MINUTES OF KENNESAW DOWNTOWN DEVELOPMENT AUTHORITY MEETING
CITY OF KENNESAW
Council Chambers
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
December 13, 2024
7:30 AM

Present	Chair Mark Allen Vice Chair David Lyons Treasurer Leslie Patton Secretary Mary Jo Groeneveld Lexie Newhouse Ian Coats Nimesh Patel Leslie Patton

1. Call to Order / Roll Call

The meeting was called to order at 7:30 am by Chair Mark Allen.
Members present: Mark Allen, David Lyons, Mary Jo Groeneveld, Lexie Newhouse, Ian Coats, Leslie Patton, Nimesh Patel
Staff present: Luke Howe, Miranda Taylor

2. Approval of the Meeting Minutes

A. Draft minutes 11.8.24

The board reviewed draft minutes from the 11.8.24 meeting. David Lyons made a motion to approve the minutes as presented. Leslie Patton seconded the motion. Motion passed with a vote of 7-0.

3. Financial Report

A. Financial Report as of 11.30.24

Leslie Patton presented the financial report as of 11.30.24 with an ending cash balance of $100,602.29. David Lyons made a motion to approve the financial report as presented and the motion was seconded by Lexie Newhouse. Motion passed unanimously.

B. Review of open invoices (legal)

The board reviewed invoices for legal services, and David Lyons made a motion to approve payment of the invoices as presented. Leslie Patton seconded the motion. Motion passed with a vote of 7-0.

4. Old Business

A. Event Management Services RFP

The board reviewed the draft RFP for event management services.

Nimesh Patel recommended changes as follows:
to Section 3.4.1

- Section 3.4.1: In the selection process section, change the sentence "The rank order will be submitted to the KDDA Board of Directors for approval" to "for consideration and evaluation";
- Section 3.4.1: In the selection process section, change the first sentence of the last paragraph to "Negotiations will be undertaken with the finalist", and strike the remainder of the paragraph.
- Section 5.1: verbiage updates (change the word "addend" and "addenda" to "amend" and "amendment"

The board requested the RFP Deadline to be updated to January 15, 2025. The target date for the event will be May 17, but the board will consider other dates if necessary based on the RFP responses and the City events calendar.

David Lyons made a motion to approve the RFP with the edits stated and to direct staff to officially post the RFP. Ian Coats seconded the motion. Motion passed with a vote of 7-0.

5. New Business

A. CBD Project Application: 3059 Cherokee Street

This item was taken out of order (following the call to order) in respect of the applicant's time. Applicant Jason Scheidt presented the CBD application and business plan for 3059 Cherokee Street. This project is a Phase 2 continuation of the previously approved CBD project at 3033 and 3045 Cherokee Street. Adding the parcel at 3059 Cherokee Street will allow the developers to implement their full vision for the project and create a strong gateway for downtown Kennesaw. The greenspace footprint aligns with the neighboring greenspace at Galt Commons to allow for connectivity (if desired). They will rehab the historic home on this parcel and incorporate it into the site for commercial use.

David Lyons inquired about the range of square footage available in the residential units; the applicant advised that the smaller units will be between 1000-1250 SF, with larger units up to 1600 SF. David also inquired about whether the streets would be public or private; the applicant and staff confirmed they will be private streets.
Ian Coats asked if there has been any consideration for installation of EV chargers in the development; the applicant stated that presently there are no plans for EV charging stations.

Applicant Jason Kisz shared information on the development's timeline. The engineering is almost completed for Phase 1. Once the CBD application for Phase 2 has been completed, they will begin engineering for this phase and expect engineering for the full project to be completed by the end of Q1 2025, with building and site plan approvals to follow. Jason Kisz also shared that they are working to incorporate affordability into the development of the smaller units, with prices anticipated to start in the $300's.

David Lyons made a motion to approve the CBD application as presented. Ian Coats seconded the motion. The motion passed unanimously.

6. Main Street Program Updates

A. Year-end assessment updates

Miranda Taylor provided an update on Main Street assessment activities. All assessment reports and documentation are due to DCA by January 15, and she is working on submitting all required information.

The plaza lighting project is still underway; we are working on trimming some tree branches and adding the necessary power outlets near the tunnel. Lights will be installed as soon as these items are completed.

Miranda reminded the board that the revenue received from Scarecrows on Main and the Holiday Extravaganza Trees is to be used for downtown beautification and/or event support, and encouraged the board to brainstorm ideas to discuss at the January meeting.

7. Public Comments

No public comment.

8. Board Comments

Mary Jo Groeneveld stated that there are no seating areas/options in the space where the Farmers Market is held. The board may want to consider purchasing some tables/chairs that could be used during the season for market patrons.

Mark Allen expressed his appreciation to the board members for their presence each month and their involvement in KDDA activities.

9. Economic Development Director Comments

Luke Howe advised the board that work on the commercial outparcels at The Lacy on South Main was continuing. The developer has submitted an updated plat to the Mayor & Council to subdivide the lots. The board should see more activity on this project in January.

10. Executive Session

A. Pursuant to the provisions of O.C.G.A. 50-14-3, the KDDA could, at any time during the meeting, vote to close the public meeting and move to executive session to discuss matters relating to litigation, legal actions and/or communications from the City Attorney as provided under O.C.G.A. 50-14-2(1); and/or personnel matters as provided under O.C.G.A. 50-14-3 (4) and/or real estate matters as provided under O.C.G.A 50-14-3(6).

11. Adjourn

With no further business, the meeting was adjoured at 8:09 am.

A. NOTICE: Any person who desires to appeal any decision from this meeting will need a record of the proceedings, and for the purpose may need to insure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based. The Agenda is designed to make more efficient use of the KDDA's time. It is not designed to curtail discussion or input. If you need special accommodations to attend or participate in our meetings, please contact City Hall at least 24 hours in advance of the specific meeting you are planning to attend.