



DDA ACTION SUMMARY SHEET

MEETING DATE: November 18, 2025

TOPIC Discussion and Consideration - Additional Architectural Services

BACKGROUND BRIEF:

To accommodate the committed lease/buyer of the original office building, i.e. the bakery, there needs to be an addition built on the east side (rear) the building. This will accommodate the need for portable coolers and code compliant wash and prep area. The addition would be approximately 400 sq ft.

This requires architectural work to determine code design and structural load for the coolers. We have asked our existing architect to provide a cost proposal, which is attached.

DISCUSSION: do we want to complete the addition prior to any transaction with the bakery, and then add the value of the addition to the deal sheet? OR do we want to pass this along to the proposed lease/buyer?

If we are doing this, we need a contract for architectural services

If we are passing this along, we need to move towards a contract with the bakery.

My office needs direction.

FINANCIAL IMPACT:

Dependent on the action decided.

RECOMMENDED MOTION:

Dependent on the action decided.