

LEGACY DECATUR BOARD MEETING
THURSDAY, MARCH 23, 2023
5:00 P.M.
DECATUR LEGACY PARK-AUDITORIUM

1. CALL TO ORDER

2. REVIEW AND APPROVAL OF MEETING MINUTES FROM JANUARY 26, 2023

3. ACTION ITEMS

- A. PRESENTATION AND DISCUSSION OF COMMERCIAL KITCHEN LETTER OF INTENT BY REFUGEE WOMEN'S NETWORK – Staff met with Refugee Women's Network (RWN) to discuss a partnership to renovate the commercial kitchen for use by the RWN Chef's Club program. RWN staff will present their proposal.

Staff recommends that the Board authorize the Executive Committee to review and approve a negotiated letter of intent to move this concept forward and provide the framework for a lease. Legacy Decatur staff will bring the lease to the full board for approval.

- B. PRESENTATION AND DISCUSSION OF MEMORANDUM OF UNDERSTANDING WITH THE DECATUR ARTS ALLIANCE – Arts Alliance shall be responsible for the management and operations of the art studio aspect of the Creative Village. Arts Alliance shall review artistic portfolios and credentials of tenants and assure a variety of artistic mediums are represented in the art studios and residential spaces. Arts alliance will receive 10% of Creative Village rental revenue, which will be dedicated to the sponsorship of arts activities at Legacy Park.

Staff recommends that the board authorize the finalization of a management agreement based on the terms already discussed for review and approval by the executive committee.

4. PROJECT UPDATES

- Inclusive Playground
- Postal Pond Boardwalk
- Bicentennial projects and fundraising
- Creative Village
- Parking Plan

5. ADJOURN

Legacy Decatur Board Meeting

January 26, 2003

The regular meeting of the Legacy Decatur board was called to order by Chair Tony Powers. Board members attending: Andrea Arnold, Mark Arnold, Mark Ethun, Patti Garrett, Peggy Merriss, Paul Mitchell and Brian Smith. Also present: Lyn Menne, Madeleine Henner, Scott Doyon and Zoe Seiler.

The minutes of the December 8, 2022 business meeting were presented. On a motion by Patti Garrett, second by Andrea Arnold and all board members present voting aye, the board approved the minutes as presented.

Lyn Menne asked the board to confirm officers for 2023. Tony Powers (chair), Andrea Arnold (secretary) and Peggy Merriss (treasurer) have indicated they are willing to continue to serve in these roles. Meredith Struby asked that she not be reappointed to a new board term when her current term expires in March of this year. She currently serves as vice chair. Because Ms. Struby represented the Public Facilities Authority, Lyn Menne and Andrea Arnold will work to identify a replacement from the PFA board. Ms. Menne asked if there were any nominations from the floor for the positions for chair, secretary and treasurer. Hearing none, a motion to reappoint Tony Powers, Andrea Arnold and Peggy Merriss was requested. On a motion by Peggy Merriss, second by Mark Arnold and all board members present voting aye, the board reappointed Tony Powers as chair, Andrea Arnold as secretary and Peggy Merriss as treasurer.

Madeleine Henner provided an update on the Creative Village project and introduced Atticus LeBlanc and Charles Grosse from PadSplit to review the proposed contract for the management of the residential component of the Creative Village. LeBlanc provided the history of PadSplit and its missional commitment to affordable housing. Under the proposed contract, PadSplit would receive 12% of the rental revenue for the Creative Village buildings, Edwards and Trustees. In return, PadSplit would be responsible for the marketing, application process, background checks, rent collection, and leasing the two buildings. Additionally, Two Keys Management will oversee unit quality control, building maintenance, and tenant relations. The percentage of rental revenue going to Two Keys Management will be negotiated between 4-6% of the rental revenue.

On a motion by Peggy Merriss, second by Mark Arnold and all board members present voting aye, the board authorized the staff to move forward with a contract with Padsplit to manage the residential component of the Creative Village as presented for a term of two years.

Madeleine Henner presented a request to revise current event rental rates. The new event rates increased outdoor event rentals to \$100 for the first two hours and \$25 for each additional hour; divided Leigh Cottage into room and floor rentals; and introduced a ceremony-only wedding rental option.

On a motion by Andrea Arnold, second by Brian Smith and all board members present voting aye, the board approved the recommended changes to the event rental rates.

Lyn Menne presented a resolution confirming the purpose of the December 8, 2022 executive session was for the purpose of discussing personnel matters. On a motion by Patti Garrett, second by Peggy Merriss and all board members present voting aye, the board adopted the resolution and authorized the chair to execute the required affidavit confirming the purpose of the meeting.

Staff provided an update on the Accessible and Inclusive Playground and the Creative Village Project. There was no additional business. On a motion by Brian Smith, second by Peggy Merriss and all board members present voting aye, the board voted to adjourn the meeting.

MEMORANDUM

TO: LEGACY DECATUR BOARD
FROM: MADELEINE HENNER
RE: REFUGEE WOMEN'S NETWORK USE OF HAWKINS COMMERCIAL KITCHEN
DATE: MARCH 24, 2023

The purpose of this memorandum is to recommend that the Legacy Decatur Board authorize staff to negotiate a letter of intent to lease the Legacy Park Hawkins Hall Commercial Kitchen to the Refugee Women's Network (RWN). RWN will use the kitchen space to create a licensed commercial kitchen to grow their Chefs Club program which supports food entrepreneurs to develop their skills and become licensed to open their own restaurants or catering business.

Legacy Decatur will be responsible for updating the external kitchen entrance to create a usable dock and ramp as well as converting a storage closet into an ADA bathroom. Legacy Decatur will also be responsible for small plumbing and electrical updates to prepare the space for tenants.

The Public Facilities Authority (PFA) fund has \$80,000 identified for the commercial kitchen repairs. Legacy Decatur staff has prepared a Request for Proposals for the construction of these improvements in coordination with the City's Public Works Dept. RWN staff have approached Legacy Decatur staff with a fundraising plan to assist with this expense and reduce the investment needed from the PFA fund.

A letter of intent would provide the necessary documentation of our support of this project to allow RWN to apply for grants and other funding.

