

Sugar Hill Downtown Development Authority – Regular Meeting
Regular Meeting Summary Minutes February 25, 2020 | 6:30 PM
City Hall – History Museum Room

Members Present: Allen Jorgensen, Jack Wolfe (Treasurer), Marc Orcutt (Chairman), Mason Roszel (Asst. Treasurer), Nigel Gray (Secretary)
Staff Present: Mercy Montgomery (Dir. Economic Development), Nadia Merritt (Downtown Coordinator), Lee Thompson (Attorney), Troy Besseche (Asst. City Manager), Paul Radford (City Manager), and Tim Schick (Facilities Director).
Guests: Several members of the public were present.

I. CALL TO ORDER – 6:30 PM

- II. APPROVAL OF AGENDA – Allen Jorgensen presented a motion to approve the agenda as presented, motion 2nd by Nigel Gray, and carried 4-0 (Unanimous).
- III. MINUTES- Jack Wolfe presented a motion to approve the minutes of January 28th regular meeting as presented, motion 2nd by Allen Jorgensen, and carried 4-0 (Unanimous).
- IV. PUBLIC COMMENTS– No Action
- V. ACTION ITEMS AND UPDATES:

- a. **E Center –Sugar Hill Commercial Development & Theater** – The following updates were provided by the city: Red Clay Interactive is ready to go ahead with their buildouts; They need to secure their building permits. New South Construction is still working on some remaining items such as water feature; they completed staining of handrails in the theater; still working on HVAC and other minor issues with hopes of closing out the contract soon.
- b. **Broadstone – Apartments across from E Center on West Broad** – The following updates were provided by the city: The city is working with Broadstone team on a large retaining wall modification which includes a possible mural and a gateway sign at Church Street and Level Creek. The town green originally had a water feature planned, but the city is working with them on an alternate feature. Design is underway for buildouts of the History Museum and Art Gallery. The Broadstone team is working on providing access to more information online.
- c. **Dogwood – Assisted Living on West Broad** – The documents are now in the attorney’s hands; Permits have been pulled and all the plans have been approved. More discussions on this project to be had in executive session.
- d. **Gateway West – Active Adult Living on West Broad & HWY 20** – There were no discussions on this project.
- e. **Prestwick – New Apartment Development** – Site progress has been impacted by weather delays. The city has been working with the team on possible use of the retaining wall along Hwy 20.
- f. **Suite Spot – Business Incubator (Former City Hall)** – HVAC furnace has been upgraded; there were upgrades to the WIFI as well, making it faster and more reliable. More discussions on the Suite Spot will be had in executive session.
- g. **Community Center** – Sugar Hill Brewery are working on plans; they now have their keys in hand; Utilities are being transferred to the tenants; They have made their first lease payment.

VI. CITY STAFF COMMENTS

- a. **Mercy Montgomery:** Spring cleanup will be this coming Saturday at 10:00 AM. Our team completed our first Guide to Gwinnett; rollout will be released online in short order.
- b. **Nadia Merritt:** The City will be meeting with residents of the Benton House to hand out puzzles.
- c. **Paul Radford:** We will have our first concert announcement on March 5th. Concerts are lined up for the rest of the year. The theater will be hosting an entertainment series. The staff is working on activating the promenade on a year-round basis.
- d. **Troy Besseche:** The city is working on bids for parts of the Greenway (first phase). The Veterans Memorial is waiting on signs and modifications to light colors; opening is expected towards the end of March.

VII. DDA MEMBER COMMENTS

- a. **Jack Wolfe:** Looking forward to working at the cemetery on Saturday and will miss the DDA cleanup.
- b. **Allen Jorgensen:** The film festival was amazing; cannot wait for the next one.

VIII. PUBLIC COMMENTS – No comments

IX. EXECUTIVE SESSION:

- a. At 7:35PM Nigel Gray presented a motion to enter executive session to discuss legal, and real estate matters, 2nd by Allen Jorgensen, and carried 4-0 vote (unanimous).
- b. **Public Action** Following Executive Session: – *Motion to allow DDA chairman to sign the second amendment to the Letter of Intent and Inducement Agreement, with Solomon Development Services, for a Senior Housing Community, extending the original agreement to May 15, 2020, upon further approval of the city council; motion by Jack Wolfe, 2nd by Allen Jorgensen, carried 4-0 (unanimous).*
- c. **Public Action** – *For a 2nd year for Steve Stoll in Suite Spot office 203 with a 6-month lease agreement at \$265 per month; motion by Jack Wolfe, 2nd by Allen Jorgensen, carried 4-0 (unanimous).*
- d. **Public Action** – *For a short-term lease for Van Baird in office 204 with a 3-month lease extension at \$265 per month; motion by Jack Wolfe, 2nd by Allen Jorgensen, carried 4-0 (unanimous).*
- e. **Public Action** – *For 1st year for Jong In Lee in Suite Spot office 102 with a 6-month lease agreement at \$230 per month; motion by Jack Wolfe, 2nd by Allen Jorgensen, carried 4-0 (unanimous).*
- f. **Public Action** – *For 1st year for Patrick Currie in Suite Spot office 208 with 6-month lease agreement at \$360 per month; by Jack Wolfe, 2nd by Allen Jorgensen, carried 4-0 (unanimous).*
- g. **Public Action** – *For 1st year for Michelle Kiefert in Suite Spot office 101 with a 6-month lease agreement at \$230 per month; by Jack Wolfe, 2nd by Allen Jorgensen, carried 4-0 (unanimous).*
- h. **Public Action** – *For 1st year for Jennifer Hong in Suite Spot office 207 with a 6-month lease agreement at \$295 per month; by Jack Wolfe, 2nd by Allen Jorgensen, carried 4-0 (unanimous).*
- i. **Public Action** – *For 1st year for Stephanie Sokenis in Suite Spot office 104 with a 6-month lease agreement at \$230 per month; by Jack Wolfe, 2nd by Allen Jorgensen, carried 4-0 (unanimous)*

X. Adjournment:

- a) At 8:30 PM Jack Wolfe moved that the meeting be a adjourned, motion was 2nd by Allen Jorgensen and carried.