

CHAMBLEE DOWNTOWN DEVELOPMENT AUTHORITY

Regular Meeting Minutes

Tuesday, August 28, 2018 – 6:30pm

Chamblee City Hall Conference Room

5468 Peachtree Road, Chamblee, GA 30341

A regular meeting of the Chamblee Downtown Development Authority was held on Tuesday, August 28, 2018, at the Chamblee City Hall at 5468 Peachtree Road. Board members in attendance: David Carter, Ronni French, Van Pappas, Robert Pond, Leslie Robson and Robert Smith. Also attending were City Manager Jon Walker, Economic Development Director Catherine Lee, and members of the public.

1. **CALL TO ORDER:** The meeting was called to order by Chairman David Carter at 6:30pm.
2. **APPROVAL OF MINUTES:**
 - a) **Regular Meeting, July 24, 2018:** Motion by Leslie Robson to approve the July 24, 2018 regular meeting minutes, seconded by Robert Pond, with Carter, French, Pappas, Pond, Robson, and Smith voting to approve.
 - b) **Executive Session, July 24, 2018:** Motion by Leslie Robson to approve the July 24, 2018 executive session meeting minutes, seconded by Robert Pond, with Carter, French, Pappas, Pond, Robson, and Smith voting to approve.
 - c) **Special Meeting, August 7, 2018:**
 - d) Motion by Leslie Robson to approve the July 24, 2018 executive session meeting minutes, seconded by Robert Pond, with Carter, French, Pappas, Pond, Robson, and Smith voting to approve.
3. **Chairman's Report:** Chairman Carter reported that the DDA would be purchasing a new sound system – the current system is inadequate.

He also reported that the IGA resolution between the CDDA and the City of Chamblee needed to be amended. Our new financing is not secured by any of our properties, but is secured by the credit of the City, which needs some oversight of the use of bond proceeds. To achieve this oversight, we are creating a Net Proceeds Committee of the Mayor or a Council representative, the City Manager and the Chair of the CDDA. This committee will determine use of any net proceeds from the sale of a property owned by the CDDA.
4. **Financial Report:** Brian Ray was not in attendance; however, financial records were emailed to board members prior to the meeting. Van Pappas asked that our accountant add a column comparing actual spending to budget. Catherine Lee will make this request.

5. Old Business:

- a) **Parking Study:** A draft of the Downtown Parking Study was presented by a representative of Tim Haahs, who explained how the study was developed. Board Members were asked to review the Study and give their comments to Catherine Lee within 2 weeks. The final study will be presented by the end of September.
- b) **Town Center Update:** Bob Voyles reported that Seven Oaks was continuing to work on the Town Center project, meeting with Catherine Lee on a regular basis. A Developers' Day is planned for late October to showcase all that is happening in Chamblee.

The Taste of Chamblee is scheduled for Saturday, October 6. The CDDA will have a booth at this festival, and will have information for the public regarding the Town Center project.

- c) **Chamblee Dunwoody Collision Center update:** Chairman Carter reported that the Chamblee Dunwoody Collision Center is 4-5 months in arrears and we need to begin dispossessory proceedings. We will need a lawyer to do so. Chairman Carter recommended Mike Dunham, who requires a \$5000 retainer. **Motion by Van Pappas to hire Mike Dunham with a \$5000 retainer, seconded by Leslie Robson, with Carter, French, Pappas, Pond, Robson and Smith voting to approve.**

There was discussion regarding seeking another tenant for this property. Catherine Lee noted that the current use of the property was grandfathered for a year. We should contact car dealers in Chamblee that might need off-site parking.

6) NEW BUSINESS:

- a) **Temporary Parking Rental on Women's Center property:** Catherine Lee reported that CarMax is in need of temporary parking, and will be renting the property for this purpose.

- 7. **PUBLIC COMMENT:** Chris Lee asked how many parking spaces were recommended in the parking study. A final number has not been made at this time. The owner of Breath Yoga reported that clients found it difficult to park in front of the studio because the short-time parking was being used by all day parkers.

8. Executive Session pursuant to O.C.G.A. 50-14-3(b)(1) for the purpose of discussing or approving a real estate transaction: Motion by Leslie Robson to enter executive session for the purpose of discussing real estate transactions, seconded by Ronni French, with Carter, Pappas, Pond, Ray, Robson, and Smith voting to approve.

Motion by Leslie Robson to approve the \$20,000 payment to the U S Postal Serviceto allow the relocation study, seconded by Robert Pond, with Carter, French, Pappas, Pond, Robson and Smith voting to approve.

Motion by Leslie Robson to empower the Chair to make the requested changes to the Pierce agreement, seconded by Ronni French, with Carter, French, Pappas, Pond, Robson and Smith voting to approve.

6. ADJOURN

Motion to adjourn by Leslie Robson, seconded by Van Pappas, with Carter, French, Pappas, Pond, Robson and Smith voting to approve.

Respectfully submitted:

Ronni French

Approved by the Board on

Chairman of the Chamblee DDA
