



DOWNTOWN DEVELOPMENT AUTHORITY MEETING AGENDA

Thursday, April 17, 2025 at 6:30 PM

Council Chambers

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **ADOPTION OF AGENDA**
4. **APPROVAL OF MINUTES**
5. **TREASURER'S REPORT**
6. **OLD BUSINESS**
 - a. Website Update
 - [b.](#) Work plan review
 - [c.](#) 254 Main Street project
7. **NEW BUSINESS**
8. **PUBLIC COMMENT**
9. **ADJOURNMENT**

Unless otherwise announced and posted, the Loganville Downtown Development Authority meets regularly on the third Thursday of each month at 6:30 in City Council Chambers.

The DDA may choose to go into executive session as needed in compliance with Georgia Law.

The DDA reserves the right to make changes to the agenda as necessary. Any additions and/or corrections to the agenda will be posted immediately at City Hall.

Loganville Downtown Development Authority

2024-2025 Workplan

Year	Completion Date	Objective	Tasks	Priority (L,M,H)	Responsibility	Status
2024-2025	ongoing	Increase DDA board members' knowledge of downtown development processes, methodologies, approaches, strategies, and tactics.	Take advantage of all appropriate individual and group training opportunities	H	All	Six members need mandated basic training by May
2025	December 31		Visit at least three cities with strong downtown development programs and active DDAs in the next year	H	Jamie	
2024	November 30	Make the DDA a community liaison for economic development initiatives throughout the city	Complete 2024-2025 strategic plan	H	Dana	Complete
2025	January 31		Investigate the costs and benefits of pursuing "Georgia Main Street" designation for the City of Loganville	M	Dana	Not started
2025	March 31		Describe and document liaison roles	H	Jamie	
2025	January 31		Identify and document resources for business consulting and financing	H	Dana	Complete
2025	Jun 30		Develop a fundraising plan	H	Michael	
2025	Jun 30		Secure full or part time staff	H	Michael	
2025	August 31		Host a Morning Mingle	M	Brax/Mike	
2025	April 30	Ensure business owners and aspiring business owners are aware of DDA mission	Define the "value proposition" of the DDA	H	Jamie	
2024	December 31		Redevelop website	M	Jamie	
2025	April 30		Produce DDA information/contact card	M	Jamie	
2024	Oct 31		Purchase business cards and name badges	H	Jamie	Name badges produced
2025	May 31		Plan and carry out after hours event for business owners	M	Dana	
2025	March 31		Develop and produce a downtown newsletter	L	Tara	
2025	Jan 31		Develop a social media presence	H	Tara	
2024	December 31	Ensure business owners and aspiring business owners are aware of available loan and grant programs	Add loan information to website	H	Jamie	
2025	April 30		Add loan information to information/contact card	M	Dana	
2025	May 31		Communicate at after hours event	H	Dana	
2024	ongoing	Assist the City in redeveloping properties within the district in accordance with City designs and vision	Prepare the Authority to support the City in redevelopment of City owned property	H	Dana	ongoing
2025	May 31		Prepare a master plan and appropriate zoning ordinances for the 254 Main Street project	H	Dana	RFQ prepared
2025	July 31		Sell the 254 Main Street parcels to a developer for redevelopment	H	Dana	
2025	March 31		Review the possibility of acquiring privately owned property within the district for redevelopment	M	Dana	
2025	March 31		Prepare a FY 2026 budget request to the City of Loganville	H	Dana	
2025	January 31	Improve attractiveness of existing downtown buildings and infrastructure	Develop a mainstreet lighting grant program	M	Michael	
2025	June 30		Review downtown public parking and develop appropriate recommendations	H	Iranetta	
2025	January 31		Develop a mainstreet artwork grant program	M	Michael	
2025	March 31	Increase downtown business traffic	Develop a marketing and engagement plan	H	Jamie	
2025	March 31		Prepare and implement a social media plan	H	Tara	

Revised RFQ Timeline

Publish revised RFQ	No later than April 3
Proposals due	April 25, 2:00 p.m.
Individual evaluation	April 26 - May 15
Group review and selection	Regular meeting May 15
Scope and contract negotiation and finalization	May 16 - June 13
Seek funding from City Council	June Council meeting
Approve professional services contract	Regular meeting June 19
Begin Scope of Work	July 1
Project completion	TBD (est. 4 - 6 months)