



Downtown Development Authority Meeting

AGENDA

Thursday, March 23, 2023

8:00 AM

City Hall- 215 N Broad Street

CALL TO ORDER

ROLL CALL

APPROVAL OF PREVIOUS MEETING MINUTES

1. February minutes

APPROVAL OF FINANCIAL STATEMENTS

2. Approval of December Financials

Approval of January Financials

PUBLIC FORUM

Monroe Museum- report on QR code project

Report from More than Murals conference-Sara Shropshire & team

CITY UPDATE

COUNTY UPDATE

COMMUNITY WORK PLAN &REPORTS

Downtown Design

Redevelopment Projects

Entertainment Draws -

PROGRAMS

Farmers Market

FUNDING**SPONSORSHIP**

[3.](#) 2023 sponsorship update

FACADE GRANTS

[4.](#) Cottontails Facade Grant Application

COMMUNITY EVENT GRANTS**NEW BUSINESS**

Review terms of lease for the Monroe Museum-Lisa Anderson

Concerns from City Council meeting-Chris Collin

ANNOUNCEMENTS:

Next meeting scheduled, April 13th, at 8:00 am at Monroe City Hall. Spring Retreat April 17th 8:00 to 12:00 pm at Synovus Bank.

ADJOURN

- [5.](#) Approval of December Financials
Approval of January Financials

**CITY OF MONROE
DOWNTOWN DEVELOPMENT AUTHORITY
FEBRUARY 9, 2023 – 8:00 A.M.**

The Downtown Development Authority met for their regular meeting.

Those Present:	Lisa Reynolds Anderson Meredith Malcom Wesley Sisk Whit Holder Andrea Gray Chris Collins Myoshia Crawford Lee Malcom	Chairman Vice-Chairman Board Member Board Member Secretary Board Member City Council Representative City Council Representative
----------------	---	--

Those Absent:	Ross Bradley	Board Member
---------------	--------------	--------------

Staff Present:	Leigh Ann Aldridge, Logan Propes, Beth Thompson, Beverly Harrison, Kaitlyn Stubbs, Sara Shropshire, Les Russell
----------------	--

Visitors:

I. CALL TO ORDER

1. Roll Call

Chairman Anderson noted that all Committee Members were present except Ross Bradley. There was a quorum.

2. Approval of Previous Meeting Minutes

a. January 12, 2023 Minutes

To approve the minutes as presented.

*Motion by Holder, seconded by Sisk.
Passed Unanimously*

3. Approval of Financial Statements

a. December Financials and Event Expense / Revenue

Finance Director Beth Thompson presented the December Financials and the list of Expenses versus Revenues for each event.

Vice-Chairman Meredith Malcom discussed the breakdown of revenues and expenses by event requested last month. The labor costs are not additional labor costs; this is how the City allocates labor to the different events. She stated all of the numbers have not been reconciled for the month yet. She suggested getting finances fixed prior to approval, after the sponsorships paid through PayPal have been reconciled.

Ms. Thompson stated the PayPal transactions through end of December were finally transferred over on January 26. Therefore, those amounts are not reflected on the December statements.

Those revenues and expenses will have to be accrued in 2022. She will send the finalized financials to the Committee for review when they are done. A system has been setup to transfer the funds monthly going forward.

The Committee Members and Ms. Thompson discussed fund categories, dividing categories, and renaming some of the line items. The changes will make the financials easier to understand. They discussed the renters and rental amounts for the old City Hall Building.

To defer approval of the financials until they are updated.

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

II. PUBLIC FORUM

There were no public comments.

III. CITY UPDATE

City Administrator Logan Propes explained that he just got the parking study back. Staff is going through the parking study, which will be presented next month. The main thing is that the parking on Broad Street in Downtown is going to be metered. He stated the Town Green Project is behind schedule, due to all of the rain.

Chairman Anderson questioned whether there was any new information about the traffic situation at Chick-Fil-A.

