

Meeting Minutes

City of Newnan Downtown Development Authority

Wednesday, February 12, 2020

8:00 am – Newnan City Hall

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

Staff Present: Courtney Harcourt, Abigail Strickland, Hasco Craver, Dean Smith

Visitors Present: Emmanuel Ransom (Clarkston DDA)

The meeting was called to order at 8:04am.

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.

Courtney Harcourt presented the financial report and noted the following account balances:

- BOZ Primary: \$26,567.29
- MMI: \$113,418.85
- YTD Income: \$39.48
- YTD Expense: \$3,264.71

Courtney Harcourt provided additional information related to the financial report in regards to income, where it was noted that Annual Market Day checks were prepared for deposit. It was also noted that the DDA has continued received checks from Project Graphics for the banner repayment due in 2018. Courtney Harcourt noted that the BOZ Primary Checking account's balance exceeded \$20,000 at the end of the January statement, and referenced the Authority's annual action of transferring funds exceeding that amount to the Money Market account. It was recommended that the surplus should not be transferred at this time due to expenses that were not accounted for during the January 2020 billing statements. Courtney Harcourt informed the Authority that staff had resolved reporting errors in Quickbooks that were previously addressed by the Authority.

Courtney Harcourt provided an update related to ongoing projects. Staff informed the Authority that the Georgia Placemaking Collaborative application had been extended past the December 20, 2019 date, and noted that the action could cause delays in receiving information. Harcourt noted that the announcement was still scheduled to take place on March 13, 2020, and that she would inform the Authority if she received additional information.

Courtney Harcourt reminded the Authority that Main Street Newnan's annual meeting is scheduled to take place on Friday 2.14.2020, 9:00am at the Redneck Gourmet.

Dean Smith provided an update to the Authority on behalf of the Newnan Planning Commission's active applications in Downtown Newnan. It was explained that all projects within the Central Business District must be reviewed through the Certificate of Appropriateness (COA) process. The update included the following properties:

- 31 Jackson Street: The proposed project as submitted features a new construction 2-story building that will feature first floor commercial, and second story residential.
- 98 Jackson Street: The proposed project as submitted features improvements and maintenance to the building to include replacing existing siding and enhancing a patio area. The project is planned to be discussed in the March Planning Commission meeting.
- 6 & 8 East Court Square. The proposed project as submitted features 1st and 2nd story offices and exam rooms, and the addition of a separate restaurant space on the 3rd floor. Renderings were shared to illustrate major changes to the front façade, and back entrance of the building and new construction of a 3rd floor with a rooftop terrace with elevator access.
- 16 N Court Square. The proposed project is currently active and will result repainting materials in kind and painting the building.
- Newnan Views Townhomes. The proposed project is currently active and will result in the addition of newly constructed residential townhomes. The project required the property to be rezoned. It will take up a large footprint, and will exceed typical building heights to include rooftop terraces for every unit.

Courtney Harcourt provided an update of ongoing DDRLF Projects.

- 34/36 Madison Street- "The Newnan Livery". This project is currently underway. Harcourt noted that the process can be followed on their Instagram page.
- 35 Jackson Street. This project is awaiting approval. Harcourt noted that the applicant's funding source has taken longer than expected but there are no foreseen issues with receiving funding.
- 12 Jefferson Street. This project is being reviewed by staff and DCA to determine its eligibility. Harcourt noted that this project's investment banker has already prepared a packet for the application.

Courtney Harcourt announced that the Strategic Planning Retreat has been scheduled for April 1, 2020. It was noted that the facilitator will be Georgia Downtowns.

Courtney Harcourt recommend that the Authority direct to begin working on an RFP to update the Downtown Design Guidelines as proposed in the approved 2020 Plan of Work. Harcourt reminded the Authority that design guidelines are a preservation and redevelopment management tool used to help retain the historic character of a designated historic district (or districts, as they may be developed to cover more than one). Compiled and used in conjunction with our local overlay, they assist the planning commission to make decisions. Design guidelines establish the architectural character context of a historic district by identifying and categorizing existing historic properties and resources. They provide guidance addressing alterations and

improvements to those historic properties, for new construction and development, for regulating demolition and dealing with neglected properties, and also recommendations for appropriate maintenance practices. They serve to guide individuals, businesses, architects, designers, as well as the planning commission, in making consistent and objective decisions involving work and development within the historic district.

Jim Thomasson expressed his preference for City staff (Newnan Planning Department) to have authority to determine projects because the current process is time consuming and inefficient. Keith Brady stated that City Council would have to grant permission to staff to approve projects that fit within the guidelines. Brady noted that this issue will be discussed at City Council's upcoming retreat. Hasco Craver reminded the Authority that the Downtown Design Guidelines would not change anything related to the current COA process, and that it would only change the document that they use as a guide (if accepted by Newnan City council). Craver also noted that the guidelines are suggestions on how to appropriately treat a historic property that are determined by a separate person or body. Staff stressed the importance and need to update design guidelines in a timely manner, referencing that the current Design Guidelines were created in 2002, and since that time there are now new things that are considered historic. There is also opportunity for new construction that was not considered in 2002. Keith Brady emphasized that the Design Guidelines should be specific to Downtown Newnan, and not be replicated from another community. Brant Frost made a motion for staff to begin the RFP process for Downtown Design Guidelines. Jim Thomasson seconded the motion. The motion carried.

Courtney Harcourt announced that staff will begin hosting public meetings to learn more about the eastern border of Downtown Newnan that follows the rail line. The purpose will be to determine the factors, culture, history and relationships in the area that instill its sense of place. Staff expressed an interest in hosting heritage based meetings during Historic Preservation Month (May). Keith Brady suggested that his project be discussed during the Strategic Planning meeting in April.

Courtney Harcourt provided the Manager's Report, noting that the Newnan Cultural Arts Commission will be sending a request for the DDA to partner for Jazz in the Park independent of an existing event. It was noted that staff has suggested that they consider May 29, 2020 or June 19th in conjunction with the Summer Wined-Up. NCAC has expressed an interest in hosting the event on Friday, June 5, 2020 (conflict with Newnan Carnegie Library Lit Fest), or Friday, June 12, 2020. (conflict with Summer NewnaNIGHTS). The NCAC is considering Staff's recommendations and will have dates to present during the March meeting.

The meeting was adjourned at 8:47am.

Next Meeting:
Wednesday, March 11, 2020
8:00 am – Newnan City Hall