The concept meets the overall vision and goals of the Legacy Park Master Plan by repurposing historic buildings, encouraging a diversity of use and users, and generating income for the property. Furthermore, a Chefs Club presence at Legacy Park would allow for licensed in-house catering for events as well as additional fundraising opportunities like specialized cooking classes and pop-up restaurant nights.

When RWN initially toured Legacy Park in 2021, they dreamed of not only moving their offices to Legacy Park, but also occupying the commercial kitchen in Hawkins Hall. In fact, the Letter of Intent presented to the Master Plan committee in July 2021 outlined RWN leasing both Williams Cottage and the commercial kitchen space. However, RWN decided to first settle into new offices before taking on the commercial kitchen project. Access to the commercial kitchen would allow RWN to grow their Chef's Club program.

In 2019, RWN responded to the need for increased accessibility and resources for talented refugee and immigrant chefs with the Chefs Club Program. Chefs Club, with support, will scale to allow small business development of underrepresented populations along with a more inclusive economic landscape in the community. Local entrepreneurs will graduate from the subsidized rent model to brick-and-mortar spaces including food trucks, restaurants, cafes, and kiosks for continued business development.

While RWN does not yet have a brick and mortar kitchen training facility, they have implemented the infrastructure of the program with technical training and certifications, business plans and marketing, financial assistance, and networking opportunities. With a dedicated commercial kitchen, Chefs could increase their output to better meet the demand from the community.

Scope of Work Required by Legacy Decatur:

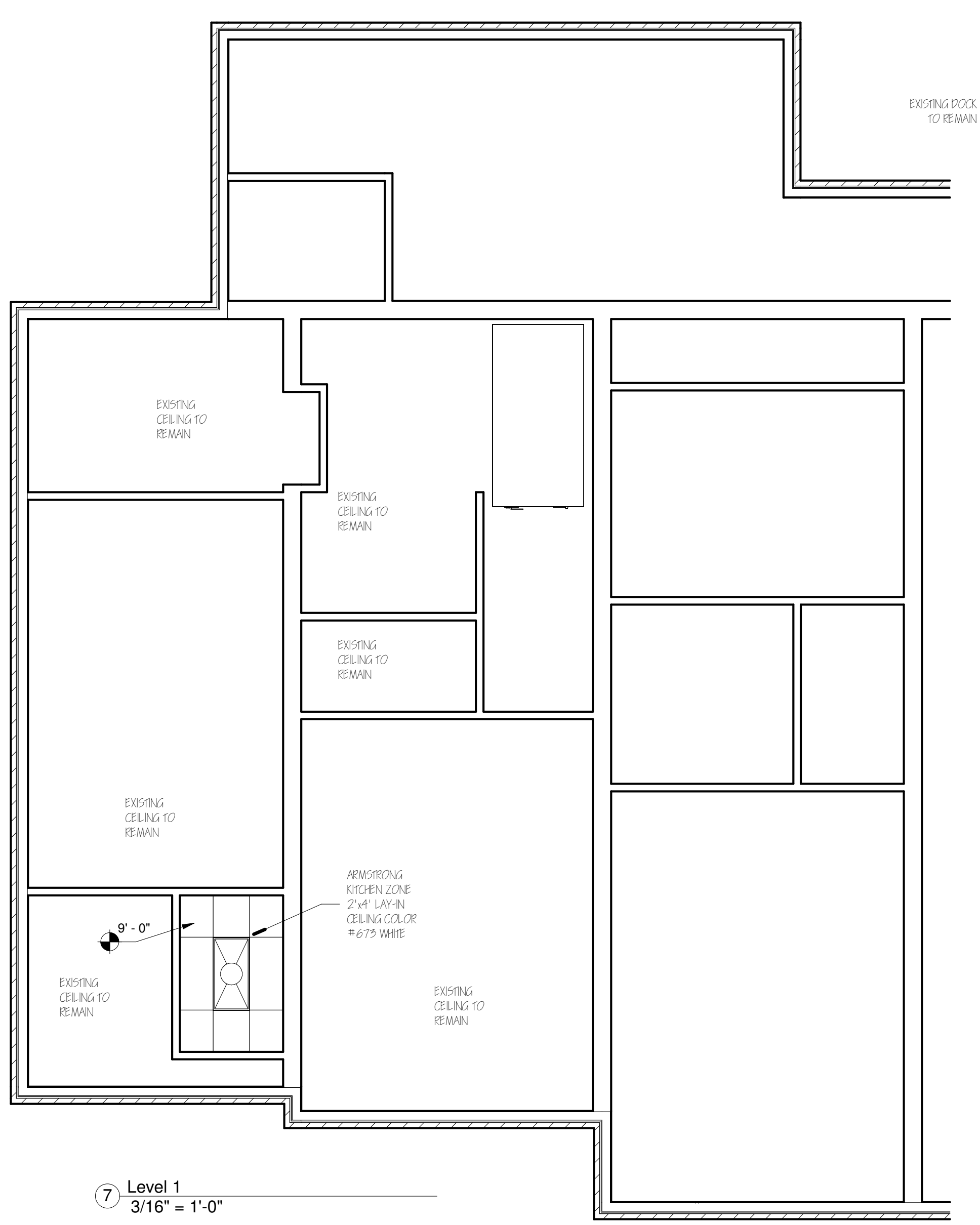
The project involves work at the north entrance to the commercial kitchen in Hawkins Hall located at Decatur Legacy Park. The kitchen area consists of three separate kitchen spaces. The first kitchen adjoining Hawkins Hall will remain a warming kitchen for events. The remaining two kitchens will be used as a separate teaching and catering kitchen to be leased and managed by Refugee Women's Network. Work is intended to provide improved exterior access, the addition of an ADA bathroom, electrical upgrades, and minor plumbing upgrades to allow the space to function independently from the Hawkins Hall Warming Kitchen.

1. Demolition of existing loading dock at the north entrance to the building and construction of a new loading dock, ramp and stairs to provide accessible, exterior access to the kitchen space (architectural drawings attached)
2. Demolition of existing janitors closet in northern most kitchen and expansion of the space to create a single ADA compliant restroom.
3. Upgrade of the electrical panel and the installation of electrical outlets to provide adequate service for planned appliance locations (sketch attached)
4. Installation of one new stainless steel triple compartment sink in the warming kitchen and replacement of existing sink fixtures in the middle kitchen area. To include inspection and connection to existing grease traps to meet code.
5. Installation of a door between the warming kitchen and two other kitchen areas with emergency exiting capabilities. The goal is to restrict access from the leased kitchen area into the warming kitchen but provide an emergency exit option to meet safety requirements.