Ms. Sara Shropshire stated they are trying to expand out and possibly do some renovations to make traffic move better, with different parking spots. They are working on it, but it is a process. She explained they met with Brad Callender to map out the possibilities and were going to take it back to their engineers.

Mr. Propes stated that they are constrained by their site. They are trying to do something, because some of their employees have been in accidents. He is requesting for GDOT to force having no left turns like they did at Wal-Mart, but Wal-Mart did agree to having no left turns at the curb cut. Chick-Fil-A really needs a secondary location or a different location; it is a really tough site. When it was built, it was a low volume store.

Committee Member Chris Collin stated that Kim Mulkey-Smith from the museum reached out to him about the possibility of creating a QR Walking Tour throughout the downtown area. He suggested they come to a meeting to make a presentation. He will reach out and invite them to the next DDA Meeting.

IV. COUNTY UPDATE

There was no update from the County.

Ms. Leigh Ann Aldridge stated she will reach back out to the County about getting a representative to come to the meetings.

City Administrator Logan Propes stated Walton County is leasing ten parking spaces from Peters & Fosters for \$1,000.00 per month. This is a little worrisome, because it starts setting the tone

for more lease spots downtown. He stated other property owners are going to take note of it. The parking spaces are supposed to be for their new clinic.

The Committee and Mr. Propes discussed the various County offices moving.

V. COMMUNITY WORK PLAN & REPORTS

1. Main Street Approach

Ms. Leigh Ann Aldridge presented the Vibrancy Report, which shows the impact for Downtown. The report tracks new businesses, the number of jobs, projects completed, and attendance at events in the downtown area. She stated attendance at the events increased over 100,000 more than last year. She discussed Main Street at the National Level; the reporting is changing from ten standards to six standards. Staff will be doing a full training on the new standards this Spring. The board members will be required to do the training, and she will be able to certify them as being trained. Ms. Aldridge discussed definitions and setting up Committees for the four Work Plan Points: Promotion, Economic Vitality, Organization, and Design.

2. 2022 – 2023 Work Plan

Ms. Leigh Ann Aldridge discussed the Community Work Plan Review from the Retreat in October.

Chairman Anderson stated that the DDA was denied their application for the National Main Street Program last year, but the board wants to reapply if it is possible.

The Committee and Ms. Aldridge discussed reapplying for the Program being included in their Vision Plan.

3. Downtown Design

Ms. Leigh Ann Aldridge stated that Mr. Propes has already given an update on parking. She reviewed the parking maps and the letter that was distributed at the Business Owners Meeting. The letter was hand delivered to the downtown business owners that were not able to attend the meeting.

The Committee and Mr. Propes discussed delivery truck issues, laws about stopping in the middle of the road, signs, and possible solutions.

Mr. Propes stated that he would put the Police Department on alert.

Chairman Anderson stated she is having a hard time finding pansies for the planters. She discussed using some permanent shrubs and ivy, with some seasonal color.

4. Redevelopment Projects

Chairman Anderson stated the closing date for the Wayne Street Project is February 24; DDA will then own the whole block.

Ms. Leigh Ann Aldridge stated a Revolving Loan Fund application has been submitted to Georgia Cities Foundation for the restaurant project by Chad Draper on Wayne Street.

Committee Member Chris Collin discussed engaging an architect to start doing the design work for the renovation of the mule barn.

City Administrator Logan Propes stated the City engineers will do a survey to find the easiest way to expand the parking lot, after everything is cleared away.

Chairman Anderson explained the building lease for Gwinnett Appliance will be extended for three more months.

5. Entertainment Draws

Ms. Leigh Ann Aldridge stated the Sip and Shop Event will be this evening. Applications are coming in for the Car Show on March 18. Contracts are being finalized for the First Friday Concerts.

VI. PROGRAMS

1. Farmers Market

Ms. Leigh Ann Aldridge stated that she has started receiving applications, and the market is doing great. The Walton Foundation and the Senior Bucks Program are approved for this year. They will be looking for volunteers for the information tent.

