



Downtown Development Authority Meeting

AGENDA

Thursday, April 13, 2023

8:00 AM

City Hall- 215 N Broad Street

CALL TO ORDER

ROLL CALL

APPROVAL OF PREVIOUS MEETING MINUTES

1. Approval of March DDA Minutes

APPROVAL OF FINANCIAL STATEMENTS

2. Approval of February Financials

PUBLIC FORUM

CITY UPDATE

COUNTY UPDATE

COMMUNITY WORK PLAN &REPORTS

Downtown Design

Redevelopment Projects

Entertainment Draws -

PROGRAMS

Farmers Market

FUNDING

SPONSORSHIP

- [3.](#) Sponsorship update

FACADE GRANTS

- [4.](#) 2 submissions for review

COMMUNITY EVENT GRANTS

- [5.](#) EnterTextHere

NEW BUSINESS**NNOUNCEMENTS:**

Half-day retreat will be Monday, April 17th at 8:00 at Synovus Bank. The next meeting is scheduled for May 11th, at 8:00 am at Monroe City Hall.

ADJOURN

**CITY OF MONROE
DOWNTOWN DEVELOPMENT AUTHORITY
MARCH 23, 2023 – 8:00 A.M.**

The Downtown Development Authority met for their regular meeting.

Those Present:	Lisa Reynolds Anderson Meredith Malcom Andrea Gray Whit Holder Ross Bradley Chris Collins Myoshia Crawford Lee Malcom	Chairman Vice-Chairman Secretary Board Member Board Member Board Member City Council Representative City Council Representative
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Those Absent:	Wesley Sisk	Board Member
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Staff Present:	Leigh Ann Aldridge, Logan Propes, Beth Thompson, Beverly Harrison, Kaitlyn Stubbs, Sara Shropshire, John Howard
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Visitors:	Tyler Gregory, Julie Treadwell, Kim Mulkey-Smith, Steve Brown
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I. CALL TO ORDER

1. Roll Call

Chairman Anderson noted that all Committee Members were present except Wesley Sisk; Committee Member Whit Holder would be arriving a little late. There was a quorum.

2. Approval of Previous Meeting Minutes

a. February 9, 2023 Minutes

To approve the minutes as presented.

*Motion by Collin, seconded by Gray.
Passed Unanimously*

3. Approval of Financial Statements

a. December Financials

To approve the December 2022 Financials.

*Motion by Bradley, seconded by Crawford.
Passed Unanimously*

b. January Financials

Finance Director Beth Thompson explained that she will start including the Trial Balance in with the Financial Report each month.

To approve the January 2023 Financials.

*Motion by Bradley, seconded by Malcom.
Passed Unanimously*

Committee Member Whit Holder arrived at 8:18 am.

II. PUBLIC FORUM

1. Monroe Museum – QR Code Project

Ms. Kim Smith presented the Quick Response Code Project. She discussed the connection between preservation and sustainability, and strategically managing that link to produce local economic growth. She explained the Around Town Gallery Proposal, which will digitally open their collection of artifacts. The project will take the QR Code technology to buildings, and the content will tell the story behind the buildings. The categories will include the physical building, the site location, and it will differentiate between City and County. She handed out a QR Code Prototype, which would be displayed on the buildings.

Mr. Steve Brown discussed different historical locations in Downtown that help to make the historical footprint of Monroe.

Committee Member Chris Collin stated it is an inexpensive way to share history, using technology to connect with history. He suggested they include a link to receive donations for the museum.

The Committee, Ms. Smith, Mr. Brown, and Ms. Aldridge discussed the project and the museum.

Ms. Smith questioned whether the Committee would be interested in collaborating with them to collect and connect information.

Vice-Chairman Meredith Malcom suggested that the Committee discuss the project at the Planning Retreat in April.

2. More than Murals Report

Ms. Sara Shropshire stated that Monroe was chosen as one of the twelve Cities allowed to participate at the More Than Murals Conference.

Mr. Tyler Gregory stated the conference had some of the top place makers in the State, which included Sadie Krawczyk. They learned that economic development and placemaking go hand in hand. An inactive spot can be made very active by incorporating placemaking, such as pocket parks. The workshop gave them step by step tools on how to make these types of places with a small budget and support from the community. He discussed the process of shaping a place, identifying the space, getting public input, and identifying the needs of the community.

Ms. Julie Treadwell thanked the Committee for their support and gave some examples of projects. She discussed putting more energy into the Sculpture Garden at the Art Center. It

would give people another place to sit, eat lunch, read a book, and interact with their kids. The garden has a great foundation, but needs some updates for safety. She presented a vision board, which is not a formal presentation. One of their ideas is to bring in rocks; the rocks can be painted and kids can climb on them. The project could be taken further year after year. She requested ideas for possible partners, vendors, and donations.

Committee Member Chris Collin questioned whether donations could have signs saying where the donation came from.

Ms. Treadwell answered that there could be signs.

Ms. Shropshire explained they still have to get input from the public; the workshop stresses the idea that the art must be guided by the community. The City has gotten an \$8,000 Grant from the Georgia Council for the Arts, which requires the project to be completed by the end of December. The public engagement will be starting soon.

Ms. Treadwell stated the community still has to be gaged to figure out what they want to see. There will be lighting for safety, but the type of lighting will depend on donations and their budget. There is still a lot of work that must happen but wanted to let the Committee know about the grant, the deadline, and their ideas.

The Committee, Ms. Shropshire, Ms. Treadwell, and Mr. Gregory further discussed placemaking, grant funding, partnerships, donations, and possible areas.

Ms. Lee Malcom stated the City owns a pocket park on Walton Street, and she feels the neighbors would join in on a project.

City Administrator Logan Propes stated that he received a landscape plan a couple of weeks ago; the City will just need to find the right partners.

III. CITY UPDATE

City Administrator Logan Propes explained the substantial completion for the Town Green has been moved to August. He explained the City started discussing the project five years ago this month, and there is approximately five months left until completion.

IV. COUNTY UPDATE

Ms. Leigh Ann Aldridge stated that John Ward has indicated that he would like to be involved and will start attending the meetings.

V. COMMUNITY WORK PLAN & REPORTS

1. Downtown Design

Chairman Anderson stated she will get the planters done when she is sure there is not going to be any more frost.

Committee Member Chris Collin stated that he wants to discuss about on street parking at the Retreat. He would like to have signs put in the Downtown area saying to help support small businesses by reserving these spaces for customers and two-hour parking.

City Administrator Logan Propes stated that the Parking Study will be discussed at the Retreat.

2. Redevelopment Projects

Chairman Anderson stated that the DDA now owns the Gwinnett Appliance lot. The tenant will still be there until May.

City Administrator Logan Propes stated Public Works will be ready to start the demolition.

The Committee and Ms. Aldridge discussed the corner building that was the original fire house.

3. Entertainment Draws

Ms. Leigh Ann Aldridge stated there was 501 cars and about 19,000 people at the Car Show. She will have the totals next month.

The Committee and Ms. Aldridge discussed people wanting the cars to be grouped by year. They also discussed issues with parking at events and possible solutions.

Ms. Aldridge stated that Unicorn Day will be by April 15.

