



CITY OF KINGSLAND, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA • SEPTEMBER 17, 2020

Regular Meeting

City Council Chamber

4:30 PM

107 South Lee Street - City Hall, Kingsland, GA 31548

1. CALL TO ORDER

Paul E. Chamberlin
Jolene Andersen
Jimmy McCollum
Rebecca Shannon
Paula Chamberlin
LaMar Stokes
Lisa Bell

Chairman
Board Member
Board Member
Board Member
DDA Manager
Council Member
Board Member

2. ROLL CALL

3. AGENDA AMENDMENTS

4. APPROVAL OF FINANCIAL REPORT

1. August Financials -

5. APPROVAL OF MINUTES

1. August Minutes -

6. ORGANIZATION COMMITTEE

1. Welcome Matt Hooks -

7. DESIGN COMMITTEE

1. The Lawn Update -
2. Multi Use Path - Chairman Paul E. Chamberlin
Open discussion regarding multi-use path to Catfish Creek Park

3. Traffic Bollards Planters and Replanting of Trees -
4. Becci Shannon - LMD (Landscape Maintenance District) -

8. PROMOTIONS COMMITTEE

1. Catfish Festival Update -

9. ECONOMIC DEVELOPMENT/RESTRUCTURING COMMITTEE

1. Overlay Ordinance Discussion -
Overlay Discussion and recent City Council meeting results
2. Traffic Radar Speed Signs Funding - Cares Act Distribution -
3. Marketing Idea - Board Member Jolene Andersen
"Can you See It?" campaign

10. DATES TO REMEMBER

1. Upcoming Events -
DDA 101 training available online
2020 Chamber of Commerce Golf Tournament - Oct. 23, 2020 - 11am - 4pm
Halloween Town - October 24, 2020 - 4pm -8pm
Miss Kingsland Beauty Pageant - November 7, 2020
Kingsland Catfish Festival - November 21, 2020

11. ADDITIONAL BUSINESS/ANNOUNCEMENTS

12. ADJOURN

**Downtown Development Authority**

City of Kingsland

SCHEDULED**AGENDA ITEM (ID # 3217)**

Meeting: 09/17/20 04:30 PM

Department: Downtown Development Authority

Category: Miscellaneous

Prepared By: Paula Chamberlin

Initiator: Paula Chamberlin

Sponsors:

DOC ID: 3217

August Financials

**Downtown Development Authority**

City of Kingsland

SCHEDULED**AGENDA ITEM (ID # 3218)**

Meeting: 09/17/20 04:30 PM

Department: Downtown Development Authority

Category: Miscellaneous

Prepared By: Paula Chamberlin

Initiator: Paula Chamberlin

Sponsors:

DOC ID: 3218

August Minutes



CITY OF KINGSLAND, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES • AUGUST 13, 2020

Regular Meeting

City Council Chamber

4:00 PM

107 South Lee Street - City Hall, Kingsland, GA 31548

1. CALL TO ORDER

Paul E. Chamberlin	Chairman	
Jolene Andersen	Board Member	
Jimmy McCollum	Board Member	
Rebecca Shannon	Board Member	
Paula Chamberlin	DDA Manager	
LaMar Stokes	Council Member	(Absent)
Lisa Bell	Board Member	

Scott Kimball - Planning Director - Planning & Zoning
Bill Coleman -Director - Public Works

2. ROLL CALL

3. AGENDA AMENDMENTS

Add Awnings and Facade to Design Committee
The Board asked Scott Kimball to address the distressed awnings in downtown by sending letters to property owners.
Discussed the possibility of a Facade Easement for a downtown business that cannot afford a new awning.

4. APPROVAL OF FINANCIAL REPORT

1. July Financials -

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lisa Bell, Board Member
SECONDER:	Jolene Andersen, Board Member
AYES:	Chamberlin, Andersen, McCollum, Shannon, Bell
ABSENT:	Stokes

Attachment: August Minutes (3218 : August Minutes)

5. APPROVAL OF MINUTES

1. July Minutes -

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jolene Andersen, Board Member
SECONDER:	Lisa Bell, Board Member
AYES:	Chamberlin, Andersen, McCollum, Shannon, Bell
ABSENT:	Stokes

6. ORGANIZATION COMMITTEE

1. Review and Discuss DDA Citizen Board Application from Matt Hooks -

The Board reviewed and discussed the application submitted by Matt Hooks and voted to approve as a board member.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jolene Andersen, Board Member
SECONDER:	Lisa Bell, Board Member
AYES:	Chamberlin, Andersen, McCollum, Shannon, Bell
ABSENT:	Stokes

2. DDA 101 Training -

Intro to Downtown Development Authority for new board members. The training will be virtual and self paced and will go live on September 1, 2020.

Paula Chamberlin advised the board that DDA 101 is now virtual and self paced and will go live on September 1st. This training is mandatory for new board members and is available for any board member that would like to refresh. Once registration is complete, a link will be sent and the board member will have 30 days to complete once training has started.

7. DESIGN COMMITTEE

1. Finalize the Lawn Logo -

Approval to order "Coming Soon" Sign for The Lawn

Approval requested to order a "Coming Soon" sign for The Lawn.
The board also finalized the logo to be used on the sign.

RESULT:	APPROVED [UNANIMOUS]
AYES:	Chamberlin, Andersen, McCollum, Shannon, Bell
ABSENT:	Stokes

8. PROMOTIONS COMMITTEE

1. Catfish Festival Update -

An update was provided on the festival. Support was given by Bill Coleman to create an obstacle course for the Jeepers on the borrow pit property across from The Lawn. Paul Chamberlin and Bill Coleman will meet to discuss the details and layout of the course.