VII. FUNDING

1. Sponsorship

a. Current Sponsorship

Ms. Leigh Ann Aldridge discussed the sponsorships from last year compared to this year. Silver Leaf Management and Zaxby's are both new sponsors. The Event Cards will go out next week.

Chairman Anderson stated that she would like to see the Sponsorship amount totals up to \$52,000.00. She stated each of the Committee Members need to reach out to and work on at least two new sponsorships.

b. Partnership Brochure

Ms. Leigh Ann Aldridge stated the Partnership Brochures are ready, and she is working on a mail list for next week.

Chairman Anderson stated the awards night was very nice; it was a great evening.

The Committee and Ms. Aldridge discussed the awards event and ways to increase attendance.

2. Façade Grants

a. Nedza's

Ms. Leigh Ann Aldridge stated that the business has closed permanently, but they would still like to submit their application.

To deny the grant request for Nedza's, due to the business having closed.

*Motion by Malcom, seconded by Sisk.
Abstaining: Collins.
Passed.*

b. Strange Taco

To approve the grant request for Strange Taco.

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

Committee Member Chris Collin stated the Nedza's building has already been leased to Sweet Berry Bowls. They will be doing a complete renovation of the building, which will be starting Monday.

3. Community Event Grants

There were no community event grants.

VIII. NEW BUSINESS

1. Spring Retreat Date

The Committee and Ms. Aldridge discussed possible dates for the spring retreat. It was decided by consensus to have the retreat on April 17 from 8:00 to 12:00 at Synovus Bank.

2. Lease Updates for Historic City Hall

Chairman Anderson stated the leases have been updated for the Historic City Hall, but she would like to discuss the Museum lease update. They are currently paying \$500 per month.

The Committee, Ms. Aldridge, Ms. Thompson, and Mr. Propes discussed the lease terms, amount, length, utility costs, renovations, and other possible options for the building. The Committee decided there should be discussions with the Museum about the City's concerns.

To renew the Museum lease for a three-year term, with an automatic renewal, subject to the City's ability to terminate for \$1,000 per month.

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

IX. ANNOUNCEMENTS

- 1. Next Meeting - March 9, 2023 at 8:00 am at City Hall**
- 2. Main Street Meet Up – April 21, 2023 from 10:00 to 2:00**

X. ADJOURN

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



Monroe, GA

DDA Income Statement

Account Summary

For Fiscal: 2023 Period Ending: 01/31/2023

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue						
002-7550-336100	CITY FUNDING OF DDA	0.00	0.00	6,250.00	6,250.00	-6,250.00
002-7550-347903	FARMERS MARKET	0.00	0.00	741.07	741.07	-741.07
002-7550-361000	INTEREST REVENUES	0.00	0.00	36.29	36.29	-36.29
002-7550-361002	INTEREST-REVOLVING LOAN FUND	0.00	0.00	436.37	436.37	-436.37
002-7550-371000	SPONSORSHIPS	0.00	0.00	6,750.00	6,750.00	-6,750.00
002-7550-381011	RENTAL - 227 S BROAD	0.00	0.00	4,050.00	4,050.00	-4,050.00
002-7550-389000	OTHER	0.00	0.00	30.00	30.00	-30.00
002-7550-389003	PRINCIPLE-REVOLVING LOAN FUND	0.00	0.00	1,805.41	1,805.41	-1,805.41
	Revenue Total:	0.00	0.00	20,099.14	20,099.14	
Expense						
002-7550-523850	CONTRACT LABOR	0.00	0.00	900.00	900.00	-900.00
002-7550-531203	OLD CITY HALL BLDG	0.00	0.00	1,292.00	1,292.00	-1,292.00
002-7550-573000	PAYMENTS TO OTHERS	0.00	0.00	2,876.32	2,876.32	-2,876.32
	Expense Total:	0.00	0.00	5,068.32	5,068.32	
	Total Surplus (Deficit):	0.00	0.00	15,030.82	15,030.82	



