



**CITY OF KINGSLAND, GEORGIA**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**AGENDA – MARCH 18, 2026**  
**MINUTES**

---

**4:30 PM**

---

**1. Call to Order**

- |   |   |
|---|---|
| ○ Jolene Anderson, Chair                | ○ Alison Shores, Executive Director         |
| ○ Jessica Johnson, Board Member         | ○ Theresa Farrell, Board Member             |
| ○ Nicholas McCoy, Treasurer<br>(absent) | ○ Paul Chamberlin, Board Member<br>(absent) |

Call to was made at 4:30 PM

**2. Agenda Amendments**

Anderson proposed the following amendments under New Business to the agenda:

Add C: Christmas Event Date

Add D: Catfish Festival Planning

Add E: Elections for the Board

Johnson made a motion to accept the amendments to the agenda, seconded by Farrell.  
The motion carried unanimously.

**3. Approval of the Financials**

The January 2026 financials were included in the meeting packet and emailed prior to the meeting. A motion to approve the financials was made by Farrell, seconded by Johnson. The motion carried unanimously.

**4. Approval of Previous Meeting Minutes**

The February 2026 minutes were included in the meeting packet and emailed prior to the meeting. A motion to approve the February 2026 minutes was made by Johnson, seconded by Farrell. The motion carried unanimously.

**5. Old Business**

**A. Design Guidelines**

Anderson says the Design Guidelines and the Startup Freshen Up Grants has been combined together. Anderson stated she and Shores will meet with Darren Harper, who has a lot of knowledge about the grants, on March 19<sup>th</sup> at 1:00 to gather more information about the grants, look at other cities that have done the grants and get started. Anderson also invited any other Board Members to attend. There was some brief discussion amongst the Board. No further action at this time.

B. Start Up and Freshen Up Grants

Discussion combined with Item A, Design Guidelines. No further action at this time.

C. Veteran's Park

Anderson stated she would like to start scheduling quarterly work days at the Park. She asked Farrell and other Members to let her know if they knew of anyone at other organizations that would like to participate so a meeting could be scheduled to see who wants to sign up for each quarterly work day. There was some brief discussion amongst the Board about things that could be done at the Park, who would possibly like to be involved and how to connect with potential prospects. No further action at this time.

D. 105 N. Lee Street

Anderson stated the application has been submitted to the Department of Community Affairs. She says she received a response asking for a map of the boundaries to verify the building is within the boundaries, and now the project has been accepted. She stated Carrie Davis is now speaking with the Department of Community Affairs to provide more information needed, but she noted that everything seems to be going well. There were some brief discussions amongst the Board. No further action at this time.

E. 80 Acres

Anderson says she has spoken to some builders and others and she wants to start exploring to see if there is any value in clearing some of the buildable land to make it more attractive to potential buyers, possibly for tiny homes. She says she would also like to look into creating some trails for a planned nature area, walking area, and see what all is there on the land to learn its potential. There were discussions amongst the Board. No further action at this time.

**6. New Business**

A. Chamber of Commerce Membership

Anderson proposed becoming a member of the Chamber of Commerce as the DDA instead of under the City of Kingsland, noting the value of being listed as the Kingsland DDA with the Chamber making it easier for businesses looking to locate in Downtown Kingsland to find direct contact information for the DDA. She stated this would give the DDA its own identity, maximize what the DDA does, and maximize the benefits available by joining the Chamber. A motion was made by Farrell to join the Chamber as the DDA. The motion was seconded by Johnson. The motion carried unanimously.

B. Vacancies and Real Estate

Anderson stated there has been interest in a few buildings in Downtown Kingsland. She was able to help interested parties get connected to the listing

agent as well as get Darren Harper to help by providing information to the prospects regarding financing, if needed. No further action at this time.

C: Christmas Event Date

Anderson stated the DDA is in charge of the Christmas event now. She talked about having a Christmas Parade, a Christmas Market, music and other events on a Saturday when people will have more time to enjoy and participate. She has spoken with the Police and Fire Department and noted they are on board to provide pizzas. She proposed “Christmas in Kingsland,” the second Saturday, December 12<sup>th</sup> as the date, during the day. After discussions amongst the Board, a motion was made by Johnson to have the Kingsland Christmas event on December 12<sup>th</sup>. The motion was seconded by Farrell. The motion carried unanimously.

D: Catfish Festival Planning

Anderson stated she would like to have a meeting on April 6<sup>th</sup> at noon, at Outer Banks to discuss and start planning for the Catfish Festival. She asked the Board Members to invite anyone who has an interest in participating and volunteering. The Catfish Festival is scheduled for November 20-21, 2026. No further action at this time.

E: Elections for the Board

Anderson stated that April is the month to officially elect officers. She stated she has spoken to Theresa Farrell about becoming Vice-Chair; Nicholas McCoy remaining Secretary/Treasurer; and herself as Chairwoman, if the Board so chooses. Paul Chamberlin is the liaison with the City of Kingsland. This will be the slate of Officers presented at the next Board Meeting. She noted there are other positions to be filled and encouraged Members if they knew of anyone who would like to serve on the Board, to ask them to fill out the form to apply. No further action at this time.

**7. Announcements**

Next Regularly Scheduled Meeting – April 15, 2026 at 4:30 PM

**8. Report of the Executive Director**

Anderson stated she and Shores have met to go over things and to come up with a plan on how to continue doing the work of the DDA and to improve upon it. Shores is in the process of streamlining some things and helping to create and share a vision for the DDA. Shores says she is grateful for the opportunity and all the support and she knows the DDA will do well and excel. Anderson and Shores plans to continue to work closely together to achieve the goals of the DDA and move forward.

**9. Adjourn Meeting**

Motion to adjourn at 5:15 pm by Farrell; seconded by Johnson. Motion carried unanimously.