



Authority Members

Mark Allen
Ian Coats
Lexie Newhouse
Nimesh Patel
Mary Jo Groeneveld
Doug Edwards
Leslie Patton

**Kennesaw Downtown Development Authority
Meeting Agenda
January 9, 2026 7:30 AM
Council Chambers
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)**

- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
 - A. Draft meeting minutes - 11.14.25
- 3. Financial Report**
 - A. KDDA Financial Report as of 12.31.25
 - B. Review of open invoices
- 4. Old Business**
- 5. New Business**
 - A. KDDA 2026 Officer Election
- 6. Main Street Program Updates**
 - A. New Business Road Map
 - B. 2025/2026 Annual Assessment update
- 7. Public Comments**
- 8. Board Comments**
- 9. Economic Development Director Comments**
- 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

- 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.

**MINUTES OF KENNESAW DOWNTOWN DEVELOPMENT AUTHORITY MEETING
CITY OF KENNESAW
Council Chambers
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)
November 14, 2025
7:30 AM**

Present Chair Mark Allen
 Vice Chair Ian Coats
 Treasurer Leslie Patton
 Lexie Newhouse
 Nimesh Patel
 Doug Edwards

1. Call to Order / Roll Call

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

2. Approval of the Meeting Minutes

A. Draft minutes: 10.10.25 Meeting

The board reviewed draft minutes from the October 10 meeting. Lexie Newhouse made a motion to approve the minutes as presented. Nimesh Patel seconded the motion. The motion passed with a vote of 6-0.

3. Financial Report

A. KDDA Financial Report as of 10.31.25

Leslie Patton presented the financial report as of 10.21.25 with an ending cash balance of \$114,287.16. Ian Coats made a motion to approve the financial report as presented; Doug Edwards seconded the motion. The motion passed with a vote of 6-0.

B. Review of open invoices

The board reviewed two open legal invoices. Nimesh Patel made a motion to approve the invoices. Lexie Newhouse seconded the motion. The motion passed 6-0.

4. Old Business

5. New Business

A. Flex Grant Application: 2991 Cherokee Street

Luke Howe provided an overview of the flex grant request submitted by Smash Hit Burgers. The requested grant funds will assist with installation of an upgraded grease trap that is a requirement from Cobb Water. Luke proposed that the grant be paid in 2 installments to better align with KDDA's cash flow, considering that KDDA will receive

additional revenue in early 2026 from the upcoming bond closing. Luke shared with the board that grease traps are often one of the things that slow down new projects; this is a way that we can provide assistance to help our businesses move forward. The board discussed the grant application and asked about clawback provisions. There are no specific clawback provisions since this is a permanent infrastructure improvement. If the business moves out after we provide the grant funding, we will still have the improved infrastructure. Ian Coats made a motion to approve the flex grant application. Lexie Newhouse seconded the motion. The motion passed with a vote of 6-0.

6. Main Street Program Updates

Miranda Taylor provided the following updates regarding the Main Street program:

- The Kennesaw Holiday Market is TODAY (11/14) from 6-8 pm and tomorrow, 11/15 from 10a-6p at the Ben Robertson Community Center. We were able to expand the market this year and have 49 confirmed vendors attending. Tonight's market will have a "Sip & Shop" atmosphere with live music, free refreshments, and warm cider.
- Reformation Brewing has a groundbreaking for their Kennesaw location planned for tomorrow, 11/15 at 1pm on the site of their future building (corner of J.O. Stephenson and Main). KDDA members are invited to attend to celebrate Reformation's announcement of their Kennesaw brewery.
- Each KDDA member is required to log 2 training hours on downtown/economic development topics each year. The Georgia Main Street website has a robust list of webinars that will meet the training hours and can be completed any time. Please send Miranda an email with your training hours before the end of the year, as this is required for our Main Street Assessment.

7. Public Comments

No public comments were offered.

8. Board Comments

Lexie Newhouse shared her thanks to Miranda Taylor and Tanyel Aviles for the Candy Crawl event on 10/25. It was a fun event that was well attended!

Mark Allen shared that several board members have terms that will expire in December, and requested that those with expiring terms please let Miranda know if you are willing to continue to serve another term.