Monroe, GA

Budget Report

Account Summary

For Fiscal: 2023 Period Ending: 01/31/2023

		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	325.00	325.00	325.00	0.00 %
DEPT: 7520 - ECONOMIC DEVELOPMENT & PLANNNG Total:		20,000.00	20,000.00	325.00	325.00	-19,675.00	1.63%
DEPT: 7521 - MAINSTREET							
100-7521-371003	MAIN STREET CONTRIBUTIONS	35,000.00	35,000.00	8,750.00	8,750.00	-26,250.00	25.00 %
DEPT: 7521 - MAINSTREET Total:		35,000.00	35,000.00	8,750.00	8,750.00	-26,250.00	25.00%
Revenue Total:		55,000.00	55,000.00	9,075.00	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	17,630.52	17,630.52	213,539.48	7.63 %
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	2,589.07	2,589.07	41,410.93	5.88 %
100-7520-512200	SOCIAL SECURITY	14,705.00	14,705.00	1,078.53	1,078.53	13,626.47	7.33 %
100-7520-512300	MEDICARE	3,440.00	3,440.00	252.24	252.24	3,187.76	7.33 %
100-7520-512400	GMEBS-RETIREMENT CONTRIBUTION	28,980.00	28,980.00	2,526.68	2,526.68	26,453.32	8.72 %
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	26.52	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	0.00	0.00	1,000.00	0.00 %
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	361.05	361.05	4,548.95	7.35 %
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	EVENTS	110,000.00	110,000.00	0.00	0.00	110,000.00	0.00 %
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	0.00	0.00	5,000.00	0.00 %
100-7520-523600	DUES/FEES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
100-7520-523700	TRAINING & EDUCATION -EMPLOYEE	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00 %
100-7520-523850	CONTRACT LABOR	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
100-7520-531100	OFFICE SUPPLIES & EXPENSES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
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	0.00	0.00	1,000.00	0.00 %
DEPT: 7520 - ECONOMIC DEVELOPMENT & PLANNNG Total:		579,026.00	579,026.00	24,464.61	24,464.61	554,561.39	4.23%
DEPT: 7550 - DOWNTOWN DEVELOPMENT							
100-7550-523101	GENERAL LIABILITY INSURANCE	450.00	450.00	37.95	37.95	412.05	8.43 %
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	37.95	25,412.05	0.15%
Expense Total:		604,476.00	604,476.00	24,502.56	24,502.56	579,973.44	4.05%
Report Surplus (Deficit):		-549,476.00	-549,476.00	-15,427.56	-15,427.56	534,048.44	2.81%

DDA Sponsorships

	<u>Jan-23</u>	<u>Feb-23</u>
<i>Paid directly</i>		
AGL Group		
Avondale Mortgage		
FBC Mortgage LLC		2500
Gilded Lily		
Historical Society of Walton		
JEC		500
John's Supermarket		
Malcom & Malcom		
McGriff Insurance		
Monroe Local		
New Roots		
Pinnacle Bank		1000
Pot Luck Café		
Pregnancy Resource Center of Walton		4000
Preston & Malcom		1250
Rinse Bath & Body		1000
Silverleaf Management		3500
Streetside Classics		
Susan Sykes		
Synovus		2000
Truist		2500
Walton County Dev. Auth		
Wyrick Mechanical		
<i>Paid through PayPal</i>		
Charles M Walker Foundation	5,500	
Rustic Roots/Douglas Root	1,250	
Elizabeth Cooper/Cheeley's		
Deborah Roberts/BS Boots		
Sisk/Brown Oil		2500
Crawford & Boyle		
Ryan Noll/Monroe Auto		
Ansley Holder/Walton Mill		1000
Eli Lussiana		
Epiphany		
Joshua Gentrup/Amici		
John's Supermarket		2500
McDaniel-Tichenor House		
Chris Collin/LR Burger		250
Chris Collin/2nd Floor Prop		250
Patricia Souther		
Hodge Podge		
Asha Wise/Monroe Animal Care		1500
Park Place Nursing Home		