VI. PROGRAMS

1. Farmers Market

Ms. Leigh Ann Aldridge stated that applications have been closed for the market; there was a good response, with some new people. She explained that Ms. Malcom is not going to be able to do the season this year, but she will still come as much as she can.

VII. FUNDING

1. Sponsorship

a. 2023 Sponsorship Update

Ms. Leigh Ann Aldridge discussed the sponsorships for the year so far. As of now, there is \$63,750.00 in committed sponsorship funds and \$42,750.00 has already been collected.

Chairman Anderson explained they sent a letter to the Chamber of Commerce Members, and a lot of the sponsorship funds came in from that letter.

Ms. Aldridge stated that Snellville Heating & Air wants first right as the concert presenter for next year. She recommended having four presenting sponsors for the next Car Show.

2. Façade Grants

a. Cottontails Façade Grant Application

Ms. Leigh Ann Aldridge stated the requested grant is for the installation of an exterior awning; they are requesting the full grant amount of \$1,500.00.

To approve the grant request for Cottontails.

*Motion by Gray, seconded by Collin.
Passed Unanimously*

3. Community Event Grants

There were no community event grants.

VIII. NEW BUSINESS

1. Review of Monroe Museum Lease

Chairman Anderson stated that she discussed the new lease and the increase with the President of the Museum but was told there was no way that they could afford it right now. They had a big sponsor that did not renew their sponsorship at the end of the year. The Museum is currently working on a \$50,000.00 Project, which the Felker Foundation is funding. The Museum requested for the lease to be left as is, through the end of the year and reevaluate it then.

The Committee discussed the leases and the history of the Museum.

Vice-Chairman Meredith Malcom stated the Museum is a non-profit, and it is an attraction to the town. She would like to discuss the possibility of supplementing their rent at the Retreat.

The Committee discussed becoming a sponsor for both the Museum and the Monroe Art Center.

To keep the rent amount for the Museum the same through the end of the year and revisit it in 2024.

*Motion by Collin, seconded by Bradley.
Passed Unanimously*

2. Concerns from City Council Meeting

Committee Member Chris Collin discussed the City Council Meeting from March 14. He stated that he is extremely concerned about Council Member Bradley wanting to revisit the open container ordinance for downtown. He explained that Mr. Bradley felt strongly that it is putting the community in a negative light and setting a bad example for children. There was an advertising post on social media that had some verbiage that was a little offensive. He can understand that point, but alcohol is legal and there are licenses for serving it. He explained about five percent of the sales at LR Burger and Strange Taco are for alcohol. Mr. Collin discussed walking around with drinks in downtown. Grouping everybody in a category of irresponsibility is offensive; people are using the ordinance responsibly. Reversing the ordinance would severely impact downtown businesses. He feels Council's job is to represent the community, not to make decisions based on their personal beliefs. He respects personal beliefs, but everyone has a choice. He wants the Committee to speak openly about their opinions on the issue, and he would like the Committee to create a statement for someone to read at the Council Meeting. He will be speaking on behalf of the restaurant owners; there will be an extremely large group coming in support of the ordinance.

Chairman Anderson discussed the time and money that the City put into creating the new ordinance. She would like for the Committee to write a letter in support of the ordinance. She wants all of the Committee to be at the next City Council Meeting and for Ms. Crawford to read the letter in representation of the Committee.

The Committee discussed being in support of the Ordinance and the possibility of changing the cups.

Mr. Collin stated it is a standard cup that used in approved communities. They are trying to make sure that the tax dollars are working for downtown. Those tax dollars go towards funding the Police Department, and there will be less officers in downtown if those tax dollars are lost.

The Committee and Ms. Aldridge discussed social media ads and ads attached to the newsletter.

City Administrator Logan Propes stated that the City can't really regulate the content of advertisements. He suggested asking the downtown businesses to be more respectful on those types of advertisements.

Chairman Anderson stated the Alcohol Ordinance does not need to be changed due to advertising; that can be corrected easily.

Ms. Leigh Ann Aldridge discussed researching how other communities within the State handle their Ordinances, prior to using the cups. Almost all of the communities have their downtown logos on their cups. Disposable cups are used to encourage people to repurchase cups, which helps support downtown businesses. People are using the cups instead of bringing their alcohol from home. The goal is to bring revenue into downtown. She discussed the businesses that the City has gained since the Alcohol Ordinance passed, and the millions those businesses have invested in downtown.

Chairman Anderson stated the cups keep people from bringing their coolers full of alcohol to the concerts, which has helped the businesses and tax dollars.

Mr. Collin stated they looked at the Alcohol Ordinance in great detail prior to buying LR Burger; they were extremely impressed with how progressive Monroe was with it being so far out of Atlanta. Monroe had the open container Ordinance before Lawrenceville, and they went and got it approved in Lawrenceville. He stated that Mr. Bradley also commented on posts about Craft Beer Week. He explained that Craft Beer is a huge economic driver for the State of Georgia; it is an industry of small family-owned businesses. LR Burger only serves Craft Beer; they do not carry major brands.

Vice-Chairman Malcom stated that Monroe is not a traditional party town and most businesses close early. Monroe has a reputation of being a festival and shopping town, with a relaxed environment.

Mr. Propes discussed keeping the branding intact, because it helps with enforcement. He stated that there have not been any issues with people carrying their cups around, and the cups are easily identified. The only alcohol related issues from pedestrians have come from people walking around brown bagging their alcohol.

The Committee discussed the cups promoting walkability and supporting multiple businesses. They discussed the importance of coming to the next City Council Meeting, who should speak, and comments that have been received from citizens.

Mr. Propes explained that there will be an item on the agenda for Council Members to discuss the Alcohol Ordinance, but anyone that wants to speak should sign in under Public Comments.

The Committee discussed not running every ad that comes through and holding ads to some standards.

IX. ANNOUNCEMENTS

- 1. Next Meeting – April 13, 2023 at 8:00 am at City Hall**
- 2. Spring Retreat – April 17, 2023 from 8:00 to 12:00 at Synovus Bank**

