



CITY OF KINGSLAND, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA – APRIL 15, 2026
MINUTES

4:30 PM

A. Call to Order

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

Call to was made at 4:30 PM

B. Agenda Amendments

There were no amendments made to the Agenda.

C. Downtown Historic Fact

Anderson stated that she would briefly talk about a historic fact related to Downtown at every meeting going forward. She stated the commercial district is part of the federal registered historic structures. Noting the building they were meeting in (107 S. Lee Street) was the Camden Hotel in 1929 with storefronts and hotel rooms upstairs. She mentioned that the City renovated the building to the specs of the historic preservation when they did the renovation and that there are others in the area.

D. Approval of the Financials

The February and March 2026 financials were included in the meeting packet and emailed prior to the meeting. Anderson noted there are two months of financials because they are now receiving them quicker. A motion to approve the financials was made by Chamberlin, seconded by McCoy. The motion carried unanimously.

E. Approval of Previous Meeting Minutes

The April 2026 minutes were included in the meeting packet and emailed prior to the meeting. A motion to approve the April 2026 minutes was made by Johnson, seconded by Anderson. McCoy and Chamberlin both abstained from voting due to not attending the meeting. The motion did not carry due to lack of votes. This item will be tabled until the next meeting.

F. Old Business

A. Elections for the Board

Anderson stated the slate for officers mentioned at the last meeting. Theresa Farrell for Vice-Chair; Nicholas McCoy remaining Secretary/Treasurer; and herself as Chair. There was a motion made by Chamberlin to elect the officers as presented, the motion was seconded by McCoy. The motion carried unanimously.

B. Veteran's Park

Anderson stated they are working on the plan involving military groups to start doing some regular work there on a quarterly basis and working with Bill and Ron to see what's needed there. She also stated that Shores has made another contact with the military about groups from different boats that want to become involved and that everything is moving forward. There were discussions amongst the Board. No further action at this time.

C. 80 Acres

Anderson stated the project is still on hold while waiting to see what can be done, but is planning to move forward on it. The process will take some time. No further action at this time.

D. 105 N. Lee Street

Anderson stated she received a letter yesterday from the Georgia Department of Community Affairs and they have approved the project to go forward. She noted it is a \$1,000,000 project and that she has appropriately distributed any paperwork received to the correct party. She is working directly with Carrie Davis, Georgia Cities, and the DCA. She also stated the DDA is writing a support letter saying the project is very important to the health of Downtown, and Lee Spell, City Manager, has wrote one as well. Everything is moving in the right direction. No further action at this time.

E. Homecoming Parade

Anderson stated the homecoming parade this year will be September 24th. She also stated that after discussions with the school and the fire department, they are now able to bring the bon fire back, which the school is happy about. She will be working with the fire department closely to work out safety details. She also noted Shores is working to get bids for a company to paint and clean the windows in Downtown, hoping to secure a contract for homecoming and Christmas. There were discussions amongst the Board. No further action at this time.

F. Christmas in Kingsland

Anderson stated they are moving forward with plans and adding a market to the event. She plans to hopefully have a vendor fee schedule to present at the next meeting. She has been in talks with different organizations, and plans to speak with vendors that attends the Catfish Festival that may have merchandise to sell in the market to provide a variety of unique items. No further action at this time.

G. Freshen Up and Start Up Grant

Anderson stated she and Shores has met with Darren Harper, and he provided them with some suggestions about using the grant. They are reviewing that information and Anderson plans to make a committee next month to look at some of the extra things that can be done for businesses in downtown. She welcomed anyone who wants to sit on the committee. No further action at this time.

G. New Business

A. Property Sales

Anderson introduced Mr. Allen Miller who just purchased two buildings Downtown, and plans to lease it out. Mr. Miller spoke, providing some details of his plans to elevate the buildings by cleaning them up, painting, adding some tile wood siding; thinking of a beach-like theme. There were discussions amongst the Board and Mr. Miller. No further action at this time.

B. Façade Grants

Anderson stated there were four façade grants. The first one, Ham J Investment, including invoices for review. A motion was made to approve Ham J Investment by Chamberlin. The motion was seconded by McCoy. The motion carried unanimously.

Anderson stated Mr. Miller was looking for a pre-approval for the grant. He wanted to make sure he would qualify and also to know if he could qualify for two, since he purchases two storefronts. There were some discussions with Mr. Miller and Board. Mr. Miller was advised that once he completes everything and it comes in, they would finalized it. There was a motion made by Chamberlin to preapprove Mr. Miller. The motion was seconded by McCoy. The motion carried unanimously.

Anderson stated there was an application from Cumberland Services for fixed improvements with a total project cost of about \$7,200. A motion was made by Chamberlin to approve Cumberland Services. The motion was seconded by McCoy. The motion carried unanimously.

C: KDDA Boundary Discussion

Anderson stated she has spoken to Lee Spell, City Manager, about extending the DDA boundaries, which then would allow Camden Adventures and Polaris to be included. She noted this would help these businesses and allow them to take advantage of the benefits of the DDA. She said she will send out a map of what the new boundary would encompass and if everyone is onboard and feels it is worth doing, Mr. Spell said it can be done by taking it to City Council for a vote. No further action at this time.

D: Catfish Festival Planning

Anderson stated she would like to have another meeting on May 14th at noon, at Outer Banks to continue discussing planning for the Catfish Festival. She noted

she has more volunteers interested in participating. She stated she would like to increase the vendor fees about \$25 to cover the costs associated for the spots and electricity. The late fee has been increased to \$100, charged after November 7th.

She also noted that it will be easier to collect vendor fees by running it through the Chamber of Commerce and then the Chamber would provide a report and a check for the fees collected. There were discussions amongst the Board. There was a motion made by Chamberlin to approve the fee increase. The motion was seconded by McCoy. The motion carried unanimously.

H. Announcements

Anderson stated she wanted to discuss the scholarship voting. She stated it was a blind vote and that Number 4, and Number 5, was chosen by everyone. She said she would notify the school and offered congratulations. No further action.

Anderson stated she was contacted by Lee Spell stating the Mayor would like to have a dedication on April 24th at the Lawn to dedicate a tree to the community for Arbor Day and asked if the DDA could help to put it together, and she said yes. She stated her and Shores has already worked on it and have everything set up for tents and chairs. It will be held on April 24th at 2:00 PM. She said it would be a brief dedication, and Shores was working to invite some Military Commanders to attend.

Next Regularly Scheduled Meeting – May 20, 2026 at 4:30 PM

I. Report of the Executive Director

Shores stated she has been learning a lot, learning the history and enjoying it. Anderson said they have both met with Phyliss and she has helped them with so much. Anderson said they appreciate Shores. She said there has been so much going on within the last two months, and they are happy to welcome any new business.

J. Adjourn Meeting

Motion to adjourn at 5:29 pm by Chamberlin; seconded by McCoy. Motion carried unanimously.