



Lilburn Downtown Development Authority
Meeting Agenda

March 16, 2022 at 6:30 p.m.
City Hall - Work Session Room
340 Main Street
Lilburn, GA 30047

The Lilburn Downtown Development Authority will meet in person in the Session room at Lilburn City Hall.

Work Session Agenda

6:30 p.m.

I. Call to Order

II. Old Business

1. Financial Report - February 28, 2022
2. Update - DDA Property
3. Update - Lilburn Community Improvement District & Lilburn Community Partnership
4. Update - Development Activities

III. New Business

1. Approval to purchase 20 replacement Old Town Lilburn banner signs in brown from Big Mouth Signs in the amount of \$1,810
2. Approval of Addendum No. 1 to landscaping contract with The McKinley Group to include additional locations in Old Town from \$4,860 per year to \$12,877 per year
3. Approval to pay or reimburse travel and training expenses for DDA board members to attend GMA Conference in June 2022
4. Approval to purchase two banner signs to promote downtown businesses from Capital Signs in the amount of \$423

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. Meeting Minutes February 16, 2022

Documents:

[2_16_2022 - DDA DRAFT MINUTES.PDF](#)

IV. Old Business

1. Financial Report - February 28, 2022
2. Update - DDA Property
3. Update - Lilburn Community Improvement District & Lilburn Community Partnership
4. Update - Development Activities

V. New Business

1. Approval to purchase 20 replacement Old Town Lilburn banner signs in brown from Big Mouth Signs in the amount of \$1,810
2. Approval of Addendum No. 1 to landscaping contract with The McKinley Group to include additional locations in Old Town from \$4,860 per year to \$12,877 per year
3. Approval to pay or reimburse travel and training expenses for DDA board members to attend GMA Conference in June 2022
4. Approval to purchase two banner signs to promote downtown businesses from Capital Signs in the amount of \$423

VI. Public Comment

VII. Adjournment

As set forth in the Americans with Disabilities Act of 1990, the City of Lilburn does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities. City Clerk, 340 Main Street, Lilburn, GA 30047 has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations, information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA coordinator.

The City of Lilburn will assist citizens with special needs given proper notice (seven working days). Any requests for reasonable accommodations required by individuals to fully participate in

any open meeting, program or activity of the City of Lilburn should be directed to City Clerk, 340 Main Street, Lilburn, GA 30047, telephone number 770-921-2210.



Lilburn Downtown Development Authority
Meeting Minutes

February 16, 2022

DRAFT

Lilburn City Hall, 340 Main St., Lilburn, GA 30047
Work Session at 6:30 p.m.
Public Meeting immediately following

2/16/2022 - Minutes

Work Session Agenda

I. Call to Order

Chairman Elmer Nash called the meeting to order at 6:30 pm.

II. Old Business

1. Financial Report - January 30, 2022

Jenny Simpkins, Assistant City Manager, provided the following financial update:

December opened with a balance of \$517,302.03. Revenue included payments of \$1,435.00 from 1910 Public House for the months of December and January; interest for Noble Village for November and December; December and January rent from Agavero; and a \$25,000.00 payment toward outstanding principal from Seed Capital. December and January expenses included payments to GA Power, the McKinley Group for monthly landscaping services, Precision Planning for streetscape design; PNC bank charges; 2021 property taxes; and reimbursement to the City of Lilburn for payments that were posted incorrectly to the DDA bank account. January 2022 ended with a balance of \$544,415.60.

2. Update - DDA Property

Jenny Simpkins stated that vertical construction of two buildings with 11 units facing Main Street is underway at Main Street Townes at Lilburn. Hank Eubanks is contractually obligated to purchase the Commercial tract from the DDA by June 28, 2023, in the amount of \$250,000.00.

Noble Village has started Phase II of the 55+ age-restricted duplexes and triplexes. They did not meet the deadline to pay off the \$150,000.00 in outstanding principal due to the DDA; therefore, the interest on the remaining principal is 10%. They did send a principal payment of \$25,000 so \$125,000 remains.

Townhomes at Old Town Lilburn are nearly complete. Of the 55 total townhomes, 30 are complete with another 15 active building permits issued. There is a waiting list to purchase these townhomes.

