

Sugar Hill Downtown Development Authority
Regular Meeting Minutes August 27, 2019 | 6:30 PM
City of Sugar Hill City Hall - Community Room

Members Present: Allen Jorgenson, Jack Wolfe (Treasurer), Marc Orcutt (Chairman), Mason Roszel (Asst. Treasurer), Nic Greene (Vice Chair), Nigel Gray (Secretary), Rebecca Buckingham (Asst. Treasurer), Brandon Hembree, ~~Naney Wren~~.

Staff Present: Lee Thompson (Attorney), Frank Hartley (Attorney), Troy Besseche (Asst. City Manager), Paul Radford (City Manager).

Guests: Several members of the public were present.

- I. CALL TO ORDER – 6:30 PM
- II. APPROVAL OF AGENDA:
 - a) Brandon Hembree made a motion to approve the agenda, 2nd by Allen Jorgenson; and carried by 6-0 vote.
- III. MINUTES
 - a) Jack Wolfe made a motion to approve the minutes for July 27, 2019 regular meeting with the following two corrections: Delete repeated words “sale of the” on page 3, section h. Add “e” to the end of Jack Wolfe’s last name on page 3, section c. Motion 2nd by Nic Greene, and carried by 6-0 vote.
- IV. PUBLIC COMMENTS
 - a) None.
- V. ACTION ITEMS AND UPDATES:
 - a. **E Center Project:** Asst. City Manager Troy Besseche gave the following updates:
 1. Amber Rushing is working on a ‘Christmas Photos with Santa’ event that should run for two weekends this winter. Amber was at this meeting to talk about the event proposal. Troy mentioned that the city is working with the Fire Marshal to approve their requirements for the event.
 2. Leasing Update:
 - a) Troy Besseche expressed that previous leasing discussions with interested parties (a medical capital business; and a potential salon) for spaces N209 & N211 have gone cold; and that we are now back to looking for interested clients. The same with spaces N222 & N223. The rooftop is getting lots of attention, more discussions to be had in executive session.
 - b) The city is working with the New South Construction to close out some existing issues as the warranty period draws to a close. A meeting is scheduled for 9/10/2019 to address these closeout items. More information can be sourced in the monthly Operations Report.
 - c) The city is working on improving signage: for parking, directions, and rules, among others, in our downtown area.
 - b. **Broadstone:** Paul Radford gave the following update:
 1. Framing for the first floor is almost complete; stair towers and elevator towers have been erected on both sides, concrete for the staircase was poured on this meeting day. The team will be starting on the second floor soon, there will be a total of five floors.
 2. There will be a meeting tomorrow (day following this meeting) with the Broadstone team to discuss landscape, park plans, water feature (two of them), and lighting plan, to also include the holidays lighting. The staff is pleased with the progress so far.
 3. The city expects completion next year and leasing sales to start by March 2020.
 4. Troy Besseche updated the DDA that the City is working with the Alliance Group on finalizing leases for the Art Gallery and the History Museum, hopefully by next DDA meeting. These leases are expected to be for \$1/year for 5 years and one 5-year renewal.
 5. The final product will 315 spaces available for lease; 4300 square feet of restaurant space, which includes a coffee shop. Amber Rushing asked for clarification on the coffee shop. Paul Radford said that he will get further details for Amber Rushing.
 - c. **Dogwood:** Troy Besseche and Paul Radford gave the following update:
 1. The lawyers now have a term sheet and hope to have answers in the coming weeks. Closing is expected by mid-December. More about this project was discussed in executive session.
 - d. **Gateway West:** Paul Radford received correspondence from Al Holbrook (Solomon Group’s CEO) with updates. This facility is programmed to be an “active passionate living” community with 150 age-restricted units and cottages, facing highway 20. There is a letter of intent in hand.

- e. **The Prestwick:** Paul Radford explained that the Prestwick team has been moving through the process; they have submitted their request for land disturbance permit. They plan to close on September 10th, and to have a pre-construction meeting on September 11th. Construction should begin shortly afterward and last for 18 – 24 months. Lease rates are expected to be \$1.50 - \$1.60 per square foot.
- f. **The Suite Spot:** Tim Schick gave the following update:
 - 1. The column bases have been replaced and they are looking great
 - 2. Troy Besseche explained that he is still looking at how to best schedule the rest of the updates (new door, new windows, gables on the front of the building, etc.). Some improvements have been made to the inside.
 - 3. The city has installed some windows in the space that the BTG used to occupy, and the City may have staff occupy this space (this is not final as the City is still discussing this).
 - 4. The City will be addressing leases, that get turned over between now and the end of the year, very soon.
- g. **The Community Center:** Discussions on this facility were convened during executive session.

