

City of Roswell Downtown Development Authority
Meeting Minutes
Tuesday, April 5, 2016
3:30 pm
City Hall – Room 220

Present: David Lyon, Randy Schultz, Dave Schmit, Steven Rowe

Absent: Monica Hagewood, Richard Hessler, Lonnie Mimms

Call to Order: Meeting called to order by Vice-Chair Schultz at 3:35 pm.

Approval of Agenda: Motion by Schultz, seconded by Schmit, to approve agenda. Motion passed unanimously.

Approval of Minutes for March Meetings: Approval of March 1, 2016 Minutes deferred to Special Called Meeting April 11, 2016.

Treasurer's Report: Schmit reported that a separate account has been set up for Roswell Plaza. Current balance as of March 31, 2016 for the DDA operating account is \$141,450.17. The balance for the Roswell Plaza is \$21,692.31. The presentation of the DDA 2016 budget to Council will be April 11, 2016.

Secretary's Report: Signature card at Bank of North Georgia has been updated to reflect the 2016 DDA officers.

Discussion of Downtown Development Projects:

1. Discussion of the process and time involved to develop Roswell Plaza.
 - Definition Stage: Seek agreement with MCC as to intent, land use, zoning requirements, conditional uses. This information can then be reviewed with staff to see how this impacts current regulations, traffic impact, and any other issues that staff may see.
 - RFQ Stage: Develop RFQ to seek interest and qualifications from developers.
 - RFP Stage: Select 2-4 most qualified to submit proposals for their plans for development.
 - Award Project: Negotiate terms and conditions for acquisition and issue Purchase and Sale Agreement.
 - Entitlement Process. If needed, conduct public approval process. Developer may request LDP.
 - Closing: Depending on proposal conditions might permit a closing in late 2017. Dave Schmit will develop schedule of this process to assist in keeping project on schedule.

Motion to go into Executive Session for the Purpose of Discussing Real Estate. Motion made by Schultz, second by Schmit. Motion passed unanimously.

Motion to Close Executive Session and Move into Open Session. Motion made by Rowe, second by Schmit. Motion passed unanimously.

Motion to Adjourn; Motion to adjourn by Rowe, second by Lyon. Motion passed unanimously. Adjourned at 4:55 pm.