

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Agenda

Thursday, January 9, 2025

6:00 PM

2nd Floor Conference Room

Norcross Downtown Development Authority

Chair Jim Eyre

Vice Chair Brenden Frazier

Board Member John Bemis

Board Member Tim Moresco

Board Member Josh Bare

Board Member Lauren Summers

Board Member Liz Jackson

A. Call to Order - Jim Eyre, Chair

PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES

B. Meeting Administration

- a. Roll Call
- b. Approval of Previous Meeting Minutes

[Norcross Downtown Development Authority - Special Called Meeting - December 3, 2024 6:30 PM](#)

[Norcross Downtown Development Authority - Norcross Downtown Development Authority - December 12, 2024 6:00 PM](#)

- c. Public Input
- d. Council Update - Josh Bare
- e. Economic Development Update
- f. Operations Report - Will Shipley
 - B.f.1 – 125 Lawrenceville Street; Suite 400*
- g. Downtown Manager's Report - Stephanie Newton

C. Board General Updates

- a. Unfinished Business
 - (1) Skin Alley Extension
 - (2) Wingo Street Acquisition
- b. New Business
 - (1) Skin Alley Improvement Grant - 45 South Peachtree St
 - [25-1-9 C.b.1 Skin Alley Imp Grant App - 45 South V1](#)
 - (2) Planning Session
- c. Treasurer's Report - Tim Moresco
 - C.c.1 - 2025 Budget Discussions

D. Recess for Executive Session**E. Executive Session: Real Estate, Personnel, or Legal Matters****F. Return to Open Session for Actions from Executive Session, if necessary.**

NEXT MEETING: THURSDAY, February 13, 2025

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Tuesday, December 3, 2024

6:30 PM

2nd Floor Conference Room

Norcross Downtown Development Authority

Chair Jim Eyre

Vice Chair Brenden Frazier

Board Member John Bemis

Board Member Tim Moresco

Board Member Josh Bare

Board Member Lauren Summers

Board Member Liz Jackson

Minutes Acceptance: Minutes of Dec 3, 2024 6:30 PM (b. Approval of Previous Meeting Minutes)

A. Call to Order - Jim Eyre, Chair at 6:00 pm*PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES***B. Meeting Administration**

Attendee Name	Title	Status	Arrived
Jim Eyre	Chair	Present	
Brenden Frazier	Vice Chair	Present	
John Bemis	Board Member	Present	
Tim Moresco	Board Member	Present	
Josh Bare	Board Member	Present	
Lauren Summers	Board Member	Remote	
Liz Jackson	Board Member	Late	6:59 PM

Special Called Meeting was called to order at 6:30 PM by Chair Jim Eyre

b. Public Input

Many people, including without limitation Eric Allen, Erica Eby, Marissa Hudson, Rhea Meyer, Susan Satterfield, Jake Eby, Stacy Watts, Alan Facemyer, Mary Dowdy, Jacque Murphy, Kathleen Allen, and Nona Johnson, spoke in favor of renewing the Lease for the Local Peach in Suite 400 at 125 Lawrenceville Street.

C. Board General Updates**a. Unfinished Business**

None discussed at this meeting

b. New Business

(1) 125 Lawrenceville Street; Suite 400 Temporary Lease Extension

125 Lawrenceville Street; Suite 400 Temporary Lease Extension – J. Eyre stated that the DDA will go into executive session to discuss this matter.

Motion to go into executive session by J. Bare. Second: T. Moresco. Unanimous. 7:12 pm.

D. Executive Session: Real Estate, Personnel or Legal Matters

Motion to come out of executive session by J. Bare. Second: J. Bemis. Unanimous. 7:24pm.

E. Return to Open Session

B. Frazier made a motion to approve the one-month temporary extension to the Suite 400 Lease, subject to review and final approval by counsel. Second: J. Bemis. Unanimous.

Motion to go back into executive session by J. Bemis. Second: J. Bare. Unanimous. 7:26 pm.