Andrea Gray		
Georgia Connector		
Kenny Searcy	250	
Dara Buczynsky	500	
Logan Goodson	250	
Monthly Total	6,750	27,250
Year to Date Total		34,000

Downtown Development Authority Events 2023

	Revenues		Expenses			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		325				325	325
Christmas Parade						0	0
Concerts						0	0
Fall Festival						0	0
Farm to Table						0	0
Farmers Market	741					741	741
Flower Festival						0	0
Childers Park- Night of Lights						0	0
Totals	741	325	-	-	-	1,066	1,066

Business	2023 Status	DDA \$	2023 AMT	2022 Amt	
T-Mobile		0			
Snellville Heating & Air	committed		10000		
Charles M. Walker Foundation	paid	5500	5500	4500	
Brown Oil Distributers	paid	2500	2500	2500	
Piedmont Walton	committed		2500	2500	
John's Supermarket	paid	2500	2500	2500	
Crawford & Boyle	paid	2500	2500	2500	
FBC Mortgage	paid	2500	2500	2500	
McGriff Insurance	paid	2500	2500	2500	
Preston & Malcom	committed			1250	
Peach State Credit Union	committed		2500		
Britt's	paid	2500	2500		
Silverleaf Management	paid	3500	3500		
Zaxby's	committed		2500		
Acopia Home Loans	committed	1000	2500		
Women's Health & Wellness Clinic	paid	4000	4000		
Grace Monroe					
Synovus Bank	paid	2000	2000	1500	
Monroe Animal Care Hospital	paid	1500	1500	1500	
Walton Mill Storage	paid	500	500	1000	
The Factory at Walton Mill	paid	500	500		
Brysan Utility Contractors	paid	1000	1000		
Pinnacle	paid	1000	1000	1000	
Malcom & Malcom				1000	
Rinse	paid	1000	1000		
Andrea Gray				1000	
Rustic Roots	paid	1250	1250	1250	
Streetside Classics	committed		1000	750	
Summit Racing	paid	750	750		
JEC Development	paid	500	500		
Southern Sanitation	committed		500		
Peters & Fosters					
Peach State Publications				500	

Epiphany	paid	500	500	500
New Roots	paid	500	500	500
Susan Sykes Remax Preferred	paid	500	500	500
Hodge Podge				500
Toss N Haul				
Homelight				
Sanders Consign & Design				
Far Out Foodz				
Homecraft				250
Monroe Auto & Tire				250
Your Pie				
Patti Souther	paid	250	250	250
Pot Luck Café	paid	250	250	250
Amici	paid	250	250	250
JP Muscle Cars				
Carter Watkins				
JL Designs				
Broad Street Boots				250
Keller Williams Realty ATL Partners				
Baker Group				
McDaniel Tichenor House				250
LR Burger	paid	250	250	250
2nd Floor Properties	paid	250	250	250
Monroe Local				250
Wyrick Mechanical				750
Wood Vision Center				
Walton County Historical Society				100
Cheely's General Store & Café				1000
Georgia Connector				500
The Gilded Lily				500
Walton Tribune	paid	1000	1000	
Sidestreet Boutique				1000
Park Place Nursing & Rehab				500
J. Reynolds				

Anderson Grading					
Wayfarer Hotel and Events			500		
George Walton Academy					
The Factory at Walton Mill					
Ginny's Custom Embriodery					
Reliant					

TOTAL \$ 42,750.00 \$ 63,750.00 \$ 39,100.00 \$ -
Outstanding \$ 21,000.00
Less City Amt \$ 7,750.00



