

**Lilburn Downtown Development Authority
Meeting Agenda**

**March 18, 2020 at 6:30 p.m.
Lilburn City Hall, 340 Main St., Lilburn, GA 30047**

Work Session Agenda

6:30 p.m.

- I. Call To Order
- II. Old Business
 1. Financial Report – February, 2020
 2. Update - DDA Property
 3. Update - Lilburn Community Improvement District & Lilburn Community Partnership
 4. Update - Development Activities
- III. New Business
 1. Approval Of Third Amendment To Land Sales Contract For Lilburn Township Partners, LLC
 2. Approval To Reimburse The City For Sewer Repair Required At 4865 Velva Way
 3. Discuss Proposal For Logo And Graphic Design Standards For Old Town
 4. Discuss Proposal For Civil Design Services For Street Scape Along Main Street Between Railroad Avenue And First Avenue
 5. Discuss Process For Nominating New Board Members
- IV. Main Street Program Update - Main Street Consultant
- V. Adjournment

Meeting Agenda

Immediately following work session.

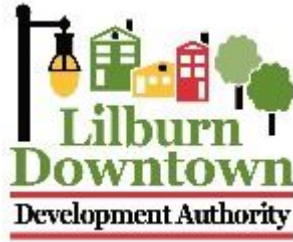
- I. Call To Order
- II. Approval Of Agenda
- III. Approval Of Minutes
 1. DDA February 19, 2020 Regular Meeting & Executive Session Meeting Minutes

Documents:

[2_19_2020 - DDA MEETING MINUTES.PDF](#)
[2_19_2020 - DDA EXECUTIVE SESSION MEETING MINUTES.PDF](#)
- IV. Old Business
 1. Financial Report – February, 2020
 2. Update - DDA Property
 3. Update - Lilburn Community Improvement District & Lilburn Community Partnership
 4. Update - Development Activities
- V. New Business
 1. Approval Of Third Amendment To Land Sales Contract For Lilburn Township Partners, LLC
 2. Approval To Reimburse The City For Sewer Repair Required At 4865 Velva Way
 3. The Approval To Pay Up To \$1,400 To Hilltop Design For Items 1 & 2 On The Estimate Provided.
 4. The Approval To Pay Carl Vinson Institute Of Government For Design Services For Railroad Avenue Up To \$1,000.
- VI. Main Street Program Update - Main Street Consultant
- VII. Public Comment
- VIII. Executive Session (If Needed)
- IX. 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 13.107 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**

DRAFT

February 19, 2020

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

2/19/2020 - Minutes

Work Session Agenda

I. Call To Order

The meeting was called to order by Jimi Taylor at 6:31 p.m.

II. Old Business

1. Financial Report – January 2020

Assistant City Manager, Jenny Simpkins stated:

The ending balance for the DDA's Cadence account on 1/31/2020 was \$10,496.78. BB&T account ending balance for 1/31/2020 was \$13,735.68.

2. Update - DDA Property

Assistant City Manager, Jenny Simpkins stated:

- Old Town (Mixed Use) – 55 townhomes (Town Homes) mid \$400's, + future commercial. 5.7 acres, 9 model homes under construction, Final Plat recorded, commercial property cleanup.
- Townswalk (Mixed Use) 9 Single Family Detached (Single Family Residential) \$400's. 1 acres – 3 completed, 1 in review

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

Assistant City Manager, Jenny Simpkins stated:

- May 2, 2020 - Taste of Lilburn in Lilburn City Park

4. Update - Development Activities

Assistant City Manager, Jenny Simpkins stated:

- Lilburn Township (CB with SUP for residential) – 81 Town Homes + future 15K square foot commercial, 7.8 acres, final plan and building design approval by mid-Feb.

III. New Business

73 Main Street - Police Department/Municipal Court - Demo within 2-3 weeks. Bid was awarded. Demo company to demo the two vacant houses.

Jimi presented new business:

1. She is having people call her to ask to be on the Jimi Taylor Brigade team. Name the volunteer group the Bucket Brigade Group. She would like to move forward and does she need a vote to name the group. Jimi asked for permission, no need to vote on it. Permission given.
2. There is now a Downtown Merchants Group that has met twice. All the merchants are pulling together to have events and revitalize downtown.
3. Easter Egg Hunt - There is a language barrier and will have a translator, eliminating the petting zoo this year.

IV. Adjournment

A motion to adjourn from work session at 7:16 p.m. was made by Jimi Taylor, seconded by Hugh Wilkerson.

Motion passed with a 5-0 vote.

Meeting Agenda

I. Call To Order

The meeting was called to order by Jimi Taylor at 7:16 p.m.

Present:

- Jimi Taylor, Chairperson
- Elmer Nash, Board Member
- Hugh Wilkerson, Board Member
- Mark DeArmon, Board Member
- Eddie Price, Council Representative
- Bill Johnsa, City Manager
- Jenny Simpkins, Assistant City Manager
- Melissa Penate, City Clerk

Absent:

- Scott Mecredy, Board Member

II. Approval Of Agenda

A motion to approve the February 19, 2020, agenda was made by Elmer Nash, seconded by Mark DeArmon.

Motion passed with a 5-0 vote.

III. Approval Of Minutes

1. Approval Of Minutes – January 19, 2020 Meeting

A motion to approve the January 19, 2020 draft meeting minutes was made by Elmer Nash, seconded by Mark DeArmon.

Motion passed with a 5-0 vote.