Minutes Acceptance: Minutes of Dec 3, 2024 6:30 PM (b. Approval of Previous Meeting Minutes)

F. Return to Executive Session: Real Estate, Personnel, or Legal Matters

Motion to come out of executive session by J. Bare. Second: J. Bemis. Unanimous. 8:38pm

J. Bare made a motion to approve the LOI for 200 Lawrenceville Street subject to review and final approval by counsel. Second: L. Jackson. Unanimous.

J. Eyre made a motion to approve the consulting engagement letter dated November 22, 2024 with Woodworth Core Hospitality Advisory Services. Second: J. Bemis. Unanimous.

G. Return to Open Session

L. Jackson moved to adjourn the meeting. Second: J. Bemis. Unanimous. 8:40pm

NEXT MEETING: THURSDAY, December 12, 2024

Minutes Acceptance: Minutes of Dec 3, 2024 6:30 PM (b. Approval of Previous Meeting Minutes)

City of Norcross

65 Lawrenceville Street
Norcross, GA 30071



Meeting Minutes

Thursday
December 12, 2024

6:00 PM

City Hall – Board Conference Room

Norcross Downtown Development Authority

Chairman Jim Eyre
Vice Chairman Brenden Frazier
Treasurer Tim Moresco
Board Member John Bemis
Board Member Liz Jackson
Board Member Josh Bare
Board Member Lauren Summers

A. Call to Order – Jim Eyre, Chair***PLEASE TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES***

Attendee Name	Title	Status	Arrived
Jim Eyre	Chair	Present	
John Bemis	Vice Chair	Present	
Brenden Frazier	Board Member	Present	
Tim Moresco	Board Member	Present	
Josh Bare	Board Member	Present	
Lauren Summers	Board Member	Absent	
Liz Jackson	Board Member	Absent	

Norcross Downtown Development Authority was called to order at 6:00 PM by Jim Eyre

B. Meeting Administration

- a. Roll Call
- b. Approval of Previous Meeting Minutes

**Norcross Downtown Development Authority – Nov. 14, 2024, 6:00 PM and
Special Called Meeting Dec. 3, 2024, 6:30 PM**

RESULT: ACCEPTED AS WRITTEN [UNANIMOUS]

MOVER: Brendan Frazier, Vice Chairman

SECONDER: John Bemis, Board Member

AYES: Jim Eyre, John Bemis, Brenden Frazier, Tim Moresco, Josh Bare

ABSENT: Lauren Summers, Liz Jackson

Chair, Jim Eyre made a motion to move Operations Report to after Public Input and add one item to new business – Baig Firm Rent Abatement repairs. Second: B. Frazier. Unanimous.

c. Public Input

President of the HNBA thanked the board for the Christmas trees and stated the downtown area looked great with them. Stated that the HNBA event brought a decent crowd and merchants she spoke with did at least as well as last year at the Christmas village.

d. Operations Report – Will Shipley

W. Shipley – discussed an issue with CGS budget and stated he has not heard back. Still active leaks after repair attempts. Suite 100 wall is still damp, no pooling water, several leaks, one that was repaired, kitchen leak a couple years old, City will cover

repairs. Issue of abatement fully resolved over Thanksgiving break – signed off on Monday. Repair cost approaching \$3,000.00. New system in at 145 Britt, install satisfactory. W. Shipley left.

f.1 – 125 Lawrenceville Street; Suite 400

e. Council Update – Josh Bare

J. Bare discussed the NDA losing members, not reappointing to board. J. Bare also had the board consider expanding the footprint of DDA and bringing some of the NDA under the DDA. J. Bare reported that City Council voted to reject bids for Britt Street parking.

f. Economic Development Update

W. Newton reported that the ULI gave a presentation to community development. ULI will follow up with a report regarding these matters. Publix credit union, supposed to close tomorrow. Freckles going into red hound as a home décor/interior design store. WeWork – going through architectural review, permitting. Savage restaurant moving along.

g. Downtown Manager's Report – Stephanie Newton

S. Newton submitted a written report to the DDA, and J. Eyre presented it to the DDA.

C. Board General Updates

a. Unfinished Business

(1) Skin Alley Extension: J. Eyre stated the matter is on hold for the moment and is waiting on progress with the South End development. J. Bare and B. Frazier commented that they are in favor of moving forward with development without a connection to South End development.