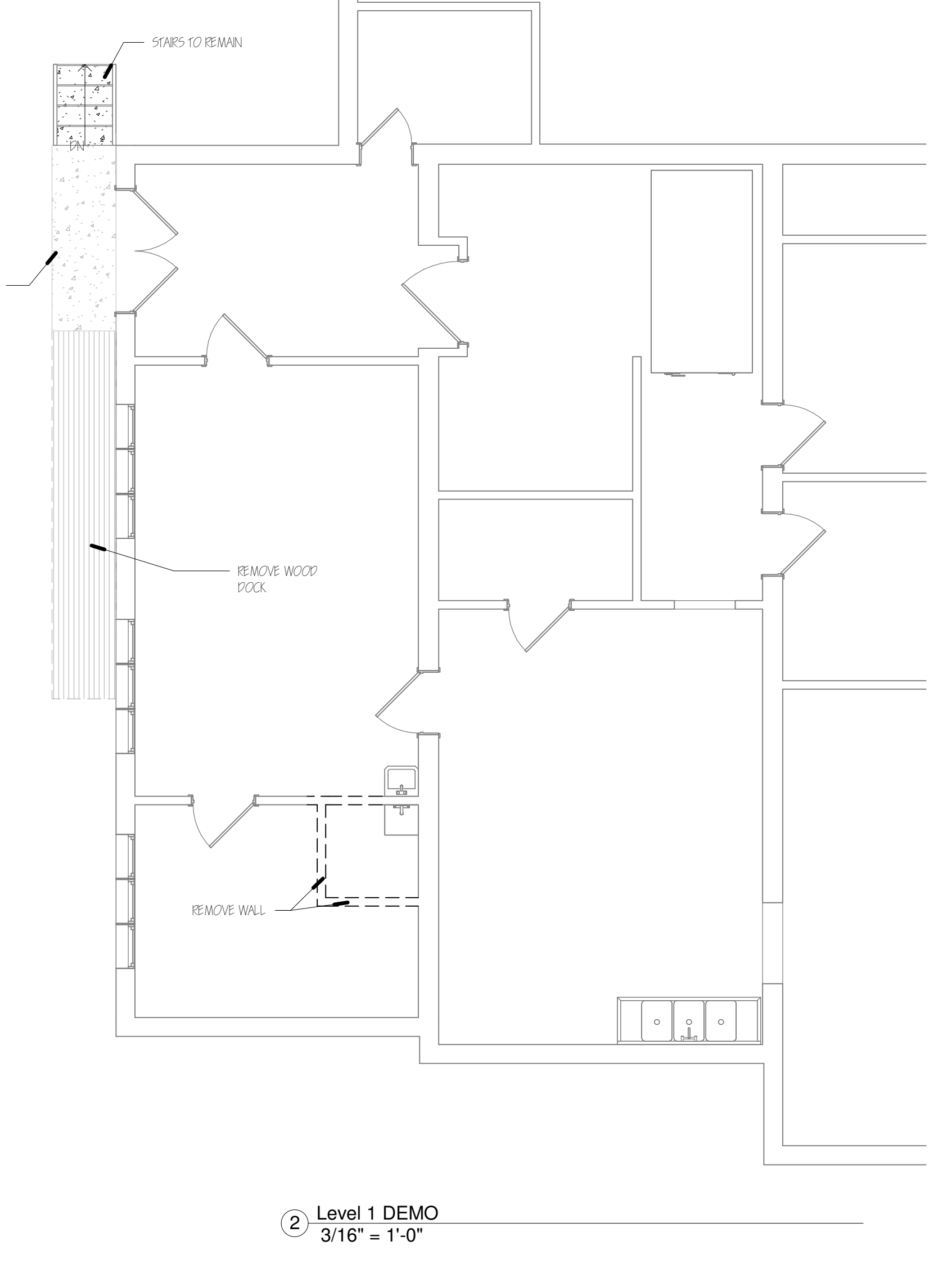
Staff recommends that the Board authorize the Executive Committee to review and approve a negotiated letter of intent to move this concept forward and provide the framework for a lease. Legacy Decatur staff will bring the lease to the full board for approval.

CEILING NOTES:

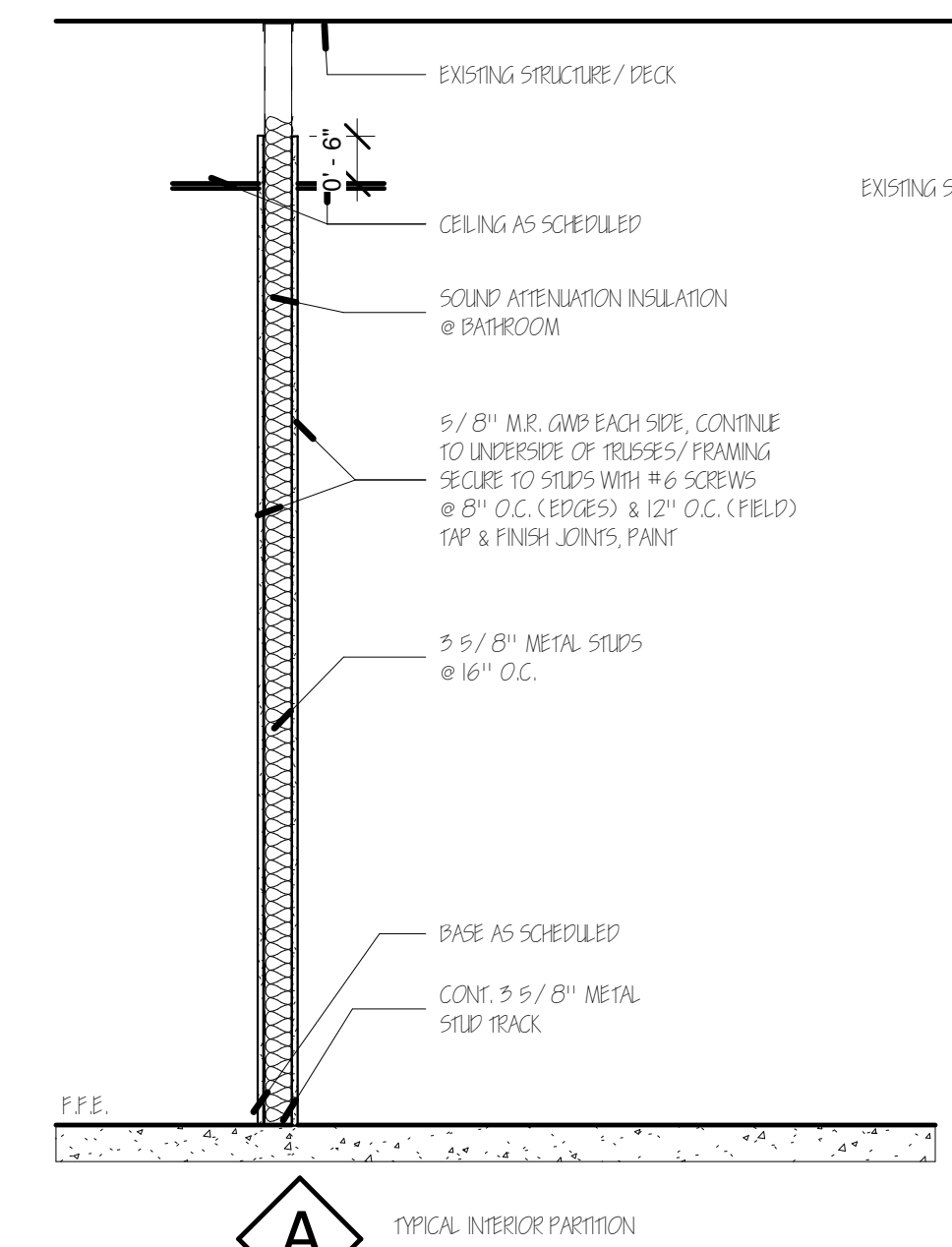
- SEE SCHEDULES & LEGEND SHEET FOR ROOM FINISH INFORMATION.
- SEE ELECTRICAL SHEETS FOR EXACT LENGTH, MODEL NUMBER & CIRCUITING INFORMATION FOR EACH OF THE LIGHT FIXTURES.
- IN THE EVENT OF ANY DISCREPANCY BETWEEN QUANTITY, LOCATION, AND/OR TYPE OF LIGHTING FIXTURE BETWEEN ARCHITECTURAL AND ENGINEERING SHEETS, G.C. SHALL NOTIFY THE ARCHITECT IMMEDIATELY FOR CLARIFICATION.
- WHERE LIGHT SWITCHES ARE REQUIRED, SEE LIGHTING SWITCHING LEGEND.
- EXIST SWITCHES CONTINUING WITH 20'-0" SHALL DEFINE EXITS AND ACCESS TO EXITS WHERE THE EXIT IS NOT IMMEDIATELY APPARENT.
- THE ELECTRICAL SHALL INSTALL ADDITIONAL WIRE TO SUPPORTS FROM THE CEILING GRID TO THE STRUCTURE ABOVE FOR SUPPORT OF THE LIGHT FIXTURES CLIPPED ON THE GRID.
- GENERAL CONTRACTOR TO COORDINATE A PRE-CONSTRUCTION SITE WALK THROUGH MEETING TO VERIFY CLOSET AND FIXTURE LOCATIONS AND TYPES WITH ARCHITECT, OWNER AND ELECTRICAL SUBCONTRACTOR PRIOR TO COMMENCING ELECTRICAL WORK AND PURCHASE OF FIXTURES.
- RECESSED LIGHTING FIXTURES IN INSULATED CEILINGS MUST BE APPROVED FOR ZERO CLEARANCE INSULATION COVER (ZIC) BY UNDERWRITER LABORATORIES OR OTHER TESTING AGENCY LABORATORIES RECOGNIZED BY THE INTERNATIONAL CONFERENCE OF BUILDING OFFICIALS (ICBO).
- COMPLETE WIRING INSULATION FOR POWER, LIGHTING, SIGNAL SYSTEM & TELEPHONE. ALL WIRING & MATERIAL SHALL BE IN FULL ACCORDANCE WITH NATIONAL, STATE & LOCAL ELECTRICAL CODES INCLUDING TITLE 24.
- GENERAL CONTRACTOR TO PROVIDE SUBMITTAL PACKAGE FOR ARCHITECT, OWNER & ELECTRICAL ENGINEER TO REVIEW PRIOR TO ORDERING ANY LIGHT FIXTURES.
- REFER TO ELECTRICAL PLANS FOR LOCATION OF LIGHTING AND EMERGENCY LIGHTING. ALL DISCREPANCIES AND CONFLICTS ARE TO BE REPORTED TO ARCHITECT PRIOR TO PROCEEDING WITH WORK.
- EMERGENCY/EGRESS LIGHTS TO BE SELECTED BY ELECTRICAL SUBCONTRACTOR. ALL EGRESS LIGHTING SHALL COMPLY WITH IBC SECTION 1006. TO PROVIDE MIN. 1.0 FC LIGHT LEVEL ALONG WALL EGRESS PATHS. VERIFY EGRESS PATHS WITH OWNER PRIOR TO INSTALLATION. POWER SOURCE FOR EMERGENCY LIGHTING SHALL COMPLY WITH ARTICLE 700.42(a) OF THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 70-2017 CODE. LIGHTING DESIGNER TO VERIFY NUMBER AND LOCATION INCLUDING OCCUPANCY ALLOWANCE WITH INITIAL BID.
- ALL LIGHT FIXTURES OVER FOOD SERVICE & DISH CLEANING AREA SHALL HAVE ALUMINUM COVER OR SHATTER PROOF BULBS.
- ANY FIXTURES OR SHATTER COVERS LOCATED IN THE REEF CEILING AREA ARE TO BE PAINTED TO MATCH THE REEF CEILING (P-15) BY USG (DEP BAY). ALSO ANY FIRE SUPPRESSION EQUIPMENT/SYSTEM & SPEAKERS LOCATED IN THE REEF CEILING AREA ARE TO BE SHIELDED SO AS TO AVOID THE LAM-LITE BEAM LOCATED BELOW THE REEF CEILING.
- ALL CEILING FIXTURES IN FOOD PREP, DISH AREA AND SERVICE LINE TO BE CLEANABLE, SERVICABLE AND LIGHT IN COLOR.
- ALL LIGHT FIXTURES OVER FOOD SERVICES/ PREP AREAS ALONG WITH DISH CLEANING AREA TO BE SHIELDED WITH COVER OR SHATTER PROOF BULBS.



