](#)
- Sylvania History [Folder](#)
 - The contents are as follows:
 - [History of Sylvania.docx](#)

- References/Papers [Folder](#)
 - The contents are as follows:
 - [Walking Map Guide with Student Suggestions for Revisions 8May2015 - FINAL](#)
 - [RightsizingCaseStudy11.12 \(1\).pdf](#)
 - [Hoffman Triangle Neighborhood Condition Analysis.pdf](#)
 - [FinalHonorsThesis Butcher 9April2017ElectronicCopy.pdf](#)
 - [A Vision for Division.pdf](#)
 - [Building Back Tremé Using PPGIS to Evaluate Neighborhood Stability.pdf](#)
- QOZ Resources [Folder](#)
 - The contents are as follows:
 - [Sample QOZ report NOLA.pdf](#)
 - [E-file Fwd S S PPGIS ✕ New QOZ Tools for YOU ✕.eml](#)
- Progress Reports (Team J/R) [Folder](#)
 - The contents are as follows:
 - [Copy of March08 ProgressReport.docx](#)
 - [Copy of 2023Feb08 Progress Report.docx](#)
 - [Copy of 19MarchProgressReport.docx](#)
- Other Projects [Folder](#)
 - The contents are as follows:
 - [UTNA Zoning 11x17.pdf](#)
 - [UTNA Streetlights TagStatus 11x17.pdf](#)
 - [UTNA NOPD TheftBurglary 11x17.pdf](#)
 - [UTNA Newsletter Summer2014.pdf](#)
 - [UTNA Newsletter Summer2014 \(1\).pdf](#)
 - [MURP5081 7April2015 Presentations.pptx](#)
 - [HP Algiers.7.2017 PCSurvey ContributingStructure List 9.24.2017.docx](#)
 - [Dannemann MURP4005-476 Final.docx](#)
 - [D Dougherty EJPA service learning time tracker.xlsx](#)
 - [BlackPearl UT Survey Ltr 3.18.15.pdf](#)
 - [Black Pearl 2015 \(1\).pdf](#)
 - [A GIS Decision Model forDetecting Substandard Housing in Camden County.docx](#)
 - [2015 Spring WhoData-BP UTNA DataAnalysis&Mapping 10.6.2014.docx](#)
- Main Streets [Folder](#)
 - The contents are as follows:
 - Call Interview Documents [Folder](#)
 - The contents are as follows:
 - [Start-Up Work Plan Checklist- Final.pdf](#)
 - [START-UP MOU 2021 Sample.pdf](#)
 - [Sample Start-Up Resolution Draft.docx](#)

- [BenefitsandRequirements-220920-163017.pdf](#)
- [MS/HP Links](#)
- [MainStreetMemorandum - Google Docs.pdf](#)
- [Main-Street-Manager-Job_description_BoyneCity.pdf](#)
- [Main Street changes - OCH](#)
- [FreretProfile_AlexDolmseth_AlenaEditedVersion_120214_AAAedits_12052014](#)
- [Downtown Sylvania Map \(2015-2017\).jpg](#)
- [DDA board survey on vision plan 2023Jan17 \(5\)](#)
- [Copy of Call Script for Main Streets](#)
- [Algiers Main Street Sample Survey Map Lot Status.Garcia_2017.pdf](#)
- Internship (New Orleans) [Folder](#)
 - The contents are as follows:
 - [URISA PPGIS - Thompson.Hayes 2015.2018.ppt](#)
 - [URBN3998 InternshipPlan_Update.docx](#)
 - [UNONHSHomeownershipStudyExecSummMap122110.pdf](#)
 - [UNO Competitive Service Learning Stipend Program - Thompson 10.22.2014.docx](#)
 - [SRomain Refleitions_02May19 .docx](#)
 - [OCHaleyBlvd_UpdatedSpreadsheetMap_7.30.18_Garcia.pdf](#)
 - [NHS_UNO_GIS_Report_Final21dec2010_\(1\).pdf](#)
 - [NewCity_WhoData_Partnerdatasharingagreement_12.162015.doc](#)
 - [NDF_FinalReport_8May2018_VERSION-draft_edit.7.17.18_MMT.docx](#)
 - [NDF NEW ORLEANS PPGIS FINAL BM MMT 7.17.18.ppt](#)
 - [MURP5081_7April2015_Presentations.pptx](#)
 - [MMT_NOCIS_gantt_25july07.xls](#)
 - [Hoffman Triangle 2012_Neighborhood Profile_Report.pdf](#)
 - [GreenLightMap_Working2212.pdf](#)
 - [CDFIP_handbook_final_2011-2012.pdf](#)
 - [CDF Intern MOU_standard-2012.doc](#)
 - [CCCLT Terms of ReferenceUNOresearch.docx](#)
 - [BPNA-PPGIS-7_Feb_2014.docx](#)
 - [2015_Spring_WhoData-BP_UTNA_DataAnalysis&Mapping_10.6.2014_g.d.ppgis.pdf](#)
- Hold Harmless Docs [Folder](#)
 - The contents are as follows:
 - [Hold Harmless_2023_City of Sylvania.pdf](#)
 - [Hold Harmless_2023_City of Sylvania_2023Jan13.docx](#)
 - [Hold Harmless_2023_City of Sylvania_2023Jan13.docx](#)
 - [Hold Harmless_2023_City of Sylvania_2023Jan13_\(Signed\).docx](#)
 - [Hold Harmless_2021.doc](#)
 - [Hold Harmless_2021_\(2\).doc](#)

