

Sugar Hill Downtown Development Authority

Regular Meeting Minutes Summary

December 28, 2021 | City of Sugar Hill City Hall

Members Present: Jack Wolfe (Chair), Taylor Anderson (Secretary, Treasurer), Allen Jorgensen, Tim Ross, Dr. Jonathan Chang

Staff Present: Paul Radford (City Manager), Troy Besseche (Asst. City Manager), Frank Hartley (City Attorney), Megan Carnell (Community & Economic Development Director), Tim Schick (Facilities Director), Amit Thadhani (IT Technician), McKay Culbertson (Downtown Coordinator), Victoria Richburg (Communications Coordinator)

Guests: One member of the public was present.

- I. Call to Order – 6:33 pm
- II. Approval of Agenda – Motion by T. Ross, 2nd by A. Jorgenson (5-0 Unanimous)
- III. Approval of Previous Meeting Minutes- Motion to incorporate Frank Hartley (city attorney) and Ken Pollock (guest) under ‘Staff Present’ and ‘Guests’ by T. Anderson, 2nd by T. Ross (5-0 Unanimous)
- IV. Treasurer’s Report
 - a. Motion to table treasurer’s report by T. Ross, 2nd by A. Jorgensen (5-0 Unanimous)
- V. Public Comment – none
- VI. Updates
 - a. The Local (W. Broad St.)
 - b. The Holbrook: Assisted Living (W. Broad St.)
 - c. The Cadence: Mixed Use Residential and Retail (Hwy. 20 and Hillcrest Dr.)
 - d. Solis Sugar Hill: Mixed Use
 - e. Main Street Georgia
- VII. Action Items
 - a. E Center: Commercial Development, Theatre, and Recreation (W. Broad St.)
 - b. Suite Spot Business Incubator (Former City Hall, W. Broad St.)
 - i. Motion to use allocated funds from the 2021 budget toward furnishing the 2nd floor of the suite spot without exceeding the \$10,000 limit by T. Ross, 2nd by T. Anderson (5-0 Unanimous)
 - ii. Motion to lease suite 207 of the Suite Spot to TLOT Financial Services at \$265/month for 1 6-month term effective January 1st, 2022, by T. Ross, 2nd by A. Jorgenson (5-0 Unanimous)
 - iii. Motion to approve a lease renewal for Michele Kiefert at a 1 year lease for suite 201 T. Ross, 2nd T. Anderson (5-0 Unanimous)
 - iv. Motion to approve 6-month lease renewals for Jesse Nelson, Ta’Mara Rhodes, and Taylor Verberkmoes in suites 204, 205, and 209 of the suite spot by T. Ross, 2nd J. Chang
- VIII. City Staff Comments
- IX. DDA Member Comments
- X. Executive Session
 - a. Motion to enter executive session at 7:28 pm by A. Jorgensen, 2nd by T. Ross (5-0 Unanimous)

- b. Motion to exit executive session at 7:57pm by T. Ross, 2nd by A. Jorgensen (5-0 Unanimous)
- XI. Action Items from Executive Session
- a. Motion to approve Treasurer's Report by A. Jorgensen, 2nd by T. Ross (5-0 Unanimous)
 - b. Motion by T. Ross to approve a new restaurant lease with The Rooftop Sugar Hill, LLC. for suites M306, 307, and 308 at the E Center under the following terms:
 - i. 3,524 square feet of space
 - ii. Blended base rental rate of \$20.79 psf/yr or \$6,105.33/month for the first year
 - iii. 3% annual rate increase thereafter
 - iv. Base Rent Effective 180 days from commencement
 - v. 60-month term, one (1) additional 5-year option to renew
 - vi. Tenant Improvement Allowance of \$100,000.2nd by T. Anderson (4 in favor; 1 abstained)
- XII. Adjournment – 8:04pm
- a. Motion to adjourn by T. Ross, 2nd by T. Anderson (5-0 Unanimous)