



KINGSLAND DOWNTOWN DEVELOPMENT AUTHORITY

Minutes

Jan 12, 2023

1. Call to Order

The meeting was called to order at 4:30 PM by Chairman Paul E. Chamberlin

Paul E. Chamberlin	Chairman
Jolene Andersen	Vice-Chair
Shawn Halliwell	Treasurer
Kristy Chance	Councilwoman & Board Member
Theresa Farrell	Board Member
Jesse Merck	Board Member (Absent)

2. Agenda Amendments

Amendment presented to add consideration of Variant Request from Planning & Zoning to be discussed prior to Old Business.

1. **Motion to:** Motion to approve Agenda Amendments **Approved**

3. Approval of Financials

November 2022 Financials were included in the meeting packet.

1. **Motion to:** Motion to approve November 2022's Financials **Approved**

4. Approval of Previous Meeting Minutes

December 2022 minutes were emailed to all board members for review prior to meeting.

1. **Motion to:** Motion to approve previous Meeting Minutes **Approved**

5. Old Business

A. Organization Committee

a. KDDA Board Vacancies

Appointments Kingsland Downtown Development Authority: Currently there is 3 vacancies on the Kingsland Downtown Development Authority Board of Directors. The KDDA Board of Directors are appointed by the City of Kingsland Mayor and Council. Ballots were cast for two of the three vacancies. Ballot voting results: Jesse Merck for Board Seat #3 and Theresa Farrell for Board Seat #7. Harvey will submit the nominations to the Kingsland Mayor & Council for their consideration at the January 23, 2023 City Council meeting.

b. Nominating Committee

Current officers are Chairman Chamberlin, Vice-Chair Andersen and Treasurer Halliwell.

1. **Motion to:** Motion to nominate officer for current FY23 DDA Board **Approved**

c. Scholarship Committee

Harvey presented board with the updated scholarship form. Board discussed appointing chair for scholarship committee at February's meeting.

1. **Motion to:** Motion to approve Scholarship Form **Approved**

B. Business Development Committee

a. New Downtown Businesses

There were 3 new businesses during the month of December: The Southern Bouquet, RJ's Bounce House & Premier Mobile Services. No further action at this time.

Kingsland Planning & Zoning Director, Scott Kimball, addressed the KDDA board concerning a Variant Request at 230 North Lee Street, Kingsland. The variant request is for the construction of an accessory structure to be built on to a separate parcel as an expansion of the existing business. The existing business type was grandfathered into the C1A district as it is not an allowable use under the existing zoning ordinance. The board discussed the ramifications of allowing the expansion of an existing grandfathered business and the fact that a similar request had been previously denied by the Kingsland City Council for another business owner in the downtown district. Based on the fact that the business expansion is not an allowable use in the C1A district overlay.

1. **Motion to:** Motion for Variant Request **Defeated**

b. Downtown Merchants Group

Harvey updated the board in regards to the Downtown Merchants Group meeting in January. The February meeting will be held on Monday, February 6th at The Joseph Building at 9 AM. No further action required at this time.

C. Design Committee

a. Traffic Control Project Update

Traffic control project has been completed. Board discussed adding speeding cameras through a 3rd party. Harvey will make contact for more information about adding cameras. No further action required at this time.

b. The Lawn Project Update

Chamberlin updated the board that the Lawn subcommittee will be meeting January 18, 2023 to go over development plans for The Lawn. Need to prioritize development project: power, permanent driveway, etc. No further action required at this time.

c. Kingsland Depot

Harvey updated the board that the Depot decking needs to be replaced. Harvey & Coleman will coordinate the deck replacement. No further action required at this time.

d. Downtown Parking

Parking needs downtown were discussed. It was suggested that Chance and Chamberlin meet with the Mayor about this project. Chamberlin asked Harvey to set up a meeting with Mayor Day. No further action required at this time.

e. Downtown Lights, Gazebo, Sidewalks & Projector

Harvey updated the board that a work order was put in for lights behind City Hall however, would take some time because of backorders. Halliwell updated the board about the possibility of a gazebo being donated for the grassy area behind City Hall and the adjacent buildings. Coleman agreed that would not interfere with public works maintaining the grassy area. Halliwell also updated the board on a projector for a movie night in Kingsland; he has found one under budget and will submit a reimbursement request upon purchase.

D. Promotions Committee

a. Catfish Festival

Harvey updated the board about vendor fees for the Catfish Festival. Harvey also would like the board to consider a JotForm annual license to manage vendor registration. License fees will be submit in the mid-year budget request. No further action required at this time.

b. Homegrown Market

January's market had over 28 registered. Board was updated on current revenue to date. No further action required at this time.

c. Downtown Promotions & Events Update

Promotions committee meeting scheduled for January 18, 2023 to develop the annual sponsorship program. Draft program will be presented to board for approval at the February meeting. No further action required at this time.

6. New Business

A. Advertising / Promotions Budget

An email was sent to all board members to consider an advertising opportunity to host bi-weekly Live Segments on the K-BAY Morning Show. The cost includes promos to run during the week highlighting the segments. Halliwell made the motion to approve the campaign to be funded by the advertising/promotions budget. Motion seconded by Chance; motion carried unanimously.

7. Announcements

A. Next Regularly Scheduled Meeting February 9, 2023

8. Adjourn

1. **Motion to:** Motion to adjourn