

**Lilburn Downtown Development Authority
Meeting Agenda
April 19, 2023
6:30 PM
Work Session Room - Lilburn City Hall**

**Work Session Agenda
6:30 P.M.**

- I. Call to Order
- II. Old Business
 - a. Financial Report – March 31, 2023
 - b. Update – DDA Property
 - c. Update – Lilburn Community Improvement District and Lilburn Community Partnership
 - d. Update – Development Activities
- III. New Business
 - a. Approval of purchase of professional services from Sycamore Consulting, Inc., for public outreach support on Railroad Avenue developments in the amount of \$7,000.00.
- IV. Executive Session (if needed)
- V. Adjournment

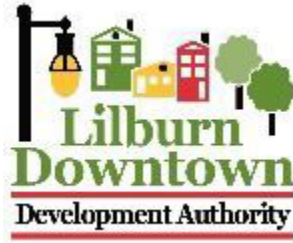
**Meeting Agenda
Immediately following work session.**

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
 - a. Draft Meeting Minutes March 15, 2023
- IV. Old Business
 - a. Financial Report – March 31, 2023
 - b. Update – DDA Property
 - c. Update – Lilburn Community Improvement District and Lilburn Community Partnership
 - d. Update – Development Activities

- V. New Business
 - a. Approval of purchase of professional services from Sycamore Consulting, Inc., for public outreach support on Railroad Avenue developments in the amount of \$7,000.00.
- 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 the City Clerk, 340 Main Street, Lilburn, GA 30047, telephone number 770-921-2210.



**Lilburn Downtown Development Authority
Meeting Minutes
March 15, 2023
6:30 PM
Work Session Room - Lilburn City Hall**

**Work Session Agenda
6:30 P.M.**

- I. Call to Order
Chairman Nash called the work session to order at 6:30 PM. DDA Board members present for the work session included:

Chairman Elmer Nash
Board Member Hugh Wilkerson
Board Member Mark DeArmon
Board Member Joe Nocera
- II. Old Business
 - a. Financial Report – February 28, 2023
Jenny Simpkins, DDA Secretary, provided the following financial update:
February 2023 opened with a balance of \$627,503.64. Revenues included \$1,435 in lease/purchase payment from 1910 Public House and \$3,500 from CRC Restaurant Group for Agavero Parkside. Expenses included \$52.28 for GA Power and \$1,135.88 for a final payment to The McKinley Group for landscaping services. The month ended with a balance of \$631,250.48.
 - b. Update – DDA Property
 - i. Update on 57 Railroad Avenue – Jennifer Tiberia presented financial documentation confirming that her redevelopment team for 57 Railroad Avenue has sufficient assets in hand to construct \$10M in improvements to the building. Jennifer does not have the exact cost estimate for the build-out as she is shopping for quotes for various trades at this time.
 - c. Update – Lilburn Community Improvement District and Lilburn Community Partnership
 - i. No new updates
 - d. Update – Development Activities
 - i. No new updates
- III. New Business

- a. Approval of Tenant Buyer Exclusive Representation Agreement between Lilburn Downtown Development Authority and SVN Creviston Realty, Inc., for certain brokerage services.
Jenny Simpkins, DDA Secretary, stated that SVN Creviston represented the sellers of the six parcels that are part of the assemblage Traton Homes was proposing to purchase and redevelop this time last year. SVN Creviston has since sold three of the six parcels to new owners. SVN agrees to represent the buyer's interest only (DDA) as he negotiates with the parcel owners on sales prices.
- b. Approval to reimburse the City of Lilburn for DDA expenses related to the 2023 Annual Retreat including lodging, meeting room rental, meals, and mileage in the amount of \$4,649.00.
Jenny Simpkins, DDA Secretary, stated that the cost for five of six DDA board members to participate in the overnight retreat in Greenville, SC was \$4,649.00.
- c. Approval to engage a consulting team to create a Master Plan and Design Guidelines for Main Street in an amount not to exceed \$75,000.
Jenny Simpkins explained that this request will go hand in hand with the city's 2024 Comprehensive Plan Update. The city intends to complete a small area study of the area between Rockbridge Rd and Killian Hill Rd on US29 as part of the Comp Plan. Likewise, the DDA will do a small area study of Main Street including the adoption of design guidelines for Main Street.
Chairman Nash asked if the \$75,000 is sufficient to cover these tasks, and he inquired about the end products.
Jenny stated that the end products would include: (1) visuals of Main Street before and after; and (2) a book containing Design Guidelines for Main Street. She stated that she didn't know for sure if \$75,000 would be sufficient but it would go a long way to get us started.
The DDA suggested that they modify this agenda item to state approval of the release of an RFP for Main St Master Plan and Design Guideline services.
- d. Approval of a Memorandum of Understanding between the DDA and the City of Lilburn for joint landscaping services.
The LCID is leading a coordinated effort between the LCID, the City of Lilburn, and the DDA to partner on annual landscaping services. The LCID and City signed an Agreement whereby the LCID will pay for monthly services and bill the City their portion each month. The DDA has landscaping areas included in the scope of work with Russell Landscaping, and this MOU ensures that the DDA pays the City its portion of the monthly landscaping bill.
- e. Approval to negotiate a development agreement for 57 Railroad Avenue with Jennifer Tiberia.
Based on the financial backing of Jennifer and her partners, Jenny recommended approval from the DDA to begin negotiating a Development Agreement for the redevelopment of 57 Railroad Avenue with Jennifer Tiberia.