IV. Old Business

1. Financial Report – January 2020

A motion to approve the financial report from January 2020 was made by Elmer Nash, seconded by Hugh Wilkerson.

Motion passed with a 5-0 vote.

A motion to approve \$2,000.00 added to the Easter Egg Hunt was made by Elmer Nash, seconded by Mark DeArmon.

Motion passed with a 5-0 vote.

2. Update - DDA Property
No further discussion.

3. Update - Lilburn Community Improvement District & Lilburn Community Partnership
No further discussion.

4. Update - Development Activities
No further discussion.

V. New Business
None.

VI. Public Comment
None.

VII. Executive Session (If Needed)

A motion to move to executive session at 7:26 p.m. to discuss personnel matters & land acquisition was made by Hugh Wilkerson, seconded by Elmer Nash.

Motion passed with a 5-0 vote.

A motion to exit from executive session at 8:08 p.m. was made by Mark DeArmon, seconded by Eddie Price.

Motion passed with a 5-0 vote.

A motion to remove Norman Nash as a member of the DDA due lack of attendance was made by Mark DeArmon, seconded by Hugh Wilkerson.

Motion passed with a 5-0 vote.

A motion to allow the City Manager, or his/her designee, to negotiate potential property for the DDA was made by Elmer Nash, seconded by Hugh Wilkerson.

Motion passed with a 5-0 vote.

VIII. Adjournment

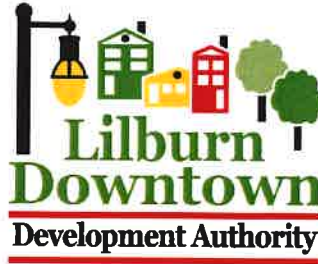
There being no further business, Elmer Nash made a motion to adjourn at 8:10 p.m., seconded by Hugh Wilkerson.

Motion passed with a 5-0 vote.

Approved this _____ day of _____, 20__.

Jenny Simpkins, Recording Secretary
Assistant City Manager

Jimi Taylor, DDA Chairman



EXECUTIVE SESSION MINUTES
CITY OF LILBURN DOWNTOWN DEVELOPMENT AUTHORITY

DATE: 2-19-2020

- | | |
|--------------------------------------|---|
| x
___ Jimi Taylor, Chairperson | x
___ Hugh Wilkerson |
| x
___ Elmer Nash | ___ Scott Mecredy |
| x
___ Eddie Price, Council member | x
___ Bill Johnsa, City Manager |
| ___ Norman Nash | x
___ Jenny Simpkins, Asst. City Manager |
| x
___ Mark DeArmon | x
___ Melissa Penate, City Clerk |

MOTION: Hugh Wilkerson SECOND: Elmer Nash VOTE: 5-0 TIME: 7:26 p.m.

MATTERS DISCUSSED

The purchase, disposal, or leasing of real estate pursuant to O.C.G.A. §§ 50-14-3(b)(1)(D) and (E).
Personnel Matters pursuant to O.C.G.A. § 50-14-3(b)(2).

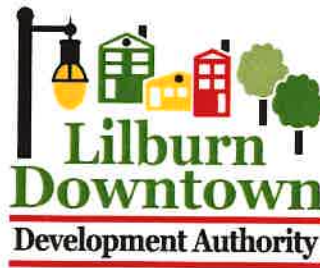
MOTION TO ADJOURN
EXECUTIVE SESSION: Mark DeArmon SECOND Eddie Price VOTE 5-0
TIME: 8:08 p.m.

Approved this ___ day of _____, 20__.

DDA Chairperson

ATTEST:

Recording Secretary



**CITY OF LILBURN
EXECUTIVE SESSION AFFIDAVIT PURSUANT TO O.C.G.A. § 50-14-4(b)**

STATE OF GEORGIA
COUNTY OF GWINNETT

NOW COMES the undersigned having first been duly sworn who under oath deposes and says that at an Executive Session Meeting or a portion of a Regular Session of the City of Lilburn, Downtown Development Authority on 2-19-2020 (Date), the subject matter of the meeting or closed portion was devoted exclusively to the discussion and consideration of matters within the exceptions provided by law, specifically identified as follows (Check one or more as appropriate):

- Consultation with legal counsel concerning pending or potential litigation, settlement, claims or other matters pursuant to O.C.G.A. §§ 50-14-1(b)(1)(A) and 50-14-2.
- The purchase, disposal, or leasing of property (other than real estate) pursuant to O.C.G.A. § 50-14-3(b)(1)(B).
- An appraisal related to the acquisition or disposal of real estate pursuant to O.C.G.A. § 50-14-3(b)(1)(C).
- The purchase, disposal, or leasing of real estate pursuant to O.C.G.A. §§ 50-14-3(b)(1)(D) and (E).
- Personnel Matters pursuant to O.C.G.A. § 50-14-3(b)(2).
- Meetings to consider a portion of a record made exempt from the Open Records Act pursuant to O.C.G.A. § 50-14-3(b)(3).

This 19 day of February, 2020.

DDA Chairperson

Sworn to and subscribed before me this 19 *day of* February, 2020.

Notary Public (Seal)

My Commission Expires:



BOARD REPRESENTATION ATTENDING CLOSING SESSION

I attended the closed session described above and I acknowledge the Presiding Official has executed the affidavit in reliance upon my representation that I did not observe a violation of the Open Meetings Law and the Presiding Official may rely upon my representation that no illegal activities occurred with regard to this meeting.

So represented this, the 19 day of February, 20____.

Signatures of members participating in the meeting:

_____	_____
_____	_____
_____	_____
_____	_____