

**Lilburn Downtown Development Authority  
Meeting Agenda**

**April 21, 2021 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 - March 31, 2021**

Documents:

[DDA THRU MARCH 2021 FINANCIAL REPORT.DOCX](#)

**2. Update - DDA Property**

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

**4. Update - Development Activities**

**III. New Business**

**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 - March 17, 2021**

Documents:

[MINUTES MARCH 17 2021.DOCX](#)

## **IV. Old Business**

- 1. Financial Report - March 31, 2021**
- 2. Update - DDA Property**
- 3. Update - Lilburn Community Improvement District & Lilburn Community Partnership**
- 4. Update - Development Activities**

## **V. New Business**

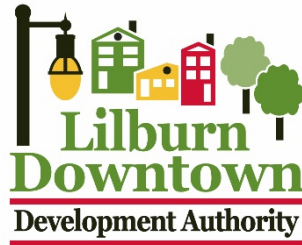
## **VI. Public Comment**

## **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.*

Beginning Balance @ 2/28/2021					\$ 283,450.79
Date		Description	Credits	Debits	
3/1/2021	CK#2062	Capital Signs Old Town Gateway Signage		\$ (61,503.00)	
3/3/2021	DEPOSIT	March Rent - 1910 Public House	\$ 1,435.00		
3/3/2021	DEPOSIT	March Rent - CRC Restaurant Group (Agavero Bus)	\$ 2,500.00		
3/9/2021	CK#2066	Shuma		\$ (243.70)	
3/9/2021	CK#2067	Carothers & Mitchell - Legal services		\$ (507.50)	
3/12/2021	CK#2065	JMB Unlimited Electrical Deposit (inv. #4188)		\$ (2,745.00)	
3/24/2021	CK#2068	Adams Backflow Grease trap test		\$ (75.00)	
3/24/2021	CK#2069	Carothers & Mitchell - Legal services		\$ (262.50)	
3/26/2021	CK#2070	Precision Planning (50% of Main St/RR Ave Streetscape Inv#64813)		\$ (6,087.60)	
3/29/2021	DEPOSIT	April Rent - 1910 Public House	\$ 1,435.00		
3/30/2021	DEPOSIT	Seed Capital - March 2021 Interest Payment	\$ 731.25		
3/30/2021	DEPOSIT	March 2021 Rent - Silver Oak (57 RR Ave)	\$ 5,000.00		
			\$ 11,101.25	\$ (71,424.30)	\$ 223,127.74
Beginning Balance @ 3/31/2021					\$ 223,127.74



**Lilburn Downtown Development Authority  
Meeting Minutes**

**March 17, 2021**

**Work Session at 6:30 p.m.  
Public Meeting immediately following**

3/17/2021 – 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 – February 28, 2021**

Brian Burchik, Community Development Administrator:

The Lilburn Downtown Development Authority began the month with a balance of \$288,640.93 and ended the month with a balance of \$293,519.54. Revenues included rent for the month of January from CRC Restaurant Group (\$2,500), rent for the month of February 2021 from Silver Oak for 57 Railroad Ave (\$5,000). Seed Capital paid interest (\$731.25), and 1910 Public House paid the monthly lease amount of \$1,435). Expenses included legal services, advertisement expense, a deposit for JMB electrical to configure two Old Town signs for electricity, payment to PPI for streetscape design services, and a payment to Pinehill trophies for DDA member nameplates totaling \$4,787.64.

**b. Update – DDA Property**

Brian Burchik, Community Development Administrator:

RFP for 57 Railroad Ave: One of the potential proposers has requested an extension from April 1 to May 1, 2021.

Lilburn Township property: No vertical development has started due to delay on finalizing easements for sewer and AT&T.

Noble Village: Noble Village has requested an extension on the final due date for the outstanding principle due to slower than expected sales.

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

Eddie Price, Councilmember:

LCID Board met today. The LCID is planning to expand in 2021 and attempting to get Walmart to join.

Brian Burchik, Community Development Administrator

LCP is going to host a summer internship to create a history book for Lilburn.

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. Seven townhomes are pre-sold.
- 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. 80 townhomes will be constructed in Phase I, residential phase. Phase II, commercial phase, may be implemented earlier than the three-year requirement of the contract.

Old Town website design is nearly complete, and the go-live date is set for April 12, 2021.

### III. New Business

- a. Approval of funding for landscaping installation and maintenance for planters and streetscape maintenance

Brian Burchik, Community Development Administrator:

Staff recommends that the DDA approve the contract for landscape installation and maintenance. Price for install: \$5,825. Annual maintenance will be an additional \$2,014.50 added to our existing contract. Add pressure washing to the contract – once per quarter. There is no public water.

- b. Approval of design for fencing at Agavero Cantina Parkside
- c. Approval of 12<sup>th</sup> amendment to purchase agreement with Noble Village Lilburn, LLC, and 2<sup>nd</sup> amendment to promissory note
- d. Approval of funding for backflow testing of the grease trap of Agavero Cantina Parkside restaurant

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

Chairman Nash asked for a motion to enter the executive session at 7:45 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 8:05 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 8:06 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 February 17, 2021 DDA agenda was made by Board member Scott Mecredy, seconded by Board member Tom Mills.

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

#### **III. Approval of Minutes**

DDA Meeting Draft Minutes from February 17, 2021

A motion to approve the DDA February 17, 2021 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**

- a. Financial Report – February 28, 2021

A motion to approve the February 28, 2021 Financial Report was made by Board member Scott Mecredy, seconded by Board member Mark DeArmon.

**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 of funding for landscaping installation and maintenance on Main Street planters

Chairman Nash asked for a motion. Joe Nocera asked to add quarterly power washing to the contract. The motion to approve landscape installation and maintenance of planters on Main Street was made by Scott Mecredy, seconded by Tom Mills.

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

- b. Approval of design for fencing at Agavero Cantina Parkside restaurant

Chairman Nash asked for a motion. A motion was made by Tom Mills to table this agenda item until next month's DDA meeting. Motion was seconded by Joe Nocera.

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

- c. Approval of the 12<sup>th</sup> amendment to the purchase agreement with Noble Village Lilburn, LLC, and 2<sup>nd</sup> amendment to the promissory note

Chairman Nash asked for a motion. A motion was made by Joe Nocera to approve the 12<sup>th</sup> amendment to the purchase agreement with Noble Village Lilburn, LLC, and 2<sup>nd</sup> amendment to the promissory note, seconded by Scott Mecredy.

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

- d. Approval to funding for backflow testing of grease trap at Agavero Cantina Parkside restaurant

Chairman Nash asked for a motion. A motion was made by Scott Mecredy to pay the invoice for annual backflow testing of the grease trap at Agavero Canina Parkside restaurant with future years to be funded by the business. A second was made by Tom Mills.

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

- e. **Approval to extend the deadline for the RFP for a brewery until May 1**

Chairman Nash called for a motion. A motion was made by Scott Mecredy to move the deadline for proposal submittals for a brewery at 57 Railroad Ave from April 1 to May 1, 2021. Hugh Wilkerson made the second.

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

**XII. Public Comment**

None

**XIII. Adjournment**

A motion to adjourn at 8:17 p.m. was made by Board member Mark DeArmon, seconded by Board member Scott Mecredy.

**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