Downtown Development Authority Meeting



Monday, December 09, 2024 at 6:30 PM

875 Main Street, Stone Mountain, GA 30083

Agenda

- I. Call to Order
- II. Approval of the Agenda
- III. DDA Chairperson / Words of Privilege
- IV. Approval of Minutes
 - 1. DDA Regular Meeting Minutes: November 18, 2024
- V. Citizen Comments
- VI. Director's Report
 - 2. DCA Monthly Report / November 2024
- VII. Council Report
- VIII. Old Business
 - 3. Discussion Item: Mural Project / 901 Main Street
 - 4. Discussion Item: ULI Programs / mTAP
 - 5. Action Item: Facade Grants / 979 and 977 Main Street
 - 6. Action Item: Approval of the DDA Budget for FY2025
 - 7. Discussion Item: Opportunities for partnerships between the DDA and other organizations
- IX. New Business
 - Action Item: DDA 2025 Regular Meeting Calendar
- X. Executive Session to Discuss Personnel, Legal, and/or Real Estate (if needed)
- XI. Adjournment



Downtown Development Authority Meeting

Thursday, November 18, 2024, at 7:00 PM 875 Main Street, Stone Mountain, GA 30083

Regular Meeting Minutes

I. Call to Order

- Carl Wright called the meeting to order at 7:46 pm.
- Members Present: Carl Wright, Denise Phillips, Council Member Anita Bass and Michelle Dunbar. The DDA Legal Team also attended in person. Jenna Barclay and Thom DeLoach were absent from this meeting.

II. Approval of the Agenda

Anita Bass made a motion to approve the agenda, seconded by Michelle Dunbar.
 Unanimously approved.

III. Approval of Minutes.

- Minutes from Special Called JOINT SESSION Mayor & Council, and DDA / 11.12.2024: Motion by Anita Bass to approve the minutes, seconded by Denise Phillips. Unanimously approved.
- DDA Regular Meeting Minutes: October 28, 2024: Denise Phillips requested the following content to be included to the minutes about the Discussion/Action Item: DDA Budget, FY2025: The DDA Board held a budget discussion for FY 2025. Total project and program expenditures were \$725,750.00. The DDA Chairman and Director presented the draft budget to the city. After discussion with the city government, the DDA is requesting support from the city for \$175,750.00. Motion by Anita Bass to approve the updated October 28th minutes, seconded by Denise Phillips. Unanimously approved.

IV. Citizen Comments:

- Grace Kelly provided feedback about the "Day of the Dead" event.

V. Director's Report

 The DDA Director mentioned that the DDA's monthly report to the DCA has been submitted. The DDA Members were provided with the DDA Financials for July, August and September 2024.

VI. Council Report

 Council and DDA Member Anita Bass, provided a brief update on the last council meeting discussions/action items.

VII. New Business:

 Discussion Item: Mural Agreement Packet: the DDA Board decided to discuss the agreement during their Executive Session.

Section . Item #1.

- **Discussion Item**: Issuance of Permits: the DDA held a brief discussion about the process and time frame for acquiring a business license in the City.
- Discussion Item: DDA Partnership with other organizations: The DDA held a
 brief discussion about partnering with other organizations and creating programs for
 the businesses/community. An important note was made that the programs should
 fall under the Main Street 4-point approach (vitality, design, promotion &
 organization/community engagement programs).

VIII. Executive Session to discuss Personnel, Legal, and/or Real Estate

- Motion by Michelle Dunbar to enter into an Executive Session, seconded by Denise Phillips. Unanimously approved.
- Motion by Denise Phillips to exit the Executive Session, seconded by Michelle Dunbar. Unanimously approved.

IX. Adjournment:

Motion by Michelle Dunbar to adjourn the Regular Meeting, seconded by Anita Bass. Unanimously approved.

