



**Date:** February 28, 2023  
**Time:** 6:30 PM  
**Location:** Council Chambers

## Sugar Hill Downtown Development Authority

### Regular Meeting Minutes

Members Present: Jack Wolfe (Chairman), Mason Roszel, Allen Jorgensen, Jonathan Chang, Tim Ross

Staff Present: Paul Radford (City Manager), Troy Besseche (Assistant City Manager), Chase Rehak (Downtown and Main Street Manager), Victoria Richburg (Communications Director), Kaipo Awana (Planning Director), Jonathan Leano (IT)

Public Present: Frank Hartley (City Attorney), Todd Semrau (Oakhurst Realty) and three members of the public were present

- I. Call to Order – 6:33 pm
- II. Pledge of Allegiance
- III. Approval of Agenda – *Motion to approve the agenda by A. Jorgenson, 2<sup>nd</sup> by T. Ross (5-0 Unanimous)*
- IV. Approval of Previous Meeting Minutes—*Motion to approve previous meeting minutes by T. Ross, 2<sup>nd</sup> by M. Roszel (5-0 Unanimous)*
- V. Treasurer’s Report – T. Ross reported \$1,735.52 in expenditures and \$4,586.00 in total revenue.
  - i. *Motion to accept the treasurer’s report by A. Jorgensen, 2<sup>nd</sup> by J. Chang (5-0 Unanimous)*
- VI. Public Comment – *none*
- VII. Updates
  - a. Cadence: Mixed Use Residential and Retail (Hwy. 20 and Hillcrest Dr.) – C. Rehak reported a 91% occupancy rate, 93% pre-leased rate, and the opening of ‘Life Talk Counseling’ in one of the commercial spaces. M. Roszel inquired about open commercial space and restaurant possibility. T. Semrau noted 2,000sqf of commercial space, but infrastructure not equipped for a restaurant.
  - b. E Center: Commercial Development, Theater, and Recreation (W. Broad St.) – T. Besseche reported ‘Blue Landworks’ and ‘Rushing Trading Co.’ are approaching their lease renewal this year. Discussions on housekeeping and operations for future terms. Maintenance upgrades and improvements this Spring on ecenter building and outdoor furniture. M. Roszel inquired about using the Downtown website to highlight our businesses events and asked about a completion date on the new bowl plaza. T. Besseche reported major activity will be completed by June 3.
  - c. Holbrook: Assisted Living (W. Broad St.) – C. Rehak reported a 60% occupancy rate and expected waiting list once they hit their 1-year anniversary this July.
  - d. Skyview/Kittle Homes (Hillcrest) – T. Besseche reported GAB and pavement went down two weeks ago and site is close to vertical construction. Townhomes will include rooftops and elevators. M. Roszel inquired on commercial space going vertical in conjunction with townhomes. T. Besseche reported developers focus on getting residential space started.
  - e. The Local (W. Broad St.) – C. Rehak reported a 95.6% occupancy rate and a 96.8% pre-leased rate. T. Semrau noted ‘Talk of the Table’ is moving along. They will have a tasting room and outdoor seating. Would like to have a ribbon cutting ceremony for their opening.

- f. Sycamore Square/ Lidl (Sycamore and Hwy 20) – T. Besseche reported June as target date to wrap up site development work on the Lidl project. Projected vertical construction in July or August.
- g. Main Street Program – C. Rehak asked DDA board to have ‘Main Street 101’ training completed by end of March. Board members who already completed training spoke highly of it.
- h. Other Updates – C. Rehak reported on ‘More than Murals’, a public art and creative placemaking conference in Thomasville, GA. A. Jorgensen and M. Roszel expressed interest in implementing public art downtown from a Main Street perspective.