9. ECONOMIC DEVELOPMENT/RESTRUCTURING COMMITTEE

1. Traffic Control Status -

The request to budget for 4 Electronic Speed Radar signs was denied by Finance for FY 20/21. KPD will be seeking grants in the Spring for the purchase of these signs.

2. 3174 : Overlay Ordinance Update -

Paul Chamberlin will provide Scott Kimball with words to address the portion of the overlay ordinance in question. Scott will consult with the city attorney to confirm the wording is correct. Once approval is received, the proposed ordinance will go before the Planning & Zoning Board for their recommendation.

3. New Business Application and Discussion -

After much discussion and based on the DDA's Strategic Goals, the board voted unanimously to make a motion to recommend that the Business License for the Rainbow Bridge Pet Crematory, 108 S. Lee Street not be approved.

It was suggested that other available properties in the downtown area be presented to the crematory owners.

10. DATES TO REMEMBER

1. Upcoming Events -

DDA 101 Training - Goes Live September 1, 2020

2020 Chamber of Commerce Golf Tournament - October 23, 2020 - 11 am - 4 pm

Halloween Town - October 24, 2020 - 5 pm - 8 pm

Catfish Festival - November 21, 2020 - 9 am - 8 pm

11. ADDITIONAL BUSINESS/ANNOUNCEMENTS**12. ADJOURN**

Paul Chamberlin made a motion to adjourn at 6:18 pm.
Jimmy McCollum seconded the motion, motion carried forward.

Attachment: August Minutes (3218 : August Minutes)

**Downtown Development Authority**

City of Kingsland

SCHEDULED**AGENDA ITEM (ID # 3219)**

Meeting: 09/17/20 04:30 PM

Department: Downtown Development Authority

Category: Miscellaneous

Prepared By: Paula Chamberlin

Initiator: Paula Chamberlin

Sponsors:

DOC ID: 3219

Welcome Matt Hooks

**Downtown Development Authority**

City of Kingsland

SCHEDULED**AGENDA ITEM (ID # 3227)**

Meeting: 09/17/20 04:30 PM

Department: Downtown Development Authority

Category: Miscellaneous

Prepared By: Paula Chamberlin

Initiator: Paula Chamberlin

Sponsors:

DOC ID: 3227

The Lawn Update

**Downtown Development Authority**

City of Kingsland

SCHEDULED**AGENDA ITEM (ID # 3224)**

Meeting: 09/17/20 04:30 PM
Department: Downtown Development Authority
Category: Miscellaneous
Prepared By: Paula Chamberlin
Initiator: Paula Chamberlin
Sponsors: Chairman Paul E. Chamberlin
DOC ID: 3224

Multi Use Path

Open discussion regarding multi-use path to Catfish Creek Park

**Downtown Development Authority**

City of Kingsland

SCHEDULED**AGENDA ITEM (ID # 3222)**

Meeting: 09/17/20 04:30 PM

Department: Downtown Development Authority

Category: Miscellaneous

Prepared By: Paula Chamberlin

Initiator: Paula Chamberlin

Sponsors:

DOC ID: 3222

Traffic Bollards Planters and Replanting of Trees

**Downtown Development Authority**

City of Kingsland

SCHEDULED**AGENDA ITEM (ID # 3221)**

Meeting: 09/17/20 04:30 PM

Department: Downtown Development Authority

Category: Miscellaneous

Prepared By: Paula Chamberlin

Initiator: Paula Chamberlin

Sponsors:

DOC ID: 3221

Becci Shannon - LMD (Landscape Maintenance District)

**Downtown Development Authority**

City of Kingsland

SCHEDULED**AGENDA ITEM (ID # 3225)**

Meeting: 09/17/20 04:30 PM

Department: Downtown Development Authority

Category: Miscellaneous

Prepared By: Paula Chamberlin

Initiator: Paula Chamberlin

Sponsors:

DOC ID: 3225

Catfish Festival Update

**Downtown Development Authority**

City of Kingsland

SCHEDULED**AGENDA ITEM (ID # 3226)**

Meeting: 09/17/20 04:30 PM

Department: Downtown Development Authority

Category: Miscellaneous

Prepared By: Paula Chamberlin

Initiator: Paula Chamberlin

Sponsors:

DOC ID: 3226

Overlay Ordinance Discussion

Overlay Discussion and recent City Council meeting results

**Downtown Development Authority**

City of Kingsland

SCHEDULED**AGENDA ITEM (ID # 3223)**

Meeting: 09/17/20 04:30 PM

Department: Downtown Development Authority

Category: Miscellaneous

Prepared By: Paula Chamberlin

Initiator: Paula Chamberlin

Sponsors:

DOC ID: 3223

Traffic Radar Speed Signs Funding - Cares Act Distribution

**Downtown Development Authority**

City of Kingsland

SCHEDULED**AGENDA ITEM (ID # 3220)**

Meeting: 09/17/20 04:30 PM
Department: Downtown Development Authority
Category: Miscellaneous
Prepared By: Paula Chamberlin
Initiator: Paula Chamberlin
Sponsors: Board Member Jolene Andersen
DOC ID: 3220

Marketing Idea

"Can you See It?" campaign

**Downtown Development Authority**

City of Kingsland

SCHEDULED**AGENDA ITEM (ID # 3228)**

Meeting: 09/17/20 04:30 PM
Department: Downtown Development Authority
Category: Miscellaneous
Prepared By: Paula Chamberlin
Initiator: Paula Chamberlin
Sponsors:
DOC ID: 3228

Upcoming Events

DDA 101 training available online

2020 Chamber of Commerce Golf Tournament - Oct. 23, 2020 - 11am - 4pm

Halloween Town - October 24, 2020 - 4pm -8pm

Miss Kingsland Beauty Pageant - November 7, 2020

Kingsland Catfish Festival - November 21, 2020