X. ADJOURN

*Motion by Bradley, seconded by Collin.
Passed Unanimously*



Monroe, GA

Trial Balance Account Summary

Date Range: 02/01/2023 - 02/28/2023

Account	Name	Beginning Balance	Period Total Debits	Period Total Credits	Net Change	Ending Balance
Fund: 002 - DOWNTOWN DEV FUND						
Asset						
002-111104	DDA SYNOVUS	0.00	12,365.00	19.00	12,346.00	12,346.00
002-111108	DOWNTOWN DOLLARS SYNOVUS	27,811.31	2.10	660.00	-657.90	27,153.41
002-111111	DDA LOAN CHECKING-AF	208,305.26	13.47	152,218.98	-152,205.51	56,099.75
002-111115	DDA WELLS FARGO	203,633.06	28,507.64	4,560.44	23,947.20	227,580.26
002-111145	RDF - SYNOVUS	500.00	0.00	0.00	0.00	500.00
002-111151	RLF - SYNOVUS	114,854.13	1.59	0.00	1.59	114,855.72
002-111199	CLAIM ON CASH	0.00	0.00	0.00	0.00	0.00
002-111409	INTEREST RECEIVABLE - PIMENTO	0.00	0.00	0.00	0.00	0.00
002-111411	INTEREST RECEIVABLE - WAYNE ST PARC...	0.00	0.00	0.00	0.00	0.00
002-111900	DUE FROM OTHERS	6,250.00	0.00	0.00	0.00	6,250.00
002-111901	ACCOUNTS RECEIVABLE - MISC	0.00	2,241.78	0.00	2,241.78	2,241.78
002-112701	DUE FROM OTHER GOVERNMENTS	0.00	0.00	0.00	0.00	0.00
002-112801	DDA PIMENTO INVESTMENT	0.00	0.00	0.00	0.00	0.00
002-112802	DDA WAYNE ST PARCELS INVESTMENT	92,242.40	150,757.24	0.00	150,757.24	242,999.64
002-121104	ACCTS PAYABLE-DOWNTOWN	3,190.29	660.00	0.00	660.00	3,850.29
Liability						
002-121100	ACCOUNTS PAYABLE	200.00	0.00	0.00	0.00	200.00
002-121101	ADDITIONAL A/P	0.00	0.00	0.00	0.00	0.00
002-121199	AP PENDING DUE TO POOLED CASH	0.00	0.00	0.00	0.00	0.00
002-121900	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
002-125354	DDA PIMENTO - LONG TERM	0.00	0.00	0.00	0.00	0.00
002-125355	DDA WAYNE ST PARCELS - LONG TERM	-242,500.00	0.00	0.00	0.00	-242,500.00
Equity						
002-134220	FUND BAL UNRESERVED, UNDESIGNA	-399,455.63	0.00	0.00	0.00	-399,455.63
Revenue						
002-7550-331150	FED GRANT - RDF	0.00	0.00	0.00	0.00	0.00
002-7550-334000	STATE GRANTS RECEIVED	0.00	0.00	0.00	0.00	0.00
002-7550-336001	HOTEL MOTEL FUNDS	0.00	0.00	0.00	0.00	0.00
002-7550-336100	CITY FUNDING OF DDA	-6,250.00	0.00	0.00	0.00	-6,250.00
002-7550-346901	LATE FEE-REVOLVING LOAN FUND	0.00	0.00	0.00	0.00	0.00
002-7550-347300	MISC EVENT FEES	0.00	0.00	0.00	0.00	0.00
002-7550-347301	CAR SHOW	0.00	0.00	2,439.84	-2,439.84	-2,439.84
002-7550-347302	CONCERTS	0.00	0.00	0.00	0.00	0.00
002-7550-347303	FLOWER FESTIVAL	0.00	0.00	0.00	0.00	0.00
002-7550-347304	FALL FESTIVAL	0.00	0.00	0.00	0.00	0.00
002-7550-347305	CHRISTMAS PARADE	0.00	0.00	0.00	0.00	0.00
002-7550-347306	FARM TO TABLE	0.00	0.00	0.00	0.00	0.00
002-7550-347307	CANDLELIGHT SHOPPING	0.00	0.00	0.00	0.00	0.00
002-7550-347903	FARMERS MARKET	-741.07	0.00	3,290.83	-3,290.83	-4,031.90
002-7550-361000	INTEREST REVENUES	-36.29	0.00	33.84	-33.84	-70.13
002-7550-361002	INTEREST-REVOLVING LOAN FUND	-436.37	0.00	433.36	-433.36	-869.73
002-7550-361004	INTEREST - DDA PIMENTO	0.00	0.00	0.00	0.00	0.00
002-7550-371000	SPONSORSHIPS	-6,750.00	0.00	30,495.34	-30,495.34	-37,245.34
002-7550-381011	RENTAL - 227 S BROAD	-4,050.00	600.00	4,900.00	-4,300.00	-8,350.00
002-7550-381012	UTILITY PMT- 227 S BROAD	0.00	0.00	0.00	0.00	0.00
002-7550-389000	OTHER	-30.00	0.00	7.49	-7.49	-37.49
002-7550-389003	PRINCIPLE-REVOLVING LOAN FUND	-1,805.41	0.00	1,808.42	-1,808.42	-3,613.83
002-7550-389005	DOWNTOWN DOLLARS	0.00	0.00	322.46	-322.46	-322.46
002-7550-391200	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
002-7550-391205	TRANSFER IN - DDA STABILIZATION	0.00	0.00	0.00	0.00	0.00

Account	Name	Beginning Balance	Period Total Debits	Period Total Credits	Net Change	Ending Balance
Expense						
002-7550-521200	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
002-7550-522140	LAWN CARE & MAINTENANCE	0.00	0.00	0.00	0.00	0.00
002-7550-522160	PEST CONTROL	0.00	0.00	0.00	0.00	0.00
002-7550-522310	REAL ESTATE RENTS / LEASES	0.00	0.00	0.00	0.00	0.00
002-7550-523300	ADVERTISING	0.00	0.00	0.00	0.00	0.00
002-7550-523301	MISC EVENT EXPENSE	0.00	640.00	0.00	640.00	640.00
002-7550-523303	FARMERS MKT-GIFT CERTS	0.00	0.00	0.00	0.00	0.00
002-7550-523304	FARMERS MKT-SR BUCKS	0.00	0.00	0.00	0.00	0.00
002-7550-523305	FARMERS MKT-EBT TOKENS	0.00	0.00	0.00	0.00	0.00
002-7550-523306	FARMERS MKT-ENTERTAINMENT	0.00	0.00	0.00	0.00	0.00
002-7550-523400	PRINTING	0.00	0.00	0.00	0.00	0.00
002-7550-523510	TRAVEL EXPENSE	0.00	0.00	0.00	0.00	0.00
002-7550-523600	DUES/FEES	0.00	19.00	0.00	19.00	19.00
002-7550-523700	TRAINING & EDUCATION -EMPLOYEE	0.00	0.00	0.00	0.00	0.00
002-7550-523850	CONTRACT LABOR	900.00	900.00	0.00	900.00	1,800.00
002-7550-531100	OFFICE SUPPLIES & EXPENSES	0.00	0.00	0.00	0.00	0.00
002-7550-531110	SPONSORSHIPS/DONATIONS	0.00	0.00	0.00	0.00	0.00
002-7550-531116	SIGNAGE & MATERIALS	0.00	0.00	0.00	0.00	0.00
002-7550-531175	FARMERS MKT GEN EXP	0.00	0.00	0.00	0.00	0.00
002-7550-531177	CAR SHOW EXP	0.00	0.00	0.00	0.00	0.00
002-7550-531178	CONCERT EXP	0.00	0.00	0.00	0.00	0.00
002-7550-531179	FLOWER FESTIVAL EXP	0.00	0.00	0.00	0.00	0.00
002-7550-531180	FALL FESTIVAL EXP	0.00	0.00	0.00	0.00	0.00
002-7550-531181	CHRISTMAS PARADE EXP	0.00	0.00	0.00	0.00	0.00
002-7550-531182	FARM TO TABLE EXP	0.00	0.00	0.00	0.00	0.00
002-7550-531183	CANDLELIGHT SHOPPING EXP	0.00	0.00	0.00	0.00	0.00
002-7550-531203	OLD CITY HALL BLDG	1,292.00	1,520.44	0.00	1,520.44	2,812.44
002-7550-531600	SMALL TOOLS & MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00
002-7550-572030	DOWNTOWN DEVELOPMENT EXP	0.00	1,500.00	0.00	1,500.00	1,500.00
002-7550-572031	RDF PROJECT EXPENSE	0.00	0.00	0.00	0.00	0.00
002-7550-572032	CITY FUNDING FROM DDA	0.00	0.00	0.00	0.00	0.00
002-7550-573000	LOAN PAYMENTS	2,876.32	1,461.74	0.00	1,461.74	4,338.06
002-7550-582303	OTHER INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
Fund 002 Total:		0.00	201,190.00	201,190.00	0.00	0.00
Report Total:		0.00	201,190.00	201,190.00	0.00	0.00



