

**Lilburn Downtown Development Authority
Special Called Meeting Agenda**

**April 29, 2020 at 7:00 p.m.
Zoom Meeting**

Work Session Agenda

- I. Call To Order
- II. Presentation Of Logo Options By Hilltop Design
- III. Old Business
 1. Financial Report – March, 2020
 2. Update - DDA Property
 3. Update - Lilburn Community Improvement District & Lilburn Community Partnership
 4. Update - Development Activities
- IV. New Business
 1. Approval Of Fourth Amendment To Land Sales Contract
 2. Approval To Surplus Structures At 157 Main Street And 243 Main Street
 3. Approval Of Contract To Move 157 Main Street And 243 Main Street
 4. Discussion: Nominations For New DDA Board Member
- V. Main Street Program Update - Main Street Consultant
- VI. Adjournment

Meeting Agenda

Immediately following work session.

- I. Call To Order
- II. Approval Of Agenda
- III. Approval Of Minutes

1. DDA March 18, 2020 Regular Meeting & Executive Session Meeting Minutes

Documents:

[3_18_2020 - DDA MINUTES.PDF](#)

IV. Old Business

1. Financial Report – March, 2020
2. Update - DDA Property
3. Update - Lilburn Community Improvement District & Lilburn Community Partnership
4. Update - Development Activities

V. New Business

1. Approval Of Fourth Amendment To Land Sales Contract
2. Approval To Surplus Structures At 157 Main Street And 243 Main Street
3. Approval Of Contract To Move 157 Main Street And 243 Main Street

VI. Main Street Program Update - Main Street Consultant

VII. Public Comment

VIII. Executive Session (If Needed)

IX. Adjournment

X. Zoom Meeting Information

When: Apr 29, 2020 7:00:00 PM

Where: [https://zoom.us/j/98419071793?](https://zoom.us/j/98419071793?pwd=TVRWMI dy MWFSM XRnUG9mdEU4UEEwZz09)

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Jenny Simpkins is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

[https://zoom.us/j/98419071793?](https://zoom.us/j/98419071793?pwd=TVRWMI dy MWFSM XRnUG9mdEU4UEEwZz09)

pwd=TVRWMI dy MWFSM XRnUG9mdEU4UEEwZz09

Meeting ID: 984 1907 1793

Password: 575825

One tap mobile

+16465588656,,98419071793#,,1#,575825# US (New York)

+13017158592,,98419071793#,,1#,575825# US (Germantown)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

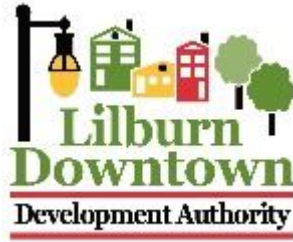
Meeting ID: 984 1907 1793

Passwörd: 575825

Find your local number: <https://zoom.us/j/917114274>

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

March 18, 2020

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

3/18/2020 - Minutes

Work Session Agenda

The Federal Government and State of Georgia Government have declared a state of emergency due to the coronavirus pandemic. Therefore, members of the DDA Board had the option of attending the meeting in person or calling in via teleconference.

I. Call To Order

The meeting was called to order by Jimi Taylor at 6:30 p.m.

II. Old Business

1. Financial Report – February, 2020

Assistant City Manager, Jenny Simpkins stated:

The Cadence Bank Account was closed on February 20, 2020. A total of \$10,481.03 was wired from Cadence to BB&T.

New February activity:

- Noble Village Interest Income
- Public House February Rent
- Velva Street February Rent
- Agavero Bus February Rent
- 57 Railroad Avenue - Escrow

2. Update - DDA Property

Assistant City Manager, Jenny Simpkins stated:

- 157 & 243 Main Street, owned by DDA, were bid out for removal & relocating in October 2019 with no bids submitted.
- Joel & Roy Bishop House Movers LLC are proposing to move the two houses. There will be minor demo cost for the foundation. The contract isn't ready yet but will hopefully be presented at the April DDA meeting.