- Historic Districts [Folder](#)
 - The contents are as follows:
 - [WorkOutline Memorandum Sylvania PPGIS.docx](#)
 - [Stepbystepguide_historicdesignation.pdf](#)
 - [Standardsforrehabilitationdnr.pdf](#)
 - [Model_historic_preservation_ordinance.pdf](#)
 - [HistoricDistrict Statement_of_Significance.pdf](#)
 - [HistoricDistric_stepbystepguide.pdf](#)
 - [HISTORIC CEMETERY PRESERVATION PLAN GUIDELINES.pdf](#)
 - [Designating a Local Historic District Georgia Department of Community Affairs.pdf](#)
- Emails [Folder](#)
 - The contents are as follows:
 - [please save Sylvania PPGIS summer fall GIS training modules Sylvania community profile.eml](#)
 - [Next steps for GSU Screven Sylvania Applied Geography Project team, timeline, deliverables.pdf](#)
 - [Main Streets info and grants.eml](#)
 - [GSU Screven Sylvania Applied Geography Project Orientation.pdf](#)
 - [GSU MSAG Intern Program \(2 30 - 3 30 PM EST\).pdf](#)
 - [GSU - Capstone Update & Planning.pdf](#)
 - [Gmail - \[External\] GSU MSAP Intern Program \(2 30 - 3 30 PM EST\)](#)
<https://uno.zoom.us/j/83740140770pwd=cHQyaVpQK2.pdf>
 - [Gmail - \[External\] Follow-up from GSU Screven Sylvania Applied Geography Project meeting PPGIS mapping tools and resources, attached.pdf](#)
 - [Gmail - \[External\] Confirm Mon 11 April Meeting Fwd City of Sylvania, GA Capstone Historic Preservation Project Opportunity; WhoData community survey.pdf](#)
 - [Gmail - \[External\] Confirm Mon 11 April Meeting Fwd City of Sylvania, GA Capstone Historic Preservation Project Opportunity; WhoData community survey.pdf](#)
 - [Archive communication Fwd S S PPGIS Meeting w Dr. Thompson, GSU Faculty, and MSAG Students.eml](#)
- Drone Images [Folder](#)
 - The contents are as follows:
 - Videos [Folder](#)
 - [Vid_02.MP4](#)
 - [Vid_01.MP4](#)
 - Pictures [Folder](#)
 - [MAX_0077.JPG](#)
 - [MAX_0075.JPG](#)
 - [MAX_0073.JPG](#)
 - [MAX_0068.JPG](#)
 - [MAX_0061.JPG](#)

- [MAX_0061.JPG](#)
- [MAX_0059.JPG](#)
- [MAX_0052.JPG](#)
- [MAX_0049.JPG](#)
- [MAX_0041.JPG](#)
- [MAX_0031.JPG](#)
- [MAX_0026.JPG](#)
- [MAX_0025.JPG](#)

4. **Final Report Documents** [Folder](#)

- The contents are as follows:
- [Video about Sylvania Meeting](#)
- [Timeline for Initial Draft.docx](#)
- [SS TOC Updated.docx](#)
- [SS TOC FinalReport.docx](#)
- [SS Teams Description.docx](#)
- [ReadMe](#)
- [Copy of Historic Pres TOC](#)

5. **Data** [Folder](#)