9. Economic Development Director Comments

A. Discussion of Placer.ai program subscription

This item is for discussion only. Miranda Taylor provided an overview of the proposal received from Placer.ai. This is a program that the city is considering a subscription to that would provide robust data that we can use for improved marketing & communication, business recruitment, support of existing businesses, and event planning. Several cities in Georgia use Placer and have found it to be a valuable resource. Ian Coats suggested if we move forward with procuring a Placer subscription

that we plan to have a quarterly report review with KDDA so that the board can review relevant data and find ways to use it to support our goals for downtown. Nimesh Patel suggested asking Placer if we can have a 30/60/90 day free look/trial period, as many services like this will offer a free trial to allow you to be sure it meets your needs before committing.

Miranda Taylor advised the board that there is no funding request for the board at this time, but that we may bring a request to the board to help fund the subscription in the future. We are currently outlining how different departments in the city may use the program and what cost allocation would make sense given each department's use.

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 chair called for a motion to adjourn. Leslie Patton made the motion and was seconded by Lexie Newhouse. The motion passed 6-0 and the meeting adjourned at 8:05 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.

[MIN_SIGNATURES]

Kennesaw Downtown Development Authority
Operating Cash Activity
For the Month Ended December 31, 2025

Beginning Cash	\$ 116,618.16
Cash Receipts:	
Main Street Burger	2,409.30
1887 Grill LLC	323.05
KDDA Misc - Civic Rec	250.00
Miriam Jense	50.00
Sharon Godfrey	50.00
Carrie Fisher	50.00
L & B Brands	323.05
Interest Earned	226.23
Total Cash Receipts	<u>3,681.63</u>
Cash Disbursements:	
N/A	-
Total Cash Disbursements	<u>-</u>
Ending Cash	<u><u>\$ 120,299.79</u></u>



Account	Name	Balance
Fund: 760 - KDDA FUND		
Assets		
760-0000-11-111200-00000	OPERATING ACCOUNT	120,299.79
760-0000-11-112100-00000	KDDA FACADE	3,753.39
760-0000-11-311100-00000	DUE FROM/TO GENERAL FUND	1,860.00
	Total Assets:	125,913.18
		<u>125,913.18</u>
Liability		
760-0000-12-110000-00000	ACCOUNTS PAYABLE	742.63
760-0000-12-260000-00000	DEPOSITS PAYABLE	3,000.00
	Total Liability:	3,742.63
Equity		
760-0000-13-521400-00000	F/B - UNRESTRICTED	113,842.12
	Total Beginning Equity:	113,842.12
Total Revenue		12,738.53
Total Expense		4,410.10
Revenues Over/Under Expenses		8,328.43
	Total Equity and Current Surplus (Deficit):	122,170.55
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>125,913.18</u>



