



LAWRENCEVILLE

GEORGIA

DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES

Monday, December 14, 2020
6:30 PM

Council Assembly Room
70 S. Clayton St, GA 30046

Call to Order

Chairman Merritt called the meeting to order at 6:30 pm after recognizing a quorum.

PRESENT

Board Member Victoria Jones
Board Member Linda Nash
Board Member Katrina Fellows
Board Member Jeremy Higginbotham
Board Member Lee Merritt
Board Member Bruce Johnson

Approval of Agenda

Motion to approve the agenda made by Board Member Jones, Seconded by Board Member Higginbotham.

Voting Yea: Board Member Jones, Board Member Nash, Board Member Fellows, Board Member Higginbotham, Board Member Merritt, Board Member Johnson.

Approval of Prior Meeting Minutes

1. Approval of Prior Meeting Minutes

Motion to approve November 9, 2020 Regular Meeting Minutes made by Board Member Higginbotham, Seconded by Board Member Jones.

Voting Yea: Board Member Jones, Board Member Nash, Board Member Fellows, Board Member Higginbotham, Board Member Merritt, Board Member Johnson.

Motion to approve November 9, 2020 Executive Session Minutes made by Board Member Higginbotham, Seconded by Board Member Jones.

Voting Yea: Board Member Jones, Board Member Nash, Board Member Fellows, Board Member Higginbotham, Board Member Merritt, Board Member Johnson.

Downtown Development Business

2. Approval of December 2020 Treasurer's Report

Board Member Nash (Treasurer) reviewed the December 2020 Treasurer's Report with the Board.

Board Member Nash noted that under the regular checking account line number 8 should read "City of Lawrenceville-utilities 189 Born St". The amount of \$312 was an outstanding bill the tenant owed the City.

Board Member Nash also noted that under the money market account line numbers 5 and 6 it should be noted that these properties were purchased during the year and that the taxes are split with the seller at closing.

Board Member Nash noted as well that under the hotel escrow account line number 5 should read "wire fee refund".

Motion to approve the December 2020 Treasurer's Report made by Board Member Fellows, Seconded by Board Member Jones.

Voting Yea: Board Member Jones, Board Member Nash, Board Member Fellows, Board Member Higginbotham, Board Member Merritt, Board Member Johnson.

3. Summary of \$1M IGA Account

Chairman Merritt reviewed the highlights of the \$1M IGA Account. We started the year with \$621,682.00 bought and sold several properties. We bought more than sold and we still have some to sell. Ending balance of \$53,177.00. A few properties we are still negotiating.

4. Discussion of Master Plan for Depot Area

Chairman Merritt said that Whit Alexander with Lose Designs has reached out inquiring if we wish to do a master plan for the Depot Area. The Depot is a challenging area to plan due to the mixed zoning, the park, etc. Mr. Alexander has assisted the Board with the College Corridor area in the past at a cost of \$7,000.

Board Member Nash said it would be nice to have some documents that focus on that area. It is the connector between the College Corridor and the Downtown area. It is an area that needs some focus. It would be time and money well spent.

Board Member Jones mentioned that we need to look at connectivity more so than the pocket effect.

The Architectural Review Board did separate guidelines for this specific area.

Chairman Merritt said she would ask him for a quote and give him some parameters and see what he comes back with for the Board.

5. Depot Lease

Board Member Nash updated the Board on the Depot lease. Kelly with Gwinnett School of Music is currently renting the Depot in the Depot area. Various teachers of different specialties teach music lessons which is mostly online right now. Kelly called and mentioned that his lease called for a rent increase from \$900 to \$1,200 beginning this past September. He called in November and asked if he owed the difference for September and October because he had forgotten about the increase. Board Member Nash asked him to continue paying the current amount and she would get back with him. He would like for his rent to remain at \$900 for a while longer until things are more back to normal for gatherings, etc.

Board Member Higginbotham mentioned that individual lessons where you do not have a counter between you or a way to socially distance more is quite challenging right now.

Motion to allow the \$900/month rent for Gwinnett School of Music to remain for September to March and the Board will revisit at the March 2021 meeting made by Board Member Nash, Seconded by Board Member Johnson.

Voting Yea: Board Member Jones, Board Member Nash, Board Member Fellows, Board Member Higginbotham, Board Member Merritt, Board Member Johnson.

Chairman Merritt mentioned that we should encourage them to do a marketing push.

Mainstreet Business

Jasmine Billings updated the Board on the City of Lawrenceville Christmas event held on December 12th. She said that the event was successful. The 2021 event calendar has been approved by City Council. The end of the year reporting for Mainstreet is due by the end of the year.

The Art Commission held their first meeting in October. The third meeting is coming up this week. They will be discussing incentives for developers and business owners to encourage them to include art within their project. A couple of the project areas currently is the old Doug Work Boots Alley Way and the Depot District.

Other Business

Chairman Merritt requested approval from the Board to allow the City of Lawrenceville an easement on the DDA property at 51 South Clayton Street.

Barry Mock updated the Board on the specifics. The wall that was built between the building and the new parking lot has a slight projection onto the property, but the stairs that come down from the parking lot and the landing for them is technically on the 51 South Clayton Street property and not the parking lot project. We could reconfigure property lines, but the easiest thing is to have an easement added to give the City access to repair the wall or the stairs as needed in the future. We want to grant the easement before we sell the property. It also relieves the burden of maintenance from the property owner at 51 South Clayton Street.

Board Member Nash asked if the current potential purchaser is agreeable to the easement and Chairman Merritt answered, yes.

Motion to grant an easement to the City of Lawrenceville for the purpose of maintenance of the wall and to gain access from the steps landing to the sidewalk made by Board Member Merritt, Seconded by Board Member Nash.

Voting Yea: Board Member Jones, Board Member Nash, Board Member Fellows, Board Member Higginbotham, Board Member Merritt, Board Member Johnson.

Citizen Comments

No citizens comments.

Executive Session - Real Estate

Motion to enter Executive Session made by Board Member Jones, Seconded by Board Member Higginbotham.

Voting Yea: Board Member Jones, Board Member Nash, Board Member Fellows, Board Member Higginbotham, Board Member Merritt, Board Member Johnson.

Motion to adjourn Executive Session made by Board Member Jones, Seconded by Board Member Higginbotham.

Voting Yea: Board Member Jones, Board Member Nash, Board Member Fellows, Board Member Higginbotham, Board Member Merritt, Board Member Johnson.

Report of items discussed in Executive Session: 8 real estate items discussed; 5 votes taken.

- DDA voted to approve an option for purchase for the Georgia Board of Regents to purchase Tract 4 at Georgia Gwinnett College for \$1,250,000.

Final Adjournment

Motion to adjourn made by Board Member Higginbotham, Seconded by Board Member Fellows.

Voting Yea: Board Member Jones, Board Member Nash, Board Member Fellows, Board Member Higginbotham, Board Member Merritt, Board Member Johnson.

Minutes Signature

Lee Merritt, Chairman

Barry Mock, Secretary