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

Assistant City Manager, Jenny Simpkins stated:

- COL & staff met with Lilburn CID this morning. The LCID is moving forward with engineering design and construction of the Hood Road alignment. The COL is supportive and ready to help to make the project happen.
- LCID is going to approach the state, DOT, to apply for funding for the project. A traffic lights has already been approved by GDOT to be installed on Hwy 29 and Hood Rd.

Eddie Price stated:

- CID putting in 4 FLOCK cameras funded by the Lilburn CID (\$8,000). Will tie in with the other FLOCK cameras. Crime rates are significantly reduced in areas where FLOCK cameras are located. Two seats will be vacant, but one incumbent is interested in staying. Hwy 29 landscape is ready to begin once COL completes the sidewalk.
- Lilburn Community Partnership - taste of Lilburn has been postponed.
- Candidate Forum April 22 - canceled.

4. Update - Development Activities

Assistant City Manager, Jenny Simpkins stated:

- Cottages at Noble Village - 2 units in the cottages have been occupied. 5 additional units have their Certificate of Occupancy have been issued and move in ready.
- Townwalk - 3 single family are completed. 1 is pending for sidewalk plans review.
- Old Town - 9 model homes are under construction. Final plat has been recorded. Commercial property is being cleared and prepared for future development. No townhomes under contract at this time.
- Lilburn Township - Plans have been approved. Permit is pending architectural elevations and recombination plat.

III. New Business

1. Approval Of Third Amendment To Land Sales Contract For Lilburn Township Partners, LLC

Assistant City Manager, Jenny Simpkins stated:

Township - There is a third amendment that will be presented in the regular meeting for approval. There will be another meeting with the developer with new plans. We recommend a 30 day extension of the contract to close April 30, 2020. The developer will present new plans for review for approval.

2. Approval To Reimburse The City For Sewer Repair Required At 4865 Velva Way

Assistant City Manager, Jenny Simpkins stated:

The property had septic issues. The City of Lilburn had the necessary repairs done totalling \$495. The City of Lilburn is requesting reimbursement for the cost.

3. Discuss Proposal For Logo And Graphic Design Standards For Old Town

Assistant City Manager, Jenny Simpkins stated:

Discussion about a proposal from HillTop Design Group for \$33,661. The DDA should move forward with the logo and graphic standards at this time. Once established, prioritize and move forward with other items. This can be done in phases.

Brian Burchik stated:

The DDA can save in installation by having the City of Lilburn public works install signange with the new logo. Hilltop is familiar with the city logo and will reference it with the new logo.

Elmer Nash asked if Wanda Price would be willing to design a logo. Eddie Price will meet with Wanda and will report back to the DDA.

Jimi Taylor states that the price is reasonable and that the DDA should move forward with the items 1- Logo & 2-Identity Tool Kit on the estimate provided for a sum of \$1,400.

4. Discuss Proposal For Civil Design Services For Street Scape Along Main Street Between Railroad Avenue And First Avenue

Assistant City Manager, Jenny Simpkins stated:

Discussion regarding engineering streetscape for Main Street. Partnership to construct public and private areas on Main Street. The city is recommending DDA and the City of Lilburn to install the bone structure of the streetscape. This includes sidewalk (5ft), curb gutter & parking spaces. If a developer builds what is shown in the design, they will be reimbursed an amount per square footage. The city will not be responsible for any payment unless the building is on the ground.

We received a proposal from Kreuger for the engineering of this project. The DDA covers the engineering cost, and the City of Lilburn covers the construction cost.

5. Discuss Process For Nominating New Board Members

Assistant City Manager, Jenny Simpkins stated:

The Lilburn DDA currently has a vacant seat that needs to be filled. Section 7 of the bylaws outlines the process of nominating a new board member. The DDA will need to nominate a business owner and a property owner to serve on a nomination committee. The nominating committee will submit a list of potential candidates to the Lilburn City Council for review. The City Council will appoint a DDA member from the list.

The state law only requires City Council to appoint the Lilburn DDA members directly. Nominating committees are not required by state law. If the the DDA would like to remove the nominating committee, the bylaws will need to be changed in order to be in accordance with the state law. Bylaw changes will need to be presented and advertised in the Gwinnett Daily Post.