(2) Wingo Street Acquisition – J. Eyre informed board of status of acquisition and bond and post-closing development plan. J. Eyre stated the board will discuss the scope of work for the project in January.

B. Frazier made a motion to approve closing the purchases of the properties at 80 and 94 Wingo Street and to authorize the Chair, Vice Chair, and Secretary to execute all documents necessary for closing subject to final approval by counsel. Second J. Bemis. Unanimous.

(3) HNBA Presentation – President of the HNBA presented 2024 expenses. She requested the DDA provide funding to the HNBA.

J. Bare made a motion for the DDA to reimburse up to 3,000 of advertising and social media expenses for 2024 that are documented and mention the DDA with the exception the DDA will not reimburse for advertising related to “Witches Night Out.” Second: J. Bemis. Unanimous.

B. New Business

- (1) The Baig Firm – J. Eyre presented letter requesting abatement of rent to the Board. B. Frazier made a motion to approve one month rent abatement. Second J. Bemis. Unanimous.

C. Treasurer's Report – Tim Moresco

T. Moresco reported that he opened a new account for the Wingo Street Acquisition. Made first payment on Jones Street – second payment due in January and \$400,00 on Brunswick. He also suggested the Board revisit the budget. Another board member suggested creating a cash flow plan for 2025.

D. Recess for Executive Session

J. Bare motioned to go into executive session to discuss Real Estate matters. Second: B. Frazier Unanimous. 7:18 pm

E. Executive Session: Real Estate, Personnel or Legal Matters

J. Bare made a motion to adjourn executive session. Second: J. Bemis. Unanimous. 7:43 pm

F. Return to Open Session for Actions from Executive Session, if necessary.

J. Bare made a motion to approve First Amendment to Lease Agreement with Local Peach on a month-to-month basis, subject to revisions to Section 5 and Section 6, and to authorize J. Eyre to execute the lease once reviewed and approved by counsel. Second: B. Frazier. Ayes: J. Eyre, T. Moresco, J. Bare, and B. Frazier. Nays: J. Bemis.

J. Bare moved to adjourn the meeting. Second: J. Bemis. Unanimous. 7:44 pm

NEXT MEETING: THURSDAY, January 9, 2024
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Minutes Acceptance: Minutes of Dec 12, 2024 6:00 PM (b. Approval of Previous Meeting Minutes)



SKIN ALLEY IMPROVEMENT GRANT PROGRAM APPLICATION FORM

OPEN RECORDS NOTICE

All information submitted may be subject to public disclosure under the Georgia Open Records Act and other applicable laws.

1. APPLICANT INFORMATION

45 South Cottagehouse
Keith Shewbert Norcross Village Holdings
 Applicant full Name Business Name

Application Date: 12/17/24

P.O. Box 2807 Norcross, Ga. 30091
 Mailing Address
Keith Shewbert (678) 429-6039 keithshewbert@gmail.com
 (Contact) (Telephone) (E-Mail)

2. PROPERTY INFORMATION

45 South Peachtree Se.
 Norcross Street Address

- ☒ Owner-Occupied, OR
☐ Leased from Owner (if so, complete information below)

Keith Shewbert
 Owner's Name

☒ Property Owner Signature [at 6. Authorization], OR ☐ Property Owner Consent Letter [attached]

P.O. Box 2807 Norcross, Ga. 30091
 Mailing Address
Keith Shewbert (678) 429-6039 keithshewbert@gmail.com
 Contact: (Telephone) (E-Mail)



3. PLANS FOR PROPOSED IMPROVEMENTS AND FOOD & BEVERAGE ESTABLISHMENT

See Attachment

4. PROJECT SCOPE

- Project Dates:

Proposed beginning date*: - 1/1/25

Anticipated Completion date 1/15/25

*Project start date, or the date for start of work to be included in the grant award.

