

Sugar Hill Downtown Development Authority  
Regular Meeting Summary Minutes September 29, 2020 | 6:30 PM  
City Hall – Council Chambers

Members Present: Marc Orcutt (Chairman), Nigel Gray (Secretary), Jack Wolfe (Treasurer), Councilman Brandon Hembree, Allen Jorgenson, Mason Roszel (Asst. Treasurer), Rebecca Buckingham (Asst. Secretary)

Staff Present: Paul Radford (City Manager), Troy Besseche (Assist. City Manager), Lee Thompson (Attorney), Tim Schick (Facilities Director), Mercy Montgomery (Dir. Economic Development), and Nadia Merritt (Downtown Coordinator)

Guests: Amber Chambers, Mattie Rushing, Elizabeth Orcutt

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- I. CALL TO ORDER – 06:38 PM
- II. APPROVAL OF AGENDA - *Approved as presented or Note Changes, Motion with noted change by Allen Jorgenson, 2nd by Jack Wolfe, 5-0 approval (Unanimous).*
- III. MINUTES - *Approved June Minutes as presented, Motion by Allen Jorgenson, 2nd by Brandon Hembree, 5-0 approval (Unanimous).*
- IV. Appointment of DDA Vice President – *Nomination included Mason Roszel by Allen Jorgenson and Allen Jorgenson by Nigel Gray. A motion for Mason Roszel as Vice Chair was opened by Marc Orcutt and passed 5-0 approval (Unanimous).*
- V. PUBLIC COMMENTS– *No Action.*
- VI. ACTION ITEMS AND UPDATES:
  - a. **E Center –Sugar Hill Commercial Development & Theater** – *Updates Provided.*
    - a) **Grace Period** – *Motion from Jack Wolfe to extend the monthly grace period to 15, seconded (to be updated) 5-0 approval (Unanimous).*
    - b) **Bond Refinance Update** – *Provided by Troy Besseche and Paul Radford.*
    - c) **Occupancy/Leasing Update** – *Provided by Troy Besseche.*
    - d) **Storage Unit** – *Motion to maintain prices from Allen Jorgenson seconded by Brandon Hembree.*
  - b. **Broadstone – Apartments across from E Center on West Broad** – *Updates Provided with No Action Required.*
  - c. **The Holbrook – Assisted Living on West Broad** – *Updates Provided.*
    - a) **Easement** – *Motion from Jack Wolfe to ratify the easement agreement made on the 22<sup>nd</sup> of September 2020, seconded by Nigel Gray, 6-0 approval (Unanimous).*
  - d. **Gateway West – Active Adult Living on West Broad & HWY 20** – *Updates Provided with No Action Required.*
  - e. **Cadence (Prestwick) – New Apartment Development** – *Updates Provided with staff to follow-up with inquiry to timeline.*
  - f. **Suite Spot – Business Incubator (Former City Hall)** – *Updates Provided with Action Items to Follow Executive Session.*
    - a) **Leasing Discussion in Executive Session** – *Action Items to Follow Executive Session.*
  - g. **Sugar Hill Distillery (Community Center)** – *Updates Provided with staff to follow-up on timeline inquiry.*
  - h. **Sycamore Square** – *Information Provided and questions about the Central Business District and DDA interaction were answered.*
  - i. **Main Street Program** – *New Requirements to Maintain Affiliate Status Explained along with information regarding the Main Street 4-point approach with No Action Taken.*
- VII. CITY STAFF COMMENTS – *Updates, Praises, and Acknowledgements Provided with No Action Required.*
- VIII. DDA MEMBER COMMENTS – *Updates, Praises, and Acknowledgements Provided with No Action Required.*
- IX. PUBLIC COMMENTS – *Notes on current happenings downtown.*

X. EXECUTIVE SESSION:

a. **Public Action Following Executive Session:**

- a) *Motion by Jack Wolfe seconded by Nigel Gray renew Hortense Oros' lease of suite 202 for an 8-month term at monthly rate of \$305 and an 8-month desk user agreement at the standard monthly rate of \$150.*
- b) *Motion by Jack Wolfe seconded by Brandon Hembree to renew Van Baird's lease of suite 204 for a 1-year term at a monthly rate of \$400.*
- c) *Motion by Jack Wolfe seconded by Allen Jorgenson to lease a small storage unit for \$105 to start September 30th for a 13-month lease.*

XI. ADJORNMENT – *Meeting adjourned at 09:23 PM*