

Sugar Hill Downtown Development Authority  
Regular Meeting Minutes September 25, 2018 | 6:30 PM  
City of Sugar Hill City Hall - Community Room

Members Present: Allen Jorgensen, Brandon Hembree, Jack Wolfe (Treasurer), Marc Orcutt (Chairman), Nancy Wren, Nic Greene (Vice Chair), Nigel Gray (Secretary)  
Staff Present: Kaipo Awana (Director of Planning), Mercy Montgomery (Asst. DDA Secretary), Troy Besseche (Asst. City Manager), Attorney Frank Hartley  
Guests: Mason Roszel, Rebecca Buckingham, and several other members of the public were present.

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I. CALL TO ORDER – 6:30 PM

II. APPROVAL OF AGENDA:

- a) Jack Wolfe made a motion to approve the agenda, which was seconded by Nigel Gray; the motion carried by unanimously.

III. MINUTES

- a) Brandon Hembree made a motion to approve the August 28, 2018 regular meeting minutes with correction (Kevin M°Omer of CPL was not present at that meeting); this motion was seconded by Nic Green and carried by 6-0-1 vote (Nancy Wren abstained).
- b) The DDA requested that minutes be sent out prior to the proceeding meeting going forward.


IV. PUBLIC COMMENTS

- a) No public comments were recorded

V. ACTION ITEMS AND UPDATES:

a. **E Center Project:**

1. *Project Progress:* Asst. City Manager Troy Besseche, provided the following updates: the project team is finishing up some welding and other items relating to the water features. Special coating is being done in the pool to allow it to hold water. Sculptures, in honor of two local schools (longhorn and bulldogs) will be placed in the water features. The team installed bollards along the streetscape in front of the theater. Most of the punchlist items for the marquee were being addressed. Both box offices for the theater are nearing completion. A permanent certificate of occupancy (CO) has not yet been issued but is expected. Installation of bleacher in the gym has begun. Walking track on the second floor is almost complete. Scoreboards and basketball goal height adjusters are near completion as well. Landscaping installation has started, as well as installation of the irrigation system. Installation of wood on the roof-top bar has started. The city is discussing signage with the prospective tenants. Over the next week the team will be finishing up low voltage installation. Build-outs for Blue Land Works and Rushing Trading Company are proceeding as expected. Tim Schick and city maintenance personnel will undergo owner training this coming week. The Players Guild has begun set construction which is proceeding as expected.
2. *Leasing Update:* Mercy Montgomery provided the following leasing updates – Angel’s Share, a Northern Italian style, white table cloth atmosphere restaurant has submitted a Letter of Interest and leasing terms are being discussed; They are looking at the second-floor restaurant space. Paradiso has provided interest in the rooftop bar concept, and ~~Stru~~ong Dental has also provided a letter of interest in spaces M213 and M215 which are above Crazy Dough Pizza. More information about these potential leases will be provided in executive session.

- third* 
- b. **Broadstone Project:** We received a request for the ~~second~~ <sup>third</sup> of three allowable extensions to the team's contract. This puts them toward the end of November. The reason for this extension is due to a change in elevation of the building from a four-story front to a five-story front; this allows them to reduce the amount of site work that would otherwise need to be done.
  - c. **Dogwood Project:** Asst. City Manager's update was that The Solomon Group's equity partner, CBRE, has found new interest partners and that they are taking their time to get the financing done properly.
  - d. **Holbrook Project:** No updates on this project.
  - e. **Suite Spot: Management Update**
    - 1. **SHBTG** – Co-work membership is up; It's been very busy; No offices available until November. A few wi-fi issues after the transition but were resolved very quickly. The key fob transition went well. Billing issues were resolved as needed. Front door glass needs addressing very soon

#### VI. NEW DDA BOARD POSITIONS – Asst. Treasurer and Asst. Secretary

- a) Brandon Hembree introduced two residents of the city as potential nominees for each position –
  - 1. Mason Roszel (Nominee for Asst. Treasurer) lives within walking distance of the SH downtown. Mason said he is very pleased with how things are progressing with the DDA and the City.
  - 2. Rebecca Buckingham (Nominee for Asst. Secretary) also lives in the area; she's the daughter of a civil engineer; she enjoys taking pictures and using social media.
- b) Nic Green took a motion to appoint Mason Roszel as Assistant Treasurer, and Rebecca Buckingham as Assistant Secretary. The motion was seconded by Brandon Hembree and was passed by the DDA unanimously by vote.

#### VII. CITY STAFF COMMENTS.

- a) Assistant City Manager Troy Besseche reminded the DDA that there are two SPLOST funded projects, jointly funded with the city and Gwinnett County, and that the city does not have an award recommendation at this time but should in 6 weeks. Troy also informed the DDA that the road resurfacing bids are in and being reviewed, and that recommendations will be available in 6 weeks as well. Troy's update on the Greenway project was that comments are in, and that construction is expected begin in 2019.
- b) Mercy Montgomery – Mercy is pursuing certification as GA Certified Economic Developer, which will equip her as she serves the city in her current roles. Mercy made note that several tours have been recently conducted at the Suite Spot. Mercy informed the DDA that the Sugar Hill Business Alliance upcoming meeting will be held in the Eagle Theater.

#### VIII. DDA MEMBER COMMENTS:

- a) Nigel Gray – Nigel stated that commissioning functional tests will be conducted at the E center over the next two weeks.
- b) Allen Jorgensen – Allen stated that he was pleased with the new facility and that the Broadstreet Band has rehearsed twice in the building.
- c) Brandon Hembree– Brandon reminded the DDA that he is looking forward to hosting the DDA members, city staff, and their families at a cookout on 10/28 1:00 PM, which will be catered by Tannery Row. Brandon informed the DDA about Gwinnett Great Days of Service, a county-wide event where volunteers from around the community get together to address specific needs; we SH will be working in the cemetery to clean it up and get it ready for the radar work, all are invited.

IX. EXECUTIVE SESSION: 8:00 PM – Allen Jorgensen made a motion to enter executive session to discuss real estate and legal matters, Nic Green 2<sup>nd</sup> this motion which was carried unanimously.

- a) Public Action – No public actions were taken after executive session

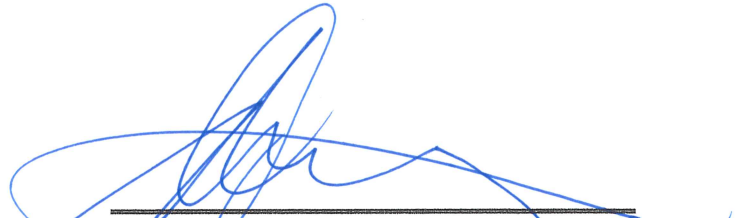
#### X. ADJOURNMENT

- a) Brandon Hembree moved to adjourn at 8.17 PM, motion was 2<sup>nd</sup> by Allen Jorgensen, and carried unanimously.



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Marc Orcut (Chairman of the DDA)



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Nigel Gray (Secretary of the DDA)