Monroe, GA

DDA Income Statement

Account Summary

For Fiscal: 2023 Period Ending: 02/28/2023

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue						
002-7550-336100	CITY FUNDING OF DDA	0.00	0.00	0.00	6,250.00	-6,250.00
002-7550-347301	CAR SHOW	0.00	0.00	2,439.84	2,439.84	-2,439.84
002-7550-347903	FARMERS MARKET	0.00	0.00	3,290.83	4,031.90	-4,031.90
002-7550-361000	INTEREST REVENUES	0.00	0.00	33.84	70.13	-70.13
002-7550-361002	INTEREST-REVOLVING LOAN FUND	0.00	0.00	433.36	869.73	-869.73
002-7550-371000	SPONSORSHIPS	0.00	0.00	30,495.34	37,245.34	-37,245.34
002-7550-381011	RENTAL - 227 S BROAD	0.00	0.00	4,300.00	8,350.00	-8,350.00
002-7550-389000	OTHER	0.00	0.00	7.49	37.49	-37.49
002-7550-389003	PRINCIPLE-REVOLVING LOAN FUND	0.00	0.00	1,808.42	3,613.83	-3,613.83
002-7550-389005	DOWNTOWN DOLLARS	0.00	0.00	322.46	322.46	-322.46
	Revenue Total:	0.00	0.00	43,131.58	63,230.72	
Expense						
002-7550-523301	MISC EVENT EXPENSE	0.00	0.00	640.00	640.00	-640.00
002-7550-523600	DUES/FEES	0.00	0.00	19.00	19.00	-19.00
002-7550-523850	CONTRACT LABOR	0.00	0.00	900.00	1,800.00	-1,800.00
002-7550-531203	OLD CITY HALL BLDG	0.00	0.00	1,520.44	2,812.44	-2,812.44
002-7550-572030	DOWNTOWN DEVELOPMENT EXP	0.00	0.00	1,500.00	1,500.00	-1,500.00
002-7550-573000	LOAN PAYMENTS	0.00	0.00	1,461.74	4,338.06	-4,338.06
	Expense Total:	0.00	0.00	6,041.18	11,109.50	
	Total Surplus (Deficit):	0.00	0.00	37,090.40	52,121.22	



Monroe, GA

Budget Report

Account Summary

For Fiscal: 2023 Period Ending: 02/28/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Revenue							
DEPT: 7520 - ECONOMIC DEVELOPMENT & PLANNNG							
100-7520-347300	MISC EVENT FEES	20,000.00	20,000.00	0.00	0.00	-20,000.00	0.00 %
100-7520-347301	CAR SHOW	0.00	0.00	0.00	325.00	325.00	0.00 %
DEPT: 7520 - ECONOMIC DEVELOPMENT & PLANNNG Total:		20,000.00	20,000.00	0.00	325.00	-19,675.00	1.63%
DEPT: 7521 - MAINSTREET							
100-7521-371003	MAIN STREET CONTRIBUTIONS	35,000.00	35,000.00	0.00	8,750.00	-26,250.00	25.00 %
DEPT: 7521 - MAINSTREET Total:		35,000.00	35,000.00	0.00	8,750.00	-26,250.00	25.00%
Revenue Total:		55,000.00	55,000.00	0.00	9,075.00	-45,925.00	16.50%
Expense							
DEPT: 7520 - ECONOMIC DEVELOPMENT & PLANNNG							
100-7520-511100	REGULAR SALARIES	231,170.00	231,170.00	17,456.08	35,086.60	196,083.40	15.18 %
100-7520-511200	PART - TIME/TEMPORARY SALARIES	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
100-7520-512100	GROUP INS	44,000.00	44,000.00	7,218.69	9,807.76	34,192.24	22.29 %
100-7520-512200	SOCIAL SECURITY	14,705.00	14,705.00	1,067.71	2,146.24	12,558.76	14.60 %
100-7520-512300	MEDICARE	3,440.00	3,440.00	249.71	501.95	2,938.05	14.59 %
100-7520-512400	GMEBS-RETIREMENT CONTRIBUTION	28,980.00	28,980.00	2,562.90	5,089.58	23,890.42	17.56 %
100-7520-512910	MEDICAL EXAMS	100.00	100.00	0.00	0.00	100.00	0.00 %
100-7520-512915	EMPLOYEE ASSISTANCE PROGRAM	51.00	51.00	0.00	0.00	51.00	0.00 %
100-7520-512916	WALTON ATHLETIC MEMBERSHIP	240.00	240.00	0.00	26.52	213.48	11.05 %
100-7520-521200	PROFESSIONAL SERVICES	57,650.00	57,650.00	0.00	0.00	57,650.00	0.00 %
100-7520-521201	I/T SVCS - WEB DESIGN, ETC.	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-7520-522140	LAWN CARE & MAINTENANCE	1,000.00	1,000.00	75.00	75.00	925.00	7.50 %
100-7520-522145	HOLIDAY EVENTS	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
100-7520-522208	MAINTENANCE CONTRACTS	4,910.00	4,910.00	227.56	588.61	4,321.39	11.99 %
100-7520-522322	EQUIPMENT RENTAL	180.00	180.00	0.00	0.00	180.00	0.00 %
100-7520-523200	COMMUNICATION SERVICES	2,600.00	2,600.00	0.00	0.00	2,600.00	0.00 %
100-7520-523300	ADVERTISING	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
100-7520-523301	MISC EVENTS	110,000.00	110,000.00	3,692.63	3,692.63	106,307.37	3.36 %
100-7520-523400	PRINTING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
100-7520-523510	TRAVEL EXPENSE	5,000.00	5,000.00	816.70	816.70	4,183.30	16.33 %
100-7520-523600	DUES/FEES	1,500.00	1,500.00	648.49	648.49	851.51	43.23 %
100-7520-523700	TRAINING & EDUCATION -EMPLOYEE	6,500.00	6,500.00	975.00	975.00	5,525.00	15.00 %
100-7520-523850	CONTRACT LABOR	3,500.00	3,500.00	62.99	62.99	3,437.01	1.80 %
100-7520-531100	OFFICE SUPPLIES & EXPENSES	5,000.00	5,000.00	19.30	19.30	4,980.70	0.39 %
100-7520-531110	SPONSORSHIPS/DONATIONS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
100-7520-531121	COMPUTER EQUIP NON-CAP	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
100-7520-531203	OLD CITY HALL BLDG	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00 %
100-7520-531300	FOOD	1,000.00	1,000.00	309.64	309.64	690.36	30.96 %
DEPT: 7520 - ECONOMIC DEVELOPMENT & PLANNNG Total:		579,026.00	579,026.00	35,382.40	59,847.01	519,178.99	10.34%
DEPT: 7550 - DOWNTOWN DEVELOPMENT							
100-7550-523101	GENERAL LIABILITY INSURANCE	450.00	450.00	37.95	75.90	374.10	16.87 %
100-7550-572030	DOWNTOWN DEVELOPMENT	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
DEPT: 7550 - DOWNTOWN DEVELOPMENT Total:		25,450.00	25,450.00	37.95	75.90	25,374.10	0.30%
Expense Total:		604,476.00	604,476.00	35,420.35	59,922.91	544,553.09	9.91%
Report Surplus (Deficit):		-549,476.00	-549,476.00	-35,420.35	-50,847.91	498,628.09	9.25%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL FUND	-549,476.00	-549,476.00	-35,420.35	-50,847.91	498,628.09
Report Surplus (Deficit):	-549,476.00	-549,476.00	-35,420.35	-50,847.91	498,628.09

