

**MINUTES**  
**CITY OF SUWANEE, GA**  
**DOWNTOWN DEVELOPMENT AUTHORITY MEETING**  
**September 16, 2014**  
**Suwanee City Hall**

**Attending**

DDA members: James Davenport, Dax Flinn, Beth Hilscher, Kevin O'Brien, Julie Perdue, Rob Rohloff, Randy Winfield

Staff: Adam Edge

**Call to Order**

Kevin O'Brien called the meeting to order at 7:31 a.m.

**Adoption of Agenda**

Randy Winfield moved to adopt the agenda (Julie Perdue 2<sup>nd</sup>). *Motion approved 7-0.*

**Approval of Minutes**

Dax Flinn moved to approve the June 17, 2014 minutes (Randy Winfield 2<sup>nd</sup>).  
*Motion approved 7-0.*

**Historic District Signage**

Adam Edge updated the DDA on the ongoing historic marker project. He told them that all letters were sent to property owners with contributing structures on September 5<sup>th</sup>, 2014. He said the letter included guidelines for upkeep of historic markers by personal property owners as well as a permission form allowing the City to install the markers on private property.

In addition, Adam asked the board for assistance in reaching out to some of the property owners. Members of the DDA agreed to assist by contacting property owners to answer any questions they may have about the signs and the overall goals of the project.

**Old Town Marquee Signs**

Adam proposed an update to the Old Town Marquee Signs. He suggested businesses be allowed to buy space on the signs. Adam highlighted the existence of new businesses that wished to be listed on the signs.

Members of the DDA agreed it is time to contact businesses in Old Town and discuss renewal. Randy Winfield added he thought it would be best if we gave those businesses currently listed on the marquee signs right of first refusal. The DDA agreed unanimously with this idea.

**Property Inventory**

Adam discussed the property inventory project both he and Denise Brinson had been working on for the City. He mentioned that this was a static page in which vacant commercial properties could be listed. He said this inventory would be accessed through the City website: [www.suwanee.com](http://www.suwanee.com). Adam informed the board that he and Denise are working with J House Media on this project.

### **Downtown Master Plan**

Adam shared details of the Downtown Master Plan update. He discussed the pre-submittal meeting in which firms interested in working with the City on this update to the Master Plan attended. That meeting happened on September 3<sup>rd</sup>, 2014. In addition he informed the board that proposals for this update were due to City staff by September 22<sup>nd</sup>, 2014 at 3 p.m. Last, Adam shared that a group consisting of city staff and City Council members will interview the firms which submit proposals and make a recommendation to council on October 28<sup>th</sup>, 2014.

### **Other**

#### **Training Feedback**

Adam asked the board if they had any feedback on the DDA and Advanced DDA training held at the Georgia Downtown Conference on August 19<sup>th</sup>, 2014. Beth Hilscher shared that she took away information related to multiple funding sources that she believes the City could pursue to support local projects. Randy Winfield spoke to the training he received concerning public private funding mechanisms to drive development. Overall, the DDA members discussed how these trainings assist them in their job as board members by exposing them to ideas, funding sources, and case studies from peer communities.

#### **New Restaurant**

Adam provided an update on the vacant restaurant space in Suwanee Town Center. He spoke to the growing interest of investors in the space. He further said that he had received indications that a decision could be made on a new tenant soon.

#### **Suwanee Fest**

Adam informed the board of the details of Suwanee Fest including the hours of operation for each day of the event, number of guests expected to visit Town Center Park, and the number of vendors participating in the two day festival.

#### **City Marketing**

Adam provided a marketing folder complete with the various economic development and marketing pieces used by staff to showcase the City and its amenities. He encouraged them to stop by and pick up information as needed if they were in the process of recruiting new businesses or residents.

#### **Adjournment**

James Davenport moved to adjourn the meeting (Dax Flinn 2<sup>nd</sup>). *Motion approved 7-0.* Meeting adjourned 8:35 a.m.