3. Update - Lilburn Community Improvement District & Lilburn Community Partnership

Eddie Price, Board member, stated that though he sold his business in Lilburn, he is able to remain on the LCID board due to a letter endorsing his continued involvement in the board from Mayor Dunn.

Jenny Simpkins stated that the wayfinding project, a partnership between LCID and the city, is moving ahead. City Council approved an IGA with Gwinnett County on February 14th committing to maintenance of the four directional signags that will be located in county ROW, and the Gwinnett County BOC will review the IGA at their March meeting. Capital Signs is working with the state DOT for permission to install 8 directional signs in state ROW.

4. Update - Development Activities

Jenny Simpkins provided a brief summary of other development happening in Lilburn. She stated that Council approved the construction contract for Phase I of the Main St/Railroad Ave Streetscape Improvement Project on February 14th, and construction will begin in the next 30 days.

III. New Business

1. 2022 Appointments

No discussion.

2. Approval to abate the monthly rent for Agavero Bus for the months of January and February 2022 due to stormwater improvement project in City parking lot

Jenny Simpkins explained that the city capital project in the parking lot by Agavero bus has disrupted the business significantly. A couple DDA members inquired about abating or reducing their rent during construction. The DDA has the authority to modify rent due. The DDA board discussed this option, and they agreed forgiving rent for two months is the right action to take. Jenny stated that rent has already been paid for January 2022.

IV. Executive Session (if needed)

None.

V. Adjournment

Chairman Nash asked for a motion to adjourn the work session at 7:01 pm. The motion was made by Board member Mark DeArmon, seconded by Board member Scott Mecredy.

Motion passed with a 6-0 vote.

Meeting Agenda

I. Call to Order

Chairman Nash called the meeting to order at 7:01 pm.

- Hugh Wilkerson, Board Member
- Mark DeArmon, Board Member
- Tom Mills, Board Member
- Scott Mecredy, Board Member
- Eddie Price, Councilmember
- Jenny Simpkins, Assistant City Manager

Board member Joe Nocera was absent.

II. Approval of Agenda

A motion to approve the February 16, 2022, DDA agenda was made by Board member Scott Mecredy, seconded by Board member Mark DeArmon.

Motion passed with a 6-0 vote.

III. Approval of Minutes

1. Meeting Minutes January 26, 2022

Chairman Nash called for a motion to approve the DDA Meeting Draft Minutes from January 26, 2022.

A motion to approve the DDA January 26, 2022, draft meeting minutes was made by Board member Mark DeArmon, seconded by Board member Tom Mills.

Motion passed with a 6-0 vote.

IV. Old Business

1. Financial Report - January 30, 2022
2. Update - DDA Property
3. Update - Lilburn Community Improvement District & Lilburn Community Partnership
4. Update - Development Activities

V. New Business

1. 2022 Appointments

Chairman Nash asked for a motion to appoint the 2022 DDA Chair. A motion to appoint Elmer Nash as the 2022 DDA Board Chair was made by Board member Tom Mills, seconded by Board member Mark DeArmon.

Motion passed 6-0.

Chairman Nash asked for a motion to appoint the 2022 DDA Vice Chair. A motion to appoint Hugh Wilkerson as the 2022 DDA Board Vice Chair was made by Board member Eddie Price, seconded by Board member Tom Mills.

Motion passed 6-0.

Chairman Nash asked for a motion to appoint the 2022 DDA Secretary. A motion to appoint Jenny Simpkins as the 2022 DDA Secretary was made by Board member Scott Mecredy, seconded by Board member Mark DeArmon.

Motion passed 6-0.

2. Approval to abate the monthly rent for Agavero Bus for the months of January and February 2022 due to stormwater improvement project in City parking lot

Chairman Nash asked for a motion. A motion to abate monthly rent due to the DDA for the Agavero Bus Parkside for the months of February and March 2022 was made by Board member Scott Mecredy, seconded by Board member Mark DeArmon.

Motion passed 6-0.

VI. Public Comment

None.

VII. Adjournment

A motion to adjourn was made by Board member Eddie Price, seconded by Board member Mark DeArmon at 7:06 pm.

Motion passed with a 6-0 vote.

Approved this _____ day of _____, 20__.

Jenny Simpkins, Recording Secretary
Assistant City Manager

Elmer Nash, DDA Chairman