City of Kennesaw

Income Statement Account Summary

For Fiscal: 2025-2026 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 760 - KDDA FUND						
Revenue						
760-0000-34-756500-00000	FARMERS MARKET	2,000.00	2,000.00	0.00	0.00	2,000.00
760-0000-34-756600-00000	DOWNTOWN MERCH SHOP	1,500.00	1,500.00	0.00	0.00	1,500.00
760-0000-34-758000-00000	HOLIDAY MARKET	2,500.00	2,500.00	0.00	1,960.00	540.00
760-0000-34-758500-00000	BEER FESTIVAL REVENUE	2,500.00	2,500.00	0.00	0.00	2,500.00
760-0000-36-100000-00000	INTEREST REVENUES	1,200.00	1,200.00	233.39	681.47	518.53
760-0000-38-100700-00000	RENTS&ROYALTIES(BURGERFI) 2844 S. MAIN	28,932.00	28,932.00	2,409.30	7,227.90	21,704.10
760-0000-38-900000-00000	OTHER (MISCELLANEOUS REV)	9,145.00	9,145.00	646.10	2,869.16	6,275.84
760-0000-39-400000-00000	USE OF PY RESERVES	9,619.00	9,619.00	0.00	0.00	9,619.00
	Revenue Total:	57,396.00	57,396.00	3,288.79	12,738.53	44,657.47
Expense						
760-7550-52-121000-00000	LEGAL SERVICES	15,000.00	15,000.00	0.00	188.50	14,811.50
760-7550-52-125000-00000	OTHER PROFESSIONAL SERV	10,620.00	10,620.00	0.00	1,251.08	9,368.92
760-7550-52-127000-00000	DESIGN & GRAPHIC DESIGN	250.00	250.00	0.00	0.00	250.00
760-7550-52-231000-00000	RENTAL OF LAND & BUILDNG	8,916.00	8,916.00	742.63	2,970.52	5,945.48
760-7550-52-325000-00000	POSTAGE	100.00	100.00	0.00	0.00	100.00
760-7550-52-330000-00000	ADVERTISING	500.00	500.00	0.00	0.00	500.00
760-7550-52-350000-00000	TRAVEL	500.00	500.00	0.00	0.00	500.00
760-7550-52-363000-00000	MEETING EXPENSES	100.00	100.00	0.00	0.00	100.00
760-7550-52-371000-00000	PROFESSIONAL DEVELOPMENT	600.00	600.00	0.00	0.00	600.00
760-7550-52-395000-00000	MILEAGE REIMBURSEMENT	250.00	250.00	0.00	0.00	250.00
760-7550-52-550000-00000	DEVELOPMENT AUTH EXPENSES	15,000.00	15,000.00	0.00	0.00	15,000.00
760-7550-52-615000-00000	FARMERS MARKET	1,560.00	1,560.00	0.00	0.00	1,560.00
760-7550-52-615500-00000	HOLIDAY MARKET	2,500.00	2,500.00	0.00	0.00	2,500.00
760-7550-52-616600-00000	DOWNTOWN MERCH SHOP	1,500.00	1,500.00	0.00	0.00	1,500.00
	Expense Total:	57,396.00	57,396.00	742.63	4,410.10	52,985.90
	Fund: 760 - KDDA FUND Surplus (Deficit):	0.00	0.00	2,546.16	8,328.43	
	Total Surplus (Deficit):	0.00	0.00	2,546.16	8,328.43	



Item Report

TO: The Kennesaw Downtown Development Authority
FROM:
DATE: January 9, 2026
TITLE: KDDA 2026 Officer Election

Summary:

The slate of currently serving officers is as follows:
Chair: Mark Allen
Vice-Chair: Ian Coats
Treasurer: Leslie Patton
Secretary: Mary Jo Groeneveld
Assistant Secretary: Miranda Taylor

KDDA Authorized check signers:
Mark Allen
Mary Jo Groeneveld
Leslie Patton

Recommendation:

Fiscal Impact:

Attachments:
None



3080 Moon Station Road, 2nd floor, Kennesaw, GA 30144 | (770) 590-8268 | www.kennesaw-ga.gov

Occupancy Checklist

Below are the steps required to obtain a Certificate of Occupancy (CO) and Business License to operate within the city limits of Kennesaw.