Form Name: 2024 Community Activity Reports Section . Item #2. December 6, 2024 5:10 pm Submission Time:

Browser: IP Address: Unique ID: Location:

Chrome 131.0.0.0 / Windows 50.207.61.118 1294458508

Main Street Community Reporting:	Stone Mountain
Designation Level	Classic
Month of Report:	November
Region:	Region 3
Community Population:	5,001 to 10,000
Person Reporting:	Maggie 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?	21590.38
Please select all funding sources which contributed financially to your program's monthly operational expenses:	DDA funds
EVENTS and VOLUNTEERS	
Did any events occur downtown during the reporting period?	Yes
Were any of these events funded through or by the Main Street program?	No
If known, please estimate the total amount of volunteer hours for all	40

OPTIONAL REPORTING

Street program:

How many events occurred in the 3 downtown district during this reporting period?

events, board meetings and committee meetings hosted by the local Main

What is the total estimated attendance for all events:	200	Section . Item #
Main Street Manager's Notes - Events	Did any events occur downtown during the reporting period? - Emergency Call 911, information session - Veterans Day Brunch - Community Garden Workday	Yes
JOB CREATION		
PROGRAM PROJECTS AND EXPE	ENSES	
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.	•	



THE MISSION OF THE URBAN LAND INSTITUTE

transformative impact in communities worldwide Shape the future of the built environment for

MISSION COMMITMENTS

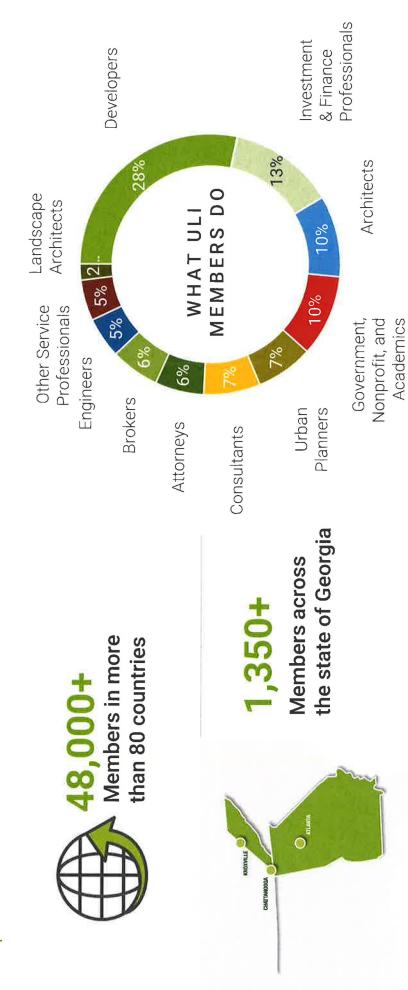
CONNECT active, passionate, diverse members through the foremost global network of interdisciplinary professionals

INSPIRE best practices for equitable and sustainable land use through content, education, convening, mentoring, and knowledge sharing

applied collective global experience and philanthropic engagement LEAD in solving community and real estate challenges through

Membership

ULI is the premiere convener of real estate and land use professionals



M Atlanta

Center for Leadership

The CFL mission is to cultivate leadership and life-strategy skills by teaching emerging leaders in the real estate and land use industries how the Atlanta region gets built and how their decisions shape the future of the built environment.



Who Participates

- Individuals working in the real estate industry and related fields.
- Emerging leaders slated for future leadership roles.
- Those who have a minimum of seven years of real estate experience.
- Those committed to community service and civic engagement.
- Those who have a vision for the future of Atlanta.
- The program is open to ULI members and non-members alike.
- The program requires a capstone project called an mTAP where class members are exposed to other parts of the real estate industry.

About mTAPs

mTAPs are a "Mini-TAP" modeled after the TAP process. Since 2010, mTAPs present an opportunity for CFL emerging leaders to offer pro-bono technical assistance to public agencies and non-profits as their capstone project. This group project is academic/research oriented in nature, with real world application for the client.



What is the application process?

- Applications are received from non-profits and communities from July September
- Decisions on whether ULI can accept the assignment will be determined by the mTAPs committee through the lens of a selection matrix.

Participation Criteria

- The project is consistent with ULI's global mission and priorities
- The team's work on the project should have a direct and positive impact on the client and the community.
- The project can be completed during the duration of the Center for Leadership Program
- The problem(s) can be addressed with expertise that exists within the CFL team who may leverage ULI Atlanta's members and/or other local or national experts in offering insights.

mTAP Process

Best practices:

define the scope of work and objectives and formalize in an agreement letter. Client & mTAP team collaborate to The project is required to be:

- Objective/non-political
- leadership and ULI mTAP advisors Have support from organizational
- Have an engaged and responsive



Team Deliverables

To the Client:

- Resources (research, toolkit and other tools) for the Client to address the challenge
- Presentation to Client and stakeholders
- Submission of a digital report (hard copies provided if requested)
- Any additional items agreed upon in the engagement letter between ULI and the client

To the Class:

- Present their findings
- Reflect on the process
- Offer leadership lessons

mTAP vs. TAP

mTAPs are a "Mini-TAP" modeled after the TAP process. Here are some key differences so you can decide which one is right for you.