VIII. Action Items

- a. Secretary- Downtown and Main Street Manager
  - i. T. Besseche recommended C. Rehak as Secretary for the Downtown Development Authority.
    - 1. *Motion to approve Chase Rehak, Downtown and Main Street Manager, as Secretary by M. Roszel, 2<sup>nd</sup> by T. Ross (5-0 Unanimous)*
- b. Suite Spot Business Incubator (4988 W. Broad St.) C. Rehak introduced 2 new leases.
  - i. Advanced Care Network, LLC provides homecare and staffing services to clinics, hospitals, and nursing facilities.
    - 1. *Motion to lease suite 105 to Advanced Care Network, LLC at \$235/month for 1 6-month term beginning March 1, 2023, by M. Roszel, 2<sup>nd</sup> by T. Ross (5-0 Unanimous)*
  - i. Kadima Collectives is a local business working to expand into the arts and entertainment field to further their vision statement of ‘forward for others.’
    - 1. *Motion to lease suite 102 to Kadima Collectives at \$295/month for 1 6-month term beginning March 1, 2023, by T. Ross, 2<sup>nd</sup> by J. Chang (5-0 Unanimous)*
- c. Solis Mixed Use Project
  - i. T. Besseche recommended a supplemental bond resolution to identify the benchmark rate as SOFR, replacing all LIBOR references.
    - 1. *Motion to approve supplemental bond resolution replacing LIBOR with SOFR in bond documents by T. Ross, 2<sup>nd</sup> by M. Roszel (5-0 Unanimous)*

IX. City Staff Comments

- a. P. Radford: New staff changes introducing Victoria Richburg as the Director of Communications and Marketing. Bowl and Eagle Theatre concert line up rounding out. Excited about the hard work Avery and her staff and Victoria have put into these concerts.
- b. V. Richburg: Hired Alexis Torres as the Communications Coordinator to handle social media, newsletters, and be a city liaison to the community groups. Avery Simmons has hired two new events staff members. Gold Mine Park ribbon cutting will be held on March 20<sup>th</sup> to celebrate the completion of the first five miles of the greenway.
- c. T. Besseche: Tim Schick working diligently with our contractor on the cemetery improvements which will open up more plots and clean up the southern boundary of the project. Working

through storm drain and gravel issues as well as working with adjacent properties. New access point has been constructed and repaved. Introduced new IT staff member, Jonathan Leano. Preparing to announce the greenway is substantially complete.

- d. C. Rehak: Sugar Hill's birthday celebration on Friday, March 24<sup>th</sup> at Cornerstone Park.

X. DDA Member Comments

- a. A. Jorgensen: Family had a fun time on 'Family Feud.' Main Street 101 training was excellent. Broad Street Concert Band is rehearsing and looking forward to more concerts.
- b. T. Ross: Thanks to everyone who came out to January clean up.
- c. J. Chang: Playing Pickleball out at E.E. Robinson Park. Noted ecenter being one of the few indoor Pickleball locations bringing in citizens from neighboring communities.
- d. M. Roszel: Main Street 101 is first training everyone took together at once and hopes it helps collaboration ideas. Excited for the Gold Mine Park ribbon cutting and encourages all of the community to come out. Thanks to everyone who came out to the Downtown clean up.
- e. J. Wolfe: Great turn out at Downtown clean up and happy to see people involved. Main Street training should be entry point for new DDA members as it cultivates the spirit of DDA efforts. Sorry to miss ribbon cutting but will be in Houston on the 20<sup>th</sup>.

XI. Executive Session FOR LEGAL, PERSONNEL, or REAL ESTATE

- a. *Motion to enter executive session at 7:26pm by T. Ross, 2<sup>nd</sup> by J. Chang (5-0 Unanimous)*
- b. *Motion to exit executive session at 9:37pm by T. Ross, 2<sup>nd</sup> by J. Chang (5-0 Unanimous)*

XII. Adjournment – *NO ACTION TAKEN out of executive session*

- a. *Motion to adjourn at 9:41pm by M. Roszel, 2<sup>nd</sup> by T. Ross (5-0 Unanimous)*