

Meeting Minutes
City of Newnan
Downtown Development Authority
Wednesday, May 8, 2019
8:00 am – Newnan City Hall

Members Present: Keith Brady, Ray DuBose, Brant Frost, Martha Ann Parks, Casey Smith

Staff Present: Courtney Harcourt, Abigail Strickland

Visitors Present: Winston Skinner

1. The meeting was called to order at 8:00am
2. The previous meeting minutes were reviewed by the Authority. Casey Smith made a motion to accept the meeting minutes as presented to the Authority. Brant Frost seconded the motion. The motion carried.
3. Abigail Strickland presented the financial report and noted the following account balances:
 - a. BOZ Primary- \$28,495.22
 - b. BOZ MMI – \$118,647.21
 - c. BOC UWG - \$0.00
 - d. YTD Income - \$24,733.00
 - e. YTD Expense - \$41,369.40
4. Courtney Harcourt provided an update regarding ongoing projects. The Wadsworth Alley Reveal Event will take place on May 15th, 2019 during lunch hours. Eventgoers will pick up lunch from various downtown restaurants and bring it to the alley to enjoy live music and to review the project. The volunteer workweek is ongoing and a few projects need to be finished before the event. Projects include installing gutters, adding on to the stage, putting together the patio furniture, and installing the murals from Newnan High School and East Coweta High School.

Courtney Harcourt informed the Authority of the closing of 34/36 Madison Street. The purchaser of the property is Josh Steed with Steed Properties LTD. The plans for the building include four residential lofts and two storefronts. The owner submitted an Initial Project Assessment to receive funding from the Downtown Development Revolving Loan Fund (DDRLF). The project had been approved to begin work, but the project will not be approved to receive funding by the Department of Community Affairs (DCA) and Georgia Cities Foundation until the project is finished and assessed. The owner, Josh Steed, will be present during the Wadsworth Alley Reveal Event to answer any questions regarding the project.

We expect to hear from American Association of Retired Persons (AARP) within the next few weeks regarding the Livable Cities Initiative Grant to fund the next phase of alleyway redevelopment.

Courtney Harcourt informed the Authority that DCA is currently redefining the core of downtown for the DDRLF program. Courtney Harcourt recommended that the Authority review the district boundaries on an as needed basis. Harcourt referenced 36 Madison Street project and imperativeness of site visits by DCA staff, where distance from the core district has become a major concern.

5. Courtney Harcourt informed the Authority that the process had begun to update the signature page for the Bank of the Ozarks primary checking account for Abigail Strickland to be able to sign checks. The account will be updated once the paperwork is completed. Members of the Authority who are already on the signature page will need to sign the paperwork for the update.

The Authority discussed the attendance policy. It was recommended that board members email the Chairman in advance of their absence. The Chairman would request the board to excuse the absence at the DDA meeting which would be documented in the meeting minutes. Casey Smith made a motion to notify Chairman of absence for the authority to review during the DDA meeting for excused absence. Brant Frost seconded the motion. The motion carried.

Courtney Harcourt informed the Authority that the Georgia Main Street Memorandum of Understanding would need to be signed by June. Courtney Harcourt stated that as a Georgia Exceptional Main Street (GEM) we would have to apply to maintain that designation in 2021. It was noted that the application is lengthy and will take an enormous amount of staff time to complete. Keith Brady stated that since the application is lengthy, that we should start on the application as soon as it is available to us, in order to be prepared when it comes time to submit.

Courtney Harcourt recommended that the Authority consider allowing all open container requests to go before Newnan City Council and removing the recommendation from the DDA from the process. Brant Frost questioned why it was necessary for the DDA to make the recommendation to City Council. Keith Brady stated that it was a way to verify that the event it is a city-sponsored event. Per the City ordinance in order for the open container district to be activated, it must be a city-sponsored event. Keith Brady suggested that if it is an annual event to approve the event, unless there are any changes to the event from the previous year. Keith Brady stated that staff should coordinate the requests to present to DDA. No action was taken to change the process.

Courtney Harcourt informed the Authority that Newnan is being considered for the Georgia Trust's Fall 2020 Ramble. Courtney Harcourt stated that there was no financial commitment required to have the event in Newnan. The event would take place throughout all of the historic districts in the city, not just within the Central Business District. It was noted that the Georgia Trust will be looking for committee members to help plan the event. Ray Dubose stated that it is an honor to be chosen.

Ray DuBose presented a Caldwell Tanks Update. City Council was presented a project for the former Caldwell Tanks site as information only during yesterday's Council meeting. The investor will present to the Planning Commission next. Public input will be heard during the Planning Commission meeting. After the meeting, the Planning Commission will make a recommendation to City Council. The project will then be presented to City Council. City Council will hear public input and staff recommendations before making a final decision. Keith Brady stated the investor was hosting a public meeting on Monday at 6pm at the Train Depot to present the project for those who are interested in learning more about the project. Courtney Harcourt asked Keith Brady as the Mayor to elaborate on the rezoning process. Keith Brady stated the first step is to receive authorization from owner of the property if the contractor does not own the property. The contractor then would submit an application to the Planning Department. Once the application is submitted, the project will be added to the City Council agenda as information only. City Council will then suggest that the project go before the Planning Commission. The Planning Commission will then make a recommendation to City Council at the next Council meeting. City Council will then make a decision. Courtney Harcourt noted that DCA has sent information of recent projects in other communities in which they had added residential inventory into downtown districts. Courtney Harcourt stated that it has become common and many other communities are adding residential inventory into their downtown districts.

6. Abigail Strickland presented the Manager's Report and informed the Authority about events.
 - a. Taste of Newnan was a successful event. It was noted that staff has received only positive feedback about the changes to the event. The income goal for the event was surpassed.
 - b. The May Market Day was successful despite the many other events that took place on the same day. Other events include Grand Opening of the Linc, The Cotton Picking Fair in Gay, Georgia, and Keep Newnan Beautiful's Electronic Recycling.
 - c. Abigail Strickland announced that the Summer Wined Up tickets went on sale last night. Only 500 tickets are available for purchase. They are \$30 per person with a \$3 processing fee.
7. The meeting was adjourned at 8:43am

**Next Meeting:
Wednesday, June 12, 2019
8:00 am – Newnan City Hall**

