**Toccoa Downtown Development Authority (DDA)** **Friday, December 8th, 2023**

Regular Meeting Minutes

The DDA held its regular meeting on Friday, December 8th, 2023, at 8:00 a.m. at X-Factor Grill. Chairman Hall called the meeting at 8:00am. Mr. Westmoreland gave the invocation. The following were in attendance: Chairman Marilyn Hall, Mr. Bryan Westmoreland, Mrs. Sarah Addison, Mrs. Carrie Power and Mrs. Kimberly Moavero, Mrs. Connie Tabor, Ms. Kristen Deal, Mrs. Mayhugh, SCDA President Brittany Ivey, and Mr. Stan Roberts were also in attendance. Mrs. Misty Richardson, Mr. Clay Fisher, Mrs. Terri Goethe, TCC Liaison Terry Carter, and Chamber President Julie Paysen were absent.

Upon a motion made by Mrs. Addison and seconded by Mr. Westmoreland, the December 8th, 2023 agenda was unanimously approved. Upon a motion made by Mr. Westmoreland and seconded by Mrs. Moavero, the November 9th, 2023 Regular Meeting Minutes were unanimously approved.

**Reports**

1. **Main Street Events Update.** Mrs. Deal provided the report on behalf of Mrs. Richardson. She stated that the Christmas Fest and Festival of Trees were another great success this year. There were 13 trees displayed that raised $4,534 for local nonprofits.
2. **Ritz Theatre Events Update.** Ms. Mayhugh stated that Joe Gransden would be performing a special Christmas show. She also discussed the calendar of events at the Ritz during December, including Christmas movies for the public as well as the school showings, TSC Community Theatre play, and the Good Grief Trio.
3. **November Financial Report.** Ms. Deal provided the document.
4. **Main Street Toccoa Report.** Ms. Deal provided the report, reminding the DDA members that the Switch to Six training was required to be completed by the end of the year. She also notified the DDA that the annual planning meeting with Toccoa City Commission would take place on Monday, February 12th. The time would be to-be-determined. Lastly, she reminded the DDA that this would be Mrs. Tabor’s final meeting before her retirement on December 29th. She along with the DDA commended Mrs. Tabor for her 33 years of dedication.
5. **Unfinished Business.**
	1. **N/A**
6. **New Business.**
	1. **Façade Grant Extension Request: Valley Family Group, Mr. Stan Roberts for property located at 230 N. Sage Street / 28 E. Savannah Street.**  Ms. Deal reminded the DDA that Mr. Roberts had applied for this façade grant at the December 2022 meeting. The original application included the conversion of the building into apartments. The work included the installation of 20 windows, 6 exterior doors, exterior painting, and repairing fascia. The original estimate was submitted at $100,000. Mr. Roberts was approved for $25,000 in funding, and it was designated as a major project with a 12-month deadline. Mr. Roberts is in attendance and has requested a four month extension to complete the project in accordance with scheduling issues. Mr. Roberts stated that the project was 80% completed, and was delayed primarily due to the required sprinkler system installation that must be completed before moving on to next steps. Mr. Bryan Westmoreland motioned to approve the façade grant extension request through April 2024, and with a second from Mrs. Moavero, the motion carried unanimously.

1. **Other Business.**
	1. **SCDA Report.** Mrs. Ivey reported that the first phase of the goal to build 60 apartment units on Mize Road was in progress with the acceptance of the DCA grant to complete the necessary lift station. She stated she is connecting with retail developers and other residential housing developers.

There being no further business, upon a motion made by Mrs. Power and seconded by Mrs. Addison, the regular meeting of the Downtown Development Authority was adjourned at 8:15 a.m.

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Kristen Deal Marilyn Hall

Main Street Manager Chairman