<p>Step 1</p> <input type="checkbox"/>	<p>Zoning Confirmation: Once you have confirmed that the address is located within the city limits of Kennesaw by using the GIS CITY MAP; Planning and Zoning will review the proposed business to ensure consistency with the Unified Development Code. Submit for Zoning Verification for Occupancy through iWorq to begin the process. <i>(For questions related to Zoning contact 770-590-8268)</i> — If there will be alteration or modification at the location - skip Step 1 and move to Step 2, option 3.</p>					
<p>Step 2</p> <input type="checkbox"/>	<p>Cobb County Fire Marshal (CCFM) review and approval: Choose the appropriate option to begin the review process with CCFM. <i>(For questions related to the Fire Marshal process contact 770-528-8310 or visit their website at http://www.cobbcounty.org/fire/fire-marshal/certificate-occupancy)</i></p> <ol style="list-style-type: none"> NAME/OWNER CHANGE - Where the use of the business remains the same but there is change in the name of the business or the ownership. Submit an “Information Change/Sublease/ Re-Occupancy Application” with the Fire Marshal and proceed to Option A below. TENANT CERTIFICATE OF OCCUPANCY PROCESS - For an existing building with a proposed new business, where no modifications—such as alterations, additions, installations, or repairs—are planned. Submit the “Commercial Permit Application” with the Fire Marshal and proceed to Option B below. TENANT CERTIFICATE OF OCCUPANCY PROCESS - For an existing building with a proposed new business, where modifications—including alterations, additions, installations, or repairs—are planned. Submit the “Commercial Permit Application” with the Fire Marshal and proceed to Option C below. <p>If the proposed business use pertains to food service, salons or medical facility, you must complete the necessary process in compliance with Cobb & Douglas Public Health requirements.</p>					
<p>Step 3</p> <input type="checkbox"/>	<p>Occupancy Permit with the City of Kennesaw.</p> <table border="1" data-bbox="180 1205 1515 1409"> <tr> <td data-bbox="180 1205 521 1409"> <input type="checkbox"/> Option A: Apply for a occupancy with the City of Kennesaw by uploading the approved packet from the Fire Marshal. </td> <td data-bbox="521 1205 927 1409"> <input type="checkbox"/> Option B: Apply for occupancy with the City of Kennesaw by submitting the approved stamped plans from the Fire Marshal. </td> <td data-bbox="927 1205 1515 1409"> <input type="checkbox"/> Option C: Contractors will need to apply for the necessary permits from the City of Kennesaw by submitting the approved stamped plans from the Fire Marshal, along additional required documents, before making any modifications. </td> </tr> </table> <p>Once approval is received from the Fire Marshal; the next step is obtaining a Certificate of Occupancy (CO) from the City of Kennesaw. <i>(For questions related to the Certificate of Occupancy contact 770-429-4554)</i></p>			<input type="checkbox"/> Option A: Apply for a occupancy with the City of Kennesaw by uploading the approved packet from the Fire Marshal.	<input type="checkbox"/> Option B: Apply for occupancy with the City of Kennesaw by submitting the approved stamped plans from the Fire Marshal.	<input type="checkbox"/> Option C: Contractors will need to apply for the necessary permits from the City of Kennesaw by submitting the approved stamped plans from the Fire Marshal, along additional required documents, before making any modifications.
<input type="checkbox"/> Option A: Apply for a occupancy with the City of Kennesaw by uploading the approved packet from the Fire Marshal.	<input type="checkbox"/> Option B: Apply for occupancy with the City of Kennesaw by submitting the approved stamped plans from the Fire Marshal.	<input type="checkbox"/> Option C: Contractors will need to apply for the necessary permits from the City of Kennesaw by submitting the approved stamped plans from the Fire Marshal, along additional required documents, before making any modifications.				
<p>Step 4</p> <input type="checkbox"/>	<p>On-site Inspections of the space. Once application for occupancy have been approved and permits issued, instructions on how to schedule an inspection with the City of Kennesaw will be provided via email.</p> <p>** Applicant will be responsible for scheduling all inspections as required by the various agencies.</p>					
<p>Step 5</p> <input type="checkbox"/>	<p>Certificate of Occupancy issued to Business License Department. After all inspections have been approved and received by Building Services (CCFM will send an approval to the City via email), WITHIN 5-BUSINESS-DAYS FROM LAST APPROVED INSPECTION, the Certificate of Occupancy (CO) will be processed and provided to Kennesaw Business License Department.</p>					
<p>Step 6</p> <input type="checkbox"/>	<p>Issuance of the Business License. Submit the completed Business License Application in-person to the Business License Office located at 3080 Moon Station Rd, Kennesaw GA or via e-mail to businesslicense@kennesaw-ga.gov. After 5-business-days, you may contact the Business License Department to inquire about fees and also when the Business License will be available. <i>(For questions related to the Business License process contact 770-429-4540)</i></p>					
<p>NOTE: CERTIFICATE OF OCCUPANCY AND BUSINESS LICENSE APPLICATION SUBMITTED FOR REVIEW THAT HAS NOT MADE PROGRESS WITHIN 90 DAYS FROM THE SUBMITTAL DATE WILL BE AUTOMATICALLY WITHDRAWN.</p>						

Starting a Business