- The contents are as follows:
- [updated_suarvey_27FEB2023.csv](#)
- [updated_suarvey_27FEB2023.csv](#)
- [Link Tree Page.docx](#)
- [Copy of 20221021 Survey Assessor.xlsx](#)
- [20221107 survey sheet.csv](#)
- [20221021 Survey excel.xlsx](#)
- [20221021 Survey Data.zip](#)
- [Sylvania Main Street and Historic District street view 91 records 20230427115232](#)

6. **Current Project Products** [Folder](#)

- Updates [Folder](#)
 - The contents are as follows:
 - [WorkOutline Memorandum Sylvania PPGIS.docx](#)
 - [Sylvania Screven PPGIS team meeting follow-up notes & documents \(MMT\).eml](#)
 - [Copy of 3NOV22 Project Update.docx](#)
 - [3NOV22 Project Update.docx](#)
- Reviews [Folder](#)
 - The contents are as follows:
 - [Midproject review 20230131.pptx](#)
 - [Field Letter 20221130.pptx](#)
- Posters and Maps [Folder](#)

- The contents are as follows:
 - [Updated Proposal Flyer.pdf](#)
 - [Total Property Values Layout - Port.jpg](#)
 - [Total Property Values - Landscape.jpg](#)
 - [SylvaniaMainStreet.jpg](#)
 - [Sylvania Capstone Floyd Final.pptx](#)
 - [Sylvania Property Conditions Port.jpg](#)
 - [Sylvania Property Conditions Landscape.jpg](#)
 - [Sylvania Layout20230216.jpg](#)
 - [Story Map Link and QR Code](#)
 - [SEEDAG Poster Abarr Floyd.pptx](#)
 - [SEEDAG Poster 20230131.pptx](#)
 - [S/S PPGIS Project Review 2023April18](#)
 - [S S PPGIS Project Review 20230415.pptx](#)
 - [Proposal Flyer20230217.pdf](#)
 - [Proposal Flyer20230211.docx](#)
 - [Historic Main Street of Sylvania, Georgia \(StoryMap Draft\).pdf](#)
 - [Abarr Capstone proposal draft 20230216.pptx](#)
- GANNT [Folder](#)
 - The contents are as follows:
 - [Sylvania GANTT 20230321.xlsx](#)
 - [GANNT template](#)
- Final Report Examples [Folder](#)
 - The contents are as follows:
 - [MMT NOCIS gantt 25july07](#)
 - [FinalHonorsThesis Butcher 9April2017ElectronicCopy](#)
 - [Butcher Innovate Presentation as of 2.15.17 \(1\).pptx](#)
- Data Dictionary [Folder](#)
 - The contents are as follows:
 - [Data Dictionary.xlsx](#)
 - [Data Dictionary SS.docx](#)
- Contracts [Folder](#)
 - The contents are as follows:
 - [SS PPGIS Contract 20230314.docx](#)
 - [SS PPGIS Contract 20230310.docx](#)
 - [SS PPGIS Contract 20221014.docx](#)
 - [SignedPPGIS NEWCITY GIS Contract.pdf](#)
 - [Contract Updated March 2023.pdf](#)
- Calendar [Folder](#)

- The contents are as follows:
- [Task calander T-week.xlsx](#)

7. County/City Documents [Folder](#)

- The contents are as follows:
- Slide Deck [Folder](#)
 - The contents are as follows:
 - [You will Receive Packet.png](#)
 - [Lot Categories.png](#)
 - [House Conditions.png](#)
- [WelcometoSylvania.jpg](#)
- [SylvaniaFinalReport.11.26.2018.pdf](#)
- [Sylvania Leakage 2022.pdf](#)
- [Sylvania Downtown Market Study.pdf](#)
- [Screven County Observer News Comm.Mtg 2023April19.docx](#)
- [s.s ppgis public notice for april community meeting 2023March2 HOLD THE DATE.pdf](#)
- [s.s ppgis DDC presentation 2022Jan11.pptx](#)
- [S s.d PPGIS Media.WTOC preCom.Mtg Youtube 2023April19.docx](#)
- [Preliminary report for Maple Street Pedestrian Corridor and Streetscape Sylvania.pdf](#)
- [Economic Overview - Sylvania GA.pdf](#)
- [Economic Overview - Sylvania GA](#)
- [Downtown/Mainstreet Footprint.pdf](#)
- [Downtown Business Development Plan Flyer.png](#)
- [DDA 2023 WORK PLAN HANDOUT.docx](#)
- [DDA 2023 WORK PLAN HANDOUT STACY\(3\).docx](#)
- [Comm.Mtg SCRD room layout for 2023April19.docx](#)

REPORT CITATION

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