Downtown Development Authority Events 2023

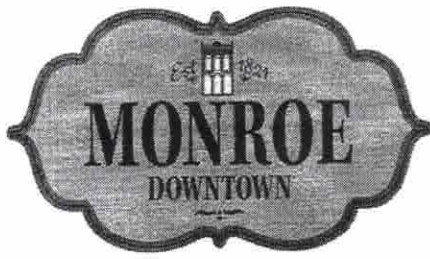
	<u>Revenues</u>		<u>Expenses</u>			Profit/Loss including labor	Profit/Loss excluding Labor
	DDA collected Revenues	City collected Revenues	DDA Expenses	City Expenses	City Labor		
Candlelight Shopping						0	0
Car Show	13,171	325	2000	2788.2	9,465	(758)	8,707
Christmas Parade						0	0
Concerts				4850		(4,850)	(4,850)
Fall Festival						0	0
Farm to Table						0	0
Farmers Market	4,513					4,513	4,513
Flower Festival	2,286		97.95			2,188	2,188
Childers Park- Night of Lights					9,386	(9,386)	0
Totals	19,969	325	2,098	7,638	18,851	(8,293)	10,558

Business	2023 Status	DDA \$	2023 AMT	2022 Amt	2021 Amt	
T-Mobile		0			8000	
Snellville Heating & Air	committed		10000			concert presenter
Charles M. Walker Foundation	paid	5500	5500	4500	5250	
Brown Oil Distributers	paid	2500	2500	2500	2500	concert
Piedmont Walton	committed		2500	2500	0	concert
John's Supermarket	paid	2500	2500	2500	2500	concert
Crawford & Boyle	paid	2500	2500	2500	2500	concert
FBC Mortgage	paid	2500	2500	2500	2500	concert
McGriff Insurance	paid	2500	2500	2500	2500	concert
Preston & Malcom	paid 1/2	1250	2500	1250	2500	concert
Peach State Credit Union	paid	2500	2500			concert *resubmit in October for 2024
Britt's	paid	2500	2500			concert
Silverleaf Management	paid	3500	3500			concert & car show award April enews
Zaxby's	committed		2500			Christmas Parade Sponsor
Acopia Home Loans	committed	1000	2500			Presenting sponsor Car Show mid march enews
Women's Health & Wellness Clinic	paid	4000	4000			Car Show & Blooms partner, Fall Fest Presenting, platinum partner
Grace Monroe					1500	
Synovus Bank	paid	2000	2000	1500	1500	Fall Fest
Monroe Animal Care Hospital	paid	1500	1500	1500	1500	Fall Fest
Walton Mill Storage	paid	500	500	1000	1000	
The Factory at Walton Mill	paid	500	500			
Brysan Utility Contractors	paid	1000	1000			platinum partner
Pinnacle	paid	1000	1000	1000	1000	feb enews
Malcom & Malcom	paid	1000		1000	1000	
Rinse	paid	1000	1000		1000	general mid feb enews
Andrea Gray	paid	1000		1000	1000	
Rustic Roots	paid	1250	1250	1250	0	car show awards sponsor + mid-level march enews
Streetside Classics	committed		1000	750	750	car show awards sponsor march enews
Summit Racing	paid	750	750			car show awards sponsor -discounted *2024 sponsor
JEC Development	paid	500	500			gold partner
Southern Sanitation	committed		500			car show partner
Peters & Fosters					500	
Peach State Publications				500	500	
Epiphany	paid	500	500	500	500	
New Roots	paid	500	500	500	0	
Susan Sykes Remax Preferred	paid	500	500	500	0	
Hodge Podge				500	0	
Toss N Haul					500	
Homelight					250	
Sanders Consign & Design					250	
Far Out Foodz					250	
Homecraft				250		
Monroe Auto & Tire				250	250	

Your Pie					250
Patti Souther	paid	250	250	250	250
Pot Luck Café	paid	250	250	250	250
Amici	paid	250	250	250	250
JP Muscle Cars					250
Carter Watkins					250
JL Designs					250
Broad Street Boots				250	250
Keller Williams Realty ATL Partners					250
Baker Group					250
McDaniel Tichenor House				250	250
LR Burger	paid	250	250	250	250
2nd Floor Properties	paid	250	250	250	250
Monroe Local				250	0
Wyrick Mechanical				750	0
Wood Vision Center					250
Walton County Historical Society	paid	200	200	100	100
Cheely's General Store & Café				1000	1000
Georgia Connector				500	500
The Gilded Lily				500	500
Walton Tribune	paid	1000	1000		1000
Sidestreet Boutique				1000	500
Park Place Nursing & Rehab				500	
J. Reynolds					500
Anderson Grading					500
Wayfarer Hotel and Events			500		
George Walton Academy					0
The Factory at Walton Mill					0
Ginny's Custom Embroidery					
Reliant					0

in kind-use of event hall for reception
in kind
in kind

TOTAL	\$	48,700.00	\$66,450.00	\$ 39,100.00	\$ 49,600.00
Outstanding	\$	17,750.00			
Less City Amt	\$	13,700.00			



DOWNTOWN FACADE GRANT PROGRAM

PURPOSE & DESCRIPTION

The purpose of this program is to stimulate downtown revitalization and development, and tourism in Monroe. Program funds are an incentive for current owners and potential buyers of vacant and occupied buildings to restore, renovate, and repair the exteriors of their buildings.

The Monroe Downtown Development Authority (DDA) Façade Match will provide a 50/50 investment match ratio up to a maximum of \$1,500 per property, as a reimbursement once pre-approved project(s) are completed and inspected. All projects must be completed within six months of the date of the DDA approval letter.

ELIGIBILITY

The program will be open to all private businesses within the DDA boundaries. Once available funds are pledged, no more applications will be accepted. Monroe DDA will review the program each year to determine if sufficient funding is available to continue accepting grant applications.

EXAMPLES OF PROJECTS

- Building façade improvements: paint, brick, wood awnings/canopies, lighting, doors, windows, and other repairs.
- Other restorations/renovations, which meet HPC approval and the goals of revitalization, will be considered.

