

DOWNTOWN DEVELOPMENT AUTHORITY

MEETING MINUTES
CITY OF FOREST PARK
September 24, 2020
5:36 P.M.

Call to Order:

Chairwoman, Angelyne Butler called the Downtown Development Authority meeting for September 24, 2020 to order at 5:36 PM

Present

Chairwoman, Angelyne Butler; Vice Chair, Steve Bernard; Eliot Lawrence; Eric Stallings; Ed Taylor – joined at 5:51 PM

Also Present:

Mike Williams, City Attorney
Bruce Abraham, Economic Development Director
Danita Hamid, Economic Development Assistant
Ken Thompson, Finance Director
Darquita Williams, Deputy Director of Finance
Gerard Geeter, Procurement Officer
James Shelby, Interim Planning, Building & Zoning Director
David Welch, Robinson Weeks

Absent:

Lois Wright

**Approval of Meeting Minutes:
June 2, 2020**

Eliot made a motion to approve the proposed meeting minutes for June 2, 2020.

Eric Stallings seconded the motion.
Motion approved unanimously.

Discussion: Livable Communities Initiative

James Shelby, Interim Planning, Building and Zoning Director, provided the board with an overview of the Livable Communities Initiative (LCI) in Forest Park.

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The City received an LCI grant in 2001 and it was last updated in 2006. The Planning, Building and Zoning department is currently working on an updated LCI for the targeted area in Forest Park, which goes from West Street to Jonesboro Road. This target area includes the Main Street Overlay District. The new LCI includes a study and an implementation plan. The study will look at the existing plans and conditions in the area of interest. The study will also include a housing and market analysis. James Shelby also pointed out that they planned to involve the public and get their input on what improvements they think should be made to the area.

In addition to the study, the LCI will result in an

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implementation plan based on the findings from the study. The implementation plan will contain goals for the downtown area, recommended changes to the zoning ordinance, implementation strategies, an action plan, and site recommendations for two to three sites in the area.

James Shelby explained that his committee was currently in the process of selecting a consultant to conduct the work. The RFP for the project was released in July. Since then, the committee has shortlisted three consulting firms and have plans to interview them next Tuesday (September 29).

James Shelby said that they're currently anticipating awarding the contract by mid-October so that work can begin in November. The LCI should be completed by December 2021. He said he would keep the board updated on the process as they continue to progress in the project.

No action needed.

Approval to Amend the Agenda to Discuss Subordination of Building 800

Eric Stallings made a motion to amend the agenda to discuss the subordination of Building 800 at the Gillem Logistics Center.

Eliot Lawrence seconded the motion.
Motion approved unanimously.

Discussion of the Subordination of Building 800

David Welch provided updates on Project Hope.

Chairwoman, Angelyne Butler, had previously signed a recognition agreement with the board's approval. David Welch explained that the Project Hope representatives requested three original copies of the document and three copies of the document were provided for the Chairwoman to sign.

David Welch also explained the Deed to Secure Debt document needed for Robinson Weeks to put a loan on the building, and the DDA currently possesses the deed for that building. The form would enable the DDA to subordinate its position to the mortgage holder that is issuing the debt.

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**Approval to Authorize Chair to
Execute Documents Building 800**

Eliot Lawrence made a motion to authorize the Chair to execute the Deed to Secure for Building 800.

Ed Taylor seconded the motion.
Motion approved unanimously.

Executive Session

Eric Stallings made a motion to recess the regular meeting and enter executive session for personnel matters.

Eliot Lawrence seconded the motion.
Motion approved unanimously.

The board recessed for executive session at 5:54 PM.

Eliot Lawrence made a motion to adjourn executive session and resume the regular meeting.

Ed Taylor seconded the motion.
Motion approved unanimously.

Regular meeting resumed at 6:00 PM.

**Discussion: Charging Stations for
Electric Vehicles in Forest Park**

Steve Bernard suggested the board look into investing in designated charging stations for electric vehicles in Forest Park because trends show that there will be an increase in the use of electric vehicles in the future.

If the City were to have designed charging areas for electric cars, it would bring more people and business into the City, which would increase economic growth.

No action needed.

Adjournment

Eliot Lawrence made a motion to adjourn the meeting.

Ed Taylor seconded the motion.
Motion approved unanimously.

Meeting adjourned at 6:04 PM.