



Downtown Development Authority Meeting

Tuesday, May 26, 2026 at 6:30 PM

City Hall, 875 Main Street, Stone Mountain, Georgia 30083

Agenda

I. Call to Order

1. Attendee Name / Attendee Participation (Present, absent, late for this meeting):

Chair Carl Wright

Vice Chair Robert Witherspoon

Treasurer Sarah Hage

Board Member Bobby Singleton

Board Member Michelle Dunbar

Board Member Thom DeLoach

Board Member & Council Member Anita Bass

II. Approval of the Agenda

III. Approval of Minutes

- [1.](#) DDA Regular Meeting Minutes, April 27, 2026

IV. Citizen Comments

V. Director's Report

- [1.](#) DCA Report - April 2026

VI. Council Report

VII. Old Business

- [1.](#) Action Item: Amendment to Commercial Buildout Grant Approval Process

VIII. New Business

1. Discussion Item: DDA Budget 2026/2027
2. Discussion Item: City of Stone Mountain / Branding and Marketing Strategy

IX. Executive Session to Discuss Personnel, Legal, and/or Real Estate (if needed)

X. Adjournment

Downtown Development Authority Meeting

Monday, April 27, 2026, at 6:30 PM

City Hall, 875 Main Street, Stone Mountain, Georgia 30083



Minutes

I. Call to Order

1. Carl Wright called the meeting to order at 6:30 p.m. Members Present: Carl Wright, Anita Bass, Michelle Dunbar, Sarah Hage and Bobby Singleton. The DDA Legal Counsel attended as well. Robert Witherspoon arrived at 6:38 p.m. Thom DeLoach was absent from the meeting.

- ### II. Approval of the Agenda:
- Motion made by Anita Bass to approve the agenda, with the addition of an item for discussion regarding the mural at Stoned Pizza, seconded by Michelle Dunbar. Motion carried unanimously.

III. Approval of Minutes

1. DDA Regular Meeting Minutes, March 23, 2026: Motion made by Anita Bass to approve the meeting minutes for March 23, 2026, seconded by Michelle Dunbar. Motion passed unanimously.
2. DDA Special Called Minutes, April 11, 2026: Motion made by Anita Bass to approve the special called meeting minutes, seconded by Sarah Hage. Unanimously approved.

IV. Citizen Comments: No Comments

V. Director's Report

1. DCA Report - March 2026: The DCA monthly report was presented.

VI. Council Report: Council Member Bass provided an update on the latest Council meeting.

VII. Old Business

1. Discussion/Action Item: DDA Support - "Tunes by the Tracks": Motion by Bobby Singleton to approve the proposed agreement between the DDA and Main Street Inc., seconded by Anita Bass. Unanimously approved.
2. Discussion Item / DDA Project: The DDA Members have the following top projects in mind:
 - Development Opportunities for the Lawn on Main Street
 - Criterium Event
 - City Branding
 - Business Incubator Program

- TAP

- City Landmark

3. Mural Project / Stoned Pizza: Motion by Michelle Dunbar to approve Charity Hamidullah as a finalist and \$20K funds for the mural project, seconded by Anita Bass. Unanimously approved.

VIII. New Business

1. Action Item: Amendment to Commercial Buildout Grant Approval Process: Motion made by Anita Bass to postpone discussion of this item until the next meeting, seconded by Michelle Dunbar. Motion carried unanimously.
2. Discussion/Action Item: Museum Visitor Center - Branded Swag & Artwork Initiative: Motion made by Bobby Singleton to approve DDA support for the City in the creation of artwork and the purchase of branded merchandise for the Visitor Center, contingent upon all proceeds from sales being returned to the DDA fund as revenue; seconded by Anita Bass. Motion carried unanimously.
3. Discussion/Action Item: Budget Amendment, April 2026: Motion by Anita Bass to approve the proposed budget amendments, seconded by Bobby Singleton. Unanimously approved.
4. Agenda Item: Grant Requests - Stone Mountain Front Porch:
 - Commercial Grant: Motion by Anita Bass to approve the grant request in the amount of \$20,288.80, seconded by Michelle Dunbar. Unanimously approved.
 - Enhancement Grant: Motion by Anita Bass to approve the enhancement grant request in the amount of \$10,000.00, seconded by Sarah Hage. Unanimously approved.

IX. Executive Session to Discuss Personnel, Legal, and/or Real Estate (if needed)

Motion made by Michelle Dunbar to enter into executive session to discuss a legal matter/litigation, seconded by Bobby Singleton. Motion carried unanimously.

Motion made by Michelle Dunbar to exit executive session, seconded by Sarah Hage. Motion carried unanimously. Unanimously approved.

X. Adjournment

Motion by Michelle Dunbar to adjourn the meeting, seconded by Sarah Hage. Unanimously approved.