APPLICATION PROCESS

Applications will be coordinated by Mainstreet/DDA Executive Director. The DDA Board will review each application for final approval. The full process includes:

- The completed application
- Proof of certificate of appropriateness from historic preservation commission
- Code enforcement work permits (if applicable)
- On site restoration work
- Review/audit of finished work
- Provide copies of paid receipts to DDA within 30 days of completion
- Reimbursement of 50% for project expenses up to a maximum of \$1,500

APPLICATION FOR FACADE GRANT

NAME: Whit Holder
 BUSINESS NAME: Pleasant Valley Assets LLC
 BUSINESS ADDRESS: 120 2nd St #100, Monroe, GA 30655
 ADDRESS OF PROJECT: 600 S Broad St C-120, Monroe, GA 30655
 TELEPHONE NUMBERS: 678-520-8718
 EMAIL: whit@hbmjmonroe.com

Please attach a brief description of proposed work. (Note: to receive payment, project must be completed as described)
 ESTIMATED COST: \$34,398
 GRANT MONEY APPLYING FOR: \$1500⁰⁰
 ESTIMATED START DATE: 4-6-2022
 ESTIMATED COMPLETION DATE: 12-20-2022

I understand that the incentive match must be used for the project described in this application and that the project must be fully completed before the payment will be considered.

SIGNATURE: R. Whit Holder DATE: 2-24-2023

Monroe DDA
 P.O. Box 1249
 Monroe, GA 30655
 770-266-5331
 sadielk@monroega.gov
 www.MonroeDowntown.com

CHECKLIST

- Application is complete
- Project Description is attached
- Budget summary/cost estimate is attached
- Letter of consent from property owner (if leasing)
- Architectural sketch of proposed (if necessary)
- Photograph of building with existing conditions
- Paint and awning samples (if applicable)
- City permits applied for (if applicable)
- HPC approval

Facade Grant Application

Description of Work

2-24-2023

Project name: Walton Mill C-120 exterior improvements

In 2022, we completed significant renovations to the north facade of Building C at Walton Mill. Many of the improvements were made on Suite C-120, also known as The Compressor Room.

The exterior renovations included:

- New gutters and downspouts
- Re-point and clean brick
- New awning
- New entry door
- New windows
- New exterior lighting
- New exterior landscaping
- New brick flower bed
- Exterior painting

The exterior improvements for C-120 were permitted on permit #848 along with the exterior improvements for C-100. The Certificates of Appropriateness from the Historic Preservation Commission and Planning Commission were for exterior improvements for both C-100 and C-120.

These improvements opened up a new retail space with approximately 1400 square feet.

This space is now occupied by American Trilogy Formal.

Memo/Description	Amount	Class
C-120 lower compressor room		
demo 75% of Compressor room brick walls	\$2,000	C-120 lower compressor room
demo 25% of Compressor room brick walls	\$1,000	C-120 lower compressor room
brick labor	\$2,500	C-120 lower compressor room
patch holes in compressor room walls, replace broken door landing	\$3,500	C-120 lower compressor room
turnbuckles and hardware for awning C-120	\$148	C-120 lower compressor room
turnbuckles for awning--C120	\$37	C-120 lower compressor room
C-120 gutter downspout fitting	\$83	C-120 lower compressor room
draw #1 for windows	\$4,000	C-120 lower compressor room
windows	\$4,000	C-120 lower compressor room
labor to cut glass for entrance door	\$120	C-120 lower compressor room
INV 2454--windows	\$1,210	C-120 lower compressor room
landscape design and plantings	\$1,250	C-120 lower compressor room
boom lift to repair and clean brick	\$1,000	C-120 lower compressor room
downspouts	\$600	C-120 lower compressor room
add flashing on walls above infill panels and louvres to stop water intrusion	\$570	C-120 lower compressor room
demo louvres	\$630	C-120 lower compressor room
awning	\$2,478	C-120 lower compressor room
Masonry Supplies, brick	\$1,000	C-120 lower compressor room
brick repairs and cleaning	\$4,000	C-120 lower compressor room
masonry sand for brick repair	\$87	C-120 lower compressor room
framing materials to close up duct openings	\$655	C-120 lower compressor room
framing materials to close up duct openings	\$40	C-120 lower compressor room
materials for flower bed	\$22	C-120 lower compressor room
materials for flower bed	\$42	C-120 lower compressor room
door and frame for entrance	\$3,226	C-120 lower compressor room
chain to suspend awning	\$200	C-120 lower compressor room
	\$34,398	

American *Trilogy* FORMAL
AT WALTON MILL

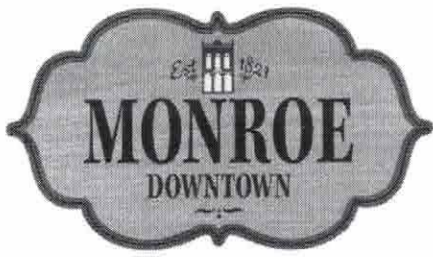
RESERVED
PARKING

STATE DISABLED PARKING
PENNY REQUIRED

RESERVED
PARKING


STORAGE





DOWNTOWN FACADE GRANT PROGRAM

PURPOSE & DESCRIPTION

The purpose of this program is to stimulate downtown revitalization and development, and tourism in Monroe. Program funds are an incentive for current owners and Potential buyers of vacant and occupied buildings to restore, renovate, and repair the exteriors of their buildings.

The Monroe Downtown Development Authority (DDA) Façade Match will provide a 50/50 investment match ratio up to a maximum of \$1,500 per property, as a reimbursement once pre-approved project(s) are completed and inspected. All projects must be completed within six months of the date of the DDA approval letter.

ELIGIBILITY

The program will be open to all private businesses within the DDA boundaries. Once available funds are pledged, no more applications will be accepted. Monroe DDA will review the program each year to determine if sufficient funding is available to continue accepting grant applications.

EXAMPLES OF PROJECTS

- Building façade improvements: paint, brick, wood awnings/canopies, lighting, doors, windows, and other repairs.
- Other restorations/renovations, which meet HPC approval and the goals of revitalization, will be considered.

APPLICATION PROCESS

Applications will be coordinated by Mainstreet/DDA Executive Director. The DDA Board will review each application for final approval. The full process includes:

- The completed application
- Proof of certificate of appropriateness from historic preservation commission
- Code enforcement work permits (if applicable)
- On site restoration work
- Review/audit of finished work
- Provide copies of paid receipts to DDA within 30 days of completion
- Reimbursement of 50% for project expenses up to a maximum of \$1,500

APPLICATION FOR FACADE GRANT

NAME: Whit Holder
 BUSINESS NAME: Pleasant Valley Assets LLC
 BUSINESS ADDRESS: 120 2nd St #101, Monroe, GA 30655
 ADDRESS OF PROJECT: 600 S Broad St C-100, Monroe, GA 30655
 TELEPHONE NUMBERS: 678-520-8718
 EMAIL: whit@hbgmmonroe.com

Please attach a brief description of proposed work. (Note: to receive payment, project must be completed as described)

ESTIMATED COST: \$105,680
 GRANT MONEY APPLYING FOR: \$1500⁰⁰
 ESTIMATED START DATE: 4-6-2022
 ESTIMATED COMPLETION DATE: 11-20-2022

I understand that the incentive match must be used for the project described in this application and that the project must be fully completed before the payment will be considered.

