

**Lilburn Downtown Development Authority  
Meeting Agenda**

**February 17, 2021 at 6:30 p.m.  
Zoom**

**Zoom Meeting Link**

Topic: Lilburn DDA Meeting  
Time: Feb 17, 2021 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

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Meeting ID: 939 6770 6068

Passcode: 722029

One tap mobile

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**Work Session Agenda**

**6:30 p.m.**

- I. Call to Order
- II. Old Business
  1. Financial Report - January 31, 2021
  2. Update - DDA Property
  3. Update - Lilburn Community Improvement District & Lilburn Community Partnership
  4. Update - Development Activities
- III. New Business

1. Approval of funding for survey of 4867 Velva Way
- IV. Executive Session (if needed)
- V. Adjournment

## **Meeting Agenda**

### **Immediately following work session.**

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
  1. DDA Meeting Minutes - January 20, 2021

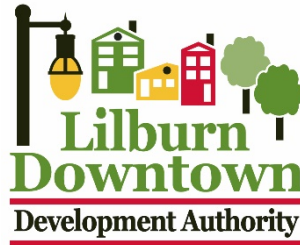
Documents:

[MINUTES JANUARY 20, 2021.PDF](#)

- IV. Old Business
  1. Financial Report - January 31, 2021
  2. Update - DDA Property
  3. Update - Lilburn Community Improvement District & Lilburn Community Partnership
  4. Update - Development Activities
- V. New Business
  1. Approval of funding for survey of 4867 Velva Way
- VI. Public Comment
- VII. Adjournment

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**Lilburn Downtown Development Authority  
Meeting Minutes**

**January 20, 2021**

**Zoom**

**Work Session at 6:30 p.m.**

**Public Meeting immediately following**

The City of Lilburn issued two emergency orders in March 2020: Emergency Order No. 2020-01 and Emergency Order No. 2020-02 declaring a local state of emergency due to the COVID-19 pandemic. Downtown Development Authority meetings are subject to the Georgia Open Meetings Act, and when there is a public health situation that rises to the level of a pandemic, the DDA is permitted to hold teleconference-type meetings as long as they notify the public with the meeting information and allow the public the opportunity to participate. The notice for this meeting identified it as a potential Zoom meeting, and on the Zoom platform, the public did participate.

1/20/2021 – Minutes

**Work Session Agenda**

**I. Call to Order**

Chairman Nash called the meeting to order at 6:32 p.m.

**II. Old Business**

**a. Financial Report – December 31, 2021**

Brian Burchik, Community Development Administrator:

The Lilburn Downtown Development Authority began the month with a balance of \$229,757.63 and ended the month with a balance of \$333,617.18. Revenues include rent from 1910 Public House, CRC Restaurant Group, and interest from Seed Capital for the months of November and December. Seed Capital made a payment of \$100,000 toward the principle owed to the DDA. The remaining balance for Seed Capital is \$439,750.00. This amount is due on June 30, 2021. Lilburn Township Partners paid for the sewer easement they purchased from the DDA (\$8,149.50). Expenses include payments to Precision Planning for the Main Street/Railroad Ave streetscape engineering and to Gwinnett Daily Post for advertising the brewery RFP.

**b. Update – DDA Property**

Brian Burchik, Community Development Administrator:

Demolition of the four assemblage structures is complete. The request for proposal for redevelopment of 57 Railroad Avenue into a brewery has been issued with a deadline of March 1, 2021. The site visit for interested proposers is Friday, January 22, 2021 at 2 p.m. Design is underway for Railroad Ave/ Main St Streetscape and new connection between First Ave and Railroad Ave.

- c. Update – Lilburn Community Improvement District & Lilburn Community Partnership

Eddie Price, Councilmember:

LCID met last month, and new members have joined including Capital Signs and the Distribution Center. Chairman Elmer Nash mentioned that the LCP is getting some rentals thanks to the hard work of Randy and Theresa. Sidewalk construction is underway.

- d. Update – Development Activities

Brian Burchik, Community Development Administrator:

Residential development updates include:

- i. Old Town townhomes are moving forward with three more buildings permitted for construction, 11 units permitted, and 7 units under construction.
- ii. The Kittles have pre-sold houses four through six, and these homes are nearly complete. Final three homes have been permitted.
- iii. COVID-19 has slowed the sale of homes in Noble Village as those 55 and over are reluctant to get out to look for new homes. 16 units have been sold, and another 12 are under contract. There are 68 units total in Phase I (34 buildings), and the developers intend to complete Phase II when the first phase sells.
- iv. Site development for Lilburn Township is underway.

### **III. New Business**

- a. Appointment of 2021 DDA Officers including Chairman, Vice Chairman, and Secretary

Elmer Nash, DDA Chairman:

Chairman Nash explained that the DDA must nominate their 2021 officers during the regular meeting and vote.