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: Heather Drost
 BUSINESS NAME: Cottontails Children's Boutique
 BUSINESS ADDRESS: 115 N. Broad Street Monroe GA 30655
 ADDRESS OF PROJECT: 115 N. Broad Street Monroe GA 30655
 TELEPHONE NUMBERS: 678-655-3736 (store) 205 504 0416 (cell)
 EMAIL: heather@cottontailsmonroe.com

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

ESTIMATED COST: Awning = \$3750, signage \$350, planters \$925
 GRANT MONEY APPLYING FOR: \$1500.00 Total =
 ESTIMATED START DATE: 10/1/2022 - February 2023 (awning) \$5020
 ESTIMATED COMPLETION DATE: FEB 23

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: Heather Drost DATE: 2/10/23

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 ✓

CERTIFICATE OF APPROPRIATENESS

THE INTERNATIONAL BUILDING CODE

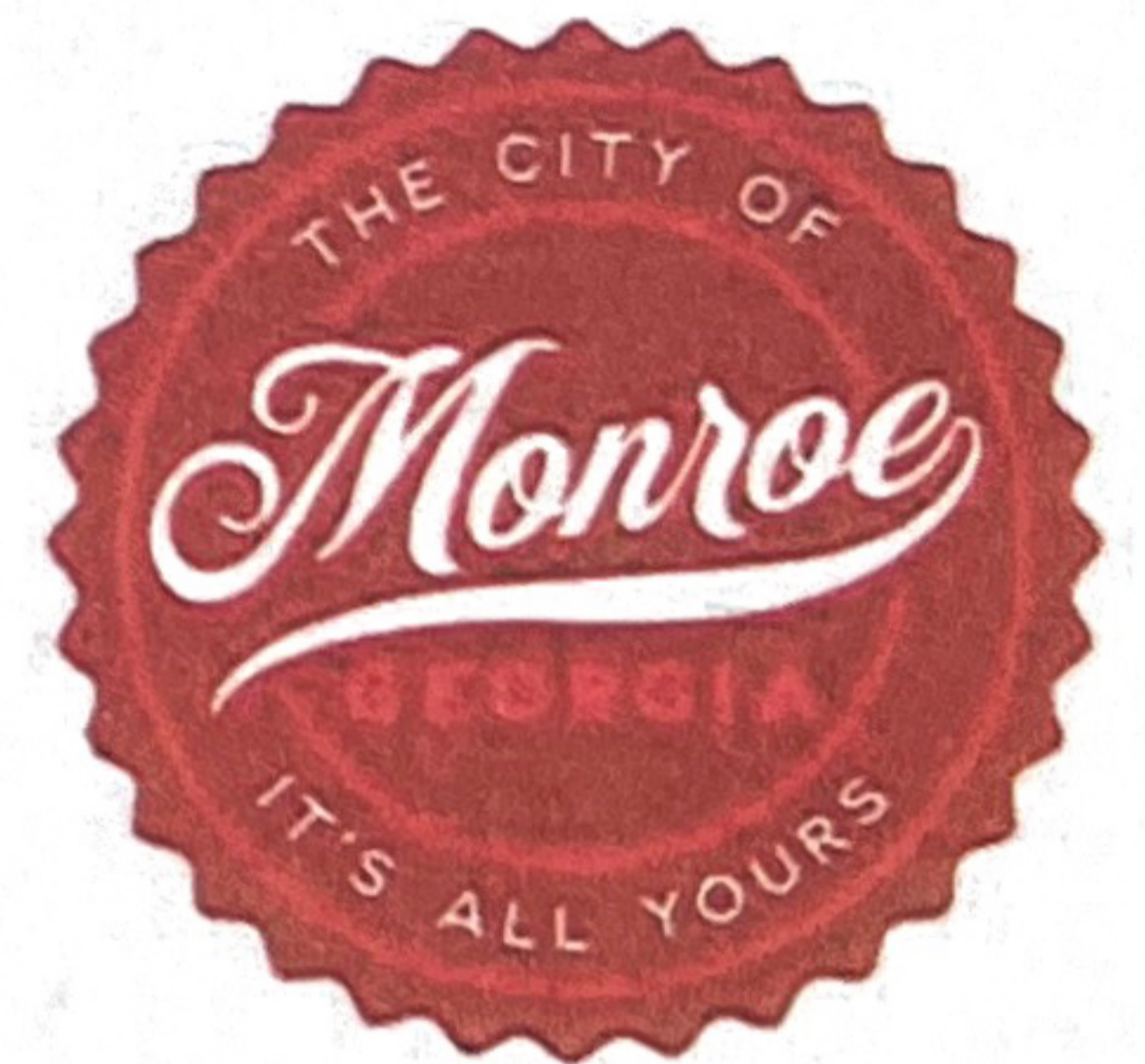
ISSUED: 10/25/2022
PLAN TYPE: Historic Preservation Commission
PROJECT NUMBER: 1663