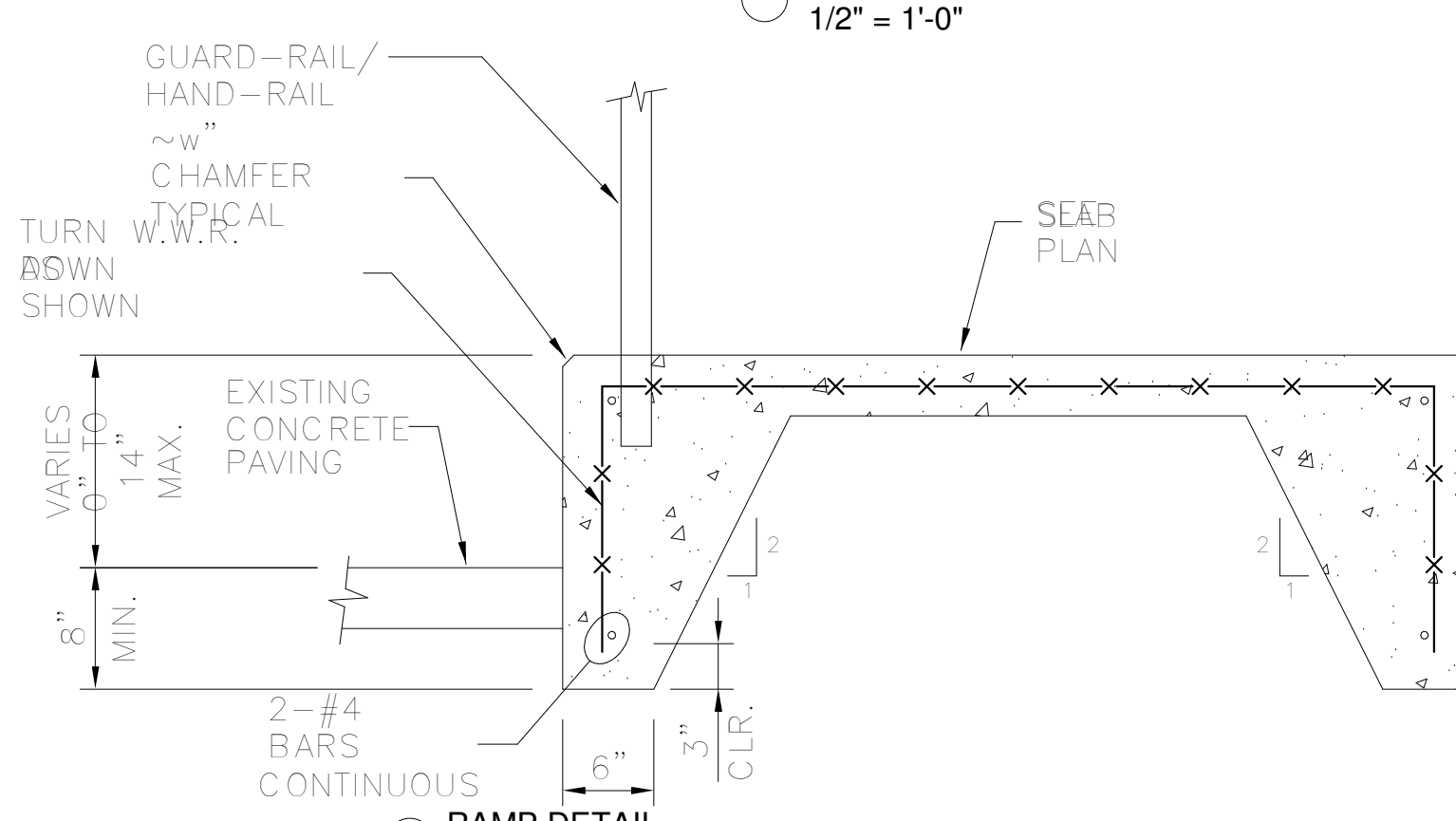
7 Level 1
3/16" = 1'-0"