Technical Assistance Panel (TAP)

- Features a curated high-level panel of experts specific to a local government, public agency, or nonprofit organization facing a well-defined land use or real estate challenge in the state of Georgia
- These experts are multidisciplinary professionals who tour the site under review, interview local stakeholders, and meet to develop recommendations that are presented publicly at the end of the session and in a follow-up report.
- Prior to the project, the client is required to develop a briefing book to give context to the issues at hand.
- 1.5 2 day sessions that can be scheduled at any time
- Minimum fee of \$15,000

mTAP

- CFL is a leadership initiative of ULI Atlanta meant to develop mid-career professionals
- mTAPs are offered as a capstone project of CFL to clients (public agencies, nonprofits) on a pro bono basis
- mTAPs include a defined scope of work where research is conducted, including: due diligence, data analysis, interviews of advisors, stakeholders and/or industry expert.
- Five-month session, from January May
- Service is provided to local governments, public agencies, and nonprofit organizations



Section . Item #4. WALTON Southeast United States NEWTON BUTTS GWINNETT ROCKDALE DEKALB LAMAR SPALDING FAYETTE HENRY PIKE CHEROKEE PICKENS FULTON MERWETHER COBB DOUGLAS COWETA PAULDING BARTOW 20 CARROLL HEARD 2







Sample Projects:

Pittsburgh Yards

Prepare a marketing package to be used by the Client and Client's brokerage team to assist in attracting a master developer and prospective end users.

Decide DeKalb

Develop recommendations for improved food access by encouraging investors to contribute and/or build grocery stores that provide access to fresh foods for residents within the area.

Tucker-Northlake CID: "South of the Tracks"

Identify and suggest strategies for candidate parcels for redevelopment, historic properties that should be preserved, or are candidates for adaptive reuse, support the goals of the Downtown Master Plan, are consistent with the land use as established in the Tucker Comprehensive Plan and identify funding and revenue sources for redevelopment.

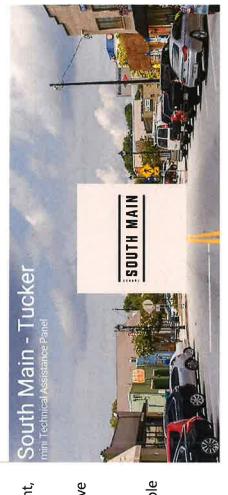
City of Decatur

Identify and compile information detailing naturally occurring affordable housing within the City of Decatur limits and providing a report of the findings.

ULI Atlanta mTAP - https://atlanta.uli.org/resources/mtaps/



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What an mTAP is NOT

ULI is a member-led organization that leverages the intellectual capital of its members to advance ULI's global mission and priorities. As such, ULI's technical assistance work cannot be seen in competition with a service our member leaders can provide. **An mTAP is not:**



- A master plan or other process that can be provided by consultants
- Not a curated panel but rather a capstone project for CFL
- Overly focused a single technical or professional field (i.e. architecture, design, engineering)
- Convened on a site that is not owned or controlled by the client
- Serving a client who is not an active participant in applying for, organizing, or participating in the mTAP

Sample mTAP Timeline

advisors are announced Project and Mid-Nov Projects are short-listed & notified Mid-Sept – Early Oct pitches Client mTAP Apps End of Aug

peer presentations April – May Client and meetings, information gathering Research, Jan-April Teams begin work & SOW approved Dec – Jan project & class votes





