**Toccoa Downtown Development Authority (DDA)** Friday, April 14, 2023

Regular Meeting Minutes

The DDA held its regular meeting on Friday, March 10, 2023, at 8:00 a.m. in the Commission Courtroom of Toccoa City Hall. Chairman Hall called the meeting to order at 8:00 a.m. Mrs. Crosby gave the invocation. The following were in attendance: Chairman Marilyn Hall, Vice Chairman Letha Phillips, Mrs. Sarah Addison, Mr. Clay Fisher, Mr. Bryan Westmoreland, Mrs. Terri Goethe, Mrs. Connie Tabor, Ms. Kristen Deal, Chamber of Commerce President Julie Paysen and SCDA President Brittany Ivey. Mr. Derek Addison was also in attendance. Mr. Clint Sanders, TCC Liaison Terry Carter, and Tami Mayhugh were absent.

Upon a motion made by Mr. Westmoreland and seconded by Mrs. Goethe, the April 14, 2023 agenda was unanimously approved. Upon a motion made by Mr. Fisher and seconded by Mrs. Goethe, the March 10, 2023 Regular Meeting Minutes were unanimously approved.

**Reports**

1. **Main Street Events Update.** Mrs. Crosby shared that Georgia Cities Week would be coming up April 24-28th, and that the theme this year was titled “Light Up The City,” so the lights outlining downtown would be on. The Main Street office would also be putting together reels showcasing each department at City Hall. Mrs. Crosby mentioned that Toast of Toccoa was coming up on April 29th, and that new wineries would be joining the event. Then in May, Toccoa Train Day would take place. Lastly she mentioned that the Ida Cox lineup was confirmed, and with this the music series would be featured in an advertisement in Georgia Magazine. Ms. Deal stated that she had received notification from Georgia Main Street that the annual assessment submitted in January 2023 had passed, and that Main Street Toccoa maintained its accreditation as a Georgia Exceptional Main Street Community.
2. **Ritz Theatre Events Update.** Ms. Deal stated that the Ritz has been very busy with shows recently, and shared a few of the upcoming events including the Queen Tribute, the Friends of the Ritz Fundraiser Perry Williams Singing Sinatra, and the Toccoa Stephens County Theatre performance Dream Girls.
3. **March 2023 Financial Report.** Ms. Deal provided the document.
4. **Unfinished Business.**
	1. **N/A**
5. **New Business.**
	1. **Façade Grant Reimbursement: Sarah and Derek Addison, for property located at 26 Doyle Street.** Ms. Deal stated that Mr. and Mrs. Addison were in attendance today requesting reimbursement for façade renovations at 26 Doyle Street, also known as R&R Terminal. Mr. and Mrs. Addison applied for façade grant funding at the February 2023 DDA meeting, when the DDA approved reimbursement for up to $5,000 or 50% of the total eligible costs, whichever was lesser. The project included the installation of aluminum railing to the front of the building in the open space. The attached packet shows the finished work as well as a final invoice and cancelled check. Upon the DDA Directors’ approval, Mr. and Mrs. Addison are requesting façade grant reimbursement in the amount of $5,000. Mr. Clay Fisher motioned to reimburse Mr. & Mrs. Addison for the façade renovations at 26 Doyle Street in the amount of $5,000. Mr. Westmoreland seconded the motion, and it carried unanimously.
	2. **Façade Grantee Status Update.** Ms. Deal provided the update on the pending façade grantees. Prior to the DDA’s review of the façade grant guidelines in February, the DDA had been issuing a 120-day deadline for all grantees. Since the review, the DDA is currently following the guideline of discerning whether a project is minor, with a 120 day deadline, or major, with a 12-month deadline. The façade grantees that were approved prior to February that are still open include the following:
		1. **Nichols and West for Property at 102 N Sage Street**: Applied August 12, 2022 with a total request of $15,000. Per the guidelines, this can be regarded as a major project, making his new deadline August 2023.
		2. **Stephen Caudell for Property at 166 & 176 North Pond Street:** Applied September 9, 2022 with a total request of $25,000. Per the guidelines, this can be regarded as a major project, making his new deadline September 2023.
		3. **Valley Family Group for Properties at 230 N Sage Street / 28 E Savannah Street:** Applied December 9, 2022 for $25,000. Per the guidelines, this can be regarded as a major project, making his new deadline December 2024.

The DDA Directors agreed on the designation of the projects as “major.” Vice Chairman Phillips asked about the façade grant for Valley Family Group, remembering the questions that were raised at the December meeting and requested that a subcommittee be formed to discuss the project. Chairman Marilyn Hall volunteered to join. Mrs. Tabor stated that staff would coordinate the subcommittee. Mr. Clay Fisher made a motion to approve the updated Façade Grantee deadline, and Mrs. Goethe seconded the motion. With this it carried unanimously.

* 1. **Application for Georgia Cities Foundation Revolving Loan Fund:** Mr. & Mrs. Addison for property located at 26 Doyle Street. Ms. Deal reminded the DDA that at last month’s meeting, the DDA approved and signed a Resolution for Mr. Jon West’s GCF loan, where the DDA acted as a “pass through” entity to issue the loan. She stated that the Addison’s are following the same process to apply for funding to complete renovation at R&R Terminal, located at 26 Doyle Street. The application required Chairman Hall’s signature in order to be submitted. Once the Addison’s submit their application, if it is returned approved, the DDA will be presented a Resolution to sign. With this Mr. Fisher motioned for Chairman Hall to be approved to sign the application, and Mr. Westmoreland seconded the motion. With this it carried unanimously.
1. **Other Business.**
	1. **SCDA Report.** President Ivey provided her report. She stated that Stephens County had been featured in the recent publishing of Georgia Trend Magazine, where they discussed terrain changes in Northeast Georgia and how they were tied to increased electric vehicle usage. She mentioned that a new electrical vehicle factory would be breaking ground by the end of the summer. She stated that the lack of housing was still an ongoing issue, and that their office was seeking grants and financial resources to support increased residential infrastructure in the area, especially because businesses were unable to expand without housing for employees. She also discussed that the SCDA was still recognizing the WBL Student of the Month, and would begin recognizing a Student of the Year with a scholarship.
	2. **Chamber Report.** Chamber President Paysen provided her report. She discussed the recent Discovery Tour with 40 teachers in the school system to educate them on the variety of jobs in Stephens County. She also discussed the grand opening of the Venue at Broken Bridges happening that evening. She mentioned that the Post Legislative Gathering would be on April 20th at 9am, and that the Chamber Golf Tournament would be May 9th. Lastly, she asked everyone to save the date for this year’s Christmas Parade on December 9th at 6:00pm. The theme would be “Festival of Lights,” continuing to showcase the downtown outlining lights.
	3. **Downtown Parking.** Mrs. Tabor asked the attendees to remind Downtown Business’ employees and residents to only park in the designated parking lots, not the store fronts.

There being no further business, upon a motion made by Mrs. Goethe and seconded by Mrs. Addison, the regular meeting of the Downtown Development Authority was adjourned at 8:30 a.m.

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Kristen Deal Marilyn Hall

Main Street Manager Chairman