ADDRESS: 115 N. Broad St. PARCEL #: M0140059
Monroe, GA 30655

OWNER: JEC Development LLC ZONING: B-2
127 1/2 N Broad St
Monroe, GA 30655

TYPE OF WORK: Historic Preservation COA Application CONSTRUCTION CLASS: FINAL APPROVAL

The request is for an awning and signage for Cottontails (boutique clothing)



10/26/2022

CODE DEPARTMENT OFFICIAL

Date

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

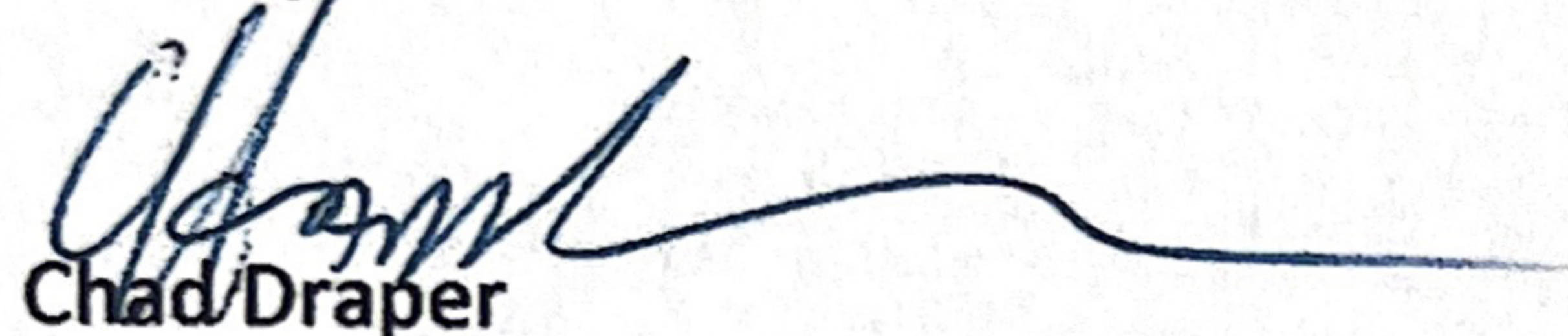
SPECIAL CONDITIONS: Approved as presented

**J.E.C Development LLC
127.5 N Broad St
Monroe, Ga 30655
503.927.6321**

To whom it may concern,

JEC Development gives Heather Drust with Cottontails permission to install the cloth awning that she has proposed at 115 N Broad St. We feel that it is an enhancement to the overall look of the building and is of the proper proportion and profile to fit the storefront.

Thank you,

A handwritten signature in blue ink, appearing to read 'Chad Draper', with a long horizontal flourish extending to the right.