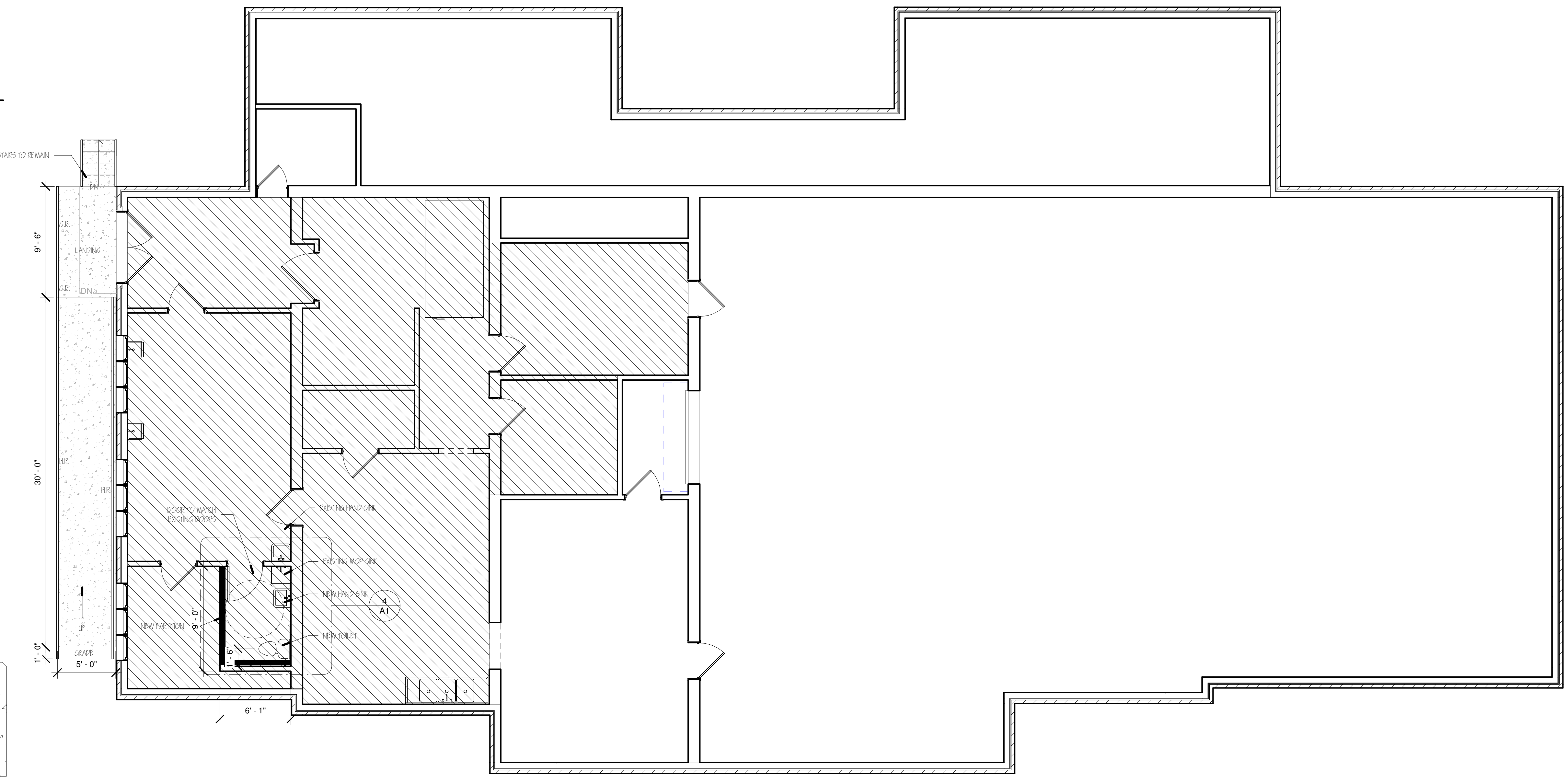
2 Level 1 DEMO
3/16" = 1'-0"



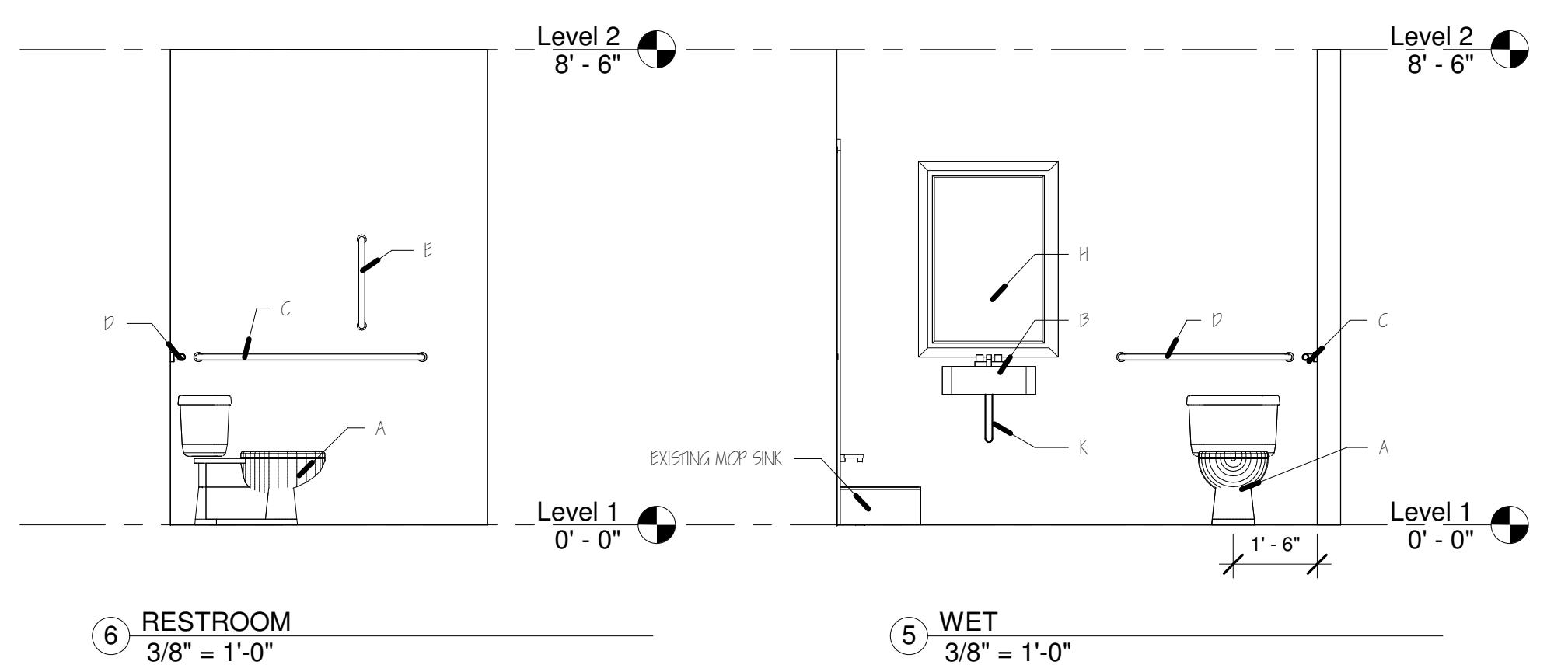
A PARTITIONS
1/2" = 1'-0"



