

CHAMBLEE DOWNTOWN DEVELOPMENT AUTHORITY

Regular Meeting Minutes

Tuesday, October 23, 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, October 23, 2018, at the Chamblee City Hall at 5468 Peachtree Road. Board members in attendance: David Carter, Ronni French, Van Pappas, Robert Pond, Brian Ray, Leslie Robson and Robert Smith. Also attending were Economic Development Director Catherine Lee, Business Outreach Coordinator Laura Linman 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, September 25, 2018:** Motion by Leslie Robson to approve the August 28, 2018 regular meeting minutes, seconded by Brian Ray, with Carter, French, Pappas, Pond, Ray, Robson, and Smith voting to approve.
 - b) **Executive Session, September 25, 2018:** Motion by Leslie Robson to approve the August 28, 2018 regular meeting minutes, seconded by Brian Ray, with Carter, French, Pappas, Pond, Ray, Robson, and Smith voting to approve.
3. **Chairman's Report:**
 - a. **Chamblee Dunwoody Collision Center Update:** Chairman Carter reported that we won the Dispossessory Hearing on October 3, 2018. Court ordered payment of \$40,000 to the CDDA. Work has begun on a new lease for the property.
 - b. **DDA Board Appointments:** Terms expire in March, 2019 for four members of the current board. Catherine Lee asked that these members indicate their interest in serving another term, and also asked for recommendations of others interested in serving.
Chairman Carter recognized 3 members of Boy Scout Troop 21, here to observe local government as part of a badge requirement.
4. **Financial Report:** Brian Ray reviewed financial records provided to board members prior to the meeting. Van Pappas noted that the Financial Statements still do not include the 2nd budget. Catherine Lee reported that the CPA can add these figures, but at an additional cost.

5. Old Business:

- a. **Parking Study:** Ray Stubblefield from Tim Haahs reported that erroneous data had been corrected, and reviewed the list of recommendations. Number one recommendation was a shared parking system between the City and a private entity. A number of issues were discussed including a License Plate Recognition System, ticketing and enforcement, and signage. Chairman Carter asked that a final report be presented at the November meeting, including action items to address the issues raised.
- b. **Appraisals for Women's Clinic and Chamblee Dunwoody Auto:** There is a need to obtain appraisals on both properties. Following discussion, there was Motion by Leslie Robson to approve appraisals up to \$5000 per property, seconded by Brian Ray, with Carter, French, Pappas, Pond, Ray, Robson and Smith voting to approve.

6) New Business:

- a. **Consideration of approval of transfer by CFD Chamblee Owner to CPUS Chamblee, LP, of a lease agreement by and between the DDA and other related documents:** the Olmsted Development has been sold. Dan McRae reported that documents relating to this sale had been prepared, reviewed, and requested changes made. He noted that as long as our risk remains unchanged, there is no reason this transaction cannot be approved. He also noted that there was no provision in the documents for a transfer fee the buyer's representative was present, and indicated there were no plans to convert the development to condominiums. Sales price was reported to be \$83,000,000, current tax digest is \$59,000,000. Buyer is using a retail broker to attract additional retail tenants. The residential property is currently 95% leased. **Motion by Van Pappas to grant Chairman Carter the ability to approve the transaction based on the financial information and to make changes as necessary, seconded by Leslie Robson, with Carter, French, Pappas, Pond, Ray, Robson and Smith voting to approve.**
- b. **Chamblee Arts Master Plan:** Cather Lee reported that a consultant would be in Chamblee next week to gather information for an Arts Master Plan. Ronni French volunteered to meet with this consultant.
- c. **Event Space Downtown:** Leslie Robson noted the need for special event space in Chamblee. Robson suggested talking with Andrew Roberts of Seven Oaks. There is a new special event space open on New Peachtree Road, but does not yet have a Certificate of Occupancy. Catherine Lee suggested that an inventory of arts related space in Chamblee be created.
- d. **Vintage Fence repairs:** The metal fence fronting the parking lot adjacent to Vintage Pizza has been damaged. Repairs to the fence will cost \$2242. Ronni French noted that the lighting on the property also needed to be improved. **Motion by Van Pappas to approve the expenditure of \$2242 for repair of the**

fence, seconded by Ronni French, with Carter, French, Pappas, Pond, Ray, Robson and Smith voting to approve.

- e. **Branding:** Chairman Carter noted that as the City Center development begins along Broad Street and Peachtree Road, there is a need to begin branding the new downtown area. He appointed Van Pappas as chair of an informal study group to explore branding options and opportunities.

7. PUBLIC COMMENT: There was no public comment.

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.

9. ADJOURN

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

Respectfully submitted:

Ronni French

Approved by the Board on

Chairman of the Chamblee DDA