Chad Draper
JEC Development LLC

INVOICE



Signs and Wonders
407 S. Madison Ave
Monroe, GA 30655

1signsandwonders@gmail.com
+1 4702699306

Cottontails

Bill to
Cottontails

Invoice details
Invoice no. : 1108
Invoice date : 9/15/22
Due date : 9/24/22

Product or service	Amount
1. Services Cottontails Logo on Glass	\$280.00
2. Services Suite Numbers and Tint Cleaning	\$75.00
Total	\$355.00

Ways to pay

BANK

Note to customer

Thank you for your business.



Fabritat

• AWNINGS • CANOPIES • ENCLOSURES • TENSION STRUCTURES • WIND BREAKS • ORNAMENTAL IRON • COMMERCIAL SEATING •

PAH Designs By: Fabritat Architectural Accents, LLC.

2392 Hancock Drive • Social Circle, GA 30025

Office: 404-877-8339

Personal: 678-446-5541

Email: paul@pahdesigns.com

INVOICE

Bill To: Attention: HEATHER DRUG
COTTONTAILS LLC
115 N. BROAD

Date: 9/12/22
Terms: Deposit / COD
Ship Via: Installed
Schedule: OCTOBER 1
Salesman: PAUL BROOK

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
2	awnings as per DIVIDE AT wood		
	ILLUSTRATION		

Ivory "AQUA LON"
125, per foot

DBL BAR

as per photo provided

FRAME PAINTED TO MATCH

CAP ON END

projection 4' DROP 4'
(slop at bottom 3rd brick)

8" in between

SUBTOTAL	3,750
SALES TAX (Material Only)	
TOTAL	
DEPOSIT 50%	1,750
BALANCE DUE	2,000
Upon Delivery <input type="checkbox"/>	
10 Days <input type="checkbox"/>	
30 Days <input type="checkbox"/>	

Approval

Date

115 N Broad Planters

From: Chad Draper chad@placeportland.com

To: Heather Drust heather@cottontailsmonroe.com

Date: Sun, Oct 16, 2022, 1:05 PM

JEC - 115 N Broad Planters .pdf 631 KB

Heather,

I have no idea what you expected to pay for planters. We did our best to nail the inspiration photo that you wanted. They are built to an excellent quality standard. I am passing along my straight costs to you with no profit. The Buck Jones Nursery bill was ~~\$391.69~~. I divided it in 1/2 because we did not use all of the plants in your planter (wouldn't fit) and I don't think you loved them.

Material receipts attached.

Jame's labor was \$925.

Labor and Material Total : \$2103.85

Chad Draper

503.927.6321



Monroe, GA

CVB Income Statement

Account Summary

For Fiscal: 2022 Period Ending: 12/31/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue						
003-7540-314100	HOTEL/MOTEL TAX	0.00	0.00	21,000.31	75,009.10	-75,009.10
003-7540-361000	INTEREST REVENUES	0.00	0.00	2.47	6.81	-6.81
003-7540-389000	OTHER	0.00	0.00	0.00	2,325.00	-2,325.00
	Revenue Total:	0.00	0.00	21,002.78	77,340.91	
Expense						
003-7540-523300	ADVERTISING	0.00	0.00	2,775.75	31,930.38	-31,930.38
003-7540-523600	DUES/FEES	0.00	0.00	0.00	511.00	-511.00
003-7540-523850	CONTRACT LABOR	0.00	0.00	0.00	6,075.00	-6,075.00
	Expense Total:	0.00	0.00	2,775.75	38,516.38	
	Total Surplus (Deficit):	0.00	0.00	18,227.03	38,824.53	



Monroe, GA

CVB Income Statement

Account Summary

For Fiscal: 2023 Period Ending: 01/31/2023

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue						
003-7540-361000	INTEREST REVENUES	0.00	0.00	2.76	2.76	-2.76
	Revenue Total:	0.00	0.00	2.76	2.76	
Expense						
003-7540-523300	ADVERTISING	0.00	0.00	2,587.25	2,587.25	-2,587.25
	Expense Total:	0.00	0.00	2,587.25	2,587.25	
	Total Surplus (Deficit):	0.00	0.00	-2,584.49	-2,584.49	