

Sugar Hill Downtown Development Authority  
Regular Meeting Minutes December 23, 2019 | 6:30 PM  
City of Sugar Hill City Hall - Community Room

Members Present: Allen Jorgensen, Brandon Hembree, Jack Wolfe (Treasurer), Marc Orcutt (Chairman), Mason Roszel (Asst. Treasurer), ~~Nancy Wren, Nic Greene (Vice Chair)~~, Nigel Gray (Secretary).  
Staff Present: Lee Thompson (Attorney), Mercy Montgomery (Dir. Economic Development), Nadia Merritt (Downtown Coordinator), Paul Radford (City Manager).  
Guests: Members of the community were present, including Tracy Youngblood-McDaniel (Owner of Southern Grace Enterprises).

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- I. CALL TO ORDER – 6:32 PM
- II. APPROVAL OF AGENDA:
  - a. Brandon Hembree made a motion to approve the agenda with Paul Radford’s recommendation to add Temple & Hillcrest property as item h. Motion 2nd by Allen Jorgensen; and carried by 5-0 vote.
- III. MINUTES
  - a. No minutes this meeting.
- IV. PUBLIC COMMENTS
  - a. No comments
- V. ACTION ITEMS AND UPDATES:
  - a. **E Center Project:**
    1. *Leasing Update:* 100% leased on the offices. 100% leased on retail. NSC still working on some items such as fountains. E-Center sign at end of Level Creek almost complete. Great Christmas concert enjoyed by families in the theater. Orange Theory Fitness has requested to lease one of the larger storage spaces - more to be discussed during executive session.
    - b. **Broadstone:** Construction is progressing as expected. Leasing is expected to begin sometime in May, and occupancy to start sometime in June. The City received three proposals for the Art Commission and History Museum buildouts.
    - c. **Dogwood:** Discussions to be convened in executive session.
    - d. **Gateway West.** No discussions
    - e. **Prestwick** – Most of the site work is completed. Underground utilities started arriving on site to be installed soon.
    - f. **The Suite Spot:** Need for executive session. May need a special called meeting in the middle of January. Suite Spot’s first newsletter will go out today.
    - g. **Community Center:** Discussions to be convened in executive session.
    - h. **Temple & Hillcrest:** An RFP was posted for this plot. RFP review party has not yet been setup but will be soon. Proposals are due Jan 9<sup>th</sup>. There are lots of interested parties including North American Properties.
- VI. CITY STAFF COMMENTS
  - a. Nadia Merritt – Introduced Tracy Youngblood-McDaniel. Good reviews on the tree lighting event.
  - b. Mercy Montgomery – Thanks for those who attended the Volunteer event. Concerned about the security at the community garden.
  - c. Paul Radford – Thanked the City for hosting the volunteer appreciation event. The Veterans memorial is moving along and should be ready for rededication sometime in February. The Bowl improvements are moving along as well and should be completed sometime in April.
- VII. DDA MEMBER COMMENTS:
  - a. Brandon Hembree: Thanked for the DDA, and local businesses, for their service in 2019.
  - b. Mason Roszel: Loved the holiday celebration. Great Santa!
  - c. Jack Wolfe: Great holiday celebration & volunteer celebration. Proud of development in the city
  - d. Allen Jorgensen: Family was surprised and proud of at what the city is developing into.
  - e. Rebecca Buckingham: Echo previous comments; Small Business Saturday was great.
  - f. Nigel Gray: Appreciated the City recognizing the volunteers. Proud of the city’s development.
  - g. Marc Orcutt: Thanks to the city staff for all the work they do.
- VIII. PUBLIC COMMENTS
  - a. Tracy Youngblood-McDaniel – appreciates the warm welcome from the City and local businesses.
- IX. EXECUTIVE SESSION:
  - a. Motion by Jack Wolfe to enter executive session at 7:20 PM, 2nd by Brandon Hembree and carried by Unanimous vote.
  - b. **Public Action** after Executive Session: Jack Wolfe entered a motion to enter a 3-month lease with, Alliance Group, for one of the larger downstairs offices at the Suite Spot to be used as their leasing office starting February, at a rate of \$475/month, with an option to renew for up to 3 additional months; Lease is

contingent upon their agreement to buildout a kitchen area on the first floor which should be completed by the end of their first term. Motion was 2<sup>nd</sup> by Brandon Hembree and carried by unanimous vote.

- c. **Public Action:** Jack Wolfe put forth a motion to enter a 6-month lease, of a Suite Spot Office space, with EX<sup>2</sup> starting in January 2020, at a rate of \$360/month. Motion was 2<sup>nd</sup> by Brandon Hembree – Results were 3/1/1. Nigel Gray voted against the motion and Allen Jorgensen abstained.
- d. **Public Action:** Jack Wolfe entered a motion to award CHOATE Construction the role of CM at Risk for the Dogwood Forrest Project, subject to the developer (Solomon Group) signing the development agreement and all bond documents signed, to close the bond transaction and fund the project, being completed and approved. Motion was 2<sup>nd</sup> by Allen Jorgensen and passed by unanimous vote.
- e. **Public Action:** Jack Wolfe entered a motion to lease an E-Center storage space P19 with Frank Weir of Down to the Wire, for \$210/month. Motion 2<sup>nd</sup> by Second Allen Jorgensen and carried by unanimous vote.
- f. **Public Action:** Brandon Hembree presented a motion to approve a triple net lease with Sugar Hill Distillery, LLC for the 1166 Church Street property (4,940 SF formerly the Community Center building) for a term of 5 years, with 1 additional 5-year renewal period, and a monthly payment of \$4,375 (\$52,500 annually), with a purchase option after the 1st year (\$750,000 during years 2 & 3; with an escalating schedule as presented in Exhibit F for years 4 to 10 ); approval recommended subject to final legal and staff review; and authorize chairman to sign. Motion 2<sup>nd</sup> by Nigel Gray and passed via 4/0/1 vote with Allen Jorgensen abstaining.

X. Motion to Adjourn at 9:06 PM by Allen Jorgensen 2<sup>nd</sup> by Nigel Gray and carried by unanimous vote.