

**MINUTES**  
**CITY OF SUWANEE, GA**  
**DOWNTOWN DEVELOPMENT AUTHORITY MEETING**  
**November 18, 2014**  
**Suwanee City Hall**

**Attending**

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

Staff: Adam Edge

**Call to Order**

Kevin O'Brien called the meeting to order at 7:37 a.m.

**Adoption of Agenda**

Beth Hilscher moved to adopt the agenda (Randy Winfield 2<sup>nd</sup>). *Motion approved 5-0*

**Approval of Minutes**

Randy Winfield moved to approve the October 21, 2014 minutes (Beth Hilscher 2<sup>nd</sup>).  
*Motion approved 5-0.*

**Downtown Masterplan**

Adam Edge announced to the Board that the Downtown Masterplan selection committee had reviewed the RFP responses and interviewed the firms submitting proposals. He further elaborated by saying the selection committee (Mayor Jimmy Burnette, City Manager, Marty Allen, Planning and Inspections Director, Josh Campbell, Planning Division Director, Matt Dickison, and Downtown Manager, Adam Edge) chose TSW to assist the City with the Downtown Masterplan Update. He said this plan would be a driving force in taking plans for future development from the conceptual to the practical. He also pointed out that the DDA Board would have an opportunity to assist with various components of the plan throughout the planning process.

**Historic District Signage**

Adam Edge informed the DDA Board that 20 of the 40 owners of contributing properties had confirmed their interest in having a historic marker placed on their property. Edge further informed that because of a previous extension of the deadline, the actual placement of signage in Old Town would occur a little later than initially expected. He saw this as a win as the deadline increased participation in the project and the extension didn't affect any pressing deadlines.

**Old Town Marquee Signs**

Adam updated the Board regarding the Old Town Marquee Signs. He said he made contact with Wanda Garrett at APCO. He informed the board that he was in the process of negotiating costs associated with the update. Further, he stated he would firm up the costs of new signage prior to sending out letters to business owners concerning renewals and updates.

### **December Meeting**

Adam asked the DDA if the December meeting could be rescheduled. He and the rest of the Economic and Community Development Department are going to be away at a planning retreat during the regularly scheduled meeting time. The Board decided Adam should make the decision as to the need to hold a December meeting closer to the actual date. They suggested the alternate date be December 9<sup>th</sup>, if needed.

### **Other**

#### **Buford Highway Update**

Mayor Jimmy Burnette updated the Board on the project timeline for the Buford Highway Reconstruct. He said the project was fast tracked a bit and work would begin in early 2016.

#### **New Restaurant**

Adam was excited to announce that Suwanee Park Tavern will be opening in the former Uptown Grille location just across from City Hall. He told the Board he had met with the Owners and that they are looking to open in December barring any unforeseen setbacks.

#### **Holly Jolly Day-December 5th**

Adam reiterated the moving of the Caboose Lighting to Town Center Park and informed the Board the event would now be called "Holly Jolly Day." The event is to be held on December 5<sup>th</sup> and will include elementary school choruses, and performances from both the Suwanee Academy of the Arts and Royal Dance Academy. Last but not least, Santa will be available for pictures for the kids. James Davenport asked Adam to tell Amy Doherty that the Suwanee Post Office would send letters from Santa to every child submitting a wish list and letter to Santa. All that is needed is the child's home address.

#### **Sensational Sounds of Motown**

Julie Perdue requested we continue to explore options for bringing the "Sensational Sounds of Motown" to Suwanee.

#### **Car Show**

Adam and Mayor Jimmy Burnette informed the board about the success of the Car Show. There were over 140 cars and an impressive crowd in attendance.

#### **National Citizen Survey**

Mayor Burnette announced that the National Citizen Survey had begun. He said 1200 households would be included in the survey.

#### **Half Marathon**

Adam put out a call for volunteers to work the Half Marathon in January. He suggested that the board encourage outside groups to set up spirit stations or water tables.

#### **Pierce's Corner Update**

Adam updated the Board on the Pierce's Corner Project. He said he was in the process of setting a meeting with the Deming's to further discuss the project.

**Small Business Summit**

Adam and Kevin O'Brien discussed the Chamber's Inaugural Small Business Summit. They encouraged others to come out next year.

**Adjournment**

James Davenport moved to adjourn the meeting (Julie Perdue 2<sup>nd</sup>). *Motion approved 5-0.* Meeting adjourned 8:44 a.m.