

MEETING MINUTES

City of Newnan
Downtown Development Authority
Wednesday, September 8, 2021
8:00 am – Newnan City Hall
25 Lagrange Street- 2nd Floor Conference Room

Members Present: Ray Dubose, Brant Frost, Martha Ann Parks, Jim Thomasson

Members Absent: Casey Smith, Graylin Ward, Keith Brady

Staff Present: Abigail Strickland, Hasco Craver, Jesse Branch

The meeting was called to order at 8:03am.

The previous meeting minutes were reviewed by the Authority. Brant Frost made a motion to accept the meeting minutes from the previous meeting as presented to the Authority. Jim Thomasson seconded the motion. The motion carried.

Abigail Strickland presented the Financial Report to the Authority, noting the following account balances:

- a. BOZ Primary: \$17,540.97**
- b. BOZ MMI: \$108,805.00**
- c. YTD Income: \$44,391.90**
- d. YTD Expense: \$38,686.00**
 - Net Income: \$5,755.90**

Abigail Strickland updated the Authority on the Downtown Design Guidelines Proposals. Abigail received three submissions from the RFQ for the Downtown Design Guidelines from: Lord, Aeck, & Sargent; TSW; and WLA Studio. All three firms were interviewed, and it was determined that all three are capable of handling the project with a similar approach to the project, including initial visit (inventory), first draft, public input, and final draft. Staff recommended the Authority consider hiring TSW to complete the Downtown Design Guidelines, which includes a project cost of \$32,500 and a 6-month project timeline. Brant Frost questioned the need for the update of the design guidelines. Staff informed the Authority that during the May 2021 strategic planning retreat, the update to the design guidelines was added to the Authority's Plan of Work. Hasco Craver explained the document would offer recommendations for the treatments of commercial and residential buildings in historic districts, inform decision-making for what is considered appropriate treatment, determine eligibility for the Façade Grant program requests, and be utilized by the Planning Commission to determine Certificate of Appropriateness. This updated document would be a more condensed, user-friendly, electronic document that would be easier for staff and community members to use. Jim Thomasson requested that the Authority receive copies of similar projects from other communities from all three companies since this project would have a significant cost. Jim Thomasson made a motion to obtain electronic copies of project examples from staff and to move this agenda item to the next meeting for discussion. Brant Frost seconded the motion. The motion carried.

Jesse Branch updated the Authority on the Labor Day Events, including the Labor Day Sidewalk Sale, the Sunrise on the Square Road Race, and September Market Day. All events were successful. Jesse also updated the Authority on Upcoming Events including Fall Art Walk on September 17th from 5pm-9pm, Oktoberfest on October 1st from 5pm-9pm, October Market Day on October 2nd from 10am-2pm, and the Spirits & Spice Festival on October 23rd from 2pm-7pm.

The meeting was adjourned at 8:29am.

Next Meeting:
Wednesday, October 13, 2021
8:00 am – Newnan City Hall
25 Lagrange Street- Council Chamber Room