- Details of Proposed Work with Projected Costs:

Item 1	<i>See Attachment</i>	Est. Cost
Item 2		Est. Cost
Item 3		Est. Cost
Item 4		Est. Cost
Item 5		Est. Cost

5. PROJECT BUDGET

Total Project Cost: \$ 86,050

Grant Amount Requested: \$ TBD

Applicant Match¹ Intended: \$ _____

QUOTES

- > Provide an itemized estimate.
- > Have two quotes for work items >\$100

Skin Alley Grant Application

3. Plans for proposed improvements.

Our project has two main focuses, to connect to the Skin Alley shared grease trap system and to improve the aesthetics and functionality of the patio adjacent to Skin Alley.

Connection to the Skin Alley grease trap system will allow 45 South to evolve its food offerings while complying with new regulations.

The refresh of the patio adjacent to Skin Alley will involve replacing or repairing the awning, replacing or repairing the patio surface, and painting or muraling the wall at 51 South Peachtree.

In the application information it is mentioned that applicants may request funds beyond the \$10,000 match. Due to the number of items being addressed and our desire to align with the DDA's vision for Skin Alley we are requesting these additional funds.

4. Project Scope

We have been working on this for some time having contracted with Proficient Engineering and Bio Flo Services to engineer the plumbing changes, gain plan approval from Gwinnett County and have permits pending with the City of Norcross.

We anticipate beginning the project as soon as permits are obtained.

Completion of the grease trap connection will take about one week. Other components of the plan will be done concurrently. Our goal is to begin work the first week of 2025.

Projected Cost

Skin Alley Project Estimate	
Engineering and planning	4,000
Attach to SA grease trap	37250
Replace Awning	25000
Hardscape repair and upgrades	9800
51 South Peachtree Mural (est.)	10000
Total Proposed Estimate	86,050



6. AUTHORIZATION

I, Keith Shewbert do hereby make an application to the Downtown Manager for Skin Alley Improvement Grant for the above project. I verify that the information in this application and its attachments is valid and correct. I verify that I have reviewed and understand the rules and regulations set forth in the City of Norcross Skin Alley Improvement Grant Program Guidelines, and I agree to be bound by same.

I understand any changes in the approved project must be re-approved or I could forfeit funding for the above project(s). I agree to maintain the improvements in place and in good order for five (5) years, making repairs as necessary, or I may be held responsible for reimbursing the DDA the total amount of the revitalization grant.

I understand that receipt by the Downtown Manager of my application does not obligate DDA in any way, indicate any funds are available, or that my application will be approved. I understand that furnishing false or misleading information can lead to denial of my application and/ or bar me from receipt of any funds.

Keith Shewbert
Signature of Applicant

12/17/24
Date

[Signature]
Signature of Owner (or consent letter)

12/17/24
Date

Signed and Sealed in presences of:

Estela Torres
Notary Public (SEAL)

My Commission Expires: 8/7/28



7. APPROVAL TRACKING

Date Application Submitted: _____

Submitted to FGC Committee: _____

Approved by DDA: _____

Reimbursement Request Submitted: _____


Bio-Flo Service Company

 3005 Royal Blvd. S. Ste. 235
 Alpharetta, GA 30022

 Phone # 678-319-0000 admin@bio-flo.com
 Fax # 678-319-0137 www.bio-flo.com

Estimate

Date	Estimate #
9/25/2024	015550

Name / Address
45 South Cafe Keith Shewbert 35 S Peachtree St Norcross, GA 30071

			Project
Description	Qt.	Rate	Total
This includes re piping the kitchen and bar area to separate all grease line components from sewer including sinks, washing machine, and any other grease components. This includes all new drain fixtures and lines. This includes mop sink/closet and concrete cutting to outside all the way to existing grease line stub out in rear of building. This includes backfilling with gravel as required, re-pouring concrete and ensuring all County permits are pulled and inspections completed. All work requires County approval prior to commencement. Estimate time to completion: 1 week.		28,750.00	28,750.00
- All work includes covering kitchen equipment to prevent dust and debris from reaching outside the work area. This includes covering to prevent dust and debris into the seating area. Additionally, all work must be carried by hand due to the tight constraints of facility. Please note, color of new concrete will be very difficult to match color of existing concrete inside building and in patio but will be close.			
Removal of old tiles, cleaning floor of old glue and leveling floor as well as professional installation of tiles in kitchen area. Includes removal of kitchen equipment out of the way while work is taking place. Also includes patching area near bar. Materials to be provided by customer (Tiles, mortar and desired grout). - See pictures of typical kitchen tiles used		8,500.00	8,500.00
Stamped Concrete outside to cover work area to resemble a stone walkway with the colors customer desires. This begins where there is currently some brickwork and ends towards the rear sidewalk of building (property line).		9,800.00	9,800.00
OR Regular concrete (brushed finish) over work area. This begins where there is currently some brickwork and ends towards the rear sidewalk of building (property line).		6,900.00	6,900.00
We value you as our customer and thank you for giving us this opportunity to serve you.			
Subtotal			\$53,950.00
Sales Tax (0.0%)			\$0.00
Total			\$53,950.00