2022 DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM GUIDELINES AND APPLICATION

Administered by the City of Stone Mountain Downtown Development Authority

Program Guidelines

- Façade Grants are available for exterior restorations/repairs of permanent buildings on a first come, first serve basis.
- The amount of the grant will be determined by the Board of Directors based on the funds available and the number of requests under consideration.
- The façade grant program operates in the City of Stone Mountain's commercial district, specifically within the locally designated downtown development area. Priority, however, will be given to businesses within the historic downtown commercial section (see attached map).
- Eligible applicants are downtown commercial property owners and business owners. Property owners must co-sign applications by business owners.
- Grant awards should not exceed \$5,000.00 in a two-year period per location. Fifty percent (50%) of the total cost of projects approved for grants will be funded one dollar for each dollar spent by the grantee, up to a maximum grant of \$5,000.00
- Project improvements funded with façade grants are to remain in place and maintained in good order for a minimum of five years. Any graffiti or vandalism should be promptly repaired. If improvements are removed or not maintained during the minimum five-year period, the DDA may at its discretion seek reimbursement for the full amount of the façade grant funds that were paid to the participant.
- All local taxes, licenses, and permits must be current during the minimum five-year maintenance period.
- Applicants are fully responsible for all aspects of the project and relationships with contractors and suppliers. Applicants must secure all necessary municipal permits before beginning construction, including Certificate of Appropriateness from the Historic Preservation Commission, if needed.
- Applicants must complete the work within six months of being approved and all grants must be closed out and reimbursements made within twelve months of the award notice. The DDA Façade Improvement Program will not consider applications on projects where the work has already been started.

Section . Item #5.



Downtown Development Authority City of Stone Mountain, Georgia 875 Main Street Stone Mountain, GA 30083

Project Eligibility

Eligible projects should *visibly improve the unique historic character of the storefront* or *back entryway* or *allow the non-conforming storefront to better fit within the historic area*. These funds are available for exterior improvements only and may be applied to a front, side or rear façade, provided the façade faces a public street or parking lot. All work must align with the Secretary of the Interior's Standards for Rehabilitation (see attached).

ELIGIBLE PROJECT EXAMPLES

- Appropriate signage
- o Awnings
- o Exterior painting
- o Window, door, and storefront or back entry feature restorations and changes
- o Landscaping

NOT ELIGIBLE PROJECT EXAMPLES

- General maintenance other than painting
- Roofs
- Personal property & equipment
- Window replacement
- Vinyl Siding
- Window tinting
- Lighting
- Interior window coverings and other interior renovations
- Security systems
- Nonpermanent fixtures
- Billboards
- Equipment Rental
- Fees and Permits

HOW DO I SUBMIT MY APPLICATION?

First schedule a conversation with Theresa Hamby (<u>thamby@newsouthassoc.com</u>, (770-498-4155) to talk about your project and determine if a Certificate of Appropriateness is needed.

The application form can be found on page 5 of this document.

Applications and accompanying documents should be hand delivered to City Hall or submitted by mail to: DDA, City of Stone Mountain, 875 Main Street, Stone Mountain, GA 30083.



HOW WILL MY APPLICATION BE EVALUATED?

Applications submitted for the grant will be evaluated for approval based on the following points:

- The extent of the overall proposed project and if the work advances the goals of improving the building's appearance
- Whether or not applicant is using local businesses for the design work
- The impact of the project on downtown streetscape
- The original condition of the building and the need for the proposed change
- The extent to which the original building features and/or significant modifications are preserved
- The removal of historically inappropriate alterations
- The prominence of the building
- The quality of the proposed work
- Frequency of grants requested; so that funds may be available to assist as many properties as possible

HOW WILL I FIND OUT IF I HAVE BEEN APPROVED?

The Executive Director will review the application then make a recommendation to the DDA Board of Directors to approve. You will receive in writing a formal acceptance letter stating the amount that you have been awarded by the Grant Program or you will receive a letter stating the grounds on which your application was denied.

ONCE I HAVE BEEN APPROVED HOW DO I GET MY MONEY?

You have one year from your date of approval of your grant to complete the work. If work is not completed in one year the grant will become void. Once work is complete a member of the Board and the Downtown Development Director must conduct a final inspection before grant funds are paid. The following must be submitted:

- Grant Project Expense Report for the work approved for the grant detailing the name, date paid, amount paid, and description of the work performed for all vendors and contractors
- Receipts and invoices with evidence of payment for the Grant Project Expense Report.
- Report by the Downtown Development Director to the DDA
- Before and after photographs of completed work.

We thank you for your interest in our City!



THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

- Standard 1: A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard 3: Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- Standard 4: Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
- Standard 7: Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- Standard 8: Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- Standard 9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- Standard 10: New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



FAÇADE GRANT APPLICATION

Please read the Façade Grant Guidelines before completing the application. Please type or print all entries.

