



UNION CITY DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES
TUESDAY AUGUST 25, 2026
7:00 PM
COUNCIL CHAMBERS

I. CALL TO ORDER

The meeting was called to order at 7:00 P.M.

II. ROLL CALL

Present

Dr. Lawanna Owens-Twaites
Marguerite Carter
Vivian Lett
Sharday Freeman

Shayla J. Nealy
John Childs
Shedrick Williams
Ali Cox

Absent

Dr. Dee Nelson

III. APPROVAL OF AGENDA

On motion of Board Member Marguerite Carter, seconded by Board Member John Childs, the agenda was approved with the amendment of adding the status of the award from the last meeting.

IV. APPROVAL OF MINUTES

A. Board Members will review and approve the minutes from the July 28, 2026 special called meeting.

On motion of Board Member Marguerite Carter, seconded by Vice Chair Shayla J. Nealy, the board approved the minutes.

V. NEW BUSINESS

A. Chairwoman Dr. Owens-Twaites will have a discussion regarding year-end reflection and accomplishments.



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Chairwoman Dr. Owens-Twaites presented. She discussed the following items:

- DDA establishment of a strong government framework.
- The establishment of committees
- Development of Downtown planning process
- Development of White Paper
- Establishment of stronger identity for DDA

Board Member Shedrick Williams discussed the following items:

- His excitement to get through the RFP Process

Board Member Marguerite Carter discussed the following items:

- The ability to get the 1st phase out the way with selecting the consultants

Board Member Vivian Lett discussed the following items:

- The ability to attend training

Vice Chairwoman Shayla J. Nealy discussed the following items:

- Highlighted that the board is able to build on something that was already established
- Looking forward to next steps

Chairwoman Dr. Owens-Twaites asked the board what they would differently next year:

- Vice Chairwoman Shayla J. Nealy stated that she would like more public engagement and more surveys
- Board Member Vivian Lett agreed with Vice Chairwoman Shayla J. Nealy and stated that she would like to see more information on the website.

- B. Board Members will elect the Downtown Development Authority Chair and Co-Chair.



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On motion of Chairperson Dr. Owens-Twaites, seconded by Board Member Shedrick Williams, the board agreed to nominate Shayla J. Nealy as the Chair. Vote was unanimous.

On motion of Board Member Marguerite Carter, seconded by Chairperson Shayla J. Nealy, the board agreed to nominate Dr. Lawanna Owens-Twaites as the Co-Chair. Vote was unanimous.

C. A Presentation by TSW to cover:

- a. Downtown Market Assessment
- b. Community Visioning
- c. Public Engagement Schedule
- d. Economic Development Opportunities
- e. Redevelopment Priorities
- f. Branding Concepts
- g. Funding Opportunities
- h. Implementation Strategy

Jia Li presented.

Board Member Vivian Lett asked about revisions being able to be discussed.

Jia Li stated yes

Vivian asked if TSW outlines how many revisions are allowed before extra fees?

Jia Li answered 2.

Chairwoman Dr. Owens-Twaites asked if there are potential financial incentives and how can funding be secured or how incentives can be provided for developers to come.

Jia Li stated that once the plan is completed they will list things eligible for public funding, and they can use TAD or Bond to build parking deck or talk to developer and provide incentives for them to



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build. She also stated that they will give a list of all projects and funding sources and the marketing consultant will help.

Chairwoman Dr. Owens-Twaites asked when they will need the specific area for the downtown

Jia Li answered as soon as possible

Vice Chairwoman Shayla J. Nealy asked if she could share obstacles when it comes to outgrowing the area that was identified.

Jia Li stated that they would need to see where they want to develop the existing downtown area and suggested not to advertise as downtown.

Vice Chairwoman Shayla J. Nealy agreed and asked legal if the board is able to identify a different area

Attorney Ali Cox answered that anything in the boundaries can be taken on.

Jia Li talked about pop-up events at festivals.

Board Member John Childs asked what types of public events have worked.

Jia Li answered festivals, farmers markets, going to schools and talking to parents and kids because they are the future of the community.

Board Member Vivian Lett mentioned a partnership with Grady and Morehouse.

Chairwoman Dr. Owens-Twaites acknowledged that doctors need places to go as well.

Chairwoman Dr. Owens-Twaites turned the meeting over to Vice Chairwoman Shayla J. Nealy.

D. Board Members will discuss Purchasing Policy



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- a. All purchases over \$500 must be approved by the DDA Board.
Board member Marguerite Carter recommended that everything is discussed before spending.
On motion of Board member Marguerite Carter, seconded by Chairwoman Dr. Owens-Twaites the board approved a spending of up to \$50 allotment that does not require full board approval and to have 2 board members to sign-off on the purchase. Vote was unanimous.

VI. Action Items and Next Meeting

A. Discussion Items

- A. Board Members will discuss goals for the next year:
 - i. Complete the Downtown Development Plan
 - ii. Launch a comprehensive public engagement campaign
 - iii. Finalize downtown branding
 - iv. Identify catalyst redevelopment projects
 - v. Develop an Implementation Roadmap
 - vi. Strengthen Partnerships
- B. Board Members will discuss the following:
 - i. What opportunities excite you most?
 - ii. What should become our highest priority?
 - iii. How should we engage residents?
 - iv. What partnerships should we pursue?

Vice Chairwoman Shayla J. Nealy presented.

Board member Vivian Lett asked how we can get the ball rolling for the committees.

Vice Chairwoman Shayla J. Nealy advised waiting on Jia so that there is no clash.



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VII. Meeting Opened to the Public: (2 minutes per person- comment must relate to items on agenda)

- Dorothy Coles suggested offering modernized services.
- Carolyn Mazyck discussed citizens engagement.

VIII. Board Member Comments

Chairwoman Dr. Owens-Twaites:

- Looking forward to next year of transformation
- Discussed the excitement from the community about what is to come
- Discussed her love for the concept of a town center where people are gathering.

Board Member Shedrick William:

- Congratulations to Chair and Vice Chair.

Board Member Marguerite Carter:

- Discussed excitement for the next steps and identifying a location.

Board Member Vivian Lett:

- Agreed with Board Member Marguerite Carter
- Discussed her love for community involvement

Vice Chairwoman Shayla J. Nealy:

- Discussed her love to see TSW and their engagement
- Discussed how she is looking forward to working and the things that the board will accomplish in this next year.

IX. Adjournment

On motion of Chairwoman Dr. Owens-Twaites, seconded by Board Member Shedrick Williams the board adjourned the meeting at 8:19 P.M.