

## **CHAMBLEE DOWNTOWN DEVELOPMENT AUTHORITY**

Regular Meeting Minutes  
Tuesday, February 27, 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, February 27, 2018, at the Chamblee City Hall at 5468 Peachtree Road. Board members in attendance: David Carter, Ronni French, Van Pappas, Robert Pond, Brian Ray, and Leslie Robson and Robert Smith. Also attending were Mayor Eric Clarkson, Council Member John Mesa, City Manager Jon Walker, Economic Development Manager Adam Causey, Counsel Dan McRae, 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, January 23, 2018: Motion by Leslie Robson to approve the January 23, 2018 regular meeting minutes as amended, seconded by Van Pappas, with Carter, French, Pappas, Pond, Ray, and Robson voting to approve.**
  - b) **Executive Session, January 23, 2018: Motion by Leslie Robson to approve the January 23, 2018 regular meeting minutes as amended, seconded by Van Pappas, with Carter, French, Pappas, Pond, Ray, and Robson voting to approve.**
- 3) **Chairman’s Report:** No report.
- 4) **FINANCIAL REPORT:** Treasurer Brian Ray reported no significant changes in the budget, with the exception of \$300,000 received from the City.

*Board of Director Robert Smith joined the meeting.*

- 5) **TOWN CENTER:**
  - a) **Deliverables and timeline update:** Andrew Roberts of Seven Oaks presented an update on their activities. The next Town Center meeting will be March 14. A web page on the City’s site will be dedicated to the Town Center and will include updates and events. A survey by Survey Monkey will be posted. David Carter noted that people need to use this website for information rather than other sites. Users should post links as well as comments. David Carter asked for feedback on the branding of Chamblee as “Actual Center of the Universe.” Carter has acquired a URL web address and social media accounts related to this brand and is ready to turn these over to the

City. Seven Oaks will work with Jim Loser to develop the standalone town center website.

**6) OLD BUSINESS:**

- a) **Arts & Business Incubator:** Adam Causey reported that the City is still working on a plan but awaiting additional information from DeKalb County on updated rules and regulations related to CDBG funds.

**7) NEW BUSINESS:**

**Parking Master Plan Proposal:** Adam Causey suggested extending the town center parking study to include the Mid-City District. A coverage map will be provided. The cost of extending the study to other areas would be \$18,000 and would be covered in the budget under Professional Services. The time frame for conducting the study would be 30-45 days, with a report at the May meeting. **Motion by Brian Ray to authorize Chair to sign contract after consultation with Counsel, seconded by Robert Pond, with Carter, French, Pappas, Pond, Ray, Robson and Smith voting to approve.**

**Façade Grant Request, 5553/5576 Peachtree Road:** The owner of the property and applicant, Robert Pond, is a DDA Board Member. Counsel Dan McRae described the rules for the recusal of a board member. Disclosure of conflict of interest must be noted in minutes and publication of such conflict of interest is required 30 days prior to the consummation of any action. Mr. Pond announced that he had a conflict of interest in this matter and would recuse himself from any discussions or deliberations on the matter. **Motion by Brian Ray to table Façade Grant request until next meeting to meet requirements for disclosure, seconded by Leslie Robson, with Carter, French, Pappas, Ray, Robson and Smith voting to approve. Robert Pond abstained.**

- 8) **PUBLIC COMMENT:** There was not public comment.

- 9) **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 go into Executive Session pursuant to O.C.G.A. 50-14-3(b)(1) for the purpose of discussing or approving a real estate transaction, seconded by Brian Ray, with Carter, French, Pappas, Pond, Ray, Robson and Smith voting to approve.**

**USPS Building on Broad Street:** **Motion by Brian Ray to Authorize a Letter of Intent and Payment of \$25,000 to initiate purchase of the property on Broad Street on by the USPS, seconded by Leslie Robson, with Carter, French, Pappas, Pond, Ray, Robson and Smith voting to approve.**

- 10) **ADJOURN:** **Motion by Ronni French to adjourn, seconded by Leslie Robson, with Carter, French, Pappas, Pond, Ray, Robson and Smith voting to approve.**

Respectfully submitted:

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Ronni French, Secretary

Approved by the Board on

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Chairman of the Chamblee DDA

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