- b. Authorization to purchase advertising in various newspapers for RFPs

Brian Burchik, Community Development Administrator:

The RFP for a brewery at 57 Railroad Avenue has been advertised in the Gwinnett Daily Post. Approval of this item will allow staff to advertise in other publications such as the Athens newspaper.

- c. Approval to purchase landscaping services

Brian Burchik, Community Development Administrator:

The McKinley Group provides landscape maintenance for the city, and Mr. Burchik received quotes for The McKinley Group to plant and maintain landscaping around the new Old Town signage.

Mr. Burchik stated that there are three additional items that the DDA may decide to take action on during the meeting:

- 1. Authorize staff to purchase electrical connections for five new Old Town signs from the lowest bidder; and
- 2. Authorize staff to purchase LED lighting for 20 street trees on Main Street from the railroad tracks to First Avenue with annual maintenance services; and
- 3. Authorize an extension to the brewery RFP.

### **IV. Executive Session (if needed)**

Chairman Nash asked for a motion to enter the executive session at 7:08 p.m. for the purpose of discussing property and pending litigation. The motion was made by Board member Scott Mecredy,

seconded by Board member Mark DeArmon.

Motion passed with a 6-0 vote.

## V. Adjournment

Chairman Nash asked for a motion to adjourn the work session at 7:35 p.m. The motion was made by Board member Tom Mills, seconded by Board member Hugh Wilkerson.

Motion passed with a 6-0 vote.

## Meeting Agenda

### I. Call to Order

Chairman Nash called the meeting to order at 7:36 p.m.

- Chairman Elmer Nash
- Hugh Wilkerson, Board Member
- Mark DeArmon, Board Member
- Joe Nocera, Board Member
- Scott Mecredy, Board Member
- Tom Mills, Board Member
- Eddie Price, Councilmember
- Jenny Simpkins, Assistant City Manager
- Brian Burchik, Community Development Administrator

### II. Approval of Agenda

A motion to approve the January 20, 2021 DDA agenda with the addition of (1) Authorization for staff to purchase electrical connections for five new Old Town signs from the lowest bidder; and (2) Authorization for staff to purchase LED lighting for 20 street trees on Main Street from the railroad tracks to First Avenue with annual maintenance was made by Board member Scott Mecredy, seconded by Board member Tom Mills.

**Motion passed with a 6-0 vote.**

### III. Approval of Minutes

- a. DDA Meeting Draft Minutes from December 16, 2020

A motion to approve the DDA November 18, 2020 draft meeting minutes was made by Board member Tom Mills, seconded by Board member Scott Mecredy.

**Motion passed with a 6-0 vote.**

### IV. Old Business

- a. Financial Report – December 31, 2020

A motion to approve the December 31, 2020 Financial Report was made by Board member Tom Mills, seconded by Board member Joe Nocera.

**Motion passed with a 6-0 vote.**

- b. Update – DDA Property

- c. Update – Lilburn Community Improvement District & Lilburn Community Partnership

- d. Update – Development Activities

## **XI. New Business**

- a. Approval to authorize staff to (1) purchase landscaping services for the Old Town signs; (2) purchase electrical connections for five new Old Town signs from the lowest bidder; and (3) purchase LED lighting for 20 street trees on Main Street from the railroad tracks to First Avenue with annual maintenance.

Chairman Nash asked for a motion to approve. The motion was made by Eddie Price, seconded by Tom Mills.

**Motion passed with a 6-0 vote.**

- b. Authorization to purchase advertising in various newspapers for RFPs

Chairman Nash asked for a motion. A motion to authorize the purchase of advertising in various newspapers for RFPs was made by Scott Mecredy, seconded by Joe Nocera.

**Motion passed with a 6-0 vote.**

- c. Appointment of 2021 DDA Officers including the Chairman, Vice Chairman, and Secretary

Board member Tom Mills made a motion to approve Elmer Nash as Chairman, and the motion was seconded by board member Scott Mecredy.

**Motion passed with a 6-0 vote.**

Board member Tom Mills made a motion to approve Hugh Wilkerson as the Vice Chairman, and the motion was seconded by board member Joe Nocera.

**Motion passed with a 6-0 vote.**

Board member Tom Mills made a motion to approve Jenny Simpkins as the Secretary, and the motion was seconded by board member Scott Mecredy.

**Motion passed with a 6-0 vote.**

## **XII. Public Comment**

Chairman Elmer Nash opened the meeting to public comment. Resident of Velva Way, Tim, made several comments including:

- The objective of the DDA is to create a destination City, and Lilburn is a destination he calls home.
- He encourages the DDA to consider more greenspace. Noble Village would look better if there was a nice buffer of trees between the duplexes and the road.
- He wants the DDA to focus on residential development instead of commercial development in Old Town.

## **XIII. Adjournment**

A motion to adjourn at 8:06 p.m. was made by Board member Scott Mecredy, seconded by Board member Joe Nocera.

**Motion passed with a 6-0 vote.**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Jenny Simpkins, Recording Secretary  
Assistant City Manager

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Elmer Nash, DDA Chairman