**Toccoa Downtown Development Authority (DDA)** **Notes:** Friday, May 12th, 2023

Regular Meeting Minutes

The DDA held its regular meeting on Friday, May 12, 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, TCC Liaison Terry Carter, Mrs. Connie Tabor, Ms. Kristen Deal, and SCDA President Brittany Ivey. Mr. Clay and Mrs. Carrie Power, along with Mr. Chuck Wright were also in attendance. Mr. Clint Sanders, Mr. Bryan Westmoreland, Mrs. Terri Goethe, and Ms. Tami Mayhugh were absent.

Upon a motion made by Mr. Fisher and seconded by Mrs. Phillips, the May 12, 2023 agenda was unanimously approved. Upon a motion made by Mr. Fisher and seconded by Mrs. Addison, the April 14, 2023 Regular Meeting Minutes were unanimously approved.

**Reports**

1. **Main Street Events Update.** Mrs. Crosby stated that recent events including Toast of Toccoa and Toccoa Train Day were a success. 126 children got to ride the train throughout the day. She also discussed Cruzin’ Down Doyle starting the next weekend, and shortly after that the Ida Cox Music Series with new performances scheduled. She also announced the recent hiring of Misty Richardson, who would take her place as Special Events Coordinator upon her retirement in June.
2. **Ritz Theatre Events Update.** Ms. Deal stated that the Season Six of Night at the Ritz had just concluded with the final performance of the season, and that planning for next season was underway. She stated that the GCA grant that has partially funded the last six seasons was also applied for this year, and they expected to receive notification on that application in the coming months. Ms. Deal also announced the upcoming Summer Movies Series to take place on Thursdays at 10am and 7pm, with a $1 admission. She stated that the Ritz Theatre website listed each of the dates and shows.
3. **April 2023 Financial Report.** Ms. Deal provided the document.
4. **Unfinished Business.**
	1. **N/A**
5. **New Business.**
6. **Façade Grant Application: Chuck Wright for property located at 263 West Savannah Street.**  Mr. Wright is submitting an application for façade renovations for property at 263West Savannah Street, where he is the owner of two 1 bedroom/1 bath apartments. The property is not located in the Historic District so therefore did not require approval from the HPC. The project will include exterior renovations with installation of new board and batten, painting, new windows, gutters, and doors. It will also include the installation of a 30x7ft shed roof for a front porch. Photos and the proposed plan are attached in your meeting packet. Mr. Wright has obtained two quotes, with one totaling $19,138. Upon review, Mr. Wright is requesting the DDA to consider obligating reimbursement funding in the amount of $5,000. Should funding be awarded, the DDA will determine if the project is considered minor or major per the façade grant guidelines, setting the completion deadline for either 120 days or 12 months. Mr. Fisher asked Mr. Wright how long he expected the renovations to take, and he replied that he believed it would be by the end of the summer. With this, it was decided that the project would be considered “minor” and would have 120 days to be completed. Mr. Fisher motioned to tentatively approve the façade grant application, contingent upon staff’s receipt of the project second cost estimate, for a total of $5,000. Mrs. Addison seconded the motion and it carried unanimously.
7. **Façade Grant Reimbursement: Mr & Mrs. Power for property located at 209 East Foreacre Street.** Ms. Deal stated that Mr. & Mrs. Power applied and were approved for a façade grant at the February 10th DDA Meeting for two facades. Photos are attached showing the work completed to both the front of the building, Currahee Movement Collective, and the rear, Currahee Crossfit. Copies of the invoices and checks are attached as well, showing the total cost of front renovation at $14,651 and the rear renovation at $10,150. Upon your approval, Mr. & Mrs. Power are requesting façade grant reimbursement in the amount of $10,000. The DDA members agreed that the façade renovations turned out beautifully and that they were pleased with the removal of the graffiti. Mrs. Addison motioned to reimburse Mr. & Mrs. Power in the amount of $10,000, with a second from Mrs. Phillips, and the motion carried unanimously.
8. **Façade Grant Review: Subcommittee Report.** Ms. Deal stated that a subcommittee met on Tuesday May 9th, which consisted of Chairman Hall, Mr. Westmoreland, Mrs. Tabor, and Ms. Deal. The subcommittee had been formed to review the façade grant guidelines and procedures, particularly regarding the amount of façade grants that can be applied for a single property. The existing guidelines state that up to four façade grants may be awarded to a building provided the façade faces a public street, alley or parking lot. The consensus was to add to the façade grant guidelines that only one façade grant per building side may be awarded, with a maximum of four sides per building. The DDA discussed the change and agreed that the façades would not be counted by the number of storefronts, addresses or doors, but rather by the four sides of the structure.Mrs. Phillips motioned to approve the updated façade grant guidelines, and Mr. Fisher seconded. It carried unanimously.
9. **Georgia’s Exceptional Main Street (GEMS) Memorandum of Understanding.** Ms. Deal stated that every year the Georgia Department of Community Affairs requires each Main Street community to sign an MOU. She asked the DDA to please review the MOU and provide approval. Once approved, Chairman Hall and Ms. Deal would sign the MOU, which would then be forwarded on to the City Commission for their ultimate approval. Mr. Fisher asked how long Main Street Toccoa had been a GEMS community, and Mrs. Tabor replied that the accreditation had been earned since 1999, when the national accreditation first began. Mr. Fisher motioned to approve the MOU, and Mrs. Addison seconded it. It carried unanimously.
10. **Other Business.**
	1. **SCDA Report.** Mrs. Ivey provided her report. She stated that the City and County had dedicated $125,000 each for the sewer infrastructure project to finish the lift station, and that a representative from the Department of Community Affairs was coming for a site visit next week to inquire and discuss the project in relation to grant funds available. She stated that in gathering data on job creation in the area, she found that 185 industrial jobs were created in the last year, in addition to Chic Fil A who created 110. Mrs. Tabor stated that she could share the Monthly Community Development report with Mrs. Ivey. Mrs. Ivey also stated that the SCDA had recently awarded its first Work Based Learning Scholarship to one of 220 students in the program.

There being no further business, upon a motion made by Mrs. Addison and seconded by Mrs. Phillips, the regular meeting of the Downtown Development Authority was adjourned at 8:28 a.m.

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Kristen Deal Marilyn Hall

Main Street Manager Chairman