3 RAMP DETAIL
1" = 1'-0"



1 Level 1
3/16" = 1'-0"



6 RESTROOM
3/8" = 1'-0"

5 WET
3/8" = 1'-0"

4 ENLARGED TOILET
3/8" = 1'-0"

MARK	DESCRIPTION	MANUFACTURER	MODEL	NOTES	INSTALLATION
A	WATER CLOSET	SEE PLUMBING DRAWINGS			
B	LAVATORY				
C	1 1/2" DIA. x 42" GRAB BAR	BOBROW	P-4020-09-42	WHITE WITH SEAT	17" AFF. TO TOP OF SEAT
D	1 1/2" DIA. x 56" GRAB BAR	BOBROW	P-4020-09-56	WHITE	34" AFF. TO TOP OF SINK/EM
E	1 1/2" DIA. x 24" GRAB BAR	BOBROW	P-4020-09-24	STAINLESS STEEL	34" AFF. TO TOP OF SINK - HORIZONTALLY
F	NOT USED	BOBROW	P-725K-0	STAINLESS STEEL	24" AFF. TO TOP OF SINK - VERTICALLY
G	TOILET TISSUE DISPENSER	BOBROW	P-204	STAINLESS STEEL	40" AFF. TO CENTER OF DISPENSER
H	15" x 30" FRAMED MIRROR	BOBROW	P-469-1056	STAINLESS STEEL	24" AFF. TO CENTERLINE OF DISPENSER
I	NOT USED				
J	NOT USED				
K	P-RW INSULATION KIT				
L	NOT USED				
M	HOOK	BOBROW	P-2104"	STAINLESS STEEL	58" AFF. TO BOTTOM OF REFLECTING SURFACE
		BOBROW	216 CLOSET HOOK	STAINLESS STEEL	SEE ELECTRICAL DRAWINGS
					SEE MECHANICAL DRAWINGS
					44" AFF. TO BOTTOM OF DISPENSER
					48" AFF. TO TOP OF HOOK

- TOILET ACCESSORY NOTES:**
- PROVIDE SOLID 2" x 4" WOOD BLOCKING BETWEEN SHEETS FOR MOUNTING OF ALL ACCESSORIES.
 - ALL SUBSTITUTE FIXTURES AND ACCESSORIES SHALL BE ADA COMPLIANT.
 - INSTALL ALL EXPOSED H.W. SUPPLY & DRAIN LINES.

- TOILET AREA ROOM NOTES:**
- THE RESTROOM LAYOUT IS BASED ON & COMPLIES WITH THE "AMERICAN WITH DISABILITIES ACT" LATEST REGULATIONS. PLEASE NOTE THE FOLLOWING SECTIONS:
- 4.16.4 FLUSH CONTROLS
 - FLUSH CONTROLS SHALL BE HAND OPERATED OR AUTOMATIC AND SHALL COMPLY WITH 4.27.4. CONTROLS FOR FLUSH VALVES SHALL BE MOUNTED ON THE WALL 50" OF THE TOILET NO MORE THAN 44" ABOVE THE FLOOR.
 - 4.19.4 EXPOSED PIPES & SURFACES
 - HOT WATER - DRAIN PIPES UNDER LAVATORIES SHALL BE INSULATED OR OTHERWISE CONFIGURED TO PROTECT AGAINST CONTACT. THERE SHALL BE NO SHARP OR ABRASIVE SURFACES UNDER THE LAVATORIES.
 - 4.16.4.1 FAULTS SHALL COMPLY WITH 22.4.1. LEVEL OPERATED FROM PIPES AND CONICALLY CONTROLLED MECHANISM ARE EXAMPLES OF THE DESIGN. SELF-CLOSING VALVES ARE ALLOWED IF THE FAULT REMAINS OPEN FOR AT LEAST 10 SECONDS.
 - 4.26.2 GRAB BARS
 - GRAB BAR DIAMETER TO BE MINIMUM OF 1 1/4" IN. MAXIMUM OF 1 1/2" IN. SPACE BETWEEN WALL AND GRAB BAR TO BE 1 1/2" IN.
 - 4.27.4 OPERATION
 - CONTROLS & OPERATING MECHANISMS SHALL BE OPERABLE WITH ONE HAND AND SHALL NOT REQUIRE FIGHT GRIPPING, FINGER OR TWISTING OF THE WRIST. THE FORCE REQUIRED TO ACTIVATE CONTROLS SHALL BE NO GREATER THAN 5 POUNDS OF FORCE.

