**Toccoa Downtown Development Authority (DDA)** **Notes:** Friday, September 8th, 2023

Regular Meeting Minutes

The DDA held its regular meeting on Friday, September 8th, 2023, at 8:00 a.m. in the Commission Courtroom of Toccoa City Hall. Chairman Hall called the meeting via phone call-in at 8:00am. Mr. Westmoreland gave the invocation. The following were in attendance:, Chairman Hall (via phone), Mr. Bryan Westmoreland, Mrs. Terri Goethe, Mr. Clint Sanders, Mr. Clay Fisher, SCDA President Brittany Ivey, Mr. Jeremy Ward, Ms. Kristen Deal, Mrs. Richardson, Ms. Mayhugh. Mr. Stephen Caudell, Mr. Matt Koppin, Mr. Chuck Wright, Mr. Bob Troupe, and Mrs. Bella Youngquist were also in attendance. Mr. Clint Sanders, TCC Liaison Terry Carter, Mrs. Sarah Addison, Chamber President Julie Paysen and Vice-Chairman Letha Phillips were absent.

Upon a motion made by Mr. Westmoreland and seconded by Mr. Fisher, the September 8th, 2023 agenda was unanimously approved. Upon a motion made by Mrs. Goethe and seconded by Mr. Sanders, the August 11th, 2023 Regular Meeting Minutes were unanimously approved.

**Reports**

1. **Main Street Events Update.** Mrs. Richardson stated that the 2023 Ida Cox Music Concerts had concluded with Milkshake Mayfield performing August 26th. She stated that there were averages of 1500-2500 people in attendance each month of the summer. She also stated that Harvest Festival applications were open and there were already a decent number of vendors. Additionally, she mentioned that Christmas Fest would be coming up on Friday, December 1st.
2. **Ritz Theatre Events Update.** Ms. Mayhugh stated Night at the Ritz Season 7 kicked off on September 1st, 2023 with “Sail On: Beach Boys Tribute.” She said it was a great success with nearly a full house in attendance. She noted that the Season 7 Night at the Ritz was funded by a grant from Georgia Council for the Arts. She stated that the upcoming season of movies at the Ritz would be titled “Fall Into Ritz,” showing movies filmed in Stephens County. Lastly, she mentioned that the Piatagorsky Foundation would host their annual concert, with cellist Evan Drachman performing on September 29th.
3. **August 2023 Financial Report.** Ms. Deal provided the document.
4. **Main Street Toccoa Report.** Ms. Deal stated that at the Georgia Downtown Conference in August, Community Development Director Connie Tabor was awarded “Main Street Hero.” She was recognized for her significant contributions to the Georgia Downtown Association and communities across the state. Also, Ms. Deal reminded the DDA members of the Switch to Six training required for accreditation at the end of the year.

