

## CHAMBLEE DOWNTOWN DEVELOPMENT AUTHORITY

Special Meeting Minutes

Tuesday, September 12, 2017 – 6:30pm

Chamblee City Hall Conference Room

5468 Peachtree Road, Chamblee, GA 30341

A Special meeting of the Chamblee Downtown Development Authority was held on Tuesday, September 12, 2017, at the Chamblee City Hall at 5468 Peachtree Road. Board members in attendance: David Carter, Van Pappas, Brian Ray, Leslie Robson, Robert Pond, and Robert Smith. Also attending were Mayor Eric Clarkson, Council Member Darron Kusman, City Manager Jon Walker, Economic Development Manager Adam Causey, and real estate agent Don Brooks.

- 1) **CALL TO ORDER:** The meeting was called to order by Chairman David Carter at 6:30pm.
  
- 2) **NEW BUSINESS:**
  - a) **Pope & Land Memorandum of Understanding discussion:** The Board discussed the next steps after the expiration of the Letter of Intent (LOI) period. Don Brooks, the Board's real estate agent, was asked to join the discussion. Mr. Brooks laid out his thoughts on what the next phase of study should include. Mr. Brooks and suggested including options for multiple build-out scenarios based on the space required for desired development, design recommendations, and market assumptions. Chairman Carter stated that he would send a draft MOU and request that Board members respond to him with any questions or requirements that they may have. The Chairman also stated that he would work with City staff to determine public space requirements and refine a scope of work that could be placed in front of Pope & Land.
  
- 3) **Public Comment:** No public comment recorded.
  
- 4) **Executive Session pursuant to O.C.G.A.5-14-3(b)(1) for the purpose of discussing or approving a real estate transaction.** No executive session was held.

**ADJOURN: Motion by Leslie Robson to adjourn, seconded by Robert Pond, with Carter, Pappas, Ray, Robson, Pond, and Smith voting to approve.**

Respectfully submitted:

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Adam Causey  
Executive Director

Approved by the Board on

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Chairman of the Chamblee DDA

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