SIGNATURE: [Signature] DATE: 2-24-2023

Monroe DDA
 P.O. Box 1249
 Monroe, GA 30655
 770-266-5331
 sadiek@monroega.gov
 www.MonroeDowntown.com

CHECKLIST

- Application is complete
- Project Description is attached
- Budget summary/cost estimate is attached
- Letter of consent from property owner (if leasing)
- Architectural sketch of proposed (if necessary)
- Photograph of building with existing conditions
- Paint and awning samples (if applicable)
- City permits applied for (if applicable)
- HPC approval

Facade Grant Application

Description of Work

2-24-2023

Project name: Walton Mill C-100 exterior improvements

In 2022, we completed significant renovations to the north facade of Building C at Walton Mill. This building is also known as the Old Weave Mill.

The exterior renovations included:

- New gutters and downspouts
- Re-point and clean brick
- New awning
- New exterior lighting
- New exterior landscaping
- New entrance with steel canopy
- New brick steps and steel railing
- Repair and expansion of loading dock
- Exterior painting

These improvements opened up approximately 40,000 square feet of Downtown space.

This space is now occupied by Walton Mill Storage, a new climate-controlled indoor storage facility.

C-100 storage facility	Memo/Description	Amount	Class
	saw cut brick for entrance opening	\$2,860	C-100 storage facility
	point brick and mortar in cracks and holes on exterior brick walls	\$1,500	C-100 storage facility
	exterior paint materials--C-100	\$524	C-100 storage facility
	STANLEY ACCESS automatic doors--C-100	\$13,325	C-100 storage facility
	hardware for awning C-100	\$148	C-100 storage facility
	turnbuckles for awning--C100	\$37	C-100 storage facility
	exterior paint materials--C-100	\$1,785	C-100 storage facility
	exterior lighting supplies--C-100	\$361	C-100 storage facility
	exterior lighting supplies--C-101	\$105	C-100 storage facility
	flood light C-100	\$127	C-100 storage facility
	LED lights--C-100 storage sign	\$214	C-100 storage facility
	planters & perennial bushes	\$4,000	C-100 storage facility
	loading dock foundation materials	\$1,470	C-100 storage facility
	fees for COA application for exterior improvements	\$200	C-100 storage facility
	City of Monroe permit--exterior improvements	\$803	C-100 storage facility
	concrete for dock footings	\$1,803	C-100 storage facility
	concrete for dock pads	\$4,499	C-100 storage facility
	concrete labor	\$3,606	C-100 storage facility
	boom lift to repair and clean brick	\$1,821	C-100 storage facility
	exterior handrail labor and materials	\$3,900	C-100 storage facility
	exterior paint labor	\$2,475	C-100 storage facility
	exterior paint labor	\$1,950	C-100 storage facility
	exterior paint labor	\$2,000	C-100 storage facility
	weld steel plate on sliding door header	\$180	C-100 storage facility
	awning	\$2,478	C-100 storage facility
	exterior design fees	\$370	C-100 storage facility
	deposit for structural steel canopy and steel for entrance openings in brick	\$11,241	C-100 storage facility
	Masonry Supplies, brick	\$2,854	C-100 storage facility
	brick to face new loading dock	\$2,250	C-100 storage facility
	concrete dock and steps	\$12,294	C-100 storage facility
	brick repairs and cleaning	\$6,070	C-100 storage facility
	paint signage for storage facility	\$1,915	C-100 storage facility
	concrete form lumber	\$378	C-100 storage facility
	materials for concrete patios	\$430	C-100 storage facility
	block, sand mortar for exterior improvements	\$1,075	C-100 storage facility
	concrete for entrance pad	\$207	C-100 storage facility
	masonry materials for entrance	\$44	C-100 storage facility
	gutter and downspout connection	\$83	C-100 storage facility
	print plans for COA	\$7	C-100 storage facility
	blueprints for COA	\$58	C-100 storage facility
	structural steel fab and install for dock canopy	\$13,739	C-100 storage facility
	mortar for brick around dock	\$294	C-100 storage facility
	chain to suspend awning	\$200	C-100 storage facility
		\$105,680	

CERTIFICATE OF APPROPRIATENESS

THE INTERNATIONAL BUILDING CODE

ISSUED: 2/22/2022
PLAN TYPE: Historic Preservation Commission
PROJECT NUMBER: 608

ADDRESS: 600 S. Broad St.
Monroe, GA 30655 PARCEL #: M0180124

OWNER: Pleasant Valley Assets LLC
600 S. Broad St.
BLDG 3 Suite 1B-C
Monroe, GA 30655 ZONING: PCD

TYPE OF WORK:
CONSTRUCTION CLASS:
Other **FINAL APPROVAL**

The requested changes will be on the rear of Building C at Walton Mill and include new steps and landing, new opening to access the basement level, new windows to match the historic windows, new steel awnings above existing openings, new loading dock with canopy, and a planting strip along the edge of the building. The improvements will not be visible from Broad St.



Aime E. Warren 2/23/2022
CODE DEPARTMENT OFFICIAL Date

This certificate is a legal document for changes or additions to the exterior of an existing Historic Property.

SPECIAL CONDITIONS: Approved as presented

CERTIFICATE OF APPROPRIATENESS

THE INTERNATIONAL BUILDING CODE

ISSUED: 3/15/2022
PLAN TYPE: Planning Commission
PROJECT NUMBER: 609

ADDRESS: 600 S. Broad St. C-100
Monroe, GA 30655 PARCEL #: M0180124

OWNER: Pleasant Valley Assets
600 S. Broad St.
Monroe, GA 30655 USE GROUP: PCD

TYPE OF WORK:
CONSTRUCTION CLASS: Other

FINAL APPROVAL

Request for COA for improvements on the northeast facade including: new loading dock with canopy, new concrete stairs to loading docks, new exterior windows, new landscaping, limited re-striping of existing parking spaces, and removal of fire escape stairs leading to unoccupied portions of the building.

Sam Elman 3/16/2022
CODE DEPARTMENT OFFICIAL Date



This certificate is a legal document for changes or additions to the exterior of an existing Corridor Design Overlay Property.

SPECIAL CONDITIONS: Approved as submitted without conditions



City of Monroe

215 N. Broad Street
 Monroe, GA 30655
 (770) 207-4674

COMMERCIAL REMODEL PERMIT

PERMIT #:	848	DESCRIPTION:	Exterior renovations
JOB ADDRESS:	600 S BROAD ST C-100	LOT #:	66
PARCEL ID:	M0180124	BLK #:	
SUBDIVISION:		ZONING:	PCD
ISSUED TO:	Bolt Construction	CONTRACTOR:	CHAD DRAPER
ADDRESS:	PO Box 1588	PHONE:	503-927-6321
CITY, STATE ZIP:	Monroe GA 30655	OWNER:	
PHONE:	503-927-6321	PHONE:	
PROP. USE:	COMMERCIAL	DATE ISSUED:	4/06/2022
VALUATION:	\$ 125,000.00	EXPIRATION:	10/03/2022
SQ FT:	0.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov		

FEE CODE	DESCRIPTION	AMOUNT
PLAN REV	PLANS REVIEW FEE	\$ 267.50
BP-01	BUILDING VALUATION FEE BY SQFT	\$ 535.00
	FEE TOTAL	\$ 802.50
	PAYMENTS	\$ -802.50
	BALANCE	\$ 0.00

NOTES:

NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Sam E. Wilson

 (APPROVED BY)

4/29/22

 DATE



EXISTING
CONDITIONS
SD-0.1
12/17/21

WALTON MILL
600 S. BROAD STREET
MONROE, GA 30655

 **KRONBERG
URBANISTS
ARCHITECTS**



STORAGE

C-100

C-12

VIDEO SECURITY SYSTEM

STORAGE

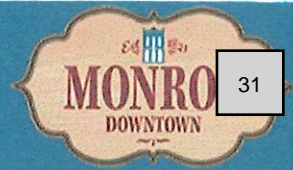
WALTON MILL
STORAGE

C-100

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Downtown Community Event Grant



PURPOSE & DESCRIPTION

The purpose of this program is to stimulate community involvement in Downtown Monroe. Grant funds are an incentive for groups and individuals to hold events in our historic downtown for the community at large.

