



Date: June 27, 2023
Time: 6:30 PM
Location: Council Chambers

**Sugar Hill Downtown Development Authority
Regular Meeting Minutes Summary**

Members Present: Jack Wolfe (Chairman), Allen Jorgensen, Tim Ross, Jonathan Chang, Suzanne Nicol
(Entered meeting at 6:40pm)

Staff Present: Troy Besseche (Assistant City Manager), Chase Rehak (Downtown Manager), Victoria Richburg (Communications Director), Frank Hartley (City Attorney)

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

- I. Call to Order – 6:30pm
- II. Pledge of Allegiance
- III. Approval of Agenda – *Motion to approve the agenda by A. Jorgensen, 2nd by T. Ross (4-0 Unanimous)*
- IV. Approval of Previous Meeting Minutes – *Motion to approve previous meeting minutes by T. Ross, 2nd by J. Chang (4-0 Unanimous)*
- V. Treasurer’s Report – *Motion to accept the treasurer’s report by J. Chang, 2nd by A. Jorgensen (4-0 Unanimous)*
- VI. Public Comment – *none*
- VII. Updates
 - a. E Center: Commercial Development, Theater, and Recreation (W. Broad St.)
 - i. The Bowl Construction
 - b. Solis Sugar Hill: Mixed Use (Temple Dr.)
 - c. Skyview/Kittle Homes (Hillcrest)
 - d. Sycamore Square/ Lidl (Sycamore and Hwy 20)
 - e. Other Updates
- VIII. Action Items
- IX. City Staff Comments
- X. DDA Member Comments
- XI. Executive Session FOR LEGAL, PERSONNEL, or REAL ESTATE
 - a. *Motion to enter executive session at 7:02pm by T. Ross, 2nd by S. Nicol (5-0 Unanimous)*
 - b. *Motion to exit executive session at 7:35pm by T. Ross, 2nd by J. Chang (5-0 Unanimous)*

XII. Actions Items from Executive Session

a. *Motion by T. Ross to approve a new office lease with Manley, Spangler, Smith Architects, Inc., a subsidiary of PBK Architects for suites M222, 223, and 223A at the E Center under the following terms:*

- *2, 743 square feet of space*
- *Gross rental rate of \$32.00 psf/yr. or \$7,314.67/mo. for the first year*
- *3% annual rate increase thereafter*
- *Base rent effective February 1, 2024*
- *61 Month term, one (1) additional 5- year option to renew*
- *Tenant improvement allowance of \$233,155.00*

b. *2nd by S. Nicol (5-0 Unanimous)*

XIII. Adjournment- 7:38pm

a. *Motion to adjourn by S. Nicol, 2nd by T. Ross (5-0 Unanimous)*