



**MINUTES  
TOWN OF PITTSBORO  
DOWNTOWN ADVISORY BOARD  
REGULAR MEETING  
TUESDAY, SEPTEMBER 6, 2022 - 5:00 PM**

**Members Present:**

Robyn Allgood, Voting  
Debbie Andleton, Ex-Officio  
Samantha Birchard, Voting  
Sarah DeStefano, Voting  
Heather Johnson, Voting  
Janeth Moran, Volunteer  
Chevon Moore, Voting  
Saundra Nettles, Volunteer  
Phillip Pappas – Small Business Center  
Cindy Schmidt, Ex-Officio  
Neha Shah, Pittsboro-Siler City Convention & Visitors Bureau  
Greg Stafford, Voting  
Tiana Thurber, Volunteer  
Nora Yolles Young, Volunteer  
Theresa Thompson, Downtown Development Director

**Board Members Absent:**

McKenzie Allgood, Voting  
Dylan Perry, Voting  
Kathie Russell, Voting  
Michael Whitman, Voting

**1. Welcome & Introductions**

The meeting was opened by Theresa Thompson, Downtown Development Director.

**2. Discussion Items**

Discussion included:

- Ms. Thompson presented a review of the community vision survey responses, included the 3<sup>rd</sup> Quarter report in the packet, reviewed the tentative timeline for the work plan, presented the updated draft vision and mission statements, reviewed the draft economic development strategies, goals, and objectives as presented in the draft work plan, and explained the next steps is to prioritize the action steps.
- Prioritize Actions - The Downtown Advisory Board and volunteers discussed whether to create a one year work plan or multi-year work plan. After discussion, the consensus was to create a multi-year work plan, prioritizing the action steps, and updating the plan annually. Everyone broke into committees to start the prioritization process.

### **3. Decision Items**

- Minutes of the August 18, 2022 Regular Meeting – Heather Johnson made a motion to approve the minutes, Robyn Allgood seconded the motion. The motion passed unanimously 6-0.
- Realty World Façade Grant Reimbursement Request – Ms. Thompson stated she received the final receipt in time to make this item a decision item. She presented the request and explained the project was approved by the Main Street Program for a \$5,000 reimbursement, last fiscal year. The project was finalized this current fiscal year, so the reimbursement funding will most likely need to be allocated from the current fiscal year’s budget. Ms. Thompson stated this request will also go to the Board of Commissioners for final approval. Ms. Thompson was asked if there is a list of all façade grants approved last fiscal year. Ms. Thompson replied that she was informed that Realty World was the only project approved last fiscal year. After discussion, Chevon Moore made a motion to recommend approval of the façade grant reimbursement request, Robyn Allgood seconded the motion. The motion passed with a vote of 5-1.

### **4. Adjournment**

With no further comments, the meeting was adjourned.

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Theresa Thompson, Downtown Development Director