



**LAWRENCEVILLE DOWNTOWN DEVELOPMENT AUTHORITY**  
**Board of Directors Meeting Minutes**  
**Monday, October 27, 2014 / 7:00 PM**  
**3<sup>rd</sup> Floor of City Hall, GwMA Conference Room**  
**70 South Clayton Street**

- 1.0 CALL TO ORDER** – David Still, Chairman, called the meeting to order at 7:05pm.
- 2.0 QUORUM** - David Still, Chairman, recognized a quorum with four members present. DH Malcolm, Linda Nash, Mike Reedy and David Still were present. PK Martin and Penny Cogdill were out due to a conflict and Parker Gann was out sick.
- 3.0 MINUTES APPROVAL** – David Still, Chairman, called for approval of the meeting minutes from September. DH Malcolm motioned to approve the minutes. Linda Nash seconded the motion and the motion carried 4-0.
- 4.0 AGENDA APPROVAL** - David Still, Chairman, noted that under other business there were several things to be discussed. Linda Nash noted that the location of the agenda should be changed to reflect 3<sup>rd</sup> Floor of City Hall, GwMA Conference Room. Linda Nash motioned to approve the agenda with the single amendment. Mike Reedy seconded the motion and the motion carried 4-0. The public was notified of the change in rooms by staff and board members notifying those entering the City Hall.
- 5.0 TREASURY REPORT** – D.H. Malcolm, Treasurer, reported a cash balance of \$76,851.51 in the regular bank account and a balance of \$380,871.02 in the money market account designated for property acquisition and restoration. David Still noted that an Mahaffey Pickens Tucker invoice for September came through for a little over \$400. Mike Reedy motioned to approve the treasury report presented by DH Malcolm. Linda Nash seconded the motion and the motion carried 4-0. David Still moved the conversation to discuss budget development for the DDA. David is recommending that this discussion be delayed until the Treasurer and Chairman have something more concrete to present to the board. There were no additional comments provided by the board regarding this direction.
- 6.0 MAINSTREET BUSINESS** – David Still, Chairman
  - a. Work Plan and Budget Development – Due December – Lisa Sherman shared the synopsis of the Mainstreet Community Vision Meeting and further explained that a work plan and budget was being worked on to be presented to the board for recommendation. David Still noted that there may need to be a December meeting to accomplish everything required by

the end of the year. Lisa Sherman concurred that this would be a good idea given the work load.

## **7.0 OTHER BUSINESS – Board Discussion**

- a. Maintenance Intergovernmental Agreement – David Still presented the intergovernmental agreement between the City and the DDA regarding maintenance. David Still recommended that the DDA approve the contract as it is written and presented by the City. Mike Reedy motioned to approve the budget. DH Malcolm seconded the motion and the motion carried 4-0.
- b. Plan for Gas Station Property – (188 Pike Street) – David Still pulled up the 2003-2005 Master Plan and asked for input from the board on what to do with this site for the interim while the board works to attract a developer to assist with the overarching Aurora/College project. Mike Reedy suggested that if there is a use for it related to storage, let's look into painting it or making it look more esthetically acceptable. Linda Nash shared that demolishing the existing facility was an industry best practice in the event that an existing structure on an acquired piece of property was predetermined not to have any restorative value. David still noted that the City was investigating costs associated with demolition. The Aurora Theatre currently has a few things stored in the property and the building does have some basic maintenance needs associated with it in its current state. David Still noted that the restrooms were a valuable component given any future events on the Square where additional restrooms would be a need. No final decision was reached during the discussion other than to look further into demolition costs together with the City and weigh those costs against keeping the structure and looking into some basic repair work to make it manageable until action could be taken to implement future vision for the property.
- c. Plan for additional purchased properties in the downtown overlay district – There are several parcels that the City has acquired recently that the DDA is being tasked with coming up with a master plan for development on. David shared that the Council would like some assistance prioritizing projects. Mike Reedy motioned to give David permission to ask for formal permission to proceed with creating a master development plan for existing acquired properties in the overlay district and expanding the district to include any acquired properties that would fall into the need for development. Linda Nash seconded the motion and the motion carried 4-0.
- d. Update of Master Plan – David Still shared that developers are interested in Lawrenceville. The DDA has options of issuing an RFP or amending a contract with an existing vendor to develop a master plan for City Development and Redevelopment. Linda Nash recommended that we determine where our City Center is – the Courthouse Square or the Lawn – and focus on the City Center with some very specific ideas and plans around making that strong and working to prioritize plans out from the City Center. Mike Reedy motioned that the DDA have a specific special call meeting for the purpose of working through an update to the

Master Plan and prioritizing projects to present to Council. David Still recommended that TSW and Frandsen architects come to share ideas at a future meeting on what could be done in order to work up an RFP. The board generally agreed on all points. David Still said he would work with Frandsen and TSW to identify potential upcoming meeting dates when they could participate in a planning conversation.

- e. Development of Marketing Materials - David Still invited Frandsen Architects to share a bit about how they approach projects and proposals for them in a technologically advanced way. David Still recommended that he get some refined parameters on moving forward with RFP process in order to effectively move ahead with planning for the Downtown Overlay District and Development. David Still will work to set up special call meetings to gain an understanding the variety of products available to assist with a development plan..
  - f. VIC Maintenance – Mike Reedy shared that there are 36 spindles on the VIC that need to be replaced along the porch. Mike suggested that all the spindles be replaced with new ones. Mike said he would get a price from a few Lumber companies for the work and present to the board for agreement to move forward with the work.
  - g. Heritage Trail Medallions – Mike Reedy and Lisa Sherman will present to the Council the recommended names for 2014 for medallions.
  - h. Parking Deck Signage – The DDA is going to obtain 3 quotes for review by the board. Lisa Sherman is going to research meeting minutes from 2013 to find where the Council approved a budget for parking deck signage projects.
- 8.0 CITIZEN COMMENTS** – Frandsen thanked the DDA board for allowing them to participate. Chase Thomas is a senior for UNGa and was here to conduct research for his capstone project in Journalism.
- 9.0 EXECUTIVE SESSION** - DH Malcolm motioned to enter executive session for the purpose of discussing matters of real estate. Mike Reedy seconded the motion and the motion carried 4-0. Mike Reedy then motioned to exit executive session. Linda seconded the motion and the motion carried 5-0.
- 10.0 EXECUTIVE SESSION VOTING REPORT (if applicable)** – Nothing to report at this time. There were 4 matters of real estate purchase, sale or lease that were discussed.
- 11.0 ADJOURNMENT** – DH Malcolm motioned to adjourn the meeting. Mike Reedy seconded the motion and the motion carried 5-0.