

CHAMBLEE DOWNTOWN DEVELOPMENT AUTHORITY

Regular Meeting Minutes
Tuesday, July 24, 2018 – 6:30 p.m.
Chamblee City Hall Conference Room
5468 Peachtree Road, Chamblee, GA 30341

A regular meeting of the Chamblee Downtown Development Authority was held on Tuesday, July 24, 2018, at the Chamblee City Hall at 5468 Peachtree Road. Board members in attendance: David Carter, Van Pappas, Robert Pond, Brian Ray, Leslie Robson, and Robert Smith. Also attending were Mayor Eric Clarkson, Community and Economic Development Director Catherine Lee, Counsel Dan McRae, and members of the public.

- 1.) **CALL TO ORDER:** The meeting was called to order by Chairman David Carter at 6:30 p.m.

- 2.) **APPROVAL OF MINUTES:**
 - a. **Regular Meeting, June 26, 2018: Motion by Van Pappas to approve the June 26, 2018 regular meeting minutes with an amendment to remove Brian Ray's name from items 9 and 11 because he was not present, seconded by Robert Pond, with Carter, Ray, Robson, and Smith voting to approve.**

 - b. **Executive Session, June 26, 2018: Motion by Van Pappas to approve the June 26, 2018 executive session meeting minutes, seconded by Robert Pond, with Carter, Ray, Robson, and Smith voting to approve.**

- 3.) **CHAIRMAN'S REPORT:** Chairman David Carter reminded the board that the new emails associated with DowntownChamblee.com are now working.

- 4.) **FINANCIAL REPORT:** Treasurer Brian Ray reported no significant changes in the budget. He explained the \$236,596.66 in professional services expenses are the payments made for the Town Center Plan.

- 5.) **TOWN CENTER:** Andrew Roberts of Seven Oaks presented the next steps for the Town Center Plan, which was approved by city council at the regular July meeting. Seven Oaks will send proposals from firms to staff that can assist with the creation of the sub-district and Broad Street design. Brian Ray asked about the need to purchase property along Broad to expand the right-of-way. Seven Oaks has had preliminary talks with all the property owners and will go back to them once the design has been created.

- 6.) **OLD BUSINESS:**
 - a. **Lawn Maintenance:** Catherine Lee reported that she only received a quote from one landscape firm and has solicited help from the City's public works department to help maintain the DDA property and find a more affordable long-term solution.

 - b. **Parking Study Update:** Catherine reported that the parking study consultant will present their findings at the August board meeting. There will be two deliverables from

the study: a guiding principles document intended to serve the City for the foreseeable future and a companion document that will focus on action steps to address Chamblee's immediate access and mobility needs.

7.) NEW BUSINESS:

- a. **Bond Refinancing RFP Responses:** Doug Gebhardt, Vice President – Finance for Davenport & Company gave a summary of the bids received and asked for a special called meeting on August 7 for the board to approve the final bond resolution. **Motion by Brian Ray to authorize the chair and Davenport to move forward with the bond resolution documents, seconded by Van Pappas, with Carter, Pond, Robson, and Smith voting to approve. Motion by Brian Ray to hold a special called meeting of the CDDA on August 7 at 6:30 p.m., seconded by Leslie Robson, with Carter, Pappas, Pond, and Smith voting to approve.**

8.) **PUBLIC COMMENT:** Bo Ramos and David Haymann introduced themselves and expressed their interest in purchasing property on Broad Street.

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 Brian Ray to enter executive session for the purpose of discussing real estate transactions, seconded by Leslie Robson, with Carter, Pappas, Pond, and Smith voting to approve.**

10.) Adjourn

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

Respectfully submitted:

Catherine Lee

Approved by the Board on

Chairman of the Chamblee DDA