 **Unfinished Business.**
	1. **N/A**
5. **New Business.**
	1. **Façade Grant Application: Mr. Mike Koppin for property located at 256 N. Broad Street.** Ms. Deal explained that Mr. Mike Koppin’s son Matt Koppin was in the audience. Mr. Koppin had submitted a façade grant application on August 22nd, 2023 for the renovations to their building, housing Piedmont Insurance Services, located at 256 North Broad Street. This building is not located in the Historic District and therefore does not require prior approval for renovations from the Historic Preservation Commission. According to the application, the scope of work includes the removal of old vinyl siding and replacement with new hardie board and batten siding, replacement of existing windows with new vinyl hung windows, caulking and painting, replacement of gutters, removal of old fencing and replacement with new fencing around the building. Mr. Koppin has received two estimates for the work at this time, with the first totaling $20,250 and the second totaling $29,985. While the quotes are for the entire building’s exterior, the bulk of the work involves the two facades that face the public streets, which Mr. Matt Koppin was able to elaborate. In the packet, he broke down the total cost into percentages that would cover the costs of the two facades facing the public streets. The first quote came to $16,923, and the second quote totaled $24,343. Because the renovation does include the two facades facing public streets, they are applying for façade grant reimbursement in the amount of $10,000, or $5,000 per façade. Upon approval today, this project would be considered “major,” due to the larger scope of work and cost. If approved, Mr. Koppin would have 12 months to complete the renovations. There was no discussion from the DDA Directors. Mr. Westmoreland motioned to approve the façade grant application for 256 N. Broad Street for a total of $10,000. Mrs. Goethe seconded the motion, and it carried unanimously.
	2. **Façade Grant Reimbursement: Mr. Stephen Caudell for property located at 166/176 North Pond Street.** Ms. Deal explained that Mr. Caudell, who was in the audience, had completed the façade renovations at 166 & 176 North Pond Street, the property he had applied for façade grant reimbursement for a year ago in September 2022. At this time, 166 North Pond Street has recently become occupied with a tenant, known as BW Threads, a new boutique to Downtown Toccoa. The other space is currently available to rent. According to the original application, the renovation work included placing new awnings on all three storefronts, new wood ¾-window doors on all storefronts, replacement of existing glass with thermal pane glass on all storefronts, and painting. Additionally, the work included the installation of a new door and window on the alley-side, a new landing and stairs on the alley-side, and painting of the alley-side. Mr. Caudell also replaced all of the boarded-up back windows in the rear and blocked the small windows in the lower level of the rear. The rear was also painted. Finally, Mr. Caudell completed work on the service entrance facing Tugalo Street and replaced the door with a commercial metal door, painted the exterior, and installed an awning. Mr. Caudell has submitted three invoices from Martin Construction totaling $49,400, along with copies of the checks paid out. At the September 2022 DDA meeting, Mr. Caudell was approved for a total of $25,000, or $5,000 per façade. Upon approval, Mr. Caudell is requesting façade grant reimbursement in the amount of $25,000. The DDA Directors all agreed the renovations looked great. With this, Mrs. Goethe motioned to approve the façade grant reimbursement for property located at 166/176 North Pond Street in the amount of $25,000. Mr. Fisher seconded the motion, and it carried unanimously.
	3. **Façade Grant Extension: Mr. Chuck Wright for property located at 263 West Savannah Street.** Ms. Deal explained that Mr. Chuck Wright, who had submitted a façade grant application for 263 West Savannah Street at the May 2022 DDA meeting, was requesting a brief extension for the project. As stated in the packet, the exterior renovations should be completed in the next month. Mr. Wright was in attendance and stated that the work was 90% completed with only the front porch remaining. Mr. Fisher asked if October 31st would be an appropriate deadline, and Mr. Wright agreed. With this, Mr. Fisher motioned to extend the façade grant deadline to October 31st. Mr. Sanders seconded the motion, and it carried unanimously.
	4. **Façade Grant Application for Toccoa First United Methodist Church for property located at 283 East Tugalo Street.** Ms. Deal stated that Mr. Bob Troupe was in the audience on behalf of First United Methodist Church submitting a façade grant application. The application states that the scope of work includes the soft washing and cleaning of the steeple, as well as cleaning the sidewalks and curbing. The steeple can only be reached with a crane, and therefore the project quote includes the cost of the lift rental. The board was able to obtain one quote from the only regional contractor available to provide the work, who estimated that the total cost would be $4,088. Therefore, Mr. Bob Troupe, on behalf of Toccoa First United Methodist church, is applying for façade grant reimbursement in the amount of $2,044. With this project being considered “minor,” if approved, the project would have a deadline of 4 months. Mr. Fisher abstained from the discussion, as he is a member of FUMC. Mr. Westmoreland inquired on if soft-washing was covered in the façade grant guidelines. Ms. Deal pulled the guidelines and quoted that only pressure-washing was stated as ineligible. She also clarified that soft-washing had been used as a technique on other façade projects in the past. Mr. Westmoreland inquired if the steeple was considered eligible as part of the façade, and Ms. Deal referenced the guidelines stating that “decorative architectural features” were eligible. Mr. Troupe stated that this cleaning was necessary for the preservation of the steeple, as it had not been done in 20+ years. With this, Mr. Westmoreland motioned to approve the façade grant application for 283 East Tugalo Street in the amount of $2,044. Mr. Sanders seconded the motion, and it carried unanimously.
	5. **Unexpired Term Appointment: Mr. Clint Sanders, expiring June 30, 2024 and Vice Chairman Letha Phillips, expiring June 30, 2026.** As Mr. Sanders stated at the August 2023 DDA meeting, he will be stepping down from his position with the DDA. Mrs. Letha Phillips submitted her letter of resignation on September 7th, 2023 and was unable to attend the meeting. With both terms set to expire in the coming years, the replacing members would be appointed to serve through this the end of their terms. The DDA will make a recommendation to the City Commission regarding the appointment of new members. Once new members have been appointed, the DDA will elect a new Vice Chairman. At this time, the following individuals have expressed interest or been recommended for the appointment:
		1. **Mr. Jay Doss**
		2. **Mrs. Carrie Power**
		3. **Mrs. Kimberly Moavero**
		4. **Mrs. Bella Youngquist**

Chairman Hall requested that we have a special committee meeting to speak to the candidates to make a better educated recommendation to the City Commission. Ms. Deal agreed. With this, Mr. Westmoreland motioned to accept both Mr. Sanders and Mrs. Phillips resignation. Mr. Fisher seconded the motion and it carried unanimously.

1. **Other Business.**
	1. **SCDA Report.** Mrs. Ivey provided her report. She stated that 2 new businesses had moved to Toccoa, one being a pharmacy company and the other a metal fabrication company. She stated that the pharmaceutical manufacturer planned to create 100 jobs over the next five years. She stated that they were investing over $20 million. The metal fabrication company would be creating 15 jobs, with plans to be in full operation by the end of the year. Mrs. Ivey also stated that the Rural Innovation Grant notice was expected to be provided in the next two weeks, which if awarded, would fund the lift station completion that is needed for the housing development on the Toccoa Bypass and Mize Road.

There being no further business, upon a motion made by Mr. Fisher and seconded by Mr. Westmoreland, the regular meeting of the Downtown Development Authority was adjourned at 8:45 a.m.

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Kristen Deal Marilyn Hall

Main Street Manager Chairman