- CONSTRUCTION NOTES:**
- FINISHES SHALL BE APPLIED TO EXISTING OVERLAP BY 4" OVER THE ENTIRE PERIMETER OF SHEET IN ALL MOUNTING POINTS. THE INSTALLER SHALL REFER TO THE ELEVATION AND DETAIL SHEETS FOR SPECIFIC LOCATION OF FINISHES. SHOULD ANY DISCREPANCIES, OMISSIONS OR CONFLICTS BE FOUND, THE CONSTRUCTION MANAGER IS TO BE NOTIFIED IMMEDIATELY. NO WORK IS TO PROCEED WITHOUT PROPER DIRECTION FROM THE OWNER'S REPRESENTATIVE / N.I.C.M.
 - ALL COVER FINISHES SHALL BE WHITE, UNLESS OTHERWISE SPECIFIED.
 - DO NOT SCALE DRAWINGS. IF DRAWINGS ARE IN QUESTION, OBTAIN CLARIFICATION FROM TREY LUCAS AT 404-307-0771 PRIOR TO CONTINUING CONSTRUCTION.
 - ALL MATERIALS TO BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS.
 - PAINT PROFESSIONAL CLEANUP BY G.C.
 - ALL ANGLED WALLS ARE AT 45, 90 OR 135 DEGREE ANGLE.
 - ALL PAINT ON A OPTIMUM BOWED SURFACES SHALL BE 5 COMBS (- / - / -) PRIME & 2 FINISH.
 - PROVIDE 5/8" x 1/2" WOOD BLOCKING BETWEEN SHEETS FOR MOUNTING OF ALL ACCESSORIES.
 - REFER TO MECHANICAL, ELECTRICAL & PLUMBING SHEETS FOR MEP DESIGN AND SPECIFICATIONS.
 - ALL FIXTURES TO BE PROVIDED WITH ACCESSIBLE SHUT OFF VALVE.
 - WORK SHALL COMPLY WITH ALL REQUIREMENTS CONCERNING MOUNTING HEIGHTS AND CLEARANCES ARE IN DOUTBT.
 - G.C. TO HELP VERIFY AND COORDINATE DIMENSIONS, NOTIFY ARCHITECT OF ANY DISCREPANCIES.
 - PROVIDE OCCUPANCY SIGNS CONFORMING TO APPLICABLE BUILDING CODE REQUIREMENTS.
 - REFER TO ELEVATIONS AND BUILDING SECTIONS FOR ADDITIONAL INFORMATION AND REQUIREMENTS.
 - MAXIMUM 1/2" OFFSET AT ALL SHELDS AND AT ANY CHANGE OF FLOORING MATERIAL. OFFSETS GREATER THAN 1/4" REQUIRE A MAXIMUM OF 45 DEGREE BEVEL.
 - DIMENSIONS ARE TO THE FINISHED FACE, COLUMN LINE OR CENTER OF DIMENSION PARTITION, UNLESS OTHERWISE NOTED.
 - TYPICAL DOOR JAMB IS LOCATED 2" OFF ADJACENT WALL UNLESS OTHERWISE NOTED.
 - G.C. TO FINISH WALL-MOUNTED FIRE EXTINGUISHER (F.E.) (2-A-10BC). ALL F.E. MUST HAVE CURRENT INSPECTION TAGS ATTACHED AND SHALL BE MOUNTED 48" AFF. TO THE HANDLE. COVER BASE TO BE USED IN ALL AREAS INDICATED. USE ROLL GOODS ONLY. NO REAMS SHALL OCCUR WITHIN 6" OF OUTSIDE CORNER.
 - BEFORE PROCEEDING WITH PROCUREMENT, THE RESPECTIVE INSTALLER SHALL HELP VERIFY DIMENSIONS TO ASSURE THAT SUFFICIENT QUANTITIES OF MATERIAL ARE ORDERED TO COMPLETE THE WORK.
 - UPON RECEIPT FROM THE MANUFACTURER, THE INSTALLER SHALL INSPECT MATERIALS FOR DEFECTS, FLAWS, SHIPPING DAMAGE, CORRECT COLOR AND PATTERN. PRIOR TO BEGINNING WORK, PACKAGES OF MISC. MATERIALS SHALL BE RETURNED TO THE MANUFACTURER FOR IMMEDIATE REPLACEMENT TO PREVENT DELAYS IN COMPLETION OF THE WORK.
 - CHANGE HVAC UNIT FILTERS AT COMPLETION OF CONSTRUCTION.
 - MISCELLANEOUS HVAC AND PLUMBING WORK NOT SPECIFICALLY NOTED ON THE DRAWINGS SHALL COMPLY WITH THE APPLICABLE FEDERAL, STATE AND LOCAL CODES.
 - INFORMATION CONTAINED IN THESE DOCUMENTS IS BASED ON OUR WORK/REQUIREMENTS/STAFF'S OCCURRENCE AND MAY REQUIRE ADJUSTMENTS AND/OR MODIFICATIONS TO CONFORM TO EXISTING CONDITIONS. THE OWNER SHALL APPROVE ADJUSTMENTS IN ACCORDANCE WITH DESIGN INTENT. IN NO CASE SHALL SUD ADJUSTMENTS REDUCE THE QUALITY OF THE CONSTRUCTION OR REDUCE THE PROJECT'S CONFORMANCE TO STATE AND LOCAL CODES AND ORDINANCES.
 - DIMENSIONS MARKED "CLEAR" INDICATE A MINIMUM CLEARANCE THAT MUST BE MAINTAINED AND DISCREPANCIES MUST BE REPORTED TO TREY LUCAS ARCHITECTURE LLC BEFORE CONSTRUCTION BEGINS.
 - CONTRACTOR TO PROVIDE DOORS, FRAMES, STOPS, SLOPS AND BUTTS THROUGHOUT FOR A COMPLETE INSTALLATION.
 - PROVIDE 2" FINISH AND 18" TALL ON SINK SIDE OF DOOR. PROVIDE 5" MINIMUM CLEAR AND 48" MINIMUM CLEAR IN THE DIRECTION OF THE DOOR SWING AND OPPOSITE DOOR SWING RESPECTIVELY.
 - G.C. SHALL GUARANTEE ALL PLUMBING MATERIALS AND WORKMANSHIP FREE OF DEFECTS FOR A PERIOD OF 1 YEAR FROM THE DATE OF ACCEPTANCE. CORRECTION OF ANY DEFECTS SHALL BE COMPLETED WITHOUT ADDITIONAL CHARGE AND SHALL INCLUDE REPLACEMENT OR REPAIR OF ANY OTHER PARTS OF THE INSTALLATION REQUIRED.

TREY LUCAS
ARCHITECTURE

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ENGINEERING

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Norcross, Georgia 30092
404.443.0700
www.profiteng.com

Hawkins Renovation
Legacy Park
Decatur, GA 30030

CONSTRUCTION DOCUMENTS **NOT**
RELEASED FOR CONSTRUCTION

**ARCHITECTURAL
PLANS & DETAILS**

Project Number	Project Number
Date	8.3.22
Drawn By	III
Checked By	Checker

A1

Scale As indicated

MEMORANDUM

TO: LEGACY DECATUR BOARD
FROM: MADELEINE HENNER
RE: DECATUR ARTS ALLIANCE PARTNERSHIP IN THE CREATIVE VILLAGE
DATE: MARCH 24, 2023

The purpose of this memorandum is to recommend that the Legacy Decatur Board of Directors authorize the Executive Committee to review and approve a Memorandum of Understanding (MOU) with the Decatur Arts Alliance.

The MOU outlines the previously discussed partnership with the Decatur Arts Alliance to manage the Hyatt building art studios, screen artist portfolios for both housing and studio leases, and support the artist giveback process. In return, the Decatur Arts Alliance will receive 10% of Creative Village Rental Revenue for arts programming at Legacy Park.

Once the MOU is executed, the Decatur Arts Alliance will be able to market and fill the seven Hyatt studios, activating the Creative Village. When Edwards and Trustees are available for housing, the Decatur Arts Alliance will employ their portfolio review expertise to ensure that the Creative Village represents a diverse population of artists and art forms.

Legacy Decatur staff anticipate Edwards and Trustees Cottages to be renovated and ready for tenants in the 2023 calendar year. Once renovated, the two buildings will offer one efficiency apartment, four two-bedroom apartments, one three-bedroom apartment, and one ADA four-bedroom apartment rented at the 60-80% AMI level. Based on a conservative revenue estimation that assumes all bedrooms are rented at the 60% AMI level, Legacy Decatur can expect to generate \$100,872 in annual rental revenue. Decatur Arts Alliance will receive 10% of these funds, estimated at \$10,087 annually.

Staff recommends that the Board authorize the finalization of a management agreement based on the terms already discussed for review and approval by the executive committee.