II. CITY STAFF COMMENTS

- a. **Asst City Manager Troy Besseche:**
 - 1. Mercy Montgomery is currently at the GA Downtown Development Conference.
 - 2. Sugar Rush will be on October 19.
 - 3. Lanier High School would like to have their homecoming event in our downtown on September 26th. This provides additional exposure for our downtown.
 - 4. Discussions are continuing on Level Creek Road extension; an alignment issue is being discussed as it is very difficult to make the turn from West Broad onto Level Creek.
 - 5. The bridge project on Whitehead road is still on schedule, according to the county, even though they have had some schedule impacts.
 - 6. **Veteran's Memorial:** Troy Besseche showed some aerial photos of the memorial during this section of the meeting. Substantial Completion is expected on 10/1/2019 and final completion on 11/1/2019. Delays to this schedule are expected, however, substantial completion is expected by Veterans Day. Special thank you to the Sugar Hill Business Alliance and others who helped to make the Veterans Memorial possible. The Business Alliance donated half of the proceeds from their annual golf tournament to the construction of the Veterans Memorial.
 - 7. **Bowl Improvements:** There will be a pre-construction meeting on 9/3/2019 for Bowl updates. Concession stand, seating improvements, and permanent dividers will be discussed.
- b. **City Manager Paul Radford:**
 - 1. Paul echoed Troy's thanks to the Business Alliance for the donations from the proceeds of the golf tournament. Brandon Hembree explained that approximately \$10k was raised, half of which will go to the Veterans Memorial construction.
 - 2. Tickets are available for a concert in the Bowl this coming Friday, gates open at 6pm; In September there will be a make-up date concert for Trace Adkins. The Commodores will close-out the Bowl concert season.
 - 3. The Calendar Girls which showed for two weekends was well attended, with attendance improving each showing.

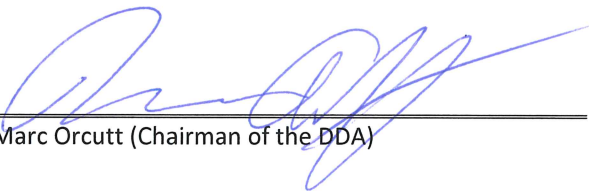
III. DDA MEMBER COMMENTS:

- a. **Brandon Hembree:**
 - 1. There will be a bridge dedication ceremony in honor of Marion Buice, on 10/5/2019. Brandon will be one of the speakers, as well as Renee Untermann. This will be in the Banquet room; refreshments will be available.
 - 2. Gwinnett Great Days of Service will be on 10/26/2019 at 9:00 AM to 2:00 PM. We will be focusing on the cemetery. Signups have been great so far.
 - 3. The Historic Preservation Society is having a public scanning day on 11/9/2019 between 9:00 AM and 1:00 PM where members of the public can scan items for digital archiving.
 - 4. The city will be celebrating Veteran's Day with the American Legion and other groups on 11/11/2019. It is expected to be our largest yet.
- b. **Nic Greene:** Echoed what Paul and Troy said about the Business Alliance golf tournament, and how great a turnout they had; and that the golf course looked great.
- c. **Allen:** Reminded all that the Band is still meeting on 1st and 3rd Tuesdays.
- d. **Public Comments:**

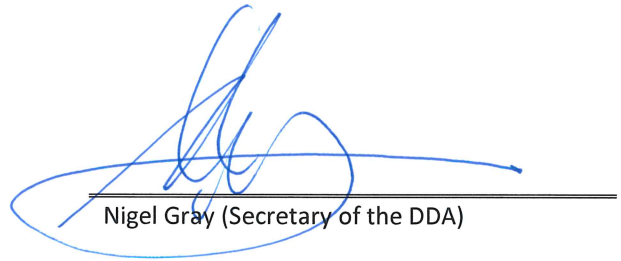
1. **Amber Rushing:** Amber asked whether the splash pad will be repaired in time for next season. Paul explained that it will be ready for next season. Amber also inquired about the Sugar Hill Distillery. Troy explained that more information will be available in another month or two.

IV. EXECUTIVE SESSION:

- a. Nigel Gray recommended entering executive session at 7:28 PM to discuss real estate, legal, and personnel matters; 2nd by Brandon Hembree, and carried unanimously.
- b. **Public Action** Following Executive Session:
 1. Motion by Nigel Gray to approve, and to authorize our chairman to sign upon final legal review and approval, a retail/net lease with JM Sugar Hill, LLC for: 2956 square feet | \$28/SF in base rent | \$3.50 (+0.50 Prop/Liability)/SF in common area maintenance (CAM) | 3% annual increase | term of 10 years, renewable for one additional 5-year term at then current rate plus 3%. This motion seconded by Brandon Hembree and carried by unanimous vote.
- c. **Adjournment:** Motion to adjourn by Brandon Hembree 2nd by Jack Wolfe. Meeting adjourned at 8:23PM



Marc Orcutt (Chairman of the DDA)



Nigel Gray (Secretary of the DDA)