The Monroe Downtown Development Authority (DDA) Community Event Match will provide a 50/50 investment match ratio up to a maximum of \$250 per event, as a reimbursement once pre-approved events are completed.

ELIGIBILITY

The program will be open to all community members. Events must take place within the DDA boundaries, must be open to the public, and the profits must benefit downtown development or another community non-profit. Once available funds are pledged, no more applications will be accepted. Monroe DDA will review the grant program each year to determine if sufficient funding is available to continue accepting grant applications.

EXAMPLES OF EVENTS

- Outdoor concert
- Family Festival
- Movie night
- Craft fair
- Road races

APPLICATION PROCESS

Applications will be coordinated by Mainstreet/DDA Executive Director. The DDA board will determine grant awards based on benefit to downtown and available funds.

The full process includes:

- A completed application
- Event description
- Proper permits from Code Department for road closings/peddlers permits (if applicable)
- Review/audit of event
- Provide copies of paid receipts to DDA within 30 days of event
- Reimbursement of 50% for event expenses up to a maximum of \$250
- Donation of a portion of event proceeds to downtown development or local non-profit

APPLICATION FOR EVENT GRANT

EVENT NAME: A Cause to Celebrate Benefitting Team Up
 LOCATION OF EVENT: McDaniel-Tichenor House
 EVENT DATE: 6 May 2023
 BENEFITTING ORGANIZATION: Team Up Mentoring
 CONTACT NAME: Amy Hunnewell
 TELEPHONE NUMBER: 770-882-6800
 EMAIL: amy@teamupmentoring.org

Please attach a brief description of proposed event. (Note: to receive payment, event must take place as described)

ESTIMATED COST: \$15,000
 GRANT MONEY APPLYING FOR: \$250

I understand that the incentive match must be used for the event described in this application and that the event must benefit downtown development or a local non-profit before the payment will be considered.

SIGNATURE: Amy C. Hunnewell DATE: 3/29/23

Monroe DDA
 P.O. Box 1249
 Monroe, GA 30655
 770-266-5331
 sadiek@monroega.gov
 www.MonroeDowntown.com

CHECKLIST

- Application is complete
- Event Description is attached
- Budget summary/cost estimate is attached
- Letter of consent from property owner (if needed)
- City permits applied for (if applicable)
- Documentation of gift to benefitting organization

**Team Up Mentoring's
A Cause to Celebrate
Downtown Community Event Grant Application**

Event Description: A Cause to Celebrate is a food, wine, and beer tasting event benefitting Team Up Mentoring. Ticketed guests (ages 21+) are invited to taste selected wines and beers using tasting tickets as well as enjoy an array of heavy hors d'oeuvres from the local caterer Up In Smoke. Guests will enjoy yard games, fundraising activities, and 90s music from the local 90s cover band Be Kind, Rewind. Hosted in the gardens of the historic McDaniel-Tichenor house, we expect this event to draw up to 250 guests.

Team

Projected Budget	
Catering	\$5,000.00
Glasses & Cutlery	\$1,000.00
Tableclothes	\$600.00
Marketing	\$200.00
Event Decor	\$200.00
Event Ticket & Wristbands	\$50.00
Toilets, standing tables, tent	\$4,000.00
Alcohol License	\$50.00
Sponsor signs	\$350.00
Bottles of wine	\$1,500.00
Sound/Stage	\$1,800.00
Advanced wine tasting	\$50.00
TOTAL	\$14,800.00

Team Up Mentoring is a 501(c)(3) nonprofit based in Monroe, Georgia. All funds raised through this event will directly benefit Team Up Mentoring's mission to provide trauma-informed care to children and families affected by trauma.

PROPERTY DETAILS:

Name of Owner: Amy Hunnewell

Owners Address: 310 Hopping Rd. Bishop, GA 30621

Email: amy@tamupmentoring.org Telephone Number: 770-882-6800

Note: The Special Event Temporary Alcohol Permit shall be issued only to an individual person, the business owner/sponsor of the event. In this case business owner/sponsor means the person responsible for planning, producing and conducting the special event. If a group, organization, association or other entity is sponsoring the special event, a designated agent shall be named for the purposes of the permit, and that individual shall be solely and fully responsible for the compliance with all provisions of the Special Event Alcohol Permit.

SPECIAL EVENT TEMPORARY ALCOHOL APPLICANTS CERTIFICATION / AFFIDAVIT

Name of Event: A Cause to Celebrate

Brief Description of Event: wine, food + beer tasting fundraiser for Team Up

Physical Address of Event: 319 McDaniel St. Monroe, GA 30655

I hereby agree that as a condition to the issuance of a Special Event Temporary Alcohol Permit, the business owner/sponsor of the Event shall indemnify and hold harmless the City from claims, demand or cause of action which may arise from activities associated with the event.

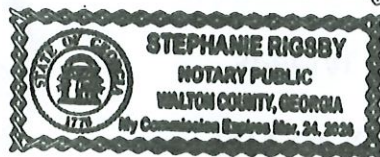
I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Special Event Temporary Alcohol Permit, are true and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby state and understand that should a complaint be filed against the owner/sponsor of the Event for violation of any regulation associated with the application for the Special Event Temporary Alcohol Permit, the permit issued for the event will immediately become void and will not reissue for the same location.

Owner/Sponsor Signature: [Signature]

Sworn and Attested before me on this 3rd day of April, 2023

Notary Signature/Seal: Stephanie Rigby





CITY OF MONROE
SPECIAL EVENT
ALCOHOL APPLICATION

BUSINESS ORGANIZATION PERMIT

Name of Business / Organization: Team Up Mentoring
Physical Business / Organization Address: 601 S. Madison Ave. Monroe ^{Suite B}
Name of Contact Person: Amy Hunnewell
E-mail: amy@teamupmentoring.org Telephone Number: 770.882.6800

Required Event Details

Name of Event: A Cause to Celebrate
Location of Event: McDaniel-Tichenor House ^{319 McDaniel St. Monroe, GA 30655}
Date of Event: From: 5/6/2023 To: 5/6/2023
Actual Event Hours: 4:00 am/pm pm Until: 10:00 am/pm pm
Projected Event Attendance: 200 guests
Type of Alcohol to be Served: Wine Beer Distilled Spirits

Wholesaler(s) Name & Address of Alcoholic Beverage Provider Delivering for Event: _____
Empire Distributors - 3755 Atlanta Industrial Pkwy.
Atlanta, GA 30331; Leon Farmer 100 Railridge Rd.
Athens, GA 30607

Will the event include temporary signs or banners? yes no
If yes, you must submit a Temporary Sign Permit Application

