



CITY OF KINGSLAND, GEORGIA
DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES • MARCH 18, 2021

Regular Meeting

City Council Chamber

4:30 PM

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

1. CALL TO ORDER

Rebecca Shannon	Board Member
Matthew Hooks	Board Member
Paul E. Chamberlin	Chairman
Jolene Andersen	Board Member
Jimmy McCollum	Board Member
Paula Chamberlin	DDA Manager
Lisa Bell	Board Member

2. ROLL CALL

Guests - Al Daniels
Christy Chance

3. AGENDA AMENDMENTS

Add Mardi Gras Update to Promotions

4. APPROVAL OF FINANCIAL REPORT

1. January and February Financials -

Approved February Bank Statement

January Bank Statement to be emailed to all board members and will approve at April meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jolene Andersen, Board Member
SECONDER:	Matthew Hooks, Board Member
AYES:	Shannon, Hooks, Chamberlin, Andersen, McCollum, Bell

5. APPROVAL OF MINUTES

1. January Minutes -

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Jolene Andersen, Board Member
SECONDER: Jimmy McCollum, Board Member
AYES: Shannon, Hooks, Chamberlin, Andersen, McCollum, Bell

6. ORGANIZATION COMMITTEE

1. Facade Grant -

Facade Grant - Jennifer McGhan

Vote Required

Board reviewed application from McGhan Law, LLC for completed improvements on office building located at 5575 E. King Ave. Grant amount approved at \$1000.00

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Jolene Andersen, Board Member
SECONDER: Rebecca Shannon, Board Member
AYES: Shannon, Hooks, Chamberlin, Andersen, McCollum, Bell

2. Spirit of a Hero Scholarship -

Board voted to award the scholarships to two recipients this year but reserve the rights to award both scholarships to one individual in future years. This decision will be based on the number of students that apply for the scholarship.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Paul E. Chamberlin, Chairman
SECONDER: Rebecca Shannon, Board Member
AYES: Shannon, Hooks, Chamberlin, Andersen, McCollum, Bell

7. DESIGN COMMITTEE

1. Design Updates -

Traffic Control Signs Update

DDA Boundaries - The process

Municode - Ordinance regarding Outside Items in front of DT Businesses (Tables and Chairs)

Site Plans: An RFP for the Architectural/Engineering designs has been submitted for The Lawn. The RFP will be placed on the City and GMA websites. There will be a

Q&A session before the RFP is awarded but that date has not been determined. These designs are necessary for applying for grants and for sponsorship opportunities.

Traffic Control Signs: The KPD is providing quotes for purchasing these signs. A grant has become available and will be applied for by the beginning of April. Once purchased, these signs will be placed in the DDA boundaries. Bill Coleman advised that the city owned message boards also have the capability to be used as a radar device.

2. Landscape Maintenance Agreement Lowes Donation -

Becci Shannon has gotten approval from Lowes to donate 8 shrubs, 32 annuals and 32 bags of mulch to be used for downtown beautification on 2 blocks between Williams and Lilly. An arborist recommended using a certain type of palm tree with approx a 6' trunk to put in the area with the grids. Bill Coleman advised that the grids would be removed before anything is planted. The board decided that once permission has been granted by DOT to do the improvements, they will purchase the trees with donations or monies from a fund raiser.

3. The Lawn Update -

New Sign Placed at Property

Groundbreaking Ceremony

Architectural Drawings RFP

Ga Power Update

Grass seed has been planted on the back portion of the property.

A 4'x6' sign introducing The Lawn has been ordered and received. Public Works will place the sign at the property. A Groundbreaking ceremony is being planned for 10:00am on April 24th in conjunction with the Kingsland Car Show.

8. PROMOTIONS COMMITTEE

1. Downtown Promotions Update -

Survey

Downtown Business Highlight Story

Lisa Bell provided an update on the idea of coordinating small business classes for home based businesses. She met with the Chamber and they suggested that a survey be created and see if there is a need and enough interest. Lisa would like to create a small storefront space for several small home based businesses much like Hannah Grimes Marketplace in NH.

Lisa would also like to do a Downtown Business Highlight Story to promote individual businesses.

2. Kingsland Car Show -

The Kingsland Car Show is scheduled for April 24 at The Lawn. The board will recruit judges and volunteers for the event and will set up a meeting for next week to continue planning.

9. **ECONOMIC DEVELOPMENT/RESTRUCTURING COMMITTEE**

1. New Downtown Businesses -

Paula Chamberlin provided an update of 8 new businesses that have either moved or is moving into the downtown area.

2. SBA Micro Loan Seminar - Board Member Jolene Andersen

Jolene Andersen shared information regarding the SBA Micro Loans and has spoken with the Chamber of Commerce about teaming up with the DDA and hosting a seminar. She will move forward with coordinating the SBA Manager from Savannah to conduct the seminar. She also plans to invite local small business owners as guest speakers. The Chamber is supportive and J. Andersen would like approval from the board to move forward.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Paul E. Chamberlin, Jolene Andersen
SECONDER:	Rebecca Shannon, Board Member
AYES:	Shannon, Hooks, Chamberlin, Andersen, McCollum, Bell

3. Overlay Ordinance Update -

Scott Kimball was not able to attend but advised the Overlay Ordinance will go before city council in May.

4. Mission and Vision Statement -

Mission Statement:

It is our mission to revitalize downtown Kingsland through initiatives of the Kingsland Downtown Development Authority in conjunction with the City of Kingsland and other private and public organizations.

To design attainable strategic goals to plan for economic revitalization, encourage increased economic development and preserve our history in the Downtown area while creating a better quality of life for our residents.

To encourage, assist and promote businesses and organizations to work towards this same goal with effective, ongoing management and advocacy of improving our downtown.

To achieve these goals by using the nationally recognized Main Street four-point approach to downtown redevelopment: design, organization, promotion, and economic vitality.

Vision Statement:

A vital, clean and safe downtown that enriches the business community, embraces history and promotes quality events that instill a ‘sense of place’ in our community.

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10. DATES TO REMEMBER

1. Upcoming Events -

Business After Hours- Train Ride to Kingsland - April 15 - 5:00 pm - 7:00 pm

Triathlon - North Shore Subdivision - April 17 - 7:00 am

Kingsland Car Show - The Lawn - April 24 - 10 am - 2 pm

Triathlon - North Shore Subdivision - April 17 - 7:00 AM

The Lawn Ground Breaking Ceremony - at The Lawn - April 24, 10:00 AM

Kingsland Car Show - The Lawn - April 24 - 10:00 AM - 2:00 PM

Lion Club Spaghetti Dinner - April 24 - 1:00 PM - 6:00 PM

Business After Hours - Train Ride to Kingsland - April 22 - 5:00 PM - 7:00 PM

11. ADDITIONAL BUSINESS/ANNOUNCEMENTS

Jolenen Andersen provided an update and thank you to all parties involved with support and the success of the Kingsland Mardi Gras Festival. She shared that there were approximately 33000 people in attendance and the 2022 festival is already scheduled and plans are to make it a 2 day festival.

12. ADJOURN

Motion made to adjourn at 6:30 PM by Lisa Bell
Seconded by Becci Shannon, all were in favor.