Attachment: 25-1-9 C.b.1 Skin Alley Imp Grant App - 45 South V1 (4309 : Skin Alley Improvement Grant - 45 South Peachtree St)

INVOICE

Proficient Engineering
3150 Holcomb Bridge Rd
Norcross, GA 30071

accounting@proficientengineering.com
m
404.330.9798
www.proficientengineering.com



PROFICIENT
ENGINEERING

NDI
Bill to
Keith Shewbert
NDI

Shipto
Keith Shewbert
NDI

Invoice details

PEI Project Number: 124215

Invoice no.: 240631
Terms: 30 Day
Invoice date: 06/04/2024
Due date: 07/04/2024

#	Product or service	Description	Qty	Rate	Amount
1.	Engineering	45 South Cafe Norcross GA (Permit Set / 100% Fee)	1	\$4,000.00	\$4,000.00
Total					\$4,000.00

Ways to pay

BANK

1. Our preferred payment method is via ACH with the "Pay invoice" link or our banking info is on the attached pdf.

2. Pay by check.

3. Credit card (additional fees). Email us at
accounting@proficientengineering.com for a cc payment link.

Note to customer

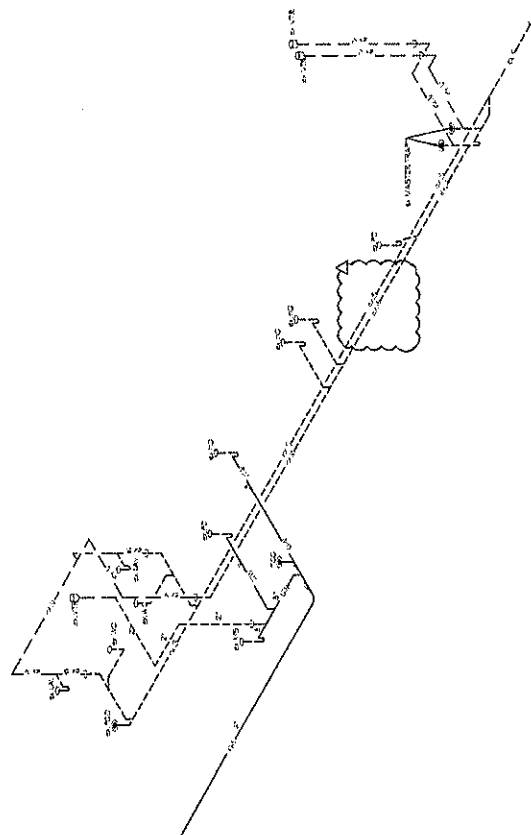
First Bank
Routing number: 084307033
Account number: 88407259

Pay by check payable to:

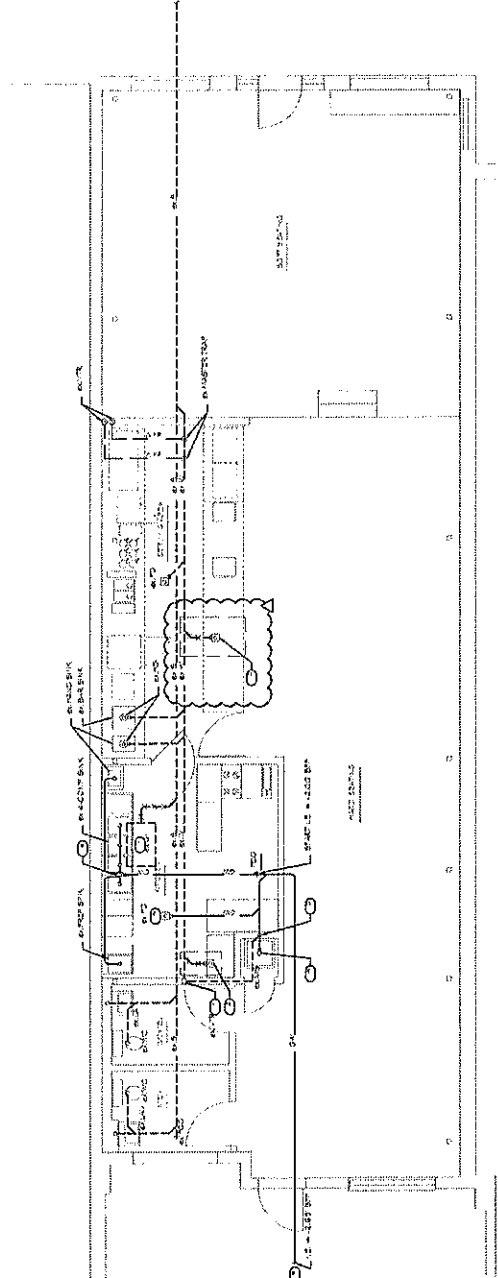
PROFICIENT ENGINEERING

3150 Holcomb Bridge Rd, Norcross, GA 30071

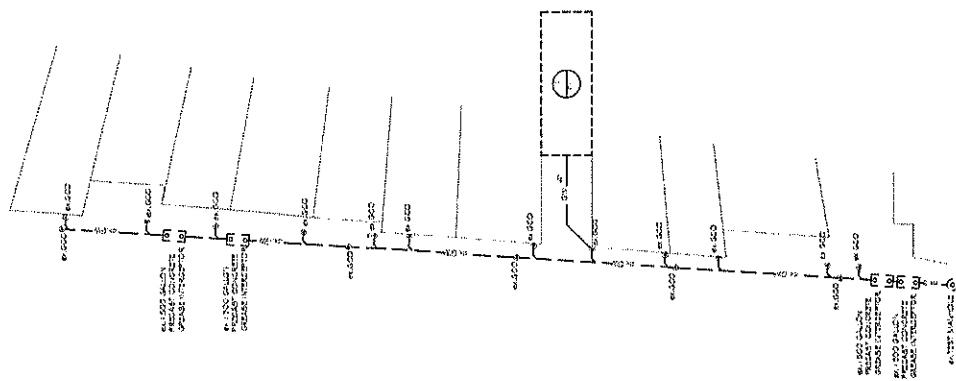
Feel free to contact us at:
404.330.9798



