

Downtown Development Authority of Pembroke

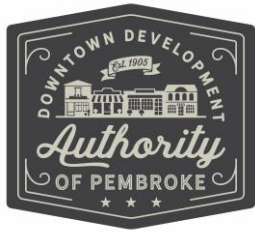
DDA/Main Street Board Meeting Agenda

Wednesday, May 1st, 2024

Pembroke City Hall

12:00 Noon

- **Call to Order:** Tiffany Zeigler called to order
- **Attendance:**  
Tiffany Zeigler, Don Poythress, Dana Dudley, Jonathan Mears, Karon Bacon  
Staff: Chris Benson, Fernanda Camacho Hauser
- **Approval of Agenda**
  - Motion made by [...], Seconded by Dana Dudley
- **Approval of Minutes**
  - Motion made by Karon Bacon, Seconded by Don Poythress
- **Public Comment**
  - No public comments
- **Old Business:**
  - **Market2Go**
    - Fernanda Camacho Hauser provided an update on the Statesboro Market2Go, there have been an average of 3 orders per week with the actual quantity of items being ordered increasing.
    - Board recommended pushing promotion of not just the Market2Go but also the GSU Student project and the summer events on a flyer to share with schools. Fernanda Camacho Hauser will see through this board recommendation.
  - **TOS Theater-Fox Institute May 22<sup>nd</sup> event**
    - Fernanda Camacho Hauser reminded the board of the upcoming check presentation from the Fox Theater Institute to the Friends of the TOS Theatre. The board members will receive an email invitation from the Fox Theater Institute to the event taking place in downtown Pembroke on May 22<sup>nd</sup> at 2 pm.



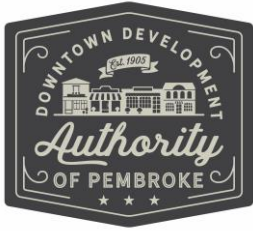
- **Summer Events**

- **Whistle Stop Market**

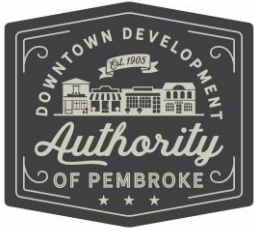
- Fernanda Camacho Hauser provided the board with a copy of the printed promotional flyer for the Whistle Stop Market which includes the dates and times of the Market. She also confirmed that while news of the market has not been officially made, the recruitment of vendors has begun as per farmer's market common practice.
    - Fernanda Camacho Hauser has submitted a road closure request to be presented to the City Council on Monday, May 13<sup>th</sup> and has confirmed a date for the Friends of the TOS Theater to show a movie in partnership with the Bryan County Sheriff's office after the Market.

- **Pembroke History-August Event**

- Tiffany Zeigler explained the idea behind doing a history centric community activity inspired by the Richmond Hill Zip Code day.
    - Fernanda Camacho Hauser presented the idea of doing a scavenger hunt using information and stops that will be on the Pembroke Historic District Walking Tour to familiarize people with some of the stops and the content that will be on the tour. The date selected for this event is during the Whistle Stop Market on August 14<sup>th</sup>, due to its proximity to the August 15<sup>th</sup> anniversary of the city's incorporation. The idea has been approved by Georgia Humanities to count towards community activity prior to the tour platform launch in November.



- **Comprehensive Work Plan Meeting**
  - Fernanda Camacho Hauser issued the meeting correction that this referred to the Annual Strategic Work Plan Meeting that is part of the annual work required by the Main Street program. While the work is being done having this meeting outside of the regularly scheduled monthly DDA meetings allows for all DDA projects and plans to be discussed outside of monthly updates.
  - **Scheduling**
    - Fernanda Camacho Hauser recommended having the meeting during the same time (at noon on a Wednesday) but outside of the regularly scheduled DDA Meetings and doing a walk through of the TOS Theater and Dingle Building for the board members to better familiarize themselves with the spaces being discussed.
    - Fernanda Camacho Hauser will send out a survey to figure out which date works best for the board members.
- **New Business:**
  - **Pembroke Youth Council**
    - Tiffany Zeigler presented the on-going project to create a Pembroke Youth Council which will allow students to learn about local government by participating in it through a student Council.
    - Tiffany Zeigler, Chris Benson, and Fernanda Camacho Hauser will continue working on this project to meet the projected launch date of late summer/early fall 2024.



- **Downtown Design Ordinances**
  - **Historic Overlay District**
  - **Mural Standard**
    - Fernanda Camacho Hauser explained the need to create an update Downtown Design Ordinance and separating it from the historic preservation aspects by creating a separate Historic Overlay District.
    - Tiffany Zeigler expressed an interest in an updated color palet for the Downtown Design Ordinance.
    - A mural and/or public art standard will be built into the new design ordinances to be able to update the existing murals and to create additional ones.
    - This process will be completed prior to the next Georgia Art Council grant application window close to be able to apply for a public art grant for mural projects.
      - This pushes the goal date for the submittal for Dingle Building for Preliminary Eligibility status for late in the year.
- **Adjourn**
  - Tiffany Zeigler informed the board of a meeting that the Hinseville Downtown Development Authority also attended where the annual Pembroke DDA participation in the Army Birthday was discussed. This includes providing a number of water bottles and posting a Birthday Card for the public to sign.
    - Fernanda Camacho Hauser will keep an eye out for an email from Michelle with more information about the event.
  - Fernanda Camacho Hauser will send out the Main Street 101 training for the three new board members and the DDA 101 training for the remaining board member.
  - Fernanda Camacho Hauser provided the board with an update on an additional grant based reasearch project that was submitted by GSU on May 30<sup>th</sup>, results will come back in June or July as to whether the project has received funding.
  - Dana Dudley motioned for the meeting to be adjourned, Jonathan Mears Seconded.