Applicant	Information
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Business Name : City Wide Investments LLC
Contact Name : Mario Jakic
Business Address : 977 Main Street
City, ST, ZIP :
Telephone Stone Mountain, GA 30083
Email : (678) 665-6550. 977mainstreet@gmail.com
Property Owner Information (if different from Applicant).
Property Tax Parcel ID for project location:
Property Owner : City Wide Investments LLC
Mailing Address: 568 Southwind Dr
City, ST, ZIP : Lilburn, GA 300047
Telephone (678) 665-6550
Email : 977mainstreet@gmail.com
Project Description . Check box ☐ and attach Historic Preservation Commission approval if needed.
Print Project Description. Check box [] if Project description or other plans, drawing, photos are attached.
Cover the exterior foux brick veneer with hard stucco
Estimated Cost of Project (attach detailed budget) : \$_19,460.86
F 000 00
I have read the guidelines and affirm that to the best of my knowledge all the entries on this application are accurate and true.
Signature of Applicant Signature of Owner (if different from applicant)
Signature of Owner (if unferent from applicant)
Mario Jakic for City Wide Investments LLC Print Name of Applicant Print Name of Owner (if different from applicant)



FAÇADE GRANT APPLICATION

Please read the Façade Grant Guidelines before completing the application. Please type or print all entries.

Applicant Information

Business Name	ķ	Thirsty Mona Lisa
Contact Name	*	Jennifer Galloway
Business Address	:	979 Main Street
City, ST, ZIP	:	Stone Mountain, GA 30083
Telephone	:	(770) 895-3738
Email		jgalloway.979@gmail.com

Property Owner Information (if different from Applicant).

Property Tax Parcel ID for project location:											
Property Owner	:	Jennifer Galloway / Galloway 401K Ret Trust									
Mailing Address	:	6863 Shadow Ridge Lane									
City, ST, ZIP	:	Stone Mountain, GA 30087									
Telephone	:	770-895-3738									
Email	į.	jgalloway.979@gmail.com									

Project Description. Check box ***** and attach Historic Preservation Commission approval if needed.

Print Project Description. Check box [] if Project description	n or other plans, drawing, photos are attached.
The project will replace damaged	windows, add an awning over the
retail space, installation of fre on the second story of the proper	nch doors and a juliette balcony ty (see attached rendering.Date 10/07/2022
Estimated Cost of Project (attach detailed budget)	: \$_11,651
Amount of Façade Grant Requested (See Guidelines)	: \$ 5,000
I have read the guidelines and affirm that to the best of accurate and true.	of my knowledge all the entries on this application are
Signature of Applicant	Signature of Owner (if different from applicant)
Jennifer Galloway Print Name of Applicant	Print Name of Owner (if different from applicant)

	<u>FY25</u> <u>Requested</u> <u>Budget</u>		
	2024 YTD Actual	\(\text{\tince{\text{\te\tint{\texict{\texict{\text{\text{\tex{\texi}\text{\texitt{\text{\text{\texi}\tintet{\text{\text{\texictex{\texit{\text{\texicr{\texictex{\texicr{\texictex{\texi	
20- DDA	2024 Current Budget		
		Rent Income Miscellaneous DDA Blue Grass Banners Farmers' Market Oktoberfest Christmas Parade GRANITE Tunes by the BTSB - FISH FRY	
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OTHER FINANCING USES	20.0100.01.0000 UPCCIAI EVAIICA	20.5130.61.9001 Blue Grass Festival	20.5130.61.9002 175th ANNIVERSARY	20.5130.61.9003 Farmers' Market Costs	20.5130.61.9004 Fall Event	20.5130.61.9005 Christmas Parade	20.5130.61.9006 GRANITE GRASSHOPPER 5K	20.5130.61.9007 LIVE NATIVITY	20.5130.61.9008 Tunes by the Tracks	20.5130.61.9009 BTSB Fish Fry & Movie	20.5130.61.9010 FARMERS MARKET LEAD PRO	20.5130.61.9019 JUNETEENTH EVENT	20.5130.61.9020 Mardi Gras Parade	TOTAL OTHER FINANCING USES	TOTAL Downtown Dev. Authority	TOTAL EXPENDITURES

CITY OF STONE MOUNTAIN DOWNTOWN DEVELOPMENT AUTHORITY

875 Main Street, Stone Mountain, GA 30083

2025 Regular Meeting Calendar

Regular meetings are held on the fourth Monday of each month, at 6:30 PM unless otherwise noted. The DDA meetings are held at Stone Mountain City Hall located at:

875 Main Street, Stone Mountain, GA 30083.

January 27

February 24

March 24

April 28

*Tuesday, May 27 (due to Memorial Day Holiday)

June 23

July 28

August 25

September 15

October 27

*Monday, November 17 (due to Thanksgiving Holiday week)

*Monday, December 8 (due to Christmas Holiday week)