The DDA agrees to the changes. Jenny Simpkins will publish legal ad in accordance to the law for the changes of the DDA Bylaws. The new appointee will be voted in during the May or June City Council meeting.

IV. Main Street Program Update - Main Street Consultant

Main Street Consultant, Brian Burchik stated:

- Cornhole league was postponed as of today. May be canceled in the near future.
- Lilburn Crawl has been canceled.
- April 20 - Lilburn business owner will meet.
- The UGA program that worked on the downtown presentation will be working on the Railroad Ave. in Lilburn. The director asked if the DDA would be interested in working with the grad student to come up with a design for Railroad Ave. The cost for design will cost between \$500-800.

V. Adjournment

A motion to adjourn from work session at 7:28 p.m. was made by Jimi Taylor.

Meeting Agenda

The Federal Government and State of Georgia Government have declared a state of emergency due to the coronavirus pandemic. Therefore, members of the DDA Board had the option of attending the meeting in person or calling in via teleconference.

I. Call To Order

The meeting was called to order by Jimi Taylor at 7:29 p.m.

Present:

- Mark DeArmon, Board Member
- Scott Mecrede, Board Member
- Hugh Wilkerson, Board Member
- Eddie Price, Council Representative
- Jenny Simpkins, Assistant City Manager
- Melissa Penate, City Clerk

Phone-in because of COVID-19:

- Jimi Taylor, Chairperson
- Elmer Nash, Board Member

II. Approval Of Agenda

A motion to amend the agenda adding the following two items was made by Elmer Nash:

1. The approval to pay up to \$1,400 to Hilltop Design for items 1- Logo & 2-Identity Tool Kit on the estimate provided.
2. The approval to pay Carl Vinson Institute of Government for design services for Railroad Avenue up to \$1,000.

seconded by Scott Mecrede.

Motion passed with a 5-0 vote.

A motion to approve the March 18, 2020, amended agenda was made by Elmer Nash, seconded by Mark DeArmon.

Motion passed with a 5-0 vote.

III. Approval Of Minutes

1. DDA February 19, 2020 Regular Meeting & Executive Session Meeting Minutes

A motion to approve the February 19, 2020 Regular meeting & Executive Session meeting minutes was made by Scott Mecrede, seconded by Elmer Nash.

Motion passed with a 5-0 vote.

IV. Old Business

1. Financial Report – February, 2020

A motion to approve financial report from February 2020 was made by Mark DeArmon, seconded by Elmer Nash.

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

1. Approval Of Third Amendment To Land Sales Contract For Lilburn Township Partners, LLC

A motion to approve the Third Amendment to Land Sales Contract for Lilburn Township Partners, LLC. was made by Scott Mecrede, seconded by Elmer Nash.

Motion passed with a 5-0 vote.

2. Approval To Reimburse The City For Sewer Repair Required At 4865 Velva Way

A motion to approve reimbursement to the City of Lilburn for septic repair required at 4865 Velva Way in the amount of \$495 was made by Mark DeArmon, seconded by Elmer Nash.

Motion passed with a 5-0 vote.

3. The Approval To Pay Up To \$1,400 To Hilltop Design For Items 1 & 2 On The Estimate Provided.

A motion to approve payment of \$1,400 to Hilltop Design Group for items 1-Logo and 2-Identity Tool Kit was made by Scott Mecrede, seconded by Mark DeArmon.

Motion passed with a 5-0 vote.

4. The Approval To Pay Carl Vinson Institute Of Government For Design Services For Railroad Avenue Up To \$1,000.

A motion to approve to pay the Carl Vinson Institute of Government for design services for Railroad Avenue up to \$1,000 was made by Mark DeArmon, seconded by Scott Mecrede.

Motion passed with a 5-0 vote.

VI. Main Street Program Update - Main Street Consultant

No further discussion.

VII. Public Comment

None.

VIII. Executive Session (If Needed)

None.

IX. Adjournment

There being no further business, Elmer Nash made a motion to adjourn at 7:37 p.m., seconded by Mark DeArmon.

Motion passed with a 5-0 vote.

Approved this _____ day of _____, 20__.

Jenny Simpkins, Recording Secretary
Assistant City Manager

Jimi Taylor, DDA Chairman