

Sugar Hill Downtown Development Authority
Regular Meeting Minutes
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 Milton (Community & Economic Development Director), Tim Schick (Facilities Director), Amit Thadhani (IT Technician), McKay Culberson (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. Jorgenson (5-0 Unanimous)
- V. Public Comment – none
- VI. Updates
 - a. The Local (W. Broad St.) – M. Culberson reported 98% pre-leased with occupancy at 96%. Holiday brunch was a success and sign installation will begin in January; needing a few parking spots over 3-4 days to complete on W. Broad
 - b. The Holbrook: Assisted Living (W. Broad St.) – Model apartments will be ready mid-late January, 4 pre-leased units with a completion date for mid-late February
 - c. The Cadence: Mixed Use Residential and Retail (Hwy. 20 and Hillcrest Dr.) – 22.11% occupied for the property, building 3 has 58 units preleased to move in 1/14, building 2 is preleasing now with move in date estimated for February. One of the retail spaces will contain a bakery while the other space has not been named at this time.
 - d. Solis Sugar Hill: Mixed Use – T. Besseche reported the project is now 6 weeks underway with a stormwater connection currently under construction temporarily closing Temple Rd.
 - e. Main Street Georgia – Sugar Hill is seen as ‘worthy of preservation’. Membership will continue into 2022 as affiliate in hopes of beginning the application process to become accredited ‘Classic’ Main Street
- VII. Action Items
 - a. E Center: Commercial Development, Theatre, and Recreation (W. Broad St.) – Action items held until after executive session. T. Besseche gave an update regarding Rivermill Bakery’s opening, Shine pizza’s menu selection including ‘build your own pizza’, dessert menu, beer and wine. Rushing Trading Co. will be closed from 12/23-1/3, ECenter will be closed 12/25, and parking controls will begin in January
 - b. Suite Spot Business Incubator (Former City Hall, W. Broad St.) – M. Culberson presented options to update the upper floor in order to create a better space for current and future tenants
 - 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. M. Culberson introduced a new tenant application to consider for Suite 207 and proposed lease renewals for 4 other tenants in suite 201, 204, 205, 209
 1. 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)

2. 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)
3. 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

- a. P. Radford expressed appreciation for event and economic development staff as well as Megan L. and Cindy through taxes, and phenomenal collection rates
- b. M. Milton commented on 2021 in review reporting 100 theatre events, estimated \$175,000 in revenue, \$60,000 in concessions. Noted that this is a great number for not having a full year. 17,000 people came through the theatre averaging 175 people per event. E Center reported 15,293 active members and \$100,000 in revenue from residents. 2022 will open rentals to nonresidents
 - i. Discussion: T. Anderson questioned if there are any concerns over future artists relating to COVID. M. Milton responded with nothing official but overall based on artist decision, possible indoor mask protocols but John Berry concert did not receive any concerning feedback
- c. T. Besseche noted the Solis project took away parking options and will continue to occupy those spaces and commended the city for its revenue despite having less attendees

IX. DDA Member Comments

- a. A. Jorgenson stated the tree lighting was amazing and commended staff
- b. J. Chang is looking forward to 2022 being even better
- c. T. Anderson gave thanks to DDA for continued time and involvement
- d. J. Wolfe reflected on the spirit and attitude of the community and positive changes year over year in the city.

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. T. Anderson gave the treasurer's report including DDA YTD revenue of \$112,421.82 and YTD Expenses \$79,000.04
 - i. Motion to approve Treasurer's Report by A. Jorgensen, 2nd by T. Ross (5-0 Unanimous)
- b. T. Besseche introduced lease for The Rooftop Sugar Hill, LLC with details of the terms. City staff recommended approval of these lease terms and authorization for the chairman to sign upon final legal review.
- c. 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)