2 WASTE/VENT ISOMETRIC
PL.1 NOT TO SCALE



FLOOR PLAN - GREASE WASTE

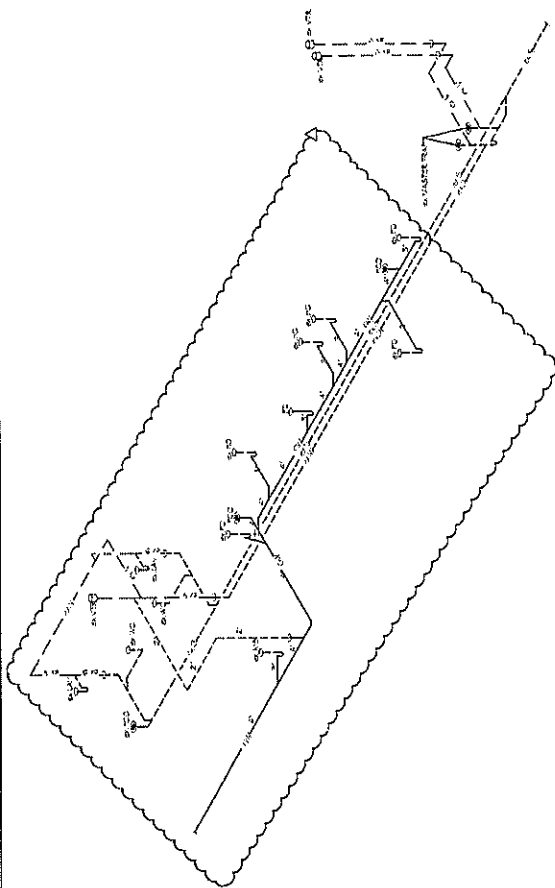


SITE PLAN - GREASE WASTE

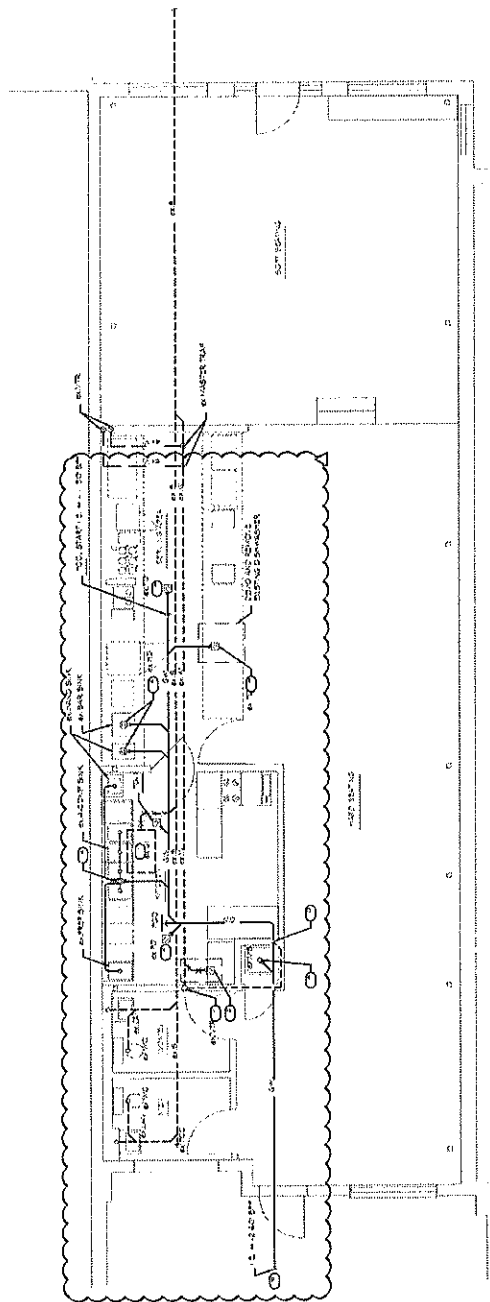
- KEYNOTES

KEYNOTES

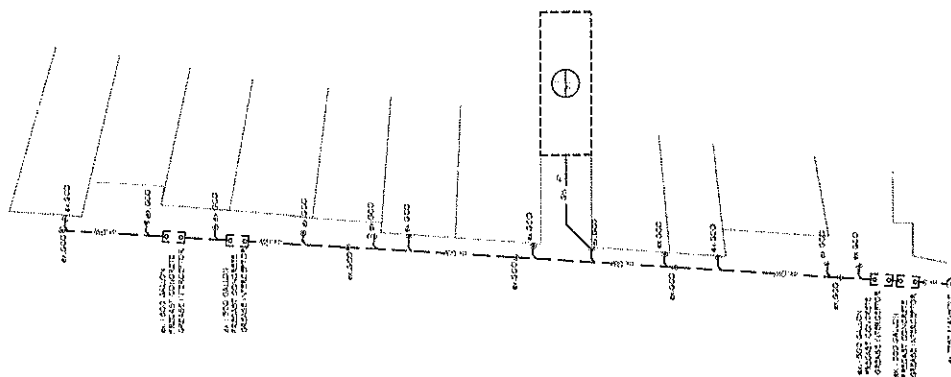
- [illegible]



WASTE/VENT ISOMETRIC
NOT TO SCALE



FLOOR PLAN - GREASE WASTE



7. SITE PLAN - GREASE WASTE