IV. Executive Session (if needed)

- V. Adjournment
Chairman Nash asked for a motion to end the work session. Board member DeArmon made the motion to end the work session at 7:38 PM, and Board member Wilkerson seconded.

Motion passed 4-0.

Meeting Agenda

Immediately following work session.

- I. Call to Order
Chairman Nash called the meeting to order at 7:38 PM.
- II. Approval of Agenda
Chairman Nash asked for a motion to approve the agenda. DDA Board member DeArmon made a motion to approve the agenda, and DDA Board member Nocera seconded.

Motion passed 4-0.

- III. Approval of Minutes
- a. Draft Meeting Minutes February 15, 2023
Chairman Nash asked for a motion. DDA Board member DeArmon made a motion to approve the minutes of the February 15, 2023 DDA Meeting, and DDA Board member Wilkerson seconded.

Motion passed 4-0.

- IV. Old Business
- a. Financial Report – February 15, 2023
- b. Update – DDA Property
- c. Update – Lilburn Community Improvement District and Lilburn Community Partnership
- d. Update – Development Activities

- V. New Business
- a. Approval of Tenant Buyer Exclusive Representation Agreement between Lilburn Downtown Development Authority and SVN Creviston Realty, Inc., for certain brokerage services.
Chairman Nash asked for a motion. DDA Board member DeArmon made a motion to approve the agreement. DDA Board member Nocera seconded the motion.

Motion passed 4-0.

- b. Approval to reimburse the City of Lilburn for DDA expenses related to the 2023 Annual Retreat including lodging, meeting room rental, meals, and mileage in the amount of \$4,649.00.
Chairman Nash asked for a motion. DDA Board member DeArmon made a motion to approve , and DDA Board member Wilkerson seconded the motion.

Motion passed 4-0.

- c. Approval to engage a consulting team to create a Master Plan and Design Guidelines for Main Street in an amount not to exceed \$75,000.
Chairman Nash asked for a motion. Board member DeArmon made a motion to authorize staff to release an RFP for Master Planning services resulting in Design Guidelines as well as a Master Plan for Main Street. Board member Nocera seconded.

Motion passed 4-0.

- d. Approval of a Memorandum of Understanding between the DDA and the City of Lilburn for joint landscaping services.
Chairman Nash asked for a motion. Board member DeArmon made a motion to approve the MOU, seconded by Board member Nocera.

Motion passed 4-0.

- e. Approval to negotiate a development agreement for 57 Railroad Avenue with Jennifer Tiberia.
Chairman Nash asked for a motion. Board member DeArmon made a motion to approve, seconded by Board member Nocera.

Motion passed 4-0.

VI. Public Comment

Tim Chapel, part of the Fire Brigade team, made a comment that he would like to be part of the 57 Railroad Avenue redevelopment. Jennifer Tiberia stated that she has been, and will continue to, work with Mr. Chapel as plans for the renovation become more definitive.

VII. Adjournment

Chairman Nash asked for a motion to adjourn the March 15, 2023, DDA Meeting. DDA Board member DeArmon made a motion to adjourn at 7:53 PM, seconded by DDA Board member Nocera.

Motion passed 4-0.

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March 21, 2023

Ms. Jenny Simpkins, City Manager
City of Lilburn
340 Main Street
Lilburn, GA 30047

Re: Proposal, Public Outreach Services for RangeWater Railroad Avenue

Dear Jenny:

It was wonderful to speak with you the other day! Sycamore would love to offer our public outreach services regarding the RangeWater Railroad Avenue development proposal. Sycamore has been in business since 1996 and has helped numerous cities, counties, agencies and private clients establish sincere connections with the public they serve, collect useful feedback, and deliver projects that are transformative and meaningful. We would be honored to help facilitate communication on this exciting endeavor between the city, developer and the community so all parties develop a clearer understanding of each other and the most beneficial version of the project.

For the RangeWater Railroad Avenue project, we recommend the following scope of work:

- Attendance of two (2) SCI staff people at the March 27th public meeting to become familiar with the project, listen to the community's concerns, and record notes.
- Develop and host public website to house proposal documents such as site plans, renderings, displays, Frequently Asked Question's (FAQ's) sheet, and provide a forum for citizens to post questions and receive factual and timely responses.
- Monitor questions and comments on website, relay back to developer for responses, and close the loop with response back to citizens;
- Create content like FAQs and other topics such as density, "missing middle" and economic development to be posted to the website.
- Attendance of one (1) SCI staff person at the April 27th Planning Commission Meeting to listen to community's concerns and record notes.

The fee for the above scope of work would be \$7000 inclusive of staff time and expenses. Please let me know if you have any questions or would like to discuss any elements of the scope further.

Thank you for the opportunity to propose!

Kristine Hansen-Dederick
Principal/Co-owner

CRASH - DOA
ELMER WASH