

**Minutes of the Regular Meeting of the  
Downtown Development Authority of Chamblee (CDDA)  
Held on March 24, 2015  
Chamblee City Hall  
5468 Peachtree Road  
Chamblee, Georgia**

The Regular Meeting of the Downtown Development Authority of Chamblee, Georgia (CDDA) was held on Tuesday, March 24, 2015. CDDA members present: John Boggs, David Carter, Ronni French, Van Pappas, Brian Ray (by phone from Afghanistan) and Leslie Robson. Also in attendance were Dan McRae, City Council member Tom Hogan, Development Director Gary Cornell, Economic Development Manager Adam Causey, and members of the public.

**Call to Order:** Van Pappas called the meeting to order at 6:30 p.m., noting that a quorum was present. He welcomed those in attendance.

**Pledge of Allegiance:** Van Pappas led the group in the Pledge of Allegiance

**Election of Officers for 2015:**

**Chairman:** Van Pappas nominated David Carter, seconded by Leslie Robson, unanimously elected.

**Vice Chair:** David Carter nominated Van Pappas, seconded by Ronni French, unanimously elected.

**Secretary:** Van Pappas nominated Ronni French, seconded by Leslie Robson, unanimously elected.

**Treasurer:** Ronni French nominated Paige Perkins, seconded by John Boggs, unanimously elected.

**Approval of Minutes:**

- Regular Meeting, February 24, 2015: **Motion by Leslie Robson to approve the February 24, 2015 regular meeting minutes as submitted, seconded by David Carter, unanimously approved.**

**Financial Report:** Paige Perkins was not present, so Adam Causey presented the February 28 Balance Sheet and the February Profit and Loss Report. He noted that the new bank account at Georgia Community Bank was now open. David Carter, as CDDA Chair, needs to sign a signature card for the bank.

**Main Street Committee Reports:** Adam Causey reported that a public meeting was held on March 16, with about 25 people in attendance. There were a number of individuals who indicated that they would like to serve on one of the 4 Main Street committees. As previously discussed, there should be a CDDA board member serving on each of these committees, serving as a liaison between the Main Street program and the DDA.

**Economic Restructuring:** Leslie Robson

**Design** – Van Pappas

**Organization:** David Carter

**Promotions:** Ronni French

Dan McRae noted that each committee must have minutes of their meetings, and these minutes must be approved by the CDDA. Ronni French suggested that the process be formalized. Each committee should be asked to meet, elected a chair and a secretary.

**Projects Update:**

- **Tables and Chairs maintenance** – there is a leak in the roof. Adam Causey obtained two bids: Ameristar submitted a bid for \$470 to fix that leak; Crabapple gave a bid of \$3250 to redo the entire roof. **Motion was made by Leslie Robson, seconded by Ronni French, to accept Ameristar’s bid of \$470. Motion was carried by unanimous vote.**
- **Annual Audit** – We have received two bids for the annual audit. Wilcox & Bivins submitted a bid of \$5,000, and Metcalf Davis submitted a bid of \$7,000. This item was held until next meeting in order to have Paige Perkins present.
- **Business & Arts Incubator** – Adam Causey, Leslie Robson and Chris Green toured a building in downtown Chamblee – 3460 Chamblee Dunwoody Way. The building has 4,448 sf and 26 parking spaces. Artists would have full time access to the building. Discover DeKalb may also establish a presence in the facility. Adam Causey reminded that the County CDBG grant is a reimbursable grant. In order to access this funding, the County requires a budget, work plan and location. Arts Chamblee will need additional funding for this project. Leslie Robson proposed that the CDDA act as the conduit for the CDBG funding, and would like to see the County requirements and reporting criteria.
- **Facade Grant Discussion** – Adam Causey reviewed the revised Facade Grant Program. Dan McRae offered that the program needed an application period and review process. Awards could be conditional. The Board would vote at the application phase. McRae will also provide appropriate language to be included in the application. The program will be on a “First come, first served” basis rather than a 90 day period. A motion to approve the Facade Grant Program (with the appropriate changes suggested by McRae) was made by David Carter, seconded by Leslie Robson, and carried unanimously.

**FY2015 Budget Presentation and Adoption** – Adam Causey presented the budget for FY2015. A motion to adopt this budget was made by Leslie Robson, seconded by Ronni French, and carried unanimously.

**Other Business - Chris Green** of Arts Chamblee reported that this group, as part of Chamblee Week, is sponsoring a contest for a 30 second “This is my Chamblee” commercial. Filmmakers throughout the area would be invited to participate. This commercial would be available for use by the City and the CDDA. She requested that the CDDA provide a \$500 Award to the winning film. The winner would be announced at the First Friday Concert. **A motion to approve this expenditure was made by Leslie Robson, seconded by David Carter, and carried unanimously.**

**Public Comments** - Chair Van Pappas asked for public comments at this time. City Councilman Tom Hogan spoke about the CDDA’s method of awarding tax breaks for development within the city. He recommends the adoption of guidance criteria for awarding tax breaks.

Hogan reported that he has done some research on incubators, and cautioned against combining business and arts incubators as they are very different. He also reported that there are currently 3 organizations looking into establishing business incubator programs in our area.

He also discussed the Facade Grant Program, recommending a two-tier program, with more difficult projects going through the ARB process to assure that the project meets city criteria, and recommended the addition of language that the CDDA reserves the right to deny funding to any project.

**Executive Session** – There was no business requiring an Executive Session at this meeting.

**A motion to adjourn was made by Van Pappas, seconded by Leslie Robson, and carried unanimously.**

Respectfully submitted:

Ronni French  
Secretary of the Chamblee DDA

Approved by the Board on \_\_\_\_\_

Chairman of the CDDA \_\_\_\_\_