Form Name: 2026 Community Activity Report
Submission Time: May 22, 2026 10:25 pm
Browser: Chrome 148.0.0.0 / Windows
IP Address: 99.48.55.76
Unique ID: 1463695172
Location:

Main Street Community Reporting: Stone Mountain

Designation Level: Classic

Month of Report: April

Region: Region 3

Community Population: 5,001 to 10,000

Person Reporting: Miglena Dimov

I would like a copy of this completed report emailed to: mdimov@stonemountaincity.org

PROGRAM OPERATIONS

What is the total dollar amount spent on your program's operational expenses during this reporting period? 7470.24

Please select all funding sources which contributed financially to your program's monthly operational expenses: DDA funds

Did your program have a board meeting this month? Yes

Did the Main Street Manager attend training this month? No

Did any Board Members attend training this month? No

EVENTS and VOLUNTEERS

Did any events occur downtown during the reporting period? No

If known, please estimate the total amount of volunteer hours for all events, board meetings and committee meetings hosted by the local Main Street program:

2

JOB CREATION

PROGRAM PROJECTS AND EXPENSES

NEW MAIN STREET STAFF

Did your program hire any new staff this month? No

Did your program release staff this month? No

Complete and Certify

By signing below, you verify that the information contained in this report is accurate to the best of your knowledge.





DDA Agenda Item

Meeting Date: April 27, 2026

SUBJECT: Amendment to Commercial Buildout Grant Approval Process

Item: Discussion / Action Item

Department: DDA

Presented By: Maggie Dimov, DDA Director

The Downtown Development Authority (DDA) is considering an amendment to the Commercial Buildout Grant Program review and approval process to improve administrative efficiency and clarify roles and responsibilities.

Moving forward, the **DDA Director will be responsible for overseeing and monitoring the Commercial Buildout Grant application process**, including verifying applicant eligibility, ensuring compliance with program guidelines, and reviewing submitted materials. The DDA Director will **present applications and supporting documents and make funding recommendations to the DDA Board** for consideration.

The **Downtown Development Authority Board will retain full responsibility for reviewing and approving all Commercial Buildout Grant applications**. No grant awards will be issued without formal action by the DDA Board.

This change is intended to streamline administration, maintain appropriate staff oversight, and ensure that final funding decisions involving public funds remain with the governing body.

Recommended Motion

Motion:

Motion to amend the Commercial Buildout Grant Program to designate the DDA Director as responsible for overseeing and monitoring the application process and making funding

recommendations, and to require that all Commercial Buildout Grant applications be approved by the Downtown Development Authority Board.

Commercial Buildout Grant Program Offered by the Downtown Development Authority (DDA) of the City of Stone Mountain

Application Instructions:

Before you apply, please carefully read all instructions, review eligibility requirements, and understand program restrictions to ensure your application meets all necessary conditions.

Applications are accepted and reviewed on a first-come, first-served basis. It's strongly recommended that applicants apply early, as funds may be limited. The DDA's oversight committee will evaluate all complete applications. Final approval and notifications typically occur within one month.

Supporting Documents and Information:

- Applicant Name and contact information
- Legal Business Name
- Proof of business address (lease agreement or utility bill, if different from license address)
- Georgia State Sales Tax Number
- Estimated Total Project Cost
 - Requested Grant Amount (cannot exceed 80% of total project cost)
 - Amount Covered by Applicant (Total Project Cost minus Grant Request)
 - Detailed Project Summary
 - Project Manager contacts
 - Contractor details and licensing (if applicable)
 - Architectural plans, specifications, and proposals
 - Itemized Cost Breakdown (each cost must be listed individually)
 - Anticipated Project Start and Completion Dates (must start within 3 months and be completed within 6 months).

Who Can Apply: Eligibility Requirements:

To qualify, applicants must be a licensed business owner or commercial property owner located within the DDA district, and must meet all of the following criteria:

All taxes, fees, and assessments must be current, including:

- Property taxes
- Business license fees
- Occupation taxes
- The business/property owner must not:
 - Have any current legal judgments
 - Be involved in bankruptcy proceedings
 - Be under state or federal tax liens

- Applicants must demonstrate the financial capability to cover the required matching contribution
- Nonprofit organizations are not eligible

Project Requirements: What Qualifies:

Projects must be practical and appropriate for current market conditions.

Code Compliance: All projects must adhere to local codes, permitting, and design guidelines. Any exterior or interior upgrades exceeding \$1,000 may require a City of Stone Mountain Building Permit. Contact Angela Newborn at: anewborn@permitservicegroup.com for guidance.

Project Scope:

Improvements must benefit both current and future tenants. If only the current tenant will benefit, the business must remain operational at that location for at least two years. If the business closes or relocates within two years, a prorated refund of grant funds may be required.

Projects must not begin until the grant agreement is signed.

Taxes are not eligible for reimbursement.

Routine maintenance work does not qualify.

Program Limitations and Conditions:

Grant applicants must contribute at least 20% of the total project cost.

For example: A \$10,000 project may receive up to \$8,000 in grant funding.

If an awardee does not sign the grant agreement within 30 days of receiving the award letter, the grant will be forfeited. This may also disqualify them from applying for other grants for one year. Grantees who fail to use their awarded funds within the specified timeframe may also lose eligibility for future grants for one year.

Projects must begin within 3 months and be completed within 6 months of approval. One extension (up to 6 months) may be granted if necessary and consistent with local permitting timelines. Funds are disbursed via reimbursement after the work is finished and verified for compliance.

Grant Review Process:

The DDA Director manages the application process, ensuring all submissions are complete and presented to the DDA Board for review. The Director also provides funding recommendations to the Board and oversees grantee compliance, including required reporting and performance tracking.